



MICHAEL P. BELL
MAYOR

November 12, 2012

To: The Honorable President Joe McNamara and Members of City Council

From: Michael P. Bell, Mayor

Subject: **2013 Operating Budget Submittal**

In accordance with Section 45 of the Toledo City Charter I hereby present the Mayor's 2013 Budget Estimate.

When I took office in January 2010, the City had a deficit of \$48 million. We faced the unthinkable prospect of having to lay off fire and police officers. Thanks to the courage of Council to work with me to make the difficult decisions to address the 2010 deficit, and your continued willingness to keep our budget balanced as we recover from the recession, this 2013 Budget Estimate presents a far different story.

I am pleased to report to you today that the 2011 audit certified by the State reflects a positive balance of \$326,000 in the General Fund, and we will end 2012 with a surplus in the General Fund.

Today, as I present you my balanced Budget Estimate proposal for 2013, we have the ability to hire police and fire classes, reestablish a rainy day fund, maintain basic services our citizens expect and deserve, and move our City in a positive direction.

The 2013 Budget Estimate makes public safety our first priority. The budget includes funding for another Police class (we presently have 40 cadets in training) and another Fire class (over and above the class of 40 that will begin their training on December 3rd of this year). The 2013 Police class will include at least 45 new cadets, and if revenues identified early next year exceed expectations, we will increase this number. The Fire class, which will begin in July, will provide another 30 Firefighters to our ranks.

In spite of the many areas of positive news in this budget, we continue to see very limited growth in our overall revenue. While we project that income tax will grow by 3.4% in 2013, we will see our revenue from the state cut again, meaning we will receive about \$12 million less from the state in 2013 than we received in 2011, on top of a \$2.7 million reduction in our share of property tax, and elimination of the estate tax in 2013. This will necessitate a significant CIP transfer to address the structural deficit that we face.

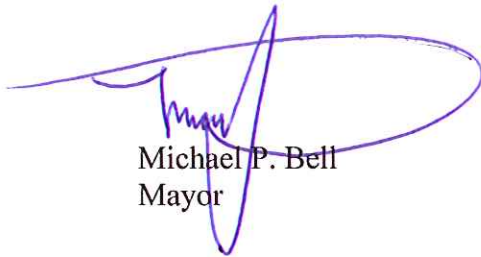
Thankfully, the voters have given us the flexibility to transfer funds from the Capital Improvements Fund to the General Fund to balance our operating budget. If the revenue

levels for the Local Government Fund, property taxes and the estate tax were the same as in 2011 a CIP transfer would not be needed. Despite the need to make this transfer, I assure you that we will not ignore the infrastructure needs of our City in 2013. In early December I will present you with a 2013-2017 Capital Improvements Program (CIP) which will include over \$32 million in major street and residential roadway projects, the renovation and expansion of Fire Station 3, construction of a new Fire Station 12 in North Toledo, and park improvements.

This budget again holds the line on new taxes. Our citizens are clear that they want us to operate within the parameters of our existing resources. This budget also keeps the cost of trash collection for our residents the same as in 2012, as we continue to benefit from our solid waste partnership with Lucas County. Recreation will continue to be a priority for my Administration, as the 2013 budget proposed in this document will exceed 2012 funding levels.

I sincerely appreciate the willingness of Council in 2012 to adopt the Operating Budget by end of January. This has allowed us to monitor the budget from the beginning of the year and keep our 2012 budget in balance. It is my hope that, by working together, we can repeat this pattern of cooperation for the 2013 budget process.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael P. Bell", is written over a large, stylized blue oval flourish.

Michael P. Bell
Mayor

CITY OF TOLEDO



Michael P. Bell
Mayor

Patrick A. McLean
Director of Finance

November 12, 2012

President McNamara, Members of Council and Citizens of Toledo:

Every budget has its own set of challenges and 2013 is no exception. The city attempts to manage its budget within the constraints imposed on it. For 2013, our specific challenges include the following:

- Massive reductions in aid from the state of Ohio as highlighted on page 24 of this budget document;
- Increased medical costs, assumed in this budget to rise by 9 percent from 2012; and
- Increased costs for contracts with Lucas County, including modest increases for the cost of solid waste collection and significant increases in the cost of providing bed space in the Lucas County Jail and pre-trial detention services.

These challenges, for the most part, are ones we cannot control.

There are other constraints that are within our control, most notably with regard to the taxes and fees we collect from our citizens and users of city services. For 2013, we have chosen to propose **no increases in taxes or fees**. This continues our effort to live within our means. Our income tax remains at 2.25 percent, and our **trash collection fees remain at 2012 levels** in spite of slightly elevated contractual costs. As the mayor has outlined in his budget transmittal memo, we also have chosen to prioritize public safety, and accordingly this budget proposal assumes the added cost of a new police and fire class in 2013.

Building a budget also creates a set of logistical challenges, including assembling and compiling data, creating supporting documents and printing and distributing the final documents. I would be remiss if I didn't thank those most responsible for tackling these challenges. They include Budget Commissioner Melanie Campbell and her able and dedicated budget staff; my fellow departmental directors, who have endured multiple deadlines and last minute requests for information; my senior Finance Department commissioners and administrative assistants who have both assisted with the budget and kept the rest of our operations moving forward during this budget process; and to Scott Posey, who for years has dutifully created our final budget document. In addition, I want to thank the members of Toledo City Council who have been full partners in the approach we have taken toward addressing our budget challenges over the last

several years. While we have not always agreed on everything, on the most critical issues we have come together to solve problems, as citizens would expect.

The look of this budget document represents a significant departure from past budgets. We have endeavored to enhance the document with additional charts and graphs, and we have organized the budget presentations by department. While the amount of detailed financial data is reduced, all of this information remains available online and on file with the Clerk of City Council. For those wishing to access the data, look to www.toledo.oh.gov. If you have thoughts on the new look of the budget, we welcome your constructive feedback at toledo.finance@toledo.oh.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Patrick A. McLean', with a long horizontal flourish extending to the right.

Patrick A. McLean
Director of Finance

City of Toledo 2013 Proposed Operating Budget

City of Toledo 2013 Proposed Operating Budget

November 12, 2012

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City of Toledo

2013 Proposed Operating Budget

Bell Administration Priorities



Mayor Michael P. Bell

With the downturn in the economy and many Toledoans hurting from the recession, Michael P. Bell saw an opportunity to help the community he had grown-up in and the city he had served for over 20 years. Bell's love of family and dedication to Toledo were behind his desire to lead his hometown through some of the most challenging times it has faced in decades. Bell was elected Mayor of Toledo, taking office on January 4, 2010, at a time when the city faced a \$48 million shortfall and unemployment was above 13 percent.

Mayor Bell's life work is bringing people together to solve problems. He believes that Toledo must be a great place to do business, and he has pledged to work regionally to create a favorable business climate and remove barriers to progress.

Mayor Bell's major priorities are the focus for departmental goals and objectives. These priorities are supported through the City of Toledo budget process.



Ensuring Community Safety

Mayor Bell believes that public safety is the city government's first and most basic function. Toledo residents and business owners must be confident that if they dial 911, fire and emergency personnel will arrive quickly - no matter where the call. They must know that enough police are deployed on the streets to deter criminal behavior and respond to safety emergencies rapidly.

This priority has been enforced and supported throughout the term of the Administration. In 2010, the Mayor's budget supported a class of 31 police officers, and in 2011 the number skyrocketed to 42 plus an additional six who went through an accelerated program. In 2012 another class of 42 began in September. Those cadets will graduate and be on the Toledo streets in March 2013. Finally the budget for 2013 includes funding for another 45 officers, bringing the force back to 600.

New initiatives of the Toledo Police Department, implemented in 2012, embrace the Data Driven Policing Model. This model of public safety involves the process of collecting, analyzing, and providing timely and important information relative to crime patterns and trend correlations, to assist operational and administrative personnel in planning and deployment of resources. The Data Driven Policing Model will increase the Toledo Police Department's efficiency and effectiveness by developing effective strategies and tactics to prevent future crimes, optimizing internal operations and personnel allocations, detecting and solving chronic problems, improving safety and quality of life issues, and prosecuting and convicting offenders.

City of Toledo

2013 Proposed Operating Budget

Bell Administration Priorities

Ensuring Community Safety (Continued)

As a career firefighter and first responder, Mayor Bell understands the importance of minimum staffing requirements and emergency response. All Toledo firefighters are trained emergency medical technicians with 135 also being certified paramedics. In July 2013, the Fire Department will hire a recruit class of thirty individuals off the current eligible recruitment list, adding to the classes of 38 in 2010, 50 in 2011, plus 10 from the Ottawa Hills merger, and 40 in 2012. These firefighters are expected to graduate in December of 2013. Additionally, in order to provide an ongoing eligibility list from which to recruit new trainees as the department works to achieve authorized strength, a firefighter civil service exam will be offered in early 2013.

In addition to the expanded numbers of fire personnel, the 2013 capital budget will include funding for the renovation and expansion of Fire Station 3 in north Toledo as well as the construction of a new Station 12, also in north Toledo. These two stations will join the recently dedicated Fire Station 6 in east Toledo to address structural inadequacies in a historic city building and gaps in coverage in the north central area of the city.

The demonstrated commitment to the public safety of Toledoans, shown through the unprecedented hiring figures, the purchase of new technology, and the dedication of resources for building new and expanding existing stations in our neighborhoods provides a solid foundation for keeping our city and our citizens safe.

Budget Stability

The city cannot advance unless its own fiscal house is in order. Upon inheriting a \$48 million shortfall in 2010, the Bell Administration worked with a bipartisan and independent City Council to craft a plan that would balance the budget without raising taxes, cutting services or engaging in mass layoffs. Two years later, at the close of 2011, the city's books were balanced and the city ended the year with a small surplus.

In 2012, the budget remains in balance in spite of the challenges posed by dramatic cuts to the city from the State of Ohio. (See page 24 for a chart showing the magnitude of the cuts.) The surplus from the prior year has been earmarked for the city's Budget Stabilization (Rainy Day) Fund, and the administration, working with Council, has continued to make prudent decisions that allow for the maintenance of core services while building increased efficiency into operations.

Toledo's Rainy Day Fund currently sits at \$326,000, or less than a day's worth of General Fund operating expenditures at the end of 2011. Best practices suggest that at least two months of operating expenditures would be set aside in this fund. While the continued structural deficit faced by the city will not allow us to reach this level in the near term, some additional allocation to the Rainy Day Fund is essential. This budget proposes an additional \$210,000 for the fund.

City of Toledo

2013 Proposed Operating Budget

Bell Administration Priorities

Sustainability and Energy Efficiency

This budget continues the city's commitment to energy efficiency. Through the Better Buildings Northwest Ohio initiative, energy efficiency improvements in city facilities will continue. This is already resulting in significant savings on the city's utility bills.

The city intends to expand its commitment to sustainability in 2013. An emphasis on sustainable practices designed to both limit environmental impacts and reduce the consumption of resources will help the city weather future economic downturns. This budget includes funding to help the city develop a sustainability plan in cooperation with key private and public regional stakeholders and to leverage additional resources from outside funders.

Job Creation and Economic Development

This budget continues to support economic development in multiple ways. Incentive dollars are available through the Toledo Expansion Incentive Program and the Downtown Expansion Incentive Program. These incentives will encourage new businesses to locate in Toledo and will encourage existing businesses to expand, creating new jobs in the process. Funding is also provided through the Department of Inspection to streamline the permitting processes, making it easier to establish or expand a business's physical facilities in Toledo. In addition, the CIP budget will include millions of dollars worth of infrastructure programs throughout the city for roads, parks and downtown amenities, making Toledo a better place to live and to run a business.

Stabilize Our Neighborhoods

One of Toledo's great strengths is its neighborhoods. Unfortunately, defaults and foreclosures have left many homes abandoned across the city and there are too many examples of once proud neighborhoods that are approaching a tipping point. The Bell Administration has worked to stabilize and restore vitality to our neighborhoods by focusing on practical, workable solutions and by making delivery of utility and city services a priority.

A major initiative for 2013 is the city's continued participation with the Lucas County Land Bank demolition program. The City of Toledo, along with the Lucas County Land Bank, receives money from grants and delinquent tax fees to fund home demolitions. In July of 2012, the Land Bank was awarded a grant from the Ohio Attorney General for the purpose of demolishing vacant and abandoned residential properties throughout Lucas County. The Land Bank has partnered closely with the City of Toledo's Division of Code Enforcement and the Division of Streets, Bridges and Harbor to return vacant and abandoned properties to productive use. This program will demolish 900 structures throughout Lucas County aiding in the reduction of nuisance properties and blighted areas.

The Neighborhoods Department, supported by federal funds through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Program (CDGB), provides stable housing, a suitable living environment and economic opportunities, principally for low- and moderate-income persons in Toledo. **3**

City of Toledo

2013 Proposed Operating Budget

Bell Administration Priorities

Regional Collaboration and Efficiency

This budget continues the Bell Administration's commitment to regional collaboration. Building upon successes like the fire services agreement with Ottawa Hills and the solid waste agreement with Lucas County, the 2013 budget assumes a new collaboration with the University of Toledo to dispose of surplus city property and continues joint city-county relationship for the Planning Department and Health Department. The budget also builds into all departmental expenditure budgets the savings from the city's new copier and document management system. Further, the city continues to participate in a feasibility study examining a regional water authority, thanks to a Local Government Innovation Fund grant awarded for that effort.

Encourage Health and Wellness

As a former college athlete and firefighter, Mayor Bell understands the importance of health to quality of life. He is working to creatively support and encourage health and wellness in Toledo by working with our community partners and ensuring that Toledoans at all income levels are able to pursue healthy lifestyle choices.

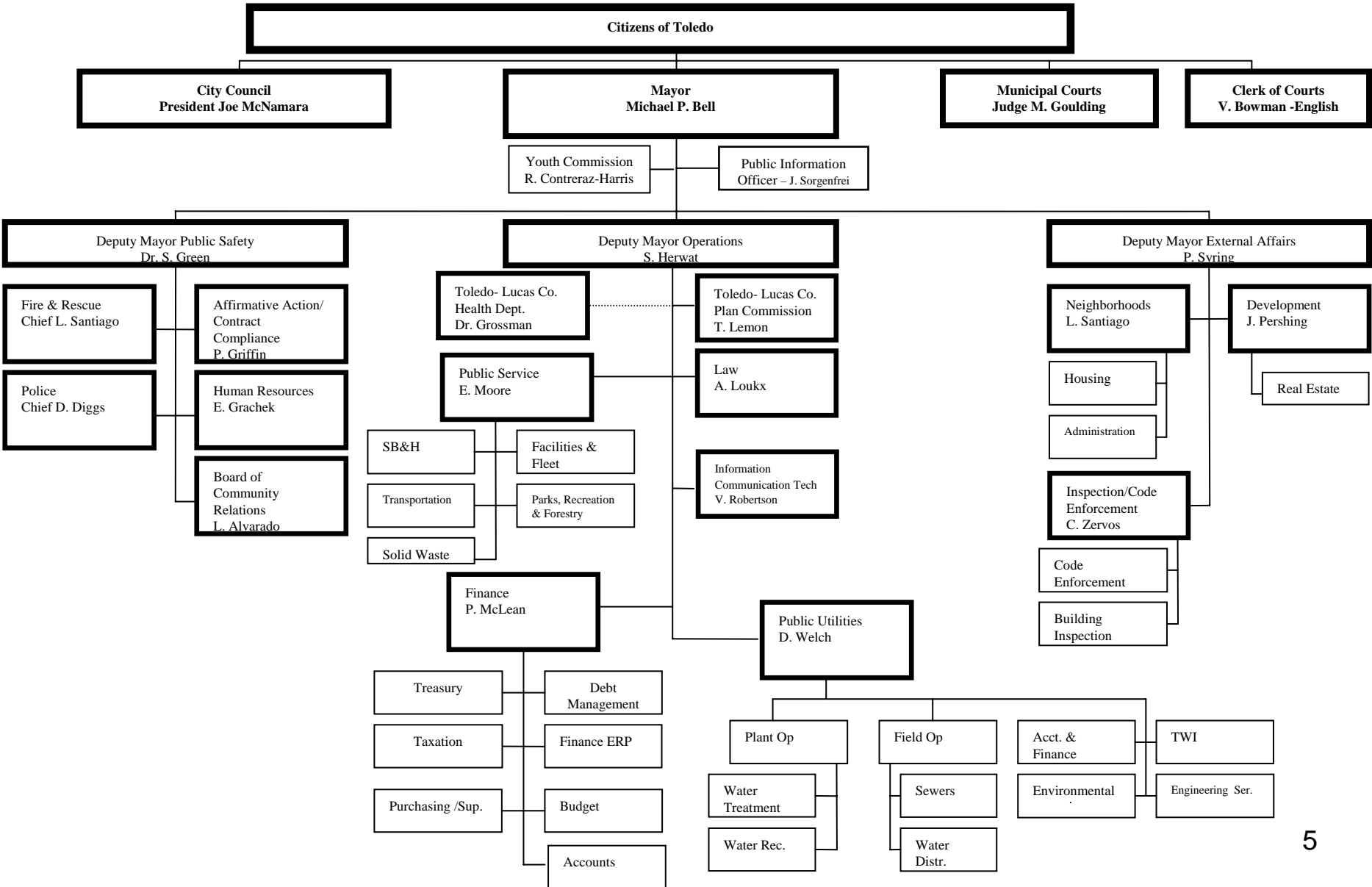
The City Youth Commission and Board of Community Relations support citizen and youth development activities through city-wide events such as Martin Luther King Day and the Mayor's Coalition for Hope. These organizations promote harmonious environments through collaboration efforts with numerous organizations in the city.

The Division of Parks, Recreation and Forestry has ensured parks are maintained in order to promote healthy lifestyles for Toledoans. The division coordinates team sports for all ages and genders. In addition, they also provide programming opportunities for adults 55 years of age and older to enhance social, emotional, and physical well-being. In spite of the recent electoral loss of the recreation levy, the 2013 budget continues to support recreation opportunities for all Toledoans.

Further, the city continues to be a partner in Live Well Toledo Lucas County, an initiative that looks to increase opportunities for our residents to choose healthy local food options and physical activities regardless of income.

City of Toledo 2013 Proposed Operating Budget

City of Toledo Executive Management Team



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City of Toledo

2013 Proposed Operating Budget

City of Toledo Overview

History:

Toledo is the fourth most populous city in the State of Ohio. Toledo is in northwest Ohio, on the western end of Lake Erie, and borders the State of Michigan. Toledo's history dates back to 1794, when General Anthony Wayne won a decisive victory at the Battle of Fallen Timbers over a coalition of Native American tribes to open the area for settlement. The city was founded in 1833 on the west bank of the Maumee River, originally incorporated as part of Monroe County, Michigan Territory. It was re-founded in 1837, after conclusion of the Toledo War, when it was incorporated in Ohio. Toledo was an early transportation center with the Miami and Erie Canal and rail lines serving markets to the northeast and midwest. It has since become a city well-known for its industry, particularly in glass and auto assembly, as well as for its arts community, educational institutions, and as a burgeoning center of innovation particularly in the solar industry.

Toledo Today:

The population of Toledo as of the 2010 Census was 287,208. Toledo has a multicultural heritage and contains a number of neighborhoods that retain their international ties. It is the model midwestern city with a high quality of life and a low cost of living. Toledo is a proud, vibrant and diverse community that is home to a number of first class academic institutions, a modern public school system, the internationally recognized Toledo Museum of Art, a spectacular zoo, world class parks, premium restaurants, nationally and internationally known products, a reenergized downtown, vibrant neighborhoods, top-rated healthcare systems, and an exemplary public library system.

City of Toledo Population Breakdown

Population (2010 Census): 287,208

Median Resident Age: 34.2 years

Real median household income in 2011: \$42,067

Sources: Census 2010 SF1 & 2006-2010 American Community Survey 5 year estimates



City of Toledo

2013 Proposed Operating Budget

City of Toledo Overview

Business:

With the arrival of the automobile, Toledo became best known for industrial manufacturing. Manufacturing comprises about one-fifth of Toledo's economic base. Nearly 1,000 manufacturing facilities are located in the Toledo metropolitan area. Such manufacturing facilities include automotive assembly and parts production, glass, solar panel production, plastic, and metal parts.

Although some of these industries have declined in recent decades, both General Motors and Chrysler continue to run and are now expanding factories in metropolitan Toledo and a strong manufacturing economy has returned since the recession. However, manufacturing as a whole now employs fewer Toledoans than does the healthcare industry, which is now the city's major employer.

Toledo is home to the world headquarters of such corporations as Owens Corning and Libbey Glass. Major employers include The University of Toledo, Chrysler Group, General Motors Powertrain, ProMedica Health Systems, Mercy Health Partners, and Toledo Public Schools. With ten major financial institutions, Toledo is also a banking and finance center for northwest Ohio.

The city was greatly affected by the 2009 economic crisis that hit the country. At one point in time, Toledo's unemployment rate topped fourteen percent. In recent years the city has rebounded. Unemployment figures have been reduced; income tax revenues are up; and significant foreign investment has been made in the city's service and real estate sectors. Toledo is a city with a bright economic future.

Top 10 Largest Employers

University of Toledo

General Motors

Chrysler Group, LLC

ProMedica Health Systems

City of Toledo

Toledo Board of Education

Lucas County

Mercy Health Partners

Libbey Glass

Owens Corning

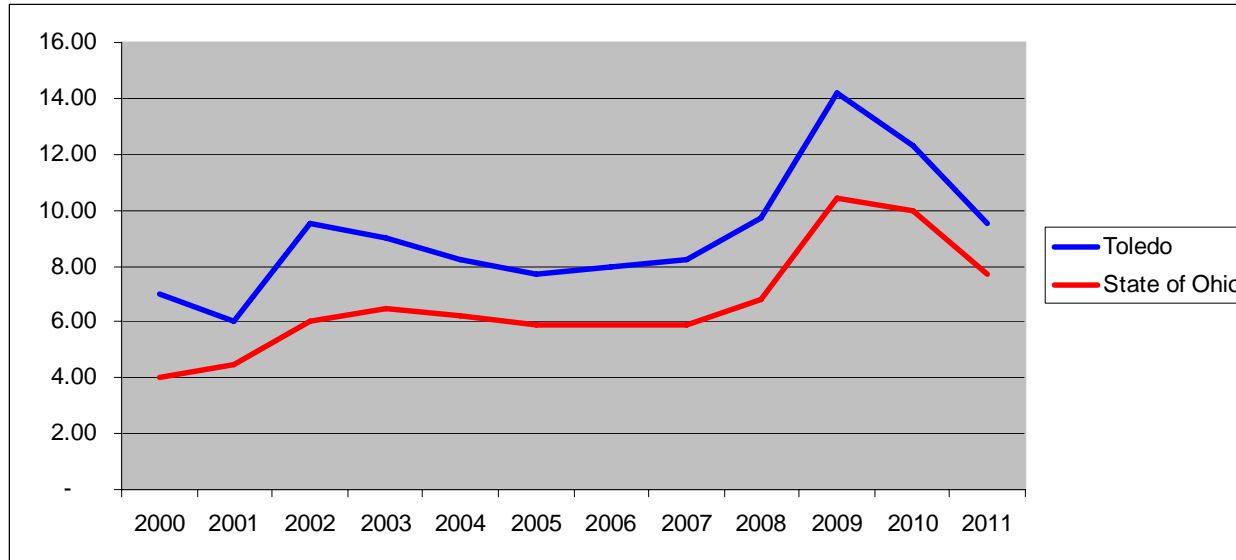
Source: City of Toledo Division of Taxation



City of Toledo 2013 Proposed Operating Budget

City of Toledo Trends and Challenges

Average Annual Unemployment Rate*



Unemployment Rate Select Months*

	September 2011	August 2012	September 2012
Toledo	10.1%	8.3%	8.2%
Lucas County	9.3%	7.6%	7.5%
State of Ohio	8.6%	7.2%	7.0%
United States	9.0%	8.1%	7.8%

*Unemployment rate history Data from the U.S. Bureau of Labor Statistics

City of Toledo

2013 Proposed Operating Budget

City of Toledo Trends and Challenges

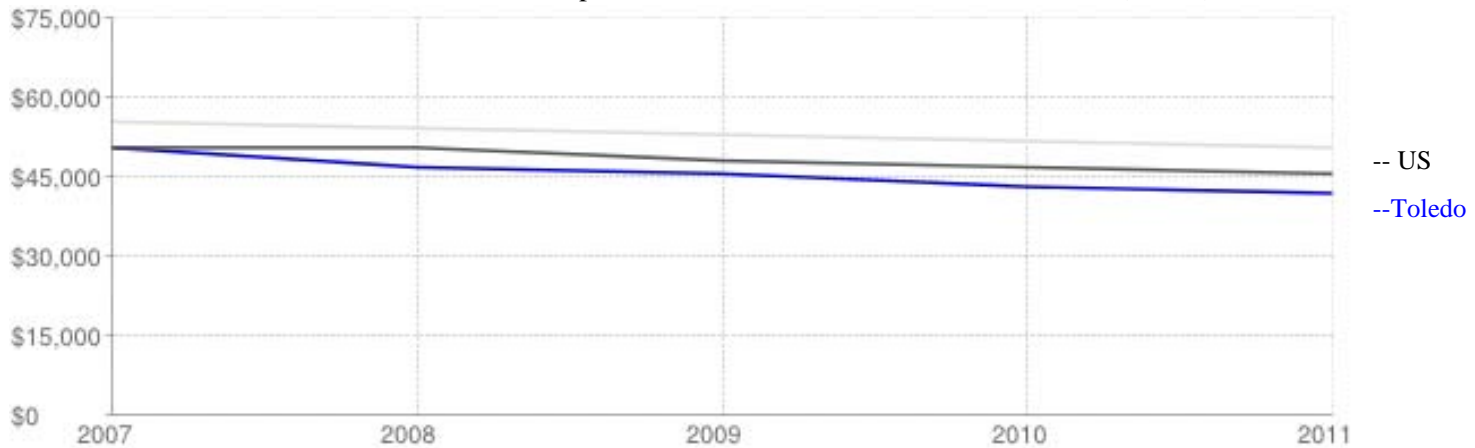
Median income has fallen sharply during and after the recession. Median household income for the Toledo metro area was \$42,067 in 2011, lower than the median income for Ohio and for the US as a whole.

Real Median Household Income for Toledo Ohio*

	2011	1 Year Change	3 Year Change
Toledo	\$42,067	-1.93%	-9.53%
State of Ohio	\$45,749	-1.64%	-8.74%
United States	\$50,502	-2.18%	-7.08%

*Census American Community Survey

The real median household income for Toledo peaked in 2007 at \$50,377 and is now \$8,310 (16.5%) lower.



Census American Community Survey

City of Toledo

2013 Proposed Operating Budget

Budget Preparation and Process

Policy and Process:

Section 45 of the Charter of the City of Toledo identifies the fiscal year for the City of Toledo beginning on the first day of January and requires that on or before the fifteenth day of November of each year, the Mayor must prepare a balanced budget estimate of the expenses of conducting the affairs of the City for the following fiscal year. The estimate is compiled from detailed information obtained from the various city departments.

This document represents the 2013 balanced operating budget. Per the Charter, Council is required to pass a balanced budget no later than March 31. In 2012, Council passed the budget on January 31.

Prior to passage, the administration works with City Council to hold budget hearings, both in Council chambers and in Toledo's neighborhoods. Information about these budget hearings may be found on the City's website as they are scheduled. There are opportunities for public input at both the Council chamber meetings as well as the neighborhood meetings. In addition, for the first time in 2012, Council and the administration hosted an online budget hearing. A similar meeting will be scheduled prior to passage of the 2013 budget.

Background:

Changes to the operating budget processes in Toledo over the last two years represent a significant departure from past practices. Departments and divisions are much more involved with the process, and there has been positive movement toward matching available resources with spending patterns. Monitoring of the budget has become much more rigorous with the passage of the 2012 operating budget, in part because of a joint effort with City Council to pass the budget much earlier than required by City Charter. These changes resulted in the city finishing 2011 in balance and with a small surplus.

One area where there was significant room for improvement was the format of the budget documents. Past documents were cumbersome, with little in the way of analysis and summary materials. The 2013 budget seeks to remedy this shortcoming. This finished product includes more charts and graphs than past budgets, as well as additional narrative to supplement the accumulated data. This document is meant to be more user friendly than past budgets, not only for City of Toledo employees, but also for the public at large.

City of Toledo

2013 Proposed Operating Budget

Budget Preparation and Process

Background (continued):

The 2013 budget, in both its development and implementation, continues to emphasize the role of departments and divisions in all stages of the process, including the initial crafting of the budget, the presentations to City Council, and the ongoing monitoring of the budget throughout the year. This budget works from the assumptions that (1) the role of departments is to fully know and understand the programs that their department is responsible for, including the budgetary implications of their programs, and (2) the role of the Finance Department is to coordinate the budget process, provide technical assistance to departments as needed, and moderate the budgetary requests of departments given scarce resources. The process as a whole is an interactive one. The Finance Department maintains an open dialogue with departments and divisions. Departments and divisions also utilize the city's SAP financial system for reports that help to guide decision making on their own and within the parameters of an approved budget.

The process of preparing the proposed City of Toledo budget lasts five months, with the budget office beginning initial planning in June. A calendar is prepared by the budget office that includes crucial deadline dates, training schedules, and hearings.

City of Toledo

2013 Proposed Operating Budget

Budget Preparation and Process Calendar

City of Toledo 2013 Budget Development Schedule

July 11, 2012	Budget Guidance Released to Departments
July 10 – August 24, 2012	Meetings between Departments and Budget Office
July 31, 2012	CIP Budget Guidance released to Departments
August 24, 2012	Departments submit draft operating budget materials
September 7, 2012	Finance Department completes draft budget
September 10, 2012	Departments submit draft CIP budget materials
September 7 – September 21	Review by Mayor and Deputy Mayor
September 21 – October 5	Communication with Departments about revisions Appeal period for Departments.
October 5 – November 12	Budget staff prepares and formats final documents
November 12, 2012	Submit Budget to City Council
December 3, 2012	Clerk of Council publishes legislation per Section 46 of Charter
November 15 – January 2013	Departmental Budget Hearings before Council
December 7, 2012	CIP proposed budget presented to Council
December 18, 2012	Target Date for Council-passed Temporary Appropriations Ordinance for January - March 2013
November 15 – January 2013	3 - 5 Public Meetings
On or before January 31, 2013	Target Date for Council-passed Budget
On or before February 19, 2013	Target Date for Council-passed CIP Budget
March 31, 2013	Statutory Deadline for Council-Passed Budget

City of Toledo

2013 Proposed Operating Budget

City of Toledo Budget Book Organization

Organizational Structure

The operating budget provides a framework for preserving priority city services within financial constraints. The City of Toledo is organized on a department/divisional basis and operations are accounted for through various funds and cost centers. Each divisional budget is within a particular fund of the city, with revenue and expense items assigned to various cost center commitment areas. Each divisional budget is presented in this book by showing expenditures by fund, expenditures by category, and a full-time equivalent budgeted position history.

Expenditures are presented by category detail within the following areas:

Base Salaries & Wages: includes all base salaries, part time salaries, longevity, compensated absences, and salary savings

Overtime: includes all overtime related costs

Severance: includes all severance payments made to employees

Pension: includes all Public Employee Retirement System (PERS) contributions for employers share and pick-up*, and Ohio Police & Fire Pension Fund contributions and pick-up*

Employment Taxes and Medical: includes workers' and unemployment compensation, life insurance, medical insurance and Medicare expenses

Other Personnel Expenses: includes clothing maintenance, food and forage, tool allowances, and professional development

Supplies: includes all office, equipment and computer supplies, publication related costs, telephone equipment, clothing and linens, janitorial supplies, motor and utility fuel and lubricants, and apparatus and tools

Services: includes costs associated with contractual services for office equipment and supply rentals, travel expenses, utility charges, repair maintenance, professional services, real estate fees, environmental related charges, and seasonal and intern services

Capital Outlay: includes all building modification costs, machinery and equipment, vehicles and infrastructure hardware and software

Other Non-Personnel Expenses: includes principal and interest for bonds, notes and capital leases, trust funds and operating transfers

*Pick-up is the portion of the employee's share of his or her pension that is paid for by the city. Toledo is one of the few cities left in Ohio that pays both the employer's share and some of the employee's share.

City of Toledo

2013 Proposed Operating Budget

City of Toledo Budget Book Organization

Revenues are presented both by fund and cost center, as well as by category detail within the following areas:

Income Taxes: includes individual and business income tax withholdings

Property Taxes: includes levies on property that the owner is required to pay to the city

Other Taxes: includes estate taxes, “sin” taxes, paramutual taxes and payments in lieu of taxes

Charges for Services: includes charges for city used services and equipment such as water and sewer, refuse removal, tow fees, repairs provided by the city

Licenses and Permits: includes revenue from providing or assisting with permits, zoning and inspections, storage, parking, and licensing

Fines and Forfeitures: includes traffic, civil, court and red light camera fines

Local Government: includes revenue received from the State of Ohio and Lucas County

Special Assessment: includes service and improvement assessment

Internal Service: includes Fleet and Facility, Storeroom, Print Shop, insurance and data processing charges

Interest Investment: includes interest earnings

Other Revenue: includes JEDZ income, demolition revenue, gifts and donations, casino revenue and rent income

Other Financing Sources: includes bond and note proceeds and capitalized debt

Grants: includes all state and federal grants received by the city

Operating Transfer : includes operating transfers from other funds and sale of assets

City of Toledo

2013 Proposed Operating Budget

City of Toledo Funds

The city's funds are organized into three areas:

Governmental Funds report the city's governmental activities and focus on near-term inflows and outflows of spendable resources.

Enterprise Funds report the city's business-type activities. The city uses enterprise funds to account for its water, sewer, storm sewer, and utility administrative services as well as property management, small business development, and tow lot.

Internal Service Funds accumulate and allocate costs internally among the city's various functions including, municipal garage, capital replacement, facility operations, storeroom and print shop, data processing, risk management and workers' compensation activities.

City of Toledo

2013 Proposed Operating Budget

City of Toledo Budget Elements

Elements of the Budget

Revenue Budget. The revenue budget includes all dollars expected to be received by or as a result of the operations of any agency of the City of Toledo.

Expenditure Budget. The expenditure budget includes all dollars expected to be expended for any purpose from any fund by any agency of the City of Toledo. It is subdivided into the personnel and nonpersonnel budgets.

Personnel. The personnel portion of the budget includes all regular and supplemental wages paid to city employees. It also includes the cost of benefits associated with these wages, including medical and pension benefits.

Nonpersonnel. The nonpersonnel portion of the budget includes purchases of goods and services aside from personnel, including supplies, contractual services, travel, and other items.

Funds. The City of Toledo has over 80 different funds, including the General Fund, the Capital Fund and many others. All revenues and expenditures flow into and out of one or more of these funds. The vast majority of the attention paid during the budget process is to the revenues and expenditures associated with the General Fund. However, the budget process includes development of a budget that covers all city funds.

Grants. Grants are funds which are received by the city from outside entities including the state and federal governments. Depending on the purpose of the grant and the timeframe of the grant, the city usually has the capability to carry the funding until the completion of the grant work. Grants are shown in this document for presentation purposes primarily related to personnel cost. Grants, when received are legislated separately.

City of Toledo
2013 Proposed Operating Budget



Detailed revenue and expenditure schedules are available online at www.toledo.oh.gov

City of Toledo

2013 Proposed Operating Budget

General Fund Revenue Summary by Category

The City of Toledo collects General Fund revenues from a variety of sources, the largest being the collection of income tax. Income tax revenue accounts for 67% of the General Fund Revenue budget.

