

# CITY OF HARRISBURG

## 2018 PROPOSED BUDGET



### **MAYOR**

Eric R. Papenfuse

Submitted to City Council  
November 28, 2017

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# CITY OF HARRISBURG

## 2018 PROPOSED BUDGET

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## **HOW TO USE THE BUDGET DOCUMENT**

This page provides an explanation of the format and content of the Fiscal Year (FY) 2018 Proposed Budget document. To find the exact location of this information, please refer to the Table of Contents. The major portions of the document are described as follows:

### **Introductory Information**

This introductory information consists of a pictorial presentation of the City's **Elected Officials** and **Organizational Chart**, and a narrative describing the City's **Organizational Structure**.

### **Budget Overview**

Contained within the Budget Overview is the **Budget and Finance** section. This section describes the financial and operating policies and procedures that guide the development of the City's budget. Additionally, the **Budget Summary** section provides the reader a series of financial summaries with information on revenues, expenditures, and staffing levels for FY 2017 and prior years.

### **Budget Detail**

These sections contain information on FY 2017, as well as historical revenue and expenditure information for the **General Fund, Special Revenue Funds, Debt Service Fund, and Utility Funds** operating budgets. Within each is an organizational chart and a brief description of the services provided. This detail of fund and corresponding department budgets is represented according to:

- Description of individual programs - a listing of the department, bureaus, offices/divisions, and corresponding functions.
- Summary of resources (revenue) and appropriations (expenditures) - total fund budget.
- Detailed information on the staffing complement of all budgeted positions.
- Major Category detail - provides detail of revenues and expenditures for FY 2015 - 2017 Actuals, FY 2017 Adjusted Budget, and FY 2018 Proposed Budget. Revenue line-items identify specific funding sources. Expenditure line-items are categorized as Personnel, Services, Supplies, and Other.
- Line-Item Detail- Provides detail of revenue and expenditures at the individual line-item level.

### **Appendices**

This section provides supplemental information on a variety of topics which include **Glossary of Terms, Glossary of Abbreviated Terms**, and the City's **Proposed Budget-Related Ordinances**.

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## **City Of Harrisburg**

### **Our Vision, Mission and Values**

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#### **OUR VISION**

Our City will be:

1. Financially stable
2. Fiscally responsible
3. A stable, cleaner and safer community
4. A cultural, entertainment and tourism destination
5. A business center for innovation and development in Central PA
6. A shining example of professional management in municipal government
7. Economic development model working with private sector, non-profits and strategic partners
8. An excellent public infrastructure hub with well planned, maintained and operated facilities

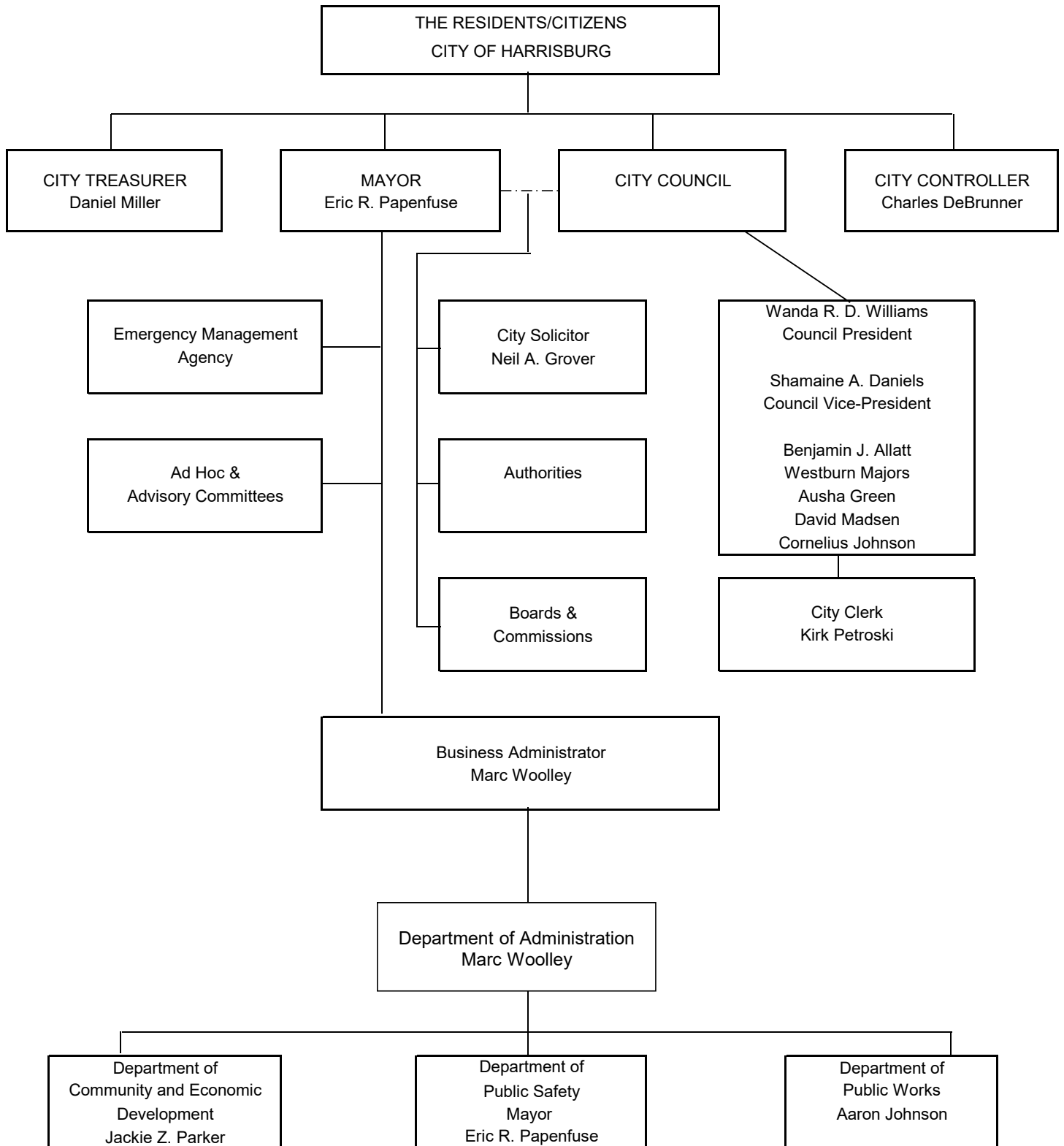
#### **OUR MISSION**

To implement the Act 47 Harrisburg Strong Plan, to gradually reduce the City's debt burden and eliminate its structural budget deficit, and to maintain and improve all City services to its citizens and guests. To provide professional management operations in order to manage resources effectively and efficiently while providing excellent public services and safety to all who live, work and visit our historic and vibrant capital.

#### **OUR VALUES**

1. Transparency
2. Honesty
3. Integrity
4. Dedication
5. Team work
6. Cooperation, coordination, collaboration, and communication
7. Dignity and respect

# CITY OF HARRISBURG ORGANIZATIONAL CHART



Note: Additional organizational charts are included in the budget document for each department to further illustrate the delineation of authority.

# **CITY OF HARRISBURG**

## **ORGANIZATIONAL STRUCTURE**

The City of Harrisburg has a "Strong Mayor/Council" form of government. The Mayor is the full-time Chief Executive Officer, and City Council Members are the separate, part-time Legislative Body. The Mayor possesses the power to veto legislation. The veto would require a two-thirds vote of City Council to override. As the Chief Executive Officer, the Mayor prepares and submits the budget to City Council for review and approval. Organizationally, this provides the Mayor an institutional focus for planning, programming, and developing policy. In fact, the Mayor clearly and directly has the authority and responsibility to determine public policy relating to financial and administrative matters with appropriate oversight by City Council.

On March 19 (the anniversary of the City's Incorporation as a City in 1860), or another date, the Mayor has traditionally provided the "State of the City" address at a public event. This address presents the general state of the City's finances and overall economy and describes the policies established in the fiscal year budget approved by the Mayor and City Council. The Administration is charged with the responsibility of carrying out the Mayor's policies as set forth by the Budget and in Executive Orders issued throughout the year.

The Mayor, as chief executive, has the sole authority to select, direct, and oversee his/her Administration. As head of the Executive/Administrative Branch of government, the Mayor appoints the Business Administrator, whose appointment is confirmed by City Council. The Business Administrator is the Chief Administrative Officer of the City. This position is responsible for overseeing mayoral instruction to directors and deputy directors. With a top-down form of management, department/office directors and deputy directors are fully accountable for departmental operations. This includes overseeing supervisory line management to assure that the City's goals and priorities are met.

The formal organizational structure of the City comprises General Government operations and four departments: Administration, Community and Economic Development, Public Safety, and Public Works. The City's administrative focus is the department. The largest organizational component within a department is the bureau. The structural design of the bureau is closely tied to service output or function. Bureaus provide separation of duties within each department. With responsibilities delegated at such a definitive level, many bureaus can be interpreted as local government programs. A further delineation by division/unit emphasizes the distribution of workloads to achieve a specific output. To evaluate this output, the Budget staff has incorporated policy objectives and performance measurements into the budget document to analyze the effectiveness and efficiency of service delivery. Meeting organizational goals and objectives is the ultimate outcome each department is attempting to achieve.

To account for departmental and office fiscal transactions, the City utilizes the fund basis of accounting whereby all governmental activities are accounted for through a series of distinct funds which include reporting entities to control resources and demonstrate compliance with various legal and budget constraints affecting government. The General Fund accounts for all resources not otherwise devoted to specific activities and it finances many of the basic municipal functions. Other governmental funds include Special Revenue Funds, Capital Projects Fund, Host Fee Fund, State/Federal Grants Fund and Debt Service Fund. The City also has an expendable Trust Fund and one Utility Fund. The budget is organized by fund and is further identified by revenue and expenditure detail.

Some departments combine the operations of more than one fund. The Department of Community and Economic Development combines General Fund operations with Community Development Block Grant (CDBG) Fund operations. Additionally, the Department of Public Works combines General Fund and State Liquid Fuels Tax Fund operations with Proprietary/Utility Fund operations. The Neighborhood Services Utility Fund also comes under the Department of Public Works but is owned and operated solely by the City.

The Offices of General Government, departments, and bureaus listed below are part of the General Fund with the exception of CDBG operations; Neighborhood Services; State Liquid Fuels Tax Fund; and Host Municipality Fees Fund. Further discussion regarding the departments will involve a summary of the roles of management and supervisory personnel.

General Government encompasses eight offices, which include separate offices for elected officials. The Office of City Council is made up of seven at-large elected members headed by the Council President. The City Clerk provides technical and administrative support to City Council.

The Office of the Mayor is the administrative office for all mayoral activities. The Mayor, who is elected at-large, is the highest ranking official. Mayor's Office personnel include a Senior Advisor to the Mayor for Education, Youth and Civic Engagement, and one Senior Assistant to the Mayor, who conducts the day-to-day business of this office.

The City Controller and the City Treasurer are part-time at-large elected officials. Each has an office to provide required public service. Both have full-time deputies who are delegated to carry out daily operations.

The Office of the City Solicitor, also referred to as the Law Bureau, is headed by the City's Chief Counsel, the City Solicitor, who is appointed by the Mayor and confirmed by City Council. This Office ensures that the policies adopted and actions taken by the Mayor and City Council fall within the limitations and authorities prescribed by federal, state, and local statutes and ordinances. Assisting the City Solicitor is the Deputy City Solicitor, Assistant City Solicitor, and support staff.

The Department of Administration works with the Mayor to establish and uphold policy by overseeing the administrative management and supervision of all City departments. The Business Administrator oversees the department directors, deputy directors, and bureau directors to assure the proper administration of their operations, and is responsible for the negotiation of all three collective bargaining contracts. The Finance Director serves as Deputy Business Administrator of Finance, directing the Accounting, Budget, Grants, Risk Management and Purchasing Offices with the assistance of five office managers, and is responsible for administering Debt Service, General Expenses, and Transfers to Other Funds as well as the City's insurance, workers' compensation, affirmative action and loss control programs. The Bureau of Information Technology is headed by a Director and oversees all of the City's information and communication systems. The Bureau of Human Resources, headed by a Director, manages the City's human resource operation which includes payroll processing, maintenance of personnel records, recruitment, and administering the City's benefits programs. The Bureau also participates in the negotiation of collective bargaining contracts. The Bureau of Licensing, Taxation and Central Support, headed by a Director, is responsible for the billing and processing of property and mercantile taxes and utility revenue, as well as collection activities on delinquent accounts. This bureau is also responsible for the duplicating center.

The Department of Community and Economic Development is headed by a Director, who oversees all efforts to maintain and improve our neighborhoods and promotes business and residential development throughout the City, and is accountable for all CDBG Programs. This department has five Bureaus: Director's Office; the Bureau of Building and Housing Development; the Bureau of Business Development, the Bureau of Parks and Recreation, and the Bureau of Planning

The Department of Public Safety consists of the Bureaus of Codes, Police and Fire. The Mayor is the Director of this department. Although the Police Chief and Fire Chief attend the Mayor's cabinet meetings, they also meet separately with the Mayor and the Chief of Staff/Business Administrator weekly to discuss and address current public safety issues.

The Bureau of Police is headed by the Commissioner, Deputy Police Chief and a Captain. These positions are all classified as management. Uniformed officers under the rank of captain are not classified as management personnel. Lieutenants, sergeants, and corporals fulfill supervisory roles. The Deputy Police Chief and Captain head the Uniformed Patrol, Criminal Investigation, and Technical Services divisions. Within these divisions, additional organizational components exist. Several of these sections or units carry out specified police activities. The variety of police operations and the number of approved personnel make it the largest and most complex bureau in the City's organization. The Police Accreditation Program accounts for some of the structural delineations in this bureau because many stipulations for accreditation require appropriate separation of duties.

The Bureau of Fire, headed by a Fire Chief and a Deputy Fire Chief, maintains three fire houses and a large complement of fire fighting apparatus with full-time personnel to support these facilities. Other personnel are uniformed firefighters, some of whom are assigned to specific details such as fire safety and fire inspection.



The Department of Public Works consists of two General Fund bureaus, one Utility Fund, and two Special Revenue Funds: Office Traffic and Engineering; Vehicle Management; Neighborhood Services Fund; the State Liquid Fuels Tax and Special Projects Reimbursement Funds. Some of the services provided by the Department of Public Works require a twenty-four hour, seven-day-per-week schedule. The crucial utility infrastructure services which are maintained around the clock include traffic signal engineering and general management of City streets in the event of an emergency. The Director oversees the entire operation of Public Works and serves as an advisor to the Mayor regarding any serious conditions, thus promoting a concerted effort within the Administration to cope with unforeseen problems. The Bureau of Parks Maintenance, which maintains the City's parks and other public open spaces, was merged into the Public Works portfolio in 2012.

The Public Works Director is assisted by a Deputy Director. The deputy serves as the Deputy Director for Public Works Operations and is primarily responsible for the operation of Neighborhood Services and directly supervises the work and sanitation crews. The Bureau of Vehicle Management, managed by the Fleet Manager, services all City vehicles and vehicular equipment.

The Office Traffic and Engineering, headed by the City Engineer, provides professional engineering services for the maintenance of City streets and utility systems. The Office also ensures the construction of City streets and utility systems are in accordance with City ordinance, state laws, and sound engineering practices. This office also maintains 91 signalized intersections, streetlight repair, and the installation of all traffic control signs as well as the City's GIS System and the official real estate registration for the City. The City Engineer coordinates efforts between Capital Region Water and the City on all issues related to water and sewerage system operations and also supervises the staff charged with the upkeep of the City Government Center Complex.

# **BUDGET AND FINANCE**

## **SCOPE OF THE BUDGET**

The budget for the City of Harrisburg is a multifaceted document that expresses spending policy for the fiscal year, illustrates a resource allocation plan for the Administration to implement, describes the services provided, and provides a means of communication between citizens and elected officials.

The budget spells out a management strategy through specific objectives designed to provide the best services at the most efficient cost. With regard to the delivery of services, these objectives must produce measurable results as key indicators of the effectiveness and efficiency of government policies and programs. Programs must be evaluated every year to determine their legitimacy since limited resources must be allocated between existing programs and the need for new ones. Also, the success of programs and the efficiency with which policy goals are met constitute two performance measures by which managers are evaluated for tenure and annual salary increases.

Interplay between elected officials and input from citizens via budgetary hearings and public access to the budget, further enhances the democratic process involved in the public programming and financing. Elected officials, who experience a wide range of pressures and competing interests, must take the initiative to hold the line on budget growth. As the chief executive, the Mayor is at the center of the budgeting process, commanding a comprehensive perspective on disparate interests. It is the Mayor who takes the lead in determining budgetary policies within an environment of competing priorities and limited local government resources. City Council then examines the Mayor's proposed budget and has the opportunity to make amendments before approving it in final form.

In summary, the budget is a policy instrument, a financial plan, an operations guide, and a communicative device. The true art of budgeting reflects a combination of leadership, independent judgment, competent administration, and cooperation between the various branches of City government.

## **BUDGET PROCESS**

The budget for the City is compiled by the Bureau of Financial Management's Office of Budget and Analysis. The fiscal year for the City of Harrisburg is January 1 to December 31. The actual budget preparation process gets underway in July. One important element of this process is a cooperative effort between the Bureau of Financial Management and Bureau of Information Technology which produces the Position Control Salary Projection reports for all funds. This salary information is vital in preparing personnel projections because it incorporates proposed management increases and bargaining unit contractual increases. Such personnel data greatly assists department directors in determining salary costs for the budget requests.

The City has historically used an incremental budget technique in arriving at the requested figures. Incremental budgeting emphasizes changes in the costs of providing City services based on competing priorities. To evaluate these priorities, department directors/bureau chiefs examine historical trends of line-item costs using a three-year cost analysis to determine the needs of the department or office for the forthcoming year. The Office of Budget and Analysis reviews all requests for accuracy and completeness. This step usually occurs around the beginning of September. The Office of Budget and Analysis prepares the revenue projections for presentation to the Mayor, who evaluates the budget gap between revenue projections and expenditure requests. The Mayor meets with the Budget staff and conducts follow up meetings with Departmental Directors, Bureau Chiefs and other staff to determine the most viable means to balance the budget. Generally, multiple lengthy sessions over a period of 2 months are required before the budget is balanced and decisions regarding revenue and expenditure proposals are incorporated into the proposed budget document.

Based on the City's Administrative Code, the Mayor shall, not later than the month of November, require all department heads to submit requests for appropriations for the ensuing budget year, and to appear before the Mayor, the Business Administrator or Deputy BA at a public hearing, on the various requests, where each department and bureau directors substantiates their expenditure projections and justifies their requests

Pursuant to the City's Administrative Code, the Mayor's Proposed Budget is presented to City Council at the last legislative meeting in November, at which time the document becomes available to the public.

During Budget and Finance Committee meetings, set by City Council, all offices/departments present to Council an estimate of the revenues and expenditures required to provide public services during the ensuing fiscal year.

City Council then makes appropriations and adopts the budget by ordinance no later than December 31. During the month of January following a municipal election, however, City Council may amend the budget with proper notice for public inspection of the proposed budget amendment. Any amended budget ordinance must be adopted by City Council before the 16th day of February. Within 15 days after the adoption of the budget ordinance, a copy of the same must be filed with the Commonwealth of Pennsylvania, Department of Community and Economic Development.

## BUDGET CALENDAR

|                   |   |
|-------------------|---|
| August-September  | <ul style="list-style-type: none"> <li>• Prepare and distribute expenditure request preparation manuals</li> <li>• Prepare and distribute revenue project manuals</li> <li>• Update title and divider pages, table of contents, and organization charts</li> <li>• Compile expenditure requests returned from office/department directors</li> <li>•</li> </ul>   |
| September-October | <ul style="list-style-type: none"> <li>• Update the Budget and Finance section</li> <li>• Design cover for Budget</li> <li>• Develop revised revenue and expenditure projections based on Sept. 30</li> <li>• Fiscal Report projections and actual activity to date</li> <li>• Mayoral budget hearings and review process with department directors</li> <li>• Update and distribute narrative and performance measurement preparation manuals</li> <li>• Update narratives and performance measurements as submitted by office/department directors</li> </ul> |
| October           | <ul style="list-style-type: none"> <li>• Prepare a preliminary Summary statement of projected revenues vs. proposed expenditures</li> <li>• 1st and 2nd rounds of budget review with Mayor and Office of Budget and Analysis staff</li> <li>• Update Budget Summary section</li> </ul>  |
| November          | <ul style="list-style-type: none"> <li>• Hold Public Hearings to discuss department head requested budgets</li> <li>• Final revision and proofreading of Mayor's Proposed Budget</li> <li>• Compiling, printing, and binding of Mayor's Proposed Budget</li> <li>• Mayor's Proposed Budget presented to City Council</li> </ul>   |
| December          | <ul style="list-style-type: none"> <li>• City Council budget hearings and adoption</li> </ul>   |

## REVENUE PROJECTIONS

Using actual and projected data, various analyses are performed by the Bureau of Financial Management to project revenues. Revenue estimates are *mostly* based on three different projection methods which incorporate growth rates over the previous three years, current year receipts, and collection rates where applicable, and important input from department directors, as well as known variations in specific line item projections. Each projection method is tested against actual prior year revenues to determine validity. This validity test is conducted at the revenue line-item (detail) level, and only the projection methods deemed valid are utilized. In addition, unusual circumstances and one-time revenue sources are given appropriate consideration.

## REVENUE PROJECTION METHODS

|                 |  |
|-----------------|--|
| <b>Method 1</b> | 2017 Actual Revenues at September 30, 2017 / 9 months x 12 months  |
| Explanation     | A monthly average of current year revenues is calculated based on nine months of receipts, which are then annualized to project current year revenues. Based on revenue trends and this method of projection for 2016 revenues, 2017 revenues are projected.   |
| <b>Method 2</b> | 2017 Actual Revenues at September 30, 2017 / (2016 Actual Revenues at September 30, 2016 / 2016 Actual Revenues at December 31, 2016)  |
| Explanation     | A percentage of 2016 revenues are determined from revenue receipts at September 30, 2016. The 2017 actual revenues at September 30, 2017, are divided by the percentage collected at September 30, 2016, to project revenues for 2017. By reviewing revenue trends in conjunction with this method of projection for 2017 revenues, the 2018 revenues are projected. |
| <b>Method 3</b> | Percentage of 2016 Revenue Budget Collected at December 31, 2016 x 2017 Budget   |
| Explanation     | 2017 revenues can be projected by multiplying the percentage of 2016 Budget which was collected at December 31, 2016, times the 2017 Budget. By reviewing the historical actuals to budget ratios, assumptions can be determined to assist in 2018 revenue projections.  |

## PERFORMANCE MEASUREMENTS

A Performance Program Budget (PPB) system utilizes specific program objectives to produce a desired output. The City currently does not present a formal programmatic budget; however, many aspects of the existing budget emulate the strategy of PPB. A program is a primary function of government which identifies clearly the delivery of a particular service to the taxpayers. The bureaus, divisions, and units actually represent individual City programs. An important exercise in preparing a PPB is determining performance measurements to meet specific program objectives.

The purpose of preparing performance measurements is to quantitatively determine the effectiveness and efficiency of departmental programs. The budget is the resource allocation plan for the City, and it identifies the financial input necessary to meet departmental objectives. Performance measurements, or indicators, measure the level of output against the input of budgeted funds. The end result should be to minimize the resources or dollars utilized to achieve a specified level of output.

From a policy standpoint, these measures can provide data to decision-makers to assist them in providing better services to citizens at the least possible cost. They also can provide direction in appropriating available resources, identifying areas of service which may require more resources, and addressing strengths and weaknesses in achieving the objectives of the services being provided.

Performance measurements are based on a management objective established by the department director. These measurements concentrate on the performance of the entire bureau or division, not on an individual's performance. The activities measured are those required to meet the overall objective of the department/bureau. If the measured activity achieves most of its objectives and receives a highly satisfactory rating, then it is considered to be effective.

The 2018 Proposed Budget does not include data measuring a department's performance as the 2015, 2016 & 2017 actuals and 2018 projected measurement data was not complete before the preparation of this document.

Since the City's management reserves the right to establish goals and objectives to determine the cost of service delivery, quantitative analysis of City services assists management in providing the best possible service at the least possible cost. It is hoped in the future that citizen surveys can become part of performance measurements to determine taxpayer satisfaction. Given the limited resources of time and staffing, such a survey is currently impractical. To some degree, however, the election process itself is an indication of taxpayer satisfaction.

## **BUDGETARY ACCOUNTING AND CONTROLS**

A City Council ordinance establishes the annual budget for the General Fund, Special Revenue Funds, Debt Service Fund, and Proprietary Funds. Budgets for all funds are prepared on a cash basis with respect to revenues and on an items vouchered basis with respect to expenditures. Some Special Revenue Funds are exempted from legally adopted budgetary requirements, such as Grants Fund, Capital Projects Fund, and Expendable Trust Funds.

Grant programs accounted for in the Grant Programs Fund are administered under project budgets determined by contracts with state and federal grantor agencies. Effective expenditure control is achieved in the Capital Projects Fund through bond indenture provisions and project budgets. Control over spending in the Expendable Trust Fund is achieved by the use of internal spending limits.

The administration may authorize budgetary transfers up to \$20,000 between major category line items. However, no transfers shall be permitted into or within any personnel line-items to augment any individual wage or salary allocation previously established by City Council for any position without City Council approval, except to accommodate payments to employees as required under applicable laws or collective bargaining agreements. City Council approval is required for transfers in excess of \$20,000 along budgetary major category line-items. In the absence of budgeted financing, City Council may approve a supplemental appropriation from unappropriated fund balances; or from a new, unanticipated and unbudgeted revenue source(s) received during the course of the budget year. There were supplemental appropriations enacted during 2017.

Appropriations are authorized by ordinance at the fund level with the exception of the General Fund, which is appropriated at the functional office or department level except for the Office of Administration, which has separate budgets for administration and general expenditures. Appropriations are further defined through the establishment of more detailed line-item budgets.

### Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the governmental and proprietary fund types. Encumbrances outstanding at year end do not constitute expenditures or liabilities, but are re-appropriated in the succeeding year. The City records such encumbrances as reservations of fund balance in governmental funds which have fund balances at year end. Encumbrance accounting is used in proprietary fund types as a tool for budgetary control, but reserves are not reported. The subsequent year's appropriations provide authority to complete the transactions as expenditures.

## **FINANCIAL INFORMATION**

The management of the City is responsible for establishing and maintaining an internal control structure designed to ensure that assets are protected from loss, theft, or misuse and that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

### Independent Audit:

The City's Administrative Code requires an annual independent audit of the books of account, financial records, and transactions of the City by an independent certified public accounting firm. In addition, various bond indentures also require such an audit.

In addition to meeting the requirements set forth above, the audit has also been designed to comply with the Single Audit Act of 1984 and related OMB Circular A-133. The independent auditor's report on the basic financial statements, along with the combining and individual fund statements and schedules, is included in the financial section of the City's Comprehensive Annual Financial Report. The independent auditor's reports related specifically to the Single Audit are included in a separately issued single audit document.

#### Single Audit:

As a recipient of federal and state financial assistance, the City is also responsible for ensuring that an adequate internal control structure is in place to ensure compliance with applicable laws and regulations related to those programs. The internal control structure is subject to periodic evaluation by management and internal audit staff of the City.

As part of the City's Single Audit, tests are made to determine the adequacy of the internal control structure, including that portion related to federal financial assistance programs and the City's compliance with applicable laws and regulations.

#### Audit Committee:

During 2007, the City of Harrisburg established an Audit Committee to provide independent review and oversight of the City's financial reporting processes, internal controls, and annual audit. The City's independent auditor now reports directly to the Audit Committee, versus management as in prior years. The Committee is made up of five voting members and the City Council Budget and Finance Committee Chair, or his/her designee, as an ex officio sixth non-voting member. Three members must be well-versed in accounting procedures and one member must be a CPA. No City employee may serve as a member of the Committee, with the exception of the ex-officio Budget and Finance Chair or his/her designee.

#### Cash Management:

The City's current investment policy is to minimize credit and market risk while maintaining a competitive yield on its portfolio. All cash which is temporarily idle is invested in interest bearing demand deposits, repurchase agreements, or statewide money market funds, thereby increasing the average yield on idle funds. A significant portion of the City's cash and investments is maintained in bank trust accounts under the management of trustees.

An ordinance of City Council requires that all deposits be held in insured, federally regulated banks or financial institutions and that all amounts in excess of federal insurance be fully collateralized in accordance with a state statute which requires banks to pledge a pool of eligible assets against the total of its public funds on deposit.

#### Basis of Accounting:

Although the annual budget is prepared on a cash basis with respect to both revenues received and expenditures disbursed for all funds, the Governmental Funds and Expendable Trust and Agency Funds are reported on the modified accrual basis of accounting for financial statement purposes. Revenues of these funds are recognized in the year in which they become both measurable and available within 60 days after year end to pay current year liabilities. The major revenue sources accrued by the City include real estate taxes, local income and services taxes, intergovernmental revenue, departmental earnings, and investment income. Revenues from other sources are recognized when received. Expenditures are generally recognized in the year the related fund liability is incurred. Principal and interest on general long-term obligations are recognized when due. Prepaid items and inventory purchases are reported as expenditures in the year the items are used. Expenditures for claims, judgments, compensated absences, and employer pension contributions are reported as the amount accrued during the year that normally would be liquidated with expendable available financial resources.

The accrual basis of accounting is utilized by proprietary fund types for financial statement reporting purposes. Under this method, revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred.

# **BUDGET SUMMARY**

## **RESOURCE ALLOCATION**

The following Resource Allocation chart lists resources and appropriations for each fund and provides a grand total for all City resources. The accounts of the City are organized on the basis of fund(s), each of which is considered to be a separate accounting entity. These funds are the General Fund, Special Revenue Funds, Debt Service Fund, and utility funds. The City of Harrisburg has established the following utility fund: the Neighborhood Services Fund. Although each fund is accounted for independently, the proper cooperation and interaction among all funds contribute to the overall effective and efficient management of City government.

### **GENERAL FUND**

The General Fund is used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in another fund.

### **SPECIAL REVENUE FUNDS**

Special Revenue Funds are defined as those funds used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

### **STATE LIQUID FUELS TAX FUND**

The State Liquid Fuels Tax Fund is used to account for State aid revenue for maintaining, lighting, building, and improving City roads and bridges in accordance with policies and procedures of the County Liquid Fuels Tax Act of 1931 and the Liquid Fuels Tax Act 655 of 1956 of the Commonwealth of Pennsylvania.

### **HOST MUNICIPALITY FEES FUND**

The Host Municipality Fees Fund is used to account for host municipality benefit fees received for critical environmental projects and related administrative costs, as mandated by Act 101 - The Municipal Waste Planning, Recycling, and Waste Reduction Act.

### **SENATORS FUND**

The Senators Fund accounts for the revenues and expenses associated with the payment of debt on the financing of a new stadium of the Harrisburg Senators, a minor league franchise formerly owned by the City.

### **PARKS & RECREATION FUND**

The Park & Recreation fund accounts for fee, contribution and grant revenue, along with related expenses, for use in the maintenance and betterment of the City's Parks & Recreation bureau, activities, and programming.

### **NEIGHBORHOOD MITIGATION FUND**

The Neighborhood Mitigation fund is responsible for the collection of fee revenue and related expenses of the City as they pertain to enforcement of ordinances regulating blight and local health, housing and safety codes and regulations, including expenses related to remediation of blighted conditions, as authorized

### **SPECIAL EVENTS AND PROJECTS REIMBURSEMENT FUND**

The Special Events and Projects Reimbursement Fund accounts for fee, service provision chargeback and contribution revenue, along with related expenses, for use in the maintenance and betterment of the City's Public Works department

### **FIRE PROTECTION FUND**

The Fire Protection fund accounts for fee, contribution and grant revenue, along with related expenses, for use in the maintenance and betterment of the City's Fire department and activities.

### **POLICE PROTECTION FUND**

The Police Protection fund accounts for fee, contribution and grant revenue, along with related expenses, for use in the maintenance and betterment of the City's Police department and activities.

#### WHBG FUND

The WHBG fund accounts for fee, contribution, advertising and grant revenue, along with related expenses, for use in the maintenance and betterment of the City's government access cable television channel and station

#### EVENTS FUND

The Special Events Fund accounts for all revenue raised in support of the City's events, including the July 4th Celebration, Kipona, the Holiday Parade and New Year's Eve. This fund also accounts for related event expenses and is overseen by the Director of Business Development and the Events and Marketing Manager.

#### DEBT SERVICE FUND

The Debt Service Fund is used to account for the accumulation of resources, principally transfers from the General Fund and State Liquid Fuels Tax Fund, and proceeds from the sale/lease or use of City assets, for the payment of general long-term debt principal, interest, and related costs.

#### CAPITAL PROJECTS FUND

The Capital Projects Fund is used to account for financial resources to be used for the acquisition, construction, or improvement of major capital facilities (other than those financed by proprietary funds).

#### UTILITY FUND

Utility funds (also termed enterprise or proprietary funds) are used by a governmental entity to account for services provided to the general public on a user charge basis.

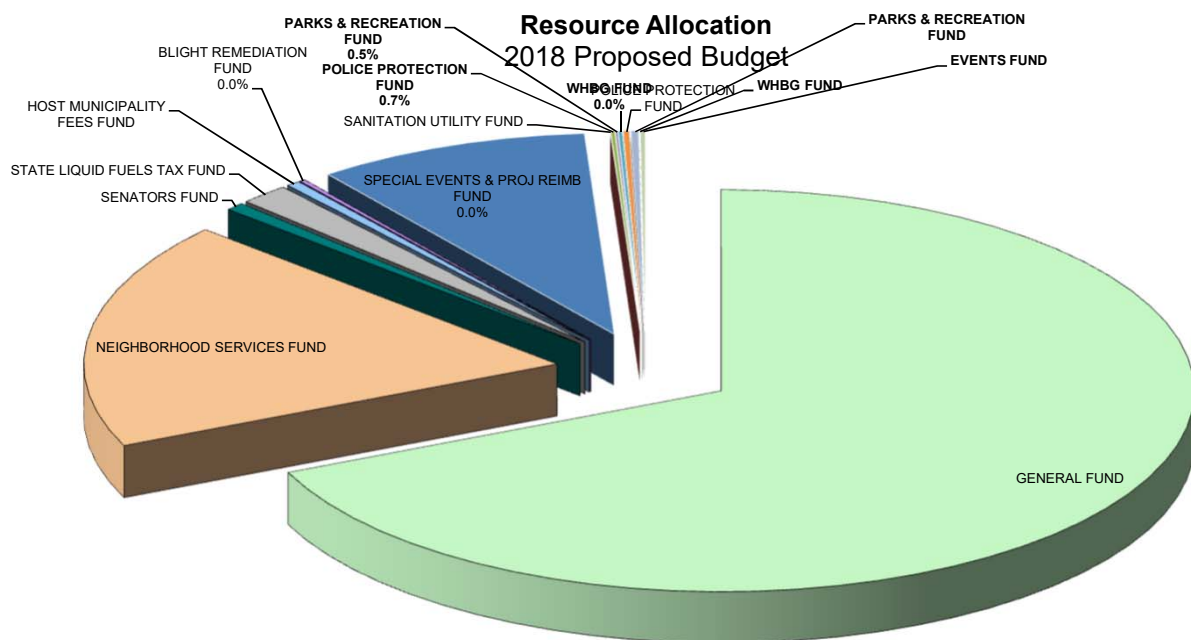
#### NEIGHBORHOOD SERVICES FUND

The Neighborhood Service Fund is used to account for the revenues and expenses associated with the provision of refuse collection and disposal services to residential, commercial, and industrial establishments of the City as well as Parks and Recreation maintenance services and road repair services, as those are related to the facilitation of refuse collection and disposal services, broadly defined.



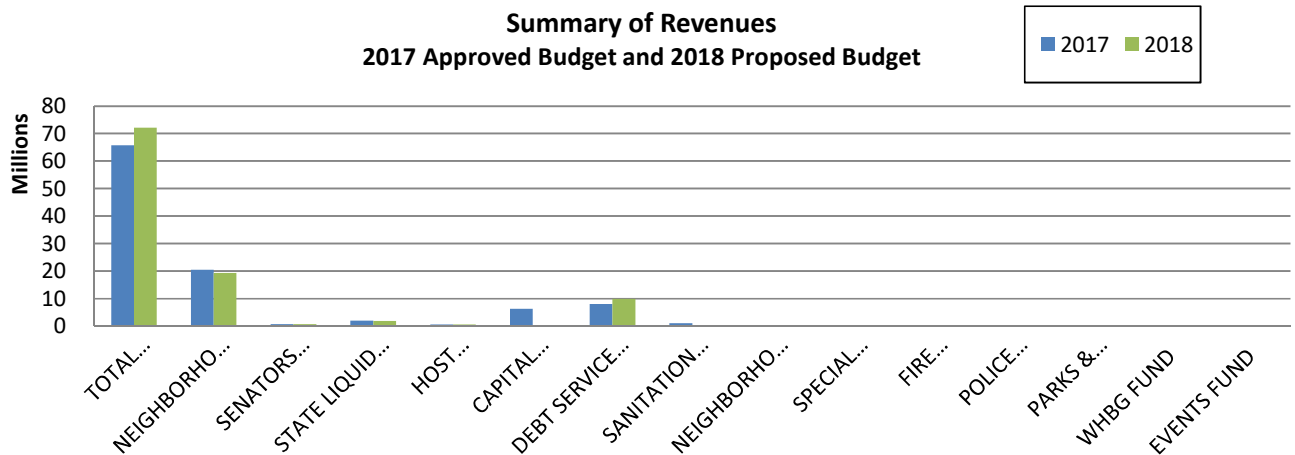
RESOURCE ALLOCATION  
2018 PROPOSED BUDGET

| RESOURCES                        |                    | APPROPRIATIONS                   |                    |
|----------------------------------|--------------------|----------------------------------|--------------------|
| GENERAL FUND                     | 72,117,844         | GENERAL FUND                     | 72,096,194         |
| NEIGHBORHOOD SERVICES FUND       | 19,286,483         | NEIGHBORHOOD SERVICES FUND       | 19,269,176         |
| SENATORS FUND                    | 675,859            | SENATORS FUND                    | 675,859            |
| STATE LIQUID FUELS TAX FUND      | 1,783,328          | STATE LIQUID FUELS TAX FUND      | 1,772,901          |
| HOST MUNICIPALITY FEES FUND      | 496,918            | HOST MUNICIPALITY FEES FUND      | 496,918            |
| CAPITAL PROJECTS FUND            | 200,000            | CAPITAL PROJECTS FUND            | 200,000            |
| DEBT SERVICE FUND                | 9,866,020          | DEBT SERVICE FUND                | 9,866,020          |
| SANITATION UTILITY FUND          | 1,710              | SANITATION UTILITY FUND          | 1,710              |
| NEIGHBORHOOD MITIGATION FUND     | 153,000            | NEIGHBORHOOD MITIGATION FUND     | 152,000            |
| SPECIAL EVENTS & PROJ REIMB FUND | 76,530             | SPECIAL EVENTS & PROJ REIMB FUND | 76,530             |
| FIRE PROTECTION FUND             | 140,500            | FIRE PROTECTION FUND             | 140,500            |
| POLICE PROTECTION FUND           | 223,817            | POLICE PROTECTION FUND           | 223,817            |
| PARKS & RECREATION FUND          | 281,500            | PARKS & RECREATION FUND          | 281,500            |
| WHBG FUND                        | 10,000             | WHBG FUND                        | 9,500              |
| EVENTS FUND                      | 179,230            | EVENTS FUND                      | 179,230            |
| TOTAL RESOURCES                  | <u>105,492,739</u> | TOTAL APPROPRIATIONS             | <u>105,441,855</u> |



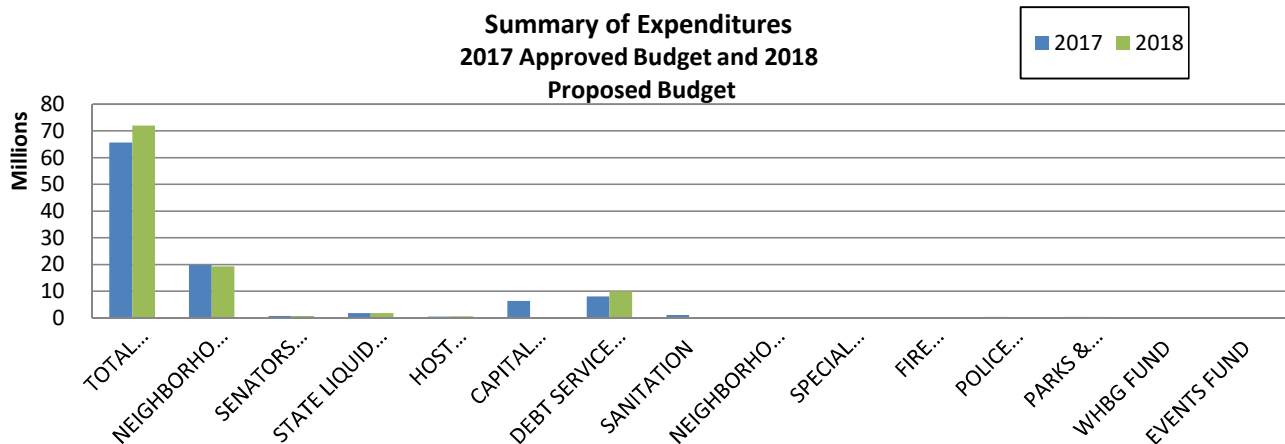
SUMMARY OF REVENUES  
2018 PROPOSED BUDGET

| FUND                                | 2017<br>APPROVED<br>BUDGET | 2018<br>PROPOSED<br>BUDGET | 2017-2018<br>INCREASE/<br>(DECREASE) |
|-------------------------------------|----------------------------|----------------------------|--------------------------------------|
| <b>GENERAL FUND</b>                 |                            |                            |                                      |
| Real Estate Taxes                   | 16,631,432                 | 17,404,871                 | 773,438                              |
| Transfer Taxes                      | 600,000                    | 600,000                    | 0                                    |
| Hotel Taxes                         | 840,000                    | 840,000                    | 0                                    |
| Local Services Taxes                | 5,561,176                  | 6,049,251                  | 488,075                              |
| Earned Income Taxes                 | 10,816,927                 | 11,429,997                 | 613,070                              |
| Mercantile/Business Privilege Taxes | 7,332,208                  | 7,315,050                  | (17,158)                             |
| Departmental Revenues               | 9,432,167                  | 9,375,913                  | (56,254)                             |
| Fines and Forfeits                  | 733,000                    | 808,102                    | 75,102                               |
| Other Licenses and Permits          | 581,744                    | 623,493                    | 41,748                               |
| Interest Income                     | 33,752                     | 26,566                     | (7,185)                              |
| Property Income                     | 33,700                     | 34,123                     | 423                                  |
| Miscellaneous                       | 2,727,754                  | 2,482,590                  | (245,164)                            |
| Intergovernmental                   | 5,955,300                  | 5,886,043                  | (69,256)                             |
| Interfund Transfers                 | 147,821                    | 721,546                    | 573,725                              |
| Fund Balance Appropriation          | 4,311,764                  | 8,520,300                  | 4,208,535                            |
| <b>TOTAL GENERAL FUND</b>           | <b>65,738,746</b>          | <b>72,117,844</b>          | <b>6,379,099</b>                     |
| NEIGHBORHOOD SERVICES FUND          | 20,472,046                 | 19,286,483                 | (1,185,563)                          |
| SENATORS FUND                       | 660,516                    | 675,859                    | 15,343                               |
| STATE LIQUID FUELS TAX FUND         | 1,965,972                  | 1,783,328                  | (182,643)                            |
| HOST MUNICIPALITY FEES FUND         | 484,754                    | 496,918                    | 12,164                               |
| CAPITAL PROJECTS FUND               | 6,293,645                  | 200,000                    | (6,093,645)                          |
| DEBT SERVICE FUND                   | 7,984,578                  | 9,866,020                  | 1,881,441                            |
| SANITATION UTILITY FUND             | 1,008,499                  | 1,710                      | (1,006,789)                          |
| NEIGHBORHOOD MITIGATION FUND        | 113,400                    | 153,000                    | 39,600                               |
| SPECIAL EVENTS & PROJ REIMB FUND    | 0                          | 76,530                     | 76,529                               |
| FIRE PROTECTION FUND                | 78,000                     | 140,500                    | 62,500                               |
| POLICE PROTECTION FUND              | 289,529                    | 223,817                    | (65,712)                             |
| PARKS & RECREATION FUND             | 317,637                    | 281,500                    | (36,136)                             |
| WHBG FUND                           | 10,000                     | 10,000                     | 0                                    |
| EVENTS FUND                         | 164,637                    | 179,230                    | 14,593                               |
| <b>TOTAL REVENUE</b>                | <b>109,559,760</b>         | <b>105,492,739</b>         | <b>(4,067,021)</b>                   |



SUMMARY OF EXPENDITURES  
2018 PROPOSED BUDGET

| FUND                               | 2017<br>APPROVED<br>BUDGET | 2018<br>PROPOSED<br>BUDGET | 2017-2018<br>INCREASE/<br>(DECREASE) |
|------------------------------------|----------------------------|----------------------------|--------------------------------------|
| <b>GENERAL FUND</b>                |                            |                            |                                      |
| General Government                 | 1,944,674                  | 1,989,516                  | 44,842                               |
| Administration                     | 3,529,179                  | 4,103,523                  | 574,344                              |
| Community and Economic Development | 1,467,034                  | 2,328,731                  | 861,697                              |
| Public Safety                      | 27,347,143                 | 30,962,828                 | 3,615,685                            |
| Public Works                       | 7,195,036                  | 6,978,879                  | (216,157)                            |
| General Expenses                   | 15,189,551                 | 15,397,016                 | 207,465                              |
| Transfers to Other Funds           | 9,039,224                  | 10,335,701                 | 1,296,477                            |
| <b>TOTAL GENERAL FUND</b>          | <b>65,711,842</b>          | <b>72,096,194</b>          | <b>6,384,353</b>                     |
| NEIGHBORHOOD SERVICES FUND         | 19,674,396                 | 19,269,176                 | (405,220)                            |
| SENATORS FUND                      | 642,659                    | 675,859                    | 33,200                               |
| STATE LIQUID FUELS TAX FUND        | 1,797,500                  | 1,772,901                  | (24,599)                             |
| HOST MUNICIPALITY FEES FUND        | 465,690                    | 496,918                    | 31,228                               |
| CAPITAL PROJECTS FUND              | 6,293,645                  | 200,000                    | (6,093,645)                          |
| DEBT SERVICE FUND                  | 7,984,578                  | 9,866,020                  | 1,881,442                            |
| SANITATION FUND                    | 1,008,499                  | 1,710                      | (1,006,790)                          |
| NEIGHBORHOOD MITIGATION FUND       | 108,400                    | 152,000                    | 43,600                               |
| SPECIAL EVENTS & PROJ REIMB FUND   | 0                          | 76,530                     | 76,530                               |
| FIRE PROTECTION FUND               | 78,000                     | 140,500                    | 62,500                               |
| POLICE PROTECTION FUND             | 284,253                    | 223,817                    | (60,436)                             |
| PARKS & RECREATION FUND            | 317,637                    | 281,500                    | (36,137)                             |
| WHBG FUND                          | 9,500                      | 9,500                      | 0                                    |
| EVENTS FUND                        | 144,230                    | 179,230                    | 35,000                               |
| <b>TOTAL EXPENDITURES</b>          | <b>108,498,630</b>         | <b>105,441,855</b>         | <b>(3,056,775)</b>                   |



GENERAL FUND  
RESOURCE ALLOCATION SUMMARY  
2018 PROPOSED BUDGET

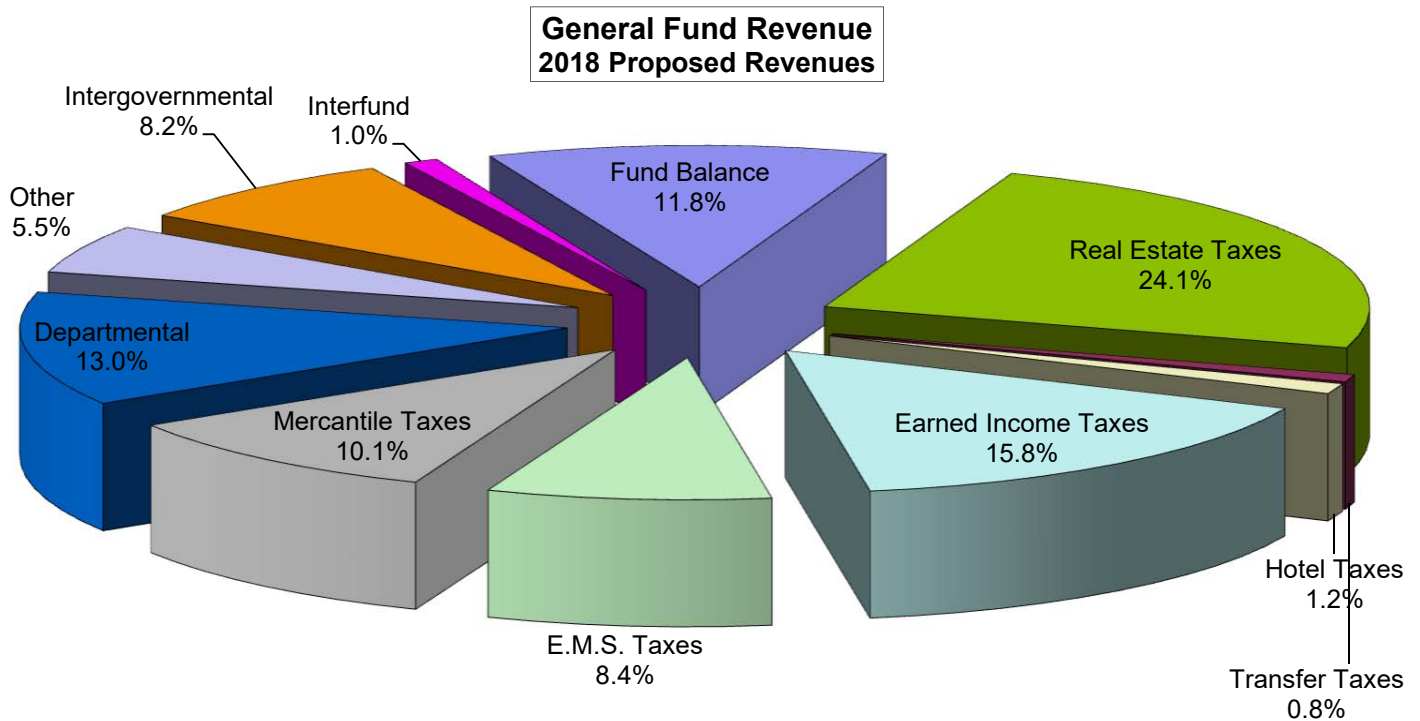
| RESOURCES                     |                   | APPROPRIATIONS              |                   |
|-------------------------------|-------------------|-----------------------------|-------------------|
| REAL ESTATE TAXES             | 17,404,871        | GENERAL GOVERNMENT          | 1,989,516         |
|                               |                   | ADMINISTRATION              | 4,103,523         |
| TRANSFER TAXES                | 600,000           | COMMUNITY AND ECONOMIC DEV. | 2,328,731         |
|                               |                   | PUBLIC SAFETY               | 30,962,828        |
| HOTEL TAXES                   | 840,000           | PUBLIC WORKS                | 6,978,879         |
| OCCUPATIONAL PRIVILEGE TAXES  | 0                 |                             |                   |
| LOCAL SERVICES TAXES          | 6,049,251         | TOTAL DEPARTMENTS           | 46,363,477        |
| EARNED INCOME TAXES           | 11,429,997        |                             |                   |
| MERCANTILE/BUSINESS PRIVILEGE | 7,315,050         | OTHER:                      |                   |
| DEPARTMENTAL REVENUES         | 9,375,913         | GENERAL EXPENSES            | 15,397,016        |
|                               |                   | TRANSFERS TO OTHER FUNDS    | 10,335,701        |
| FINES AND FORFEITS            | 808,102           |                             |                   |
| BUSINESS LICENSES AND PERMITS | 623,493           | TOTAL OTHER                 | 25,732,717        |
| INTEREST INCOME               | 26,566            |                             |                   |
| PROPERTY INCOME               | 34,123            |                             |                   |
| MISCELLANEOUS REVENUE         | 2,482,590         |                             |                   |
| OTHER FINANCING SOURCES       | 0                 |                             |                   |
| INTERGOVERNMENTAL REVENUE     | 5,886,043         |                             |                   |
| INTERFUND REVENUE             | 721,546           |                             |                   |
| FUND BALANCE APPROPRIATION    | 8,520,300         |                             |                   |
| TOTAL RESOURCES               | <u>72,117,844</u> | TOTAL APPROPRIATIONS        | <u>72,096,194</u> |

GENERAL FUND  
REVENUE ANALYSIS SUMMARY  
2018 PROPOSED BUDGET

| Account Name                     | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>11/16/2017 | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|----------------------------------|----------------|----------------|----------------------------------|----------------------------|----------------------------|
| TAXES                            |                |                |                                  |                            |                            |
| REAL ESTATE TAXES                |                |                |                                  |                            |                            |
| Real Estate Current              | 14,803,240     | 15,219,529     | 14,854,270                       | 14,703,172                 | 15,126,457                 |
| Real Estate Prior                | 2,024,190      | 2,103,919      | 2,142,043                        | 1,928,260                  | 2,278,413                  |
| TOTAL REAL ESTATE TAXES          | 16,827,430     | 17,323,448     | 16,996,313                       | 16,631,432                 | 17,404,871                 |
| OTHER TAXES                      |                |                |                                  |                            |                            |
| Transfer Taxes                   | 744,923        | 560,998        | 577,875                          | 600,000                    | 600,000                    |
| Hotel Taxes                      | 840,000        | 840,000        | 0                                | 840,000                    | 840,000                    |
| Local Services Taxes             | 2,078,643      | 4,385,662      | 7,237,523                        | 5,561,176                  | 6,049,251                  |
| Earned Income Taxes              | 10,071,681     | 11,039,790     | 10,315,889                       | 10,816,927                 | 11,429,997                 |
| Mercantile/Business Privilege    | 6,693,799      | 7,223,526      | 6,868,575                        | 7,332,208                  | 7,315,050                  |
| TOTAL OTHER TAXES                | 20,429,046     | 24,049,976     | 24,999,862                       | 25,150,311                 | 26,234,298                 |
| TOTAL TAXES                      | 37,256,476     | 41,373,424     | 41,996,175                       | 41,781,743                 | 43,639,169                 |
| DEPARTMENTAL REVENUES            |                |                |                                  |                            |                            |
| Administration                   | 1,109,100      | 1,117,283      | 1,082,382                        | 1,079,307                  | 1,092,465                  |
| Building and Housing Development | 1,002,143      | 1,265,503      | 1,756,551                        | 1,061,430                  | 1,038,149                  |
| Public Safety                    | 1,881,094      | 6,180,906      | 1,444,255                        | 6,698,280                  | 6,688,670                  |
| Public Works                     | 595,665        | 503,349        | 403,244                          | 666,264                    | 545,397                    |
| Parks and Recreation             | 16,562         | 10,357         | 10,080                           | 14,678                     | 11,231                     |
| TOTAL DEPT. REVENUES             | 4,604,564      | 9,077,398      | 4,696,512                        | 9,519,959                  | 9,375,913                  |

GENERAL FUND  
REVENUE ANALYSIS SUMMARY  
2018 PROPOSED BUDGET

| Account Name                  | 2015<br>Actual    | 2016<br>Actual    | 2017<br>Actual YTD<br>11/16/2017 | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-------------------------------|-------------------|-------------------|----------------------------------|----------------------------|----------------------------|
| <b>OTHER REVENUES</b>         |                   |                   |                                  |                            |                            |
| Fines and Forfeits            | 1,504,268         | 816,613           | 758,814                          | 733,000                    | 808,102                    |
| Licenses and Permits          | 593,939           | 601,167           | 635,509                          | 581,744                    | 623,493                    |
| Interest Income               | 29,072            | 80,689            | 74,243                           | 33,752                     | 26,566                     |
| Property Income               | 208,622           | 33,650            | 61,373                           | 33,700                     | 34,123                     |
| Miscellaneous                 | 2,888,324         | 2,759,686         | 2,971,910                        | 3,235,985                  | 2,482,590                  |
| Other Financing Sources       | 75,000            | 0                 | 0                                | 0                          | 0                          |
| Intergovernmental             | 2,742,203         | 6,436,170         | 5,114,601                        | 5,955,300                  | 5,886,043                  |
| Interfund                     | 1,758,219         | 5,018,799         | 0                                | 2,688,570                  | 721,546                    |
| <b>TOTAL OTHER REVENUES</b>   | <b>9,799,647</b>  | <b>15,746,773</b> | <b>9,616,451</b>                 | <b>13,262,051</b>          | <b>10,582,463</b>          |
| <b>GENERAL FUND REVENUES</b>  | <b>51,660,686</b> | <b>66,197,596</b> | <b>56,309,137</b>                | <b>64,563,752</b>          | <b>63,597,544</b>          |
| Fund Balance Appropriation    | 0                 | 0                 | 0                                | 11,238,521                 | 8,520,300                  |
| <b>GENERAL FUND RESOURCES</b> | <b>51,660,686</b> | <b>66,197,596</b> | <b>56,309,137</b>                | <b>75,802,273</b>          | <b>72,117,844</b>          |



GENERAL FUND  
REVENUE ANALYSIS DETAIL  
2018 PROPOSED BUDGET

| Account Name                        | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>11/16/2017 | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-------------------------------------|----------------|----------------|----------------------------------|----------------------------|----------------------------|
| TAXES                               |                |                |                                  |                            |                            |
| REAL ESTATE TAXES                   |                |                |                                  |                            |                            |
| CURRENT YEAR LEVY                   |                |                |                                  |                            |                            |
| Discount Period                     | 12,574,019     | 12,291,211     | 12,130,722                       | 12,384,940                 | 12,128,599                 |
| Flat Period                         | 1,503,872      | 1,663,744      | 1,811,119                        | 1,342,038                  | 1,814,028                  |
| Prior Year Flat                     | 865            | 0              | 20,041                           | 0                          | 4,963                      |
| Penalty Period                      | 1,002,535      | 1,373,009      | 1,033,998                        | 1,119,375                  | 1,292,588                  |
| Refund of Prior Year Taxes          | (94,890)       | 0              | (408)                            | (13,110)                   | (408)                      |
| TOTAL CURRENT YEAR LEVY             | 14,986,401     | 15,327,964     | 14,995,472                       | 14,833,243                 | 15,239,771                 |
| CURRENT YEAR DISCOUNT AND PENALTY   |                |                |                                  |                            |                            |
| Discount (2%)                       | (283,462)      | (245,800)      | (244,628)                        | (246,190)                  | (242,572)                  |
| Penalty (10%)                       | 100,301        | 137,364        | 103,426                          | 116,119                    | 129,259                    |
| TOTAL DISCOUNT & PENALTY            | (183,161)      | (108,435)      | (141,203)                        | (130,071)                  | (113,313)                  |
| TOTAL CURRENT YEAR TAXES            | 14,803,240     | 15,219,529     | 14,854,270                       | 14,703,172                 | 15,126,457                 |
| PRIOR YEARS' TAXES                  |                |                |                                  |                            |                            |
| Tax Liens - Principal               | (17)           | 0              | (54)                             | 0                          | 0                          |
| Tax Amount - 1st Year Prior         | 612,832        | 654,949        | 658,556                          | 613,534                    | 734,299                    |
| Tax Amount - 2nd Year Prior         | 925,794        | 906,364        | 929,108                          | 845,690                    | 975,596                    |
| Tax Amount - 3rd & More Prior Years | 122,664        | 160,427        | 178,847                          | 124,884                    | 164,783                    |
| Penalty & Int - 1st Year Prior      | 78,101         | 95,023         | 85,026                           | 82,728                     | 99,747                     |
| Penalty & Int - 2nd Year Prior      | 218,087        | 217,007        | 218,008                          | 198,776                    | 230,388                    |
| Penalty & Int - 3rd & More Years    | 66,729         | 70,150         | 72,552                           | 62,648                     | 73,600                     |
| TOTAL PRIOR YEARS' TAXES            | 2,024,190      | 2,103,919      | 2,142,043                        | 1,928,260                  | 2,278,413                  |
| TOTAL REAL ESTATE TAXES             | 16,827,430     | 17,323,448     | 16,996,313                       | 16,631,432                 | 17,404,871                 |
| OTHER TAXES                         |                |                |                                  |                            |                            |
| Transfer Taxes                      | 744,923        | 560,998        | 577,875                          | 600,000                    | 600,000                    |
| Hotel Taxes                         | 840,000        | 840,000        | 0                                | 840,000                    | 840,000                    |

GENERAL FUND  
REVENUE ANALYSIS DETAIL  
2018 PROPOSED BUDGET

| Account Name                                  | 2015<br>Actual    | 2016<br>Actual    | 2017<br>Actual YTD<br>11/16/2017 | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---|-------------------|-------------------|----------------------------------|----------------------------|----------------------------|
| <b>LOCAL SERVICE TAXES</b>                    |                   |                   |                                  |                            |                            |
| Tax Amount - Current Year                     | 1,456,293         | 3,909,672         | 7,344,742                        | 3,969,003                  | 6,157,000                  |
| Penalty - Current Tax                         | 260               | 0                 | (1)                              | 261                        | (1)                        |
| Tax Amount - Prior Year                       | 653,292           | 551,485           | 4,406                            | 1,630,997                  | 0                          |
| Local Service Tax Commission                  | (31,236)          | (75,495)          | (111,623)                        | (37,958)                   | (107,748)                  |
| Penalty - Prior Year                          | 33                | 0                 | 0                                | 488                        | 0                          |
| L.S.T. Tax Commissions                        | 0                 | 0                 | 0                                | (1,275)                    | 0                          |
| Prior Year L.S.T. Commissions                 | 0                 | 0                 | 0                                | (340)                      | 0                          |
| <b>TOTAL L.S.T.</b>                           | <b>2,078,643</b>  | <b>4,385,662</b>  | <b>7,237,523</b>                 | <b>5,561,176</b>           | <b>6,049,251</b>           |
| <b>EARNED INCOME TAXES</b>                    |                   |                   |                                  |                            |                            |
| Tax Amount - Current Year                     | 10,216,909        | 11,209,665        | 10,464,507                       | 10,966,500                 | 11,600,000                 |
| E.I.T. Commissions                            | (141,110)         | (162,475)         | (148,619)                        | (145,813)                  | (168,200)                  |
| E.I.T. Annual Returns Cost                    | 0                 | (3,760)           | 0                                | (3,760)                    | 0                          |
| E.I.T. DCTCC Fees                             | (4,118)           | (3,640)           | 0                                | 0                          | (1,803)                    |
| <b>TOTAL E.I.T.</b>                           | <b>10,071,681</b> | <b>11,039,790</b> | <b>10,315,889</b>                | <b>10,816,927</b>          | <b>11,429,997</b>          |
| <b>MERCANTILE/BUSINESS PRIVILEGE LICENSES</b> |                   |                   |                                  |                            |                            |
| Business Privilege - Current Year             | 149,680           | 145,540           | 175,950                          | 185,000                    | 160,000                    |
| Business Privilege - Prior Year               | 15,520            | 12,104            | 7,360                            | 12,000                     | 10,000                     |
| Landlord - Current Year                       | 98,800            | 95,880            | 118,200                          | 112,500                    | 110,000                    |
| Landlord - Prior Year                         | 17,880            | 11,720            | 16,480                           | 8,000                      | 8,000                      |
| License Commission                            | (428)             | (10)              | 0                                | 0                          | 0                          |
| Filing Fee/Court Cost Remittance              | 0                 | 0                 | 3,355                            | 0                          | 5,000                      |
| <b>MERCANTILE/BUSINESS TAXES</b>              |                   |                   |                                  |                            |                            |
| Current Year Tax                              | 2,261,004         | 2,602,611         | 2,575,649                        | 2,550,000                  | 2,550,000                  |
| Prior Year Tax                                | 349,599           | 112,627           | 133,137                          | 200,000                    | 130,000                    |
| Penalty                                       | 129,849           | 84,583            | 94,267                           | 90,000                     | 80,000                     |
| Interest                                      | 147,849           | 15,427            | 22,729                           | 50,000                     | 20,000                     |
| Tax Commission                                | (101,209)         | (16,206)          | 0                                | (63,792)                   | 0                          |
| Amusement Tax                                 | 288,996           | 315,664           | 280,906                          | 290,000                    | 290,000                    |
| Amusement Tax - Prior Year                    | 0                 | 14,256            | 8,604                            | 0                          | 5,000                      |
| Amusement Tax Penalty                         | 144               | 0                 | 0                                | 0                          | 0                          |
| Amusement Tax Interest                        | 552               | 2,341             | 1,838.96                         | 500                        | 550                        |
| Parking Tax                                   | 3,289,446         | 3,769,704         | 3,373,189                        | 3,850,000                  | 3,900,000                  |
| Parking License Fee                           | 11,573            | 13,724            | 12,580                           | 14,000                     | 12,500                     |
| Parking License Fee - Prior Year              | 2,131             | 710               | 4,076                            | 1,000                      | 1,000                      |
| Parking License Fee - Interest                | 2,007             | 3,010             | 3,284                            | 2,000                      | 2,000                      |
| General License Tax                           | 30,405            | 39,840            | 36,970                           | 31,000                     | 31,000                     |
| <b>TOTAL MERC./BUS. PRIV.</b>                 | <b>6,693,799</b>  | <b>7,223,526</b>  | <b>6,868,575</b>                 | <b>7,332,208</b>           | <b>7,315,050</b>           |
| <b>TOTAL OTHER TAXES</b>                      | <b>20,429,046</b> | <b>24,049,976</b> | <b>24,999,862</b>                | <b>25,150,311</b>          | <b>26,234,298</b>          |
| <b>TOTAL TAXES</b>                            | <b>37,256,476</b> | <b>41,373,424</b> | <b>41,996,175</b>                | <b>41,781,743</b>          | <b>43,639,169</b>          |



GENERAL FUND  
REVENUE ANALYSIS DETAIL  
2018 PROPOSED BUDGET

| Account Name                              | 2015<br>Actual   | 2016<br>Actual   | 2017<br>Actual YTD<br>11/16/2017 | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---|------------------|------------------|----------------------------------|----------------------------|----------------------------|
| <b>DEPARTMENTAL REVENUES</b>              |                  |                  |                                  |                            |                            |
| <b>ADMINISTRATION</b>                     |                  |                  |                                  |                            |                            |
| Grants Fund                               | 30,000           | 0                | 0                                | 0                          | 0                          |
| Sanitation Utility Fund                   | 506,063          | 0                | 0                                | 0                          | 0                          |
| Disposal Fund                             | 305,000          | 0                | 0                                | 0                          | 0                          |
| Neighborhood Service Fund                 | 0                | 811,063          | 811,063                          | 811,063                    | 811,063                    |
| Satisfaction Fees                         | 316              | 150              | 350                              | 443                        | 245                        |
| Filing Fee Returns                        | 504              | 219              | 1,372                            | 701                        | 1,372                      |
| Metro                                     | 18,925           | 0                | 0                                | 0                          | 0                          |
| Life Partnership Registry                 | 25               | 25               | 25                               | 45                         | 25                         |
| Liens - Court Costs                       | 0                | 0                | 16                               | 0                          | 0                          |
| Collection Revenue (School)               | 94,591           | 122,455          | 107,487                          | 142,027                    | 141,308                    |
| Collection Fees (School Merc.)            | 109,061          | 118,368          | 95,065                           | 71,145                     | 70,601                     |
| Returned Check Fee                        | 6,346            | 3,948            | 3,905                            | 6,822                      | 4,660                      |
| Other Administration Revenue              | 38,098           | 60,950           | 63,098                           | 46,887                     | 63,098                     |
| Documents/Publications - Mercantile       | 170              | 106              | 1                                | 174                        | 92                         |
| <b>TOTAL ADMINISTRATION</b>               | <b>1,109,100</b> | <b>1,117,283</b> | <b>1,082,382</b>                 | <b>1,079,307</b>           | <b>1,092,465</b>           |
| <b>BUILDING &amp; HOUSING DEVELOPMENT</b> |                  |                  |                                  |                            |                            |
| Rooming House                             | 10,250           | 8,920            | 8,875                            | 7,800                      | 8,200                      |
| Appeal Hearing Fees                       | 0                | 800              | 0                                | 800                        | 800                        |
| License Renewal Fees                      | 146,950          | 187,525          | 85,625                           | 180,000                    | 145,000                    |
| Permit Fees - Electrical                  | 72,377           | 94,857           | 156,438                          | 60,000                     | 62,000                     |
| Permit Fees - Plumbing                    | 60,100           | 62,302           | 58,790                           | 50,000                     | 45,000                     |
| Permit Fees - Building                    | 354,726          | 450,092          | 956,847                          | 290,000                    | 325,000                    |
| Permit Fees - Low Voltage Electric        | 10,564           | 2,943            | 631                              | 5,000                      | 3,000                      |
| Permit Fees - Dumpster                    | 3,125            | 3,500            | 3,335                            | 2,500                      | 2,500                      |
| Permit Fees - Demolition                  | 27,467           | 22,273           | 22,504                           | 20,000                     | 15,000                     |
| Fire Prevention Code                      | 48,856           | 41,384           | 41,909                           | 25,000                     | 38,000                     |
| Permit Fees - Special                     | 2,020            | 2,672            | 3,126                            | 2,000                      | 2,000                      |
| Fees - Flood Plain Certification          | 1,465            | 1,865            | 1,465                            | 1,500                      | 4,500                      |
| Fees - Buyer Notification                 | 19,120           | 22,210           | 23,425                           | 15,000                     | 15,000                     |
| Fees - Planning                           | 10,990           | 5,990            | 585                              | 6,000                      | 5,990                      |
| Fees - City Health Inspection             | 82,410           | 75,785           | 72,825                           | 65,000                     | 65,000                     |
| Fees - Zoning Hearing Board               | 13,935           | 12,983           | 6,015                            | 9,800                      | 9,800                      |
| Permit Fees - Zoning                      | 46,337           | 54,601           | 119,189                          | 40,000                     | 65,000                     |
| Zoning Commission                         | (45)             | 0                | 0                                | 0                          | 0                          |
| Rental Inspection                         | 89,370           | 210,126          | 191,185                          | 280,000                    | 225,000                    |
| Publications and Maps                     | 900              | 4,100            | 2,925                            | 500                        | 500                        |
| Warrant Services Fee                      | 1,225            | 575              | 859                              | 530                        | 859                        |
| <b>TOTAL BUILDING &amp; HOUSING DEV.</b>  | <b>1,002,143</b> | <b>1,265,503</b> | <b>1,756,551</b>                 | <b>1,061,430</b>           | <b>1,038,149</b>           |

GENERAL FUND  
REVENUE ANALYSIS DETAIL  
2018 PROPOSED BUDGET

| Account Name                      | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>11/16/2017 | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-----------------------------------|----------------|----------------|----------------------------------|----------------------------|----------------------------|
| PUBLIC SAFETY                     |                |                |                                  |                            |                            |
| Fire and Burglar Alarm            | 68,623         | 47,628         | 37,188                           | 60,000                     | 50,000                     |
| Vehicular Extraction Fees         | 4,744          | 10,733         | 10,942                           | 8,450                      | 10,942                     |
| Special Police Services           | 0              | 3,750          | 0                                | 0                          | 0                          |
| Towing Fees                       | 21,665         | 22,595         | 20,706                           | 22,397                     | 21,067                     |
| Police Investigation Reports      | 56,105         | 87,915         | 41,905                           | 52,224                     | 58,985                     |
| Booking Processing Fee            | 39,327         | 19,835         | 33,140                           | 18,249                     | 33,140                     |
| Fire Investigation Reports        | 1,500          | 1,775          | 1,647                            | 1,667                      | 1,624                      |
| Fire Inspection/Safety            | 100            | 300            | 0                                | 300                        | 200                        |
| Fees - Firefighter Application    | 0              | 12,970         | 0                                | 0                          | 12,970                     |
| Meter Bag Rental                  | 21,504         | 24,116         | 47,144                           | 20,000                     | 20,000                     |
| Fire Grants (SAFER)               | 278,538        | 0              | 0                                | 0                          | 0                          |
| Police Personnel Reimb.           | 26,622         | 32,965         | 23,159                           | 26,000                     | 44,500                     |
| ARRA COPS Grant                   | 191,699        | 0              | 251,954                          | 136,918                    | 167,776                    |
| Police On Patrol                  | 10,167         | 14,137         | 0                                | 10,167                     | 1,006                      |
| Domestic Violence Grant           | 0              | 14,150         | 3,000                            | 2,302                      | 2,302                      |
| FEMA/USAR Contract                | 0              | 36,795         | 47,212                           | 90,000                     | 20,000                     |
| HHA Reimbursement                 | 248,885        | 432,127        | 77,068                           | 250,000                    | 250,000                    |
| Other Public Safety Revenue       | 46,708         | 4,554,343      | 47,180                           | 5,040,000                  | 5,040,000                  |
| Fees - Permit Parking             | 42,970         | 47,105         | 42,305                           | 39,731                     | 39,731                     |
| Fines and Costs                   | 49,535         | 42,244         | 13,598                           | 48,028                     | 48,028                     |
| Drug Task Force Reimbursement     | 104,026        | 90,962         | 67,213                           | 74,082                     | 74,082                     |
| Highway Safety Program Reimburse. | 7,175          | 13,281         | 11,890                           | 9,463                      | 11,890                     |
| Dog Licenses                      | 7,704          | 7,096          | 8,240                            | 8,000                      | 8,000                      |
| Fees - Booting                    | 8,850          | 3,300          | 2,925                            | 10,800                     | 2,925                      |
| Police Extra Duty Revenue         | 644,647        | 660,784        | 655,839                          | 769,502                    | 769,502                    |
| TOTAL PUBLIC SAFETY               | 1,881,094      | 6,180,906      | 1,444,255                        | 6,698,280                  | 6,688,670                  |

GENERAL FUND  
REVENUE ANALYSIS DETAIL  
2018 PROPOSED BUDGET

| Account Name                        | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>11/16/2017 | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-------------------------------------|----------------|----------------|----------------------------------|----------------------------|----------------------------|
| PUBLIC WORKS                        |                |                |                                  |                            |                            |
| Street Cut Inspect                  | 157,509        | 125,000        | 0                                | 250,000                    | 250,000                    |
| Street Cut Degradation Fees         | 140            | 0              | 0                                | 0                          | 0                          |
| VMC Charges - THA Covanta           | 1,473          | 0              | 0                                | 0                          | 0                          |
| VMC Charges- Fed Grant              | 2,464          | 1,268          | 1,665                            | 0                          | 0                          |
| VMC Charges - Sanitation            | 258,304        | 234,420        | 379,824                          | 293,243                    | 279,300                    |
| VMC Charges - State Liquid Fuels    | 138,675        | 139,342        | 5,658                            | 0                          | 0                          |
| VMC Charges - Hbg Redev. Authority  | 274            | 0              | 0                                | 0                          | 0                          |
| VMC Charges - Hbg School District   | 2,927          | 0              | 0                                | 0                          | 0                          |
| Sewer Maintenance Liens - Principal | 1,482          | 159            | 542                              | 160                        | 542                        |
| Sewer Maintenance Liens - Interest  | 697            | 24             | 214                              | 24                         | 214                        |
| CDBG Reimbursement - Demolition     | 21,526         | 0              | 0                                | 115,000                    | 0                          |
| Other Public Works Revenue          | 10,194         | 3,136          | 15,341                           | 7,836                      | 15,341                     |
| TOTAL PUBLIC WORKS                  | 595,665        | 503,349        | 403,244                          | 666,264                    | 545,397                    |
| PARKS AND RECREATION                |                |                |                                  |                            |                            |
| Revenue - Pool #1                   | 8,658          | 4,100          | 7,595                            | 7,945                      | 7,595                      |
| Revenue - Pool #2                   | 5,979          | 4,419          | 2,320                            | 4,986                      | 2,320                      |
| Fees - Shade Trees                  | 165            | 145            | 165                              | 161                        | 165                        |
| Other Parks and Recreation Rev.     | 1,760          | 1,693          | 0                                | 1,586                      | 1,151                      |
| TOTAL PARKS AND RECREATION          | 16,562         | 10,357         | 10,080                           | 14,678                     | 11,231                     |
| TOTAL DEPARTMENT REVENUE            | 4,604,564      | 9,077,398      | 4,696,512                        | 9,519,959                  | 9,375,913                  |

GENERAL FUND  
REVENUE ANALYSIS DETAIL  
2018 PROPOSED BUDGET

| Account Name                      | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>11/16/2017 | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-----------------------------------|----------------|----------------|----------------------------------|----------------------------|----------------------------|
| OTHER REVENUES                    |                |                |                                  |                            |                            |
| FINES AND FORFEITS                |                |                |                                  |                            |                            |
| DJ - Traffic Violations           | 103,268        | 110,545        | 122,204                          | 103,000                    | 103,000                    |
| DJ - Summary Criminal Offenses    | 213,479        | 184,249        | 192,270                          | 205,000                    | 205,000                    |
| DJ - Codes Violations             | 86,928         | 74,375         | 85,612                           | 75,000                     | 75,000                     |
| City Parking Violations           | 1,100,593      | 447,119        | 358,728                          | 350,000                    | 425,102                    |
| Other Fines and Forfeits          | 0              | 326            | 0                                | 0                          | 0                          |
| TOTAL FINES AND FORFEITS          | 1,504,268      | 816,613        | 758,814                          | 733,000                    | 808,102                    |
| LICENSES AND PERMITS              |                |                |                                  |                            |                            |
| Alcoholic Beverage Licenses       | 33,400         | 28,950         | 28,250                           | 36,300                     | 28,250                     |
| Cable TV Franchise License        | 560,539        | 572,217        | 607,259                          | 545,444                    | 595,243                    |
| TOTAL LICENSES AND PERMITS        | 593,939        | 601,167        | 635,509                          | 581,744                    | 623,493                    |
| INTEREST INCOME                   |                |                |                                  |                            |                            |
| Savings                           | 0              | 23,313         | 0                                | 1                          | 1                          |
| Tax Appeal                        | 0              | 280            | 0                                | 5                          | 41                         |
| Collection System                 | 0              | 10             | 1                                | 1                          | 1                          |
| Education                         | 0              | 7,879          | 0                                | 7,222                      | 0                          |
| E.M.S.Tax Rebate Account Interest | 0              | 112            | 57                               | 3                          | 3                          |
| Interest on CDs                   | 24,167         | 33,533         | 686                              | 19,780                     | 19,780                     |
| PNI Loan Interest                 | 4,904          | 2,108          | 0                                | 6,454                      | 6,454                      |
| Other Investments                 | 0              | 13,454         | 73,499                           | 286                        | 286                        |
| TOTAL INTEREST INCOME             | 29,072         | 80,689         | 74,243                           | 33,752                     | 26,566                     |
| PROPERTY INCOME                   |                |                |                                  |                            |                            |
| Rental Income                     | 2,100          | 2,025          | 1,938                            | 2,113                      | 2,100                      |
| Easement Fees                     | 31,587         | 31,625         | 32,023                           | 31,587                     | 32,023                     |
| Gain on Sale of Fixed Assets      | 174,935        | 0              | 27,412                           | 0                          | 0                          |
| TOTAL PROPERTY INCOME             | 208,622        | 33,650         | 61,373                           | 33,700                     | 34,123                     |

GENERAL FUND  
REVENUE ANALYSIS DETAIL  
2018 PROPOSED BUDGET

| Account Name                       | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>11/16/2017 | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|------------------------------------|----------------|----------------|----------------------------------|----------------------------|----------------------------|
| MISCELLANEOUS                      |                |                |                                  |                            |                            |
| Reimbursement for Loss/Damage      | 0              | 0              | 568                              | 0                          | 0                          |
| Reimb. for THA Shared Svcs         | 479,256        | 0              | 0                                | 0                          | 0                          |
| Stop Loss Recoveries               | 560,123        | 187,900        | 49,846                           | 100,000                    | 100,000                    |
| Work Comp-Excess Recovery          | 0              | 0              | 210                              | 0                          | 0                          |
| Reimbursement for Shares Extended  | 66,555         | 0              | 21,987                           | 0                          | 0                          |
| NLC Service Line Warranty          | 0              | 8,176          | 7,628                            | 8,176                      | 7,628                      |
| Receipt of Prior Year Revenue      | 0              | 0              | 419,301                          | 0                          | 0                          |
| Insurance Reimbursement for Loss   | 250,238        | 19,352         | 271,532                          | 434,956                    | 150,000                    |
| Contributions and Donations        | 227,202        | 255,960        | 265,000                          | 365,000                    | 250,000                    |
| Payments In Lieu of Taxes (PILOTS) | 471,068        | 728,031        | 547,894                          | 500,000                    | 676,797                    |
| Municipal Tavern Games Tax         | 0              | 387            | 399                              | 387                        | 399                        |
| Refund of Expenditures             | 132,383        | 14,888         | 172,960                          | 227,658                    | 81,000                     |
| Express Script Rebate              | 598,185        | 516,490        | 283,775                          | 500,000                    | 478,045                    |
| LED Electricity Rebate             | 0              | 374,962        | 171,840                          | 294,808                    | 0                          |
| Medicare Part D Program            | 102,867        | 53,107         | 109,441                          | 80,000                     | 90,000                     |
| Medical-Employee Contribution      | 0              | 598,009        | 543,352                          | 710,000                    | 639,720                    |
| Miscellaneous Lien - Principal     | 448            | 2,424          | 106,177                          | 15,000                     | 9,000                      |
| TOTAL MISCELLANEOUS                | 2,888,324      | 2,759,686      | 2,971,910                        | 3,235,985                  | 2,482,590                  |
| OTHER FINANCING SOURCES            |                |                |                                  |                            |                            |
| T.R.A.N./Loan Proceeds             | 75,000         | 0              | 0                                | 0                          | 0                          |
| TOTAL OTHER FINANCING SOURCES      | 75,000         | 0              | 0                                | 0                          | 0                          |
| INTERGOVERNMENTAL                  |                |                |                                  |                            |                            |
| Pension System State Aid           | 2,158,604      | 2,545,914      | 2,639,729                        | 2,532,920                  | 2,629,069                  |
| Public Utility Realty Taxes        | 45,699         | 41,845         | 42,611                           | 45,000                     | 45,000                     |
| Capital Fire Protection            | 0              | 992,000        | 0                                | 0                          | 0                          |
| Grant Proceeds                     | 10,000         | 45,000         | 0                                | 377,380                    | 211,583                    |
| Ground Lease Payment               | 527,900        | 1,093,623      | 974,526                          | 1,202,000                  | 1,238,060                  |
| Priority Parking Distribution      | 0              | 1,717,788      | 1,457,735                        | 1,798,000                  | 1,762,331                  |
| TOTAL INTERGOVERNMENTAL            | 2,742,203      | 6,436,170      | 5,114,601                        | 5,955,300                  | 5,886,043                  |

