



CLEVELAND HEIGHTS

NOTES THAT EXPLAIN IN DETAIL THE AMENDED 2009 GENERAL FUND BUDGET
(Please note: The number in bold print following the division title is the amount decreased;
OTPS = other than personnel services.)

General Fund Reduced from \$42,487,778 to \$39,668,153

1. Police Administration - \$218,500 includes reductions for no pay increase and 10 days off for civilian personnel only \$160,000.00. Reduced budget for other than personal services (**OTPS**) \$27,500.00 include:
\$6,000.00 Capital Equipment expense reduction
\$1,500.00 Seminars & Conferences
\$ 500.00 Lodging
\$ 500.00 Commercial Travel
and \$31,000 reduced budget for capital equipment.

2. Police Academy -\$12,000 includes \$5,000 reduction for personal services and \$5,000 reduction for (**OTPS**) \$3,000 for outside maintenance expenses and \$2,000 for electric utility expense and \$2,000 for capital improvements.

3. Police Vehicle Maintenance - \$44,000 includes \$14,000 reduction for no pay increase and 10 days off. Reduced budget for other than personal services (**OTPS**) \$28,500.00 include 5,000 for outside maintenance expenses, 20,000 for materials tools, & supplies, 1,000 for city car operating expenses, 1,000 for tires, 500 for replacement uniforms and 1,000 for non-capital equipment and \$1,500 reduced budget for capital improvements.

4. Traffic Signs & Signals - \$10,400 includes \$5,788.00 reduction for no pay increase and 10 days off. Reduced budget for other than personal services (**OTPS**) \$2,612 include
\$500.00 Laundry expense
\$500.00 Seminars & Conferences
\$200.00 Lodging
\$200.00 Commercial Travel
\$400.00 Subscriptions & Books
\$812.00 for materials, tools, and supplies
Also, a \$2,000.00 reduced capital improvement's expense.

5. Fire Administration - \$434,550 includes \$188,000 for no pay increase and 10 days off for non-union personnel, 175,000 reduced overtime expense and corresponding 65,000 pension fund transfer expense. Also, includes \$6550.00 reduced (**OTPS**) expenses:
\$1,500.00 Seminars & Conferences
\$ 400.00 Lodging
\$ 400.00 Meals
\$ 250.00 Commercial Travel
\$4,000.00 Gasoline & Diesel Fuel Expense Reduction

6. Fire Prevention Bureau \$300.00 reduction
\$ 150.00 Seminars & Conferences
\$ 100.00 Lodging
\$ 50.00 Meals

7. Joint Dispatch Transfer - \$14,000 includes \$10,000.00 reduced transfer expense and a \$4,000.00 additional expense reduction for no pay increase and 10 days off.

8. Public Health - \$10,000 includes budget reduction for contracted county services.

9. Office on Aging - \$4,000 personnel expense reduction.

10. Commission on Aging - \$250 includes \$100.00 budget reduction

11. Recreation Administration - \$6,500 reduction for no pay increase and 10 days off.

12. Swimming Pools - \$15,000 reduced personnel and operating expenses \$10,000.00 attributed to the closing of the Cain Park Wading Pool.

13. Ice Programs - \$21,800 includes \$15,000.00 reduced FY 2009 personnel expense for the reduced South Rink season and \$1,800.00 reduction for no pay increase and 10 days off. The **OTPS** maintenance expense has also been reduced by \$5,000.00.

14. General Recreation Programs - \$6,500 include \$1,500.00 reduction for no pay increase and 10 days off, and \$5,000.00 for the elimination of trips from Summer Camps.

15. Sports Programs - \$23,500 includes \$10,000.00 reduced personnel expense for elimination of Junior Olympics and Tennis Attendants. \$6,500.00 reduction in **OTPS** expenses.

\$ 500.00 Contractual Outside Maintenance

\$ 5,000.00 Materials, tools & supplies

\$ 1,000.00 Non-Capital Furnishings

and \$7,000.00 reduction for year to date balance of sports sponsorships.

16. Community Center - \$66,000 includes \$46,000.00 reduction in personnel staffing expense with two full time maintenance personnel changing to part-time and a projected savings in electricity expense of \$20,000.00.