General Fund Revenue Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Income Taxes	144,580,673	153,580,760	155,629,154	163,879,449
Property Taxes	16,202,833	11,844,988	13,626,584	10,896,755
Other Taxes	3,438,584	3,673,551	3,560,000	1,110,000
Charges for Services	16,693,509	18,924,602	20,736,320	20,457,554
Licenses and Permits	5,578,408	5,645,282	5,598,780	6,007,772
Fines and Forfeitures	4,485,891	4,680,636	4,877,198	7,057,993
Local Government	15,446,700	17,907,653	10,573,829	7,930,376
Internal Services	291	0	0	0
Investment Earnings	815,721	397,446	320,000	200,000
Other Revenue	4,046,145	4,923,155	8,417,637	9,970,619
Grants	0	1,291	0	0
Operating Transfers*	11,874,007	31,650,241	15,650,054	16,087,003
Grand Total	223,162,761	253,229,606	238,989,556	243,597,520

*Operating Transfers includes Sale of Assets

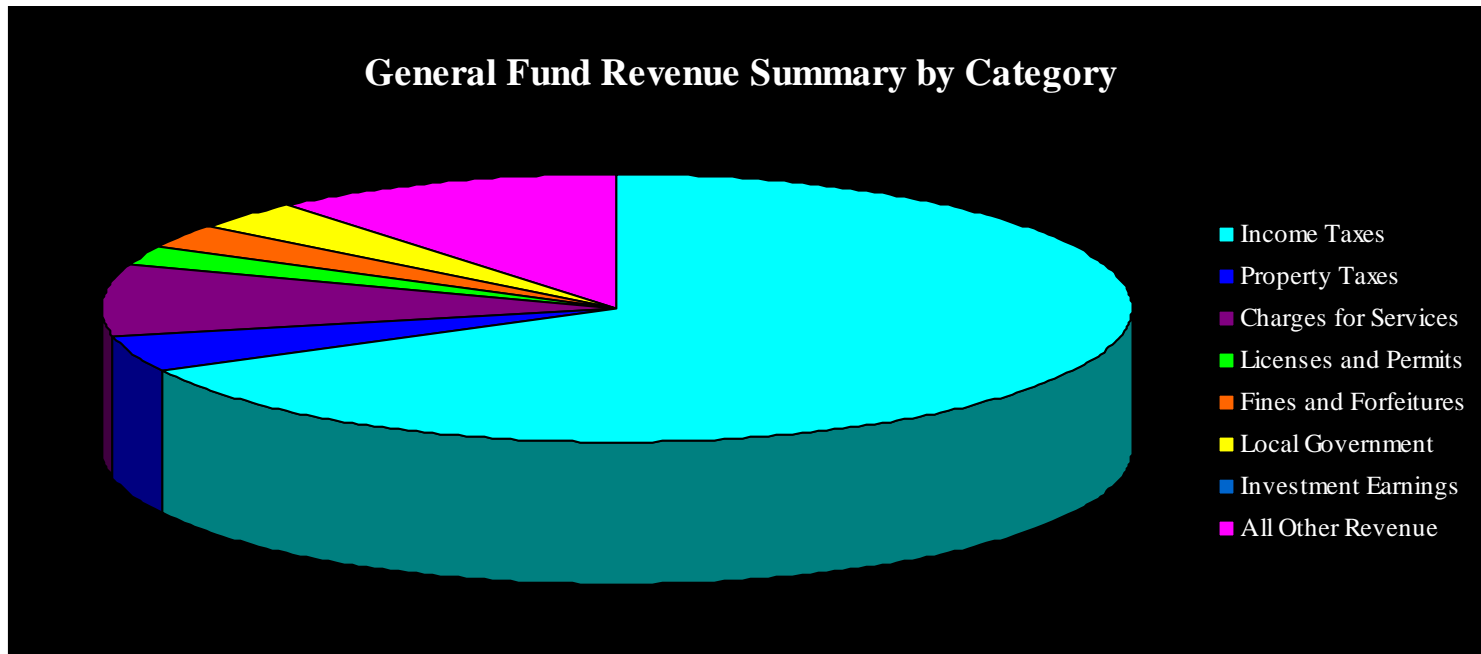
City of Toledo

2013 Proposed Operating Budget

General Fund Revenue Summary by Category

General Fund Revenue Summary by Category

	2013 Proposed
Income Taxes	163,879,449
Property Taxes	10,896,755
Charges for Services	20,457,554
Licenses and Permits	6,007,772
Fines and Forfeitures	7,057,993
Local Government	7,930,376
Investment Earnings	200,000
All Other Revenue	27,167,622*
Grand Total	243,597,520



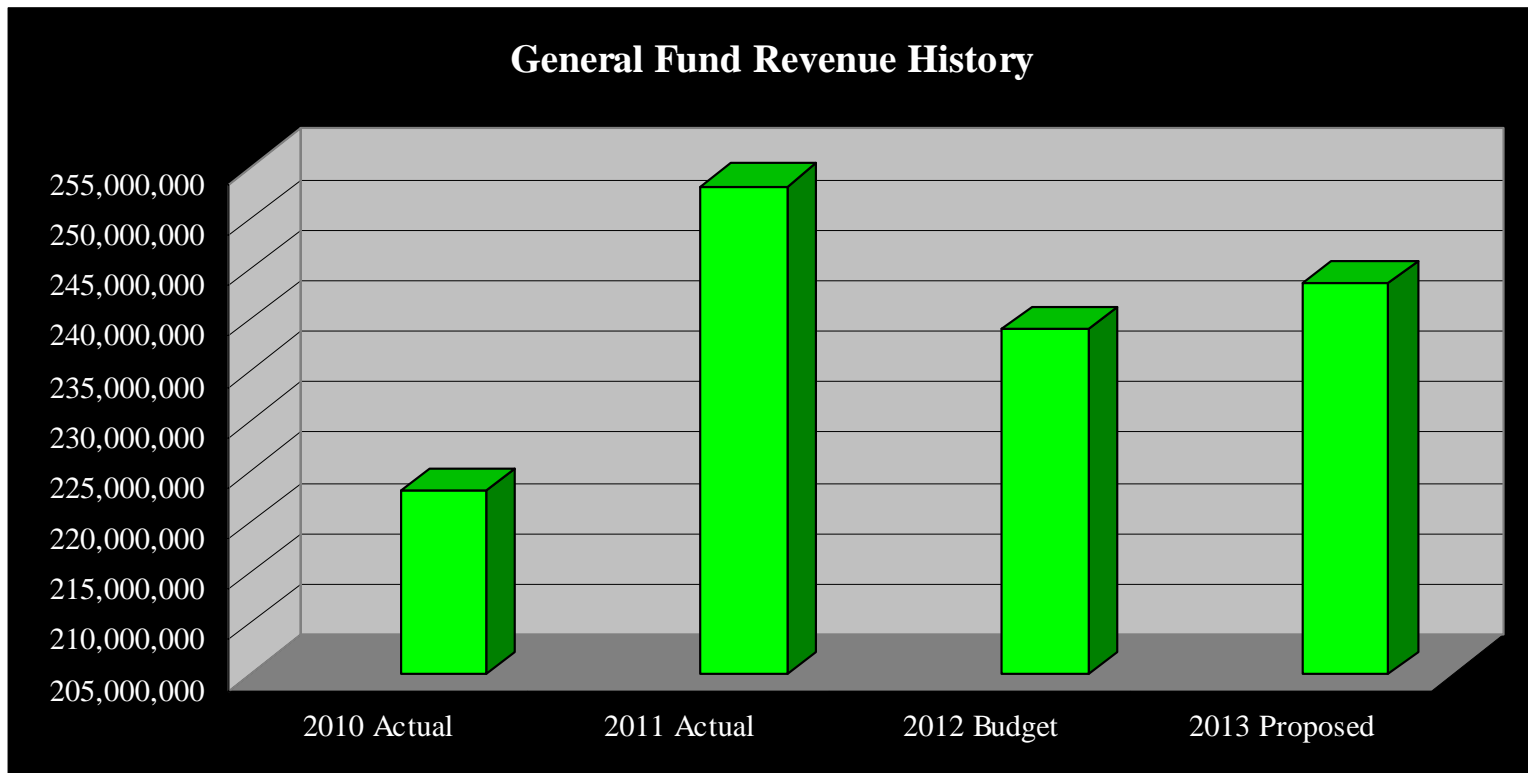
* Includes operating transfers, sale of assets and casino revenue

City of Toledo 2013 Proposed Operating Budget

General Fund Revenue History

General Fund Revenue History*

2010 Actual	2011 Actual	2012 Budget	2013 Proposed
223,162,761	253,229,606	238,989,556	243,597,520



*Includes operating transfers

City of Toledo

2013 Proposed Operating Budget

Income Tax Revenue

In 1982, the city's electors authorized a temporary increase of the income tax rate from 1.50% to 2.25%. This additional ¾% tax has been renewed by voters consistently since the initial authorization. This tax is a flat tax of 2.25% applied on all wages earned within the city and on all wages earned by residents of Toledo outside the city. The revenue from this tax is the major source of funding for services by the city. According to the Toledo Municipal Code, the 2.25% income tax is allocated as follows:

Tax Rate		General	Police/Fire	Capital Improvements
1.00%	Permanent	1.00%		
0.50%	Permanent	0.25%		0.25%
0.75%	Temporary	0.25%	0.25%	0.25%
Totals:				
2.25%		1.50%	0.25%	0.50%

- 67% of General Fund Revenue comes from Income Taxes

- Revenue collected from income taxes is population driven. The City of Toledo's population has decreased from 313,619 in 2000 to 287,208 in 2010*, and it is still decreasing.

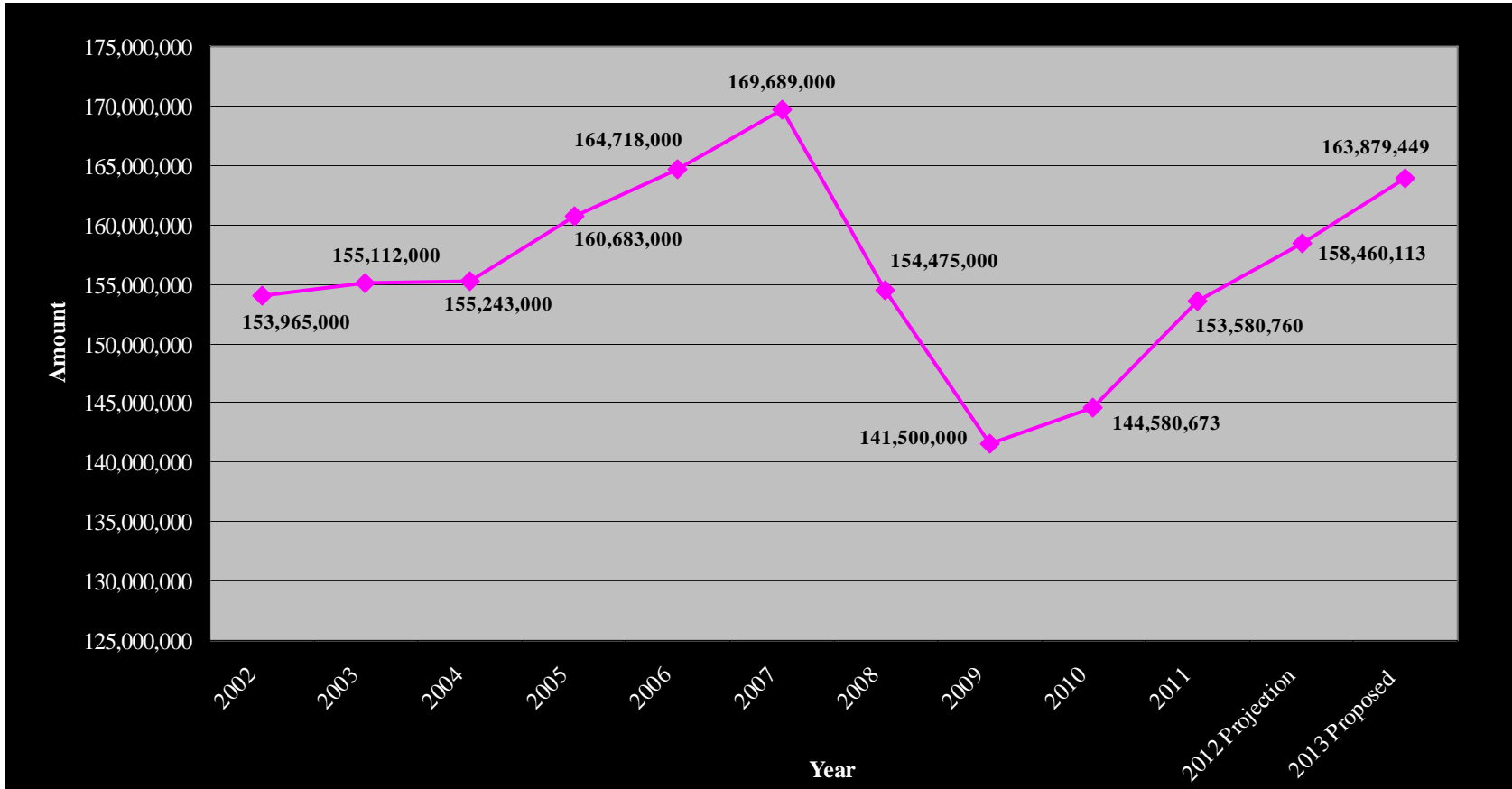
- Income tax revenues are used to fund Police and Fire & Rescue Departments, other general government functions like Finance, Human Resources and the Law Department. They are also used to fund capital improvements.

Sources: Census 2010 SFI & 2006-2010 American Community Survey 5 year estimate

City of Toledo 2013 Proposed Operating Budget

Income Tax Revenue History

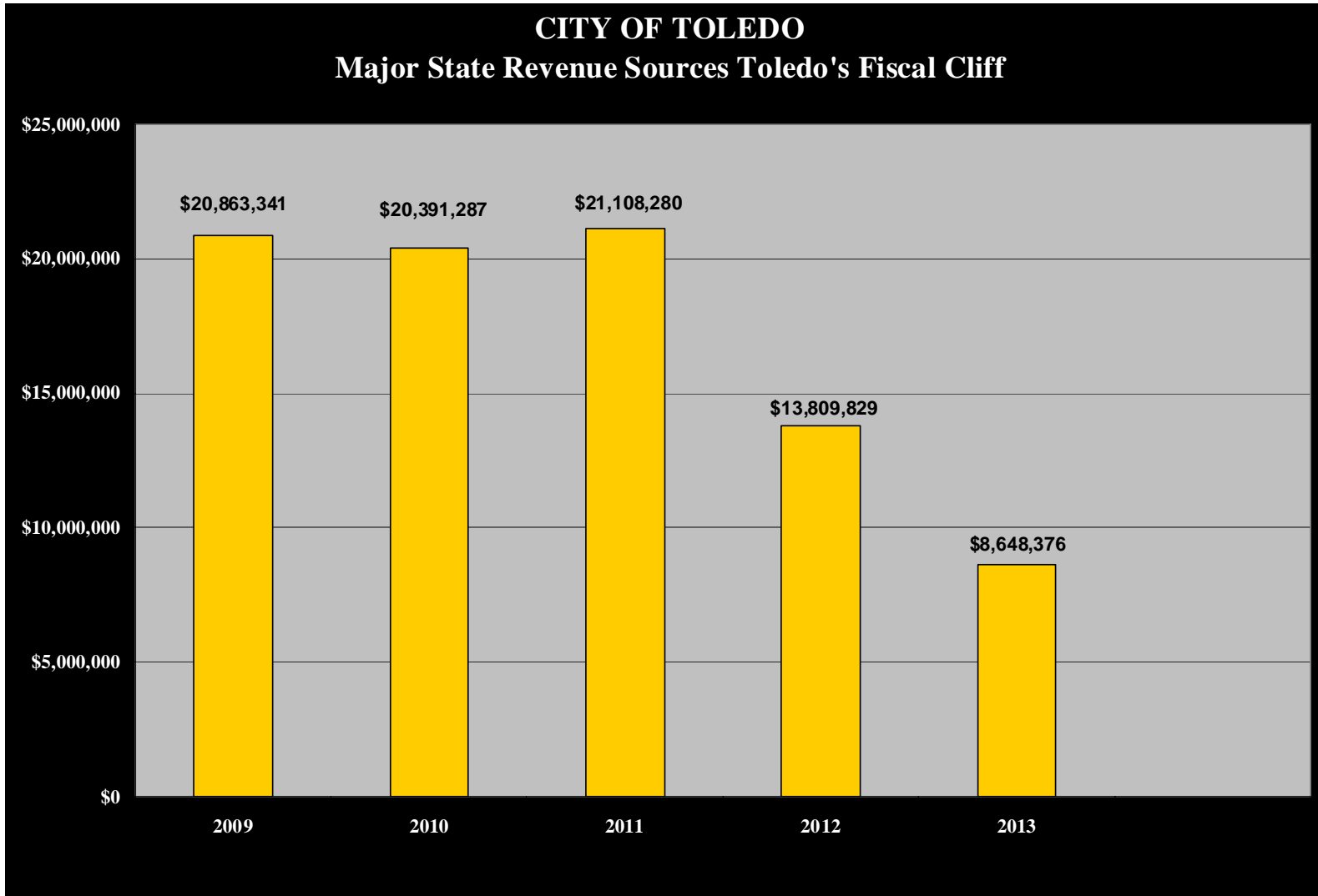
Income Tax Revenue 2002-2013*



*Figures for 2012 and 2013 are projections

City of Toledo 2013 Proposed Operating Budget

City of Toledo Total State Revenue Sharing



*Includes local government, estate taxes and property tax reimbursement

City of Toledo

2013 Proposed Operating Budget

General Fund Revenue Summary by Department

General Fund Revenue Summary by Department

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
City Council and Auditor	13,331	3,720	300	500
Toledo-Lucas County Plan Commission	13,934	8,623	18,750	11,865
Municipal Court	3,462,292	3,447,309	3,407,488	3,758,959
Department of Finance	191,203,851	200,449,850	197,551,609	199,597,583
Department of Law	65,129	45,053	45,000	45,000
Department of Neighborhoods	0	866	0	0
Department of Development	873,733	1,416,117	1,550,000	1,070,000
Department of Human Resources	1,304	394	0	0
Department of Public Service	10,687,241	19,376,093	11,085,375	10,281,422
Department of Public Utilities	213,604	217,775	488,600	702,450
Safety Administration	35	0	0	0
Police Department	2,067,587	2,332,246	3,002,182	4,688,662
Fire Department	6,029,630	7,029,834	7,619,607	7,030,807
Department of Inspection	(869,953)	2,149,725	1,699,591	1,884,269
Non-Departmental	9,401,041	16,752,000	12,521,054	14,526,003
Grand Total	223,162,761	253,229,606	238,989,556	243,597,520

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City of Toledo

2013 Proposed Operating Budget

Revenue Summary by Fund

Revenue Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
1001 - General Fund	223,162,761	253,229,606	238,989,556	243,597,520
101A - Dura Remediation	26,751	30,134	15,000	12,500
101B - Stickney Remediation	29,967	18,828	10,000	7,000
1091 - Non-Expendable Trust	(8,022)	0	0	0
1098 - Treasurers Pooled Cash	132,290	154,390	0	0
2003 - Public Right Of Way	900	225,200	229,500	229,500
2005 - Golf Improvements	257,562	246,000	246,000	246,000
2006 - Parkland Replacement	70,115	25,000	25,000	28,312
2007 - Marina Development	83,764	72,195	70,000	78,000
2012 - Land Acquisition/Site Development	59,354	46,841	24,000	52,000
2013 - Cemetery Maintenance	18,573	8,797	5,000	3,500
2014 - Street Construction, Maintenance & Repair	11,333,824	10,983,549	12,809,276	12,945,010
2015 - Federal Block Grants	8,092,250	13,562,474	0	0
2016 - Operation Grants	5,555,923	9,136,820	45,335	45,335
2017 - Operation Grants Federal Stimulus	5,066,620	9,289,331	0	0
2025 - Toledo Home Program	2,171,622	3,455,553	2,139,045	0
2089 - Toledo City Parks Non-Expendable Trust	63,158	44,252	9,000	7,500
2090 - Expendable Trust	2,785,528	3,433,999	227,100	4,273,420
2097 - Block Grant Rehab	1,089,844	2,175,183	515,345	
3050 - Special Assessment Services	48,045,380	25,830,598	24,268,446	26,221,978
4030 - General Obligation Debt Service	19,515,103	27,618,225	18,145,547	18,604,593
4058 - Special Assessment Debt Service	33,178	62,962	50,619	44,208
5040 - Capital Improvement	58,755,111	40,757,705	41,094,801	42,694,729
5057 - Special Assessment Improvement	3,831,351	386,360	323,138	323,138
540B - Capital Improv Bonds	58,331	0	0	0
540G - Capital Improvement Grants	6,210,621	11,905,055	0	0
541G - Capital Federal Stimulus Grants	9,569,465	1,405,522	0	0
6060 - Water Operating	53,697,953	43,315,910	42,370,300	48,025,000
6061 - Water Improvement	1,005,417	15,384,823	1,010,000	1,033,500
6062 - Water Bond Improvement	18,085	35,009,732	26,000	26,000
6063 - Water Replacement	1,322,818	11,056,414	1,807,400	1,088,500
6064 - Water Debt Service	10,285,567	11,345,421	10,848,000	11,044,152
6065 - Water Infrastructure Development	606,580	380,000	380,000	380,000
6067 - Water Rate Stabilization	10,000	230,000	40,500	34,500

City of Toledo

2013 Proposed Operating Budget

Revenue Summary by Fund (continued)

Revenue Summary by Fund (continued)

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
6070 - Sewer Operating	293,776,913	66,383,488	67,688,000	69,235,754
6071 - Sewer Improvement	1,160	10,111,860	402,100	403,000
6072 - Sewer Bond Improvement	49,440	3,811,113	8,000	8,000
6073 - Sewer Replacement	327,330	282,939,087	1,280,000	1,370,000
6074 - Sewer Debt Service	22,083,349	20,056,259	22,663,000	21,862,824
6075 - Sewer Infrastructure Development	647,290	490,000	490,000	490,000
6077 - Sewer Rate Stabil	10,000	482,000	42,000	34,000
6078 - Utility Administrative Services	10,008,786	11,641,482	12,350,000	12,950,000
6079 - Parking Garages	1,382,823	(11,547,672)	1,435,956	0
607A - Storm Water Operating	18,294,973	10,885,761	10,194,800	10,082,418
607B - Storm Water Improvement	207,921	(656,892)	210,000	205,000
607D - Storm Water Replacement	4,365,828	7,002,873	1,020,170	1,011,000
607E - Storm Water Debt Service	400,000	400,000	200,000	282,208
607L - Marina Operating Fund	0	158,000	0	0
607M - Erie Street Market	176,658	196,527	95,000	30,000
607T - Municipal Tow Lot	1,910,562	1,929,088	1,938,663	1,938,663
607U - Toledo Public Power	0	100,000	383,600	100,000
6080 - Property Management	0	(233,456)	0	0
6083 - Small Business Assistance Corp	17	9	5	5
6088 - Building Management	1,830,047	402,608	1,424,232	147,955
661G - Water Improvement Grants	0	225,574	0	0
663L - Water Replacement Loans	16,982	0	0	0
673G - Sewer Replacement Grants	4,171,539	2,128,565	0	0
673L - Sewer Replacement Loans	(0)	0	0	0
67B1 - Storm Water Improvement Loans	0	0	0	0
67Dg - Storm Water Replacement Grants	1,252,520	247,480	0	0
7082 - Workers Compensation	7,402,374	6,910,207	8,503,276	8,525,336
7084 - Information & Communication Technology	2,484,621	3,363,031	4,427,837	3,001,100
7085 - Storeroom & Printshop	373,178	568,028	720,853	713,767
7086 - Municipal Garage	10,077,850	5,190,075	12,205,468	12,497,931
7087 - Capital Replacement	3,854,382	8	6,500,000	6,500,000
7093 - Facility Operations	2,739,590	3,409,974	3,212,573	3,060,633
7095 - Risk Management	1,457,755	1,421,124	1,868,162	1,794,418
8094 - Payroll Revolving	0	0	0	0
8096 - General Agency	0	0	0	0
Grand Total	862,261,629	958,843,078	554,987,602	567,289,906

City of Toledo

2013 Proposed Operating Budget

All Funds Revenue Summary by Category

Revenue Summary by Category - All Funds

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Income Taxes	144,580,673	153,580,760	155,629,154	163,879,449
Property Taxes	16,202,833	11,844,988	13,626,584	10,896,755
Other Taxes	8,997,857	9,126,033	9,056,222	6,560,631
Charges for Services	129,119,828	144,081,427	144,542,300	151,727,977
Licenses and Permits	17,697,532	17,023,921	18,559,605	18,916,322
Fines and Forfeitures	5,647,639	5,829,497	4,880,149	7,059,993
Local Government	15,446,700	17,907,653	10,573,829	7,930,376
Special Assessments	26,591,844	25,691,036	24,533,837	25,821,532
Internal Services	27,788,464	27,620,662	37,438,169	36,093,185
Investment Earnings	2,222,509	2,332,766	1,295,257	908,460
Other Revenue	23,299,427	24,290,761	23,217,535	27,149,515
Other Financing Sources	41,308,290	852,477	0	0
Grants	40,827,075	50,173,701	2,184,380	45,335
Operating Transfers*	362,530,958	468,487,397	109,450,582	110,300,378
Grand Total	862,261,629	958,843,078	554,987,602	567,289,906

*Operating Transfers includes Sale of Assets

City of Toledo

2013 Proposed Operating Budget

All Funds Revenue Summary by Department

Revenue Summary by Department - All Funds

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
City Council and Auditor	73,015	3,757	300	500
Office of the Mayor	1,480,703	2,601,771	0	0
Toledo-Lucas County Plan Commission	300,934	266,923	18,750	11,865
Municipal Court	5,218,159	5,214,652	3,408,989	3,760,159
Department of Finance	332,845,421	297,508,309	297,850,822	300,474,528
Department of Law	385,303	234,158	1,958,497	1,884,753
Department of Neighborhoods	10,371,671	27,380,251	2,859,632	135,445
Department of Development	3,045,068	1,318,066	1,661,000	1,100,000
Department of Human Resources	299,699	61,250	0	0
Department of Information & Communication Technology	2,733,943	3,474,879	4,427,837	3,001,100
Department of Public Service	33,345,948	30,823,902	33,930,932	38,270,510
Department of Public Utilities	433,378,127	546,878,062	173,561,470	180,057,306
Safety Administration	35	0	0	0
Police Department	11,224,424	7,349,216	4,940,845	6,627,325
Fire Department	7,705,381	7,813,806	7,619,607	7,030,807
Department of Inspection	3,336,099	2,863,725	1,724,591	1,884,269
Non-Departmental	16,517,700	25,050,351	21,024,330	23,051,339
Grand Total	862,261,629	958,843,078	554,987,602	567,289,906

City of Toledo

2013 Proposed Operating Budget

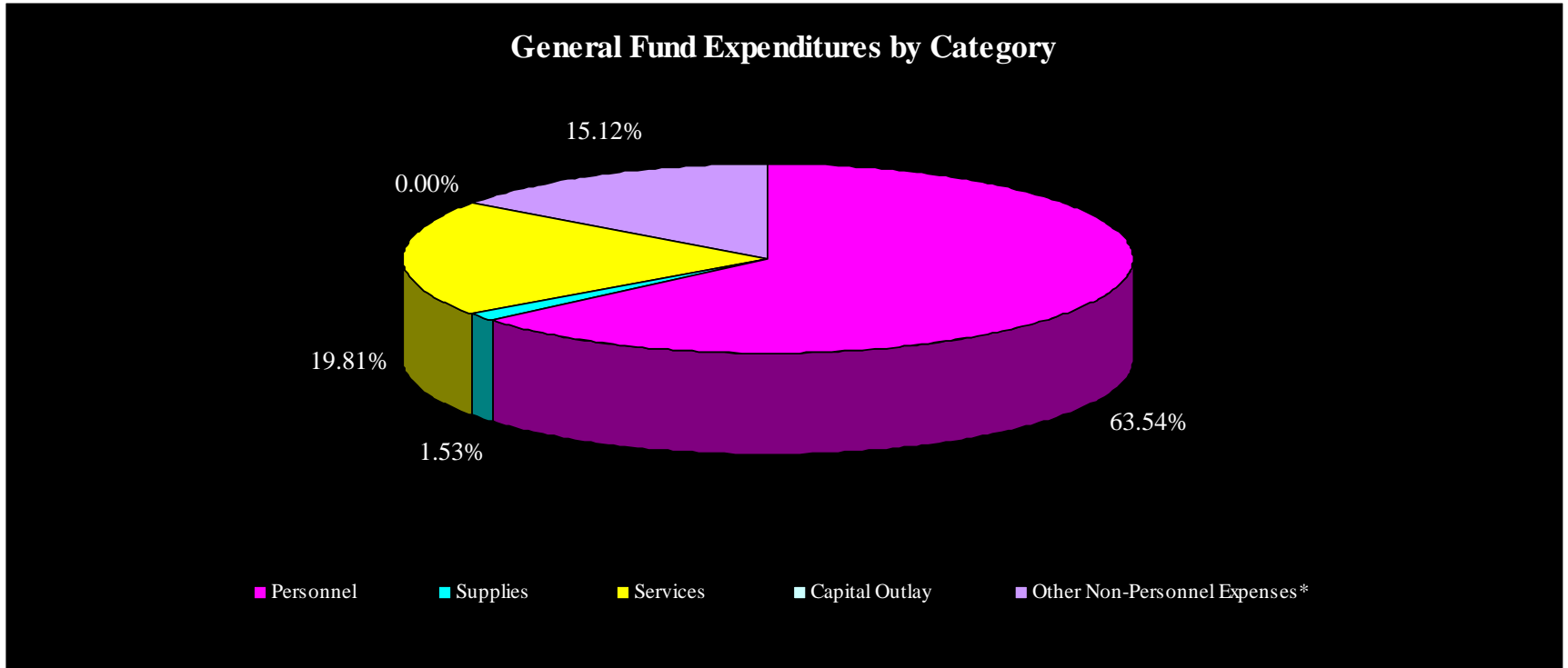
General Fund Expenditure Summary by Category

General Fund Expenditures by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed	% Change
Base Salaries and Wages	91,491,189	93,896,533	92,696,380	97,530,074	5.21%
Overtime	5,702,938	8,208,169	5,184,111	4,920,698	-5.08%
Severance	3,721,513	4,473,671	4,226,225	3,815,304	-9.72%
Pension	25,318,397	26,800,021	23,886,754	21,593,855	-9.60%
Employment Taxes and Medical	23,737,540	24,535,301	23,761,445	25,927,928	9.12%
Other Personnel Expenses	721,360	967,177	995,535	988,072	-0.75%
Supplies	1,744,488	2,956,998	3,366,473	3,733,133	10.89%
Services	34,516,363	39,913,537	46,355,748	48,257,188	4.10%
Capital Outlay	2,296,365	132,672	12,008	721	-94.00%
Other Non-Personnel Expenses	34,872,547	37,067,075	38,422,990	36,830,547	-4.14%
Grand Total	224,122,700	238,951,154	238,907,669	243,597,520	1.96%

City of Toledo 2013 Proposed Operating Budget

General Fund Expenditure Summary by Category



* Other non-personnel expenses include loans, notes, bonds, principal, interest and operating transfers

City of Toledo

2013 Proposed Operating Budget

General Fund Expenditure Summary by Department

General Fund Expenditure Summary by Department

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed	% of Total Budget
City Council and Auditor	1,409,726	1,368,352	1,445,918	1,426,641	0.59%
Office of the Mayor	775,917	719,587	728,240	827,449	0.34%
Toledo-Lucas County Plan Commission	338,956	418,776	445,043	519,631	0.21%
Board of Community Relations	118,656	80,199	97,405	105,282	0.04%
Youth Commission			117,350	160,015	0.07%
Department of Affirmative Action/Contract Compliance	434,425	331,453	352,242	450,467	0.18%
Municipal Court	12,981,131	13,333,288	13,550,187	14,183,069	5.82%
Department of Finance	7,617,823	7,514,384	10,206,130	7,532,775	3.09%
Department of Law	2,540,500	2,606,088	2,802,822	2,963,966	1.22%
Department of Neighborhoods	46,707	96,214	236,788	82,602	0.03%
Department of Development	597,438	689,416	1,221,181	1,360,986	0.56%
Department of Human Resources	936,432	1,228,113	1,910,033	1,851,715	0.76%
Department of Public Service	15,725,622	14,996,322	8,166,826	9,166,596	3.76%
Department of Public Utilities	295,567	213,740	255,624	393,843	0.16%
Safety Administration	11,311,907	11,408,134	11,227,172	12,726,224	5.22%
Police Department	69,654,405	74,349,026	73,635,998	75,313,610	30.92%
Fire & Rescue Department	59,454,367	66,085,018	60,478,362	61,702,417	25.33%
Department of Inspection	2,292,488	2,807,233	2,877,594	2,232,322	0.92%
Non-Departmental *	37,590,632	40,705,814	49,152,754	50,597,910	20.77%
Grand Total	224,122,700	238,951,154	238,907,669	243,597,520	100.00%

*Non-departmental includes operating transfers, utility payments, refuse collection fees, street lighting costs and building and space rental

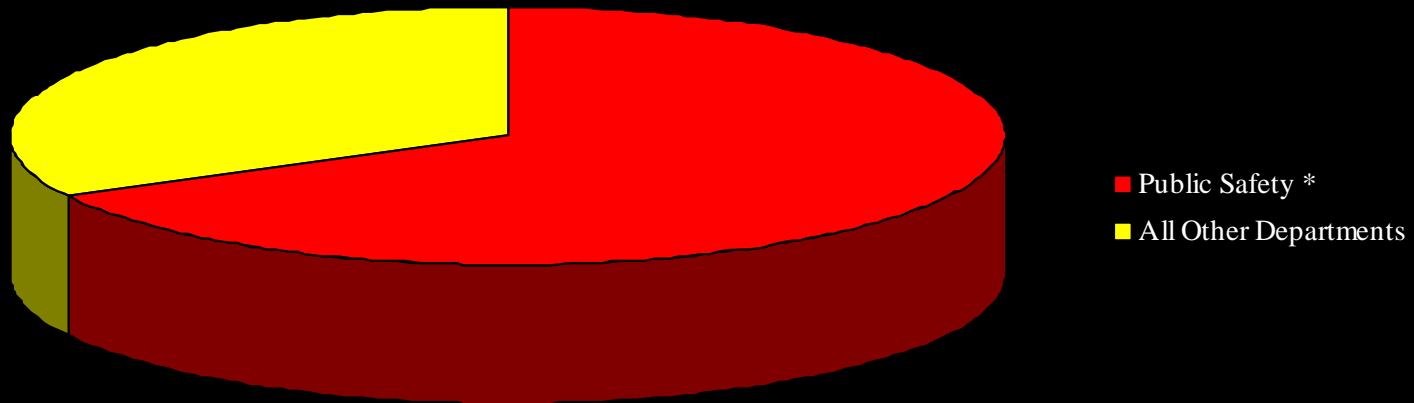
City of Toledo 2013 Proposed Operating Budget

General Fund Public Safety Expenditure Summary

General Fund Public Safety Expenditure Summary

	2013 Proposed	% of Total Budget
Public Safety *	163,925,318	67.29%
All Other Departments	79,672,202	32.71%
Grand Total	243,597,520	100.00%

General Fund Public Safety Expenditure Summary



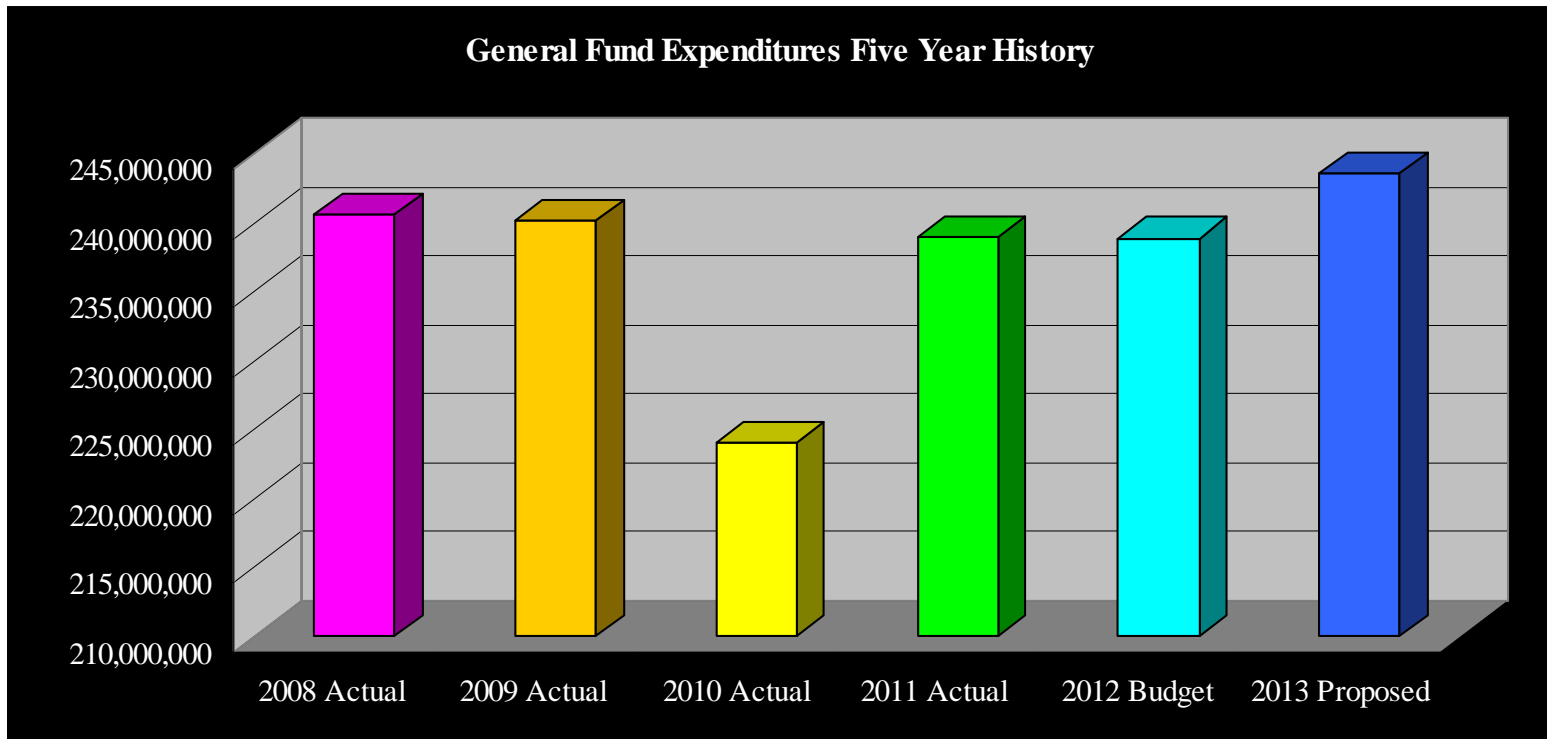
* Public Safety includes Police, Fire & Rescue, Safety Administration and Municipal Court