GENERAL FUND  
REVENUE ANALYSIS DETAIL  
2018 PROPOSED BUDGET

| Account Name                 | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>11/16/2017 | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|------------------------------|----------------|----------------|----------------------------------|----------------------------|----------------------------|
| INTERFUND TRANSFERS          |                |                |                                  |                            |                            |
| Capital Projects Fund        | 0              | 0              | 0                                | 0                          | 670,000                    |
| Trust and Agency Fund        | 8,958          | 0              | 0                                | 0                          | 0                          |
| State & Fed Grants           | 0              | 4,692,303      | 0                                | 0                          | 0                          |
| Federal Grants               | 0              | 280,392        | 0                                | 2,592,295                  | 51,546                     |
| Sanitation Utility Fund      | 1,749,261      | 0              | 0                                | 0                          | 0                          |
| CDBG Funds                   | 0              | 42,017         | 0                                | 0                          | 0                          |
| Neighborhood Mitigation Fund | 0              | 0              | 0                                | 67,400                     | 0                          |
| TOTAL INTERFUND TRANSFERS    | 1,758,219      | 5,018,799      | 0                                | 2,688,570                  | 721,546                    |
| TOTAL OTHER REVENUES         | 9,799,647      | 15,746,773     | 9,616,451                        | 13,262,051                 | 10,582,463                 |
| GENERAL FUND REVENUE         | 51,660,686     | 66,197,596     | 56,309,137                       | 64,563,752                 | 63,597,544                 |
| Fund Balance Appropriation   | 0              | 0              | 0                                | 11,238,521                 | 8,520,300                  |
| GENERAL FUND RESOURCES       | 51,660,686     | 66,197,596     | 56,309,137                       | 75,802,273                 | 72,117,844                 |

## 2018 Proposed Budget

### Revenue Line Item

#### BUDGET UNIT: 01000100 GENERAL FUND

| Account                                | 2015 Actual         | 2016 Actual         | 2017 Actual YTD<br>(11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|--|---------------------|---------------------|----------------------------|-------------------------|-------------------------|
| 301001 DISCOUNT PERIOD                 | \$12,574,019        | \$12,291,211        | \$12,130,722               | \$12,384,940            | \$12,128,599            |
| 301002 FLAT PERIOD                     | \$1,503,872         | \$1,663,744         | \$1,811,119                | \$1,342,038             | \$1,814,028             |
| 301003 PENALTY PERIOD                  | \$1,002,535         | \$1,373,009         | \$1,033,998                | \$1,119,375             | \$1,292,588             |
| 301004 REFUND PRIOR YR RE TAX          | (\$94,890)          | \$0                 | (\$408)                    | (\$13,110)              | (\$408)                 |
| 302001 DISCOUNT AMOUNT                 | (\$283,462)         | (\$245,800)         | (\$244,628)                | (\$246,190)             | (\$242,572)             |
| 302003 PENALTY AMOUNT                  | \$100,301           | \$137,364           | \$103,426                  | \$116,119               | \$129,259               |
| 303000 PRIOR YR FLAT AMT               | \$865               | \$0                 | \$20,041                   | \$0                     | \$4,963                 |
| 304001 TAX LIENS - PRINCIPAL           | (\$17)              | \$0                 | (\$54)                     | \$0                     | \$0                     |
| 305001 TAX AMOUNT-1ST PRIOR YEAR       | \$612,832           | \$654,949           | \$658,556                  | \$613,534               | \$734,299               |
| 305002 TAX AMOUNT-2ND PRIOR YEAR       | \$925,794           | \$906,364           | \$929,108                  | \$845,690               | \$975,596               |
| 305003 TAX AMOUNT-3RD PRIOR YEAR       | \$122,664           | \$160,427           | \$178,847                  | \$124,884               | \$164,783               |
| 306001 PENALTY/INT 1ST YR PRIOR        | \$78,101            | \$95,023            | \$85,026                   | \$82,728                | \$99,747                |
| 306002 PENALTY/INT 2ND YR PRIOR        | \$218,087           | \$217,007           | \$218,008                  | \$198,776               | \$230,388               |
| 306003 PENALTY/INT 3RD YR PRIOR        | \$66,729            | \$70,150            | \$72,552                   | \$62,648                | \$73,600                |
| <b>301100 REAL ESTATE TAXES</b>        | <b>\$16,827,430</b> | <b>\$17,323,448</b> | <b>\$16,996,313</b>        | <b>\$16,631,432</b>     | <b>\$17,404,871</b>     |
| 309000 TRANSFER TAX REVENUE            | \$744,923           | \$560,998           | \$577,875                  | \$600,000               | \$600,000               |
| <b>309100 TRANSFER TAXES</b>           | <b>\$744,923</b>    | <b>\$560,998</b>    | <b>\$577,875</b>           | <b>\$600,000</b>        | <b>\$600,000</b>        |
| 310000 HOTEL TAX REVENUE               | \$840,000           | \$840,000           | \$0                        | \$840,000               | \$840,000               |
| <b>310100 HOTEL TAXES</b>              | <b>\$840,000</b>    | <b>\$840,000</b>    | <b>\$0</b>                 | <b>\$840,000</b>        | <b>\$840,000</b>        |
| 316000 EMERGENCY/MUN SERVICES          | \$1,456,293         | \$3,909,672         | \$7,344,742                | \$3,969,003             | \$6,157,000             |
| 316003 CURR YR PENALTY                 | \$260               | \$0                 | (\$1)                      | \$261                   | (\$1)                   |
| 316006 EMS TAX PRIOR YEAR              | \$653,292           | \$551,485           | \$4,406                    | \$1,630,997             | \$0                     |
| 316007 PEN PRIOR YEAR                  | \$33                | \$0                 | \$0                        | \$488                   | \$0                     |
| 316009 LOCAL SVCS TAX-COMMISSION       | (\$31,236)          | (\$75,495)          | (\$111,623)                | (\$37,958)              | (\$107,748)             |
| 318000 EMS TAX COMMISSIONS             | \$0                 | \$0                 | \$0                        | (\$1,275)               | \$0                     |
| 318006 PRIOR YR EMS COMMISSION         | \$0                 | \$0                 | \$0                        | (\$340)                 | \$0                     |
| <b>316100 E.M.S. TAX</b>               | <b>\$2,078,643</b>  | <b>\$4,385,662</b>  | <b>\$7,237,523</b>         | <b>\$5,561,176</b>      | <b>\$6,049,251</b>      |
| 321000 EIT - CURR YR                   | \$10,216,909        | \$11,209,665        | \$10,464,507               | \$10,966,500            | \$11,600,000            |
| 323001 EIT COMMISSIONS                 | (\$141,110)         | (\$162,475)         | (\$148,619)                | (\$145,813)             | (\$168,200)             |
| 323004 EIT - ANNUAL RETURNS COST       | \$0                 | (\$3,760)           | \$0                        | (\$3,760)               | \$0                     |
| 323003 EIT-DCTCC FEES                  | (\$4,118)           | (\$3,640)           | \$0                        | \$0                     | (\$1,803)               |
| <b>321100 EARNED INCOME TAX</b>        | <b>\$10,071,681</b> | <b>\$11,039,790</b> | <b>\$10,315,889</b>        | <b>\$10,816,927</b>     | <b>\$11,429,997</b>     |
| 324001 MERCANTILE/BUS LIC CUR YR       | \$149,680           | \$145,540           | \$175,950                  | \$185,000               | \$160,000               |
| 324002 MERCANTILE/BUS LIC PR YR        | \$15,520            | \$12,104            | \$7,360                    | \$12,000                | \$10,000                |
| 324004 MERC/LANDLORD LIC CURR YR       | \$98,800            | \$95,880            | \$118,200                  | \$112,500               | \$110,000               |
| 324005 MERC/LANDLORD LIC PRIORYR       | \$17,880            | \$11,720            | \$16,480                   | \$8,000                 | \$8,000                 |
| 324009 MERC LIC COMMISSION             | (\$428)             | (\$10)              | \$0                        | \$0                     | \$0                     |
| 324020 FILE FEE/COURT COST REMIT       | \$0                 | \$0                 | \$3,355                    | \$0                     | \$5,000                 |
| <b>324100 MERC/BUS PRIVIL LICENSES</b> | <b>\$281,452</b>    | <b>\$265,234</b>    | <b>\$321,345</b>           | <b>\$317,500</b>        | <b>\$293,000</b>        |
| 325001 MBP TAX - CURRENT YR            | \$2,261,004         | \$2,602,611         | \$2,575,649                | \$2,550,000             | \$2,550,000             |
| 325002 MBP TAX - PRIOR YR              | \$349,599           | \$112,627           | \$133,137                  | \$200,000               | \$130,000               |
| 325003 MBP TAX - PENALTY               | \$129,849           | \$84,583            | \$94,267                   | \$90,000                | \$80,000                |
| 325004 MBP TAX - INTEREST              | \$147,849           | \$15,427            | \$22,729                   | \$50,000                | \$20,000                |
| 325009 MBP TAX COMMISSION              | (\$101,209)         | (\$16,206)          | \$0                        | (\$63,792)              | \$0                     |
| 326001 MBP AMUSEMENT TAX               | \$288,996           | \$315,664           | \$280,906                  | \$290,000               | \$290,000               |
| 326002 MBP AMUSEMT TAX-PRIOR YR        | \$0                 | \$14,256            | \$8,604                    | \$0                     | \$5,000                 |
| 326003 MBP AMUSEMENT TAX PENALTY       | \$520               | \$2,142             | \$1,797                    | \$500                   | \$500                   |
| 326004 MBP AMUSEMENT TAX - INT         | \$32                | \$199               | \$42                       | \$0                     | \$50                    |
| 326011 AMUSEMENT TAX PENALTY           | \$144               | \$0                 | \$0                        | \$0                     | \$0                     |
| 327000 MBP PARKING TAXES CURRENT       | \$3,289,446         | \$3,769,704         | \$3,373,189                | \$3,850,000             | \$3,900,000             |
| 327001 MBP PARKING FEE                 | \$11,573            | \$13,724            | \$12,580                   | \$14,000                | \$12,500                |
| 327002 PARKING LICENSE FEE-PRIOR       | \$2,131             | \$710               | \$4,076                    | \$1,000                 | \$1,000                 |
| 327003 PARKING LICENSE FEE-PENAL       | \$2,007             | \$3,010             | \$3,284                    | \$2,000                 | \$2,000                 |
| 329000 MBP GENERAL LICENSE TAX         | \$30,405            | \$39,840            | \$36,970                   | \$31,000                | \$31,000                |
| <b>325100 MERC/BUS TAXES</b>           | <b>\$6,412,347</b>  | <b>\$6,958,292</b>  | <b>\$6,547,230</b>         | <b>\$7,014,708</b>      | <b>\$7,022,050</b>      |
| 340008 GRANTS FUND                     | \$30,000            | \$0                 | \$0                        | \$0                     | \$0                     |

## 2018 Proposed Budget

### Revenue Line Item

#### BUDGET UNIT: 01000100 GENERAL FUND

| Account                              | 2015 Actual        | 2016 Actual        | 2017 Actual YTD<br>(11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|--------------------------------------|--------------------|--------------------|----------------------------|-------------------------|-------------------------|
| 340027 SANITATION UTILITY FUND       | \$506,063          | \$0                | \$0                        | \$0                     | \$0                     |
| 340028 LANDFILL/INCIN UTILITY FUND   | \$305,000          | \$0                | \$0                        | \$0                     | \$0                     |
| 340025 NEIGHBORHOOD SERVICES UTILITY | \$0                | \$811,063          | \$811,063                  | \$811,063               | \$811,063               |
| 340040 SATISFACTION FEES             | \$316              | \$150              | \$350                      | \$443                   | \$245                   |
| 340050 FILING FEE RETURNS            | \$504              | \$219              | \$1,372                    | \$701                   | \$1,372                 |
| 340060 METRO                         | \$18,925           | \$0                | \$0                        | \$0                     | \$0                     |
| 340061 LIFE PARTNERSHIP REGISTRY     | \$25               | \$25               | \$25                       | \$45                    | \$25                    |
| 340065 LIENS - COURT COSTS           | \$0                | \$0                | \$16                       | \$0                     | \$0                     |
| 340080 COLLECTION REV (SCHOOL)       | \$94,591           | \$122,455          | \$107,487                  | \$142,027               | \$141,308               |
| 340081 COLLECTION FEES(SCHOOL)       | \$109,061          | \$118,368          | \$95,065                   | \$71,145                | \$70,601                |
| 340085 NSF CHECK FEE                 | \$6,346            | \$3,948            | \$3,905                    | \$6,822                 | \$4,660                 |
| 340090 OTHER ADMINISTRATIVE          | \$38,098           | \$60,950           | \$63,098                   | \$46,887                | \$63,098                |
| 340091 MERCANTILE DOCS/PUBLICATE     | \$170              | \$106              | \$1                        | \$174                   | \$92                    |
| <b>340100 DEPT OF ADMIN REVENUES</b> | <b>\$1,109,100</b> | <b>\$1,117,283</b> | <b>\$1,082,382</b>         | <b>\$1,079,307</b>      | <b>\$1,092,465</b>      |
| 341001 ROOMING HOUSE                 | \$10,250           | \$8,920            | \$8,875                    | \$7,800                 | \$8,200                 |
| 341002 APPEAL HEARING FEES           | \$0                | \$800              | \$0                        | \$800                   | \$800                   |
| 341011 LICENSE RENEWAL FEES          | \$146,950          | \$187,525          | \$85,625                   | \$180,000               | \$145,000               |
| 341020 ELECTRICAL PERMIT FEE         | \$72,377           | \$94,857           | \$156,438                  | \$60,000                | \$62,000                |
| 341021 PLUMBING PERMIT FEE           | \$60,100           | \$62,302           | \$58,790                   | \$50,000                | \$45,000                |
| 341022 BUILDING PERMIT FEE           | \$354,726          | \$450,092          | \$956,847                  | \$290,000               | \$325,000               |
| 341023 LOW VOLTAGE ELEC. PERMITS     | \$10,564           | \$2,943            | \$631                      | \$5,000                 | \$3,000                 |
| 341024 DUMPSTER PERMIT FEES          | \$3,125            | \$3,500            | \$3,335                    | \$2,500                 | \$2,500                 |
| 341025 DEMOLITION PERMIT FEES        | \$27,467           | \$22,273           | \$22,504                   | \$20,000                | \$15,000                |
| 341026 FIRE PREVENTION CODE          | \$48,856           | \$41,384           | \$41,909                   | \$25,000                | \$38,000                |
| 341027 SPECIAL PERMIT FEES           | \$2,020            | \$2,672            | \$3,126                    | \$2,000                 | \$2,000                 |
| 341028 FLOOD PLAIN CERTIFICATION     | \$1,465            | \$1,865            | \$1,465                    | \$1,500                 | \$4,500                 |
| 341030 BUYER NOTIFY FEES             | \$19,120           | \$22,210           | \$23,425                   | \$15,000                | \$15,000                |
| 341050 PLANNING FEES                 | \$10,990           | \$5,990            | \$585                      | \$6,000                 | \$5,990                 |
| 341051 HEALTH INSPECT FEES           | \$82,410           | \$75,785           | \$72,825                   | \$65,000                | \$65,000                |
| 341060 ZONING HEARING BOARD FEES     | \$13,935           | \$12,983           | \$6,015                    | \$9,800                 | \$9,800                 |
| 341061 PERMIT FEES-ZONING SIGN       | \$46,337           | \$54,601           | \$119,189                  | \$40,000                | \$65,000                |
| 341069 ZONING COMMISSION             | (\$45)             | \$0                | \$0                        | \$0                     | \$0                     |
| 341072 RENTAL INSPECTION INCOME      | \$89,370           | \$210,126          | \$191,185                  | \$280,000               | \$225,000               |
| 341080 SALE OF PUB/MAPS/GIS DATA     | \$900              | \$4,100            | \$2,925                    | \$500                   | \$500                   |
| 342011 WARRANT SERVICES FEES         | \$1,225            | \$575              | \$859                      | \$530                   | \$859                   |
| <b>341100 DBHD REVENUES</b>          | <b>\$1,002,143</b> | <b>\$1,265,503</b> | <b>\$1,756,551</b>         | <b>\$1,061,430</b>      | <b>\$1,038,149</b>      |
| 342008 BURG/FIRE ALARMS              | \$68,623           | \$47,628           | \$37,188                   | \$60,000                | \$50,000                |
| 342009 VEHICLE EXTRACTION FEES       | \$4,744            | \$10,733           | \$10,942                   | \$8,450                 | \$10,942                |
| 342015 TOWING FEES                   | \$21,665           | \$22,595           | \$20,706                   | \$22,397                | \$21,067                |
| 342020 POLICE INV REPORTS            | \$56,105           | \$87,915           | \$41,905                   | \$52,224                | \$58,985                |
| 342021 BOOKING PROCESSING FEE        | \$39,327           | \$19,835           | \$33,140                   | \$18,249                | \$33,140                |
| 342030 FIRE INV REPORTS              | \$1,500            | \$1,775            | \$1,647                    | \$1,667                 | \$1,624                 |
| 342031 FIRE INSPECTION/SAFETY        | \$100              | \$300              | \$0                        | \$300                   | \$200                   |
| 342043 FIREFIGHTER APP FEES          | \$0                | \$12,970           | \$0                        | \$0                     | \$12,970                |
| 342050 METER BAG RENTAL              | \$21,504           | \$24,116           | \$47,144                   | \$20,000                | \$20,000                |
| 342051 FIRE GRANTS (SAFER)           | \$278,538          | \$0                | \$0                        | \$0                     | \$0                     |
| 342061 POLICE PERSONNEL REIMB        | \$26,622           | \$32,965           | \$23,159                   | \$26,000                | \$44,500                |
| 342070 ARRA COPS                     | \$191,699          | \$0                | \$251,954                  | \$136,918               | \$167,776               |
| 342074 POLICE ON PATROL              | \$10,167           | \$14,137           | \$0                        | \$10,167                | \$1,006                 |
| 342079 DOMESTIC VIOLENCE GRANT       | \$0                | \$14,150           | \$3,000                    | \$2,302                 | \$2,302                 |
| 342086 FEMA/USAR CONTRACT            | \$0                | \$36,795           | \$47,212                   | \$90,000                | \$20,000                |
| 342089 HHA REIMBURSEMENT             | \$248,885          | \$432,127          | \$77,068                   | \$250,000               | \$250,000               |
| 342090 OTHER PUBLIC SAFETY           | \$46,708           | \$4,554,343        | \$47,180                   | \$5,040,000             | \$5,040,000             |
| 342091 PERMIT PARKING FEES           | \$42,970           | \$47,105           | \$42,305                   | \$39,731                | \$39,731                |
| 342092 FINE AND COSTS                | \$49,535           | \$42,244           | \$13,598                   | \$48,028                | \$48,028                |
| 342093 DRUG TASK FORCE REIMBURS      | \$104,026          | \$90,962           | \$67,213                   | \$74,082                | \$74,082                |



## 2018 Proposed Budget

### Revenue Line Item

#### BUDGET UNIT: 01000100 GENERAL FUND

| Account                               | 2015 Actual        | 2016 Actual        | 2017 Actual YTD<br>(11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|---------------------------------------|--------------------|--------------------|----------------------------|-------------------------|-------------------------|
| 342094 HIGHWAY SAFETY GRANT           | \$7,175            | \$13,281           | \$11,890                   | \$9,463                 | \$11,890                |
| 342098 DOG AND CAT LICENSES           | \$7,704            | \$7,096            | \$8,240                    | \$8,000                 | \$8,000                 |
| 342099 BOOTING FEES                   | \$8,850            | \$3,300            | \$2,925                    | \$10,800                | \$2,925                 |
| 342010 SPEC POLICE SERVICES           | \$0                | \$3,750            | \$0                        | \$0                     | \$0                     |
| 342901 POLICE EXTRA DUTY              | \$644,647          | \$660,784          | \$655,839                  | \$769,502               | \$769,502               |
| <b>342100 DEPT OF PUBLIC SAFETY</b>   | <b>\$1,881,094</b> | <b>\$6,180,906</b> | <b>\$1,444,255</b>         | <b>\$6,698,280</b>      | <b>\$6,688,670</b>      |
| 343002 STREET CUT INSPECT             | \$157,509          | \$125,000          | \$0                        | \$250,000               | \$250,000               |
| 343003 ST CUT DEGRADATION FEES        | \$140              | \$0                | \$0                        | \$0                     | \$0                     |
| 343030 VMC CHARGES THA-COVANTA        | \$1,473            | \$0                | \$0                        | \$0                     | \$0                     |
| 343035 VMC CHRGS - FED GRANT          | \$2,464            | \$1,268            | \$1,665                    | \$0                     | \$0                     |
| 343037 VMC CHRGS/SANITATION FUND      | \$258,304          | \$234,420          | \$379,824                  | \$293,243               | \$279,300               |
| 343040 VMC CHRGS/STATE LIQ FUEL       | \$138,675          | \$139,342          | \$5,658                    | \$0                     | \$0                     |
| 343044 VMC CHARGES-HBG REDEVELOP.     | \$274              | \$0                | \$0                        | \$0                     | \$0                     |
| 343045 VMC CHARGES-HBG SCHOOL         | \$2,927            | \$0                | \$0                        | \$0                     | \$0                     |
| 343051 SEWER MAINT LIENS-PRINCIP      | \$1,482            | \$159              | \$542                      | \$160                   | \$542                   |
| 343052 SEWER MAINT LIENS-PENALTY      | \$697              | \$24               | \$214                      | \$24                    | \$214                   |
| 343084 CDBG REIMB. - DEMOLITION       | \$21,526           | \$0                | \$0                        | \$115,000               | \$0                     |
| 343090 OTHER PUB WORKS                | \$10,194           | \$3,136            | \$15,341                   | \$7,836                 | \$15,341                |
| <b>343100 DEPT OF PUBLIC WORKS</b>    | <b>\$595,665</b>   | <b>\$503,349</b>   | <b>\$403,244</b>           | <b>\$666,264</b>        | <b>\$545,397</b>        |
| 345001 POOL #1                        | \$8,658            | \$4,100            | \$7,595                    | \$7,945                 | \$7,595                 |
| 345002 POOL #2                        | \$5,979            | \$4,419            | \$2,320                    | \$4,986                 | \$2,320                 |
| 345011 SHADE TREE FEES                | \$165              | \$145              | \$165                      | \$161                   | \$165                   |
| 345090 OTHER PARKS & REC              | \$1,760            | \$1,693            | \$0                        | \$1,586                 | \$1,151                 |
| <b>345100 DEPT OF PARKS &amp; REC</b> | <b>\$16,562</b>    | <b>\$10,357</b>    | <b>\$10,080</b>            | <b>\$14,678</b>         | <b>\$11,231</b>         |
| 346012 DJ-TRAFF VIOLATIONS            | \$103,268          | \$110,545          | \$122,204                  | \$103,000               | \$103,000               |
| 346013 DJ-SUMMARY CRIMINAL OFF        | \$213,479          | \$184,249          | \$192,270                  | \$205,000               | \$205,000               |
| 346015 DJ-CODES VIOLATIONS            | \$86,928           | \$74,375           | \$85,612                   | \$75,000                | \$75,000                |
| 346020 PARK TICKETS-VIO FINE          | \$1,100,593        | \$447,119          | \$358,728                  | \$350,000               | \$425,102               |
| 346090 OTHER FINES & FORFEITS         | \$0                | \$326              | \$0                        | \$0                     | \$0                     |
| <b>346100 FINES &amp; FORFEITS</b>    | <b>\$1,504,268</b> | <b>\$816,613</b>   | <b>\$758,814</b>           | <b>\$733,000</b>        | <b>\$808,102</b>        |
| 347010 ALCOHOLIC BEVERAGE LICENS      | \$33,400           | \$28,950           | \$28,250                   | \$36,300                | \$28,250                |
| 347020 TV FRANCHISE LICENSE           | \$560,539          | \$572,217          | \$607,259                  | \$545,444               | \$595,243               |
| <b>347100 LICENSES &amp; PERMITS</b>  | <b>\$593,939</b>   | <b>\$601,167</b>   | <b>\$635,509</b>           | <b>\$581,744</b>        | <b>\$623,493</b>        |
| 350000 SAVINGS ACCT INTEREST          | \$0                | \$23,313           | \$0                        | \$1                     | \$1                     |
| 350001 TAX APPEAL INT EARNINGS        | \$0                | \$280              | \$0                        | \$5                     | \$41                    |
| 350003 INT SAVINGS-COLL SYSTEM        | \$0                | \$10               | \$1                        | \$1                     | \$1                     |
| 350009 INTEREST EARNINGS EDCL         | \$0                | \$7,879            | \$0                        | \$7,222                 | \$0                     |
| 350070 EMS TAX INTEREST               | \$0                | \$112              | \$57                       | \$3                     | \$3                     |
| 351000 INT ON CDS                     | \$24,167           | \$33,533           | \$686                      | \$19,780                | \$19,780                |
| 351091 PNI LOAN INTEREST              | \$4,904            | \$2,108            | \$0                        | \$6,454                 | \$6,454                 |
| 352000 INT ON INVSTMTS/GRANT          | \$0                | \$13,454           | \$73,499                   | \$286                   | \$286                   |
| <b>350100 INTEREST INCOME</b>         | <b>\$29,072</b>    | <b>\$80,689</b>    | <b>\$74,243</b>            | <b>\$33,752</b>         | <b>\$26,566</b>         |
| 355000 RENTAL INCOME                  | \$2,100            | \$2,025            | \$1,938                    | \$2,113                 | \$2,100                 |
| 356000 EASEMENT FEES                  | \$31,587           | \$31,625           | \$32,023                   | \$31,587                | \$32,023                |
| 358090 SALE OF ASSETS                 | \$174,935          | \$0                | \$27,412                   | \$0                     | \$0                     |
| <b>355100 RENTAL INCOME</b>           | <b>\$208,622</b>   | <b>\$33,650</b>    | <b>\$61,373</b>            | <b>\$33,700</b>         | <b>\$34,123</b>         |
| 380000 REIMB FOR LOSS /DAMAGE         | \$0                | \$0                | \$568                      | \$0                     | \$0                     |
| 380001 REIMB FOR THA SHARE SVCS       | \$479,256          | \$0                | \$0                        | \$0                     | \$0                     |
| 380002 STOP LOSS RECOVERIES           | \$560,123          | \$187,900          | \$49,846                   | \$100,000               | \$100,000               |
| 380003 WORK COMP-EXCESS RECOVERY      | \$0                | \$0                | \$210                      | \$0                     | \$0                     |
| 380007 REIMB FOR SHARED EXPENDS       | \$66,555           | \$0                | \$21,987                   | \$0                     | \$0                     |
| 380008 NLC SVC LINE WARRANTY PR       | \$0                | \$8,176            | \$7,628                    | \$8,176                 | \$7,628                 |
| 380010 RECEIPT OF PRIOR YEAR REV      | \$0                | \$0                | \$419,301                  | \$0                     | \$0                     |
| 380033 INSURANCE REIMB FOR LOSS       | \$250,238          | \$19,352           | \$271,532                  | \$434,956               | \$150,000               |
| 382000 CONTRIBUTIONS AND DONAT        | \$227,202          | \$255,960          | \$265,000                  | \$365,000               | \$250,000               |
| 384001 P.I.L.O.T.S.                   | \$471,068          | \$728,031          | \$547,894                  | \$500,000               | \$676,797               |

## 2018 Proposed Budget

### Revenue Line Item

#### BUDGET UNIT: 01000100 GENERAL FUND

| Account                              | 2015 Actual         | 2016 Actual         | 2017 Actual YTD<br>(11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|--------------------------------------|---------------------|---------------------|----------------------------|-------------------------|-------------------------|
| 384010 MUNICIPAL TAVERN GAMES TAX    | \$0                 | \$387               | \$399                      | \$387                   | \$399                   |
| 385000 REFUNDS OF EXPENDITURES       | \$132,383           | \$14,888            | \$172,960                  | \$227,658               | \$81,000                |
| 385003 EXPRESS SCRIPT REBATE         | \$598,185           | \$516,490           | \$283,775                  | \$500,000               | \$478,045               |
| 385004 LED ELECTRICITY REBATE        | \$0                 | \$374,962           | \$171,840                  | \$294,808               | \$0                     |
| 385006 MEDICARE PART D PROGRAM       | \$102,867           | \$53,107            | \$109,441                  | \$80,000                | \$90,000                |
| 385018 MEDICAL-EMPLOYEE CONTR        | \$0                 | \$598,009           | \$543,352                  | \$710,000               | \$639,720               |
| 385090 MISCELLANEOUS                 | \$448               | \$2,424             | \$106,177                  | \$15,000                | \$9,000                 |
| <b>380100 MISCELLANEOUS</b>          | <b>\$2,888,324</b>  | <b>\$2,759,686</b>  | <b>\$2,971,910</b>         | <b>\$3,235,985</b>      | <b>\$2,482,590</b>      |
| 389100 OTH FINAN - PARKING TRANS     | \$75,000            | \$0                 | \$0                        | \$0                     | \$0                     |
| <b>389000 OTHER FIN SOURCES</b>      | <b>\$75,000</b>     | <b>\$0</b>          | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>              |
| 392000 PENSION SYSTEM STATE AID      | \$2,158,604         | \$2,545,914         | \$2,639,729                | \$2,532,920             | \$2,629,069             |
| 394000 PUB UTILITY REALTY TAX        | \$45,699            | \$41,845            | \$42,611                   | \$45,000                | \$45,000                |
| 395000 CAPITAL FIRE PROTECTION       | \$0                 | \$992,000           | \$0                        | \$0                     | \$0                     |
| 396000 GRANT PROCEEDS                | \$10,000            | \$45,000            | \$0                        | \$377,380               | \$211,583               |
| 397002 GROUND LEASE PAYMENTS         | \$527,900           | \$1,093,623         | \$974,526                  | \$1,202,000             | \$1,238,060             |
| 397003 PRIORITY PARKING CITY PAYMENT | \$0                 | \$1,717,788         | \$1,457,735                | \$1,798,000             | \$1,762,331             |
| <b>390100 INTERGOVERNMENTAL</b>      | <b>\$2,742,203</b>  | <b>\$6,436,170</b>  | <b>\$5,114,601</b>         | <b>\$5,955,300</b>      | <b>\$5,886,043</b>      |
| 398004 TRUST & AGENCY FUND           | \$8,958             | \$0                 | \$0                        | \$0                     | \$0                     |
| 398006 CAPITOL PROJECTS FUND         | \$0                 | \$0                 | \$0                        | \$0                     | \$670,000               |
| 398011 STATE & FED GRANTS FUND       | \$0                 | \$4,692,303         | \$0                        | \$0                     | \$0                     |
| 398014 FEDERAL GRANTS                | \$0                 | \$280,392           | \$0                        | \$2,592,295             | \$51,546                |
| 398027 SANITATION UTILITY FUND       | \$1,749,261         | \$0                 | \$0                        | \$0                     | \$0                     |
| 398030 CDBG FUNDS                    | \$0                 | \$42,017            | \$0                        | \$0                     | \$0                     |
| 398050 NEIGHBORHOOD MITIGATION       | \$0                 | \$0                 | \$0                        | \$67,400                | \$0                     |
| 398053 POLICE PROTECTION FUND        | \$0                 | \$4,086             | \$0                        | \$28,875                | \$0                     |
| <b>398100 INTERFUND TRANSFERS</b>    | <b>\$1,758,219</b>  | <b>\$5,018,799</b>  | <b>\$0</b>                 | <b>\$2,688,570</b>      | <b>\$721,546</b>        |
| 399099 ESTIMATED CASH CARRYOVER      | \$0                 | \$0                 | \$0                        | \$11,238,521            | \$8,520,300             |
| <b>399100 EST CASH CARRYOVER</b>     | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>                 | <b>\$11,238,521</b>     | <b>\$8,520,300</b>      |
| <b>01000100 GENERAL FUND</b>         | <b>\$51,660,686</b> | <b>\$66,197,596</b> | <b>\$56,309,137</b>        | <b>\$75,802,273</b>     | <b>\$72,117,844</b>     |

## GENERAL FUND APPROPRIATIONS

### GENERAL GOVERNMENT

#### DEPARTMENT OF ADMINISTRATION

#### DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

#### DEPARTMENT OF PUBLIC SAFETY

#### DEPARTMENT OF PUBLIC WORKS

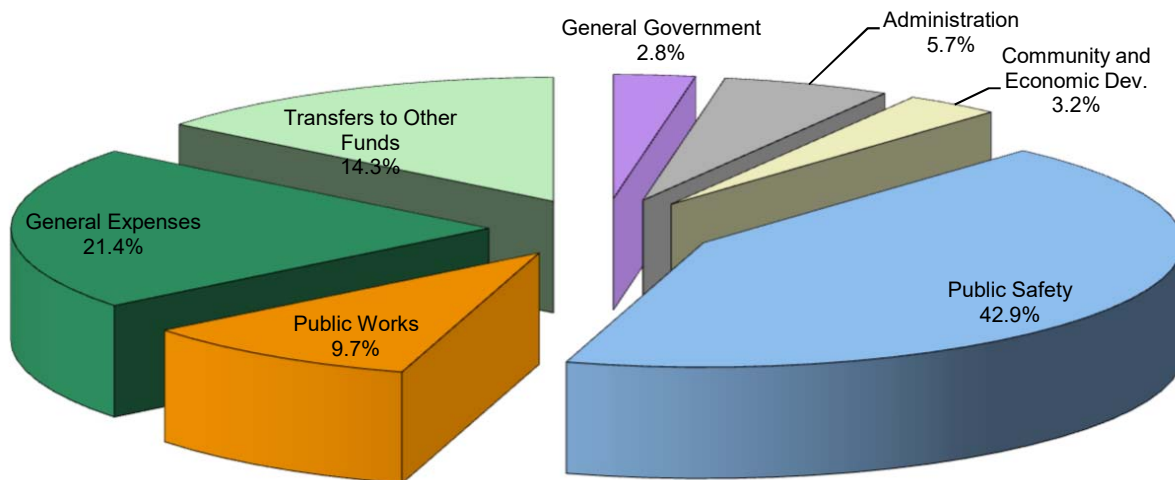
#### GENERAL EXPENSES AND TRANSFERS TO OTHER FUNDS

GENERAL FUND  
EXPENDITURE ANALYSIS SUMMARY  
2018 PROPOSED BUDGET

| Account Name                | 2015<br>Actual    | 2016<br>Actual    | 2017<br>Actual YTD<br>11/16/2017 | 2018<br>Proposed<br>Budget |
|-----------------------------|-------------------|-------------------|----------------------------------|----------------------------|
| General Government          | 1,662,843         | 1,533,008         | 1,403,178                        | 1,989,516                  |
| Administration              | 1,921,869         | 2,508,123         | 2,869,141                        | 4,103,523                  |
| Community and Economic Dev. | 669,656           | 848,659           | 1,099,844                        | 2,328,731                  |
| Public Safety               | 23,354,456        | 23,347,252        | 22,639,443                       | 30,962,828                 |
| Public Works                | 3,226,202         | 3,981,151         | 4,254,039                        | 6,978,879                  |
| General Expenses            | 13,228,468        | 12,590,373        | 11,772,043                       | 15,397,016                 |
| Transfers to Other Funds    | 8,608,230         | 9,217,206         | 13,317,886                       | 10,335,701                 |
| <b>TOTAL GENERAL FUND</b>   | <b>52,671,723</b> | <b>54,025,772</b> | <b>57,355,574</b>                | <b>72,096,194</b>          |

|                           |                   |                   |                   |                   |
|---------------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel                 | 35,816,196        | 35,343,834        | 34,480,471        | 43,905,841        |
| Services                  | 3,796,406         | 4,310,520         | 4,183,959         | 8,076,323         |
| Supplies                  | 1,054,408         | 1,777,104         | 1,449,612         | 2,739,344         |
| Other                     | 12,004,713        | 12,594,313        | 17,241,531        | 17,374,687        |
| <b>TOTAL GENERAL FUND</b> | <b>52,671,723</b> | <b>54,025,772</b> | <b>57,355,574</b> | <b>72,096,194</b> |

**General Fund Expenditures  
2018  
Proposed Expenditures by Department**



EXPENDITURE ANALYSIS SUMMARY  
2018 PROPOSED BUDGET

|  | 2015<br>Actual   | 2016<br>Actual   | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|--|------------------|------------------|-------------------------------|----------------------------|----------------------------|
| <b>GENERAL GOVERNMENT</b>                    |                  |                  |                               |                            |                            |
| <u><b>0101 OFFICE OF CITY COUNCIL</b></u>    |                  |                  |                               |                            |                            |
| Personnel                                    | 273,306          | 285,300          | 233,075                       | 285,812                    | 286,888                    |
| Services                                     | 106,082          | 41,980           | 37,407                        | 98,478                     | 102,080                    |
| Supplies                                     | 21,468           | 5,052            | 16,155                        | 28,905                     | 22,000                     |
| Other  | 0                | 1,109            | 2,219                         | 3,000                      | 0                          |
| TOTALS                                       | 400,856          | 333,441          | 288,856                       | 416,195                    | 410,968                    |
| <u><b>0102 OFFICE OF THE MAYOR</b></u>       |                  |                  |                               |                            |                            |
| Personnel                                    | 288,078          | 220,064          | 186,962                       | 220,683                    | 229,295                    |
| Services                                     | 6,853            | 5,703            | 5,791                         | 14,180                     | 11,463                     |
| Supplies                                     | 468              | 1,273            | 2,803                         | 5,500                      | 12,457                     |
| Other  | 1,591            | 1,195            | 1,155                         | 2,000                      | 0                          |
| TOTALS                                       | 296,989          | 228,235          | 196,711                       | 242,363                    | 253,215                    |
| <u><b>0103 OFFICE OF CITY CONTROLLER</b></u> |                  |                  |                               |                            |                            |
| Personnel                                    | 134,047          | 141,685          | 128,313                       | 145,729                    | 151,595                    |
| Services                                     | 1,293            | 3,519            | 101                           | 9,537                      | 10,500                     |
| Supplies                                     | 5,831            | 5,723            | 3,129                         | 7,457                      | 9,207                      |
| Other  | 0                | 0                | 0                             | 0                          | 0                          |
| TOTALS                                       | 141,171          | 150,928          | 131,544                       | 162,723                    | 171,302                    |
| <u><b>0104 OFFICE OF CITY TREASURER</b></u>  |                  |                  |                               |                            |                            |
| Personnel                                    | 250,705          | 269,030          | 268,643                       | 344,519                    | 340,724                    |
| Services                                     | 35,477           | 34,546           | 31,460                        | 57,562                     | 61,200                     |
| Supplies                                     | 2,701            | 1,079            | 2,735                         | 14,000                     | 12,000                     |
| Other  | 0                | 0                | 0                             | 10,000                     | 10,000                     |
| TOTALS                                       | 288,883          | 304,655          | 302,838                       | 426,081                    | 423,924                    |
| <u><b>0105 OFFICE OF CITY SOLICITOR</b></u>  |                  |                  |                               |                            |                            |
| Personnel                                    | 304,903          | 333,432          | 313,714                       | 403,978                    | 455,215                    |
| Services                                     | 206,441          | 156,454          | 144,096                       | 312,640                    | 232,742                    |
| Supplies                                     | 22,404           | 24,667           | 24,264                        | 44,848                     | 42,150                     |
| Other  | 1,195            | 1,195            | 1,155                         | 1,195                      | 0                          |
| TOTALS                                       | 534,943          | 515,748          | 483,230                       | 762,661                    | 730,107                    |
| <b>TOTAL GENERAL GOVERNMENT</b>              |                  |                  |                               |                            |                            |
| Personnel                                    | 1,251,038        | 1,249,512        | 1,130,708                     | 1,400,721                  | 1,463,717                  |
| Services                                     | 356,147          | 242,203          | 218,855                       | 492,397                    | 417,985                    |
| Supplies                                     | 52,873           | 37,794           | 49,086                        | 100,710                    | 97,814                     |
| Other  | 2,785            | 3,499            | 4,529                         | 16,195                     | 10,000                     |
| TOTAL EXPENDITURES                           | <u>1,662,843</u> | <u>1,533,008</u> | <u>1,403,178</u>              | <u>2,010,023</u>           | <u>1,989,516</u>           |

POSITION ANALYSIS SUMMARY  
2018 PROPOSED BUDGET

|                           | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---------------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| GENERAL GOVERNMENT        |                |                |                               |                            |                            |
| Office of City Council    | 9.00           | 9.00           | 8.00                          | 9.00                       | 9.00                       |
| Office of the Mayor       | 4.00           | 3.00           | 5.00                          | 3.00                       | 4.00                       |
| Office of City Controller | 3.00           | 3.00           | 3.00                          | 3.00                       | 3.00                       |
| Office of City Treasurer  | 5.00           | 5.00           | 6.75                          | 6.75                       | 6.75                       |
| Office of City Solicitor  | 4.00           | 6.00           | 6.00                          | 6.00                       | 6.00                       |
| TOTAL POSITIONS           | 25.00          | 26.00          | 28.75                         | 27.75                      | 28.75                      |

## OFFICE OF CITY COUNCIL

Harrisburg's City Council is the Legislative Branch of City government. The City Council consists of seven members who are elected at large. The City Council President is elected by the Council members and presides over the Council meetings. In the event of illness or absence, the Vice-President presides over the meetings. City Council considers and evaluates legislative concerns through a study committee structure consisting of committees on Administration, Budget & Finance, Building & Housing, Community & Economic Development, Parks & Recreation, Public Safety, and Public Works. City Council also confirms all department directors and certain other Mayoral appointees. Council is also required, by the Third Class Optional City Code of Pennsylvania, to pass an annual budget by December 31 of each fiscal year.

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### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

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General Fund

0101 City Council

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#### Allocation Plan

#### Position Control

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| <b>PERSONNEL</b>           | <b>2017</b>     | <b>2018</b>     | <b>JOB<br/>CLASSIFICATION</b> | <b>2017</b>     | <b>2018</b>     | <b>2017</b>     | <b>2018</b>     |
|----------------------------|-----------------|-----------------|-------------------------------|-----------------|-----------------|-----------------|-----------------|
|                            | <b>Adjusted</b> | <b>Proposed</b> |                               | <b>Adjusted</b> | <b>Proposed</b> | <b>Adjusted</b> | <b>Proposed</b> |
| Salaries-Mgmt              | 265,500         | 266,500         | Council Members               | 7               | 7               | 141,500         | 141,500         |
| Fringe Benefits            | 20,312          | 20,388          | City Clerk                    | 1               | 1               | 71,000          | 75,000          |
|                            |                 |                 | Assistant City Clerk          | 1               | 1               | 53,000          | 50,000          |
| <b>TOTAL</b>               | <b>285,812</b>  | <b>286,888</b>  | <b>Total Management</b>       | <b>9</b>        | <b>9</b>        | <b>265,500</b>  | <b>266,500</b>  |
| <b>SERVICES</b>            |                 |                 |                               |                 |                 |                 |                 |
|                            |                 |                 | FICA                          |                 |                 | 20,312          | 20,388          |
|                            |                 |                 | <b>Total Fringe Benefits</b>  |                 |                 | <b>20,312</b>   | <b>20,388</b>   |
|                            |                 |                 |                               |                 |                 |                 |                 |
|                            |                 |                 | <b>TOTAL</b>                  | <b>9</b>        | <b>9</b>        | <b>285,812</b>  | <b>286,888</b>  |
|                            |                 |                 |                               |                 |                 |                 |                 |
|                            |                 |                 |                               |                 |                 |                 |                 |
| Communications             | 14,245          | 7,900           |                               |                 |                 |                 |                 |
| Professional Services      | 25,000          | 40,000          |                               |                 |                 |                 |                 |
| Utilities                  | 0               | 0               |                               |                 |                 |                 |                 |
| Insurance                  | 0               | 0               |                               |                 |                 |                 |                 |
| Rentals                    | 0               | 0               |                               |                 |                 |                 |                 |
| Maintenance & Repairs      | 3,153           | 4,100           |                               |                 |                 |                 |                 |
| Contracted Services        | 56,080          | 50,080          |                               |                 |                 |                 |                 |
| <b>TOTAL</b>               | <b>98,478</b>   | <b>102,080</b>  |                               |                 |                 |                 |                 |
| <b>SUPPLIES</b>            |                 |                 |                               |                 |                 |                 |                 |
|                            |                 |                 |                               |                 |                 |                 |                 |
|                            |                 |                 |                               |                 |                 |                 |                 |
| Supplies                   | 12,705          | 21,000          |                               |                 |                 |                 |                 |
| Minor Capital Equipment    | 16,200          | 1,000           |                               |                 |                 |                 |                 |
| <b>TOTAL</b>               | <b>28,905</b>   | <b>22,000</b>   |                               |                 |                 |                 |                 |
| <b>OTHER</b>               |                 |                 |                               |                 |                 |                 |                 |
|                            |                 |                 |                               |                 |                 |                 |                 |
|                            |                 |                 |                               |                 |                 |                 |                 |
| <b>TOTAL APPROPRIATION</b> | <b>416,195</b>  | <b>410,968</b>  |                               |                 |                 |                 |                 |

**GENERAL GOVERNMENT**

CITY COUNCIL - 0101

| <u>EMPLOYEE</u>   | <u>POSITION</u>      | <u>ANNIV. /</u> |                  |                   | <u>2017</u>         | <u>2018</u>     | <u>2018</u>     | <u>2018</u>  | <u>2018</u>       | <u>2018</u>     | <u>2018</u>      | <u>FRINGE</u>   | <u>TOTAL</u>      |
|---|----------------------|-----------------|------------------|-------------------|---------------------|-----------------|-----------------|--------------|-------------------|-----------------|------------------|-----------------|-------------------|
|   |                      | <u>D.O.H.</u>   | <u>END OF YR</u> | <u>GRADE/STEP</u> | <u>ANNUAL</u>       | <u>INCREASE</u> | <u>INCREASE</u> | <u>LONG.</u> | <u>SALARY</u>     | <u>LUMP SUM</u> | <u>FICA</u>      | <u>BENEFITS</u> |                   |
|   | CITY CLERK           | 4               | 6                | 2009              | \$ 71,000.00        | 4,000.00        | 0.00            | 0.00         | 75,000.00         | 0.00            | 5,738.00         | 0.00            | 80,738.00         |
|   | ASSISTANT CITY CLERK | 5               | 22               | 2017              | \$ 48,000.00        | 2,000.00        | 0.00            | 0.00         | 50,000.00         | 0.00            | 3,825.00         | 0.00            | 53,825.00         |
|   | PRESIDENT            | 1               | 3                | 2006              | \$ 21,500.00        | 0.00            | 0.00            | 0.00         | 21,500.00         | 0.00            | 1,645.00         | 0.00            | 23,145.00         |
|   | COUNCIL MEMBER       | 1               | 4                | 2016              | \$ 20,000.00        | 0.00            | 0.00            | 0.00         | 20,000.00         | 0.00            | 1,530.00         | 0.00            | 21,530.00         |
|   | COUNCIL MEMBER       | 1               | 4                | 2016              | \$ 20,000.00        | 0.00            | 0.00            | 0.00         | 20,000.00         | 0.00            | 1,530.00         | 0.00            | 21,530.00         |
|   | VICE PRESIDENT       | 1               | 6                | 2014              | \$ 20,000.00        | 0.00            | 0.00            | 0.00         | 20,000.00         | 0.00            | 1,530.00         | 0.00            | 21,530.00         |
|   | COUNCIL MEMBER       | 1               | 6                | 2014              | \$ 20,000.00        | 0.00            | 0.00            | 0.00         | 20,000.00         | 0.00            | 1,530.00         | 0.00            | 21,530.00         |
|   | COUNCIL MEMBER       | 9               | 12               | 2017              | \$ 20,000.00        | 0.00            | 0.00            | 0.00         | 20,000.00         | 0.00            | 1,530.00         | 0.00            | 21,530.00         |
| <b>VACANT</b>   | <b>POSITION</b>      | <b>1</b>        | <b>4</b>         | <b>2016</b>       | <b>\$ 20,000.00</b> | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b>  | <b>20,000.00</b>  | <b>0.00</b>     | <b>1,530.00</b>  | <b>0.00</b>     | <b>21,530.00</b>  |
| 9.00  | MANAGEMENT TOTALS    |                 |                  |                   | 260,500.00          | 6,000.00        | 0.00            | 0.00         | 266,500.00        | 0.00            | 20,388.00        | 0.00            | 286,888.00        |
| 9.00  | TOTAL                |                 |                  |                   | 260,500.00          | 6,000.00        | 0.00            | 0.00         | 266,500.00        | 0.00            | 20,388.00        | 0.00            | 286,888.00        |
| <b>TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS</b> |                      |                 |                  |                   |                     |                 |                 |              | <b>266,500.00</b> | <b>0.00</b>     | <b>20,388.00</b> | <b>0.00</b>     | <b>286,888.00</b> |

NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).



# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01000101 OFFICE OF CITY COUNCIL**

| Account                           | 2015 Actual      | 2016 Actual      | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-----------------------------------|------------------|------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES           | \$254,259        | \$265,408        | \$216,904                  | \$265,500               | \$266,500                  |
| <b>414100 SALARIES/WAGES</b>      | <b>\$254,259</b> | <b>\$265,408</b> | <b>\$216,904</b>           | <b>\$265,500</b>        | <b>\$266,500</b>           |
| 419001 SOCIAL SECURITY            | \$19,046         | \$19,892         | \$16,170                   | \$20,312                | \$20,388                   |
| <b>419100 FRINGE BENEFITS</b>     | <b>\$19,046</b>  | <b>\$19,892</b>  | <b>\$16,170</b>            | <b>\$20,312</b>         | <b>\$20,388</b>            |
| <b>419995 PERSONNEL</b>           | <b>\$273,306</b> | <b>\$285,300</b> | <b>\$233,075</b>           | <b>\$285,812</b>        | <b>\$286,888</b>           |
| 420010 ADVERTISING                | \$2,780          | \$3,874          | \$452                      | \$7,000                 | \$7,000                    |
| 420020 PRINTING                   | \$0              | \$0              | \$0                        | \$5,350                 | \$400                      |
| 420030 PHOTOGRAPHY                | \$0              | \$450            | \$0                        | \$500                   | \$500                      |
| 420041 E-MAIL/INTERNET            | \$0              | \$0              | \$1,195                    | \$1,195                 | \$0                        |
| 420050 POSTAGE                    | \$8              | \$11             | \$0                        | \$200                   | \$0                        |
| <b>420100 COMMUNICATIONS</b>      | <b>\$2,788</b>   | <b>\$4,336</b>   | <b>\$1,648</b>             | <b>\$14,245</b>         | <b>\$7,900</b>             |
| 421010 LEGAL                      | \$85,872         | \$0              | \$1,958                    | \$25,000                | \$40,000                   |
| <b>421100 PROFESSIONAL SRVC</b>   | <b>\$85,872</b>  | <b>\$0</b>       | <b>\$1,958</b>             | <b>\$25,000</b>         | <b>\$40,000</b>            |
| 425000 OFFICE EQUIPMENT           | \$118            | \$0              | \$0                        | \$200                   | \$200                      |
| 425050 COMMUNICATIONS EQUIPMENT   | \$300            | \$300            | \$0                        | \$500                   | \$500                      |
| 425090 MAINT SERV CONTRACT        | \$5,565          | \$2,347          | \$962                      | \$2,453                 | \$3,400                    |
| <b>425100 MAINT &amp; REPAIRS</b> | <b>\$5,983</b>   | <b>\$2,647</b>   | <b>\$962</b>               | <b>\$3,153</b>          | <b>\$4,100</b>             |
| 429009 ADMIN/TRUSTEE FEE          | \$0              | \$61             | \$30                       | \$80                    | \$80                       |
| 429014 CONTRACTED PERSONNEL SVS.  | \$0              | \$0              | \$2,806                    | \$6,000                 | \$0                        |
| 429015 TRAVEL                     | \$7,626          | \$8,322          | \$5,745                    | \$20,000                | \$20,000                   |
| 429016 CONFERENCES                | \$0              | \$2,991          | \$284                      | \$2,000                 | \$2,000                    |
| 429017 MEMBERSHIPS                | \$3,813          | \$23,624         | \$23,974                   | \$28,000                | \$28,000                   |
| <b>429100 CONTRACTED SRVC</b>     | <b>\$11,439</b>  | <b>\$34,997</b>  | <b>\$32,839</b>            | <b>\$56,080</b>         | <b>\$50,080</b>            |
| <b>429995 SERVICES</b>            | <b>\$106,082</b> | <b>\$41,980</b>  | <b>\$37,407</b>            | <b>\$98,478</b>         | <b>\$102,080</b>           |
| 430004 AUDIO-VISUAL               | \$0              | \$0              | \$0                        | \$3,000                 | \$0                        |
| 430009 OFFICE                     | \$177            | \$0              | \$246                      | \$250                   | \$0                        |
| 430015 WEB SERVICES               | \$0              | \$949            | \$0                        | \$1,600                 | \$1,000                    |
| 430099 MISC SUPPLIES AND EXP      | \$21,291         | \$3,953          | \$6,487                    | \$7,855                 | \$20,000                   |
| <b>430100 SUPPLIES &amp; EXP</b>  | <b>\$21,468</b>  | <b>\$4,902</b>   | <b>\$6,733</b>             | <b>\$12,705</b>         | <b>\$21,000</b>            |
| 439015 OFFICE EQUIPMENT           | \$0              | \$149            | \$9,422                    | \$16,200                | \$1,000                    |
| <b>439100 MINOR CAPITAL</b>       | <b>\$0</b>       | <b>\$149</b>     | <b>\$9,422</b>             | <b>\$16,200</b>         | <b>\$1,000</b>             |
| <b>439995 SUPPLIES</b>            | <b>\$21,468</b>  | <b>\$5,052</b>   | <b>\$16,155</b>            | <b>\$28,905</b>         | <b>\$22,000</b>            |
| 453049 LEASE PURCHASE             | \$0              | \$1,109          | \$2,219                    | \$3,000                 | \$0                        |
| <b>453100 CAPITAL OUTLAY</b>      | <b>\$0</b>       | <b>\$1,109</b>   | <b>\$2,219</b>             | <b>\$3,000</b>          | <b>\$0</b>                 |
| <b>499995 OTHER</b>               | <b>\$0</b>       | <b>\$1,109</b>   | <b>\$2,219</b>             | <b>\$3,000</b>          | <b>\$0</b>                 |
| <b>01000101 CITY COUNCIL</b>      | <b>\$400,856</b> | <b>\$333,441</b> | <b>\$288,856</b>           | <b>\$416,195</b>        | <b>\$410,968</b>           |

## OFFICE OF THE MAYOR

The Mayor is the Chief Executive Officer of Harrisburg's government. The Mayor is an elected official, is full-time, and is the sole appointing authority of all department and office directors and Mayor's Office staff. Department heads must be confirmed by a majority of City Council before appointment is permanent. Senior City government officials, including department and office heads, comprise the Mayor's Cabinet. The Mayor has broad discretionary, executive, and administrative authority under the provisions of the Third Class Optional City Code of Pennsylvania, the City's Charter, and the Codified Ordinances of the City of Harrisburg. The Mayor also heads the Executive/Administrative Branch of City government. The Mayor is automatically a member of several public or quasi-public boards of directors, including the Tri-County Planning Commission and the Harrisburg Area Transportation Study Group (HATS). The Mayor is the sole appointing authority of members of most boards, commissions and task forces, with City Council confirmation required for many of these appointees.

The Mayor has broad policy-making authority, and by Executive Order or other action, can direct the use of municipal resources, including the setting of priorities for the use of resources. The Office can assume an initiative role in matters, projects, and policies of a Citywide or regional nature. In the event of a civil emergency or natural disaster, the Mayor, under State and City laws, has the sole authority to declare a state of emergency and to direct or redirect governmental and other response to such events. Administratively, the Mayor has contracting authority and no valid or binding contract involving the municipal government exists without the Mayor's and City Controller's signatures.

### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0102 Mayor's Office

| Allocation Plan     |                         |         | Position Control  |                       |                  |                  |                  |         |
|---------------------|-------------------------|---------|---|-----------------------|------------------|------------------|------------------|---------|
| <i>PERSONNEL</i>    |                         |         | <i>JOB CLASSIFICATION</i>   | 2017<br>Adjusted      | 2018<br>Proposed | 2017<br>Adjusted | 2018<br>Proposed |         |
| Salaries-Mgmt       | 205,000                 | 213,000 | Mayor   | 1                     | 1                | 80,000           | 80,000           |         |
| Fringe Benefits     | 15,683                  | 16,295  | Senior Advisor to the Mayor for Edu.<br>Youth, and Civic Engagement | 1                     | 1                | 70,000           | 30,000           |         |
| TOTAL               | 220,683                 | 229,295 | Special Assistant To The Mayor                                      | 1                     | 1                | 55,000           | 55,000           |         |
| <i>SERVICES</i>     |                         |         | Confidential Secetary   | 0                     | 1                | -                | 48,000           |         |
|                     |                         |         | Total Management  | 3                     | 4                | 205,000          | 213,000          |         |
|                     | Communications          | 5,517   | 2,800   |                       |                  |                  |                  |         |
|                     | Professional Services   | 0       | 0   | FICA                  |                  | 15,683           | 16,295           |         |
|                     | Utilities               | 0       | 0   | Total Fringe Benefits |                  | 15,683           | 16,295           |         |
|                     | Insurance               | 0       | 0   |                       |                  |                  |                  |         |
|                     | Rentals                 | 0       | 0   |                       |                  |                  |                  |         |
|                     | Maintenance & Repairs   | 500     | 500   | TOTAL                 | 3                | 4                | 220,683          | 229,295 |
|                     | Contracted Services     | 8,163   | 8,163   |                       |                  |                  |                  |         |
|                     | TOTAL                   | 14,180  | 11,463  |                       |                  |                  |                  |         |
| <i>SUPPLIES</i>     |                         |         |   |                       |                  |                  |                  |         |
|                     | Supplies                | 4,800   | 5,500   |                       |                  |                  |                  |         |
|                     | Minor Capital Equipment | 700     | 6,957   |                       |                  |                  |                  |         |
| TOTAL               | 5,500                   | 12,457  |   |                       |                  |                  |                  |         |
| <i>OTHER</i>        |                         |         |   |                       |                  |                  |                  |         |
|                     |                         | 2,000   | 0   |                       |                  |                  |                  |         |
|                     |                         |         |   |                       |                  |                  |                  |         |
| TOTAL APPROPRIATION | 242,363                 | 253,215 |   |                       |                  |                  |                  |         |

**GENERAL GOVERNMENT**

MAYOR - 0102

|  |          |   | ANNIV. / |   |      | 2017         | 2018       | 2018     | 2018  | 2018       | 2018     | 2018      | 2018     | 2018       |
|--|----------|---|----------|---|------|--------------|------------|----------|-------|------------|----------|-----------|----------|------------|
| EMPLOYEE   |          |   | D.O.B.   |   |      | END OF YR    | GRADE/STEP | ANNUAL   | LONG. | SALARY     | LUMP SUM | FICA      | FRINGE   | TOTAL      |
| POSITION   |          |   |          |   |      | SALARY       | INCREASE   | INCREASE |       |            |          |           | BENEFITS |            |
|  |          | MAYOR   | 1        | 6 | 2014 | \$ 80,000.00 | 0.00       | 0.00     | 0.00  | 80,000.00  | 0.00     | 6,120.00  | 0.00     | 86,120.00  |
|  |          | SR ADVISOR TO MAYOR FOR ED/YOUTH/CIVIC ENGGMT | 1        | 6 | 2014 | \$ 70,000.00 | 0.00       | 0.00     | 0.00  | 30,000.00  | 0.00     | 2,295.00  | 0.00     | 32,295.00  |
| VACANT   | POSITION | SPECIAL ASSISTANT TO THE MAYOR                | 3        | 9 | 2015 | \$ 55,000.00 | 0.00       | 0.00     | 0.00  | 55,000.00  | 0.00     | 4,208.00  | 0.00     | 59,208.00  |
| NEW  | POSITION | CONFIDENTIAL SECRETARY - MAYOR                | 1        | 1 | 2018 | \$ -         | 0.00       | 0.00     | 0.00  | 48,000.00  | 0.00     | 3,672.00  | 0.00     | 51,672.00  |
| 4.00   |          | MANAGEMENT TOTALS                             |          |   |      | 205,000.00   | 0.00       | 0.00     | 0.00  | 213,000.00 | 0.00     | 16,295.00 | 0.00     | 229,295.00 |
| 4.00   |          | TOTAL   |          |   |      | 205,000.00   | 0.00       | 0.00     | 0.00  | 213,000.00 | 0.00     | 16,295.00 | 0.00     | 229,295.00 |
| TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS |          |   |          |   |      |              |            |          |       | 213,000.00 | 0.00     | 16,295.00 | 0.00     | 229,295.00 |

NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01000102 OFFICE OF THE MAYOR**

| Account                             | 2015 Actual      | 2016 Actual      | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-------------------------------------|------------------|------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES             | \$268,239        | \$204,962        | \$174,154                  | \$205,000               | \$213,000                  |
| <b>414100 SALARIES/WAGES</b>        | <b>\$268,239</b> | <b>\$204,962</b> | <b>\$174,154</b>           | <b>\$205,000</b>        | <b>\$213,000</b>           |
| 419001 SOCIAL SECURITY              | \$19,839         | \$15,103         | \$12,808                   | \$15,683                | \$16,295                   |
| <b>419100 FRINGE BENEFITS</b>       | <b>\$19,839</b>  | <b>\$15,103</b>  | <b>\$12,808</b>            | <b>\$15,683</b>         | <b>\$16,295</b>            |
| <b>419995 PERSONNEL</b>             | <b>\$288,078</b> | <b>\$220,064</b> | <b>\$186,962</b>           | <b>\$220,683</b>        | <b>\$229,295</b>           |
| 420010 ADVERTISING                  | \$0              | \$0              | \$0                        | \$300                   | \$300                      |
| 420020 PRINTING                     | \$1,662          | \$1,864          | \$175                      | \$2,500                 | \$2,500                    |
| 420040 TELECOM                      | \$1,858          | \$1,967          | \$1,458                    | \$1,967                 | \$0                        |
| 420050 POSTAGE                      | \$40             | \$23             | \$5                        | \$750                   | \$0                        |
| <b>420100 COMMUNICATIONS</b>        | <b>\$3,560</b>   | <b>\$3,854</b>   | <b>\$1,638</b>             | <b>\$5,517</b>          | <b>\$2,800</b>             |
| 425000 OFFICE EQUIPMENT             | \$0              | \$0              | \$0                        | \$500                   | \$500                      |
| <b>425100 MAINT &amp; REPAIRS</b>   | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>                 | <b>\$500</b>            | <b>\$500</b>               |
| 429001 TUITION/TRAINING             | \$523            | \$349            | \$0                        | \$1,000                 | \$1,000                    |
| 429009 ADMIN/TRUSTEE FEE            | \$30             | \$0              | \$0                        | \$80                    | \$80                       |
| 429014 CONTRACTED PERSONNEL SVS.    | \$0              | \$0              | \$1,494                    | \$1,500                 | \$1,500                    |
| 429015 TRAVEL                       | \$1,195          | \$0              | \$0                        | \$283                   | \$283                      |
| 429016 CONFERENCES                  | \$0              | \$0              | \$1,159                    | \$2,300                 | \$2,300                    |
| 429017 MEMBERSHIPS                  | \$1,545          | \$1,500          | \$1,500                    | \$3,000                 | \$3,000                    |
| <b>429100 CONTRACTED SRVC</b>       | <b>\$3,293</b>   | <b>\$1,849</b>   | <b>\$4,153</b>             | <b>\$8,163</b>          | <b>\$8,163</b>             |
| <b>429995 SERVICES</b>              | <b>\$6,853</b>   | <b>\$5,703</b>   | <b>\$5,791</b>             | <b>\$14,180</b>         | <b>\$11,463</b>            |
| 430009 OFFICE                       | \$218            | \$1,273          | \$2,803                    | \$4,500                 | \$5,200                    |
| 430099 MISC SUPPLIES AND EXP        | \$250            | \$0              | \$0                        | \$300                   | \$300                      |
| <b>430100 SUPPLIES &amp; EXP</b>    | <b>\$468</b>     | <b>\$1,273</b>   | <b>\$2,803</b>             | <b>\$4,800</b>          | <b>\$5,500</b>             |
| 439015 OFFICE EQUIPMENT             | \$0              | \$0              | \$0                        | \$700                   | \$6,957                    |
| <b>439100 MINOR CAPITAL</b>         | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>                 | <b>\$700</b>            | <b>\$6,957</b>             |
| <b>439995 SUPPLIES</b>              | <b>\$468</b>     | <b>\$1,273</b>   | <b>\$2,803</b>             | <b>\$5,500</b>          | <b>\$12,457</b>            |
| 453049 LEASE PURCHASE               | \$1,591          | \$1,195          | \$1,155                    | \$2,000                 | \$0                        |
| <b>453100 CAPITAL OUTLAY</b>        | <b>\$1,591</b>   | <b>\$1,195</b>   | <b>\$1,155</b>             | <b>\$2,000</b>          | <b>\$0</b>                 |
| <b>499995 OTHER</b>                 | <b>\$1,591</b>   | <b>\$1,195</b>   | <b>\$1,155</b>             | <b>\$2,000</b>          | <b>\$0</b>                 |
| <b>01000102 OFFICE OF THE MAYOR</b> | <b>\$296,989</b> | <b>\$228,235</b> | <b>\$196,711</b>           | <b>\$242,363</b>        | <b>\$253,215</b>           |

## OFFICE OF THE CITY CONTROLLER

The Office of City Controller is an autonomous office of City government headed by the City Controller, an independently elected official. This office is responsible for the review and approval of all expenditures and obligations of the City. Performing the internal audit function requires that all purchase orders, warrants, contracts, and agreements be reviewed for compliance with the Third Class City Code, other State laws, City of Harrisburg administrative policies, and City ordinances. The signature of the City Controller is a legal requirement on all of the aforementioned documents. This office also issues monthly financial reports to the Mayor and City Council, which analyze revenues and expenditures for all budgeted funds.

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### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

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General Fund

0103 City Controller's Office

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#### Allocation Plan

#### Position Control

|                  |                            | 2017<br>Adjusted | 2018<br>Proposed |                               |                              | 2017<br>Adjusted | 2018<br>Proposed | 2017<br>Adjusted | 2018<br>Proposed |
|------------------|----------------------------|------------------|------------------|-------------------------------|------------------------------|------------------|------------------|------------------|------------------|
| <b>PERSONNEL</b> |                            |                  |                  | <b>JOB<br/>CLASSIFICATION</b> |                              |                  |                  |                  |                  |
|                  | Salaries-Mgmt              | 90,000           | 95,000           |                               | City Controller              | 1                | 1                | 20,000           | 20,000           |
|                  | Salaries-BU                | 45,372           | 45,821           |                               | Chief Deputy Controller      | 1                | 1                | 70,000           | 75,000           |
|                  | Fringe Benefits            | 10,357           | 10,774           |                               |                              |                  |                  |                  |                  |
|                  | <b>TOTAL</b>               | <b>145,729</b>   | <b>151,595</b>   |                               | <b>Total Management</b>      | <b>2</b>         | <b>2</b>         | <b>90,000</b>    | <b>95,000</b>    |
| <b>SERVICES</b>  |                            |                  |                  |                               |                              |                  |                  |                  |                  |
|                  | Communications             | 1,525            | 1,500            |                               | Auditor II                   | 1                | 1                | 44,832           | 45,281           |
|                  | Professional Services      | 7,387            | 8,000            |                               | Payroll Related Expenses     |                  |                  | 540              | 540              |
|                  | Utilities                  | 0                | 0                |                               | <b>Total Bargaining Unit</b> | <b>1</b>         | <b>1</b>         | <b>45,372</b>    | <b>45,821</b>    |
|                  | Insurance                  | 0                | 0                |                               |                              |                  |                  |                  |                  |
|                  | Rentals                    | 0                | 0                |                               | FICA                         |                  |                  | 10,357           | 10,774           |
|                  | Maintenance & Repairs      | 625              | 1,000            |                               | <b>Total Fringe Benefits</b> |                  |                  | <b>10,357</b>    | <b>10,774</b>    |
|                  | Contracted Services        | 0                | 0                |                               |                              |                  |                  |                  |                  |
|                  | <b>TOTAL</b>               | <b>9,537</b>     | <b>10,500</b>    |                               | <b>TOTAL</b>                 | <b>3</b>         | <b>3</b>         | <b>145,729</b>   | <b>151,595</b>   |
| <b>SUPPLIES</b>  |                            |                  |                  |                               |                              |                  |                  |                  |                  |
|                  | Supplies                   | 500              | 2,250            |                               |                              |                  |                  |                  |                  |
|                  | Minor Capital Equipment    | 6,957            | 6,957            |                               |                              |                  |                  |                  |                  |
|                  | <b>TOTAL</b>               | <b>7,457</b>     | <b>9,207</b>     |                               |                              |                  |                  |                  |                  |
| <b>OTHER</b>     |                            |                  |                  |                               |                              |                  |                  |                  |                  |
|                  |                            | 0                | 0                |                               |                              |                  |                  |                  |                  |
|                  | <b>TOTAL APPROPRIATION</b> | <b>162,723</b>   | <b>171,302</b>   |                               |                              |                  |                  |                  |                  |

**CITY CONTROLLER**

CITY CONTROLLER - 0103

| <u>EMPLOYEE</u>   | <u>POSITION</u>         | <u>ANNIV. /</u><br><u>D.O.B.</u> | <u>2017</u><br><u>END OF YR</u><br><u>SALARY</u> | <u>2018</u><br><u>GRADE/STEP</u><br><u>INCREASE</u> | <u>2018</u><br><u>ANNUAL</u><br><u>INCREASE</u> | <u>2018</u><br><u>LONG.</u> | <u>2018</u><br><u>SALARY</u> | <u>2018</u><br><u>LUMP SUM</u> | <u>FICA</u>      | <u>FRINGE</u><br><u>BENEFITS</u> | <u>TOTAL</u>      |
|---|-------------------------|----------------------------------|--|---|---|-----------------------------|------------------------------|--------------------------------|------------------|----------------------------------|-------------------|
|   | CHIEF DEPUTY CONTROLLER | 2 1 1999                         | \$ 70,000.00                                     | 5,000.00  | 0.00  | 0.00                        | 75,000.00                    | 0.00                           | 5,738.00         | 0.00                             | 80,738.00         |
|   | CITY CONTROLLER         | 1 6 2014                         | \$ 20,000.00                                     | 0.00  | 0.00  | 0.00                        | 20,000.00                    | 0.00                           | 1,530.00         | 0.00                             | 21,530.00         |
| 2.00  | MANAGEMENT TOTALS       |                                  | 90,000.00  | 5,000.00  | 0.00  | 0.00                        | 95,000.00                    | 0.00                           | 7,268.00         | 0.00                             | 102,268.00        |
|   | AUDITOR II              | 1 12 2015                        | \$ 44,832.48                                     | 0.00  | 448.32  | 0.00                        | 45,281.00                    | 0.00                           | 3,464.00         | 0.00                             | 48,745.00         |
| 1.00  | BARGAINING UNIT TOTALS  |                                  | 44,832.48  | 0.00  | 448.32  | 0.00                        | 45,281.00                    | 0.00                           | 3,464.00         | 0.00                             | 48,745.00         |
|   | WORKING OUT OF CLASS    | 1 12 2015                        | \$ 540.00  | 0.00  | 0.00  | 0.00                        | \$ 540.00                    | 0.00                           | 42.00            | 0.00                             | 582.00            |
| 3.00  | TOTAL                   |                                  | 135,372.48                                       | 5,000.00  | 448.32  | 0.00                        | 140,821.00                   | 0.00                           | 10,774.00        | 0.00                             | 151,595.00        |
| OVERTIME  |                         |                                  |  |   |   |                             | 0.00                         | 0.00                           | 0.00             | 0.00                             | 0.00              |
| <b>TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS</b> |                         |                                  |  |   |   |                             | <b>140,821.00</b>            | <b>0.00</b>                    | <b>10,774.00</b> | <b>0.00</b>                      | <b>151,595.00</b> |

**NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).**

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01000103 OFFICE OF CITY CONTROLLER**

| Account                           | 2015 Actual      | 2016 Actual      | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-----------------------------------|------------------|------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES           | \$124,820        | \$131,920        | \$119,444                  | \$135,372               | \$140,821                  |
| <b>414100 SALARIES/WAGES</b>      | <b>\$124,820</b> | <b>\$131,920</b> | <b>\$119,444</b>           | <b>\$135,372</b>        | <b>\$140,821</b>           |
| 419001 SOCIAL SECURITY            | \$9,227          | \$9,765          | \$8,870                    | \$10,357                | \$10,774                   |
| <b>419100 FRINGE BENEFITS</b>     | <b>\$9,227</b>   | <b>\$9,765</b>   | <b>\$8,870</b>             | <b>\$10,357</b>         | <b>\$10,774</b>            |
| <b>419995 PERSONNEL</b>           | <b>\$134,047</b> | <b>\$141,685</b> | <b>\$128,313</b>           | <b>\$145,729</b>        | <b>\$151,595</b>           |
| 420041 E-MAIL/INTERNET            | \$1,250          | \$40             | \$0                        | \$1,500                 | \$1,500                    |
| 420050 POSTAGE                    | \$3              | \$0              | \$0                        | \$25                    | \$0                        |
| <b>420100 COMMUNICATIONS</b>      | <b>\$1,253</b>   | <b>\$40</b>      | <b>\$0</b>                 | <b>\$1,525</b>          | <b>\$1,500</b>             |
| 421030 CONSULTING                 | \$0              | \$3,479          | \$61                       | \$7,387                 | \$8,000                    |
| <b>421100 PROFESSIONAL SRVC</b>   | <b>\$0</b>       | <b>\$3,479</b>   | <b>\$61</b>                | <b>\$7,387</b>          | <b>\$8,000</b>             |
| 425090 MAINT SERV CONTRACT        | \$40             | \$0              | \$40                       | \$625                   | \$1,000                    |
| <b>425100 MAINT &amp; REPAIRS</b> | <b>\$40</b>      | <b>\$0</b>       | <b>\$40</b>                | <b>\$625</b>            | <b>\$1,000</b>             |
| <b>429995 SERVICES</b>            | <b>\$1,293</b>   | <b>\$3,519</b>   | <b>\$101</b>               | <b>\$9,537</b>          | <b>\$10,500</b>            |
| 430003 SUBSCRIPTIONS              | \$0              | \$65             | \$0                        | \$0                     | \$0                        |
| 430009 OFFICE                     | \$366            | \$344            | \$320                      | \$500                   | \$2,250                    |
| <b>430100 SUPPLIES &amp; EXP</b>  | <b>\$366</b>     | <b>\$409</b>     | <b>\$320</b>               | <b>\$500</b>            | <b>\$2,250</b>             |
| 439015 OFFICE EQUIPMENT           | \$5,466          | \$5,315          | \$2,809                    | \$6,957                 | \$6,957                    |
| <b>439100 MINOR CAPITAL</b>       | <b>\$5,466</b>   | <b>\$5,315</b>   | <b>\$2,809</b>             | <b>\$6,957</b>          | <b>\$6,957</b>             |
| <b>439995 SUPPLIES</b>            | <b>\$5,831</b>   | <b>\$5,723</b>   | <b>\$3,129</b>             | <b>\$7,457</b>          | <b>\$9,207</b>             |
| <b>01000103 CITY CONTROLLER</b>   | <b>\$141,171</b> | <b>\$150,928</b> | <b>\$131,544</b>           | <b>\$162,723</b>        | <b>\$171,302</b>           |

## OFFICE OF THE CITY TREASURER

The Office of City Treasurer is headed by the City Treasurer, an independently elected official. The City Treasurer is responsible for the collection, safekeeping, and investment of City revenues; including all fees, fines, and taxes. The City Treasurer also serves as collector for Harrisburg School District taxes. Computer technology advancements have improved the collection of payments and the reporting of such receipts. Examples include: direct debit; processing scannable tax, utility bills and parking tickets; various banking software; acceptance of credit and debit cards for all payments; automatic payment plan options; electronic funds transfer acceptance; computerized processing of multiple payments; computerized returned check procedures; and the use of computer generated lists to process payments. Additional improvements still in the testing phase include: internet payments, on-line bill payment, on-line electronic check acceptance.

All monies collected are invested utilizing several money management techniques to optimize interest earnings while ensuring the safety of funds. Economic trends and monitoring of the financial markets allow for maximized yield investment strategies.

The City Treasurer must sign all checks disbursed for payroll and the receipt of goods or services, in addition to coordinating all electronic fund transfers and receipts. This office is responsible for obtaining all information necessary for issuing Municipal Fire Certificates in accordance with the City and State fire insurance escrow laws. Treasury prepares and distributes to departments monthly reports for City investments, paid invoices, credit card activity, and the cumulative history of insufficient funds checks. On a daily basis, Treasury monitors the City's bank accounts electronically. The Treasurer also executes funding transfers for debt service payments on all outstanding City bond and note issues. This office has the authority to manage all bank accounts of the City, including the transfer of funds between different bank accounts and the reconciliation to the City's general ledger.

### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0104 City Treasurer's Office

| Allocation Plan         |                       |          | Position Control           |   |          |          |          |         |
|-------------------------|-----------------------|----------|----------------------------|---|----------|----------|----------|---------|
| PERSONNEL               | 2017                  | 2018     | JOB<br>CLASSIFICATION      | 2017                                      | 2018     | 2017     | 2018     |         |
|                         | Adjusted              | Proposed |                            | Adjusted                                  | Proposed | Adjusted | Proposed |         |
| Salaries-Mgmt           | 146,000               | 153,000  | City Treasurer             | 1   | 1        | 20,000   | 20,000   |         |
| Salaries-BU             | 164,744               | 163,509  | Deputy Treasurer           | 1   | 1        | 70,000   | 75,000   |         |
| Overtime                | 0                     | 0        | Assistant Deputy Treasurer | 1   | 1        | 56,000   | 58,000   |         |
| Fringe Benefits         | 23,775                | 24,215   |                            |   |          |          |          |         |
| Temporary               | 10,000                | 0        |                            |   |          |          |          |         |
| TOTAL                   | 344,519               | 340,724  | Total Management           | 3   | 3        | 146,000  | 153,000  |         |
| SERVICES                |                       |          |                            |   |          |          |          |         |
|                         |                       |          | Auditor II                 | 1   | 1        | 45,505   | 45,960   |         |
|                         |                       |          | Lead Cashier               | 1   | 1        | 43,819   | 44,257   |         |
|                         | Communications        | 12,500   | 13,000                     | Customer Service Representative (Billing) | 0.75     | 0.75     | 33,402   | 30,854  |
|                         | Professional Services | 10,000   | 10,000                     | Accounting Clerk V                        | 1        | 1        | 42,018   | 42,438  |
|                         | Utilities             | 0        | 0                          |   |          |          |          |         |
|                         | Insurance             | 1,562    | 3,000                      | Total Bargaining Unit                     | 3.75     | 3.75     | 164,744  | 163,509 |
|                         | Rentals               | 0        | 0                          |   |          |          |          |         |
|                         | Maintenance & Repairs | 31,471   | 32,300                     | Overtime                                  |          |          | 0        | 0       |
|                         | Contracted Services   | 2,030    | 2,900                      | FICA                                      |          |          | 23,775   | 24,215  |
| TOTAL                   | 57,562                | 61,200   | Total Fringe Benefits      |   |          | 23,775   | 24,215   |         |
| SUPPLIES                |                       |          |                            |   |          |          |          |         |
|                         |                       |          | TOTAL                      | 6.75                                      | 6.75     | 334,519  | 340,724  |         |
|                         |                       |          |                            |   |          |          |          |         |
|                         | Supplies              | 5,000    | 5,000                      |   |          |          |          |         |
| Minor Capital Equipment | 9,000                 | 7,000    |                            |   |          |          |          |         |
| TOTAL                   | 14,000                | 12,000   |                            |   |          |          |          |         |
| OTHER                   | 10,000                | 10,000   |                            |   |          |          |          |         |
| TOTAL APPROPRIATION     | 426,081               | 423,924  |                            |   |          |          |          |         |



**GENERAL GOVERNMENT**

CITY TREASURER - 0104

| EMPLOYEE   | POSITION                                      | ANNIV. / |    | 2017      | 2018         | 2018      | 2018     | 2018     | 2018       | 2018     | FRINGE    |          | TOTAL      |
|--|---|----------|----|-----------|--------------|-----------|----------|----------|------------|----------|-----------|----------|------------|
|  |   | D.O.H.   |    | END OF YR | GRADE/STEP   | ANNUAL    |          | LONG.    | SALARY     | LUMP SUM | FICA      | BENEFITS |            |
|  | DEPUTY TREASURER                              | 1        | 8  | 2007      | \$ 70,000.00 | 5,000.00  | 0.00     | 0.00     | 75,000.00  | 0.00     | 5,738.00  | 0.00     | 80,738.00  |
|  | ASSISTANT DEPUTY TREASURER                    | 1        | 25 | 2016      | \$ 56,000.00 | 2,000.00  | 0.00     | 0.00     | 58,000.00  | 0.00     | 4,437.00  | 0.00     | 62,437.00  |
|  | CITY TREASURER                                | 7        | 5  | 2016      | \$ 20,000.00 | 0.00      | 0.00     | 0.00     | 20,000.00  | 0.00     | 1,530.00  | 0.00     | 21,530.00  |
| 3.00   | MANAGEMENT TOTALS                             |          |    |           | 146,000.00   | 7,000.00  | 0.00     | 0.00     | 153,000.00 | 0.00     | 11,705.00 | 0.00     | 164,705.00 |
|  | AUDITOR II                                    | 8        | 12 | 1996      | \$ 44,832.48 | 0.00      | 448.32   | 679.21   | 45,960.00  | 0.00     | 3,516.00  | 0.00     | 49,476.00  |
|  | LEAD CASHIER                                  | 9        | 27 | 1999      | \$ 43,384.97 | 0.00      | 433.85   | 438.19   | 44,257.00  | 0.00     | 3,386.00  | 0.00     | 47,643.00  |
|  | CUSTOMER SERVICE REPRESENTATIVE (BILLING) 75% | 5        | 15 | 2017      | \$ 25,171.52 | 5,376.88  | 305.48   | 0.00     | 30,854.00  | 0.00     | 2,361.00  | 0.00     | 33,215.00  |
|  | ACCOUNTING CLERK V                            | 1        | 23 | 2017      | \$ 40,731.20 | 1,286.64  | 420.18   | 0.00     | 42,438.00  | 0.00     | 3,247.00  | 0.00     | 45,685.00  |
| 3.75   | BARGAINING UNIT TOTALS                        |          |    |           | 154,120.17   | 6,663.52  | 1,607.84 | 1,117.40 | 163,509.00 | 0.00     | 12,510.00 | 0.00     | 176,019.00 |
| 6.75   | TOTAL   |          |    |           | 300,120.17   | 13,663.52 | 1,607.84 | 1,117.40 | 316,509.00 | 0.00     | 24,215.00 | 0.00     | 340,724.00 |
| OVERTIME   |   |          |    |           |              |           |          |          | 0.00       | 0.00     | 0.00      | 0.00     | 0.00       |
| TEMPORARY  |   |          |    |           |              |           |          |          | 0.00       | 0.00     | 0.00      | 0.00     | 0.00       |
| TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS |   |          |    |           |              |           |          |          | 316,509.00 | 0.00     | 24,215.00 | 0.00     | 340,724.00 |

NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).

