

City of Cleveland

2004 Budget



Jane L. Campbell,
Mayor

Frank G. Jackson,
Council President

Committee on Finance

Frank G. Jackson, Chair
Dona Brady
Patricia J. Britt
Roosevelt Coats
Merle R. Gordon
Robert J. White

Martin J. Sweeney, Vice Chair
Zachary Reed
Sabra Pierce Scott
Jay Westbrook
Michael C. O'Malley

Ordinance No. 115 - 04
Passed March 29, 2004
Effective March 30, 2004

The City Record
 Official Publication of the City of Cleveland
 March 29, 2004

Table of Contents i
 Mayor’s Letter of Transmittal1
 Introduction7
 Budgetary Process8
 Organizational Chart11
 Official Certificate of Estimated Resources12
 Operating Budget13
 Capital Budget14
 Economic Outlook16
 Description of EEO Categories18

Fund Structure19
 General Fund20
 General Fund Revenue21
 General Fund Expenditures21
 Special Revenue Fund Group23
 School Activities29
 Enterprise Fund Group30
 Internal Service Fund Group34
 Agency Fund - C.C.A.36

LEGISLATIVE - City Council37
 JUDICIAL - Judicial43
 Housing51
 Clerk of Courts58
 EXECUTIVE - Mayor’s Office63

Public Safety
 Departmental Summary67
 Director’s Office68
 Police76
 Fire84
 Emergency Medical Service92
 Dog Pound99

Community Relations Board103
 Office of Consumer Affairs109

Table of Contents - Continued

Public Service
Departmental Summary113
Director’s Office114
Architecture117
Waste Collection121
Engineering and Construction127
Traffic Engineering133
Motor Vehicle Maintenance138
Streets145

Parks, Recreation and Properties
Departmental Summary153
Director’s Office157
Research, Planning & Development161
Recreation163
Golf - Operations169
Convention Center172
West Side Market179
Stadium Fund183
Parking Facilities184
Property Management190
East Side Market196
Park Maintenance & Properties198
Cemeteries - Operations207

Urban Planning and Development
Community Development211
Director’s Office213
Administrative Services215
Neighborhood Services220
Neighborhood Development224
Building and Housing229
Director’s Office230
Code Enforcement234
Construction Permits238
Board of Building Standards and Appeals241
Board of Examiners of Plumbers & Electricians245
Board of Zoning Appeals247
Landmarks Commission250
Fair Campaign Finance Commission254
Economic Development257
Workforce Investment Act (WIA)264
Office of Equal Opportunity269
City Planning273
Harbors280

Table of Contents - Continued

Public Health	
Departmental Summary	281
Director's Office	282
Correction	285
Health	289
Environment	298
Air Quality	306
Aging	311
Financial and Legal Administration	
Finance	317
Director's Office	318
Accounts	321
Assessments and Licenses	325
Treasury	331
Purchases and Supplies	335
Storeroom	338
Internal Audit	341
Central Collection Agency	344
Printing and Reproduction	349
Sinking Fund	351
Financial Reporting & Control	365
Office of Budget and Management	371
Information Systems Services	375
Telecommunications	380
Information Technology Planning	383
Law	387
Personnel Administration	
Personnel	393
Civil Service	399
Public Utilities	
Departmental Summary	405
Director's Office	406
Office of Radio Communications	410
Fiscal Control	414
Water	418
Water Pollution Control	428
Cleveland Public Power	435

Table of Contents - Continued

Department of Port Control	
Port Control443
Non-Departmental Expenses	
Restricted Income Tax452
County Auditor Deductions453
Subsidies to Other Funds453
Other Administrative454
Appropriation Ordinance457
Glossary469
Alphabetical Listing471

**Mayor's 2004
Letter of Transmittal
March 29, 2004**

To the Council and Citizens of Cleveland:

As required by provisions of Section 38 of the Charter of the City of Cleveland, I am transmitting herewith the estimate of receipts and expenditures for all departments and divisions of the City for the year 2004.

As I prepare my third budget message our City continues to face significant economic challenges affecting our financial future. In fact - if we continued without taking the actions contained in this budget, we would be facing the largest general fund deficit in nearly 20 years.

Fiscal year 2003 ended with fiscal challenges more significant than at any other time in our history. The nation's economic recession that started in the fall of 2001 continues. Recent reports of economic turnaround in the market place are encouraging to corporate entities and stockholders, but have no direct impact on Cleveland. For Cleveland, recovery means jobs.

For the second consecutive year on-going General Fund revenues, not including transfers, experienced a decline despite conservative projections and the implementation of the most significant fees, fines and forfeitures revenue enhancement package since the early 1990's.

Reduced income tax revenue resulting from the lagging economy, coupled with increasing utility bills, increased labor costs and skyrocketing health care costs, created the 2004 budget problem.

The State of Ohio continued to balance its budget on the backs of its municipalities and urban cities by reducing again the State's Local Government Fund support. At the very same time, the State reduced our revenue by reducing estate taxes without providing any replacement revenue.

Washington's abandonment of urban centers also continues. Programs designed specifically to support police officers on the streets, to assist Cleveland's elderly and most impoverished citizens, and to strengthen critical neighborhood improvement efforts continue to suffer cuts as the federal government priorities shift away from the needs of our core cities.

At the same time general fund expenses increased during the last three years due to the previously negotiated cost of living adjustments totaling 10.9 percent, health care costs increases of 42 percent, increased workers compensation costs and utility costs.

For the past two years, my Administration struggled to prevent lay-offs and service reductions by utilizing one-time revenue sources totaling more than \$87 million. Those one-time sources are now largely gone.

We knew that without an economic recovery, we would face this situation. The tough decisions being made in 2004 could have taken place in 2002 or 2003. I chose to keep our employees at work for as long as possible and to keep municipal services at the highest levels possible. I stand by those decisions.

We turned over every rock looking for cost-saving measures and additional revenues. Our financial team has been cutting the fat over the past two years. There are no more reserves to be tapped. We can no longer depend on one-time revenues to balance our budget.

During 2003 we faced challenges of all kinds. When a sniper threatened the lives of our citizens on the campus of Case Western Reserve University - we responded. When the Northeast and parts of Canada became victims of the largest black out in our history, we responded. When increased threats of terrorism became evident- we responded. When our state and federal governments continued to inflict monetary pain on the backs of the urban cities of this nation - we responded.

And when we determined that our revenue resources were no longer sufficient to cover the continuing expenses of managing our City's operations - we responded. We responded by utilizing sound management practices. We responded by recognizing priority service programs and creating plans for the delivery of those services. We responded by using prudent fiscal management.

We sought after every available resource. We negotiated in good faith with our labor unions, and we will continue to do so throughout 2004.

We invested over one thousand personnel hours to mitigate the impact of a projected \$61 million deficit. By implementing a city-wide hiring freeze in 2003, we were able to save over 155 employee jobs by transferring individuals to our Utilities and Port Control Departments. Only after exhausting every opportunity and resource did Cleveland - like so many cities across the country - resort to the last option. We had no choice but to layoff employees.

Despite all of these challenges we closed 2003 with a year-end balance of \$2.8 million. In doing so - we utilized the balance of our rainy day and reserve funds to pay for costs associated with the unemployment and separation payments of the 506 employees who were in fact laid-off.

But we must move forward. We must prepare for fiscal year 2004, and we must operate within our means. Given the current economic outlook, we have taken what I believe are reasonable actions in estimating our revenues for 2004. We do not anticipate significant growth throughout the 2004 fiscal year.

Despite these constraints, the 2004 budget continues to emphasize the delivery of basic, fundamental City services while at the same time making difficult decisions based on the continued limitations on resources.

I have identified key critical service areas that must be maintained at current levels. However, we are faced with a projected \$61 million deficit and the reality of employee layoffs means that our services will be affected.

Our first priority is to public safety and basic city services. We will be able to provide the basic level of essential city services, with less money, and we will do it well. We will fight crime and protect our neighborhoods. We will pick up the trash and plow the snow off city streets. We will continue to build homes and work doggedly for reinvestment in our city through development opportunities.

2004 Budget**Department of Public Safety**

Safety is the top priority and will maintain its share of total resources.

Historically the Department of Public Safety comprises 58% of the total general fund budget. Despite reductions to safety force personnel in 2004 the Department will continue to maintain its 58 % share of the City's total general fund resources. Further 67 % of all personnel costs (personnel costs make up 81 percent of the City's general fund budget) are appropriated to the Department of Public Safety. Maintaining resource allocations at that level was the single largest challenge the city faced.

Division of Police

My Administration's number one priority remains the public safety of our residents. To that goal I have worked with the Public Safety Director, Police Chief and the command staff to provide our resources to insure that we are able to respond to and investigate all 911 calls. Further, we have deployed officers and supervisors to specialized units critical to public safety, health and welfare. While fiscal constraints prohibited us from staffing all units the Division of Police will provide the following:

- The City will maintain its basic patrol car plan increasing officers assigned to the plan by 4 from 668 to 672. Sixty-six officers will be assigned to the districts and 601 assigned to vehicles.
- General detectives will be assigned 10 per police district. The 2nd and 4th Districts will have 3 and 5 detectives respectively assigned to the grant funded Domestic Violence Program.
- Each police district will have 8 vice detectives.
- The Homicide, Swat, Bomb Squad, Financial Crimes, K-9, Accident Investigations and Motorcycle units are maintained at 2003 levels.
- Other specialized units have been reduced but are still operational including but not limited to Fresh Start, COPs in Schools, Sex Crimes, Narcotics and Central Charging Office

Division of Fire

Based on negotiations with the fire union, the City successfully reduced the number of firefighters to be laid off from 150 to 70. Because of this cooperation, the Fire Chief has prepared a deployment plan that insures response times will not be jeopardized during 2004. In compliance with National Fire Protection Association recommendations, the deployment plan will allow the Division of Fire to continue to maintain its response times in normal conditions.

2004 Budget

- The City will operate 40 fire companies throughout 2004.
- Every firehouse will stay open and operational with at least one engine or ladder truck in service.
- By mid-2004 the City will begin taking delivery of a major purchase of 14 state of the art fire apparatus, including pumpers, ladders and a rescue unit. Several of the new apparatus are called Quints that are a combination ladder and pumper.
- First responder calls will continue to be answered based on criteria as established by the Medical Advisory Board.

Emergency Medical Services

The Division of EMS will continue to operate 20 ambulances throughout 2004 thanks to agreements reached between this Administration and CARE.

Fire and EMS dispatch will be merged to generate cost efficiencies and eliminate work redundancies. I have instructed the Safety Director, the Fire Chief and EMS Commissioner to devise a plan to merge the dispatch operations so as to significantly reduce operating expenses. The merger should be completed this year.

Department of Public Service

Again, the focus remains delivery of fundamental municipal services. After countless hours and weeks of program review the Department of Public Service experienced a 9% budget reduction versus fiscal year 2003. In doing so we will insure the following:

- Trash will continue to be collected on a weekly basis. To do so, given reductions in seasonal staffing the City has been forced at this time to discontinue those services that are not now provided citywide. These include recycling, residential street sweeping, guardrail installation and graffiti removal. We will place 21 recycling bins at the recreation centers, schools and libraries for residents to voluntarily recycle. A new paper-recycling program will continue to be available at school sites, the zoo, Metro Parks and various other locations throughout the community. Additionally, collection of bulk items will continue, but may be delayed by several days.
- Snow removal will continue, with full-service to the main streets and secondary arterials. Plowing of residential streets will occur during heavy snowfall and when impassable. Residential streets will also be salted in icy conditions.
- Street resurfacing will remain in tact and the chuckhole program will be slightly reduced. During 2003 resources were available that enabled the expansion of the maintenance crack sealing program. Due to resource limitations, maintenance crack sealing will be eliminated.
- Main streets will be swept every month instead of every week.

Department Of Parks, Recreation & Properties

- The City's 20 recreation centers will remain open at the times they are most used - from 11:30 a.m. to 8 p.m., Monday through Friday.
- Existing senior programs at recreation centers will be conducted during the new operational hours.
- The Summer Lunch Program will continue.
- All baseball and softball programs will continue with modifications.
- All existing core programming, such as Arts & Crafts and pee wee leagues, will continue at current levels. Recreation Center staff will provide programming, but without the assistance of seasonals.
- Parks and playgrounds will be maintained on a weekly basis.
- Vacant lots will be maintained at the same level as 2003.
- Outdoor pools will be open this summer for eight weeks, from June 20th through Aug. 15. The outdoor pools will operate Wednesday through Sunday. Indoor pools will remain open Monday through Friday allowing seven day access to all pools.
- Learn to Swim evening sessions will continue.
- Camp Forbes will continue to host day camp and senior programming.

During 2004 all special events, other than those exempted by ordinance, must be able to the support the cost of municipal services including set up, clean up, tear down, site preparation and security. During 2003, special event costs exceeded \$ 320,000 in Parks alone. During 2004 all special event budgets must be able to pay for required municipal service costs.

Department of Building & Housing

- All services in the area of construction permitting, including plan review, contractor registration and building permits issuance will remain near existing levels.
- Code enforcement inspections will be at 75 percent of existing levels, with nearly 34,000 inspections expected for the year. A priority ranking system will be implemented for complaints, and the department's emphasis will be to abate community nuisances such as abandoned structures and unsafe properties.

Other departments and divisions will realize more significant budget reductions. The Mayor's Office budget has been reduced by 15% versus 2003. The Departments of Finance, Law, Personnel and Civil Service will experience average budget reductions in excess of 23% from levels appropriated just one year ago. The remaining Departments on average will see budget levels reduced by 14%.

Our employees and our unions are being solicited for ideas as to how we can provide services better at less cost and streamline procedures and processes. The 2004 collective bargaining process is underway. I am committed to working with each and every labor union throughout this process.

For more than 24 months this Administration, in cooperation with Cleveland City Council, was able to avoid employee lay-offs and stave off service reductions. I have always maintained that such measures would be exercised only as a last resort. That is the case in 2004.

We have faced numerous challenges during the first two years of my Administration. We overcame those challenges. Clearly 2004 will present greater challenges for all of us. I am confident this Administration, in cooperation with the Cleveland City Council, its employees and citizens will emerge victorious.

We have appreciated the cooperative spirit and will continue to work to use our limited resources both in safety and other departments to meet the needs of our residents.

Sincerely,

Jane Campbell, Mayor
City of Cleveland

INTRODUCTION

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

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

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

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

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

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

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

BUDGETARY PROCESS

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

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

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

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

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

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

BUDGETARY PROCESS

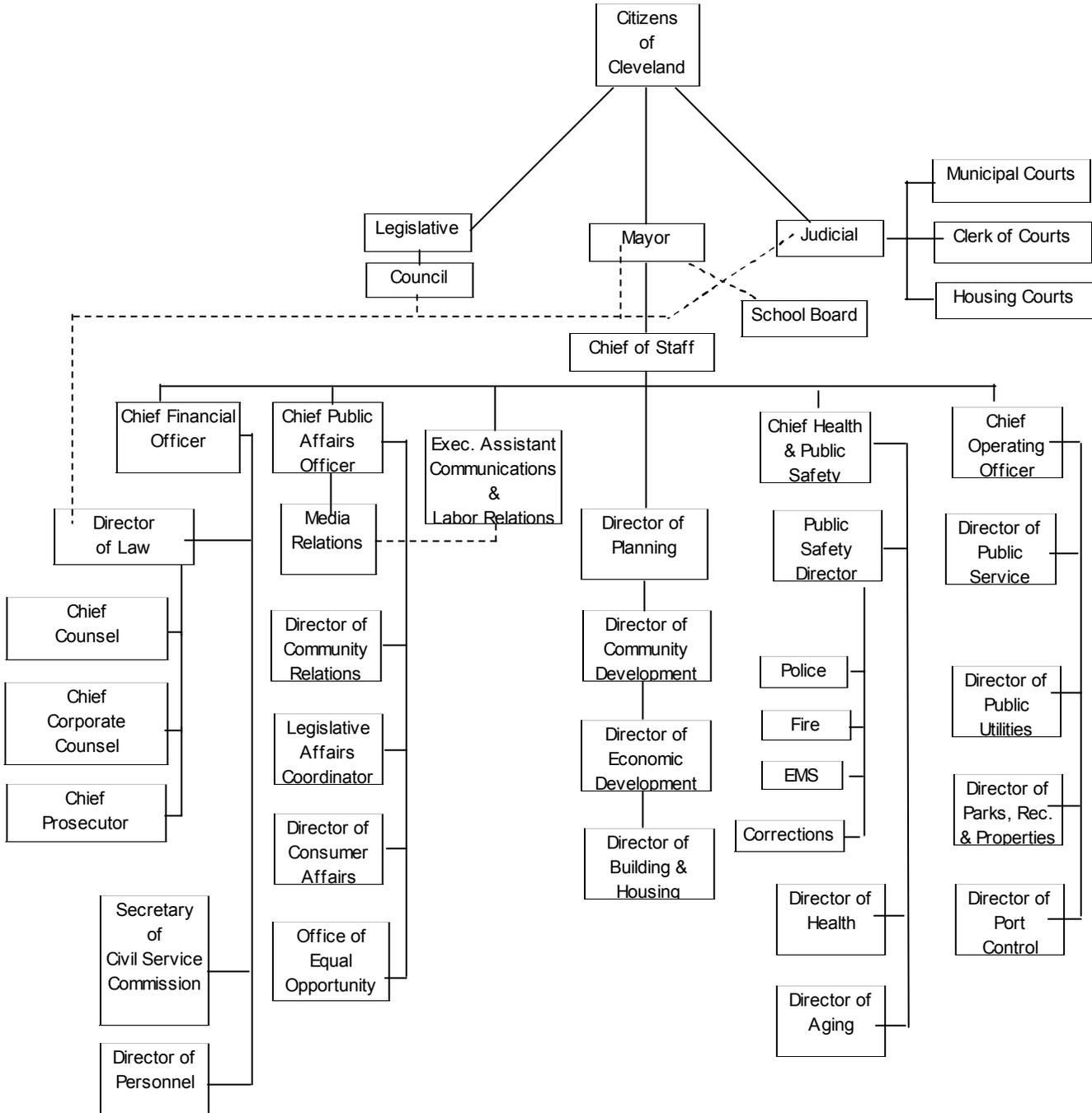
The budget workbooks provide the basis for analysis of program delivery anticipated in the coming year. A summary of the impacts is presented to the Mayor for his input and acceptance or rejection. From the basic assumptions agreed upon by the Mayor and Finance Director, the production of the Mayor's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

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

BUDGETARY PROCESS

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

CITY OF CLEVELAND
ADMINISTRATIVE ORGANIZATION CHART



2004 Budget

OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

The Ohio Revised Code, Section 5705.39 provides for a County oversight function whereby the County Budget Commission certifies the total resources available to the City for appropriation. This certification is based on the County's review of the City's budget request submitted in July of the previous year. The Certificate of Estimated Resources establishes the maximum authority for appropriation levels during the year. Below is the most recent Official Certificate of Estimated Resources for the City of Cleveland:

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 95.17% current & delinquent collection of current levy for previous tax year

Fund	Unencumbered Balance, Jan. 1, 2004	General Property Tax	Local Government	Other Sources	Total
General Fund	\$2,823,982.08	\$44,085,459.29	\$50,457,044.28	\$366,499,671.43	\$463,866,157.08
Fireman's Pension Fund	\$0.00	\$1,706,535.00	\$0.00	\$0.00	\$1,706,535.00
Police Pension Fund	\$0.00	\$1,706,534.00	\$0.00	\$0.00	\$1,706,534.00
General Fund Sum.	\$2,823,982.08	\$47,498,528.29	\$50,457,044.28	\$366,499,671.43	\$467,279,226.08
Restricted Tax	\$1,172,972.22	\$0.00	\$0.00	\$31,587,500.00	\$32,760,472.22
SCMR	\$80,287.85	\$0.00	\$0.00	\$22,203,212.15	\$22,283,500.00
Rainy Day Fund	\$121,789.64	\$0.00	\$0.00	\$686,717.00	\$808,506.64
Reserve Fund	\$168,209.13	\$0.00	\$0.00	\$0.00	\$168,209.13
Schools Rec & Cult Act	\$3,769.48	\$0.00	\$0.00	\$2,000,000.00	\$2,003,769.48
Debt Service Fund	\$8,522,736.85	\$24,744,742.00	\$0.00	\$27,538,417.00	\$60,805,895.85
Utilities Admin	\$967,077.41	\$0.00	\$0.00	\$4,600,554.00	\$5,567,631.41
Utilities Radio Comm	\$339,881.09	\$0.00	\$0.00	\$2,020,920.00	\$2,360,801.09
Water	\$115,632,204.36	\$0.00	\$0.00	\$221,094,000.00	\$336,726,204.36
Water Pollution	\$6,504,122.59	\$0.00	\$0.00	\$22,770,850.00	\$29,274,972.59
Cleve Public Power	\$39,966,375.00	\$0.00	\$0.00	\$146,405,000.00	\$186,371,375.00
Airport Operations	\$29,667,504.83	\$0.00	\$0.00	\$138,925,354.00	\$168,592,858.83
Airport Development	\$159.25	\$0.00	\$0.00	\$0.00	\$159.25
Cemetery	(\$1,984,478.40)	\$0.00	\$0.00	\$3,972,587.00	\$1,988,108.60
Golf	\$1,123,423.53	\$0.00	\$0.00	\$2,432,000.00	\$3,555,423.53
Parking Facilities	\$66,063.20	\$0.00	\$0.00	\$8,708,986.00	\$8,775,049.20
Convention Center	\$311,718.92	\$0.00	\$0.00	\$6,400,000.00	\$6,711,718.92
West Side Market	\$113,703.29	\$0.00	\$0.00	\$1,104,611.00	\$1,218,314.29
East Side Market	\$259,761.49	\$0.00	\$0.00	\$78,400.00	\$338,161.49
Stadium	\$497,898.96	\$0.00	\$0.00	\$10,500,000.00	\$10,997,898.96
Telephone	\$107,235.41	\$0.00	\$0.00	\$5,754,085.00	\$5,861,320.41
Motor Vehicle Maint.	\$503,449.26	\$0.00	\$0.00	\$13,701,445.00	\$14,204,894.26
Printing	\$421,819.38	\$0.00	\$0.00	\$1,202,236.00	\$1,624,055.38
Storeroom	\$6,383.42	\$0.00	\$0.00	\$925,315.00	\$931,698.42
Central Collection Agcy.	\$591,268.82	\$0.00	\$0.00	\$8,910,360.00	\$9,501,628.82
Total	\$207,989,319.06	\$72,243,270.29	\$50,457,044.28	\$1,050,022,220.58	\$1,380,711,854.21

Transfers

Amount:

General Fund To:

Stadium Fund	\$8,990,205.00
Debt Service	\$2,306,640.00
IX Center Fund	\$1,300,000.00
Rainy Day Fund	\$686,717.00
Cemetery Fund	\$2,362,762.00
Schools	\$2,000,000.00
Streets	\$3,662,834.00
Sinking Fund	\$375,000.00
	<u>\$21,684,158.00</u>

CITY OF CLEVELAND FUND STRUCTURE

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

	REVENUE	EXPENDITURES	EXCESS/ (DEFICIENCY) OF REVENUE OVER EXPENDITURES	BALANCE BEGINNING	ENDING
EXPENDITURES					
GENERAL FUND					
General Fund	\$ 464,455,244	\$ 467,144,646	\$ (2,689,402)	\$ 2,823,982	\$ 134,580
SPECIAL REVENUE FUNDS					
Street Maint & Construction *	\$ 22,203,212	\$ 22,283,500	\$ (80,288)	\$ 80,288	\$ (0)
ENTERPRISES					
MAJOR					
Water	\$ 221,094,000	\$ 241,542,714	\$ (20,448,714)	\$ 115,632,204	\$ 95,183,490
Water Pollution Control	\$ 22,770,850	\$ 24,686,971	\$ (1,916,121)	\$ 6,504,123	\$ 4,588,002
Cleveland Public Power	\$ 146,405,000	\$ 149,799,768	\$ (3,394,768)	\$ 39,966,375	\$ 36,571,607
Airport-General Operations	\$ 138,925,354	\$ 138,464,634	\$ 460,720	\$ 29,667,505	\$ 30,128,225
	\$ 529,195,204	\$ 554,494,087	\$ (25,298,883)	\$ 191,770,207	\$ 166,471,324
SMALL					
Cemeteries*	\$ 3,972,587	\$ 1,969,710	\$ 2,002,877	\$ (1,984,478)	\$ 18,399
Golf	\$ 2,432,000	\$ 2,398,416	\$ 33,584	\$ 1,123,424	\$ 1,157,008
Parking Facilities	\$ 8,708,986	\$ 8,578,487	\$ 130,499	\$ 66,063	\$ 196,562
Convention Center	\$ 6,400,000	\$ 6,400,000	\$ -	\$ 311,719	\$ 311,719
West Side Market	\$ 1,104,611	\$ 1,104,611	\$ -	\$ 113,703	\$ 113,703
East Side Market	\$ 78,400	\$ 77,777	\$ 623	\$ 259,761	\$ 260,384
	\$ 22,696,584	\$ 20,529,001	\$ 2,167,583	\$ (109,808)	\$ 2,057,775
AGENCY FUND					
Central Collection Agency	\$ 8,910,360	\$ 8,877,805	\$ 32,555	\$ 591,269	\$ 623,824
Less: Interfund Subsidies from GF	\$ (6,025,596)	\$ (6,025,596)	\$ -	\$ -	\$ -
NET CITY OF CLEVELAND OPERATING BUDGET FOR 2004					
	\$1,041,435,008	\$1,067,303,443	\$ (25,868,435)	\$195,155,937	\$169,287,502

* Includes General Fund Subsidy

CAPITAL BUDGET PROGRAM

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

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

THE CAPITAL PROGRAM

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

Projects scheduled for 2004 will be in some stage of planning, design or construction during the year and have the local funds on hand, or will during the year. Many of the projects scheduled in prior years continue to be underway in 2004 due to the typically extensive capital project design and construction process. Projects listed for years 2003 through 2006, while somewhat more tentative in nature because they are in the planning design stage, do have proposed sources of funding identified in most instances. Capital Projects, their recommended funding source(s) and the year in which they will begin the program are the result of a series of working sessions, involving the Capital Budget office, the Commissioner of the implementing Division and appropriate staff actually working on current and planned capital projects.

FINANCING THE PROGRAM

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

LOCAL SOURCES

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

CAPITAL BUDGET PROGRAM

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

OTHER SOURCES

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

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

ECONOMIC OUTLOOK

The challenges for the City remain daunting. As with most other Cities, the cost of health care benefits, employee wages, utilities, worker’s compensation, infrastructure needs, and inflation of prices on required goods, continue to be the primary reasons for increased municipal budgets. Although the Federal government says that the economy is recovering, local economic indicators continue to substantiate that Cleveland's recession is not over. In fact, Cleveland's unemployment rate for November 2003 (11.3%) was almost double that of the nation (5.9%) and the State and has not been below 11% since December 2001.

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

1998	8.6%
1999	8.9%
2000	8.7%
2001	8.7%
2002	12.5%
2003	11.6%

National employment gains were concentrated in the service producing sectors of the economy while manufacturing jobs (those that most affect Cleveland) continued to decline although at a slower rate. Between 2001 and 2003, Ohio lost over 83,000 jobs, and Cleveland lost over 11,800 jobs in the same period. Of these local jobs, almost 9,500 were high paying manufacturing jobs. The continuing erosion of manufacturing jobs, employing 16.8% of the workforce, is a matter for concern.

CPI EXPLANATION

The Consumer Price Index (CPI) is a measure of the average change in prices over time of goods and services purchased by households. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) the CPI for Urban Wage Earners and Clerical Workers (CPI-W), which covers households of wage earners and clerical workers that comprise approximately 32 percent of the total population and (2) the CPI for All Urban Consumers (CPI-U) and the Chained CPI for All Urban Consumers (C-CPI- U), which cover approximately 87 percent of the total population and include in addition to wage earners and clerical worker households, groups such as professional, managerial, and technical workers, the self- employed, short term workers, the unemployed, and retirees and others not in the labor force. workers, the unemployed, and retirees and others not in the labor force.

YEAR CPI%

1995	2.5%
1996	3.3%
1997	1.7%
1998	1.6%
1999	2.7%
2000	3.4%
2001	2.4%
2002	2.1%
2003	1.9%

ECONOMIC OUTLOOK

The CPIs are based on prices of food, clothing, shelter, and fuels, transportation fares, charges for The CPIs are based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and other goods and services that people buy for day-to-day living. Prices are collected in 87 urban areas across the country from about 50,000 housing units and approximately 23,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments.

SUMMARY

The Consumer Price Index for All Urban Consumers (CPI-U) decreased .01 percent in December, before seasonal adjustments. The index for food rose 0.6 percent in December with prices for food at home up 0.8 percent, reflecting, in part, another large increase in beef prices. Energy costs rose 0.2 percent in December, following a 3.0 percent drop in November. Shelter costs, which were unchanged in November, increased 0.3 percent in December.

HEALTH CARE

Medical cost throughout the country have grown by double-digit rates over the last five years particularly from 2000 to 2003. In fact medical costs for the City have grown by 29% over the last three years. Many factors have been responsible for these cost increases. Price inflation has increased the price for medical services, drugs and supplies. Changes to the medicare program have shifted cost from the Federal government to private health plans that the City utilizes. Labor shortages for nurses and pharmacists are pushing up wages in these professions at nearly double-digit rates. Increased direct-to-consumer promotion of prescription drugs and medical procedures has resulted in more expensive drug treatment and increased use of medical services. Current projections for health care plan cost increases for 2004 range from 13.9% to 15.6% over 2003. The Mayor's Estimate assumes a 15% cost increase.

DESCRIPTION OF EEO CATEGORIES

OFFICIALS AND ADMINISTRATORS

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

PROFESSIONALS

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

DESCRIPTION OF EEO CATEGORIES

TECHNICIANS

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

PROTECTIVE SERVICE WORKERS

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

PARAPROFESSIONALS

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

OFFICE AND CLERICAL

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

SKILLED CRAFT WORKERS

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

SERVICE AND MAINTENANCE

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

FUND STRUCTURE

SECTION I

FUND STRUCTURE

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

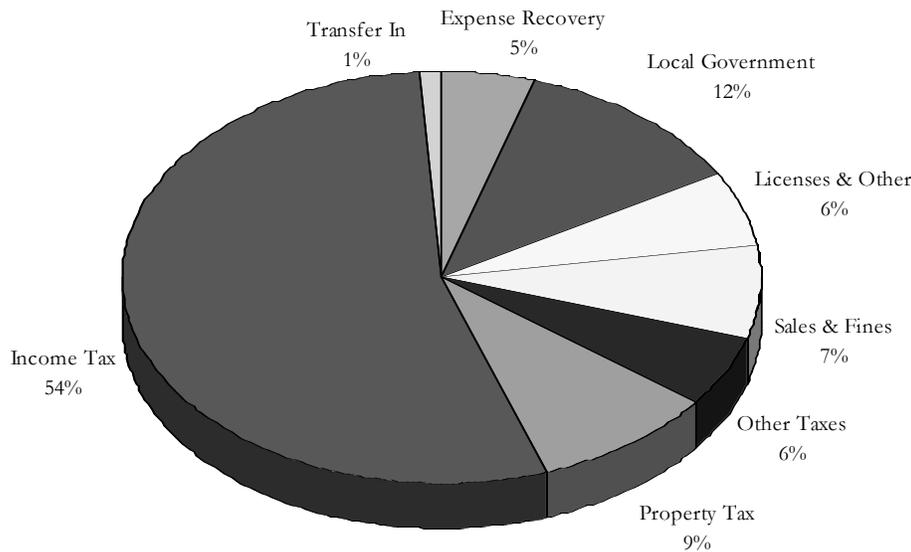
FUND	PURPOSE	REVENUE
GENERAL	Provides for general operating expenses of the city.	State and local taxes, service charges, licenses and permits, and fines.
SPECIAL REVENUE: RESTRICTED INCOME TAX	Capital improvements and debt service payments.	One-ninth of city income tax collections.
STREETS	Street maintenance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

GENERAL FUND

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

The 2004 General Fund budget is comprised of \$467.1 million in expenditures. The 2004 proposed revenues are estimated at \$464.5 million.

General Fund Revenue Distribution



NOTES:

- Other includes licenses and permits, sales and charges for services, miscellaneous revenue, and expenditure recoveries.
- Other taxes include Admission Tax, Motor Vehicle Lessor Tax, Parking Tax, Estate Tax, and Cigarette & Liquor Taxes.

GENERAL FUND

REVENUE

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

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

The third largest General Fund revenue source is generated by County property tax collections. In 2000, the Cuyahoga County reappraised all property values (required every six years). Revenues from fines and forfeitures include collections from parking violations and court levied civil and criminal fines. This revenue is directly related to the number of parking and moving violations issued by the City and court fines and costs.

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

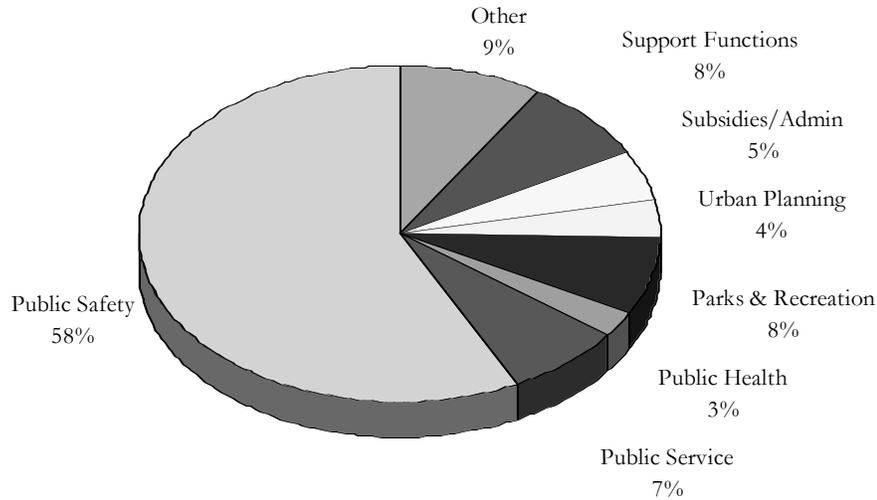
All other revenue received by the City is grouped into the other category. Included are sales and charges for service which are charged to users of City services. Examples are fees for emergency medical service, medical care at the City's health centers and copies of birth and death certificates. Additionally,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

EXPENDITURES

The City delivers tax-supported services to its residents in several basic program areas including Safety, Service, Parks and Recreation, Health, and Urban Planning and Development. The following chart shows that well over half of the General Fund budget (58%) is devoted to Public Safety, with 7% of all funds going to Public Service (including Waste Collection and the General Fund Operating Transfer to Streets) and 8% to Parks and Recreation. Only 8% is devoted to support functions such as financial, legal and personnel administration.

GENERAL FUND

General Fund Expenditure Distribution



NOTES:

- Other Includes:
Aging
City Council
Community Relations
Mayor's Office
Municipal Courts
- Support Functions include Non-Departmental expenses, legal, financial, and personnel costs.
- Public Service and Parks & Recreation include a General Fund operating transfer.
- Urban Planning includes Community Development, Economic Development, City Planning, OEO, and various boards.

In the following pages, financial data is presented for all divisions for comparison with previous years. Staffing levels are also included for every division. For 2003 and 2003, the actual number of employees on the payroll at year-end and actual expenditures are presented. For 2003, year end unaudited expenditures are presented and will be revised to year end actuals in the next budget book. In some divisions such as Police, Fire, Streets and Waste Collection where there is substantial turnover, average staffing levels are used for a more realistic picture. Due to rounding, numbers in the expenditure detail sections may not add.

2004 Budget

REVENUE BY SOURCE AND TYPE

	REVENUE			
	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
RECEIPTS				
LOCAL TAXES				
Property Taxes	\$ 47,842	\$ 46,372	\$ 45,490	\$ 48,822
Income Tax	262,721	248,865	248,479	251,049
Admission & Exhibition Tax	12,236	12,098	10,962	10,600
Motor Vehicle Lessor Tax	3,051	2,818	2,550	2,250
Parking Tax	10,011	9,940	9,618	9,600
Electric Excise Tax	-	2,959	5,863	6,000
Video Game Tax	51	52	49	50
Total	\$ 335,912	\$ 323,104	\$ 323,011	\$ 328,371
LICENSES & PERMITS	\$ 8,887	\$ 7,807	\$ 10,367	\$ 10,829
INTERGOVERNMENTAL REVENUE				
Local Government Fund	\$ 59,265	\$ 56,210	\$ 55,459	\$ 55,743
Cigarette & Liquor Tax	803	878	813	769
Inheritance Tax	5,438	4,253	3,845	3,850
Total	\$ 65,506	\$ 61,341	\$ 60,117	\$ 60,362
SALES & CHARGES FOR SERVICES	\$ 16,030	\$ 16,778	\$ 15,671	\$ 16,156
FINES & FOREITURES	16,769	17,778	18,297	17,893
MISCELLANEOUS	9,671	13,622	10,056	3,383
EXPENDITURE RECOVERY	21,667	22,047	21,909	22,161
TRANSFERS IN	-	25,402	34,427	5,300
TOTAL RECEIPTS	474,442	487,879	493,855	464,455
EXPENDITURES	\$ 488,102	\$ 491,264	\$ 496,010	\$ 467,145
NET	\$ (13,660)	\$ (3,385)	\$ (2,155)	\$ (2,689)
DECERTIFICATIONS	\$ (9,779)	\$ 6,915	\$ 2,345	\$ -
BEGINNING BALANCE	\$ 22,543	\$ (896)	\$ 2,634	\$ 2,824
ENDING BALANCE	\$ (896)	\$ 2,634	\$ 2,824	\$ 135

2004 Budget

EXPENDITURES BY PROGRAM AREA

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
LEGISLATIVE BRANCH - Council	\$ 5,426	67	\$ 5,482	67	\$ 6,041	68	\$ 5,579	69
JUDICIAL BRANCH								
Municipal Court	\$ 16,147	297	\$ 17,918	300	\$ 18,707	308	\$ 19,595	302
Housing Court	2,216	42	2,451	45	2,681	42	2,785	43
Clerk of Courts	8,567	183	9,029	183	9,306	174	9,855	179
TOTAL JUDICIAL BRANCH	\$ 26,930	522	\$ 29,398	528	\$ 30,694	524	\$ 32,235	524
EXECUTIVE BRANCH								
OFFICE OF THE MAYOR	\$ 1,399	12	\$ 2,264	31	\$ 2,321	29	\$ 2,208	28
PUBLIC SAFETY								
Director's Office	\$ 3,924	65	\$ 3,755	59	\$ 3,360	51	\$ 2,923	39
Police-Uniform	170,324	1,891	185,885	1,875	185,534	1,800	168,151	1,551
Civilian	-	862	-	841	-	400	-	406
Fire-Uniform	75,759	1,018	81,648	997	82,304	978	76,130	906
Civilian	-	13	-	14	-	12	-	10
Emergency Medical Service	17,959	302	19,986	284	21,907	311	20,162	307
Dog Pound	757	15	866	17	1,013	17	858	12
TOTAL PUBLIC SAFETY	\$ 268,723	4,166	\$ 292,140	4,087	\$ 294,118	3,569	\$ 268,224	3,231
COMMUNITY RELATIONS BRD	\$ 876	29	\$ 902	28	\$ 874	14	\$ 913	13
PUBLIC SERVICE								
Public Service Administration	\$ 407	4	\$ 449	6	\$ 524	6	\$ 518	6
Architecture	652	10	698	10	735	10	681	9
Waste Collection & Disposal	27,398	314	26,438	298	26,299	239	24,770	243
Traffic Engineering	3,712	52	3,940	49	4,062	45	3,541	39
Engineering & Construction	5,094	84	5,120	81	5,165	79	4,829	73
TOTAL PUBLIC SERVICE	\$ 37,263	464	\$ 36,645	444	\$ 36,785	379	\$ 34,338	370
PARKS, RECREATION & PROPERTIES								
Director's Office	\$ 719	10	\$ 766	10	\$ 680	9	\$ 721	9
Research, Planning & Development	683	9	670	9	782	11	722	10
Recreation	11,900	542	12,368	535	12,967	159	11,576	158
Parking Facilities	736	17	842	18	946	23	1,118	28
Property Management	11,291	198	10,334	157	8,873	127	8,139	100
Parks, Maintenance & Properties	13,802	433	14,170	430	14,528	155	12,993	149
TOTAL PARKS, RECREATION	\$ 39,131	1,209	\$ 39,150	1,159	\$ 38,776	484	\$ 35,269	454

2004 Budget

EXPENDITURES BY PROGRAM AREA - CONTINUED

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
URBAN PLANNING AND DEVELOPMENT								
Department of Community Development								
Director's Office	\$ 437	5	\$ 176	6	\$ 184	5	\$ 240	6
Administrative Services	1,615	36	632	32	950	34	802	32
Neighborhood Services	2,144	27	589	27	462	25	421	28
Neighborhood Development	1,813	34	497	33	1,104	30	862	32
Division of Building & Housing	10,644	200	9,248	203	-	-	-	-
Total Dept of Comm Dev	\$ 16,653	302	\$ 11,142	301	\$ 2,700	94	\$ 2,325	98
Department of Building and Housing								
Director's Office	\$ -	\$ -	\$ -	-	\$ 2,071	34	\$ 2,098	29
Code Enforcement	-	-	-	-	5,504	145	6,714	128
Constructon Permit	-	-	-	-	4,014	28	1,619	26
Total Dept of Building & Hous.	\$ -	\$ -	\$ -	-	\$ 11,589	207	\$ 10,432	183
Regulatory Boards & Commissions								
Building Standards and Appeals	\$ 84	6	\$ 98	6	\$ 99	1	\$ 106	1
Zoning Appeals	248	8	256	8	266	3	285	4
Board of Examiners of Plumbers &	79	8	72	7	-	-	-	-
Landmarks Commission	102	9	112	9	135	2	170	2
Fair Campaign Finance	1	-	10	-	1	-	-	-
Total Regulatory Boards	\$ 514	31	\$ 548	30	\$ 501	6	\$ 561	7
Economic Development	\$ 1,098	19	\$ 1,056	17	\$ 1,120	17	\$ 1,127	15
Equal Opportunity	507	9	542	9	613	12	901	18
City Planning Commission	1,286	28	1,110	28	1,460	24	1,492	23
TOTAL URBAN PLANNING	\$ 20,058	389	\$ 14,398	385	\$ 17,983	360	\$ 16,838	344
PUBLIC HEALTH								
Director's Office	\$ 827	12	\$ 707	11	\$ 715	10	\$ 733	10
Correction	5,721	85	5,698	87	6,361	85	6,257	90
Health	3,367	46	3,385	48	3,432	50	3,242	42
Environment	1,969	41	1,748	24	1,449	24	1,125	21
Air Quality	-	-	-	-	663	1	430	1
TOTAL PUBLIC HEALTH	\$ 11,884	184	\$ 11,538	170	\$ 12,620	170	\$ 11,786	164
OFFICE OF CONSUMER AFFAIRS								
Consumer Affairs	\$ -	-	\$ 195	9	\$ 277	3	\$ 315	3
TOTAL CONSUMER AFFAIRS	\$ -	-	\$ 195	9	\$ 277	3	\$ 315	3
DEPARTMENT OF AGING								
Aging	\$ 262	4	\$ 365	6	\$ 380	6	\$ 424	6
TOTAL DEPT OF AGING	\$ 262	4	\$ 365	6	\$ 380	6	\$ 424	6

EXPENDITURES BY PROGRAM AREA - CONTINUED

(000's Omitted)

	2001		2002		2003		2004	
	Actual	Staff	Actual	Staff	Unaudited	Staff	Mayor's	Estimate
	Amount		Amount		Amount		Amount	Staff
SUPPORT FUNCTIONS FINANCIAL AND LEGAL								
ADMINISTRATION								
Department of Finance								
Director's Office	\$ 330	3	\$ 462	5	\$ 567	5	\$ 705	7
Accounts	934	18	1,516	22	1,485	19	1,395	18
Assessments & Licenses	1,113	27	1,200	26	1,385	26	1,430	25
Treasury	505	10	614	10	647	10	511	7
Purchases & Supplies	548	9	520	10	534	9	607	9
Bureau of Internal Audit	745	13	850	9	902	8	653	5
Information Technology Services	-	-	-	-	2,813	36	2,851	27
Information Technology & Planning	-	-	-	-	-	-	222	2
Financial Reporting & Control	1,528	21	2,219	18	1,536	17	1,324	15
Total Department of Finance	\$ 5,703	101	\$ 7,381	100	\$ 9,869	130	\$ 9,697	115
Office of Budget and Management	\$ 663	11	\$ 522	8	\$ 558	9	\$ 586	9
Law	8,516	99	7,529	106	8,442	100	7,684	90
TOTAL FINANCIAL & LEGAL	\$ 14,882	211	\$ 15,432	214	\$ 18,869	239	\$ 17,968	214
PERSONNEL ADMINISTRATION								
Office of Personnel	\$ 1,476	22	\$ 1,734	21	\$ 1,807	22	\$ 1,531	22
Civil Service Commission	1,226	17	877	12	855	12	758	9
TOTAL PERSONNEL ADMIN	\$ 2,702	39	\$ 2,611	33	\$ 2,662	34	\$ 2,289	31
NON-DEPARTMENTAL								
County Auditor Deductions	\$ 767		\$ 1,192		\$ 854		\$ 1,043	
Other Administrative	16,115		16,835		21,701		16,031	
TOTAL NON-DEPARTMENTAL	\$ 16,882		\$ 18,027		\$ 22,555		\$ 17,074	
TOTAL SUPPORT FUNCTIONS	\$ 34,466	250	\$ 36,070	247	\$ 44,086	273	\$ 37,331	245
SUBSIDIES TO OTHER FUNDS	\$ 41,680		\$ 22,719		\$ 11,154		\$ 21,684	
TOTAL GENERAL FUND	\$ 488,098	7,296	\$ 491,266	7,161	\$ 496,109	5,879	\$ 467,145	5,451

2004 Budget

SPECIAL REVENUE FUNDS

Restricted Income Tax Fund

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

(000's Omitted)

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
RECEIPTS	\$ 33,386	\$ 31,236	\$ 31,366	\$ 31,588
EXPENDITURES				
Capital	20,152	15,470	15,682	12,916
Debt Service	13,750	15,000	16,000	19,844
Total Expenditures	33,902	30,470	31,682	32,760
Net	(516)	766	(316)	(1,172)
Decertifications	587	730	1,441	-
BEGINNING BALANCE	(1,519)	(1,448)	48	1,173
ENDING BALANCE	\$ (1,448)	\$ 48	\$ 1,173	\$ 1

Street Construction

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

(000's Omitted)

	2001 Actual		2002 Actual		2003 Unaudited		2004 Mayor's Estimate	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
RECEIPTS								
TAXES-STATE:								
Gasoline Excise Tax	\$ 6,459		\$ 6,196		\$ 6,721		\$ 8,200	
Motor Vehicle License Tax	5,145		5,059		5,238		5,100	
Total Taxes-State	11,604		11,255		11,959		13,300	
LOCAL:								
General Fund Operating Transfer	5,226		5,275		6,549		3,663	
LICENSES & PERMITS	-		2		5		6	
MISCELLANEOUS	165		13		5		7	
SALES & CHARGES FOR SERVICES	1,733		1,904		2,230		2,227	
EXPENDITURE RECOVERIES	7,638		3,713		3,905		3,000	
TOTAL RECEIPTS	26,367		22,163		24,652		22,203	
EXPENDITURES	26,818	319	23,613	319	25,447	305	22,284	295
Net	(451)		(1,450)		(795)		(80)	
Decertifications	-		2,341		859		-	
Beginning Balance	(424)		(875)		16		80	
Ending Balance	\$ (875)		\$ 16		\$ 80		\$ 0	

SPECIAL REVENUE FUNDS

Rainy Day Reserve Fund

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

	(000's Omitted)			2004
	2001	2002	2003	Mayor's
	Actual	Actual	Unaudited	Estimate
RECEIPTS	\$ 1,770	\$ 79	\$ 48	\$ 687
EXPENDITURES	-	6,600	3,900	-
Net	\$ 1,770	\$ (6,521)	\$ (3,852)	\$ 687
Beginning Balance	8,725	10,495	3,974	122
Ending Balance	\$ 10,495	\$ 3,974	\$ 122	\$ 808

Reserve Fund

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

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

	(000's Omitted)			2004
	2001	2002	2003	Mayor's
	Actual	Actual	Unaudited	Estimate
RECEIPTS	\$ 1,148	\$ 46	\$ 74	\$ -
EXPENDITURES	-	-	6,100	-
Net	\$ 1,148	\$ 46	\$ (6,026)	\$ -
Beginning Balance*	5,000	6,148	6,194	168
Ending Balance	\$ 6,148	\$ 6,194	\$ 168	\$ 168

2004 Budget

SPECIAL REVENUE FUNDS**Debt Service**

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

	(000's Omitted)							
	2001		2002		2003		2004	
	Actual		Actual		Unaudited		Mayor's Estimate	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
RECEIPTS	\$ 45,269		\$ 75,607		\$ 53,414		\$ 54,409	
EXPENDITURES	44,833	1	75,607	1	52,315	2	54,409	2
Net	\$ 436		\$ -		\$ 1,099		\$ -	
Beginning Balance*	3,550		3,986		3,986		5,085	
Ending Balance	\$ 3,986		\$ 3,986		\$ 5,085		\$ 5,085	

School Activities

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

	(000's Omitted)							
	2001		2002		2003		2004	
	Actual		Actual		Unaudited		Mayor's Estimate	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
RECEIPTS	\$ 2,015		\$ 11		\$ 1,941		\$ 2,000	
EXPENDITURES	2,000		-		2,000		2,000	
Net	\$ 15		\$ 11		\$ (59)		\$ -	
Beginning Balance	37		52		63		4	
Ending Balance	\$ 52		\$ 63		\$ 4		\$ 4	

MAJOR ENTERPRISE FUNDS

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

(000's Omitted)

	2001		2002		2003		2004	
	Actual		Actual		Unaudited		Mayor's	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
UTILITIES ADMINISTRATION								
FISCAL CONTROL & RADIO								
RECEIPTS	\$ 4,283		\$ 4,721		\$ 5,189		\$ 6,621	
EXPENDITURES	4,244	48	4,578	51	5,026	53	6,960	64
Net	\$ 39		\$ 143		\$ 163		\$ (339)	
Decertifications	-		437		53		-	
Beginning Balance	473		512		1,092		1,307	
Ending Balance	\$ 512		\$ 1,092		\$ 1,307		\$ 968	

(000's Omitted)

	2001		2002		2003		2004	
	Actual		Actual		Unaudited		Mayor's	
	Amount	Staff	Amount	Staff	Amount	Staff	Amount	Staff
WATER								
RECEIPTS	\$ 233,054		\$ 224,176		\$ 216,249		\$ 221,094	
EXPENDITURES	247,404	1,037	214,339	1,095	219,578	1,159	241,543	1,285
Net	\$ (14,350)		\$ 9,837		\$ (3,329)		\$ (20,449)	
Decertifications	8,023		12,476		11,040		-	
Beginning Balance	91,935		85,608		107,921		115,632	
Ending Balance	\$ 85,608		\$ 107,921		\$ 115,632		\$ 95,183	

2004 Budget

MAJOR ENTERPRISE FUNDS

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
WATER POLLUTION CONTROL								
RECEIPTS	\$ 20,920		\$ 19,930		\$ 19,457		\$ 22,771	
EXPENDITURES	21,731	141	23,064	136	22,214	138	24,687	156
Net	\$ (811)		\$ (3,134)		\$ (2,757)		\$ (1,916)	
Decertifications	59		2,999		866		-	
Beginning Balance	9,282		8,530		8,395		6,504	
Ending Balance	\$ 8,530		\$ 8,395		\$ 6,504		\$ 4,588	

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
CLEVELAND PUBLIC POWER								
RECEIPTS	\$ 125,926		\$ 149,846		\$ 146,469		\$ 146,405	
EXPENDITURES	132,870	330	134,351	328	134,932	338	149,800	369
Net	\$ (6,944)		\$ 15,495		\$ 11,537		\$ (3,395)	
Decertifications	6,250		(5,439)		(828)		-	
Beginning Balance	19,895		19,201		29,257		39,966	
Ending Balance	\$ 19,201		\$ 29,257		\$ 39,966		\$ 36,571	

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
PORT CONTROL								
GENERAL OPERATIONS:								
RECEIPTS	\$ 77,117		\$ 89,095		\$ 136,289		\$ 138,925	
EXPENDITURES	96,745	352	91,053	344	105,216	338	138,925	382
Net	\$ (19,628)		\$ (1,958)		\$ 31,073		\$ -	
Decertifications	(147)		3,990		(123)		-	
Beginning Balance	16,461		(3,314)		(1,282)		29,668	
Ending Balance	\$ (3,314)		\$ (1,282)		\$ 29,668		\$ 29,668	

2004 Budget

SMALL ENTERPRISE FUNDS

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
CEMETERIES								
RECEIPTS	\$ 1,940		\$ 1,491		\$ 1,607		\$ 3,973	
EXPENDITURES	2,217	59	2,240	47	2,346	49	1,970	29
Net	\$ (277)		\$ (749)		\$ (739)		\$ 2,003	
Decertifications	1		63		22		-	
Beginning Balance	(306)		(581)		(1,267)		(1,984)	
Ending Balance	\$ (581)		\$ (1,267)		\$ (1,984)		\$ 19	

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
GOLF COURSES								
RECEIPTS	\$ 2,040		\$ 1,985		\$ 1,895		\$ 2,432	
EXPENDITURES	1,722	54	2,675	56	2,295	64	2,398	64
Net	\$ 318		\$ (690)		\$ (401)		\$ 34	
Decertifications	-		232		23		-	
Beginning Balance	1,641		1,959		1,501		1,123	
Ending Balance	\$ 1,959		\$ 1,501		\$ 1,123		\$ 1,157	

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
MUNICIPAL PARKING FACILITIES								
RECEIPTS	\$ 8,809		\$ 7,995		\$ 8,176		\$ 8,709	
EXPENDITURES	6,704	23	7,190	29	12,087	28	8,578	33
Net	\$ 2,106		\$ 805		\$ (3,912)		\$ 130	
Decertifications	-		50		(240)		-	
Beginning Balance	1,256		3,362		4,217		66	
Ending Balance	\$ 3,362		\$ 4,217		\$ 66		\$ 196	

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
EAST SIDE MARKET								
RECEIPTS	\$ 36		\$ 70		\$ 81		\$ 78	
EXPENDITURES	64	1	71	1	71	1	78	1
Net	\$ (29)		\$ (1)		\$ 10		\$ 1	
Decertifications	-		11		4		-	
Beginning Balance	265		236		247		260	
Ending Balance	\$ 236		\$ 247		\$ 260		\$ 261	

2004 Budget

SMALL ENTERPRISE FUNDS

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
CONVENTION CENTER								
RECEIPTS								
LOCAL TAXES	\$ 3,444		\$ 3,486		\$ 3,454		\$ 3,475	
GENERAL FUND TRANSFER	65		(64)		-		-	
TOTAL TAXES	\$ 3,509		\$ 3,422		\$ 3,454		\$ 3,475	
SALES & CHARGES FOR SERVICES	2,668		2,464		2,265		2,505	
MISCELLANEOUS	107		22		24		20	
EXPENDITURE RECOVERIES	460		402		395		400	
TOTAL RECEIPTS	\$ 6,744		\$ 6,310		\$ 6,138		\$ 6,400	
EXPENDITURES	6,336	103	6,906	76	7,251	122	6,400	110
Net	\$ 408		\$ (596)		\$ (1,113)		\$ -	
Decertifications	-		757		69		-	
Beginning Balance	787		1,195		1,355		312	
Ending Balance	\$ 1,195		\$ 1,355		\$ 312		\$ 312	

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
WEST SIDE MARKET								
RECEIPTS								
SALES & CHARGES FOR SERVICES	\$ 579		\$ 538		\$ 1,001		\$ 1,067	
MISCELLANEOUS	35		8		23		15	
GENERAL FUND TRANSFER	(1)		503		11		-	
EXPENDITURE RECOVERIES	7		11		21		23	
TOTAL RECEIPTS	\$ 620		\$ 1,060		\$ 1,056		\$ 1,105	
EXPENDITURES	1,100	6	1,141	8	1,002	8	1,105	8
Net	\$ (480)		\$ (81)		\$ 54		\$ -	
Decertifications	-		239		59		-	
Beginning Balance	324		(156)		1		114	
Ending Balance	\$ (156)		\$ 1		\$ 114		\$ 114	

INTERNAL SERVICE FUNDS

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

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
TELEPHONE EXCHANGE								
RECEIPTS	\$ 3,608		\$ 6,611		\$ 5,062		\$ 5,754	
EXPENDITURES	4,515	6	6,175	5	4,976	12	5,838	16
Net	\$ (907)		\$ 436		\$ 87		\$ (84)	
Decertifications	-		359		15		-	
Beginning Balance	117		(790)		5		107	
Ending Balance	\$ (790)		\$ 5		\$ 107		\$ 23	

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
MOTOR VEHICLE MAINTENANCE								
RECEIPTS	\$ 14,291		\$ 13,916		\$ 17,383		\$ 12,051	
EXPENDITURES	16,445	106	14,389	102	17,492	105	14,179	103
Net	\$ (2,153)		\$ (473)		\$ (108)		\$ (2,128)	
Decertifications	-		1,760		538		1,650	
Beginning Balance	940		(1,213)		74		503	
Ending Balance	\$ (1,213)		\$ 74		\$ 503		\$ 26	

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
PRINTING & REPRODUCTION								
RECEIPTS	\$ 1,420		\$ 628		\$ 1,217		\$ 1,202	
EXPENDITURES	1,061	11	1,207	11	1,220	12	1,609	14
Net	\$ 359		\$ (579)		\$ (3)		\$ (407)	
Decertifications	-		270		115		-	
Beginning Balance	260		619		310		422	
Ending Balance	\$ 619		\$ 310		\$ 422		\$ 14	

2004 Budget

INTERNAL SERVICE FUNDS

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
STOREROOM								
RECEIPTS	\$ 668		\$ 849		\$ 859		\$ 925	
EXPENDITURES	736	1	774	1	859	1	931	2
Net	\$ (68)		\$ 76		\$ 0		\$ (6)	
Decertifications	-		9		3		-	
Beginning Balance	(13)		(81)		4		6	
Ending Balance	\$ (81)		\$ 4		\$ 6		\$ 1	

AGENCY FUND

(000's Omitted)

	2001		2002		2003		2004	
	Actual Amount	Staff	Actual Amount	Staff	Unaudited Amount	Staff	Mayor's Estimate Amount	Staff
CENTRAL COLLECTION								
AGENCY								
RECEIPTS	\$ 5,950		\$ 8,810		\$ 5,365		\$ 8,910	
EXPENDITURES	6,107	100	6,905	115	7,569	106	8,878	129
Net	\$ (157)		\$ 1,905		\$ (2,204)		\$ 33	
Decertifications	-		492		188		-	
Beginning Balance	368		211		2,608		591	
Ending Balance	\$ 211		\$ 2,608		\$ 591		\$ 624	

NOTES

**GENERAL GOVERNMENT
COUNCIL AND CLERK OF COUNCIL**

FRANK JACKSON, COUNCIL PRESIDENT

VALARIE MCCALL, CLERK OF COUNCIL

**SECTION II
PROGRAM STRUCTURE**

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

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

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

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

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

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

**GENERAL GOVERNMENT
COUNCIL AND CLERK OF COUNCIL**

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
PROGRAMS:									
Legislative	\$ 2,602	39	1	\$ 2,867	41	1	\$ 2,647	42	1
Council Clerks	2,698	24		2,973	23		2,746	23	
Bureau of the Budget	182	3		201	4		186	4	
	\$ 5,482	66	1	\$ 6,041	68	1	\$ 5,579	69	1
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 5,461			\$ 6,035			\$ 5,479		
Self Generated	21			6			100		
	\$ 5,482	66	1	\$ 6,041	68	1	\$ 5,579	69	1

2004 Budget

**GENERAL GOVERNMENT
COUNCIL AND CLERK OF COUNCIL**

EXPENDITURES

	2001		2002		2003		2004
	Actual		Actual		Unaudited		Mayor's Estimate
SALARIES AND WAGES							
FULL TIME WAGES	\$ 1,198,306	\$	1,613,912	\$	1,807,964	\$	1,863,497
ELECTED OFFICIALS	1,275,978		1,357,261		1,432,454		1,432,454
PART-TIME PERMANENT	77,222		50,830		22,429		25,110
LONGEVITY	5,475		5,750		4,425		5,750
SEPARATION PAYMENTS	11,261		23,230		7,238		25,000
OVERTIME	-		4,912		-		-
TOTAL	\$ 2,568,241	\$	3,055,894	\$	3,274,511	\$	3,351,811
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 218,708	\$	264,395	\$	294,241	\$	402,587
DENTAL	23,485		24,424		27,508		31,864
VISION CARE			1,964		3,284		3,346
PERS	325,044		400,630		445,731		450,783
FICA-MEDICARE	28,472		35,035		38,884		48,601
WORKERS COMPENSATION	10,732		3,590		7,912		8,041
LIFE INSURANCE	4,542		2,731		3,143		3,276
UNEMPLOYMENT COMPENSATION	-		5,902		8,196		-
TOTAL	\$ 610,983	\$	738,672	\$	828,900	\$	948,498
TRAINING AND DUES							
TRAVEL	\$ 20,728	\$	28,785	\$	43,745	\$	10,000
TUITION & REGISTRATION FEES	15,116		20,173		35,326		10,000
OTHER TRAINING SUPPLIES	-		260		728		-
PROFESSIONAL DUES	7,444		11,315		4,622		5,000
TOTAL	\$ 43,288	\$	60,533	\$	84,422	\$	25,000
CONTRACTUAL SERVICES							
PROFESSIONAL SERVICES	\$ 946,019	\$	708,350	\$	674,821	\$	253,000
CABLE PROFESSIONAL SERVICES	-		-		999		-
JURY AND WITNESS FEES	550		-		-		-
EXPENSE ACCOUNT REIMBURSEMENT	117,234		150,222		178,980		272,400
COUNCIL EXP. ACCT-EQUIPMENT	4,420		-		-		10,000
ADVERTISING AND PUBLIC NOTICE	623,481		318,104		569,027		340,000
PARKING IN CITY FACILITIES	41,019		42,460		39,984		33,000
INSURANCE AND OFFICIAL BONDS	-		178		-		-
TAXES	468		530		114		1,000
PROPERTY RENTAL	1,350		11,012		20,129		8,200
PHOTOCOPY MACHINE RENTAL	275		24,280		6,801		5,000
OTHER CONTRACTUAL	20,000		-		15,000		5,000
TOTAL	\$ 1,754,816	\$	1,255,137	\$	1,505,855	\$	927,600

**GENERAL GOVERNMENT
COUNCIL AND CLERK OF COUNCIL**

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 21,842	\$ 14,872	\$ 25,011	\$ 9,000
POSTAGE	98,130	91,911	61,528	50,000
COMPUTER SUPPLIES	5,776	7,080	-	-
COMPUTER HARDWARE	18,580	8,282	-	-
COMPUTER SOFTWARE	2,883	4,740	-	-
OFFICE FURNITURE & EQUIP	97,441	-	3,887	-
FOOD	3,362	18,637	25,134	5,000
PAPER AND OTHER SUPPLIES	-	-	-	10,000
OTHER SUPPLIES	50	-	-	-
JUST IN TIME OFFICE SUPPLIES	20,051	29,524	34,544	8,000
TOTAL	\$ 268,115	\$ 175,046	\$ 150,104	\$ 82,000
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 21,528	\$ 7,344	\$ 5,590	\$ 18,000
MAINTENANCE CONTRACTS	-	-	-	4,500
COMPUTER HARDWARE MAINT	-	-	-	2,700
COMPUTER SOFTWARE MAINT	-	-	-	1,800
TOTAL	\$ 21,528	\$ 7,344	\$ 5,590	\$ 27,000
CLAIMS, REFUNDS & MISC				
IRS ARBITRAGE/PENALTY PAYMENT	\$ -	\$ (43)	\$ -	\$ -
	\$ -	\$ (43)	\$ -	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 84,239	\$ 127,197	\$ 125,216	\$ 144,511
CHARGES FROM PRINTING	17,360	20,566	18,739	20,582
CHARGES FROM STOREROOM	57,093	41,416	47,696	52,209
TOTAL	\$ 158,692	\$ 189,179	\$ 191,650	\$ 217,302
TOTAL DIVISION	\$ 5,425,663	\$ 5,481,762	\$ 6,041,032	\$ 5,579,211

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICE	\$ 22,402	\$ 20,457	\$ 5,646	\$ 5,000
MISCELLANEOUS REVENUES	-	576	265	95,398
TOTAL DIVISION	\$ 22,402	\$ 21,033	\$ 5,911	\$ 100,398

2004 Budget

**GENERAL GOVERNMENT
COUNCIL AND CLERK OF COUNCIL
COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Clerk of Council	42,866	100,731
1	1	1	Council President	73,798	73,798
20	20	20	Councilman	63,298	72,796
<u>22</u>	<u>22</u>	<u>22</u>			
OFFICE & CLERICAL					
20	20	20	Councilmanic Assistant	9.34 Hr.	15.09 Hr.
1	1	1	Council Receptionist	19,427	43,826
<u>21</u>	<u>21</u>	<u>21</u>			
PROFESSIONALS					
2	2	2	Administrative Assistant	21,851	69,252
2	2	2	Archivist	21,851	73,043
1	1	1	Chief Legislative Secretary	21,851	73,043
1	1	1	Personnel Administrator-Council	26,274	74,739
1	1	1	Executive Assistant-Clerk of Courts	24,974	73,043
1	1	1	Fiscal Manager	23,647	76,635
1	1	1	Fiscal Secretary	23,647	76,635
1	1	1	First Assistant Clerk	24,976	73,043
1	1	2	Information Systems Administrator	24,974	73,043
1	1	1	Information Systems Manager	24,974	73,043
4	4	4	Legislative Assistant	19,427	58,434
2	2	2	Legislative Secretary	19,427	58,434
1	1	1	Public Relations Manager	21,851	73,043
1	1	1	Special Council	41,416	78,000
4	4	4	Policy Research Assistant	21,851	69,252
1	1	1	Director of Policy Research	24,974	73,043
<u>25</u>	<u>25</u>	<u>26</u>			
68	68	69	TOTAL FULL TIME		
4	1	1	Executive Assistant-Councilmembers	9.34 Hr.	15.09 Hr.
<u>4</u>	<u>1</u>	<u>1</u>	TOTAL PART TIME		
<u>72</u>	<u>69</u>	<u>70</u>	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

NOTES

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

LARRY A. JONES, ADMINISTRATIVE AND PRESIDING JUDGE

The Cleveland Municipal Court is a court of record having jurisdiction in law and equity pursuant to the Ohio Revised Code. The Court has territorial jurisdiction over the City of Cleveland and the Village of Bratenahl. The Court may determine misdemeanor violations of both the City of Cleveland Ordinances and the state of Ohio statutes. The court conducts preliminary hearings and sets bond in felony cases committed in the City of Cleveland. In civil matters, the Small Claims Division of the Court can determine actions where the amount in controversy does not exceed \$3,000. The General Division of the Court can determine civil cases where the amount in controversy does not exceed \$15,000. The civil cases can include, but are not limited to, actions for the recovery of property, injunctions, contracts, personal injury, collection proceedings, and transferred judgments.

DRUG COURT

In 1998, the Cuyahoga Court Common Pleas Court, in cooperation with the Cleveland Municipal Court, accepted a federal grant in the amount of \$385,000 to establish a Drug Court. The Greater Cleveland Drug Court is a special docket of the Cleveland Municipal Court. Since its established, the Honorable Larry A. Jones has presided as Judge for the Greater Cleveland Drug Court.

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

To date, a total of 200 people have successfully completed the Greater Cleveland Drug Court Program, which is a benefit not just for the individuals involved, but also for the community the live and all taxpayers. Average treatment typically costs approximately \$3,000, while six months of incarceration averages \$14,000.

MENTALLY DISORDERED OFFENDERS PROGRAM

The "MDO" Program operated in coordination with Recovery Resources to provide intensive supervision to mentally disordered offenders. The Cleveland Municipal Court has recognized the need for specialized services and supervision for mentally ill offenders to obtain the services necessary for these individuals to function as healthy, law-abiding citizens and reduce the likelihood that they will come back into the criminal justice system as offenders.

The Judges of the Cleveland Municipal Court identify probationers with possible mental illness. An assessment of the probationer is made by the Cleveland Municipal Court Probation Department Psychiatric Unit to determine if the probationer is a candidate for the MDO program, which is currently under the direction of Judge Kathleen Ann Keough, with assistance provided by Judge Robert T. Triozzi.

In conjunction with Recovery Resources, offenders may be linked to a variety of programs and agencies. Certain offenders may be offered a full range of services provided by Recovery Resources, including forensic psychiatry, intensive outpatient substance abuse treatment for dually diagnosed offenders, as well as partial hospitalization services. The MDO program continues to grow at a rapid pace as the number of individuals coming into the criminal justice system with mental health issues increases.

TRAFFIC INTERVENTION PROGRAM

Currently one out of every four traffic cases before the Court involves driving without a valid license or driving with a license under suspension. The Cleveland Municipal Court "TIP" program is designed to identify and assist traffic offenders with driver's license problems who pose a risk to the public. The goal is to increase the number of licensed, insured drivers on the road. Employees in the TIP program assist defendants in obtaining

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

information through direct links to the Bureau of Motor Vehicles computer. The information can include a driver's license status, history, and reinstatement fees/requirements. This saves the defendant time waiting in line at the local BMV offices and eliminates unnecessary continuances of defendants' cases.

PROJECT HOPE

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

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

MOCK TRIAL

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

INTERPRETIVE SERVICES

In recognition of the increasing diversity of our citizenry, the Cleveland Municipal Court has moved forward to enhance the quality of interpretive services provided to defendants and other individuals involved in the court system, through increased evaluation and training for staff members providing the interpretation in Court proceedings. The Court has designated two current employees (one as acting co-coordinator) and recently employed two more people to provide such services. Judge Jazmine Torres-Lugo, who was appointed to the bench in May by Ohio Governor Bob Taft, is overseeing this area and will be offering input on how we can better serve the rapidly growing Hispanic community, as well as the many diverse ethnic origins that make up the city.

NEW COMPUTER CASE MANAGEMENT SYSTEM

In 2001, the National Center for State Courts conducted an Information Technology Audit of the Cleveland Municipal Court's case management information system. The NCSC recommended the Court acquire a new case management information system that would meet the evolving needs of the Court, the public, and outside agencies for timely, reliable, and accurate information. To this end, the Court is very close to acquiring a system that will meet these critical needs and plan to implement the new system starting in January 2004.

The Cleveland Municipal Court remains committed to continuing our annual Town Hall Meetings in an effort to give citizens a forum for expression and raise public consciousness and satisfaction with the court. We have conducted the Town Hall Meetings in conjunction with the Clerk of Courts office, which help promote the gatherings throughout the City of Cleveland. Unfortunately, our most senior judge, the Honorable Ellen Connally will not be participating in 2004, since she is retiring after 24 years on the bench.

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
PROGRAMS:									
Administration of Justice	\$ 11,998	181	8	\$ 12,690	207	11	\$ 13,308	194	34
Probation	4,672	87		4,802	81		4,780	84	
Psych Counseling/Evaluation	369	6	2	500	6	3	504	6	4
Justice Information System	879	16		715	14		1,003	18	
	\$ 17,918	290	10	\$ 18,707	308	14	\$ 19,595	302	38
FUNDING SOURCE:									
General Fund:									
Self Generated*	\$ 17,918	290	10	\$ 18,707	308	14	\$ 19,595	302	38
	\$ 17,918	290	10	\$ 18,707	308	14	\$ 19,595	302	38

MISSION

To ensure the efficient administration of justice without undue delay and provide human dignity and equality under the law to all the citizens of this community.

PROGRAM NAME: ADMINISTRATION OF JUSTICE

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

ACTIVITIES: Conduct felony preliminary hearings to determine probable cause and bind the accused over to the Cuyahoga County Court of Common Pleas, order the accused discharged, or find probable cause and retain the case for trial after causing complaint to issue charging the accused with a misdemeanor. Bailiffs prepare courtroom dockets, serve writs of process, and enforce orders of the Court Central Scheduling assigns and schedules cases. Court Reporters record all courtroom proceedings. General Jury Service involves the selection of jury panels for civil and criminal cases. Referees provide aid to judges, court personnel and attorneys on legal and procedural questions.

PROGRAM NAME: PROBATION

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

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

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

PROGRAM NAME: PSYCHIATRIC COUNSELING/EVALUATION

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

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

PROGRAM NAME: INFORMATION SYSTEM

OBJECTIVES: To permit the tracking of individuals brought into the Court from arrest through final disposition.

ACTIVITIES: Develop the Moving Violation (Traffic) System. Develop the On-Line Booking and Jail Management Systems. Develop the Criminal and Civil System for the Clerk's Office. Modernize and upgrade the office automation systems throughout the Cleveland Municipal Court and integrate the above systems.

2004 Budget

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 10,177,081	\$ 11,578,531	\$ 11,833,529	\$ 12,309,767
ELECTED OFFICIALS	432,075	448,760	426,765	458,000
PART-TIME PERMANENT	131,212	118,712	204,210	255,547
STUDENT TRAINEES	105,646	95,567	122,385	88,320
SCHOOL GUARDS	13,805	-	3,260	-
LONGEVITY	82,675	83,050	86,700	94,625
SEPARATION PAYMENTS	130,306	90,449	221,246	150,000
OVERTIME	1,511	1,777	1,901	-
TOTAL	\$ 11,074,312	\$ 12,416,848	\$ 12,899,996	\$ 13,356,259
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 1,125,337	\$ 1,261,414	\$ 1,404,299	\$ 1,630,925
DENTAL	118,848	115,212	125,389	148,980
VISION CARE	-	9,503	14,321	15,203
PERS	1,426,598	1,645,970	1,680,503	1,789,448
FICA-MEDICARE	104,854	124,724	135,830	193,666
WORKERS COMPENSATION	187,107	54,121	125,143	130,752
LIFE INSURANCE	19,590	12,512	13,553	14,461
UNEMPLOYMENT COMPENSATION	1,454	4,751	1,814	9,725
TOTAL	\$ 2,983,788	\$ 3,228,206	\$ 3,500,852	\$ 3,933,160
TRAINING AND DUES				
TRAVEL	\$ 28,240	\$ 24,185	\$ 32,896	\$ -
TUITION & REGISTRATION FEES	32,742	25,461	62,379	-
PROFESSIONAL DUES & SUBSCRIPTIONS	359	-	12,627	-
TOTAL	\$ 61,341	\$ 49,646	\$ 107,902	\$ -
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,542,727	\$ 1,043,775	\$ 1,669,297	\$ 1,781,706
COURT REPORTER	6,440	4,600	3,248	2,500
MILEAGE (PRIVATE AUTO)	4,252	3,964	3,376	4,000
JURY AND WITNESS FEES	109,666	135,353	123,771	195,000
EXPENSE ACCOUNT REIMBURSEMENT	25	-	-	-
ADVERTISING AND PUBLIC NOTICE	-	-	9,830	-
PARKING IN CITY FACILITIES	2,000	7,047	7,003	6,000
INSURANCE & OFFICIAL BONDS	-	-	350	-
PROPERTY RENTAL	-	-	44	-
PHOTOCOPY MACHINE RENTAL	322	28,810	8,336	34,000
OTHER CONTRACTUAL	50,000	650,950	-	-
TOTAL	\$ 1,715,431	\$ 1,874,499	\$ 1,825,255	\$ 2,023,206

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 88,415	\$ 95,867	\$ 63,064	\$ 65,000
COMPUTER HARDWARE	-	-	1,388	-
POSTAGE	528	-	-	-
CLOTHING	4,073	1,001	34,275	-
OFFICE FURNITURE & EQUIP	-	-	870	-
OTHER SUPPLIES	-	-	1,130	-
JUST IN TIME OFFICE SUPPLIES	24,562	21,684	24,524	34,100
TOTAL	\$ 117,578	\$ 118,552	\$ 125,251	\$ 99,100
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 1,501	\$ 105	\$ 6,681	\$ 30,000
MAINTENANCE CONTRACTS	-	-	-	500
TOTAL	\$ 1,501	\$ 105	\$ 6,681	\$ 30,500
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS, DAMAGES & CLAIMS	\$ 1,000	\$ -	\$ -	\$ -
TOTAL	\$ 1,000	\$ -	\$ -	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCHANG	\$ 89,397	\$ 109,845	\$ 81,088	\$ 60,000
CHARGES FROM RADIO SYSTEM	11,289	11,926	33,846	12,178
CHARGES FROM PRINTING	30,703	44,458	28,729	31,556
CHARGES FROM STOREROOM	29,982	33,968	76,523	48,735
CHARGES FROM MOTOR VEHICLES	15,043	17,927	20,631	-
CHARGES FROM DATA PROCESSING	15,744	11,808	-	-
TOTAL	\$ 192,158	\$ 229,932	\$ 240,817	\$ 152,469
TOTAL DIVISION	\$ 16,147,109	\$ 17,917,787	\$ 18,706,754	\$ 19,594,694

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICES	\$ 550,858	\$ 541,357	\$ 507,359	\$ 503,821
FINES & FORFEITURES	16,753,977	17,762,596	18,281,978	17,880,402
MISCELLANEOUS REVENUES	294,792	90,422	35,643	29,818
EXPENDITURE RECOVERIES	95,925	616,742	466,042	370,000
TOTAL DIVISION	\$ 17,695,552	\$ 19,011,117	\$ 19,291,022	\$ 18,784,041

2004 Budget

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Administrative & Presiding Judge	37,950	37,950
11	11	11	Associate Judge	37,050	37,050
1	1	1	Bailiff	36,085	65,779
1	1	1	Chief Deputy Bailiff	37,569	75,272
2	2	1	Deputy Chief Probation Officer	42,318	69,769
1	1	1	Chief Probation Officer	50,395	92,560
3	5	4	Deputy Bailiff Administrative Assistant	39,173	62,656
1	1	1	Deputy Bailiff Central Scheduling Director	41,755	75,300
1	1	1	Deputy Bailiff Court Administrator	62,624	91,354
2	3	2	Deputy Bailiff Deputy Court Administrator	45,486	78,526
1	1	1	Deputy Bailiff Jury Commissioner	37,783	64,450
1	1	1	Deputy Bailiff Assistant Jury Commissioner	21,907	53,760
1	1	1	Deputy Bailiff Deputy Director	32,872	55,000
1	1	1	Deputy Bailiff Finance Officer	39,173	62,656
2	2	2	Deputy Bailiff Director of Data Processing	58,349	95,680
2	2	2	Deputy Bailiff Asst Director of Data Processing	22,223	60,320
8	9	8	Probation Officer Supervisor	48,616	73,097
40	44	40			
OFFICE & CLERICAL					
109	107	107	Deputy Bailiff	21,424	51,247
12	13	12	Personal Bailiff	43,285	65,520
6	6	6	Deputy Bailiff Supervisor	41,368	65,779
3	2	2	Deputy Bailiff Session Room Supervisor	22,284	53,774
1	2	1	Deputy Bailiff Office Manager	39,827	74,962
0	0	1	Deputy Bailiff Personnel Officer	32,872	55,000
14	12	12	Deputy Bailiff Scheduler I	22,284	48,171
1	0	1	Private Secretary	20,112	38,480
1	1	1	Deputy Bailiff Public Information Officer	38,418	47,840
28	26	26	Deputy Bailiff Clerk Typists	19,256	41,420
175	169	169			

2004 Budget

CLEVELAND MUNICIPAL COURT - JUDICIAL DIVISION

COMPARISON OF STAFFING - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
PROFESSIONALS					
1	1	1	Deputy Bailiff Chief Court Reporter	41,755	75,300
1	1	1	Deputy Bailiff Deputy Chief Court Reporter	22,923	56,458
9	9	9	Deputy Bailiff Court Reporter	22,914	54,828
1	1	1	Chief Magistrate	48,620	84,240
1	1	1	Deputy Chief Magistrate	40,752	75,920
1	1	1	Alcohol & Drug Treatment Case Manager	40,842	57,909
54	54	54	Probation Officer	28,585	57,200
1	0	0	Security Officer	10.80 Hr	18.56 Hr
1	0	0	Facilities Manager	23,647	68,020
1	1	1	Clinical Director	37,783	79,040
0	1	0	Psychiatric Assistant	12.48 Hr.	19.64 Hr.
1	1	1	Psychiatric Case Worker	21,681	57,200
2	1	1	Psychiatric Social Worker	21,907	57,200
11	10	10	Magistrate	40,752	71,898
1	1	1	Small Claims Magistrate	20,687	54,060
2	2	2	Traffic Court Magistrate	40,752	74,880
1	0	0	Quality Assurance Officer	9.34 Hr	24.32 Hr
1	1	1	Information Systems Analyst	35,000	58,917
4	4	3	Information Systems Project Manager	21,851	84,280
3	3	3	Deputy Bailiff Data Processor	21,100	48,795
3	2	2	Deputy Bailiff Training / Special Projects	31,000	63,502
100	95	93			
315	308	302	TOTAL FULL TIME		
1	2	2	Deputy Bailiff	21,424	51,247
2	4	2	Magistrate	40,752	71,898
2	2	2	Court Reporter	22,914	54,828
6	2	6	Law Clerk	9.34 Hr.	12.48 Hr.
4	2	2	Psychologist I,II,III	60.00 Hr.	93.58 Hr.
0	2	0	Typist	9.92 Hr.	12.70 Hr.
24	0	24	Student Aide	9.34 Hr.	9.34 Hr.
39	14	38	TOTAL PART TIME		
354	322	340	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

RAYMOND L. PIANKA, JUDGE

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

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

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

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

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

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

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

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

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

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

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

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

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

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

	2002			2003			2004			
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE		
		STAFF	FT		PT	STAFF		FT	PT	
PROGRAMS:										
Housing Court	\$ 2,451	41	4	\$ 2,681	42	6	\$ 2,785	43	9	
	\$ 2,451	41	4	\$ 2,681	42	6	\$ 2,785	43	9	
FUNDING SOURCE:										
General Fund:										
Tax Support	\$ 2,451	41	4	\$ 2,681	42	6	\$ 2,785	43	9	
	\$ 2,451	41	4	\$ 2,681	42	6	\$ 2,785	43	9	

MISSION

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

PROGRAM NAME: SELECTIVE INTERVENTION PROGRAM ("SIP")

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

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

PROGRAM NAME: WARRANT/CAPIAS PROGRAM

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

ACTIVITIES: The Warrant/Capias program is staffed by Housing Court Bailiffs and a Warrant Capias Coordinator, and retired Cleveland Police Officers. Staff members search public records, contact neighbors and other individuals, visit properties, and follow up on leads to locate absent criminal defendants. The Housing Court Judge determines whether those individuals are arrested or given the opportunity to reschedule their court date without arrest.

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

PROGRAM NAME: NUISANCE ABATEMENT "TOOL KIT"

OBJECTIVES: To educate the public regarding options available to compel the repair or demolition of nuisance properties in their neighborhoods.

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

PROGRAM NAME: HOME COURT VIDEO SERIES

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

ACTIVITIES: The Housing Court produces videos featuring experts in their respective fields, who provide information on a number of topics, including mold, winterization, exterior maintenance of historic homes, garage maintenance, landlord rights and responsibilities, water problems, insect damages, porches, slate roof, trees, Court Community Service, and other topics. The videos are available through the Court and the Cleveland Public Library.

PROGRAM NAME: FORECLOSURES

OBJECTIVES: To establish rules and procedures for the processing of residential and commercial foreclosure actions.

ACTIVITIES: The Housing Court is consulting with attorneys who practice in the area of foreclosures, as well as other courts, to establish the requisite rules and procedures.

2004 Budget

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

EXPENDITURES

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 1,489,831	\$ 1,732,521	\$ 1,774,724	\$ 1,856,749
ELECTED OFFICIALS	37,050	37,050	37,050	37,050
PART-TIME PERMANENT	95,241	88,063	133,916	101,091
STUDENT TRAINEES	-	-	26,699	17,620
LONGEVITY	6,100	6,100	7,100	8,350
SEPARATION PAYMENTS	5,645	5,903	664	4,000
OVERTIME	1,181	214	36	2,000
TOTAL	\$ 1,635,048	\$ 1,869,850	\$ 1,980,189	\$ 2,026,860
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 149,532	\$ 152,581	\$ 188,422	\$ 236,629
DENTAL	15,525	15,266	18,236	20,236
VISION CARE	-	1,545	2,352	2,237
PERS	218,291	244,962	265,575	296,939
FICA-MEDICARE	20,982	24,514	26,403	29,389
WORKERS COMPENSATION	26,995	8,172	19,222	19,181
LIFE INSURANCE	3,789	1,705	1,884	2,153
UNEMPLOYMENT COMPENSATION	13,377	3,026	7,473	14,960
CLOTHING ALLOWANCE	-	2,100	2,100	2,500
TOTAL	\$ 448,492	\$ 453,871	\$ 531,667	\$ 624,224
TRAINING AND DUES				
TRAVEL	\$ -	\$ 5,713	\$ 1,814	\$ 2,000
TUITION & REGISTRATION FEES	1,328	4,340	10,141	5,000
PROFESSIONAL DUES & SUBSCRIPTIONS	11,304	9,530	9,849	8,000
TOTAL	\$ 12,632	\$ 19,582	\$ 21,804	\$ 15,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 20,877	\$ 14,060	\$ 37,255	\$ 29,000
COURT REPORTER	566	623	2,475	2,000
MILEAGE (PRIVATE AUTO)	2,237	2,258	1,215	1,500
JURY AND WITNESS FEES	-	-	-	100
ADVERTISING AND PUBLIC NOTICE	618	-	450	1,000
PARKING IN CITY FACILITIES	-	-	3,206	1,800
INSURANCE AND OFFICIAL BONDS	143	150	504	200
PHOTOCOPY MACHINE RENTAL	3	7,205	2,245	5,000
OTHER CONTRACTUAL	1,735	21	748	4,500
TOTAL	\$ 26,179	\$ 24,316	\$ 48,098	\$ 45,100

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 3,060	\$ 901	\$ 2,819	\$ 3,500
POSTAGE	14	50	23	300
CLOTHING	3,924	3,587	7,844	2,000
SMALL EQUIPMENT	16,229	-	-	-
OFFICE FURNITURE & EQUIP	13,917	34,729	25,918	4,000
OTHER SUPPLIES	2,508	1,254	2,975	2,500
JUST IN TIME OFFICE SUPPLIES	4,210	6,866	6,118	7,500
TOTAL	\$ 43,863	\$ 47,387	\$ 45,697	\$ 19,800
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 36	\$ -	\$ 75	\$ 500
CAR WASHES	275	253	493	700
TOTAL	\$ 311	\$ 253	\$ 568	\$ 1,200
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 27,712	\$ 29,837	\$ 23,749	\$ 27,409
CHARGES FROM RADIO COMM	-	-	-	2,885
CHARGES FROM PRINTING	6,987	(15,747)	6,401	7,031
CHARGES FROM MOTOR VEHICLES	13,063	19,722	22,811	15,887
CHARGES FROM DATA PROCESSING	1,944	1,458	-	-
TOTAL	\$ 49,706	\$ 35,270	\$ 52,961	\$ 53,212
TOTAL DIVISION	\$ 2,216,229	\$ 2,450,531	\$ 2,680,984	\$ 2,785,396

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MISCELLANEOUS REVENUES	\$ 177	\$ 4	\$ 400	\$ -
TOTAL DIVISION	\$ 177	\$ 4	\$ 400	\$ -

2004 Budget

CLEVELAND MUNICIPAL COURT - HOUSING DIVISION

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Judge	37,050	37,050
1	1	1	Deputy Bailiff Court Administrator	62,624	87,840
1	1	1	Deputy Bailiff Finance Officer	39,173	60,246
1	1	1	Personal Bailiff	43,285	62,131
4	4	4			
OFFICE & CLERICAL					
1	1	1	Housing Court Administrative Assistant	23,064	46,319
1	1	1	Housing Court Receptionist	18,746	30,667
1	1	1	Housing Court Secretary	20,816	32,737
1	1	1	Housing Court Scheduler	23,064	46,319
4	4	4			
PROFESSIONALS					
1	0	0	Chief Deputy Bailiff	37,569	72,377
1	1	1	Deputy Bailiff Staff	21,424	49,276
2	2	2	Deputy Bailiff Supervisor	41,368	63,249
10	9	10	Deputy Bailiff Housing Court	21,424	52,490
1	1	1	Deputy Bailiff Chief Housing Court Specialist	52,159	78,158
1	1	1	Deputy Bailiff Court Coordinator	23,064	46,319
1	1	1	Deputy Bailiff Court Reporter	22,914	52,719
1	1	1	Deputy Bailiff Hsng Crt Magistrate Personal Blf	23,064	46,319
10	10	10	Deputy Bailiff Housing Court Specialist	29,585	52,929
1	1	1	Deputy Bailiff Law Clerk	21,250	46,078
1	1	1	Housing Court ADR Specialist Magistrates Dept.	31,050	61,060
0	1	1	Housing Court Chief Bailiff	38,884	72,377
1	1	1	Housing Court Chief Magistrate	50,322	83,333
4	4	4	Housing Court Magistrate	42,178	76,144
35	34	35			
43	42	43	TOTAL FULL TIME		
0	1	0	Deputy Bailiff	21,424	49,276
2	0	2	Deputy Bailiff Warrant Officer	21,424	49,276
1	1	1	Housing Court Magistrate	42,178	76,144
2	2	2	Project Coordinator	27,326	81,807
4	2	4	Student Aide	9.34 Hr.	9.34 Hr.
9	6	9	TOTAL PART TIME		
52	48	52	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

EARLE B. TURNER, CLERK OF MUNICIPAL COURT

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

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

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

OPERATING SUMMARY (000'S OMITTED)

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
PROGRAMS:									
Civil	\$ 2,431	46	3	\$ 2,323	38	3	\$ 2,172	38	7
Criminal	4,989	109	9	4,745	101	8	5,299	107	24
Parking Violations Bureau	1,609	13	3	1,226	12	3	742	11	7
Finance	-			246	7		477	6	
Administration	-			766	16	1	1,165	17	1
	\$ 9,029	168	15	\$ 9,306	174	15	\$ 9,855	179	39
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 9,014	168	15	\$ 9,293	174	15	\$ 9,843	179	39
Self Generated	15			13			12		
	\$ 9,029	168	15	\$ 9,306	174	15	\$ 9,855	179	39

CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

MISSION

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

PROGRAM NAME: CIVIL

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

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

PROGRAM NAME: CRIMINAL

OBJECTIVES: To collect and disburse revenue from criminal proceedings.

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

PROGRAM NAME: PARKING VIOLATIONS BUREAU

OBJECTIVES: To collect fines from parking ticket offenders.