City of Toledo 2013 Proposed Operating Budget

General Fund Expenditures

General Fund Expenditures Five Year History

2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
240,632,123	240,201,110	224,122,700	238,951,154	238,907,669	243,597,520



City of Toledo

2013 Proposed Operating Budget

General Fund Expenditure Summary by Cost Center

General Fund Expenditures by Cost Center

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed	% Increase
10100 - City Council	1,299,342	1,257,110	1,332,367	1,312,121	-1.52%
10200 - Office Of The Mayor	775,917	719,587	728,240	827,449	13.62%
10300 - Auditor	110,384	111,242	113,551	114,520	0.85%
10400 - Plan Commission	338,956	418,776	445,043	519,631	16.76%
10500 - Board Of Community Relations	118,656	80,199	97,405	105,282	8.09%
10700 - Affirmative Action/Contract Compliance	434,425	331,453	352,242	450,467	27.89%
10800 - Municipal Court Judges	7,508,189	7,892,307	7,827,276	8,332,414	6.45%
10900 - Clerk Of Municipal Court	5,472,943	5,440,981	5,722,911	5,850,654	2.23%
11100 - Financial Analysis	233,536	438,277	606,875	608,168	0.21%
11200 - General Fund Utilities	3,557,028	2,699,887	3,378,470	2,839,826	-15.94%
12000 - Law	2,540,500	2,606,088	2,802,822	2,963,966	5.75%
13000 - Youth Commission	0	0	117,350	160,015	36.36%
14100 - Finance Administration	195,455	258,911	449,724	604,004	34.31%
14200 - Treasury	256,880	384,746	397,063	461,182	16.15%
14400 - Taxation	1,764,689	1,871,126	2,114,836	2,159,843	2.13%
14600 - Accounts	1,581,018	1,586,538	1,693,170	1,802,589	6.46%
14700 - Finance Erp		325,842	802,703	599,494	-25.32%
14800 - Debt Management	3,308,432	2,298,174	3,653,496	749,424	-79.49%
16100 - Neighborhoods Administration	8,062	0	0	0	0.00%
16200 - Housing Division	38,645	96,214	236,788	82,602	-65.12%
16400 - Economic Development	610,220	677,977	1,179,013	1,330,764	12.87%
16500 - Real Estate	(12,782)	11,439	42,168	30,222	-28.33%
16800 - Code Enforcement	530,396	(1,993)		0	0.00%

City of Toledo

2013 Proposed Operating Budget

General Fund Expenditure Summary by Cost Center

General Fund Expenditures by Cost Center (Continued)

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed	% Increase
17100 - Human Resources	936,432	1,228,113	1,910,033	1,851,715	-3.05%
17700 - Purchasing & Supplies	277,813	350,768	488,263	548,071	12.25%
22500 - Transportation	283	0	0	0	0.00%
23100 - Streets, Bridges & Harbor	335,886	175,000	39,556	40,231	1.71%
24100 - Refuse Collection	7,320,215	7,842,514	0	0	0.00%
24500 - Waste Disposal	5,035,227	3,425,380	4,462,114	4,551,400	2.00%
26100 - Facility Operations	279,523	474,966	267,429	346,484	29.56%
34000 - Water Distribution	0	0	0	96,424	100.00%
35000 - Engineering Services	85,399	68,407	99,893	98,271	-1.62%
38000 - Environmental Services	210,168	145,333	155,731	199,148	27.88%
51000 - Safety Administration	11,311,907	11,408,134	11,227,172	12,726,224	13.35%
52000 - Police	69,654,405	74,349,026	73,635,998	75,313,610	2.28%
53000 - Fire & Rescue	59,454,367	66,085,018	60,478,362	61,702,417	2.02%
56300 - Building Inspection	1,762,092	2,130,246	1,813,263	1,705,857	-5.92%
56400 - Code Enforcement	0	678,980	1,064,331	526,465	-50.54%
60100 - Natural Resources Administration	119,348	112,097	109,252	81,329	-25.56%
60300 - Recreation	1,176,759	1,165,288	1,275,649	1,449,353	13.62%
60500 - Parks & Forestry	1,458,382	1,801,077	2,012,824	2,010,067	-0.14%
60600 - Neighborhood Beautification Action	0	0	0	687,732	100.00%
89500 - Fringe Benefits	181,610	0	0	0	0.00%
89800 - Non-Departmental Services	33,851,994	38,005,926	45,774,284	47,758,084	4.33%
Grand Total	224,122,700	238,951,154	238,907,669	243,597,520	1.96%

City of Toledo

2013 Proposed Operating Budget

General Fund Full Time Employee History by Cost Center

General Fund Full Time Equivalent by Cost Center

	2011 Budget	2012 Budget	2013 Proposed
10100 - City Council	20.00	20.00	20.00
10200 - Office Of The Mayor	5.75	5.75	7.00
10300 - Auditor	1.00	1.00	1.00
10400 - Plan Commission	4.00	4.02	5.00
10500 - Board Of Community Relations	0.82	1.00	1.00
10700 - Affirmative Action/Contract Compliance	3.94	4.00	5.25
10800 - Municipal Court Judges	79.12	80.11	81.79
10900 - Clerk Of Municipal Court	81.64	81.69	81.82
11100 - Financial Analysis	5.35	6.41	5.80
12000 - Law	30.20	29.50	31.59
13000 - Youth Commission	0.00	0.75	1.00
14100 - Finance Administration	2.50	2.00	3.00
14200 - Treasury	4.00	4.00	4.71
14400 - Taxation	23.71	26.36	27.51
14600 - Accounts	17.84	18.03	19.51
14700 - Finance Erp	5.67	3.33	2.58
16200 - Housing Division	0.85	0.50	1.00

City of Toledo

2013 Proposed Operating Budget

General Fund Full Time Employee History by Cost Center (continued)

General Fund Full Time Equivalent by Cost Center (continued)

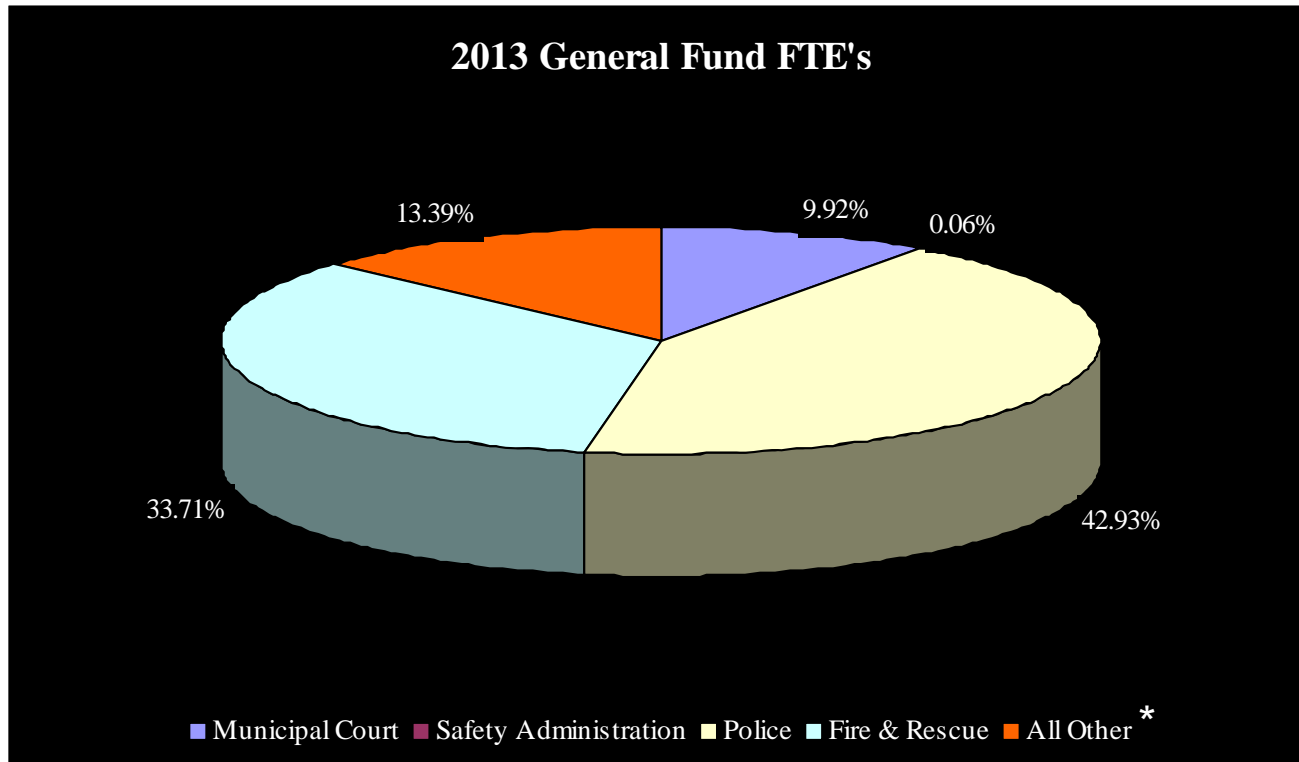
	2011 Budget	2012 Budget	2013 Proposed
16400 - Economic Development	0.55	1.05	3.63
17100 - Human Resources	14.32	13.85	16.60
17700 - Purchasing And Supplies	5.00	4.98	5.91
23100 - Streets, Bridges & Harbor	0.40	0.40	0.40
24100 - Refuse Collection	46.03	0.00	0.00
24500 - Waste Disposal	9.84	13.00	13.84
34000 - Water Distribution	0.00	0.00	1.65
35000 - Engineering Services	1.47	1.38	1.55
38000 - Environmental Services	1.70	1.55	1.69
51000 - Safety Administration	1.00	1.00	1.00
52000 - Police	668.89	686.12	708.30
53000 - Fire & Rescue	556.00	520.93	556.17
56300 - Building Inspection	24.17	20.00	18.25
56400 - Code Enforcement	5.44	5.99	6.60
60100 - Natural Resources Administration	0.50	0.25	0.50
60300 - Recreation	6.00	6.75	6.00
60500 - Parks & Forestry	5.98	6.43	5.89
60600 - Neighborhood Beautification Action	0.00	0.00	2.50
Grand Total	1,633.66	1,572.13	1,650.04

City of Toledo

2013 Proposed Operating Budget

General Fund Full Time Equivalent Public Safety Summary

	2013 Proposed	% of Total
Municipal Court	163.61	9.92%
Safety Administration	1.00	0.06%
Police	708.30	42.93%
Fire & Rescue	556.17	33.71%
All Other *	220.96	13.39%
Grand Total	1,650.04	100.00%

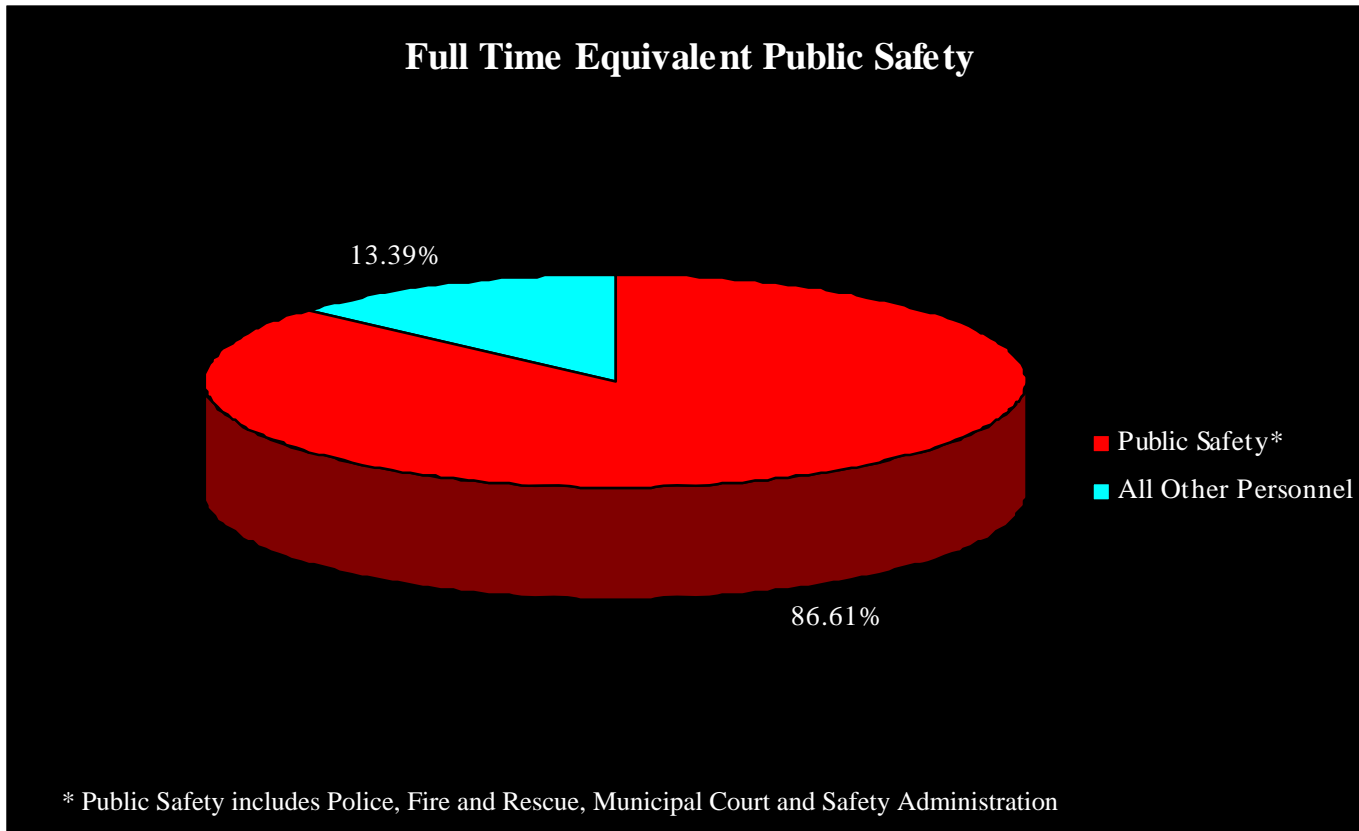


*Includes all other General Fund non Public Safety full time employees

City of Toledo 2013 Proposed Operating Budget

Full Time Equivalent Public Safety Summary

	2013 Proposed % of Total	
Public Safety*	1,429.08	86.61%
All Other Personnel	220.96	13.39%
Grand Total	1,650.04	100.00%



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City of Toledo

2013 Proposed Operating Budget

Expenditure Summary by Fund

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
1001 - General Fund	224,122,700	238,951,154	238,907,669	243,597,520
101A - Dura Remediation	6,518	137	40,706	6,000
101B - Stickney Remediation	826	0	0	0
2003 - Public Right Of Way	0	225,000	229,500	225,000
2005 - Golf Improvements	278,000	246,000	0	260,760
2006 - Parkland Replacement	256	154	246,268	0
2007 - Marina Development	32,312	32,203	144,568	269,463
2012 - Land Acquisition/Site Development	18,817	306	531	0
2013 - Cemetery Maintenance	11,272	1,162	19,411	18,000
2014 - Street Construction, Maintenance & Repair	12,370,765	12,125,196	14,708,282	13,988,589
2015 - Federal Block Grants	18,293,486	12,238,567	5,498,103	5,084,791
2016 - Operation Grants	7,067,691	6,664,671	2,423,569	2,339,422
2017 - Operation Grants Federal Stimulus	5,799,050	8,194,900	611,958	385,769
2025 - Toledo Home Program	2,735,730	2,723,445	255,030	153,429
2089 - Toledo City Parks Non-Expendable Trust	1,036,115	968,411	0	0
2090 - Expendable Trust	2,214,365	3,804,062	607,669	2,004,114
2097 - Block Grant Rehab	6,151	11,514	0	0
3050 - Special Assessment Services	46,175,890	27,234,788	53,826,228	50,288,270
4030 - General Obligation Debt Service	19,407,436	19,618,732	21,827,204	15,842,280
4058 - Special Assessment Debt Service	29,283	30,738	30,738	26,000
5040 - Capital Improvement	81,459,713	51,230,568	47,213,572	49,802,287
5057 - Special Assessment Improvement	4,062,906	46,937	424,826	316,580
540G - Capital Improvement Grants	7,588,179	8,091,863	0	0
541G - Capital Federal Stimulus Grants	9,693,374	1,295,609	0	0
6060 - Water Operating	38,459,345	87,954,828	52,665,138	56,260,998
6061 - Water Improvement	907,396	2,255,450	2,705,602	1,877,800
6062 - Water Bond Improvement	6,216,014	687,683	36,068	0
6063 - Water Replacement	6,675,094	5,909,713	1,075,718	435,000
6064 - Water Debt Service	10,661,010	21,150,620	9,048,153	12,030,301
6065 - Water Infrastructure Development	2,185,533	1,112	1,933	0
6070 - Sewer Operating	55,903,890	354,248,505	65,669,562	71,289,249
6071 - Sewer Improvement	10,663,830	2,519,219	2,560,444	284,623
6072 - Sewer Bond Improvement	7,993,452	686,963	15,070	0

City of Toledo

2013 Proposed Operating Budget

Expenditure Summary by Fund (continued)

Expenditure Summary by Fund (Continued)

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
6073 - Sewer Replacement	210,499,569	4,835,785	847,440	445,208
6074 - Sewer Debt Service	21,348,790	8,303,520	21,579,322	23,529,700
6075 - Sewer Infrastructure Development	2,138,872	485	1,124	0
6078 - Utility Administrative Services	9,667,365	10,395,406	14,124,749	14,718,325
6079 - Parking Garages	713,298	9,643,696	0	0
607A - Storm Water Operating	6,638,468	12,386,012	8,988,788	8,589,017
607B - Storm Water Improvement	11,099,169	672,450	15,035	0
607D - Storm Water Replacement	2,751,894	1,505,809	10,969	236,832
607E - Storm Water Debt Service	736,980	380,056	117,292	118,000
607L - Marina Operating Fund	28,290	127,788	131,632	19,769
607M - Erie Street Market	140,833	143,015	137,250	80,523
607T - Municipal Tow Lot	1,913,336	1,577,344	2,525,591	2,529,707
607U - Toledo Public Power	0	13,973	266,974	252,226
6080 - Property Management	156,513	156,973	214,615	214,586
6083 - Small Business Assistance Corp	164,105	56,256	107,200	93,483
6088 - Building Management	1,433,318	1,184,242	1,832,886	1,864,016
661G - Water Improvement Grants	23,987	55,369	0	0
663L - Water Replacement Loans	2,908,388	208,575	0	0
673G - Sewer Replacement Grants	4,445,470	2,129,604	0	0
673L - Sewer Replacement Loans	16,854,238	40,299,619	0	0
67Bg - Storm Water Improvement Grants	0	20,772	0	0
67Bl - Storm Water Improvement Loans	(782,004)	20,091	0	0
67Dg - Storm Water Replacement Grants	1,281,030	0	0	0
7082 - Workers Compensation	7,277,310	6,929,121	8,503,276	8,525,336
7084 - Information & Communication Technology	2,343,438	3,363,533	4,428,059	3,001,100
7085 - Storeroom & Printshop	434,332	513,165	720,853	713,736
7086 - Municipal Garage	10,039,533	12,314,641	12,205,468	12,497,931
7087 - Capital Replacement	978,654	1,067,777	995,634	505,000
7093 - Facility Operations	2,597,941	3,425,793	3,220,509	3,060,633
7095 - Risk Management	1,745,784	1,044,040	1,868,162	1,794,418
Grand Total	901,655,295	991,925,120	603,636,352	609,575,789

City of Toledo

2013 Proposed Operating Budget

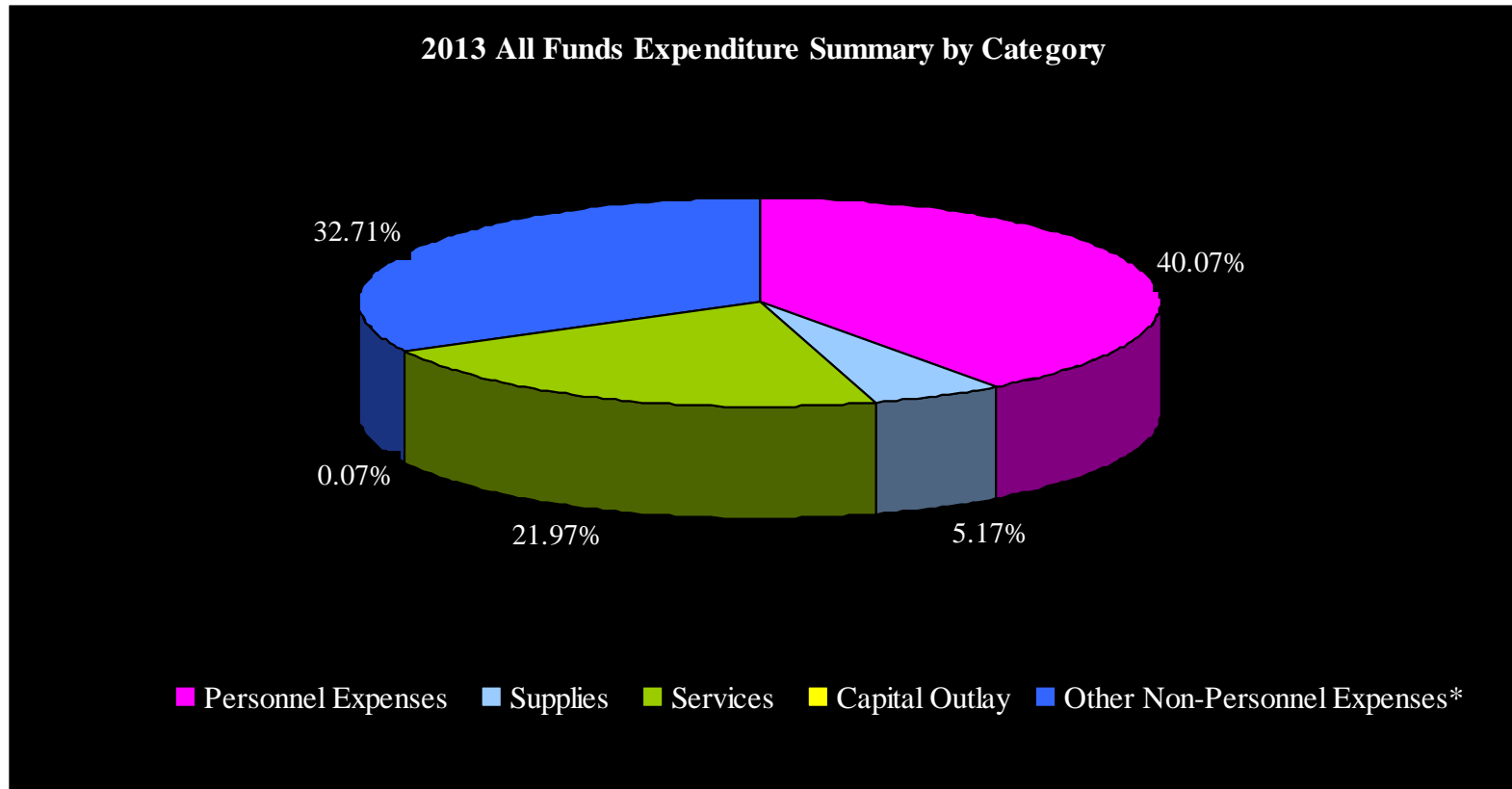
All Funds Expenditure Summary by Category

All Funds Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	135,605,789	143,029,976	148,473,384	153,144,712
Overtime	9,629,460	12,647,425	8,788,027	8,974,897
Severance	4,372,751	5,343,167	5,479,284	4,646,245
Pension	35,677,129	38,504,614	35,003,845	31,453,431
Employment Taxes and Medical	38,143,104	41,538,360	41,523,324	44,631,740
Other Personnel Expenses	1,062,570	1,346,856	1,442,418	1,434,215
Supplies	21,518,058	26,476,653	29,576,896	31,519,074
Services	168,229,543	177,222,522	130,965,364	133,951,702
Capital Outlay	7,773,790	3,379,857	304,227	399,579
Other Non-Personnel Expenses	479,643,101	542,435,690	202,079,582	199,420,194
Grand Total	901,655,295	991,925,120	603,636,352	609,575,789

City of Toledo 2013 Proposed Operating Budget

All Funds Expenditure Summary by Category



* Other non-personnel expenses include loans, notes, bonds, principal, interest and operating transfers

City of Toledo

2013 Proposed Operating Budget

All Funds Expenditure Summary by Department

All Funds Expenditure Summary by Department

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
City Council and Auditor	1,509,507	1,718,394	1,445,991	1,426,641
Office of the Mayor	3,037,896	1,925,835	865,917	940,193
Toledo-Lucas County Plan Commission	961,843	957,694	1,008,036	856,559
Board of Community Relations	118,656	80,199	97,405	105,282
Youth Commission	0	0	117,350	160,015
Department of Affirmative Action/Contract Compliance	434,425	407,356	464,753	514,039
Municipal Court	14,157,189	14,630,385	13,950,395	14,479,388
Department of Finance	137,257,329	77,300,615	131,947,658	129,684,522
Department of Law	3,212,830	4,260,831	5,151,593	5,074,798
Department of Neighborhoods	22,310,706	16,378,686	4,719,533	3,876,961
Department of Development	2,264,718	2,463,131	2,091,168	1,988,097
Department of Human Resources	8,285,513	8,231,668	10,489,688	10,418,826
Department of Information & Communication Technology	3,655,922	3,784,936	4,856,694	3,150,330
Department of Public Service	64,471,962	70,840,374	67,352,061	66,877,265
Department of Public Utilities	445,132,652	565,121,145	151,933,895	158,176,435
Safety Administration	11,311,911	11,408,138	11,227,179	12,726,224
Police Department	76,749,608	81,252,555	77,252,789	78,349,907
Fire & Rescue Department	60,642,665	68,852,029	61,589,497	62,898,346
Department of Inspection	5,189,664	5,244,635	4,157,276	3,114,051
Non-Departmental	40,950,299	57,066,514	52,917,473	54,757,910
Grand Total	901,655,295	991,925,120	603,636,352	609,575,789

City of Toledo

2013 Proposed Operating Budget

All Funds Expenditure Summary by Cost Center

All Funds Expenditure Summary by Cost Center

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
10100 - City Council	1,399,413	1,607,152	1,332,440	1,312,121
10200 - Office Of The Mayor	3,037,896	1,925,835	865,917	940,193
10300 - Auditor	110,094	111,242	113,551	114,520
10400 - Plan Commission	961,843	957,694	1,008,036	856,559
10500 - Board Of Community Relations	118,656	80,199	97,405	105,282
10700 - Affirmative Action/Contract Compliance	434,425	407,356	464,753	514,039
10800 - Municipal Court Judges	8,566,455	9,189,401	8,227,480	8,628,733
10900 - Clerk Of Municipal Court	5,590,734	5,440,983	5,722,915	5,850,654
11100 - Financial Analysis	233,536	438,277	606,875	608,168
11200 - General Fund Utilities	6,916,696	6,382,588	7,143,189	6,999,826
12000 - Law	3,212,830	4,260,831	5,151,593	5,074,798
13000 - Youth Commission	0	0	117,350	160,015
14100 - Finance Administration	1,085,380	79,211	449,724	604,004
14200 - Treasury	10,456,516	1,333,206	12,971,482	15,906,749
14400 - Taxation	1,769,862	1,871,150	2,120,022	2,159,843
14600 - Accounts	1,589,556	1,196,515	1,705,053	1,802,589
14700 - Finance Erp	5,655,853	2,308,579	1,869,530	1,667,172
14800 - Debt Management	115,754,480	69,213,134	110,951,741	105,614,630
16100 - Neighborhoods Administration	4,810,937	2,670,595	1,609,686	1,814,074
16200 - Housing Division	13,931,404	13,006,894	3,109,847	2,062,886
16400 - Economic Development	2,013,968	2,200,319	1,770,147	1,719,944
16500 - Real Estate	109,917	157,797	183,771	187,630
16700 - Third Party Partners	3,568,365	701,197	0	0
16800 - Code Enforcement	3,343,726	1,916	0	0
16900 - Erie Street Market	140,833	105,015	137,250	80,523

City of Toledo

2013 Proposed Operating Budget

All Funds Expenditure Summary by Cost Center (continued)

All Funds Expenditure Summary by Cost Center (Continued)

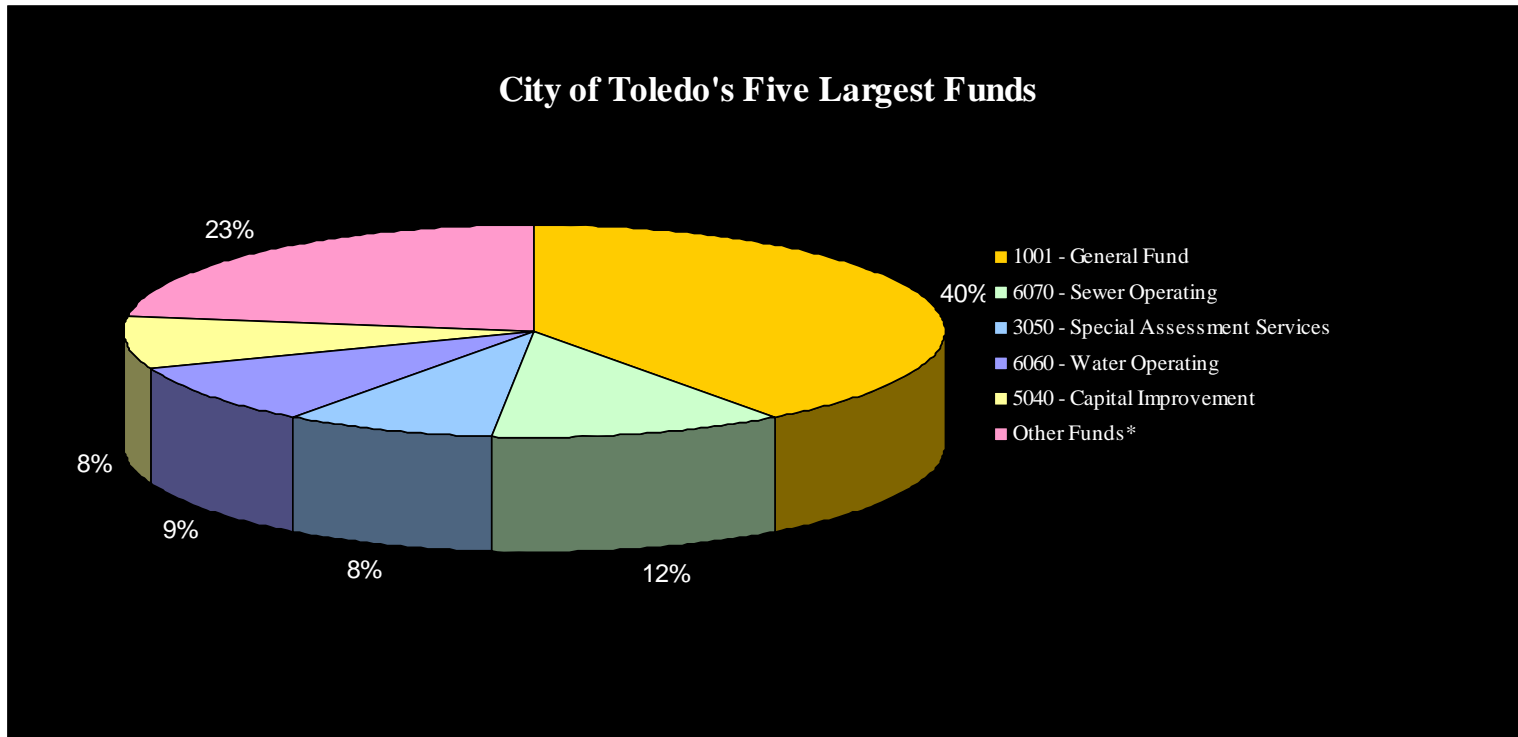
	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
17500 - Information & Communications Technology	3,655,922	3,784,936	4,856,694	3,150,330
17700 - Purchasing & Supplies	712,145	860,542	1,273,230	1,321,367
22500 - Transportation	5,484,654	5,575,654	5,948,958	5,762,212
23100 - Streets, Bridges & Harbor	21,613,499	24,039,728	28,105,837	25,820,790
24100 - Refuse Collection	7,320,215	7,842,514	0	0
24500 - Waste Disposal	5,254,003	3,773,376	4,506,344	5,095,980
25000 - Fleet Operations	10,264,737	12,476,636	12,205,731	12,497,931
26100 - Facility Operations	3,393,530	4,135,762	4,435,685	4,045,583
31000 - Utility Administrative Services	17,968,493	20,900,697	20,186,271	24,076,048
32000 - Water Treatment	40,225,777	94,896,545	36,506,245	38,858,564
34000 - Water Distribution	12,967,470	13,223,073	17,150,235	16,941,696
35000 - Engineering Services	55,157,056	53,068,381	9,236,023	8,373,924
36000 - Water Reclamation	284,123,035	352,227,626	46,004,663	46,074,659
37000 - Sewer & Drainage Services	26,431,948	22,359,822	17,984,594	18,139,010
38000 - Environmental Services	8,258,873	8,445,001	4,865,864	5,712,533
51000 - Safety Administration	11,311,911	11,408,138	11,227,179	12,726,224
52000 - Police	76,749,608	81,252,555	77,252,789	78,349,907
53000 - Fire & Rescue	60,642,665	68,852,029	61,589,497	62,898,346
56300 - Building Inspection	1,845,938	2,212,721	1,990,307	1,779,563
56400 - Code Enforcement	0	3,029,999	2,166,969	1,334,488
60100 - Natural Resources Administration	185,062	167,416	185,650	121,137
60300 - Recreation	2,687,095	2,974,840	1,784,349	1,999,345
60500 - Parks & Forestry	8,269,167	9,854,450	10,179,507	10,219,163
60600 - Neighborhood Beautification Action	0	0	0	1,315,124
89500 - Fringe Benefits	181,610	0	0	0
89800 - Non-Departmental Services	33,851,994	50,683,926	45,774,284	47,758,084
Grand Total	901,655,295	991,925,120	603,636,352	609,575,789

City of Toledo 2013 Proposed Operating Budget

Five Largest Funds

City of Toledo's Five Largest Funds

	2013 Proposed
1001 - General Fund	243,597,520
6070 - Sewer Operating	71,289,249
3050 - Special Assessment Services	50,288,270
6060 - Water Operating	56,260,998
5040 - Capital Improvement	49,802,287
Other Funds*	138,337,466
Grand Total	609,575,789



*Other funds include Internal Service Funds, Utility Administrative Services, grants, trusts, Storm Water and Street Construction Maintenance and Repair

City of Toledo

2013 Proposed Operating Budget

Five Largest Funds

General Fund

Fund 1001

The General Operating Fund of the city. It is used to provide all financial resources for operating expenses of general government except for those required to be accounted for in another fund.

Funding: Funds received from income taxes, various licenses, fees, fines and other taxes.

Sewer Operating Fund

Fund 6070

Accounts for the sewer revenues received for the operation, maintenance, and replacement of treatment and collection equipment, facilities and appurtenances, and for the payment of operating and maintenance expenses for treatment and collection equipment. The revenues are derived from a percentage of the charges for services and high strength plus miscellaneous revenue. Any balance remaining after reserving an adequate amount for necessary working capital to meet current requirements for operation and maintenance is transferred to the Sewer Replacement Fund. Capital items less than \$10,000 are budgeted and purchased from Operating Funds.

Funding: Funds derived from utilities billings to individual residents and commercial properties for sewer services provided.