\* 25% of salary and FICA are reflected in Neighborhood Services (2562)

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01000104 OFFICE OF CITY TREASURER**

| Account                           | 2015 Actual      | 2016 Actual      | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-----------------------------------|------------------|------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES           | \$233,341        | \$250,303        | \$249,862                  | \$310,744               | \$316,509                  |
| 415000 TEMPORARY                  | \$0              | \$0              | \$0                        | \$10,000                | \$0                        |
| <b>414100 SALARIES/WAGES</b>      | <b>\$233,341</b> | <b>\$250,303</b> | <b>\$249,862</b>           | <b>\$320,744</b>        | <b>\$316,509</b>           |
| 419001 SOCIAL SECURITY            | \$17,364         | \$18,727         | \$18,780                   | \$23,775                | \$24,215                   |
| <b>419100 FRINGE BENEFITS</b>     | <b>\$17,364</b>  | <b>\$18,727</b>  | <b>\$18,780</b>            | <b>\$23,775</b>         | <b>\$24,215</b>            |
| <b>419995 PERSONNEL</b>           | <b>\$250,705</b> | <b>\$269,030</b> | <b>\$268,643</b>           | <b>\$344,519</b>        | <b>\$340,724</b>           |
| 420010 ADVERTISING                | \$0              | \$0              | \$0                        | \$500                   | \$500                      |
| 420020 PRINTING                   | \$3,390          | \$2,647          | \$2,811                    | \$3,000                 | \$4,000                    |
| 420040 TELECOM                    | \$518            | \$1,196          | \$645                      | \$3,000                 | \$2,500                    |
| 420050 POSTAGE                    | \$2,410          | \$1,366          | \$865                      | \$6,000                 | \$6,000                    |
| <b>420100 COMMUNICATIONS</b>      | <b>\$6,318</b>   | <b>\$5,209</b>   | <b>\$4,321</b>             | <b>\$12,500</b>         | <b>\$13,000</b>            |
| 421010 LEGAL                      | \$0              | \$0              | \$0                        | \$10,000                | \$10,000                   |
| <b>421100 PROFESSIONAL SRVC</b>   | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>                 | <b>\$10,000</b>         | <b>\$10,000</b>            |
| 423090 PUBLIC OFF PREM            | \$3,000          | \$3,361          | \$0                        | \$1,562                 | \$3,000                    |
| <b>423100 INSURANCE</b>           | <b>\$3,000</b>   | <b>\$3,361</b>   | <b>\$0</b>                 | <b>\$1,562</b>          | <b>\$3,000</b>             |
| 425000 OFFICE EQUIPMENT           | \$307            | \$311            | \$0                        | \$0                     | \$2,300                    |
| 425030 BUILDING MAINT             | \$1,305          | \$405            | \$0                        | \$3,000                 | \$3,000                    |
| 425090 MAINT SERV CONTRACT        | \$24,431         | \$24,970         | \$25,610                   | \$28,471                | \$27,000                   |
| <b>425100 MAINT &amp; REPAIRS</b> | <b>\$26,043</b>  | <b>\$25,686</b>  | <b>\$25,610</b>            | <b>\$31,471</b>         | <b>\$32,300</b>            |
| 429009 ADMIN/TRUSTEE FEE          | \$41             | \$0              | \$0                        | \$0                     | \$0                        |
| 429014 CONTRACTED PERSONNEL SVS.  | \$0              | \$0              | \$1,530                    | \$1,530                 | \$2,000                    |
| 429015 TRAVEL                     | \$0              | \$0              | \$0                        | \$0                     | \$200                      |
| 429016 CONFERENCES                | \$0              | \$0              | \$0                        | \$0                     | \$500                      |
| 429017 MEMBERSHIPS                | \$75             | \$290            | \$0                        | \$500                   | \$200                      |
| <b>429100 CONTRACTED SRVC</b>     | <b>\$116</b>     | <b>\$290</b>     | <b>\$1,530</b>             | <b>\$2,030</b>          | <b>\$2,900</b>             |
| <b>429995 SERVICES</b>            | <b>\$35,477</b>  | <b>\$34,546</b>  | <b>\$31,460</b>            | <b>\$57,562</b>         | <b>\$61,200</b>            |
| 430008 DATA PROCESSING            | \$0              | \$0              | \$0                        | \$1,000                 | \$1,000                    |
| 430009 OFFICE                     | \$2,451          | \$1,011          | \$914                      | \$1,000                 | \$1,000                    |
| 430042 TOOLS & HARDWARE           | \$0              | \$68             | \$0                        | \$1,000                 | \$2,000                    |
| 430099 MISC SUPPLIES AND EXP      | \$250            | \$0              | \$315                      | \$2,000                 | \$1,000                    |
| <b>430100 SUPPLIES &amp; EXP</b>  | <b>\$2,701</b>   | <b>\$1,079</b>   | <b>\$1,229</b>             | <b>\$5,000</b>          | <b>\$5,000</b>             |
| 439015 OFFICE EQUIPMENT           | \$0              | \$0              | \$1,506                    | \$9,000                 | \$7,000                    |
| <b>439100 MINOR CAPITAL</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$1,506</b>             | <b>\$9,000</b>          | <b>\$7,000</b>             |
| <b>439995 SUPPLIES</b>            | <b>\$2,701</b>   | <b>\$1,079</b>   | <b>\$2,735</b>             | <b>\$14,000</b>         | <b>\$12,000</b>            |
| 452000 BUILDINGS AND STRUCTURES   | \$0              | \$0              | \$0                        | \$10,000                | \$10,000                   |
| <b>450100 CAPITAL OUTLAY</b>      | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>                 | <b>\$10,000</b>         | <b>\$10,000</b>            |
| <b>499995 OTHER</b>               | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>                 | <b>\$10,000</b>         | <b>\$10,000</b>            |
| <b>01000104 CITY TREASURER</b>    | <b>\$288,883</b> | <b>\$304,655</b> | <b>\$302,838</b>           | <b>\$426,081</b>        | <b>\$423,924</b>           |

## OFFICE OF THE CITY SOLICITOR

The City Solicitor's Office is responsible for handling all legal matters affecting the City. This entails providing legal counsel to the Mayor, the City Controller, the City Treasurer, and City Council.

This office manages all legal action taken by the City and defends or supervises the defense of actions filed against the City, including all labor law matters. It reviews and provides administrative legal support for all bond issuances prepares and files all proofs of claim on behalf of the City in bankruptcy proceedings and represents the City in all such proceedings. It also plays a significant role in major projects undertaken by the City and handles real estate transfers and loan closings for the Department of Community and Economic Development.

Law Bureau staff prosecutes codes violations, violations of City ordinances, bad check cases, and other criminal offenses in the name of the Commonwealth, and participate in all tax assessment appeals filed by property owners. The Office drafts or reviews, for form and legality, all legislation considered by Council and all City contracts. The City Solicitor provides legal opinions to department directors, bureau chiefs, and their staff, to assure legal compliance in matters affecting their departments and assists the Department of Administration's efforts to recover delinquent taxes and utilities. The City Solicitor's opinion on legal matters is final within City government.

### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0105 City Solicitor's Office

| Allocation Plan         |         |         | Position Control                |               |               |               |               |
|-------------------------|---------|---------|---------------------------------|---------------|---------------|---------------|---------------|
|                         |         |         |                                 |               |               |               |               |
| PERSONNEL               |         |         | JOB CLASSIFICATION              | 2017 Adjusted | 2018 Proposed | 2017 Adjusted | 2018 Proposed |
| Salaries-Mgmt           | 325,000 | 366,000 | City Solicitor                  | 1             | 1             | 85,000        | 90,000        |
| Salaries-BU             | 50,268  | 56,864  | Sr. Deputy City Solicitor       | 1             | 1             | 75,000        | 85,000        |
| Temporary               | 0       | 0       | Deputy City Solicitor           | 1             | 1             | 55,000        | 75,000        |
| Fringe Benefits         | 28,710  | 32,351  | Assistant Solicitor/ Trial      | 1             | 1             | 62,000        | 68,000        |
|                         |         |         | Confidential Legal Secretary II | 1             | 1             | 48,000        | 48,000        |
|                         |         |         | Reallocation                    |               |               | 0             | 0             |
| TOTAL                   | 403,978 | 455,215 | Total Management                | 5             | 5             | 325,000       | 366,000       |
| SERVICES                |         |         | Paralegal III                   | 1             | 1             | 50,268        | 53,744        |
| Communications          | 16,500  | 6,000   | Payroll Related Expenses        |               |               | 0             | 3,120         |
| Professional Services   | 283,698 | 210,500 | Total Bargaining Unit           | 1             | 1             | 50,268        | 56,864        |
| Utilities               | 0       | 0       | Overtime                        |               |               | 0             | 0             |
| Insurance               | 0       | 0       | FICA                            |               |               | 28,710        | 32,351        |
| Rentals                 | 0       | 0       | Concessions                     |               |               | 0             | 0             |
| Maintenance & Repairs   | 0       | 0       | Total Fringe Benefits           |               |               | 28,710        | 32,351        |
| Contracted Services     | 12,442  | 16,242  |                                 |               |               |               |               |
| TOTAL                   | 312,640 | 232,742 | TOTAL                           | 6             | 6             | 403,978       | 455,215       |
| SUPPLIES                |         |         |                                 |               |               |               |               |
| Supplies                | 42,348  | 39,650  |                                 |               |               |               |               |
| Minor Capital Equipment | 2,500   | 2,500   |                                 |               |               |               |               |
| TOTAL                   | 44,848  | 42,150  |                                 |               |               |               |               |
| OTHER                   |         |         |                                 |               |               |               |               |
|                         | 1,195   | 0       |                                 |               |               |               |               |
|                         |         |         |                                 |               |               |               |               |
| TOTAL APPROPRIATION     | 762,661 | 730,107 |                                 |               |               |               |               |

**GENERAL GOVERNMENT**

CITY SOLICITOR - 0105

| <u>EMPLOYEE</u>   | <u>POSITION</u> |                                     | <u>ANNIV. /</u> |                  |                   | <u>2017</u>         | <u>2018</u>      | <u>2018</u>     | <u>2018</u>  | <u>2018</u>       | <u>2018</u>     | <u>FRINGE</u>    | <u>TOTAL</u>      |
|---|-----------------|-------------------------------------|-----------------|------------------|-------------------|---------------------|------------------|-----------------|--------------|-------------------|-----------------|------------------|-------------------|
|   |                 |                                     | <u>D.O.B.</u>   | <u>END OF YR</u> | <u>GRADE/STEP</u> | <u>SALARY</u>       | <u>INCREASE</u>  | <u>INCREASE</u> | <u>LONG.</u> | <u>SALARY</u>     | <u>LUMP SUM</u> | <u>FICA</u>      |                   |
|   |                 | CITY SOLICITOR                      | 1               | 6                | 2014              | \$ 85,000.00        | 5,000.00         | 0.00            | 0.00         | 90,000.00         | 0.00            | 6,885.00         | 96,885.00         |
| <b>VACANT</b>   | <b>POSITION</b> | <b>SENIOR DEPUTY CITY SOLICITOR</b> | <b>7</b>        | <b>29</b>        | <b>2014</b>       | <b>\$ 72,000.00</b> | <b>13,000.00</b> | <b>0.00</b>     | <b>0.00</b>  | <b>85,000.00</b>  | <b>0.00</b>     | <b>6,503.00</b>  | <b>91,503.00</b>  |
| <b>VACANT</b>   | <b>POSITION</b> | <b>DEPUTY CITY SOLICITOR</b>        | <b>1</b>        | <b>5</b>         | <b>2016</b>       | <b>\$ 55,000.00</b> | <b>20,000.00</b> | <b>0.00</b>     | <b>0.00</b>  | <b>75,000.00</b>  | <b>0.00</b>     | <b>5,738.00</b>  | <b>80,738.00</b>  |
|   |                 | ASSISTANT CITY SOLICITOR/LITIGATION | 8               | 21               | 2017              | \$ 62,000.00        | 6,000.00         | 0.00            | 0.00         | 68,000.00         | 0.00            | 5,202.00         | 73,202.00         |
|   |                 | CONFIDENTIAL LEGAL SECRETARY II     | 9               | 12               | 2011              | \$ 48,000.00        | 0.00             | 0.00            | 0.00         | 48,000.00         | 0.00            | 3,672.00         | 51,672.00         |
| 5.00  |                 | MANAGEMENT TOTALS                   |                 |                  |                   | 322,000.00          | 44,000.00        | 0.00            | 0.00         | 366,000.00        | 0.00            | 28,000.00        | 394,000.00        |
|   |                 | PARALEGAL III                       | 6               | 11               | 1990              | \$ 52,168.63        | 0.00             | 521.69          | 1,053.81     | 53,744.00         | 0.00            | 4,112.00         | 57,856.00         |
|   |                 | WORK OUT OF CLASS                   | 6               | 11               | 1990              | \$ 3,120.00         | 0.00             | 0.00            | 0.00         | 3,120.00          | 0.00            | 239.00           | 3,359.00          |
| 1.00  |                 | BARGAINING UNIT                     |                 |                  |                   | 55,288.63           | 0.00             | 521.69          | 1,053.81     | 56,864.00         | 0.00            | 4,351.00         | 61,215.00         |
| 6.00  |                 | TOTAL                               |                 |                  |                   | 377,288.63          | 44,000.00        | 521.69          | 1,053.81     | 422,864.00        | 0.00            | 32,351.00        | 455,215.00        |
| OVERTIME  |                 |                                     |                 |                  |                   |                     |                  |                 |              | 0.00              | 0.00            | 0.00             | 0.00              |
| <b>TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS</b> |                 |                                     |                 |                  |                   |                     |                  |                 |              | <b>422,864.00</b> | <b>0.00</b>     | <b>32,351.00</b> | <b>455,215.00</b> |

NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).

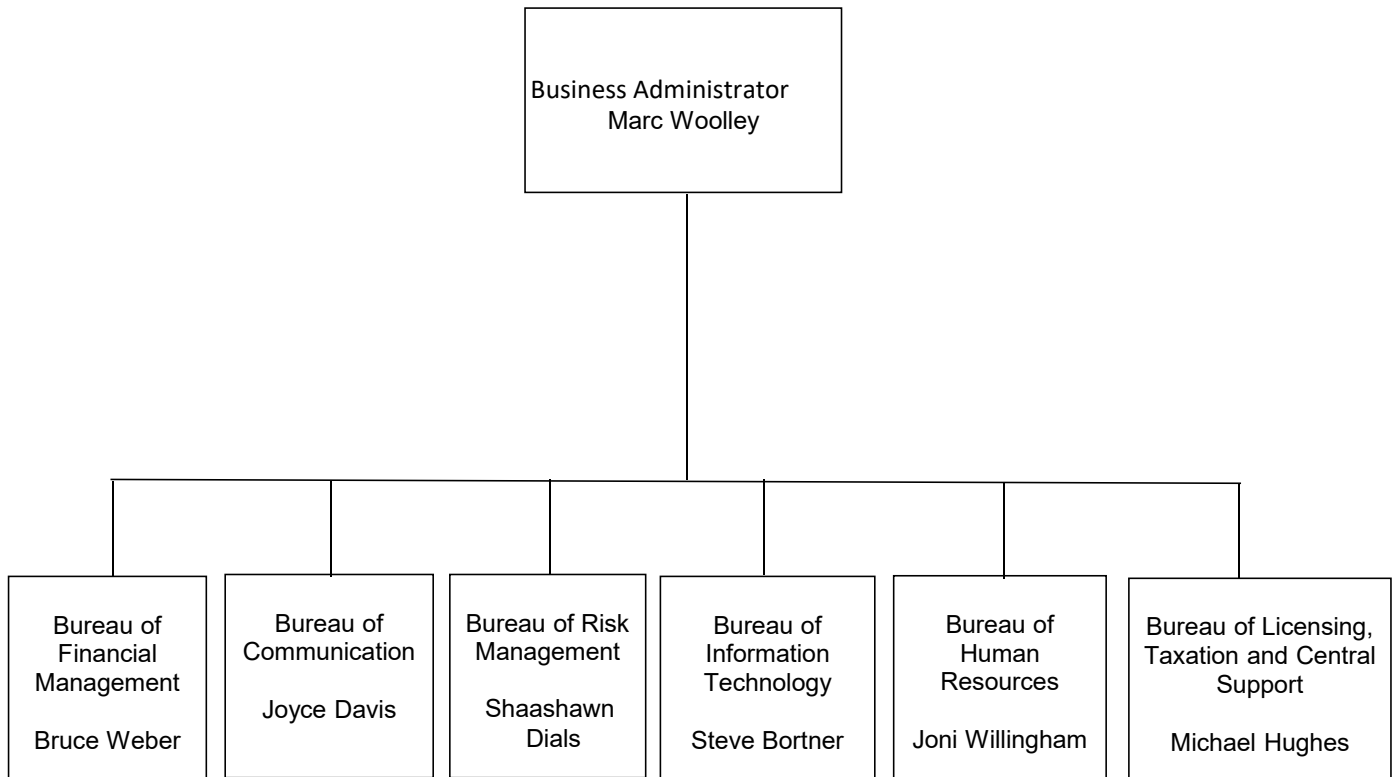
# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01000105 OFFICE OF CITY SOLICITOR**

| Account                           | 2015 Actual      | 2016 Actual      | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-----------------------------------|------------------|------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES           | \$283,642        | \$310,543        | \$292,053                  | \$375,268               | \$422,864                  |
| 415000 TEMPORARY                  | \$240            | \$0              | \$0                        | \$0                     | \$0                        |
| <b>414100 SALARIES/WAGES</b>      | <b>\$283,882</b> | <b>\$310,543</b> | <b>\$292,053</b>           | <b>\$375,268</b>        | <b>\$422,864</b>           |
| 419001 SOCIAL SECURITY            | \$21,021         | \$22,890         | \$21,662                   | \$28,710                | \$32,351                   |
| <b>419100 FRINGE BENEFITS</b>     | <b>\$21,021</b>  | <b>\$22,890</b>  | <b>\$21,662</b>            | <b>\$28,710</b>         | <b>\$32,351</b>            |
| <b>419995 PERSONNEL</b>           | <b>\$304,903</b> | <b>\$333,432</b> | <b>\$313,714</b>           | <b>\$403,978</b>        | <b>\$455,215</b>           |
| 420010 ADVERTISING                | \$308            | \$1,067          | \$1,410                    | \$9,550                 | \$3,000                    |
| 420020 PRINTING                   | \$442            | \$1,378          | \$344                      | \$3,000                 | \$3,000                    |
| 420040 TELECOM                    | \$1,256          | \$1,500          | \$2,934                    | \$3,550                 | \$0                        |
| 420050 POSTAGE                    | \$241            | \$262            | \$93                       | \$400                   | \$0                        |
| <b>420100 COMMUNICATIONS</b>      | <b>\$2,247</b>   | <b>\$4,207</b>   | <b>\$4,780</b>             | <b>\$16,500</b>         | <b>\$6,000</b>             |
| 421010 LEGAL                      | \$200,109        | \$145,140        | \$135,055                  | \$276,698               | \$200,000                  |
| 421030 CONSULTING                 | \$0              | \$0              | \$0                        | \$5,000                 | \$5,000                    |
| 421060 STENOGRAPHER               | \$0              | \$621            | \$330                      | \$1,200                 | \$4,000                    |
| 421080 FILING FEES                | \$213            | \$942            | \$601                      | \$800                   | \$1,500                    |
| <b>421100 PROFESSIONAL SRVC</b>   | <b>\$200,323</b> | <b>\$146,703</b> | <b>\$135,986</b>           | <b>\$283,698</b>        | <b>\$210,500</b>           |
| 425090 MAINT SERV CONTRACT        | \$249            | \$0              | \$0                        | \$0                     | \$0                        |
| <b>425100 MAINT &amp; REPAIRS</b> | <b>\$249</b>     | <b>\$0</b>       | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| 429001 TUITION/TRAINING           | \$353            | \$1,738          | \$1,700                    | \$3,400                 | \$4,000                    |
| 429009 ADMIN/TRUSTEE FEE          | \$30             | \$0              | \$30                       | \$42                    | \$42                       |
| 429014 CONTRACTED PERSONNEL SVS.  | \$1,438          | \$1,136          | \$580                      | \$6,000                 | \$6,000                    |
| 429015 TRAVEL                     | \$0              | \$0              | \$0                        | \$0                     | \$1,500                    |
| 429016 CONFERENCES                | \$0              | \$0              | \$0                        | \$0                     | \$1,500                    |
| 429017 MEMBERSHIPS                | \$1,801          | \$2,670          | \$1,020                    | \$3,000                 | \$3,200                    |
| <b>429100 CONTRACTED SRVC</b>     | <b>\$3,622</b>   | <b>\$5,544</b>   | <b>\$3,330</b>             | <b>\$12,442</b>         | <b>\$16,242</b>            |
| <b>429995 SERVICES</b>            | <b>\$206,441</b> | <b>\$156,454</b> | <b>\$144,096</b>           | <b>\$312,640</b>        | <b>\$232,742</b>           |
| 430002 SOFTWARE                   | \$0              | \$0              | \$0                        | \$2,500                 | \$3,000                    |
| 430003 SUBSCRIPTIONS              | \$21,764         | \$24,057         | \$21,707                   | \$39,198                | \$36,000                   |
| 430009 OFFICE                     | \$641            | \$609            | \$327                      | \$650                   | \$650                      |
| <b>430100 SUPPLIES &amp; EXP</b>  | <b>\$22,404</b>  | <b>\$24,667</b>  | <b>\$22,034</b>            | <b>\$42,348</b>         | <b>\$39,650</b>            |
| 439015 OFFICE EQUIPMENT           | \$0              | \$0              | \$2,230                    | \$2,500                 | \$2,500                    |
| <b>439100 MINOR CAPITAL</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$2,230</b>             | <b>\$2,500</b>          | <b>\$2,500</b>             |
| <b>439995 SUPPLIES</b>            | <b>\$22,404</b>  | <b>\$24,667</b>  | <b>\$24,264</b>            | <b>\$44,848</b>         | <b>\$42,150</b>            |
| 453049 LEASE PURCHASE             | \$1,195          | \$1,195          | \$1,155                    | \$1,195                 | \$0                        |
| <b>453100 CAPITAL OUTLAY</b>      | <b>\$1,195</b>   | <b>\$1,195</b>   | <b>\$1,155</b>             | <b>\$1,195</b>          | <b>\$0</b>                 |
| <b>499995 OTHER</b>               | <b>\$1,195</b>   | <b>\$1,195</b>   | <b>\$1,155</b>             | <b>\$1,195</b>          | <b>\$0</b>                 |
| <b>01000105 CITY SOLICITOR</b>    | <b>\$534,943</b> | <b>\$515,748</b> | <b>\$483,230</b>           | <b>\$762,661</b>        | <b>\$730,107</b>           |

## DEPARTMENT OF ADMINISTRATION



EXPENDITURE ANALYSIS SUMMARY  
2018 PROPOSED BUDGET

|  | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|--|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| DEPARTMENT OF ADMINISTRATION                     |                |                |                               |                            |                            |
| <u>0110 OFFICE OF THE BUSINESS ADMINISTRATOR</u> |                |                |                               |                            |                            |
| Personnel  | 31,706         | 64,362         | 78,775                        | 220,683                    | 240,060                    |
| Services   | 1,428          | 571            | 0                             | 66,210                     | 65,550                     |
| Supplies   | 169            | 342            | 0                             | 2,700                      | 4,796                      |
| Other  | 0              | 200            | 0                             | 0                          | 0                          |
| TOTALS   | 33,303         | 65,476         | 78,775                        | 289,593                    | 310,406                    |
| <u>0112 BUREAU OF FINANCIAL MANAGEMENT</u>       |                |                |                               |                            |                            |
| Personnel  | 345,412        | 362,671        | 373,484                       | 425,819                    | 501,659                    |
| Services   | 164,359        | 182,372        | 177,142                       | 259,970                    | 266,181                    |
| Supplies   | 8,233          | 10,829         | 4,578                         | 25,046                     | 12,100                     |
| Other  | 0              | 0              | 0                             | 0                          | 0                          |
| TOTALS   | 518,004        | 555,872        | 555,203                       | 710,835                    | 779,940                    |
| <u>0114 BUREAU OF COMMUNICATION</u>              |                |                |                               |                            |                            |
| Personnel  | 105,173        | 201,507        | 189,329                       | 231,448                    | 293,303                    |
| Services   | 7,934          | 6,246          | 8,157                         | 15,100                     | 18,000                     |
| Supplies   | 3,981          | 5,413          | 17,510                        | 29,509                     | 22,000                     |
| Other  | 0              | 0              | 0                             | 0                          | 0                          |
| TOTALS   | 117,089        | 213,166        | 214,996                       | 276,057                    | 333,303                    |
| <u>0115 BUREAU OF RISK MANAGEMENT</u>            |                |                |                               |                            |                            |
| Personnel  | 71,324         | 77,350         | 64,858                        | 104,421                    | 66,743                     |
| Services   | 325            | 597            | 1,899                         | 15,400                     | 15,100                     |
| Supplies   | 537            | 1,047          | 1,309                         | 2,775                      | 3,475                      |
| Other  | 0              | 0              | 0                             | 1,200                      | 0                          |
| TOTALS   | 72,187         | 78,994         | 68,066                        | 123,796                    | 85,318                     |

EXPENDITURE ANALYSIS SUMMARY  
2018 PROPOSED BUDGET

|   | 2015<br>Actual          | 2016<br>Actual          | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---|-------------------------|-------------------------|-------------------------------|----------------------------|----------------------------|
| <u>0116 BUREAU OF INFORMATION TECHNOLOGY</u>                    |                         |                         |                               |                            |                            |
| Personnel   | 345,358                 | 383,374                 | 258,765                       | 450,581                    | 515,762                    |
| Services  | 148,492                 | 241,858                 | 376,943                       | 748,542                    | 516,340                    |
| Supplies  | 85,344                  | 82,796                  | 71,469                        | 125,688                    | 180,500                    |
| Other   | 0                       | 207,506                 | 524,788                       | 673,356                    | 441,481                    |
| TOTALS  | <u>579,194</u>          | <u>915,534</u>          | <u>1,231,964</u>              | <u>1,998,166</u>           | <u>1,654,083</u>           |
| <u>0117 BUREAU OF HUMAN RESOURCES</u>                           |                         |                         |                               |                            |                            |
| Personnel   | 227,413                 | 243,946                 | 216,588                       | 248,134                    | 334,792                    |
| Services  | 37,509                  | 37,297                  | 44,901                        | 52,572                     | 63,925                     |
| Supplies  | 0                       | 1,007                   | 582                           | 1,750                      | 2,300                      |
| Other   | 1,195                   | 1,195                   | 6,649                         | 7,196                      | 0                          |
| TOTALS  | <u>266,117</u>          | <u>283,445</u>          | <u>268,719</u>                | <u>309,652</u>             | <u>401,017</u>             |
| <u>0124 BUREAU OF LICENSING, TAXATION &amp; CENTRAL SUPPORT</u> |                         |                         |                               |                            |                            |
| Personnel   | 187,323                 | 212,857                 | 225,383                       | 258,900                    | 265,584                    |
| Services  | 124,009                 | 149,103                 | 109,532                       | 196,150                    | 234,680                    |
| Supplies  | 23,448                  | 33,577                  | 29,133                        | 45,133                     | 39,192                     |
| Other   | 1,195                   | 99                      | 87,369                        | 88,540                     | 0                          |
| TOTALS  | <u>335,975</u>          | <u>395,636</u>          | <u>451,416</u>                | <u>588,723</u>             | <u>539,456</u>             |
| TOTAL DEPARTMENT OF ADMINISTRATION                              |                         |                         |                               |                            |                            |
| Personnel   | 1,313,710               | 1,546,068               | 1,407,181                     | 1,939,986                  | 2,217,903                  |
| Services  | 484,057                 | 618,044                 | 718,573                       | 1,353,944                  | 1,179,776                  |
| Supplies  | 121,713                 | 135,011                 | 124,581                       | 232,600                    | 264,363                    |
| Other   | 2,390                   | 209,000                 | 618,805                       | 770,292                    | 441,481                    |
| TOTAL EXPENDITURES  | <u><u>1,921,869</u></u> | <u><u>2,508,123</u></u> | <u><u>2,869,141</u></u>       | <u><u>4,296,821</u></u>    | <u><u>4,103,523</u></u>    |



POSITION ANALYSIS SUMMARY  
2018 PROPOSED BUDGET

|   | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| ADMINISTRATION                          |                |                |                               |                            |                            |
| Office of the Business Administrator    | 1.00           | 1.00           | 2.50                          | 2.50                       | 3.00                       |
| Financial Management                    | 6.00           | 6.00           | 7.00                          | 7.00                       | 8.00                       |
| Communication                           | 2.00           | 4.00           | 5.00                          | 4.00                       | 5.00                       |
| Risk Management                         | 1.00           | 1.00           | 1.00                          | 1.50                       | 1.00                       |
| Information Technology                  | 7.00           | 6.00           | 5.00                          | 8.00                       | 8.00                       |
| Human Resources                         | 4.00           | 4.00           | 4.00                          | 4.00                       | 6.00                       |
| Licensing, Taxation and Central Support | 4.00           | 5.00           | 5.00                          | 5.00                       | 5.00                       |
| TOTAL POSITIONS                         | 25.00          | 27.00          | 29.50                         | 32.00                      | 36.00                      |

## OFFICE OF THE BUSINESS ADMINISTRATOR

The Department of Administration is headed by the Chief of Staff/Business Administrator who is appointed by the Mayor and confirmed by City Council. The Department of Administration performs the fiscal, technological, personnel, and central administrative functions of the City. The Chief of Staff/Business Administrator has the authority to oversee the direct management of all City departments which are under the administrative jurisdiction of the Mayor, as well as inter-action with agencies which are outside of the Executive Branch and directly manages six bureaus: Financial Management, Communication, Risk Management, Information Technology, Human Resources and Licensing, Taxation and Central Support. The Chief of Staff/Business Administrator serves as the Mayor's designee on various Boards and Commissions.

The Chief of Staff/Business Administrator conducts scheduled labor management meetings with each of the union groups throughout the year and resolves issues which could result in grievances whenever possible, acts as the Third-Step Hearing Officer for Union grievances in the Mayor's stead. Also, the Chief of Staff/Business Administrator has the responsibility for contract negotiations with all three union groups.

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### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

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General Fund

0110 Office of Business Administrator

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#### Allocation Plan

#### Position Control

|                            | 2017<br>Adjusted | 2018<br>Proposed |
|----------------------------|------------------|------------------|
| <b>PERSONNEL</b>           |                  |                  |
| Salaries-Mgmt              | 205,000          | 223,000          |
| Fringe Benefits            | 15,683           | 17,060           |
| <b>TOTAL</b>               | <b>220,683</b>   | <b>240,060</b>   |
| <b>SERVICES</b>            |                  |                  |
| Communications             | 1,510            | 850              |
| Professional Services      | 60,000           | 60,000           |
| Utilities                  | 0                | 0                |
| Insurance                  | 0                | 0                |
| Rentals                    | 0                | 0                |
| Maintenance & Repairs      | 0                | 0                |
| Contracted Services        | 4,700            | 4,700            |
| <b>TOTAL</b>               | <b>66,210</b>    | <b>65,550</b>    |
| <b>SUPPLIES</b>            |                  |                  |
| Supplies                   | 604              | 2,700            |
| Minor Capital Equipment    | 2,096            | 2,096            |
| <b>TOTAL</b>               | <b>2,700</b>     | <b>4,796</b>     |
| <b>OTHER</b>               | 0                | 0                |
| <b>TOTAL APPROPRIATION</b> | <b>289,593</b>   | <b>310,406</b>   |

| <b>JOB<br/>CLASSIFICATION</b>              | 2017<br>Adjusted | 2018<br>Proposed | 2017<br>Adjusted | 2018<br>Proposed |
|--|------------------|------------------|------------------|------------------|
| Business Administrator                     | 1                | 1                | 120,000          | 115,000          |
| Administrator for Parking                  | 1                | 1                | 60,000           | 60,000           |
| Confidential Secretary 50%<br>Reallocation | 0.5              | 0.5              | 25,000           | 48,000           |
| <b>Total Management</b>                    | <b>2.5</b>       | <b>2.5</b>       | <b>205,000</b>   | <b>223,000</b>   |
| FICA                                       |                  |                  | 15,683           | 17,060           |
| Concessions                                |                  |                  | 0                | 0                |
| <b>Total Fringe Benefits</b>               |                  |                  | <b>15,683</b>    | <b>17,060</b>    |
| <b>TOTAL</b>                               | <b>2.5</b>       | <b>2.5</b>       | <b>220,683</b>   | <b>240,060</b>   |

**BUSINESS ADMINISTRATOR**

BUSINESS ADMINISTRATOR - 0110

| <u>EMPLOYEE</u>   | <u>POSITION</u>              | <u>ANNIV. /<br/>D.O.B.</u> | <u>2017<br/>END OF YR<br/>SALARY</u> | <u>2018<br/>GRADE/STEP<br/>INCREASE</u> | <u>2018<br/>ANNUAL<br/>INCREASE</u> | <u>2018<br/>LONG.</u> | <u>2018<br/>SALARY</u> | <u>2018<br/>LUMP SUM</u> | <u>FICA</u>      | <u>FRINGE<br/>BENEFITS</u> | <u>TOTAL</u>      |
|---|------------------------------|----------------------------|--------------------------------------|---|-------------------------------------|-----------------------|------------------------|--------------------------|------------------|----------------------------|-------------------|
|   | BUSINESS ADMINISTRATOR       | 1 1 2016                   | \$ 115,000.00                        | 0.00                                    | 0.00                                | 0.00                  | 115,000.00             | 0.00                     | 8,798.00         | 0.00                       | 123,798.00        |
|   | ADMINISTRATOR FOR PARKING    | 7 1 2015                   | \$ 60,000.00                         | 0.00                                    | 0.00                                | 0.00                  | 60,000.00              | 0.00                     | 4,590.00         | 0.00                       | 64,590.00         |
|   | CONFIDENTIAL SECRETARY TO BA | 7 24 2017                  | \$ 24,562.50                         | 23,437.50                               | 0.00                                | 0.00                  | 48,000.00              | 0.00                     | 3,672.00         | 0.00                       | 51,672.00         |
| 3.00  | MANAGEMENT TOTALS            |                            | 199,562.50                           | 23,437.50                               | 0.00                                | 0.00                  | 223,000.00             | 0.00                     | 17,060.00        | 0.00                       | 240,060.00        |
| 3.00  | TOTAL                        |                            | 199,562.50                           | 23,437.50                               | 0.00                                | 0.00                  | 223,000.00             | 0.00                     | 17,060.00        | 0.00                       | 240,060.00        |
| <b>TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS</b> |                              |                            |                                      |   |                                     |                       | <b>223,000.00</b>      | <b>0.00</b>              | <b>17,060.00</b> | <b>0.00</b>                | <b>240,060.00</b> |

NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01010110 OFFICE OF BUSINESS ADMINISTRATOR**

| Account                                | 2015 Actual     | 2016 Actual     | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|--|-----------------|-----------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES                | \$29,539        | \$60,000        | \$73,384                   | \$205,000               | \$223,000                  |
| <b>414100 SALARIES/WAGES</b>           | <b>\$29,539</b> | <b>\$60,000</b> | <b>\$73,384</b>            | <b>\$205,000</b>        | <b>\$223,000</b>           |
| 419001 SOCIAL SECURITY                 | \$2,168         | \$4,362         | \$5,391                    | \$15,683                | \$17,060                   |
| <b>419100 FRINGE BENEFITS</b>          | <b>\$2,168</b>  | <b>\$4,362</b>  | <b>\$5,391</b>             | <b>\$15,683</b>         | <b>\$17,060</b>            |
| <b>419995 PERSONNEL</b>                | <b>\$31,706</b> | <b>\$64,362</b> | <b>\$78,775</b>            | <b>\$220,683</b>        | <b>\$240,060</b>           |
| 420010 ADVERTISING                     | \$828           | \$147           | \$0                        | \$700                   | \$700                      |
| 420020 PRINTING                        | \$0             | \$109           | \$0                        | \$150                   | \$150                      |
| 420040 TELECOM                         | \$64            | \$0             | \$0                        | \$510                   | \$0                        |
| 420050 POSTAGE                         | \$7             | \$7             | \$0                        | \$150                   | \$0                        |
| <b>420100 COMMUNICATIONS</b>           | <b>\$899</b>    | <b>\$263</b>    | <b>\$0</b>                 | <b>\$1,510</b>          | <b>\$850</b>               |
| 421030 CONSULTING                      | \$0             | \$0             | \$0                        | \$60,000                | \$60,000                   |
| 421070 ARBITRATION                     | \$224           | \$0             | \$0                        | \$0                     | \$0                        |
| <b>421100 PROFESSIONAL SRVC</b>        | <b>\$224</b>    | <b>\$0</b>      | <b>\$0</b>                 | <b>\$60,000</b>         | <b>\$60,000</b>            |
| 425090 MAINT SERV CONTRACT             | \$305           | \$0             | \$0                        | \$0                     | \$0                        |
| <b>425100 MAINT &amp; REPAIRS</b>      | <b>\$305</b>    | <b>\$0</b>      | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| 429001 TUITION/TRAINING                | \$0             | \$308           | \$0                        | \$3,000                 | \$3,000                    |
| 429015 TRAVEL                          | \$0             | \$0             | \$0                        | \$300                   | \$300                      |
| 429016 CONFERENCES                     | \$0             | \$0             | \$0                        | \$1,400                 | \$1,400                    |
| <b>429100 CONTRACTED SRVC</b>          | <b>\$0</b>      | <b>\$308</b>    | <b>\$0</b>                 | <b>\$4,700</b>          | <b>\$4,700</b>             |
| <b>429995 SERVICES</b>                 | <b>\$1,428</b>  | <b>\$571</b>    | <b>\$0</b>                 | <b>\$66,210</b>         | <b>\$65,550</b>            |
| 430002 SOFTWARE                        | \$0             | \$0             | \$0                        | \$0                     | \$900                      |
| 430009 OFFICE                          | \$169           | \$342           | \$0                        | \$604                   | \$1,800                    |
| <b>430100 SUPPLIES &amp; EXP</b>       | <b>\$169</b>    | <b>\$342</b>    | <b>\$0</b>                 | <b>\$604</b>            | <b>\$2,700</b>             |
| 439015 OFFICE EQUIPMENT                | \$0             | \$0             | \$0                        | \$2,096                 | \$2,096                    |
| <b>439100 MINOR CAPITAL</b>            | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>                 | <b>\$2,096</b>          | <b>\$2,096</b>             |
| <b>439995 SUPPLIES</b>                 | <b>\$169</b>    | <b>\$342</b>    | <b>\$0</b>                 | <b>\$2,700</b>          | <b>\$4,796</b>             |
| 453049 LEASE PURCHASE                  | \$0             | \$200           | \$0                        | \$0                     | \$0                        |
| <b>453100 CAPITAL OUTLAY</b>           | <b>\$0</b>      | <b>\$200</b>    | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| <b>499995 OTHER</b>                    | <b>\$0</b>      | <b>\$200</b>    | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| <b>01010110 BUSINESS ADMINISTRATOR</b> | <b>\$33,303</b> | <b>\$65,476</b> | <b>\$78,775</b>            | <b>\$289,593</b>        | <b>\$310,406</b>           |

## BUREAU OF FINANCIAL MANAGEMENT

The Bureau of Financial Management is responsible for the overall fiscal management of the City. This includes the management of all funds, accounting for all assets and financial activity, the production of all financial documents, and the administration of Debt Service, General Expenses, and Transfers to Other Funds. This bureau also aids in the administration of the City's three pension plans. For the Bureau to complete these tasks, it is organized into four offices. They are Accounting, Budget and Analysis, Purchasing, and Grants Management.

The Accounting Office manages the cash flow and accounts payable functions for the City. This office also oversees the City's computerized accounting and financial reporting systems, and is responsible for preparation of the annual audit and development of the Comprehensive Annual Financial Report.

The Office of Budget and Analysis is responsible for the preparation, development, distribution, and monitoring of the City's annual budget which is submitted to Council at the last Legislative Session in November. This office also prepares the Mid-Year Fiscal Report, which highlights the financial status of all budgeted funds as of June 30th of the current year compared to June 30th of the previous year. The Mid-Year report also projects the financial performance for the current year-end.

The Purchasing Office is responsible for overseeing the procurement of most City materials, supplies, and services. All procurement documentation is compiled and stored within the Purchasing Office. Furthermore, this office must assure fair and equitable distribution of City contracts and agreements for capital and non-capital products and services, including the preparation and advertising of public bids and the awarding of those contracts. This office also administers insurance claims and collection activities.

The Grants Management Office assists with grants administration on a City-wide basis, including grants writing and periodic reporting.

### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0112 Financial Management

| Allocation Plan     |         |                       | Position Control                            |               |               |               |               |
|---------------------|---------|-----------------------|---|---------------|---------------|---------------|---------------|
| PERSONNEL           |         |                       | JOB CLASSIFICATION                          | 2017 Adjusted | 2018 Proposed | 2017 Adjusted | 2018 Proposed |
| Salaries-Mgmt       | 350,500 | 420,500               | Director of Financial Mgmt.                 | 1             | 1             | 70,000        | 75,000        |
| Salaries-BU         | 45,057  | 45,507                | Accounting Manager                          | 1             | 1             | 60,000        | 65,000        |
| Fringe Benefits     | 30,262  | 35,652                | Procurement Services and Compliance Manager | 1             | 1             | 58,000        | 60,000        |
| TOTAL               | 425,819 | 501,659               | Budget Manager                              | 1             | 1             | 55,000        | 60,000        |
| SERVICES            |         |                       | Grants Manager                              | 1             | 1             | 55,000        | 60,000        |
|                     |         |                       | Staff Accountant/Financial Analyst          | 1             | 1             | 52,500        | 52,500        |
|                     |         |                       | Analyst - Fianance                          | 0             | 1             | 0             | 48,000        |
|                     |         |                       | Reallocation                                |               |               | 0             |               |
|                     |         |                       | Total Management                            | 6             | 7             | 350,500       | 420,500       |
|                     |         |                       |   |               |               |               |               |
|                     |         |                       | Auditor II                                  | 1             | 1             | 45,057        | 45,507        |
|                     |         | Total Bargaining Unit | 1   | 1             | 45,057        | 45,507        |               |
| SUPPLIES            |         |                       | FICA  |               |               | 30,262        | 35,652        |
|                     |         |                       | Concessions                                 |               |               | 0             | 0             |
|                     |         |                       | Total Fringe Benefits                       |               |               | 30,262        | 35,652        |
|                     |         |                       |   |               |               |               |               |
|                     |         | TOTAL                 | 7   | 8             | 425,819       | 501,659       |               |
| OTHER               |         |                       |   |               |               |               |               |
|                     |         |                       |   |               |               |               |               |
|                     |         |                       |   |               |               |               |               |
|                     |         |                       |   |               |               |               |               |
| TOTAL APPROPRIATION |         | 710,835               | 779,940                                     |               |               |               |               |

**FINANCIAL MANAGEMENT**

FINANCIAL MANAGEMENT - 0112

| EMPLOYEE  | POSITION                                    | ANNIV. /<br>D.O.B. | 2017<br>END OF YR<br>SALARY | 2018<br>GRADE/STEP<br>INCREASE | 2018<br>ANNUAL<br>INCREASE | 2018<br>LONG. | 2018<br>SALARY    | 2018<br>LUMP SUM | FICA             | FRINGE<br>BENEFITS | TOTAL             |
|---|---|--------------------|-----------------------------|--------------------------------|----------------------------|---------------|-------------------|------------------|------------------|--------------------|-------------------|
|   |   |                    |                             |                                |                            |               |                   |                  |                  |                    |                   |
|   | DIRECTOR OF FINANCIAL MANAGEMENT            | 1 6                | 2014 \$ 70,000.00           | 5,000.00                       | 0.00                       | 0.00          | 75,000.00         | 0.00             | 5,738.00         | 0.00               | 80,738.00         |
|   | ACCOUNTING MANAGER                          | 11 5               | 2012 \$ 60,000.00           | 5,000.00                       | 0.00                       | 0.00          | 65,000.00         | 0.00             | 4,973.00         | 0.00               | 69,973.00         |
|   | PROCUREMENT SERVICES AND COMPLIANCE MANAGER | 1 12               | 2015 \$ 58,000.00           | 2,000.00                       | 0.00                       | 0.00          | 60,000.00         | 0.00             | 4,590.00         | 0.00               | 64,590.00         |
|   | BUDGET MANAGER                              | 8 11               | 2015 \$ 55,000.00           | 5,000.00                       | 0.00                       | 0.00          | 60,000.00         | 0.00             | 4,590.00         | 0.00               | 64,590.00         |
|   | GRANTS MANAGER                              | 7 27               | 2015 \$ 55,000.00           | 5,000.00                       | 0.00                       | 0.00          | 60,000.00         | 0.00             | 4,590.00         | 0.00               | 64,590.00         |
|   | STAFF ACCOUNTANT/FINANCIAL ANALYST          | 1 9                | 2017 \$ 52,500.00           | 0.00                           | 0.00                       | 0.00          | 52,500.00         | 0.00             | 4,017.00         | 0.00               | 56,517.00         |
| <b>NEW</b>  | <b>POSITION</b>                             | <b>1 1</b>         | <b>2018 \$ -</b>            | <b>0.00</b>                    | <b>0.00</b>                | <b>0.00</b>   | <b>48,000.00</b>  | <b>0.00</b>      | <b>3,672.00</b>  | <b>0.00</b>        | <b>51,672.00</b>  |
| 7.00  | MANAGEMENT TOTALS                           |                    | 350,500.00                  | 22,000.00                      | 0.00                       | 0.00          | 420,500.00        | 0.00             | 32,170.00        | 0.00               | 452,670.00        |
|   | AUDITOR II                                  | 4 17               | 2006 \$ 44,832.48           | 0.00                           | 448.32                     | 226.40        | 45,507.00         | 0.00             | 3,482.00         | 0.00               | 48,989.00         |
| 1.00  | BARGAINING UNIT TOTALS                      |                    | 44,832.48                   | 0.00                           | 448.32                     | 226.40        | 45,507.00         | 0.00             | 3,482.00         | 0.00               | 48,989.00         |
| 8.00  | TOTAL                                       |                    | 395,332.48                  | 22,000.00                      | 448.32                     | 226.40        | 466,007.00        | 0.00             | 35,652.00        | 0.00               | 501,659.00        |
| OVERTIME  |   |                    |                             |                                |                            |               | 0.00              | 0.00             | 0.00             | 0.00               | 0.00              |
| <b>TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS</b> |   |                    |                             |                                |                            |               | <b>466,007.00</b> | <b>0.00</b>      | <b>35,652.00</b> | <b>0.00</b>        | <b>501,659.00</b> |

NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01010112 BUREAU OF FINANCIAL MANAGEMENT**

| Account                              | 2015 Actual      | 2016 Actual      | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|--------------------------------------|------------------|------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES              | \$321,598        | \$337,677        | \$347,632                  | \$395,557               | \$466,007                  |
| <b>414100 SALARIES/WAGES</b>         | <b>\$321,598</b> | <b>\$337,677</b> | <b>\$347,632</b>           | <b>\$395,557</b>        | <b>\$466,007</b>           |
| 419001 SOCIAL SECURITY               | \$23,814         | \$24,994         | \$25,851                   | \$30,262                | \$35,652                   |
| <b>419100 FRINGE BENEFITS</b>        | <b>\$23,814</b>  | <b>\$24,994</b>  | <b>\$25,851</b>            | <b>\$30,262</b>         | <b>\$35,652</b>            |
| <b>419995 PERSONNEL</b>              | <b>\$345,412</b> | <b>\$362,671</b> | <b>\$373,484</b>           | <b>\$425,819</b>        | <b>\$501,659</b>           |
| 420010 ADVERTISING                   | \$238            | \$1,733          | \$2,761                    | \$3,200                 | \$3,200                    |
| 420020 PRINTING                      | \$0              | \$839            | \$522                      | \$1,000                 | \$1,000                    |
| 420040 TELECOM                       | \$433            | \$656            | \$597                      | \$700                   | \$0                        |
| 420050 POSTAGE                       | \$1,269          | \$1,460          | \$1,070                    | \$2,000                 | \$0                        |
| <b>420100 COMMUNICATIONS</b>         | <b>\$1,940</b>   | <b>\$4,688</b>   | <b>\$4,949</b>             | <b>\$6,900</b>          | <b>\$4,200</b>             |
| 421020 AUDIT                         | \$117,905        | \$121,300        | \$119,700                  | \$150,000               | \$172,000                  |
| 421030 CONSULTING                    | \$21,620         | \$29,374         | \$19,080                   | \$56,250                | \$40,000                   |
| 421050 OTHER PROFESSIONAL FEES       | \$0              | \$0              | \$0                        | \$2,000                 | \$2,000                    |
| <b>421100 PROFESSIONAL SRVC</b>      | <b>\$139,525</b> | <b>\$150,674</b> | <b>\$138,780</b>           | <b>\$208,250</b>        | <b>\$214,000</b>           |
| 425090 MAINT SERV CONTRACT           | \$22,696         | \$24,162         | \$24,699                   | \$27,081                | \$27,081                   |
| <b>425100 MAINT &amp; REPAIRS</b>    | <b>\$22,696</b>  | <b>\$24,162</b>  | <b>\$24,699</b>            | <b>\$27,081</b>         | <b>\$27,081</b>            |
| 429001 TUITION/TRAINING              | \$138            | \$879            | \$191                      | \$4,500                 | \$5,000                    |
| 429009 ADMIN/TRUSTEE FEE             | \$61             | \$0              | \$30                       | \$100                   | \$100                      |
| 429017 MEMBERSHIPS                   | \$0              | \$0              | \$0                        | \$800                   | \$800                      |
| 429090 MISC CONTRACTED SRVCS         | \$0              | \$1,969          | \$8,493                    | \$12,339                | \$15,000                   |
| <b>429100 CONTRACTED SRVC</b>        | <b>\$199</b>     | <b>\$2,848</b>   | <b>\$8,714</b>             | <b>\$17,739</b>         | <b>\$20,900</b>            |
| <b>429995 SERVICES</b>               | <b>\$164,359</b> | <b>\$182,372</b> | <b>\$177,142</b>           | <b>\$259,970</b>        | <b>\$266,181</b>           |
| 430003 SUBSCRIPTIONS                 | \$6,132          | \$6,197          | \$452                      | \$5,000                 | \$5,500                    |
| 430009 OFFICE                        | \$799            | \$2,750          | \$902                      | \$9,270                 | \$2,400                    |
| 430099 MISC SUPPLIES AND EXP         | \$0              | \$0              | \$32                       | \$40                    | \$0                        |
| <b>430100 SUPPLIES &amp; EXP</b>     | <b>\$6,931</b>   | <b>\$8,947</b>   | <b>\$1,387</b>             | <b>\$14,310</b>         | <b>\$7,900</b>             |
| 439015 OFFICE EQUIPMENT              | \$1,302          | \$1,883          | \$3,191                    | \$10,736                | \$4,200                    |
| <b>439100 MINOR CAPITAL</b>          | <b>\$1,302</b>   | <b>\$1,883</b>   | <b>\$3,191</b>             | <b>\$10,736</b>         | <b>\$4,200</b>             |
| <b>439995 SUPPLIES</b>               | <b>\$8,233</b>   | <b>\$10,829</b>  | <b>\$4,578</b>             | <b>\$25,046</b>         | <b>\$12,100</b>            |
| <b>01010112 FINANCIAL MANAGEMENT</b> | <b>\$518,004</b> | <b>\$555,872</b> | <b>\$555,203</b>           | <b>\$710,835</b>        | <b>\$779,940</b>           |

## BUREAU OF COMMUNICATION

The Bureau of Communications manages all internal and external communications and marketing for government operations of the City of Harrisburg. It is responsible for graphic, photo, video, audio and information services, as well as for the City's 311 system and atrium Help Desk. The bureau organizes news conferences, issues news releases, media advisories as well as online and social media communications. The Bureau of Communications also manages media relations, organizes informational events and campaigns, as well as manages WHBG Channel 20, the government access cable television channel and station. The bureau manages relations with adjacent government agencies to ensure compliance with the City's Cable Television Franchise agreement.

### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0114 Communication

| Allocation Plan            |                  |                  | Position Control                 |                  |                  |                  |                  |
|----------------------------|------------------|------------------|----------------------------------|------------------|------------------|------------------|------------------|
| <b>PERSONNEL</b>           |                  |                  | <b>JOB CLASSIFICATION</b>        |                  |                  |                  |                  |
|                            | 2017<br>Adjusted | 2018<br>Proposed |                                  | 2017<br>Adjusted | 2018<br>Proposed | 2017<br>Adjusted | 2018<br>Proposed |
| Salaries-Mgmt              | 212,000          | 230,000          | Communications Director          | 1                | 1                | 70,000           | 70,000           |
| Salaries-BU                | 0                | 39,458           | Community Services Coordinator   | 1                | 1                | 50,000           | 55,000           |
| Fringe Benefits            | 16,448           | 20,845           | Production Tech Mgr (WHBG)       | 1                | 1                | 50,000           | 55,000           |
| Overtime                   | 3,000            | 3,000            | Social Media/Web Content Manager | 1                | 1                | 42,000           | 50,000           |
|                            |                  |                  | Reallocation                     |                  |                  | 0                |                  |
| <b>TOTAL</b>               | <b>231,448</b>   | <b>293,303</b>   | <b>Total Management</b>          | <b>4</b>         | <b>4</b>         | <b>212,000</b>   | <b>230,000</b>   |
| <b>SERVICES</b>            |                  |                  | Atrium Receptionist              | 0                | 1                | 0                | 39,458           |
| Communications             | 5,100            | 6,500            | <b>Total Bargaining Unit</b>     | <b>0</b>         | <b>1</b>         | <b>0</b>         | <b>39,458</b>    |
| Professional Services      | 0                | 0                |                                  |                  |                  |                  |                  |
| Utilities                  | 0                | 0                | Overtime                         |                  |                  | 3,000            | 3,000            |
| Insurance                  | 0                | 0                |                                  |                  |                  |                  |                  |
| Rentals                    | 0                | 0                | FICA                             |                  |                  | 16,448           | 20,845           |
| Maintenance & Repairs      | 500              | 500              | <b>Total Fringe Benefits</b>     |                  |                  | <b>16,448</b>    | <b>20,845</b>    |
| Contracted Services        | 9,500            | 11,000           |                                  |                  |                  |                  |                  |
| <b>TOTAL</b>               | <b>15,100</b>    | <b>18,000</b>    | <b>TOTAL</b>                     | <b>4</b>         | <b>5</b>         | <b>231,448</b>   | <b>293,303</b>   |
| <b>SUPPLIES</b>            |                  |                  |                                  |                  |                  |                  |                  |
| Supplies                   | 18,200           | 17,500           |                                  |                  |                  |                  |                  |
| Minor Capital Equipment    | 11,309           | 4,500            |                                  |                  |                  |                  |                  |
| <b>TOTAL</b>               | <b>29,509</b>    | <b>22,000</b>    |                                  |                  |                  |                  |                  |
| <b>OTHER</b>               |                  |                  |                                  |                  |                  |                  |                  |
|                            | 0                | 0                |                                  |                  |                  |                  |                  |
|                            |                  |                  |                                  |                  |                  |                  |                  |
| <b>TOTAL APPROPRIATION</b> | <b>276,057</b>   | <b>333,303</b>   |                                  |                  |                  |                  |                  |



**BUREAU OF COMMUNICATION**

Bureau of Communication - 0114

| <u>EMPLOYEE</u>   | <u>POSITION</u>                          | <u>ANNIV. /<br/>D.O.H.</u> | <u>2017<br/>END OF YR<br/>SALARY</u> | <u>2018<br/>GRADE/STEP<br/>INCREASE</u> | <u>2018<br/>ANNUAL<br/>INCREASE</u> | <u>2018<br/>LONG.</u> | <u>2018<br/>SALARY</u> | <u>2018<br/>LUMP SUM</u> | <u>FICA</u>      | <u>FRINGE<br/>BENEFITS</u> | <u>TOTAL</u>      |
|---|--|----------------------------|--------------------------------------|---|-------------------------------------|-----------------------|------------------------|--------------------------|------------------|----------------------------|-------------------|
|   | COMMUNICATIONS DIRECTOR                  | 1 6 2014                   | \$ 70,000.00                         | 0.00                                    | 0.00                                | 0.00                  | 70,000.00              | 0.00                     | 5,355.00         | 0.00                       | 75,355.00         |
|   | COMMUNITY SERVICES COORDINATOR           | 3 11 2014                  | \$ 50,000.00                         | 5,000.00                                | 0.00                                | 0.00                  | 55,000.00              | 0.00                     | 4,208.00         | 0.00                       | 59,208.00         |
| <b>VACANT</b>   | <b>POSITION COMMUNICATIONS ASSISTANT</b> | <b>7 25 2016</b>           | <b>\$ 42,000.00</b>                  | <b>8,000.00</b>                         | <b>0.00</b>                         | <b>0.00</b>           | <b>50,000.00</b>       | <b>0.00</b>              | <b>3,825.00</b>  | <b>0.00</b>                | <b>53,825.00</b>  |
|   | PRODUCTION TECHNICIAN MANAGER            | 10 23 2012                 | \$ 50,000.00                         | 5,000.00                                | 0.00                                | 0.00                  | 55,000.00              | 0.00                     | 4,208.00         | 0.00                       | 59,208.00         |
| 4.00  | MANAGEMENT TOTALS                        |                            | 212,000.00                           | 18,000.00                               | 0.00                                | 0.00                  | 230,000.00             | 0.00                     | 17,596.00        | 0.00                       | 247,596.00        |
|   | ATRIUM RECEPTIONIST                      | 6 16 2014                  | \$ 39,457.93                         | 0.00                                    | 0.00                                | 0.00                  | 39,458.00              | 0.00                     | 3,019.00         | 0.00                       | 42,477.00         |
| 1.00  | BARGAINING UNIT TOTALS                   |                            | 39,457.93                            | 0.00                                    | 0.00                                | 0.00                  | 39,458.00              | 0.00                     | 3,019.00         | 0.00                       | 42,477.00         |
| 5.00  | TOTAL                                    |                            | 251,457.93                           | 18,000.00                               | 0.00                                | 0.00                  | 269,458.00             | 0.00                     | 20,615.00        | 0.00                       | 290,073.00        |
| OVERTIME  |  |                            |                                      |   |                                     |                       | 3,000.00               | 0.00                     | 230.00           | 0.00                       | 3,230.00          |
| <b>TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS</b> |  |                            |                                      |   |                                     |                       | <b>272,458.00</b>      | <b>0.00</b>              | <b>20,845.00</b> | <b>0.00</b>                | <b>293,303.00</b> |

**NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).**

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01010114 BUREAU OF COMMUNICATION**

| Account                           | 2015 Actual         | 2016 Actual         | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-----------------------------------|---------------------|---------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES           | \$97,908            | \$187,739           | \$176,382                  | \$212,000               | \$269,458                  |
| 416000 OVERTIME                   | \$0                 | \$0                 | \$0                        | \$3,000                 | \$3,000                    |
| <b>414100 SALARIES/WAGES</b>      | <b>\$97,908</b>     | <b>\$187,739</b>    | <b>\$176,382</b>           | <b>\$215,000</b>        | <b>\$272,458</b>           |
| 419001 SOCIAL SECURITY            | \$7,266             | \$13,769            | \$12,946                   | \$16,448                | \$20,845                   |
| <b>419100 FRINGE BENEFITS</b>     | <b>\$7,266</b>      | <b>\$13,769</b>     | <b>\$12,946</b>            | <b>\$16,448</b>         | <b>\$20,845</b>            |
| <b>419995 PERSONNEL</b>           | <b>\$105,173</b>    | <b>\$201,507</b>    | <b>\$189,329</b>           | <b>\$231,448</b>        | <b>\$293,303</b>           |
| 420010 ADVERTISING                | \$0                 | \$0                 | \$0                        | \$1,500                 | \$1,500                    |
| 420030 PHOTOGRAPHY                | \$0                 | \$0                 | \$0                        | \$0                     | \$5,000                    |
| 420040 TELECOM                    | \$1,560             | \$1,690             | \$2,825                    | \$3,500                 | \$0                        |
| 420050 POSTAGE                    | \$21                | \$0                 | \$0                        | \$100                   | \$0                        |
| <b>420100 COMMUNICATIONS</b>      | <b>\$1,581</b>      | <b>\$1,690</b>      | <b>\$2,825</b>             | <b>\$5,100</b>          | <b>\$6,500</b>             |
| 425090 MAINT SERV CONTRACT        | \$0                 | \$149               | \$0                        | \$500                   | \$500                      |
| <b>425100 MAINT &amp; REPAIRS</b> | <b>\$0</b>          | <b>\$149</b>        | <b>\$0</b>                 | <b>\$500</b>            | <b>\$500</b>               |
| 429001 TUITION/TRAINING           | \$0                 | \$298               | \$795                      | \$2,470                 | \$4,000                    |
| 429009 ADMIN/TRUSTEE FEE          | \$0                 | \$0                 | \$30                       | \$30                    | \$0                        |
| 429090 MISC CONTRACTED SRVCS      | \$6,352             | \$4,109             | \$4,506                    | \$7,000                 | \$7,000                    |
| <b>429100 CONTRACTED SRVC</b>     | <b>\$6,352</b>      | <b>\$4,407</b>      | <b>\$5,332</b>             | <b>\$9,500</b>          | <b>\$11,000</b>            |
| <b>429995 SERVICES</b>            | <b>\$7,934</b>      | <b>\$6,246</b>      | <b>\$8,157</b>             | <b>\$15,100</b>         | <b>\$18,000</b>            |
| 430004 AUDIO-VISUAL               | \$2,481             | \$2,451             | \$2,650                    | \$3,500                 | \$3,500                    |
| 430009 OFFICE                     | \$0                 | \$0                 | \$270                      | \$2,000                 | \$2,000                    |
| 430015 WEB SERVICES               | \$0                 | \$0                 | \$7,315                    | \$10,500                | \$10,000                   |
| 430099 MISC SUPPLIES AND EXP      | \$228               | \$804               | \$1,674                    | \$2,200                 | \$2,000                    |
| <b>430100 SUPPLIES &amp; EXP</b>  | <b>\$2,709</b>      | <b>\$3,255</b>      | <b>\$11,909</b>            | <b>\$18,200</b>         | <b>\$17,500</b>            |
| 439015 OFFICE EQUIPMENT           | \$1,272             | \$2,158             | \$5,602                    | \$11,309                | \$4,500                    |
| <b>439100 MINOR CAPITAL</b>       | <b>\$1,272</b>      | <b>\$2,158</b>      | <b>\$5,602</b>             | <b>\$11,309</b>         | <b>\$4,500</b>             |
| <b>439995 SUPPLIES</b>            | <b>\$3,981</b>      | <b>\$5,413</b>      | <b>\$17,510</b>            | <b>\$29,509</b>         | <b>\$22,000</b>            |
| <b>01010114 COMMUNICATION</b>     | <b>\$117,088.61</b> | <b>\$213,166.33</b> | <b>\$214,996.38</b>        | <b>\$276,056.77</b>     | <b>\$333,303.00</b>        |

## BUREAU OF RISK MANAGEMENT

The Bureau of Risk Management is responsible for the management of risk, evaluation of risk transfer alternatives, and the acquisition of insurance coverage for City government. With the assistance of the Human Resource Generalist, this Bureau also manages the worker's compensation self-insured program, and in conjunction with the City Solicitor's Office, manages all related litigation cases.

The Bureau is charged with the monitoring of City Government services and business practices to ensure that the City of Harrisburg is in compliance with federal and state anti-discrimination laws and regulations relating to equal opportunity and affirmative action programs. This office executes and assesses the City of Harrisburg's affirmative action/equal opportunity program.

### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0115 Risk Management

| Allocation Plan |                         |         | Position Control                   |               |               |               |               |
|-----------------|-------------------------|---------|------------------------------------|---------------|---------------|---------------|---------------|
|                 |                         |         |                                    |               |               |               |               |
| PERSONNEL       |                         |         | JOB CLASSIFICATION                 | 2017 Adjusted | 2018 Proposed | 2017 Adjusted | 2018 Proposed |
|                 | Salaries-Mgmt           | 97,000  | Director of Risk Mgt/Affir Action  | 1             | 0             | 72,000        | 0             |
|                 | Fringe Benefits         | 7,421   | Dir. of Social Equity/Affir Action | 0             | 1             | 0             | 62,000        |
|                 |                         |         | Confidential Secretary 50%         | 0.5           | 0             | 25,000        | 0             |
|                 | TOTAL                   | 104,421 | Total Management                   | 1.5           | 1             | 97,000        | 62,000        |
| SERVICES        |                         |         |                                    |               |               |               |               |
|                 | Communications          | 400     | FICA                               |               |               | 7,421         | 4,743         |
|                 | Professional Services   | 0       |                                    |               |               |               |               |
|                 | Utilities               | 0       | Total Fringe Benefits              |               |               | 7,421         | 4,743         |
|                 | Insurance               | 0       |                                    |               |               |               |               |
|                 | Rentals                 | 0       |                                    |               |               |               |               |
|                 | Maintenance & Repairs   | 0       | TOTAL                              | 1.5           | 1             | 104,421       | 66,743        |
|                 | Contracted Services     | 15,000  |                                    |               |               |               |               |
|                 | TOTAL                   | 15,400  |                                    |               |               |               |               |
| SUPPLIES        |                         |         |                                    |               |               |               |               |
|                 | Supplies                | 400     |                                    |               |               |               |               |
|                 | Minor Capital Equipment | 2,375   |                                    |               |               |               |               |
|                 | TOTAL                   | 2,775   |                                    |               |               |               |               |
| OTHER           |                         |         |                                    |               |               |               |               |
|                 |                         | 1,200   |                                    |               |               |               |               |
|                 |                         |         |                                    |               |               |               |               |
|                 | TOTAL APPROPRIATION     | 123,796 |                                    |               |               |               |               |
|                 |                         | 85,318  |                                    |               |               |               |               |

**BUREAU OF RISK MANAGEMENT**

RISK MANAGEMENT - 0115

| <u>EMPLOYEE</u>   | <u>POSITION</u>                              | <u>ANNIV. /<br/>D.O.H.</u> | <u>2017<br/>END OF YR<br/>SALARY</u> | <u>2018<br/>GRADE/STEP<br/>INCREASE</u> | <u>2018<br/>ANNUAL<br/>INCREASE</u> | <u>2018<br/>LONG.</u> | <u>2018<br/>SALARY</u> | <u>2018<br/>LUMP SUM</u> | <u>FICA</u>     | <u>FRINGE<br/>BENEFITS</u> | <u>TOTAL</u>     |
|---|--|----------------------------|--------------------------------------|---|-------------------------------------|-----------------------|------------------------|--------------------------|-----------------|----------------------------|------------------|
|   | DIRECTOR OF SOCIAL EQUITY/AFFIRMATIVE ACTION | 7 10 2017                  | \$ 62,000.00                         | 0.00                                    | 0.00                                | 0.00                  | 62,000.00              | 0.00                     | 4,743.00        | 0.00                       | 66,743.00        |
| 1.00  | MANAGEMENT TOTALS                            |                            | 62,000.00                            | 0.00                                    | 0.00                                | 0.00                  | 62,000.00              | 0.00                     | 4,743.00        | 0.00                       | 66,743.00        |
| 1.00  | TOTAL  |                            | 62,000.00                            | 0.00                                    | 0.00                                | 0.00                  | 62,000.00              | 0.00                     | 4,743.00        | 0.00                       | 66,743.00        |
| <b>TOTAL SALARIES, OVERTIME, FICA AND FRINGE BENEFITS</b> |  |                            |                                      |   |                                     |                       | <b>62,000.00</b>       | <b>0.00</b>              | <b>4,743.00</b> | <b>0.00</b>                | <b>66,743.00</b> |

NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).

## **2018 Proposed Budget**

### Expenditure Line Item

#### **BUDGET UNIT: 01010115 BUREAU OF RISK MANAGEMENT**

| Account                          | 2015 Actual     | 2016 Actual     | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|----------------------------------|-----------------|-----------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES          | \$66,346        | \$71,954        | \$60,346                   | \$97,000                | \$62,000                   |
| <b>414100 SALARIES/WAGES</b>     | <b>\$66,346</b> | <b>\$71,954</b> | <b>\$60,346</b>            | <b>\$97,000</b>         | <b>\$62,000</b>            |
| 419001 SOCIAL SECURITY           | \$4,978         | \$5,396         | \$4,512                    | \$7,421                 | \$4,743                    |
| <b>419100 FRINGE BENEFITS</b>    | <b>\$4,978</b>  | <b>\$5,396</b>  | <b>\$4,512</b>             | <b>\$7,421</b>          | <b>\$4,743</b>             |
| <b>419995 PERSONNEL</b>          | <b>\$71,324</b> | <b>\$77,350</b> | <b>\$64,858</b>            | <b>\$104,421</b>        | <b>\$66,743</b>            |
| 420010 ADVERTISING               | \$0             | \$0             | \$0                        | \$100                   | \$100                      |
| 420040 TELECOM                   | \$325           | \$0             | \$0                        | \$0                     | \$0                        |
| 420050 POSTAGE                   | \$0             | \$0             | \$0                        | \$300                   | \$0                        |
| <b>420100 COMMUNICATIONS</b>     | <b>\$325</b>    | <b>\$0</b>      | <b>\$0</b>                 | <b>\$400</b>            | <b>\$100</b>               |
| 429001 TUITION/TRAINING          | \$0             | \$597           | \$1,899                    | \$15,000                | \$15,000                   |
| <b>429100 CONTRACTED SRVC</b>    | <b>\$0</b>      | <b>\$597</b>    | <b>\$1,899</b>             | <b>\$15,000</b>         | <b>\$15,000</b>            |
| <b>429995 SERVICES</b>           | <b>\$325</b>    | <b>\$597</b>    | <b>\$1,899</b>             | <b>\$15,400</b>         | <b>\$15,100</b>            |
| 430009 OFFICE                    | \$0             | \$0             | \$0                        | \$300                   | \$1,000                    |
| 430099 MISC SUPPLIES AND EXP     | \$537           | \$1,047         | \$0                        | \$100                   | \$100                      |
| <b>430100 SUPPLIES &amp; EXP</b> | <b>\$537</b>    | <b>\$1,047</b>  | <b>\$0</b>                 | <b>\$400</b>            | <b>\$1,100</b>             |
| 439015 OFFICE EQUIPMENT          | \$0             | \$0             | \$1,309                    | \$2,375                 | \$2,375                    |
| <b>439100 MINOR CAPITAL</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$1,309</b>             | <b>\$2,375</b>          | <b>\$2,375</b>             |
| <b>439995 SUPPLIES</b>           | <b>\$537</b>    | <b>\$1,047</b>  | <b>\$1,309</b>             | <b>\$2,775</b>          | <b>\$3,475</b>             |
| 453049 LEASE PURCHASE            | \$0             | \$0             | \$0                        | \$1,200                 | \$0                        |
| <b>453100 CAPITAL OUTLAY</b>     | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>                 | <b>\$1,200</b>          | <b>\$0</b>                 |
| <b>499995 OTHER</b>              | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>                 | <b>\$1,200</b>          | <b>\$0</b>                 |
| <b>01010115 RISK MANAGEMENT</b>  | <b>\$72,187</b> | <b>\$78,994</b> | <b>\$68,066</b>            | <b>\$123,796</b>        | <b>\$85,318</b>            |

## BUREAU OF INFORMATION TECHNOLOGY

The Bureau of Information Technology is responsible for the administration of the City's blend of mainframe, network and cloud-based computer systems. These systems are utilized by General Government and the Departments of Administration, Community and Economic Development, Public Safety and Public Works.

The bureau programs, controls, troubleshoots and monitors a wide array of mainframe-based systems used throughout the City's operations. Examples of these systems include the computerized billing system for property real estate taxes, mercantile taxes and licenses; billings for disposal and refuse charges; human resource management; Treasury accounts receivable system, insurance claims management; field reports for all service calls for police; and Codes licenses, permits, inspections and complaints.

The bureau also provides technical support and maintenance for the City's network of personal computers, laptops and mobile devices; and is responsible for the installation, maintenance, and troubleshooting of servers, routers, switches, and firewalls for the City's Local Area Network (LAN) and Wide Area Network (WAN). Responsibilities extend to troubleshooting of computer software, hardware, peripherals, telecommunications systems and services, and related equipment.

The bureau partners with various local, state and national organizations to extend and expand the technological capabilities of the City's operations. Evaluating emerging technologies and vendor offerings assists with the process of modernizing and streamlining processes and systems deployed throughout the City.

Daily responsibilities include: monitoring, configuring, and troubleshooting server backups and restoring systems; monitoring virus activity and cyber threats through a central management console; implementing LAN and local printer services; moving, adding, deleting and upgrading software.

### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0116 Information Technology

| Allocation Plan            |                  |                              | Position Control                |               |               |                |                |
|----------------------------|------------------|------------------------------|---------------------------------|---------------|---------------|----------------|----------------|
| <i>PERSONNEL</i>           |                  |                              | <i>JOB CLASSIFICATION</i>       | 2017 Adjusted | 2018 Proposed | 2017 Adjusted  | 2018 Proposed  |
| Salaries-Mgmt              | 365,153          | 426,653                      | Director of IT                  | 1             | 1             | 77,653         | 77,653         |
| Salaries-BU                | 46,984           | 47,454                       | Deputy Director/ Public         |               |               |                |                |
| Fringe Benefits            | 33,444           | 36,655                       | Safety Network Admin.           | 1             | 1             | 65,000         | 74,000         |
| Overtime                   | 5,000            | 5,000                        | Network Administrator           | 1             | 1             | 65,000         | 65,000         |
| <b>TOTAL</b>               | <b>450,581</b>   | <b>515,762</b>               | SR. IDMS Programmer             | 1             | 1             | 60,000         | 60,000         |
| <i>SERVICES</i>            |                  |                              | IDMS Programmer                 | 1             | 1             | 50,000         | 50,000         |
|                            |                  |                              | Assistant Network Administrator | 1             | 0             | 27,500         | 0              |
|                            |                  |                              | Systems Administrator           | 0             | 1             | 0              | 55,000         |
|                            |                  |                              | Help Desk/PC Specialist         | 1             | 1             | 40,000         | 45,000         |
|                            |                  |                              | Reallocation                    |               |               | (20,000)       |                |
|                            |                  |                              | <b>Total Management</b>         | <b>7</b>      | <b>7</b>      | <b>365,153</b> | <b>426,653</b> |
|                            |                  |                              | Computer Operator III           | 1             | 1             | 46,984         | 47,454         |
|                            |                  | <b>Total Bargaining Unit</b> | <b>1</b>                        | <b>1</b>      | <b>46,984</b> | <b>47,454</b>  |                |
| <i>SUPPLIES</i>            |                  |                              | Overtime                        |               |               | 5,000          | 5,000          |
|                            |                  |                              | FICA                            |               |               | 33,444         | 36,655         |
|                            |                  |                              | Concessions                     |               |               | 0              | 0              |
|                            |                  |                              | <b>Total Fringe Benefits</b>    |               |               | <b>38,444</b>  | <b>41,655</b>  |
|                            |                  |                              | <b>TOTAL</b>                    | <b>8</b>      | <b>8</b>      | <b>450,581</b> | <b>515,762</b> |
|                            |                  |                              |                                 |               |               |                |                |
| <i>OTHER</i>               |                  |                              |                                 |               |               |                |                |
|                            |                  |                              |                                 |               |               |                |                |
|                            |                  |                              |                                 |               |               |                |                |
| <b>TOTAL APPROPRIATION</b> | <b>1,998,166</b> | <b>1,654,083</b>             |                                 |               |               |                |                |

**INFORMATION TECHNOLOGY**

INFORMATION TECHNOLOGY 0116

| EMPLOYEE   | POSITION | ANNIV. /<br>D.O.H.                           | 2017                | 2018                   | 2018               | 2018<br>LONG. | 2018     | 2018     | FICA     | FRINGE     | TOTAL |           |      |            |
|--|----------|--|---------------------|------------------------|--------------------|---------------|----------|----------|----------|------------|-------|-----------|------|------------|
|  |          |  | END OF YR<br>SALARY | GRADE/STEP<br>INCREASE | ANNUAL<br>INCREASE |               | SALARY   | LUMP SUM | BENEFITS |            |       |           |      |            |
|  |          | DIRECTOR - BUREAU OF INFORMATION TECHNOLOGY  | 7                   | 24                     | 2017               | \$ 77,653.00  | 0.00     | 0.00     | 0.00     | 77,653.00  | 0.00  | 5,941.00  | 0.00 | 83,594.00  |
|  |          | DEPUTY DIRECTOR/PUBLIC SAFETY NETWORK ADMNTR | 8                   | 21                     | 2017               | \$ 74,000.00  | 0.00     | 0.00     | 0.00     | 74,000.00  | 0.00  | 5,661.00  | 0.00 | 79,661.00  |
|  |          | NETWORK ADMINISTRATOR                        | 7                   | 5                      | 2016               | \$ 65,000.00  | 0.00     | 0.00     | 0.00     | 65,000.00  | 0.00  | 4,973.00  | 0.00 | 69,973.00  |
| VACANT   | POSITION | SENIOR IDMS PROGRAMMER                       | 5                   | 18                     | 2015               | \$ 60,000.00  | 0.00     | 0.00     | 0.00     | 60,000.00  | 0.00  | 4,590.00  | 0.00 | 64,590.00  |
| VACANT   | POSITION | IDMS PROGRAMMER                              | 7                   | 27                     | 2015               | \$ 50,000.00  | 0.00     | 0.00     | 0.00     | 50,000.00  | 0.00  | 3,825.00  | 0.00 | 53,825.00  |
| VACANT   | POSITION | SYSTEMS ADMINISTRATOR                        | 7                   | 1                      | 2017               | \$ 55,000.00  | 0.00     | 0.00     | 0.00     | 55,000.00  | 0.00  | 4,208.00  | 0.00 | 59,208.00  |
|  |          | HELP DESK/PC SPECIALIST                      | 9                   | 8                      | 2014               | \$ 40,000.00  | 5,000.00 | 0.00     | 0.00     | 45,000.00  | 0.00  | 3,443.00  | 0.00 | 48,443.00  |
| 7.00   |          | MANAGEMENT TOTALS                            |                     |                        |                    | 421,653.00    | 5,000.00 | 0.00     | 0.00     | 426,653.00 | 0.00  | 32,641.00 | 0.00 | 459,294.00 |
|  |          | COMPUTER OPERATOR III                        | 6                   | 15                     | 1992               | \$ 46,062.86  | 0.00     | 460.63   | 930.47   | 47,454.00  | 0.00  | 3,631.00  | 0.00 | 51,085.00  |
| 1.00   |          | BARGAINING UNIT TOTALS                       |                     |                        |                    | 46,062.86     | 0.00     | 460.63   | 930.47   | 47,454.00  | 0.00  | 3,631.00  | 0.00 | 51,085.00  |
| 8.00   |          | TOTAL  |                     |                        |                    | 467,715.86    | 5,000.00 | 460.63   | 930.47   | 474,107.00 | 0.00  | 36,272.00 | 0.00 | 510,379.00 |
| OVERTIME   |          |  |                     |                        |                    |               |          |          |          | 5,000.00   | 0.00  | 383.00    | 0.00 | 5,383.00   |
| TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS |          |  |                     |                        |                    |               |          |          |          | 479,107.00 | 0.00  | 36,655.00 | 0.00 | 515,762.00 |

NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01010116 BUREAU OF INFORMATION TECHNOLOGY**

| Account                                | 2015 Actual      | 2016 Actual      | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|--|------------------|------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES                | \$321,455        | \$356,539        | \$240,741                  | \$412,137               | \$474,107                  |
| 416000 OVERTIME                        | \$0              | \$351            | \$0                        | \$5,000                 | \$5,000                    |
| <b>414100 SALARIES/WAGES</b>           | <b>\$321,455</b> | <b>\$356,890</b> | <b>\$240,741</b>           | <b>\$417,137</b>        | <b>\$479,107</b>           |
| 419001 SOCIAL SECURITY                 | \$23,903         | \$26,485         | \$18,024                   | \$33,444                | \$36,655                   |
| <b>419100 FRINGE BENEFITS</b>          | <b>\$23,903</b>  | <b>\$26,485</b>  | <b>\$18,024</b>            | <b>\$33,444</b>         | <b>\$36,655</b>            |
| <b>419995 PERSONNEL</b>                | <b>\$345,358</b> | <b>\$383,374</b> | <b>\$258,765</b>           | <b>\$450,581</b>        | <b>\$515,762</b>           |
| 420010 ADVERTISING                     | \$766            | \$84             | \$198                      | \$970                   | \$1,000                    |
| 420040 TELECOM                         | \$1,809          | \$1,294          | \$2,267                    | \$2,410                 | \$0                        |
| 420041 E-MAIL/INTERNET                 | \$7,180          | \$6,897          | \$28,733                   | \$33,154                | \$0                        |
| 420050 POSTAGE                         | \$6              | \$4              | \$59                       | \$75                    | \$0                        |
| <b>420100 COMMUNICATIONS</b>           | <b>\$9,761</b>   | <b>\$8,279</b>   | <b>\$31,256</b>            | <b>\$36,608</b>         | <b>\$1,000</b>             |
| 421030 CONSULTING                      | \$4,805          | \$62,712         | \$195,622                  | \$423,195               | \$260,000                  |
| <b>421100 PROFESSIONAL SRVC</b>        | <b>\$4,805</b>   | <b>\$62,712</b>  | <b>\$195,622</b>           | <b>\$423,195</b>        | <b>\$260,000</b>           |
| 425030 BUILDING MAINT                  | \$893            | \$770            | \$0                        | \$1,000                 | \$1,000                    |
| 425090 MAINT SERV CONTRACT             | \$125,348        | \$154,303        | \$144,090                  | \$234,988               | \$210,940                  |
| 425099 OTHER CONT MAINT                | \$444            | \$11,098         | \$0                        | \$5,000                 | \$6,000                    |
| <b>425100 MAINT &amp; REPAIRS</b>      | <b>\$126,685</b> | <b>\$166,170</b> | <b>\$144,090</b>           | <b>\$240,988</b>        | <b>\$217,940</b>           |
| 429001 TUITION/TRAINING                | \$2,750          | \$0              | \$0                        | \$13,920                | \$8,000                    |
| 429009 ADMIN/TRUSTEE FEE               | \$30             | \$0              | \$30                       | \$30                    | \$0                        |
| 429015 TRAVEL                          | \$0              | \$0              | \$0                        | \$5,700                 | \$2,000                    |
| 429016 CONFERENCES                     | \$0              | \$0              | \$0                        | \$300                   | \$1,000                    |
| 429017 MEMBERSHIPS                     | \$0              | \$0              | \$0                        | \$800                   | \$400                      |
| 429070 STORAGE                         | \$4,462          | \$4,696          | \$5,945                    | \$7,000                 | \$6,000                    |
| 429090 MISC CONTRACTED SRVCS           | \$0              | \$0              | \$0                        | \$20,000                | \$20,000                   |
| <b>429100 CONTRACTED SRVC</b>          | <b>\$7,242</b>   | <b>\$4,696</b>   | <b>\$5,975</b>             | <b>\$47,750</b>         | <b>\$37,400</b>            |
| <b>429995 SERVICES</b>                 | <b>\$148,492</b> | <b>\$241,858</b> | <b>\$376,943</b>           | <b>\$748,542</b>        | <b>\$516,340</b>           |
| 430002 SOFTWARE                        | \$73,749         | \$69,081         | \$59,631                   | \$94,385                | \$139,100                  |
| 430008 DATA PROCESSING                 | \$3,650          | \$10,345         | \$3,573                    | \$14,767                | \$10,800                   |
| 430009 OFFICE                          | \$150            | \$25             | \$351                      | \$750                   | \$600                      |
| 430015 WEB SERVICES                    | \$3,643          | \$2,004          | \$4,091                    | \$4,127                 | \$0                        |
| <b>430100 SUPPLIES &amp; EXP</b>       | <b>\$81,193</b>  | <b>\$81,455</b>  | <b>\$67,646</b>            | <b>\$114,029</b>        | <b>\$150,500</b>           |
| 439015 OFFICE EQUIPMENT                | \$4,151          | \$1,341          | \$3,823                    | \$11,659                | \$30,000                   |
| <b>439100 MINOR CAPITAL</b>            | <b>\$4,151</b>   | <b>\$1,341</b>   | <b>\$3,823</b>             | <b>\$11,659</b>         | <b>\$30,000</b>            |
| <b>439995 SUPPLIES</b>                 | <b>\$85,344</b>  | <b>\$82,796</b>  | <b>\$71,469</b>            | <b>\$125,688</b>        | <b>\$180,500</b>           |
| 453049 LEASE PURCHASE                  | \$0              | \$0              | \$40,003                   | \$104,451               | \$146,481                  |
| 453007 EQUIPMENT-DATA PROCESSING       | \$0              | \$0              | \$137,760                  | \$161,275               | \$0                        |
| 453051 EQUIPMENT-DATA PROCESSING       | \$0              | \$207,506        | \$347,025                  | \$407,629               | \$295,000                  |
| <b>453100 CAPITAL OUTLAY</b>           | <b>\$0</b>       | <b>\$207,506</b> | <b>\$524,788</b>           | <b>\$673,356</b>        | <b>\$441,481</b>           |
| <b>499995 OTHER</b>                    | <b>\$0</b>       | <b>\$207,506</b> | <b>\$524,788</b>           | <b>\$673,356</b>        | <b>\$441,481</b>           |
| <b>01010116 INFORMATION TECHNOLOGY</b> | <b>\$579,194</b> | <b>\$915,534</b> | <b>\$1,231,964</b>         | <b>\$1,998,166</b>      | <b>\$1,654,083</b>         |



## BUREAU OF HUMAN RESOURCES

The Bureau of Human Resources is comprised of two primary functions: Human Resources Administration and Payroll. Human Resources oversees and administers a wide range of centralized personnel services for City Government including, but not limited to: recruitment for management positions; testing, screening, hiring and processing individuals to fill vacant bargaining-unit positions; enforces civil service rules and regulations and administers the promotional processes, where applicable, for the Harrisburg Police, Fire and Non-Uniform Civil Service Commission; unemployment compensation matters; conducts new hire orientation sessions and exit interviews; labor relations matters; benefits administration, including management of health care for active employees and retirees, pension plans, and leave benefits; worker's compensation program; and drug and alcohol testing. The Bureau assists the Business Administrator and the department directors in developing job descriptions for management and bargaining-unit positions.