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

PROGRAM NAME: FINANCE

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

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

PROGRAM NAME: ADMINISTRATION

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

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

CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 4,457,492	\$ 4,974,914	\$ 5,093,098	\$ 5,428,127
ELECTED OFFICIALS	49,597	50,898	52,428	54,009
PART-TIME PERMANENT	127,555	158,469	140,025	170,000
STUDENT TRAINEES	53,603	63,588	47,841	58,000
LONGEVITY	38,500	40,975	41,675	43,875
SEPARATION PAYMENTS	25,705	11,377	29,799	28,000
OVERTIME	24,244	22,720	23,720	25,556
TOTAL	\$ 4,776,697	\$ 5,322,941	\$ 5,428,586	\$ 5,807,567
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 699,216	\$ 761,686	\$ 857,372	\$ 1,054,538
DENTAL	69,689	68,906	75,302	87,382
VISION CARE	-	5,453	8,430	8,986
PERS	661,994	705,395	716,533	820,308
FICA-MEDICARE	49,051	56,312	59,109	85,917
WORKERS COMPENSATION	81,173	23,869	54,531	55,357
LIFE INSURANCE	12,428	7,222	7,792	8,330
UNEMPLOYMENT COMPENSATION	296	6,171	4,462	-
TOTAL	\$ 1,573,847	\$ 1,635,014	\$ 1,783,531	\$ 2,120,818
TRAINING AND DUES				
TRAVEL	\$ 11,303	\$ 13,979	\$ 13,841	\$ -
TUITION & REGISTRATION FEES	5,286	8,441	6,151	-
TOTAL	\$ 16,589	\$ 22,419	\$ 19,992	\$ -
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,353,415	\$ 1,179,424	\$ 1,109,568	\$ 987,000
EXPENSE ACCOUNT REIMBURSEMENT	-	-	533	-
ADVERTISING AND PUBLIC NOTICE	25,234	21,630	23,505	24,720
PARKING IN CITY FACILITIES	26	18	-	100
INSURANCE AND OFFICIAL BONDS	1,750	1,750	2,800	2,800
PROPERTY RENTAL	61,905	65,000	65,000	36,950
PHOTOCOPY MACHINE RENTAL	724	31,459	10,817	18,283
EQUIPMENT RENTAL	-	980	980	1,009
OTHER CONTRACTUAL	126,716	134,880	137,552	115,050
TOTAL	\$ 1,569,771	\$ 1,435,142	\$ 1,350,755	\$ 1,185,912
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 29,670	\$ 15,777	\$ 22,613	\$ 15,115
POSTAGE	61,249	49,638	51,410	49,000
COMPUTER SUPPLIES	85	215	4,803	-
COMPUTER HARDWARE	22,772	38,208	4,668	-
SMALL EQUIPMENT	20,602	27,771	7,576	7,833
OFFICE FURNITURE & EQUIP	3,426	6,328	6,966	-
OTHER SUPPLIES	73,044	60,751	72,531	58,860
JUST IN TIME OFFICE SUPPLIES	27,077	36,514	58,165	30,385
TOTAL	\$ 237,925	\$ 235,202	\$ 228,732	\$ 161,193

2004 Budget

CLEVELAND MUNICIPAL COURT - CLERK'S DIVISION

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 7,841	\$ 9,652	\$ 13,104	\$ 8,137
MAINTENANCE CONTRACTS	1,602	6,212	277	2,060
CAR WASHES	-	250	-	258
TOTAL	\$ 9,444	\$ 16,114	\$ 13,381	\$ 10,455
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS, DAMAGES, & CLAIMS	\$ -	\$ -	\$ 269	\$ -
TOTAL	\$ -	\$ -	\$ 269	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 52,770	\$ 76,412	\$ 124,743	\$ 143,895
CHARGES FROM RADIO SYSTEM	10,648	8,151	8,984	10,791
CHARGES FROM PRINTING	90,978	28,163	89,799	98,636
CHARGES FROM STOREROOM	174,604	239,311	255,044	314,202
CHARGES FROM MOTOR VEHICLES	1,530	3,313	2,570	1,790
CHARGES FROM DATA PROCESSING	52,492	6,804	-	-
TOTAL	\$ 383,022	\$ 362,153	\$ 481,140	\$ 569,314
TOTAL DIVISION	\$ 8,567,295	\$ 9,028,986	\$ 9,306,386	\$ 9,855,259

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
FINES & FORFEITURES	\$ 14,600	\$ 14,705	\$ 12,574	\$ 12,226
INTERGOVERNMENTAL REVENUES	-	-	843	-
MISCELLANEOUS REVENUES	-	-	-	-
TOTAL DIVISION	\$ 14,600	\$ 14,705	\$ 13,417	\$ 12,226

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
175	172	177	Chief Deputy Clerk	21,851	77,594
1	1	1	Clerk of Courts	52,428	52,428
176	173	178			
OFFICE & CLERICAL					
3	1	1	Deputy Clerk	21,851	69,252
3	1	1			
179	174	179	TOTAL FULL TIME		
19	14	19	Chief Deputy Clerk	21,851	77,594
20	1	20	Student Assistant	9.34 Hr.	9.34 Hr.
39	15	39	TOTAL PART TIME		
218	189	218	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

NOTES

OFFICE OF THE MAYOR

JANE L. CAMPBELL, MAYOR

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

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

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Administration	\$ 1,534	20	1	\$ 1,573	21		\$ 1,538	20	
Action Center	209	3		214	3		205	3	
Intergovernmental Affairs	73	1		75			69		
Press & Communications Office	247	3		253	3		250	3	
Legislative Affairs	79	1		81	1		77	1	
Educational Affairs	122	2		125	1		69	1	
	\$ 2,264	30	1	\$ 2,321	29		\$ 2,208	28	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 2,263			\$ 2,321			\$ 2,206		
Self Generated	1			-			2		
	\$ 2,264	30	1	\$ 2,321	29		\$ 2,208	28	

PROGRAM NAME: ACTION CENTER

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

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

OFFICE OF THE MAYOR

PROGRAM NAME: PRESS & COMMUNICATIONS OFFICE

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

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

PROGRAM NAME: LEGISLATIVE AFFAIRS

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

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

PROGRAM NAME: 500,000 + STRATEGIC PLANNING INITIATIVE

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

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

2004 Budget

OFFICE OF THE MAYOR

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 743,400	\$ 1,500,494	\$ 1,554,281	\$ 1,454,648
ELECTED OFFICIALS	114,098	115,105	116,513	108,963
PART-TIME PERMANENT	-	3,231	21,888	-
STUDENT TRAINEES	22,341	-	-	-
LONGEVITY	4,375	1,350	575	1,150
SEPARATION PAYMENTS	57,437	93,232	9,144	-
TOTAL	\$ 941,650	\$ 1,713,411	\$ 1,702,401	\$ 1,564,761
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 73,266	\$ 87,923	\$ 109,282	\$ 128,966
DENTAL	7,688	8,266	9,495	10,031
VISION CARE	-	1,171	1,462	1,378
PERS	113,558	185,302	234,089	214,844
FICA-MEDICARE	9,964	22,406	23,099	22,689
WORKERS COMPENSATION	5,173	2,022	4,557	4,434
LIFE INSURANCE	1,589	1,054	1,351	1,310
UNEMPLOYMENT COMPENSATION	8,028	13,562	1,540	9,724
TOTAL	\$ 219,265	\$ 321,705	\$ 384,875	\$ 393,376
TRAINING AND DUES				
TRAVEL	\$ 7,617	\$ 11,734	\$ 12,264	\$ 10,000
TUITION & REGISTRATION FEES	-	7,090	1,950	3,500
PROFESSIONAL DUES	1,527	253	1,235	1,445
TOTAL	\$ 9,144	\$ 19,076	\$ 15,450	\$ 14,945
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 20,000	\$ 3,842	\$ 2,413	\$ 2,500
SECURITY SERVICES	225	736	392	500
ADVERTISING & PUBLIC NOTICE	2,054	2,100	-	-
INSURANCE AND OFFICIAL BONDS	-	278	-	200
PHOTOCOPY MACHINE RENTAL	1,025	18,918	4,860	10,000
TOTAL	\$ 23,304	\$ 25,873	\$ 7,665	\$ 13,200
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 8,855	\$ 3,800	\$ 1,924	\$ 3,000
POSTAGE	125	8,233	346	-
COMPUTER SUPPLIES	483	-	-	-
COMPUTER HARDWARE	1,741	-	-	-
COMPUTER SOFTWARE	4,093	-	-	-
OFFICE FURNITURE & EQUIPMENT	3,357	-	-	-
FOOD	8,870	-	1,148	3,000
PAPER & OTHER PRINTING SUPPLIES	-	-	6,400	8,000
PRINTED MATERIALS	-	1,320	408	-
OTHER SUPPLIES	-	133	311	500
SPECIAL EVENTS SUPPLIES	19,952	8,269	905	-
BATTERIES	-	22	68	100
JUST IN TIME OFFICE SUPPLIES	11,926	9,924	13,062	12,500
TOTAL	\$ 59,403	\$ 31,702	\$ 24,573	\$ 27,100

2004 Budget

OFFICE OF THE MAYOR

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ -	\$ 240	\$ -	\$ 250
TOTAL	\$ -	\$ 240	\$ -	\$ 250
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 64,570	\$ 84,654	\$ 105,268	\$ 121,489
CHARGES FROM CONV CENTER	-	2,244	-	-
CHARGES FROM PRINTING	39,840	12,558	32,244	35,417
CHARGES FROM STOREROOM	25,277	15,674	8,077	8,841
CHARGES FROM MOTOR VEHICLES	16,312	36,431	40,783	28,404
TOTAL	\$ 145,998	\$ 151,561	\$ 186,372	\$ 194,151
TOTAL DIVISION	\$ 1,398,763	\$ 2,263,569	\$ 2,321,336	\$ 2,207,783

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICES	\$ -	\$ 200	\$ -	\$ -
EXPENDITURE RECOVERY	-	-	-	1,000
MISCELLANEOUS REVENUES	10	926	10	880
TOTAL DIVISION	\$ 10	\$ 1,126	\$ 10	\$ 1,880

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
5	5	4	Executive Assistant to the Mayor	50,796	160,115
1	1	1	Mayor	108,963	108,963
0	1	1	Secretary to the Mayor	50,796	166,105
26	21	21	Special Assistant to the Mayor	20,410	90,000
32	28	27			
OFFICE & CLERICAL					
0	1	1	Personnel Assistant	19,427	42,978
0	1	1			
32	29	28	TOTAL FULL TIME		
1	0	0	Special Assistant to the Mayor	20,410	90,000
1	0	0	TOTAL PART TIME		
33	29	28	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DEPARTMENT OF PUBLIC SAFETY

SANFORD WATSON, DIRECTOR

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

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

	2002			2003			2004			
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE		
		STAFF	PT		STAFF	PT		STAFF	PT	
DIVISIONS:										
Administration	\$ 3,768	54	5	\$ 3,520	51	5	\$ 3,349	39	5	
Police	191,207	2335	394	192,618	2225	389	175,096	1970	402	
Fire	81,714	1011		83,251	990		77,557	916		
EMS	19,986	283	1	21,903	311		20,362	307		
Dog Pound	866	15	2	1,013	17	2	866	12	2	
	\$ 297,541	3698	402	\$ 302,305	3594	396	\$ 277,230	3244	409	
FUNDING SOURCE:										
General Fund:										
Tax Support	\$ 273,074			\$ 274,752			\$ 249,617			
Self - Generated	19,066			19,365			18,607			
	\$ 292,140	3685	402	\$ 294,117	3581	396	\$ 268,224	3231	409	
Grants	\$ 3,830	13		\$ 5,960	13		\$ 7,892	13		
Special Revenue	1,571			2,228			1,114			
	\$ 297,541	3698	402	\$ 302,305	3594	396	\$ 277,230	3244	409	

PUBLIC SAFETY ADMINISTRATION

SANFORD WATSON, DIRECTOR

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

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

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

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

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
General Administration	\$ 1,227	12		\$ 1,272	13		\$ 1,172	12	
Medical	396	7		413	7		370	5	
Information Support Services	886	15		924	15		880	13	
Safety Signal	396	4		-			-		
Radio Repair	616	14		655	14		725	7	
Office of Professional Stand	164	1		170	1		116	1	
Police Review Board	83	1	5	86	1	5	86	1	5
	\$ 3,768	54	5	\$ 3,520	51	5	\$ 3,349	39	5
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 3,715			\$ 3,310			\$ 2,897		
Self-Generated	40			50			26		
	\$ 3,755	54	5	\$ 3,360	51	5	\$ 2,923	39	5
Grants	\$ 13			\$ 160			\$ 426		
	\$ 3,768	54	5	\$ 3,520	51	5	\$ 3,349	39	5

PUBLIC SAFETY ADMINISTRATION

MISSION

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

PROGRAM NAME: GENERAL ADMINISTRATION

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

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

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF		COST	STAFF		COST	STAFF	
		FT	PT		FT	PT		FT	PT
General Fund:									
Tax Support	\$ 1,214	12		\$ 1,112	13		\$ 746	12	
Grants	13			160			426		
	\$ 1,227	12		\$ 1,272	13		\$ 1,172	12	

FUNDING SOURCE:

PROGRAM NAME: MEDICAL UNIT

OBJECTIVES: To provide medical care to employees and prisoners.

ACTIVITIES: Examine and treat employees and prisoners.

PROGRAM NAME: RADIO REPAIR

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

ACTIVITIES: Repair and maintain all radio communication equipment.

PROGRAM NAME: INFORMATION SUPPORT SERVICES

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

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

PUBLIC SAFETY ADMINISTRATION

PROGRAM NAME: OFFICE OF PROFESSIONAL STANDARDS

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

ACTIVITIES: Investigate and recommend disposition of all citizen complaints.

PROGRAM NAME: POLICE REVIEW BOARD

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

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

2004 Budget

PUBLIC SAFETY ADMINISTRATION

EXPENDITURES

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 2,437,001	\$ 2,441,423	\$ 2,218,156	\$ 1,864,181
BOARD MEMBERS	35,212	33,791	34,500	34,500
PART-TIME PERMANENT	26,817	-	-	-
SCHOOL GUARDS	64	-	-	-
LONGEVITY	24,725	23,075	20,875	23,000
WAGE SETTLEMENTS	-	-	7,701	-
SEPARATION PAYMENTS	42,309	9,245	8,850	10,000
OVERTIME	72,489	100,480	91,659	50,000
TOTAL	\$ 2,638,617	\$ 2,608,015	\$ 2,381,741	\$ 1,981,681
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 259,823	\$ 257,425	\$ 267,346	\$ 235,398
DENTAL	25,541	22,994	23,665	18,540
VISION	-	3,146	3,279	2,382
PERS	341,116	348,128	319,858	271,254
FICA-MEDICARE	20,960	21,083	19,676	27,031
WORKERS COMPENSATION	47,194	12,818	26,666	22,038
LIFE INSURANCE	4,479	2,414	2,340	1,888
UNEMPLOYMENT COMPENSATION	5,356	933	-	10,448
CLOTHING ALLOWANCE	1,070	1,595	4,210	4,210
CLOTHING MAINTENANCE	3,945	9,345	2,370	2,370
TOTAL	\$ 709,485	\$ 679,881	\$ 669,409	\$ 595,559
TRAINING AND DUES				
TRAVEL	\$ 578	\$ 1,290	\$ 2,404	\$ 1,000
TUITION & REGISTRATION FEES	1,625	1,427	1,265	1,000
PROFESSIONAL DUES	50	-	50	-
TOTAL	\$ 2,253	\$ 2,717	\$ 3,719	\$ 2,000
UTILITIES				
GAS	\$ -	\$ 5,944	\$ -	\$ -
TOTAL	\$ -	\$ 5,944	\$ -	\$ -
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 65,156	\$ 32,873	\$ 13,975	\$ 15,000
MILEAGE (PRIVATE AUTO)	745	1,086	535	-
SECURITY SERVICES	-	-	1,829	-
MEDICAL SERVICES	-	1,112	150	-
ADVERTISING AND PUBLIC NOTICE	147	-	-	-
PARKING IN CITY FACILITIES	21,519	30,719	33,689	35,000
INSURANCE AND OFFICAL BONDS	-	-	100	-
PROPERTY RENTAL	765	23,625	14,175	20,000
PHOTOCOPY MACHINE RENTAL	692	20,160	4,238	9,433
TOWING	33	-	-	-
SPECIAL ASSESSMENT	7,167	5,009	4,186	5,000
OTHER CONTRACTUAL	50,346	18,473	21,306	25,000
TOTAL	\$ 146,570	\$ 133,057	\$ 94,182	\$ 109,433

2004 Budget

PUBLIC SAFETY ADMINISTRATION**EXPENDITURES - CONTINUED**

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 1,094	\$ 502	\$ 1,980	\$ 3,000
POSTAGE	286	99	98	250
COMPUTER SUPPLIES	2,452	-	-	-
COMPUTER HARDWARE	18,760	-	-	-
COMPUTER SOFTWARE	-	-	-	1,000
CLOTHING	454	-	-	-
HARDWARE & SMALL TOOLS	360	-	-	-
SMALL EQUIPMENT	3,139	-	842	1,000
OFFICE FURNITURE & EQUIPMENT	11,856	2,305	72	-
HYGIENE AND CLEANING SUPPLIES	591	-	-	-
MOTORS AND PUMPS	2,637	-	-	-
MEDICAL SUPPLIES	9	4,139	6,929	7,000
PAPER AND OTHER SUPPLIES	1,990	2,083	-	-
MEDICAL EQUIPMENT	-	2,960	-	-
OTHER SUPPLIES	42,134	2,836	793	1,000
SAFETY EQUIPMENT	70,074	1,150	-	-
BATTERIES	100	-	-	-
JUST IN TIME OFFICE SUPPLIES	11,198	12,808	10,512	12,000
BUILDING MAINTENANCE SUPPLIES	-	-	-	10,000
TOTAL	\$ 167,134	\$ 28,881	\$ 21,226	\$ 35,250
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 375	\$ -	\$ 144	\$ 500
MAINTENANCE CONTRACTS	-	392	111	-
COMPUTER SOFTWARE MAINT.	5,950	7,438	-	-
MAINTENANCE ELECTRICAL EQUIP.	1,900	-	-	-
MAINTENANCE MISC. EQUIP.	8,360	7,500	79	500
AUTO & LIGHT TRUCK REPAIRS	-	-	4,000	-
ENGINE REPAIR	255	-	-	-
MAINTENANCE BUILDING	75,393	104,185	34,955	35,000
TOTAL	\$ 92,232	\$ 119,515	\$ 39,289	\$ 36,000

2004 Budget

PUBLIC SAFETY ADMINISTRATION

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH.	\$ 79,626	\$ 109,467	\$ 109,361	\$ 126,213
CHARGES FROM RADIO SYSTEM	28	40	656	35
CHARGES FROM PRINTING	21,219	17,604	17,721	19,465
CHARGES FROM STOREROOM	13,516	4,907	4,860	5,320
CHARGES FROM MOTOR VEHICLES	29,382	30,971	17,936	12,492
CHARGES FROM DATA PROCESSING	24,227	13,941	-	-
TOTAL	\$ 167,997	\$ 176,929	\$ 150,534	\$ 163,525
TOTAL DIVISION	\$ 3,924,288	\$ 3,754,939	\$ 3,360,101	\$ 2,923,448

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICES	\$ 41,500	\$ 38,649	\$ 48,490	\$ 25,500
MISCELLANEOUS REVENUES	853	990	1,961	500
EXPENDITURE RECOVERIES	4,729	-	-	-
TOTAL DIVISION	\$ 47,082	\$ 39,639	\$ 50,451	\$ 26,000

2004 Budget

PUBLIC SAFETY ADMINISTRATION

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Public Safety	50,796	160,115
1	1	1	Secretary to the Director	36,590	128,960
2	2	2			
OFFICE & CLERICAL					
2	2	2	Clerk, Chief	22,050	43,080
2	2	0	Clerk, Junior	9.89 Hr.	12.57 Hr.
1	1	1	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	0	0	Private Secretary to the Director	19,427	43,080
1	0	0	Secretary	9.34 Hr.	15.71 Hr.
2	3	2	Secretary, Private	9.34 Hr.	18.83 Hr.
5	5	4	Telephone Operator	9.34 Hr.	15.08 Hr.
1	0	0	Typist	9.92 Hr.	13.68 Hr.
15	13	9			
PROFESSIONALS					
1	1	1	Administrative Manager	27,194	80,967
1	0	0	Administrator, Database	39,937	99,470
1	1	1	Administrator, Personnel	26,274	74,739
0	0	1	Administrator, Network/ LAN	42,000	70,000
1	1	1	Analyst, Budget & Management	19,427	50,543
1	1	1	Analyst, Senior Budget & Management	26,274	70,909
2	2	2	Analyst, Senior Programmer	23,647	62,844
1	1	1	Assistant, Personnel	19,427	42,978
2	2	2	Coordinator, Project	27,326	81,807
3	3	2	Director, Project	22,333	72,735
1	1	0	Examiner, Medical	21.40 Hr.	58.61 Hr.
1	1	1	Professional Standards Investigative Auditor	19,785	51,504
2	2	2	Public Health Nurse III	39,099	46,600
1	2	2	Supervisor, Computer Operations	30,215	80,774
1	1	1	Surgeon of Police	43,108	74,914
19	19	18			

2004 Budget

PUBLIC SAFETY ADMINISTRATION

COMPARISON OF STAFFING - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			TECHNICIAN		
1	1	1	Analyst, Software	30,215	80,774
4	5	4	Operator, Computer	9.34 Hr.	20.71 Hr.
1	1	1	Operator, Senior Computer	9.34 Hr.	24.33 Hr.
1	1	1	Programmer, Associate	9.34 Hr.	21.10 Hr.
1	1	0	Supervisor of Radio Service	15.13 Hr.	22.07 Hr.
8	8	3	Technician, Police Radio	16.38 Hr.	18.66 Hr.
<u>16</u>	<u>17</u>	<u>10</u>			
52	51	39	TOTAL FULL TIME		
1	1	1	OPS - Board Chair	8,395	8,395
4	4	4	OPS - Board Member	7,820	7,820
<u>5</u>	<u>5</u>	<u>5</u>	TOTAL PART TIME & BOARD MEMBERS		
<u>57</u>	<u>56</u>	<u>44</u>	TOTAL DIVISION		

*Salary Schedule effective October 27, 2003.

DIVISION OF POLICE

EDWARD LOHN, CHIEF

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

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

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

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

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF FT	PT		STAFF FT	PT		STAFF FT	PT
PROGRAMS:									
Administrative Operations	\$ 40,872	673	1	\$ 41,174	632	1	\$ 37,429	559	
Field Operations	125,344	1,413	393	126,269	1,360	388	114,782	1,204	402
Special Operations	24,991	249		25,175	233		22,885	207	
	\$ 191,207	2,335	394	\$ 192,618	2,225	389	\$ 175,096	1,970	402
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 176,101			\$ 174,430			\$ 158,675		
Self - Generated	9,784			11,104			9,476		
	\$ 185,885	2,322	394	\$ 185,534	2,212	389	\$ 168,151	1,957	402
Grants	\$ 3,751	13		\$ 4,856	13		\$ 5,831	13	
Special Revenue	1,571			2,228			1,114		
	\$ 191,207	2,335	394	\$ 192,618	2,225	389	\$ 175,096	1,970	402

DIVISION OF POLICE

MISSION

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

PROGRAM NAME: ADMINISTRATIVE OPERATIONS

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

ACTIVITIES: Establish operating policies and procedures for the Division. Prepare and manage the operating and capital budgets for the Division of Police. Provide crime analysis used for strategic planning in operations. Recruit, hire and train both uniform and civilian employees. Record and maintain payroll and personnel records. Collect and record all criminal incident reports. Handle open record requests. Provide security services for the Division headquarters building including security at the Central Jail and court security. Operate and maintain radio and telephone communications.

PROGRAM NAME: FIELD OPERATIONS

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

ACTIVITIES: Investigate all major offenses against persons and property. Provide Patrol and Community Based Policing activities. Participate with citizens on Community Relations Committees, the Auxiliary Police Program, crime prevention fairs, anti-drug marches, Night Out Against Crime, the Task Force on Violent Crime and similar projects in response to community needs. Develop close working relationships with residents by interacting while on patrol and attending community functions.

Provide neighborhood patrols to areas that could benefit from close on-going interaction between the Police and the community. Participate in Operation Fresh Start which aggressively investigates and focuses on deterring crimes that occur on the streets in highly populated, distressed neighborhoods.

Conduct DARE program, Child Accident Prevention Program, Crime Watch Training and other programs in response to the needs of the community. Alleviate traffic congestion, restore normal traffic flow, and provide traffic and crowd control at special events. Respond to scenes of traffic accidents, prepare traffic reports, and provide security and traffic control at Cleveland Hopkins Airport. Patrol Lake Erie and Cuyahoga River to enforce provisions of the Water Code and perform search and rescue operations.

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
FUNDING SOURCE:									
General Fund	\$ 112,071			\$ 112,898			\$ 104,048		
Self Generated	9,784			9,856			6,194		
Grants	2,459			2,477			3,812		
Special Revenue	1,030			1,038			728		
	\$ 125,344	1413	393	\$ 126,269	1360	388	\$ 114,782	1204	402

PROGRAM NAME: SPECIAL OPERATIONS

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

ACTIVITIES: Aggressively investigate crimes that occur in the City of Cleveland. Conduct enforcement activities against specific crimes within a target neighborhood using decoy, surveillance or search operations, based upon crime analysis and trends.

Maintain contact with and enlist the assistance of community leaders and residents to identify those responsible for neighborhood criminal activity. Perform crisis intervention; handle hostage negotiations and other highly dangerous and volatile situations where specialized training or equipment is required.

Provide support to district operations in improving the quality of life in neighborhoods through the enforcement of drug laws, and by suppressing juvenile crime. Detect offenders through crime processing and the use of the Automated Fingerprint Identifications System (AFIS), National Integrated Ballistic Imaging Network (NIBIN) and deoxyribonucleic acid (DNA) analysis.

PROGRAM NAME: HOMELAND SECURITY

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

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

2004 Budget

DIVISION OF POLICE

EXPENDITURES

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 13,583,339	\$ 14,436,908	\$ 14,513,237	\$ 13,067,461
PART-TIME PERMANENT	302,852	283,769	215,696	-
SCHOOL GUARDS	1,638,772	1,649,676	1,623,231	1,675,995
UNIFORMED PERSONNEL	84,410,708	97,054,330	93,503,052	83,701,268
UNIFORMED OVERTIME	10,575,137	12,701,018	12,905,894	10,064,635
FIRST RESPONDER PAY	(13,528)	-	-	-
LONGEVITY	846,075	870,350	911,075	910,125
WAGE SETTLEMENTS	2,515	146,614	644,893	-
SEPARATION PAYMENTS	6,433,140	4,610,203	3,213,438	3,300,000
OVERTIME	1,482,998	1,764,622	1,933,409	2,100,000
DEFERRED OVERTIME PAYMENTS	371,324	365,004	381,116	365,000
TOTAL	\$ 119,633,333	\$ 133,882,494	\$ 129,845,041	\$ 115,184,484
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 11,202,859	\$ 12,277,768	\$ 13,107,279	\$ 12,818,414
DENTAL	1,141,232	1,070,805	1,150,621	1,028,921
VISION	-	46,628	118,199	106,373
PERS	2,701,867	2,440,362	2,534,314	2,280,545
POLICE & FIRE DISABILITY & PENSION	16,755,012	21,326,067	20,987,049	19,113,289
POLICE AND FIRE ACCRD LIABILITY	(98,627)	(159,788)	(77,072)	-
FICA-MEDICARE	1,095,114	1,295,843	1,303,401	1,157,407
WORKERS COMPENSATION	5,731,824	1,587,486	3,655,516	4,133,220
LIFE INSURANCE	193,563	109,514	112,772	91,460
UNEMPLOYMENT COMPENSATION	34,021	23,126	24,847	238,444
CLOTHING ALLOWANCE	798,466	591,850	601,332	545,266
TOOL INSURANCE	-	-	-	777
TOOL PURCHASE	175	-	-	-
CLOTHING MAINTENANCE	1,106,300	1,091,696	1,135,890	958,762
TOTAL	\$ 40,661,806	\$ 41,701,358	\$ 44,654,149	\$ 42,472,878
TRAINING AND DUES				
TUITION & REGISTRATION FEES	\$ 5,224	\$ -	\$ 255	\$ -
PROFESSIONAL DUES	7,720	7,251	8,176	9,242
TOTAL	\$ 12,945	\$ 7,251	\$ 8,431	\$ 9,242
UTILITIES				
BROKERED GAS SUPPLY	\$ 54,469	\$ 67,966	\$ 163,941	\$ 180,336
CHILLED WATER	-	-	481,843	278,085
GAS	141,801	335,776	143,240	157,564
ELECTRICITY - CPP	894,249	1,283,213	1,146,316	1,203,632
ELECTRICITY - OTHER	82,711	42,788	49,702	52,187
STEAM	50,889	113,100	119,183	125,143
CONTRACTUAL UTILITIES	3,600	5,550	2,550	2,678
TOTAL	\$ 1,227,720	\$ 1,848,392	\$ 2,106,776	\$ 1,999,625

2004 Budget

DIVISION OF POLICE

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 264,965	\$ 72,341	\$ 160,622	\$ 27,141
COURT REPORTER	3,273	-	-	-
REFEREE SERVICES	50,533	53,424	9,313	10,000
MILEAGE (PRIVATE AUTO)	76,562	113,195	86,655	85,000
MEDICAL SERVICES	844,816	1,218,480	1,069,402	1,070,000
ADVERTISING AND PUBLIC NOTICE	688	995	1,729	2,000
PARKING IN CITY FACILITIES	252,134	246,217	224,304	225,000
INSURANCE AND OFFICAL BONDS	-	-	484	500
PROPERTY RENTAL	24,320	15,319	-	-
PHOTOCOPY MACHINE RENTAL	5,040	147,835	45,207	90,000
VEHICLE RENTAL	6,504	-	-	6,000
OTHER CONTRACTUAL	758,977	780,757	817,260	971,587
LOCAL - MATCH - GRANT PROGRAMS	13,435	11,396	141,804	131,000
TOTAL	\$ 2,301,247	\$ 2,659,958	\$ 2,556,781	\$ 2,618,228
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 6,967	\$ 6,227	\$ 2,525	\$ 4,000
POSTAGE	620	280	2,459	2,500
COMPUTER SUPPLIES	3,922	2,151	603	700
COMPUTER HARDWARE	2,436	-	-	-
FUEL	2,070	5,179	4,546	5,000
CLOTHING	124,680	10,293	44,112	45,000
SWEEPER PARTS	-	-	141	-
HARDWARE & SMALL TOOLS	485	158	582	600
SMALL EQUIPMENT	29,012	23,450	11,502	10,000
OFFICE FURNITURE & EQUIPMENT	5,636	-	-	-
ELECTRICAL SUPPLIES	300	-	-	-
AMMUNITION	157,611	142,671	50,038	75,000
HYGIENE AND CLEANING SUPPLIES	27,048	20,215	32,004	33,000
LUMBER, GLASS AND DRYWALL	951	3,149	1,887	2,000
LABORATORY SUPPLIES	57,967	32,728	39,355	40,000
PHOTOGRAPHIC SUPPLIES	84,399	57,696	96,210	110,000
PAPER AND OTHER PRINTING SUPPLIES	42,725	21,465	2,420	4,000
PRINTED MATERIALS	51,891	41,726	14,460	15,000
OTHER SUPPLIES	116,040	95,481	80,451	80,000
SAFETY EQUIPMENT	3,619	3,757	-	2,000
BATTERIES	2,036	3,419	3,461	4,000
JUST IN TIME OFFICE SUPPLIES	80,279	112,044	111,057	110,000
MISC MAINTENANCE SUPPLIES	21,261	38,072	42,732	40,000
TOTAL	\$ 821,956	\$ 620,158	\$ 540,545	\$ 582,800

2004 Budget

DIVISION OF POLICE

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 119,933	\$ 17,465	\$ 10,057	\$ 20,692
MAINTENANCE CONTRACTS	55,068	24,149	42,446	53,405
COMPUTER HARDWARE MAINT	81,540	5,411	6,058	4,000
COMPUTER SOFTWARE MAINT	60,000	-	-	-
MAINTENANCE MACHINERY	7,000	2,000	2,000	2,000
MAINTENANCE VEHICLES	10,000	1,000	1,000	1,000
REPAIR PARTS	20,243	4,285	469	2,500
CAR WASHES	77,849	73,452	4,601	75,000
MAINTENANCE HELICOPTERS	235,863	177,044	152,640	-
MAINTENANCE MISC EQUIP	21,433	12,776	9,398	15,000
REPAIR OF OVERHEAD DOORS	-	5,690	-	-
TOTAL	\$ 688,929	\$ 323,272	\$ 228,669	\$ 173,597
CLAIMS, REFUNDS AND MISC.				
COURT COSTS	\$ 8	\$ -	\$ -	\$ -
JUDGMENTS, DAMAGES, & CLAIMS	11,858	38,935	8,078	10,000
POLICE CHIEF EXPENSE FUND	150,000	146,018	112,811	150,000
TOTAL	\$ 161,866	\$ 184,953	\$ 120,889	\$ 160,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 328,121	\$ 733,678	\$ 1,014,203	\$ 1,170,488
CHARGES FROM RADIO SYSTEM	605,966	853,549	828,633	936,648
CHARGES FROM WATER	8,620	-	-	-
CHARGES FROM W.P.C.	11,273	778	-	-
CHARGES FROM PRINTING	361,843	99,066	173,825	190,930
CHARGES FROM STOREROOM	115,087	140,292	141,744	155,155
CHARGES FROM MOTOR VEHICLES	2,979,902	2,717,693	3,314,316	2,497,091
CHARGES FROM DATA PROCESSING	403,783	112,581	-	-
TOTAL	\$ 4,814,595	\$ 4,657,638	\$ 5,472,720	\$ 4,950,312
TOTAL DIVISION	\$ 170,324,396	\$ 185,885,474	\$ 185,534,001	\$ 168,151,166

2004 Budget

DIVISION OF POLICE

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
LICENSES & PERMITS	\$ 7,054	\$ 6,363	\$ 6,583	\$ 6,500
INTERGOVERNMENTAL REVENUES	-	-	193,981	-
SALES & CHARGES FOR SERVICES	245,360	393,607	284,368	263,500
MISCELLANEOUS REVENUES	259,213	281,093	405,041	205,500
REVENUE TRANSFERS	-	(1,931)	-	-
EXPENDITURE RECOVERIES	9,261,450	9,104,785	10,213,909	9,000,000
TOTAL DIVISION	\$ 9,773,078	\$ 9,783,917	\$ 11,103,882	\$ 9,475,500

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Chief of Police	69,682	154,701
12	11	12	Commander of Police	87,012	87,512
1	1	1	Commissioner of Traffic Control	87,012	87,512
3	4	4	Deputy Chief of Police	63,966	130,334
1	1	1	Superintendent of Criminalistics	30,087	70,339
18	18	19			
OFFICE & CLERICAL					
7	7	5	Clerk, Chief	22,050	43,080
15	12	8	Clerk, Junior	9.89 Hr.	12.57 Hr.
1	3	3	Clerk, Principal	11.93 Hr.	17.85 Hr.
2	1	1	Clerk, Stock	9.34 Hr.	16.19 Hr.
2	1	1	Messenger	9.34 Hr.	13.54 Hr.
6	4	5	Safety Telephone Operator	21,266	29,219
8	6	6	Secretary	9.34 Hr.	15.71 Hr.
3	4	3	Secretary, Private	9.34 Hr.	18.83 Hr.
1	1	1	Stenographer III	9.34 Hr.	16.37 Hr.
19	18	13	Typist	9.92 Hr.	13.68 Hr.
64	57	46			
PARA -PROFESSIONALS					
1	1	1	Clerk, Docket	19,427	32,909
43	40	12	Controller, Traffic	9.73 Hr.	13.69 Hr.
44	41	13			
PROFESSIONALS					
1	1	1	Accountant II	9.34 Hr	19.69 Hr.
1	1	1	Accountant III	9.34 Hr	21.83 Hr.
1	4	2	Administrative Officer	19,427	48,000
1	0	0	Auditor	19,785	53,307
26	25	26	Captain (Police)	74,940	75,440
2	2	2	Director, Project	22,233	72,735
9	7	6	Examiner, Scientific	25,000	53,307
82	81	82	Lieutenant (Police)	64,535	65,035
123	121	120			

2004 Budget

DIVISION OF POLICE

COMPARISON OF STAFFING - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
PROTECTIVE SERVICE					
110	107	107	Institutional Guard	12.18 Hr.	15.45 Hr.
1325	1348	1237	Officer, Patrol I	48,832	49,332
106	72	0	Officer, Patrol II	41,981	44,660
98	69	0	Officer, Patrol III	41,448	43,106
18	0	0	Trainee**	10.50 Hr.	10.50 Hr.
6	5	5	Police Safety Aide	19,427	26,903
206	199	202	Sergeant	55,564	56,065
1869	1800	1551			
SKILLED CRAFT					
1	1	0	Blacksmith	15.79 Hr.	22.24 Hr.
1	1	1	Mechanic, Heavy Duty	15.75 Hr.	22.54 Hr.
2	2	1			
SERVICE & MAINTENANCE					
1	0	0	Driver, Truck	12.50 Hr.	17.58 Hr.
4	3	3	Hostler	9.80 Hr.	13.77 Hr.
5	3	3			
TECHNICIAN					
2	1	1	Bilingual Communication Specialist	22,883	34,512
6	6	6	Dispatcher, Chief Radio	25,378	43,387
115	102	105	Dispatcher, Police Radio	22,886	37,788
5	5	5	Examiner, Fingerprint	22,000	36,665
9	7	3	Operator, Computer	9.34 Hr.	20.71 Hr.
5	5	2	Operator, Data Conversion	9.92 Hr.	13.67 Hr.
82	78	79	Operator, Senior Data Conversion	10.80 Hr.	16.38 Hr.
2	2	2	Supervisor, Data Conversion	11.92 Hr.	16.08 Hr.
2	2	1	Technician, Photographic Laboratory	9.34 Hr.	17.14 Hr.
228	208	204			
2353	2212	1957	TOTAL FULL TIME		
402	374	402	Guard, School Crossing	20.50 Day	26.00 Day
16	14	0	Controller, Traffic	9.73 Hr.	13.69 Hr.
1	1	0	Social Worker, Psychiatric	12.48 Hr.	19.64 Hr.
419	389	402	TOTAL PART TIME		
2772	2601	2359	TOTAL DIVISION		

*Salary Schedule effective October 27, 2003.

DIVISION OF FIRE

KEVIN G. GERRITY, CHIEF

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

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

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

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

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

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

2004 Budget

DIVISION OF FIRE

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Administration	\$ 3,692	40	\$ 3,761	23	\$ 3,504	20		
Operations	66,933	852	68,192	846	63,528	784		
Operations Support	1,431	11	1,458	17	1,358	16		
Prevention and Education	4,264	48	4,344	50	4,047	46		
Communications	3,587	47	3,654	40	3,405	37		
Training and Education	1,807	13	1,841	14	1,715	13		
	\$ 81,714	1011	\$ 83,251	990	\$ 77,557	916		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 80,918		\$ 81,422		\$ 75,120			
Self-Generated	730		881		1,010			
	\$ 81,648	1011	\$ 82,303	990	\$ 76,130	916		
Grants	\$ 66		\$ 948		\$ 1,427			
	\$ 81,714	1011	\$ 83,251	990	\$ 77,557	916		

MISSION

To prevent fires and to prevent the loss of life and property from fires and hazardous conditions resulting from fires.

PROGRAM NAME: ADMINISTRATION

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

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

PROGRAM NAME: OPERATIONS

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

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

DIVISION OF FIRE

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

	2002		2003			2004	
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE	
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT	
FUNDING SOURCE:							
General Fund	\$ 66,933		\$ 68,192		\$ 63,528		
	\$ 66,933	852	\$ 68,192	846	\$ 63,528	784	

PROGRAM NAME: OPERATIONS SUPPORT

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

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

PROGRAM NAME: PREVENTION AND EDUCATION

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

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

PROGRAM NAME: COMMUNICATIONS

OBJECTIVES: To provide efficient communications for the entire Division.

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

DIVISION OF FIRE

PROGRAM NAME: TRAINING AND EDUCATION

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

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

2004 Budget

DIVISION OF FIRE

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 498,559	\$ 449,253	\$ 459,467	\$ 330,068
UNIFORMED PERSONNEL	48,479,914	52,084,071	51,134,678	48,482,798
UNIFORMED OVERTIME	3,305,098	4,036,012	4,703,069	2,067,163
LONGEVITY	405,150	420,550	435,150	465,625
WAGE SETTLEMENTS	-	1,032	1,000	-
SEPARATION PAYMENTS	1,079,618	380,300	444,110	400,000
OVERTIME	11,552	18,386	33,152	20,000
DEFERRED OVERTIME PAYMENTS	174,990	175,000	174,997	-
TOTAL	\$ 53,954,880	\$ 57,564,604	\$ 57,385,623	\$ 51,765,654
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 4,934,484	\$ 5,461,181	\$ 5,955,885	\$ 6,457,818
DENTAL	513,938	481,671	519,333	512,088
VISION CARE	-	33,333	49,591	45,984
PERS	321,114	62,462	66,931	51,828
POLICE & FIREMEN'S DISABILITY	10,581,128	13,508,426	13,282,773	12,571,558
POLICE & FIRE ACCRD LIABILITY	(11,415)	(22,286)	(9,004)	-
FICA-MEDICARE	418,329	470,097	480,687	448,059
WORKERS COMPENSATION	1,325,252	360,316	791,905	1,093,294
LIFE INSURANCE	79,278	44,404	46,757	43,439
UNEMPLOYMENT COMPENSATION	5,049	26	-	19,448
CLOTHING ALLOWANCE	288,360	376,920	404,181	-
CLOTHING MAINTENANCE	387,420	405,350	395,200	362,400
TOTAL	\$ 18,842,938	\$ 21,181,900	\$ 21,984,239	\$ 21,605,916
TRAINING AND DUES				
TRAVEL	\$ 875	\$ 1,189	\$ 1,687	\$ 2,000
TUITION & REGISTRATION FEES	1,643	11,049	8,235	9,000
OTHER TRAINING SUPPLIES	4,963	1,370	535	1,000
MILEAGE (PRIVATE AUTO)	165	182	-	-
PROFESSIONAL DUES	6,343	6,570	2,632	3,000
REGIONAL PLAN COMMISSION	43	-	-	-
TOTAL	\$ 14,032	\$ 20,359	\$ 13,089	\$ 15,000
UTILITIES				
GAS	\$ 229,537	\$ 84,168	\$ 285,424	\$ 313,968
ELECTRICITY - CPP	356,377	416,057	406,413	426,734
ELECTRICITY - OTHER	36,247	34,096	33,805	35,497
STEAM	46,527	48,000	48,000	50,400
SECURITY AND MONITORING SYSTEM	950	-	-	-
TOTAL	\$ 669,637	\$ 582,321	\$ 773,643	\$ 826,599

2004 Budget

DIVISION OF FIRE

EXPENDITURES - CONTINUED

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 20,633	\$ 12,049	\$ 3,130	\$ 20,000
COURT REPORTER	560	-	80	500
REFEREE SERVICES	10,797	4,658	-	5,000
CABLE PROFESSIONAL SERVICES	7	115	22	50
MILEAGE (PRIVATE AUTO)	2,770	3,090	2,530	3,000
MEDICAL SERVICES	70,460	34,893	22,357	30,000
PARKING IN CITY FACILITIES	11,812	18,306	10,151	12,000
PARKING TAX	-	20	-	-
PROPERTY RENTAL	-	20,000	-	-
PHOTOCOPY MACHINE RENTAL	3,261	19,783	6,257	10,500
EQUIPMENT RENTAL	310	-	-	-
OTHER CONTRACTUAL	83,657	37,270	27,949	30,000
TOTAL	\$ 204,265	\$ 150,183	\$ 72,476	\$ 111,050
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 340	\$ 2,325	\$ 366	\$ 1,000
COMPUTER SUPPLIES	2,240	-	1,500	2,000
COMPUTER HARDWARE	23,070	9,442	36	-
COMPUTER SOFTWARE	-	-	5,000	-
CLOTHING	132,911	59,939	26,784	100,000
HARDWARE & SMALL TOOLS	15,131	4,710	-	2,500
SMALL EQUIPMENT	105,286	30,397	22,735	25,000
OFFICE FURNITURE & EQUIPMENT	5,133	3,104	4,643	5,000
ELECTRICAL SUPPLIES	11,812	3,500	3,000	3,000
HYGIENE AND CLEANING SUPPLIES	22,362	19,243	25,435	30,000
PAINTING EQUIPMENT AND SUPPLIES	64	-	-	-
DOORS, SHUTTERS AND WINDOWS	-	-	2,124	2,500
LUMBER, GLASS AND DRYWALL	8,493	-	-	-
MEDICAL SUPPLIES	62,063	64,689	50,683	65,000
FOOD	-	-	9,000	-
PHOTOGRAPHIC SUPPLIES	838	1,300	4,000	5,000
MEDICAL EQUIPMENT	9,384	9,000	-	5,000
PAPER AND OTHER SUPPLIES	-	-	367	1,000
PRINTED MATERIALS	9,228	192	-	-
SHOP TOOLS	4,002	-	-	-
OTHER SUPPLIES	38,185	25,931	36,967	40,000
SAFETY EQUIPMENT	20,723	2,084	4,279	5,000
BATTERIES	1,390	788	1,000	1,000
JUST IN TIME OFFICE SUPPLIES	10,431	17,422	22,136	25,000
BUILDING MAINTENANCE SUPPLIES	-	3,184	-	-
MISC MAINTENANCE SUPPLIES	2,000	-	-	2,000
TOTAL	\$ 485,086	\$ 257,249	\$ 220,054	\$ 320,000

DIVISION OF FIRE

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 5,840	\$ 4,071	\$ 8,955	\$ 12,000
MAINTENANCE CONTRACTS	-	4,527	4,740	5,000
MAINTENANCE ELECTRICAL EQUIP	502	6,383	4,885	5,000
MAINTENANCE MACHINERY	4,584	11,700	4,057	5,000
MAINTENANCE FIRE APPARATUS	59,167	3,000	432	1,000
MAINTENANCE VEHICLES	-	1,200	1,500	2,000
REPAIR PARTS	10,634	4,971	5,247	8,500
CAR WASHES	1,000	500	1,000	1,000
MAINTENANCE UTILITY SYSTEMS	6,438	3,000	-	-
MAINTENANCE MISC EQUIP	84,312	67,796	77,464	85,000
AUTO & LIGHT TRUCK REPAIRS	7,247	4,576	-	-
MAINTENANCE BUILDING	11,533	22,888	18,072	20,000
REPAIR OF OVERHEAD DOORS	25,000	-	15,000	25,000
CUSHMAN REPAIR	7,061	7,368	-	-
TOTAL	\$ 223,318	\$ 141,979	\$ 141,351	\$ 169,500
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS, DAMAGES, & CLAIMS	\$ 2,831	\$ 2,745	\$ 2,613	\$ 3,000
TOTAL	\$ 2,831	\$ 2,745	\$ 2,613	\$ 3,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 120,815	\$ 171,526	\$ 163,661	\$ 188,881
CHARGES FROM RADIO SYSTEM	90,701	283,702	162,219	149,118
CHARGES FROM WATER	294	13,181	-	-
CHARGES FROM WATER POLLUTION	4,645	516	-	-
CHARGES FROM PRINTING	40,537	2,730	22,286	24,479
CHARGES FROM STOREROOM	4,279	4,541	4,106	4,494
CHARGES FROM MOTOR VEHICLES	1,029,176	1,217,565	1,358,223	945,952
CHARGES FROM DATA PROCESSING	71,183	53,226	-	-
TOTAL	\$ 1,361,630	\$ 1,746,985	\$ 1,710,494	\$ 1,312,924
TOTAL DIVISION	\$ 75,758,617	\$ 81,648,324	\$ 82,303,582	\$ 76,129,643

2004 Budget

DIVISION OF FIRE

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
LICENSES & PERMITS	\$ 392,793	\$ 483,359	\$ 473,569	\$ 484,650
INTERGOVERNMENTAL REVENUES	-	-	162,380	-
SALES & CHARGES FOR SERVICES	170,724	231,103	180,947	496,900
FINES & FORFEITURES	-	-	2,432	-
MISCELLANEOUS REVENUES	2,808	12,375	26,697	18,580
EXPENDITURE RECOVERIES	5,242	3,121	34,536	10,000
TOTAL DIVISION	\$ 571,567	\$ 729,957	\$ 880,561	\$ 1,010,130

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
29	29	29	Battalion, Chief	72,040	75,441
1	1	1	Fire Chief	64,407	154,701
7	7	7	Fire Chief, Assistant	56,790	116,024
<u>37</u>	<u>37</u>	<u>37</u>			
OFFICE & CLERICAL					
0	1	0	Clerk, Stock	9.34 Hr.	16.19 Hr.
2	1	1	Secretary	9.34 Hr.	15.71 Hr.
4	4	4	Secretary, Private	9.34 Hr.	18.83 Hr.
1	1	0	Principal Clerk	11.93 Hr.	17.85 Hr.
2	2	0	Typist	9.92 Hr.	13.68 Hr.
<u>9</u>	<u>9</u>	<u>5</u>			
PROFESSIONALS					
1	1	1	Administrator, Personnel	26,274	74,739
1	1	0	Auditor	19,785	53,307
63	63	63	Captain (Fire)	62,034	65,036
170	171	171	Lieutenant (Fire)	53,409	56,065
0	0	1	Project Director/ Network	22,333	72,735
<u>235</u>	<u>236</u>	<u>236</u>			
PROTECTIVE SERVICE					
660	648	635	Firefighter Journeyman	45,973	48,332
58	57	0	Firefighter Apprentice-Medic III	41,882	43,557
<u>718</u>	<u>705</u>	<u>635</u>			
TECHNICIAN					
2	2	2	Operator, Data Conversion	9.92 Hr.	13.67 Hr.
1	1	1	Supervisor, Data Processing	20,231	54,494
<u>3</u>	<u>3</u>	<u>3</u>			
<u>1002</u>	<u>990</u>	<u>916</u>	TOTAL DIVISION		

Salary Schedule effective October 27, 2003

EMERGENCY MEDICAL SERVICES

EDWARD J. ECKART, COMMISSIONER

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

BUDGET COMMENTS

The budget will provide 24 hour advanced life support operations with an average of twenty EMS units.

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
PROGRAMS:									
Administration	\$ 613	6	1	\$ 672	7		\$ 625	3	
Advanced Life Support	17,802	251		19,509	270		18,136	270	
Communications	1,457	26		1,597	34		1,485	34	
Employee Development	104			114			106		
Public Education	10			11			10		
	\$ 19,986	283	1	\$ 21,903	311		\$ 20,362	307	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 11,539			\$ 14,644			\$ 12,146		
Self-Generated	8,447			7,263			8,016		
	\$ 19,986	283	1	\$ 21,907	311		\$ 20,162	307	
Grants	\$ -			\$ (4)			\$ 200		
	\$ 19,986	283	1	\$ 21,903	311		\$ 20,362	307	

EMERGENCY MEDICAL SERVICE

MISSION

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

PROGRAM NAME: ADMINISTRATION

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

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

PROGRAM NAME: ADVANCED LIFE SUPPORT

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

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

PROGRAM NAME: COMMUNICATIONS

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

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

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

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

ACTIVITIES: Provide initial employee orientation training. Conduct paramedic-training programs for new and current employees leading to state certification as EMT-Paramedics. Conduct professional development activities for the supervisory and administrative staff. Provide continuing education programs necessary for state EMT-Basic and EMT-Paramedic re-certification. Provide recognized professional enhancement programs, such as Basic and Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Pre-Hospital Trauma Life Support. Provide clinical experience monitored by Field Training Officers for the Division of EMS paramedic students as well as students from other State of Ohio accredited paramedic training programs. Perform paramedic functioning testing for the Department of Public Safety as required by the Medical Director and state law.

PROGRAM NAME: PUBLIC EDUCATION

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

ACTIVITIES: Provide CPR and AED training to City employees. Coordinate and participate in mass CPR training events with the CPR task force. Offer stroke awareness activities along with blood pressure screenings, glucose screenings, and cholesterol screenings at senior centers and other locations.

2004 Budget

DIVISION OF EMERGENCY MEDICAL SERVICE

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 10,839,727	\$ 12,076,208	\$ 12,282,914	\$ 12,727,578
PART-TIME PERMANENT	15,606	15,565	17,418	-
UNIFORMED OVERTIME	-	-	(445)	-
LONGEVITY	76,175	84,925	93,650	101,250
WAGE SETTLEMENTS	3,715	41,852	-	-
SEPARATION PAYMENTS	69,481	74,090	30,961	32,000
OVERTIME	1,803,530	2,309,266	3,083,907	1,000,075
TOTAL	\$ 12,808,233	\$ 14,601,906	\$ 15,508,405	\$ 13,860,903
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 1,351,442	\$ 1,398,445	\$ 1,558,383	\$ 1,798,421
DENTAL	139,049	125,333	139,121	155,588
VISION CARE	-	6,196	14,857	15,105
PERS	1,698,150	1,847,011	2,146,936	1,910,845
FICA-MEDICARE	142,603	169,153	181,921	200,984
WORKERS COMPENSATION	482,554	141,733	337,203	612,763
LIFE INSURANCE	23,261	12,796	13,148	14,368
UNEMPLOYMENT COMPENSATION	5,840	10,307	3,778	9,724
CLOTHING ALLOWANCE	89,492	250,791	199,820	-
CLOTHING MAINTENANCE	28,800	31,971	28,250	-
TOTAL	\$ 3,961,190	\$ 3,993,739	\$ 4,623,417	\$ 4,717,798
TRAINING AND DUES				
TRAVEL	\$ 373	\$ 2,105	\$ 3,020	\$ -
TUITION & REGISTRATION FEES	8,618	4,113	3,605	-
OTHER TRAINING SUPPLIES	15,961	8,170	7,837	-
PROFESSIONAL DUES	19,894	517	517	-
TOTAL	\$ 44,846	\$ 14,905	\$ 14,979	\$ -
UTILITIES				
SEWER - OTHER	\$ -	\$ -	\$ 925	\$ 1,000
DATA COMMUNICATION (TELEPHONE)	-	-	-	22,200
WATER	-	-	462	1,000
GAS	-	-	1,153	6,000
ELECTRICITY - CPP	-	6,347	578	4,000
TOTAL	\$ -	\$ 6,347	\$ 3,118	\$ 34,200

DIVISION OF EMERGENCY MEDICAL SERVICE

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 945	\$ 24,713	\$ 6,060	\$ 10,000
COURT REPORTER	2,094	65	-	-
REFEREE SERVICES	5,815	1,716	-	2,000
WASTE DISPOSAL	-	-	3,564	4,000
JANITORIAL SERVICES	11,315	9,800	9,000	-
MEDICAL SERVICES	2,551	1,192	1,818	2,000
ADVERTISING AND PUBLIC NOTICE	-	-	450	500
PARKING IN CITY FACILITIES	2,632	3,416	3,662	4,000
PROPERTY RENTAL	10,087	-	-	-
PHOTOCOPY MACHINE RENTAL	802	12,268	7,057	7,000
TOTAL	\$ 36,240	\$ 53,171	\$ 31,611	\$ 29,500
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 887	\$ 123	\$ 7,515	\$ 8,000
POSTAGE	277	27	787	900
COMPUTER SUPPLIES	213	-	4,880	4,000
COMPUTER HARDWARE	8,350	9,495	38,618	-
COMPUTER SOFTWARE	2,765	-	9,587	-
FIRE/EMS APPARATUS PARTS	9	-	-	-
CLOTHING	35,930	89,523	10,665	30,000
HARDWARE & SMALL TOOLS	-	567	-	-
SMALL EQUIPMENT	612	1,843	-	-
OFFICE FURNITURE & EQUIP	465	5,533	880	-
HYGIENE AND CLEANING SUPPLIES	1,487	2,926	2,981	16,321
MEDICAL SUPPLIES	155,168	65,212	249,582	250,000
MEDICAL EQUIPMENT	54,780	33,518	37,473	35,000
PRINTED MATERIALS	3,986	17,703	13,605	-
OTHER SUPPLIES	4,739	-	-	-
SAFETY EQUIPMENT	5,898	2,892	17,364	10,000
PHARMACEUTICAL SUPPLIES	20	3,000	210	50,000
SPECIAL EVENTS SUPPLIES	2,513	5,936	6,894	-
BATTERIES	119	346	395	300
JUST IN TIME OFFICE SUPPLIES	6,306	8,408	12,728	13,000
TOTAL	\$ 284,522	\$ 247,050	\$ 414,164	\$ 417,521
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 1,068	\$ 4,226	\$ -	\$ -
MAINTENANCE CONTRACTS	-	8,000	59,073	60,000
COMPUTER HARDWARE MAINT	-	-	41,044	41,070
COMPUTER SOFTWARE MAINT	17,248	4,233	9,714	43,309
REPAIR PARTS	-	192	-	-
CAR WASHES	-	-	500	-
MAINTENANCE MISC EQUIP	672	9,325	2,000	15,000
TOTAL	\$ 18,988	\$ 25,976	\$ 112,331	\$ 159,379

2004 Budget

DIVISION OF EMERGENCY MEDICAL SERVICE

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CLAIMS, REFUNDS AND MISC.				
COURT COSTS	\$ 72	\$ -	\$ -	-
JUDGMENTS, DAMAGES, & CLAIMS	1,131	61,632	295	1,000
TOTAL	\$ 1,203	\$ 61,632	\$ 295	\$ 1,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 73,823	\$ 77,536	\$ 70,951	\$ 81,884
CHARGES FROM RADIO SYSTEM	63,591	115,338	101,272	132,010
CHARGES FROM WATER	160	-	-	-
CHARGES FROM PRINTING	20,628	10,406	27,734	30,463
CHARGES FROM STOREROOM	2,769	4,681	4,790	5,243
CHARGES FROM MOTOR VEHICLES	623,723	759,395	993,481	691,923
CHARGES FROM DATA PROCESSING	18,884	13,887	-	-
TOTAL	\$ 803,577	\$ 981,244	\$ 1,198,228	\$ 941,523
TOTAL DIVISION	\$ 17,958,799	\$ 19,985,970	\$ 21,906,548	\$ 20,161,824

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTERGOVERNMENTAL REVENUES	\$ -	\$ -	\$ 11,054	\$ -
SALES & CHARGES FOR SERVICE	9,210,557	8,412,319	7,243,765	8,009,000
MISCELLANEOUS REVENUE	399	24,881	4,011	2,140
EXPENDITURE RECOVERIES	5,749	9,710	4,139	5,000
TOTAL DIVISION	\$ 9,216,705	\$ 8,446,910	\$ 7,262,969	\$ 8,016,140

2004 Budget

DIVISION OF EMERGENCY MEDICAL SERVICE

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Emergency Medical Service	42,758	124,900
1	0	0	Project Coordinator	27,326	81,807
2	1	1			
OFFICE & CLERICAL					
1	1	0	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	0			
PROFESSIONALS					
1	1	0	Administrative Officer	19,427	48,000
1	1	1	Administrator, Assistant Personnel	19,427	50,543
0	1	1	Administrative Manager	27,194	80,967
1	1	0	Administrator, Personnel	26,274	74,739
1	1	0	Analyst, Systems	19,427	56,000
4	5	2			
TECHNICIAN					
34	34	34	Dispatcher, Emergency Medical	24,765	37,797
17	16	16	Supervisor, Emergency Medical Technician	19,785	53,307
243	254	254	Technician, Emergency Medical	26,336	41,231
20	0	0	Technician, Emergency Medical, Trainee	10.50 Hr.	10.50 Hr.
314	304	304			
321	311	307	TOTAL FULL TIME		
1	0	0	TOTAL PART TIME		
322	311	307	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DOG POUND

JOHN D. BAIRD, CHIEF DOG WARDEN

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

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

	2002			2003			2004			
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE		
		STAFF	PT		STAFF	PT		STAFF	PT	
PROGRAMS:										
Animal Control	\$ 866	15	2	\$ 1,013	17	2	\$ 866	12	2	
	<u>\$ 866</u>	<u>15</u>	<u>2</u>	<u>\$ 1,013</u>	<u>17</u>	<u>2</u>	<u>\$ 866</u>	<u>12</u>	<u>2</u>	
FUNDING SOURCE:										
General Fund:										
Tax Support	\$ 801			\$ 946			\$ 779			
Self-Generated	65			67			79			
	<u>\$ 866</u>	<u>15</u>	<u>2</u>	<u>\$ 1,013</u>	<u>17</u>	<u>2</u>	<u>\$ 858</u>	<u>12</u>	<u>2</u>	
Grants	-			-			8			
	<u>\$ 866</u>	<u>15</u>	<u>2</u>	<u>\$ 1,013</u>	<u>17</u>	<u>2</u>	<u>\$ 866</u>	<u>12</u>	<u>2</u>	

MISSION

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

PROGRAM NAME: ANIMAL CONTROL

OBJECTIVES: To respond to citizens' complaints regarding stray, vicious, and nuisance dogs.

ACTIVITIES: Provide stray animal pick up through out the city.

PROGRAM NAME: LOW COST SPAY/NUETER CLINIC

OBJECTIVES: Reduce the number of unwanted pets and stray animals in the city.

ACTIVITIES: Perform spays/neuters in the Clinic located at the Kennel.

DIVISION OF DOG POUND

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 453,305	\$ 492,710	\$ 565,127	\$ 404,448
PART TIME PERMANENT	25,818	69,175	67,142	70,083
SCHOOL GUARDS	42	-	-	-
INJURY PAY	-	-	1,190	-
LONGEVITY	4,650	4,325	4,850	5,150
SEPARATION PAYMENTS	14,343	414	-	-
OVERTIME	11,427	12,437	15,897	23,350
TOTAL	\$ 509,586	\$ 579,061	\$ 654,207	\$ 503,031
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 66,895	\$ 68,176	\$ 92,912	\$ 84,688
DENTAL	6,494	5,744	7,832	6,631
VISION CARE	-	277	855	1,033
PERS	65,063	74,340	88,957	73,878
FICA-MEDICARE	5,061	6,428	7,536	7,294
WORKERS COMPENSATION	4,420	1,449	3,331	9,105
LIFE INSURANCE	1,160	626	757	597
UNEMPLOYMENT COMPENSATION	-	-	-	38,896
CLOTHING ALLOWANCE	2,750	2,750	3,250	2,000
CLOTHING MAINTENANCE	3,850	3,850	4,550	2,800
TOTAL	\$ 155,692	\$ 163,640	\$ 209,980	\$ 226,922
TRAINING AND DUES				
PROFESSIONAL DUES	\$ 307	\$ 323	\$ -	\$ 500
TOTAL	\$ 307	\$ 323	\$ -	\$ 500
UTILITIES				
GAS	\$ 572	\$ (1,039)	\$ -	\$ -
ELECTRICITY - OTHER	12,039	14,810	13,693	14,379
TOTAL	\$ 12,611	\$ 13,771	\$ 13,693	\$ 14,379
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
ADVERTISING AND PUBLIC NOTICE	586	-	-	-
PHOTOCOPY MACHINE RENTAL	28	1,078	579	750
TOTAL	\$ 614	\$ 3,078	\$ 2,579	\$ 2,750

2004 Budget

DIVISION OF DOG POUND

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 1	\$ -	\$ 2	\$ -
COMPUTER HARDWARE	1,314	-	-	-
HARDWARE & SMALL TOOLS	1,261	20	2,214	2,300
SMALL EQUIPMENT	874	3,437	2,764	3,258
OFFICE FURNITURE & EQUIP	664	-	1,164	1,550
HYGIENE AND CLEANING SUPPLIES	2,470	2,596	5,809	6,000
MEDICAL SUPPLIES	13,511	15,767	14,292	15,000
OTHER SUPPLIES	3,492	4,707	11,847	12,000
JUST IN TIME OFFICE SUPPLIES	701	1,540	3,299	2,675
TOTAL	\$ 24,286	\$ 28,067	\$ 41,391	\$ 42,783
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 95	\$ -	\$ -	\$ -
CAR WASHES	500	500	500	500
TOTAL	\$ 595	\$ 500	\$ 500	\$ 500
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 3,251	\$ 3,867	\$ 3,284	\$ 3,790
CHARGES FROM RADIO SYSTEM	2,716	4,152	9,116	4,792
CHARGES FROM PRINTING	1,391	1,801	8,188	8,994
CHARGES FROM STOREROOM	1,021	1,320	1,377	1,507
CHARGES FROM MOTOR VEHICLES	44,326	66,222	69,053	48,093
CHARGES FROM DATA PROCESSING	972	648	-	-
TOTAL	\$ 53,677	\$ 78,009	\$ 91,018	\$ 67,176
TOTAL DIVISION	\$ 757,368	\$ 866,449	\$ 1,013,368	\$ 858,041

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICES	\$ 58,845	\$ 64,607	\$ 66,034	\$ 68,000
MISCELLANEOUS REVENUES	-	8	796	780
EXPENDITURE RECOVERIES	11,422	-	18	10,000
TOTAL DIVISION	\$ 70,267	\$ 64,615	\$ 66,848	\$ 78,780

DIVISION OF DOG POUND

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	Chief Dog Warden	19,427	74,360
1	1	1			
			OFFICE & CLERICAL		
2	2	2	Clerk, Senior	10.29 Hr.	14.74 Hr.
2	2	2			
			PROFESSIONALS		
1	1	1	Registered Animal Health Technician	9.34 Hr.	14.54 Hr.
1	1	1			
			PROTECTIVE SERVICE		
12	12	7	Warden, Dog	11.04 Hr.	15.50 Hr.
12	12	7			
			SERVICE & MAINTENANCE		
1	1	1	Custodial Worker	9.34 Hr.	13.54 Hr.
1	1	1			
17	17	12	TOTAL FULL TIME		
1	1	1	Registered Animal Health Technician	9.34 Hr.	14.54 Hr.
1	1	1	Veterinarian	30,215	80,774
2	2	2	TOTAL PART TIME		
19	19	14	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

COMMUNITY RELATIONS BOARD

JEFFREY D. JOHNSON, DIRECTOR

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

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

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
PROGRAMS:									
Community Outreach	\$ 234	4	14	\$ 190	3	14	\$ 250	5	14
Human Relations Training & Comm Educatio	230	3		257	3		286	4	
Police/Community Cooperation	254	5		284	5		377	4	
Fair Housing & Neighborhood Stabilization	222	3		116	3		100	2	5
	\$ 940	15	14	\$ 847	14	14	\$ 1,013	15	19
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 862	15	14	\$ 846	14	14	\$ 913	13	14
Self - Generated	40			1			-		
	\$ 902	15	14	\$ 847	14	14	\$ 913	13	14
Community Development Block Grant	\$ 38			\$ -			\$ -		
Fair Housing Grant*	-			-			100	2	5
	\$ 940	15	14	\$ 847	14	14	\$ 1,013	15	19

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

COMMUNITY RELATIONS BOARD

MISSION

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

PROGRAM NAME: COMMUNITY OUTREACH

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

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

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

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

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

PROGRAM NAME: HUMAN RELATIONS TRAINING AND COMMUNITY EDUCATION

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

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

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

COMMUNITY RELATIONS BOARD

PROGRAM NAME: POLICE/COMMUNITY COOPERATION AND SPECIAL EVENTS

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

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

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
General Fund:									
Tax Support	\$ 254	5		\$ 284	5		\$ 377	4	
	254	5		284	5		377	4	
Community Development Block Grant	\$ 38			\$ -			\$ -		
Fair Housing Grant*	-			-			100	2	5
	\$ 292	5		\$ 284	5		\$ 477	6	5

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

COMMUNITY RELATIONS BOARD

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT BOARD MEMBERS	\$ 555,371	\$ 573,348	\$ 536,177	\$ 528,039
LONGEVITY	5,300	4,425	4,425	3,500
SEPARATION PAYMENTS	7,250	6,727	-	6,700
TOTAL	\$ 625,034	\$ 654,247	\$ 618,777	\$ 624,889
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 74,645	\$ 73,790	\$ 66,597	\$ 86,503
DENTAL	6,752	6,522	5,793	6,878
VISION CARE	-	607	865	958
PERS	74,658	89,897	74,226	83,765
FICA-MEDICARE	5,821	5,694	5,913	9,061
WORKERS COMPENSATION	2,785	767	1,714	1,753
LIFE INSURANCE	1,093	639	578	608
UNEMPLOYMENT COMPENSATION	-	1,133	872	-
TOTAL	\$ 165,754	\$ 179,049	\$ 156,558	\$ 189,526
TRAINING AND DUES				
TRAVEL	\$ -	\$ 208	\$ 1,500	\$ 1,500
TUITION & REGISTRATION FEES	-	-	1,135	500
MILEAGE (PRIVATE AUTO)	-	312	83	250
PROFESSIONAL DUES	549	371	737	750
TOTAL	\$ 549	\$ 891	\$ 3,455	\$ 3,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 17,046	\$ 5,013	\$ 180	\$ 8,500
MILEAGE (PRIVATE AUTO)	2,017	2,780	3,044	2,500
ADVERTISING AND PUBLIC NOTICE	250	3,000	135	4,676
PROGRAM PROMOTION	980	100	-	5,000
PARKING IN CITY FACILITIES	4,929	7,212	7,543	5,500
PHOTOCOPY MACHINE RENTAL	422	2,720	1,189	1,000
OTHER CONTRACTUAL	789	-	-	2,000
REFUNDS & MISCELLANEOUS	367	152	-	-
TOTAL	\$ 26,801	\$ 20,977	\$ 12,090	\$ 29,176

2004 Budget

COMMUNITY RELATIONS BOARD

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 143	\$ -	\$ 28	\$ 2,000
POSTAGE	-	-	-	500
COMPUTER SUPPLIES	-	4,055	88	500
COMPUTER HARDWARE	-	-	-	200
COMPUTER SOFTWARE	-	-	-	200
CLOTHING	-	-	263	850
OFFICE FURNITURE & EQUIP	886	1,300	-	-
HYGIENE AND CLEANING SUPPLIES	24	-	-	-
FOOD	438	143	639	1,200
OTHER SUPPLIES	3,283	1,600	-	300
ARTS & CRAFTS SUPPLIES	-	-	25	-
SPECIAL EVENTS SUPPLIES	1,141	5,733	7,296	8,000
JUST IN TIME OFFICE SUPPLIES	1,836	3,542	2,299	2,500
MISC MAINTENANCE SUPPLIES	-	-	21	-
TOTAL	\$ 7,751	\$ 16,373	\$ 10,659	\$ 16,250
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 136	\$ -	\$ -	\$ 200
TOTAL	\$ 136	\$ -	\$ -	\$ 200
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 10,889	\$ 17,478	\$ 20,563	\$ 23,732
CHARGES FROM RADIO SYSTEM	313	329	300	254
CHARGES FROM PRINTING	27,307	4,655	17,102	18,785
CHARGES FROM STOREROOM	6,719	3,534	5,178	5,668
CHARGES FROM MOTOR VEHICLES	3,153	3,469	2,677	1,864
CHARGES FROM DATA PROCESSING	1,420	785	-	-
TOTAL	\$ 49,800	\$ 30,250	\$ 45,819	\$ 50,303
TOTAL DIVISION	\$ 875,823	\$ 901,787	\$ 847,357	\$ 913,344

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTERGOVERNMENTAL REVENUE	\$ -	\$ 1,826	\$ (1,826)	\$ -
MISCELLANEOUS REVENUES	-	-	540	-
REVENUE TRANSFERS	55,978	37,820	2,000	-
TOTAL DIVISION	\$ 55,978	\$ 39,646	\$ 714	\$ -

2004 Budget

COMMUNITY RELATIONS BOARD**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	0	1	Exec. Director Community Relations Board	50,796	160,115
0	1	0	Assistant Director Community Relations Board	26,274	80,967
1	1	1			
OFFICE & CLERICAL					
1	1	0	Secretary, Private	9.34 Hr.	18.83 Hr.
1	0	1	Private Secretary to the Director	19,427	43,080
1	1	0	Clerk, Junior	9.89 Hr.	12.57 Hr.
3	2	1			
PROFESSIONALS					
2	3	3	Community Relations Rep. I	9.34 Hr.	17.14 Hr.
3	2	3	Community Relations Rep. II	9.34 Hr.	20.71 Hr.
1	1	1	Community Relations Rep. III	9.51 Hr.	25.63 Hr.
1	1	1	Project Coordinator	27,326	81,807
2	2	2	Project Director	22,333	72,735
4	2	1	Administrative Officer	19,427	48,000
13	11	11			
17	14	13	TOTAL FULL-TIME		
0	0	1	Program Director	19,427	43,080
0	0	1	Administrative Officer	9.89 Hr.	12.57 Hr.
0	0	2	GRANT POSITIONS		
14	14	14	Community Relations Board Members		
0	0	5	Fair Housing Board Members		
14	14	19	TOTAL BOARD MEMBERS		
31	28	34	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

CONSUMER AFFAIRS

KENYA TAYLOR, DIRECTOR

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

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

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S		
	COST	STAFF	COST	STAFF	COST	STAFF	ESTIMATE	
	FT	PT		FT	PT		FT	PT
PROGRAMS								
Consumer Affairs	\$ 395	11	\$ 377	4	7	\$ 315	3	
	\$ 395	11	\$ 377	4	7	\$ 315	3	

FUNDING SOURCE:

General Fund:

Tax Support

Community Development Block Grant

Tax Support	\$ 195	9	\$ 277	2	7	\$ 315	3
Community Development Block Grant	200	2	100	2		-	
	\$ 395	11	\$ 377	4	7	\$ 315	3

CONSUMER AFFAIRS

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ -	\$ 146,140	\$ 198,844	\$ 161,388
TOTAL	\$ -	\$ 146,140	\$ 198,844	\$ 161,388
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ -	\$ 3,117	\$ 14,434	\$ 7,384
DENTAL	-	422	1,420	770
VISION CARE	-	131	205	156
PERS	-	13,266	23,593	37,440
FICA-MEDICARE	-	2,106	2,861	3,590
WORKERS COMPENSATION	-	(29)	363	9,689
LIFE INSURANCE	-	82	172	148
UNEMPLOYMENT COMPENSATION	-	-	-	9,724
TOTAL	\$ -	\$ 19,095	\$ 43,048	\$ 68,901
TRAINING AND DUES				
TRAVEL	\$ -	\$ 565	\$ 187	\$ -
TUITION AND REGISTRATION FEES	-	-	-	3,000
TOTAL	\$ -	\$ 565	\$ 187	\$ 3,000
UTILITIES				
CONTRACTUAL UTILITIES	\$ -	\$ -	\$ 473	\$ 500
TOTAL	\$ -	\$ -	\$ 473	\$ 500
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ 13,964
MILEAGE (PRIVATE AUTO)	-	16	-	-
ADVERTISING AND PUBLIC NOTICE	-	-	994	13,000
PARKING IN CITY FACILITIES	-	76	98	-
PROPERTY RENTAL	-	3,866	15,462	30,000
PHOTOCOPY MACHINE RENTAL	-	-	165	1,200
OTHER CONTRACTUAL	-	7,380	-	-
TOTAL	\$ -	\$ 11,338	\$ 16,719	\$ 58,164
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 1,459	\$ 931	\$ 2,000
COMPUTER HARDWARE	-	10,017	3,753	-
HARDWARE & SMALL TOOLS	-	-	458	-
PRINTED MATERIALS	-	1,141	-	-
SMALL EQUIPMENT	-	-	659	1,000
BATTERIES	-	22	-	-
OTHER SUPPLIES	-	-	-	1,500
SPECIAL EVENTS SUPPLIES	-	-	828	-
JUST IN TIME OFFICE SUPPLIES	-	1,205	1,811	-
TOTAL	\$ -	\$ 13,844	\$ 8,440	\$ 4,500

2004 Budget

CONSUMER AFFAIRS

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CLAIMS, REFUNDS & MISCELLANEOUS				
OTHER REFUNDS & ADJUSTMENTS	\$ -	\$ -	\$ -	8,000
TOTAL	\$ -	\$ -	\$ -	8,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ -	\$ 2,346	\$ 6,563	7,574
CHARGES FROM PRINTING	-	976	2,152	2,364
CHARGES FROM STOREROOM	-	351	944	1,033
TOTAL	\$ -	\$ 3,673	\$ 9,659	10,971
TOTAL DIVISION	\$ -	\$ 194,655	\$ 277,370	315,424

2004 Budget

CONSUMER AFFAIRS
COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Consumer Affairs	50,796	160,115
1	1	1			
PROFESSIONALS					
1	1	0	Administrative Officer	19,427	48,000
2	1	1	Assistant Director of Law I	26,250	72,800
0	0	0	Legal Secretary	19,427	41,600
0	1	1	Supervisor Administrative Services	19,785	51,504
3	3	2			
4	4	3	TOTAL FULL TIME		
1	0	0	Student Aide	9.34 Hr.	9.34 Hr.
1	0	0	TOTAL PART TIME		
Total Fair Housing from CDBG Grant					
2	2	0	Total Fair Housing from CDBG Grant		
1	1	0	Chairman, Fair Housing Board	5,075	5,075
4	4	0	Board Members	4,500	4,500
7	7	0	TOTAL BOARD MEMBERS		
12	11	3	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DEPARTMENT OF PUBLIC SERVICE

MARK W. RICCHIUTO, DIRECTOR

The Department of Public Service manages, monitors, and has overall responsibility for six Divisions - Architecture, Waste Collection and Disposal, Engineering and Construction, Traffic Engineering, Motor Vehicle Maintenance, and Street Construction Maintenance and Repair.

Activities include public improvements planning, construction inspections, repairs and maintenance of streets and bridges, boulevards, sidewalks, alleys, lanes and other public roads and highways; planning construction improvement, repairs (major and minor) and the operation of bridges and viaducts; the construction of all public buildings; making and preserving of all surveys, maps, plans, drawings and estimates for such public work; cleaning, ice control, and snow removal of streets and boulevards; collection and disposal of solid waste; granting of permits for the use of public rights of way of the City; maintenance of all traffic control devices, determination and layout of all parking restrictions, design and placement of all traffic markings, traffic signs and traffic control devices. This Department also coordinates the functions of its Divisions with other Departments and offices of the City, and with Federal, State, County, and neighboring municipal agencies.

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
DIVISIONS:									
Administration	\$ 449	6		\$ 524	6		\$ 518	6	
Architecture	698	10		735	10		681	9	
Waste Collection**	26,599	244	54	26,443	239	61	24,970	243	35
Engineering & Construction	5,120	81		5,165	79		4,829	73	
Motor Vehicle Maintenance	14,389	102		17,492	105		14,179	103	
Street Construction**	23,613	210	98	25,447	204	101	22,284	203	92
Traffic Engineering	3,940	48	1	4,062	45		3,541	39	
	\$ 74,808	701	153	\$ 79,868	688	162	\$ 71,002	676	127
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 38,025			\$ 39,316			\$ 33,368		
Self Generated	3,895			4,018			4,634		
Total General Fund	\$ 41,920	389	55	\$ 43,334	379	61	\$ 38,002	370	35
Other Funds:									
State Taxes	\$ 11,255			\$ 11,959			\$ 13,300		
Sales & Charges*	3,380			3,049			2,300		
Miscellaneous Revenue	78			114			88		
Expenditure Recoveries*	14,301			17,363			14,112		
Categorical Grants	161			144			200		
Bond Funds	3,713			3,905			3,000		
Total Other Funds	\$ 32,888	312	98	\$ 36,534	309	101	\$ 33,000	306	92
	\$ 74,808	701	153	\$ 79,868	688	162	\$ 71,002	676	127

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

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

DIVISION OF PUBLIC SERVICE ADMINISTRATION

MARK W. RICCHIUTTO, DIRECTOR

The Division of Public Service Administration is headed by the Director of Public Service. The primary function of the Director's office is to coordinate all the activities of the six Public Service Divisions: Architecture, Engineering and Construction, Motor Vehicle Maintenance, Street Construction Maintenance and Repair, Traffic Engineering, and Waste Collection and Disposal, and to monitor, evaluate, and direct existing programs to the Divisions and provide direction towards the development of new programs for the benefit of the residents of the City.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF	COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT
PROGRAMS:								
Administration	\$ 449	6	\$ 524	6		\$ 518	6	
	\$ 449	6	\$ 524	6		\$ 518	6	
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 449		\$ 522			\$ 516		
Self-Generated	-		2			2		
	\$ 449	6	\$ 524	6		\$ 518	6	

2004 Budget

DIVISION OF PUBLIC SERVICE ADMINISTRATION

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME WAGES	\$ 301,967	\$ 351,437	\$ 400,129	\$ 393,018
LONGEVITY	2,475	2,475	3,375	3,475
OVERTIME	-	99	11	-
TOTAL	\$ 304,442	\$ 354,011	\$ 403,515	\$ 396,493
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 34,696	\$ 30,153	\$ 36,832	\$ 41,681
DENTAL	3,252	2,715	3,219	3,328
VISION CARE	-	278	299	295
PERS	41,368	43,678	53,560	58,202
FICA-MEDICARE	1,724	2,015	2,543	2,592
WORKERS COMPENSATION	1,576	355	896	1,031
LIFE INSURANCE	519	253	281	281
TOTAL	\$ 83,135	\$ 79,447	\$ 97,629	\$ 107,410
TRAINING AND DUES				
TRAVEL	\$ -	\$ -	\$ 618	\$ -
TUITION & REGISTRATION FEES	-	-	9,750	-
PROFESSIONAL DUES	24	-	-	-
TOTAL	\$ 24	\$ -	\$ 10,368	\$ -
CONTRACTUAL SERVICES				
ADVERTISING AND PUBLIC NOTICE	\$ 76	\$ -	\$ -	\$ -
PARKING IN CITY FACILITIES	3,605	3,130	2,964	1,800
INSURANCE AND OFFICIAL BONDS	-	85	-	-
PHOTOCOPY MACHINE RENTAL	103	347	76	500
TOTAL	\$ 3,784	\$ 3,562	\$ 3,040	\$ 2,300
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ -	\$ 11	\$ 200
POSTAGE	-	44	102	-
COMPUTER HARDWARE	1,809	-	-	-
OFFICE FURNITURE & EQUIPMENT	1,350	390	-	-
OTHER SUPPLIES	85	20	-	-
JUST IN TIME OFFICE SUPPLIES	1,664	1,560	1,778	1,500
TOTAL	\$ 4,908	\$ 2,014	\$ 1,890	\$ 1,700
MAINTENANCE				
MAINTENANCE CONTRACTS	\$ 18	\$ -	\$ -	\$ 500
TOTAL	\$ 18	\$ -	\$ -	\$ 500

DIVISION OF PUBLIC SERVICE ADMINISTRATION

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 8,661	\$ 7,899	\$ 5,942	\$ 6,858
CHARGES FROM RADIO SYSTEM	1,021	1,366	1,077	1,273
CHARGES FROM PRINTING	615	653	711	780
CHARGES FROM STOREROOM	377	243	245	268
CHARGES FROM DATA PROCESSING	350	225	-	-
TOTAL	\$ 11,024	\$ 10,386	\$ 7,974	\$ 9,179
TOTAL DIVISION	\$ 407,334	\$ 449,419	\$ 524,417	\$ 517,582

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MISCELLANEOUS REVENUES	\$ 3	\$ 112	\$ 2,200	\$ 1,820
EXPENDITURE RECOVERIES	-	-	-	200
TOTAL DIVISION	\$ 3	\$ 112	\$ 2,200	\$ 2,020

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Public Service	50,796	160,115
1	1	1	Secretary to Director	36,590	128,960
2	2	2			
OFFICE & CLERICAL					
2	2	2	Administrative Officer	19,427	48,000
2	2	2			
PROFESSIONALS					
1	0	0	Budget Analyst	19,427	48,028
1	1	1	Project Director	22,333	72,735
1	1	1	Senior Budget & Management Analyst	26,274	70,909
3	2	2			
7	6	6	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF ARCHITECTURE

N. KURT WIEBUSCH, COMMISSIONER

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

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

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S		
	COST	STAFF	COST	STAFF	COST	STAFF	ESTIMATE	
	FT	PT	FT	PT	FT	PT		
PROGRAMS:								
Facility Design & Const.	\$ 291	5	\$ 310	5	\$ 255	4		
Proj. Coordination & Admin	118	2	124	2	125	2		
Development Planning	139	2	153	2	153	2		
Facility Management	150	1	148	1	148	1		
	\$ 698	10	\$ 735	10	\$ 681	9		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 215		\$ 248		\$ 255			
Self-Generated	483		487		426			
	\$ 698	10	\$ 735	10	\$ 681	9		

DIVISION OF ARCHITECTURE

MISSION

To plan adequate physical facilities for the City of Cleveland.

PROGRAM NAME: FACILITY DESIGN AND CONSTRUCTION

OBJECTIVES: To plan the rehabilitation and construction of City facilities.

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

PROGRAM NAME: PROJECT COORDINATION AND ADMINISTRATION

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

ACTIVITIES: Write programs and analyze costs for potential projects. Develop and review proposals to hire outside consultants and contractors. Inspect projects.

PROGRAM NAME: DEVELOPMENT PLANNING

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

ACTIVITIES: Coordinate construction plans with other City Departments or authorities having jurisdiction.

PROGRAM NAME: FACILITIES MANAGEMENT

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

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

2004 Budget

DIVISION OF ARCHITECTURE

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME WAGES	\$ 510,593	\$ 541,485	\$ 538,815	\$ 489,691
LONGEVITY	3,825	4,050	3,750	3,050
SEPARATION PAYMENTS	-	1,001	27,613	-
TOTAL	\$ 514,418	\$ 546,536	\$ 570,178	\$ 492,741
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 37,590	\$ 47,306	\$ 55,982	\$ 64,171
DENTAL	4,369	4,125	4,909	5,192
VISION CARE	-	680	552	473
PERS	67,092	72,554	73,206	72,330
FICA-MEDICARE	3,061	3,170	4,693	7,740
WORKERS COMPENSATION	2,242	685	1,479	1,476
LIFE INSURANCE	774	417	456	421
UNEMPLOYMENT COMPENSATION	-	-	-	9,724
TOTAL	\$ 115,129	\$ 128,937	\$ 141,275	\$ 161,527
TRAINING AND PROFESSIONAL DUES				
PROFESSIONAL DUES & SUBSCRIPTIONS	\$ 90	\$ 99	\$ 395	\$ -
TOTAL	\$ 90	\$ 99	\$ 395	\$ -
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,369	\$ 2,000	\$ 2,168	\$ 2,000
MILEAGE (PRIVATE AUTO)	890	739	852	1,200
ADVERTISING AND PUBLIC NOTICE	-	-	-	400
PARKING IN CITY FACILITIES	2,652	2,708	2,807	1,500
PHOTOCOPY MACHINE RENTAL	90	1,591	431	1,000
TOTAL	\$ 5,001	\$ 7,038	\$ 6,258	\$ 6,100
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 200	\$ 152	\$ 549	\$ 300
COMPUTER SUPPLIES	996	-	-	500
COMPUTER HARDWARE	250	-	-	-
COMPUTER SOFTWARE	1,076	-	-	-
OFFICE FURNITURE & EQUIPMENT	1,093	250	-	500
PHOTOGRAPHIC SUPPLIES	500	1,097	750	1,000
PAPER AND OTHER PRINTING SUPPLIES	1,092	1,107	724	1,250
JUST IN TIME OFFICE SUPPLIES	1,856	1,651	817	1,750
TOTAL	\$ 7,062	\$ 4,257	\$ 2,840	\$ 5,300
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ 1,000
CAR WASHES	-	-	-	200
TOTAL	\$ -	\$ -	\$ -	\$ 1,200

DIVISION OF ARCHITECTURE

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 6,718	\$ 7,352	\$ 6,954	\$ 8,026
CHARGES FROM PRINTING	1,321	1,533	1,327	1,456
CHARGES FROM STOREROOM	539	301	651	713
CHARGES FROM MOTOR VEHICLES	856	1,638	5,449	3,795
CHARGES FROM DATA PROCESSING	722	504	-	-
TOTAL	\$ 10,156	\$ 11,328	\$ 14,381	\$ 13,990
TOTAL DIVISION	\$ 651,856	\$ 698,195	\$ 735,328	\$ 680,858

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MISCELLANEOUS REVENUES	\$ 200	\$ -	\$ 830	\$ 780
EXPENDITURE RECOVERIES	-	482,764	485,764	425,000
TOTAL DIVISION	\$ 200	\$ 482,764	\$ 486,594	\$ 425,780

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner of Architecture	42,758	133,780
1	1	1			
PROFESSIONALS					
1	1	1	Administrative Officer	19,427	48,000
3	3	2	Chief Architect	23,647	76,635
1	1	1	Project Director	22,333	72,735
2	3	3	Senior Assistant Architect	9.34 Hr.	21.83 Hr.
2	1	1	Supervisor of Architectural Construction	19,427	50,564
9	9	8			
10	10	9	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF WASTE COLLECTION

RONNIE M. OWENS, COMMISSIONER

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

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

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

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Residential Collection/Recycling	\$ 14,340	189	54	\$ 15,399	195	61	\$ 15,278	215	35
Transfer Station Operation	9,470	14		9,128	15		9,091	20	
Ancillary	1,493	22		1,223	20		244	4	
Commercial Collection	1,296	19		693	9		357	4	
	\$ 26,599	244	54	\$ 26,443	239	61	\$ 24,970	243	35
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 24,066			\$ 24,336			\$ 22,746		
Self-Generated	2,372			1,963			2,024		
	\$ 26,438	244	54	\$ 26,299	239	61	\$ 24,770	243	33
Grants	\$ 161			\$ 144			\$ 200		2
	\$ 26,599	244	54	\$ 26,443	239	61	\$ 24,970	243	35

DIVISION OF WASTE COLLECTION

MISSION

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

PROGRAM NAME: RESIDENTIAL/RECYCLING COLLECTION

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

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

PROGRAM NAME: TRANSFER STATION OPERATION

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

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

PROGRAM NAME: ANCILLARY SERVICES

OBJECTIVES: To maintain litter control citywide.

ACTIVITIES: Provide and service concrete waste receptacles and collection of dead animals.

PROGRAM NAME: COMMERCIAL COLLECTION / RECYCLING

OBJECTIVES: Provide self-generated funding dumpster program servicing commercial accounts.

ACTIVITIES: Market, distribute and collect and bill for various size dumpsters for commercial collection.

2004 Budget

DIVISION OF WASTE COLLECTION

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME WAGES	\$ 8,776,869	\$ 8,996,979	\$ 8,304,747	\$ 8,174,322
CRAFTS	111,773	190,726	163,821	192,691
SEASONAL	1,281,203	1,445,203	1,684,922	891,838
PART-TIME PERMANENT	11,897	1,411	16,926	-
INJURY PAY	-	-	65,202	-
LONGEVITY	100,100	106,725	100,150	89,925
WAGE SETTLEMENTS	22,609	2,352	2,147	-
SEPARATION PAYMENTS	42,420	33,372	37,357	35,000
OVERTIME	575,755	541,864	501,241	619,996
TOTAL	\$ 10,922,628	\$ 11,318,632	\$ 10,876,513	\$ 10,003,772
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 1,349,863	\$ 1,337,492	\$ 1,373,907	\$ 1,570,405
DENTAL	137,703	118,650	119,807	152,342
VISION CARE	-	6,919	12,644	13,330
PERS	1,441,611	1,507,124	1,481,416	1,421,644
FICA-MEDICARE	113,238	118,910	116,568	109,358
WORKERS COMPENSATION	1,685,591	474,341	1,014,689	1,314,348
LIFE INSURANCE	21,386	11,539	11,540	12,589
UNEMPLOYMENT COMPENSATION	37,489	85,267	14,729	-
TOOL PURCHASE	(200)	-	-	-
CLOTHING ALLOWANCE	88,700	85,100	91,700	87,640
CLOTHING MAINTENANCE	37,450	35,150	30,930	30,600
TOTAL	\$ 4,912,831	\$ 3,780,492	\$ 4,267,931	\$ 4,712,256
TRAINING AND DUES				
TUITION & REGISTRATION FEES	\$ 50	\$ 50	\$ 600	\$ -
PROFESSIONAL DUES	146	162	183	300
TOTAL	\$ 196	\$ 212	\$ 783	\$ 300
UTILITIES				
BROKERED GAS SUPPLY	\$ 182,515	\$ 142,428	\$ 165,074	\$ 173,327
GAS	112,266	480,579	254,991	280,490
ELECTRICITY - CPP	225,504	454,531	260,766	273,805
ELECTRICITY - OTHER	-	79,801	-	-
TOTAL	\$ 520,285	\$ 1,157,339	\$ 680,831	\$ 727,622

DIVISION OF WASTE COLLECTION

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 42,922	\$ 16,038	\$ 23,730	\$ 30,000
BANK FEES	-	-	50	-
REFEREE SERVICES	3,783	1,601	-	1,500
WASTE DISPOSAL	8,302,471	7,576,719	7,505,236	7,149,824
SECURITY SERVICES	3,120	400	2,500	3,000
JANITORIAL SERVICES	3,049	3,494	4,582	4,500
JURY & WITNESS FEES	250	-	375	1,000
MEDICAL SERVICES	-	-	332	3,000
EXPENSE ACCOUNT REIMBURSEMENT	246	234	84	-
FREIGHT EXPENSE	1,926	-	-	-
ADVERTISING AND PUBLIC NOTICE	26,878	23,019	39,859	40,000
PROGRAM PROMOTION	11,955	151	2,367	10,000
PARKING IN CITY FACILITIES	373	1,417	2,113	2,000
PHOTOCOPY MACHINE RENTAL	7	4,379	1,468	2,000
EQUIPMENT RENTAL	132	5,641	6,000	3,000
SPECIAL ASSESSMENT	2,500	3,350	3,250	3,250
OTHER CONTRACTUAL	9,999	13	14,900	1,000
LOCAL MATCH-GRANT PROGRAMS	34,917	35,369	41,198	35,375
CREDIT CARD PROCESSING FEES	-	-	188	-
TOTAL	\$ 8,444,528	\$ 7,671,824	\$ 7,648,231	\$ 7,289,449
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 91	\$ -	\$ 2	\$ -
DISCOUNTS LOST	121	-	-	-
POSTAGE	52	204	147	150
COMPUTER SUPPLIES	1,311	-	-	100
COMPUTER HARDWARE	3,886	-	444	500
COMPUTER SOFTWARE	1,965	-	7,790	2,000
HARDWARE & SMALL TOOLS	8,299	1,247	-	5,000
SMALL EQUIPMENT	21,928	-	11,585	-
OFFICE FURNITURE & EQUIPMENT	12,590	2,526	-	5,000
FENCE, POSTS & BARS	346	3,850	6,220	1,000
HYGIENE AND CLEANING SUPPLIES	7,182	2,500	5,500	10,000
PHOTOGRAPHIC SUPPLIES	2,554	1,030	3,983	4,000
OTHER SUPPLIES	15,722	17,029	34,881	15,000
SAFETY EQUIPMENT	3,095	3,068	7,250	5,500
JUST IN TIME OFFICE SUPPLIES	7,143	6,632	5,857	6,000
TOTAL	\$ 86,284	\$ 38,086	\$ 83,659	\$ 54,250

2004 Budget

DIVISION OF WASTE COLLECTION

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 540	\$ 553	\$ 905	\$ 1,000
MAINTENANCE CONTRACTS	27,080	-	9,000	-
MAINTENANCE MACHINERY & TOOLS	25,505	5,258	4,500	5,000
MAINTENANCE VEHICLES	19,000	9,500	-	-
REPAIR PARTS	1,926	-	-	-
MAINTENANCE MISC EQUIP	2,000	2,000	1,501	3,000
MAINTENANCE BUILDING	29,338	15,246	12,308	25,000
REPAIR OF OVERHEAD DOORS	22,000	14,695	9,000	12,000
TOTAL	\$ 127,389	\$ 47,253	\$ 37,214	\$ 46,000
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS, DAMAGES, & CLAIMS	\$ 4,111	\$ 5,872	\$ 1,167	\$ 2,000
TOTAL	\$ 4,111	\$ 5,872	\$ 1,167	\$ 2,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 42,753	\$ 51,388	\$ 50,285	\$ 58,034
CHARGES FROM RADIO SYSTEM	53,608	57,051	47,324	55,784
CHARGES FROM CONVENTION CENTER	925	-	-	-
CHARGES FROM PRINTING	30,086	260	14,053	15,436
CHARGES FROM STOREROOM	2,308	441	1,467	1,606
CHARGES FROM MOTOR VEHICLES	2,225,580	2,291,148	2,589,438	1,803,448
CHARGES FROM DATA PROCESSING	24,132	17,874	-	-
CHARGES FROM PARKS MAINT	-	149	-	-
TOTAL	\$ 2,379,391	\$ 2,418,311	\$ 2,702,567	\$ 1,934,308
TOTAL DIVISION	\$ 27,397,641	\$ 26,438,021	\$ 26,298,895	\$ 24,769,957

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICES	\$ 1,390,749	\$ 2,331,183	\$ 1,934,841	\$ 2,000,000
MISCELLANEOUS REVENUES	29,964	40,324	27,397	22,780
EXPENDITURE RECOVERIES	257	-	1,005	1,000
TOTAL DIVISION	\$ 1,420,970	\$ 2,371,508	\$ 1,963,243	\$ 2,023,780

2004 Budget

DIVISION OF WASTE COLLECTION

COMPARISON OF STAFFING

No. of Employees**			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Assistant Commissioner of Waste Collection	26,274	80,967
5	4	5	Asst. Superintendent of Waste Collection	22.48 Hr.	24.48 Hr.
1	1	1	Commissioner of Waste Collection & Disposal	40,315	119,646
7	6	7			
OFFICE & CLERICAL					
1	1	0	Junior Clerk	9.89 Hr.	12.57 Hr.
1	0	0	Senior Clerk	10.29 Hr.	14.74 Hr.
2	2	2	Timekeeper	9.34 Hr.	15.71 Hr.
4	3	2			
PROFESSIONALS					
2	2	2	Assistant Administrator	20,231	58,093
0	1	1	Assistant Manager of Marketing	20,231	54,494
1	1	1	Budget & Management Analyst	19,427	50,543
2	1	1	Personnel Administrator	26,274	74,739
1	1	0	Public Information Officer	9.34 Hr.	20.71 Hr.
6	6	5			
PROTECTIVE SERVICE					
6	6	0	Watchman	11.74 Hr.	13.74 Hr.
1	1	1	Watchman Supervisor	14.70 Hr.	16.70 Hr.
7	7	1			
SKILLED CRAFT					
3	3	3	Construction Equipment Operator Group B	27.27 Hr.	32.88 Hr.
3	3	3			
SERVICE & MAINTENANCE					
1	1	0	Labor Foreman	17.71 Hr.	19.71 Hr.
6	6	5	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
4	3	3	Transfer Station Attendant	18.71 Hr.	20.71 Hr.
73	66	69	Waste Collection Driver	12.33 Hr.	17.33 Hr.
13	11	10	Waste Collection Foreman	17.71 Hr.	19.71 Hr.
5	4	5	Waste Collection Foreman I	19.44 Hr.	21.44 Hr.
3	3	3	Waste Collection Roll-Off Driver	15.52 Hr.	22.27 Hr.
0	1	0	Waste Collection Transfer Foreman	20.16 Hr.	22.16 Hr.
2	1	1	Waste Collection Street Sweeper	13.56 Hr.	15.56 Hr.
133	115	126	Waste Collector	13.94 Hr.	15.94 Hr.
240	211	222			
TECHNICIAN					
1	1	1	Accident & Safety Inspector	17.85 Hr.	19.85 Hr.
2	2	2	Radio Operator	15.98 Hr.	17.98 Hr.
3	3	3			
270	239	243	TOTAL FULL TIME		
74	61	33	SEASONAL		
344	300	276	TOTAL GENERAL FUND		
0	0	2	TOTAL GRANT POSITIONS		
344	300	278	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF ENGINEERING AND CONSTRUCTION

RANDALL E. DEVAUL, COMMISSIONER

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

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

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

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

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Road and Bridge Capital Improvement	\$ 1,385	23	\$ 1,537	23	\$ 1,582	22		
Survey/Plats	742	12	553	9	449	7		
Bridge Maintenance	1,062	16	1,394	16	1,141	13		
Bridge Operations	1,525	24	1,185	23	1,230	24		
Sidewalks	344	5	418	7	427	7		
Geographic Information System	62	1	78	1	-	-		
	\$ 5,120	81	\$ 5,165	79	\$ 4,829	73		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 4,220		\$ 3,849		\$ 2,849			
Self-Generated	900		1,316		1,980			
	\$ 5,120	81	\$ 5,165	79	\$ 4,829	73		

MISSION

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

DIVISION OF ENGINEERING AND CONSTRUCTION

PROGRAM NAME: ROAD AND BRIDGE CAPITAL IMPROVEMENT

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

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

PROGRAM NAME: SURVEY/PLATS

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

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

PROGRAM NAME: BRIDGE MAINTENANCE

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

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

PROGRAM NAME: BRIDGE OPERATION

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

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

PROGRAM NAME: SIDEWALKS

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

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

2004 Budget

DIVISION OF ENGINEERING AND CONSTRUCTION

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME WAGES	\$ 3,363,988	\$ 3,538,054	\$ 3,463,436	\$ 3,195,220
LONGEVITY	33,325	34,050	33,675	34,000
WAGE SETTLEMENTS	-	-	520	-
SEPARATION PAYMENTS	11,237	16,216	22,175	-
OVERTIME	136,636	106,236	114,742	81,700
TOTAL	\$ 3,545,186	\$ 3,694,556	\$ 3,634,548	\$ 3,310,920
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 410,973	\$ 433,676	\$ 473,172	\$ 476,680
DENTAL	42,186	39,122	41,521	36,700
VISION CARE	-	2,991	4,449	5,670
PERS	474,166	498,268	485,987	486,016
FICA-MEDICARE	32,514	34,047	34,804	48,008
WORKERS COMPENSATION	258,873	71,346	153,204	139,921
LIFE INSURANCE	6,797	3,610	3,800	3,276
UNEMPLOYMENT COMPENSATION	3,010	8,699	2,853	18,000
CLOTHING ALLOWANCE	5,380	4,880	6,460	4,600
CLOTHING MAINTENANCE	2,900	2,500	3,000	2,550
TOTAL	\$ 1,236,797	\$ 1,099,140	\$ 1,209,251	\$ 1,221,421
TRAINING AND DUES				
TRAVEL	\$ 759	\$ 4,186	\$ 1,450	\$ -
TUITION & REGISTRATION FEES	6,888	3,068	1,968	-
PROFESSIONAL DUES	2,345	3,232	2,521	2,000
TOTAL	\$ 9,992	\$ 10,486	\$ 5,939	\$ 2,000
UTILITIES				
TELEPHONE	\$ 35	\$ -	\$ 13	\$ 35
GAS	1,837	(9)	-	-
ELECTRICITY - CPP	44,517	71,203	70,267	73,780
ELECTRICITY - OTHER	8,698	29,517	16,854	17,697
TOTAL	\$ 55,087	\$ 100,711	\$ 87,135	\$ 91,512
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 7,449	\$ 1,127	\$ 13,267	\$ 10,000
MILEAGE (PRIVATE AUTO)	124	3,062	3,005	3,500
ADVERTISING AND PUBLIC NOTICE	647	1,462	4,435	1,500
PARKING IN CITY FACILITIES	12,217	13,585	13,189	9,000
PHOTOCOPY MACHINE RENTAL	266	8,186	4,294	4,000
REFUNDS & MISCELLANEOUS	50	-	-	-
EQUIPMENT RENTAL	-	-	1,500	1,000
OTHER CONTRACTUAL	872	765	482	500
TOTAL	\$ 21,625	\$ 28,187	\$ 40,171	\$ 29,500

DIVISION OF ENGINEERING AND CONSTRUCTION

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 1,837	\$ 1,063	\$ 1,600	\$ 1,600
COMPUTER SUPPLIES	9,977	544	-	1,000
COMPUTER HARDWARE	7,143	-	-	-
COMPUTER SOFTWARE	1,267	-	-	-
WELDING SUPPLIES & EQUIPMENT	-	1,445	1,000	1,000
BOILERS, HEATERS & COOLING EQUIP	-	-	993	500
SMALL EQUIPMENT	7,389	2,000	3,195	5,000
HYGIENE AND CLEANING SUPPLIES	53	600	1,101	1,500
PHOTOGRAPHIC SUPPLIES	451	393	539	500
PAPER AND OTHER SUPPLIES	2,261	2,406	2,595	3,000
BRIDGE MAINTENANCE SUPPLIES	73,201	57,415	67,544	60,000
SAFETY EQUIPMENT	-	-	500	500
JUST IN TIME OFFICE SUPPLIES	3,816	4,002	3,999	4,000
CEMENT SAND & GRAVEL	-	500	488	1,000
TOTAL	\$ 107,396	\$ 70,368	\$ 83,553	\$ 79,600
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 1,000	\$ 1,000	\$ 500	\$ 1,000
MAINTENANCE CONTRACTS	450	450	-	-
COMPUTER HARDWARE MAINT	890	4,362	4,262	5,000
COMPUTER SOFTWARE MAINT	-	-	-	2,700
MAINTENANCE MACHINERY & TOOLS	-	-	999	1,000
CAR WASHES	500	-	500	300
MAINTENANCE MISC EQUIP	-	-	500	500
TOTAL	\$ 2,840	\$ 5,812	\$ 6,761	\$ 10,500
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 24,067	\$ 25,708	\$ 24,121	\$ 27,838
CHARGES FROM RADIO SYSTEM	3,510	4,076	5,041	4,145
CHARGES FROM PRINTING	6,895	10,236	6,840	7,513
CHARGES FROM STOREROOM	1,506	2,129	2,317	2,536
CHARGES FROM MOTOR VEHICLES	72,184	64,143	59,593	41,504
CHARGES FROM DATA PROCESSING	6,472	4,248	-	-
TOTAL	\$ 114,634	\$ 110,540	\$ 97,910	\$ 83,536
TOTAL DIVISION	\$ 5,093,558	\$ 5,119,801	\$ 5,165,270	\$ 4,828,989

2004 Budget

DIVISION OF ENGINEERING AND CONSTRUCTION

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
LICENSES & PERMITS	\$ 1,100	\$ 4,750	\$ 49,334	\$ 54,000
INTERGOVERNMENTAL REVENUES	-	-	414	-
SALES & CHARGES FOR SERVICES	10,825	7,600	21,340	25,000
MISCELLANEOUS REVENUES	18,924	18,155	8,534	780
EXPENDITURE RECOVERIES	48,466	869,690	1,236,404	1,900,000
TOTAL DIVISION	\$ 79,314	\$ 900,195	\$ 1,316,025	\$ 1,979,780

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
0	1	1	Administrator of Engineering and Planning	30,215	101,948
1	1	1	Assistant Administrator	20,231	58,093
1	0	0	Assistant Commissioner of Eng & Construction	23,647	76,635
1	1	1	Commissioner of Engineering & Construction	45,201	132,782
1	1	1	Superintendent of Sidewalks	22,333	57,628
4	4	4			
OFFICE & CLERICAL					
1	1	1	Junior Personnel Assistant	19,427	35,666
1	1	0	Legal Secretary	19,427	41,600
1	0	0	Principal Clerk	11.93 Hr.	17.85 Hr.
1	1	1	Senior Clerk	10.29 Hr.	14.74 Hr.
1	1	0	Storekeeper	9.34 Hr.	18.44 Hr.
5	4	2			
PROFESSIONALS					
1	1	1	Administrative Officer	19,427	48,000
3	3	3	Associate Engineer	17.83 Hr.	25.39 Hr.
1	1	1	Chief Engineering & Construction Inspector	22.33 Hr.	24.33 Hr.
1	1	1	Chief Sidewalk Inspector	19,427	41,627
4	4	4	Construction Technician	12.02 Hr.	20.71 Hr.
5	5	5	Consulting Engineer	36,000	86,062
1	1	1	Deputy Project Director	19,785	56,930
5	4	4	Engineer	22.78 Hr.	30.90 Hr.
1	0	0	Project Director	22,333	72,735
2	2	1	Survey Party Chief	19,427	51,030
24	22	21			
SKILLED CRAFT					
2	2	1	Bridge Oiler	9.34 Hr.	16.33 Hr.
2	2	2	Electrical Worker	33.87 Hr.	42.34 Hr.
4	4	4	Ironworker	32.37 Hr.	40.46 Hr.
8	8	7			

2004 Budget

DIVISION OF ENGINEERING AND CONSTRUCTION**COMPARISON OF STAFFING - CONTINUED**

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			SERVICE & MAINTENANCE		
1	1	0	Chief Bridge Operator	19,427	45,445
21	17	18	Electric Bridge Operator	9.39 Hr.	17.36 Hr.
4	4	4	Electric Bridge Operator Leader	9.34 Hr.	17.52 Hr.
2	2	1	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
1	1	0	Truck Driver	12.50 Hr.	17.58 Hr.
29	25	23			
			TECHNICIAN		
1	1	1	Chief Surveyor	23,647	60,719
9	9	9	Engineering & Construction Inspector	16.70 Hr.	18.70 Hr.
4	4	4	Sidewalk Inspector	15.26 Hr.	17.26 Hr.
2	2	2	Surveyor	9.34 Hr.	24.33 Hr.
16	16	16			
86	79	73	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF TRAFFIC ENGINEERING

ROBERT MAVEC, COMMISSIONER

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

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

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
PROGRAMS:									
Administration	\$ 414	4		\$ 361	4		\$ 363	4	
Traffic Signing & Street Marking	1,674	22	1	1,896	21		1,907	21	
Traffic Signals	1,852	22		1,805	20		1,271	14	
	\$ 3,940	48	1	\$ 4,062	45		\$ 3,541	39	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 3,800			\$ 3,812			\$ 3,337		
Self-Generated	140			250			204		
	\$ 3,940	48	1	\$ 4,062	45		\$ 3,541	39	

MISSION

Fix, Upgrade, and Maintain all Signage, Pavement markings, and Signals within the City of Cleveland. Review all permits and plans to ensure that all work within the City of Cleveland is proper and safe for the residents and the general traveling public.

