City of Tallmadge
2003 Capital and Operating Budget
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THE CITY OF TALLMADGE OHIO

Budget Message

With another year of lower income tax receipts and tighter budgets, the City Administration was forced to look to other sources for new income. The buzzword for several months was "admissions tax". This new tax would have allowed the city to tax individuals who paid admission into events such as fairs, circus' and adult entertainment facilities. After much discussion it was recommended for rejection by the administration because it would also have taxed events such as roller-skating and other youth-oriented events.

We did exceed revenue expectations at Maca Park and for the first time in the park's history, broke even. Revenues for rental of the Community Center exceeded estimates by nearly 55%. All in all, with income tax down by just over -1.5%, we were able to end the year at just under -1% growth in revenue. On the positive side, the General Fund ended the year at $1,953,000; this is $200,000 more than we had anticipated. With the additional revenue from the General Fund, we were able to adjust the 2003 budget in order to build up some reserves. This move has put the 2003 budget on very good footing.

In January of 2002 there was only one major dine-in restaurant in the City and it was not doing that well. With the adoption of the alcohol issue in November, there was much discussion about new restaurants and which would be the first new one to open. On July 8th at 10:40 a.m. the first drinks in Tallmadge were served at Delanie's Neighborhood Grill. Since that time, another new restaurant has begun construction, two more are in the planning stages and Donatos' Pizzeria on South Avenue has requested a liquor license for 2003. What was once a dead market in the City may blossom and create many new jobs.

In February we announced our hope to build a Recreation Center. For the next several months, we dedicated the majority of our time to planning. We were able to secure a lease from the School Board for the land, hire a local architect to prepare plans and raise over $1,200,000 in donated pledges for the project. We are anticipating that by April of this year, the City will embark on one of the largest construction projects it has ever undertaken. The new Center will not only fill a huge recreational void in the City, but will also set Tallmadge apart from the other communities around us.

In mid-October after several years of discussion, the City began to look at the proposed Brimfield-Tallmadge JEDD agreement as a positive plan that might actually happen. The designated area of the JEDD includes nearly two thirds of Brimfield Township. The process for completing the JEDD includes the circulation of majority petitions in order for businesses to receive benefits. Officials from both Brimfield and Tallmadge are optimistic that this newly created joint venture will bring financial relief to both communities.

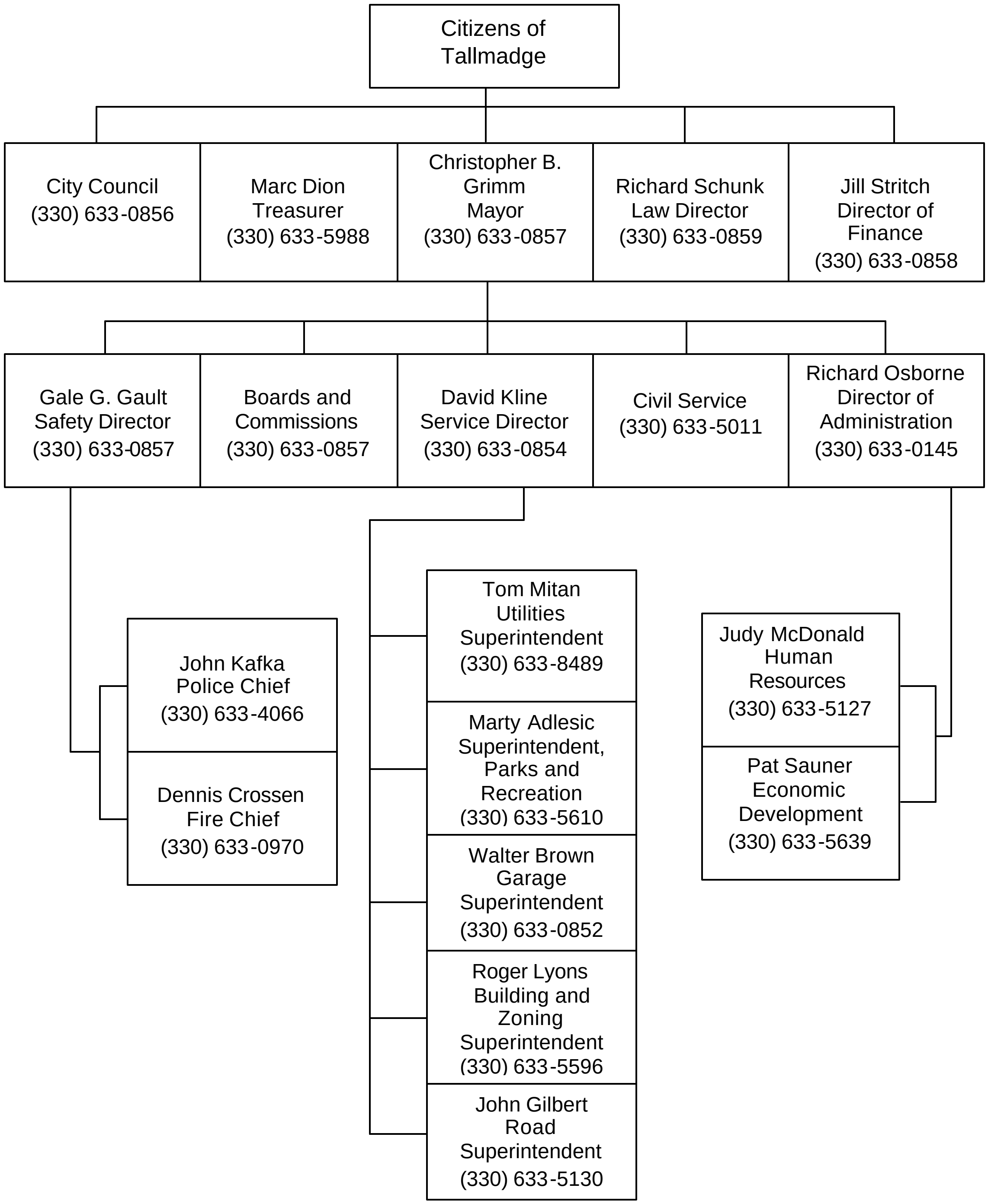
The City had two major businesses close during 2002, Tri-Star International and the Norton Company. Both companies had been downsizing for a while so when the actual closing occurred, the impact wasn't as bad as expected. The buildings have approximately 60,000 square feet of floor space. In today's downturn economy they should be hard to fill, but fortunately, the Tri Star building has been subdivided and is fully occupied and there is quite a lot of interest in the Norton building.

We anticipate some moderate growth in industry outside of the JEDD in 2003. We have two potential developments in the planning stage and one at the point of applying to the Planning Commission. These projects as well as the potential developments at both the Bumpas and Wally Waffle properties could result in a very progressive year for the City.

All in all, the entire city is in good financial shape. Commercial and industrial development is underway, the 2003 budget is in solid shape, and the City is beginning the year with over $1.9 million in the General Fund. Operational spending for the City has been reduced drastically in the past three years, but services have never been cut. Add to all this the fact that the Recreation Center will be built with 20% of its funding secured through private donations and you would realize that for a community trying to deal with local income tax losses, state government fund losses and a country-wide recession, Tallmadge is doing extremely well!

Christopher B. Grimm
Mayor

City of Tallmadge Organization Chart



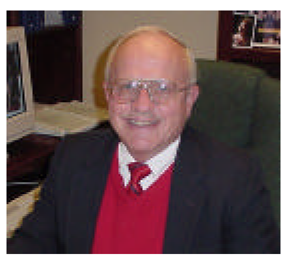
Elected Officials of the City of Tallmadge

Administration

Mayor – Christopher B. Grimm

Director of Law – Richard A. Schunk

Director of Finance – Jill M. Stritch



Treasurer – Marc Dion

Council

President of Council – Jerry Feeman – At-large

Council Member – Linda Poinar – First Ward

Council Member – Dennis Thompson – Second Ward

Council Member – Peter DeAngelis – Third Ward

Council Member – John D. Rensel – Fourth Ward

Council Member – Jack Sarver – At-large

Council Member – Eugene Stalnaker – At-large

How to Read the Budget

The 2003 budget is designed to provide a considerable amount of information about the financial condition of the city and its budgetary plan for the coming year. Because there is so much information, it may discourage the average reader who does not know where to look for desired information. For this reason, we have included this section to help guide you through the budget and help you find the information that you want to see.

The Budget Message

This message is used by the Mayor to tell Council and the community what he feels is important in the budget document. It often addresses what is new in this year's budget versus last year's budget. It discusses administrative priorities and provides the general theme for the budget.

Frequently Asked Questions

Many of the questions we receive from concerned citizens, practitioners, and elected officials are contained in the section "Frequently Asked Question about the City Budget". This is a good first place to start for general information about the budget. Each section begins with a question (printed in bold) followed by a brief answer. You may also be directed to another area in the budget where more information is available.

The Budget Process

This section provides information about how the budget is put together. It identifies and describes all the budget 'actors' and their roles as well as the six phases of the budget process.

2003 Budget Summary

In this part of the budget, you can find broad information about the major revenue sources upon which the city relies. The appropriations are also summarized by fund. If you are interested in whether a particular fund meets its minimum fund balance requirements, you need to look in this section. This section also contains a listing of all planned capital projects and tells you the fund or department where you can find more detailed information about the project.

Financial Policy Summary

Most people will look at this section to view the "Debt Statistics for Fiscal Year 2003." These show how the city complies with the Debt Policy. The financial policies are included because they explain the limitations placed upon the administration and Council when they prepare or approve the budget.

The General Fund (and other fund sections)

These sections provide brief summaries of each department's accomplishments for 2002 and objectives for 2003. They also provide the basic numbers of the budget and performance indicators. These sections are the place to find out how much each department is requesting and what it plans to do with its appropriation. The budgets for each department are broken down into the line items from which they can spend money.

2003 Appropriation Ordinance

This is a copy of the ordinance that is approved by council to appropriate all the money needed in the budget. It will tell you how much each program receives and the total appropriations from each fund. This is the fastest place to find out general information about how much money is being spent and by which departments.

Notes on the 2003 Operating and Capital Budget

This section provides additional information about specifics in the budget. It provides the particular types of purchases that can be made out of each line item. It's a good section to look at briefly before looking at the various fund sections because it will help you understand what the departments are doing with the money they are requesting.

Glossary

When you come across a term that you do not understand, this section will help you. It includes definitions of most of the terms and acronyms used in the budget.

Frequently Asked Questions about the City Budget

What is a budget and how does the city use it?

The budget document is a one-year plan of what the City of Tallmadge intends to do with the tax dollars it receives. The budget tells the reader what services we plan to provide, how much those services will cost and where the money is coming from to pay for them. It is much more than a set of numbers that only an accountant can understand. The budget briefly describes each department and talks about its goals and objectives for the coming year, and its accomplishments for the current year. The budget is used to prepare the annual appropriation ordinance, which actually establishes how the city will spend its money. Once the appropriation ordinance is adopted, it limits how much money each department can spend during the coming year. The budget is adopted when Council adopts the appropriation ordinance. The appropriations provide the money needed to complete the plans outlined in the budget document.

The budget process consists of activities that encompass the development, implementation, and evaluation of the plan established by the budget. The budget process continues even after the budget is adopted. The City continues to monitor how each department is progressing toward its goals and whether it is staying within the spending limits established in the budget. The mission of the budget process is to help decision makers make informed choices about the provision of services and capital assets and to promote the community's participation in the process.

What happens if the budget is not adopted?

If Council decides that it does not like the budget submitted by the Mayor it has the option of not adopting the appropriation ordinance. When this happens there is no money available to implement the plans established in the budget document. In this case, the city would be forced to shut down until the Council can adopt an appropriation ordinance. To avoid this drastic outcome, Council adopts a temporary appropriation to permit the government to continue to function while negotiations continue. The temporary appropriation prevents the administration from effectively implementing the plan as presented in the budget but allows each department to continue to operate and provide basic services.

Can the city deviate from the budget?

Yes. However, no department can spend more than Council appropriates it. If a department changes its priorities or suffers an unexpected increase in costs, it can go back to Council and ask for more money. This process is known as a reappropriation. Essentially, when a reappropriation is granted, Council agrees to increase the appropriation contained in the budget so the department can continue to operate. If a reappropriation is not granted, the department head is faced with the tough decision of deciding what must be cut from the department's operating expenses. Minor reappropriation is usually approved by Council to avoid disrupting the department's operations, but even Council is constrained by the amount of money available.

Where does the money come from?

Local taxes are the major source of revenue for the city. These include the 2% income tax and property taxes. The income tax is collected from anyone employed in the city, businesses located in the city, and residents who are taxed less than 2% in the city where they work. However, because of the 100% credit we give for taxes paid to another municipality, many Tallmadge residents don't pay any income tax to the city! In 2003, we expect the income tax to produce approximately $6.8 million. Every property owner in the city pays property taxes. They are collected by the county and distributed back to the city. In 2003, we expect to receive almost $2.3 million in property taxes and Local Government Funds.

Another big source of revenue for the city is the utility charges for water and sewer services. The city receives more than $4.4 million from water and sewer charges. These charges are billed to anyone who uses the services provided.

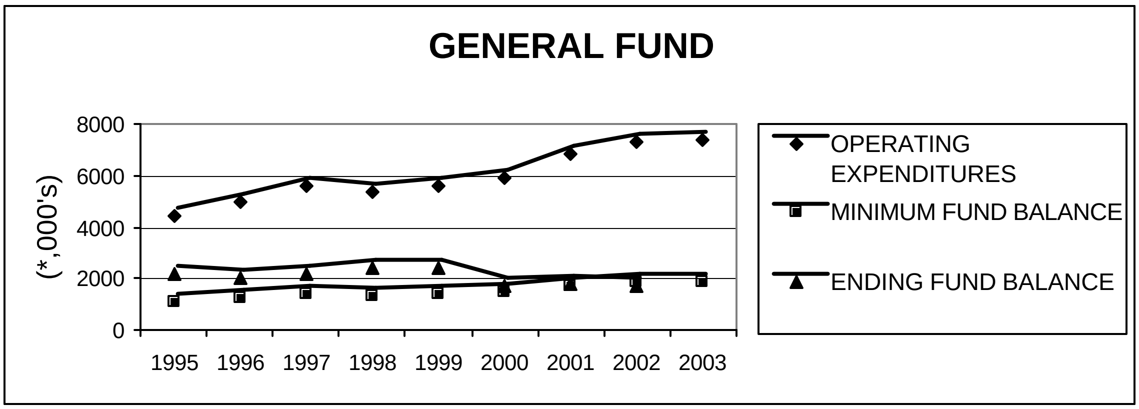
The city also receives money from several other sources. Some taxes are shared with other levels of government. These shared revenues will bring in around $936,000 in 2003. Another more minor revenue category includes fees and permits. This source is comprised of the fees charged for various services like Maca Aquatic Center passes as well as those charged for inspections and permits.

The city also receives various state and federal grants. The most common grant sources include State Issue 2 funding for infrastructure projects and Community Development Block Grant funding for projects that affect low to moderate-income families.

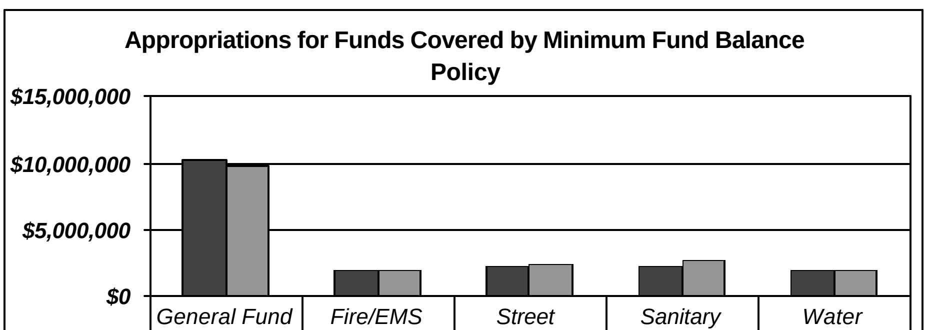
For more information about the city's revenue sources see the 2003 BUDGET SUMMARY.

How does this budget compare to last year's budget?

The following graphs show a comparison of the 2003 budget to the total 2002 appropriations as of September 30, 2002.

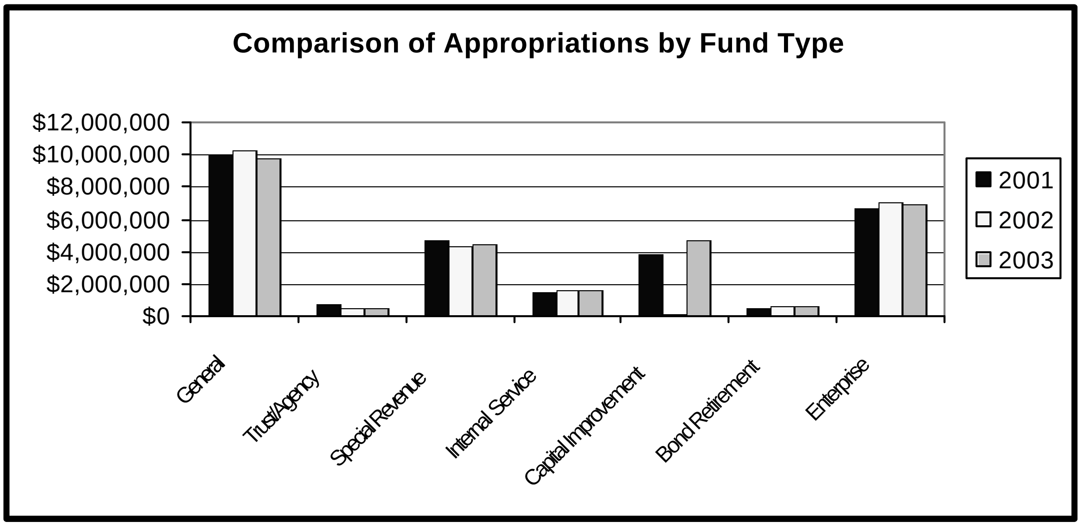


Great effort was made this year to keep spending to a minimum. The decrease in the General and Fire/EMS funds was due to a fiscally conservative approach to budgeting.



	General Fund	Fire/EMS	Street	Sanitary	Water
2002	$10,295,250	$1,938,800	$2,220,250	$2,235,400	$1,903,400
2003	$9,851,196	$1,885,300	$2,319,789	$2,667,004	$1,889,444

A final graph compares the grand total appropriations for 2001, 2002 and 2003. The increases and decreases in appropriations by the types of funds are apparent. We have attempted to hold the line or cut back in all areas due to the continuation of declining revenues from income tax.



Is the city living within its means?

Yes. The City of Tallmadge has developed several policies to ensure that it continues to live within its means. First, the city developed a Debt Policy that restricts the amount of debt the city can issue. The limits set by the city's policy are more stringent than state standards and are aimed at preventing future debt related problems.

The city has a Minimum Fund Balance Policy. This policy ensures that major funds will maintain a reasonable reserve for future operations in case of natural disaster or loss of income. This policy ensures that the city will be able to continue to provide the services the community expects and deserves while a solution to any unforeseen crisis is implemented.

For more information about the city's financial policies see the FINANCIAL POLICY SUMMARY.

How much debt does the city have?

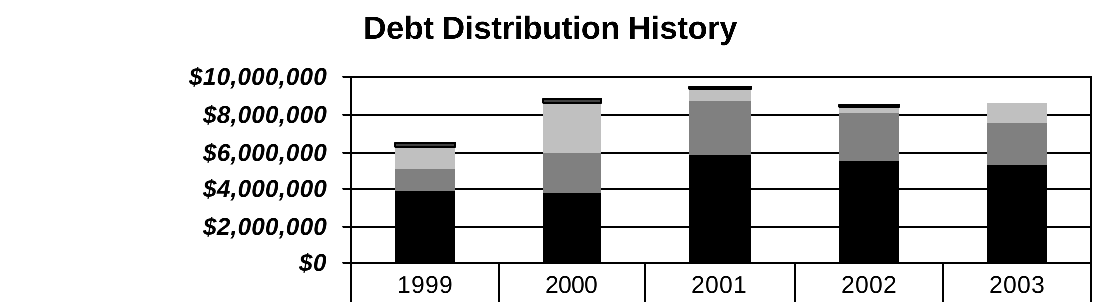
The following chart shows the Schedule of Indebtedness for 2003. It shows all of the debt currently owed by the city as of January 1, 2003, and that which the city plans to issue in 2003. Total Debt is expected to slightly increase in 2003.