Special Assessment Services

Fund 3050

This fund is used to provide assessed services to the public such as street cleaning, snow removal, surface treatment, weed cutting, tree and ditch maintenance and street lighting. For benefitting homeowners, an assessment is levied for the services performed based on front footage. Since the financial data for these services is provided to the Lucas County Auditor the calendar year after the work was performed and the auditor certifies the levied amount to be collected the second year following, the city must sell notes to cover the annual expenditures for two years until the revenue is collected.

Funding: The city sells notes to provide for the funding of these programs until the levy is collected.

City of Toledo

2013 Proposed Operating Budget

Five Largest Funds (continued)

Water Operating Fund

Fund 6060

Accounts for the water revenues received for the operation, maintenance, and replacement of treatment and distribution equipment, facilities and appurtenances, and for the payment of operating and maintenance expenses for treatment and distribution equipment. The revenues are derived from the charges for service and miscellaneous charges not including the tap fees. Any balance remaining after reserving an adequate amount for necessary working capital to meet current requirements for operation and maintenance is transferred to the Water Replacement Fund. Capital items less than \$10,000 are budgeted and purchased from Operating Funds.

Funding: Funds derived from utilities billings to individual residents and commercial properties for water services provided.

Capital Improvements

Funds 5040, 5057, 540B, 540G, 540L, 541G, 541L

To provide construction, major improvements and acquisition to the city's buildings, infrastructure and parkland. A portion of the Income Tax is earmarked as approved by voters for capital improvements.

Funding: A portion of income tax collections is transferred from the General Fund as approved by voters to cover costs in this fund. Additional funding comes from grants, loans and bond sales in the other CIP funds.

Other Funds

Other Funds includes all internal service funds, Street Construction Maintenance and Repair, Storm Water, Utility Administrative Services, grants, trusts, and other governmental and enterprise funds.

City of Toledo

2013 Proposed Operating Budget

Cost Centers and Funds

The City of Toledo has 48 Cost Centers, 77% of which are funded in whole or in part by the General Fund.

Fund Center	Division	General Fund	Sewer Operating Fund	Special Assessment Fund	Water Operating Fund	Capital Improvement Fund	Street Construction and Repair Fund	Utility Admin Service Fund	Grants	Other
10100	City Council	X								
10200	Office of the Mayor	X	X	X	X	X			X	
10300	Auditor	X								
10400	Planning Commission	X				X			X	
10500	Board of Community Relations	X								
10700	Affirmative Action Contract Compliance	X				X		X	X	
10800	Municipal Court Judge	X							X	X
10900	Clerk of Municipal Court	X								
11100	Financial Analysis	X								
11200	General Fund Utilities			X			X			
12000	Law	X						X	X	X
13000	Youth Commission	X								X
14100	Finance Administration	X								
14200	Treasury	X		X		X				
14400	Taxation	X								
14600	Accounts	X								
14700	Finance ERP	X				X				
14800	Debt Management	X		X		X	X			
16100	Neighborhoods Administration								X	
16200	Housing Division	X							X	X
16400	Economic Development	X							X	
16500	Real Estate	X							X	
16900	Erie Street Market									X
17100	Human Resources	X		X			X	X		X
17500	Information & Communications Technology							X		X
17700	Purchasing and Supplies	X						X		X
22500	Transportation					X	X			
23100	Streets, Bridges, Harbor	X	X	X	X	X	X			X
24500	Waste Disposal	X				X				X
25000	Fleet Operations									X
26100	Facility Operations	X				X		X		X
31000	Utilities Admin		X		X			X		X
32000	Water Treatment				X					
34000	Water Distribution			X	X			X		
35000	Engineering Services	X	X	X	X	X	X			X
36000	Water Reclamation		X							
37000	Sewer & Drains		X		X					X
38000	Environmental Service	X	X		X				X	X
51000	Safety Admin	X								
52000	Police	X				X	X		X	X
53000	Fire	X				X				
56300	Building Inspection	X	X				X		X	
56400	Code Enforcement	X							X	
60100	Natural Resources Ad	X		X						X
60300	Recreation	X								X
60500	Parks & Forestry	X		X						X
60600	NBA	X								
89800	Gen'l Non Dept. Services	X								

City of Toledo

2013 Proposed Operating Budget

Full Time Employee History by Fund

Full Time Equivalent by Fund

	2011 Budget	2012 Budget	2013 Proposed
1001 - General Fund	1,633.66	1,572.13	1,650.04
2007 - Marina Development	0.00	1.50	2.00
2014 - Street Construction, Maintenance & Repair	101.21	99.23	97.44
2015 - Federal Block Grants	66.44	67.17	56.96
2016 - Operation Grants	27.86	24.76	23.67
2017 - Operation Grants Federal Stimulus	34.57	8.12	4.89
2025 - Toledo Home Program	2.77	3.25	1.97
2090 - Expendable Trust	0.00	9.10	10.80
3050 - Special Assessment Services	173.74	173.42	180.71
5040 - Capital Improvement	47.72	43.94	41.78
5057 - Special Assessment Improvement	1.00	1.00	1.00
6060 - Water Operating	206.62	209.58	215.49
6061 - Water Improvement	6.68	6.68	0.00
6063 - Water Replace	4.05	4.05	0.00
6070 - Sewer Operating	250.43	249.84	277.47
6071 - Sewer Improvement	17.21	18.51	2.80
6073 - Sewer Replace	4.33	3.03	
6078 - Utility Administrative Services	122.35	137.85	143.00
607A - Storm Water Operating	66.39	68.69	68.03
607U - Toledo Public Power	0.00	1.00	1.00
6083 - S B A C	0.20	0.20	0.00
6083 - Small Business Assistance Corp	0.00	0.00	0.10
7082 - Workers Compensation	2.50	2.50	3.50
7084 - Information & Communication Technology	14.63	10.00	12.50
7085 - Storeroom & Printshop	1.00	1.00	1.00
7086 - Municipal Garage	68.30	65.30	64.30
7093 - Facility Operations	24.20	24.70	22.70
7095 - Risk Management	0.90	1.10	1.60
Grand Total	2,878.78	2,807.65	2,884.75

City of Toledo

2013 Proposed Operating Budget

Full Time Employee History by Cost Center

Full Time Equivalent by Cost Center

	2011 Budget	2012 Budget	2013 Proposed
10100 - City Council	20.00	20.00	20.00
10200 - Office Of The Mayor	7.00	7.00	8.00
10300 - Auditor	1.00	1.00	1.00
10400 - Plan Commission	11.00	11.00	9.50
10500 - Board Of Community Relations	0.82	1.00	1.00
10700 - Affirmative Action/Contract Compliance	4.93	5.00	6.00
10800 - Municipal Court Judges	84.12	85.11	85.79
10900 - Clerk Of Municipal Court	81.64	81.69	81.82
11100 - Financial Analysis	5.35	6.41	5.80
12000 - Law	38.00	37.00	37.00
13000 - Youth Commission	0.00	0.75	1.00
14100 - Finance Administration	2.50	2.00	3.00
14200 - Treasury	6.00	6.00	6.84
14400 - Taxation	23.71	26.36	27.51
14600 - Accounts	17.84	18.03	19.51
14700 - Finance Erp	14.04	8.62	7.75
14800 - Debt Management	2.00	1.00	1.00
16100 - Neighborhoods Administration	19.00	21.00	20.50
16200 - Housing Division	27.65	34.65	26.00
16400 - Economic Development	4.00	4.00	4.50
16500 - Real Estate	2.00	2.00	2.00
17100 - Human Resources	17.71	17.25	21.00
17500 - Information & Communications Technology	15.63	14.20	14.00
17700 - Purchasing And Supplies	7.00	6.98	7.91

City of Toledo

2013 Proposed Operating Budget

Full Time Employee History by Cost Center (continued)

Full Time Equivalent by Cost Center (continued)

	2011 Budget	2012 Budget	2013 Proposed
22500 - Transportation	48.00	49.00	49.00
23100 - Streets, Bridges & Harbor	173.73	177.00	178.00
24100 - Refuse Collection	46.03	0.00	0.00
24500 - Waste Disposal	10.84	13.00	13.84
25000 - Fleet Operations	68.30	65.30	64.30
26100 - Facility Operations	24.20	25.70	23.70
31000 - Utility Administrative Services	64.00	75.00	85.00
32000 - Water Treatment	96.56	100.50	100.50
34000 - Water Distribution	160.88	159.85	160.25
35000 - Engineering Services	72.92	72.83	71.00
36000 - Water Reclamation	124.50	126.50	128.50
37000 - Sewer & Drainage Services	137.50	140.50	140.50
38000 - Environmental Services	49.02	47.87	49.00
51000 - Safety Administration	1.00	1.00	1.00
52000 - Police	709.02	693.62	716.80
53000 - Fire & Rescue	556.00	520.93	556.17
56300 - Building Inspection	25.67	22.00	19.25
56400 - Code Enforcement	22.00	20.50	18.01
60100 - Natural Resources Administration	1.00	1.50	1.00
60300 - Recreation	6.00	8.00	8.00
60500 - Parks & Forestry	68.69	69.00	77.50
60600 - Neighborhood Beautification Action	0.00	0.00	5.00
Grand Total	2,878.78	2,807.65	2,884.75

City of Toledo

2013 Proposed Operating Budget

Toledo City Council

Toledo City Council is the legislative branch of city government and operates in accordance with the provisions of the Charter of the City of Toledo, first adopted by voters in 1914 and amended by popular vote from time to time.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	1,299,342	1,257,110	1,332,367	1,312,121
Capital Improvements	50	350,042	73	0
Grants	100,000	0	0	0
Other Governmental	21	0	0	0
Grand Total	1,399,413	1,607,152	1,332,440	1,312,121

Legislative authority in the city is vested in a twelve-member council. Six members of Toledo City Council are elected at-large and six from districts; all for four-year terms. Council is authorized to enact ordinances and resolutions relating to city services, tax levies, appropriating and borrowing money, licensing and regulating businesses and trades and other municipal activities. Council also has authority to fix the compensation of city officers and employees. Council elects one of its members to serve as the President of Council, its presiding officer. City Council meetings are held bi-weekly on Tuesday at 4:00 PM in Council Chambers, One Government Center. On the alternate Tuesdays, City Council holds an Agenda Review meeting to prepare for the upcoming City Council meeting. Agenda Review is held at 2:00 PM in Council Chambers, One Government Center.

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Technician 2	4.00	4.00	4.00
Assistant Clerk Of Council	1.00	1.00	1.00
Clerk Of Council	1.00	1.00	1.00
Councilman	11.00	11.00	11.00
President Of Council	1.00	1.00	1.00
Secretary 3	2.00	2.00	2.00
Grand Total	20.00	20.00	20.00



City of Toledo

2013 Proposed Operating Budget

Toledo City Council

City Council has eight standing committees that meet at the call of the Chair of the Committee. The standing committees are: Economic Development Committee; Human Resources, Information Technology and Finance Committee; Intergovernmental Relations and Environment Committee; Neighborhoods, Community Development and Health Committee; Public Safety, Law and Criminal Justice Committee; Utilities and Public Service Committee; Youth, Parks, Recreation and Community Relations Committee; and Zoning and Planning Committee.

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	768,664	738,025	758,548	768,204
Severance	53,904	0	0	0
Pension	130,338	128,786	127,772	131,160
Employment Taxes and Medical	265,775	285,450	277,641	298,690
Other Personnel Expenses	3,150	2,700	2,700	2,700
Supplies	8,884	14,539	22,526	22,610
Services	68,697	62,651	143,254	88,757
Other Non-Personnel Expenses	100,000	375,000	0	0
Grand Total	1,399,413	1,607,152	1,332,440	1,312,121

City of Toledo

2013 Proposed Operating Budget

City of Toledo – Auditor

Mission Statement

The mission of the City Auditor is to provide independent audit review, uphold accountability and improve the efficiency and effectiveness of City Government.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	110,384	111,242	113,551	114,520
Other Enterprise	(290)	0	0	0
Grand Total	110,094	111,242	113,551	114,520

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	72,624	72,001	72,278	72,278
Pension	13,179	13,680	13,733	13,733
Employment Taxes and Medical	15,515	17,719	16,026	16,766
Supplies	3	184	705	645
Services	8,773	7,659	10,809	11,098
Grand Total	110,094	111,242	113,551	114,520

The Auditor is responsible for conducting comprehensive audits and recommendations to enable city management to run more productively. Through continued examination, the Auditor ensures reliability and the integrity of City of Toledo financial and operating information in order to provide quality control and accountability to deter and prevent fraud.

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
City Auditor	1.00	1.00	1.00
Grand Total	1.00	1.00	1.00

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City of Toledo

2013 Proposed Operating Budget

Office of the Mayor

Toledo operates under a strong Mayor form of government. Accordingly the Mayor serves as chief executive of the city. He and his staff provide overall policy direction and oversee the provision of city services within the revenues provided and entrusted to the municipal government by the city's residents.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	775,917	719,587	728,240	827,449
Special Assessments	10,595	14,159	12,018	12,346
Capital Improvements	2,157,012	1,089,161	12,018	12,346
Grants	19,582	19,319	22,101	0
Other Governmental	52	0	0	0
Water	37,369	41,804	45,770	44,026
Sewer	37,369	41,804	45,770	44,026
Grand Total	3,037,896	1,925,835	865,917	940,193

City of Toledo

2013 Proposed Operating Budget

Office of the Mayor

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	585,304	495,403	498,958	543,278
Overtime	1,138	592	0	0
Pension	95,160	79,690	75,660	86,981
Employment Taxes and Medical	92,372	115,904	111,887	134,112
Other Personnel Expenses	450	1,350	1,801	1,800
Supplies	10,861	25,355	30,548	29,157
Services	2,252,611	1,207,541	147,063	144,865
Grand Total	3,037,896	1,925,835	865,917	940,193

Along with the Mayor, budgeted positions in the Mayor's Office include: The Deputy Mayor of Operations and other administrative support staff. The Mayor's Office also utilizes seasonals and interns to assist with the workload of the department. The department collectively works to support the core values of the Administration – *Transparency, Collaboration, Accountability, Responsiveness, Work Ethic and Enjoying What We Do.*

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Assistant To The Mayor	2.00	2.00	2.00
Deputy Mayor - Operations	1.00	1.00	1.00
Manager	1.00	1.00	1.00
Mayor	1.00	1.00	1.00
Mayor's Assistant 1	0.00	0.00	1.00
Mayor's Executive Assistant	0.00	0.00	1.00
Public Information Officer	1.00	1.00	0.00
Secretary 2	1.00	1.00	1.00
Grand Total	7.00	7.00	8.00

City of Toledo

2013 Proposed Operating Budget

Toledo Lucas County Plan Commission



Mission Statement:

The Toledo-Lucas County Plan Commission seeks to create a community with a high quality of life and access to economic opportunity for all of our residents. We do this primarily by providing guidance on land use decisions. We seek to accomplish our mission and meet our challenges through the provision of land use planning services, research, policy development, and the coordination of planning functions among our constituent jurisdictions – The City of Toledo, Lucas County, and the eleven Lucas County townships

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	338,956	418,776	445,043	519,631
Capital Improvements	92,924	89,455	89,073	78,896
Grants	529,963	449,462	473,920	258,032
Grand Total	961,843	957,694	1,008,036	856,559

Funding Sources:

The Plan Commission is funded through the General Fund, Federal Block Grant Funds, Operation Grants and the Capital Improvement Fund. The amount of Community Development Block Grant (CDBG) funding for the Plan Commission has been reduced from prior years. In order to maintain current staffing and service levels, the reduction of CDBG funding will be offset by General Fund budget.

City of Toledo

2013 Proposed Operating Budget

Toledo Lucas County Plan Commission

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	610,340	579,699	642,062	544,337
Overtime	5,801	3,923	1,000	1,000
Severance	0	10,754	0	0
Pension	126,861	128,015	134,813	95,242
Employment Taxes and Medical	156,165	172,013	168,145	152,744
Other Personnel Expenses	4,244	3,459	3,150	2,700
Supplies	10,672	10,586	9,504	19,319
Services	47,759	49,245	49,362	41,217
Grand Total	961,843	957,694	1,008,036	856,559

The Plan Commission provides guidance on land use decisions and interacts with the Department of Development, Department of Public Utilities Divisions of Engineering Services and Sewer and Drainage Services, Department of Public Service Divisions of Transportation and Streets, Bridges and Harbor, and the Department of Fire and Rescue Operations on the review of development proposals in the City of Toledo. The major functions performed include:

- *Processing zoning changes, special use permits, site plan reviews, street and alley vacations, preliminary and final plats and deed transfers*
- *Preparation of comprehensive neighborhood, district and corridor plans to ensure the orderly development and redevelopment of areas*
- *Working with private home builders and community development corporations on residential and commercial development projects*
- *Acting as a resource to the city's economic development efforts*
- *Providing staff support for the city's local historic districts*
- *Providing zoning, subdivision and planning services to Lucas County townships*

The 2013 Plan Commission budget reflects a general fund increase of \$74,588 due to the reduction of funding from Community Development Block Grant funds. This funding will be used to support the Principal Planner position and several important ongoing initiatives within the Plan Commission including: the preparation of zoning overlay districts for Warehouse District and Uptown, as well as implementing the updated Downtown Master Plan in conjunction with the Toledo Design Center.

City of Toledo

2013 Proposed Operating Budget

Toledo Lucas County Plan Commission – FTE History

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrator - Admin Services 2	1.00	0.00	1.00
Administrator - Admin Services 3	0.00	1.00	0.00
Associate Planner	1.00	1.00	1.00
Director - Toledo-Lucas County Plan Commission	1.00	1.00	1.00
Intermediate Clerk	1.00	1.00	1.00
Planner	1.00	1.00	2.00
Planning Technician	1.00	1.00	0.50
Principal Planner	4.00	4.00	2.00
Secretary 3	0.00	1.00	1.00
Senior Account Clerk	1.00		0.00
Grand Total	11.00	11.00	9.50

FTE positions for the Plan Commission will be reduced from 11 to 9.5. These positions are pertinent in order for the department to function without the interruption of services. In 2013, the Planning Technician position will be funded 50% through the Plan Commission and 50% through the Department of Neighborhoods.

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City of Toledo

2013 Proposed Operating Budget

City of Toledo – Board of Community Relations

Mission Statement

The Board of Community Relations (BCR) is an independent organization chartered by the City of Toledo. It exists to promote, empower, and support citizens and neighborhoods to create social justice, equal opportunities, and a harmonious environment. BCR intervenes in conflicts and disputes by providing investigation, facilitation, and mediation services.

Since 1946, the Board of Community Relations has served as the conscience of the community. The Board seeks to create a heightened sense of awareness that inequality and discrimination still exist. Through its enabling legislation, the Board is charged with promoting amicable relationships among all people and groups within the greater Toledo area and taking appropriate action within the framework of existing laws to deal with conditions and persons who strain these relationships.

Over the years, the Board of Community Relations through its investigation and mediation process has reconciled a significant number of cases involving discriminatory practices in employment, education, housing, and public accommodations. It has also created a harmonious relationship among neighborhood groups, citizens, and public institutions.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	118,656	80,199	97,405	105,282
Grand Total	118,656	80,199	97,405	105,282

The BCR is funded solely by the General Fund. All programs and department personnel are supported by this budget. With only \$8,800 of its 2013 budget being allocated for programming and supplies, BCR will continue to support programs through collaborating with a number of community partners in order to promote and provide all services. Efforts for 2013 will focus on programming as it relates to diminishing youth violence in Toledo. Anticipated programming includes: *After School All Stars*- tutoring and afterschool activities for youth and the *Mayors Coalition of Hope*- an effort to reduce gun violence, and ongoing mediations and investigations.

City of Toledo

2013 Proposed Operating Budget

City of Toledo – Board of Community Relations

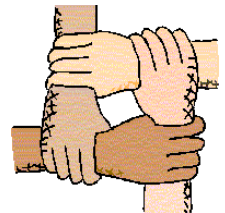
Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	69,280	44,846	55,211	60,230
Severance	16,327	0	0	0
Pension	9,841	6,278	7,730	8,432
Employment Taxes and Medical	16,484	13,557	14,934	15,994
Other Personnel Expenses	0	0	0	0
Supplies	2,311	6,012	8,641	8,218
Services	4,415	9,506	10,889	12,408
Grand Total	118,656	80,199	97,405	105,282

The Board of Community Relations is overseen by the Executive Director of the Department and a twenty-six member Board appointed by the Mayor, City Council and various community groups. The Executive Director is responsible for reporting progress to the Board, and implementing the decisions, directives and recommendations of the Board.

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Director	0.82	1.00	1.00
Secretary 1	0.00	0.00	0.00
Grand Total	0.82	1.00	1.00



City of Toledo

2013 Proposed Operating Budget

City of Toledo – Youth Commission

Mission Statement

The mission of the Youth Commission is to promote the development of responsible, healthy, educated, empowered and self-reliant youth.

Expenditure Summary by Fund

	2012 Budget	2013 Proposed
General Fund	117,350	160,015
Grand Total	117,350	160,015

The Youth Commission promotes and facilitates an environment that nurtures and enhances the development of youth. The department seeks to assist youth to reach their full potential and enable them to function in a multicultural society by education through programs, forums, and forming collaborations with other youth agencies in Toledo. Although unfunded in 2010 and 2011, the Youth Commission was reestablished in 2012. The 2013 budget will support programs to engage youth in civic education and involvement through collaboration with agencies to maximize funding opportunities.

Expenditure Summary by Category

	2012 Budget	2013 Proposed
Base Salaries and Wages	36,378	54,209
Pension	5,093	10,299
Employment Taxes and Medical	10,879	15,609
Supplies	1,000	4,221
Services	64,000	65,677
Other Non-Personnel Expenses	0	10,000
Grand Total	117,350	160,015

City of Toledo

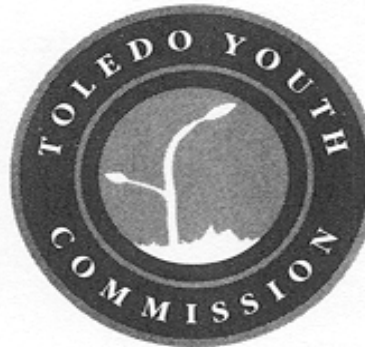
2013 Proposed Operating Budget

City of Toledo – Youth Commission

The Youth Commission is overseen by the Executive Director and twenty adult members and six youth members who represent each City Council districts in Toledo. Commission appointees are recommended by the Mayor and appointed by City Council. The Executive Director is responsible for reporting progress to the Commission and implementing the decisions, directives and recommendations of the Mayor, City Council and the Commission.

Budgeted FTE History

	2012 Budget	2013 Proposed
Director - Administrative Services	0.75	1.00
Grand Total	0.75	1.00



City of Toledo

2013 Proposed Operating Budget

City of Toledo – Affirmative Action

Mission Statement

Affirmative Action/Contract Compliance (AA/CC) was created by Ordinance #246 in 1988 to administer programs, activities and services to ensure compliance with the Civil Rights Act of 1964 as amended, and the Americans with Disabilities Act of 1990, and the enforcement of prevailing wage regulations and funds under the jurisdiction of AA/CC. The Department of Affirmative Action/Contract Compliance exists to enforce all administrative policies under its jurisdiction and to assist the City of Toledo in achieving a dynamic, diverse workforce, enforce fair labor standards, and create a climate of inclusiveness that encourages small, minority, and female owned businesses to bid and receive city contracts.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	434,425	331,453	352,242	450,467
Capital Improvements	0	19,224	30,092	21,082
Grants	0	15,519	19,467	0
Other Enterprise	0	41,160	62,952	42,490
Grand Total	434,425	407,356	464,753	514,039

In 2013 AA/CC aims to strengthen the overall effectiveness of the department by increasing awareness of the department within city government, and externally, with Toledo business owners and citizens. The department will focus on reducing the amount of complaints filed in the office through education and awareness training for department and division administrators and employees.

City of Toledo

2013 Proposed Operating Budget

City of Toledo – Affirmative Action

The department is responsible for developing, implementing, and enforcing the city’s Affirmative Action Program and Plan. Personnel strongly advocate on behalf of Minority and Women Enterprises to increase their participation in city contracts. Additionally, the department encourages its sister departments to hire persons with disabilities and provides them essential tools to ensure job success.

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	299,946	263,695	291,945	344,218
Pension	56,359	47,745	45,529	56,118
Employment Taxes and Medical	62,812	79,114	75,797	96,653
Other Personnel Expenses	1,125	1,350	1,350	1,800
Supplies	1,715	906	1,215	915
Services	12,468	14,546	48,917	14,335
Grand Total	434,425	407,356	464,753	514,039

Minority Business Enterprise & Women Business Enterprise

The primary focus of the MBE/WBE program is to increase minority and women participation in all city contracted services. AA/CC has met the program goal of 15% for construction contracts and 10% for goods and services. The total number of MBE/WBE companies utilized on city of Toledo contracts are on pace to surpass last year’s total utilization. In fiscal year 2012, \$12,717,543, “15% of total dollar amount spent”, was awarded to MBE/WBE’s on city-funded construction contracts. Additionally, \$1,124,776.84, “13% of total dollar amount spent”, was awarded to MBE/WBE’s on city- funded Goods & Services. Currently, there are 70 MBE/WBE companies working with the City of Toledo to meet the stated goals.

In order to maintain and strengthen the program, AA/CC will hold a minimum of four training sessions to explain cross-certification procedures with the City of Toledo and the State of Ohio, and continue to acquaint new MBE/WBE’s to the City of Toledo bid process.

City of Toledo

2013 Proposed Operating Budget

City of Toledo – Affirmative Action

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Specialist 2	0.00	0.00	0.00
Administrative Technician 2/ADA Coordinator	0.97	0.00	0.00
Contract Compliance Specialist	1.00	1.00	1.00
Executive Director-Affirmative Action/Contract Compliance	0.97	1.00	1.00
Manager - Special Projects	0.00	0.00	1.00
Manager-Administrative Services	0.98	0.00	0.00
Manager-Special Projects-Prevail Wage Coor	0.00	1.00	0.00
Mayor's Assistant/Administrative Specialist 3	0.00	0.00	1.00
Mayor's Assistant/Administrative Technician 2	0.00	1.00	1.00
Receptionist/Clerk 1 Non-Typist	0.00	0.00	0.00
Secretary 3	1.00	1.00	1.00
Grand Total	4.93	5.00	6.00

In 2012, Affirmative Action/Contract Compliance investigated seventy-six complaints filed by City of Toledo employees, reviewed thirteen claims of non-compliance on city funded contracts, certified seventy WBE/MBE's who are eligible to conduct business with the city, conducted twenty-five training sessions for the benefit of departments and divisions, and trained selected Equal Employment Opportunity representatives to work with city employees to resolve employee workplace concerns.

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City of Toledo

2013 Proposed Operating Budget

Toledo Municipal Court Judges

Mission Statement

The mission of the Toledo Municipal Court is to hear and dispose of cases within the Court's jurisdictional limits in a judicious and timely manner and provide opportunities for rehabilitation. The Court's operation is defined by the Federal and State Constitutions, the Ohio Revised Code, Toledo Municipal Code, State Civil and Criminal Procedural Rules, and the Rules of Superintendence.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	7,508,189	7,892,307	7,827,276	8,332,414
Grants	497,062	408,742	161,563	160,694
Other Governmental	561,204	888,352	238,641	135,625
Grand Total	8,566,455	9,189,401	8,227,480	8,628,733

The Toledo Municipal Court is comprised of seven Judges. Six Judges preside over a mixed criminal and civil docket. One Judge presides over environmental criminal and civil cases, which include housing, littering, and related matters. In 2011, 49,822 criminal and traffic cases and 22,411 civil cases were filed in the Toledo Municipal Court. There were 2,012 more criminal charges in 2011 than 2010. There were 8,934 trials in 2011. This was 411 more trials than conducted in 2010.

Supported by the General Fund, the Court identified several initiatives that would utilize technology to provide better service to the public. First, the Court will be working with the Clerk of Court's Office to provide parties the option of electronic filing. In addition, the Probation Department will be updating its case management software, which should permit the Department to use technology to improve case management and statistical analysis. This is particularly important as Ohio moves toward the sharing of information to better manage and treat the offender population. Finally, in 2012 the Judges published to their website statistical reports that measure its performance. The Court will continue to explore the use of statistics and business and intelligence to measure performance and identify areas of focus for improvement or cost savings.

City of Toledo

2013 Proposed Operating Budget

Toledo Municipal Court Judges

As an outgrowth of the CourTools project, the Court began developing business intelligence capabilities to permit Judges and their staff to actively manage assigned and unassigned cases. As a result, the Court anticipates providing improved superintendence reporting to the Supreme Court of Ohio and access to the public regarding the age of pending caseloads. As part of this project, the Court will be amending its Local Rule 15 for more efficient assignment of cases. The Judges approved public access to this information at the conclusion of the pilot project.

The Court, in collaboration with the Clerk's Office and NORIS, continued examining opportunities to use technology to reduce expenditures and improve efficiency. The Court and Clerk collaborated to create and fund a part-time technology intern that will enhance IT staffing at a low cost while providing a valuable student employment opportunity. In addition, the Court and the Clerk have established a Governance Committee to provide improved project management and oversight to NORIS in the design and execution of court-related technology projects. As a result of a survey of staff, the Court identified access to the internet as a priority for staff. After an internet policy was approved by the Judges, the Court provided filtered, monitored internet access to all staff.

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	3,852,555	3,863,082	4,022,148	4,145,260
Severance	279,663	2,106	81,613	31,122
Pension	827,340	838,847	875,409	658,448
Employment Taxes and Medical	1,131,824	1,186,516	1,228,325	1,338,172
Other Personnel Expenses	63,189	67,002	84,889	79,713
Supplies	232,604	430,108	133,791	138,692
Services	2,019,721	2,721,648	1,801,305	2,237,326
Capital Outlay	21,444	12,593	0	0
Other Non-Personnel Expenses	138,114	67,500	0	0
Grand Total	8,566,455	9,189,401	8,227,480	8,628,733



City of Toledo

2013 Proposed Operating Budget

Toledo Municipal Court Judges – Personnel History

Municipal Court Staffing*

2011 Actual	2012 Budgeted	2013 Proposed
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ASSIGNMENT OFFICE

ASSIGNMENT COMMISSIONER	1	0	1
SENIOR ASSIGNMENT CLERK	1	1	1
ASSIGNMENT CLERK	6	5	5

CIVIL BAILIFF

CHIEF BAILIFF	1	1	1
ASSISTANT CHIEF BAILIFF	1	1	1
DEPUTY BAILIFF	8	8	8

COURT REPORTERS

CHIEF COURT REPORTER	1	1	1
COURT REPORTER	5	5	5

PROBATION DEPARTMENT

CHIEF PROBATION OFFICER	1	1	1
ASSISTANT CHIEF PROBATION OFFICER	0	0	1
UNIT SUPERVISOR	3	3	3
ADMINISTRATIVE SECRETARY	1	1	1
PROBATION OFFICER	11	11	13
LICENSE INTERVENTION SPECIALIST	1	1	1
SCHEDULING/INTAKE SECRETARY	1	0	1.5
PROBATION SECRETARY	4	4	4

COURT ADMINISTRATOR'S OFFICE

COURT ADMINISTRATOR	1	1	1
DEPUTY COURT ADMINISTRATOR	1	1	1
IT OFFICER	1	1	1
HUMAN RESOURCE OFFICER	0	1	1
ADMINISTRATIVE BUSINESS OFFICER	1	1	1
JUDGES SECRETARY	3	3	3
SMALL CLAIMS ASSISTANT	2	2	2
COURT INTERN	0	0	0.5

HOUSING/ENVIRONMENTAL COURT

SENIOR HOUSING SPECIALIST	1	1	1
HOUSING SPECIALIST BAILIFF	2	2	2

CITIZENS DISPUTE SETTLEMENT PROGRAM

SENIOR MEDIATOR	1	1	1
MEDIATOR	1	1	1
INTAKE SECRETARY	1	1	1

COURTROOM BAILIFFS

BAILIFF-CHIEF COURTROOM	1	1	1
BAILIFF-COURTROOM	7	7	7

Total	68.0	66.0	71.0
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The Court has identified some chronic understaffing that must be resolved in order to ensure the public's safety, as well as ensure that the Court positions itself to use technology to provide improved public access at a lower cost to taxpayers. Currently, Toledo Municipal Court Supervision Probation Officers carry an active caseload of 397 to 460 individual offenders. Caseload size prevents Probation Officers from engaging in systemic case planning and crucial activities that support an offender's successful completion of probation, and ultimately reduces recidivism. As a result, the Court is mapping, processing and staffing updates that will address over-sized caseloads. Staffing updates include, hiring for two long-vacant Supervising Probation Officer positions, and hiring an additional .5 FTE to perform case intake functions.

* Municipal Court staffing represents actual staffing, not budgeted full time equivalents

City of Toledo

2013 Proposed Operating Budget

Toledo Municipal Court Judges - Divisions

The Court Administrator's Office.

The Court Administrator's Office was established in 1972 to relieve the Judges of day-to-day administrative duties and to provide technical assistance for the planning, development, and execution of overall court operations. The Court Administrator's staff has a myriad of responsibilities, including budget preparation and fiscal administration; technology management; personnel administration; policy development and implementation; facilities management; statistical data collection and analysis; purchasing; outreach and education to the practicing bar, the public, governmental agencies, city divisions, and criminal justice agencies.

Law Clerks.

A Law Clerk is assigned to each Judge. Law clerk duties vary, but generally include calling cases, reading affidavits into the record, posting entries, coordinating with the public, private attorneys, prosecutors, and public defenders on behalf of the Court, and keeping required statistics.

Court Reporters.

Court Reporters are responsible for the production of the verbatim stenographic record of all trials, arraignments, motions, pleas, waivers, sentencing and probation revocations.

The Assignment Office.

The Assignment Commissioner's Office is responsible for the assignment of judges, the scheduling of cases, notification of court dates to all concerned parties, and scheduling visiting judges and standby magistrates as needed. The Assignment Commissioner's Office coordinates the scheduling of Judges for mandatory courtrooms: Duties Court, Misdemeanor Arraignments and Felony Arraignments.

The Probation Department.

The Probation Department provides a wide-range of services throughout the Court process. The largest department of the Court, it is structured into five units: the Management Team, the Intake Unit, the Supervision Unit, the Special Services Unit and the Clerical Unit. In 2011, 10,160 cases were referred to probation. In 2011, 81,099 hours of community service were performed, compared with 44,433 hours in 2010.

The Citizens Dispute Settlement Program.

The Citizens Dispute Settlement Program provides an alternative means of resolving disputes. By using mediation, counseling techniques, and conciliation, citizens are empowered to settle disputes that would otherwise be included in the traditional court system.

The Civil Bailiff Department.

The Civil Bailiff's Department supervises evictions, executes judgments, writs and replevins, and perfects service for civil legal documents. In 2011, the Bailiff's department oversaw 541 evictions and processed 30,730 legal documents.

City of Toledo

2013 Proposed Operating Budget

Toledo Municipal Court Judges

During budget hearings in January 2012, Toledo Municipal Court pledged to maintain their 2012 budget at the 2011 budget request. To do so, the Court temporarily was able to reduce staffing costs due to retirements and other position shifts that occurred in late 2011/early 2012. The Court, cognizant of the city's ongoing deficit, committed to leaving 10.5 open positions unfilled during the calendar year, resulting in salary savings of \$753,421 for 2011. In addition, the Court again agreed to pay for the Court Addiction Diversion Program from a surplus in the Indigent Drug and Alcohol Treatment Fund, saving the Safety Administration budget over \$136,875.

In spring, 2011 a study of building usage revealed that few members of the public sought access to the building after 4:30 p.m. Given the ability of the public to look up cases and pay fines and costs online, and the minimal usage of the building by the public after 4:30 p.m., the Judges directed the building be closed at 4:30 p.m. rather than 5:30 p.m. As a result, the Court was able to cut security spending by approximately \$37,845 annually. Finally, the Court managed to trim 19.47% in non-personnel expenses for 2011. This unprecedented budget trimming has strained individual workloads. At that time, the Court anticipated the 2013 budget request would be 10% over the 2012 request, or approximately \$800,000. However, after careful review and assessment of needs, TMC was able to limit the increased request to \$505,138 over the 2012 request, or just 6.45%. This includes an increase in the security contract and funding vacant and necessary positions for the entire budget year.

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City of Toledo

2013 Proposed Operating Budget

Clerk of Toledo Municipal Court

Mission Statement

The Clerk of Toledo Municipal Court is responsible for maintaining the public record on all court cases in Toledo Municipal Court as well as collecting and distributing fines and fees associated with these cases. The Clerk strives to process all case filings in a timely manner and to provide excellent customer service to the public.