DIVISION OF TRAFFIC ENGINEERING

PROGRAM NAME: SIGNALIZATION

OBJECTIVES: Maintain and upgrade our existing traffic signal system. Currently there are 1,100 Signal locations in the City of Cleveland.

ACTIVITIES: Implement signal plans on Federal, State, and Local roadway projects. Also upgrade signal corridors in-house using our funding, staff, and construction crews.

PROGRAM NAME: SIGNAGE

OBJECTIVES: Maintain all traffic signs and related neighborhood signage. There are over 450,000 such signs in the City of Cleveland.

ACTIVITIES: Faded sign program, Sign consolidation, and re-evaluation of neighborhood signage.

PROGRAM NAME: STREET PAINTING

OBJECTIVES: Repaint all existing pavement marking in the City of Cleveland; currently the city has over 600 miles of lane lines, over 5,700 crosswalks and over 2,500 arrows. The Division also studies and makes changes to striping to improve safety and traffic flow.

ACTIVITIES: Our painting season runs from April to October. During this time all pavement markings are painted, and in many areas painted twice, around schools and highly traveled areas.

2004 Budget

DIVISION OF TRAFFIC ENGINEERING

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME WAGES	\$ 2,133,953	\$ 2,302,951	\$ 2,202,431	\$ 1,806,647
SEASONAL	47,050	28,195	12,836	-
INJURY PAY	-	-	1,334	-
LONGEVITY	18,425	20,050	19,709	15,275
WAGE SETTLEMENTS	24,220	-	7,288	-
SEPARATION PAYMENTS	3,325	7,270	4,800	1,000
OVERTIME	66,497	45,496	71,100	40,000
TOTAL	\$ 2,293,470	\$ 2,403,962	\$ 2,319,498	\$ 1,862,922
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 243,838	\$ 281,189	\$ 309,974	\$ 270,219
DENTAL	26,550	25,568	27,464	22,631
VISION CARE	-	1,700	3,122	3,032
PERS	300,091	330,230	313,248	273,315
FICA-MEDICARE	17,607	18,896	18,328	17,399
WORKERS COMPENSATION	28,400	8,272	18,315	108,133
LIFE INSURANCE	3,967	2,191	2,289	1,825
UNEMPLOYMENT COMPENSATION	49	1,207	7,803	9,000
CLOTHING ALLOWANCE	1,440	40,960	26,480	17,200
CLOTHING MAINTENANCE	11,550	12,300	11,775	-
TOTAL	\$ 633,492	\$ 722,513	\$ 738,798	\$ 722,754
UTILITIES				
BROKERED GAS SUPPLY	\$ 43,638	\$ 25,193	\$ 41,203	\$ 43,263
GAS	12,515	47,278	52,106	57,316
ELECTRICITY - CPP	160,414	141,385	193,913	203,609
ELECTRICITY - OTHER	140,822	262,856	268,831	282,273
TOTAL	\$ 357,389	\$ 476,711	\$ 556,053	\$ 586,461
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 500	\$ 3,727	\$ 2,279	\$ -
REFEREE SERVICES	150	-	-	-
MILEAGE (PRIVATE AUTO)	169	27	543	-
ADVERTISING AND PUBLIC NOTICE	4,381	-	-	-
PARKING IN CITY FACILITIES	3,433	4,821	5,351	-
PHOTOCOPY MACHINE RENTAL	270	1,784	248	-
OTHER CONTRACTUAL	1,788	818	40,000	60,909
TOTAL	\$ 10,691	\$ 11,177	\$ 48,421	\$ 60,909

DIVISION OF TRAFFIC ENGINEERING

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ -	\$ 11	\$ 1,000
POSTAGE	-	-	-	500
COMPUTER SOFTWARE	9,858	-	-	-
CLOTHING	35,686	14,500	17,488	4,500
HARDWARE & SMALL TOOLS	50,531	17,035	31,070	25,000
ELECTRICAL SUPPLIES	41,650	25,175	29,840	20,180
HYGIENE AND CLEANING SUPPLIES	81	-	-	500
PAINTING EQUIP AND SUPPLIES	3,508	21,620	1,275	61,000
MEDICAL SUPPLIES	-	-	-	1,000
LABORATORY SUPPLIES	-	-	-	350
MEDICAL EQUIPMENT	-	-	-	413
OTHER SUPPLIES	81,911	74,958	111,560	30,000
SAFETY EQUIPMENT	15,488	-	-	-
JUST IN TIME OFFICE SUPPLIES	1,285	1,631	2,461	500
CEMENT SAND & GRAVEL	-	-	-	4,800
TOTAL	\$ 239,998	\$ 154,919	\$ 193,705	\$ 149,743

CLAIMS, REFUNDS AND MISC.

JUDGMENTS, DAMAGES, & CLAIMS	\$ -	\$ 261	\$ -	\$ -
TOTAL	\$ -	\$ 261	\$ -	\$ -

INTER-DEPARTMENTAL CHARGES

CHARGES FROM TELEPHONE EXCH	\$ 22,233	\$ 23,761	\$ 27,722	\$ 31,994
CHARGES FROM RADIO SYSTEM	3,366	5,800	4,763	4,731
CHARGES FROM PRINTING	831	(1,128)	2,524	2,772
CHARGES FROM STOREROOM	83	113	155	170
CHARGES FROM MOTOR VEHICLES	147,078	139,524	170,170	118,517
CHARGES FROM DATA PROCESSING	3,496	2,475	-	-
TOTAL	\$ 177,088	\$ 170,545	\$ 205,333	\$ 158,184
TOTAL DIVISION	\$ 3,712,127	\$ 3,940,087	\$ 4,061,809	\$ 3,540,973

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
LICENSES & PERMITS	\$ -	\$ -	\$ 2,900	\$ 3,000
INTERGOVERNMENTAL REVENUES	-	-	9,440	-
SALES & CHARGES FOR SERVICES	3,585	9,075	1,025	-
MISCELLANEOUS REVENUES	-	-	5,002	1,170
EXPENDITURE RECOVERIES	-	131,030	232,006	200,000
TOTAL DIVISION	\$ 3,585	\$ 140,105	\$ 250,372	\$ 204,170

2004 Budget

DIVISION OF TRAFFIC ENGINEERING

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Traffic Engineering & Parking	42,758	115,292
1	1	1			
OFFICE & CLERICAL					
1	1	1	Principal Clerk	11.93 Hr.	17.85 Hr.
1	1	1			
PROFESSIONALS					
2	2	2	Engineer	22.78 Hr.	30.90 Hr.
2	0	0	Traffic Engineer	9.50 Hr.	25.63 Hr.
4	2	2			
SKILLED CRAFT					
10	8	9	Low Tension Lineman	17.46 Hr.	25.00 Hr.
4	4	0	Low Tension Trouble Lineman	18.30 Hr.	28.41 Hr.
2	2	2	Sign Painter Unit Leader	24.23 Hr.	30.47 Hr.
16	14	11			
SERVICE & MAINTENANCE					
4	4	0	Line Helper Driver	12.44 Hr.	21.69 Hr.
2	1	2	Lineman Low Tension Foreman	20.92 Hr.	28.54 Hr.
1	2	2	Traffic Sign Process Operator	13.28 Hr.	23.39 Hr.
18	16	15	Traffic Sign & Marking Technician	13.68 Hr.	15.71 Hr.
25	23	19			
TECHNICIAN					
1	1	1	Chief of Traffic Signal Unit	18.60 Hr.	33.34 Hr.
2	1	2	Traffic Sign Marking Supervisor	13.28 Hr.	23.39 Hr.
2	2	2	Traffic Signal Control Technician	20.69 Hr.	29.61 Hr.
5	4	5			
52	45	39	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF MOTOR VEHICLE MAINTENANCE

DANIEL A. NOVAK, COMMISSIONER

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

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

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Emergency Repairs/Towing	\$ 1,720	1	\$ 528	1	\$ 460	1		
Fueling	2,345	2	5,516	2	4,461	2		
Auto Body Work	546	1	720	2	602	2		
Preventive Maintenance	591	7	265	3	249	3		
Routine Maintenance	9,066	90	10,313	96	8,252	94		
New Vehicles Prep.	121	1	150	1	155	1		
	\$ 14,389	102	\$ 17,492	105	\$ 14,179	103		
FUNDING SOURCE:								
Sales and Charges for Services	\$ 10		\$ 15		\$ 15			
Miscellaneous Revenue	78		114		88			
Expenditure Recoveries*	14,301		17,363		14,076			
	\$ 14,389	102	\$ 17,492	105	\$ 14,179	103		

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

MISSION

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

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.

DIVISION OF MOTOR VEHICLE MAINTENANCE

PROGRAM NAME: FUELING

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

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

PROGRAM NAME: AUTO BODY WORK

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

ACTIVITIES: Make minor and major auto body repairs.

PROGRAM NAME: PREVENTIVE MAINTENANCE

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

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

PROGRAM NAME: ROUTINE MAINTENANCE

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

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

PROGRAM NAME: NEW VEHICLE PREPARATION

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

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

DIVISION OF MOTOR VEHICLE MAINTENANCE

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME WAGES	\$ 3,522,497	\$ 4,026,455	\$ 4,182,629	\$ 4,387,677
INJURY PAY	-	-	8,032	-
LONGEVITY	40,725	38,475	40,950	41,100
WAGE SETTLEMENTS	-	1,961	34,171	-
SEPARATION PAYMENTS	35,791	25,705	19,487	20,000
OVERTIME	151,504	88,264	49,239	79,758
TOTAL	\$ 3,750,516	\$ 4,180,860	\$ 4,334,509	\$ 4,528,535
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 476,541	\$ 514,925	\$ 555,896	\$ 645,615
DENTAL	50,519	45,063	48,880	52,188
VISION CARE	-	1,112	5,191	5,576
PERS	495,468	530,050	593,520	672,825
FICA-MEDICARE	32,651	39,358	41,333	42,424
WORKERS COMPENSATION	172,218	45,207	104,357	134,194
LIFE INSURANCE	8,098	4,435	4,746	4,820
UNEMPLOYMENT COMPENSATION	(389)	-	11,712	-
CLOTHING ALLOWANCE	70,659	31,577	53,154	640
TOOL INSURANCE	-	-	34,830	30,000
TOTAL	\$ 1,305,765	\$ 1,211,727	\$ 1,453,619	\$ 1,588,282
TRAINING AND DUES				
TRAVEL	\$ 775	\$ 2,303	\$ -	\$ -
TUITION & REGISTRATION FEES	374	1,073	80	500
PROFESSIONAL DUES	1,881	2,012	1,022	2,000
TOTAL	\$ 3,030	\$ 5,388	\$ 1,101	\$ 2,500
UTILITIES				
BROKERED GAS SUPPLY	\$ 184,201	\$ 145,232	\$ 167,754	\$ 176,200
GAS	18,338	-	-	-
ELECTRICITY - CPP	5,352	6,168	5,801	6,100
TOTAL	\$ 207,892	\$ 151,400	\$ 173,556	\$ 182,300
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 23,491	\$ 10,803	\$ 5,335	\$ 5,000
WASTE DISPOSAL	13,000	2,886	13,800	5,000
SECURITY SERVICES	8,000	2,423	9,670	-
JURY AND WITNESS FEES	-	1,094	-	-
MEDICAL SERVICES	-	-	144	500
EPA EMISSION TESTING	19,968	-	29,250	-
ADVERTISING AND PUBLIC NOTICE	1,483	1,425	838	1,000
PARKING IN CITY FACILITIES	1,605	2,279	2,124	3,000
PHOTOCOPY MACHINE RENTAL	102	2,655	1,019	1,500
TOWING	65,342	94,948	149,775	83,000
SPECIAL ASSESSMENT	23,850	32,575	24,935	25,000
OTHER CONTRACTUAL	3,400	9,500	5,414	2,000
TOTAL	\$ 160,241	\$ 160,588	\$ 242,304	\$ 126,000

2004 Budget

DIVISION OF MOTOR VEHICLE MAINTENANCE

EXPENDITURES - CONTINUED

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 7,319	\$ 6,413	\$ 4,220	\$ 2,000
DISCOUNTS LOST	-	-	14	-
POSTAGE	-	38	37	-
COMPUTER HARDWARE	4,430	2,883	21,223	-
COMPUTER SOFTWARE	1,998	2,477	22,139	-
FUEL	3,141,090	2,509,825	3,689,394	2,564,500
FUEL TAX	685,574	644,519	693,821	750,000
CHEMICAL	8,941	2,901	12,441	7,000
AIR COMPRESSOR PARTS	46,900	10,000	30,002	10,000
FIRE/EMS APPARATUS PARTS	185,004	219,460	42,502	100,000
AUTO & LIGHT TRUCK PARTS	125,356	627,107	921,199	600,000
HEAVY TRUCK PARTS	2,229,917	905,220	1,277,736	700,000
CONSTRUCTION EQUIP PARTS	453,631	401,812	320,350	300,000
SNOW REMOVAL EQUIP PARTS	210,058	123,252	142,183	75,000
CLOTHING	-	-	-	36,000
SWEEPER PARTS	82,182	104,793	138,297	100,000
HARDWARE & SMALL TOOLS	3,250	2,109	2,015	2,000
WELDING SUPPLIES & EQUIPMENT	10,163	4,000	10,379	7,000
MOWER & TRACTOR PARTS	619,942	259,904	399,750	300,000
OFFICE FURNITURE & EQUIPMENT	-	2,649	9,946	-
FENCE, POSTS & BARS	2,705	705	1,800	1,000
HYGIENE AND CLEANING SUPPLIES	7,602	-	9,000	1,000
PAINTING EQUIP AND SUPPLIES	24,000	68,001	18,155	15,000
MEDICAL SUPPLIES	10,000	-	1,200	1,000
PHOTOGRAPHIC SUPPLIES	26	15,940	-	-
PAPER AND OTHER SUPPLIES	-	6,000	-	-
SHOP TOOLS	1,829	-	-	-
SHOP EQUIPMENT	26,635	21,965	24,286	-
SHOP SUPPLIES	28,477	24,405	21,900	3,000
OTHER SUPPLIES	62,258	10,069	5,748	1,000
ANTI-FREEZE	12,501	29,232	35,206	10,000
MOTOR OIL & LUBRICANTS	172,001	149,880	217,756	110,000
BATTERIES	92,001	71,043	146,200	60,000
TIRES	464,002	657,358	608,645	450,000
JUST IN TIME OFFICE SUPPLIES	7,102	9,580	12,818	10,000
ASPHALT	228	-	-	-
BUILDING MAINT SUPPLIES	4,600	20	4,600	2,000
TOTAL	\$ 8,731,722	\$ 6,893,562	\$ 8,844,963	\$ 6,217,500

DIVISION OF MOTOR VEHICLE MAINTENANCE

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 2,912	\$ 3,107	\$ 1,911	\$ 1,000
COMPUTER HARDWARE MAINT	64,561	64,562	20,097	35,000
COMPUTER SOFTWARE MAINT	569	10,559	11,744	21,000
MAINTENANCE MACHINERY	11,751	10,120	24,500	8,000
FUEL PUMP REPAIR & MAINT	65,250	258,193	327,304	180,000
GENERATOR REPAIR	238,000	79,892	60,001	30,000
REPAIR PARTS	-	-	5,000	-
MAINTENANCE FIRE APPARATUS	6,448	9,999	-	-
MAINTENANCE VEHICLES	50,000	2,427	-	-
ACCIDENT REPAIR -OTHER VEHICLES	77,449	97,907	170,756	100,000
CAR WASHES	-	500	-	500
ACCIDENT REPAIR-SAFETY VEHICLES	429,740	336,757	345,326	300,000
MAINTENANCE UTILITY SYSTEMS	40,000	-	-	-
MAINTENANCE MISC EQUIPMENT	5,000	2,484	-	-
AUTO & LIGHT TRUCK REPAIR	33,101	47,096	-	30,000
HEAVY TRUCK REPAIR	154,641	61,130	72,717	100,000
MOWER & TRACTOR REPAIR	1	1	-	3,000
CONSTRUCTION EQUIP REPAIR	584	4,971	-	10,000
ENGINE REPAIR	46,506	14,999	14,800	10,000
FRAME REPAIR & ALIGNMENT	89,999	79,689	68,632	70,000
HYDRAULIC REPAIR CYL. PUMPS	182,000	130,537	168,043	50,000
GLASS REPAIR	67,001	31,982	63,207	40,000
RADIATOR & GAS TANK REPAIR	152,001	35,997	54,261	20,000
MAINTENANCE BUILDING	7,800	10,257	26,238	15,000
REPAIR OF OVERHEAD DOORS	30,000	40,000	20,000	12,000
SPRING REPAIR	140,000	99,995	231,028	140,000
TIRE REPAIR ROAD SERVICE	37,501	39,889	129,317	35,000
TRANSMISSION REPAIR	152,662	132,470	393,957	75,000
CUSHMAN REPAIR	66,000	13,998	69,998	50,000
CHARGES FROM DIVISION OF MAINT	13,543	20,436	19,980	15,000
TOTAL	\$ 2,165,018	\$ 1,639,955	\$ 2,298,819	\$ 1,350,500
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 72,211	\$ 98,480	\$ 101,171	\$ 134,699
CHARGES FROM RADIO SYSTEM	987	1,263	1,168	1,097
CHARGES FROM WATER	-	2,416	-	-
CHARGES FROM WATER POLLUTION	405	405	173	-
CHARGES FROM PRINTING	10,090	9,058	13,987	15,363
CHARGES FROM STOREROOM	330	515	381	417
CHARGES FROM MVM	554	-	-	-
CHARGES FROM DATA PROCESSING	8,129	5,562	-	-
CHARGES FROM WASTE COLLECTION	27,924	28,255	25,843	32,000
TOTAL	\$ 120,630	\$ 145,952	\$ 142,724	\$ 183,576
TOTAL DIVISION	\$ 16,444,814	\$ 14,389,431	\$ 17,491,595	\$ 14,179,193

2004 Budget

DIVISION OF MOTOR VEHICLE MAINTENANCE

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTERGOVERNMENTAL REVENUES	\$ -	\$ -	\$ 290	\$ -
SALES & CHARGES FOR SERVICES	14,030	9,700	14,850	15,000
MISCELLANEOUS REVENUES	167,581	78,028	113,728	88,000
EXPENDITURE RECOVERIES	14,109,847	13,828,445	17,254,260	11,948,445
TOTAL DIVISION	\$ 14,291,457	\$ 13,916,173	\$ 17,383,129	\$ 12,051,445

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Assistant Commissioner of MVM	26,274	80,967
1	1	1	Commissioner of MVM	40,315	119,646
1	1	1	Manager of Public Service Operations	30,215	94,105
2	2	2	Superintendent of Motorized Equipment	26,274	64,151
1	1	1	Superintendent of Vehides Admin. Service	19,785	64,151
6	6	6			
OFFICE & CLERICAL					
1	0	0	Administrative Officer	19,427	48,000
1	1	1	General Storekeeper	9.34 Hr.	21.83 Hr.
1	2	1	Principal Clerk	11.93 Hr.	17.85 Hr.
5	4	5	Senior Clerk	10.29 Hr.	14.74 Hr.
5	6	6	Storekeeper	9.34 Hr.	18.44 Hr.
13	13	13			
PROFESSIONALS					
1	1	1	Assistant Buyer	9.34 Hr.	18.83 Hr.
1	1	1	Assistant Personnel Administrator	19,427	50,543
1	1	1	Buyer	19,427	43,910
0	1	1	Fleet Management Data Manager	30,000	60,500
1	1	1	Senior Budget & Management Analyst	26,274	70,909
1	1	1	Technical Specialist	9.34 Hr.	20.71 Hr.
5	6	6			
SKILLED CRAFT					
2	2	2	Auto Body Repair Worker	15.73 Hr.	18.98 Hr.
19	20	20	Automobile Repair Worker	12.60 Hr.	18.81 Hr.
4	4	4	Automobile Repairman Unit Leader	17.78 Hr.	22.83 Hr.
34	34	34	Heavy Duty Mechanic	15.75 Hr.	22.54 Hr.
6	6	6	Heavy Duty Unit Leader	23.85 Hr.	27.94 Hr.
1	1	0	Stationary Boiler Room Operator	12.29 Hr.	18.65 Hr.
66	67	66			

2004 Budget

DIVISION OF MOTOR VEHICLE MAINTENANCE

COMPARISON OF STAFFING - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			SERVICE & MAINTENANCE		
7	5	4	Garage Worker	12.42 Hr.	15.38 Hr.
1	1	1	Machinist	15.83 Hr.	19.23 Hr.
1	1	1	Tanker Truck Driver	15.55 Hr.	21.00 Hr.
5	5	5	Tire Repair Worker	14.08 Hr.	16.49 Hr.
14	12	11			
			TECHNICIAN		
1	1	1	Fuel System Technician	9.23 Hr.	17.60 Hr.
1	1	1			
105	105	103	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF STREETS

RANDELL T. SCOTT, COMMISSIONER

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

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
PROGRAMS:									
Street Resurfacing	\$ 4,768	21		\$ 3,244	15		\$ 3,164	15	
Street Repair	5,797	44		6,752	61		6,697	61	
Street Cleaning	2,376	48	12 **	2,413	37	12 **	1,903	37	0 **
Snow and Ice Control	6,882	48	98 **	8,441	38	101 **	5,949	37	92 **
Guard Rail Repair	175	3		154	3		-		
Weld Shop/Heavy Equipment	2,025	25		2,705	30		2,991	35	
Graffiti Abatement	164	2		175	2		-		
Radio Comm. & Admin.	1,426	19		1,563	18		1,580	18	
	\$ 23,613	210	98	\$ 25,447	204	101	\$ 22,284	203	92
FUNDING SOURCE:									
Bond Funds	\$ 3,713			\$ 3,905			\$ 3,000		
State Taxes	11,255			11,959			13,300		
Sales & Charges*	3,370			3,034			2,321		
	\$ 18,338			\$ 18,898			\$ 18,621		
General Fund:									
Tax Support	\$ 5,275			\$ 6,549			\$ 3,663		
	\$ 23,613	210	98	\$ 25,447	204	101	\$ 22,284	203	92

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

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

MISSION

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

DIVISION OF STREETS

PROGRAM NAME: STREET RESURFACING

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

ACTIVITIES: Perform major street repairs.

PROGRAM NAME: STREET REPAIR

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

ACTIVITIES: Repair utility openings. Repair pot holes. Seal cracks in street surfaces. Maintain brick streets.

PROGRAM NAME: STREET CLEANING

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

ACTIVITIES: Clean streets and remove litter.

PROGRAM NAME: SNOW AND ICE CONTROL

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

ACTIVITIES: Treat all primary routes during light snow conditions. Conduct tandem plowing of all primary routes during heavy snow. Plow and/or salt residential streets. Respond to requests for service.

PROGRAM NAME: GUARD RAIL REPAIR

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

ACTIVITIES: Repair damaged guardrails.

PROGRAM NAME: WELD SHOP/HEAVY EQUIPMENT

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

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

PROGRAM NAME: STREETS FACILITIES UPGRADE

OBJECTIVES: Improvements to streets facilities.

ACTIVITIES: Upgrade and repairs to employee work areas.

PROGRAM NAME: RADIO COMMUNICATIONS AND ADMINISTRATION

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

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

2004 Budget

DIVISION OF STREETS

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 6,461,937	\$ 7,097,566	\$ 6,864,522	\$ 7,029,425
CRAFTS	2,615,309	2,718,846	2,460,341	2,371,851
SEASONAL	1,245,923	1,454,245	1,648,490	1,417,474
INJURY PAYS	-	-	32,432	-
LONGEVITY	73,200	75,650	70,850	64,000
WAGE SETTLEMENTS	5,737	4,823	386	-
SEPARATION PAYMENTS	22,295	143,131	132,607	50,000
OVERTIME	932,072	755,975	805,526	805,000
TOTAL	\$ 11,356,473	\$ 12,250,235	\$ 12,015,153	\$ 11,737,750
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 817,866	\$ 869,201	\$ 978,545	\$ 1,063,955
DENTAL	82,019	79,276	85,015	86,136
VISION CARE	-	5,471	10,495	8,118
PERS	1,502,624	1,570,884	1,634,960	1,684,471
FICA-MEDICARE	95,196	108,148	115,414	110,000
WORKERS COMPENSATION	267,579	76,517	169,687	191,928
LIFE INSURANCE	13,101	7,471	7,862	7,722
UNEMPLOYMENT COMPENSATION	80,440	114,113	146,114	180,000
CLOTHING ALLOWANCE	59,093	57,100	63,032	60,000
TOOL INSURANCE	-	-	-	1,500
CLOTHING MAINTENANCE	23,327	23,100	21,975	20,000
TOTAL	\$ 2,941,245	\$ 2,911,280	\$ 3,233,099	\$ 3,413,830
TRAINING AND DUES				
TRAVEL	\$ -	\$ 250	\$ -	\$ -
PROFESSIONAL DUES & SUBSCRIPTIONS	-	-	210	200
CHARGES FOR PARKING CITATIONS	265	-	-	-
TOTAL	\$ 265	\$ 250	\$ 210	\$ 200
UTILITIES				
BROKERED GAS SUPPLY	\$ 285,595	\$ 206,138	\$ 240,108	\$ 252,113
TELEPHONE	563	746	491	563
WATER	3,641	3,288	2,444	3,641
GAS	64,589	28,918	86,485	95,134
ELECTRICITY - CPP	28,524	82,145	56,205	59,016
ELECTRICITY - OTHER	40,086	27,183	30,145	31,652
TOTAL	\$ 422,999	\$ 348,418	\$ 415,878	\$ 442,119

2004 Budget

DIVISION OF STREETS

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 14,244	\$ 5,729	\$ 13,262	\$ 10,000
BANK SERVICE FEES	-	-	202	-
MILEAGE (PRIVATE AUTO)	-	58	413	-
WASTE DISPOSAL	10,727	5,500	-	-
MEDICAL SERVICES	919	-	-	3,000
PARKING IN CITY FACILITIES	10,636	11,767	11,783	10,000
PROPERTY RENTAL	75,985	138,725	79,750	80,000
PHOTOCOPY MACHINE RENTAL	160	4,394	2,243	2,500
EQUIPMENT RENTAL	11,324	9,685	5,846	10,000
VEHICLE RENTAL	474,628	248,223	61,575	75,000
OTHER CONTRACTUAL	40,617	-	-	-
TOTAL	\$ 639,238	\$ 424,082	\$ 175,073	\$ 190,500
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 2,046	\$ 1,549	\$ 1,700	\$ 2,000
POSTAGE	5,753	-	-	-
COMPUTER SUPPLIES	1,973	-	-	-
COMPUTER HARDWARE	5,132	-	-	-
COMPUTER SOFTWARE	2,341	3,900	-	-
PURCHASE OF TESTS	548	865	945	1,000
CHEMICAL	3,560	8,995	5,790	6,000
SALT & DE-ICER	1,564,873	1,237,899	2,819,235	1,316,000
CLOTHING	-	-	1,633	2,000
HARDWARE & SMALL TOOLS	55,117	20,019	13,388	17,500
WELDING SUPPLIES & EQUIPMENT	28,597	16,319	15,000	15,000
BOILERS HEATERS & COOLING EQUIP	7,820	10,495	19,877	10,000
SEED, FERTILIZER & HERBICIDE	-	-	5,000	3,000
SMALL EQUIPMENT	55,011	32,875	36,331	38,000
OFFICE FURNITURE & EQUIPMENT	17,001	-	2,062	2,500
ELECTRICAL SUPPLIES	11,418	5,000	5,344	5,000
FENCE, POSTS & BARS	2,460	2,107	21,372	15,000
HYGIENE AND CLEANING SUPPLIES	8,164	4,251	19,502	20,000
CLAY, SOIL & TURF	2,000	2,580	1,785	2,500
PAINTING EQUIPMENT AND SUPPLIES	17,985	13,497	6,500	5,000
DOORS, SHUTTERS AND WINDOWS	-	-	-	2,000
PLUMBING SUPPLIES AND EQUIPMENT	14,369	-	7,706	8,000
LUMBER, GLASS AND DRYWALL	8,260	3,533	8,326	9,000
MEDICAL SUPPLIES	1,200	-	-	1,200
PHOTOGRAPHIC SUPPLIES	1,875	960	593	1,000
PAPER AND OTHER SUPPLIES	6,700	6,680	-	-
OTHER SUPPLIES	74,801	38,331	18,702	40,000
GUARD RAIL SUPPLIES	39,011	41,918	3,243	15,000
SAFETY EQUIPMENT	52,897	346	22,060	7,500

2004 Budget

DIVISION OF STREETS

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES - CONTINUED				
JUST IN TIME OFFICE SUPPLIES	2,889	3,534	3,040	3,500
BUILDING MAINTENANCE SUPPLIES	15,617	-	330	3,000
PAVING MATERIAL	191,880	185,308	66,968	150,000
ASPHALT	162,359	161,547	304,859	150,000
CEMENT, SAND & GRAVEL	457,785	333,237	200,206	270,000
MISC MAINTENANCE SUPPLIES	92,264	52,642	68,477	70,000
TOTAL	\$ 2,913,706	\$ 2,188,387	\$ 3,679,974	\$ 2,190,700
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 9,900	\$ 2,550	\$ 2,205	\$ 3,500
MAINTENANCE CONTRACTS	2,303	4,973	4,110	6,000
MAINTENANCE MACHINERY	29,755	33,644	27,066	30,000
REPAIR PARTS	5,852	26,562	42,306	50,000
CAR WASHES	900	-	-	-
MAINTENANCE MISC EQUIP	7,333	53	56	4,000
MAINTENANCE BUILDING	8,500	4,000	3,000	6,000
REPAIR OF OVERHEAD DOORS	24,856	15,000	4,000	8,000
CHARGES FROM DIVISION OF MAINT	18,459	14,509	30,052	18,000
TOTAL	\$ 107,858	\$ 101,291	\$ 112,794	\$ 125,500
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS, DAMAGES, & CLAIMS	\$ 2,808	\$ 1,499	\$ 2,000	\$ 3,000
TOTAL	\$ 2,808	\$ 1,499	\$ 2,000	\$ 3,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 45,423	\$ 45,217	\$ 53,488	\$ 61,730
CHARGES FROM RADIO SYSTEM	41,919	36,212	39,386	113,024
CHARGES FROM PRINTING	9,487	1,713	7,934	8,715
CHARGES FROM STOREROOM	433	161	121	132
CHARGES FROM MOTOR VEHICLES	1,586,939	1,718,512	2,356,737	1,641,380
CHARGES FROM DATA PROCESSING	50,473	11,466	-	-
TOTAL	\$ 1,734,675	\$ 1,813,281	\$ 2,457,666	\$ 1,824,981
CAPITAL OUTLAY				
BUILDING BETTERMENTS - EXISTING	\$ 56,615	\$ -	\$ -	\$ -
LOCAL RESURFACING	6,242,440	3,573,831	3,355,310	2,354,920
TRANSFER TO CAPITAL PROJECT	400,000	-	-	-
TOTAL	\$ 6,699,055	\$ 3,573,831	\$ 3,355,310	\$ 2,354,920
TOTAL DIVISION	\$ 26,818,322	\$ 23,612,554	\$ 25,447,158	\$ 22,283,500

2004 Budget

DIVISION OF STREETS

REVENUE

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
LICENSES & PERMITS	\$ -	\$ 1,580	\$ 4,625	\$ 6,000
INTERGOVERNMENTAL REVENUE	11,604,414	11,255,308	11,959,439	13,300,000
SALES & CHARGES FOR SERVICES	1,733,263	1,904,112	2,229,817	2,227,378
MISCELLANEOUS REVENUES	164,770	13,165	5,175	7,000
TRANSFERS IN	5,226,395	5,275,162	6,548,600	3,662,834
EXPENDITURE RECOVERIES	7,638,482	3,713,249	3,904,804	3,000,000
TOTAL DIVISION	\$ 26,367,324	\$ 22,162,577	\$ 24,652,462	\$ 22,203,212

2004 Budget

DIVISION OF STREETS

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
2	2	2	Assistant Commissioner of Streets	26,274	80,967
1	1	1	Commissioner of Streets	40,315	119,646
3	3	3			
			OFFICE & CLERICAL		
2	2	2	Chief Clerk	22,050	43,080
1	1	0	Principal Clerk	11.93 Hr.	17.85 Hr.
0	1	1	Receptionist	9.34 Hr.	13.86 Hr.
3	4	3			
			PROFESSIONALS		
0	2	2	Administrative Manager	27,194	80,967
2	2	2	Budget Analyst	19,427	48,028
1	1	1	Personnel Administrator	26,274	74,739
1	0	0	Senior Budget & Management Analyst	26,274	70,909
4	5	5			
			SKILLED CRAFT		
4	3	4	Asphalt Construction Foreman	20.77 Hr.	33.43 Hr.
2	0	0	Asphalt Raker	20.54 Hr.	32.05 Hr.
12	13	14	Asphalt Tamper	20.54 Hr.	32.05 Hr.
2	2	2	Carpenter	27.76 Hr.	34.70 Hr.
4	5	4	Cold Patch & Crack Sealing Foreman	20.44 Hr.	22.44 Hr.
10	9	10	Cold Patch and Crack Sealing Worker	15.31 Hr.	17.31 Hr.
7	6	6	Construction Equipment Operator Group A	27.42 Hr.	31.03 Hr.
20	19	19	Construction Equipment Operator Group B	27.27 Hr.	32.88 Hr.
5	5	4	Jackhammer Operator	20.54 Hr.	32.05 Hr.
1	1	1	Machinist	15.83 Hr.	20.00 Hr.
1	1	1	Master Mechanic	27.92 Hr.	31.53 Hr.
5	5	4	Paver	20.83 Hr.	32.50 Hr.
5	4	4	Paving Foreman	21.42 Hr.	33.43 Hr.
3	3	3	Stationary Boiler Room Operator	12.29 Hr.	18.65 Hr.
1	1	1	Street Maintenance Equipment Leader	16.15 Hr.	22.69 Hr.
4	4	4	Street Equipment Maintenance Specialist	15.55 Hr.	21.84 Hr.
14	20	18	Street Maintenance Foreman	17.71 Hr.	19.71 Hr.
6	6	6	Street Maintenance General Foreman	22.49 Hr.	24.49 Hr.
5	5	5	Welder	18.36 Hr.	21.92 Hr.
111	112	110			

2004 Budget

DIVISION OF STREETS

COMPARISON OF STAFFING - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
SERVICE & MAINTENANCE					
3	3	4	District Paving Repair Foreman	27.69 Hr.	29.69 Hr.
5	4	4	General Shop Foreman	20.35 Hr.	22.35 Hr.
27	23	23	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
2	2	2	Shop Foreman	17.71 Hr.	19.71 Hr.
1	0	0	Superintendent of Construction Equipment	21.42 Hr.	33.43 Hr.
48	42	43	Truck Driver	12.50 Hr.	17.58 Hr.
86	74	76			
TECHNICIAN					
2	2	2	Accident & Safety Inspector	17.85 Hr.	19.85 Hr.
5	4	4	Radio Operator	15.98 Hr.	17.98 Hr.
7	6	6			
214	204	203	TOTAL FULL TIME		
105	101	92	SEASONAL (PEAK)		
319	305	295	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

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

2004 Budget

DEPARTMENT OF PARKS, RECREATION AND PROPERTIES

DIVISION OF PARKS ADMINISTRATION

NATALIE RONAYNE, DIRECTOR

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

OPERATING SUMMARY

(000'S OMITTED)

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
		FT	PT		FT	PT		FT	PT
DIVISIONS:									
Director's Office	\$ 766	10		\$ 680	9		\$ 721	9	
Research, Planning & Development	670	9		712	11		722	10	
Recreation, Golf	15,334	169	426	15,514	175	430	14,209	173	242
Conv. Ctr., West Side Mkt, Stadium	11,092	45	39	17,829	46	97	18,005	45	75
Parking Facilities	8,032	36	11	13,033	40	11	9,696	52	9
Property Mang., East Side Mkt	10,405	96	62	8,871	128	4	8,217	100	
Parks Maintenance and Properties	16,311	213	340	17,374	190	264	15,773	178	311
	\$ 62,610	578	878	\$ 74,013	599	806	\$ 67,343	567	637
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 30,746			\$ 34,865			\$ 31,555		
Self - Generated	7,655			3,768			3,714		
	\$ 38,401	465	774	\$ 38,633	480	591	\$ 35,269	449	396
Grants	\$ 941		80	\$ 752	4	45	\$ 1,045	4	99
Cemetery	2,240	33	14	2,346	35	14	1,970	29	10
Golf	2,675	16	40	2,295	16	48	2,398	15	48
Parking Facilities	7,190	18	11	12,087	17	11	8,578	24	9
Convention Center	6,906	37	39	7,250	38	97	6,400	37	75
Stadium Fund	3,045			9,577			10,500		
West Side Market	1,141	8		1,002	8		1,105	8	
East Side Market	71	1		71	1		78	1	
	\$ 62,610	578	878	\$ 74,013	599	806	\$ 67,343	567	637

2004 Budget

DIVISION OF PARKS ADMINISTRATION**MISSION**

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

OPERATING SUMMARY
(000'S OMITTED)

	2002		2003			2004		
	COST	ACTUAL	COST	UNAUDITED		COST	MAYOR'S	
		STAFF		STAFF	PT		ESTIMATE	STAFF
	FT	PT	FT	PT	FT	PT	PT	
PROGRAMS:								
Administrative Services	\$ 611	10	\$ 566	7	\$ 606	7		
Special Events/Marketing	155		114	2	115	2		
	\$ 766	10	\$ 680	9	\$ 721	9		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 753		\$ 640		\$ 684			
Self-Generated	13		40		37			
	\$ 766	10	\$ 680	9	\$ 721	9		

PROGRAM NAME: ADMINISTRATIVE SERVICES

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

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

PROGRAM NAME: MARKETING AND PROMOTION

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

ACTIVITIES: Issue permits for special events. Produce periodic tabloids and other promotional literature advertising department assets such as the Convention Center, City Hall, Camp Forbes, recreation and pool facilities, golf courses, parks, the Greenhouse, West Side Market and others. Coordinate logistical and equipment support for all Council manic community festivals.

2004 Budget

DIVISION OF PARKS ADMINISTRATION

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 418,369	\$ 475,492	\$ 427,695	\$ 462,676
SEASONAL	-	2,749	-	-
LONGEVITY	3,500	4,400	4,225	3,225
SEPARATION PAYMENTS	3,652	9,062	3,109	-
OVERTIME	106	1,096	-	-
TOTAL	\$ 425,627	\$ 492,799	\$ 435,029	\$ 465,901
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 30,323	\$ 34,737	\$ 25,762	\$ 29,272
DENTAL	3,483	3,202	2,136	1,998
VISION	-	455	494	506
PERS	58,325	65,848	56,321	63,516
FICA-MEDICARE	4,390	4,071	3,231	3,756
WORKERS COMPENSATION	2,189	534	1,312	1,237
LIFE INSURANCE	769	436	403	421
UNEMPLOYMENT COMP	-	5,968	-	-
TOTAL	\$ 99,478	\$ 115,251	\$ 89,659	\$ 100,706
TRAINING AND DUES				
TUITION AND REGISTRATION FEES	\$ -	\$ -	\$ 200	\$ -
PROFESSIONAL DUES	1,000	1,494	1,080	1,600
TOTAL	\$ 1,000	\$ 1,494	\$ 1,280	\$ 1,600
UTILITIES				
GAS	\$ -	\$ 58	\$ (20)	\$ -
ELECTRICITY - CPP	681	1,675	3	-
TOTAL	\$ 681	\$ 1,733	\$ (17)	\$ -
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ 10	\$ 20	\$ -
ADVERTISING AND PUBLIC NOTICE	2,368	-	656	-
INSURANCE AND OFFICIAL BONDS	-	284	-	-
TAXES	-	-	-	290
PARKING IN CITY FACILITIES	3,432	3,460	4,987	2,000
PROPERTY RENTAL	112,761	110,466	110,466	110,466
PHOTOCOPY MACHINE RENTAL	136	4,060	1,441	1,500
OTHER CONTRACTUAL	-	1,900	200	-
REFUNDS & MISCELLANOUS	100	495	375	-
TOTAL	\$ 118,797	\$ 120,675	\$ 118,145	\$ 114,256
MATERIALS AND SUPPLIES				
OFFICE SUPPLIES	\$ 310	\$ 932	\$ 648	\$ -
OFFICE FURNITURE & EQUIP	886	-	-	-
OTHER SUPPLIES	182	-	172	-
SPECIAL EVENTS SUPPLIES	13,744	2,975	3,577	5,000
JUST IN TIME OFFICE SUPPLIES	2,607	2,098	2,398	1,073
TOTAL	\$ 17,730	\$ 6,005	\$ 6,795	\$ 6,073

DIVISION OF PARKS ADMINISTRATION

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 150	\$ -	\$ -	\$ -
TOTAL	\$ 150	\$ -	\$ -	\$ -
CLAIMS, REFUNDS, AND MISC				
COURT COSTS	\$ -	\$ 40	\$ -	\$ -
TOTAL	\$ -	\$ 40	\$ -	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 36,027	\$ 18,661	\$ 20,316	\$ 23,447
CHARGES FROM RADIO COMM	464	193	194	165
CHARGES FROM PRINTING	7,868	3,884	6,705	7,365
CHARGES FROM STOREROOM	926	797	1,016	1,112
CHARGES FROM MOTOR VEHICLES	7,723	3,670	990	689
CHARGES FROM DATA PROCESSING	2,038	558	-	-
CHARGES FROM COMMUNITY DEV	-	157	-	-
TOTAL	\$ 55,046	\$ 27,920	\$ 29,221	\$ 32,778
TOTAL DIVISION	\$ 718,509	\$ 765,917	\$ 680,112	\$ 721,314

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES AND CHARGES FOR SERVICES	\$ 1	\$ 7,024	\$ 34,866	\$ 34,025
MISCELLANEOUS REVENUES	8,318	5,588	1,917	1,000
EXPENDITURE RECOVERIES	38,838	-	3,649	2,000
TOTAL	\$ 47,157	\$ 12,612	\$ 40,432	\$ 37,025

2004 Budget

DIVISION OF PARKS ADMINISTRATION

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	November 2003	Budget 2004		Minimum	Maximum
PROFESSIONALS					
1	1	1	Director of Parks, Recreation & Properties	50,796	153,957
1	1	1	General Manager Admin. Services	26,274	77,853
1	1	1	Manager of Events	23,647	68,020
1	1	1	Manager Assistant Audit Cont/Per	19,785	51,257
1	1	1	Secretary to the Director	36,590	124,000
5	5	5			
OFFICE & CLERICAL					
1	0	0	Analyst, Budget	16,761	46,181
1	1	1	Clerk, Chief	22,050	41,423
1	0	0	Clerk, Junior	9.89 Hr.	12.09 Hr.
1	1	1	Public Information Officer	7.38 Hr.	19.91 Hr.
1	1	1	Private Secretary	6.71 Hr.	18.11 Hr.
1	1	1	Private Secretary to the Director	15,345	41,423
6	4	4			
11	9	9	TOTAL FULL TIME		
11	9	9	TOTAL DIVISION		

*Salary schedule effective October 27, 2003

2004 Budget

RESEARCH, PLANNING AND DEVELOPMENT

MARK FALLON, COMMISSIONER

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

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

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

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Site Development	\$ 472	9		\$ 492	9		\$ 499	8	
Research & Planning	198			220	2		223	2	
	\$ 670	9		\$ 712	11		\$ 722	10	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 134			\$ 338			\$ 388		
Self - Generated	536			374			334		
	\$ 670	9		\$ 712	11		\$ 722	10	

RESEARCH, PLANNING AND DEVELOPMENT

MISSION

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

PROGRAM NAME: SITE DEVELOPMENT

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

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

PROGRAM NAME: RESEARCH AND PLANNING

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

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

RESEARCH, PLANNING AND DEVELOPMENT

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 472,105	\$ 489,489	\$ 517,462	\$ 516,861
LONGEVITY	4,325	3,850	4,725	4,850
SEPARATION PAYMENTS	3,044	2,230	-	-
TOTAL	\$ 479,474	\$ 495,569	\$ 522,187	\$ 521,711
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 46,726	\$ 45,960	\$ 47,611	\$ 59,560
DENTAL	5,829	4,909	4,791	5,414
EYE CARE	-	368	620	492
PERS	65,871	65,660	69,349	71,678
FICA-MEDICARE	3,485	3,398	3,753	7,565
WORKERS COMPENSATION	2,316	596	1,259	1,237
LIFE INSURANCE	874	405	460	468
TOTAL	\$ 125,101	\$ 121,297	\$ 127,843	\$ 146,414
TRAINING AND DUES				
TRAVEL	\$ 684	\$ 3,766	\$ 653	\$ -
TUITION AND REGISTRATION FEES	-	2,296	390	-
PROFESSIONAL DUES	1,253	1,337	1,456	1,400
TOTAL	\$ 1,937	\$ 7,399	\$ 2,499	\$ 1,400
CONTRACTUAL SERVICES				
MILEAGE (PRIVATE AUTO)	\$ 907	\$ 965	\$ 1,129	\$ 1,000
PARKING IN CITY FACILITIES	1,560	1,585	1,578	500
PROPERTY RENTAL	29,936	9,979	29,936	32,000
PHOTOCOPY MACHINE RENTAL	43	1,158	339	1,000
OTHER CONTRACTUAL	8,750	7,624	3,704	-
TOTAL	\$ 41,196	\$ 21,310	\$ 36,686	\$ 34,500
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 4,653	\$ 900	\$ 1,805	\$ 2,000
OTHER SUPPLIES	10,557	746	2,397	-
JUST IN TIME OFFICE SUPPLIES	1,508	1,288	2,203	500
TOTAL	\$ 16,718	\$ 2,933	\$ 6,405	\$ 2,500
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 449	\$ -	\$ -	\$ -
CAR WASHES	198	416	-	-
TOTAL	\$ 647	\$ 416	\$ -	\$ -

2004 Budget

RESEARCH, PLANNING AND DEVELOPMENT

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 5,964	\$ 7,012	\$ 6,760	\$ 7,802
CHARGES FROM PRINTING	785	1,337	1,330	1,461
CHARGES FROM STOREROOM	-	5	-	-
CHARGES FROM MOTOR VEHICLES	10,314	12,168	8,675	6,042
CHARGES FROM DATA PROCESSING	900	675	-	-
TOTAL	\$ 17,962	\$ 21,197	\$ 16,765	\$ 15,305
TOTAL DIVISION	\$ 683,035	\$ 670,121	\$ 712,385	\$ 721,830

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MISCELLANEOUS REVENUES	\$ 25	\$ -	\$ 1,217	\$ -
SALES AND CHARGES FOR SERVICES	-	650	-	1,200
EXPENDITURE RECOVERIES	-	535,293	373,086	332,900
TOTAL DIVISION	\$ 25	\$ 535,943	\$ 374,303	\$ 334,100

2004 Budget

RESEARCH, PLANNING AND DEVELOPMENT**COMPARISON OF STAFFING LEVEL**

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Research, Planning & Development	40,315	119,646
1	1	1			
OFFICE & CLERICAL					
1	1	0	Senior Personnel Assistant	19,427	45,446
1	1	0			
PROFESSIONALS					
3	3	3	Architect, Landscape Senior	9.73 Hr.	27.13 Hr.
2	1	1	Architect, Landscape	9.50 Hr.	25.63 Hr.
0	1	1	Construction Technician	12.02 Hr.	20.71 Hr.
1	1	1	Manager of Research & Planning	23,333	67,140
1	1	1	Manager of Site Development	22,333	67,140
1	1	1	Supervisor, Site Development	19,427	48,834
1	1	1	Survey, Party Chief	19,427	51,030
9	9	9			
11	11	10	TOTAL FULL TIME		
11	11	10	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

2004 Budget

DIVISION OF RECREATION

MICHAEL COX, COMMISSIONER

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Organized Sports	\$ 186	2	1	\$ 189	2	4	\$ 174	2	
Summer Program	2,175		335	2,285		321	2,473		181
Summer Lunch	375		6	371		8	331	7	2
Cultural Arts	416	7	10	415	8	10	399	7	5
Recreation Centers	7,685	138	19	8,259	142	22	7,913	137	6
Midnight Basketball	438			485					
After School Rec	508	1	6	514	1	8			
Muny Football	191			185	2		172		
Golf Course Oper	2,675	16	40	2,295	16	48	2,398	15	48
Camping	685	5	9	516	5	7	349	5	0
	\$ 15,334	169	426	\$ 15,514	176	428	\$ 14,209	173	242

FUNDING SOURCE:

General Fund:

Tax Support	\$ 12,351			\$ 12,361			\$ 11,511		
Self - Generated	17			606			65		
	\$ 12,368	143	399	\$ 12,967	160	376	\$ 11,576	158	190
Golf Courses	\$ 2,675	16	40	\$ 2,295	16	48	\$ 2,398	15	48
Grants	291		4	252		4	235		4
	\$ 15,334	169	426	\$ 15,514	176	428	\$ 14,209	173	242

MISSION

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

DIVISION OF RECREATION**PROGRAM NAME: ORGANIZED SPORTS**

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

ACTIVITIES: Providing instruction in a variety of organized sports i.e. basketball, baseball, softball, and football..

PROGRAM NAME: SUMMER PROGRAMS

OBJECTIVES: To provide recreational activities to for Cleveland youth during the summer season.

ACTIVITIES: Provide swimming instruction, free swimming periods and activities in recreation centers.

PROGRAM NAME: RECREATION CENTERS

OBJECTIVES: To provide facilities where the city's resident's of all ages can participate in recreational programs and activities.

ACTIVITIES: Operate and maintain recreation centers.

PROGRAM NAME: CULTURAL ARTS

OBJECTIVES: To enhance the quality of life for Clevelanders by offering activities and classes that provide instruction in various arts.

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

PROGRAM NAME: GOLF COURSE OPERATION

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

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

PROGRAM NAME: CAMPING

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

ACTIVITIES: Operate a summer day camp program for youth and a fall day camp program for seniors. Conduct a holistic life program for youth in cooperation with the Cleveland Municipal School District.

PROGRAM NAME: SUMMER FOOD PROGRAM

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

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

2004 Budget

DIVISION OF RECREATION

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 4,279,856	\$ 4,560,701	\$ 4,810,346	\$ 5,003,903
SEASONAL	1,924,209	2,162,239	1,880,405	834,852
PART-TIME PERMANENT	196,066	197,214	203,568	166,152
SCHOOL GUARDS	-	7,985	-	-
INJURY PAY	-	-	9,657	-
UNIFORMED PERSONNEL	392,104	-	339,342	-
LONGEVITY	49,825	51,350	49,925	50,475
WAGE SETTLEMENTS	80	7,475	1,101	-
SEPARATION PAYMENTS	19,531	31,244	20,045	20,000
OVERTIME	252,702	94,142	255,399	144,445
TOTAL	\$ 7,114,374	\$ 7,112,350	\$ 7,569,788	\$ 6,219,827
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 641,744	\$ 642,268	\$ 739,336	\$ 896,922
DENTAL	66,284	57,736	66,706	70,431
EYE CARE	-	7,179	11,316	11,543
PERS	943,782	959,089	1,035,878	878,729
FICA-MEDICARE	78,214	78,289	85,809	77,044
WORKERS COMPENSATION	208,939	59,408	122,578	231,287
LIFE INSURANCE	11,954	6,337	7,063	7,441
UNEMPLOYMENT COMPENSATION	21,427	40,460	40,222	40,000
CLOTHING ALLOWANCE	1,500	1,500	1,520	1,200
CLOTHING MAINTENANCE	750	750	600	600
TOTAL	\$ 1,974,593	\$ 1,853,016	\$ 2,111,028	\$ 2,215,197
TRAINING AND PROFESSIONAL DUES				
REGIONAL PLAN COMMISSION	\$ -	\$ 144	\$ -	\$ -
TUITION AND REGISTRATION FEES	360	70	220	500
TOTAL	\$ 360	\$ 214	\$ 220	\$ 500
UTILITIES				
GAS	\$ 256,759	\$ 965,255	\$ 711,946	\$ 777,469
ELECTRICITY - CPP	768,041	935,288	700,452	715,475
ELECTRICITY - OTHER	133,201	68,056	173,399	182,068
SECURITY MONITORING SYSTEM	13,975	9,300	6,000	12,300
CONTRACTUAL UTILITIES	77,788	69,264	67,457	67,824
BROKERED GAS SUPPLY	68,816	57,269	63,751	66,938
TOTAL	\$ 1,318,580	\$ 2,104,432	\$ 1,723,005	\$ 1,822,074

DIVISION OF RECREATION

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 13,087	\$ 22,094	\$ 89,933	\$ 16,800
MILEAGE (PRIVATE AUTO)	11,928	9,514	8,650	11,000
SECURITY SERVICES	200,000	50,000	96,000	-
ADVERTISING AND PUBLIC NOTICE	1,427	1,893	264	300
PARKING IN CITY FACILITIES	10,064	9,176	10,780	8,000
PHOTOCOPY MACHINE RENTAL	505	14,278	5,562	-
EQUIPMENT RENTAL	1,251	480	480	-
VEHICLE RENTAL	4,990	-	-	-
OTHER CONTRACTUAL	634,753	649,712	773,686	706,000
ARPT INCNTV COMP TO GENERAL FUND	250	-	-	-
TOTAL	\$ 878,255	\$ 757,147	\$ 985,355	\$ 742,100
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 3,925	\$ 237	\$ 87	\$ -
DISCOUNTS LOST	-	90	-	-
COMPUTER SUPPLIES	1,069	-	-	-
FUEL	-	-	1,255	-
CHEMICAL	93,785	66,604	99,566	113,000
SALT AND DE-ICER	-	650	561	-
CLOTHING	10,297	3,659	3,992	-
HARDWARE AND SMALL TOOLS	7,879	979	1,714	2,000
HEAVY TRUCK PARTS	-	-	60	-
SMALL EQUIPMENT	3,696	886	2,528	-
OFFICE FURNITURE AND EQUIPMENT	2,685	-	6,575	-
ELECTRICAL SUPPLIES	-	-	918	3,500
HYGIENE AND CLEANING SUPPLIES	3,693	-	3,114	3,000
CLAY, SOIL AND TURF	-	-	400	-
AQUATICS (POOL) SUPPLIES	34,876	21,901	38,944	36,000
PLAYGROUND EQUIPMENT	11,515	6,384	5,116	10,999
LUMBER, GLASS, AND DRYWALL	1,000	-	-	-
MEDICAL SUPPLIES	2,824	1,605	1,498	7,000
FOOD	28,501	27,679	22,098	33,000
PHOTOGRAPHIC SUPPLIES	914	210	-	-
PAPER AND PRINTING SUPPLIES	13,726	3,169	7,293	8,000
OTHER SUPPLIES	6,134	3,253	3,192	4,000
ARTS AND CRAFTS SUPPLIES	46,375	33,556	25,032	30,000
SPORTING GOODS SUPPLIES	69,596	14,166	20,305	20,000
BATTERIES	263	-	-	-
JUST IN TIME OFFICE SUPPLIES	11,109	9,237	9,624	6,000
BUILDING MAINTENANCE SUPPLIES	1,350	-	-	-
MISC MAINTENANCE SUPPLIES	-	2,976	2,194	2,800
TOTAL	\$ 355,212	\$ 197,241	\$ 256,066	\$ 279,299

2004 Budget

DIVISION OF RECREATION

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 391	\$ 1,200	\$ -	\$ 1,000
MAINTENANCE CONTRACTS	8,700	-	4,100	8,000
COMPUTER HARDWARE MAINTENANCE	500	500	99	-
MAINTENANCE MACHINERY AND TOOL	16,934	12,476	7,670	10,000
MAINTENANCE FIRE APPARATUS	7,000	7,000	8,477	5,000
CAR WASHES	1,000	999	1,000	1,975
MAINTENANCE MISC EQUIP	1,680	3,500	3,500	-
MAINTENANCE BUILDING	496	3,240	-	5,000
TOTAL	\$ 36,700	\$ 28,915	\$ 24,846	\$ 30,975
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 68,669	\$ 129,417	\$ 105,764	\$ 122,062
CHARGES FROM RADIO COMM	2,457	2,593	3,564	4,242
CHARGES FROM PRINTING	17,407	6,388	7,178	7,884
CHARGES FROM STOREROOM	2,991	3,144	3,791	4,150
CHARGES FROM MOTOR VEHICLES	109,749	147,460	164,380	114,485
CHARGES FROM DATA PROCESSING	11,748	10,680	-	-
CHARGES FROM WASTE COLLECTION	9,441	14,746	12,198	13,000
TOTAL	\$ 222,462	\$ 314,428	\$ 296,875	\$ 265,823
TOTAL DIVISION	\$ 11,900,536	\$ 12,367,743	\$ 12,967,183	\$ 11,575,795

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTERGOVERNMENTAL REVENUES	\$ -	\$ -	\$ 1,358	\$ -
LICENSES AND PERMITS	-	-	360	360
SALES AND CHARGES FOR SERVICES	8,947	1,165	15,435	15,500
MISCELLANEOUS REVENUES	245	985	37,720	32,500
EXPENDITURE RECOVERIES	14,627	15,010	18,746	16,500
REVENUE TRANSFERS	-	-	532,750	-
TOTAL DIVISION	\$ 23,819	\$ 17,160	\$ 606,369	\$ 64,860

DIVISION OF RECREATION

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
2	2	1	Administrative Officer	19,427	48,000
1	1	1	Commissioner, Recreation	42,758	133,780
3	3	2	Deputy Commissioner, Recreation	26,274	74,739
6	6	4			
OFFICE & CLERICAL					
18	15	15	Clerk, Junior	9.89 Hr.	12.57 Hr.
1	1	1	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	1	Personnel Assistant, Senior	19,427	45,446
1	1	1	Storekeeper	9.34 Hr.	18.44 Hr.
2	2	2	Secretary	9.34 Hr.	15.71 Hr.
1	1	1	Secretary, Private	9.34 Hr.	18.85 Hr.
24	21	21			
PROFESSIONALS					
4	2	2	Director, Deputy Project	19,785	56,930
6	6	6	Manager of Recreation	40,000	70,740
20	21	21	Manager , Recreation Center	32,500	65,005
1	0	0	Photographer	9.34 Hr.	19.69 Hr.
1	0	0	Systems Analyst	19,427	56,000
3	3	3	Assistant Manager of Recreation	19,785	51,504
35	32	32			
SERVICE & MAINTENANCE					
2	2	2	Handyman, Mechanical	14.54 Hr.	16.54 Hr.
2	1	1	Laborer, Municipal Service	13.94 Hr.	15.94 Hr.
1	1	1	Maintenance, Man. Ground	13.94 Hr.	15.94 Hr.
5	4	4			
TECHNICIAN					
30	27	27	Director, Physical	9.34 Hr.	17.71 Hr.
7	7	7	Instructor III, Recreation	9.34 Hr.	17.02 Hr.
72	63	63	Instructor II, Recreation	9.34 Hr.	16.09 Hr.
109	97	97			
179	160	158	TOTAL FULL TIME		
23	16	12	PART TIME		
394	360	182	SEASONAL**		
596	536	352	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

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

2004 Budget

**DIVISION OF RECREATION
GOLF COURSES**

EXPENDITURES

	2001		2002		2003		2004
	Actual		Actual		Unaudited		Mayor's Estimate
SALARIES AND WAGES							
FULL TIME PERMANENT	\$ 52,432	\$	873,047	\$	517,286	\$	557,475
SEASONAL	275,319		291,271		323,868		386,650
1.6% RETRO PAY	-		4,706		-		-
LONGEVITY	575		10,925		5,625		6,300
SEPARATION PAYMENTS	-		3,083		-		-
OVERTIME	18,455		88,615		46,283		56,680
TOTAL	\$ 346,781	\$	1,271,646	\$	893,062	\$	1,007,105
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 2,248	\$	103,091	\$	60,666	\$	86,442
DENTAL	327		11,428		5,316		6,923
EYE CARE	-		66		152		738
PERS	44,191		171,198		121,031		136,463
FICA-MEDICARE	4,254		11,266		8,789		11,169
WORKERS COMPENSATION	20,299		23,537		11,169		26,280
LIFE INSURANCE	78		1,928		671		702
UNEMPLOYMENT COMPENSATION	9,640		21,085		23,305		25,000
CLOTHING ALLOWANCE	-		7,690		4,850		3,300
TOOL INSURANCE	-		-		-		740
CLOTHING MAINTENANCE	487		1,953		400		1,650
TOTAL	\$ 81,524	\$	353,243	\$	236,349	\$	299,408
UTILITIES							
GAS	\$ 5,500	\$	13,331	\$	13,921	\$	15,313
BROKERED GAS	10,000		-		-		-
ELECTRICITY - OTHER	61,357		28,204		20,136		21,143
SECURITY AND MONITORING	-		-		1,664		1,600
TOTAL	\$ 76,857	\$	41,535	\$	35,721	\$	38,056
CONTRACTUAL SERVICES							
PROFESSIONAL SERVICES	\$ 14,297	\$	6,537	\$	5,813	\$	6,000
BANK SERVICE FEES	-		-		3,550		4,000
MILEAGE (PRIVATE AUTO)	-		-		-		200
ADVERTISING AND PUBLIC NOTICE	3,435		-		-		1,000
PHOTOCOPY MACHINE RENTAL	152		681		217		1,550
VEHICLE RENTAL	-		-		-		10,000
OTHER CONTRACTUAL	766,873		501,488		470,500		495,000
TOTAL	\$ 784,757	\$	508,705	\$	480,080	\$	517,750

**DIVISION OF RECREATION
GOLF COURSES**

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
DISCOUNTS LOST	\$ -	\$ -	3	\$ -
CLOTHING	-	3,776	3,024	4,000
HARDWARE AND SMALL TOOLS	2,087	984	3,786	4,000
WELDING SUPPLIES AND EQUIPMENT	400	400	300	500
SEED, FERTILIZER AND HERBICIDE	48,273	67,100	67,632	70,000
SMALL EQUIPMENT	9,615	9,856	17,912	11,000
OFFICE FURNITURE AND EQUIP	1,205	1,766	2,101	15,000
ELECTRICAL SUPPLIES	1,312	586	1,561	1,500
FENCE, POSTS AND BARS	1,500	1,500	-	1,500
HYGIENE AND CLEANING SUPPLIES	15,103	12,989	13,542	15,000
CLAY, SOIL AND TURF	3,455	668	2,427	5,000
PAINTING EQUIPMENT	600	800	1,000	1,000
PLUMBING SUPPLIES	4,000	4,000	5,000	5,000
MEDICAL SUPPLIES	500	500	500	600
FOOD	105,301	108,600	87,565	115,000
OTHER SUPPLIES	28,452	32,450	33,236	38,158
SPORTING GOODS SUPPLIES	20,000	17,000	12,001	18,000
JUST IN TIME SUPPLIES	1,281	1,052	1,397	1,500
CEMENT SAND AND GRAVEL	4,109	6,450	8,785	10,000
TOTAL	\$ 247,193	\$ 270,479	\$ 261,772	\$ 316,758
MAINTENANCE				
MAINTENANCE MACHINERY	\$ 288	\$ 1,000	-	\$ -
MAINTENANCE FIRE APPARATUS	1,000	70,000	1,000	1,500
MAINTENANCE MISC EQUIPMENT	62,000	26,140	59,895	60,000
CHARGES FROM DIVISION OF MAINT	20,907	-	32,322	20,000
TOTAL	\$ 84,195	\$ 97,140	\$ 93,217	\$ 81,500
CLAIMS, REFUNDS AND MISC.				
INDIRECT COST	\$ 50,000	\$ 88,754	\$ 88,754	\$ 88,754
TOTAL	\$ 50,000	\$ 88,754	\$ 88,754	\$ 88,754
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 8,152	\$ 10,506	\$ 11,182	\$ 12,905
CHARGES FROM PRINTING	722	1,313	310	341
CHARGES FROM STOREROOM	-	-	96	105
CHARGES FROM MOTOR VEHICLES	36,681	25,499	38,386	26,734
CHARGES FROM WASTE COLLECTION	5,446	6,158	5,738	9,000
TOTAL	\$ 51,001	\$ 43,476	\$ 55,712	\$ 49,085
CAPITAL OUTLAY				
LAND IMPROVEMENTS	\$ -	\$ -	10,000	\$ -
MOTORIZED EQUIPMENT	-	-	140,663	-
TOTAL	\$ -	\$ -	150,663	\$ -
TOTAL DIVISION	\$ 1,722,309	\$ 2,674,978	\$ 2,295,330	\$ 2,398,416

2004 Budget

**DIVISION OF RECREATION
GOLF COURSES**

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTERGOVERNMENTAL REVENUE	\$ 641	\$ 724	\$ 817	-
SALES AND CHARGES FOR SERVICE	2,055,786	1,929,905	1,870,833	2,412,000
MISCELLANEOUS REVENUE	(16,565)	54,120	23,089	20,000
EXPENDITURE RECOVERIES	-	360	-	-
TOTAL DIVISION	\$ 2,039,862	\$ 1,985,109	\$ 1,894,739	\$ 2,432,000

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
2	2	2	Manager , Parks and Urban Forestry	22,333	67,140
2	2	2	OFFICE & CLERICAL		
1	1	0	Clerk, Chief	22,050	43,080
1	1	0	SERVICE & MAINTENANCE		
2	2	2	Foreman, Ground Maintenance Crew	15.05 Hr.	17.05 Hr.
2	2	2	Greenskeeper	18.40 Hr.	20.40 Hr.
1	1	1	Handyman, Mechanical	14.54 Hr.	16.54 Hr.
6	6	6	Maintenance Man, Ground	13.94 Hr.	15.94 Hr.
2	2	2	Repair Worker, Auto	12.60 Hr.	18.81 Hr.
13	13	13	TOTAL FULL TIME		
16	16	15	SEASONAL**		
40	48	48			
56	64	63			

* Salary Schedule effective October 27, 2003

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

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

JAMES F. GLENDING, COMMISSIONER

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

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
PROGRAMS:									
Convention Center									
Commissioner's Office	\$ 1,896	5		\$ 1,941	5		\$ 1,845	5	
Building Maintenance	1,967	18		2,126	18		1,953	18	
Theatrical Events	665	5	15	703	7	20	498	7	15
Security	243	2		384			205		
Fiscal	94	4		96	4		52	4	
Convention Events	1,265		24	1,224		77	1,291		60
Marketing Services	249	3		258	3		186	3	
Parking Operations	527			518			370		
Stadium Fund	3,045			9,577			10,500		
West Side Market									
Fiscal Operations	651	3		625	3		693	3	
Maintenance	490	5		377	5		412	5	
	\$ 11,092	45	39	\$ 17,829	45	97	\$ 18,005	45	75
FUNDING SOURCE:									
Other Funds*									
Convention Center	\$ 6,906	37	39	\$ 7,250	37	97	\$ 6,400	37	75
Stadium Fund	3,045			9,577			10,500		
West Side Market	1,141	8		1,002	8		1,105	8	
	\$ 11,092	45	39	\$ 17,829	45	97	\$ 18,005	45	75

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

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

MISSION

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

PROGRAM NAME: COMMISSIONER'S OFFICE

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

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

PROGRAM NAME: BUILDING MAINTENANCE

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

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

PROGRAM NAME: THEATRICAL EVENT ADMINISTRATION

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

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

PROGRAM NAME: SECURITY FUNCTIONS

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

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

PROGRAM NAME: FISCAL OPERATIONS

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

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

PROGRAM NAME: CONVENTION CENTER

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

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

2004 Budget

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

PROGRAM NAME: WEST SIDE MARKET

OBJECTIVES: To provide for the efficient operation of the West Side Market.

ACTIVITIES: Supervise tenant contract compliance, fiscal activities, labor management, development of rent structure and overall planning.

PROGRAM NAME: CLEVELAND BROWNS STADIUM

OBJECTIVES: To ensure the general public a clean, safe and secure public facility for the holding of annual events, music shows and other special events.

ACTIVITIES: Monitor the compliance with the terms of the lease agreement (i.e. annual rent, taxes, revenues and maintenance).

STADIUM PROJECT FUND

The Stadium project fund was established to account for the demolition of the existing Cleveland Stadium and construction of the new Cleveland Stadium. Additionally, this fund accounts for the transfer to schools and stadium debt service. The Cleveland Browns began leasing the Stadium in 2000 for a period of 30 years.

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

	2002		2003		2004	
	ACTUAL		UNAUDITED		MAYOR'S ESTIMATE	
	COST	STAFF	COST	STAFF	COST	STAFF
	FT	PT	FT	PT	FT	PT
PROJECT:						
Revenues:						
Total Project Receipts	\$ 3,045		\$ 7,577		\$ 10,500	
	\$ 3,045		\$ 7,577		\$ 10,500	
Expenditures:						
Stadium	3,045		7,577		10,500	
	\$ 3,045		\$ 7,577		\$ 10,500	

* The Stadium operating expenses and revenue are accounted for as an "Enterprise Fund" within the Convention Center Division.

2004 Budget

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

EXPENDITURES

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 685,271	\$ 720,746	\$ 1,549,460	\$ 1,431,474
PART TIME PERMANENT	1,007,839	977,152	1,347,732	633,987
LONGEVITY	7,175	6,900	18,800	19,775
WAGE SETTLEMENTS	3,221	-	17,978	220,000
SEPARATION PAYMENTS	-	4,151	2,579	-
OVERTIME	252,352	214,648	498,529	399,000
TOTAL	\$ 1,955,857	\$ 1,923,597	\$ 3,435,078	\$ 2,704,236
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 74,668	\$ 77,739	\$ 194,699	\$ 285,957
DENTAL	8,705	7,006	18,222	17,751
EYE CARE	-	535	1,768	1,817
PERS	256,060	266,794	440,822	303,721
POLICE AND FIREMENS DISAB AND PEN	411	765	(53)	-
FICA-MEDICARE	21,552	22,204	39,469	29,739
WORKERS COMPENSATION	152,460	47,625	97,889	151,045
LIFE INSURANCE	1,188	625	1,771	1,638
UNEMPLOYMENT COMPENSATION	1,625	5,646	6,340	-
TOOL INSURANCE	-	-	-	450
CLOTHING ALLOWANCE	900	-	3,510	900
CLOTHING MAINTENANCE	450	450	1,200	450
UNION WELFARE PAYMENT	-	48,930	16,757	-
TOTAL	\$ 518,018	\$ 478,319	\$ 822,394	\$ 793,468
TRAINING AND PROFESSIONAL DUES				
PROFESSIONAL DUES	\$ 675	\$ 2,060	\$ 1,550	\$ 2,000
TOTAL	\$ 675	\$ 2,060	\$ 1,550	\$ 2,000
UTILITIES				
CHILLED WATER	\$ 233,908	\$ 380,633	\$ 250,769	\$ 275,846
TELEPHONE	-	23,096	-	-
GAS	6,930	120,354	40,299	44,329
ELECTRICITY - CPP	800,213	936,130	905,597	950,877
STEAM	535,449	610,157	589,680	648,648
SECURITY AND MONITORING SYSTEM	220	2,678	150	-
TOTAL	\$ 1,576,721	\$ 2,073,049	\$ 1,786,495	\$ 1,919,700

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

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 2,769	\$ 4,163	\$ 6,924	\$ 1,000
PARKING IN CITY FACILITIES	356,812	203,871	234,501	197,000
PHOTOCOPY MACHINE RENTAL	83	2,907	1,080	2,000
EQUIPMENT RENTAL	2,000	3,490	2,500	-
OTHER CONTRACTUAL	108,351	38,297	172,996	110,000
BANK SERVICE FEES	-	34	514	-
CREDIT CARD PROCESSING FEES	-	-	13,159	-
STADIUM PROPERTY TAX	182,329	196,011	-	-
TOTAL	\$ 652,343	\$ 448,772	\$ 431,674	\$ 310,000
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 500	\$ 9	\$ -
DISCOUNTS LOST	-	11	-	-
COMPUTER HARDWARE	136	3,165	4,576	-
COMPUTER SOFTWARE	1,500	1,000	1,556	-
AIR COMPRESSOR PARTS	-	221	-	-
CLOTHING	6,500	1,500	1,500	-
HARDWARE AND SMALL TOOLS	7,000	3,835	394	1,000
BOILERS, HEATERS AND COOLING EQUI	40,772	22,383	5,068	5,000
SMALL EQUIPMENT	24,151	-	3,839	5,000
OFFICE FURNITURE AND EQUIP	-	1,998	-	-
ELECTRICAL SUPPLIES	40,695	33,169	29,347	30,000
HYGIENE AND CLEANING SUPPLIES	61,633	50,873	45,419	40,823
PAINTING EQUIPMENT AND SUPPLIES	6,500	2,000	2,999	2,500
PLUMBING SUPPLIES AND EQUIPMENT	9,777	-	8,000	10,000
MOTORS AND PUMPS	3,340	1,590	7,149	7,500
HEATING AND AIR FILTERS	689	12,000	-	-
LUMBER, GLASS AND DRYWALL	12,373	5,000	7,000	5,000
MEDICAL SUPPLIES	1,000	1,000	11,900	1,000
PHOTOGRAPHIC SUPPLIES	817	-	-	-
OTHER SUPPLIES	21,956	10,164	3,212	3,215
SAFETY EQUIPMENT	-	-	-	1,000
BATTERIES	-	-	-	800
JUST IN TIME OFFICE SUPPLIES	4,223	3,872	2,769	2,500
BUILDING MAINTENANCE SUPPLIES	9,772	14,731	4,001	3,000
MISC MAINTENANCE SUPPLIES	7,000	8,159	4,996	5,000
TOTAL	\$ 259,834	\$ 177,171	\$ 143,734	\$ 123,338

2004 Budget

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

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 4,065	\$ 1,077	\$ 1,458	\$ -
MAINTENANCE CONTRACTS	-	-	18	-
MAINTENANCE MACHINERY	23,862	38,617	11,841	10,000
MAINTENANCE UTILITY SYSTEMS	1,000	14,215	21,675	11,000
MAINTENANCE MISC EQUIP	22,610	31,686	17,386	10,000
MAINTENANCE BUILDING	35,087	12,010	22,722	20,000
CHARGES FROM DIVISION OF MAINT	758,632	1,232,646	11,042	-
TOTAL	\$ 845,256	\$ 1,330,251	\$ 86,142	\$ 51,000
CLAIMS, REFUNDS AND MISC.				
JUDGEMENTS, DAMAGES AND CLAIMS	\$ 839	\$ -	\$ -	\$ -
INDIRECT COST	230,000	182,412	315,528	219,312
TOTAL	\$ 230,839	\$ 182,412	\$ 315,528	\$ 219,312
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 142,933	\$ 82,129	\$ 106,136	\$ 122,491
CHARGES FROM RADIO SYSTEM	9,545	11,331	10,222	10,377
CHARGES FROM WATER	-	39,756	97	-
CHARGES FROM PRINTING	2,074	3,458	2,983	3,278
CHARGES FROM STOREROOM	1,024	992	1,153	1,262
CHARGES FROM MOTOR VEHICLES	21,484	11,815	35,233	24,538
CHARGES FROM DATA PROCESSING	897	621	-	-
CHARGES FROM WASTE COLLECTION	51,834	84,821	24,885	60,000
CHARGES FROM PARKS MAINT	66,544	55,824	47,341	55,000
TOTAL	\$ 296,335	\$ 290,747	\$ 228,050	\$ 276,946
TOTAL DIVISION	\$ 6,335,878	\$ 6,906,379	\$ 7,250,645	\$ 6,400,000

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
LOCAL TAXES	\$ 3,444,341	\$ 3,485,623	\$ 3,454,022	\$ 3,475,000
INTERGOVERNMENTAL REVENUES	-	-	645	-
SALES AND CHARGES FOR SERVICES	2,668,262	2,464,334	2,265,204	2,505,000
TRANSFERS IN	64,508	(63,717)	-	-
MISCELLANEOUS REVENUES	106,579	21,671	23,424	20,000
EXPENDITURE RECOVERIES	459,821	402,359	394,506	400,000
TOTAL DIVISION	\$ 6,743,512	\$ 6,310,270	\$ 6,137,801	\$ 6,400,000

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

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner Convention Ctr. & Stadium	45,201	118,423
1	1	1	Deputy Commissioner	26,274	74,739
1	0	0	Manager, Building	23,647	70,740
1	0	1	Private Secretary	9.34 Hr.	18.85 Hr.
2	2	2	Manager, Convention Sales	23,647	74,739
6	4	5			
OFFICE & CLERICAL					
1	1	1	Budget Analyst	19,427	48,028
1	1	1	Cashier, Box Office	10.33 Hr.	15.49 Hr.
1	2	2	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	1	Secretary	9.34 Hr.	15.71 Hr.
4	5	5			
PROFESSIONALS					
1	1	1	Manager of Box Office, Assistant	22,333	61,435
1	1	1			
SERVICE & MAINTENANCE					
1	1	1	Foreman, Setup	14.78 Hr.	16.78 Hr.
0	3	2	Building Station Engineer	10.14 Hr.	17.98 Hr.
0	1	1	Chief Building Station Engineer	12.37 Hr.	19.23 Hr.
0	1	1	Mechanical Handyman	14.54 Hr.	16.54 Hr.
0	2	2	Plumber Welder	33.53 Hr.	41.91 Hr.
0	3	2	Electrical Worker	33.87 Hr.	42.34 Hr.
10	10	10	Custodial Worker	9.34 Hr.	13.54 Hr.
19	2	2	Guard	9.34 Hr.	15.45 Hr.
1	0	0	Plasterer	27.86 Hr.	34.82 Hr.
1	1	1	Laborer, Municipal Service	13.94 Hr.	15.94 Hr.
0	1	1	Window Washer	12.54 Hr.	18.34 Hr.
3	3	3	Stage Hand	19.11 Hr.	27.34 Hr.
35	28	26			
46	38	37	TOTAL FULL TIME		
111	85	75	PART TIME		
157	123	112	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

2004 Budget

**DIVISION OF CONVENTION CENTER
WEST SIDE MARKET**

EXPENDITURES

	2001		2002		2003		2004
	Actual		Actual		Unaudited		Mayor's Estimate
SALARIES AND WAGES							
FULL TIME PERMANENT	\$ 213,332	\$	275,188	\$	301,303	\$	306,008
PART TIME PERMANENT	-		31,678		-		-
LONGEVITY	2,750		2,850		2,850		2,850
OVERTIME	35,901		40,889		27,009		25,671
TOTAL	\$ 251,983	\$	350,605	\$	331,162	\$	334,529
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 30,589	\$	33,976	\$	34,183	\$	43,409
DENTAL	3,139		2,960		3,059		3,151
EYE CARE	-		185		390		425
PERS	33,878		42,641		45,182		45,329
FICA-MEDICARE	2,472		3,442		3,579		3,733
WORKERS COMPENSATION	22,336		5,698		15,076		17,995
LIFE INSURANCE	463		309		281		374
CLOTHING ALLOWANCE	320		320		2,100		2,100
TOOL INSURANCE	-		-		-		600
TOOL PURCHASE	-		600		-		-
CLOTHING MAINTENANCE	400		438		550		550
TOTAL	\$ 93,597	\$	90,569	\$	104,400	\$	117,666
UTILITIES							
GAS	\$ 24,662	\$	120,969	\$	12,750	\$	62,000
ELECTRICITY - CPP	65,387		92,101		57,490		64,050
SECURITY AND MONITORING SYSTEM	2,764		-		1,350		400
TOTAL	\$ 92,813	\$	213,069	\$	71,590	\$	126,450
CONTRACTUAL SERVICES							
MILEAGE (PRIVATE AUTO)	\$ -	\$	-	\$	442	\$	200
PROFESSIONAL SERVICES	-		9,994		-		-
JANITORIAL SERVICES	197,052		159,600		182,291		144,000
PARKING IN CITY FACILITIES	63		21		50		50
PHOTOCOPY MACHINE RENTAL	-		619		205		300
OTHER CONTRACTUAL	25,290		3,548		20,769		186,114
TOTAL	\$ 222,405	\$	173,782	\$	203,757	\$	330,664

**DIVISION OF CONVENTION CENTER
WEST SIDE MARKET**

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
COMPUTER SOFTWARE	\$ 535	\$ -	\$ -	-
FIRE/EMS APPARATUS PARTS	-	1,000	-	-
CLOTHING	-	750	-	-
CHEMICAL	2,466	-	1,061	1,000
SALT AND DE-ICER	490	-	-	-
HARDWARE AND SMALL TOOLS	5,000	-	-	500
BOILERS, HEATERS AND COOLING EQUI	883	1,276	7,050	1,000
ELECTRICAL SUPPLIES	17,401	1,664	5,000	4,000
FENCE, POSTS AND BARS	-	10,725	-	-
HYGIENE AND CLEANING SUPPLIES	10,172	-	15,075	12,000
PAINTING EQUIPMENT AND SUPPLIES	912	-	-	-
DOORS, SHUTTERS AND WINDOWS	9,045	-	1,916	1,000
PLUMBING SUPPLIES AND EQUIPMENT	1,790	1,500	-	1,000
MOTORS AND PUMPS	909	3,000	-	-
HEATING AND AIR FILTERS	3,500	-	-	-
MEDICAL SUPPLIES	-	500	500	500
OTHER SUPPLIES	725	858	987	1,000
JUST IN TIME OFFICE SUPPLIES	-	-	293	1,314
BUILDING MAINTENANCE SUPPLIES	9,892	97	1,623	200
TOTAL	\$ 63,720	\$ 21,370	\$ 33,505	\$ 23,514
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ -	\$ 29,284	\$ 157	\$ 160
MAINTENANCE MACHINERY	54,777	7,200	20,244	15,000
MAINTENANCE FIRE APPARATUS	110	-	3,000	-
MAINTENANCE BUILDING	23,350	-	11,500	10,000
CHARGES FROM DIVISION OF MAINT	42,683	83,815	13,685	3,000
TOTAL	\$ 120,920	\$ 120,299	\$ 48,586	\$ 28,160
CLAIMS, REFUNDS AND MISC.				
JUDGEMENTS, DAMAGES AND CLAIMS	\$ -	\$ 250	\$ -	-
INDIRECT COST	60,000	-	35,378	35,378
TOTAL	\$ 60,000	\$ 250	\$ 35,378	\$ 35,378

2004 Budget

**DIVISION OF CONVENTION CENTER
WEST SIDE MARKET**

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 3,419	\$ 4,407	\$ 4,524	\$ 5,221
CHARGES FROM WATER	-	7,585	-	-
CHARGES FROM WATER POLLUTION	-	221	-	500
CHARGES FROM RADIO SYSTEM	-	-	-	216
CHARGES FROM CONVENTION CENTER	-	-	-	99,000
CHARGES FROM PRINTING	684	1,001	2,470	2,713
CHARGES FROM STOREROOM	18	-	-	-
CHARGES FROM DATA PROCESSING	759	621	-	-
CHARGES FROM WASTE COLLECTION	189,291	156,292	164,920	-
CHARGES FROM COMMUNITY DEV	448	1,069	1,858	600
TOTAL	\$ 194,619	\$ 171,196	\$ 173,772	\$ 108,250
TOTAL DIVISION	\$ 1,100,057	\$ 1,141,139	\$ 1,002,150	\$ 1,104,611

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES AND CHARGES FOR SERVICES	\$ 578,545	\$ 538,183	\$ 1,001,052	\$ 1,066,631
MISCELLANEOUS REVENUES	34,841	7,877	23,461	15,150
TRANSFERS IN	(752)	503,014	10,512	-
EXPENDITURE RECOVERIES	6,980	10,602	20,869	22,830
TOTAL DIVISION	\$ 619,614	\$ 1,059,676	\$ 1,055,894	\$ 1,104,611

**DIVISION OF CONVENTION CENTER
WEST SIDE MARKET**

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
OFFICE & CLERICAL					
1	1	1	Clerk, Principal	11.93 Hr.	17.85 Hr.
1	1	1			
PROFESSIONALS					
1	1	1	Manager or Markets	23,647	70,740
1	1	1	Special Assistant to the Mayor	20,410	90,000
2	2	2			
SKILLED CRAFT					
3	3	3	Engineer, Building Stationary	10.14 Hr.	17.98 Hr.
1	1	1	Engineer, Chief Building Stationary	12.37 Hr.	19.23 Hr.
4	4	4			
SERVICE & MAINTENANCE					
1	1	1	Laborer, Municipal Service	13.94 Hr.	15.94 Hr.
1	1	1			
8	8	8	TOTAL FULL TIME		
8	8	8	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

2004 Budget

**DIVISION OF CONVENTION CENTER
CLEVELAND BROWNS STADIUM**

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ 10,000	\$ 30,000	\$ 32,893
INSURANCE AND OFFICIAL BONDS	-	-	280,000	307,001
OTHER CONTRACTUAL	-	204,128	-	-
STADIUM PROPERTY TAX	-	196,011	392,022	429,826
TOTAL	\$ -	\$ 410,139	\$ 702,022	\$ 769,720
DEBT SERVICES				
PRINCIPAL	\$ -	\$ 507,000	\$ 1,860,000	\$ 2,039,366
INTEREST	-	2,128,175	7,014,485	7,690,914
TOTAL	\$ -	\$ 2,635,175	\$ 8,874,485	\$ 9,730,280
TOTAL DIVISION	\$ -	\$ 3,045,313	\$ 9,576,507	\$ 10,500,000

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
TRANSFER-IN	\$ -	\$ 4,377,648	\$ 9,576,507	\$ 10,500,000
TOTAL DIVISION	\$ -	\$ 4,377,648	\$ 9,576,507	\$ 10,500,000

**DIVISION OF PARKING FACILITIES
OFF-STREET**

DENNIS DONAHUE, COMMISSIONER

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

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

	2002			2003			2004			
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE		
		STAFF	PT		STAFF	PT		STAFF	PT	
PROGRAMS:										
Off-Street Parking	\$ 7,190	18	11	\$ 12,087	17	11	\$ 8,578	24	9	
On-Street Parking	842	18		946	23		1,118	28		
	\$ 8,032	36	11	\$ 13,033	40	11	\$ 9,696	52	9	
FUNDING SOURCE:										
Tax Supported	\$ 812			\$ 922	23		\$ 1,094	28		
Self Generated	30			24			24			
Enterprise Fund*	7,190			12,087	17	11	8,578	24	9	
	\$ 8,032	36	11	\$ 13,033	40	11	\$ 9,696	52	9	

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

MISSION

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

PROGRAM NAME: OFF-STREET PARKING

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

ACTIVITIES: Continue to improve operations. Manage all Community Development properties not being developed, but currently being operated as public parking lots, until such time as development becomes feasible. Oversee and monitor parking at Gateway and the Cleveland Hopkins Airport. Implement security programs for all parking facilities. Standardize all parking facilities (public and private) within the City, by setting policies and guidelines governing all parking facilities.