Schedule of Indebtedness

YEAR 2003 SCHEDULE OF INDEBTEDNESS

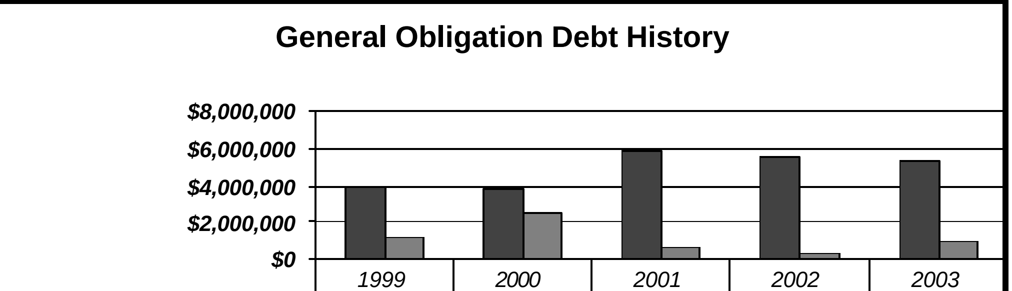
DESCRIPTION	INT. RATE	PRINCIPAL OUTSTANDING JAN. 1, 2003	PRINCIPAL ISSUED DURING YEAR	PRINCIPAL RETIRED DURING YEAR	PRINCIPAL OUTSTANDING DEC. 31, 2003
GENERAL OBLIGATION BONDS					
Tallmadge Woods	6.39	$409,000	$0	$40,000	$369,000
Concrete Street Improvement	6.54	$965,000	$0	$50,000	$915,000
Storm Water Improvement	5.12	$2,080,000	$0	$90,000	$1,990,000
City Building Renovation	4.73	$2,125,000	$0	$75,000	$2,050,000
Total General Obligation Bonds		**$5,579,000**	**$0**	**$255,000**	**$5,324,000**
SPECIAL ASSESSMENT BONDS					
SW San. Sewer & Water	6.39	$241,000	$0	$25,000	$216,000
NE/Martindale Water	4.41	$40,000	$0	$40,000	$0
NW Quad Sanitary Sewer	5.86	$360,000	$0	$15,000	$345,000
Ernest Drive Water	4.56	$185,000	$0	$25,000	$160,000
West Avenue	6.00	$1,010,000	$0	$30,000	$980,000
Elm/Ferg Waterline	4.73	$395,000	$0	$40,000	$355,000
Parker Lane Waterline	4.73	$230,000	$0	$20,000	$210,000
Total Special Assessment Bonds		**$2,461,000**	**$0**	**$195,000**	**$2,266,000**
GENERAL OBLIGATION NOTES					
Recreation Center		$0	$1,000,000	$0	$1,000,000
Total General Obligation Notes		**$0**	**$1,000,000**	**$0**	**$1,000,000**
GENERAL OBLIGATION CAPITAL LEASE					
Engine 2000		$66,668	$0	$66,668	$0
Street Sweeper		$50,611	$0	$22,919	$27,692
Total General Obligation Capital Lease		**$117,279**	**$0**	**$89,587**	**$27,692**
GRAND TOTAL		$8,157,279	$1,000,000	$539,587	$8,617,692

The following graph shows the city's debt history and how the debt was distributed by type. In 1999, debt levels declined from the previous year. Other obligations dropped in 1999 due to the decision to pay off the debt on the community center. This was accomplished by trading the library building on South Ave. for the remaining equity in the Community Center. The library has moved to the Community Center. The City anticipated converting the West Avenue notes to special assessment bonds in 1999; as this did not occur, the amount in general obligation notes did not decrease in 1999 as expected. Instead, the West Avenue notes were converted in 2000. However, general obligation notes for the City Building and for two waterlines will replace the West Avenue portion of the general obligation notes. The debt on these waterlines (approximately $1.1 million) was converted to special assessment debt in 2001. General obligation bonds decreased in 2002. General Obligation Bonds decreased again in 2003. These reductions were due to the city making conscious efforts to reduce it's spending in response to a downward trend in Income Tax Revenues.



	1999	2000	2001	2002	2003
Other Obligations	$174,500	$246,062	$129,783	$117,279	$27,692
General Obligation Notes	$1,155,000	$2,611,000	$600,000	$350,000	$1,000,000
Special Assessment Bonds	$1,154,000	$2,191,000	$2,871,000	$2,461,000	$2,266,000
General Obligation Bonds	$3,964,000	$3,799,000	$5,899,000	$5,579,000	$5,324,000

In addition to looking at the city's total debt, it is very important to look at the city's General Obligation Debt. General Obligation Debt is the amount of money the city has pledged to pay back using tax dollars. In other words, the city agrees to use its general taxing powers to ensure that it will repay this debt. Those people being assessed for the project will repay special assessment debt. For example, if a new waterline is placed in front of your house, an assessment to pay for the waterline is added to your property tax. That income is then pledged to repay the debt used to install the waterline.



	1999	*2000*	*2001*	*2002*	*2003*
General Obligation Bonds	*$3,964,000*	*$3,799,000*	*$5,899,000*	*$5,579,000*	*$5,324,000*
General Obligation Notes	*$1,155,000*	*$2,611,000*	*$600,000*	*$350,000*	*$1,000,000*

For more information about the city's debt status see the DEBT POLICY.

How do the city's taxes compare to other communities in Summit and Portage counties?

The city collects a municipal income tax and property tax. The 2% income tax is administered by the city. The county administers the property tax. Total millage for Tallmadge residents is 74.04 mills. Of this, 6.15 mills are used for municipal purposes. The balance goes to the counties, schools and library.

Including Tallmadge, there are 29 municipalities in Summit and Portage counties (see Notes on the 2003 Operating Budget for a complete list). Of those communities, 14, including Tallmadge, have a 2% income tax. Fifteen have an income tax lower than 2%. All of the 29 communities also collect a property tax for municipal purposes. Of those, 15 levy more property taxes for municipal purposes than Tallmadge does.

What are the most expensive departments?

The most expensive department to operate in the city is the police department. Approximately one-third of the city's full-time employees work for the police department. It is one of only two departments that regularly operate on a 24-hour schedule. The other department that operates on a 24-hour schedule is the fire department. The fire department is also one of the most expensive departments to operate.

The second most expensive department is the water department. It is expensive because it purchases all the water used in the city. The department then bills each resident for the amount of water used. The department also has a lot of special equipment including trucks, backhoes and water pipes that escalate the total cost of running the department.

Why are there so many funds and why doesn't the city just move the money to where it's needed rather than worrying about which fund it is in?

Fund accounting was created to protect the taxpayers. Before fund accounting, the government was allowed to tax people for some worthy cause like road maintenance and then spend the revenue on whatever it wanted. Understandably, people became upset when they were paying for good roads but the money was being used for something else. With fund accounting, revenue supports the fund with the purpose for which the voters approved the revenue. For this reason, when the people of Tallmadge voted to adopt a Fire and EMS levy, the money we receive from that levy can only go to pay for Fire and EMS services!

One of the reasons we establish so many funds is because we have many revenue sources that are designated for specific purposes. In addition, some projects are so large that we need to establish a fund to accurately track how much the project costs and make sure we don't spend more than Council has approved for the project. As a general rule, however, the city tries to keep the number of funds to a minimum. Therefore, when a project is completed or discontinued, we will eliminate the fund, if we can, so the money is available for other uses.

What is the difference between the Alternative Tax Budget, the "Budget" and the Appropriation Ordinance?

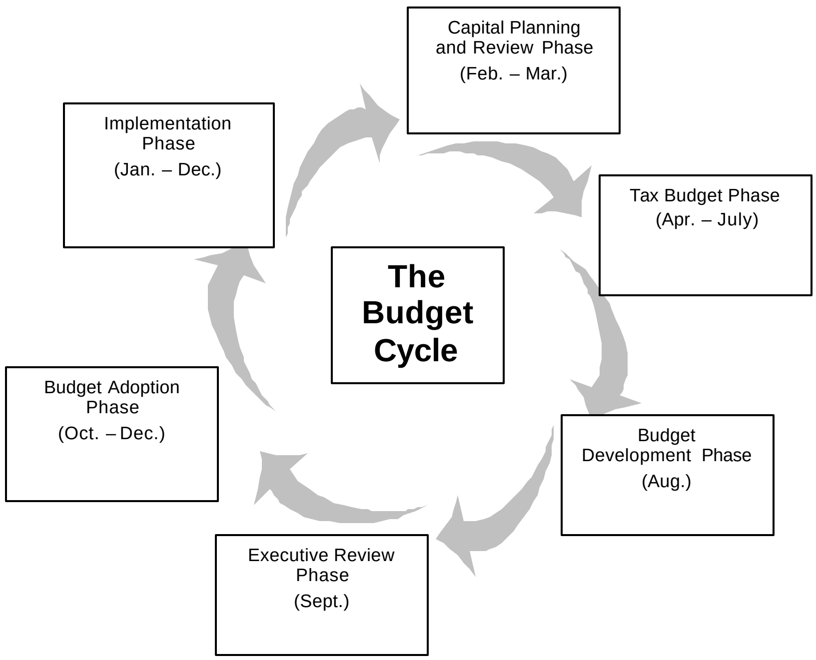
The Alternative Tax Budget is prepared in the spring of each year and is submitted to the county budget commissions by the end of July. It serves as the legal justification for the tax levies being collected by the City of Tallmadge. It does not appropriate any money. The revenue figures used in the Alternative Tax Budget are the basis for the revenue figures used in the final budget.

The "Budget" shows the city administration's planned expenditures for the coming year. It justifies the appropriation requests that Council must adopt for the city to continue to function. It also provides valuable background information for Council and the community to understand goals, constraints and challenges facing each department and the city as a whole.

The Appropriation Ordinance is the culmination of the budget effort. It is the document Council adopts to authorize the administration to spend money and implement its plan for the coming year. The Alternative Tax Budget justifies the revenue amounts needed to fund the "Budget," which justifies the appropriations Council adopts in the Appropriation Ordinance.

The Budget Process

The budget process is a key component in developing the city's long and short-term strategic plans. The process helps the city's elected officials make informed choices about the level of services and capital needs to provide. The process of preparing for the next year's budget begins in February of each year. The process consists of six phases that progress from the early planning phases to final implementation. These six phases guide city officials through the important process of establishing broad goals, developing approaches and a budget to achieve these goals, and, finally, evaluating how well the city is achieving those goals.



Budget Roles and Responsibilities

The budget process is the one project that requires the cooperation of all city employees. A successful budget relies upon quality input from department heads and tough funding choices from the council and administration. Actual budget responsibilities specifically include:

- ⇔ *Department Supervisors* – Each department supervisor is responsible for submitting their department objectives for the budget year, their department achievements for the current year and performance measurement information. In addition, they must submit accurate department requests that will fully fund their objectives while staying within overall budget limitations.
- ⇔ *Capital Projects Committee* – This committee includes the Mayor, Director of Finance, Director of Administration, Director of Public Service, Assistant Director of Public Service, Economic Developer and City Engineer. The committee meets to discuss capital project requests and monitors progress on capital projects throughout the year.
- ⇔ *Department of Administration* – This department prepares the budget document for the Mayor. It coordinates the budget process and participates in budget monitoring. All personnel related expenses are calculated by Human Resources, which is part of this department.
- ⇔ *Finance Department* – This department monitors legal compliance with the approved appropriations.

⇔ *Mayor* – The city charter requires the Mayor to prepare and submit a proposed operating and capital needs budget for each fiscal year.

⇔ *Council* – Council approval is required for all appropriations. It reviews the tentative budget proposed by the Mayor and adopts the final appropriation ordinance funding the budget.

Capital Planning and Review Phase

In February, the City begins its budget process by soliciting updates to the Capital Improvement Plan. This document provides a five year horizon of anticipated capital projects. The updates are provided by department supervisors. Once the capital project requests have been received, the current year project proposals are reviewed by the Capital Projects Committee which determines whether funding will be requested in the final budget.

This process is completed prior to preparing the Tax Budget because of the significant impact capital projects have in determining required revenue. The initial listing of capital projects which are included in the Tax Budget are modified as needed in the Executive Review Phase prior to presenting the final budget.

Alternative Tax Budget Phase

The budget process begins in the spring of each year with the development of the Alternative Tax Budget or Legal Budget for the following year. Council prior to July 15th must adopt the Alternative Tax Budget each year. The Alternative Tax Budget is submitted to the county budget commission prior to July 20th each year. The city begins collecting information for this budget in February and March. The final document is prepared in April and submitted to Council at its first meeting in June. Council schedules a public hearing on the document and adopts the Alternative Tax Budget at its first meeting in July. The Clerk of Council then forwards the adopted budget to the Portage County and Summit County Budget Commissions.

The county budget commission certifies the city's revenue projections by September 30. As part of this certification, the city receives the official Certificate of Estimated Resources that states the projected financial resources of each fund. If the city receives more revenue than projected in the Certificate of Estimated Resources it must file for an amended certificate to spend the additional money.

The Alternative Tax Budget does not appropriate any money. It provides the revenue estimates, which impact the final budget presented in the fall.

Budget Development Phase

As the preparation of the Tax Budget draws to an end, the city begins to prepare for the annual appropriation process. A meeting is held with department heads and supervisors in early July to present the budget calendar and explain the process for submitting operating budget requests. The Capital Projects Committee may also submit additional capital budget requests, which were not included in the Alternative Tax Budget, for review.

Executive Review Phase

Operating Budget requests are due by early September. The Mayor and his administrative officers review each department's requests. They ensure that the administration's goals are being met and that the budget requests do not exceed the amount of money available. A final draft budget is prepared for early October and the appropriation ordinance is requested for the second Council meeting in October.

Budget Adoption Phase

Council reviews the budget for the next two months in open work sessions and at its regularly scheduled meetings. During this period, the Administration may recommend additional changes to the budget that take advantage of current information that was not available earlier. Some examples include the addition or loss of outside funding for a specific project that may affect the city's ability to complete the project. In addition, Council has an opportunity to change the budget during this period. A public hearing is held at the first Council meeting in December. The appropriation ordinance is adopted at the same meeting if no objections are stated during the public hearing. A final budget document is then printed and distributed in January of the following year. The budget year begins on January 1 of the following year.

Implementation Phase

The city monitors the budget throughout the budget year. The Capital Projects Committee meets regularly to ensure that substantial progress is being made on all capital projects. The Finance Director and the Director of Administration meet monthly to review operating expenditures. The Director of Administration also monitors departmental performance and completion of stated goals.

The budget may be amended through a reappropriation process. Adjustments to the capital or operating appropriations are recommended as needed and approved by Council. This enables the city to take advantage of situations that were not predicted during the budget process. If Council denies any reappropriation, then the department is required to make adjustments to its planned spending and remain within its original appropriation.

2003 Budget Summary

Budget Requirements and Basis of Accounting

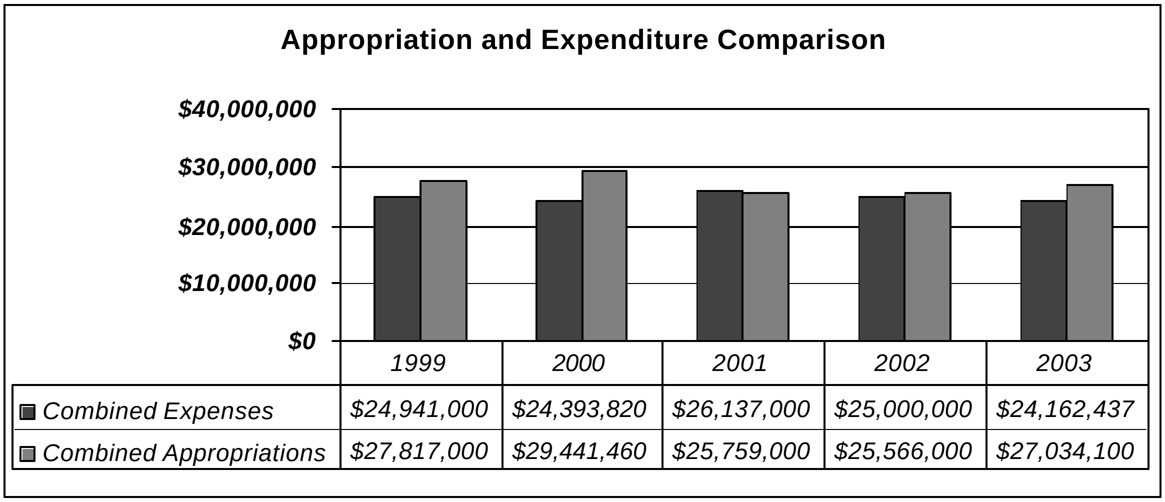
The budget is prepared using a cash and encumbrance basis. For purposes of financial reporting, the figures are converted to accrual or modified accrual basis in order to meet GAAP standards at the time financial reports are prepared. The budget is subject to amendment throughout the year as new information becomes available or program goals and objectives are amended. All approved appropriations must be within the estimated resources certified by the County Budget Commission. If additional resources become available, the city must apply for an amended certificate in order to appropriate these additional funds.

The initial level of budgetary control is established at the program level within the General Fund and at the fund level for most other funds of the City. Departments can set aside portions of their appropriation through encumbrances. These provide a level of control to ensure that no department expends more than it was appropriated.

The beginning fund balances reported in the budget are the projected cash fund balances. We project anticipated revenue on a cash basis, therefore, this only includes money we anticipate receiving in the coming year. The total of the unencumbered fund balance and the anticipated revenues represents the amount of money we anticipate will be available for current appropriations.

Appropriations are based upon those we anticipate for the coming year. Amounts encumbered from the current year are not included in the amount appropriated in this budget since they are reserved from the spending authority granted during the current year. Amounts expended in prior years, where provided, include any money actually spent during the stated year

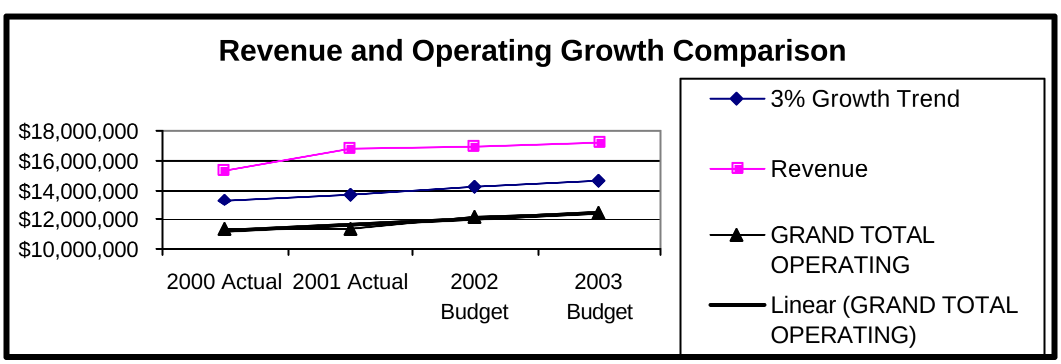
Appropriation and Expenditure History



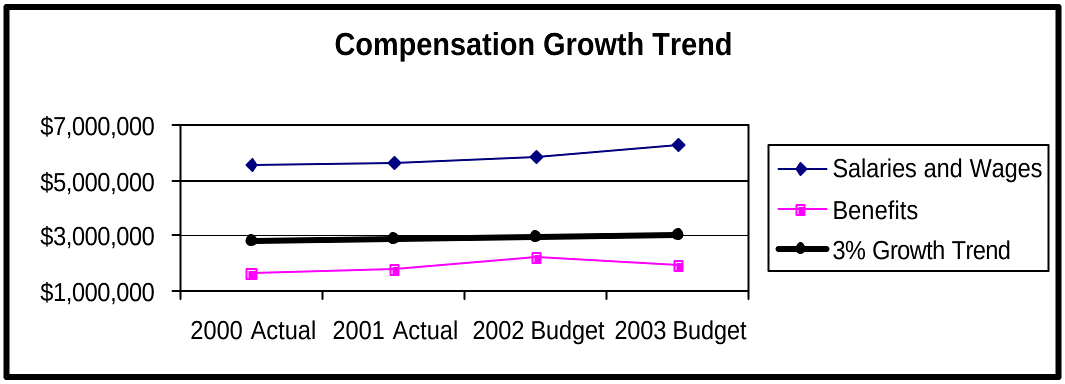
	1999	2000	2001	2002	2003
Combined Expenses	*$24,941,000*	*$24,393,820*	*$26,137,000*	*$25,000,000*	*$24,162,437*
Combined Appropriations	*$27,817,000*	*$29,441,460*	*$25,759,000*	*$25,566,000*	*$27,034,100*

This graph shows how combined expenses have compared to combined appropriations. Combined figures include amounts encumbered from the prior year's appropriation that are spent during the current year. The figures for 2002 and 2003 are estimated. Combined expenses have decreased by 3.12% between 1999 and 2003. This is due to the city reducing its expenditures.

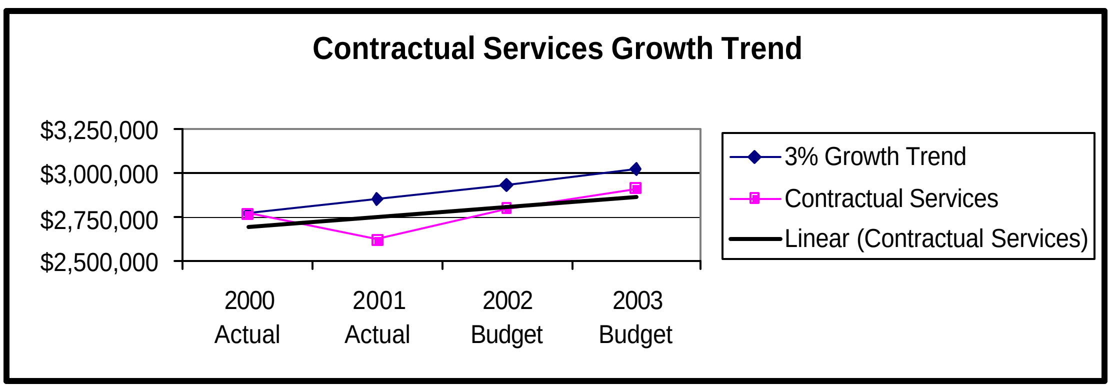
The next four graphs display the comparisons of total budget growth trends. Income Tax revenues have declined in recent times forcing the city to reduce its expenditures. This trend has not allowed the city to increase its capital appropriations.



The next graph shows overall compensation growth in relation to a 3% growth trend.



In order to curb the effects of compensation on the overall growth rate of operating expenses, the administration has closely regulated other operating expenses. This is apparent in the flat growth rate of contractual services. This area has been subject to intense scrutiny by Council and the administration because of its susceptibility to abuse.



The final chart displays the position counts for the current and budget years.