The Clerk's Office maintains all journals, records, books and papers belonging or pertaining to the Toledo Municipal Court. Additionally, the Clerk records the proceedings of the court, performs all other duties prescribed by the judges, and keeps a record of all receipts and disbursements, which are available for public inspection at all times. As reflected in the 2013 Budget, the Clerk of Court's primary source of funding is the General Fund.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	5,472,943	5,440,981	5,722,911	5,850,654
Capital Improvements	3	2	4	0
Other Governmental	117,789	0	0	0
Grand Total	5,590,734	5,440,983	5,722,915	5,850,654



In 2012, the Clerk's office accomplished the following new initiatives:

Real-Time Data Entry: The Clerk's office expanded In-Courtroom Data Entry to an additional courtroom. A total of 9 courtrooms now have a deputy clerk recording case information in real time. This gives other departments and the public immediate access to the case information. In many instances, it also allows for further processing without having to wait for the case file to be delivered to locations within the court.

Electronic Documents: The Clerk's office began transmitting data electronically to Toledo Legal News. This allowed Toledo Legal News to work without the physical case file. It also reduced the movement of case files within the courthouse and, as a result, decreasing the time court personnel look for missing case files.

Online Payments: The Clerk's office overhauled the online payment system to give users more specific information on the amount of money they owe the court. Users are now able to see a total they owe the court along with a breakdown of money owed by case.

Mobile Application: The Clerk developed an Android mobile application that allows users to easily search Toledo Municipal Court case information and court schedules from their mobile phones. Users are able to download the applications free of charge from the Android Marketplace / Google Play.

City of Toledo

2013 Proposed Operating Budget

Clerk of Toledo Municipal Court

The Clerk of Courts 2013 Budget supports new initiatives aimed at increasing efficiency and controlling expenditures. Working with the Municipal Court Judges, the Clerk's Office plans to install an E-filing system and accept electronic filing of court documents. Additionally, imaging capabilities will be expanded to include court notices and garnishment reports, all of which will be displayed on the Municipal Court website. In order to control expenditures, the Clerk's Office will begin processing credit card payments through a third party vendor, a change estimated to save the Court between \$30,000 and \$40,000 in bank fees each year. The Clerk's Office is also controlling personnel expenses by gradually increasing employee contributions to their pensions.

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	2,929,129	2,900,556	3,103,208	3,171,037
Overtime	17,566	26,087	50,000	50,090
Severance	41,224	55,082	28,417	14,020
Pension	651,198	637,200	696,163	623,636
Employment Taxes and Medical	1,059,158	1,117,938	1,146,734	1,219,198
Supplies	321,942	339,255	387,123	405,987
Services	570,517	364,865	304,271	366,686
Capital Outlay	0	0	7,000	0
Grand Total	5,590,734	5,440,983	5,722,915	5,850,654

The 2013 Clerk's position control funds 81.82 FTE's who perform all Clerk of Court operations. In 2011, the Clerk's office had 22,411 Civil Division filings and 78,676 Criminal/ Traffic filings. The slight increase in full time equivalents from 2012 to 2013 is a result of a part time position changing to a full time position in order to assist with the increase of Court filings.

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Clerk Of Courts	1.00	1.00	1.00
Deputy Clerk	80.64	80.69	80.82
Grand Total	81.64	81.69	81.82

City of Toledo

2013 Proposed Operating Budget

Clerk of Toledo Municipal Court

Revenue Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Licenses and Permits	5,139	5,283	8,633	4,934
Fines and Forfeitures	3,463,331	3,481,299	3,399,479	3,754,583
Other Revenue	577	810	878	643
Grand Total	3,469,047	3,487,392	3,408,989	3,760,159

Revenue is generated for the Clerk of Court through the payment of fines, filing fees and court costs received from individuals who have broken the law. The Clerk disburses all fines received for violation of the Toledo Municipal Code into the city treasury. All fines collected for the violation of state laws are disbursed into the county treasury.



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City of Toledo

2013 Proposed Operating Budget

Department of Finance

Mission Statement

The mission of the Department of Finance is to safeguard the assets of the City of Toledo by providing effective stewardship of public funds, timely financial reporting, and commitment to excellence in public service.

Department of Finance Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	7,617,823	7,514,384	10,206,130	7,432,775
Special Assessments	22,983,999	2,729,598	22,671,545	22,018,277
Capital Improvements	64,783,825	32,279,550	40,813,386	43,430,556
Grants	17,414	13,705	12,248	12,248
Internal Service	1,912,421	588,171	1,715,853	1,218,736
Other Governmental	25,134,099	21,476,918	23,589,442	17,495,280
Water	4,888,322	2,740,685	9,086,003	12,030,301
Sewer	7,752,036	8,386,739	21,591,205	23,529,700
Other Enterprise	2,167,390	1,570,866	2,261,845	2,316,649
Grand Total	137,257,329	77,300,615	131,947,658	129,484,522

The Department of Finance is comprised of the Divisions of Finance Administration, Financial Analysis (Budget), Treasury, Taxation, Accounts, ERP Project, Debt Management and Purchasing.

City of Toledo
2013 Proposed Operating Budget

Department of Finance

Department of Finance General Fund Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	2,072,220	2,539,443	3,073,030	3,313,493
Overtime	98,848	95,911	84,600	54,200
Severance	128,108	102,286	97,362	31,000
Pension	436,664	511,057	550,518	552,838
Employment Taxes and Medical	728,880	977,821	942,498	1,057,089
Other Personnel Expenses	5,011	7,413	7,358	11,430
Supplies	159,685	136,340	279,876	294,051
Services	679,975	845,939	1,513,064	1,369,250
Capital Outlay	0	0	4,328	0
Other Non-Personnel Expenses	3,308,432	2,298,174	3,653,496	749,424
Grand Total	7,617,823	7,514,384	10,206,130	7,432,775

City of Toledo
2013 Proposed Operating Budget

Department of Finance

Department of Finance Expenditure Summary by Category - All Funds

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	2,944,674	3,269,741	3,638,657	3,869,534
Overtime	184,111	108,589	104,600	69,200
Severance	138,933	129,689	107,596	31,000
Pension	625,978	654,953	653,288	652,558
Employment Taxes and Medical	905,707	1,157,918	1,097,988	1,220,402
Other Personnel Expenses	9,199	11,148	10,238	13,725
Supplies	(164,826)	43,396	607,842	651,137
Services	5,412,744	3,045,698	2,952,335	2,781,808
Capital Outlay	1,656,411	0	24,879	25,551
Other Non-Personnel Expenses	125,544,397	68,879,484	122,750,235	120,169,607
Grand Total	137,257,329	77,300,615	131,947,658	129,484,522

City of Toledo

2013 Proposed Operating Budget

Department of Finance

Department of Finance General Fund Revenue Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Income Taxes	144,578,381	153,600,427	155,629,154	163,879,449
Property Taxes	16,202,833	11,844,988	13,626,584	10,896,755
Other Taxes	3,438,584	3,673,551	3,560,000	1,110,000
Charges for Services	3,805,270	3,141,919	3,800,903	3,800,903
Licenses and Permits	3,013,897	3,112,319	3,126,900	3,308,600
Fines and Forfeitures	212,128	173,572	125,000	125,000
Local Government	15,446,700	17,907,653	10,573,829	7,930,376
Internal Services	291	0	0	0
Investment Earnings	815,725	397,446	320,000	200,000
Other Revenue	2,452,123	2,736,523	6,621,239	8,141,500
Operating Transfers*	1,237,920	3,861,452	168,000	205,000
Grand Total	191,203,851	200,449,850	197,551,609	199,597,583

*Operating transfers include the Sale of Assets

Revenue for the Division of Taxation and Treasury is generated through the collection of income taxes, property taxes and charges for services, licenses, fines and investments. Sixty-seven percent of General Fund Revenue comes from income taxes and is population driven. The City of Toledo's population has decreased from 332,943 in 1990 to 287,208 in 2010, and it is still decreasing*. Only 4.4% of General Fund Revenue comes from Property Taxes.

*Census 2010 SF1 & 2006-2010 American Community Survey 5 year estimates

City of Toledo

2013 Proposed Operating Budget

Department of Finance

Revenue Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Income Taxes	144,578,381	153,600,427	155,629,154	163,879,449
Property Taxes	16,202,833	11,844,988	13,626,584	10,896,755
Other Taxes	8,997,857	9,126,033	9,056,222	6,560,631
Charges for Services	5,440,993	3,878,482	5,498,282	4,622,903
Licenses and Permits	14,298,482	13,785,043	15,689,625	15,758,410
Fines and Forfeitures	212,128	173,572	125,000	125,000
Local Government	15,446,700	17,907,653	10,573,829	7,930,376
Special Assessments	26,577,907	25,683,794	24,533,837	25,821,532
Internal Services	1,823,281	1,975,543	720,853	713,767
Investment Earnings	1,800,707	1,950,717	1,033,015	773,015
Other Revenue	3,265,047	6,711,058	7,346,239	8,141,500
Other Financing Sources	41,123,212	89,674	0	0
Operating Transfers*	53,077,892	50,781,325	54,018,183	55,251,191
Grand Total	332,845,421	297,508,309	297,850,822	300,474,528

*Operating transfers include the Sale of Assets

City of Toledo

2013 Proposed Operating Budget

Department of Finance – Financial Analysis - Budget Office

Mission Statement

As part of the Finance Department, the Division of Financial Analysis is charged with the creation, maintenance and monitoring of the City of Toledo’s operating budget. In addition, the division assists, advises and directs the operating divisions in the financial operations of their divisions. The division analyzes various financial activities and makes recommendations to enhance those activities.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	233,536	438,277	606,875	608,168
Grand Total	233,536	438,277	606,875	608,168

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	132,716	286,299	339,898	348,373
Overtime	19,912	0	10,000	8,000
Severance	0	5,189	0	0
Pension	32,802	46,003	60,678	69,256
Employment Taxes and Medical	40,510	84,771	96,281	94,064
Other Personnel Expenses	450	1,350	1,800	2,250
Supplies	23		5,687	9,490
Services	7,124	14,665	92,531	76,735
Grand Total	233,536	438,277	606,875	608,168

City of Toledo

2013 Proposed Operating Budget

Department of Finance – Financial Analysis - Budget Office

As part of the monitoring the city budget, each city division is assigned a budget analyst to work with throughout the year. Budget office personnel includes five analysts, four who are assigned to study and understand the budgets of their assigned departments and one who is responsible for monitoring the CIP budget and the preparation of budget materials. Each analyst is assigned to be the primary point of contact for his or her department in all budgetary matters. This includes the period while the budget is being developed as well as through the remainder of the year.

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Analyst 1	1.00		1.00
Administrative Analyst 2	3.35	2.75	3.00
Administrative Analyst 4		0.91	0.80
Administrative Technician 1		1.75	0.00
Administrator-Administrative Services 3	1.00		
Commissioner - Administrative Services		1.00	1.00
Grand Total	5.35	6.41	5.80

City of Toledo

2013 Proposed Operating Budget

Department of Finance – Finance Administration

Mission Statement

The mission of the Department of Finance is to safeguard the assets of the City of Toledo by providing effective stewardship of public funds, timely financial reporting, and commitment to excellence in public service.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	195,455	258,911	449,724	604,004
Municipal Garage	(195,052)	(33,316)	0	0
Other Internal Service	1,527,345	62,412	0	0
Water Operating	(399,066)	(408,263)	0	0
Sewer Operating	(19,522)	48,026	0	0
Utility Administrative Services	(23,780)	(8,560)	0	0
Non-Major Enterprise	0	160,000	0	0
Grand Total	1,085,380	79,211	449,724	604,004

City of Toledo

2013 Proposed Operating Budget

Department of Finance – Finance Administration

Finance Administration Expenditure Summary by Category - General Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	134,251	136,668	137,156	176,808
Overtime	938	378		
Pension	23,341	23,185	22,679	28,739
Employment Taxes and Medical	31,149	28,020	31,957	48,629
Other Personnel Expenses	450	450	450	900
Supplies	3,283	5,829	5,695	13,230
Services	2,043	64,381	251,787	335,698
Grand Total	195,455	258,911	449,724	604,004

Finance Administration Expenditure Summary by Category - All Funds

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	138,128	139,092	137,156	176,808
Overtime	938	378	0	0
Pension	24,077	23,646	22,679	28,739
Employment Taxes and Medical	31,409	28,158	31,957	48,629
Other Personnel Expenses	450	450	450	900
Supplies	(634,137)	(336,893)	5,695	13,230
Services	1,524,514	64,381	251,787	335,698
Other Non-Personnel Expenses		160,000	0	0
Grand Total	1,085,380	79,211	449,724	604,004

City of Toledo

2013 Proposed Operating Budget

Department of Finance – Finance Administration

The Division of Finance Administration is comprised of the Director of Finance and his support staff. The division oversees and supports the operations of the department by providing direction, information, and technical assistance. In 2012, the division added an administrative technician to assist the department. This position was created through a shift of funding from a different division and has no net impact on the General Fund Budget.

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Technician 1	0.00	0.00	1.00
Director - Administrative Services	1.00	1.00	1.00
Secretary 2	0.50	0.00	0.00
Secretary 3	1.00	1.00	1.00
Grand Total	2.50	2.00	3.00

City of Toledo

2013 Proposed Operating Budget

Department of Finance – Treasury & Taxation

Mission Statement – Treasury

Treasury is responsible for the collection, safekeeping, investment and disbursement of all public monies of the City. This division also encompasses the functions of business licensing and administration of the city’s special assessment program.

Expenditure Summary by Fund - Treasury

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	256,880	384,746	397,063	461,182
Special Assessments	510,418	942,019	625,365	1,484,564
Capital Improvements	9,401,041	0	11,949,054	13,961,003
Trust Funds	288,177	6,442	0	0
Grand Total	10,456,516	1,333,206	12,971,482	15,906,749

Mission Statement – Taxation

The income tax section administers the city tax code in a manner that is accountable and responsive to the public for the purpose of generating revenue to finance city services. The section also collects delinquent city taxes in a way that balanced both fiscal responsibility and fair collection practices.

Expenditure Summary by Fund - Taxation

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	1,764,689	1,871,126	2,114,836	2,159,843
Special Assessments	5,173	24	5,187	0
Grand Total	1,769,862	1,871,150	2,120,022	2,159,843

City of Toledo

2013 Proposed Operating Budget

Department of Finance – Treasury & Taxation

The division is the centralized location coordinating both receipt of revenues and payment of expenses for all city departments and divisions. The Division of Treasury and Taxation functions in cooperation with the Division of Accounts to effect payment of properly authorized transactions.

Expenditure Summary by Category - Treasury

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	197,506	204,616	269,242	319,490
Overtime	16,715	69,078	28,700	26,200
Pension	45,551	62,306	55,689	63,740
Employment Taxes and Medical	55,333	73,333	85,160	103,413
Other Personnel Expenses	900	900	900	900
Supplies	5,982	12,636	38,987	81,685
Services	170,499	367,265	523,199	517,829
Capital Outlay	0	0	20,551	20,551
Other Non-Personnel Expenses	9,964,031	543,073	11,949,054	14,772,941
Grand Total	10,456,516	1,333,206	12,971,482	15,906,749

Expenditure Summary by Category - Taxation

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	853,627	942,430	1,108,327	1,152,802
Overtime	7,163	12,871	15,900	8,000
Severance	0	27,642	0	0
Pension	176,804	199,619	205,438	188,782
Employment Taxes and Medical	364,188	353,252	371,647	407,968
Other Personnel Expenses	961	1,113	900	900
Supplies	146,912	113,776	187,088	177,952
Services	220,208	220,448	226,394	223,439
Capital Outlay	0	0	4,328	0
Grand Total	1,769,862	1,871,150	2,120,022	2,159,843

City of Toledo

2013 Proposed Operating Budget

Department of Finance – Treasury & Taxation

The Division of Treasury and Taxation works with a number of city departments. It is the responsibility of the divisions to coordinate with the Division of Accounts for the proper accounting of all receipts and disbursements. The divisions also coordinate the compilation of revenue budgets for all city departments, work closely with the Department of Law for purposes of income tax collection and monitor all investment activity which benefits all city departments through the generation of interest income.

Budgeted FTE History - Treasury

	2011 Budget	2012 Budget	2013 Proposed
Administrative Analyst 3			0.84
Administrative Analyst 4		1.00	1.00
Administrative Services Officer 1	1.00		
Administrative Services Officer 2	1.00	1.00	1.00
Assessment Technician	1.00	1.00	1.00
Intermediate Account Clerk	2.00	2.00	2.00
Senior Account Clerk	1.00	1.00	1.00
Grand Total	6.00	6.00	6.84

Budgeted FTE History - Taxation

	2011 Budget	2012 Budget	2013 Proposed
Administrative Technician 1	0.84	1.00	1.00
Administrator - Admin Services 1	1.00	1.00	1.00
Collector-Investigator	3.84	3.84	4.75
Commissioner - Administrative Services	1.00	1.00	1.00
Data Entry Clerk	1.68	2.00	0.00
Intermediate Clerk		1.68	4.00
Senior Clerk	1.00	1.00	2.00
Supervisor-Tax Audits	1.00	1.00	1.00
Supervisor-Tax Records Management	0.00		
Tax Auditor	13.34	13.84	12.75
Grand Total	23.71	26.36	27.51

City of Toledo

2013 Proposed Operating Budget

Department of Finance – Accounts

Mission Statement

The Division of Accounts is charged with providing timely and accurate financial information to both internal and external users in accordance with Generally Accepted Accounting Principles (GAAP), and to provide controls to insure the safeguarding of city assets.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	1,581,018	1,586,538	1,693,170	1,802,589
Sewer	8,147	6,840	11,883	0
Other Enterprise	392	(396,863)	0	0
Grand Total	1,589,556	1,196,515	1,705,053	1,802,589

City of Toledo

2013 Proposed Operating Budget

Department of Finance – Accounts

Accounts General Fund Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	656,809	765,744	844,481	932,365
Overtime	56,757	13,584	30,000	12,000
Severance	128,108	69,455	44,003	31,000
Pension	140,756	142,856	141,615	142,859
Employment Taxes and Medical	189,587	294,522	261,729	299,457
Other Personnel Expenses	2,250	3,600	1,350	4,950
Supplies	3,122	2,592	37,261	37,516
Services	403,628	294,184	332,731	342,442
Grand Total	1,581,018	1,586,538	1,693,170	1,802,589

City of Toledo

2013 Proposed Operating Budget

Department of Finance – Accounts

The 2013 budget will reflect the ongoing efforts of the division to provide timely Comprehensive Annual Financial Reports (CAFRs), increase payments on delinquent accounts, upgrade the payroll system in SAP and increase staff training to decrease reliance on outside consultants.

Accounts Expenditure Summary by Category - All Funds

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	656,809	765,744	844,481	932,365
Overtime	56,757	13,584	30,000	12,000
Severance	128,108	69,455	44,003	31,000
Pension	140,756	142,856	141,615	142,859
Employment Taxes and Medical	189,587	294,522	261,729	299,457
Other Personnel Expenses	2,250	3,600	1,350	4,950
Supplies	3,122	2,592	37,261	37,516
Services	412,167	451,354	344,614	342,442
Other Non-Personnel Expenses	0	(547,192)	0	0
Grand Total	1,589,556	1,196,515	1,705,053	1,802,589

City of Toledo

2013 Proposed Operating Budget

Department of Finance – Accounts

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Accountant	0.92	0.00	0.00
Accounts Payable Control Clerk	3.00	3.00	3.00
Administrative Analyst 3	5.00	4.63	4.75
Administrative Analyst 4	1.00	0.00	0.00
Administrative Technician 1	0.00	2.69	4.00
Administrator - Administrative Services 1	1.00	1.00	1.75
Administrator - Administrative Services 3	1.00	0.00	0.00
Commissioner - Administrative Services	0.00	1.00	1.00
Manager	0.00	1.00	0.00
Manager-Administrative Services	1.00	1.00	1.00
Payroll Clerk	1.00	1.88	2.00
Secretary 2	0.00	0.84	0.00
Senior Account Clerk	1.00	1.00	2.00
Senior Accountant	1.00	0.00	0.00
Staff Accountant	0.92	0.00	0.00
Supervisor-Payroll	1.00	0.00	0.00
Grand Total	17.84	18.03	19.51

The Division of Accounts has successfully completed implementation of the new financial software (SAP); worked with the external auditors Clark, Shafer, Hackett CPA and received an unqualified opinion (the highest possible) for the audit of the 2011 financial statements in the Comprehensive Annual Financial Report (CAFR); and created updated monthly expenditure reports for the General Fund with clearer format and greater visibility of variances throughout the year. Accounts prepares approximately 80,000 payroll checks per year, and the accounts payable section enters approximately 35,000 invoices per year for all the various city divisions in payment of the obligations that are incurred.

City of Toledo

2013 Proposed Operating Budget

Department of Finance – ERP Project

Mission Statement

As part of the Finance Department, the ERP Project Division operates, maintains and enhances the SAP software system to provide accurate, real-time financial, procurement, payroll and HR services to all city departments, and assists city staff in the use of the system.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	0	325,842	802,703	599,494
Capital Improvements	5,655,853	1,982,737	1,066,827	1,037,605
Other Enterprise	0	0	0	30,073
Grand Total	5,655,853	2,308,579	1,869,530	1,667,172

The ERP project team will allocate their 2013 budget to support the current SAP operating system and staff . The 2013 budget request includes increases in hosting and SAP software maintenance charges due to the payroll implementation project. The city hopes to begin using the SAP software to produce the payroll effective the first payroll in 2013. In addition, the use of SAP to maintain employee time will be implemented during 2013.

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	679,877	580,082	502,516	456,539
Overtime	72,704	12,678	20,000	15,000
Severance	10,825	0	0	0
Pension	146,549	115,138	92,152	87,043
Employment Taxes and Medical	121,753	207,728	132,712	126,611
Other Personnel Expenses	3,288	2,610	4,388	2,925
Supplies	955	1,668	(113)	500
Services	2,963,491	1,388,676	1,117,875	973,554
Capital Outlay	1,656,411	0	0	5,000
Grand Total	5,655,853	2,308,579	1,869,530	1,667,172

City of Toledo

2013 Proposed Operating Budget

Department of Finance – ERP Project

The SAP software provides a wide range of functions addressing various city needs. Individual ERP staff members have expertise in one or more of the following areas: procurement, finance, payroll, timekeeping, grants, budget, reporting, security and basis. Each area has specific benchmarks that are measured to rate performance. For example, the reporting employee is expected to create custom reports upon request and to train city users on the query functions and standardized reporting available in the SAP and BI systems while the grants employee enters new grant/loan information into the system and updates existing grants/loans.

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Analyst 1	1.00	0.33	1.00
Administrative Analyst 2	2.92	2.00	2.00
Administrative Analyst 4	2.75	1.67	1.31
Administrative Specialist 1	1.00	0.83	0.00
Administrative Technician 1	1.00	1.00	1.00
Administrator - Admin Services 2	1.50	1.30	1.00
Administrator-Administrative Services 3	3.07	0.68	0.64
Manager-Administrative Services	0.80	0.80	0.80
Grand Total	14.04	8.62	7.75

The ERP Division is responsible for operating the SAP financial software system and for the training of city employees in its use. The ERP staff, assisted by ICT and outside IT professionals, maintains the integrity of the system, provides security and access control, makes configuration and programming changes, and provides help desk support for the city. The core functions include: help desk, training, system maintenance and project implementation.

City of Toledo

2013 Proposed Operating Budget

Department of Finance - Debt Management

The Debt Management office must balance the financial needs of the City of Toledo with the most economically and financially feasible methods of borrowings. The program must operate within strict debt guidelines and maintain and improve Bond Ratings for continued good standing in the financial community. The Debt Management office is also responsible for provide financing for capital improvement projects and other projects in the city. The office monitors and follows a strict debt policy and debt limit guidelines as well as completes and monitors a 5-Year Capital Improvement Plan.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	3,308,432	2,298,174	3,653,496	749,424
Special Assessments	22,468,407	1,787,555	22,040,994	20,533,713
Capital Improvements	49,726,931	30,296,813	27,797,505	28,531,948
Grants	17,414	13,705	12,248	12,248
Internal Service	145,796	49,300	995,000	505,000
Other Governmental	24,845,922	21,470,476	23,589,442	17,495,280
Water	5,287,388	3,148,948	9,086,003	12,030,301
Sewer	7,763,410	8,331,872	21,579,322	23,529,700
Other Enterprise	2,190,779	1,816,290	2,197,731	2,227,016
Grand Total	115,754,480	69,213,134	110,951,741	105,614,630

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Services Officer 3	1.00	0.00	0.00
Commissioner - Administrative Services	1.00	1.00	1.00
Grand Total	2.00	1.00	1.00

City of Toledo

2013 Proposed Operating Budget

Department of Finance - Debt Management

The main responsibility of the Debt Management office is to maintain and improve the city Bond Rating. A rating is an independent view of the financial and economic conditions of the city. It is a tool for us to decide how to plan for the future; and to compare ourselves to other cities. Cities cannot sell bonds without a rating, so this is one of the prime reasons for obtaining a rating. Cities also need a rating for investor comfort; they want to know what rating a city has so they can understand the financial condition.

The City of Toledo has a Moody's rating of "A2" and an Standard and Poor's rating of "A" with a stable outlook. The ratings mean the city is an upper medium grade investment but susceptible to economic conditions, especially when the city is heavily reliant on the manufacturing industry. This is a very good rating, and consequently city bonds are very well accepted by the investment industry.

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	87,412	96,440	78,300	78,300
Overtime	9,838	0	0	0
Severance	0	27,403	0	0
Pension	19,717	12,511	10,962	10,963
Employment Taxes and Medical	26,464	25,997	16,412	17,150
Other Personnel Expenses	450	675	0	0
Supplies	546	1,378	1,764	3,850
Services	29,687	325,125	43,122	7,701
Other Non-Personnel Expenses	115,580,366	68,723,604	110,801,181	105,496,666
Grand Total	115,754,480	69,213,134	110,951,741	105,614,630

The Capital Improvement Program (CIP) is a roadmap that provides direction and guidance for the City of Toledo to carefully plan and manage its capital and infrastructure assets. Identifying capital projects and their anticipated funding sources assists in the planning and scheduling of finances for projects and the manpower needed to plan, design, and construct the projects. The CIP promotes coordination of capital projects that are from different program areas but are similar in scope or in the same geographical area of improvement. Examples of projects in the City of Toledo's 5-Year CIP include street construction, park improvements and public building construction. These projects are long-term in nature (over one year) to complete and some are financed over a period of time.

City of Toledo

2013 Proposed Operating Budget

Department of Finance – Purchasing and Supplies

Mission Statement:

The Division of Purchasing and Supplies is committed to providing efficient procurement services which meet the needs of city departments, while ensuring compliance with the City Charter and Toledo Municipal Code and assuring fair and equal access to all entities seeking to do business with the City of Toledo.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	277,813	350,768	488,263	548,071
Internal Service	434,332	509,774	720,853	713,736
Other Enterprise	0	0	64,114	59,560
Grand Total	712,145	860,542	1,273,230	1,321,367

The Division of Purchasing and Supplies monitors and provides oversight enforcement of the City of Toledo's procurement code and policies, as well as facilitates purchasing activities for the city's departments and divisions.

The 2013 budget reflects the divisional goals of educating and implementing best practices for the procurement process. As part of this process, the Purchasing Division will participate in community seminars and training sessions with other organizations such as the Toledo-Lucas County Port Authority, The University of Toledo and the Toledo Regional Chamber of Commerce.

City of Toledo

2013 Proposed Operating Budget

Department of Finance – Purchasing and Supplies

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	198,599	255,037	358,737	404,857
Overtime	84	0	0	0
Severance	0	0	63,593	0
Pension	39,722	52,875	64,075	61,176
Employment Taxes and Medical	76,462	90,157	102,090	123,110
Other Personnel Expenses	450	450	450	900
Supplies	311,772	248,239	331,472	326,914
Services	85,055	213,785	352,813	404,410
Grand Total	712,145	860,542	1,273,230	1,321,367

Purchasing is responsible for the overall conduct and oversight of all purchases of city equipment, supplies and services. As part of divisional responsibilities, staff prepares and assist departments with the preparation and requests for quotations and proposals for the city. The division is the main contact between the city and outside vendors. Because of this, staff is responsible for advertising, opening and evaluating all city bids, negotiating prices of goods and services, processing city agreements, contracts and contract change orders and holding the Board of Awards committee meetings when major contracts are to be awarded.

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Specialist	0.00	0.00	1.00
Buyer	0.00	0.00	0.91
Chief Buyer	1.00	1.00	1.00
Commissioner - Public Services	1.00	1.98	2.00
Duplicating Technician	1.00	1.00	1.00
Intermediate Clerk	1.00	0.00	0.00
Senior Clerk	3.00	3.00	2.00
Grand Total	7.00	6.98	7.91

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City of Toledo

2013 Proposed Operating Budget

Department of Law

Mission Statement

The mission of the Department of Law is to deliver high quality legal service consistent with the highest standard of professional responsibility

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	2,540,500	2,606,088	2,802,822	2,963,966
Grants	148,485	235,745	104,840	67,666
Internal Service	218,439	1,041,018	1,868,162	1,794,418
Other Governmental	119,921	151,640	162	0
Other Enterprise	185,485	226,339	375,607	248,748
Grand Total	3,212,830	4,260,831	5,151,593	5,074,798

Pursuant to the City Charter, the Law Department represents the city in all legal matters. The Law Department is comprised of five sections.

Litigation Section: Defends and represents the city, its officials and employees in cases in all courts including common pleas, court of appeals, federal district court, Ohio State Supreme Court and U.S. Supreme Court.

General Section: Reviews and writes contracts, assists with economic development and advises internal legal matters.

Labor/Employment Section: Negotiates collective bargaining agreements, and handles labor/employment matters.

Prosecutor's Office: Prosecutes misdemeanor criminal offenses occurring within the Toledo, Washington Township and Ottawa Hills jurisdictions.

STAX Unit: Accesses and collects delinquent municipal income taxes utilizing Internal Revenue Service data.

City of Toledo

2013 Proposed Operating Budget

Department of Law

The 2013 budget reflects the support of new initiatives for the department such as training on public records retention and destruction for all departments. This initiative will focus on changes in record management procedures as part of House Bill 153. Additionally, the department will pursue collection of funds for approximately 50 damaged City of Toledo vehicles from incidents that occurred from 2011 to 2012.

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	1,881,613	1,900,716	2,079,566	2,130,266
Overtime			2,240	1,240
Pension	325,229	356,665	369,478	368,910
Employment Taxes and Medical	502,484	645,953	559,583	592,240
Other Personnel Expenses	5,400	6,648	6,750	7,200
Supplies	25,746	24,250	30,616	27,113
Services	472,358	1,326,599	2,103,361	1,947,829
Grand Total	3,212,830	4,260,831	5,151,593	5,074,798

City of Toledo

2013 Proposed Operating Budget

Department of Law

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Specialist 2	11.00	11.00	11.00
Attorney	6.00	7.00	8.00
Chief-Legal Section	2.00	4.00	4.00
Clerk 3	0.00	0.00	1.00
Commissioner - Public Services	1.00	0.00	0.00
Director - Administrative Services	1.00	1.00	1.00
General Counsel	1.00	1.00	1.00
Secretary 2	3.00	3.00	2.00
Secretary 3	1.00	1.00	1.00
Senior Attorney	12.00	9.00	8.00
Grand Total	38.00	37.00	37.00

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City of Toledo

2013 Proposed Operating Budget

Department of Neighborhoods

Mission Statement

Fostering housing and neighborhood development to enhance the quality of life for Toledoans.

Department of Neighborhoods includes Neighborhood Administration and the Division of Housing. The Neighborhoods Department is supported primarily by federal funds through the U.S. Department of Housing and Urban Development Community Block Grant Program. These annual grants are awarded to qualified cities, urban counties and states to develop viable urban communities. Funds are used to provide respectable housing, a suitable living environment and economic opportunities, principally for low- and moderate-income persons.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Amended	2013 Proposed
General Fund	46,707	96,214	236,788	82,602
Capital Improvements	312,569	35,720	0	0
Grants	21,813,138	15,988,868	4,482,745	3,794,359
Other Governmental	138,085	257,884	0	0
Other Enterprise	207	0	0	0
Grand Total	22,310,706	16,378,686	4,719,533	3,876,961

City of Toledo

2013 Proposed Operating Budget

Department of Neighborhoods

Department of Neighborhoods Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget*	2013 Proposed*
Base Salaries and Wages	1,500,912	2,100,282	2,888,137	2,384,795
Overtime	1,878	23,266	0	0
Severance	0	31,329	0	0
Pension	308,444	446,210	518,238	388,491
Employment Taxes and Medical	395,466	429,557	820,952	726,062
Other Personnel Expenses	7,200	9,450	10,894	10,337
Supplies	78,778	303,401	35,231	3,017
Services	2,031,827	2,060,817	386,430	364,259
Capital Outlay	8,439	10,000	0	0
Other Non-Personnel Expenses	17,977,762	10,964,375	59,651	0
Grand Total	22,310,706	16,378,686	4,719,533	3,876,961

* The Neighborhoods Department is historically funded by grants which are legislated separately from the operating budget. The above schedule reflects anticipated personnel and internal services funding.

City of Toledo

2013 Proposed Operating Budget

Division of Neighborhoods Administration

The Division of Neighborhoods Administration is responsible for administering programs, projects and activities related to CDBG, HOME, ADDI and ESG programs. The department provides financial and technical support for the renovation and construction of housing by becoming involved with citizens and connecting them to their city government, as well as collaborating with private, public and non-profit entities whose purpose is to enhance the quality of life in Toledo.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	8,062	0	0	0
Capital Improvements	239,467	35,720	0	0
Grants	4,425,116	2,376,991	1,609,686	1,814,074
Other Governmental	138,085	257,884	0	0
Other Enterprise	207	0	0	0
Grand Total	4,810,937	2,670,595	1,609,686	1,814,074

City of Toledo

2013 Proposed Operating Budget

Division of Neighborhoods Administration

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	545,062	749,901	1,027,274	1,032,393
Overtime	1,878	7,911	0	0
Pension	111,170	160,530	183,147	171,393
Employment Taxes and Medical	144,790	184,751	309,260	318,254
Other Personnel Expenses	1,823	3,150	4,097	4,500
Supplies	34,510	91,699	(2,646)	2,623
Services	1,812,197	1,105,785	88,554	284,911
Capital Outlay	8,439	10,000	0	0
Other Non-Personnel Expenses	2,151,069	356,868	0	0
Grand Total	4,810,937	2,670,595	1,609,686	1,814,074



City of Toledo

2013 Proposed Operating Budget

Division of Neighborhoods Administration

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Accountant	1.00	1.00	1.00
Accounts Payable Control Clerk	1.00	0.00	0.00
Administrative Analyst 2	0.00	1.00	1.00
Administrative Analyst 4	1.00	1.00	1.00
Administrative Technician 1	1.00	1.00	1.00
Clerk Aide	1.00	0.00	0.00
Clerk Non-Typist	0.00	1.00	1.00
Commissioner-Fiscal/Monitoring	0.00	0.00	1.00
Director - Administrative Services	1.00	1.00	1.00
Graphics Arts Technician	1.00	1.00	0.00
Intermediate Account Clerk	1.00	1.00	1.00
Manager-Administrative Services	1.00	1.00	1.00
Planning Technician	0.00	0.00	0.50
Program Monitoring Specialist	4.00	5.00	5.00
Secretary 3	2.00	2.00	1.00
Senior Account Clerk	1.00	2.00	2.00
Senior Accountant	1.00	1.00	1.00
Senior Clerk	1.00	1.00	1.00
Staff Accountant	1.00	1.00	1.00
Grand Total	19.00	21.00	20.50

Under the guidance of the Director, department support staff are responsible for monitoring, evaluating and recording tasks necessary to the implementation and operation of federally-funded programs. Employees review and evaluate information to ensure compliance with federal requirements.

City of Toledo

2013 Proposed Operating Budget

Division of Housing

The Department of Neighborhoods, Division of Housing includes the Historical/Environmental Review and Relocation Sections. The division provides technical assistance to Community Development Corporations through spec writing and inspections, as well as funding assistance for development projects, and environmental health programs. Specifically, the Historical/Environmental section conducts Section 106 (historic) reviews to determine whether or not a project will significantly impact properties listed or eligible for listing in the National Register of Historic Places. This section also conducts environmental reviews to determine whether or not a project will significantly impact the environment.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Amended	2013 Proposed
General Fund	38,645	96,214	236,788	82,602
Capital Improvements	73,103			
Operation Grants	1,392,114	(348,911)		
Federal Grants	12,427,542	13,259,591	2,873,059	1,980,284
Grand Total	13,931,404	13,006,894	3,109,847	2,062,886



City of Toledo

2013 Proposed Operating Budget

Division of Housing

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	955,850	1,350,380	1,860,863	1,352,402
Overtime	0	15,355	0	0
Severance	0	31,329	0	0
Pension	197,274	285,680	335,091	217,098
Employment Taxes and Medical	250,675	244,806	511,692	407,808
Other Personnel Expenses	5,378	6,300	6,797	5,837
Supplies	44,269	184,573	37,877	394
Services	219,631	955,032	297,876	79,347
Other Non-Personnel Expenses	12,258,328	9,933,439	59,651	0
Grand Total	13,931,404	13,006,894	3,109,847	2,062,886

The Division of Housing provides the following programs and services:

- HOME Owner-Occupied Rehabilitation Program
- Lead-Based Paint Demonstration Program
- HOME Housing Development Program
- CHDO HOME Development Pool Program
- American Dream Down Payment Initiative (ADDI)

City of Toledo

2013 Proposed Operating Budget

Division of Housing

Employees in the Housing Division are responsible for planning, coordinating and directing activities related to specific housing developments and other neighborhood revitalization initiatives in the City of Toledo. Neighborhood development specialists identify available funding resources for neighborhood revitalization projects to be implemented by the city, Neighborhood Based Development Corporations (NBDC's), and/or property and business owners. Throughout the process, they perform loan and project analyses to determine the financial feasibility and other requirements.