2004 Budget

**DIVISION OF PARKING FACILITIES
OFF-STREET**

EXPENDITURES

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 470,373	\$ 545,649	\$ 607,988	\$ 786,952
PART TIME PERMANENT	87,005	105,209	91,170	143,320
LONGEVITY	6,775	7,325	7,450	7,650
SEPARATION PAYMENTS	-	1,090	-	-
WAGE SETTLEMENT	-	775	-	-
OVERTIME	69,772	78,524	152,329	50,000
TOTAL	\$ 633,926	\$ 738,571	\$ 858,937	\$ 987,922
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 65,845	\$ 70,902	\$ 88,103	\$ 122,540
DENTAL	6,634	6,375	7,530	10,701
EYE CARE	-	737	1,231	1,771
PERS	82,967	95,560	116,227	120,429
POLICE AND FIRE ACCRUED LIABILITY	-	-	320	-
FICA-MEDICARE	3,682	4,879	6,229	14,343
WORKERS COMPENSATION	9,572	2,829	6,831	7,566
LIFE INSURANCE	1,077	642	839	1,077
UNEMPLOYMENT COMPENSATION	2,189	-	-	-
CLOTHING ALLOWANCE	3,175	2,850	4,770	5,050
CLOTHING MAINTENANCE	450	450	600	600
TOTAL	\$ 175,591	\$ 185,224	\$ 232,680	\$ 284,077
TRAINING AND DUES				
TRAVEL	\$ -	\$ 810	\$ 650	\$ -
TUITION AND REGISTRATION FEES	-	-	-	850
PROFESSIONAL DUES	1,520	650	975	950
TOTAL	\$ 1,520	\$ 1,460	\$ 1,625	\$ 1,800
UTILITIES				
ELECTRICITY - CPP	\$ 138,086	\$ 182,247	\$ 154,710	\$ 162,446
GAS	-	3,521	-	-
ELECTRICITY - OTHER	16,740	6,753	7,236	7,598
TOTAL	\$ 154,826	\$ 192,520	\$ 161,946	\$ 170,044
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 32,742	\$ 29,505	\$ 7,240	\$ 10,000
PARKING IN CITY FACILITIES	445	-	-	-
TAXES	144,154	154,971	157,964	190,140
PARKING TAX	366,179	377,082	403,502	230,656
PROPERTY RENTAL	110,563	110,563	110,563	110,563
PHOTOCOPY MACHINE RENTAL	29	1,159	598	1,000
BANK SERVICE FEES	-	5,569	29,289	35,000
STATE AUDITOR EXAMINATION	(11,000)	32,035	14,738	-
OTHER CONTRACTUAL	30,270	20,037	19,524	21,000
CREDIT CARD PROCESSING FEES	-	-	2,163	2,000
TOTAL	\$ 673,380	\$ 730,920	\$ 745,581	\$ 600,359

**DIVISION OF PARKING FACILITIES
OFF-STREET**

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 120	\$ -	\$ 2	\$ -
COMPUTER HARDWARE	-	10,800	-	-
CLOTHING	-	9,500	9,500	10,000
HARDWARE AND SMALL TOOLS	4,655	1,000	2,970	5,000
WELDING SUPPLIES AND EQUIPMENT	500	-	500	500
ELECTRICAL SUPPLIES	48,047	26,540	31,310	32,453
HYGIENE AND CLEANING SUPPLIES	-	-	3,000	3,000
MEDICAL SUPPLIES	-	1,000	-	2,000
PAPER AND PRINTING SUPPLIES	2,000	-	-	-
OTHER SUPPLIES	32,661	33,940	31,273	40,160
JUST IN TIME OFFICE SUPPLIES	2,043	1,993	2,304	1,600
TOTAL	\$ 90,026	\$ 84,773	\$ 80,859	\$ 94,713
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 189	\$ -	\$ 2,961	\$ 3,000
MAINTENANCE CONTRACTS	21,550	11,900	9,350	13,000
MAINTENANCE MACHINERY	23,198	18,075	20,140	20,000
CAR WASHES	500	1,000	1,000	1,000
MAINTENANCE MISC EQUIP	9,219	10,900	11,936	12,000
MAINTENANCE BUILDING	448	975	-	1,000
CHARGES FROM DIVISION OF MAINT	6,280	21,580	19,405	18,000
TOTAL	\$ 61,384	\$ 64,430	\$ 64,792	\$ 68,000
CLAIMS, REFUNDS AND MISC.				
IRS ARBITRAGE/PENALTY PAYMENT	\$ -	\$ 20,127	\$ -	\$ -
OTHER REFUNDS AND ADJUSTMENTS	181,146	-	-	-
TOTAL	\$ 181,146	\$ 20,127	\$ -	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 11,733	\$ 43,140	\$ 38,192	\$ 44,077
CHARGES FROM WATER POLLUTION	626	-	-	391
CHARGES FROM PRINTING	2,265	2,118	6,352	6,977
CHARGES FROM STOREROOM	289	725	603	660
CHARGES FROM MOTOR VEHICLES	17,161	21,420	20,436	14,233
CHARGES FROM DATA PROCESSING	8,076	1,179	-	-
CHARGES FROM WASTE COLLECTION	797	1,225	1,377	1,000
CHARGES FROM PARKS MAINT	83,278	103,569	68,472	134,147
TOTAL	\$ 124,223	\$ 173,376	\$ 135,432	\$ 201,485
INTERFUND SUBSIDIES				
TRANSFER TO OTHER SUBCLASSES	\$ -	\$ -	\$ 3,733,107	\$ -
TOTAL	\$ -	\$ -	\$ 3,733,107	\$ -

2004 Budget

**DIVISION OF PARKING FACILITIES
OFF-STREET**

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
DEBT SERVICE				
ENTERPRISE DEBT SERVICE - PRINCIPAL	\$ 1,905,000	\$ 2,001,667	\$ 2,529,009	\$ 2,175,000
ENTERPRISE DEBT SERVICE - INTEREST	2,702,555	2,997,045	3,416,106	3,995,087
TOTAL	\$ 4,607,555	\$ 4,998,712	\$ 5,945,115	\$ 6,170,087
CAPITAL OUTLAY				
AUTOMOBILES	\$ -	\$ -	\$ 127,170	\$ -
TOTAL	\$ -	\$ -	\$ 127,170	\$ -
TOTAL DIVISION	\$ 6,703,576	\$ 7,190,114	\$ 12,087,244	\$ 8,578,487

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
LOCAL TAXES	\$ 366,179	\$ 377,082	\$ 403,501	\$ 385,000
SALES AND CHARGES FOR SERVICES	5,070,152	5,601,404	5,866,039	5,115,000
MISCELLANEOUS REVENUES	866,943	583,570	51,505	590,000
REVENUE TRANSFERS	1,904,152	1,276,626	1,300,157	2,000,000
EXPENDITURE RECOVERIES	602,033	627,697	554,452	618,986
TOTAL DIVISION	\$ 8,809,458	\$ 8,466,379	\$ 8,175,654	\$ 8,708,986

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Parking Facilities	40,315	119,646
4	4	4	Coordinator, Parking	18.71 Hr.	20.71 Hr.
5	5	5			
OFFICE & CLERICAL					
2	1	3	Clerk, Senior	10.29 Hr.	14.74 Hr.
2	1	3			
PROFESSIONALS					
1	1	2	Manager of Parking	23,647	70,740
1	1	1	Budget Analyst	19,427	48,028
2	2	3			
SERVICE & MAINTENANCE					
1	0	1	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
10	9	12	Attendant, Parking	9.34 Hr.	14.54 Hr.
11	9	13			
20	17	24	TOTAL FULL TIME		
9	11	9	TOTAL PART TIME		
29	28	33	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

**DIVISION OF PARKING FACILITIES
ON-STREET**

PROGRAM NAME: ON-STREET PARKING

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

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

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 476,659	\$ 545,815	\$ 656,881	\$ 752,181
LONGEVITY	5,025	4,900	5,200	5,675
SEPARATION PAYMENTS	-	1,455	-	-
OVERTIME	32,340	58,518	-	-
TOTAL	\$ 514,025	\$ 610,689	\$ 662,081	\$ 757,856
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 89,875	\$ 91,439	\$ 123,607	\$ 165,159
DENTAL	8,991	7,863	11,289	14,333
EYE CARE	-	504	1,253	2,025
PERS	67,550	78,910	86,624	111,162
FICA-MEDICARE	6,018	7,300	8,015	10,981
WORKERS COMPENSATION	7,885	2,335	5,705	5,764
LIFE INSURANCE	1,402	781	987	1,217
UNEMPLOYMENT COMPENSATION	-	-	-	4,500
CLOTHING ALLOWANCE	3,550	3,550	3,550	9,325
CLOTHING MAINTENANCE	1,575	1,575	1,575	3,275
TOTAL	\$ 186,846	\$ 194,256	\$ 242,605	\$ 327,741
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 7,455	\$ 7,060	\$ 7,274	\$ 8,395
CHARGES FROM CENTRAL STOREROOM	-	-	253	277
CHARGES FROM MOTOR VEHICLES	25,682	29,046	34,226	23,837
CHARGES FROM DATA PROCESSING	1,572	1,179	-	-
TOTAL	\$ 34,709	\$ 37,286	\$ 41,753	\$ 32,509
TOTAL DIVISION	\$ 735,580	\$ 842,231	\$ 946,439	\$ 1,118,106

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICE	\$ 16,000	\$ 30,000	\$ 24,000	\$ 24,000
MISCELLANEOUS REVENUE	25	-	-	-
TOTAL DIVISION	\$ 16,025	\$ 30,000	\$ 24,000	\$ 24,000

2004 Budget

**DIVISION OF PARKING FACILITIES
ON-STREET**

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			OFFICE & CLERICAL		
2	2	2	Clerk, Senior	10.29 Hr.	14.74 Hr.
2	2	2			
			PROFESSIONALS		
0	1	0	Manager of Parking	23,647	70,740
2	1	2	Supervisor, Parking Enforcement	19,427	36,845
2	2	2			
			PROTECTIVE SERVICE		
14	15	19	Officer, Parking Enforcement	9.74 Hr.	13.69 Hr.
14	15	19			
			TECHNICIAN		
1	1	1	Foreman, Parking Meter	24,679	37,354
4	3	4	Parking Meter Serviceman	13.62 Hr.	15.27 Hr.
5	4	5			
23	23	28	TOTAL FULL TIME		
23	23	28	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF PROPERTY MANAGEMENT

THOMAS NAGEL, COMMISSIONER

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

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

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

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
DIVISIONS:									
City Hall Maintenance	\$ 1,631	9	3	\$ 1,845	14	2	\$ 1,838	14	
Building Maintenance	6,018	55	3	5,261	78		4,482	57	
Facilities Security				124			304	5	
H.V.A.C. Maintenance	509	14		278	10		425	9	
Summer Facility Maintenance	748	2	8	462	5	2	419	5	
Warehouse & Inventory	88	1			2		62	1	
Hough Service Center	89			82					
Carr Municipal Center	81			34					
Building Rehab Task Force	142		9	138			124		
East Side Market	71	1		71	1		78	1	
Convention Ctr. Maintenance	1,028	14	39	647	19		485	8	
	\$ 10,405	96	62	\$ 8,942	129	4	\$ 8,217	100	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 5,923			\$ 6,409			\$ 5,241		
Self - Generated	4,411			2,462			2,898		
	\$ 10,334	95	62	\$ 8,871	128	4	\$ 8,139	99	
East Side Market	\$ 71	1		\$ 71	1		\$ 78	1	
	\$ 10,405	96	62	\$ 8,942	129	4	\$ 8,217	100	

DIVISION OF PROPERTY MANAGEMENT

MISSION

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

PROGRAM NAME: BUILDING OPERATIONS & MAINTENANCE

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

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

PROGRAM NAME: HOUSEKEEPING SERVICES

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

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

PROGRAM NAME: CAPITAL REPAIRS & IMPROVEMENTS

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

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

PROGRAM NAME: FACILITIES SECURITY

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

ACTIVITIES: Assign Guards to these buildings during operating hours for the purpose of public safety while visiting the facility.

DIVISION OF PROPERTY MANAGEMENT

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME WAGES	\$ 4,543,525	\$ 4,552,231	\$ 4,037,682	\$ 3,944,406
PART-TIME PERMANENT	1,391,486	1,323,156	646,350	-
INJURY PAY	-	-	6,041	-
WAGE SETTLEMENTS	-	6,996	1,221	-
LONGEVITY	56,275	60,850	44,750	45,825
SEPARATION PAYMENTS	8,902	68,510	20,890	-
OVERTIME	697,821	742,785	463,689	202,000
TOTAL	\$ 6,698,009	\$ 6,754,527	\$ 5,220,623	\$ 4,192,231
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 574,140	\$ 568,578	\$ 533,605	\$ 626,871
DENTAL	60,390	51,815	47,231	50,228
EYE CARE	-	3,636	5,324	5,088
PERS	886,213	924,315	717,141	622,613
FICA-MEDICARE	65,023	65,943	50,708	36,500
WORKERS COMPENSATION	601,673	165,954	343,455	337,136
LIFE INSURANCE	10,521	5,478	4,862	4,652
UNEMPLOYMENT COMPENSATION	24,974	8,650	4,951	112,756
CLOTHING ALLOWANCE	7,535	6,995	11,715	9,075
TOOL PURCHASE	-	-	-	1,800
TOOL INSURANCE	-	-	-	370
SHOE ALLOWANCE	-	-	-	2,000
LICENSE RENEWAL	-	-	-	420
CLOTHING MAINTENANCE	5,000	4,750	3,700	9,000
TOTAL	\$ 2,235,470	\$ 1,806,114	\$ 1,722,692	\$ 1,818,509
TRAINING AND DUES				
TUITION & REGISTRATION FEES	\$ -	\$ 750	\$ 510	\$ 500
PROFESSIONAL DUES	1,289	990	858	1,500
TOTAL	\$ 1,289	\$ 1,740	\$ 1,368	\$ 2,000
UTILITIES				
CHILLED WATER	\$ 295,548	\$ 341,463	\$ 462,801	\$ 485,941
GAS	78,773	(25,474)	31,084	34,192
ELECTRICITY - CPP	445,691	523,994	575,387	604,156
ELECTRICITY - OTHER	2,533	6,105	2,550	2,678
STEAM	171,564	151,200	151,200	158,760
SECURITY & MONITORING SYSTEM	3,810	-	1,726	4,305
BROKERED GAS SUPPLY	9,351	7,644	8,829	9,271
TOTAL	\$ 1,007,271	\$ 1,004,933	\$ 1,233,577	\$ 1,299,303

2004 Budget

DIVISION OF PROPERTY MANAGEMENT

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,924	\$ 5,589	\$ 4,003	\$ 3,000
SECURITY SERVICES	41,021	31,750	49,084	51,750
PARKING IN CITY FACILITIES	4,413	4,044	3,181	3,105
PHOTOCOPY MACHINE RENTAL	47	2,192	457	2,500
EQUIPMENT RENTAL	8,325	1,189	-	5,000
REFUNDS AND MISCELLANEOUS	-	-	6	-
OTHER CONTRACTUAL	45,305	48,609	40,699	51,750
TOTAL	\$ 101,034	\$ 93,373	\$ 97,430	\$ 117,105
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 937	\$ -	\$ 157	\$ 40
COMPUTER HARDWARE	-	393	-	-
CHEMICAL	8,000	13,000	8,000	4,000
CLOTHING	40,000	18,000	22,500	5,884
HARDWARE AND SMALL TOOLS	9,918	14,337	7,363	3,000
WELDING SUPPLIES AND EQUIPMENT	9,000	3,669	6,118	3,500
HEATERS AND COOLING EQUIPMENT	134,896	32,241	7,910	40,873
ELECTRICAL SUPPLIES	141,151	50,515	52,990	45,000
HYGIENE AND CLEANING SUPPLIES	144,291	169,300	154,935	130,107
AQUATICS (POOL) SUPPLIES	32,775	21,787	19,744	11,000
PAINTING EQUIPMENT AND SUPPLIES	61,000	21,792	-	17,000
DOORS, SHUTTERS AND WINDOWS	27,203	1,195	-	11,000
PLUMBING SUPPLIES AND EQUIP	57,739	3,597	13,766	21,500
MOTERS AND PUMPS	77,589	4,978	200	12,800
HEATING AND AIR FILTERS	2,599	3,853	12,311	1,300
LUMBER, GLASS AND DRYWALL	20,000	9,576	5,000	10,000
MEDICAL SUPPLIES	1,308	1,350	200	650
OTHER SUPPLIES	2,518	1,284	1,513	-
ARTS & CRAFTS SUPPLIES	2,360	-	-	-
SAFETY EQUIPMENT	3,553	5,000	1,000	1,750
JUST IN TIME OFFICE SUPPLIES	1,460	1,599	1,331	1,200
BUILDING MAINTENANCE SUPPLIES	25,526	4,053	26,359	15,000
CEMENT, SAND & GRAVEL	18,000	9,991	-	8,500
TOTAL	\$ 821,823	\$ 391,509	\$ 341,397	\$ 344,104

DIVISION OF PROPERTY MANAGEMENT

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 71	\$ 523	\$ 74	\$ 1,000
MAINTENANCE CONTRACTS	1,077	5,000	500	5,931
MAINTENANCE MACHINERY	67,720	41,196	39,354	52,000
MAINTENANCE FIRE APPARATUS	104,459	13,888	5,325	92,000
CAR WASHES	250	-	200	500
REPAIR OF OVERHEAD DOORS	5,000	-	-	10,000
MAINTENANCE BUILDING	43,053	3,453	5,380	30,000
TOTAL	\$ 221,630	\$ 64,059	\$ 50,833	\$ 191,431
CLAIMS, REFUNDS AND MISC.				
JUDGEMENTS, DAMAGES, & CLAIMS	\$ -	\$ 6,366	\$ -	\$ -
TOTAL	\$ -	\$ 6,366	\$ -	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 32,870	\$ 20,744	\$ 19,512	\$ 22,519
CHARGES FROM RADIO SYSTEM	7,428	6,624	7,337	7,148
CHARGES FROM WATER	-	-	1,405	2,000
CHARGES FROM WATER POLLUTION	147	314	-	1,000
CHARGES FROM PRINTING	2,851	4,268	2,618	2,876
CHARGES FROM STOREROOM	170	54	310	339
CHARGES FROM MOTOR VEHICLES	137,201	127,587	152,585	106,270
CHARGES FROM DATA PROCESSING	6,144	4,572	-	-
CHARGES FROM WASTE COLLECTION	16,320	45,984	19,683	30,212
CHARGES FROM COMMUNITY DEV	1,628	784	1,411	1,708
TOTAL	\$ 204,759	\$ 210,930	\$ 204,861	\$ 174,072
TOTAL DIVISION	\$ 11,291,285	\$ 10,333,551	\$ 8,872,781	\$ 8,138,755

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTERGOVERNMENTAL REVENUES	\$ -	\$ -	\$ 8,455	\$ -
SALES & CHARGES FOR SERVICES	294,745	283,953	256,116	297,519
MISCELLANEOUS REVENUES	-	231	780	-
EXPENDITURE RECOVERIES	904,477	4,126,468	2,196,349	2,600,000
TOTAL DIVISION	\$ 1,199,222	\$ 4,410,652	\$ 2,461,700	\$ 2,897,519

2004 Budget

DIVISION OF PROPERTY MANAGEMENT

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
2	2	3	Assistant Custodian	19,427	43,908
1	1	1	Custodian of City Hall	26,274	64,151
1	1	1	Commissioner, Property Management	45,201	132,782
1	1	1	Manager of General Maintenance	23,647	70,740
1	1	1	Manager of Properties	30,215	94,105
0	1	0	Private Secretary to the Director	19,427	43,080
6	7	7			
OFFICE & CLERICAL					
1	1	1	Private Secretary	9.34 Hr.	18.85 Hr.
1	1	1	Clerk, Senior	10.29 Hr.	14.74 Hr.
2	2	2	Clerk, Stock	9.34 Hr.	16.19 Hr.
4	4	4			
PROFESSIONALS					
1	1	1	Junior Personnel Assistant	19,427	35,666
1	1	2	Manager of Buildings	23,647	70,740
1	1	1	Manager, Warehouse Inventory	22,333	72,735
3	3	4			
PROTECTIVE SERVICE					
4	2	4	Guards	9.34 Hr.	15.45 Hr.
4	2	4			
SKILLED CRAFT					
16	15	11	Engineer, Building Stationary	10.14 Hr.	17.98 Hr.
1	1	1	Engineer, Chief Building Stationary	12.37 Hr.	19.23 Hr.
3	3	2	Painters	27.26 Hr.	34.08 Hr.
2	2	2	Carpenter	27.76 Hr.	34.70 Hr.
2	1	1	Cement Finisher	28.13 Hr.	35.16 Hr.
1	1	1	Foreman, Carpenter	28.76 Hr.	35.95 Hr.
1	1	1	Foreman, Electrical Worker	34.67 Hr.	43.34 Hr.
1	1	1	Foreman, Painter	28.06 Hr.	35.08 Hr.
1	1	1	Foreman, Plumber	34.33 Hr.	42.91 Hr.
2	2	1	Plasterer	27.86 Hr.	34.82 Hr.
7	7	6	Plumber	33.53 Hr.	41.91 Hr.
2	1	1	Roofer	28.42 Hr.	35.53 Hr.
6	5	5	Worker, Electrical	33.87 Hr.	42.34 Hr.
1	1	1	Worker, Sheetmetal	31.50 Hr.	39.37 Hr.
1	1	1	Welder	18.36 Hr.	21.92 Hr.
47	43	36			
SERVICE & MAINTENANCE					
64	54	30	Custodial Worker	9.34 Hr.	13.54 Hr.
1	1	1	Handyman, Mechanical	14.54 Hr.	16.54 Hr.
9	10	10	Laborer, Municipal Service	13.94 Hr.	15.94 Hr.
2	2	2	Custodial Worker, Supervisor	19,427	38,288
2	2	2	Window Washer	12.54 Hr.	18.37 Hr.
78	69	45			
142	128	100	TOTAL FULL TIME		
1	4	0	PART TIME - Seasonal		
143	132	100	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

2004 Budget

**DIVISION OF PROPERTY MANAGEMENT
EAST SIDE MARKET**

PROGRAM NAME: MARKETING & MAINTENANCE

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

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

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 21,269	\$ 44,158	\$ 44,201	\$ 44,671
SEPARATION PAYMENTS	673	-	-	-
TOTAL	\$ 21,942	\$ 44,158	\$ 44,201	\$ 44,671
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 1,185	\$ 2,269	\$ 2,516	\$ 2,882
DENTAL	119	196	213	222
EYE CARE	-	45	49	49
PERS	3,226	5,938	5,935	6,053
FICA-MEDICARE	315	636	637	648
WORKERS COMPENSATION	98	29	118	104
UNEMPLOYMENT	36	448	-	-
LIFE INSURANCE	3,438	44	47	47
TOTAL	\$ 8,417	\$ 9,605	\$ 9,515	\$ 10,005
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ -	\$ 85	\$ -
OTHER CONTRACTUAL	15,096	1,160	-	4,500
TOTAL	\$ 15,096	\$ 1,160	\$ 85	\$ 4,500
MAINTENANCE				
MAINTENANCE MISC. EQUIPMENT	\$ -	\$ 200	\$ -	\$ -
MAINTENANCE MACHINERY	10,000	3,592	-	-
BUILDING MAINTENANCE	-	-	480	1,000
CHARGES FROM DIVISION OF MAINT'	8,514	11,984	16,448	-
TOTAL	\$ 18,514	\$ 15,776	\$ 16,928	\$ 1,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM PRINTING	\$ -	\$ -	\$ 450	\$ 14,000
CHARGES FROM PARK MAINT'	-	-	-	3,601
CHARGES FROM W.P.C.	492	-	-	-
TOTAL	\$ 492	\$ -	\$ 450	\$ 17,601
TOTAL DIVISION	\$ 64,461	\$ 70,699	\$ 71,179	\$ 77,777

2004 Budget

**DIVISION OF PROPERTY MANAGEMENT
EAST SIDE MARKET**

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES AND CHARGES FOR SERVICES	\$ 27,384	\$ 67,928	\$ 78,400	\$ 78,400
MISCELLANEOUS REVENUES	8,355	1,854	3,062	-
TOTAL DIVISION	\$ 35,739	\$ 69,782	\$ 81,462	\$ 78,400

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
PROFESSIONALS					
1	1	1	Markets, Manager	23,647	70,740
1	1	1			
1	1	1	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF PARK MAINTENANCE AND PROPERTIES

RICHARD L. SILVA, COMMISSIONER

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

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

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

BUDGET COMMENT

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

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

DIVISION OF PARK MAINTENANCE AND PROPERTIES

MISSION

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

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	FT		PT	STAFF		FT	PT
PROGRAMS:									
Horticulture Development	\$ 668	10	4	\$ 641	10	3	\$ 615	8	1
Urban Forestry Maintenance	2,408	33		2,398	30		2,227	29	
Park Administration	576	8		401	7		378	5	
Snow Bird	422	7		561	7		530	7	
Lot Cleaning	2,293	24	129	2,445	20	129	1,993	16	101
Equipment Maintenance	640	11		801	11		751	10	
Special Events Crews	91	6							
Parks Ground Maintenance	6,642	77	108	6,860	71	112	6,196	70	100
Parking Lot Maintenance	245	4		321	4		303	4	
Cemetery Maintenance	2,240	33	14	2,346	35	18	1,970	29	10
Project Clean Lot Maintenance	650		76	500		45	810		99
Clean Sweep Support Services	95		9	100		10			
Highway Maintenance	90								
	\$ 17,060	213	340	\$ 17,374	195	317	\$ 15,773	178	311
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 11,522			\$ 14,267			\$ 12,637		
Self - Generated	2,648			261			356		
	\$ 14,170	180	250	\$ 14,528	160	254	\$ 12,993	149	202
Grants**	\$ 650		76	\$ 500		45	\$ 810		99
Enterprise Fund:*									
Cemeteries	2,240	33	14	2,346	35	18	1,970	29	10
	\$ 17,060	213	340	\$ 17,374	195	317	\$ 15,773	178	311

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

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

PROGRAM NAME: HORTICULTURE, MALL, AND CULTURAL GARDENS

OBJECTIVES: To operate the City Greenhouse.

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

DIVISION OF PARK MAINTENANCE AND PROPERTIES**PROGRAM NAME: URBAN FORESTRY**

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

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

PROGRAM NAME: WAREHOUSE / OPERATIONS HEADQUARTERS

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

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

PROGRAM NAME: FIELD MAINTENANCE

OBJECTIVES: To maintain athletic fields and other grounds.

ACTIVITIES: To prepare diamonds and maintain athletic recreational fields and properties.

PROGRAM NAME: SNOW REMOVAL

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

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

PROGRAM NAME: SNOW BIRD

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

ACTIVITIES: Operating snow plows and salt spreaders.

PROGRAM NAME: LOT CUTTING AND CLEANING

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

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

DIVISION OF PARK MAINTENANCE AND PROPERTIES

PROGRAM NAME: VEHICLE AND EQUIPMENT REPAIR

OBJECTIVES: To provide mechanical services to off road equipment and vehicles.

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

PROGRAM NAME: PARKS GROUND MAINTENANCE

OBJECTIVES: provide pleasant and attractive public areas.

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

PROGRAM NAME: CEMETERIES

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

ACTIVITIES: Maintain grounds and provide burial services.

DIVISION OF PARK MAINTENANCE AND PROPERTIES

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME WAGES	\$ 6,287,066	\$ 6,772,851	\$ 6,019,447	\$ 5,684,200
SEASONAL	331,971	324,860	380,631	366,374
INJURY PAY	-	-	70,139	-
LONGEVITY	67,475	69,875	67,550	54,875
WAGE SETTLEMENTS	4,610	36,016	3,035	-
SEPARATION PAYMENTS	23,892	12,537	74,434	-
OVERTIME	215,263	169,319	159,121	214,162
TOTAL	\$ 6,930,278	\$ 7,385,458	\$ 6,774,357	\$ 6,319,611
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 950,951	\$ 948,810	\$ 952,524	\$ 976,733
DENTAL	94,202	85,310	83,545	78,680
EYE CARE	-	5,588	9,099	7,584
PERS	928,604	1,005,255	946,499	865,170
FICA-MEDICARE	66,168	70,821	68,244	91,029
WORKERS COMPENSATION	296,896	83,396	178,518	304,055
LIFE INSURANCE	14,967	8,250	7,661	7,032
UNEMPLOYMENT COMPENSATION	58,901	55,721	60,919	38,896
CLOTHING ALLOWANCE	37,425	47,817	47,730	36,100
TOOL INSURANCE	-	-	-	2,770
CLOTHING MAINTENANCE	34,137	24,450	26,222	19,250
TOTAL	\$ 2,482,251	\$ 2,335,419	\$ 2,380,961	\$ 2,427,299
TRAINING AND DUES				
TRAVEL	\$ -	\$ -	\$ 200	\$ -
TUITION AND REGISTRATION FEES	270	-	490	400
PROFESSIONAL DUES	115	70	150	400
TOTAL	\$ 385	\$ 70	\$ 840	\$ 800
UTILITIES				
SEWER - OTHER	\$ 276	\$ 952	\$ -	\$ -
GAS	151,779	263,835	40,040	44,045
ELECTRICITY - CPP	235,739	343,390	296,437	311,260
ELECTRICITY - OTHER	36,517	80,442	44,571	46,800
STEAM	40,099	15,460	15,120	15,120
SECURITY AND MONITORING SYSTEM	3,965	5,122	6,176	4,973
BROKERED GAS SUPPLY	7,473	7,853	7,359	7,727
TOTAL	\$ 475,849	\$ 717,054	\$ 409,703	\$ 429,925

2004 Budget

DIVISION OF PARK MAINTENANCE AND PROPERTIES

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 26,583	\$ 52,468	\$ 1,500	\$ -
COURT REPORTER	-	-	-	-
REFEREE SERVICES	7,996	8,505	4,077	6,000
WASTE DISPOSAL	4,484	4,150	6,317	5,000
MEDICAL SERVICES	-	-	501	-
ADVERTISING AND PUBLIC NOTICE	7,866	260	-	-
PARKING IN CITY FACILITIES	3,764	3,480	2,776	3,500
PROPERTY RENTAL	43,676	43,676	43,676	43,676
PHOTOCOPY MACHINE RENTAL	447	4,865	2,051	2,800
REFUNDS AND MISCELLANEOUS	-	530	339	-
OTHER CONTRACTUAL	1,534,503	1,598,816	2,488,728	1,790,658
TOTAL	\$ 1,629,318	\$ 1,716,749	\$ 2,549,965	\$ 1,851,634
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 1,348	\$ 1,780	\$ 524	\$ 700
CHEMICAL	2,614	606	800	2,500
SALT AND DE-ICER	30,001	2,348	15,372	20,000
CLOTHING	4,806	2,687	3,015	3,200
HARDWARE AND SMALL TOOLS	20,336	15,983	11,171	13,500
WELDING SUPPLIES AND EQUIPMENT	4,000	4,000	2,500	2,500
SEED, FERTILIZER AND HERBICIDE	29,771	9,900	17,900	21,950
SMALL EQUIPMENT	69,125	22,115	25,661	25,000
OFFICE FURNITURE AND EQUIPMENT	6,709	750	888	-
FENCE, POSTS AND BARS	13,836	-	1,027	2,000
HYGIENE AND CLEANING SUPPLIES	6,305	3,760	3,151	5,000
CLAY, SOIL AND TURF	23,137	3,825	16,919	16,000
PLAYGROUND EQUIPMENT	12,539	5,821	2,081	9,000
MEDICAL SUPPLIES	2,600	850	-	2,000
PHOTOGRAPHIC SUPPLIES	1,095	-	927	1,000
OTHER SUPPLIES	21,801	30,259	15,626	16,000
SPORTING GOODS SUPPLIES	9,508	2,894	4,879	5,000
SAFETY EQUIPMENT	11,387	6,899	4,768	5,000
GREENHOUSE MAINTENANCE SUPP	85,179	34,097	46,770	49,000
JUST IN TIME OFFICE SUPPLIES	2,693	3,290	3,237	3,050
CEMENT SAND AND GRAVEL	5,600	-	1,800	-
MISC MAINTENANCE SUPPLIES	17,360	13,640	17,163	24,000
TOTAL	\$ 381,749	\$ 165,505	\$ 196,179	\$ 226,400

DIVISION OF PARK MAINTENANCE AND PROPERTIES

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 2,206	\$ 1,614	\$ 1,722	\$ 2,000
MAINTENANCE CONTRACTS	7,000	5,500	6,000	8,000
MAINTENANCE MACHINERY	9,999	8,000	750	8,000
MAINTENANCE FIRE APPARATUS	2,648	1,000	6,626	2,000
MAINTENANCE VEHICLES	1,000	1,000	500	1,000
CAR WASHES	500	-	-	-
MAINTENANCE MISC EQUIPMENT	2,999	-	-	-
MAINTENANCE BUILDING	4,307	6,723	1,188	1,200
TOTAL	\$ 30,659	\$ 23,837	\$ 16,786	\$ 22,200
CLAIMS, REFUNDS AND MISC.				
JUDGEMENTS, DAMAGES AND CLAIMS	\$ 7,061	\$ 8,018	\$ 8,683	\$ 10,000
TOTAL	\$ 7,061	\$ 8,018	\$ 8,683	\$ 10,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 41,793	\$ 48,565	\$ 53,115	\$ 61,300
CHARGES FROM RADIO SYSTEM	28,443	30,546	28,274	30,925
CHARGES FROM WATER POLLUTION	818	534	-	-
CHARGES FROM PRINTING	15,543	9,502	14,960	16,432
CHARGES FROM STOREROOM	1,332	1,876	2,028	2,220
CHARGES FROM MOTOR VEHICLES	1,382,847	1,324,417	1,744,465	1,214,955
CHARGES FROM DATA PROCESSING	16,415	12,312	-	-
CHARGES FROM WASTE COLLECTION	365,076	390,275	347,701	379,672
TOTAL	\$ 1,852,266	\$ 1,818,028	\$ 2,190,543	\$ 1,705,504
CAPITAL OUTLAY				
TRANSFER TO CAPITAL	\$ 12,512	\$ -	\$ -	\$ -
TOTAL	\$ 12,512	\$ -	\$ -	\$ -
TOTAL DIVISION	\$ 13,802,327	\$ 14,170,137	\$ 14,528,017	\$ 12,993,373

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTERGOVERNMENTAL REVENUES	\$ -	\$ -	\$ 521	\$ -
SALES AND CHARGES FOR SERVICES	137,668	286,475	129,396	108,500
MISCELLANEOUS REVENUES	77,736	8,273	6,918	99,259
EXPENDITURE RECOVERIES	302,051	2,353,098	124,513	148,300
TOTAL DIVISION	\$ 517,455	\$ 2,647,846	\$ 261,348	\$ 356,059

2004 Budget

DIVISION OF PARK MAINTENANCE AND PROPERTIES

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Administrative Officer	19,427	48,000
1	1	1	Commissioner, Park Maint. & Properties	42,758	133,780
1	1	1	Commissioner, Deputy-Park, Maint. & Properties	30,215	94,105
1	1	1	Deputy Project Director	19,785	56,930
5	5	5	Manager Assistant, Park & Urban Forestry	21.94 Hr.	23.94 Hr.
4	4	3	Manager, Parks & Urban Forestry	22,333	67,140
13	13	12			
OFFICE & CLERICAL					
1	1	1	Analyst, Budget	19,427	48,028
2	2	0	Clerk, Junior	9.89 Hr.	12.57 Hr.
1	1	1	Clerk, Principal	11.93 Hr.	17.85 Hr.
2	2	2	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	0	Clerk, Stock	9.34 Hr.	16.19 Hr.
4	3	3	Secretary	9.34 Hr.	15.71 Hr.
1	1	1	Storekeeper	9.34 Hr.	18.44 Hr.
12	11	8			
PROFESSIONALS					
1	1	1	District, Forester	31,043	52,860
2	2	2	Field Operations Forester	32,445	54,857
1	1	0	Horticulturist	25.50 Hr.	27.50 Hr.
4	4	3			
SKILLED CRAFT					
1	1	1	Auto Repairman Unit Leader	17.78 Hr.	22.83 Hr.
6	6	6	Auto Repair Worker	12.60 Hr.	18.81 Hr.
2	2	2	Horticulturist Maintenance Unit Leader (Foreman)	19.87 Hr.	21.87 Hr.
1	1	0	Small Equipment Repair Worker	12.26 Hr.	17.31 Hr.
1	1	1	Welder	18.36 Hr.	21.92 Hr.
11	11	10			

2004 Budget

DIVISION OF PARK MAINTENANCE AND PROPERTIES

COMPARISON OF STAFFING LEVEL - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
SERVICE & MAINTENANCE					
17	16	14	Ground Maintenance Unit Leader (Foreman)	17.38 Hr.	19.72 Hr.
1	1	0	Shop Unit Leader (Foreman)	17.71 Hr.	19.71 Hr.
1	1	0	Garage Worker	12.42 Hr.	16.00 Hr.
0	6	5	Gardner	15.58 Hr.	15.58 Hr.
0	0	0	Greenskeeper	18.40 Hr.	20.40 Hr.
20	9	8	Ground Maintenance Worker	13.94 Hr.	15.94 Hr.
21	16	16	Ground Maintenance Truck Driver II	12.34 Hr.	17.35 Hr.
50	48	50	Real Estate Maintenance Man	14.75 Hr.	16.75 Hr.
1	1	0	Security Officer	10.80 Hr.	18.56 Hr.
111	98	93			
TECHNICIAN					
2	1	1	Arborist III	20.32 Hr.	22.32 Hr.
11	10	10	Arborist II	18.02 Hr.	20.02 Hr.
14	12	12	Arborist I (Tree Trimmer)	15.58 Hr.	17.58 Hr.
27	23	23			
178	160	149	TOTAL FULL TIME		
271	299	301	SEASONAL **		
449	459	450	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

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

**DIVISION OF PARK MAINTENANCE AND PROPERTIES
CEMETERIES**

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 1,149,583	\$ 1,238,790	\$ 1,219,979	\$ 1,050,613
INJURY PAY	-	-	1,335	-
LONGEVITY	8,875	8,350	8,775	8,775
SEPARATION PAYMENTS	4,612	7,859	-	-
OVERTIME	120,539	100,348	92,483	109,900
TOTAL	\$ 1,283,609	\$ 1,355,346	\$ 1,322,572	\$ 1,169,288
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 119,208	\$ 167,025	\$ 181,906	\$ 174,619
DENTAL	15,050	14,798	15,512	13,624
EYE CARE	-	1,174	1,740	1,490
PERS	170,981	180,387	174,292	158,439
FICA-MEDICARE	12,295	13,448	13,150	16,955
WORKERS COMPENSATION	56,006	15,544	33,500	31,337
LIFE INSURANCE	2,832	1,551	1,567	1,357
UNEMPLOYMENT COMPENSATION	-	-	3,465	19,448
TOOL INSURANCE	-	-	-	400
CLOTHING ALLOWANCE	7,500	9,400	10,950	7,200
CLOTHING MAINTENANCE	6,225	4,700	4,475	3,600
TOTAL	\$ 390,097	\$ 408,026	\$ 440,557	\$ 428,469
TRAINING AND DUES				
TUITION AND REGISTRATION FEES	\$ 35	\$ 400	\$ 200	\$ 200
TRAVEL	-	1,243	50	-
PROFESSIONAL DUES	680	-	680	680
TOTAL	\$ 715	\$ 1,643	\$ 930	\$ 880
UTILITIES				
SEWER - OTHER	\$ 676	\$ 891	\$ 1,122	\$ 1,500
GAS	40,601	(24,181)	14,288	15,717
ELECTRICITY - CPP	31,153	36,958	32,712	34,351
ELECTRICITY - OTHER	9,697	3,656	2,150	2,258
SECURITY AND MONITORING SYSTEM	600	1,200	1,527	1,833
TOTAL	\$ 82,726	\$ 18,524	\$ 51,799	\$ 55,659
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 9,021	\$ 925	\$ -	\$ -
MEDICAL SERVICES	-	-	-	200
ADVERTISING AND PUBLIC NOTICE	109	-	-	100
PHOTOCOPY MACHINE RENTAL	93	903	354	500
BANK SERVICE FEES	-	242	1,927	-
OTHER CONTRACTUAL	181,800	201,340	200,957	80,000
TOTAL	\$ 191,024	\$ 203,410	\$ 203,238	\$ 80,800

2004 Budget

**DIVISION OF PARK MAINTENANCE AND PROPERTIES
CEMETERIES**

EXPENDITURES - CONTINUED

	2001 Actual		2002 Actual		2003 Unaudited		2004 Mayor's Estimate
MATERIAL AND SUPPLIES							
OFFICE SUPPLIES	\$ 220	\$	-	\$	-	\$	100
SALT AND DE-ICER	-		594		589		600
CLOTHING	1,006		1,096		-		700
HARDWARE AND SMALL TOOLS	2,420		5,539		3,652		3,500
SEED, FERTILIZER AND HERBICIDE	10,700		14,130		4,600		7,500
SMALL EQUIPMENT	15,711		5,001		10,858		3,000
OFFICE FURNITURE AND EQUIP	458		-		600		-
HYGIENE AND CLEANING SUPP	2,094		2,590		1,706		1,750
CLAY, SOIL AND TURF	10,293		11,592		925		6,000
LUMBER, GLASS AND DRYWALL	11,841		16,408		9,000		7,000
MEDICAL SUPPLIES	600		-		-		300
OTHER SUPPLIES	9,518		11,500		4,065		5,000
SAFETY EQUIPMENT	626		404		-		400
GREENHOUSE MAINTENANCE SUPP	339		-		-		-
JUST IN TIME OFFICE SUPPLIES	1,395		2,055		1,608		1,630
MISC MAINTENANCE SUPPLIES	1,117		659		568		600
TOTAL	\$ 68,338	\$	71,568	\$	38,171	\$	38,080
MAINTENANCE							
MAINTENANCE OFFICE EQUIPMENT	\$ 1,116	\$	1,416	\$	1,445	\$	1,000
MAINTENANCE CONTRACTS	1,500		1,800		-		1,500
COMPUTER SOFTWARE MAINT	-		-		-		-
MAINTENANCE MACHINERY	1,500		-		9,486		5,000
MAINTENANCE FIRE APPARATUS	-		-		-		500
MAINTENANCE BUILDING	1,120		-		-		-
CHARGES FROM DIVISION OF MAINT	12,568		30,652		50,475		26,270
TOTAL	\$ 17,804	\$	33,868	\$	61,406	\$	34,270
CLAIMS, REFUNDS AND MISC.							
JUDGEMENTS, DAMAGES AND CLAIMS	\$ 2,566	\$	10,048	\$	15,176	\$	10,000
TOTAL	\$ 2,566	\$	10,048	\$	15,176	\$	10,000

**DIVISION OF PARK MAINTENANCE AND PROPERTIES
CEMETERIES**

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 12,324	\$ 17,203	\$ 12,851	\$ 6,000
CHARGES FROM RADIO SYSTEM	1,459	1,679	1,499	3,606
CHARGES FROM PRINTING	3,314	1,831	4,080	4,481
CHARGES FROM STOREROOM	1,635	1,614	2,018	2,209
CHARGES FROM MOTOR VEHICLES	150,888	105,212	183,453	127,768
CHARGES FROM STREET CONST	-	410	-	-
CHARGES FROM WASTE COLLECTION	10,824	9,775	8,135	8,200
TOTAL	\$ 180,443	\$ 137,723	\$ 212,036	\$ 152,264
TOTAL DIVISION	\$ 2,217,322	\$ 2,240,157	\$ 2,345,885	\$ 1,969,710

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES AND CHARGES FOR SERVICES	\$ 1,652,530	\$ 1,406,027	\$ 1,540,997	\$ 1,519,825
TRANSFERS IN	-	-	-	2,362,762
MISCELLANEOUS REVENUES	287,731	85,104	66,310	90,000
TOTAL DIVISION	\$ 1,940,261	\$ 1,491,131	\$ 1,607,307	\$ 3,972,587

**DIVISION OF PARK MAINTENANCE AND PROPERTIES
CEMETERIES**

COMPARISON OF STAFFING LEVEL

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Manager, Parks & Urban Forestry	23,333	67,140
1	1	1			
OFFICE & CLERICAL					
0	1	1	Principal Clerk	11.93 Hr.	17.85 Hr.
3	2	2	Clerk, Senior	10.29 Hr.	14.74 Hr.
3	3	3			
SERVICE & MAINTENANCE					
1	1	1	Auto Repair Worker	12.60 Hr.	18.81 Hr.
22	21	16	Cemeteries Maintenance Worker I	13.94 Hr.	15.94 Hr.
2	2	2	Cemeteries Maintenance Worker II	21.67 Hr.	23.67 Hr.
5	5	4	Cemetery Unit Leader (Foreman)	17.72 Hr.	19.72 Hr.
2	2	2	Supervisor, Cemetery	20.33 Hr.	22.33 Hr.
32	31	25			
36	35	29	TOTAL FULL TIME		
18	18	10	SEASONAL **		
54	53	39	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

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

DEPARTMENT OF COMMUNITY DEVELOPMENT

DARYL RUSH, DIRECTOR

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

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

	2002			2003			2004		
	COST	ACTUAL STAFF FT PT		COST	UNAUDITED STAFF FT PT		MAYOR'S ESTIMATE COST	STAFF FT PT	
DIVISIONS:									
Administrative Services	\$ 2,548	32		\$ 2,324	34		\$ 2,176	32	
Neighborhood Services	1,866	27		1,730	25		1,759	28	
Neighborhood Development	2,137	32	1	2,133	30	1	2,129	32	1
Building & Housing	10,764	203		-			-		
Director's Office	494	6		412	5		489	6	
	\$ 17,809	300	1	\$ 6,599	94	1	\$ 6,553	98	1
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 4,063			\$ 2,699			\$ 2,325		
Self - Generated	7,079			-			-		
	\$ 11,142	159		\$ 2,699	7		\$ 2,325	8	1
Community Development Block Grant	\$ 5,952	126	1	\$ 3,180	73		\$ 3,439	76	
State Weatherization Grant	77	3		82	2		89	2	
HOME Grant	500	9		500	9		600	9	
NEF	138	3		138	3		100	3	
	\$ 17,809	300	1	\$ 6,599	94	0	\$ 6,553	98	1

DEPARTMENT OF COMMUNITY DEVELOPMENT

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
PROGRAMS:									
Lot Clean-Up Service	\$ 500			\$ 500			\$ 810		
Community Relations Fair Housing Board	100			100			100		
AIDS Prevention - Health	700			650			600		
SHAP Program - Aging	131			160			160		
	\$ 1,431			\$ 1,410			\$ 1,670		

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

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

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF	COST	STAFF		COST	STAFF	
		FT PT		FT	PT		FT	PT
PROGRAMS:								
General Administration	\$ 494	6	\$ 412	5		\$ 489	6	
	\$ 494	6	\$ 412	5		\$ 489	6	
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 176	2	\$ 184	2		\$ 240	3	
	\$ 176	2	\$ 184	2		\$ 240	3	
Community Development Block Grant	318	4	228	3		249	3	
	\$ 494	6	\$ 412	5		\$ 489	6	

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

MISSION

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

DEPARTMENT OF COMMUNITY DEVELOPMENT

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 351,298	\$ 129,914	\$ 150,603	\$ 174,973
LONGEVITY	2,400	2,800	2,900	3,000
TOTAL	\$ 353,698	\$ 132,714	\$ 153,503	\$ 177,973
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 28,628	\$ 17,332	\$ 20,773	\$ 30,946
DENTAL	2,772	1,832	725	2,566
VISION CARE		62	160	255
PERS	47,591	21,896	7,089	24,307
FICA-MEDICARE	2,678	1,928	618	2,540
WORKERS COMPENSATION	1,674	431	691	515
LIFE INSURANCE	448	179	152	545
TOTAL	\$ 83,791	\$ 43,660	\$ 30,208	\$ 61,674
TOTAL DIVISION	\$ 437,489	\$ 176,374	\$ 183,711	\$ 239,647

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Assistant Administrator	20,231	58,093
1	1	1	Director of Community Development	50,796	166,105
1	1	1	Community Development Executive Assistant	26,274	166,105
1	0	1	Secretary to Director	36,590	128,960
4	3	4			
OFFICE & CLERICAL					
1	1	1	Private Secretary to the Director	19,427	43,080
1	1	1			
PROFESSIONALS					
1	1	1	Project Director	22,333	72,735
1	1	1			
6	5	6	TOTAL FULL TIME		
6	5	6	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF ADMINISTRATIVE SERVICES

TERRENCE A. ROSS, COMMISSIONER

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

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S		
	COST	STAFF	COST	STAFF	COST	STAFF	ESTIMATE	
	FT	PT	FT	PT	FT	PT		
PROGRAMS:								
Accounting	\$ 437	8	\$ 350	6	\$ 340	6		
Budgeting	106	2	116	2	115	2		
Contr. Monitor Audit & Evaluation	715	9	690	12	690	12		
Management Informaton Services	220	4	193	3	173	3		
General Administration	575	3	458	2	456	2		
Photo Services	110	1	115	2	-			
Compliance	385	5	402	7	402	7		
	\$ 2,548	32	\$ 2,324	34	\$ 2,176	32		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 632	1	\$ 950	1	\$ 802	1		
	\$ 632	1	\$ 950	1	\$ 802	1		
Community Development Block Grant	\$ 1,778	29	\$ 1,274	30	\$ 1,274	29		
NEF	138	2	100	3	100	2		
	\$ 2,548	32	\$ 2,324	34	\$ 2,176	32		

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

MISSION

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

PROGRAM NAME: ACCOUNTING

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

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

DIVISION OF ADMINISTRATIVE SERVICES

PROGRAM NAME: BUDGETING

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

ACTIVITIES: Prepare and monitor annual grant budgets and grant applications. Provide external and internal financial reports. Coordinate annual audit and HUD monitoring review visits. Coordinate grants draw down activities. Manage the drawdown of Federal and State funds.

PROGRAM NAME: COMPLIANCE

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

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

PROGRAM NAME: CONTRACT ADMINISTRATION

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

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

PROGRAM NAME: MANAGEMENT INFORMATION SERVICES

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

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

PROGRAM NAME: GENERAL ADMINISTRATION

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

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

2004 Budget

DIVISION OF ADMINISTRATIVE SERVICES

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 1,105,540	\$ 414,132	\$ 585,045	\$ 470,042
LONGEVITY	12,145	1,275	15,225	12,000
SEPARATION PAYMENT	2,019	22,337	6,630	-
PART-TIME PERMANENT	(18,502)	-	-	-
TOTAL	\$ 1,101,202	\$ 437,744	\$ 606,900	\$ 482,042
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 87,194	\$ 48,755	\$ 85,962	\$ 94,906
DENTAL	9,932	6,388	7,785	14,100
VISION CARE	-	90	1,298	1,480
PERS	139,866	52,371	45,061	76,618
FICA-MEDICARE	6,700	2,029	3,522	13,318
WORKERS COMPENSATION	(11,972)	397	5,138	13,519
LIFE INSURANCE	1,666	369	909	1,400
CLOTHING ALLOWANCE	62	-	-	-
TOTAL	\$ 233,448	\$ 110,399	\$ 149,675	\$ 215,341
TRAINING AND DUES				
TRAVEL	\$ 4,379	\$ 1,572	\$ 81	\$ -
TUITION AND FEES	7,580	130	540	-
OTHER TRAINING SUPPLIES	5	47	-	-
MILEAGE (PRIVATE AUTO)	113	-	-	-
PROFESSIONAL DUES	3,895	1,661	3,277	3,000
TOTAL	\$ 15,972	\$ 3,410	\$ 3,898	\$ 3,000
UTILITIES				
ELECTRICITY-CPP	\$ -	\$ 888	\$ 6,842	\$ 7,000
ELECTRICITY-OTHER	7,414	3,101	3,859	3,000
TOTAL	\$ 7,414	\$ 3,989	\$ 10,701	\$ 10,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,710	\$ -	\$ -	\$ -
TRAVEL - NON-TRAINING	658	11	110	-
MILEAGE (PRIVATE AUTO)	3,038	680	-	-
SECURITY SERVICES	212	-	950	1,000
ADVERTISING & PUBLIC NOTICE	24,056	1,658	4,428	5,000
PROGRAM PROMOTION	607	-	-	-
PARKING IN CITY FACILITIES	6,766	5,031	1,100	-
INSURANCE AND OFFICIAL BONDS	-	-	100	-
TAXES	-	-	8,345	-
PROPERTY RENTAL	3,060	-	-	-
PHOTOCOPY MACHINE RENTAL	1,239	8,341	3,679	4,000
OTHER CONTRACTUAL	31,606	4,073	15,439	12,000
STATE AUDITOR EXAMINATION	-	3,518	-	-
TOTAL	\$ 72,952	\$ 23,312	\$ 34,151	\$ 22,000

DIVISION OF ADMINISTRATIVE SERVICES

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 1,797	\$ 1,153	\$ 44	\$ -
POSTAGE	146	15	114	-
COMPUTER SUPPLIES	2,764	808	278	-
COMPUTER HARDWARE	-	406	-	-
HARDWARE & SMALL TOOLS	-	75	62	-
OFFICE FURNITURE & EQUIP	8,786	865	2,711	-
PHOTOGRAPHIC SUPPLIES	13,614	4,252	6,387	-
OTHER SUPPLIES	2,015	4,904	2,212	2,000
JUST IN TIME OFFICE SUPPLIES	19,455	2,518	9,012	9,000
TOTAL	\$ 48,577	\$ 14,996	\$ 20,820	\$ 11,000
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 2,641	\$ 7,332	\$ 1,458	\$ 1,000
MAINTENANCE CONTRACTS	30,929	1,560	15,017	14,000
COMPUTER HARDWARE MAINT	4,231	500	-	-
COMPUTER SOFTWARE MAINT	1,755	1,360	-	-
CAR WASHES	150	200	325	-
MAINTENANCE MISC. EQUIPMENT	135	300	2,200	1,000
TOTAL	\$ 39,841	\$ 11,252	\$ 19,000	\$ 16,000
CLAIMS, REFUNDS, MISC.				
COURT COSTS	\$ -	\$ 840	\$ 376	\$ 500
JUDGEMENTS, DAMAGES & CLAIMS	706	-	-	-
TOTAL	\$ 706	\$ 840	\$ 376	\$ 500
INTERDEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 38,846	\$ 30,132	\$ 58,414	\$ 25,000
CHARGES FROM PRINTING	27,373	(15,167)	18,875	8,000
CHARGES FROM STOREROOM	12,278	-	16,230	6,000
CHARGES FROM MOTOR VEHICLES	10,239	8,198	10,460	3,500
CHARGES FROM DATA PROCESSING	6,373	3,084	-	-
TOTAL	\$ 95,109	\$ 26,247	\$ 103,979	\$ 42,500
TOTAL DIVISION	\$ 1,615,221	\$ 632,189	\$ 949,500	\$ 802,383

2004 Budget

DIVISION OF ADMINISTRATIVE SERVICES

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Admin. Services	40,314	119,646
1	1	1			
TECHNICIAN					
1	1	0	Photographer (G.F.)	9.34 Hr.	19.69 Hr.
1	1	0	Photographer, Chief (G.F.)	20,066	46,377
2	2	0			
OFFICE & CLERICAL					
1	0	0	Clerk, Principal	11.93 Hr.	17.85 Hr.
1	0	0	Secretary, Private	9.34 Hr.	18.83 Hr.
2	0	0			
PROFESSIONALS					
1	1	1	Administrative Officer	19,427	48,000
2	2	2	Analyst, Budget	19,427	48,028
11	10	10	Analyst, Financial	9.34 Hr.	19.69 Hr.
1	1	1	Analyst, Information Control	9.34 Hr.	18.79 Hr.
2	2	2	Analyst, Senior Budget & Management	26,274	70,909
1	0	0	Analyst, Senior Information Control	9.34 Hr.	20.71 Hr.
1	1	1	Asst. Personnel Administrator	19,427	50,543
1	1	1	Budget Management Analyst	19,427	50,543
1	1	1	City Planner	30,000	55,000
1	1	1	Director, Deputy Project	19,785	56,930
4	4	4	Director, Project	22,333	72,735
1	1	1	Financial Counselor	9.34 Hr.	20.71 Hr.
2	2	2	Monitoring, Auditing & Eval. Coord.	13.65 Hr.	19.99 Hr.
2	2	2	Redevelopment Coordinator	9.34 Hr.	24.33 Hr.
1	1	1	Supervisor, Application Development	39,937	78,810
1	1	1	Supervisor of Computer Operations	30,215	80,774
33	31	31			
38	34	32	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF NEIGHBORHOOD SERVICES

LOUISE V. JACKSON, COMMISSIONER

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

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Rehab. Program Administration	\$ 1,628	24	\$ 1,497	23	\$ 1,570	25		
Community Services	238	3	233	2	189	3		
	\$ 1,866	27	\$ 1,730	25	\$ 1,759	28		
FUNDING SOURCE:								
Community Development Block Grant	\$ 700	14	\$ 686	13	\$ 649	16		
State Weatherization Grant	77	3	82	2	89	2		
HOME Grant	500	9	500	9	600	9		
Tax Support	589	1	462	1	421	1		
	\$ 1,866	27	\$ 1,730	25	\$ 1,759	28		

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

MISSION

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

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

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

ACTIVITIES: Conduct property surveys to determine the nature and extent of physical improvements needed to overcome deterioration. Analyze resources and obligations of the individuals whose structures are to be rehabilitated by verifying information submitted on loan applications. Control lead-based paint hazards to limit lead exposure to residents. Notify and inform residents of the dangers of lead. Manage the construction project to ensure quality work.

DIVISION OF NEIGHBORHOOD SERVICES

PROGRAM NAME: HOME WEATHERIZATION ASSISTANCE PROGRAM (HWAP)

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

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

PROGRAM NAME: THIRD PARTY REHABILITATION

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

ACTIVITIES: To provide review of specifications, monitor and close out jobs undertaken by Third Party agencies. Help maintain building standards and housing codes in rehabilitation activities.

PROGRAM NAME: PAINT REFUND PROGRAM

OBJECTIVES: To provide reimbursement to qualified City residents who paint the exterior of their homes.

ACTIVITIES: Process applications, conduct inspections, and process requests for payments. Services are provided by neighborhood organizations in each of the twenty-one wards as well as the Division.

PROGRAM NAME: AFFORD-A-HOME (AAH)

OBJECTIVES: To provide opportunities to purchase a house, become a homeowner and be able to repair that house at an affordable price.

ACTIVITIES: Local banks and neighborhood housing organizations work with the City to achieve the goal of homeownership. Participating neighborhood-housing organizations will gladly show you the many home ownership opportunities available in their communities. Applicants effectively reduce their monthly mortgage payment to a reasonable expense by combining a local bank first mortgage loan at below market interest rates with an interest free second mortgage.

PROGRAM NAME: COMMUNITY SERVICES - CITYWORKS, SUMMER SPROUT COMMUNITY GARDENING, HOME MAINTENANCE

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

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

DIVISION OF NEIGHBORHOOD SERVICES

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 1,058,292	\$ 471,384	\$ 343,732	\$ 358,282
PART-TIME PERMANENT	1,811	1,646	-	-
LONGEVITY	13,525	11,448	13,550	14,000
SEPARATION PAYMENTS	17,356	-	-	-
TOTAL	\$ 1,090,984	\$ 484,478	\$ 357,282	\$ 372,282
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 83,602	\$ 40,543	\$ 62,174	\$ 20,322
DENTAL	12,327	5,805	4,689	3,000
VISION CARE		41	856	54
PERS	140,143	58,596	32,047	19,594
FICA-MEDICARE	9,638	3,647	2,284	4,000
WORKERS COMPENSATION	4,478	(9,127)	2,354	1,031
LIFE INSURANCE	1,770	472	686	500
CLOTHING ALLOWANCE	-	3,713	-	-
CLOTHING MAINTENANCE	1,500	1,200	-	-
TOTAL	\$ 253,458	\$ 104,890	\$ 105,090	\$ 48,501
CONTRACTUAL SERVICES				
OTHER CONTRACTUAL	\$ 800,000	\$ -	\$ -	\$ -
TOTAL	\$ 800,000	\$ -	\$ -	\$ -
TOTAL DIVISION	\$ 2,144,442	\$ 589,368	\$ 462,372	\$ 420,783

2004 Budget

DIVISION OF NEIGHBORHOOD SERVICES

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Neighborhood Services	42,758	115,292
1	1	1	Commissioner, Asst. - Neighborhood Services	26,274	80,967
2	2	2			
OFFICE & CLERICAL					
1	0	1	Secretary, Private	9.34 Hr.	18.83 Hr.
1	1	1	Senior Clerk	10.29 Hr.	14.74 Hr.
2	1	2			
PROFESSIONALS					
2	1	2	Administrator, Assistant	20,231	58,093
1	1	1	Administrative Officer	19,427	48,000
1	1	1	Chief City Planner	30,000	75,000
2	2	2	Coordinator, Project	27,326	81,807
4	3	3	Counselor, Financial	9.34 Hr.	20.71 Hr.
1	1	1	Director, Project	22,333	72,735
3	2	3	Director, Deputy Project	19,785	56,930
1	1	1	Rehabilitation Supervisor, Chief	20,231	56,401
15	12	14			
TECHNICIAN					
9	8	8	Rehabilitation Inspector	14.60 Hr.	24.33 Hr.
1	1	1	C.D. Code Enf. Insp. Elect.I	14.83 Hr.	21.84 Hr.
1	1	1	C.D. Code Enf. Insp. Heating I	14.08 Hr.	21.84 Hr.
11	10	10			
30	25	28	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF NEIGHBORHOOD DEVELOPMENT

JOE SIDOTI, COMMISSIONER

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

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
PROGRAMS:									
Neighborhood Planning	\$ 427	7		\$ 410	7		\$ 409	7	
Real Estate	681	8	1	610	6	1	609	6	1
Commerical Revitalization	244	4		234	4		233	4	
General Administration	305	5		410	5		409	7	
Housing Construction	480	8		469	8		469	8	
	\$ 2,137	32	1	\$ 2,133	30	1	\$ 2,129	32	1
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 497	3	-	\$ 1,104	3	-	\$ 862	3	-
	\$ 497	3	-	\$ 1,104	3	-	\$ 862	3	-
Community Development Block Grant	\$ 1,640	29	1	\$ 1,029	27	1	\$ 1,267	29	1
	\$ 2,137	32	1	\$ 2,133	30	1	\$ 2,129	32	1

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

MISSION

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

DIVISION OF NEIGHBORHOOD DEVELOPMENT

PROGRAM NAME: NEIGHBORHOOD PLANNING

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

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

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

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

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

PROGRAM NAME: COMMERCIAL REVITALIZATION

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

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

DIVISION OF NEIGHBORHOOD DEVELOPMENT

PROGRAM NAME: CARTOGRAPHY AND GRAPHICS

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

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

PROGRAM NAME: HOUSING CONSTRUCTION

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

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

2004 Budget

DIVISION OF NEIGHBORHOOD DEVELOPMENT

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 1,271,651	\$ 213,169	\$ 698,748	\$ 481,461
PART-TIME PERMANENT	10,861	2,855	5,589	-
LONGEVITY	14,475	1,032	16,100	16,100
SEPARATION PAYMENTS	1,994	-	2,091	-
TOTAL	\$ 1,298,981	\$ 217,056	\$ 722,528	\$ 497,561
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 109,363	\$ 30,426	\$ 100,572	\$ 72,965
DENTAL	15,423	3,640	8,732	15,500
VISION CARE	-	123	1,226	847
PERS	168,340	43,522	61,285	65,100
FICA-MEDICARE	8,342	2,240	4,385	8,000
WORKERS COMPENSATION	9,921	(141)	4,031	1,753
LIFE INSURANCE	2,341	573	909	500
TOTAL	\$ 313,730	\$ 80,383	\$ 181,140	\$ 164,665
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 10,511	\$ 6,815	\$ 810	\$ -
ADVERTISING AND PUBLIC NOTICE	577	-	-	-
APPRAISAL FEES	18,425	7,120	6,810	20,000
TAXES	166,266	172,644	192,217	180,000
SPECIAL ASSESSMENT	-	9,533	-	-
OTHER CONTRACTUAL	3,137	-	-	-
TOTAL	\$ 198,916	\$ 196,112	\$ 199,837	\$ 200,000
MATERIALS & SUPPLIES				
PHOTOGRAPHIC SUPPLIES	\$ 1,310	\$ 3,562	\$ -	\$ -
POSTAGE	-	-	155	-
TOTAL	\$ 1,310	\$ 3,562	\$ 155	\$ -
MAINTENANCE				
MAINTENANCE MISC. EQUIPMENT	\$ -	\$ 280	\$ -	\$ -
TOTAL	\$ -	\$ 280	\$ -	\$ -
TOTAL DIVISION	\$ 1,812,937	\$ 497,393	\$ 1,103,660	\$ 862,226

2004 Budget

DIVISION OF NEIGHBORHOOD DEVELOPMENT**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
4	4	4	Assistant Administrator	20,231	58,093
1	0	1	Commissioner, Asst-Neighborhood Development	38,952	80,967
1	1	1	Commissioner, Neighborhood Development	40,315	110,442
6	5	6			
OFFICE & CLERICAL					
1	0	1	Secretary, Private	9.34 Hr.	18.83 Hr.
1	1	1	Senior, Clerk	10.29 Hr.	14.74 Hr.
2	1	2			
PROFESSIONALS					
2	2	2	Administrative Officer	19,427	48,000
1	1	1	Analyst, Information Control	9.34 Hr.	18.79 Hr.
1	1	1	Bureau Manager - Housing	26,797	74,430
1	1	1	Construction Technician	12.02 Hr.	20.71 Hr.
2	1	1	Coordinator, Project	27,326	81,807
3	3	3	Coordinator, Redevelopment	9.34 Hr.	24.33 Hr.
5	6	6	Director, Project	22,333	72,735
1	1	1	Deputy Project Director	19,785	56,930
1	1	1	Officer, Senior Development	12.63 Hr.	31.91 Hr.
7	7	7	Planner, Community Development	9.87 Hr.	26.11 Hr.
24	24	24			
32	30	32	TOTAL FULL TIME		
1	1	1	TOTAL PART TIME		
33	31	33	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

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

JAMES G. WILLIAMS, DIRECTOR

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

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
PROGRAMS:									
Code Enforcement	\$ -	-		\$ 5,945	148		\$ 7,236	128	
Director's Office	-	-		2,071	30	2	2,098	29	
Construction Permitting	-	-		4,014	27		1,619	26	
	\$ -	-		\$ 12,030	205	2	\$ 10,953	183	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ -	-		\$ 2,150			\$ 463		
Self Generated*	-	-		9,438			9,969		
	\$ -	-		\$ 11,588	196	2	\$ 10,432	172	
Community Development Block Grant	\$ -	-		\$ 441	9		\$ 521	11	
	\$ -	-		\$ 12,029	205	2	\$ 10,953	183	

MISSION

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

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

PROGRAM NAME: DIRECTOR'S OFFICE

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

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

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S		
	COST	STAFF	COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT
FUNDING SOURCE:								
General Fund:								
Self Generated	\$ -		\$ 2,071			\$ 2,098		
	<u>\$ -</u>		<u>\$ 2,071</u>	30	2	<u>\$ 2,098</u>	29	

2004 Budget

DEPARTMENT OF BUILDING AND HOUSING
DIRECTOR'S OFFICE

EXPENDITURES

		2001		2002		2003		2004
		Actual		Actual		Unaudited		Mayor's Estimate
SALARIES AND WAGES								
FULL TIME PERMANENT	\$	-	\$	-	\$	945,264	\$	1,276,891
PART-TIME PERMANENT		-		-		8,071		-
INJURY PAY		-		-		8,958		-
LONGEVITY		-		-		77,150		12,425
SEPARATION PAYMENTS		-		-		40,759		-
OVERTIME		-		-		60,036		-
TOTAL	\$	-	\$	-	\$	1,140,238	\$	1,289,316
EMPLOYEE BENEFITS								
HOSPITALIZATION	\$	-	\$	-	\$	99,132	\$	177,292
DENTAL		-		-		5,938		11,184
VISION CARE		-		-		932		1,777
PERS		-		-		219,820		189,261
FICA-MEDICARE		-		-		21,204		18,695
WORKERS COMPENSATION		-		-		2,861		11,787
LIFE INSURANCE		-		-		617		1,357
UNEMPLOYMENT COMPENSATION		-		-		1,827		-
CLOTHING ALLOWANCE		-		-		20,000		-
CLOTHING MAINTENANCE		-		-		94		-
TOTAL	\$	-	\$	-	\$	372,425	\$	411,353
TRAINING AND DUES								
TRAVEL	\$	-	\$	-	\$	356	\$	360
TUITION & REGISTRATION FEES		-		-		818		1,000
OTHER TRAINING SUPPLIES		-		-		7,108		1,000
MILEAGE (PRIV AUTO) TRNG PRPS		-		-		339		600
PROFESSIONAL DUES		-		-		1,752		1,500
TOTAL	\$	-	\$	-	\$	10,373	\$	4,460
CONTRACTUAL SERVICES								
TRAVEL - NON-TRAINING	\$	-	\$	-	\$	235	\$	-
PARKING IN CITY FACILITIES		-		-		3,335		1,000
PHOTOCOPY MACHINE RENTAL		-		-		1,960		2,100
REFUNDS & MISCELLANEOUS		-		-		5,844		-
CREDIT CARD PROCEESSING FEES		-		-		2,106		2,100
TOTAL	\$	-	\$	-	\$	13,480	\$	5,200

DEPARTMENT OF BUILDING AND HOUSING
DIRECTOR'S OFFICE

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ -	\$ 334	\$ 100
COMPUTER SUPPLIES	-	-	4,882	-
COMPUTER HARDWARE	-	-	133,749	-
COMPUTER SOFTWARE	-	-	8,379	-
FUEL	-	-	21	-
SMALL EQUIPMENT	-	-	8,909	-
OFFICE FURNITURE & EQUIPMENT	-	-	2,672	-
HYGIENE AND CLEANING SUPPLIES	-	-	-	552
PHOTOGRAPHIC SUPPLIES	-	-	2,033	-
PRINTED MATERIALS	-	-	379	-
OTHER SUPPLIES	-	-	1,131	4,442
BATTERIES	-	-	623	-
JUST IN TIME OFFICE SUPPLIES	-	-	11,910	7,000
TOTAL	\$ -	\$ -	\$ 175,022	\$ 12,094
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ -	\$ -	\$ 37,475	\$ 14,200
MAINTENANCE CONTRACTS	-	-	3,274	24,000
COMPUTER HARDWARE MAINT	-	-	950	5,100
COMPUTER SOFTWARE MAINT	-	-	5,940	500
CAR WASHES	-	-	500	500
MAINTENANCE MISC EQUIPMENT	-	-	-	700
TOTAL	\$ -	\$ -	\$ 48,139	\$ 45,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ -	\$ -	\$ 129,240	\$ 153,155
CHARGES FROM RADIO SYSTEM	-	-	10,012	1,700
CHARGES FROM PRINTING	-	-	72,498	79,632
CHARGES FROM STOREROOM	-	-	67,469	74,834
CHARGES FROM MAILROOM	-	-	897	-
CHARGES FROM MOTOR VEHICLES	-	-	30,755	21,421
TOTAL	\$ -	\$ -	\$ 310,871	\$ 330,742
TOTAL DIVISION	\$ -	\$ -	\$ 2,070,548	\$ 2,098,165

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
LICENSES & PERMITS	\$ -	\$ -	\$ 9,422,727	\$ 9,922,726
SALES & CHARGES FOR SERVICES	-	-	(10,726)	-
MISCELLANEOUS REVENUE	-	-	25,948	45,948
EXPENDITURE RECOVERIES	-	-	64	-
TOTAL DIVISION	\$ -	\$ -	\$ 9,438,013	\$ 9,968,674

2004 Budget

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

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
2	2	2	Administrator, Assistant	20,231	58,093
1	1	1	Director, Building & Housing	50,796	160,115
1	1	1	Deputy Director, Building & Housing	36,590	124,900
1	0	0	Executive Assistant	26,274	80,967
<u>5</u>	<u>4</u>	<u>4</u>			
OFFICE & CLERICAL					
1	2	2	Cashier, Senior	9.34 Hr.	17.95 Hr.
1	1	1	Clerk, Principal	11.93 Hr.	17.85 Hr.
11	6	5	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	1	Messenger	9.34 Hr.	13.54 Hr.
1	1	1	Legal Secretary	19,427	41,600
1	0	0	Project Coordinator	27,326	81,807
0	1	1	Public Information Officer	9.34 Hr.	20.71 Hr.
<u>16</u>	<u>12</u>	<u>11</u>			
PROFESSIONALS					
2	5	5	Administrative Officer	19,427	48,000
1	1	1	Analyst, Data Base	30,214	80,774
0	1	1	Analyst, Budget & Management	19,427	50,543
2	1	1	Analyst, Senior Budget & Management	26,274	70,909
4	4	4	Assistant Director of Law I	26,250	72,800
1	1	1	Supervisor Data Process	20,231	54,494
<u>10</u>	<u>13</u>	<u>13</u>			
TECHNICIAN					
0	1	1	Inspector, Housing	14.60 Hr.	17.82 Hr.
<u>0</u>	<u>1</u>	<u>1</u>			
31	30	29	TOTAL FULL TIME		
0	2	0	TOTAL PART TIME		
<u>31</u>	<u>32</u>	<u>29</u>	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

**DEPARTMENT OF BUILDING AND HOUSING
CODE ENFORCEMENT
TYRONE JOHNSON, COMMISSIONER**

PROGRAM NAME: DIVISION OF CODE ENFORCEMENT

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

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

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S		
	COST	STAFF	COST	STAFF		COST	ESTIMATE	
	FT	PT		FT	PT		FT	PT
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ -		\$ 2,150			\$ 463		
Self Generated*	-		3,354			6,252		
	\$ -		\$ 5,504	139		\$ 6,715	117	
Community Development Block Grant	\$ -		\$ 441	9		\$ 521	11	
	\$ -		\$ 5,945	148		\$ 7,236	128	

2004 Budget

DEPARTMENT OF BUILDING AND HOUSING
CODE ENFORCEMENT

EXPENDITURES

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ -	\$ -	\$ 4,100,647	\$ 4,599,093
LONGEVITY	-	-	-	49,650
OVERTIME	-	-	-	18,000
TOTAL	\$ -	\$ -	\$ 4,100,647	\$ 4,666,743
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ -	\$ -	\$ 572,600	\$ 705,777
DENTAL	-	-	52,268	61,062
VISION CARE	-	-	8,152	8,841
PERS	-	-	551,031	744,761
FICA-MEDICARE	-	-	38,601	73,567
WORKERS COMPENSATION	-	-	10,509	94,551
LIFE INSURANCE	-	-	5,315	5,476
UNEMPLOYMENT COMPENSATION	-	-	-	97,240
CLOTHING ALLOWANCE	-	-	-	24,000
TOTAL	\$ -	\$ -	\$ 1,238,476	\$ 1,815,275
TRAINING AND DUES				
TUITION & REGISTRATION FEES	\$ -	\$ -	\$ 1,124	\$ 6,200
OTHER TRAINING SUPPLIES	-	-	-	2,500
MILEAGE (PRIV AUTO) TRNG PRPS	-	-	-	1,000
PROFESSIONAL DUES	-	-	723	2,000
TOTAL	\$ -	\$ -	\$ 1,847	\$ 11,700
CONTRACTUAL SERVICES				
TRAVEL - NON-TRAINING	\$ -	\$ -	\$ 1,288	\$ 1,700
MILEAGE (PRIVATE AUTO)	-	-	109,562	164,932
PARKING IN CITY FACILITIES	-	-	8,461	9,000
PHOTOCOPY MACHINE RENTAL	-	-	3,830	8,200
TOTAL	\$ -	\$ -	\$ 123,141	\$ 183,832
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ -	\$ 1,324	\$ 120
OFFICE FURNITURE & EQUIPMENT	-	-	17,914	-
PHOTOGRAPHIC SUPPLIES	-	-	-	5,200
OTHER SUPPLIES	-	-	1,500	12,000
JUST IN TIME OFFICE SUPPLIES	-	-	19,197	19,625
TOTAL	\$ -	\$ -	\$ 39,935	\$ 36,945
TOTAL DIVISION	\$ -	\$ -	\$ 5,504,046	\$ 6,714,495

2004 Budget

DEPARTMENT OF BUILDING AND HOUSING
CODE ENFORCEMENT
COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
0	1	1	Bureau Manager - Building	26,797	74,430
0	1	1	Bureau Manager - Demolition	26,797	74,430
1	1	1	Commissioner, Code Enforcement	42,758	124,900
1	3	3			
OFFICE & CLERICAL					
0	1	1	Clerk, Principal	6.55 Hr.	17.85 Hr.
12	13	11	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	0	Secretary, Private	6.71 Hr.	18.11 Hr.
13	15	12			
PROFESSIONALS					
1	3	3	Administrative Officer	19,427	48,000
3	4	4	Assistant Chief Building Inspector	19,427	53,217
6	6	6	Chief Building Inspector	20,231	57,652
0	1	1	Inspector, Chief Electrical	20,231	54,494
0	1	1	Inspector, Chief Elevator	20,231	54,494
0	1	1	Inspector, Chief Heating	20,231	55,508
3	2	1	Inspector, Chief Housing	20,231	56,401
0	1	1	Inspector, Chief Plumbing	20,231	54,494
1	0	0	Project Coordinator	20,231	54,494
0	1	1	Project Director	22,333	72,735
14	20	19			
TECHNICIAN					
1	2	2	C.D. Code Enforce. Inspector III	15.70 Hr.	24.33 Hr
10	13	10	C.D. Code Enforce. Inspector II	14.89 Hr.	23.08 Hr.
19	13	13	C.D. Code Enforce. Inspector I	14.08 Hr.	21.84 hr.
0	1	0	C.D. Code Enforce. Inspector/Electric I	14.83 Hr.	21.84 hr.
0	1	3	C.D. Code Enforce. Inspector/Electric II	15.66 Hr.	23.08 Hr.
0	3	3	C.D. Code Enforce. Inspector/Electric III	16.49 Hr.	24.32 Hr.
0	3	3	C.D. Code Enforce. Inspector/Heating I	14.09 Hr.	21.84 hr.
0	2	2	C.D. Code Enforce. Inspector/Heating II	14.89 Hr.	23.08 Hr.
0	1	1	C.D. Code Enforce. Inspector/Heating III	15.70 Hr.	24.33 Hr
0	3	1	C.D. Code Enforce. Inspector/Plumbing I	14.83 Hr.	21.84 hr.
0	3	3	C.D. Code Enforce. Inspector/Plumbing II	15.66 Hr.	23.08 Hr.
0	4	6	Inspector, Elevator	14.23 Hr.	21.84 Hr.
64	59	45	Inspector, Housing	14.60 Hr.	17.82 Hr.
0	1	1	Site Inspector	9.34 Hr.	20.71 Hr.
0	1	1	Senior Site Inspector	9.34 Hr.	23.07 Hr.
94	110	94	FULL TIME		
122	148	128	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

**DEPARTMENT OF BUILDING AND HOUSING
CONSTRUCTION PERMITTING
TIMOTHY WOLOSZ, COMMISSIONER**

PROGRAM NAME: CONSTRUCTION PERMITTING

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

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

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S		
	COST	STAFF	COST	STAFF	COST	STAFF	ESTIMATE	
	FT	PT		FT	PT		FT	PT
FUNDING SOURCE:								
General Fund:								
Self Generated*	\$ -		\$ 4,014	27		\$ 1,619	26	
	<u>\$ -</u>		<u>\$ 4,014</u>	<u>27</u>		<u>\$ 1,619</u>	<u>26</u>	

**DEPARTMENT OF BUILDING AND HOUSING
CONSTRUCTION PERMITTING**

EXPENDITURES

		2001	2002	2003	2004
		Actual	Actual	Unaudited	Mayor's Estimate
SALARIES AND WAGES					
FULL TIME PERMANENT	\$	-	-	\$ 3,131,890	\$ 1,129,521
LONGEVITY		-	-	-	14,125
TOTAL	\$	-	-	\$ 3,131,890	\$ 1,143,646
EMPLOYEE BENEFITS					
HOSPITALIZATION	\$	-	-	\$ 350,782	\$ 240,561
DENTAL		-	-	32,019	14,111
VISION CARE		-	-	4,994	1,947
PERS		-	-	337,568	167,878
FICA-MEDICARE		-	-	23,648	16,583
WORKERS COMPENSATION		-	-	6,438	11,787
LIFE INSURANCE		-	-	3,256	1,217
TOTAL	\$	-	-	\$ 758,705	\$ 454,084
TRAINING AND DUES					
TUITION & REGISTRATION FEES	\$	-	-	\$ 3,177	\$ 2,000
OTHER TRAINING SUPPLIES		-	-	-	2,000
MILEAGE (PRIV AUTO)TRNG PRPS		-	-	-	500
PROFESSIONAL DUES		-	-	501	500
TOTAL	\$	-	-	\$ 3,678	\$ 5,000
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES	\$	-	-	\$ 15,270	\$ 5,000
TRAVEL - NON-TRAINING		-	-	1,325	-
MILEAGE (PRIVATE AUTO)		-	-	46,923	-
PARKING IN CITY FACILITIES		-	-	10,356	-
OTHER CONTRACTUAL		-	-	11,106	2,000
PHOTOCOPY MACHINE RENTAL		-	-	3,117	6,500
TOTAL	\$	-	-	\$ 88,097	\$ 13,500
MATERIAL AND SUPPLIES					
OFFICE SUPPLIES	\$	-	-	\$ 611	\$ 100
OFFICE FURNITURE & EQUIPMENT		-	-	13,048	-
OTHER SUPPLIES		-	-	1,042	2,000
BATTERIES		-	-	-	100
JUST IN TIME OFFICE SUPPLIES		-	-	13,321	1,000
TOTAL	\$	-	-	\$ 28,022	\$ 3,200

2004 Budget

**DEPARTMENT OF BUILDING AND HOUSING
CONSTRUCTION PERMITTING**

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ -	\$ -	\$ 3,466	\$ -
TOTAL	\$ -	\$ -	\$ 3,466	\$ -
TOTAL DIVISION	\$ -	\$ -	\$ 4,013,858	\$ 1,619,430

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
2	2	2	Administrator, Assistant	20,231	58,093
1	0	0	Bureau Manager - Building	26,797	74,430
1	0	0	Bureau Manager - Demolition	26,797	74,430
1	1	1	Commissioner, Construction Permitting	42,758	124,900
5	3	3			
OFFICE & CLERICAL					
2	1	1	Clerk, Principal	11.93 Hr.	17.85 Hr.
9	6	5	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	1	Stenographer III	9.34 Hr.	16.37 Hr.
12	8	7			
PROFESSIONALS					
5	0	0	Administrative Officer	17,705	46,154
3	3	3	Architect, Chief	23,647	70,740
1	1	1	Civil Engineer, Chief	23,647	76,635
1	1	1	Engineer, Chief Mechanical	23,647	76,635
1	1	1	Engineer, Consulting	36,000	82,062
1	1	1	Engineer, Electrical	9.54 Hr.	27.63 Hr.
4	4	4	Examiner, Plan	9.34 Hr.	23.42 Hr.
4	4	4	Examiner, Plan Asst.	13.42 Hr.	20.71 Hr.
2	1	1	Deputy Project Director	19,785	56,930
1	0	0	Inspector, Chief Electrical	20,231	55,435
1	0	0	Inspector, Chief Elevator	20,231	55,435
1	0	0	Inspector, Chief Heating	20,231	55,435
1	0	0	Inspector, Chief Plumbing	20,231	55,435
26	16	16			

DEPARTMENT OF BUILDING AND HOUSING
CONSTRUCTION PERMITTING
COMPARISON OF STAFFING - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			TECHNICIAN		
1	0	0	C.D. Code Enforce. Inspector I	14.08 Hr.	21.84 hr.
7	0	0	C.D. Code Enforce. Inspector/Electric I	14.83 Hr.	21.84 hr.
3	0	0	C.D. Code Enforce. Inspector/Heating I	14.09 Hr.	21.84 hr.
2	0	0	C.D. Code Enforce. Inspector/Heating II	14.89 Hr.	23.08 Hr.
5	0	0	C.D. Code Enforce. Inspector/Plumbing I	14.83 Hr.	21.84 hr.
1	0	0	C.D. Code Enforce. Inspector/Plumbing III	15.70 Hr.	23.39 Hr.
6	0	0	Inspector, Elevator	14.23 Hr.	21.84 Hr.
3	0	0	Inspector, Housing	14.60 Hr.	17.82 Hr.
1	0	0	Site Inspector	9.34 Hr.	20.71 Hr.
1	0	0	Senior Site Inspector	9.34 Hr.	23.07 Hr.
<u>30</u>	<u>0</u>	<u>0</u>			
<u>73</u>	<u>27</u>	<u>26</u>	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

BOARD OF BUILDING STANDARDS AND APPEALS

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

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

	2002		2003			2004			
	ACTUAL		UNAUDITED			MAYOR'S			
	COST	STAFF	COST	STAFF	COST	STAFF	ESTIMATE		
	FT	PT		FT	PT		FT	PT	
PROGRAMS:									
Board Meetings:									
Appeal Review	\$ 10		\$ 12			\$ 13			
O.B.B.C. Review	13	5	13		5	14		5	
Cleveland Bldg. & Rehab Codes	11		14			15			
Permits & Cases	-		-			5			
Record Maintenance	64	1	60	1		59	1		
	\$ 98	1	5	\$ 99	1	5	\$ 106	1	5
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 84		\$ 84	1	5	\$ 91	1	5	
Self-Generated	14		15			15			
	\$ 98	1	5	\$ 99	1	5	\$ 106	1	5

MISSION

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

PROGRAM NAME: PERMITS AND CASES

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

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

PROGRAM NAME: OHIO BASIC BUILDING CODE REVIEW

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

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

BOARD OF BUILDING STANDARDS AND APPEALS

PROGRAM NAME: APPEALS REVIEW

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

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

PROGRAM NAME: RECORD MAINTENANCE

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

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

2004 Budget

BOARD OF BUILDING STANDARDS AND APPEALS

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 29,153	\$ 32,949	\$ 36,073	\$ 36,288
BOARD MEMBERS	-	-	-	36,920
PART TIME PERMANENT	26,900	31,380	33,640	-
LONGEVITY	475	475	575	575
TOTAL	\$ 56,528	\$ 64,804	\$ 70,288	\$ 73,783
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 6,886	\$ 5,909	\$ 6,533	\$ 7,459
DENTAL	583	549	597	621
VISION	-	33	49	81
PERS	7,654	8,488	9,485	9,998
FICA-MEDICARE	682	814	902	1,070
WORKERS COMPENSATION	1,164	72	171	206
LIFE INSURANCE	78	44	47	47
UNEMPLOYMENT	-	797	-	-
TOTAL	\$ 17,047	\$ 16,706	\$ 17,784	\$ 19,482
TRAINING AND DUES				
TUITION & REGISTRATION FEES	\$ -	\$ 279	\$ -	\$ 350
OTHER TRAINING SUPPLIES	-	-	-	350
PROFESSIONAL DUES & SUBSCRIPTIONS	-	189	35	350
TOTAL	\$ -	\$ 468	\$ 35	\$ 1,050
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ 93	\$ -	\$ -
COURT REPORTER	3,024	3,180	2,936	3,460
PARKING IN CITY FACILITIES	709	542	1,055	500
PHOTOCOPY MACHINE RENTAL	100	2,179	587	-
OTHER CONTRACTUAL	27	-	-	-
TOTAL	\$ 3,859	\$ 5,994	\$ 4,578	\$ 3,960
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 67	\$ 70	\$ 200
OTHER SUPPLIES	-	36	61	-
JUST IN TIME SUPPLIES	-	249	153	-
TOTAL	\$ -	\$ 352	\$ 284	\$ 200
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ 200
MAINTENANCE CONTRACTS	-	-	-	200
TOTAL	\$ -	\$ -	\$ -	\$ 400

BOARD OF BUILDING STANDARDS AND APPEALS

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 5,027	\$ 7,007	\$ 4,199	\$ 4,846
CHARGES FROM PRINTING	158	1,527	1,250	1,373
CHARGES FROM STOREROOM	962	1,033	922	1,009
CHARGES FROM DATA PROCESSING	300	225	-	-
TOTAL	\$ 6,447	\$ 9,792	\$ 6,371	\$ 7,228
TOTAL DIVISION	\$ 83,881	\$ 98,116	\$ 99,340	\$ 106,103

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICES	\$ 15,025	\$ 14,075	\$ 14,710	\$ 15,000
TOTAL DIVISION	\$ 15,025	\$ 14,075	\$ 14,710	\$ 15,000

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
PROFESSIONALS					
1	1	1	Administrative Officer	19,427	48,000
1	1	1	TOTAL FULL TIME		
BOARD MEMBERS					
1	1	1	Board Chairman	9,545	9,545
4	4	4	Board Members	7,300	7,592
5	5	5	TOTAL BOARD MEMBERS		
6	6	6	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

Note: Information is for history purposes only. This board dissolved in fiscal year 2003.

BOARD OF EXAMINERS OF PLUMBERS AND ELECTRICIANS

SAMUEL MONTFORT, CHAIRMAN - ELECTRICIANS BOARD

JOSEPH GYORKY, CHAIRMAN - PLUMBERS BOARD

LASZLO V. KEMES, SECRETARY

These Boards evaluate applications relating to the competency of tradesmen and approve processing for the issuance of Certificates of Competency. Both Boards hear and decide appeals from the public, private companies, unions and any other governing administrative official or agency of the City relating to licensing, applications, alleged violations or examinations pertaining to plumbers and electricians.

MISSION

To ensure that competent and qualified plumbers and electricians work in the city.

PROGRAM NAME: PERMITS AND LICENSES

OBJECTIVES: To ensure that the quality of contracted work and the responsiveness to public complaints are maintained through the efficient handling of violations related to worker competency.

ACTIVITIES: Investigate, monitor, and respond to license and permit violations as brought to the attention of the Board.

PROGRAM NAME: EXAMINATIONS

OBJECTIVES: To make certain that the applicants for plumbing and electrical work are thoroughly screened through rigorous testing so as to provide professional plumbing and electrical services for the public.

ACTIVITIES: Compile, assemble, distribute and administer examinations to applicants in various job skill/craft areas; notify applicants of grades.

BOARD OF EXAMINERS OF PLUMBERS AND ELECTRICIANS

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 27,456	\$ 29,486	\$ -	-
PART TIME PERMANENT	37,729	27,516	-	-
LONGEVITY	475	575	-	-
TOTAL	\$ 65,660	\$ 57,577	\$ -	-
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 1,512	\$ 2,423	\$ -	-
DENTAL	225	196	-	-
PERS	8,692	8,496	-	-
FICA-MEDICARE	874	744	-	-
WORKERS COMPENSATION	255	338	-	-
LIFE INSURANCE	78	44	-	-
TOTAL	\$ 11,637	\$ 12,295	\$ -	-
CONTRACTUAL SERVICES				
PARKING IN CITY FACILITIES	\$ 1,009	\$ 774	\$ -	-
PHOTOCOPY MACHINE RENTAL	-	85	-	-
TOTAL	\$ 1,009	\$ 859	\$ -	-
MATERIAL AND SUPPLIES				
JUST IN TIME SUPPLIES	\$ 2	\$ 13	\$ -	-
TOTAL	\$ 2	\$ 13	\$ -	-
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCHANG	\$ 537	\$ 785	\$ -	-
CHARGES FROM PRINTING	63	429	-	-
CHARGES FROM STOREROOM	193	93	-	-
CHARGES FROM DATA PROCESSING	300	225	-	-
TOTAL	\$ 1,093	\$ 1,532	\$ -	-
TOTAL DIVISION	\$ 79,401	\$ 72,276	\$ -	-

BOARD OF ZONING APPEALS

The five-member Board hears and decides all appeals and zoning decisions made by City officials. The Board is empowered by the Charter to grant, refuse, or revoke the required permits issued by the Director of Building and Housing or any other administrative officer. The function of the staff is to prepare case data for hearing purposes and maintain city records of zoning variations granted.

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S	
		STAFF			STAFF			ESTIMATE	
		FT	PT		FT	PT		FT	PT
PROGRAMS:									
Permits & Cases	\$ 43		5	\$ 52		5	\$ 43		5
Appeals Review & Records Maintenance	213	3		214	3		242	4	
	\$ 256	3	5	\$ 266	3	5	\$ 285	4	5
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 241			\$ 240			\$ 261		
Self-Generated	15			26			24		
	\$ 256	3	5	\$ 266	3	5	\$ 285	4	5

MISSION

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

PROGRAM NAME: PERMITS & CASES

OBJECTIVES: To fairly and objectively hear and decide on cases involving the interpretations of the City's Zoning Code and any appeal of an administrative action brought before it.

ACTIVITIES: To hear the testimony by applicants, City Officials and members of the public regarding the appeals of interpretations of the Zoning Code or any other administrative action and adjudicate each case.

PROGRAM NAME: APPEALS REVIEW AND RECORDS MAINTENANCE

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

ACTIVITIES: To conduct weekly inter-departmental staff review of all Code related cases, meet with applicants and affected City Officials, and recommend actions to the Board; to maintain minutes and case files for all appeals and to commence conversion of records to digital form.

BOARD OF ZONING APPEALS

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT BOARD MEMBERS	\$ 151,963	\$ 155,716	\$ 158,814	\$ 186,144
PART TIME PERMANENT	-	1,420	-	-
LONGEVITY	1,825	1,250	1,825	1,825
SEPARATION PAYMENTS	6,427	530	4,992	-
TOTAL	\$ 193,015	\$ 194,548	\$ 202,171	\$ 222,469
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 7,532	\$ 10,467	\$ 10,446	\$ 12,089
DENTAL	759	942	867	1,246
VISION	-	113	228	292
PERS	24,033	25,636	29,456	30,144
FICA-MEDICARE	2,558	2,799	2,915	3,226
WORKERS COMPENSATION	907	246	510	515
LIFE INSURANCE	270	131	164	187
TOTAL	\$ 36,059	\$ 40,334	\$ 44,586	\$ 47,699
TRAINING AND DUES				
TUITION & REGISTRATION FEES	\$ -	\$ -	\$ -	\$ 500
OTHER TRAINING SUPPLIES	-	-	-	50
PROFESSIONAL DUES & SUBSCRIPTIONS	-	-	-	100
OHIO MUNICIPAL LEAGUE	-	-	2,504	-
TOTAL	\$ -	\$ -	\$ 2,504	\$ 650
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ 86	\$ -	\$ -
COURT REPORTER	6,774	6,108	3,583	4,000
PARKING IN CITY FACILITIES	2,904	2,101	2,757	2,700
PHOTOCOPY MACHINE RENTAL	-	-	59	-
OTHER CONTRACTUAL	-	115	-	-
TOTAL	\$ 9,678	\$ 8,410	\$ 6,399	\$ 6,700
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 79	\$ 796	\$ 175
COMPUTER SUPPLIES	-	-	-	150
COMPUTER HARDWARE	-	-	1,207	-
PRINTED MATERIALS	1,000	-	-	-
OTHER SUPPLIES	400	-	-	-
JUST IN TIME SUPPLIES	498	1,036	1,740	-
TOTAL	\$ 1,898	\$ 1,115	\$ 3,743	\$ 325

2004 Budget

BOARD OF ZONING APPEALS

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ -	\$ -	\$ -	100
TOTAL	\$ -	\$ -	\$ -	100
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 3,782	\$ 5,069	\$ 1,431	1,652
CHARGES FROM PRINTING	512	1,984	1,617	1,776
CHARGES FROM STOREROOM	1,575	2,283	2,839	3,108
CHARGES FROM MOTOR VEHICLES	1,257	2,194	561	391
CHARGES FROM DATA PROCESSING	300	225	-	-
TOTAL	\$ 7,426	\$ 11,755	\$ 6,448	6,927
TOTAL DIVISION	\$ 248,076	\$ 256,162	\$ 265,851	284,870

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
LICENSES & PERMITS	\$ -	\$ 100	\$ -	-
SALES & CHARGES FOR SERVICES	15,055	14,620	26,320	24,000
MISCELLANEOUS REVENUES	-	-	42	-
TOTAL DIVISION	\$ 15,055	\$ 14,720	\$ 26,362	24,000

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Private Secretary	9.34 Hr.	18.83 Hr.
1	0	1	Secretary, Board of Zoning Appeals	23,647	75,000
2	1	2			
OFFICE & CLERICAL					
1	1	1	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	1			
PROFESSIONALS					
1	1	1	Project Coordinator	27,326	81,807
1	1	1			
4	3	4	TOTAL FULL TIME		
1	1	1	Board Chairman	7,300	7,592
4	4	4	Board Members	6,800	7,820
5	5	5	TOTAL PART TIME		
9	8	9	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

LANDMARKS COMMISSION

ROBERT KEISER, SECRETARY

The Landmarks Commission is an eleven-member board established in 1972 by City Council, establishing historic preservation as public policy. The Landmarks Commission recommends buildings, sites or districts of historical or architectural significance that are eligible for local designation as landmarks. The Landmarks Commission reviews exterior changes to individual landmarks and to properties within historic districts. The Commission conducts an ongoing survey of historic buildings and sites for Landmark and National Register designation. The Landmarks Commission is a Certified Local Government, acting in cooperation with the State Historic Preservation Office and the National Park Service on issues regarding National Register listing and cases involving Section 106 environmental reviews.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Permits & Cases	\$ -		\$ -		\$ 55			
Survey	19		19		31			
Design Review	33	2	38	2	63	2		
Administration	56	7	74		15		7	
Landmark Designation	4		4		6			
	\$ 112	9	\$ 135	2	7	\$ 170	2	7
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 85		\$ 124		\$ 158			
Self-Generated	27		11		12			
	\$ 112	9	\$ 135	2	7	\$ 170	2	7

MISSION

Identify architecturally and historically significant buildings, sites and districts as local landmarks. Protect those landmarks from demolition and inappropriate alterations. Work with local neighborhoods, city departments, city council and the administration on historic preservation issues.

PROGRAM NAME: PERMITS AND CASES

OBJECTIVES: Provide staff support to the Landmarks Commission and manage Commission records. Carry out the administrative procedures of the Landmarks Commission.

ACTIVITIES: Prepare Landmarks Commission agendas, minutes and maintain Commission case files. Meets with applicants about proposed changes to buildings that have been locally designated. Advise the Commission regarding design issues for Certificates of Appropriateness.

LANDMARKS COMMISSION

PROGRAM NAME: SURVEY

OBJECTIVES: Identify buildings, sites, and historic districts for the purpose of Cleveland Landmark and National Register designation.

ACTIVITIES: Conduct architectural surveys to assess the significance of historic buildings, sites and districts and promote historic significance of Cleveland neighborhoods.

PROGRAM NAME: DESIGN REVIEW

OBJECTIVES: Provide staff support to neighborhood - based design review committees.

ACTIVITIES: Prepare agendas and minutes of local design review committees. Prepare staff review of plans submitted to local design review committees. Provide training and staff support to design review committee.