City of Tallmadge Position Counts

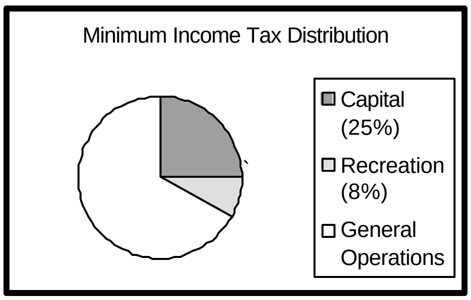
	2000	2001	2002	2003
Number of Full-time Employees	115	114	113	112
Number of Part-time Employees	117	122	134	155

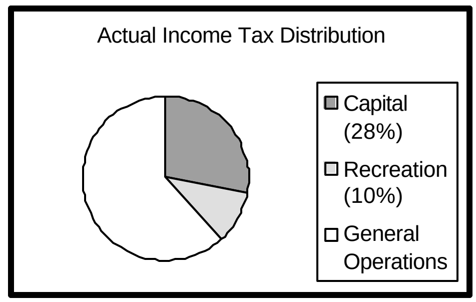
Revenue Summary

Income Tax

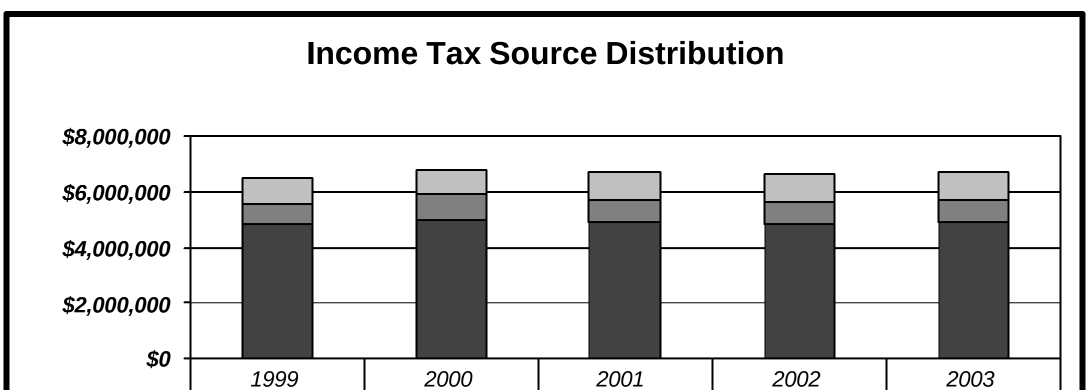
The income tax remains the primary revenue source for the city's General Fund. It is collected and administered by the Treasurer's Office. For 2003, the city is again expecting a flat income tax. This is due to slower revenue growth than projected in 2001 and 2002. In 2003, the city expects income tax revenue of *$6,680,200.*

The income tax ordinance allocates revenue generated by the tax to fund capital expenditures (25%) and park and recreation expenditures (8%). The balance of the revenue from the income tax is to be used for general operations. In September of 1999, the voters overwhelmingly renewed the city income tax. The new ordinance took effect on March 1, 2000 and will expire on February 28, 2005.

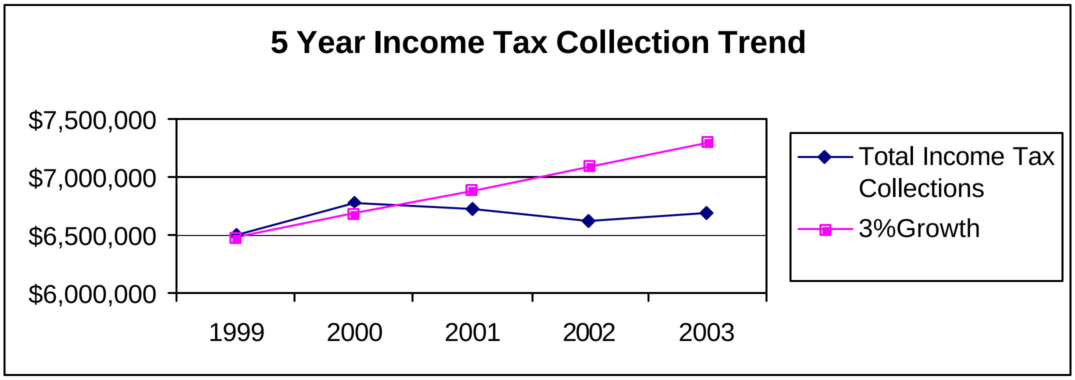




Based upon the anticipated income tax revenue figures, the budget must include at least $1,700,000 in capital appropriations and $544,000 in recreation appropriations supported by the General Fund. 2003 capital appropriations supported by the General Fund are approximately $1,889,001. These include all General Fund capital items plus General Fund transfers for capital items in other funds. 2003 Parks and Recreation appropriations are approximately $698,300. These include all non-capital expenses in Leisure Time Activities plus Street Maintenance and Repair Fund appropriations for Park Maintenance that are supported by General Fund transfers.



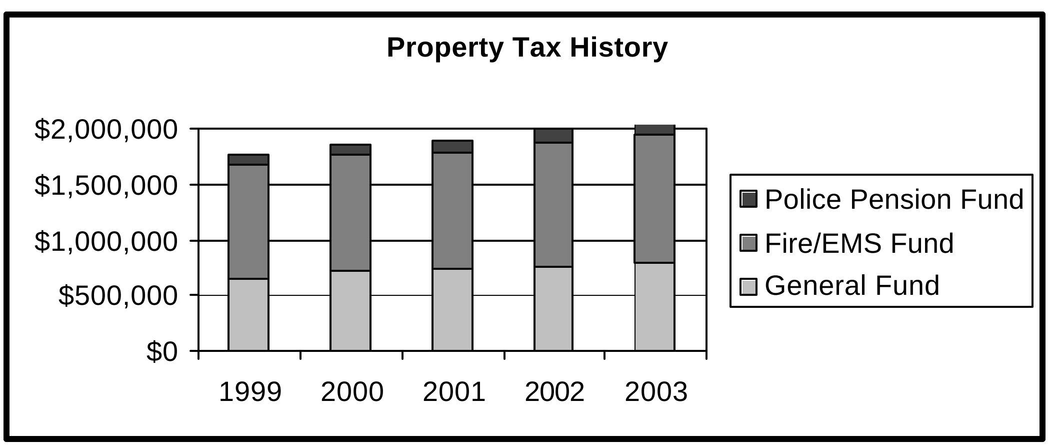
	1999	*2000*	*2001*	*2002*	*2003*
Individual	*$896,116*	*$850,832*	*$1,003,861*	*$1,004,066*	*$955,000*
Business	*$776,025*	*$920,206*	*$781,971*	*$740,076*	*$795,000*
Withholding	*$4,824,341*	*$5,004,743*	*$4,926,940*	*$4,873,435*	*$4,930,000*



Property Tax

Unlike the Income Tax, Property Taxes are collected and administered by the county. Summit County collects the majority of the city's property tax and distributes it to the city throughout the year.

The property tax provides revenue for several funds within the city. Total property tax revenue for the city is projected at $2,051,000. This total is divided among the General Fund, the Fire and EMS Fund, and the Police Pension Fund. The estimated property tax revenue for the General Fund is approximately $787,000. The estimated property tax revenue for the Fire and EMS Fund is approximately $1,152,000. The estimated property tax revenue for the Police Pension Fund is approximately $112,000. The increase in revenue from property tax is due to an increase in the total number of housing units in the City of Tallmadge. The Police Pension Fund is supported by the city's portion of the 10 mill "inside millage" that grows with property values. In Ohio, all millage greater than 10 mills must be approved by the voters and is subject to a rollback to prevent inflationary growth in taxes.



Appropriation Summary

For 2003, the city departments will once again be required to review all of their expenses. This process continues to promote manager responsibility and accountability for the appropriations requested. All city departments continue to provide a satisfactory level of service even though they have fewer resources.

Five funds are required to maintain a minimum fund balance. They are the General Fund, Fire/EMS Fund, Street Maintenance and Repair Fund, Sanitary Sewer Operating Fund and the Water Operating Fund. For these funds, the minimum fund balance is included for comparison to the anticipated fund balance.

SPECIAL REVENUE FUNDS

ANTICIPATED REVENUE, APPROPRIATIONS AND CHANGES IN FUND BALANCE

FIRE/EMS FUND #202		
Revenue:		
Local Taxes	$	1,152,000
Ambulance Proceeds	$	320,000
Transfer from Interest	$	1,300
Transfer from General Fund	$	350,000
Other Financing Sources	$	6,700
Anticipated Revenue:	$	1,830,000
Appropriations:		
Fire Operating	$	1,885,300
Total Appropriations:	$	1,885,300
Projected Beginning Fund Balance:	$	277,339
Change in Fund Balance:	$	(55,300)
Anticipated Fund Balance:	$	222,039
Minimum Fund Balance:	$	130,501

FIRE/EMS CAPITAL FUND #203		
Revenue:		
Transfer from Interest	$	900
Transfer from General Fund	$	10,000
Transfer from Fire/EMS Fund	$	97,100
Anticipated Revenue:	$	108,000
Appropriations:		
Jaws of Life	$	25,000
Engine '00	$	70,500
Ford Expedition	$	24,000
High Pressure Compressor	$	25,000
Total Appropriations:	$	144,500
Projected Beginning Fund Balance:	$	39,960
Change in Fund Balance:	$	(36,500)
Anticipated Fund Balance:	$	3,460

STATE HIGHWAY FUND #206

Revenue:		
Motor Vehicle License Tax	$	23,000
Gasoline Tax	$	28,000
Anticipated Revenue:	$	51,000
Total Appropriations:	$	77,000
Projected Beginning Fund Balance:	$	26,340
Change in Fund Balance:	$	(26,000)
Anticipated Fund Balance:	$	340

STREET MAINTENANCE AND REPAIR FUND #207

Revenue:		
Motor Vehicle License Tax	$	172,200
Auto Registration Permissive Tax	$	52,300
Gasoline Tax	$	306,700
Miscellaneous	$	90,100
Transfer From General Fund	$	1,525,000
Anticipated Revenue:	$	2,146,300
Appropriations:		
Cemetery	$	64,700
Park Maintenance	$	221,700
Storm Water	$	50,000
Street Maintenance	$	1,334,389
SMR Capital Projects	$	649,000
Total Appropriations:	$	2,319,789
Projected Beginning Fund Balance:	$	303,437
Change in Fund Balance:	$	(173,489)
Anticipated Fund Balance:	$	129,948
Minimum Fund Balance:	$	67,557

COMMUNITY DEVELOPMENT FUND #210

Revenue:		
Community Development Block Grant	$	30,000
Anticipated Revenue:	$	30,000
Appropriations:		
Total Appropriations:	$	30,000
Projected Beginning Fund Balance:	$	6,570
Change in Fund Balance:	$	-
Anticipated Fund Balance:	$	6,570

ALCOHOL ENF. & EDUCATION FUND #212

Anticipated Revenue:	$	-
Total Appropriations:	$	2,693
Projected Beginning Fund Balance:	$	2,693
Change in Fund Balance:	$	(2,693)
Anticipated Fund Balance:	$	-

LAW ENFORCEMENT FUND #292

Anticipated Revenue:	$	1,500
Total Appropriations:	$	3,065
Projected Beginning Fund Balance:	$	3,065
Change in Fund Balance:	$	(1,565)
Anticipated Fund Balance:	$	1,500

DRUG LAW ENFORCEMENT FUND #293

Anticipated Revenue:	$	-
Total Appropriations:	$	15,000
Projected Beginning Fund Balance:	$	15,140
Change in Fund Balance:	$	(15,000)
Anticipated Fund Balance:	$	140

CAPITAL IMPROVEMENT FUNDS

ANTICIPATED REVENUE, APPROPRIATIONS AND CHANGES IN FUND BALANCE

RECREATION CENTER FUND #318

Revenue:		
Transfer from General Fund	$	500,000
Note Issuance	$	4,300,000
Pledges	$	200,000
Anticipated Revenue:	$	5,000,000
Total Appropriations:	$	5,000,000
Projected Beginning Fund Balance:	$	-
Change in Fund Balance:	$	-
Anticipated Fund Balance:	$	-

GENERAL INFRASTRUCTURE RESERVE FUND #319

Revenue:		
Transfer from Interest	$	-
Transfer from General Fund	$	-
Anticipated Revenue:	$	-
Total Appropriations:	$	-
Projected Beginning Fund Balance:	$	310,347
Change in Fund Balance:	$	-
Anticipated Fund Balance:	$	310,347

EASTWOOD/SOUTH AVENUE IMPROVEMENT FUND #343

Revenue:		
Transfer from Interest		
Anticipated Revenue:	$	-
Total Appropriations:	$	4,601
Projected Beginning Fund Balance:	$	4,601
Change in Fund Balance:	$	(4,601)
Anticipated Fund Balance:	$	-

BOND RETIREMENT FUND

ANTICIPATED REVENUE, APPROPRIATIONS AND CHANGES IN FUND BALANCE

BOND RETIREMENT FUND #420		
Revenue:		
Transfer from General Fund	$	554,735
Special Assessments	$	92,471
Anticipated Revenue:	$	647,206
Total Appropriations:	$	660,185
Projected Beginning Fund Balance:	$	21,151
Change in Fund Balance:	$	(12,979)
Anticipated Fund Balance:	$	8,172

ENTERPRISE AND SPECIAL ASSESSMENT FUNDS

ANTICIPATED REVENUE, APPROPRIATIONS AND CHANGES IN FUND BALANCE

SANITARY SEWER INFRASTRUCTURE FUND #517		
Revenue:		
Sewer Infrastructure Fees	$	139,326
Transfer from Interest	$	8,800
Anticipated Revenue:	$	148,126
Total Appropriations:	$	40,000
Projected Beginning Fund Balance:	$	135,969
Change in Fund Balance:	$	108,126
Anticipated Fund Balance:	$	244,095
WATER OPERATING INFRASTRUCTURE FUND #518		
Revenue:		
Water Infrastructure Revenue	$	114,978
Transfer from Interest	$	3,200
Anticipated Revenue:	$	118,178
Total Appropriations:	$	15,000
Projected Beginning Fund Balance:	$	275,117
Change in Fund Balance:	$	103,178
Anticipated Fund Balance:	$	378,295

SANITARY SEWER OPERATING FUND #571

Revenue:		
Sewer Rental	$	2,322,100
Transfer from Interest	$	65,300
Assessments	$	38,400
Total Anticipated Revenue:	$	2,425,800
Total Appropriations:	$	2,667,004
Projected Beginning Fund Balance:	$	3,288,458
Change in Fund Balance:	$	(241,204)
Anticipated Fund Balance:	$	3,047,254
Minimum Fund Balance:	$	575,001

WATER OPERATING FUND #572

Revenue:		
Sale of Water	$	1,804,100
Assessments	$	158,500
Installations	$	104,200
Miscellaneous	$	8,000
Transfer from Interest	$	1,300
Anticipated Revenue:	$	2,076,100
Total Appropriations:	$	1,889,444
Projected Beginning Fund Balance:	$	1,304,066
Change in Fund Balance:	$	186,656
Anticipated Fund Balance:	$	1,490,722
Minimum Fund Balance:	$	385,361

INTERNAL SERVICE FUNDS

ANTICIPATED REVENUE, APPROPRIATIONS AND CHANGES IN FUND BALANCE

INVESTMENT INTEREST FUND #681		
Anticipated Revenue:	$	220,000
Total Appropriations:	$	220,000
Projected Beginning Fund Balance:	$	-
Change in Fund Balance:	$	-
Anticipated Fund Balance:	$	-
SELF INSURANCE FUND #683		
Employee Contributions	$	62,300
Internal Charges	$	1,246,300
Stop/Loss Refunds	$	55,400
Anticipated Revenue:	$	1,364,000
Total Appropriations:	$	1,339,700
Projected Beginning Fund Balance:	$	161,359
Change in Fund Balance:	$	24,300
Anticipated Fund Balance:	$	185,659

TRUST AND AGENCY FUNDS

ANTICIPATED REVENUE, APPROPRIATIONS AND CHANGES IN FUND BALANCE

EMS & FIRE DONATION FUND #791		
Anticipated Revenue:	$	2,500
Total Appropriations:	$	11,000
Projected Beginning Fund Balance:	$	11,163
Change in Fund Balance:	$	(8,500)
Anticipated Fund Balance:	$	2,663
POLICE PENSION FUND #794		
Revenue:		
Local Taxes	$	112,000
Transfer from General	$	145,000
Anticipated Revenue:	$	257,000
Total Appropriations:	$	300,300
Projected Beginning Fund Balance:	$	51,810
Change in Fund Balance:	$	(43,300)
Anticipated Fund Balance:	$	8,510

RICHARDSON TRUST FUND #795

Revenue:		
Transfer from Interest	$	1,300
Anticipated Revenue:	$	2,400
Total Appropriations:	$	2,800
Projected Beginning Fund Balance:	$	40,069
Change in Fund Balance:	$	(400)
Anticipated Fund Balance:	$	39,669

REVOLVING TRUST FUND #797

Revenue:		
Performance Bonds	$	175,000
Anticipated Revenue:	$	175,000
Total Appropriations:	$	192,500
Projected Beginning Fund Balance:	$	90,462
Change in Fund Balance:	$	(17,500)
Anticipated Fund Balance:	$	72,962

2003 Capital Project Summary
BY PROJECT

Department	Project Description	Estimated Total Cost of Project	Amount Budgeted for 2003	Name of Paying Fund
Police				
	Police Cruisers	$ 48,000	$ 48,000	General
	Speed Monitor Trailer	$ 24,000	$ 12,000	General/Sewer/Water/SMR
Police Department Subtotal		$ 72,000	$ 60,000	
Recreation				
	New Recreational Facility	$ 5,000,000	$ 500,000	General Fund
Recreation Department Subtotal		$ 5,000,000	$ 500,000	
Fire Capital				
	Vehicle Purchase	$ 24,000	$ 24,000	Fire Capital
	Jaws of Life	$ 25,000	$ 25,000	Fire Capital
	Engine '00	$ 240,000	$ 70,500	Fire Capital
	High Pressure Compressor	$ 25,000	$ 25,000	Fire Capital
Fire Department Subtotal		$ 314,000	$ 144,500	
Road				
	2003 Road Program	$ 630,000	$ 630,000	SMR
	Speed Monitor Trailer	$ -	$ 4,000	SMR
	Street Sweeper	$ 90,000	$ 15,000	SMR
Road Department Subtotal		$ 720,000	$ 649,000	
Water				
	Replace W-29	$20,000	$20,000	Water Fund
	Water Meter Replacement	$30,000	$15,000	Water Infrastructure
	Speed Monitor Trailer	$0	$4,000	Water Fund
	Rec. Center Munroe/East Water Line	$150,000	$150,000	Water Fund
Water Department Subtotal		$200,000	$189,000	
Sewer				
	Vac-All Truck	$ 198,000	$ 198,000	Sewer Fund
	Street Sweeper	$ 90,000	$ 15,000	Sewer Fund
	Sewer Pump Replacement	$ 25,000	$ 25,000	Sewer Inf.
	Speed Monitor Trailer	$ -	$ 4,000	Sewer Fund
	Water Meter Replacement	$ 30,000	$ 15,000	Sewer Inf.
	Rec. Center Munroe/East Sewer Line	$ 150,000	$ 150,000	Sewer Fund
Sewer Department Subtotal		$ 493,000	$ 407,000	
Total Capital Projects Requested		$ 6,799,000	$ 1,949,500	

BY FUND

General Fund	$ 560,000
Fire Capital Fund	$ 144,500
SMR Fund	$ 649,000
General Infrastructure Fund	$ -
Water Infrastructure Fund	$ 15,000
Water Fund	$ 174,000
Sewer Infrastructure Fund	$ 190,000
Sewer Fund	$ 217,000
Total Capital Project Requests	$ 1,949,500

Financial Policy Summary

The City of Tallmadge has developed three major policies, which impact the 2003 Budget. They are the Minimum Fund Balance Policy, the Debt Policy and the Investment Policy. Council adopted the Minimum Fund Balance Policy in 1998 to protect the financial stability of the community. The Debt Policy was adopted in 1997 to manage the city's debt levels and avoid potential problems resulting from the city's ambitious capital improvement plan. The Investment Policy was originally adopted in 1991 to protect the city from improper investments. The Municipal Treasurers' Association certified the city's Investment Policy in 1993.

In addition to the city's major policy documents, the administration supports and adheres to the following general financial policy statements.

- The city will strive to decrease its dependence upon property taxes.
- The city will use non-recurring revenue on capital projects or equipment requirements that can be terminated without significant disruption to the community and that do not create on-going operating costs.
- The city will aggressively pursue external funding of planned projects through private sector grants and intergovernmental sources.

Minimum Fund Balance Policy

PURPOSE:
The purpose of this policy is to take a proactive approach to financial management in the City of Tallmadge. A minimum fund balance policy assists the City in maintaining the security of major operating funds and contributes to the financial stability of the City of Tallmadge by maintaining adequate financial reserves. Also, a minimum fund balance policy will allow the Administration and Council to recognize warning indicators of financial stress at an early date.

POLICY:
At the time of budget preparation, annual appropriations shall be adjusted to ensure that the Anticipated Fund Balance is greater than or equal to the Minimum Fund Balance as described in the scope of this policy.

SCOPE:
This Policy applies to all Major Funds used by the City. Funds are categorized as follows:

Category 1: The fund has more than $100,000 in operating appropriations and receives no more than 10% of revenue from transfers, *OR*

Category 2: The fund has more than $1.0 million in operating appropriations.

Category 3: Those funds created for the sole purpose of a capital project whether a general fund or enterprise fund, internal service funds, and trust and agency funds

Funds in Category 1 have significant own source revenues and therefore should be required to carry a minimum fund balance of 25% of operating appropriations. Category 1 funds are major funds and include: General Fund, Sanitary Sewer Operating Fund, and Water Operating Fund.

Funds in Category 2 rely heavily on operating transfers and therefore should be required to carry a smaller minimum fund balance of 8.5% of operating appropriations. Category 2 funds are major funds and include: Fire/EMS Fund and Street Maintenance and Repair Fund.

Funds in Category 3 are excluded from having major fund status even if they satisfy the criteria for the above two categories.

All other funds are considered minor funds and are not required to maintain a minimum fund balance. Funds may be recategorized as needed if they meet the requirements for Category 1, 2, or 3 at a future date.

APPLICATION:
The anticipated fund balance will be calculated at the time of budget preparation. Anticipated fund balance will be calculated taking the budget year's projected beginning fund balance less operating appropriations plus anticipated revenue. The resulting fund balance must comply to the minimum fund balances established in the scope of this policy.