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrator - Administrative Services Officer 2	1.00	1.00	1.00
Clerk Non-Typist	2.00	1.15	0.00
Commissioner - Administrative Services	1.00	1.00	1.00
Historical Review Specialist	1.00	1.00	1.00
Historical/Environmental Officer	1.00	1.00	1.00
Intermediate Clerk	3.00	3.00	3.00
Manager - Public Services	0.15	0.15	0.00
Manager - Special Projects	0.00	1.00	0.00
Manager - Administrative Services	1.00	1.00	1.00
Manager-Housing	1.00	1.00	1.00
Mayor's Assistant 1	0.00	1.00	0.00
Neighborhood Development Specialist	3.50	6.00	6.00
Rehabilitation Specialist	3.00	4.00	3.00
Rehabilitation Technician	6.00	6.00	6.00
Relocation Officer	0.50	1.00	1.00
Secretary 2	1.00	1.00	1.00
Supervisor - Recreation	0.00	2.00	0.00
Utility Worker	1.00	1.00	0.00
Water Dispatcher	1.50	1.35	0.00
Grand Total	27.65	34.65	26.00

City of Toledo

2013 Proposed Operating Budget

Department of Development

Mission Statement

The Department of Development implements programs and provides services integral to achieving the goals of the city's Consolidated Plan. The Department of Development assists in the attraction, growth and retention of business and industry. The staff's expertise in the use of incentives including gap financing, tax exemptions and credits, land assembly and linkages to workforce development resources are utilized to preserve and enhance the municipal tax base and create employment opportunities for Toledoans.

The Department of Development encompasses Economic Development and Real Estate. In 2013, the department will continue to eliminate barriers and build the city for business-ready opportunities by providing financial incentives, technical support and promoting Toledo's strategic location.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	597,438	689,416	1,221,181	1,360,986
Capital Improvements	(212,808)	289	502	0
Grants	1,288,042	1,439,266	402,829	238,519
Water	56,489	1,097	1,906	0
Sewer	0	485	1,124	0
Other Enterprise	535,557	332,578	463,626	388,592
Grand Total	2,264,718	2,463,131	2,091,168	1,988,097

City of Toledo

2013 Proposed Operating Budget

Department of Development

Initiatives for 2013 will provide financing and real estate opportunities for businesses. The Enterprise Development Loan Program, the Community Reinvestment Act Program, and the Landbank program will all be a focus for 2013. These programs will assist in providing gap financing to businesses, provide tax abatement to promote construction or rehabilitation and acquire unproductive land and allow transfer of the property to a productive end user.

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	338,601	417,406	375,625	397,561
Pension	62,534	71,998	61,918	70,288
Employment Taxes and Medical	82,353	98,540	92,764	105,632
Other Personnel Expenses	1,800	1,894	0	450
Supplies	50,893	34,634	10,877	16,887
Services	1,154,595	975,861	1,549,984	1,397,279
Capital Outlay	(230,863)	0	0	0
Other Non-Personnel Expenses	804,805	862,798	0	0
Grand Total	2,264,718	2,463,131	2,091,168	1,988,097

City of Toledo

2013 Proposed Operating Budget

Department of Development

Development personnel work closely with the Real Estate Specialists to cover all aspects of the business development environment. Staff encourage business development within Toledo and assists possible investors by eliminating obstacles they may face. Staff is familiar with not only city financing options, but also state and federal financing that is available.

Budgeted FTE History - Development

	2011 Budget	2012 Budget	2013 Proposed
Administrative Technician 1	0.00	0.00	1.00
Commissioner - Administrative Services	1.00	1.00	1.00
Deputy Mayor - External Relations	1.00	1.00	1.00
Manager-Administrative Services	2.00	2.00	1.50
Grand Total	4.00	4.00	4.50

Budgeted FTE History - Real Estate

	2011 Budget	2012 Budget	2013 Proposed
Administrator - Admin Services 1	0.00	0.00	1.00
Real Estate Records Clerk	1.00	1.00	1.00
Senior Real Estate Specialist	1.00	1.00	0.00
Grand Total	2.00	2.00	2.00

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City of Toledo

2013 Proposed Operating Budget

Department of Human Resources

Mission Statement

The Human Resources Department supports its sister departments in all aspects of the employer-employee relationship. Responsible for employee selection and evaluation, benefits administration, union/employee relations, workers' compensation, training, and temporary workers, the Human Resources Department facilitates the delivery of city services by selecting, developing, and retaining the city's most valuable resource: a productive and competent workforce.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	936,432	1,228,113	1,910,033	1,851,715
Special Assessments	7,831	9,751	8,205	4,625
Internal Service	7,277,310	6,929,121	8,503,276	8,525,336
Other Governmental	15,310	17,479	16,251	9,337
Other Enterprise	48,629	47,204	51,923	27,813
Grand Total	8,285,513	8,231,668	10,489,688	10,418,826

The Human Resources Department's primary 2013 goal is to transform the entire organizational culture and perception of the department so that it is positioned as a reliable, efficient partner with and for its sister departments in their delivery of city services. The Human Resources Department will accomplish that goal by: increasing and improving staff's capacities, advancing technologically, and integrating and consolidating functions to create effective processes that govern the entire employer-employee relationship.

City of Toledo

2013 Proposed Operating Budget

Department of Human Resources

The Human Resources Department 2013 budget reflects funding to retain an employee benefits consultant to engage in a comprehensive study of its current multi-plan employee benefits package. Undertaking this scope of work is directed toward the city's long-term and necessary goal of retaining the current level of employee benefits health coverage, while controlling constantly escalating health care costs. Independent, objective, external, and verifiable advice from an industry expert will enable the department of Human Resources to advise and recommend to the Administration and Council, industry changes and standards as they relate to and affect the City of Toledo Plans.

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	579,994	784,908	1,065,582	1,019,756
Overtime	3,142	0	32,000	22,614
Severance	15,071	0	136,458	37,294
Pension	112,891	153,036	155,449	193,367
Employment Taxes and Medical	209,786	268,770	258,820	327,759
Other Personnel Expenses	4,202	4,950	4,951	6,732
Supplies	17,391	27,973	73,923	60,067
Services	7,343,036	6,992,031	8,762,505	8,751,237
Grand Total	8,285,513	8,231,668	10,489,688	10,418,826

City of Toledo

2013 Proposed Operating Budget

Department of Human Resources

Human Resources will work on improving three key areas of the department in 2013.

In the Selection and Evaluation Section, the department will train Selection & Evaluation staff employees to perform the hiring process and modification of employee personnel information that is needed to run the SAP payroll system. Along with this, they will institute reports using the SAP payroll system employee database to provide management with analysis of employment trends, implement an electronic process to replace the existing paper based personnel forms and overhaul and update the entire City of Toledo classification plan.

The Employee Relations Section of the department will put into practice a quarterly formal employer relations meeting with the city's Employee Assistance Program (EAP) provider to discuss employee needs.

In conjunction with all city divisions, the Benefits, Training and S.I.T.Y. (Seasonal, Interns, Temporaries and Youth) Section will create and implement a "Master Training Plan" for all city departments to facilitate on-going and scheduled employee training sessions (i.e., safety training, city-wide policy training,). Additionally, the Benefits, Training and S.I.T.Y section will create and implement a "rolling dependent audit" in 2013 for all employees and their dependents enrolled in the COT health benefits

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Analyst 1	4.00	4.00	6.00
Administrative Analyst 2			1.00
Administrative Analyst 3			3.00
Administrative Analyst 4	3.50	3.50	1.00
Administrative Specialist 1			1.00
Administrative Specialist 2	1.00	1.00	1.00
Board Member-Civil Service Commission	3.00	3.00	3.00
Clerk 2	2.50		
Clerk Aide		1.00	1.00
Commissioner - Administrative Services	0.71	1.00	1.00
Director - Administrative Services	1.00	0.75	1.00
Manager-Administrative Services	1.00	1.00	1.00
Secretary 1	1.00	1.00	1.00
Senior Clerk		1.00	
Grand Total	17.71	17.25	21.00

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City of Toledo

2013 Proposed Operating Budget

Department of Information and Communications Technology

Mission Statement

The mission of the Information and Communications Technology (ICT) Department is to provide reliable, secure electronic communications for the business-based use of all city departments. The mission will be accomplished by applying the ICT Guiding Principles:

- Buy technology and systems VS Building technology and systems
- Limited customization
- Assure the Sustainability of new technology initiatives
- Reengineer City of Toledo Processes to Government's Best Practices
- Adopt Tried and True - Technology VS Leading Edge Technology
- Established Standards VS Independent Solutions
- Authority and Accountability with Central Control
- Leverage Regional Tax Dollars for Technology Developments when Possible

The Information and Communications Technology Department is responsible for all internal network services for the city. As an internal service department, ICT is funded primarily through charges assessed to user divisions.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Capital Improvements	913,893	323,255	6,896	0
Grants	398,591	98,148	0	0
Internal Service	2,343,438	3,363,533	4,428,059	3,001,100
Other Enterprise	0	0	421,739	149,230
Grand Total	3,655,922	3,784,936	4,856,694	3,150,330

City of Toledo

2013 Proposed Operating Budget

Department of Information and Communications Technology

The Department of Information and Communications 2013 budget focuses on supporting and expanding the city's technology infrastructure, mobile computing, and document imaging. As part of this expansion, the department will increase the use of the document imaging system, OnBase. ICT will work with the Human Resources Department to create electronic processing of HR paperwork and work with the Division of Purchasing and Supplies to convert the paper based vendor contract process to an electronic process.

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	736,120	718,029	915,378	831,250
Overtime	4,915	8,906	15,000	0
Severance	0	47,016	0	13,608
Pension	151,640	157,110	168,792	153,736
Employment Taxes and Medical	176,563	222,395	224,001	227,292
Other Personnel Expenses	4,050	3,600	4,866	4,866
Supplies	982,464	240,781	106,680	129,035
Services	1,599,936	2,387,097	3,421,977	1,790,543
Capital Outlay	233	0	0	0
Grand Total	3,655,922	3,784,936	4,856,694	3,150,330

City of Toledo

2013 Proposed Operating Budget

Department of Information and Communications Technology

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrator - Administrative Services 2	3.00	3.00	3.00
Administrator - Administrative Services 3		1.00	1.00
Computer Operator	0.90		
Data Communications Specialist	3.00	3.00	2.00
Data Communications Technician	1.00		1.00
Director - Administrative Services	1.00	1.00	1.00
Manager - Administrative Services	0.73	1.00	1.00
Programmer Analyst	1.00	1.00	2.00
Secretary 3	1.00	1.00	1.00
Senior Clerk	2.00	2.00	2.00
Senior Computer Operator	1.00	1.20	
Systems Analyst	1.00		
Grand Total	15.63	14.20	14.00

Departmental staff assist all divisions in the city with communications to server hosting providers, maintenance and upgrades of equipment, Help Desk information, back-up storage of internal systems and telephone services.

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City of Toledo

2013 Proposed Operating Budget

Department of Public Service

Mission Statement

To provide quality, efficient and timely services to the citizens of the City of Toledo in the most cost-effective manner through the utilization of innovative practices, state-of-the-art technology and a courteous, well-trained workforce, with a heightened sense of pride and professionalism.

The Department of Public Service is comprised of the following:

- Facility and Fleet Operations
- Parks, Recreation and Forestry
- Solid Waste
- Streets, Bridges and Harbor
- Transportation

Department of Public Service Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	15,725,622	14,996,322	8,166,826	9,166,596
Special Assessments	19,811,094	20,781,900	27,108,001	23,897,162
Capital Improvements	2,299,691	4,083,188	1,864,495	2,020,021
Grants	298,617	209,347	0	627,392
Internal Service	13,665,383	16,751,956	15,426,611	15,558,564
Other Governmental	11,353,247	12,250,285	12,701,604	13,683,054
Water	126,883	387,337	486,602	467,591
Sewer	766,760	962,254	912,443	889,273
Other Enterprise	424,664	417,786	685,479	567,613
Grand Total	64,471,962	70,840,374	67,352,061	66,877,265

General Fund spending has been greatly reduced in Public Service over the past several years due to structural changes and partnering with Lucas County for refuse collection. The department is now primarily funded through the Special Assessments fund.

City of Toledo

2013 Proposed Operating Budget

Department of Public Service

The Department of Public Service is responsible for developing and maintaining the majority of Public Use areas in the city. All parks, street and bridge development, sidewalk, transportation signage, refuse disposal and public buildings are maintained by the department.

Department of Public Service Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	16,439,799	16,769,209	17,272,670	17,919,775
Overtime	2,161,135	2,450,186	1,896,275	2,414,039
Severance	320,359	471,337	389,933	443,913
Pension	4,087,904	4,330,312	3,563,779	3,303,391
Employment Taxes and Medical	5,509,275	6,398,135	5,760,344	6,270,444
Other Personnel Expenses	95,526	129,167	154,576	157,552
Supplies	8,644,975	11,449,335	11,061,531	12,344,248
Services	22,365,452	25,851,006	26,118,243	23,017,035
Capital Outlay	3,203,052	1,166,165	243,710	207,528
Other Non-Personnel Expenses	1,644,486	1,825,522	891,000	799,340
Grand Total	64,471,962	70,840,374	67,352,061	66,877,265

City of Toledo

2013 Proposed Operating Budget

Department of Public Service

Revenue Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Income Taxes	2,291	0	0	0
Charges for Services	14,456,313	10,862,801	10,059,066	10,848,104
Licenses and Permits	579,177	548,059	547,375	565,978
Fines and Forfeitures	1,530	1,330	1,450	800
Internal Services	16,303,317	15,387,662	21,918,041	22,058,564
Investment Earnings	7,378	0	0	0
Other Revenue	432,638	1,418,431	47,500	4,071,564
Other Financing Sources	0	0	0	0
Grants	920,896	901,883	0	0
Operating Transfers*	642,407	1,703,736	1,357,500	725,500
Grand Total	33,345,948	30,823,902	33,930,932	38,270,510

*Operating Transfers include the Sale of Assets

City of Toledo

2013 Proposed Operating Budget

Department of Public Service - Division of Transportation

Mission Statement

To promote, provide and maintain safe and efficient traffic flow on public roadways in the City of Toledo using accepted design practices and appropriate traffic control devices.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	283	0	0	0
Capital Improvements	1,107,003	1,078,668	680,049	654,812
Internal Service	0	98,158	0	0
Other Governmental	4,377,369	4,398,828	5,268,909	5,107,400
Grand Total	5,484,654	5,575,654	5,948,958	5,762,212

The Division of Transportation is responsible for traffic control planning and design, response maintenance of traffic control devices and system, operation and preventative maintenance of traffic control devices and systems. Included within these functions but not necessarily obvious, are involvement in the coordination of special events, coordinating with owners and developers for traffic flow in site layouts, working with neighborhoods on providing safe closures for block parties and evaluation of streets for the installation of speed humps. The division also coordinates a program that provides designated parking in residential areas for disabled individuals. The approval of Special Hauling permits and parking modifications are also handled within the division. The Transportation budget is largely supported by the Street Construction Maintenance and Repair Fund.

City of Toledo

2013 Proposed Operating Budget

Department of Public Service – Division of Transportation



As was the case in 2012, the 2013 Budget will focus on maintenance and equipment safety standards. In 2012, the Transportation Division initiated a program to increase safety and reduce energy use with the replacement of left/right turn signals with LED arrows and the replacement of old pedestrian signal indicators with new LED pedestrian signals. Currently, 65% of turn arrows and 50% of pedestrian signals have been replaced. The complete replacement of turn arrows is anticipated to be achieved by the end of 2012 and the remainder of pedestrian signals is anticipated by the end of 2013. Secondary benefits of this program include the reduction in time and cost related to response maintenance, as well as reduced liability exposure.

In addition, the division will expand the high-visibility sign replacement program by changing all signs within the city to comply with new Federal and State requirements.

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	2,022,164	2,032,710	2,306,248	2,351,701
Overtime	79,449	95,214	90,000	92,000
Severance	57,102	78,784	44,178	79,216
Pension	443,041	491,872	468,604	394,265
Employment Taxes and Medical	583,788	748,048	704,172	744,918
Other Personnel Expenses	13,630	13,738	14,201	14,337
Supplies	390,417	671,709	486,850	532,633
Services	1,895,035	1,345,388	1,833,705	1,552,142
Capital Outlay	0	98,158	1,000	1,000
Other Non-Personnel Expenses	30	33	0	0
Grand Total	5,484,654	5,575,654	5,948,958	5,762,212

City of Toledo

2013 Proposed Operating Budget

Division of Transportation FTE History

The division is comprised of three areas: Administrative/Engineering, Sign and Pavement Marking and the Signal section.

The Administrative/ Engineering staff is responsible for the identification, analysis, design, and data collection related to traffic control devices and safety issues including construction oriented issues. Some of the other items that are handled by section are: special events, block parties, special hauling permits, speed humps, and residential disabled parking program.

The Sign and Pavement Marking Section is responsible for roadway sign manufacturing and installation, pavement marking installation, and maintenance of traffic (detours, road closures, lanes closures) on both non-emergency and emergency bases.

The Signal Section employees install and repair traffic signal equipment.

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Specialist	1.15	1.00	1.00
Clerk	1.00	1.00	1.00
Commissioner - Public Services	0.00	1.00	1.00
Drafter	2.00	2.00	2.00
Engineering Associate	2.00	2.00	2.00
Equipment Operator	1.62	2.00	2.00
Graphics Arts Technician	1.00	1.00	1.00
Intermediate Traffic Technician	1.00	1.00	1.00
Painter	2.38	3.00	3.00
Professional Engineer	1.00	1.00	1.00
Secretary	0.85	1.00	1.00
Senior Professional Engineer	2.00	2.00	2.00
Senior Storekeeper	1.00	1.00	1.00
Senior Traffic Signal Technician	2.50	3.00	3.00
Senior Traffic Technician	2.85	3.00	3.00
Sign Painter	1.00	1.00	1.00
Sign Poster	2.00	2.00	2.00
Staff Professional Engineer	1.00	1.00	1.00
Superintendent-Sign Shop	1.15	1.00	1.00
Superintendent-Traffic Signals	1.17	1.00	1.00
Supervisor-Instrumentation	1.33	1.00	1.00
Supervisor-Traffic Signs And Painting	2.00	1.00	1.00
Traffic Counter	2.00	2.00	2.00
Traffic Signal Technician	11.00	11.00	11.00
Utility Worker	3.00	3.00	3.00
Grand Total	48.00	49.00	49.00

City of Toledo

2013 Proposed Operating Budget

Department of Public Service – Streets, Bridges and Harbor

Mission Statement

The division endeavors to provide services under our jurisdiction with a courteous, well-trained and productive workforce in the most cost effective and timely manner. We pledge to enhance the image of Toledo by creating cleaner neighborhoods and safe travel on our roadway system with an ever-improving quality and responsiveness. We further pledge to maintain the roadways in a safe manner that allows continuous mobility for the citizens of the City of Toledo.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	335,886	175,000	39,556	40,231
Special Assessments	13,744,127	13,511,648	18,904,406	15,666,259
Capital Improvements	526,058	2,129,528	320,898	278,923
Grants	(35)	0	0	0
Internal Service	453,930	371,465	0	0
Other Governmental	5,231,813	6,126,546	6,981,211	8,021,430
Water	158,640	387,322	486,575	467,591
Sewer	766,706	962,220	912,365	889,273
Other Enterprise	396,374	375,998	460,825	457,084
Grand Total	21,613,499	24,039,728	28,105,837	25,820,790

The Division of Streets, Bridges and Harbor is responsible for keeping the streets of the city safe for vehicular traffic throughout the year. This includes leading all snow and ice removal, leaf collection, street sweeping, street repairs and restoring streets to their original condition after excavation and repair work by the Department of Public Utilities. The division also conducts all bridge work for the city including bridge inspection, bridge maintenance, rehabilitation, replacement and repair.

City of Toledo

2013 Proposed Operating Budget

Department of Public Service – Streets, Bridges and Harbor

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	5,340,761	6,053,673	7,186,251	7,210,730
Overtime	947,240	1,360,093	1,303,200	1,673,200
Severance	125,040	158,461	127,383	98,999
Pension	1,477,858	1,827,756	1,588,834	1,490,718
Employment Taxes and Medical	2,101,157	2,428,255	2,482,593	2,640,057
Other Personnel Expenses	44,563	62,285	85,665	87,448
Supplies	1,999,023	3,432,199	3,771,902	4,319,283
Services	9,040,073	8,333,786	11,407,779	8,159,548
Capital Outlay	537,784	383,221	152,230	140,807
Grand Total	21,613,499	24,039,728	28,105,837	25,820,790

In addition to street work, the division also performs alley maintenance, dike inspection and maintenance, crack sealing, guardrail installation and repair. The division also operates an Emergency Service Truck 24 hours a day to handle calls to Call City Hall regarding the pick up dead animals, applying sand to oil spills, and assisting in car accidents in order to maintain traffic patterns and increase roadway safety for Citizens.

The division will continue with their 2011 goal of preventative maintenance by increasing the crack-sealing program over a 5-year period to its maximum potential (300-400 miles per year). This initiative requires capital investment in machinery and manpower, but the increased life of the wear-surface of the road will save CIP dollars into the future. The goal is to place one crack-sealing crew in each of three maintenance zones with the goal of each crew sealing a minimum of 100 lane miles per year. The annual operating cost of the program at full potential will be approximately \$700,000. This cost will be offset in future years with the reduced expense of pothole patching and increased longevity of newly resurfaced roadways.



City of Toledo

2013 Proposed Operating Budget

Department of Public Service – Streets, Bridges and Harbor

Budgeted FTE History



	2011 Budget	2012 Budget	2013 Proposed
Administrative Operations Officer	1.00	1.00	1.00
Administrator - Public Services 1	0.80	1.00	1.00
Automotive Repair Technician	2.00	0.00	0.00
Bridge Mechanic	9.00	9.00	9.00
Bridge Operator	5.00	5.00	5.00
Clerk	1.00	0.00	1.00
Commissioner - Public Services	1.00	1.00	2.00
Director-Public Services	1.00	1.00	1.00
Dispatcher	1.00	2.00	1.00
Engineering Associate	1.00	1.00	1.00
Equipment and Records Clerk	1.00	1.00	1.00
General Foreman - Streets	10.00	10.00	10.00
Heavy Equipment Operator	44.00	44.00	44.00
Intermediate Clerk	3.00	2.00	2.00
Light Equipment Operator	19.00	21.00	21.00
Manager - Public Services	2.00	2.00	2.00
Secretary 2	1.00	1.00	1.00
Secretary 3	1.00	1.00	1.00
Senior Bridge Mechanic	3.00	3.00	3.00
Senior Clerk	0.00	1.00	1.00
Senior Drafter	1.00	1.00	1.00
Senior Professional Engineer	1.00	1.00	1.00
Senior Storekeeper	1.00	1.00	1.00
Senior Utility Worker	11.00	11.00	11.00
Staff Professional Engineer	1.00	1.00	1.00
Storekeeper	1.00	1.00	1.00
Superintendent - Streets	1.00	1.00	1.00
Supervisor - Bridge Maintenance	1.00	1.00	1.00
Supervisor - Street Operations	1.00	1.00	1.00
Tandem Truck Driver	13.01	15.00	15.00
Utility Worker	34.93	36.00	36.00
Grand Total	173.73	177.00	178.00

City of Toledo

2013 Proposed Operating Budget

Department of Public Service – Solid Waste Disposal

Mission Statement

Operate the landfill within regulatory compliance of the Ohio Environmental Protection Agency. Provide access to Lucas County Solid Waste Management District's main customer, Republic Services which services the City of Toledo's residents, Lucas County residents and other vendors as determined by City Council to dispose of solid waste.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	5,035,227	3,425,380	4,462,114	4,551,400
Capital Improvements	28,487	0	3,524	538,580
Grants	5,741	0	0	0
Other Governmental	184,548	347,996	40,706	6,000
Grand Total	5,254,003	3,773,376	4,506,344	5,095,980

Solid Waste Disposal manages the Landfill Gas-to-Energy Project, which is the collection and reuse of the methane gas that is produced in the landfill and re-used to power generators and produce electricity for the Water Reclamation plant. This project is a result of the methane gas byproduct of decomposition of solid waste materials. New EPA regulations require landfills that reach a threshold size provide active extraction of landfill gas. Gas extraction wells have recently been installed at Hoffman Road Landfill and connected to a flare, which burns 24 hours a day. Control of the landfill gas is important for safety reasons as well as for protection of the ozone layer of the atmosphere. The landfill generates about 1,500 standard cubic feet of gas per minute. The Btu value of this gas is equivalent to the heating requirements of approximately 3,000 homes. Several options are currently being explored to put this gas to use as a fuel source for manufacturing and/or for City of Toledo operations to reduce energy costs.

City of Toledo

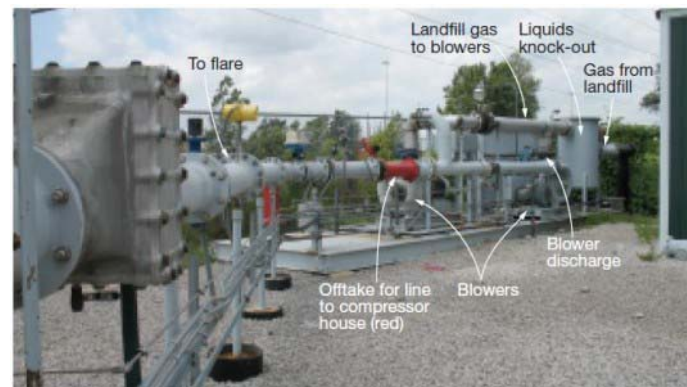
2013 Proposed Operating Budget

Department of Public Service – Waste Disposal

In 2013, the Waste Disposal Division will conduct permit alterations that will result in extending the life of the landfill and allow the City to avoid digging a new cell for seven to ten years. The division will also continue to upgrade the gas well field in order to increase the amount of gas available for the gas to energy project.

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	414,082	504,045	612,019	693,368
Overtime	50,457	46,073	60,000	50,000
Severance	0	0	0	52,705
Pension	101,847	107,258	119,680	121,757
Employment Taxes and Medical	116,353	156,661	191,348	216,193
Other Personnel Expenses	45	547	1,316	1,550
Supplies	30,059	63,824	135,682	138,545
Services	2,159,337	2,454,589	3,386,300	3,283,282
Capital Outlay	2,209,118	92,520	0	0
Other Non-Personnel Expenses	172,704	347,859	0	538,580
Grand Total	5,254,003	3,773,376	4,506,344	5,095,980



City of Toledo

2013 Proposed Operating Budget

Department of Public Service – Waste Disposal

Landfill equipment operators are responsible for opening the working face every day, burying the trash, covering the trash and ensuring the division follows the OEPA rules in regards to the daily operations. Employees located at the Hoffman Road Landfill are responsible for operating equipment to grade, leveling, distributing and compacting refuse, applying cover dirt on the refuse bank and applying sand on the landfill liner system.

The Landfill is designed to prevent pollution. In order to ensure environmental quality, there is regular monitoring of the air, groundwater, and surface water in order to guarantee integrity of the environment. As part of their duties, staff routinely checks all equipment and holding facilities to ensure they are performing correctly. In addition, monitoring is done and measurement samples are taken to prevent runoff of sediments.

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Specialist		1.00	1.00
Automotive Repair Technician		1.00	0.84
Commissioner - Public Services	0.33		
Intermediate Clerk	1.00	1.00	1.00
Landfill Equipment Operator	5.85	5.00	5.00
Manager - Public Services	1.00	1.00	1.00
Secretary 2	0.33		
Senior Clerk	0.33		
Staff Professional Engineer			1.00
Superintendent-Waste Disposal		1.00	1.00
Tandem Truck Driver	2.00	2.00	2.00
Utility Worker		1.00	1.00
Grand Total	10.84	13.00	13.84

City of Toledo

2013 Proposed Operating Budget

Department of Public Service - Division of Fleet and Facilities

Mission Statement

Fleet Operations is an internal citywide service unit responsible for fleet maintenance, repairs, fueling and vehicle/equipment acquisition, to keep citywide departments/divisions continually operational. Fleet Operations Division meets the transportation and equipment needs of city departments by providing effective maintenance and repair services, managing fuel operations, acquiring new vehicles and equipment, and operating city motor pool.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Capital Improvements	12	10	17	0
Internal Service	10,264,725	12,476,626	12,205,714	12,497,931
Grand Total	10,264,737	12,476,636	12,205,731	12,497,931

Fleet Operations performs mechanical maintenance and repair of over 2,000 city vehicles and equipment and procurement of new vehicles and equipment. Maintenance is highly technological, as this equipment includes emergency Police and Fire apparatus and vehicles and apparatus of the Department of Public Utilities, SB&H, Solid Waste and Parks. Additionally, the division supports emergency snow and ice control and leaf collection. All city divisions depend on this unit to maintain equipment and machinery in order to fulfill their daily operations. Fleet Operations processes 1,619 work orders per month and 19,425 per year.

City of Toledo

2013 Proposed Operating Budget

Department of Public Service - Division of Fleet and Facilities

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	2,174,064	2,495,758	2,854,391	2,728,700
Overtime	180,576	289,796	250,000	252,124
Severance	26,093	90,250	54,527	44,848
Pension	493,960	598,555	547,854	478,047
Employment Taxes and Medical	800,466	922,949	926,431	956,240
Other Personnel Expenses	23,023	32,863	39,800	42,118
Supplies	5,660,088	6,610,101	6,138,176	6,752,363
Services	872,995	1,289,261	1,344,552	1,218,491
Capital Outlay	33,320	146,081	50,000	25,000
Other Non-Personnel Expenses	150	1,021	0	0
Grand Total	10,264,737	12,476,636	12,205,731	12,497,931

In 2013, the division will reorganize the process of purchasing equipment for the city fleet by working with the Department of Finance to have the division's maintenance software work along with SAP.

City of Toledo

2013 Proposed Operating Budget

Department of Public Service - Division of Fleet and Facilities

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Specialist	0.60	0.60	0.60
Administrator-Public Services 1	1.00	1.00	1.00
Automotive Repair Technician	31.00	30.00	31.00
Automotive Service Worker	18.00	18.00	16.00
Body Shop Repair Technician			0.00
Commissioner - Public Services	0.60	0.60	0.60
Data Entry Clerk	0.50	0.50	0.50
Dispatcher	1.00	1.00	1.00
Equipment And Records Technician	1.00	1.00	1.00
Intermediate Account Clerk	1.00	1.00	1.00
Motor Equipment Technician	1.00	1.00	1.00
Secretary 2	0.60	0.60	0.60
Senior Account Clerk			0.00
Supervisor-Automotive Maintenance	5.00	4.00	4.00
Supervisor-Vehicle Parts	1.00	1.00	1.00
Utility Worker	1.00	1.00	1.00
Vehicle Parts Storekeeper	3.00	3.00	3.00
Welder-Blacksmith	2.00	1.00	1.00
Grand Total	68.30	65.30	64.30



The division is comprised of 64.30 FTE's whose main functions include performing preventive maintenance and mechanical repairs on 2200 pieces of equipment, conducting accident repairs, procuring city equipment and maintaining fueling sites.

City of Toledo

2013 Proposed Operating Budget

Department of Public Service - Division of Fleet and Facilities

Mission Statement

Facility Operations is an internal citywide service unit responsible for building maintenance and repair, energy management programs, and recommending facility design and construction, to keep citywide departments/divisions continually operational. Facility Operations unit ensures a healthy, functional, aesthetic and sustainable building environment for all city employees and the public by providing cost-effective and responsive facility, property and energy management.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	279,523	474,966	267,429	346,484
Special Assessments	30	25	44	0
Capital Improvements	516,036	234,963	854,653	547,706
Internal Service	2,597,941	3,425,793	3,220,509	3,060,633
Water	0	16	27	0
Other Enterprise	0		93,022	90,760
Grand Total	3,393,530	4,135,762	4,435,685	4,045,583

Facility Operations maintains, including electrical: City buildings, ball diamonds, tennis courts, concourses and overhead bridges and five fountains (Erie Street Market/Bay 3, Festival Park, Harvard Circle, International Park, Levis Park). Facilities processes over 3500 work orders per year.

City of Toledo

2013 Proposed Operating Budget

Department of Public Service - Division of Fleet and Facilities

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	621,617	985,167	1,186,641	1,095,168
Overtime	29,660	50,953	64,200	74,840
Severance	0	0	67,286	67,297
Pension	136,014	220,460	229,864	185,106
Employment Taxes and Medical	193,301	313,555	368,529	358,023
Other Personnel Expenses	5,935	6,489	7,772	6,164
Supplies	264,527	335,586	276,981	267,860
Services	2,101,635	2,195,392	1,549,612	1,951,125
Capital Outlay	40,841	28,160	39,800	40,000
Other Non-Personnel Expenses	0	0	645,000	0
Grand Total	3,393,530	4,135,762	4,435,685	4,045,583

Facility Operations provides mechanical and structural maintenance, (ie: heating and ventilation, electrical, plumbing, carpentry, painting, roof, ceilings, floors, etc.) for all city buildings, shelters, community centers, pools, fountains, memorials, in order to keep them up to required mandates/codes, and insure occupants' comfort and safety. Additionally, Facility Operations provides support service for special events including downtown festivals.

Both Fleet and Facility Operations measure their performance by the amount of work orders that are submitted for service and the ability to complete those work orders in a timely and efficient manner while providing the best service and support possible to other divisions. In 2013, the division will continue working with the Better Buildings Program to make City of Toledo facilities more energy efficient, thus producing cost savings.

City of Toledo

2013 Proposed Operating Budget

Department of Public Service - Division of Fleet and Facilities

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Specialist	0.40	0.40	0.40
Administrator-Public Services 1	1.00	1.00	1.00
Building And Grounds Maintenance Worker	4.00	3.00	3.00
Carpenter	3.00	3.00	3.00
Commissioner - Public Services	0.40	0.40	0.40
Data Entry Clerk		0.50	0.50
Electrician	2.00	2.00	2.00
Intermediate Account Clerk	1.00	1.00	1.00
Manager - Public Services			1.00
Painter	2.00	3.00	3.00
Plumber-Steamfitter	2.00	2.00	1.00
Secretary 2	0.40	0.40	0.40
Senior Building And Grounds Maintenance Worker	1.00	1.00	1.00
Senior Chemist/Bacteriologist		1.00	
Senior Storekeeper	1.00	1.00	1.00
Supervisor-Maintenance And Repair	2.00	2.00	2.00
Trades Mechanic	3.00	3.00	2.00
Utility Worker	1.00	1.00	1.00
Grand Total	24.20	25.70	23.70

Employees perform building maintenance and repair on over 200 city facilities. This includes emergency repairs and oversight of new construction and remodeling projects.



City of Toledo

2013 Proposed Operating Budget

Department of Public Service – Division of Parks, Recreation and Forestry

Mission Statement

The Division of Parks, Recreation and Forestry is dedicated to the effective management of Toledo’s greenspaces thereby improving the quality of life for all citizens and visitors to the City of Toledo. The division promotes citizen involvement and input by actively supporting citizen advisory boards and commissions. The division includes: Natural Resources Administration, Parks & Forestry, Recreation, Neighborhood Beautification Action.

Parks & Forestry’s responsibilities include the maintenance and management of street trees, parks, boulevards & triangles, weed control and cemeteries.

Parks & Forestry

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	1,458,382	1,801,077	2,012,824	2,010,067
Special Assessments	6,023,023	7,240,018	8,140,653	8,191,096
Capital Improvements	70,897	143,828	5,354	0
Grants	200,594	199,406	0	0
Internal Service	348,788	379,914	388	0
Other Governmental	167,429	90,174	20,210	18,000
Sewer	53	34	78	0
Grand Total	8,269,167	9,854,450	10,179,507	10,219,163

Parks & Forestry operations include:

- Maintenance of 145 City of Toledo parks. 5.9 million sq. ft. (1,350 acres) of grass
- 450 Boulevard and Triangle locations: 7 million sq. ft. (1,500 acres) of grass
- Control of Tall Grass & Weeds on Right-of-Ways, Private Lots: 11 million sq. ft. (2,518 acres)
- Managing the operations, maintenance, and services at 5 Municipal Cemeteries.
- Planting and maintaining all trees on the public right-of-way (between sidewalk and curb), on boulevards, and in City of Toledo parks and cemeteries.
- Management of the Forestry woodlot in which tree limbs and logs are recycled into landscape mulch that is used in playgrounds in city parks, around trees, and landscapes.