Payroll is responsible for processing the City's biweekly payroll, maintaining payroll records and managing federal, state and local tax deductions as well as other mandatory payroll deductions and voluntary contributions. Staff is also responsible for ensuring all withholding reporting requirements are met. Staff works closely with all timekeepers to ensure smooth and accurate payroll processing. Staff also effectuates scheduled salary increases for bargaining-unit employees and merit pay increases based on performance evaluations for management personnel.

### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0117 Human Resources

| Allocation Plan         |         |         | Position Control               |               |               |               |               |
|-------------------------|---------|---------|--------------------------------|---------------|---------------|---------------|---------------|
|                         |         |         |                                |               |               |               |               |
| PERSONNEL               |         |         | JOB CLASSIFICATION             | 2017 Adjusted | 2018 Proposed | 2017 Adjusted | 2018 Proposed |
| Salaries-Mgmt           | 230,500 | 311,000 | Director                       | 1             | 1             | 70,000        | 70,000        |
| Fringe Benefits         | 17,634  | 23,792  | Personnel Manager              | 1             | 1             | 58,000        | 60,000        |
|                         |         |         | Benefit Admin/ADA Cmpl Officer | 1             | 1             | 55,000        | 58,000        |
| TOTAL                   | 248,134 | 334,792 | Human Resources Generalist     | 1             | 1             | 47,500        | 48,000        |
|                         |         |         | Confidential Secretary         | 0             | 1             | 0             | 45,000        |
| SERVICES                |         |         | Background Investigator HR     | 0             | 1             | 0             | 30,000        |
|                         |         |         | Total Management               | 4             | 6             | 230,500       | 311,000       |
| Communications          | 3,050   | 3,250   |                                |               |               |               |               |
| Professional Services   | 8,535   | 9,000   |                                |               |               |               |               |
| Utilities               | 0       | 0       | FICA                           |               |               | 17,634        | 23,792        |
| Insurance               | 0       | 0       | Concessions                    |               |               |               | 0             |
| Rentals                 | 0       | 0       |                                |               |               |               |               |
| Maintenance & Repairs   | 0       | 0       | Total Fringe Benefits          |               |               | 17,634        | 23,792        |
| Contracted Services     | 40,987  | 51,675  |                                |               |               |               |               |
| TOTAL                   | 52,572  | 63,925  | TOTAL                          | 4             | 6             | 248,134       | 334,792       |
|                         |         |         |                                |               |               |               |               |
| SUPPLIES                |         |         |                                |               |               |               |               |
|                         |         |         |                                |               |               |               |               |
| Supplies                | 1,750   | 2,300   |                                |               |               |               |               |
| Minor Capital Equipment | 0       | 0       |                                |               |               |               |               |
| TOTAL                   | 1,750   | 2,300   |                                |               |               |               |               |
|                         |         |         |                                |               |               |               |               |
| OTHER                   | 7,196   | 0       |                                |               |               |               |               |
|                         |         |         |                                |               |               |               |               |
| TOTAL APPROPRIATION     | 309,652 | 401,017 |                                |               |               |               |               |

**HUMAN RESOURCES**

HUMAN RESOURCES - 0117

| EMPLOYEE   | POSITION  | ANNIV. /<br>D.O.B. | 2017<br>END OF YR<br>SALARY | 2018<br>GRADE/STEP<br>INCREASE | 2018<br>ANNUAL<br>INCREASE | 2018<br>LONG. | 2018<br>SALARY | 2018<br>LUMP SUM | FICA      | FRINGE<br>BENEFITS | TOTAL      | CUTS | MAYORAL<br>CUTS | CITY<br>COUNCIL<br>CHANGES | FINAL<br>BUDGET |
|--|---|--------------------|-----------------------------|--------------------------------|----------------------------|---------------|----------------|------------------|-----------|--------------------|------------|------|-----------------|----------------------------|-----------------|
|  | DIRECTOR OF HUMAN RESOURCES                       | 11 13 2007         | \$ 70,000.00                | 0.00                           | 0.00                       | 0.00          | 70,000.00      | 0.00             | 5,355.00  | 0.00               | 75,355.00  |      |                 |                            | 75,355.00       |
|  | PERSONNEL MANAGER                                 | 1 22 1990          | \$ 58,000.00                | 2,000.00                       | 0.00                       | 0.00          | 60,000.00      | 0.00             | 4,590.00  | 0.00               | 64,590.00  |      |                 |                            | 64,590.00       |
|  | BENEFIT ADMIN/ADA CMPL OFFICER                    | 6 1 2009           | \$ 55,000.00                | 3,000.00                       | 0.00                       | 0.00          | 58,000.00      | 0.00             | 4,437.00  | 0.00               | 62,437.00  |      |                 |                            | 62,437.00       |
|  | HUMAN RESOURCES GENERALIST                        | 9 22 2014          | \$ 45,000.00                | 3,000.00                       | 0.00                       | 0.00          | 48,000.00      | 0.00             | 3,672.00  | 0.00               | 51,672.00  |      |                 |                            | 51,672.00       |
| NEW  | POSITION CONFIDENTIAL SECRETARY - HR              | 1 1 2018           | \$ -                        | 0.00                           | 0.00                       | 0.00          | 45,000.00      | 0.00             | 3,443.00  | 0.00               | 48,443.00  |      |                 |                            | 48,443.00       |
| NEW  | POSITION BACKGROUND INVESTIGATOR - HR (PART TIME) | 1 1 2018           | \$ -                        | 0.00                           | 0.00                       | 0.00          | 30,000.00      | 0.00             | 2,295.00  | 0.00               | 32,295.00  |      |                 |                            | 32,295.00       |
| 6.00   | MANAGEMENT TOTALS                                 |                    | 228,000.00                  | 8,000.00                       | 0.00                       | 0.00          | 311,000.00     | 0.00             | 23,792.00 | 0.00               | 334,792.00 | 0.00 | 0.00            | 0.00                       | 254,054.00      |
| 6.00   | TOTAL   |                    | 228,000.00                  | 8,000.00                       | 0.00                       | 0.00          | 311,000.00     | 0.00             | 23,792.00 | 0.00               | 334,792.00 | 0.00 | 0.00            | 0.00                       | 254,054.00      |
| TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS |   |                    |                             |                                |                            |               | 311,000.00     | 0.00             | 23,792.00 | 0.00               | 334,792.00 | 0.00 | 0.00            | 0.00                       | 254,054.00      |

NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01010117 BUREAU OF HUMAN RESOURCES**

| Account                          | 2015 Actual      | 2016 Actual      | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|----------------------------------|------------------|------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES          | \$211,677        | \$227,142        | \$201,680                  | \$230,500               | \$311,000                  |
| <b>414100 SALARIES/WAGES</b>     | <b>\$211,677</b> | <b>\$227,142</b> | <b>\$201,680</b>           | <b>\$230,500</b>        | <b>\$311,000</b>           |
| 419001 SOCIAL SECURITY           | \$15,736         | \$16,803         | \$14,908                   | \$17,634                | \$23,792                   |
| <b>419100 FRINGE BENEFITS</b>    | <b>\$15,736</b>  | <b>\$16,803</b>  | <b>\$14,908</b>            | <b>\$17,634</b>         | <b>\$23,792</b>            |
| <b>419995 PERSONNEL</b>          | <b>\$227,413</b> | <b>\$243,946</b> | <b>\$216,588</b>           | <b>\$248,134</b>        | <b>\$334,792</b>           |
| 420010 ADVERTISING               | \$0              | \$0              | \$0                        | \$250                   | \$250                      |
| 420020 PRINTING                  | \$245            | \$192            | \$1,737                    | \$1,800                 | \$2,000                    |
| 420050 POSTAGE                   | \$991            | \$891            | \$551                      | \$1,000                 | \$1,000                    |
| <b>420100 COMMUNICATIONS</b>     | <b>\$1,235</b>   | <b>\$1,084</b>   | <b>\$2,289</b>             | <b>\$3,050</b>          | <b>\$3,250</b>             |
| 421051 NON-CDL DRUG/ALC/MED TEST | \$1,522          | \$1,855          | \$1,179                    | \$1,699                 | \$2,000                    |
| 421052 CDL DRUG/ALC/MED TESTING  | \$2,763          | \$1,791          | \$2,575                    | \$6,036                 | \$5,000                    |
| 421053 CREDIT REPORTS            | \$749            | \$880            | \$753                      | \$800                   | \$2,000                    |
| <b>421100 PROFESSIONAL SRVC</b>  | <b>\$5,034</b>   | <b>\$4,526</b>   | <b>\$4,507</b>             | <b>\$8,535</b>          | <b>\$9,000</b>             |
| 429001 TUITION/TRAINING          | \$335            | \$0              | \$0                        | \$300                   | \$400                      |
| 429009 ADMIN/TRUSTEE FEE         | \$0              | \$0              | \$0                        | \$75                    | \$75                       |
| 429014 CONTRACTED PERSONNEL SVS. | \$30,615         | \$31,688         | \$38,105                   | \$40,312                | \$50,900                   |
| 429017 MEMBERSHIPS               | \$290            | \$0              | \$0                        | \$300                   | \$300                      |
| <b>429100 CONTRACTED SRVC</b>    | <b>\$31,240</b>  | <b>\$31,688</b>  | <b>\$38,105</b>            | <b>\$40,987</b>         | <b>\$51,675</b>            |
| <b>429995 SERVICES</b>           | <b>\$37,509</b>  | <b>\$37,297</b>  | <b>\$44,901</b>            | <b>\$52,572</b>         | <b>\$63,925</b>            |
| 430001 EDUCATIONAL               | \$0              | \$0              | \$0                        | \$250                   | \$500                      |
| 430002 SOFTWARE                  | \$0              | \$0              | \$0                        | \$0                     | \$200                      |
| 430003 SUBSCRIPTIONS             | \$0              | \$0              | \$0                        | \$300                   | \$300                      |
| 430006 PHOTOGRAPHY               | \$0              | \$276            | \$0                        | \$300                   | \$300                      |
| 430009 OFFICE                    | \$0              | \$731            | \$582                      | \$900                   | \$1,000                    |
| <b>430100 SUPPLIES &amp; EXP</b> | <b>\$0</b>       | <b>\$1,007</b>   | <b>\$582</b>               | <b>\$1,750</b>          | <b>\$2,300</b>             |
| <b>439995 SUPPLIES</b>           | <b>\$0</b>       | <b>\$1,007</b>   | <b>\$582</b>               | <b>\$1,750</b>          | <b>\$2,300</b>             |
| 453049 LEASE PURCHASE            | \$1,195          | \$1,195          | \$1,155                    | \$1,196                 | \$0                        |
| 453015 OFFICE EQUIPMENT          | \$0              | \$0              | \$5,494                    | \$6,000                 | \$0                        |
| <b>453100 CAPITAL OUTLAY</b>     | <b>\$1,195</b>   | <b>\$1,195</b>   | <b>\$6,649</b>             | <b>\$7,196</b>          | <b>\$0</b>                 |
| <b>499995 OTHER</b>              | <b>\$1,195</b>   | <b>\$1,195</b>   | <b>\$6,649</b>             | <b>\$7,196</b>          | <b>\$0</b>                 |
| <b>01010117 HUMAN RESOURCES</b>  | <b>\$266,117</b> | <b>\$283,445</b> | <b>\$268,719</b>           | <b>\$309,652</b>        | <b>\$401,017</b>           |

## BUREAU OF LICENSING, TAXATION AND CENTRAL SUPPORT

The Tax and Enforcement unit bills and collects mercantile, business privilege, parking, and amusement taxes as well as various license fees for the City and the Harrisburg School District. This unit also administers the dog licensing program and manages all activities associated with the City's burglar and fire alarm program. A civil collection program is in place to collect all delinquent taxes.

The Bureau also includes the Duplication Center which is responsible for the daily handling of incoming and outgoing mail, processing printing jobs for all City departments and the distribution of office supplies.

### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0124 Licensing, Taxation and Central Support

| Allocation Plan         |                       |                  | Position Control |                            |                                 |                  |                  |                  |         |
|-------------------------|-----------------------|------------------|------------------|----------------------------|---------------------------------|------------------|------------------|------------------|---------|
|                         |                       |                  |                  |                            |                                 |                  |                  |                  |         |
| PERSONNEL               |                       | 2017<br>Adjusted | 2018<br>Proposed | JOB<br>CLASSIFICATION      | 2017<br>Adjusted                | 2018<br>Proposed | 2017<br>Adjusted | 2018<br>Proposed |         |
|                         | Salaries-Mgmt         | 70,000           | 70,000           |                            | Tax & Enforcement Administrator | 1                | 1                | 70,000           | 70,000  |
|                         | Salaries-BU           | 170,500          | 176,708          |                            |                                 |                  |                  |                  |         |
|                         | Overtime              | 0                | 0                |                            |                                 |                  |                  |                  |         |
|                         | Fringe Benefits       | 18,400           | 18,876           |                            |                                 |                  |                  |                  |         |
|                         | TOTAL                 | 258,900          | 265,584          | Total Management           | 1                               | 1                | 70,000           | 70,000           |         |
| SERVICES                |                       |                  |                  | Revenue Generalist II      | 1                               | 1                | 45,497           | 45,952           |         |
|                         | Communications        | 142,650          | 185,835          | Paralegal                  | 1                               | 1                | 42,804           | 46,523           |         |
|                         | Professional Services | 20,000           | 20,000           | Administrative Assistant I | 1                               | 1                | 39,458           | 41,065           |         |
|                         | Utilities             | 0                | 0                | Reproduction Technician II | 1                               | 1                | 42,741           | 43,168           |         |
|                         | Insurance             | 0                | 0                |                            |                                 |                  |                  |                  |         |
|                         | Rentals               | 0                | 0                | Reallocation               |                                 |                  |                  |                  |         |
|                         | Maintenance & Repairs | 32,305           | 27,000           |                            |                                 |                  |                  |                  |         |
|                         | Contracted Services   | 1,195            | 1,845            |                            |                                 |                  |                  |                  |         |
|                         |                       | TOTAL            | 196,150          | 234,680                    | Total Bargaining Unit           | 4                | 4                | 170,500          | 176,708 |
|                         | SUPPLIES              |                  |                  |                            | Overtime                        |                  |                  | 0                | 0       |
| Supplies                |                       | 39,933           | 24,192           | FICA                       |                                 |                  | 18,400           | 18,876           |         |
| Minor Capital Equipment |                       | 5,200            | 15,000           | Concessions                |                                 |                  | 0                | 0                |         |
|                         |                       |                  |                  | Total Fringe Benefits      |                                 |                  | 18,400           | 18,876           |         |
|                         |                       |                  |                  |                            |                                 |                  |                  |                  |         |
|                         | TOTAL                 | 45,133           | 39,192           | TOTAL                      | 5                               | 5                | 258,900          | 265,584          |         |
| OTHER                   |                       |                  |                  |                            |                                 |                  |                  |                  |         |
|                         |                       | 88,540           | 0                |                            |                                 |                  |                  |                  |         |
|                         |                       |                  |                  |                            |                                 |                  |                  |                  |         |
| TOTAL APPROPRIATION     |                       | 588,723          | 539,456          |                            |                                 |                  |                  |                  |         |

**BUREAU OF LICENSING, TAXATION AND CENTRAL SUPPORT**

LICENSING, TAXATION AND CENTRAL SUPPORT 0124

| <u>EMPLOYEE</u>   | <u>POSITION</u>                 | <u>ANNIV. /<br/>D.O.B.</u> | <u>2017<br/>END OF YR<br/>SALARY</u> | <u>2018<br/>GRADE/STEP<br/>INCREASE</u> | <u>2018<br/>ANNUAL<br/>INCREASE</u> | <u>2018<br/>LONG.</u> | <u>2018<br/>SALARY</u> | <u>2018<br/>LUMP SUM</u> | <u>FICA</u>      | <u>FRINGE<br/>BENEFITS</u> | <u>TOTAL</u>      |
|---|---------------------------------|----------------------------|--------------------------------------|---|-------------------------------------|-----------------------|------------------------|--------------------------|------------------|----------------------------|-------------------|
|   | TAX & ENFORCEMENT ADMINISTRATOR | 10 21 1996                 | \$ 70,000.00                         | 0.00                                    | 0.00                                | 0.00                  | 70,000.00              | 0.00                     | 5,355.00         | 0.00                       | 75,355.00         |
| 1.00  | MANAGEMENT TOTALS               |                            | 70,000.00                            | 0.00                                    | 0.00                                | 0.00                  | 70,000.00              | 0.00                     | 5,355.00         | 0.00                       | 75,355.00         |
|   | REPRODUCTION TECHNICIAN II      | 7 20 1987                  | \$ 41,902.62                         | 0.00                                    | 419.03                              | 846.43                | 43,168.00              | 0.00                     | 3,303.00         | 0.00                       | 46,471.00         |
|   | ADMINISTRATIVE ASSISTANT I      | 10 3 2016                  | \$ 40,658.83                         | 0.00                                    | 406.59                              | 0.00                  | 41,065.00              | 0.00                     | 3,142.00         | 0.00                       | 44,207.00         |
|   | PARALEGAL                       | 8 8 2016                   | \$ 44,604.59                         | 1,458.27                                | 460.63                              | 0.00                  | 46,523.00              | 0.00                     | 3,560.00         | 0.00                       | 50,083.00         |
|   | REVENUE SPECIALIST II           | 7 8 1991                   | \$ 44,604.60                         | 0.00                                    | 446.05                              | 901.01                | 45,952.00              | 0.00                     | 3,516.00         | 0.00                       | 49,468.00         |
| 4.00  | BARGAINING UNIT TOTALS          |                            | 171,770.64                           | 1,458.27                                | 1,732.29                            | 1,747.45              | 176,708.00             | 0.00                     | 13,521.00        | 0.00                       | 190,229.00        |
| 5.00  | TOTAL                           |                            | <b>241,770.64</b>                    | <b>1,458.27</b>                         | <b>1,732.29</b>                     | <b>1,747.45</b>       | <b>246,708.00</b>      | <b>0.00</b>              | <b>18,876.00</b> | <b>0.00</b>                | <b>265,584.00</b> |
| OVERTIME  |                                 |                            |                                      |   |                                     |                       | 0.00                   | 0.00                     | 0.00             | 0.00                       | 0.00              |
| <b>TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS</b> |                                 |                            |                                      |   |                                     |                       | <b>246,708.00</b>      | <b>0.00</b>              | <b>18,876.00</b> | <b>0.00</b>                | <b>265,584.00</b> |

**NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).**

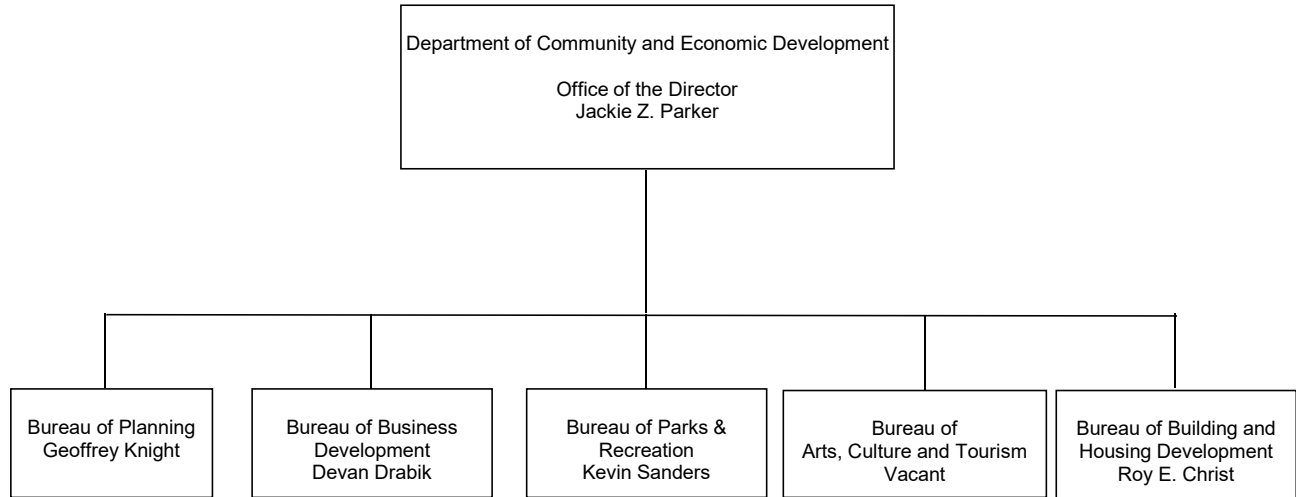
# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01010124 BUREAU OF LICENSING, TAXATION & CENTRAL SUPPORT**

| Account                                   | 2015 Actual      | 2016 Actual      | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---|------------------|------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES                   | \$174,444        | \$198,300        | \$209,675                  | \$240,500               | \$246,708                  |
| <b>414100 SALARIES/WAGES</b>              | <b>\$174,444</b> | <b>\$198,300</b> | <b>\$209,675</b>           | <b>\$240,500</b>        | <b>\$246,708</b>           |
| 419001 SOCIAL SECURITY                    | \$12,880         | \$14,557         | \$15,708                   | \$18,400                | \$18,876                   |
| <b>419100 FRINGE BENEFITS</b>             | <b>\$12,880</b>  | <b>\$14,557</b>  | <b>\$15,708</b>            | <b>\$18,400</b>         | <b>\$18,876</b>            |
| <b>419995 PERSONNEL</b>                   | <b>\$187,323</b> | <b>\$212,857</b> | <b>\$225,383</b>           | <b>\$258,900</b>        | <b>\$265,584</b>           |
| 420010 ADVERTISING                        | \$0              | \$0              | \$0                        | \$1,000                 | \$1,000                    |
| 420020 PRINTING                           | \$3,908          | \$3,818          | \$5,629                    | \$12,100                | \$5,200                    |
| 420040 TELECOM                            | \$437            | \$442            | \$435                      | \$550                   | \$0                        |
| 420050 POSTAGE                            | \$94,314         | \$105,721        | \$80,748                   | \$129,000               | \$179,635                  |
| <b>420100 COMMUNICATIONS</b>              | <b>\$98,658</b>  | <b>\$109,981</b> | <b>\$86,812</b>            | <b>\$142,650</b>        | <b>\$185,835</b>           |
| 421040 COLLECTION(OPT & LIENS)            | \$1,566          | \$1,872          | \$398                      | \$10,000                | \$10,000                   |
| 421080 FILING FEES                        | \$1,607          | \$6,906          | \$5,511                    | \$10,000                | \$10,000                   |
| <b>421100 PROFESSIONAL SRVC</b>           | <b>\$3,173</b>   | <b>\$8,778</b>   | <b>\$5,909</b>             | <b>\$20,000</b>         | <b>\$20,000</b>            |
| 425090 MAINT SERV CONTRACT                | \$21,469         | \$29,479         | \$16,258                   | \$32,305                | \$27,000                   |
| <b>425100 MAINT &amp; REPAIRS</b>         | <b>\$21,469</b>  | <b>\$29,479</b>  | <b>\$16,258</b>            | <b>\$32,305</b>         | <b>\$27,000</b>            |
| 429009 ADMIN/TRUSTEE FEE                  | \$0              | \$30             | \$0                        | \$45                    | \$45                       |
| 429016 CONFERENCES                        | \$241            | \$571            | \$502                      | \$600                   | \$600                      |
| 429017 MEMBERSHIPS                        | \$50             | \$50             | \$50                       | \$50                    | \$50                       |
| 429090 MISC CONTRACTED SRVCS              | \$418            | \$213            | \$0                        | \$500                   | \$1,150                    |
| <b>429100 CONTRACTED SRVC</b>             | <b>\$710</b>     | <b>\$865</b>     | <b>\$552</b>               | <b>\$1,195</b>          | <b>\$1,845</b>             |
| <b>429995 SERVICES</b>                    | <b>\$124,009</b> | <b>\$149,103</b> | <b>\$109,532</b>           | <b>\$196,150</b>        | <b>\$234,680</b>           |
| 430002 SOFTWARE                           | \$0              | \$10,921         | \$3,240                    | \$4,758                 | \$4,192                    |
| 430005 DUPLICATING                        | \$14,046         | \$11,082         | \$18,052                   | \$26,450                | \$10,000                   |
| 430009 OFFICE                             | \$5,899          | \$4,203          | \$3,876                    | \$8,724                 | \$10,000                   |
| <b>430100 SUPPLIES &amp; EXP</b>          | <b>\$19,945</b>  | <b>\$26,205</b>  | <b>\$25,168</b>            | <b>\$39,933</b>         | <b>\$24,192</b>            |
| 439015 OFFICE EQUIPMENT                   | \$3,502          | \$7,371          | \$3,966                    | \$5,200                 | \$15,000                   |
| <b>439100 MINOR CAPITAL</b>               | <b>\$3,502</b>   | <b>\$7,371</b>   | <b>\$3,966</b>             | <b>\$5,200</b>          | <b>\$15,000</b>            |
| <b>439995 SUPPLIES</b>                    | <b>\$23,448</b>  | <b>\$33,577</b>  | <b>\$29,133</b>            | <b>\$45,133</b>         | <b>\$39,192</b>            |
| 453015 OFFICE EQUIPMENT                   | \$0              | \$0              | \$87,369                   | \$88,540                | \$0                        |
| 453049 LEASE PURCHASE                     | \$1,195          | \$99             | \$0                        | \$0                     | \$0                        |
| <b>453100 CAPITAL OUTLAY</b>              | <b>\$1,195</b>   | <b>\$99</b>      | <b>\$87,369</b>            | <b>\$88,540</b>         | <b>\$0</b>                 |
| <b>499995 OTHER</b>                       | <b>\$1,195</b>   | <b>\$99</b>      | <b>\$87,369</b>            | <b>\$88,540</b>         | <b>\$0</b>                 |
| <b>01010124 BUREAU OF LICENSING, TAX.</b> | <b>\$335,975</b> | <b>\$395,636</b> | <b>\$451,416</b>           | <b>\$588,723</b>        | <b>\$539,456</b>           |

**DEPARTMENT OF COMMUNITY AND  
ECONOMIC DEVELOPMENT**



EXPENDITURE ANALYSIS SUMMARY  
2018 PROPOSED BUDGET

|  | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|--|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT       |                |                |                               |                            |                            |
| <u>0134 OFFICE OF THE DIRECTOR</u>                     |                |                |                               |                            |                            |
| Personnel  | 26,606         | 115,461        | 109,555                       | 145,328                    | 150,710                    |
| Services   | 0              | 1,098          | 0                             | 0                          | 1,000                      |
| Supplies   | 0              | 0              | 1,008                         | 3,425                      | 1,500                      |
| Other  | 2,000          | 0              | 2,000                         | 23,000                     | 48,000                     |
| TOTALS   | 28,606         | 116,559        | 112,563                       | 171,753                    | 201,210                    |
| <u>0135 BUREAU OF PLANNING</u>                         |                |                |                               |                            |                            |
| Personnel  | 90,297         | 85,053         | 86,562                        | 93,871                     | 200,229                    |
| Services   | 184,626        | 67,640         | 53,491                        | 114,514                    | 107,250                    |
| Supplies   | 135            | 1,389          | 2,903                         | 4,512                      | 6,500                      |
| Other  | 0              | 0              | 0                             | 0                          | 0                          |
| TOTALS   | 275,058        | 154,082        | 142,957                       | 212,897                    | 313,979                    |
| <u>0139 BUREAU OF BUSINESS DEVELOPMENT</u>             |                |                |                               |                            |                            |
| Personnel  | 44,796         | 59,123         | 98,951                        | 111,957                    | 117,878                    |
| Services   | 0              | 2,106          | 1,113                         | 7,361                      | 5,000                      |
| Supplies   | 0              | 0              | 1,561                         | 1,839                      | 2,900                      |
| Other  | 0              | 0              | 0                             | 0                          | 0                          |
| TOTALS   | 44,796         | 61,229         | 101,624                       | 121,157                    | 125,778                    |
| <u>0180 BUREAU OF PARKS &amp; RECREATION</u>           |                |                |                               |                            |                            |
| Personnel  | 271,853        | 334,494        | 384,663                       | 500,503                    | 554,164                    |
| Services   | 41,002         | 102,403        | 163,069                       | 243,217                    | 136,100                    |
| Supplies   | 7,145          | 62,022         | 103,927                       | 153,083                    | 162,500                    |
| Other  | 1,195          | 17,870         | 91,040                        | 137,700                    | 835,000                    |
| TOTALS   | 321,195        | 516,788        | 742,699                       | 1,034,503                  | 1,687,764                  |
| TOTAL DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT |                |                |                               |                            |                            |
| Personnel  | 433,553        | 594,132        | 679,731                       | 851,659                    | 1,022,981                  |
| Services   | 225,628        | 173,247        | 217,673                       | 365,092                    | 249,350                    |
| Supplies   | 7,280          | 63,410         | 109,400                       | 162,859                    | 173,400                    |
| Other  | 3,195          | 17,870         | 93,040                        | 160,700                    | 883,000                    |
| TOTAL EXPENDITURES                                     | 669,656        | 848,659        | 1,099,844                     | 1,540,310                  | 2,328,731                  |



POSITION ANALYSIS SUMMARY  
2018 PROPOSED BUDGET

|                                    | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|------------------------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| COMMUNITY AND ECONOMIC DEVELOPMENT |                |                |                               |                            |                            |
| Office of the Director             | 0.00           | 0.28           | 2.00                          | 2.00                       | 2.00                       |
| Planning                           | 2.00           | 2.00           | 1.60                          | 1.60                       | 3.40                       |
| Business Development               | 1.00           | 1.00           | 2.00                          | 2.00                       | 1.95                       |
| Parks & Recreation                 | 4.00           | 4.00           | 5.00                          | 6.00                       | 7.00                       |
| Arts, Culture and Tourism          | 0.00           | 1.00           | 0.00                          | 0.00                       | 0.00                       |
| TOTAL POSITIONS                    | 7.00           | 8.28           | 10.60                         | 11.60                      | 14.35                      |

## OFFICE OF THE DIRECTOR

The Department of Community and Economic Development works to improve neighborhoods, promote business and residential development, and expand resources available for local projects.

The Director oversees the Bureaus of Planning, Business Development, Housing (Grant Funded), Arts, Culture and Tourism and Parks & Recreation.

The Office of the Director represents the City on numerous boards for planning, transportation, housing, health, and employment. The Office conducts feasibility studies; develops specifications; conducts public bids or requests for proposals; and provides management oversight on such projects as the Market Place Townhomes, Broad Street Market and Maclay Street Apartments.

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### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

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General Fund

0134 Director

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| Allocation Plan     |                         |                  | Position Control      |                       |                                     |                  |                  |             |         |
|---------------------|-------------------------|------------------|-----------------------|-----------------------|-------------------------------------|------------------|------------------|-------------|---------|
| PERSONNEL           | 2017<br>Adjusted        | 2018<br>Proposed | JOB<br>CLASSIFICATION | 2017<br>Adjusted      | 2018<br>Proposed                    | 2017<br>Adjusted | 2018<br>Proposed |             |         |
|                     | Salaries-Mgmt           | 135,000          |                       | 140,000               | Director                            | 1                | 1                | 90,000      | 90,000  |
|                     | Fringe Benefits         | 10,328           |                       | 10,710                | Lerta Administrator<br>Reallocation | 1                | 1                | 45,000<br>0 | 50,000  |
|                     | TOTAL                   | 145,328          |                       | 150,710               | Total Management                    | 2                | 2                | 135,000     | 140,000 |
| SERVICES            |                         |                  |                       |                       |                                     |                  |                  |             |         |
|                     | Communications          | 0                | 0                     | FICA                  |                                     |                  | 10,328           | 10,710      |         |
|                     | Professional Services   | 0                | 0                     | Total Fringe Benefits |                                     |                  | 10,328           | 10,710      |         |
|                     | Utilities               | 0                | 0                     |                       |                                     |                  |                  |             |         |
|                     | Insurance               | 0                | 0                     |                       |                                     |                  |                  |             |         |
|                     | Rentals                 | 0                | 0                     | TOTAL                 | 2                                   | 2                | 145,328          | 150,710     |         |
|                     | Maintenance & Repairs   | 0                | 0                     |                       |                                     |                  |                  |             |         |
|                     | Contracted Services     | 0                | 1,000                 |                       |                                     |                  |                  |             |         |
|                     | TOTAL                   | 0                | 1,000                 |                       |                                     |                  |                  |             |         |
| SUPPLIES            |                         |                  |                       |                       |                                     |                  |                  |             |         |
|                     | Supplies                | 1,925            | 500                   |                       |                                     |                  |                  |             |         |
|                     | Minor Capital Equipment | 1,500            | 1,000                 |                       |                                     |                  |                  |             |         |
| TOTAL               | 3,425                   | 1,500            |                       |                       |                                     |                  |                  |             |         |
| OTHER               |                         |                  |                       |                       |                                     |                  |                  |             |         |
|                     |                         | 23,000           | 48,000                |                       |                                     |                  |                  |             |         |
|                     |                         |                  |                       |                       |                                     |                  |                  |             |         |
| TOTAL APPROPRIATION | 171,753                 | 201,210          |                       |                       |                                     |                  |                  |             |         |

**COMMUNITY AND ECONOMIC DEVELOPMENT**

DIRECTOR - 0134

| <u>EMPLOYEE</u>   | <u>POSITION</u>            | <u>ANNIV. /<br/>D.O.H.</u> | <u>2017<br/>END OF YR<br/>SALARY</u> | <u>2018<br/>GRADE/STEP<br/>INCREASE</u> | <u>2018<br/>ANNUAL<br/>INCREASE</u> | <u>2018<br/>LONG.</u> | <u>2018<br/>SALARY</u> | <u>2018<br/>LUMP SUM</u> | <u>FICA</u>      | <u>FRINGE<br/>BENEFITS</u> | <u>TOTAL</u>      |
|---|----------------------------|----------------------------|--------------------------------------|---|-------------------------------------|-----------------------|------------------------|--------------------------|------------------|----------------------------|-------------------|
|   | DIRECTOR (D.C.E.D.)        | 2 18 2014                  | 90,000.00                            | 0.00                                    | 0.00                                | 0.00                  | 90,000.00              | 0.00                     | 6,885.00         | 0.00                       | 96,885.00         |
|   | LERTA ADMINISTRATOR - DCED | 1 9 2017                   | 45,000.00                            | 5,000.00                                | 0.00                                | 0.00                  | 50,000.00              | 0.00                     | 3,825.00         | 0.00                       | 53,825.00         |
| 2.00  | MANAGEMENT TOTALS          |                            | 135,000.00                           | 5,000.00                                | 0.00                                | 0.00                  | 140,000.00             | 0.00                     | 10,710.00        | 0.00                       | 150,710.00        |
| 2.00  | TOTAL                      |                            | 135,000.00                           | 5,000.00                                | 0.00                                | 0.00                  | 140,000.00             | 0.00                     | 10,710.00        | 0.00                       | 150,710.00        |
| <b>TOTAL SALARIES, OVERTIME, FICA AND FRINGE BENEFITS</b> |                            |                            |                                      |   |                                     |                       | <b>140,000.00</b>      | <b>0.00</b>              | <b>10,710.00</b> | <b>0.00</b>                | <b>150,710.00</b> |

**NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).**

## **2018 Proposed Budget**

Expenditure Line Item

**BUDGET UNIT: 01030134 OFFICE OF DCED DIRECTOR**

| Account                              | 2015 Actual     | 2016 Actual      | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|--------------------------------------|-----------------|------------------|----------------------------|-------------------------|-------------------------|
| 414000 SALARIES & WAGES              | \$24,715        | \$107,381        | \$101,769                  | \$135,000               | \$140,000               |
| <b>414100 SALARIES/WAGES</b>         | <b>\$24,715</b> | <b>\$107,381</b> | <b>\$101,769</b>           | <b>\$135,000</b>        | <b>\$140,000</b>        |
| 419001 SOCIAL SECURITY               | \$1,891         | \$8,080          | \$7,786                    | \$10,328                | \$10,710                |
| <b>419100 FRINGE BENEFITS</b>        | <b>\$1,891</b>  | <b>\$8,080</b>   | <b>\$7,786</b>             | <b>\$10,328</b>         | <b>\$10,710</b>         |
| <b>419995 PERSONNEL</b>              | <b>\$26,606</b> | <b>\$115,461</b> | <b>\$109,555</b>           | <b>\$145,328</b>        | <b>\$150,710</b>        |
| 429016 CONFERENCES                   | \$0             | \$1,098          | \$0                        | \$0                     | \$1,000                 |
| <b>429100 CONTRACTED SRVC</b>        | <b>\$0</b>      | <b>\$1,098</b>   | <b>\$0</b>                 | <b>\$0</b>              | <b>\$1,000</b>          |
| <b>429995 SERVICES</b>               | <b>\$0</b>      | <b>\$1,098</b>   | <b>\$0</b>                 | <b>\$0</b>              | <b>\$1,000</b>          |
| 430099 MISC SUPPLIES AND EXP         | \$0             | \$0              | \$0                        | \$1,925                 | \$500                   |
| <b>430100 SUPPLIES &amp; EXP</b>     | <b>\$0</b>      | <b>\$0</b>       | <b>\$0</b>                 | <b>\$1,925</b>          | <b>\$500</b>            |
| 439015 OFFICE EQUIPMENT              | \$0             | \$0              | \$1,008                    | \$1,500                 | \$1,000                 |
| <b>439100 MINOR CAPITAL</b>          | <b>\$0</b>      | <b>\$0</b>       | <b>\$1,008</b>             | <b>\$1,500</b>          | <b>\$1,000</b>          |
| <b>439995 SUPPLIES</b>               | <b>\$0</b>      | <b>\$0</b>       | <b>\$1,008</b>             | <b>\$3,425</b>          | <b>\$1,500</b>          |
| 452000 BUILDINGS AND STRUCTURES      | \$0             | \$0              | \$0                        | \$0                     | \$25,000                |
| <b>450100 CAPITAL OUTLAY</b>         | <b>\$0</b>      | <b>\$0</b>       | <b>\$0</b>                 | <b>\$0</b>              | <b>\$25,000</b>         |
| 464005 WALK TO WORK PROGRAM          | \$2,000         | \$0              | \$2,000                    | \$23,000                | \$23,000                |
| <b>460100 SUBSIDIES &amp; GRANTS</b> | <b>\$2,000</b>  | <b>\$0</b>       | <b>\$2,000</b>             | <b>\$23,000</b>         | <b>\$23,000</b>         |
| <b>499995 OTHER</b>                  | <b>\$2,000</b>  | <b>\$0</b>       | <b>\$2,000</b>             | <b>\$23,000</b>         | <b>\$48,000</b>         |
| <b>01030134 DCED DIRECTOR</b>        | <b>\$28,606</b> | <b>\$116,559</b> | <b>\$112,563</b>           | <b>\$171,753</b>        | <b>\$201,210</b>        |

## BUREAU OF PLANNING

The Bureau of Planning promotes development and reinvestment in the City of Harrisburg in order to preserve neighborhoods while fostering economic development. The Planning Bureau reviews development proposals to insure that new development is consistent with the City's Comprehensive Plan as well as the Zoning Code and the Subdivision and Land Development Code. The Planning Bureau provides staff support to three citizen land use boards: the Harrisburg Planning Commission, the Zoning Hearing Board, and the Harrisburg Architectural Review Board (HARB).

In addition to its core responsibilities of current and long-range planning, the Bureau is also the primary contact for Census preparation efforts as well as land development review, architectural compliance, and assistance in the preparation of maps to support planning efforts.

The Planning Bureau's most significant project is the completion of the new Zoning Code for the City of Harrisburg and completion of the Historic District Design and Preservation Guide. The Bureau is also assisting with the completion of a revised City Comprehensive Plan.

### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0135 Planning

| Allocation Plan |                       |          | Position Control                         |             |                                  |          |          |        |        |
|-----------------|-----------------------|----------|--|-------------|----------------------------------|----------|----------|--------|--------|
| PERSONNEL       | 2017                  | 2018     | JOB<br>CLASSIFICATION                    | 2017        | 2018                             | 2017     | 2018     |        |        |
|                 | Adjusted              | Proposed |  | Adjusted    | Proposed                         | Adjusted | Proposed |        |        |
|                 | Salaries-Mgmt         | 87,200   |  | 186,000     | Director of Planning (80%)       | 0.80     | 0.80     | 48,000 | 52,000 |
|                 | Fringe Benefits       | 6,671    |  | 14,229      | Deputy Director Pln/Zoning (80%) | 0        | 0.80     | 0      | 44,000 |
|                 |                       |          | Urban Planner (80%)                      | 0.80        | 0.80                             | 39,200   | 40,000   |        |        |
|                 |                       |          | Archivist/Historical Resource Specialist | 0           | 1                                | 0        | 50,000   |        |        |
|                 |                       |          | Total Management                         | 1.60        | 3.40                             | 87,200   | 186,000  |        |        |
| SERVICES        |                       |          |  |             |                                  |          |          |        |        |
|                 | Communications        | 12,500   | 16,500                                   |             |                                  |          |          |        |        |
|                 | Professional Services | 99,776   | 87,500                                   | FICA        |                                  | 6,671    | 14,229   |        |        |
|                 | Utilities             | 0        | 0  | Concessions |                                  | 0        | 0        |        |        |
|                 | Insurance             | 0        | 0  |             |                                  |          |          |        |        |
|                 | Rentals               | 0        | 0  |             |                                  |          |          |        |        |
|                 | Maintenance & Repairs | 0        | 0  |             |                                  |          |          |        |        |
|                 | Contracted Services   | 2,238    | 3,250                                    |             |                                  |          |          |        |        |
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**COMMUNITY AND ECONOMIC DEVELOPMENT**

PLANNING - 0135

| <u>EMPLOYEE</u>   | <u>POSITION</u> |   |          |          | <u>ANNIV. /<br/>D.O.H.</u> | <u>2017</u>         | <u>2018</u>       | <u>2018</u>   | <u>2018</u> | <u>2018</u>       | <u>2018</u>   | <u>FICA</u>      | <u>FRINGE</u>   | <u>TOTAL</u>      |
|---|-----------------|---|----------|----------|----------------------------|---------------------|-------------------|---------------|-------------|-------------------|---------------|------------------|-----------------|-------------------|
|   |                 |   |          |          |                            | <u>END OF YR</u>    | <u>GRADE/STEP</u> | <u>ANNUAL</u> |             | <u>LONG.</u>      | <u>SALARY</u> | <u>LUMP SUM</u>  | <u>BENEFITS</u> |                   |
|   |                 | DIRECTOR OF PLANNING (80%)                        | 12       | 17       | 2012                       | \$ 48,000.00        | 4,000.00          | 0.00          | 0.00        | 52,000.00         | 0.00          | 3,978.00         | 0.00            | 55,978.00         |
| <b>NEW</b>  | <b>POSITION</b> | <b>DEPUTY DIRECTOR FOR PLANNING/ ZONING (80%)</b> | <b>1</b> | <b>1</b> | <b>2018</b>                | <b>\$ -</b>         | <b>0.00</b>       | <b>0.00</b>   | <b>0.00</b> | <b>44,000.00</b>  | <b>0.00</b>   | <b>3,366.00</b>  | <b>0.00</b>     | <b>47,366.00</b>  |
| <b>VACANT</b>   | <b>POSITION</b> | <b>URBAN PLANNER (80%)</b>                        | <b>9</b> | <b>6</b> | <b>2016</b>                | <b>\$ 39,200.00</b> | <b>800.00</b>     | <b>0.00</b>   | <b>0.00</b> | <b>40,000.00</b>  | <b>0.00</b>   | <b>3,060.00</b>  | <b>0.00</b>     | <b>43,060.00</b>  |
| <b>NEW</b>  | <b>POSITION</b> | <b>ARCHIVIST/HISTORICAL RESOURCE SPECIALIST</b>   | <b>1</b> | <b>1</b> | <b>2018</b>                | <b>\$ -</b>         | <b>0.00</b>       | <b>0.00</b>   | <b>0.00</b> | <b>50,000.00</b>  | <b>0.00</b>   | <b>3,825.00</b>  | <b>0.00</b>     | <b>53,825.00</b>  |
| 3.40  |                 | MANAGEMENT TOTALS                                 |          |          |                            | 87,200.00           | 4,800.00          | 0.00          | 0.00        | 186,000.00        | 0.00          | 14,229.00        | 0.00            | 200,229.00        |
| 3.40  |                 | TOTAL   |          |          |                            | 87,200.00           | 4,800.00          | 0.00          | 0.00        | 186,000.00        | 0.00          | 14,229.00        | 0.00            | 200,229.00        |
| <b>TOTAL SALARIES, OVERTIME, FICA AND FRINGE BENEFITS</b> |                 |   |          |          |                            |                     |                   |               |             | <b>186,000.00</b> | <b>0.00</b>   | <b>14,229.00</b> | <b>0.00</b>     | <b>200,229.00</b> |

**NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).**

**\* 20% of salary and FICA are reflected in the Host Fee Fund (2110)**

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01030135 BUREAU OF PLANNING**

| Account                          | 2015 Actual         | 2016 Actual        | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|----------------------------------|---------------------|--------------------|----------------------------|-------------------------|-------------------------|
| 414000 SALARIES & WAGES          | \$84,000            | \$79,120           | \$80,527                   | \$87,200                | \$186,000               |
| <b>414100 SALARIES/WAGES</b>     | <b>\$84,000</b>     | <b>\$79,120</b>    | <b>\$80,527</b>            | <b>\$87,200</b>         | <b>\$186,000</b>        |
| 419001 SOCIAL SECURITY           | \$6,297             | \$5,933            | \$6,035                    | \$6,671                 | \$14,229                |
| <b>419100 FRINGE BENEFITS</b>    | <b>\$6,297</b>      | <b>\$5,933</b>     | <b>\$6,035</b>             | <b>\$6,671</b>          | <b>\$14,229</b>         |
| <b>419995 PERSONNEL</b>          | <b>\$90,297</b>     | <b>\$85,053</b>    | <b>\$86,562</b>            | <b>\$93,871</b>         | <b>\$200,229</b>        |
| 420010 ADVERTISING               | \$15,889            | \$12,607           | \$4,914                    | \$10,000                | \$15,000                |
| 420020 PRINTING                  | \$0                 | \$0                | \$245                      | \$1,500                 | \$1,500                 |
| 420050 POSTAGE                   | \$461               | \$341              | \$67                       | \$1,000                 | \$0                     |
| <b>420100 COMMUNICATIONS</b>     | <b>\$16,351</b>     | <b>\$12,948</b>    | <b>\$5,225</b>             | <b>\$12,500</b>         | <b>\$16,500</b>         |
| 421010 LEGAL                     | \$21,147            | \$26,677           | \$25,969                   | \$32,376                | \$35,000                |
| 421030 CONSULTING                | \$145,000           | \$25,000           | \$20,000                   | \$65,000                | \$50,000                |
| 421060 STENOGRAPHER              | \$1,880             | \$2,845            | \$1,860                    | \$2,400                 | \$2,500                 |
| <b>421100 PROFESSIONAL SRVC</b>  | <b>\$168,027</b>    | <b>\$54,522</b>    | <b>\$47,829</b>            | <b>\$99,776</b>         | <b>\$87,500</b>         |
| 429001 TUITION/TRAINING          | \$0                 | \$0                | \$327                      | \$1,988                 | \$2,500                 |
| 429009 ADMIN/TRUSTEE FEE         | \$0                 | \$30               | \$0                        | \$0                     | \$0                     |
| 429016 CONFERENCES               | \$118               | \$0                | \$0                        | \$0                     | \$500                   |
| 429017 MEMBERSHIPS               | \$130               | \$140              | \$110                      | \$250                   | \$250                   |
| <b>429100 CONTRACTED SRVC</b>    | <b>\$248</b>        | <b>\$170</b>       | <b>\$437</b>               | <b>\$2,238</b>          | <b>\$3,250</b>          |
| <b>429995 SERVICES</b>           | <b>\$184,625.98</b> | <b>\$67,640.30</b> | <b>\$53,491</b>            | <b>\$114,513.67</b>     | <b>\$107,250.00</b>     |
| 430001 EDUCATIONAL               | \$0                 | \$0                | \$0                        | \$1,000                 | \$1,000                 |
| 430009 OFFICE                    | \$135               | \$949              | \$391                      | \$1,000                 | \$1,500                 |
| <b>430100 SUPPLIES &amp; EXP</b> | <b>\$135</b>        | <b>\$949</b>       | <b>\$391</b>               | <b>\$2,000</b>          | <b>\$2,500</b>          |
| 439015 OFFICE EQUIPMENT          | \$0                 | \$440              | \$2,512                    | \$2,512                 | \$4,000                 |
| <b>439100 MINOR CAPITAL</b>      | <b>\$0</b>          | <b>\$440</b>       | <b>\$2,512</b>             | <b>\$2,512</b>          | <b>\$4,000</b>          |
| <b>439995 SUPPLIES</b>           | <b>\$135</b>        | <b>\$1,389</b>     | <b>\$2,903</b>             | <b>\$4,512</b>          | <b>\$6,500</b>          |
| <b>01030135 PLANNING</b>         | <b>\$275,058</b>    | <b>\$154,082</b>   | <b>\$142,957</b>           | <b>\$212,897</b>        | <b>\$313,979</b>        |

## BUREAU OF BUSINESS DEVELOPMENT

The Bureau of Business Development's goal is to create thriving commercial corridors, increase economic vitality, healthy neighborhoods, create thriving commercial corridors, increase economic vitality in underserved areas, and assist, promote and encourage job creation, industrial activity, and entrepreneurship within the City.

### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0139 Business Development

| Allocation Plan         |                  |                  | Position Control                  |                  |                  |                  |                  |
|-------------------------|------------------|------------------|-----------------------------------|------------------|------------------|------------------|------------------|
|                         |                  |                  |                                   |                  |                  |                  |                  |
| PERSONNEL               | 2017<br>Adjusted | 2018<br>Proposed | JOB<br>CLASSIFICATION             | 2017<br>Adjusted | 2018<br>Proposed | 2017<br>Adjusted | 2018<br>Proposed |
| Salaries-Mgmt           | 104,000          | 109,500          | Director of Business Devel. (95%) | 1                | 0.95             | 55,000           | 57,000           |
| Fringe Benefits         | 7,957            | 8,378            | Marketing And Events Manager      | 1                | 1                | 49,000           | 52,500           |
| TOTAL                   | 111,957          | 117,878          | Total Management                  | 2                | 1.95             | 104,000          | 109,500          |
| SERVICES                |                  |                  |                                   |                  |                  |                  |                  |
| Communications          | 7,111            | 4,000            | FICA                              |                  |                  | 7,957            | 8,378            |
| Professional Services   | 0                | 0                | Concessions                       |                  |                  | 0                | 0                |
| Utilities               | 0                | 0                | Total Fringe Benefits             |                  |                  | 7,957            | 8,378            |
| Insurance               | 0                | 0                |                                   |                  |                  |                  |                  |
| Rentals                 | 0                | 0                | TOTAL                             | 2                | 1.95             | 111,957          | 117,878          |
| Maintenance & Repairs   | 0                | 0                |                                   |                  |                  |                  |                  |
| Contracted Services     | 250              | 1,000            |                                   |                  |                  |                  |                  |
| TOTAL                   | 7,361            | 5,000            |                                   |                  |                  |                  |                  |
| SUPPLIES                |                  |                  |                                   |                  |                  |                  |                  |
| Supplies                | 1,839            | 2,900            |                                   |                  |                  |                  |                  |
| Minor Capital Equipment | 0                | 0                |                                   |                  |                  |                  |                  |
| TOTAL                   | 1,839            | 2,900            |                                   |                  |                  |                  |                  |
| OTHER                   |                  |                  |                                   |                  |                  |                  |                  |
|                         | 0                | 0                |                                   |                  |                  |                  |                  |
|                         |                  |                  |                                   |                  |                  |                  |                  |
| TOTAL APPROPRIATION     | 121,157          | 125,778          |                                   |                  |                  |                  |                  |



**COMMUNITY AND ECONOMIC DEVELOPMENT**

BUREAU OF BUSINESS & RESOURCE DEVELOPMENT - 0139

| <u>EMPLOYEE</u>  |                   | <u>POSITION</u>                                   | <u>ANNIV. / D.O.H.</u> |    |      | <u>2017</u><br><u>END OF YR</u><br><u>SALARY</u> | <u>2018</u><br><u>GRADE/STEP</u><br><u>INCREASE</u> | <u>2018</u><br><u>ANNUAL</u><br><u>INCREASE</u> | <u>2018</u><br><u>LONG.</u> | <u>2018</u><br><u>SALARY</u> | <u>2018</u><br><u>LUMP SUM</u> | <u>FICA</u> | <u>FRINGE</u><br><u>BENEFITS</u> | <u>TOTAL</u> |
|--|-------------------|---|------------------------|----|------|--|---|---|-----------------------------|------------------------------|--------------------------------|-------------|----------------------------------|--------------|
|  |                   | DIRECTOR OF BUSINESS & RESOURCE DEVELOPMENT (95%) | 3                      | 23 | 2015 | 55,000.00  | 2,000.00  | 0.00  | 0.00                        | 57,000.00                    | 0.00                           | 4,361.00    | 0.00                             | 61,361.00    |
|  |                   | MARKETING AND EVENTS MANAGER                      | 4                      | 4  | 2016 | 49,000.00  | 3,500.00  | 0.00  | 0.00                        | 52,500.00                    | 0.00                           | 4,017.00    | 0.00                             | 56,517.00    |
| 1.95   | MANAGEMENT TOTALS |   |                        |    |      | 104,000.00                                       | 5,500.00  | 0.00  | 0.00                        | 109,500.00                   | 0.00                           | 8,378.00    | 0.00                             | 117,878.00   |
| 1.95   | TOTAL             |   |                        |    |      | 104,000.00                                       | 5,500.00  | 0.00  | 0.00                        | 109,500.00                   | 0.00                           | 8,378.00    | 0.00                             | 117,878.00   |
| TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS |                   |   |                        |    |      |  |   |   |                             | 109,500.00                   | 0.00                           | 8,378.00    | 0.00                             | 117,878.00   |

NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).

\* 5% of the salary and FICA are reflected in the Events Fund (56)

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01030139 BUREAU OF BUSINESS & RESOURCE DEVELOPMENT**

| Account                                      | 2015 Actual     | 2016 Actual     | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|--|-----------------|-----------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES                      | \$41,673        | \$55,000        | \$92,142                   | \$104,000               | \$109,500                  |
| <b>414100 SALARIES/WAGES</b>                 | <b>\$41,673</b> | <b>\$55,000</b> | <b>\$92,142</b>            | <b>\$104,000</b>        | <b>\$109,500</b>           |
| 419001 SOCIAL SECURITY                       | \$3,123         | \$4,123         | \$6,808                    | \$7,957                 | \$8,378                    |
| <b>419100 FRINGE BENEFITS</b>                | <b>\$3,123</b>  | <b>\$4,123</b>  | <b>\$6,808</b>             | <b>\$7,957</b>          | <b>\$8,378</b>             |
| <b>419995 PERSONNEL</b>                      | <b>\$44,796</b> | <b>\$59,123</b> | <b>\$98,951</b>            | <b>\$111,957</b>        | <b>\$117,878</b>           |
| 420010 ADVERTISING                           | \$0             | \$636           | \$1,113                    | \$5,461                 | \$0                        |
| 420020 PRINTING                              | \$0             | \$1,470         | \$0                        | \$1,500                 | \$4,000                    |
| 420050 POSTAGE                               | \$0             | \$0             | \$0                        | \$150                   | \$0                        |
| <b>420100 COMMUNICATIONS</b>                 | <b>\$0</b>      | <b>\$2,106</b>  | <b>\$1,113</b>             | <b>\$7,111</b>          | <b>\$4,000</b>             |
| 429015 TRAVEL                                | \$0             | \$0             | \$0                        | \$250                   | \$250                      |
| 429016 CONFERENCES                           | \$0             | \$0             | \$0                        | \$0                     | \$750                      |
| <b>429100 CONTRACTED SRVC</b>                | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>                 | <b>\$250</b>            | <b>\$1,000</b>             |
| <b>429995 SERVICES</b>                       | <b>\$0</b>      | <b>\$2,106</b>  | <b>\$1,113</b>             | <b>\$7,361</b>          | <b>\$5,000</b>             |
| 430002 SOFTWARE                              | \$0             | \$0             | \$840                      | \$839                   | \$1,000                    |
| 430009 OFFICE                                | \$0             | \$0             | \$721                      | \$1,000                 | \$1,500                    |
| 430099 MISC SUPPLIES AND EXP                 | \$0             | \$0             | \$0                        | \$0                     | \$400                      |
| <b>430100 SUPPLIES &amp; EXP</b>             | <b>\$0</b>      | <b>\$0</b>      | <b>\$1,561</b>             | <b>\$1,839</b>          | <b>\$2,900</b>             |
| <b>439995 SUPPLIES</b>                       | <b>\$0</b>      | <b>\$0</b>      | <b>\$1,561</b>             | <b>\$1,839</b>          | <b>\$2,900</b>             |
| <b>01030139 BUSINESS &amp; RESOURCE DEV.</b> | <b>\$44,796</b> | <b>\$61,229</b> | <b>\$101,624</b>           | <b>\$121,157</b>        | <b>\$125,778</b>           |

## BUREAU OF PARKS & RECREATION

The Bureau of Parks & Recreation provides quality leisure time programming and services to individuals of all ages with an emphasis on youth. The Bureau acts as stewards of the City's recreational and horticultural resources including parks, playgrounds, green spaces, and related facilities.

### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0180 Parks & Recreation

| Allocation Plan         |           |           | Position Control               |               |               |               |               |
|-------------------------|-----------|-----------|--------------------------------|---------------|---------------|---------------|---------------|
|                         |           |           |                                |               |               |               |               |
| PERSONNEL               |           |           | JOB CLASSIFICATION             | 2017 Adjusted | 2018 Proposed | 2017 Adjusted | 2018 Proposed |
| Salaries-Mgmt           | 102,500   | 108,000   | Director of Parks & Recreation | 1             | 1             | 55,000        | 60,000        |
| Salaries-BU             | 152,432   | 196,782   | Recreation Manager             | 1             | 1             | 47,500        | 48,000        |
| Temporary Employees     | 200,000   | 200,000   | Reallocation                   |               |               |               |               |
| Overtime                | 10,000    | 10,000    |                                |               |               |               |               |
| Fringe Benefits         | 35,571    | 39,382    | Total Management               | 2             | 2             | 102,500       | 108,000       |
| TOTAL                   | 500,503   | 554,164   |                                |               |               |               |               |
| SERVICES                |           |           | Park Ranger                    | 2             | 3             | 71,497        | 111,067       |
| Communications          | 7,000     | 1,500     | Parks & Rec. Secretary I       | 1             | 1             | 37,271        | 38,726        |
| Professional Services   | 60,000    | 0         | Parks and Recreation Assistant | 1             | 1             | 43,664        | 46,989        |
| Utilities               | 0         | 0         | Total Bargaining Unit          | 4             | 5             | 152,432       | 196,782       |
| Insurance               | 0         | 0         | Temporary Employees            |               |               | 200,000       | 200,000       |
| Rentals                 | 40,000    | 40,000    | Overtime                       |               |               | 10,000        | 10,000        |
| Maintenance & Repairs   | 56,950    | 32,500    | FICA                           |               |               | 35,571        | 39,382        |
| Contracted Services     | 79,267    | 62,100    | Concessions                    |               |               | 0             | 0             |
| TOTAL                   | 243,217   | 136,100   | Total Fringe Benefits          |               |               | 35,571        | 39,382        |
| SUPPLIES                |           |           |                                |               |               |               |               |
| Supplies                | 145,783   | 158,000   | TOTAL                          | 6             | 7             | 500,503       | 554,164       |
| Minor Capital Equipment | 7,300     | 4,500     |                                |               |               |               |               |
| TOTAL                   | 153,083   | 162,500   |                                |               |               |               |               |
| OTHER                   |           |           |                                |               |               |               |               |
|                         | 137,700   | 835,000   |                                |               |               |               |               |
| TOTAL APPROPRIATION     | 1,034,503 | 1,687,764 |                                |               |               |               |               |

**COMMUNITY AND ECONOMIC DEVELOPMENT**

BUREAU OF PARKS AND RECREATION - 0180

| EMPLOYEE   | POSITION | ANNIV. /                                   |    |    | 2017      | 2018         | 2018      | 2018     | 2018   | 2018       | 2018 | FRINGE    | TOTAL |            |
|--|----------|--|----|----|-----------|--------------|-----------|----------|--------|------------|------|-----------|-------|------------|
|  |          | D.O.H.                                     |    |    | END OF YR | GRADE/STEP   | ANNUAL    | LONG.    | SALARY | LUMP SUM   | FICA | BENEFITS  |       |            |
|  |          | RECREATION DIRECTOR                        | 10 | 6  | 2014      | \$ 55,000.00 | 5,000.00  | 0.00     | 0.00   | 60,000.00  | 0.00 | 4,590.00  | 0.00  | 64,590.00  |
|  |          | RECREATION MANAGER                         | 10 | 31 | 2016      | \$ 40,000.00 | 8,000.00  | 0.00     | 0.00   | 48,000.00  | 0.00 | 3,672.00  | 0.00  | 51,672.00  |
| 2.00   |          | MANAGEMENT TOTALS                          |    |    |           | 95,000.00    | 13,000.00 | 0.00     | 0.00   | 108,000.00 | 0.00 | 8,262.00  | 0.00  | 116,262.00 |
|  |          | PARKS AND RECREATION SECRETARY I           | 12 | 28 | 2016      | \$ 37,270.57 | 1,072.26  | 383.43   | 0.00   | 38,726.00  | 0.00 | 2,963.00  | 0.00  | 41,689.00  |
|  |          | PARK RANGER II                             | 8  | 17 | 2015      | \$ 39,457.94 | 0.00      | 394.58   | 0.00   | 39,853.00  | 0.00 | 3,049.00  | 0.00  | 42,902.00  |
|  |          | PARK RANGER                                | 7  | 18 | 2017      | \$ 29,966.58 | 5,288.22  | 352.55   | 0.00   | 35,607.00  | 0.00 | 2,724.00  | 0.00  | 38,331.00  |
| NEW  | POTISION | PARK RANGER                                | 7  | 18 | 2017      | \$ -         | 0.00      | 0.00     | 0.00   | 35,607.00  | 0.00 | 2,724.00  | 0.00  | 38,331.00  |
|  |          | PARKS AND RECREATION ASSISTANT             | 6  | 2  | 2000      | \$ 43,232.15 | 2,830.71  | 460.63   | 465.23 | 46,989.00  | 0.00 | 3,595.00  | 0.00  | 50,584.00  |
| 5.00   |          | BARGAINING UNIT TOTALS                     |    |    |           | 149,927.24   | 9,191.19  | 1,591.18 | 465.23 | 196,782.00 | 0.00 | 15,055.00 | 0.00  | 211,837.00 |
| 7.00   |          | TOTAL                                      |    |    |           | 244,927.24   | 22,191.19 | 1,591.18 | 465.23 | 304,782.00 | 0.00 | 23,317.00 | 0.00  | 328,099.00 |
|  |          | VARIOUS POSITIONS - MAINT. & REC. PROGRAMS |    |    |           | \$ -         | 0.00      | 0.00     | 0.00   | 200,000.00 | 0.00 | 15,300.00 | 0.00  | 215,300.00 |
| OVERTIME   |          |  |    |    |           |              |           |          |        |            |      |           |       |            |
|  |          |  |    |    |           |              |           |          |        | 10,000.00  | 0.00 | 765.00    | 0.00  | 10,765.00  |
| TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS |          |  |    |    |           |              |           |          |        | 514,782.00 | 0.00 | 39,382.00 | 0.00  | 554,164.00 |

NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).

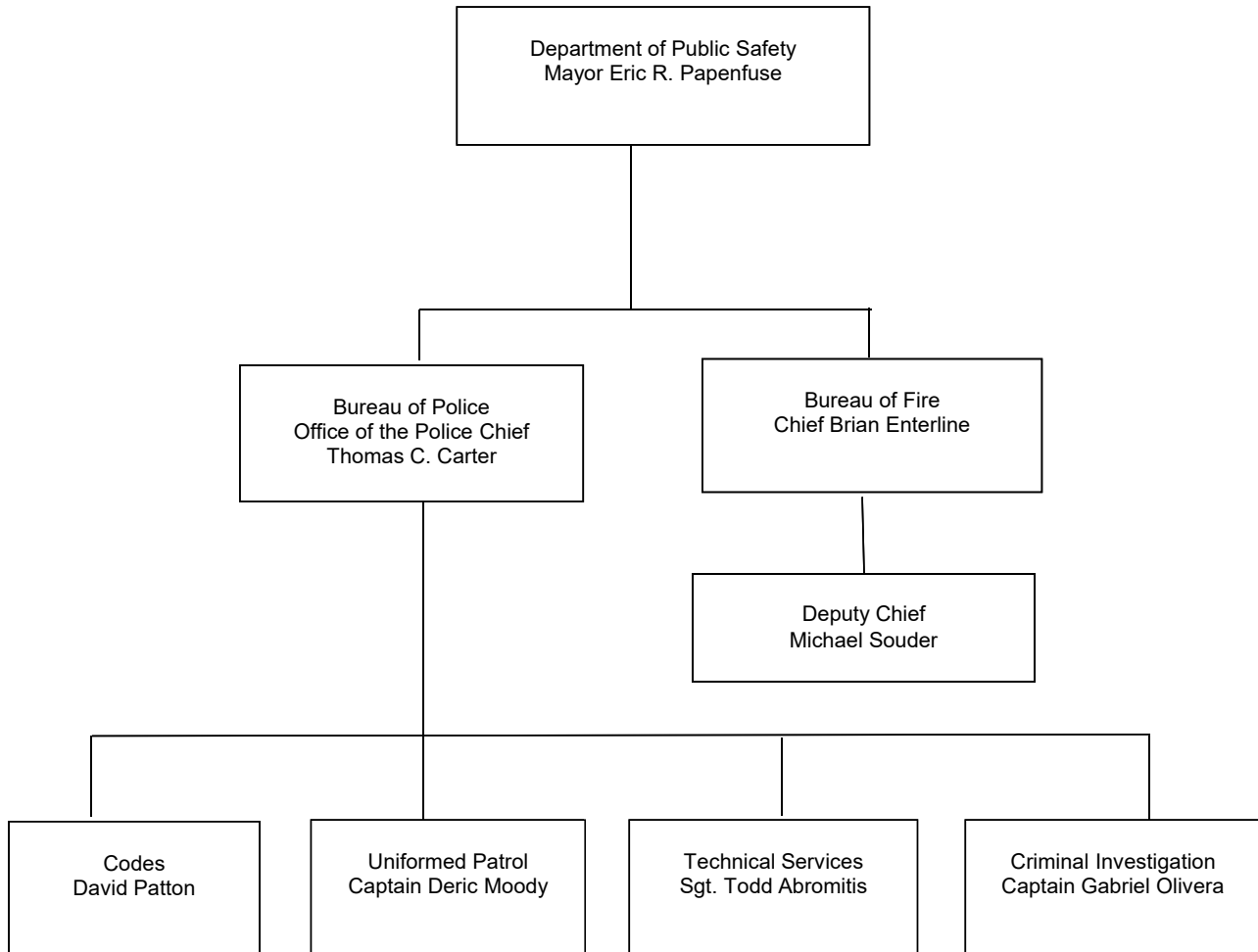
# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01080180 BUREAU OF PARKS & RECREATION**

| Account                                | 2015 Actual      | 2016 Actual      | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|--|------------------|------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES                | \$140,612        | \$157,898        | \$197,134                  | \$254,932               | \$304,782                  |
| 415000 TEMPORARY                       | \$111,977        | \$144,929        | \$155,675                  | \$200,000               | \$200,000                  |
| 416000 OVERTIME                        | \$163            | \$8,163          | \$4,632                    | \$10,000                | \$10,000                   |
| <b>414100 SALARIES/WAGES</b>           | <b>\$252,752</b> | <b>\$310,989</b> | <b>\$357,441</b>           | <b>\$464,932</b>        | <b>\$514,782</b>           |
| 419001 SOCIAL SECURITY                 | \$19,101         | \$23,505         | \$27,222                   | \$35,571                | \$39,382                   |
| <b>419100 FRINGE BENEFITS</b>          | <b>\$19,101</b>  | <b>\$23,505</b>  | <b>\$27,222</b>            | <b>\$35,571</b>         | <b>\$39,382</b>            |
| <b>419995 PERSONNEL</b>                | <b>\$271,853</b> | <b>\$334,494</b> | <b>\$384,663</b>           | <b>\$500,503</b>        | <b>\$554,164</b>           |
| 420010 ADVERTISING                     | \$662            | \$0              | \$1,129                    | \$1,500                 | \$1,500                    |
| 420040 TELECOM                         | \$3,284          | \$2,707          | \$3,975                    | \$4,000                 | \$0                        |
| 420050 POSTAGE                         | \$1,641          | \$743            | \$242                      | \$1,500                 | \$0                        |
| <b>420100 COMMUNICATIONS</b>           | <b>\$5,587</b>   | <b>\$3,450</b>   | <b>\$5,345</b>             | <b>\$7,000</b>          | <b>\$1,500</b>             |
| 421030 CONSULTING                      | \$0              | \$0              | \$39,400                   | \$60,000                | \$0                        |
| <b>421100 PROFESSIONAL SRVC</b>        | <b>\$0</b>       | <b>\$0</b>       | <b>\$39,400</b>            | <b>\$60,000</b>         | <b>\$0</b>                 |
| 424060 OTHER RENTALS                   | \$0              | \$28,692         | \$28,571                   | \$40,000                | \$40,000                   |
| <b>424100 RENTALS</b>                  | <b>\$0</b>       | <b>\$28,692</b>  | <b>\$28,571</b>            | <b>\$40,000</b>         | <b>\$40,000</b>            |
| 425031 POOLS/RECREATIONAL EQUIP        | \$0              | \$44,606         | \$38,617                   | \$54,450                | \$30,000                   |
| 425080 SERVICE CONTRACTS               | \$425            | \$0              | \$0                        | \$1,000                 | \$1,000                    |
| 425090 MAINT SERV CONTRACT             | \$0              | \$1,190          | \$598                      | \$1,500                 | \$1,500                    |
| <b>425100 MAINT &amp; REPAIRS</b>      | <b>\$425</b>     | <b>\$45,796</b>  | <b>\$39,215</b>            | <b>\$56,950</b>         | <b>\$32,500</b>            |
| 429001 TUITION/TRAINING                | \$0              | \$0              | \$979                      | \$4,500                 | \$5,000                    |
| 429009 ADMIN/TRUSTEE FEE               | \$61             | \$0              | \$0                        | \$100                   | \$100                      |
| 429090 MISC CONTRACTED SRVCS           | \$34,930         | \$24,465         | \$37,979                   | \$63,087                | \$42,000                   |
| 429015 TRAVEL                          | \$0              | \$0              | \$11,580                   | \$11,580                | \$15,000                   |
| <b>429100 CONTRACTED SRVC</b>          | <b>\$34,991</b>  | <b>\$24,465</b>  | <b>\$50,538</b>            | <b>\$79,267</b>         | <b>\$62,100</b>            |
| <b>429995 SERVICES</b>                 | <b>\$41,002</b>  | <b>\$102,403</b> | <b>\$163,069</b>           | <b>\$243,217</b>        | <b>\$136,100</b>           |
| 430009 OFFICE                          | \$930            | \$1,289          | \$2,319                    | \$2,319                 | \$3,000                    |
| 430037 CHEMICALS                       | \$0              | \$18,187         | \$19,806                   | \$34,681                | \$30,000                   |
| 430041 PLAYGRND &/OR POOL SUPPLY       | \$0              | \$13,916         | \$38,203                   | \$61,682                | \$75,000                   |
| 430099 MISC SUPPLIES AND EXP           | \$6,215          | \$23,940         | \$36,496                   | \$47,101                | \$50,000                   |
| <b>430100 SUPPLIES &amp; EXP</b>       | <b>\$7,145</b>   | <b>\$57,331</b>  | <b>\$96,824</b>            | <b>\$145,783</b>        | <b>\$158,000</b>           |
| 439015 OFFICE EQUIPMENT                | \$0              | \$4,691          | \$2,803                    | \$3,000                 | \$4,500                    |
| 439020 BUILDINGS & STRUCTURES          | \$0              | \$0              | \$4,300                    | \$4,300                 | \$0                        |
| <b>439100 MINOR CAPITAL</b>            | <b>\$0</b>       | <b>\$4,691</b>   | <b>\$7,103</b>             | <b>\$7,300</b>          | <b>\$4,500</b>             |
| <b>439995 SUPPLIES</b>                 | <b>\$7,145</b>   | <b>\$62,022</b>  | <b>\$103,927</b>           | <b>\$153,083</b>        | <b>\$162,500</b>           |
| 452000 BUILDINGS AND STRUCTURES        | \$0              | \$16,675         | \$89,885                   | \$123,500               | \$385,000                  |
| <b>450100 CAPITAL OUTLAY</b>           | <b>\$0</b>       | <b>\$16,675</b>  | <b>\$89,885</b>            | <b>\$123,500</b>        | <b>\$385,000</b>           |
| 452008 BUILDING IMPROVEMENTS           | \$0              | \$0              | \$0                        | \$10,200                | \$0                        |
| <b>452100 BUILDING AND STRUCTURES</b>  | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>                 | <b>\$10,200</b>         | <b>\$0</b>                 |
| 453049 LEASE PURCHASE                  | \$1,195          | \$1,195          | \$1,155                    | \$4,000                 | \$0                        |
| <b>453100 CAPITAL OUTLAY</b>           | <b>\$1,195</b>   | <b>\$1,195</b>   | <b>\$1,155</b>             | <b>\$4,000</b>          | <b>\$0</b>                 |
| 454004 IMPROVEMENT-PLAYGROUND          | \$0              | \$0              | \$0                        | \$0                     | \$450,000                  |
| <b>454004 MOTOR EQUIPMENT/VEHICLE</b>  | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>                 | <b>\$0</b>              | <b>\$450,000</b>           |
| <b>499995 OTHER</b>                    | <b>\$1,195</b>   | <b>\$17,870</b>  | <b>\$91,040</b>            | <b>\$137,700</b>        | <b>\$835,000</b>           |
| <b>01080180 PARKS &amp; RECREATION</b> | <b>\$321,195</b> | <b>\$516,788</b> | <b>\$742,699</b>           | <b>\$1,034,503</b>      | <b>\$1,687,764</b>         |

## DEPARTMENT OF PUBLIC SAFETY



EXPENDITURE ANALYSIS SUMMARY  
2018 PROPOSED BUDGET

|                              | 2015<br>Actual           | 2016<br>Actual           | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|------------------------------|--------------------------|--------------------------|-------------------------------|----------------------------|----------------------------|
| PUBLIC SAFETY                |                          |                          |                               |                            |                            |
| <u>0137 BUREAU OF CODES</u>  |                          |                          |                               |                            |                            |
| Personnel                    | 511,811                  | 617,085                  | 650,938                       | 882,692                    | 915,449                    |
| Services                     | 16,567                   | 22,908                   | 21,081                        | 42,548                     | 29,250                     |
| Supplies                     | 5,767                    | 9,606                    | 11,358                        | 22,600                     | 19,200                     |
| Other                        | 1,195                    | 1,095                    | 1,059                         | 1,095                      | 0                          |
| TOTALS                       | <u>535,339</u>           | <u>650,694</u>           | <u>684,435</u>                | <u>948,934</u>             | <u>963,899</u>             |
| <u>0142 BUREAU OF POLICE</u> |                          |                          |                               |                            |                            |
| Personnel                    | 14,403,521               | 14,048,824               | 13,680,411                    | 16,317,223                 | 16,737,986                 |
| Services                     | 584,059                  | 693,068                  | 619,285                       | 953,765                    | 900,926                    |
| Supplies                     | 68,683                   | 105,235                  | 247,019                       | 384,904                    | 367,811                    |
| Other                        | 243,778                  | 155,320                  | 144,255                       | 568,284                    | 1,871,800                  |
| TOTALS                       | <u>15,300,041</u>        | <u>15,002,446</u>        | <u>14,690,971</u>             | <u>18,224,177</u>          | <u>19,878,523</u>          |
| <u>0151 BUREAU OF FIRE</u>   |                          |                          |                               |                            |                            |
| Personnel                    | 7,078,041                | 6,707,291                | 6,684,454                     | 7,519,606                  | 7,815,007                  |
| Services                     | 238,410                  | 232,683                  | 269,364                       | 488,842                    | 379,650                    |
| Supplies                     | 200,825                  | 343,676                  | 156,363                       | 317,009                    | 295,750                    |
| Other                        | 1,800                    | 410,462                  | 153,857                       | 227,857                    | 1,630,000                  |
| TOTALS                       | <u>7,519,076</u>         | <u>7,694,112</u>         | <u>7,264,037</u>              | <u>8,553,313</u>           | <u>10,120,407</u>          |
| TOTAL PUBLIC SAFETY          |                          |                          |                               |                            |                            |
| Personnel                    | 21,993,372               | 21,373,200               | 21,015,803                    | 24,719,521                 | 25,468,441                 |
| Services                     | 839,036                  | 948,659                  | 909,730                       | 1,485,154                  | 1,309,826                  |
| Supplies                     | 275,275                  | 458,516                  | 414,740                       | 724,513                    | 682,761                    |
| Other                        | 246,773                  | 566,876                  | 299,170                       | 797,236                    | 3,501,800                  |
| TOTAL EXPENDITURES           | <u><u>23,354,456</u></u> | <u><u>23,347,252</u></u> | <u><u>22,639,443</u></u>      | <u><u>27,726,424</u></u>   | <u><u>30,962,828</u></u>   |

POSITION ANALYSIS SUMMARY  
2018 PROPOSED BUDGET

|                  | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| PUBLIC SAFETY    |                |                |                               |                            |                            |
| Bureau of Codes  | 11.00          | 12.00          | 15.00                         | 16.94                      | 16.94                      |
| Bureau of Police | 147.00         | 143.00         | 148.00                        | 166.00                     | 165.00                     |
| Bureau of Fire   | <u>76.00</u>   | <u>73.00</u>   | <u>83.00</u>                  | <u>85.00</u>               | <u>86.00</u>               |
| TOTAL POSITIONS  | 234.00         | 228.00         | 246.00                        | 267.94                     | 267.94                     |



## BUREAU OF CODES

The Bureau of Codes is responsible for the enforcement of building construction, electrical standards, plumbing, health and sanitation, and property maintenance codes for residential and commercial structures.