This policy will be applied to the proposed annual operating budget of the City and the capital needs budget of the City prior to presenting the budgets to Council. Any changes in the budgets made by Council must also comply with the restrictions established in this policy prior to the adoption of the annual appropriation ordinance.

MONITORING:
Fund Balances will be monitored on a month to month basis and a projected balance will be calculated. Monitoring projections will be based upon trend data from the past five years. The fund balance may fall below the minimum level due to current operations or emergencies. However, corrective action will be taken in the next annual budget to either reduce appropriations or increase revenue to return the fund balance to compliance with this policy.

COMPLIANCE:
If during appropriation discussions the Administration and/or Council determines the City cannot meet the requirements of this policy, then they will include in the annual appropriations ordinance a concise statement explaining the decision to waive the policy. The statement should include the present financial status of the city, a specified timetable for returning to the policy, and reason(s) given for overriding the policy.

Debt Policy

1. PURPOSE OF DEBT

The purpose of long-term debt will only be to finance capital projects or capital items as determined. Long-term debt shall not be issued to finance current operations or routine maintenance of the City.

2. LEGAL AND REGULATORY REQUIREMENTS

The Finance Director of the City with assistance from the Law Director shall be responsible for establishing a solicitation and selection process for securing professional services that are required for the issuance of all the City's indebtedness. The goals of the selection process shall include encouraging participation at competitive rates from qualified service professionals.

A. Bond Counsel. The Law Director and Director of Finance will coordinate their activities to ensure that all securities are issued in the most cost-effective manner. The Law Director and the Director of Finance shall select the bond counsel for bond issues for the City. Bond Counsel will render a legal opinion that all securities issued are in compliance with all laws in regards to the issuance of each security.

B. Paying Agent. The Finance Director shall solicit proposals periodically for paying agent services from qualified commercial and trustee banks to insure those services are provided at a competitive rate.

The Director of Finance and Law Director shall coordinate their activities to ensure that all securities are issued in compliance with the City's governing statutes and any State and Federal regulations which would apply.

3. CAPITAL IMPROVEMENT PROGRAM PLANNING

The City of Tallmadge will develop annually a capital improvement plan, which will include a listing of projects for future consideration. This plan shall include those projects which merit consideration over the next five fiscal years identifying the preferred funding source(s). The capital plan shall also include all the capital equipment and facilities with a useful life of greater than (5) five years.

The Mayor shall establish a capital projects committee. The Committee will adopt formal ranking criteria that will be used in the evaluation of capital project requests.

4. USEFUL LIFE FOR IMPROVEMENTS

The Director of Finance shall incorporate an estimate of the useful life of proposed capital improvements in developing an amortization schedule for each bond issue.
Debt shall not be issued for a period greater than the estimated useful life of the capital facility or project. The City has the option to issue debt for a shorter period of time if it is deemed appropriate.

5. FINANCING ALTERNATIVES

The City of Tallmadge whenever possible will seek grants, with the assistance of the Economic Developer, to finance capital improvements, including but not limited to State and Federal Grants, OWDA, Issue 2, etc. The Director of Finance will investigate the financing alternatives including, but not limited to Bond Anticipation Notes (BAN), Bonds, revenue Bonds, State Loans, assessments and municipal leasing.

The City will consider, as an alternative, pay-as-you-go financing on all capital projects in order to keep debt manageable in future years. Funding all or a portion of capital projects must be considered against the current revenues so as not to create undue demands on the operating budget.

6. METHOD OF SALE

As part of the responsibility to oversee and coordinate the marketing of all City indebtedness the Director of Finance will consult when necessary with qualified providers in determining the best method of sale for the City.

The Director of Finance prefers to use competitive sales as the primary means of selling notes. However, a negotiated sale is appropriate if determined that such a method will produce better results for the City. The negotiated sale is preferred in the issuance of bonds due to the complexity of the issue, the volatility of the market, or other overriding factors.

7. RATING AGENCY APPLICATIONS

The City of Tallmadge will report on an annual basis all financial information to the State Information Depository and agencies required by the State regulations and all applicable disclosure laws. This information will include the City's Comprehensive Annual Financial Report (CAFR). The City will seek a rating by a rating agency as to determine the relative credit worthiness at the time it is deemed appropriate and necessary.

8. DISCLOSURE

The City acknowledges the responsibilities of the underwriting community and pledges to make all reasonable efforts to assist those in complying with SEC (Securities and Exchange Commission) Rules and MSRB (Municipal Securities Rulemaking Board) Rules.

The Director of Finance will provide a copy of the City's CAFR upon request and will disseminate other information that is deemed necessary and pertinent to the market in a timely manner.

9. SELECTION OF BOND TYPE/STRUCTURE

The City of Tallmadge will limit the term of bonded debt to not exceed the estimated useful life of the capital item or project. In addition, legislative authority will be necessary to provide authority for the issuance of all debt instruments, including lease arrangements or alternative methods of financing.

The City will limit the term of lease purchase or alternative methods of financing for capital projects or items not to exceed the estimated useful life of the item or project. Lease purchase or alternative methods of financing will be undertaken only when the project or item is considered to be essential to the needs of the citizens and the operations of the City.

The City may sponsor conduit financing for those activities (i.e. economic development, housing, health, etc.) that have a general public purpose and are consistent with the City's overall policy objectives.

The City shall encourage that all conduit securities issued shall clearly describe the source of repayment. All conduit financing must insulate the City completely from any credit risk or exposure and must be approved by City Council.

The City shall obtain a clear opinion from the borrower that the City shall not be liable for the payment of principal and interest in the event of default by the conduit borrower.

10. INVESTMENT OF PROCEEDS

The Treasurer shall invest the borrowed moneys subject to the City Investment Policy, as adopted by Council, in a timely manner to ensure the availability of funds. If a Trust Indenture is created, then the specific language of that indenture will be followed if it is more limiting than the City Investment Policy.

11. ARBITRAGE COMPLIANCE

The Director of Finance and Bond Counsel will comply with all regulations regarding arbitrage rules.

12. REFUNDING OPTIONS

The Director of Finance shall determine if interest savings are available and substantial to warrant the refunding of a prior issue with the assistance of Bond Counsel and the consent of City Council.

13. DEBT LIMITATIONS/DEBT AFFORDABILITY

The City shall comply with the Uniform Bond Law, (ORC Chap. 133), in the calculation of the legal debt margin for the principal amount of voted and unvoted bonds and notes.

All debt affordability will be calculated at the time of issuance of debt. There will be no retroactive review of the debt limits upon any debt issue.

The accepted median Net Debt Per Capita for cities with population of similar size of 10,000 to 24,999 is listed as $811. The significant change in our debt limitations is due to an increase in population as reported by the Census Bureau through its latest census report.

The City will maintain its annual net direct debt service payments at a level less than 15% of the income tax receipts. The income tax ordinance provides that a minimum of 25% be allocated to capital improvements. The payment of net direct debt would be included in the 25% allocation.

The City shall seek to finance debt of the enterprise activities (water, sewer) through the revenue producing abilities of that enterprise. Prior to issuing revenue-secured debt obligations, the administration and the Utility Superintendent will develop financial plans and projections showing the required rates and charges needed to support the issuance of the planned financing.

The Director of Finance will review the debt plan with the Administration prior to the adoption of the annual appropriation to determine if the level of debt will meet the limits of debt affordability.

14. OVERALL FINANCIAL CREDIT OBJECTIVES

To ensure the financial stability and well being of the City, the Administration and Council will strive to maintain the credit worthiness of the City. The City will adhere to the debt affordability limits as established in this policy.

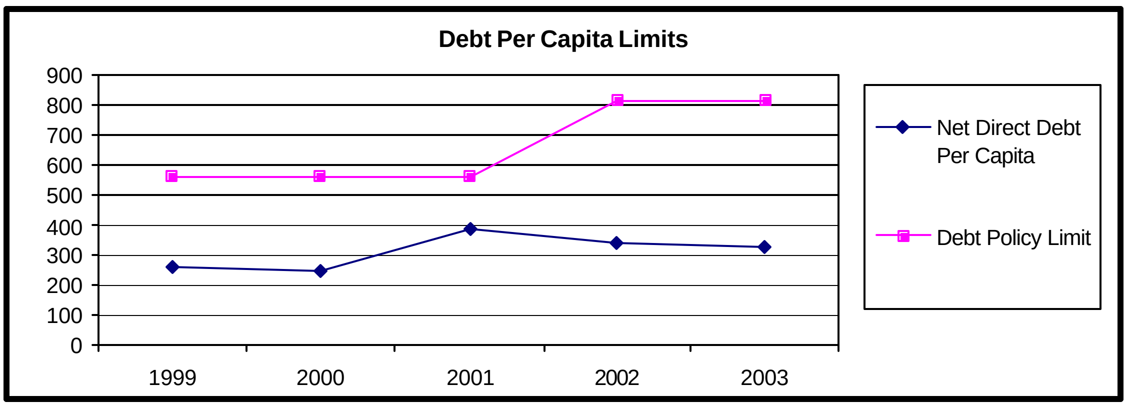
General Fund. The City will maintain an unencumbered general fund balance at a minimum of 1.5 million dollars.

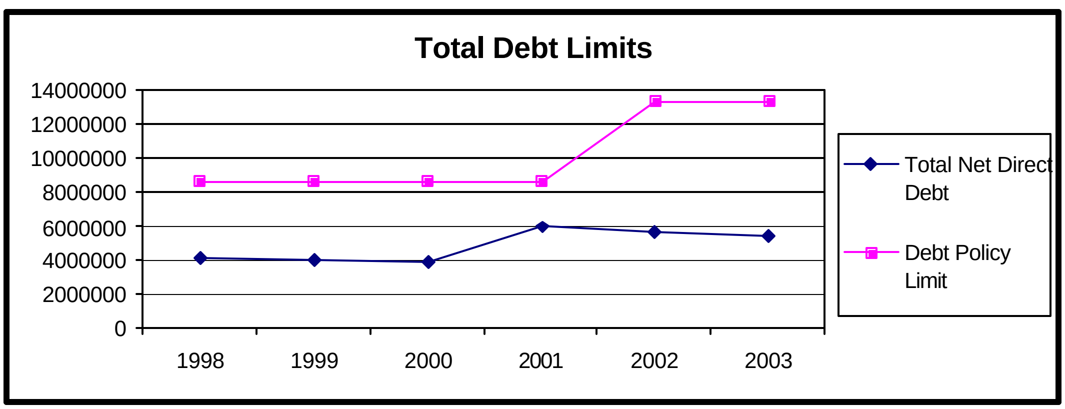
Maintenance, Replacement & Renewal. Consistent with the philosophy of maintaining capital facilities and infrastructure systems to maximize usefulness of the assets, the City should continue to set aside sufficient current revenues from the general, sewer, and water operating funds into the respective infrastructure reserve funds. This will provide for reserves for the ongoing maintenanc e, replacement and renewal of capital facilities and infrastructure.

Debt Statistics for Fiscal Year 2003

Population: 16,400

Net Direct Debt:	$5,324,000	Net Direct Debt Per Capita	$325.00
Total Debt Limitation	$13,300,400	Per Capita Limitation	$811.00





A complete version of the City's Investment Policy is contained in Chapter 125.01 of the Tallmadge Code of Ordinances. Included here is a summary of the major provisions affecting the budget.

125.01(d) **Objectives**.

The City's investment objectives, in priority order, are insuring the safety of the public funds, investing these funds in accordance with all State and local laws, maintaining sufficient liquidity to meet all reasonably anticipated expenses, and receiving the best rate of return while meeting these requirements.

125.01(g) **Eligible Investments**.

Certificates of deposit when purchased within the guidelines established in subsection (h) and (j) of this section.

Bonds, notes or other direct obligations of or guaranteed by the United States or its agencies or instrumentality or those for which the full faith and credit of the United States is pledged for payment of principal and interest issued by the:

U.S. Treasury
Government National Mortgage Association (GNMA)
Federal National Mortgage Association (FNMA)
Federal Farm Credit Bank (FFCB)
Federal Home Loan Bank (FHLB)
Federal Home Loan Mortgage Corporation (FHLMC)

Bonds and other obligations of the State of Ohio and the City of Tallmadge.

Repurchase agreements with institutions that have signed a written master repurchase agreement which is on file in the Treasurer's office and are eligible under subsections (i) or (j) of this section.

Shares of the State Treasury Asset Reserve of Ohio (STAR Ohio).

125.01 (h) **Diversification**.

The City sets no limit on the amount of funds that may be held in investments listed in subsection (g)(1), (2), and (3) hereof.

Not less than thirty percent (30%) of the interim funds of the City shall be invested in financial institutions located within the City.

Up to forty percent (40%) of the City's funds may be held in any of the remaining categories in subsection (g)(4) and (5).

Up to twenty percent (20%) of the City's funds may be declared as "inactive" funds thereby allowing for longer-term investments.

The Treasurer will adjust future investments to satisfy these requirements without prematurely liquidating current investments.

The Treasury Investment Board may set lower limits on the amount of funds that can be placed in any investment category.

125.01(o) **Maturities**.

Interim funds may be invested for up to two years.

Collateral pledged by institutions may include investments with terms of up to five years.

Inactive funds may be invested for five years.

Active funds will be awarded every two years; however, the depository may be changed earlier for good cause.

All investments will be made with the intent to hold the investment until maturity but may be sold earlier.

The General Fund

Security of Persons and Property

Police Department

Department Description:

The Police Department is organized along functional lines, and consists of Patrol, Services, and Criminal Investigation divisions. The Patrol Division is commanded by Lt. Michael Duval, and includes the Auxiliary Police Unit. The Services Division, commanded by Lt. Paul Diezman, includes Investigations, Jail, Telecommunications and Support Services. The Youth Section is a component of the Criminal Investigations Division.

The Patrol Division is supervised by four (4) Sergeants who function as shift commanders. Each commands a different platoon of patrol officers. They act as first line supervisors to the telecommunications and auxiliary personnel on their shift.

2002 Accomplishments:

- Completed the promotional process to replace two retired sergeants.
- Complete the hiring process for replacement of two of three police officer vacancies.
- Continued the Parent Project
- Lt. Duvall completed the FBI Academy
- Sgt. Zesiger completed the Police Executive Leadership College (sponsored by Citgo).
- Completed the computer link with the Bureau of Motor Vehicles.
- Improved the CMI computer aided dispatch system.
- Completed the hiring process for a part-time and full time Telecomminicator.
- Maintained all Juvenile, DARE and Safety School programs.
- Completed the re-roofing of the Police Department building.

2003 Objectives:

- Continued the Parent Project
- Continue staff development
- Maintain all current Juvenile programs
- Conduct additional screening and testing to fill vacancies
- Conduct a departmental composition evaluation
- Continue improvement of CAD/Records systems with CMI.
- Re-evaluate department composition and plan for anticipated retirement of Lt. Diezman.

Performance Measures:

Police Department Performance Measures

	2000 Actual	2001 Actual	2002 Projected	2003 Projected
Maintain juvenile education and crime prevention programs				
DARE Graduates	210	225	833	795
Safety School Attendees	55	60	60	70
Juvenile Contacts	249	160	120	300

Staffing:

Police

	2000	2001	2002	2003
Number of Full-time Employees	38	38	39	39
Number of Part-time Employees	27	27	32	32

Police Capital Projects

Police Vehicles $48,000

Two vehicles will be ordered to replace vehicles to be removed from service. Anticipated purchase price is $24,000 per unit. The contract price will be determined through the state bidding process. All three vehicles have associated special installation costs for which an allowance of $1,000 is estimated. The two vehicles being replaced will be available for use by other departments. Those that are not transferred will be sold at auction. This purchase is part of a regularly scheduled vehicle replacement program.

Speed Monitor Trailer

This piece of equipment will not only be used by the police department to monitor the speed of approaching traffic, but, can be used to warn oncoming traffic about road hazards and other related information to the traveling public.

2003 Appropriation:

SECURITY OF PERSONS AND PROPERTY

Police Department

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 1,878,501	$ 1,867,050	$ 1,835,400	$ 1,915,000
52000	Benefits	$ 346,446	$ 375,379	$ 551,400	$ 420,700
53000	Contractual Services	$ 159,412	$ 147,799	$ 143,000	$ 149,000
54100	Office Supplies & Materials	$ 7,593	$ 4,166	$ 7,000	$ 6,250
54200	Furniture & Fixtures	$ 2,575	$ -	$ 1,700	$ 1,700
54300	Operational Supplies	$ 15,520	$ 10,336	$ 15,000	$ 15,350
54400	Equipment	$ 30,504	$ 9,589	$ 30,000	$ 36,400
55000	Education/Training/Travel	$ 23,655	$ 27,200	$ 29,500	$ 34,200
56100	Building Maint. & Utilities	$ 83,388	$ 97,511	$ 85,000	$ 93,000
56200	Maint. & Repair Vehicles	$ 52,187	$ 54,332	$ 55,000	$ 55,000
D.A.R.E.					
51000	Salaries & Wages	$ 10,699	$ 18,479	$ 35,000	$ 24,400
52000	Benefits	$ 112	$ 187	$ -	$ -
54400	Operational Supplies	$ 2,716	$ 3,747	$ 1,800	$ 1,800
	PROGRAM TOTAL	$ 2,613,307	$ 2,615,775	$ 2,789,800	$ 2,752,800

Juvenile Accountability Grant

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
53000	Contractual Services	$ 1,028	$ -	$ -	$ -
	PROGRAM TOTAL	$ 1,028	$ -	$ -	$ -

Street Lighting

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
56000	Misc. Energy Usage	$ 18,244	$ 68,131	$ 23,000	$ 19,000
	PROGRAM TOTAL	$ 18,244	$ 68,131	$ 23,000	$ 19,000
	Capital Outlay	$ 62,451	$ 114,051	$ 121,700	$ 60,000
	Transfer to Police Pension	$ 161,000	$ 180,000	$ 195,000	$ 145,000
	Transfer to Cops Fast	$ -	$ -	$ -	$ -
Total Security of Persons and Property		$ 2,856,030	$ 2,977,957	$ 3,129,500	$ 2,976,800

Leisure Time Activities

Recreation Department

Department Description:

The Parks & Recreation Department includes 3 full-time employees, with additional part-time and seasonal employees. The director and the assistant to the director are responsible for overseeing recreation programs and activities offered to the community. Many of the city's special events are highlighted. The department also maintains the city's 140 acres of parkland/open space. The mission statement is "To provide the citizens of Tallmadge with a variety of year round quality programs and activities for active and passive recreation for all ages." It is our goal to promote leisure activity and encourage the use of our outdoor recreational resources.

2002 Accomplishments:

- Develop Internet Program access for registration
- Significantly reduced expenditures at Maca Aquatic Center
- Upgrade current soccer field facilities through field accessibility improvements
- Completed design plans for an indoor recreation complex for City of Tallmadge

2003 Objectives:

- Establish trailhead information kiosk and hiking trail maps for Maca Aquatic Center
- Develop Internet Program access for registration
- Strive to continue reducing expenditures at Maca Aquatic Center
- Continue working towards the creation of an indoor recreation complex for City of Tallmadge
- Develop an additional softball field at JC Howe Road Park

Staffing:

Parks and Recreation	2000	2001	2002	2003
Number of Full-time Employees	2	2	3	2
Number of Part-time Employees	29	34	34	54

Recreation Capital Projects

New Recreational Facility $500,000

This project will consist of setting aside money each year for the purpose of building or acquiring a new recreational facility for the City of Tallmadge. It may take several years to accumulate enough funding to provide this for the community. The total cost of this project is estimated to be approximately $5 Million. It began with an initial amount of $225,000 set aside in 2002 to fund the project. This year we have added an additional amount of $500,000. The city has undertaken an effort to solicit donations of $1,200,000.The balance of the cost will be generated through a note and, or, bond.

2003 Appropriation:

Recreation Department

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 119,465	$ 132,421	$ 151,100	$ 166,100
52000	Benefits	$ 27,751	$ 34,193	$ 51,000	$ 41,800
53000	Contractual Services	$ 61,422	$ 75,700	$ 57,000	$ 57,600
53100	Tallmadge Primetimers	$ 11,135	$ 10,909	$ 10,000	$ 10,000
53200	Tallmadge Community Ctr.	$ 31,799	$ 26,587	$ 22,000	$ 22,000
53210	Softball League	$ 4,613	$ 6,668	$ 11,000	$ 11,500
53220	Adult Basketball	$ 422	$ 1,516	$ 1,500	$ 1,600
53230	Volleyball	$ 44	$ 140	$ 800	$ 1,000
53250	Tennis League	$ -	$ -	$ -	$ -
53280	Youth Basketball	$ 33,138	$ 13,357	$ 21,000	$ 22,000
53290	Soccer	$ 5,410	$ 11,910	$ 5,000	$ 5,000
53300	Community Events	$ 8,920	$ 2,994	$ 4,000	$ 4,200
53310	Concert-in-the-Park	$ 15,782	$ 17,611	$ -	$ -
54100	Office Supplies & Materials	$ 2,918	$ 1,483	$ 3,500	$ 3,600
54200	Furniture & Fixtures	$ 17,971	$ 465	$ -	$ 400
54300	Operational Supplies	$ 15,287	$ 10,749	$ 15,000	$ 16,000
54400	Equipment	$ 9,647	$ 9,556	$ 3,000	$ 5,000
55000	Education/Training/Travel	$ 4,244	$ 3,791	$ 3,000	$ 4,300
56100	Building Maint. & Utilities	$ 20,104	$ 16,603	$ 20,000	$ 20,000
56200	Maint. & Repair Vehicles	$ 444	$ 6,633	$ -	$ -
56800	Refunds	$ 1,105	$ 2,217	$ 1,000	$ 1,000
	PROGRAM TOTAL	$ 391,618	$ 385,504	$ 379,900	$ 393,100
	Capital Outlay	$ 184,687	$ 14,334	$ 225,000	$ 500,000

Swimming Pool-Maca

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ -	$ -	$ 45,200	$ 41,000
52000	Benefits	$ -	$ -	$ 9,000	$ 6,500
53000	Contractual Services	$ 96,388	$ 109,641	$ -	$ -
54300	Operational Supplies	$ 27,137	$ 16,874	$ 20,000	$ 22,000
54400	Equipment	$ 296	$ -	$ 2,000	$ 2,000
56100	Building Maint. & Utilities	$ 35,469	$ 9,508	$ 16,000	$ 12,000
56800	Refunds	$ 125	$ -	$ 1,000	$ -
	PROGRAM TOTAL	$ 159,414	$ 136,023	$ 93,200	$ 83,500
Total Leisure Time Activities		$ 735,719	$ 535,862	$ 698,100	$ 976,600

Community Environment

Zoning and Building

Department Description:

The Zoning and Building Department includes six areas of service for the City of Tallmadge: Zoning, Building, Cemetery, Water, Sewer, and Engineering. The Zoning Department handles all projects related to zoning. The Building Department issues permits for new building construction along with grading, water, sewer and street-opening related permits. The Cemetery Department sells spaces in the Tallmadge Cemetery and arranges for burials. Engineering involves designing city projects, examining improvement plans, and field inspections for compliance.