LANDMARKS COMMISSION

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 81,029	\$ 87,044	\$ 106,630	\$ 88,056
BOARD MEMBERS	-	-	2,979	46,075
LONGEVITY	875	875	875	1,050
TOTAL	\$ 81,904	\$ 87,919	\$ 110,484	\$ 135,181
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 3,944	\$ 4,831	\$ 5,359	\$ 6,128
DENTAL	416	393	427	444
VISION	-	66	98	98
PERS	10,762	11,966	13,507	18,317
FICA-MEDICARE	489	526	852	1,960
WORKERS COMPENSATION	365	101	223	309
LIFE INSURANCE	157	87	94	94
TOTAL	\$ 16,133	\$ 17,970	\$ 20,560	\$ 27,350
TRAVEL AND DUES				
OTHER TRAINING SUPPLIES	\$ -	\$ -	\$ -	\$ 750
PROFESSIONAL DUES & SUBSCRIPTIONS	-	-	-	250
TOTAL	\$ -	\$ -	\$ -	\$ 1,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ 400
ADVERTISING AND PUBLIC NOTICE	107	218	-	250
PARKING IN CITY FACILITIES	522	539	696	450
PHOTOCOPY MACHINE RENTAL	45	684	145	50
OTHER CONTRACTUAL	-	-	-	1,630
TOTAL	\$ 674	\$ 1,441	\$ 841	\$ 2,780
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 116	\$ 4	\$ 200
JUST IN TIME SUPPLIES	248	659	323	254
TOTAL	\$ 248	\$ 775	\$ 327	\$ 454
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 1,163	\$ 2,966	\$ 1,685	\$ 1,945
CHARGES FROM PRINTING	644	217	221	242
CHARGES FROM STOREROOM	744	540	597	653
CHARGES FROM DATA PROCESSING	250	225	-	-
TOTAL	\$ 2,801	\$ 3,948	\$ 2,503	\$ 2,840
TOTAL DIVISION	\$ 101,760	\$ 112,053	\$ 134,715	\$ 169,605

2004 Budget

LANDMARKS COMMISSION

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
LICENSES & PERMITS	\$ 16,890	\$ 25,841	\$ 10,645	\$ 12,000
MISCELLANEOUS REVENUES	200	1,214	-	-
TOTAL DIVISION	\$ 17,090	\$ 27,055	\$ 10,645	\$ 12,000

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
PROFESSIONALS					
1	1	1	City Planner	30,000	55,000
1	1	1	City Planner, Chief	30,000	75,000
2	2	2			
2	2	2	TOTAL FULL TIME		
1	1	1	Chairman, Landmarks Commission	7,075	7,075
6	6	6	Board Members	6,500	6,500
7	7	7			
7	7	7	TOTAL BOARD MEMBERS		
9	9	9	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

FAIR CAMPAIGN FINANCE COMMISSION

The three-member board is responsible for overseeing the financing of campaigns for Mayor and Cleveland City Council. The Fair Campaign Finance Commission was created following passage by Cleveland voters of the Charter amendment in the November 1994 general election.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S		
	COST	STAFF	COST	STAFF		COST	ESTIMATE	
	FT	PT		FT	PT		FT	PT
PROGRAMS:								
Candidate Compliance	\$ -		\$ -			\$ -		
Information Services	-		-			-		
Records Maintenance	-		-			-		
	\$ -		\$ -			\$ -		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ -		\$ -			\$ -		
	\$ -		\$ -			\$ -		

MISSION

To oversee compliance with the City of Cleveland's Campaign finance laws. To review the Campaign finance reports filed by candidates to assure that relevant campaign contribution and spending limits are adhered to, monitor the timeliness of candidate filings of required reports, cite those in violation of the campaign finance laws, conduct public hearings of candidate appeals, and levy fines for unremediated violations.

To provide information on the City's campaign finance laws, release to the public a list of all candidates who accept voluntary expenditure limitations, and maintain records of all declarations and reports filed by candidates.

PROGRAM NAME: CANDIDATE COMPLIANCE

OBJECTIVES: To assure that candidates follow the City of Cleveland's laws governing the raising and spending of campaign funds.

ACTIVITIES: Review campaign finance reports filed by candidates to ensure that relevant campaign contribution and spending limits are adhered to. Cite those in violation of campaign finance laws. Conduct public hearings of candidate appeals. Levy fines for unremediated violations.

FAIR CAMPAIGN FINANCE COMMISSION

PROGRAM NAME: INFORMATION SERVICES

OBJECTIVES: To provide information to candidates and the public about the City's campaign finance laws.

ACTIVITIES: Release to the public a list of all candidates who accept voluntary expenditure limitations.

PROGRAM NAME: RECORDS MAINTENANCE

OBJECTIVES: To maintain records of all declarations and reports filed by candidates.

ACTIVITIES: Monitor time lines of candidates' filings of required reports.

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,285	\$ 449	\$ -	-
COURT REPORTER	-	-	490	-
TOTAL DIVISION	\$ 1,285	\$ 449	\$ 490	-

NOTES

DEPARTMENT OF ECONOMIC DEVELOPMENT

STEVEN SIMS, DIRECTOR

Major responsibilities include the following: manage the overall operations of the Department; plan a comprehensive economic development program; operate major commercial/institutional development and redevelopment programs; develop and implement a comprehensive industrial development strategy; operate business investment lending programs; serve as an ombudsman for small businesses within City government; coordinate small business assistance groups; organize local neighborhood based retention and expansion plans; provide business development and marketing resources; and planning and economic policy support.

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

	2002		2003			2004	
	ACTUAL		UNAUDITED			MAYOR'S	
	COST	STAFF	COST	STAFF	COST	STAFF	
	FT	PT	FT	PT	FT	PT	
PROGRAMS:							
Administration	\$ 412	6	\$ 390	7	\$ 375	5	
Business Retention & Expansion	257	6	360	6	369	6	
Business Development	386	5	370	4	383	4	
Empowerment Zone	707	6	695	14	779	14	
Youth Opportunity	119	2	62	1	115	3	
Railroad Coordination	161	3	77	1	163	3	
School to Work	55	1	-		-		
	\$ 2,097	29	\$ 1,954	33	\$ 2,184	35	
FUNDING SOURCE:							
General Fund:							
Tax Support	\$ 655	17	\$ 945	17	\$ 1,002	15	
Self-Generated	400		175		125		
	\$ 1,055	17	\$ 1,120	17	\$ 1,127	15	
Grants	\$ 881	9	\$ 757	15	\$ 894	17	
Railroad Agreements Revenue	161	3	77	1	163	3	
	\$ 2,097	29	\$ 1,954	33	\$ 2,184	35	

MISSION

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.

DEPARTMENT OF ECONOMIC DEVELOPMENT

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To provide day-to-day management of staff assignments, program development legislative affairs, program policy and planning. To provide a development strategy for Cleveland in cooperation with other city departments and provide economic development support to the Mayor, City Council, city departments and the business community. Also, perform capital and operating budget management, loan portfolio and compliance management, grantor agency financial reporting, and coordinate programs audits and management information services.

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

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 12	6	\$ 215	7	\$ 250	5		
Self-Generated	400		175		125			
	\$ 412	6	\$ 390	7	\$ 375	5		

PROGRAM NAME: BUSINESS RETENTION & EXPANSION

OBJECTIVES: To provide assistance to commercial, industrial, and residential business or projects using federal, state local and private resources to foster economic development in the City of Cleveland.

ACTIVITIES: Market loan programs to the business and the lending community as viable sources of fixed asset financing; package low interest long term loans and tax incentives to businesses; package loans and grants to local development corporations to support for -profit and non-profit neighborhood development; secure federal funds for commercial lending; utilize the Cleveland Citywide Development Corporation to review proposed development projects. Coordinate small business assistance groups; organize local neighborhood based retention and expansion plans.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 257	6	\$ 360	6	\$ 369	6		
	\$ 257	6	\$ 360	6	\$ 369	6		

DEPARTMENT OF ECONOMIC DEVELOPMENT

PROGRAM NAME: BUSINESS DEVELOPMENT

OBJECTIVES: To assist in the development of real estate opportunities for new businesses as well as assist area businesses with City regulatory, licensing, zoning and building code procedures and clearances. Also, provide assistance in real estate and site location and drafts of expansion plans for area businesses. To develop strategies to promote Cleveland as a good place to live and work.

ACTIVITIES: Collect and make available pertinent real estate and city data. Produce site and expansion plans. Implement interdepartmental programs. Implement and administer the Neighborhood Development Investment Fund (NDIF). Produce marketing brochures promoting both Cleveland and Economic Development assistance programs.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
General Fund:								
Tax Support	\$ 386	5	\$ 370	4	\$ 383	4		
	\$ 386	5	\$ 370	4	\$ 383	4		

FUNDING SOURCE:

PROGRAM NAME: EMPOWERMENT ZONE

OBJECTIVES: To provide for economic development, labor force development and community building utilizing an Economic Development Initiative Grant Title XX and HUD Section 108 Loan pool within the Empowerment Zone designated area.

ACTIVITIES: The ten year links jobs and job training with genuine economic opportunities and business needs, while neighborhood centers help families gain access to the resources they need to make constructive changes in their lives.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
Grants	\$ 707	6	\$ 695	14	\$ 779	14		
	\$ 707	6	\$ 695	14	\$ 779	14		

FUNDING SOURCE:

DEPARTMENT OF ECONOMIC DEVELOPMENT

PROGRAM NAME: EMPOWERMENT ZONE -SCHOOL-TO-WORK

OBJECTIVES: To provide for Empowerment Zone youth work-based learning, connecting activities, professional development, and system building to alleviate economic deterioration, stimulate economic revitalization and increase the tax base while creating jobs.

ACTIVITIES: The three-year program, funded by the U.S. Department of Labor, Employment and Training Administration Urban/Rural opportunities Grant under the School to Work Act, will provide educational assistance and vocational training to at risk youths to facilitate their entrance into Cleveland's work force.

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

COST	2002 ACTUAL		2003 UNAUDITED			2004 MAYOR'S ESTIMATE		
	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT

FUNDING SOURCE:

Grants	\$	55	1	\$	-	\$	-
	\$	55	1	\$	-	\$	-

PROGRAM NAME: EMPOWERMENT ZONE -YOUTH OPPORTUNITY GRANT

OBJECTIVES: To implement a program that will increase the school graduation rates and facilitate the placement of Empowerment Zone youths between the ages of 14-21 into entry-level jobs.

ACTIVITIES: A Youth Opportunity Center will be created in the Empowerment Zone to save its at risk in school and out-of-school youth by providing computer, recreation, counseling, job placement and retention assistance and other services in a non school like setting.

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

COST	2002 ACTUAL		2003 UNAUDITED			2004 MAYOR'S ESTIMATE		
	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT

FUNDING SOURCE:

Grants	\$	119	2	\$	62	1	\$	115	3
	\$	119	2	\$	62	1	\$	115	3

DEPARTMENT OF ECONOMIC DEVELOPMENT

PROGRAM NAME: RAILROAD COORDINATION

OBJECTIVES: To oversee the design, development, construction, and implementation of various mitigation measures for the purpose of safeguarding the people and the neighborhoods of Cleveland from the impacts of the increased freight train traffic by CSX and Norfolk Southern in our community.

ACTIVITIES: Implement a noise mitigation plan that will reduce noise levels in affected areas and protect the citizens of the City of Cleveland.

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

	2002 ACTUAL		2003 UNAUDITED			2004 MAYOR'S ESTIMATE		
	COST	STAFF	COST	STAFF	COST	STAFF		
		FT PT		FT PT		FT PT		
Railroad Agreements Revenue	\$ 161	3	\$ 77	1	\$ 163	3		
	\$ 161	3	\$ 77	1	\$ 163	3		

FUNDING SOURCE:

DEPARTMENT OF ECONOMIC DEVELOPMENT

EXPENDITURES

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 840,218	\$ 787,799	\$ 840,840	\$ 818,089
LONGEVITY	3,350	3,250	3,075	4,300
SEPARATION PAYMENTS	1,868	10,075	4,295	-
OVERTIME	-	123	-	-
TOTAL	\$ 845,436	\$ 801,247	\$ 848,210	\$ 822,389
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 60,368	\$ 72,633	\$ 80,336	\$ 91,143
DENTAL	7,418	5,812	6,540	8,210
VISION CARE	-	651	1,008	1,539
PERS	110,289	113,791	109,135	121,299
FICA-MEDICARE	10,483	10,544	11,386	12,070
WORKERS COMPENSATION	3,600	1,068	2,109	2,371
LIFE INSURANCE	1,474	763	792	889
UNEMPLOYMENT	9,527	5,743	-	9,724
TOTAL	\$ 203,159	\$ 211,005	\$ 211,306	\$ 247,245
TRAINING AND DUES				
TRAVEL	\$ -	\$ -	\$ 3,595	\$ -
TOTAL	\$ -	\$ -	\$ 3,595	\$ -
UTILITIES				
ELECTRICITY-OTHER	\$ -	\$ 1,390	\$ 1,011	\$ -
TOTAL	\$ -	\$ 1,390	\$ 1,011	\$ -
CONTRACTUAL SERVICES				
MILEAGE (PRIVATE AUTO)	\$ 1,403	\$ 643	\$ 913	\$ 1,000
ADVERTISING AND PUBLIC NOTICE	2,747	-	-	-
PARKING IN CITY FACILITIES	11,108	8,405	10,224	10,000
PHOTOCOPY MACHINE RENTAL	184	2,720	1,475	2,500
OTHER CONTRACTUAL	2,505	315	-	-
TOTAL	\$ 17,947	\$ 12,083	\$ 12,612	\$ 13,500
MATERIAL AND SUPPLIES				
COMPUTER SOFTWARE	\$ -	\$ -	\$ 2,245	\$ -
OFFICE SUPPLIES	1,833	-	72	1,000
OTHER SUPPLIES	-	-	282	-
JUST IN TIME SUPPLIES	3,766	1,782	3,285	2,500
TOTAL	\$ 5,599	\$ 1,782	\$ 5,884	\$ 3,500

2004 Budget

DEPARTMENT OF ECONOMIC DEVELOPMENT

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 15,997	\$ 18,495	\$ 24,792	\$ 28,612
CHARGES FROM PRINTING	4,048	2,580	5,107	5,611
CHARGES FROM STOREROOM	1,196	1,493	3,694	4,043
CHARGES FROM MOTOR VEHICLES	2,072	4,399	3,416	2,380
CHARGES FROM DATA PROCESSING	2,294	1,233	-	-
TOTAL	\$ 25,607	\$ 28,200	\$ 37,009	\$ 40,646
TOTAL DIVISION	\$ 1,097,748	\$ 1,055,707	\$ 1,119,627	\$ 1,127,280

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES AND CHARGES FOR SERVICES	\$ 75	\$ -	\$ -	-
MISCELLANEOUS REVENUES	205	400,000	175,188	125,000
TOTAL DIVISION	\$ 280	\$ 400,000	\$ 175,188	\$ 125,000

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director, Economic Development	50,795	166,105
1	0	0	Director, Asst. - Economic Development	30,215	101,948
1	1	1	Executive Assistant	50,795	166,105
1	0	0	Senior Personnel Assistant	19,427	45,446
4	2	2			
OFFICE & CLERICAL					
1	1	1	Chief Clerk	22,050	43,080
2	3	1	Secretary	9.34 Hr.	15.71 Hr.
3	4	2			
PROFESSIONALS					
0	1	1	Accountant 4	19,427	53,834
0	1	1	Administrative Manager	27,194	80,967
1	0	0	Analyst, Senior Budget & Management	26,274	70,909
1	1	1	Contract Compliance Officer	26,274	64,151
2	2	2	Coordinator, Project	27,326	81,807
2	1	1	Development Officer	8.96 Hr.	24.32 Hr.
5	5	5	Director, Project	22,333	72,735
1	0	0	Senior Development Officer	12.63 Hr.	31.91Hr.
12	11	11			
19	17	15	TOTAL GENERAL FUND		
20	16	20	TOTAL GRANT POSITIONS		
39	33	35	TOTAL DEPARTMENT		

*Salary Schedule effective October 27, 2003

**DEPARTMENT OF ECONOMIC DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT**

STEVEN SIMS, DIRECTOR

The Division of Workforce Development is responsible for operations under the Workforce Investment Act of 1998 (WIA) Law 105-220, a comprehensive reform legislation that supersedes the Job Training Partnership Act (JTPA). It is the purpose of this Act to establish programs, to create a new comprehensive, workforce investment system. The reformed system is to be customer-focused, to help individuals access the tools they need to manage their careers through information and high quality services, and to help companies find skilled workers. The goals of the act are to increase employment retention and earnings of participants, to improve the quality of the workforce to sustain economic growth, to enhance productivity and competitiveness, and to reduce welfare dependency. Satisfaction of these goals will aid in improving the quality of the workforce and enhancing the productivity and competitiveness of the Nation. As a New Federalism program, the U.S. Department of Labor transmits funds (Title I) to the Governors. In Ohio, The Governor has designated Ohio Workforce Areas (OWA's) throughout the State. The geographic boundaries of the City of Cleveland have been designated as OWA #3. In accordance with an agreement between the Mayor, the Chief and (local) Elected Official in OWA #3, One Stop, WIA Grant Recipient and Administrative Entity.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF	COST	STAFF		COST	STAFF	
		FT	PT	FT	PT		FT	PT
PROGRAMS:								
Administration	\$ 2,110	27	\$ 1,587	20		\$ 1,783	18	1
Training Services for the Disadvantage	19,000	43	15,088	44		12,658	55	
Pros Ex- Offenders	-		-			875	7	
Cuyahoga County Project	-		-			95	2	
	\$ 21,110	70	\$ 16,675	64		\$ 15,411	82	1
FUNDING SOURCE:								
Workforce Investment Act	\$ 20,501		\$ 15,870			\$ 14,537		
Empowerment Zone	398		805			779		
Cuyahoga County	-		-			95		
Tanf E & T	211		-			-		
	\$ 21,110	70	\$ 16,675	64		\$ 15,411	82	1

MISSION

The Cleveland Career Centers strives to attract a customer mix consisting of a variety of individual and business groups to provide as many options for customers as possible. Recognizing that work is integral to an individual's dignity and one's sense of self within the community, the purpose of the Cleveland Career Centers is to address the employment, reemployment, retention, and workplace needs of our community through career counseling, development, and training. We will establish and maintain strong partnerships, with businesses, the public sector, and local educational institutions to ensure that we supply the necessary skills that employers seek. All of us benefit with each successful entry to the world of work.

**DEPARTMENT OF ECONOMIC DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT**

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To comply with the responsibilities of the Grant Recipient and Administrative Entity as required under the status of the Workforce Investment Act, the attendant federal regulations and administrative policies of the Ohio Department of Job & Family Services (ODJFS).

ACTIVITIES: To carry out Planning and Development, Contract Administration, Customer Tracking and Reporting, Financial Management and Reporting, Program Evaluation, Audit Resolution, Human Resources & Personnel in an efficient and effective manner.

PROGRAM NAME: TRAINING SERVICES FOR ADULTS, DISLOCATED WORKERS & YOUTH

OBJECTIVES: To design a comprehensive network of training and educational resources to ensure job seekers and employers maximum access to information and services for basic skill remediation, skill upgrade, and skill-set enhancement for adults and dislocated workers.

ACTIVITIES: Providing the following services to adults & dislocated workers: Provide Central Intake, Objective Assessment, Referral of Participants to Appropriate Training, Supportive Services, Case Management, Basic Education Skills Training, Occupational Skills, On-The-Job Training, Pre-Employment and Work Maturity Skills Training, Work Experience, and Job Search Assistance. Utilization of an Individual Training Account (ITA) system for adults and dislocated workers to ensure customers choice for upgrading training skills and development. Providing employers in the community with On-The-Job and Customized training opportunities for new and/or current employees and to use funds to recruit and retain Cleveland businesses. Administration for year-round comprehensive services for youth and young adults, ages 14-21, which emphasize strong connections between academic and occupational learning. Programs must include access to each of the following activities:

- Paid and Unpaid Work Experience
- Citizenship and Leadership Development Activities
- Support Services
- Adult Mentoring
- Occupational Skills Training
- Comprehensive Guidance & Counseling
- Summer Work Experience
- Tutoring/Study Skills Training
- Alternative Secondary School Services
- Follow-up Services (at least 12 months)

**DEPARTMENT OF ECONOMIC DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT**

PROGRAM NAME: EX-OFFENDER PROJECT PROVIDING REAL OPPORTUNITIES FOR EX-OFFENDERS TO SUCCEED (PROES)

OBJECTIVES: The PROES Program is a statewide pilot designed to reduce the rate of recidivism by utilizing intensive life management and job readiness skills training and provide a holistic approach to bring services and training to individuals in a One-Stop environment.

ACTIVITIES: The PROES program includes the following activities: Goals & Objectives, Life Skills, Anger Management, Behavior Modification, Effective Communication, Basic Needs, Critical Thinking, Job Search, Critical Thinking, Referral to Community Agencies, Job Search, Introduction to the World of Work, Labor Market Information, Job Preparation, and Learning from Rejection.

PROGRAM NAME: CUYAHOGA COUNTY NEIGHBORHOOD CENTER STAFFING

OBJECTIVES: The Cuyahoga County Neighborhood Center staffing project is to provide on-site staff from the Cleveland Career Centers at two local Neighborhood Centers (Glenville & Ohio City) and develop a direct connection between the Neighborhood Center and the Cleveland Career Center services.

ACTIVITIES: Provide information about City of Cleveland programs and/or One Stop Center; Conduct an initial assessment and/or initial eligibility determination to determine which services customer may be eligible; Make referrals to partner/community support services or other City of Cleveland programs; Serve as a resource room attendant in EFS' Career Centers, and assist with developing an employment plan, provide job search assistance and/or connect customers to possible job opportunities.

2004 Budget

DEPARTMENT OF ECONOMIC DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT
COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
0	1	1	Administrative Manager	27,194	80,967
1	1	1	Chief Personnel Management	30,214	94,105
1	2	2			
OFFICE & CLERICAL					
1	1	1	Chief Clerk	22,050	43,080
2	1	1	Office Manager	19,427	45,000
1	3	3	Principal Clerk	11.93 Hr.	17.85 Hr.
1	0	0	Junior Clerk	9.89 Hr.	12.57 Hr.
0	1	0	Receptionist	9.34 Hr.	13.86 Hr.
10	7	11	Senior Clerk	10.29 Hr.	14.74 Hr.
15	13	16			
PROFESSIONALS					
0	0	1	Accountant III	9.34Hr.	21.83Hr.
2	1	2	Accountant IV	19,427	53,834
1	2	2	Administrative Officer	19,427	48,000
1	0	0	Administrator, Asst.	20,231	58,093
4	1	1	Assistant Mgr HR Planning	22,333	57,628
1	1	1	Budget and Management Analyst	19,427	50,543
1	1	1	Budget Administrator	30,215	94,105
6	3	5	Caseworker I	9.34 Hr.	16.37 Hr.
13	11	11	Caseworker II	9.34 Hr.	17.95 Hr.
3	4	4	Chief Caseworker Supervisor	22,427	41,623
2	1	6	Deputy Project Director	19,784	56,930
2	2	2	Fiscal Manager	23,647	76,635
1	2	0	HR Contract Secretary (Admin.)	20,231	72,735
2	1	3	HR Contract Specialist	9.73 Hr.	27.13 Hr.
3	3	5	HR On the Job Training Specialist	10.21 Hr.	23.07 Hr.
0	2	2	HR Monitoring & Evaluation Manager	30,215	94,105
2	2	2	HR Planner	10.74 Hr.	28.66 Hr.
3	3	4	HR Prop Mgmt Mgr	26,274	74,739
3	3	3	Job Retraining Assistant	9.34 Hr.	19.69 Hr.
1	1	0	Job Training Specialist	12.71 Hr.	19.31 Hr.
1	1	1	Personnel Administrator	26,274	74,739
1	1	1	Personnel Analyst I	21,000	42,816
0	0	3	Project Director	22,333	72,735
0	1	1	Public Information Officer	9.34 Hr.	20.71 Hr.
1	0	1	Senior Programmer Analyst	23,647	62,844
1	1	1	Systems Analyst	19,427	56,000
55	48	63			

2004 Budget

**DEPARTMENT OF ECONOMIC DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT**

COMPARISON OF STAFFING - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			SERVICE AND MAINTENANCE		
1	0	0	Assistant Custodian	16,559	42,219
0	1	1	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
1	1	1			
72	64	82	TOTAL FULL TIME		
1	0	1	TOTAL PART-TIME		
73	64	83			

* Salary Schedule effective October 27, 2003

OFFICE OF EQUAL OPPORTUNITY

The Office administers and monitors the City's Minority and Female-Owned Business Enterprise, and Fannie M. Lewis Resident Employment Law program, Chapters 187 and 188 of the Codified Ordinances of the City, respectively. The Office of Equal Opportunity is administered by an Executive Assistant to the Mayor. Goals are to increase participation for program enterprises in procurement of City contracts and to evaluate the workforce of all contractors to determine compliance with affirmative action goals. Managerial and technical assistance is provided to develop, support and promote business development for program participants in the city of Cleveland. Outreach is conducted through business summits, workshops and seminars on doing business with the City, matchmakers' events, and networking events.

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

	2002		2003			2004	
	ACTUAL		UNAUDITED			MAYOR'S	
	COST	STAFF	COST	STAFF	COST	STAFF	
	FT	PT	FT	PT	FT	PT	
PROGRAMS:							
MBE/FBE Outreach Program	\$ 10	3	\$ 14	5	\$ 262	4	
Monitoring Unit	532	6	599	7	366	7	
Fannie M. Lewis Employment & Res. Program	-				273	7	
	\$ 542	9	\$ 613	12	\$ 901	18	
FUNDING SOURCE:							
General Fund:							
Tax Support	\$ 542	9	\$ 600	12	\$ 626	18	
Self-Generated	-		13		275		
	\$ 542	9	\$ 613	12	\$ 901	18	

MISSION

To advance the principles of Equal Opportunity and Affirmative Action in the contracting arena by promoting procurement opportunities for minority and female businesses on City contracts and to ensure all contractors meet Affirmative Action goals.

OFFICE OF EQUAL OPPORTUNITY

PROGRAM NAME: MINORITY AND FEMALE BUSINESS ENTERPRISE

OBJECTIVES: To assist minority and female businesses in procuring city contracts.

ACTIVITIES: Certify program businesses and monitor their participation on city contracts. Evaluate bids. Monitor Affirmative Action Compliance in companies doing business with the city.

PROGRAM NAME: OUTREACH

OBJECTIVES: To increase the visibility and involvement and serve as a clearinghouse.

ACTIVITIES: "Business After Hours" events, "How to do Business with the City" seminars, certification workshops, business summits, James H. Walker Construction Management Courses.

PROGRAM NAME: FANNIE M. LEWIS EMPLOYMENT AND RESIDENCY PROGRAM

OBJECTIVES: To increase participation of City residents in construction projects awarded by the City in excess of \$100,000.

ACTIVITIES: Implement the Fannie M. Lewis Resident Employee Law (Chapter 188) effective January 1, 2004, requiring twenty percent city residents. Monitor compliance of contractors. Report to City Council.

2004 Budget

OFFICE OF EQUAL OPPORTUNITY

EXPENDITURES

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
SALARIES				
FULL TIME PERMANENT	\$ 363,404	\$ 409,618	\$ 460,180	\$ 633,211
LONGEVITY	1,450	2,025	2,200	2,600
SEPARATION PAYMENTS	10,516	1,725	-	16,000
TOTAL	\$ 375,370	\$ 413,368	\$ 462,380	\$ 651,811
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 35,641	\$ 40,526	\$ 48,115	\$ 107,968
DENTAL	4,838	3,542	3,856	5,636
VISION CARE	-	330	553	891
PERS	48,407	52,273	58,942	88,320
FICA-MEDICARE	4,186	4,115	4,781	9,451
WORKERS COMPENSATION	1,711	471	1,050	1,237
LIFE INSURANCE	753	397	484	515
TOTAL	\$ 95,537	\$ 101,654	\$ 117,781	\$ 214,018
TRAINING AND DUES				
PROFESSIONAL DUES & SUBSCRIPTIONS	\$ -	\$ 258	\$ -	\$ -
TOTAL	\$ -	\$ 258	\$ -	\$ -
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 7,000	\$ -	\$ 889	\$ -
MILEAGE (PRIVATE AUTO)	220	81	211	1,000
PARKING IN CITY FACILITIES	435	997	3,864	2,640
PHOTOCOPY MACHINE RENTAL	201	4,988	1,849	2,500
OTHER CONTRACTUAL	837	238	267	2,815
TOTAL	\$ 8,692	\$ 6,304	\$ 7,080	\$ 8,955
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 565	\$ 48	\$ 70	\$ -
OFFICE FURNITURE & EQUIP	1,704	-	-	-
OTHER SUPPLIES	2,571	-	-	-
JUST IN TIME OFFICE SUPPLIES	1,747	2,222	3,775	2,800
TOTAL	\$ 6,587	\$ 2,270	\$ 3,845	\$ 2,800

2004 Budget

OFFICE OF EQUAL OPPORTUNITY

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 7,374	\$ 7,599	\$ 8,509	\$ 9,820
CHARGES FROM PRINTING	6,804	2,705	5,613	6,164
CHARGES FROM STOREROOM	4,513	4,721	5,755	6,298
CHARGES FROM MOTOR VEHICLES	262	2,521	1,573	1,096
CHARGES FROM DATA PROCESSING	1,745	1,091	-	-
TOTAL	\$ 20,699	\$ 18,637	\$ 21,450	\$ 23,378
TOTAL DIVISION	\$ 506,885	\$ 542,491	\$ 612,536	\$ 900,962

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICES	\$ -	\$ -	\$ (50)	\$ -
MISCELLANEOUS REVENUES	183	150	690	-
EXPENDITURE RECOVERIES	17,275	-	12,046	275,100
TOTAL DIVISION	\$ 17,458	\$ 150	\$ 12,686	\$ 275,100

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
0	0	1	Administrative Manager	27,194	80,967
1	1	1	Assistant Administrator	20,231	58,093
1	1	1	Executive Assistant to the Mayor	50,796	160,115
2	2	3			
OFFICE & CLERICAL					
0	0	2	Data Control Clerk	9.34 Hr.	15.09 Hr.
0	0	1	Junior Clerk	9.89 Hr.	12.57 Hr.
1	0	0	Senior Clerk	10.29 Hr.	14.74 Hr.
1	1	1	Private Secretary to the Director	19,427	43,080
0	1	0	Timekeeper	9.34 Hr.	15.71 Hr.
2	2	4			
PROFESSIONALS					
8	7	10	Assistant Contract Compliance Officer	19,785	51,504
1	1	1	Assistant Personnel Administrator	19,427	50,543
9	8	11			
13	12	18	TOTAL DIVISION		

*Salary Schedule effective October 27, 2003

CITY PLANNING COMMISSION

CHRIS RONAYNE, DIRECTOR

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

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

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Administrative Services	\$ 89	3		\$ 146	4		\$ 151	4	
Planning Administration	277	4	4	364	5	6	403	4	6
Zoning Administration	133	3	1	136	2	1	104	2	1
Urban Design	112	2	1	300	4		320	4	
Citywide Planning	677	9	1	514	9		514	9	
	\$ 1,288	21	7	\$ 1,460	24	7	\$ 1,492	23	7
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 1,071	21	7	\$ 1,436	24	7	\$ 1,466	23	7
Self-Generated	39			24			26		
	\$ 1,110	21	7	\$ 1,460	24	7	\$ 1,492	23	7
Grants	\$ 178			\$ -			\$ -		
	\$ 1,288	21	7	\$ 1,460	24	7	\$ 1,492	23	7

MISSION

The mission of the City Planning Commission is to ensure continued physical development for the City through long-range planning and capital improvements planning, and to provide a coordinating role with regard to physical development projects and public improvements.

CITY PLANNING COMMISSION

PROGRAM NAME: ADMINISTRATIVE SERVICES

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

ACTIVITIES: Preparation and monitoring of departmental budget, grant, and contract administration, personnel management, provision of drafting and secretarial services; maintenance of the City's street line and lot line base map series, and preparation of GIS computerized mapping products.

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 89	3		\$ 146	4		\$ 151	4	
	\$ 89	3		\$ 146	4		\$ 151	4	

PROGRAM NAME: PLANNING ADMINISTRATION

OBJECTIVES: To ensure effective and expeditious action on all mandatory legislative referrals and design reviews within the City's Neighborhood Business Revitalization Districts, Public Land Protective Districts, Urban Renewal Areas, and Community Development Plan Areas.

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

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 239	4	4	\$ 340	5	6	\$ 377	4	6
Self-Generated	38			24			26		
	\$ 277	4	4	\$ 364	5	6	\$ 403	4	6

CITY PLANNING COMMISSION

PROGRAM NAME: ZONING ADMINISTRATION

OBJECTIVES: To ensure that the City has an up-to-date Zoning Code and Zoning Map and to provide professional advice to the City Planning Commission, the Board of Zoning Appeals, and the City Council regarding matters pertaining to the Zoning Code and Zoning Map.

ACTIVITIES: Preparation of zoning studies and legislation amending the City's Zoning Code or Zoning Map; review of Zoning Appeals and Zoning Code and Zoning Map changes; provision of staff support to the City Planning Commission and the City Planning Committee of Council; maintenance of the City's official zoning map series.

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 133	3	1	\$ 136	2	1	\$ 104	2	1
	\$ 133	3	1	\$ 136	2	1	\$ 104	2	1

PROGRAM NAME: URBAN DESIGN

OBJECTIVES: To provide design services and to prepare urban design plans necessary to facilitate appropriate development principally in neighborhood business districts, the central business district, and along the lakefront.

ACTIVITIES: Preparation of the Lakefront Plan and assistance in preparation of the Euclid Corridor Plan and the Inner Belt Study; maintenance and updating of the Downtown Plan; preparation of project evaluations, project design specifications and design guidelines; preparation of design and planning studies in conjunction with transit projects; provision of design assistance to other City departments, City Council, neighborhood organizations and the general public.

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 112	2	1	\$ 300	4		\$ 320	4	
	\$ 112	2	1	\$ 300	4		\$ 320	4	

CITY PLANNING COMMISSION

PROGRAM NAME: CITYWIDE PLANNING

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

ACTIVITIES: Preparation of the Connecting Cleveland 2020 Citywide Plan; coordination of planning activities for the Cleveland Lakefront, the Euclid Corridor, and the Inner Belt; analysis and dissemination of statistical information; coordination of the citywide streetscape improvements program; and assistance to the Office of Budget and Management in preparing of the City's Annual Capital Improvement Program.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S		
	COST	STAFF	COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 499	9	\$ 514	9		\$ 514	9	
	\$ 499	9	\$ 514	9		\$ 514	9	
Grants	178		-			-		
	\$ 677	9	\$ 514	9		\$ 514	9	

2004 Budget

CITY PLANNING COMMISSION

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 922,638	\$ 789,010	\$ 1,091,132	\$ 1,083,659
BOARD MEMBERS	40,800	37,683	34,000	41,280
PART TIME PERMANENT	17,395	22,895	16,742	19,000
STUDENT TRAINEES	228	3,808	1,269	-
LONGEVITY	9,200	7,875	7,300	7,300
SEPARATION PAYMENTS	12,507	9,382	-	-
TOTAL	\$ 1,002,768	\$ 870,653	\$ 1,150,443	\$ 1,151,239
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 70,204	\$ 50,119	\$ 75,652	\$ 86,869
DENTAL	9,455	4,216	8,055	7,901
VISION	-	604	1,231	1,259
PERS	134,934	117,544	147,905	161,484
FICA-MEDICARE	6,586	5,817	10,086	17,281
WORKERS COMPENSATION	4,794	1,263	2,594	2,887
LIFE INSURANCE	1,666	737	1,080	1,076
UNEMPLOYMENT COMPENSATION	251	-	362	-
TOTAL	\$ 227,890	\$ 180,300	\$ 246,965	\$ 278,757
TRAINING AND DUES				
TRAVEL	\$ 946	\$ -	\$ 944	\$ 500
TUITION & REGISTRATION FEES	591	-	575	500
OTHER TRAINING SUPPLIES	-	628	-	500
MILEAGE (PRIV AUTO) TRNG PRPS	-	-	-	100
PROFESSIONAL DUES	-	-	-	900
TOTAL	\$ 1,537	\$ 628	\$ 1,519	\$ 2,500
CONTRACTUAL SERVICES				
ADVERTISING AND PUBLIC NOTICE	\$ 1,611	\$ -	\$ -	\$ 1,000
PARKING IN CITY FACILITIES	6,983	6,639	6,245	6,000
PROPERTY RENTAL	765	-	-	-
PHOTOCOPY MACHINE RENTAL	3,377	3,307	1,130	1,200
EQUIPMENT RENTAL	-	-	-	500
OTHER CONTRACTUAL	2,146	835	1,044	1,000
TOTAL	\$ 14,882	\$ 10,781	\$ 8,419	\$ 9,700
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ -	\$ 845	\$ 1,004
COMPUTER SUPPLIES	490	-	198	-
JUST IN TIME OFFICE SUPPLIES	6,772	9,511	11,829	6,000
TOTAL	\$ 7,262	\$ 9,511	\$ 12,872	\$ 7,004

CITY PLANNING COMMISSION

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 573	\$ 700	\$ 1,627	\$ 900
CAR WASHES	-	-	-	400
TOTAL	\$ 573	\$ 700	\$ 1,627	\$ 1,300
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 19,258	\$ 22,490	\$ 22,882	\$ 26,409
CHARGES FROM PRINTING	5,575	7,414	7,123	7,824
CHARGES FROM STOREROOM	2,939	4,539	3,923	4,294
CHARGES FROM MOTOR VEHICLES	1,047	1,432	4,167	2,902
CHARGES FROM DATA PROCESSING	1,779	1,233	-	-
TOTAL	\$ 30,598	\$ 37,108	\$ 38,095	\$ 41,429
TOTAL DIVISION	\$ 1,285,510	\$ 1,109,681	\$ 1,459,940	\$ 1,491,929

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
LICENSES & PERMITS	\$ 44,909	\$ 32,838	\$ 23,525	\$ 25,800
MISCELLANEOUS REVENUES	710	5,681	754	-
EXPENDITURE RECOVERIES	-	-	60	-
TOTAL DIVISION	\$ 45,619	\$ 38,519	\$ 24,339	\$ 25,800

2004 Budget

CITY PLANNING COMMISSION

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Planning	50,796	166,185
1	1	1	Secretary to the Director	36,590	128,960
3	3	3	Administrator, Assistant	20,231	58,093
5	5	5			
OFFICE & CLERICAL					
3	1	1	Secretary	9.34 Hr.	15.71 Hr.
1	1	1	Secretary, Private	9.34 Hr.	18.83 Hr.
4	2	2			
PROFESSIONALS					
1	4	1	City Planner, Assistant Senior	7.96 Hr.	21.83 Hr.
7	4	7	City Planner	30,000	55,000
6	6	5	City Planner, Chief	30,000	75,000
1	2	2	Administrator, Engineering & Planning	30,215	101,948
1	0	0	Project Coordinator	27,326	81,807
2	1	1	Project Director	22,333	72,735
18	17	16			
27	24	23	TOTAL FULL TIME		
1	1	1	Administrative Officer	19,427	48,000
6	6	6	Member - City Planning Commission		
7	7	7	TOTAL PART TIME		
34	31	30	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF HARBORS

JOHN MOK, DIRECTOR

The Department of Port Control monitors leases for the various areas held by the City along the shores of Lake Erie and the Cuyahoga River. The primary objective of the Department's Division of Harbors was to improve the piers and docks under its jurisdiction by initiating a plan for capital expenditures.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF	COST	STAFF	COST	STAFF	STAFF	
	FT	PT		FT	PT	FT	PT	
FUNDING SOURCE:								
Self-Generated Revenue*	\$ 547		\$ 588			\$ 510		
	\$547		\$ 588			\$ 510		

* Revenues for Harbors exceed operating costs. The balance of revenue is credited to the General Fund.

REVENUE

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
SALES & CHARGES FOR SERVICE	\$ 455,973	\$ 547,364	\$ 588,493	\$ 510,000
TOTAL DIVISION	\$ 455,973	\$ 547,364	\$ 588,493	\$ 510,000

DEPARTMENT OF PUBLIC HEALTH

MATT CARROLL, DIRECTOR

The Department of Public Health works to ensure the health and well being of Cleveland residents through public health and education activities, supporting primary care services, mental health and substance abuse programs, air pollution monitoring and control, environmental health protection, lead poisoning prevention, and operation of the House of Corrections.

The Department consists of five cost centers: Administration, and the Divisions of Health, Environment, Correction and Air Quality. In total, the Department employs over 250 persons on a full-time basis and will have an operating budget in excess of \$22 million in 2004. Grants from federal, state and local sources make up over \$10 million of the Department's budget.

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
DIVISIONS:									
Administration	\$ 707	11		\$ 715	10		\$ 733	10	
Correction	5,698	86	1	6,361	85	2	6,257	90	
Health	8,927	66	5	9,089	68	3	8,984	70	2
Environment	6,503	105		4,164	56		3,899	56	
Air Quality	-			3,515	43		3,238	43	
	\$ 21,835	268	6	\$ 23,844	262	5	\$ 23,111	269	2
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 9,903			\$ 10,718			\$ 9,871		
Self - Generated	1,635			1,914			1,916		
	\$ 11,538	178	6	\$ 12,632	165	8	\$ 11,787	171	2
Categorical Grants	\$ 7,443	73	2	\$ 8,462	80		\$ 8,544	80	
Community Development Block Grant	1,500	1		1,596	1		1,680	2	
Special Revenue	1,354	16		1,154	16		1,100	16	
	\$ 21,835	268	8	\$ 23,844	262	8	\$ 23,111	269	2

**DEPARTMENT OF PUBLIC HEALTH
HEALTH ADMINISTRATION**

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

	2002 ACTUAL		2003 UNAUDITED			2004 MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Administration	\$ 707	11	\$ 715	10	\$ 733	10		
	\$ 707	11	\$ 715	10	\$ 733	10		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 707		\$ 715		\$ 733			
	\$ 707	11	\$ 715	10	\$ 733	10		

MISSION

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

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To provide policy formulation, fiscal supervision and personnel services to the Department's operating divisions.

ACTIVITIES: Process all personnel requests. Provide fiscal monitoring and coordination. Oversee operational activities.

2004 Budget

**DEPARTMENT OF PUBLIC HEALTH
HEALTH ADMINISTRATION**

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 608,568	\$ 494,414	\$ 505,592	\$ 491,920
LONGEVITY	3,350	3,525	2,725	4,075
SEPARATION PAYMENTS	6,995	8,624	-	-
OVERTIME	-	-	815	-
TOTAL	\$ 618,913	\$ 506,564	\$ 509,132	\$ 495,995
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 58,210	\$ 51,826	\$ 53,855	\$ 52,220
DENTAL	5,681	4,651	4,658	4,615
VISION CARE	-	403	572	556
PERS	82,608	65,804	62,884	70,064
FICA-MEDICARE	6,471	5,173	5,026	7,136
WORKERS COMPENSATION	2,728	744	1,319	1,443
LIFE INSURANCE	1,076	479	503	515
TOTAL	\$ 156,774	\$ 129,081	\$ 128,817	\$ 136,549
TRAINING AND DUES				
TRAVEL	\$ 723	\$ 75	\$ -	-
TUITION AND REGISTRATION FEES	456	510	379	2,500
PROFESSIONAL DUES	652	241	3,862	5,000
TOTAL	\$ 1,831	\$ 826	\$ 4,241	\$ 7,500
UTILITIES				
GAS	\$ 20,284	\$ 2,888	\$ (17,573)	\$ 22,128
TOTAL	\$ 20,284	\$ 2,888	\$ (17,573)	\$ 22,128
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,286	\$ -	\$ -	-
MILEAGE (PRIVATE AUTO)	418	134	6	400
SECURITY SERVICES	3,117	2,945	3,932	12,500
PARKING IN CITY FACILITIES	-	2,964	4,174	2,500
INSURANCE AND OFFICIAL BONDS	-	-	100	-
ADVERTISING AND PUBLIC NOTICE	1,125	-	-	-
PROPERTY RENTAL	12,277	13,000	41,033	41,033
PHOTOCOPY MACHINE RENTAL	55	10,093	2,945	8,000
OTHER CONTRACTUAL	8,941	38,750	7,226	-
STATE AUDITOR EXAMINATION	-	-	5,527	-
TOTAL	\$ 27,218	\$ 67,886	\$ 64,943	\$ 64,433

**DEPARTMENT OF PUBLIC HEALTH
HEALTH ADMINISTRATION**

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 11	\$ 2	\$ 500
COMPUTER SUPPLIES	-	115	5	500
COMPUTER HARDWARE	592	-	349	-
SMALL EQUIPMENT	-	-	18,000	-
OTHER SUPPLIES	-	120	4,371	2,896
JUST IN TIME OFFICE SUPPLIES	721	932	2,088	2,000
TOTAL	\$ 1,313	\$ 1,178	\$ 24,815	\$ 5,896
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM PRINTING	\$ -	\$ (1,477)	\$ 583	\$ 640
CHARGES FROM DATA PROCESSING	950	225	-	-
TOTAL	\$ 950	\$ (1,252)	\$ 583	\$ 640
TOTAL DIVISION	\$ 827,283	\$ 707,170	\$ 714,958	\$ 733,141

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Public Health	50,796	160,115
1	0	0	Secretary to the Director	36,590	128,960
2	1	1			
OFFICE & CLERICAL					
1	1	1	Clerk, Stock	9.34 Hr.	16.19 Hr.
1	1	1	Clerk, Chief	22,050	43,080
1	1	1	Private Secretary to Director	19,427	43,080
0	0	0	Private Secretary	9.34 Hr.	18.85 Hr.
3	3	3			
PROFESSIONALS					
1	0	0	Accountant III	9.34 Hr.	21.83 Hr.
1	1	1	Chief Systems Analyst	27,326	88,624
1	1	1	Chief, Computer Operations	23,647	76,635
0	1	1	Deputy Project Director	19,785	56,930
1	0	0	Grant Administrator (Writer)	22,333	68,109
1	1	1	Systems Analyst	19,427	56,000
1	1	1	Project Director	22,333	72,735
1	1	1	Senior Budget and Management Analyst	26,274	70,909
7	6	6			
12	10	10	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF CORRECTION
ROBERT TASKEY, COMMISSIONER**

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

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
PROGRAMS:									
Custodial Care	\$ 5,573	84	1	\$ 6,148	83	2	\$ 6,047	88	
Rehabilitation	125	2		213	2		210	2	
	\$ 5,698	86	1	\$ 6,361	85	2	\$ 6,257	90	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 5,694			\$ 6,356			\$ 6,255		
Self - Generated	4			5			2		
	\$ 5,698	86	1	\$ 6,361	85	2	\$ 6,257	90	

MISSION

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

PROGRAM NAME: CUSTODIAL CARE

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

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

PROGRAM NAME: REHABILITATION

OBJECTIVES: To influence a change in inmates' behavior so that, upon release, individuals can become productive members of the community.

ACTIVITIES: Develop a treatment plan for each inmate based upon an assessment of the individual's case. Provide vocational education for the inmates in the areas of building maintenance and auto repair, along with exposing them to a GED educational program from a licensed educator. Offer the opportunity to participate in a work release program when approved by the Court.

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF CORRECTION**

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 2,445,300	\$ 2,621,023	\$ 2,974,552	\$ 2,975,837
SEASONAL	14,140	-	-	-
PART TIME PERMANENT	4,862	8,894	16,524	-
LONGEVITY	23,925	23,750	25,275	25,950
WAGE SETTLEMENTS	108	6,725	1,943	-
SEPARATION PAYMENTS	81,511	60,556	5,057	10,000
OVERTIME	666,867	752,432	715,978	465,478
TOTAL	\$ 3,236,712	\$ 3,473,379	\$ 3,739,329	\$ 3,477,265
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 391,673	\$ 393,985	\$ 467,806	\$ 567,098
DENTAL	39,739	35,149	40,384	46,285
VISION CARE	-	2,582	4,591	6,810
PERS	419,566	459,160	499,070	472,270
FICA-MEDICARE	32,632	36,234	41,787	50,337
WORKERS COMPENSATION	371,546	100,785	221,237	250,571
LIFE INSURANCE	6,627	3,499	4,021	4,212
UNEMPLOYMENT COMPENSATION	155	11,603	1,454	-
CLOTHING ALLOWANCE	23,230	21,805	25,000	24,600
TOOL PURCHASE	(350)	-	-	-
CLOTHING MAINTENANCE	12,500	11,575	13,200	13,280
TOTAL	\$ 1,297,317	\$ 1,076,375	\$ 1,318,550	\$ 1,435,463
TRAINING AND DUES				
TUITION AND REGISTRATION FEES	\$ 150	\$ 50	\$ -	\$ 6,000
PROFESSIONAL DUES	2,851	160	(70)	350
TOTAL	\$ 3,001	\$ 210	\$ (70)	\$ 6,350
UTILITIES				
GAS	\$ 61,842	\$ (30,436)	\$ 45,526	\$ 62,079
ELECTRICITY - OTHER	109,575	125,808	105,254	110,517
TOTAL	\$ 171,417	\$ 95,372	\$ 150,780	\$ 172,596
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 52,195	\$ 77,417	\$ 164,206	\$ 164,922
BANK SERVICE FEES	-	-	493	-
MEDICAL SERVICES	227,233	227,293	281,214	250,000
ADVERTISING AND PUBLIC NOTICE	4,576	-	-	-
PARKING IN CITY FACILITIES	1,322	1,575	1,451	1,300
PROPERTY RENTAL	-	-	18,787	65,352
PHOTOCOPY MACHINE RENTAL	20	4,200	1,835	4,000
EQUIPMENT RENTAL	-	-	-	690
OTHER CONTRACTUAL	42,129	136,950	27,405	20,000
TOTAL	\$ 327,475	\$ 447,435	\$ 495,391	\$ 506,264

2004 Budget

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF CORRECTION**

EXPENDITURES - CONTINUED

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 1,395	\$ 1,821	\$ 1,147	\$ 1,575
POSTAGE	-	-	14	-
COMPUTER SUPPLIES	629	393	-	-
CLOTHING	11,698	28,306	4,598	29,800
HARDWARE AND SMALL TOOLS	1,443	4,165	598	1,639
SMALL EQUIPMENT	5,312	3,535	268	-
OFFICE FURNITURE AND EQUIP	9,507	-	2,304	2,000
ELECTRICAL SUPPLIES	785	1,220	639	1,500
HYGIENE AND CLEANING SUPPLIES	55,973	37,561	34,841	55,000
PAINTING EQUIPMENT AND SUPPLIES	396	-	280	1,000
MEDICAL SUPPLIES	6,166	12,010	45,549	10,000
FOOD	326,871	285,676	285,000	310,000
PHOTOGRAPHIC SUPPLIES	10,971	7,425	7,125	12,000
PRINTED MATERIALS	945	-	-	-
OTHER SUPPLIES	25,778	21,937	20,325	10,000
PHARMACEUTICAL SUPPLIES	85,259	76,950	98,385	70,000
GREENHOUSE MAINT SUPPLIES	400	-	-	-
JUST IN TIME OFFICE SUPPLIES	4,815	7,063	7,273	5,000
BUILDING MAINT SUPPLIES	6,089	5,386	4,235	5,000
MISC MAINTENANCE SUPPLIES	4,244	2,253	1,621	1,500
TOTAL	\$ 558,675	\$ 495,702	\$ 514,202	\$ 516,014
MAINTENANCE				
MAINTENANCE CONTRACTS	\$ 28,371	\$ 14,843	\$ 40,384	\$ 39,000
MAINTENANCE UTILITY SYSTEMS	264	-	-	-
MAINTENANCE MISC EQUIPMENT	1,547	800	-	-
MAINTENANCE BUILDING	420	-	-	-
TOTAL	\$ 30,602	\$ 15,643	\$ 40,384	\$ 39,000
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS, DAMAGES, AND CLAIMS	\$ -	\$ 120	\$ -	\$ -
TOTAL	\$ -	\$ 120	\$ -	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 13,305	\$ 21,276	\$ 17,088	\$ 19,721
CHARGES FROM RADIO SYSTEM	13,586	20,951	21,781	27,195
CHARGES FROM WATER	1,305	-	-	-
CHARGES FROM WATER POLLUTION	633	-	-	-
CHARGES FROM PRINTING	10,016	5,416	14,437	15,858
CHARGES FROM STOREROOM	286	124	542	593
CHARGES FROM MOTOR VEHICLES	36,019	35,230	40,521	28,221
CHARGES FROM DATA PROCESSING	20,189	4,725	-	-
CHARGES FROM WASTE COLLECTION	-	6,288	8,312	12,000
TOTAL	\$ 95,338	\$ 94,010	\$ 102,681	\$ 103,588
TOTAL DIVISION	\$ 5,720,535	\$ 5,698,246	\$ 6,361,247	\$ 6,256,540

2004 Budget

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF CORRECTION**

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTERGOVERNMENTAL REVENUES	\$ -	\$ -	\$ 2,963	\$ -
SALES AND CHARGES FOR SERVICES	1,450	4,230	1,650	1,500
MISCELLANEOUS REVENUE	250	75	217	-
EXPENDITURE RECOVERIES	963	-	-	-
TOTAL DIVISION	\$ 2,663	\$ 4,305	\$ 4,830	\$ 1,500

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Correction	40,315	110,331
1	1	1			
OFFICE & CLERICAL					
1	1	1	Clerk, Principal	11.93 Hr.	17.85 Hr.
1	1	0	Clerk, Senior	10.29 Hr.	14.74 Hr.
0	1	1	Clerk, Junior	9.89 Hr.	12.57 Hr.
1	1	1	Secretary, Private	9.34 Hr.	18.83 Hr.
1	1	1	Storekeeper	9.34 Hr.	18.44 Hr.
4	5	4			
PROFESSIONALS					
2	2	2	Analyst, Budget	19,427	48,028
1	1	0	Analyst, Systems Sr.	20,231	74,000
2	2	2	Caseworker II	9.34 Hr.	17.95 Hr.
1	0	0	Examiner, Medical	21.40 Hr.	58.61 Hr.
0	1	1	Recreational Instructor III	9.34 Hr.	17.02 Hr.
2	1	2	Nurse, Practical	13.88 Hr.	15.88 Hr.
1	1	1	Public Health Nurse III	39,099	46,600
9	8	8			
PROTECTIVE SERVICE					
66	61	66	Correctional Officer	12.18 Hr.	15.45 Hr.
5	6	6	Supervisor, Correctional	19,427	46,377
71	67	72			
SERVICE & MAINTENANCE					
2	1	2	Cook	11.38 Hr.	14.18 Hr.
1	1	1	Cook, Head	9.34 Hr.	15.68 Hr.
2	2	2	Mechanical Handyman	14.54 Hr.	16.54 Hr.
5	4	5			
90	85	90	TOTAL FULL TIME		
1	0	0	Clerk, Junior	9.89 Hr.	12.57 Hr.
1	0	0	Examiner, Medical	21.40 Hr.	58.61 Hr.
2	0	0	TOTAL PART TIME		
92	85	90	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HEALTH**

ANJOU PAREKH, COMMISSIONER

The Division of Health is responsible for a broad array of programs and services designed to promote, maintain and improve the health status of Clevelanders. The objective of the Division is to interpret and enforce those sections of the State and City law, which pertain to public health and disease control. Specific activities of the Division include direct medical services, including immunizations; public health nursing; communicable disease surveillance; sexually transmitted disease control; inspection and licensure of medical facilities; laboratory services; health education and promotion, mental health and substance abuse prevention and treatment; maternal, infant, and child health services and education; AIDS education; and HIV testing and counseling.

The Division is responsible for the Mayor's Health Advisory Committee, a 25-member committee comprised of community leaders selected to advise the Mayor on issues affecting the public's health and disparities in health status. The Health Division also operates the Bureau of Vital Statistics, which is responsible for the issuance of all birth and death certificates and for keeping, collecting and maintaining those statistics, which reflect the general health status of Cleveland.

BUDGET COMMENTS

Grant funding supplements General Fund monies and enables the Division to provide a wide range of health services throughout the community. These services include immunization activities, preventive health services to residents in public housing, substance abuse treatment services to inmates in the House of Corrections, and infant mortality reduction. The Healthy Family /Healthy Start program adds funds to the Division's budget and is used by a community-wide consortium of providers and residents to reduce the infant mortality rates in Cleveland.

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Health Administration	\$ 3,596	15		\$ 3,733	20	1	\$ 4,023	24	
Miles-Broadway	96	1		110			69		
J.Glen Smith	778	13	1	814	10		923	12	1
McCafferty	508	4	1	394	4	1	540	6	1
Tremont	398	4	2	359	4	1	-		
Vital Statistics	581	14		669	14		524	11	
Mental Health & Substance Abuse	464	8		512	8		516	8	
Healthy Family / Healthy Start	2,506	7	1	2,498	8		2,389	9	
	\$ 8,927	66	5	\$ 9,089	68	3	\$ 8,984	70	2
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 1,796			\$ 1,583			\$ 1,397		
Self - Generated	1,589			1,849			1,845		
	\$ 3,385	42	4	\$ 3,432	44	3	\$ 3,242	42	2
Categorical Grants	\$ 4,042	20	2	\$ 4,061	23		\$ 4,062	26	
Community Development Block Grant	1,500	1		1,596	1		1,680	2	
	\$ 8,927	63	6	\$ 9,089	68	3	\$ 8,984	70	2

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HEALTH**

MISSION

To provide wide ranging health care services to the citizens of Cleveland, regardless of ability to pay, in order to maintain the health and well-being of the public and to prevent the spread of disease.

PROGRAM NAME: HEALTH ADMINISTRATION

OBJECTIVES: To provide administrative and operational support in the planning, directing and evaluation of all Division of Health components and activities to ensure that all resources benefit the citizens of Cleveland. To recommend policy changes as related to programs and areas under the Division's charge.

ACTIVITIES: Management of general fund and grant budgets, Personnel management and administration. Supervision and evaluation of Division of Health programs and activities at the four Cleveland Health Centers. Coordination with other agency's and departments on public health issues, initiatives and enforcement actions.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
FUNDING SOURCE:								
General Fund	\$ 1,090	11	\$ 1,155	15	2	\$ 1,358	18	
Categorical Grants	1,006	3	982	4		985	4	
Community Development Block Grant	1,500	1	1,596	1		1,680	2	
	\$ 3,596	15	\$ 3,733	20		\$ 4,023	24	

PROGRAM NAME: NEIGHBORHOOD HEALTH CENTERS - Miles-Broadway, J. Glen Smith, Thomas McCafferty and Tremont

OBJECTIVES: To provide the public with personal health care programs within their own neighborhoods.

ACTIVITIES: Immunize children to reduce the incidence of preventable childhood diseases. Provide education and treatment programs to identify and decrease the incidence of Sexually transmitted diseases. Provide laboratory testing, medical treatment and direct referral of both adult and child patients. Provide HIV/AIDS prevention activities, supportive services and case management. Provide public health nursing home visitations.

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HEALTH**

MILES-BROADWAY HEALTH CENTER

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
FUNDING SOURCE:									
General Fund	\$ 96	1		\$ 110			\$ 69		
	\$ 96	1		\$ 110			\$ 69		

J. GLEN SMITH HEALTH CENTER

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
FUNDING SOURCE:									
General Fund	\$ 683	11		\$ 728	8		\$ 752	9	1
Categorical Grants	95	2	1	86	2		171	3	
	\$ 778	13	1	\$ 814	10		\$ 923	12	1

THOMAS MCCAFFERTY HEALTH CENTER

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
FUNDING SOURCE:									
General Fund	\$ 413	2	1	\$ 305	4	1	\$ 423	4	1
Categorical Grants	95	2		89	2		117	2	
	\$ 508	4	1	\$ 394	6	1	\$ 540	6	1

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HEALTH
TREMONT HEALTH CENTER
OPERATING SUMMARY
(000'S OMITTED)**

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
FUNDING SOURCE:									
General Fund	\$ 398	4	2	\$ 359	4	1	\$ -		
	\$ 398	4	2	\$ 359	4	1	\$ -		

PROGRAM NAME: VITAL STATISTICS

OBJECTIVES: To maintain an accurate record of all births and death occurring in Cleveland and 22 suburbs and keep those statistics which reflect the general health status of the City.

ACTIVITIES: Register birth and death certificates for Cleveland and 22 surrounding suburbs. Distribute, for a fee, records of births, death and stillbirths.

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
FUNDING SOURCE:									
General Fund	\$ 581	14		\$ 669	14		\$ 524	11	
	\$ 581	14		\$ 669	14		\$ 524	11	

PROGRAM NAME: MENTAL HEALTH AND SUBSTANCE ABUSE TREATMENT SERVICES

OBJECTIVES: To offer help and guidance to those citizens suffering from mental health or drug dependency problems.

ACTIVITIES: Provide counseling and prevention activities for adults, youth, individuals, families and groups in the area of alcoholism and drug abuse.

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
FUNDING SOURCE:									
General Fund	\$ 106	2		\$ 106	2		\$ 116	2	
Categorical Grants	358	6		406	6		400	6	
	\$ 464	8		\$ 512	8		\$ 516	8	

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HEALTH**

PROGRAM NAME: HEALTHY FAMILY/HEALTHY START

OBJECTIVES: To reduce the infant mortality rate in 18 targeted Cleveland Communities.

ACTIVITIES: Provide community outreach, assessment, referral, and social and support services to high-risk pregnant and post-partum women.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S		
	COST	STAFF	COST	STAFF	COST	STAFF	ESTIMATE	
		FT	PT	FT	PT	FT	PT	
FUNDING SOURCE:								
Categorical Grants	\$ 2,488	7	1	\$ 2,498	8	\$ 2,389	9	
General Fund	18			-		-		
	\$ 2,506	7	1	\$ 2,498	8	\$ 2,389	9	

PROGRAM NAME: HIV/AIDS PREVENTION

OBJECTIVES: To set goals for and support the work of community organizations that provide prevention education and outreach to populations at risk for contracting HIV.

ACTIVITIES: Fund community organizations, track their progress and guide their prevention activities in the Cleveland community.

PROGRAM NAME: PUBLIC HEALTH INFRASTRUCTURE PROGRAM

OBJECTIVES: To develop disease reporting and surveillance capacity in the department for the purpose of tracking infectious diseases but also in support of emergency preparedness efforts in the city, county and region.

ACTIVITIES: Receive reports and track diseases that are reportable under state law. Conduct follow-up investigations to disease reports as appropriate. Develop response plans for bioterrorism emergencies, working with local partners.

PROGRAM NAME: CHRONIC DISEASE PREVENTION

OBJECTIVES: To conduct targeted health promotion activities that reduce and prevent chronic illness among Clevelanders.

ACTIVITIES: Carry out tobacco control grant program as sub-grantee of Cuyahoga County Board of Health. Promote healthy lifestyles among Clevelanders, addressing issues of physical activity, nutrition and environment for both children and adults. Conduct workplace wellness grant program as supported by the Kaiser Foundation.

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HEALTH**

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 1,631,141	\$ 1,724,514	\$ 1,785,815	\$ 1,824,838
PART TIME PERMANENT	75,102	94,377	100,327	45,450
LONGEVITY	14,675	14,225	14,000	13,075
WAGE SETTLEMENTS	-	13,560	12,868	-
SEPARATION PAYMENTS	13,004	15,377	27,635	-
OVERTIME	275	118	3,964	-
TOTAL	\$ 1,734,197	\$ 1,862,171	\$ 1,944,609	\$ 1,883,363
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 170,993	\$ 177,881	\$ 205,509	\$ 218,746
DENTAL	19,196	16,296	18,355	16,942
VISION CARE	-	1,999	2,718	2,746
PERS	231,896	249,408	247,664	260,195
FICA-MEDICARE	15,899	17,224	19,266	27,148
WORKERS COMPENSATION	7,851	2,167	4,908	9,382
LIFE INSURANCE	3,441	1,808	1,967	1,978
UNEMPLOYMENT COMPENSATION	1,992	14,760	8,029	9,724
CLOTHING ALLOWANCE	745	600	1,060	760
CLOTHING MAINTENANCE	300	300	-	300
TOTAL	\$ 452,314	\$ 482,443	\$ 509,476	\$ 547,921
TRAINING AND DUES				
TRAVEL	\$ 196	\$ 3,515	\$ 638	\$ -
TUITION & REGISTRATION FEES	225	858	542	2,500
PROFESSIONAL DUES	-	798	857	-
TOTAL	\$ 421	\$ 5,171	\$ 2,037	\$ 2,500
UTILITIES				
GAS	\$ 30,668	\$ 52,523	\$ 28,092	\$ 28,092
ELECTRICITY - CPP	152,972	183,567	174,094	174,094
ELECTRICITY - OTHER	15,221	6,048	5,591	5,541
SECURITY & MONITORING SYSTEM	2,304	1,752	5,403	7,818
TOTAL	\$ 201,165	\$ 243,889	\$ 213,180	\$ 215,545

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HEALTH**

EXPENDITURES - CONTINUED

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 75,630	\$ 21,043	\$ 32,015	\$ 3,500
BANK SERVICE FEES	-	-	877	-
MILEAGE (PRIVATE AUTO)	2,834	2,592	3,103	3,004
WASTE DISPOSAL	4,846	7,212	4,171	4,704
SECURITY SERVICES	48,575	55,348	47,490	12,500
ADVERTISING AND PUBLIC NOTICE	21,798	3,650	-	-
PARKING IN CITY FACILITIES	5,493	2,497	1,346	-
PROPERTY RENTAL	69,000	80,760	47,709	45,861
PHOTOCOPY MACHINE RENTAL	196	8,504	3,501	7,562
OTHER CONTRACTUAL	363,821	174,355	197,903	122,287
INDIGENT RELIEF	47,500	74,000	10,000	-
STATE AUDITOR EXAMINATIONS	-	3,518	-	-
LOCAL MATCH-GRANT PROGRAMS	18,000	33,000	-	-
CREDIT CARD PROCESSING FEES	-	-	18,934	-
TOTAL	\$ 657,693	\$ 466,478	\$ 367,049	\$ 199,418
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 4,048	\$ 9,966	\$ 10,174	\$ 10,000
POSTAGE	1,603	1,297	955	1,500
COMPUTER SUPPLIES	-	-	713	944
COMPUTER HARDWARE	264	1,998	1,585	-
COMPUTER SOFTWARE	-	80	-	-
OFFICE FURNITURE & EQUIP	1,492	-	783	-
ELECTRICAL SUPPLIES	1,252	686	464	-
HYGIENE AND CLEANING SUPPLIES	734	1,933	1,590	4,726
MEDICAL SUPPLIES	11,368	12,659	23,595	3,897
OTHER SUPPLIES	10,418	11,676	16,175	7,952
PHARMACEUTICAL SUPPLIES	23,871	6,626	26,236	14,843
LABORATORY SUPPLIES	24,510	25,359	13,827	15,000
JUST IN TIME OFFICE SUPPLIES	4,096	11,621	19,454	7,562
TOTAL	\$ 83,657	\$ 83,900	\$ 115,551	\$ 66,424
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 468	\$ 213	\$ 74	\$ 1,000
MAINTENANCE CONTRACTS	4,878	1,278	2,575	16,197
COMPUTER SOFTWARE MAINT	-	2,854	-	-
CAR WASHES	50	-	390	-
MAINTENANCE MISC EQUIPMENT	570	-	-	-
TOTAL	\$ 5,966	\$ 4,345	\$ 3,039	\$ 17,197

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HEALTH**

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 118,215	\$ 155,258	\$ 195,902	\$ 226,090
CHARGES FROM PRINTING	62,557	11,596	48,849	53,657
CHARGES FROM STOREROOM	19,367	29,743	18,186	19,907
CHARGES FROM MOTOR VEHICLES	24,688	35,052	13,951	9,716
CHARGES FROM DATA PROCESSING	7,116	5,337	-	-
TOTAL	\$ 231,942	\$ 236,986	\$ 276,888	\$ 309,370
TOTAL DIVISION	\$ 3,367,354	\$ 3,385,384	\$ 3,431,829	\$ 3,241,738

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICE	\$ 1,423,120	\$ 1,422,338	\$ 1,666,145	\$ 1,704,500
MISCELLANEOUS REVENUE	555	8,496	59,760	600
EXPENDITURE RECOVERIES	181,389	158,630	123,127	140,000
TOTAL DIVISION	\$ 1,605,064	\$ 1,589,464	\$ 1,849,032	\$ 1,845,100

2004 Budget

DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HEALTH
COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner of Health	45,021	132,782
1	1	1			
OFFICE & CLERICAL					
2	1	1	Clerk, Chief	22,050	43,080
5	5	4	Clerk, Junior	9.89 Hr.	12.57 Hr.
3	3	3	Clerk Principal	11.93 Hr.	17.85 Hr.
6	6	6	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	0	Receptionist	9.34 Hr.	13.86 Hr.
2	1	1	Secretary, Private	9.34 Hr.	18.83 Hr.
19	17	15			
PROFESSIONALS					
2	1	1	Analyst, Budget & Management	19,427	50,543
1	1	1	Chief, Clinical Laboratories	23,647	72,800
3	2	2	Coordinator, Project	27,326	81,807
1	3	3	Deputy Project Director	19,785	56,930
4	4	4	Examiner, Medical	21.40 Hr.	58.61 Hr.
1	0	0	Grant Administrator	22,233	68,109
1	1	1	Health Center Director	22,333	68,109
1	1	1	Nurse, Public Health Director	26,274	74,739
4	4	4	Nurse, Public Health III	39,099	46,600
1	1	1	Public Information Officer	9.34 Hr.	20.71 Hr.
1	1	1	Computer Operator	9.34 Hr.	20.71 Hr.
1	1	1	Supervisor, Vital Statistics	19,427	50,543
21	20	20			
PARAPROFESSIONALS					
2	2	2	Aide, Community Health	9.34 Hr.	14.53 Hr.
2	2	2			
SERVICE & MAINTENANCE					
1	1	1	Mechanical Handyman	14.54 Hr.	16.54 Hr.
1	1	1			
TECHNICIAN					
2	2	2	Clinical Laboratory Technician II	9.34 Hr.	21.10 Hr.
1	1	1	Nurse, Practical	13.88 Hr.	15.88 Hr.
3	3	3			
47	44	42	TOTAL FULL TIME		
0	1	1	Clinical Laboratory Technician II	9.34 Hr.	21.10 Hr.
1	1	0	Examiner, Medical	21.40 Hr.	58.61 Hr.
1	1	1	Chief of Pharmacy Services	26,274	80,967
3	3	2	TOTAL PART TIME		
50	47	44	TOTAL GENERAL FUND		
26	24	28	TOTAL GRANT POSITIONS		
76	71	72	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF ENVIRONMENT**

WILLIE BESS, COMMISSIONER

The Division of Environmental Health includes 2 Bureaus that administer some 17 environmental program activities, most of which are mandated by City codes or State of Ohio statutes. The Bureau of Environmental Health Services' objective is to provide programmatic activities (inspections, surveillance and investigations) at a sufficient level to protect the health of the public as it relates to the programs charged to the Bureau through existing codes. Duties of the Bureau consist of sanitation complaint investigations, retail food establishment and food service operation inspections, rodent and vector control activities, school environment inspections, solid and infectious waste inspections and the approval of various license applications as imposed by City and State codes, and allied duties which may be imposed by ordinance or statute.

The Bureau of Childhood Lead Poisoning Prevention's objective is to reduce the incidence of lead poisoning in children and promote early identification and action to reduce blood lead levels in children diagnosed with lead poisoning. The Bureau's activities include providing educational outreach services as a regional resource center for 19 Northeastern Ohio Counties, screening children ages 1-5 for blood lead levels through direct outreach and cooperation with health care providers, operating a laboratory to analyze blood lead samples, providing medical monitoring and follow-up of lead poisoned children, inspecting residences of lead poisoned children to identify and reduce lead hazards, and contracting with local organizations to perform abatement activities to reduce lead hazards in homes of low-income families.

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF ENVIRONMENT**

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF	COST	STAFF	COST	STAFF	STAFF	PT
		FT PT		FT PT		FT PT		
PROGRAMS:								
Environment Administration	\$ 326	5	\$ 335	6	\$ 257	6		
Air Pollution Control (OH EPA)	2,656	36	-		-			
Childhood Lead Poisoning Prevention	1,022	14	1,561	16	1,577	16		
Environment Health	2,499	50	2,379	34	2,065	34		
	\$ 6,503	105	\$ 4,275	56	\$ 3,899	56		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 1,706		\$ 1,422		\$ 1,094			
Self - Generated	42		27		31			
	\$ 1,748	35	\$ 1,449	24	\$ 1,125	21		
Categorical Grants	\$ 3,401	54	\$ 1,672	17	\$ 1,674	18		
Special Revenue - Food Protection	1,354	16	1,154	15	1,100	17		
	\$ 6,503	105	\$ 4,275	56	\$ 3,899	56		

MISSION

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

PROGRAM NAME: ENVIRONMENT ADMINISTRATION

OBJECTIVES: To provide administrative and operational support in the planning, directing, and evaluation of all Division of Environment components to ensure that all resources are utilized to the benefit of City of Cleveland residents.

ACTIVITIES: Management of General Fund and Grant Budgets. Facilitate daily field activity of all staff. Collection of applicable performance data. Management of operations and maintenance of City Personnel Policies and Procedures. Participation in citizen events relating to environmental Health issues.

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF ENVIRONMENT**

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

2002		2003		2004	
ACTUAL		UNAUDITED		MAYOR'S ESTIMATE	
COST	STAFF	COST	STAFF	COST	STAFF
FT	PT	FT	PT	FT	PT

FUNDING SOURCE:

General Fund:					
Tax Support	\$ 326	5	\$ 335	6	\$ 339 6
	\$ 326	5	\$ 335	6	\$ 339 6

PROGRAM NAME: AIR POLLUTION CONTROL- OHIO EPA CONTRACT

OBJECTIVES: To ensure that air emissions from industrial sources are in compliance with federal, state, and local Regulations and to monitor air pollution levels throughout Cleveland and Cuyahoga County.

ACTIVITIES: Operate an ambient air-monitoring network to collect air samples at over 21 locations to determine concentrations of particular matter, sulfur dioxide, ozone, carbon monoxide, lead, and nitrogen oxides. Issue installation, operation and renewal permits for industrial air pollution sources. Issue permits for open burning, sandblasting, and asbestos abatement. Inspect industrial air pollution sources to determine compliance with regulations and permit conditions. Inspect asbestos abatement projects to ensure compliance through additional inspections, and forward enforcement actions to the Ohio EPA. Investigate citizen complaints concerning air pollution.

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

2002		2003		2004	
ACTUAL		UNAUDITED		MAYOR'S ESTIMATE	
COST	STAFF	COST	STAFF	COST	STAFF
FT	PT	FT	PT	FT	PT

FUNDING SOURCE:

General Fund:					
Tax Support	\$ 371		\$ -		\$ -
Self - Generated	14		-		-
	\$ 385	3	\$ -		\$ -
Categorical Grants	\$ 2,271	38	\$ -		\$ -
	\$ 2,656	41	\$ -		\$ -

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF ENVIRONMENT**

PROGRAM NAME: CHILDHOOD LEAD POISONING PREVENTION

OBJECTIVES: The Bureau of Childhood Lead Poisoning Prevention's objective is to reduce the incidence of lead poisoning in children and promote early identification and action to reduce blood lead levels in children diagnosed with lead poisoning.

ACTIVITIES: Test over 18,000 children ages 1-5 for lead poisoning through health care providers and outreach. Analyze blood samples in clinical laboratory medical services. Provide and monitor medical follow-up to lead poisoned children. Inspect residences of lead-poisoned children to identify and reduce lead hazards. Provide preventive education and information. Abate lead hazards in homes of low-income families.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF	COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT
FUNDING SOURCE:								
Categorical Grants	\$ 1,022	14	\$ 1,561	16		\$ 1,582	17	
	\$ 1,022	14	\$ 1,561	16		\$ 1,582	17	

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF ENVIRONMENT**

PROGRAM NAME: ENVIRONMENTAL HEALTH SERVICES

OBJECTIVES: To ensure sanitary conditions in all neighborhoods and reduce the potential of rodent-borne, vector-borne and food-borne illness.

ACTIVITIES: Conduct food service and food handling inspections. Inspect premises for rodent infestation and provide necessary treatment. Approve and issue licenses as mandated by law. Inspect schools, hotels/motels, swimming pools, manufactured home parks, barbershops and places of assembly. Larvicide catch basins and standing water to control mosquito population. Investigate environmental health nuisances and complaints reported by the public. Issue warnings to those establishments who have violated state or local health codes. Follow up on code violations to ensure they are corrected. Enforce the Ohio Environmental Protection Agency relations pertaining to solid waste management.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF	COST	STAFF	COST	STAFF		
	FT	PT		FT	PT	FT	PT	
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 1,009		\$ 1,087		\$ 778			
Self - Generated	28		27		31			
	\$ 1,037	32	\$ 1,114	16	\$ 809	16		
Categorical Grants	\$ 108	2	\$ 111	2	\$ 92	2		
Special Revenue - Food Protection	1,354	16	1,154	16	1,100	17		
	\$ 2,499	50	\$ 2,379	34	\$ 2,001	35		

2004 Budget

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF ENVIRONMENT**

EXPENDITURES

	2001		2002		2003		2004	
	Actual		Actual		Unaudited		Mayor's Estimate	
SALARIES AND WAGES								
FULL TIME PERMANENT	\$	1,230,405	\$	914,968	\$	944,684	\$	693,332
LONGEVITY		13,725		8,383		8,585		7,760
SEPARATION PAYMENTS		21,517		1,560		-		-
WAGE SETTLEMENTS		-		-		1,503		-
OVERTIME		23,960		18,480		7,972		-
TOTAL	\$	1,289,607	\$	943,391	\$	962,744	\$	701,092
EMPLOYEE BENEFITS								
HOSPITALIZATION	\$	148,846	\$	127,486	\$	119,599	\$	77,516
DENTAL		14,522		11,359		10,598		9,009
VISION CARE		-		2,017		1,581		1,316
PERS		170,792		131,127		137,876		99,998
FICA-MEDICARE		9,352		4,435		4,902		10,166
WORKERS COMPENSATION		(2,477)		(17,094)		(14,406)		2,165
LIFE INSURANCE		2,353		946		992		889
UNEMPLOYMENT COMPENSATION		263		-		1,260		-
TOTAL	\$	343,651	\$	260,276	\$	262,402	\$	201,059
TRAINING AND DUES								
TRAVEL	\$	353	\$	774	\$	75	\$	-
TUITION AND REGISTRATION FEES		1,546		605		416		200
PROFESSIONAL DUES		158		1,488		1,124		900
TOTAL	\$	2,057	\$	2,867	\$	1,615	\$	1,100
UTILITIES								
GAS	\$	13,428	\$	167	\$	-	\$	9,118
ELECTRICITY - CPP		32,504		9,085		12,218		12,829
ELECTRICITY - OTHER		4,103		989		1,266		1,329
TOTAL	\$	50,035	\$	10,241	\$	13,484	\$	23,276
CONTRACTUAL SERVICES								
PROFESSIONAL SERVICES	\$	-	\$	20,384	\$	61	\$	-
MILEAGE (PRIVATE AUTO)		30,006		14,538		15,155		2,570
SECURITY SERVICES		13,009		9,439		2,350		7,500
ADVERTISING AND PUBLIC NOTICE		9,434		-		-		1,000
PARKING IN CITY FACILITIES		1,558		2,885		2,146		2,000
PROPERTY RENTAL		64,277		71,100		53,853		42,832
PHOTOCOPY MACHINE RENTAL		-		3,099		1,378		2,100
OTHER CONTRACTUAL		70,525		73,198		28,486		87,000
LOCAL MATCH - GRANT PROGRAMS		-		241,501		-		-
TOTAL	\$	188,809	\$	436,144	\$	103,429	\$	145,002

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF ENVIRONMENT**

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 39	\$ -	\$ 2	\$ -
DISCOUNTS LOST	-	-	29	-
POSTAGE	-	14	-	-
COMPUTER SUPPLIES	842	1,890	693	300
COMPUTER HARDWARE	-	-	208	-
COMPUTER SOFTWARE	-	-	2,191	-
CHEMICAL	681	26,051	44,953	6,000
HARDWARE AND SMALL TOOLS	-	-	14	-
SEED, FERTILIZER AND HERBICIDE	-	40,477	-	-
SMALL EQUIPMENT	-	1,647	1,482	-
OFFICE FURNITURE AND EQUIPMENT	-	-	841	-
AQUATICS (POOL) SUPPLIES	-	-	430	450
PHOTOGRAPHIC SUPPLIES	-	-	935	-
OTHER SUPPLIES	7,972	5,357	3,738	1,000
TIRES	-	-	460	-
JUST IN TIME OFFICE SUPPLIES	843	7,826	11,059	1,000
TOTAL	\$ 10,377	\$ 83,262	\$ 67,035	\$ 8,750
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 471	\$ -	\$ -	\$ 100
MAINTENANCE CONTRACTS	-	-	-	100
COMPUTER SOFTWARE MAINT	5,994	674	-	500
CAR WASHES	300	-	300	500
MAINTENANCE MISC EQUIPMENT	-	-	-	100
TOTAL	\$ 6,765	\$ 674	\$ 300	\$ 1,300
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 29,108	\$ 11,219	\$ 19,008	\$ 21,937
CHARGES FROM RADIO SYSTEM	1,651	653	810	1,426
CHARGES FROM PRINTING	11,040	(5,816)	9,223	10,131
CHARGES FROM STOREROOM	12,942	(2,744)	8,831	9,667
CHARGES FROM MOTOR VEHICLES	16,335	5,758	-	-
CHARGES FROM DATA PROCESSING	6,372	1,625	-	-
TOTAL	\$ 77,447	\$ 10,694	\$ 37,872	\$ 43,161
TOTAL DIVISION	\$ 1,968,746	\$ 1,747,550	\$ 1,448,881	\$ 1,124,740

2004 Budget

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF ENVIRONMENT**

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTERGOVERNMENTAL REVENUES	\$ -	\$ -	\$ 840	-
LICENSES AND PERMITS	24,148	13,419	24,489	16,000
SALES AND CHARGES FOR SERVICE	37,134	14,792	500	-
FINES AND FORFEITURES	-	500	-	-
MISCELLANEOUS REVENUE	23,390	13,633	1,025	15,000
EXPENDITURE RECOVERIES	-	-	34	-
TOTAL DIVISION	\$ 84,672	\$ 42,344	\$ 26,888	\$ 31,000

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Environment	42,758	124,900
0	0	0	Deputy Commissioner, Environment	26,274	74,739
1	1	1			
OFFICE & CLERICAL					
1	1	1	Manager, Office	19,427	45,000
1	1	1	Secretary, Private	9.34 Hr.	18.83 Hr.
0	0	0	Clerk, Junior	9.89 Hr.	12.57 Hr.
2	2	2			
PROFESSIONALS					
0	2	0	Environ. Compliance Specialist III	17.90 Hr.	27.81 Hr.
1	1	1	Analyst, Budget & Management	19,427	50,543
0	0	0	Environ. Enforcement Specialist I	14.95 Hr.	21.48 Hr.
1	1	1	Supervisor, District-Environment Health	19,785	55,000
2	5	2			
TECHNICIAN					
2	2	2	Sanitarian I, Public Health	12.78 Hr.	19.44 Hr.
9	9	9	Sanitarian II, Public Health	14.35 Hr.	20.96 Hr.
3	3	3	Sanitarian III, Public Health	15.49 Hr.	21.78 Hr.
2	2	2	Sanitarian IV, Public Health	9.34 Hr.	26.50 Hr.
16	16	16			
21	24	21	TOTAL GENERAL FUND		
17	16	17	TOTAL ENVIRONMENTAL GRANT POSITIONS		
18	16	18	TOTAL FOOD PROTECTION FUND		
56	56	56	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF AIR QUALITY
RICHARD NEMETH, COMMISSIONER**

The Division of Air Quality serves as Ohio EPA's Delegated Agent for air pollution control for all of Cuyahoga County. The objective of the Division is to bring in all industrial and commercial sources of air pollution into compliance with the City's Air Pollution Code and Ohio's Air Pollution regulations. This will result in lower levels of air pollution and continue progress in meeting Federal Clean Air Standards. The Air Quality Division is composed of three sections which work together to achieve the objective of meeting Federal clean air standard. The Field Monitoring Section measures air pollution levels at more than 21 sites in Cuyahoga County for six National Ambient air Criteria Pollutants. These measurements determine the overall air quality in the city and county. The Engineering Section operates the permit system, which requires all industrial sources of air pollution to register and obtain permits. The permit system identifies sources and establishes limits on the amount of emissions released into the atmosphere. The Enforcement Section maintains surveillance on pollution sources and responds to complaints from the public about a variety of air pollution problems.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S		
	COST	STAFF	COST	STAFF	COST	STAFF	ESTIMATE	
		FT PT		FT PT		FT PT		
PROGRAMS:								
Air Quality Administration	\$ -		\$ 140	1	\$ 430	1		
Air Quality Program (OH EPA)	-		3,375	42	2,808	42		
	\$ -		\$3,515	43	\$3,238	43		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ -		\$ 649		\$ 392			
Self - Generated	-		26		38			
	\$ -		\$ 675	1	\$ 430	1		
Categorical Grants	\$ -		\$ 2,840	42	\$ 2,808	42		
	\$ -		\$3,515	43	\$3,238	43		

MISSION

To ensure that emissions of regulated air pollutants from industrial sources in Cleveland and Cuyahoga County are in compliance with federal, state and local regulations and to monitor ambient air quality within the Greater Cleveland area meets Federal Clean Air standards each day of the year.

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF AIR QUALITY**

PROGRAM NAME: AIR QUALITY- OHIO EPA CONTRACT

OBJECTIVES: To ensure that air emissions from industrial sources are in compliance with federal, state, and local Regulations and to monitor air pollution levels throughout Cleveland and Cuyahoga County.

ACTIVITIES: Operate an ambient air monitoring network to collect air samples at over 21 locations to determine concentrations of particular matter, sulfur dioxide, ozone, carbon monoxide, lead, and nitrogen oxides. Inspects industrial sources within Cleveland and Cuyahoga County that are regulated by OEPA are in compliance with the OEPA rules and regulations. Responds and investigates citizen complaints. Prepares and issues permits to stationary sources of air pollution (including power plants, gas stations, incinerators, and other fixed sources of air pollution). Issues permits for open burning, sandblasting and asbestos abatement. Issues installation, operation and renewal permits for industrial air pollution sources. Issues various violation notices to violators and ensure compliance through additional inspections and forwarding enforcement actions to Ohio EPA. Issue installation, operation and renewal permits for industrial air pollution sources. Inspect asbestos abatement projects to ensure compliance through additional inspections, and forward enforcement actions to the Ohio EPA.

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S		
	COST	STAFF		COST	STAFF		COST	STAFF	
		FT	PT		FT	PT		FT	PT
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ -			\$ 637			\$ 392		
Self - Generated	-			26			38		
	\$ -			\$ 663			\$ 430		
Categorical Grants	\$ -			\$ 2,840	42		\$ 2,548	42	
	\$ -			\$ 3,503	42		\$ 2,978	42	

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF AIR QUALITY**

EXPENDITURES

		2001		2002		2003		2004
		Actual		Actual		Unaudited		Mayor's
								Estimate
SALARIES AND WAGES								
FULL TIME WAGES	\$	-	\$	-	\$	89,672	\$	85,000
OVERTIME		-		-		2,110		-
TOTAL	\$	-	\$	-	\$	91,782	\$	85,000
EMPLOYEE BENEFITS								
HOSPITALIZATION	\$	-	\$	-	\$	11,946	\$	7,937
DENTAL		-		-		155		621
VISION CARE		-		-		12		81
PERS		-		-		842		11,518
FICA-MEDICARE		-		-		1,179		1,233
WORKERS COMPENSATION		-		-		-		206
LIFE INSURANCE		-		-		8		47
TOTAL	\$	-	\$	-	\$	14,142	\$	21,643
TRAINING AND DUES								
TRAVEL	\$	-	\$	-	\$	235	\$	1,000
TUITION AND REGISTRATION FEES		-		-		-		2,000
PROFESSIONAL DUES		-		-		200		-
TOTAL	\$	-	\$	-	\$	435	\$	3,000
UTILITIES								
CONTRACTUAL SERVICES	\$	-	\$	-	\$	-	\$	2,736
TOTAL	\$	-	\$	-	\$	-	\$	2,736
CONTRACTUAL SERVICES								
MILEAGE (PRIVATE AUTO)	\$	-	\$	-	\$	-	\$	3,000
ADVERTISING AND PUBLIC NOTICE		-		-		-		1,104
PARKING IN CITY FACILITIES		-		-		-		1,128
PHOTOCOPY MACHINE RENTAL		-		-		-		500
PAGER RENTAL		-		-		-		1,500
LOCAL MATCH - GRANT PROGRAMS		-		-		556,880		305,120
TOTAL	\$	-	\$	-	\$	556,880	\$	312,352

**DEPARTMENT OF PUBLIC HEALTH
DIVISION OF AIR QUALITY**

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ 500
POSTAGE	-	-	-	300
COMPUTER HARDWARE	-	-	-	1,000
OFFICE FURNITURE AND EQUIP	-	-	-	2,000
OTHER SUPPLIES	-	-	-	500
JUST IN TIME OFFICE SUPPLIES	-	-	-	500
TOTAL	\$ -	\$ -	\$ -	\$ 4,800
TOTAL DIVISION	\$ -	\$ -	\$ 663,239	\$ 429,531

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES AND CHARGES FOR SERVICE	\$ -	\$ -	\$ 26,257	\$ 38,000
TOTAL DIVISION	\$ -	\$ -	\$ 26,257	\$ 38,000

DIVISION OF AIR QUALITY
COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	Commissioner, Air Quality	42,758	124,900
1	1	1			
1	1	1	TOTAL GENERAL FUND		
42	42	42	TOTAL AIR QUALITY GRANT POSITIONS		
43	43	43	TOTAL DIVISION		

Salary Schedule effective October 27, 2003

DEPARTMENT OF AGING

JANE FUMICH, DIRECTOR

The Department of Aging is a planning, coordinating, and direct service agency dedicated to increasing, improving, and delivering a variety of services intended to enhance the quality of life for Cleveland's elders and enable them to remain independent in their own homes while preserving their dignity and independence.

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

	2002			2003			2004			
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE		
		STAFF	FT		PT	STAFF		FT	PT	
PROGRAMS:										
Supportive Services/Outreach/Admin	\$ 365	6	2	\$ 380	6	2	\$ 424	6	1	
Grant Programs	332	9	3	496	9	3	421	9	4	
	\$ 697	15	5	\$ 876	15	5	\$ 845	15	5	
FUNDING SOURCE:										
General Fund:										
Tax Support	\$ 365	6	2	\$ 379	6	2	\$ 424	6	1	
Self - Generated	-			1			-			
	\$ 365	6	2	\$ 380	6	2	\$ 424	6	1	
Grants	\$ 332	9	3	\$ 496	9	3	\$ 421	9	4	
	\$ 697	15	5	\$ 876	15	5	\$ 845	15	5	

MISSION

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

PROGRAM NAME: SUPPORTIVE SERVICES/COMMUNITY OUTREACH

OBJECTIVES: To identify and assist seniors in accessing services, benefits, and programs to ensure they receive adequate assistance in emergencies, the benefits to which they are entitled, and programs to help maintain independence.

ACTIVITIES: Participate in a variety of outreach activities to identify seniors in need of assistance. Conduct assessments of older persons in their homes. Link seniors with the services, benefits, and programs needed to maintain safety and independence. Assist seniors with utility shut off (i.e. gas, electric, water, etc.) and provide assistance with emergency food from hunger centers, access to home delivered meals, personal care and homemaker services, job assistance, home repairs, and chore services. Serve as a liaison with other City departments and agencies concerning services for the elderly. Serve as an advocate for seniors to ensure they receive fair and equal treatment and the services they need.

DEPARTMENT OF AGING

PROGRAM NAME: CHORE

OBJECTIVES: Enhance the quality of life for Cleveland elders (60+) and enable them to remain independent in their own homes.

ACTIVITIES: Assist seniors with interior and exterior household chores including lawn cutting.

PROGRAM NAME: SENIOR STRIDES

OBJECTIVES: To assist Cleveland seniors (55+) in securing employment.

ACTIVITIES: Provide career and employment counseling, resume preparation, training, job search and job placement.

PROGRAM NAME: SENIOR HOMEOWNERS ASSISTANCE PROGRAM

OBJECTIVES: To assist Cleveland seniors in obtaining critical repairs for their homes.

ACTIVITIES: Provide financial assistance to elderly, low-income homeowners with critical health, safety, and maintenance home repairs.

2004 Budget

DEPARTMENT OF AGING

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 148,947	\$ 203,478	\$ 222,215	\$ 267,057
SEASONAL	-	-	2,857	-
PART TIME PERMANENT	-	8,848	24,272	13,934
STUDENT TRAINEES	-	5,542	11,210	-
LONGEVITY	1,800	2,100	1,800	2,900
SEPARATION PAYMENTS	1,621	16,254	1,718	-
OVERTIME	273	-	-	-
TOTAL	\$ 152,641	\$ 236,222	\$ 264,071	\$ 283,891
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 18,756	\$ 19,737	\$ 11,066	\$ 22,976
DENTAL	1,699	1,498	953	1,731
VISION CARE	-	193	168	486
PERS	21,198	28,776	33,996	38,467
FICA-MEDICARE	1,573	2,833	3,209	4,116
WORKERS COMPENSATION	748	200	642	2,786
LIFE INSURANCE	380	225	164	281
TOTAL	\$ 44,354	\$ 53,462	\$ 50,197	\$ 70,843
TRAINING AND DUES				
TUITION & REGISTRATION FEES	\$ -	\$ 30	\$ 1,149	\$ 1,500
PROFESSIONAL DUES	-	435	-	500
TOTAL	\$ -	\$ 465	\$ 1,149	\$ 2,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 53	\$ 213	\$ 311	\$ -
MILEAGE (PRIVATE AUTO)	1,466	1,995	548	2,100
PARKING IN CITY FACILITIES	7,367	4,382	3,700	4,500
PHOTOCOPY MACHINE RENTAL	76	2,592	750	1,200
TOTAL	\$ 8,962	\$ 9,182	\$ 5,309	\$ 7,800
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 102	\$ -	\$ 87	\$ -
COMPUTER HARDWARE	1,437	9,362	-	-
COMPUTER SOFTWARE	-	450	150	-
OFFICE FURNITURE & EQUIPMENT	-	-	152	-
OTHER SUPPLIES	1,678	1,181	963	1,000
SPECIAL EVENTS SUPPLIES	7,614	1,036	4,733	7,000
JUST IN TIME SUPPLIES	1,098	4,322	8,713	8,300
TOTAL	\$ 11,929	\$ 16,351	\$ 14,797	\$ 16,300

DEPARTMENT OF AGING

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
CAR WASHES	\$ -	\$ 250	\$ -	\$ 250
TOTAL	\$ -	\$ 250	\$ -	\$ 250
CLAIMS, REFUNDS, MISCELLANEOUS				
JUDGEMENTS, DAMAGES, & CLAIMS	\$ -	\$ 181	\$ -	\$ -
TOTAL	\$ -	\$ 181	\$ -	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 10,023	\$ 17,032	\$ 13,759	\$ 15,879
CHARGES FROM PRINTING	2,844	5,661	8,275	9,089
CHARGES FROM STOREROOM	6,581	2,159	4,955	5,424
CHARGES FROM MOTOR VEHICLES	24,211	24,083	17,397	12,116
CHARGES FROM DATA PROCESSING	650	450	-	-
TOTAL	\$ 44,309	\$ 49,385	\$ 44,386	\$ 42,508
TOTAL DIVISION	\$ 262,194	\$ 365,498	\$ 379,909	\$ 423,592

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES AND CHARGES FOR SERVICES	\$ -	\$ -	\$ 1,000	\$ -
MISCELLANEOUS REVENUES	1,000	-	240	-
EXPENDITURE RECOVERIES	18	18	53	-
TOTAL DIVISION	\$ 1,018	\$ 18	\$ 1,293	\$ -

2004 Budget

DEPARTMENT OF AGING
COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Aging	50,796	160,115
1	1	1			
PROFESSIONALS					
1	1	0	Budget Analyst	19,427	48,028
0	0	1	Budget & Management Analyst	19,427	48,028
1	1	1	Administrative Manager	27,194	80,967
1	1	1	Deputy Project Director	19,785	56,930
3	3	3			
PARAPROFESSIONALS					
2	2	2	Geriatric Outreach Worker	7.12 Hr.	18.93 Hr.
2	2	2			
6	6	6	TOTAL FULL TIME		
1	1	1	Intake Specialist	9.34 Hr.	14.54 Hr.
1	1	0	Welfare Liason	19,785	51,504
2	2	1	TOTAL PART TIME		
8	8	7	TOTAL GENERAL FUND		
14	12	13	TOTAL GRANT POSITIONS		
22	20	20	TOTAL DEPARTMENT		

* Salary Schedule effective October 27, 2003

NOTES

DEPARTMENT OF FINANCE

ROBERT H. BAKER, DIRECTOR

The Department of Finance consists of twelve divisions. Its specific goals and objectives are as follows:

- To maintain an adequate financial base to sustain a sufficient level of municipal services
- To maintain a good credit rating in the financial community and assure taxpayers that the City of Cleveland is well managed by using prudent financial management practices and maintaining a sound fiscal condition
- To have the ability to withstand local and regional economic trauma, to adjust to changes in the service requirements of the community and to respond to changes in State and Federal priorities and funding
- To initiate systemic change by examining existing procedures, technology needs and financial results of various departments
- To provide value added service to all other departments

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
DIVISIONS:									
Finance Administration	\$ 462	5		\$ 567	5		\$ 705	7	
Accounts	1,516	22		1,485	19	1	1,395	18	1
Assessments & Licenses	1,200	26		1,384	26		1,430	25	
Treasury	614	10		647	10		511	7	
Purchases & Supplies									
General Fund	520	10		534	9		607	9	
Internal Service (Storeroom)	774	1		859	1		931	2	
Internal Audit	850	9		902	8		653	5	
Central Collection Agency	6,905	99	15	7,569	100	6	8,878	114	15
Printing & Reproduction	1,207	11		1,220	12		1,609	14	
Sinking Fund	75,607	1		52,290	2		54,408	2	
Financial Reporting & Control	2,219	18		1,536	17		1,324	16	
Information Technology Planning	-			-			222	2	
Information Technology & Services									
Data Center	2,193	28		2,813	36		2,851	27	
Telecommunications	6,175	5		4,976	12		5,838	16	
	\$ 100,242	245	15	\$ 76,782	257	7	\$ 81,362	264	16

FUNDING SOURCE:

General Fund:									
Tax Supported	\$ 5,225			\$ 7,778			\$ 7,725		
Self Generated	2,156			2,090			1,972		
	\$ 7,381	100		\$ 9,868	130	1	\$ 9,697	116	1
Internal Service*	\$ 10,349	45		\$ 7,055	25		\$ 8,378	32	
Debt Service*	75,607	1		52,290	2		54,409	2	
Central Collection Agency*	6,905	99	15	7,569	100	6	8,878	114	15
	\$ 100,242	245	15	\$ 76,782	257	7	\$ 81,362	264	16

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

DEPARTMENT OF FINANCE

MISSION

To provide professional financial management services as mandated by law and required by City Council, the Mayor's Office, City departments and those in other governmental units.