The Bureau processes all permits relating to building construction, electrical and plumbing work, as well as assisting with zoning compliance. The Bureau also issues licenses for electricians, plumbers, and rooming houses. The building, electrical and plumbing inspectors perform progressive inspections on new construction, rehabilitation, and alteration projects.

The Building Inspector enforces the building codes on all construction activity for new construction and rehabilitation work on all commercial and residential structures. The Codes Enforcement Officers inspect for code violations in existing structures and vacant lots, including but not limited to, high grass and weeds, sanitation, plumbing, heating, electrical, vector problems and structural violations.

The Bureau ensures compliance with federal guidelines by regulation development in floodplains. Promotion of safe flood measures and preventative actions to decrease damage are sent to property owners, lenders and insurance agents. Through the Community Rating System these steps have rewarded property owners in the Special Flood Hazard Areas a 20% savings on flood insurance premiums annually.

### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0137 Codes

| Allocation Plan     |                         |          | Position Control                       |                               |          |          |          |         |
|---------------------|-------------------------|----------|--|-------------------------------|----------|----------|----------|---------|
| PERSONNEL           | 2017                    | 2018     | JOB<br>CLASSIFICATION                  | 2017                          | 2018     | 2017     | 2018     |         |
|                     | Adjusted                | Proposed |  | Adjusted                      | Proposed | Adjusted | Proposed |         |
| Salaries-Mgmt       | 178,000                 | 180,000  | Codes Administrator                    | 1                             | 1        | 70,000   | 70,000   |         |
| Salaries-BU         | 640,956                 | 669,387  | Asst. Codes Administrator              | 1                             | 1        | 60,000   | 60,000   |         |
| Overtime            | 1,000                   | 1,000    | Health Officer/ ADA Compliance Officer | 1                             | 1        | 48,000   | 50,000   |         |
| Fringe Benefits     | 62,736                  | 65,062   | Reallocation                           |                               |          | 0        |          |         |
| TOTAL               | 882,692                 | 915,449  | Total Management                       | 3                             | 3        | 178,000  | 180,000  |         |
| SERVICES            |                         |          | Mitigation Resource Specialist         | 0.94                          | 0.94     | 44,165   | 44,607   |         |
|                     |                         |          | Codes Enforcement Off. V               | 0                             | 2        | 0        | 107,225  |         |
|                     | Communications          | 17,898   | 6,000                                  | Codes Enforcement Off. IV     | 3        | 1        | 153,838  | 51,877  |
|                     | Professional Services   | 11,600   | 14,000                                 | Codes Enforcement Off. III    | 1        | 1        | 49,556   | 50,051  |
|                     | Utilities               | 0        | 0                                      | Codes Enforcement Off. II     | 0        | 1        | 0        | 48,040  |
|                     | Insurance               | 0        | 0                                      | Codes Enforcement Off. I      | 5        | 4        | 217,533  | 180,203 |
|                     | Rentals                 | 0        | 0                                      | Plumbing Inspector II         | 1        | 1        | 49,556   | 50,051  |
|                     | Maintenance & Repairs   | 0        | 0                                      | Administrative Assistant I    | 1        | 2        | 41,903   | 84,643  |
|                     | Contracted Services     | 13,050   | 9,250                                  | Secretary                     | 1        | 0        | 38,343   | 0       |
|                     |                         |          |  | Commercial Codes Official III | 1        | 1        | 46,063   | 52,690  |
| TOTAL               | 42,548                  | 29,250   | Total Bargaining Unit                  | 13.94                         | 13.94    | 640,956  | 669,387  |         |
| SUPPLIES            |                         |          |  |                               |          |          |          |         |
|                     |                         |          | Overtime                               |                               |          | 1,000    | 1,000    |         |
|                     | Supplies                | 17,600   | 19,200                                 | FICA                          |          | 62,736   | 65,062   |         |
|                     | Minor Capital Equipment | 5,000    | 0                                      | Concessions                   |          | 0        | 0        |         |
| TOTAL               | 22,600                  | 19,200   | Total Fringe Benefits                  |                               |          | 62,736   | 65,062   |         |
| OTHER               |                         |          |  |                               |          |          |          |         |
|                     | 1,095                   | 0        |  |                               |          |          |          |         |
|                     |                         |          |  |                               |          |          |          |         |
| TOTAL APPROPRIATION | 948,934                 | 963,899  | TOTAL                                  | 16.94                         | 16.94    | 882,692  | 915,449  |         |

**PUBLIC SAFETY**

CODES - 0137

| EMPLOYEE   | POSITION               | ANNIV. /<br>D.O.H.            |    |    |      | 2017                | 2018                   | 2018               | 2018     | 2018       | 2018     | 2018      | FRINGE   | TOTAL      |
|--|------------------------|-------------------------------|----|----|------|---------------------|------------------------|--------------------|----------|------------|----------|-----------|----------|------------|
|  |                        |                               |    |    |      | END OF YR<br>SALARY | GRADE/STEP<br>INCREASE | ANNUAL<br>INCREASE | LONG.    | SALARY     | LUMP SUM | FICA      | BENEFITS |            |
|  |                        |                               | 7  | 17 | 1995 | \$ 70,000.00        | 0.00                   | 0.00               | 0.00     | 70,000.00  | 0.00     | 5,355.00  | 0.00     | 75,355.00  |
|  |                        |                               | 3  | 19 | 2007 | \$ 60,000.00        | 0.00                   | 0.00               | 0.00     | 60,000.00  | 0.00     | 4,590.00  | 0.00     | 64,590.00  |
|  |                        |                               | 12 | 14 | 2015 | \$ 48,000.00        | 2,000.00               | 0.00               | 0.00     | 50,000.00  | 0.00     | 3,825.00  | 0.00     | 53,825.00  |
| 3.00   | MANAGEMENT TOTALS      |                               |    |    |      | 178,000.00          | 2,000.00               | 0.00               | 0.00     | 180,000.00 | 0.00     | 13,770.00 | 0.00     | 193,770.00 |
|  |                        |                               | 12 | 11 | 1978 | \$ 43,299.09        | 0.00                   | 432.99             | 874.64   | 44,606.72  | 0.00     | 3,413.00  | 0.00     | 48,019.72  |
|  |                        |                               | 8  | 17 | 1987 | \$ 52,168.63        | 0.00                   | 521.69             | 1,053.81 | 53,744.12  | 0.00     | 4,112.00  | 0.00     | 57,856.12  |
|  |                        |                               | 6  | 27 | 1994 | \$ 52,168.63        | 0.00                   | 521.69             | 790.35   | 53,480.67  | 0.00     | 4,092.00  | 0.00     | 57,572.67  |
| VACANT   | POSITION               | CODES ENFORCEMENT OFFICER IV  | 6  | 27 | 1994 | \$ 50,604.47        | 0.00                   | 506.04             | 766.66   | 51,877.17  | 0.00     | 3,969.00  | 0.00     | 55,846.17  |
|  |                        |                               | 2  | 16 | 1999 | \$ 49,065.07        | 0.00                   | 490.65             | 495.56   | 50,051.28  | 0.00     | 3,829.00  | 0.00     | 53,880.28  |
|  |                        |                               | 9  | 14 | 2015 | \$ 46,062.86        | 1,501.12               | 475.64             | 0.00     | 48,039.62  | 0.00     | 3,676.00  | 0.00     | 51,715.62  |
|  |                        |                               | 2  | 21 | 2017 | \$ 43,232.15        | 1,372.44               | 446.05             | 0.00     | 45,050.64  | 0.00     | 3,447.00  | 0.00     | 48,497.64  |
|  |                        |                               | 2  | 21 | 2017 | \$ 43,232.15        | 1,372.44               | 446.05             | 0.00     | 45,050.64  | 0.00     | 3,447.00  | 0.00     | 48,497.64  |
|  |                        |                               | 4  | 17 | 2017 | \$ 36,747.33        | 7,857.26               | 446.05             | 0.00     | 45,050.64  | 0.00     | 3,447.00  | 0.00     | 48,497.64  |
|  |                        |                               | 6  | 26 | 2017 | \$ 36,747.33        | 7,857.26               | 446.05             | 0.00     | 45,050.64  | 0.00     | 3,447.00  | 0.00     | 48,497.64  |
|  |                        |                               | 8  | 12 | 2002 | \$ 49,065.07        | 0.00                   | 490.65             | 495.56   | 50,051.28  | 0.00     | 3,829.00  | 0.00     | 53,880.28  |
|  |                        |                               | 12 | 29 | 2014 | \$ 41,902.62        | 0.00                   | 419.03             | 0.00     | 42,321.65  | 0.00     | 3,238.00  | 0.00     | 45,559.65  |
|  |                        |                               | 4  | 4  | 2016 | \$ 38,342.83        | 3,559.79               | 419.03             | 0.00     | 42,321.65  | 0.00     | 3,238.00  | 0.00     | 45,559.65  |
| VACANT   | POSITION               | COMMERCIAL CODES OFFICIAL III | 1  | 1  | 2017 | \$ 52,168.63        | 0.00                   | 521.69             | 0.00     | 52,690.32  | 0.00     | 4,031.00  | 0.00     | 56,721.32  |
| 13.94  | BARGAINING UNIT TOTALS |                               |    |    |      | 634,806.86          | 23,520.33              | 6,583.27           | 4,476.57 | 669,387.03 | 0.00     | 51,215.00 | 0.00     | 720,602.03 |
| 16.94  | TOTAL                  |                               |    |    |      | 812,806.86          | 25,520.33              | 6,583.27           | 4,476.57 | 849,387.03 | 0.00     | 64,985.00 | 0.00     | 914,372.03 |
| OVERTIME   |                        |                               |    |    |      |                     |                        |                    |          | 1,000.00   | 0.00     | 77.00     | 0.00     | 1,077.00   |
| TOTAL SALARIES, OVERTIME, FICA AND FRINGE BENEFITS |                        |                               |    |    |      |                     |                        |                    |          | 850,387.03 | 0.00     | 65,062.00 | 0.00     | 915,449.03 |

NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).

\* 6% of salary and FICA is reflected under CDGB funds

# **2018 Proposed Budget**

## Expenditure Line Item

### BUDGET UNIT: 01030137 BUREAU OF CODES

| Account                          | 2015 Actual      | 2016 Actual      | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|----------------------------------|------------------|------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES          | \$476,474        | \$574,334        | \$605,511                  | \$818,956               | \$849,387                  |
| 416000 OVERTIME                  | \$0              | \$397            | \$0                        | \$1,000                 | \$1,000                    |
| <b>414100 SALARIES/WAGES</b>     | <b>\$476,474</b> | <b>\$574,731</b> | <b>\$605,511</b>           | <b>\$819,956</b>        | <b>\$850,387</b>           |
| 419001 SOCIAL SECURITY           | \$35,336         | \$42,354         | \$45,427                   | \$62,736                | \$65,062                   |
| <b>419100 FRINGE BENEFITS</b>    | <b>\$35,336</b>  | <b>\$42,354</b>  | <b>\$45,427</b>            | <b>\$62,736</b>         | <b>\$65,062</b>            |
| <b>419995 PERSONNEL</b>          | <b>\$511,811</b> | <b>\$617,085</b> | <b>\$650,938</b>           | <b>\$882,692</b>        | <b>\$915,449</b>           |
| 420010 ADVERTISING               | \$950            | \$1,177          | \$383                      | \$2,298                 | \$3,000                    |
| 420020 PRINTING                  | \$593            | \$791            | \$2,124                    | \$3,000                 | \$3,000                    |
| 420040 TELECOM                   | \$323            | \$492            | \$369                      | \$600                   | \$0                        |
| 420050 POSTAGE                   | \$10,819         | \$13,165         | \$6,336                    | \$12,000                | \$0                        |
| <b>420100 COMMUNICATIONS</b>     | <b>\$12,685</b>  | <b>\$15,625</b>  | <b>\$9,212</b>             | <b>\$17,898</b>         | <b>\$6,000</b>             |
| 421010 LEGAL                     | \$15             | \$2,845          | \$3,900                    | \$4,000                 | \$4,000                    |
| 421030 CONSULTING                | \$0              | \$0              | \$0                        | \$5,100                 | \$7,500                    |
| 421015 MEDICAL LAB SERV          | \$0              | \$0              | \$0                        | \$500                   | \$500                      |
| 421060 STENOGRAPHER              | \$0              | \$0              | \$238                      | \$2,000                 | \$2,000                    |
| <b>421100 PROFESSIONAL SRVC</b>  | <b>\$15</b>      | <b>\$2,845</b>   | <b>\$4,138</b>             | <b>\$11,600</b>         | <b>\$14,000</b>            |
| 429001 TUITION/TRAINING          | \$3,702          | \$4,097          | \$6,508                    | \$8,600                 | \$8,000                    |
| 429009 ADMIN/TRUSTEE FEE         | \$30             | \$0              | \$0                        | \$0                     | \$0                        |
| 429015 TRAVEL                    | \$0              | \$0              | \$968                      | \$1,000                 | \$0                        |
| 429017 MEMBERSHIPS               | \$135            | \$340            | \$255                      | \$1,050                 | \$1,250                    |
| 429090 MISC CONTRACTED SRVCS     | \$0              | \$0              | \$0                        | \$2,400                 | \$0                        |
| <b>429100 CONTRACTED SRVC</b>    | <b>\$3,867</b>   | <b>\$4,437</b>   | <b>\$7,731</b>             | <b>\$13,050</b>         | <b>\$9,250</b>             |
| <b>429995 SERVICES</b>           | <b>\$16,567</b>  | <b>\$22,908</b>  | <b>\$21,081</b>            | <b>\$42,548</b>         | <b>\$29,250</b>            |
| 430001 EDUCATIONAL               | \$264            | \$1,365          | \$1,364                    | \$1,600                 | \$1,200                    |
| 430002 SOFTWARE                  | \$0              | \$0              | \$0                        | \$2,000                 | \$3,000                    |
| 430009 OFFICE                    | \$405            | \$1,180          | \$2,256                    | \$2,500                 | \$2,000                    |
| 430014 WEARING APPAREL           | \$0              | \$1,819          | \$6,593                    | \$8,000                 | \$8,000                    |
| 430042 TOOLS & HARDWARE          | \$147            | \$161            | \$384                      | \$3,500                 | \$5,000                    |
| <b>430100 SUPPLIES &amp; EXP</b> | <b>\$817</b>     | <b>\$4,523</b>   | <b>\$10,596</b>            | <b>\$17,600</b>         | <b>\$19,200</b>            |
| 439015 OFFICE EQUIPMENT          | \$4,950          | \$5,082          | \$762                      | \$5,000                 | \$0                        |
| <b>439100 MINOR CAPITAL</b>      | <b>\$4,950</b>   | <b>\$5,082</b>   | <b>\$762</b>               | <b>\$5,000</b>          | <b>\$0</b>                 |
| <b>439995 SUPPLIES</b>           | <b>\$5,767</b>   | <b>\$9,606</b>   | <b>\$11,358</b>            | <b>\$22,600</b>         | <b>\$19,200</b>            |
| 453049 LEASE PURCHASE            | \$1,195          | \$1,095          | \$1,059                    | \$1,095                 | \$0                        |
| <b>453100 CAPITAL OUTLAY</b>     | <b>\$1,195</b>   | <b>\$1,095</b>   | <b>\$1,059</b>             | <b>\$1,095</b>          | <b>\$0</b>                 |
| <b>499995 OTHER</b>              | <b>\$1,195</b>   | <b>\$1,095</b>   | <b>\$1,059</b>             | <b>\$1,095</b>          | <b>\$0</b>                 |
| <b>01030137 CODES</b>            | <b>\$535,339</b> | <b>\$650,694</b> | <b>\$684,435</b>           | <b>\$948,934</b>        | <b>\$963,899</b>           |

## **BUREAU OF POLICE**

### **Office of the Police Chief**

The Commanding Officer of the Bureau is the Chief of Police. This office is responsible for the management of available resources to ensure that the Bureau's goals and objectives are achieved. The Chief's Office is responsible for the direct supervision of one Administrative Support staff, Internal Affairs Unit, Street Crimes Unit, FBI Task Force, Community Policing, and Animal Control.

The Harrisburg Bureau of Police is a PLEAC accredited agency. The Bureau attained this prestigious status in 2003 from the PA Chiefs of Police Association Accreditation Committee, and was last reaccredited in 2014.

### **Uniformed Patrol Division**

The largest Division of the Bureau is the Uniformed Patrol Division, which is commanded by the Bureau's Uniformed Patrol Commander. The Division consists of three Platoons. Also under the Division are the specialty units which include the K-9 Unit, and Housing Police Unit. These Uniformed Officers respond directly to the public's calls for service and are on the "Front Line" of Law Enforcement every day.

### **Technical Services Division**

The Technical Services Division is comprised of Units which support the Patrol and Criminal Investigative Divisions and service the community in a variety of functions. The Bureau's Training Unit, Property Management Unit, Court Liaison/Special Events Officer, Abandoned Vehicle Officer, Accreditation Officer, Police Data Technicians and Records Center Staff are assigned to the Technical Services Division.

The Parking Enforcement Unit is also part of the Technical Services Division. Parking Enforcement personnel are responsible for enforcing the parking ordinances of the City of Harrisburg and the parking statutes of the Commonwealth of Pennsylvania.

### **Criminal Investigation Division**

The Criminal Investigation Division investigates adult and juvenile crimes referred by the Uniformed Patrol Division, and law enforcement community. The Division is broken down into the Adult Offender, Juvenile Offender, Organized Crime and Vice Control, Special Operations, Forensic, Arson Unit, one Administrative Support staff and The Dauphin County Victim/Witness Assistance Program. The primary goal of this Division is to resolve crime through investigation.

# BUREAU OF POLICE

## EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0142 Bureau of Police

### Allocation Plan

### Position Control

| PERSONNEL                   | 2017              | 2018              | JOB<br>CLASSIFICATION           | 2017       | 2018       | 2017              | 2018              |
|-----------------------------|-------------------|-------------------|---------------------------------|------------|------------|-------------------|-------------------|
|                             | Adjusted          | Proposed          |                                 | Adjusted   | Proposed   | Adjusted          | Proposed          |
| Salaries-Mgmt               | 427,000           | 437,814           | Chief                           | 1          | 0          | 94,000            | 0                 |
| Salaries-BU                 | 10,116,063        | 10,449,804        | Comissioner                     | 0          | 1          | 0                 | 100,232           |
| Salaries- Police Extra Duty | 769,501           | 769,502           | Deputy Police Chief             | 0          | 1          | 85,000            | 91,879            |
| Overtime                    | 554,782           | 568,500           | Police Captain                  | 2          | 1          | 85,000            | 87,703            |
| Fringe Benefits             | 234,907           | 237,375           | Confidential Secretary          | 1          | 0          | 45,000            | 0                 |
| Miscellaneous               | 4,214,971         | 4,274,992         | Spec. Assis. to Commissioner    | 0          | 1          | 0                 | 55,000            |
|                             |                   |                   | Crime Analyst                   | 1          | 1          | 55,000            | 55,000            |
|                             |                   |                   | Community Policing Coordinator  | 1          | 1          | 63,000            | 48,000            |
| <b>TOTAL</b>                | <b>16,317,223</b> | <b>16,737,986</b> | <b>Total Management</b>         | <b>6</b>   | <b>6</b>   | <b>427,000</b>    | <b>437,814</b>    |
| SERVICES                    |                   |                   | Detective                       | 22         | 22         | 1,595,616         | 1,624,997         |
|                             |                   |                   | Forensic Investigator           | 3          | 3          | 218,193           | 217,846           |
|                             |                   |                   | Police Officer                  | 100        | 100        | 6,149,371         | 6,365,208         |
|                             |                   |                   | Police Corporal                 | 11         | 11         | 799,009           | 789,791           |
|                             |                   |                   | Police Lieutenant               | 4          | 4          | 326,696           | 333,367           |
|                             |                   |                   | Police Sergeant                 | 9          | 9          | 693,963           | 702,566           |
|                             |                   |                   | Secretary I                     | 1          | 1          | 40,050            | 38,726            |
|                             |                   |                   | Police Data Technician I        | 1          | 0          | 44,097            | 0                 |
|                             |                   |                   | Police Data Technician II       | 3          | 4          | 131,642           | 176,623           |
|                             |                   |                   | Parking Enforcement Office I    | 0          | 1          | 0                 | 30,920            |
|                             |                   |                   | Parking Enforcement Office II   | 2          | 1          | 74,967            | 36,604            |
|                             |                   |                   | Dog Law Enforcement Officer III | 0          | 1          | 0                 | 50,547            |
|                             |                   |                   | Dog Law Enforcement Officer II  | 1          | 0          | 44,097            | 0                 |
|                             |                   |                   | Dog Law Enforcement Officer     | 1          | 1          | 20,592            | 38,726            |
|                             |                   |                   | Administrative Assistant II     | 1          | 1          | 42,112            | 43,883            |
|                             |                   |                   | Atrium Receptionist             | 1          | 0          | 39,458            | 0                 |
|                             |                   |                   | Reallocation                    |            |            | (103,800)         |                   |
|                             |                   |                   | <b>Total Bargaining Unit</b>    | <b>160</b> | <b>159</b> | <b>10,116,063</b> | <b>10,449,804</b> |
|                             |                   |                   | Police Extra Duty               |            |            | 769,501           | 769,502           |
|                             |                   |                   | Overtime                        |            |            | 554,782           | 568,500           |
|                             |                   |                   | FICA                            |            |            | 234,907           | 237,375           |
|                             |                   |                   | <b>Total Fringe Benefits</b>    |            |            | <b>234,907</b>    | <b>237,375</b>    |
|                             |                   |                   | Sick Leave Buy-Back             |            |            | 79,998            | 79,998            |
|                             |                   |                   | Severance Pay                   |            |            | 288,151           | 210,000           |
|                             |                   |                   | Uniform Allowance               |            |            | 85,345            | 71,000            |
|                             |                   |                   | College Credits                 |            |            | 13,100            | 13,100            |
|                             |                   |                   | Loss Time & Med                 |            |            | 200,000           | 300,000           |
|                             |                   |                   | Police Pension Plan             |            |            | 3,319,118         | 3,400,136         |
|                             |                   |                   | Medicare Part B                 |            |            | 1,259             | 1,259             |
|                             |                   |                   | Bonus                           |            |            | 228,000           | 199,500           |
|                             |                   |                   | Concessions                     |            |            | 0                 | 0                 |
|                             |                   |                   | Total Miscellaneous             |            |            | 4,214,971         | 4,274,992         |
| <b>TOTAL APPROPRIATION</b>  | <b>18,224,177</b> | <b>19,878,523</b> | <b>TOTAL</b>                    | <b>166</b> | <b>165</b> | <b>16,317,223</b> | <b>16,737,986</b> |

## PUBLIC SAFETY

POLICE BUREAU - 0142

| EMPLOYEE               | POSITION | ANNIV. /<br>D.O.H.                           | 2017<br>END OF YR<br>SALARY | 2018<br>GRADE/STEP<br>INCREASE | 2018<br>ANNUAL<br>INCREASE | 2018<br>LONG. | 2018<br>SALARY | 2018<br>LUMP SUM | FICA | FRINGE<br>BENEFITS | TOTAL |            |
|------------------------|----------|--|-----------------------------|--------------------------------|----------------------------|---------------|----------------|------------------|------|--------------------|-------|------------|
|                        |          | COMMISSIONER                                 | 7 29 1988                   | \$ 94,000.00                   | 6,231.78                   | 0.00          | 0.00           | 100,231.78       | 0.00 | 7,668.00           | 0.00  | 107,899.78 |
|                        |          | DEPUTY POLICE CHIEF                          | 5 22 1992                   | \$ 85,000.00                   | 6,879.12                   | 0.00          | 0.00           | 91,879.12        | 0.00 | 7,029.00           | 0.00  | 98,908.12  |
|                        |          | POLICE CAPTAIN                               | 5 20 1994                   | \$ 85,000.00                   | 2,702.80                   | 0.00          | 0.00           | 87,702.80        | 0.00 | 6,710.00           | 0.00  | 94,412.80  |
|                        |          | SPECIAL ASSISTANT TO THE POLICE COMMISSIONER | 2 9 2015                    | \$ 45,000.00                   | 10,000.00                  | 0.00          | 0.00           | 55,000.00        | 0.00 | 4,208.00           | 0.00  | 59,208.00  |
| VACANT                 | POSITION | CRIME ANALYST                                | 1 1 2017                    | \$ 55,000.00                   | 0.00                       | 0.00          | 0.00           | 55,000.00        | 0.00 | 4,208.00           | 0.00  | 59,208.00  |
| VACANT                 | POSITION | COMMUNITY POLICING COORDINATOR               | 1 22 2014                   | \$ 63,000.00                   | 0.00                       | 0.00          | 0.00           | 48,000.00        | 0.00 | 3,672.00           | 0.00  | 51,672.00  |
| 6.00 MANAGEMENT TOTALS |          |  |                             | 427,000.00                     | 25,813.70                  | 0.00          | 0.00           | 437,813.70       | 0.00 | 33,495.00          | 0.00  | 471,308.70 |
| VACANT                 | POSITION | DETECTIVE                                    | 1 1 1997                    | \$ 62,591.25                   | 0.00                       | 627.48        | 8,218.43       | 71,437.16        | 0.00 | 1,036.00           | 0.00  | 72,473.16  |
| VACANT                 | POSITION | DETECTIVE                                    | 1 1 1997                    | \$ 62,591.25                   | 0.00                       | 627.48        | 8,218.43       | 71,437.16        | 0.00 | 1,036.00           | 0.00  | 72,473.16  |
| VACANT                 | POSITION | DETECTIVE                                    | 5 22 1992                   | \$ 66,379.66                   | 0.00                       | 665.46        | 8,715.86       | 75,760.98        | 0.00 | 1,099.00           | 0.00  | 76,859.98  |
| VACANT                 | POSITION | DETECTIVE                                    | 1 1 1997                    | \$ 65,134.31                   | 0.00                       | 652.97        | 8,552.33       | 74,339.63        | 0.00 | 1,078.00           | 0.00  | 75,417.63  |
|                        |          | DETECTIVE                                    | 1 1 1997                    | \$ 63,850.91                   | 0.00                       | 640.11        | 8,383.83       | 72,874.85        | 0.00 | 1,057.00           | 0.00  | 73,931.85  |
|                        |          | DETECTIVE                                    | 5 23 1991                   | \$ 66,379.66                   | 0.00                       | 665.46        | 8,715.86       | 75,760.98        | 0.00 | 1,099.00           | 0.00  | 76,859.98  |
|                        |          | DETECTIVE                                    | 5 22 1992                   | \$ 66,379.66                   | 0.00                       | 665.46        | 8,715.86       | 75,760.98        | 0.00 | 1,099.00           | 0.00  | 76,859.98  |
|                        |          | DETECTIVE                                    | 5 21 1993                   | \$ 65,134.31                   | 651.34                     | 659.50        | 8,637.87       | 75,083.03        | 0.00 | 1,089.00           | 0.00  | 76,172.03  |
|                        |          | DETECTIVE                                    | 1 14 1994                   | \$ 65,134.31                   | 651.34                     | 659.50        | 8,637.87       | 75,083.03        | 0.00 | 1,089.00           | 0.00  | 76,172.03  |
|                        |          | DETECTIVE                                    | 1 14 2008                   | \$ 63,850.91                   | 638.51                     | 646.51        | 1,954.08       | 67,090.00        | 0.00 | 973.00             | 0.00  | 68,063.00  |
|                        |          | DETECTIVE                                    | 1 8 2001                    | \$ 65,134.31                   | 651.34                     | 659.50        | 6,644.52       | 73,089.67        | 0.00 | 1,060.00           | 0.00  | 74,149.67  |
|                        |          | DETECTIVE                                    | 9 15 1997                   | \$ 66,379.66                   | 0.00                       | 665.46        | 8,715.86       | 75,760.98        | 0.00 | 1,099.00           | 0.00  | 76,859.98  |
|                        |          | DETECTIVE                                    | 9 15 1997                   | \$ 66,379.66                   | 0.00                       | 665.46        | 8,715.86       | 75,760.98        | 0.00 | 1,099.00           | 0.00  | 76,859.98  |
|                        |          | DETECTIVE                                    | 9 15 1997                   | \$ 66,379.66                   | 0.00                       | 665.46        | 8,715.86       | 75,760.98        | 0.00 | 1,099.00           | 0.00  | 76,859.98  |
|                        |          | DETECTIVE                                    | 9 14 1998                   | \$ 66,379.66                   | 0.00                       | 665.46        | 8,715.86       | 75,760.98        | 0.00 | 1,099.00           | 0.00  | 76,859.98  |
|                        |          | DETECTIVE                                    | 5 17 1999                   | \$ 66,379.66                   | 0.00                       | 665.46        | 8,045.41       | 75,090.53        | 0.00 | 1,089.00           | 0.00  | 76,179.53  |
|                        |          | DETECTIVE                                    | 1 8 2001                    | \$ 66,379.66                   | 0.00                       | 665.46        | 6,704.51       | 73,749.63        | 0.00 | 1,070.00           | 0.00  | 74,819.63  |
|                        |          | DETECTIVE                                    | 1 8 2001                    | \$ 66,379.66                   | 0.00                       | 665.46        | 6,704.51       | 73,749.63        | 0.00 | 1,070.00           | 0.00  | 74,819.63  |
|                        |          | DETECTIVE                                    | 1 8 2001                    | \$ 66,379.66                   | 0.00                       | 665.46        | 6,704.51       | 73,749.63        | 0.00 | 1,070.00           | 0.00  | 74,819.63  |
|                        |          | DETECTIVE                                    | 1 1 1997                    | \$ 66,379.66                   | 0.00                       | 665.46        | 8,715.86       | 75,760.98        | 0.00 | 1,099.00           | 0.00  | 76,859.98  |
|                        |          | DETECTIVE                                    | 7 7 2008                    | \$ 66,379.66                   | 0.00                       | 665.46        | 2,011.35       | 69,056.47        | 0.00 | 1,002.00           | 0.00  | 70,058.47  |
|                        |          | DETECTIVE/INSPECTOR                          | 7 8 2002                    | \$ 66,379.66                   | 0.00                       | 665.46        | 6,034.06       | 73,079.17        | 0.00 | 1,060.00           | 0.00  | 74,139.17  |
|                        |          | FORENSIC INVESTIGATOR                        | 5 17 1999                   | \$ 66,379.66                   | 0.00                       | 665.46        | 8,045.41       | 75,090.53        | 0.00 | 1,089.00           | 0.00  | 76,179.53  |
|                        |          | FORENSIC INVESTIGATOR                        | 1 8 2001                    | \$ 66,379.66                   | 0.00                       | 665.46        | 6,704.51       | 73,749.63        | 0.00 | 1,070.00           | 0.00  | 74,819.63  |
|                        |          | FORENSIC INVESTIGATOR                        | 7 6 2004                    | \$ 63,850.91                   | 0.00                       | 640.11        | 4,514.37       | 69,005.39        | 0.00 | 1,001.00           | 0.00  | 70,006.39  |
|                        |          | POLICE LIEUTENANT                            | 5 20 1996                   | \$ 73,183.57                   | 0.00                       | 733.67        | 9,609.24       | 83,526.48        | 0.00 | 1,212.00           | 0.00  | 84,738.48  |
|                        |          | POLICE LIEUTENANT                            | 5 22 1992                   | \$ 73,183.57                   | 0.00                       | 733.67        | 9,609.24       | 83,526.48        | 0.00 | 1,212.00           | 0.00  | 84,738.48  |
|                        |          | POLICE LIEUTENANT                            | 5 17 1999                   | \$ 73,183.57                   | 0.00                       | 733.67        | 8,870.07       | 82,787.31        | 0.00 | 1,201.00           | 0.00  | 83,988.31  |
|                        |          | POLICE LIEUTENANT                            | 9 14 1998                   | \$ 73,183.57                   | 0.00                       | 733.67        | 9,609.24       | 83,526.48        | 0.00 | 1,212.00           | 0.00  | 84,738.48  |
|                        |          | POLICE SERGEANT                              | 5 20 1996                   | \$ 69,698.64                   | 0.00                       | 698.73        | 9,151.66       | 79,549.03        | 0.00 | 1,154.00           | 0.00  | 80,703.03  |
|                        |          | POLICE SERGEANT                              | 5 17 1999                   | \$ 69,698.64                   | 0.00                       | 698.73        | 8,447.68       | 78,845.06        | 0.00 | 1,144.00           | 0.00  | 79,989.06  |
|                        |          | POLICE SERGEANT                              | 7 5 2005                    | \$ 69,698.64                   | 0.00                       | 698.73        | 4,223.84       | 74,621.21        | 0.00 | 1,083.00           | 0.00  | 75,704.21  |
|                        |          | POLICE SERGEANT                              | 5 18 1995                   | \$ 69,698.64                   | 0.00                       | 698.73        | 9,151.66       | 79,549.03        | 0.00 | 1,154.00           | 0.00  | 80,703.03  |
|                        |          | POLICE SERGEANT                              | 5 17 1999                   | \$ 69,698.64                   | 0.00                       | 698.73        | 8,447.68       | 78,845.06        | 0.00 | 1,144.00           | 0.00  | 79,989.06  |
|                        |          | POLICE SERGEANT                              | 7 5 2005                    | \$ 69,698.64                   | 0.00                       | 698.73        | 4,223.84       | 74,621.21        | 0.00 | 1,083.00           | 0.00  | 75,704.21  |
|                        |          | POLICE SERGEANT                              | 1 8 2001                    | \$ 69,698.64                   | 0.00                       | 698.73        | 7,039.74       | 77,437.11        | 0.00 | 1,123.00           | 0.00  | 78,560.11  |
|                        |          | POLICE SERGEANT                              | 1 1 1997                    | \$ 69,698.64                   | 0.00                       | 698.73        | 9,151.66       | 79,549.03        | 0.00 | 1,154.00           | 0.00  | 80,703.03  |
|                        |          | POLICE SERGEANT                              | 1 1 1997                    | \$ 69,698.64                   | 0.00                       | 698.73        | 9,151.66       | 79,549.03        | 0.00 | 1,154.00           | 0.00  | 80,703.03  |
|                        |          | POLICE CORPORAL                              | 9 15 1997                   | \$ 66,379.66                   | 0.00                       | 665.46        | 8,715.86       | 75,760.98        | 0.00 | 1,099.00           | 0.00  | 76,859.98  |
|                        |          | POLICE CORPORAL                              | 1 17 2006                   | \$ 66,379.66                   | 0.00                       | 665.46        | 3,352.26       | 70,397.37        | 0.00 | 1,021.00           | 0.00  | 71,418.37  |
|                        |          | POLICE CORPORAL                              | 7 6 2009                    | \$ 66,379.66                   | 0.00                       | 665.46        | 1,340.90       | 68,386.02        | 0.00 | 992.00             | 0.00  | 69,378.02  |
|                        |          | POLICE CORPORAL                              | 1 19 2010                   | \$ 66,379.66                   | 0.00                       | 665.46        | 670.45         | 67,715.57        | 0.00 | 982.00             | 0.00  | 68,697.57  |
| VACANT                 | POSITION | POLICE CORPORAL                              | 1 18 2005                   | \$ 66,379.66                   | 0.00                       | 665.46        | 4,022.71       | 71,067.82        | 0.00 | 1,031.00           | 0.00  | 72,098.82  |
|                        |          | POLICE CORPORAL                              | 1 8 2001                    | \$ 66,379.66                   | 0.00                       | 665.46        | 6,704.51       | 73,749.63        | 0.00 | 1,070.00           | 0.00  | 74,819.63  |
|                        |          | POLICE CORPORAL                              | 1 8 2001                    | \$ 66,379.66                   | 0.00                       | 665.46        | 6,704.51       | 73,749.63        | 0.00 | 1,070.00           | 0.00  | 74,819.63  |
|                        |          | POLICE CORPORAL                              | 7 5 2006                    | \$ 66,379.66                   | 0.00                       | 665.46        | 3,352.26       | 70,397.37        | 0.00 | 1,021.00           | 0.00  | 71,418.37  |
|                        |          | POLICE CORPORAL                              | 5 15 2000                   | \$ 66,379.66                   | 0.00                       | 665.46        | 7,374.96       | 74,420.08        | 0.00 | 1,080.00           | 0.00  | 75,500.08  |
|                        |          | POLICE CORPORAL                              | 1 8 2001                    | \$ 66,379.66                   | 0.00                       | 665.46        | 6,704.51       | 73,749.63        | 0.00 | 1,070.00           | 0.00  | 74,819.63  |
|                        |          | POLICE CORPORAL                              | 7 5 2006                    | \$ 66,379.66                   | 0.00                       | 665.46        | 3,352.26       | 70,397.37        | 0.00 | 1,021.00           | 0.00  | 71,418.37  |
| VACANT                 | POSITION | POLICE OFFICER                               | 5 15 1978                   | \$ 62,591.25                   | 0.00                       | 627.48        | 8,218.43       | 71,437.16        | 0.00 | 1,036.00           | 0.00  | 72,473.16  |
| VACANT                 | POSITION | POLICE OFFICER                               | 7 5 2005                    | \$ 63,218.72                   | 0.00                       | 633.77        | 3,831.15       | 67,683.64        | 0.00 | 982.00             | 0.00  | 68,665.64  |
| VACANT                 | POSITION | POLICE OFFICER                               | 1 14 2008                   | \$ 63,218.72                   | 0.00                       | 633.77        | 1,915.57       | 65,768.07        | 0.00 | 954.00             | 0.00  | 66,722.07  |
| VACANT                 | POSITION | POLICE OFFICER                               | 1 10 1992                   | \$ 63,218.72                   | 0.00                       | 633.77        | 8,300.82       | 72,153.31        | 0.00 | 1,047.00           | 0.00  | 73,200.31  |
| VACANT                 | POSITION | POLICE OFFICER                               | 9 15 1997                   | \$ 62,591.25                   | 0.00                       | 627.48        | 8,218.43       | 71,437.16        | 0.00 | 1,036.00           | 0.00  | 72,473.16  |
| VACANT                 | POSITION | POLICE OFFICER                               | 7 6 2004                    | \$ 62,591.25                   | 0.00                       | 627.48        | 4,425.31       | 67,644.03        | 0.00 | 981.00             | 0.00  | 68,625.03  |
| VACANT                 | POSITION | POLICE OFFICER                               | 1 1 2004                    | \$ 62,591.25                   | 0.00                       | 627.48        | 4,425.31       | 67,644.03        | 0.00 | 981.00             | 0.00  | 68,625.03  |
| VACANT                 | POSITION | POLICE OFFICER                               | 1 19 2010                   | \$ 63,218.72                   | 0.00                       | 633.77        | 638.52         | 64,491.02        | 0.00 | 936.00             | 0.00  | 65,427.02  |
| VACANT                 | POSITION | POLICE OFFICER                               | 7 6 2009                    | \$ 63,218.72                   | 0.00                       | 633.77        | 1,277.05       | 65,129.54        | 0.00 | 945.00             | 0.00  | 66,074.54  |
|                        |          | POLICE OFFICER                               | 1 22 2002                   | \$ 63,218.72                   | 0.00                       | 633.77        | 5,746.72       | 69,599.21        | 0.00 | 1,010.00           | 0.00  | 70,609.21  |
|                        |          | POLICE OFFICER                               | 7 5 2005                    | \$ 63,218.72                   | 0.00                       | 633.77        | 3,831.15       | 67,683.64        | 0.00 | 982.00             | 0.00  | 68,665.64  |
|                        |          | POLICE OFFICER                               | 1 20 2009                   | \$ 63,218.72                   | 0.00                       | 633.77        | 1,277.05       | 65,129.54        | 0.00 | 945.00             | 0.00  | 66,074.54  |

## PUBLIC SAFETY

POLICE BUREAU - 0142

| EMPLOYEE | POSITION           | ANNIV. /<br>D.O.B. | 2017<br>END OF YR<br>SALARY | 2018<br>GRADE/STEP<br>INCREASE | 2018<br>ANNUAL<br>INCREASE | 2018<br>LONG. | 2018<br>SALARY | 2018<br>LUMP SUM | FICA     | FRINGE<br>BENEFITS | TOTAL     |
|----------|--------------------|--------------------|-----------------------------|--------------------------------|----------------------------|---------------|----------------|------------------|----------|--------------------|-----------|
|          | POLICE OFFICER     | 1 20 2009          | \$ 63,218.72                | 0.00                           | 633.77                     | 1,277.05      | 65,129.54      | 0.00             | 945.00   | 0.00               | 66,074.54 |
|          | POLICE OFFICER     | 5 23 1991          | \$ 63,218.72                | 0.00                           | 633.77                     | 8,300.82      | 72,153.31      | 0.00             | 1,047.00 | 0.00               | 73,200.31 |
|          | POLICE OFFICER     | 5 20 1996          | \$ 63,218.72                | 0.00                           | 633.77                     | 8,300.82      | 72,153.31      | 0.00             | 1,047.00 | 0.00               | 73,200.31 |
|          | POLICE OFFICER     | 7 8 2002           | \$ 63,218.72                | 0.00                           | 633.77                     | 5,746.72      | 69,599.21      | 0.00             | 1,010.00 | 0.00               | 70,609.21 |
|          | POLICE OFFICER     | 7 6 2009           | \$ 63,218.72                | 0.00                           | 633.77                     | 1,277.05      | 65,129.54      | 0.00             | 945.00   | 0.00               | 66,074.54 |
|          | POLICE OFFICER     | 5 23 1991          | \$ 63,218.72                | 0.00                           | 633.77                     | 8,300.82      | 72,153.31      | 0.00             | 1,047.00 | 0.00               | 73,200.31 |
|          | POLICE OFFICER     | 1 8 2001           | \$ 63,218.72                | 0.00                           | 633.77                     | 6,385.25      | 70,237.74      | 0.00             | 1,019.00 | 0.00               | 71,256.74 |
| VACANT   | POSITION           | 1 19 2010          | \$ 63,218.72                | 0.00                           | 633.77                     | 638.52        | 64,491.02      | 0.00             | 936.00   | 0.00               | 65,427.02 |
|          | POLICE OFFICER     | 7 5 2005           | \$ 63,218.72                | 0.00                           | 633.77                     | 3,831.15      | 67,683.64      | 0.00             | 982.00   | 0.00               | 68,665.64 |
|          | POLICE OFFICER     | 8 3 1990           | \$ 63,218.72                | 0.00                           | 633.77                     | 8,300.82      | 72,153.31      | 0.00             | 1,047.00 | 0.00               | 73,200.31 |
|          | POLICE OFFICER     | 1 8 2001           | \$ 63,218.72                | 0.00                           | 633.77                     | 6,385.25      | 70,237.74      | 0.00             | 1,019.00 | 0.00               | 71,256.74 |
|          | POLICE OFFICER     | 1 19 2010          | \$ 63,218.72                | 0.00                           | 633.77                     | 638.52        | 64,491.02      | 0.00             | 936.00   | 0.00               | 65,427.02 |
|          | POLICE OFFICER     | 1 22 2002          | \$ 63,218.72                | 0.00                           | 633.77                     | 5,746.72      | 69,599.21      | 0.00             | 1,010.00 | 0.00               | 70,609.21 |
|          | POLICE OFFICER     | 7 8 2002           | \$ 63,218.72                | 0.00                           | 633.77                     | 5,746.72      | 69,599.21      | 0.00             | 1,010.00 | 0.00               | 70,609.21 |
|          | POLICE OFFICER     | 1 22 2002          | \$ 63,218.72                | 0.00                           | 633.77                     | 5,746.72      | 69,599.21      | 0.00             | 1,010.00 | 0.00               | 70,609.21 |
|          | POLICE OFFICER     | 7 7 2008           | \$ 63,218.72                | 0.00                           | 633.77                     | 1,915.57      | 65,768.07      | 0.00             | 954.00   | 0.00               | 66,722.07 |
|          | POLICE OFFICER     | 7 6 2009           | \$ 63,218.72                | 0.00                           | 633.77                     | 1,277.05      | 65,129.54      | 0.00             | 945.00   | 0.00               | 66,074.54 |
|          | POLICE OFFICER     | 5 15 2000          | \$ 63,218.72                | 0.00                           | 633.77                     | 7,023.77      | 70,876.26      | 0.00             | 1,028.00 | 0.00               | 71,904.26 |
|          | POLICE OFFICER     | 1 8 2001           | \$ 63,218.72                | 0.00                           | 633.77                     | 6,385.25      | 70,237.74      | 0.00             | 1,019.00 | 0.00               | 71,256.74 |
|          | POLICE OFFICER     | 8 3 1990           | \$ 63,218.72                | 0.00                           | 633.77                     | 8,300.82      | 72,153.31      | 0.00             | 1,047.00 | 0.00               | 73,200.31 |
|          | POLICE OFFICER     | 5 17 1999          | \$ 63,218.72                | 0.00                           | 633.77                     | 7,662.30      | 71,514.79      | 0.00             | 1,037.00 | 0.00               | 72,551.79 |
|          | POLICE OFFICER     | 5 23 1991          | \$ 63,218.72                | 0.00                           | 633.77                     | 8,300.82      | 72,153.31      | 0.00             | 1,047.00 | 0.00               | 73,200.31 |
|          | POLICE OFFICER     | 7 2 2007           | \$ 63,218.72                | 0.00                           | 633.77                     | 2,554.10      | 66,406.59      | 0.00             | 963.00   | 0.00               | 67,369.59 |
|          | POLICE OFFICER     | 1 20 2009          | \$ 63,218.72                | 0.00                           | 633.77                     | 1,277.05      | 65,129.54      | 0.00             | 945.00   | 0.00               | 66,074.54 |
|          | POLICE OFFICER     | 1 8 2001           | \$ 63,218.72                | 0.00                           | 633.77                     | 6,385.25      | 70,237.74      | 0.00             | 1,019.00 | 0.00               | 71,256.74 |
|          | POLICE OFFICER     | 5 20 1994          | \$ 63,218.72                | 0.00                           | 633.77                     | 8,300.82      | 72,153.31      | 0.00             | 1,047.00 | 0.00               | 73,200.31 |
|          | POLICE OFFICER     | 1 8 2001           | \$ 63,218.72                | 0.00                           | 633.77                     | 6,385.25      | 70,237.74      | 0.00             | 1,019.00 | 0.00               | 71,256.74 |
|          | POLICE OFFICER     | 9 14 1998          | \$ 63,218.72                | 0.00                           | 633.77                     | 8,300.82      | 72,153.31      | 0.00             | 1,047.00 | 0.00               | 73,200.31 |
|          | POLICE OFFICER     | 7 6 2004           | \$ 63,218.72                | 0.00                           | 633.77                     | 4,469.67      | 68,322.16      | 0.00             | 991.00   | 0.00               | 69,313.16 |
|          | POLICE OFFICER     | 1 20 2009          | \$ 63,218.72                | 0.00                           | 633.77                     | 1,277.05      | 65,129.54      | 0.00             | 945.00   | 0.00               | 66,074.54 |
|          | POLICE OFFICER     | 7 2 2007           | \$ 63,218.72                | 0.00                           | 633.77                     | 2,554.10      | 66,406.59      | 0.00             | 963.00   | 0.00               | 67,369.59 |
|          | POLICE OFFICER     | 7 2 2007           | \$ 63,218.72                | 0.00                           | 633.77                     | 2,554.10      | 66,406.59      | 0.00             | 963.00   | 0.00               | 67,369.59 |
|          | POLICE OFFICER     | 5 22 1992          | \$ 63,218.72                | 0.00                           | 633.77                     | 8,300.82      | 72,153.31      | 0.00             | 1,047.00 | 0.00               | 73,200.31 |
|          | POLICE OFFICER     | 7 2 2007           | \$ 63,218.72                | 0.00                           | 633.77                     | 2,554.10      | 66,406.59      | 0.00             | 963.00   | 0.00               | 67,369.59 |
|          | POLICE OFFICER     | 9 15 1997          | \$ 63,218.72                | 0.00                           | 633.77                     | 8,300.82      | 72,153.31      | 0.00             | 1,047.00 | 0.00               | 73,200.31 |
|          | POLICE OFFICER     | 5 17 1999          | \$ 63,218.72                | 0.00                           | 633.77                     | 7,662.30      | 71,514.79      | 0.00             | 1,037.00 | 0.00               | 72,551.79 |
|          | POLICE OFFICER     | 7 5 2005           | \$ 63,218.72                | 0.00                           | 633.77                     | 3,831.15      | 67,683.64      | 0.00             | 982.00   | 0.00               | 68,665.64 |
|          | POLICE OFFICER IV  | 1 1 2016           | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER IV  | 1 1 2016           | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER IV  | 1 14 2013          | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER IV  | 1 14 2013          | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER IV  | 1 14 2013          | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER IV  | 1 14 2013          | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER IV  | 1 14 2013          | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER IV  | 1 21 2014          | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER III | 1 26 2015          | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER III | 1 26 2015          | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER III | 1 26 2015          | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER III | 7 7 2014           | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER III | 1 21 2014          | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER III | 1 21 2014          | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER III | 1 21 2014          | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER III | 1 21 2014          | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER III | 7 7 2014           | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER III | 7 7 2014           | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER III | 1 21 2014          | \$ 63,218.47                | 0.00                           | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER II  | 1 26 2015          | \$ 53,735.35                | 9,483.12                       | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER II  | 1 19 2016          | \$ 53,735.35                | 9,483.12                       | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER II  | 1 19 2016          | \$ 53,735.35                | 9,483.12                       | 633.77                     | 0.00          | 63,852.24      | 0.00             | 926.00   | 0.00               | 64,778.24 |
|          | POLICE OFFICER II  | 1 19 2016          | \$ 53,735.35                | (0.00)                         | 538.70                     | 0.00          | 54,274.05      | 0.00             | 787.00   | 0.00               | 55,061.05 |
|          | POLICE OFFICER I   | 7 11 2016          | \$ 50,574.98                | 3,160.37                       | 538.70                     | 0.00          | 54,274.05      | 0.00             | 787.00   | 0.00               | 55,061.05 |
|          | POLICE OFFICER I   | 7 11 2016          | \$ 50,574.98                | 3,160.37                       | 538.70                     | 0.00          | 54,274.05      | 0.00             | 787.00   | 0.00               | 55,061.05 |
|          | POLICE OFFICER I   | 1 1 2016           | \$ 50,574.98                | 3,160.37                       | 538.70                     | 0.00          | 54,274.05      | 0.00             | 787.00   | 0.00               | 55,061.05 |

## PUBLIC SAFETY

POLICE BUREAU - 0142

| EMPLOYEE   | POSITION                        | ANNIV. /<br>D.O.B. | 2017<br>END OF YR<br>SALARY | 2018<br>GRADE/STEP<br>INCREASE | 2018<br>ANNUAL<br>INCREASE | 2018<br>LONG. | 2018<br>SALARY | 2018<br>LUMP SUM | FICA       | FRINGE<br>BENEFITS | TOTAL         |
|--|---------------------------------|--------------------|-----------------------------|--------------------------------|----------------------------|---------------|----------------|------------------|------------|--------------------|---------------|
|  | POLICE OFFICER I                | 7 11 2016          | \$ 50,574.98                | 3,160.37                       | 538.70                     | 0.00          | 54,274.05      | 0.00             | 787.00     | 0.00               | 55,061.05     |
|  | POLICE OFFICER I                | 7 11 2016          | \$ 50,574.98                | 3,160.37                       | 538.70                     | 0.00          | 54,274.05      | 0.00             | 787.00     | 0.00               | 55,061.05     |
|  | POLICE OFFICER I                | 1 17 2017          | \$ 50,574.98                | 3,160.37                       | 538.70                     | 0.00          | 54,274.05      | 0.00             | 787.00     | 0.00               | 55,061.05     |
|  | POLICE OFFICER I                | 1 17 2017          | \$ 50,574.98                | 3,160.37                       | 538.70                     | 0.00          | 54,274.05      | 0.00             | 787.00     | 0.00               | 55,061.05     |
|  | POLICE OFFICER I                | 1 1 2017           | \$ 50,574.98                | 3,160.37                       | 538.70                     | 0.00          | 54,274.05      | 0.00             | 787.00     | 0.00               | 55,061.05     |
|  | POLICE OFFICER I                | 1 17 2017          | \$ 50,574.98                | 3,160.37                       | 538.70                     | 0.00          | 54,274.05      | 0.00             | 787.00     | 0.00               | 55,061.05     |
|  | POLICE OFFICER TRAINEE          | 1 17 2017          | \$ 47,413.60                | 3,161.38                       | 507.01                     | 0.00          | 51,081.99      | 0.00             | 741.00     | 0.00               | 51,822.99     |
|  | POLICE OFFICER TRAINEE          | 1 17 2017          | \$ 47,413.60                | 3,161.38                       | 507.01                     | 0.00          | 51,081.99      | 0.00             | 741.00     | 0.00               | 51,822.99     |
|  | POLICE OFFICER TRAINEE          | 1 17 2017          | \$ 47,413.60                | 3,161.38                       | 507.01                     | 0.00          | 51,081.99      | 0.00             | 741.00     | 0.00               | 51,822.99     |
|  | POLICE OFFICER TRAINEE          | 1 1 2017           | \$ 47,413.60                | 3,161.38                       | 507.01                     | 0.00          | 51,081.99      | 0.00             | 741.00     | 0.00               | 51,822.99     |
|  | POLICE OFFICER TRAINEE          | 7 5 2017           | \$ 47,413.60                | 3,161.38                       | 507.01                     | 0.00          | 51,081.99      | 0.00             | 741.00     | 0.00               | 51,822.99     |
|  | POLICE OFFICER TRAINEE          | 7 5 2017           | \$ 47,413.60                | 3,161.38                       | 507.01                     | 0.00          | 51,081.99      | 0.00             | 741.00     | 0.00               | 51,822.99     |
|  | POLICE OFFICER TRAINEE          | 7 5 2017           | \$ 47,413.60                | 3,161.38                       | 507.01                     | 0.00          | 51,081.99      | 0.00             | 741.00     | 0.00               | 51,822.99     |
|  | POLICE OFFICER TRAINEE          | 7 5 2017           | \$ 47,413.60                | 3,161.38                       | 507.01                     | 0.00          | 51,081.99      | 0.00             | 741.00     | 0.00               | 51,822.99     |
|  | POLICE OFFICER TRAINEE          | 7 5 2017           | \$ 47,413.60                | 3,161.38                       | 507.01                     | 0.00          | 51,081.99      | 0.00             | 741.00     | 0.00               | 51,822.99     |
|  | POLICE OFFICER TRAINEE          | 7 5 2017           | \$ 47,413.60                | 3,161.38                       | 507.01                     | 0.00          | 51,081.99      | 0.00             | 741.00     | 0.00               | 51,822.99     |
| VACANT   | POSITION                        | 1 17 2017          | \$ 47,413.60                | 3,161.38                       | 507.01                     | 0.00          | 51,081.99      | 0.00             | 741.00     | 0.00               | 51,822.99     |
| VACANT   | POSITION                        | 7 5 2017           | \$ 47,413.60                | 3,161.38                       | 507.01                     | 0.00          | 51,081.99      | 0.00             | 741.00     | 0.00               | 51,822.99     |
| VACANT   | POSITION                        | 1 17 2017          | \$ 47,177.72                | 3,397.27                       | 507.01                     | 0.00          | 51,081.99      | 0.00             | 741.00     | 0.00               | 51,822.99     |
| VACANT   | POSITION                        | 1 1 2017           | \$ 47,177.72                | 3,397.27                       | 507.01                     | 0.00          | 51,081.99      | 0.00             | 741.00     | 0.00               | 51,822.99     |
|  | SECRETARY I                     | 5 30 2017          | \$ 31,679.99                | 6,662.84                       | 383.43                     | 0.00          | 38,726.26      | 0.00             | 2,963.00   | 0.00               | 41,689.26     |
|  | POLICE DATA TECHNICIAN II       | 6 2 2000           | \$ 42,804.11                | 0.00                           | 428.04                     | 432.32        | 43,664.47      | 0.00             | 3,341.00   | 0.00               | 47,005.47     |
|  | POLICE DATA TECHNICIAN II       | 12 31 2001         | \$ 43,232.15                | 0.00                           | 432.32                     | 436.64        | 44,101.12      | 0.00             | 3,374.00   | 0.00               | 47,475.12     |
|  | POLICE DATA TECHNICIAN II       | 9 3 1985           | \$ 43,232.15                | 0.00                           | 432.32                     | 873.29        | 44,537.76      | 0.00             | 3,408.00   | 0.00               | 47,945.76     |
|  | POLICE DATA TECHNICIAN II       | 9 14 1998          | \$ 43,232.15                | 0.00                           | 432.32                     | 654.97        | 44,319.44      | 0.00             | 3,391.00   | 0.00               | 47,710.44     |
|  | PARKING ENFORCEMENT OFFICER I   | 9 25 1985          | \$ 30,014.04                | 0.00                           | 300.14                     | 606.28        | 30,920.46      | 0.00             | 2,366.00   | 0.00               | 33,286.46     |
|  | PARKING ENFORCEMENT OFFICER II  | 1 25 2016          | \$ 36,241.24                | 0.00                           | 362.41                     | 0.00          | 36,603.65      | 0.00             | 2,801.00   | 0.00               | 39,404.65     |
|  | ADMINISTRATIVE ASSISTANT II     | 1 7 2008           | \$ 43,232.15                | 0.00                           | 432.32                     | 218.32        | 43,882.79      | 0.00             | 3,358.00   | 0.00               | 47,240.79     |
|  | DOG LAW ENFORCEMENT OFFICER III | 11 4 1985          | \$ 43,232.15                | 5,832.93                       | 490.65                     | 991.11        | 50,546.84      | 0.00             | 3,867.00   | 0.00               | 54,413.84     |
|  | DOG LAW ENFORCEMENT OFFICER     | 10 3 2016          | \$ 24,922.84                | 13,419.99                      | 383.43                     | 0.00          | 38,726.26      | 0.00             | 2,963.00   | 0.00               | 41,689.26     |
| 159.00 BARGAINING UNIT TOTALS                                |                                 |                    | 9,623,575.86                | 136,453.75                     | 97,834.10                  | 591,939.84    | 10,449,803.55  | 0.00             | 177,381.00 | 0.00               | 10,627,184.55 |
| 165.00 TOTAL   |                                 |                    | 10,050,575.86               | 162,267.45                     | 97,834.10                  | 591,939.84    | 10,887,617.25  | 0.00             | 210,876.00 | 0.00               | 11,098,493.25 |
| POLICE EXTRA DUTY  |                                 |                    |                             |                                |                            |               | 769,501.96     | 0.00             | 11,157.78  | 0.00               | 780,659.74    |
| OVERTIME   |                                 |                    |                             |                                |                            |               | 568,500.00     | 0.00             | 8,243.25   | 0.00               | 576,743.25    |
| SIGNING BONUS  |                                 |                    |                             |                                |                            |               | 199,500.00     | 0.00             | 2,892.75   | 0.00               | 202,392.75    |
| SICK LEAVE BUY-BACK  |                                 |                    |                             |                                |                            |               | 79,997.56      | 0.00             | 1,159.96   | 0.00               | 81,157.53     |
| SUBTOTAL-SALARIES/WAGES                                      |                                 |                    |                             |                                |                            |               | 12,505,116.77  | 0.00             | 234,329.74 | 0.00               | 12,739,446.51 |
| SEVERANCE PAY  |                                 |                    |                             |                                |                            |               | 210,000.00     | 0.00             | 3,045.00   | 0.00               | 213,045.00    |
| MEDICARE-PART B  |                                 |                    |                             |                                |                            |               | 1,258.80       | 0.00             | 0.00       | 0.00               | 1,258.80      |
| LOSS TIME & MED  |                                 |                    |                             |                                |                            |               | 300,000.00     | 0.00             | 0.00       | 0.00               | 300,000.00    |
| POLICE PENSION PLAN  |                                 |                    |                             |                                |                            |               | 3,400,135.50   | 0.00             | 0.00       | 0.00               | 3,400,135.50  |
| CLOTHING ALLOWANCE   |                                 |                    |                             |                                |                            |               | 71,000.00      | 0.00             | 0.00       | 0.00               | 71,000.00     |
| COLLEGE CREDITS  |                                 |                    |                             |                                |                            |               | 13,100.00      | 0.00             | 0.00       | 0.00               | 13,100.00     |
| TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS |                                 |                    |                             |                                |                            |               | 16,500,611.07  | 0.00             | 237,374.74 | 0.00               | 16,737,985.82 |



# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01040142 BUREAU OF POLICE**

| Account                            | 2015 Actual         | 2016 Actual         | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|------------------------------------|---------------------|---------------------|----------------------------|-------------------------|-------------------------|
| 414000 SALARIES & WAGES            | \$9,553,695         | \$9,076,608         | \$8,372,866                | \$10,543,063            | \$10,887,617            |
| 414900 SALARIES/WAGES-EXTRA DUTY   | \$654,987           | \$666,698           | \$656,205                  | \$769,501               | \$769,502               |
| 416000 OVERTIME                    | \$483,685           | \$569,890           | \$504,449                  | \$554,782               | \$568,500               |
| 414002 SIGNING BONUS               | \$0                 | \$0                 | \$205,500                  | \$228,000               | \$199,500               |
| 417000 SICK LEAVE/VACAT BUY-BACK   | \$29,388            | \$30,574            | \$31,128                   | \$79,998                | \$79,998                |
| <b>414100 SALARIES/WAGES</b>       | <b>\$10,721,755</b> | <b>\$10,343,770</b> | <b>\$9,770,148</b>         | <b>\$12,175,343</b>     | <b>\$12,505,117</b>     |
| 419001 SOCIAL SECURITY             | \$181,130           | \$173,685           | \$164,262                  | \$234,907               | \$237,375               |
| 419005 SEVERANCE PAY               | \$128,287           | \$211,521           | \$155,026                  | \$288,151               | \$210,000               |
| 419007 MEDICARE - PART B           | \$1,259             | \$1,259             | \$0                        | \$1,259                 | \$1,259                 |
| 419012 LOSS TIME & MED             | \$292,101           | \$314,577           | \$188,725                  | \$200,000               | \$300,000               |
| 419020 POLICE PENSION PLAN A       | \$2,972,450         | \$2,906,315         | \$3,319,118                | \$3,319,118             | \$3,400,136             |
| 419028 CLOTHING ALLOWANCE          | \$95,439            | \$86,697            | \$71,233                   | \$85,345                | \$71,000                |
| 419049 COLLEGE CREDITS             | \$11,100            | \$11,000            | \$11,900                   | \$13,100                | \$13,100                |
| <b>419100 FRINGE BENEFITS</b>      | <b>\$3,681,766</b>  | <b>\$3,705,054</b>  | <b>\$3,910,264</b>         | <b>\$4,141,880</b>      | <b>\$4,232,869</b>      |
| <b>419995 PERSONNEL</b>            | <b>\$14,403,521</b> | <b>\$14,048,824</b> | <b>\$13,680,411</b>        | <b>\$16,317,223</b>     | <b>\$16,737,986</b>     |
| 420010 ADVERTISING                 | \$358               | \$369               | \$229                      | \$500                   | \$2,500                 |
| 420020 PRINTING                    | \$3,891             | \$2,581             | \$0                        | \$0                     | \$0                     |
| 420030 PHOTOGRAPHY                 | \$0                 | \$0                 | \$0                        | \$1,500                 | \$2,500                 |
| 420040 TELECOM                     | \$36,027            | \$40,996            | \$35,156                   | \$39,590                | \$0                     |
| 420050 POSTAGE                     | \$10,073            | \$10,394            | \$6,247                    | \$10,500                | \$11,000                |
| <b>420100 COMMUNICATIONS</b>       | <b>\$50,349</b>     | <b>\$54,340</b>     | <b>\$41,631</b>            | <b>\$52,090</b>         | <b>\$16,000</b>         |
| 421016 MEDICAL/PSYCHOLOGICAL EXA   | \$1,800             | \$4,721             | \$7,271                    | \$12,030                | \$12,100                |
| 421050 OTHER PROFESSIONAL FEES     | \$0                 | \$0                 | \$3,830                    | \$18,425                | \$0                     |
| 421070 ARBITRATION                 | \$6,686             | \$28,694            | \$44,966                   | \$51,515                | \$50,000                |
| <b>421100 PROFESSIONAL SRVC</b>    | <b>\$8,486</b>      | <b>\$33,415</b>     | <b>\$56,067</b>            | <b>\$81,970</b>         | <b>\$62,100</b>         |
| 422020 ELECTRICITY                 | \$9,183             | \$0                 | \$0                        | \$0                     | \$0                     |
| <b>422100 UTILITIES &amp; SRVC</b> | <b>\$9,183</b>      | <b>\$0</b>          | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>              |
| 423011 AUTO DEDUCT                 | \$38,418            | \$19,945            | \$16,458                   | \$66,969                | \$65,000                |
| 423021 GEN LIAB DEDUCT             | \$0                 | \$0                 | \$500                      | \$1,000                 | \$1,000                 |
| 423080 POLICE PROF PREM            | \$257,331           | \$275,754           | \$275,389                  | \$280,000               | \$280,030               |
| 423081 POLICE PROF DEDUCT          | \$61,353            | \$105,052           | \$40,278                   | \$168,929               | \$96,929                |
| <b>423100 INSURANCE</b>            | <b>\$357,102</b>    | <b>\$400,751</b>    | <b>\$332,625</b>           | <b>\$516,898</b>        | <b>\$442,959</b>        |
| 425000 OFFICE EQUIPMENT            | \$27                | \$29                | \$189                      | \$250                   | \$2,000                 |
| 425010 VEHICULAR EQUIPMENT         | \$585               | \$4,019             | \$2,321                    | \$7,000                 | \$9,900                 |
| 425090 MAINT SERV CONTRACT         | \$23,852            | \$29,332            | \$27,405                   | \$37,235                | \$147,679               |
| 425099 OTHER CONT MAINT            | \$36                | \$650               | \$238                      | \$2,650                 | \$29,556                |
| <b>425100 MAINT &amp; REPAIRS</b>  | <b>\$24,500</b>     | <b>\$34,030</b>     | <b>\$30,152</b>            | <b>\$47,135</b>         | <b>\$189,135</b>        |
| 429001 TUITION/TRAINING            | \$43,809            | \$62,161            | \$34,745                   | \$81,908                | \$61,430                |
| 429009 ADMIN/TRUSTEE FEE           | \$305               | \$731               | \$548                      | \$652                   | \$652                   |
| 429010 PRISONER CARE               | \$68                | \$199               | \$453                      | \$1,360                 | \$1,100                 |
| 429016 CONFERENCES                 | \$0                 | \$0                 | \$0                        | \$0                     | \$7,270                 |
| 429017 MEMBERSHIPS                 | \$695               | \$1,950             | \$1,430                    | \$5,915                 | \$2,280                 |
| 429060 TOWING                      | \$2,140             | \$2,565             | \$2,985                    | \$7,435                 | \$5,000                 |
| 429090 MISC CONTRACTED SRVCS       | \$87,423            | \$102,926           | \$118,647                  | \$158,403               | \$113,000               |
| <b>429100 CONTRACTED SRVC</b>      | <b>\$134,440</b>    | <b>\$170,532</b>    | <b>\$158,809</b>           | <b>\$255,673</b>        | <b>\$190,732</b>        |
| <b>429995 SERVICES</b>             | <b>\$584,059</b>    | <b>\$693,068</b>    | <b>\$619,285</b>           | <b>\$953,765</b>        | <b>\$900,926</b>        |
| 430002 SOFTWARE                    | \$0                 | \$0                 | \$0                        | \$5,000                 | \$102,071               |
| 430003 SUBSCRIPTIONS               | \$0                 | \$0                 | \$1,005                    | \$1,005                 | \$7,169                 |

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01040142 BUREAU OF POLICE**

| <b>Account</b>                        | <b>2015 Actual</b>  | <b>2016 Actual</b>  | <b>2017 Actual<br/>YTD (11/16)</b> | <b>2017 Adjusted<br/>Budget</b> | <b>2018 Proposed<br/>Budget</b> |
|---------------------------------------|---------------------|---------------------|------------------------------------|---------------------------------|---------------------------------|
| 430009 OFFICE                         | \$4,855             | \$7,725             | \$13,224                           | \$13,810                        | \$30,155                        |
| 430012 PERSONAL SAFETY                | \$38,486            | \$41,783            | \$43,832                           | \$114,340                       | \$63,700                        |
| 430014 WEARING APPAREL                | \$1,360             | \$27,140            | \$57,265                           | \$94,805                        | \$96,400                        |
| 430016 MEDICAL/LAB                    | \$14,662            | \$6,266             | \$5,294                            | \$10,475                        | \$10,313                        |
| 430052 VEHICLE PARTS & SUPPLIES       | \$471               | \$2,146             | \$4,289                            | \$13,433                        | \$15,000                        |
| <b>430100 SUPPLIES &amp; EXP</b>      | <b>\$59,835</b>     | <b>\$85,058</b>     | <b>\$124,911</b>                   | <b>\$252,868</b>                | <b>\$324,808</b>                |
| 439015 OFFICE EQUIPMENT               | \$0                 | \$8,077             | \$28,074                           | \$28,213                        | \$16,583                        |
| 439030 VEHICULAR EQUIPMENT            | \$8,848             | \$12,099            | \$67,776                           | \$77,564                        | \$26,420                        |
| 439060 OPERATIONS EQUIPMENT           | \$0                 | \$0                 | \$26,259                           | \$26,259                        | \$0                             |
| <b>439100 MINOR CAPITAL</b>           | <b>\$8,848</b>      | <b>\$20,176</b>     | <b>\$122,109</b>                   | <b>\$132,036</b>                | <b>\$43,003</b>                 |
| <b>439995 SUPPLIES</b>                | <b>\$68,683</b>     | <b>\$105,235</b>    | <b>\$247,019</b>                   | <b>\$384,904</b>                | <b>\$367,811</b>                |
| 452000 BUILDINGS AND STRUCTURES       | \$0                 | \$0                 | \$0                                | \$30,000                        | \$700,000                       |
| <b>450100 CAPITAL OUTLAY</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>                         | <b>\$30,000</b>                 | <b>\$700,000</b>                |
| 452008 BUILDING IMPROVEMENTS          | \$0                 | \$5,688             | \$0                                | \$13,271                        | \$0                             |
| <b>452100 BUILDING AND STRUCTURES</b> | <b>\$0</b>          | <b>\$5,688</b>      | <b>\$0</b>                         | <b>\$13,271</b>                 | <b>\$0</b>                      |
| 453004 EQUIPMENT-VEHICLE              | \$200,191           | \$79,212            | \$142,226                          | \$388,023                       | \$355,000                       |
| 453036 EQUIPMENT-PUBLIC SAFETY        | \$23,587            | \$10                | \$0                                | \$5,000                         | \$6,800                         |
| 453039 EQUIPMENT-COMMUNICATION        | \$0                 | \$0                 | \$0                                | \$0                             | \$805,000                       |
| 453049 LEASE PURCHASE                 | \$0                 | \$996               | \$1,834                            | \$22,570                        | \$0                             |
| 453051 EQUIPMENT-DATA PROCESSING      | \$0                 | \$69,414            | \$195                              | \$109,420                       | \$5,000                         |
| <b>453100 CAPITAL OUTLAY</b>          | <b>\$223,778</b>    | <b>\$149,632</b>    | <b>\$144,255</b>                   | <b>\$525,014</b>                | <b>\$1,171,800</b>              |
| 485002 FINES AND SETTLEMENTS          | \$20,000            | \$0                 | \$0                                | \$0                             | \$0                             |
| <b>480100 NON-EXP ITEMS</b>           | <b>\$20,000</b>     | <b>\$0</b>          | <b>\$0</b>                         | <b>\$0</b>                      | <b>\$0</b>                      |
| <b>499995 OTHER</b>                   | <b>\$243,778</b>    | <b>\$155,320</b>    | <b>\$144,255</b>                   | <b>\$568,284</b>                | <b>\$1,871,800</b>              |
| <b>01040142 POLICE</b>                | <b>\$15,300,041</b> | <b>\$15,002,446</b> | <b>\$14,690,971</b>                | <b>\$18,224,177</b>             | <b>\$19,878,523</b>             |

## BUREAU OF FIRE

The Harrisburg Bureau of Fire exists to serve the City of Harrisburg, and when needed, the greater Harrisburg metropolitan area by providing effective fire suppression, emergency medical services, tactical rescue, urban search and rescue, water rescue, hazardous materials response, fire prevention, codes enforcement, and public safety education.

The Bureau of Fire is a team of highly motivated diverse individuals dedicated in common to public interaction and providing efficient services. This involves the use of modern fire and rescue equipment, integrated up-to-date training and safety techniques, computer technology, and cooperation with surrounding fire, rescue, and EMS agencies to provide the best service available by making public safety and protection our perpetual primary priority.

Effective suppression of fires involves arriving at the scene of an emergency quickly so the persons can be rescued and the fire can be attacked to prevent the spread of fire. It is the goal of the Bureau of Fire not to allow a fire to extend beyond the room, floor, or building of origin that is found involved in fire when arriving on scene. To effectively carry out our mission, the Bureau of Fire responds from three fire stations with five pieces of front line apparatus that are staffed 24/7 by at least 15 firefighters and fire officers.

The Bureau also maintains a fleet of boats; water rescue related tools and equipment, as well as highly trained staff. These resources provide advanced capabilities to deal with incidents on the Susquehanna River and its islands, as well as the small lakes and streams that are contained within the borders of the City. The water craft are also deployed to assist stranded motorists during street flooding events.

The Bureau of Fire, by providing effective emergency medical services, has fostered a close working relationship with Pinnacle Health's Community LifeTeam to assist in providing prompt EMS care to the citizens and visitors to our City. All Bureau of Fire apparatus is equipped with Automated External Defibrillators (AED's) and is able to provide prompt response. All new Fire Bureau recruits are required to maintain EMT status for the duration of their employment.

The Bureau of Fire is proactive in teaching fire prevention and preventing fires and other emergencies before they occur. The Fire Prevention Officer interacts on a daily basis with schools, daycares, and businesses to provide quality fire prevention materials and training. The Fire Inspector conducts fire inspections for the vast array of businesses in the City by taking a proactive approach. The Fire Inspector also initiates inspections from complaints received from residents and business owners, and works collectively with the Bureau of Codes to successfully mitigate hazardous conditions.

The Bureau of Fire is also responsible for effectively running the City's Emergency Operations Center during natural and man-made disasters, coordinating and running the Rescue 1 program, providing manpower for the PA Urban Search and Rescue Task Force, administering the Juvenile Fire Setter Intervention Program, maintaining an active role in the South Central PA Counter Terrorism Task Force, actively participating with the Dauphin County Hazardous Materials Response Team, as well as many other required and fiduciary responsibilities.