2002 Accomplishments:

- Updated local building code
- Establish a public access work station to Summit County "PAWS" for property data
- Reviewed and updated sub-division regulations
- Completed Zoning Code updated to reflect current City Comprehensive Plan
- Organized engineering records received from former city consulting firms.

2003 Objectives:

- Update local building code as needed
- Maintain a public access work station to Summit County "PAWS" for property data
- Review and update sub-division regulations as required
- Continue organizing archived engineering records

Building and Zoning Department Performance Measures

Building and Zoning Performance Measures	2000 Actual	2001 Actual	2002 Projected	2003 Projected
Review residential projects within 4 workdays	100%	100%	100%	100%
Review non-residential projects within 30 working days	100%	100%	100%	100%
Respond to inspection requests and building/zoning related questions within 2 working days	100%	100%	100%	100%

Building and Zoning	2000	2001	2002	2003
Number of Full-time Employees	4	4	4	4
Number of Part-time Employees	7	5	7	7

2003 Appropriation:

COMMUNITY ENVIRONMENT

			2000 Actual		2001 Actual		2002 Budget		2003 Budget
Zoning									
51000	Salaries & Wages	$	95,210	$	109,823	$	95,400	$	102,000
52000	Benefits	$	12,702	$	20,123	$	23,400	$	27,000
53000	Contractual Services	$	29,056	$	14,350	$	17,000	$	21,000
54100	Office Supplies & Materials	$	2,207	$	4,404	$	2,500	$	2,500
54200	Furniture & Fixtures	$	700	$	355	$	-	$	-
54400	Equipment	$	-	$	114	$	-	$	500
55000	Education/Training/Travel	$	90	$	77	$	1,000	$	1,000
56200	Maint. & Repair Vehicles	$	73	$	823	$	-	$	-
	PROGRAM TOTAL	$	140,039	$	150,070	$	139,300	$	154,000
Building									
51000	Salaries & Wages	$	131,273	$	151,118	$	149,200	$	161,900
52000	Benefits	$	29,993	$	31,125	$	36,600	$	31,500
53000	Contractual Services	$	23,084	$	19,922	$	15,000	$	22,000
54100	Office Supplies & Materials	$	2,588	$	3,161	$	2,000	$	2,500
54200	Furniture & Fixtures	$	700	$	4,834	$	-	$	2,500
54400	Equipment	$	527	$	130	$	-	$	500
55000	Education/Training/Travel	$	560	$	839	$	1,200	$	1,000
56200	Maint. & Repair Vehicles	$	1,240	$	671	$	-	$	-
56800	Refunds	$	571	$	4,460	$	2,500	$	2,500
	PROGRAM TOTAL	$	190,536	$	216,259	$	206,500	$	224,400
Total Community Environment		$	330,575	$	366,329	$	345,800	$	378,400

General Government

Mayor

Department Description:

The Mayor serves as a sounding board for the public, a planning tool for the city and the budgeting and negotiating arm for the City. The Mayor is involved in every aspect of running the City. The Mayor supervises the Director of Public Service, Director of Public Safety and the Director of Administration.

2002 Accomplishments:

- Worked with the Chamber of Commerce to bring in new business
- Assisted the Historical Society by purchasing and installing a new cupola for the Old Town Hall
- Worked to assure the city hall project stays on schedule
- Worked to provide additional services to our residents such as the limb pick-up program.
- Continued to serve on the Board of Trustees of the John S. Knight Center and as a member of the Summit County Mayors' Association, AMATS, and the CDBG Board.

2003 Objectives:

- Continue to work with the Chamber of Commerce and bring in new business
- Work to provide additional services to our residents such as the limb pick-up program.
- Continue to serve on the Board of Trustees of the John S. Knight Center and as a member of the Summit County Mayors' Association, AMATS, and the CDBG Board.
- Work to create a model Recreation Center that the community will be proud of.
- Work to complete the Recreation Center on time and on budget.
- Work to assure a smooth and efficient Joint Economic District Development with Brimfield
- Attempt to identify other revenue sources for the City of Tallmadge.

Staffing:

Mayor

	2000	2001	2002	2003
Number of Full-time Employees	2	2	2	2
Number of Part-time Employees	0	0	0	0

2003 Appropriation:

Mayor

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 89,881	$ 98,936	$ 103,900	$ 105,300
52000	Benefits	$ 22,887	$ 28,710	$ 32,500	$ 32,100
53000	Contractual Services	$ 20,608	$ 18,610	$ 10,000	$ 8,600
54100	Office Supplies & Materials	$ 1,067	$ 12,305	$ 1,250	$ 2,000
54200	Furniture & Fixtures	$ 520	$ -	$ -	$ -
54400	Equipment	$ 785	$ 1,609	$ -	$ -
55000	Education/Training/Travel	$ 2,100	$ 1,744	$ 1,500	$ 2,100
56200	Maint. & Repair Vehicles	$ 1,072	$ 549	$ -	$ -
	PROGRAM TOTAL	$ 138,920	$ 162,463	$ 149,150	$ 150,100

Finance Director

2002 Accomplishments:

- Received an outstanding audit from the State with no findings
- Received the Certificate of Achievement for Excellence in Financial Reporting for the City
- Designed, completed and mailed a (PAFR), Financial Report to the Citizens of Tallmadge.
- Receive the necessary training for office to learn the aspects of GASB 34

2003 Objectives:

- Receive an outstanding audit of the City from the State Auditor's office
- Continue to receive the Certificate of Achievement for Excellence in Financial Reporting
- Completion of the GASB 34 issues, involving changing the governmental accounting system on a city wide basis
- Continue to work on maintaining and improving on the financial stability of the City, reviewing policies and implementing changes when necessary.
- To successfully complete the financing and issue debt on the Recreation Facility

Performance Measures

Finance Department Performance Measures	2000 Actual	2001 Actual	2002 Projected	2003 Projected
Processing of Monthly Financial Reports				
Average Number of Work Days to Process	2	2.13	2.13	1.2

2003 Appropriation:

Finance Director

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 240,345	$ 258,054	$ 270,800	$ 278,000
52000	Benefits	$ 75,136	$ 81,927	$ 103,200	$ 110,600
53000	Contractual Services	$ 30,214	$ 52,265	$ 60,300	$ 69,425
54100	Office Supplies & Materials	$ 6,184	$ 7,880	$ 6,400	$ 6,000
54200	Furniture & Fixtures	$ -	$ 5,422	$ -	$ -
54400	Equipment	$ 2,476	$ 11,042	$ 500	$ -
55000	Education/Training/Travel	$ 7,837	$ 5,509	$ 7,200	$ 4,400
	PROGRAM TOTAL	$ 362,192	$ 422,097	$ 448,400	$ 468,425

Law Director

Department Description:

The Director of Law is the legal adviser, attorney, and counsel for the City and for all officers and divisions of the City in all matters relating to their official duties. The Director of Law gives written opinions to any elected official, Council, or department heads when requested to do so. The Director of Law interprets the provisions on the Charter. The Director of Law represents the City in all cases in which it may be a party and prosecutes all offenses against the ordinances of the City and such offenses against the laws of Ohio as may be required. The Director of Law shall, on request of the Council, prepare contracts, legislation, bonds and other instruments in writing in which the City is concerned and endorses on each his approval of the form and correctness thereof.

2002 Accomplishments:

- Conducted in-house training for Police and Fire Departments on recent developments in the law
- Drafted legislation to control noise, dust and smoke nuisance of off-road vehicles on private property
- Continued to refine the electronic court docket on the law department calendar
- Proposed legislation to the Ohio General Assembly for the improvement of operating under the influence and driving under suspension laws
- Continued to provide informational talks to Tallmadge Schools and civic groups
- Began a program of jail-cost collections from misdemeanant offenders
- Investigated grants available in areas of arson investigation and prosecution on offenses involving violence against women
- Provided legal counsel to the Charter Commission

2003 Objectives:

- Conduct in-house training for Police and Fire Departments on recent developments in the law
- Continue to assist the police department to reduce the number of outstanding bench warrants
- Continue to provide informational talks to Tallmadge Schools and civic groups
- Improve and continue the program of jail-cost collections from misdemeanant offenders
- Investigate grants available in areas of criminal prosecution and municipal law
- Review documents and provide legal counsel for the proposed Recreation Facility
- Establish all of the city's collective bargaining agreements on the internet for research and public accessibility
- Research and provide legal counsel on processing electronic transactions with the city on financial and personnel data
- Continue to work with students in mock trial, internships, and shadow programs

Staffing:

Law

	2000	2001	2002	2003
Number of Full-time Employees	3	3	3	3
Number of Part-time Employees	1	1	0	0

2003 Appropriation:

Law Director

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 134,325	$ 147,849	$ 151,100	$ 155,700
52000	Benefits	$ 30,895	$ 42,837	$ 52,300	$ 47,800
53000	Contractual Services	$ 41,064	$ 54,129	$ 60,000	$ 58,600
54100	Office Supplies & Materials	$ 16,182	$ 18,844	$ 14,500	$ 14,500
54200	Furniture & Fixtures	$ -	$ 4,773	$ -	$ -
54400	Equipment	$ 3,375	$ 1,374	$ -	$ -
55000	Education/Training/Travel	$ 3,010	$ 2,757	$ 2,500	$ 2,500
56200	Maint. & Repair Vehicles	$ 280	$ 236	$ -	$ -
	PROGRAM TOTAL	$ 229,132	$ 272,799	$ 280,400	$ 279,100

Safety Director

Department Description:

The office of the safety director was created in the 2000 budget. The director oversees all matters relating to public safety, including police, fire, and emergency medical services as well as other duties assigned by the Mayor. The department was established near the end of the year 2000. It was established as a part-time position.

2002 Accomplishments:

1. Assisted in labor management negotiations and union contract.
   Objective : Thoroughly review labor contracts
2. Continued to work on the Emergency Management Plan for the city.
   Objective : Assigned specific personnel to accomplish segments of this plan.
3. Assisted in the selection process within the Fire Dept. .
   Objective : Worked with Civil Service and the fire dept chief. Established new age regulations and other requirements.
4. Recruited and selected an Information Technology administrator for the city.
   Objective : To have that position filled by the end of 2002.
5. Conduct a GIS evaluation.
   Objective : Review products for selection.

2003 Objectives:

1. Assist in labor management negotiations and union contract.
   Objective : Thoroughly review labor contracts
2. Complete the Emergency Management Plan for the city.
   Objective : Publish and distribute plan to all departments.
3. Work with Civil Service, Human Resources, and Police and Fire Admin to fill all vacancies.
4. Implement a regular maintenance schedule for all computers.
   Objective : Train all city personnel, or, automate maintenance functions.
5. Submit comprehensive capital plan for public safety equipment.
6. Submit comprehensive IT hardware and software replacement strategy.

Staffing:

Director of Safety

	2000	2001	2002	2003
Number of Full-time Employees	0	0	0	0
Number of Part-time Employees	1	1	1	1

2003 Appropriation:

Safety Director

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 9,187	$ 34,400	$ 34,600	$ 37,500
52000	Benefits	$ 880	$ 5,160	$ 6,500	$ 5,900
53000	Contractual Services	$ 283	$ 1,203	$ 2,750	$ 4,000
54100	Office Supplies & Materials	$ 220	$ 587	$ -	$ 100
54200	Furniture & Fixtures	$ 2,494	$ -	$ -	$ -
54300	Operational Supplies	$ -	$ 86	$ -	
54400	Equipment	$ -	$ -	$ -	$ 1,800
55000	Education/Training/Travel	$ 1,560	$ 160	$ 1,000	$ 1,100
56100	Building Maint. & Utilities	$ -	$ -	$ -	$ -
56200	Maint. & Repair Vehicles	$ -	$ -	$ -	$ -
	PROGRAM TOTAL	$ 14,625	$ 41,595	$ 44,850	$ 50,400

Service Director

Department Description:

The Department of Public Service administers all public works projects of the City, such as repair, improvement and construction of public streets, lands, bridges, sidewalks, playgrounds, parks, storm and sanitary sewers, drains, ditches, waterways, lighting, and cleaning of public places. It also administers the municipal water system, municipal swimming pool and cemeteries. The Department provides for, and preserves surveys, maps, plans, drawings and estimates. It competitively bids, oversees, inspects and supervises the design and construction of public improvements and buildings. The Building and Zoning Departments report to the Department of Public Service, as does the City Engineer, Street, Water/Sewer and Vehicle Maintenance.

2002 Accomplishments:

- Completed the Potomac/Swank manhole rehabilitation project (Issue II Funds)
- Improved Howe Road Park
- Expanded the number of city cemetery lots
- Upgraded the intersection of East Ave. at the High School entrance
- Worked with the Summit County Engineer for storm water ditch cleaning / joint venture

2003 Objectives

- Improve Howe Road Park
- Complete the recycle center at 210 Osceola
- Expand the number of city cemetery lots
- Upgrade the intersection of East Ave. at the Recreation Center entrance
- Work with the Summit County Engineer for storm water ditch cleaning / joint venture
- Install new water line on Eastwood between Dunbar and Fire Station #2
- Build the Recreation Center
- Install new telephone system at city hall

Staffing:

Director of Public Service

	2000	2001	2002	2003
Number of Full-time Employees	3	3	3	3
Number of Part-time Employees	0	0	0	0

2003 Appropriation:

Service Director

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 158,123	$ 155,670	$ 155,900	$ 164,500
52000	Benefits	$ 35,903	$ 45,039	$ 52,900	$ 60,700
53000	Contractual Services	$ 57,693	$ 72,906	$ 55,000	$ 51,600
53100	Capital Engineering	$ -	$ -	$ -	$ -
54100	Office Supplies & Materials	$ 1,855	$ 8,894	$ 2,000	$ 2,500
54200	Furniture & Fixtures	$ 1,432	$ 8,405	$ 1,000	$ 500
54300	Operational Supplies	$ -	$ -	$ -	$ -
54400	Equipment	$ 8,978	$ 1,229	$ 2,000	$ 2,000
55000	Education/Training/Travel	$ 89	$ 774	$ 2,000	$ 1,000
56100	Building Maint. & Utilities	$ -	$ 568	$ -	$ -
56200	Maint. & Repair Vehicles	$ 1,255	$ 2,106	$ -	$ -
	PROGRAM TOTAL	$ 265,328	$ 295,591	$ 270,800	$ 282,800

Director of Administration

Department Description:

The Department includes three areas of service. The Director is responsible for supervisory functions as well as the planning, preparation, and implementation of the budget. The Economic Developer maintains the city's relationship with the business community and encourages development within the city. Human Resources provides for the day-to-day needs of the city's personnel functions including employee training, benefits administration and testing.

2002 Accomplishments:

- Helped to facilitate local business expansion
- Maintained Student Government Day
- Provided organizational guidance for the city's budgetary process
- Provided organizational guidance to insure all Union/City labor management issues are resolved in a timely fashion
- Provided organizational structure for municipal departmental communication
- Worked with Economic Development to bring new business to Tallmadge
- Worked on committee to help facilitate a new recreational facility in Tallmadge

2003 Objectives:

- Continue to facilitate local business expansion
- Maintain Student Government Day
- Provide organizational guidance for the city's budgetary process
- Provide organizational guidance to insure all Union/City labor management issues are resolved in a timely fashion
- Provide organizational structure for municipal departmental communication
- Work with Economic Development to bring new business to Tallmadge
- Continue to assist where needed to facilitate a new recreational facility in Tallmadge
- Negotiate all labor contracts which are due to expire in 2003

Dept. of Administration Performance Measures

	2000 Actual	2001 Actual	2002 Projected	2003 Projected
Conduct an effective employee training program with at least 60% employee participation.	N/A	60%	50%	50%

Staffing:

Director of Administration

	2000	2001	2002	2003
Number of Full-time Employees	4	4	4	4
Number of Part-time Employees	0	0	0	0

2003 Appropriation:

Director of Administration

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 207,301	$ 203,337	$ 203,900	$ 215,100
52000	Benefits	$ 36,036	$ 38,298	$ 49,800	$ 46,150
53000	Contractual Services	$ 29,038	$ 29,067	$ 37,350	$ 33,000
53200	Employee Wellness Program	$ 18,281	$ 13,956	$ 10,000	$ 6,000
54100	Office Supplies & Materials	$ 2,793	$ 2,351	$ 3,000	$ 3,250
54200	Furniture & Fixtures	$ 60	$ 4,144	$ -	$ -
54400	Equipment	$ 9,234	$ 230	$ -	$ 1,000
55000	Education/Training/Travel	$ 11,813	$ 5,944	$ 9,000	$ 8,000
	PROGRAM TOTAL	$ 314,557	$ 297,327	$ 313,050	$ 312,500

Manager of Information Services

Department Description:

The Manager of Information is responsible for the supervision and operation of information management systems within the city. This includes networks, computers, telephony and software. The MIS function also acts as primary liaison to contracted software vendors such as CMI.

2002 Accomplishments:

- Maintained all MIS systems to achieve optimal operation
- Upgraded operating systems where indicated and maintain all licenses
- Expanded functionality of city web site
- Expanded functionality of city intranet
- Set up and installed replacement machines

2003 Objectives:

- Maintain all MIS systems to achieve optimal operation
- Upgrade operating systems where indicated and maintain all licenses
- Expand functionality of city web site
- Expand functionality of city intranet
- Set up and install replacement machines
- Evaluate and recommend a replacement telephone system for city facilities

Staffing:

Manager of Information Services

	2000	2001	2002	2003
Number of Full-time Employees	0	0	0	1
Number of Part-time Employees	0	1	1	1

2003 Appropriation:

Manager of Information Systems

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ -	$ -	$ -	$ 35,000
52000	Benefits	$ -	$ -	$ -	$ 16,500
53000	Contractual Services	$ 9,048	$ 80,792	$ 83,000	$ 31,200
54100	Office Supplies & Materials	$ -	$ 399	$ 250	$ -
54200	Furniture & Fixtures	$ -	$ -	$ 250	$ 250
54400	Equipment	$ 99	$ 14,679	$ 1,000	$ 2,000
55000	Education/Training/Travel	$ -	$ -	$ -	$ 1,000
56100	Building Maint. & Utilities	$ -	$ -	$ -	$ -
	PROGRAM TOTAL	$ 9,147	$ 95,870	$ 84,500	$ 85,950

Legislative

Department Description:

The legislative branch is comprised of seven members of Council, one of whom serves as President of Council. The Council hires a Clerk and Deputy Clerk to staff the office on a daily basis and administer the functions of Council. Council meets on the second and fourth Thursdays of each month and holds committee meetings on the Monday preceding each regular council meeting. The Council's mission is to represent and serve the citizens of Tallmadge with consideration of the health, safety and welfare of all residents.

2002 Accomplishments:

- A special review committee discussed and made changes needed in the Council rules.
- Council members attended Kent State University Elected Officials Academy 2002 course
- Council Clerk to attended Kent State for the Municipal Clerk certification
- Reprinted City Charter with a Table of contents and the charter changes approved by the electorate.
- Posted Council-meeting agendas on the City of Tallmadge web site.
- Discussed ways of streamlining the process of legislation starting with the Agenda and through the placement of the passed legislation in the permanent journals.
- Implemented more thorough training for the Deputy Clerk position.

2003 Objectives:

- A special review committee will discuss any changes needed in the Council rules.
- Council Clerk to continue seeking additional training for the Municipal Clerk certification
- Continue posting Council-meeting agendas on the City of Tallmadge web site.
- Strive to find ways of streamlining the process of legislation
- Seek out additional opportunities for training.

Staffing:

Council

	2000	2001	2002	2003
Number of Full-time Employees	2	2	2	1
Number of Part-time Employees	7	7	7	8

2003 Appropriation:

Legislative

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 107,760	$ 99,920	$ 105,800	$ 108,000
52000	Benefits	$ 24,315	$ 26,087	$ 29,600	$ 28,300
53000	Contractual Services	$ 15,253	$ 12,791	$ 11,000	$ 11,000
54100	Office Supplies & Materials	$ 3,569	$ 1,302	$ 2,000	$ 2,000
54200	Furniture & Fixtures	$ -	$ 3,523	$ -	$ -
54400	Equipment	$ 633	$ 4,838	$ -	$ -
55000	Education/Training/Travel	$ 2,133	$ 2,119	$ -	$ -
	PROGRAM TOTAL	$ 153,663	$ 150,580	$ 148,400	$ 149,300

Treasurer

Department Description:

The responsibilities for the Treasurer's Office are twofold. One is collecting the income taxes for the City. The other is managing the City's investment portfolio. The Deputy Treasurer assists the Treasurer in the investment side of the office. The Chief Deputy Tax Administrator and the income tax staff are responsible for the collection of income taxes.