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To supervise the activities of the twelve operational divisions of the Department of Finance.

ACTIVITIES: Maintain and improve the fiscal integrity of the City of Cleveland and improve the efficiency of the various divisions of the Department of Finance.

PROGRAM NAME: RISK MANAGEMENT

OBJECTIVES: To protect the fiscal integrity of the City by assuring the availability of financial resources in the event of a claim against the City.

ACTIVITIES: Maintain adequate loss records and utilize those records in the development of adequate cash reserves. Purchase adequate property and casualty insurance to protect the City's assets in the event of loss. Manage contracts with insurance consultants hired to assist in the selection of insurance carriers. Provide advice regarding specific insurance related questions.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Administration	\$ 462	5	\$ 567	5	\$ 603	6		
Risk Management	-		-		102	1		
	\$ 462	5	\$ 567	5	\$ 705	7		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 462	5	\$ 566	5	\$ 705	7		
Self Generated	-		1		-			
	\$ 462	5	\$ 567	5	\$ 705	7		

2004 Budget

DEPARTMENT OF FINANCE

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 228,310	\$ 344,460	\$ 422,568	\$ 535,874
LONGEVITY	-	1,150	475	875
SEPARATION PAYMENTS	10,022	-	-	-
TOTAL	\$ 238,332	\$ 345,610	\$ 423,043	\$ 536,749
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 11,500	\$ 13,998	\$ 18,753	\$ 31,934
DENTAL	803	1,160	1,636	2,530
VISION CARE	-	209	258	295
PERS	32,452	36,648	54,315	72,730
FICA-MEDICARE	3,421	2,973	5,575	7,783
WORKERS COMPENSATION	1,202	309	1,008	1,031
LIFE INSURANCE	263	158	230	328
UNEMPLOYMENT COMPENSATION	6,358	-	-	-
TOTAL	\$ 55,999	\$ 55,455	\$ 81,775	\$ 116,631
TRAINING AND DUES				
TRAVEL	\$ 150	\$ -	\$ 3,350	\$ 3,000
TUITION & REGISTRATION FEES	509	20	590	2,000
PROFESSIONAL DUES & SUBSCRIPTIONS	96	2,690	444	500
TOTAL	\$ 756	\$ 2,710	\$ 4,384	\$ 5,500
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 905	\$ 928	\$ 20,000	\$ 1,000
ADVERTISING AND PUBLIC NOTICE	1,065	-	-	500
PARKING IN CITY FACILITIES	8,107	3,324	2,717	3,500
INSURANCE & OFFICIAL BONDS	-	-	155	200
PHOTOCOPY MACHINE RENTAL	22	943	-	900
OTHER CONTRACTUAL	269	-	-	-
TOTAL	\$ 10,368	\$ 5,195	\$ 22,872	\$ 6,100
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 308	\$ -	\$ 11	\$ 1,000
POSTAGE	1,056	19	48	500
COMPUTER SUPPLIES	-	-	-	300
PAPER AND OTHER PRINTING SUPPLIES	332	-	170	500
OTHER SUPPLIES	-	2,340	-	-
JUST IN TIME SUPPLIES	76	2,049	2,229	600
TOTAL	\$ 1,772	\$ 4,408	\$ 2,458	\$ 2,900
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 18,848	\$ 33,995	\$ 26,091	\$ 30,112
CHARGES FROM PRINTING	1,659	(2,880)	1,395	1,532
CHARGES FROM STOREROOM	1,821	17,250	5,078	5,558
TOTAL	\$ 22,328	\$ 48,365	\$ 32,564	\$ 37,202
TOTAL DIVISION	\$ 329,555	\$ 461,743	\$ 567,096	\$ 705,082

DEPARTMENT OF FINANCE

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MISCELLANEOUS REVENUES	\$ -	\$ 68	\$ 745	\$ -
EXPENDITURE RECOVERIES	-	-	466	300
TOTAL DIVISION	\$ -	\$ 68	\$ 1,211	\$ 300

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Finance	50,796	160,115
1	1	1	Assistant Director of Budget & Capital	36,590	128,960
1	1	1	Secretary to Director of Departments	36,590	128,960
1	1	1	Assistant Administrator	20,231	58,093
4	4	4			
PROFESSIONALS					
0	0	1	Budget & Management Analyst	19,427	50,543
0	0	1	Risk Manager	27,326	88,624
0	0	2			
OFFICE & CLERICAL					
1	1	1	Private Secretary to Director	19,427	43,080
1	1	1			
5	5	7	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF ACCOUNTS

ALAN SCHNEIDER, COMMISSIONER

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

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF	COST	STAFF	COST	STAFF	PT	
	FT	PT	FT	PT	FT	PT	PT	
PROGRAMS:								
General Accounting	\$ 858	8	\$ 811	6	1	\$ 382	5	1
Payroll	631	9	647	7		635	6	
Accounts Payable	27	5	27	6		310	6	
Records Management	-		-			68	1	
	\$ 1,516	22	\$ 1,485	19	1	\$ 1,395	18	1
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 1,220	22	\$ 1,484	19	1	\$ 1,394	18	1
Self Generated	296		1			1		
	\$ 1,516	22	\$ 1,485	19	1	\$ 1,395	18	1

MISSION

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

PROGRAM NAME: GENERAL ACCOUNTING

OBJECTIVES: To maintain the City's records utilizing the PeopleSoft financial system.

ACTIVITIES: To process the encumbrances of contracts, to verify the pre-encumbrance of legislation and to record receivables.

PROGRAM NAME: PAYROLL

OBJECTIVES: To provide accurate and timely payroll data and reports on a bi-weekly basis.

ACTIVITIES: Collect and disburse data and reports.

PROGRAM NAME: ACCOUNTS PAYABLE

OBJECTIVES: To pay the City's vendors in a timely and accurate manner.

ACTIVITIES: To verify the accuracy of payment documentation received and to process payments to the City's vendors.

PROGRAM NAME: RECORDS MANAGEMENT

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

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

DIVISION OF ACCOUNTS

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 617,740	\$ 696,459	\$ 776,825	\$ 721,620
SEASONAL	-	12,457	22,031	19,000
LONGEVITY	3,075	3,375	5,025	4,225
SEPARATION PAYMENTS	577	14,080	8,931	-
OVERTIME	74,373	47,244	15,723	10,000
TOTAL	\$ 695,766	\$ 773,615	\$ 828,535	\$ 754,845
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 74,708	\$ 84,997	\$ 97,506	\$ 104,813
DENTAL	8,475	7,703	8,851	8,964
VISION CARE	-	777	1,318	1,172
PERS	90,383	112,269	106,024	99,707
FICA-MEDICARE	7,779	8,074	8,310	10,670
WORKERS COMPENSATION	3,193	904	2,008	2,062
LIFE INSURANCE	1,472	774	878	842
UNEMPLOYMENT COMPENSATION	5,234	-	-	-
TOTAL	\$ 191,245	\$ 215,498	\$ 224,895	\$ 228,230
TRAINING AND DUES				
TRAVEL	\$ -	\$ -	\$ 3,080	\$ -
TUITION & REGISTRATION FEES	-	450	636	-
MILEAGE (PRIV AUTO) TRNG PRPS	-	67	-	-
TOTAL	\$ -	\$ 517	\$ 3,716	\$ -
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 4,082	\$ -	\$ 155	\$ 3,000
WASTE DISPOSAL	-	-	2,773	-
ADVERTISING AND PUBLIC NOTICE	6,165	-	-	-
PARKING IN CITY FACILITIES	57	43	80	-
INSURANCE AND OFFICIAL BONDS	-	340	400	500
PHOTOCOPY MACHINE RENTAL	157	2,393	1,736	3,000
OTHER CONTRACTUAL	16	456,218	380,000	359,377
STATE AUDITOR EXAMINATION	4,631	(9,261)	-	-
TOTAL	\$ 15,107	\$ 449,733	\$ 385,144	\$ 365,877
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 1,263	\$ 62	\$ 88	\$ 1,500
POSTAGE	45	963	979	1,000
COMPUTER SUPPLIES	261	-	90	1,000
COMPUTER HARDWARE	-	412	2,279	1,000
COMPUTER SOFTWARE	-	-	135	1,000
OFFICE FURNITURE & EQUIP	946	-	-	1,000
OTHER SUPPLIES	1,800	202	1,305	2,000
JUST IN TIME OFFICE SUPPLIES	3,718	26,793	12,325	9,000
TOTAL	\$ 8,033	\$ 28,432	\$ 17,201	\$ 17,500

2004 Budget

DIVISION OF ACCOUNTS

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ -	\$ 4,576	\$ -	-
MAINTENANCE CONTRACTS	300	-	-	1,000
COMPUTER SOFTWARE MAINT	-	2,200	540	-
TOTAL	\$ 300	\$ 6,776	\$ 540	\$ 1,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 8,665	\$ 15,827	\$ 9,830	\$ 11,345
CHARGES FROM PRINTING	2,277	1,728	4,261	4,679
CHARGES FROM STOREROOM	8,027	8,630	10,387	11,370
CHARGES FROM DATA PROCESSING	5,037	15,336	-	-
TOTAL	\$ 24,005	\$ 41,521	\$ 24,478	\$ 27,394
TOTAL DIVISION	\$ 934,456	\$ 1,516,092	\$ 1,484,509	\$ 1,394,846

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICES	\$ 33,725	\$ 61,750	\$ -	-
MISCELLANEOUS REVENUES	30	234,604	611	500
TOTAL DIVISION	\$ 33,755	\$ 296,354	\$ 611	\$ 500

2004 Budget

DIVISION OF ACCOUNTS

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	Commissioner, Accounts	40,315	119,646
1	1	1	Deputy Commissioner Accounts	26,274	80,080
2	2	2			
			OFFICE & CLERICAL		
6	5	5	Clerk, Accountant II	9.34 Hr.	15.71 Hr.
1	1	1	Clerk, Chief	22,050	43,080
3	3	3	Clerk, Principal	11.93 Hr.	17.85 Hr.
1	1	1	Clerk, Senior	10.29 Hr.	14.74 Hr.
11	10	10			
			PROFESSIONALS		
1	1	1	Auditor	19,785	53,307
1	1	1	Accountant II	9.34 Hr.	19.69 Hr.
0	1	1	Administrative Manager	27,194	80,967
1	1	1	Assistant Administrator	20,231	58,093
1	0	0	Central Payroll Supervisor	20,231	78,000
4	4	4			
			TECHNICIANS		
1	1	1	Information Control Analyst	9.34 Hr.	18.79 Hr.
1	0	0	Senior Data Conversion Operator	10.80 Hr.	16.38 Hr.
0	1	1	Senior System Analyst	20,231	74,000
1	1	0	Software Analyst	30,215	80,774
3	3	2			
20	19	18	TOTAL FULL TIME		
2	1	1	Student Aide	9.34 Hr.	9.34 Hr.
2	1	1	TOTAL PART TIME		
22	20	19	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF ASSESSMENTS AND LICENSES

DEDRICK C. STEPHENS, COMMISSIONER

The Division of Assessments and Licenses provides value-added centralized services of accounting, billing, accounts receivable management and processing services for other City Departments (Building and Housing; Health; Parks, Recreation and Properties; Service; Safety - Police, Fire, Emergency Medical Services; Board of Zoning Appeals and the Board of Building Standards). Its primary mission is to promote and support the health and safety of the citizens of Cleveland through the issuance of licenses, collection of business taxes, billing of various City services, ensuring accuracy of weighing and measuring devices and preparation of special assessments.

The Division of Assessments and Licenses works with other City Divisions and Departments to ensure that the Codified Ordinances of the City are met for the issuance of city licenses and permits to protect the public. The Division of Assessments and Licenses administers the following business taxes: admissions, transient occupancy (hotel/motel), motor vehicle lessor, parking and coin operated amusement device.

The Division's Billing Section is responsible for billing City services provided by the Divisions of Emergency Medical Service, Streets, Waste Collection, Building & Housing, Health, Police and Fire. EMS and Health invoices are submitted to medical insurance carriers including Federal and State agencies for payment. Once the receivable is established payments are recorded and delinquent accounts are pursued for collection.

The Division's Bureau of Weights and Measures participates in protecting the city's consumers through inspecting and ensuring that supermarket scales, gasoline pumps and other commercial measuring devices are uniformly accurate. The bureau seals the city's supermarket and retail price scanning devices, gasoline pumps and performs regular and unscheduled inspections of the city's taxicabs and taximeters. The bureau interacts with other similar cities, counties and state bureaus, which initiate such laws and special investigations that are deemed necessary to ensure consumer protection with the spirit of the Consumer Protection Code.

The Division of Assessments and Licenses assists citizens and businesses seeking licenses or permits. The Division of Assessments and Licenses prepares and certifies assessments. It also serves all legal notices for assessments, appropriation of property and street vacations.

DIVISION OF ASSESSMENTS AND LICENSES

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S		
	COST	STAFF	COST	STAFF		COST	ESTIMATE	
	FT	PT	FT	PT	FT	PT	PT	
PROGRAMS:								
Licenses	\$ 202	3	\$ 247	5	\$ 343	6		
Tax Collection	125	4	109	2	114	2		
Special Assessment	193	3	77	2	58	1		
Billing	540	12	612	10	572	10		
Weights & Measures	140	4	195	4	171	3		
Citizen Assistance	-		92	2	172	3		
Transportation Administration	-		52	1	-			
	\$ 1,200	26	\$ 1,384	26	\$ 1,430	25		
FUNDING SOURCE:								
General Fund:								
Self Generated*	\$ 1,200	26	\$ 1,384	26	\$ 1,430	25		
	\$ 1,200	26	\$ 1,384	26	\$ 1,430	25		

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

MISSION

To promote and support the health and safety of the citizens of Cleveland through the issuance of licenses and serving of legal notices. Maximize revenues for the City by efficiently billing certain services provided by City divisions. Protection of citizens by ensuring the accuracy and integrity of weighing devices.

PROGRAM NAME: LICENSES

OBJECTIVES: To ensure that proper city licenses are applied for and revenue is received.

ACTIVITIES: Issue over 130 different types of licenses and permits (approximately 25,000 per year). Collect, deposit and accurately account for license fees. Maintain licensing computer system.

PROGRAM NAME: TAX COLLECTION

OBJECTIVES: To ensure compliance with and accurate collection of the City's Admission Tax, Transient Occupancy (Hotel/Motel) Tax, Motor Vehicle Lessor Tax, Parking Tax and Coin Operated Amusement Tax.

ACTIVITIES: Collect and reconcile the above taxes.

DIVISION OF ASSESSMENTS AND LICENSES

PROGRAM NAME: SPECIAL ASSESSMENT

OBJECTIVES: To timely and accurately prepare and certify all special assessments.

ACTIVITIES: Serve legal notices for various City assessments (special improvement districts, paving, sidewalks, downtown tree, etc.), appropriation of property and street vacations. Invoice for special assessments, special improvement districts and City expense recoveries (board-up, demolitions, vacant lots and structures). Apply payments and certify unpaid accounts to the County for collection on property tax bills.

PROGRAM NAME: BILLING

OBJECTIVES: To maximize revenue for the City through the efficient billing for services provided by Emergency Medical Service; Streets; Waste Collection; Building and Housing; Parks, Recreation and Properties; Police and Fire unnecessary alarms and alarm registration.

ACTIVITIES: Pre-billing research and organization; data entry of all source documents; generate and distribute invoices; bill appropriate medical insurance carriers for the Emergency Medical Service and Health Record payments; manage accounts receivable; collect delinquent accounts; maintain management information system of billing and collection activities.

PROGRAM NAME: WEIGHTS AND MEASURES

OBJECTIVES: To assure the accuracy and honesty of all weighing and measuring devices in the City of Cleveland.

ACTIVITIES: Inspect and seal all weighing and measuring devices, including commercial scales and gasoline pumps, in the City on at least an annual basis. Investigate complaints concerning the accuracy of weighing devices. Issue violations, condemn instruments, and ensure that all violations are corrected.

PROGRAM NAME: CITIZEN AND BUSINESS ASSISTANCE

OBJECTIVES: To provide information and assistance to businesses and citizens seeking licenses, permits and inspections of weighing devices.

ACTIVITIES: Work with businesses, citizens and internal Divisions to efficiently issue licenses and permits and ensure compliance with the Codified Ordinances of the City.

PROGRAM NAME: TRANSPORTATION ADMINISTRATION

OBJECTIVES: To administer a safe, quality, customer focused transportation services that benefits the community and enhances the image of the City.

ACTIVITIES: License taxicabs, inspect taxicabs, and ensure that each driver abides by the Codified Ordinance of the City.

DIVISION OF ASSESSMENTS AND LICENSES

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 721,253	\$ 815,052	\$ 934,037	\$ 926,136
PART-TIME PERMANENT	765	-	-	-
LONGEVITY	8,150	9,500	9,700	7,825
WAGE SETTLEMENTS	-	-	126	-
SEPARATION PAYMENTS	3,568	3,796	1,808	12,050
OVERTIME	9,897	3,478	16,552	5,000
TOTAL	\$ 743,633	\$ 831,826	\$ 962,223	\$ 951,011
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 75,478	\$ 93,633	\$ 112,566	\$ 138,152
DENTAL	9,020	8,377	9,798	8,854
VISION CARE	-	1,233	1,994	1,712
PERS	99,146	111,942	126,477	131,251
FICA-MEDICARE	6,761	7,837	9,219	13,790
WORKERS COMPENSATION	3,243	933	2,169	2,371
LIFE INSURANCE	1,986	1,080	1,236	1,182
UNEMPLOYMENT COMPENSATION	3,691	6,180	-	9,724
CLOTHING ALLOWANCE	-	360	398	200
TOTAL	\$ 199,325	\$ 231,575	\$ 263,857	\$ 307,236
TRAINING AND DUES				
TRAVEL	\$ 2,131	\$ 3,292	\$ 3,615	\$ 2,000
TUITION & REGISTRATION FEES	860	1,165	1,718	1,592
PROFESSIONAL DUES & SUBSCRIPTIONS	988	100	185	1,095
TOTAL	\$ 3,979	\$ 4,557	\$ 5,518	\$ 4,687
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,487	\$ 17,914	\$ -	\$ 13,250
MILEAGE (PRIVATE AUTO)	25	25	-	-
ADVERTISING AND PUBLIC NOTICE	21,862	9,878	9,691	-
PARKING IN CITY FACILITIES	156	164	374	200
PHOTOCOPY MACHINE RENTAL	59	1,732	1,234	1,200
OTHER CONTRACTUAL	10,161	4,793	950	1,708
TOTAL	\$ 33,751	\$ 34,506	\$ 12,249	\$ 16,358
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 4,673	\$ 5,877	\$ 5,897	\$ 5,500
POSTAGE	14	-	-	-
COMPUTER SUPPLIES	584	103	31	3,000
COMPUTER HARDWARE	1,827	-	-	-
SMALL EQUIPMENT	-	2,882	-	-
OFFICE FURNITURE & EQUIP	3,385	1,095	-	-
MEDICAL SUPPLIES	-	1,349	-	-
PRINTED MATERIALS	205	587	734	1,028
OTHER SUPPLIES	8,861	10,142	15,085	17,350
JUST IN TIME SUPPLIES	3,226	3,901	5,338	5,500
TOTAL	\$ 22,776	\$ 25,936	\$ 27,085	\$ 32,378

2004 Budget

DIVISION OF ASSESSMENTS AND LICENSES

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE CONTRACTS	\$ 798	\$ 798	\$ 874	\$ 1,868
COMPUTER HARDWARE MAINT'	-	-	1,942	-
TOTAL	\$ 798	\$ 798	\$ 2,816	\$ 1,868
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 7,927	\$ 9,570	\$ 9,591	\$ 11,068
CHARGES FROM PRINTING	42,126	5,235	23,335	25,631
CHARGES FROM STOREROOM	42,795	46,554	65,238	71,410
CHARGES FROM MOTOR VEHICLES	13,665	7,859	12,581	8,762
CHARGES FROM DATA PROCESSING	1,847	1,179	-	-
	\$ 108,361	\$ 70,397	\$ 110,745	\$ 116,871
TOTAL DIVISION	\$ 1,112,622	\$ 1,199,595	\$ 1,384,493	\$ 1,430,409

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
LOCAL TAXES	\$ 25,346,732	\$ 24,907,962	\$ 23,179,000	\$ 22,500,000
LICENSES & PERMITS	395,226	155,498	324,142	305,090
SALES & CHARGES FOR SERVICES	142,394	89,070	141,216	135,000
MISCELLANEOUS REVENUES	43,275	1,217	2,076	-
EXPENDITURE RECOVERIES	115,466	59,842	101,665	-
TOTAL DIVISION	\$ 26,043,093	\$ 25,213,588	\$ 23,748,099	\$ 22,940,090

2004 Budget

DIVISION OF ASSESSMENTS AND LICENSES

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Assessments & Licenses	40,315	110,442
1	1	1	Commissioner, Assessments & Licenses, Asst.	23,647	76,635
2	2	2			
OFFICE & CLERICAL					
1	1	0	Accountant Clerk I	9.34 Hr.	14.54 Hr.
3	3	3	Cashier, Principal	9.34 Hr.	21.10 Hr.
3	2	3	Cashier, Senior	9.34 Hr.	17.95 Hr.
1	1	1	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	1	Secretary	9.34 Hr.	15.71 Hr.
9	8	8			
PROFESSIONALS					
1	0	0	Accountant I / Auditor	9.34 Hr.	17.95 Hr.
2	0	0	Administrative Officer	19,427	48,000
2	2	2	Administrator, Assistant	20,231	58,093
5	2	2			
TECHNICIAN					
3	3	2	Inspector of Weights & Measures	9.34 Hr.	16.37 Hr.
0	1	1	Miscellaneous Inspector	9.34 Hr.	16.54 Hr.
1	1	1	Operator, Computer	9.34 Hr.	20.71 Hr.
8	8	8	Operator, Senior Data Conversion	10.80 Hr.	16.38 Hr.
1	1	1	Supervisor of Weights & Measures	19,427	57,652
13	14	13			
29	26	25	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

TREASURY DIVISION

ALGERON A. WALKER, TREASURER

The City Treasurer is the custodian of all public money of the City. Therefore, the Treasury Division collects 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. The funds are kept in authorized bank depositories protected by bank pledge collateral or invested in interest bearing accounts and securities as delineated in the Cash and Portfolio Management Policy. Treasury is paymaster for all City employees and as such administers the US Saving Bond program.

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF	PT	COST	STAFF	PT	COST	STAFF	PT
PROGRAMS:									
Cash Management	\$ 255	5		\$ 269	5		\$ 269	5	
Direct Deposit	230	2		242	2		242	2	
Parking Meter	129	3		136	3				
	\$ 614	10		\$ 647	10		\$ 511	7	
FUNDING SOURCE:									
General Fund:									
Self Generated*	\$ 614	7		\$ 647	10		\$ 511	7	
	\$ 614	10		\$ 647	10		\$ 511	7	

* Most interest earned by the General Fund is attributed to this Division and, therefore, revenue for the Division exceeds expenditures. See Division's Revenue summary for total receipts.

MISSION

To oversee the receipt, deposit, disbursement and investment of all public money of the City.

PROGRAM NAME: CASH MANAGEMENT

OBJECTIVES: To safeguard the City's cash resources from the time of deposit and investment to the disbursement of funds.

ACTIVITIES: Deposit and invest funds in accordance with the City's Charter, Codified Ordinances and Cash Management and Investment Policy.

PROGRAM NAME: DIRECT DEPOSIT

OBJECTIVES: To improve cash flow and reduce the number of lost/stolen payroll checks.

ACTIVITIES: To set up and monitor employee direct deposit.

TREASURY DIVISION

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 332,458	\$ 393,292	\$ 419,238	\$ 345,175
LONGEVITY	2,700	3,200	3,500	2,025
SEPARATION PAYMENTS	3,514	-	-	-
OVERTIME	4,715	7,081	919	-
TOTAL	\$ 343,386	\$ 403,573	\$ 423,657	\$ 347,200
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 31,948	\$ 45,043	\$ 52,013	\$ 40,736
DENTAL	4,104	4,017	4,438	3,151
VISION CARE	-	368	619	472
PERS	44,806	54,196	57,599	46,842
FICA-MEDICARE	3,421	4,167	4,445	5,013
WORKERS COMPENSATION	1,448	440	1,062	1,031
LIFE INSURANCE	690	420	468	328
CLOTHING ALLOWANCE	-	854	900	-
TOTAL	\$ 86,417	\$ 109,505	\$ 121,544	\$ 97,573
TRAINING AND DUES				
TRAVEL	\$ 300	\$ 800	\$ 638	\$ -
TUITION AND REGISTRATION FEES	1,768	-	-	2,750
PROFESSIONAL DUES & SUBSCRIPTIONS	-	700	1,020	1,073
TOTAL	\$ 2,068	\$ 1,500	\$ 1,658	\$ 3,823
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ 24	\$ -	\$ -
ADVERTISING AND PUBLIC NOTICE	447	-	-	-
PARKING IN CITY FACILITIES	1,946	2,092	1,515	400
INSURANCE AND OFFICIAL BONDS	4,125	4,244	4,244	4,244
PHOTOCOPY MACHINE RENTAL	22	768	247	500
OTHER CONTRACTUAL	19,279	19,680	37,199	-
TOTAL	\$ 25,817	\$ 26,808	\$ 43,205	\$ 5,144
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 940	\$ 2,947	\$ 85	\$ 2,500
POSTAGE	292	318	239	-
CLOTHING	768	-	-	-
SMALL EQUIPMENT	-	1,760	2,617	1,000
OFFICE FURNITURE & EQUIP	418	240	-	1,000
OTHER SUPPLIES	2,919	16,313	11,942	5,600
JUST IN TIME OFFICE SUPPLIES	1,019	3,312	2,428	5,000
TOTAL	\$ 6,356	\$ 24,890	\$ 17,311	\$ 15,100

2004 Budget

TREASURY DIVISION

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 2,262	\$ 3,875	\$ 1,244	\$ 2,700
MAINTENANCE CONTRACTS	2,310	2,527	1,361	1,500
CAR WASHES	-	12	6	-
TOTAL	\$ 4,572	\$ 6,414	\$ 2,611	\$ 4,200
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 4,645	\$ 5,240	\$ 4,780	\$ 5,517
CHARGES FROM PRINTING	6,413	3,683	3,849	4,228
CHARGES FROM STOREROOM	16,198	20,834	20,323	22,246
CHARGES FROM MOTOR VEHICLES	8,694	11,393	7,950	5,537
CHARGES FROM DATA PROCESSING	900	450	-	-
TOTAL	\$ 36,850	\$ 41,600	\$ 36,902	\$ 37,528
TOTAL DIVISION	\$ 505,465	\$ 614,290	\$ 646,888	\$ 510,568

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICES	\$ -	\$ (56,495)	\$ (31,421)	\$ -
MISCELLANEOUS REVENUES	679,373	705,551	1,210,397	1,000,000
TOTAL DIVISION	\$ 679,373	\$ 649,056	\$ 1,178,976	\$ 1,000,000

2004 Budget

TREASURY DIVISION
COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	City Treasurer	42,758	115,292
1	1	1			
			OFFICE & CLERICAL		
1	1	1	Principal Cashier	9.34 Hr.	21.10 Hr.
1	1	1	Senior Personnel Assistant	19,427	45,446
2	2	2			
			PROFESSIONALS		
1	1	1	Budget & Management Analyst	19,427	50,543
2	2	2	Fiscal Manager	23,647	76,635
1	1	1	Investment Manager	23,647	76,635
4	4	4			
			TECHNICIAN		
3	3	0	Parking Meter Collector	9.34 Hr.	14.51 Hr.
3	3	0			
10	10	7	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF PURCHASES AND SUPPLIES

MYRNA BRANCHE, COMMISSIONER

General Purchasing is the central office through which all competitively bid purchases for the city are provided, under such regulations provided by ordinance and by the direction of the Board of Control, sell all property, real and personal, that has been deemed unsuitable for use, not needed by the city or may have been condemned as useless. Purchases are processed through the submission of requisitions and/or competitive bidding as authorized by legislation.

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
PROGRAMS:									
Purchasing	\$ 520	10		\$ 534	9		\$ 607	9	
Storeroom	774	1		859	1		931	2	
	\$ 1,294	11		\$ 1,393	10		\$ 1,538	11	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 474	10		\$ 487	9		\$ 587	9	
Self Generated	46			47			20		
	\$ 520	10		\$ 534	9		\$ 607	9	
User Fees - Internal Service Fund*	\$ 774	1		\$ 859	1		\$ 931	2	
	\$ 1,294	11		\$ 1,393	10		\$ 1,538	11	

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

MISSION

To coordinate the purchase and distribution of goods, services and materials to the various divisions of City Government, as authorized, through competitive bidding procedures.

PROGRAM NAME: PURCHASES & SUPPLIES

OBJECTIVES: To procure quality goods, materials and services through competitive bidding as it relates to pricing, delivery and bidder compliance to specifications, as authorized.

ACTIVITIES: Administers competitive bidding processes, evaluates and reviews recommendations for contract award, prepares and processes final contract recommendations for Board of Control approval, executes competitively bid contracts, procures requisitioned goods, materials and services through competitive bidding procedures into purchase orders and sells property, real and personal as required by the City.

DIVISION OF PURCHASES AND SUPPLIES

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 359,078	\$ 339,537	\$ 353,318	\$ 348,191
LONGEVITY	3,250	2,100	3,025	2,575
SEPARATION PAYMENTS	6,431	3,185	-	52,194
OVERTIME	10,246	1,296	-	-
TOTAL	\$ 379,005	\$ 346,118	\$ 356,343	\$ 402,960
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 47,267	\$ 38,296	\$ 44,437	\$ 46,278
DENTAL	4,357	3,399	3,801	3,595
VISION CARE	-	339	579	538
PERS	49,115	46,152	47,399	47,529
FICA-MEDICARE	5,000	4,552	4,443	5,843
WORKERS COMPENSATION	1,694	473	894	1,237
LIFE INSURANCE	832	416	449	421
UNEMPLOYMENT COMPENSATION	-	11,294	-	-
TOTAL	\$ 108,265	\$ 104,921	\$ 102,002	\$ 105,441
TRAINING AND DUES				
TRAVEL	\$ -	\$ -	\$ 158	\$ -
TUITION & REGISTRATION FEES	-	525	-	21,500
PROFESSIONAL DUES & SUBSCRIPTIONS	-	525	525	600
TOTAL	\$ -	\$ 1,050	\$ 683	\$ 22,100
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 515	\$ 8,901	\$ 12,006	\$ -
TRAVEL - NON-TRAINING	-	-	-	200
MILEAGE (PRIVATE AUTO)	-	-	-	1,800
ADVERTISING & PUBLIC NOTICE	1,832	-	-	-
SECURITY SERVICES	-	1	-	-
PHOTOCOPY MACHINE RENTAL	1,507	16,333	6,335	12,000
OTHER CONTRACTUAL	530	13	7	-
TOTAL	\$ 4,383	\$ 25,248	\$ 18,348	\$ 14,000
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 4,974	\$ 1,264	\$ 24	\$ 4,833
POSTAGE	(150)	-	-	50
COMPUTER SUPPLIES	-	1,965	-	-
COMPUTER HARDWARE	2,998	-	-	-
PRINTED MATERIALS	5,000	-	-	-
OTHER SUPPLIES	-	5	8	-
JUST IN TIME OFFICE SUPPLIES	4,356	4,397	16,614	14,000
TOTAL	\$ 17,178	\$ 7,631	\$ 16,646	\$ 18,883

2004 Budget

DIVISION OF PURCHASES AND SUPPLIES

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 5,992	\$ 275	\$ 1,025	\$ -
MAINTENANCE CONTRACTS	119	-	-	-
TOTAL	\$ 6,111	\$ 275	\$ 1,025	\$ -
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 6,876	\$ 8,409	\$ 7,893	\$ 9,109
CHARGES FROM PRINTING	8,824	11,848	6,661	7,316
CHARGES FROM STOREROOM	15,168	12,940	24,697	27,034
CHARGES FROM DATA PROCESSING	2,251	1,125	-	-
TOTAL	\$ 33,118	\$ 34,322	\$ 39,251	\$ 43,459
TOTAL DIVISION	\$ 548,061	\$ 519,565	\$ 534,298	\$ 606,843

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICES	\$ -	\$ (300)	\$ (200)	\$ -
MISCELLANEOUS REVENUES	286,905	46,725	47,641	20,000
TOTAL DIVISION	\$ 286,905	\$ 46,425	\$ 47,441	\$ 20,000

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Commissioner, Purchases & Supplies	42,758	115,292
1	0	0	Deputy Commissioner of Purchasing and Supplies	22,333	68,109
2	1	1			
OFFICE & CLERICAL					
3	2	2	Principle Clerk	11.93 Hr.	17.85 Hr.
1	1	1	Typist	9.92 Hr.	13.68 Hr.
4	3	3			
PROFESSIONALS					
6	4	4	Buyer	19,427	43,910
1	1	1	Contract Administrator / Purchasing Supervisor	23,647	60,719
7	5	5			
13	9	9	TOTAL PURCHASES & SUPPLIES		
2	1	2	TOTAL STOREROOM		
15	10	11	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

**DIVISION OF PURCHASES AND SUPPLIES
STOREROOM**

MYRNA BRANCHE, COMMISSIONER

The Mailroom provides postage for City issued, out-going mail and a delivery site for incoming/interoffice mail for the various divisions of City Government. The Mailroom is a part of the Division of Purchases & Supplies.

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Purchasing	\$ 520	10		\$ 534	9		\$ 607	9	
Storeroom	774	1		859	1		931	2	
	\$ 1,294	11		\$ 1,393	10		\$ 1,538	11	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 474	10		\$ 487	9		\$ 587	9	
Self Generated	46			47			20		
	\$ 520	10		\$ 534	9		\$ 607	9	
User Fees - Internal Service Fund*	\$ 774	1		\$ 859	1		\$ 931	2	
	\$ 1,294	11		\$ 1,393	10		\$ 1,538	11	

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

PROGRAM NAME: MAILROOM

OBJECTIVES: To provide a mail delivery/pick-up site accessible to all divisions of City Government while providing postage to out-going City issued mail.

ACTIVITIES: Process out-going mail timely. Sorts and distributes interoffice mail via in-house divisional mailboxes. Serve as a delivery point for mail delivered from the United States Postal Service- i.e. certified mail, non-deliverable mail, postage due items, etc. Prepares City issued mail for outside pre-sort mailing services and pick up by the United States Postal Services. Processes monthly interdepartmental billing to divisions of City Government for all postage disbursed.

DIVISION OF PURCHASES AND SUPPLIES
STOREROOM

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 21,018	\$ 22,721	\$ 27,257	\$ 58,544
SEPARATION PAYMENTS	1,584	-	-	-
OVERTIME	158	59	-	-
TOTAL	\$ 22,760	\$ 22,780	\$ 27,257	\$ 58,544
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 7,435	\$ 5,909	\$ 6,533	\$ 14,918
DENTAL	774	603	597	1,242
VISION CARE	-	54	527	162
PERS	2,775	3,088	3,420	7,933
FICA-MEDICARE	321	322	387	849
WORKERS COMPENSATION	148	30	61	103
LIFE INSURANCE	99	44	51	94
TOTAL	\$ 11,553	\$ 10,050	\$ 11,576	\$ 25,301
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 5,000	\$ 16,848	\$ 8,448	\$ -
TOTAL	\$ 5,000	\$ 16,848	\$ 8,448	\$ -
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ (699)	\$ -	\$ -	\$ 300
POSTAGE	687,669	719,225	807,552	833,780
MISC MAINTENANCE SUPPLIES	-	1,000	-	-
TOTAL	\$ 686,970	\$ 720,225	\$ 807,552	\$ 834,080
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ 4,500
MAINTENANCE CONTRACTS	8,448	4,000	4,400	8,448
TOTAL	\$ 8,448	\$ 4,000	\$ 4,400	\$ 12,948
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM PRINTING	\$ 998	\$ -	\$ -	\$ -
TOTAL	\$ 998	\$ -	\$ -	\$ -
TOTAL DIVISION	\$ 735,728	\$ 773,903	\$ 859,233	\$ 930,873

**DIVISION OF PURCHASES AND SUPPLIES
STOREROOM**

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MISCELLANEOUS REVENUES	\$ 152	\$ 78	\$ 16	\$ -
EXPENDITURE RECOVERIES	667,584	769,408	859,445	925,315
TRANSFERS IN	-	80,000	-	-
TOTAL DIVISION	\$ 667,736	\$ 849,486	\$ 859,461	\$ 925,315

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			OFFICE & CLERICAL		
1	0	1	Clerk, Accountant I	9.34 Hr.	14.54 Hr.
1	1	1	Storekeeper	9.34 Hr.	18.44 Hr.
2	1	2	TOTAL STOREROOM		
13	9	9	TOTAL PURCHASES & SUPPLIES		
15	10	11	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

INTERNAL AUDIT

FRANK BADALAMENTI, MANAGER

The Division of Internal Audit acts as an independent Division within the Department of Finance to provide, an objective assurance and consulting activity designed to add value and improve the City's operations. The Division assists City divisions in the achievement of financial and operational goals by planning and conducting financial and administrative audits.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Financial, Compliance & Operational Audit	\$ 850	9	\$ 902	8	\$ 490	3		
Consulting & Special Projects	-		-		163	2		
	\$ 850	9	\$ 902	8	\$ 653	5		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 850	9	\$ 902	8	\$ 653	5		
	\$ 850	9	\$ 902	8	\$ 653	5		

MISSION

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

PROGRAM NAME: FINANCIAL & OPERATIONAL AUDITING

OBJECTIVES: To improve management's internal, financial and administrative controls.

ACTIVITIES: Investigate actual and potential lapses of control and incidents of risk and assist State-required external auditor during the annual citywide audit.

INTERNAL AUDIT

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 428,632	\$ 516,709	\$ 512,886	\$ 308,856
SEPARATION PAYMENTS	3,132	1,296	-	-
OVERTIME	146	-	-	-
TOTAL	\$ 431,909	\$ 518,005	\$ 512,886	\$ 308,856
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 21,264	\$ 29,431	\$ 26,265	\$ 25,118
DENTAL	3,519	3,483	3,247	2,412
VISION CARE	-	385	500	254
PERS	53,610	71,507	71,926	43,428
FICA-MEDICARE	6,381	7,607	7,336	4,478
WORKERS COMPENSATION	1,200	522	1,354	1,340
LIFE INSURANCE	642	439	464	242
UNEMPLOYMENT COMENSATION	1,388	991	625	9,724
TOTAL	\$ 88,005	\$ 114,365	\$ 111,717	\$ 86,996
TRAINING AND DUES				
TRAVEL	\$ -	\$ -	\$ 2,731	\$ -
TUITION & REGISTRATIION FEES	700	2,950	12,760	-
MILEAGE (PRIVATE AUTO)	-	-	-	1,500
PROFESSIONAL DUES & SUBSCRIPTIONS	120	1,662	1,578	2,800
TOTAL	\$ 820	\$ 4,612	\$ 17,069	\$ 4,300
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ -	\$ 25,000	\$ -
MILEAGE (PRIVATE AUTO)	159	336	257	-
ADVERTISING AND PUBLIC NOTICE	3,692	-	-	-
PARKING IN CITY FACILITIES	(190)	-	1,100	1,320
PHOTOCOPY MACHINE RENTAL	-	1,624	559	700
STATE AUDITOR EXAMINATION	212,626	203,826	217,652	225,000
REFUNDS & MISCELLANEOUS	22	-	-	-
TOTAL	\$ 216,309	\$ 205,786	\$ 244,568	\$ 227,020
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 108	\$ 31	\$ 1,000
COMPUTER HARDWARE	-	-	1,360	-
POSTAGE	-	45	-	-
COMPUTER SOFTWARE	-	2,090	-	3,960
OFFICE FURNITURE & EQUIPMENT	-	-	157	-
PAPER AND OTHER PRINTING SUPPLIES	-	-	-	2,000
PRINTED MATERIALS	-	-	-	3,300
OTHER SUPPLIES	111	-	-	-
BATTERIES	-	-	14	-
JUST IN TIME OFFICE SUPPLIES	2,341	3,005	5,092	6,000
TOTAL	\$ 2,452	\$ 5,248	\$ 6,654	\$ 16,260

2004 Budget

INTERNAL AUDIT

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 3,389	\$ 480	\$ 2,691	\$ 3,106
CHARGES FROM PRINTING	1,712	337	4,796	5,268
CHARGES FROM STOREROOM	147	35	70	77
CHARGES FROM MOTOR VEHICLES	-	807	1,485	1,034
CHARGES FROM DATA PROCESSING	650	225	-	-
TOTAL	\$ 5,897	\$ 1,884	\$ 9,042	\$ 9,485
TOTAL DIVISION	\$ 745,393	\$ 849,900	\$ 901,936	\$ 652,917

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MISCELLANEOUS REVENUES	\$ 62	\$ -	\$ -	-
EXPENDITURE RECOVERIES		-	12	-
TOTAL DIVISION	\$ 62	\$ -	\$ 12	-

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
PROFESSIONALS					
0	2	2	In-Charge Senior Internal Auditor	49,500	76,440
1	1	1	Manager Internal Audit	40,315	110,442
9	4	2	Senior Internal Auditor	23,647	60,719
10	7	5			
OFFICE & CLERICAL					
1	1	0	Chief Clerk	22,050	43,080
1	1	0			
11	8	5	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

CENTRAL COLLECTION AGENCY

NASSIM M. LYNCH, ADMINISTRATOR

The Division of Taxation was established by Ordinance No. 2393-66 effective November 28, 1966. As provided in the Ordinance, the Division operates a centralized collection facility known as the Central Collection Agency for purposes of collecting the municipal income tax for the City of Cleveland and any other municipalities that wish to join the tax agency for purposes of administering their municipal income tax ordinances. The contract between the City of Cleveland and other member communities provides that the general policy of the Agency is established under an Executive Board made up of the Finance Director of the City of Cleveland and four members elected by the members of the agency.

The Income Tax Administrator is charged with the responsibility of receiving, recording and maintaining accurate records of the taxes collected for the forty-two member municipalities of the Central Collection Agency. This includes enforcement of the ordinance, making and enforcing regulations, determining tax due and investigating persons or corporations who the Administrator has reason to believe owe taxes.

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

	2002			2003			2004			
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE			
	COST	STAFF FT PT		COST	STAFF FT PT		COST	STAFF FT PT		
PROGRAMS:										
Collection	\$ 1,646	25 9		\$ 1,941	24 3		\$ 2,969	28 9		
Audit	1,522	20		1,720	22		1,714	27		
Compliance	2,134	33		2,154	33		2,342	36		
Data Entry	681	7 5		765	7 2		762	8 4		
Record Retention	312	6		264	6		369	6		
Taxpayer Assistance	610	8 1		725	8 1		722	9 2		
	\$ 6,905	99 15		\$ 7,569	100 6		\$ 8,878	114 15		
FUNDING SOURCE:										
Collection Fees:										
Cleveland*	\$ 3,785			\$ 4,348			\$ 4,912			
Suburbs	3,120			3,221			3,966			
	\$ 6,905	99 15		\$ 7,569	100 6		\$ 8,878	114 15		

* Includes addition and use of Fund balance. Refer to Fund structure of this document for details.

MISSION

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

CENTRAL COLLECTION AGENCY

PROGRAM NAME: COLLECTION

OBJECTIVES: To process municipal income tax collections on a daily basis.

ACTIVITIES: Pre-audit and process incoming municipal income tax returns, withholding reports and estimates daily upon receipt. Balance and deposit all cash and checks.

PROGRAM NAME: AUDIT

OBJECTIVES: To ensure that all taxpayers file correctly and pay the correct amount of income taxes for each year a return is due.

ACTIVITIES: Conduct audits to ensure compliance with the income tax ordinances.

PROGRAM NAME: COMPLIANCE

OBJECTIVES: To enforce strict compliance of the municipal income tax ordinances.

ACTIVITIES: Verify that all individuals and businesses subject to the tax file returns and pay all taxes due, including penalties and interest due for late payment of taxes.

PROGRAM NAME: DATA ENTRY

OBJECTIVES: To generate accurate daily additions to the income tax records.

ACTIVITIES: Key or translate all tax forms, returns, source documents, and employers' supplied W-2's into machine-readable language.

PROGRAM NAME: RECORD RETENTION

OBJECTIVES: To provide retention filing and legally secure storage of all tax records by the municipal income tax ordinance.

ACTIVITIES: Maintenance of tax records, assuring accessibility to Central Collection Agency staff.

PROGRAM NAME: TAXPAYER ASSISTANCE

OBJECTIVES: To provide information and assistance to all taxpayers in the area served by CCA.

ACTIVITIES: Work with the member communities to reduce the number of errors on returns filed through individual assistance and tax educational programs.

CENTRAL COLLECTION AGENCY

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 2,840,546	\$ 3,251,498	\$ 3,502,211	\$ 4,143,740
PART TIME PERMANENT	16,683	83,665	124,204	19,806
STUDENT TRAINEES	-	-	-	88,587
LONGEVITY	24,750	29,750	29,625	29,875
SEPARATION PAYMENTS	6,607	23,994	18,332	25,000
OVERTIME	163,169	185,674	137,488	182,700
TOTAL	\$ 3,051,755	\$ 3,574,581	\$ 3,811,860	\$ 4,489,708
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 360,384	\$ 393,721	\$ 457,058	\$ 588,730
DENTAL	37,696	36,122	40,769	50,415
VISION CARE	-	4,669	6,602	2,925
PERS	396,070	475,538	501,074	604,968
FICA-MEDICARE	29,601	35,881	40,084	65,101
WORKERS COMPENSATION	12,666	3,795	9,126	137,278
LIFE INSURANCE	7,128	4,127	4,641	5,335
UNEMPLOYMENT COMPENSATION	14	-	650	10,000
TOTAL	\$ 843,559	\$ 953,853	\$ 1,060,004	\$ 1,464,752
TRAINING AND DUES				
TRAVEL	\$ 507	\$ 2,109	\$ 684	\$ 600
TUITION & REGISTRATION FEES	390	350	380	2,900
PROFESSIONAL DUES & SUBSCRIPTIONS	3,281	13,051	5,146	500
TOTAL	\$ 4,178	\$ 15,510	\$ 6,210	\$ 4,000
UTILITIES				
GAS	\$ 1,727	\$ 8,092	\$ -	\$ 21,000
ELECTRICITY - CPP	38,212	43,125	43,110	47,300
ELECTRICITY - OTHER	43	33	30	70
SECURITY & MONITORING SYSTEM	780	400	5,364	10,000
TOTAL	\$ 40,762	\$ 51,650	\$ 48,504	\$ 78,370
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 629,033	\$ 770,946	\$ 854,754	\$ 792,058
COURT REPORTER	-	-	120	1,000
TRAVEL- NON-TRAINING	-	144	618	-
MILEAGE (PRIVATE AUTO)	3,425	3,662	4,081	5,000
ADVERTISING AND PUBLIC NOTICE	5,327	639	639	2,000
PARKING IN CITY FACILITIES	2,726	2,773	3,027	2,000
INSURANCE & OFFICIAL BONDS	-	-	257	-
PHOTOCOPY MACHINE RENTAL	-	8,986	2,727	4,800
EQUIPMENT RENTAL	9,246	-	8,102	3,000
OTHER CONTRACTUAL	560	480	480	1,000
STATE AUDITOR EXAMINATION	26,563	27,369	27,258	-
BANK SERVICE FEES	-	25,575	209,677	-
CREDIT CARD PROCESSING FEES	-	-	43,756	-
TOTAL	\$ 676,880	\$ 840,574	\$ 1,155,496	\$ 810,858

2004 Budget

CENTRAL COLLECTION AGENCY

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 415,665	\$ 462,400	\$ 326,595	\$ 600,000
POSTAGE	328,784	361,374	314,742	335,000
COMPUTER SUPPLIES	8,337	1,913	-	15,000
COMPUTER SOFTWARE	15,435	7,837	11,946	45,000
OFFICE FURNITURE & EQUIP	13,711	16,497	16,093	25,000
HYGIENE AND CLEANING SUPPLIES	5,678	4,014	4,008	10,000
MEDICAL SUPPLIES	2,000	-	1,400	1,000
PAPER AND OTHER PRINTING SUPPLIES	-	-	-	3,000
PRINTED MATERIALS	-	-	-	5,000
OTHER SUPPLIES	889	622	678	900
BATTERIES	-	-	-	200
JUST IN TIME OFFICE SUPPLIES	19,581	16,183	7,087	12,000
BUILDING MAINT SUPPLIES	4,453	6,577	3,542	5,000
TOTAL	\$ 814,533	\$ 877,417	\$ 686,091	\$ 1,057,100
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 12,527	\$ 5,825	\$ 4,286	\$ 10,000
MAINTENANCE CONTRACTS	4,273	8,428	11,883	40,000
COMPUTER HARDWARE MAINT	16,200	26,172	41,111	75,000
MAINTENANCE VEHICLES	-	-	-	100
CAR WASHES	-	-	500	500
MAINTENANCE BUILDING	3,299	6,988	607	3,000
CHARGES FROM DIVISION OF MAINT	-	1,067	-	10,000
TOTAL	\$ 36,299	\$ 48,480	\$ 58,387	\$ 138,600
CLAIMS, REFUNDS AND MISC.				
COURT COSTS	\$ 2,103	\$ 3,471	\$ 6,102	\$ 20,000
INDIRECT COST	212,372	244,190	384,185	384,185
TOTAL	\$ 214,475	\$ 247,661	\$ 390,287	\$ 404,185
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM GENERAL FUND	\$ 165,000	\$ 164,592	\$ 164,592	\$ 165,000
CHARGES FROM TELEPHONE EXCH	77,622	35,639	54,042	62,370
CHARGES FROM PRINTING	27,941	7,317	32,716	35,935
CHARGES FROM MOTOR VEHICLES	4,247	4,968	7,075	4,927
CHARGES FROM DATA PROCESSING	107,002	4,950	-	-
CHARGES FROM WASTE COLLECTION	2,084	2,491	1,699	2,000
TOTAL	\$ 383,896	\$ 219,957	\$ 260,124	\$ 270,232
CAPITAL OUTLAY				
BUILDING BETTERMENTS (EXISTING)	\$ 8,500	\$ -	\$ 2,000	\$ 10,000
OFFICE EQUIPMENT	31,933	15,193	-	150,000
AUTOMOBILES	-	60,001	-	-
TRANSFER TO CAPITAL PROJECT	-	-	90,000	-
TOTAL	\$ 40,433	\$ 75,194	\$ 92,000	\$ 160,000
TOTAL DIVISION	\$ 6,106,770	\$ 6,904,877	\$ 7,568,963	\$ 8,877,805

CENTRAL COLLECTION AGENCY

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
LOCAL TAXES	\$ 4,060,000	\$ 4,620,000	\$ 3,640,000	\$ 6,123,852
SALES & CHARGES FOR SERVICES	-	-	(27)	-
MISCELLANEOUS REVENUES	136,419	2,208,002	161,711	162,000
EXPENDITURE RECOVERIES	1,753,181	1,982,061	1,562,844	2,624,508
TOTAL DIVISION	\$ 5,949,600	\$ 8,810,063	\$ 5,364,528	\$ 8,910,360

COMPARISON OF STAFFING

Budget 2003	No. of Employees December 2003	Budget 2004	Position	Salary Schedule* Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Administrator, Asst. Income Tax	26,274	80,967
1	1	1	Administrator, Income Tax	42,758	124,900
1	0	1	Comptroller	30,215	101,948
1	0	1	Chief, Bureau of Accounts & Collection	22,333	57,628
1	1	1	Chief, Tax Auditing Bureau	22,333	59,645
1	1	1	Chief, Tax Records Bureau	22,333	57,628
6	4	6			
OFFICE & CLERICAL					
3	3	3	Cashier, Junior	9.34 Hr.	15.08 Hr.
9	8	9	Clerk, Accountant II	9.34 Hr.	15.71 Hr.
0	1	1	Messenger	9.34 Hr.	13.54 Hr.
0	0	1	Receptionist	9.34 Hr.	13.86 Hr.
25	24	25	Tracer, Income Tax	10.04 Hr.	15.87 Hr.
37	36	39			
PROFESSIONALS					
13	12	13	Auditor	19,785	53,307
3	3	3	Assistant Director of Law	26,250	72,800
21	18	21	Auditor, Tax I	10.60 Hr.	16.66 Hr.
14	10	14	Auditor, Tax II	12.41 Hr.	18.42 Hr.
1	1	1	Personnel Assistant	19,427	42,978
1	1	1	Project Leader / Application	30,215	80,774
3	3	3	Supervisor, Asst. Income Tax Financial	22,333	57,628
8	7	7	Supervisor, Income Tax	19,785	51,504
64	55	63			
PARAPROFESSIONALS					
0	2	2	Chief Legal Investigator	23,647	60,719
2	1	2	Paralegal	19,427	39,593
2	3	4			
TECHNICIANS					
1	1	1	Operator, Data Conversion	9.92 Hr.	13.67 Hr.
1	1	1	Operator, Senior Data Conversion	10.80 Hr.	16.38 Hr.
2	2	2			
111	100	114	TOTAL FULL TIME		
1	1	1	Income Tax Tracer	10.04 Hr.	15.87 Hr.
17	5	14	Student Aide	9.34 Hr.	9.34 Hr.
18	6	15	TOTAL PART TIME		
129	106	129	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

PRINTING AND REPRODUCTION

MICHAEL HEWITT, COMMISSIONER

The duties of the Commissioner of Printing & Reproduction are as follows: to administer and control the affairs of the division; to supervise the printing, photocopying or other reproduction of material required for use by the City of Cleveland; to develop specifications, evaluate bids, recommend the lease, rental or purchase of all photocopiers; and to perform any duties which may arise by codified ordinance or by the Director of Finance.

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

The Division of Printing & Reproduction operates a production facility at 1735 Lakeside Ave. The division also maintains a full-service copy center at City Hall.

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

	2002		2003			2004		
	COST	ACTUAL	COST	UNAUDITED		COST	MAYOR'S	
		STAFF		STAFF	PT		ESTIMATE	STAFF
		FT	FT	PT		FT	PT	
PROGRAMS:								
Printing Services	\$ 1,152	11	\$ 1,129	12	\$ 1,544	13		
Copy Center	55		91		65	1		
	\$ 1,207	11	\$ 1,220	12	\$ 1,609	14		
FUNDING SOURCE:								
User Fees:								
Internal Service Fund*	\$ 1,207	11	\$ 1,220	12	\$ 1,609	14		
	\$ 1,207	11	\$ 1,220	12	\$ 1,609	14		

* Includes addition and use of Fund balance. Refer to Fund structure of this document for details.

MISSION

This Division provides printing and reproduction services as required by various City Departments.

PROGRAM NAME: PRINTING SERVICES

OBJECTIVES: To provide comprehensive reprographic services to the City of Cleveland.

ACTIVITIES: Print materials requested by various city divisions. Administer the city's photocopier contracts.

PROGRAM NAME: COPY CENTER

OBJECTIVES: Provide a variety of photocopying services from a centralized location at City Hall.

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

PRINTING AND REPRODUCTION

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES & WAGES				
FULL TIME PERMANENT	\$ 389,537	\$ 411,460	\$ 450,378	\$ 539,615
LONGEVITY	4,325	4,800	4,225	3,500
SEPARATION PAYMENTS	624	-	-	-
OVERTIME	8,536	14,308	23,110	35,000
TOTAL	\$ 403,022	\$ 430,568	\$ 477,713	\$ 578,115
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 56,962	\$ 55,460	\$ 56,183	\$ 81,248
DENTAL	5,728	4,985	5,419	6,878
VISION CARE	-	530	775	246
PERS	52,449	58,757	60,945	78,335
FICA-MEDICARE	3,722	4,005	4,975	8,383
WORKERS COMPENSATION	1,825	516	1,139	1,340
LIFE INSURANCE	897	480	507	608
UNEMPLOYMENT COMPENSATION	-	5,047	-	-
CLOTHING ALLOWANCE	-	-	545	600
CLOTHING MAINTENANCE	-	1,993	729	2,000
TOTAL	\$ 121,582	\$ 131,773	\$ 131,217	\$ 179,638
TRAINING AND DUES				
TRAVEL	\$ -	\$ -	\$ -	\$ 500
TUITION & REGISTRATION FEES	889	500	-	2,000
PROFESSIONAL DUES & SUBSCRIPTIONS	1,110	96	642	1,000
TOTAL	\$ 1,999	\$ 596	\$ 642	\$ 3,500
UTILITIES				
GAS	\$ 3,795	\$ 102	\$ 2,477	\$ 2,725
ELECTRICITY - CPP	25,473	32,820	27,993	29,393
SECURITY & MONITORING SYSTEM	-	-	264	900
TOTAL	\$ 29,268	\$ 32,922	\$ 30,734	\$ 33,018
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 739	\$ 714	\$ -	\$ 500
PARKING IN CITY FACILITIES	116	22	36	500
PHOTOCOPY MACHINE RENTAL	139,240	133,293	172,435	174,000
OTHER CONTRACTUAL	-	-	-	500
TOTAL	\$ 140,095	\$ 134,029	\$ 172,471	\$ 175,500

2004 Budget

PRINTING AND REPRODUCTION

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 2,161	\$ 1,037	\$ 4,470	\$ 2,500
POSTAGE	-	-	-	5,000
COMPUTER SUPPLIES	2,394	483	-	1,000
COMPUTER HARDWARE	-	-	9,011	1,762
COMPUTER SOFTWARE	-	-	1,977	2,000
SMALL EQUIPMENT	10,170	5,650	10,686	10,000
ELECTRICIAL SUPPLIES	53	2,074	4,218	1,000
HYGIENE AND CLEANING SUPPLIES	275	1,000	1,933	1,500
FOOD	670	-	-	-
PAPER AND OTHER PRINTING SUPPLIES	285,864	412,213	336,527	550,000
PRINTED SUPPLIES	7,000	2,658	-	-
OTHER SUPPLIES	1,316	1,084	399	1,000
JUST IN TIME OFFICE SUPPLIES	1,589	2,038	3,492	2,000
TOTAL	\$ 311,492	\$ 428,237	\$ 372,713	\$ 577,762
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 1,641	\$ 2,744	\$ -	\$ 2,000
MAINTENANCE CONTRACTS	15,123	14,555	9,870	23,000
COMPUTER HARDWARE MAINT	273	8,500	-	6,000
MAINTENANCE MACHINERY & TOOLS	7,127	6,825	2,670	10,000
CAR WASHES	500	-	-	250
CHARGES FROM DIVISION OF MAINT	20,969	6,000	9,678	7,000
TOTAL	\$ 45,633	\$ 38,624	\$ 22,218	\$ 48,250
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 3,744	\$ 5,841	\$ 11,010	\$ 12,707
CHARGES FROM MOTOR VEHICLES	2,909	3,561	1,249	870
CHARGES FROM DATA PROCESSING	972	730	-	-
TOTAL	\$ 7,625	\$ 10,132	\$ 12,259	\$ 13,577
TOTAL DIVISION	\$ 1,060,716	\$ 1,206,881	\$ 1,219,967	\$ 1,609,360

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICES	\$ -	\$ -	\$ 1,350	\$ -
MISCELLANEOUS REVENUES	4,246	10,025	9,383	-
EXPENDITURE RECOVERIES	1,410,980	617,710	1,206,113	1,202,236
TOTAL DIVISION	\$ 1,415,226	\$ 627,735	\$ 1,216,846	\$ 1,202,236

2004 Budget

PRINTING AND REPRODUCTION**COMPARISON OF STAFFING**

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
1	1	1	Commissioner, Printing Reproduction	40,315	115,044
1	1	1	Commissioner, Printing Reproduction, Asst.	23,647	73,688
2	2	2			
			OFFICE & CLERICAL		
1	1	1	Copy Center Operator, Offset Duplicating Machine	5.67 Hr.	16.00 Hr.
1	0	1	Secretary	6.30 Hr.	15.11 Hr.
1	1	1	Principal Clerk	11.93 Hr.	17.16 Hr.
1	1	1	Head Storekeeper	7.11 Hr.	18.94 Hr.
4	3	4			
			PARAPROFESSIONALS		
2	2	2	Helper, Print Shop	10.61 Hr.	12.79 Hr.
2	2	2			
			PROFESSIONAL		
1	1	1	Desktop Publishing Specialist	20,231	50,626
1	1	1			
			SKILLED CRAFT		
2	1	2	Pressman	7.89 Hr.	18.58 Hr.
1	1	1	Print Foreman	28,405	45,382
3	2	3			
			TECHNICIANS		
1	1	1	Operator, Camera Room	6.04 Hr.	16.48 Hr.
1	1	1			
14	12	14	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

**DEBT SERVICE
SINKING FUND COMMISSION**

JANE L. CAMPBELL, PRESIDENT

ROBERT H. BAKER, SECRETARY

FRANK G. JACKSON, MEMBER

ELIZABETH C. HRUBY, ASSISTANT SECRETARY

The Sinking Fund Commission consists of the Mayor, Director of Finance and City Council President. An Assistant Secretary is appointed by the members to conduct the business of the Sinking Fund Commission.

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

	2002		2003			2004			
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Bond/Coupon Record Maintenance	\$ 21		\$ 49	1	\$ 53	1			
Debt Administration	385	1	509	1	501	1			
Bond & Notes	75,201		51,732		53,855				
	\$ 75,607	1	\$ 52,290	2	\$ 54,409	2			
FUNDING SOURCE:									
Local Taxes	\$ 24,464		\$ 24,768		\$ 24,745				
Self Generated	172		103		295				
Bond Proceeds	33,385		7,612		1,102				
Old Bond Funds	-		114		-				
Restricted Tax	15,000		16,000		20,000				
Subordinated Income Tax	4,275		4,329		4,700				
Transfers	802		458		483				
Reserve*	(2,491)		(1,094)		2,126				
Issue 2	-		-		958				
	\$ 75,607	1	\$ 52,290	2	\$ 54,409	2			

* Includes drawdown (additions) and use of Fund balance. Refer to Fund structure section of this document for details.

DEBT MANAGEMENT POLICY

The Sinking Fund Commission is responsible for maintaining detailed statements of the City's outstanding debt obligations until their maturity and ensuring that all debt is paid when due. The Sinking Fund Commission's duties are outlined in the covenants of the General Bond Ordinance and Sinking Fund Ordinance and the Commission continuously monitors its performance so as to ensure compliance with said covenants.

The Sinking Fund Commission acts as the citywide coordinator for all debt issuance and monitoring activities. This includes the sale of all general obligation, special obligation and enterprise (revenue) bonds and notes. In addition the Commission deposits on behalf of itself and the Enterprise Funds any moneys to be applied to the payment of debt charges. This includes money and investments derived from ad valorem property taxes, restricting income taxes, 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.

**DEBT SERVICE
SINKING FUND COMMISSION**

The City issues its general obligation bonds in connection with its overall Capital Improvement Program. Programs that have benefited from the issuance of general obligation debt include, but are not limited to, public service improvements, bridge and roadway improvements, recreation facilities, and urban redevelopment.

The City's Enterprise Funds develop their own individual capital improvement programs and issue revenue debt as is necessary to assist with the implementation of said programs. The Sinking Fund Commission works jointly with each individual Enterprise Fund when issuing revenue debt.

PROGRAM NAME: BOND/NOTE RECORD MAINTENANCE/RECONCILIATION

OBJECTIVES: To ensure the proper disbursement of funds for the payment of debt by maintaining accurate records of bank accounts, debt service requirements and other schedules of cash and investments.

ACTIVITIES: Maintain complete records of all financing transactions and outstanding debt service requirements. Respond to bondholder questions and requests.

PROGRAM NAME: DEBT ADMINISTRATION

OBJECTIVES: To ensure that the City complies with all covenants in the General Bond Ordinance, the Sinking Fund Ordinance and in all revenue or special obligation bond indentures and also that it complies with all federal regulations governing the issuance of debt.

ACTIVITIES: Collect funds from Cuyahoga County Auditor, the General Fund, the Restricted Income Tax Fund 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 and enterprise fund indentures. Coordinate the annual submission of continuing disclosure information pursuant to the City's various Continuing Disclosure Agreements for its bond issues in accordance with SEC Rule 15c2-12. Facilitate the required arbitrage rebate calculations required by federal regulations.

DEBT SERVICE
SINKING FUND COMMISSION
2003 ACTIVITY

On February 27, 2003, the City issued \$44,780,000 of Series 2003 Taxable Airport Surplus Revenue Notes. The notes were issued to redeem the Series 2001 Taxable Airport Surplus Revenue Notes on March 1, 2003. By redeeming the 2001 Notes on March 1 rather than on their stated maturity of June 1, 2003, the Airport System realized savings of over \$225,000. The 2003 Notes were issued at a rate of 1.65% and matured November 17, 2003. Proceeds from the Series 2003C Airport Revenue Bonds issued in October 2003 were used to retire the 2003 Notes.

In April 2003, the City entered into an equipment lease agreement with Banc of America Leasing & Capital. As a result of this transaction, the City will purchase approximately \$6,105,000 of heavy duty vehicles and apparatus for the Departments of Public Safety, Public Service and Parks, Recreation & Properties and will make lease payments from its Restricted Income Tax for the next seven years.

On October 23, 2003, the City issued \$140,600,000 of Airport System Revenue Bonds, Series A-C. The Series A and B Bonds were issued to refund the outstanding Series 1994A Airport System Improvement Revenue Bonds and thereby achieve a savings of \$4.33 million. The Series C Bonds were issued to retire the \$44,780,000 Series 2003 Taxable Airport Surplus Revenue Notes (see above). The Series 2003 Bonds were issued initially as variable rate debt.

Effective October 24, 2003, the City issued \$4,300,000 of Taxable Urban Renewal Refunding Notes, Series 2003. The Notes, which carry an interest rate of 2.48%, were issued to refund \$4,250,000 in notes issued in 2002. The Notes are special obligations of the City and are payable from non-tax revenues. The Notes will mature November 1, 2005.

Effective November 13, 2003 the City issued \$64,100,000 Series 2003 Various Purpose General Obligation Bonds. These bonds were issued to finance a variety of permanent improvements in such areas as bridges and roadways, parks and recreation facilities and public facilities.

In early November 2003, the City issued \$7,200,000 Economic Development Revenue Bonds, Series 2003A, and \$1,000,000 Economic Development Revenue Bonds, Series 2003B-1 for the Lower Euclid Avenue Project. The proceeds of these bonds will be made available to the owners of certain properties on Euclid Avenue for the construction and renovation of commercial restaurant and retail facilities and the construction of a parking garage.

The City issued \$27,400,000 of Taxable Economic and Community Development Revenue Bonds, Series 2003, effective December 18, 2003. Proceeds of these bonds established the Core City Fund which will provide funds for industrial, commercial, distribution and research facilities and residential housing in the City. The bonds were issued as variable rate using auction rate securities.

**DEBT SERVICE
SINKING FUND COMMISSION
2004 ACTIVITY**

In 2004, the City is planning or reviewing the feasibility of the following financings:

- A \$6.6 million heavy duty equipment lease transaction which will be completed in February; and
- Refunding or other financing alternatives will be evaluated throughout the year.

BOND RATINGS

As of December 31, 2003 the City's Bond Ratings for general obligation bonds, revenue bonds, notes and certificates of participation were as follows:

	Moody's Investors Service	Standard & Poor's	Fitch Investors
General Obligation Bonds	A2*	A**	A+
Core City Bonds	A3	A-	N/A
Waterworks Revenue Bonds	Aa3	AA-	N/A
Cleveland Public Power Revenue Bonds	A2	A-	N/A
Airport Revenue Bonds	A3	A-***	N/A
Certificates of Participation Series 1997	A3	A-	N/A
Parking Revenue Bonds+	Aaa	AAA	AAA
Urban Renewal Notes	N/A	SP-1	N/A

+ Insured ratings

* On February 21, 2003, Moody's Investors Service lowered the City's General Obligation Bond Rating from A1 to A2.

** On October 14, 2003, Standard & Poor's Rating Services lowered the City's General Obligation Bond Rating from A+ (negative outlook) to A (stable outlook).

***On October 9, 2003, Standard & Poor's Rating Services lowered the rating on the Airport's General Airport Revenue Bonds from A to A- with a stable outlook.

**DEBT SERVICE
SINKING FUND COMMISSION**

EXPENDITURES

	2002 Actuals		2003 Unaudited	2004 Mayor's Estimate
Unvoted Tax Supported Obligations				
Bonds Redeemed	\$ 24,270,000	\$	26,285,000	\$ 26,960,000
Interest on Bonds	15,208,519		16,474,353	17,483,822
	\$ 39,478,519	\$	42,759,353	\$ 44,443,822
Unvoted Bond and Note Redemption				
Notes Redeemed	\$ 26,700,000	\$	-	-
Interest on Notes	244,750		-	-
	\$ 26,944,750	\$	-	-
Subordinated Income Tax Bonds				
Bonds Redeemed	\$ 1,300,000	\$	1,400,000	\$ 1,500,000
Interest on Bonds	3,120,093		3,227,303	3,200,000
	\$ 4,420,093	\$	4,627,303	\$ 4,700,000
Subordinated Income Tax Reserve				
Transfer to Other Subdasses	\$ -	\$	-	\$ 3,500,000
	\$ -	\$	-	\$ 3,500,000
Urban Renewal Debt Retirement Fund				
Notes Redeemed	\$ 4,200,000	\$	4,250,000	-
Interest on Notes	157,500		95,625	108,714
	\$ 4,357,500	\$	4,345,625	\$ 108,714
Core City Fund				
Interest on Bonds	\$ -	\$	-	\$ 1,102,090 *
	\$ -	\$	-	\$ 1,102,090
Sinking Fund Operations				
Personnel	\$ 94,053	\$	137,621	\$ 150,573
Other	311,906		419,909	403,824
	\$ 405,959	\$	557,530	\$ 554,397
Total Expenditures	\$ 75,606,821	\$	52,289,811	\$ 54,409,023

* Paid by capitalized interest from the proceeds of the bonds

**DEBT SERVICE
SINKING FUND COMMISSION**

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
PROPERTY TAXES	\$ 24,321,043	\$ 24,463,716	\$ 24,768,435	\$ 24,744,742
RESTRICTED INCOME TAX	13,750,000	15,000,000	16,000,000	20,000,000
SUBORDINATED INCOME TAX	4,637,689	4,274,821	4,329,426	4,700,000
INVESTMENT EARNINGS	377,578	162,409	103,219	115,000
BOND FEES & SERVICES	-	8,100	-	179,725
NOTE / BOND PROCEEDS	-	33,384,883	7,611,621	1,102,090
REVENUE FROM OTHER FUNDS	-	-	113,774	-
EXPENDITURE RECOVERY ISSUE 2	754,555	-	-	957,888
GENERAL FUND TRANSFER	458,941	802,500	457,465	483,714
DRAWDOWN (ADDITION) OF FUND BAL	969,537	(2,489,608)	(1,094,129)	2,126,192
TOTAL RECEIPTS	\$ 45,269,343	\$ 75,606,821	\$ 52,289,811	\$ 54,409,351

WATER REVENUE BONDS+

	2002 Actuals	2003 Unaudited	2004 Mayor's Estimate
EXPENDITURES:			
Principal	\$ 30,165,000	\$ 23,990,000	\$ 25,160,000
Interest	34,528,419	38,516,240	42,643,167
Total Expenditures	\$ 64,693,419	\$ 62,506,240	\$ 67,803,167
RECEIPTS			
Utility Reimbursement	\$ 64,693,419	\$ 62,506,240	\$ 67,803,167
Total Receipts	\$ 64,693,419	\$ 62,506,240	\$ 67,803,167

+ Amounts shown above are actual amounts paid to bondholders during the year and therefore may not match the debt service amounts in the budget of enterprise funds which reflect deposit requirements in anticipation of these payments.

**DEBT SERVICE
SINKING FUND COMMISSION**

AIRPORT SYSTEM REVENUE BONDS AND NOTES⁺

	2002		2003		2004
	Actuals		Unaudited		Mayor's Estimate
EXPENDITURES:					
Principal	\$ 10,783,281	\$	100,645,781	\$	11,104,214
Interest	46,581,298		44,528,723		54,408,156
Total Expenditures	\$ 57,364,579	\$	145,174,504	\$	65,512,370
RECEIPTS					
Enterprise Reimbursement	\$ 57,364,579	\$	145,174,504	\$	65,512,370
Total Receipts	\$ 57,364,579 *	\$	145,174,504 **	\$	65,512,370 ***

* Includes \$23,474,498 of capitalized interest from the proceeds of the Series 2000 Bonds and \$2,494,725 of capitalized interest from the proceeds of the Series 2001 Notes.

** Includes \$20,598,153 of capitalized interest from the proceeds of the Series 2000 Bonds and \$1,157,309 of capitalized interest from the proceeds of the Series 2001 and 2003 Notes plus the maturity of the Series 2001 Notes and the Series 2003 Notes.

*** Includes \$11,707,576 of capitalized interest from the proceeds of the Series 2000 Bonds and \$3,829,908 of capitalized interest from the Series 2003 Bonds.

OHIO WATER DEVELOPMENT AUTHORITY LOANS - WATER⁺

	2002		2003		2004
	Actuals		Unaudited		Mayor's Estimate
EXPENDITURES:					
Principal	\$ -	\$	387,000	\$	586,000
Interest	-		285,000		487,000
Total Expenditures	\$ -	\$	672,000	\$	1,073,000
RECEIPTS					
Utility Reimbursement	\$ -	\$	672,000	\$	1,073,000
Total Receipts	\$ -	\$	672,000	\$	1,073,000

OHIO WATER DEVELOPMENT AUTHORITY LOANS - WATER POLLUTION CONTROL⁺

	2002		2003		2004
	Actuals		Unaudited		Mayor's Estimate
EXPENDITURES:					
Principal	\$ 590,641	\$	491,129	\$	382,455
Interest	288,097		256,675		269,535
Total Expenditures	\$ 878,738	\$	747,804	\$	651,990
RECEIPTS					
Utility Reimbursement	\$ 878,738	\$	747,804	\$	651,990
Total Receipts	\$ 878,738	\$	747,804	\$	651,990

+ Amounts shown above are actual amounts paid to bondholders during the year and therefore may not match the debt service amounts in the budget of enterprise funds which reflect deposit requirements in anticipation of these payments.

**DEBT SERVICE
SINKING FUND COMMISSION**

PUBLIC POWER IMPROVEMENT SYSTEM - REVENUE BONDS+

	2002		2003		2004
	Actuals		Unaudited		Mayor's Estimate
EXPENDITURES:					
Principal	\$ 6,620,000	\$	7,865,000	\$	9,410,000
Interest	11,803,309		10,886,836		10,447,476
Total Expenditures	\$ 18,423,309	\$	18,751,836	\$	19,857,476
RECEIPTS					
Utility Reimbursement	\$ 18,423,309	\$	18,751,836	\$	19,857,476
Total Receipts	\$ 18,423,309	\$	18,751,836	\$	19,857,476

PARKING FACILITIES REVENUE REFUNDING BONDS+

	2002		2003		2004
	Actuals		Unaudited		Mayor's Estimate
EXPENDITURES:					
Principal	\$ 1,965,000	\$	2,075,000	\$	2,175,000
Interest	4,207,188		4,104,025		3,995,088
Total Expenditures	\$ 6,172,188	\$	6,179,025	\$	6,170,088
RECEIPTS					
Enterprise Reimbursement	\$ 6,172,188	\$	6,179,025	\$	6,170,088
Total Receipts	\$ 6,172,188	\$	6,179,025	\$	6,170,088

+ Amounts shown above are actual amounts paid to bondholders during the year and therefore may not match the debt service amounts in the budget of enterprise funds which reflect deposit requirements in anticipation of these payments.

2004 Budget

DEBT SERVICE
SINKING FUND COMMISSION

UNVOTED TAX SUPPORTED OBLIGATIONS

PURPOSE	MONTH DUE	ISSUE DATE	MATURITY DATE	INT RATE	12/31/03 BALANCE	2004 PRINCIPAL	2004 INTEREST	TOTAL DUE
BRIDGE & ROADWAY	FEB./AUG.	1997	2014	VAR	7,600,000	520,000	428,038	948,038
BRIDGE & ROADWAY	APR/OCT	1998	2015	VAR	8,435,000	555,000	369,810	924,810
BRIDGES & ROADS	MAR/SEP	1993	2009	VAR	4,265,000	625,000	223,399	848,399
BRIDGES & ROADS	MAY/NOV.	1994	2005	VAR	2,815,000	1,365,000	170,350	1,535,350
BRIDGES & ROADS	MAR/SEP	1996	2013	VAR	12,220,000	965,000	646,411	1,611,411
BRIDGES & ROADS	MAY/NOV.	1999	2016	VAR	12,720,000	725,000	651,365	1,376,365
BRIDGES & ROADS	JUNE/DEC.	2002	2019	VAR	23,210,000	1,140,000	1,037,725	2,177,725
BRIDGES & ROADS	FEB./AUG.	2003	2020	VAR	29,000,000	955,000	898,181	1,853,181
BUILDINGS & FACILITIES	MAY/NOV.	1994	2005	VAR	670,000	325,000	40,545	365,545
CEMETERY IMPROVEMENT	APR/OCT	1998	2018	VAR	1,545,000	75,000	68,684	143,684
CONVENTION CENTER	MAR/SEP	1996	2015	VAR	1,475,000	90,000	78,706	168,706
FINAL JUDGMENT	JUNE/DEC.	2002	2027	VAR	6,320,000	55,000	313,519	368,519
FIRE APPARATUS	MAY/NOV.	1999	2009	VAR	545,000	80,000	25,750	105,750
NEIGHBORHOOD DEV.	MAR/SEP	1996	2014	VAR	750,000	50,000	39,863	89,863
PARKS & RECREATION	MAY/NOV.	1994	2005	VAR	430,000	210,000	26,020	236,020
PARKS & RECREATION	MAR/SEP	1996	2015	VAR	3,705,000	230,000	197,651	427,651
PARKS & RECREATION	FEB./AUG.	1997	2017	VAR	2,385,000	115,000	131,663	246,663
PARKS & RECREATION	APR/OCT	1998	2018	VAR	2,965,000	145,000	131,796	276,796
PARKS & RECREATION	MAY/NOV.	1999	2019	VAR	2,960,000	125,000	153,533	278,533
PARKS & RECREATION	JUNE/DEC.	2002	2022	VAR	10,475,000	420,000	512,975	932,975
PARKS & RECREATION	FEB./AUG.	2003	2023	VAR	10,150,000	265,000	332,784	597,784
PUBLIC FACILITIES	APR/OCT	1998	2018	VAR	5,695,000	280,000	253,209	533,209
PUBLIC FACILITIES	MAR/SEP	1993	2013	VAR	6,055,000	475,000	321,001	796,001
PUBLIC FACILITIES	MAR/SEP	1996	2020	VAR	2,085,000	80,000	112,570	192,570
PUBLIC FACILITIES	FEB./AUG.	1997	2017	VAR	8,805,000	430,000	486,038	916,038
PUBLIC FACILITIES	MAY/NOV.	1999	2019	VAR	3,980,000	170,000	206,396	376,396
PUBLIC FACILITIES	JUNE/DEC.	2000	2020	VAR	8,365,000	325,000	430,720	755,720
PUBLIC FACILITIES	JUNE/DEC.	2002	2022	VAR	5,660,000	225,000	277,525	502,525
PUBLIC IMPROVEMENTS	FEB./AUG.	2003	2023	VAR	17,850,000	460,000	585,253	1,045,253

**DEBT SERVICE
SINKING FUND COMMISSION**

UNVOTED TAX SUPPORTED OBLIGATIONS (CONTINUED)

PURPOSE	MONTH DUE	ISSUE DATE	MATURITY DATE	INT RATE	12/31/03 BALANCE	2004 PRINCIPAL	2004 INTEREST	TOTAL DUE
RECREATION FACILITIES	MAR/SEP	1993	2012	VAR	2,270,000	205,000	120,100	325,100
RECREATION FACILITIES	JUNE/DEC.	2000	2020	VAR	4,690,000	180,000	241,469	421,469
RESIDENT DEVELOPMENT	JUNE/DEC.	2000	2020	VAR	1,940,000	75,000	99,893	174,893
RESIDENTIAL AREA IMP.	FEB./AUG	1997	2017	VAR	800,000	40,000	44,163	84,163
RESIDENTIAL NEIGH. DEV.	APR/OCT	1998	2018	VAR	835,000	40,000	37,106	77,106
RESIDENTIAL NEIGH. DEV.	JUNE/DEC.	2002	2022	VAR	2,435,000	100,000	119,238	219,238
RESIDENTIAL NEIGHBOR	MAY/NOV.	1999	2019	VAR	1,870,000	80,000	96,956	176,956
RESIDENTIAL NEIGHBOR	FEB./AUG.	2003	2023	VAR	7,100,000	185,000	232,791	417,791
RESIDENTIAL & REDVLPMENT.	MAY/NOV.	1994	2005	VAR	70,000	35,000	4,235	39,235
ROAD & BRIDGE IMP.	JUNE/DEC.	2000	2017	VAR	8,935,000	460,000	456,955	916,955
SERIES 1993 REFUNDING	MAR/SEP	1993	2011	VAR	64,175,000	8,715,000	3,366,790	12,081,790
SERIES 1997 REFUNDING	FEB./AUG.	1997	2018	VAR	45,350,000	950,000	2,527,863	3,477,863
SERIES 1998 REFUNDING	APR/OCT	1998	2007	VAR	11,975,000	4,310,000	514,813	4,824,813
URBAN RENEWAL	MAR/SEP	1993	2013	VAR	1,320,000	105,000	69,974	174,974
Total					356,900,000	26,960,000	17,083,822	44,043,822

**DEBT SERVICE
SINKING FUND COMMISSION**

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 58,698	\$ 78,669	\$ 115,593	\$ 125,280
LONGEVITY	575	-	1,175	700
TOTAL	\$ 59,273	\$ 78,669	\$ 116,768	\$ 125,980
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 2,170	\$ 2,127	\$ 4,353	\$ 5,940
DENTAL	205	184	361	444
VISION CARE	-	46	82	98
PERS	7,788	12,918	15,385	17,070
FICA-MEDICARE	-	-	456	638
WORKERS COMPENSATION	251	69	137	309
LIFE INSURANCE	75	40	78	94
TOTAL	\$ 10,488	\$ 15,384	\$ 20,852	\$ 24,593
TRAINING AND DUES				
TRAVEL	\$ -	\$ -	\$ 1,725	\$ 500
TUITION & REGISTRATION FEES	-	-	330	500
PROFESSIONAL DUES & SUBSCRIPTIONS	1,897	1,997	1,997	2,000
TOTAL	\$ 1,897	\$ 1,997	\$ 4,052	\$ 3,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 65,610	\$ 28,967	\$ 71,926	\$ 50,000
INSURANCE & OFFICIAL BONDS	-	100	-	-
COUNTY AUD & TREAS COLL FEE	320,467	279,903	343,070	350,000
TOTAL	\$ 386,077	\$ 308,970	\$ 414,996	\$ 400,000
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ -	\$ 2	\$ -
POSTAGE	816	660	837	800
TOTAL	\$ 816	\$ 660	\$ 839	\$ 800
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM PRINTING	\$ 90	\$ 54	\$ 23	\$ 24
CHARGES FROM DATA PROCESSING	300	225	-	-
TOTAL	\$ 390	\$ 279	\$ 23	\$ 24
TOTAL DIVISION	\$ 458,941	\$ 405,959	\$ 557,530	\$ 554,397

**DEBT SERVICE
SINKING FUND COMMISSION**

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MISCELLANEOUS REVENUES	\$ 225	\$ 6	\$ -	-
EXPENDITURE RECOVERIES	-	6,643	-	-
TRANSFERS IN	331,516	645,000	437,465	375,000
TOTAL DIVISION	\$ 331,741	\$ 651,649	\$ 437,465	\$ 375,000

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Secy, Asst. - Sinking Fund Commission	27,326	88,624
1	1	1	Budget Analyst	19,427	48,028
2	2	2			
2	2	2	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

FINANCIAL REPORTING AND CONTROL

JAMES E. GENTILE, CITY CONTROLLER

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

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

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Proprietary Fund Accounting	\$ 492	5	\$ 332	4	\$ 372	4		
General Accounting	484	3	311	4	315	3		
Cash Reconciliation	479	4	368	3	215	3		
Special Revenue	362	2	277	4	277	3		
Financial Systems/Data Entry	402	4	248	3	145	3		
	\$ 2,219	18	\$ 1,536	18	\$ 1,324	16		

FUNDING SOURCE:

General Fund:						
Tax Support	\$ 2,219	18	\$ 1,536	18	\$ 1,324	16
	\$ 2,219	18	\$ 1,536	18	\$ 1,324	16

MISSION

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.

FINANCIAL REPORTING AND CONTROL

PROGRAM NAME: PROPRIETARY/CAPITAL FUND ACCOUNTING

OBJECTIVES: To monitor and control all accounting activity as they relate to the City's:

- Capital projects activity for all fund types
- Fixed assets
- Internal service funds
- Enterprise funds

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

PROGRAM NAME: GENERAL ACCOUNTING

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

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

PROGRAM NAME: CASH RECONCILIATION

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

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

FINANCIAL REPORTING AND CONTROL

PROGRAM NAME: SPECIAL REVENUE ACCOUNTING

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

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

PROGRAM NAME: DATA ENTRY

OBJECTIVES: Input accurate data in the City's accounting system in a timely manner.

ACTIVITIES: Provide centralized data entry support for the City's accounting system. Enter various documents directly into the accounting system, including requisitions, receiving warrants, internal service billings and other documents as required.

FINANCIAL REPORTING AND CONTROL

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 854,447	\$ 1,063,331	\$ 879,820	\$ 832,102
PART-TIME PERMANENT	5,538	-	-	-
STUDENT TRAINEES	-	-	-	5,600
LONGEVITY	4,575	5,275	4,750	4,750
SEPARATION PAYMENTS	17,088	6,267	1,820	-
OVERTIME	32,260	34,567	35,191	35,000
TOTAL	\$ 913,908	\$ 1,109,440	\$ 921,581	\$ 877,452
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 67,630	\$ 83,617	\$ 75,179	\$ 77,130
DENTAL	7,168	8,168	6,469	5,947
VISION CARE	-	841	1,006	946
PERS	149,215	150,662	119,110	118,895
FICA-MEDICARE	10,484	12,786	9,052	12,723
WORKERS COMPENSATION	3,350	1,125	2,716	2,474
LIFE INSURANCE	1,582	982	776	749
UNEMPLOYMENT COMPENSATION	43	7,074	16,281	10,000
TOTAL	\$ 239,473	\$ 265,255	\$ 230,589	\$ 228,864
TRAINING AND DUES				
TRAVEL	\$ 2,699	\$ 13,127	\$ 1,363	\$ 10,000
TUITION & REGISTRATION FEES	13,070	41,135	995	25,000
OTHER TRAINING SUPPLIES	-	128	-	-
PROFESSIONAL DUES & SUBSCRIPTIONS	1,583	1,780	1,541	2,000
TOTAL	\$ 17,352	\$ 56,170	\$ 3,899	\$ 37,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,922	\$ 425,365	\$ 30,478	\$ 80,437
ADVERTISING AND PUBLIC NOTICE	8,562	594	1,704	2,000
PARKING IN CITY FACILITIES	-	-	1,228	200
PHOTOCOPY MACHINE RENTAL	3	1,949	582	1,000
TOTAL	\$ 10,487	\$ 427,908	\$ 33,992	\$ 83,637
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 4,007	\$ 355	\$ 179	\$ 3,000
POSTAGE	-	78	244	-
COMPUTER SUPPLIES	2,450	-	-	2,000
COMPUTER HARDWARE	14,095	8,227	389	-
COMPUTER SOFTWARE	245	1,765	-	-
OFFICE FURNITURE & EQUIP	-	962	-	-
OTHER SUPPLIES	813	265	-	-
JUST IN TIME OFFICE SUPPLIES	6,901	6,414	3,728	10,000
TOTAL	\$ 28,511	\$ 18,066	\$ 4,540	\$ 15,000

2004 Budget

FINANCIAL REPORTING AND CONTROL

EXPENDITURES - CONTINUED

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 20,208	\$ 350	\$ -	\$ 15,000
MAINTENANCE CONTRACTS	9,900	19,800	9,900	15,000
COMPUTER HARDWARE MAINT	-	5,000	-	-
COMPUTER SOFTWARE MAINT	255,468	268,241	285,417	-
TOTAL	\$ 285,575	\$ 293,391	\$ 295,317	\$ 30,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 20,010	\$ 29,320	\$ 27,617	\$ 31,873
CHARGES FROM PRINTING	7,197	16,990	18,009	19,781
CHARGES FROM STOREROOM	163	124	216	236
CHARGES FROM DATA PROCESSING	5,609	2,241	-	-
TOTAL	\$ 32,978	\$ 48,675	\$ 45,842	\$ 51,890
TOTAL DIVISION	\$ 1,528,285	\$ 2,218,905	\$ 1,535,760	\$ 1,323,843

2004 Budget

FINANCIAL REPORTING AND CONTROL

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	City Comptroller	42,758	124,900
2	2	2	Assistant City Comptroller	41,312	102,960
1	0	0	Customer Support Center Manager - PeopleSoft	65,000	88,400
4	3	3			
PROFESSIONALS					
2	2	2	Accountant III	9.34 Hr.	21.83 Hr.
8	2	2	Accountant IV	19,427	53,834
0	1	0	Budget & Management Analyst	19,427	50,543
0	1	1	Chief Clerk	22,050	43,080
1	1	1	Private Secretary	9.34 Hr.	18.83 Hr.
0	1	0	Risk Manager	27,326	88,624
4	4	4	Supervisor, Accountant	23,647	65,719
15	12	10			
TECHNICIANS					
1	1	1	Operator, Senior Data Conversion	10.80 Hr.	16.38 Hr.
1	1	1	Supervisor, Data Conversion	11.92 Hr.	16.08 Hr.
1	1	1	Supervisor, Data Processing	20,231	54,494
3	3	3			
22	18	16	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

OFFICE OF BUDGET AND MANAGEMENT

ROBERT DEVEREAUX, OPERATING BUDGET MANAGER

The Office of Budget and Management was established in 1965 to provide budget analysis and management consulting services to all departments of the City.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT	STAFF FT PT	
PROGRAMS:								
Operating Budget	\$ 178	4	\$ 212	4	\$ 205	4		
Capital Budget	163	1	148	1	65	1		
Financial Planning	79	1	80	1	95	1		
Grant Compliance	-		-	1	88	1		
Audit Compliance	-		-	1	44	1		
Management Support	102	2	118	1	89	1		
	\$ 522	8	\$ 558	9	\$ 586	9		
FUNDING SOURCE:								
General Fund:								
Tax Support	\$ 522	8	\$ 558	9	\$ 586	9		
	\$ 522	8	\$ 558	9	\$ 586	9		

MISSION

To enhance the fiscal integrity of the City by preparing, implementing, and monitoring balanced budgets and financial plans that ensure the availability of required resources and enhance the quality of life for all citizens in the City of Cleveland.

PROGRAM NAME: OPERATING BUDGET

OBJECTIVES: To adequately plan for resources required for the City to deliver services approved and adopted via City appropriations.

ACTIVITIES: Mayor's Estimate prepared and submitted before February 1st. Quarterly comprehensive analyses of current budget vs. actual expenses. City Cost Allocation Plan (CAP Indirect Costs) updated.

PROGRAM NAME: CAPITAL BUDGET

OBJECTIVES: To ensure the City's ability to maintain the City's capital plan and to support the provision of cost-effective services through minimizing operating costs, renovating the City's neighborhoods and promoting economic development and job creation.

ACTIVITIES: Annual Restricted Income Tax and multi-year General Obligation Bond budgets developed. Prepare and distribute a monthly capital project assessment and a 10-year Financial Plan.

OFFICE OF BUDGET AND MANAGEMENT

PROGRAM NAME: FINANCIAL PLANNING

OBJECTIVES: To project the City's financial and capital requirements.

ACTIVITIES: Monitor consumer spending, local employment trends and integrate results into financial projections for the Tax Budget. Perform ongoing analysis of appropriations by organization. Review Revenue and Expenditure estimates and project changes in fund balances. Generate a 3-Year Financial Plan and provide ongoing economic input to management for decision making.

PROGRAM NAME: MANAGEMENT SUPPORT

OBJECTIVES: To assist and advise the Mayor's Office and Division Managers in the efficient application of the resources available to them.

ACTIVITIES: City-wide Budget Analyst Training Sessions developed and conducted. OBM Policy & Procedures completed. Monthly budget status sessions conducted with City Managers. "E-Government" Budget Web Site developed.

PROGRAM NAME: AUDIT COMPLIANCE

OBJECTIVES: To establish effective, pro-active procedures for the Office of Budget and Management that result in properly resolving all current year audit findings, as well as minimizing and significantly reducing audit findings for the coming year.

ACTIVITIES: Develop and implement a comprehensive, "proactive", written audit compliance plan. All legal reports and filings prepared and submitted on time.

PROGRAM NAME: GRANT COMPLIANCE

OBJECTIVES: To aid in the effective administration of grant programs for the City of Cleveland in accordance with Federal and Local Department laws, regulations, policies, and procedures.

ACTIVITIES: Conduct City-Wide Grant Training. Revise and distribute grant policies & procedures. Create City-Wide Fiscal Monitoring Plan. Distribute monthly Notice of Funding Availabilities (NOFA) to all Departments.