City of Toledo

2013 Proposed Operating Budget

Department of Public Service – Division of Parks, Recreation and Forestry

Parks & Forestry

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	2,254,016	2,387,093	2,722,827	3,187,021
Overtime	423,780	535,672	128,875	199,875
Severance	67,821	51,159	96,559	0
Pension	549,971	659,605	531,074	507,652
Employment Taxes and Medical	802,048	942,123	956,058	1,142,374
Other Personnel Expenses	5,073	9,471	4,347	3,397
Supplies	224,566	261,159	196,837	192,531
Services	3,462,235	4,610,766	5,542,930	4,986,312
Capital Outlay	351,302	394,904	0	0
Other Non-Personnel Expenses	128,355	2,499	0	0
Grand Total	8,269,167	9,854,450	10,179,507	10,219,163

City of Toledo

2013 Proposed Operating Budget

Department of Public Service – Division of Parks, Recreation and Forestry

Parks & Forestry Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Specialist	1.00	1.00	1.00
Building And Grounds Maintenance Worker			2.00
Cemeteries Maintenance Worker	0.36	1.00	1.00
Chief Horticulturist	1.00	1.00	1.00
Clerk/Non-Typist			0.50
Commissioner - Public Services	1.00	1.00	1.00
Equipment Repair Technician	1.00	0.90	1.00
Foreman-Parks	2.50	2.60	2.00
Forestry Crew Leader	7.92	7.92	9.00
Forestry Inspector	2.46	2.46	2.00
Heavy Equipment Operator	0.64		0.00
Horticulture Technician	0.50	0.50	1.00
Intermediate Account Clerk	1.00	1.25	1.00
Intermediate Clerk	4.00	3.25	5.00
Manager - Public Services	0.70	1.00	1.00
Secretary 2	1.00	1.00	1.00
Senior Building And Grounds Maintenance Worker			0.00
Senior Clerk	2.00	2.50	2.00
Senior Equipment Repair Technician	1.00	1.00	1.00
Senior Utility Worker	1.00	2.00	
Superintendent-Parks	1.00	1.10	1.00
Supervisor - Forestry	2.75	2.75	3.00
Tandem Truck Driver	1.00	1.00	1.00
Trades Mechanic	1.00	1.10	
Tree Maintenance Worker	5.00	3.00	2.00
Tree Service Worker	13.87	15.87	24.00
Utility Worker	13.99	12.80	13.00
Weed Control Coordinator	1.00	1.00	1.00
Grand Total	68.69	69.00	77.50



City of Toledo

2013 Proposed Operating Budget

Department of Public Service – Division of Parks, Recreation and Forestry

Recreation is responsible for providing programming through events and activities, as well as managing swimming pools and the Ottawa Park Ice Rink.

Recreation

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	1,176,759	1,165,288	1,275,649	1,449,353
Capital Improvements	51,199	496,191	0	0
Grants	92,316	9,941	0	0
Other Governmental	1,370,288	1,261,631	377,068	530,223
Water	(31,757)	0	0	0
Other Enterprise	28,290	41,788	131,632	19,769
Grand Total	2,687,095	2,974,840	1,784,349	1,999,345

City of Toledo

2013 Proposed Operating Budget

Department of Public Service – Division of Parks, Recreation and Forestry

Recreation

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	266,851	284,415	356,736	369,601
Overtime	18,073	31,869	0	42,000
Severance	0	0	0	48,252
Pension	60,348	70,164	69,015	70,830
Employment Taxes and Medical	95,621	91,099	111,118	121,082
Other Personnel Expenses	1,434	1,325	1,475	900
Supplies	53,684	58,244	54,777	92,750
Services	831,706	956,502	944,794	992,710
Capital Outlay	30,687	23,121	434	460
Other Non-Personnel Expenses	1,328,691	1,458,101	246,000	260,760
Grand Total	2,687,095	2,974,840	1,784,349	1,999,345

Recreation’s Athletics section coordinates team sports for all ages and genders, city-wide. Athletic programs include Baseball, T-Ball, Softball, Basketball, Volleyball and Flag Football. The section also coordinates events such as “National Amateur Baseball Federation (NABF) – College World Series”, “Punt, Pass & Kick” “Pitch, Hit & Run”. The Athletics staff, including seasonal employees, provides and maintains fields and facilities, schedules and organizes tournaments, contracts referees, collects fees, provides time-keepers, prepares and cleans-up facilities.

Recreation’s Marina Development program serves the boat launches at Cullen Park and at Walbridge Park which provide recreational boaters and fishermen easy access to the scenic upper reaches of the Maumee River.

The division also provides programming opportunities for adults 55 years of age and older to enhance social, emotional, and physical well-being. The programs offered at Friendship Park Senior Center include oil painting, ceramics, cards, bingo, bunco, walking, travel, shuffleboard, ballroom and round dancing, and computer instruction.

Recreation also sponsors, co-sponsors and assists over 60 special events including: Pumpkinarama, Egg-travagnza, Senior dances, Skating with Santa and the Kid’s Fishing Rodeo.

City of Toledo

2013 Proposed Operating Budget

Department of Public Service – Division of Parks, Recreation and Forestry

Recreation

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Athletic Activities Coordinator	1.00	1.00	1.00
Building And Grounds Maintenance Worker	1.00	1.00	1.00
Manager - Public Services	1.00	1.00	1.00
Marina Coordinator		1.00	1.00
Mayor's Assistant 2	1.00	1.00	1.00
Recreation Aide	1.00	1.00	2.00
Recreation Technician	1.00	1.00	0.00
Supervisor-Recreation		1.00	1.00
Grand Total	6.00	8.00	8.00

City of Toledo

2013 Proposed Operating Budget

Department of Public Service – Neighborhood Beautification Action

In 2012, Parks, Recreation and Forestry added the Neighborhood Beautification Action program to the division. This program was established to help revitalize Toledo’s neighborhoods. The division links efforts with neighborhood and community organizations to enhance the beautification of the City and keep the community clean by reducing slum and blight.

The NBA program has been primarily funded by Community Development Block Grants. In 2013, the program will be funded from the General Fund as well.

Neighborhood Beautification Action Expenditure Summary by Fund

	2013 Proposed
General Fund	687,732
Grants	627,392
Grand Total	<u>1,315,124</u>

City of Toledo

2013 Proposed Operating Budget

Department of Public Service – Neighborhood Beautification Action

Neighborhood Beautification Action

Expenditure Summary by Category

	2013 Proposed
Base Salaries and Wages	259,580
Overtime	25,000
Severance	52,596
Pension	50,969
Employment Taxes and Medical	77,813
Other Personnel Expenses	1,638
Supplies	48,283
Services	799,245
Grand Total	<u>1,315,124</u>



Before



After

Neighborhood Beautification Action

Budgeted FTE History

	2013 Proposed
Administrator	1.00
Manager - Public Services	1.00
Supervisor - Recreation	2.00
Utility Worker	1.00
Grand Total	<u>5.00</u>

City of Toledo

2013 Proposed Operating Budget

Department of Public Service – Division of Parks, Recreation and Forestry

Natural Resources Administration

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	119,348	112,097	109,252	81,329
Special Assessments	43,914	30,208	62,898	39,808
Other Governmental	21,800	25,111	13,500	0
Grand Total	185,062	167,416	185,650	121,137

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	28,325	14,148	47,557	23,906
Overtime	0	0	0	5,000
Pension	6,051	2,181	8,854	4,047
Employment Taxes and Medical	23,440	13,331	20,095	13,744
Other Personnel Expenses	468	0	0	0
Supplies	6,314	9,103	327	0
Services	105,908	112,642	108,570	74,179
Capital Outlay	0	0	246	261
Other Non-Personnel Expenses	14,556	16,010	0	0
Grand Total	185,062	167,416	185,650	121,137

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Account Clerk	1.00	1.00	0.00
Clerk/Non-Typist	0.00	0.00	0.50
Intermediate Clerk	0.00	0.50	0.50
Grand Total	1.00	1.50	1.00

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City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities

Mission Statement

To improve the quality of our customers' lives through excellence in public utility services. The services provided include: drinking water, wastewater, municipal power, environment, drainage, roads and supporting infrastructure.

Department of Public Utilities Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	295,567	213,740	255,624	393,843
Special Assessments	269,833	304,990	551,740	505,859
Capital Improvements	26,639,989	15,764,530	2,555,752	2,862,507
Grants	1,948,690	4,500,315	1,414,744	1,435,244
Other Governmental	1,044,469	1,003,578	1,312,725	1,202,645
Water	62,927,703	114,256,428	55,912,330	58,062,181
Sewer	321,280,780	404,421,069	68,110,149	71,074,665
Other Enterprise	30,725,622	24,656,495	21,820,831	22,639,491
Grand Total	445,132,652	565,121,145	151,933,895	158,176,435

As a customer-service organization, the Department of Public Utilities continues to provide services which exceed expectations in regards to safe, economical and superior drinking water, drainage and waste water services, in an environmentally safe community.

The Department of Public Utilities supports the following divisions: Public Utilities Administration, Water Treatment, Water Distribution, Engineering Services, Water Reclamation, Sewers and Drainage Services and Environmental Services. The divisions are primarily supported by the Water and Sewer Operating Funds, with very little General Fund budget being reserved for the department.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities

Department of Public Utilities Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	24,634,012	27,233,606	32,835,025	33,252,706
Overtime	1,917,158	1,883,376	1,733,132	1,746,868
Severance	384,667	407,555	789,067	496,382
Pension	5,624,917	6,131,063	6,477,501	5,799,458
Employment Taxes and Medical	8,242,448	9,550,306	10,436,668	11,166,787
Other Personnel Expenses	224,938	233,050	271,760	270,137
Supplies	9,585,092	10,991,447	14,880,554	15,189,753
Services	92,781,664	106,608,873	43,282,279	50,369,679
Capital Outlay	1,374,153	1,324,805	28,639	166,500
Other Non-Personnel Expenses	300,363,603	400,757,063	41,199,270	39,718,165
Grand Total	445,132,652	565,121,145	151,933,895	158,176,435

The Department of Public Utilities is mainly supported through the Water, Sewer and Storm Operating funds. The Water Operating Fund accounts for the water revenues for the operation, maintenance, replacement and payment of treatment and distribution equipment, facilities and appurtenances. The Sewer Operating Fund accounts for the sewer revenues for the operation, maintenance, replacement and payment of treatment and distribution equipment, facilities and appurtenances. The Storm Water Fund accounts for the storm water revenues that can be utilized solely for the management of storm water. Services like maintaining and improving city streets, meter reading and orders, and customer services are the main functions supported by these funds.

Only a small portion of the department budget is supported through the General Fund.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities - Revenue



The Department of Public Utilities operates three utility systems:

- Water
- Sanitary Sewer
- Storm Water

The city's three Utility Systems are self-supporting, deriving their revenues from published user rates and charges for services provided to 500,000 water customers and 320,000 sewer customers.

Revenue Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Charges for Services	104,356,257	121,399,316	120,158,070	127,775,238
Licenses and Permits	359,690	311,700	410,700	517,190
Special Assessments	13,937	7,242	0	0
Sale of Assets	(6,539)	(57,563)	0	0
Other Revenue	10,778,923	11,688,585	13,611,200	12,757,194
Other Financing Sources	185,078	762,802	0	0
Grants	20,249,954	15,930,859	0	0
Operating Transfers	297,440,828	396,835,121	39,381,500	39,007,684
Grand Total	433,378,127	546,878,062	173,561,470	180,057,306

The department generates revenue through the treatment and distribution of drinking water and the rate fees applied to the customers of the areas being served. Revenue is generated through the charges for services provided, such as, water service installation, repairs, and the maintenance of the water distribution system.

Additional revenue is generated through the inspection of public right of ways, cuts for utility work, pollution control permits, asbestos related fines and environmental cleanup. When these services are used, the division collects a fee for the work performed. In addition, the division collects revenue from the Sanitary Sewer and Storm Sewer permit plan reviews and inspections conducted by the division.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities - Administration

Mission Statement

It is the mission of the Department of Public Utilities Administration to provide comprehensive billing, collections and customer services/relations in an efficient, cost-effective, and responsive manner to residents, businesses, and governmental jurisdictions within the greater Toledo metropolitan areas, as well as administrative support for the Department of Public Utilities.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Water	3,750,688	6,034,244	4,343,110	5,131,216
Sewer	6,435,530	6,484,926	5,424,127	7,559,256
Other Enterprise	7,782,274	8,381,527	10,419,034	11,385,576
Grand Total	17,968,493	20,900,697	20,186,271	24,076,048

Utilities Administration provides the primary administrative fiscal and operational control functions for the Department of Public Utilities. It consists of the Sections of Accounting, Billing, Customer Service, Legal, DPU/SAP Support, Records, Administrative Support, Toledo Public Power (TPP) and the Toledo Waterways Initiative (TWI).

The Administrative Division is supported through the Utility Administrative Services Fund. The 2013 budget will reflect streamlined operational functions, increased communication and increased efficiencies throughout the division through cross utilization training. This streamlined process will increase the ability of the division to complete their goals of aggressively pursuing water theft of service and completing the technical upgrade of the DPU/SAP customer information billing system.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities - Administration

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	2,322,168	2,301,669	3,244,853	3,910,620
Overtime	32,756	58,210	50,000	60,000
Severance		10,863	207,399	176,015
Pension	468,232	526,148	595,837	652,783
Employment Taxes and Medical	720,331	853,035	1,064,301	1,285,992
Other Personnel Expenses	4,500	4,500	7,650	9,900
Supplies	458,308	523,602	627,957	534,200
Services	14,262,971	14,106,025	12,589,004	15,837,097
Capital Outlay	30,668	0	0	0
Other Non-Personnel Expenses	(331,441)	2,516,645	1,799,270	1,609,441
Grand Total	17,968,493	20,900,697	20,186,271	24,076,048

The Toledo Waterways Initiative (TWI) is a federally mandated environmental program created to reduce pollution in the City of Toledo's waterways. TWI was created as the result of a Consent Decree handed down in 2001 by the U.S. District Court for the Northern District of Ohio's Western Division which is located in Toledo. This Consent Decree settled an 11-year lawsuit between the City of Toledo and the U.S. and Ohio Environmental Protection Agency (EPA).

In July 2002, Toledo voters overwhelmingly approved a ballot initiative to settle the lawsuit. That settlement requires the city to update its sewer and wastewater treatment facilities to eliminate or greatly minimize the release of raw sewage into Swan Creek and the Ottawa and Maumee Rivers. In the past, these events generally occurred only during violent rainstorms. Over the life of this terrific initiative, some \$521M will be spent by the department to achieve this lofty goal.

A second unusual function operated by DPU is Toledo Public Power. TPP has recently been licensed as a municipal electric utility at the federal and state levels to own generation and distribution assets and to buy and sell electric power in the deregulated power market. At present, TPP owns one substation and has only one customer who enjoys cheaper power than that which they experienced from their former vendor. Nevertheless, as it grows over time TPP can become an alternative electric power supplier to provide a viable economic development incentive to attract and retain businesses inside the City of Toledo.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities - Administration

FTE History

The Division of Utilities Administration has 85 total FTE's in the areas of Accounting, Financial Analysis, DPU/SAP, Customer Service, Billing and Records and Legal.

The 2013 budget reflects the hiring and training of an additional four Customer Service Representatives (Senior Clerks). These Senior Clerks will be located in the Call Center, with the goal of greatly reducing customer wait time on phones and in the queue in the Customer Service Walk-In Center.

One of the division's main goals for 2013 is to be more responsive to our customers. With the additional Customer Service representatives available to answer the calls, the division is confident this goal will be accomplished.

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Account Clerk	1.00	1.00	1.00
Administrative Analyst 1	0.00	0.00	1.00
Administrative Analyst 3	4.00	6.00	7.00
Administrative Analyst 4	3.00	4.00	4.00
Administrator - Admin Services 2	0.00	1.00	0.00
Administrator - Admin Services 3	0.00	1.00	4.00
Cashier	1.00	1.00	1.00
Clerk	6.00	6.00	6.00
Commissioner - Administrative Services	0.00	0.00	1.00
Commissioner - Public Services	1.00	0.00	0.00
Deputy Director - Public Services	1.00	2.00	2.00
Industrial Accounts Clerk	2.00	2.00	2.00
Intermediate Clerk	11.00	11.00	11.00
Legal Technician	3.00	5.00	5.00
Mail Clerk	1.00	1.00	1.00
Manager - Public Services	0.00	1.00	1.00
Manager-Administrative Services	2.00	1.00	0.00
Secretary 2	1.00	1.00	2.00
Secretary 3	1.00	1.00	1.00
Senior Clerk	1.00	1.00	1.00
Senior Clerk-Utility Administration	21.00	25.00	29.00
Supervisor-Utility Accounting	1.00	1.00	1.00
Supervisor-Utility Administration	2.00	2.00	3.00
Utility Accounts Technician	1.00	1.00	1.00
Grand Total	64.00	75.00	85.00

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Engineering Services

Mission Statement:

To provide planning, engineering and construction administration for major infrastructure improvements and to assist and support other operating Divisions (i.e., Sewer and Drainage Services, Water Distribution, Parks, Recreation and Forestry, Streets, Bridges and Harbor, Plan Commission, Building Inspection, Development and Transportation).

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	85,399	68,407	99,893	98,271
Special Assessments	163,203	154,114	256,091	217,663
Capital Improvements	23,359,672	15,184,377	2,555,485	2,862,507
Other Governmental	1,011,906	982,244	1,312,725	1,202,645
Water	8,212,637	3,013,671	1,453,444	677,527
Sewer	18,692,859	32,679,028	2,712,337	2,767,288
Other Enterprise	3,631,380	986,539	846,048	548,022
Grand Total	55,157,056	53,068,381	9,236,023	8,373,924



The Division of Engineering Services is responsible to the Citizens of Toledo and the Department of Public Utilities to replace and upgrade the Public Utility Distribution and Transportation Systems. This includes water lines, sanitary sewers, and storm water facilities, public sidewalks, pedestrian ramps, streets and alleys. In addition, Engineering Services is responsible for street lighting, plan reviews, inspection of construction within the public rights of way and open space planning.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Engineering Services

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	3,083,569	3,307,226	4,129,901	3,903,586
Overtime	208,093	202,566	279,685	276,600
Severance	4,789	148,483	240,789	0
Pension	677,276	759,639	827,902	685,397
Employment Taxes and Medical	896,815	1,046,874	1,107,417	1,132,926
Other Personnel Expenses	15,438	17,881	24,361	23,196
Supplies	95,196	106,981	321,548	253,667
Services	49,758,350	46,907,571	2,297,781	2,014,053
Capital Outlay	0	5,998	6,639	84,500
Other Non-Personnel Expenses	417,530	565,162	0	0
Grand Total	55,157,056	53,068,381	9,236,023	8,373,924

In 2012, the Division of Engineering Services completed an aggressive \$28 million roadway capital program as well as several Toledo Waterways Initiative projects which totaled more that \$27 million. The division expects 2013 to be just as busy as they complete a number of roadway reconstruction projects, pavement repairs and utility projects. The 2013 budget will support these ongoing upgrades, as well as, more specific projects such as the completion of the storm water management pilot program for unimproved roads.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Engineering Services

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Specialist	1.00	1.00	1.00
Administrator - Administrative Services 1	2.00	2.00	2.00
Administrator - Administrative Services 2			1.00
Administrator - Administrative Services 3	1.00		
Administrator - Public Services 2	4.00	5.75	5.00
Commissioner - Public Services	1.00	1.00	1.00
Construction Inspector	0.92	0.83	1.00
Construction Technician	14.00	14.00	14.00
Drafter	3.00	3.00	3.00
Engineering Associate		4.00	8.00
Engineering Technician	8.00	8.00	7.00
Intermediate Clerk	2.00	2.00	2.00
Intermediate Engineering Aide	2.00	2.00	2.00
Park Planner	1.00	1.00	1.00
Professional Engineer	11.00	7.00	3.00
Public Services Officer	1.00		
Public Services Officer 3		1.00	1.00
Secretary 2	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00
Senior Drafter	1.00	1.00	1.00
Senior Engineering Aide	2.00	2.00	1.00
Senior Park Planner	1.00	1.00	1.00
Senior Professional Engineer	7.00	8.05	6.00
Senior Real Estate Specialist	1.00	1.00	1.00
Staff Professional Engineer	5.00	3.20	4.00
Supervisor - Utilities			1.00
Supervisor-Surveyor	1.00	1.00	
Surveyor	1.00	1.00	1.00
Surveyor Associate			1.00
Grand Total	72.92	72.83	71.00

Engineers and Construction Technicians are responsible for researching and reviewing plans and specifications for city projects undertaken by private contractors which require city approval upon completion. Employees inspect a variety of construction and repair projects to ensure that work is in conformance with plans and specifications including, sanitary and storm sewers, catch basins, major street widening and resurfacing, street and alley paving, curbs, ditch and culvert work, parking garages and major waterline construction.

Did you know...

Toledo has over 1,154 miles of streets, 148 bridges, 5,967,000 ft. of waterlines, 5,043,000 ft. of sanitary sewer lines, 5,208,000 ft. of storm sewer pipes, 336,000 ft. of ditches, all maintained by City of Toledo employees.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Water Distribution

Mission Statement

Supply uninterrupted water service, as an enterprise operation, to enhance the quality of life for the City of Toledo and metropolitan areas, using the most responsive and efficient methods possible. Construct, install, repair and maintain fire hydrants, water taps, water meters and the underground assets associated with the conveyance of water.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	0	0	0	96,424
Special Assessments	106,630	150,875	295,649	288,196
Water	10,127,004	9,634,981	12,640,593	12,355,720
Sewer	435,001	529,434	528,750	526,491
Other Enterprise	2,298,835	2,907,782	3,685,244	3,674,866
Grand Total	12,967,470	13,223,073	17,150,235	16,941,696

Water Distribution is responsible for the maintenance of the water distribution system, meter reading, meter installations and remote meter installations. The Meter Reading and Inspection Section employs 14 Meter Readers who read approximately 550,000 meters annually for an area that includes the City of Toledo, and most of Lucas and Wood Counties, totaling approximately 425 miles. The Meter Shop processes approximately 20,000 field orders annually and repairs and installs meters in the field.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Water Distribution

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	4,803,445	4,641,900	6,429,062	6,400,523
Overtime	497,811	453,452	450,047	450,628
Severance	148,184	27,601	112,403	78,733
Pension	1,167,271	1,291,761	1,303,429	1,124,811
Employment Taxes and Medical	1,867,706	2,140,039	2,234,437	2,357,850
Other Personnel Expenses	57,205	54,007	55,600	55,600
Supplies	2,090,130	1,673,621	3,013,496	3,102,885
Services	2,337,717	2,897,246	3,551,761	3,370,666
Capital Outlay	0	29,532	0	0
Other Non-Personnel Expenses	(2,000)	13,915	0	0
Grand Total	12,967,470	13,223,073	17,150,235	16,941,696

The 2013 budget reflects efforts to support the functions and services the Water Distribution division provides. In order to run the division more efficiently and effectively, the division will fully implement Cityworks software and Mobile solutions division wide by mid-year. In addition, they will implement a new radio system within the department and install a bar-coding system in the stockroom.



City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Water Distribution

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Account Clerk	1.00	1.00	1.00
Administrative Analyst 4	0.00	1.00	0.00
Administrative Specialist	1.00	1.25	1.00
Administrator - Admin Services 2	1.00	2.00	2.00
Administrator-Public Services 2	1.00	0.00	0.00
Clerk Non-Typist	0.00	0.85	1.00
Commissioner - Public Services	0.50	0.50	0.50
Construction Technician	1.00	1.00	1.00
Engineering Technician	2.00	1.00	1.00
Equipment Repair Technician	1.00	1.00	1.00
Foreman-Meter Shop	1.00	0.85	0.00
Foreman-Water Distribution System	5.00	6.44	4.00
General Foreman-Water Distribution System	3.00	3.25	3.00
Heavy Equipment Operator	8.00	8.53	8.00
Intermediate Clerk	8.00	7.75	8.00
Manager - Public Services	1.85	1.85	2.00
Meter Reader	14.00	14.00	14.00
Secretary 2	1.00	1.00	1.00
Senior Clerk-Utility Administration	2.00	2.00	2.00
Senior Professional Engineer	2.00	2.00	2.00
Senior Storekeeper	1.00	1.00	1.00
Senior Watermain And Service Repair Worker	14.00	14.44	15.00
Staff Professional Engineer	0.00	0.00	0.00
Storekeeper	0.00	0.10	0.00
Supervisor-Meter Reading And Inspection	1.00	1.55	1.00
Supervisor-Meter Shop	1.00	1.15	1.00
Supervisor-Utility Accounting	1.00	1.00	1.00
Supervisor-Utility Administration	1.00	1.00	1.00
Utility Service Locator	1.00	1.15	1.00
Utility Worker	1.00	1.00	1.00
Water Dispatcher	7.50	7.65	8.75
Water Emergency Repair Worker	6.00	6.00	6.00
Water Loss Equipment Technician	1.00	0.56	1.00
Water Meter Technician	17.00	16.00	17.00
Water Service Inspector	8.00	8.00	8.00
Water Service Technician	4.00	3.45	4.00
Watermain And Service Repair Worker	42.03	38.53	41.00
Grand Total	160.88	159.85	160.25

Water Distribution employees are responsible for the maintenance and repair of 1,196 miles of water mains and 9,996 fire hydrants located in the City of Toledo Water Distribution System. Additionally Water Distribution employees read 135,963 metered accounts quarterly or monthly, and repair, replace and install water services and meters on a daily basis.

Water Main and Service Repair Workers, Heavy Equipment Operators, and Sr. Water Main and Service Repair Workers are responsible for the repair, maintenance and installation of the 1,196 miles of water mains. They also repair, maintain and install all city owned fire hydrants and valves. This section of employees also installs new service taps for customers.

Water Meter Technicians are responsible for the installation, repair and testing of all city owned water meters. They also perform customer ordered service turn-ons and turn-offs.

Water Emergency Workers respond to running water calls from the public and perform large valve and water main shut-downs.

In addition to the above mentioned employee classifications, Water Distribution employs Administrative, Clerical and Engineering classifications as well.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Environmental Services

Mission Statement

Environmental Services is committed to continuing to provide balanced, responsible environmental protection for the Toledo metropolitan area.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	210,168	145,333	155,731	199,148
Capital Improvements	3,280,317	580,153	267	0
Grants	1,948,690	4,500,315	1,414,744	1,435,244
Other Governmental	30,495	21,334	0	0
Water	365,984	359,992	498,322	569,154
Sewer	1,581,184	1,972,269	1,818,003	2,427,005
Other Enterprise	842,035	865,605	978,797	1,081,982
Grand Total	8,258,873	8,445,001	4,865,864	5,712,533

At Environmental Services, the goal is to ensure environmentally safe air and water for the Toledo Metropolitan Area. The division takes pride in serving as an environmental consultant for the city's other departments and divisions. The division performs, coordinates, and oversees Phase I and Phase II environmental site assessments and environmental cleanup projects for city owned parcels and city redevelopment projects. They promote a better understanding and awareness of the challenges that exist in air and water pollution in Toledo through numerous community outreach programs such as Clean Your Streams Day and the Household Hazardous Materials Program. The Environmental Services division fights for a high quality of life for all citizens through balanced, responsible environmental protection. The division is committed to the role of environmental leadership in all aspects of our city, with the primary objective of keeping the citizens of the Toledo Metropolitan Area safe from any potential environmental threats.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Environmental Services

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	2,006,493	2,184,556	2,525,491	2,574,018
Overtime	48,389	45,605	76,000	76,000
Severance	0	0	45,881	105,887
Pension	431,037	468,414	505,861	448,390
Employment Taxes and Medical	584,895	607,867	717,400	773,972
Other Personnel Expenses	11,826	11,724	13,433	13,051
Supplies	270,554	563,617	139,847	126,800
Services	2,068,137	4,231,134	841,951	1,594,415
Capital Outlay	52,574	0	0	0
Other Non-Personnel Expenses	2,784,968	332,084	0	0
Grand Total	8,258,873	8,445,001	4,865,864	5,712,533

The 2013 Environmental Services budget will support the various sections of the division including: water resources, air resources, central laboratory, Brownfield redevelopment, and emergency response. Initiatives involving these sections include: providing permit and regulatory oversight to approximately 600 facilities in Lucas County, responding to 100% of all citizen complaints and emergency response incidents on a 24/7 basis, maintaining compliance with the two National Pollution Discharge Elimination Permits (NPDES) issued to the City of Toledo – Bayview Wastewater Treatment and Stormwater, assessing and cleaning all Brownfield sites, providing community-wide environmental education and outreach, continuing to champion sustainability in city operations and providing support for other environmental organizations in the community.



City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Environmental Services



Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Specialist	1.00	1.00	1.00
Administrator - Public Services 2	1.00	1.00	1.00
Commissioner - Public Services	1.00	1.00	1.00
Engineering Associate	4.00	3.85	4.00
Environmental Engineer	1.00	1.00	1.00
Environmental Services Technician	6.00	6.00	6.00
Environmental Specialist	8.00	8.00	8.00
Industrial Waste Control Specialist	2.00	2.00	2.00
Intermediate Clerk	2.00	2.00	2.00
Professional Engineer	1.00	1.00	1.00
Public Services Officer 2	1.00	1.00	1.00
Public Services Officer 3	2.00	2.00	3.00
Secretary 2	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00
Senior Chemist/Bacteriologist	4.00	4.00	4.00
Senior Clerk	1.00	1.00	1.00
Senior Environmental Specialist	9.00	9.00	9.00
Staff Professional Engineer	2.00	2.00	2.00
Supervisor-Utility Accounting	1.00		
Grand Total	49.02	47.87	49.00

Staff for Environmental Services is responsible for ensuring quality air and water standards. The division actively assists in monitoring demolitions, industrial waste and Brownfield clean-ups to prevent the release of hazardous materials. Environmental Technicians working in the Water Resources Section and Central Laboratory perform sampling related to air, water, wastewater and soil on a daily basis. They use appropriate sampling and analytical techniques according to prescribed regulatory standards in hazardous atmospheres and various weather conditions. They also install, operate, calibrate, maintain and repair a variety of environmental monitoring equipment and instruments.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Water Treatment

Mission Statement

To provide the necessary quantity and best quality water at the lowest cost for our customers by operating and maintaining the best water plant in the United States. To provide for the continued growth of our employees, so we may continue to strive for excellence in our profession.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Water	40,225,777	94,896,545	36,506,245	38,858,564
Grand Total	40,225,777	94,896,545	36,506,245	38,858,564

The Division of Water Treatment is responsible for the effective production, filtration, and quality control of water for the City of Toledo. The division's responsibility starts at the source of raw water, Lake Erie, and extends throughout the treatment process. This division operates and maintains the largest softening plant on Lake Erie. Filtering an average of 80 million gallons of water per day is a monumental task.

At no time in the process is the water allowed to stop moving. Every area within the plant can be isolated, so maintenance or repairs can be made without affecting the flow or quality of the water produced. The Toledo Water Treatment Plant is known not only for quantity and quality of water produced, but also for its dedication to implementing improvements in both testing and treatment of water. It is for these reasons that many suburban communities purchase water from Toledo, and why many businesses choose to locate in the Toledo area.



City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Water Treatment

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	3,069,728	4,031,524	4,563,043	4,520,137
Overtime	402,598	418,648	310,000	311,340
Severance	46,110	81,975	82,521	8,712
Pension	722,524	818,350	873,924	770,816
Employment Taxes and Medical	1,004,078	1,307,788	1,450,938	1,524,964
Other Personnel Expenses	30,115	33,197	42,131	39,917
Supplies	4,002,872	5,762,509	7,116,822	7,292,500
Services	6,401,709	9,878,291	8,757,866	11,884,526
Capital Outlay	169,723	44,224	0	0
Other Non-Personnel Expenses	24,376,320	72,520,039	13,309,000	12,505,652
Grand Total	40,225,777	94,896,545	36,506,245	38,858,564

The 2013 budget will support the completion of the 20-year master plan for the water treatment plant, concentrating on site-specific actions required to maintain and enhance the ability to serve Toledo and the surrounding population and industries with superior award-winning water. The 20- year master plan is currently in the development stage with an outside engineering company. The plan will provide engineering and project design guidance to allow for systematic capital improvements to the plant and major maintenance improvements to pumping stations.

In order to achieve and exceed the highest standards of quality set by the Ohio EPA, the division will place in operation state-of-the-art equipment in the water quality lab. In addition, the division utilizes a multitude of various chemicals to purify the drinking water. The amount of each chemical utilized changes, of course, with the incoming water quality and amount of water produced.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Water Treatment

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Operations Officer	1.00	1.00	1.00
Administrative Specialist	1.00		
Administrator-Public Services 2	2.00	3.00	3.00
Chief Chemist/Bacteriologist	1.00	1.00	1.00
Commissioner - Public Services	0.50	0.50	0.50
Electrician	4.00	4.00	4.00
Engineering Technician	2.00	2.00	2.00
Instrumentation Technician	3.00	3.00	3.00
Intermediate Clerk	1.00	1.00	1.00
Manager - Public Services	1.00		
Millwright	4.00	4.00	4.00
Painter	2.06	2.00	2.00
Plumber-Steamfitter	2.00	2.00	2.00
Secretary 2	1.00	1.00	1.00
Senior Chemist/Bacteriologist	8.00	9.00	9.00
Senior Clerk	1.00	1.00	1.00
Senior Professional Engineer			1.00
Senior Storekeeper	1.00	1.00	1.00
Senior Water Control Room Operator	6.00	7.00	7.00
Senior Water Treatment Maintenance Worker	6.00	6.00	6.00
Staff Professional Engineer	3.00	3.00	2.00
Storekeeper	1.00	1.00	1.00
Superintendent-Pump Station	3.00	3.00	3.00
Supervisor - Water Reclamation Storeroom		1.00	1.00
Supervisor-Instrumentation	1.00	1.00	1.00
Supervisor-Waterworks Maintenance	1.00	1.00	1.00
Systems Specialist	1.00	1.00	1.00
Utility Worker	13.00	13.00	13.00
Water Control Room Operator	18.00	20.00	20.00
Water Treatment Maintenance Worker	8.00	8.00	8.00
Grand Total	96.56	100.50	100.50

The Division of Water Treatment operates and is staffed 24-hours a day.

Administrative staff assures all the proper chemicals and supplies are ordered, outlines the day to day activities, manages the workforce, and provides the vision and guidance for the future of the plant.

The division employs Ohio EPA licensed operators along with Ohio EPA certified chemists on staff each shift. In addition, the division also has a first shift of engineers, computer experts, skilled tradesmen (plumbers, millwrights, electricians, etc.) and maintenance and utility workers keeping the equipment and systems operational.



