

# City of Painesville, Ohio

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Lake County

## 2012 Budget Document

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7 Richmond Street • P.O. Box 601 • Painesville, Ohio 44077 • 440.352.9301 • [www.painesville.com](http://www.painesville.com)

Honorable Members of Painesville City Council:

This budget chronicles the responsible management of Painesville taxpayers' dollars over the past several fiscal years and a prudent plan for the allocation and investment of revenues in fiscal year 2012. Our task as the stewards of Painesville's financial resources is to remain fiscally conservative while aggressively pursuing reasonable goals for improving the quality of life in Painesville. We must also be aware of the impacts this year's actions have on future year's ability to provide quality services to our community.

Submitted herewith, pursuant to the provisions of Article IV, Section 3 of the City Charter is the City of Painesville's proposed operating budget for the fiscal year beginning January 1, 2012. This year the city has begun its year with a temporary budget designed to provide adequate resources for the first three months of the year. As required by state law a final operating budget must be approved by City Council by March 31, 2012. The permanent budget consists of total estimated resources of \$ 77,599,869, a 4.6% increase from the estimated revenue of 2011. The increase is reflected in the increase revenue in the utility funds, primarily the water and electric operation and the continuation of a significant amount of grant funds. Total expenditures for the 2012 budget are \$ 81,491,673 which represents a 1.4% decrease in expenditures from the 2011 original total budget. The 2012 operating budget of the General Fund has been reduced by 9%, which is one of the main reasons the 2012 General Fund budget is the lowest it has been since 2000. The 2012 budget includes over \$21 million in capital projects which represents 26% of the total budgeted expenditures. Several of these projects are continuations of capital projects included in previous years' budgets such as the Millstone Condominium acquisition and demolition, the Electric Division's second substation and circuit improvements, and the restoration of the former Millstone and Gristmill site to a natural area and the completion of the \$3 million Clean Ohio funding for the demolition of the Lake East Hospital property. In 2012 the Vanadium Redox Battery project funded through the U.S. Department of Energy should also be concluded and the extension of Brookstone Boulevard funded through TIF proceeds and hopefully a grant from the State of Ohio is also included. The previously mentioned projects represent over \$13 million of the \$21 million in capital requests. The capital investment in other infrastructure, equipment, and buildings is approximately \$7 million city wide. Only \$6,000 in capital is proposed in the general fund expenditures, but the associated funds, capital improvement fund and capital equipment reserve, will carry other general fund capital expenses.

The deliberations on the operating budget present Council with an important opportunity to implement its vision and direction for the future. Demands for funding of programs and services far exceed the capacity of financial resources to satisfy those demands. Budgeting requires making tough choices in establishing program and service priorities and striking the always-delicate balance between the community's need for public services and the reasonable ability and willingness of a community to pay to finance those

services, now and in the future. As Council has directed an additional \$150,000 in expenditures will be required to be eliminated from the General Fund budget to maintain adequate resources for future year expenditures. These reductions will be presented to Council at the conclusion of the union negotiations scheduled for the first quarter of 2012. The decisions made this year continue to be difficult and complex. While expenditures have continued to be reduced, revenues for general operating expenditures have declined or remained flat. There remain many uncertainties in the global and national economy that continue to affect our local economic situation in 2012 and show very little sign of change for future years. While private sector employment shows some weak signs of improving, the impacts of the slow economy continue to cripple the public and its associated sectors of the economy. The City's unique composition of employers relies on both of these sectors to be stable to grow. The result has had a negative impact on our largest source of general fund revenue income tax. In 2011 the State of Ohio set its course by drastically reducing the resources available to be shared through the local government fund. This action which continues to be reduced through 2013 has negated the city's ability to provide any expansion of services and in many sectors reduced service levels. Many local businesses have begun to increased production which is reflected in increased water and electric revenue, however they remain cautious.

Estimated revenues in 2012 are expected to be the lowest since 1999 while expenses far outpace that experienced at the turn of the century. Several years of tight fiscal management have permitted the establishment of a reasonable carry-over balance in most funds. However the use of carry-over resources has been necessary to cover expenditures in each of the last three years resulting in a continual reduction of the balance. While still within the policy standards for 2012, it appears that future years will not be in compliance without adjustments to revenues, expenditures or both. While we continue to strive to maintain that current year's expenditures within the current year's revenues in as many of the funds as possible, we have requested Council approval of the use of carry-over funds to balance the General Fund in 2012. However under Council's directions we anticipate making an additional reduction of over \$150,000 in expenditures at the conclusion of the first quarter and the union negotiations. These additional adjustments will bring revenues and expenditures into alignment and establish a program for addressing future years anticipated budgetary shortfalls. Besides the economy, impacts to the budget in 2012 and beyond are health care expenditures and the impact of Federal Health Care reform, the historically low interest rates on investments and continued reductions from the State government related to funding and unfunded mandates. Controlled spending continues to be the approach to 2012 with continued focus on the programs and policies which reflect the primary mission of the city to improve the quality of life of our community.

Budgeting is not a clerical process nor is it just an exercise in counting the beans – where they come from and where they go. This document summarizes the City's budget into four main functions. It is a Policy Document, a Financial Plan, an Operation Guide and a Means of Communication.

- **Policy Document:** This is one of the budget's most vital functions. The budget represents the most important set of policy decisions a City Council will make regarding how and where public resources will be spent.
- **Financial Plan:** The budget process is also a total and thorough effort in fiscal planning. The budget document represents not just a budget built in response to crisis management, but it also provides a multi-year focus. Operating budgets, capital budgets and debt service schedules all include perspectives beyond the current year's and discuss the impact of today's decisions on tomorrow's future.
- **Operation Guide:** The budget is a road map for department and division heads. It provides a service framework that includes not only financial information, but personnel levels, goals and objectives.

- **Communications Device:** The final critical function is the budget's use in communications. The printed budget and the public process that surrounds its adoption is an important opportunity the City has for communicating its financial operations and policy goals to all its constituents. It provides the same focal point for City Council, City Administration, department heads and other City staff.

The City of Painesville, Ohio is very aware of the importance of the budget document. The City has been striving over the past several years to provide the most comprehensive, yet readable and usable document possible. It also provides a clear understanding of our sources of revenues and impacts of changes in expenditures. The preparation of the FY 2012 budget began in the summer of 2011 with a review of the accomplishments and highlights of the 2011 year. The Citywide goals for 2012 were reviewed and updated to address emerging issues in the community and to acknowledge achievements of the last several years. For 2012 several of the goals continue to reflect the challenges faced by our community in the uncertain economic times. This year with the continued emphasis across the state on collaboration a sixth city-wide goal addressing this issue was added. The six (6) main goals which cut across all departments include: Stewardship and Fiscal Responsibility; Communication; To Improve Customer Service; To Improve the City's Image and Environment; Community Engagement and Collaboration. This year several additional objectives have been added to these citywide goals which are further implemented by the various departments. Again, this year the goals of each department address how they will contribute to these six areas, in addition to specific departmental objectives. Following our goal analysis an extensive review of our revenue and a reevaluation of our projections for the next several years were also conducted. The future of our local and national economy is at the forefront of concern in the development of this budget. Extensive research was conducted to determine the segments of our local economy that were growing and those in decline. This information was used to project not only income tax revenue but utility fees for the coming year. The impacts of external sources such as the loss of Local Government Funds from the State of Ohio and the reduced property valuations were also factored into the revenue estimates. While we are fortunate to have established significant carry-over balances which can assist in helping us bridge the economic impacts that have occurred and help minimize the negative impacts, we must continue to right size for the future. 2012 must be time of analysis and change for the community to put us on the correct path to maintain services for the future.

To survive, we must maintain a conservative approach to our financial future and consider expenditure adjustments to match the reality of our revenue stream. It will require us to make difficult decisions and choices as we continue to strive to provide the services desired by the community without the increases in revenue to support the demands. This year the proposed budget as presented is suggesting the use of a portion of the carry over budget in many of the funds to pay for current year operating expenses. While significant reductions in expenses have been recommended, we have attempted to present a budget that will have hopefully only minimal impact on current service levels. Through reallocation of expenditure and several reductions in operational expenses we have reduced the deficit for 2012 in all funds. All vacant positions in the General Fund have been eliminated which includes one Patrol Officer, and one Firefighter/Paramedic. Reductions of operational costs have been made by every department. To balance the budget within the current year revenue, additional expenditure reductions will be necessary and will impact the operations and service delivery to the community. These adjustments will be presented at a later date.

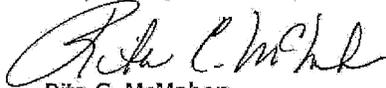
Capital expenditures except for those with dedicated funding sources such as grants have been limited in all funds. Minimal new debt is proposed. The inclusion of the water infrastructure fee has provided a source of revenue to begin the replacement and upgrade of the water distribution system. The concern remains that there is no dedicated source of revenue for other areas where capital improvements are necessary. Currently the only funds available for capital in streets and storm water are excess revenues from prior year expenditures. If operational expenditures continue to exceed the current year's revenue then resources available for future debt payments and capital will be non-existent. This year the capital improvements plan includes those that have been committed to in previous years, have outside revenue

or are necessary to maintain our required licenses for operation. This year the capital in is limited in Storm Water, Streets and for General Fund operations. The Administration is recommending the continued focus on reduction of debt from prior year improvements. With anticipated flat or declining revenues in many funds, operations will likely be affected in future years and capital will continue to be minimal without a new source of revenue. Difficult decisions will be necessary in these funds which will affect our direction both this year and in the future.

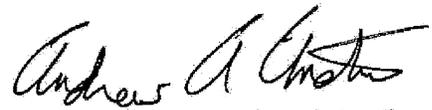
2012 will be a pivotal year for the community. While this year expectations of revenue and expenditures are manageable, the future year projections are bleak. Continued reduction in the general fund revenues from the State, and impacts from the State's fiscal restructuring through the elimination of the Estate Tax in 2013, will further limit the city's ability to provide services through the use of General Fund dollars. The dramatic and prolonged reduction in revenue from taxes, interest income and pass-through revenues as a result of the economic restructuring also continues to impact our ability to provide services. This year the use of carry-over funds to balance the operating expenditures in several of our funds provides an indication that continued change in our operational expenditures is necessary. The Administration in cooperation with City Council has examined the continuing expenditures particularly in the general fund and are prepared to make the difficult decisions related to balancing the budget not only for 2012 but for the foreseeable future. This year will require a redirection and decisions from City Council on priorities for both operations and capital improvements for the next several years.

We respectfully present this 2012 budget and look forward to working with Council in the year ahead.

Respectfully Submitted,



Rita C. McMahon  
City Manager



Andrew A. Unetic  
Finance Director

## **BUDGET OVERVIEW**

The budget for the City of Painesville has many components that are outlined in the sections that follow. The main components to the budget are:

### Section One - Strategic Plan

This section outlines the goals and objectives of the City of Painesville and explains how the core values will be implemented to achieve the objectives of the City as a whole. The Citywide Goals are referenced by the departments in outlining their individual departmental goals in Section Six of this document.

### Section Two - Fund Structure

This section outlines the fund structure used to present the budget and describes the various funds that are included throughout the budget document.

### Section Three - Financial Analysis

A financial analysis of how the budget was prepared including the assumptions and thrusts are discussed in this section. Many reports on the overview composition of the budget are located in the back of this section.

### Section Four - Budget Overview of the Major Funds

The General Fund and the four major enterprise funds are discussed in detail in this section.

### Section Five - Departmental Budget Submissions

Details and highlights of each division's budget are presented in this section of the budget.

### Section Six - Non-departmental Budget Submissions

Details of budgets submitted that do not relate to any one division in particular or budgets that effect every area in the city are presented in this section.

### Section Seven - Capital Budget

A detailed explanation of the City's Capital Budget is located in this section.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Painesville  
Ohio**

For the Fiscal Year Beginning

**January 1, 2011**

*Linda C. Davison Jeffrey R. Egan*

President

Executive Director

The Governmental Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the City of Painesville for its annual budget for nine consecutive years beginning January 1, 2003 through January 1, 2011.

In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to the program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

## **PROFILE OF THE CITY**

### **The History**

The City of Painesville was founded in 1803 by General Edward Paine, a soldier of the Revolutionary War from Connecticut who earned the rank of Brigadier General with the New York State Militia before heading west to what would become Ohio. General Paine came to this area with 65 people with the goal of establishing a permanent settlement. At the time the area was known as the Connecticut Western Reserve, which was also referred to as New Connecticut. What is now the City of Painesville was called New Market until 1807 when the name was changed to Champion in honor of Henry Champion who owned the land on which the City was built. In 1816 the City's name was changed to Painesville, the name of the neighboring township, in honor of General Paine who established the first settlement in this area.

The City of Painesville was incorporated as a town on February 11, 1832, reclassified as an incorporated village in 1852 and became a city in 1903. The City became a home rule municipal corporation operating under the laws of the State of Ohio in 1962. The City's current Charter has been amended four times since its original adoption. The State Constitution prevails when conflicts exist between the Charter and the Constitution and in matters where the Charter is silent. The City's Charter can only be amended by a majority of the City voters.

Painesville is located approximately 30 miles east of the City of Cleveland in Northeastern Ohio. It is the county seat for Lake County and is the fourth largest city, based upon population, within the County. According to the 2000 Census, Painesville is the 97th largest city in the State with a population of 17,503. Some of the City's major transportation arteries include State Routes 2, 44, 84, 86, 283 and 535, U. S. Highway 20 and Interstate Highway I-90. Lake Erie College, a private four-year college with an enrollment of approximately 1000, is located near the center of the City.

### **The Management**

The Charter establishes the Council-Manager form of government. The legislative power of the City is vested in a Council of seven members who are elected on a non-partisan basis for a term of four years. Four of the members are elected from wards and their current terms expire on December 31, 2015; the remaining members are elected At-Large and their current terms expire on December 31, 2013. The chief executive power of the City is vested in the City Manager who is appointed by the City Council. The City Manager, with the affirmation of City Council, appoints the Director of Finance and Law Director, as well as other administrative directors.

### **The Services**

As authorized by its Charter and codified ordinances, the City provides a full range of municipal services that include police, fire protection and emergency medical service transport, street construction, maintenance and repair, recreation and cultural activities, cemeteries, municipal court, community development, public improvements, planning and general administrative services. The City does not operate hospitals or schools, nor is it responsible for public assistance programs. The City also operates seven enterprise activities: a water system, sanitary sewer system, electric system, refuse collection, off-street parking facilities, a storm water utility, and recreation. These activities are accounted for in separate enterprise funds. Enterprise funds are used to account for operations financed and operated in a manner similar to private business enterprises. The intent of the City is that the costs of providing the goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

The City's enterprise activities are not subject to rate review or determination by the Public Utilities Commission of Ohio or any similar regulatory body. The City's Council has the necessary authority to establish and amend appropriate user rates as required. The rates are monitored on an on-going basis to insure their adequacy. Responsibility for the frequency and amount of rate change lies solely with the City Council.

**ORGANIZATIONAL STRUCTURE**

The following three presentations are the list of principal officials of the City, the list of City Administrators and Department Heads and the official organization chart for the City of Painesville.

**PRINCIPAL OFFICIALS**

CITY COUNCIL

President	(at Large)	Joseph Hada, Jr.	Term – 1/01/10 to 12/31/13
Vice President	(Ward 4)	Paul Hach, Jr.	Term – 1/01/12 to 12/31/15
Council Member	(Ward 3)	Michael DeLeone	Term – 1/01/12 to 12/31/15
Council Member	(Ward 1)	Andrew Flock	Term – 1/01/12 to 12/31/15
Council Member	(Ward 2)	Katie Jenkins	Term – 1/01/02 to 12/31/15
Council Member	(at Large)	Lori DiNallo	Term – 1/01/10 to 12/31/13
Council Member	(at Large)	James Fodor	Term – 1/01/10 to 12/31/13
Clerk of Council		Jennifer Bell	

**LIST OF CITY ADMINISTRATORS AND DEPARTMENT HEADS**

CITY ADMINISTRATION

City Manager	Rita C. McMahon rmcmahon@painesville.com (440) 392-5800
Assistant City Manager/Community Development Director	Douglas Lewis dlewis@painesville.com (440) 392-5800
Director of Law	Joseph M. Gurley jgurley@rghk.com (440) 354-3800

MUNICIPAL COURT

Judge	Hon. Michael Cicconetti darmstrong@pmcourt.com (440) 392-5875
Clerk of Court/Administrator	Nick Cindric

DEPARTMENT/DIVISION HEADS

**Department of Community Development**

Community Development Director

Douglas Lewis

Engineering Division

City Engineer

Richard Lesiecki

Building and Code Enforcement Division

Building Official

D. Edward Cox

Division of Planning

City Planner

Russ Schaedlich

**Department of Finance**

Finance Director

Andrew A. Unetic  
aunetic@painesville.com  
(440) 392-5796

Division of Utilities

Utilities Office Manager

Cheryl Altizer

Division of Accounting & Finance

Division of Purchasing and Warehousing

**Department of Human Resources**

Rita C. McMahon

**Department of Public Safety**

Public Safety Director

Rita C. McMahon

Division of Police

Chief of Police

Troy Hager  
t@painesville.com  
(440) 392-5840

Division of Fire

Fire Chief

Mark F. Mlachak  
mmlachak@painesville.com  
(440) 392-5852

**Department of Public Service**

Public Service Director

Kevin Lynch  
klynch@painesville.com  
(440) 392-9676

Division of Public Works

Public Works Supervisor

Brian Belfiore

Division of Storm Water

**Department of Recreation and Public Lands**

Recreation and Public Lands Director

Lee Homyock  
lhomyock@painesville.com  
(440) 392-5912

Division of Parks

Supervisor of Parks

Stephen Hubbell

Division of Cemeteries

Supervisor of Cemeteries

Stephen Hubbell

**Department of Utilities**

Utilities Director

Division of Electric

Electric Generation Supervisor

Rita C. McMahon\*

Paul Morton

pmorton@painesville.com

(440) 392-5940

Division of Water Pollution Control

Water Pollution Control Superintendent

Randy L. Bruback

rbruback@painesville.com

(440) 392-6313

Division of Water

Water Superintendent

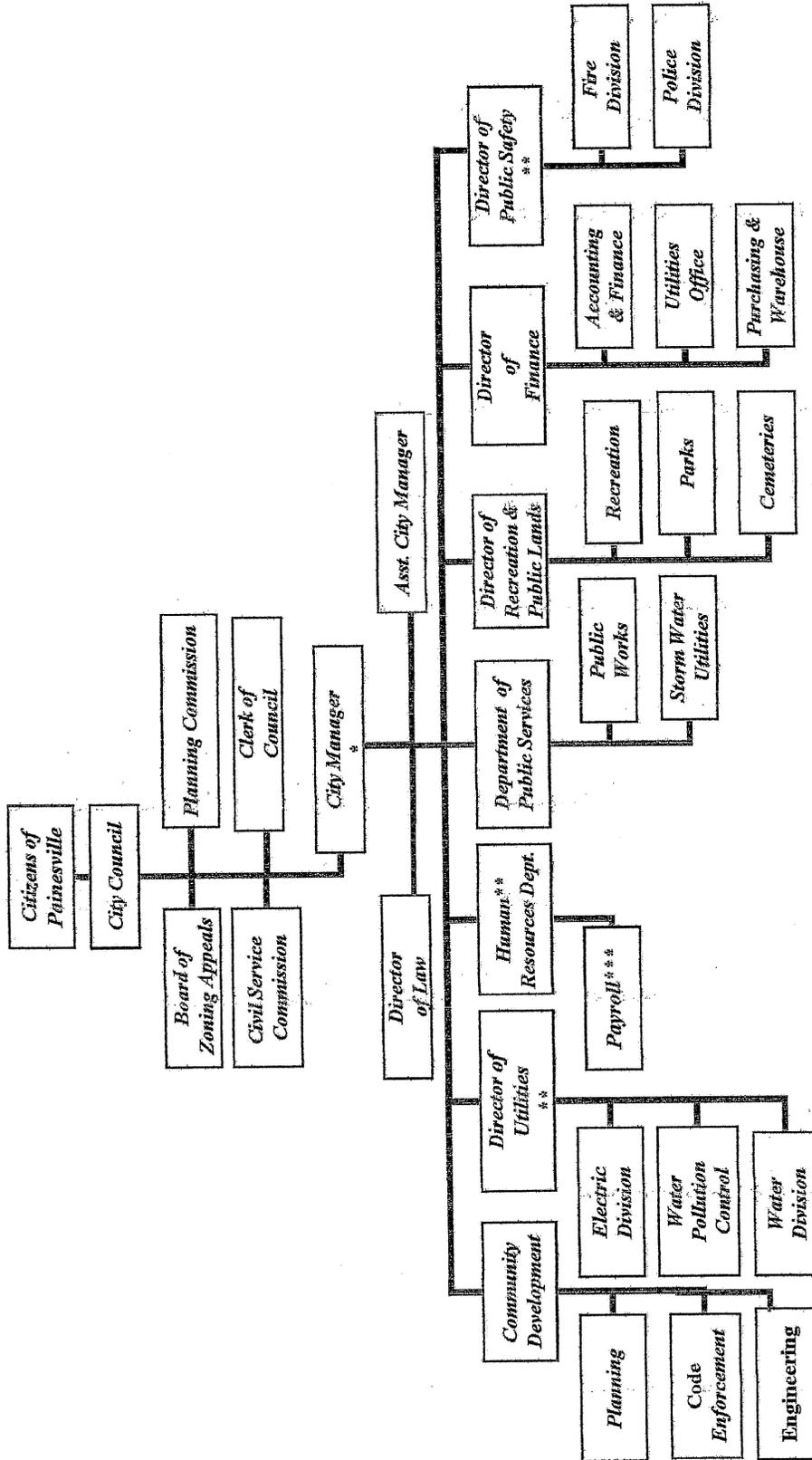
George Ginnis

gginnis@painesville.com

(440) 392-2975

\*Electric Superintendent position is currently vacant.

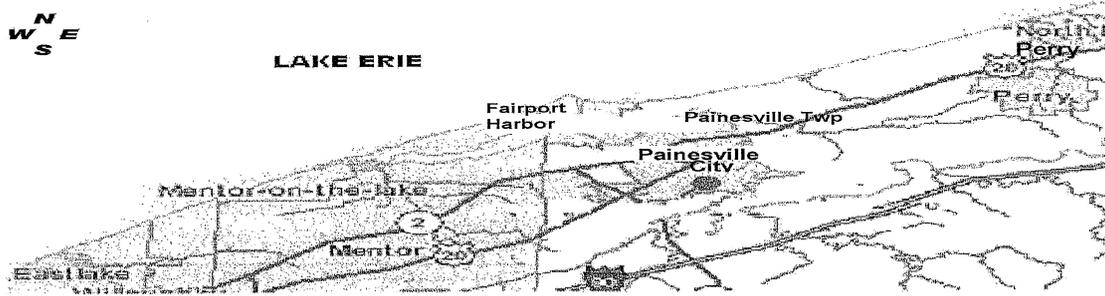
*The City of Painesville, Ohio*



\* Economic Development Coordinator, Assistant City Manager, Information Technology, Communications, and Promotions & Public Relations are included in City Manager's Dept.

\*\* Filled by City Manager

\*\*\* Filled by Director of Finance



**CITY PROFILE**

■ **Geography**

**Location**

Northeast Ohio, Lake County

**Major Highways:**

1-90, U.S. 20, S.R. 2, S.R. 44, S.R. 84, S.R. 86, S.R. 283, S.R. 535

**Nearest Major Cities:**

Cleveland (30 miles), Akron (55 miles), Youngstown (66 miles), Erie, PA (73 miles)

■ **Population**

*As of 2009*

**City:** 18,989 **County:** 236,775

■ **Labor Force**

**Total Eligible for Employment:** 125,400

**Total Employed:** 116,600

■ **Incentives Offered**

Community Reinvestment Area  
Enterprise Zone Tax Abatement  
PLEDGE Business Loan Program

■ **Local Tax Structure**

Year 2009 Assessed Valuation: \$275,691,690  
Year 2009 Ratio to Market Value: 35%  
Bonded Debt: \$15,050,000 Rating: A2(Moody's)

■ **Real Estate Tax**

Net Effective Tax Rate: Community:  
Residential: 52.507  
Industrial: 72.105  
Per \$1000 Of Assessed Valuation,  
Includes: Community, County and School Levies.

■ **Tangible Personal Property Tax**

Inventories At: 12.25%  
Machinery & Equipment At: 12.25%  
True Value (Depreciated Value) Times Applicable percentage for classification, Times Millage rate for Community Of 73.20 Mills For Each \$1000 Of Net Value.

■ **Other Taxes**

County Sales Tax: 6.75%  
Community Income Tax: 2.0%

■ **Utilities**

**Electric:** Painesville Municipal Power

**Net Capacity Available:** 53.5 MW **System**

**Peak:** 54,200 kw (2005)

**Natural Gas:** Dominion East Ohio

**Sewer:** City of Painesville

**Treatment Type:** Secondary & Tertiary

**System Capacity:** 6 MGD

**Average Load:** 3 MGD

**Water:** City of Painesville

**Source:** Lake Erie

**Plant Capacity:** 7.5 MGD

**Avg. Daily Consumption:** 4 MGD

■ **Transportation**

**Nearest Major Airport:**

Cleveland Hopkins Intl Airport (45 miles)

**Nearest Water Port:**

Fairport Harbor 2 Miles

**Local Airport:**

Lost Nation Airport 9 Miles  
(5,500-foot runway)

**Railroad:**

Norfolk & Southern, CSX

**Motor Freight Lines:**

In Cleveland trucking zone; served by over 30 common carriers

**Bus Services:**

**Local** Laketran  
**Inter City** Greyhound & Lakefront Trailways

Taxi: Yes

Rental Cars: Yes

**Communications**

<b>Post Office Class</b>	First
<b>Newspapers Frequency</b>	<b>Circulation</b>
The Plain Dealer Daily	368,251
The News-Herald Daily	48,000

<b>Television Stations</b>	<b>Location</b>	<b>Networks</b>
Channel 3	Cleveland	NBC
Channel 5	Cleveland	ABC
Channel 8	Cleveland	FOX
Channel 19	Cleveland	CBS
Channel 25	Cleveland	PBS
Channel 43	Lorain/Cleveland	UPN
Channel 61	Cleveland	Home Shopping

<b>Cable Television:</b>	Yes
<b>Western Union Telegraph:</b>	Yes
<b>Telephone Company:</b>	SBC

■ **Local Government Facilities**

**Government (type):** Charter, Council/City Manager

**Police:** 44 (1 Chief, 4 Lieutenants, 4 Sergeants, 27 Patrolmen, 3 clerks)

<b>Cars:</b>	25
<b>Planning Commission</b>	Yes
<b>Zoning Regulations</b>	2001

■ **Fire Defense System**

**Equipment:** 1 Aerial, 2 Pumpers, 2 Rescue Trucks, 1 Utility Truck, 1 Hazmat Trailer, 1 Chief Car, 1 Fire Prevention, 3 Rescue Boats

<b>Full Time Firemen:</b>	27	<b>Part Time:</b>	6
<b>Paramedics:</b>	18		
<b>Fire Stations:</b>	1		
<b>Ambulances:</b>	2 Rescue Trucks		
<b>Insurance Rating:</b>	4		

■ **Community Facilities**

**Education**

<b>Public</b>	<b>Schools</b>	<b>Teachers</b>	<b>Grades</b>	<b>Enrollment</b>
<b>Elementary</b>	3	74	K-5	1,138
<b>Jr. High</b>	1	45	6-8	545
<b>Sr. High</b>	1	43	9-12	641
<b>Parochial</b>	1	11	K-8	235
<b>Colleges</b>	1	FT36/PT50	4YR.	

**Libraries:** 1      **Circulation:** 664,185      **Volumes:** 157,533

**Community Facilities Continued**

<b>Hospitals:</b>	0
<b>Clinics:</b>	3
<b>Doctors:</b>	33
<b>Dentists:</b>	20

■ **Churches**

<b>Catholic:</b>	1
<b>Protestant:</b>	15
<b>Other:</b>	4

■ **Recreational**

<b>Parks:</b>	14
<b>Golf Courses:</b>	1
<b>Swimming Pools:</b>	2
<b>Country Clubs:</b>	1

<b>Racquetball Courts:</b>	3
<b>Tennis Courts:</b>	2
<b>Basketball Courts:</b>	2

**Baseball Diamonds:** 10

**Soccer Field:** 2

**Fishing pond:** 1

**Restaurants:** 34

**YM/YWCA** 1

■ **Climate**

<b>Annual Average Temperature:</b>	50.4°F
<b>Monthly Average Temperature:</b>	Jan. 22-24°F
	July 65-70°F
<b>Annual Average Precipitation:</b>	35.9"
<b>Annual Average Snowfall:</b>	25-35"
<b>Growing Season:</b>	Average 140 Days
<b>Elevation:</b>	Low- 599", High-718'
	Average-650'
<b>Prevailing Winds:</b>	Southwest
<b>Days Between Killing Frost:</b>	165 Days
<b>Great Lakes Open To Shipping:</b>	Ice-Free 214 Days

■ **Contact**

**Ms. Cathy Bieterman**  
**Economic Development Coordinator**  
**7 Richmond Street Painesville, Ohio**  
 Phone (440) 392-5795  
 Fax (440) 639-4831

ecodevo@painesville.com

■ **Total Number of Businesses & Employees**

Total Number of Businesses (3.0 Mile Radius):	1,340
Total Number of Employees (3.0 Mile Radius):	17,531
Total Number of Businesses (5.0 Mile Radius):	2,271
Total Number of Employees (5.0 Mile Radius):	28,074
Total Number of Businesses (10.0 Mile Radius):	5,653
Total Number of Employees (10.0 Mile Radius):	70,082

■ **Median Values**

Household Income 2003	\$37,783	Household Income 2009	\$41,825
Median Home Value 2003	\$108,347	Median Home Value 2009	\$126,700
Per Capita Income 2003	\$17,274	Per Capita Income 2009	\$18,943
Median Age 2003	31.0	Median Age 2009	36.2

■ **Retail Market Profile**

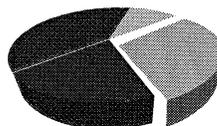
Radius:	3.0 Miles	Population:	38,161
Households:	14,721	Median Disposable Income:	\$36,196
Per Capita Income:	\$22,062	<i>(Based on 2003 Figures)</i>	

Total Retail Trade, Food & Drink:  
 Retail Sales - \$256,706,499      Retail Potential - \$365,280,144      No. of Businesses - 277

■ **Downtown Business Mix**

Total Companies: 239

Type of Industry	Number	Percentage of Total
Government Offices	40	17%
Attorney Firms	34	14%
Real Estate	24	10%
Restaurants & Bakers	22	9%



## The City of Painesville Economic Outlook

The City of Painesville has seen a positive outlook in the business community this past year on new interest and investment from existing companies within the City. During our company evaluations we directly asked each company what support could be offered to assist them to grow and expand in the near future. As a result of those discussions we are optimistic about their responses; most are seeking financial loan resources that will lead to new employment. Specific resources of need were identified as low interest loans and access to capital; a reduction in overall business operating costs and utilities; energy efficiency and mechanisms to reduce carbon footprints; offering support to provide buildings that are in "Move-In" condition; and finally providing them with resources and mechanisms to obtain a qualified workforce. Going into 2012 the Office of Economic Development will be working closely with regional partners and the new Jobs Ohio programs to identify existing resources and new resources that can be brought to each of these companies to assist them with these top priority items and future job creation. The Office of Economic Development's focus going into 2012 will be to re-look its existing business programs and incentives to ensure that the programs and incentives are meeting the needs of today's business and industry and have the potential to meet their future needs to enhance our newest industrial parkways, prime development areas and core downtown district.

Our focus remains on growing and expanding our business base throughout our largest employers, largest energy users and key downtown office spaces. This will carry through in the Office's five year Economic Development Strategic Plan implemented this past year. The new strategic plan for Economic Development clearly outlines key initiatives through three primary goals for our department 1) Attract Customers, 2) Maintain & Expand Current Businesses and 3) Attract New Businesses. The Strategic Plan Committee set objectives within five identifying categories and related those objectives back to achieving the overall goals. These objectives includes **Image, Diversity and Communication:** The objective there is to *create a public relation team*, improve perceptions, explore diversity, exemplify the small town character, promote business friendly environments, communicate business regulatory actions, create partnerships for workforce development, improve academics, fulfill the downtown plans, promote green, promote infrastructure and utilities, and continue to improve the city's gateways. **Safety and City Services:** The objective for this is to *promote safety accomplishments*, involve other government entities to creating a safe image, improve the infrastructure capacity to serve businesses, take advantage of existing assets. **Coordination and Cooperation:** *enhance awareness of business in Painesville*, encourage collaboration within city departments, form cooperative agreements, bridge regulatory agencies, seek funding and incentives, create energy efficiency programs for business, improve technologies, foster rehabilitation and building improvements. **Attraction, Retention and Expansion:** *keep utilities affordable*, use creativity in economic development initiatives, examine the role of incentives, educate businesses about incentives, and identify anchor tenants. **Housing and Real Estate:** *improve housing stock*, educate home owners, and connect with area realtors.

From the information gathered by the strategic planning committee further analysis was conducted on key points addressed by committee representatives that needed additional research and time investment these included utilities, workforce, infrastructure, technology and the role of incentives. With regard to municipal utilities the direction was to strategically plan for the future of our utility investments and operations so that we are able to meet future environmental compliances and continue to build on the existing plants and utilities to meet future demands. In workforce development further emphasis needs to be placed on educating our local manufacturing and business community about the resources existing for workforce development. With respect to transportation and infrastructure the committee wanted to see us analyze accessibility for business and industry - connect them with the regional workforce and assist in meeting their time sensitive logistics and transportation needs. As well as provide connectivity and infrastructure to improve transportation within the community and link the community with Painesville's rich Quality of Life aspects. Technology and Innovation also were an area of focus where the committee felt further research was needed to identify new technologies that will generate a competitive environment for business and industry, generate opportunities for globalization, directly impact our sustainability and further enhance City services to residents and Utility customers. Finally, they examined the role of incentives

and determined that long-term, low-cost, reliable utilities should be the City's primary incentive for business and industry. A focus should also be on the introduction of programs that address energy efficiency and budgetary solutions for business and industry.

Our programs offered through the Economic Development Office continue to be site selection and building listings; an on-going business visitation program; our CRA tax abatements and low-interest loan programs; the Key Accounts Program for our largest energy users; and the new MuniSynch Wireless Program.

This past year Painesville made application for a Job Ready Sites Grant, USEPA Environmental Assessment Grant in partnership with the Lake County Port Authority, and a Lake County Visitors Bureau Arts & Culture Grant. We hope to continue to leverage new programs and opportunities through these grant processes.

## STRATEGIC PLAN

### **INTRODUCTION**

The Strategic Plan for the City of Painesville is formulated around the City's Mission Statement that focuses on serving the needs of its citizens and growth in the community. The Mission Statement has been reviewed and revised over several years to provide the foundation for establishing the scope of services to meet the needs of the community. The Strategic Plan must be developed within the boundaries of resources available to the City that are increasingly constrained. These constraints are requiring a paradigm shift in the means to provide the needed resources. The Mission Statement has evolved into the following:

**“To ensure and improve the quality of life and growth of our community”**

### **PROCEDURE**

The Strategic Plan is continuously reviewed and updated annually. The Plan is reviewed and discussed at Department and Division Head Staff Meetings on a monthly basis. In 2010, the Administration established Goal Committees to monitor the progress and ensure the implementation of the various objectives identified in the goal statements. Each Goal Committee reported to the management staff on a monthly basis at a Department Head Staff meeting. Annually the entire document is put under scrutiny to determine accomplishments and goals for future years. The update process begins in June of each year. The Department and Division Heads evaluate the accomplishments from the previous year's goals and objectives and discuss the current year's Citywide goals and objectives. In July, the Department and Division Heads discuss Citywide goals and objectives for the next budget year. Adjustments are made as necessary and a draft of the Goals and Objectives are forwarded to City Council for input and direction. By August, Council provides additional direction to the Administration which is incorporated into the citywide goals and objectives. Each Department then reviews the Citywide goals and their departmental objectives with their department personnel. By the end of August the goals and objectives are completed for each Department. Each Department is to prepare their budget based on these Citywide Goals and asked to identify specific objectives in their departmental goals and objectives that will further the implementation of the Citywide Goals. These are included in the departmental section of this document.

The Citywide goals are the primary factor used in making determinations of the appropriateness of the expenditures in any given budget year. Emphasis this year has been placed on the fiscal responsibility and communication with a growing and diverse community as well as the need to address Painesville's changing image. Our commitment to maintaining the best quality of service in the difficult financial environment permeates the goals and objectives for this year.

### **CORE VALUES**

The Strategic Plan is developed around four Core Values of the City, which guide the City Administration in the formulation of the Core Strategic Areas for the development of operating plans for the following year and development of long-range plans for major projects and services for the community. These Core Values are:

- |    |                 |  |
|----|-----------------|--|
| 1. | Respect         | Consideration for each other and the diversity we bring to the community.              |
| 2. | Resourcefulness | Acting effectively, responsibly and imaginatively with the resources provides.         |
| 3. | Integrity       | Adhering to the highest standard of honesty, professionalism and ethical behavior.     |
| 4. | Commitment      | Remain obligated to the course of action identified and embrace it in all our actions. |

**2012 Citywide Goals**

**Stewardship and Fiscal Responsibility:** The safeguarding of the Public Assets which encompasses the Ownership, Responsible Management, Sound Internal Control and Awareness of all resources. The city strives to live within its means.

1. Enhance Fiscal Awareness:
  - a. Engage and educate employees and the public to better understand expenditures and availability of revenue and the budget process (i.e., Budget 101).
    - i. Department heads to provide budget updates to Departmental staff meeting quarterly.
    - ii. Finance Director to make at least semi-annual presentations to City Council on status of budget.
2. Manage Personnel Costs through:
  - a. Providing consistent and formalized training and report in monthly reports.
  - b. Cross departmental use of talents.
    - i. By June 2012, create a spreadsheet that tracks all of the man hours and resources that are shared by the City departments.
  - c. Creation of departmental succession plans to be submitted by June 2012.
3. Promote Efficient Operations, use what we have and make it better by:
  - a. Continue to identify ways to utilize technology to enhance efficiencies.
  - b. Continue to investigate new methods of operation to reduce costs and improve efficiency.
  - c. Perform a cost benefit analysis on "Green Initiatives" to see if it is financially responsible compared to non-green initiatives.
4. Continue to Review all Possible Revenues:
  - a. Continue to aggressively pursue grant opportunities.
  - b. Identify a revenue source for street infrastructure upgrade program by April of 2012.
  - c. Continue to pursue NEW revenue sources.
    - i. Evaluate new technology.
  - d. Continue to review all fees and services schedules.
    - i. Establish a policy, by June 2012, to review City fees.
5. Focus on the Maintenance of Infrastructure by:
  - a. Evaluate and plan on how to extend the useful life of City assets.
    - i. Complete a redevelopment plan for the Storrs Street Complex.
    - ii. Facility Committee to annually complete the facility maintenance review of all City buildings and create a plan to address the needs.

**Improving Painesville's Environment and Image:** To improve the physical and perceived image of the city.

1. Enhance the Physical Image: Beautify the city's appearance on public and private properties:
  - a. Maintain and enhance the appearance of the city infrastructure, property, equipment and personnel.
    - i. Continue to encourage and seek energy efficiency and green initiatives within all city operations to include city facilities, equipment, and properties.
    - ii. Improve the physical appearances of all city facilities, property, equipment and vehicles as a signal of pride in the community.
      1. Annually review all buildings, vehicles and equipment to insure standards are maintained.
  - b. Improve the appearance of private property.
    - i. Property and Code Enforcement: Continue working to improve process and procedures of blighted properties/areas.
      1. Target one new area of the city for enforcement in summer of 2012.
        - a. Evaluate the value of offering time periods when permit fees can be waived for specified targeted improvements.

2. Identify opportunities to help residents improve their property values.
  - ii. Continue to update target lists of dilapidated properties to be targeted for investment by community development agencies.
    1. Update lists quarterly and distribute to departments and agencies.
  - iii. Continue to register rental property owners in the Crime Free Housing program.
  - iv. Continue encouraging investments by businesses throughout the community in cooperation with Downtown associations and district to enhance the image and ownership in properties.
    1. Establish one new program for business assistance with outside agencies by summer 2012.

Encourage fulfillment and investment in the Economic Development Strategy recommendations.
- c. Neighborhood Improvements.
  - i. Implement standards for development and redevelopment as outlined in the Comprehensive Plan.
    1. Promote new brochures and encourage neighborhood associations in cooperation with Block Watch.
  - ii. Expand mechanisms to develop community involvement to address neighbor issues and establish direction.
2. Address the perceived image: How do we change the common vision of our community?
  - a. Continue working in collaboration with the Communications Committee and Public Relations Committee made up of representatives from the Schools, City and College to improve the perceived image of Painesville.
  - b. Run a "Proud to be Painesville" motto campaign in conjunction with Public Relations Committee.

**Communication:** To continue the enhancement and implementation of the a comprehensive communication and marketing plan which will establish and maintain vital communications and relationships with all public officials, business leaders, educators, citizens, service providers, charitable organizations and other community entities.

1. Enhance communication to the Public: Improve the lines of communication with the customers.
  - a. Identify more unique ways using new technology to communicate with the public. (i.e. ipad and Code Red, Web Q&A, i-phone app.)
    - i. Create a Council information forum on various media to respond to questions and deliver information.
  - b. Continue to enhance and expand the web page in order to provide updated information, easier navigation, education and more interaction within the city and the public.
    - i. Improve Department websites.
    - ii. Ensure consistency and standardization.
  - c. Bring media training in-house.
  - d. Coordinate and promote accomplishments, awards and green initiatives, cost saving measure and efficiencies of various departments and individuals to encourage the community to get involved.
2. Enhance Communication with Employees: Improve the lines of communication with employees.
  - a. Define an efficient manner to communicate effectively with all city employees (i.e., Intranet, Web Page, and Employee Newsletter).
    - i. Develop informational program to educate front line staff in order for them to understand city wide goals, objectives and projects.
    - ii. Coordinate presentations at various department staff meeting.
    - iii. Offer departmental education opportunities, departments share resources and learn from one another, share knowledge and explain in-person how departments can assist one another.
    - ii. Recognize employees for outstanding achievement.
  - b. Establish and train employee on emergency communication plans and call tree.
    - i. Train staff on radio system.

**To Improve Customer Service:**

1. Identify the customer, their service needs and their expectations.
  - a. Establish a method to receive from and reach out to the customer for the services each department provides.
    1. Prepare and provide a citywide phone list with departmental job descriptions where keywords are *presented to each division* to correctly identify the department to appropriately assist each customer. This citywide phone list will be completed by the start of 2012.
    2. Prepare and provide a citywide phone list with departmental job descriptions where keywords are *presented to customers* to correctly identify the department to appropriately assist them. This citywide phone list will be completed by the second quarter of 2012.
      - a. Establish a survey form attached to the list to allow immediate feedback to service.
      - b. Add the survey form to the website for electronic responses.
  - b. Institute a standardized approach of recognition and response when responding to customer service calls.
    1. Create a citywide form that includes salutation and data that shall be routinely requested such as name, address, phone number, etc.
    2. Institute a training program during 2012.
  - c. Evaluate customer satisfaction.
    1. Each Department to establish an evaluation tool specific to their area by the second quarter of 2012.
2. Individual departments will set standards to improve customer service.
  - a. Continue to enlighten the public and staff on the use of Web Q&A annually.
    1. Provide annual training and refresher on Web Q&A.
    2. Write article an "How to use the Web Q&A" and make it accessible to the public by posting it on the city website and publishing it in local papers.
  - b. Provide Semi-Annual Customer Service training.
  - c. Each Department to establish follow up and follow through standards for service requests and informational inquiries.

**Community Engagement:** To engage our community to promote understanding and positive impacts.

1. Review and evaluate the Community Engagement Policy.
2. Promote Community Diversity:
  - a. Foster events, information and forums to discuss community and cultural issues.
  - b. Maintain current partnerships and meet twice annually to form new partnerships with organizations.
  - c. Continue community outreach with our local churches.
3. Neighborhoods:
  - a. Promote and encourage neighborhood group associations, involvement through block watch groups, block parties, recreation road shows and beautification of their areas.
  - b. Create opportunists for neighbors to come together and learn more about each other.
4. Volunteerism:
  - a. Encourage the use of volunteers to involve the community, this may also include internships.
  - b. Recognize and acknowledge volunteers through an annual event.
    - i. send thank you cards to the volunteers that participate.
  - c. Maintain a list of volunteer opportunities on the web.
    - i. Develop a mechanism for volunteers to respond on line.
  - d. Work with local organizations and schools that have community service requirements to assist in obtaining volunteers.

- 5. Council:
  - a. Develop a process for members to organize, coordinate and commit to attendance and participation in events and community service projects resulting in at least one or two Councilpersons being visible at all events/projects.

**Collaboration:** in order to be viable must first be beneficial to all parties involved and then must result in reduced costs, reductions in redundancies, and/or improved services.

- 1. Each department shall identify possible collaborative/co-operative services.
- 2. Each department shall present to the City Manager, by July 1<sup>st</sup>, 2012, a report noting what collaborative/co-operative services they identified and their analysis of each.

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## **FINANCIAL POLICIES**

The City of Painesville has an important responsibility to carefully account for public funds, to manage municipal finances wisely, and to plan and provide for the adequate funding of services desired by the public and as required by laws, rules, or regulations, including the provision and maintenance of public facilities and improvements. The financial goals and policies set forth in this document are intended to establish guidelines for the continued financial strength and stability of the City of Painesville. They have been created where needed, reviewed and amended as necessary to compile the first edition of a comprehensive policy document.

### **Financial Goals**

Financial goals are broad, fairly timeless statements of the financial position the City seeks to attain. The financial goals for the City of Painesville are:

- To provide full value for each tax dollar by delivering quality services efficiently and on a cost-effective basis.
- To preserve our quality of life by providing and maintaining adequate financial resources necessary to sustain a sufficient level of municipal services, and to respond to changes in the economy, the priorities of governmental and non-governmental organizations, and other changes that may affect our financial well-being.
- To maintain a strong credit rating in the financial community.

### **Financial Policies**

Financial policies support the financial goals. They are general statements that guide decision-making in specific situations, to ensure that a decision will contribute to the attainment of the financial goals. Federal and state laws, rules, and regulations, our City Charter, and generally accepted accounting principles promulgated by the Governmental Accounting Standards Board ("GASB") and the Government Finance Officers Association of the United States and Canada ("GFOA") that govern our financial policies and processes.

### **Budget Policy**

#### **The Process**

The budgetary process is prescribed by provisions of the Ohio Revised Code and entails the preparation of budgetary documents within an established timetable. The major documents prepared are the annual tax budget, the certificate of estimated resources and the appropriation ordinance, all of which are prepared on the budgetary basis of accounting. The certificate of estimated resources and the appropriation ordinance are subject to amendment throughout the year.

All funds, other than agency funds, are legally required to be budgeted and appropriated; however, only governmental funds are required to be reported in the combined financial statements. The primary level of budgetary control is at the program level and within each program level at the levels of personal services, certain other expenditures, capital outlay, and operating transfers, as required by Ohio law. The City Manager is authorized to transfer appropriations between objects of expenditure budgeted within the same program, so long as total appropriations for each program do not exceed the amount approved by ordinance of the City Council.

#### **Compliance**

By July 15<sup>th</sup>, the City Manager submits an annual tax budget for the following fiscal year to City Council for consideration and passage. The adopted budget is submitted to the County Auditor, as secretary of the County Budget Commission, by July 20<sup>th</sup> of each year, for the period January 1<sup>st</sup> to December 31<sup>st</sup> of the following year.

The County Budget Commission determines if the budget substantiates a need to levy all or part of previously authorized taxes and reviews estimated revenue. The Budget Commission then certifies its action to the City by September 1<sup>st</sup> of each year. As part of the certification process, the City receives an official certificate of estimated

resources that states the projected receipts by fund. Prior to December 31<sup>st</sup>, the City must revise its budget so that the total contemplated expenditures from any fund during the ensuing fiscal year will not exceed the amount available as stated in the certificate of estimated resources. The revised budget then serves as the basis for the annual appropriation measure. On or about January 1, the certificate of estimated resources is amended to include any unencumbered fund balances from the preceding year. The certificate may be further amended during the year if a new source of revenue is identified or actual receipts exceed current estimates.

A temporary appropriation ordinance to control expenditures may be passed on or about January 1<sup>st</sup> of each year for the period January 1<sup>st</sup> through March 31<sup>st</sup>. By charter, the City Manager must submit an annual appropriation ordinance, for the period January 1<sup>st</sup> through December 31<sup>st</sup>, to City Council by March 31<sup>st</sup> of each year. The appropriation ordinance establishes spending controls at the fund, program and object level. For the past several years City Council has adopted the subsequent year's budget prior to December 31<sup>st</sup> of the previous year.

The appropriation ordinance may be amended during the year as additional information becomes available, provided that total fund appropriations do not exceed the current estimated resources as certified. During the year, several supplemental appropriations may be necessary. The budget has traditionally been reviewed at the middle of the year and end of the year for adjustments. Budget meetings are conducted with each department to review and determine the status of their budget and make recommendations for increases and reductions to the original budget. During the review the rationale for the changes are evaluated with the department head, the Director of Finance, and the City Manager. The final recommendations are submitted by the City Manager to City Council for approval.

At the close of each fiscal year, the unencumbered balance of each appropriation reverts to the respective fund from which it was appropriated and becomes subject to future appropriations. The encumbered appropriation balance is carried forward to the subsequent fiscal year and need not be reappropriated.

### **The Policy**

Understanding the budgeting process and compliance requirements of the Ohio Revised Code, the City of Painesville has adopted the following budget policy statements:

- Annual operating budgets will be adopted for the General Fund, Special Revenue Funds, Trust Funds, Proprietary Funds, and Debt Service Funds. Project-length budgets will be adopted for all capital projects.
- Annual operating budgets will be adopted on a balanced basis, where operating revenues (estimated revenues) are used to fund operating expenditures/expenses (appropriations). Operating revenues include taxes, charges for services, interest earnings, license and permit fees, fines and forfeitures, regularly recurring governmental aid, debt proceeds and transfers in from other funds for operating (non-capital) purposes. Operating expenditures/expenses include salaries and wages, employee benefits, non-capital equipment and improvements, depreciation (proprietary funds only), materials, supplies, contractual costs, and transfers out to other funds for operating (non-capital) purposes. Fund balance should not be considered a source of funds for operating expenditures/expenses. Nothing in this policy shall prohibit the use of operating revenues for capital expenditures/expenses.
- The City will adopt an annual budget for the General Fund that includes a contingency equal to at least \$50,000. This contingency will be used to provide for expenditures that exceed or revenues that do not meet budget estimates, and/or for new or increased program requirements required by law or desired.
- Unreserved and undesignated fund balance may be appropriated as part of the adopted budget to capital projects or pay for emergency expenditures/expenses. Unreserved and undesignated fund balance should not be used to fund operating expenditures/expenses in the adopted budget.
- The City's fiscal year shall be the calendar year and its budget calendar will be as provided for the City of Painesville, as follows:
  - On or about August 31<sup>st</sup> of each year, the City Manager will submit a calendar outlining the budget process for the upcoming year.

- On or before November 30<sup>th</sup> of each year, the City Manager will meet with each department head to obtain operating initiatives for the upcoming budget year.
- The City Manager, with the assistance of the Director of Finance, will determine if a temporary budget is warranted and submit either a temporary or a final budget by December 31<sup>st</sup> of the current year.
- An operating budget will be presented to City Council at a public meeting at such time as will permit its adoption by City Council and transmittal to the County Budget Commission as required by Ohio Revised Code.
- After the public meeting, the Council may adopt the proposed budget with or without amendment. In amending the proposed budget, it may add or increase programs or amounts, and may decrease or delete programs or amounts, except expenditures required by law, or for debt service or for an estimated cash deficit, provided that it may not increase the estimated revenues or the total proposed expenditures without the affirmative vote of at least five members of the Council.
- The Council shall adopt the proposed or temporary budget and determine the tax rate for the ensuing year on or before December 31<sup>st</sup> of the current fiscal year.
- The City Manager may at any time during the fiscal year transfer part or all of any available appropriation balance among programs or accounts within any fund. The Council may, by ordinance, transfer part or all of any available appropriation balance among programs or accounts within and/or between any funds.
- No appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the available balance thereof.

**Comparison of Original Budget to Final Budget**

	<b>2011 Original Budget</b>	<b>2011 Final Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Funds	\$13,075,323	\$13,570,323	\$495,000	3.79%
Special Revenue Funds	7,795,023	4,469,988	-3,325,035	-42.66%
Debt Service Funds	340,085	340,085	0	0.00%
Capital Projects Funds	9,578,245	5,233,390	-4,344,855	-45.36%
Proprietary Funds	47,994,491	48,482,903	488,412	1.02%
Internal Service Funds	3,714,413	4,605,348	890,935	23.99%
Fiduciary Funds	149,440	153,320	3,880	2.60%
<b>Total All Fund Groups</b>	<b>\$82,647,020</b>	<b>\$76,855,357</b>	<b>-\$5,791,663</b>	<b>-7.01%</b>

- The table above outlines the results of the 2011 budget. The final budget was 7% less than the original budget. The main reason for the decrease was the City did not do some large capital projects in 2011, due to the fact the City did not receive some grant money that was going to offset these costs. Generally, the overall plans for 2011 were accomplished. The main reason for the increase in the General Fund budget was transfers out were increased by \$130,000 and the hospitalization costs increased by \$165,000. The reason for the decrease in Special Revenue Funds and Capital Project funds was the City did not receive several anticipated grants so several projects were not done. The reason for the increase in Internal Service Funds was that the hospitalization expenses were more than originally budgeted for.

The comparison of the 2011 budget to the 2012 budget can be found in the financial analysis section of this document. The budget level of control is at the fund function object level.

2012 BUDGET CALENDAR

Monday, May 9 <sup>th</sup> , 2011	Prepare revenue estimates for 2012
Thursday, May 19 <sup>TH</sup> , 2011	Complete Tax Budget 2012
Monday, May 23 <sup>rd</sup> , 2011	Advertise for Tax Budget Public Hearing
Monday, June 6 <sup>th</sup> , 2011	Tax Budget Public Hearing and Tax Budget legislation to City Council
Friday, August 5 <sup>th</sup> , 2011	Distribute 2012 Departmental Budget Manuals
Friday, August 26 <sup>th</sup> , 2011	Departmental plans due back to Finance from Budget Manuals
August 29 <sup>th</sup> – September 12 <sup>th</sup> , 2011	Prepare preliminary budget
Tuesday, September 13 <sup>th</sup> , 2011	Preliminary budget summary to City Manager
September 19 <sup>th</sup> – September 28 <sup>th</sup> , 2011	Budget Hearings with departments
Friday, October 7 <sup>th</sup> , 2011	First Draft of 2012 Budget to City Manager
October 10 <sup>th</sup> – 13 <sup>th</sup> , 2011	Review and balance budget with City Manager
Friday, October 14 <sup>th</sup> , 2011	Final Draft of 2012 Budget to City Manager
October 17 <sup>th</sup> – 27 <sup>th</sup> , 2011	Update and balance Draft Budget Document
Friday, October 28 <sup>th</sup> , 2011	Draft Budget Document to City Council
Saturday, November 12 <sup>th</sup> , 2011	Special Budget Session with City Council
November 14 <sup>th</sup> – 16 <sup>th</sup> , 2011	Prepare Budget Ordinance to City Council for 2012
Monday, November 21 <sup>st</sup> , 2011	2012 Temporary Budget Ordinance to City Council
Monday, February 21 <sup>st</sup> , 2012	2012 Permanent Budget Ordinance to City Council
Monday, March 19 <sup>th</sup> , 2012	2012 Permanent Budget Ordinance Approved by City Council

**Cash Management Policy**

The receipt and deposit of the City monies is governed by the provisions of the Charter and Codified Ordinances of the City of Painesville. Article VI of the City Charter, as well as Chapter 137 of the Codified Ordinances of the City of Painesville, states that it is the Director of Finance’s responsibility to:

- Supervise the receipt and recording of all fees and revenues due the City; and
- Have custody of all public funds belonging to or under control of the City or any office, department or agency of the City government and deposit said funds in such depositories as may be designated by resolution of City Council.

Effective cash management is recognized as essential to good fiscal managements and is a vital component in the City of Painesville’s overall financial strategy. The Investment Policy and Revenue Policy provided detailed guidance on how to manage the cash collected and held for deposit for the City of Painesville.

**Designation of Depositories**

The banks and trust companies authorized for the deposit of money are as follows:

Chase Bank	Charter One Bank	Huntington Bank
Fifth Third Bank	First Merit Bank	Key Bank National Association
National City Bank		

The City Council will review and approve this list every five years.

**Collateralizing of Deposits**

The deposit and investment of City monies is governed by the provisions of the Charter and Codified Ordinances of the City as well as the Ohio Revised Code. Accordingly, only financial institutions approved by City Council are eligible to hold the City’s cash deposits. In addition, investments may only be purchased, after competitive quotations are obtained, through financial institutions located within Ohio or through “primary securities dealers” as designated by the Federal Reserve Bank.

Ohio law requires the classifications of funds held by the City into three categories:

Category 1 consists of “active” funds – those funds required to be kept in a “cash” or “cash equivalent” status for immediate use by the City. Such funds must be maintained either as cash in the City treasury or in depository accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts.

Category 2 consists of “inactive” funds – those funds not required for use within the current five year period of designation of depositories. Inactive funds may be deposited or invested only as certificates of deposit maturing not later than the end of the current period of designation of depositories.

Category 3 consists of “interim” funds – those funds which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim funds may be invested or deposited in the following securities:

- United States treasury notes, bills, bonds or any other obligation or security issued by the United States treasury or any other obligation guaranteed as to principal or interest by the United States;
- Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Governmental National Mortgage Association, and Student Loan Marketing Association. All federal agency securities will be direct issuances of federal government agencies or instrumentalities;
- Written repurchase agreements in the securities listed above provided that the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at

least two percent and be marked to market daily, and that the term of the agreement must not exceed thirty days;

- Interim deposits in eligible institutions applying for interim funds;
- Bonds and other obligations of the State of Ohio;
- No-load money market funds consisting exclusively of obligations described in the first two bullets of this section and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions, and
- The State Treasury Asset Reserve of Ohio (STAR Ohio).

Ohio Revised Code requires that deposits be placed in eligible banks or savings and loan associations located in Ohio. Any public depository in which the City of Painesville places deposits must pledge as collateral eligible securities of aggregate market value equal to the excess of deposits not insured by the Federal Deposit Insurance Corporation (FDIC). The securities pledged as collateral are pledged to a pool for each individual financial institution in amounts equal to at least 105% of the carrying value of all public deposits held by each institution. Obligations that may be pledged as collateral are limited to obligations of the United States and its agencies and obligations of any state, county, municipal corporation or other legally constituted authority of any other state or any instrumentality of such state, county, municipal corporation or other legally constituted authority of any other state or any instrumentality of such county, municipal corporation or other authority. Based upon criteria described in GASB Statement No. 3 "Deposits With Financial Institutions, Investments (including Repurchase Agreements) and Reverse Repurchase Agreements," collateral held in single financial collateral pools with securities being held by the pledging financial institutions' agent in the pool's name is classified as Category 3.

Governmental Accounting Standards Board Statement Number 3 (GASB No. 3) has established risk categories for deposits and investments as follows:

*Deposits:*

- Category 1 Insured or collateralized with securities held by the City or by its agent in the City's name.
- Category 2 Collateralized with securities held by the pledging financial institution's trust department or agent in the City's name.
- Category 3 Uncollateralized as defined by the GASB (securities pledged with the pledging financial institution's trust department or agent, but not in the City's name).

*Investments:*

- Category 1 Insured or registered, or securities held by the City or its agent in the City's name.
- Category 2 Uninsured or unregistered, with securities held by the counterparty's trust department or agent in the City's name.
- Category 3 Uninsured and unregistered, with securities held by the counterparty or by its trust department or agent but not in the City's name.

**Internal Controls**

It is the policy of the City for all money collected by any officer or employee of the City to transfer those funds to the Department of Finance as soon as is practicable, but in any event within one business day of receipt, or within the time period specified by law, whichever is shorter.

Management should establish standard internal controls that are properly documented and followed by affected department(s) generating cash management controls:

- Segregation of duties – authorization, recordation, custodian functions, and reconciliation.
- Daily processing – daily cash/collection total reconciled to subsequent deposit.

- ✦ Timely depositing of funds received – For those governmental entities that have centralized cash collection points with direct supervision by treasury management, daily processing procedures should be developed and adhered to including daily deposit to financial institutions.
- ✦ Reconciliation to the general ledger and other supporting accounting ledgers will be performed in a timely manner.
- ✦ Physical security procedures during work hours and non-working hours for all funds received and change drawers maintained.
- ✦ Automated system resources should be utilized where practical to provide better processing and reconciliation support as well as providing a more efficient and effective manner to manage receipts.

## **Investment Policy**

The purpose of this investment policy, in conjunction with the Ohio Revised Code, as amended, will govern the investments and the investment activities of the City of Painesville.

### **Scope**

This investment policy applies to the investment of all funds of the City of Painesville both short-term operating funds and longer-term funds, including investments of proceeds from certain bond issues.

### **General Objectives**

The City's investment portfolio is designed and managed in a manner responsive to the public trust and consistent with state and local statutes. Investments are made on the basis of the following list of objectives which are listed in the order of importance:

1. Security of City funds and investments.
2. Preservation of capital and protection of principal.
3. Maintenance of sufficient liquidity to meet operating needs.
4. Diversification of investments to avoid unreasonable or avoidable risks.
5. Market rate of return on the portfolio within the above constraints.

The City is generally restricted to investing in certificates of deposit, savings accounts, money market accounts, the State Treasury Asset Reserve (STAR Ohio), obligations of the State of Ohio and obligations of the United States government or certain agencies thereof. All investment transactions will be completed on a competitive basis, whenever possible.

Investments will be made with care and judgment which persons of prudence, discretion, and intelligence exercise in the management of their own affairs. Additionally, purchases will be executed, not for speculation, but for investment, considering the safety of the capital as well as the probable income to be derived.

### **Standards of Care**

1. Delegation of Authority

In accordance with City Charter Article VI Section 5.8, responsibility for administration of the cash management and investment program is delegated to the Director of Finance, who shall establish written procedures for the operation of the investment program consistent with the investment policy. Such procedures shall include an internal control structure adequate to provide a satisfactory level of accountability, maintaining records incorporating descriptions and amounts of investments, transaction dates, and other relevant information, and regulating the activities of subordinate employees. The Director of Finance in conjunction with the City Manager utilizing the advice of a licensed or a designated agent is fully authorized to buy or sell investments in accordance with the goals and objectives of this policy and to sign investment-related agreements with authorized financial institutions, and broker/dealers on behalf of the City of Painesville.

## 2. Prudence

All participants in the cash management and investment process will act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the City.

Investment officers acting in accordance with written procedures and this policy and exercising due diligence will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action which may include the liquidation or sale of securities is carried out in accordance with terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

## 3. Ethics and Conflicts of Interest

All participants involved in the investment process will refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials will disclose to Council any material interests in financial institutions with which the City of Painesville conducts business. They will further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City of Painesville.

## **Safekeeping and Custody**

### 1. Authorized Financial Institutions and Dealers

A list will be maintained of financial institutions authorized to provide investment services. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness (e.g. a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers with which the City conducts business must supply the following as appropriate:

- a. Audited financial statements,
- b. Proof of National Association of Securities Dealers (NASD) certification,
- c. Proof of State of Ohio registration,
- d. Certification of having read the City's Investment Policy.

The Director of Finance is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the Director of Finance.

In accordance with Ohio Revised Code, a copy of this policy will be forwarded to each investment advisor, financial institution and broker/dealer doing investment business with the City of Painesville. Their signature will be required indicating that they have received, read, comprehend and will abide by its content when recommending or selling any investment security of the City.

### 2. Internal Controls

The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City of Painesville are protected from loss, theft or misuse. The internal control structure will be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that; (1) the cost of a control should not exceed the benefits

likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls will address the following points:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement

Accordingly, the Director of Finance will establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures.

### 3. Delivery vs. Payment

All deliverable securities will be settled by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

## **Suitable and Authorized Investments**

### 1. Permitted Investments

The Director of Finance will be permitted to invest in any security specifically authorized by the Ohio Revised Code, Section 135.14 or other relevant sections as amended. Eligible obligations include but are not limited to:

- a. Obligation of the United States Government:
  - ◆ United States Treasury Bills
  - ◆ United States Treasury Notes
  - ◆ United States Treasury Bonds
1. U. S. Government agency and instrumentality obligations including but not limited to:
  - ◆ Federal Farm Credit Bank
  - ◆ Federal Home Loan Bank
  - ◆ Federal Home Loan Mortgage Corporation
  - ◆ Federal National Mortgage Association
- c. Up to twenty-five percent of interim moneys available for investment in either of the following:
  - ◆ Commercial Paper notes issued by an entity that is defined in division (D) of Section 1705.01 of the Revised Code and that has assets exceeding five hundred million dollars, to which notes all of the following apply:
    - The notes are rated at the time of purchase in the highest classification established by at least two nationally recognized standard rating services.
    - The aggregate value of the notes does not exceed ten percent of the aggregate value of the outstanding commercial paper of the issuing corporation.
  - ◆ Bankers Acceptances of banks that are insured by the Federal Deposit Insurance Corporation and to which both of the following apply:
    - The obligations are eligible for purchases by the Federal Reserve system.
    - The obligations mature no later than 270 days after purchases.
- d. The Ohio State Treasurer's Asset Reserve Fund (STAR Ohio).
- e. Repurchase Agreements with eligible institutions.
- f. Bank certificates of deposit with eligible institutions.
- g. No-load money market mutual funds consisting exclusively of obligations described in a. and b. above or repurchase agreements secured by such obligations, provided such investments are

made only through banks and savings and loan institutions authorized by Ohio Revised Code 135.03.

h. Bonds and other obligations of the State of Ohio.

All investment obligations will be payable, saleable or redeemable at the option of the City within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable, saleable or redeemable at the option of the City within three years of the date of purchase.

2. Collateralization

All deposits will be collateralized pursuant to the requirements of the Ohio Revised Code. Eligible securities used for collateralizing deposits will be held by the depository and/or a third party bank or trust company, subject to security and custodial agreements.

The security agreement will provide that eligible securities are being pledged to secure City deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released providing collateral values are maintained, and, the events which will enable the City to exercise its rights against the pledged securities including failure to meet deposit repayment or collateral terms, or the deposit institution's insolvency. In the event that the securities are not registered or inscribed in the name of the City, such securities will be delivered in a form suitable for transfer or with an assignment in blank to the City or its custodial bank.

The custodial agreement will provide that securities held by the bank or trust company, as agent of and custodian for the City, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement will also describe how the custodian will confirm the receipt, substitution or release of the securities. The agreement will provide for daily revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. The agreement will provide that the custodian will exercise the City's rights to the security or as instructed by the City. Such agreement will include all provisions necessary to provide the City with a perfected interest in the securities.

3. Repurchase Agreements

Repurchase agreements are authorized subject to the following restrictions:

- ❖ All repurchase agreements must be entered into subject to a Master Repurchase agreement providing for the terms outlined below and satisfactory to the Law Director of the City of Painesville.
- ❖ The City may only be the initial purchaser in such agreements.
- ❖ Trading partners are limited to authorized financial institutions or primary government securities dealers reporting to the Federal Reserve Bank of New York.
- ❖ Obligations shall be limited to obligations of the United States of America and obligations guaranteed as to principal and interest by the United States of America.
- ❖ No substitution of securities will be allowed.
- ❖ The custodian of the purchased securities shall be a party other than the trading partner, satisfactory to the City.
- ❖ Tenure of the repurchase agreement should be no longer than 3 months.
- ❖ Tenure of the securities to be purchased should be no longer than 10 years.
- ❖ The market value of the securities purchased shall exceed the purchased funds by at least 102%; and, the securities will be revalued daily, and the stated margin will be maintained by the initial seller during the life of the transaction:
  1. No one repurchase agreement may exceed \$2,000,000, and,
  2. The City retains the right to terminate the agreement and sell the securities outside the repurchase agreement if any of the above items are not met after adequate notice to the initial seller.

**Investment Parameters**1. Diversification

It is the policy of the City to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The following diversification limitations shall be imposed on the City's portfolio of deposits and investments at the time of purchase of each deposit or security:

Institution - No more than 55% of the overall portfolio may be deposited in a single bank.

Instrument:

- a. No more than 55% of the overall portfolio may be invested in cooperative or pooled investment programs, and,
- b. No more than 25% of the overall portfolio may be invested in the securities of a single issuer, except the U.S. Treasury.

2. Maturity

To the extent possible, the City of Painesville will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances. The City will adopt a weighted average maturity limitation, consistent with the investment objectives.

Maturities guidelines will be as follows:

- a. The average maturity of the portfolio will never exceed two years, and,
- b. At least 10% of the portfolio will be invested in liquid instruments or marketable securities that can be sold to raise cash on one business day's notice.

Reserve funds and other funds with longer-term investments horizons may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities will be disclosed in writing to City Council.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as STAR Ohio, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

**Reporting**1. Methods

The Director of Finance will prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City of Painesville to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the City Manager, City Council and any pool participants.

2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return throughout budgetary and economic cycles. A series of appropriate benchmarks shall be established against which portfolio performances will be compared on a regular basis.

### 3. Marking to Market

The market value of the portfolio will be calculated at least quarterly and a statement of the market value of the investment portfolio will be issued at least quarterly. This will ensure that review of the investment portfolio, in term of value and price volatility, has been performed consistent with the GFOA Recommended practices.

## **Capital Asset Policy**

### **Introduction**

This is the capital asset accounting policy issued for the City of Painesville. The capital asset system is an accounting and management system that coordinates policies and procedures with various methods for recording and reporting monetary amounts associated with capital asset acquisitions, transfers and dispositions. The capital asset system is an integrated module within the City's financial management package and is maintained independently from the financial data of the City.

Each department and/or division of the City of Painesville is required to maintain an independent subsystem of the capital assets it controls or owns. Quarterly, the subsystem of the individual departments/divisions must be reconciled to the capital asset system maintained by the Department of Finance to ensure accuracy of the financial records.

### **Purpose**

The capital asset management system is designed to facilitate:

1. Financial statement information
  - a. Control and accountability
  - b. Accounting for depreciation
  - c. Audit compliance
  - d. Track information technology hardware and software for management purposes only

### **Definition of Capital Asset**

A capital asset is defined as a financial resource that meets all of the following characteristics:

1. Tangible or intangible in nature, possesses physical substance or a contract agreement outlining a defined scope; and
2. Expected useful life of five (5) years or more.