# BUREAU OF FIRE

## EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0151 Fire

### Allocation Plan

### Position Control

| <i>PERSONNEL</i>           | 2017             | 2018             | <i>JOB<br/>CLASSIFICATION</i> | 2017      | 2018      | 2017             | 2018             |
|----------------------------|------------------|------------------|-------------------------------|-----------|-----------|------------------|------------------|
|                            | Adjusted         | Proposed         |                               | Adjusted  | Proposed  | Adjusted         | Proposed         |
| Salaries-Mgmt              | 202,770          | 302,923          | Fire Chief                    | 1         | 1         | 85,880           | 91,316           |
| Salaries-BU                | 4,876,927        | 5,120,485        | Senior Deputy Chief           | 0         | 1         | 0                | 83,706           |
| Overtime                   | 904,332          | 675,000          | Deputy Chief                  | 1         | 1         | 75,000           | 79,901           |
| Premium                    | 345,000          | 355,000          | Administrative Assistant I    | 1         | 1         | 41,890           | 48,000           |
| Fringe Benefits            | 95,304           | 100,376          |                               |           |           |                  |                  |
| Miscellaneous              | 1,095,274        | 1,261,223        | <b>Total Management</b>       | <b>3</b>  | <b>4</b>  | <b>202,770</b>   | <b>302,923</b>   |
| <b>TOTAL</b>               | <b>7,519,606</b> | <b>7,815,007</b> | Battalion Chief               | 4         | 4         | 297,098          | 304,386          |
| <i>SERVICES</i>            |                  |                  | Captain                       | 4         | 4         | 279,897          | 290,791          |
|                            |                  |                  | Lieutenant                    | 8         | 8         | 548,790          | 562,652          |
|                            |                  |                  | Firefighter Driver/Operator   | 45        | 50        | 2,800,554        | 3,157,623        |
|                            |                  |                  | Firefighter I                 | 16        | 4         | 848,641          | 212,908          |
|                            |                  |                  | Firefighter-Probationary      | 5         | 12        | 231,105          | 592,125          |
|                            |                  |                  | Reallocation                  |           |           | (129,159)        |                  |
|                            |                  |                  | <b>Total Bargaining Unit</b>  | <b>82</b> | <b>82</b> | <b>4,876,927</b> | <b>5,120,485</b> |
|                            |                  |                  | Overtime                      |           |           | 904,332          | 675,000          |
|                            |                  |                  | Premium                       |           |           | 345,000          | 355,000          |
|                            |                  |                  | FICA                          |           |           | 95,304           | 100,376          |
| <i>SUPPLIES</i>            |                  |                  | Total Fringe Benefits         |           |           | 95,304           | 100,376          |
|                            |                  |                  | Severance Pay                 |           |           | 146,621          | 110,000          |
|                            |                  |                  | College Credits               |           |           | 7,684            | 10,000           |
| <i>OTHER</i>               |                  |                  | Medicare - Part B             |           |           | 80,234           | 85,000           |
|                            |                  |                  | Sick Leave Buy-Back           |           |           | 149,159          | 150,000          |
|                            |                  |                  | Hearing Aids                  |           |           | 500              | 500              |
| <b>TOTAL APPROPRIATION</b> |                  |                  | Fire Pension Plan             |           |           | 327,146          | 535,723          |
|                            |                  |                  | Clothing Allowance            |           |           | 90,397           | 85,000           |
|                            |                  |                  | Clothing Maint.               |           |           | 11,253           | 10,000           |
|                            |                  |                  | Loss Time & Med               |           |           | 282,280          | 275,000          |
|                            |                  |                  | Concessions                   |           |           | 0                | 0                |
|                            |                  |                  | <b>Total Miscellaneous</b>    |           |           | <b>1,095,274</b> | <b>1,261,223</b> |
|                            |                  |                  | <b>TOTAL</b>                  | <b>85</b> | <b>86</b> | <b>7,519,606</b> | <b>7,815,007</b> |
|                            |                  |                  |                               |           |           |                  |                  |
|                            |                  |                  |                               |           |           |                  |                  |
|                            |                  |                  |                               |           |           |                  |                  |

## PUBLIC SAFETY

FIRE - 0151

|          |                   |  |   |    |                    | 2017 |                     | 2018       |                        | 2018               |               |                |                  |          |                    |           |            |  |  |  |  |
|----------|-------------------|--|---|----|--------------------|------|---------------------|------------|------------------------|--------------------|---------------|----------------|------------------|----------|--------------------|-----------|------------|--|--|--|--|
| EMPLOYEE |                   | POSITION                                   |   |    | ANNIV. /<br>D.O.B. |      | END OF YR<br>SALARY |            | GRADE/STEP<br>INCREASE | ANNUAL<br>INCREASE | 2018<br>LONG. | 2018<br>SALARY | 2018<br>LUMP SUM | FICA     | FRINGE<br>BENEFITS | TOTAL     |            |  |  |  |  |
|          |                   | FIRE CHIEF                                 | 3 | 9  | 2000               | \$   | 85,880.00           |            | 5,435.82               | 0.00               | 0.00          | 91,315.82      | 0.00             | 1,325.00 | 0.00               | 92,640.82 |            |  |  |  |  |
|          |                   | SENIOR DEPUTY CHIEF                        | 8 | 27 | 1990               | \$   | 75,000.00           |            | 8,706.17               | 0.00               | 0.00          | 83,706.17      | 0.00             | 1,214.00 | 0.00               | 84,920.17 |            |  |  |  |  |
| NEW      | POSITION          | DEPUTY CHIEF                               | 1 | 1  | 2018               | \$   | -                   |            | 0.00                   | 0.00               | 0.00          | 79,901.35      | 0.00             | 1,159.00 | 0.00               | 81,060.35 |            |  |  |  |  |
|          |                   | ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF | 8 | 10 | 2015               | \$   | 41,890.00           |            | 6,110.00               | 0.00               | 0.00          | 48,000.00      | 0.00             | 3,672.00 | 0.00               | 51,672.00 |            |  |  |  |  |
| 4.00     | MANAGEMENT TOTALS |  |   |    |                    |      |                     | 202,770.00 |                        | 20,252.00          | 0.00          | 0.00           | 302,923.34       | 0.00     | 7,370.00           | 0.00      | 310,293.34 |  |  |  |  |
| VACANT   | POSITION          | BATTALION CHIEF                            | 3 | 17 | 1997               | \$   | 66,021.71           |            | 0.00                   | 1,320.43           | 8,754.48      | 76,096.62      | 0.00             | 1,104.00 | 0.00               | 77,200.62 |            |  |  |  |  |
|          |                   | BATTALION CHIEF                            | 3 | 9  | 2000               | \$   | 66,021.71           |            | 0.00                   | 1,320.43           | 8,754.48      | 76,096.62      | 0.00             | 1,104.00 | 0.00               | 77,200.62 |            |  |  |  |  |
|          |                   | BATTALION CHIEF                            | 3 | 2  | 2001               | \$   | 66,021.71           |            | 0.00                   | 1,320.43           | 8,754.48      | 76,096.62      | 0.00             | 1,104.00 | 0.00               | 77,200.62 |            |  |  |  |  |
|          |                   | BATTALION CHIEF                            | 3 | 3  | 2003               | \$   | 66,021.71           |            | 0.00                   | 1,320.43           | 8,754.48      | 76,096.62      | 0.00             | 1,104.00 | 0.00               | 77,200.62 |            |  |  |  |  |
|          |                   | FIRE CAPTAIN                               | 3 | 11 | 1996               | \$   | 63,635.90           |            | 0.00                   | 1,272.72           | 8,438.12      | 73,346.74      | 0.00             | 1,064.00 | 0.00               | 74,410.74 |            |  |  |  |  |
|          |                   | FIRE CAPTAIN                               | 3 | 3  | 2003               | \$   | 63,635.90           |            | 0.00                   | 1,272.72           | 8,438.12      | 73,346.74      | 0.00             | 1,064.00 | 0.00               | 74,410.74 |            |  |  |  |  |
|          |                   | FIRE CAPTAIN                               | 3 | 7  | 2005               | \$   | 63,635.90           |            | 0.00                   | 1,272.72           | 7,139.95      | 72,048.57      | 0.00             | 1,045.00 | 0.00               | 73,093.57 |            |  |  |  |  |
|          |                   | FIRE CAPTAIN                               | 3 | 7  | 2005               | \$   | 63,635.90           |            | 0.00                   | 1,272.72           | 7,139.95      | 72,048.57      | 0.00             | 1,045.00 | 0.00               | 73,093.57 |            |  |  |  |  |
| VACANT   | POSITION          | FIRE LIEUTENANT                            | 3 | 11 | 1996               | \$   | 61,800.65           |            | 0.00                   | 1,236.01           | 7,298.79      | 70,335.45      | 0.00             | 1,020.00 | 0.00               | 71,355.45 |            |  |  |  |  |
|          |                   | FIRE LIEUTENANT                            | 3 | 17 | 1997               | \$   | 61,800.65           |            | 0.00                   | 1,236.01           | 8,194.77      | 71,231.43      | 0.00             | 1,033.00 | 0.00               | 72,264.43 |            |  |  |  |  |
|          |                   | FIRE LIEUTENANT                            | 3 | 16 | 1998               | \$   | 61,800.65           |            | 0.00                   | 1,236.01           | 8,194.77      | 71,231.43      | 0.00             | 1,033.00 | 0.00               | 72,264.43 |            |  |  |  |  |
|          |                   | FIRE LIEUTENANT                            | 8 | 27 | 1990               | \$   | 61,800.65           |            | 0.00                   | 1,236.01           | 8,194.77      | 71,231.43      | 0.00             | 1,033.00 | 0.00               | 72,264.43 |            |  |  |  |  |
|          |                   | FIRE LIEUTENANT                            | 3 | 3  | 2003               | \$   | 61,800.65           |            | 0.00                   | 1,236.01           | 8,194.77      | 71,231.43      | 0.00             | 1,033.00 | 0.00               | 72,264.43 |            |  |  |  |  |
|          |                   | FIRE LIEUTENANT                            | 3 | 7  | 2005               | \$   | 61,800.65           |            | 0.00                   | 1,236.01           | 6,934.03      | 69,970.70      | 0.00             | 1,015.00 | 0.00               | 70,985.70 |            |  |  |  |  |
|          |                   | FIRE LIEUTENANT                            | 3 | 6  | 2006               | \$   | 61,800.65           |            | 0.00                   | 1,236.01           | 6,303.67      | 69,340.33      | 0.00             | 1,006.00 | 0.00               | 70,346.33 |            |  |  |  |  |
|          |                   | FIRE LIEUTENANT                            | 3 | 3  | 2008               | \$   | 61,800.65           |            | 0.00                   | 1,236.01           | 5,042.93      | 68,079.60      | 0.00             | 988.00   | 0.00               | 69,067.60 |            |  |  |  |  |
|          |                   | FIREFIGHTER/INSPECTOR                      | 8 | 7  | 1989               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 8 | 27 | 1990               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 8 | 27 | 1990               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 8 | 29 | 2003               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 8 | 29 | 1994               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 13 | 1995               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 13 | 1995               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 7  | 2005               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 6,419.25      | 64,776.05      | 0.00             | 940.00   | 0.00               | 65,716.05 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 7  | 2005               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 6,419.25      | 64,776.05      | 0.00             | 940.00   | 0.00               | 65,716.05 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 17 | 1997               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
| VACANT   | POSITION          | FIREFIGHTER DRIVER/OPERATOR                | 3 | 17 | 1997               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 3  | 2003               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 9 | 8  | 1998               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 8  | 1999               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 8  | 1999               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 9  | 2000               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 9  | 2000               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 9  | 2000               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 3  | 2003               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 8 | 29 | 2003               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 8 | 29 | 2003               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 8 | 29 | 2003               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 7,586.38      | 65,943.19      | 0.00             | 957.00   | 0.00               | 66,900.19 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 7  | 2005               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 6,419.25      | 64,776.05      | 0.00             | 940.00   | 0.00               | 65,716.05 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 6  | 2006               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 5,835.68      | 64,192.48      | 0.00             | 931.00   | 0.00               | 65,123.48 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 6  | 2006               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 5,835.68      | 64,192.48      | 0.00             | 931.00   | 0.00               | 65,123.48 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 6  | 2006               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 5,835.68      | 64,192.48      | 0.00             | 931.00   | 0.00               | 65,123.48 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 3  | 2008               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 4,668.54      | 63,025.35      | 0.00             | 914.00   | 0.00               | 63,939.35 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 3  | 2008               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 4,668.54      | 63,025.35      | 0.00             | 914.00   | 0.00               | 63,939.35 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 3 | 3  | 2008               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 4,668.54      | 63,025.35      | 0.00             | 914.00   | 0.00               | 63,939.35 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 8 | 31 | 2009               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 4,084.98      | 62,441.78      | 0.00             | 906.00   | 0.00               | 63,347.78 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 6 | 4  | 2012               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 2,334.27      | 60,691.07      | 0.00             | 881.00   | 0.00               | 61,572.07 |            |  |  |  |  |
|          |                   | FIREFIGHTER DRIVER/OPERATOR                | 6 | 4  | 2012               | \$   | 57,212.55           |            | 0.00                   | 1,144.25           | 2,334.27      | 60,691.07      | 0.00             | 881.00   | 0.00               | 61,572.07 |            |  |  |  |  |

## PUBLIC SAFETY

FIRE - 0151

| EMPLOYEE | POSITION                    | ANNIV. /<br>D.O.B. | 2017<br>END OF YR<br>SALARY | 2018<br>GRADE/STEP<br>INCREASE | 2018<br>ANNUAL<br>INCREASE | 2018<br>LONG. | 2018<br>SALARY | 2018<br>LUMP SUM | FICA      | FRINGE<br>BENEFITS | TOTAL        |
|----------|-----------------------------|--------------------|-----------------------------|--------------------------------|----------------------------|---------------|----------------|------------------|-----------|--------------------|--------------|
|          | FIREFIGHTER DRIVER/OPERATOR | 6 4 2012           | \$ 57,212.55                | 0.00                           | 1,144.25                   | 2,334.27      | 60,691.07      | 0.00             | 881.00    | 0.00               | 61,572.07    |
|          | FIREFIGHTER DRIVER/OPERATOR | 6 4 2012           | \$ 57,212.55                | 0.00                           | 1,144.25                   | 2,334.27      | 60,691.07      | 0.00             | 881.00    | 0.00               | 61,572.07    |
|          | FIREFIGHTER DRIVER/OPERATOR | 6 4 2012           | \$ 57,212.55                | 0.00                           | 1,144.25                   | 2,334.27      | 60,691.07      | 0.00             | 881.00    | 0.00               | 61,572.07    |
|          | FIREFIGHTER DRIVER/OPERATOR | 6 4 2012           | \$ 57,212.55                | 0.00                           | 1,144.25                   | 2,334.27      | 60,691.07      | 0.00             | 881.00    | 0.00               | 61,572.07    |
|          | FIREFIGHTER DRIVER/OPERATOR | 6 4 2012           | \$ 57,212.55                | 0.00                           | 1,144.25                   | 2,334.27      | 60,691.07      | 0.00             | 881.00    | 0.00               | 61,572.07    |
|          | FIREFIGHTER DRIVER/OPERATOR | 6 4 2012           | \$ 57,212.55                | 0.00                           | 1,144.25                   | 2,334.27      | 60,691.07      | 0.00             | 881.00    | 0.00               | 61,572.07    |
|          | FIREFIGHTER DRIVER/OPERATOR | 6 4 2012           | \$ 57,212.55                | 0.00                           | 1,144.25                   | 2,334.27      | 60,691.07      | 0.00             | 881.00    | 0.00               | 61,572.07    |
|          | FIREFIGHTER DRIVER/OPERATOR | 3 24 2014          | \$ 57,212.55                | 0.00                           | 1,144.25                   | 1,167.14      | 59,523.94      | 0.00             | 864.00    | 0.00               | 60,387.94    |
|          | FIREFIGHTER DRIVER/OPERATOR | 3 24 2014          | \$ 57,212.55                | 0.00                           | 1,144.25                   | 1,167.14      | 59,523.94      | 0.00             | 864.00    | 0.00               | 60,387.94    |
|          | FIREFIGHTER DRIVER/OPERATOR | 3 24 2014          | \$ 57,212.55                | 0.00                           | 1,144.25                   | 1,167.14      | 59,523.94      | 0.00             | 864.00    | 0.00               | 60,387.94    |
|          | FIREFIGHTER DRIVER/OPERATOR | 3 24 2014          | \$ 57,212.55                | 0.00                           | 1,144.25                   | 1,167.14      | 59,523.94      | 0.00             | 864.00    | 0.00               | 60,387.94    |
|          | FIREFIGHTER DRIVER/OPERATOR | 3 24 2014          | \$ 57,212.55                | 0.00                           | 1,144.25                   | 1,167.14      | 59,523.94      | 0.00             | 864.00    | 0.00               | 60,387.94    |
|          | FIREFIGHTER DRIVER/OPERATOR | 3 24 2014          | \$ 57,212.55                | 0.00                           | 1,144.25                   | 1,167.14      | 59,523.94      | 0.00             | 864.00    | 0.00               | 60,387.94    |
|          | FIREFIGHTER DRIVER/OPERATOR | 3 24 2014          | \$ 57,212.55                | 0.00                           | 1,144.25                   | 1,167.14      | 59,523.94      | 0.00             | 864.00    | 0.00               | 60,387.94    |
|          | FIREFIGHTER DRIVER/OPERATOR | 3 24 2014          | \$ 57,212.55                | 0.00                           | 1,144.25                   | 1,167.14      | 59,523.94      | 0.00             | 864.00    | 0.00               | 60,387.94    |
|          | FIREFIGHTER DRIVER/OPERATOR | 3 24 2014          | \$ 57,212.55                | 0.00                           | 1,144.25                   | 1,167.14      | 59,523.94      | 0.00             | 864.00    | 0.00               | 60,387.94    |
|          | FIREFIGHTER DRIVER/OPERATOR | 3 24 2014          | \$ 57,212.55                | 0.00                           | 1,144.25                   | 1,167.14      | 59,523.94      | 0.00             | 864.00    | 0.00               | 60,387.94    |
|          | FIREFIGHTER DRIVER/OPERATOR | 3 16 2015          | \$ 50,864.94                | 6,347.61                       | 1,144.25                   | 520.09        | 58,876.89      | 0.00             | 854.00    | 0.00               | 59,730.89    |
|          | FIREFIGHTER I               | 3 24 2014          | \$ 53,542.04                | 0.00                           | 1,070.84                   | 1,092.26      | 55,705.14      | 0.00             | 808.00    | 0.00               | 56,513.14    |
|          | FIREFIGHTER I               | 3 16 2015          | \$ 50,864.94                | 0.00                           | 1,017.30                   | 518.82        | 52,401.06      | 0.00             | 760.00    | 0.00               | 53,161.06    |
|          | FIREFIGHTER I               | 3 16 2015          | \$ 50,864.94                | 0.00                           | 1,017.30                   | 518.82        | 52,401.06      | 0.00             | 760.00    | 0.00               | 53,161.06    |
|          | FIREFIGHTER I               | 3 16 2015          | \$ 50,864.94                | 0.00                           | 1,017.30                   | 518.82        | 52,401.06      | 0.00             | 760.00    | 0.00               | 53,161.06    |
|          | FIREFIGHTER - TRAINEE       | 1 30 2017          | \$ 21,000.00                | 0.00                           | 420.00                     | 0.00          | 21,420.00      | 0.00             | 311.00    | 0.00               | 21,731.00    |
|          | FIREFIGHTER - TRAINEE       | 1 30 2017          | \$ 45,510.73                | 5,354.21                       | 1,017.30                   | 0.00          | 51,882.24      | 0.00             | 753.00    | 0.00               | 52,635.24    |
|          | FIREFIGHTER - TRAINEE       | 1 30 2017          | \$ 45,510.73                | 5,354.21                       | 1,017.30                   | 0.00          | 51,882.24      | 0.00             | 753.00    | 0.00               | 52,635.24    |
|          | FIREFIGHTER - TRAINEE       | 1 30 2017          | \$ 45,510.73                | 5,354.21                       | 1,017.30                   | 0.00          | 51,882.24      | 0.00             | 753.00    | 0.00               | 52,635.24    |
|          | FIREFIGHTER - TRAINEE       | 1 30 2017          | \$ 45,510.73                | 5,354.21                       | 1,017.30                   | 0.00          | 51,882.24      | 0.00             | 753.00    | 0.00               | 52,635.24    |
|          | FIREFIGHTER - PROBATIONARY  | 1 30 2017          | \$ 45,510.73                | 5,354.21                       | 1,017.30                   | 0.00          | 51,882.24      | 0.00             | 753.00    | 0.00               | 52,635.24    |
|          | FIREFIGHTER - PROBATIONARY  | 1 30 2017          | \$ 45,510.73                | 5,354.21                       | 1,017.30                   | 0.00          | 51,882.24      | 0.00             | 753.00    | 0.00               | 52,635.24    |
|          | FIREFIGHTER - PROBATIONARY  | 1 30 2017          | \$ 45,510.73                | 5,354.21                       | 1,017.30                   | 0.00          | 51,882.24      | 0.00             | 753.00    | 0.00               | 52,635.24    |
|          | FIREFIGHTER - PROBATIONARY  | 1 30 2017          | \$ 45,510.73                | 5,354.21                       | 1,017.30                   | 0.00          | 51,882.24      | 0.00             | 753.00    | 0.00               | 52,635.24    |
|          | FIREFIGHTER - PROBATIONARY  | 1 30 2017          | \$ 45,510.73                | 5,354.21                       | 1,017.30                   | 0.00          | 51,882.24      | 0.00             | 753.00    | 0.00               | 52,635.24    |
|          | FIREFIGHTER - PROBATIONARY  | 1 30 2017          | \$ 45,510.73                | 5,354.21                       | 1,017.30                   | 0.00          | 51,882.24      | 0.00             | 753.00    | 0.00               | 52,635.24    |
|          | FIREFIGHTER - PROBATIONARY  | 1 30 2017          | \$ 45,510.73                | 5,354.21                       | 1,017.30                   | 0.00          | 51,882.24      | 0.00             | 753.00    | 0.00               | 52,635.24    |
| 82.00    | BARGAINING UNIT TOTALS      |                    | 4,595,070.42                | 65,243.92                      | 93,206.29                  | 366,964.23    | 5,120,484.86   | 0.00             | 74,301.00 | 0.00               | 5,194,785.86 |
| 86.00    | TOTAL                       |                    | 4,797,840.42                | 85,495.92                      | 93,206.29                  | 366,964.23    | 5,423,408.20   | 0.00             | 81,671.00 | 0.00               | 5,505,079.20 |

## PUBLIC SAFETY

FIRE - 0151

| <u>EMPLOYEE</u>  | <u>POSITION</u> | <u>ANNIV. /<br/>D.O.B.</u> | <u>2017<br/>END OF YR<br/>SALARY</u> | <u>2018<br/>GRADE/STEP<br/>INCREASE</u> | <u>2018<br/>ANNUAL<br/>INCREASE</u> | <u>2018<br/>LONG.</u> | <u>2018<br/>SALARY</u> | <u>2018<br/>LUMP SUM</u> | <u>FICA</u> | <u>FRINGE<br/>BENEFITS</u> | <u>TOTAL</u> |
|--|-----------------|----------------------------|--------------------------------------|---|-------------------------------------|-----------------------|------------------------|--------------------------|-------------|----------------------------|--------------|
| OVERTIME   |                 |                            |                                      |   |                                     |                       | 675,000.00             | 0.00                     | 9,787.50    | 0.00                       | 684,787.50   |
| PREMIUM TIME   |                 |                            |                                      |   |                                     |                       | 355,000.00             | 0.00                     | 5,147.50    | 0.00                       | 360,147.50   |
| SICK-LEAVE BUY BACK  |                 |                            |                                      |   |                                     |                       | 150,000.00             | 0.00                     | 2,175.50    | 0.00                       | 152,175.50   |
| SUBTOTAL-SALARIES/WAGES                                      |                 |                            |                                      |   |                                     |                       | 6,603,408.20           | 0.00                     | 98,781.50   | 0.00                       | 6,702,189.70 |
| SEVERANCE PAY  |                 |                            |                                      |   |                                     |                       | 110,000.00             | 0.00                     | 1,595.00    | 0.00                       | 111,595.00   |
| MEDICARE-PART B  |                 |                            |                                      |   |                                     |                       | 85,000.00              | 0.00                     | 0.00        | 0.00                       | 85,000.00    |
| LOSS TIME & MED  |                 |                            |                                      |   |                                     |                       | 275,000.00             | 0.00                     | 0.00        | 0.00                       | 275,000.00   |
| FIRE PENSION PLAN  |                 |                            |                                      |   |                                     |                       | 535,722.94             | 0.00                     | 0.00        | 0.00                       | 535,722.94   |
| HEARING AID-FIR  |                 |                            |                                      |   |                                     |                       | 500.00                 | 0.00                     | 0.00        | 0.00                       | 500.00       |
| CLOTHING ALLOWANCE   |                 |                            |                                      |   |                                     |                       | 85,000.00              | 0.00                     | 0.00        | 0.00                       | 85,000.00    |
| CLOTHING MAINT ALLOWANCE                                     |                 |                            |                                      |   |                                     |                       | 10,000.00              | 0.00                     | 0.00        | 0.00                       | 10,000.00    |
| COLLEGE CREDITS  |                 |                            |                                      |   |                                     |                       | 10,000.00              | 0.00                     | 0.00        | 0.00                       | 10,000.00    |
| TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS |                 |                            |                                      |   |                                     |                       | 7,704,631.14           | 0.00                     | 100,375.50  | 0.00                       | 7,815,007.64 |

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01040151 BUREAU OF FIRE**

| Account                            | 2015 Actual        | 2016 Actual        | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|------------------------------------|--------------------|--------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES            | \$4,744,796        | \$4,668,327        | \$4,480,737                | \$5,079,697             | \$5,423,408                |
| 416000 OVERTIME                    | \$848,997          | \$865,806          | \$875,177                  | \$904,332               | \$675,000                  |
| 416001 PREMIUM                     | \$305,019          | \$303,953          | \$286,310                  | \$345,000               | \$355,000                  |
| 417000 SICK LEAVE/VACAT BUY-BACK   | \$94,240           | \$131,066          | \$149,159                  | \$149,159               | \$150,000                  |
| <b>414100 SALARIES/WAGES</b>       | <b>\$5,993,052</b> | <b>\$5,969,152</b> | <b>\$5,791,383</b>         | <b>\$6,478,187</b>      | <b>\$6,603,408</b>         |
| 419001 SOCIAL SECURITY             | \$87,905           | \$87,410           | \$85,635                   | \$95,304                | \$100,376                  |
| 419005 SEVERANCE PAY               | \$214,097          | \$36,604           | \$76,364                   | \$146,621               | \$110,000                  |
| 419007 MEDICARE - PART B           | \$67,157           | \$68,206           | \$80,190                   | \$80,234                | \$85,000                   |
| 419012 LOSS TIME & MED             | \$277,494          | \$177,477          | \$246,421                  | \$282,280               | \$275,000                  |
| 419023 FIRE PENSION PLAN B         | \$358,000          | \$280,858          | \$327,146                  | \$327,146               | \$535,723                  |
| 419027 HEARING AID -FIRE           | \$135              | \$0                | \$0                        | \$500                   | \$500                      |
| 419028 CLOTHING ALLOWANCE          | \$70,556           | \$75,363           | \$64,891                   | \$90,397                | \$85,000                   |
| 419029 CLOTHING MAINT ALLOWANCE    | \$3,048            | \$4,834            | \$4,739                    | \$11,253                | \$10,000                   |
| 419049 COLLEGE CREDITS             | \$6,596            | \$7,388            | \$7,684                    | \$7,684                 | \$10,000                   |
| <b>419100 FRINGE BENEFITS</b>      | <b>\$1,084,989</b> | <b>\$738,139</b>   | <b>\$893,071</b>           | <b>\$1,041,419</b>      | <b>\$1,211,598</b>         |
| <b>419995 PERSONNEL</b>            | <b>\$7,078,041</b> | <b>\$6,707,291</b> | <b>\$6,684,454</b>         | <b>\$7,519,606</b>      | <b>\$7,815,007</b>         |
| 420010 ADVERTISING                 | \$1,166            | \$1,617            | \$1,994                    | \$2,000                 | \$2,000                    |
| 420040 TELECOM                     | \$10,182           | \$10,216           | \$9,637                    | \$14,000                | \$0                        |
| 420041 E-MAIL/INTERNET             | \$4,731            | \$5,158            | \$4,180                    | \$5,500                 | \$0                        |
| 420050 POSTAGE                     | \$397              | \$1,366            | \$311                      | \$1,000                 | \$0                        |
| <b>420100 COMMUNICATIONS</b>       | <b>\$16,476</b>    | <b>\$18,357</b>    | <b>\$16,122</b>            | <b>\$22,500</b>         | <b>\$2,000</b>             |
| 421016 MEDICAL/PSYCHOLOGICAL EXA   | \$700              | \$0                | \$2,100                    | \$7,100                 | \$3,000                    |
| 421050 OTHER PROFESSIONAL FEES     | \$0                | \$0                | \$0                        | \$13,000                | \$0                        |
| 421070 ARBITRATION                 | \$28,563           | \$41,990           | \$5,221                    | \$22,200                | \$40,000                   |
| <b>421100 PROFESSIONAL SRVC</b>    | <b>\$29,263</b>    | <b>\$41,990</b>    | <b>\$7,321</b>             | <b>\$42,300</b>         | <b>\$43,000</b>            |
| 422000 SEWERAGE                    | \$1,725            | \$2,188            | \$2,342                    | \$3,500                 | \$4,000                    |
| 422010 WATER                       | \$4,907            | \$6,534            | \$7,179                    | \$9,000                 | \$7,500                    |
| 422020 ELECTRICITY                 | \$32,192           | \$0                | \$0                        | \$0                     | \$0                        |
| 422030 HEAT                        | \$14,685           | \$10,725           | \$10,343                   | \$25,000                | \$25,000                   |
| 422080 SEWERAGE MAINT CHARGES      | \$259              | \$329              | \$351                      | \$500                   | \$500                      |
| <b>422100 UTILITIES &amp; SRVC</b> | <b>\$53,768</b>    | <b>\$19,776</b>    | <b>\$20,215</b>            | <b>\$38,000</b>         | <b>\$37,000</b>            |
| 425000 OFFICE EQUIPMENT            | \$483              | \$2,033            | \$335                      | \$1,000                 | \$800                      |
| 425010 VEHICULAR EQUIPMENT         | \$453              | \$472              | \$104,142                  | \$166,725               | \$140,000                  |
| 425030 BUILDING MAINT              | \$30,735           | \$26,917           | \$54,591                   | \$78,262                | \$30,000                   |
| 425050 COMMUNICATIONS EQUIPMENT    | \$3,394            | \$2,570            | \$4,504                    | \$8,934                 | \$8,500                    |
| 425060 OPERATIONS EQUIPMENT        | \$4,704            | \$7,602            | \$4,316                    | \$10,000                | \$10,000                   |
| 425090 MAINT SERV CONTRACT         | \$3,594            | \$4,009            | \$2,825                    | \$4,500                 | \$4,500                    |
| <b>425100 MAINT &amp; REPAIRS</b>  | <b>\$43,362</b>    | <b>\$43,603</b>    | <b>\$170,714</b>           | <b>\$269,421</b>        | <b>\$193,800</b>           |
| 429001 TUITION/TRAINING            | \$89,148           | \$107,893          | \$50,146                   | \$96,271                | \$85,000                   |
| 429004 OFFICER I CERT. (FIRE)      | \$5,000            | \$0                | \$0                        | \$0                     | \$0                        |
| 429009 ADMIN/TRUSTEE FEE           | \$132              | \$305              | \$183                      | \$350                   | \$350                      |
| 429016 CONFERENCES                 | \$0                | \$0                | \$3,745                    | \$4,000                 | \$2,500                    |
| 429017 MEMBERSHIPS                 | \$315              | \$759              | \$650                      | \$1,000                 | \$1,000                    |
| 429029 FIRE ACCREDITATION          | \$946              | \$0                | \$0                        | \$0                     | \$0                        |
| 429090 MISC CONTRACTED SRVCS       | \$0                | \$0                | \$267                      | \$15,000                | \$15,000                   |
| <b>429100 CONTRACTED SRVC</b>      | <b>\$95,541</b>    | <b>\$108,957</b>   | <b>\$54,991</b>            | <b>\$116,621</b>        | <b>\$103,850</b>           |
| <b>429995 SERVICES</b>             | <b>\$238,410</b>   | <b>\$232,683</b>   | <b>\$269,364</b>           | <b>\$488,842</b>        | <b>\$379,650</b>           |
| 430001 EDUCATIONAL                 | \$1,845            | \$5,838            | \$4,843                    | \$5,000                 | \$7,500                    |



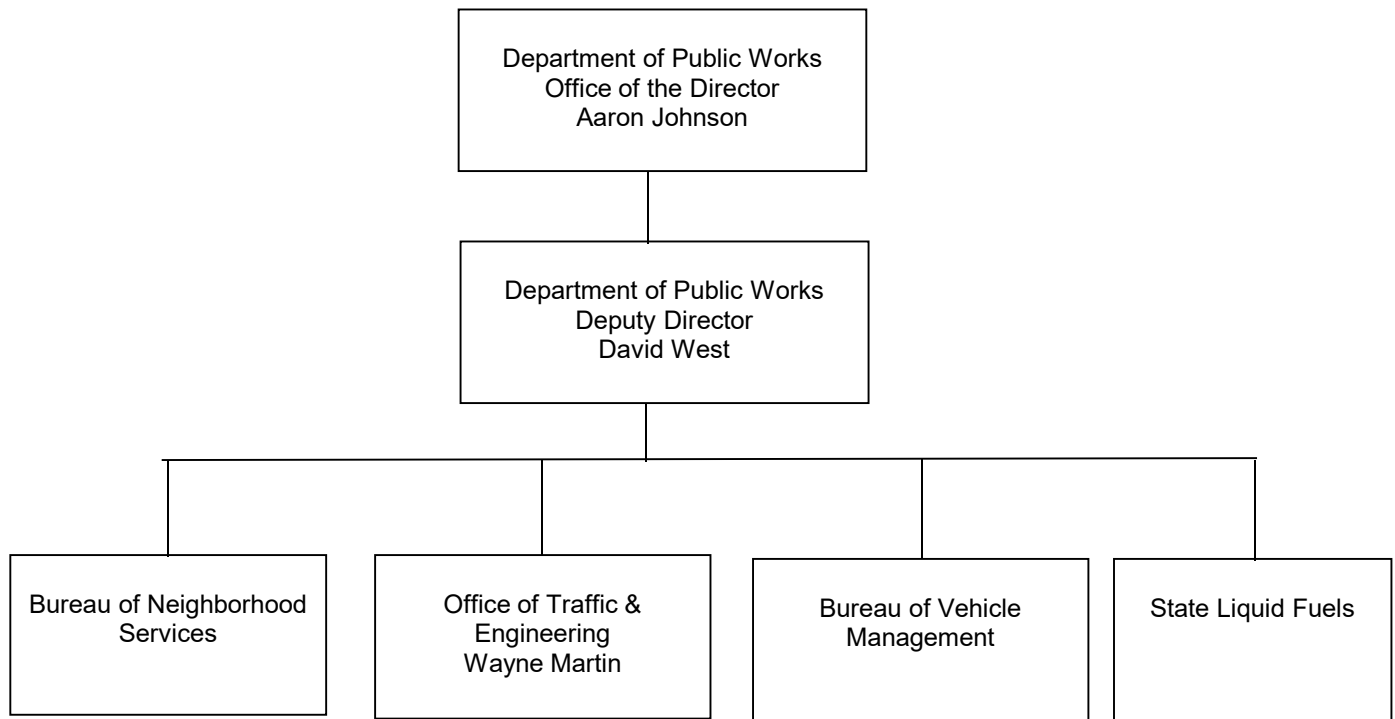
## **2018 Proposed Budget**

### Expenditure Line Item

#### **BUDGET UNIT: 01040151 BUREAU OF FIRE**

| Account                               | 2015 Actual        | 2016 Actual         | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---------------------------------------|--------------------|---------------------|----------------------------|-------------------------|----------------------------|
| 430002 SOFTWARE                       | \$4,865            | \$4,865             | \$4,865                    | \$5,000                 | \$5,000                    |
| 430008 DATA PROCESSING                | \$0                | \$0                 | \$0                        | \$0                     | \$500                      |
| 430009 OFFICE                         | \$0                | \$0                 | \$1,602                    | \$3,000                 | \$4,500                    |
| 430011 CUSTODIAL                      | \$5,123            | \$3,366             | \$4,169                    | \$12,703                | \$9,000                    |
| 430012 PERSONAL SAFETY                | \$4,795            | \$9,890             | \$1,015                    | \$8,000                 | \$10,000                   |
| 430013 FIREFIGHTING                   | \$17,925           | \$16,393            | \$6,428                    | \$15,000                | \$17,500                   |
| 430014 WEARING APPAREL                | \$26,828           | \$48,755            | \$22,471                   | \$52,500                | \$52,500                   |
| 430016 MEDICAL/LAB                    | \$0                | \$0                 | \$0                        | \$250                   | \$250                      |
| 430020 FIRE HEALTH AND SAFETY         | \$1,301            | \$3,633             | \$3,199                    | \$4,000                 | \$4,000                    |
| 430029 BLDG MAINT SUPPLIES            | \$0                | \$10,973            | \$17,524                   | \$24,000                | \$25,000                   |
| 430042 TOOLS & HARDWARE               | \$4,070            | \$11,686            | \$12,468                   | \$30,000                | \$30,000                   |
| 430051 TIRES & BATTERIES              | \$22,758           | \$8,836             | \$12,264                   | \$31,996                | \$20,000                   |
| 430052 VEHICLE PARTS & SUPPLIES       | \$111,315          | \$171,114           | \$20,753                   | \$28,301                | \$25,000                   |
| <b>430100 SUPPLIES &amp; EXP</b>      | <b>\$200,825</b>   | <b>\$295,348</b>    | <b>\$111,599</b>           | <b>\$219,750</b>        | <b>\$210,750</b>           |
| 439015 OFFICE EQUIPMENT               | \$0                | \$0                 | \$1,737                    | \$1,861                 | \$0                        |
| 439060 OPERATIONS EQUIPMENT           | \$0                | \$48,328            | \$43,027                   | \$95,398                | \$85,000                   |
| <b>439100 MINOR CAPITAL</b>           | <b>\$0</b>         | <b>\$48,328</b>     | <b>\$44,763</b>            | <b>\$97,259</b>         | <b>\$85,000</b>            |
| <b>439995 SUPPLIES</b>                | <b>\$200,825</b>   | <b>\$343,676</b>    | <b>\$156,363</b>           | <b>\$317,009</b>        | <b>\$295,750</b>           |
| 453000 OPERATIONS EQUIPMENT           | \$1,800            | \$47,520            | \$17,741                   | \$17,741                | \$450,000                  |
| <b>450100 CAPITAL OUTLAY</b>          | <b>\$1,800</b>     | <b>\$47,520</b>     | <b>\$17,741</b>            | <b>\$17,741</b>         | <b>\$450,000</b>           |
| 452008 BUILDING IMPROVEMENTS          | \$0                | \$14,607            | \$3,857                    | \$53,857                | \$1,180,000                |
| <b>452100 BUILDING AND STRUCTURES</b> | <b>\$0</b>         | <b>\$14,607</b>     | <b>\$3,857</b>             | <b>\$53,857</b>         | <b>\$1,180,000</b>         |
| 453032 AUTOMOTIVE                     | \$0                | \$268,335           | \$132,259                  | \$156,259               | \$0                        |
| 453049 LEASE PURCHASE                 | \$0                | \$80,000            | \$0                        | \$0                     | \$0                        |
| <b>453100 CAPITAL OUTLAY</b>          | <b>\$0.00</b>      | <b>\$348,334.66</b> | <b>\$132,259.00</b>        | <b>\$156,259.00</b>     | <b>\$0.00</b>              |
| <b>499995 OTHER</b>                   | <b>\$1,800</b>     | <b>\$410,462</b>    | <b>\$153,857</b>           | <b>\$227,857</b>        | <b>\$1,630,000</b>         |
| <b>01040151 FIRE</b>                  | <b>\$7,519,076</b> | <b>\$7,694,112</b>  | <b>\$7,264,037</b>         | <b>\$8,553,313</b>      | <b>\$10,120,407</b>        |

## DEPARTMENT OF PUBLIC WORKS



EXPENDITURE ANALYSIS SUMMARY  
2018 PROPOSED BUDGET

|                                       | 2015<br>Actual          | 2016<br>Actual          | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---------------------------------------|-------------------------|-------------------------|-------------------------------|----------------------------|----------------------------|
| DEPARTMENT OF PUBLIC WORKS            |                         |                         |                               |                            |                            |
| <u>0160 TRAFFIC &amp; ENGINEERING</u> |                         |                         |                               |                            |                            |
| Personnel                             | 523,845                 | 687,708                 | 662,188                       | 841,974                    | 859,940                    |
| Services                              | 559,812                 | 1,015,903               | 986,587                       | 2,442,434                  | 1,705,477                  |
| Supplies                              | 40,013                  | 391,644                 | 166,204                       | 379,732                    | 417,550                    |
| Other                                 | 746,395                 | 550,192                 | 1,208,732                     | 2,722,707                  | 1,730,000                  |
| TOTALS                                | <u>1,870,065</u>        | <u>2,645,448</u>        | <u>3,023,711</u>              | <u>6,386,848</u>           | <u>4,712,967</u>           |
| <u>0172 VEHICLE MANAGEMENT</u>        |                         |                         |                               |                            |                            |
| Personnel                             | 423,761                 | 432,930                 | 430,598                       | 598,167                    | 631,060                    |
| Services                              | 187,115                 | 218,346                 | 195,086                       | 405,188                    | 396,702                    |
| Supplies                              | 556,957                 | 684,428                 | 585,599                       | 1,154,973                  | 1,078,150                  |
| Other                                 | 188,303                 | 0                       | 19,045                        | 131,224                    | 160,000                    |
| TOTALS                                | <u>1,356,137</u>        | <u>1,335,704</u>        | <u>1,230,328</u>              | <u>2,289,551</u>           | <u>2,265,912</u>           |
| TOTAL DEPARTMENT OF PUBLIC WORKS      |                         |                         |                               |                            |                            |
| Personnel                             | 947,606                 | 1,120,639               | 1,092,785                     | 1,440,141                  | 1,491,000                  |
| Services                              | 746,928                 | 1,234,249               | 1,181,673                     | 2,847,622                  | 2,102,179                  |
| Supplies                              | 596,969                 | 1,076,072               | 751,803                       | 1,534,705                  | 1,495,700                  |
| Other                                 | 934,699                 | 550,192                 | 1,227,777                     | 2,853,931                  | 1,890,000                  |
| TOTAL EXPENDITURES                    | <u><u>3,226,202</u></u> | <u><u>3,981,151</u></u> | <u><u>4,254,039</u></u>       | <u><u>8,676,399</u></u>    | <u><u>6,978,879</u></u>    |

POSITION ANALYSIS SUMMARY  
2018 PROPOSED BUDGET

|                       | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-----------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| PUBLIC WORKS          |                |                |                               |                            |                            |
| Traffic & Engineering | 11.00          | 14.00          | 15.50                         | 15.50                      | 15.65                      |
| Vehicle Management    | <u>9.00</u>    | <u>11.00</u>   | <u>9.00</u>                   | <u>12.00</u>               | <u>12.15</u>               |
| TOTAL POSITIONS       | 20.00          | 25.00          | 24.50                         | 27.50                      | 27.80                      |

# OFFICE OF TRAFFIC & ENGINEERING

The Office Traffic and Engineering, headed by the City Engineer, provides professional engineering services for the maintenance of City streets and utility systems. The Office also ensures the construction of City streets and utility systems are in accordance with City ordinance, state laws, and sound engineering practices. This office also maintains signalized intersections, streetlight repair, and the installation of all traffic control signs as well as the City's GIS System and manages capital improvement projects for the City.

## EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0160 Office of Traffic & Engineering

| Allocation Plan         |                          |                  | Position Control      |                                    |                                   |                  |                  |         |        |
|-------------------------|--------------------------|------------------|-----------------------|------------------------------------|-----------------------------------|------------------|------------------|---------|--------|
| PERSONNEL               | 2017<br>Adjusted         | 2018<br>Proposed | JOB<br>CLASSIFICATION | 2017<br>Adjusted                   | 2018<br>Proposed                  | 2017<br>Adjusted | 2018<br>Proposed |         |        |
|                         | Salaries-Mgmt            | 164,625          |                       | 186,500                            | City Engineer                     | 0.75             | 0.75             | 61,875  | 67,500 |
|                         | Salaries-Bargaining Unit | 570,271          |                       | 572,323                            | Facilities Manager                | 0.75             | 0.75             | 42,750  | 43,500 |
|                         | Overtime                 | 47,791           |                       | 40,000                             | Traffic Signal & Streetlight Mng. | 1                | 1                | 60,000  | 62,000 |
|                         | Fringe Benefits          | 59,287           |                       | 61,117                             | Public Works Director             | 0                | 0.15             | 0       | 13,500 |
| TOTAL                   | 841,974                  | 859,940          | Total Management      | 2.50                               | 2.65                              | 164,625          | 186,500          |         |        |
| SERVICES                |                          |                  | Laborer II            | 4                                  | 4                                 | 150,946          | 149,666          |         |        |
|                         | Communications           | 8,800            | 4,527                 | Engineer's Representative I        | 1                                 | 1                | 46,754           | 47,221  |        |
|                         | Professional Services    | 1,606,948        | 903,000               | Engineer's Representative IV       | 1                                 | 1                | 53,212           | 53,744  |        |
|                         | Utilities                | 451,200          | 426,500               | Administrative Assistant I         | 1                                 | 1                | 42,741           | 43,168  |        |
|                         | Insurance                | 0                | 0                     | Traffic Engineering Technician I   | 3                                 | 4                | 122,020          | 177,430 |        |
|                         | Rentals                  | 0                | 44,000                | Traffic Engineering Technician III | 0                                 | 2                | 0                | 101,094 |        |
|                         | Maintenance & Repairs    | 359,536          | 301,500               | Traffic Engineering Technician IV  | 3                                 | 0                | 154,598          | 0       |        |
|                         | Contracted Services      | 15,950           | 25,950                | Total Bargaining Unit              | 13                                | 13               | 570,271          | 572,323 |        |
|                         | TOTAL                    | 2,442,434        | 1,705,477             | Overtime                           |                                   |                  | 47,791           | 40,000  |        |
|                         | SUPPLIES                 |                  |                       | FICA                               |                                   |                  | 59,287           | 61,117  |        |
| Supplies                |                          | 367,537          | 414,550               | Concessions                        |                                   |                  | 0                | 0       |        |
| Minor Capital Equipment |                          | 12,195           | 3,000                 | Total Fringe Benefits              |                                   |                  | 59,287           | 61,117  |        |
| TOTAL                   |                          | 379,732          | 417,550               | TOTAL                              | 15.50                             | 15.65            | 841,974          | 859,940 |        |
| OTHER                   |                          |                  |                       |                                    |                                   |                  |                  |         |        |
|                         |                          | 2,722,707        | 1,730,000             |                                    |                                   |                  |                  |         |        |
|                         |                          |                  |                       |                                    |                                   |                  |                  |         |        |
| TOTAL APPROPRIATION     | 6,386,848                | 4,712,967        |                       |                                    |                                   |                  |                  |         |        |

**PUBLIC WORKS**

Bureau of Traffic & Engineering - 0160

| EMPLOYEE   | POSITION |  | ANNIV. /<br>D.O.B. |    | 2017                | 2018                   | 2018               | 2018<br>LONG. | 2018<br>SALARY | 2018<br>LUMP SUM | FICA | FRINGE<br>BENEFITS | TOTAL |            |
|--|----------|--|--------------------|----|---------------------|------------------------|--------------------|---------------|----------------|------------------|------|--------------------|-------|------------|
|  |          |  |                    |    | END OF YR<br>SALARY | GRADE/STEP<br>INCREASE | ANNUAL<br>INCREASE |               |                |                  |      |                    |       |            |
|  |          | CITY ENGINEER (75%)                    | 5                  | 19 | 2014                | \$ 61,875.00           | 5,625.00           | 0.00          | 0.00           | 67,500.00        | 0.00 | 5,164.00           | 0.00  | 72,664.00  |
|  |          | FACILITIES MANAGER (75%)               | 4                  | 22 | 2013                | \$ 42,750.00           | 750.00             | 0.00          | 0.00           | 43,500.00        | 0.00 | 3,328.00           | 0.00  | 46,828.00  |
|  |          | TRAFFIC SIGNAL AND STREETLIGHT MANAGER | 3                  | 28 | 2016                | \$ 60,000.00           | 2,000.00           | 0.00          | 0.00           | 62,000.00        | 0.00 | 4,743.00           | 0.00  | 66,743.00  |
|  |          | DIRECTOR (PUBLIC WORKS) (15%)          | 9                  | 16 | 1996                | \$ -                   | 0.00               | 0.00          | 0.00           | 13,500.00        | 0.00 | 1,033.00           | 0.00  | 14,533.00  |
| 2.65   |          | MANAGEMENT TOTALS                      |                    |    |                     | 164,625.00             | 8,375.00           | 0.00          | 0.00           | 186,500.00       | 0.00 | 14,268.00          | 0.00  | 200,768.00 |
|  |          | LABORER II                             | 8                  | 19 | 1991                | \$ 37,270.57           | 0.00               | 372.71        | 752.87         | 38,396.00        | 0.00 | 2,938.00           | 0.00  | 41,334.00  |
|  |          | LABORER II                             | 4                  | 17 | 2017                | \$ 29,966.58           | 5,288.22           | 352.55        | 0.00           | 35,607.00        | 0.00 | 2,724.00           | 0.00  | 38,331.00  |
|  |          | LABORER II                             | 6                  | 21 | 1999                | \$ 37,270.57           | 0.00               | 372.71        | 376.43         | 38,020.00        | 0.00 | 2,909.00           | 0.00  | 40,929.00  |
| VACANT   | POSITION | LABORER II                             | 1                  | 1  | 2017                | \$ 37,270.57           | 0.00               | 372.71        | 0.00           | 37,643.00        | 0.00 | 2,880.00           | 0.00  | 40,523.00  |
|  |          | ENGINEER'S REPRESENTATIVE I            | 7                  | 31 | 1995                | \$ 46,062.86           | 0.00               | 460.63        | 697.85         | 47,221.00        | 0.00 | 3,613.00           | 0.00  | 50,834.00  |
|  |          | ENGINEER'S REPRESENTATIVE IV           | 11                 | 4  | 1985                | \$ 52,168.63           | 0.00               | 521.69        | 1,053.81       | 53,744.00        | 0.00 | 4,112.00           | 0.00  | 57,856.00  |
|  |          | ADMINISTRATIVE ASSISTANT I             | 6                  | 23 | 1980                | \$ 41,902.62           | 0.00               | 419.03        | 846.43         | 43,168.00        | 0.00 | 3,303.00           | 0.00  | 46,471.00  |
|  |          | TRAFFIC ENGINEERING TECHNICIAN I       | 9                  | 5  | 2017                | \$ 33,539.25           | 9,692.90           | 432.32        | 0.00           | 43,664.00        | 0.00 | 3,341.00           | 0.00  | 47,005.00  |
|  |          | TRAFFIC ENGINEERING TECHNICIAN I       | 5                  | 8  | 2017                | \$ 33,539.25           | 9,692.90           | 432.32        | 0.00           | 43,664.00        | 0.00 | 3,341.00           | 0.00  | 47,005.00  |
|  |          | TRAFFIC ENGINEERING TECHNICIAN I       | 6                  | 15 | 2015                | \$ 41,902.62           | 2,701.97           | 446.05        | 0.00           | 45,051.00        | 0.00 | 3,447.00           | 0.00  | 48,498.00  |
|  |          | TRAFFIC ENGINEERING TECHNICIAN I       | 7                  | 28 | 2014                | \$ 41,902.62           | 2,701.97           | 446.05        | 0.00           | 45,051.00        | 0.00 | 3,447.00           | 0.00  | 48,498.00  |
|  |          | TRAFFIC ENGINEERING TECHNICIAN III     | 7                  | 6  | 1987                | \$ 47,563.98           | 1,501.10           | 490.65        | 991.11         | 50,547.00        | 0.00 | 3,867.00           | 0.00  | 54,414.00  |
|  |          | TRAFFIC ENGINEERING TECHNICIAN III     | 8                  | 27 | 1990                | \$ 47,563.98           | 1,501.10           | 490.65        | 991.11         | 50,547.00        | 0.00 | 3,867.00           | 0.00  | 54,414.00  |
| 13.00  |          | BARGAINING UNIT TOTALS                 |                    |    |                     | 527,924.10             | 33,080.16          | 5,610.04      | 5,709.62       | 572,323.00       | 0.00 | 43,789.00          | 0.00  | 616,112.00 |
| 15.65  |          | TOTAL                                  |                    |    |                     | 692,549.10             | 41,455.16          | 5,610.04      | 5,709.62       | 758,823.00       | 0.00 | 58,057.00          | 0.00  | 816,880.00 |
| OVERTIME   |          |  |                    |    |                     |                        |                    |               |                | 40,000.00        | 0.00 | 3,060.00           | 0.00  | 43,060.00  |
| TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS |          |  |                    |    |                     |                        |                    |               |                | 798,823.00       | 0.00 | 61,117.00          | 0.00  | 859,940.00 |

NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).

\* 25% of salary and FICA are reflected in Neighborhood Services (2562).

\*\* 15% of salary and FICA are reflected in VMC (0172).

\*\* 70% of salary and FICA are reflected in Neighborhood Services (2562).

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01060160 OFFICE OF TRAFFIC AND ENGINEERING**

| Account                            | 2015 Actual      | 2016 Actual        | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|------------------------------------|------------------|--------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES            | \$486,558        | \$607,394          | \$578,107                  | \$734,896               | \$758,823                  |
| 416000 OVERTIME                    | \$122            | \$32,948           | \$37,936                   | \$47,791                | \$40,000                   |
| <b>414100 SALARIES/WAGES</b>       | <b>\$486,680</b> | <b>\$640,342</b>   | <b>\$616,043</b>           | <b>\$782,687</b>        | <b>\$798,823</b>           |
| 419001 SOCIAL SECURITY             | \$37,165         | \$47,366           | \$46,145                   | \$59,287                | \$61,117                   |
| <b>419100 FRINGE BENEFITS</b>      | <b>\$37,165</b>  | <b>\$47,366</b>    | <b>\$46,145</b>            | <b>\$59,287</b>         | <b>\$61,117</b>            |
| <b>419995 PERSONNEL</b>            | <b>\$523,845</b> | <b>\$687,708</b>   | <b>\$662,188</b>           | <b>\$841,974</b>        | <b>\$859,940</b>           |
| 420010 ADVERTISING                 | \$389            | \$0                | \$568                      | \$600                   | \$1,000                    |
| 420040 TELECOM                     | \$3,325          | \$3,185            | \$3,478                    | \$8,000                 | \$3,527                    |
| 420050 POSTAGE                     | \$250            | \$181              | \$81                       | \$200                   | \$0                        |
| <b>420100 COMMUNICATIONS</b>       | <b>\$3,964</b>   | <b>\$3,366</b>     | <b>\$4,127</b>             | <b>\$8,800</b>          | <b>\$4,527</b>             |
| 421030 CONSULTING                  | \$7,540          | \$5,064            | \$66,790                   | \$378,936               | \$25,000                   |
| 421050 OTHER PROFESSIONAL FEES     | \$40,120         | \$325,806          | \$294,892                  | \$1,228,012             | \$878,000                  |
| <b>421100 PROFESSIONAL SRVC</b>    | <b>\$47,660</b>  | <b>\$330,870</b>   | <b>\$361,682</b>           | <b>\$1,606,948</b>      | <b>\$903,000</b>           |
| 422000 SEWERAGE                    | \$4,800          | \$5,376            | \$5,241                    | \$5,500                 | \$5,500                    |
| 422010 WATER                       | \$14,351         | \$19,647           | \$18,114                   | \$19,800                | \$20,000                   |
| 422020 ELECTRICITY                 | \$167,090        | \$358,196          | \$215,420                  | \$275,000               | \$250,000                  |
| 422030 HEAT                        | \$118,826        | \$61,741           | \$96,598                   | \$150,000               | \$150,000                  |
| 422080 SEWERAGE MAINT CHARGES      | \$721            | \$807              | \$784                      | \$900                   | \$1,000                    |
| <b>422100 UTILITIES &amp; SRVC</b> | <b>\$305,788</b> | <b>\$445,768</b>   | <b>\$336,156</b>           | <b>\$451,200</b>        | <b>\$426,500</b>           |
| 424060 OTHER RENTALS               | \$18,788         | \$13,223           | \$0                        | \$0                     | \$44,000                   |
| <b>424100 RENTALS</b>              | <b>\$18,788</b>  | <b>\$13,223</b>    | <b>\$0</b>                 | <b>\$0</b>              | <b>\$44,000</b>            |
| 425020 TRAFFIC CONTROL/RESP.MAIN   | \$0              | \$0                | \$82,282                   | \$145,000               | \$130,000                  |
| 425021 STREET LIGHTS               | \$0              | \$0                | \$0                        | \$0                     | \$15,000                   |
| 425030 BUILDING MAINT              | \$36,252         | \$166,885          | \$73,908                   | \$77,799                | \$39,000                   |
| 425090 MAINT SERV CONTRACT         | \$147,311        | \$53,332           | \$119,276                  | \$136,737               | \$107,500                  |
| 425099 OTHER CONT MAINT            | (\$73)           | \$0                | \$0                        | \$0                     | \$10,000                   |
| <b>425100 MAINT &amp; REPAIRS</b>  | <b>\$183,490</b> | <b>\$221,983</b>   | <b>\$275,466</b>           | <b>\$359,536</b>        | <b>\$301,500</b>           |
| 429001 TUITION/TRAINING            | \$0              | \$643              | \$7,570                    | \$11,450                | \$25,450                   |
| 429018 PERMITS                     | \$122            | \$50               | \$86                       | \$500                   | \$500                      |
| 429090 MISC CONTRACTED SRVCS       | \$0              | \$0                | \$1,500                    | \$4,000                 | \$0                        |
| <b>429100 CONTRACTED SRVC</b>      | <b>\$122</b>     | <b>\$693</b>       | <b>\$9,156</b>             | <b>\$15,950</b>         | <b>\$25,950</b>            |
| <b>429995 SERVICES</b>             | <b>\$559,812</b> | <b>\$1,015,903</b> | <b>\$986,587</b>           | <b>\$2,442,434</b>      | <b>\$1,705,477</b>         |
| 430002 SOFTWARE                    | \$5,380          | \$2,738            | \$12,938                   | \$35,050                | \$35,050                   |
| 430009 OFFICE                      | \$1,359          | \$1,066            | \$926                      | \$2,000                 | \$2,500                    |
| 430011 CUSTODIAL                   | \$30,587         | \$10,136           | \$11,550                   | \$18,008                | \$10,000                   |
| 430013 FIREFIGHTING                | \$210            | \$275              | \$0                        | \$1,000                 | \$1,000                    |
| 430014 WEARING APPAREL             | \$1,608          | \$491              | \$2,033                    | \$3,000                 | \$3,000                    |
| 430029 BLDG MAINT SUPPLIES         | \$0              | \$1,335            | \$8,669                    | \$17,350                | \$13,000                   |
| 430033 STREET SIGN                 | \$0              | \$9,968            | \$28,087                   | \$30,000                | \$20,000                   |
| 430034 TRAFFIC CONTROL             | \$0              | \$331,104          | \$61,542                   | \$141,033               | \$200,000                  |
| 430042 TOOLS & HARDWARE            | \$0              | \$0                | \$3,516                    | \$8,000                 | \$13,000                   |
| 430055 MECH EQUIP PARTS            | \$174            | \$4,317            | \$2,055                    | \$3,000                 | \$2,500                    |
| 430056 STREET LIGHTS               | \$0              | \$25,937           | \$21,330                   | \$107,104               | \$112,000                  |
| 430099 MISC SUPPLIES AND EXP       | \$188            | \$2,439            | \$1,874                    | \$1,992                 | \$2,500                    |
| <b>430100 SUPPLIES &amp; EXP</b>   | <b>\$39,507</b>  | <b>\$389,806</b>   | <b>\$154,522</b>           | <b>\$367,537</b>        | <b>\$414,550</b>           |
| 439015 OFFICE EQUIPMENT            | \$506            | \$1,838            | \$11,682                   | \$12,195                | \$3,000                    |
| <b>439100 MINOR CAPITAL</b>        | <b>\$506</b>     | <b>\$1,838</b>     | <b>\$11,682</b>            | <b>\$12,195</b>         | <b>\$3,000</b>             |
| <b>439995 SUPPLIES</b>             | <b>\$40,013</b>  | <b>\$391,644</b>   | <b>\$166,204</b>           | <b>\$379,732</b>        | <b>\$417,550</b>           |

## **2018 Proposed Budget**

Expenditure Line Item

**BUDGET UNIT: 01060160 OFFICE OF TRAFFIC AND ENGINEERING**

| Account  | 2015 Actual        | 2016 Actual        | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|--|--------------------|--------------------|----------------------------|-------------------------|----------------------------|
| 452000 BUILDINGS AND STRUCTURES                  | \$0                | \$0                | \$419,213                  | \$896,860               | \$0                        |
| 453000 OPERATIONS EQUIPMENT                      | \$0                | \$18,691           | \$107,997                  | \$503,805               | \$0                        |
| 454022 IMPROVEMENT-SIDEWALK RAMP                 | \$0                | \$0                | \$0                        | \$16,950                | \$0                        |
| 458030 STREETLIGHTS                              | \$0                | \$412,666          | \$49,068                   | \$256,776               | \$0                        |
| 458060 STREETS AND ROADS                         | \$743,736          | \$118,835          | \$307,889                  | \$342,665               | \$1,730,000                |
| <b>450100 CAPITAL OUTLAY</b>                     | <b>\$743,736</b>   | <b>\$550,192</b>   | <b>\$884,167</b>           | <b>\$2,017,056</b>      | <b>\$1,730,000</b>         |
| 453051 EQUIPMENT-DATA PROCESSING                 | \$0                | \$0                | \$55,706                   | \$55,706                | \$0                        |
| 453090 OTHER CAPITAL EQUIPMENT                   | \$0                | \$0                | \$268,859                  | \$649,945               | \$0                        |
| <b>453100 CAPITAL OUTLAY</b>                     | <b>\$0</b>         | <b>\$0</b>         | <b>\$324,565</b>           | <b>\$705,651</b>        | <b>\$0</b>                 |
| <b>499995 OTHER</b>                              | <b>\$746,395</b>   | <b>\$550,192</b>   | <b>\$1,208,732</b>         | <b>\$2,722,707</b>      | <b>\$1,730,000</b>         |
| <b>01060160 BUREU OF TRAFFIC AND ENGINEERING</b> | <b>\$1,870,065</b> | <b>\$2,645,448</b> | <b>\$3,023,711</b>         | <b>\$6,386,848</b>      | <b>\$4,712,967</b>         |



## BUREAU OF VEHICLE MANAGEMENT CENTER

The Bureau of Vehicle Management is responsible for the administration, maintenance, and repair of the City's vehicular equipment fleet. The fleet consists of over 300 vehicles and pieces of equipment ranging from tractor trailers, articulated wheel loaders, fire apparatus, motor cycles and police vehicles, to small equipment such as tractors and lawnmowers.

The administration of the Bureau includes: preparation of the annual budget submission, equipment specifying, titling, licensing, maintaining of state inspection records, surplus disposal, and the scheduled maintenance and repair of all City-owned vehicles. Other associated activities include, but are not limited to, the maintaining of automated reports/records; a parts and supply inventory; a fuels/lubricants management program; and the testing and evaluation of programs, such as alternate fuels, to determine the feasibility of adoption for City operations. The Bureau has also adopted a new program to keep computerized records to help maintain efficiency in the fleet.

### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

General Fund

0172 Vehicle Management

| Allocation Plan     |                         |           | Position Control       |               |               |               |               |
|---------------------|-------------------------|-----------|------------------------|---------------|---------------|---------------|---------------|
|                     |                         |           |                        |               |               |               |               |
| PERSONNEL           |                         |           | JOB CLASSIFICATION     | 2017 Adjusted | 2018 Proposed | 2017 Adjusted | 2018 Proposed |
|                     | Salaries-Mgmt           | 55,000    | Fleet Manager          | 1             | 1             | 55,000        | 65,000        |
|                     | Salaries-BU             | 488,654   | Public Works Director  | 0             | 0.15          | 0             | 13,500        |
|                     | Overtime                | 12,000    |                        |               |               |               |               |
|                     | Fringe Benefits         | 42,513    | Total Management       | 1             | 1.15          | 55,000        | 78,500        |
|                     | TOTAL                   | 598,167   | Automotive Mechanic I  | 4             | 4             | 158,885       | 166,363       |
| SERVICES            |                         |           | Automotive Mechanic IV | 4             | 4             | 193,789       | 195,666       |
|                     |                         |           | Shop Foreman           | 1             | 1             | 53,212        | 49,000        |
|                     |                         |           | Parts Person II        | 1             | 1             | 45,497        | 45,952        |
|                     |                         |           | Secretary I            | 1             | 1             | 37,271        | 38,726        |
|                     |                         |           | Reallocation           |               |               | 0             |               |
|                     |                         |           | Total Bargaining Unit  | 11            | 11            | 488,654       | 495,707       |
|                     |                         |           | Overtime               |               |               | 12,000        | 12,000        |
|                     |                         |           | FICA                   |               |               | 42,513        | 44,853        |
|                     |                         |           | Concessions            |               |               | 0             | 0             |
|                     |                         |           | Total Fringe Benefits  |               |               | 42,513        | 44,853        |
|                     |                         |           |                        |               |               |               |               |
|                     |                         | TOTAL     | 12                     | 12.15         | 598,167       | 631,060       |               |
| SUPPLIES            |                         |           |                        |               |               |               |               |
|                     | Supplies                | 1,152,097 | 1,078,150              |               |               |               |               |
|                     | Minor Capital Equipment | 2,876     | 0                      |               |               |               |               |
|                     | TOTAL                   | 1,154,973 | 1,078,150              |               |               |               |               |
|                     |                         |           |                        |               |               |               |               |
| OTHER               |                         | 131,224   | 160,000                |               |               |               |               |
|                     |                         |           |                        |               |               |               |               |
|                     |                         |           |                        |               |               |               |               |
| TOTAL APPROPRIATION |                         | 2,289,551 | 2,265,912              |               |               |               |               |

**PUBLIC WORKS**

VEHICLE MANAGEMENT CENTER - 0172

|  |  |  | 2017 |  |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2018 |  | 2 |  |
|--|--|--|------|--|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|--|------|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NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).

\* 15% of salary and FICA are reflected in Traffic and Engineering (0160).

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 01060172 BUREAU OF VEHICLE MANAGEMENT**

| Account                            | 2015 Actual        | 2016 Actual        | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|------------------------------------|--------------------|--------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES            | \$388,081          | \$384,250          | \$390,515                  | \$543,654               | \$574,207                  |
| 416000 OVERTIME                    | \$6,446            | \$19,080           | \$9,970                    | \$12,000                | \$12,000                   |
| <b>414100 SALARIES/WAGES</b>       | <b>\$394,527</b>   | <b>\$403,330</b>   | <b>\$400,484</b>           | <b>\$555,654</b>        | <b>\$586,207</b>           |
| 419001 SOCIAL SECURITY             | \$29,234           | \$29,601           | \$30,113                   | \$42,513                | \$44,853                   |
| <b>419100 FRINGE BENEFITS</b>      | <b>\$29,234</b>    | <b>\$29,601</b>    | <b>\$30,113</b>            | <b>\$42,513</b>         | <b>\$44,853</b>            |
| <b>419995 PERSONNEL</b>            | <b>\$423,761</b>   | <b>\$432,930</b>   | <b>\$430,598</b>           | <b>\$598,167</b>        | <b>\$631,060</b>           |
| 420020 PRINTING                    | \$267              | \$237              | \$482                      | \$500                   | \$500                      |
| 420040 TELECOM                     | \$414              | \$643              | \$0                        | \$0                     | \$0                        |
| 420050 POSTAGE                     | \$28               | \$16               | \$30                       | \$50                    | \$0                        |
| <b>420100 COMMUNICATIONS</b>       | <b>\$708</b>       | <b>\$896</b>       | <b>\$512</b>               | <b>\$550</b>            | <b>\$500</b>               |
| 424050 OFFICE EQUIPMENT            | \$1,816            | \$1,820            | \$1,237                    | \$1,822                 | \$1,752                    |
| 424061 UNIFORM RENTALS             | \$2,029            | \$2,125            | \$3,068                    | \$3,500                 | \$4,000                    |
| <b>424100 RENTALS</b>              | <b>\$3,845</b>     | <b>\$3,944</b>     | <b>\$4,305</b>             | <b>\$5,322</b>          | <b>\$5,752</b>             |
| 425010 VEHICULAR EQUIPMENT         | \$147,663          | \$201,320          | \$128,858                  | \$258,210               | \$232,500                  |
| 425015 DAMAGED AUTO BODY REPAIRS   | \$0                | \$0                | \$49,945                   | \$75,000                | \$75,000                   |
| 425030 BUILDING MAINT              | \$4,866            | \$4,169            | \$3,320                    | \$6,500                 | \$9,200                    |
| 425060 OPERATIONS EQUIPMENT        | \$1,285            | \$3,189            | \$439                      | \$750                   | \$7,500                    |
| 425090 MAINT SERV CONTRACT         | \$1,499            | \$1,280            | \$3,293                    | \$52,500                | \$54,000                   |
| <b>425100 MAINT &amp; REPAIRS</b>  | <b>\$155,313</b>   | <b>\$209,958</b>   | <b>\$185,854</b>           | <b>\$392,960</b>        | <b>\$378,200</b>           |
| 429001 TUITION/TRAINING            | \$360              | \$0                | \$270                      | \$600                   | \$5,250                    |
| 429005 NUISANCE                    | \$895              | \$660              | \$60                       | \$256                   | \$1,000                    |
| 429060 TOWING                      | \$3,275            | \$2,888            | \$4,085                    | \$5,500                 | \$6,000                    |
| <b>429100 CONTRACTED SRVC</b>      | <b>\$4,530</b>     | <b>\$3,548</b>     | <b>\$4,415</b>             | <b>\$6,356</b>          | <b>\$12,250</b>            |
| <b>429995 SERVICES</b>             | <b>\$187,115</b>   | <b>\$218,346</b>   | <b>\$195,086</b>           | <b>\$405,188</b>        | <b>\$396,702</b>           |
| 430001 EDUCATIONAL                 | \$180              | \$180              | \$588                      | \$1,700                 | \$250                      |
| 430002 SOFTWARE                    | \$658              | \$987              | \$3,118                    | \$3,158                 | \$3,700                    |
| 430006 PHOTOGRAPHY                 | \$155              | \$0                | \$0                        | \$0                     | \$0                        |
| 430009 OFFICE                      | \$191              | \$330              | \$233                      | \$500                   | \$500                      |
| 430011 CUSTODIAL                   | \$1,033            | \$0                | \$0                        | \$0                     | \$0                        |
| 430012 PERSONAL SAFETY             | \$807              | \$588              | \$870                      | \$1,500                 | \$1,500                    |
| 430013 FIREFIGHTING                | \$275              | \$997              | \$0                        | \$2,000                 | \$2,500                    |
| 430037 CHEMICALS                   | \$1,631            | \$657              | \$558                      | \$1,500                 | \$1,500                    |
| 430042 TOOLS & HARDWARE            | \$1,399            | \$1,772            | \$2,173                    | \$3,000                 | \$3,000                    |
| 430050 MOTOR FUELS/LUBRICANTS      | \$392,047          | \$417,365          | \$451,609                  | \$714,418               | \$650,000                  |
| 430051 TIRES & BATTERIES           | \$26,943           | \$101,937          | \$49,363                   | \$125,000               | \$125,000                  |
| 430052 VEHICLE PARTS & SUPPLIES    | \$127,370          | \$114,076          | \$74,211                   | \$296,821               | \$285,200                  |
| 430053 VEHICLE REPAIR TOOLS        | \$4,268            | \$0                | \$0                        | \$2,500                 | \$5,000                    |
| 430054 AUTO BODY PART/SUPPLIES     | \$0                | \$42,956           | \$0                        | \$0                     | \$0                        |
| <b>430100 SUPPLIES &amp; EXP</b>   | <b>\$556,957</b>   | <b>\$681,844</b>   | <b>\$582,724</b>           | <b>\$1,152,097</b>      | <b>\$1,078,150</b>         |
| 439015 OFFICE EQUIPMENT            | \$0                | \$2,584            | \$0                        | \$0                     | \$0                        |
| 439030 VEHICULAR EQUIPMENT         | \$0                | \$0                | \$2,876                    | \$2,876                 | \$0                        |
| <b>439100 MINOR CAPITAL</b>        | <b>\$0</b>         | <b>\$2,584</b>     | <b>\$2,876</b>             | <b>\$2,876</b>          | <b>\$0</b>                 |
| <b>439995 SUPPLIES</b>             | <b>\$556,957</b>   | <b>\$684,428</b>   | <b>\$585,599</b>           | <b>\$1,154,973</b>      | <b>\$1,078,150</b>         |
| 453004 EQUIPMENT-VEHICLE           | \$0                | \$0                | \$9,215                    | \$9,224                 | \$0                        |
| 453049 LEASE PURCHASE              | \$0                | \$0                | \$9,830                    | \$122,000               | \$160,000                  |
| <b>453100 CAPITAL OUTLAY</b>       | <b>\$188,303</b>   | <b>\$0</b>         | <b>\$19,045</b>            | <b>\$131,224</b>        | <b>\$160,000</b>           |
| <b>499995 OTHER</b>                | <b>\$188,303</b>   | <b>\$0</b>         | <b>\$19,045</b>            | <b>\$131,224</b>        | <b>\$160,000</b>           |
| <b>01060172 VEHICLE MANAGEMENT</b> | <b>\$1,356,137</b> | <b>\$1,335,704</b> | <b>\$1,230,328</b>         | <b>\$2,289,551</b>      | <b>\$2,265,912</b>         |

## GENERAL EXPENSES

This group of accounts is used to reflect all expenses in the General Fund which are not directly related to any one particular departmental operation. Examples include specific personnel costs, such as medical, dental and prescription drug costs, pension plan contributions, employee severance pay, workers' compensation, loss/time medical payments, and other miscellaneous expenses, including telephone services, insurance(s), and various subsidies and grants to local units.

## TRANSFERS TO OTHER FUNDS

This group of accounts is used to reflect transfers to other City funds and related entities, either to fund for payment of general obligation debt or to supplement operations.

### EXPENDITURE ANALYSIS SUMMARY 2018 PROPOSED BUDGET

|   | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| <b><u>0188 GENERAL EXPENSES</u></b>         |                |                |                               |                            |                            |
| Personnel                                   | 9,876,917      | 9,460,284      | 9,154,263                     | 12,295,978                 | 12,241,798                 |
| Services                                    |                |                |                               |                            |                            |
| Communications                              | 58,309         | 43,960         | 28,250                        | 61,800                     | 159,899                    |
| Professional Fees                           | 98,379         | 93,021         | 72,161                        | 170,054                    | 164,100                    |
| Utilities and Services                      | 0              | 65,197         | 0                             | 0                          | 0                          |
| Insurance                                   | 952,517        | 869,419        | 818,300                       | 1,022,062                  | 2,448,144                  |
| Contracted Services                         | 35,406         | 22,521         | 18,743                        | 71,196                     | 45,064                     |
| Total Services                              | 1,144,611      | 1,094,118      | 937,454                       | 1,325,111                  | 2,817,207                  |
| Supplies                                    |                |                |                               |                            |                            |
| Supplies                                    | 298            | 6,300          | 1                             | 5,306                      | 25,306                     |
| Total Supplies                              | 298            | 6,300          | 1                             | 5,306                      | 25,306                     |
| Other                                       |                |                |                               |                            |                            |
| Capital Outlay                              | 2,655          | 1,384          | 289                           | 23,499                     | 5,299                      |
| Subsidies and Grants                        | 225,656        | 228,287        | 255,996                       | 255,996                    | 307,406                    |
| Liability Insurance Claim                   | 0              | 300,000        | 402,617                       | 478,300                    | 0                          |
| Refund of Prior Year Revenue                | 0              | 0              | 19,772                        | 47,059                     | 0                          |
| Fines and Settlements                       | 1,946,105      | 1,500,000      | 1,001,650                     | 1,001,800                  | 0                          |
| TRAN Costs                                  | 32,226         | 0              | 0                             | 0                          | 0                          |
| Total Other                                 | 2,206,642      | 2,029,671      | 1,680,324                     | 1,806,654                  | 312,705                    |
| Total General Expenses                      | 13,228,468     | 12,590,373     | 11,772,043                    | 15,433,049                 | 15,397,016                 |
| <b><u>0189 TRANSFERS TO OTHER FUNDS</u></b> |                |                |                               |                            |                            |
| Capital Projects - Public Works             | 0              | 0              | 500,000                       | 500,000                    | 200,000                    |
| Debt Service Fund Transfer                  | 8,358,230      | 9,217,206      | 9,603,299                     | 9,699,834                  | 9,866,020                  |
| State Grants Fund Transfer                  | 0              | 0              | 325,796                       | 326,469                    | 0                          |
| Blight Remediation Fund Transfer            | 250,000        | 0              | 0                             | 0                          | 0                          |
| Federal Grants Fund Transfer                | 0              | 0              | 2,625,870                     | 2,625,870                  | 0                          |
| Neighborhood Services                       | 0              | 0              | 0                             | 0                          | 0                          |
| Senators Fund                               | 0              | 0              | 262,921                       | 262,921                    | 239,681                    |
| Special Parks & Rec. Fund                   | 0              | 0              | 0                             | 175,000                    | 0                          |
| Special Events Fund                         | 0              | 0              | 0                             | 0                          | 30,000                     |
| Total Transfers                             | 8,608,230      | 9,217,206      | 13,317,886                    | 13,590,094                 | 10,335,701                 |

EXPENDITURE ANALYSIS DETAIL  
2018 PROPOSED BUDGET

General Fund

0188 General Expenses

| Account Name                        | 2015<br>Actual    | 2016<br>Actual   | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-------------------------------------|-------------------|------------------|-------------------------------|----------------------------|----------------------------|
| <b>WAGES/BENEFITS</b>               |                   |                  |                               |                            |                            |
| Salaries/Social Security            | 16,678            | 15,036           | 13,445                        | 15,860                     | 19,125                     |
| Temporary Employment                | 0                 | 0                | 0                             | 0                          | 50,000                     |
| Medical Benefits                    | 9,874,522         | 9,042,604        | 8,550,714                     | 11,514,941                 | 11,350,000                 |
| Signing Bonus                       | 0                 | 0                | 55,650                        | 55,000                     | 55,650                     |
| Sick Leave Buy-Back                 | 37,112            | 7,393            | 6,318                         | 7,320                      | 7,321                      |
| Severance Pay                       | 187,484           | 189,695          | 164,428                       | 200,000                    | 200,000                    |
| Medicare                            | 2,750             | 5,093            | 8,567                         | 8,607                      | 18,061                     |
| Unemployment Compensation           | 69,841            | 21,229           | 34,351                        | 100,000                    | 65,804                     |
| <b>TOTAL WAGES/BENEFITS</b>         | <b>10,188,386</b> | <b>9,281,049</b> | <b>8,833,472</b>              | <b>11,901,728</b>          | <b>11,765,961</b>          |
| <b>WORKERS' COMPENSATION</b>        |                   |                  |                               |                            |                            |
| Workers' Compensation Adj. Fees     | 27,396            | 30,415           | 21,157                        | 72,090                     | 61,104                     |
| Loss Time & Medical                 | 78,983            | 21,519           | 166,648                       | 170,000                    | 250,000                    |
| State Fees/Assessments              | 42,914            | 25,436           | 28,846                        | 45,000                     | 45,000                     |
| Excess Policy & Bond                | 93,205            | 102,057          | 104,141                       | 107,160                    | 119,733                    |
| Medical-Employee Contribution       | (553,968)         | (193)            | 0                             | 0                          | 0                          |
| <b>TOTAL WORKERS COMP.</b>          | <b>(311,469)</b>  | <b>179,234</b>   | <b>320,791</b>                | <b>394,250</b>             | <b>475,837</b>             |
| <b>PENSION CONTRIBUTIONS</b>        |                   |                  |                               |                            |                            |
| <b>TOTAL PERSONNEL</b>              | <b>9,876,917</b>  | <b>9,460,284</b> | <b>9,154,263</b>              | <b>12,295,978</b>          | <b>12,241,798</b>          |
| <b>COMMUNICATIONS</b>               |                   |                  |                               |                            |                            |
| Telephone/Cell Phones               | 56,354            | 43,960           | 28,250                        | 60,000                     | 159,899                    |
| Internet                            | 1,954             | 0                | 0                             | 1,800                      | 0                          |
| <b>TOTAL COMMUNICATIONS</b>         | <b>58,309</b>     | <b>43,960</b>    | <b>28,250</b>                 | <b>61,800</b>              | <b>159,899</b>             |
| <b>PROFESSIONAL FEES</b>            |                   |                  |                               |                            |                            |
| Legal Fees                          | 11,790            | 7,975            | 2,025                         | 22,025                     | 20,000                     |
| Consulting                          | 86,505            | 81,046           | 68,136                        | 143,929                    | 140,000                    |
| Other                               | 84                | 4,000            | 2,000                         | 4,100                      | 4,100                      |
| <b>TOTAL PROFESSIONAL FEES</b>      | <b>98,379</b>     | <b>93,021</b>    | <b>72,161</b>                 | <b>170,054</b>             | <b>164,100</b>             |
| <b>UTILITIES</b>                    |                   |                  |                               |                            |                            |
| Legal Fees                          | 0                 | 18,222           | 0                             | 0                          | 0                          |
| Consulting                          | 0                 | 44,241           | 0                             | 0                          | 0                          |
| Other                               | 0                 | 2,734            | 0                             | 0                          | 0                          |
| <b>TOTAL UTILITIES AND SERVICES</b> | <b>0</b>          | <b>65,197</b>    | <b>0</b>                      | <b>0</b>                   | <b>0</b>                   |

EXPENDITURE ANALYSIS DETAIL  
2018 PROPOSED BUDGET

General Fund

0188 General Expenses

| Account Name                               | 2015<br>Actual   | 2016<br>Actual   | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|--|------------------|------------------|-------------------------------|----------------------------|----------------------------|
| <b>INSURANCE</b>                           |                  |                  |                               |                            |                            |
| Stop Loss - Premium                        | 358,292          | 358,513          | 356,935                       | 440,000                    | 506,000                    |
| Automobile - Premium                       | 104,478          | 88,735           | 88,617                        | 89,447                     | 90,111                     |
| Automobile - Deductible                    | 4,504            | 3,422            | 3,314                         | 42,000                     | 42,000                     |
| General Liability - Premium                | 69,886           | 59,355           | 59,277                        | 59,832                     | 60,276                     |
| General Liability - Deductible             | 29,967           | 47,719           | 19,979                        | 78,500                     | 40,000                     |
| Liability Insurance Claims and Settlements | 0                | 0                | 0                             | 0                          | 1,400,000                  |
| Boiler & Machinery - Premium               | 12,329           | 5,973            | 5,330                         | 5,935                      | 5,877                      |
| Property & Crime - Premium                 | 168,052          | 137,593          | 119,436                       | 135,830                    | 128,446                    |
| Property & Crime - Deductible              | 0                | (6)              | 0                             | 0                          | 0                          |
| Inland Marine - Premium                    | 34,702           | 17,853           | 17,559                        | 18,347                     | 20,601                     |
| Flood - Premium                            | 32,887           | 34,343           | 35,167                        | 36,960                     | 38,808                     |
| Public Official Liability - Premium        | 57,300           | 45,136           | 45,076                        | 45,498                     | 45,836                     |
| Public Official Liability - Deductible     | 4,826            | 6,834            | 3,747                         | 5,250                      | 5,250                      |
| Excess Liability - Premium                 | 75,294           | 63,949           | 63,864                        | 64,462                     | 64,940                     |
| <b>TOTAL INSURANCE</b>                     | <b>952,517</b>   | <b>869,419</b>   | <b>818,300</b>                | <b>1,022,062</b>           | <b>2,448,144</b>           |
| <b>CONTRACTED SERVICES</b>                 |                  |                  |                               |                            |                            |
| Maintenance Service Contract               | 6,115            | 6,951            | 11,495                        | 19,051                     | 20,792                     |
| Contracted Personnel Services              | 0                | 0                | 0                             | 10,000                     | 0                          |
| Building Maintenance                       | 0                | 0                | 0                             | 17,873                     | 0                          |
| Bank Administration/Trustee Fees           | 6,405            | 8,239            | 4,199                         | 10,000                     | 10,000                     |
| Membership Dues                            | 20,521           | 0                | 3,049                         | 5,272                      | 5,272                      |
| Miscellaneous                              | 2,364            | 0                | 0                             | 0                          | 0                          |
| Bank Service Charges                       | 0                | 7,331            | 0                             | 9,000                      | 9,000                      |
| <b>TOTAL CONTRACTED SERVICES</b>           | <b>35,406</b>    | <b>22,521</b>    | <b>18,743</b>                 | <b>71,196</b>              | <b>45,064</b>              |
| <b>TOTAL SERVICES</b>                      | <b>1,144,611</b> | <b>1,094,118</b> | <b>937,454</b>                | <b>1,325,111</b>           | <b>2,817,207</b>           |
| <b>SUPPLIES &amp; EXPENSES</b>             |                  |                  |                               |                            |                            |
| Data Processing                            | 0                | 6,300            | 0                             | 5,000                      | 25,000                     |
| Miscellaneous                              | 298              | 0                | 1                             | 306                        | 306                        |
| <b>TOTAL SUPPLIES &amp; EXPENSES</b>       | <b>298</b>       | <b>6,300</b>     | <b>1</b>                      | <b>5,306</b>               | <b>25,306</b>              |
| <b>MINOR CAPITAL EQUIPMENT</b>             |                  |                  |                               |                            |                            |
| Office Equipment                           | 0                | 0                | 0                             | 0                          | 0                          |
| <b>TOTAL MINOR CAPITAL EQUIPMENT</b>       | <b>0</b>         | <b>0</b>         | <b>0</b>                      | <b>0</b>                   | <b>0</b>                   |
| <b>TOTAL SUPPLIES</b>                      | <b>298</b>       | <b>6,300</b>     | <b>1</b>                      | <b>5,306</b>               | <b>25,306</b>              |

EXPENDITURE ANALYSIS DETAIL  
2018 PROPOSED BUDGET

General Fund

0188 General Expenses

| Account Name                   | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|--------------------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| CAPITAL OUTLAY                 |                |                |                               |                            |                            |
| Miscellaneous                  | 2,655          | 1,384          | 0                             | 0                          | 5,000                      |
| Equipment - Pentamation System | 0              | 0              | 0                             | 23,200                     | 0                          |
| Lease Purchase                 | 0              | 0              | 289                           | 299                        | 299                        |
| TOTAL CAPITAL OUTLAY           | 2,655          | 1,384          | 289                           | 23,499                     | 5,299                      |
| SUBSIDIES & GRANTS             |                |                |                               |                            |                            |
| Capital Area Transit           | 225,656        | 228,287        | 255,996                       | 255,996                    | 307,406                    |
| TOTAL SUBSIDIES & GRANTS       | 225,656        | 228,287        | 255,996                       | 255,996                    | 307,406                    |
| Liability Insurance Claim      | 0              | 300,000        | 402,617                       | 478,300                    | 0                          |
| Refund of Prior Year Revenue   | 0              | 0              | 19,772                        | 47,059                     | 0                          |
| Fines and Settlements          | 1,946,105      | 1,500,000      | 1,001,650                     | 1,001,800                  | 0                          |
| Interest Expense               | 32,226         | 0              | 0                             | 0                          | 0                          |
| TOTAL OTHER                    | 2,206,642      | 2,029,671      | 1,680,324                     | 1,806,654                  | 312,705                    |
| TOTAL GENERAL EXPENSES         | 13,228,468     | 12,590,373     | 11,772,043                    | 15,433,049                 | 15,397,016                 |