17. Community Relations - \$13,400 for reduced personnel expense with full time personnel changing to part-time.

18. Public Relations - \$9,500 includes \$7,500.00 reduced personnel expense for no pay increase and 10 days off. **OTPS** reduced by \$2,000.00 for reduced postage expense.

19. Planning & Development - \$127,700 includes \$102,000.00 in staff expense reductions explained on 2/7/09 for eliminating the position of the Zoning Inspector and Neighborhood Stabilization Program activities for the Zoning Administrator and Zoning Administrators Assistant. An additional expense reduction is the \$13,000.00 reduced personnel expense for no pay increase and 10 days off. An additional \$4,000.00 personnel expense reduction has been made due to staff attrition and **OTPS** expense reductions totaling \$8700.00

\$ 1,000.00 Management Consulting

\$ 2,000.00 Contractual Planning

\$ 250.00 Seminars & Conferences

\$ 250.00 Lodging

\$ 100.00 Meals

\$ 100.00 Commercial Travel

\$ 5,000.00 Economic Development Expense

20. Planning Commission - \$ 4,010 reduced budget.

21. Board of Zoning Appeals - \$1,615 reduced budget.

22. Building Department - \$56,500 includes \$38,000.00 in staff expense reductions explained in 2/7/09 for eliminating a Secretarial position (\$28,000.00) and changing the full-time Electrical Inspector to part-time (\$10,000.00). An additional expense reduction is the \$14,000.00 reduced personnel expense for no pay increase and 10 days off. **OTPS** expenses have been reduced for he following:

\$4,000.00 Outside Plans Examiner

\$ 200.00 Seminars & Conferences

\$ 100.00 Lodging

\$ 100.00 Meals

\$ 100.00 Travel Incidentals

23. Landmarks Commission - \$550 includes \$550.00 reduced budget.

24. Refuse Collection - \$256,000 includes the \$247,000 expense reductions explained on 2/7/09. Due to attrition the reduced personnel overtime expense is \$50,000.00, the PERS expense has been reduced by \$16,000.00 and **OTPS** will be reduced by \$190,000.00 for the Landfill expense. The department did a budget adjustment transferring \$4,327.00 from materials, tools and supplies to make a capital equipment purchase.

25. Parking Meters - \$6120 includes \$3,500.00 reduced personnel expense for no pay increase and 10 days off. Budget reduced by an additional \$2,620 based upon projected expense.

26. Vehicle Maintenance - \$180,000 includes the \$140,000.00 reduced gasoline and fuel expense \$27,000.00 reduced personnel expense for no pay increase and 10 days off , \$12,000.00 reduced overtime expense and additional \$1,000.00 **OTPS** expense reductions for:

- \$ 500.00 Seminars & Conferences
- \$ 500.00 Lodging Expense

27. Street Maintenance - \$ 556,100 includes the reduced **\$426,000** expense reduction for personal services (\$60,000 overtime expense reduction and \$130,000.00 reduced personnel expense is for no pay increase, 10 days off). \$200,000.00 in personal services expense reductions will be charged to the Forestry Fund as described on 2/07/09. The balance of \$36,000 is due to reduced PERS and Medicare expense. A **\$130,100.00** expense reduction in **OTPS** includes:

- \$ 5,000.00 reduced Rental Equipment expense
- \$ 25,000.00 reduced asphalt expense
- \$ 70,000.00 reduced salt expense
- \$ 500.00 Seminars & Conferences
- \$ 200.00 Lodging expense
- \$ 200.00 Meals expense
- \$ 200.00 Travel Incidentals
- \$ 29,000.00 reduced materials, tools & supplies expense.

28. City Manager - \$52,950 includes \$25,000.00 reduced personnel expense and \$20,000.00 for no pay increase and 10 days off. A **\$7,950.00** expense reduction in **OTPS** includes

- 200.00 Seminars & Conferences
- 200.00 Lodging
- 150.00 Meals
- 150.00 Travel Incidentals
- 250.00 Commercial Travel
- 1,000.00 Tuition reimbursement
- 1,500.00 Copy Costs
- 500.00 Postage
- 2,000.00 Office Supplies
- 2,000.00 Economic Development Expense

29. Civil Service Commission - \$5,200 budget reduction.\$1,000.00 reduction in personal services and \$4,200.00 in **OTPS**. Includes \$4,000.00 for examiners fees and \$200.00 for advertising expense.