### **Reporting Thresholds**

For purposes of budgetary reporting, capital assets are:

1. Equipment and vehicles with a cost of \$5,000.00 or more; and
2. Infrastructure with a cost of \$10,000.00 or more.

For purposes of management control reporting, capital assets are:

1. All computer hardware costs; and
2. Computer software costs with a value of \$1,000.00 or more.

### **Reporting Policy**

Capital asset purchases of \$5,000 or more are reasonable and represent at least 80% of the total value of assets owned by the City of Painesville. Assets having values under \$5,000, regardless of their useful life, will not be reported as a capital asset on the financial reports of the City as they do not meet the reporting threshold. Land and land improvements, buildings and building betterments are always a capital asset. The term "nominal asset" will be used for assets purchased and tracked in the capital asset system that do not meet the reporting threshold established by the City. Nominal assets may or may not be tracked and will be reported separate from capital assets. The tracking and reporting of nominal assets is for management control or insurable purposes.

Capital assets should be reported using the definitions outlined below and the thresholds above. The cost of a capital asset should include capitalized interest and ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include costs that are directly attributable to asset acquisition – such as freight and transportation charges, site preparation costs, and professional fees.

### Definitions of Capital Asset Infrastructure

Infrastructure assets are long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.

A network of assets is composed of all assets that provide a particular type of service for a government. A network of infrastructure assets may be only one infrastructure asset that is composed of many components.

A subsystem of a network of assets is composed of all assets that make up a similar portion or segment of a network of assets.

### Capital Asset Classifications

1. **Land** – includes all land parcels acquired for municipal or resale purposes.
2. **Buildings** – includes all buildings (or structures which serve as buildings, such as permanently established trailers). Permanently attached fixtures installed during construction are considered a part of the building. The subsequent addition of equipment will be recorded as machinery and equipment. Major improvements, such as additions to buildings, are capitalized.
3. **Improvements Other than Buildings** – includes improvements such as park facilities, parking lots, baseball fields, tennis courts, swimming pools and infrastructures associated with City owned utilities (water, sanitary sewers, and electrical distribution).
4. **Machinery and Equipment** – includes all motor vehicles (licensed and non-licensed), trailers, construction and maintenance equipment and furniture and fixtures.
  - A. Office Machinery & Equipment – includes all office equipment such as typewriters, computers, printers, terminals, calculators, etc. which meet the criteria previously established for classification as a capital asset and furniture and fixtures.
  - B. Licensed Vehicles – includes all motor vehicles that are licensed for on-road use such as automobiles, trucks, vans, buses, etc.
  - C. Non-Licensed Vehicles – includes vehicles such as tractors, mowers, backhoes, graders, rollers, etc.
5. **Construction in Progress** – includes all partially completed projects except roads and bridges. Buildings of various types will be the main component in this area. Upon completion, these assets are transferred to one of the other capital asset classifications.
6. **Computer Purchases** - All computer purchases must comply with the computer standards sheet which can be obtained from the Department of Finance. In order to have system consistency and compatibility with the existing system/network, all computer purchases must be approved by the information technology consultant. Please refer to the Purchasing Policy for proper procedures.

### Networks and Subsystems

1. **Roadway Network** consist of roads, right of ways, bridges, ramps, and state routes all located within the City limits. Subsystems of the roadway network include the curb, gutter, pavement, base and land that make a street, roadway, or state route.

2. **Electric Distribution Network** system includes infrastructure improvements essential to the production and distribution of electricity from the City's electric generating facility. Subsystems of the electric distribution network include residential and industrial transformers, poles, wires, and voltage regulators.
3. **Water Distribution Network** system includes infrastructure improvements required for delivery of potable water which is produced at the City's water treatment facility. Subsystems of the water distribution network include the water main, fire hydrant assembly, valves, fittings, service connections and meters.
4. **Sanitary Sewer Network** system includes infrastructure improvements required for the transportation of sanitary sewers, pumping facilities, taps, etc. Subsystems of the sanitary sewer network include sanitary sewers, forced mains, and pump stations.
5. **Storm Sewer Network** includes infrastructure improvements required for the transportation of storm sewer and drains. Subsystems of the storm sewer network include open drainage ways, piped drainage, roadside drainage ditches, flood control facilities, storm drains, and open drainage swales.

#### Capital Asset Valuation

1. **Historical Cost** – capital assets are valued at historical cost. Historical cost includes the purchase price as well as other costs incurred to prepare the asset for its intended use such as freight and insurance. See Acquisition Cost for more examples.
2. **Estimated Original Cost** – when historical costs are unavailable, capital asset costs are estimated by using the cost of similar items acquired around the same time.
3. **Donations** – gifts and donations are valued at fair market value at the time of the donation.

#### Acquisition Cost

The following costs associated with the acquisition of a capital asset are to be capitalized:

1. Purchase costs before trade-in allowance and less discounts; or a qualified appraisal of value at the time of acquisition if the asset is contributed.
2. Assembled costs if constructed by personnel of the government unit.
3. Professional fees of attorneys, architects, engineers, appraisers, surveyors, etc. which are necessary to make the asset functional (ready to be placed in service).
4. Site preparation costs such as clearing, leveling, filling and demolition of unwanted structures.
5. Fixtures attached to a building or other structure.
6. Transportation and installation charges.
7. Any other expenditure required to put the asset into its intended state of use.

Each Department must complete a Capital Asset Acquisition Form to report the purchase of a Capital Asset to the Department of Finance (see Appendix B).

#### **Asset Purchases under a Capital Lease in accordance with FASB Statement No. 13, any non-cancelable lease agreement which meets one or more of the following criteria should be capitalized:**

1. The lease transfers ownership of the property to the City at the end of the term of the lease.
2. The lease contains a bargain purchase option. A bargain exists where the cost of acquisition is less than market value.

3. The lease term is equal to 75% or more of the estimated economic life of the lease asset.
4. The present value of the minimum lease payments equals or exceeds 90% of the fair value of the leased asset.

When none of the criteria for a capital lease are met, the lease is an operating lease. If the operating lease is material, a note disclosure must be made in the notes to the financial statements.

If a capital asset is acquired under a capital lease agreement, the capital asset must be identified in the same manner as purchased assets. Lease agreements must be analyzed by the Department and coordinated with the Finance Department through the Capital Improvement Plan for the Department. The capital asset should be capitalized based upon the same determination, as of the date originally placed in service. The present value of the amounts owed by the City for future lease payments will be used as the capitalized value.

### **Costs Subsequent to Acquisition**

After capital assets are in use, additional costs are incurred that range from maintenance to significant additions. These costs should be capitalized if any of the following conditions exist.

- The useful life of the asset is increased.
- The quantity of services produced from the asset is increased.
- The quality of the units produced is enhanced.

The distinction between an expense and a capital expenditure is not always readily apparent and may require careful consideration and analysis before a decision can be made. Proper routine maintenance is considered a normal operating expense necessary for the continued efficient operation of a capital asset during its estimated useful life. Certain forms of routine maintenance activity require large expenditures, but cost alone does not justify capitalization. For example, the replacement of a major section of tubing in a boiler which will allow the boiler to continue efficient operation during its useful life is a maintenance expense and should not be capitalized.

Another important consideration is the determination of the property unit with which costs are associated. When a fully equipped fire pumper is recorded as a single capital asset item in the capital asset system the replacement of a pump may represent a maintenance expense. However, if the pump is initially considered a separate property unit (a separate capital asset in the system) then its replacement would be capitalized.

The following are major types of expenditures that should be capitalized:

- Additions – Any additions to assets are capitalized because a new asset with a distinct useful life has been created which will increase the ability to provide service.
- Improvements (betterments) and replacements – Represents the substitution of one asset, typically a better or improved asset, for another asset already in use.
- Reinstallations and rearrangements – Costs associated with moving and reinstalling a capital asset in a new location or rearrangement of capital asset components which results in an improved operation should be capitalized.

### **Composite Grouping for Asset Valuation**

Capital assets that are purchased in larger quantities may be grouped as one item if the cost of the individual item is more than \$5,000.00.

1. In order for assets to be grouped when recorded on the capital asset system they must also meet the following criteria:
  - All items must be exactly the same (Make, Model, Color).
  - All items must have the same cost.

- All items must have been purchased at the same time or within six months of one another.
- All items must be physically located in the same area.
- All items must be the responsibility of one Department/Division.

2. Items bought under a composite group purchase will be recorded at the allocated purchase cost for one item.

### **Transfers of Capital Assets**

Transfer of property within the same fund is merely a change in location, department responsibility, etc. The transfer of an asset will not change the depreciation schedule. The capital asset will be disposed by the originating department and acquired by the new department at its book value. An item will remain on the capital asset list of the original department until the transfer is fully documented for the new department.

Transfers of property between funds are fully disposed at book value. The new department will receive the capital asset at current fair market value at the date of transfer. The transfer of a capital asset will change the depreciation schedule for both departments.

Transfers will be documented and recorded on the respective ledgers of the Transferor and Transferee Departments at the time of transfer. Transferor Department must complete a Capital Asset Transfer Form to report the transfer to the Department of Finance. Transferee Department must complete a Capital Asset Acquisition Form. All forms noted above can be obtained from the Department of Finance.

### **Disposals**

Capital Assets are retired through several means including sale, trade-in, and loss by theft, etc. All disposals by any means must be reported on a Capital Asset Disposal Form to the Department of Finance. The form can be obtained from the Department of Finance.

Any item with a value in excess of \$1,000 requires the approval of City Council prior to its disposal. Assets disposed of by sale at auction will be itemized in a full report of the auction results and the related capital assets disposed of in the ledger.

### **Construction in Progress**

Construction in Progress (CIP) is used to account for expenditures accumulated at the statement of net assets or balance sheet date relative to the construction of capital assets. Work in Progress (WIP) has a meaning similar to Construction in Progress. Construction in Progress refers to a specific Capital Asset that is recorded on the ledger. Work in Progress refers to Capital Projects that are not substantially completed (greater than 70%) and not in use as a capital asset. Expenditures include construction cost, contractor payments, interest costs (incurred applicable to the period of construction) and other costs required to finish the project.

Construction in Progress is an accounting valuation of assets that is typically supported by capital projects to track and record construction expenses until such time as the asset is substantially completed (greater than 70%) and placed into service. Completed and placed into service refers to the date at which all contingencies and retainages are resolved.

### **Depreciation**

Depreciation expense should be measured by allocating the net cost of depreciable assets (historical cost less estimated salvage value) over their estimated useful lives in a systematic and rational manner. It may be calculated for (a) a class of assets, (b) a network of assets, (c) a subsystem of a network, or (d) individual assets.

Composite depreciation methods refer to depreciating a grouping of similar assets or dissimilar assets of the same class using the same depreciation rate. Initially, a depreciation rate for the composite is determined. Annually, the determined rate is multiplied by the cost of the grouping of assets to calculate depreciation expense. A composite

depreciation rate may also be calculated based on an assessment of the useful lives of the grouping of assets. This assessment could be based on condition assessments or experience with the useful lives of the grouping of assets.

The composite depreciation rate is generally used throughout the life of the grouping of assets. However, it should be recalculated if the composition of the assets or the estimate of average useful lives changes significantly. The average useful lives of assets may change as assets are capitalized or taken out of service.

Depreciation will be calculated in the first year for a half year, in the final year for a half year and all other years will be for one full year. Each Department will be responsible for accurately reporting the date the capital asset is placed in service. All depreciation is calculated using the straight-line method.

**Salvage Value**

It is the policy of the City of Painesville to exhaust the usefulness of a capital asset before its disposition; therefore, salvage value on all assets is considered to be insignificant and is generally not exceeded by the cost of disposition.

Should the occasion arise where an asset is disposed of prior to the exhaustion of its useful life and since the book value is determined by the cost of the asset spread over its useful life less salvage value, appropriate adjustments will be made to account for the proper gain or loss on the sale of the asset at the time of disposition.

**Tagging of Capital Assets**

All capital assets will be assigned a unique capital asset number by the originating department/division that will not change during the time that the asset is the property of that department. After an asset is disposed, the capital asset number will not be reassigned to a newly acquired asset.

All capital assets with the exception of the following categories should be physically tagged by the originating department.

- Land
- Land Improvements
- Buildings
- Live Animals
- Vegetation
- Equipment of a sensitive nature, in cases where a tag might impair the functional ability of the asset.
- Works of art
- Any other capital assets on which it is physically impossible to affix the tag

There may be cases in which a tag cannot be affixed to the capital asset; however, the capital asset number can be either marked or imprinted on the asset. This should be done whenever possible.

**Physical Inventory of Capital Assets**

A periodic physical inventory of capital assets is necessary for accountability and control. It confirms the reliability (or lack of reliability) that can be placed on the capital asset system by verifying the actual existence of the items represented by the capital asset ledgers.

A detailed ledger of capital assets will be maintained by each department and reconciled on a regular basis to the detailed ledgers maintained by the Department of Finance in the capital asset system. If a discrepancy occurs between the departmental ledger and the capital asset system it will be resolved and the proper adjustments will be made to both ledgers to keep them in agreement. The ledgers of the capital asset system will be given to the auditors as the record of capital assets maintained by the City of Painesville.

## **Debt Management Policy**

### **Introduction**

This Debt Policy is a companion document to the City Capital Improvement Plan. The purpose of this policy is to guide City officials as they consider the proper use of debt to fund capital projects. The primary objective is to establish conditions for the use of debt and to create policies that minimize the City's debt service and issuance costs, retain the highest credit rating and maintain full and complete financial disclosure and reporting. The debt policy is intended to guide the prudent use of resources to provide the needed services to the citizens of the City of Painesville and to maintain sound financial management practices. These policies, therefore, are flexible in design to allow for exceptions under changing and extraordinary circumstances.

### **Overview**

One of the primary decisions made regarding financing the City's Capital Improvement Plan is whether to use cash on hand, interim debt financing or debt, including notes and bonds, as the funding source. This policy sets forth guidelines for this decision by identifying the parameters within each funding source that is considered appropriate. These parameters are defined below. The second part of this policy establishes recommended administrative procedures for managing the City's debt.

### **Cash Funding**

City policy encourages funding capital projects with cash, on a "pay as you go" basis, to the extent possible and prudent. The City will allocate at least 5% of its income tax collections to capital projects each year and that money is used first for annual debt payments, and the amount remaining after paying debt service is available for cash funded projects. Cash funding is recommended under the following circumstances:

- ✦ To finance purchases of assets whose lives are shorter than five years.
- ✦ To finance recurring maintenance expenditures (i.e. street repair vs. street construction)
- ✦ When market conditions are unstable or present difficulties in achieving acceptable interest rates.

### **Debt Financing**

Short term debt financing:

Short-term bond anticipation notes may be issued to finance projects or portions of projects. Short-term debt is appropriate under the following conditions:

- ✦ Short-term notes (with final maturities of five years or less) are suitable as a source of permanent financing for projects with useful lives of less than five years.
- ✦ Notes are used as a temporary funding source prior to and in anticipation of the completion of a bond sale.
- ✦ The immediate need for financing is less than \$5 million.

### **Long-term Debt Financing:**

It is prudent policy to use notes and bonds for capital asset funding under the parameters set forth below. No single parameter stands alone; they must all be considered under the then current circumstances and in relation to the others. The parameters are as follows:

- ✦ Variable rate bonds or short-term notes are suitable as long term financing tools designed to manage interest costs. When either is used for long-term financing, the City must schedule annual principal payments similar to a fixed rate financing that will not exceed 20% of the City's outstanding debt.
- ✦ Long-term bonds are recommended for projects with useful lives of ten years or longer and for amounts of \$5 million or greater.
- ✦ Debt is recommended when the fiscal year's beginning balance of the General Fund is \$3 million or less.
- ✦ Debt is acceptable as long as the ratio of available capital fund dollars to income tax supported debt payments, projected forward five years, does not fall below 2 to 1.
- ✦ Long-term bonds are considered especially appropriate when average long-term interest rates, as indicated by the Bond Buyer General Obligation 20 Bond Index, are at or below eighty-five percent of the index's

twenty-year average. Long-term bonds are considered less appropriate when average rates for the index are at or above one hundred and fifteen percent of the twenty-year average. The City will make every effort to structure the terms of its bonds to match the status of the market at the time.

- ❖ Debt funding is not recommended if it causes certain debt burden measurements to exceed maximum acceptable levels consistent with the City's A2 Moody's bond rating.
- ❖ Debt funding is recommended for projects where the burden of payment rests more directly on a selected group of taxpayers or beneficiaries, such as for project revenue bonds, special assessment projects, tax increment financing, or economic development projects. Any financing of this type must receive a rating in the single A category or higher to receive City approval.

**Revenue Bonded Debt**

- ❖ It will be a long-term goal that each utility or enterprise will ensure future capital financing needs are met by using a combination of current operating revenues and revenue bond financing. Therefore a goal is established that 15% of total project costs should come from operating funds of a utility or enterprise.
- ❖ It is City policy that each utility or enterprise should provide adequate debt service coverage. A specific factor is established by City Council that projected operating revenues in excess of operating expenses less capital expenditures, depreciation and amortization in the operating fund should be at least 1.25 times the annual debt service costs.

**Capital Lease Debt**

- ❖ Capital lease debt will be considered to finance certain vehicle and equipment purchases when the aggregate cost of equipment to be purchased exceeds \$15,000. Adequate funds for the repayment of principal and interest must be included in the requesting department's approved budget.
- ❖ The term of short-term financing will be limited to the usual useful life period of the vehicle or equipment, but in no case will exceed ten years.
- ❖ Departments requesting capital financing must have an approved budget appropriation. Departments will submit documentation for approved purchases to the Finance Department each year within sixty days after the annual budget is adopted. The Finance Department will consolidate all requests and may solicit competitive or negotiated proposals for capital financing to insure the lowest possible interest costs.

The following table provides a simple reference source for these policies.

PARAMETERS	FUNDING SOURCES		
	Cash	Short-term Notes	Long-term Bonds
Project life is less than 10 years	✓	✓	
Project life is 10 years or greater		✓	✓
Recommended temporary funding prior to a bond sale	✓	✓	
Recommended variable rate funding mechanism		✓	
The amount borrowed is less than \$5,000,000		✓	
The amount borrowed is \$5,000,000 or larger			✓
Estate tax beginning balance is less than \$5,000,000		✓	✓
Estate tax beginning balance is greater than \$5,000,000	✓	✓	
Ratio of available capital fund dollars to income tax supported debt payments is 2 to 1 or greater		✓	✓
Bond Buyer 20-Bond Index is at 85% of 20-year average			✓
Bond Buyer 20-Bond Index is at 115% of 20-year average	✓	✓	
Debt funding will cause debt measurement to exceed target measurements consistent with the City's "A3" Moody's rating	✓		
Payment for debt will be made by a select group of taxpayers or other beneficiaries		✓	✓

## **Revenue Policy**

To ensure strong financial management practices, the proper controls over revenues are imperative to determining budget, forecasting reconciliations and general oversight over the various revenues collected. Management will provide for appropriate mechanisms automated and manual to collect all funds for services and ensure the proper controls exist over all receipts. The internal controls set must abide by authoritative standards and practices as they pertain to Governmental Accounting Standards Board (GASB) pronouncements and Ohio Revised Code. To ensure that our revenues are balanced and capable of supporting our desired levels of services, the City of Painesville has adopted the following revenue policy statements.

- ✦ A process to review diversified and stable revenues will be maintained to shelter us from short-run fluctuations in any one revenue source.
- ✦ Each year and whenever appropriate, existing revenues will be re-examined and possible new sources of revenues will be explored to ensure that we are maximizing our revenue potential.
- ✦ Each year, major revenues will be projected for at least the next three years.
- ✦ Legally restricted revenues will be avoided when they adversely affect the short or long-term financial health of our government.
- ✦ We will strive to be informed and aware of all grants and other aid that may be available to us. All potential grants and other aid will be carefully examined for matching requirements (both dollar and level-of-effort) and restrictive covenants, to ensure that our participation in such grants will be beneficial and cost-effective.
- ✦ Each year and whenever appropriate, intergovernmental revenues will be reviewed to determine their short and long-term stability, to minimize the impact of any adverse changes. Intergovernmental revenues will be used as legally prescribed or otherwise set forth by policy.
- ✦ A balance will be sought in the revenue structure between elastic and inelastic revenues, to minimize any adverse effects caused by inflationary or economic changes.
- ✦ One-time revenues will be used for capital improvements or as legally restricted to a specific purpose.
- ✦ We will carefully and routinely monitor any amounts due to us. An aggressive policy of collection will be followed for all receivables, including property taxes.
- ✦ Proprietary funds will generate revenue sufficient to support the full direct and indirect costs of these funds.
- ✦ Revenue forecasts will be conservative, using generally accepted forecasting techniques and appropriate data.
- ✦ Each year and whenever appropriate, we will review our schedule of fees and related administrative procedures.

## **Expenditure/Expense Policy**

Expenditure/expense is a rough measure of a local government's service output. While many expenditures/expenses can be easily controlled, emergencies, unfunded mandates, and unanticipated service demands may strain our ability to maintain a balanced budget. To ensure the proper control of expenditures/expenses and provide for a quick and effective response to adverse financial situations, the City of Painesville adopted the following expenditure/expense policy statements.

- ✦ Expenditures/expenses and purchase commitments will be made in a form and process that is legal, appropriate, funded, authorized and sufficiently documented.
- ✦ Expenditures/expenses and purchase commitments will be recorded in an accurate and timely fashion.
- ✦ The review and approval process for all claims made against the City will be as follows:
  - Departments must issue purchase orders as required under our Purchasing Policy. Departments are encouraged to issue purchase orders whenever practical, even if they are not required.
  - Properly completed claims must be prepared and submitted to the Finance Department by the department responsible for originating the claim. A "properly completed claim" must include, but is not limited to, the vendor's name and address, date of claim, explanation, and accounts to be charged, department authorization signature and sufficient documentation. "Sufficient documentation" means that a person unfamiliar with the transaction could understand what was ordered, when, by whom,

from what vendor, at what price, when the goods or services were delivered, who accepted delivery, and who authorized payment. Typical documentation includes copies of purchase orders, invoices and/or statements, City Council resolutions authorizing bids or state contracts, records of quotes received, receiving slips, correspondence and other communications.

- Finance will issue checks promptly for all claims properly completed and submitted.
- ❖ The balances in appropriation accounts will be monitored regularly to ensure that the total of expenditures/ expenses and purchase commitments in any account do not exceed the authorized budget for that account.
- ❖ Requests for competitive bids, proposals, formal and informal quotes, and other methods of seeking and encouraging vendor competition will be obtained as required by law or otherwise established by the City Manager or Director of Finance.
- ❖ Arrangements will be encouraged with other governments, private individuals, and firms, to contract out or cooperatively deliver services, in a manner that reduces cost and/or improves efficiency and effectiveness while maintaining service quality.
- ❖ The full direct and indirect costs will be calculated for any service provided for a fee or charge, or where there is a potential for the reimbursement of such costs.
- ❖ We will maintain an effective risk management program that provides adequate coverage, minimizes losses, and reduces costs.
- ❖ Expenditures/Expenses are to be made for a purpose that is in compliance with operational or capital activities with the related department/division in the City (proper public purpose).
- ❖ All appropriations shall lapse at the close of the fiscal year to the extent that they shall not have been expended or encumbered.

## **Operating Position Policy**

Operating position refers to the City's ability to balance its budget on a current basis, maintain reserves for emergencies, and sufficient cash to pay its bills on a timely basis. Our operating position policy requires that:

- ❖ The City will pay all current operating expenditures with current operating revenues.
- ❖ Encumbrances represent commitments related to unperformed contracts for goods or services, and will be recorded when incurred. Encumbrances outstanding at year-end will be reported as reservations of fund balance.
- ❖ The City will strive to maintain the unreserved, undesignated fund balance of the General Fund at a level at least equal to 15-20% of the total General Fund appropriations.
- ❖ General Fund unreserved and undesignated fund balances should be used for capital or emergency expenditures.
- ❖ The City will prepare a cash-flow analysis of all major funds on a regular basis. Disbursements, collections and investments will be managed to provide sufficient cash for daily financial needs.

The City will prepare quarterly financial reports of the financial position and results of operations, and an analysis thereof, for the major funds of the City.

## **BASIS OF ACCOUNTING**

The City of Painesville maintains a cash basis of accounting throughout the year; consequently, revenue is recognized when it is received and expenditures *are* recognized when they are paid. Fund liabilities are recorded only in terms of encumbrances, as dictated by the Ohio Revised Code and the Auditor of State. The City of Painesville recognizes that most governmental units within the State of Ohio accomplish their basis of accounting as meeting "GAAP" (i.e., Generally Accepted Accounting Principles) for reporting. This provides the users of their financial statements with a method of good comparison, both for current operations and future estimates. Therefore, the City of Painesville's cash basis accounting statements are converted to meet Generally Accepted Accounting Principles as presented in the City's audited year end General Purpose Financial Statements.

## **BASIS OF BUDGETING**

The City of Painesville's budget is prepared according to Ohio law and is based on accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The budgetary basis (Non-GAAP Basis) provides a meaningful comparison of actual results with the budget and demonstrates compliance with State statute. The major differences between budgetary basis and the GAAP basis (financial statement presentation) are:

1. Revenues are recorded when received in cash (budget) as opposed to when susceptible to accrual (GAAP).
2. Expenditures are recorded when paid in cash (budget) as opposed to when the liability is incurred (GAAP).
3. Encumbrances are treated as expenditures (budget) rather than as a reservation of fund balance (GAAP).

## **FUND STRUCTURE**

For accounting purposes, the City is divided into smaller separate entities known as funds. Funds are accounting devices that the City uses to keep track of specific sources of funding and spending for particular services. These funds are divided into seven types within three broad categories.

### **Governmental Funds**

Governmental funds are used to account for the governmental-type activities of the City. In accordance with generally accepted accounting principles (GAAP), these funds are accounted for and budgeted on a modified accrual basis. This means that revenues are recorded when they are both measurable and available, and expenditures are recorded when they are expected to draw on current spendable resources. These funds are required by Ohio Revised Code to be budgeted on a cash basis. The City has five Governmental Fund types:

**General Fund** accounts for most of the day-to-day operating expenditures of the City. This fund and its reserves account for all revenues and expenditures to carry out basic governmental activities of the City such as general government, public safety, public works, culture and recreation, municipal court and community environment. Revenues are received from municipal income tax, general property taxes, licenses and permits, charges for services, fines and forfeits, interest earnings, etc. The General Fund and its reserves account for all financial resources except those required to be accounted for in another fund.

**Special Revenue Funds** account for proceeds of revenues that are "earmarked" for particular purposes. By law these revenues are designated to finance a particular function or activity of the government. The City has twenty-two Special Revenue Funds.

**Debt Service Funds** are used to account for the accumulation of resources for, and the payment of general long-term debt principal, interest, and related costs of general obligations and special assessments. The City has three Debt Service Funds.

**Capital Projects Funds** account for financial resources used to acquire or construct major capital facilities other than those financed by enterprise funds. The City has twelve Capital Project Funds.

**Permanent Funds** are the newest governmental fund type. They were first introduced as part of the governmental financial reporting model established by GASB 34. They are to be used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the government's programs or benefit the government or its citizenry.

In compliance with GASB 34, funds that have historically been reported as expendable trust will be reclassified at conversion to special revenue funds and nonexpendable trusts will be reported as permanent funds. The expendable portions of the permanent funds will be reported as part of the permanent funds. But, for budgetary presentation purposes, the funds maintain the historic fund type of expendable and non-expendable trust funds.

### **Proprietary Funds**

Proprietary Funds are used to account for the City's business-type activities. In accordance with generally accepted accounting principles (GAAP), these funds are accounted for on an accrual basis that records revenues and expenses at the time they are earned or incurred rather than when cash is actually received or spent. However, for budgetary purposes, the City shows items such as debt principal payments, capital outlay, and capital improvements as expenses. Depreciation is not shown as a budget expense but is recorded as an audit adjustment. The City has two Proprietary Fund types:

**Enterprise Funds** account for business-type activities that are provided to residents and businesses and financed and operated in a manner similar to private business. They are established to account for the financing, operation and maintenance of the City activities where the intent is that the costs of providing the services to the public is financed through user charges or where the City would have a periodic determination of revenues earned, expenses incurred and net income available for capital maintenance, public policy, management control or accountability for activity. The City has sixteen Enterprise Funds.

**Internal Service Funds** are used to account for expenses provided centrally for all departments on a cost-reimbursement basis. There are four Internal Service Funds.

### **Fiduciary Funds**

Fiduciary Funds are used to account for financial resources that the City holds or manages as an agent or fiduciary. There is only one type of fiduciary fund – Agency Funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The City has six Fiduciary Funds.

**FUNDS LISTED BY CATEGORY**

The following is a list of all active funds by category within the fund structure:

**GOVERNMENTAL FUND TYPES**100 GENERAL FUND

- 101 GENERAL FUND
- 151 GENERAL FUND RESERVE
- 152 EMPLOYEE HEALTH INSURANCE RESERVE
- 153 WORKERS COMPENSATION RESERVE
- 154 COMPENSATED BALANCE RESERVE

200 SPECIAL REVENUE FUNDS

- 201 STREET CONSTRUCTION, MAINTENANCE AND REPAIR FUND
- 202 STATE HIGHWAY IMPROVEMENT FUND
- 204 CEMETERIES FUND
- 208 POLICE PENSION TRANSFER FUND
- 209 FIRE PENSION TRANSFER FUND
- 212 LAW ENFORCEMENT FUND
- 215 MUNICIPAL MOTOR VEHICLE LICENSE TAX FUND
- 217 INDIGENT DRIVERS ALCOHOL TREATMENT FUND
- 218 ENFORCEMENT AND EDUCATION FUND
- 219 CITY MOTOR VEHICLE LIC. TAX FUND
- 220 FIRE LEVY FUND
- 221 UNDERGROUND STORAGE TANK FUND
- 222 PROBATION SERVICES FUND
- 223 COPS FUND
- 226 SKATE FACILITY FUND
- 227 FIRE SPECIAL REVENUE FUND
- 228 FEDERAL EMERGENCY MANAGEMENT AGENCY FUND
- 229 EMERGENCY MEDICAL SERVICES FUND
- 230 MUNI COURT COMPUTERIZATION FUND
- 231 SHAMROCK BUSINESS CENTER TIF FUND
- 232 2008 FEMA FUND
- 233 BROWNFIELD GRANT FUND

300 DEBT SERVICE FUNDS

- 301 GENERAL BOND RETIREMENT FUND
- 303 SPECIAL ASSESSMENT BOND RETIREMENT FUND
- 304 LAND ACQUISITION NOTE RETIREMENT FUND (LANR FUND)

400 CAPITAL PROJECT FUNDS

- 415 MUNI COURT CAPITAL PROJECTS FUND
- 424 CAPITAL IMPROVEMENT FUND
- 425 GIRDLED ROAD WATER IMPROVEMENT FUND
- 426 SHAMROCK BLVD. ROAD PROJECT FUND
- 427 JACKSON STREET INTERCHANGE PROJECT FUND
- 428 INDUSTRIAL PARK PROJECT FUND
- 429 MUNI COURT SPECIAL PROJECTS FUND
- 430 CAPITAL EQUIPMENT RESERVE FUND
- 431 MILLSTONE ACQUISITION FUND
- 432 GRISTMILL FMA ACQUISITION FUND
- 433 GRISTMILL HMGF ACQUISITION FUND
- 434 LAKE HOSPITAL DEMOLITION PROJECT FUND
- 435 CITY HALL FIRE FUND

PERMANENT FUNDS600 EXPENDABLE TRUST FUNDS

- 601 DEPOSIT TRUST FUND
- 602 PLAN REVIEW TRUST FUND
- 603 ZONING APPLICATION TRUST FUND
- 605 CEMETERY TRUST - OPERATIONS FUND
- 606 SPECIAL ENDOWMENT - OPERATIONS FUND
- 607 COLUMBARIUM TRUST FUND
- 610 PAINESVILLE SAFETY TOWN FUND
- 613 LAW ENFORCEMENT TRUST FUND

**PROPRIETARY FUND TYPES**

700 ENTERPRISE (UTILITIES) FUNDS

- 710 WATER REVENUE FUND
- 711 WATER DEPOSIT FUND
- 712 WATER CONSTRUCTION FUND
- 720 SEWER REVENUE FUND
- 722 SEWER CONSTRUCTION FUND
- 730 ELECTRIC REVENUE FUND
- 731 ELECTRIC DEPOSIT FUND
- 732 ELECTRIC CONSTRUCTION FUND
- 733 ELECTRIC REPLACEMENT AND IMPROVEMENT FUND
- 734 ELECTRIC UTILITY RESERVE FUND
- 735 SMART GRID PROJECT FUND
- 740 REFUSE FUND
- 750 OFF-STREET PARKING REVENUE FUND
- 751 OFF-STREET PARKING DEBT SERVICE FUND
- 752 OFF-STREET PARKING DEPOSIT FUND
- 760 STORM WATER UTILITY FUND
- 770 COMMUNITY PROGRAMS

800 INTERNAL SERVICE FUND

- 801 FUEL AND OIL ROTARY FUND
- 802 SUPPLIES ROTARY FUND
- 803 EMPLOYEE HEALTH INSURANCE FUND
- 805 WORKERS' COMPENSATION RETROSPECTIVE FUND

**PERMANENT FUNDS**

900 NON-EXPENDABLE TRUST FUNDS

- 901 EVERGREEN CEMETERY TRUST FUND
- 902 RIVERSIDE CEMETERY TRUST FUND
- 903 SPECIAL ENDOWMENT TRUST FUND

**FIDUCIARY FUNDS**

950 AGENCY FUNDS

- 952 STATE PATROL TRANSFER FUND
- 953 ELECTRONIC LICENSE FORFEITURE FUND
- 954 JEDD FUND
- 955 CDGB FUND
- 960 LAND BANK FUND
- 990 GENERAL FIXED ASSETS
- 998 GENERAL LONG TERM DEBT

**DESCRIPTION OF EACH FUND**

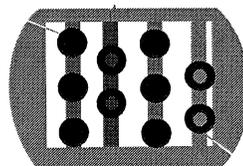
<i>FUND NAME</i>	<i>DESCRIPTION OF THE FUND</i>
<b>General Fund</b>	Used to account for government resources not accounted for in any other fund. The General Fund balance is available to the City for any purpose provided it is expended or transferred according to the Charter and/or the general laws of Ohio.
<b>General Fund Reserve Fund</b>	Accumulate funds that may be used for future unanticipated expenses of a devastating nature to the General Fund.
<b>Employee Health Insurance Reserve Fund</b>	Accumulate funds that may be used for future unanticipated expenses regarding healthcare claims for the City.
<b>Workers' Compensation Reserve Fund</b>	Accumulate funds that may be used to make required payoff for the retrospective rating program in which the City participates.
<b>Compensated Balances Reserve Fund</b>	Accumulate funds that may be used to make payment for an employee's separation of service with the City of Painesville due to retirement or termination.
<b>Street Construction, Maintenance &amp; Repair Fund</b>	Required by the Ohio Revised Code to account for 92.5% of the state gasoline tax and motor vehicle registration fees designated for maintenance of state highways within the City.
<b>State Highway Improvement Fund</b>	Required by the Ohio Revised Code to account for 7.5% of the state gasoline tax and motor vehicle registration fees designated for maintenance of state highways within the City.
<b>Cemeteries Fund</b>	To account for revenue received from the operation of the City's two municipal cemeteries.
<b>Police Pension Transfer Fund</b>	To accumulate property taxes levied for the partial payment of the current and accrued liability for police disability and pension.
<b>Fire Pension Transfer Fund</b>	To accumulate property taxes levied for the partial payment of the current and accrued liability for fire disability and pension.
<b>Law Enforcement Fund</b>	To account for the proceeds from the confiscation of contraband.
<b>Municipal Motor Vehicle License Tax Fund</b>	To account for County-levied motor vehicle registration fees designated for street construction, maintenance and repair.
<b>Indigent Drivers Alcohol Treatment Fund</b>	To account for funds received pursuant to Ohio Revised Code Section 4511.191 (M) to be used for the incarceration and/or treatment of alcohol abuse by individuals that are determined by the court to be indigent.
<b>Enforcement and Education Fund</b>	To account for funds received pursuant to Ohio Revised Code Section 4511.99 (A) to be used by the Painesville Police to pay the costs of educating the public about laws governing operation of a motor vehicle while under the influence of alcohol.

<i>FUND NAME</i>	<i>DESCRIPTION OF THE FUND</i>
<b>City Motor Vehicle License Tax Fund</b>	To account for City-levied motor vehicle registration fees designated for street construction, maintenance and repair.
<b>Fire Levy Fund</b>	To account for property tax revenues derived from a voted tax levy for the purchase of fire fighting apparatus.
<b>Underground Storage Tank Fund</b>	To account for monies to pay for the deductible amount of costs of third party damages and corrective actions necessary to clean up petroleum release from an underground storage tank.
<b>Probation Services Fund</b>	To account for monies received pursuant to Ohio Revised Code Section 2951.021 to be used for operating expenses of the Probation Department.
<b>Community Oriented Policing (COPS) Fund</b>	To account for federal grant monies designated for the cost of additional police officers.
<b>Skate Facility Fund</b>	To account for monies designated for the costs to construct and maintain a skate facility.
<b>Fire Special Revenue Fund</b>	To account for grants and donated monies received for funding the operations of the Fire Division.
<b>Federal Emergency Management Agency Fund</b>	To account for disbursement of federal funds received pursuant to Auditor of State Bulletin 98-013 that addresses how to handle federal funds.
<b>Emergency Medical Services Fund</b>	To account for revenue received from the operation of the City's Emergency Medical Service costs.
<b>Municipal Court Computerization Fund</b>	To account for the costs relating to the maintenance and improvements to the court's computer network and the related technology infrastructure.
<b>Shamrock Business Center TIF Fund</b>	To track TIF tax revenues and expenditures relating to the Shamrock Business Center.
<b>2008 FEMA Fund</b>	To account for the disbursement of federal funds received for city-wide emergencies due to the snow storm in 2008.
<b>Brownfield Grant Fund</b>	To keep track of grant monies and other revenues for the assessment of hazardous substances.
<b>Victim's Advocate Grant Fund</b>	To keep track of grant monies and other revenues used for the Victim's advocate program.
<b>General Bond Retirement Fund</b>	To account for the accumulation of resources for the payments of general obligation debt of the City including self-supporting obligations not otherwise paid from proprietary funds.
<b>Special Assessment Bond Retirement Fund</b>	To accumulate special assessment revenues collected by County Treasurer and remitted to City by the County Auditor for payment of assessment bonds

<i>FUND NAME</i>	<i>DESCRIPTION OF THE FUND</i>
<b>Land Acquisition Note Retirement Fund</b>	To account for the accumulation of resources for payments of land acquisition notes of the City. (The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balances are not presented because they are not liabilities.
<b>Municipal Court Improvement Fund</b>	To account for the capital costs to maintain and upgrade to current municipal court facilities. Costs include remodeling and furnishing of the existing facilities financed by unvoted general obligation bond anticipation notes.
<b>Capital Improvement Fund</b>	To account for the costs associated with design/construction of City-owned capital improvements
<b>Shamrock Boulevard Road Project Fund</b>	To account for the costs associated with the construction of Shamrock Boulevard.
<b>Industrial Park Project Fund</b>	To account for the costs associated with the construction of the Renaissance Industrial Park for street construction and development of lots for reselling.
<b>Municipal Court Special Projects Fund</b>	To account for accumulation of funds for general use of the Municipal Court.
<b>Capital Equipment Reserve Fund</b>	To account for the costs associated with the purchase and maintenance of capital equipment.
<b>Millstone Acquisition Fund</b>	To account for costs associated with the acquisition and demolition of Millstone Condominiums
<b>Gristmill FMA Acquisition Fund</b>	To account for costs associated with the acquisition and demolition of 24 Gristmill Condominiums
<b>Gristmill HMGP Acquisition Fund</b>	To account for costs associated with the acquisition and demolition of 18 Gristmill Condominiums
<b>Lake Hospital Demolition Project Fund</b>	To account for the costs associated with the demolition of the Lake East Hospital.
<b>City Hall Fire Fund</b>	To track expenses for renovation from fire for insurance purposes.
<b>Water Fund</b>	To account for operation of City's water treatment and distribution systems.
<b>Sewer Fund</b>	To account for operation of City's sewage treatment and collection systems.
<b>Electric Fund</b>	To account for operation of City's electric generation and distribution systems.
<b>Smart Grid Project Fund</b>	To account for costs associated with Vanadium Redox battery power source.
<b>Refuse Fund</b>	To account for the operation of the City's solid waste collection and transmission systems.
<b>Off-Street Parking Fund</b>	To account for the operation of the City's off-street parking garage.
<b>Storm Water Utility Fund</b>	To account for the operation of the City's storm water utility.
<b>Community Programs</b>	To account for community cultural and recreational activities that are funded by an established user-fee.

<i>FUND NAME</i>	<i>DESCRIPTION OF THE FUND</i>
<b>Fuel and Oil Rotary Fund</b>	To account for the accumulation and allocation of costs associated with petroleum products.
<b>Supplies Rotary Fund</b>	To account for the accumulation and allocation of costs associated with operating supplies.
<b>Employee Health Insurance Fund</b>	To account for expenses related to employee health insurance coverage provided by the City. This program is partially self-funded by the City as well as through a 'stop-loss' cap arrangement with an outside contractor.
<b>Workers' Compensation Retrospective Fund</b>	To account for expenses for workers' compensation coverage provided by the Ohio Bureau of Workers' Compensation.
<b>Deposit Trust Fund</b>	To account for monies received and held by the City for various deposits.
<b>Plan Review Trust Fund</b>	To account for monies received and held by the City for various deposits for review of construction plans.
<b>Zoning Application Trust Fund</b>	To account for monies received and held by the City for zoning application requests.
<b>Cemetery Trust – Operations Fund</b>	To account for interest income earned from the investment of cemetery trust principal.
<b>Special Endowment Operations Fund</b>	To account for income earned from the investment of special endowment (non-resident) principal. The interest portion of the trust can be used to maintain the City's two cemeteries.
<b>Columbarium Trust Fund</b>	To account for monies received and held by the City for charges related to columbarium burial site.
<b>Law Enforcement Trust Fund</b>	To account for monies received by the police division from the sale of drug related contraband.
<b>Evergreen Cemetery Trust Fund</b>	To account for the principal, acquired from contributions and endowments, for the City's Evergreen Cemetery.
<b>Riverside Cemetery Trust Fund</b>	To account for the principal, acquired from contributions and endowments, for the City's Riverside Cemetery.
<b>Special Endowment Trust Cemetery</b>	To account for the principal, acquired from contributions and endowments, from non-residents, for the City's two cemeteries.
<b>Municipal Court Fund</b>	To account for funds that flow through the municipal court.
<b>State Patrol Transfer Fund</b>	To account for the receipt from the City's municipal court and disbursement to the City and County Law Library of fines and forfeitures for State Highway Patrol cases in accordance with provisions of the Ohio Revised Code.
<b>Electric License Fund</b>	To account for funds from the fifteen percent (15%) fees as required by Ohio Revised Code.
<b>JEDD Fund</b>	To keep track of income taxes for JEDD areas.

<i>FUND NAME</i>	<i>DESCRIPTION OF THE FUND</i>
<b>C.D.B.G. Fund</b>	To account for monies designated for renovations of the downtown area of Painesville City.
<b>General Fixed Assets Fund</b>	To account for current year capital acquisitions and depreciation by functional area. To accumulate historical costs for capital expenditures.
<b>General Long Term Debt Fund</b>	To record capital debt issues, capital debt payments, accrued interest on long term debt and related changes.



**FINANCIAL ANALYSIS**

**BUDGET SUMMARY**

Total expenditures for all funds are \$81,491,673, a 1.4% decrease from last year’s original budget of \$82,647,000. Total estimated resources for all funds is \$77,599,869, a 4.6% increase over last year’s estimated resources of \$73,994,812. On pages 75-76 is a 2012 budget summary presentation. It is important that each fund be looked at to analyze where the expenditures have changed significantly and to examine the offsetting revenue sources for those expenditures. At the end of this section is a series of schedules that detail various aspects of the 2012 budget that include the prior three years actual data and the budgets for the prior two years.

**ASSUMPTIONS FOR REVENUE ESTIMATES**

Revenues are estimated based on the following factors:

1. Legislative action: The City continues to monitor the legislature when in session to determine potential bills which would directly affect the amount of revenue received from the state.
2. Consultation with departments directly involved in evaluating potential and existing revenues: Department heads are required to review the estimated resources and their revenue streams during the budget process and make recommendations to the Director of Finance.
3. Review of revenue history: The City reviews previous years’ revenues to determine revenue projections for the upcoming budget year. A statistical analysis is prepared by the Director of Finance and reviewed with the City Manager and other administrators to determine a reasonable revenue projection.
4. Economic trends: The City reviews how the economy is doing as a whole in the area and Nationally to evaluate the potential changes in the economy.
5. Consulting with outside sources: The City consults with surrounding communities, County government, financial advisors and third-party administrators to assist in determining revenue forecasts and trends.



The table below lists the City's revenues by source from 2007 to 2012.

**Revenue By Source  
FY 2007 to FY 2012**

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Budget 2012</u>
Taxes	\$ 11,323,002	\$ 12,197,470	\$ 11,831,265	\$ 11,352,514	\$ 11,796,642	\$ 10,132,044
Intergovernmental Revenue	547,918	2,542,721	3,919,119	2,528,952	4,858,051	8,931,339
Charges for Services (Except Utilities)	657,837	688,572	592,670	811,788	865,156	784,825
User Fees - Charges for Services	30,644,219	30,996,983	32,977,734	37,375,046	38,682,044	36,680,850
License, Permit, Inspection & Other Fees	399,505	398,804	315,763	303,163	294,524	299,390
Municipal Court Receipts-Fines & Forfeits	1,351,012	1,447,278	1,424,233	1,394,776	1,327,738	1,358,850
Other Revenues	3,313,512	2,559,186	2,104,880	2,220,146	1,737,104	1,640,775
Other Financing Sources/Transfers In	24,666,661	17,850,884	12,616,408	14,520,340	11,364,080	17,771,796
<b>TOTAL REVENUE</b>	<b>\$ 72,903,666</b>	<b>\$ 68,681,897</b>	<b>\$ 65,782,072</b>	<b>\$ 70,506,726</b>	<b>\$ 70,925,338</b>	<b>\$ 77,599,869</b>

- Revenue estimates reflect the loss of Local Government Funds from the State and County and are conservative. They reflect the changing economic situation in the City and the region. General Fund revenues are estimated to be at 1999 budget levels.

**ASSUMPTIONS FOR APPROPRIATIONS**

This budget has been constructed with the following assumptions:

- This year's primary objective was to reduce operating costs as significantly as possible to attempt to be within a conservative revenue estimate for the current year in all of the primary funds.
- The budget includes only wage increases associated with step increases and longevity increases for the eligible employees.
- A change in the distribution of expenditures for the Fire Fighters, Community Development Personnel, and City Hall Maintenance personnel.
- The budget eliminates vacant permanent positions Police and Fire Departments, Recreation Division of Recreation and Public Land Department and Engineering Division of Community Development. Seasonal positions have also been eliminated in all departments funded by the General Fund.
- All major fund budgets are proposed to use carry over yearend balance.
- Maintain where possible public outreach programs to further the citywide goals.
- Only the most essential capital improvements are budgeted and generally paid by cash balances.

**BUDGET PREPARATION**

The 2012 budget preparation incorporated the above assumptions to formulate the current year's budget. The estimated resources were prepared initially by reviewing the prior five year's revenue to calculate three analyses—trend, ratio and sensitivity. The calculations are reviewed by the Director of Finance followed by a recommendation for each line item of revenue in the revenue forecast. Each department head reviews the revenue forecasts and makes recommendation to the City Manager utilizing their own resources and expertise to formulate a revenue forecast. The forecasts were discussed with Department Heads in June and revised at the budget hearings resulting in a mutual consensus of the final estimated resource amounts. The City Manager makes a final recommendation as it appears in this proposed budget. The forecasts were also reviewed with the Finance Committee of Council before the requests for department expenditures were completed.

Every department was requested to reduce the operating portion of their budget between 5% and 15 % depending on the fund. Requests for increases in expenditures were to have identified offsetting revenue. Each department was asked to re-evaluate programs and staffing; if additional revenue was available public safety was given first priority. All recommendations were made in consideration of the citywide goals and objectives and the departments' ability to achieve the goals. Upon conclusion of the Operating budget review, capital projects were funded based on available revenue, outside funding, severity of the need and City Council's directives and priorities. Each department submits its budget on-line to the Finance Department in the financial management software package. This year the Staff recommended that the City Council approve a Temporary Appropriation for the first three months of 2012. This temporary budget was based on 33% of the anticipated 2012 budget and any specific expenditures that were known to be incurred in the first three months of the year. The final budget presentation was completed upon the closing of fiscal year 2011 and the determination of total 2011 expenditures and years end fund balances. The presentations on the following pages are the results of the efforts of the Administrators of the City of Painesville.

**ECONOMIC OUTLOOK**

Fiscal year 2011 has been a tumultuous year which has affected General Fund and Enterprise Funds in widely differing manners. The General Fund revenues continue to suffer not only from the lagging economy, continual reductions in investment interest rates and reduced valuations to property but also from the State of Ohio's decision to reduce Local Government Fund (LGF) revenue sharing. Beginning in July of 2011 and continuing through June of 2013 the revenues from the State will be

reduced by 50% resulting in less than projected revenue. The LGF represented 10% of the General Fund revenue before the reductions began. In addition beginning in 2013 the State has eliminated the Estate Tax which generated in the range of \$100,000 to \$400,000 annually to the General Fund. To maintain a year-end carry-over balance in compliance with our policy, the City maintained a very conservative spending pattern in 2011. However at the end of 2011 the general fund operations spend 99% of their allocated budgets and used approximately \$60,000 of the 2010 carry-over balance.

The General Fund revenue for the City of Painesville in 2012 is anticipated to be less than the budgeted expectations in 2011. Previous years conservative approach to spending have permitted the carry-over balance in the General Fund to be within the 20-25% guideline of expenditure established by the Financial Policies and GFOA, which is 23% for 2012. However, the 2012 fiscal year is expected to see a continued decline in revenue impacted by conservative hiring and operational practices in public sector, declining State funding through the Local Government Fund, decreased interest income and a flat local service and retail economy. This year, we are presenting Council a budget that requires the use of carry-over funds to balance the current year operating expenditures. We have requested the use of less than \$155,000 of General Fund carry-over to balance the budget for 2012. Total revenue in the General Fund is estimated to be near the 1999 of revenue levels.

The utility funds experienced mixed activity this past year. The Water and Electric Funds experienced increases in consumption and revenue, while the Sewer Fund remained relatively flat. However, the very wet year resulted in increased expenses for the Sewer Fund to treat rain water infiltrating the sanitary system. The increased consumption in the water and electric systems are signs of economic improvement and are expected to continue into 2012.

The last several years of conservative spending and budgeting has permitted the development of carry-over balances in most funds to assist in minimizing the impacts of the economic decline. It appears that the economic situation we are currently experiencing will be the "normal" for the foreseeable future. While the decline appears to have slowed or stopped, the recovery has been very slow and uneven by various sectors. The public sector and the associated not-for-profit sector have continued to experience a decline as the result of continued reduced resources from all levels of government. Changes at the State level to the Local Government Fund will continue to have a negative impact on the local economy for at least the next two years. Since the city's tax base is heavily weighted toward the public sector and its associated agencies, it is anticipated that the funding issues will continue to impact the City's budget until at least 2014. The Administration is making adjustments in operations and approaches to service that will result in structural changes in how we do business and deliver service. Unless significant changes occur in the Local, State and National private sector economy in 2012, we will need to adjust our business model to continue to operate within our means. The management team in the City of Painesville, at the direction of City Council, continues to prepare the City for the future and is charged with the task of anticipating obstacles and hindrances that would or could prevent the City from accomplishing the goals and objectives set forth by this budget.

We are anticipating continuing our very aggressive approach with the economic development and recruitment programs. We are continuing to make a concerted effort to acquaint new businesses with the advantages of locating in the City of Painesville. The City is expecting continual interest in economic and community development in the years to come. The City's Economic Development Strategy was updated in 2009 to address recent changes in the marketplace. The Plan focuses on continuation of its aggressive economic development program to insure current employers remain in the community, the downtown redevelopment plan is implemented and infrastructure assistance is identified through grants and other Federal funding sources.

The 2012 budget includes capital outlay which is funded through grant funds, accumulated cash or the newly adopted Water Infrastructure Fee. While resources are limited for many of the improvements funded through general fund revenues, we are well aware delays in expenditures now will cost the City in the future. In several funds the only options for continuing capital improvement is through the issuance of debt. However in Storm Water and Street Construction and Maintenance Funds,

we are reaching critical levels of debt payment which will impact our ability to continue capital project in the future. While the City's total debt capacity is with acceptable limits these funds are approaching over 60% of the operating expenses in debt payment. Continued efforts on identifying other revenue sources including grants, levies or income tax reciprocity will be important to the future implementation of capital projects. The details of specific projects and plans for 2012 are outlined in the capital budget section of this document.

It is anticipated that the fiscal situation of the City will not improve for the next several years. We already know that in 2013 the revenues in the general fund will decrease by at least \$600,000 due to additional reductions in the Local Government Fund revenues from the State of Ohio. This decrease coupled with the reduced interest on investment income since the Federal Reserve has indicated it will not increase rates until sometime in 2013, indicated no additional traditional income to General Fund resources. The City must reduce expenditures to keep pace with the declining revenue. We must look to the future and recognize that changes must be made today if we are going to balance the budget in future years.

**SUMMARY OF REVENUES, EXPENDITURES AND FUND BALANCES  
ALL FUNDS COMBINED**

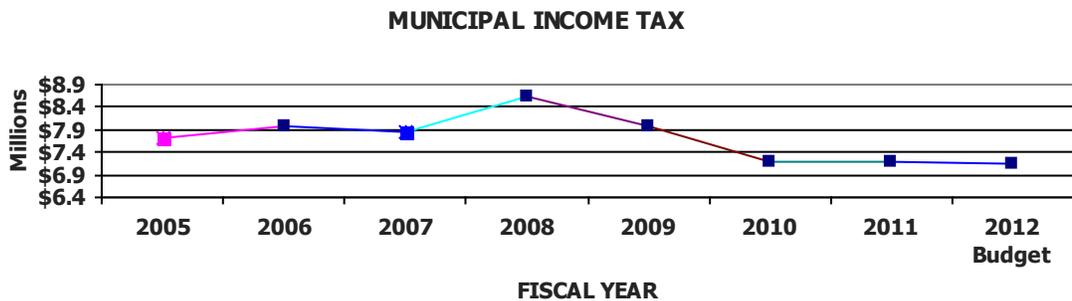
	<b>Actual 2009</b>	<b>Actual 2010</b>	<b>Budgeted 2011</b>	<b>Budgeted 2012</b>
<b>REVENUES:</b>				
40 Taxes	\$ 11,831,265	\$ 11,352,514	\$ 10,662,400	\$ 10,132,044
41 Intergovernmental Revenue	3,919,119	2,528,952	10,472,647	8,931,339
42 Charges for Services (except Utilities)	592,670	811,788	662,130	784,825
43 User Fees - Charges for Services	32,977,734	37,375,046	34,355,433	36,680,850
44 License, Permit, Inspection and Other Fees	315,763	303,163	306,150	299,390
45 Municipal Court Receipts-Fines and Forfeits	1,424,233	1,394,776	1,339,320	1,358,850
46 Other Revenues	2,104,880	2,220,146	1,871,106	1,640,775
48 Other Financing Sources	7,584,353	7,375,583	12,988,626	16,520,796
<b>Total Revenues</b>	<b>\$ 60,750,017</b>	<b>\$ 63,361,968</b>	<b>\$ 72,657,812</b>	<b>\$ 76,348,869</b>
<b>EXPENDITURES:</b>				
51 Personal Services	\$ 24,005,362	\$ 26,309,460	\$ 25,905,419	\$ 25,830,116
52 Materials and Supplies	6,293,562	5,176,763	6,015,160	6,520,080
53 Other Services and Charges	5,261,760	5,270,843	5,217,426	6,235,722
54 Utilities	6,812,458	9,599,178	9,140,782	10,299,193
55 Other Operating Charges	1,685,715	2,221,074	1,476,654	1,585,160
56 Capital Outlay	11,139,206	4,375,460	24,883,118	21,389,011
57 Debt Service	7,739,080	8,003,226	7,200,311	7,084,061
58 Other Nonoperating Charges	1,885,246	1,725,324	1,806,150	1,677,330
<b>Total Expenditures</b>	<b>\$ 64,822,389</b>	<b>\$ 62,681,328</b>	<b>\$ 81,645,020</b>	<b>\$ 80,620,673</b>
<b>Transfers:</b>				
47 Transfers-In (Governmental Fund Types)	\$ 2,287,193	\$ 2,025,057	\$ 1,287,000	\$ 1,231,000
49 Transfers-In (Proprietary Fund Types)	2,744,862	5,119,700	50,000	20,000
59 Operating Transfers/Reserves-Transfer Out	(4,303,686)	(6,415,620)	(1,002,000)	(871,000)
	\$ 728,369	\$ 729,137	\$ 335,000	\$ 380,000
<b>EXCESS REVENUE OVER EXPENDITURES</b>	<b>\$ (3,344,003)</b>	<b>\$ 1,409,777</b>	<b>\$ (8,652,208)</b>	<b>\$ (3,891,804)</b>
<b>CASH CARRYOVER BALANCE</b>	<b>42,128,241</b>	<b>38,784,238</b>	<b>40,194,015</b>	<b>31,541,807</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 38,784,238</b>	<b>\$ 40,194,015</b>	<b>\$ 31,541,807</b>	<b>\$ 27,650,003</b>

**REVENUES**

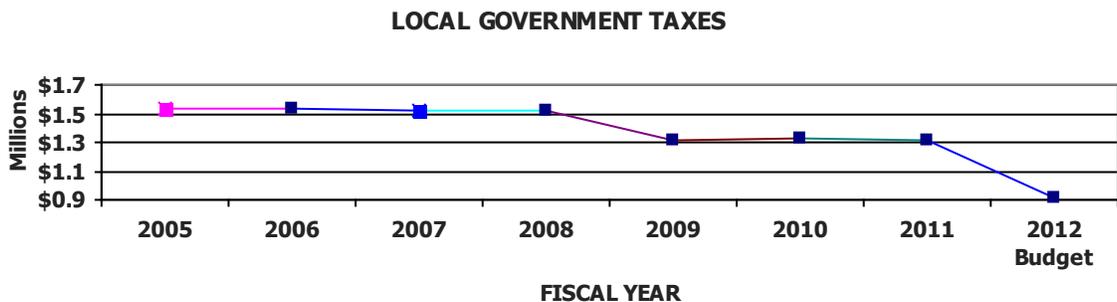
The City has five major funds that represent approximately 59% of the total estimated resources of the City and 57% of the City's appropriations. These funds are the General Fund, Water Revenue Fund, Sewer Revenue Fund, Electric Revenue Fund and Storm Water Fund. The General Fund is the chief operating fund of the City. The Water Revenue, Sewer Revenue, Electric Revenue Funds and Storm Water Fund are all enterprise funds. The Electric Revenue Fund is the largest single fund in the City.

The revenue used to support the City programs and projects comes from a variety of sources. The pie chart on page 15 shows the distribution of these revenues by major categories. The two largest revenue generators for the City are Taxes and User-Fees. The three major taxes that make up the 13% of the total estimated resources of the City are municipal income tax, local government tax and property tax. These three taxes are defined below along with the key user-fees of the City:

**Municipal Income Tax** is assessed to all individuals who are 16 years of age and older. It is generated by a 2% tax on wages and earnings, not only of Painesville residents but also of those working within the City, regardless of place of residence. The City has contracted with a third-party to assess and collect the tax on its behalf. It is the primary source of income to the General Fund. The 2012 Municipal Income Tax estimates are based on trend analysis and information provided by the City's income tax collection agency.

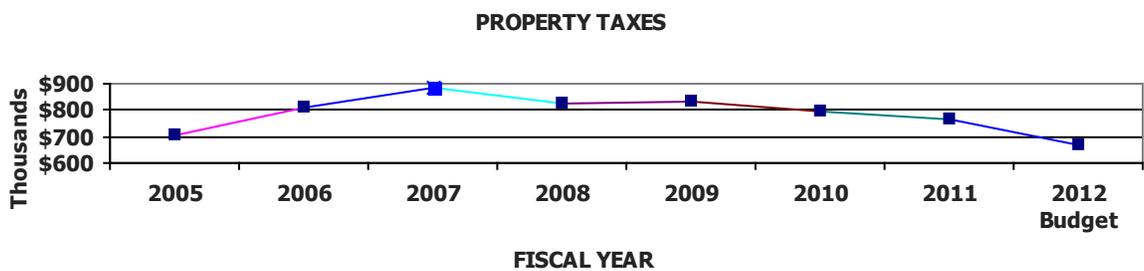


**Local Government Taxes** are State of Ohio revenue sharing programs in which cities share in the collection of the State Income, Sales, Corporate Franchise and Public Utilities Excise Taxes. These funds are distributed in two ways – 9/10 to counties which in turn divide them among all towns, villages 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. This is the second largest revenue source to the General Fund. Due to state budget cuts, the LGF monies will be reduced by at least \$500,000 in 2012 and another \$600,000 in 2013.



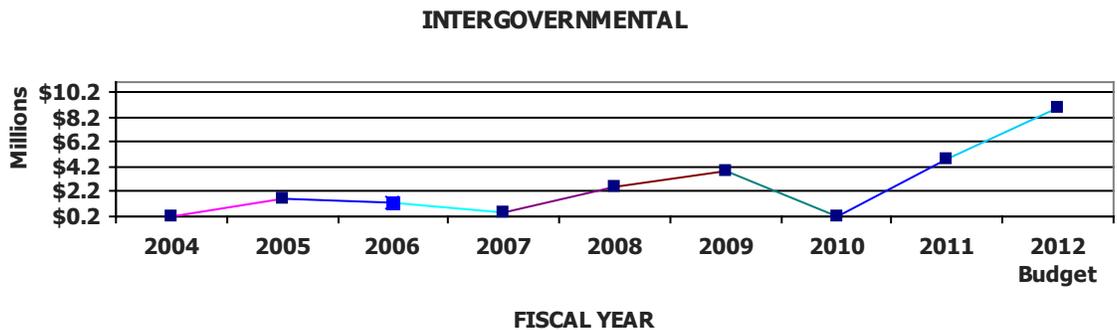
**Property Taxes** include amounts levied against all real estate and public utility property. Real property taxes (other than public utility) collected during 2011 were levied October 1, 2010 on assessed values as of January 1, 2010, the lien date. Assessed values are established by the County Auditor at 35% of appraised market value. Real property taxes are payable annually or semi-annually. The first payment is due January 20<sup>th</sup>; the remainder is payable by June 20<sup>th</sup>.

The County Treasurer collects property taxes on behalf of all taxing districts in the County, including the City of Painesville. The County Auditor periodically remits to the City its portion of the taxes collected. Property taxes are the key revenue source for the General Fund, Police Pension Transfer Fund, Fire Pension Transfer Fund and General Bond Retirement Fund. The 2012 Property Tax estimates are based on trend analysis and information provided by the County Auditor’s office. The Property Taxes in 2012 will also be reduced due to budget cuts.

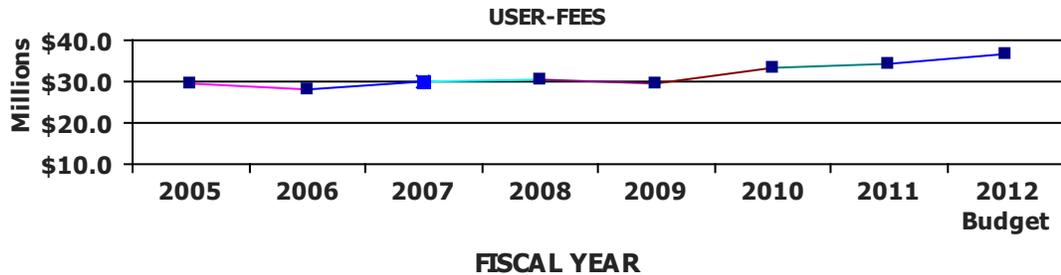


Other significant sources of revenue are defined as follows:

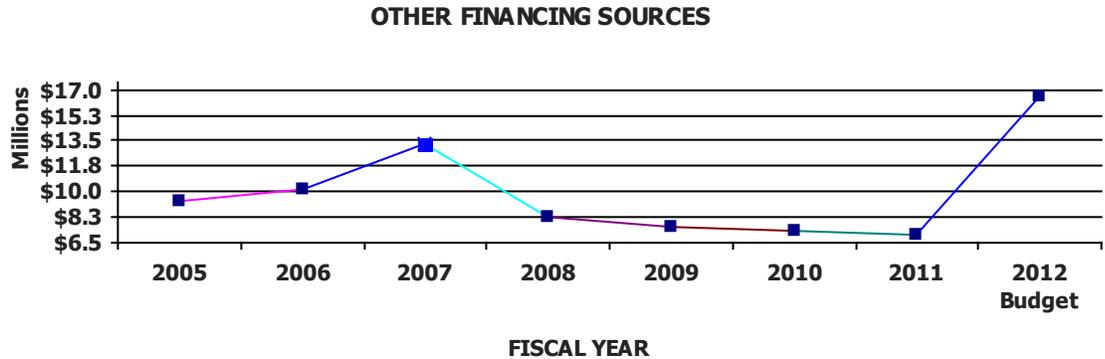
**Intergovernmental** are derived primarily from other government entities, such as county, state, or federal governments. The majority of these revenues are revenues received through grants. The 2012 Intergovernmental revenue estimates are based on grants the City has received or have a good chance of receiving.



**User-Fees** are derived primarily from the four main enterprise activities of the City water, sewer, electric and storm utilities. The fees are determined from consumption of water, flow of waste water, consumption of electricity and existence of impervious surface. User fees are combined in a monthly bill sent to residents and businesses. Meters are read every month to determine consumptions. The 2012 User Fees estimates are based on trend analysis.



**Other Financing Sources** are derived primarily from issuing debt, such as bonds, notes or leases. Some of the other main sources of Other Financing Sources are transfers-in, which are monies transferred from one fund to finance the activities in another fund and insurance proceeds from the City Hall Fire.

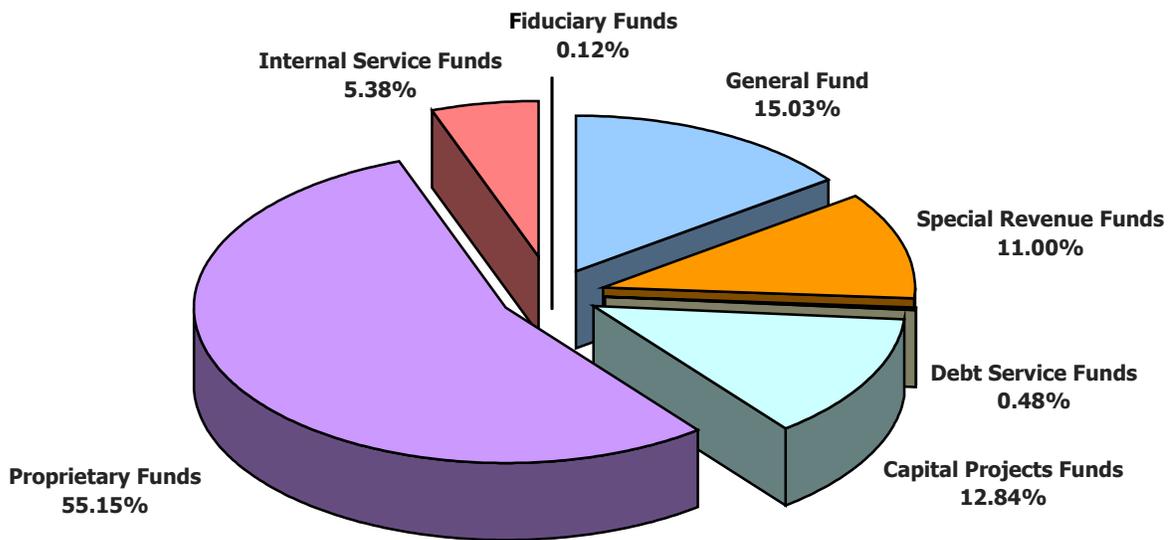


**Revenues**

**Total for 2012 Budget \$77,599,869**

**Summary of Revenue by Fund Group**

	<b>2012 Budget</b>	<b>%</b>	<b>2011 Budget</b>	<b>%</b>
General Funds	\$ 11,663,345	15.03%	\$ 12,367,535	16.71%
Special Revenue Funds	8,537,270	11.00%	7,650,978	10.34%
Debt Service Funds	375,234	0.48%	403,000	0.54%
Capital Projects Funds	9,962,340	12.84%	8,894,788	12.02%
Proprietary Funds	42,791,605	55.15%	40,827,448	55.18%
Internal Service Funds	4,173,750	5.38%	3,714,413	5.02%
Fiduciary Funds	96,325	0.12%	136,650	0.18%
<b>Total All Fund Groups</b>	<b>\$ 77,599,869</b>	<b>100.00%</b>	<b>\$ 73,994,812</b>	<b>100.00%</b>



The City anticipates a slight increase in total revenues in 2012. One of the reasons for the increase is the City anticipates the user fees for the utilities will increase in 2012. Another reason for the increase is the Other Financing Sources are projected to increase by over \$3.5 million in 2012, due to additional debt being issued and the first full year of receiving the water infrastructure fee.

The current condition of the economy and state budget cuts will cause the General Fund to have to one of its lowest revenues in over a decade. The reduction of state revenues to the local governments will cause the City to lose at least \$500,000 in 2012 General Fund revenues. Municipal income tax revenues will continue to be down, due to the fact that the City's large make up of government entities in the City. Also the City's largest employer, Lake County, has plans for additional layoffs in 2012. The interest revenues will again be reduced, due to the interest rates being at historically low levels and are estimated to continue at those levels for the foreseeable future. All of these factors will cause the **projected 2012 General Fund revenues to be lowest since 1999.**

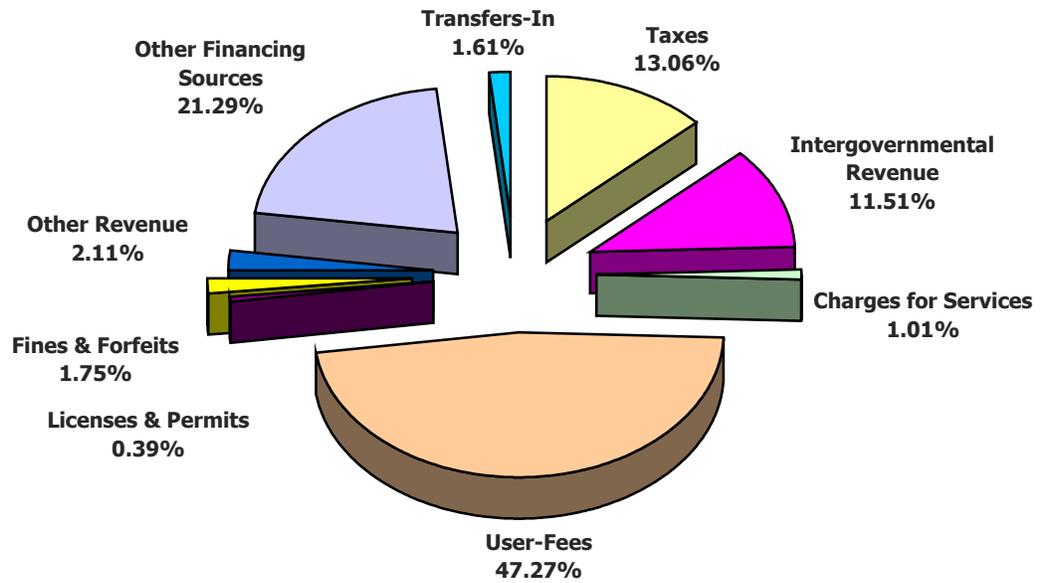
The table below is a summary comparison of the 2012 to 2011 budgets by sources.