## **2018 Proposed Budget**

### Expenditure Line Item

#### **BUDGET UNIT: 01010188 GENERAL EXPENSES**

| Account                            | 2015 Actual        | 2016 Actual        | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|------------------------------------|--------------------|--------------------|----------------------------|-------------------------|-------------------------|
| 415000 TEMPORARY                   | \$0                | \$0                | \$0                        | \$0                     | \$50,000                |
| 417000 SICK LEAVE/VACAT BUY-BACK   | \$37,112           | \$7,393            | \$6,318                    | \$7,320                 | \$7,321                 |
| 414002 SIGNING BONUS               | \$0                | \$0                | \$55,650                   | \$55,000                | \$55,650                |
| 419006 MANDATORY MEDICARE          | \$2,750            | \$5,093            | \$8,567                    | \$8,607                 | \$18,061                |
| <b>414100 SALARIES/WAGES</b>       | <b>\$39,862</b>    | <b>\$12,485</b>    | <b>\$70,535</b>            | <b>\$70,927</b>         | <b>\$131,032</b>        |
| 419001 SOCIAL SECURITY             | \$16,678           | \$15,036           | \$13,445                   | \$15,860                | \$19,125                |
| 419002 MEDICAL                     | \$9,874,522        | \$9,042,604        | \$8,550,714                | \$11,514,941            | \$11,350,000            |
| 419005 SEVERANCE PAY               | \$187,484          | \$189,695          | \$164,428                  | \$200,000               | \$200,000               |
| 419010 UNEMPLOYMENT COMPENSAT      | \$69,841           | \$21,229           | \$34,351                   | \$100,000               | \$65,804                |
| 419011 WORKERS' COMP-ADJ FEES      | \$27,396           | \$30,415           | \$21,157                   | \$72,090                | \$61,104                |
| 419012 LOSS TIME & MED             | \$78,983           | \$21,519           | \$166,648                  | \$170,000               | \$250,000               |
| 419014 STATE FEES & ASSESSMENTS    | \$42,914           | \$25,436           | \$28,846                   | \$45,000                | \$45,000                |
| 419015 EXCESS POLICY & BOND        | \$93,205           | \$102,057          | \$104,141                  | \$107,160               | \$119,733               |
| 419018 MEDICAL-EMPLOYEE CONTRIB    | (\$553,968)        | (\$193)            | \$0                        | \$0                     | \$0                     |
| <b>419100 FRINGE BENEFITS</b>      | <b>\$9,837,055</b> | <b>\$9,447,798</b> | <b>\$9,083,728</b>         | <b>\$12,225,051</b>     | <b>\$12,110,766</b>     |
| <b>419995 PERSONNEL</b>            | <b>\$9,876,917</b> | <b>\$9,460,284</b> | <b>\$9,154,263</b>         | <b>\$12,295,978</b>     | <b>\$12,241,798</b>     |
| 420040 TELECOM                     | \$56,354           | \$43,960           | \$28,250                   | \$60,000                | \$159,899               |
| 420041 E-MAIL/INTERNET             | \$1,954            | \$0                | \$0                        | \$1,800                 | \$0                     |
| <b>420100 COMMUNICATIONS</b>       | <b>\$58,309</b>    | <b>\$43,960</b>    | <b>\$28,250</b>            | <b>\$61,800</b>         | <b>\$159,899</b>        |
| 421010 LEGAL                       | \$11,790           | \$7,975            | \$2,025                    | \$22,025                | \$20,000                |
| 421030 CONSULTING                  | \$86,505           | \$81,046           | \$68,136                   | \$143,929               | \$140,000               |
| 421050 OTHER PROFESSIONAL FEES     | \$84               | \$4,000            | \$2,000                    | \$4,100                 | \$4,100                 |
| <b>421100 PROFESSIONAL SRVC</b>    | <b>\$98,379</b>    | <b>\$93,021</b>    | <b>\$72,161</b>            | <b>\$170,054</b>        | <b>\$164,100</b>        |
| 422000 SEWERAGE                    | \$0                | \$18,222           | \$0                        | \$0                     | \$0                     |
| 422010 WATER                       | \$0                | \$44,241           | \$0                        | \$0                     | \$0                     |
| 422080 SEWERAGE MAINT CHARGES      | \$0                | \$2,734            | \$0                        | \$0                     | \$0                     |
| <b>422100 UTILITIES &amp; SRVC</b> | <b>\$0</b>         | <b>\$65,197</b>    | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>              |
| 423002 STOP/LOSS PREMIUM           | \$358,292          | \$358,513          | \$356,935                  | \$440,000               | \$506,000               |
| 423010 AUTOMOBILE PREM             | \$104,478          | \$88,735           | \$88,617                   | \$89,447                | \$90,111                |
| 423011 AUTO DEDUCT                 | \$4,504            | \$3,422            | \$3,314                    | \$42,000                | \$42,000                |
| 423020 GENERAL LIABILITY PREM      | \$69,886           | \$59,355           | \$59,277                   | \$59,832                | \$60,276                |
| 423021 GEN LIAB DEDUCT             | \$29,967           | \$47,719           | \$19,979                   | \$78,500                | \$40,000                |
| 423023 LIABILITY SETT. CLAIMS      | \$0                | \$0                | \$0                        | \$0                     | \$1,400,000             |
| 423030 BOILER                      | \$12,329           | \$5,973            | \$5,330                    | \$5,935                 | \$5,877                 |
| 423040 PROPERTY & CRIME PREM       | \$168,052          | \$137,593          | \$119,436                  | \$135,830               | \$128,446               |
| 423041 PROPERTY DEDUCT             | \$0                | (\$6)              | \$0                        | \$0                     | \$0                     |
| 423050 INLAND MARINE               | \$34,702           | \$17,853           | \$17,559                   | \$18,347                | \$20,601                |
| 423060 FLOOD PREM                  | \$32,887           | \$34,343           | \$35,167                   | \$36,960                | \$38,808                |
| 423090 PUBLIC OFF PREM             | \$57,300           | \$45,136           | \$45,076                   | \$45,498                | \$45,836                |
| 423091 PUBLIC OFF DEDUCT           | \$4,826            | \$6,834            | \$3,747                    | \$5,250                 | \$5,250                 |
| 423095 EXCESS LIABILITY            | \$75,294           | \$63,949           | \$63,864                   | \$64,462                | \$64,940                |
| <b>423100 INSURANCE</b>            | <b>\$952,517</b>   | <b>\$869,419</b>   | <b>\$818,300</b>           | <b>\$1,022,062</b>      | <b>\$2,448,144</b>      |
| 425030 BUILDING MAINT              | \$0                | \$0                | \$0                        | \$17,873                | \$0                     |
| 425090 MAINT SERV CONTRACT         | \$6,115            | \$6,951            | \$11,495                   | \$19,051                | \$20,792                |
| <b>425100 MAINT &amp; REPAIRS</b>  | <b>\$6,115</b>     | <b>\$6,951</b>     | <b>\$11,495</b>            | <b>\$36,924</b>         | <b>\$20,792</b>         |



## 2018 Proposed Budget

### Expenditure Line Item

#### BUDGET UNIT: 01010188 GENERAL EXPENSES

| Account                              | 2015 Actual         | 2016 Actual         | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|--------------------------------------|---------------------|---------------------|----------------------------|-------------------------|-------------------------|
| 429009 ADMIN/TRUSTEE FEE             | \$6,405             | \$8,239             | \$4,199                    | \$10,000                | \$10,000                |
| 429014 CONTRACTED PERSONNEL SVS.     | \$0                 | \$0                 | \$0                        | \$10,000                | \$0.00                  |
| 429017 MEMBERSHIPS                   | \$20,521            | \$0                 | \$3,049                    | \$5,272                 | \$5,272                 |
| 429090 MISC CONTRACTED SRVCS         | \$2,364             | \$0                 | \$0                        | \$0                     | \$0                     |
| 429095 BANK SERV CHARGES             | \$0                 | \$7,331             | \$0                        | \$9,000                 | \$9,000                 |
| <b>429100 CONTRACTED SRVC</b>        | <b>\$29,291</b>     | <b>\$15,570</b>     | <b>\$7,248</b>             | <b>\$34,272</b>         | <b>\$24,272</b>         |
| <b>429995 SERVICES</b>               | <b>\$1,144,611</b>  | <b>\$1,094,118</b>  | <b>\$937,454</b>           | <b>\$1,325,111</b>      | <b>\$2,817,207</b>      |
| 430002 SOFTWARE                      | \$0                 | \$6,300             | \$0                        | \$5,000                 | \$25,000                |
| 430099 MISC SUPPLIES AND EXP         | \$298               | \$0                 | \$1                        | \$306                   | \$306                   |
| <b>430100 SUPPLIES &amp; EXP</b>     | <b>\$298</b>        | <b>\$6,300</b>      | <b>\$1</b>                 | <b>\$5,306</b>          | <b>\$25,306</b>         |
| <b>439995 SUPPLIES</b>               | <b>\$298</b>        | <b>\$6,300</b>      | <b>\$1</b>                 | <b>\$5,306</b>          | <b>\$25,306</b>         |
| 447100 INTEREST EXPENSE              | \$32,226            | \$0                 | \$0                        | \$0                     | \$0                     |
| <b>447100 INTEREST EXPENSE</b>       | <b>\$32,226</b>     | <b>\$0</b>          | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>              |
| 452014 SECURITY UPGRADE              | \$2,655             | \$1,384             | \$0                        | \$0                     | \$5,000                 |
| <b>450100 CAPITAL OUTLAY</b>         | <b>\$2,655</b>      | <b>\$1,384</b>      | <b>\$0</b>                 | <b>\$0</b>              | <b>\$5,000</b>          |
| 453006 EQUIPMENT-PENTAMATION SYS     | \$0                 | \$0                 | \$0                        | \$23,200                | \$0                     |
| 453049 LEASE PURCHASE                | \$0                 | \$0                 | \$289                      | \$299                   | \$299                   |
| <b>453100 CAPITAL OUTLAY</b>         | <b>\$0</b>          | <b>\$0</b>          | <b>\$289</b>               | <b>\$23,499</b>         | <b>\$299</b>            |
| 462002 GRANTS TO CAT                 | \$225,656           | \$228,287           | \$255,996                  | \$255,996               | \$307,406               |
| <b>460100 SUBSIDIES &amp; GRANTS</b> | <b>\$225,656</b>    | <b>\$228,287</b>    | <b>\$255,996</b>           | <b>\$255,996</b>        | <b>\$307,406</b>        |
| 481055 LIABILITY INSURANCE CLAIM     | \$0                 | \$300,000           | \$402,617                  | \$478,300               | \$0                     |
| <b>480000 NON-EXPENDITURE ITEMS</b>  | <b>\$0</b>          | <b>\$300,000</b>    | <b>\$402,617</b>           | <b>\$478,300</b>        | <b>\$0</b>              |
| 485000 REFUND PRIOR YEAR REVENUE     | \$0                 | \$0                 | \$19,772                   | \$47,059                | \$0                     |
| 485002 FINES AND SETTLEMENTS         | \$1,946,105         | \$1,500,000         | \$1,001,650                | \$1,001,800             | \$0                     |
| <b>480100 NON-EXP ITEMS</b>          | <b>\$1,946,105</b>  | <b>\$1,500,000</b>  | <b>\$1,021,422</b>         | <b>\$1,048,859</b>      | <b>\$0</b>              |
| <b>499995 OTHER</b>                  | <b>\$2,206,642</b>  | <b>\$2,029,671</b>  | <b>\$1,680,324</b>         | <b>\$1,806,654</b>      | <b>\$312,705</b>        |
| <b>01010188 GENERAL EXPENSES</b>     | <b>\$13,228,468</b> | <b>\$12,590,373</b> | <b>\$11,772,042</b>        | <b>\$15,433,049</b>     | <b>\$15,397,016</b>     |

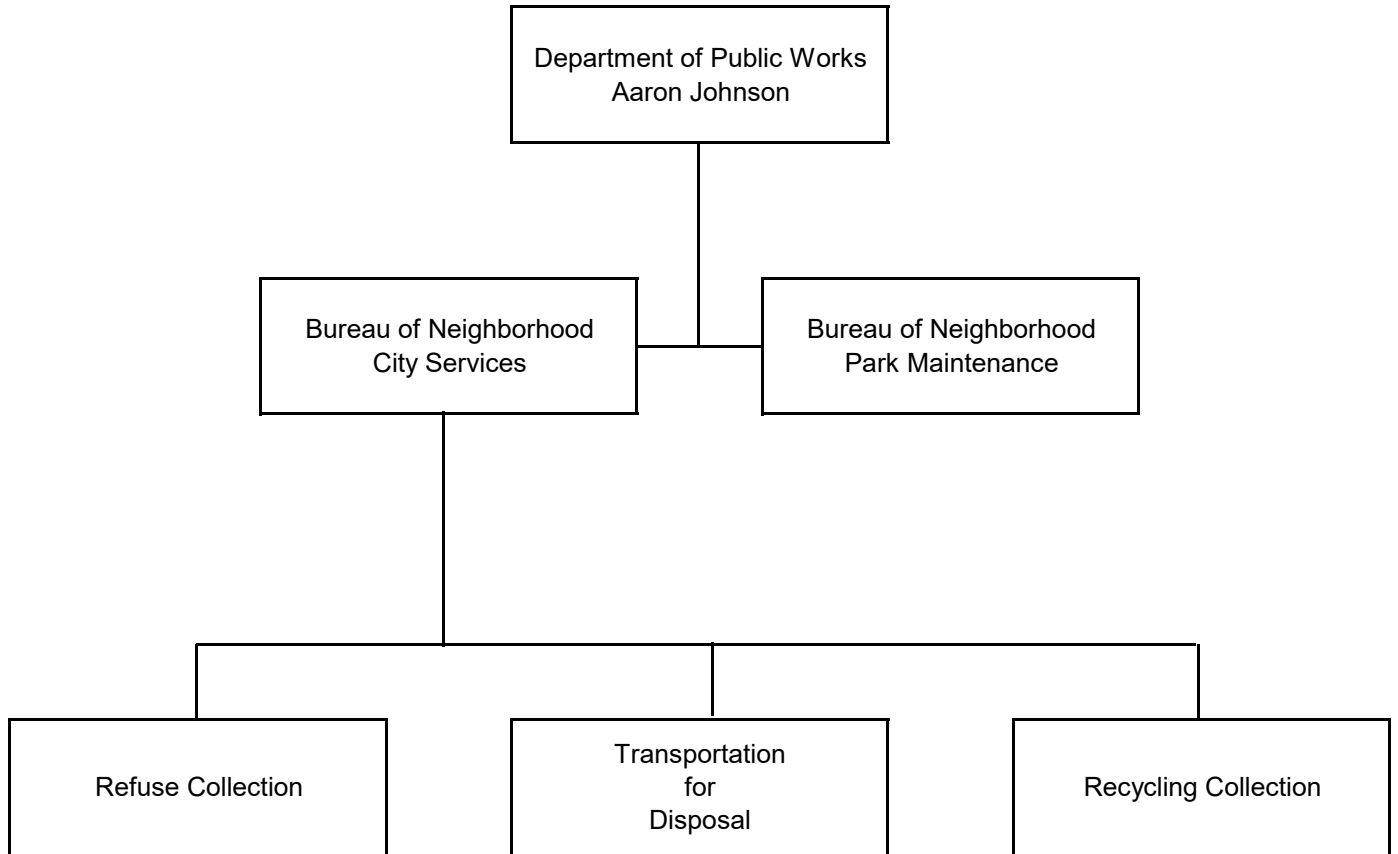
## **2018 Proposed Budget**

### Expenditure Line Item

#### **BUDGET UNIT: 01010189 FUND TRANSFERS**

| Account                           | 2015 Actual        | 2016 Actual        | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-----------------------------------|--------------------|--------------------|----------------------------|-------------------------|----------------------------|
| 481006 CAPITOL PROJECTS FUND      | \$0                | \$0                | \$500,000                  | \$500,000               | \$200,000                  |
| 481007 DEBT SERVICE FUND TRANS    | \$8,358,230        | \$9,217,206        | \$9,603,299                | \$9,699,834             | \$9,866,020                |
| 481011 STATE GRANTS FUND          | \$0                | \$0                | \$325,796                  | \$326,469               | \$0                        |
| 481012 BLIGHT REMED FUND TRANS    | \$250,000          | \$0                | \$0                        | \$0                     | \$0                        |
| 481014 FEDERAL GRANTS             | \$0                | \$0                | \$2,625,870                | \$2,625,870             | \$0                        |
| 481026 SENATORS FUND              | \$0                | \$0                | \$262,921                  | \$262,921               | \$239,681                  |
| 481054 PARKS & RECREATION FUND    | \$0                | \$0                | \$0                        | \$175,000               | \$0                        |
| 481056 SPECIAL EVENTS FUND        | \$0                | \$0                | \$0                        | \$0                     | \$30,000                   |
| <b>481000 INTERFUND TRANSFERS</b> | <b>\$8,608,230</b> | <b>\$9,217,206</b> | <b>\$13,317,886</b>        | <b>\$13,590,094</b>     | <b>\$10,335,701</b>        |
| <b>499995 OTHER</b>               | <b>\$8,608,230</b> | <b>\$9,217,206</b> | <b>\$13,317,886</b>        | <b>\$13,590,094</b>     | <b>\$10,335,701</b>        |
| <b>01010189 FUND TRANSFERS</b>    | <b>\$8,608,230</b> | <b>\$9,217,206</b> | <b>\$13,317,886</b>        | <b>\$13,590,094</b>     | <b>\$10,335,701</b>        |

## BUREAU OF NEIGHBORHOOD SERVICES



## BUREAU OF NEIGHBORHOOD SERVICES

## 2018 PROPOSED BUDGET

| RESOURCES                  |                   | APPROPRIATIONS      |                   |
|----------------------------|-------------------|---------------------|-------------------|
| INVESTMENT INCOME          | 999               | PERSONNEL           | 5,248,334         |
| GARBAGE/REFUSE COLLECTION  | 3,762,500         | SERVICES            | 8,795,350         |
| DISPOSAL                   | 10,228,000        | SUPPLIES            | 888,500           |
| STATE GRANTS               | 41,765            | OTHER               | 4,336,993         |
| OTHER REVENUE              | 674,327           |                     |                   |
| TRANSFERS                  | 1,710             |                     |                   |
| FUND BALANCE APPROPRIATION | 4,577,182         | TOTAL APPROPRIATION | <u>19,269,176</u> |
| TOTAL RESOURCES            | <u>19,286,483</u> |                     |                   |

## BUREAU OF NEIGHBORHOOD SERVICES

## 2018 PROPOSED BUDGET

| Account Name               | 2015<br>Actual | 2016<br>Actual    | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|----------------------------|----------------|-------------------|-------------------------------|----------------------------|----------------------------|
| REVENUE ANALYSIS SUMMARY   |                |                   |                               |                            |                            |
| Investment Income          | 0              | 996               | 13,087                        | 103                        | 999                        |
| Garbage/Refuse Collection  | 0              | 3,546,531         | 3,383,007                     | 3,912,500                  | 3,762,500                  |
| Disposal                   | 0              | 9,396,255         | 9,029,129                     | 8,828,000                  | 10,228,000                 |
| State Grants               | 0              | 0                 | 93,582                        | 311,697                    | 41,765                     |
| Other Revenue              | 0              | 317,453           | 153,977                       | 732,086                    | 674,327                    |
| Transfers                  | 0              | 2,334,275         | 4,949,465                     | 5,052,260                  | 1,710                      |
| <b>TOTAL REVENUE</b>       | <b>0</b>       | <b>15,595,510</b> | <b>17,622,247</b>             | <b>18,836,646</b>          | <b>14,709,301</b>          |
| Fund Balance Appropriation | 0              | 0                 | 0                             | 2,547,314                  | 4,577,182                  |
| <b>TOTAL RESOURCES</b>     | <b>0</b>       | <b>15,595,510</b> | <b>17,622,247</b>             | <b>21,383,960</b>          | <b>19,286,483</b>          |

|                                   |          |                   |                   |                   |                   |
|-----------------------------------|----------|-------------------|-------------------|-------------------|-------------------|
| REVENUE ANALYSIS DETAIL           |          |                   |                   |                   |                   |
| Interest-Savings Account          | 0        | 0                 | 0                 | 3                 | 3                 |
| Interest-Other                    | 0        | 996               | 13,087            | 100               | 996               |
| Gain on Sale of Assets            | 0        | 0                 | 0                 | 0                 | 0                 |
| Garbage/Refuse Collection         | 0        | 3,546,531         | 3,383,007         | 3,900,000         | 3,750,000         |
| Filing Fee/ Court Cost Remittance | 0        | 0                 | 0                 | 0                 | 1,000             |
| Other Public Works Revenue        | 0        | 0                 | 7,791             | 7,791             | 7,791             |
| Other Operational Revenue         | 0        | 0                 | 0                 | 400,000           | 400,000           |
| Sanitation Liens-Principal        | 0        | 0                 | 0                 | 10,000            | 10,000            |
| Sanitation Liens-Interest         | 0        | 0                 | 0                 | 2,500             | 2,500             |
| Sanitation Escrow                 | 0        | 17,318            | (1,999)           | 15,000            | 14,197            |
| Disposal Escrow                   | 0        | 212,685           | 60,874            | 200,000           | 143,719           |
| State Grants                      | 0        | 0                 | 93,582            | 311,697           | 41,765            |
| Ready to Dispose Charges          | 0        | 9,396,255         | 9,029,129         | 8,800,000         | 10,200,000        |
| Disposal Liens-Principal          | 0        | 0                 | 0                 | 24,000            | 24,000            |
| Disposal Liens-Interest           | 0        | 0                 | 0                 | 4,000             | 4,000             |
| Medical-Employee Contributions    | 0        | 87,398            | 82,592            | 94,795            | 103,681           |
| Refund of Expenditures            | 0        | 52                | 1,064             | 0                 | 284               |
| Sale of Assets                    | 0        | 0                 | 3,655             | 14,500            | 3,655             |
| General Fund - Transfer           | 0        | 0                 | 0                 | 0                 | 0                 |
| Federal Grants - Transfer         | 0        | 0                 | 0                 | 27,260            | 0                 |
| Sanitation Fund - Transfer        | 0        | 0                 | 1,025,939         | 1,030,000         | 1,710             |
| Disposal Fund - Transfer          | 0        | 2,334,275         | 3,923,525         | 3,995,000         | 0                 |
| <b>TOTAL REVENUE</b>              | <b>0</b> | <b>15,595,510</b> | <b>17,622,247</b> | <b>18,836,646</b> | <b>14,709,301</b> |
| Fund Balance Appropriation        | 0        | 0                 | 0                 | 2,547,314         | 4,577,182         |
| <b>TOTAL RESOURCES</b>            | <b>0</b> | <b>15,595,510</b> | <b>17,622,247</b> | <b>21,383,960</b> | <b>19,286,483</b> |

## BUREAU OF NEIGHBORHOOD SERVICES

## 2018 PROPOSED BUDGET

| Account Name                 | 2015<br>Actual | 2016<br>Actual    | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|------------------------------|----------------|-------------------|-------------------------------|----------------------------|----------------------------|
| EXPENDITURE ANALYSIS SUMMARY |                |                   |                               |                            |                            |
| Personnel                    | 0              | 3,839,036         | 3,959,757                     | 4,706,192                  | 5,248,334                  |
| Services                     | 0              | 7,974,069         | 7,586,513                     | 8,446,253                  | 8,795,350                  |
| Supplies                     | 0              | 290,474           | 465,814                       | 727,050                    | 888,500                    |
| Other                        | 0              | 1,617,165         | 1,010,285                     | 6,706,815                  | 4,336,993                  |
| TOTAL EXPENDITURES           | <u>0</u>       | <u>13,720,744</u> | <u>13,022,370</u>             | <u>20,586,310</u>          | <u>19,269,176</u>          |

## EXPENDITURE ANALYSIS SUMMARY

## 2018 PROPOSED BUDGET

|   | 2015<br>Actual | 2016<br>Actual    | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---|----------------|-------------------|-------------------------------|----------------------------|----------------------------|
| DEPARTMENT OF NEIGHBORHOOD SERVICES       |                |                   |                               |                            |                            |
| <u>2562 CITY SERVICES</u>                 |                |                   |                               |                            |                            |
| Personnel                                 | 0              | 3,839,036         | 3,959,757                     | 4,706,192                  | 5,248,334                  |
| Services                                  | 0              | 7,974,069         | 7,586,513                     | 8,446,253                  | 8,682,990                  |
| Supplies                                  | 0              | 290,474           | 465,814                       | 727,050                    | 729,360                    |
| Other                                     | 0              | 1,617,165         | 1,010,285                     | 6,706,815                  | 4,326,993                  |
| TOTALS                                    | <u>0</u>       | <u>13,720,744</u> | <u>13,022,370</u>             | <u>20,586,310</u>          | <u>18,987,676</u>          |
| <u>2584 PARKS MAINTENANCE</u>             |                |                   |                               |                            |                            |
| Personnel                                 | 0              | 0                 | 0                             | 0                          | 0                          |
| Services                                  | 0              | 0                 | 0                             | 0                          | 112,360                    |
| Supplies                                  | 0              | 0                 | 0                             | 0                          | 159,140                    |
| Other                                     | 0              | 0                 | 0                             | 0                          | 10,000                     |
| TOTALS                                    | <u>0</u>       | <u>0</u>          | <u>0</u>                      | <u>0</u>                   | <u>281,500</u>             |
| TOTAL DEPARTMENT OF NEIGHBORHOOD SERVICES |                |                   |                               |                            |                            |
| Personnel                                 | 0              | 3,839,036         | 3,959,757                     | 4,706,192                  | 5,248,334                  |
| Services                                  | 0              | 7,974,069         | 7,586,513                     | 8,446,253                  | 8,795,350                  |
| Supplies                                  | 0              | 290,474           | 465,814                       | 727,050                    | 888,500                    |
| Other                                     | 0              | 1,617,165         | 1,010,285                     | 6,706,815                  | 4,336,993                  |
| TOTAL EXPENDITURES                        | <u>0</u>       | <u>13,720,744</u> | <u>13,022,370</u>             | <u>20,586,310</u>          | <u>19,269,176</u>          |

# POSITION ANALYSIS SUMMARY

## 2018 PROPOSED BUDGET

|                       | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-----------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| NEIGHBORHOOD SERVICES |                |                |                               |                            |                            |
| City Services         | 0              | 64             | 68                            | 74.25                      | 75.25                      |
| Park Maintenance      | 0              | 0              | 0                             | 0                          | 0                          |
| TOTAL POSITIONS       | 0              | 64             | 68                            | 74.25                      | 75.25                      |



**BUREAU OF NEIGHBORHOOD SERVICES  
CITY SERVICES**

The Bureau of Neighborhood Services is responsible for weekly refuse collection, recyclables collection, and transportation of both to the Harrisburg Resource Recovery Facility and Penn Waste's Recycling Facility. Residential customers are provided weekly service while commercial accounts are collected up to seven times weekly. Special collections and neighborhood non-bulk collections are provided on a call-in basis in addition to regular weekly services. In addition, the Bureau empties 250 sidewalk receptacles weekly and cleans, cares for and maintains all Parks and Recreation facilities.

EXPENDITURE ANALYSIS DETAIL  
2018 PROPOSED BUDGET

Utility Fund

25 Neighborhood Services - City Services

| Allocation Plan         |                  |                  | Position Control                          |                  |                  |                  |                  |
|-------------------------|------------------|------------------|---|------------------|------------------|------------------|------------------|
|                         |                  |                  |   |                  |                  |                  |                  |
| PERSONNEL               | 2017<br>Adjusted | 2018<br>Proposed | JOB<br>CLASSIFICATION                     | 2017<br>Adjusted | 2018<br>Proposed | 2017<br>Adjusted | 2018<br>Proposed |
| Salaries-Mgmt           | 357,000          | 397,400          | Director (Public Works)                   | 1.00             | 0.70             | 75,000           | 63,000           |
| Salaries-BU             | 2,544,826        | 3,055,518        | Deputy Director                           | 1.00             | 1.00             | 65,000           | 75,000           |
| Temporary Employees     | 0                | 0                | City Engineer                             | 0.25             | 0.25             | 18,750           | 22,500           |
| Overtime                | 248,751          | 250,000          | Facilities Manager                        | 0.25             | 0.25             | 14,250           | 14,500           |
| Working Out of Class    | 0                | 3,120            | Solid Waste Logistic &                    |                  |                  |                  |                  |
| Fringe Benefits         | 1,213,679        | 1,239,295        | Composting Coordinator                    | 1.00             | 1.00             | 50,000           | 58,000           |
| Miscellaneous           | 284,936          | 246,000          | Collection's Attorney                     | 1.00             | 1.00             | 55,000           | 60,000           |
| Signing Bonus           | 57,000           | 57,000           | Sanitation Billing &                      |                  |                  |                  |                  |
|                         |                  |                  | Enforcement Coordinator                   | 1.00             | 1.00             | 50,000           | 58,000           |
|                         |                  |                  | Arborist/Park & Rec Maint.                |                  |                  |                  |                  |
|                         |                  |                  | Director (50%)                            | 0.50             | 0.80             | 29,000           | 46,400           |
| TOTAL                   | 4,706,192        | 5,248,334        | Total Management                          | 6.00             | 6.00             | 357,000          | 397,400          |
| SERVICES                |                  |                  | Laborer III                               | 23               | 23               | 601,085          | 918,232          |
| Communications          | 72,362           | 73,000           | Motor Equipment Operator                  | 14               | 14               | 521,813          | 616,881          |
| Professional Services   | 58,189           | 72,500           | Heavy Equipment Operator I                | 1                | 1                | 41,488           | 43,664           |
| Utilities               | 6,392,985        | 6,552,036        | Heavy Equipment Operator III              | 5                | 0                | 233,435          | 0                |
| Insurance               | 95,039           | 102,590          | Heavy Equipment Operator IV               | 0                | 5                | 0                | 245,737          |
| Rentals                 | 193,860          | 215,000          | Crew Leader V                             | 2                | 2                | 102,236          | 105,913          |
| Maintenance & Repairs   | 323,116          | 345,000          | Construction Tradesman II                 | 1                | 1                | 52,685           | 50,299           |
| Contracted Services     | 1,310,702        | 1,322,863        | Construction Tradesman                    | 1                | 1                | 47,799           | 48,760           |
|                         |                  |                  | Tradesman                                 | 1                | 1                | 41,061           | 52,429           |
| TOTAL                   | 8,446,253        | 8,682,990        | Solid Waste Education &                   |                  |                  |                  |                  |
| SUPPLIES                |                  |                  | Enforcement Technician                    | 1                | 1                | 42,434           | 45,952           |
| Supplies                | 662,765          | 667,360          | Customer Service Representative (Billing) | 1.25             | 1.25             | 51,860           | 55,336           |
| Minor Capital Equipment | 64,285           | 62,000           | Botanical Specialist II                   | 1                | 1                | 49,308           | 50,299           |
|                         |                  |                  | Plumber                                   | 0                | 1                | 0                | 46,523           |
| TOTAL                   | 727,050          | 729,360          | Demolition Crew Leader                    | 1                | 1                | 49,065           | 50,051           |
| OTHER                   |                  |                  | Demolition Specialist I                   | 2                | 2                | 89,210           | 90,777           |
|                         |                  |                  | Landscape Specialist II                   | 1                | 1                | 46,291           | 50,051           |
|                         |                  |                  | Landscape Tech.                           | 2                | 2                | 75,926           | 79,791           |
|                         |                  |                  | Stadium Ground Keeper                     | 1                | 1                | 49,065           | 50,299           |
|                         |                  |                  | Streets Maintenance Worker I              | 1                | 1                | 41,903           | 42,745           |
|                         |                  |                  | Streets Maintenance Worker II             | 2                | 0                | 88,989           | 0                |
|                         |                  |                  | Streets Maintenance Worker III            | 3                | 5                | 143,870          | 243,320          |
|                         |                  |                  | Secretary I                               | 2                | 2                | 36,825           | 78,555           |
|                         |                  |                  | Administrative Assistant II               | 1                | 0                | 43,446           | 0                |
|                         |                  |                  | Administrative Resource Specialist        | 0                | 1                | 0                | 50,051           |
|                         |                  |                  | Atrium Receptionist                       | 1                | 1                | 36,901           | 39,853           |
|                         |                  |                  | Reallocation                              |                  |                  | 58,132           |                  |
| TOTAL APPROPRIATION     | 20,586,310       | 18,987,676       | Total Bargaining Unit                     | 68.25            | 69.25            | 2,544,826        | 3,055,518        |
|                         |                  |                  | Working Out of Class                      |                  |                  | 0                | 3,120            |
|                         |                  |                  | Temporary Employees                       |                  |                  | 0                | 0                |
|                         |                  |                  | Overtime                                  |                  |                  | 248,751          | 250,000          |
|                         |                  |                  | FICA                                      |                  |                  | 238,078          | 289,743          |
|                         |                  |                  | Healthcare Benefits - Active              |                  |                  | 975,601          | 949,552          |
|                         |                  |                  | Total Fringe Benefits                     |                  |                  | 1,213,679        | 1,239,295        |
|                         |                  |                  | Sick Leave Buy-Back                       |                  |                  | 9,897            | 11,000           |
|                         |                  |                  | Severance Pay                             |                  |                  | 105,953          | 70,000           |
|                         |                  |                  | Unemployment Compensation                 |                  |                  | 18,000           | 15,000           |
|                         |                  |                  | Workers' Compensation                     |                  |                  | 6,087            | 5,000            |
|                         |                  |                  | Loss/Time Medical                         |                  |                  | 145,000          | 145,000          |
|                         |                  |                  | Total Miscellaneous                       |                  |                  | 284,936          | 246,000          |
|                         |                  |                  | TOTAL                                     | 74.25            | 75.25            | 4,649,192        | 5,191,334        |

## 2018 Proposed Budget

### Revenue Line Item

#### BUDGET UNIT: 25062500 NEIGHBORHOOD SERVICES

| Account                                    | 2015 Actual | 2016 Actual         | 2017 Actual YTD<br>(11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|--|-------------|---------------------|----------------------------|-------------------------|-------------------------|
| 324020 FILE FEE/COURT COST REMIT           | \$0         | \$0                 | \$0                        | \$0                     | \$1,000                 |
| <b>324100 MERC/BUS PRIVIL LICENSES</b>     | <b>\$0</b>  | <b>\$0</b>          | <b>\$0</b>                 | <b>\$0</b>              | <b>\$1,000</b>          |
| 343090 OTHER PUB WORKS                     | \$0         | \$0                 | \$7,791                    | \$7,791                 | \$7,791                 |
| <b>343100 DEPT PUBLIC WORKS REVENUE</b>    | <b>\$0</b>  | <b>\$0</b>          | <b>\$7,791</b>             | <b>\$7,791</b>          | <b>\$7,791</b>          |
| 350000 SAVINGS ACCT INTEREST               | \$0         | \$0                 | \$0                        | \$3                     | \$3                     |
| 352000 INT ON INVSTMTS/GRANT               | \$0         | \$996               | \$13,087                   | \$100                   | \$996                   |
| <b>350100 INTEREST INCOME</b>              | <b>\$0</b>  | <b>\$996</b>        | <b>\$13,087</b>            | <b>\$103</b>            | <b>\$999</b>            |
| 358090 SALE OF ASSETS                      | \$0         | \$0                 | \$3,655                    | \$14,500                | \$3,655                 |
| <b>355100 RENTAL REVENUE</b>               | <b>\$0</b>  | <b>\$0</b>          | <b>\$3,655</b>             | <b>\$14,500</b>         | <b>\$3,655</b>          |
| 367007 GARBAGE AND REFUSE COLL             | \$0         | \$3,546,531         | \$3,383,007                | \$3,900,000             | \$3,750,000             |
| 367009 OTHER COLLECTION FEE REV            | \$0         | \$0                 | \$0                        | \$400,000               | \$400,000               |
| 367040 SANITATION ESCROW                   | \$0         | \$17,318            | (\$1,999)                  | \$15,000                | \$14,197                |
| 367051 COLLECTION LIENS PRINC              | \$0         | \$0                 | \$0                        | \$10,000                | \$10,000                |
| 367052 COLLECTION LIENS INT                | \$0         | \$0                 | \$0                        | \$2,500                 | \$2,500                 |
| <b>367100 COLLECTION FEE</b>               | <b>\$0</b>  | <b>\$3,563,850</b>  | <b>\$3,381,008</b>         | <b>\$4,327,500</b>      | <b>\$4,176,697</b>      |
| 368004 READY TO DISP. CHARGES              | \$0         | \$9,396,255         | \$9,029,129                | \$8,800,000             | \$10,200,000            |
| 368040 DISPOSAL ESCROW                     | \$0         | \$212,685           | \$60,874                   | \$200,000               | \$143,719               |
| 368051 DISP RTS INC LIENS PRIN.            | \$0         | \$0                 | \$0                        | \$24,000                | \$24,000                |
| 368052 DISP RTS INC. LIENS -INT.           | \$0         | \$0                 | \$0                        | \$4,000                 | \$4,000                 |
| <b>368100 DISPOSAL FEE</b>                 | <b>\$0</b>  | <b>\$9,608,940</b>  | <b>\$9,090,003</b>         | <b>\$9,028,000</b>      | <b>\$10,371,719</b>     |
| 385003 EXPRESS SCRIPT REBATE               | \$0         | \$31,932            | \$0                        | \$0                     | \$0                     |
| 385006 MEDICARE PART D PROGRAM             | \$0         | \$4,458             | \$0                        | \$0                     | \$0                     |
| 385018 MEDICAL-EMPLOYEE CONTRIB            | \$0         | \$87,398            | \$82,592                   | \$94,795                | \$103,681               |
| 385000 REFUNDS OF EXPENDITURES             | \$0         | \$52                | \$1,064                    | \$0                     | \$284                   |
| <b>380100 MISCELLANEOUS</b>                | <b>\$0</b>  | <b>\$123,840</b>    | <b>\$83,656</b>            | <b>\$94,795</b>         | <b>\$103,965</b>        |
| 389007 LOAN PROCEEDS                       | \$0         | \$1,647,151         | \$0                        | \$0                     | \$0                     |
| <b>389000 OTHER FINANCING SOURCES</b>      | <b>\$0</b>  | <b>\$1,647,151</b>  | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>              |
| 396000 GRANT PROCEEDS                      | \$0         | \$0                 | \$93,582                   | \$311,697               | \$41,765                |
| <b>390100 INTERGOVERNMENTAL</b>            | <b>\$0</b>  | <b>\$0</b>          | <b>\$93,582</b>            | <b>\$311,697</b>        | <b>\$41,765</b>         |
| 398014 FEDERAL GRANTS                      | \$0         | \$0                 | \$0                        | \$27,260                | \$0                     |
| 398027 SANITATION UTILITY FUND             | \$0         | \$0                 | \$1,025,939                | \$1,030,000             | \$1,710                 |
| 398028 DISPOSAL UTILITY FUND               | \$0         | \$2,334,275         | \$3,923,525                | \$3,995,000             | \$0                     |
| <b>398100 INTERFUND TRANSFERS</b>          | <b>\$0</b>  | <b>\$2,334,275</b>  | <b>\$4,949,465</b>         | <b>\$5,052,260</b>      | <b>\$1,710</b>          |
| 399099 ESTIMATED CASH CARRYOVER            | \$0         | \$0                 | \$0                        | \$2,547,314             | \$4,577,182             |
| <b>399100 EST CASH CARRYOVER</b>           | <b>\$0</b>  | <b>\$0</b>          | <b>\$0</b>                 | <b>\$2,547,314</b>      | <b>\$4,577,182</b>      |
| <b>25062500 NEIGHBORHOOD SERVICES FUND</b> | <b>\$0</b>  | <b>\$17,279,051</b> | <b>\$17,622,247</b>        | <b>\$21,383,960</b>     | <b>\$19,286,483</b>     |

**PUBLIC WORKS**

NEIGHBORHOOD SERVICES - 25

| EMPLOYEE | POSITION                                     | ANNIV. /<br>D.O.B. | 2017<br>END OF YR<br>SALARY | 2018<br>GRADE/STEP<br>INCREASE | 2018<br>ANNUAL<br>INCREASE | 2018<br>LONG. | 2018<br>SALARY | 2018<br>LUMP SUM | FICA      | FRINGE<br>BENEFITS | TOTAL      |
|----------|--|--------------------|-----------------------------|--------------------------------|----------------------------|---------------|----------------|------------------|-----------|--------------------|------------|
|          |  |                    |                             |                                |                            |               |                |                  |           |                    |            |
|          | DIRECTOR (PUBLIC WORKS) (70%)                | 9 16 1996          | \$ 75,000.00                | 0.00                           | 0.00                       | 0.00          | 63,000.00      | 0.00             | 4,820.00  | 0.00               | 67,820.00  |
|          | DEPUTY DIRECTOR FOR PUBLIC WORKS             | 4 3 1995           | \$ 65,000.00                | 10,000.00                      | 0.00                       | 0.00          | 75,000.00      | 0.00             | 5,738.00  | 0.00               | 80,738.00  |
|          | CITY ENGINEER (25%)                          | 5 19 2014          | \$ 20,625.00                | 1,875.00                       | 0.00                       | 0.00          | 22,500.00      | 0.00             | 1,722.00  | 0.00               | 24,222.00  |
|          | FACILITIES MANAGER (25%)                     | 4 22 2013          | \$ 14,250.00                | 250.00                         | 0.00                       | 0.00          | 14,500.00      | 0.00             | 1,110.00  | 0.00               | 15,610.00  |
|          | SOLID WASTE LOGISTICS/COMPOSTING COORDINATOR | 8 14 2017          | \$ 58,000.00                | 0.00                           | 0.00                       | 0.00          | 58,000.00      | 0.00             | 4,437.00  | 0.00               | 62,437.00  |
|          | ASSISTANT CITY SOLICITOR/COLLECTIONS         | 11 28 2016         | \$ 55,000.00                | 5,000.00                       | 0.00                       | 0.00          | 60,000.00      | 0.00             | 4,590.00  | 0.00               | 64,590.00  |
|          | SANITATION BILLING & ENFORCEMENT COORDINATOR | 3 9 2015           | \$ 50,000.00                | 8,000.00                       | 0.00                       | 0.00          | 58,000.00      | 0.00             | 4,437.00  | 0.00               | 62,437.00  |
|          | DIRECTOR OF PARKS MAINTENANCE (80%)          | 8 7 2017           | \$ 29,000.00                | 17,400.00                      | 0.00                       | 0.00          | 46,400.00      | 0.00             | 3,550.00  | 0.00               | 49,950.00  |
| 6.00     | MANAGEMENT TOTALS                            |                    | 366,875.00                  | 42,525.00                      | 0.00                       | 0.00          | 397,400.00     | 0.00             | 30,404.00 | 0.00               | 427,804.00 |

|        |          |                                  |            |              |           |        |        |           |      |          |      |           |
|--------|----------|----------------------------------|------------|--------------|-----------|--------|--------|-----------|------|----------|------|-----------|
|        |          | LABORER III                      | 11 24 2008 | \$ 36,107.20 | 4,551.63  | 406.59 | 0.00   | 41,065.00 | 0.00 | 3,142.00 | 0.00 | 44,207.00 |
|        |          | LABORER III                      | 11 27 1989 | \$ 36,107.20 | 5,795.42  | 419.03 | 846.43 | 43,168.00 | 0.00 | 3,303.00 | 0.00 | 46,471.00 |
|        |          | LABORER III                      | 6 30 2014  | \$ 36,107.20 | 3,350.74  | 394.58 | 0.00   | 39,853.00 | 0.00 | 3,049.00 | 0.00 | 42,902.00 |
|        |          | LABORER III                      | 5 2 2016   | \$ 35,102.02 | 4,355.92  | 394.58 | 0.00   | 39,853.00 | 0.00 | 3,049.00 | 0.00 | 42,902.00 |
|        |          | LABORER III                      | 7 30 2001  | \$ 36,107.20 | 5,795.42  | 419.03 | 423.22 | 42,745.00 | 0.00 | 3,270.00 | 0.00 | 46,015.00 |
|        |          | LABORER III                      | 8 1 2011   | \$ 36,107.20 | 4,551.63  | 406.59 | 0.00   | 41,065.00 | 0.00 | 3,142.00 | 0.00 | 44,207.00 |
|        |          | LABORER III                      | 2 22 2016  | \$ 35,102.02 | 4,355.92  | 394.58 | 0.00   | 39,853.00 | 0.00 | 3,049.00 | 0.00 | 42,902.00 |
|        |          | LABORER III                      | 2 22 2016  | \$ 35,102.02 | 4,355.92  | 394.58 | 0.00   | 39,853.00 | 0.00 | 3,049.00 | 0.00 | 42,902.00 |
|        |          | LABORER III                      | 8 7 1995   | \$ 36,107.20 | 5,795.42  | 419.03 | 634.82 | 42,956.00 | 0.00 | 3,287.00 | 0.00 | 46,243.00 |
|        |          | LABORER III                      | 3 21 2016  | \$ 35,102.02 | 4,355.92  | 394.58 | 0.00   | 39,853.00 | 0.00 | 3,049.00 | 0.00 | 42,902.00 |
|        |          | LABORER III                      | 5 18 2015  | \$ 36,107.20 | 3,350.74  | 394.58 | 0.00   | 39,853.00 | 0.00 | 3,049.00 | 0.00 | 42,902.00 |
|        |          | LABORER III                      | 11 3 2015  | \$ 35,102.01 | 4,355.93  | 394.58 | 0.00   | 39,853.00 | 0.00 | 3,049.00 | 0.00 | 42,902.00 |
|        |          | LABORER III                      | 10 31 2016 | \$ 34,137.01 | 4,205.82  | 383.43 | 0.00   | 38,726.00 | 0.00 | 2,963.00 | 0.00 | 41,689.00 |
|        |          | LABORER III                      | 8 7 2017   | \$ 29,016.46 | 9,326.37  | 383.43 | 0.00   | 38,726.00 | 0.00 | 2,963.00 | 0.00 | 41,689.00 |
|        |          | LABORER III                      | 9 28 1992  | \$ 36,107.20 | 5,795.42  | 419.03 | 846.43 | 43,168.00 | 0.00 | 3,303.00 | 0.00 | 46,471.00 |
| VACANT | POSITION | LABORER III                      | 9 1 2017   | \$ 37,270.57 | 0.00      | 372.71 | 0.00   | 37,643.00 | 0.00 | 2,880.00 | 0.00 | 40,523.00 |
| VACANT | POSITION | LABORER III                      | 9 1 2017   | \$ 37,270.57 | 0.00      | 372.71 | 0.00   | 37,643.00 | 0.00 | 2,880.00 | 0.00 | 40,523.00 |
|        |          | LABORER III                      | 4 3 2017   | \$ 36,241.24 | 2,101.59  | 383.43 | 0.00   | 38,726.00 | 0.00 | 2,963.00 | 0.00 | 41,689.00 |
|        |          | LABORER III                      | 7 24 2017  | \$ 30,805.05 | 7,537.78  | 383.43 | 0.00   | 38,726.00 | 0.00 | 2,963.00 | 0.00 | 41,689.00 |
|        |          | LABORER III                      | 3 20 2017  | \$ 36,241.24 | 2,101.59  | 383.43 | 0.00   | 38,726.00 | 0.00 | 2,963.00 | 0.00 | 41,689.00 |
|        |          | LABORER III                      | 3 27 2017  | \$ 30,805.05 | 7,537.78  | 383.43 | 0.00   | 38,726.00 | 0.00 | 2,963.00 | 0.00 | 41,689.00 |
|        |          | LABORER III                      | 4 3 2017   | \$ 36,241.24 | 2,101.59  | 383.43 | 0.00   | 38,726.00 | 0.00 | 2,963.00 | 0.00 | 41,689.00 |
|        |          | LABORER III                      | 3 20 2017  | \$ 36,241.24 | 2,101.59  | 383.43 | 0.00   | 38,726.00 | 0.00 | 2,963.00 | 0.00 | 41,689.00 |
|        |          | MOTOR EQUIPMENT OPERATOR         | 9 21 2015  | \$ 38,318.68 | 4,913.47  | 432.32 | 0.00   | 43,664.00 | 0.00 | 3,341.00 | 0.00 | 47,005.00 |
|        |          | MOTOR EQUIPMENT OPERATOR         | 10 24 2011 | \$ 38,318.68 | 4,913.47  | 432.32 | 0.00   | 43,664.00 | 0.00 | 3,341.00 | 0.00 | 47,005.00 |
|        |          | MOTOR EQUIPMENT OPERATOR         | 3 25 2013  | \$ 38,318.68 | 4,913.47  | 432.32 | 0.00   | 43,664.00 | 0.00 | 3,341.00 | 0.00 | 47,005.00 |
|        |          | MOTOR EQUIPMENT OPERATOR         | 9 13 1999  | \$ 38,318.68 | 7,744.18  | 460.63 | 465.23 | 46,989.00 | 0.00 | 3,595.00 | 0.00 | 50,584.00 |
|        |          | MOTOR EQUIPMENT OPERATOR         | 5 9 1995   | \$ 38,318.68 | 7,744.18  | 460.63 | 697.85 | 47,221.00 | 0.00 | 3,613.00 | 0.00 | 50,834.00 |
|        |          | MOTOR EQUIPMENT OPERATOR         | 4 17 2017  | \$ 30,691.12 | 11,211.50 | 419.03 | 0.00   | 42,322.00 | 0.00 | 3,238.00 | 0.00 | 45,560.00 |
|        |          | MOTOR EQUIPMENT OPERATOR         | 3 16 2009  | \$ 38,318.68 | 4,913.47  | 432.32 | 0.00   | 43,664.00 | 0.00 | 3,341.00 | 0.00 | 47,005.00 |
|        |          | MOTOR EQUIPMENT OPERATOR         | 8 22 2016  | \$ 37,192.82 | 6,039.33  | 432.32 | 0.00   | 43,664.00 | 0.00 | 3,341.00 | 0.00 | 47,005.00 |
|        |          | MOTOR EQUIPMENT OPERATOR         | 9 8 2015   | \$ 38,318.68 | 4,913.47  | 432.32 | 0.00   | 43,664.00 | 0.00 | 3,341.00 | 0.00 | 47,005.00 |
|        |          | MOTOR EQUIPMENT OPERATOR         | 3 20 2017  | \$ 36,107.20 | 5,795.42  | 419.03 | 0.00   | 42,322.00 | 0.00 | 3,238.00 | 0.00 | 45,560.00 |
|        |          | MOTOR EQUIPMENT OPERATOR         | 8 24 2015  | \$ 38,318.68 | 4,913.47  | 432.32 | 0.00   | 43,664.00 | 0.00 | 3,341.00 | 0.00 | 47,005.00 |
|        |          | MOTOR EQUIPMENT OPERATOR         | 7 13 2015  | \$ 38,318.68 | 6,285.91  | 446.05 | 0.00   | 45,051.00 | 0.00 | 3,447.00 | 0.00 | 48,498.00 |
|        |          | MOTOR EQUIPMENT OPERATOR (40 hr) | 5 18 2015  | \$ 40,658.83 | 2,573.32  | 432.32 | 0.00   | 43,664.00 | 0.00 | 3,341.00 | 0.00 | 47,005.00 |
|        |          | MOTOR EQUIPMENT OPERATOR         | 3 21 2016  | \$ 37,192.82 | 6,039.33  | 432.32 | 0.00   | 43,664.00 | 0.00 | 3,341.00 | 0.00 | 47,005.00 |
|        |          | HEAVY EQUIPMENT OPERATOR I       | 3 20 2017  | \$ 41,902.62 | 1,329.53  | 432.32 | 0.00   | 43,664.00 | 0.00 | 3,341.00 | 0.00 | 47,005.00 |
|        |          | HEAVY EQUIPMENT OPERATOR IV      | 4 22 2002  | \$ 49,065.08 | 0.00      | 490.65 | 495.56 | 50,051.00 | 0.00 | 3,829.00 | 0.00 | 53,880.00 |
|        |          | HEAVY EQUIPMENT OPERATOR IV      | 2 8 2016   | \$ 47,563.98 | 1,501.10  | 490.65 | 0.00   | 49,556.00 | 0.00 | 3,792.00 | 0.00 | 53,348.00 |
|        |          | HEAVY EQUIPMENT OPERATOR IV      | 10 6 2014  | \$ 49,065.08 | 0.00      | 490.65 | 0.00   | 49,556.00 | 0.00 | 3,792.00 | 0.00 | 53,348.00 |
|        |          | HEAVY EQUIPMENT OPERATOR IV      | 10 10 2017 | \$ 39,153.43 | 6,909.43  | 460.63 | 0.00   | 46,523.00 | 0.00 | 3,560.00 | 0.00 | 50,083.00 |
| VACANT | POSITION | HEAVY EQUIPMENT OPERATOR IV      | 2 10 2003  | \$ 49,065.08 | 0.00      | 490.65 | 495.56 | 50,051.00 | 0.00 | 3,829.00 | 0.00 | 53,880.00 |
|        |          | CREW LEADER V                    | 9 6 2016   | \$ 51,652.11 | 0.00      | 516.52 | 0.00   | 52,169.00 | 0.00 | 3,991.00 | 0.00 | 56,160.00 |
|        |          | CONSTRUCTION TRADESMAN II        | 7 11 1994  | \$ 49,065.08 | 0.00      | 490.65 | 743.34 | 50,299.00 | 0.00 | 3,848.00 | 0.00 | 54,147.00 |

|            |                 |   |          |          |             |              |             |             |             |                  |             |                 |             |                  |
|------------|-----------------|---|----------|----------|-------------|--------------|-------------|-------------|-------------|------------------|-------------|-----------------|-------------|------------------|
|            |                 | CONSTRUCTION TRADESMAN                        | 3        | 16       | 1998        | \$ 47,563.98 | 0.00        | 475.64      | 720.59      | 48,760.00        | 0.00        | 3,731.00        | 0.00        | 52,491.00        |
|            |                 | TRADESMAN                                     | 12       | 28       | 2005        | \$ 51,652.11 | 0.00        | 516.52      | 260.84      | 52,429.00        | 0.00        | 4,011.00        | 0.00        | 56,440.00        |
|            |                 | SOLID WASTE EDUCATION/ENFORCEMENT TECHNICIAN  | 11       | 30       | 1992        | \$ 42,017.84 | 2,586.75    | 446.05      | 901.01      | 45,952.00        | 0.00        | 3,516.00        | 0.00        | 49,468.00        |
|            |                 | CUSTOMER SERVICE REPRESENTATIVE (BILLING)     | 5        | 4        | 2015        | \$ 44,604.59 | 0.00        | 446.05      | 0.00        | 45,051.00        | 0.00        | 3,447.00        | 0.00        | 48,498.00        |
|            |                 | CUSTOMER SERVICE REPRESENTATIVE (BILLING) 25% | 5        | 15       | 2017        | \$ 8,390.51  | 1,792.29    | 101.83      | 0.00        | 10,285.00        | 0.00        | 787.00          | 0.00        | 11,072.00        |
|            |                 | BOTANICAL SPECIALIST II                       | 3        | 24       | 1997        | \$ 49,065.07 | 0.00        | 490.65      | 743.34      | 50,299.00        | 0.00        | 3,848.00        | 0.00        | 54,147.00        |
|            |                 | CREW LEADER V                                 | 6        | 17       | 1991        | \$ 52,168.63 | 0.00        | 521.69      | 1,053.81    | 53,744.00        | 0.00        | 4,112.00        | 0.00        | 57,856.00        |
| <b>NEW</b> | <b>POSITION</b> | <b>PLUMBER</b>                                | <b>1</b> | <b>1</b> | <b>2018</b> | <b>\$ -</b>  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>46,523.49</b> | <b>0.00</b> | <b>3,560.00</b> | <b>0.00</b> | <b>50,083.49</b> |
|            |                 | DEMOLITION CREW LEADER                        | 2        | 11       | 2002        | \$ 49,065.07 | 0.00        | 490.65      | 495.56      | 50,051.00        | 0.00        | 3,829.00        | 0.00        | 53,880.00        |
|            |                 | DEMOLITION SPECIALIST I                       | 6        | 7        | 1999        | \$ 44,604.60 | 0.00        | 446.05      | 450.51      | 45,501.00        | 0.00        | 3,481.00        | 0.00        | 48,982.00        |
|            |                 | DEMOLITION SPECIALIST I                       | 3        | 20       | 2006        | \$ 44,604.60 | 0.00        | 446.05      | 225.25      | 45,276.00        | 0.00        | 3,464.00        | 0.00        | 48,740.00        |
|            |                 | LANDSCAPE SPECIALIST III                      | 5        | 8        | 2000        | \$ 46,062.86 | 3,002.22    | 490.65      | 495.56      | 50,051.00        | 0.00        | 3,829.00        | 0.00        | 53,880.00        |
|            |                 | LANDSCAPE TECHNICIAN I                        | 10       | 10       | 2017        | \$ 32,591.40 | 5,751.43    | 383.43      | 0.00        | 38,726.00        | 0.00        | 2,963.00        | 0.00        | 41,689.00        |
|            |                 | LANDSCAPE TECHNICIAN I                        | 2        | 17       | 2009        | \$ 40,658.83 | 0.00        | 406.59      | 0.00        | 41,065.00        | 0.00        | 3,142.00        | 0.00        | 44,207.00        |
|            |                 | STADIUM GROUNDSKEEPER                         | 5        | 4        | 1998        | \$ 49,065.07 | 0.00        | 490.65      | 743.34      | 50,299.00        | 0.00        | 3,848.00        | 0.00        | 54,147.00        |
|            |                 | STREETS MAINTENANCE WORKER I                  | 7        | 2        | 2001        | \$ 41,902.62 | 0.00        | 419.03      | 423.22      | 42,745.00        | 0.00        | 3,270.00        | 0.00        | 46,015.00        |
|            |                 | STREETS MAINTENANCE WORKER III                | 3        | 12       | 2001        | \$ 47,563.98 | 0.00        | 475.64      | 480.40      | 48,520.00        | 0.00        | 3,712.00        | 0.00        | 52,232.00        |
|            |                 | STREETS MAINTENANCE WORKER III                | 10       | 20       | 2008        | \$ 47,563.98 | 0.00        | 475.64      | 240.20      | 48,280.00        | 0.00        | 3,694.00        | 0.00        | 51,974.00        |
|            |                 | STREETS MAINTENANCE WORKER III                | 6        | 29       | 1987        | \$ 47,563.98 | 0.00        | 475.64      | 960.79      | 49,000.00        | 0.00        | 3,749.00        | 0.00        | 52,749.00        |
|            |                 | STREETS MAINTENANCE WORKER III                | 7        | 27       | 1992        | \$ 47,563.98 | 0.00        | 475.64      | 960.79      | 49,000.00        | 0.00        | 3,749.00        | 0.00        | 52,749.00        |
|            |                 | STREETS MAINTENANCE WORKER III                | 5        | 8        | 2000        | \$ 47,563.98 | 0.00        | 475.64      | 480.40      | 48,520.00        | 0.00        | 3,712.00        | 0.00        | 52,232.00        |
|            |                 | SECRETARY I                                   | 3        | 16       | 2009        | \$ 39,457.94 | 0.00        | 394.58      | 0.00        | 39,853.00        | 0.00        | 3,049.00        | 0.00        | 42,902.00        |
|            |                 | SECRETARY I                                   | 7        | 24       | 2017        | \$ 31,679.99 | 6,638.69    | 383.19      | 0.00        | 38,702.00        | 0.00        | 2,961.00        | 0.00        | 41,663.00        |
|            |                 | ADMINISTRATIVE RESOURCE SPECIALIST            | 6        | 2        | 2000        | \$ 49,065.08 | 0.00        | 490.65      | 495.56      | 50,051.00        | 0.00        | 3,829.00        | 0.00        | 53,880.00        |
|            |                 | ATRIUM RECEPTIONIST                           | 5        | 31       | 2016        | \$ 38,342.83 | 1,115.11    | 394.58      | 0.00        | 39,853.00        | 0.00        | 3,049.00        | 0.00        | 42,902.00        |

|       |                        |              |            |           |           |              |      |            |      |              |
|-------|------------------------|--------------|------------|-----------|-----------|--------------|------|------------|------|--------------|
| 69.25 | BARGAINING UNIT TOTALS | 2,752,264.25 | 211,320.69 | 29,635.85 | 15,779.60 | 3,055,518.49 | 0.00 | 233,778.00 | 0.00 | 3,289,296.49 |
| 75.25 | TOTAL                  | 3,119,139.25 | 253,845.69 | 29,635.85 | 15,779.60 | 3,452,918.49 | 0.00 | 264,182.00 | 0.00 | 3,717,100.49 |

|                      |          |      |        |      |          |
|----------------------|----------|------|--------|------|----------|
| WORKING OUT OF CLASS | 3,120.00 | 0.00 | 239.00 | 0.00 | 3,359.00 |
|----------------------|----------|------|--------|------|----------|

|          |            |      |           |      |            |
|----------|------------|------|-----------|------|------------|
| OVERTIME | 250,000.00 | 0.00 | 19,125.00 | 0.00 | 269,125.00 |
|----------|------------|------|-----------|------|------------|

|               |           |      |      |      |           |
|---------------|-----------|------|------|------|-----------|
| SIGNING BONUS | 57,000.00 | 0.00 | 0.00 | 0.00 | 57,000.00 |
|---------------|-----------|------|------|------|-----------|

|                     |           |      |        |      |           |
|---------------------|-----------|------|--------|------|-----------|
| SICK-LEAVE BUY BACK | 11,000.00 | 0.00 | 842.00 | 0.00 | 11,842.00 |
|---------------------|-----------|------|--------|------|-----------|

|                 |                     |             |                   |             |                     |
|-----------------|---------------------|-------------|-------------------|-------------|---------------------|
| <b>SUBTOTAL</b> | <b>3,774,038.49</b> | <b>0.00</b> | <b>284,388.00</b> | <b>0.00</b> | <b>4,058,426.49</b> |
|-----------------|---------------------|-------------|-------------------|-------------|---------------------|

|         |            |      |      |      |            |
|---------|------------|------|------|------|------------|
| MEDICAL | 949,552.45 | 0.00 | 0.00 | 0.00 | 949,552.45 |
|---------|------------|------|------|------|------------|

|               |           |      |          |      |           |
|---------------|-----------|------|----------|------|-----------|
| SEVERANCE PAY | 70,000.00 | 0.00 | 5,355.00 | 0.00 | 75,355.00 |
|---------------|-----------|------|----------|------|-----------|

|                           |           |      |      |      |           |
|---------------------------|-----------|------|------|------|-----------|
| UNEMPLOYMENT COMPENSATION | 15,000.00 | 0.00 | 0.00 | 0.00 | 15,000.00 |
|---------------------------|-----------|------|------|------|-----------|

|                       |          |      |      |      |          |
|-----------------------|----------|------|------|------|----------|
| WORKERS COMP-ADJ FEES | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 |
|-----------------------|----------|------|------|------|----------|

|                 |            |      |      |      |            |
|-----------------|------------|------|------|------|------------|
| LOSS TIME & MED | 145,000.00 | 0.00 | 0.00 | 0.00 | 145,000.00 |
|-----------------|------------|------|------|------|------------|

|                         |      |      |      |      |      |
|-------------------------|------|------|------|------|------|
| CONCESSIONS & VACANCIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|-------------------------|------|------|------|------|------|

|   |                     |             |                   |             |                     |
|---|---------------------|-------------|-------------------|-------------|---------------------|
| <b>TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS</b> | <b>4,958,590.94</b> | <b>0.00</b> | <b>289,743.00</b> | <b>0.00</b> | <b>5,248,333.94</b> |
|---|---------------------|-------------|-------------------|-------------|---------------------|

\* 15% of salary and FICA are reflected in VMC (0172).

\* 15% of salary and FICA are reflected in Traffic and Engineering (0160).

\*\* 25% of salary and FICA are reflected in Traffic and Engineering (0160).

\*\*\* 20% of salary and FICA are reflected in the Host Fee Fund (2110).

\*\*\*\* 75% of salary and FICA are reflected in City Treasurer (0104).

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 25062562 CITY SERVICES**

| Account                            | 2015 Actual | 2016 Actual        | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|------------------------------------|-------------|--------------------|----------------------------|-------------------------|-------------------------|
| 414000 SALARIES & WAGES            | \$0         | \$2,468,025        | \$2,498,898                | \$2,901,826             | \$3,456,038             |
| 416000 OVERTIME                    | \$0         | \$275,921          | \$186,668                  | \$248,751               | \$250,000               |
| 414002 SIGNING BONUS               | \$0         | \$0                | \$57,000                   | \$57,000                | \$57,000                |
| 417000 SICK LEAVE/VACAT BUY-BACK   | \$0         | \$9,462            | \$7,534                    | \$9,897                 | \$11,000                |
| <b>414100 SALARIES/WAGES</b>       | <b>\$0</b>  | <b>\$2,753,408</b> | <b>\$2,750,100</b>         | <b>\$3,217,474</b>      | <b>\$3,774,038</b>      |
| 419001 SOCIAL SECURITY             | \$0         | \$205,550          | \$212,219                  | \$238,078               | \$289,743               |
| 419002 MEDICAL                     | \$0         | \$782,226          | \$806,895                  | \$975,601               | \$949,552               |
| 419005 SEVERANCE PAY               | \$0         | \$5,091            | \$101,737                  | \$105,953               | \$70,000                |
| 419010 UNEMPLOYMENT COMPENSAT      | \$0         | \$700              | \$14,310                   | \$18,000                | \$15,000                |
| 419011 WORKERS' COMP-ADJ FEES      | \$0         | \$3,091            | \$2,111                    | \$6,087                 | \$5,000                 |
| 419012 LOSS TIME & MED             | \$0         | \$88,969           | \$72,385                   | \$145,000               | \$145,000               |
| <b>419100 FRINGE BENEFITS</b>      | <b>\$0</b>  | <b>\$1,085,628</b> | <b>\$1,209,657</b>         | <b>\$1,488,718</b>      | <b>\$1,474,295</b>      |
| <b>419995 PERSONNEL</b>            | <b>\$0</b>  | <b>\$3,839,036</b> | <b>\$3,959,757</b>         | <b>\$4,706,192</b>      | <b>\$5,248,334</b>      |
| 420010 ADVERTISING                 | \$0         | \$2,393            | \$1,415                    | \$4,862                 | \$5,000                 |
| 420020 PRINTING                    | \$0         | \$16,521           | \$19,095                   | \$22,500                | \$24,000                |
| 420040 TELECOM                     | \$0         | \$39,885           | \$31,135                   | \$40,000                | \$40,000                |
| 420050 POSTAGE                     | \$0         | \$3,472            | \$21,904                   | \$5,000                 | \$4,000                 |
| <b>420100 COMMUNICATIONS</b>       | <b>\$0</b>  | <b>\$62,272</b>    | <b>\$73,549</b>            | <b>\$72,362</b>         | <b>\$73,000</b>         |
| 421010 LEGAL                       | \$0         | \$0                | \$0                        | \$4,000                 | \$4,000                 |
| 421020 AUDIT                       | \$0         | \$7,000            | \$7,000                    | \$7,000                 | \$8,500                 |
| 421040 COLLECTION(OPT & LIENS)     | \$0         | \$0                | \$0                        | \$2,000                 | \$2,000                 |
| 421050 OTHER PROFESSIONAL FEES     | \$0         | \$0                | \$189                      | \$189                   | \$0                     |
| 421070 ARBITRATION                 | \$0         | \$0                | \$0                        | \$5,000                 | \$10,000                |
| 421080 FILING FEES                 | \$0         | \$0                | \$0                        | \$0                     | \$8,000                 |
| 421030 CONSULTING                  | \$0         | \$4,631            | \$2,167                    | \$40,000                | \$40,000                |
| <b>421100 PROFESSIONAL SRVC</b>    | <b>\$0</b>  | <b>\$11,631</b>    | <b>\$9,356</b>             | <b>\$58,189</b>         | <b>\$72,500</b>         |
| 422000 SEWERAGE                    | \$0         | \$24,525           | \$16,463                   | \$26,050                | \$15,000                |
| 422010 WATER                       | \$0         | \$129,833          | \$80,259                   | \$90,000                | \$120,000               |
| 422020 ELECTRICITY                 | \$0         | \$51,411           | \$56,410                   | \$54,000                | \$60,000                |
| 422030 HEAT                        | \$0         | \$90,047           | \$51,539                   | \$89,000                | \$100,000               |
| 422040 PROPERTY TAXES              | \$0         | \$169,659          | \$105,644                  | \$105,644               | \$0                     |
| 422060 POWER-STREET LIGHTS         | \$0         | \$50,000           | \$60,014                   | \$55,000                | \$55,000                |
| 422080 SEWERAGE MAINT CHARGES      | \$0         | \$4,517            | \$3,225                    | \$3,550                 | \$2,000                 |
| 422090 REFUSE                      | \$0         | \$0                | \$36                       | \$36                    | \$36                    |
| 422091 DISPOSAL                    | \$0         | \$5,530,211        | \$5,472,781                | \$5,969,705             | \$6,200,000             |
| <b>422100 UTILITIES &amp; SRVC</b> | <b>\$0</b>  | <b>\$6,050,203</b> | <b>\$5,846,371</b>         | <b>\$6,392,985</b>      | <b>\$6,552,036</b>      |
| 423002 STOP/LOSS PREMIUM           | \$0         | \$26,782           | \$33,465                   | \$40,500                | \$46,575                |
| 423010 AUTOMOBILE PREM             | \$0         | \$21,478           | \$21,450                   | \$21,650                | \$22,733                |
| 423011 AUTO DEDUCT                 | \$0         | \$14,203           | \$3,191                    | \$25,000                | \$25,000                |
| 423020 GENERAL LIABILITY PREM      | \$0         | \$5,594            | \$5,587                    | \$5,639                 | \$5,921                 |
| 423095 EXCESS LIABILITY            | \$0         | \$2,231            | \$2,228                    | \$2,249                 | \$2,361                 |
| <b>423100 INSURANCE</b>            | <b>\$0</b>  | <b>\$70,289</b>    | <b>\$65,921</b>            | <b>\$95,039</b>         | <b>\$102,590</b>        |
| 424060 OTHER RENTALS               | \$0         | \$1,140            | \$96,225                   | \$155,000               | \$175,000               |
| 424061 UNIFORM RENTALS             | \$0         | \$27,490           | \$30,636                   | \$38,860                | \$40,000                |
| <b>424100 RENTALS</b>              | <b>\$0</b>  | <b>\$28,630</b>    | <b>\$126,862</b>           | <b>\$193,860</b>        | <b>\$215,000</b>        |
| 425010 VEHICULAR EQUIPMENT         | \$0         | \$116,220          | \$201,419                  | \$201,419               | \$200,000               |
| 425030 BUILDING MAINT              | \$0         | \$9,723            | \$7,777                    | \$23,678                | \$5,000                 |
| 425031 POOLS/RECREATIONAL EQUIP    | \$0         | \$58               | \$0                        | \$5,350                 | \$5,300                 |

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 25062562 CITY SERVICES**

| Account                           | 2015 Actual | 2016 Actual        | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|-----------------------------------|-------------|--------------------|----------------------------|-------------------------|-------------------------|
| 425050 COMMUNICATIONS EQUIPMENT   | \$0         | \$0                | \$0                        | \$3,765                 | \$3,700                 |
| 425090 MAINT SERV CONTRACT        | \$0         | \$31,763           | \$70,120                   | \$87,892                | \$130,000               |
| 425099 OTHER CONT MAINT           | \$0         | \$1,010            | \$1,013                    | \$1,013                 | \$1,000                 |
| <b>425100 MAINT &amp; REPAIRS</b> | <b>\$0</b>  | <b>\$158,774</b>   | <b>\$280,329</b>           | <b>\$323,116</b>        | <b>\$345,000</b>        |
| 429001 TUITION/TRAINING           | \$0         | \$6,900            | \$0                        | \$0                     | \$0                     |
| 429003 GENERAL ADMIN. CHARGES     | \$0         | \$811,063          | \$811,063                  | \$811,063               | \$811,063               |
| 429009 ADMIN/TRUSTEE FEE          | \$0         | \$396              | \$244                      | \$300                   | \$300                   |
| 429011 DEMOLITION & CLEARING      | \$0         | \$4,588            | \$3,433                    | \$12,839                | \$250,000               |
| 429013 INCINERATOR TRUCK PERMIT   | \$0         | \$3,950            | \$4,300                    | \$5,000                 | \$5,000                 |
| 429014 CONTRACTED PERSONNEL SVS.  | \$0         | \$4,800            | \$0                        | \$5,000                 | \$5,000                 |
| 429090 MISC CONTRACTED SRVCS      | \$0         | \$760,552          | \$365,064                  | \$475,000               | \$250,000               |
| 429095 BANK SERV CHARGES          | \$0         | \$22               | \$22                       | \$1,500                 | \$1,500                 |
| <b>429100 CONTRACTED SRVC</b>     | <b>\$0</b>  | <b>\$1,592,271</b> | <b>\$1,184,125</b>         | <b>\$1,310,702</b>      | <b>\$1,322,863</b>      |
| <b>429995 SERVICES</b>            | <b>\$0</b>  | <b>\$7,974,069</b> | <b>\$7,586,513</b>         | <b>\$8,446,253</b>      | <b>\$8,682,990</b>      |
| 430001 EDUCATIONAL                | \$0         | \$644              | \$2,190                    | \$2,000                 | \$9,400                 |
| 430002 SOFTWARE                   | \$0         | \$15,664           | \$9,041                    | \$53,825                | \$70,000                |
| 430009 OFFICE                     | \$0         | \$3,122            | \$8,033                    | \$13,754                | \$7,360                 |
| 430011 CUSTODIAL                  | \$0         | \$2,860            | \$8,292                    | \$11,394                | \$10,000                |
| 430012 PERSONAL SAFETY            | \$0         | \$8,812            | \$4,426                    | \$9,000                 | \$10,800                |
| 430014 WEARING APPAREL            | \$0         | \$11,799           | \$7,736                    | \$13,000                | \$6,000                 |
| 430029 BLDG MAINT SUPPLIES        | \$0         | \$0                | \$12,885                   | \$18,000                | \$0                     |
| 430030 SNOW CONTROL               | \$0         | \$0                | \$49,003                   | \$58,800                | \$56,000                |
| 430031 ASPHALT                    | \$0         | \$12,189           | \$9,363                    | \$38,399                | \$50,000                |
| 430032 CONCRETE                   | \$0         | \$61               | \$2,321                    | \$15,000                | \$13,800                |
| 430037 CHEMICALS                  | \$0         | \$1,356            | \$1,202                    | \$2,500                 | \$0                     |
| 430040 BOTANICAL                  | \$0         | \$26,476           | \$12,176                   | \$35,566                | \$0                     |
| 430042 TOOLS & HARDWARE           | \$0         | \$20,847           | \$23,244                   | \$42,523                | \$24,000                |
| 430050 MOTOR FUELS/LUBRICANTS     | \$0         | \$100,000          | \$142,251                  | \$150,000               | \$149,000               |
| 430051 TIRES & BATTERIES          | \$0         | \$20,000           | \$20,803                   | \$22,000                | \$30,000                |
| 430052 VEHICLE PARTS & SUPPLIES   | \$0         | \$0                | \$24,037                   | \$25,000                | \$20,000                |
| 430055 MECH EQUIP PARTS           | \$0         | \$537              | \$244                      | \$6,849                 | \$7,000                 |
| 430063 DEMOLITION SUPPLIES        | \$0         | \$0                | \$29,698                   | \$40,000                | \$100,000               |
| 430064 COMMERCIAL TRASH TOTERS    | \$0         | \$0                | \$9,974                    | \$9,974                 | \$20,000                |
| 430065 RESIDENTIAL RECYCL TOTERS  | \$0         | \$0                | \$9,986                    | \$9,986                 | \$20,000                |
| 430066 RESIDENTIAL TRASH TOTERS   | \$0         | \$0                | \$28,216                   | \$28,200                | \$20,000                |
| 430067 COMMERCIAL RECYCL TOTERS   | \$0         | \$0                | \$9,974                    | \$9,974                 | \$20,000                |
| 430099 MISC SUPPLIES AND EXP      | \$0         | \$24,480           | \$22,406                   | \$47,022                | \$24,000                |
| <b>430100 SUPPLIES &amp; EXP</b>  | <b>\$0</b>  | <b>\$248,847</b>   | <b>\$447,502</b>           | <b>\$662,765</b>        | <b>\$667,360</b>        |
| 439011 COMPOSTING                 | \$0         | \$8                | \$0                        | \$0                     | \$0                     |
| 439015 OFFICE EQUIPMENT           | \$0         | \$2,124            | \$9,482                    | \$10,140                | \$10,000                |
| 439020 BUILDINGS & STRUCTURES     | \$0         | \$0                | \$0                        | \$4,536                 | \$0                     |
| 439030 VEHICULAR EQUIPMENT        | \$0         | \$0                | \$2,800                    | \$2,800                 | \$0                     |
| 439099 MISC EQUIPMENT             | \$0         | \$39,495           | \$6,031                    | \$46,809                | \$52,000                |
| <b>439100 MINOR CAPITAL</b>       | <b>\$0</b>  | <b>\$41,627</b>    | <b>\$18,313</b>            | <b>\$64,285</b>         | <b>\$62,000</b>         |
| <b>439995 SUPPLIES</b>            | <b>\$0</b>  | <b>\$290,474</b>   | <b>\$465,814</b>           | <b>\$727,050</b>        | <b>\$729,360</b>        |
| 447030 INTEREST PMT               | \$0         | \$436              | \$144                      | \$144                   | \$0                     |
| <b>447100 INTEREST EXPENSE</b>    | <b>\$0</b>  | <b>\$436</b>       | <b>\$144</b>               | <b>\$144</b>            | <b>\$0</b>              |
| 448030 PRINCIPAL PMT              | \$0         | \$5,969            | \$4,660                    | \$4,660                 | \$0                     |

## **2018 Proposed Budget**

Expenditure Line Item

### **BUDGET UNIT: 25062562 CITY SERVICES**

| Account                               | 2015 Actual | 2016 Actual         | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|---------------------------------------|-------------|---------------------|----------------------------|-------------------------|-------------------------|
| <b>448100 PRINCIPAL PAID</b>          | <b>\$0</b>  | <b>\$5,969</b>      | <b>\$4,660</b>             | <b>\$4,660</b>          | <b>\$0</b>              |
| 450000 LAND                           | \$0         | \$0                 | \$0                        | \$50,000                | \$50,000                |
| 452000 BUILDINGS AND STRUCTURES       | \$0         | \$0                 | \$61,468                   | \$2,545,464             | \$2,775,000             |
| 454000 MOTOR EQUIPMENT                | \$0         | \$22,781            | \$28,992                   | \$30,000                | \$0                     |
| <b>450100 CAPITAL OUTLAY</b>          | <b>\$0</b>  | <b>\$22,781</b>     | <b>\$90,460</b>            | <b>\$2,625,464</b>      | <b>\$2,825,000</b>      |
| 453004 EQUIPMENT-VEHICLE              | \$0         | \$1,337,877         | \$609,786                  | \$1,750,278             | \$672,000               |
| 453030 MOTOR VEHICLE/EQUIPMENT        | \$0         | \$0                 | \$0                        | \$1,647,151             | \$0                     |
| 453039 EQUIPMENT-COMMUNICATION        | \$0         | \$0                 | \$0                        | \$22,117                | \$115,000               |
| 453049 LEASE PURCHASE                 | \$0         | \$208,196           | \$304,192                  | \$643,000               | \$644,993               |
| 453099 EQUIPMENT-OTHER                | \$0         | \$23,608            | \$0                        | \$12,000                | \$70,000                |
| <b>453100 CAPITAL OUTLAY</b>          | <b>\$0</b>  | <b>\$1,569,681</b>  | <b>\$913,978</b>           | <b>\$4,074,547</b>      | <b>\$1,501,993</b>      |
| 455003 EQUIPMENT                      | \$0         | \$18,298            | \$0                        | \$0                     | \$0                     |
| <b>455100 DEPRECIATION EXPENSE</b>    | <b>\$0</b>  | <b>\$18,298</b>     | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>              |
| 481055 LIABILITY INSURANCE CLAIM      | \$0         | \$0                 | \$0                        | \$2,000                 | \$0                     |
| 485000 REFUND PRIOR YEAR REVENUE      | \$0         | \$0                 | \$1,044                    | \$0                     | \$0                     |
| <b>480100 NON-EXP ITEMS</b>           | <b>\$0</b>  | <b>\$0</b>          | <b>\$1,044</b>             | <b>\$2,000</b>          | <b>\$0</b>              |
| <b>499995 OTHER</b>                   | <b>\$0</b>  | <b>\$1,617,165</b>  | <b>\$1,010,285</b>         | <b>\$6,706,815</b>      | <b>\$4,326,993</b>      |
| <b>25062562 NEIGHBORHOOD SERVICES</b> | <b>\$0</b>  | <b>\$13,720,744</b> | <b>\$13,022,370</b>        | <b>\$20,586,310</b>     | <b>\$18,987,676</b>     |

## BUREAU OF NEIGHBORHOOD SERVICES PARK MAINTENANCE

The Park Maintenance department, in the Neighborhood Service Bureau, cultivates and ensures the health and cleanliness of all 28 parks and playgrounds in the city. As well as, trims and cares for the estimated 49,000 Non-Shade Trees in the jurisdiction of Harrisburg and the green belt system. Furthermore, it is responsible for planting new trees, plowing and removing snow from major traffic arteries and eliminating unsightly graffiti.