2004 Budget

OFFICE OF BUDGET AND MANAGEMENT

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 407,807	\$ 384,127	\$ 416,951	\$ 462,341
PART-TIME PERMANENT	44,381	8,642	-	-
1.6% RETRO PAY	-	-	172	-
LONGEVITY	575	700	1,000	1,000
SEPARATION PAYMENTS	4,461	1,218	3,038	-
OVERTIME	29,703	13,750	-	-
TOTAL	\$ 486,927	\$ 408,437	\$ 421,161	\$ 463,341
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 41,510	\$ 27,075	\$ 27,431	\$ 33,467
DENTAL	3,142	2,401	2,336	3,196
VISION CARE	-	276	437	443
PERS	67,413	58,108	55,178	62,783
FICA-MEDICARE	6,330	4,955	5,159	6,718
WORKERS COMPENSATION	9,048	2,159	4,109	4,081
LIFE INSURANCE	788	360	390	421
UNEMPLOYMENT COMPENSATION	3,717	4,266	4,280	-
TOTAL	\$ 131,949	\$ 99,600	\$ 99,320	\$ 111,109
TRAINING AND DUES				
TRAVEL	\$ 975	\$ 744	\$ 3,950	\$ -
TUITION & REGISTRATION FEES	440	2,842	7,706	-
OTHER TRAINING SUPPLIES	-	328	-	-
PROFESSIONAL DUES & SUBSCRIPTIONS	1,110	575	1,120	1,200
TOTAL	\$ 2,525	\$ 4,489	\$ 12,776	\$ 1,200
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 48	\$ -	\$ 13,000	\$ -
ADVERTISING AND PUBLIC NOTICE	1,338	-	238	275
PHOTOCOPY MACHINE RENTAL	98	5,110	2,001	2,500
OTHER CONTRACTUAL	32	-	-	-
TOTAL	\$ 1,516	\$ 5,110	\$ 15,239	\$ 2,775
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 195	\$ -	\$ 20	\$ 25
POSTAGE	14	251	194	-
COMPUTER SUPPLIES	1,176	-	-	-
COMPUTER SOFTWARE	-	-	3,782	-
JUST IN TIME OFFICE SUPPLIES	2,710	3,256	1,194	3,000
TOTAL	\$ 4,095	\$ 3,507	\$ 5,190	\$ 3,025
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE	\$ 3,488	\$ -	\$ -	\$ -
CHARGES FROM PRINTING	8,788	154	4,442	4,879
CHARGES FROM DATA PROCESSING	24,046	504	-	-
TOTAL	\$ 36,322	\$ 658	\$ 4,442	\$ 4,879
TOTAL DIVISION	\$ 663,334	\$ 521,801	\$ 558,128	\$ 586,329

2004 Budget

OFFICE OF BUDGET AND MANAGEMENT

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MISCELLANEOUS REVENUES	\$ -	\$ -	\$ 25	\$ -
TOTAL DIVISION	\$ -	\$ -	\$ 25	\$ -

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
PROFESSIONALS					
0	1	1	Administrative Manager	27,194	80,967
1	0	0	Budget Administrator	30,215	94,105
4	4	4	Budget Analyst	19,427	48,028
1	0	0	Budget & Management Analyst	19,427	50,543
1	1	1	Fiscal Grant Administrator	40,000	78,000
1	0	0	Public Information Officer	9.34 Hr.	20.71 Hr.
1	3	3	Senior Budget & Management Analyst	26,274	70,909
9	9	9			
9	9	9	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

INFORMATION TECHNOLOGY AND SERVICES

JAMES HIGGINS, COMMISSIONER

The Division of Information Technology & Services' mission is to provide access to information that is stored, transmitted and/or processed by technology to all areas of the Executive, Legislative and Judicial branches of City Government. The services include information technical planning, applications development, hardware and software acquisition and installation, technology management and technical support. The Division also provides all forms of voice communications and manages the contracts covering voice service including local and long distance telephone service and equipment, cellular phones, paging devices and voice mail. The Division manages the City's various servers used in the operations needed to support all of the City's automated business processes, data/voice communication network, the Customer Support Center and the office automation responsibilities.

The Division will embrace technology to improve services to City residents and to be more cost-efficient wherever possible.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Administration & Planning	\$ 655	6	\$ 1,110	14	\$ 1,126	6		
Application & Computer Network Operations	1,185	18	1,125	19	1,140	19		
Technical Support Services	353	4	578	3	585	2		
Telecommunications Delivery Services	6,175	5	4,976	12	5,838	16		
	\$ 8,368	33	\$ 7,789	48	\$ 8,689	43		
FUNDING SOURCE:								
Tax Support	\$ -		\$ 2,803	36	\$ 2,851	27		
Self Generated	-		10	-	-			
	\$ -		\$ 2,813	36	\$ 2,851	27		
Internal Service User Charge								
Information Technology & Services	2,193	28	-		-			
Telecommunications	6,175	5	4,976	12	5,838	16		
	\$ 8,368	33	\$ 7,789	48	\$ 8,689	43		

INFORMATION TECHNOLOGY AND SERVICES

PROGRAM NAME: APPLICATION & COMPUTER NETWORK APPLICATIONS

OBJECTIVES: To develop, install, and maintain the application and network infrastructure for the citywide enterprise.

ACTIVITIES: Provide development, implementation, and maintenance and support for citywide applications and network infrastructures.

PROGRAM NAME: TECHNICAL SUPPORT SERVICES

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

ACTIVITIES: Provide daily monitoring and upgrade of the system hardware/software environment including the maintenance and installation of hardware/software products, operating support for the recovery from and 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.

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

2004 Budget

INFORMATION TECHNOLOGY AND SERVICES

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 1,310,219	\$ 1,223,805	\$ 1,726,952	\$ 1,535,501
PART TIME PERMANENT	-	-	294	-
LONGEVITY	8,850	8,325	8,000	6,500
SEPARATION PAYMENTS	10,148	32,063	10,579	-
OVERTIME	3,680	21,623	-	-
TOTAL	\$ 1,332,897	\$ 1,285,816	\$ 1,745,825	\$ 1,542,001
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 120,925	\$ 121,070	\$ 161,744	\$ 192,960
DENTAL	12,464	10,666	14,704	14,881
VISION CARE	180,736	880	1,520	1,337
PERS	10,593	171,773	228,518	210,481
FICA-MEDICARE	4,885	9,752	16,850	22,359
WORKERS COMPENSATION	2,233	1,691	3,374	4,742
LIFE INSURANCE	1,745	1,040	1,400	1,271
UNEMPLOYMENT COMPENSATION	-	2,029	16,749	9,724
TOTAL	\$ 333,581	\$ 318,901	\$ 444,859	\$ 457,755
TRAINING AND DUES				
TRAVEL	\$ 1,581	\$ 10,754	\$ 6,501	\$ -
TUITION & REGISTRATION FEES	2,683	4,143	8,198	5,000
OTHER TRAINING SUPPLIES	10,890	-	-	-
PROFESSIONAL DUES & SUBSCRIPTIONS	185	514	119	1,500
TOTAL	\$ 15,339	\$ 15,411	\$ 14,818	\$ 6,500
UTILITIES				
COMPUTER ROOM ELECTRICITY	\$ 14,326	\$ 15,131	\$ -	\$ -
ELECTRICITY - OTHER	13,176	11,515	19,141	20,098
TOTAL	\$ 27,502	\$ 26,646	\$ 19,141	\$ 20,098
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ -	\$ 17,799	\$ 10,842	\$ -
ADVERTISING AND PUBLIC NOTICE	1,549	-	-	-
PARKING IN CITY FACILITIES	1,210	1,411	2,005	2,000
PROPERTY RENTAL	308,160	376,181	389,059	295,000
PHOTOCOPY MACHINE RENTAL	56	3,210	1,257	2,000
EQUIPMENT RENTAL	-	8,288	-	-
OTHER CONTRACTUAL	8,441	7,335	10,310	-
TOTAL	\$ 319,416	\$ 414,224	\$ 413,473	\$ 299,000

INFORMATION TECHNOLOGY AND SERVICES

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 1,452	\$ 3,310	\$ 1,036	\$ 5,000
POSTAGE	-	610	435	500
COMPUTER SUPPLIES	-	1,156	7,088	5,000
COMPUTER HARDWARE	40,342	5,525	4,248	-
COMPUTER SOFTWARE	6,576	40	-	5,000
OFFICE FURNITURE & EQUIP	1,137	600	4,431	5,000
OTHER SUPPLIES	11,705	1,147	323	4,000
JUST IN TIME OFFICE SUPPLIES	4,250	4,191	4,752	5,000
TOTAL	\$ 65,462	\$ 16,579	\$ 22,313	\$ 29,500
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 36	\$ 36	\$ -	\$ -
COMPUTER HARDWARE MAINT	-	968	-	-
COMPUTER SOFTWARE MAINT	-	-	3,725	330,000
CAR WASHES	500	300	-	-
TOTAL	\$ 536	\$ 1,304	\$ 3,725	\$ 330,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 106,167	\$ 109,741	\$ 131,239	\$ 151,462
CHARGES FROM PRINTING	5,559	1,419	5,628	6,182
CHARGES FROM STOREROOM	104	77	62	68
CHARGES FROM MOTOR VEHICLES	1,191	2,657	12,129	8,447
TOTAL	\$ 113,021	\$ 113,894	\$ 149,058	\$ 166,159
TOTAL DIVISION	\$ 2,207,754	\$ 2,192,775	\$ 2,813,212	\$ 2,851,013

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTERGOVERNMENTAL REVENUES	\$ -	\$ -	\$ 2,879	\$ -
SALES & CHARGES FOR SERVICES	-	-	5,932	-
MISCELLANEOUS REVENUES	3,042	81	33	-
EXPENDITURE RECOVERIES	1,561,969	480,494	1,432	-
TRANSFERS IN	-	2,055,000	-	-
TOTAL DIVISION	\$ 1,565,011	\$ 2,535,575	\$ 10,276	\$ -

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	2	2	Administrative Officer	19,427	48,000
1	1	1	Application Delivery Services Manager	65,000	88,400
1	1	0	Chief Technology Officer	45,000	140,400
1	1	1	Commissioner, Information Systems	52,735	132,782
0	1	1	Commissioner, Information Systems, Asst.	23,647	77,853
0	1	1	Commissioner, Information Systems, Deputy	30,215	90,500

2004 Budget

INFORMATION TECHNOLOGY AND SERVICES

COMPARISON OF STAFFING - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
1	0	0	Grant Administrator (Writer)	22,333	68,109
1	0	0	IT Program Manager	30,214	75,769
2	0	0	IT Project Manager I	19,785	55,005
0	1	2	IT Project Director	22,333	72,735
2	0	1	IT Project Manager II	22,333	72,355
10	8	9			
OFFICE & CLERICAL					
2	2	0	Billing Clerk	9.89 Hr.	15.07 Hr.
1	0	0	Private Secretary	9.34 Hr.	18.83 Hr.
3	2	0			
PROFESSIONALS					
0	1	0	Administrative Manager	27,194	80,967
1	0	0	Assest Management Analyst	25,000	46,800
1	0	0	Asset Management Coordinator	22,333	70,275
0	1	0	Assistant Administrator	20,231	58,093
0	1	1	Assisant Manager Applications & Tech Support Serv.	46,225	113,093
1	1	1	Database Coordinator	30,214	73,494
4	0	0	Help Desk Analyst	25,000	46,800
1	0	1	IT Security Officer	10.80 Hr.	18.56 Hr.
3	0	1	IT Training Analyst	38,000	57,200
1	1	1	IT Training Coordinator	38,000	67,200
1	1	1	Information Tech ElecData Auditor	35,000	72,800
1	1	0	Network Analyst I	30,214	65,174
3	1	0	Network Analyst II	30,214	81,774
1	0	0	Network and Data Center Ops Manager	55,000	87,426
1	0	0	Network LAN Administrator	42,000	70,000
4	0	0	PC Technicians	25,000	45,000
2	0	0	Programmer Analysts	9.73 Hr.	27.30 Hr.
0	2	2	Project Lead Applications	30,215	80,774
1	0	0	Senior Systems Analyst	20,231	74,000
1	1	1	Sr. Budget and Management Analyst	26,274	70,909
0	1	1	Shift Supervisor Operations	20,231	54,494
0	1	0	Software Analyst	30,215	80,774
0	2	2	Supervisor, Computer Operations	30,215	80,774
1	1	0	Supervisor, Software Support	39,937	78,810
1	1	1	Supv. of Systems and Tech Support	55,000	78,000
0	4	3	Systems Analyst	19,427	56,000
0	1	0	Unit Supervisor	13.29 Hr.	20.69 Hr.
1	1	0	Web Content Editor	19,785	55,005
1	1	1	Web Developer	30,215	75,769
1	0	0	Webmaster	19,427	90,923
32	24	17			
TECHNICIANS					
1	1	1	Database Analyst	30,215	80,774
3	1	0	Hardware Analyst	30,215	94,105
4	2	1			
49	36	27	TOTAL ITS		

* Salary Schedule effective October 27, 2003

INFORMATION TECHNOLOGY AND SERVICES

TELECOMMUNICATIONS

JAMES HIGGINS, COMMISSIONER

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 244,728	\$ 150,711	\$ 488,943	\$ 762,259
LONGEVITY	1,700	1,700	4,925	4,450
SEPARATION PAYMENTS	1,574	3,699	9,826	5,000
OVERTIME	-	189	64	5,456
TOTAL	\$ 248,003	\$ 156,299	\$ 503,758	\$ 777,165
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 39,931	\$ 25,678	\$ 54,158	\$ 103,484
DENTAL	4,025	2,270	4,654	7,500
VISION CARE	-	249	652	1,134
PERS	32,886	20,364	63,655	104,628
FICA-MEDICARE	3,182	1,800	4,157	11,269
WORKERS COMPENSATION	1,023	318	409	1,237
LIFE INSURANCE	675	227	484	749
UNEMPLOYMENT COMPENSATION	-	5,192	4,180	-
CLOTHING ALLOWANCE	-	-	3,600	6,000
CLOTHING MAINTENANCE	-	-	1,575	2,625
TOTAL	\$ 81,722	\$ 56,097	\$ 137,524	\$ 238,626
TRAINING & DUES				
TRAVEL	\$ -	\$ -	\$ -	\$ 10,000
TUITION & REGISTRATION FEES	-	-	-	45,000
TOTAL	\$ -	\$ -	\$ -	\$ 55,000
UTILITIES				
BROKERED GAS SUPPLY	\$ -	\$ 2,277	\$ -	\$ -
CELLULAR SERVICES	290,457.95	523,193.02	286,027	300,328
TELEPHONE - OHIO BELL	3,477,521	4,854,813	3,564,374	3,920,811
TELEPHONE - LONG DISTANCE	160,193	154,465	68,595	75,455
TELEPHONE	59,512	68,480	126,151	138,766
TOTAL	\$ 3,987,684	\$ 5,603,228	\$ 4,045,147	\$ 4,435,360
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 9,910	\$ 1,100	\$ 7,959	\$ 10,000
ADVERTISING AND PUBLIC NOTICE	5,125	-	-	6,000
PROPERTY RENTAL	4,220	4,220	-	7,735
EQUIPMENT RENTAL	23,475	383	-	-
PHOTOCOPY MACHINE RENTAL	-	-	105	-
PAGER RENTAL	-	205,138	182,984	192,133
REFUNDS & MISCELLANEOUS	165	-	-	-
TOTAL	\$ 42,895	\$ 210,840	\$ 191,048	\$ 215,868

2004 Budget

**INFORMATION TECHNOLOGY AND SERVICES
TELECOMMUNICATIONS**

EXPENDITURES - CONTINUED

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ -	\$ 9	\$ 4,367
POSTAGE	-	-	124	-
COMPUTER SUPPLIES	-	-	-	1,690
COMPUTER HARDWARE	574	9,200	-	10,000
HARDWARE & SMALL TOOLS	-	-	-	5,000
BOILERS, HEATERS, & COOL EQUIP	2,550	-	-	-
OFFICE FURNITURE & EQUIP	1,459	393	389	2,400
OTHER SUPPLIES	18,629	1,100	-	2,883
JUST IN TIME OFFICE SUPPLIES	1,015	862	5,182	1,500
TOTAL	\$ 24,227	\$ 11,555	\$ 5,704	\$ 27,840
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 717	\$ 18	\$ 749	\$ 400
MAINTENANCE CONTRACTS	16,880	21,791	70,148	71,000
MAINTENANCE MACHINERY & TOOLS	39,425	35,247	15,245	16,770
TOTAL	\$ 57,022	\$ 57,056	\$ 86,142	\$ 88,170
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 70,952	\$ 78,682	\$ 6,267	\$ -
CHARGES FROM PRINTING	1,390	464	-	-
CHARGES FROM MOTOR VEHICLES	706	627	116	81
CHARGES FROM DATA PROCESSING	600	450	-	-
TOTAL	\$ 73,648	\$ 80,222	\$ 6,383	\$ 81
TOTAL DIVISION	\$ 4,515,201	\$ 6,175,299	\$ 4,975,706	\$ 5,838,110

REVENUE

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
SALES & CHARGES FOR SERVICES	\$ 57,667	\$ 30,602	\$ 173,862	\$ 170,000
MISCELLANEOUS REVENUES	7,137	140	560	-
EXPENDITURE RECOVERIES	3,321,845	5,078,587	4,888,008	5,584,085
TRANSFERS IN	-	1,330,000	-	-
TOTAL DIVISION	\$ 3,386,649	\$ 6,439,329	\$ 5,062,430	\$ 5,754,085

2004 Budget

INFORMATION TECHNOLOGY AND SERVICES
TELECOMMUNICATIONS
COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
0	1	1	Chief Safety Signal	18.60 Hr.	33.34 Hr.
1	0	0	Chief Telephone Operator	19,427	45,337
1	0	0	Manager of Telecommunications	30,215	94,105
2	1	1			
OFFICE AND CLERICAL					
0	0	2	Billing Clerk	9.89 Hr.	15.07 Hr.
0	1	1	Junior Clerk	9.89 Hr.	12.57 Hr.
3	3	3	Telephone Operator	9.34 Hr.	15.71 Hr.
3	4	6			
PROFESSIONALS					
5	5	5	Telecommunications Tech I	19.54 Hr.	27.98 Hr.
1	1	2	Telecom Analyst I	30,214	65,174
2	1	2	Telecom Analyst II	30,214	80,774
1	0	0	Sr. Info. Control Analyst	9.34 Hr.	20.71 Hr.
9	7	9			
14	12	16	TOTAL TELECOMMUNICATIONS		

* Salary Schedule effective October 27, 2003

OFFICE OF INFORMATION TECHNOLOGY PLANNING

DR. MELODIE MAYBERRY-STEWART, CHIEF TECHNOLOGY OFFICER (CTO)

MISSION

Create a culture of excellence in our Information Technology (IT) environment, enabled by sound and efficient operational practices, employing state of the art IT as an instrument for enabling access, information exchange and cost-efficient and effective "government-to-citizen" online services which foster a stronger, smarter and safer community.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
IT Strategic Planning & Program Review	\$ -		\$ -		\$ 90	2		
IT Policy & Program Management	-		-		33			
IT Long-Range Capital Planning	-		-		33			
Digital Divide Community Partnership	-		-		44			
IT Communications	-		-		22			
	\$ -		\$ -		\$ 222	2		
FUNDING SOURCE:								
Tax Support	\$ -		\$ -		\$ 222	2		
	\$ -		\$ -		\$ 222	2		

PROGRAM NAME: IT STRATEGIC PLANNING AND PROGRAM REVIEW

OBJECTIVES: Develop and implement a Citywide IT Strategic Plan. Develop and implement a process to ensure all City Departments have technology plans. Strengthen IT planning skills of the City's IT leadership. Engage external community resources to assist with strategic plan development and review programs.

ACTIVITIES: Complete assessment for voice and data network infrastructure. Complete feasibility assessment for 311/reverse 911-like capabilities. Develop a common reporting template for monitoring and reporting progress on citywide high-impact strategic IT initiatives. Ensure the IT Strategic Council and the IT related Advisory Group are active and achieve their charge.

OFFICE OF INFORMATION TECHNOLOGY PLANNING

PROGRAM NAME: IT POLICY AND PROGRAM MANAGEMENT

OBJECTIVES: Identify policy and program needs for policy development. Hold a workshop on IT Policy Development and Implementation. Conduct in-service training on IT Program Management "Best Practices." Develop a policy to implement the citywide IT Principles and IT Service Delivery Models as approved by the IT Strategic Council.

ACTIVITIES: Review and assess IT policies for appropriateness, completeness and relevancy.

PROGRAM NAME: IT LONG-RANGE CAPITAL AND OPERATING PLANNING PROGRAM

OBJECTIVES: Develop and implement a process for long-range IT capital planning that is used to leverage citywide initiatives and reduce redundancies and inefficiencies. Work with OBM to review and approve all IT capital and operating spending for all city departments and divisions.

ACTIVITIES: Schedule budget review sessions with OBM and review all budgets. Resurvey all divisions for the next three years capital IT needs and look for opportunities to combine and consolidate purchasing activities. Also look at rationalizing redundant IT procurement requests.

PROGRAM NAME: DIGITAL DIVIDE COMMUNITY-BASED PARTNERSHIP PROGRAM

OBJECTIVES: Design and implement a program, which engaged the community resources in a "best practice" citizen IT, certification program to close the digital divide gaps. Solicit assistance from major technology partners to adopt the program and ensure its future sustainability. Engage members of the administration and other key stakeholders to secure external funding for the community-based IT Initiative.

ACTIVITIES: Conduct a kick-off meeting of all identified and committed resources to prepare a funding packet for the community initiative. Meet with targeted stakeholders to secure external community IT funding.

PROGRAM NAME: IT INTERNAL AND EXTERNAL COMMUNICATIONS PROGRAM

OBJECTIVES: Continue to build strong media relationships on IT issues through the Press Office. Develop a formal program to keep internal and external resources informed regarding IT initiatives at the City. Develop strategies to effectively serve as the City's spokesperson on the city's strategic IT initiatives.

ACTIVITIES: Develop a quarterly electronic newsletter.

2004 Budget

OFFICE OF INFORMATION TECHNOLOGY PLANNING

EXPENDITURES

		2001	2002	2003	2004
		Actual	Actual	Unaudited	Mayor's Estimate
SALARIES AND WAGES					
FULL TIME PERMANENT	\$	-	-	-	186,203
LONGEVITY		-	-	-	575
TOTAL	\$	-	-	-	186,778
EMPLOYEE BENEFITS					
HOSPITALIZATION	\$	-	-	-	5,751
DENTAL		-	-	-	444
VISION CARE		-	-	-	98
PERS		-	-	-	25,308
FICA-MEDICARE		-	-	-	2,708
WORKERS COMPENSATION		-	-	-	309
LIFE INSURANCE		-	-	-	94
TOTAL	\$	-	-	-	34,712
TRAINING AND DUES					
TRAVEL	\$	-	-	-	250
TOTAL	\$	-	-	-	250
TOTAL DIVISION	\$	-	-	-	221,740

2004 Budget

OFFICE OF INFORMATION TECHNOLOGY PLANNING

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			ADMINISTRATORS & OFFICIALS		
0	0	1	Administrative Manager	27,193	80,967
0	0	1	Chief Technology Officer	45,000	135,000
0	0	2			
0	0	2	TOTAL IT PLANNING		

DEPARTMENT OF LAW

SUBODH CHANDRA, DIRECTOR

The Department of Law is comprised of both a Civil and Criminal Division. The Civil Division represents the City in all civil proceedings and serves as legal advisor to the City, its officers, departments, and, in some instances, its employees. In doing so, the Civil Division prepares documents and instruments, drafts legislation, renders formal and informal legal opinions, and performs other services the law requires. The Department of Law also represents the City of Cleveland in all criminal proceedings in Cleveland Municipal Court.

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Civil	\$ 6,452	72	4	\$ 7,200	72	4	\$ 6,628	67	1
Criminal	1,314	30	2	1,477	30	3	1,291	25	1
	\$ 7,766	102	6	\$ 8,677	102	7	\$ 7,919	92	2
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 7,432	100	6	\$ 7,796	100	6	\$ 7,674	90	1
Self - Generated	97			646			10		
	\$ 7,529	100	6	\$ 8,442	100	6	\$ 7,684	90	1
VAWA Grant	\$ 237	2		\$ 235	2	1	\$ 235	2	1
	\$ 7,766	102	6	\$ 8,677	102	7	\$ 7,919	92	2

MISSION

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

DEPARTMENT OF LAW

PROGRAM NAME: CITY REPRESENTATION IN CIVIL LITIGATION

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

ACTIVITIES: Defend and resolve civil lawsuits in which the City and its representatives are a party. Process personal injury and property damage claims for and against the City.

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF			STAFF			STAFF	
	FT	PT	FT	PT	FT	PT	FT	PT	

FUNDING SOURCE:

General Fund	\$	6,452	72	4	\$	7,200	72	4	\$	6,628	67	1
	\$	6,452	72	4	\$	7,200	72	4	\$	6,628	67	1

PROGRAM NAME: CRIMINAL INVESTIGATIONS, MEDIATION AND PROSECUTIONS

OBJECTIVES: To represent the City of Cleveland in misdemeanor criminal proceedings before the Cleveland Municipal Court, and process felony charges on behalf of the State of Ohio.

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

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF			STAFF			STAFF	
	FT	PT	FT	PT	FT	PT	FT	PT	

FUNDING SOURCE:

General Fund	\$	1,077	28	2	\$	1,242	28	2	\$	1,056	23	
VAWA Grant		237	2			235	2	1		235	2	1
	\$	1,314	30	2	\$	1,477	30	3	\$	1,291	25	1

DEPARTMENT OF LAW

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

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

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

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
FUNDING SOURCE:								
Community Development	\$ 284*	6*	\$ 284*	6*	\$ 332*	6*		
	\$ 284*	6*	\$ 284*	6*	\$ 332*	6*		

* Part of the Community Development Budget, but is under the direction of the Law Director.

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

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

ACTIVITIES: Provide legal advice and counsel to the administration and City Council on legal issues that arise out of City operations in all areas of the law, including labor and employment, real estate, health, environment, utilities, aviation, economic development, and all aspects of municipal law. Prepare contracts, legislation, legal opinions, and other legal documents.

PROGRAM NAME: DOMESTIC VIOLENCE PROGRAM

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

ACTIVITIES: Develop evidence and prosecute domestic violence and stalking crimes, even when the victim is unwilling to cooperate.

PROGRAM NAME: PUBLIC RECORDS MANAGEMENT

OBJECTIVES: To oversee a timely and complete response to requests for public records.

ACTIVITIES: Coordinate and monitor the timely collection and dissemination of documents responsive to requests for public records.

DEPARTMENT OF LAW

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME WAGES	\$ 4,120,600	\$ 4,300,837	\$ 5,245,663	\$ 4,791,242
PART TIME WAGES	19,208	20,121	21,909	-
STUDENT TRAINEES	53,961	42,457	70,537	3,840
UNIFORMED PERSONNEL	-	-	(1,329)	-
LONGEVITY	14,675	14,275	14,950	11,400
SEPARATION PAYMENTS	25,107	72,775	12,186	12,000
OVERTIME	-	-	117	-
TOTAL	\$ 4,233,552	\$ 4,450,465	\$ 5,364,033	\$ 4,818,482
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 327,448	\$ 313,148	\$ 443,960	\$ 426,130
DENTAL	35,514	28,747	38,791	35,361
VISION	-	3,018	5,426	4,130
PERS	585,269	539,472	737,064	672,631
POLICE & FIREMENS DISAB & PENS	(163)	-	-	-
FICA-MEDICARE	49,572	52,143	65,365	69,868
WORKERS COMPENSATION	18,300	2,291	11,003	20,396
LIFE INSURANCE	7,595	3,858	4,817	4,033
UNEMPLOYMENT COMPENSATION	1,971	21,400	34,314	48,620
TOTAL	\$ 1,025,505	\$ 964,077	\$ 1,340,739	\$ 1,281,169
TRAINING AND DUES				
TRAVEL	\$ 5,677	\$ 3,881	\$ 6,511	\$ 2,000
TUITION & REGISTRATION FEES	44,941	34,911	58,720	-
OTHER TRAINING SUPPLIES	159	-	1,985	-
MILEAGE (PRIVATE AUTO)	-	256	87	2,000
PROFESSIONAL DUES	40,947	109,535	80,960	148,000
OHIO MUNICIPAL LEAGUE	-	-	-	700
TOTAL	\$ 91,724	\$ 148,583	\$ 148,263	\$ 152,700
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,503,362	\$ 1,285,068	\$ 1,007,506	\$ 700,000
COURT REPORTER	109,997	78,297	94,512	75,000
TRAVEL - NON-TRAINING	875	411	-	-
MILEAGE (PRIVATE AUTO)	1,816	1,432	245	1,000
ADVERTISING AND PUBLIC NOTICE	-	3,682	695	1,000
PARKING IN CITY FACILITIES	3,290	4,003	5,441	4,000
INSURANCE AND OFFICIAL BONDS	-	284	20	-
PROPERTY RENTAL	765	-	-	-
PHOTOCOPY MACHINE RENTAL	31,562	20,746	11,525	-
OTHER CONTRACTUAL	89,097	58,046	35,830	15,000
REFUNDS & MISCELLANEOUS	1,500	-	-	-
LOCAL MATCH-GRANT PROGRAMS	-	-	64,983	52,679
TOTAL	\$ 1,742,263	\$ 1,451,969	\$ 1,220,757	\$ 848,679

2004 Budget

DEPARTMENT OF LAW

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 32,811	\$ 7,812	\$ 7,995	\$ 15,000
POSTAGE	5,408	2,990	555	3,000
COMPUTER SUPPLIES	610	8,558	922	-
SMALL EQUIPMENT	1,658	-	-	-
COMPUTER HARDWARE	-	150	-	-
OFFICE FURNITURE & EQUIP	1,280	1,633	152	-
PHOTOGRAPHIC SUPPLIES	2,661	66,334	44,008	15,000
PRINTED MATERIALS	-	242	-	-
OTHER SUPPLIES	-	30	-	-
BATTERIES	-	-	81	-
JUST IN TIME OFFICE SUPPLIES	13,882	27,536	28,710	25,000
DUMMY	-	-	200	-
TOTAL	\$ 58,310	\$ 115,285	\$ 82,623	\$ 58,000
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ 1,408	\$ 2,143	\$ 5,090	\$ 3,000
MAINTENANCE CONTRACTS	-	320	130	1,000
COMPUTER HARDWARE MAINT	440	-	-	-
TOTAL	\$ 1,848	\$ 2,463	\$ 5,220	\$ 4,000
CLAIMS, REFUNDS AND MISC.				
COURT COSTS	\$ 22,150	\$ 13,728	\$ 15,689	\$ 20,000
JUDGEMENTS, DAMAGES & CLAIMS	1,229,292	265,231	159,695	384,334
TOTAL	\$ 1,251,442	\$ 278,959	\$ 175,383	\$ 404,334
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 60,575	\$ 78,497	\$ 58,159	\$ 67,121
CHARGES FROM PRINTING	31,002	21,987	32,495	35,693
CHARGES FROM STOREROOM	6,390	7,733	9,959	10,900
CHARGES FROM MOTOR VEHICLES	5,486	4,193	4,822	3,358
CHARGES FROM DATA PROCESSING	8,273	5,112	-	-
TOTAL	\$ 111,725	\$ 117,522	\$ 105,435	\$ 117,072
TOTAL DIVISION	\$ 8,516,370	\$ 7,529,323	\$ 8,442,454	\$ 7,684,436

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICES	\$ -	\$ -	\$ 820	\$ -
MISCELLANEOUS REVENUES	59,165	97,157	12,095	10,000
EXPENDITURE RECOVERIES	-	-	633,485	-
TOTAL DIVISION	\$ 59,165	\$ 97,157	\$ 646,400	\$ 10,000

2004 Budget

DEPARTMENT OF LAW

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Director of Law	50,796	160,115
1	1	1	Chief Counsel	36,750	125,931
2	2	2	Chief Trial Counsel	36,750	125,931
1	1	1	Chief Corporate Counsel	36,750	125,931
8	7	7	Director of Law, Chief Assistant	31,500	114,400
1	1	1	Prosecutor, Chief Assistant	36,750	125,931
14	13	13			
OFFICE & CLERICAL					
1	0	0	Accountant Clerk II	9.34 Hr.	15.71 Hr.
2	2	2	Administrator, Assistant	20,231	58,083
1	1	1	Administrative Manager	27,194	80,967
1	0	0	Budget Analyst	19,427	48,028
2	1	1	Clerk, Docket	19,427	32,909
3	1	1	Clerk, Junior	9.89 Hr.	12.57 Hr.
1	3	3	Clerk, Senior	10.29 Hr.	14.74 Hr.
0	1	1	Clerk, Chief	22,050	43,080
2	2	1	Deputy Project Director	19,785	56,930
1	0	0	Junior Personnel Assistant	19,427	35,666
7	5	1	Misdemeanor Investigator	19,427	43,069
0	1	1	Personnel Administrator	26,274	74,739
0	1	0	Personnel Assistant	19,427	42,978
1	1	1	Public Information Officer	9.34 Hr.	20.71 Hr.
2	1	1	Receptionist	9.34 Hr.	13.86 Hr.
1	1	0	Secretary	9.34 Hr.	15.71 Hr.
13	8	8	Secretary, Legal	19,427	41,600
1	1	1	Supervisor of Hardware Evaluation	30,215	80,774
39	30	23			
PROFESSIONALS					
31	28	26	Director of Law I, Asst.	26,250	72,800
4	4	4	Director of Law I (s), Asst.	26,250	78,000
1	1	1	Director of Law II, Asst.	31,500	88,400
16	15	17	Prosecutor, Assistant	23,100	88,400
1	1	1	Prosecutor, First Assistant	31,500	114,400
53	49	49			
PARAPROFESSIONALS					
2	1	1	Examiner, Claims	9.34 Hr.	20.71 Hr.
3	2	2	Legal Investigator, Chief - Civil Branch	23,647	60,719
5	5	2	Paralegal	19,427	39,593
10	8	5			
116	100	90	TOTAL FULL TIME		
6	3	1	Law Clerk	9.34 Hr.	12.48 Hr.
2	3	0	Student Aide	9.34 Hr.	9.34 Hr.
8	6	1	TOTAL PART TIME		
2	3	3	TOTAL GRANT POSITIONS		
126	109	94	TOTAL DEPARTMENT		

* Salary Schedule effective October 27, 2003

**DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES
DIVISION OF PERSONNEL**

GINA L. ROUTEN, DIRECTOR

The Department of Personnel and Human Resources is a service department designed to meet the employment and training needs of the City of Cleveland residents and local businesses. The Department's purpose is to be a reliable and effective resource for those seeking employment and to help empower people to become self-sufficient so they contribute to an improved local economy. In addition, the Department provides current City employees with a wide range of personnel services in the areas of recruitment, wage and salary administration, employee benefits, employee safety and rehabilitation, labor relations, education and research, affirmative action, and employee health.

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
PROGRAMS:									
General Administration	\$ 1,217	7		\$ 1,232	9		\$ 1,150	9	
Employee Health & Benefits	127	3	1	127	3	1	86	3	
Employee Safety & Rehabilitation	179	4		179	4		144	4	
Education & Research	86	3		99	3		61	3	
Labor Relations & Affirm. Action	125	3		170	3		90	3	
	\$ 1,734	20	1	\$ 1,807	22	1	\$ 1,531	22	
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 1,734			\$ 1,807			\$ 1,531		
	\$ 1,734	20	1	\$ 1,807	22	1	\$ 1,531	22	

MISSION

The Department of Personnel & Human Resources is committed to providing quality, uniform and cost effective services to 10,000 diverse city employees in the areas of Personnel Administration, Training, Employee Benefits & Relations, Affirmative Action and Equal Employment Opportunity, Employee Safety, Labor Relations, and Workers' Compensation in order to better serve the employees and the citizenry of the City of Cleveland.

**DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES
DIVISION OF PERSONNEL**

PROGRAM NAME: GENERAL ADMINISTRATION

OBJECTIVES: To provide support and assistance in coordinating Personnel programs and acting as a liaison with staff, other City Departments and the general public with regard to City personnel and human resources services.

ACTIVITIES: Develop and implement work policies and procedures applicable to City of Cleveland employees. Implement affirmative action and equal employment policies and procedures throughout the City of Cleveland. Serves as the point of contact for federal and state agencies, municipalities, local businesses and outside agencies seeking employment and statistical data concerning the City of Cleveland's workforce; processing questionnaires, surveys, requests for information, etc. Administer the ADA Accommodation Review Committee. Provide leadership and support to collective bargaining negotiations and contract management. Assist departments in filling vacancies by providing qualified candidates in a means consistent with Affirmative Action and Equal Employment Opportunity principles (EEO). Advertise vacant positions and conduct searches to recruit for professional positions. Conduct preliminary interviews and refer qualified candidates to divisions. Recruit individuals for summer, seasonal and other programs. Administer background checks for new hires and others, as appropriate. Coordinate selection of individuals from Civil Services List.

PROGRAM NAME: EMPLOYEE HEALTH AND BENEFITS

OBJECTIVES: To administer, coordinate and promote an understanding of the Employee Benefits Programs to all employee.

ACTIVITIES: Conduct departmental benefits reviews. Distribute literature regarding benefits/programs. Counsel employees on benefits-related issues. Monitor and appeal disrupted unemployment compensation claims through hearing process. Arrange for outsourcing of pre-employment physicals, as well as return to work physicals. Conduct information sessions and benefit fairs to assist employee with enrollment process.

PROGRAM NAME: EMPLOYEE SAFETY AND REHABILITATION

OBJECTIVES: To provide an effective program for promoting worker safety, reducing injuries and accidents and to provide a mechanism whereby injuries employees may voluntarily participate in rehabilitation programs for a timely return to work.

ACTIVITIES: Conduct on-the-job briefing and seminars on safety awareness. Monitor injuries on a case-by-case basis and process consenting candidates through state-sponsored rehabilitations programs. Conduct announced and unannounced inspections of work sites. Review and process Worker's Compensation claims and forward to the State Bureau of Worker's Compensation. Review yearly claims experience and process refund claims. Administer Motor Vehicle Accident Review Committee and policy. Monitor departmental compliance with the Right-To-Know Ordinance.

**DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES
DIVISION OF PERSONNEL**

PROGRAM NAME: EDUCATION AND RESEARCH

OBJECTIVES: To increase the knowledge and skills of City of Cleveland government with the resources of the academic community.

ACTIVITIES: Conduct citywide management training program. Coordinate educational programs to meet specific and requested training needs of the City of Cleveland departments. Hire student interns and co-op students. Create educational and research opportunities for employees.

PROGRAM NAME: LABOR RELATIONS AND EQUAL EMPLOYMENT OPPORTUNITY

OBJECTIVES: To negotiate and administer City of Cleveland labor agreements and to enforce affirmative action and Equal Opportunity requirements of the law.

ACTIVITIES: Address union issues and handle union grievance issues properly. Interpret and enforce EEO principles in City of Cleveland departments. Compile and monitor data within City of Cleveland departments for EEO compliance. Prepare various compliance reports for governmental agencies. Act as an ADA liaison. Investigate complaints of discrimination and harassment to expedite resolution. Provide leadership and support to collective bargaining contract negotiations and in all contracts administration.

**DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES
DIVISION OF PERSONNEL**

EXPENDITURES

	2001 Actual		2002 Actual		2003 Unaudited		2004 Mayor's Estimate
SALARIES AND WAGES							
FULL TIME PERMANENT	\$ 851,588	\$	924,020	\$	974,819	\$	996,225
PART TIME PERMANENT	18,799		18,135		16,044		-
LONGEVITY	5,900		5,525		4,250		4,975
SEPARATION PAYMENTS	8,994		32,295		1,490		-
TOTAL	\$ 885,281	\$	979,975	\$	996,603	\$	1,001,200
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 92,151	\$	86,218	\$	92,594	\$	107,873
DENTAL	11,037		8,596		8,995		8,477
VISION CARE	-		755		1,234		1,782
PERS	116,477		129,283		126,847		135,663
FICA-MEDICARE	9,926		11,068		11,754		14,648
WORKERS COMPENSATION	4,084		1,095		2,593		2,474
LIFE INSURANCE	1,616		873		987		1,030
TOTAL	\$ 235,292	\$	237,888	\$	245,003	\$	271,947
TRAINING AND DUES							
TRAVEL	\$ -	\$	641	\$	5,301	\$	100
TUITION & REGISTRATION FEES	-		3,718		553		1,000
OTHER TRAINING SUPPLIES	-		3,644		1,582		-
MILEAGE (PRIVATE AUTO)	172		-		160		-
PROFESSIONAL DUES	25,576		15,591		-		300
TOTAL	\$ 25,748	\$	23,594	\$	7,596	\$	1,400
CONTRACTUAL SERVICES							
PROFESSIONAL SERVICES	\$ 236,972	\$	404,822	\$	502,501	\$	170,000
COBRA - MEDICAL COVERAGE	35,000		35,000		-		35,000
JURY & WITNESS FEES	-		-		(75)		-
MEDICAL SERVICES	-		11,086		-		-
MILEAGE (PRIVATE AUTO)	125		-		-		-
ADVERTISING AND PUBLIC NOTICE	10,027		-		15,902		1,000
PROGRAM PROMOTION	-		-		293		-
PARKING IN CITY FACILITIES	3,666		1,682		1,652		820
PHOTOCOPY MACHINE RENTAL	7,979		7,095		1,904		3,000
TOTAL	\$ 293,770	\$	459,685	\$	522,176	\$	209,820

2004 Budget

DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES
DIVISION OF PERSONNEL

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 2,588	\$ 655	\$ 2,126	\$ 2,000
COMPUTER SUPPLIES	-	-	-	345
COMPUTER SOFTWARE	-	-	-	251
SMALL EQUIPMENT	-	-	-	100
MEDICAL SUPPLIES	31	37	-	-
FOOD	2,164	38	-	-
PHOTOGRAPHIC SUPPLIES	-	-	(25)	-
OTHER SUPPLIES	84	-	293	100
JUST IN TIME OFFICE SUPPLIES	1,648	13,975	3,023	9,000
ARTS & CRAFTS SUPPLIES	-	264	-	-
TOTAL	\$ 6,516	\$ 14,969	\$ 5,417	\$ 11,796
MAINTENANCE				
MAINTENANCE OFFICE EQUIP	\$ -	\$ 500	\$ -	\$ 250
COMPUTER HARDWARE MAINT	-	-	-	100
TOTAL	\$ -	\$ 500	\$ -	\$ 350
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 10,851	\$ 19,646	\$ 15,569	\$ 17,969
CHARGES FROM PRINTING	12,912	(7,839)	11,586	12,726
CHARGES FROM STOREROOM	3,244	3,439	3,104	3,398
CHARGES FROM MOTOR VEHICLES	528	1,093	8	6
CHARGES FROM DATA PROCESSING	2,105	1,017	-	-
TOTAL	\$ 29,640	\$ 17,356	\$ 30,267	\$ 34,099
TOTAL DIVISION	\$ 1,476,246	\$ 1,733,967	\$ 1,807,063	\$ 1,530,612

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MISCELLANEOUS REVENUES	\$ 195	\$ 192	\$ -	\$ -
TOTAL DIVISION	\$ 195	\$ 192	\$ -	\$ -

2004 Budget

DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES

DIVISION OF PERSONNEL

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	0	0	Director of Personnel and Human Resources, Asst.	30,215	101,948
1	1	1	Director of Personnel and Human Resources	50,796	160,115
1	0	0	Database Administrator	39,937	99,470
0	1	1	Secretary to Director of Department	36,590	128,960
3	2	2			
OFFICE & CLERICAL					
1	1	1	Administrative Officer	19,427	48,000
1	1	1	Clerk, Junior	9.89 Hr.	12.57 Hr.
2	2	2	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	1	Clerk, Chief	22,050	43,080
1	0	0	Clerk, Principal	11.93 Hr.	17.85 Hr.
1	1	1	Data Control Clerk	9.34 Hr.	15.09 Hr.
0	1	1	Private Secretary to Director	19,427	43,080
1	1	1	Receptionist	9.34 Hr.	13.86 Hr.
8	8	8			
PROFESSIONALS					
1	1	1	Administrator, Assistant Personnel	19,427	50,543
2	2	1	Administrator, Personnel	26,274	74,739
1	1	1	Assistant, Personnel	19,427	42,978
1	1	1	Labor Relations Officer	27,326	70,218
1	1	1	Manager, Labor Relations	30,215	101,848
1	1	1	Manager of Education & Research	27,326	81,807
1	1	1	Manager of Employee Accident Control	27,326	81,807
1	1	1	Manager of Employee Relations	27,326	81,807
1	0	1	Manager of Equal Employment Opportunity	27,326	81,807
1	1	1	Project Director, Deputy	19,785	56,930
0	1	1	Personnel Analyst I	21,000	42,816
0	1	1	Senior Systems Analyst	20,231	74,000
3	0	0	Safety Coordinators	-	-
14	12	12			
25	22	22	TOTAL FULL TIME		
1	1	0	Public Health Nurse II	35,887	42,223
1	1	0	TOTAL PART TIME		
26	23	22	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

CIVIL SERVICE COMMISSION

JONALYN M. KRUPKA, SECRETARY

The Civil Service Commission is a five (5) member Board appointed by the Mayor, with each member serving a six (6) year term. The Commission meets in public session and is responsible for: creating and monitoring rules and policies for the civil service of the City of Cleveland; conducting hearings relative to disciplinary action for employees; developing new job classifications and duty statements, and abolishing obsolete classifications and duty statements; testing and certification of all individuals in the classified service; managing and maintaining civil service records for employees; and enforcing the residency requirement pursuant to Charter Amendment 74.

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF			STAFF			STAFF	
		FT	PT		FT	PT		FT	PT
PROGRAMS:									
Policy-Making	\$ 119	1	5	\$ 115	1	5	\$ 104	1	5
Testing	372	5		362	5		350	5	
Record Maintenance	243	4		240	4		209	3	
Residency Investigation	143	2		138	2		95		2
	\$ 877	12	5	\$ 855	12	5	\$ 758	9	7
FUNDING SOURCE:									
General Fund:									
Tax Support	\$ 871			\$ 851			\$ 757		
Self Generated	6			4			1		
	\$ 877	12	5	\$ 855	12	5	\$ 758	9	7

MISSION

To create and implement policies and procedures to acquire and promote qualified candidates for employment with the City of Cleveland and to ensure compliance with the residency requirements of the City Charter.

CIVIL SERVICE COMMISSION

PROGRAM NAME: POLICY-MAKING

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

ACTIVITIES: Conduct regular board meetings to discuss and act upon related issues; hold hearings for disciplinary actions and other administrative actions.

PROGRAM NAME: TESTING

OBJECTIVES: To conduct fair and valid examinations based on job responsibilities and qualifications and identify qualified candidates for employment.

ACTIVITIES: Conduct job analysis and develop and prepare examinations; prepare and distribute bulletins for test announcements; accept applications for test filings; test candidates, grade examination, and notify individuals of results.

PROGRAM NAME: RECORD MAINTENANCE

OBJECTIVES: To maintain accurate information regarding tests and certain personnel transactions for employees in the classified Civil Service and to certify qualified candidates to appointing authorities for employment with the City.

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

PROGRAM NAME: RESIDENCY INVESTIGATION

OBJECTIVES: To conduct investigations pursuant to Section 137 of the City Charter and Section 74, Residency Requirements, and the general condition of the City's Civil Service.

ACTIVITIES: Examine and determine validity of documents submitted as proof of residency; conduct investigations as needed to determine compliance and obtain evidence for hearings of individuals found to be out of compliance; ascertain compliance at the end of 6 months of employment.

2004 Budget

CIVIL SERVICE COMMISSION

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 474,724	\$ 509,757	\$ 510,772	\$ 365,696
BOARD MEMBERS	27,983	29,613	32,518	39,675
PART TIME PERMANENT	-	-	-	56,472
LONGEVITY	1,650	1,175	1,275	1,725
SEPARATION PAYMENTS	2,279	-	3,535	-
TOTAL	\$ 506,636	\$ 540,545	\$ 548,100	\$ 463,568
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 54,028	\$ 55,187	\$ 59,478	\$ 46,521
DENTAL	5,117	4,743	5,097	3,595
VISION CARE	-	437	716	443
PERS	67,418	70,170	72,697	62,813
FICA-MEDICARE	6,699	7,242	7,243	6,722
WORKERS COMPENSATION	2,241	640	1,427	1,340
LIFE INSURANCE	982	536	581	421
UNEMPLOYMENT COMPENSATION	775	-	-	-
TOTAL	\$ 137,261	\$ 138,955	\$ 147,239	\$ 121,855
TRAINING AND DUES				
TRAVEL	\$ 38	\$ -	\$ -	\$ -
TUITION & REGISTRATION FEES	-	-	-	200
PROFESSIONAL DUES	-	-	-	100
TOTAL	\$ 38	\$ -	\$ -	\$ 300
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 466,180	\$ 30,089	\$ 9,360	\$ 23,660
COURT REPORTER	6,813	15,727	7,000	37,000
REFEREE SERVICES	5,000	24,000	13,000	25,000
TRAVEL - NON -TRAINING	-	-	2	-
MILEAGE (PRIVATE AUTO)	81	65	132	250
ADVERTISING AND PUBLIC NOTICE	7,367	-	-	500
PARKING IN CITY FACILITIES	1,229	1,076	645	878
PHOTOCOPY MACHINE RENTAL	38	5,002	1,898	2,500
OTHER CONTRACTUAL	68,737	95,150	91,621	47,500
REFUNDS & MISCELLANEOUS	-	-	-	100
TOTAL	\$ 555,444	\$ 171,109	\$ 123,657	\$ 137,388
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 249	\$ -	\$ 9	\$ 100
COMPUTER SUPPLIES	140	-	-	-
COMPUTER HARDWARE	141	1,780	-	-
HARDWARE & SMALL TOOLS	2,818	-	-	-
SMALL EQUIPMENT	415	-	-	-
OTHER SUPPLIES	563	54	489	100
JUST IN TIME OFFICE SUPPLIES	1,090	3,674	3,738	3,500
MISC MAINTENANCE SUPPLIES	-	118	-	-
TOTAL	\$ 5,415	\$ 5,626	\$ 4,235	\$ 3,700

CIVIL SERVICE COMMISSION

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 200	\$ -	\$ -	-
MAINTENANCE CONTRACTS	180	386	-	100
REPAIR PARTS	-	90	-	-
TOTAL	\$ 380	\$ 476	\$ -	100
CLAIMS, REFUNDS & MISCELLANEOUS				
OTHER REFUNDS & ADJUSTMENTS	\$ -	\$ -	\$ -	100
TOTAL	\$ -	\$ -	\$ -	100
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 7,605	\$ 8,894	\$ 12,648	\$ 14,597
CHARGES FROM PRINTING	5,643	2,346	3,735	4,103
CHARGES FROM STOREROOM	1,910	2,010	4,113	4,502
CHARGES FROM MOTOR VEHICLES	4,568	5,976	11,095	7,727
CHARGES FROM DATA PROCESSING	1,296	952	-	-
TOTAL	\$ 21,022	\$ 20,178	\$ 31,592	\$ 30,929
TOTAL DIVISION	\$ 1,226,195	\$ 876,889	\$ 854,824	\$ 757,940

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MISCELLANEOUS REVENUES	\$ 47,833	\$ 6,388	\$ 4,318	\$ 500
TOTAL DIVISION	\$ 47,833	\$ 6,388	\$ 4,318	\$ 500

2004 Budget

CIVIL SERVICE COMMISSION

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
1	1	1	Secretary of the Civil Service Commission	25,012	90,000
1	1	1			
OFFICE & CLERICAL					
1	1	1	Private Secretary	9.34 Hr.	18.83 Hr.
1	0	0	Secretary	9.34 Hr.	15.71 Hr.
1	1	0	Junior Clerk	9.89 Hr.	12.57 Hr.
0	0	1	Senior Clerk	10.29 Hr.	14.74 Hr.
3	2	2			
PROFESSIONALS					
1	1	1	Chief Civil Service Examiner	26,274	64,151
1	1	1	Civil Service Examiner II	19,427	39,592
1	1	1	Civil Service Examiner III	19,427	45,446
2	2	1	Civil Service Examiner IV	23,607	56,401
1	1	1	Supervisor of Civil Service Records	20,231	54,494
1	1	1	Personnel Administrator	26,274	74,739
1	1	0	Project Director	22,333	72,735
1	1	0	Deputy Project Director	19,785	56,930
9	9	6			
13	12	9	TOTAL FULL TIME		
0	0	1	Project Director	22,333	72,735
0	0	1	Deputy Project Director	19,785	56,930
0	0	2	TOTAL PART TIME		
5	5	5	TOTAL BOARD MEMBERS		
18	17	16	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

NOTES

**DEPARTMENT OF PUBLIC UTILITIES
DIVISION OF UTILITIES ADMINISTRATION
MICHAEL KONICEK, DIRECTOR**

The Department of Public Utilities is comprised of the following cost centers: General Administration, Radio Communication, Fiscal Control, Water, Water Pollution Control, and Cleveland Public Power. The Department is self-supporting but participates in obtaining Federal and State grants for various improvements when these monies are available.

The Division of Public Utilities Administration is specifically designed to have administrative charge, control, and supervision over the Divisions of Fiscal Control, Water, Water Pollution Control, Cleveland Public Power and the Office of Radio Communication. Functions and duties of the various Divisions are treated separately under their respective headings.

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT	PT	COST	STAFF FT	PT	COST	STAFF FT	PT
DIVISIONS:									
Utilities Administration	\$ 1,020	13		\$ 1,222	12		\$ 1,664	17	
Radio Communication	1,619	1		1,783	1		2,360	2	
Fiscal Control	1,940	37		2,021	40		2,937	48	
Water	214,339	1,085	10	219,578	1,159	9	241,543	1,285	50
Water Pollution Control	23,064	136		22,214	138		24,687	156	
Cleveland Public Power	134,351	328		134,932	338		149,800	375	
	\$ 376,333	1,600	10	\$ 381,750	1,688	9	\$ 422,991	1,883	50
FUNDING SOURCE:									
Self Generated Revenue*	\$ 371,754	1,549	10	\$ 376,724	1,635	9	\$ 416,030	1,816	50
Expenditure Recovery*	4,579	51		5,026	53		6,961	67	
	\$ 376,333	1,600	10	\$ 381,750	1,688	9	\$ 422,991	1,883	50

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

**DEPARTMENT OF PUBLIC UTILITIES
DIVISION OF UTILITIES ADMINISTRATION**

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Administration	\$ 384	5		\$ 472	5		\$ 721	7	
Marketing	93	2		189	2		205	2	
Cable Television	543	6		561	5		738	8	
	\$ 1,020	13		\$ 1,222	12		\$ 1,664	17	
FUNDING SOURCE:									
Sales & Charges for Services	\$ 21			\$ 8			\$ -		
Miscellaneous Revenue	570			549			-		
Expenditure Recovery*	429			665			1,664		
	\$ 1,020	13		\$ 1,222	12		\$ 1,664	17	

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

MISSION

To provide administrative control and supervision over the Divisions of Fiscal Control, Water, Water Pollution Control, Cleveland Public Power and the Office of Radio Communication.

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To coordinate and manage the activities of the Department of Public Utilities.

ACTIVITIES: Monitor the promotion of Minority Business Enterprise and Female Business Enterprise involvement in the procurement process. Direct operating and financial performance of Water, Water Pollution, Cleveland Public Power, and the Office of Radio Communication. Manage priorities and oversee capital improvement plans.

PROGRAM NAME: MARKETING

OBJECTIVES: To promote the City of Cleveland - its dedicated employees; its progressive economic and community development programs and initiatives; its high-quality and low cost public services, public utilities, infrastructure and transportation services.

ACTIVITIES: Develop and create promotional and advertising publications and support consumer and speakers programs.

PROGRAM NAME: CABLE TELEVISION

OBJECTIVES: To ensure cable television franchisee's compliance with the franchise agreement.

ACTIVITIES: Monitor compliance in financial, technical, personnel and construction areas. Develop rules, procedures and regulations for the construction, operation, maintenance and use of the cable television system. Investigate and mediate disputes between the operator and subscribers. Operate City access channel.

2004 Budget

**DEPARTMENT OF PUBLIC UTILITIES
DIVISION OF UTILITIES ADMINISTRATION**

EXPENDITURES

		2001		2002		2003		2004
		Actual		Actual		Unaudited		Mayor's Estimate
SALARIES AND WAGES								
FULL TIME PERMANENT	\$	518,890	\$	532,660	\$	691,322	\$	878,682
PART TIME		3,848		-		-		-
LONGEVITY		3,400		3,725		4,400		3,875
SEPARATION PAYMENTS		-		3,694		6,726		4,000
OVERTIME		15,912		25,202		18,054		15,300
TOTAL	\$	542,049	\$	565,280	\$	720,501	\$	901,857
EMPLOYEE BENEFITS								
HOSPITALIZATION	\$	42,048	\$	49,391	\$	73,719	\$	107,062
DENTAL		4,331		4,403		6,318		8,721
VISION CARE		-		377		664		1,315
PERS		72,874		73,182		98,564		134,035
FICA-MEDICARE		6,620		6,082		8,875		13,512
WORKERS COMPENSATION		13,839		2,491		7,049		10,256
LIFE INSURANCE		859		467		624		802
UNEMPLOYMENT COMPENSATION		-		-		950		2,000
TOTAL	\$	140,570	\$	136,393	\$	196,762	\$	277,703
TRAINING AND DUES								
TRAVEL	\$	591	\$	2,021	\$	1,166	\$	7,000
TUITION & REGISTRATION FEES		-		2,552		1,323		8,000
OTHER TRAINING SUPPLIES		148		-		-		-
PROFESSIONAL DUES		269		240		149		2,000
TOTAL	\$	1,008	\$	4,813	\$	2,638	\$	17,000
CONTRACTUAL SERVICES								
PROFESSIONAL SERVICES	\$	5,367	\$	7,225	\$	13,685	\$	85,000
CABLE PROFESSIONAL SERVICES		-		147		232		-
ADVERTISING AND PUBLIC NOTICE		4,862		-		4,854		2,000
PROGRAM PROMOTION		-		-		-		70,000
PARKING IN CITY FACILITIES		10,648		12,386		15,252		11,000
PROPERTY RENTAL		-		80,028		80,028		80,000
INSURANCE AND OFFICIAL BONDS		-		-		200		-
PHOTOCOPY MACHINE RENTAL		-		1,739		250		4,000
OTHER CONTRACTUAL		2,083		219		22,411		33,000
TOTAL	\$	22,960	\$	101,744	\$	136,912	\$	285,000

**DEPARTMENT OF PUBLIC UTILITIES
DIVISION OF UTILITIES ADMINISTRATION**

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ -	\$ 71	\$ 1,855	\$ 10,000
COMPUTER HARDWARE	-	104	-	3,000
COMPUTER SOFTWARE	-	-	-	1,000
CLOTHING	-	414	-	-
HARDWARE & SMALL TOOLS	-	-	-	1,000
OFFICE FURNITURE & EQUIPMENT	3,280	419	-	5,000
PHOTOGRAPHIC SUPPLIES	-	-	-	10,000
OTHER SUPPLIES	-	85	1,765	1,000
JUST IN TIME OFFICE SUPPLIES	6,210	3,016	2,270	9,000
TOTAL	\$ 9,490	\$ 4,109	\$ 5,890	\$ 40,000
MAINTENANCE				
MAINTENANCE UTILITY SYSTEMS	\$ 178,278	\$ 147,675	\$ 91,726	\$ 25,000
TOTAL	\$ 178,278	\$ 147,675	\$ 91,726	\$ 25,000
CLAIMS, REFUNDS AND MISC.				
INDIRECT COST	\$ 33,000	\$ 18,653	\$ 49,798	\$ 49,798
TOTAL	\$ 33,000	\$ 18,653	\$ 49,798	\$ 49,798
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 13,063	\$ 18,295	\$ 13,310	\$ 15,361
CHARGES FROM RADIO SYSTEM	244	250	455	465
CHARGES FROM PRINTING	741	4,100	2,465	2,708
CHARGES FROM STOREROOM	361	371	292	320
CHARGES FROM MOTOR VEHICLES	1,790	1,283	1,125	784
CHARGES FROM DATA PROCESSING	1,272	954	-	-
TOTAL	\$ 17,471	\$ 25,253	\$ 17,647	\$ 19,638
CAPITAL OUTLAY				
OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ 3,000
COMPUTER HARDWARE	-	15,776	-	-
TELECOMMUNICATIONS EQUIP	-	-	-	35,000
OTHER EQUIPMENT	-	-	-	10,000
TOTAL	\$ -	\$ 15,776	\$ -	\$ 48,000
TOTAL DIVISION	\$ 944,827	\$ 1,019,698	\$ 1,221,875	\$ 1,663,996

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICES	\$ 5,588	\$ 20,803	\$ 8,284	-
MISCELLANEOUS REVENUES	585,242	569,836	548,652	-
EXPENDITURE RECOVERIES	597,006	-	986,713	1,663,996
TOTAL DIVISION	\$ 1,187,835	\$ 590,639	\$ 1,543,649	\$ 1,663,996

2004 Budget

**DEPARTMENT OF PUBLIC UTILITIES
DIVISION OF UTILITIES ADMINISTRATION**

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
2	1	1	Assistant Administrator	20,231	58,093
1	1	1	Director of Public Utilities	50,796	160,115
1	0	1	Secretary to the Director	36,590	128,960
4	2	3			
TECHNICIAN					
0	0	1	Photographer	9.34 Hr.	19.69 Hr.
0	0	1	Photographer, Chief	20,066	46,377
0	0	2			
OFFICE & CLERICAL					
1	0	1	Private Secretary to the Director	19,427	43,080
1	0	1			
PROFESSIONALS					
0	2	0	Administrative Officer	19,427	48,000
0	0	1	Assistant Contract Compliance Officer	19,785	51,504
1	0	0	Assistant Personnel Administrator	19,427	50,543
1	1	1	Deputy Project Director	19,785	56,930
1	1	1	Labor Relations Officer	27,326	70,218
2	2	2	Manager of Marketing	30,215	94,105
1	0	1	Manager of Telecommunications	30,215	94,105
1	0	1	Personnel Assistant	19,427	42,978
0	1	1	Project Director	22,333	72,735
2	3	3	Telecommunications Specialist	30,215	65,174
9	10	11			
14	12	17	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

OFFICE OF RADIO COMMUNICATIONS

BRAD A. HANDKE, ADMINISTRATIVE MANAGER

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Radio Communications	\$ 1,619	1	\$ 1,783	1	\$ 2,360	2		
	\$ 1,619	1	\$ 1,783	1	\$ 2,360	2		
FUNDING SOURCE:								
Expenditure Recovery*	\$ 1,619	1	\$ 1,783	1	\$ 2,360	2		
	\$ 1,619	1	\$ 1,783	1	\$ 2,360	2		

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

MISSION

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

PROGRAM NAME: RADIO SYSTEM MAINTENANCE

OBJECTIVES: To maintain the City's 800 MHz system in a reliable condition, suitable for use by all City divisions including Police, Fire and EMS.

ACTIVITIES: Ensure that maintenance contracts are in place for infrastructure as well as ancillary facilities, administer maintenance contracts, respond to alarms, system problems and user problems in an effort to coordinate maintenance efforts.

PROGRAM NAME: CAPITAL INFRASTRUCTURE

OBJECTIVES: Make improvements to the infrastructure to ensure sufficient system capacity to meet the communication needs of City divisions.

ACTIVITIES: Obtain necessary system hardware and or system software to continually upgrade system to keep it in condition to serve the needs of the users.

PROGRAM NAME: WIRELESS COMMUNICATIONS BUILDING PERMIT APPLICATIONS

OBJECTIVES: Ensure that wireless communications providers utilize existing and new poles and structures in an efficient and non-blocking manner.

ACTIVITIES: Review building permit applications and conduct site visits.

PROGRAM NAME: LEASE OF FACILITIES FOR WIRELESS COMMUNICATIONS USE

OBJECTIVES: Ensure that leases for city property by wireless communications providers provide City Divisions with fair compensation for use.

ACTIVITIES: Negotiate leases with wireless communications providers in conjunction with the Law Department and the City Division that owns the property or facility.

2004 Budget

OFFICE OF RADIO COMMUNICATIONS

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME WAGES	\$ 30,195	\$ 31,778	\$ 39,534	\$ 100,000
LONGEVITY	-	300	300	600
OVERTIME	-	86	1,883	16,516
TOTAL	\$ 30,195	\$ 32,164	\$ 41,717	\$ 117,116
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 5,135	\$ 6,281	\$ 5,636	\$ 15,875
DENTAL	583	549	546	1,242
VISION CARE	-	54	78	162
PERS	3,963	4,408	3,395	17,192
FICA-MEDICARE	429	458	596	1,698
WORKERS COMPENSATION	668	191	418	513
LIFE INSURANCE	78	44	43	94
TOTAL	\$ 10,856	\$ 11,985	\$ 10,712	\$ 36,776
TRAINING AND DUES				
TRAVEL	\$ -	\$ -	\$ -	\$ 1,000
TUITION & REGISTRATION FEES	-	-	-	1,000
PROFESSIONAL DUES	44	-	-	90
TOTAL	\$ 44	\$ -	\$ -	\$ 2,090
UTILITIES				
GAS	\$ 1,407	\$ 1,091	\$ 1,444	\$ 1,588
ELECTRICITY - CPP	19,213	22,909	23,698	24,883
ELECTRICITY - OTHER	54,404	24,159	24,028	25,229
TOTAL	\$ 75,024	\$ 48,159	\$ 49,169	\$ 51,700
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,050	\$ -	\$ -	\$ 1,000
TRAVEL - NON - TRAINING	-	-	-	1,000
MILEAGE (PRIVATE AUTO)	-	-	46	1,000
PARKING IN CITY FACILITIES	1,320	1,320	1,320	1,320
PROPERTY RENTAL	140,128	115,906	110,320	110,700
TOTAL	\$ 142,498	\$ 117,226	\$ 111,687	\$ 115,020
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 386	\$ 452	\$ 284	\$ 2,000
HARDWARE & SMALL TOOLS	1,933	227	-	5,000
SMALL EQUIPMENT	16,138	7,284	2,584	15,000
OFFICE FURNITURE & EQUIPMENT	2,023	-	-	2,000
HYGIENE AND CLEANING SUPPLIES	-	-	-	200
OTHER SUPPLIES	64,673	44,758	40,502	60,000
JUST IN TIME OFFICE SUPPLIES	230	256	2,228	1,000
TOTAL	\$ 85,384	\$ 52,977	\$ 45,598	\$ 85,200

OFFICE OF RADIO COMMUNICATIONS

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ -	\$ -	\$ -	5,000
MAINTENANCE CONTRACTS	869,495	859,163	920,129	925,638
MAINTENANCE UTILITY SYSTEMS	146,977	39,549	67,005	160,000
TOTAL	\$ 1,016,472	\$ 898,712	\$ 987,134	\$ 1,090,638
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 6,909	\$ 9,481	\$ 9,611	\$ 11,092
CHARGES FROM RADIO SYSTEM	3,124	-	-	-
CHARGES FROM LIGHT AND POWER	75,029	76,350	127,020	6,000
CHARGES FROM WATER	-	11,432	76,771	380,000
CHARGES FROM PRINTING	225	-	-	-
CHARGES FROM MOTOR VEHICLES	2,117	725	901	628
TOTAL	\$ 87,403	\$ 97,987	\$ 214,303	\$ 397,720
CAPITAL OUTLAY				
OTHER EQUIPMENT	\$ 40,357	\$ 50,446	\$ 20,772	\$ 50,000
TRANSFER TO CAPITAL PROJECT	43,339	309,440	301,786	413,663
TOTAL	\$ 83,696	\$ 359,886	\$ 322,559	\$ 463,663
TOTAL DIVISION	\$ 1,531,571	\$ 1,619,095	\$ 1,782,877	\$ 2,359,923

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICES	\$ 31,401	\$ 102,188	\$ 124,769	\$ 123,750
INTERGOVERNMENTAL REVENUES	-	-	232	-
MISCELLANEOUS REVENUE	15,350	3,122	10,450	-
EXPENDITURE RECOVERIES	1,213,654	1,838,129	1,732,226	1,897,170
TOTAL DIVISION	\$ 1,260,406	\$ 1,943,438	\$ 1,867,676	\$ 2,020,920

2004 Budget

OFFICE OF RADIO COMMUNICATIONS

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
0	1	1	Administrative Manager	27,194	80,956
0	0	1	Assistant Administrator	20,231	58,093
0	1	2			
TECHNICIANS					
1	0	0	Programmer	9.34 Hr.	24.33 Hr.
1	0	0			
1	1	2	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

**DIVISION OF PUBLIC UTILITIES
FISCAL CONTROL**

DENNIS A. NICHOLS, COMMISSIONER

This Division is responsible for the financial reports of the Divisions of Water, Water Pollution Control and Cleveland Public Power. Utilities Fiscal Control is the financial arm of the Department of Public Utilities and thus has been set apart as a separate Division with a separate budget. Our functions include but are not limited to the monitoring and reporting of the operating results of the Divisions of the Department Public Utilities.

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

	2002		2003			2004		
	COST	ACTUAL	COST	UNAUDITED		COST	MAYOR'S	
		STAFF		STAFF	PT		ESTIMATE	STAFF
	FT	PT	FT	PT	FT	PT	PT	
PROGRAMS:								
Utilities Fiscal Control	\$ 1,940	37	\$ 2,021	40	\$ 2,937	48		
	\$ 1,940	37	\$ 2,021	40	\$ 2,937	48		
FUNDING SOURCE:								
Miscellaneous Revenue*	\$ 1,940	37	\$ 2,021	40	\$ 2,937	48		
	\$ 1,940	37	\$ 2,021	40	\$ 2,937	48		

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

MISSION

To provide financial reporting and control, coordination, and supervision to the Divisions of Water, Water Pollution Control, and Cleveland Public Power.

PROGRAM NAME: UTILITIES FISCAL CONTROL

OBJECTIVES: To provide financial reporting services to the Divisions of Water, Water Pollution Control, and Cleveland Public Power to help them monitor their operations.

ACTIVITIES: Perform and coordinate all accounting functions of the Department of Public Utilities. Prepare and analyze financial statements. Monitor budgets. Assist Divisions with budget preparation. Process cash receipts, reconcile customers' accounts receivable, process payroll, bill miscellaneous charges. Perform operational and compliance audits of operating Divisions.

2004 Budget

**DIVISION OF PUBLIC UTILITIES
FISCAL CONTROL**

EXPENDITURES

	2001 Actual		2002 Actual		2003 Unaudited		2004 Mayor's Estimate
SALARIES AND WAGES							
FULL TIME PERMANENT	\$ 1,245,554	\$	1,351,291	\$	1,418,825	\$	1,896,190
INJURY PAY	-		-		682		
SEASONAL	1,457		-		-		-
LONGEVITY	14,525		15,025		14,700		14,100
SEPARATION PAYMENTS	12,145		5,488		927		75,000
OVERTIME	36,611		59,135		64,113		70,000
TOTAL	\$ 1,310,292	\$	1,430,939	\$	1,499,248	\$	2,055,290
EMPLOYEE BENEFITS							
HOSPITALIZATION	\$ 157,836	\$	149,664	\$	169,663	\$	245,754
DENTAL	16,063		13,637		15,253		20,814
VISION CARE	-		1,563		2,638		3,807
PERS	172,143		187,501		198,025		290,690
FICA-MEDICARE	9,637		10,430		11,802		29,802
WORKERS COMPENSATION	5,616		1,719		3,664		20,511
LIFE INSURANCE	2,924		1,595		1,786		2,200
UNEMPLOYMENT COMPENSATION	-		-		1,312		-
TOTAL	\$ 364,218	\$	366,109	\$	404,143	\$	613,578
TRAINING AND DUES							
TRAVEL	\$ 2,460	\$	7,984	\$	5,872	\$	7,000
TUITION & REGISTRATION FEES	855		7,580		8,530		20,000
OTHER TRAINING SUPPLIES	68		-		-		-
MILEAGE (PRIVATE AUTO)	37		-		-		-
PROFESSIONAL DUES	736		677		1,573		1,000
TOTAL	\$ 4,156	\$	16,241	\$	15,974	\$	28,000
CONTRACTUAL SERVICES							
PROFESSIONAL SERVICES	\$ 1,324	\$	500	\$	-	\$	5,000
MILEAGE (PRIVATE AUTO)	49		-		-		-
ADVERTISING & PUBLIC NOTICE	4,617		-		-		1,000
PARKING IN CITY FACILITIES	1,384		1,325		1,370		1,500
PHOTOCOPY MACHINE RENTAL	104		7,894		3,271		4,800
SPECIAL ASSESSMENT	-		-		807		
OTHER CONTRACTUAL	16,313		9,000		827		17,000
STATE AUDITOR EXAMINATION	(33,694)		31,045		-		-
TOTAL	\$ (9,904)	\$	49,764	\$	6,275	\$	29,300

**DIVISION OF PUBLIC UTILITIES
FISCAL CONTROL**

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 7,172	\$ 6,604	\$ 6,076	\$ 5,500
COMPUTER SUPPLIES	-	-	-	1,000
COMPUTER HARDWARE	687	-	-	16,000
COMPUTER SOFTWARE	-	-	-	75,000
OFFICE FURNITURE & EQUIPMENT	200	2,548	5,220	16,000
OTHER SUPPLIES	427	3,538	1,040	-
GREENHOUSE MAINT SUPPLIES	-	-	876	-
JUST IN TIME OFFICE SUPPLIES	4,966	4,694	7,827	7,000
TOTAL	\$ 13,453	\$ 17,384	\$ 21,039	\$ 120,500
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 3,061	\$ 1,740	\$ 1,427	\$ 4,000
MAINTENANCE CONTRACTS	28,740	19,731	18,266	33,000
TOTAL	\$ 31,801	\$ 21,471	\$ 19,693	\$ 37,000
CLAIMS, REFUNDS AND MISC.				
LOSS REIMBURSEMENT	\$ 20	\$ -	\$ -	\$ -
INDIRECT COST	25,000	27,698	43,577	43,577
TOTAL	\$ 25,020	\$ 27,698	\$ 43,577	\$ 43,577
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 110	\$ -	\$ -	\$ -
CHARGES FROM PRINTING	4,846	4,304	8,479	9,313
CHARGES FROM DATA PROCESSING	2,772	2,079	-	-
TOTAL	\$ 7,727	\$ 6,383	\$ 8,479	\$ 9,313
CAPITAL OUTLAY				
OFFICE EQUIPMENT	\$ 20,617	\$ 3,648	\$ 3,066	\$ -
TOTAL	\$ 20,617	\$ 3,648	\$ 3,066	\$ -
TOTAL DIVISION	\$ 1,767,381	\$ 1,939,636	\$ 2,021,495	\$ 2,936,558

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MISCELLANEOUS REVENUE	\$ 1,834,315	\$ 2,186,994	\$ 1,777,381	\$ 2,936,558
TOTAL DIVISION	\$ 1,834,315	\$ 2,186,994	\$ 1,777,381	\$ 2,936,558

2004 Budget

DIVISION OF PUBLIC UTILITIES

FISCAL CONTROL

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
3	2	1	Assistant Administrator	20,231	58,093
1	0	1	Assistant Commissioner of Utilities Fiscal Control	26,274	77,853
1	1	1	Commissioner of Utilities Fiscal Control	40,315	110,442
2	2	3	Utilities Comptroller	26,274	80,967
7	5	6			
OFFICE & CLERICAL					
2	1	1	Chief Clerk	22,050	43,080
3	2	5	Junior Cashier	5.40 Hr.	15.08 Hr.
6	6	6	Junior Clerk	9.89 Hr.	12.57 Hr.
0	1	0	Junior Personnel Assistant	19,427	35,666
1	1	1	Principal Cashier	9.34 Hr.	21.10 Hr.
3	1	2	Principal Clerk	11.93 Hr.	17.85 Hr.
1	0	1	Senior Cashier	9.34 Hr.	17.95 Hr.
2	0	2	Senior Clerk	10.29 Hr.	14.74 Hr.
1	0	1	Senior Personnel Assistant	19,427	45,446
19	12	19			
PROFESSIONALS					
1	2	2	Accountant I	9.34 Hr.	17.95 Hr.
2	2	2	Accountant II	9.34 Hr.	19.69 Hr.
2	1	1	Accountant III	9.34 Hr.	21.83 Hr.
0	1	1	Accountant IV	19,427	53,834
0	0	2	Accountant Supervisor	23,647	65,719
1	1	1	Administrative Officer	19,427	48,000
5	5	3	Auditor	19,785	53,307
1	1	1	Budget Analyst	19,427	48,028
1	1	1	Chief Auditor - Utilities	23,647	76,635
1	3	3	Senior Internal Auditor	23,647	60,719
0	1	1	Unit Supervisor	13.29 Hr.	20.69 Hr.
14	18	18			
TECHNICIANS					
3	3	3	Data Conversion Operator	9.92 Hr.	13.67 Hr.
0	2	2	Data Processing Supervisor	20,231	54,494
1	0	0	Senior Data Conversion Operator	10.80 Hr.	16.38 Hr.
4	5	5			
44	40	48	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF WATER

JULIUS CIACCIA, JR., COMMISSIONER

The Division of Water was created in 1853 and charged with the responsibility of collecting, treating, pumping and distributing potable water and providing related water service to customers within its service areas.

The Division of Water operates a major public water supply system, which services not only the City of Cleveland, but also seventy-one (71) suburban municipalities in Cuyahoga, Medina, Summit and Geauga counties. The present service area covers over 640 square miles and serves over 1.5 million people. The City is empowered to establish rates and charges for the service provided by its Water Division, acquire property and construct facilities to provide water services throughout the service area and perform other necessary functions with respect to the operation and maintenance of the water works system. The Division of Water is a self-supporting regional utility.

Basically the Division of Water draws water from four (4) intake tunnels in Lake Erie, chemically treats the water to kill bacteria, passes it through mixing and settling basins, sand and gravel filters, into reservoirs, storage towers, tanks and distribution lines. These services are provided to all of greater Cleveland, with approximately 52% of the water to industrial and commercial users, and the remaining 48% to residential users. The Division of Water maintains and operates five (5) major pumping stations, four (4) treatment plants, ten (10) secondary pumping stations, twenty-three (23) storage facilities, and over 5,000 miles of water mains in four (4) different pressure zones which are determined by elevation above the lake. The City of Cleveland has recognized that a viable public water supply system is essential to the social and economic growth of a metropolitan City. If the City and surrounding areas are to grow and contribute to the economic viability of the central core, it is necessary for the area to have an adequate economical public water supply.

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Water Operations	\$ 173,456	1,085	10	\$ 190,139	1,159	9	\$ 221,562	1,285	50
Capital	40,883			29,439			19,981		
	\$ 214,339	1,085	10	\$ 219,578	1,159	9	\$ 241,543	1,285	50
FUNDING SOURCE:									
Self Generated Revenue*	\$ 214,339	1,085	10	\$ 219,578	1,159	9	\$ 241,543	1,285	50
	\$ 214,339	1,085	10	\$ 219,578	1,159	9	\$ 241,543	1,285	50

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

DIVISION OF WATER

MISSION

To serve the water needs of the Greater Cleveland area by providing a reliable supply of high quality, safe drinking water and efficient and cost effective services consistent with sound, environmental and safety practices. This is achieved through the collaborative efforts of our diverse and skilled workforce that is committed to the necessary work ethic, planning and utilization of appropriate new technology in order to meet the present and future needs of our customers.

PROGRAM NAME: WATER OPERATIONS

OBJECTIVES: To provide potable water and related water services to customers in service areas.

ACTIVITIES: Collect, treat, pump and distribute potable water. Install and read meters to determine customer usage. Make service calls for system maintenance.

PROGRAM NAME: CAPITAL

OBJECTIVES: To upgrade and improve the water delivery system.

ACTIVITIES: Utilize engineering staff to design and undertake capital projects. Continue a multi-year, ongoing Capital Improvement Program.

DIVISION OF WATER

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 38,425,993	\$ 41,784,153	\$ 44,601,667	\$ 52,058,823
CRAFTS	920,270	892,686	985,233	1,098,510
SEASONAL	1,226,450	185,829	94,371	324,850
PART TIME PERMANENT	57,690	73,699	99,101	148,946
INJURY PAY	-	811	104,945	-
STUDENT TRAINEES	5,805	35,236	13,077	112,752
LONGEVITY	474,475	482,825	490,225	506,000
WAGE SETTLEMENTS	2,916	71,143	882,307	-
SEPARATION PAYMENTS	280,081	222,484	263,806	400,000
OVERTIME	4,597,525	5,273,098	5,120,268	4,000,000
TOTAL	\$ 45,991,205	\$ 49,021,965	\$ 52,654,999	\$ 58,649,881
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 5,047,888	\$ 5,404,645	\$ 6,194,952	\$ 8,269,537
DENTAL	521,928	485,423	534,144	662,369
VISION CARE	-	41,406	70,025	63,580
PERS	6,071,137	6,567,602	7,020,294	8,550,597
FICA-MEDICARE	412,339	450,057	512,293	634,373
WORKERS COMPENSATION	3,286,269	935,485	2,152,571	2,738,854
LIFE INSURANCE	82,182	45,413	51,415	60,653
UNEMPLOYMENT COMPENSATION	101,716	218,808	77,834	123,000
CLOTHING ALLOWANCE	199,940	269,635	216,680	251,330
TOOL INSURANCE	-	-	520	11,030
CLOTHING MAINTENANCE	112,827	117,925	120,115	122,255
TOTAL	\$ 15,836,226	\$ 14,536,399	\$ 16,950,844	\$ 21,487,578
TRAINING AND DUES				
TRAVEL	\$ 22,861	\$ 80,519	\$ 100,286	\$ 90,000
TUITION & REGISTRATION FEES	16,590	51,946	46,365	70,000
PROFESSIONAL DUES	78,122	117,105	87,607	315,000
TOTAL	\$ 117,573	\$ 249,571	\$ 234,259	\$ 475,000
UTILITIES				
BROKERED GAS SUPPLY	\$ 489,664	\$ 405,244	\$ 447,616	\$ 470,000
SEWER - OTHER	1,153,293	1,094,501	1,334,934	1,350,000
TELEPHONE	310,882	198,637	563,302	500,000
GAS	859,703	986,655	1,173,842	1,300,000
ELECTRICITY - CPP	8,952,676	13,199,935	12,702,634	13,300,000
ELECTRICITY - OTHER	6,623,866	5,313,576	5,526,172	5,800,000
STEAM	14,686	39,000	36,000	35,000
SECURITY & MONITORING SYSTEM	-	3,194	29,970	-
TOTAL	\$ 18,404,771	\$ 21,240,742	\$ 21,814,470	\$ 22,755,000

2004 Budget

DIVISION OF WATER

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 19,128,312	\$ 4,405,133	\$ 3,323,609	\$ 3,678,000
REFEREE SERVICES	-	427	-	-
CABLE PROFESSIONAL SERVICES	215	33	-	-
MILEAGE (PRIVATE AUTO)	969	908	398	49,000
WASTE DISPOSAL	2,820	50,000	23,225	-
ADVERTISING AND PUBLIC NOTICE	88,777	85,163	102,368	59,000
PARKING IN CITY FACILITIES	10,656	10,187	7,190	10,000
TAXES	1,389,439	239,706	228,157	240,000
PROPERTY RENTAL	10,190	-	-	-
PHOTOCOPY MACHINE RENTAL	25,154	47,789	18,679	73,000
EQUIPMENT RENTAL	112,390	78,375	-	202,000
SPECIAL ASSESSMENT	-	25,503	-	-
OTHER CONTRACTUAL	6,050,776	6,123,739	7,158,167	2,945,000
STATE AUDITOR EXAMINATION	31,080	97,835	-	50,000
BANK SERVICE FEES	-	42,519	215,209	230,000
TOTAL	\$ 26,850,777	\$ 11,207,318	\$ 11,077,001	\$ 7,536,000
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 189,186	\$ 174,548	\$ 19,793	\$ 216,000
POSTAGE	1,054,645	1,056,456	1,155,417	1,202,000
COMPUTER SUPPLIES	4,724	20,764	21,089	90,000
COMPUTER HARDWARE	103,091	135,050	84,759	200,000
COMPUTER SOFTWARE	47,756	22,120	141,034	20,000
FUEL	1,810	-	-	-
CHEMICAL	2,700,081	1,886,582	2,878,442	2,685,000
SALT & DE-ICER	693	-	28,998	33,000
CLOTHING	26,195	67,861	47,230	76,000
HARDWARE & SMALL TOOLS	500,074	386,082	539,035	854,000
SMALL EQUIPMENT	162,918	63,998	513,116	200,000
OFFICE FURNITURE & EQUIPMENT	53,827	88,224	58,186	61,000
ELECTRICAL SUPPLIES	216,072	439,230	483,252	580,000
HYGIENE AND CLEANING SUPPLIES	126,382	210,557	137,289	100,000
PAINTING EQUIPMENT AND SUPPLIES	29,990	18,963	16,492	-
PLUMBING SUPPLIES AND EQUIPMENT	-	1,928	-	-
MOTORS AND PUMPS	23,511	4,928	-	80,000
LUMBER, GLASS, AND DRYWALL	18,000	-	-	-
MEDICAL SUPPLIES	30,520	235,412	5,774	-
LABORATORY SUPPLIES	-	-	115,884	132,000
PHOTOGRAPHIC SUPPLIES	6,000	-	-	-
PAPER AND OTHER PRINTING SUPPLIES	75,995	-	-	88,000
OTHER SUPPLIES	266,819	145,760	373,879	468,000
SAFETY EQUIPMENT	265,763	313,348	530,203	553,000
BATTERIES	3,000	-	5,000	-
JUST IN TIME OFFICE SUPPLIES	43,512	101,925	153,196	153,000
BUILDING MAINTENANCE SUPPLIES	1,331,180	988,801	199,102	616,000
CEMENT, SAND & GRAVEL	825,000	46,844	660,000	1,500,000
MISC MAINTENANCE SUPPLIES	107,748	219,069	314,137	196,000
TOTAL	\$ 8,214,492	\$ 6,628,450	\$ 8,481,308	\$ 10,103,000

DIVISION OF WATER

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 79,467	\$ 41,465	\$ 56,012	\$ 161,000
MAINTENANCE CONTRACTS	187,399	82,112	388,268	421,000
COMPUTER HARDWARE MAINT	42,101	1,790	20,236	2,122,000
COMPUTER SOFTWARE MAINT	186,457	39,685	9,024	378,000
MAINTENANCE ELECTRICAL EQUIP	150,000	-	45	-
MAINTENANCE MACHINERY & TOOLS	643,495	390,446	962,136	528,000
MAINTENANCE VEHICLES	23,391	11,990	10,000	62,000
MAINTENANCE UTILITY SYSTEMS	9,948,570	6,826,545	8,968,442	17,000,000
MAINTENANCE MISC EQUIPMENT	439,672	226,237	146,228	414,000
ENGINE REPAIR	-	100,000	-	-
MAINTENANCE BUILDING	601,633	1,079,017	750,958	819,000
AUTO & LIGHT TRUCK REPAIRS	-	-	9,995	-
TOTAL	\$ 12,302,185	\$ 8,799,287	\$ 11,321,345	\$ 21,905,000
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS, DAMAGES, & CLAIMS	\$ 186,085	\$ 154,250	\$ 189,225	\$ 300,000
OTHER REFUNDS & ADJUSTMENTS	39,537	10,288	55,616	50,000
INDIRECT COST	1,600,000	1,098,750	1,673,524	1,673,524
TOTAL	\$ 1,825,623	\$ 1,263,288	\$ 1,918,365	\$ 2,023,524
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM THE GENERAL FUND	\$ 13,000	\$ -	\$ -	\$ -
CHARGES FROM TELEPHONE EXCH	384,102	677,940	734,303	847,457
CHARGES FROM UTILITIES ADMIN	398,000	398,000	413,309	650,473
CHARGES FROM FISCAL CONTROL	1,336,917	1,688,000	1,362,204	2,058,000
CHARGES FROM RADIO SYSTEM	134,296	163,156	180,134	198,705
CHARGES FROM LIGHT AND POWER	14,224	13,623	-	20,000
CHARGES FROM WATER POLLUTION	37,916	-	15,716	20,000
CHARGES FROM PRINTING	78,607	27,887	82,404	90,513
CHARGES FROM MOTOR VEHICLES	2,274,192	1,925,966	2,244,341	1,563,101
CHARGES FROM DATA PROCESSING	300,255	67,617	-	-
CHARGES FROM STREET CONST MAINT	1,521,988	793,193	1,678,410	2,000,000
CHARGES FROM WASTE COLLECTION	53,011	74,921	45,408	71,000
CHARGES FROM TRAFFIC ENGINEER	-	-	27,381	-
TOTAL	\$ 6,546,508	\$ 5,830,302	\$ 6,783,610	\$ 7,519,249
DEBT SERVICE				
ENTERPRISE DEBT SERVICE - PRINCIPAL	\$ 17,218,693	\$ 24,191,482	\$ 25,447,795	\$ 27,130,424
ENTERPRISE DEBT SERVICE - INTEREST	36,701,241	30,486,694	33,455,115	41,977,058
TOTAL	\$ 53,919,934	\$ 54,678,176	\$ 58,902,910	\$ 69,107,482

2004 Budget

DIVISION OF WATER

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CAPITAL OUTLAY				
LAND IMPROVEMENTS	\$ 181,512	\$ -	\$ -	-
BUILDING BETTERMENTS (EXISTING)	-	399,858	-	-
OFFICE EQUIPMENT	106,667	-	-	190,000
COMPUTER HARDWARE	-	-	67,280	1,381,000
COMPUTER SOFTWARE	-	-	7,200	500,000
FACSIMILE MACHINES (FAX)	-	1,917	-	-
MOTORIZED EQUIPMENT	-	-	-	454,000
AUTOMOBILES	-	-	-	179,000
TRUCKS	-	-	-	1,894,000
MACHINERY TOOLS INSTRUMENTS	41,999	9,100	17,976	371,000
OTHER EQUIPMENT	-	-	-	1,212,000
TRANSFER TO WATER CAPITAL PROJECT	57,064,155	40,472,197	29,346,468	13,800,000
TOTAL	\$ 57,394,333	\$ 40,883,073	\$ 29,438,924	\$ 19,981,000
TOTAL DIVISION	\$ 247,403,627	\$ 214,338,571	\$ 219,578,033	\$ 241,542,714

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
LICENSES AND PERMITS	\$ -	\$ -	\$ -	170,000
INTERGOVERNMENTAL REVENUES	-	-	165,911	-
SALES & CHARGES FOR SERVICES	211,956,661	213,365,137	208,321,905	209,906,000
MISCELLANEOUS REVENUES	21,097,021	10,417,933	7,760,906	11,018,000
EXPENDITURE RECOVERIES	-	-	20	-
REVENUE TRANSFERS	-	392,588	-	-
TOTAL DIVISION	\$ 233,053,682	\$ 224,175,658	\$ 216,248,742	\$ 221,094,000

2004 Budget

DIVISION OF WATER

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
0	3	5	Administrative Manager	27,194	80,967
17	19	22	Assistant Administrator	20,231	58,093
2	3	5	Assistant Chief of Water Distribution	23,647	78,520
7	7	7	Assistant Commissioner of Water	27,326	110,760
1	1	1	Commissioner of Water	45,201	156,000
0	1	1	Deputy Commissioner of Water	30,215	117,520
3	5	5	Superintendent of Distribution	20,231	67,600
30	39	46			
OFFICE & CLERICAL					
5	6	7	Chief Clerk	22,050	43,080
86	90	95	Customer Service Representative	10.03 Hr.	15.70 Hr.
3	2	4	Data Control Clerk	9.34 Hr.	15.09 Hr.
1	1	1	General Manager of Administrative Services	26,274	80,967
1	0	1	General Storekeeper	9.34 Hr.	21.38 Hr.
1	0	2	Head Storekeeper	9.34 Hr.	19.70 Hr.
4	1	1	Junior Clerk	9.89 Hr.	12.57 Hr.
6	7	7	Junior Personnel Assistant	12,984	34,295
1	1	1	Labor Relations Assistant	19,427	48,834
0	1	1	Personnel Analyst I	21,000	42,816
2	3	3	Personnel Assistant	19,427	42,978
19	28	31	Principal Clerk	11.93 Hr.	17.85 Hr.
5	1	2	Private Secretary	9.34 Hr.	18.83 Hr.
7	7	7	Secretary	9.34 Hr.	15.71 Hr.
22	16	21	Senior Clerk	10.29 Hr.	14.74 Hr.
1	0	1	Stock Clerk	9.34 Hr.	16.19 Hr.
10	10	10	Storekeeper	9.34 Hr.	18.44 Hr.
174	174	195			

2004 Budget

DIVISION OF WATER
COMPARISON OF STAFFING - CONTINUED

Budget 2003	No. of Employees		Position	Salary Schedule*	
	December 2003	Budget 2004		Minimum	Maximum
PROFESSIONALS					
12	22	27	Administrative Officer	19,427	48,000
1	1	1	Assistant Contract Compliance Officer	19,785	51,504
1	3	3	Assistant Director of Law	26,250	72,800
3	4	4	Assistant Manager of App. Dev. & Tech. Support	46,225	113,093
6	3	3	Assistant Personnel Administrator	19,427	50,543
3	6	8	Associate Engineer	17.83 Hr.	25.39 Hr.
1	1	1	Chief of Laboratories	23,647	72,800
0	1	1	Chief of Legal Investigation, Civil	23,647	60,719
1	1	1	Chief of Pumping	26,274	80,080
1	2	2	Chief of Purification	23,647	78,520
0	3	3	Chief Systems Analysis	27,326	88,624
0	1	1	Claims Examiner	9.34 Hr.	20.71 Hr.
11	11	12	Consulting Engineer	36,000	86,062
0	1	2	Database Administrator	39,937	99,470
0	3	5	Database Coordinator	30,214	73,494
2	2	3	Deputy Project Director	19,785	56,930
7	2	3	Engineer	22.78 Hr.	30.90 Hr.
2	1	1	Engineer of Hydraulic Surveys	18.59 Hr.	25.76 Hr.
1	1	1	Environmental Programs Manager	45,000	79,040
0	1	0	GIS/IS Coordinator	52,000	85,000
1	0	0	Hardware Analyst	30,215	94,105
1	0	0	Instrumentation Supervisor	29,201	60,840
2	2	2	Manager of General Maintenance	23,647	70,740
5	3	3	Project Coordinator	27,326	81,807
6	11	12	Project Director	22,333	72,735
2	1	3	Project Leader Applications	30,215	80,774
0	1	1	Regulatory Compliance Manager	50,000	88,624
1	0	0	Risk Manager	27,326	88,624
0	1	1	Safety Programs Manager	45,000	79,040
2	2	2	Senior Budget & Management Analyst	26,274	70,909
4	4	4	Senior Personnel Assistant	19,427	45,446
3	1	1	Senior Programmer Analyst	23,647	62,844
2	0	2	Senior Systems Analyst	20,231	74,000
0	0	1	Supervisor Applications Development	39,937	78,810
8	8	18	Systems Analyst	19,427	56,000
13	13	14	Unit Supervisor	13.29 Hr.	20.69 Hr.
1	1	1	Water Business Plan Manager	27,326	81,807
1	1	1	Water Business Plan Assistant Manager	22,233	72,735
4	4	4	Water Plant Manager	23,647	88,400
108	123	152			
PROTECTIVE SERVICE					
0	1	0	Assistant Security Manager	23,333	57,628
2	2	2	Guard	9.34 Hr.	15.45 Hr.
0	2	9	Security Manager	23,647	82,160
55	49	54	Security Officer	10.80 Hr.	18.56 Hr.
57	54	65			

2004 Budget

DIVISION OF WATER
COMPARISON OF STAFFING - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
SKILLED CRAFT					
2	2	2	Asbestos Worker	32.22 Hr.	40.28 Hr.
2	2	3	Bricklayer	28.06 Hr.	35.08 Hr.
1	1	1	Bricklayer Foreman	28.86 Hr.	36.08 Hr.
2	1	2	Bricklayer Helper	22.14 Hr.	32.91 Hr.
3	4	4	Carpenter	27.76 Hr.	34.70 Hr.
2	1	1	Carpenter Foreman	28.76 Hr.	35.95 Hr.
10	8	8	Cement Finisher	28.13 Hr.	35.16 Hr.
2	2	2	Cement Finisher Foreman	28.93 Hr.	36.16 Hr.
2	2	2	Chief Building Stationary Engineer	12.37 Hr.	19.23 Hr.
14	16	16	Const. Equip Operator Group A	27.42 Hr.	31.03 Hr.
19	18	20	Electrical Worker	33.87 Hr.	42.34 Hr.
1	1	1	Electrical Worker Foreman	34.67 Hr.	43.34 Hr.
2	2	2	Ironworker	32.37 Hr.	40.46 Hr.
8	7	7	Machinist Unit Leader	14.28 Hr.	22.65 Hr.
10	10	9	Painter	27.26 Hr.	34.08 Hr.
1	1	2	Painter Foreman	28.06 Hr.	35.08 Hr.
2	2	2	Pipefitter	33.52 Hr.	41.90 Hr.
4	4	7	Plumber	33.53 Hr.	41.91 Hr.
2	2	2	Plumber Foreman	34.33 Hr.	42.91 Hr.
6	5	5	Sheet Metal Worker	31.50 Hr.	39.37 Hr.
1	1	1	Sheet Metal Worker Foreman	32.30 Hr.	40.37 Hr.
1	1	1	Sign Painter	23.23 Hr.	29.40 Hr.
97	93	100			
SERVICE & MAINTENANCE					
18	15	14	Custodial Worker	9.34 Hr.	13.54 Hr.
4	4	4	Custodial Worker Supervisor	19,427	38,288
9	10	10	Labor Foreman	17.71 Hr.	19.71 Hr.
25	26	26	Machinist	15.83 Hr.	20.00 Hr.
17	11	15	Machinist Helper	13.72 Hr.	16.90 Hr.
1	1	1	Manager of Public Utilities Building Maintenance	20,231	72,800
68	64	69	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
1	1	1	Small Equipment Repair Worker	12.26 Hr.	17.31 Hr.
30	30	35	Truck Driver	12.50 Hr.	17.58 Hr.
15	14	17	Water Hydraulic Repairman	14.99 Hr.	17.12 Hr.
2	0	2	Water Hydraulic Supervisor	15.96 Hr.	22.01 Hr.
6	5	7	Water Hydraulic Unit Leader	14.09 Hr.	19.47 Hr.
4	4	5	Water Meter Dept. Supervisor	15.96 Hr.	22.01 Hr.
15	14	17	Water Meter Dept. Unit Leader	14.09 Hr.	19.47 Hr.
55	53	64	Water Meter Repairman	14.99 Hr.	17.12 Hr.
13	14	14	Water Pipe Repair Supervisor	15.97 Hr.	22.36 Hr.
38	38	35	Water Pipe Repair Unit Leader	14.09 Hr.	19.82 Hr.
118	109	112	Water Pipe Repairman	13.58 Hr.	17.12 Hr.
19	15	16	Water System Construction Inspector	15.67 Hr.	21.39 Hr.
458	428	464			

2004 Budget

DIVISION OF WATER
COMPARISON OF STAFFING - CONTINUED

Budget 2003	No. of Employees		Position	Salary Schedule*	
	December 2003	Budget 2004		Minimum	Maximum
TECHNICIAN					
7	7	7	Accident & Safety Inspector	17.85 Hr.	19.85 Hr.
0	0	1	Application Delivery Services Manager	65,000	88,400
0	1	0	Assistant Superintendent of Distribution	14.77 Hr.	23.11 Hr.
1	16	18	Assistant Water Plant Manager	9.34 Hr.	30.00 Hr.
4	5	5	Chemist	9.34 Hr.	23.85 Hr.
6	6	6	Chief Miscellaneous Investigator	9.34 Hr.	20.71 Hr.
3	2	2	Chief of Water Distribution	26,274	83,200
1	1	1	Chief Radio Dispatcher	15.12 Hr.	20.93 Hr.
0	1	1	Citizens Information Representative	9.34 Hr.	17.14 Hr.
6	2	2	Computer Operator	9.34 Hr.	20.71 Hr.
1	1	2	Data Processing Supervisor	20,231	54,494
0	3	3	Hazardous Materials Specialist	45,000	60,320
0	0	2	Help Desk Analyst	25,000	46,800
4	0	0	Instrumentation Technician I	16.87 Hr.	19.28 Hr.
1	4	4	Instrumentation Technician II	18.83 Hr.	21.24 Hr.
5	0	3	Junior Draftsman	9.34 Hr.	15.41 Hr.
3	3	3	Laboratory Assistant	9.34 Hr.	17.14 Hr.
55	46	50	Meter Reader	12.82 Hr.	17.12 Hr.
5	5	5	Meter Reader Supervisor	14.47 Hr.	19.99 Hr.
15	10	15	Miscellaneous Investigator	9.34 Hr.	16.54 Hr.
0	5	3	Network Analyst I	30,214	65,174
0	1	2	Program Manager	30,214	75,769
1	1	1	Programmer	9.34 Hr.	24.33 Hr.
1	1	1	Programmer Analyst	9.73 Hr.	27.30 Hr.
10	10	14	Radio Dispatcher	17.33 Hr.	18.66 Hr.
1	1	1	Radio Technician	16.38 Hr.	18.66 Hr.
7	5	5	Senior Chemist	9.34 Hr.	20.71 Hr.
2	2	2	Senior Computer Operator	9.34 Hr.	24.33 Hr.
10	15	16	Senior Draftsman	9.65 Hr.	17.61 Hr.
1	0	0	Supervisor of Computer Operations	30,215	80,774
0	1	1	Supervisor of Radio Service	15.13 Hr.	22.07 Hr.
0	1	1	Supervisor of Systems and Technical Support	55,000	78,000
0	2	0	Telecommunications Analyst	30,215	80,774
55	54	50	Water Plant Operator I	15.70 Hr.	19.69 Hr.
36	36	36	Water Plant Operator II	17.73 Hr.	21.09 Hr.
17	0	0	Water Plant Shift Supervisor	8.96 Hr.	22.58 Hr.
1	0	0	Water Plant Shift Supervisor - Parma Control	8.96 Hr.	22.58 Hr.
1	0	0	Water System Construction Inspector Supervisor	19,427	56,680
<u>260</u>	<u>248</u>	<u>263</u>			
<u>1184</u>	<u>1159</u>	<u>1285</u>	TOTAL FULL TIME		
2	4	4	Part Time		
3	5	19	Seasonal		
7	0	27	Student Assistant		
<u>12</u>	<u>9</u>	<u>50</u>	TOTAL PART TIME		
<u>1196</u>	<u>1168</u>	<u>1335</u>	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF WATER POLLUTION CONTROL

OLLIE SHAW, COMMISSIONER

The Division of Water Pollution Control is responsible for the network of sewers conveying sanitary sewage and industrial waste in the City of Cleveland from their point of origin to the treatment facilities for treatment and disposal. The Division maintains, cleans, repairs and improves sewers and their appurtenances, including catch basins and relaying of sewer connections.