### Summary of Revenues by Source

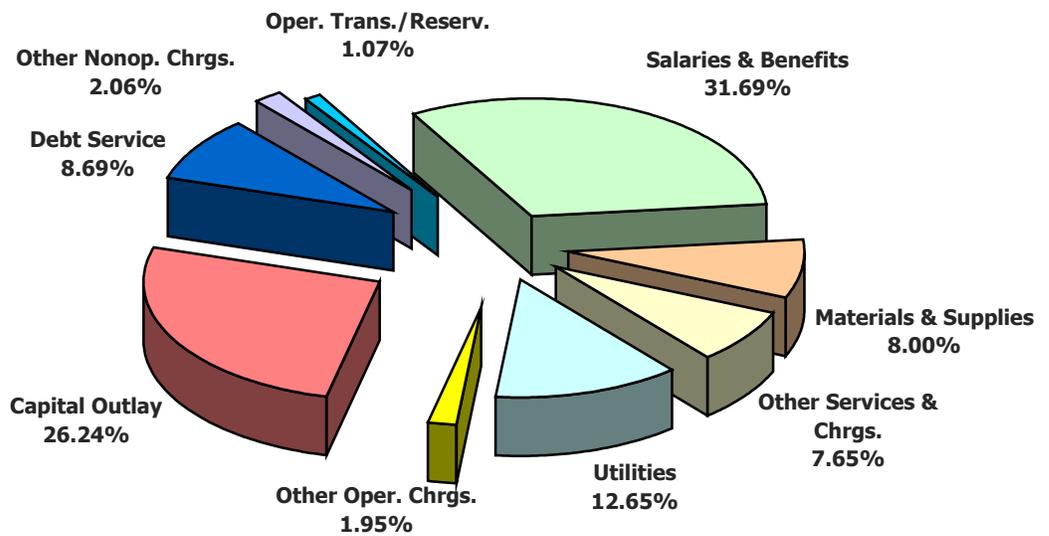
	2012 %	2012 Budget	2011 Budget	Change \$	%
Taxes	13.06%	\$ 10,132,044	\$ 10,662,400	\$ (530,356)	-4.97%
Intergovernmental	11.51%	8,931,339	10,472,647	(1,541,308)	-14.72%
Charges for Services	1.01%	784,825	662,130	122,695	18.53%
User Fees	47.27%	36,680,850	34,355,433	2,325,417	6.77%
Licenses & Permits	0.39%	299,390	306,150	(6,760)	-2.21%
Fines & Forfeitures	1.75%	1,358,850	1,339,320	19,530	1.46%
Other Revenues	2.11%	1,640,775	1,871,106	(230,331)	-12.31%
Other Financing Sources	21.29%	16,520,796	12,988,626	3,532,170	27.19%
Transfer-In-All Funds	1.61%	1,251,000	1,337,000	(86,000)	-6.43%
	<b>100.00%</b>	<b>\$ 77,599,869</b>	<b>\$ 73,994,812</b>	<b>\$ 3,605,057</b>	<b>4.87%</b>

- The decrease in taxes is due to the fact that state is sending less local government monies to the government entities, due to the fact the state is dealing with their own budget shortfalls.
- The decrease in intergovernmental revenues is mainly due to the fact that the City budgeted to get more grant money in 2011 than 2012. The main cause for decrease in the grant money is the Vanadium Battery Project Grant, in 2011 the City budgeted over \$3.6 million for this and in 2012 the City budgeted \$1.6 million.
- The main reason for the increase in charges for services are the EMS billing fees are expected to be increased by over \$125,000 due to the additional EMS runs caused by the hospital moving.
- User Fees, primarily in the form of utility charges, continue to be the largest share of the revenue received by the City. The City expects these revenues to be slightly up in 2012.
- One of the main reasons for the increase in Other Financing Sources is the first full year of the Water Capital Fee and it is projected to bring in \$1.2 million in 2012. Also the City plans to issue new debt to pay for a portion of the construction of the Shamrock Bridge and Brookstone Blvd., with the remainder of the money coming from a grant. There also is a large increase in the Other Financing Sources due to the fact of budgeted revenues of \$800,000 in insurance proceeds to pay for the repair of City Hall from the fire.

### WHERE IT COMES FROM



### WHERE IT GOES



The table below is comparison summary of the current budget by cost center for 2012 to the prior original budget for 2011:

**Summary of Expenditures by Cost Center**

	2012 %	2012 Budget	2011 Budget	Change \$	%
Personnel Services	31.70%	\$ 25,830,116	\$ 25,905,419	\$ (75,303)	-0.29%
Materials & Supplies	8.00%	6,520,080	6,015,160	504,920	8.39%
Other Services & Charges	7.65%	6,235,722	5,217,426	1,018,296	19.52%
Utilities	12.64%	10,299,193	9,140,782	1,158,411	12.67%
Other Operating Charges	1.95%	1,585,160	1,476,654	108,506	7.35%
Capital Outlay	26.25%	21,389,011	24,883,118	(3,494,107)	-14.04%
Debt Service	8.69%	7,084,061	7,200,311	(116,250)	-1.61%
Other Nonoperating Charges	2.06%	1,677,330	1,806,150	(128,820)	-7.13%
Operating Transfers/Reserves	1.07%	871,000	1,002,000	(131,000)	-13.07%
<b>Total</b>	<b>100.00%</b>	<b>\$ 81,491,673</b>	<b>\$ 82,647,020</b>	<b>\$ (1,155,347)</b>	<b>-1.40%</b>

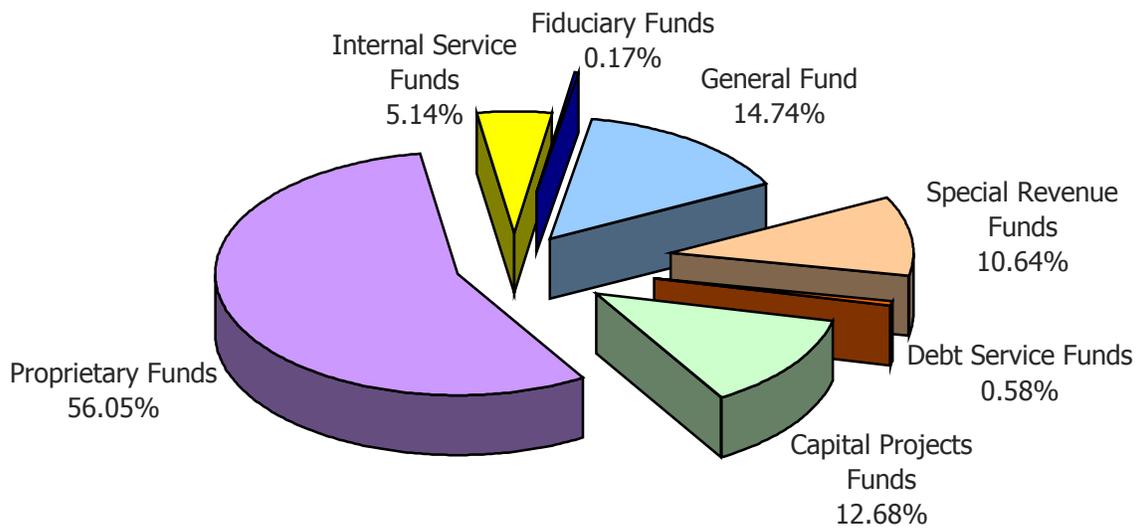
- ✦ The Personnel Services expenses will be basically the same that they were in 2011. There are no budgeted raises for anyone in 2012.
- ✦ The main reason for the increase in materials and supplies is due to the fact the price of coal is expected to increase in 2012.
- ✦ The reason for the increase in the Other Services was in 2011 all of the Vandium Battery Project was budgeted as capital and in 2012, it was broken out between capital and Other Services.
- ✦ The main reason for the increase in utilities is due to the fact that the City anticipates increased electric consumption in 2012, which will require the City to purchase additional power.
- ✦ Capital Outlay for 2012 is projected to be decreased. The City will be only doing capital projects that are critical to the City or if we have offsetting grant revenues to pay for at least a portion of it. A detailed breakout of proposed 2012 capital will be discussed further in this document.

### Expenditures

**Total for 2012 Budget \$81,491,673**

	<b>2012 Budget</b>	<b>%</b>	<b>2011 Budget</b>	<b>%</b>
General Funds	\$ 12,014,644	14.74%	\$ 13,075,323	22.42%
Special Revenue Funds	8,670,374	10.64%	7,795,023	8.37%
Debt Service Funds	471,303	0.58%	340,085	1.97%
Capital Projects Funds	10,331,122	12.68%	9,578,245	5.14%
Proprietary Funds	45,676,095	56.06%	47,994,491	56.49%
Internal Service Funds	4,189,110	5.14%	3,714,413	5.50%
Fiduciary Funds	139,025	0.17%	149,440	0.12%
<b>Total All Fund Groups</b>	<b>\$ 81,491,673</b>	<b>100.00%</b>	<b>\$ 82,647,020</b>	<b>100.00%</b>

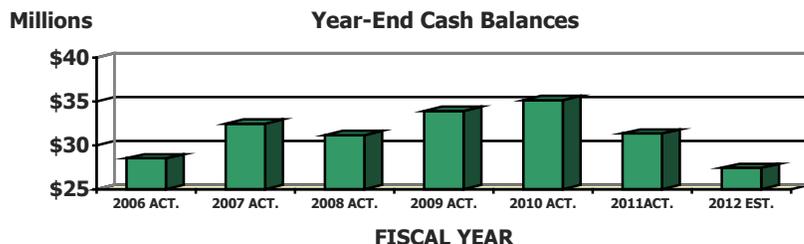
### Summary of Expenditures by Fund Group



**FUND BALANCES**

A review of the overall beginning and ending cash balances of the funds shows that the effect of this year’s budget is that the City will again rely on cash reserves to make up the shortfall in revenues in the overall budget. We are proposing to use carryover to balance several major funds. In 2012 budgeted expenses will exceed budgeted revenues by \$3,891,804, which is greatly reduced from the 2011 budget deficit of \$8,652,208. The majority of the budget deficit is the result of paying cash from Construction Funds in the various utilities for capital expenditures. The City has again made a concerted effort to keep operating expenditures within current revenues, however without significant changes to programs and personnel it will not be possible to do this and carryover will be needed to balance the budget. As you know, the City cannot continue to rely on carryover to balance the budget, because this will put the City in financial hardship in the very near future. A statement estimating the fund cash flow can be found on pages 96-97 of this document.

Every department is still challenged to find alternative funding to maintain services and cut costs wherever possible. Cash reserves in several funds including the General Fund, Street Construction, Maintenance and Repair Fund, Cemeteries Fund, and some of the utility funds continue to decline as carry-over is used to pay for current year operating expenses. Reductions in personnel or significant revenue increases will be necessary to balance within current year revenue. All balances will continue to be monitored. The administration realizes that continuing to rely upon cash carry-over balances will cause the City to have major financial issues as soon as 2013. This is particularly critical to the General Fund and funds supported by the General Fund, mainly the Cemetery Fund. The administration looks to work with Council to make tough decisions for reducing personnel expenses and/or increasing revenues in a significant manner.



**CAPITAL IMPROVEMENTS**

Capital projects are designed to be funded primarily through grants and cash. The details of the capital budget are outlined in a separate section of the budget. One of the main 2012 capital projects is the construction of Shamrock Bridge and Brookstone Blvd. The City has applied for a grant to pay for \$3 million of this project and the remainder would be paid with TIF monies. If the City does not get this grant this project will not be done. Currently \$150,000 has been set aside to resurface roads. Only one new police vehicle and a truck replacement for Cemeteries are budgeted this year. The preliminary estimate to repair City Hall from the fire damage is \$800,000, which will be paid for through the City’s insurance. Also the City has budgeted \$2 million for the acquisitions and demolition of the Millstone properties, which will be paid for with grant monies. In the Electric Construction Fund the City is budgeting over \$3 million to construct a second substation and circuits. Thanks to the Water Infrastructure Fee, the Water Construction Fund will be able to do some much needed water line replacements for at least 4 streets. WPCP has minimal capital as the result of the completion of the significant upgrades through the WPCLF funding over the previous three years. The WPCP will install energy efficient doors and windows and purchase a new cargo van. In the Storm Water Fund \$22,000 has been budgeted for an Engineering Study of Tiber Creek and \$78,000 has been budgeted for various stormwater projects. A detailed listing of the 2012 capital projects can be found on pages 215-222.

## REVENUE BUDGET SUMMARY ALL FUNDS

FUND	NAME	ACTUAL 2008	ACTUAL 2009	ACTUAL 2010	BUDGET 2011	BUDGET 2012
<b>GENERAL FUNDS</b>						
101	General Fund	\$ 15,115,422	\$ 13,826,601	\$ 12,393,795	\$ 12,367,535	\$ 11,663,345
151	General Fund Reserve	400,000	3,115	-	-	-
152	Employee Health Insurance Reserve	-	-	197,005	-	-
153	Workers' Compensation Reserve	10,000	-	2,246	-	-
154	Compensated Balance Reserve	120,000	-	326,000	-	-
	TOTAL FOR GENERAL FUNDS	\$ 15,645,422	\$ 13,829,716	\$ 12,919,046	\$ 12,367,535	\$ 11,663,345
<b>SPECIAL REVENUE FUNDS</b>						
201	Street Construction, Maintenance and Repair	\$ 2,237,441	\$ 2,002,628	\$ 1,936,948	\$ 1,757,698	\$ 1,526,430
202	State Highway Improvement	53,894	51,630	52,556	50,000	47,000
204	Cemeteries	541,016	502,606	409,421	403,700	419,850
208	Police Pension Transfer	89,533	90,653	85,777	77,750	73,000
209	Fire Pension Transfer	89,533	90,653	85,777	77,750	73,000
212	Law Enforcement	11,967	15,154	627	100	13,000
215	Municipal Motor Vehicle License Tax	33,567	33,335	34,299	33,000	32,000
217	Indigent Drivers Alcohol Treatment	25,046	30,921	30,535	34,000	17,000
218	Enforcement and Education	1,447	1,354	3,764	1,000	3,000
219	City Motor Vehicle License Tax	67,135	66,670	68,678	65,000	64,000
220	Fire Levy	503,547	344,239	328,958	293,490	240,050
221	Underground Storage Tank	-	3,750	-	-	-
222	Probation Services	125,480	119,392	116,574	120,000	120,000
223	COPS	4,831	10,529	11,101	20,000	-
226	Skate Facility	375	120	50	-	-
227	Fire Special Revenue	5,531	5,190	446	5,000	-
228	Federal Emergency Management Agency	-	-	-	-	-
229	Emergency Medical Services	450,893	412,662	645,044	500,000	625,000
230	Municipal Court Computerization	98,096	92,033	83,067	78,500	78,000
231	Shamrock Business Center TIF Fund	-	363,707	367,856	3,988,000	5,146,411
232	2008 FEMA Fund	139,820	-	-	-	-
233	Brownfield Grant	16,118	94,633	71,965	82,000	-
234	Victim's Advocate Grant Fund	-	-	32,234	63,990	59,529
	TOTAL FOR SPECIAL REVENUE FUNDS	\$ 4,495,270	\$ 4,331,859	\$ 4,365,677	\$ 7,650,978	\$ 8,537,270
<b>DEBT SERVICE FUNDS</b>						
301	General Bond Retirement	\$ 142,541	\$ 92,856	\$ 69,378	\$ 62,000	\$ 58,844
303	Special Assessment Bond Retirement	168,049	104,845	89,140	102,000	87,000
304	Land Acquisition Note Retirement	558,900	260,590	246,360	239,000	229,390
	TOTAL FOR DEBT SERVICE FUNDS	\$ 869,490	\$ 458,291	\$ 404,878	\$ 403,000	\$ 375,234
<b>CAPITAL PROJECT FUNDS</b>						
415	Municipal Court Capital Projects	\$ 41,537	\$ 67,692	\$ 55,494	\$ 33,600	\$ 35,500
424	Capital Improvement	358,146	25,000	223,788	990,000	1,040,000
425	Girdled Road Water Improvements	225,000	100,000	-	60,000	-
426	Shamrock Boulevard Road Project	2,352,082	2,848,000	1,843,202	1,842,240	4,881,840
427	Jackson St. Interchange Project	-	-	-	500,000	500,000
428	Industrial Park Project	-	-	-	-	-
429	Muni Court Special Projects	111,939	108,810	110,012	105,000	111,000
430	Capital Equipment Reserve	373,802	25,000	325,000	-	-
431	Millstone Acquisition	-	-	-	4,063,948	2,000,000
432	Gristmill FMA Acquisition	1,371,740	514,495	-	-	-
433	Gristmill HMGP Acquisition	-	374,883	1,500	-	-
434	Lake Hospital Demolition Project	-	-	413,796	1,300,000	594,000
435	City Hall Fire Fund	-	-	-	-	800,000
	TOTAL FOR CAPITAL PROJECT FUNDS	\$ 4,834,246	\$ 4,063,880	\$ 2,972,792	\$ 8,894,788	\$ 9,962,340

**REVENUE BUDGET SUMMARY ALL FUNDS (Continued)**

<b>FUND</b>	<b>NAME</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>BUDGETED 2011</b>	<b>BUDGET 2012</b>
<b>PROPRIETARY FUNDS</b>						
710	Water Revenue	\$ 4,986,333	\$ 4,445,508	\$ 5,089,304	\$ 4,460,100	\$ 4,620,200
711	Water Deposit	38,352	63,781	44,535	44,000	40,000
712	Water Construction	1,583,450	2,545,488	1,904,479	1,039,049	2,125,485
720	Sewer Revenue	3,486,171	3,511,903	3,452,420	3,426,910	3,374,740
722	Sewer Construction	1,095,150	3,867,442	1,901,701	467,179	299,475
730	Electric Revenue	23,650,393	22,417,031	25,967,838	23,376,250	25,248,390
731	Electric Deposit	63,236	106,726	81,500	85,000	60,000
732	Electric Construction	1,622,731	1,348,971	2,026,323	3,000,000	4,300,000
733	Electric Replacement and Improvement Fund	-	-	-	-	-
734	Electric Reserve	800,000	-	2,034,646	-	-
735	Smart Grid Project Fund	-	-	1,053,639	3,659,895	1,600,000
740	Refuse	2,664	1,908	13,645	73,810	43,600
750	Off-Street Parking Revenue	308,339	154,785	122,415	92,500	60,300
751	Off-Street Parking Debt Service	-	-	-	-	-
752	Off-Street Parking Deposit	282	138	82	75	75
760	Storm Water Utility	761,945	841,358	1,115,993	1,052,010	977,840
770	Community Programs	52,521	35,495	45,559	50,670	41,500
<b>TOTAL FOR PROPRIETARY FUNDS</b>		<b>\$ 38,451,567</b>	<b>\$ 39,340,534</b>	<b>\$ 44,854,079</b>	<b>\$ 40,827,448</b>	<b>\$ 42,791,605</b>
<b>INTERNAL SERVICES</b>						
801	Fuel and Oil Rotary	\$ 389,324	\$ 205,710	\$ 290,574	\$ 173,140	\$ 284,640
802	Supplies Rotary	45,711	43,835	37,553	41,273	39,110
803	Employee Health Insurance	2,456,444	2,691,113	3,203,799	2,900,000	3,190,000
805	Workers' Compensation Retrospective	338,769	461,589	522,211	600,000	660,000
<b>TOTAL FOR INTERNAL SERVICES FUNDS</b>		<b>\$ 3,230,248</b>	<b>\$ 3,402,247</b>	<b>\$ 4,054,137</b>	<b>\$ 3,714,413</b>	<b>\$ 4,173,750</b>
<b>FIDUCIARY FUNDS</b>						
601	Deposit Trust	\$ 56,456	\$ 111,862	\$ 70,625	\$ 48,300	\$ 27,100
602	Plan Review Trust	34,226	-	52,250	1,000	-
603	Zoning Application Trust	225	450	325	200	225
605	Cemetery Trust - Operations	10,429	3,502	1,483	1,000	1,000
606	Special Endowment - Operations	4,332	1,457	628	450	500
607	Columbarium Trust	-	-	-	500	-
613	Law Enforcement Trust	2,890	2,339	1,189	9,000	500
901	Evergreen Cemetery Trust	240	3,240	1,020	1,000	1,000
902	Riverside Cemetery Trust	7,065	8,195	6,683	4,100	4,000
903	Special Endowment Trust	4,570	2,385	4,250	1,100	2,000
952	State Patrol Transfer	68,233	76,429	69,071	70,000	60,000
953	Electronic License Forfeiture	-	-	-	-	-
954	JEDD Fund	-	145,686	656,192	-	-
955	CDBG Fund	-	-	72,400	-	-
<b>TOTAL FOR FIDUCIARY FUNDS</b>		<b>\$ 188,666</b>	<b>\$ 355,545</b>	<b>\$ 936,116</b>	<b>\$ 136,650</b>	<b>\$ 96,325</b>
<b>TOTAL REVENUES/ESTIMATED RESOURCES</b>		<b>\$ 67,714,909</b>	<b>\$ 65,782,072</b>	<b>\$ 70,506,725</b>	<b>\$ 73,994,812</b>	<b>\$ 77,599,869</b>

**EXPENDITURE BUDGET SUMMARY ALL FUNDS**

FUND	NAME	ACTUAL 2008	ACTUAL 2009	ACTUAL 2010	BUDGET 2011	BUDGET 2012
<b>GENERAL FUNDS</b>						
101	General Fund	\$ 15,278,382	\$ 13,476,789	\$ 12,973,137	\$ 12,646,973	\$ 11,817,644
151	General Fund Reserve	-	3,115	325,000	-	-
152	Employee Health Insurance Reserve	-	150,000	-	-	-
153	Workers' Compensation Reserve	-	-	-	-	-
154	Compensated Balance Reserve	38,174	-	142,630	428,350	197,000
TOTAL FOR GENERAL FUNDS		\$ 15,316,556	\$ 13,629,904	\$ 13,440,767	\$ 13,075,323	\$ 12,014,644
<b>SPECIAL REVENUE FUNDS</b>						
201	Street Construction, Maintenance and Repair	\$ 2,021,795	\$ 2,613,861	\$ 2,394,394	\$ 1,781,070	\$ 1,734,940
202	State Highway Improvement	33,017	37,129	45,013	30,000	65,000
204	Cemeteries	480,226	517,502	499,627	489,022	492,064
208	Police Pension Transfer	86,661	88,150	80,945	86,000	81,000
209	Fire Pension Transfer	86,661	88,133	80,924	86,000	81,000
212	Law Enforcement	11,623	9,004	5,986	12,500	12,500
215	Municipal Motor Vehicle License Tax	33,000	30,000	32,000	41,000	32,000
217	Indigent Drivers Alcohol Treatment	24,274	32,578	41,465	40,000	40,000
218	Enforcement and Education	-	-	-	-	-
219	City Motor Vehicle License Tax	65,000	62,000	75,000	71,000	64,000
220	Fire Levy	583,791	386,216	335,270	337,631	351,606
221	Underground Storage Tank	4,000	-	242	1,000	1,000
222	Probation Services	111,395	122,915	132,792	152,404	140,215
223	COPS	5,505	10,445	10,847	20,000	-
226	Skate Facility	35,917	-	-	-	-
227	Fire Special Revenue	14,220	13,206	9,080	7,450	600
229	Emergency Medical Services	297,327	479,088	511,320	693,778	663,921
230	Municipal Court Computerization	159,200	111,255	114,877	107,127	92,668
231	Shamrock Business Center TIF Fund	-	36,371	143,202	3,698,000	4,766,411
232	2008 FEMA Fund	35,772	104,048	-	-	-
233	Brownfield Grant	991	105,531	22,229	82,000	-
234	Victim's Advocate Grant Fund	-	-	31,107	59,041	51,449
TOTAL FOR SPECIAL REVENUE FUNDS		\$ 4,090,375	\$ 4,847,432	\$ 4,566,320	\$ 7,795,023	\$ 8,670,374
<b>DEBT SERVICE FUNDS</b>						
301	General Bond Retirement	\$ 125,849	\$ 73,108	\$ 21,148	\$ 1,200	\$ 143,520
303	Special Assessment Bond Retirement	165,852	100,124	98,522	99,885	98,393
304	Land Acquisition Note Retirement	558,900	260,590	246,360	239,000	229,390
TOTAL FOR DEBT SERVICE FUNDS		\$ 850,601	\$ 433,822	\$ 366,030	\$ 340,085	\$ 471,303
<b>CAPITAL PROJECT FUNDS</b>						
415	Municipal Court Capital Projects	\$ 59,128	\$ 61,843	\$ 58,505	\$ 54,210	\$ 30,000
424	Capital Improvement	694,231	154,741	520,399	1,120,000	1,080,000
425	Girdled Road Water Improvements	118,905	118,905	118,905	118,907	118,906
426	Shamrock Boulevard Road Project	1,552,284	3,059,939	2,475,105	1,897,740	4,912,440
427	Jackson St. Interchange Project	6,000	18,195	7,910	450,000	500,000
428	Industrial Park Project	15,371	16,225	15,843	15,460	16,078
429	Muni Court Special Projects	78,079	86,999	138,280	171,191	167,981
430	Capital Equipment Reserve	338,188	333,914	275,817	386,789	111,717
431	Millstone Acquisition Fund	4,363	150	52	4,063,948	2,000,000
432	Gristmill FMA Acquisition	4,937	1,770,439	210,859	-	-
433	Gristmill-HMGP Acquisition	5,662	1,254,111	133,598	-	-
434	Lake Hospital Demolition Project	5,662	-	225,835	1,300,000	594,000
435	City Hall Fire	-	-	-	-	800,000
TOTAL FOR CAPITAL PROJECT FUNDS		\$ 2,882,810	\$ 6,875,461	\$ 4,181,108	\$ 9,578,245	\$ 10,331,122

**EXPENDITURE BUDGET SUMMARY ALL FUNDS (continued)**

FUND	NAME	ACTUAL 2008	ACTUAL 2009	ACTUAL 2010	BUDGET 2011	BUDGET 2012
<b>PROPRIETARY FUNDS</b>						
710	Water Revenue	\$ 6,843,581	\$ 5,409,971	\$ 5,027,002	\$ 4,471,574	\$ 4,632,230
711	Water Deposit	-	-	75	-	-
712	Water Construction	1,664,151	2,295,034	1,675,799	1,633,896	2,313,986
720	Sewer Revenue	3,382,018	3,815,288	3,871,704	3,347,136	3,475,604
722	Sewer Construction	1,332,498	3,132,041	1,802,860	893,504	917,621
730	Electric Revenue	23,189,313	21,870,500	26,568,169	23,602,550	25,412,095
731	Electric Deposit	-	-	100	-	-
732	Electric Construction	1,864,850	1,971,767	802,194	8,516,450	6,162,230
733	Electric Replacement and Improvement Fund	300,000	-	-	-	-
734	Electric Utility Reserve	-	-	-	-	-
735	Smart Grid Project Fund	-	-	514,611	4,109,895	1,600,000
740	Refuse	9,997	3,380	12,063	78,700	43,200
750	Off-Street Parking Revenue	136,728	231,209	214,303	158,799	101,247
751	Off-Street Parking Debt Service	-	-	-	-	-
752	Off-Street Parking Deposit	-	-	-	-	-
760	Storm Water Utility	1,054,803	838,232	1,087,460	1,131,157	972,847
770	Community Programs	57,435	39,448	42,726	50,830	45,035
TOTAL FOR PROPRIETARY FUNDS		\$ 39,835,374	\$ 39,606,870	\$ 41,619,066	\$ 47,994,491	\$ 45,676,095
<b>INTERNAL SERVICES FUNDS</b>						
801	Fuel and Oil Rotary	\$ 348,519	\$ 221,193	\$ 294,164	\$ 173,140	\$ 300,000
802	Supplies Rotary	44,136	45,394	36,206	41,273	39,110
803	Employee Health Insurance	2,464,304	2,691,113	3,210,799	2,900,000	3,190,000
805	Workers' Compensation Retrospective	338,770	461,589	522,211	600,000	660,000
TOTAL FOR INTERNAL FUNDS		\$ 3,195,729	\$ 3,419,289	\$ 4,063,380	\$ 3,714,413	\$ 4,189,110
<b>FIDUCIARY FUNDS</b>						
601	Deposit Trust	\$ 33,908	\$ 67,042	\$ 30,866	\$ 46,000	\$ 41,500
602	Plan Review Trust	40,280	21,713	28,520	17,500	15,000
603	Zoning Application Trust	38	106	43	140	225
605	Cemetery Trust - Operations	2,275	1,848	3,977	3,000	3,000
606	Special Endowment - Operations	-	-	-	1,750	1,750
607	Columbarium Trust	-	-	-	500	-
613	Law Enforcement Trust	-	-	-	9,000	6,000
901	Evergreen Cemetery Trust	120	-	-	750	750
902	Riverside Cemetery Trust	420	480	-	750	750
903	Special Endowment Trust	-	-	50	50	50
952	State Patrol Transfer	68,233	76,429	69,071	70,000	70,000
954	JEDD Fund	-	145,686	656,192	-	-
955	CDBG Fund	-	-	71,558	-	-
TOTAL FOR FIDUCIARY FUNDS		\$ 145,274	\$ 313,304	\$ 860,277	\$ 149,440	\$ 139,025
<b>TOTAL EXPENDITURES/APPROPRIATIONS</b>		<b>\$ 66,316,719</b>	<b>\$ 69,126,082</b>	<b>\$ 69,096,948</b>	<b>\$ 82,647,020</b>	<b>\$ 81,491,673</b>

**FUND REVENUE & EXPENDITURE SUMMARY**

Fund	Fund No.	Unencumbered Beginning Balance	FY 2012 Budgeted Revenue	FY 2012 Budgeted Expenses	Estimated Ending Balance	% Change in End Bal. to Beg. Bal.
General	101	\$ 2,849,653	\$ 11,663,345	\$ 11,817,644	\$ 2,695,354	-5.41%
General Fund Reserve	151	450,000	-	-	450,000	0.00%
Employee Health Insurance	152	372,005	-	-	372,005	0.00%
Workers' Comp Reserve	153	322,246	-	-	322,246	0.00%
Compensated Balances Reserve	154	451,647	-	197,000	254,647	-43.62%
Subtotal General Fund		\$ 4,445,551	\$ 11,663,345	\$ 12,014,644	\$ 4,094,252	
<b>Special Revenue Funds</b>						
Street Const., Maint. & Repair	201	\$ 715,301	\$ 1,526,430	\$ 1,734,940	\$ 506,791	-29.15%
State Highway	202	120,236	47,000	65,000	102,236	-14.97%
Cemeteries	204	100,733	419,850	492,064	28,519	-71.69%
Police Pension Transfer	208	15,588	73,000	81,000	7,588	-51.32%
Fire Pension Transfer	209	15,632	73,000	81,000	7,632	-51.18%
Law Enforcement Fund	212	21,056	13,000	12,500	21,556	2.37%
Municipal Motor Vehicle Tax	215	5,047	32,000	32,000	5,047	0.00%
Indigent Drivers Alcohol Treat.	217	64,902	17,000	40,000	41,902	-35.44%
Enforcement & Education	218	64,713	3,000	-	67,713	4.64%
City Vehicle License Tax	219	8,947	64,000	64,000	8,947	0.00%
Fire Levy	220	197,246	240,050	351,606	85,690	-56.56%
Underground Storage Tank	221	3,931	-	1,000	2,931	-25.44%
Probation Services	222	33,425	120,000	140,215	13,210	-60.48%
COPS	223	7,820	-	-	7,820	0.00%
Skate Facility	226	627	-	-	627	0.00%
Fire Special Revenue	227	927	-	600	327	-64.69%
Emergency Medical Services	229	438,408	625,000	663,921	399,487	-8.88%
Municipal Court Computerization	230	26,790	78,000	92,668	12,122	-54.75%
Shamrock Business Center TIF Fund	231	531,004	5,146,411	4,766,411	911,004	71.56%
Brownfield Grant	233	-	-	-	-	0.00%
Victim's Advocate Grant Fund	234	1,952	59,529	51,449	10,032	413.88%
Subtotal Special Revenue Funds		\$ 2,374,286	\$ 8,537,270	\$ 8,670,374	\$ 2,241,182	
<b>Debt Service Funds</b>						
General Bond Retirement	301	\$ 160,846	\$ 58,844	\$ 143,520	\$ 76,170	-52.64%
Special Assessment Bond Retirement	303	147,129	87,000	98,393	135,736	-7.74%
Land Acquisition Note Retirement	304	-	229,390	229,390	-	0.00%
Subtotal Debt Service Funds		\$ 307,975	\$ 375,234	\$ 471,303	\$ 211,906	
<b>Capital Projects Funds</b>						
Municipal Court Capital Projects	415	\$ 16,715	\$ 35,500	\$ 30,000	\$ 22,215	132.90%
Capital Improvement	424	257,972	1,040,000	1,080,000	217,972	84.49%
Girdled Road Water Improvements	425	129,570	-	118,906	10,664	8.23%
Shamrock Blvd Road Project	426	130,984	4,881,840	4,912,440	100,384	76.64%
Jackson St. Interchange Project	427	116,499	500,000	500,000	116,499	100.00%
Industrial Park Project	428	17,054	-	16,078	976	5.72%
Municipal Court Special Projects	429	202,580	111,000	167,981	145,599	71.87%
Capital Equipment Reserve	430	135,632	-	111,717	23,915	17.63%
Millstone Acquisition	431	745	2,000,000	2,000,000	745	100.00%
Gristmill FMA Acquisition	432	-	-	-	-	0.00%
Gristmill HMGP Acquisition	433	-	-	-	-	0.00%
Lake Hospital Demolition	434	61,476	594,000	594,000	61,476	100.00%
City Hall Fire	435	274	800,000	800,000	274	
Subtotal Capital Projects Funds		\$ 1,069,501	\$ 9,962,340	\$ 10,331,122	\$ 700,719	

**FUND REVENUE & EXPENDITURE SUMMARY (continued)**

Fund	Fund No.	Unencumbered Beginning Balance	FY 2012 Budgeted Revenue	FY 2012 Budgeted Expenses	Estimated Ending Balance	% Change in End Bal. to Beg. Bal.
<u>Expendable Trust Funds</u>						
Deposit Trust	601	\$ 381,339	\$ 27,100	\$ 41,500	\$ 366,939	-3.78%
Plan Review Trust	602	95,333	-	15,000	80,333	-15.73%
Zoning Application Trust	603	9,952	225	225	9,952	0.00%
Cemetery Trust - Operations	605	81,859	1,000	3,000	79,859	-2.44%
Special Endowment - Operations	606	59,522	500	1,750	58,272	-2.10%
Columbarium Trust	607	89	-	-	89	0.00%
Law Enforcement Trust	613	17,104	500	6,000	11,604	-32.16%
Subtotal Expendable Funds		\$ 645,197	\$ 29,325	\$ 67,475	\$ 607,047	
<u>Enterprise Funds</u>						
Water Revenue	710	\$ 1,021,968	\$ 4,620,200	\$ 4,632,230	\$ 1,009,938	-1.18%
Water Deposit	711	312,874	40,000	-	352,874	12.78%
Water Construction	712	485,775	2,125,485	2,313,986	297,274	-38.80%
Water Pollution Revenue	720	1,576,850	3,374,740	3,475,604	1,475,986	-6.40%
Water Pollution Construction	722	1,217,007	299,475	917,621	598,861	-50.79%
Electric Revenue	730	10,182,779	25,248,390	25,412,095	10,019,074	-1.61%
Electric Deposit	731	613,527	60,000	-	673,527	9.78%
Electric Construction	732	2,024,316	4,300,000	6,162,230	162,086	-91.99%
Electric Replacement & Improvements	733	-	-	-	-	0.00%
Electric Utility Reserve	734	3,434,646	-	-	3,434,646	0.00%
Smart Grid Project Fund	735	9,518	1,600,000	1,600,000	9,518	0.00%
Refuse	740	17,160	43,600	43,200	17,560	2.33%
Off-Street Parking Revenue	750	88,935	60,300	101,247	47,988	-46.04%
Off-Street Parking Debt Service	751	7,312	-	-	7,312	0.00%
Off-Street Parking Deposit	752	3,866	75	-	3,941	1.94%
Storm Water Utility	760	131,530	977,840	972,847	136,523	3.80%
Community Programs	770	5,967	41,500	45,035	2,432	-59.24%
Subtotal Enterprise Funds		\$ 21,134,030	\$ 42,791,605	\$ 45,676,095	\$ 18,249,540	
<u>Internal Service Funds</u>						
Fuel & Oil Rotary	801	\$ 49,233	\$ 284,640	\$ 300,000	\$ 33,873	-31.20%
Supplies Rotary	802	32,798	39,110	39,110	32,798	0.00%
Employee Health Insurance	803	11,524	3,190,000	3,190,000	11,524	0.00%
Workers' Comp. Retrospective	805	153,777	660,000	660,000	153,777	0.00%
Subtotal Internal Service Funds		\$ 247,331	\$ 4,173,750	\$ 4,189,110	\$ 231,971	
<u>Non-Expendable Trust Funds</u>						
Evergreen Cemetery Trust	901	\$ 404,627	\$ 1,000	\$ 750	\$ 404,877	0.06%
Riverside Cemetery Trust	902	364,727	4,000	750	367,977	0.89%
Special Endowment Trust	903	324,251	2,000	50	326,201	0.60%
Subtotal Nonexpendable Trust		\$ 1,093,604	\$ 7,000	\$ 1,550	\$ 1,099,054	
<u>Agency Funds</u>						
State Patrol Transfer	952	\$ 18,284	\$ 60,000	\$ 70,000	\$ 8,284	-54.69%
Electronic License Forfeiture	953	7,206	-	-	7,206	0.00%
Land Bank	960	4,943	-	-	4,943	0.00%
Subtotal Agency Funds		\$ 30,433	\$ 60,000	\$ 70,000	\$ 20,433	
<b>GRAND TOTAL ALL FUNDS</b>		<b>\$ 31,347,907</b>	<b>\$ 77,599,869</b>	<b>\$ 81,491,673</b>	<b>\$ 27,456,103</b>	

**CITY OF PAINESVILLE  
SUMMARY OF REVENUES, EXPENDITURES AND FUND BALANCES - BY FUND  
GOVERNMENTAL FUNDS  
BUDGET FISCAL YEAR 2012**

	General Funds	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Expendable Trust Funds	Non-Expendable Trust Funds	Total Governmental Funds
<b>REVENUES:</b>							
40 Taxes	\$ 8,704,200	\$ 1,369,000	\$ 58,844	\$ -	\$ -	\$ -	\$ 10,132,044
41 Intergovernmental Revenue	10	155,529	-	7,134,000	-	-	7,289,539
42 Charges for Services (except Utilities)	54,975	729,850	-	-	-	-	784,825
43 User Fees-Charges for Services	-	-	-	-	-	-	-
44 License, Permit, Inspection and Other Fees	298,890	-	-	-	500	-	299,390
45 Municipal Court Receipts-Fines and Forfeits	934,350	218,000	-	146,500	-	-	1,298,850
46 Other Revenues	525,750	13,000	87,000	-	22,825	7,000	655,575
48 Other Financing Sources	325,170	5,640,891	229,390	2,681,840	6,000	-	8,883,291
<b>Total Revenue</b>	<b>\$10,843,345</b>	<b>\$ 8,126,270</b>	<b>\$ 375,234</b>	<b>\$ 9,962,340</b>	<b>\$ 29,325</b>	<b>\$ 7,000</b>	<b>\$ 29,343,514</b>
<b>EXPENDITURES:</b>							
51 Personal Services	\$ 9,442,808	\$ 1,692,646	\$ -	\$ 38,646	\$ -	\$ -	\$ 11,174,100
52 Materials and Supplies	349,763	121,088	-	19,775	3,000	-	493,626
53 Other Services and Charges	716,393	156,812	-	72,560	21,975	-	967,740
54 Utilities	78,424	9,958	-	-	-	-	88,382
55 Other Operating Charges	650,310	253,700	18,600	-	15,500	-	938,110
56 Capital Outlay	6,000	5,056,411	-	8,142,000	-	-	13,204,411
57 Debt Service	71,556	1,258,759	223,313	2,058,141	-	-	3,611,769
58 Other Nonoperating Charges	324,390	5,000	229,390	-	27,000	1,550	587,330
<b>Total Expenditures</b>	<b>\$11,639,644</b>	<b>\$ 8,554,374</b>	<b>\$ 471,303</b>	<b>\$10,331,122</b>	<b>\$ 67,475</b>	<b>\$ 1,550</b>	<b>\$ 31,065,468</b>
<b>TRANSFERS:</b>							
47 Transfers-In (Governmental Fund Types)	\$ 820,000	\$ 411,000	\$ -	\$ -	\$ -	\$ -	\$ 1,231,000
49 Transfers-In (Proprietary Fund Types)	-	-	-	-	-	-	-
59 Operating Transfers-Out/Reserves	(375,000)	(116,000)	-	-	-	-	(491,000)
<b>Total Transfers</b>	<b>\$ 445,000</b>	<b>\$ 295,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 740,000</b>
<b>EXCESS REVENUE OVER EXPENDITURES</b>	<b>\$ (351,299)</b>	<b>\$ (133,104)</b>	<b>\$ (96,069)</b>	<b>\$ (368,782)</b>	<b>\$ (38,150)</b>	<b>\$ 5,450</b>	<b>\$ (981,954)</b>
<b>BUDGETED CASH CARRYOVER BALANCE</b>	<b>351,299</b>	<b>133,104</b>	<b>96,069</b>	<b>368,782</b>	<b>38,150</b>	<b>-</b>	<b>987,404</b>
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,450</b>	<b>\$ 5,450</b>

**CITY OF PAINESVILLE  
SUMMARY OF REVENUES, EXPENDITURES AND FUND BALANCES - BY FUND  
ENTERPRISE & PROPRIETARY FUNDS  
BUDGET FISCAL YEAR 2012**

	Water Funds	Sewer Funds	Electric Funds	Refuse Fund	Off-Street Parking Funds	Storm Water Fund	Community Programs	Internal Service Funds	Agency Funds	TOTAL Enterprise & Proprietary Funds
<b>REVENUES:</b>										
40 Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41 Intergovernmental Revenue	-	-	1,600,000	41,800	-	-	-	-	-	1,641,800
42 Charges for Services (except Utilities)	-	-	-	-	-	-	-	-	-	-
43 User Fees-Charges for Services	4,308,000	3,178,000	24,515,000	300	40,300	424,000	41,500	4,173,750	-	36,680,850
44 License, Permit, Inspection and Other Fees	-	-	-	-	-	-	-	-	-	-
45 Municipal Court Receipts-Fines and Forfeits	-	-	-	-	-	-	-	-	60,000	60,000
46 Other Revenues	312,200	158,000	504,000	1,500	-	9,500	-	-	-	985,200
48 Other Financing Sources	2,165,485	338,215	4,589,390	-	75	544,340	-	-	-	7,637,505
<b>Total Revenue</b>	<b>\$ 6,785,685</b>	<b>\$ 3,674,215</b>	<b>\$ 31,208,390</b>	<b>\$ 43,600</b>	<b>\$ 40,375</b>	<b>\$ 977,840</b>	<b>\$ 41,500</b>	<b>\$ 4,173,750</b>	<b>\$ 60,000</b>	<b>\$ 47,005,355</b>
<b>EXPENDITURES:</b>										
51 Personal Services	\$ 2,441,367	\$ 2,320,762	\$ 6,831,346	\$ -	\$ 60,939	\$ 127,167	\$ 14,435	\$ 2,860,000	\$ -	\$ 14,656,016
52 Materials and Supplies	315,955	207,765	5,146,624	-	1,100	12,400	3,500	339,110	-	6,026,454
53 Other Services and Charges	540,496	455,324	3,186,490	43,200	13,992	11,380	27,100	990,000	-	5,267,982
54 Utilities	331,270	293,990	9,566,135	-	19,416	-	-	-	-	10,210,811
55 Other Operating Charges	15,000	40,000	483,750	-	5,800	102,500	-	-	-	647,050
56 Capital Outlay	1,182,400	234,400	6,667,800	-	-	100,000	-	-	-	8,184,600
57 Debt Service	2,064,728	765,984	22,180	-	-	619,400	-	-	70,000	3,472,292
58 Other Nonoperating Charges	-	-	1,020,000	-	-	-	-	-	-	1,090,000
<b>Total Expenditures</b>	<b>\$ 6,891,216</b>	<b>\$ 4,318,225</b>	<b>\$ 32,924,325</b>	<b>\$ 43,200</b>	<b>\$ 101,247</b>	<b>\$ 972,847</b>	<b>\$ 45,035</b>	<b>\$ 4,189,110</b>	<b>\$ 70,000</b>	<b>\$ 49,555,205</b>
<b>TRANSFERS:</b>										
47 Transfers-In (Governmental Fund Types)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49 Transfers-In (Proprietary Fund Types)	-	-	-	-	20,000	-	-	-	-	20,000
59 Operating Transfers-Out/Reserves	(55,000)	(75,000)	(250,000)	-	-	-	-	-	-	(380,000)
<b>Total Net Transfers</b>	<b>\$ (55,000)</b>	<b>\$ (75,000)</b>	<b>\$ (250,000)</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (360,000)</b>
<b>EXCESS REVENUE OVER EXPENDITURES</b>	<b>\$ (160,531)</b>	<b>\$ (719,010)</b>	<b>\$ (1,965,935)</b>	<b>\$ 400</b>	<b>\$ (40,872)</b>	<b>\$ 4,993</b>	<b>\$ (3,535)</b>	<b>\$ (15,360)</b>	<b>\$ (10,000)</b>	<b>\$ (2,909,850)</b>
<b>BUDGETED CASH CARRYOVER BALANCE</b>	<b>160,531</b>	<b>719,010</b>	<b>1,965,935</b>	<b>-</b>	<b>40,872</b>	<b>-</b>	<b>3,535</b>	<b>15,360</b>	<b>10,000</b>	<b>2,915,243</b>
<b>TOTAL ENTERPRISE &amp; PROPRIETARY FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>\$ 4,993</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,393</b>

**CITY OF PAINESVILLE  
THREE-YEAR FORECAST**

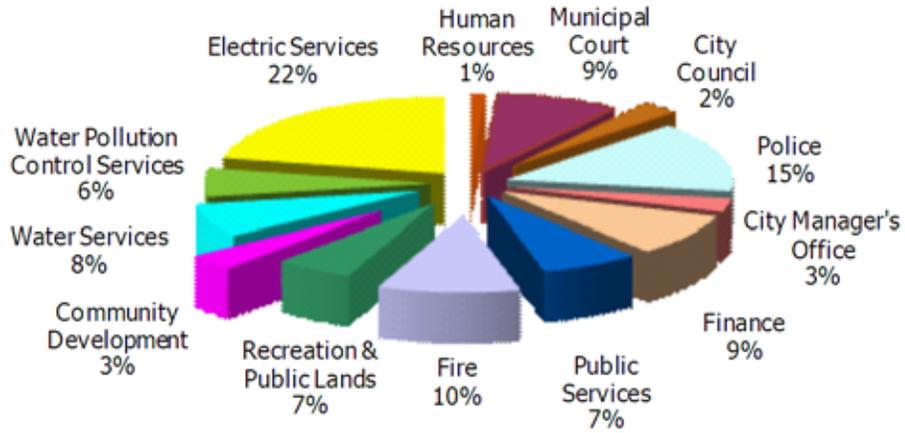
	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Estimate</u>
<b>Beginning Cash Balance</b>	\$ 40,194,015	\$ 41,359,280	\$ 37,467,476
<b>Revenues</b>			
Taxes	\$ 11,796,642	\$ 10,132,044	\$ 9,532,044
Intergovernmental Revenue	4,858,051	8,931,339	750,000
Charges for Services (Except Utilities)	865,156	784,825	784,825
User Fees	38,682,044	36,680,850	37,414,467
License, Permit, and Other Fees	294,524	299,390	299,390
Municipal Court Revenues - Fines & Forfeits	1,327,738	1,358,850	1,358,850
Other Revenues	1,737,103	1,640,775	1,640,775
Transfers-In (Governmental Fund Types)	1,997,675	1,231,000	1,200,000
Other Financing Sources	7,036,405	16,520,796	12,000,000
Transfers-In (Proprietary Fund Types)	2,330,000	20,000	50,000
<b>Total Revenues</b>	\$ 70,925,338	\$ 77,599,869	\$ 65,030,351
<b>Expenditures</b>			
Personal Services	\$ 26,067,741	\$ 25,830,116	\$ 26,088,417
Materials and Supplies	5,650,112	6,520,080	6,520,080
Other Services and Charges	7,116,306	6,235,722	6,235,722
Utilities	10,604,147	10,299,193	10,453,681
Other Operating Charges	2,378,773	1,585,160	1,632,715
Capital Outlay	5,449,871	21,389,011	5,000,000
Debt Service	7,187,476	7,084,061	8,000,000
Other Nonoperating Charges	1,690,702	1,677,330	1,727,650
Transfers Out/Reserves	3,614,945	871,000	1,000,000
<b>Total Expenditures</b>	\$ 69,760,073	\$ 81,491,673	\$ 66,658,265
<b>Ending Cash Balance</b>	\$ 41,359,280	\$ 37,467,476	\$ 35,839,562

**PERSONNEL SUMMARY****PERSONNEL SUMMARY  
FISCAL YEARS 2009-2012**

	<b>ACTUALS</b>		<b>BUDGETED</b>	
	<b><u>2009</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
<b>Total Legislative</b>	8	8	8	8
<b>Total Judicial</b>	22	22	25	25
<b>Total City Manager's Office</b>	8	8	8	8
<b>Total Human Resources</b>	3	3	3	3
<b>Total Finance</b>	24	24	26	25
<b>Total Public Services</b>	21	21	21	20
<b>Total Police</b>	45	45	44	42
<b>Total Fire</b>	34	33	30	29
<b>Total Recreation &amp; Public Lands</b>	20	19	17	16
<b>Total Community Development</b>	11	11	11	10
<b>Total Water</b>	21	22	20	20
<b>Total Water Pollution Control Service</b>	18	18	18	17
<b>Total Electric Services</b>	67	67	65	62
<b>Total Executive</b>	<u>277</u>	<u>275</u>	<u>263</u>	<u>252</u>
<b>Total Personnel Summary</b>	<b><u>307</u></b>	<b><u>305</u></b>	<b><u>296</u></b>	<b><u>285</u></b>

Note: Reductions in 2012 staffing levels are due to attrition.

**Annual Personnel for 2012**



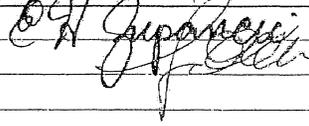
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AMENDED CERTIFICATE OF ESTIMATED RESOURCES

Office of the Budget Commission, Lake County, Ohio.  
Painesville, Ohio, January 11, 2012  
To the Council of the City of Painesville:

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1, 2012, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

FUND	FUND NO.	UNENCUMBERED BALANCE JANUARY 1, 2012	PROPERTY TAX	OTHER SOURCES	TOTAL
General Fund	101	\$2,849,653.24	\$524,344.00	\$11,330,708.00	\$14,704,705.24
General Fund Reserve	151	450,000.00		0.00	450,000.00
Employee Health Insurance Reserve	152	372,005.00		0.00	372,005.00
Workers compensation Reserve	153	322,245.55		0.00	322,245.55
compensated Balance Reserve	154	451,646.50		0.00	451,646.50
Street Construction, Maint. & Repair	201	715,301.16		1,526,430.00	2,241,731.16
State Highway	202	120,235.78		47,000.00	167,235.78
Cemeteries	204	100,732.83		419,850.00	520,582.83
Police Pension Transfer	208	15,588.30	72,826.00	5,229.00	93,643.30
Fire Pension Transfer	209	15,631.56	72,826.00	5,229.00	93,686.56
Law Enforcement	212	21,055.90		13,000.00	34,055.90
Munty Motor Vehicle Tax	215	5,047.38		32,000.00	37,047.38
Indigent Drivers Alcohol Treatment	217	64,902.39		17,000.00	81,902.39
Enforcement Education	218	64,712.88		3,000.00	67,712.88
City Vehicle License Tax	219	8,948.93		64,000.00	72,948.93
Fire Protection	220	197,245.69	96,446.00	149,050.00	442,741.69
Underground Storage Tank	221	3,930.90		0.00	3,930.90
Probation Services	222	33,425.24		120,000.00	153,425.24
COPS Fund	223	7,820.09		0.00	7,820.09
Skate Facility	226	626.83		0.00	626.83
Fire Special Revenue	227	927.47		0.00	927.47
Emergency Medical Services Fund	229	438,408.02		625,000.00	1,063,408.02
Municipal Court Computerization	230	26,790.45		78,000.00	104,790.45
Shamrock Business Center TIF	231	531,004.28		5,146,411.00	5,677,415.28
Brownfield Grand Fund	233	0.00		0.00	0.00
Victim's Advocate	234	1,952.28		59,529.00	61,481.28
General Bond Retirement	301	160,845.80	58,260.00	12,080.00	231,185.80
Special Assessment Bond Retirement	303	147,129.14		87,000.00	234,129.14
Land Acquisition Note Retirement	304	0.00		229,390.00	229,390.00
Muni Court Capital Project #415	415	16,715.02		35,500.00	52,215.02
Capital Improvement Fund	424	257,972.02		1,040,000.00	1,297,972.02
Girdled Road Water Improvement	425	129,569.92		120,000.00	249,569.92
Shamrock Blvd Road Project	426	130,984.25		4,881,840.00	5,012,824.25
Jackson St. Interchange Project	427	116,499.15		500,000.00	616,499.15
Industrial Park Project	428	17,054.03		0.00	17,054.03
Muni Court Capital Projects	429	202,579.58		111,000.00	313,579.58
Capital Equipment Reserve	430	135,631.67		0.00	135,631.67
Millstone Acquisition	431	744.63		2,000,000.00	2,000,744.63
Gristmill FMA Acquisition	432	0.00		0.00	0.00
Gristmill HMPG Acquisition	433	0.00		0.00	0.00
Lake Hospital Demolition	434	61,476.38		594,000.00	655,476.38
City Hall Fire Fund	435	274.03		800,000.00	800,274.03
Deposit Trust	601	381,338.65		27,100.00	408,438.65
Plan Review Trust	602	95,332.77		0.00	95,332.77
Zoning Application Trust	603	9,951.50		225.00	10,176.50
Cemetery Trust - OPRS	605	81,859.01		1,000.00	82,859.01
Special Endowment OPRS	606	59,521.93		500.00	60,021.93
Columbarium Trust	607	88.55		76.00	164.55
Law Enforcement Trust	613	17,104.19		500.00	17,604.19
Water Revenue	710	1,021,967.83		4,620,200.00	5,642,167.83
Water Deposit	711	312,873.71		40,000.00	352,873.71
Water Construction	712	485,774.02		2,145,485.00	2,631,259.02
Sewer Revenue	720	1,576,850.32		3,374,740.00	4,951,590.32
Sewer Construction	722	1,217,007.35		337,930.00	1,554,937.35
Electric Light Revenue	730	10,182,778.56		25,248,390.00	35,431,168.56
Electric Deposits	731	613,526.78		60,000.00	673,526.78
Electric Construction	732	2,024,316.30		4,300,000.00	6,324,316.30
Electric Utility Reserve	734	3,434,646.21		0.00	3,434,646.21
Smart Grid	735	9,517.86		1,600,000.00	1,609,517.86
Refuse	740	17,160.43		43,600.00	60,760.43
Off Street Parking Revenue	750	88,934.61		60,300.00	149,234.61
Off Street Parking Debt Service	751	7,311.73		0.00	7,311.73
Off Street Parking Deposits	752	3,866.00		75.00	3,941.00
Storm Water Utility	760	131,530.16		977,840.00	1,109,370.16
Community Programs	770	5,967.09		41,500.00	47,467.09
Fuel and Oil Rotary	801	49,232.55		286,640.00	335,872.55
Supplies Rotary	802	32,798.17		39,110.00	71,908.17
Employee Health Insurance	803	11,523.51		3,190,000.00	3,201,523.51
Worker's Comp. Retrospective	805	153,776.61		660,000.00	813,776.61
Evergreen Cemetery Trust	901	404,627.35		1,000.00	405,627.35
Riverside Cemetery Trust	902	364,726.57		4,000.00	368,726.57
Special Endowment Cemetery Trust	903	324,250.81		2,000.00	326,250.81
State Patrol Transfer Trust	952	18,284.21		60,000.00	78,284.21
Electronic License Forfeiture	953	7,206.00		0.00	7,206.00
Land Bank Fund	960	4,942.83		0.00	4,942.83
TOTALS		\$31,347,906.94	\$824,702.00	\$77,174,457.00	\$109,347,065.94

SIGNED:   
BUDGET COMMISSION

ORDINANCE NO. 7-12

AN ORDINANCE TO MAKE APPROPRIATIONS FOR  
 THE CURRENT EXPENSES AND OTHER EXPENDITURE  
 OF THE CITY OF PAINESVILLE, STATE OF OHIO  
 FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2012  
 AND ADOPTING THE OPERATING BUDGET,  
 AND DECLARING AN EMERGENCY

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PAINESVILLE, LAKE COUNTY,  
 OHIO:

SECTION I. That there be appropriated from the GENERAL FUND, FUND NO. 101:

GENERAL GOVERNMENT:  
 LEGISLATIVE:  
 COUNCIL:  
 FUNCTION NO. 111:

PERSONAL SERVICES	\$	9,989.00
OTHER SERVICES AND CHARGES	\$	<u>895.00</u>
TOTAL - COUNCIL:	\$	10,884.00

CLERK OF COUNCIL:  
 FUNCTION NO. 112:

PERSONAL SERVICES	\$	8,808.00
MATERIALS AND SUPPLIES	\$	160.00
OTHER SERVICES AND CHARGES	\$	<u>2,277.00</u>
TOTAL - CLERK OF COUNCIL:	\$	<u>11,245.00</u>
TOTAL - LEGISLATIVE:	\$	22,129.00

JUDICIAL - MUNICIPAL COURT:  
 JUDICIAL ACTIVITIES:  
 FUNCTION NO. 121:

PERSONAL SERVICES	\$	<u>217,776.00</u>
TOTAL - JUDICIAL ACTIVITIES:	\$	217,776.00

CLERK OF COURT:  
 FUNCTION NO. 122:

PERSONAL SERVICES	\$	524,042.00
OTHER SERVICES AND CHARGES	\$	<u>36,541.00</u>
TOTAL - CLERK OF COURT:	\$	560,583.00

GENERAL FUND (CONTINUED)  
 GENERAL GOVERNMENT (CONTINUED)

PROBATION:  
 FUNCTION NO. 123:

PERSONAL SERVICES		\$	176,266.00
TOTAL - PROBATION:		\$	<u>176,266.00</u>
TOTAL - JUDICIAL - MUNICIPAL COURT:		\$	954,625.00

EXECUTIVE:  
 CITY MANAGER:  
 FUNCTION NO. 131:

PERSONAL SERVICES		\$	48,572.00
MATERIALS AND SUPPLIES		\$	335.00
OTHER SERVICES AND CHARGES		\$	<u>2,925.00</u>
TOTAL - CITY MANAGER:		\$	51,832.00

PROMOTIONS, COMMUNICATIONS AND PR ACTIVITY:  
 FUNCTION NO. 133:

MATERIALS AND SUPPLIES		\$	75.00
OTHER SERVICES AND CHARGES		\$	<u>2,950.00</u>
TOTAL - PROMOTIONS, COMMUNICATIONS AND PR ACTIVITY:		\$	3,025.00

INFORMATION TECHNOLOGY:  
 FUNCTION NO. 134:

OTHER SERVICES AND CHARGES		\$	31,000.00
CAPITAL OUTLAY		\$	<u>6,000.00</u>
TOTAL - INFORMATION TECHNOLOGY:		\$	37,000.00

HUMAN RESOURCES:  
 FUNCTION NO. 135:

PERSONAL SERVICES		\$	36,103.00
MATERIALS AND SUPPLIES		\$	325.00
OTHER SERVICES AND CHARGES		\$	<u>9,859.00</u>
TOTAL - HUMAN RESOURCES:		\$	46,287.00

ECONOMIC DEVELOPMENT:  
 FUNCTION NO. 137:

PERSONAL SERVICES		\$	19,628.00
MATERIALS AND SUPPLIES		\$	410.00
OTHER SERVICES AND CHARGES		\$	<u>6,870.00</u>
TOTAL - ECONOMIC DEVELOPMENT:		\$	<u>26,908.00</u>
TOTAL - EXECUTIVE:		\$	165,052.00

GENERAL FUND (CONTINUED)  
GENERAL GOVERNMENT (CONTINUED)

FINANCE:

ADMINISTRATION:

FUNCTION NO. 141:

PERSONAL SERVICES	\$	44,608.00
MATERIALS AND SUPPLIES	\$	150.00
OTHER SERVICES AND CHARGES	\$	<u>6,710.00</u>
TOTAL - ADMINISTRATION:	\$	51,468.00

ACCOUNTING:

FUNCTION NO. 142:

PERSONAL SERVICES	\$	30,566.00
MATERIALS AND SUPPLIES	\$	235.00
OTHER SERVICES AND CHARGES	\$	<u>24,086.00</u>
TOTAL - ACCOUNTING:	\$	54,887.00

PURCHASING AND WAREHOUSING:

FUNCTION NO. 143:

PERSONAL SERVICES	\$	21,973.00
MATERIALS AND SUPPLIES	\$	65.00
OTHER SERVICES AND CHARGES	\$	<u>1,325.00</u>
TOTAL - PURCHASING AND WAREHOUSING:	\$	23,363.00

INCOME TAX COLLECTION:

FUNCTION NO. 144:

OTHER SERVICES AND CHARGES	\$	<u>200,000.00</u>
TOTAL - INCOME TAX COLLECTION:	\$	<u>200,000.00</u>
TOTAL - FINANCE:	\$	329,718.00

LAW:

ADMINISTRATION:

FUNCTION NO. 151:

PERSONAL SERVICES	\$	29,933.00
OTHER SERVICES AND CHARGES	\$	<u>7,925.00</u>
TOTAL - LAW:	\$	37,858.00

GENERAL FUND (CONTINUED)  
GENERAL GOVERNMENT (CONTINUED)

ENGINEERING:  
ADMINISTRATION:  
FUNCTION NO. 161:

PERSONAL SERVICES	\$	110,010.00
MATERIALS AND SUPPLIES	\$	875.00
OTHER SERVICES AND CHARGES	\$	<u>5,920.00</u>
TOTAL - ENGINEERING:	\$	116,805.00

PUBLIC LANDS AND BUILDINGS:  
BUILDING OPERATIONS, MAINTENANCE AND REPAIRS:  
FUNCTION NO. 171:

PERSONAL SERVICES	\$	18,887.00
MATERIALS AND SUPPLIES	\$	1,900.00
OTHER SERVICES AND CHARGES	\$	33,777.00
DEBT SERVICE	\$	<u>67,131.00</u>
TOTAL - PUBLIC LANDS AND BUILDINGS:	\$	121,695.00

MISCELLANEOUS:  
INSURANCE:  
FUNCTION NO. 191:

OTHER SERVICES AND CHARGES	\$	<u>33,187.00</u>
TOTAL - INSURANCE:	\$	33,187.00

TAX SETTLEMENT DEDUCTIONS:  
FUNCTION NO. 192:

OTHER SERVICES AND CHARGES	\$	<u>15,475.00</u>
TOTAL - TAX SETTLEMENT DEDUCTIONS:	\$	<u>15,475.00</u>
TOTAL - MISCELLANEOUS:	\$	<u>48,662.00</u>
TOTAL - GENERAL GOVERNMENT:	\$	1,796,544.00

PUBLIC SAFETY :  
POLICE:  
LAW ENFORCEMENT-SWORN OFFICERS:  
FUNCTION NO. 211:

PERSONAL SERVICES	\$	<u>3,215,234.00</u>
TOTAL - LAW ENFORCEMENT-SWORN OFFICERS:	\$	3,215,234.00

GENERAL FUND (CONTINUED)

LAW ENFORCEMENT-OTHER:  
FUNCTION NO. 212:

PERSONAL SERVICES	\$	282,747.00
MATERIALS AND SUPPLIES	\$	88,525.00
OTHER SERVICES AND CHARGES	\$	<u>110,775.00</u>
TOTAL - LAW ENFORCEMENT-OTHER:	\$	<u>482,047.00</u>
TOTAL - POLICE:	\$	3,697,281.00

FIRE:  
FIRE FIGHTING, PREVENTION AND INSPECTION:  
FUNCTION NO. 221:

PERSONAL SERVICES	\$	1,820,351.00
MATERIALS AND SUPPLIES	\$	29,375.00
OTHER SERVICES AND CHARGES	\$	<u>83,040.00</u>
TOTAL - FIRE FIGHTING, PREVENTION AND INSPECTION:	\$	1,932,766.00

FIRE SERVICE-OTHER:  
FUNCTION NO. 222:

PERSONAL SERVICES	\$	<u>148,611.00</u>
TOTAL - FIRE SERVICE-OTHER:	\$	<u>148,611.00</u>
TOTAL - FIRE:	\$	2,081,377.00

POLICE AND FIRE COMMUNICATIONS:  
CONTROL CENTER:  
FUNCTION NO. 231:

OTHER SERVICES AND CHARGES	\$	<u>469,634.00</u>
TOTAL - CONTROL CENTER:	\$	<u>469,634.00</u>
TOTAL - PUBLIC SAFETY :	\$	6,248,292.00

HIGHWAYS AND STREETS:  
PUBLIC WORKS:  
ADMINISTRATION:  
FUNCTION NO. 311:

PERSONAL SERVICES	\$	89,809.00
MATERIALS AND SUPPLIES	\$	750.00
OTHER SERVICES AND CHARGES	\$	<u>20,345.00</u>
TOTAL - ADMINISTRATION:	\$	110,904.00

GENERAL FUND (CONTINUED)

STREET MAINTENANCE AND REPAIR:  
FUNCTION NO. 313:

MATERIALS AND SUPPLIES	\$	<u>35,000.00</u>
TOTAL - STREET MAINTENANCE AND REPAIR:	\$	35,000.00

SIDEWALKS:  
FUNCTION NO. 314:

MATERIALS AND SUPPLIES	\$	<u>500.00</u>
TOTAL - SIDEWALKS:	\$	500.00

BUILDING MAINTENANCE:  
FUNCTION NO. 318:

MATERIALS AND SUPPLIES	\$	3,725.00
OTHER SERVICES AND CHARGES	\$	39,200.00
DEBT SERVICE	\$	<u>3,572.00</u>
TOTAL - BUILDING MAINTENANCE:	\$	46,497.00

EQUIPMENT MAINTENANCE:  
FUNCTION NO. 319:

PERSONAL SERVICES	\$	25,982.00
MATERIALS AND SUPPLIES	\$	123,350.00
OTHER SERVICES AND CHARGES	\$	<u>10,175.00</u>
TOTAL - EQUIPMENT MAINTENANCE:	\$	159,507.00

EMPLOYEE BENEFITS:  
FUNCTION NO. 320:

PERSONAL SERVICES	\$	<u>269,123.00</u>
TOTAL - EMPLOYEE BENEFITS:	\$	269,123.00

SIDEWALKS-SNOW REMOVAL:  
FUNCTION NO. 322:

MATERIALS AND SUPPLIES	\$	<u>2,300.00</u>
TOTAL - SIDEWALKS-SNOW REMOVAL:	\$	<u>2,300.00</u>
TOTAL - PUBLIC WORKS:	\$	623,831.00

GENERAL FUND (CONTINUED)

PARKING:  
 PARKING METERS:  
 FUNCTION NO. 331:

MATERIALS AND SUPPLIES	\$	750.00
OTHER SERVICES AND CHARGES	\$	<u>485.00</u>
TOTAL - PARKING METERS:	\$	1,235.00

PARKING LOTS:  
 FUNCTION NO. 333:

OTHER SERVICES AND CHARGES	\$	<u>13,400.00</u>
TOTAL - PARKING LOTS:	\$	<u>13,400.00</u>
TOTAL - PARKING:	\$	14,635.00

TRAFFIC SIGNS, MARKINGS, SIGNALS:  
 FUNCTION NO. 341:

PERSONAL SERVICES	\$	31,094.00
MATERIALS AND SUPPLIES	\$	10,850.00
OTHER SERVICES AND CHARGES	\$	<u>17,660.00</u>
TOTAL - TRAFFIC SIGNS, MARKINGS, SIGNALS:	\$	<u>59,604.00</u>
TOTAL - HIGHWAYS AND STREETS:	\$	698,070.00

PUBLIC HEALTH AND WELFARE:  
 SUPPORT OF PRISONERS:  
 PRISONER EXPENSE:  
 FUNCTION NO. 411:

OTHER SERVICES AND CHARGES	\$	<u>100.00</u>
TOTAL - PRISONER EXPENSE:	\$	100.00

PAYMENT TO COUNTY HEALTH BOARD:  
 COUNTY HEALTH DISTRICT ASSESSMENT:  
 FUNCTION NO. 431:

OTHER SERVICES AND CHARGES	\$	<u>123,330.00</u>
TOTAL - COUNTY HEALTH DISTRICT ASSESSMENT:	\$	<u>123,330.00</u>
TOTAL - PUBLIC HEALTH AND WELFARE:	\$	123,430.00

GENERAL FUND (CONTINUED)

CULTURE-RECREATION:

PARKS:

ADMINISTRATION:

FUNCTION NO. 511:

PERSONAL SERVICES	\$	128,196.00
MATERIALS AND SUPPLIES	\$	462.00
OTHER SERVICES AND CHARGES	\$	<u>8,782.00</u>
TOTAL - ADMINISTRATION:	\$	137,440.00

PARKS SYSTEM:

FUNCTION NO. 512:

PERSONAL SERVICES	\$	243,542.00
MATERIALS AND SUPPLIES	\$	42,880.00
OTHER SERVICES AND CHARGES	\$	20,175.00
DEBT SERVICE	\$	<u>715.00</u>
TOTAL - PARKS SYSTEM:	\$	307,312.00

BUILDINGS MAINTENANCE:

FUNCTION NO. 513:

MATERIALS AND SUPPLIES	\$	290.00
OTHER SERVICES AND CHARGES	\$	<u>13,224.00</u>
TOTAL - BUILDINGS MAINTENANCE:	\$	13,514.00

MORSE AVENUE COMMUNITY CENTER:

FUNCTION NO. 514:

MATERIALS AND SUPPLIES	\$	100.00
OTHER SERVICES AND CHARGES	\$	<u>8,371.00</u>
TOTAL - MORSE AVENUE COMMUNITY CENTER:	\$	8,471.00
TOTAL - PARKS:	\$	466,737.00

RECREATION ACTIVITIES:

FUNCTION NO. 521:

PERSONAL SERVICES	\$	133,491.00
MATERIALS AND SUPPLIES	\$	1,375.00
OTHER SERVICES AND CHARGES	\$	<u>16,125.00</u>
TOTAL - RECREATION ACTIVITIES:	\$	150,991.00