2002 Accomplishments:

- Increased utilization of electronic fund transfers for the payment of utilities and taxes
- Safeguarded and administered the City's funds and accounts

2003 Objectives:

- To increase utilization of electronic fund transfers for the payment of utilities and taxes
- To safeguard and administer the City's funds and accounts
- To seek additional ways to further reduce costs

Treasurer Department Performance Objectives

Treasurer Performance Measures

	2000 Actual	2001 Actual	2002 Projected	2003 Projected
Invest public funds in full compliance with the city's Investment Policy while maintaining a rate of return higher than STAR Ohio				
City Average Rate of Return on Investments	N/A	5.93	6.05%	2.00%
STAR Ohio Average Rate of Return	N/A	6.19	5.08%	2.00%
Provide Council with prompt accurate reporting on the city's financial condition				
100% of bank statements reconciled to cash balances within 30 days of month end	N/A	100%	100%	100%
Submit monthly reports to Council within 20 days of month-end	N/A	11	avg. = 9 days	avg. = 10 days

Staffing:

Treasurer

	2000	2001	2002	2003
Number of Full-time Employees	5	3	3	3
Number of Part-time Employees	0	3	3	3

2003 Appropriation:

Treasurer

			2000 Actual		2001 Actual		2002 Budget		2003 Budget
51000	Salaries & Wages	$	160,684	$	171,796	$	162,000	$	189,100
52000	Benefits	$	40,588	$	47,473	$	59,700	$	58,400
53000	Contractual Services	$	36,310	$	25,647	$	30,000	$	28,600
53100	Bank Service Charges	$	5,770	$	14,386	$	10,000	$	10,000
54100	Office Supplies & Materials	$	12,820	$	11,935	$	12,600	$	12,600
54200	Furniture & Fixtures	$	500	$	-	$	-	$	-
54300	Operational Supplies	$	-	$	-	$	-	$	-
54400	Equipment	$	673	$	3,000	$	-	$	-
55000	Education/Training/Travel	$	9,104	$	5,183	$	6,000	$	5,000
56100	Building Maint. & Utilities	$	2,115	$	-	$	-	$	-
	PROGRAM TOTAL	$	268,566	$	279,421	$	280,300	$	303,700

Civil Service

Department Description:

The Civil Service Commission serves as the testing agency for all classified positions within the City of Tallmadge. The Commission also serves as the testing agency for unclassified positions such as part-time Firefighter and Intermittent Clerk. The Commission administers tests for all classified positions for the Tallmadge School System.

Civil Service	2000	2001	2002	2003
Number of Full-time Employees	0	0	0	0
Number of Part-time Employees	4	4	4	4

2003 Appropriation:

Civil Service

			2000 Actual		2001 Actual		2002 Budget		2003 Budget
51000	Salaries & Wages	$	16,549	$	17,437	$	16,500	$	16,900
52000	Benefits	$	2,138	$	2,823	$	3,000	$	2,700
53000	Contractual Services	$	26,172	$	11,253	$	16,500	$	17,000
54100	Office Supplies & Materials	$	599	$	941	$	1,500	$	1,500
54200	Furniture & Fixtures	$	65	$	322	$	-	$	-
54300	Operational Supplies	$	1,441	$	387	$	500	$	500
54400	Equipment	$	-	$	239	$	-	$	-
55000	Education/Training/Travel	$	8	$	239	$	-	$	-
56800	Refunds	$	-	$	-				
	PROGRAM TOTAL	$	46,971	$	33,642	$	38,000	$	38,600

Maintenance

Department Description:

The Maintenance Department performs certain cleaning duties for municipally owned buildings. The department maintains all municipally owned buildings and equipment relative to electrical, plumbing, heating and air conditioning. The department coordinates and directs the installation of new equipment and fixtures. The department refurbishes existing quarters by rehanging doors, replacing windows, relocating partitions, minor remodeling and construction.

Staffing:

Maintenance

	2000	2001	2002	2003
Number of Full-time Employees	2	3	1	1
Number of Part-time Employees	0	0	0	0

2003 Appropriation:

Maintenance

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 98,958	$ 81,559	$ 62,300	$ 32,100
52000	Benefits	$ 19,245	$ 19,959	$ 26,800	$ 16,100
53000	Contractual Services	$ 51,776	$ 41,823	$ 26,000	$ 38,000
54100	Office Supplies & Materials	$ 1,600	$ 131	$ -	$ 250
54200	Furniture and Fixtures	$ 12,259	$ -	$ -	$ -
54300	Operational Supplies	$ -	$ 7,202	$ 7,200	$ 7,000
54400	Equipment	$ -	$ -	$ -	$ -
55000	Education, Training, Travel	$ -	$ -	$ -	$ 200
56100	Building Maint. & Utilities	$ 61,571	$ 86,817	$ 70,000	$ 82,000
56200	Maint. & Repair Vehicles	$ -	$ -	$ 5,000	$ 6,000
	PROGRAM TOTAL	$ 245,409	$ 237,491	$ 197,300	$ 181,650

Garage – General Operating

2002 Accomplishments

- Installed pumps and hose reels for greasing equipment.
- Installed lighting in Street Department area to improve safety while working on large pieces of equipment.
- Improved police cruiser service
- Reworked older leaf collectors and had them ready for service by leaf season 2002.

2003 Objectives

- Install pumps and hose reels for greasing equipment.
- Install lighting in Street Department area to improve safety while working on large pieces of equipment.
- Improve police cruiser service
- Rework older leaf collectors and have them ready for service by leaf season 2002.

Staffing:

Garage

	2000	2001	2002	2003
Number of Full-time Employees	4	4	4	4
Number of Part-time Employees	1	1	1	1

2003 Appropriation:

Garage - General Operating

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 178,672	$ 199,273	$ 195,900	$ 202,700
52000	Benefits	$ 65,321	$ 75,663	$ 82,200	$ 68,000
53000	Contractual Services	$ 10,605	$ 16,280	$ 17,000	$ 35,320
54100	Office Supplies & Materials	$ 2,781	$ 1,178	$ 500	$ 1,850
54200	Furniture & Fixtures	$ 2,273	$ 390	$ -	$ -
54300	Operational Supplies	$ 3,295	$ 771	$ 1,100	$ 1,100
54400	Equipment	$ 11,895	$ 10,234	$ 8,000	$ 10,166
55000	Education/Training/Travel	$ 734	$ 2,272	$ 500	$ 1,150
56100	Building Maint. & Utilities	$ 9,002	$ 11,709	$ 12,000	$ 12,300
56200	Maint. & Repair Vehicles	$ 3,802	$ 5,609	$ 2,800	$ 3,800
57000	Capital Outlay	$ -	$ -	$ -	$ -
	FUND TOTAL	$ 288,379	$ 323,380	$ 320,000	$ 336,386

Garage Capital

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
57500	Fuel Tank Replacement	$ -	$ -	$ -	$ -
	Fume Extraction System	$ 19,981	$ 25,000	$ -	$ -
	PROGRAM TOTAL	$ 19,981	$ 25,000	$ -	$ -
	Total Garage Cost of Services	$ 308,360	$ 348,380	$ 320,000	$ 336,386

Boards and Commissions

2003 Appropriation:

Boards and Commissions

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 4,446	$ 4,232	$ 6,000	$ 6,200
52000	Benefits	$ 624	$ 691	$ 1,000	$ 1,000
53000	Contractual Services	$ 4,650	$ 2,407	$ 2,000	$ 2,000
54100	Office Supplies & Materials	$ 116	$ 63	$ 300	$ 250
55000	Education/Training/Travel	$ 25	$ -	$ -	$ -
	PROGRAM TOTAL	$ 9,861	$ 7,393	$ 9,300	$ 9,450
	Capital Outlay	$ -	$ 47,000	$ -	$ -
Total General Government		$ 2,457,540	$ 2,775,783	$ 2,969,950	$ 3,079,661

General Administration

2003 Appropriation:

General Administration

			2000 Actual		2001 Actual		2002 Budget		2003 Budget
53100	Computer Administration	$	52,197	$	1,150	$	-		
56510	Property Tax	$	14,782	$	45,203	$	17,000	$	20,000
56520	District Health	$	108,402	$	114,700	$	120,000	$	120,000
56530	Delinquent Tax	$	478	$	1,743	$	3,500	$	2,000
56540	Election Expense	$	13,908	$	3,104	$	14,000	$	15,000
56550	State Examiners	$	44,994	$	35,152	$	42,000	$	40,000
56560	Auditor & Treasurer Fee	$	15,651	$	18,471	$	15,000	$	5,000
56570	Contingencies	$	678	$	963	$	1,000	$	1,500
56575	City Sponsored Events	$	797	$	1,481	$	5,000	$	5,000
56580	Emergency Management Agency	$	4,758	$	4,758	$	7,000	$	7,000
56590	Solid Waste Mgnt District	$	-	$	-	$	1,000	$	1,000
56800	Income Tax Refunds	$	109,533	$	168,553	$	110,000	$	130,000
56810	JEDZ / Tallmadge Zone	$	23,200	$	37,227	$	25,000	$	84,800
	PROGRAM TOTAL	$	389,379	$	432,504	$	360,500	$	431,300
	Capital Outlay								
	Land Acquisition	$	-	$	-	$	345,000	$	-

Transfers

Transfers show how much support the General Fund provides to other funds in the city. These transfers will show up as revenue for the other funds, which then spend the money for a specific purpose.

2003 Appropriation:

Transfers

			2000 Actual		2001 Actual		2002 Budget		2003 Budget
59320	Historic District Improvement Fund	$	65,000	$	-	$	40,000	$	-
59902	Fire & EMS Fund	$	545,000	$	390,000	$	645,000	$	350,000
59903	Fire & EMS Capital Fund	$	25,000	$	-	$	-	$	10,000
59907	SMR Fund	$	1,640,700	$	2,081,000	$	1,581,000	$	1,525,000
59910	Community Development Fund	$	-	$	-	$	-	$	-
59919	General Infrastructure Fund	$	100,000	$	-	$	-	$	-
59920	Bond Retirement Fund	$	233,000	$	383,700	$	534,900	$	554,735
57000	Community Center Road Fund	$	-	$	182,551	$	-	$	-
59942	South Ave. Improvement Fund	$	117,389	$	-	$	-	$	-
59943	Eastwood/South Ave. Fund	$	115,000	$	-	$	-	$	-
59982	Garage Revolving Fund	$	313,000	$	352,000	$	351,000	$	-
59983	Transfer to Self-Insurance Fund	$	-	$	-	$	-	$	-
59294	Local Law Enforcement Block Grant F	$	1,200	$	-	$	-	$	-
	PROGRAM TOTAL	$	3,155,289	$	3,389,251	$	3,151,900	$	2,439,735
GENERAL FUND TOTAL		$	9,535,154	$	10,045,181	$	10,295,250	$	9,851,196

Special Revenue Funds

Fire Operating

Department Description:

The mission of the Tallmadge Fire Department is to protect the lives of its citizens and to preserve the property of its community. The mission is supported and accomplished by the fire department in the documented effectiveness of its many programs. The programs include Fire Suppression, Emergency Medical Service, Fire Prevention and a first response capability to any unforeseen emergency or disaster.

2002 Accomplishments:

- Provided talks with neighboring communities on regional fire and EMS services
- Continued to provide the lowest possible response time on emergency calls for service
- Completed the installation of the Fire/Police computer system

2003 Objectives:

- Continue talks with neighboring communities on regional fire and EMS services
- Continue to provide the lowest possible response time on emergency calls for service
- Complete the implementation of the Fire/Police computer system

Fire Department Performance Measures

Fire Department Performance Measures	2000 Actual	2001 Actual	2002 Projected	2003 Projected
Average EMS Response Time in Minutes	4.5	4.5	4.2	4.2
Average Fire Response Time in Minutes	5.5	5.5	5.3	5.3
Property Loss due to Fire	$250,000	$200,000	$180,000	$180,000

Staffing:

Fire / EMS	2000	2001	2002	2003
Number of Full-time Employees	12	12	12	12
Number of Part-time Employees	40	38	45	45

2003 Appropriation:

Fire Operating

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 1,077,064	$ 1,081,029	$ 1,166,700	$ 1,160,700
52000	Benefits	$ 325,189	$ 320,383	$ 383,700	$ 364,200
53000	Contractual Services	$ 38,327	$ 58,159	$ 65,000	$ 65,200
54100	Office Supplies & Materials	$ 6,115	$ 2,577	$ 6,500	$ 7,500
54200	Furniture & Fixtures	$ 2,378	$ 3,208	$ -	$ 3,500
54300	Operational Supplies	$ 14,646	$ 21,683	$ 19,400	$ 18,400
54400	Equipment	$ 21,803	$ 35,011	$ 35,400	$ 37,900
55000	Education/Training/Travel	$ 15,532	$ 8,141	$ 9,700	$ 12,500
56100	Building Maint. & Utilities	$ 54,561	$ 40,354	$ 55,000	$ 55,500
56200	Maint. & Repair Vehicles	$ 43,639	$ 45,126	$ 50,000	$ 48,800
56530	Delinquent Collection	$ -	$ 1,612	$ 2,000	$ 2,000
56560	Auditor & Treasurer Fee	$ 14,380	$ 13,432	$ 12,000	$ 12,000
59903	Transfer to Fire/EMS Capital	$ 104,755	$ 116,282	$ 133,400	$ 97,100
	PROGRAM TOTAL	$ 1,718,388	$ 1,746,998	$ 1,938,800	$ 1,885,300
FIRE / EMS FUND TOTAL		$ 1,718,388	$ 1,746,998	$ 1,938,800	$ 1,885,300

Fire/EMS Capital Fund

2003 Appropriation:

FIRE / EMS CAPITAL FUND

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
57013	Jaws of Life	$ -	$ -	$ -	$ 25,000
57014	High Pressure Compressor	$ -	$ -	$ -	$ 25,000
57015	AM Radio Station	$ -	$ -	$ -	$ -
57016	Rescue Air Bags	$ -	$ 4,685	$ -	$ -
57005	EMS Squad '98	$ 43,777	$ -	$ -	$ -
57007	EMS Squad '99	$ 47,289	$ 47,289	$ -	$ -
57008	Scan for Life Equipment	$ -	$ -	$ -	$ -
57003	Heart Monitors	$ -	$ -	$ 50,000	
57010	Fire Engine '00	$ 70,422	$ 70,422	$ 80,000	$ 70,500
57012	Ford Expedition	$ -	$ 21,900	$ -	$ 24,000
57011	Radio Repeater System	$ 21,145	$ 658	$ -	
FIRE / EMS CAPITAL FUND TOTAL		$ 182,633	$ 144,954	$ 130,000	$ 144,500

Jaws of Life

This will replace outdated extraction equipment.

High Pressure Compressor

This piece of equipment is needed to be able to continue to fill our oxygen bottles. Parts are no longer available for the one being replaced.

Engine ’00 $80,000

This represents the fourth of four payments. The total cost of the engine will be $240,000. The engine is scheduled for replacement in 2024.

Street Maintenance and Repair Fund

Street Maintenance

Department Description:

The Road Department is responsible for the state highways in our city, city cemeteries, city parks, leaf collections, snow removal and signal maintenance.

2002 Accomplishments:

1 Constructed Versa Loc walls *and railing* on B field at Mack Burleson field along with drainage system.
2 Cleared & graded area at Howe Road Park for new baseball complex. Also enclose portion of large storm water ditch. .
3 Increased time on providing maintenance to our Main Roads cleaned up North Avenue, which involved ditching, berms, tree pruning, sign replacement, inlet repair, landscaping and general cleanup.
4 Had Ohio Bureau of Employment Service conduct more OSHA training for personnel.
5 Constructed Maca detention basin and associated flood gate.
6 Improved the Intersection of East Ave and the high school drive - curbs, sidewalks, traffic signals, storm sewer, etc.

2003 Objectives:

1 Enclose deep ditches on Southeast Avenue from bridge at Parmelee Drive to South Alling Road.
2 Construction of storm sewer from North Munroe to new detention basin for our new Recreation Facility.
3 Improve storm sewer from High School to Recreation Center Drive on East Ave. and wide East Ave.
4 Install lighting for parking lot at New Recreation Center.
5 Assist contractor in construction of detention basin at Recreation Center.
6 Assist in construction of new signal at East & Munroe.
7 Clear & grade area at Howe Road Park for new baseball complex. Also enclose portion of large storm water ditch.
8 Expand Old Cemetery and prepare area for our new maintenance building. Then we will be able to demolish the shed at the New Cemetery, which has been condemned.
9 Increase time on providing maintenance to our Main Roads, starting with North Avenue, which would involve ditching, berms, tree pruning, sign replacement, inlet repair, landscaping and general cleanup.
10 Construct material bins in west yard at 210 Osceola complex.
11 Have Ohio Bureau of Employment Service conduct more OSHA training for personnel.
12 Construction of City of Tallmadge recycle center.

Staffing:

Street Maintenance and Repair	2000	2001	2002	2003
Number of Full-time Employees	21	21	21	20
Number of Part-time Employees	0	1	0	0

2003 Appropriation:
STREET MAINTENANCE & REPAIR FUND

	2000 Actual	2001 Actual	2002 Budget	2003 Budget
Cemetery				
51000 Salaries & Wages	$ 28,971	$ 38,500	$ 32,000	$ 33,000
52000 Benefits	$ -	$ -	$ -	$ -
53000 Contractual Services	$ 18,010	$ 16,404	$ 20,000	$ 24,000
54300 Operational Supplies	$ 2,206	$ 3,088	$ 4,500	$ 5,000
56100 Building Maint. & Utilities	$ 1,145	$ 231	$ 2,000	$ 2,000
56200 Maint. & Repair Vehicles	$ -	$ -	$ -	$ -
56800 Refund of Sale of Lots	$ 1,450	$ 550	$ 700	$ 700
Park Maintenance				
51000 Salaries & Wages	$ 111,387	$ 112,688	$ 119,900	$ 123,700
52000 Benefits	$ -	$ -	$ -	$ -
53000 Contractual Services	$ 46,812	$ 37,740	$ 44,500	$ 43,500
54300 Operational Supplies	$ 8,533	$ 9,949	$ 11,800	$ 8,500
56100 Building Maint. & Utilities	$ 31,011	$ 30,768	$ 36,700	$ 36,000
56200 Maint. & Repair Vehicles	$ -	$ -	$ -	$ -
56300 City Beautification	$ 14,503	$ 8,436	$ 10,000	$ 10,000
Stormwater				
Salaries & Wages	$ -	$ 56,427	$ -	$ -
Contractual Services	$ -	$ 37,938	$ -	$ 50,000
Street Maintenance				
51000 Salaries & Wages	$ 563,612	$ 519,594	$ 615,600	$ 542,507
52000 Benefits	$ 280,495	$ 322,403	$ 321,900	$ 343,182
53000 Contractual Services	$ 79,947	$ 104,080	$ 90,000	$ 106,000
53100 Recycle Center	$ 22,776	$ 25,698	$ -	$ -
54100 Office Supplies & Materials	$ 5,858	$ 1,583	$ 3,500	$ 3,700
54200 Furniture & Fixtures	$ 1,607	$ 1,221	$ -	$ 1,000
54300 Operational Supplies	$ 164,831	$ 179,829	$ 215,000	$ 188,000
54400 Equipment	$ 29,171	$ 60,743	$ 35,150	$ 23,000
55000 Education/Training/Travel	$ 1,064	$ 1,728	$ 1,000	$ 2,000
56100 Building Maint. & Utilities	$ 12,982	$ 14,914	$ 20,000	$ 15,000
56200 Maint. & Repair Vehicles	$ 120,897	$ 99,695	$ 110,000	$ 110,000
PROGRAM TOTAL	$ 1,547,268	$ 1,684,208	$ 1,694,250	$ 1,670,789
Capital Outlay	$ 723,533	$ 1,004,368	$ 526,000	$ 649,000
STREET MAINT. & REP. FUND TOTAL	$ 2,270,801	$ 2,688,576	$ 2,220,250	$ 2,319,789

Capital Outlay

Street Sweeper $30,000

The city's street sweeper broke down in the end of 1999 and repairs were not practicable according to the garage department. Therefore, the city purchased a new street sweeper in 2001. This project is part of the capital improvement plan, with costs being shared $15,000 Street and $15,000 Sewer.

2003 Road Program $630,000

The 2003 Road Program includes all major street related expenses for resurfacing and maintenance. The total is subdivided into the following line items.