The Division also is responsible for the cleaning and maintenance of a network of approximately 100,000 catch basins and adjoining laterals. Utilizing Divisional equipment and manpower, they service approximately 13,000 catch basins per year. The Division is also charged with the responsibility of managing and supervising matters relating to the elimination, control or regulation of pollution of water courses within the City limits. The Division has established a preventive maintenance program in known flooding areas to eliminate potential street and basement flooding problems before they occur. The Division has two TV inspection truck units, which are modern preventive maintenance vehicles that provide a safe method for inspection of sewers. The Division is also responsible for the maintenance of 18 lift stations.

To further enhance pump station maintenance, the Division installed a SCADA system to monitor these stations from our main facility. This system will assist us by discovering problems on a more timely basis and will reduce manpower needed to check lift stations, thereby enabling us to spend more time performing preventive maintenance. This effort was critical to our desire to minimize the potential for discharges to the environment.

The Division of Water Pollution Control previously implemented a computerized complaint and work order system to more efficiently provide service delivery, reduce back log and response time. Administrative efficiency was greatly improved as a result of installing this office information system, which is a network of data processing equipment that allows for sharing of existing information such as work records, production reports, budget information, personnel records, and other data. The system is being replaced with an integrated work management system. The new system will be activated by fall of 2004. The Division plans to continue its test tee installation program, which is an improved level of service. Additionally, Water Pollution Control has in recent years expanded services by adding more crews, and upgrading service equipment. This has allowed Water Pollution Control to further enhance its pro-active preventive maintenance program.

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

	2002			2003			2004		
	COST	ACTUAL		COST	UNAUDITED		COST	MAYOR'S ESTIMATE	
		STAFF	PT		STAFF	PT		STAFF	PT
PROGRAMS:									
Water Pollution Control Operations	\$ 15,435	136		\$ 15,887	138		\$ 16,692	156	
Capital	7,629			6,327			7,995		
	\$ 23,064	136		\$ 22,214	138		\$ 24,687	156	
FUNDING SOURCE:									
Self Generated Revenue*	\$ 23,064	136		\$ 22,214	138		\$ 24,687	156	
	\$ 23,064	136		\$ 22,214	138		\$ 24,687	156	

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

DIVISION OF WATER POLLUTION CONTROL

MISSION

To provide for the free-flow of surface water by cleaning and maintaining a network of sewer and sewer connections.

PROGRAM NAME: WATER POLLUTION CONTROL OPERATIONS

OBJECTIVES: To maintain free flow of sanitary and clear water by eliminating potential blockages and conditions that could result in loss of service, personal injuries or property damages.

ACTIVITIES: Remove debris in right of ways and flush potential blockages. Clean catch basins, main sewers, house connections, and other appurtenances of the system. Repair damaged main sewers, catch basins, manholes and connections within the limits of the pavement. Repair, maintain, and replace sewer pump stations. Conduct preventive maintenance in known flooding areas through personal or remote televised inspections.

PROGRAM NAME: CAPITAL

OBJECTIVES: To maintain and improve the main sewers, pump stations, connections, and appurtenances.

ACTIVITIES: Purchase and repair motorized equipment related to upkeep of the system. Construct new storm water storage facilities, relief sewers, and replacement sewers and pump stations.

PROGRAM NAME: PERMITS AND INSPECTION

OBJECTIVES: To address customer concerns relative to basement flooding; maintain accurate sewer records and verify that construction of sewers meet the standards of the division.

ACTIVITIES: Respond to flooding complaints. Inspect construction of sewers. Identify and measure the location of new and existing lateral connections. Respond to Ohio Utilities Protection Service (OUPS) utility line marking requests.

PROGRAM NAME: MARKETING

OBJECTIVES: To provide Public Education and Community Participation.

ACTIVITIES: Work with various groups and organizations, school systems, environmental fairs and other media events to educate the public on important issues regarding services we provide to the public, environmental issues impacting the use of the sewer system such as, the Stormwater Phase II regulations.

PROGRAM NAME: WATER POLLUTION CONTROL TEST TEE PROGRAM

OBJECTIVES: To provide an improved level of service to our customers by determining if a problem exists in the City's portion of the sewer connection or the customers, without cost to the customer.

ACTIVITIES: Investigate sewer connections from existing test tee to the main sewer. If none exist, install a test tee in the treelawn and investigate sewer connections from new test tee excavation to the main sewer. Maintain annual contracts for installation and investigation of sewer connections.

DIVISION OF WATER POLLUTION CONTROL

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT CRAFTS	\$ 4,857,074	\$ 5,272,867	\$ 5,370,811	\$ 6,132,518
INJURY PAY	184,059	193,205	178,561	193,627
LONGEVITY	-	-	45,671	-
WAGE SETTLEMENTS	47,025	45,900	46,450	46,975
SEPARATION PAYMENTS	405	615	2,782	-
OVERTIME	6,623	16,277	26,804	32,864
TOTAL	224,968	221,982	235,086	250,000
TOTAL	\$ 5,320,155	\$ 5,750,845	\$ 5,906,164	\$ 6,655,984
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 674,929	\$ 658,086	\$ 719,864	\$ 937,602
DENTAL	65,730	58,973	71,045	74,289
VISION CARE	-	6,046	9,347	9,754
PERS	711,283	765,340	783,925	972,219
FICA-MEDICARE	55,553	62,650	64,460	96,512
WORKERS COMPENSATION	417,919	121,929	270,989	344,407
LIFE INSURANCE	11,481	6,073	6,423	7,160
UNEMPLOYMENT COMPENSATION	2,110	-	3,733	9,620
CLOTHING ALLOWANCE	19,840	19,560	19,860	20,070
TOOL INSURANCE	-	150	(260)	2,395
CLOTHING MAINTENANCE	38,081	17,941	17,127	18,250
TOTAL	\$ 1,996,926	\$ 1,716,748	\$ 1,966,512	\$ 2,492,278
TRAINING AND DUES				
TRAVEL	\$ 5,393	\$ 6,383	\$ 9,326	\$ 12,000
TUITION & REGISTRATION FEES	4,709	13,862	8,896	12,000
PROFESSIONAL DUES	6,090	15,537	9,395	10,000
TOTAL	\$ 16,192	\$ 35,782	\$ 27,617	\$ 34,000
UTILITIES				
SEWER - OTHER	\$ 5,521	\$ 955	\$ 11,119	\$ 8,000
WATER	6,377	2,849	8,759	8,000
GAS	198	259,241	147,131	162,000
ELECTRICITY - CPP	130,758	187,401	165,986	174,000
ELECTRICITY - OTHER	63,716	53,733	76,678	81,000
TOTAL	\$ 206,570	\$ 504,179	\$ 409,672	\$ 433,000

2004 Budget

DIVISION OF WATER POLLUTION CONTROL

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 412,379	\$ 366,659	\$ 507,812	\$ 425,000
MILEAGE (PRIVATE AUTO)	-	-	-	1,000
ADVERTISING AND PUBLIC NOTICE	-	250	250	50,000
PROGRAM PROMOTION	-	-	8,199	2,500
PARKING IN CITY FACILITIES	2,197	2,201	1,809	2,250
PROPERTY RENTAL	2,500	-	5	500
PHOTOCOPY MACHINE RENTAL	36	8,419	1,758	6,500
EQUIPMENT RENTAL	18,500	1,000	8,323	20,000
OTHER CONTRACTUAL	150,000	75,001	85,000	80,000
STATE AUDITOR EXAMINATION	-	20,621	22,107	23,500
BANK SERVICE FEES	-	11,775	78,206	-
TOTAL	\$ 585,612	\$ 485,926	\$ 713,468	\$ 611,250
MATERIALS AND SUPPLIES				
OFFICE SUPPLIES	\$ 5,015	\$ 5,341	\$ 2,000	\$ 10,000
DISCOUNTS LOST	-	-	163	-
COMPUTER SUPPLIES	6,686	5,106	-	5,000
COMPUTER HARDWARE	4,896	2,138	1,258	5,000
COMPUTER SOFTWARE	-	9,918	11,085	5,000
SALT & DE-ICER	-	-	-	1,000
CLOTHING	11,678	31,767	33,563	30,000
HARDWARE AND SMALL TOOLS	39,493	34,118	11,186	25,000
SMALL EQUIPMENT	39,146	31,730	20,454	30,000
OFFICE AND FURNITURE EQUIPMENT	6,228	11,946	8,089	12,500
HYGIENE AND CLEANING SUPPLIES	12,601	6,065	13,379	15,000
MEDICAL SUPPLIES	581	1,420	1,320	2,000
OTHER SUPPLIES	25,260	21,826	28,675	25,000
JUST IN TIME OFFICE SUPPLIES	6,044	7,750	16,221	10,000
BUILDING MAINTENANCE SUPPLIES	171,947	116,892	219,585	175,000
MISC MAINTENANCE SUPPLIES	1,881	2,750	708	5,000
TOTAL	\$ 331,456	\$ 288,767	\$ 367,687	\$ 355,500
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 12,657	\$ 9,716	\$ 9,142	\$ 15,000
MAINTENANCE MACHINERY	65,016	29,731	13,171	20,000
MAINTENANCE VEHICLES	131,414	268,400	334,265	250,000
CAR WASHES	500	-	-	-
MAINTENANCE UTILITY SYSTEMS	1,216,937	1,252,218	1,403,342	1,300,000
CONSTRUCTION EQUIP REPAIR	-	-	10,000	-
MAINTENANCE MISC EQUIP	1,000	3,505	2,500	5,000
TOTAL	\$ 1,427,524	\$ 1,563,570	\$ 1,772,419	\$ 1,590,000

DIVISION OF WATER POLLUTION CONTROL

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CLAIMS, REFUNDS AND MISC.				
COURTS COSTS	\$ -	\$ -	\$ 195	\$ -
JUDGMENTS, DAMAGES & CLAIMS	1,848,380	940,849	39,120	125,000
OTHER REFUNDS & ADJUSTMENTS	-	-	-	1,000
CUYAHOGA CNTY PAYMENTS	264,112	-	-	-
INDIRECT COST	223,500	181,183	285,056	285,056
TOTAL	\$ 2,335,992	\$ 1,122,032	\$ 324,371	\$ 411,056
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM TELEPHONE EXCH	\$ 24,533	\$ 27,737	\$ 27,200	\$ 31,391
CHARGES FROM UTILITIES ADMIN	46,144	46,144	36,408	38,210
CHARGES FROM FISCAL CONTROL	171,889	171,889	135,417	189,078
CHARGES FROM RADIO SYSTEM	23,285	36,435	35,409	45,493
CHARGES FROM WATER	1,932,917	2,107,207	2,660,793	2,500,000
CHARGES FROM PRINTING	11,445	5,060	11,062	12,151
CHARGES FROM MOTOR VEHICLES	305,145	263,938	414,365	288,590
CHARGES FROM DATA PROCESSING	40,378	7,254	-	-
CHARGES FROM ENG & CONSTRUCTION	-	-	-	2,000
CHARGES FROM STREET CONST. MAINT	177,592	227,779	326,848	350,000
CHARGES FROM TRAFFIC ENGINEER	-	-	700	-
CHARGES FROM WASTE COLLECTION	-	250	2,815	-
CHARGES FROM PARKS	-	485	-	-
CHARGES FROM HEALTH DEP	-	194,615	-	-
TOTAL	\$ 2,733,328	\$ 3,088,792	\$ 3,651,017	\$ 3,456,913
DEBT SERVICE				
ENTERPRISE DEBT SERVICE - PRINC	\$ 530,926	\$ 590,641	\$ 491,129	\$ 382,455
ENTERPRISE DEBT SERVICE - INT	315,376	288,097	256,675	269,535
TOTAL	\$ 846,302	\$ 878,738	\$ 747,804	\$ 651,990
CAPITAL OUTLAY				
OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ 15,000
MOTORIZED EQUIPMENT	-	-	-	450,000
MACHINERY TOOLS INSTRUMENTS	-	-	-	15,000
OTHER EQUIPMENT	-	-	-	40,000
TRANSFER TO CAPITAL PROJECT	-	255,948	-	-
TRANSFER TO WATER CAPITAL PROJ	-	8,853	-	-
TRANSFER TO WPC CAPITAL PROJECTS	5,931,182	7,364,009	6,327,300	7,475,000
TOTAL	\$ 5,931,182	\$ 7,628,809	\$ 6,327,300	\$ 7,995,000
TOTAL DIVISION	\$ 21,731,238	\$ 23,064,187	\$ 22,214,031	\$ 24,686,971

2004 Budget

DIVISION OF WATER POLLUTION CONTROL

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALES & CHARGES FOR SERVICE	\$ 18,623,269	\$ 18,475,979	\$ 18,777,693	\$ 21,670,850
EXPENDITURE RECOVERIES	-	-	223	-
MISCELLANEOUS REVENUE	2,296,429	1,454,163	679,515	1,100,000
TOTAL DIVISION	\$ 20,919,697	\$ 19,930,142	\$ 19,457,432	\$ 22,770,850

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
2	2	2	Assistant Administrator	20,231	58,093
1	1	1	Commissioner of Water Pollution Control	40,315	119,646
1	1	1	Superintendent of Sewer Maintenance	19,427	67,600
2	2	2	Deputy Commissioner of Water Pollution Control	30,215	94,105
6	6	6			
OFFICE & CLERICAL					
1	1	1	Accountant Clerk II	9.34 Hr.	15.71 Hr.
4	3	4	Customer Service Representative	10.03 Hr.	15.70 Hr.
1	1	1	Head Storekeeper	9.34 Hr.	19.70 Hr.
1	1	1	Junior Clerk	9.89 Hr.	12.57 Hr.
2	2	2	Senior Clerk	10.29 Hr.	14.74 Hr.
2	2	2	Stock Clerk	9.34 Hr.	16.19 Hr.
11	10	11			
PROFESSIONALS					
1	1	1	Assistant Manager Of Marketing	20,231	54,494
0	1	1	Administrative Manager	27,194	80,967
2	4	4	Administrative Officer	19,427	48,000
1	1	1	Assistant Director of Law	26,250	78,000
3	2	2	Assistant Personnel Administrator	19,427	50,543
3	2	3	Associate Engineer	17.83 Hr.	25.39 Hr.
3	3	3	Construction Technician	12.02 Hr.	20.71 Hr.
3	3	3	Consulting Engineer	36,000	86,062
0	0	1	Network Analyst II	30,214	81,774
1	1	1	Personnel Assistant	19,427	42,978
2	0	0	Project Coordinator	27,326	81,807
1	1	1	Senior Budget and Management Analyst	26,274	70,909
2	1	2	Unit Supervisor	13.29 Hr.	20.69 Hr.
22	20	23			
SKILLED CRAFT					
2	2	2	Bricklayer	28.06 Hr.	35.08 Hr.
2	1	2	Bricklayer Helper	22.14 Hr.	32.91 Hr.
1	1	1	Chief Building Stationary Engineer	12.37 Hr.	19.23 Hr.
3	3	3	Const. Equip Operator Group A	27.42 Hr.	31.03 Hr.
1	1	1	Electrical Worker	33.87 Hr.	42.34 Hr.
9	8	9			

2004 Budget

DIVISION OF WATER POLLUTION CONTROL**COMPARISON OF STAFFING - CONTINUED**

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
SERVICE & MAINTENANCE					
1	0	0	Auto Repair Unit Leader	12.88 Hr.	22.83 Hr.
3	2	2	Custodial Worker	9.34 Hr.	13.54 Hr.
0	1	1	Custodial Worker Supervisor	19,427	38,288
1	1	1	Heavy Duty Mechanic	15.75 Hr.	22.54 Hr.
0	1	1	Heavy Duty Unit Leader	23.85 Hr.	27.94 Hr.
6	5	6	House Connection Inspector	12.70 Hr.	16.74 Hr.
3	1	3	Machinist	15.83 Hr.	20.00 Hr.
3	0	3	Machinist Helper	13.72 Hr.	16.90 Hr.
2	2	2	Machinist Unit Leader	14.28 Hr.	22.65 Hr.
3	3	3	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
0	1	0	Real Estate Maintenance Man	14.75 Hr.	16.75 Hr.
3	3	3	Sewer Construction Unit Leader	15.67 Hr.	22.01 Hr.
16	15	16	Sewer Maintenance Unit Leader	14.09 Hr.	19.47 Hr.
11	10	11	Sewer Maintenance Unit Leader Operator	14.09 Hr.	19.47 Hr.
53	47	53	Sewer Service Man	14.99 Hr.	17.12 Hr.
105	92	105			
TECHNICIAN					
2	2	2	Radio Dispatcher	17.33 Hr.	17.94 Hr.
2	2	2			
155	138	156	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

DIVISION OF CLEVELAND PUBLIC POWER

JAMES F. MAJER, COMMISSIONER

The Division of Cleveland Public Power is responsible for all electrical generation, transmission, and distribution facilities owned by the city. The Division provides electricity to over 80,000 residential, commercial, industrial, and governmental customers. In addition, the Division provides service to nearly 45,000 streetlights in the City of Cleveland.

The Division purchases power from five primary sources: American Electric Power, AMP-Ohio, Gorsuch, Cinergy, and New York Power Authority. In addition, the division uses its three 16 MW gas turbines and six 1.8 MW gas peaking turbines to provide for its customers requirements. Wholesale power is brought into the system via the Division's three 138 kV interconnections. The interconnections are located at the Division's Lake Road Substation, Nottingham Substation, and the West 41st Street Substation.

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

	2002		2003			2004		
	ACTUAL		UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF FT PT	COST	STAFF FT PT	COST	STAFF FT PT		
PROGRAMS:								
Light & Power Operations	\$ 128,646	328	\$ 125,854	338	\$ 134,800	375		
Capital	5,705		9,078		15,000			
	\$ 134,351	328	\$ 134,932	338	\$ 149,800	375		
FUNDING SOURCE:								
Self Generated Revenue*	\$ 134,351	328	\$ 134,932	338	\$ 149,800	375		
	\$ 134,351	328	\$ 134,932	338	\$ 149,800	375		

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

MISSION

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

PROGRAM NAME: CLEVELAND PUBLIC POWER OPERATIONS

OBJECTIVES: To generate, transmit and distribute electricity.

ACTIVITIES: Purchase power wholesale from diversified sources. Generate electricity from CPP's gas turbines and other potential sources. Distribute electricity through neighborhood substations. Respond to emergency calls 24 hours a day with trouble crews.

PROGRAM NAME: CAPITAL

OBJECTIVES: To reinforce and expand current systems through capital improvements.

ACTIVITIES: Connect new customers to the electrical system. Make improvements to land, buildings, and structures. Purchase and repair motorized equipment related to upkeep of electrical generation, transmission and distribution facilities.

DIVISION OF CLEVELAND PUBLIC POWER

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 15,205,686	\$ 16,011,769	\$ 16,297,002	\$ 17,732,510
CRAFTS	120,502	80,669	59,451	129,078
PART TIME PERMANENT	-	-	-	40,000
INJURY PAY	-	-	27,938	-
LONGEVITY	144,950	147,700	149,325	160,000
WAGE SETTLEMENTS	-	1,244	8,975	-
SEPARATION PAYMENTS	14,012	73,668	122,891	85,000
OVERTIME	1,979,905	2,104,719	1,811,744	2,200,000
TOTAL	\$ 17,465,054	\$ 18,419,769	\$ 18,477,326	\$ 20,346,588
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 1,612,128	\$ 1,691,441	\$ 1,920,729	\$ 2,393,083
DENTAL	170,576	151,469	167,292	192,593
VISION CARE	-	11,686	18,614	26,529
PERS	2,323,280	2,509,858	2,449,019	2,974,232
FICA-MEDICARE	149,302	159,328	168,164	295,026
WORKERS COMPENSATION	860,558	238,445	524,462	789,536
LIFE INSURANCE	26,634	14,302	16,312	16,614
UNEMPLOYMENT COMPENSATION	13,919	12,440	18,451	20,000
CLOTHING ALLOWANCE	13,710	294,040	209,920	200,000
TOOL INSURANCE	-	-	-	3,000
CLOTHING MAINTENANCE	92,400	89,200	92,560	100,000
TOTAL	\$ 5,262,506	\$ 5,172,210	\$ 5,585,523	\$ 7,010,613
TRAINING AND DUES				
TRAVEL	\$ 10,265	\$ 9,130	\$ 10,881	\$ 15,000
TUITION & REGISTRATION FEES	17,734	10,190	6,808	38,000
PROFESSIONAL DUES	59,956	56,657	56,499	62,000
TOTAL	\$ 87,955	\$ 75,976	\$ 74,189	\$ 115,000
UTILITIES				
BROKERED GAS SUPPLY	\$ 69,608	\$ 64,753	\$ 60,889	\$ 64,000
SEWER - OTHER	29,201	19,976	25,034	28,000
WATER	13,580	12,242	12,151	23,000
GAS	858,693	457,082	453,010	500,000
ELECTRICITY - CPP	1,937	-	-	-
STEAM	9,897	29,900	27,600	70,000
CONTRACTUAL UTILITIES	1,084	-	-	-
TOTAL	\$ 983,999	\$ 583,953	\$ 578,684	\$ 685,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,697,578	\$ 2,600,680	\$ 616,111	\$ 1,100,000
CREDIT CARD PROCESSING FEES	-	-	1,125	-
COURT REPORTER	-	-	2,732	-
MILEAGE (PRIVATE AUTO)	5,761	6,489	14,477	5,000
MEDICAL SERVICES	-	-	318	-
ADVERTISING AND PUBLIC NOTICE	305,660	165,942	80,935	150,000

2004 Budget

DIVISION OF CLEVELAND PUBLIC POWER

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CONTRACTUAL SERVICES - CONTINUED				
PROGRAM PROMOTION	186,793	45,040	158,495	110,000
PARKING IN CITY FACILITIES	2,719	2,895	1,845	3,000
INSURANCE AND OFFICIAL BONDS	134,746	400,750	360,000	450,000
TAXES	-	5,519	-	5,000
PROPERTY RENTAL	59,456	350,458	270,337	300,000
PHOTOCOPY MACHINE RENTAL	26,320	6,956	2,018	32,000
EQUIPMENT RENTAL	60,612	50,000	50,260	105,000
OTHER CONTRACTUAL	1,118,413	566,695	848,840	575,000
STATE AUDITOR EXAMINATION	-	42,250	40,530	42,000
BANK SERVICE FEES	-	17,708	94,959	-
TOTAL	\$ 3,598,059	\$ 4,261,382	\$ 2,542,983	\$ 2,877,000
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 18,481	\$ 23,613	\$ 27,512	\$ 30,000
POSTAGE	327,257	346,535	413,707	350,000
COMPUTER SUPPLIES	1,041	-	-	10,000
COMPUTER HARDWARE	93,479	37,683	29,610	65,000
COMPUTER SOFTWARE	90,207	42,286	25,652	45,000
FUEL	26,892	51,147	150,000	100,000
FUEL TAX	-	21,451	-	40,000
PURCHASED POWER	66,365,973	60,124,048	62,935,448	66,000,000
POWER TRANSMISSION COSTS	-	11,294,246	7,438,960	8,000,000
CHEMICAL	4,500	-	-	-
CLOTHING	317,497	37,495	60,052	50,000
HARDWARE & SMALL TOOLS	135,371	137,321	183,689	120,000
SMALL EQUIPMENT	33,569	16,897	40,346	40,000
OFFICE FURNITURE & EQUIPMENT	29,357	10,730	22,783	75,000
ELECTRICAL SUPPLIES	89,217	102,911	27,698	100,000
FENCE, POSTS & BARS	-	50,000	-	-
HYGIENE AND CLEANING SUPPLIES	61,048	35,905	36,859	35,000
LUMBER, GLASS, AND DRYWALL	-	-	15,000	-
MEDICAL SUPPLIES	10,000	30,000	10,000	25,000
PHOTOGRAPHIC SUPPLIES	9,300	2,656	6,274	15,000
OTHER SUPPLIES	455,610	276,619	368,941	350,000
GUARD RAIL SUPPLIES	130,828	-	-	-
SAFETY EQUIPMENT	42,912	63,500	20,004	60,000
GREENHOUSE MAINTENANCE SUPPL	-	-	9,079	-
MOTOR OIL & LUBRICANTS	-	-	780	-
LABORATORY SUPPLIES	27,886	-	-	-
CAPITAL IMPROVEMENT INVENTORY	3,674,998	2,836,167	2,218,868	2,700,000
JUST IN TIME OFFICE SUPPLIES	27,029	34,872	37,001	25,000
BUILDING MAINTENANCE SUPPLIES	3,000	6,199	6,775	-
ASPHALT	50,000	-	-	-
CEMENT, SAND & GRAVEL	235,200	95,000	91,000	200,000
TOTAL	\$ 72,260,652	\$ 75,677,280	\$ 74,176,036	\$ 78,435,000

DIVISION OF CLEVELAND PUBLIC POWER

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 100,174	\$ 97,335	\$ 98,951	\$ 105,000
MAINTENANCE CONTRACTS	117,020	110,752	140,000	147,000
COMPUTER HARDWARE MAINT	-	10,000	-	10,000
MAINTENANCE MACHINERY	155,874	50,604	88,062	116,000
MAINTENANCE VEHICLES	410,002	535,823	726,521	393,000
CAR WASHES	10,000	-	-	5,000
MAINTENANCE UTILITY SYSTEMS	1,692,274	1,213,281	1,182,749	1,300,000
AUTO & LIGHT TRUCK REPAIR	102,000	-	-	-
GLASS REPAIR	18,000	10,000	23,000	10,000
MAINTENANCE BUILDING	-	1,700	9,650	-
REPAIR OF OVERHEAD DOORS	20,000	-	-	10,000
TOTAL	\$ 2,625,343	\$ 2,029,495	\$ 2,268,933	\$ 2,096,000
CLAIMS, REFUNDS AND MISC.				
JUDGMENTS, DAMAGES & CLAIMS	\$ 55,654	\$ 21,018	\$ 135,771	\$ 200,000
POLICE CHIEF EXPENSE FUND	-	1,789	-	-
OTHER REFUNDS & ADJUSTMENTS	-	2,128	371	25,000
INDIRECT COST	1,260,000	936,606	1,473,566	1,473,566
TOTAL	\$ 1,315,654	\$ 961,541	\$ 1,609,708	\$ 1,698,566
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM GENERAL FUND	\$ 1,214	\$ 1,029,285	\$ 2,480	\$ -
CHARGES FROM TELEPHONE EXCH	291,107	589,774	393,304	453,911
CHARGES FROM LAW DEPARTMENT	67	-	-	-
CHARGES FROM UTILITIES ADMIN	118,000	118,000	97,700	130,000
CHARGES FROM FISCAL CONTROL	325,000	325,000	268,750	360,000
CHARGES FROM RADIO SYSTEM	40,259	92,775	60,476	51,175
CHARGES FROM WATER	387,349	493,021	380,169	360,000
CHARGES FROM WATER POLLUTION	508	7,097	2,583	32,000
CHARGES FROM PRINTING	34,681	18,893	66,947	73,535
CHARGES FROM MOTOR VEHICLES	336,203	270,490	311,101	216,670
CHARGES FROM DATA PROCESSING	151,419	20,520	-	-
CHARGES FROM TRAFFIC ENGINEER	-	-	100	-
CHARGES FROM STREET CONST MAINT	21,810	-	-	7,000
CHARGES FROM WASTE COLLECTION	15,849	21,454	20,537	30,000
TOTAL	\$ 1,723,464	\$ 2,986,309	\$ 1,604,146	\$ 1,714,291

2004 Budget

DIVISION OF CLEVELAND PUBLIC POWER

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
DEBT SERVICE				
ENTERPRISE DEBT SERVICE - PRINC	\$ 6,506,667	\$ 6,275,833	\$ 8,275,530	\$ 9,460,000
ENTERPRISE DEBT SERVICE - INT	11,838,585	12,202,230	10,660,580	10,361,710
TOTAL	\$ 18,345,252	\$ 18,478,063	\$ 18,936,110	\$ 19,821,710
CAPITAL OUTLAY				
OFFICE EQUIPMENT	\$ -	\$ 9,255	\$ -	\$ -
UTILITY PLANT IN SERVICE	-	3,120	88,876	-
DEPRECIATION	-	-	7,350	-
TRANSFER TO WATER CAP PROJ	-	-	145	-
TRANSFER TO CAP PROJ	-	500,000	-	-
TRANSFER TO LIGHT & POWER CAP PROJ	9,202,066	5,192,314	8,981,836	15,000,000
TOTAL	\$ 9,202,066	\$ 5,704,690	\$ 9,078,206	\$ 15,000,000
TOTAL DIVISION	\$ 132,870,003	\$ 134,350,668	\$ 134,931,843	\$ 149,799,768

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTERGOVERNMENTAL REVENUES	\$ -	\$ -	\$ 35,311	\$ -
SALES & CHARGES FOR SERVICES	123,168,324	148,384,042	143,271,858	145,205,000
MISCELLANEOUS REVENUES	2,757,565	1,177,948	1,603,158	1,200,000
REVENUE TRANSFERS	-	283,952	1,558,603	-
EXPENDITURE RECOVERIES	-	-	122	-
TOTAL DIVISION	\$ 125,925,890	\$ 149,845,943	\$ 146,469,052	\$ 146,405,000

2004 Budget

DIVISION OF CLEVELAND PUBLIC POWER

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
5	5	6	Assistant Administrator	20,231	58,093
1	1	1	Commissioner of Cleveland Public Power	45,201	132,782
4	2	3	Deputy Commissioner of Cleveland Public Power	46,225	104,393
10	8	10			
OFFICE & CLERICAL					
4	4	4	Chief Clerk	22,050	43,080
1	1	1	Junior Personnel Assistant	19,427	35,666
3	3	3	Principal Clerk	11.93 Hr.	17.85 Hr.
1	1	1	Private Secretary	9.34 Hr.	18.83 Hr.
7	7	7	Senior Clerk	10.29 Hr.	14.74 Hr.
16	16	16			
PROFESSIONALS					
1	1	1	Accountant III	9.34 Hr.	21.83 Hr.
0	2	3	Administrative Manager	27,194	80,967
3	3	3	Administrative Officer	19,427	48,000
1	1	1	Administrator of Engineering & Planning	30,215	101,948
1	1	1	Assistant Director of Law	26,250	78,000
1	1	1	Associate Engineer	17.83 Hr.	25.39 Hr.
0	1	1	Chief Assistant Director of Law	31,500	114,400
1	1	1	Chief Auditor - Utilities	23,647	76,635
9	9	9	Consulting Engineer	36,000	86,062
4	3	3	Deputy Project Director	19,785	56,930
0	1	1	General Manager of Administrative Services	26,274	80,967
0	1	1	Legal Secretary	19,427	41,600
1	1	1	Manager of Electric System Operation	30,215	94,105
1	1	1	Manager of Marketing	30,215	94,105
1	1	1	Paralegal	19,427	39,593
1	1	1	Personnel Administrator	26,274	74,739
4	3	3	Project Coordinator	27,326	81,807
5	4	4	Project Director	22,333	72,735
0	0	1	Safety Programs Manager	45,000	79,040
2	2	2	Senior Budget & Management Analyst	26,274	70,909
1	1	1	Supervisor of Computer Operations	30,215	80,774
2	2	2	Unit Supervisor	13.29 Hr.	20.69 Hr.
39	41	43			
PARA -PROFESSIONALS					
6	6	6	Chief Senior Elec. Switchboard Operator	22,333	59,645
25	22	28	Customer Service Representative	10.03 Hr.	15.70 Hr.
5	5	5	Dispatcher Electric System Operator	17.64 Hr.	25.24 Hr.
2	2	2	Senior Electric Switchboard Operator	16.39 Hr.	23.45 Hr.
38	35	41			

2004 Budget

DIVISION OF CLEVELAND PUBLIC POWER

COMPARISON OF STAFFING - CONTINUED

Budget 2003	No. of Employees		Position	Salary Schedule*	
	December 2003	Budget 2004		Minimum	Maximum
SKILLED CRAFT					
2	3	4	Apprentice Lineman III	14.89 Hr.	22.95 Hr.
8	8	8	Asst. Supt. Of Elec. Trans. & Distribution	26,274	66,396
1	0	1	Automobile Repair Unit Leader	17.78 Hr.	22.83 Hr.
2	2	2	Cement Finisher	28.13 Hr.	35.16 Hr.
1	1	1	Cement Finisher Foreman	28.93 Hr.	36.16 Hr.
1	1	1	Chief of Street Lighting & Elec. Services	23,647	88,400
2	2	2	Const. Equip Operator Group A	27.42 Hr.	31.03 Hr.
3	2	3	Electric Meter Industrial Installer	18.64 Hr.	26.70 Hr.
2	2	2	Elec. Mtr. Inst. Spec. & Gen. Tester	18.86 Hr.	27.00 Hr.
7	4	5	Electric Meter Service Installer I	17.38 Hr.	24.86 Hr.
8	10	10	Electric Meter Service Installer II	16.18 Hr.	23.17 Hr.
6	5	5	Electric Transmission & Dist. Inspector	18.72 Hr.	26.80 Hr.
1	1	1	Electrical Worker Foreman	34.67 Hr.	43.34 Hr.
10	10	11	Electric Worker	32.51 Hr.	40.64 Hr.
7	7	7	Heavy Duty Mechanic	15.75 Hr.	22.54 Hr.
0	1	0	Heavy Duty Unit Leader	23.85 Hr.	27.94 Hr.
11	11	11	Lineman Leader	20.06 Hr.	28.71 Hr.
0	0	4	Low Tension Trouble Lineman	18.30 Hr.	28.41 Hr.
2	2	2	Meter Industrial Leader	26.02 Hr.	28.01 Hr.
2	2	2	Painter	27.26 Hr.	34.08 Hr.
33	31	33	Senior Lineman	19.71 Hr.	28.22 Hr.
1	1	1	Superintendent of Elec. Trans. & Dist.	30,215	80,774
4	3	3	Superintendent of Electric Trouble Operations	27,326	70,218
0	1	1	Superintendent of Purchased Power	27,326	67,842
14	13	14	Trouble Lineman	19.71 Hr.	28.22 Hr.
128	123	134			
SERVICE & MAINTENANCE					
1	1	1	Cable Foreman	20.92 Hr.	29.93 Hr.
4	4	7	Custodial Worker	9.34 Hr.	13.54 Hr.
2	2	2	Electric Meter Service Foreman	20.92 Hr.	29.93 Hr.
4	2	3	Electric Meterman Apprentice	14.55 Hr.	22.44 Hr.
2	2	2	Gas Turbine Mechanic	17.38 Hr.	24.86 Hr.
1	1	1	Gas Turbine Mechanic Apprentice	14.78 Hr.	22.77 Hr.
2	2	2	General Construction Forman	27.93 Hr.	29.93 Hr.
1	1	1	Head Storekeeper	9.34 Hr.	19.70 Hr.
3	3	3	Line Clearance Man	14.62 Hr.	22.14 Hr.
6	7	7	Line Foreman	20.92 Hr.	29.93 Hr.
35	33	39	Line Helper Driver	12.44 Hr.	21.69 Hr.
2	2	3	Line Switchman	20.06 Hr.	28.71 Hr.
6	6	6	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
5	4	5	Stock Clerk	9.34 Hr.	16.19 Hr.
3	2	3	Storekeeper	9.34 Hr.	18.44 Hr.
1	1	1	Transformer Repairman Foreman	20.92 Hr.	29.93 Hr.
2	2	2	Underground Conduit Foreman	20.92 Hr.	29.93 Hr.
80	75	88			

2004 Budget

DIVISION OF CLEVELAND PUBLIC POWER**COMPARISON OF STAFFING - CONTINUED**

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
			TECHNICIAN		
2	2	2	Apprentice Cable Splicer	14.78 Hr.	22.77 Hr.
11	0	11	Cable Splicer I	18.72 Hr.	26.80 Hr.
1	1	1	Computer Operator	9.34 Hr.	20.71 Hr.
21	19	21	Meter Reader	12.82 Hr.	17.12 Hr.
1	1	1	Meter Reader Supervisor	14.47 Hr.	19.99 Hr.
0	10	0	Senior Cable Splicer	19.71 Hr.	28.22 Hr.
1	1	1	Senior Computer Operator	9.34 Hr.	24.33 Hr.
2	2	2	Senior Draftsman	9.65 Hr.	17.61 Hr.
4	4	4	Senior Systems Analyst	20,231	74,000
43	40	43			
354	338	375	TOTAL FULL TIME		
5	0	0	SEASONAL		
359	338	375			

* Salary Schedule effective as of October 27, 2003

DEPARTMENT OF PORT CONTROL

JOHN MOK, DIRECTOR

The Department of Port Control is responsible for the administration and control of all activities at Cleveland Hopkins International and Burke Lakefront Airports as well as the use of City owned land along Lake Erie and the Cuyahoga River.

Included in this responsibility are the planning, development and maintenance of airfields, terminal complexes and all related facilities. The Department manages the day-to-day operations at both airports; accepts and supervises the expenditure of grants from state and federal agencies. It sets and collects landing fees, rentals, concession fees, and other airport related charges. The Department represents the City in negotiations for airport related contracts. Additionally, the Department is responsible for providing safe, efficient, friendly, and professional service to the traveling public and other airport users.

The primary objectives of the Divisions of Cleveland Hopkins International and Burke Lakefront Airports will be to maintain the airfields, terminals, and other structures for the safety and comfort of the traveling public and other airport users, while keeping the cost increase at or below the rate of inflation. Planned capital improvements will allow for improved safety and increased capacity of the airfields. Promotional and air service programs will be continued to improve public awareness of airports' functions; environmental programs will be implemented to permit the greatest use of the airfields at the least discomfort to the surrounding residents.

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

	2002			2003			2004		
	ACTUAL			UNAUDITED			MAYOR'S ESTIMATE		
	COST	STAFF		COST	STAFF		COST	STAFF	
	FT	PT		FT	PT		FT	PT	
PROGRAMS:									
Director	\$ -			\$ 57,567	4		\$ 73,197	4	
Administration	58,312	87	8	8,075	14	2	9,089	13	2
Engineering	-			4,761	27		6,656	29	
Finance / Concessions	-			2,412	16		6,793	18	
Planning	-			679	6		1,646	6	
Terminal, Parking, Roadway	15,230	95		-			-		
(Airfield) Operations	8,554	90		30,252	254	10	39,403	295	17
Burke Operations	1,135	13		1,470	17		1,681	17	
Crash / Fire / Rescue	3,547	58		-			-		
Motor Vehicle Maintenance	4,275	14		-			-		
	\$ 91,053	357	8	\$ 105,216	338	12	\$ 138,465	382	19

FUNDING SOURCE:

Self Generated Revenue:

Airport Fees*

\$ 91,053			\$ 105,216			\$ 138,465		
\$ 91,053	357	8	\$ 105,216	338	12	\$ 138,465	382	19

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

Notes: Operating Summary reflects annually appropriated funds only. AIP Grants and Bond monies are not reflected here. See Fund Section for details.

DEPARTMENT OF PORT CONTROL

MISSION

To maintain airfields, terminals, and other structures for the safety and comfort of the traveling public and to provide safe, efficient, courteous and professional service to all airport users.

PROGRAM NAME: ADMINISTRATION

OBJECTIVES: To provide administrative support for the divisions of Cleveland Hopkins and Burke Lakefront Airports.

ACTIVITIES: Oversee lease preparation and management, procurement, contract administration, human resources, media relations, and governmental affairs, including both city and federal matters.

PROGRAM NAME: OPERATIONS

OBJECTIVES: To provide a safe and efficient airfield.

ACTIVITIES: Oversee the daily operations of Cleveland Hopkins and Burke Lakefront Airports, including airfield operations, maintenance, custodial and ARFF.

PROGRAM NAME: ENGINEERING

OBJECTIVES: To provide oversight of all construction and environmental projects at the Airport.

ACTIVITIES: To manage the rehabilitation and expansion of the airport, including sound insulation. The Engineering Department is responsible for design, construction and inspection of the capital program; managing of environmental permitting, program implementation monitoring, and cleaning efforts.

PROGRAM NAME: FINANCE

OBJECTIVES: To provide financial reporting services and manage the concessions program at Cleveland Hopkins and Burke Lakefront Airports.

ACTIVITIES: Perform and coordinate all financing functions for the Department of Port Control, including financial statements, budgeting, billing, accounts receivable, accounts payable, auditing and statistics. Finance also manages the concession program including all retail and food and beverage operations and parking.

DEPARTMENT OF PORT CONTROL

PROGRAM NAME: PLANNING

OBJECTIVES: To provide for the future development of the Airport system.

ACTIVITIES: To manage the strategic direction of the Airport development and identify the infrastructure needed to satisfy customer needs; managing environmental compatibility, and monitoring and implementing applicable federal and state environmental incentives; and managing digital information needs and identify infrastructure needed to maintain effective e-commerce.

DEPARTMENT OF PORT CONTROL

EXPENDITURES

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
FULL TIME PERMANENT	\$ 13,432,514	\$ 14,309,157	\$ 14,597,313	\$ 15,920,399
CRAFTS	202,831	-	-	-
SEASONAL	-	44,624	76,170	180,120
PART TIME PERMANENT	47,862	11,955	43,994	69,882
STUDENT TRAINEES	8,534	-	-	-
INJURY PAY	-	-	7,892	-
LONGEVITY	108,925	113,375	116,150	124,750
WAGE SETTLEMENTS	24,160	61,401	76,964	-
SEPARATION PAYMENTS	216,317	97,457	111,595	156,415
OVERTIME	936,661	1,249,959	1,286,625	985,000
TOTAL	\$ 14,977,804	\$ 15,887,928	\$ 16,316,703	\$ 17,436,566
EMPLOYEE BENEFITS				
HOSPITALIZATION	\$ 1,650,381	\$ 1,763,675	\$ 1,990,374	\$ 2,631,392
DENTAL	172,433	155,298	171,242	203,778
VISION	-	11,293	20,384	30,942
PERS	1,963,358	2,077,694	2,202,968	2,507,223
FICA-MEDICARE	157,468	169,705	179,337	249,930
WORKERS COMPENSATION	124,127	35,682	78,420	156,445
LIFE INSURANCE	28,950	15,488	16,817	17,878
UNEMPLOYMENT COMPENSATION	30,613	58,293	44,969	75,000
CLOTHING ALLOWANCE	182,026	190,237	72,790	47,550
TOOL INSURANCE	-	-	-	7,627
CLOTHING MAINTENANCE	34,568	35,386	44,150	43,625
TOTAL	\$ 4,343,923	\$ 4,512,751	\$ 4,821,450	\$ 5,971,390
TRAINING AND DUES				
TRAVEL	\$ 25,811	\$ 36,247	\$ 27,250	\$ 71,150
TUITION & REGISTRATION FEES	26,208	59,967	45,478	110,985
OTHER TRAINING SUPPLIES	112	775	1,939	1,301
PROFESSIONAL DUES	90,633	58,055	97,780	118,275
TOTAL	\$ 142,764	\$ 155,044	\$ 172,448	\$ 301,711
UTILITIES				
BROKERED GAS SUPPLY	\$ 352,810	\$ 296,266	\$ 348,900	\$ 549,518
TELEPHONE	5,028	-	18	-
SEWER-OTHER	-	20	245	-
WATER	590,517	647,714	570,513	700,000
GAS	501,497	644,039	382,574	675,000
ELECTRICITY - CPP	186,156	263,017	262,132	325,000
ELECTRICITY - OTHER	7,315,923	5,529,476	4,280,573	4,900,000
SECURITY & MONITORING SYSTEM	387,802	694,634	815,732	656,250
TOTAL	\$ 9,339,733	\$ 8,075,166	\$ 6,660,687	\$ 7,805,768

2004 Budget

DEPARTMENT OF PORT CONTROL

EXPENDITURES - CONTINUED

	2001	2002	2003	2004
	Actual	Actual	Unaudited	Mayor's Estimate
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 3,266,970	\$ 2,852,898	\$ 2,027,772	\$ 6,959,000
BANK SERVICE FEES	-	-	2,597	110
COURT REPORTER	250	1,723	2,118	-
TRAVEL - NON-TRAINING	7,519	24,470	7,019	28,000
MILEAGE (PRIVATE AUTO)	922	261	-	-
WASTE DISPOSAL	2,314,305	4,238,727	3,027,767	4,010,000
ADVERTISING AND PUBLIC NOTICE	139,630	84,375	33,398	69,200
PROGRAM PROMOTION	19,054	61,903	11,570	38,500
PARKING IN CITY FACILITIES	6,778	4,508	4,186	3,350
INSURANCE AND OFFICIAL BONDS	401,182	882,285	446,971	1,600,000
TAXES	7,709,747	5,658,790	5,613,884	5,100,000
PHOTOCOPY MACHINE RENTAL	77,937	26,398	13,706	68,600
EQUIPMENT RENTAL	271,209	115,636	209,637	138,000
NON PRODUCTIVE LAND SALES	-	97	-	-
OTHER CONTRACTUAL	1,417,544	124,289	88,122	446,905
STATE AUDITOR EXAMINATION	(21,480)	92,206	47,899	40,000
TRANSFER TO OTHER AIRPORT FUND	8,399,945	10,188,483	11,976,206	14,375,000
REFUNDS & MISCELLANEOUS	-	-	100,514	-
CREDIT CARD PROCESSING FEES	-	-	4,651	6,100
TOTAL	\$ 24,011,512	\$ 24,357,049	\$ 23,618,017	\$ 32,882,765
MATERIAL AND SUPPLIES				
OFFICE SUPPLIES	\$ 1,560	\$ 2,601	\$ 1,325	\$ 3,000
DISCOUNTS LOST	-	-	1,160	-
POSTAGE	24,314	21,005	15,594	22,400
COMPUTER SUPPLIES	10,891	4,375	-	4,000
COMPUTER HARDWARE	94,258	258,803	74,054	117,000
COMPUTER SOFTWARE	22,559	58,893	47,424	135,000
CHEMICAL	1,749,000	1,762,001	2,022,023	1,551,000
CLOTHING	64,505	1	25,052	185,000
HARDWARE & SMALL TOOLS	32,800	46,354	42,812	104,992
BOILERS, HEATERS & COOLING EQUIP	45,500	41,587	56,416	57,500
SEED, FERTILIZER & HERBICIDE	84,999	63,450	75,000	98,000
SMALL EQUIPMENT	57,390	138,084	17,000	115,000
OFFICE FURNITURE & EQUIPMENT	61,857	26,471	9,700	17,800
FENCE, POSTS & BARS	170,000	185,000	130,001	110,000
AMMUNITION	-	-	18	-
HYGIENE AND CLEANING SUPPLIES	349,344	398,100	307,630	533,700
MEDICAL SUPPLIES	53,435	76,324	72,266	91,000
FOOD	14,382	33,550	13,944	38,500
PHOTOGRAPHIC SUPPLIES	-	-	-	2,000
OTHER SUPPLIES	563,036	525,946	439,700	872,650
SPECIAL EVENTS SUPPLIES	354	-	-	-
JUST IN TIME OFFICE SUPPLIES	25,398	43,173	51,564	40,000
BUILDING MAINTENANCE SUPPLIES	302,416	160,172	245,406	271,482
CEMENT, SAND & GRAVEL	293,002	243,001	315,934	223,000
MISC MAINTENANCE SUPPLIES	10,000	1	-	2,500
TOTAL	\$ 4,031,000	\$ 4,088,892	\$ 3,964,021	\$ 4,595,524

DEPARTMENT OF PORT CONTROL

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ 7,099	\$ 2,899	\$ 3,322	\$ 10,376
COMPUTER HARDWARE MAINT	-	59,488	20,158	100,000
MAINTENANCE MACHINERY	1,669,425	1,021,853	940,284	1,363,000
MAINTENANCE FIRE APPARATUS	25,785	16,800	41,130	57,000
MAINTENANCE VEHICLES	869,690	804,097	757,458	705,000
MAINTENANCE MISC EQUIP	1,358,935	695,093	1,428,495	1,898,000
AUTO & LIGHT TRUCK REPAIRS	-	-	25,000	-
CHARGES FROM DIVISION OF MAINT	-	-	-	50,000
TOTAL	\$ 3,930,933	\$ 2,600,230	\$ 3,215,846	\$ 4,183,376
CLAIMS, REFUNDS AND MISC.				
COURT COSTS	\$ 550	\$ -	\$ -	\$ 500
JUDGEMENTS, DAMAGES, & CLAIMS	139,070	43,106	-	1,000
OTHER REFUNDS & ADJUSTMENTS	(444)	-	2,645	3,000
INDIRECT COST	550,000	594,618	594,618	637,106
TOTAL	\$ 689,176	\$ 637,724	\$ 597,263	\$ 641,606
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM GENERAL FUND	\$ 3,814,427	\$ 4,878,212	\$ 5,436,717	\$ 5,000,000
CHARGES FROM TELEPHONE EXCH	233,436	513,382	284,869	329,228
CHARGES FROM UTILITIES ADMIN	-	270,194	84,309	86,000
CHARGES FROM RADIO SYSTEM	65,216	48,199	126,771	92,080
CHARGES FROM WATER POLLUTION	-	-	-	8,000
CHARGES FROM PRINTING	46,266	10,279	34,841	38,270
CHARGES FROM STOREROOM	12,165	3,067	15	15
CHARGES FROM MOTOR VEHICLES	287,406	223,336	324,978	226,335
CHARGES FROM TRAFFIC ENGINEER	-	-	5,330	-
CHARGES FROM DATA PROCESSING	107,027	17,370	-	-
CHARGES FROM WASTE COLLECTION	77,830	63,386	81,359	95,000
TOTAL	\$ 4,643,773	\$ 6,027,425	\$ 6,379,188	\$ 5,874,928
CAPITAL OUTLAY				
LAND EXPENSE	\$ 152,336	\$ -	\$ -	\$ -
PROFESSIONAL SERVICES	-	-	18,200	-
CONTRACTUAL SERVICES	-	-	-	187,000
COMPUTER HARDWARE	724,568	-	-	-
MOTORIZED EQUIPMENT	-	-	19,483	804,000
TELECOMMUNICATIONS EQUIPMENT	-	-	-	150,000
OTHER EQUIPMENT	-	-	-	130,000
TRANSFER TO AIRPORT CAPITAL	2,603,777	1,500,000	1,359,000	-
TOTAL	\$ 3,480,681	\$ 1,500,000	\$ 1,396,683	\$ 1,271,000

2004 Budget

DEPARTMENT OF PORT CONTROL

EXPENDITURES - CONTINUED

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
DEBT SERVICE				
TRANSFER TO OTHER SUBFUNDS	\$ -	\$ -	\$ 1,434,573	\$ -
ENTERPRISE DEBT SERVICE - PRINCIPAL	9,679,644	7,877,636	11,104,214	11,347,720
ENTERPRISE DEBT SERVICE - INTEREST	17,474,275	15,332,706	25,534,900	46,152,280
TOTAL	\$ 27,153,919	\$ 23,210,342	\$ 38,073,687	\$ 57,500,000
TOTAL DIVISION	\$ 96,745,218	\$ 91,052,551	\$ 105,215,992	\$ 138,464,634

REVENUE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
INTERGOVERNMENTAL REVENUE	\$ (767,853)	\$ 9,188,791	\$ 22,762,989	\$ 11,480,000
SALES & CHARGES FOR SERVICES	71,637,694	73,963,270	101,360,278	103,361,208
MISCELLANEOUS REVENUES	6,227,321	5,926,101	11,475,069	3,435,000
PROCEEDS FROM SALE OF DEBT	-	-	96,110	-
REVENUE TRANSFERS	-	-	153,130	-
TRANSFERS IN	-	-	32,284	-
EXPENDITURE RECOVERIES	19,575	16,596	409,550	20,649,146
TOTAL DIVISION	\$ 77,116,738	\$ 89,094,758	\$ 136,289,410	\$ 138,925,354

COMPARISON OF STAFFING

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
ADMINISTRATORS & OFFICIALS					
6	7	7	Administrative Officer	19,427	48,000
1	0	0	Air Trade Development Manager	30,215	94,105
5	3	4	Airport Project Director	60,000	124,800
7	6	6	Assistant Administrator	20,231	58,093
1	1	1	Commissioner of Burke Lakefront Airport	40,315	110,442
1	1	1	Commissioner of Cleve. Hopkins Int. Airport	42,758	133,780
2	2	2	Deputy Comm. Of Cleve. Hopkins Int. Airport	30,215	94,105
1	1	1	Director of Port Control	100,000	208,000
3	2	3	Fiscal Manager	23,647	76,635
1	0	1	Manager of Marketing	30,215	94,105
1	1	1	Security Manager	23,647	82,160
1	0	0	Manager of Properties	30,215	94,105
1	1	1	Secretaries to Directors of Departments	36,590	128,960
31	25	28			

2004 Budget

DEPARTMENT OF PORT CONTROL

COMPARISON OF STAFFING - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
OFFICE & CLERICAL					
4	3	4	Clerk, Junior	9.89 Hr.	12.57 Hr.
2	2	2	Clerk, Senior	10.29 Hr.	14.74 Hr.
1	1	1	Chief Clerk	22,050	43,080
2	2	2	Personnel Assistant, Junior	19,427	35,666
1	0	0	Private Secretary to the Director	19,427	43,079
2	2	2	Secretary, Private	9.34 Hr.	18.83 Hr.
3	3	3	Storekeeper, Head	9.34 Hr.	19.70 Hr.
1	1	1	Storekeeper	9.34 Hr.	18.44 Hr.
16	14	15			
PROFESSIONALS					
1	1	1	Accountant III	9.34 Hr.	21.83 Hr.
6	3	4	Accountant IV	19,427	53,834
2	1	1	Airport Chief Engineer	30,215	101,948
4	4	4	Airport Maintenance Manager	26,279	80,967
3	3	4	Airport Maintenance Superintendent	21,020	55,120
1	1	1	Airport Operations Manager	26,274	80,967
1	1	1	Budget Analyst	19,427	48,028
1	1	1	Comptroller - Airports	30,215	101,948
1	1	1	Civil Engineer, Chief	23,647	76,635
1	0	0	Civil Engineer	9.50 Hr.	27.14 Hr.
5	5	6	Consulting Engineer	36,000	86,062
4	4	4	Deputy Project Director	19,785	56,930
1	0	0	Labor Relations Assistant	19,427	48,834
1	1	1	Associate Engineer	17.83 Hr.	25.39 Hr.
1	1	1	Personnel Administrator	26,274	74,739
0	1	1	Personnel Administrator, Asst.	19,427	50,543
1	1	1	Personnel Assistant	19,427	42,978
11	11	10	Project Coordinator	27,326	81,807
3	4	4	Project Director	22,333	72,735
1	0	1	Risk Manager	27,326	88,624
0	1	0	Safety Programs Manager	45,000	79,040
1	0	0	Sr. Programmer Analyst	23,647	62,844
1	1	1	Senior Personnel Assistant	19,427	45,446
1	1	1	Warehouse Inventory Manager	22,333	72,735
1	1	1	Contract Compliance Officer	26,274	64,151
1	1	1	Contract Compliance Officer, Asst.	19,785	51,504
2	2	2	Assistant Director of Law	26,250	72,800
1	0	0	Senior Budget & Mgmt Analyst	26,274	70,909
57	51	53			

2004 Budget

DEPARTMENT OF PORT CONTROL

COMPARISON OF STAFFING - CONTINUED

No. of Employees			Position	Salary Schedule*	
Budget 2003	December 2003	Budget 2004		Minimum	Maximum
SKILLED CRAFT					
3	3	3	Carpenter	27.76 Hr.	34.70 Hr.
11	10	11	Electrical Worker	33.87 Hr.	42.34 Hr.
1	1	1	Foreman, Electrical Worker	34.67 Hr.	43.34 Hr.
1	1	1	Foreman, Painter	28.06 Hr.	35.08 Hr.
0	2	0	Heavy Duty Unit Leader	23.85 Hr.	27.94 Hr.
12	9	10	Heavy Duty Mechanic	15.75 Hr.	22.54 Hr.
4	4	4	Painter	27.26 Hr.	34.08 Hr.
32	30	30			
SERVICE & MAINTENANCE					
14	13	13	Airport Field Foreman	17.71 Hr.	19.71 Hr.
66	50	58	Airport Maintenance Man	11.97 Hr.	16.79 Hr.
2	0	2	Automobile Repair Unit Leader	17.78 Hr.	22.83 Hr.
70	50	60	Custodial Worker	9.34 Hr.	13.54 Hr.
1	1	1	Garage Worker	12.42 Hr.	16.00 Hr.
1	1	1	Municipal Service Laborer	13.94 Hr.	15.94 Hr.
13	10	13	Supervisor, Custodial Worker	19,427	38,288
6	4	4	Supervisor, Airport Maintenance	21,020	55,120
6	6	6	Window Washer	12.54 Hr.	18.37 Hr.
179	135	158			
TECHNICIAN					
7	7	7	Airport Information Representative	10.02 Hr.	15.08 Hr.
9	6	7	Airport Operations Agent I	14.14 Hr.	18.65 Hr.
10	9	10	Airport Operations Agent II	17.77 Hr.	21.95 Hr.
3	2	2	Airport Operations Agent III	19,427	50,543
4	3	4	Airport Operations Superintendent	23,333	59,645
1	1	1	Airport Planning Envir. Officer	30,215	80,774
1	0	1	Airport Safety Chief	26,274	80,967
1	0	1	Airport Safety Chief Training Officer, Asst	23,333	57,628
1	0	1	Airport Safety Chief, Assistant	23,333	57,628
3	2	3	Airport Safety Shift Commander	20,231	54,494
43	35	43	Airport Safety Man	14.19 Hr.	19.07 Hr.
9	8	9	Airport Safety Supervisor	38,763	50,710
2	2	2	Airport Security Coordinator	22,333	57,628
0	1	0	Application Delivery Services Manager	65,000	88,400
6	6	6	Engineering & Construction Inspector	16.70 Hr.	18.70 Hr.
1	1	1	Environmental Assistant	19,427	46,377
101	83	98			
416	338	382	TOTAL FULL TIME		
1	2	2	Part Time		
17	10	17	Seasonal		
18	12	19	TOTAL PART TIME		
434	350	401	TOTAL DIVISION		

* Salary Schedule effective October 27, 2003

RESTRICTED INCOME TAX

The Restricted Income Tax is one ninth of the City's total earnings which is restricted to use for capital projects and debt service on bonds issued to finance capital projects.

	2001 ACTUAL	2002 ACTUAL	2003 UNAUDITED	2004 MAYOR'S ESTIMATE
RECEIPTS	\$ 33,386	\$ 31,236	\$ 31,366	\$ 31,588
EXPENDITURES				
CAPITAL PROJECTS				
PUBLIC BUILDINGS	\$ 1,310	\$ 4,500	\$ 2,960	\$ 4,516
VEHICLES	9,157	3,053	5,452	1,656
MAJOR NON-VEHICULAR EQUIPMENT	5,258	4,220	5,733	4,600
TRANSPORTATION NETWORK	-	487	450	450
CERTIFICATE OF PARTICIPATION, 1992	1,252	-	-	-
CERTIFICATE OF PARTICIPATION, 1995	3,175	3,210	1,087	-
LEASE PAYMENT 2002	-	-	-	1,094
LEASE PAYMENT 2003	-	-	-	600
TOTAL CAPITAL PROJECTS	\$ 20,152	\$ 15,470	\$ 15,682	\$ 12,916
PAST DEFICITS & LIABILITIES				
DEBT SERVICE	\$ 13,750	\$ 15,000	\$ 16,000	\$ 19,844
TOTAL PAST DEFICITS & LIABILITIES	\$ 13,750	\$ 15,000	\$ 16,000	\$ 19,844
TOTAL EXPENDITURES	\$ 33,902	\$ 30,470	\$ 31,682	\$ 32,760

2004 Budget

NON DEPARTMENTAL

**EXPENDITURES
COUNTY AUDITOR DEDUCTIONS**

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
CONTRACTUAL SERVICES				
NON PRODUCTIVE LAND SALES	\$ 71,051	\$ 14,748	\$ 23,904	\$ 25,000
SPECIAL ASSESSMENT	202,056	-	-	-
BOARD OF ELECTION EXPENSE	3,630	705,814	143,819	272,000
COUNTY AUD & TREAS COLL FEE	469,726	456,489	657,662	715,000
ADVERTISING DEL LAND SALES	20,317	14,179	28,083	30,000
BOARD OF TAX APPEALS	676	323	178	1,000
TOTAL	\$ 767,456	\$ 1,191,552	\$ 853,645	\$ 1,043,000
TOTAL DIVISION	\$ 767,456	\$ 1,191,552	\$ 853,645	\$ 1,043,000

**EXPENDITURES
SUBSIDIES TO OTHER FUNDS**

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
UTILITIES				
ELECTRICITY-OTHER	\$ 2,279,011	\$ -	\$ -	\$ -
TOTAL	\$ 2,279,011	\$ -	\$ -	\$ -

INTERFUND SUBSIDIES

TRANSFER TO RAINY DAY FUND	\$ 1,500,000	\$ -	\$ -	\$ 686,717
TRANSFER TO OTHER SUBCLASSES	-	200,717	-	-
TRANSFER TO DEBT SERVICE FUND	4,642,176	4,432,321	1,080,000	2,306,640
TRANSFER TO STADIUM FUND	8,683,835	7,344,926	-	8,990,205
SUBSIDY TO STREET CONSTRUCTION	5,226,395	5,275,162	6,548,600	3,662,834
TRANSFER TO COUNCIL PROGRAMS	5,517,437	-	-	-
TRANSFER TO NEIGHBOR EQUITY	10,500,000	-	-	-
TRANSFER TO RESERVE	1,000,000	-	-	-
TRANSFER TO WEST SIDE MARKET	-	502,000	-	-
SUBSIDY TO STOREROOM	-	80,000	-	-
TRANSFER TO SCHOOL REC FUND	2,000,000	-	1,937,510	2,000,000
SUBSIDY TO IX CENTER	-	854,368	1,150,091	1,300,000
SUBSIDY TO SINKING FUND	331,516	645,000	437,465	375,000
SUBSIDY TO INFO SYSTEM SERVICES	-	2,055,000	-	-
SUBSIDY TO TELEPHONE	-	1,330,000	-	-
SUBSIDY TO CEMETERIES	-	-	-	2,362,762
TOTAL	\$ 39,401,359	\$ 22,719,494	\$ 11,153,666	\$ 21,684,158
TOTAL DIVISION	\$ 41,680,370	\$ 22,719,494	\$ 11,153,666	\$ 21,684,158

**REVENUE
SUBSIDIES TO OTHER FUNDS**

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
REVENUE TRANSFERS	\$ -	\$ 6,600,000	\$ -	\$ -
TRANSFERS IN	-	4,000,216	-	-
TOTAL DIVISION	\$ -	\$ 10,600,216	\$ -	\$ -

2004 Budget

NON DEPARTMENTAL

EXPENDITURES
OTHER ADMINISTRATIVE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
SALARIES AND WAGES				
SEPARATION PAYMENTS	\$ -	\$ -	\$ 2,901,969	\$ -
TOTAL	\$ -	\$ -	\$ 2,901,969	\$ -
EMPLOYEE BENEFITS				
FICA-MEDICARE	\$ -	\$ -	\$ 2,873	\$ -
UNEMPLOYMENT COMPENSATION	-	-	3,168,308	-
TOTAL	\$ -	\$ -	\$ 3,171,181	\$ -
TRAINING AND DUES				
TUITION & REGISTRATION FEES	\$ 90	\$ -	\$ -	\$ -
OTHER TRAINING SUPPLIES	1,947	-	-	-
MILEAGE (PRIVATE AUTO)	17	-	-	-
PROFESSIONAL DUES	15,955	11,966	19,325	20,000
OHIO MUNICIPAL LEAGUE	24,368	23,652	23,352	24,500
NOACA	53,455	53,886	53,886	54,000
MAYORS & MGRS ASSOC	17,756	15,000	-	15,500
U.S. CONFERENCE OF MAYORS	10,167	10,548	13,185	10,500
NATIONAL LEAGUE OF CITIES	18,676	17,939	18,657	18,000
DOWNTOWN DEVELOPMENT CORP	20,000	22,000	-	44,000
GREATER CLEVELAND GROWTH ASSC.	43,628	40,000	40,000	44,000
INTERNATIONAL TRADE ALLIANCE	50,000	-	-	50,000
TOTAL	\$ 256,059	\$ 194,991	\$ 168,405	\$ 280,500
UTILITIES				
GAS	\$ -	\$ 35,146	\$ -	\$ 142,000
ELECTRICITY - CPP	6,909,879	9,510,091	8,280,007	8,694,000
ELECTRICITY - OTHER	2,659,203	2,733,139	2,707,627	2,843,000
TOTAL	\$ 9,569,082	\$ 12,278,376	\$ 10,987,633	\$ 11,679,000
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	\$ 1,193,079	\$ (155,427)	\$ 285,900	\$ 244,000
PARKING IN CITY FACILITIES	-	1,300	-	-
TRAVEL-NON-TRAINING	907	-	-	-
MILEAGE (PRIVATE AUTO)	47,038	-	-	-
ADVERTISING & PUBLIC NOTICE	1,367	-	-	-
INSURANCE AND OFFICIAL BONDS	63,885	-	9,500	9,500
COUNTY AUDITOR & TREASURY COLL	-	11,691	-	-
PHOTOCOPY MACHINE RENTAL	304	-	-	-
OTHER CONTRACTUAL	1,169,406	258,808	159,115	300,000
STATE AUDITOR EXAMINATION	286,936	-	-	-
JUSTICE CENTER - PRISONER MAINT	216,238	618,397	298,428	-
JUSTICE CENTER - TOWER MAINT	3,316,088	2,986,842	2,568,607	2,697,000
BANK SERVICE FEES	-	623,315	292,031	300,000
TOTAL	\$ 6,295,248	\$ 4,344,926	\$ 3,613,582	\$ 3,550,500

2004 Budget

NON DEPARTMENTAL

EXPENDITURES - CONTINUED
OTHER ADMINISTRATIVE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
MATERIALS & SUPPLIES				
POSTAGE	\$ 12,000	\$ -	\$ -	-
OTHER SUPPLIES	(18,000)	-	-	-
TOTAL	\$ (6,000)	\$ -	\$ -	-
MAINTENANCE				
MAINTENANCE OFFICE EQUIPMENT	\$ -	\$ -	\$ 65,335	\$ 70,000
TOTAL	\$ -	\$ -	\$ 65,335	\$ 70,000
CLAIMS, REFUNDS & MISCELLANEOUS				
JUDGEMENTS, DAMAGES & CLAIMS	\$ -	\$ 16,107	\$ 541,909	\$ 200,000
TOTAL	\$ -	\$ 16,107	\$ 541,909	\$ 200,000
INTER-DEPARTMENTAL CHARGES				
CHARGES FROM RADIO SYSTEM	\$ 520	\$ 580	\$ 792	\$ 985
TOTAL	\$ 520	\$ 580	\$ 792	\$ 985
DEBT SERVICE				
PRINCIPAL	\$ -	\$ -	\$ 250,000	\$ 250,000
TOTAL	\$ -	\$ -	\$ 250,000	\$ 250,000
TOTAL DIVISION	\$ 16,114,909	\$ 16,834,981	\$ 21,700,805	\$ 16,030,985

REVENUE
OTHER ADMINISTRATIVE

	2001 Actual	2002 Actual	2003 Unaudited	2004 Mayor's Estimate
LOCAL TAXES	\$ 310,565,044	\$ 292,245,630	\$ 290,813,070	\$ 294,748,217
INTERGOVERNMENTAL REVENUE	65,506,027	67,399,514	70,874,429	71,484,291
SALES & CHARGES FOR SERVICES	1,730,377	2,019,863	2,490,790	1,852,000
MISCELLANEOUS REVENUES	7,854,898	12,149,717	2,390,317	1,650,000
PROCEEDS FROM SALE OF DEBT	-	-	3,400,000	-
REVENUE TRANSFERS	-	-	527,164	-
TRANSFERS IN	-	14,764,551	33,366,819	5,300,000
EXPENDITURE RECOVERIES	10,603,977	3,554,583	5,642,560	6,723,984
TOTAL DIVISION	\$ 396,260,323	\$ 392,133,857	\$ 409,505,148	\$ 381,758,492

NOTES

APPROPRIATION FOR THE YEAR 2004

Whereas, this ordinance constitutes an emergency measure providing for the daily operation of a municipal department; now therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CLEVELAND:

Section 1. That to provide for the current expenses for the City of Cleveland for the fiscal year ending December 31, 2004, the following sums be and they are hereby appropriated viz:

The sum of Four Hundred Sixty Seven Million One Hundred Forty Four Thousand Six Hundred Forty Six Dollars (\$467,144,646) from the General Fund;

The sum of Fifty Seven Million Forty Three Thousand Nine Hundred Seventy Two Dollars (\$57,043,972) from the Special Revenue Funds;

The sum of Twenty Two Million Five Hundred Fifty Seven Thousand Five Hundred Thity Six Dollars (\$22,557,536) from the Internal Service Funds;

The sum of Five Hundred Ninety Two Million Four Hundred Eighty Three Thousand Five Hundred Sixty Five Dollars (\$592,483,565) from the Enterprise Funds;

The sum of Eight Million Eight Hundred Seventy Seven Thousand Eight Hundred Five Dollars (\$8,877,805) from the Trust and Agency Funds;

The sum of Fifty Four Million Four Hundred Nine Thousand Twenty Three Dollars (\$54,409,023) from the Debt Service Fund;
All set forth in the Mayor's Estimate on file with Council and identified as File No. in the aggregate amount for each department as follows:

APPROPRIATION FOR THE YEAR 2004

GENERAL FUND

Legislative Branch	\$	5,579,211
Municipal Court	\$	32,235,349
Executive Branch		
Office of the Mayor		2,207,783
Department of Public Safety		268,224,122
Community Relations Board		913,344
Department of Consumer Affairs		315,424
Department of Public Service		34,338,359
Department of Parks, Recreation & Properties		35,269,173
Urban Planning & Development		16,837,878
Department of Public Health		11,785,690
Department of Aging		423,592
Support Functions		37,330,563
Transfers to Other Funds		21,684,158
TOTAL EXECUTIVE BRANCH	\$	429,330,086
TOTAL GENERAL FUND	\$	467,144,646

APPROPRIATION FOR THE YEAR 2004

Special Revenue Funds		\$	57,043,972
Internal Service Funds			22,557,536
Enterprise Funds			592,483,565
Trust and Agency Funds			8,877,805
Debt Service Funds			54,409,023

TOTAL APPROPRIATIONS FOR 2004		\$	1,202,516,547
--------------------------------------	--	-----------	----------------------

GENERAL GOVERNMENT

LEGISLATIVE BRANCH

Council and Clerk of Council		\$	5,579,211
I Personnel and Related Expenses	\$	4,300,309	
II Other Expenses		1,278,902	

TOTAL LEGISLATIVE BRANCH		\$	5,579,211
---------------------------------	--	-----------	------------------

MUNICIPAL COURT

Municipal Court - Judicial Division		\$	19,594,694
I Personnel and Related Expenses	\$	17,289,419	
II Other Expenses		2,305,275	

Municipal Court - Housing Division		\$	2,785,396
I Personnel and Related Expenses	\$	2,651,084	
II Other Expenses		134,312	

Municipal Court - Clerk's Division		\$	9,855,259
I Personnel and Related Expenses	\$	7,928,385	
II Other Expenses		1,926,874	

TOTAL MUNICIPAL COURT		\$	32,235,349
------------------------------	--	-----------	-------------------

EXECUTIVE BRANCH

Office of the Mayor		\$	2,207,783
I Personnel and Related Expenses	\$	1,958,137	
II Other Expenses		249,646	

TOTAL EXECUTIVE BRANCH		\$	2,207,783
-------------------------------	--	-----------	------------------

APPROPRIATION FOR THE YEAR 2004

DEPARTMENT OF PUBLIC SAFETY

Public Safety Administration		\$	2,923,448
I Personnel and Related Expenses	\$	2,577,240	
II Other Expenses		346,208	
Division of Police		\$	168,151,166
I Personnel and Related Expenses	\$	157,657,362	
II Other Expenses		10,493,804	
Division of Fire		\$	76,129,643
I Personnel and Related Expenses	\$	73,371,570	
II Other Expenses		2,758,073	
Division of Emergency Medical Services		\$	20,161,824
I Personnel and Related Expenses	\$	18,578,701	
II Other Expenses		1,583,123	
Division of Dog Pound		\$	858,041
I Personnel and Related Expenses	\$	729,953	
II Other Expenses		128,088	
TOTAL DEPARTMENT OF PUBLIC SAFETY		\$	268,224,122

COMMUNITY RELATIONS BOARD

Community Relations Board		\$	913,344
I Personnel and Related Expenses	\$	814,415	
II Other Expenses		98,929	
TOTAL COMMUNITY RELATIONS BOARD			913,344

DEPARTMENT OF CONSUMER AFFAIRS

Consumer Affairs		\$	315,424
I Personnel and Related Expenses	\$	230,289	
II Other Expenses		85,135	
TOTAL DEPARTMENT OF CONSUMER AFFAIRS			315,424

APPROPRIATION FOR THE YEAR 2004

DEPARTMENT OF PUBLIC SERVICE

Public Service Administration		\$	517,582
I Personnel and Related Expenses	\$	503,903	
II Other Expenses		13,679	
Division of Architecture		\$	680,858
I Personnel and Related Expenses	\$	654,268	
II Other Expenses		26,590	
Division of Waste Collection and Disposal		\$	24,769,957
I Personnel and Related Expenses	\$	14,716,028	
II Other Expenses		10,053,929	
Division of Engineering and Construction		\$	4,828,989
I Personnel and Related Expenses	\$	4,532,341	
II Other Expenses		296,648	
Division of Traffic Engineering		\$	3,540,973
I Personnel and Related Expenses	\$	2,585,676	
II Other Expenses		955,297	

TOTAL DEPARTMENT OF PUBLIC SERVICE**\$ 34,338,359**

DEPARTMENT OF PARKS, RECREATION, AND PROPERTIES

Parks, Recreation, and Properties Administration		\$	721,314
I Personnel and Related Expenses	\$	566,607	
II Other Expenses		154,707	
Division of Research, Planning, and Development		\$	721,830
I Personnel and Related Expenses	\$	668,125	
II Other Expenses		53,705	
Division of Recreation		\$	11,575,795
I Personnel and Related Expenses	\$	8,435,024	
II Other Expenses		3,140,771	
Division of Parking Facilities-On Street		\$	1,118,106
I Personnel and Related Expenses	\$	1,085,597	
II Other Expenses		32,509	
Division of Property Management		\$	8,138,755
I Personnel and Related Expenses	\$	6,010,740	
II Other Expenses		2,128,015	
Division of Park Maintenance and Properties		\$	12,993,373
I Personnel and Related Expenses	\$	8,746,910	
II Other Expenses		4,246,463	

TOTAL PARKS, RECREATION, AND PROPERTIES**\$ 35,269,173**

APPROPRIATION FOR THE YEAR 2004

**URBAN PLANNING AND DEVELOPMENT
DEPARTMENT OF COMMUNITY DEVELOPMENT**

Division of Administrative Services		\$	802,383
I Personnel and Related Expenses	\$	697,383	
II Other Expenses		105,000	
Director's Office		\$	239,647
I Personnel and Related Expenses	\$	239,647	
Division of Neighborhood Development		\$	862,226
I Personnel and Related Expenses	\$	662,226	
II Other Expenses		200,000	
Division of Neighborhood Services		\$	420,783
I Personnel and Related Expenses	\$	420,783	
TOTAL COMMUNITY DEVELOPMENT		\$	2,325,039

DEPARTMENT OF BUILDING AND HOUSING

Building and Housing Dir Office		\$	2,098,165
I Personnel and Related Expenses	\$	1,700,669	
II Other Expenses		397,496	
Division of Code Enforcement		\$	6,714,495
I Personnel and Related Expenses		6,482,018	
II Other Expenses		232,477	
Division of Construction Permit		\$	1,619,430
I Personnel and Related Expenses	\$	1,597,730	
II Other Expenses		21,700	
TOTAL BUILDING AND HOUSING		\$	10,432,090

REGULATORY BOARDS AND COMMISSIONS

Landmarks Commission		\$	169,605
I Personnel and Related Expenses	\$	162,531	
II Other Expenses		7,074	
Board of Building Standards and Appeals		\$	106,103
I Personnel and Related Expenses	\$	93,265	
II Other Expenses		12,838	
Board of Zoning Appeals		\$	284,870
I Personnel and Related Expenses	\$	270,168	
II Other Expenses		14,702	
Total Regulatory Boards		\$	560,578

APPROPRIATION FOR THE YEAR 2004

DEPARTMENT OF ECONOMIC DEVELOPMENT

Economic Development		\$	1,127,280
I Personnel and Related Expenses	\$	1,069,634	
II Other Expenses		57,646	

Total Department of Economic Development \$ 1,127,280

Office of Equal Opportunity		\$	900,962
I Personnel and Related Expenses	\$	865,829	
II Other Expenses		35,133	

City Planning Commission		\$	1,491,929
I Personnel and Related Expenses	\$	1,429,996	
II Other Expenses		61,933	

TOTAL URBAN PLANNING AND DEVELOPMENT \$ 16,837,878

DEPARTMENT OF PUBLIC HEALTH

Public Health Administration		\$	733,141
I Personnel and Related Expenses	\$	632,544	
II Other Expenses		100,597	

Division of Correction		\$	6,256,540
I Personnel and Related Expenses	\$	4,912,728	
II Other Expenses		1,343,812	

Division of Health		\$	3,241,738
I Personnel and Related Expenses	\$	2,431,284	
II Other Expenses		810,454	

Division of Environment		\$	1,124,740
I Personnel and Related Expenses	\$	902,151	
II Other Expenses		222,589	

Division of Air Quality		\$	429,531
I Personnel and Related Expenses	\$	106,643	
II Other Expenses		322,888	

TOTAL DEPARTMENT OF PUBLIC HEALTH \$ 11,785,690

2004 Budget

APPROPRIATION FOR THE YEAR 2004

DEPARTMENT OF AGING

DEPARTMENT OF AGING		\$	423,592
I Personnel and Related Expenses	\$	354,734	
II Other Expenses		68,858	

TOTAL DEPARTMENT OF AGING

\$	423,592
-----------	----------------

SUPPORT FUNCTIONS

FINANCIAL AND LEGAL ADMINISTRATION

DEPARTMENT OF FINANCE

Finance Administration		\$	705,082
I Personnel and Related Expenses	\$	653,380	
II Other Expenses		51,702	

Division of Accounts		\$	1,394,846
I Personnel and Related Expenses	\$	983,075	
II Other Expenses		411,771	

Division of Assessments and Licenses		\$	1,430,409
I Personnel and Related Expenses	\$	1,258,247	
II Other Expenses		172,162	

Division of Treasury		\$	510,568
I Personnel and Related Expenses	\$	444,773	
II Other Expenses		65,795	

Division of Purchases and Supplies		\$	606,843
I Personnel and Related Expenses	\$	508,401	
II Other Expenses		98,442	

Bureau of Internal Audit		\$	652,917
I Personnel and Related Expenses	\$	395,852	
II Other Expenses		257,065	

Division of Financial Reporting and Control		\$	1,323,843
I Personnel and Related Expenses	\$	1,106,316	
II Other Expenses		217,527	

Information Technology & Services		\$	2,851,013
I Personnel and Related Expenses	\$	1,999,756	
II Other Expenses		851,257	

Information Tech & Planning		\$	221,740
I Personnel and Related Expenses	\$	221,490	
II Other Expenses		250	

TOTAL DEPARTMENT OF FINANCE

\$	9,697,261
-----------	------------------

APPROPRIATION FOR THE YEAR 2004

Office of Budget & Management-Budget Admin.		\$	586,329
I Personnel and Related Expenses	\$	574,450	
II Other Expenses		11,879	
Department Law		\$	7,684,436
I Personnel and Related Expenses	\$	6,099,651	
II Other Expenses		1,584,785	
TOTAL FINANCE AND LEGAL ADMINISTRATION		\$	17,968,026
PERSONNEL ADMINISTRATION			
Office of Personnel		\$	1,530,612
I Personnel and Related Expenses	\$	1,273,147	
II Other Expenses		257,465	
Civil Service Commission		\$	757,940
I Personnel and Related Expenses	\$	585,423	
II Other Expenses		172,517	
TOTAL PERSONNEL ADMINISTRATION		\$	2,288,552
NONDEPARTMENTAL			
County Auditor Deductions		\$	1,043,000
II Other Expenses	\$	1,043,000	
OTHER ADMINISTRATIVE		\$	16,030,985
II Other Expenses	\$	16,030,985	
TOTAL NONDEPARTMENTAL		\$	17,073,985
TOTAL SUPPORT FUNCTIONS		\$	37,330,563
TRANSFERS TO OTHER FUNDS		\$	21,684,158
II Other Expenses	\$	21,684,158	
TOTAL GENERAL FUND		\$	467,144,646

APPROPRIATION FOR THE YEAR 2004

SPECIAL REVENUE FUND

Restricted Income Tax Fund		\$	32,760,472
I Capital	\$	12,760,472	
II Debt Service		20,000,000	
Street Construction, Maintenance & Repair Fund		\$	22,283,500
I Personnel and Related Expenses	\$	15,151,580	
II Other Expenses		7,131,920	
Schools Recreation & Cultural Activities Fund		\$	2,000,000
II Other Expenses	\$	2,000,000	
TOTAL SPECIAL REVENUE FUNDS		\$	57,043,972

INTERNAL SERVICE FUND

Information Technology & Services-Telephone Exchange		\$	5,838,110
I Personnel and Related Expenses	\$	1,015,791	
II Other Expenses		4,822,319	
Division of Motor Vehicle Maintenance		\$	14,179,193
I Personnel and Related Expenses	\$	6,116,817	
II Other Expenses		8,062,376	
Division of Printing and Reproduction		\$	1,609,360
I Personnel and Related Expenses	\$	757,753	
II Other Expenses		851,607	
City Storeroom and Central Warehouse		\$	930,873
I Personnel and Related Expenses	\$	83,845	
II Other Expenses		847,028	
TOTAL INTERNAL SERVICE FUNDS		\$	22,557,536

APPROPRIATION FOR THE YEAR 2004

ENTERPRISE FUNDS

DEPARTMENT OF PUBLIC UTILITIES

Utilities Administration		\$	1,663,996
I Personnel and Related Expenses	\$	1,179,560	
II Other Expenses		484,436	
Radio		\$	2,359,923
I Personnel and Related Expenses	\$	153,892	
II Other Expenses		2,206,031	
Division of Fiscal Control		\$	2,936,558
I Personnel and Related Expenses	\$	2,668,868	
II Other Expenses		267,690	
Division of Water		\$	241,542,714
I Personnel and Related Expenses	\$	80,137,459	
II Other Expenses		161,405,255	
Division of Water Pollution Control		\$	24,686,971
I Personnel and Related Expenses	\$	9,148,262	
II Other Expenses		15,538,709	
Division of Cleveland Public Power		\$	149,799,768
I Personnel and Related Expenses	\$	27,357,201	
II Other Expenses		122,442,567	
TOTAL DEPARTMENT OF PUBLIC UTILITIES		\$	422,989,930

DEPARTMENT OF PORT CONTROL

Divisions of Cleveland Hopkins & Burke Lakefront			
Airports - Operations		\$	138,464,634
I Personnel and Related Expenses	\$	23,407,956	
II Other Expenses		115,056,678	
TOTAL DEPARTMENT OF PORT CONTROL		\$	138,464,634

APPROPRIATION FOR THE YEAR 2004

DEPARTMENT OF PARKS, RECREATION, AND PROPERTIES

Division of Cemeteries		\$	1,969,710
I Personnel and Related Expenses	\$	1,597,757	
II Other Expenses		371,953	
Golf Course Fund		\$	2,398,416
I Personnel and Related Expenses	\$	1,306,513	
II Other Expenses		1,091,903	
Division of Parking Facilities-Off Street Parking		\$	8,578,487
I Personnel and Related Expenses	\$	1,271,999	
II Other Expenses		7,306,488	
Division of Convention Center		\$	6,400,000
I Personnel and Related Expenses	\$	3,497,704	
II Other Expenses		2,902,296	
Division of Convention Center & Stadium-West Side Market		\$	1,104,611
I Personnel and Related Expenses	\$	452,195	
II Other Expenses		652,416	
Division of Convention Center & Stadium-Stadium		\$	10,500,000
II Other Expenses	\$	10,500,000	
Division of Property Management - East Side Market		\$	77,777
I Personnel and Related Expenses	\$	54,676	
II Other Expenses		23,101	

TOTAL PARKS, RECREATION, & PROPERTIES

\$ 31,029,001

TOTAL ENTERPRISE FUNDS

\$ 592,483,565

AGENCY FUND

Central Collection Agency		\$	8,877,805
I Personnel and Related Expenses	\$	5,954,460	
II Other Expenses		2,923,345	

TOTAL AGENCY FUND

\$ 8,877,805

APPROPRIATION FOR THE YEAR 2004

DEBT SERVICE FUND

Sinking Fund Commission		\$	54,409,023
I Personnel and Related Expenses	\$	150,573	
II Other Expenses		403,824	
III Debt Service		53,854,626	
TOTAL DEBT SERVICE FUNDS		\$	54,409,023

Section 2. That the appropriations herein made are based upon the detail of expenditures set forth in the Mayor's Estimate File No. , but are appropriated to the several departments, offices, and purposes in the aggregate for I. - Personnel and Related Expenses; and II. - Other Expenses and are not severally and individually appropriated in said detail. Any unencumbered balance in an appropriation fund at the close of the year 2003 is hereby appropriated to such fund for the payment of unpaid obligations lawfully incurred in 2004 or prior years. The Mayor's Estimate File No. as modified by the schedule published pursuant to Section 39 of the Charter shall within the sums appropriated in Section 1 hereof, constitute the expenditure budget for the year 2004 and shall be subject to the control of the Mayor, provided, however, that no transfer from I. - Personnel and Related Expenses, or II. - Other Expenses within any department or office, or from one department or office to another shall be made except as provided in Section 41 of the Charter.

Section 3. That the Commissioner of Accounts is hereby authorized to draw warrants upon the City Treasury for the amount appropriated in this ordinance, whenever claims are presented properly approved by the head of the department or by the chief of a commission for which indebtedness was incurred.

Section 4. That this ordinance is hereby declared to be an emergency measure and, provided it receives the affirmative vote of two-thirds of all the members elected to Council, it shall take effect and be in force upon its passage and approval by the Mayor; otherwise it shall take effect and be in force at the earliest period allowed by law.

GLOSSARY

Accrual Accounting

Method of accounting in which liabilities are reported in the year in which they occur regardless of when payment is made and revenue must be reported in the year in which the services are provided.

Appropriation

Money authorized by formal legal action (City Council Ordinance) to be used for a specific purpose.

Attrition

The loss of personnel in employment through resignation, retirement, etc.

Budget Basis

Method of accounting in which revenues are recorded when received in cash, and expenditures are recorded when paid in cash or encumbered.

Capital Projects

The construction, rehabilitation or acquisition of fixed assets or permanent improvements.

Carry-Forward Balance

An amount of cash in excess of all financial obligations at the end of a fiscal year and recognized as such at the beginning of the following year.

Cash Basis

Method of accounting in which transactions are recognized only when cash is received or disbursed.

Decertification

The withdrawal of financial obligation.

Department

The highest level of formal organization in the City, headed by a director who has overall responsibility for the performance of a service or work type in all related divisions.

Division

The second level of organization within the City; it is part of a Department and headed by a Commissioner, who administers a set of programs to accomplish specific City services.

Encumbrance

Commitment of funds related to an as yet imperforate contract for goods or services.

Expenditure Recovery

The reimbursement of money from one funding source to another in which the reimbursing entity has an interest in the purchase of the goods or services.

Expenditures

Dispensing of available resources for the purpose of accomplishing a specific goal or objective.

Fund

An accounting entity with a self-balancing set of accounts designated for a particular purpose.

GLOSSARY

Inter-fund Subsidies

A grant of money from one fund to another to assist in operations which have been deemed advantageous to the public.

Object Code

Identifies the reason for which the appropriation (money) will be spent, i.e. electricity, asphalt, etc.

Operating Budget

Plan of current program expenditures and the proposed means of financing them.

Program

Service performed by division representing the purpose of funds spent.

Receipts

Cash recognized upon collection.

Revenues

Anticipated income.

Self Generated Revenue

Income generated by means of fees or charges for services rendered by a division.

Source

Identifies a broad category of origin of receipts i.e., Local Taxes, Licenses and Permits, Sales and Charges for Service.

Turnover

The loss and gain of personnel in employment.

Type

Reflects the detailed source of revenue, i.e., Income Tax, Building Licenses, Permits, Rental of City Property, etc.

Unencumbered Balance

An amount of cash free of financial obligation and available for expense.

User Fees

Charges for services rendered or for goods provided.

ALPHABETICAL LISTING

Accounts321

Administrative Services215

Agency Fund - C.C.A.36

Aging311

Air Quality306

Alphabetical Listing471

Appropriation Ordinance457

Architecture117

Assessments and Licenses325

Board of Building Standards and Appeals241

Board of Examiners of Plumbers & Electricians245

Board of Zoning Appeals247

Budgetary Process8

Building and Housing229

Capital14

Cemeteries - Operations207

Central Collection Agency344

City Planning273

Civil Service399

Clerk of Courts58

Cleveland Public Power435

Code Enforcement234

Community Development211

Community Relations Board103

Construction Permits237

Convention Center172

Correction285

County Auditor Deductions453

Description of EEO Categories18

Director’s Office (Public Safety)68

Director’s Office (Public Service)114

Director’s Office (Parks, Recreation and Properties)154

Director’s Office (Community Development)213

Director’s Office (Building and Housing)229

Director’s Office (Public Health)282

Director’s Office (Finance)316

Director’s Office (Utilities)406

Dog Pound99

East Side Market196

Economic Development257

Economic Outlook16

Emergency Medical Service92

Engineering and Construction127

Enterprise Fund Group30

Environment298

EXECUTIVE - Mayor’s Office63

2004 Budget

Fair Campaign Finance Commission	254
Finance	317
Financial Reporting & Control	365
Fire	84
Fiscal Control	414
Fund Structure	19
General Fund	20
General Fund Expenditures	21
General Fund Revenue	21
Glossary	469
Golf - Operations	169
Harbors	280
Health	289
Housing Court	51
Information Systems Services	375
Information Technology Planning	383
Internal Audit	341
Internal Service Fund Group	34
Introduction	7
JUDICIAL - Judicial	43
Landmarks Commission	252
Law	387
LEGISLATIVE - City Council	37
Mayor's Letter of Transmittal	1
Motor Vehicle Maintenance	138
Neighborhood Development	224
Neighborhood Services	220
Office of Budget and Management	371
Office of Consumer Affairs	109
Office of Equal Opportunity	269
Office of Radio Communications	410
Official Certificate of Estimated Resources	12
Operating Budget	13
Organizational Chart	11
Other Administrative	454
Park Maintenance & Properties	198
Parking Facilities	184
Personnel	393
Police	76
Port Control	443
Printing and Reproduction	349
Property Management	190
Purchases and Supplies	335
Recreation	163
Research, Planning & Development	158
Restricted Income Tax	452
School Activities	29
Sinking Fund	3453

2004 Budget

Special Revenue Fund Group23
Stadium Fund183
Storeroom338
Streets145
Subsidies to Other Funds453
Table of Contents	i
Telecommunications380
Traffic Engineering133
Treasury331
Waste Collection121
Water418
Water Pollution Control428
West Side Market179
Workforce Investment Act (WIA)264



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.