GENERAL FUND (CONTINUED)

OTHER LEISURE TIME ACTIVITIES:

SENIOR CITIZENS CENTER:

FUNCTION NO. 531:

OTHER SERVICES AND CHARGES	\$	<u>25,000.00</u>
TOTAL - SENIOR CITIZENS CENTER:	\$	<u>25,000.00</u>

COMMUNITY FUNCTIONS:

FUNCTION NO. 532:

OTHER SERVICES AND CHARGES	\$	<u>22,000.00</u>
TOTAL - COMMUNITY FUNCTIONS:	\$	<u>22,000.00</u>
TOTAL - OTHER LEISURE TIME ACTIVITIES:	\$	<u>47,000.00</u>
TOTAL - CULTURE-RECREATION:	\$	664,728.00

COMMUNITY ENVIRONMENT:

COMMUNITY PLANNING AND ZONING:

PLANNING COMMISSION:

FUNCTION NO. 611:

PERSONAL SERVICES	\$	515.00
MATERIALS AND SUPPLIES	\$	6.00
OTHER SERVICES AND CHARGES	\$	<u>440.00</u>
TOTAL - PLANNING COMMISSION:	\$	961.00

PLANNING AND DEVELOPMENT:

FUNCTION NO. 631:

PERSONAL SERVICES	\$	30,610.00
MATERIALS AND SUPPLIES	\$	145.00
OTHER SERVICES AND CHARGES	\$	<u>2,435.00</u>
TOTAL - PLANNING AND DEVELOPMENT:	\$	33,190.00

HOUSING AND BUILDING CODE ENFORCEMENT:

CODE ENFORCEMENT:

FUNCTION NO. 641:

PERSONAL SERVICES	\$	138,026.00
MATERIALS AND SUPPLIES	\$	4,750.00
OTHER SERVICES AND CHARGES	\$	<u>6,709.00</u>
TOTAL - CODE ENFORCEMENT:	\$	149,485.00

GENERAL FUND (CONTINUED)

WEED CONTROL:  
FUNCTION NO. 652:

MATERIALS AND SUPPLIES		\$	100.00
OTHER SERVICES AND CHARGES		\$	<u>12,000.00</u>
TOTAL - WEED CONTROL:		\$	<u>12,100.00</u>
TOTAL - TREE CARE AND WEED CONTROL:		\$	<u>12,100.00</u>
TOTAL - COMMUNITY ENVIRONMENT:		\$	195,736.00

OTHER:  
OTHER FINANCING USES:  
FUNCTION NO. 901:

DEBT SERVICE		\$	138.00
OTHER NON-OPERATING CHARGES		\$	<u>95,000.00</u>
TOTAL - OTHER FINANCING USES:		\$	95,138.00

TRANSFERS-OUT:  
FUNCTION NO. 910:

OPERATING TRANSFERS/RESERVES		\$	<u>335,000.00</u>
TOTAL - TRANSFERS-OUT:		\$	335,000.00

NON-DEPARTMENTAL:  
FUNCTION NO. 970:

PERSONAL SERVICES		\$	1,391,316.00
OTHER NON-OPERATING CHARGES		\$	<u>229,390.00</u>
TOTAL - NON-DEPARTMENTAL:		\$	1,620,706.00

RESERVES:  
FUNCTION NO. 999:

RESERVES		\$	<u>40,000.00</u>
TOTAL - RESERVES:		\$	<u>40,000.00</u>
TOTAL - OTHER:		\$	<u>2,090,844.00</u>
TOTAL - GENERAL FUND		\$	11,817,644.00

SECTION II. That there be appropriated from the COMPENSATION BALANCE RESERVE  
FUND, FUND NO. 154:

NON-DEPARTMENTAL:  
FUNCTION NO. 970:

PERSONAL SERVICES		\$	<u>197,000.00</u>
TOTAL -	COMPENSATED BALANCE RESERVE	\$	197,000.00

SECTION III. That there be appropriated from the STREET CONSTRUCTION, MAINTENANCE AND  
REPAIR FUND, FUND NO. 201:

HIGHWAYS AND STREETS:  
 PUBLIC WORKS:  
 ADMINISTRATION:  
FUNCTION NO. 311:

PERSONAL SERVICES		\$	<u>51,382.00</u>
TOTAL -	ADMINISTRATION:	\$	51,382.00

STREET CONSTRUCTION AND RECONSTRUCTION:  
 FUNCTION NO. 312:

PERSONAL SERVICES		\$	<u>170,423.00</u>
TOTAL -	STREET CONSTRUCTION AND RECONSTRUCTION:	\$	170,423.00

STREET MAINTENANCE AND REPAIR:  
 FUNCTION NO. 313:

MATERIALS AND SUPPLIES		\$	10,200.00
OTHER SERVICES AND CHARGES		\$	<u>2,500.00</u>
TOTAL -	STREET MAINTENANCE AND REPAIR:	\$	12,700.00

SNOW AND ICE REMOVAL:  
 FUNCTION NO. 316:

MATERIALS AND SUPPLIES		\$	44,500.00
OTHER SERVICES AND CHARGES		\$	<u>45,250.00</u>
TOTAL -	SNOW AND ICE REMOVAL:	\$	<u>89,750.00</u>
TOTAL -	HIGHWAYS AND STREETS:	\$	324,255.00

HIGHWAY/STREET IMPROVEMENT:  
 FUNCTION NO. 791:

CAPITAL OUTLAY		\$	<u>239,000.00</u>
TOTAL -	HIGHWAY/STREET IMPROVEMENT:	\$	239,000.00

STREET CONSTRUCTION, MAINTENANCE AND REPAIR FUND (CONTINUED)

OTHER IMPROVEMENTS/EQUIPMENT:  
FUNCTION NO. 799:

CAPITAL OUTLAY		\$	40,000.00
TOTAL -	OTHER IMPROVEMENTS/EQUIPMENT:	\$	40,000.00

DEBT SERVICE FUNCTIONS:  
DEBT SERVICE-UNVOTED:  
FUNCTION NO. 801:

DEBT SERVICE		\$	1,004,898.00
TOTAL -	DEBT SERVICE	\$	1,004,898.00

DEBT SERVICE-OTHER:  
FUNCTION NO. 805:

DEBT SERVICE		\$	4,891.00
TOTAL -	DEBT SERVICE-OTHER:	\$	4,891.00

OTHER FINANCING USES:  
FUNCTION NO. 901:

DEBT SERVICE		\$	8,423.00
TOTAL -	OTHER FINANCING USES:	\$	8,423.00

NON-DEPARTMENTAL:  
FUNCTION NO. 970:

PERSONAL SERVICES		\$	113,473.00
TOTAL -	NON-DEPARTMENTAL:	\$	113,473.00
TOTAL -	STREET CONSTRUCTION, MAINTENANCE & REPAIR	\$	1,734,940.00

SECTION IV. That there be appropriated from the STATE HIGHWAY IMPROVEMENT FUND,  
FUND NO. 202:

HIGHWAYS AND STREETS:  
PUBLIC WORKS:  
STATE HIGHWAY MAINTENANCE:  
FUNCTION NO. 321:

OTHER SERVICES AND CHARGES		\$	65,000.00
TOTAL -	STATE HIGHWAY IMPROVEMENT FUND	\$	65,000.00

SECTION V. That there be appropriated from the CEMETERIES FUND, FUND NO. 204:

PUBLIC HEALTH AND WELFARE:  
 CEMETERIES:  
 ADMINISTRATION:  
 FUNCTION NO. 421:

PERSONAL SERVICES	\$	179,115.00
MATERIALS AND SUPPLIES	\$	863.00
OTHER SERVICES AND CHARGES	\$	<u>5,513.00</u>
TOTAL - ADMINISTRATION:	\$	185,491.00

EVERGREEN/RIVERSIDE:  
 FUNCTION NO. 422:

PERSONAL SERVICES	\$	174,376.00
MATERIALS AND SUPPLIES	\$	21,075.00
OTHER SERVICES AND CHARGES	\$	<u>3,200.00</u>
TOTAL - EVERGREEN/RIVERSIDE:	\$	198,651.00

BUILDINGS MAINTENANCE:  
 FUNCTION NO. 423:

OTHER SERVICES AND CHARGES	\$	<u>11,298.00</u>
TOTAL - BUILDINGS MAINTENANCE:	\$	11,298.00

NON-DEPARTMENTAL:  
 FUNCTION NO. 970:

PERSONAL SERVICES	\$	<u>96,624.00</u>
TOTAL - NON-DEPARTMENTAL:	\$	<u>96,624.00</u>
TOTAL - CEMETERIES FUND	\$	492,064.00

SECTION VI. That there be appropriated from the POLICE PENSION TRANSFER FUND,  
FUND NO. 208:

TAX SETTLEMENT DEDUCTIONS:  
 FUNCTION NO. 192:

OTHER SERVICES AND CHARGES	\$	<u>1,000.00</u>
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LAW ENFORCEMENT-SWORN OFFICERS:  
 FUNCTION NO. 211:

PERSONAL SERVICES	\$	<u>80,000.00</u>
TOTAL - POLICE PENSION TRANSFER FUND	\$	81,000.00

SECTION VII. That there be appropriated from the FIRE PENSION TRANSFER FUND,  
FUND NO. 209:

TAX SETTLEMENT DEDUCTIONS:  
 FUNCTION NO. 192:

OTHER SERVICES AND CHARGES \$ 1,000.00

FIRE FIGHTING, PREVENTION AND INSPECTION:  
 FUNCTION NO. 221:

PERSONAL SERVICES \$ 80,000.00

TOTAL - FIRE PENSION TRANSFER FUND \$ 81,000.00

SECTION VIII. That there be appropriated from the LAW ENFORCEMENT FUND,  
FUND NO. 212:

PUBLIC SAFETY :  
 POLICE:  
 LAW ENFORCEMENT-OTHER:  
 FUNCTION NO. 212:

MATERIALS AND SUPPLIES \$ 7,500.00

OTHER SERVICES AND CHARGES \$ 5,000.00

TOTAL - LAW ENFORCEMENT FUND \$ 12,500.00

SECTION IX. That there be appropriated from the MUNICIPAL MOTOR VEHICLE LICENSE  
FUND, FUND NO. 215:

STREET MAINTENANCE AND REPAIR:  
 TRANSFERS-OUT:  
 FUNCTION NO. 910:

OPERATING TRANSFERS/RESERVES \$ 32,000.00

TOTAL - MUNICIPAL MOTOR VEHICLE LICENSE TAX FUND \$ 32,000.00

SECTION X. That there be appropriated from the INDIGENT DRIVERS ALCOHOL  
TREATMENT FUND, FUND NO. 217:

GENERAL GOVERNMENT:  
 JUDICIAL - MUNICIPAL COURT:  
 JUDICIAL ACTIVITIES:  
 FUNCTION NO. 121:

OTHER SERVICES AND CHARGES \$ 40,000.00

TOTAL - INDIGENT DRIVERS ALCOHOL TREATMENT FUND \$ 40,000.00

SECTION XI. That there be appropriated from the CITY MOTOR VEHICLE LICENSE TAX FUND, FUND NO. 219:

OTHER:  
 TRANSFERS-OUT:  
 FUNCTION NO. 910:

OPERATING TRANSFERS/RESERVES		\$	<u>64,000.00</u>
TOTAL -	CITY MOTOR VEHICLE LICENSE TAX FUND	\$	64,000.00

SECTION XII. That there be appropriated from the FIRE LEVY FUND, FUND NO. 220:

TAX SETTLEMENT DEDUCTIONS:  
 FUNCTION NO. 192:

OTHER SERVICES AND CHARGES		\$	<u>1,500.00</u>
TOTAL -	TAX SETTLEMENT DEDUCTIONS:	\$	1,500.00

PUBLIC SAFETY :  
 FIRE SERVICE-OTHER:  
 FUNCTION NO. 222:

MATERIALS AND SUPPLIES		\$	6,500.00
CAPITAL OUTLAY		\$	<u>85,000.00</u>
TOTAL -	FIRE SERVICE-OTHER:	\$	91,500.00

DEBT SERVICE FUNCTIONS:  
 DEBT SERVICE-UNVOTED:  
 FUNCTION NO. 801:

DEBT SERVICE		\$	<u>187,373.00</u>
TOTAL -	DEBT SERVICE-UNVOTED:	\$	187,373.00

OTHER:  
 OTHER FINANCING USES:  
 FUNCTION NO. 901:

DEBT SERVICE		\$	<u>51,233.00</u>
TOTAL -	OTHER FINANCING USES:	\$	51,233.00

TRANSFERS-OUT:  
 FUNCTION NO. 910:

OPERATING TRANSFERS/RESERVES		\$	<u>20,000.00</u>
TOTAL -	OTHER:	\$	<u>71,233.00</u>
TOTAL -	FIRE LEVY FUND	\$	351,606.00

SECTION XIII. That there be appropriated from the UNDERGROUND STORAGE TANK FUND,  
FUND NO. 221:

HIGHWAYS AND STREETS:  
 PUBLIC WORKS:  
 FUNCTION NO. 319:

OTHER SERVICES AND CHARGES		\$	<u>1,000.00</u>
TOTAL -	UNDERGROUND STORAGE TANK FUND	\$	1,000.00

SECTION XIV. That there be appropriated from the PROBATION SERVICES FUND,  
FUND NO. 222:

GENERAL GOVERNMENT:  
 JUDICIAL - MUNICIPAL COURT:  
 PROBATION:  
 FUNCTION NO. 123:

PERSONAL SERVICES		\$	94,682.00
MATERIALS AND SUPPLIES		\$	5,000.00
OTHER SERVICES AND CHARGES		\$	<u>23,500.00</u>
TOTAL -	PROBATION:	\$	123,182.00

NON-DEPARTMENTAL:  
 FUNCTION NO. 970:

PERSONAL SERVICES		\$	<u>17,033.00</u>
TOTAL -	NON-DEPARTMENTAL:	\$	<u>17,033.00</u>
TOTAL -	PROBATION SERVICES FUND	\$	140,215.00

SECTION XV. That there be appropriated from the FIRE SPECIAL REVENUE FUND,  
FUND NO. 227:

FIRE:  
 FIRE SERVICE-OTHER:  
 FUNCTION NO. 222:

MATERIALS AND SUPPLIES		\$	<u>600.00</u>
TOTAL -	FIRE SERVICE-OTHER:	\$	<u>600.00</u>
TOTAL -	FIRE SPECIAL REVENUE FUND	\$	600.00

SECTION XVI. That there be appropriated from the EMERGENCY MEDICAL SERVICES FUND,  
FUND NO. 229:

FIRE:  
 FIRE FIGHTING, PREVENTION AND INSPECTION:  
 FUNCTION NO. 221:

PERSONAL SERVICES	\$	403,477.00
MATERIALS AND SUPPLIES	\$	24,850.00
OTHER SERVICES AND CHARGES	\$	114,709.00
CAPITAL OUTLAY	\$	26,000.00
OTHER NON-OPERATING CHARGES	\$	5,000.00
TOTAL - FIRE FIGHTING, PREVENTION AND INSPECTION:	\$	574,036.00

FIRE SERVICE-OTHER:  
 FUNCTION NO. 222:

PERSONAL SERVICES	\$	39,864.00
TOTAL - FIRE SERVICE-OTHER:	\$	39,864.00

OTHER FINANCING USES:  
 FUNCTION NO. 901:

DEBT SERVICE	\$	1,941.00
TOTAL - OTHER FINANCING USES:	\$	1,941.00

NON-DEPARTMENTAL:  
 FUNCTION NO. 970:

PERSONAL SERVICES	\$	48,080.00
TOTAL - NON-DEPARTMENTAL:	\$	48,080.00
TOTAL - EMERGENCY MEDICAL SERVICES FUND	\$	663,921.00

SECTION XVII. That there be appropriated from the MUNICIPAL COURT COMPUTERIZATION FUND,  
FUND NO. 230:

CLERK OF COURT:  
 FUNCTION NO. 122:

PERSONAL SERVICES	\$	57,365.00
TOTAL - CLERK OF COURT:	\$	57,365.00

PROBATION:  
 FUNCTION NO. 123:

PERSONAL SERVICES	\$	15,517.00
TOTAL - PROBATION:	\$	15,517.00

MUNICIPAL COURT COMPUTERIZATION FUND (CONTINUED)

NON-DEPARTMENTAL:  
FUNCTION NO. 970:

PERSONAL SERVICES		\$	<u>19,786.00</u>
TOTAL -	NON-DEPARTMENTAL:	\$	<u>19,786.00</u>
TOTAL -	MUNICIPAL COURT COMPUTERIZATION FUND	\$	92,668.00

SECTION XVIII. That there be appropriated from the SHAMROCK BUSINESS CENTER FUND,  
FUND NO. 231:

HIGHWAY/STREET IMPROVEMENT:  
FUNCTION NO. 791:

CAPITAL OUTLAY		\$	<u>4,666,411.00</u>
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NON-DEPARTMENTAL:  
FUNCTION NO. 970:

OTHER SERVICES AND CHARGES		\$	<u>100,000.00</u>
TOTAL -	SHAMROCK BUSINESS CENTER TIF FUND	\$	4,766,411.00

SECTION XIX. That there be appropriated from the VICTIM'S ADVOCATE GRANT FUND,  
FUND NO. 234:

CLERK OF COURT:  
FUNCTION NO. 122:

PERSONAL SERVICES		\$	<u>48,905.00</u>
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NON-DEPARTMENTAL:  
FUNCTION NO. 970:

PERSONAL SERVICES		\$	<u>2,544.00</u>
TOTAL -	VICTIM'S ADVOCATE GRANT FUND	\$	51,449.00

SECTION XX. That there be appropriated from the GENERAL BOND RETIREMENT FUND,  
FUND NO. 301:

TAX SETTLEMENT DEDUCTIONS:  
FUNCTION NO. 192:

OTHER SERVICES AND CHARGES		\$	<u>1,000.00</u>
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DEBT SERVICE-UNVOTED:  
FUNCTION NO. 801:

DEBT SERVICE		\$	<u>142,520.00</u>
TOTAL -	GENERAL BOND RETIREMENT FUND	\$	143,520.00

SECTION XXI. That there be appropriated from the SPECIAL ASSESSMENT BOND RETIREMENT FUND, FUND NO. 303:

TAX SETTLEMENT DEDUCTIONS:  
FUNCTION NO. 192:

OTHER SERVICES AND CHARGES \$ 4,800.00

NON-DEPARTMENTAL:  
FUNCTION NO. 195:

OTHER SERVICES AND CHARGES \$ 12,800.00

DEBT SERVICE FUNCTIONS:  
DEBT SERVICE-UNVOTED:  
FUNCTION NO. 801:

DEBT SERVICE \$ 80,793.00

TOTAL - SPECIAL ASSESSMENT BOND RETIR. FUND \$ 98,393.00

SECTION XXII. That there be appropriated from the LAND ACQUISITION NOTE RETIREMENT FUND, FUND NO. 304:

OTHER:  
NON-DEPARTMENTAL:  
FUNCTION NO. 970:

OTHER NON-OPERATING CHARGES \$ 229,390.00

TOTAL - LAND ACQUISITION NOTE RETIREMENT FUND \$ 229,390.00

SECTION XXIII. That there be appropriated from the MUNICIPAL COURT CAPITAL PROJECTS FUND, FUND NO. 415:

GENERAL GOVERNMENT:  
CLERK OF COURT:  
FUNCTION NO. 122:

CAPITAL OUTLAY \$ 30,000.00

TOTAL - CLERK OF COURT: \$ 30,000.00

TOTAL - MUNICIPAL COURT CAPITAL PROJECTS FUND \$ 30,000.00

SECTION XXIV. That there be appropriated from the CAPITAL IMPROVEMENT FUND, FUND NO. 424:

BUILDING OPERATIONS, MAINTENANCE AND REPAIRS:  
FUNCTION NO. 171:

CAPITAL OUTLAY \$ 15,000.00

TOTAL - BUILDING OPER., MAINTENANCE AND REPAIRS: \$ 15,000.00

CAPITAL IMPROVEMENT FUND (CONTINUED)

PARKS SYSTEM:  
FUNCTION NO. 512:

CAPITAL OUTLAY		\$	<u>1,065,000.00</u>
TOTAL -	PARKS SYSTEM:	\$	<u>1,065,000.00</u>
TOTAL -	CAPITAL IMPROVEMENT FUND	\$	1,080,000.00

SECTION XXV. That there be appropriated from the GIRDLED ROAD WATER IMPROVEMENT FUND, FUND NO. 425:

DEBT SERVICE FUNCTIONS:  
DEBT SERVICE-OTHER:  
FUNCTION NO. 805:

DEBT SERVICE		\$	<u>118,906.00</u>
TOTAL -	GIRDLED ROAD WATER IMPROVEMENT FUND	\$	118,906.00

SECTION XXVI. That there be appropriated from the SHAMROCK BLVD. ROAD PROJECT FUND, FUND NO. 426:

HIGHWAY/STREET IMPROVEMENT:  
FUNCTION NO. 791:

CAPITAL OUTLAY		\$	<u>3,000,000.00</u>
DEBT SERVICE-UNVOTED: FUNCTION NO. 801:			
DEBT SERVICE		\$	<u>1,912,440.00</u>
TOTAL -	SHAMROCK BLVD. ROAD PROJECT FUND	\$	4,912,440.00

SECTION XXVII. That there be appropriated from the JACKSON STREET INTERCHANGE PROJECT FUND, FUND NO. 427:

HIGHWAY/STREET IMPROVEMENT:  
FUNCTION NO. 791:

CAPITAL OUTLAY		\$	<u>500,000.00</u>
TOTAL -	JACKSON STREET INTERCHANGE PROJECT FUND	\$	500,000.00

SECTION XXVIII. That there be appropriated from the INDUSTRIAL PARK PROJECT FUND, FUND NO. 428:

DEBT SERVICE-UNVOTED:  
FUNCTION NO. 801:

DEBT SERVICE		\$	<u>16,078.00</u>
TOTAL -	INDUSTRIAL PARK PROJECT FUND	\$	16,078.00

SECTION XXIX. That there be appropriated from the MUNI COURT SPECIAL PROJECTS FUND,  
FUND NO. 429:

GENERAL GOVERNMENT:  
 JUDICIAL - MUNICIPAL COURT:  
 JUDICIAL ACTIVITIES:  
 FUNCTION NO. 121:

PERSONAL SERVICES	\$	6,135.00
MATERIALS AND SUPPLIES	\$	3,200.00
OTHER SERVICES AND CHARGES	\$	15,360.00
CAPITAL OUTLAY	\$	<u>37,000.00</u>
TOTAL - JUDICIAL ACTIVITIES:	\$	61,695.00

CLERK OF COURT:  
 FUNCTION NO. 122:

PERSONAL SERVICES	\$	24,792.00
MATERIALS AND SUPPLIES	\$	16,575.00
OTHER SERVICES AND CHARGES	\$	<u>47,200.00</u>
TOTAL - CLERK OF COURT:	\$	88,567.00

IMMOBILIZATION REMOTE DEVICES  
 FUNCTION NO. 124:

OTHER SERVICES AND CHARGES	\$	<u>10,000.00</u>
TOTAL - IMMOBILIZATION REMOTE DEVICES	\$	10,000.00

NON-DEPARTMENTAL:  
 FUNCTION NO. 970:

PERSONAL SERVICES	\$	<u>7,719.00</u>
TOTAL - NON-DEPARTMENTAL:	\$	<u>7,719.00</u>
TOTAL - MUNI COURT SPECIAL PROJECTS FUND	\$	167,981.00

SECTION XXX. That there be appropriated from the CAPITAL EQUIPMENT RESERVE FUND,  
FUND NO. 430:

CITY MANAGER:  
 FUNCTION NO. 131:

CAPITAL OUTLAY	\$	<u>20,000.00</u>
TOTAL - CITY MANAGER:	\$	20,000.00

CAPITAL EQUIPMENT RESERVE FUND (CONTINUED)

ACCOUNTING:  
FUNCTION NO. 142:

CAPITAL OUTLAY		\$	<u>2,000.00</u>
TOTAL -	ACCOUNTING:	\$	2,000.00

LAW ENFORCEMENT-OTHER:  
FUNCTION NO. 212:

CAPITAL OUTLAY		\$	<u>54,000.00</u>
TOTAL -	LAW ENFORCEMENT-OTHER:	\$	54,000.00

PARKS SYSTEM:  
FUNCTION NO. 512:

CAPITAL OUTLAY		\$	<u>25,000.00</u>
TOTAL -	PARKS SYSTEM:	\$	25,000.00

OTHER FINANCING USES:  
FUNCTION NO. 901:

DEBT SERVICE		\$	<u>10,717.00</u>
TOTAL -	OTHER FINANCING USES:	\$	<u>10,717.00</u>
TOTAL -	CAPITAL EQUIPMENT RESERVE FUND	\$	111,717.00

SECTION XXXI. That there be appropriated from the MILLSTONE ACQUISITION FUND,  
FUND NO. 431:

PLANNING AND DEVELOPMENT:  
FUNCTION NO. 631:

CAPITAL OUTLAY		\$	<u>2,000,000.00</u>
TOTAL -	PLANNING AND DEVELOPMENT:	\$	<u>2,000,000.00</u>
TOTAL -	MILLSTONE ACQUISITION FUND	\$	2,000,000.00

SECTION XXXII. That there be appropriated from the LAKE HOSPITAL DEMOLITION PROJECT FUND,  
FUND NO. 434:

DEMOLITION:  
FUNCTION NO. 621:

CAPITAL OUTLAY		\$	<u>594,000.00</u>
TOTAL -	DEMOLITION:	\$	<u>594,000.00</u>
TOTAL -	LAKE HOSPITAL DEMOLITION PROJECT FUND	\$	594,000.00

SECTION XXXIII. That there be appropriated from the CITY HALL FIRE FUND, FUND NO. 435:

BUILDING OPERATIONS, MAINTENANCE AND REPAIRS:  
FUNCTION NO. 171:

CAPITAL OUTLAY		\$	<u>800,000.00</u>
TOTAL -	BUILDING OPERATIONS, MAINTENANCE AND	\$	<u>800,000.00</u>
TOTAL -	CITY HALL FIRE FUND	\$	800,000.00

SECTION XXXIV. That there be appropriated from the DEPOSIT TRUST FUND, FUND NO. 601:

ECONOMIC DEVELOPMENT:  
FUNCTION NO. 137:

OTHER NON-OPERATING CHARGES		\$	<u>25,000.00</u>
TOTAL -	ECONOMIC DEVELOPMENT:	\$	25,000.00

STREET MAINTENANCE AND REPAIR:  
FUNCTION NO. 313:

OTHER SERVICES AND CHARGES		\$	<u>5,000.00</u>
TOTAL -	STREET MAINTENANCE AND REPAIR:	\$	5,000.00

ADMINISTRATION:  
FUNCTION NO. 421:

OTHER SERVICES AND CHARGES		\$	<u>4,000.00</u>
TOTAL -	ADMINISTRATION:	\$	4,000.00

CODE ENFORCEMENT:  
FUNCTION NO. 641:

OTHER SERVICES AND CHARGES		\$	<u>500.00</u>
TOTAL -	CODE ENFORCEMENT:	\$	500.00

TREE CARE:  
FUNCTION NO. 651:

OTHER SERVICES AND CHARGES		\$	<u>7,000.00</u>
TOTAL -	TREE CARE:	\$	<u>7,000.00</u>
TOTAL -	DEPOSIT TRUST FUND	\$	41,500.00

SECTION XXXV. That there be appropriated from the PLAN REVIEW TRUST FUND,  
FUND NO. 602:

ADMINISTRATION:  
 FUNCTION NO. 161:

OTHER SERVICES AND CHARGES		\$	<u>15,000.00</u>
TOTAL - ADMINISTRATION:		\$	<u>15,000.00</u>
TOTAL - PLAN REVIEW TRUST FUND		\$	15,000.00

SECTION XXXVI. That there be appropriated from the ZONING APPLICATION TRUST FUND,  
FUND NO. 603:

COMMUNITY ENVIRONMENT:  
 ZONING APPLICATION:  
 FUNCTION NO. 612:

OTHER SERVICES AND CHARGES		\$	<u>225.00</u>
TOTAL - ZONING APPLICATION TRUST FUND		\$	225.00

SECTION XXXVII. That there be appropriated from the CEMETERY TRUST - OPERATIONS FUND,  
FUND NO. 605:

PUBLIC HEALTH AND WELFARE:  
 CEMETERIES:  
 EVERGREEN/RIVERSIDE:  
 FUNCTION NO. 422:

OTHER SERVICES AND CHARGES		\$	<u>3,000.00</u>
TOTAL - CEMETERIES:		\$	<u>3,000.00</u>
TOTAL - CEMETERY TRUST - OPERATIONS FUND		\$	3,000.00

SECTION XXXVIII That there be appropriated from the SPECIAL ENDOWMENT-OPERATIONS  
FUND, FUND NO. 606:

EVERGREEN/RIVERSIDE:  
 FUNCTION NO. 422:

OTHER SERVICES AND CHARGES		\$	<u>1,750.00</u>
TOTAL - SPECIAL ENDOWMENT - OPERATIONS FUND		\$	1,750.00

SECTION XXXIX. That there be appropriated from the LAW ENFORCEMENT TRUST FUND,  
FUND NO. 613:

PUBLIC SAFETY :  
 POLICE:  
 LAW ENFORCEMENT-OTHER:  
 FUNCTION NO. 212:

MATERIALS AND SUPPLIES	\$	3,000.00
OTHER SERVICES AND CHARGES	\$	1,000.00
OTHER NON-OPERATING CHARGES	\$	<u>2,000.00</u>
TOTAL - LAW ENFORCEMENT TRUST FUND	\$	6,000.00

SECTION XL. That there be appropriated from the WATER REVENUE FUND, FUND NO. 710:

WATER SERVICE:  
 STREET MAINTENANCE AND REPAIR:  
 FUNCTION NO. 313:

MATERIALS AND SUPPLIES	\$	<u>10,000.00</u>
TOTAL - ADMINISTRATION:	\$	10,000.00

ADMINISTRATION:  
 FUNCTION NO. 711:

PERSONAL SERVICES	\$	686,579.00
MATERIALS AND SUPPLIES	\$	5,255.00
OTHER SERVICES AND CHARGES	\$	<u>174,668.00</u>
TOTAL - ADMINISTRATION:	\$	866,502.00

UTILITIES OFFICE:  
 FUNCTION NO. 712:

PERSONAL SERVICES	\$	145,216.00
MATERIALS AND SUPPLIES	\$	4,235.00
OTHER SERVICES AND CHARGES	\$	20,500.00
CAPITAL OUTLAY	\$	<u>4,400.00</u>
TOTAL - UTILITIES OFFICE:	\$	174,351.00

FILTRATION AND PUMPING:  
 FUNCTION NO. 713:

PERSONAL SERVICES	\$	503,024.00
MATERIALS AND SUPPLIES	\$	151,745.00
OTHER SERVICES AND CHARGES	\$	<u>378,220.00</u>
TOTAL - FILTRATION AND PUMPING:	\$	1,032,989.00

WATER REVENUE FUND (CONTINUED)

SUPERVISION-DISTRIBUTION OPERATIONS:

FUNCTION NO. 714:

PERSONAL SERVICES	\$	131,922.00
MATERIALS AND SUPPLIES	\$	2,970.00
OTHER SERVICES AND CHARGES	\$	<u>31,495.00</u>
TOTAL - SUPERVISION-DISTRIBUTION OPERATIONS:	\$	166,387.00

DISTRIBUTION OPERATIONS:

FUNCTION NO. 715:

PERSONAL SERVICES	\$	546,771.00
MATERIALS AND SUPPLIES	\$	134,250.00
OTHER SERVICES AND CHARGES	\$	<u>141,500.00</u>
TOTAL - DISTRIBUTION OPERATIONS:	\$	822,521.00

FIRE HYDRANTS:

FUNCTION NO. 716:

MATERIALS AND SUPPLIES	\$	<u>7,500.00</u>
TOTAL - FIRE HYDRANTS:	\$	7,500.00

INSURANCE AND MISCELLANEOUS:

FUNCTION NO. 719:

OTHER SERVICES AND CHARGES	\$	<u>140,383.00</u>
TOTAL - INSURANCE AND MISCELLANEOUS:	\$	140,383.00
TOTAL - WATER SERVICE:	\$	3,220,633.00

DEBT SERVICE FUNCTIONS:

DEBT SERVICE-REVENUE SUPPORTED:

FUNCTION NO. 803:

DEBT SERVICE	\$	<u>615,525.00</u>
TOTAL - DEBT SERVICE-REVENUE SUPPORTED:	\$	615,525.00

OTHER:

OTHER NONOPERATING EXPENSES:

FUNCTION NO. 902:

DEBT SERVICE	\$	<u>313,217.00</u>
TOTAL - OTHER NONOPERATING EXPENSES:	\$	313,217.00

NON-DEPARTMENTAL:

FUNCTION NO. 970:

PERSONAL SERVICES	\$	<u>427,855.00</u>
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WATER REVENUE FUND (CONTINUED)

RESERVES  
FUNCTION NO. 999:

OPERATING TRANSFERS/RESERVES		\$	<u>55,000.00</u>
TOTAL -	OTHER:	\$	<u>796,072.00</u>
TOTAL -	WATER REVENUE FUND	\$	4,632,230.00

SECTION XLI. That there be appropriated from the WATER CONSTRUCTION FUND,  
FUND NO. 712:

ADMINISTRATION:  
FUNCTION NO. 711:

CAPITAL OUTLAY		\$	<u>20,000.00</u>
TOTAL -	ADMINISTRATION:	\$	20,000.00

WATER PLANT IMPROVEMENT:  
FUNCTION NO. 796:

CAPITAL OUTLAY		\$	<u>250,000.00</u>
TOTAL -	WATER PLANT IMPROVEMENT:	\$	250,000.00

WATER DISTRIBUTION IMPROVEMENT:  
FUNCTION NO. 797:

CAPITAL OUTLAY		\$	<u>908,000.00</u>
TOTAL -	WATER DISTRIBUTION IMPROVEMENT:	\$	908,000.00

DEBT SERVICE FUNCTIONS:  
DEBT SERVICE-OTHER:  
FUNCTION NO. 805:

DEBT SERVICE		\$	<u>1,134,095.00</u>
TOTAL -	DEBT SERVICE-OTHER:	\$	1,134,095.00

OTHER:  
OTHER NONOPERATING EXPENSES:  
FUNCTION NO. 902:

DEBT SERVICE		\$	<u>1,891.00</u>
TOTAL -	OTHER NONOPERATING EXPENSES:	\$	<u>1,891.00</u>
TOTAL -	WATER CONSTRUCTION FUND	\$	2,313,986.00

SECTION XLII. That there be appropriated from the SEWER REVENUE FUND, FUND NO. 720:

SANITARY SEWER SERVICE:

ADMINISTRATION:

FUNCTION NO. 721:

PERSONAL SERVICES	\$	582,642.00
MATERIALS AND SUPPLIES	\$	4,205.00
OTHER SERVICES AND CHARGES	\$	<u>139,865.00</u>
TOTAL - ADMINISTRATION:	\$	726,712.00

UTILITIES OFFICE:

FUNCTION NO. 722:

PERSONAL SERVICES	\$	145,216.00
MATERIALS AND SUPPLIES	\$	4,235.00
OTHER SERVICES AND CHARGES	\$	20,500.00
CAPITAL OUTLAY	\$	<u>4,400.00</u>
TOTAL - UTILITIES OFFICE:	\$	174,351.00

SUPERVISION-PLANT AND SYSTEM:

FUNCTION NO. 723:

PERSONAL SERVICES	\$	43,362.00
MATERIALS AND SUPPLIES	\$	1,300.00
OTHER SERVICES AND CHARGES	\$	<u>4,975.00</u>
TOTAL - SUPERVISION-PLANT AND SYSTEM:	\$	49,637.00

PLANT AND PUMPING OPERATIONS:

FUNCTION NO. 724:

PERSONAL SERVICES	\$	927,422.00
MATERIALS AND SUPPLIES	\$	193,425.00
OTHER SERVICES AND CHARGES	\$	<u>481,555.00</u>
TOTAL - PLANT AND PUMPING OPERATIONS:	\$	1,602,402.00

SANITARY SEWER-COLLECTION AND TRANSMISSION:

FUNCTION NO. 725:

PERSONAL SERVICES	\$	173,888.00
MATERIALS AND SUPPLIES	\$	1,500.00
OTHER SERVICES AND CHARGES	\$	<u>18,000.00</u>
TOTAL - SANITARY SEWER-COLLECTION AND TRANSMISSION:	\$	193,388.00

SEWER REVENUE FUND (CONTINUED)

SANITARY SEWER-EQUIP. OPERATIONS & MAINTENANCE:  
FUNCTION NO. 726:

MATERIALS AND SUPPLIES		\$	3,100.00
OTHER SERVICES AND CHARGES		\$	<u>2,600.00</u>
TOTAL -	SANITARY SEWER-EQUIP. OPERATIONS & MAINTENANCE:	\$	5,700.00

INSURANCE AND MISCELLANEOUS:  
FUNCTION NO. 729:

OTHER SERVICES AND CHARGES		\$	<u>121,819.00</u>
TOTAL -	INSURANCE AND MISCELLANEOUS:	\$	<u>121,819.00</u>
TOTAL -	SANITARY SEWER SERVICE:	\$	2,874,009.00

DEBT SERVICE FUNCTIONS:  
DEBT SERVICE-OTHER:  
FUNCTION NO. 805:

DEBT SERVICE		\$	<u>57,230.00</u>
TOTAL -	DEBT SERVICE-OTHER:	\$	57,230.00

OTHER:  
OTHER NONOPERATING EXPENSES:  
FUNCTION NO. 902:

DEBT SERVICE		\$	<u>21,133.00</u>
TOTAL -	OTHER NONOPERATING EXPENSES:	\$	21,133.00

NON-DEPARTMENTAL:  
FUNCTION NO. 970:

PERSONAL SERVICES		\$	<u>448,232.00</u>
TOTAL -	NON-DEPARTMENTAL:	\$	448,232.00

RESERVES:  
FUNCTION NO. 999:

OPERATING TRANSFERS/RESERVES		\$	<u>75,000.00</u>
TOTAL -	RESERVES:	\$	<u>75,000.00</u>
TOTAL -	OTHER:	\$	<u>544,365.00</u>
TOTAL -	SEWER REVENUE FUND	\$	3,475,604.00

SECTION XLIII. That there be appropriated from the SEWER CONSTRUCTION FUND,  
FUND NO. 722:

ADMINISTRATION:  
 FUNCTION NO. 721:

CAPITAL OUTLAY \$ 20,000.00

WATER POLLUTION CONTROL PLANT IMPROVEMENT:  
 FUNCTION NO. 798:

CAPITAL OUTLAY \$ 210,000.00

DEBT SERVICE-OTHER:  
 FUNCTION NO. 805:

DEBT SERVICE \$ 680,685.00

OTHER NONOPERATING EXPENSES:  
 FUNCTION NO. 902:

DEBT SERVICE \$ 6,936.00

TOTAL - OTHER NONOPERATING EXPENSES: \$ 6,936.00

TOTAL - SEWER CONSTRUCTION FUND \$ 917,621.00

SECTION XLIV. That there be appropriated from the ELECTRIC REVENUE FUND, FUND NO. 730:

ELECTRIC SERVICE:  
 FIRE FIGHTING, PREVENTION AND INSPECTION:  
 FUNCTION NO. 221:

PERSONAL SERVICES \$ 123,890.00

TOTAL - FIRE FIGHTING, PREVENTION AND INSPECTION: \$ 123,890.00

FIRE SERVICE-OTHER:  
 FUNCTION NO. 222:

PERSONAL SERVICES \$ 10,113.00

TOTAL - FIRE SERVICE-OTHER: \$ 10,113.00

TRAFFIC SIGNS, MARKINGS, SIGNALS:  
 FUNCTION NO. 341:

PERSONAL SERVICES \$ 89,701.00

MATERIALS AND SUPPLIES \$ 5,600.00

OTHER SERVICES AND CHARGES \$ 27,000.00

TOTAL - TRAFFIC SIGNS, MARKINGS, SIGNALS: \$ 122,301.00

ELECTRIC REVENUE FUND (CONTINUED)

TREE CARE:  
FUNCTION NO. 651:

OTHER SERVICES AND CHARGES	\$	10,000.00
TOTAL - TREE CARE:	\$	10,000.00

ADMINISTRATION:  
FUNCTION NO. 731:

PERSONAL SERVICES	\$	830,338.00
MATERIALS AND SUPPLIES	\$	6,870.00
OTHER SERVICES AND CHARGES	\$	241,892.00
TOTAL - ADMINISTRATION:	\$	1,079,100.00

UTILITIES OFFICE:  
FUNCTION NO. 732:

PERSONAL SERVICES	\$	435,632.00
MATERIALS AND SUPPLIES	\$	12,705.00
OTHER SERVICES AND CHARGES	\$	61,500.00
CAPITAL OUTLAY	\$	13,200.00
TOTAL - UTILITIES OFFICE:	\$	523,037.00

SUPERVISION-PLANT OPERATIONS:  
FUNCTION NO. 733:

PERSONAL SERVICES	\$	150,966.00
MATERIALS AND SUPPLIES	\$	16,300.00
OTHER SERVICES AND CHARGES	\$	364,022.00
OTHER NON-OPERATING CHARGES	\$	1,020,000.00
TOTAL - SUPERVISION-PLANT OPERATIONS:	\$	1,551,288.00

BOILER OPERATIONS AND MAINTENANCE:  
FUNCTION NO. 734:

PERSONAL SERVICES	\$	1,590,369.00
MATERIALS AND SUPPLIES	\$	442,750.00
OTHER SERVICES AND CHARGES	\$	758,750.00
TOTAL - BOILER OPERATIONS AND MAINTENANCE:	\$	2,791,869.00

GENERATION OPERATIONS AND MAINTENANCE:  
FUNCTION NO. 735:

PERSONAL SERVICES	\$	738,252.00
MATERIALS AND SUPPLIES	\$	331,250.00
OTHER SERVICES AND CHARGES	\$	812,000.00
TOTAL - GENERATION OPERATIONS AND MAINTENANCE:	\$	1,881,502.00

ELECTRIC REVENUE FUND (CONTINUED)

FUEL AND PURCHASED POWER:

FUNCTION NO. 736:

MATERIALS AND SUPPLIES	\$	4,082,500.00
OTHER SERVICES AND CHARGES	\$	<u>9,495,000.00</u>
TOTAL - FUEL AND PURCHASED POWER:	\$	13,577,500.00

SUPERVISION-DISTRIBUTION OPERATIONS:

FUNCTION NO. 737:

PERSONAL SERVICES	\$	195,329.00
MATERIALS AND SUPPLIES	\$	8,597.00
OTHER SERVICES AND CHARGES	\$	<u>34,888.00</u>
TOTAL - SUPERVISION-DISTRIBUTION OPERATIONS:	\$	238,814.00

DISTRIBUTION OPERATIONS:

FUNCTION NO. 738:

PERSONAL SERVICES	\$	1,450,546.00
MATERIALS AND SUPPLIES	\$	240,052.00
OTHER SERVICES AND CHARGES	\$	<u>48,625.00</u>
TOTAL - DISTRIBUTION OPERATIONS:	\$	1,739,223.00

INSURANCE AND MISCELLANEOUS:

FUNCTION NO. 739:

OTHER SERVICES AND CHARGES	\$	<u>282,698.00</u>
TOTAL - INSURANCE AND MISCELLANEOUS:	\$	<u>282,698.00</u>
TOTAL - ELECTRIC SERVICE:	\$	23,931,335.00

OTHER:

OTHER NONOPERATING EXPENSES:

FUNCTION NO. 902:

DEBT SERVICE	\$	<u>14,550.00</u>
TOTAL - OTHER NONOPERATING EXPENSES:	\$	14,550.00

NON-DEPARTMENTAL:

FUNCTION NO. 970:

PERSONAL SERVICES	\$	<u>1,216,210.00</u>
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RESERVES:

FUNCTION NO. 999:

OPERATING TRANSFERS/RESERVES	\$	<u>250,000.00</u>
TOTAL - OTHER:	\$	<u>1,480,760.00</u>
TOTAL - ELECTRIC REVENUE FUND	\$	25,412,095.00

SECTION XLV. That there be appropriated from the ELECTRIC CONSTRUCTION FUND,  
FUND NO. 732:

ADMINISTRATION:  
 FUNCTION NO. 161:

CAPITAL OUTLAY		\$	<u>13,800.00</u>
TOTAL -	ADMINISTRATION:	\$	13,800.00

ADMINISTRATION:  
 FUNCTION NO. 731:

CAPITAL OUTLAY		\$	<u>40,000.00</u>
TOTAL -	ADMINISTRATION:	\$	40,000.00

UTILITIES OFFICE:  
 FUNCTION NO. 732:

CAPITAL OUTLAY		\$	<u>15,000.00</u>
TOTAL -	UTILITIES OFFICE:	\$	15,000.00

ELECTRIC PLANT IMPROVEMENT:  
 FUNCTION NO. 794:

CAPITAL OUTLAY		\$	<u>2,540,000.00</u>
TOTAL -	ELECTRIC PLANT IMPROVEMENT:	\$	2,540,000.00

ELECTRIC DISTRIBUTION IMPROVEMENT:  
 FUNCTION NO. 795:

CAPITAL OUTLAY		\$	<u>3,545,800.00</u>
TOTAL -	ELECTRIC DISTRIBUTION IMPROVEMENT:	\$	3,545,800.00

OTHER NONOPERATING EXPENSES:  
 FUNCTION NO. 902:

DEBT SERVICE		\$	<u>7,630.00</u>
TOTAL -	OTHER NONOPERATING EXPENSES:	\$	<u>7,630.00</u>
TOTAL -	ELECTRIC CONSTRUCTION FUND	\$	6,162,230.00

SECTION XLVI. That there be appropriated from the SMART GRID FUND, FUND NO. 735:

REDOX BATTERY PROJECT  
 FUNCTION NO. 960:

CAPITAL OUTLAY		\$	<u>500,000.00</u>
TOTAL -	REDOX BATTERY PROJECT	\$	500,000.00

TOTAL SMART GRID FUND (CONTINUED)

NON-DEPARTMENTAL:  
FUNCTION NO. 970:

OTHER SERVICES AND CHARGES		\$ 1,100,000.00
TOTAL - NON-DEPARTMENTAL:		<u>\$ 1,100,000.00</u>
TOTAL - SMART GRID PROJECT FUND		\$ 1,600,000.00

SECTION XLVII. That there be appropriated from the REFUSE FUND, FUND NO. 740:

UTILITIES OFFICE:  
FUNCTION NO. 742:

OTHER SERVICES AND CHARGES		\$ 1,300.00
TOTAL - UTILITIES OFFICE:		\$ 1,300.00

COLLECTION AND DISPOSAL:  
FUNCTION NO. 743:

OTHER SERVICES AND CHARGES		\$ 41,900.00
TOTAL - COLLECTION AND DISPOSAL:		<u>\$ 41,900.00</u>
TOTAL - REFUSE FUND		\$ 43,200.00

SECTION XLVIII. That there be appropriated from the OFF-STREET PARKING REVENUE FUND, FUND NO. 750:

PARKING:  
PARKING GARAGE:  
FUNCTION NO. 332:

PERSONAL SERVICES		\$ 45,344.00
MATERIALS AND SUPPLIES		\$ 1,100.00
OTHER SERVICES AND CHARGES		<u>\$ 39,208.00</u>
TOTAL - PARKING GARAGE:		\$ 85,652.00

OTHER:  
NON-DEPARTMENTAL:  
FUNCTION NO. 970:

PERSONAL SERVICES		\$ 15,595.00
TOTAL - NON-DEPARTMENTAL:		<u>\$ 15,595.00</u>
TOTAL - OTHER:		<u>\$ 15,595.00</u>
TOTAL - OFF-STREET PARKING REVENUE FUND		\$ 101,247.00

SECTION XLIX. That there be appropriated from the STORM WATER UTILITY FUND,  
FUND NO. 760:

STORM WATER UTILITY SERVICE:  
 ADMINISTRATION:  
 FUNCTION NO. 761:

PERSONAL SERVICES	\$	22,739.00
MATERIALS AND SUPPLIES	\$	200.00
OTHER SERVICES AND CHARGES	\$	<u>102,880.00</u>
TOTAL - ADMINISTRATION:	\$	125,819.00

STORM WATER OPERATIONS:  
 FUNCTION NO. 763:

PERSONAL SERVICES	\$	67,995.00
MATERIALS AND SUPPLIES	\$	12,200.00
OTHER SERVICES AND CHARGES	\$	<u>11,000.00</u>
TOTAL - STORM WATER OPERATIONS:	\$	91,195.00

CAPITAL PROJECTS:  
 STORM SEWER IMPROVEMENT:  
 FUNCTION NO. 792:

CAPITAL OUTLAY	\$	<u>100,000.00</u>
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DEBT SERVICE-OTHER:  
 FUNCTION NO. 805:

DEBT SERVICE	\$	<u>619,400.00</u>
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NON-DEPARTMENTAL:  
 FUNCTION NO. 970:

PERSONAL SERVICES	\$	<u>36,433.00</u>
TOTAL - OTHER:	\$	<u>36,433.00</u>
TOTAL - STORM WATER UTILITY FUND	\$	972,847.00

SECTION L. That there be appropriated from the COMMUNITY PROGRAMS FUND,  
FUND NO. 770:

ADMINISTRATION:  
 FUNCTION NO. 771:

PERSONAL SERVICES	\$	<u>13,335.00</u>
TOTAL - ADMINISTRATION:	\$	13,335.00

TOTAL COMMUNITY PROGRAMS FUND (CONTINUED)

SUMMER CAMP:  
FUNCTION NO. 773:

MATERIALS AND SUPPLIES	\$	1,500.00
OTHER SERVICES AND CHARGES	\$	<u>13,600.00</u>
TOTAL - SUMMER CAMP:	\$	15,100.00

ADULT TRIPS:  
FUNCTION NO. 774:

OTHER SERVICES AND CHARGES	\$	<u>2,000.00</u>
TOTAL - ADULT TRIPS:	\$	2,000.00

MORSE AVENUE:  
FUNCTION NO. 776:

OTHER SERVICES AND CHARGES	\$	<u>1,000.00</u>
TOTAL - MORSE AVENUE:	\$	1,000.00

SPECIAL EVENTS:  
FUNCTION NO. 777:

MATERIALS AND SUPPLIES	\$	2,000.00
OTHER SERVICES AND CHARGES	\$	<u>8,000.00</u>
TOTAL - SPECIAL EVENTS:	\$	10,000.00

RECREATIONAL ACTIVITIES:  
FUNCTION NO. 778:

OTHER SERVICES AND CHARGES	\$	<u>2,500.00</u>
TOTAL - RECREATIONAL ACTIVITIES:	\$	2,500.00

NON-DEPARTMENTAL:  
FUNCTION NO. 970:

PERSONAL SERVICES	\$	<u>1,100.00</u>
TOTAL - NON-DEPARTMENTAL:	\$	<u>1,100.00</u>
TOTAL - COMMUNITY PROGRAMS FUND	\$	45,035.00

SECTION LI. That there be appropriated from the FUEL AND OIL ROTARY FUND,  
FUND NO. 801:

INTERNAL SERVICE FUNCTIONS:  
 ROTARY FUEL AND OIL:  
 FUNCTION NO. 781:

MATERIALS AND SUPPLIES		\$	<u>300,000.00</u>
TOTAL -	FUEL AND OIL ROTARY FUND	\$	300,000.00

SECTION LII. That there be appropriated from the SUPPLIES ROTARY FUND, FUND NO. 802:

INTERNAL SERVICE FUNCTIONS:  
 ROTARY SUPPLIES:  
 FUNCTION NO. 782:

MATERIALS AND SUPPLIES		\$	<u>39,110.00</u>
TOTAL -	SUPPLIES ROTARY FUND	\$	39,110.00

SECTION LIII. That there be appropriated from the EMPLOYEE HEALTH INSURANCE FUND,  
FUND NO. 803:

ROTARY CONTRACT SERVICES:  
 FUNCTION NO. 783:

PERSONAL SERVICES		\$	2,530,000.00
OTHER SERVICES AND CHARGES		\$	<u>660,000.00</u>
TOTAL -	EMPLOYEE HEALTH INSURANCE FUND	\$	3,190,000.00

SECTION LIV. That there be appropriated from the WORKERS' COMPENSATION  
RETROSPECTIVE FUND, FUND NO. 805:

INTERNAL SERVICE FUNCTIONS:  
 ROTARY CONTRACT SERVICES:  
 FUNCTION NO. 783:

PERSONAL SERVICES		\$	330,000.00
OTHER SERVICES AND CHARGES		\$	<u>330,000.00</u>
TOTAL -	WORKERS' COMPENSATION RETROSPECTIVE FUND	\$	660,000.00

SECTION LV. That there be appropriated from the EVERGREEN CEMETERY TRUST FUND,  
FUND NO. 901:

OTHER:  
 OTHER NONOPERATING EXPENSES:  
 FUNCTION NO. 902:

OTHER NON-OPERATING CHARGES		\$	<u>750.00</u>
TOTAL -	EVERGREEN CEMETERY TRUST FUND	\$	750.00

SECTION LVI. That there be appropriated from the RIVERSIDE CEMETERY TRUST FUND,  
FUND NO. 902:

OTHER:  
 OTHER NONOPERATING EXPENSES:  
 FUNCTION NO. 902:

OTHER NON-OPERATING CHARGES	\$	750.00
TOTAL - RIVERSIDE CEMETERY TRUST FUND	\$	750.00

SECTION LVII. That there be appropriated from the SPECIAL ENDOWMENT TRUST FUND,  
FUND NO. 903:

OTHER:  
 OTHER NONOPERATING EXPENSES:  
 FUNCTION NO. 902:

OTHER NON-OPERATING CHARGES	\$	50.00
TOTAL - SPECIAL ENDOWMENT TRUST FUND	\$	50.00

SECTION LVIII. That there be appropriated from the STATE PATROL TRANSFER AGENCY FUND,  
FUND NO. 952:

OTHER:  
 OTHER NONOPERATING DISBURSEMENTS:  
 FUNCTION NO. 903:

OTHER NON-OPERATING CHARGES	\$	70,000.00
TOTAL - STATE PATROL TRANSFER AGENCY FUND	\$	70,000.00
***GRAND TOTAL - ALL FUNDS	\$	81,491,673.00

SECTION LIX. That the Director of Finance is hereby instructed to transmit a certified copy of this ordinance to the Lake County Auditor, and to obtain a Certificate of County Auditor that the total appropriations from each fund do not exceed the Official Estimate of Resources from the County Auditor, in accordance with applicable provisions of the Ohio Revised Code.

SECTION LX. That the Operating Budget for the City of Painesville, Ohio for the period beginning January 1, 2012 hereto filed with the City Council in preliminary form, and which has been reviewed by this Council, and upon which all of the appropriations contained herein have been based, be and the same hereby is adopted, in accordance with the applicable provisions of Article V, Section I, of the Charter of the City of Painesville, Ohio.

SECTION LXI. That the Director of Finance is hereby authorized to establish line item appropriation accounting records with the Accounting Division of the Department of Finance, in accordance with the line item expenditure/expense accounts contained in the 2012 Operating Budget of the City of Painesville, Ohio.

SECTION LXII. That the City Manager is hereby authorized to transfer appropriations among expenditure accounts, within activity account appropriation totals, in order to better meet the operating needs of the activity accounts during the year. Such transfers of personal service appropriation amounts shall be only to or from other personal service accounts. Such transfers shall not exceed the total appropriated for the specific activity account purpose.

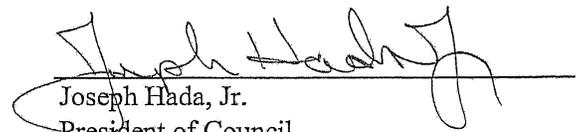
SECTION LXIII. That the City Manager is hereby authorized to transfer appropriations among capital expenditures within the same fund to meet the capital improvement demands of the fund during the year. Such transfers shall not exceed the total appropriated for the capital activities of the fund.

SECTION LXIV. That the Director of Finance is hereby authorized to draw his/her checks upon the City treasury for payment from any of the foregoing appropriations upon receiving proper certificates and vouchers approved by officers authorized by law to approve, or authority of Council to make expenditures, provided no checks shall be drawn for salaries or wages except to persons employed by authority of law or ordinance.

SECTION LXV. That, in addition to expenses for travel and attendance at conferences, seminars and meetings of recognized public interest groups and meetings directly concerned with City business, expenses for the following are deemed to be a public purpose and, subject to appropriation, documentation by invoices or receipts, and approval by the City Manager or President of Council as the appropriate approving authority, may legally be paid from City funds; receptions deemed beneficial to the City, including refreshments, but excluding alcoholic beverages; advertisements in programs, magazines and newspapers; meals and expenses to promote the City; honorariums for service; attendant expenses for official celebrations; and expenses of individuals appointed by Council to City Boards, Commissions and Committees.

SECTION LXVI. That this ordinance is hereby declared to be and is passed as an emergency measure for the protection and preservation of the peace, health, safety and general welfare of the inhabitants of the City of Painesville, the emergency being that it is necessary that an appropriations ordinance be immediately passed in order to maintain the finances of said City, and therefore, this ordinance shall become effective immediately upon its passage.

PASSED: March 19, 2012

  
Joseph Hada, Jr.  
President of Council

ATTEST:

  
Jennifer Bell  
Clerk of Council

## **BUDGET OVERVIEW OF THE MAJOR FUNDS**

### **GENERAL FUND**

The General Fund is used to account for all financial transactions which are not accounted for in other funds. The principal sources of revenue of the General Fund are municipal income taxes, property taxes; revenue shared from other governments, municipal court fines and cost reimbursements from other funds.

The 2012 General Fund budget is comprised of \$11,817,644 in expenditures. This represents a decrease of \$829,329 or 7% less than the 2011 original appropriation budget of \$12,646,973. The proposed revenues are estimated at \$11,663,345 which represents a decrease of \$704,190 or 6% less than 2011 budgeted revenue of \$12,367,535. This is the fifth year in a row that revenues in the General Fund are projected to decline and the projected 2012 General Fund revenues have not been this low since 1999. Since 2008, the General Fund revenues have decreased by almost \$3.5 million or 23%. During that period we have been able to continually streamline our expenditures by focusing on our core priorities and shifting expenditures to other funds when possible. However, even with the controls on expenditures and operations the 2012 proposed budget is not balanced within current year revenue. In 2012, the General Fund will need \$154,299 of carryover to balance the budget, which is down from the \$279,438 of General Fund budgeted carryover needed in 2011. Thanks to the guidance of the City Manager the General Fund was able to reduce the carryover needed to balance the General Fund by over \$124,000 in 2012. Reducing the carryover by this amount was no small task considering that 2012 General Fund revenues are projected to be over \$704,000 less than the 2011 budgeted revenues. Some of the General Fund expenses have been re-distributed to more accurately reflect how the expense is being used by each fund. The City Manager and the General Fund department heads should be commended for reducing the carryover needed to balance the 2012 General Fund budget.

Due to retirements, the following General Fund positions are vacant and will not be budgeted in 2012: one policeman; one fireman; one clerk in the police department; one clerk in the Recreation & Public Lands; one clerk in the Community Development; and one crew leader in Public Works. The General Fund budgeted expenses have not been this low since 2000. To balance within the current year revenue additional personnel decreases will be necessary.

Due to the state budget cuts, the poor economy, and continued record low interest rates, the General Fund revenues continue to decrease in 2012 and they will decrease in 2013 by at least another \$600,000. This continued decrease in General Fund revenues will cause the City to have major budget issues. As soon as 2013, the Cemetery Fund will have a negative fund balance if the current operations and staffing levels stay the same. In 2012, the General Fund will transfer in \$315,000 into the Cemetery fund just so it will have a positive fund balance. In 2013 the General Fund would have to transfer in \$375,000 into this fund to remain in the black. This is a huge drain to the General Fund and it will cause the General Fund carryover to continue to decrease. If all of the personnel levels remain the same and/or the revenues don't increase substantially, the 2013 General Fund carryover balance will be 15% of budgeted expenses, while the GFOA recommends it to be no less than 20%. Cities are only as financially stable as their General Fund and numerous City of Painesville funds rely to be supplemented by the General Fund to maintain positive balances.

Due to these General Fund projections, the City Administration met with City Council to discuss possible reductions in personnel for 2012. City Council has made the difficult, but necessary, decision to reduce the 2012 General Fund expenses by an additional \$150,000. The City hopes to account for some of this \$150,000 through attrition and cooperation during this year's union negotiation. The remainder of the cuts will likely come through layoffs. Reducing the 2012 General Fund Budget by this amount will allow the General Fund to just about have a balanced budget. It will also put the City in a better financial position going forward. Through layoffs, the City only realizes about 1/2 of the savings, due to unemployment compensation has to be paid for almost two years. So in 2014, the savings from

the 2012 layoffs will be double the amount that the City receives in 2012. The final presentation of the \$150,000 will occur after the first quarter and upon completion of the union negotiations.

The General Fund and funds associated with it do not have any designated revenues to pay for capital. So the only way to pay for Capital Projects is to pay with money that has been saved up in carryover or issue more debt. As the carryover balances continue to get reduced, the City has less and less money to pay for capital. As in the past, funds closely associated with the General Fund will cover portions of both operating and capital costs for various operations. The specific details of the capital projects for the General Fund and the associated funds are outlined in the Capital Budget section of this document. Total capital expenditures in support of General Fund and its associated operations are significantly reduced this year.

The Street Construction Maintenance and Repair Fund pays for the annual paving projects. The paving projects will be reviewed in March of 2012 after the winter season and presented to City Council in April for approval. The City will continue to actively pursue funding from the Ohio Department of Transportation, the Ohio Public Works Commission and other sources to help offset improvement costs. These funds are also dwindling and all require a match sometimes as much as 50% of the project cost. Future years of the street program are likely in jeopardy without additional influx of funds. Currently the City has budgeted \$150,000 for the annual 2012 paving program, which does not even come close to scratching the surface for the money needed to repave the roads on an annual basis. The Street Construction, Maintenance and Repair Fund balance continues to decrease and cannot continue to operate at these levels for many more years.

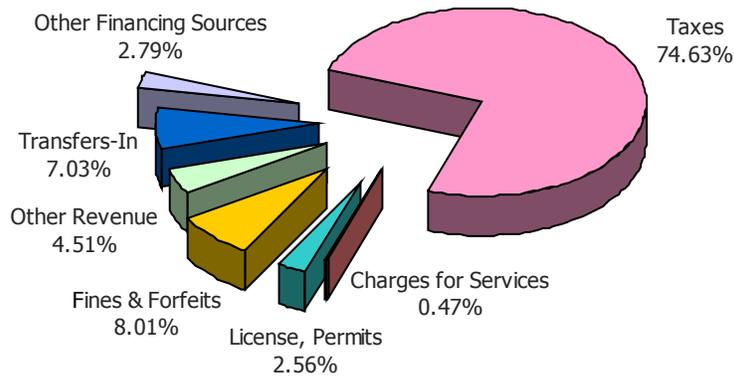
The Fire Levy Fund was established as a result of the passage of the .7 mill fire levy in 1991. The devaluation of property values, the elimination of the personal property tax, and state budget cuts has reduced the income into this fund. In 2012 it is expected to generate approximately \$91,000, which is almost \$40,000 less than what it received in 2011. The purpose of this fund is to purchase capital equipment and associated materials. Since 1991, we have replaced several pieces of equipment by borrowing against the future revenue. However, the cost of each item, such as the rescue squads and pumper trucks, have increased more quickly than the amount of revenue generated. This year the only capital that is coming out of this fund is to refurbish the 1997 pumper and a new computer. The City will pay cash for both of these in 2012. A new defibrillator will be paid from the EMS fund. This fund has also seen its ending fund balance reduced over the past few years and will continue to decrease due to state budget cuts. Major increases to the Fire Levy Fund's revenues will have to take place to pay for a new fire station or ladder truck.

## **REVENUE**

State budget cuts and the City's heavy makeup of government entities are causing the projected 2012 General Fund revenues to be the lowest they have been since 1999. The administration has proposed various methods for Council to significantly increase the General Fund revenues. Without a major increase to the General Fund's revenues, the General Fund will have extreme difficulty maintaining financial stability, which will affect the City's credit rating and the ability to pay for capital projects let alone paying the everyday operating expenses. The State changes in the distributions of local government monies will cause the City to receive at least \$400,000 less in local government revenues in 2012. State budget cuts will cost the City at least another \$600,000 in lost revenues in 2013. Due to continued layoffs from City's highest and 3<sup>rd</sup> largest employers, Lake County and Painesville Schools, respectively, the 2012 budgeted income tax revenues will be \$6,900,000 or \$300,000 less than they were in 2011. A significant portion of the General Fund revenues used to be from interest earnings. In 2012 interest revenues are expected to decline again, despite having more money invested now than we did in previous years. In 2007, the City received over \$1.8 million in interest revenues, which accounted for 12% of the budgeted General Fund revenues. The General Fund projected interest revenues for 2012 are \$315,000 or 2.7% of the General Fund budgeted revenues. Changes in the market, outside of our control, are dramatically impacting this revenue stream. The Federal Reserve policies to keep the interest rates low for borrowing has also affected our ability to receive any appreciable return on our investments. In most instances investments are receiving less than 1%. The current General Fund revenues are the

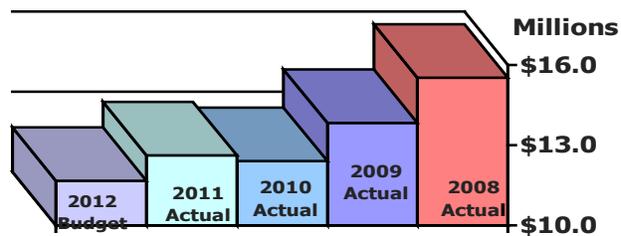
new norm; it is highly unlikely that they will get back to the 2008 numbers. All of these factors require that we drastically increase revenues, reduce our personnel expenses, be conservative in our capital expenditures and be prepared to make the difficult decisions to further reduce spending.

**GENERAL FUND REVENUE BREAKDOWN FOR 2012**



The Administration continues a serious investigative approach to research, verify and quantify all possible General Fund revenue streams. This year’s revenue estimates are based on a five year analysis of revenue and a review with each administrator charged with collecting the revenue to forecast achievable amounts that are neither overly conservative nor overly liberal. The City is projecting a significant decrease in total revenue for the General Fund. In this year’s review of the General Fund revenues, taxes continue to be the primary revenue source. Taxes have increased from 70.70% of the total revenues in 2008 to 75% in 2012. This source of funds is very reliant on the economy and money from the state. We are continually searching for ways to be less dependent on taxes in the General Fund. This source of funding as a percentage of the total continues to increase as other sources of revenue (interest and transfers) continue to decline. See the Fiscal Analysis Section for a history of our income tax revenues. Review of fees and other charges continue to be done in 2012, however increasing General Fund fees will have minimal impact on balancing the budget. One of the few ways to substantially increase General Fund revenues is through reducing the 100% income tax reciprocity.

**GENERAL FUND REVENUE HISTORICALLY**



2012 Budget	\$11,663,345
2011 Actual	\$12,619,986
2010 Actual	\$12,393,795
2009 Actual	\$13,826,601
2008 Actual	\$15,524,323

The following statement is a summary listing of the General Fund Revenue by Source.

**GENERAL FUND  
REVENUE BY SOURCE - FY 2012**

Source	2012 Proposed Budget	2011 Actual Receipts	2010 Actual Receipts	2009 Actual Receipts
Taxes	\$ 8,704,210	\$ 9,406,028	\$ 9,265,731	\$ 10,256,361
Intergovernmental Revenue	-	2,992	10	18,393
Charges for Services	54,975	63,504	57,323	60,116
License, Permit, Insp. & Other Fees	298,890	293,831	302,169	309,788
Fines & Forfeits	934,350	914,775	946,260	966,383
Other Revenue	525,750	511,005	604,254	987,812
Transfers-In	820,000	973,475	929,757	929,599
Other Financing Sources	325,170	454,376	288,292	298,149
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 11,663,345</b>	<b>\$ 12,619,986</b>	<b>\$ 12,393,796</b>	<b>\$ 13,826,601</b>

**GENERAL FUND TAX BREAKDOWN**

	BUDGET 2012	ACTUAL 2011	2010 ACTUALS	2009 ACTUALS
<b>REVENUES:</b>				
Property Taxes	\$ 515,000	\$ 533,274	\$ 617,530	\$ 653,055
Municipal Income Tax	7,155,000	7,184,168	7,182,111	7,976,802
Local Government Taxes	915,000	1,318,590	1,326,807	1,313,190
Other	119,200	369,995	139,283	313,314
<b>Taxes</b>	<b>\$ 8,704,200</b>	<b>\$ 9,406,027</b>	<b>\$ 9,265,731</b>	<b>\$ 10,256,361</b>

**EXPENDITURES**

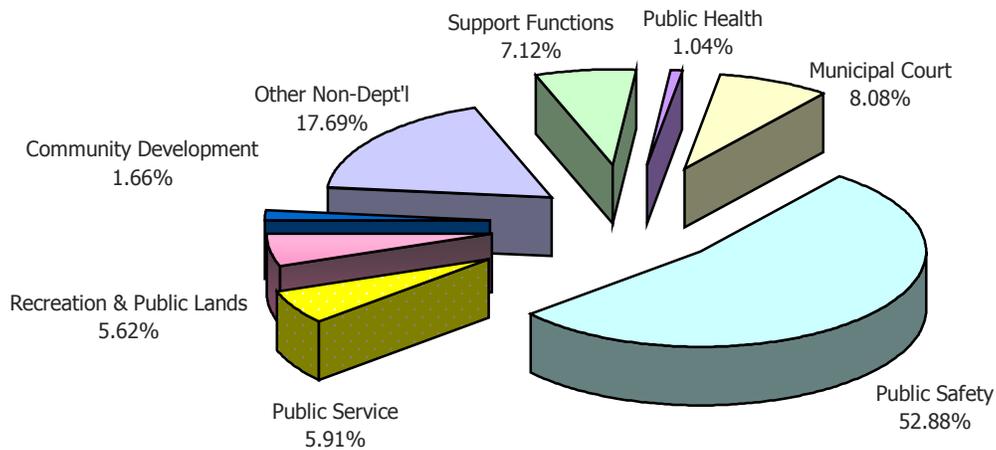
The City delivers tax-supported services to its residents in several basic program areas including Safety Services, Street Maintenance Services, Public Health, Community Development and Economic Development. The following pie chart illustrates the individual departmental allocations of the General Fund. The chart shows that more than half of the General Fund budget (53%) is devoted to Public Safety.

As represented in the chart by Cost Category the majority of the expenditures (78%) in the General Fund are in personnel expenditures. The General Fund is providing the minimal amount to operate only the most vital programs. The administration has made great strides over the past three years to focus the spending in the General Fund on the critical services for the City. The City will be not budgeting the following positions in 2012 due to attrition; 1 police officer, 1 firefighter, 1 clerk in cemeteries, 1 road crew supervisor, 1 clerk in police, and 1 clerk in engineering. Any position that is vacated in 2012, regardless of the reason, will be evaluated before filled to insure resources are available and focused on the city's primary and core missions. The 2012 General Fund expenditure budget has not been this low since 2000.