Asphalt Resurfacing and Repair	$385,367.00
Crack Sealing Streets	$ 89,436.00
Concrete Maintenance	$ 102,588.00
Pavement Marking	$ 52,609.00

State Highway Fund

2003 Appropriation:

STATE HIGHWAY FUND

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 40,277	$ 31,556	$ 32,000	$ 47,000
52000	Benefits	$ 4,394	$ 4,824	$ 10,000	$ 19,000
54300	Operational Supplies	$ 2,769	$ 10,492	$ 13,000	$ 11,000
	PROGRAM TOTAL	$ 47,439	$ 46,871	$ 55,000	$ 77,000
STATE HIGHWAY FUND TOTAL		$ 47,439	$ 46,871	$ 55,000	$ 77,000

Community Development Fund

2003 Appropriation:

COMMUNITY DEVELOPMENT FUND

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ -	$ -	$ -	$ -
52000	Benefits	$ -	$ -	$ -	$ -
53000	Contractual Services	$ 49,085	$ -	$ 45,000	$ 30,000
54300	Operational Supplies	$ -	$ -	$ -	$ -
59320	Transfer to Old Town Hall Fund	$ -	$ -	$ -	$ -
	Transfer to General	$ -	$ 60,000	$ -	$ -
	PROGRAM TOTAL	$ 49,085	$ 60,000	$ 45,000	$ 30,000
COMMUNITY DEV. FUND TOTAL		**$ 49,085**	**$ 60,000**	**$ 45,000**	**$ 30,000**

Alcohol Education and Enforcement Fund

2003 Appropriation:

ALCOHOL ENFORCEMENT & EDUCATION FUND

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
54400	Equipment	$ -	$ 5,700	$ -	$ -
	PROGRAM TOTAL	$ -	$ 5,700	$ -	$ 2,693
ALCOHOL ENF. & ED. FUND TOTAL		**$ -**	**$ 5,700**	**$ -**	**$ 2,693**

Law Enforcement Fund

2003 Appropriation:

LAW ENFORCEMENT FUND

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
54300	Operational Supplies	$ 765	$ 765	$ -	$ -
54400	Equipment	$ 4,470	$ -	$ -	$ -
	PROGRAM TOTAL	$ 5,235	$ 765	$ -	$ 3,065
LAW ENFORCEMENT FUND TOTAL		**$ 5,235**	**$ 765**	**$ -**	**$ 3,065**

Drug Law Enforcement Fund

2003 Appropriation:

DRUG LAW ENFORCEMENT FUND

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
53000	Contractual Services	$ -	$ -	$ -	$ 15,000
54400	Equipment	$ 206	$ 2,092	$ -	$ -
	PROGRAM TOTAL	$ 206	$ 2,092	$ -	$ 15,000
DRUG LAW ENF. FUND TOTAL		**$ 206**	**$ 2,092**	**$ -**	**$ 15,000**

Capital Improvement Funds

General Infrastructure Fund

2003 Appropriation:

GENERAL INFRASTRUCTURE FUND

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
57000	Capital Outlay	$ -	$ 74,278	$ -	$ -
57100	City Hall Renovations	$ 1,341,304	$ 3,725,425	$ -	$ -
53000	Transfer to Recreation Center Fund	$ -	$ -	$ -	$ -
	PROGRAM TOTAL	$ 1,341,304	$ 3,799,703	$ -	$ -
GEN. INFRASTRUCTURE FUND TOTAL		$ 1,341,304	$ 3,799,703	$ -	$ -

The Bond Retirement Fund

The Bond Retirement Fund is used for all payments on existing bonded debt. Short-term debt like bond anticipation notes and lease purchases of equipment are included in the departmental or program operating budgets. Total debt figures are available in the FREQUENTLY ASKED QUESTIONS section of the budget under the question "How much debt does the city have?"

2003 Appropriation:

BOND RETIREMENT FUND

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
56800	Refunds	$ 2,474	$ -	$ -	$ -
58110	Trustee Administration	$ 6,600	$ 3,100	$ 7,000	$ 10,000
58211	Tallmadge Woods G/O Bond	$ 80,153	$ 77,431	$ 69,700	$ 67,200
58212	Concrete Street G/O Bond	$ 111,375	$ 113,975	$ 116,300	$ 113,225
58213	Storm Water G/O Bond	$ 195,593	$ 192,273	$ 193,900	$ 195,260
	SW Water & Sewer S/A	$ -	$ -	$ -	$ -
	NE/Martindale S/A	$ -	$ -	$ -	$ -
	NW Quad S/A	$ -	$ -	$ -	$ -
	Ernest Drive Water S/A	$ -	$ -	$ -	$ -
	Parker/Milton	$ -	$ -	$ -	$ -
	Elm/Ferguson	$ -	$ -	$ -	$ -
58214	West Ave.S/A Bond	$ -	$ 110,250	$ 92,400	$ 90,600
58215	City Hall Bond	$ -	$ -	$ 183,900	$ 183,900
	PROGRAM TOTAL	$ 396,195	$ 497,028	$ 663,200	$ 660,185
BOND RETIREMENT FUND TOTAL		$ 396,195	$ 497,028	$ 663,200	$ 660,185

Enterprise and Special Assessment Funds

Sanitary Sewer Infrastructure Fund

2003 Appropriation:

SANITARY SEWER INFRASTRUCTURE FUND

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
57000	Capital Outlay/Thomas Rd.	$ 100,000	$ -	$ -	$ -
57001	Sewer Cleaning and Televising	$ 54,000	$ 20,436	$ -	$ -
	Sewer Jet	$ -	$ -	$ -	$ -
57200	Cleaning/TV/Manhole Rehabilitation	$ -	$ 34,613	$ -	$ -
59956	Waltco Rehabilitation	$ -	$ -	$ -	$ -
	Potomac/Swank Sewer Rehab.	$ -	$ -	$ 530,000	$ -
	N. Munroe Sewer Rehab.	$ -	$ -	$ 100,000	$ -
	Sewer Pump Replacement	$ -	$ -	$ 21,000	$ 25,000
	Water Meter Replacement	$ -	$ -	$ 15,000	$ 15,000
59935	Transfer to Com Cntr Rd Fund	$ -	$ 60,000	$ -	$ -
	PROGRAM TOTAL	$ 154,000	$ 115,049	$ 666,000	$ 40,000
SANITARY SEWER INF. FUND TOTAL		$ 154,000	$ 115,049	$ 666,000	$ 40,000

Water Infrastructure Fund

2003 Appropriation:

WATER INFRASTRUCTURE FUND

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
53000	Contractual Services	$ -	$ -	$ -	$ -
57000	Capital Outlay	$ 25,787	$ -	$ -	$ -
57100	Water Meter Replacement	$ -	$ -	$ 15,000	$ 15,000
53000	Thomas Road Waterline	$ 4,614	$ -	$ -	$ -
59935	Transfer to Com Cntr Rd Fund	$ -	$ 100,000	$ -	$ -
57301	Thomas Rd. Contractual Engineering	$ 96			$ -
	Waterline Looping Projects	$ 76,055	$ 9,500	$ -	$ -
	PROGRAM TOTAL	$ 106,552	$ 109,500	$ 15,000	$ 15,000
					$ -
WATER INF. FUND TOTAL		$ 106,552	$ 109,500	$ 15,000	$ 15,000

Sanitary Sewer Fund

Sanitary Sewer Administration

Department Description:

The Tallmadge Water/Sewer Department is charged with the operation, expansion, maintenance and management of the municipally owned water/sewer utility. It is our duty to furnish an adequate supply of potable water for the inhabitants of the City of Tallmadge by providing adequate pumping and distribution facilities along with the necessary construction, reconstruction, extension and repair of the water works system.

2002 Accomplishments:

- Installed three new water mains.
- 108 new water service installations.
- Purchased a Forms Burster/Decollator machine for the office.
- 152 new water customers.
- 124 inside meters changed out; 275 pit scan pads; and 6 large meters changed out.
- Implemented the Lead/Copper Testing in spring 2002/pass the Lead/Copper Test.
- Purchased and installed XC2 Backflow program.
- Updated our sewer contracts, including our new Summit County customers.
- Engineered, bid and construct the Potomac Ave., Swank Rd. trunk line rehab contract.
- Flushed and painted 500 fire hydrants.
- Repaired 18 water main breaks.
- Rehabilitated the Potomac/Swank trunk sewer lines.
- Cleaned and videoed Eastwood Ave trunk line.
- Renegotiated the sewer bill with the City of Akron, eliminating disputed bills resulting in a $5,000 / Mo. Savings.
- Installed a new pump, motor and upgraded the electrical system at the Summit County lift station on Northeast Ave.
- Installed a new pump, motor and upgraded the electrical system at the Summit County lift station on Eastwood Ave.
- Responded to 3 residential sewer backups.

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2003 Goals/Objectives:

- Coordinate the Hydrant Flushing Program with the Fire Department.
- Continue the Meter Management Program, changing inside meters and pit meters to scan pad and repair/replace the larger meters.
- Enter data for the backflow program.
- Improve the standard safety procedures.
- Update our Homestead Customers for 2003.
- Implement better inventory controls.
- Bid and construct the water mains for Eastwood Ave. and Bakers Acres.
- Complete the installation of water services to Paul Tell Trail (new development).
- Continue improvement of record keeping systems.
- Always maintain and improve public relations.

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Water/Sewer Department Performance Measures

Utilities Department Performance Measures	2000 Actual	2001 Actual	2002 Projected	2003 Projected
Respond to and handle Sanitary Sewer backups within 1 hour of request for service	80%	75%	80%	85%
Satisfy water client needs within 1 hour of request for service	90%	90%	90%	90%

Staffing:

Water and Sewer

	2000	2001	2002	2003
Number of Full-time Employees	7	7	7	8
Number of Part-time Employees	0	0	0	0

2003 Appropriation:

Capital Outlay

SANITARY SEWER ADMINISTRATION

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 101,978	$ 134,206	$ 143,200	$ 214,800
52000	Benefits	$ 46,306	$ 52,013	$ 60,200	$ 86,949
53000	Contractual Services	$ 865,138	$ 753,500	$ 900,000	$ 833,600
53500	Treatment Cost	$ -	$ 243,916	$ 355,000	$ -
53100	Summit County Sewer	$ -	$ 676,126	$ 560,000	$ 983,900
54100	Office Supplies & Materials	$ 6,552	$ 5,225	$ 7,000	$ 9,000
54200	Furniture & Fixtures	$ 3,312	$ 1,047	$ -	$ -
54330	Telemonitoring System	$ -	$ -	$ -	$ -
54300	Operational Supplies	$ 8,919	$ 23,433	$ 30,000	$ 50,000
54400	Equipment	$ 15,829	$ 12,403	$ 12,000	$ 15,000
55000	Education/Training/Travel	$ 493	$ 30	$ 1,500	$ 1,500
56100	Building Maint. & Utilities	$ 11,124	$ 14,561	$ 15,000	$ 26,000
56200	Maint. & Repair Vehicles	$ 12,524	$ 7,204	$ 10,000	$ 12,000
56530	Delinquent Tax	$ -	$ -	$ 100	$ 2,400
56550	State Examiners	$ -	$ -	$ 500	$ 500
56560	Auditor & Treasurer Fee	$ -	$ -	$ 100	$ 250
56800	Refunds	$ 462	$ 324	$ 1,000	$ 300
59917	Transfer to Infrastructure Reserve	$ 84,767	$ 121,535	$ 73,100	$ -
59920	Transfer to Bond Retirement	$ 19,752	$ -	$ -	
58231	SW Sewer Bond Payment	$ -	$ 26,686	$ 26,700	$ 27,685
58241	SW Sewer Ext. Bond Payment	$ -	$ 3,107	$ 3,100	$ -
58223	NW Quad Sewer Bond	$ 38,370	$ 37,635	$ 36,900	$ 36,120
	PROGRAM TOTAL	$ 1,215,525	$ 2,112,951	$ 2,235,400	$ 2,300,004
Capital Outlay					
57310	Replace RS6000	$ -	$ 7,964	$ -	$ -
57700	Excavator #88	$ -	$ 63,822	$ -	$ -
57340	New Water Meters	$ -	$ 25,169	$ -	$ -
57350	Street Sweeper	$ -	$ 12,000	$ -	$ 15,000
	Vac-All Truck	$ -	$ -	$ -	$ 198,000
	Rec Center Sewer	$ -	$ -	$ -	$ 150,000
	Speed Monitor Trailer	$ -	$ -	$ -	$ 4,000
57350	Mini Excavator	$ 10,000	$ -	$ -	$ -
57350	1 Ton Dump Truck	$ 18,251	$ -	$ -	$ -
53000	Contractual Services	$ 48,888	$ 4,108	$ -	$ -
57000	Contstruction/Capital Outlay	$ 5,340	$ 542,590	$ -	$ -
	Total Capital Outlay	$ 82,479	$ 655,652	$ -	$ 367,000
SEWER FUND TOTAL		$ 1,298,004	$ 2,768,603	$ 2,235,400	$ 2,667,004

Street Sweeper $15,000

This is a new truck to be used for cleaning the city streets. The costs will be shared $15,000 Street and $15,000 Sewer.

Vac-All Truck

This vehicle must be added to the equipment used by this city to come into compliance with issues dealing with sewer maintenance.

Speed Trailer

The Police, Water/Sewer and Street Departments will share this piece of equipment in helping with traffic control. Consequently, all departments share in the cost.

Water Fund

2003 Appropriation:

WATER FUND

WATER OPERATING

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
51000	Salaries & Wages	$ 180,825	$ 176,727	$ 143,200	$ 214,800
52000	Benefits	$ 41,088	$ 48,784	$ 60,200	$ 86,949
53000	Contractual Services	$ 993,398	$ 965,634	$ 1,100,000	$ 1,125,000
53100	Lease Agreement	$ -	$ -	$ -	$ -
54100	Office Supplies & Materials	$ 6,555	$ 5,112	$ 8,000	$ 9,000
54200	Furniture & Fixtures	$ 3,312	$ 794	$ -	$ -
54300	Operational Supplies	$ 61,226	$ 41,986	$ 70,000	$ 60,000
54400	Equipment	$ 35,653	$ 16,630	$ 25,000	$ 15,000
55000	Education/Training/Travel	$ 588	$ 45	$ 2,000	$ 1,500
56100	Building Maint. & Utilities	$ 12,852	$ 14,546	$ 15,000	$ 16,000
56200	Maint. & Repair Vehicles	$ 9,529	$ 8,291	$ 10,000	$ 12,000
56800	Refunds	$ 1,646	$ 27,903	$ 20,000	$ 2,500
59918	Transfer to Infrastructure Reserve	$ 94,215	$ 112,498	$ 85,200	$ -
59918	Special Transfer to Infra. Res.	$ -	$ -	$ -	$ -
59920	Transfer to Bond Retirement	$ 26,791	$ -	$ -	$ -
58222	NE/ Martindale Bond Payment	$ 47,440	$ 45,640	$ 43,800	$ 41,950
58221	SW Water Bond Payment	$ 45,610	$ 14,304	$ 42,600	$ 13,315
58224	Ernest Drive Bond Payment	$ 36,683	$ 35,645	$ 34,600	$ 33,520
58220	Norton Drive/Beachler Waterline	$ 13,858	$ -	$ -	$ -
58225	Elm/Ferguson Waterline	$ -	$ -	$ 51,300	$ 55,100
58226	Parker/Milton Waterline	$ -	$ -	$ 32,500	$ 28,810
	PROGRAM TOTAL	$ 1,611,269	$ 1,514,539	$ 1,743,400	$ 1,715,444
Capital Outlay					
	Replace RISC 6000	$ -	$ 7,964	$ -	$ -
	Peck Road Looping	$ -	$ 3,580	$ -	$ -
57320	Portage County Water Improv.	$ -	$ -	$ -	$ -
57330	Telemonitoring System	$ -	$ -	$ -	$ -
57360	Alling Water Tower Drainage	$ 2,900	$ -	$ -	$ -
57370	Pump House Generator	$ 126,685	$ 34,682	$ -	$ -
	Mini Excavator	$ 10,000	$ -	$ -	$ -
	Maca Drive Waterline	$ -	$ -	$ -	$ -
	South Avenue Extension	$ 3,190	$ -	$ -	$ -
	Transfer To Danner/Peck/Williams Waterline	$ -	$ -	$ 160,000	$ -
	Rec. Center Water Line	$ -	$ -	$ -	$ 150,000
	Replace W-29	$ -	$ -	$ -	$ 20,000
	Speed Monitor Trailer	$ -	$ -	$ -	$ 4,000
Total Capital Outlay		$ 142,775	$ 46,227	$ 160,000	$ 174,000
WATER FUND TOTAL		$ 1,754,044	$ 1,560,765	$ 1,903,400	$ 1,889,444

Capital Outlay

Replace W-29

This piece of equipment is needed to replace one that is too old and undependable for city service.

Internal Service Funds

Investment Interest Fund

2003 Appropriation:

INVESTMENT INTEREST FUND

		2000 Actual	2001 Actual	2002 Budget	2003 Budget
59901	Transfer to General Fund	$ 153,432	$ 260,760	$ 357,500	$ 136,700
59902	Transfer to Fire & EMS Fund	$ 5,409	$ 4,920	$ 3,900	$ 1,300
59903	Transfer to Fire/EMS Capital Fund	$ 3,812	$ 1,419	$ 2,500	$ 900
59906	Transfer to Highway Fund	$ -	$ -	$ -	$ 200
59907	Transfer to SMR Fund	$ -	$ -	$ -	$ 1,000
59294	Transfer to Law Enf. Block Grant	$ 425	$ 574	$ 300	$ -
59917	Transfer to San. Sew. Infra. Fund	$ 36,184	$ 34,493	$ 25,900	$ 8,800
59918	Transfer to Water Infra. Fund	$ 13,341	$ 10,007	$ 9,500	$ 3,200
59919	Transfer to General Infra. Fund	$ 138,226	$ 49,488	$ -	$ -
59971	Transfer to San. Sewer Op. Fund	$ 269,725	$ 222,739	$ 192,800	$ 65,300
59972	Transfer to Water Op. Fund	$ 77,407	$ 68,522	$ 55,200	$ 1,300
59995	Transfer to Richardson Trust Fund	$ 3,352	$ 3,004	$ 2,400	$ 1,300
	PROGRAM TOTAL	$ 701,313	$ 655,925	$ 650,000	$ 220,000
INVESTMENT INTEREST FUND TOTAL		$ 701,313	$ 655,925	$ 650,000	$ 220,000

Self Insurance Fund

2003 Appropriation:

SELF INSURANCE FUND

		2000 Budget	2001 Actual	2002 Budget	2003 Budget
53500	Claims	$ 637,080.28	$ 452,585.01	$ 595,300.00	$ 878,600.00
53600	Administrative Expense	$ 164,658.83	$ 207,237.75	$ 249,500.00	$ 232,200.00
53700	Reinsurance Expense	$ -	$ 16,290.64	$ -	$ -
53800	Prescription Expense	$ 150,092.22	$ 157,461.65	$ 142,500.00	$ 228,900.00
	PROGRAM TOTAL	$ 951,831.33	$ 833,575.05	$ 987,300.00	$ 1,339,700.00
SELF INSURANCE FUND TOTAL		$ 951,831.33	$ 833,575.05	$ 987,300.00	$ 1,339,700.00
TOTAL INTERNAL SERVICE FUNDS		$ 1,653,144	$ 1,489,500	$ 1,637,300	$ 1,559,700

Trust and Agency Funds

EMS and Fire Donation Fund

2003 Appropriation:

EMS / FIRE DONATION FUND

		2000Actual	2001 Actual	2002 Budget	2003 Budget
54400	Equipment	$ -	$ 5,250	$ 2,300	$ 11,000
	PROGRAM TOTAL	$ -	$ 5,250	$ 2,300	$ 11,000
EMS / FIRE DONATION FUND TOTAL		$ -	$ 5,250	$ 2,300	$ 11,000

Police Pension Fund

2003 Appropriation:

POLICE PENSION FUND

		2000Actual	2001 Actual	2002 Budget	2003 Budget
52200	PERS/Pension	$ 270,926	$ 259,657	$ 286,300	$ 298,700
56530	Delinquent Collection	$ -	$ 154	$ 500	$ 500
56560	Auditor's/Treasurer's Fees	$ 1,337	$ 1,231	$ 1,100	$ 1,100
	PROGRAM TOTAL	$ 272,263	$ 294,200	$ 287,900	$ 300,300
POLICE PENSION FUND TOTAL		$ 272,263	$ 555,242	$ 287,900	$ 300,300

Richardson Trust Fund

2003 Appropriation:

RICHARDSON TRUST FUND

		2000 Budget	2001 Actual	2002 Budget	2003 Budget
56400	Operational Cost / Rich. Trust	$ 2,475	$ 2,014	$ 2,400	$ 2,800
	PROGRAM TOTAL	$ 2,475	$ -	$ 2,400	$ 2,800
RICHARDSON TRUST FUND TOTAL		$ 2,475	$ 2,014	$ 2,400	$ 2,800

Revolving Trust Fund

2003 Appropriation:

REVOLVING TRUST FUND

		2000 Budget	2001 Actual	2002 Budget	2003 Budget
56601	Recreation Refundable Deposits	$ 56,368	$ 49,359	$ 50,000	$ 50,000
56603	Misc. Revolving Deposits	$ 9,167	$ 3,009	$ 10,000	$ 10,000
56604	Performance/Maintenance Bonds	$ 44,190	$ 48,481	$ 55,000	$ 60,000
56605	Damage to City Property	$ 2,458	$ 22,087	$ 15,000	$ 20,000
56608	Regency Park Allotment	$ -	$ -	$ 3,000	$ -
56614	Bentley Place Allotment	$ -	$ -	$ 3,000	$ -
56625	Stillmeadow Phase 9	$ -	$ -	$ 3,000	$ -
56629	Ridgewood Development	$ -	$ -	$ 3,000	$ -
56630	Tallmadge Hill Subdivision IV	$ -	$ -	$ 3,000	$ -
56631	Robin Ridge Condominiums	$ (1,161)	$ -	$ -	$ -
56634	Southwind Terrace Estates	$ 390	$ -	$ 3,000	$ 1,000
56635	Hilltop Terrace	$ 335	$ 192	$ 3,000	$ -
56636	Morningview Estates	$ 637	$ -	$ 2,000	$ -
56638	Ridgewood Phase II	$ 81	$ -	$ -	$ -
56640	Eastwood Village Phase I	$ 529	$ -	$ -	$ -
56645	Commerce Ind. Park V	$ 8,267	$ 138	$ 3,000	$ -
56646	Villas @ Chapel Hill	$ 16,887	$ 4,318	$ 3,000	$ 1,000
56647	Beachler Woods	$ -	$ 10,100	$ 3,000	$ 1,000
56648	Robin Ridge III	$ 2,945	$ 1,190	$ 3,000	$ 2,500
56649	Ridgewood III	$ 5,021	$ 5,374	$ 3,000	$ 1,000
56650	Williams Comm/J. Thoenen Insp.	$ -	$ 1,248	$ 2,000	$ -
56652	Carmen Industrial Park	$ -	$ -	$ 3,000	$ 1,000
56655	Ferguson Subdivision	$ -	$ 6,344	$ 2,000	$ -
56653	Transfoam	$ -	$ 650	$ -	$ -
56654	City Garden Memorial	$ -	$ 8,673	$ -	$ -
56655	Crossings @ NW	$ -	$ -	$ -	$ 5,000
56656	Bakers Acres Phase 1	$ -	$ -	$ -	$ 10,000
56657	Stillmeadow No. # 8	$ -	$ -	$ -	$ 10,000
56658	Eastwood Glen	$ -	$ -	$ -	$ 20,000
	PROGRAM TOTAL	$ 146,113	$ 161,163	$ 175,000	$ 192,500
REVOLVING TRUST FUND TOTAL		$ 146,113	$ 161,163	$ 175,000	$ 192,500
TOTAL TRUST & AGENCY FUNDS		$ 420,852	$ 723,669	$ 467,600	$ 506,600