30. Management Information Systems - \$63,500 includes \$14,500.00 reduced personnel expense for no pay increase and 10 days off and \$35,000.00 projected Court Computer fund expense. A \$10,000.00 reduction in Computer hardware/software expenses and **OTPS** expense reductions include:

- \$ 2,000.00 reduction Contractual Outside Maintenance
- \$ 2,000.00 reduction in Data Processing Supplies

31. Central Services - \$3,980 includes \$1,980.00 personnel expense reduction for no pay increase and 10 days off and \$ 2,000.00 expense reduction for Copy Machines Lease.

32. Finance Department - \$24,500 includes \$18,300.00 personnel expense reduction for no pay increase and 10 days off. and \$6,200.00 **OTPS** expense reductions which include

- \$ 2,000.00 Personnel expense Reduction
- \$ 2,000.00 Contractual Auditing expense
- \$ 2,000.00 Contractual Data Processing
- \$ 100.00 Lodging
- \$ 100.00 Travel Incidentals

33. Income Tax Department - \$75,000 includes \$5,000.00 personnel expense reduction. Also, an **OTPS** \$5,000.00 postage expense reduction and income tax refunds have been reduced by \$65,000.00. Year to date refund expense totals \$94,816.00 in comparison to \$220,232.00 last year.

34. Revenue Recovery -\$62,850 includes \$7,500.00 personnel expense reduction of which \$5,000.00 is for no pay increase and 10 days off..There is a \$3000.00 reduction in the budgeted refund expense and **OTPS** expense reductions includes \$40,000.00 reduction in Court Filing Fees, \$10,500.00 reduction for collection agent billing fees and:

- \$500.00 Official Reports
- \$500.00 Non-Capital Furnishings
- \$500.00 Non-Capital Equipment
- \$100.00 Seminars & Conferences
- \$ 250.00 Education Expense

35. Law Department -\$47,500 includes \$ 13,000.00 personnel expense reduction for no pay increase and 10 days off and \$33,000.00 personal services staff reduction. **OTPS** expense reductions include: \$ 1,000.00 Seminars & conferences

- \$ 150.00 Lodging
- \$ 100.00 Travel Incidentals
- \$ 250.00 Commercial Travel

36. Service Administration - \$9,800 includes 8,000.00 personnel expense reduction for no pay increase and 10 days off and \$ 1,800.00 in **OTPS** expense reductions which include:

- \$200.00 Outside Maintenance
- \$300.00 Conferences & Seminars
- \$200.00 Lodging Expense
- \$500.00 Education Expense
- \$300.00 Office Supplies
- \$300.00 Non-Capital Furnishings

37. Capital Projects - \$5,750 includes \$5,000.00 personnel expense reduction for no pay increase and 10 days off and \$750.00 in **OTPS** expense reductions which include:

- \$500.00 Contractual Management Consulting
- \$150.00 Seminars & Conferences
- \$100.00 Lodging

38. Community Services - \$10,000 includes \$10,000.00 personnel expense reduction for no pay increase and 10 days off.

39. Public Properties - \$194,800 includes \$70,000.00 reduction in overtime pay and \$51,500.00 in personnel expense reductions is for the elimination of (4) four positions. Also, includes **\$73,300.00** reduction in **OTPS** expenses:

- \$20,000.00 Outside Maintenance expense
- \$20,000.00 Telephone Communications
- \$ 7,500.00 Materials, tools & supplies
- \$ 500.00 Seminars & Conferences
- \$ 150.00 Lodging
- \$ 150.00 Commercial Travel
- \$ 5,000.00 Property Tax reduction
- \$20,000.00 Natural gas expense reduction

40. Municipal Court - \$12,500 includes \$12,500.00 in personnel expense reductions for no pay increase.

41. Hospitalization Insurance - \$100,000 reduction to \$3,874,750 year to date projected expense.