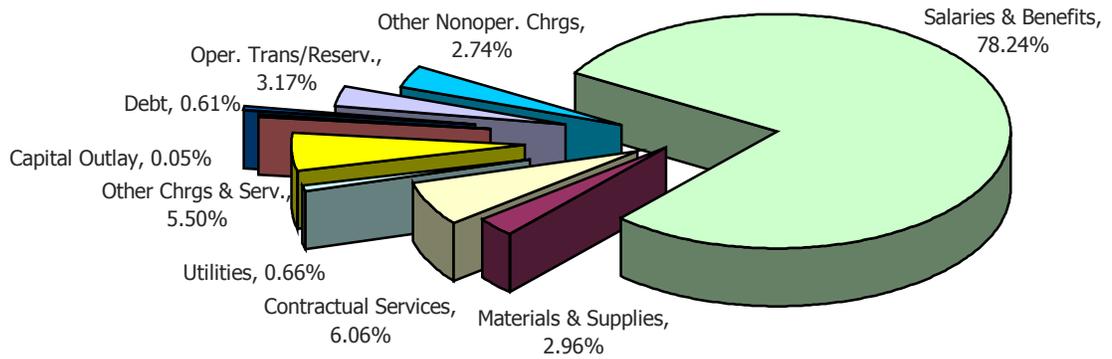
**GENERAL FUND  
EXPENDITURES BY COST CATEGORY - FY 2012**

<b>CATEGORY</b>	<b>AMOUNT</b>	<b>%</b>
51 Salaries & Benefits	\$9,245,808	78.24%
52 Materials & Supplies	\$349,763	2.96%
53 Contractual Services	\$716,393	6.06%
54 Utilities	\$78,424	0.66%
55 Other Charges & Services	\$650,310	5.50%
56 Capital Outlay	\$6,000	0.05%
57 Debt Services	\$71,556	0.61%
58 Other Non-Operating Charges	\$324,390	2.74%
59 Operating Transfers & Reserves	\$375,000	3.17%
<b>TOTAL</b>	<b>\$11,817,644.00</b>	<b>100.00%</b>

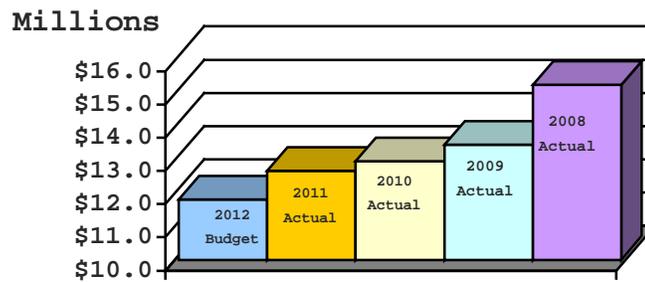
**GENERAL FUND EXPENDITURES BY DISTRIBUTION 2012**



**GENERAL FUND EXPENDITURE BY COST CATEGORY 2012**

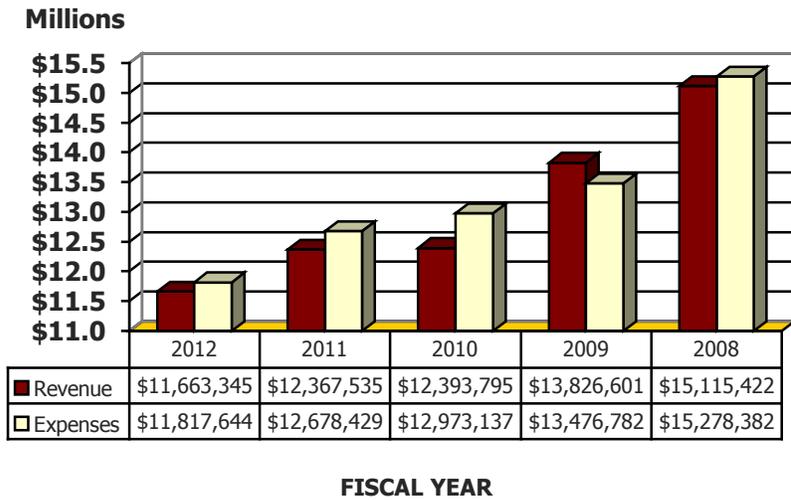


**GENERAL FUND EXPENDITURES HISTORICALLY**



■ FY 2012 Budget	\$11,817,644
■ FY 2011 Actual	\$12,678,429
■ FY 2010 Actual	\$12,973,137
■ FY 2009 Actual	\$13,476,782
■ FY 2008 Actual	\$15,278,382

**GENERAL FUND REVENUES & EXPENSES HISTORICALLY**

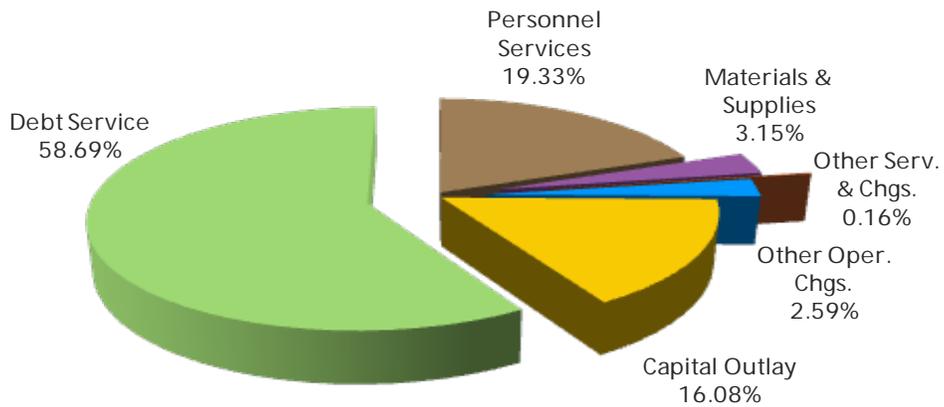


FY 2012 - 2011 are based on budget and FY 2010 – 2008 are based on actual.

**STREET CONSTRUCTION, MAINTENANCE & REPAIR FUND 201**

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
SMCR Fund (201)	\$1,734,940	\$1,781,070	\$2,394,394	\$2,613,861	\$2,021,795

**Expenditures by Category**



**WATER FUNDS**

The Division of Water is charged with the responsibility of collecting, treating, pumping, and distributing potable water and providing related water service to customers within its service area. The Division of Water operates a public water supply system which services not only the City of Painesville, but also surrounding townships and villages. The City is empowered to establish rates and charges for the services provided by its Division of Water, acquire property and construct facilities to provide for water services throughout the service area, and perform other necessary functions in respect to operation and maintenance of the water works system. The Division of Water strives to be a self-supporting utility.

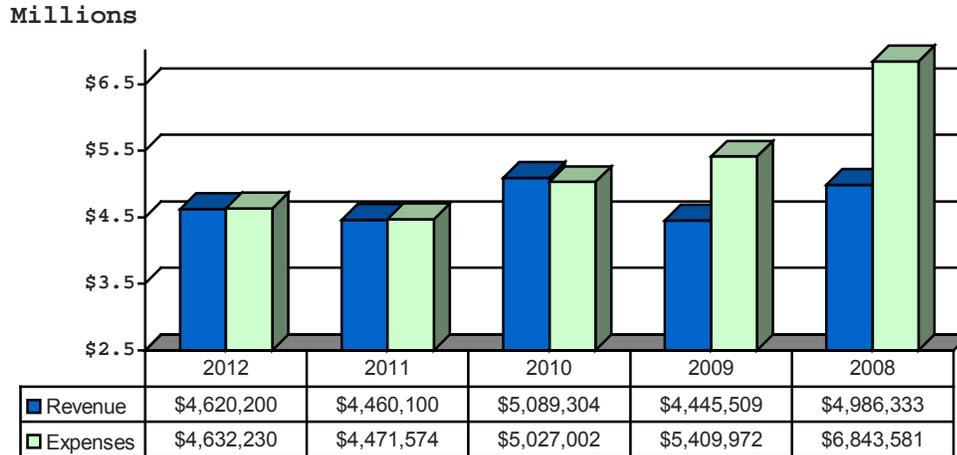
The Water Funds consist of three separate funds: the Water Revenue Fund, the Water Deposit Fund and the Water Construction Fund. The Water Revenue Fund is used to account for the operation of the City's water treatment and distribution systems. The Water Deposit Fund is used to account for customer deposits held by the City for water services. The Water Construction Fund is used to account for capital projects funded with water service revenue to make improvements to the water treatment and distribution systems. All revenue obtained from fees for service is deposited in the Water Revenue Fund in the year it is received. The Water Construction Fund is funded through transfers from the Water Revenue Fund to the Water Construction Fund at the end of each fiscal year and the newly adopted Water Infrastructure fee. The Infrastructure fee is designated for capital improvements to the water system and is paid monthly by all customers based on water meter size.

The 2012 Water Revenue Fund budget is comprised of \$4,632,230 in expenses. This represents an increase of \$160,656, 3.59%, from the 2011 budget of \$4,471,574. The proposed revenues are estimated at \$4,620,200, this represents an anticipated increase in revenue of approximately \$160,100 or 3.58% in this fund over last year's budget of \$4,460,100. The proposed 2012 budget reflects the usage of \$12,030 in cash carryover to balance the fiscal year budget. The Water Department has done a great job by decreasing the budgeted expenditures. This is the first year since 2007 that budget expenditures have increase over the previous year. However, revenues are expected to increase as the system has seen consumption amounts increasing to pre-economic downturn levels. In 2011 we experienced increases in consumption above expectations and anticipate that that trend will stabilize in 2012. While we are predicting that the yearend carry-over balance will be less than the beginning year's balance, the decline is approximately 1%. With the implementation of the Infrastructure fee, fewer resources will be required to be transferred to the Water Construction fund to maintain the system. The Division continues to identify mechanisms to reduce Operating Expenses through cross training and efficient usage of personnel, internal operational changes which reduced overtime while still maintaining or enhancing service and an increase in the amount of work conducted by City personnel versus contracted labor.

There is a significant increase in the capital budget in the Water Construction Fund for 2012. This is the first full year of receipt of the Water Infrastructure Fee which is estimated to collect \$1.2 million annually. The capital projects proposed for 2012 from the Water Construction Fund focus on upgrades to the water distribution system, while continuing to address plant operational efficiencies. In the Distribution Division four (4) waterline replacement projects are planned, Hoyt Street, Avery Terrace, Oak Street and Adelaide. These lines were identified in 2011 as critical for service and safety of the customers when the Infrastructure Fee was implemented. \$750,000 is budgeted for these 4 new projects. Also in the distribution system the Storage tank improvement program continues with painting to maintain integrity and improved SCADA systems; \$150,000 is budgeted for this project. At the Water Plant the analysis of the existing intake structure and locations which were installed in the 1950's will continue, however no additional resources are required this year. Before the end of 2012 the next step in the intake system improvement will be identified determine what can be done to the structure to improve flow and reliability on the 36" intake structure. This project will continue for the next several years since numerous approval agency's (EPA, Army Corp of Engineers, ODNR) must be consulted. In addition, at

the Plant, the filter controls in the pipe gallery will be rehabilitated to further automate the plant. No money will be borrowed to pay for these capital projects; they all will be paid with cash. The total Water Construction Fund budget is \$2,313,986 of which \$1,178,000 will be spent on the above mentioned capital projects and \$1,135,986 are debt payments.

**WATER FUNDS REVENUES & EXPENSES HISTORICALLY**



FY 2012-2011 are based on budget and FY 2010 – 2008 are based on actual data.

\*In 2007 the City received over \$3.8 million from a capital lease for the Energy Efficiency Project. This money was expended over 2007 and 2008.

**WATER POLLUTION CONTROL FUNDS**

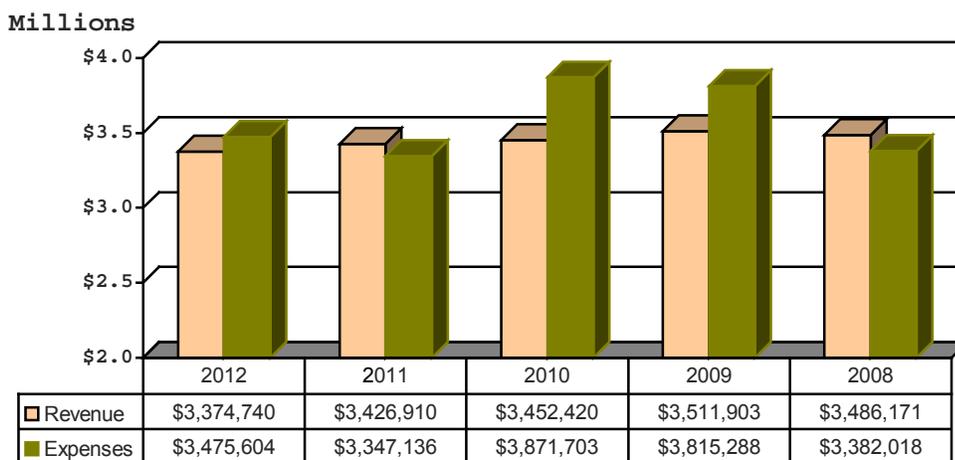
The Division of Water Pollution Control is responsible for the network of sewers conveying sanitary sewage and industrial waste in the City of Painesville from their point of origin to the treatment facility for treatment and disposal. Water Pollution Control maintains, cleans, repairs and improves sewers and their appurtenances.

The Water Pollution Control Funds consist of two funds: the Sewer Revenue Fund and the Sewer Construction Fund. The Sewer Revenue Fund is used to account for the operation of the City’s wastewater treatment, transmission and collection systems. The Sewer Construction Fund is used to account for capital projects funded with wastewater service revenue to make improvements to the wastewater treatment, transmission and collection systems. All revenue is deposited in the Sewer Revenue Fund in the year it is received. The Sewer Construction Fund is funded through transfers from the Sewer Revenue Fund to the Sewer Construction Fund at the end of each fiscal year.

The 2012 Sewer Revenue Fund budget is comprised of \$3,475,605 in expenses. This represents an increase of \$128,469 or 3.8% from the 2011 budget of \$3,347,136. The proposed revenues are estimated at \$3,374,740, a decrease of 1.5% from the 2011 budgeted revenue amount of \$3,426,910. The main reason the 2012 revenues are down is the septic revenues are projected to be down in 2012. While the other City utilities have started to experience an increase in usage the wastewater sector remains relatively flat. The fluctuations are impacted in contractual sales and septage. The repayment of the WPCLF loan which funded the improvements at the plant over the last three (3) years are scheduled to begin in January of 2012.

The plant is only proposing a small capital budget; most of the capital budget will address the needs of the transmission and collection system in 2012. Several small projects at the plant are requested to improve energy efficiency and maintenance operations. The other proposed project is continued sewer rehabilitation and repairs of various manholes and the purchase of new vehicle to service the sanitary pump stations. Total expenditures on the capital projects in the system is \$230,000 All of these capital projects will be paid for in cash and the City will not have to issue any new debt in 2012.

**WATER POLLUTION FUNDS REVENUES & EXPENSES HISTORICALLY**



**Fiscal Year**

FY 2012-2011 are based on budget and FY 2010 – 2008 are based on actual data.

**ELECTRIC FUNDS**

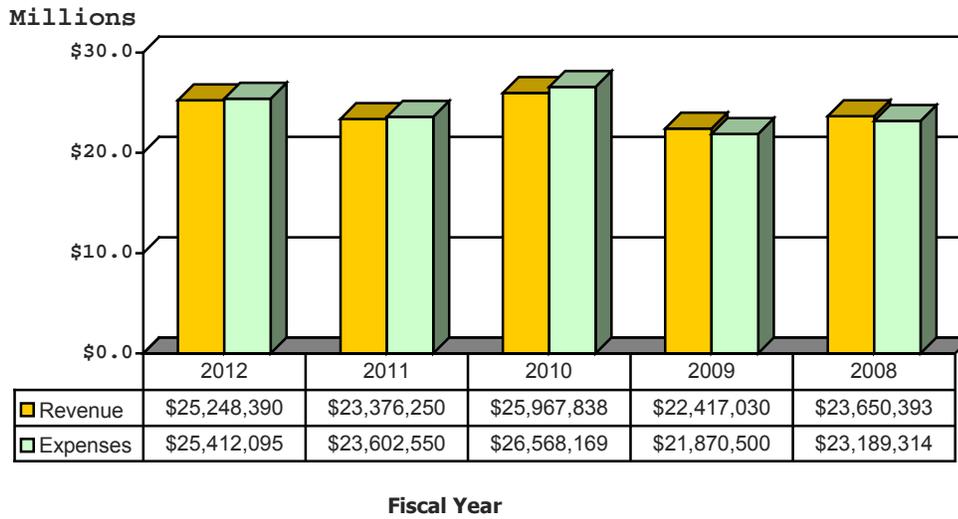
The Division of Electric is responsible for all electrical generation, transmission and distribution facilities owned by the City. Electric provides electricity to residential, commercial, industrial and governmental customers.

The Electric Funds consist of three funds: Electric Revenue Fund, Electric Deposit Fund and Electric Construction Fund. The Electric Revenue Fund is used to account for the operation of the City's electric generation and distribution systems. The Electric Deposit Fund is used to account for customer deposits held by the City for electric services. The Electric Construction Fund is used to account for capital projects funded with electric service revenue to make improvements to the electric generation and distribution systems. All revenue is deposited in the Electric Revenue Fund in the year it is received. The Electric Construction Fund is funded through transfers from the Electric Revenue Fund to the Electric Construction Fund at the end of each fiscal year.

The 2012 Electric Revenue Fund budget is comprised of \$25,412,095 in expenses. This represents an increase in expenses of \$1,809,545 or 8% over the 2011 budget of \$ 23,602,550. The proposed revenues are estimated at \$25,248,390, an increase of \$1,872,140 or 8% from the 2011 budgeted revenue of \$23,376,250. Carry over balance in the amount of \$163,705 is needed to balance this year's operating budget. Electric revenues are influenced by weather, particularly summer cooling needs. Therefore we are conservative in our estimates but believe the increase will result from an increase in the consumption by various large customers which began in 2011 and is expected to continue in 2012. Personnel costs and benefits affect the funds expenditures. The Electric plant has significantly reduced its personnel cost over the last two years through attrition and transfers of personnel to the distribution operations. However unlike the General Fund, personnel expenses account for only 25% of the total expenditures. Almost 46% of the operating expenditures are in the production and purchase of the power. This year the projected expenditure in this area is \$13,577,500 up from \$11,703,250 budgeted in 2011. There are no planned transfers to the Construction or Reserve Funds this year. However, transfers at the end of 2011 will assist in funding 2012 capital projects.

The most significant expenditures in the next year are in the Electric Construction Fund. Major capital outlay for the Electric Funds will be for continued upgrades in the plant for compliance with standards set by the USEPA and Ohio Environmental Protection Agency and construction of the second substation for reliability in the system. In addition, funds are allocated to re-design and re-conductor the electrical infrastructure both within and outside the City to improve and expand service. Expansion is necessary to improve reliability in the system particularly in the summer cooling season and in connection with providing service to the Joint Economic Development District (JEDD). While there is adequate cash available to construct all of these projects, the Administration is suggesting the financing of these improvements which would improve cash flow and not hinder future improvements. This fund does not currently carry any long term capital debt. There are also projects to construct the necessary infrastructure in the new subdivisions both inside and outside the city to increase to customer base of the Electric Revenue Fund. Included in the capital projects are the planned vehicle and equipment replacements for distribution operations. The Distribution Division will purchase a new bucket truck and a 3/4 truck with plow. The total costs for capital outlays funded by the Electric Funds are budgeted at \$6,154,600. An additional investment will continue in 2012 associated with Electric Fund but not budgeted in the Construction Fund is the implementation of the U.S. Department of Energy Grant for the Vanadium Redox Battery Demonstration Project. This is over \$4 million in expenditures to create a 1 MW 8 hour battery for peak shaving and load following at the Electric Plant. This project will be tracked through fund 735.

**ELECTRIC FUNDS REVENUES & EXPENSES HISTORICALLY**



FY 2012-2011 are based on budget and FY 2010-2008 are based on actual data.

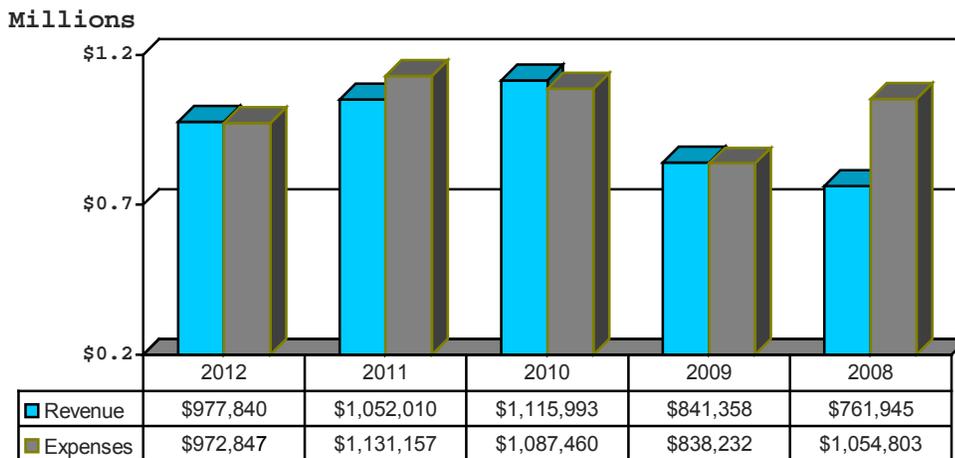
**STORM WATER FUND**

The Department of Public Service and the Engineering Division jointly have the responsibility for the storm water collection and control systems owned by the City. These include curb and gutter system in existing roadways, retention basin, piped facilities and open ditches. The Storm Water Fund is used to account for the maintenance and repair of the City’s storm water collection and retention systems and for the capital projects associated with improving or repairing those systems.

The 2012 Storm Water Fund budget is comprised of \$972,847 in expenses. This represents a decrease in expenditures of \$158,310 from the 2011 budget of \$1,131,157. The proposed 2012 revenues are estimated to be \$977,840; a decrease of \$74,170 from 2011. The 2012 budget does not include the issuance of any new notes. Capital improvement projects will be paid for with cash in 2012. The 2012 capital improvements includes the Tiber Creek Study in cooperation and collaboration with the Lake County Engineer to evaluate Tiber Creek flooding and potential improvements to resolve ongoing issues. An additional \$78,000 is budgeted for various neighborhood storm improvements as identified throughout the year. Capital projects are detailed in the Capital Improvement section.

The previous year’s debt to pay for the capital projects in this fund has created an imbalance in the fund. Debt payments account for over 64% of the expenses in the fund. Total debt payments will be \$619,400 or approaching twice the annual income in this fund. For the last several years the focus of this budget has been paying down the debt to get expenditures back in line with revenues. The income stream in this fund has declined the last few years and the expenditures are far out pacing revenues. The future pace of storm improvements in the City will need to be revisited and slowed to keep pace with the reduced revenues in this fund or additional revenues identified.

**STORM WATER FUND REVENUES & EXPENSES HISTORICALLY**



FY 2012-2011 are based on budget and FY 2010–2008 are based on actual data.

# Legislative

## 2012 Operating Budget

Joseph Hada, Jr., President – At Large      Paul Hach, Jr., Vice President – Ward IV  
Lori DiNallo, Council Member – At Large      Katie Jenkins, Council Member – Ward II  
Andrew Flock, Council Member – Ward I      Michael DeLeone, Council Member – Ward III

James Fodor, Council Member – At Large

Jennifer Bell, Clerk of Council

### **Departmental Mission Statement**

To effectively serve and improve the liaison between City Council, Administration and the citizens of Painesville, and to ensure that all statutory and local requirements for maintaining the official record of the City are kept updated and accessible.

The City Clerk strives to present a courteous, service-oriented, professional office in partnership with Painesville City Council, other City departments, and the community, to serve the citizens of Painesville at an optimum level.

### **Division Description**

The Clerk of Council is an appointed position by City Council and is responsible for the recordation, codification and the preservation of City Council meeting minutes, resolutions, ordinances, deeds, contracts, agreements and other documents required by State law. In preparation for City Council meetings, the Clerk prepares legal notices and the agenda, ensuring the public posting at the appropriate times. The Clerk of Council also provides administrative support to the City Manager.

### **Highlights of the 2012 Departmental Budget**

- Research records management ideas to increase records accessibility to Citizens, the Administration and City Council and be fiscally responsible
- Update City Council's Presence on the Website (viewing newly-adopted legislation online)
- City Council brochure to be updated
- Researching a City smart phone application
- Continue to Upgrade Council Meeting Recordings and Playback
- Promoting further our social media presence and the employee website
- Research the best way to develop a Council Information forum

### 2012 Goals and Objectives

- Goal 1 - Effectively and efficiently serve as liaison to the Community and Administration (City-Wide Goals, Communication, Stewardship and Community Engagement)**  
Strategies:
- Provide the best in customer service when dealing with complaints and inquiries (responses within a week).
  - Communicate with and inform Council regularly concerning all relevant matters using all the options available; voice mail, email, telephone, regular mail, etc.
  - Attend community, City and social functions to represent the City in a positive manner.
  - Research a Council Information forum.
- Goal 2 - Maintain the Official Record of the City of Painesville (City-Wide Goals, Communication and Community Engagement)**  
Strategies:
- Do timely follow-ups after Council Meetings (usually the next day).
  - Serve as a resource to others for information concerning public records.
- Goal 3 - Communicate Legislative Actions of Council to Administrative Staff and citizens of Painesville (City-Wide Goal, Communication)**  
Strategies:
- Post information on Channel 12 and social media in a timely manner.
  - Council Meeting Handouts.
  - Update the Website and keep it fresh.
  - Not only publish the legal ads, but inform residents of new legislation that affects them directly and notify them of any changes with City procedures.
  - Send out bulk emails to the City Council media, public and employees.
  - Continue to mail newsletters to real estate companies (mail out 60). Local Churches have been added to the list.
  - Publicize articles and news releases promoting the City's innovation and forward-thinking at least once a week.
- Goal 4 - To receive the training necessary to effectively perform the duties of Clerk of Council (City-Wide Goal, Communication, Customer Service)**  
Strategies:
- Attend Regional Clerk's Meeting once a Month.
- Goal 5 - To organize City Legislation and increase accessibility to facilitate Administration, City Council and the Community (City-Wide Goals, Communication and Community Engagement)**  
Strategies:
- Continue the index of Ordinances and Resolutions on computer dating back to 1970.
  - Purchase a new record and paper.
  - Add new legislation affecting the City Code to the website.

### 2011 Accomplishments

- Posted regular Painesville City Council Meeting videos and many other City-related videos on the website for residents to view at their leisure.
- Received a grant from PCIC for the production of 2 new videos promoting the City. The videos can be viewed on the website and on Channel 12.
- Monthly Department Reports are now posted online. The website is continuously being updated.
- City Facebook, Twitter and LinkedIn Pages are now being used to further communicate with residents and businesses.
- Updated Channel 12 with a 300-disk CD Player.

- Increased number of press releases and articles to the media concerning Council actions.
- Electronic Council Packets only are sent to Department Heads completely eliminating paper copies.
- Attended Crisis Communications, Media Relations training and local WRMCA meetings to network with other Clerks and learn how they handle different topics.
- Represent the City of Painesville and Council in a professional and positive manner at City events.
- Creation of a residents guide to reduce postage, reduce paper usage and promote the City.
- An employee web page was created to engage workers in the City and give them another avenue to obtain information.
- Interviewed and hired 2 part-time summer interns to assist with promoting the City. These are unpaid positions.

This represents 20% of the total Department’s Operating Budget.

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Council (101)	\$10,884	\$11,124	\$11,224	\$11,527	\$11,747
Clerk of Council (101)	\$11,245	\$11,489	\$11,945	\$12,044	\$11,583
	\$22,129	\$22,613	\$23,169	\$23,571	\$23,330

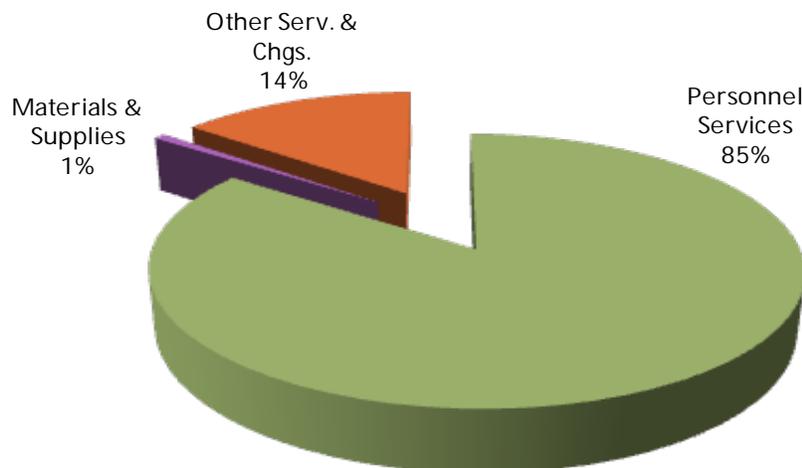
Council

- General Fund reduction of 7% since 2008
- Limited travel expenditures to local events
- Reduced miscellaneous expenses

Clerk of Council

- A large reduction in contractual services resulted in a change with our Code Service. We reduced the amount of paper copies we receive from American Legal and rely more on the internet. Any additional copies needed are made in-house.
- Any travel, training, conferences and seminars are limited to local events only.
- Printing and Binding charges are reduced because of the use of the Municipal Court’s color copier, instead of sending materials out to print.

**Legislative**



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**Municipal Court**  
**2012 Operating Budget**  
Honorable Michael Cicconetti, Judge  
Nick Cindric, Clerk of Court/Court Administrator

**Departmental Mission Statement**

To fulfill the obligations as set forth in Title XIX of the Ohio Revised Code and related statutes

**Judicial Activities**

**Division Description**

The judge presides over all traffic and criminal proceedings; presides over all civil and small claims cases; presides over all forcible entry (eviction) cases; and performs marriage ceremonies.

The bailiffs are responsible for courtroom security; escort defendants in and out of the courtroom; serve summons and notices within the court district; supervise eviction proceedings; and place any person in custody as ordered by the court.

**Clerk of Court**

**Division Description**

Clerk of Municipal Court administers oaths, takes affidavits and issues execution and judgments rendered. The Clerk issues and signs all writs, processes subpoenas and other papers issued through the court.

This office files and maintains all journals, records, books and papers belonging or appertaining to the court; records its proceedings and performs all other duties that the judge may prescribe. The Clerk's office maintains a ledger reflecting all receipts and disbursements; and receives and collects all costs, fines, fees, bail and other monies payable to the Clerk's office. The Clerk of Court's office prepares and maintains a general index, a docket and other records that the Court requires; reports, verdicts, orders, judgments and proceedings of the Court are entered on to the case record by this office.

**Probation**

**Division Description**

The Probation Department is responsible for monitoring all individuals that are given a suspended jail sentence where various conditions/sanctions are imposed. Probation supervision helps ensure that the defendants will comply with all orders of the Court. The Probation Department conducts pre-sentence investigations as requested by the Judge; all expungement reports are also conducted by the Probation Department. All post-conviction motions are reviewed and investigated by this department. The Department also oversees the following programs; court community work service, house arrest, and the pre-trial diversion programs.

**Victim's Advocate**

**Division Description**

This fund reflects the "Personal Services" expenditures that are related to the duties of a victim's advocate and deputy clerk under the Victim's Advocate Grant Fund. This represents 75% of costs for the Victim's Advocate Program.

**DEPARTMENTAL GOALS AND OBJECTIVES FOR 2012**

## GOAL 1: COMMUNICATION

OBJECTIVE – IMPROVE INTERNAL AND EXTERNAL COMMUNICATION

ACTION STEPS:

- Continue utilizing email and court instant messaging system for communicating with staff and utilization of electronic notification of hearings for the various court customers.
- Monthly supervisor meetings and quarterly staff meetings.
- Continue to enhance the court web page with updated information.
- Create a list of attorney emails, and greater utilization of email with the attorneys.

## GOAL 2: STEWARDSHIP and FISCAL RESPONSIBILITIES

OBJECTIVE – SAFEGUARDING OF PUBLIC ASSESTS

ACTION STEPS:

- Continue with monthly evaluation of all accounts with First Merit Bank.
- Quarterly review of outstanding fees that were sent to the Collections Agency.
- Implementation of paper on Demand in the Clerk's office.

## GOAL 3: COMMUNITY ENGAGEMENT

OBJECTIVE - TO ENGAGE OUR COMMUNITY TO PROMOTE UNDERSTANDING AND POSITIVE IMPACTS

ACTION STEPS:

- Court Supervisors will be encouraged to take an active role in the community events.
- Greater utilization of the court community work service program
- Continue utilizing interns and volunteers.

## GOAL 4: CUSTOMER SERVICE

OBJECTIVE - TO BE RESPONSIVE TO THE NEEDS OF THE CUSTOMER

ACTION STEPS:

- A customer survey will be conducted on an annual basis.
- All employees will be required to attend a training session that will focus on customer service.
- Improve the court automated telephone message system along with the rotation schedule for answering telephone calls.

**ACCOMPLISHMENTS FOR 2011**

- Grant from the Office of Criminal Justice Services for victim advocacy was renewed.
- All active warrants were reviewed and validated.
- Carpet Tiles were placed in the Lobby of the Clerk of Court and waiting area of Court #2.
- Carpeting in Court #1 was replaced with carpet tiles.
- The court continued with the purchasing of computers and printers.
- Probation supervisor was trained and certified to carry a firearm.

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Muni Court (101)	\$954,625	\$990,578	\$1,023,316	\$1,026,660	\$1,188,667
Probation Services (222)	\$123,182	\$137,296	\$117,699	\$115,260	\$111,395
MC Computerization (230)	\$72,882	\$72,527	\$74,672	\$92,053	\$105,494
Victim's Advocate (234)	\$48,905	\$56,962	\$0	\$0	\$0
MC Special Projects (429)	\$123,262	\$119,573	\$91,949	\$27,083	\$21,355
	\$1,322,856	\$1,376,936	\$1,307,636	\$1,261,056	\$1,426,911

Since 2005 the Painesville Municipal Court has had a significant decrease in staffing. In the Criminal and Traffic Division the court did not replace a full time deputy clerk after her retirement in May of 2005. In addition 2 other full time deputy clerks were replaced with 2 part-time employees, and the court did not replace a Chief Deputy Clerk position.

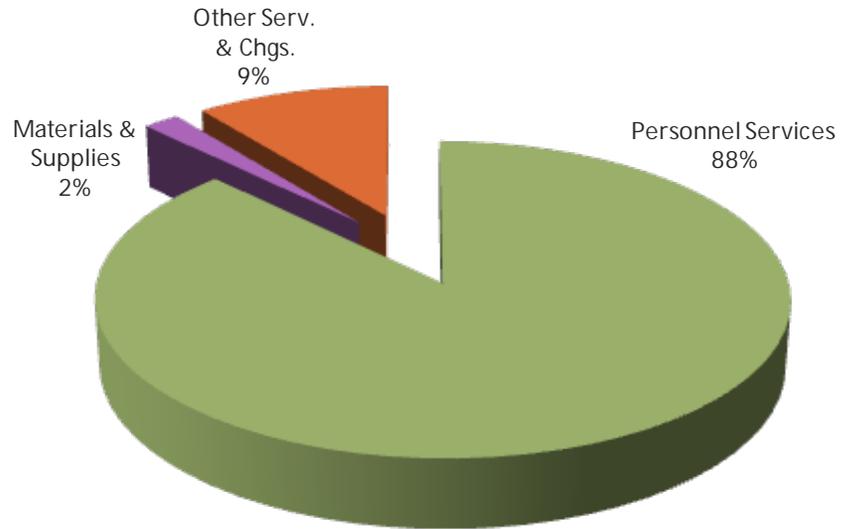
In the Bailiff's Department after a full-time bailiff went on disability the court replaced the position with a part-time employee.

In the Probation Department after the retirement of a part-time Probation Officer, the court did not replace the position.

General Fund expenditures declined by 19.6% since 2008 through the above changes and shifting expenses to other court funds.

- 2012 Budgeted Capital
  - o Fund 415
    - Computer Replacement \$30,000
  - o Fund 429
    - Replace Windows \$5,000
    - Replace Rooftop Unit \$10,000
    - Paper On Demand \$12,000
    - Video Arraignment \$10,000
    - Total Fund 429 Capital \$37,000
    - Total Municipal Courts 2012 Capital \$67,000
  
- The new windows and the rooftop unit will save the City in heating and air conditioning expenses.

### Muni Court



# **City Manager's Office**

## **2012 Operating Budget**

Rita C. McMahon, City Manager

### **Departmental Mission Statement**

To ensure that the policies of City Council are followed and implemented by all City employees in a courteous, cost efficient, and progressive manner to enhance the quality of life and growth of the community.

### **Division Description**

The City Manager, as Chief Administrative Officer, coordinates the operations and activities of all City departments, directs the preparation of the budget, keeps the Governing Body informed of all municipal problems, submits recommendations concerning policies and programs to Council, and develops methods to ensure the efficient operation of City services.

### **Communications, Promotions, and Public Relations Activities**

### **Division Description**

The Communications Coordinator handles all promotional activities, communications and public relations for the City.

### **Information Technology**

### **Division Description**

The Information Technology Consultants provide a single point of review and reporting regarding network implementation, expansion and improvements; purchasing of necessary computer software and hardware; maintaining the security of the City's data. This is accomplished through a vendor contract.

### **Economic Development**

Cathy Bieterman, Economic Development Coordinator

### **Departmental Mission Statement**

To retain, expand and attract businesses to the City of Painesville.

### **Division Description**

The Economic Development Coordinator manages the overall comprehensive economic development plan for the City; manages major commercial and/or industrial development in the City; operates business investment lending programs; serves as a liaison for small business within the City; coordinates small business assistance groups; organizes local neighborhood based retention and expansion plans; and provides business development and marketing resources.

**Highlights for 2012**

- Enhance coordination of maintenance operations between departments
- Establish succession plans for all departments
- Expand implementation of wireless technology
- Implement the city-wide marketing plan
- Coordinate implementation of the community engagement policy
- Establish additional collaborations with outside agencies

**Goals for 2012****1. Goal: Stewardship and Fiscal Responsibility**

- a. Fiscal Awareness
  - i. Review monthly reports on financial status and make adjustments as necessary.
  - ii. Continue to coordinate maintenance operations to eliminate overlap and create efficiencies.
  - iii. Engage management at all levels in budgeting and resource allocation to maintain expenditures within current year resources.
- b. Managing personnel costs:
  - i. Create programs to use personnel appropriately for the needs of the community through cross-training or work groups.
    1. Provide monthly discussions in Utility and Safety Departmental meetings on cross training
  - ii. Complete succession plans with departments addressing long term organization framework by April of 2012
- c. Promote efficient operations;
  - i. Enhance the use of existing technology in all departments to improve efficiencies
  - ii. Expand implementation of the use of wireless technology to promote improved operations in two additional departments
  - iii. Establish additional performance measures in all departments.
- d. Promote use of assets;
  - i. Evaluate all personnel positions that become open for appropriateness of filling
  - ii. Establish implementation plan for 5 year plans for street improvements, utility upgrades and facility improvements at Public Works
  - iii. Work with City Council to establish additional resources for General fund operations and capital improvements
  - iv. Apply for grants to supplement City revenue

**2. Goal: Communication:**

- a. Expand communication opportunities with residents
  - i. Maintain oversight of implementation of city wide marketing plan engaging other community entities to synchronize our efforts
  - ii. Monitor expanded use of the city's website and other innovative tools for resident communication
  - iii. Expand the use of the new resident packets and resident guide
- b. Improve internal communications with employees.
  - i. Develop informational sessions for each departmental staff meeting on what is new in the community.
  - ii. Increase use of technology to interact with employees and provide information and on-going training opportunities.
  - iii. Improve and train emergency communications policies and procedures.

**3. Goal: Customer Service:**

- a. Insure departmental response to resident and Council requests are quickly as possible.  
Track weekly
- b. Oversee annual review of operations to ensure appropriate to address community needs and cost effective.
- c. Work to develop performance criteria in all departments
- d. Conduct customer service training session in each department and training on the use of WebQA.

**4. Goal: Improving Painesville's Image:**

- a. Image Enhancement
  - i. Inspect all city facilities by April of 2012 to evaluate compliance with established standards for appearance of all the public facilities.
  - ii. Develop mechanism to improve the entrances to the city through community involvement
- b. Improve appearance of private property
  - i. Continue to work with developers and businesses to encourage reinvestment in the downtown.
  - ii. Coordinate the implementation of the Economic Development Strategy, Downtown Master Plan and Downtown Streetscape plan
  - iii. Be a liaison to the community groups to encourage reinvestment in the community
  - iv. Work with neighborhood to enhance their community
- c. Perceived Image
  - i. Promote the achievements and initiatives of the City of Painesville
    1. Send weekly press releases on positive items in city

**5. Goal: Community Engagement**

- a. Community Involvement:
  - i. Evaluate efforts to implement the community engagement policy by June of 2011
  - ii. Work with each department to expand the use of volunteers.
  - iii. Engage the communities to educate city employees about their heritage and other cultural aspects and diversity training
  - iv. Promote and encourage neighborhood group associations, involvement through block watch groups, block parties, and beautification of their areas.

**6. Collaboration/Cooperative Services**

- a. Expand relationship with various civic and community organization to improve awareness and understanding of each other. Maintain current and continue to seek out partnerships with new organizations
  - i. Establish two new partnerships
  - ii. Continue working in collaboration with the Public Relations Committee made up of representatives from the Schools, City and College to improve the perceived image of Painesville.
    1. Run a "Proud to be Painesville" motto campaign in conjunction with Public Relations Committee.
  - iii. Partnership with other entities in the community to coordinate information and sell the community.

**Accomplishments 2011 City Manager**

- Expanded use of wireless network to reduce operational costs in utility operations.
- Monitored citywide goals monthly through oversight committees.

- Expanded marketing through social media.
- Updated website and expanded content to be more user friendly and accessible.
- Maintained monthly Safety Committee meetings to discuss city-wide safety issues.
- Maintained monthly departmental meetings to enhance and improve communications.
- Implemented Water Infrastructure Fee to enhance and improve water distribution infrastructure in the system.
- Maintained a budget within the established parameters.
- Established a facilities program that annual inspects and reviews need of each departments facilities.

### **Office of Economic Development**

#### **Highlights for 2012**

- Encourage fulfillment and investment in the 2010-2015 Strategic Plan for Economic Development.
- Development new outreach techniques for identifying companies that have the potential to relocate, expand and grow in Painesville.
- Focus on more one-on-one business connections to ensure the needs of business within the community are being met as businesses face new economic conditions.

#### **2012 Goals and Objectives**

1. Encourage fulfillment and investment in the 2010-2015 Strategic Plan for Economic Development as defined in goals 2, 3 and 4 below.
2. Attract Customers to the Community through Image, Diversity and Communication
  - a. Focus on more media relations that will result in attracting not only residents but visitors to each of the city's events.
  - b. Promote city events through press releases to television, radio and other news media avenues throughout the county and tri-county region. Reflect the city's image through these events and event promotions.
  - c. Work with the newly created Public Relations Committee to exemplify the positive efforts of college, business, city, county, manufacturing organizations, chamber of commerce and schools to raise community image working in conjunction with the City's Marketing Plan.
  - d. Promote positive campaigns around the safety of the community
  - e. Review and enhance marketing approaches that can achieve the same impact that previous advertisements in Inside Business, Crain's, Cleveland Business Magazines and other regional marketing avenues had achieved. Explore new technological approaches that will result in reaching a similar company demographic.

**Related to Achieving City Goal, Revitalization of Painesville:** Improving Painesville's environment and image: To improve the physical and perceived image of the city. **Also related to City Goal, Community Engagement:** To engage the diversity of the community to promote understanding and positive impacts.

3. Maintain Current Businesses (Retail, Commercial, Manufacturing)
  - a. Creating documentation on the growth potential of each city manufacturer and regional high-growth companies.
  - b. Identifying companies within the city that have the potential to expand with new broadband technologies.
  - c. Continue working with all mid-sized manufacturers and Key Account companies to assist them in identifying resources for implementing five to ten year growth plans.

- d. Administer exit surveys of businesses closing and leaving the community
- e. Enhance communication with businesses through monthly e-mails, quarterly newsletters. Promote incentives, affordability of utilities and other resources.
- f. Within other city department's advocate for business, foster building improvements and rehabilitation, new investments in existing buildings and properties and bridge regulatory agencies to help business.
- g. Continue to educate business owners and managers about the resources available, make businesses aware of what's available; many times they don't have the time to research such items.
- h. Continue to seek funding and incentives from other county, state and federal government agencies for business expansion, renovation and infrastructure.
- i. Continue to seek energy efficiency programs to assist companies in reducing spikes in energy use, and determine if utility meters or infrastructure within companies needs upgraded especially for older companies.
- j. Continue to encouraging in-fill redevelopment and Brownfield redevelopment on sites such as Coe Manufacturing, the Hotel Property and the Hospital Site. Continue to update the city-wide Brownfield inventory and list inventory sites with the Ohio EPA to market potential end-users.

**Related to Achieving City Goal, Communication:** To further improve communication to the public and employees. **Also related to City Goal, Community Engagement:** To engage the diversity of the community to promote understanding and positive impacts.

#### 4. Attract New Businesses (Retail, Commercial, Manufacturing)

- a. Develop a strong relationship with Regional Manufacturing Alliances to develop potential contacts that can lead to new suppliers or manufacturers that would benefit from having a location in Painesville and Northeast Ohio.
- b. Work with MAGNET and TEAMNEO to research the areas strengths and the assets within the area that would benefit in the attraction of key targeted industries.
- c. Examine the role of incentives – Work to determine what the net gain for the community will be when determining the use of incentives.
- d. Focus on the needs to upgrade building stock within the city so that the buildings are sellable and leasable to anchor tenants. Focus on obtaining large anchor tenants that will compliment efforts to attract smaller businesses.
- e. Promote and market the City's assets (power plant, utilities, college, infrastructure, workforce)
- f. Create a team of key representative that can development new outreach techniques for identifying companies that have the potential to relocate, expand and grow in Painesville.

**Related to Achieving City Goal, Revitalization of Painesville:** Improving Painesville's environment and image: To improve the physical and perceived image of the city. **Also related to City Goal, Communication:** To further improve communication to the public and employees; also related to Goal: Stewardship and fiscal responsibility.

### **Economic Development Accomplishments for 2011**

#### **Economic Development Strategic Plan**

- Completed the 2010 – 2015 Five Year Strategic Plan

#### **RP3 Platinum Level Designation**

- Received National Recognition for reliable and safe electric

#### **Downtown Initiatives**

- Focused heavily on the Downtown Painesville Organization and working with them to fulfill the mission of Heritage Ohio and the National Main Street Program.

- Received \$4,000 from Lake County Visitors Bureau for Art in the Park. This grant helped make this year's 10<sup>th</sup> Anniversary a much larger art festival with over 50 artists.
- Farmers Market continues to grow with full capacity from early season through the end of year.
- Successfully partnered with local companies to make over \$150,000 in façade storefront renovations adding new awnings, goose neck lighting and other aesthetic improvements to attract new customers to existing retail shops.
- Held annual meeting with the Painesville Safety forces to address concerns from business about homeless frequenting in the downtown area and safety concerns with customers.
- Held monthly downtown merchant meeting to address issues such as safety, customer service, advertising and marketing, cross marketing, networking, ways to improve business in downtown Painesville and various social media and website marketing tools local businesses can use to market themselves at little or no cost.
- Working with downtown building owners on several funding opportunities for local commercial properties and retail properties in the key downtown area.
- Successful events: Business Appreciation Events, Farmers Market, Art-in-the-Park, Taste of Painesville, International Cuisine, Quarterly Business Breakfast Series.
- Through a partnership between Lake Erie College, City of Painesville and Painesville City Schools we put together a Public Relations Committee to move the City forward toward a unified message.

#### **Manufacturing/ Workforce Initiatives**

- Conducted an updated Synchronist Survey with Key Manufacturing Companies within the community to identify challenges as a result of the current economy and any projected future investments in capital or employment.
- Worked directly with the Ohio Department of Development, Lake County Port Authority, TeamNeo, local and state representatives and Aero Controlex to expand their operations increasing employment by 40 new employees to the State of Ohio within the City of Painesville.
- Great Lakes Glass Works made an expansion doubling the size of their facility this was a five year project that came to fruition for the company and the City this year.
- Janco Industries made an expansion doubling the size of their operations into a new facility in our Industrial Parkway, this was a four year expansion that came to fruition for the company and the City this year.
- Worked with Hanover Marine for the relocation of Tartan Yahts to the City of Painesville which added a new 40 jobs to the community with the potential for future expansions.
- Key Manufacturing Projects: Coe Manufacturing/USNR (Brownfield), Eckart America (Carbon Footprint Concerns), PCC Airfoils (Electrical Alternatives), High Tech (Financing), Imax Industries (Financing) Great Lakes Glass Works (Expansion), Janco Industries (Expansion).

#### **Other Project Initiatives**

- USEPA Grant: We completed the Phase I, Phase II and Asbestos's surveys on the Hotel property and title has transferred to the Lake County Port Authority. We are now working toward a Clean Ohio.
- In addition to projects listed above we worked with several key projects throughout the year for the following companies: Hanover Marine, Chase Building, RDP Motor Sports, Art Infusions, Jalapeno Loco, Downtown Painesville Organization, AWT (Alliance for Working Together – Manufacturing Alliance).

This represents 20% of the Department’s Operating Budget

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
City Manager (101)	\$51,832	\$52,803	\$52,679	\$56,023	\$57,473
Comm., Promo. & PR Actv. (101)	\$3,025	\$3,775	\$3,686	\$3,743	\$3,670
Information Technology (101)	\$31,000	\$30,500	\$29,394	\$30,796	\$56,548
Economic Development (101)	<u>\$26,908</u>	<u>\$28,097</u>	<u>\$27,350</u>	<u>\$32,779</u>	<u>\$42,894</u>
	\$112,765	\$115,175	\$113,109	\$123,341	\$160,585

City Manager’s Office:

- Maintained operations while reducing expenditures on professional and contractual services
- Communications increased use of technology, reduced advertising and promotional activities
- Use of unpaid summer interns to assist with marketing, social media and PR.
- Capital expenditure to replace a computer server that is out of memory and improve the connectivity to the electric and outlying facilities.
- Information technology reduced outside contracts, handle more in-house
- Capital expenditure is to improve communication by replacing the phone system which is failing.

Economic Development:

- Reduction in Project Related Studies
- Reduction in Advertising
- Restructuring of Events (Farmers Market, International Cuisine, Taste of Painesville, Art in the Park)

- 2012 Budgeted Capital

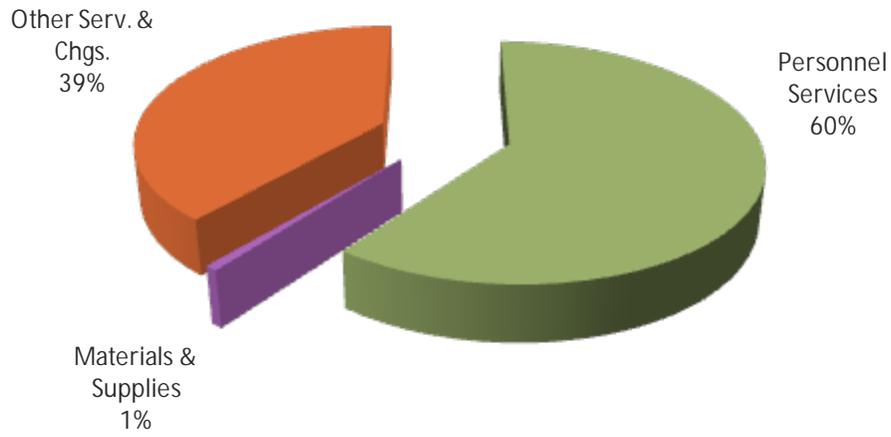
o Total Capital by Project

§ Server Replacement	\$15,000
§ Computer Backbone	\$15,000
§ Phone System Upgrades	\$100,000

Total City Manager’s Office 2012 Capital \$130,000

- The phone system upgrade will allow the City to have a more efficient phone system and decrease the City’s maintenance costs.

### City Manager's Office



# Human Resources Office

## 2012 Operating Budget

Rita C. McMahon, City Manager  
Andrew A. Unetic, Director of Finance

### Departmental Mission Statement

To provide consistent and timely guidance to management and employees in all human resource functions including retirement, selection, employee enhancement, orientation, development and training, labor relation and to ensure compliance with established policies and procedures, labor contracts and employment laws.

### Division Description

The Human Resources Division administers the City's recruitment, hiring and termination processes; classification, performance appraisal and compensation plans; employee benefit and safety plans; bargaining unit agreements; personnel transactions and records; grievance investigations; and affirmative action. This Division also assists supervisors and employees with the interpretation and implementation of personnel policies and procedures. Also staffs the Civil Service Commission and processes.

### Human Resources – 2012 Goals

**COMMUNICATIONS** – Many employees are taking retirement as an option with the proposed change to the retirement systems. OPERS has a very well designed website that most employees can have their questions answered on line. HR will work to educate employees on the use of this website. How to sign in as a member and use the pension calculator.

Through use of the employee website, new hire packets can be made available online. New hires can complete all the necessary paperwork, along with spouses, and understand our programs in a more comprehensible process than a two orientation in HR.

Increase employee participation in the Vitality wellness program by offering on-site education and fitness programs. These programs will be available either during lunch or after work to fit employee needs.

Increase employee awareness of the employee website, forms and programs that are available.

Prepare communications for the employees on the 2011 open enrollment and health fair.

Work with the departments to prepare for the upcoming contract negotiations.

**PAYROLL** – Electronically sent timesheets from the departments with electronic signatures. This will eliminate trips to city hall and result in a more timely submission of timesheets.

Start to move employee forms: sick leave; vacation; FMLA; certifications, etc. submitted with electronic signatures.

**Accomplishments - 2011**

Wellness newsletter promoted improved communication between HR and the employees. A new wellness program, Vitality, was introduced in 2011 that provides a more interactive, user friendly system.

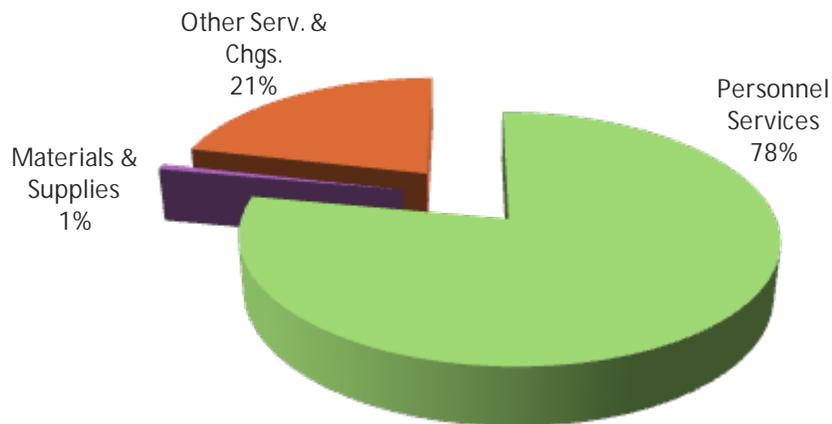
All employees are now on direct deposit. There has been a substantial reduction in the number of vendors that do not receive payment via ACH. Only 27 vendors receive live checks at this point.

This represents 20% of the total Department's Operating Budget

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Human Resources	\$46,287	\$43,600	\$48,207	\$41,670	\$48,304

- Reduction in outside training
- Increase this year includes the funds of a civil service test

**Human Resources**



# Finance

## 2012 Operating Budget

Andrew A. Unetic, Director of Finance  
Cheryl Altizer, Utilities Office Manager

### Departmental Mission Statement

To keep accurate financial records for the City of Painesville; provide financial related information to management; and supply financial support services to all City departments.

#### Division Description

Coordinate and supervise all financial functions of the City. Provide administrative support and advice to management, department heads and personnel, and complete special projects as requested by management. Assist the City Manager in the preparation of the annual budget; monitor internal controls to ensure the reliability of reports and all financial activities. Manage the preparation of the Comprehensive Annual Financial Report. Manage all active and idle funds for the City to maximize investment with minimum risk.

### Accounting

#### Division Description

Accounting is responsible for the processing, recording and reporting of all financial transactions involving the general ledger, accounts receivable, accounts payable, payroll and investments; and managing interfaces with other divisions' financial information into the City's ledger. This function is also responsible for the City's fixed asset accounting system.

### Purchasing and Warehouse

#### Division Description

Goods and services required for all departments of the City are requisitioned through the Purchasing and Warehousing Division. The Purchasing Division obtains competitive bids in accordance with City policy. This division also maintains and stocks a central warehouse operation from which departments can requisition standard supplies. The stores clerk also assists with the City's records destruction program.

### Income Tax Collection

#### Division Description

The monthly administrative and overhead charges assessed by the Central Collection Agency of Cleveland, Ohio for the collection of the City's income tax are expended against this function.

### Utilities Office

#### Division Description

The Utilities Office is responsible for billing and collection of all City of Painesville utility services. Activities include meter reading, bill preparation and mailing, delinquent notices and collection activity. New accounts and applications for new services are included in the scope of operations.

**Highlights of the 2012 Departmental Budget**

1. Continue to preparing various segments of the City's CAFR, in house, thus saving the City money.
2. Reduced operating expenses in both the Finance and Utilities Office for the third year in a row.

**Major Departmental Objectives of Finance****1. Maintain the City's Financial Position and Integrity – Relates to Citywide Goal, Stewardship and Fiscal Responsibility**

- a. Continue to analyze ways to increase the City's revenues and decrease expenses.
- b. Continue to prepare various segments of the CAFR in house, reducing the conversion costs by at least \$3,000 a year.
- c. Continue to employ cross training to two employees in both Utilities and Finance to ensure adequately trained personnel in a multi-tasked environment to facilitate vacations, employee growth and to maintain good customer service.
- d. The Finance Director will continue to make quarterly presentations to City Council on the status of the budget.
- e. Participate in a research group exploring available options for regionalism and cooperating purchasing with other government entities in Lake County.
- f. Institute a tampering fee to help offset the cost of lost revenues and damaged equipment resulting from the tampering.
- g. Increase the amount needed to transfer from 50% to 75% of the unpaid balance, resulting in increased collections.
- h. Increase the reconnect fee for utility customers who are turned off more than 3 times per calendar year.

**2. Provide Accurate and Efficient Services – Relates to Citywide Goals, Stewardship and Fiscal Responsibility and Improve Customer Service**

- a. Continue to increase the accuracy of the billing department and meter readers by having increased accountability.
- b. Continue to assist City of Painesville residents with their local income tax returns.
- c. The Finance Director will continue to meet with the individual departments at least once a year, to provide additional training on the City's accounting system, to and to evaluate budget process.
- d. Establish a method of recognition that is unique and instill is a greater sense of accomplishment and self worth within the employees.

**3. Accurately Maintain and Improve Revenue Collections – Relates to Citywide Goal, Stewardship and Fiscal Responsibility**

- a. Obtain monthly death reports from Lake County to search for customers that are deceased and still have utility service in their names. This will decrease the number of invalid names on accounts and require new customers to pay the utility deposit and clear up any old balance.
- b. Continue to pursue collection of delinquent accounts, using all means possible, including legal action.
- c. Cross check new utility customers with the CCA software to ensure that all new residents of Painesville are paying their municipal income taxes.

**4. Use technology available to the fullest of its capabilities – Relates to Citywide Goal, Stewardship/Efficiency of Operation**

- a. Continue to e-mailing utility bills to the customers. This will decrease costs of the City and make it easier for the customers.
- b. Continue to allow the use of credit cards to make payments on the utility bills.
- c. Continue to pursue the implementation of an automated meter reading system, which will eliminate all the estimated reads and will drastically reduce the operating costs for reading the meters.
- d. Continue to research a new computer utility program to replace the current UTYX system. Also find a program that will allow the customers to view and pay their bills/history on-line.

**5. Reduce Delinquent Accounts – Relates to Citywide Goal, Stewardship and Fiscal Responsibility**

- a. Continue to work with a third party collection service providers.
- b. Implement a policy to collect old accounts.
- c. Implement a policy for writing off bad accounts.
- d. Work with collection lawyers who specialize in income tax collections, to ensure the City is collecting all of our income taxes.

**2011 Accomplishments****- Stewardship**

- o The City of Painesville was just 1 of 108 government entities in Ohio that received the Auditor of State Award With Distinction for 2010. This award is given to entities that do not have any: findings for recovery, material weaknesses, significant deficiencies, Single Audit findings, or questioned cost.
- o The City of Painesville received the CAFR award for the 22<sup>nd</sup> consecutive year.
- o The City of Painesville received the Distinguished Budget award for the 9<sup>th</sup> year in a row.
- o Continue to reduce professional expenses by at least \$10,000 annually by doing more things in-house instead of farming them out.
- o Have increased collections on delinquent municipal income taxes and delinquent utility bills.
- o Several of the ending 2011 fund balances were better than originally anticipated, due to all of the departments being very prudent with their budgets.
- o Gave numerous presentations to Council so they are informed of the City's financial condition.
- o Reduced staffing in the utility department without having service be affected.

**- Improve Customer Service**

- o The City of Painesville's Finance Department does the municipal income tax returns for the residents of Painesville, free of charge. For 2011 the Finance Department completed hundreds of these returns for the Painesville residents.
- o Completed the installation of new touch pad meters, which will allow for more accurate utility meter reads.
- o Continue to analyze ways the utility department can better meet the needs of the customer.
- o Whenever possible, worked with the customer to set up payment plan with the City, instead of shutting off their utilities.

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Finance	\$329,718	\$330,804	\$324,573	\$330,235	\$294,861
Utilities Office	\$851,039	\$880,083	\$818,204	\$748,521	\$868,209
	\$1,180,757	\$1,210,887	\$1,142,777	\$1,078,756	\$1,163,070

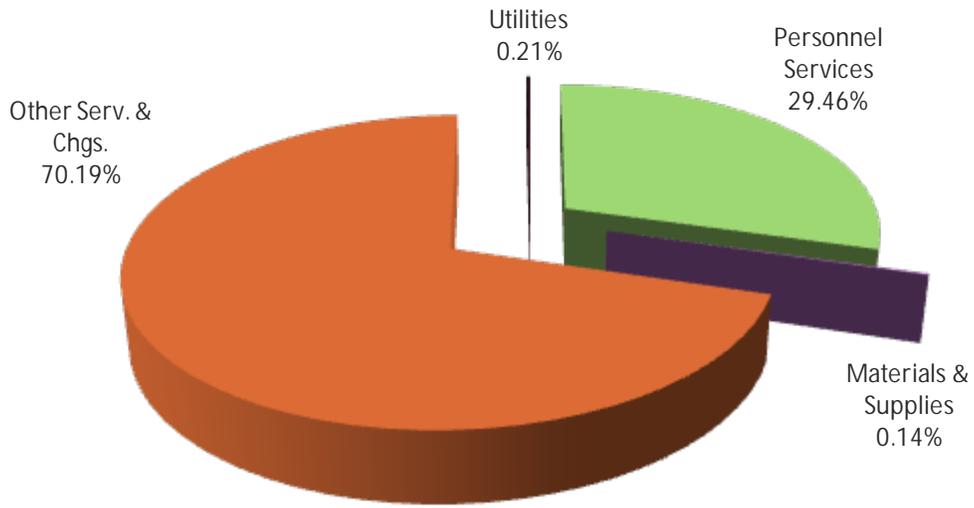
Finance

- 60% of the Finance budget is for CCA collections costs
  - o Since 2008 CCA costs have increased 29%; interest rates
- Continue to be aggressive with income tax collections
- Doing more things in-house instead of paying someone else to do it

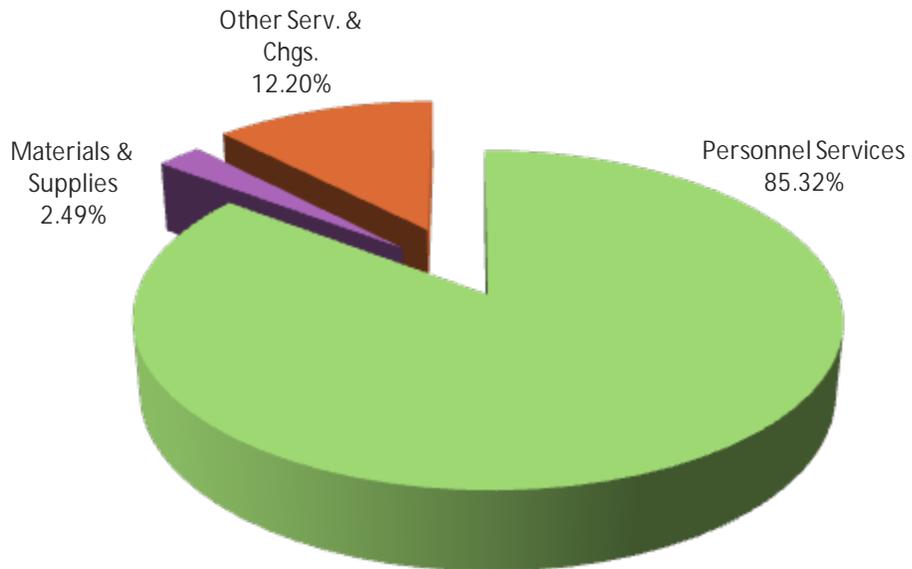
Utilities

- Increased Utility Collections
- Decreased budget by 3%
- Reduced Staffing
- More Efficient Operations
  
- 2012 Budgeted Capital
  - o Total Capital by Project
    - Laptop For Finance Director \$2,000
    - New Cargo Van for Utilities \$22,000
  - Total Finance 2012 Capital \$24,000
  
- The New Cargo Van will save the City thousands of dollars in maintenance cost, also the new van will be smaller so the City will save on gas money as well.

### Finance



### Utilities Office



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**Law**  
**101.151**  
**2012 Operating Budget**  
**Joseph Gurley, Law Director**

**Departmental Mission Statement**

To provide the highest quality legal advice about matters of concern to City Council and staff of the City of Painesville

**Division Description**

The Law Director provides legal advice and recommendations to the City’s Council, City Manager, and the administrative staff. The Law Director drafts contracts and real estate documents for the City. He also reviews ordinances, resolutions, and all forms of legal documents for the City. The Law Director represents, coordinates and monitors lawsuits and claims made against the City. He also manages claims handled by outside counsel.

**2011 Accomplishments Law**

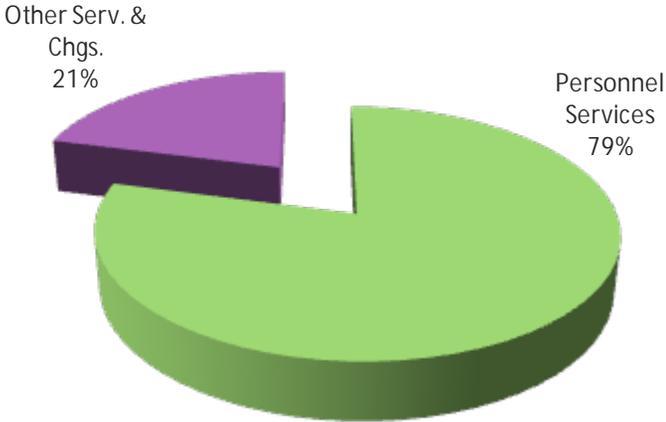
- Continued to provide support to various departments and committees of the City.
- Provided legal support on various project such as Millstone Acquisition, Hospital Demolition, LEIMCO assessments and more.
- Identified new trends in municipal legislation including internet cafes, utility location regulations, vacant property and foreclosures.
- Provided support to City Council as requested.

This represents 20% of the Department’s Operating Budget

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Law (101)	\$37,858	\$38,358	\$38,828	\$79,851	\$59,098

- Reduced expenditures on contract legal services
- 52% reduction in general fund expenditures from high in 2009

Law



# Police

## 2012 Operating Budget

### Troy A. Hager, Police Chief

#### **Departmental Mission Statement**

Our Mission Statement: "To provide quality and community responsive police service".

#### **Law Enforcement – Sworn Officers**

##### **Division Description**

Provide continuous full-time services to the community including traffic enforcement, emergency responses, and routine patrol functions, as well as proactive projects aimed at the reduction of serious criminal activity. These services are affected by the increase in drug problems, and the amount of time required to properly handle the reports and arrest situation.

#### **Law Enforcement – Other**

##### **Division Description**

The salaries and wages for parking control and clerks are charged against this function. The salaries and wages for the auxiliary police staff are included under this function, i.e. Specials, school crossing guards, etc.

#### **Control Center**

##### **Division Description**

The Control Center operation dispatched all emergency calls and non-emergency calls for service for Painesville Police and Fire. The Control Center also takes calls for City services not staffed after hours, weekends, and holidays. This is a contractual service through Lake County.

#### **Highlights of the 2012 Police Budget**

Maintenance of our existing vehicle fleet to serve the community.

As a result of a limited overtime budget the specified prior spending amounts for the CITE team allowance has been eliminated.

Use technology to improve efficiency of day to day operations through the upgrade of current computer software that would enable a greener paperless workplace.

Exploring the re-opening of our own dispatch service, to provide a higher quality of service to residents and possible cost savings in the long run as we would likely provide dispatch service to nearby communities.

Continue our commitment of officer involvement at community meetings and events through representation from the department at these functions.

Improve our public awareness campaign via the Citizen Police Academy, media outlets, community meetings, and City events.

Foster our use of volunteers within key positions of the police department that will improve efficiency.

Continue to offer mandated training for local landlords in the principles of crime free rental housing to improve their rental process and establish a landlord – police relationship and eliminate neighborhood problems at rental properties thru crime free principles and enforcement of the criminal nuisance law.

### **2012 Goals**

GOAL 1: Provide effective and efficient police response and services.

#### Department Objectives:

- a. Maintain the vehicle fleet to serve the community in light of current economic conditions that may require the department to forgo replacements scheduled.
- b. Evaluate Central Dispatch versus in house dispatching.
  1. Seeking Grants to offset initial upstart cost.
  2. Exploring the ability to provide contract services to increase relationships for neighboring communities.

GOAL 2: Enhance Police involvement with the community and community responsiveness to the department.

#### Department Objectives:

- a. Improve community / police relations through the implementation of individual officer performance objectives that emphasize community responsiveness.
- b. Increase public awareness of our police department by utilizing our citizen police academy. Continue a diversified police candidate recruitment program utilizing active involvement at community meetings, City events, outreach to local schools/universities and local organizations.
- c. Use of volunteers within key positions of the police department that will improve efficiency.
- d. Offer mandated training for local landlords in the principles of crime free rental housing to improve their rental process and establish a landlord – police relationship and eliminate neighborhood problems at rental properties thru crime free principles and enforcement of the criminal nuisance law.

### **2011 Accomplishments**

The department received one patrol car, marked with black and white for visibility on the street.

Painesville's "Night Out-Against Crime" was held in Painesville Veteran's Park.

A Citizen's Police Academy class was held in which a crime scene, complete with body, was set up for participants to investigate.

The police computerized report/record system after several setbacks due to version conflicts was updated and improved to enable records.

The Police Department continued using monies from the P.A.S.S. grant for investigation of gang and criminal activity.