2003 Appropriation Ordinance

Ordinance # 18-2003 Presented by:

Mayor Christopher B. Grimm

TO MAKE APPROPRIATION FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF TALLMADGE, STATE OF OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2003 AND PROVIDING FOR IMMEDIATE ENACTMENT

WHEREAS, it is necessary that the Council of the City of Tallmadge provides funds for the operation of the City during the year 2003; and

WHEREAS, a public hearing has been held in this matter on _January 23, 2003_________________

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TALLMADGE, COUNTIES OF SUMMIT AND PORTAGE, STATE OF OHIO

SECTION 1. That to provide for the current operating expenses and other expenditures of the City of Tallmadge during the period from January 1, 2003 to December 31, 2003, inclusive, the following is hereby appropriated from the unappropriated balance of the General Fund #101 in the following amounts:

Police Department	$	2,752,800.00
Street Lighting	$	19,000.00
Speed Monitor Trailer	$	12,000.00
Police Cruisers	$	48,000.00
Transfer to Police Pension #794	$	145,000.00
Total Security of Persons and Property	**$**	**2,976,800.00**
Recreation Department	$	393,100.00
Maca Aquatic Center	$	83,500.00
Total Leisure Time Activities	**$**	**476,600.00**
Zoning	$	154,000.00
Building	$	224,400.00
Total Community Environment	**$**	**378,400.00**
Mayor	$	150,100.00
Finance Director	$	468,425.00
Law Director	$	279,100.00
Safety Director	$	50,400.00
Service Director	$	282,800.00
Director of Administration	$	312,500.00
Manager of Information Services	$	85,950.00
Legislative	$	149,300.00
Treasurer	$	303,700.00
Civil Service	$	38,600.00
Maintenance	$	181,650.00
Garage	$	336,386.00
General Administration	$	431,300.00
Boards and Commissions	$	9,450.00
Total General Government	**$**	**3,079,661.00**

Transfers to other Funds:		
New Recreation Center Fund #318	$	-
Fire & EMS Fund	$	350,000.00
Fire Capital	$	10,000.00
SMR Fund	$	1,525,000.00
Bond Retirement Fund	$	554,735.00
Total Transfers	**$**	**2,439,735.00**
GRAND TOTAL GENERAL FUND #101	**$**	**9,351,196.00**

SECTION 2. That there is hereby appropriated from the unappropriated balance of the Fire/EMS Fund #202, the following amount:

Fire Operating	$	1,885,300.00
TOTAL FIRE/EMS FUND #202	$	1,885,300.00

SECTION 3. That there is hereby appropriated from the unappropriated balance of the Fire Capital Fund #203, the following amount:

Jaws of Life	$	25,000.00
Engine '00	$	70,500.00
Vehicle Purchase	$	24,000.00
High Pressure Compressor	$	25,000.00
TOTAL FIRE CAPITAL FUND #203	$	144,500.00

SECTION 4. That there is hereby appropriated from the unappropriated balance of the State Highway Fund #206, the following amount:

Highway	$	77,000.00
TOTAL STATE HIGHWAY FUND #206	$	77,000.00

SECTION 5. That there is hereby appropriated from the unappropriated balance of the Street Maintenance and Repair Fund #207, the following amount:

2003 Road Program	$	630,000.00
Speed Monitor Trailer	$	4,000.00
Street Sweeper	$	15,000.00
Operating	$	1,670,789.00
TOTAL STREET MAINTENANCE AND REPAIR FUND #207	$	2,319,789.00

SECTION 6. That there is hereby appropriated from the unappropriated balance of the Community Development Fund #210, the following amount:

TOTAL COMMUNITY DEVELOPMENT FUND #210	$	30,000.00

SECTION 7. That there is hereby appropriated from the unappropriated balance of the Alcohol and Education Fund #212, the following amount:

TOTAL ALCOHOL AND EDUCATION FUND #212	$	2,693.00

SECTION 8. That there is hereby appropriated from the unappropriated balance of the Law Enforcement Fund #292, the following amount:

TOTAL LAW ENFORCEMENT FUND #292	$	3,065.00

SECTION 9. That there is hereby appropriated from the unappropriated balance of the Drug Law Enforcement Fund #293, the following amount:

TOTAL DRUG LAW ENFORCEMENT FUND #293	$	15,000.00

SECTION 10. That there is hereby created fund #318, Recreation Center Fund. That there is hereby appropriated from the unappropriated balance of the Recreation Center Fund # 318, the following amount:

TOTAL RECREATION CENTER FUND #318	$	5,000,000.00

SECTION 11. That there is hereby appropriated from the unappropriated balance of the Eastwood/South Ave. improvement Fund, the following amount:

TOTAL EASTWOOD/SOUTH AVENUE IMPROVEMENT FUND #343	$	4,601.00

SECTION 12. That there is hereby appropriated from the unappropriated balance of the Bond Retirement Fund #420, the following amount:

TOTAL BOND RETIREMENT FUND #420	$	660,185.00

SECTION 13. That there is hereby appropriated from the unappropriated balance of the Sanitary Sewer Infrastructure Reserve Fund #517, the following amount:

Sewer Pump Replacement	$	25,000.00
Water Meter Replacement	$	15,000.00
TOTAL SANITARY SEWER INFRASTRUCTURE RESERVE FUND #517	$	40,000.00

SECTION 14. That there is hereby appropriated from the unappropriated balance of the Water Operating Infrastructure Reserve Fund #518, the following amount:

Water Meter Replacement	$	15,000.00
TOTAL WATER INFRASTRUCTURE RES. FUND #518	$	15,000.00

SECTION 15. That there is hereby appropriated from the unappropriated balance of the Sanitary Sewer Operating Fund #571, the following amount:

Sanitary Sewer Administration	$	2,300,004.00
Street Sweeper	$	15,000.00
Vac-All Truck	$	198,000.00
Speed Monitor Trailer	$	4,000.00
Sewer for Recreation Center	$	150,000.00
TOTAL SANITARY SEWER OPERATING FUND #571	$	2,667,004.00

SECTION 16. That there is hereby appropriated from the unappropriated balance of the Water Operating Fund #572, the following amount:

Water Operating	$	1,715,444.00
Replace W-29	$	20,000.00
Speed Monitor Trailer	$	4,000.00
Water for Recreation Center	$	150,000.00
TOTAL WATER OPERATING FUND #572	$	1,889,444.00

SECTION 17. That there is hereby appropriated from the unappropriated balance of the Investment Interest Fund #681, the following amount:

TOTAL INVESTMENT INTEREST FUND #681	$	220,000.00

SECTION 18. That there is hereby appropriated from the unappropriated balance of the Self-insurance Fund #683, the following amount:

TOTAL SELF-INSURANCE FUND #683	$	1,339,700.00

SECTION 19. That there is hereby appropriated from the unappropriated balance of the E.M.S. and Fire Donation Fund #791, the following amount:

TOTAL E.M.S. AND FIRE DONATION FUND #791	$	11,000.00

SECTION 20. That there is hereby appropriated from the unappropriated balance of the Police Pension Fund #794, the following amount:

TOTAL POLICE PENSION FUND #794	$	300,300.00

SECTION 21. That there is hereby appropriated from the unappropriated balance of the Richardson Trust Fund #795, the following amount:

TOTAL RICHARDSON TRUST FUND #795	$	2,800.00

SECTION 22. That there is hereby appropriated from the unappropriated balance of the Revolving Trust Fund #797, the following amount:

TOTAL REVOLVING TRUST FUND #797	$	192,500.00
GRAND TOTAL FOR ALL FUNDS	**$**	**26,171,077.00**

SECTION 23. That transfers may be made between funds in accordance with current ordinances and as established in the 2003 Capital and Operating budgets of the City of Tallmadge.

SECTION 24. That this Appropriation for Current Expenses shall constitute approval of the totals appropriated to each department or program and not a restriction on line items that constitute the total. That the line item amounts designated within this Appropriation are provided as a fiscal management guide.

SECTION 25. That the Director of Finance is hereby authorized to draw his/her warrants on the city Treasury for payments from any of the foregoing appropriations upon receiving proper certificates and vouchers therefore, approved by the board of officers authorized by law to approve same or an ordinance or resolution of Council to make the expenditures; provided that no warrants shall be drawn or paid for salaries or wages except the persons employed by authority of and in accordance with law or ordinance. Provided, further, that the appropriation for contingencies can only be expended upon approval of a two-thirds vote of council for items or expenses constituting a legal obligation against the City, and for the purposes other than those covered by the specific appropriations herein made.

SECTION 26. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this council, and that all deliberations of this Council and of any of its committees on or after November 28, 1975 that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 27. That this ordinance is necessary to provide for and to accomplish the purposes herein set forth, which are conducive to the health, safety, and welfare of the citizens of Tallmadge. For that reason, provided this Ordinance shall receive the affirmative vote of three-fourths of the members of Council and approval by the Mayor, it shall be enacted immediately and shall be of immediate effect.

NOTES ON THE 2003 OPERATING AND CAPITAL BUDGET

1) All departments were asked to use the same ten (10) expenditure categories in order to consolidate accounts and standardize the object of expenditure categories across all departments. Some programs have additional expenditure categories for specific activities. The following is a brief description of each standard expenditure category:

    a) Salaries & Wages - The anticipated salary, overtime and wages of all employees. These figures were provided to all departments by the Department of Administration and are based upon current salary levels plus an anticipated annual wage adjustment of 3.4% by Council. This category also includes various allowances and bonuses that are paid as regular wages.

    b) Benefits - Pension, hospitalization and Worker's Compensation are included and calculated as follows:

1) Pension:	PERS	13.55% of Gross Salary
	Police	19.5% of Gross Salary
	Fire	24% of Gross Salary

2) Hospitalization: Hospitalization is divided into two basic policies with an opt-out provision. Each employee has the option of choosing any of the three (3) options. The budgeted costs are based upon projected costs of each option and the current selections of employees within a department.

POS	$5736.72 per year for single coverage
	$14786.04 per year for family coverage
Opt-out	$1500.00 per year, or, as guided by the individual contracts.

3) Other Insurance Benefits: Other insurance benefits that are provided in addition to hospitalization coverage include Dental, Vision, and Life Insurance. The City also offers an Employee Assistance Program for all employees.

Dental	$374.52 per year for single coverage
	$936.12 per year for family coverage
Vision	$ 79.68 per year for single coverage
	$180.24 per year for family coverage
Life	$138.00 per year per employee
EAP	$ 19.00 per year per employee

4) Worker's Compensation: .008382% of Gross Salary
5) Medicare: 1.45% of Salary
6) Service Pay: Service Pay bonuses are provided to employees through Ordinance 35-1999 and the various collective bargaining contracts.
7) Vacation Carryover: Ordinance 84-1998 and the various collective bargaining agreements provide for payment in lieu of vacation carryover for up to ten (10) days of unused vacation.
8) Sick leave Incentive: Ordinance 84-1998 provides for a sick leave incentive program. Under the terms of the program, employees who do not use more than sixteen (16) hours of sick leave may elect to receive a cash benefit for forty (40) hours of unused sick leave, or, as guided by the bargaining contract directs.

c) Contractual Services - For the purchase of services such as consulting, rental fees, insurance, advertising, postage, telephone charges, printing, equipment maintenance contracts and agreements made with other governments for the purchase or provision of services.

Office Supplies & Materials - Items purchased for general use by the department such as paper, pens, folders and copy expenses. These are objects needed by all departments and are not directly related to the service function of the department.

e) Furniture & Fixtures - Expenditures for office furniture such as desks and chairs and for small fixtures.

f) Operational Supplies - Supplies used in performing the services and activities of the department which are unique to the department such as road salt, ammunition, pipes, pool chemicals and recreational supplies.

g) Equipment - This category is for equipment purchases not included in the Capital Budget such as computers, typewriters, tools, vehicle equipment that is paid for in one year, and are relatively low cost items with a short life. Major vehicle purchases and items costing more than $10,000 and having a life greater than five (5) years are included as line-items in the Capital Budget.

h) Education, Training & Travel - Expenditures for the training of personnel, educational programs, conferences, meetings professional memberships, publications, and authorized travel expenses.

i) Building Maintenance & Utilities - All electricity, heating and telephone charges as well as the cost of maintenance and repairs on city buildings.

j) Maintenance & Repair of Vehicles - This category includes the cost of gasoline, maintenance and servicing of all city vehicles. It also includes the cost of maintenance contracts and vehicle parts.

2) All 2003 budget figures include any reappropriation made prior to September 30, 2002.

3) All 2002 figures for actual expenditures include encumbered amounts that were carried over to and spent in 2002.

4) The following communities are used for various comparison figures. In Summit county we use Akron, Barberton, Boston Heights, Cuyahoga Falls, Fairlawn, Green, Hudson, Lakemore, Macedonia, Mogadore, Munroe Falls, Northfield, Norton, Peninsula, Reminderville, Richfield, Silver Lake, Stow, and Twinsburg. In Portage county we use Aurora, Brady Lake, Garretsville, Hiram, Kent, Mantua, Ravenna, Streetsboro, and Wyndham..

Glossary

Amortization - The planned reduction of a debt obligation by means of periodic principal and interest payments according to a stated maturity or redemption schedule.

Anticipated Fund Balance – An amount equal to the Projected Beginning Fund Balance less Operating Appropriations plus Anticipated Revenue. The anticipated fund balance is calculated at the time the budget is prepared.

Anticipated Revenue – The amount of revenue the City expects to receive in the upcoming fiscal year to fund annual appropriations.

Appropriation - An authorization made by the legislative body of a government which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations usually are made for fixed amounts and typically are granted for a one-year period.

Appropriation Ordinance - The official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

Arbitrage - The gain that may be obtained by borrowing funds at a lower tax-exempt interest rate and investing the proceeds at a higher rate. The Internal Revenue Code contains specific regulations concerning the amount that can be earned from the investment of tax-exempt proceeds.

Assessment – (1) The process of making the official valuation of property for taxation. (2) The valuation placed upon property as a result of this process.

Bond – Most often, a written promise to pay a specified sum of money (called the face value or principal amount), at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security.

Bond Anticipation Notes - Short-term interest bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from the proceeds of the bond issue to which they are related. Bond anticipation notes may also be retired from current revenues.

Bond Counsel - An attorney or firm retained by the issuer to give a legal opinion addressing the appropriateness of tax exempt status. Bond counsel may prepare documents, and advise the issuer regarding legal proceedings relating to the issuance of securities.

Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption, and sometimes, the plan finally approved by that body.

Budget Calendar - The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

Budget Document - The official written statement prepared by the Department of Administration and supporting staff, which presents the proposed budget to the legislative body.

Budget Message - A general discussion of the proposed budget presented in writing as a part of or supplement to the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the Mayor.

CAFR – See Comprehensive Annual Financial Report.

Capital Assets - Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Budget - A plan of proposed capital expenditures and the means of financing them, usually based on the first year of the capital improvement program and typically enacted as part of the complete annual budget which includes both operating and capital outlays.

Capital Improvement Fund - A fund established to account for allocations from the capital budget and to monitor capital expenditures which are either not directly associated with other departments or programs, or are of sufficient size to warrant a fund classification.

Capital Improvement Program (CIP) - A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

Capital Outlay - Expenditures for the acquisition of capital assets. The criteria used in this budget are any asset over $10,000 with a life expectancy of more than 5 years.

Capital Projects - Projects that purchase or construct capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a building or facility.

Capital Project Fund – An account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds and trust funds.

CIP – See Capital Improvement Program.

Comprehensive Annual Financial Report (CAFR) – The official annual report of a government. It includes (a) the five combined financial statements in the combined statements – overview and their related notes and (b) combining statements by fund type and individual fund and account group financial statements prepared in conformity with GAAP and organized into a financial reporting pyramid. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, required supplementary information, extensive introductory material and a detailed statistical section. Every government reporting entity should prepare a CAFR.

Comprehensive Plan - A plan adopted by the legislative body which governs the growth and/or development of a community. It may include land use, transportation, environmental, or other component plans.

Conduit Financing - A financing where the proceeds of an issue are for a non-governmental borrower, usually a corporation, who uses the proceeds for working capital. The security of this issue is the credit of the private issuer rather than the governmental body. Industrial development bonds are common examples of conduit financing.

DARE – Drug Abuse Resistance Education – A joint effort between the Tallmadge Police Department and the Tallmadge City Schools to educate students about the consequences of drug use and abuse.

Debt – An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

Debt Limit – The maximum amount of outstanding gross or net debt legally permitted. The City adopted a Debt Limitation Policy in 1997.

Debt Service - The amount necessary to pay principal and interest obligations on outstanding bonds for a specified amount of time.

Debt Service Fund - A fund created to retire outstanding debt. Debt service includes principal payments and interest payments. The City uses the Bond Retirement Fund (420) for this purpose.

Deficit – (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period or, in the case of proprietary funds, the excess of expenses over revenues during an accounting period.

Department - A basic organizational unit of a jurisdiction which is functionally unique in its service delivery.

EAP – Employee Assistance Program – This is an employee benefit that provides various counseling services to employees.

EMS – Emergency Medical Service – This refers to the ambulance and paramedic operations of the fire department.

Encumbrance - A commitment of funds against an appropriation, it may be in the form of a purchase order or a contract; until such time as the goods or services are received, the commitment is referred to as an encumbrance.

Enterprise Fund - A fund established to account for operations that are financed and operated in a manner similar to business enterprises - where 1) the intent of the governing body is that costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges or 2) the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, and accountability of other purposes.

Expenditures – Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

Expenses – Outflows or other using up of assets or incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

FOP - Fraternal Order of Police, the bargaining unit for all police officers, sergeants, and lieutenants.

Fund - An independent fiscal and accounting entity with the self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

GAAP – See Generally Accepted Accounting Principles.

GASB – See Governmental Accounting Standards Board.

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the GASB.

General Fund - The governmental accounting fund supported by property and income taxes, licenses and permits, service charges, and other general revenues to provide for operating services. The City's General Fund (101) directly supports the police department, recreation programs, building and zoning, city administrative offices, boards and commissions. It also supports other city funds via transfers.

General Obligation Debt – The debt that is backed by the full faith and credit of the city. This means the city pledges its general taxing power toward the payment of this debt.

GO Debt – See General Obligation Debt.

Governmental Accounting Standards Board (GASB) – The authoritative accounting and financial reporting standard-setting body for government entities.

HUD – The Department of Housing and Urban Development

IAFF – International Association of Firefighters, the bargaining unit for full-time fire personnel and telecommunicators.

Interfund Transfers - Budgeted amounts transferred from one governmental accounting fund to another for work or services provided. As they represent a "double counting" of expenditures, these amounts are deducted from the total operating budget to calculate the "net" budget.

Intergovernmental Revenue - Revenue received from another government unit for a specific purpose.

Internal Service Fund - Funds used to account for the financing of goods or services provided by one department to other departments within the City on a cost-reimbursement basis.

Net Direct Debt - Net Direct Debt includes only that debt issued by the City that is supported by the general taxation of the City. The Net Direct Debt is included in the 51/2% legal debt margin for unvoted general obligation debt.

Object of Expenditure - Expenditure classifications based upon the types of categories of goods and services purchased. The City uses ten basic objects of expenditure within programs. They are 1) salaries and wages, 2) benefits, 3) contractual services, 4) office supplies and materials, 5) furniture and fixtures, 6) operational supplies, 7) equipment, 8) education/travel/training, 9) building maintenance and utilities, 10) maintenance and repair of vehicles. Additional objects of expenditure may be used for programs with specific needs.

Operating Appropriation - Total appropriations including transfers for Bond Retirement, Pension, Trust, and Infrastructure Reserve Funds while excluding all other transfers and capital appropriations.

Operating Budget - A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year or calendar year) and the proposed means of financing them. The term sometimes is used to denote the officially approved expenditure ceilings under which a government and its departments operate.

Ordinance – A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue raising measures, such as the imposition of taxes, special assessments and service charges usually require ordinances.

Paying Agent – An agent of the issuer, usually a bank or trust company, who is responsible for transmitting timely principal and interest payments to bond holders.

PERS – Public Employee Retirement System

POS – Point of Service – This applies to the health benefits provided to employees. Doctors who are members of the preferred provider group agree to give the city negotiated discounts on the services they provide.

Program - A department or function which is the base unit for appropriation in the City.

Projected Beginning Fund Balance – The projected unencumbered fund balance for the beginning of the fiscal year. The projected beginning fund balance is calculated at the time the budget is prepared.

Purchase Order – A document authorizing the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

Revenue Bond - A bond which is payable from a specific source of revenue and to which the full faith and credit of an issuer with taxing power is *not* pledged. Revenue bonds are paid from identified sources of revenue, and do not permit the bondholders to compel a jurisdiction to pay debt service from any other source.

Revenues – (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers in are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

SERB – State Employee Relations Board

Special Assessment - A compulsory levy imposed on certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Assessment Fund - A fund established to account for operations that are financed using special assessments.

Special Revenue Fund - A governmental accounting fund used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Tallmadge Part-Time Firefighters Association – The bargaining unit for the city part-time firefighters.

Teamsters – The bargaining unit for road, water, sewer and vehicle maintenance personnel.

Trust and Agency Fund – An account for assets held by a government in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds. These include the following subclassification: expendable trust funds, nonexpendable trust funds, pension trust funds, and agency funds.

Trust Indenture - A legal document (contract) between the issuer and the trustee, for the benefit of the bondholders. The trustee administers the funds in a fiduciary capacity. The indenture establishes the rights, duties, and responsibilities of the issuer and trustee and determines the security of the bonds.

Unencumbered Fund Balance - The unencumbered fund balance is that portion of the fund balance which is "unreserved", therefore, indicating the amount of resources which is available for spending.