City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Water Reclamation

Mission Statement

To protect and enhance public health, property and the environment through the efficient and progressive treatment of wastewater in compliance with the State of Ohio and National Standards.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Other Governmental	2,068	0	0	0
Sewer	283,994,804	351,993,899	45,919,773	46,035,655
Other Enterprise	126,163	233,728	84,890	39,004
Grand Total	284,123,035	352,227,626	46,004,663	46,074,659

The major function of Water Reclamation is the operations and maintenance of the Bay View Waste Water Treatment Plant. The facility provides treatment services to an area of approximately 100 square miles. Approximately 84 square miles of this area is located within the City of Toledo. Other areas serviced by Bay View include the City of Rossford, the Villages of Walbridge, Northwood, and Ottawa Hills and portions of Wood County, Lucas County and Fulton County. The population of the service area is approximately 398,000 people.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Water Reclamation

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	4,903,224	5,775,550	6,195,636	6,161,434
Overtime	347,219	298,343	261,400	266,300
Severance	183,366	132,636	53,014	50,528
Pension	1,130,950	1,044,536	1,162,654	1,099,592
Employment Taxes and Medical	1,600,710	1,754,393	1,892,871	2,013,454
Other Personnel Expenses	87,961	87,287	100,625	100,513
Supplies	1,360,256	1,409,776	2,302,476	2,627,687
Services	14,813,170	24,013,030	9,399,487	9,823,327
Capital Outlay	0	0	22,000	82,000
Other Non-Personnel Expenses	259,696,180	317,712,075	24,614,500	23,849,824
Grand Total	284,123,035	352,227,626	46,004,663	46,074,659

In order to comply with State and Federal EPA permit requirements, the 2013 budget will continue to support the upgrade and progressive treatment of wastewater for the City. Throughout 2013, the division will complete the construction of the curtain wall of the Main Equipment Building, perform the Pathogen Study on main plant and High Rate Clarification System (Ballasted Flocculation), and contract the sale of available and future Renewable Energy Credits (RECs) with an Ohio or national power company to generate additional revenue for the Division of Water Reclamation.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Water Reclamation

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Account Clerk	1.00	1.00	1.00
Administrative Specialist	2.00	1.00	1.00
Administrator-Public Services 1	2.00	2.00	2.00
Administrator-Public Services 2	1.00	2.00	2.00
Automotive Repair Technician	1.00	1.00	1.00
Chemist-Bacteriologist	3.00	3.00	3.00
Chief Electrician	1.00	1.00	1.00
Commissioner - Public Services	1.50	0.50	0.50
Data Communications Specialist	2.00	2.00	2.00
Electrician	3.00	3.00	3.00
Engineering Technician	1.00	1.00	1.00
Instrumentation Technician	4.00	4.00	4.00
Intermediate Clerk	2.00	1.00	1.00
Process Control Analyst	2.00	2.00	2.00
Professional Engineer	3.00	3.00	3.00
Safety And Training Specialist	1.00	1.00	1.00
Secretary 2	1.00	1.00	1.00
Senior Clerk	1.00	1.00	1.00
Senior Process Control Analyst	1.00	1.00	1.00
Senior Professional Engineer	1.00	1.00	1.00
Senior Storekeeper	1.00	1.00	1.00
Senior Supervisor-Water Reclamation Operations			1.00
Senior Water Reclamation Maintenance Worker	14.00	14.00	14.00
Staff Professional Engineer	4.00	4.00	4.00
Storekeeper	2.00	2.00	2.00
Supervisor - Water Reclamation Storeroom		1.00	1.00
Supervisor-Instrumentation	1.00	1.00	1.00
Supervisor-Water Reclamation Maintenance	3.00	3.00	3.00
Supervisor-Water Reclamation Operations	6.00	6.00	6.00
Systems Specialist	1.00	1.00	1.00
Tandem Truck Driver	1.00	1.00	1.00
Trades Mechanic	1.00	1.00	1.00
Utility Worker	7.00	7.00	11.00
Water Reclamation Maintenance Worker	14.00	17.00	14.00
Water Reclamation Operator	35.00	35.00	35.00
Grand Total	124.50	126.50	128.50



Sanitary lines are sewer pipes that carry sanitary waste from households, commercial and industrial facilities. Storm lines are pipes that carry rain water away from streets and parking lots, downspouts, sump pumps, etc. Water Reclamation staff operate and maintain interceptor sewers, four large pump stations, thirty five lift stations and thirty three combined sewer overflow regulators.



City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Sewer & Drainage Services

Mission Statement:

To operate and maintain the Sanitary Sewer, Storm Sewer and Ditch Drainage Systems; providing innovative, cost effective, uninterrupted service to the citizens of the City of Toledo.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Water	245,612	316,994	470,616	470,000
Sewer	10,141,402	10,761,514	11,707,160	11,758,969
Other Enterprise	16,044,934	11,281,314	5,806,818	5,910,041
Grand Total	26,431,948	22,359,822	17,984,594	18,139,010

There are five sections of the Division of Sewers and Drainage- Cleaning, Construction, Ditch Maintenance, Engineering and Inspection, and Administration. Together, these sections are responsible for maintaining the 955 miles of sanitary sewer and 986 miles of storm sewer drainage system. This involves routine cleaning and repair, maintaining the proper flow of the City's 64 miles of open ditch drainage systems and providing direct support to field personal engaged in the cleaning and repair of storm and sanitary sewers and ditches.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Sewer & Drainage Services

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	4,445,385	4,991,180	5,747,039	5,782,388
Overtime	380,294	406,551	306,000	306,000
Severance	2,217	5,998	47,060	76,507
Pension	1,027,626	1,222,214	1,207,894	1,017,669
Employment Taxes and Medical	1,567,913	1,840,311	1,969,304	2,077,629
Other Personnel Expenses	17,893	24,456	27,960	27,960
Supplies	1,307,776	951,342	1,358,408	1,252,014
Services	3,139,609	4,575,576	5,844,429	5,845,594
Capital Outlay	1,121,188	1,245,051	0	0
Other Non-Personnel Expenses	13,422,045	7,097,142	1,476,500	1,753,248
Grand Total	26,431,948	22,359,822	17,984,594	18,139,010

The 2013 Budget reflects improvements to design, construction and cleaning. As part of this focus, the division will be improving methods for ditch construction and dredging by implementing a standard design. In addition, the division will work with Engineering Services to develop a cleaning layer in CityWorks as well meet a consent decree mandate for CCTV footage.

City of Toledo

2013 Proposed Operating Budget

Department of Public Utilities – Sewer & Drainage Services

Employees in the Division of Sewer and Drainage are responsible for maintaining all sanitary, storm and ditch drainage systems. On a day-to-day basis, crews work in confined space entry to clean, maintain and repair City sewers, ditches, catch basins and other sewer facilities. While conducting the work, they must inspect their progress and upon completion, check to ensure conformance with city, state and federal standards.



Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Account Clerk	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00
Administrator - Admin Services 2	1.00	0.00	0.00
Administrator-Public Services 1	2.00	2.00	2.00
Administrator-Public Services 2	0.00	1.00	1.00
Commissioner - Public Services	0.50	0.50	0.50
Construction Inspector	3.00	3.00	3.00
Dispatcher	1.00	1.00	1.00
Engineering Technician	2.00	2.00	2.00
Foreman-Sewer Construction And Maintenance	11.00	11.00	11.00
General Foreman-Sewer Maintenance	2.00	2.00	2.00
Heavy Equipment Operator	21.00	21.00	21.00
Intermediate Clerk	3.00	2.00	2.00
Manager - Public Services	1.00	0.00	0.00
Payroll Clerk	0.00	1.00	0.00
Professional Engineer	1.00	1.00	1.00
Secretary 2	1.00	1.00	1.00
Senior Clerk	0.00	0.00	1.00
Senior Professional Engineer	1.00	1.00	1.00
Senior Storekeeper	1.00	0.00	0.00
Senior Utility Worker	4.00	4.00	4.00
Sewer Construction And Repair Worker	13.00	13.00	13.00
Sewer Maintenance Worker	55.00	57.00	57.00
Storekeeper	1.00	1.00	1.00
Supervisor - Storeroom	0.00	1.00	1.00
Supervisor-Utilities	1.00	1.00	1.00
Telespection Technician	1.00	2.00	2.00
Utility Worker	9.00	10.00	10.00
Grand Total	137.50	140.50	140.50

City of Toledo

2013 Proposed Operating Budget

City of Toledo – Safety Administration

Under the administrative direction of the Mayor, the Deputy Mayor/ Director of Public Safety works with the Chief of Police and Chief of Fire and Rescue to plan, organize, direct and coordinate the operations and activities of the departments of Police and Fire and Rescue. This position is responsible for various fiscal, legal, personnel and administrative functions related to these departments. The Safety Administration budget includes funding for the regional jail and the county jail.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	11,311,907	11,408,134	11,227,172	12,726,224
Other Governmental	5	4	7	0
Grand Total	11,311,911	11,408,138	11,227,179	12,726,224

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	41,083	89,635	90,346	92,855
Pension	6,630	12,530	12,648	13,000
Employment Taxes and Medical Services	13,415	18,651	17,182	18,082
	11,250,783	11,287,322	11,107,003	12,602,287
Grand Total	11,311,911	11,408,138	11,227,179	12,726,224

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Director-Public Safety	1.00	1.00	1.00
Grand Total	1.00	1.00	1.00

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City of Toledo

2013 Proposed Operating Budget

Toledo Police Department

Mission Statement

The mission of the Toledo Police Department is to enhance the quality of life in the City of Toledo by working in partnership with the community to preserve life, enforce the law, provide quality services, reduce the fear of crime and to promote police and citizen cooperation. We are committed to working with the community to identify and solve problems as an aid in the reduction of crime. The department's policing practices and tactics will complement the needs of our neighborhoods.



Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	69,654,405	74,349,026	73,635,998	75,313,610
Capital Improvements	730,000	524,797	730,000	80,949
Grants	3,873,533	3,824,263	494,567	561,234
Other Governmental	691,865	715,946	119,331	109,408
Other Enterprise	1,799,805	1,838,523	2,272,892	2,284,707
Grand Total	76,749,608	81,252,555	77,252,789	78,349,907

The Toledo Police Department's single program function is to provide law enforcement services to the citizens of Toledo. This program contains various functions which include:

- Prevent or reduce crime and disorder and proactively enforce the law through patrol and answering calls for service
- Apprehend violators of the law through investigation and the collection of evidence
- Safeguard property and return lost or stolen property to the rightful owner
- Preserve individual rights through mediation, advice, and preventative presence and enforcement
- Provide for the safe flow of traffic throughout the city through enforcement of traffic laws
- Maintain a high degree of police-community interaction
- Ensure a high level of departmental and individual performance through training and supervisory control
- Provide employee safety and well-being through training, equipment and supply acquisition and administrative and technical support; 911 dispatching; and repository of criminal records and property

City of Toledo

2013 Proposed Operating Budget

Toledo Police Department

The 2013 budget will support the costs associated with two new police classes, one currently in the Academy and one scheduled to start in October 2013. It also includes computer software for the Data Driven Policing project, a major initiative for the department. Recent technological advances have increased the department's ability to collect and analyze data. The type of information obtained from these technologies enables crime analysts to make predictions about future crimes and potential problem locations. The Data Driven Policing Model involves the process of collecting, analyzing, and providing timely and pertinent information relative to crime patterns and trend correlations, to assist operational and administrative personnel in planning and deployment of resources. As Police Chief Diggs stated in the department's 2011 Annual Report, "Capitalizing on new technological innovations will afford the Toledo Police Department the opportunity to prevent future crimes, optimize internal operations and personnel allocations, and aid in detecting and solving chronic problems."

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Amended	2013 Proposed
Base Salaries and Wages	42,580,670	44,159,463	41,735,646	44,204,506
Overtime	2,158,957	3,410,464	2,929,500	2,650,000
Severance	1,923,406	2,176,866	2,552,761	2,207,924
Pension	11,131,856	12,248,008	10,522,601	8,950,826
Employment Taxes and Medical	10,305,864	10,347,808	10,574,381	11,571,089
Other Personnel Expenses	379,818	367,033	351,093	382,486
Supplies	1,207,689	1,626,862	1,531,896	1,588,028
Services	4,740,365	4,681,862	5,049,829	5,439,019
Capital Outlay	868,352	0	0	0
Other Non-Personnel Expenses	1,452,632	2,234,190	2,005,081	1,356,030
Grand Total	76,749,608	81,252,555	77,252,789	78,349,907



City of Toledo

2013 Proposed Operating Budget

Toledo Police Department - Revenue

Revenue for the Toledo Police Department is generated through a number of sources. These include fines from red light camera violations, towing and false alarm fees.

Revenue Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Charges for Services	1,693,023	1,638,141	1,607,465	1,607,465
Licenses and Permits	18,080	7,808	17,692	17,692
Fines and Forfeitures	806,269	1,058,360	1,340,970	3,170,970
Sale of Assets	(49,197)	(1,834,291)	0	0
Investment Earnings	12,725	7,401	0	0
Other Revenue	3,369,156	850,525	474,719	831,198
Grants	4,284,057	4,416,112	0	0
Operating Transfers	1,090,310	1,205,160	1,500,000	1,000,000
Grand Total	11,224,424	7,349,216	4,940,845	6,627,325

City of Toledo

2013 Proposed Operating Budget

Toledo Police Department

The department serves the people of Toledo by performing the law enforcement functions in a professional manner, and it is to the citizens that the department is ultimately responsible. The nature of law enforcement is not immediately conducive to the measure of performance. As an accredited law enforcement agency by the Commission of Accreditation for Law Enforcement Agencies, it is accepted that the performance of the Toledo Police Department is within the rigid guidelines they have established. These standards are designed to: increase law enforcement capabilities to prevent and control crime; increase agency effectiveness and efficiency in the delivery of law enforcement services; increase cooperation and coordination with other law enforcement agencies and with other criminal justice agencies; and increase citizen and employee confidence in the goals, objectives, policies and practices of the agency.

10-Year Personnel Strength Comparison				
	Command	Patrolmen	Civilians	Total
2011	135	450	108	693
2010	134	459	110	703
2009	130	469	123	722
2008	139	500	133	772
2007	143	524	136	803
2006	144	544	125	813
2005	146	531	108	785
2004	143	543	113	799
2003	140	536	120	796
2002	143	546	127	816



City of Toledo

2013 Proposed Operating Budget

Toledo Police Department – FTE History

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Analyst 1	0.00	0.00	1.00
Administrative Analyst 4	0.00	0.00	0.50
Administrative Specialist	1.17	0.00	0.00
Administrative Technician 1	2.00	2.00	3.00
Administrator-Public Services 2	1.00	1.00	1.00
Communications Operator	22.52	18.84	17.65
Criminalist	2.00	0.00	0.00
Director-Public Services	1.00	1.00	1.00
Identification Technician	2.00	2.00	2.00
Police Captain	11.00	8.00	9.00
Police Communications Specialist 1	0.00	0.00	4.00
Police Data Control Clerk	1.00	1.00	0.00
Police Data Entry Clerk	6.50	4.00	6.42
Police Deputy Chief - Pro Term	3.00	3.00	3.00
Police Lieutenant	28.25	30.00	30.00
Police Officer	446.63	451.18	453.38
Police Records Clerk	36.00	30.00	38.75
Police Sergeant	89.49	91.00	90.00
Secretary 1	0.00	0.00	1.00
Secretary 3	0.63	1.60	2.10
Secretary Of Police	1.00	1.00	1.00
Senior Clerk	1.00	1.00	1.00
Senior Communications Operator	42.16	36.00	38.00
Senior Criminalist	1.00	1.00	1.00
Staff Criminalist	0.00	1.00	1.00
Supervisor Of Communications	6.51	6.00	8.00
Supervisor-Police Data Control	0.17	0.00	0.00
Traffic Aide	2.00	2.00	2.00
Utility Worker	1.00	1.00	1.00
Grand Total	709.02	693.62	716.80

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City of Toledo

2013 Proposed Operating Budget

Toledo Fire and Rescue Department

Mission Statement:

The mission of the Toledo Fire and Rescue Department is the protection of the community from fire and other emergencies through education, fire prevention code enforcement, emergency disaster planning, and the response of highly trained personnel.

Since 1837, Toledo Firefighters have been protecting the citizens of Toledo first as volunteers, then in 1868 as paid Firefighters. The first fire station was located on Cherry St. in 1837. Much has changed since those early years. Now, the Toledo Fire and Rescue Department has 18 fire stations located strategically throughout the city staffed by over 475 Firefighters. In addition to responding to fires, all Toledo Firefighters are trained Emergency Medical Technicians with 163 also being certified paramedics. Each year the Toledo Fire Department responds to over 50,000 emergency incidents. These runs include fire, medical, hazardous materials incidents, water rescue, confined space rescue, and homeland security.



The Toledo Fire and Rescue Department’s 2013 budget will be supported by the General Fund and the Capital Improvements Fund. The budget will reflect the hiring of a recruit class of thirty, as well as, improvements to stored EMS records through a cost effective document management solution such as imaging. The solution will include a HIPAA-compliant audit trail, with user-level permissions and a top-of-the-line security. Other initiatives supported by the 2013 operating budget will include building repairs and improvements, fire safety education, and the enhancement of the department fire pre-plan program.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	59,454,367	66,085,018	60,478,362	61,702,417
Capital Improvements	1,016,495	2,417,743	1,111,135	1,195,930
Grants	155,745	311,958	0	0
Other Governmental	16,058	37,311	0	0
Grand Total	60,642,665	68,852,029	61,589,497	62,898,346

City of Toledo

2013 Proposed Operating Budget

Toledo Fire and Rescue Department

The Toledo Fire and Rescue Department is organized into the following bureaus and sections:

Administrative Services – budget preparation and monitoring, purchasing, payroll, scheduling, timekeeping, human resource activities, contracts and ordinances. This bureau works as the liaison with the city's departments of Information & Communication Technology, Human Resources, Purchasing, Affirmative Action, Treasury, Budgeting and Accounts.

Communications Bureau – dispatches all emergency and non-emergency incidents for the department; coordinate communications between field operations personnel, staff and outside agencies such as City Line (CLICK), other city emergency personnel, the airport and the National Weather Service; maintain a record of all radio communications for Police and Fire departments. The Radio Service Section repairs and maintains the 800 Mhz radio system and all radio communication equipment used by police, fire and public works.

Emergency Medical Services (EMS) – monitor and assist in the EMT recertification for all members, coordinate with Lucas County personnel to staff City of Toledo paramedic rigs, maintain accreditation as an EMS training program, schedule and monitor attendance at mandatory paramedic continuing education, provide Q/A, Q/I for ALS and BLS response, order, distribute and maintain EMS supplies, review and recommend revisions to EMS protocols, acquire and maintain EMS records, maintain certification as an American Heart Training Center, review and revise BLS protocols, work with community agencies to secure appropriate care for 9-1-1 abusers, locate and acquire State and Federal EMS grants. This bureau acts as a liaison with the following community and governmental organizations and agencies: Lucas County EMS, Ohio Division of Public Safety, Toledo Parks and Recreation, Toledo Environmental Services, Toledo Human Resources, Toledo Public Schools, Boys and Girls Club, Juvenile Diabetes, Race for the Cure, City Athletic League, and Area Hospitals.

Field Operations - responds to over 50,000 incidents annually that include all fires, medical emergencies, confined space and high angle rescues, hazardous material emergencies, water (dive) rescues, flooding emergencies and any homeland security concerns. They monitor the fire ground for safety concerns; maintain and investigate internal affair files; investigate and review firefighter injuries, oversee our limited duty policy that manages on the job and off the job long-term injuries and illnesses, publish annual report and bi-monthly newsletter. The bureau interacts with the city departments of Law, Human Resources and Police.

Fire Prevention Bureau (FPB) – inspection of buildings, structures, and premises for fire hazards and the enforcement of the Fire Prevention Codes; distribution of smoke detectors; repository for all fire reports; fire investigation; public education of fire safety especially with the young and elderly; review plans for new buildings and alterations to existing buildings for code compliance; part of the permit issuing process. Inspects buildings that require annual permits, educational and institutional (day care, nursing homes, hospitals) occupancies. This bureau interacts with the following city departments and governmental agencies: Building Inspection, Plan Commission, Water Department, Traffic Engineering, Health Department, Lucas County Building Regulations, State of Ohio Industrial Commission and Fire Marshal.

City of Toledo

2013 Proposed Operating Budget

Toledo Fire and Rescue Department

Maintenance Bureau - responsible for the repair and maintenance of all department vehicles, apparatus, tools, and equipment; tests for safety, performance and reliability of all department equipment; writes specifications and evaluates all new apparatus and equipment; distributes tools and equipment to all fire stations; maintains, distributes and inventories all safety clothing worn by the firefighters. Works hand-in-hand with the city's Fleet Department on repair and maintenance fire vehicles.

Special Operations Bureau – responsible for the department's preparedness and ability to recognize and respond appropriately to traditional and non-traditional threats within our community; oversee specialized training in confined space rescue, high angle rope rescue, water rescue, dive rescue, and vehicle accident extrication; regional coordinator of the Northwest Ohio Urban Search and Rescue (USAR); involved in the following grants: Urban Area Security Initiative, Metropolitan Medical Response System (MMRS), Regional Medical Response System (RMRS), and State Homeland Security; coordinates RMRS & MMRS steering committees; leadership positions with Ohio Medical Technical Advisory Committee, Ohio Haz Mat/Decon Technical Advisory Committee, Ohio USAR Technical Advisory Committee. This bureau interacts with the Police Department, Ohio Emergency Management Agency (OEMA), Lucas County Emergency Management Agency (LCEMA) as well as nearly all of the top management of all city departments and city administration. Coordinate mutual aid agreements with 22 surrounding communities.

Training Bureau – provides fire training for new recruits, coordinates and provides regular continuing fire training for all firefighters, provide re-entry training for firefighters who have been off work or away from regular fire duties for more than 6 months, provides initial EMT-B training for all members of the department, provide refresher training for all EMT-B's, provide CPR training for all members, develop and update department training manual, provides the department's testing and evaluations of tools and equipment. This bureau works out of 2 training centers, one located across from the Airport and a newer facility on the campus of Owens Community College; provides training on Self-Contained Breathing Apparatus (SCBA) with the Sewer and Police departments as well as the Lucas County Sheriff's Office. They interact with the Ohio Fire Academy through the State Fire Marshal's office.



City of Toledo

2013 Proposed Operating Budget

Toledo Fire and Rescue Department



Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	32,732,637	35,030,724	34,013,235	35,549,212
Overtime	3,139,081	4,663,666	2,000,000	2,000,000
Severance	1,199,199	1,835,687	1,310,607	1,370,982
Pension	10,904,727	11,628,959	10,130,677	9,566,383
Employment Taxes and Medical	8,268,731	8,700,967	8,016,664	8,386,603
Other Personnel Expenses	252,852	498,606	530,250	489,316
Supplies	465,450	803,164	612,289	815,732
Services	2,807,420	3,977,087	3,866,276	3,524,189
Capital Outlay	872,568	587,342	0	0
Other Non-Personnel Expenses	0	1,125,828	1,109,500	1,195,930
Grand Total	60,642,665	68,852,029	61,589,497	62,898,346

City of Toledo

2013 Proposed Operating Budget

Toledo Fire and Rescue Department



Run Volume	2008	2009	2010	2011
Structure Fires	1154	1225	1284	1222
Vehicle Fires	432	419	383	368
Other Fires	534	492	472	477
TOTAL Fires	2,120	2,136	2,139	2,067
Overpressure Rupture, Explosion, Overheat (with No Fire)	44	31	25	18
Rescue Calls	16	17	19	14
Hazardous Condition	930	698	731	1165
Service Call	457	463	398	370
Good Intent Call	1404	1283	1412	1328
False Calls	2587	2285	2393	2251
Severe Weather Calls	23	5	9	10
Other Situations	113	82	88	92
Total Fire Calls	5574	4864	5075	5248
Total NFIRS completed	7,694	7,000	7,214	7,315
E.M.S. Runs	42,812	42,639	44,984	47,012
GRAND TOTAL	50,506	49,639	52,198	54,327

City of Toledo

2013 Proposed Operating Budget

Toledo Fire and Rescue Department

Every two years the Fire and Rescue Department performs recruiting in anticipation of a new fire class test. The proposed 2013 class will be hired off the current eligibility list, which expires in September 2013. There will be a period of time in 2013 that there will not be a valid Firefighter eligibility list. Because of this, the department will budget for, and conduct a Firefighter test in 2014.

The TFRD's 2013 budgeted FTE's reflect hiring a Fire class of 30 in July. This request is directed toward the long term goal of maintaining a 103 minimum staffing level per day.



Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Account Clerk	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00
Communications Operator	14.50	14.00	15.00
Communications Technician	1.00	1.00	1.00
Director-Public Services	1.00	1.00	1.00
Fire - Administrative Assistant - Secretary	1.00	1.00	1.00
Fire - Maintenance Bureau		1.00	1.00
Fire Battalion Chief	15.00	8.50	8.00
Fire Battalion Chief (Medic)		4.00	5.00
Fire Captain	34.00	18.50	18.00
Fire Captain (Medic)		13.00	14.00
Fire Deputy Chief	3.00	4.00	4.00
Fire Fighter		246.43	277.67
Fire Fighter/Paramedic	387.50	118.50	109.00
Fire Inspector	7.00	6.00	7.00
Fire Lieutenant	86.00	53.50	55.50
Fire Lieutenant (Medic)		23.50	29.00
FPB Bureau Supervisor			1.00
Intermediate Account Clerk	1.00	1.00	1.00
Secretary 2	1.00	1.00	2.00
Secretary 3	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00
Trades Mechanic			2.00
Training Bureau Supervisor (Medic)		1.00	
Grand Total	556.00	520.93	556.17

City of Toledo

2013 Proposed Operating Budget

Toledo Fire and Rescue Department

The 2013 budget accounts for the reduction of positions due to anticipated retirements. This reduction of employees will be offset by the hiring of a new class. It is anticipated that by the end of 2013, 18 retirements will have occurred and the hiring of a new class of 30 firefighters will be complete. The schedule below reflects anticipated TFRD staffing by the end of 2013.

JOB TITLE	ACTUAL STAFFING
DEPUTY CHIEF (1 medic)	4
ADM. ASSIST	1
BATTALION CHIEF (4 medic)	14
MAINT. OFF.	1
FPB BUREAU SUPERVISOR	1
CAPTAIN (14 medics)	34
LIEUTENANT (26 medics)	86
PARAMEDIC	111
FIRE PRIVATE	222
FIRE CLASS (to be hired 12/3/12)	40
FIRE CLASS (to be hired 7/1/13)	30
ANTICIPATED RETIREMENTS (12/31/13)	-18
Total Uniform	526
FIRE INSPECTORS	7
FIRE DISPATCHERS	15
INTERMEDIATE CLERK	0
SR. SECRETARY 3	1
SECRETARY 2	2
ACCOUNT CLERK	1
SENIOR ACCOUNT CLERK	1
INT. ACCT. CLERK	1
ADM. SPECIALIST	1
ADM. TECH	0
COMMUN. TECHNICIANS	1
SUPERVISOR INSTRU.	0
CHIEF (Director)	1
Total Civilian	31
Total Fire and Rescue Department	557

City of Toledo

2013 Proposed Operating Budget

Toledo Fire and Rescue Department - Revenue

The largest source of revenue for Toledo Fire and Rescue is for the ambulance services. Any time a BLS (ambulance) is used to transport an individual, TFRD receives payment for that service. In addition, any time paramedics in an EMS/ALS (ambulance) are sent on a run, the department receives a reimbursement from the County in the form of revenue for services.

Another large source of revenue is generated from licenses and permits issued by the department for fire prevention type inspections. Each time the department inspects a building for fire safety, or issues a license or permit, a fee is associated with the service. When the department is awarded a grant, this is itemized in their budget as a form of revenue.

Revenue Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Charges for Services	5,360,188	6,501,470	7,071,667	6,728,667
Licenses and Permits	289,045	328,206	319,940	300,140
Other Revenue	1,602,329	237,463	228,000	2,000
Grants	453,818	725,635	0	0
Operating Transfers*	0	21,031	0	0
Grand Total	7,705,381	7,813,806	7,619,607	7,030,807

*Operating Transfers include the Sale of Assets

City of Toledo

2013 Proposed Operating Budget

Department of Inspection

Mission Statement

The City of Toledo's Department of Inspection is a State-certified building inspection department enforcing the building and zoning codes of the State of Ohio and the City of Toledo to ensure the health and safety of the structures in which the public occupies. The department's goal is to provide professional and efficient service to citizen while processing permits, reviewing plans, performing inspections or issuing certificates of occupancy. The department recognizes the integral role it plays in the economic vitality of the city, its neighborhoods and the community at large.

Department of Inspection Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	2,292,488	2,807,233	2,877,594	2,232,322
Capital Improvements	7,622	84	146	0
Grants	2,813,245	2,318,438	1,199,636	808,023
Internal Service	0	40,271	0	0
Other Governmental	9,617	11,329	11,540	11,437
Sewer	11,167	11,348	12,271	11,117
Other Enterprise	55,524	55,932	56,089	51,152
Grand Total	5,189,664	5,244,635	4,157,276	3,114,051

City of Toledo

2013 Proposed Operating Budget

Department of Inspection

Department of Inspection Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	2,007,833	1,920,560	2,064,871	1,859,445
Overtime	34,578	68,371	24,280	19,846
Severance	0	175,747	82,832	0
Pension	424,100	433,528	387,574	308,974
Employment Taxes and Medical	549,298	711,150	613,609	571,410
Other Personnel Expenses	5,427	5,449	3,150	2,701
Supplies	35,413	36,463	30,406	64,293
Services	2,078,032	1,593,499	925,977	287,357
Capital Outlay	0	278,953	0	0
Other Non-Personnel Expenses	54,983	20,916	24,577	25
Grand Total	5,189,664	5,244,635	4,157,276	3,114,051

The Department of Inspection is responsible for issuing and tracking 45 types of permits (approvals) identified in Toledo Municipal Code Part 13, as well as permits and fees for other city departments, such as Plan Commission, Fire and Rescue, Transportation and the Department of Public Utilities (water and sewers tap fees). The department is actively involved in the city's accelerated demolition program in conjunction with Lucas County Land Bank.

City of Toledo

2013 Proposed Operating Budget

Department of Inspection

Revenue Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Charges for Services	(2,735,728)	40,094	100,000	100,000
Licenses and Permits	1,848,873	1,750,810	1,562,591	1,748,853
Investment Earnings	0	0	0	0
Other Revenue	964,790	195,550	37,000	35,416
Other Financing Sources	0	0	0	0
Grants	3,258,163	528,864	0	0
Operating Transfers	0	348,407	25,000	0
Grand Total	3,336,099	2,863,725	1,724,591	1,884,269

The department collects revenue through the issuance of licenses and permits and fines from code violations.

City of Toledo

2013 Proposed Operating Budget

Division of Building Inspection

In 2013, the Division of Building Inspection will continue its effort to increase public awareness of building inspection requirements. In 2012, the division created and distributed the public service pieces, “When Permits Are Required” and “Selecting a Contractor” to assist citizens with their inspection needs. In 2013, new services such as electronic plan submission and plan review will be implemented.

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	1,056,410	1,130,152	1,137,302	1,003,482
Overtime	23,334	61,835	19,846	19,846
Severance	0	148,155	8,366	0
Pension	221,897	253,965	216,144	166,531
Employment Taxes and Medical	283,066	379,538	322,223	298,250
Other Personnel Expenses	2,250	4,072	1,800	2,250
Supplies	14,527	17,400	20,497	34,799
Services	244,564	217,603	264,104	254,380
Other Non-Personnel Expenses	(111)	0	25	25
Grand Total	1,845,938	2,212,721	1,990,307	1,779,563

	Applications	Plan Reviews	Inspections
2009	15,543	382	12,182
2010	18,194	483	11,704
2011	18,658	958	11,740
2012	16,451	1,130	10,815

In 2012 the Division of Building Inspection processed over 28,000 applications, plan reviews and inspections.

City of Toledo

2013 Proposed Operating Budget

Division of Building Inspection

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Specialist	1.00	1.00	0.00
Building Inspector	3.00	2.00	2.00
Chief Building Inspector	1.00	0.00	0.00
Chief Electrical Inspector	1.00	1.00	1.00
Chief Plumbing Inspector	1.00	1.00	1.00
Commissioner - Public Services	1.00	0.00	0.00
Director - Public Services	1.00	1.00	0.50
Electrical Inspector	3.00	3.00	3.00
Heating Inspector	2.00	2.00	1.75
Intermediate Account Clerk	1.00	1.00	0.00
Intermediate Clerk	3.66	3.00	0.00
Manager - Public Services	0.00	1.00	1.00
Manager-Administrative Services	1.00	0.00	0.00
Permit Technician	3.00	3.00	3.00
Plans Examiner	2.00	2.00	2.00
Plumbing Inspector	1.00	1.00	1.00
Secretary 3	0.00	0.00	1.00
Senior Clerk	0.00	0.00	2.00
Grand Total	25.67	22.00	19.25

Building Inspection personnel are responsible for:

- Issuing licenses to registered contractors, journeyman and apprentice tradesmen.
- Accepts construction documents for review and disbursement these to other city departments as appropriate
- Inspecting new and rehabilitated industrial, commercial and residential construction
- Administers the city's floodplain policies
- Investigating complaints of illegal and unauthorized work
- Working with Toledo Police and Fire to inspect complaints of building and zoning code issues
- Administering the Boards of Control for construction trades and home remodelers, the Board of Zoning Appeals and Board of Building Appeals.

City of Toledo

2013 Proposed Operating Budget

Division of Code Enforcement

Mission Statement

The City of Toledo's Division of Code Enforcement enforces the property maintenance and zoning codes of the City of Toledo and by referenced authority, the International Code Council. The division's goal is to bring properties into compliance with these uniform standards of health and safety by regulating the properties and structures the public occupies while also eliminating nuisances or removing blight, particularly in low and moderate income neighborhoods. The division's presence is felt in the community as it interacts daily with the public while responding to citizen concerns. Code Enforcement plays an important role in sustaining the viability of the city's neighborhoods and stabilizing property values in the community.

Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	530,396	676,987	1,064,331	526,465
Grants	85	2,314,656	1,102,638	808,023
Internal Service	2,813,245	40,271	0	0
Grand Total	3,343,726	3,031,914	2,166,969	1,334,488

The Division of Code Enforcement is responsible for inspecting complaints generated by the Administration, City Council, citizens, and neighborhood organizations, and to assist in the abatement of general nuisances. The focus of nuisance abatement is: property maintenance, building violations, zoning infractions, and health code violations. The division also takes a proactive approach to property maintenance by being a constant presence in neighborhoods, being accessible to citizens, and through the Sweeps initiative, a program where homeowners are notified of potential violations.

City of Toledo

2013 Proposed Operating Budget

Division of Code Enforcement

Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	951,423	790,408	927,569	855,963
Overtime	11,244	6,535	4,434	0
Severance	0	27,592	74,466	0
Pension	202,203	179,563	171,430	142,443
Employment Taxes and Medical	266,232	331,612	291,386	273,160
Other Personnel Expenses	3,177	1,377	1,350	451
Supplies	20,886	19,063	9,909	29,494
Services	1,833,468	1,375,896	661,873	32,977
Capital Outlay	0	278,953	0	0
Other Non-Personnel Expenses	55,093	20,916	24,552	0
Grand Total	3,343,726	3,031,914	2,166,969	1,334,488

A major initiative for the division in 2013 is its work with the Lucas County Land Bank for an expanded demolition program. In July of 2012, the Land Bank was awarded a grant from the Ohio Attorney General for the purpose of demolishing vacant and abandoned residential properties throughout Lucas County. The Land Bank has partnered closely with the City of Toledo's Division of Code Enforcement and the Division of Streets, Bridges and Harbor to return vacant and abandoned properties to productive use.

This program anticipates demolishing 900 structures throughout Lucas County by the end of 2013.

City of Toledo

2013 Proposed Operating Budget

Division of Code Enforcement

Budgeted FTE History

	2011 Budget	2012 Budget	2013 Proposed
Administrative Analyst 3			1.00
Chief General Inspector	1.00	0.50	
Clerk/Non-Typist	1.00		
Collector	1.00		
Director-Public Services		0.50	0.50
General Inspector	10.00	10.50	
Intermediate Clerk	3.00	4.00	2.00
Manager-Administrative Services	1.00	2.00	2.00
Property Maintenance & Zoning Inspector			9.51
Secretary 2	1.00	1.00	
Secretary 3			1.00
Senior Clerk	1.00	1.00	1.00
Supervisor-Enforcement Support Staff	1.00	1.00	1.00
Supervisor-Recreation	2.00		
Grand Total	22.00	20.50	18.01

Employees in Code Enforcement inspect and investigate areas to insure compliance with pertinent city codes, rules and regulations. General Inspectors perform field inspections on a routine or complaint basis and determine appropriate action when violations exist. In 2012, there were 16,685 inspections performed by the General Inspectors in this division. In addition, there were 13,785 orders issued (including unfits, Notice of Liabilities, and court inspection), 5,530 Notice of Liability fines issued and 308 housing unit demolitions completed in 287 structures.

City of Toledo

2013 Proposed Operating Budget

Non Departmental

Non-departmental expenditures represent costs not allocated to a specific city division. These include operating transfers to CIP, utility payments for city owned buildings, street lighting costs, and building and space rental.

Non-Departmental Expenditure Summary by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
General Fund	37,590,632	40,705,814	49,152,754	50,597,910
Special Assessments	3,092,537	3,394,390	3,474,719	3,850,000
Capital Improvements	0	3,641,000	0	0
Internal Service	0	(56,000)	0	0
Other Governmental	267,130	288,310	290,000	310,000
Water	0	796,000	0	0
Sewer	0	(800,000)	0	0
Other Enterprise	0	9,097,000	0	0
Grand Total	40,950,299	57,066,514	52,917,473	54,757,910

Non-Departmental Expenditure Summary by Category

	2010 Actual	2011 Actual	2012 Budget	2013 Proposed
Base Salaries and Wages	0	(321,608)	17,910	(70,000)
Employment Taxes and Medical	181,610	0	0	160,000
Supplies	0	68,000	0	0
Services	9,206,371	1,997,110	18,859,296	18,596,812
Other Non-Personnel Expenses	31,562,319	55,323,013	34,040,267	36,071,098
Grand Total	40,950,299	57,066,514	52,917,473	54,757,910