Lieutenant Waterman attended the Southern Police Institute of Police Executive Leadership.

The CITE (community involved tactical enforcement) team and WET (Warrant Entry Team) conducted operations in problem areas. The WET team includes officers from Fairport Harbor PD and Madison Twp. PD and has added Perry Village this year to assist and to expand opportunities for training and to share manpower requirements.

The Crime Free Rental Housing Program offered and number of 4 hour training sessions to train landlords of properties owned in the City.

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Police	\$4,185,415	\$4,292,018	\$4,256,289	\$4,072,489	\$4,488,613

- 6.75% decrease in expenditures since 2008.
- Since 2008 the Police Budget has been reduced by approximately \$300,000, despite an 8.25% overall increase in wages during the same time frame.
- The Police Department has not replaced two officers who have left since 2010.
- Vehicle Fleet program calls for the replacement of 3 police cruisers per year. Since we were only able to replace one car in 2010 and one car in 2011, our program is now 4 cars behind schedule and the vehicle fleet is aging and maintenance cost are expected to be increasing.
- Since 2008 Police Training Budget has been cut by 50%.

- 2012 Budgeted Capital

o Fund 430

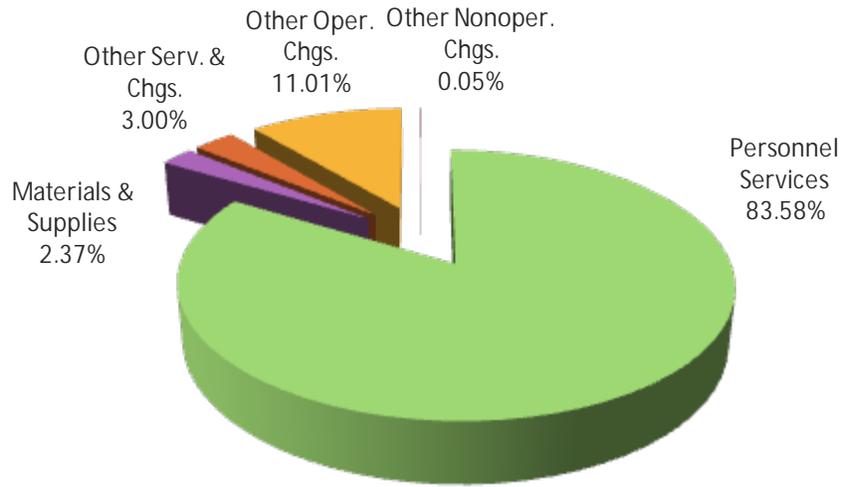
- 1 Patrol Car \$50,000
- Computer Replacement \$4,000

Total Fund 430 Capital \$54,000

Total Police 2012 Capital \$54,000

- The new patrol car will save the City thousands of dollars in maintenance cost, plus it will reduce fuel costs.

### Police



# Fire

## 2012 Operating Budget

### Mark Mlachak, Fire Chief

#### Departmental Mission Statement

"To Protect Life and Property"

#### **Fire Fighting, Prevention & Inspection**

#### **Division Description**

Provide a level of protection responsive to the community to control and to manage the emergency incidents within the City including fire, medical, natural and man-made disasters.

Provide quality and effective program services to the community and City personnel, including fire prevention/inspection, the State of Ohio Fire Code and public information and education programs.

#### **Highlights of the 2012 Departmental Budget**

- Increase funding through donations, grants and other sources
- Provide timely and effective response to emergency situations within the City of Painesville
- Provide a proactive means of improving the safety of the community
- Continued focus placed on Health, Wellness and Safety
- Continued replacement of equipment as necessary

#### **Major Departmental Goals and Objectives for the Division of Fire**

#### **Goal 1**      **Increase funding through donations, grants and other sources (Stewardship)**

Departmental objectives

- Educate council and the public on the needs and costs associated with the fire service
- Obtain council's support and guidance in obtaining additional funding
- Fund raising to support fire education and prevention
  - Painesville City Safety Forces Foundation
  - Cans for Smoke Detectors program goal \$1,000
- Research and apply for grants as they become available to support department objectives and operations.
  - Ohio EMS grant \$4,500
  - Fire Act Grant
  - SAFER grant

#### **Goal 2**      **To provide timely and effective response to fire, rescue, and medical emergencies (customer service, improved image, stewardship)**

Departmental objectives

- Maintain sufficient operational staffing
- Examine and re-evaluate programs and procedures to insure the most effective and efficient operation

- Provide necessary training to meet the needs of the department
  - Meet State and local training requirements for EMS training
  - Meet State, ISO and NFPA training requirements for fire training
  - Hazardous materials response training – 24 hours annually
  - Technical Rescue training – 24 hours for shift personnel and an additional 96 hours for “tech team” personnel.
- Continued regionalization of operations to improve services to the residents

**Goal 3      Provide a proactive means of improving the safety of the community  
(Customer service, image,)**

Departmental objectives

- Safety inspections
  - Inspect all educational and institutional occupancies annually
  - Inspect all businesses on a three (3) year cycle
  - Provide necessary staffing to perform inspections within the community
- Insure that every residence in the City has a working smoke detector
- Continued emphasis on public safety education and programs
- Enhance opportunities for the public to interact with the department

**Goal 5      Health and welfare of the personnel of the fire division  
(Customer service (internal), image)**

Departmental objectives

- Provide a safe work environment
- Replacement of one (1) thermal imager. The imager to be replaced is over 10 years old and functions on obsolete technology. Replacement of this camera will improve the effectiveness of the responding crew and the safety of the residents.
- Reduce lost time due to illness and injuries through participation in physical fitness programs and health and wellness programs offered through the City.

**2011 Accomplishments**

- Operational
  - Continued to advance the concept of regional operations  
We continue to work closely with the seven (7) other communities on the east end of Lake County to improve over all operations and reduce redundancy.
  - Increased quality and quantity of training for the department  
Our part-time training coordinator continues to work well for us. He is able to devote all of his efforts to training and focuses on the specific needs of the department.  
  
This year we have placed an added emphasis on officer development. In 2011 2 officers and 1 officer Candidate attended Officer I and Officer II classes. We also placed greater emphasis on training our officers at the command level.
  - Purchased a second chase vehicle  
In 2011 we purchased a second chase vehicle for EMS. This vehicle will also be used as the incident command vehicle and will be equipped to meet those needs.
  - Remounted 2312  
2312, a 2005 Horton Ambulance on an E450 chassis was remounted on a GMC or Chevrolet G4500 chassis.  
  
The remount was deemed necessary due to continuing maintenance issues and unreliability.

- Public education
  - Citizen’s Fire Academy  
The Citizen’s Fire Academy was cancelled in 2011 due to lack of participation.
  - Door-to-door smoke detector program initiated  
In 2007 Firefighter Young proposed a program with a goal of insuring that every home within the City is equipped with at least one (1) working smoke detector.  
  
This program was initiated in 2007 with the department providing detectors to those that requested them and picked them up. In 2008 we took it to the next level which was the original goal FF Young foresaw of going door-to-door offering to install the detectors and checking existing ones. The program runs from June through the end of August.  
  
We installed two hundred eighty-four (284) smoke detectors and visited households on fifty-three (53) streets. I believe this program has the potential of saving more lives and reducing property loss more than any other program we conduct.
- Health and Safety
  - Continued focus on physical fitness  
The department continues to focus on physical fitness with a goal of changing the fitness culture within the department. Equipment and time is provided for personnel to work out on shift. We have also in the past conducted nutritional training. Our goal is a healthier work force.

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Fire (101)	\$2,081,377	\$2,300,786	\$2,327,835	\$2,499,938	\$2,493,863
Fire Levy (220)	\$28,000	\$29,500	\$27,801	\$27,927	\$37,743
EMS (229)	\$587,900	\$566,654	\$460,553	\$307,145	\$293,444
Electric (730)	\$134,003	\$0	\$0	\$0	\$0
	\$2,831,280	\$2,896,940	\$2,816,189	\$2,835,010	\$2,825,050

- 16% reduction in general fund expense – shift cost to other funds.
- Total budget remains flat since 2008 even with addition of part-timers and wage increases.
- Staffing Changes
  - We have reduced our career firefighter levels through attrition and are now back at our 2005 career staffing levels (25 career firefighters). We lost one position in 2010 and another position at the end of 2011.
- We implemented part-time firefighters for the first time in over 20 years in 2007.
- We are reduced the number of hours that our part-time firefighters can work to a total of 96 hours per pay period per shift.
- We have worked closely with our neighbors on the east end of the county to increase efficiency and safety through automatic mutual aid.
- We are increasing efficiency through greater use of technology – this increases safety of our people.
- Increased use of technology or changed technology for greater savings.

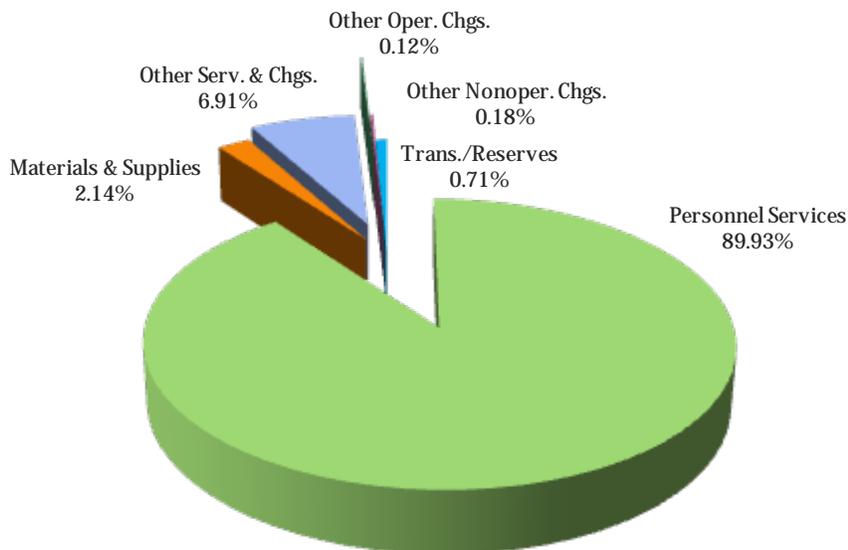
- We have changed our operations – provides greater safety and a more efficient use of personnel.
- We have reduced operational costs including; training and equipment replacement.
- We are working to reduce our non-emergent calls through education and a partnership with other local agencies as well as possible changes to our operations.
- We have or will increase the life span of our apparatus.

- 2012 Budgeted Capital

○ Fund 220			
§ Computer		\$5,000	
§ Pierce Pumper Refurbishment		\$80,000	
Total Fund 220 Capital		\$85,000	
○ Fund 229			
§ Replacement of Defibrillator		\$26,000	
Total Fire 2012 Capital			<u>\$111,000</u>

- The City will be able to refurbish the pumper for the half the cost of purchasing a new one. The refurbished pumper will save the City in maintenance and fuel costs as well.

### Fire



# Public Works

## 2012 Operating Budget

### Kevin Lynch, Service Director

#### **Departmental Mission Statement**

To ensure that the City's investment in public works, capital improvements, and municipal infrastructure are effectively and efficiently administered; to maintain the City's utility delivery and collection systems and traffic system in a manner that is sensitive to community concerns and needs.

#### **Street Maintenance and Repair**

##### **Division Description**

This program primarily is utilized to make physical image enhancements to the City streets by patching, crack and chip sealing, street repairs, concrete repairs of sidewalks and curbs, tree trimming and pruning of existing trees. The Fall Tree Lawn Planting Program is maintained within this budget. This program includes labor and materials for snow and ice control, i.e. Salt, calcium, etc. This program includes purchases of materials for road maintenance, i.e. cold mix, hot mix, guard rails, etc. It also includes the purchase of vehicles and equipment.

#### **Sidewalks**

##### **Division Description**

This program replaces sidewalks on City property, installs pedestrian ramps at intersections and replaces deteriorated walks, when necessary, due to property owner neglect. Also, includes responsibility for snow removal.

#### **Equipment Maintenance**

##### **Division Description**

This program is responsible for the preventive maintenance and repair of vehicles and equipment of the Street, Sewer, and Parking & Traffic sections of the Public Works Department. Also performs preventative maintenance for Utility operations and Police Department

#### **Leaf & Yard Waste Removal**

##### **Division Description**

This program is responsible for the Spring and Fall leaf and yard waste removal for City residents. This program provides the means to purchase and replace street trees throughout the City that are removed due to age, damage, or construction activity. Approximately 100 trees are planted annually.

#### **Parking and Traffic**

##### **Division Description**

This program consists of striping, cleaning and plowing snow from off-street parking areas, installation, maintenance and removal of meters, when appropriate, and is responsible for the fabrication and installation of regulatory, warning and informational signage within the City. It is also responsible for the striping of traffic lanes, edge lines and parking stalls on City streets.

**Sanitary Sewer  
Collection and Transmission**

**Division Description**

This division is responsible for the efficient maintenance and repair of all wastewater transmission and collection structures, facilities and equipment. The work is performed under the general direction of the Public Works Supervisor and Service Director using equipment and manpower and in the coordination of emergencies and other special projects involving routine maintenance and servicing.

**Refuse  
Collection and Disposal**

**Division Description**

This function provides for the operating costs for garbage collection and disposal and recycling. This function is contracted to a third-party, Republic Waste.

**Parking Garage**

**Division Description**

This function consists of general operational maintenance of the Parking Garage, i.e. cleaning, striping and signage and the collection and deposit of parking fees. These fees are by hourly, monthly parkers and merchant validations.

**Highlights of the 2012 Departmental Budget**

- o It will be a challenge to provide the same service in 2012 as we did in 2011 due to budget cuts. Our goals are to meet the challenge.
- o With the large increase in the cost of salt and fuel, Public Works will continue to develop different methods to salt and plow the roads to reduce the negative impact on the budget

**Major Departmental Objectives of Public Works**

**GOAL 1:** Conduct an early spring clean-up of the downtown area to remove the previous winter’s heavy accumulation of dirt and debris to enable the Department to implement and maintain a regular schedule of roadway cleanup activities during the remainder of the season. (Refers to goal, To Improve Community Service)

**Objective:** Downtown area streets may be addressed once-per-week and residential streets, municipal parking garage decks, and City parking lots once-per-month, or as needed to keep all streets and roadways clean and litter-free, using existing manpower and equipment.

\* \* \*

Maintain and refurbish the Public Works Department complex, keeping the common, open areas free of debris and obsolete equipment, collaborating with neighbor departments to re-asphalt common areas using recycled materials; painting and repairing exterior of Public Works administration building, weeding and trimming green spaces, and adding landscaping. (Refers to Goal, Improving Painesville’s environment and image)

**Objective:** To improve the overall working environment and ensure on-the-job employee health and safety in the Department complex, and elevate the general neighborhood aesthetics.

**GOAL 3:** To raise employee morale and inspire Department employees by empowerment and teamwork. (Refers to goal, Improve and enhance internal communication)

**Objective:** Achieve maximum employee work performance by positive attitudes and autonomy with management.

\* \* \*

**GOAL 4:** Qualitative and efficient maintenance of trucks and other equipment using City resources whenever possible.(Refers to goal, To Improve Community Service and Stewardship)

**Objective:** Routine maintenance of City equipment semi-annually, with preventative maintenance checks annually to maximize use and life of vehicles and equipment, using in-house resources.

\* \* \*

**GOAL 5:** Replace or repair failed or collapsed sanitary and storm sewers.  
Sewer Jet known problem areas on a bi-weekly basis, and 20% of the entire sewer system, annually. Conduct preventive maintenance on sanitary and storm systems. Televisive Storm and Sanitary Sewers to determine condition and maintenance requirements. (Refers to goal, Improve Community Service)

**Objective:** Respond to, and remedy, sewer-related complaints/concerns as timely and efficiently as possible to reduce impact and minimize inconvenience and ensure health and safety of residents/business owners.

\* \* \*

**GOAL 6:** Continued collaboration with the Engineering Department on street repairs and repairs to concrete sidewalks and curbs. Continue to patch city streets as needed. (Refers to goal, Improve Community Service)

**Objective:** To maintain the integrity of the City's vehicular by-ways and pedestrian transverses for safety and convenience.

\* \* \*

**GOAL 7:** Execute the City-sponsored Spring yard waste clean-up program and Fall leaf collection services using City workforce and equipment at no cost to residents.(Refers to goal, Improve Community Service)

**Objective:** Provide residents with hauling services in addition to regular refuse/yard waste pickup, at no additional cost, encouraging property cleanup to maintain health and safety, as well as property curb appeal.

\* \* \*

**GOAL 8:** Place snow fence and cautionary sidewalk stakes prior to first snowfall. Expand snow and ice control operations into new developments. Identify and train pool of snow plow operators from other departments to utilize, as required. (Refers to goal, Improve Community Service)

**Objective:** Provide efficient and cost-effective snow and ice control operations for motorist and pedestrian safety.

\* \* \*

**GOAL 9:** Expand meter enforcement. (Refers to goal, Stewardship)

**Objective:** Enhanced parking violation revenue.

\* \* \*

**GOAL 10:** Use of prismatic sheeting for new sign construction in the City. (Refers to goal, Improve Community Service)

**Objective:** Replace signs throughout the City, as needed for easier visibility to contribute to motorist and pedestrian safety.

\* \* \*

**GOAL 11:** Complete a striping program at all signalized intersections and cross walks. (Refers to goal, Improve Community Service)

**Objective:** Enhanced motorist awareness and pedestrian safety.

\* \* \*

**GOAL 12:** Refurbish municipal parking garage by power-washing and restriping all stalls, handicapped markings, and traffic directional's; continue with minor repairs of with more emphasis on eye-appeal details.(Refers to goal, Enhancing Painesville's Image)

**Objective:** To offer a convenient, safe, comfortable alternative to on-street parking that will appeal to business owners and customers.

\* \* \*

**Goal 13:** To utilize Web Q&A as a management tool to provide service and complaint resolution within 7 working days of receipt. (Refers to goal Communication to enhance communication to the Public)

**Objective:** To use Web Q&A in response to inquiries and requests for service. By responding in a reasonable period of time it shows the resident that they are heard, and Public Works is responsive to their needs.

\* \* \*

**Goal 14:** Evaluate and implement "Green Initiatives" that will save the City money and improve the environment

**Objective:** Investigate new methods of operation to reduce fuel and salt usage, Continue in house recycling of paper, plastic and metal, provide for recycling opportunities at City functions and evaluate job functions to look for more environmentally sound ways of doing them.

\* \* \*

**Goal 15:** Determine if other communities have equipment that can be borrowed instead of rented or purchased. (Refers to goal of Collaboration)

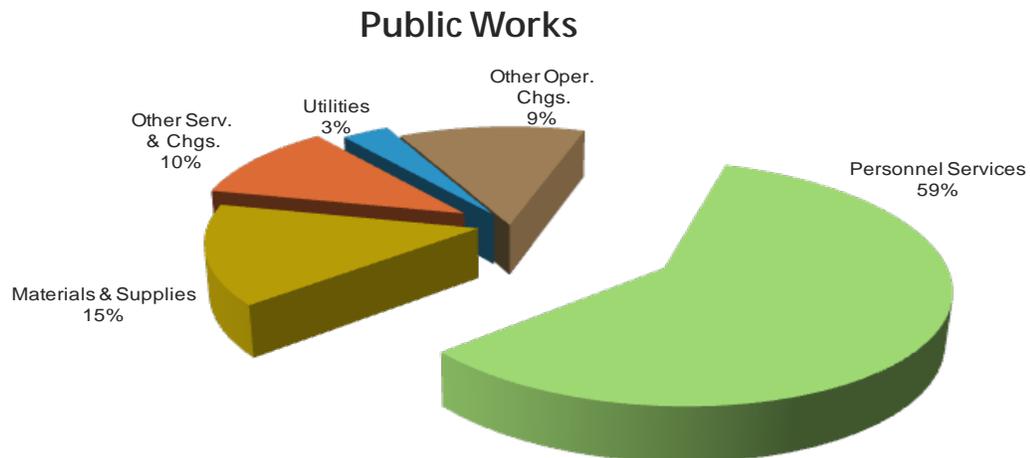
**Objective:** Continue to attend the Lake County Service Director's monthly meeting to foster the idea of collaborating with them when using and purchasing like pieces of equipment.

**2011 Department Accomplishments**

- The Public Works Department did all street sweeping in house. This enabled us to begin sooner and do a better job that had been done when outsourcing the spring clean up.
- The Public Work Department Has cleaned and televised both Storm and Sanitary. Prior to the street replacement on Hartshorne, the televising found areas that needed point repairs which were taken care of during construction. This returns the integrity of the pipes to OEM and will prevent future problems.
- Second and third shift worked from November 2010 until March 2011 to provide around the clock snow removal coverage.
- Collaborated with WPC and Montz Excavating to install 200' of new 8" sanitary forced main from the Recreation Park pump station.
- The sweeper we purchased for the Parking Garage is used monthly. The garage is much cleaner because of this.
- In 2011 Public Works rebuilt over 15 catch basins and replaced some sections of storm sewers.
- Cinders from the Electric Division were added to road salt. This reduced the amount of salt used and provided an effective means to deal with snowfall.
- The Parking and Traffic Department painted stop bars, crosswalks and turn arrows at all signalized intersections in the city. They also changed the color of the crosswalks in the downtown district to set it apart from other areas of the City.
- Televised cleaned and root cut the sanitary sewer from 596 Mentor Ave. to the railroad tracks on Chestnut.
- Public Service performed 92 sanitary sewer service checks to date.
- Mid-Year Public Service instituted curb-side recycling through Waste Management.
- 10 Water Utility openings were asphalted by the Service Department
- Spring cleanup occurred from March 21 to April 1. During this time leaf bags and brush was collected.
- Public Service planted 70 trees at Heisley Park.
- Public Service replaced 50 yards of bricks on Park in front of the Lake County Court House and replaced them with 50 yards of dyed stamped concrete.
- Street Sweeping began in June and will run through October.
- Two employees represent the department at the monthly Lake County Safety meeting.
- Ten employees were sent to flagger training.
- Public Service patched all city streets with asphalt and/or cold patch as needed.
- Public Service picked up brush and mowed Renaissance Pkwy., W. Prospect, Richmond and Sanford, State and Washington, and Walnut.
- Public Service is called upon to provide assistance to all departments. Public Service asphalt all Water Department road repairs. Public Service removes all stump grindings and plants grass for the Electric Department. Public Service provides assistance to the Water Pollution Control Plant monthly to keep the pits cleaned and free flowing. Public Service patches the roadways at the parks and is called upon for various assistance to the Parks and Recreation Department.

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Public Service (101)	\$694,498	\$812,443	\$791,939	\$908,544	\$1,122,291
Streets (201)	\$324,255	\$431,228	\$455,043	\$574,039	\$672,546
State Highway (202)	\$65,000	\$30,000	\$45,013	\$37,129	\$33,017
Sewer (720)	\$199,088	\$203,483	\$195,794	\$91,681	\$103,635
Signal (730)	\$132,301	\$86,163	\$54,359	\$34,682	\$31,664
Refuse (740)	\$41,900	\$60,700	\$687	\$780	\$672
Pk. Garage (750)	\$85,652	\$93,898	\$104,288	\$154,314	\$111,571
Storm Water (760)	<u>\$217,014</u>	<u>\$211,823</u>	<u>\$202,956</u>	<u>\$203,627</u>	<u>\$233,825</u>
	\$1,759,708	\$1,929,738	\$1,850,079	\$2,004,796	\$2,309,221

- General Fund 38% decrease in expenditures
- 51% decline in expense to Street Construction Maintenance and Repair
- Shifted expenses to Sewer Fund, Electric Fund and Refuse Fund
- Reduced staff by three employees since 2005
- Started in house vehicle and equipment repair program to reduce contract expense
- Improved Snow Removal by the re-allocation of manpower starting second and third shifts during the winter months
- Since 2008 reduced Public Service cost centers by approximately \$500,000
- Reduced capital requests to the bare minimum – shifted focus to smaller equipment
- 2012 Budgeted Capital
  - o Fund 201
    - § ¾ Ton W4- Wheel Drive Plow \$40,000
    - Total Fund 201 Capital \$40,000
    - Total Public Works 2012 Capital \$40,000
- The new truck will save the City in maintenance costs and in fuel costs.



# Recreation & Public Lands

## 2012 Operating Budget

Lee Homyock, Director of Recreation and Public Lands

Steve Hubbell, Supervisor of Parks and Cemeteries

### Department Mission Statement

To provide a diverse and broad range of leisure activities, parks, facilities and services to improve our community's quality of life.

### **Parks Administration**

#### Division Description

This program provides the management framework and organization to plan, schedule and evaluate maintenance activities for parks and other public lands. Includes payroll processing, facility use and reservations, and disseminates information to the public and organizations that use the parks. This division provides the manpower, materials and supplies as well as equipment and its care, to accomplish the maintenance and preservation for enhanced public use of the park system.

### **Morse Avenue Community Center**

#### Division Description

This function provides for the staffing, maintenance for the staffing, maintenance and utility operations of the only city-owned community/recreation building.

### **Recreation Activities**

#### Division Description

This function provides for the administration, development and implementation of recreation-related programs serving all ages of the population.

### **Senior Citizens Center**

#### Division Description

The City's contribution for the operation of the Senior Citizen's Center is reflected in this function.

### **Public Lands and Buildings**

#### Division Description

This function is responsible for the physical maintenance, repairs and improvements of the City Hall complex, including minor alterations. In addition, the switchboard operations and contract building cleaning responsibilities are included in this function.

### **Cemeteries Administration**

#### Division Description

This function provides for planning, mapping, developing, maintaining and selling of cemetery property and related services. Includes extensive record-keeping, account management and payroll processing; assists the public accessing cemetery records and services. This function provides for the daily operation and maintenance of eighty-four acres of cemetery property and their amenities.

**Highlights of the 2012 Departmental Budget****RECREATION DIVISION:**

- Continue programming to include activities at community events.
- Increase Partnership with Painesville Area Senior Citizen Center and YMCA

**PARKS DIVISION:**

- Restoration of Gristmill/Millstone Conservation Area
- Phase I-III Development of State Street Park Property
- Phase II Development of Lathrop Park Property
- Phase I Development of Huntington Park Property

**CEMETERIES DIVISION:**

- Maintain Landscape Standards and maintenance efforts

**BUILDING MAINTENANCE DIVISION:**

- Restoration and maintenance of city hall complex

**Major Departmental Goals and Objectives of Recreation and Public Lands**

**Goal #1 Maintain Recreation Programming as funding is available to facilitate community events to meet the City's goals of Stewardship and Fiscal Responsibility, Community Engagement and Improving Painesville's Environment and Image.**

## Objectives:

- Seek sponsorships, grants, and partnerships to support programs and events which need subsidies.
- Continue to grow partnerships with the community to aid in programming of the Recreation Division's programming, including volunteerism and fund raising.
- Support other City Departments and Local Organization in their projects and programs

**Goal # 2 Strengthen Partnership with the Painesville Area Senior Citizen Center and YMCA to meet the City's goals of Community Engagement and Improving Painesville's Environment and Image.**

## Objectives:

- Continue partnership by increasing joint programs.
- Develop a Strategic development plan for a YMCA/Community/Senior Center in the City of Painesville.

**Goal # 3 Continued Improvement of down-town esthetics. Meeting the City-wide goal of Improving Painesville's Environment and Image.**

## Objectives:

- Continue hanging flower basket program in downtown area.
- Maintain and improve entrance ways to the City.
- Assist in completion of Streetscape Plan Near Term Initiative

**Goal # 4 Restoration of Gristmill/Millstone Property. Meeting the city-wide goal of Improving Painesville's Environment and Image.**

## Objectives:

- Restore the Gristmill/Millstone Property to Conservation Area.

**Goal # 5 Continue to Development of New Park Properties. Meeting the city-wide goal of Improving Painesville's Environment and Image.**

## Objectives:

- Phase I-III Development of State Street Park Property

- Phase II Development of Lathrop Park Property
- Phase I Development of Huntington Park Property

**2011 Accomplishments**

**Goal #1 Maintained Recreation Programming as funding was available to facilitate block parties, neighborhood, and community events to meet the City’s goals of Stewardship and Fiscal Responsibility, Community Engagement and Improving Painesville’s Environment and Image.**

- Facilitated, hosted, and/or operated the following events which in total increase attendance in 2011:
 

Winter Carnival	Chili Cook-off	Easter Egg Hunt	Earth Day Celebration
International Cuisine	Memorial Day Concert	Fishing Derby	Car Cruise
Gazebo Concerts	Sunrise Run	Party in the Park	Unity in the Community
National Night Out	Art in the Park	Taste of Painesville	Run for the Parks
Painesville Day	Fall Fest/Trunk or Treat	Sprit of the Season	
- Worked with the Big Brothers/Big Sisters of North East Ohio and the Painesville Lions club to plant over 100 trees in local parks..
- Worked with the Lubrizol Corporation to adopt Lathrop Park and install a playground.
- Facilitated Lubrizol Corporation Painesville Plant’s 55th Anniversary community Celebration.

**Goal # 2 Continued to Improve Communication and Marketing efforts. Meeting the City’s goal of establishing a Comprehensive Communication and Marketing Plan**

- Worked within our department and with other departments to institute our city’s comprehensive Communication and Marketing Plan improving communications to our customers and marketing of city programs and events.

**Goal # 3 Strengthened Partnership with Painesville Area Senior Citizen Center and YMCA to meet the City’s goals of Community Engagement and Improving Painesville’s Environment and Image.**

- Continued partnership by increasing joint programs and shared use of each other’s facilities and equipment.

**Goal # 4 Improvements to Kiwanis Recreation Park Facilities. Meeting the City-wide goals of Stewardship, Fiscal Responsibility, and Improving Painesville’s Environment and Image.**

- Restoration and Improvements to the Kiwanis Recreation Park Pond
- Diamond #6 Renovations to accommodate Little Leagues Challenger Division in cooperation with Painesville Area Little League
- Diamond #7/8 Concession Electric Upgrade
- Diamond #8 Roof Replacement
- Diamond # 4 Fence Renovations / Pitching Warm-up area in cooperation with Painesville Area Girls Softball League
- Diamond #2 Completion of Dugout Renovations in cooperation with Lake Erie College
- Diamond #9 Fence Renovations in cooperation with Lake Erie College and Painesville Area Girls Softball League

**Goal # 5 Continued Improvement of down-town esthetics. Meeting the City-wide goal of Improving Painesville’s Environment and Image.**

- Continued hanging flower basket program in downtown area

**Goal # 6 Restoration of Gristmill/Millstone Property. Meeting the city-wide goal of Improving Painesville’s Environment and Image.**

- Restoration of the Gristmill/Millstone Property to Conservation Area remained on hold.

**Goal # 7 Phase I Development of New Park Properties. Meeting the city-wide goal of Improving Painesville’s Environment and Image.**

- Planting of over 100 trees at State Street, Lathrop, and Huntington Park
- Installation of playground equipment at Lathrop Park Property with the aid of a Lubrizol Foundation Grant
- Obtained \$21,962.00 Nature Works Grant for aid in developing Huntington Park
- Obtained \$50,000.00 Community Development Block Grant for aid in developing State Street Park
- Obtained a commitment from the Lubrizol Corporation to adopt and partially finance Lathrop Park

**Miscellaneous Accomplishments:**

- Received \$500.00 Grant for Hooked on Fishing Program from ODNR
- Hosted Rotary International Dutch Delegation for tour of City Downtown, Painesville City Local Schools, and Lake Erie College
- Cemetery Monument Repairs
- Fire Department Kitchen funding
- A/C unit Replacement City Hall

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Recreation & Public Lands (101)	\$718,577	\$966,486	\$978,092	\$1,028,526	\$1,116,832
Cemetery (204)	\$395,440	\$393,475	\$404,885	\$406,712	\$480,074
Community Programs (770)	\$43,935	\$49,595	\$42,182	\$38,487	\$57,050
	\$1,157,952	\$1,409,556	\$1,425,159	\$1,473,725	\$1,653,956

- 35% decrease in General Fund expenditures since 2008
- Reduced staff from 33 to 21
- Reduced materials and repair parts
- Lack of parts to keep vehicles and equipment in service; presently have 3 vehicles down: one to be repaired, one to be replaced, one will remain sidelined
- Reduced mowing from every five days to every 7-10 days
- Reduce training to free or job required
- No membership fees in professional or other organizations unless funded by employee
- Recreation program is a proprietary fund; eliminating general fund subsidizing
- Reduced Cemetery expenditures but still require General Fund subsidizing

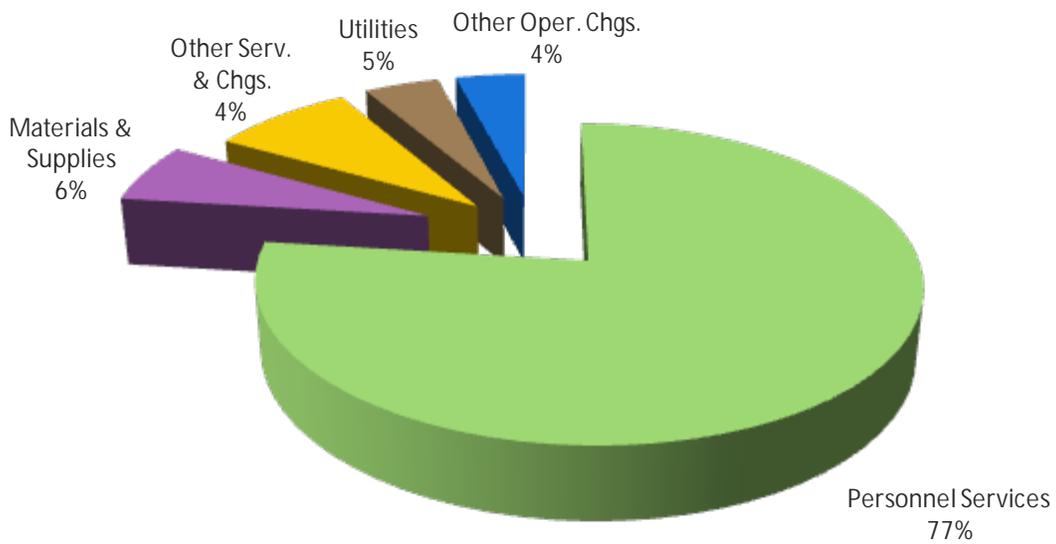
- 2012 Budgeted Capital

o Fund 424	
▪ Gristmill/Millstone Nature Preserves	\$990,000
▪ Parks Improvement	\$50,000
▪ Roof Maintenance Barn	\$25,000
▪ Replace Windows	\$5,000
▪ Replace Rooftop Unit	\$10,000
Total Fund 424 Capital	\$1,080,000

○ Fund 430			
§ Purchase 2WD Pick-Up Truck		\$25,000	
§ Purchase 2 Computers		<u>-0-</u>	
Total Fund 430 Capital		\$25,000	
○ Fund 435			
§ 2 <sup>nd</sup> Floor City Hall Repair		<u>\$800,000</u>	
Total Recreation & Public Lands 2012 Capital			<u>\$1,905,000</u>

- The windows will allow for better insulation which will save the City on heating and air conditioning expenses. The new truck will save the City on maintenance and fuel costs.

### Recreation and Public Lands



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# **Community Development**

## **2012 Operating Budget**

**Douglas Lewis, Assistant City Manager/  
Community Development Director**  
**Richard Lesiecki, City Engineer**  
**Russ Schaedlich, City Planner**

### **Departmental Mission Statement**

The Community Development Department handles a wide array of functions and is made up of Engineering, Buildings & Housing as well as City Planning. The goal of the Community Development Department is to provide a high level of quality services that are efficient and responsive to the present and future needs of the community, delivered by knowledgeable staff in a timely fashion with professionalism and common courtesy.

### **Planning and Development**

#### **Division Description**

The City Planner is to provide the necessary planning and development review and administration support related to all public works improvements and developments within the City and enhance the quality of life, facilitate and regulate services, facilities and infrastructure for all citizens.

### **Code Enforcement**

#### **Division Description**

This function's responsibility is the enforcement of the City's building, zoning, and property maintenance codes, accomplishing this through systematic inspections, response to complaints and final follow up of the violation with the homeowner or business owner.

### **Engineering**

#### **Division Description**

This department has been restructured and the engineering services provided are performed by a contracted engineering firm. The department is responsible for planning, organizing and directing multi-function activities such as engineering, street repair and maintenance, sewer rehabilitation design and construction, drawing review, project coordination, programming and funding pursuit. Work involves responsibility for providing engineering services and for administering departmental policies, establishing priorities, and implementing programs.

### **Highlights of the 2012 Departmental Budget**

#### **Roadway Improvements:**

- Construction of the Brookstone Boulevard and Shamrock Boulevard extension.
- Annual paving program involving four or five residential streets within the City.

#### **Sanitary Sewer Improvements:**

- Work with the Public Service Department to clean and televise sanitary sewers and install sewer lining at priority locations in order to maintain the system's integrity and reduce future costs resulting from cave-ins.
- Work with residents to identify the cause of a sanitary sewer back-up and propose a solution to the resident that would address their concerns or make improvements to the system.

#### **Storm Drainage Improvements:**

- Design and construct certain neighborhood drainage improvements in conjunction with planned roadway improvements.
- To engineer and make minor repairs to storm sewers in most cost efficient manner identified.
- Work with residents to identify the cause of a drainage issues and propose a solution to the resident that would address their concerns or make improvements to the system.

#### **Planning Improvements:**

- Complete implementation of major recommendations from the 2006 - 2007 Comprehensive Plan Update.
- Work with consultants to implement the comprehensive streetscape and transportation plan for the central business district through the Transportation for Livable Communities Initiative (TLCI) Grant.
- Continue implementation and close-out of the Hazard Mitigation Grant Program (HMGP) for acquisition and demolition of Millstone condominium units.
- Continue implementation of Downtown Master Plan.
- Review and update Zoning Code as needed to implement the Downtown Master Plan.
- Continue process of rezoning nonconforming uses to fit their land use where possible and within the guidelines of the 2006 – 2007 Comprehensive Plan.
- Review Zoning Code for potential language revisions and updates.

#### **Buildings & Housing Improvements:**

- To work with developers, contractors and engineering to reduce the amount of time it takes to issue residential and commercial building permits.
- Continue to be proactive in the enforcement of property maintenance violations throughout the community.
- To work to expedite the Property Maintenance and Code Enforcement process while reducing resident complaints.
- To facilitate and encourage new development that is consistent with the Comprehensive Plan and the Zoning Code.
- Continue to monitor website for availability of forms and permit applications and user friendliness

#### **General Improvements:**

- To provide expertise to City Departments that requires assistance from Community Development.
- Focus on improving internal and external customer service.
- To develop and track performance within Community Development.
- To improve the informational material that is provided to residents, developers and contractors.

### **Major Departmental Objectives**

#### **Citywide Goal:            COMMUNICATIONS/COMMUNITY SERVICE**

- Actions:             Maintain and improve the tracking mechanism for documents received in Community Development.
- Provide final approvals (i.e., building and site plans) in 30 days or less.

- Refine the tracking mechanism to monitor and ensure 100% conformance of individual lot site grades to the overall development grading plans.
  - Utilize the website to provide the status of plan reviews and approvals for owners, developers, engineers, and architects.
- Improve the process of condominium plat review and approval.
- Coordinate & improve interdepartmental subdivision plat review.

**Goal 2: Implement procedures to enhance customer service.**

- Actions:
- Develop schedules to ensure that counter area is staffed continuously throughout the day.
  - Return all telephone calls and/or emails within twenty-four hours of receipt.
  - Monitor web site content to ensure accuracy and timeliness of information.
  - Develop customer service cards and provide to every customer.
  - Provide additional training to staff in order to enhance customer service.
  - Investigate possibility of credit card payment for permits.
  - Maintain certifications necessary to perform job functions.

**Citywide Goal: IMPROVE ENVIRONMENT AND IMAGE/COMMUNICATIONS**

**Goal 3: Implement procedures to enhance Code Enforcement.**

- Actions:
- Take a proactive approach to enforcing the property maintenance code.
  - Investigate and provide a response to inquiries within forty-eight hours or less.
  - Work with rental properties to educate tenants on proper handling of such issues as garbage disposal, parking/storage of vehicles, yard maintenance, etc., to obtain compliance.
  - Continue to work cooperatively with the Police Department to address properties that are a nuisance.
  - Streamline process to address grass/weed complaints and litter and debris by posting on the property.
  - Coordinate registration process for Crime-Free Housing Program.
  - Coordinate and monitor registration process for Vacant Building Program
  - Enhance customer service by improving communication with residents.

**Goal 4: Acquisition and demolition of Millstone condominiums.**

- Actions:
- Draft contracts, policies, and procedures utilizing federal and state guidelines and requirements to implement the program.
    - Continue project administration including financial records, grant file, and individual property owner files.
  - Keep property owners, city officials, and public informed of progress during program implementation.
  - Ensure property is acquired, cleared, and returned to open space.
  - Close-out the Grant by middle of 2012.

**Citywide Goal: STEWARDSHIP/COMMUNITY SERVICE/COMMUNICATION**

**Goal 5: To continue to improve the management of the City's infrastructure.**

- Actions:
- Work cooperatively with other departments to track and record the condition and/or expansion needs of the various city infrastructure assets.
  - Schedule effective maintenance and repair of the infrastructure using these records.
  - Facilitate efficient capital project planning and execution using these records.

- Utilize information contained in these records to support the need for funding requests either through grants and/or the budgeting process.
- Inform, educate and engage residents about infrastructure assets and future improvement and maintenance of them.
- To utilize GIS to input and track infrastructure improvements.

**Goal 6: Planning and implementation of the Transportation for Livable Communities Initiative (TLCI) Grants**

- Actions:
- Work with consultants to implement the comprehensive streetscape and transportation plan for the central business district through the TLCI Grant.
  - Identify future projects for TLCI funding.

**Citywide Goal: COMMUNITY SERVICE/STEWARDSHIP**

**Goal 7: Continue to address the National Pollution Discharge Elimination System (NPDES) - Phase 2 requirements and take the necessary steps to obtain compliance.**

- Actions:
- Efficiently and effectively, inspect and coordinate development and construction work for storm water improvements.
  - Attend seminars and read literature pertaining to the NPDES requirements.
  - Interact with the Lake County Storm Water Management Agency (LCSWMA), the Lake County Soil and Water Conservation District (LCSWCD) and the Ohio EPA, in pursuit of education of, and compliance with, the necessary requirements.
  - Develop policies and procedures to comply with NPDES standards.
  - Evaluate and make recommendation regarding storm water improvements in problem areas based upon feasibility to complete and available funding.
  - Provided in-house engineering for storm water improvements when applicable.

**Citywide Goal: COMMUNICATION/STEWARDSHIP/COMMUNITY SERVICE**

**Goal 8: Work cooperatively with other City Departments to make necessary improvements throughout the City.**

- Actions:
- Keep Department Directors informed of scheduled work on a monthly basis.
  - 100% compliance with timely submissions of applications and reimbursement requests for projects eligible for outside funding, i.e., ODOT, OPWC, CDBG, etc.
  - Continue to utilize contingency bid items in construction projects to allow for problems that are encountered during construction projects, i.e., collapsed sewers, broken waterlines, sub-grade undercuts, utility conflicts, and peripheral work.

**Goal 9: Implement major recommendations of the Comprehensive Plan Update.**

- Actions:
- Prioritize list of recommendations and develop action plans for completion.
  - Assist neighborhoods to develop priority issues to improve quality of life.
  - Identify and work with neighborhood leaders for assistance in addressing neighborhood priority issues.

**Goal 10: Provide all current GIS data on the Intranet and limited information on the Internet.**

- Actions:
- Provide each GIS user in the City with ArcMap to utilize the data.
  - Conduct training sessions for City employees on the use of ArcMap.

**Citywide Goal:       COMMUNICATION****Goal 11: To work with employees to streamline departmental tasks and procedures while overseeing engineering consultants, delivering capital improvement projects, maintaining production levels, and responding to our customers.**

- Actions:
- Encourage, increase, and refine communication among Department employees, as well as between management and support staff.
  - Continue to improve interdepartmental cooperation and communication by fostering the "TEAM" effort concept.
  - Maintain regular meetings of supervisory/management staff.
  - Encourage and support employee training to improve communication skills using electronic communication and in data/information gathering on both the City's intranet and the Internet.
  - Take the necessary time to supervise, train, and provide direction and answers to questions.

**Goal 12: Continue to improve the Department's website and provide useful information.**

- Actions:
- Develop ways to make the website more user-friendly.
  - Provide a document link with the Comprehensive Plan Update.

**2011 ACCOMPLISHMENTS**

- a) Continued process of approving site plans, building and conditional use permits for several projects. Over 32 Site Reviews, Lot Split Reviews, Plat reviews (through mid-September) and Inspections (Heisley Park, Liberty Greens and other developments throughout the City), along with response assistance to utility emergencies and infrastructure maintenance related issues.
- b) New Development Infrastructure Project Coordination, Review and Construction Inspection:
  - i) Inspection at Heisley Park residential development Phase 15
- c) ODOT Project Coordination:
  - i) Jackson Street/SR 44 Interchange Study
  - ii) SR 2 Improvements
  - III) Shamrock Blvd and Brookstone Blvd Extension
- d) Road and Drainage Projects – Design/Construction
  - i) Repaving of the following streets: Jefferson Street (between W. Jackson St. and Mentor Avenue), Hartshorn Drive, Munson Street, Gillett Street extension and Nebraska Street
  - ii) Completed North Avenue storm sewer and roadway improvements construction
  - iii) Brookstone Blvd and Shamrock Blvd Extension design
  - iv) Storm water drainage system evaluations at several locations
- e) Demolition Projects:
  - i) Substantial completion of demolition of Lake East Hospital Project. Provided project oversight and coordination.
  - ii) Worked with property owners and attorneys for Millstone HOA to provide required documentation to obtain a Motion for Final Sale by the Lake County Court.

During budget year 2011, the Engineering Department will continue to implement existing programs. Key expenditures in 2011 are minimal from a department standpoint. The extension of Brookstone Boulevard and Shamrock Boulevard are key capital programs allowing for the continued development of the northwest portion of the City.

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Engineering	\$116,805	\$129,834	\$129,006	\$135,997	\$125,659
Planning & Development	\$34,151	\$37,079	\$37,469	\$36,545	\$39,556
Code Enforcement	\$161,585	\$352,821	\$349,810	\$337,288	\$374,892
	\$312,541	\$519,734	\$516,285	\$509,830	\$540,107

**Planning and Development:**

- 14% reduction in operating costs since 2008

**Building and Code Enforcement:**

- Code Enforcement re-distribution is result of decline in General Fund expense in 2012
- 43% reduction in general fund monies since 2008 due to redistribution and reduction in operating costs
- Reduction in staff
  - PT Building Inspector
- Develop collaborative agreements with local building departments
- Cross train staff to improve efficiency of department
- Continued implementation of new program resulting in increasing revenues
- Improved departmental cooperation

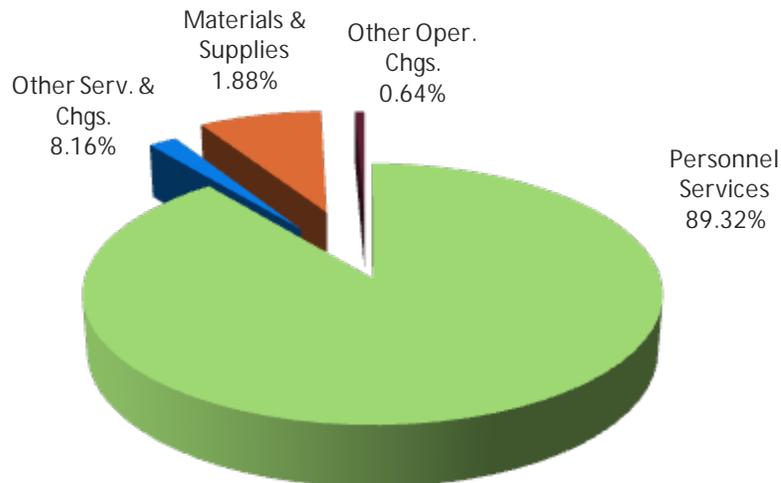
**Engineering:**

- 14% reduction in operating costs since 2009
  - Reduction in staff
    - PT Secretary
  - Improved departmental cooperation
- 2012 Budgeted Capital
- Fund 201
    - Annual Paving Program \$150,000
    - Main Street Project \$89,000
    - Total Fund 201 Capital \$239,000
  - Fund 231
    - Shamrock Bridge Const \$4,666,411
  - Fund 426
    - Shamrock Bridge Const (GT) \$3,000,000
  - Fund 427
    - SR 44 Interchange \$500,000
  - Fund 431
    - Millstone Land Acquisition \$1,500,000
    - Millstone Demolition \$500,000
    - Total Fund 431 Capital \$2,000,000

○ Fund 434		
§ Demolition of Hospital		<u>\$594,000</u>
○ Fund 722		
§ Sewer Lining Rehabilitation		\$75,000
§ Manhole Rehabilitation		<u>\$25,000</u>
Total Fund 722 Capital		\$100,000
○ Fund 732		
§ ARCINFO 10		\$7,300
§ AutoCad Program		<u>\$6,500</u>
Total Fund 732 Capital		\$13,800
○ Fund 760		
§ Engineering Study		\$22,000
§ Annual Storm Utility Program		<u>\$78,000</u>
Total Fund 760 Capital		\$100,000
Total Community Development 2012 Capital		<u>\$11,213,211</u>

- Putting in new roads will allow the City to save thousands of dollars in road repairs. The Shamrock Bridge and SR 44 Interchange projects will bring in more industry to the City, which will increase the income tax collections by thousands. The demolition of the vacant hospital building will allow for that land to be redeveloped and to bring in additional revenues to the City.

### Community Development



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# Water Service Funds

George Ginnis, Superintendent of Water  
Mark Connor, Water Distribution Supervisor  
Frank McKeon, Water Plant Supervisor

The Division of Water is charged with the responsibility of collecting, treating, pumping, and distributing potable water and providing related water service to customers within its service area. The Division of Water operates a public water supply system which services not only the City of Painesville, but also surrounding townships and villages. The City is empowered to establish rates and charges for the services provided by its Division of Water, acquire property and construct facilities to provide for water services throughout the service area, and perform other necessary functions in respect to operation and maintenance of the water works system. The Division of Water strives to be a self-supporting utility.

## **Departmental Mission Statement**

To provide all our customers with safe, high quality potable water, while being committed to operating and maintaining our facilities safely and efficiently. We are also dedicated to providing qualified and courteous services to satisfy the diversified needs of our customers.

## **Filtration and Pumping**

### **Division Description**

This program includes the operation and maintenance of the Water Treatment Plant. Operation of the plant has the following components: 1) Treatment – the addition of chemicals to clean and disinfect the water; 2) Pumping – the transport of water from the lake through the plant to distribution; 3) Filtration – treated water filter for final purification; and 4) Quality control – laboratory analysis of water. Maintenance of the plant consists of building, equipment, and grounds maintenance to ensure the operation and appearance of the plant.

## **Distribution Operations**

### **Division Description**

This program reflects the Water Division services to the Distribution Office located at 459 Storrs Street. The distribution supervisor and secretary are paid from this function. All other expenditures include supplies, services, maintenance and capital improvements necessary to make the office operational.

## **Water Division Goals 2012**

- I. To produce safe potable water that meets and exceeds all federal, state, and local regulations. (Stewardship and Customer Service)
  - A. Water Plant
    1. Complete all Ohio EPA testing such as: Inorganic, Nitrate, Nitrite, Radiological, Volatile Organic Chemicals, Synthetic Organic Chemicals and Total Organic Carbon.
    2. Perform quarterly testing for Disinfection Byproducts (TTHM's and HAA<sub>5</sub>)

3. Ensure compliance for all Tier 1 sample site locations for Lead and Copper rule.
  4. Prepare and distribute the Consumer Confidence Report (CCR) to all customers annually.
- B. Water Distribution
1. Collect 30 distribution samples monthly and test for total coliform and E.coli analysis.
  2. Update Emergency Response Plan annually.
  3. Ensure a minimum of 25% of daily tank turnover and a minimum of .2mg/l of free chlorine in the distribution system.
  4. Properly chlorinate all water mains after repairs; follow sampling and notification procedures after depressurization has occurred.
  5. Submit all federal, state, and local reports as required
- II. Optimize operations (Customer Service and Communication)
- B. Water Plant
1. Perform jar tests to optimum dosage of coagulant is achieved
  2. Optimize current backwash procedure to improve filter operation
  3. Have safety seminars at the facility annually to ensure staff is proficient during plant operations.
  4. Cross-train personnel from the distribution and the water plant to increase efficiency at the water plant, lowering overtime costs.
- C. Water Distribution
1. Uni-Directionally flush the entire system.
  2. Install 5 new hydrants annually and repair hydrants within 72 hours of notification.
  3. Evaluate energy usage and pump efficiency at all the pumping stations.
  4. Cross-train personnel from the distribution and the water plant to efficiently accomplish annual distribution goals such as the annual flushing program.
- III. Organize maintenance programs to efficiently operate Painesville's Water Division. (Stewardship and Improving Painesville's Image)
- A. Water Plant
1. Initiate a preventative maintenance program that will enable the staff to perform routine maintenance on all water plant equipment.
  2. Record all data on computer instead of Preventative Maintenance Cards.
  3. Label routine events: Weekly, Bi-Weekly, Monthly, Quarterly, Semi-Annually, and Annually.
- B. Water Distribution
1. Initiate a preventative maintenance program that enables the staff to perform routine maintenance on distribution equipment.
  2. Record all data on computer instead of Preventative Maintenance Cards.
  3. Label routine events: Weekly, Bi-Weekly, Monthly, Quarterly, Semi-Annually, and Annually.
- IV. Continue to provide a skilled and proficient staff to the community. (Customer Service, Communication, and Community Engagement)
- A. Water Plant
1. Provide training for employees to attain Ohio EPA licensing, which allows competent staff on-site at all times.

2. Utilize groups such as the American Water Works Association, the Operator Training Committee of Ohio, and the Ohio Rural Water Association for specialized training in water treatment, safe handling of chemicals, and improving laboratory proficiency.
  3. Develop Supervisors skills and employee skills and involvement in compliance issues.
- B. Water Distribution
1. Provide training for employees to attain Ohio EPA licensing, which allows competent staff on-site at all times.
  2. Utilize groups such as the American Water Works Association, the Operator Training Committee of Ohio, and the Ohio Rural Water Association for specialized training in trenching and shoring, OSHA safety regulations and improving customer service.
  3. Develop Supervisors skills and employee skills and involvement in compliance issues.
- V. Improve Management/Labor relations (Communication)
- A. Water Plant
1. Conduct daily meetings with supervisors and employees prior to job assignments.
  2. Monthly safety meetings.
  3. Provide in- house training to the Staff on city policies.
  4. Provide in-house training for EPA rules and regulations.
- B. Water Distribution
1. Conduct daily meetings with supervisors and employees prior to job assignments.
  2. Monthly safety meetings.
  3. Provide in-house training to the Staff on city policies.
  4. Provide in-house training for EPA rules and regulations.

**2011 Accomplishments**

- Unidirectional flushing of 1/3 of system annually.
- Replaced approximately 6000 feet of water line on Elm St.
- Continued to review and modify the backflow prevention program and notification procedures.
- Montgomery Watson Inc. will complete a study on the raw water intake structure for potential enhancements.
- Installed approximately 200 touch pad meter reading devices.
- Installed approximately 80 new service lines.
- Installed approximately 8 new hydrants.
- Continue preparations for Disinfections Disinfectant By-Product Rule 2
- Continue preparations for Long Term Enhanced Surface Water Treatment Rule 2
- Installation of a variable frequency drive motor at the Chestnut Pump Station.
- SCADA (Supervisory Control and Data Acquisition) improvements made for data acquisition of High Service Flow, clearwell level, high service pressure, 3 turbidimeters, East and West Settling basins, Applied Flume levels, Backwash Tank level and incorporated signals from our current system.

**Fund 710**

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Administration	\$2,610,333	\$2,471,190	\$2,976,101	\$3,335,195	\$4,515,656
Distribution	\$988,908	\$1,041,131	\$1,033,655	\$1,054,688	\$1,144,929
Plant	\$1,032,989	\$959,253	\$1,017,247	\$1,020,089	\$1,182,997
Water Revenue Fund	\$4,632,230	\$4,471,574	\$5,027,003	\$5,409,972	\$6,843,582

**Fund 712**

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Administration	\$1,155,986	\$1,240,821	\$1,325,213	\$1,123,495	\$1,526,898
Distribution	\$908,000	\$268,075	\$188,641	\$1,160,198	\$100,927
Plant	\$250,000	\$125,000	\$161,946	\$11,341	\$36,326
Water Construction Fund	\$2,313,986	\$1,633,896	\$1,675,800	\$2,295,034	\$1,664,151

**Fund 710 – Cost Savings Measures**

- Carry additional expenses for other associated operations due to adjusted redistributions
- 32% reduced expenditures since 2008
- 56% of budget to support other city operations
- Reduction in staff
- Electrical Savings
- Reduction in Overtime and cross-training of personnel
- Working Collectively with other Departments
- Sludge Removal Costs

- 2012 Budgeted Capital

o Fund 710

- New Cargo Van For Utilities \$4,400\*

o Fund 712

- Phone System Upgrades \$20,000\*
- Tank Maintenance \$150,000
- Hoyt St. Watermain Replacement \$243,000
- Avery Terrace Watermain Repl. \$159,000
- Oak St. Watermain Replacement \$181,000
- Adelaide St. Watermain Repl. \$175,000
- Filter Rehabilitation \$250,000

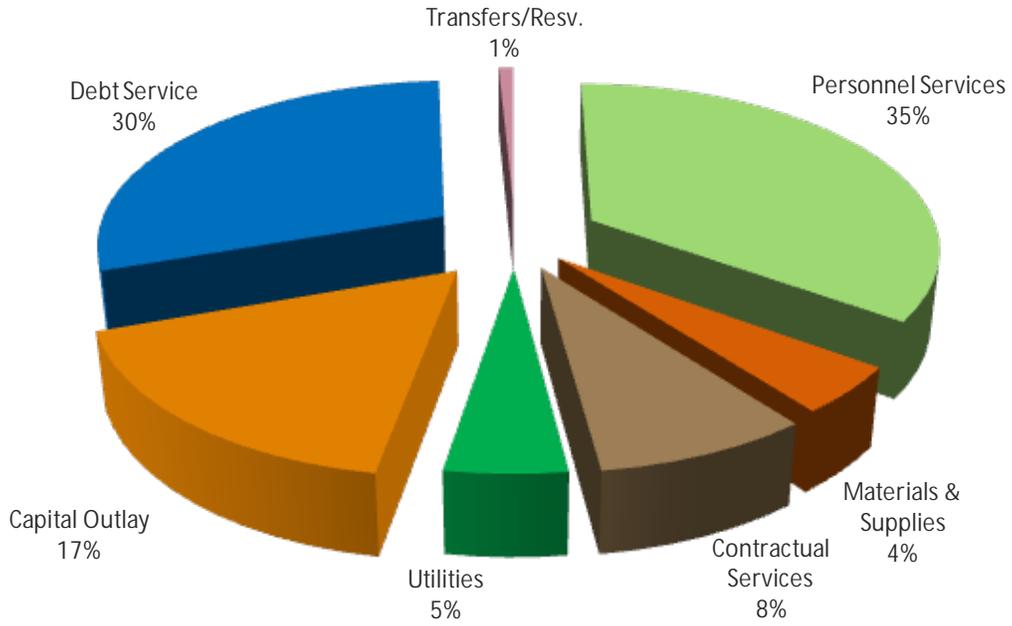
Total Fund 712 Capital \$1,178,000

Total Water Services 2012 Capital \$1,182,400

\*Represents Water’s portion of distributed projects

- The new waterlines will allow the City to reduce the maintenance costs, due to less water main breaks and less time flushing the lines to ensure the water is safe.

### Water Service Funds



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## Sewer Service Funds

Randy Bruback, Superintendent of Water Pollution Control  
Joseph Elliott, Operations Supervisor

The Division of Water Pollution Control is responsible for the network of sewers conveying sanitary sewage and industrial waste in the City of Painesville from their point of origin to the treatment facility for treatment and disposal. Water Pollution Control maintains, cleans, repairs and improves sewers and their appurtenances.

### Departmental Mission Statement

The mission of the Water Pollution Control Plant is to provide the most effective customer oriented wastewater collection and treatment to the citizens of Painesville.

### Plant and System

#### Division Description

This function provides administrative direction and support to the divisions responsible for maintaining quality service and a safe, efficient wastewater collection system. They are responsible for the operation and maintenance of all wastewater pumping facilities, the wastewater sampling in compliance with federal laws.

### 2012 Major Departmental Goals and Objectives

#### **Strategic Goal #1** – (Stewardship and Fiscal Responsibility)

***Service and Equipment Agreement with Lake County Sewer Department*** – Work with Lake County Utility Department to explore possible service agreement on shared equipment and operating systems. Agreement would reduce costs associated with equipment repairs, equipment rentals, employee services and related departmental tasks.

#### **Strategic Goal #2** – (Customer Service)

***Update the WPCP WebPages on City's Website*** - The WPCP department will update and advance the department's website with new pages and new interactive information.

#### **Strategic Goal #3** (Stewardship and Fiscal Responsibility)

***WPCP Doors and Windows Replacement Program*** – Continue to improve the WPCP Buildings by replacing single pane windows and doors with new double pane, energy efficient, designs. Improved heating and cooling of buildings will lower costs for energy usage.

### Accomplishments of the 2011 Departmental Budget

- Purchased new Maintenance Truck for the department. The new truck has added features that allow maintenance personnel to safely remove lift station pumps with the use of 2 ton crane mounted to the truck chassis. New equipment on the truck include storage bins for tools, snow plow and emergency lighting equipment.
- Administration Building 2<sup>nd</sup> Floor windows and door replacements.

- Pump Station Wireless communication system
- Water Plant Sludge Dump Station
- EQ and No. 1 Aeration Tank Cleaning
- DMR QA Report
- Pump Station Pump Repair
- Recreation Park Force Main
- Aeration System Blower Controls – Plant staff installed new butterfly valves in the aeration piping system. The new valves provide control of air flow to the aeration zones.
- Replaced all the gaskets in the aeration piping
- 2010 Lake County Safety Council Award
- 2010 Certificate of Congressional Recognition and Achievement
- Retirement of Russ Thompson, Operator II
- Assisted Parks and Cemeteries Department by providing wastewater department personnel in the months of April and May

**Fund 720**

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Administration	\$1,624,477	\$1,445,579	\$1,912,326	\$1,970,702	\$1,400,596
Plant	\$1,652,039	\$1,698,074	\$1,763,584	\$1,664,799	\$1,877,787
Transmission	\$199,088	\$203,483	\$195,794	\$179,787	\$103,635
Sewer Revenue Fund	\$3,475,604	\$3,347,136	\$3,871,703	\$3,815,288	\$3,382,018

**Fund 722**

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Administration	\$707,621	\$528,504	\$776,932	\$824,967	\$869,341
Plant	\$110,000	\$315,000	\$975,815	\$2,271,101	\$457,456
Transmission	\$100,000	\$50,000	\$50,112	\$35,973	\$5,702
Sewer Construction Fund	\$917,621	\$893,504	\$1,802,860	\$3,132,041	\$1,332,498

- Carrying additional expense for other associated operations; due to adjusted redistributions.
- 46% of budget to support other city operations.
- Staff reduction – in 2000 plant staffing was at 27 employees and for 2012, staff will total 17.
- Solids dewatering and landfilling – in 2010 the wpcp began dewatering water plant solids. Processed 625,000 gallons of alum sludge in and 6,830,000 gallons of wpcp sludge in 2011.
- Pump station communication – land line communication with sewer pump stations has been converted to radio communication. Seven pump stations were being billed \$200 per month. In 2012 all pump stations will be completed with radio communications, eliminating land line fees.

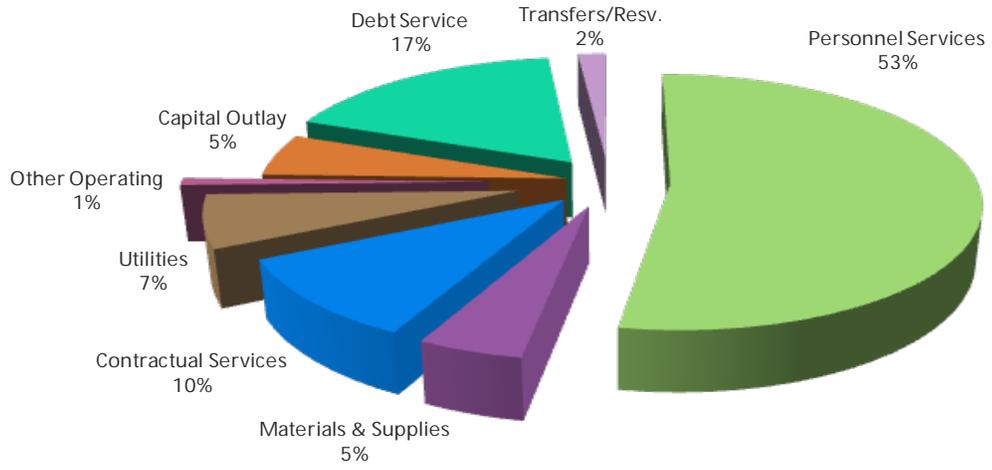
- Septage revenue – septage receiving and treatment program began in 2004 and to date we have collected \$1.2 million dollars in revenue from permitted septage haulers.
- Biosolids landfilling – in 2004 the cost to land apply wpcp biosolids totaled \$200,000. The landfilling of biosolids since 2004 has averaged \$91,000. Total savings over last seven years totals \$763,000.
- Overtime and holiday pay expenditures – overtime and holiday pay in 2000 to 2003 averaged over \$40,000 annually. Since 2004 these costs have been reduced to an average of \$5500. This total savings amount to \$44,000.
- Cross department resource sharing – the sharing of city department resources and personnel have reduced expenditure cost from service and repair. Examples of this cooperation include welding, excavation, mowing, vehicle repair and many other services that would cost thousands of dollars if performed by outside contractors.

-	2012 Budgeted Capital		
	o	Fund 720	
		▪ New Cargo Van For Utilities	<u>\$4,400*</u>
	o	Fund 722	
		▪ Phone System Upgrades	\$20,000
		▪ Sewer Lining Rehabilitation	\$75,000
		▪ Manhole Rehabilitation	\$25,000
		▪ WPCP Doors & Windows Repl.	\$50,000
		▪ Industrial Pretreatment Sample Vehicle	\$30,000
		▪ Mower	<u>\$30,000</u>
		Total Fund 722 Capital	\$230,000
		Total Sewer Services 2012 Capital	<u>\$234,400</u>

\*Represents Sewer's portion of distributed projects

- The new doors and window will save the City money for heating and air conditioning costs. Due to the increased efficiency of the new mower, the City will be able to reduce man power needed, thus saving the City personnel expenses.

### Sewer Revenue Fund



# Electric Service Funds

Thomas Green, Superintendent of Electric  
 Paul Morton, Electric Plant Supervisor  
 Gary Fairbanks, Assistant Electric Distribution Supervisor

The Division of Electric is responsible for all electrical generation, transmission and distribution facilities owned by the City. Electric provides electricity to residential, commercial, industrial and governmental customers.

## Departmental Mission Statement

To provide adequate, reliable, and economical power to our customers in an efficient and professional manner.

### Plant Operations

#### Division Description

This division provides administrative direction and support to the departments maintaining the Electric Plant. Functions include operations and maintenance of Boiler, turbines and substation. This division oversees the purchase of power as needed.

### Distribution Operations

#### Division Description

This division provides administrative direction and support for the general operation of the Electric Distribution system. Functions include the operation and maintenance of the distribution lines and connections for delivery of service directly to customers.

## 2012 Goals and Objectives

### (I) Administrative:

#### **(A) Goal = To improve communications with our customers and the community**

- Objective - Update the Web Page within the first quarter of the year so information about the Electric Division is available on the internet.
- Objective - Continue our "Key Accounts" program by visiting three of our largest customers.
- Objective - Purchase one new type of promotional item to hand out at public events.
- Objective - Expand the annual report with additional data, table or chart.
- Objective - Provide at least one seminar or program for our customers as part of our Key Accounts program.
- Objective - Make information available about our RP3 certification on the City website.

#### **(B) Goal = To maintain Electric System's status in the present economic market.**

- Objective - Monitor our power purchase and dispatch operations with AMP to take advantage of the fluctuating power market.

- Objective - Review our fee structure to enhance our revenue or find new sources.
- Objective - Continue our search for reliable and economical power sources.

**(C) Goal = To expand the divisions environmental stewardship.**

- Objective - Evaluate participation in AMP's or another energy efficiency program.
- Objective - Continue our involvement in wind and hydro power.
- Objective - Explore other sources of renewable energy.
- Objective - Evaluate rate changes which would promote energy efficiency.

(II) Generation Plant:

**(A) Goal = To maintain and improve safety, reliability, and efficiency in various areas of the Electric Plant.**

- Objective - Continue engineering and legal review of MACT compliance requirements.
- Objective - Inspect and repair #5 Turbine Generator.
- Objective - Complete the installation of the SCADA system at the substation.
- Objective - Expand the SCADA system to include control functions.
- Objective - Install multimeters on plant feeder breakers to make data available to the SCADA system.
- Objective - Review the meters and routing of our plant water piping system.
- Objective - Inspect and upgrade some of the 4160 volt switchgear.
- Objective - Evaluate and upgrade the storm-water system.

**(B) Goal = To continue and expand our Safety Program.**

- Objective - Send one employee from side to the City Safety Committee meetings and the Lake County Safety Council meetings.
- Objective - Continue to update radios, tools and other safety equipment.
- Objective - Provide two or more safety programs citywide.

(III) Distribution:

**(A) Goal = Improve reliability, flexibility and efficiency of the distribution system.**

- Objective - Replace one of the smaller distribution vehicles on an eight year cycle.
- Objective - Modify and upgrade the two express ties from the substation to the plant.
- Objective - Rebuild the circuit crossing under the RR on Newell Street.
- Objective - Purchase per our vehicle replacement schedule a new bucket truck for \$220,000 to maintain the efficiency of our line crew.
- Objective - Update UG electric facilities in one of the older subdivisions within the City.
- Objective - Replace 100 existing MV bulbs with HPS retro units to improve the efficiency of our street light system.
- Objective - Cutover five spans of line in the South end from 4160 volts to 13.2 Kv.
- Objective - Continue to improve the data for the GIS system to include underground allotments.

- Objective - Continue our program to repair or replace cable racks in three manholes per year within the city.
- Objective - Update one section of aged distribution line somewhere in the system.

**(B) Goal = To continue and expand our Safety Program**

- Objective - Do structural and dielectric testing on 9 vehicles and 23 hot sticks in the distribution section.
- Objective - Send one employee to the City Safety Committee meetings and the Lake County Safety Council meetings.
- Objective - Test fifteen pair of high voltage gloves, eleven pairs of low voltage gloves and ten sets of rubber sleeves four times per year.
- Objective - Purchase two AED's for the office areas and other safety equipment.

(IV) Long Term:

**(A) Goal = Upgrade and streamline the Electric System to maintain readiness to compete in today's economic environment.**

- Objective - Investigate alternate fuel supplies to help reduce our costs.
- Objective - Continue monitoring AMP's Base Load Power Plant conversion.
- Objective - Maintain our involvement in AMP-s Prairie State project at 10 MW.
- Objective - Maintain our involvement in AMP's Hydro project at 3.8 MW.
- Objective - Finalize the purchase of land for a second substation and start construction.
- Objective - Evaluate areas for more wind energy installations in and around our system.
- Objective - Maintain our participation in JV2 at 7 MW or higher.
- Objective - Review and evaluate new joint venture projects with AMP Inc.
- Objective- Install the diesel generator for the City Hall complex.

**2011 Electric Plant Accomplishments**

- 1) Completed the major inspection on #7 Turbine/Generator.
- 2) Completed the protective relay upgrade at the substation.
- 3) Installed auto reclosers on H4, H7, H9, and H10 distribution circuits.
- 4) Finalized the engineering for the 33MVA Substation.
- 5) Assisted the Water Plant in tying their Raw Water Building into their Back Up Generator.
- 6) Recertified as a RP3 community.
- 7) Started construction for the VRB Project.
- 8) Completed the arc flash study.
- 9) Continued the legal analysis for the new Boiler Mact rules.
- 10) Continued the upgrade to the Plant SCADA system.
- 11) Completed the repairs to #6 Cooling Tower.
- 12) Updated three computers for the plant.

**2011 Electric Distribution Accomplishments**

- 1) Replaced A Pickup Truck Per Our Eight Year Cycle
- 2) Cutover 5 Spans Of Line From 4160volt To 13.2kv.
- 3) Continued Our Program Of Upgrading Manholes
- 4) Upgraded Several Sections Of Aged Distribution Lines
- 5) Replaced An Outdated Bucket Truck With A New One Per Our Eight Year Cycle.
- 6) Installed New Ug Infrastructure In Heisley Park's New Phases
- 7) Replaced An Outdated Computer In The Supervisor's Office
- 8) Replaced 200 Mv Bulbs With Hps To Improve Efficiency Of Our Street Light System.
- 9) Did Structural And Dielectric Testing On All Our Bucket Trucks And Crane And 23 Hot Sticks.
- 10) Sent A Representative To Both City And County Safety Council Meetings
- 11) Test All Rubber Gloves And Sleeves Four Times A Year
- 12) Made Progress On The Newell Street Ug Crossing Project.

**Fund 730**

Department	2012 Budget	2011 Budget	2010 Actual*	2009 Actual	2008 Actual
Administration	\$3,365,595	\$3,150,812	\$7,019,942	\$3,927,186	\$3,965,512
Plant	\$19,802,159	\$18,426,869	\$17,589,079	\$16,134,181	\$17,054,316
Distribution	\$1,978,037	\$1,938,706	\$1,904,789	\$1,774,451	\$2,137,822
Other	<u>\$266,304</u>	<u>\$86,163</u>	<u>\$54,359</u>	<u>\$34,682</u>	<u>\$31,664</u>
Electric Revenue Fund	\$25,412,095	\$23,602,550	\$26,568,169	\$21,870,500	\$23,189,314

\*In 2010 city transferred out over \$4 million to other Electric funds as part of yearend transfers.

**Fund 732**

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Administration	\$76,430	\$25,650	\$21,241	\$23,514	\$163,932
Distribution	\$2,540,000	\$4,895,000	\$619,557	\$1,629,806	\$745,661
Plant	<u>\$3,545,800</u>	<u>\$3,595,800</u>	<u>\$161,395</u>	<u>\$318,447</u>	<u>\$955,257</u>
Electric Construction Fund	\$6,162,230	\$8,516,450	\$802,193	\$1,971,767	\$1,864,850

- Carry additional expenses for other associated operations due to adjusted redistributions.
- The plant has lost three employees due to retirement and we did not hire new people. We re-arranged jobs and schedules to cover the work.
- The plant is using one of our employees to do programming and engineering on our new plant SCADA system instead of contract.

- The plant ran only one boiler and turbine most of the year to take advantage of the low purchased power prices we have had over the last year.
- In Distribution we moved one additional employee to afternoon shift to reduce the cost of OT callout pay for minor problems.
- We have maintained the same number of employees in the distribution section even though our number of customers has continued to grow.

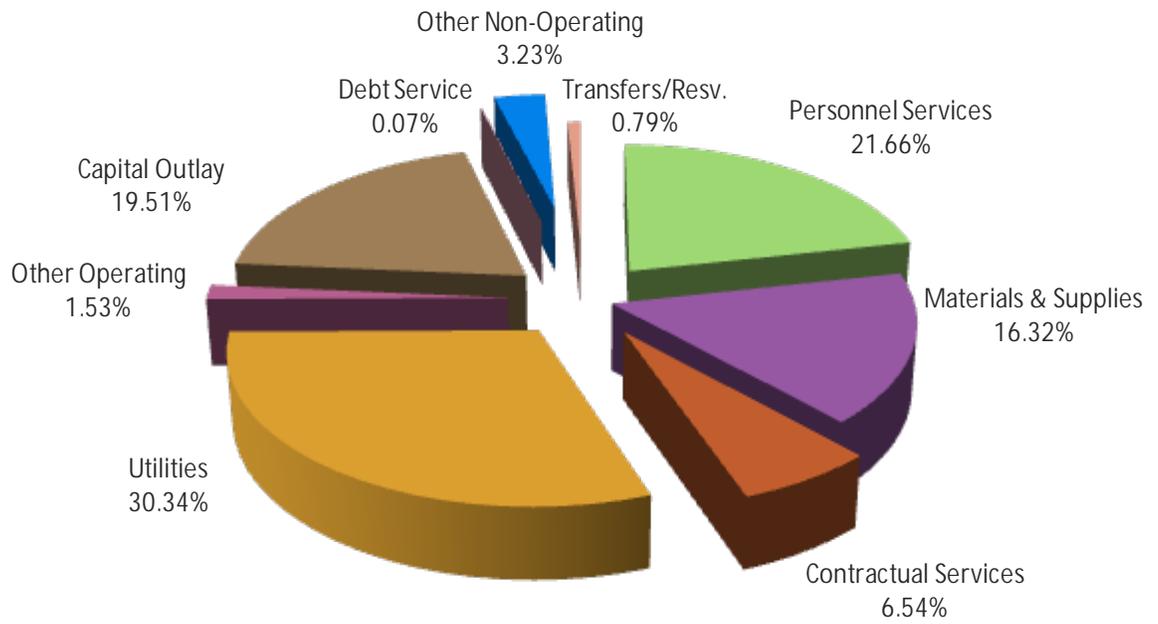
2012 Budgeted Capital

○ Fund 730		
▪ New Cargo Van For Utilities		<u>\$13,200*</u>
○ Fund 732		
▪ Phone System Upgrades		\$40,000*
▪ ARCINFO 10		\$7,300
▪ Vehicle Replacement		\$15,000
▪ Computer Replacement		\$1,800
▪ Manhole Cable Racks & Covers		\$14,000
▪ UG Electric in Various Subdivisions		\$60,000
▪ Industrial Transformers		\$90,000
▪ Streetlight Revamping Program		\$40,000
▪ Replace Direct Buried UG Cable		\$50,000
▪ Circuit Extensions from New Substation		\$3,050,000
▪ Replace Truck #209		\$200,000
▪ Replace Truck #204		\$40,000
▪ 4160 Volt Switchgear Replacement		\$500,000
▪ Boiler Mact Compliance		\$1,000,000
▪ #5 Boiler Controls Upgrade		\$550,000
▪ #5 Boiler Low Nox Burners		\$300,000
▪ #5 Boiler Nox Monitor		\$135,000
▪ Stormwater Collection System Improvements		\$50,000
▪ Computer Replacement		<u>\$5,000</u>
Total Fund 732 Capital		\$6,154,600
Total Electric Service Funds 2012 Capital		
		<u>\$6,167,800</u>

\*Represents Electric’s portion of distributed projects.

- The new equipment purchased will allow the Electric Department to be more efficient with less cost being spent on maintaining the equipment. The substation circuit extensions will increase revenues by having more businesses to use the City of Painesville electricity and it will increase the reliability of the City’s electric service.

### Electric Service Funds



# Storm Water Utility

Kevin Lynch, Service Director &  
Richard Lesiecki, City Engineer

## Departmental Mission Statement

To provide funding for the efficient operation and management of the city's surface water system to decrease flooding, to decrease damage to property, and to increase water quality for the benefit of the community and the natural environment.

## Division Description

This function is to manage and monitor the general maintenance and provide long-range planning for infrastructure improvements made to the storm sewer system of the City. To provide the capital improvements and to perform infrastructure improvements made to the storm sewer system of the City.

## Highlights of the 2012 Departmental Budget

Storm drainage improvements:

- Continue implementation of phased improvements of the Tiber Creek and tributary drainage course based upon drainage area study and prioritization. Working in conjunction with the Lake County Engineer Office, Lake County Storm Water Management and Painesville Township on a regional drainage area study with regard to Tiber Creek.
- Design and construct certain neighborhood drainage improvements in conjunction with roadway improvements.
- To engineer in-house and make minor repairs to storm sewers in most cost efficient manner identified.

## Major Departmental Objectives of Storm Water Utility

**Goal 1: Continue to address the National Pollution Discharge Elimination System (NPDES) – Phase 2 requirements and take steps to comply with the requirements.**

**City Core Value: RESPECT  
COMMITMENT/INTEGRITY**

**Citywide Goal: COMMUNITY SERVICE/STEWARDSHIP**

- Actions:
- Efficiently and effectively, inspect and coordinate development and construction work within the City.
  - Attend seminars and read literature pertaining to these requirements.
  - Interact with the Lake County Storm Water Management Agency (LCSWMA), the Lake County Soil and Water Conservation District (LCSWCD) and the Ohio EPA, in pursuit of education of, and compliance with, the necessary requirements.
  - Consult with neighboring municipalities to gain an understanding of how they are addressing the EPA mandates and for possible consideration with City policy/procedures.

**GOAL 2: Construct needed storm improvements. (Relates to City Goal Stewardship)**

- Design and construct needed storm improvements.

**2011 Accomplishments**

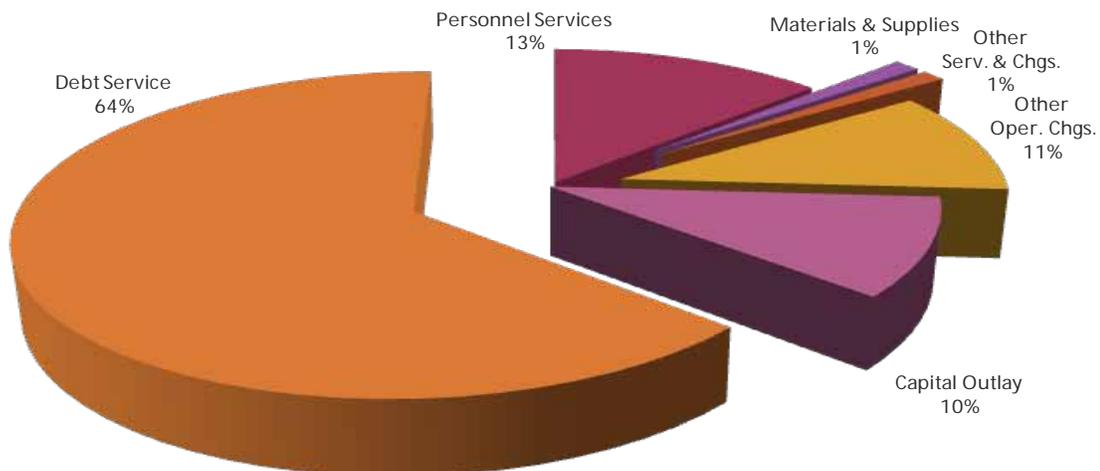
- § Performed a number of storm water drainage system evaluations
- § Completed construction of storm sewer system improvements for North Avenue from Owego Street to Sanford Street.
- § Implemented a flow monitoring study in the Cedarbrook Drive area.
- § Met with residents of the Cedarbrook Drive and Hayer Drive/Michael Court areas concerning storm water issues.
- § Implemented storm drainage improvements on Hartshorn Drive as part of repaving project.
- § Addressed backyard drainage issues in the North Avenue and Hine Avenue area.
- § Responded to numerous citizen complaints concerning basement flooding throughout the city.

**FUND 760**

Department	2012 Budget	2011 Budget	2010 Actual	2009 Actual	2008 Actual
Operating	\$253,447	\$243,977	\$228,241	\$225,473	\$233,825
Capital	\$100,000	\$200,000	\$447,172	\$269,358	\$348,586
Debt	\$619,400	\$687,180	\$412,047	\$343,401	\$472,392
<b>Storm Water Total</b>	<b>\$972,847</b>	<b>\$1,131,157</b>	<b>\$1,087,460</b>	<b>\$838,232</b>	<b>\$1,054,803</b>

- Shifted some operating expense to this fund from general fund
- Televised storm sewers in several areas of the City
- Check and clean where necessary open waterway areas for debris bi-weekly
- Tiber Creek drainage area study
- Various improvements associated with annual paving program, TBD
- 2012 Budgeted Capital
  - o Fund 760
    - § Engineering Study \$22,000
    - § Annual Storm Utility Capital Improv. Prog. \$78,000
    - Total Fund 760 Capital \$100,000
- The improvements to the storm water will reduce maintenance costs associated with maintaining those sewers.

**Storm Water Utility Fund 760**



# Non-Departmental

## Definition of the Section

This section details the budgets within the City of Painesville that are not part of a particular department. The Director of Finance prepares and manages these budgets. Included in this section are several schedules of expenditures that affect budgets across several different funds, or are unique funds that are for a specific purpose (debt service, trust and agency funds).

The following schedules make up the non-departmental section of this budget.

- Summary of Debt
- Schedule of Transfers
- Schedule of Advances
- Schedule of Long-Term Debt

## Schedule of Debt

### Fund Summary for 2012

Fund	Type of Debt Payments	2012 Budget Amount	% of Fund Budget
101 General	Note Principal	226,000	
	Note Interest	3,390	
	Lease Principal	58,622	
	Lease Interest	12,934	
	<b>Total General Fund 2012 Debt Payments</b>	<b><u>300,946</u></b>	2.58%
201 Street Construction Maint. \$ Repair	Bond Principal	56,000	
	Bond Interest	42,130	
	Note Principal	890,698	
	Note Interest	16,070	
	Lease Principal	4,891	
	Lease Interest	71	
	OPWC Principal	8,352	
	<b>Total Street Construction Maint &amp; Repair 2012 Debt Payments</b>	<b><u>1,018,212</u></b>	58.69%
220 Fire Levy	Note Principal	184,053	
	Note Interest	3,320	
	Lease Principal	39,493	
	Lease Interest	11,740	
	<b>Total Fire Levy 2012 Debt Payments</b>	<b><u>238,606</u></b>	67.86%
229 Emergency Medical Services	Lease Principal	1,908	
	Lease Interest	33	
	<b>Total Emergency Medical Services 2012 Debt Payments</b>	<b><u>1,941</u></b>	0.29%
301 General Bond Retirement	Note Principal	140,000	
	Note Interest	2,520	
	<b>Total General Bond Retirement 2012 Debt Payments</b>	<b><u>142,520</u></b>	99.30%
303 Special Assess. Bond Retirement	Bond Principal	39,000	
	Bond Interest	41,793	
	<b>Total Special Assess. Bond Retirement 2012 Debt Payments</b>	<b><u>80,793</u></b>	82.11%
304 Land Acquisition Note Retirement	Note Principal	226,000	
	Note Interest	3,390	
	<b>Total Land Acquisition Note Retire. 2012 Debt Payments</b>	<b><u>229,390</u></b>	100.00%
425 Girdled Road Water Improvements	OWDA Principal	83,302	
	OWDA Interest	35,604	
	<b>Total Girdled Road Water Improve. 2012 Debt Payments</b>	<b><u>118,906</u></b>	100.00%
426 Shamrock Blvd Road Project	Note Principal	1,881,840	
	Note Interest	30,600	
	<b>Total Shamrock Blvd Road Project 2012 Debt Payments</b>	<b><u>1,912,440</u></b>	38.93%
428 Industrial Park Project	Bond Principal	10,000	
	Bond Interest	6,078	
	<b>Total Industrial Park Project 2012 Debt Payments</b>	<b><u>16,078</u></b>	100.00%

## Fund Summary for 2012 Continued

Fund	Type of Debt Payments	2012 Budget Amount	% of Fund Budget
430 Capital Equipment Reserve			
	Lease Principal	10,627	
	Lease Interest	90	
	<b>Total Capital Equipment 2012 Debt Payments</b>	<b>10,717</b>	<b>9.59%</b>
710 Water Revenue			
	Bond Principal	525,000	
	Bond Interest	90,525	
	Lease Principal	176,844	
	Lease Interest	136,373	
	<b>Total Water Revenue 2012 Debt Payments</b>	<b>928,742</b>	<b>20.05%</b>
712 Water Construction			
	Note Principal	1,008,590	
	Note Interest	24,145	
	Lease Principal	1,878	
	Lease Interest	16	
	OPWC Principal	101,357	
	<b>Total Water Construction 2012 Debt Payments</b>	<b>1,135,986</b>	<b>49.09%</b>
720 Sewer Revenue			
	Note Principal	56,310	
	Note Interest	920	
	Lease Principal	12,038	
	Lease Interest	9,095	
	<b>Total Sewer Revenue 2012 Debt Payments</b>	<b>78,363</b>	<b>2.25%</b>
722 Sewer Capital			
	Note Principal	403,430	
	Note Interest	24,210	
	Lease Principal	6,820	
	Lease Interest	116	
	WPCLF Principal	130,525	
	WPCLF Interest	122,520	
	<b>Total Sewer Revenue 2012 Debt Payments</b>	<b>687,621</b>	<b>74.94%</b>
730 Electric Revenue			
	Bond Principal	266,800	
	Lease Principal	8,485	
	Lease Interest	6,065	
	<b>Total Electric Revenue 2012 Debt Payments</b>	<b>281,350</b>	<b>1.11%</b>
732 Electric Construction			
	Lease Principal	7,500	
	Lease Interest	130	
	<b>Total Electric Construction 2012 Debt Payments</b>	<b>7,630</b>	<b>0.12%</b>
760 Storm Water Utility			
	Note Principal	608,510	
	Note Interest	10,890	
	<b>Total Storm Water Utility 2012 Debt Payments</b>	<b>619,400</b>	<b>63.67%</b>
	<b>Total Budgeted 2012 Debt Payments</b>	<b>7,809,641</b>	<b>9.58%</b>

### Schedule of Transfers

Transfer From	Amount	Transfer To	Amount
General Fund	295,000	Cemeteries Fund	295,000
General Fund	50,000	Off-Street Parking Revenue Fund	50,000
Municipal Motor Vehicle License Tax Fund	41,000	Street Const., Maint. & Repair Fund	41,000
City Motor Vehicle License Tax Fund	71,000	Street Const., Maint. & Repair Fund	71,000
<b>TOTAL TRANSFERS FROM</b>	<b><u>\$ 457,000</u></b>	<b>TOTAL TRANSFERS TO</b>	<b><u>\$ 457,000</u></b>

### Schedule of Advances

Advance From	Amount	Advance To	Amount
Fire Levy Fund	20,000	General Fund	20,000

\*To repay the General Fund for \$300,000 advance that the Fire Levy Fund received.

**CITY OF PAINESVILLE  
2012 LONG-TERM DEBT**

PURPOSE	FUND	PRINCIPAL		INTEREST RATE	MATURITY	2012 PAYMENTS		OUTSTANDING 12/31/2012
		OUTSTANDING 1/1/2012				PRINCIPAL	INTEREST	
<b>GENERAL OBLIGATION BONDS</b>								
Various Purpose Bonds	201,415 303,428	1,565,000.00		4.25 - 5%	2028	90,000.00	73,788.00	1,475,000.00
Waterworks	710	275,000.00		1.35 - 3.6%	2012	275,000.00	9,900.00	0.00
Waterworks	710	1,750,000.00		3.25 - 4.6%	2018	250,000.00	80,625.00	1,500,000.00
Joint Venture Agreement	730	1,940,258.00		4.6 - 4.7%	2021	163,866.00	102,877.00	1,776,392.00
<b>TOTAL GENERAL OBLIGATION BONDS</b>		<u>5,530,258.00</u>				<u>778,866.00</u>	<u>267,190.00</u>	<u>4,751,392.00</u>
<b>SPECIAL ASSESSMENT BONDS</b>								
Renaissance Parkway	303	325,000.00		4.75%	2021	15,000.00	16,213.00	310,000.00
<b>TOTAL SPECIAL ASSESSMENT BONDS</b>		<u>325,000.00</u>				<u>15,000.00</u>	<u>16,213.00</u>	<u>310,000.00</u>
<b>OWDA LOAN</b>								
Safe Drinking Girdled Road Water Improve	425	786,537.00		4.61%	2019	83,302.00	35,604.00	703,235.00
WPCLF Loan WWTP Upgrades	722	3,415,220.00		3.42%	2031	128,473.00	122,519.00	3,286,747.00
<b>TOTAL OWDA LOANS</b>		<u>4,201,757.00</u>				<u>211,775.00</u>	<u>158,123.00</u>	<u>3,989,982.00</u>
<b>OPWC LOANS</b>								
Chester Street Roadway Improve.	201	78,240.25		0.00%	2027	4,890.00	0.00	73,350.25
Raw Well Water Pump Station Replace.	712	60,000.00		0.00%	2012	60,000.00	0.00	0.00
Pump Station	712	165,329.00		0.00%	2015	41,357.00	0.00	123,972.00
Mentor Ave./West Jackson St. Improve.	722	32,777.93		0.00%	2027	2,049.00	0.00	30,728.93
<b>TOTAL OPWC LOANS</b>		<u>336,347.18</u>				<u>108,296.00</u>	<u>0.00</u>	<u>228,051.18</u>
<b>TOTAL LONG TERM DEBT</b>		<u>10,393,362.18</u>				<u>1,113,937.00</u>	<u>441,526.00</u>	<u>9,279,425.18</u>

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## 2012 Capital Budget

The proposed funding mechanism utilized by the City of Painesville to fund the 2012 capital improvement plan are; cash, a couple short term note issuances to pay for larger priced items, the City also will be receiving some grant money for some of these projects. The table below outlines the type of funding method needed by each fund to pay for the 2012 projects. The notes are proposed for part of the Shamrock Bridget and part of the second substation and distribution upgrades. However the large electric projects could be paid in cash, but this could create a cash flow problem with the electric fund. Immediately following the table is a detailed project list that provides a description of each project for the 2012 budget year and which fund is supporting the project.

The overall effects of the City capital improvement plan are felt in the reduced maintenance and repair cost within each department's budget, increased electric customers, and increases for economic development. Plans for annual equipment replacement were discussed in this year's budget and the City is funding its limited capital projects this year primarily through cash.

**TABLE NO. 1**

FUND NO.	FUND NAME	CASH	GRANTS	NOTE	TOTAL
101	General Fund	\$ 6,000	\$ -	\$ -	\$ 6,000
201	Street Construction Mnt & Rpr	279,000	-	-	279,000
220	Fire Levy Fund	85,000	-	-	85,000
229	Emergency Medical Service	26,000	-	-	26,000
231	Shamrock Business Center TIF		-	4,666,411	4,666,411
415	Municipal Court Capital Projects	30,000			30,000
424	Capital Improvement	40,000	1,040,000	-	1,080,000
426	Shamrock Blvd Road Project	-	3,000,000	-	3,000,000
427	Jackson Street Interchange	-	500,000	-	500,000
429	Muni Court Special Projects	37,000	-	-	37,000
430	Capital Equipment Reserve	101,000	-	-	101,000
431	Millstone Acquisition	-	2,000,000	-	2,000,000
434	Lake Hospital Demolition Project	-	594,000	-	594,000
435	City Hall Fire		800,000		800,000
710	Water Revenue	4,400	-	-	4,400
712	Water Construction	1,178,000	-	-	1,178,000
720	Sewer Revenue	4,400	-	-	4,400
722	Sewer Construction	230,000	-	-	230,000
730	Electric Revenue	13,200	-	-	13,200
732	Electric Construction	1,854,600	-	4,300,000	6,154,600
735	Smart Grid Project	-	500,000	-	500,000
760	Storm Water Utility	100,000	-	-	100,000
<b>TOTAL</b>		<b>\$ 3,988,600</b>	<b>\$ 8,434,000</b>	<b>\$ 8,966,411</b>	<b>\$ 21,389,011</b>
<b>PERCENT OF TOTAL</b>		<b>18.65%</b>	<b>39.43%</b>	<b>41.92%</b>	<b>100.00%</b>

### **Summary of Projects for 2012**

The following pages list the capital projects for 2012 and provide a brief description of those projects.

**FY 2012 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL PROJECT</u>	<u>DESCRIPTION</u>
SERVER REPLACEMENT COMPUTER SYSTEM	CITY MANAGER	\$ 3,000.00	REPLACEMENT OF THE SERVER FOR THE CITY WIDE COMPUTER SYSTEM WITH VIRTUAL SERVER SYSTEM
COMPUTER BACKBONE REDUNDANCY	CITY MANAGER	\$ 3,000.00	INSTALLATION OF FIBER AS REDUNDANCY TO WIRELESS CONNECTION TO ELECTRIC PLANT.
<b>101 TOTAL GENERAL FUND</b>		<b>\$ 6,000.00</b>	
ANNUAL PAVING PROGRAM	ENGINEERING	\$ 150,000.00	RESURFACING OF FIVE OR SIX RESIDENTIAL STREETS AT VARIOUS LOCATIONS THROUGHOUT THE CITY.
MAIN STREET STREETScape PROJECT	ENGINEERING	\$ 89,000.00	MAIN STREET STREETScape FROM STATE STREET TO PARK PLACE.
3/4 TON W4-WHEEL DRIVE PLOW	PUBLIC WORKS	\$ 40,000.00	TO BE USED AS A REGULAR FLEET VEHICLE AND WILL PLOW IN THE WINTER.
<b>201 TOTAL SCMR FUND</b>		<b>\$ 279,000.00</b>	
COMPUTER	FIRE	\$ 5,000.00	NEW COMPUTERS FOR FIRE DEPT.
PIERCE PUMPER REFURBISHMENT	FIRE	\$ 80,000.00	THIS PROJECT WOULD REFURBISH 2313, A 1997 PIERCE PUMPER. THE VEHICLE HAS NEED OF SIGNIFICANT BODY AND FRAME WORK.
<b>220 TOTAL FIRE LEVY FUND</b>		<b>\$ 85,000.00</b>	
REPLACEMENT OF DEFIBRILTOR	FIRE	\$ 26,000.00	REPLACE AN OLDER ZOLL DEFIBRILTOR WITH A NEW DIFIBRIALTOR
<b>229 TOTAL EMS FUND</b>		<b>\$ 26,000.00</b>	
CONST. OF SHAMROCK BRIDGE AND BROOKSTONE BLVD	ENGINEERING	\$ 4,666,411.00	CONSTRUCTION OF SHAMROCK BLVD BRIDGE AND EXTENSION OF BROOKSTONE BOULEVARD. TO BE PAID W/ TIF PROCEEDS
<b>231 TOTAL SHAMROCK BLVD TIF</b>		<b>\$ 4,666,411.00</b>	
COMPUTER REPLACEMENT	MUNICIPAL COURT	\$ 30,000.00	CONTINUE WITH COURT COMPUTER REPLACEMENT AND PRINTER PROGRAM
<b>415 TOTAL MUNI CT CAPITAL PROJECTS FUND</b>		<b>\$ 30,000.00</b>	

**FY 2012 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL PROJECT</u>	<u>DESCRIPTION</u>
GRISTMILL/MILLSTONE NATURE PRESERVE	RECREATION & PUBLIC LANDS	\$ 990,000.00	NEW PARK TO BE FUNDED THROUGH WRRSP
PARK IMPROVEMENTS	RECREATION & PUBLIC LANDS	\$ 50,000.00	ADDITIONAL DEVELOPMENT OF STATE STREET PARK
ROOF MAINTENEANCE BARN	CEMETERIES/PARKS	\$ 25,000.00	REPLACE ROOF ON STORAGE BARN AT RECREATION PARK
REPLACE WINDOWS/ COURTS	RECREATION & PUBLIC LANDS- BLDG. MAINT.	\$ 5,000.00	REPLACE WINDOWS IN FRONT HALLWAY OF COURTS AND POLICE SPLIT COST WITH COURTS
REPLACE ROOFTOP UNIT OVER COURT ROOM 2	RECREATION & PUBLIC LANDS- BLDG. MAINT.	\$ 10,000.00	REPLACE ROOFTOP UNIT OVER COURT ROOM 2
<b>424 TOTAL CAPITAL IMPROVEMENT FUND</b>		<b>\$ 1,080,000.00</b>	
CONST. OF SHAMROCK BRIDGE AND BROOKSTONE BLVD	ENGINEERING	\$ 3,000,000.00	CONSTRUCTION OF SHAMROCK BLVD BRIDGE AND EXTENSION OF BROOKSTONE BOULEVARD. TO BE PAID W/ GRANT PROCEEDS
<b>426 TOTAL SHAMROCK BLVD. RD PROJECT FUND</b>		<b>\$ 3,000,000.00</b>	
SR 44 INTERCHANGE	ENGINEERING	\$ 500,000.00	ENGINEERING FOR SR 44 INTERCHANGE UPGRADE PROJECT.
<b>427 TOTAL JACKSON ST INTERCHANGE PROJECT FUND</b>		<b>\$ 500,000.00</b>	
REPLACE WINDOWS/ COURTS	RECREATION & PUBLIC LANDS- BLDG. MAINT.	\$ 5,000.00	REPLACE WINDOWS IN FRONT HALLWAY OF COURTS AND POLICE SPLIT COST WITH COURTS
REPLACE ROOFTOP UNIT OVER COURT ROOM 2	RECREATION & PUBLIC LANDS- BLDG. MAINT.	\$ 10,000.00	REPLACE ROOFTOP UNIT OVER COURT ROOM 2
PAPER ON DEMAND	MUNICIPAL COURT	\$ 12,000.00	WILL ALLOW COURTS TO GO PAPERLESS
VIDEO ARRAIGNMENT	MUNICIPAL COURT	\$ 10,000.00	VIDEO ARRAIGNMENT UPGRADES
<b>429 TOTAL MUNI CT. SPECIAL PROJECTS FUND</b>		<b>\$ 37,000.00</b>	
PURCHASE 2WD PICKUP TRUCK	CEMETERIES/PARKS	\$ 25,000.00	REPLACE #85 -1998 PICKUP TRUCK
LAPTOP FOR FINANCE DIRECTOR	FINANCE	\$ 2,000.00	PURCHASE NEW LAPTOP FOR FINANCE DIRECTOR

**FY 2012 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT./DIVISION</u>	<u>TOTAL PROJECT</u>	<u>DESCRIPTION</u>
PHONE SYTEM UPGRADES	CITY MANAGER	\$ 20,000.00	SYSTEMATIC REPLACEMENT OF PHONE SYSTEM EQUIPMENT TO RESULT IN VOICE OVER IP SYSTEM. BEGIN WITH VOICE MAIL REPLACEMENT 2012, PHONE SERVER IN 2013 AND PHONE HANDSETS IN 2014
PATROL CARS	POLICE	\$ 50,000.00	REPLACE ONE POLICE VEHICLE
COMPUTER REPLACEMENT	POLICE	\$ 4,000.00	ANNUAL REPLACEMENT OF COMPUTERS TO KEEP CURRENT WITH TECHNOLOGY AND COMPATIBILITY.
<b>430 TOTAL CAPITAL EQUIPMENT RESERVE FUND</b>		<b>\$ 101,000.00</b>	
MILLSTONE LAND ACQUISITION	COMMUNITY DEVELOPMENT	\$ 1,500,000.00	ACQUISITION OF MILLSTONE PROPERTIES W/ HMGP FUNDS
MILLSTONE DEMOLITION	COMMUNITY DEVELOPMENT	\$ 500,000.00	DEMOLITION OF MILLSTONE PROPERTIES W/HMGP FUNDS
<b>431 TOTAL MILLSTONE FUND</b>		<b>\$ 2,000,000.00</b>	
DEMOLITION OF HOSPITAL	ECONOMIC DEVELOPMENT	\$ 594,000.00	DEMOLITION OF LAKE EAST HOSPITAL
<b>434 TOTAL LAKE HOSPITAL DEMOLITION FUND</b>		<b>\$ 594,000.00</b>	
REPAIR 2ND FLOOR OF CITY HALL	Building	\$ 800,000.00	TO REPAIR CITY HALL FROM FIRE DAMAGE. WILL BE PAID FOR WITH INSURANCE PROCEEDS
<b>435 TOTAL CITY HALL FIRE FUND</b>		<b>\$ 800,000.00</b>	
NEW CARGO VAN FOR UTILITIES	UTILITIES OFFICE	\$ 4,400.00	PURCHASE NEW CARGO VAN FOR SERVICE
<b>710 TOTAL WATER REVENUE FUND</b>		<b>\$ 4,400.00</b>	
PHONE SYTEM UPGRADES	CITY MANAGER	\$ 20,000.00	SYSTEMATIC REPLACEMENT OF PHONE SYSTEM EQUIPMENT TO RESULT IN VOICE OVER IP SYSTEM. BEGIN WITH VOICE MAIL REPLACEMENT 2012, PHONE SERVER IN 2013 AND PHONE HANDSETS IN 2014
TANK MAINTENANCE	WATER DISTRIBUTION	\$ 150,000.00	PAINTING TANK OR SCADA SYSTEM
HOYT STREET WATERMAIN REPLACEMENT	WATER DISTRIBUTION	\$ 243,000.00	REPLACE 1,316 LINEAL FEET OF WATERLINE ON HOYT STREET, REPLACING 4" INCH LINE TO 8 INCH LINE.

**FY 2012 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL PROJECT</u>	<u>DESCRIPTION</u>
AVERY TERRACE STREET WATERLINE REPLACEMENT	WATER DISTRIBUTION	\$ 159,000.00	REPLACE 862 LINEAL FEET OF WATERLINE ON AVERY TERRACE STREET, REPLACING 4" INCH LINE TO 8 INCH LINE.
OAK STREET WATERLINE REPLACEMENT	WATER DISTRIBUTION	\$ 181,000.00	REPLACE 980 LINEAL FEET OF WATERLINE ON OAK STREET, REPLACING 4" INCH LINE TO 8 INCH LINE.
ADELAIDE STREET WATERLINE REPLACEMENT	WATER DISTRIBUTION	\$ 175,000.00	REPLACE 948 LINEAL FEET OF WATERLINE ON ADELAIDE STREET, REPLACING 6" INCH LINE TO 8 INCH LINE.
FILTER REHABILITATION	WATER PLANT	\$ 250,000.00	FILTER REHABILITATION- UPGRADE TO FILTER CONTROLS, ELECTRONICS, AND PIPE GALLERY. REPLACE AND INSTALL WHERE NECESSARY ACTUATORS TO PREVENT PLANT FROM OVERFLOWING.
<b>712 TOTAL WATER CONSTRUCTION FUND</b>		<b>\$ 1,178,000.00</b>	
NEW CARGO VAN FOR UTILITIES	UTILITIES OFFICE	\$ 4,400.00	PURCHASE NEW CARGO VAN FOR SERVICE
<b>720 TOTAL SEWER REVENUE FUND</b>		<b>\$ 4,400.00</b>	
PHONE SYTEM UPGRADES	CITY MANAGER	\$ 20,000.00	SYSTEMATIC REPLACEMENT OF PHONE SYSTEM EQUIPMENT TO RESULT IN VOICE OVER IP SYSTEM. BEGIN WITH VOICE MAIL REPLACEMENT 2012, PHONE SERVER IN 2013 AND PHONE HANDSETS IN 2014
SEWER LINING REHABILITATION	ENGINEERING	\$ 75,000.00	REHABILITATE SELECT EXISTING DETERIORATED SANITARY SEWERS
MANHOLE REHABILITATION	ENGINEERING	\$ 25,000.00	REHABILITATE OR REPLACE SELECT SANITARY SEWER MAHOLES TO ADDRESS I&I CONCERNS AND HEALTH AND SAFETY CONCERNS.
WPCP DOORS AND WINDOWS REPLACEMENT	WATER POLLUTION CONTROL	\$ 50,000.00	REPLACE EXISTING DOORS AND WINDOWS AT THE WPCP WITH NEW ENERGY EFFICIENT DESIGNS. EXISTING WINDOWS AND DOORS WERE CONSTRUCTED IN 1978 AND ARE SINGLE PANE. THE NEW DOORS AND WINDOWS WOULD BE DOUBLE PANE AND OFFER NEW ENERGY EFFICIENT TECHNOLOGY TO REDUCE ENERGY BILLS.
INDUSTRIAL PRETREATMENT SAMPLE VEHICLE	WATER POLLUTION CONTROL	\$ 30,000.00	REPLACE EXISTING INDUSTRIAL PRETREATMENT SAMPLING VAN WITH NEW VEHICLE. EXISTING VAN IS A 1997 AEROSTAR VAN THAT HAS MAJOR RUST ON THE BODY AND SUSPENSION PROBLEMS.

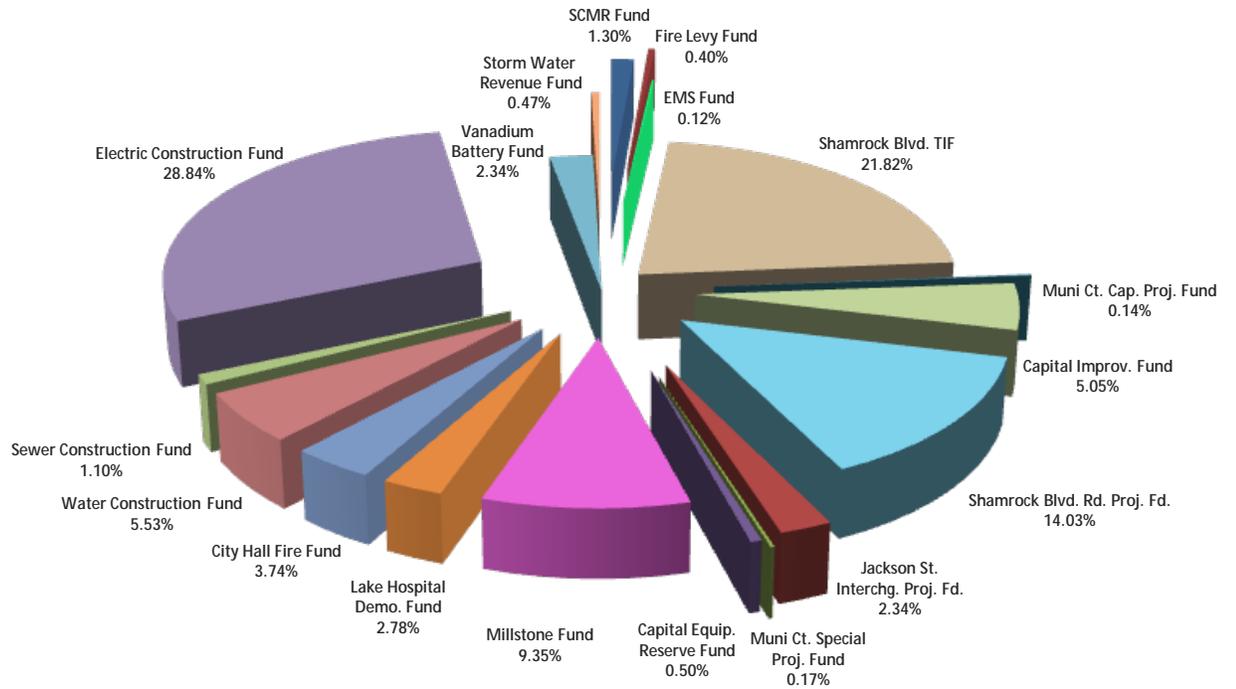
**FY 2012 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL PROJECT</u>	<u>DESCRIPTION</u>
WPCP MOWER	WATER POLLUTION CONTROL	\$ 30,000.00	REPLACE EXISTING KUBOTA 60" RIDING LAWN MOWER WITH NEW. THE EXISTING MOWER IS USED TO MOW PLANTS 20 ACRES OF GRASS AND HAS OVER XXX HOURS OF SERVICE. REPLACEMENT PARTS AND LABOR ARE MORE THAN AVERAGE AND A NEW MOWER IS REQUIRED TO MEET THE DEMANDS OF THE PLANTS MOWING SCHEDULE.
<b>722 TOTAL SEWER CONSTRUCTION FUND</b>		<b>\$ 230,000.00</b>	
NEW CARGO VAN FOR UTILITIES	UTILITIES OFFICE	\$ 13,200.00	PURCHASE NEW CARGO VAN FOR SERVICE
<b>730 TOTAL ELECTRIC REVENUE FUND</b>		<b>\$ 13,200.00</b>	
PHONE SYTEM UPGRADES	CITY MANAGER	\$ 40,000.00	SYSTEMATIC REPLACEMENT OF PHONE SYSTEM EQUIPMENT TO RESULT IN VOICE OVER IP SYSTEM. BEGIN WITH VOICE MAIL REPLACEMENT 2012, PHONE SERVER IN 2013 AND PHONE HANDSETS IN 2014
ARCINFO 10	ENGINEERING	\$ 7,300.00	UPGRADES MARK SUEDKAMP'S VERSION OF ARCINFO; ALLOWS FOR COMMUNICATION WITH ANTHONY BOITIRUS' VERSION AND MORE EFFICIENT MAP MAKING.
AUTOCAD PROGRAM	ENGINEERING	\$ 6,500.00	PURCHASE OF AUTOCAD PROGRAM TO ALLOW FOR IN-HOUSE ENGINEERING DESIGN.
VEHICLE REPLACEMENT	CITY MANAGER	\$ 15,000.00	REPLACEMENT OF VEHICLE USED BY MANAGEMENT
COMPUTER REPLACEMENT	ELECTRIC DISTRIBUTION	\$ 1,800.00	REPLACE OFFICE COMPUTERS ON A FIVE YEAR CYCLE.
MANHOLE CABLE RACKS & COVERS	ELECTRIC DISTRIBUTION	\$ 14,000.00	REPLACE AGING CABLE RACKS AND MANHOLE COVERS IN ALL MANHOLES IN THE SYSTEM ON A EIGHT YEAR PROGRAM.
UG ELECTRIC IN VARIOUS SUBDIVISIONS	ELECTRIC DISTRIBUTION	\$ 60,000.00	INSTALLATION OF UG ELECTRIC INFRASTRUCTURES IN VARIOUS SUBDIVISIONS IN CITY
INDUSTRIAL TRANSFORMERS	ELECTRIC DISTRIBUTION	\$ 90,000.00	PURCHASE INDUSTRIAL SIZE (500 KVA+) TRANSFORMERS TO SERVE NEW CUSTOMERS OR INCREASED SERVICE TO OUR EXISTING CUSTOMERS.
STREETLIGHT REVAMPING PROGRAM	ELECTRIC DISTRIBUTION	\$ 40,000.00	ONGOING REPLACEMENT OF THE MV STREETLIGHTS WITH MORE ENERGY EFFICIENT LIGHTS.

**FY 2012 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT./DIVISION</u>	<u>TOTAL PROJECT</u>	<u>DESCRIPTION</u>
REPLACE DIRECT BURIED UG CABLE	ELECTRIC DISTRIBUTION	\$ 50,000.00	REPLACE DIRECT BURIED UG CABLE IN THE OLDER SUBDIVISIONS
CIRCUIT EXTENSIONS FROM NEW SUBSTATION	ELECTRIC DISTRIBUTION	\$ 3,050,000.00	CONSTRUCT OH CIRCUITS TO TIE NEW SUBSTATION INTO EXISTING CIRCUITS
REPLACE TRUCK #209	ELECTRIC DISTRIBUTION	\$ 200,000.00	REPLACE 48' TWO-MAN BUCKET TRUCK (#209) PER OUR VEHICLE REPLACEMENT SCHEDULE
REPLACE TRUCK #204	ELECTRIC DISTRIBUTION	\$ 40,000.00	REPLACE TRUCK #204 WITH 3/4 TON 4-WHEEL DRIVE W/PLOW AND DUMP BED
4160 VOLT SWITCHGEAR REPLACEMENT	ELECTRIC PLANT	\$ 500,000.00	REPLACE THE ALLIS CHALMERS SWITCHGEAR. DISTRIBUTION CIRCUITS 1, 2, 3, 4, 5, AND 6, PLANT TIE #1, EMERGENCY PLANT TIE, STATION POWER, AND GENERATOR #2 ARE SUPPLIED BY THIS SWITCHGEAR.
BOILER MACT COMPLIANCE	ELECTRIC PLANT	\$ 1,000,000.00	INSTALL CONTROLS AND AIR POLLUTION EQUIPMENT TO MEET NEW FEDERAL EPA AIR STANDARDS.
#5 BOILER CONTROLS UPGRADE	ELECTRIC PLANT	\$ 550,000.00	REPLACE #5 BOILER OPERATING CONTROLS.
#5 BOILER LOW NOX BURNERS	ELECTRIC PLANT	\$ 300,000.00	INSTALL LOW NOX BURNERS TO MEET NEW FEDERAL EPA AIR STANDARDS.
#5 BOILER NOX MONITOR	ELECTRIC PLANT	\$ 135,000.00	INSTALL A NOX MONITOR ON #5 BOILER.
STORMWATER COLLECTION SYSTEM IMPROVEMENTS	ELECTRIC PLANT	\$ 50,000.00	INSTALL COLLECTION AND TREATMENT SYSTEM FOR STORMWATER RUN OFF.
COMPUTER REPLACEMENT	ELECTRIC PLANT	\$ 5,000.00	YEARLY UPGRADE OF THREE COMPUTERS.
<b>732 TOTAL ELECTRIC CONSTRUCTION FUND</b>		<b>\$ 6,154,500.00</b>	
VANADIUM BATTERY PROJECT	ELECTRIC PLANT	\$ 500,000.00	TO COMPLETE VANADIUM BATTERY PROJECT
<b>735 TOTAL VANADIUM BATTERY FUND</b>		<b>\$ 500,000.00</b>	
ENGINEERING STUDY	ENGINEERING	\$ 22,000.00	TIBER CREEK STUDY
ANNUAL STORM UTILITY CAPITAL IMPROVEMENTS PROGRAM	ENGINEERING	\$ 78,000.00	STORMWATER PROJECTS
<b>760 TOTAL STORM WATER REVENUE FUND</b>		<b>\$ 100,000.00</b>	
<b>TOTAL 2012 CIP PLAN:</b>		<b>\$ 21,389,011.00</b>	

Capital Improvement for FY 2012



On the following pages are the schedules of future projects for years 2013 through 2016.

**FY 2013 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
SERVER REPLACEMENT COMPUTER SYSTEM	CITY MANAGER	\$ 3,000.00	REPLACEMENT OF THE SERVER FOR THE CITY WIDE COMPUTER SYSTEM WITH VIRTUAL SERVER SYSTEM
<b>101 TOTAL GENERAL FUND</b>		<b>\$ 3,000.00</b>	
ANNUAL PAVING PROGRAM	ENGINEERING	\$ 230,000.00	RESURFACING OF FIVE OR SIX RESIDENTIAL STREETS AT VARIOUS LOCATIONS THROUGHOUT THE CITY.
SANFORD STREET ROADWAY IMPROVEMENTS	ENGINEERING	\$ 700,000.00	ENGINEERING OF SANFORD STREET FROM RICHMOND ROAD TO N. SAINT CLAIR STREET.
MAIN STREET STREETScape PROJECT	ENGINEERING	\$ 893,445.00	MAIN STREET STREETScape FROM STATE STREET TO PARK PLACE.
3/4 TON PICKUP TRUCK	PUBLIC WORKS	\$ 40,000.00	3/4 TON 4-WHEEL DRIVE PICK UP TRUCK WITH PLOW TO BE USED IN WINTER OPERATIONS AS WELL AS DAILY OPERATIONS
<b>201 TOTAL SCMR FUND</b>		<b>\$ 1,863,445.00</b>	
FIRE STATION LAND ACQUISITION	FIRE	\$ 25,000.00	TO PURCHASE LAND REQUIRED FOR CONSTRUCTION OF SECOND STATION
FIRE STATION CONSTRUCTION	FIRE	\$ 2,000,000.00	TO BUILD A SECOND FIRE STATION SOUTH OF THE NORFOLK SOUTHERN RAILWAY
<b>220 TOTAL FIRE LEVY FUND</b>		<b>\$ 2,025,000.00</b>	
FIRE STATION LAND ACQUISITION	FIRE	\$ 25,000.00	TO PURCHASE LAND REQUIRED FOR CONSTRUCTION OF SECOND STATION
PHASE 2 OF MDT'S	FIRE	\$ 16,000.00	THIS PROJECT WILL COMPLETE THE MDT PROJECT. A PROJECT TO PUT MDT'S IN VEHICLES TO ENHANCE SAFETY, EFFICIENCY AND DISPATCHING.
<b>229 TOTAL EMS FUND</b>		<b>\$ 41,000.00</b>	
COMPUTER REPLACEMENT	MUNICIPAL COURT	\$ 18,000.00	CONTINUE WITH COURT COMPUTER REPLACEMENT AND PRINTER PROGRAM
<b>415 TOTAL MUNI CT CAPITAL PROJECTS FUND</b>		<b>\$ 18,000.00</b>	

**FY 2013 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
CITY HALL COMPLEX EXTERIOR PAINTING	RECREATION & PUBLIC LANDS- BLDG. MAINT.	\$ 10,000.00	SCHEDULED MAINTENANCE
REPAIR AND REPOINTING OF BRICK AT CITY HALL	RECREATION & PUBLIC LANDS- BLDG. MAINT.	\$ 25,000.00	REPAIR BRICK WORK AT CITY HALL COMPLEX
ROOF REPLACEMENT	CEMETERIES/PARKS	\$ 15,000.00	REPLACE ROOF ON PARKS AND CEMETERIES MAINTENANCE/OFFICE
UPGRADES TO VETERANS PARK	CEMETERIES/PARKS	\$ 50,000.00	UPGRADES TO VETERANS PARK AS PER THE DOWNTOWN PLAN
YMCA COMMUNITY/SENIOR CENTER	RECREATION & PUBLIC LANDS	\$ 1,500,000.00	CONSTRUCTION OF A COMMUNITY/SENIOR CENTER
<b>424 TOTAL CAPITAL IMPROVEMENT FUND</b>		<b>\$ 1,600,000.00</b>	
SR 44 INTERCHANGE	ENGINEERING	\$ 4,500,000.00	SR 44 INTERCHANGE UPGRADE PROJECT.
<b>427 TOTAL JACKSON ST. INTERCHANGE PROJECT FUND</b>		<b>\$ 4,500,000.00</b>	
VIDEO ARRAIGNMENT	MUNICIPAL COURT	\$ 5,000.00	VIDEO ARRAIGNMENT UPGRADES
COURT SERVER PROJECT	MUNICIPAL COURT	\$ 16,000.00	REPLACE COURT SERVERS (NETWORK AND AUDIO-VIDEO)
<b>429 TOTAL MUNI CT. SPECIAL PROJECT FUND</b>		<b>\$ 21,000.00</b>	
PURCHASE 2 COMPUTERS	RECREATION & PUBLIC LANDS	\$ 3,400.00	REPLACE COMPUTERS 2003 VERSION
PURCHASE RIDING LAWN MOWERS	CEMETERIES/PARKS	\$ 30,000.00	REPLACEMENT 2 MOWERS PER YEAR
PURCHASE 2WD PICKUP TRUCK	CEMETERIES/PARKS	\$ 25,000.00	REPLACE # 87 1998 PICKUP TRUCK
PURCHASE TURF TRUCKSTER	CEMETERIES/PARKS	\$ 12,000.00	REPLACEMENT OF JOHN DEERE GATOR
VEHICLE REPLACEMENT	CITY MANAGER	\$ 15,000.00	REPLACEMENT OF VEHICLE USED BY ECONOMIC DEVELOPMENT COORDINATOR, THEN CITY MANAGER
COMPUTER REPLACEMENTS	CITY MANAGER	\$ 1,200.00	REPLACEMENT OF VARIOUS COMPUTERS IN THE DEPARTMENT
PHONE SYTEM UPGRADES	CITY MANAGER	\$ 35,000.00	SYSTEMATIC REPLACEMENT OF PHONE SYSTEM EQUIPMENT TO RESULT IN VOICE OVER IP SYSTEM. BEGIN WITH VOICE MAIL REPLACEMENT 2012, PHONE SERVER IN 2013 AND PHONE HANDSETS IN 2014.
COMPUTER REPLACEMENT	COMMUNITY DEVELOPMENT	\$ 1,500.00	REPLACE COMPUTER WORK STATIONS THAT ARE FIVE YEARS OLD.
VEHICLE REPLACEMENT	COMMUNITY DEVELOPMENT	\$ 13,500.00	TO REPLACE AGING DEPARTMENT VEHICLES

**FY 2013 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
VEHICLE REPLACEMENT	COMMUNITY DEVELOPMENT	\$ 15,000.00	TO REPLACE VEHICLE THAT IS 10 YEARS OLD.
COMPUTER REPLACEMENT/ENHANCEMENT	COMMUNITY DEVELOPMENT	\$ 5,100.00	REPLACE TWO EXISTING WORK STATIONS THAT WILL BE FIVE YEARS OLD AND ADD TWO (2) LAPTOPS FOR FIELD WORK.
VEHICLE REPLACEMENT	ECONOMIC DEVELOPMENT	\$ 27,250.00	ECONOMIC DEVELOPMENT IS REQUESTING VEHICLE REPLACEMENT TO REPLACE THE CURENT DODGE STRATUS, SINCE 2007 WE HAVE PLACED A VEHICLE REPLACEMENT REQUEST INTO THE CAPITAL PROJECT BECAUSE OF INCREASED MAINTENANCE CONCERNS.
COMPUTER REPLACEMENT	ENGINEERING	\$ 1,500.00	REPLACEMENT OF DEPARTMENT COMPUTERS. 2012: RICHARD LESIECKI; 2013: MARK SUEDKAMP
VEHICLE REPLACEMENT	ENGINEERING	\$ 15,000.00	REPLACEMENT OF DEPARTMENT VEHICLES. 2013: JOHN SCHLUND, 2014: MARK SUEDKAMP
COMPUTER REPLACEMENT	FINANCE	\$ 2,000.00	PURCHASE NEW COMPUTER FOR JEAN ANTHONY
PATROL CARS	POLICE	\$ 172,129.00	WE ONLY REPLACED 1 FOR 2012 DUE TO BUDGET CONSTRAINTS. BY ORDERING 5 VEHICLES WE WILL BE BACK ON TRACK TO ANNUALLY REPLACE 3 PATROL VEHICLES AND FULLY EQUIP THEM, AVOIDING RUNNING OUTSIDE OF THE 5 YR WARRANTY
SERVER PROJECT	POLICE	\$ 9,000.00	DEPARTMENT SERVERS/COMPUTERS NEED TO BE KEPT CURRENT WITH TECHNOLOGY AND COMPATABILITY. A REPLACEMENT AND REPAIR SCHEDULE HAS BEEN IMPLEMENTED WHICH ALLOWS THE 3 MAIN SERVERS TO BE REPLACED EVERY 5 YEARS AND PHASED REPLACEMENTS OF WORKSTATIONS DURING THE INTERCEDING YEARS.
<b>430 TOTAL CAPITAL EQUIPMENT RESERVE FUND</b>		<b>\$ 383,579.00</b>	
SERVER REPLACEMENT COMPUTER SYSTEM	CITY MANAGER	\$ 3,750.00	REPLACEMENT OF THE SERVER FOR THE CITY WIDE COMPUTER SYSTEM WITH VIRTUAL SERVER SYSTEM
PURCHASE NEW COMPUTER	UTILITIES OFFICE	\$ 500.00	PURCHASE NEW COMPUTER
PURCHASE NEW UTILITY TRUCK	UTILITIES OFFICE	\$ 4,800.00	PURCHASE NEW 4WD UTILITY VEHICLE FOR PAUL BOYCE. CURRENT VEHICLE WILL BE 11 YEARS OLD IN 2013.
PURCHASE A NEW FOLDER STUFFER SEALER	UTILITIES OFFICE	\$ 3,600.00	PURCHASE A NEW FOLDER, STUFFER SEALER
<b>710 TOTAL WATER REVENUE FUND</b>		<b>\$ 12,650.00</b>	

**FY 2013 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
TANK MAINTENANCE	WATER DISTRIBUTION	\$ 355,000.00	PAINTING IS NEEDED TO PROLONG THE LIFE OF THESE TANKS. CHESTNUT OUTSIDE PAINTING-2012. RT 86 TANK PAINTING EXTERIOR-2013. CRILE ROAD EXTERIOR-2014, AUBURN ROAD INTERIOR-2015.
REPLACE 1999 FORD F-150 4X4	WATER DISTRIBUTION	\$ 40,000.00	OLDER 1999 FORD F-150 4X4 HAS OVER 125,000 MILES ON IT AND THE PURCHASE OF A NEW VEHICLE WOULD SAVE THE CITY ON MAINTENANCE COSTS.
OWEGO STREET MAINLINE REPLACEMENT	WATER DISTRIBUTION	\$ 288,000.00	REPLACE 1560 LINEAL FEET OF WATERLINE ON OWEGO STREET, AND 4" LINE, AND PARTS OF A 6" AND 8" TO NEW 8 INCH LINE.
EAST COURT WATERLINE REPLACEMENT	WATER DISTRIBUTION	\$ 54,000.00	REPLACE 293 LINEAL FEET OF WATERLINE ON EAST COURT, AND 4" INCH LINE TO 8 INCH LINE.
CANFIELD DRIVE WATERLINE REPLACEMENT	WATER DISTRIBUTION	\$ 84,000.00	REPLACE 457 LINEAL FEET OF WATERLINE ON CANFIELD DRIVE, AND 4" INCH LINE TO 8 INCH LINE.
NORTH ST. CLAIR STREET WATERLINE REPLACEMENT	WATER DISTRIBUTION	\$ 41,000.00	REPLACE 215 LINEAL FEET OF WATERLINE ON NORTH ST. CLAIR STREET, REPLACING 4" INCH LINE, AND PARTS OF A 6" AND 8" TO NEW 8 INCH LINE.
ALCOTT PLACE WATERLINE REPLACEMENT	WATER DISTRIBUTION	\$ 57,000.00	REPLACE 314 LINEAL FEET OF WATERLINE ON ALCOTT PLACE, AND 4" INCH LINE TO 8 INCH LINE.
SKINNER AVENUE WATERLINE REPLACEMENT	WATER DISTRIBUTION	\$ 770,000.00	REPLACE 4180 LINEAL FEET OF WATERLINE ON SKINNER AVENUE, REPLACING 6" INCH LINE TO 8 INCH LINE.
CLEANING AND STRUCTURAL REVIEW OF THE CLEARWELLS	WATER PLANT	\$ 150,000.00	CLEAN AND REVIEW THE STRUCTURAL INTEGRITY OF BOTH CLEARWELLS.
RAW WATER INTAKE UPGRADE	WATER PLANT	\$ 4,000,000.00	PROJECT TO HAVE A 36" INTAKE UPGRADED. CURRENTLY THE 36" INTAKE DOES NOT HAVE A CRIB TO PROTECT THE RISER PIPE. THE RISER IS NOT BELL SHAPED ON THE 36" PIPE AND HAS HIGHER THAN ADEQUATE VACUUM WHICH DRAWS TREES/STICKS INTO IT.
CONSTRUCTION OF LIQUID CHLORINE ROOM	WATER PLANT	\$ 100,000.00	THE CITY CURRENTLY USES GAS CHLORINE TO DISINFECT THE WATER. DISINFECTION WITH LIQUID CHLORINE WILL PROVE TO BE SAFER FOR THE NEARBY RESIDENTS AND BEACH AREA.

**FY 2013 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
CONTAINMENT IMPROVEMENTS IN ALUM ROOM	WATER PLANT	\$ 60,000.00	CONTAINMENT AND VENTILATION IMPROVEMENTS MADE IN ALUM ROOM
REPLACE #4 & #5 HIGH SERVICE PUMPS AND VALVES	WATER PLANT	\$ 50,000.00	PUMPS DO NOT OPERATE EFFICIENTLY AND VALVES ARE EXTREMELY CORRODED. WIRES ARE A HEALTH HAZARD WITHIN THE ROOM.
<b>712 TOTAL WATER CONSTRUCTION FUND</b>		<b>\$ 6,049,000.00</b>	
SERVER REPLACEMENT COMPUTER SYSTEM	CITY MANAGER	\$ 3,000.00	REPLACEMENT OF THE SERVER FOR THE CITY WIDE COMPUTER SYSTEM WITH VIRTUAL SERVER SYSTEM
PURCHASE NEW COMPUTER	UTILITIES OFFICE	\$ 500.00	PURCHASE NEW COMPUTER
PURCHASE NEW UTILITY TRUCK	UTILITIES OFFICE	\$ 4,800.00	PURCHASE NEW 4WD UTILITY VEHICLE FOR PAUL BOYCE. CURRENT VEHICLE WILL BE 11 YEARS OLD IN 2013.
PURCHASE A NEW FOLDER STUFFER SEALER	UTILITIES OFFICE	\$ 3,600.00	PURCHASE A NEW FOLDER, STUFFER SEALER
<b>720 TOTAL SEWER REVENUE FUND</b>		<b>\$ 11,900.00</b>	
SEWER LINING REHABILITATION	ENGINEERING	\$ 75,000.00	REHABILITATE SELECT EXISTING DETERIORATED SANITARY SEWERS BY TRENCHLESS CONSTRUCTION METHODS AND LINING THE EXISTING PIPE.
MANHOLE REHABILITATION	ENGINEERING	\$ 25,000.00	REHABILITATE OR REPLACE SELECT SANITARY SEWER MAHOLES TO ADDRESS I&I CONCERNS AND HEALTH AND SAFETY CONCERNS.
WPCP DOORS AND WINDOWS REPLACEMENT	WATER POLLUTION CONTROL	\$ 50,000.00	REPLACE EXISTING DOORS AND WINDOWS AT THE WPCP WITH NEW ENERGY EFFICIENT DESIGNS. EXISTING WINDOWS AND DOORS WERE CONSTRUCTED IN 1978 AND ARE SINGLE PANE. THE NEW DOORS AND WINDOWS WOULD BE DOUBLE PANE AND OFFER NEW ENERGY EFFICIENT TECHNOLOGY TO REDUCE ENERGY BILLS.
PLANT WATER STRAINER	WATER POLLUTION CONTROL	\$ 20,000.00	THE EXISTING PLANT WATER STRAINER HAS NOT OPERATED IN OVER 10 YEARS. THE STRAINER SERVES TO REMOVE SOLIDS FROM THE PLANT WATER SYSTEM, PRIOR TO BEING PUMPED THROUGHOUT THE WPCP. THE STRAINER IMPROVES THE WATER QUALITY SYSTEM THAT PREVENTS CLOGGING OF SOLENOID VALVES, FILTERS AND PUMP SEALS.

**FY 2013 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
GARAGE DOORS	WATER POLLUTION CONTROL	\$ 30,000.00	CONTINUE WITH THE BUILDING IMPROVEMENTS INITIATIVE TO REPLACE ALL EXISTING GARAGE DOORS WITH NEW INSULATED DOORS AND ALUMINUM CONSTRUCTION.
TRI-AXLE DUMP TRUCK	WATER POLLUTION CONTROL	\$ 100,000.00	REPLACE EXISTING TRI-AXLE DUMP TRUCK WITH NEW TRUCK.
PARKING LOT AND DRIVE PAVEMENT SLURRY SEAL	WATER POLLUTION CONTROL	\$ 30,000.00	TO EXTEND THE LIFE OF THE WPCP DRIVE AND PARKING LOTS, A SLURRY SEAL WILL BE APPLIED TO THE ASPHALT PAVEMENT.
<b>722 TOTAL SEWER CONSTRUCTION FUND</b>		<b>\$ 330,000.00</b>	
SERVER REPLACEMENT COMPUTER SYSTEM	CITY MANAGER	\$ 5,250.00	REPLACEMENT OF THE SERVER FOR THE CITY WIDE COMPUTER SYSTEM WITH VIRTUAL SERVER SYSTEM
PURCHASE NEW COMPUTER	UTILITIES OFFICE	\$ 1,500.00	PURCHASE NEW COMPUTER
PURCHASE NEW UTILITY TRUCK	UTILITIES OFFICE	\$ 14,400.00	PURCHASE NEW 4WD UTILITY VEHICLE FOR PAUL BOYCE. CURRENT VEHICLE WILL BE 11 YEARS OLD IN 2013.
PURCHASE A NEW FOLDER STUFFER SEALER	UTILITIES OFFICE	\$ 10,800.00	PURCHASE A NEW FOLDER, STUFFER SEALER
<b>730 TOTAL ELECTRIC REVENUE FUND</b>		<b>\$ 31,950.00</b>	
COMPUTER REPLACEMENT	ELECTRIC DISTRIBUTION	\$ 2,000.00	REPLACE OFFICE COMPUTERS ON A FIVE YEAR CYCLE.
MANHOLE CABLE RACKS & COVERS	ELECTRIC DISTRIBUTION	\$ 14,000.00	REPLACE AGING CABLE RACKS AND MANHOLE COVERS IN ALL MANHOLES IN THE SYSTEM ON A EIGHT YEAR PROGRAM.
INDUSTRIAL TRANSFORMERS	ELECTRIC DISTRIBUTION	\$ 95,000.00	PURCHASE INDUSTRIAL SIZE (500 KVA+) TRANSFORMERS TO SERVE NEW CUSTOMERS OR INCREASED SERVICE TO OUR EXISTING CUSTOMERS.
UG ELECTRIC IN VARIOUS SUBDIVISIONS	ELECTRIC DISTRIBUTION	\$ 60,000.00	INSTALLATION OF UG ELECTRIC INFRASTRUCTURES IN VARIOUS SUBDIVISIONS IN CITY
STREETLIGHT REVAMPING PROGRAM	ELECTRIC DISTRIBUTION	\$ 20,000.00	ONGOING REPLACEMENT OF THE MV STREETLIGHTS WITH MORE ENERGY EFFICIENT LIGHTS.
REPLACE DIRECT BURIED UG CABLE	ELECTRIC DISTRIBUTION	\$ 50,000.00	REPLACE DIRECT BURIED UG CABLE IN THE OLDER SUBDIVISIONS
REPLACE TRUCK #1A	ELECTRIC DISTRIBUTION	\$ 230,000.00	REPLACE DERRICK DIGGER TRUCK (#1A) PER OUR VEHICLE REPLACEMENT SCHEDULE

**FY 2013 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
REPLACE TRUCK #208	ELECTRIC DISTRIBUTION	\$ 40,000.00	REPLACE TRUCK #208 WITH 3/4 TON PICKUP TRUCK W/DUMP BED PER OUR VEHICLE REPLACEMENT SCHEDULE
4160 VOLT SWITCHGEAR REPLACEMENT	ELECTRIC PLANT	\$ 150,000.00	REPLACE THE ALLIS CHALMERS SWITCHGEAR. DISTRIBUTION CIRCUITS 1, 2, 3, 4, 5, AND 6, PLANT TIE #1, EMERGENCY PLANT TIE, STATION POWER, AND GENERATOR #2 ARE SUPPLIED BY THIS SWITCHGEAR.
BOILER MACT COMPLIANCE	ELECTRIC PLANT	\$ 9,000,000.00	INSTALL CONTROLS AND AIR POLLUTION EQUIPMENT TO MEET NEW FEDERAL EPA AIR STANDARDS.
#5 BOILER LOW NOX BURNERS	ELECTRIC PLANT	\$ 2,000,000.00	INSTALL LOW NOX BURNERS TO MEET NEW FEDERAL EPA AIR STANDARDS.
STORMWATER COLLECTION SYSTEM IMPROVEMENTS	ELECTRIC PLANT	\$ 250,000.00	INSTALL COLLECTION AND TREATMENT SYSTEM FOR STORMWATER RUN OFF.
COMPUTER REPLACEMENT	ELECTRIC PLANT	\$ 5,000.00	YEARLY UPGRADE OF THREE COMPUTERS.
<b>732 TOTAL ELECTRIC CONSTRUCTION FUND</b>		<b>\$ 11,916,000.00</b>	
ANNUAL STORM UTILITY CAPITAL IMPROVEMENTS PROGRAM	ENGINEERING	\$ 300,000.00	PROJECTS TO BE DEFINED IN FUTURE YEARS.
<b>760 TOTAL STORM WATER REVENUE FUND</b>		<b>\$ 300,000.00</b>	
<b>TOTAL 2013 CIP PLAN:</b>		<b>\$ 29,106,524.00</b>	

**FY 2014 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
SERVER REPLACEMENT COMPUTER SYSTEM	CITY MANAGER	\$ 3,000.00	REPLACEMENT OF THE SERVER FOR THE CITY WIDE COMPUTER SYSTEM WITH VIRTUAL SERVER SYSTEM
<b>101 TOTAL GENERAL FUND</b>		<b>\$ 3,000.00</b>	
ANNUAL PAVING PROGRAM	ENGINEERING	\$ 230,000.00	RESURFACING OF FIVE OR SIX RESIDENTIAL STREETS AT VARIOUS LOCATIONS THROUGHOUT THE CITY.
REHAB OF 535 BRIDGE OVER THE GRAND RIVER	ENGINEERING	\$ 3,700,000.00	REHABILITATION OF THE BRIDGE OVER THE GRAND RIVER ON SR 535. ODOT PROJECT.
STAGE AVENUE ROADWAY IMPROVEMENTS	ENGINEERING	\$ 175,000.00	STAGE AVENUE RECONSTRUCTION/RESURFACING FROM THE RR TRACKS TO LEXINGTON AVENUE.
RESURFACING OF RT 20 FROM WATSON TO ECL	ENGINEERING	\$ 96,000.00	RESURFACING OF SR20(MENTOR AVENUE) FROM WATSON STREET TO THE EASTERN CITY LIMITS. ODOT PROJECT FUNDED AT 80% ODOT, 20% CITY. ENGINEERING TO BE DONE BY LPA PER ODOT.
FLEET PROCUREMENT	PUBLIC WORKS	\$ 118,000.00	REPLACE TRUCK #41, A 2002 INTERNATIONAL, WITH A 2-1/2 TON DUMP TRUCK W/SLOW PLOW AND SPREADER.
<b>201 TOTAL SCMR FUND</b>		<b>\$ 4,319,000.00</b>	
AMBULANCE REPLACEMENT	FIRE	\$ 165,000.00	REPLACE AN AMBULANCE THAT WILL BE 9 YEARS OLD. THIS WILL ACTUALLY BE A REMOUNTING OF THE EXISTING AMBULANCE BOX ON A NEW CHASSIS. THIS WILL SAVE APPROXIMATELY \$50,000 - \$75,000 OVER THE COST OF A NEW AMBULANCE. THE COST OF THE PROJECT INCLUDES A NEW COT AND DEFIBRILATOR.
<b>229 TOTAL EMS FUND</b>		<b>\$ 165,000.00</b>	
COMPUTER REPLACEMENT	MUNICIPAL COURT	\$ 18,000.00	CONTINUE WITH COURT COMPUTER REPLACEMENT AND PRINTER PROGRAM
<b>415 TOTAL MUNI CT CAPITAL PROJECT FUND</b>		<b>\$ 18,000.00</b>	
CITY HALL DOME REFURBISHING	RECREATION & PUBLIC LANDS- BLDG. MAINT.	\$ 100,000.00	MAINTAIN CITY HALL DOME
ROOF REPLACEMENT	CEMETERIES/PARKS	\$ 5,000.00	REPLACE ROOF ON MAIN PAVILLION
COLUMBARIUM UNIT	CEMETERIES/PARKS	\$ 20,000.00	ADDITIONAL SPACE REQUIRED FOR RESALE
<b>424 TOTAL CAPITAL IMPROVEMENT FUND</b>		<b>\$ 125,000.00</b>	

**FY 2014 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
VIDEO ARRAIGNMENT	MUNICIPAL COURT	\$ 5,000.00	VIDEO ARRAIGNMENT UPGRADES
COURT CAR	MUNICIPAL COURT	\$ 25,000.00	REPLACE COURT VEHICLE
<b>429 TOTAL MUNI CT. SPECIAL PROJECT FUND</b>		<b>\$ 30,000.00</b>	
PURCHASE RIDING LAWN MOWERS	CEMETERIES/PARKS	\$ 25,000.00	REPLACEMENT 2 MOWERS PER YEAR
PURCHASE 2WD PICKUP TRUCK	CEMETERIES/PARKS	\$ 25,000.00	REPLACE #83 - 2001 PICKUP TRUCK
PURCHASE OF 2WD DUMP TRUCK	CEMETERIES/PARKS	\$ 40,000.00	REPLACEMENT OF #78- 2000 DUMP TRUCK
PURCHASE OF RECREATION VAN	RECREATION & PUBLIC LANDS	\$ 25,000.00	REPLACEMENT OF RECREATION VAN
PURCHASE OF 4 DOOR SEDAN	RECREATION & PUBLIC LANDS	\$ 20,000.00	REPLACEMENT OF DIRECTOR'S CAR
COMPUTER REPLACEMENTS	CITY MANAGER	\$ 1,200.00	REPLACEMENT OF VARIOUS COMPUTERS IN THE DEPARTMENT
PHONE SYTEM UPGRADES	CITY MANAGER	\$ 20,000.00	SYSTEMATIC REPLACEMENT OF PHONE SYSTEM EQUIPMENT TO RESULT IN VOICE OVER IP SYSTEM. BEGIN WITH VOICE MAIL REPLACEMENT 2012, PHONE SERVER IN 2013 AND PHONE HANDSETS IN 2014
COMPUTER REPLACEMENT	COMMUNITY DEVELOPMENT	\$ 3,000.00	TO REPLACE COMPUTER WORK STATIONS THAT ARE FIVE YEARS OLD.
COMPUTER REPLACEMENT AND ENHANCEMENT	COMMUNITY DEVELOPMENT	\$ 4,150.00	REPLACE ONE (1) WORK STATION AND ADD THREE (3) LAPTOPS FOR FIELD WORK.
COMPUTER REPLACEMENT	ENGINEERING	\$ 1,500.00	REPLACEMENT OF DEPARTMENT COMPUTERS. 2012: RICHARD LESIECKI; 2013: MARK SUEDKAMP
VEHICLE REPLACEMENT	ENGINEERING	\$ 15,000.00	REPLACEMENT OF DEPARTMENT VEHICLES. 2013: JOHN SCHLUND, 2014: MARK SUEDKAMP
COMPUTER REPLACEMENT	FINANCE	\$ 4,400.00	PURCHASE TWO COMPUTERS (TARA & CHERYL F.)
PATROL CARS	POLICE	\$ 180,735.00	WE ONLY REPLACED 1 FOR 2012 DUE TO BUDGET CONSTRAINTS. BY ORDERING 5 VEHICLES WE WILL BE BACK ON TRACK TO ANNUALLY REPLACE 3 PATROL VEHICLES AND FULLY EQUIP THEM, AND TO AVOID RUNNING OUTSIDE OF THE 5 YR WARRANTY PERIOD.

**FY 2014 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
SERVER PROJECT	POLICE	\$ 9,000.00	DEPARTMENT SERVERS/COMPUTERS NEED TO BE KEPT CURRENT WITH TECHNOLOGY AND COMPATABILITY. A REPLACEMENT AND REPAIR SCHEDULE HAS BEEN IMPLEMENTED WHICH ALLOWS THE 3 MAIN SERVERS TO BE REPLACED EVERY 5 YEARS AND PHASED REPLACEMENTS OF WORKSTATIONS DURING THE INTERCEDING YEARS.
<b>430 TOTAL CAPITAL EQUIPMENT RESERVE FUND</b>		<b>\$ 373,985.00</b>	
SERVER REPLACEMENT COMPUTER SYSTEM	CITY MANAGER	\$ 3,750.00	REPLACEMENT OF THE SERVER FOR THE CITY WIDE COMPUTER SYSTEM WITH VIRTUAL SERVER SYSTEM
COMPUTER REPLACEMENT	UTILITIES OFFICE	\$ 480.00	PURCHASE NEW COMPUTER
PURCHASE NEW TRUCK	UTILITIES OFFICE	\$ 5,000.00	PURCHASE NEW TRUCK FOR METER READERS
<b>710 TOTAL WATER REVENUE FUND</b>		<b>\$ 9,230.00</b>	
TANK MAINTENANCE	WATER DISTRIBUTION	\$ 280,000.00	PAINTING IS NEEDED TO PROLONG THE LIFE OF THESE TANKS, CHESTNUT OUTSIDE PAINTING-2012, RT 86 TANK PAINTING EXTERIOR-2013, CRILE ROAD EXTERIOR-2014, AUBURN ROAD INTERIOR-2015.
REMOTE METERING SYSTEM	WATER DISTRIBUTION	\$ 200,000.00	THE INSTALLATION OF REMOTE METER READING SYSTEM TO IMPROVE THE OVERALL EFFICIENCY AND ACCURACY OF THE CURRENT METHOD.
REPLACE CHEVY 250 4X4	WATER DISTRIBUTION	\$ 40,000.00	THIS TRUCK WAS PURCHASED IN 1993 AND HAS OUTLIVED ITS USEFUL LIFE.
CHARLOTTE AVENUE WATERLINE REPLACEMENT	WATER DISTRIBUTION	\$ 405,000.00	REPLACE 2200 LINEAL FEET OF WATERLINE ON CHARLOTTE AVENUE, REPLACE 4 AND 6 INCH LINES TO A NEW 8 INCH LINE.
MAGNOLIA DRIVE WATERLINE REPLACEMENT	WATER DISTRIBUTION	\$ 57,000.00	REPLACE 305 LINEAL FEET OF WATERLINE ON MAGNOLIA DRIVE, REPLACING 4 INCH LINE TO 8 INCH LINE.
NELSON STREET WATERLINE REPLACEMENT	WATER DISTRIBUTION	\$ 291,000.00	REPLACE 1580 LINEAL FEET OF WATERLINE ON NELSON STREET, REPLACING 4 INCH LINE TO 8 INCH LINE.
LEVAN DRIVE WATERLINE REPLACEMENT	WATER DISTRIBUTION	\$ 195,000.00	REPLACE 1055 LINEAL FEET OF WATERLINE ON LEVAN DRIVE, REPLACING 4 INCH LINE TO 8 INCH LINE.
REBUILD/REPLACE #4 LOW SERVICE PUMP	WATER PLANT	\$ 20,000.00	REBUILD/REPLACE #4 LOW SERVICE PUMP

**FY 2014 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
REPLACE CRANE AND TRACKING SYSTEM WITHIN WATER FACILITY	WATER PLANT	\$ 60,000.00	CRANE LOADS AND UNLOADS DANGEROUS CHEMICALS AND NEEDS REPLACED.
<b>712 TOTAL WATER CONSTRUCTION FUND</b>		<b>\$ 1,548,000.00</b>	
SERVER REPLACEMENT COMPUTER SYSTEM	CITY MANAGER	\$ 3,750.00	REPLACEMENT OF THE SERVER FOR THE CITY WIDE COMPUTER SYSTEM WITH VIRTUAL SERVER SYSTEM
COMPUTER REPLACEMENT	UTILITIES OFFICE	\$ 480.00	PURCHASE NEW COMPUTER
PURCHASE NEW TRUCK	UTILITIES OFFICE	\$ 5,000.00	PURCHASE NEW TRUCK FOR METER READERS
<b>720 TOTAL SEWER REVENUE FUND</b>		<b>\$ 9,230.00</b>	
SEWER LINING REHABILITATION	ENGINEERING	\$ 75,000.00	REHABILITATE SELECTED EXISTING DETERIORATED SANITARY SEWERS BY TRENCHLESS CONSTRUCTION METHODS AND LINING THE EXISTING PIPE.
MANHOLE REHABILITATION	ENGINEERING	\$ 25,000.00	REHABILITATE OR REPLACE SELECTED SANITARY SEWER MAHOLES TO ADDRESS I&I CONCERNS AND HEALTH AND SAFETY CONCERNS.
RECREATION PARK PUMP STATION - PUMPS REPLACEMENT	WATER POLLUTION CONTROL	\$ 30,000.00	REPLACE EXISTING DRI-WELL PUMPS WITH NEW WET WELL PUMP DESIGN. NEW PUMPS WOULD PREVENT PUMP FAILURE IN THE EVENT OF FLOODING.
GARAGE DOORS	WATER POLLUTION CONTROL	\$ 45,000.00	THREE NEW GARAGE DOORS WILL COMPLETE THE EXCHANGE OF ALL GARAGE DOORS IN THE WPCP. NEW DOORS ARE ALUMINUM INSULATED DOORS TO IMPROVE HEATING AND COOLING OF PLANT BUILDINGS AND REDUCE ENERGY COSTS.
CENTRIFUGE/BELT PRESS	WATER POLLUTION CONTROL	\$ 400,000.00	REPLACE EXISTING BELT PRESS WITH NEW DEWATERING EQUIPMENT. NEW EQUIPMENT WOULD INCREASE SOLIDS THROUGHPUT AND REDUCE OPERATOR ATTENTION.
<b>722 TOTAL SEWER CONSTRUCTION FUND</b>		<b>\$ 575,000.00</b>	
SERVER REPLACEMENT COMPUTER SYSTEM	CITY MANAGER	\$ 5,250.00	REPLACEMENT OF THE SERVER FOR THE CITY WIDE COMPUTER SYSTEM WITH VIRTUAL SERVER SYSTEM
COMPUTER REPLACEMENT	UTILITIES OFFICE	\$ 1,500.00	PURCHASE NEW COMPUTER
PURCHASE NEW TRUCK	UTILITIES OFFICE	\$ 15,000.00	PURCHASE NEW TRUCK FOR METER READERS
<b>730 TOTAL ELECTRIC REVENUE FUND</b>		<b>\$ 21,750.00</b>	

**FY 2014 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
COMPUTER REPLACEMENT	ELECTRIC DISTRIBUTION	\$ 2,000.00	REPLACE OFFICE COMPUTERS ON A FIVE YEAR CYCLE.
MANHOLE CABLE RACKS & COVERS	ELECTRIC DISTRIBUTION	\$ 14,000.00	REPLACE AGING CABLE RACKS AND MANHOLE COVERS IN ALL MANHOLES IN THE SYSTEM ON A EIGHT YEAR PROGRAM.
INDUSTRIAL TRANSFORMERS	ELECTRIC DISTRIBUTION	\$ 95,000.00	PURCHASE INDUSTRIAL SIZE (500 KVA+) TRANSFORMERS TO SERVE NEW CUSTOMERS OR INCREASED SERVICE TO OUR EXISTING CUSTOMERS.
UG ELECTRIC IN VARIOUS SUBDIVISIONS	ELECTRIC DISTRIBUTION	\$ 60,000.00	INSTALLATION OF UG ELECTRIC INFRASTRUCTURES IN VARIOUS SUBDIVISIONS IN CITY
STREETLIGHT REVAMPING PROGRAM	ELECTRIC DISTRIBUTION	\$ 20,000.00	ONGOING REPLACEMENT OF THE MV STREETLIGHTS WITH MORE ENERGY EFFICIENT LIGHTS.
REPLACE DIRECT BURIED UG CABLE	ELECTRIC DISTRIBUTION	\$ 50,000.00	REPLACE DIRECT BURIED UG CABLE IN THE OLDER SUBDIVISIONS
REPLACE TRUCK #5	ELECTRIC DISTRIBUTION	\$ 180,000.00	REPLACE 35' SQUIRT-BOOM BUCKET TRUCK (#5) PER OUR VEHICLE REPLACEMENT SCHEDULE
REPLACE VEHICLE #7	ELECTRIC DISTRIBUTION	\$ 30,000.00	REPLACE VEHICLE #7 WITH NEW VEHICLE PER OUR VEHICLE REPLACEMENT SCHEDULE
BOILER MACT COMPLIANCE	ELECTRIC PLANT	\$ 3,000,000.00	INSTALL CONTROLS AND AIR POLLUTION EQUIPMENT TO MEET NEW FEDERAL EPA AIR STANDARDS.
STORMWATER COLLECTION SYSTEM IMPROVEMENTS	ELECTRIC PLANT	\$ 250,000.00	INSTALL COLLECTION AND TREATMENT SYSTEM FOR STORMWATER RUN OFF.
COMPUTER REPLACEMENT	ELECTRIC PLANT	\$ 5,000.00	YEARLY UPGRADE OF THREE COMPUTERS.
ASH REMOVAL SYSTEM UPGRADE	ELECTRIC PLANT	\$ 65,000.00	REPLACE/UPGRADE EXISTING BOILER ASH REMOVAL SYSTEM.
WATER TREATMENT IMPROVEMENTS	ELECTRIC PLANT	\$ 15,000.00	ADD AUTOMATED EQUIPMENT FOR WATER TESTING.
<b>732 TOTAL ELECTRIC CONSTRUCTION FUND</b>		<b>\$ 3,786,000.00</b>	
ANNUAL STORM UTILITY CAPITAL IMPROVEMENTS PROGRAM	ENGINEERING	\$ 300,000.00	PROJECTS TO BE DEFINED IN FUTURE YEARS.
<b>760 TOTAL STORM WATER REVENUE FUND</b>		<b>\$ 300,000.00</b>	
<b>TOTAL 2014 CIP PLAN:</b>		<b>\$ 11,283,195.00</b>	

**FY 2015 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
ANNUAL PAVING PROGRAM	ENGINEERING	\$ 230,000.00	RESURFACING OF FIVE OR SIX RESIDENTIAL STREETS AT VARIOUS LOCATIONS THROUGHOUT THE CITY.
SOUTH ST. CLAIR STREET RENOVATION PROJECT	ENGINEERING	\$ 97,000.00	DESIGN AND RECONSTRUCTION OF THE LAST PORTIONS OF SOUTH ST. CLAIR STREET.
RICHMOND STREET IMPROVEMENTS PROJECT	ENGINEERING	\$ 178,000.00	RESURFACING OF RICHMOND STREET (SR 283) FROM WESTERN CITY LIMIT TO EASTERN CITY LIMIT (CITY SHARE OF ODOT PROJECT). ENGINEERING BY LPA PER ODOT.
RESURFACING OF RT 20 FROM WATSON TO ECL	ENGINEERING	\$ 384,000.00	RESURFACING OF SR20 (MENTOR AVENUE) FROM WATSON STREET TO THE EASTERN CITY LIMITS. ODOT PROJECT FUNDED AT 80% ODOT, 20% CITY. ENGINEERING TO BE DONE BY LPA PER ODOT.
STREET SWEEPER REPLACEMENT	PUBLIC WORKS	\$ 125,000.00	REPLACE 10 YEAR OLD STREET SWEEPER FOR THE MAINTENANCE OF STREETS AND STORM SEWERS.
<b>201 TOTAL SCMR FUND</b>		<b>\$ 1,014,000.00</b>	
REPLACE UTILITY VEHICLE	FIRE	\$ 75,000.00	THIS PROJECT WILL REPLACE THE UTILITY VEHICLE, A 2004 FORD E350 VAN, WITH A CREW CAB PICK UP TRUCK.
REPLACEMENT OF CHIEF'S CAR	FIRE	\$ 25,000.00	THIS PROJECT WILL REPLACE A 10 YR OLD VEHICLE AND EQUIP IT TO SERVE AS A COMMAND AND STAFF VEHICLE
<b>220 TOTAL FIRE LEVY FUND</b>		<b>\$ 100,000.00</b>	
REPLACEMENT OF CHIEF'S CAR	FIRE	\$ 25,000.00	THIS PROJECT WILL REPLACE A 10 YR OLD VEHICLE AND EQUIP IT TO SERVE AS A COMMAND AND STAFF VEHICLE
<b>229 TOTAL EMS FUND</b>		<b>\$ 25,000.00</b>	
COMPUTER REPLACEMENT	MUNICIPAL COURT	\$ 18,000.00	CONTINUE WITH COURT COMPUTER REPLACEMENT AND PRINTER PROGRAM
<b>415 TOTAL MUNI CT CAPITAL PROJECT FUND</b>		<b>\$ 18,000.00</b>	
PAVING IMPROVEMENTS	CEMETERIES/PARKS	\$ 50,000.00	OVERLAY OF ENTRANCE AND STADIUM PARKING LOT AT RECREATION PARK
IMPROVEMENTS TO BALL DIAMONDS	CEMETERIES/PARKS	\$ 15,000.00	FENCE REPLACEMENT AND DIAMOND IMPROVEMENTS

**FY 2015 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
REPLACE ROOFTOP UNIT CITY HALL COMPLEX	RECREATION & PUBLIC LANDS- BLDG. MAINT.	\$ 20,000.00	SCHEDULED REPLACEMENT
SKATE PARK UPGRADE	CEMETERIES/PARKS	\$ 50,000.00	UPGRADE AND ADD TO SKATE PARK AT RECREATION PARK
<b>424 TOTAL CAPITAL IMPROVEMENT FUND</b>		<b>\$ 135,000.00</b>	
VIDEO ARRAIGNMENT	MUNICIPAL COURT	\$ 5,000.00	VIDEO ARRAIGNMENT UPGRADES
PURCHASE RIDING LAWN MOWERS	CEMETERIES/PARKS	\$ 25,000.00	REPLACEMENT 2 MOWERS PER YEAR
PURCHASE MINI VAN	CEMETERIES/PARKS	\$ 20,000.00	REPLACEMENT OF MINIVAN ASSIGNED TO CEMETERIES SALE OFFICE
PURCHASE OF 4WD TRUCK	CEMETERIES/PARKS	\$ 30,000.00	REPLACEMENT FOR VEHICLE #82
COMPUTER REPLACEMENTS	CITY MANAGER	\$ 1,200.00	REPLACEMENT OF VARIOUS COMPUTERS IN THE DEPARTMENT
COMPUTER REPLACEMENT	COMMUNITY DEVELOPMENT	\$ 3,000.00	REPLACE COMPUTER WORK STATIONS THAT ARE FIVE YEARS OLD.
VEHICLE REPLACEMENT	COMMUNITY DEVELOPMENT	\$ 13,500.00	TO REPLACE AGING DEPARTMENT VEHICLES
VEHICLE REPLACEMENT	COMMUNITY DEVELOPMENT	\$ 15,000.00	TO REPLACE VEHICLE THAT IS EIGHT (8) YEARS OLD.
COMPUTER REPLACEMENT	COMMUNITY DEVELOPMENT	\$ 3,500.00	REPLACE TWO WORK STATIONS THAT ARE FIVE YEARS OLD.
COMPUTER REPLACEMENT	ENGINEERING	\$ 1,500.00	REPLACEMENT OF DEPARTMENT COMPUTERS. 2012: RICHARD LESIECKI; 2013: MARK SUEDKAMP
COMPUTER REPLACEMENT	FINANCE	\$ 2,200.00	PURCHASE NEW COMPUTER FOR JOEL
PATROL CARS	POLICE	\$ 189,771.00	REPLACED 1 VEHICLE IN 2012 DUE TO BUDGET CONSTRAINTS. BY ORDERING 5 VEHICLES WE WILL BE BACK ON TRACK TO ANNUALLY REPLACE 3 PATROL VEHICLES AND FULLY EQUIP THEM, AND TO AVOID RUNNING OUTSIDE OF THE 5 YR WARRANTY PERIOD.
SERVER PROJECT	POLICE	\$ 9,000.00	DEPARTMENT SERVERS/COMPUTERS NEED TO BE KEPT CURRENT WITH TECHNOLOGY AND COMPATABILITY. A REPLACEMENT AND REPAIR SCHEDULE HAS BEEN IMPLEMENTED WHICH ALLOWS THE 3 MAIN SERVERS TO BE REPLACED EVERY 5 YEARS AND PHASED REPLACEMENTS OF WORKSTATIONS DURING THE INTERCEDING YEARS.
<b>430 TOTAL CAPITAL EQUIPMENT RESERVE FUND</b>		<b>\$ 318,671.00</b>	

**FY 2015 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
COMPUTER REPLACEMENT	UTILITIES OFFICE	\$ 500.00	PURCHASE NEW COMPUTER
PURCHASE A NEW HAND HELD COMPUTER	UTILITIES OFFICE	\$ 3,000.00	PURCHASE A NEW HANDHELD COMPUTER FOR METER READERS
<b>710 TOTAL WATER REVENUE FUND</b>		<b>\$ 3,500.00</b>	
TANK MAINTENANCE	WATER DISTRIBUTION	\$ 230,000.00	PAINTING IS NEEDED TO PROLONG THE LIFE OF THESE TANKS, CHESTNUT OUTSIDE PAINTING-2012, RT 86 TANK PAINTING EXTERIOR-2013, CRILE ROAD EXTERIOR-2014, AUBURN ROAD INTERIOR-2015.
<b>712 TOTAL WATER CONSTRUCTION FUND</b>		<b>\$ 230,000.00</b>	
COMPUTER REPLACEMENT	UTILITIES OFFICE	\$ 500.00	PURCHASE NEW COMPUTER
PURCHASE A NEW HAND HELD COMPUTER	UTILITIES OFFICE	\$ 3,000.00	PURCHASE A NEW HANDHELD COMPUTER FOR METER READERS
<b>720 TOTAL SEWER REVENUE FUND</b>		<b>\$ 3,500.00</b>	
SEWER LINING REHABILITATION	ENGINEERING	\$ 75,000.00	REHABILITATE SELECT EXISTING DETERIORATED SANITARY SEWERS BY TRENCHLESS CONSTRUCTION METHODS AND LINING THE EXISTING PIPE.
MANHOLE REHABILITATION	ENGINEERING	\$ 25,000.00	REHABILITATE OR REPLACE SELECT SANITARY SEWER MAHOLES TO ADDRESS I&I CONCERNS AND HEALTH AND SAFETY CONCERNS.
MECHANICAL BAR SCREEN	WATER POLLUTION CONTROL	\$ 75,000.00	REPLACE EXISTING MANUAL BAR SCREEN WITH NEW AUTOMATIC BAR SCREEN. EXISTING SCREEN NEEDS TO BE RAKED MANUALLY AND THE NEW WILL BE CLEANED AUTOMATICALLY.
SUPERINTENDENT PICKUP TRUCK	WATER POLLUTION CONTROL	\$ 30,000.00	REPLACE 2002 SUPERINTENDENT PICKUP TRUCK WITH NEW TRUCK.
<b>722 TOTAL SEWER CONSTRUCTION FUND</b>		<b>\$ 205,000.00</b>	
COMPUTER REPLACEMENT	UTILITIES OFFICE	\$ 1,500.00	PURCHASE NEW COMPUTER
PURCHASE A NEW HAND HELD COMPUTER	UTILITIES OFFICE	\$ 9,000.00	PURCHASE A NEW HANDHELD COMPUTER FOR METER READERS
<b>730 TOTAL ELECTRIC REVENUE FUND</b>		<b>\$ 10,500.00</b>	

**FY 2015 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
COMPUTER REPLACEMENT	ELECTRIC DISTRIBUTION	\$ 2,200.00	REPLACE OFFICE COMPUTERS ON A FIVE YEAR CYCLE.
MANHOLE CABLE RACKS & COVERS	ELECTRIC DISTRIBUTION	\$ 14,000.00	REPLACE AGING CABLE RACKS AND MANHOLE COVERS IN ALL MANHOLES IN THE SYSTEM ON A EIGHT YEAR PROGRAM.
INDUSTRIAL TRANSFORMERS	ELECTRIC DISTRIBUTION	\$ 95,000.00	PURCHASE INDUSTRIAL SIZE (500 KVA+) TRANSFORMERS TO SERVE NEW CUSTOMERS OR INCREASED SERVICE TO OUR EXISTING CUSTOMERS.
UG ELECTRIC IN VARIOUS SUBDIVISIONS	ELECTRIC DISTRIBUTION	\$ 60,000.00	INSTALLATION OF UG ELECTRIC INFRASTRUCTURES IN VARIOUS SUBDIVISIONS IN CITY
STREETLIGHT REVAMPING PROGRAM	ELECTRIC DISTRIBUTION	\$ 20,000.00	ONGOING REPLACEMENT OF THE MV STREETLIGHTS WITH MORE ENERGY EFFICIENT LIGHTS.
REPLACE DIRECT BURIED UG CABLE	ELECTRIC DISTRIBUTION	\$ 50,000.00	REPLACE DIRECT BURIED UG CABLE IN THE OLDER SUBDIVISIONS
REPLACE TRUCK #40	ELECTRIC DISTRIBUTION	\$ 220,000.00	REPLACE 55' FORESTRY BUCKET TRUCK (#40) PER OUR VEHICLE REPLACEMENT SCHEDULE
COMPUTER REPLACEMENT	ELECTRIC PLANT	\$ 5,000.00	YEARLY UPGRADE OF THREE COMPUTERS.
ASH REMOVAL SYSTEM UPGRADE	ELECTRIC PLANT	\$ 300,000.00	REPLACE/UPGRADE EXISTING BOILER ASH REMOVAL SYSTEM.
WATER TREATMENT IMPROVEMENTS	ELECTRIC PLANT	\$ 160,000.00	ADD AUTOMATED EQUIPMENT FOR WATER TESTING.
<b>732 TOTAL ELECTRIC CONSTRUCTION FUND</b>		<b>\$ 926,200.00</b>	
ANNUAL STORM UTILITY CAPITAL IMPROVEMENTS	ENGINEERING	\$ 300,000.00	PROJECTS TO BE DEFINED IN FUTURE YEARS.
STREET SWEEPER REPLACEMENT	PUBLIC WORKS	\$ 125,000.00	REPLACE 10 YEAR OLD STREET SWEEPER FOR THE MAINTENANCE OF STREETS AND STORM SEWERS.
<b>760 TOTAL STORM WATER REVENUE FUND</b>		<b>\$ 425,000.00</b>	
<b>TOTAL 2015 CIP PLAN:</b>		<b>\$ 3,414,371.00</b>	

**FY 2016 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT./DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
ANNUAL PAVING PROGRAM	ENGINEERING	\$ 230,000.00	RESURFACING OF FIVE OR SIX RESIDENTIAL STREETS AT VARIOUS LOCATIONS THROUGHOUT THE CITY.
SOUTH ST. CLAIR STREET RENOVATION PROJECT	ENGINEERING	\$ 539,000.00	DESIGN AND RECONSTRUCTION OF THE LAST PORTIONS OF S. ST. CLAIR ST.
RICHMOND STREET IMPROVEMENTS PROJECT	ENGINEERING	\$ 712,000.00	RESURFACING RICHMOND ST. (SR 283) FROM WESTERN CITY LIMIT TO EASTERN CITY LIMIT (CITY SHARE OF ODOT PROJECT). ENGINEERING BY LPA PER ODOT.
RESURFACING OF SR 283 FROM WCL TO ECL	ENGINEERING	\$ 1,270,000.00	RESURFACING OF SR 283 (RICHMOND RD) FROM WESTERN CITY LIMIT TO EASTERN CITY LIMIT (PER ODOT DESCRIPTION). ODOT PROJECT FUNDED AT 80% ODOT, 20% CITY.
1-TON DUMP/WITH PLOW	PUBLIC WORKS	\$ 185,000.00	PURCHASE A 1 TON 4-WHEEL DRIVE TRUCK WITH PLOW TO BE USED IN DAILY SERVICE AND SALTING AND PLOWING.
2 1/2 DUMP AND PLOW WITH SALT CAPABILITIES	PUBLIC WORKS	\$ 125,000.00	REPLACE TRUCK TO KEEP DEPARTMENT EFFICIENT WITH LESS BREAK DOWNS.
<b>201 TOTAL SCMR FUND</b>		<b>\$ 3,061,000.00</b>	
AERIAL REPLACEMENT	FIRE	\$ 900,000.00	REPLACE 1992 75' AERIAL WITH A 100' ELEVATED PLATFORM. IT'S RECOMMENDED THIS BE RESEARCHED AS A REGIONAL PURCHASE AND SUPPORTED WITH ANY AVAILABLE GRANTS. REGARDLESS IT IS NECESSARY TO REPLACE THIS VEHICLE AS IT IS OVER 20 YEARS OLD AND HAS EXPERIENCED INCREASED MAINTENANCE COSTS. REPLACEMENT HAS ALREADY BEEN DELAYED AS THE PUMP WAS REPLACED IN 2009 AND SIGNIFICANT LADDER WORK WAS PERFORMED IN 2007.
REPLACE INSPECTOR'S CAR	FIRE	\$ 12,500.00	THIS PROJECT WILL REPLACE THE FIRE PREVENTION CAR WHICH WILL BE 10 YEARS OLD AT THIS TIME.
REPLACEMENT OF RESCUE BOAT	FIRE	\$ 22,500.00	THIS PROJECT WILL REPLACE THE INFLATABLE RESCUE BOAT PURCHASED IN 2006 AFTER THE FLOOD.
<b>220 TOTAL FIRE LEVY FUND</b>		<b>\$ 935,000.00</b>	
REPLACE INSPECTOR'S CAR	FIRE	\$ 12,500.00	THIS PROJECT WILL REPLACE THE FIRE PREVENTION CAR WHICH WILL BE 10 YEARS OLD AT THIS TIME.
REPLACEMENT OF COMPUTERS	FIRE	\$ 20,000.00	THIS PROJECT WILL REPLACE THE THIN CLIENTS AND PC'S WITHIN THE DEPARTMENT WHICH WILL BE 6 YEARS OLD AT THIS TIME.
REPLACEMENT OF RESCUE BOAT	FIRE	\$ 22,500.00	THIS PROJECT WILL REPLACE THE INFLATABLE RESCUE BOAT PURCHASED IN 2006 AFTER THE FLOOD.
<b>229 TOTAL EMS FUND</b>		<b>\$ 55,000.00</b>	

**FY 2016 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT./DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
COMPUTER REPLACEMENT	MUNICIPAL COURT	\$ 18,000.00	CONTINUE WITH COURT COMPUTER REPLACEMENT AND PRINTER PROGRAM.
<b>415 TOTAL MUNI CT CAPITAL PROJECTS FUND</b>		<b>\$ 18,000.00</b>	
IMPROVEMENTS TO BALL DIAMONDS	CEMETERIES/PARKS	\$ 15,000.00	FENCE REPLACEMENT AND DIAMOND IMPROVEMENTS
WATERLINE IMPROVEMENTS	CEMETERIES/PARKS	\$ 10,000.00	EXTENSION OF WATERLINES AT RIVERSIDE CEMETERY
ROAD IMPROVEMENTS	CEMETERIES/PARKS	\$ 50,000.00	OVERLAY EVERGREEN CEMETERY ROADS
<b>424 TOTAL CAPITAL IMPROVEMENT FUND</b>		<b>\$ 75,000.00</b>	
VIDEO ARRAIGNMENT	MUNICIPAL COURT	\$ 5,000.00	VIDEO ARRAIGNMENT UPGRADES
COURT SERVER PROJECT	MUNICIPAL COURT	\$ 16,000.00	REPLACE COURT SERVERS (NETWORK AND AUDIO-VIDEO)
<b>429 TOTAL MUNI CT SPECIAL PROJECTS</b>		<b>\$ 21,000.00</b>	
PURCHASE 72" RIDING MOWER	CEMETERIES/PARKS	\$ 30,000.00	REPLACE 72" MOWER
PURCHASE OF 4WD TRUCK	CEMETERIES/PARKS	\$ 30,000.00	REPLACEMENT FOR #84
PURCHASE BURIAL COMPUTER PACKAGE	CEMETERIES/PARKS	\$ 52,000.00	REPLACEMENT OF CIRCA 1990'S PROGRAM
COMPUTER REPLACEMENTS	CITY MANAGER	\$ 1,200.00	REPLACEMENT OF VARIOUS COMPUTERS IN THE DEPARTMENT
COMPUTER REPLACEMENT	COMMUNITY DEVELOPMENT	\$ 3,000.00	TO REPLACE COMPUTER WORK STATIONS THAT ARE FIVE (5) YEARS OLD.
COMPUTER REPLACEMENT	ENGINEERING	\$ 1,500.00	REPLACEMENT OF DEPARTMENT COMPUTERS. 2012: RICHARD LESJECK; 2013: MARK SUEDKAMP
COMPUTER REPLACEMENT	FINANCE	\$ 2,300.00	PURCHASE NEW COMPUTER FOR JULIE
PATROL CARS	POLICE	\$ 199,259.55	REPLACED 1 VEHICLE IN 2012 DUE TO BUDGET CONSTRAINTS. BY ORDERING 5 VEHICLES WE WILL BE BACK ON TRACK TO ANNUALLY REPLACE 3 PATROL VEHICLES AND FULLY EQUIP THEM, AND TO AVOID RUNNING OUTSIDE OF THE THE 5 YR WARRANTY
SERVER PROJECT	POLICE	\$ 9,000.00	DEPARTMENT SERVERS/COMPUTERS NEED TO BE KEPT CURRENT WITH TECHNOLOGY AND COMPATABILITY. A REPLACEMENT AND REPAIR SCHEDULE HAS BEEN IMPLEMENTED WHICH ALLOWS THE 3 MAIN SERVERS TO BE REPLACED EVERY 5 YEARS AND PHASED REPLACEMENTS OF WORKSTATIONS DURING THE INTERCEDING YEARS.
<b>430 TOTAL CAPITAL EQUIPMENT RESERVE FUND</b>		<b>\$ 328,259.55</b>	

**FY 2016 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
COMPUTER REPLACEMENT	UTILITIES OFFICE	\$ 520.00	PURCHASE NEW COMPUTER
PURCHASE NEW PICKUP TRUCK	UTILITIES OFFICE	\$ 4,400.00	PURCHASE NEW PICKUP TRUCK
<b>710 TOTAL WATER REVENUE FUND</b>		<b>\$ 4,920.00</b>	
RENOVATE RAVENNA RD STATIONS	WATER DISTRIBUTION	\$ 200,000.00	THE PUMP STATIONS BUILT IN 1958 COULD BE VERY EFFECTIVE IN TURNING OVER THE WATER IN ROUTE 86 TOWER WITH RENOVATION. REMOTE CONTROL STATIONS WOULD BE VERY EFFECTIVE IF ALTERNATED WITH CHESTNUT STATION NEW PUMP MOTORS TO COMMUNICATE TO THE PLANT, DEWATERING SYSTEM CENTRIFUSE OR BELT PRESS TO DEWATER TREATMENT PLANT SLUDGE AND INCREASE THE % SOLIDS FOR DISPOSAL TO EITHER LAND FILL, REUSE OR WASTE WATER TREATMENT PLANT.
SLUDGE DEWATERING	WATER PLANT	\$ 3,600,000.00	
<b>712 TOTAL WATER CONSTRUCTION FUND</b>		<b>\$ 3,800,000.00</b>	
SEWER JET REPLACEMENT	PUBLIC WORKS	\$ 175,000.00	REPLACE 2002 INTERNATIONAL SEWER JET AND CATCH BASIN CLEANER
COMPUTER REPLACEMENT	UTILITIES OFFICE	\$ 520.00	PURCHASE NEW COMPUTER
PURCHASE NEW PICKUP TRUCK	UTILITIES OFFICE	\$ 4,400.00	PURCHASE NEW PICKUP TRUCK
<b>720 TOTAL SEWER REVENUE FUND</b>		<b>\$ 179,920.00</b>	
SEWER LINING REHABILITATION	ENGINEERING	\$ 75,000.00	REHABILITATE SELECT EXISTING DETERIORATED SANITARY SEWERS BY TRENCHLESS CONSTRUCTION METHODS AND LINING THE EXISTING PIPE.
MANHOLE REHABILITATION	ENGINEERING	\$ 25,000.00	REHABILITATE OR REPLACE SELECT SANITARY SEWER MANHOLES TO ADDRESS I&I CONCERNS AND HEALTH AND SAFETY CONCERNS.
AERATION BLOWER	WATER POLLUTION CONTROL	\$ 400,000.00	NEW POSITIVE DISPLACEMENT TURBINE BLOWER WOULD REPLACE EXISTING CENTRIFUGAL BLOWER. NEW BLOWER WOULD INCREASE ENERGY EFFICIENCY AND OPERATE ENTIRE AERATION SYSTEM.
<b>722 TOTAL SEWER CONSTRUCTION FUND</b>		<b>\$ 500,000.00</b>	
COMPUTER REPLACEMENT	UTILITIES OFFICE	\$ 1,560.00	PURCHASE NEW COMPUTER
PURCHASE NEW PICKUP TRUCK	UTILITIES OFFICE	\$ 13,200.00	PURCHASE NEW PICKUP TRUCK
<b>730 TOTAL ELECTRIC REVENUE FUND</b>		<b>\$ 14,760.00</b>	

**FY 2016 CAPITAL IMPROVEMENT PLAN**

<u>PROJECT TITLE</u>	<u>DEPT/DIVISION</u>	<u>TOTAL COST</u>	<u>DESCRIPTION</u>
COMPUTER REPLACEMENT	ELECTRIC DISTRIBUTION	\$ 2,200.00	REPLACE OFFICE COMPUTERS ON A FIVE YEAR CYCLE.
MANHOLE CABLE RACKS & COVERS	ELECTRIC DISTRIBUTION	\$ 14,000.00	REPLACE AGING CABLE RACKS AND MANHOLE COVERS IN ALL MANHOLES IN THE SYSTEM ON A EIGHT YEAR PROGRAM.
INDUSTRIAL TRANSFORMERS	ELECTRIC DISTRIBUTION	\$ 95,000.00	PURCHASE INDUSTRIAL SIZE (500 KVA+) TRANSFORMERS TO SERVE NEW CUSTOMERS OR INCREASED SERVICE TO OUR EXISTING CUSTOMERS.
UG ELECTRIC IN VARIOUS SUBDIVISIONS	ELECTRIC DISTRIBUTION	\$ 60,000.00	INSTALLATION OF UG ELECTRIC INFRASTRUCTURES IN VARIOUS SUBDIVISIONS IN CITY
STREETLIGHT REVAMPING PROGRAM	ELECTRIC DISTRIBUTION	\$ 20,000.00	ONGOING REPLACEMENT OF THE MV STREETLIGHTS WITH MORE ENERGY EFFICIENT LIGHTS.
REPLACE DIRECT BURIED UG CABLE	ELECTRIC DISTRIBUTION	\$ 50,000.00	REPLACE DIRECT BURIED UG CABLE IN THE OLDER SUBDIVISIONS
REPLACE TRUCK #2	ELECTRIC DISTRIBUTION	\$ 220,000.00	REPLACE DERRICK DIGGER TRUCK (#2) PER OUR VEHICLE REPLACEMENT SCHEDULE
COMPUTER REPLACEMENT	ELECTRIC PLANT	\$ 5,000.00	YEARLY UPGRADE OF THREE COMPUTERS.
ASH REMOVAL SYSTEM UPGRADE	ELECTRIC PLANT	\$ 300,000.00	REPLACE/UPGRADE EXISTING BOILER ASH REMOVAL SYSTEM.
<b>732 TOTAL ELECTRIC CONSTRUCTION FUND</b>		<b>\$ 766,200.00</b>	
ANNUAL STORM UTILITY CAPITAL IMPROVEMENTS PROGRAM	ENGINEERING	\$ 75,000.00	PROJECTS TO BE DEFINED IN FUTURE YEARS.
SEWER JET REPLACEMENT	PUBLIC WORKS	\$ 175,000.00	REPLACE 2002 INTERNATIONAL SEWER JET AND CATCH BASIN CLEANER
<b>760 TOTAL STORM WATER REVENUE FUND</b>		<b>\$ 250,000.00</b>	
<b>TOTAL 2016 CIP PLAN:</b>		<b>\$10,009,059.55</b>	

## SUPPLEMENTAL INFORMATION

### Computation of Legal Debt Margin

DECEMBER 31, 2009

Total debt (principal amount of all outstanding bonds and notes)	\$13,516,343
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Debt exempt from net indebtedness calculation:

Special assessment bonds and notes	\$355,000
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Self-supporting bonds and notes:

Water system	6,054,377
Sewer system	819,500
Stormwater system	403,400
Electric system	2,227,843

Total exempt debt	9,860,120
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Net indebtedness (voted and unvoted) subject to 10.5% debt limitation	<u>\$3,656,223</u>
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Assessed valuation of City (2008 for 2009 collection)	<u>\$275,691,690</u>
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Overall debt limitation- 10.5% of assessed valuation (maximum voted and unvoted general obligation debt allowed)	\$28,947,627
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Voted and unvoted debt subject to 10.5% debt limitation	\$4,631,620
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Less: Amount available in Debt Service Fund	(94,922)
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Net voted and unvoted debt subject to 10.5% debt limitation	<u>4,536,698</u>
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Legal debt margin within 10.5% limitation	<u>\$24,410,929</u>
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Unvoted debt limitation - 5.5% of assessed valuation	\$15,163,043
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Unvoted debt subject to 5.5% debt limitation	\$2,426,087
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Less: Amount available in Debt Service Fund	(94,922)
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Net unvoted debt subject to 5.5% limitation	<u>2,331,165</u>
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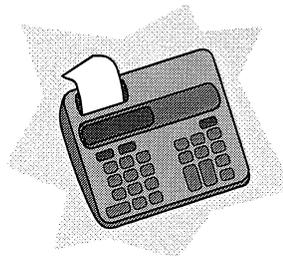
Legal debt margin within 5.5% limitation	<u>\$12,831,878</u>
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## Computation of All Direct and Overlapping General Obligation Debt

**December 31, 2009**

<u>Jurisdiction</u>	<u>Assessed Valuation (1)</u>	<u>Net General Tax Supported Debt (2)</u>	<u>Percent Overlapping</u>	<u>Net Tax Supported Overall Debt</u>
<b>Direct</b>				
City of Painesville	\$275,691,690	\$5,736,573	100.00%	\$5,736,573
<b>Overlapping Subdivisions</b>				
Painesville City Schools	244,997,124	29,267,807	100.00%	29,267,807
Painesville Township Schools	887,805,590	5,344,525	2.08%	111,166
Lake County	6,346,048,449	18,992,000	4.08%	774,874
Lake County Library District	1,135,019,004	8,475,000	21.49%	1,821,278
			Subtotal	<u>31,975,125</u>
			Total	<u><u>\$37,711,698</u></u>

- (1) Source: Lake County Auditor.
- (2) Source: Lake County Auditor; Painesville City School Treasurer, includes general obligation notes payable, but does not include general obligation debt supported by Enterprise Revenue or Special Assessments.



## Principal Employers

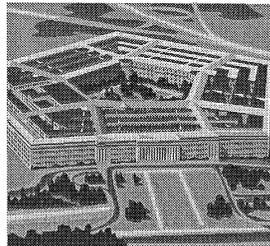
**December 31, 2011**

The following private and public employers have the ten largest work forces within the City:

<u>Employer</u>	<u>Type of Business</u>	<u>Approximate Number of Employees</u>		
		<u>Full-Time</u>	<u>Part-Time</u>	<u>Total</u>
1 County of Lake	Government	917	165	1,082
2 Fasson Division/ Avery International Corporation	Manufacturing	527	-	527
3 Painesville City Schools	Education	353	22	375
4 The City of Painesville	Government	256	17	273
5 Lake Erie College	Education	157	128	285
6 Core Systems	Manufacturing	221	1	222
7 Aero Fluid Products	Manufacturing	158	12	170
8 Cintas	Service	117	2	119
9 Eckart America	Manufacturing	108	1	109
10 SAS Rubber Division Mohawk Rubber Company	Manufacturing	79	1	80

The above private and public employers have the ten largest work forces within the City

Source: City Department of Finance.



## Demographic Statistics December 2010

Year	Income		Housing Units		
	Median	Per	Total	Owner	Percent of
	Family	Capita		Occupied	Total
1960	\$6,805	\$0	4,965	3,155	63.54%
1970	10,178	3,128	5,498	3,029	55.09%
1980	19,068	6,700	6,509	3,439	52.83%
1990	29,279	11,254	6,424	3,597	55.99%
2000	34,842	15,391	6,525	3,402	52.14%

Sources: U.S. Bureau of the Census  
The City of Painesville Economic Development Department

### Population

The population of the City, Lake County, and the Cleveland Primary Metropolitan Statistical Area (PMSA) (which is comprised of Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties) for each decade from 1940 to 2000 is as follows:

Year	City	County	PMSA
1940	12,235	50,020	1,319,734
1950	14,432	75,979	1,532,574
1960	16,116	148,700	1,909,483
1970	16,536	197,200	2,063,729
1980	16,391	212,801	1,898,825
1990	15,599	215,499	2,202,069
2000	17,503	227,511	2,250,871

### Employment

The following table compares estimated employment statistics for Lake County and the Cleveland-Lorain-Elyria PMSA including comparisons with unemployment rates for the State of Ohio and the United States.

Year	Employed		Unemployed		Unemployment Rate			
	County	PMSA	County	PMSA	County	PMSA	Ohio	U.S.
1998	121,500	1,091,800	4,500	44,900	3.60%	3.80%	4.30%	4.50%
1999	119,400	1,127,300	5,800	61,500	4.00%	4.20%	4.30%	4.20%
2000	121,800	1,058,402	5,600	58,772	3.50%	5.30%	3.70%	4.00%
2001	119,400	1,049,800	8,000	73,300	5.00%	6.50%	4.50%	5.40%
2002	117,500	1,040,300	7,600	72,700	6.10%	6.50%	5.70%	5.80%
2003	118,900	1,051,600	8,000	75,600	6.30%	6.70%	6.10%	6.00%
2004	118,200	1,041,600	7,800	67,900	6.20%	6.10%	6.80%	5.70%
2005	125,100	1,078,500	5,400	66,200	4.20%	6.10%	5.50%	5.10%
2006	125,400	1,030,100	6,300	58,200	4.80%	5.30%	5.50%	4.40%
2007	124,800	1,014,600	7,300	65,000	5.50%	6.00%	5.80%	5.00%
2008	120,500	979,300	8,500	74,700	6.60%	7.10%	7.40%	7.40%
2009	117,600	955,600	11,500	92,900	8.90%	8.90%	10.90%	10.00%
2010	94,397	983,800	11,200	91,300	8.30%	8.50%	9.60%	9.40%

Sources: Ohio Bureau of Employment Services.  
U.S. Department of Labor, Bureau of Statistics

THE CITY OF PAINESVILLE, OHIO  
DISTRIBUTION OF ACCOUNTS

DEPARTMENT/DIVISION	101 GENERAL FUND	201 STREET CONSTRUCTION FUND	229 EMS FUND	204 CEMETERIES FUND	710 WATER REVENUE FUND	25%	720 SEWER REVENUE FUND	20%	730 ELECTRIC REVENUE FUND	35%	760 STORM WATER FUND
<b>Distribution Percentage is -</b>											
<b>**Unless Otherwise Noted**</b>											
Council	101.111.51XXX 101.111.52XXX 101.111.53XXX 101.111.56XXX				710.711.51XXX 710.711.52220 710.711.53920 710.711.56501	25%	720.721.51XXX 720.721.52220 720.721.53920 720.721.56501	20%	730.731.51XXX 730.731.52220 730.731.53920 730.731.56501	35%	
Clerk of Council	101.112.51XXX 101.112.52XXX 101.112.53XXX 101.112.56XXX				710.711.51XXX 710.711.52220 710.711.53920 710.711.56501		720.721.51XXX 720.721.52220 720.721.53920 720.721.56501		730.731.51XXX 730.731.52220 730.731.53920 730.731.56501		
City Manager's Office	101.131.51XXX 101.131.52XXX 101.131.53XXX 101.131.56XXX				710.711.51XXX 710.711.52220 710.711.53920 710.711.56501		720.721.51XXX 720.721.52220 720.721.53920 720.721.56501		730.731.51XXX 730.731.52220 730.731.53920 730.731.56501		
Assist. City Mgr/Com. Dev. Dir. Only	10% Ea. 101.131.51XXX 101.631.51XXX				710.711.51XXX		720.721.51XXX		730.731.51XXX		
Communications	101.133.52XXX 101.133.53XXX 101.133.56XXX				710.711.52220 710.711.53920 710.711.56501		720.721.52220 720.721.53920 720.721.56501		730.731.52220 730.731.53920 730.731.56501		
Information Technology	101.134.52XXX 101.134.53XXX 101.134.56XXX				710.711.52220 710.711.53920 710.711.56501		720.721.52220 720.721.53920 720.721.56501		730.731.52220 730.731.53920 730.731.56501		
Human Resource	101.135.51XXX 101.135.52XXX 101.135.53XXX 101.135.56XXX				710.711.51XXX 710.711.52220 710.711.53920 710.711.56501		720.721.51XXX 720.721.52220 720.721.53920 720.721.56501		730.731.51XXX 730.731.52220 730.731.53920 730.731.56501		
Economic Development	101.137.51XXX 101.137.52XXX 101.137.53XXX 101.137.56XXX				710.711.51XXX 710.711.52220 710.711.53920 710.711.56501		720.721.51XXX 720.721.52220 720.721.53920 720.721.56501		730.731.51XXX 730.731.52220 730.731.53920 730.731.56501		
Finance - Administration	101.141.51XXX 101.141.52XXX 101.141.53XXX 101.141.56XXX				710.711.51XXX 710.711.52220 710.711.53920 710.711.56501		720.721.51XXX 720.721.52220 720.721.53920 720.721.56501		730.731.51XXX 730.731.52220 730.731.53920 730.731.56501		

DEPARTMENT/DIVISION	101 GENERAL FUND	201 STREET CONSTRUCTION FUND	229 EMS FUND	204 CEMETERIES FUND	710 WATER REVENUE FUND	720 SEWER REVENUE FUND	730 ELECTRIC REVENUE FUND	760 STORM WATER FUND
<b>Distribution Percentage is -</b>								
<b>**Unless Otherwise Noted**</b>								
Finance - Accounting Division	101.142.51XXX 101.142.52XXX 101.142.53XXX 101.142.56XXX				25%	20%	35%	
Finance - Purchasing/Warehouse	101.143.51XXX 101.143.52XXX 101.143.53XXX 101.143.54XXX 101.143.56XXX				25%	20%	35%	
Law - Administration	101.151.51XXX 101.151.52XXX 101.151.53XXX				25%	20%	10%	
Engineering Dept. Only Engineering Department	101.161.51XXX 101.161.52XXX 101.161.53XXX 101.161.56XXX				25%	20%	10%	
Building Maintenance Operations	101.171.51XXX 101.171.52XXX 101.171.53XXX 101.171.54XXX 101.171.56XXX				25%	20%	10%	
Fire Only Captains and Lieutenants	101.221.51XXX		229.221.51XXX				7%	730.221.51XXX
Firefighters/EMTs Only	101.221.51XXX		229.221.51XXX					
Fire Chief Only	101.221.51XXX		229.221.51XXX					
Training Coordinator	101.222.51XXX		229.221.51XXX					
Administrative Assistant Only	101.222.51XXX		229.221.51XXX					
Firefighters/EMT Part-time Only	101.222.51XXX		229.222.51XXX				7%	730.222.51XXX
Fire Inspector Only	101.222.51XXX							
Public Works - Administration Only Supervisor and Secretary	101.311.51XXX					20%	20%	10%
Maintenance Supervisor II Only	101.311.51XXX					20%	20%	



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## GLOSSARY OF TERMS

ACCOUNT	A term used to identify an individual asset, liability, expenditure control, revenue control, encumbrance control, or fund balance.
ACCOUNTABILITY	The state of being obligated to explain actions, to justify what has been done. Accountability requires the justification of the raising of public resources and the purposes for which they are used.
ACCOUNTING SYSTEM	The total structure of records and procedures which are used to record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.
ACCRUAL BASIS	A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.
ACCRUAL ACCOUNTING	The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time).
ACTIVITY	Departmental efforts which contribute to the achievement of a specific set of program objectives; the smallest unit of the program budget.
AD VALOREM TAXES	Real estate and personal property taxes. The taxes are assessed on a portion of the value of the property. Local governments set the levy.
APPROPRIATION	An authorization granted by a legislative body to make expenditures to incur obligations for specific purposes. An appropriation is limited in amount to the time it may be expended.
ASSESS	To establish an official property value for taxation.
ASSESSED VALUATION	A value that is established for real or personal property for use as a basis for levying property taxes.
ASSETS	Property owned by the city government which has monetary value.
ATTRITION	A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement, or means other than layoffs.
AUDIT	A systematic examination of all governmental resources concluded in a written report and prepared by a certified public accountant. It is intended to test whether financial statements fairly present financial position and results of operations.
BALANCE SHEET	A financial statement that discloses the assets, liabilities, reserves and balances of a specific governmental fund as of a specific date.
BALANCED BUDGET	A budget in which planned funds available equal planned expenditures.

BASIS OF ACCOUNTING	A term used to refer to when revenues, expenditures, expenses and transfers – and the related assets and liabilities – are recognized in the accounts and reported on in the financial statement. Specifically, it relates to the timing of measurements made, regardless of the nature of the measurement, on either the cash or accrual method.
BASIS POINTS	The measure of the yield to maturity of an investment calculated to four decimal places. A basis point is 1/100 <sup>th</sup> of 1% (.01 percent).
BOND	A written promise, generally under seal, to pay a specified amount of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed or variable rate, usually payable periodically. <i>NOTE: The difference between a note and a bond is that the latter usually runs for a longer period of time and requires greater legal formality.</i>
BONDED DEBT	That portion of indebtedness represented by the outstanding bonds.
BOND ISSUED	Bonds sold.
BOND RATING	A rating (made by an established bond rating company) from a schedule of grades, indicating the probability of timely repayment of principal and interest on bonds issued.
BUDGET ( <i>Operating</i> )	A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal year.
BUDGET CALENDAR	The schedule of the key dates that the City Council follows in the preparation and adoption of the budget.
BUDGET DOCUMENT	The instrument used by the budget making authority to present a comprehensive financial program to the City Council.
BUDGET MESSAGE	A general discussion of the proposed budget, as presented in writing by the budget-making authority to the legislative body.
BUDGET PROCESS	The process of translating planning and programming decisions into specific financial plans.
BUDGETARY BASIS	This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.
BUDGETARY CONTROL	The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriation and revenues.
CAPACITY	A measure of an organization’s ability to provide customers with the demanded service or products, in the amount requested and in a timely manner.
CAPITAL ASSETS	Assets of significant value that have a useful life of several years - also called a fixed asset.
CAPITAL BUDGET	A plan of proposed capital outlays and the means of financing them. Usually enacted as part of the complete annual budget.

CAPITAL IMPROVEMENT	Land, buildings, structures and items such buildings, traffic lights, machinery, equipment, automobiles, etc., with a unit cost in excess of \$5,000 and a useful life of five or more years.
CAPITAL IMPROVEMENT PROGRAM	A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount and the method of financing.
CAPITAL OUTLAYS	Expenditures that result in the acquisition of or addition to fixed assets.
CAPITAL PROJECT	Major construction, acquisition or renovation activities, which add value to a government's physical assets or significantly increase their useful life - also called capital improvements.
CAPITAL PROJECTS FUNDS	Established to account for all resources, bond proceeds and construction grants, which are used for the acquisition of capital facilities.
CASH BASIS	The accounting method that records revenues when they are received in cash and records expenditures when they are paid.
CASH MANAGEMENT	The process of managing monies for the City to ensure maximum cash availability and also getting the maximum yield on short-term investments of idle cash.
CHART OF ACCOUNTS	The classification system used by a city to organize the accounting for various funds.
CITY WIDE GOALS	Long term attainable target that is not related to a specific period of time or a specific department for implementation which is not quantified and is not used as a basis for measurement of the outcomes of the City.
COMMODITIES	Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, minor equipment and asphalt.
CONTRACTUAL SERVICES	Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include rent, maintenance agreements and professional consulting services.
CORE VALUES	The primary principles, standards or qualities considered to be worthwhile or desirable by the City of Painesville.
COST ALLOCATION	The method used to charge Enterprise Funds for their share of administration costs.
COST EFFECTIVE BASIS	A basis to determine that the cost of a item is worth the value of the investment based on the result or outcome of the investment in that item.
CURRENT REVENUES	Those revenues received within the present fiscal year.
CURRENT TAXES	Taxes that are levied and due within the ensuing fiscal year.
CUSTOMER	The recipient of a product or a service provided by the City.
DEBT SERVICE	The annual payment of principal and interest on the City's outstanding bonded indebtedness.

DEBT SERVICE FUND	A fund established to finance and account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Also called a SINKING FUND.
DEBT SERVICE FUND REQUIREMENTS	The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full, on schedule.
DEFICIT	A term generally applied to the budget as a whole, reflecting real or projected revenue shortages, meaning there are insufficient funds to cover expenses.
DELINQUENT TAXES	Taxes that remain unpaid after date that a penalty for nonpayment is attached.
DEPARTMENT	An administrative Section of the City having management responsibility for an operation or a group of related operations within a functional area. It may be further divided into Divisions.
DEPRECIATION	(1) Expiration in the service life of fixed assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause. (2) The portion of the cost of a fixed asset charged as an expense during a particular period.
DISBURSEMENT	Payment for goods and services in cash, by check or by money order.
DISTINGUISHED BUDGET PRESENTATION AWARDS PROGRAM	A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents. The City has received this award since 1993.
EFFICIENTLY	Exhibiting a high ratio of output or reward based on input or investment.
ENCUMBRANCES	Obligations in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual liability is set up.
ENTERPRISE FUND	A fund established to finance and account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Examples of enterprise funds are those of water, sewer, and electric services.
EQUITY	Balance remaining after liabilities are deducted from assets.
ESTIMATED REVENUES	Projections of funds to be received during the fiscal year
EXPENDITURES	If accounts are kept on an accrual basis, this term designates total charges incurred, whether paid or unpaid, including expenses, provision for retirement of debt not reported as liability of the fund from which retired, and capital outlays. <i>NOTE: Encumbrances are not considered expenditures.</i>
EXPENDABLE TRUST FUNDS	A fund used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. Expendable funds are accounted for in essentially the same manner as governmental funds.

EXPENSES	Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges, which are presumed to benefit the current fiscal period.
FEMA	Federal Emergency Management Agency is a federal agency responsible for the overall coordination of federal disaster response and recovery activities including public assistance programs.
FINAL BUDGET	Term used to describe revenues and expenditures for the upcoming year beginning January 1 <sup>st</sup> and ending December 31 <sup>st</sup> , as adopted by City Council.
FINANCIAL POLICY	A government's policies with respect to revenues, spending and debt management as these relate to government services, programs, and capital planning and programming of government budgets and their funding. The City policy was adopted June 6, 2005.
FINANCIAL TERMS	A glossary of specialized financial terms.
FISCAL PERIOD	Any period at the end of which a governmental unit determines its financial condition and the results of its operations and closes its books.
FIXED ASSETS	Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.
FULL FAITH AND CREDIT	A pledge of the General Taxing power of a government to repay debt obligations (typically used in reference to bonds).
FULL VALUE	Receiving the maximum return on the investment for goods and services
FUNCTION	A major class or grouping of related activities aimed at accomplishing a major service or regulatory program for which the city is responsible. For example, public safety is a function.
FUND	An independent fiscal and accounting entity with a self balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.
FUND BALANCE	The excess of a fund's assets over its liabilities and reserves.
GAAP	Generally Accepted Account Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).
GENERAL FUND	The fund that is available for any legal authorized purpose and which is therefore used to account for all revenue and all activities except those required to be accounted for in another fund. <i>NOTE: The General Fund is used to finance the ordinary operations of a governmental unit.</i>
GENERAL LEDGER	A book, file or other devise which contains the accounts needed to reflect the financial position and the results of operations of an entity. In double entry bookkeeping, the debits and credits in the general ledger are equal; therefore, the debit balances equal the credit balances.

GENERAL OBLIGATION DEBT	Bonds for whose payments the full faith and credit of the BONDS issuing body are pledged. More commonly, but not necessarily, general obligation bonds are considered to be those payable from taxes and other general revenues.
GFOA	Government Finance Officers Association: An organization founded to support advancement of governmental accounting, auditing, and financial reporting.
GOAL	A long-term attainable target for an organization. An organization's vision of the future.
GOVERNMENTAL FUNDS	Refers to the General Fund, all Special Revenue Funds and the Debt Service Fund(s) or General Obligation Funds.
GRANT	A contribution by one governmental unit, or private organization to another. The contribution is usually made to aid in the support of a specified function and is not repaid by the City.
HOMESTEAD EXEMPTION	A deduction from the total taxable assessed value of property occupied by the owner in the State of Ohio. Currently, the exemption is \$25,000 for all qualified property owners.
IMPACT FEES	Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements borne by the City that will be necessary as a result of the development.
INCOME	This term is used in accounting for governmental enterprises and represents the excess of the revenues earned over the expenses incurred in carrying on particular phases of an enterprise's activities. The excess of the total revenues over the total expenses of the enterprise for a particular accounting period is called "net income."
INDIRECT COSTS	Costs associated with, but not directly attributed to, providing a product or service. These are usually costs incurred by other departments in the support or operating departments.
INFRASTRUCTURE	The physical assets of a government (e.g. streets, water, sewer, public buildings, and parks).
INTERFUND TRANSFERS	Amounts transferred from one fund to another.
INTERGOVERNMENTAL REVENUE	Revenue received from another governmental entity, such as county, state or federal governments.
INTERNAL CONTROL	A plan of organization for purchasing, accounting, and other financial activities which, among other things, provides that: the duties of employees are subdivided so that no single employee handles a financial action from beginning to end; proper authorization from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and, records and procedures are arranged appropriately.
INTERNAL SERVICE FUNDS	Funds used to account for the financing of goods or fund services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.
INSURANCE	Includes all insurance carried for the protection of the local government, such as fire, theft, casualty, general and professional liability.

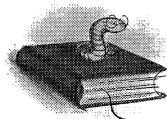
INVESTMENTS	Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in city operations.
INVENTORY	A detailed listing of property currently held by the government.
LAPSING APPROPRIATION	An appropriation made for a certain period of time, generally for the budget year. At the end of the specified period and unexpected or unencumbered balance lapses or ends unless otherwise provided by law.
LEVY	To impose taxes for the support of government activities.
LIABILITIES	Debts or other legal obligation arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.
LINE ITEM BUDGET	A budget prepared along departmental functions that focus on what is to be bought and categorizes the expenditures by defined object codes.
LONG-TERM DEBT	Debt with a maturity of more than one year after the date of issuance.
MATERIALS & SUPPLIES	Expendable materials and operating supplies necessary to conduct departmental operations.
MAINTENANCE & OPERATIONS	All operating expenses with the exception of salaries, wages, benefits and debt service, used in the City's budget.
MANAGEMENT PLAN	The strategic planning items that summarizes and articulates the Goals and Objectives for each department
MATURITIES	The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.
MILL	1/1000 of one dollar; used in computing taxes by multiplying the rate times the taxable value divided by 1,000. Example: millage rate of \$4.91 per thousand, taxable value of \$100,000 – $\frac{\$100,000}{1,000} \times 4.91 = \$4.91$
MILLAGE	A figure assigned to each governmental unit with ad valorem taxing authority for use in determining taxes. It determines how much revenue the government will receive from property taxes and how much an individual property owner pays by applying the millage rate to the value of property within the City.
MISSION STATEMENT	A description of the scope and purpose of the City or department thereof.
MODIFIED ACCRUAL ACCOUNTING	A basis of accounting in which expenditures are accrued but revenues are accounted for when they become measurable and available.
NON-OPERATING	Income of governmental enterprises of a business income character, which is not derived from the operation of such enterprises. An example is interest on investments or on bank deposits.

OBJECT CODE	An account to which expense or expenditure is recorded in order to accumulate and categorize the various types of payments that are made by government. These are normally grouped into Personal Services, Materials & Supplies, Other Contractual Services, Capital and other categories for budgetary analysis and financial reporting. Certain object codes are maintained by the State of Ohio Uniform Accounting System.
OBJECT OF EXPENDITURE	An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.
OBJECTIVE	Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.
OBLIGATIONS	Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.
OPERATING EXPENSES	As used in the accounts of governmental enterprises of a business character, the term means such costs as are necessary to the maintenance of the enterprise, the rendering of services for which operated, the sale of merchandise, the production and disposition of commodities produced, and the collection of the revenues.
OPERATING REVENUE	Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earning, and grant revenues. Operating revenues are used to pay for day-to-day services.
ORDINANCE	A formal legislative enactment by the City Council, a law.
OTHER CONTRACTUAL SERVICES	Payments for custodial services, and other services procured by contract or agreement with persons, firms, corporations, or other government units.
PERSONAL SERVICES POLICY	Expenditures for salaries, wages, and related employee benefits. A plan, course of action, or guiding principle, designed to set parameters for decisions and actions.
PRIOR-YEAR CARRYOVER	Money spent in one fiscal year, but carried forward to the next budget. Cash carried forward can be used to pay operating expenses at the beginning of a fiscal year if anticipated revenues have not yet been collected.
PRIOR-YEAR ENCUMBRANCES	Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.
PRIORITIES	Establishing an order of importance of items or issues from most important to least important.
PRODUCTIVITY	A measure of the service output of City programs compared to the per unit resource input invested.
PROGRAM	A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the City is responsible.

PROFESSIONAL SERVICES	Legal, medical, engineering, architectural, surveying, appraisal and other services procured for independent professional assistance and not directly involved with accounting and/or auditing.
PROPERTY TAXES	Used to describe all revenue received in a period from current taxes, delinquent taxes, penalties, and interest on delinquent taxes, property taxes are levied on both real and personal property according to the property's valuation and the tax rate.
PROPOSED BUDGET	The budget proposed by the City Manager to the City Council for review and approval.
PURCHASE ORDER	A document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated price. Outstanding purchase orders are called encumbrances.
QUALITY SERVICES	A degree of excellence in the services that are provided.
RECURRING EXPENSES	Expenses that continue from year to year, where a similar amount can be expected annually. Examples include personal expenses and charges for utilities. Non-recurring expenses are those that exist for a limited period or whose amounts vary considerably from one year to the next. Examples of non-recurring revenue include proceeds from grants and the sale of assets.
REQUISITION	A written request from a department to the purchasing office for specific goods or services. This action precedes the authorization of a purchase order.
RESERVE	An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation and spending.
RESERVE FOR CONTINGENCIES	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.
RESERVE FUND	A fund established to accumulate money for a special purpose, such as the purchase of new equipment.
RESOLUTION	A specific or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.
RESOURCES	Total amounts available for appropriation including estimated revenues, fund transfers and beginning balances.
RETAINED EARNINGS	Accumulated profits of an enterprise fund.
REVENUE	The yield of taxes and other sources of income that the city collects and receives into the treasury for public use. For those revenues which are recorded on the accrual basis, this term means additions to assets which: (a) do not increase any liability; (b) do not represent the recovery of an expenditure; (c) do not represent the cancellation of certain liabilities without a corresponding increase in other liabilities or a decrease in assets; and (d) do not represent contributions of fund capital in enterprise and internal service funds.

REVENUE BOND INDEBTEDNESS	Bonds of the City which are supported by the revenue, generating capacity of the electric, water and wastewater systems.
RISK MANAGEMENT	An organized attempt to protect a government's assets against accidental loss in the most economical method.
ROLLED BACK RATE	The millage rate that, when multiplied by the tax roll, would yield the same amount of revenue for the taxing authority as was yielded by the millage rate levied in the previous year. Normally, as the tax roll rises by virtue of reassessment, the rolled-back rate will be slightly lower than the previous year's millage levy. This reduced rate multiplied by the value of new construction/annexation added to the roll during the year provides the only source of additional tax revenue if the rolled-back rate is levied.
SALARIES & WAGES (PERSONNEL)	For the purpose of budgeting, this term refers to all wages and related items: regular pay, overtime, longevity pay, Medicare, life insurance, retirement plan contributions, health insurance and workers' compensation insurance.
SERVICE	An activity that: produces an output that is not physical in nature; and produces an output that, when provided, provides utility to the customer in the form of intangible benefits.
SERVICE CHARGES	The amount the City receives for the provision of services and commodities, or the performance of specific services benefiting the person charged.
SPECIAL ASSESSMENT	A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties. All tax-exempt properties in the affected area will also have to pay the special assessment.
SPECIAL REVENUE FUNDS	A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes. An example is the Revenue Sharing Fund typically maintained by cities.
SUPPLEMENTAL APPROPRIATION	An additional appropriation made by the governing body after the budget year or biennium has started.
SUPPLEMENTAL REQUESTS	Programs and services which departments would like to have added (in priority order) over their original budget, or if revenue received is greater than anticipated.
TAX BASE	The total value of all real, personal and mineral property in the City as of January 1 <sup>st</sup> of each year, as certified by the County Auditor. The tax base represents net value after all exemptions.
TAX LEVY	The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.
TAXING LIMIT	The maximum rate at which the City may levy a tax, which for Ohio municipalities is \$10 per thousand dollars or assessed value.
TAX RATE	The amount of tax levied for each \$1000.00 of assessed valuation.
TRANSFERS	Amounts transferred from one fund to finance activities in another fund.

FUNDS TRUST AND AGENCY	A fund used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These includes (1) Expendable Trust Funds, (2) Nonexpendable Trust Funds, (3) Pension Trust Funds, and (4) Agency Funds.
UNDESIGNATED FUND BALANCE	That portion of the fund balance available for use in subsequent budgets. The term is preferred over the commonly used and ill-defined term "surplus".
UNENCUMBERED FUND BALANCE	For budget purposes, the unencumbered fund balance is the amount of undesignated balance of a fund, i.e. that which is available for allocation.
UNIFORM ACCOUNTING SYSTEM	The chart of accounts prescribed by the office of the State Comptroller designed to standardize financial information to facilitate comparison and evaluation of reports.
UNRESERVED FUND BALANCE	The portion of the fund's balance that is not restricted for a specific purpose and is available for general appropriation.
USER CHARGES	The payment of a fee for direct receipt of a public service by the party benefiting from the service. Examples are electric, water and sewer services.
USER FEES	In a move toward a more businesslike approach, cities and counties are charging fees for use of services such as recreation, electric, water, sewer and storm water services. There is frequently a difference between what City residents and non-residents are charged for the service.
UTILITY	Charges for gas, water, sewer, electricity, solid waste disposal, storm water and other public utility services.
UTILITY TAXES	Municipal charges levied by the City on every purchase of a public service within its corporate limits. Public service includes electricity, gas, fuel oil, water and telecommunications service.
VALUES	The underlying beliefs and attitudes that help determine the behavior that individuals within an organization will display.
VISION	An objective that lies outside the range of planning. It describes an organization's most desirable future state, and it declares what the organization needs to care about most in order to reach that future.
VOTED MILLAGE	Property taxes levies authorized by voters within a taxing agency. Bond issues that are backed by property taxes are a common form of voted millage in the State. Such issues are called general obligation bonds.



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