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### EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

25 Neighborhood Services - Park Maintenance

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### Allocation Plan

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|                 |                            | 2017<br>Adjusted | 2018<br>Proposed |
|-----------------|----------------------------|------------------|------------------|
| <b>SERVICES</b> |                            |                  |                  |
|                 | Communications             | 0                | 2,360            |
|                 | Professional Services      | 0                | 0                |
|                 | Utilities                  | 0                | 0                |
|                 | Insurance                  | 0                | 0                |
|                 | Rentals                    | 0                | 5,000            |
|                 | Maintenance & Repairs      | 0                | 60,000           |
|                 | Contracted Services        | 0                | 45,000           |
|                 | <b>TOTAL</b>               | <b>0</b>         | <b>112,360</b>   |
| <b>SUPPLIES</b> |                            |                  |                  |
|                 | Supplies                   | 0                | 134,140          |
|                 | <b>TOTAL</b>               | <b>0</b>         | <b>159,140</b>   |
| <b>OTHER</b>    |                            | 0                | 10,000           |
|                 | <b>TOTAL APPROPRIATION</b> | <b>0</b>         | <b>281,500</b>   |



## 2018 Proposed Budget

### Expenditure Line Item

#### BUDGET UNIT: 25062584 PARK MAINTENANCE

| Account                                      | 2015 Actual | 2016 Actual | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|--|-------------|-------------|----------------------------|-------------------------|-------------------------|
| 420010 ADVERTISING                           | \$0         | \$0         | \$0                        | \$0                     | \$1,000                 |
| 420020 PRINTING                              | \$0         | \$0         | \$0                        | \$0                     | \$360                   |
| 420050 POSTAGE                               | \$0         | \$0         | \$0                        | \$0                     | \$1,000                 |
| <b>420100 COMMUNICATIONS</b>                 | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$0</b>              | <b>\$2,360</b>          |
| 424060 OTHER RENTALS                         | \$0         | \$0         | \$0                        | \$0                     | \$5,000                 |
| <b>424100 RENTALS</b>                        | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$0</b>              | <b>\$5,000</b>          |
| 425010 VEHICULAR EQUIPMENT                   | \$0         | \$0         | \$0                        | \$0                     | \$10,000                |
| 425030 BUILDING MAINT                        | \$0         | \$0         | \$0                        | \$0                     | \$30,000                |
| 425090 MAINT SERV CONTRACT                   | \$0         | \$0         | \$0                        | \$0                     | \$20,000                |
| <b>425100 MAINT &amp; REPAIRS</b>            | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$0</b>              | <b>\$60,000</b>         |
| 429001 TUITION/TRAINING                      | \$0         | \$0         | \$0                        | \$0                     | \$10,000                |
| 429015 TRAVEL                                | \$0         | \$0         | \$0                        | \$0                     | \$3,000                 |
| 429016 CONFERENCES                           | \$0         | \$0         | \$0                        | \$0                     | \$3,000                 |
| 429017 MEMBERSHIPS                           | \$0         | \$0         | \$0                        | \$0                     | \$3,000                 |
| 429014 CONTRACTED PERSONNEL SVS.             | \$0         | \$0         | \$0                        | \$0                     | \$8,000                 |
| 429090 MISC CONTRACTED SRVCS                 | \$0         | \$0         | \$0                        | \$0                     | \$18,000                |
| <b>429100 CONTRACTED SRVC</b>                | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$0</b>              | <b>\$45,000</b>         |
| <b>429995 SERVICES</b>                       | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$0</b>              | <b>\$112,360</b>        |
| 430001 EDUCATIONAL                           | \$0         | \$0         | \$0                        | \$0                     | \$600                   |
| 430009 OFFICE                                | \$0         | \$0         | \$0                        | \$0                     | \$2,640                 |
| 430011 CUSTODIAL                             | \$0         | \$0         | \$0                        | \$0                     | \$3,000                 |
| 430012 PERSONAL SAFETY                       | \$0         | \$0         | \$0                        | \$0                     | \$2,200                 |
| 430029 BLDG MAINT SUPPLIES                   | \$0         | \$0         | \$0                        | \$0                     | \$30,000                |
| 430030 SNOW CONTROL                          | \$0         | \$0         | \$0                        | \$0                     | \$2,000                 |
| 430032 CONCRETE                              | \$0         | \$0         | \$0                        | \$0                     | \$1,200                 |
| 430037 CHEMICALS                             | \$0         | \$0         | \$0                        | \$0                     | \$4,000                 |
| 430040 BOTANICAL                             | \$0         | \$0         | \$0                        | \$0                     | \$65,000                |
| 430041 PLAYGROUND                            | \$0         | \$0         | \$0                        | \$0                     | \$3,000                 |
| 430042 TOOLS & HARDWARE                      | \$0         | \$0         | \$0                        | \$0                     | \$13,500                |
| 430050 MOTOR FUELS/LUBRICANTS                | \$0         | \$0         | \$0                        | \$0                     | \$1,000                 |
| 430052 VEHICLE PARTS & SUPPLIES              | \$0         | \$0         | \$0                        | \$0                     | \$5,000                 |
| 430099 MISC SUPPLIES AND EXP                 | \$0         | \$0         | \$0                        | \$0                     | \$1,000                 |
| <b>430100 SUPPLIES &amp; EXP</b>             | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$0</b>              | <b>\$134,140</b>        |
| 439015 OFFICE EQUIPMENT                      | \$0         | \$0         | \$0                        | \$0                     | \$5,000                 |
| 439020 BUILDINGS & STRUCTURES                | \$0         | \$0         | \$0                        | \$0                     | \$20,000                |
| <b>439100 MINOR CAPITAL</b>                  | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$0</b>              | <b>\$25,000</b>         |
| <b>439995 SUPPLIES</b>                       | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$0</b>              | <b>\$159,140</b>        |
| 452008 BUILDING IMPROVEMENTS                 | \$0         | \$0         | \$0                        | \$0                     | \$10,000                |
| <b>452100 BUILDING AND STRUCTURES</b>        | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$0</b>              | <b>\$10,000</b>         |
| <b>499995 OTHER</b>                          | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$0</b>              | <b>\$10,000</b>         |
| <b>25062584 PARK MAINT. NEIGHBORHOOD SVC</b> | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$0</b>              | <b>\$281,500</b>        |

# STATE LIQUID FUELS TAX FUND

The State Liquid Fuels Tax Fund is funded by an annual Commonwealth of Pennsylvania State Liquid Fuels Tax allocation and investment income. This fund is used to account for state aid revenue expended primarily for streets and traffic lighting, traffic controls, and maintaining City roads and bridges in accordance with policies and procedures of the County Liquid Fuels Tax Act of 1931 and the Liquid Fuels Tax Act 655 of 1956 of the Commonwealth of Pennsylvania.

| RESOURCE ALLOCATION<br>2018 PROPOSED BUDGET |                  |                     |                  |
|---|------------------|---------------------|------------------|
| RESOURCES                                   |                  | APPROPRIATIONS      |                  |
| INVESTMENT INCOME                           | 10,427           | SERVICES            | 414,901          |
| LIQUID FUELS TAX RECEIPTS                   | 1,365,098        | SUPPLIES            | 250,000          |
| FUND BALANCE APPROPRIATION                  | 407,803          | OTHER               | 1,108,000        |
| TOTAL RESOURCES                             | <u>1,783,328</u> | TOTAL APPROPRIATION | <u>1,772,901</u> |

STATE LIQUID FUELS TAX FUND  
2018 PROPOSED BUDGET

| Account Name               | 2015<br>Actual   | 2016<br>Actual   | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|----------------------------|------------------|------------------|-------------------------------|----------------------------|----------------------------|
| REVENUE ANALYSIS SUMMARY   |                  |                  |                               |                            |                            |
| Investment Income          | 0                | 4,146            | 13,095                        | 190                        | 10,427                     |
| Liquid Fuels Tax Receipts  | 1,085,782        | 1,267,434        | 1,326,297                     | 1,085,782                  | 1,365,098                  |
| TOTAL REVENUE              | <u>1,085,782</u> | <u>1,271,580</u> | <u>1,339,392</u>              | <u>1,085,972</u>           | <u>1,375,526</u>           |
| Fund Balance Appropriation | 0                | 0                | 0                             | 1,178,382                  | 407,803                    |
| TOTAL RESOURCES            | <u>1,085,782</u> | <u>1,271,580</u> | <u>1,339,392</u>              | <u>2,264,353</u>           | <u>1,783,328</u>           |

|                            |                  |                  |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|------------------|------------------|
| REVENUE ANALYSIS DETAIL    |                  |                  |                  |                  |                  |
| Interest-Savings Account   | 0                | 0                | 0                | 0                | 0                |
| Interest-Other             | 0                | 4,146            | 13,095           | 190              | 10,427           |
| Liquid Fuels Tax Receipts  | 1,085,782        | 1,267,434        | 1,326,297        | 1,085,782        | 1,365,098        |
| TOTAL REVENUE              | <u>1,085,782</u> | <u>1,271,580</u> | <u>1,339,392</u> | <u>1,085,972</u> | <u>1,375,526</u> |
| Fund Balance Appropriation | 0                | 0                | 0                | 1,178,382        | 407,803          |
| TOTAL RESOURCES            | <u>1,085,782</u> | <u>1,271,580</u> | <u>1,339,392</u> | <u>2,264,353</u> | <u>1,783,328</u> |

|                              |                |                |                |                  |                  |
|------------------------------|----------------|----------------|----------------|------------------|------------------|
| EXPENDITURE ANALYSIS SUMMARY |                |                |                |                  |                  |
| Personnel                    | 39,548         | 0              | 0              | 0                | 0                |
| Services                     | 369,059        | 560,743        | 296,565        | 636,500          | 414,901          |
| Supplies                     | 268,570        | 210,359        | 63,496         | 288,708          | 250,000          |
| Other                        | 68,002         | 175,066        | 602,410        | 1,170,674        | 1,108,000        |
| TOTAL EXPENDITURES           | <u>745,179</u> | <u>946,168</u> | <u>962,471</u> | <u>2,095,882</u> | <u>1,772,901</u> |

EXPENDITURE ANALYSIS DETAIL  
2018 PROPOSED BUDGET

Special Revenue Fund

2020 State Liquid Fuels

Allocation Plan

| SERVICES                | 2017<br>Adjusted | 2018<br>Proposed |
|-------------------------|------------------|------------------|
| Communications          | 0                | 0                |
| Professional Services   | 0                | 0                |
| Utilities               | 636,500          | 414,901          |
| Insurance               | 0                | 0                |
| Rentals                 | 0                | 0                |
| Maintenance & Repairs   | 0                | 0                |
| Contracted Services     | 0                | 0                |
| TOTAL                   | 636,500          | 414,901          |
| SUPPLIES                |                  |                  |
| Supplies                | 288,708          | 250,000          |
| Minor Capital Equipment | 0                | 0                |
| TOTAL                   | 288,708          | 250,000          |
| OTHER                   | 1,170,674        | 1,108,000        |
| TOTAL APPROPRIATION     | 2,095,882        | 1,772,901        |

## **2018 Proposed Budget**

### Revenue Line Item

#### **BUDGET UNIT: 20062000 STATE LIQUID FUELS TAX FUND**

| Account                                     | 2015 Actual        | 2016 Actual        | 2017 Actual YTD<br>(11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|---|--------------------|--------------------|----------------------------|-------------------------|-------------------------|
| 352000 INT ON INVSTMTS/GRANT                | \$0                | \$4,146            | \$13,095                   | \$190                   | \$10,427                |
| <b>350100 INTEREST INCOME</b>               | <b>\$0</b>         | <b>\$4,146</b>     | <b>\$13,095</b>            | <b>\$190</b>            | <b>\$10,427</b>         |
| 396000 GRANT PROCEEDS                       | \$1,085,782        | \$1,267,434        | \$1,326,297                | \$1,085,782             | \$1,365,098             |
| <b>390100 INTERGOVERNMENTAL</b>             | <b>\$1,085,782</b> | <b>\$1,267,434</b> | <b>\$1,326,297</b>         | <b>\$1,085,782</b>      | <b>\$1,365,098</b>      |
| 398001 GENERAL FUND                         | \$2,659            | \$0                | \$0                        | \$0                     | \$0                     |
| <b>398100 INTERFUND TRANSFERS</b>           | <b>\$2,659</b>     | <b>\$0</b>         | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>              |
| 399099 ESTIMATED CASH CARRYOVER             | \$0                | \$0                | \$0                        | \$1,178,382             | \$407,803               |
| <b>399100 EST CASH CARRYOVER</b>            | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>                 | <b>\$1,178,382</b>      | <b>\$407,803</b>        |
| <b>20062000 STATE LIQUID FUELS TAX FUND</b> | <b>\$1,088,441</b> | <b>\$1,271,580</b> | <b>\$1,339,392</b>         | <b>\$2,264,353</b>      | <b>\$1,783,328</b>      |

# 2018 Proposed Budget

## Expenditure Line Item

### BUDGET UNIT: 20062020 STATE LIQUID FUELS TAX FUND

| Account                                     | 2015 Actual      | 2016 Actual      | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---|------------------|------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES                     | \$36,733         | \$0              | \$0                        | \$0                     | \$0                        |
| 416000 OVERTIME                             |                  |                  |                            |                         | \$0                        |
| <b>414100 SALARIES/WAGES</b>                | <b>\$36,733</b>  | <b>\$0</b>       | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| 419001 SOCIAL SECURITY                      | \$2,815          | \$0              | \$0                        | \$0                     | \$0                        |
| 419018 MEDICAL-EMPLOYEE CONTRIB             |                  |                  |                            |                         | \$0                        |
| <b>419100 FRINGE BENEFITS</b>               | <b>\$2,815</b>   | <b>\$0</b>       | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| <b>419995 PERSONNEL</b>                     | <b>\$39,548</b>  | <b>\$0</b>       | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| 422060 POWER-STREET LIGHTS                  | \$282,440        | \$442,172        | \$251,413                  | \$581,500               | \$359,901                  |
| 422070 POWER-TRAFFIC LIGHTS                 | \$26,619         | \$58,572         | \$45,152                   | \$55,000                | \$55,000                   |
| <b>422100 UTILITIES &amp; SRVC</b>          | <b>\$309,059</b> | <b>\$500,743</b> | <b>\$296,565</b>           | <b>\$636,500</b>        | <b>\$414,901</b>           |
| 423002 STOP/LOSS PREMIUM                    | \$0              | \$0              | \$0                        | \$0                     | \$0                        |
| 423021 GEN LIAB DEDUCT                      | \$0              | \$0              | \$0                        | \$0                     | \$0                        |
| <b>423100 INSURANCE</b>                     | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| 425010 VEHICULAR EQUIPMENT                  | \$60,000         | \$60,000         | \$0                        | \$0                     | \$0                        |
| 425099 OTHER CONT MAINT                     | \$0              | \$0              | \$0                        | \$0                     | \$0                        |
| <b>425100 MAINT &amp; REPAIRS</b>           | <b>\$60,000</b>  | <b>\$60,000</b>  | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| 429009 ADMIN/TRUSTEE FEE                    | \$0              | \$0              | \$0                        | \$0                     | \$0                        |
| <b>429100 CONTRACTED SRVC</b>               | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| <b>429995 SERVICES</b>                      | <b>\$369,059</b> | <b>\$560,743</b> | <b>\$296,565</b>           | <b>\$636,500</b>        | <b>\$414,901</b>           |
| 430030 SNOW CONTROL                         | \$138,702        | \$84,400         | \$23,247                   | \$138,000               | \$100,000                  |
| 430031 ASPHALT                              | \$15,726         | \$20,824         | \$26,859                   | \$73,943                | \$75,000                   |
| 430032 CONCRETE                             | \$0              | \$2,504          | \$816                      | \$13,000                | \$5,000                    |
| 430033 STREET SIGN                          | \$9,867          | \$5,962          | \$0                        | \$10,000                | \$10,000                   |
| 430034 TRAFFIC CONTROL                      | \$25,600         | \$11,669         | \$12,694                   | \$53,765                | \$60,000                   |
| 430038 SEWER GRATES/MANHOLE CVR             | \$0              | \$0              | (\$119)                    | \$0                     | \$0                        |
| 430050 MOTOR FUELS/LUBRICANTS               | \$43,675         | \$50,000         | \$0                        | \$0                     | \$0                        |
| 430051 TIRES & BATTERIES                    | \$10,000         | \$10,000         | \$0                        | \$0                     | \$0                        |
| 430052 VEHICLE PARTS & SUPPLIES             | \$25,000         | \$25,000         | \$0                        | \$0                     | \$0                        |
| 430099 MISC SUPPLIES AND EXP                | \$0              | \$0              | \$0                        | \$0                     | \$0                        |
| <b>430100 SUPPLIES &amp; EXP</b>            | <b>\$268,570</b> | <b>\$210,359</b> | <b>\$63,496</b>            | <b>\$288,708</b>        | <b>\$250,000</b>           |
| <b>439995 SUPPLIES</b>                      | <b>\$268,570</b> | <b>\$210,359</b> | <b>\$63,496</b>            | <b>\$288,708</b>        | <b>\$250,000</b>           |
| 447030 INTEREST PMT                         | \$0              | \$0              | \$0                        | \$0                     | \$8,000                    |
| <b>447100 INTEREST EXPENSE</b>              | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>                 | <b>\$0</b>              | <b>\$8,000</b>             |
| 448030 PRINCIPAL PMT                        | \$0              | \$0              | \$0                        | \$0                     | \$200,000                  |
| <b>448100 PRINCIPAL PAID</b>                | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>                 | <b>\$0</b>              | <b>\$200,000</b>           |
| 458030 STREETLIGHTS                         | \$0              | \$0              | \$0                        | \$0                     | \$0                        |
| 458060 STREETS AND ROADS                    | \$40,002         | \$170,128        | \$597,010                  | \$990,674               | \$900,000                  |
| <b>450100 CAPITAL OUTLAY</b>                | <b>\$40,002</b>  | <b>\$170,128</b> | <b>\$597,010</b>           | <b>\$990,674</b>        | <b>\$900,000</b>           |
| 453004 EQUIPMENT-VEHICLE                    | \$0              | \$0              | \$5,400                    | \$180,000               | \$0                        |
| 453099 EQUIPMENT-OTHER                      | \$28,000         | \$4,938          | \$0                        | \$0                     | \$0                        |
| <b>453100 CAPITAL OUTLAY</b>                | <b>\$28,000</b>  | <b>\$4,938</b>   | <b>\$5,400</b>             | <b>\$180,000</b>        | <b>\$0</b>                 |
| <b>499995 OTHER</b>                         | <b>\$68,002</b>  | <b>\$175,066</b> | <b>\$602,410</b>           | <b>\$1,170,674</b>      | <b>\$1,108,000</b>         |
| <b>20062020 STATE LIQUID FUELS TAX FUND</b> | <b>\$745,179</b> | <b>\$946,168</b> | <b>\$962,471</b>           | <b>\$2,095,882</b>      | <b>\$1,772,901</b>         |

## HOST MUNICIPALITY FEES FUND

The Host Municipality Fees Fund is funded by quarterly amounts of host municipality benefit fees received from The Harrisburg Authority for waste tonnage received and disposed at the Harrisburg Resource Recovery Facility, as mandated by Act 101 - The Municipal Waste Planning, Recycling, and Waste Reduction Act. The Fund will be used to account for this fee revenue with the proceeds being made available as a funding source for critical environmental projects and related administrative costs.

| RESOURCE ALLOCATION<br>2018 PROPOSED BUDGET |                |                     |                |
|---|----------------|---------------------|----------------|
| RESOURCES                                   |                | APPROPRIATIONS      |                |
| INVESTMENT INCOME                           | 1,029          | PERSONNEL           | 194,418        |
| ACT 101 HOST MUNICIPALITY FEES              | 320,000        | SERVICES            | 70,000         |
| FUND BALANCE APPROPRIATION                  | 175,889        | SUPPLIES            | 95,000         |
| TOTAL RESOURCES                             | <u>496,918</u> | OTHER               | 137,500        |
|   |                | TOTAL APPROPRIATION | <u>496,918</u> |

HOST MUNICIPALITY FEES FUND  
2018 PROPOSED BUDGET

| Account Name                   | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|--------------------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| REVENUE ANALYSIS SUMMARY       |                |                |                               |                            |                            |
| Investment Income              | 0              | 0              | 1,029                         | 0                          | 1,029                      |
| Act 101 Host Municipality Fees | 288,287        | 315,137        | 323,733                       | 288,000                    | 320,000                    |
| TOTAL REVENUE                  | <u>288,287</u> | <u>315,137</u> | <u>324,762</u>                | <u>288,000</u>             | <u>321,029</u>             |
| Fund Balance Appropriation     | 0              | 0              | 0                             | 328,197                    | 175,889                    |
| TOTAL RESOURCES                | <u>288,287</u> | <u>315,137</u> | <u>324,762</u>                | <u>616,197</u>             | <u>496,918</u>             |

|                                |                |                |                |                |                |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|
| REVENUE ANALYSIS DETAIL        |                |                |                |                |                |
| Interest-Savings Account       | 0              | 0              | 1,029          | 0              | 1,029          |
| Interest-Other                 | 0              | 0              | 0              | 0              | 0              |
| Act 101 Host Municipality Fees | 288,287        | 315,137        | 323,733        | 288,000        | 320,000        |
| TOTAL REVENUE                  | <u>288,287</u> | <u>315,137</u> | <u>324,762</u> | <u>288,000</u> | <u>321,029</u> |
| Fund Balance Appropriation     | 0              | 0              | 0              | 328,197        | 175,889        |
| TOTAL RESOURCES                | <u>288,287</u> | <u>315,137</u> | <u>324,762</u> | <u>616,197</u> | <u>496,918</u> |

|                              |                |                |                |                |                |
|------------------------------|----------------|----------------|----------------|----------------|----------------|
| EXPENDITURE ANALYSIS SUMMARY |                |                |                |                |                |
| Personnel                    | 85,629         | 118,132        | 81,910         | 146,190        | 194,418        |
| Services                     | 57,816         | 1,608          | 26,105         | 143,200        | 70,000         |
| Supplies                     | 1,894          | 18,010         | 1,926          | 40,243         | 95,000         |
| Other                        | 80,960         | 146,409        | 122,000        | 267,500        | 137,500        |
| TOTAL EXPENDITURES           | <u>226,299</u> | <u>284,159</u> | <u>231,941</u> | <u>597,133</u> | <u>496,918</u> |



# HOST MUNICIPALITY FEES FUND

## EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

Special Revenue Fund

2110 Host Municipality Fees

### Allocation Plan

### Position Control

|                            | Allocation Plan  |                  |                                  | Position Control |                  |                  |                  |
|----------------------------|------------------|------------------|----------------------------------|------------------|------------------|------------------|------------------|
|                            | 2017<br>Adjusted | 2018<br>Proposed |                                  | 2017<br>Adjusted | 2018<br>Proposed | 2017<br>Adjusted | 2018<br>Proposed |
| <b>PERSONNEL</b>           |                  |                  | <b>JOB<br/>CLASSIFICATION</b>    |                  |                  |                  |                  |
| Salaries-Mgmt              | 135,800          | 180,600          | Director of Planning (20%)       | 0.20             | 0.20             | 12,000           | 13,000           |
| Fringe Benefits            | 10,390           | 13,818           | Deputy Director Pln/Zoning (20%) | 0.00             | 0.20             | 0                | 11,000           |
|                            |                  |                  | Urban Planner (20%)              | 0.20             | 0.20             | 9,800            | 10,000           |
| <b>TOTAL</b>               | <b>146,190</b>   | <b>194,418</b>   | Arborist                         | 0.50             | 1.00             | 29,000           | 50,000           |
|                            |                  |                  | Solid Waste & Recycling Manager  | 1.00             | 1.00             | 30,000           | 30,000           |
| <b>SERVICES</b>            |                  |                  | Sustainability Manager           | 1.00             | 1.00             | 55,000           | 55,000           |
| Communications             | 0                | 0                | Director of Park Maint.(20%)     | 0.00             | 0.20             | 0                | 11,600           |
| Professional Services      | 0                | 0                |                                  |                  |                  |                  |                  |
| Utilities                  | 0                | 0                | <b>Total Management</b>          | <b>2.90</b>      | <b>3.80</b>      | <b>135,800</b>   | <b>180,600</b>   |
| Insurance                  | 0                | 0                |                                  |                  |                  |                  |                  |
| Rentals                    | 0                | 0                | FICA                             |                  |                  | 10,390           | 13,818           |
| Maintenance & Repairs      | 0                | 0                |                                  |                  |                  |                  |                  |
| Contracted Services        | 143,200          | 70,000           | <b>Total Fringe Benefits</b>     |                  |                  | <b>10,390</b>    | <b>13,818</b>    |
|                            |                  |                  |                                  |                  |                  |                  |                  |
| <b>TOTAL</b>               | <b>143,200</b>   | <b>70,000</b>    | <b>TOTAL</b>                     | <b>2.90</b>      | <b>3.80</b>      | <b>146,190</b>   | <b>194,418</b>   |
|                            |                  |                  |                                  |                  |                  |                  |                  |
| <b>SUPPLIES</b>            |                  |                  |                                  |                  |                  |                  |                  |
| Supplies                   | 40,243           | 25,000           |                                  |                  |                  |                  |                  |
| Minor Capital Equipment    | 0                | 70,000           |                                  |                  |                  |                  |                  |
|                            |                  |                  |                                  |                  |                  |                  |                  |
| <b>TOTAL</b>               | <b>40,243</b>    | <b>95,000</b>    |                                  |                  |                  |                  |                  |
|                            |                  |                  |                                  |                  |                  |                  |                  |
| <b>OTHER</b>               |                  |                  |                                  |                  |                  |                  |                  |
|                            | 267,500          | 137,500          |                                  |                  |                  |                  |                  |
|                            |                  |                  |                                  |                  |                  |                  |                  |
| <b>TOTAL APPROPRIATION</b> | <b>597,133</b>   | <b>496,918</b>   |                                  |                  |                  |                  |                  |

## **2018 Proposed Budget**

### Revenue Line Item

#### **BUDGET UNIT: 21212100 HOST MUNICIPALITY FEES FUND**

| <b>Account</b>                   | <b>2015 Actual</b> | <b>2016 Actual</b> | <b>2017 Actual YTD<br/>(11/16)</b> | <b>2017 Adjusted<br/>Budget</b> | <b>2018 Proposed<br/>Budget</b> |
|----------------------------------|--------------------|--------------------|------------------------------------|---------------------------------|---------------------------------|
| 352000 INT ON INVSTMTS/GRANT     | \$0                | \$0                | \$1,029                            | \$0                             | \$1,029                         |
| <b>350100 INT INCOME</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$1,029</b>                     | <b>\$0</b>                      | <b>\$1,029</b>                  |
| 385000 REFUNDS OF EXPENDITURES   | \$0                | \$0                | \$149                              | \$0                             | \$0                             |
| 380007 REIMB FOR SHARED EXPENDS  | \$40,653           | \$0                | \$0                                | \$0                             | \$0                             |
| 385018 MEDICAL-EMPLOYEE CONTR    | \$0                | \$2,674            | \$1,179                            | \$0                             | \$0                             |
| <b>380100 MISCELLANEOUS</b>      | <b>\$40,653</b>    | <b>\$2,674</b>     | <b>\$1,328</b>                     | <b>\$0</b>                      | <b>\$0</b>                      |
| 390121 ACT101 HOST MUNICIPAL FEE | \$288,287          | \$315,137          | \$323,733                          | \$288,000                       | \$320,000                       |
| <b>390100 INTERGOVERNMENTAL</b>  | <b>\$288,287</b>   | <b>\$315,137</b>   | <b>\$323,733</b>                   | <b>\$288,000</b>                | <b>\$320,000</b>                |
| 399099 ESTIMATED CASH CARRYOVER  | \$0                | \$0                | \$0                                | \$328,197                       | \$175,889                       |
| <b>399100 EST CASH CARRYOVER</b> | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>                         | <b>\$328,197</b>                | <b>\$175,889</b>                |
| <b>21212100 HOST FEES FUND</b>   | <b>\$328,940</b>   | <b>\$317,811</b>   | <b>\$326,090</b>                   | <b>\$616,197</b>                | <b>\$496,918</b>                |

**HOST FEE FUND**

HOST FEE FUND - 2110

| <u>EMPLOYEE</u>  | <u>POSITION</u>   | <u>ANNIV. /<br/>D.O.H.</u>                 | <u>2017<br/>END OF YR<br/>SALARY</u> | <u>2018<br/>GRADE/STEP<br/>INCREASE</u> | <u>2018<br/>ANNUAL<br/>INCREASE</u> | <u>2018<br/>LONG.</u> | <u>2018<br/>SALARY</u> | <u>2018<br/>LUMP SUM</u> | <u>FICA</u> | <u>FRINGE<br/>BENEFITS</u> | <u>TOTAL</u> |            |
|--|-------------------|--|--------------------------------------|---|-------------------------------------|-----------------------|------------------------|--------------------------|-------------|----------------------------|--------------|------------|
|  |                   | DIRECTOR OF PLANNING (20%)                 | 12 17 2012                           | \$ 12,000.00                            | 1,000.00                            | 0.00                  | 0.00                   | 13,000.00                | 0.00        | 995.00                     | 0.00         | 13,995.00  |
| NEW  | POSITION          | DEPUTY DIRECTOR FOR PLANNING/ ZONING (20%) | 1 1 2018                             | \$ -                                    | 0.00                                | 0.00                  | 0.00                   | 11,000.00                | 0.00        | 842.00                     | 0.00         | 11,842.00  |
| VACANT   | POSITION          | URBAN PLANNER (20%)                        | 9 6 2016                             | \$ 9,800.00                             | 200.00                              | 0.00                  | 0.00                   | 10,000.00                | 0.00        | 765.00                     | 0.00         | 10,765.00  |
| VACANT   | POSITION          | ARBORIST                                   | 5 4 2015                             | \$ 29,000.00                            | 0.00                                | 0.00                  | 0.00                   | 50,000.00                | 0.00        | 3,825.00                   | 0.00         | 53,825.00  |
|  |                   | SOLID WASTE AND RECYCLING MANAGER          | 9 16 2014                            | \$ 30,000.00                            | 0.00                                | 0.00                  | 0.00                   | 30,000.00                | 0.00        | 2,295.00                   | 0.00         | 32,295.00  |
| VACANT   | POSITION          | SUSTAINABILITY COORDINATOR                 | 5 31 2016                            | \$ 55,000.00                            | 0.00                                | 0.00                  | 0.00                   | 55,000.00                | 0.00        | 4,208.00                   | 0.00         | 59,208.00  |
|  |                   | DIRECTOR OF PARKS MAINTENANCE (20%)        | 8 7 2017                             | \$ -                                    | 0.00                                | 0.00                  | 0.00                   | 11,600.00                | 0.00        | 888.00                     | 0.00         | 12,488.00  |
| 3.80   | MANAGEMENT TOTALS |  |                                      | 135,800.00                              | 1,200.00                            | 0.00                  | 0.00                   | 180,600.00               | 0.00        | 13,818.00                  | 0.00         | 194,418.00 |
| 3.80   | TOTAL             |  |                                      | 135,800.00                              | 1,200.00                            | 0.00                  | 0.00                   | 180,600.00               | 0.00        | 13,818.00                  | 0.00         | 194,418.00 |
| TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS |                   |  |                                      |   |                                     |                       |                        | 180,600.00               | 0.00        | 13,818.00                  | 0.00         | 194,418.00 |

\* 80% of salary and FICA are reflected in the Bureau of Planning (0135).

\*\*80% of salary and FICA are reflected in Neighborhood Services (2562).

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: 21212110 HOST MUNICIPALITY FEES FUND**

| Account                                     | 2015 Actual      | 2016 Actual      | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---|------------------|------------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES                     | \$81,178         | \$109,927        | \$72,204                   | \$135,800               | \$180,600                  |
| <b>414100 SALARIES/WAGES</b>                | <b>\$81,178</b>  | <b>\$109,927</b> | <b>\$72,204</b>            | <b>\$135,800</b>        | <b>\$180,600</b>           |
| 419001 SOCIAL SECURITY                      | \$6,085          | \$8,205          | \$5,571                    | \$10,390                | \$13,818                   |
| 419005 SEVERANCE PAY                        | \$0              | \$0              | \$1,847                    | \$0                     | \$0                        |
| 419010 UNEMPLOYMENT COMPENSAT               | \$0              | \$0              | \$2,288                    | \$0                     | \$0                        |
| 419018 MEDICAL-EMPLOYEE CONTRIB             | (\$1,635)        | \$0              | \$0                        | \$0                     | \$0                        |
| <b>419100 FRINGE BENEFITS</b>               | <b>\$4,451</b>   | <b>\$8,205</b>   | <b>\$9,706</b>             | <b>\$10,390</b>         | <b>\$13,818</b>            |
| <b>419995 PERSONNEL</b>                     | <b>\$85,629</b>  | <b>\$118,132</b> | <b>\$81,910</b>            | <b>\$146,190</b>        | <b>\$194,418</b>           |
| 420010 ADVERTISING                          | \$2,103          | \$1,608          | \$0                        | \$0                     | \$0                        |
| <b>420100 COMMUNICATIONS</b>                | <b>\$2,103</b>   | <b>\$1,608</b>   | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| 421030 CONSULTING                           | \$25,000         | \$0              | \$0                        | \$0                     | \$0                        |
| <b>421100 PROFESSIONAL SRVC</b>             | <b>\$25,000</b>  | <b>\$0</b>       | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| 425010 VEHICULAR EQUIPMENT                  | \$28,713         | \$0              | \$0                        | \$0                     | \$0                        |
| <b>425100 MAINT &amp; REPAIRS</b>           | <b>\$28,713</b>  | <b>\$0</b>       | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| 429090 MISC CONTRACTED SRVCS                | \$2,000          | \$0              | \$26,105                   | \$143,200               | \$70,000                   |
| <b>429100 CONTRACTED SRVC</b>               | <b>\$2,000</b>   | <b>\$0</b>       | <b>\$26,105</b>            | <b>\$143,200</b>        | <b>\$70,000</b>            |
| <b>429995 SERVICES</b>                      | <b>\$57,816</b>  | <b>\$1,608</b>   | <b>\$26,105</b>            | <b>\$143,200</b>        | <b>\$70,000</b>            |
| 430037 CHEMICALS                            | \$0              | \$2,000          | \$0                        | \$2,000                 | \$0                        |
| 430040 BOTANICAL                            | \$0              | \$14,657         | \$0                        | \$18,243                | \$0                        |
| 430049 TRASH REMOVAL                        | \$1,894          | \$1,354          | \$0                        | \$0                     | \$0                        |
| 430099 MISC SUPPLIES AND EXP                | \$0              | \$0              | \$1,926                    | \$20,000                | \$25,000                   |
| <b>430100 SUPPLIES &amp; EXP</b>            | <b>\$1,894</b>   | <b>\$18,010</b>  | <b>\$1,926</b>             | <b>\$40,243</b>         | <b>\$25,000</b>            |
| 439011 COMPOSTING                           | \$0              | \$0              | \$0                        | \$0                     | \$70,000                   |
| <b>439100 MINOR CAPITAL</b>                 | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>                 | <b>\$0</b>              | <b>\$70,000</b>            |
| <b>439995 SUPPLIES</b>                      | <b>\$1,894</b>   | <b>\$18,010</b>  | <b>\$1,926</b>             | <b>\$40,243</b>         | <b>\$95,000</b>            |
| 452090 BLD & STRUCT-OTHER                   | \$49,423         | \$0              | \$0                        | \$0                     | \$0                        |
| <b>452100 BUILDING AND STRUCTURES</b>       | <b>\$49,423</b>  | <b>\$0</b>       | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| 453030 MOTOR VEHICLE/EQUIPMENT              | \$0              | \$0              | \$112,000                  | \$112,000               | \$0                        |
| <b>453100 CAPITAL OUTLAY</b>                | <b>\$0.00</b>    | <b>\$0.00</b>    | <b>\$112,000.00</b>        | <b>\$112,000.00</b>     | <b>\$0.00</b>              |
| 462000 GRANTS TO LOCAL UNITS                | \$0              | \$139,062        | \$0                        | \$127,500               | \$127,500                  |
| 463000 MATCHING SHARE GRANTS                | \$10,000         | \$0              | \$10,000                   | \$18,000                | \$10,000                   |
| <b>460100 SUBSIDIES &amp; GRANTS</b>        | <b>\$10,000</b>  | <b>\$139,062</b> | <b>\$10,000</b>            | <b>\$145,500</b>        | <b>\$137,500</b>           |
| 480001 COMMUNITY CLEANUP REIMB              | \$21,538         | \$7,347          | \$0                        | \$10,000                | \$0                        |
| <b>480100 NON-EXP ITEMS</b>                 | <b>\$21,538</b>  | <b>\$7,347</b>   | <b>\$0</b>                 | <b>\$10,000</b>         | <b>\$0</b>                 |
| <b>499995 OTHER</b>                         | <b>\$80,960</b>  | <b>\$146,409</b> | <b>\$122,000</b>           | <b>\$267,500</b>        | <b>\$137,500</b>           |
| <b>21212110 HOST MUNICIPALITY FEES FUND</b> | <b>\$226,299</b> | <b>\$284,159</b> | <b>\$231,941</b>           | <b>\$597,133</b>        | <b>\$496,918</b>           |

## CAPITAL PROJECTS

The Capital Projects Fund is used to account for financial resources to be used for the acquisition, construction, or improvement of major capital facilities (other than those financed by proprietary funds).

| RESOURCE ALLOCATION<br>2018 PROPOSED BUDGET |                |                     |                |
|---|----------------|---------------------|----------------|
| RESOURCES                                   |                | APPROPRIATIONS      |                |
| INVESTMENT INCOME                           | 0              | PERSONNEL           | 0              |
| GRANTS                                      | 0              | SERVICES            | 0              |
| GENERAL FUND TRANSFER                       | 200,000        | SUPPLIES            | 0              |
| FUND BALANCE APPROPRIATION                  | 0              | OTHER               | 200,000        |
| TOTAL RESOURCES                             | <u>200,000</u> | TOTAL APPROPRIATION | <u>200,000</u> |

CAPITAL PROJECTS  
2018 PROPOSED BUDGET

| Account Name               | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|----------------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| REVENUE ANALYSIS SUMMARY   |                |                |                               |                            |                            |
| Investment Income          | 0              | 0              | 0                             | 0                          | 0                          |
| Grants                     | 0              | 0              | 0                             | 5,793,645                  | 0                          |
| Transfers-General Fund     | 0              | 0              | 500,000                       | 500,000                    | 200,000                    |
| TOTAL REVENUE              | <u>0</u>       | <u>0</u>       | <u>500,000</u>                | <u>6,293,645</u>           | <u>200,000</u>             |
| Fund Balance Appropriation | 0              | 0              | 0                             | 0                          | 0                          |
| TOTAL RESOURCES            | <u>0</u>       | <u>0</u>       | <u>500,000</u>                | <u>6,293,645</u>           | <u>200,000</u>             |

|                            |          |          |                |                  |                |
|----------------------------|----------|----------|----------------|------------------|----------------|
| REVENUE ANALYSIS DETAIL    |          |          |                |                  |                |
| Interest-Savings Account   | 0        | 0        | 0              | 0                | 0              |
| Interest-Other             | 0        | 0        | 0              | 0                | 0              |
| Grants                     | 0        | 0        | 0              | 5,793,645        | 0              |
| Transfers-General Fund     | 0        | 0        | 500,000        | 500,000          | 200,000        |
| TOTAL REVENUE              | <u>0</u> | <u>0</u> | <u>500,000</u> | <u>6,293,645</u> | <u>200,000</u> |
| Fund Balance Appropriation | 0        | 0        | 0              | 0                | 0              |
| TOTAL RESOURCES            | <u>0</u> | <u>0</u> | <u>500,000</u> | <u>6,293,645</u> | <u>200,000</u> |

|                              |          |          |          |                  |                |
|------------------------------|----------|----------|----------|------------------|----------------|
| EXPENDITURE ANALYSIS SUMMARY |          |          |          |                  |                |
| Personnel                    | 0        | 0        | 0        | 0                | 0              |
| Services                     | 0        | 0        | 0        | 0                | 0              |
| Supplies                     | 0        | 0        | 0        | 0                | 0              |
| Other                        | 0        | 0        | 0        | 6,293,645        | 200,000        |
| TOTAL EXPENDITURES           | <u>0</u> | <u>0</u> | <u>0</u> | <u>6,293,645</u> | <u>200,000</u> |

# CAPITAL PROJECTS

## EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

Capital Project Fund

6006 Capital Project

### Allocation Plan

| <b>SERVICES</b>            | <b>2017<br/>Adjusted</b> | <b>2018<br/>Proposed</b> |
|----------------------------|--------------------------|--------------------------|
| Communications             | 0                        | 0                        |
| Professional Services      | 0                        | 0                        |
| Utilities                  | 0                        | 0                        |
| Insurance                  | 0                        | 0                        |
| Rentals                    | 0                        | 0                        |
| Maintenance & Repairs      | 0                        | 0                        |
| Contracted Services        | 0                        | 0                        |
| <b>TOTAL</b>               | <b>0</b>                 | <b>0</b>                 |
| <b>SUPPLIES</b>            |                          |                          |
| Supplies                   | 0                        | 0                        |
| Minor Capital Equipment    | 0                        | 0                        |
| <b>TOTAL</b>               | <b>0</b>                 | <b>0</b>                 |
| <b>OTHER</b>               |                          |                          |
|                            | 6,293,645                | 200,000                  |
| <b>TOTAL APPROPRIATION</b> | <b>6,293,645</b>         | <b>200,000</b>           |

## **2018 Proposed Budget**

Revenue Line Item

### **BUDGET UNIT: 06066006 PUBLIC WORKS PROJECTS**

| Account                               | 2015 Actual | 2016 Actual | 2017 Actual YTD<br>(11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|---------------------------------------|-------------|-------------|----------------------------|-------------------------|-------------------------|
| 396000 GRANT PROCEEDS                 | \$0         | \$0         | \$0                        | \$5,793,645             | \$0                     |
| <b>390100 INTERGOVERNMENTAL</b>       | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$5,793,645</b>      | <b>\$0</b>              |
| 398001 GENERAL FUND                   | \$0         | \$0         | \$500,000                  | \$500,000               | \$200,000               |
| <b>398100 INTERFUND TRANSFERS</b>     | <b>\$0</b>  | <b>\$0</b>  | <b>\$500,000</b>           | <b>\$500,000</b>        | <b>\$200,000</b>        |
| <b>06066006 PUBLIC WORKS PROJECTS</b> | <b>\$0</b>  | <b>\$0</b>  | <b>\$500,000</b>           | <b>\$6,293,645</b>      | <b>\$200,000</b>        |



## **2018 Proposed Budget**

Expenditure Line Item

### **BUDGET UNIT: 06066006 PUBLIC WORKS PROJECTS**

| Account                               | 2015 Actual | 2016 Actual | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---------------------------------------|-------------|-------------|----------------------------|-------------------------|----------------------------|
| 458060 STREETS AND ROADS              | \$0         | \$0         | \$0                        | \$6,293,645             | \$200,000.00               |
| <b>450100 CAPITAL OUTLAY</b>          | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$6,293,645</b>      | <b>\$200,000</b>           |
| <b>499995 OTHER</b>                   | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$6,293,645</b>      | <b>\$200,000</b>           |
| <b>06066006 PUBLIC WORKS PROJECTS</b> | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$6,293,645</b>      | <b>\$200,000</b>           |

DEBT SERVICE FUND  
RESOURCE ALLOCATION  
2018 PROPOSED BUDGET

| RESOURCES                              |                  | APPROPRIATIONS      |                  |
|--|------------------|---------------------|------------------|
| INVESTMENT INCOME                      | 0                | DEBT SERVICE        | 9,479,880        |
| RENTAL INCOME-COMMERCE PARK            | 0                | OTHER               | 386,140          |
| PROCEEDS FROM SALE/<br>LEASE OF ASSETS | 0                |                     |                  |
| CITY GUARANTEE FEES                    | 0                |                     |                  |
| TRANSFERS                              | 9,866,020        |                     |                  |
| FUND BALANCE APPROPRIATION             | 0                |                     |                  |
| TOTAL RESOURCES                        | <u>9,866,020</u> | TOTAL APPROPRIATION | <u>9,866,020</u> |

DEBT SERVICE FUND  
2018 PROPOSED BUDGET

|                                       | 2015<br>Actual   | 2016<br>Actual   | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---------------------------------------|------------------|------------------|-------------------------------|----------------------------|----------------------------|
| REVENUE ANALYSIS DETAIL               |                  |                  |                               |                            |                            |
| Special Parking Fees-City Island      | 0                | 17,857           | 0                             | 0                          | 0                          |
| Interest on Savings Account           | 0                | 6                | 114                           | 0                          | 0                          |
| Interest on Other Investments         | 0                | 40               | 0                             | 0                          | 0                          |
| Park Permit - Commerce Bank Park      | 431,617          | 379,738          | 0                             | 0                          | 0                          |
| Gain on Sale of Investments           | 0                | 0                | 0                             | 0                          | 0                          |
| Gain on Sale/Lease of Assets          | 0                | 0                | 0                             | 0                          | 0                          |
| Miscellaneous                         | 0                | 7,200            | 0                             | 0                          | 0                          |
| City Guarantee Fees                   | 0                | 0                | 0                             | 0                          | 0                          |
| Transfers-General Fund                | 8,358,230        | 9,217,206        | 9,603,299                     | 9,699,834                  | 9,866,020                  |
| Transfers-Capital Projects Fund       | 0                | 0                | 0                             | 0                          | 0                          |
| Transfers-State Liquid Fuels Tax Fund | 0                | 0                | 0                             | 0                          | 0                          |
| Transfers-Sanitation Fund             | 0                | 0                | 0                             | 0                          | 0                          |
| TOTAL REVENUE                         | <u>8,789,847</u> | <u>9,622,045</u> | <u>9,603,414</u>              | <u>9,699,834</u>           | <u>9,866,020</u>           |
| Fund Balance Appropriation            | 0                | 0                | 0                             | 34,744                     | 0                          |
| TOTAL RESOURCES                       | <u>8,789,847</u> | <u>9,622,045</u> | <u>9,603,414</u>              | <u>9,734,578</u>           | <u>9,866,020</u>           |

|                               |                  |                  |                  |                  |                  |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|
| EXPENDITURE ANALYSIS DETAIL   |                  |                  |                  |                  |                  |
| PA INFRA BANK NOTES           | 297,742          | 297,742          | 297,742          | 297,742          | 297,742          |
| CAPITAL LEASE                 | 131,357          | 105,086          | 78,814           | 78,814           | 0                |
| 2006 COMMERCE BANK NOTE       | 0                | 0                | 0                | 0                | 0                |
| REV BONDS SER A-2 OF 2005     | 652,687          | 652,985          | 34,744           | 34,744           | 0                |
| HRA GUARANTEED REVENUE BONDS  | 0                | 0                | 500,000          | 500,000          | 500,000          |
| GO SER D-F OF 97              | 7,692,138        | 7,692,138        | 8,437,138        | 8,437,138        | 8,682,138        |
| STREETLIGHTS                  | 0                | 886,140          | 289,605          | 386,140          | 386,140          |
| USE OF RESIDUAL ARTI PROCEEDS | 61,300           | 30,650           | 0                | 0                | 0                |
| VERIZON BOND                  | 0                | 0                | 0                | 0                | 0                |
| TOTAL EXPENDITURES            | <u>8,835,225</u> | <u>9,664,741</u> | <u>9,638,043</u> | <u>9,734,578</u> | <u>9,866,020</u> |

## **2018 Proposed Budget**

Revenue Line Item

### **BUDGET UNIT: 07700700 DEBT SERVICE FUND**

| Account                               | 2015 Actual        | 2016 Actual        | 2017 Actual YTD<br>(11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|---------------------------------------|--------------------|--------------------|----------------------------|-------------------------|-------------------------|
| 345081 SPEC PARK FEES-CITY ISLAN      | \$0                | \$17,857           | \$0                        | \$0                     | \$0                     |
| <b>345100 DEPT OF PARKS &amp; REC</b> | <b>\$0</b>         | <b>\$17,857</b>    | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>              |
| 350000 SAVINGS ACCT INTEREST          | \$0                | \$40               | \$0                        | \$0                     | \$0                     |
| 352000 INT ON INVSTMTS/GRANT          | \$0                | \$6                | \$114                      | \$0                     | \$0                     |
| <b>350100 INTEREST INCOME</b>         | <b>\$0</b>         | <b>\$45</b>        | <b>\$114</b>               | <b>\$0</b>              | <b>\$0</b>              |
| 355002 METRO BANK PARK                | \$431,617          | \$379,738          | \$0                        | \$0                     | \$0                     |
| <b>355100 RENTAL REVENUE</b>          | <b>\$431,617</b>   | <b>\$379,738</b>   | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>              |
| 385090 MISCELLANEOUS                  | \$0                | \$7,200            | \$0                        | \$0                     | \$0                     |
| <b>380100 MISCELLANEOUS</b>           | <b>\$0</b>         | <b>\$7,200</b>     | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>              |
| 398001 GENERAL FUND                   | \$8,358,230        | \$9,217,206        | \$9,603,299                | \$9,699,834             | \$9,866,020             |
| <b>398100 INTERFUND TRANSFERS</b>     | <b>\$8,358,230</b> | <b>\$9,217,206</b> | <b>\$9,603,299</b>         | <b>\$9,699,834</b>      | <b>\$9,866,020</b>      |
| 399099 ESTIMATED CASH CARRYOVER       | \$0                | \$0                | \$0                        | \$34,744                |                         |
| <b>399100 EST CASH CARRYOVER</b>      | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>                 | <b>\$34,744</b>         | <b>\$0</b>              |
| <b>07700700 DEBT SERVICE FUND</b>     | <b>\$8,789,847</b> | <b>\$9,622,045</b> | <b>\$9,603,414</b>         | <b>\$9,734,578</b>      | <b>\$9,866,020</b>      |

## 2018 Proposed Budget

### Expenditure Line Item

#### BUDGET UNIT: 07 DEBT SERVICE FUND

| Account                                   | 2015 Actual        | 2016 Actual        | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---|--------------------|--------------------|----------------------------|-------------------------|----------------------------|
| 447030 INTEREST PMT                       | \$44,451           | \$34,003           | \$23,123                   | \$23,123                | \$11,795                   |
| 448030 PRINCIPAL PMT                      | \$253,292          | \$263,740          | \$274,619                  | \$274,619               | \$285,947                  |
| <b>07700703 PA INFRA BANK NOTES</b>       | <b>\$297,742</b>   | <b>\$297,742</b>   | <b>\$297,742</b>           | <b>\$297,742</b>        | <b>\$297,742</b>           |
| 447030 INTEREST PMT                       | \$13,624           | \$7,148            | \$2,359                    | \$2,359                 | \$0                        |
| 448030 PRINCIPAL PMT                      | \$117,733          | \$97,938           | \$76,456                   | \$76,456                | \$0                        |
| <b>07700704 CAPITAL LEASE</b>             | <b>\$131,357</b>   | <b>\$105,086</b>   | <b>\$78,814</b>            | <b>\$78,814</b>         | <b>\$0</b>                 |
| 447030 INTEREST PMT                       | \$357,687          | \$342,985          | \$34,744                   | \$34,744                | \$0                        |
| 448030 PRINCIPAL PMT                      | \$295,000          | \$310,000          | \$0                        | \$0                     | \$0                        |
| <b>07700709 REV BONDS SER A-2 OF 2005</b> | <b>\$652,687</b>   | <b>\$652,985</b>   | <b>\$34,744</b>            | <b>\$34,744</b>         | <b>\$0</b>                 |
| 448030 PRINCIPAL PMT                      | \$0                | \$0                | \$500,000                  | \$500,000               | \$500,000                  |
| <b>07700713 HRA REV BONDS-SER A 1998</b>  | <b>\$0</b>         | <b>\$0</b>         | <b>\$500,000</b>           | <b>\$500,000</b>        | <b>\$500,000</b>           |
| 447030 INTEREST PMT                       | \$0                | \$124,887          | \$59,577                   | \$78,068                | \$66,955                   |
| 448030 PRINCIPAL PMT                      | \$0                | \$761,253          | \$230,027                  | \$308,072               | \$319,185                  |
| <b>07700760 STREETLIGHT</b>               | <b>\$0</b>         | <b>\$886,140</b>   | <b>\$289,605</b>           | <b>\$386,140</b>        | <b>\$386,140</b>           |
| 430034 TRAFFIC CONTROL                    | \$61,300           | \$30,650           | \$0                        | \$0                     | \$0                        |
| <b>07060762 USE OF ARTIFACTS PROCEEDS</b> | <b>\$61,300</b>    | <b>\$30,650</b>    | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| 447030 INTEREST PMT                       | \$0                | \$4,276            | \$5,171                    | \$5,171                 | \$6,160                    |
| 448030 PRINCIPAL PMT                      | \$7,692,138        | \$7,687,862        | \$8,431,967                | \$8,431,967             | \$8,675,978                |
| <b>07700797 GO SER D-F OF 97</b>          | <b>\$7,692,138</b> | <b>\$7,692,138</b> | <b>\$8,437,138</b>         | <b>\$8,437,138</b>      | <b>\$8,682,138</b>         |
| <b>07 DEBT SERVICE FUND</b>               | <b>\$8,835,225</b> | <b>\$9,664,741</b> | <b>\$9,638,043</b>         | <b>\$9,734,578</b>      | <b>\$9,866,020</b>         |

# HARRISBURG SENATORS FUND

The Senators Fund accounts for the revenues and expenses associated with the payment of debt on the financing of a new stadium of the Harrisburg Senators, a minor league franchise formerly owned by the City.

| RESOURCE ALLOCATION<br>2018 PROPOSED BUDGET |                |                     |                |
|---|----------------|---------------------|----------------|
| RESOURCES                                   |                | APPROPRIATIONS      |                |
| INVESTMENT INCOME                           | 0              | PERSONNEL           | 0              |
| PARKING FEES                                | 17,857         | SERVICES            | 25,000         |
| PARK PERMIT - COMMERCE BANK PARK            | 379,738        | SUPPLIES            | 0              |
| GENERAL FUND TRANSFER                       | 239,681        | OTHER               | 650,859        |
| FUND BALANCE APPROPRIATION                  | 38,583         | TOTAL APPROPRIATION | <u>675,859</u> |
| TOTAL RESOURCES                             | <u>675,859</u> |                     |                |

HARRISBURG SENATORS FUND  
2018 PROPOSED BUDGET

| Account Name               | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|----------------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| REVENUE ANALYSIS SUMMARY   |                |                |                               |                            |                            |
| Investment Income          | 0              | 0              | 0                             | 0                          | 0                          |
| Parking Fees               | 0              | 0              | 38,547                        | 17,857                     | 17,857                     |
| Park Permit                | 0              | 0              | 379,738                       | 379,738                    | 379,738                    |
| Transfers                  | 0              | 0              | 262,921                       | 262,921                    | 239,681                    |
| TOTAL REVENUE              | <u>0</u>       | <u>0</u>       | <u>681,205</u>                | <u>660,516</u>             | <u>637,276</u>             |
| Fund Balance Appropriation | 0              | 0              | 0                             | 0                          | 38,583                     |
| TOTAL RESOURCES            | <u>0</u>       | <u>0</u>       | <u>681,205</u>                | <u>660,516</u>             | <u>675,859</u>             |

|                                  |          |          |                |                |                |
|----------------------------------|----------|----------|----------------|----------------|----------------|
| REVENUE ANALYSIS DETAIL          |          |          |                |                |                |
| Interest-Savings Account         | 0        | 0        | 0              | 0              | 0              |
| Interest-Other                   | 0        | 0        | 0              | 0              | 0              |
| Parking Fees                     | 0        | 0        | 38,547         | 17,857         | 17,857         |
| Park Permit - Commerce Bank Park | 0        | 0        | 379,738        | 379,738        | 379,738        |
| Transfers-General Fund           | 0        | 0        | 262,921        | 262,921        | 239,681        |
| TOTAL REVENUE                    | <u>0</u> | <u>0</u> | <u>681,205</u> | <u>660,516</u> | <u>637,276</u> |
| Fund Balance Appropriation       | 0        | 0        | 0              | 0              | 38,583         |
| TOTAL RESOURCES                  | <u>0</u> | <u>0</u> | <u>681,205</u> | <u>660,516</u> | <u>675,859</u> |

|                              |          |          |                |                |                |
|------------------------------|----------|----------|----------------|----------------|----------------|
| EXPENDITURE ANALYSIS SUMMARY |          |          |                |                |                |
| Personnel                    | 0        | 0        | 0              | 0              | 0              |
| Services                     | 0        | 0        | 25,000         | 25,000         | 25,000         |
| Supplies                     | 0        | 0        | 0              | 0              | 0              |
| Other                        | 0        | 0        | 616,738        | 617,659        | 650,859        |
| TOTAL EXPENDITURES           | <u>0</u> | <u>0</u> | <u>641,738</u> | <u>642,659</u> | <u>675,859</u> |

# HARRISBURG SENATORS FUND

## EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

Special Revenue Fund

2626 Harrisburg Senators Fund

### Allocation Plan

| SERVICES | 2017<br>Adjusted        | 2018<br>Proposed |         |
|----------|-------------------------|------------------|---------|
|          | Communications          | 0                | 0       |
|          | Professional Services   | 0                | 0       |
|          | Utilities               | 0                | 0       |
|          | Insurance               | 0                | 0       |
|          | Rentals                 | 0                | 0       |
|          | Maintenance & Repairs   | 25,000           | 25,000  |
|          | Contracted Services     | 0                | 0       |
|          | TOTAL                   | 25,000           | 25,000  |
| SUPPLIES |                         |                  |         |
|          | Supplies                | 0                | 0       |
|          | Minor Capital Equipment | 0                | 0       |
|          | TOTAL                   | 0                | 0       |
| OTHER    |                         |                  |         |
|          | 617,659                 | 650,859          |         |
|          |                         |                  |         |
|          | TOTAL APPROPRIATION     | 642,659          | 675,859 |



## **2018 Proposed Budget**

### Revenue Line Item

#### **BUDGET UNIT: 26262600 HARRISBURG SENATORS FUND**

| Account                                  | 2015 Actual | 2016 Actual | 2017 Actual YTD<br>(11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|--|-------------|-------------|----------------------------|-------------------------|-------------------------|
| 345081 SPEC PARK FEES-CITY ISLAN         | \$0         | \$0         | \$38,547                   | \$17,857                | \$17,857                |
| <b>345100 DEPT OF PARKS &amp; REC</b>    | <b>\$0</b>  | <b>\$0</b>  | <b>\$38,547</b>            | <b>\$17,857</b>         | <b>\$17,857</b>         |
| 355002 METRO BANK PARK                   | \$0         | \$0         | \$379,738                  | \$379,738               | \$379,738               |
| <b>355100 RENTAL REVENUE</b>             | <b>\$0</b>  | <b>\$0</b>  | <b>\$379,738</b>           | <b>\$379,738</b>        | <b>\$379,738</b>        |
| 398001 GENERAL FUND                      | \$0         | \$0         | \$262,921                  | \$262,921               | \$239,681               |
| <b>398100 INTERFUND TRANSFERS</b>        | <b>\$0</b>  | <b>\$0</b>  | <b>\$262,921</b>           | <b>\$262,921</b>        | <b>\$239,681</b>        |
| 399099 ESTIMATED CASH CARRYOVER          | \$0         | \$0         | \$0                        | \$0                     | \$38,583                |
| <b>399100 EST CASH CARRYOVER</b>         | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$0</b>              | <b>\$38,583</b>         |
| <b>26262600 HARRISBURG SENATORS FUND</b> | <b>\$0</b>  | <b>\$0</b>  | <b>\$681,205</b>           | <b>\$660,516</b>        | <b>\$675,859</b>        |

## **2018 Proposed Budget**

Expenditure Line Item

**Budget Unit: 26262610 HARRISBURG SENATORS FUND**

| Account                                  | 2015 Actual   | 2016 Actual   | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|--|---------------|---------------|----------------------------|-------------------------|----------------------------|
| 425030 BUILDING MAINT                    | \$0           | \$0           | \$25,000                   | \$25,000                | \$25,000                   |
| <b>425100 MAINT &amp; REPAIRS</b>        | <b>\$0</b>    | <b>\$0</b>    | <b>\$25,000</b>            | <b>\$25,000</b>         | <b>\$25,000</b>            |
| <b>429995 SERVICES</b>                   | <b>\$0</b>    | <b>\$0</b>    | <b>\$25,000</b>            | <b>\$25,000</b>         | <b>\$25,000</b>            |
| 447030 INTEREST PMT                      | \$0           | \$0           | \$291,738                  | \$292,659               | \$310,859.00               |
| <b>447100 INTEREST EXPENSE</b>           | <b>\$0</b>    | <b>\$0</b>    | <b>\$291,738</b>           | <b>\$292,659</b>        | <b>\$310,859</b>           |
| 448030 PRINCIPAL PMT                     | \$0           | \$0           | \$325,000                  | \$325,000               | \$340,000                  |
| <b>448100 PRINCIPAL PAID</b>             | <b>\$0</b>    | <b>\$0</b>    | <b>\$325,000</b>           | <b>\$325,000</b>        | <b>\$340,000</b>           |
| <b>499995 OTHER</b>                      | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$616,738.04</b>        | <b>\$617,659.00</b>     | <b>\$650,859.00</b>        |
| <b>26262610 HARRISBURG SENATORS FUND</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$641,738.04</b>        | <b>\$642,659.00</b>     | <b>\$675,859.00</b>        |

# NEIGHBORHOOD MITIGATION FUND

The Neighborhood Mitigation fund is responsible for the collection of fee revenue and related expenses of the City as they pertain to enforcement of ordinances regulating blight and local health, housing and safety codes and regulations, including expenses related to remediation of blighted conditions, as authorized.

## RESOURCE ALLOCATION 2018 PROPOSED BUDGET

| RESOURCES                        |                | APPROPRIATIONS                   |                |
|----------------------------------|----------------|----------------------------------|----------------|
| SALVAGE                          | 9,000          | SALVAGE                          | 8,000          |
| LAND BANK                        | 0              | LAND BANK                        | 0              |
| PERMIT PENALTY                   | 10,000         | PERMIT PENALTY                   | 44,000         |
| FORECLOSURE PROPERTY<br>REGISTRY | 60,000         | FORECLOSURE PROPERTY<br>REGISTRY | 100,000        |
| FUND BALANCE PROPRIATION         | 74,000         |                                  |                |
| TOTAL RESOURCES                  | <u>153,000</u> | TOTAL APPROPRIATION              | <u>152,000</u> |

NEIGHBORHOOD MITIGATION FUND  
2018 PROPOSED BUDGET

|                               | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-------------------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| REVENUE ANALYSIS DETAIL       |                |                |                               |                            |                            |
| SALVAGE                       | 57,288         | 5,319          | 15,337                        | 5,000                      | 9,000                      |
| LAND BANK                     | 250,000        | 0              | 0                             | 0                          | 0                          |
| PERMIT PENALTY                | 125,037        | 11,934         | 10,142                        | 45,435                     | 10,000                     |
| FORECLOSURE PROPERTY REGISTRY | 0              | 41,200         | 0                             | 0                          | 60,000                     |
| TOTAL REVENUE                 | <u>432,325</u> | <u>58,453</u>  | <u>25,479</u>                 | <u>50,435</u>              | <u>79,000</u>              |
| FUND BALANCE APPROPRIATION    | 0              | 0              | 0                             | 34,435                     | 74,000                     |
| TOTAL RESOURCES               | <u>432,325</u> | <u>58,453</u>  | <u>25,479</u>                 | <u>84,870</u>              | <u>153,000</u>             |

|                               |                |               |               |                |                |
|-------------------------------|----------------|---------------|---------------|----------------|----------------|
| EXPENDITURE ANALYSIS DETAIL   |                |               |               |                |                |
| SALVAGE                       | 409            | 0             | 0             | 0              | 8,000          |
| LAND BANK                     | 250,000        | 0             | 0             | 0              | 0              |
| PERMIT PENALTY                | 18,144         | 16,053        | 17,380        | 45,435         | 44,000         |
| FORECLOSURE PROPERTY REGISTRY | 0              | 0             | 0             | 67,400         | 100,000        |
| TOTAL EXPENDITURES            | <u>268,553</u> | <u>16,053</u> | <u>17,380</u> | <u>112,835</u> | <u>152,000</u> |

**2018 Proposed Budget**

## Revenue Line Item

**BUDGET UNIT: NEIGHBORHOOD MITIGATION FUND**

| Account                                       | 2015 Actual      | 2016 Actual     | 2017 Actual YTD<br>(11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|---|------------------|-----------------|----------------------------|-------------------------|-------------------------|
| 343083 RECYCLING REV-DEMOLITION               | \$7,569          | \$5,319         | \$14,853                   | \$5,000                 | \$9,000                 |
| 352000 INT ON INVSTMTS/GRANT                  | \$0              | \$0             | \$484                      | \$0                     | \$0                     |
| 398004 TRUST & AGENCY FUND                    | \$49,719         | \$0             | \$0                        | \$0                     | \$0                     |
| <b>50505001 SALVAGE</b>                       | <b>\$57,288</b>  | <b>\$5,319</b>  | <b>\$15,337</b>            | <b>\$5,000</b>          | <b>\$9,000</b>          |
| 398001 GENERAL FUND                           | \$250,000        | \$0             | \$0                        | \$0                     | \$0                     |
| <b>50505002 LAND BANK</b>                     | <b>\$250,000</b> | <b>\$0</b>      | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>              |
| 341003 MITIGATION FEES                        | \$7,607          | \$6,856         | \$5,662                    | \$8,000                 | \$7,000                 |
| 341022 BUILDING PERMIT FEES                   | \$4,530          | \$4,470         | \$4,480                    | \$3,000                 | \$3,000                 |
| 385000 REFUNDS OF EXPENDITURES                | \$0              | \$608           | \$0                        | \$0                     | \$0                     |
| 398004 TRUST & AGENCY FUND                    | \$112,900        | \$0             | \$0                        | \$0                     | \$0                     |
| 399099 ESTIMATED CASH CARRYOVER               | \$0              | \$0             | \$0                        | \$34,435                | \$34,000                |
| <b>50505003 PERMIT PENALTY</b>                | <b>\$125,037</b> | <b>\$11,934</b> | <b>\$10,142</b>            | <b>\$45,435</b>         | <b>\$44,000</b>         |
| 341042 CODES ENFORCEMENT APP FEE              | \$0              | \$41,200        | \$41,000                   | \$30,000                | \$60,000                |
| 399099 ESTIMATED CASH CARRYOVER               | \$0              | \$0             | \$0                        | \$0                     | \$40,000                |
| <b>50505004 FORECLOSURE PROPERTY REGISTRY</b> | <b>\$0</b>       | <b>\$41,200</b> | <b>\$41,000</b>            | <b>\$30,000</b>         | <b>\$100,000</b>        |
| <b>50 NEIGHBORHOOD MITIGATION FUND</b>        | <b>\$432,325</b> | <b>\$58,453</b> | <b>\$66,479</b>            | <b>\$80,435</b>         | <b>\$153,000</b>        |

## **2018 Proposed Budget**

### Expenditure Line Item

#### **BUDGET UNIT: NEIGHBORHOOD MITIGATION FUND**

| Account                                       | 2015 Actual      | 2016 Actual     | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---|------------------|-----------------|----------------------------|-------------------------|----------------------------|
| 439099 MISC EQUIPMENT                         | \$409            | \$0             | \$0                        | \$0                     | \$8,000                    |
| <b>50505001 SALVAGE</b>                       | <b>\$409</b>     | <b>\$0</b>      | <b>\$0</b>                 | <b>\$0</b>              | <b>\$8,000</b>             |
| 481049 TRANSFER OTHER ENTITIES                | \$250,000        | \$0             | \$0                        | \$0                     | \$0                        |
| <b>50505002 LAND BANK</b>                     | <b>\$250,000</b> | <b>\$0</b>      | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| 429090 MISC CONTRACTED SRVCS                  | \$10,120         | \$10,435        | \$12,630                   | \$23,635                | \$18,000                   |
| 430014 WEARING APPAREL                        | \$745            | \$119           | \$925                      | \$3,500                 | \$3,500                    |
| 430042 TOOLS & HARDWARE                       | \$831            | \$0             | \$1,828                    | \$7,500                 | \$7,500                    |
| 430099 MISC SUPPLIES AND EXP                  | \$2,678          | \$2,478         | \$1,668                    | \$4,800                 | \$9,000                    |
| 439099 MISC EQUIPMENT                         | \$3,771          | \$3,022         | \$329                      | \$6,000                 | \$6,000                    |
| <b>50505003 PERMIT PENALTY</b>                | <b>\$18,144</b>  | <b>\$16,053</b> | <b>\$17,380</b>            | <b>\$45,435</b>         | <b>\$44,000</b>            |
| 429090 MISC CONTRACTED SRVCS                  | \$0              | \$0             | \$0                        | \$0                     | \$100,000                  |
| 481001 GENERAL FUND TRANSFERS                 | \$0              | \$0             | \$0                        | \$67,400                | \$0                        |
| <b>50505004 FORECLOSURE PROPERTY REGISTRY</b> | <b>\$0</b>       | <b>\$0</b>      | <b>\$0</b>                 | <b>\$67,400</b>         | <b>\$100,000</b>           |
| <b>50 NEIGHBORHOOD MITIGATION FUND</b>        | <b>\$268,553</b> | <b>\$16,053</b> | <b>\$17,380</b>            | <b>\$112,835</b>        | <b>\$152,000</b>           |

## SPECIAL EVENTS & PROJECTS REIMBURSEMENT FUND

The Special Events and Projects Reimbursement Fund is a repository for funds generated from contributions from citizens interested in supporting the functions of the Department and revenue from the sale of recyclable materials collected by the Department. This fund is used for maintaining and supporting the various endeavors of the Department of Public Works as determined by the Director of the Department as agreed to by the City Council.

### RESOURCE ALLOCATION 2018 PROPOSED BUDGET

| RESOURCES                        |               | APPROPRIATIONS                   |               |
|----------------------------------|---------------|----------------------------------|---------------|
| SPECIAL EVENTS & PROJ REIMB FUND | 0             | SPECIAL EVENTS & PROJ REIMB FUND | 0             |
| PUBLIC WORKS PROJECTS            | 76,530        | PUBLIC WORKS PROJECTS            | 76,530        |
| FUND BALANCE APPROPRIATION       | 0             |                                  |               |
| TOTAL RESOURCES                  | <u>76,530</u> | TOTAL APPROPRIATION              | <u>76,530</u> |

SPECIAL EVENTS & PROJECTS REIMBURSEMENT FUND  
2018 PROPOSED BUDGET

|                                  | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|----------------------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| REVENUE ANALYSIS DETAIL          |                |                |                               |                            |                            |
| SPECIAL EVENTS & PROJ REIMB FUND | 4,820          | 0              | 147                           | 0                          | 0                          |
| PUBLIC WORKS PROJECTS            | 22,933         | 3,873          | 67,711                        | 36,701                     | 76,530                     |
| TOTAL REVENUE                    | <u>27,753</u>  | <u>3,873</u>   | <u>67,858</u>                 | <u>36,701</u>              | <u>76,530</u>              |
| FUND BALANCE APPROPRIATION       | 0              | 0              | 0                             | 0                          | 0                          |
| TOTAL RESOURCES                  | <u>27,753</u>  | <u>3,873</u>   | <u>67,858</u>                 | <u>36,701</u>              | <u>76,530</u>              |
| EXPENDITURE ANALYSIS DETAIL      |                |                |                               |                            |                            |
| SPECIAL EVENTS & PROJ REIMB FUND | 0              | 0              | 0                             | 0                          | 0                          |
| PUBLIC WORKS PROJECTS            | 0              | 0              | 0                             | 36,701                     | 76,530                     |
| TOTAL EXPENDITURES               | <u>0</u>       | <u>0</u>       | <u>0</u>                      | <u>36,701</u>              | <u>76,530</u>              |



## **2018 Proposed Budget**

Revenue Line Item

### **BUDGET UNIT: SPECIAL EVENTS & PROJECTS REIMBURSEMENT FUND**

| <b>Account</b>                                       | <b>2015 Actual</b> | <b>2016 Actual</b> | <b>2017 Actual YTD<br/>(11/16)</b> | <b>2017 Adjusted<br/>Budget</b> | <b>2018 Proposed<br/>Budget</b> |
|--|--------------------|--------------------|------------------------------------|---------------------------------|---------------------------------|
| 352000 INT ON INVSTMTS/GRANT                         | \$0                | \$0                | \$147                              | \$0                             | \$0                             |
| 382000 CONTRIBUTIONS AND DONAT                       | \$3,000            | \$0                | \$0                                | \$0                             | \$0                             |
| 398004 TRUST & AGENCY FUND                           | \$1,820            | \$0                | \$0                                | \$0                             | \$0                             |
| <b>51505100 SPECIAL EVENTS &amp; PROJ REIMB FUND</b> | <b>\$4,820</b>     | <b>\$0</b>         | <b>\$147</b>                       | <b>\$0</b>                      | <b>\$0</b>                      |
| 343090 OTHER PUB WORKS                               | \$1,312            | \$504              | \$13,889                           | \$0                             | \$20,000                        |
| 343082 OTHER RECYCLING REVENUE                       | \$21,621           | \$3,369            | \$53,822                           | \$36,701                        | \$56,530                        |
| <b>51505101 PUBLIC WORKS PROJECTS</b>                | <b>\$22,933</b>    | <b>\$3,873</b>     | <b>\$67,711</b>                    | <b>\$36,701</b>                 | <b>\$76,530</b>                 |
| <b>51 SPECIAL EVENTS &amp; PROJECTS</b>              | <b>\$27,753</b>    | <b>\$3,873</b>     | <b>\$67,858</b>                    | <b>\$36,701</b>                 | <b>\$76,530</b>                 |

## **2018 Proposed Budget**

Expenditure Line Item

### **BUDGET UNIT: SPECIAL EVENTS & PROJECTS REIMBURSEMENT FUND**

| Account  | 2015 Actual | 2016 Actual | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|--|-------------|-------------|----------------------------|-------------------------|----------------------------|
| <b>51505100 SPECIAL EVENTS &amp; PROJ REIMB FUND</b> | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| 424060 OTHER RENTALS                                 | \$0         | \$0         | \$0                        | \$0                     | \$10,000                   |
| 429090 MISC CONTRACTED SRVCS                         | \$0         | \$0         | \$0                        | \$0                     | \$10,000                   |
| 430002 SOFTWARE                                      | \$0         | \$0         | \$0                        | \$5,200                 | \$5,000                    |
| 430012 PERSONAL SAFETY                               | \$0         | \$0         | \$0                        | \$0                     | \$10,000                   |
| 430064 COMMERCIAL TRASH TOTERS                       | \$0         | \$0         | \$0                        | \$0                     | \$5,000                    |
| 430065 RESIDENTIAL RECYCL TOTERS                     | \$0         | \$0         | \$0                        | \$4,931                 | \$5,000                    |
| 430066 RESIDENTIAL TRASH TOTERS                      | \$0         | \$0         | \$0                        | \$10,154                | \$5,000                    |
| 430067 COMMERCIAL RECYCL TOTERS                      | \$0         | \$0         | \$0                        | \$16,416                | \$5,000                    |
| 430099 MISC SUPPLIES AND EXP                         | \$0         | \$0         | \$0                        | \$0                     | \$21,530                   |
| <b>51505101 PUBLIC WORKS PROJECTS</b>                | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$36,701</b>         | <b>\$76,530</b>            |
| <b>51 SPECIAL EVENTS &amp; PROJECTS REIMB</b>        | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$36,701</b>         | <b>\$76,530</b>            |

# FIRE PROTECTION FUND

The Fire Protection fund accounts for fee, contribution and grant revenue, along with related expenses, for use in the maintenance and betterment of the City's Fire department and activities.

## RESOURCE ALLOCATION 2018 PROPOSED BUDGET

| RESOURCES                  |                | APPROPRIATIONS      |                |
|----------------------------|----------------|---------------------|----------------|
| FIRE SAFETY HOUSE          | 0              | FIRE SAFETY HOUSE   | 0              |
| SHARP TEAM                 | 75,500         | SHARP TEAM          | 130,000        |
| URBAN SEARCH               | 0              | URBAN SEARCH        | 7,500          |
| SMOKE DETECT               | 0              | SMOKE DETECT        | 3,000          |
| FUND BALANCE APPROPRIATION | 65,000         |                     |                |
| TOTAL RESOURCES            | <u>140,500</u> | TOTAL APPROPRIATION | <u>140,500</u> |

FIRE PROTECTION FUND  
2018 PROPOSED BUDGET

|                            | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|----------------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| REVENUE ANALYSIS DETAIL    |                |                |                               |                            |                            |
| FIRE SAFETY HOUSE          | 10             | 0              | 0                             | 0                          | 0                          |
| SHARP TEAM                 | 135,667        | 66,954         | 100,874                       | 70,000                     | 75,500                     |
| URBAN SEARCH               | 8,269          | 16,980         | 0                             | 5,000                      | 0                          |
| SMOKE DETECT               | 4,819          | 100            | 0                             | 3,000                      | 0                          |
| TOTAL REVENUE              | <u>148,765</u> | <u>84,033</u>  | <u>100,874</u>                | <u>78,000</u>              | <u>75,500</u>              |
| FUND BALANCE APPROPRIATION | 0              | 0              | 0                             | 10,000                     | 65,000                     |
| TOTAL RESOURCES            | <u>148,765</u> | <u>84,033</u>  | <u>100,874</u>                | <u>88,000</u>              | <u>140,500</u>             |

|                             |               |               |               |               |                |
|-----------------------------|---------------|---------------|---------------|---------------|----------------|
| EXPENDITURE ANALYSIS DETAIL |               |               |               |               |                |
| FIRE SAFETY HOUSE           | 0             | 0             | 0             | 0             | 0              |
| SHARP TEAM                  | 13,830        | 53,717        | 62,210        | 70,000        | 130,000        |
| URBAN SEARCH                | 3,860         | 4,967         | 0             | 5,000         | 7,500          |
| SMOKE DETECT                | 0             | 0             | 665           | 3,000         | 3,000          |
| TOTAL EXPENDITURES          | <u>17,690</u> | <u>58,685</u> | <u>62,875</u> | <u>78,000</u> | <u>140,500</u> |

## 2018 Proposed Budget

### Revenue Line Item

#### BUDGET UNIT: FIRE PROTECTION FUND

| Account                           | 2015 Actual      | 2016 Actual     | 2017 Actual YTD<br>(11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|-----------------------------------|------------------|-----------------|----------------------------|-------------------------|-------------------------|
| 398004 TRUST & AGENCY FUND        | \$10             | \$0             | \$0                        | \$0                     | \$0                     |
| <b>52505201 FIRE SAFETY HOUSE</b> | <b>\$10</b>      | <b>\$0</b>      | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>              |
| 342090 OTHER PUBLIC SAFETY        | \$5,873          | \$58,054        | \$80,263                   | \$60,000                | \$65,000                |
| 342092 FINE AND COSTS             | \$10             | \$0             | \$0                        | \$0                     | \$0                     |
| 352000 INT ON INVSTMTS/GRANT      | \$0              | \$0             | \$250                      | \$0                     | \$0                     |
| 355000 RENTAL INCOME              | \$3,231          | \$8,899         | \$10,087                   | \$8,000                 | \$8,000                 |
| 382000 CONTRIBUTIONS AND DONAT    | \$57,151         | \$0             | \$10,273                   | \$0                     | \$2,500                 |
| 398004 TRUST & AGENCY FUND        | \$69,402         | \$0             | \$0                        | \$0                     | \$0                     |
| 399099 ESTIMATED CASH CARRYOVER   | \$0              | \$0             | \$0                        | \$2,000                 | \$54,500                |
| <b>52505202 SHARP TEAM</b>        | <b>\$135,667</b> | <b>\$66,954</b> | <b>\$100,874</b>           | <b>\$70,000</b>         | <b>\$130,000</b>        |
| 342090 OTHER PUBLIC SAFETY        | \$0              | \$16,980        | \$0                        | \$0                     | \$0                     |
| 398004 TRUST & AGENCY FUND        | \$8,269          | \$0             | \$0                        | \$0                     | \$0                     |
| 399099 ESTIMATED CASH CARRYOVER   | \$0              | \$0             | \$0                        | \$5,000                 | \$7,500                 |
| <b>52505203 URBAN SEARCH</b>      | <b>\$8,269</b>   | <b>\$16,980</b> | <b>\$0</b>                 | <b>\$5,000</b>          | <b>\$7,500</b>          |
| 382000 CONTRIBUTIONS AND DONAT    | \$0              | \$100           | \$0                        | \$0                     | \$0                     |
| 398004 TRUST & AGENCY FUND        | \$4,819          | \$0             | \$0                        | \$0                     | \$0                     |
| 399099 ESTIMATED CASH CARRYOVER   | \$0              | \$0             | \$0                        | \$3,000                 | \$3,000                 |
| <b>52505204 SMOKE DETECT</b>      | <b>\$4,819</b>   | <b>\$100</b>    | <b>\$0</b>                 | <b>\$3,000</b>          | <b>\$3,000</b>          |
| <b>52 FIRE PROTECTION FUND</b>    | <b>\$148,765</b> | <b>\$84,033</b> | <b>\$100,874</b>           | <b>\$78,000</b>         | <b>\$140,500</b>        |

## **2018 Proposed Budget**

### Expenditure Line Item

#### **BUDGET UNIT: FIRE PROTECTION FUND**

| Account                                 | 2015 Actual     | 2016 Actual     | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---|-----------------|-----------------|----------------------------|-------------------------|----------------------------|
| 429001 TUITION/TRAINING                 | \$12,270        | \$50,965        | \$62,210                   | \$70,000                | \$80,000                   |
| 439060 OPERATIONS EQUIPMENT             | \$0             | \$1,096         | \$0                        | \$0                     | \$50,000                   |
| 485002 FINES AND SETTLEMENTS            | \$1,560         | \$1,657         | \$0                        | \$0                     | \$0                        |
| <b>52505202 SHARP TEAM</b>              | <b>\$13,830</b> | <b>\$53,717</b> | <b>\$62,210</b>            | <b>\$70,000</b>         | <b>\$130,000</b>           |
| 429001 TUITION/TRAINING                 | \$3,860         | \$0             | \$0                        | \$0                     | \$0                        |
| 439060 OPERATIONS EQUIPMENT             | \$0             | \$4,967         | \$0                        | \$5,000                 | \$7,500                    |
| <b>52505203 URBAN SEARCH AND RESCUE</b> | <b>\$3,860</b>  | <b>\$4,967</b>  | <b>\$0</b>                 | <b>\$5,000</b>          | <b>\$7,500</b>             |
| 430001 EDUCATIONAL                      | \$0             | \$0             | \$665                      | \$3,000                 | \$3,000                    |
| <b>52505204 SMOKE DETECTOR</b>          | <b>\$0</b>      | <b>\$0</b>      | <b>\$665</b>               | <b>\$3,000</b>          | <b>\$3,000</b>             |
| <b>52 FIRE PROTECTION FUND</b>          | <b>\$17,690</b> | <b>\$58,685</b> | <b>\$62,875</b>            | <b>\$78,000</b>         | <b>\$140,500</b>           |

# POLICE PROTECTION FUND

The Police Protection fund accounts for fee, contribution and grant revenue, along with related expenses, for use in the maintenance and betterment of the City's Police department and activities

## RESOURCE ALLOCATION 2018 PROPOSED BUDGET

| RESOURCES                  |                | APPROPRIATIONS          |                |
|----------------------------|----------------|-------------------------|----------------|
| ILLEGAL GUN PROGRAM        | 0              | ILLEGAL GUN PROGRAM     | 2,400          |
| POLICE TRAINING            | 75,000         | POLICE TRAINING         | 113,000        |
| K-9 EMERGENCY              | 0              | K-9 EMERGENCY           | 2,500          |
| K-9                        | 0              | K-9                     | 7,400          |
| POLICE PROJECTS            | 0              | POLICE PROJECTS         | 30,000         |
| FED FORFEITURE             | 0              | FED FORFEITURE          | 26,000         |
| DARE PROGRAM               | 0              | DARE PROGRAM            | 0              |
| PROTECT HBG LEGAL DEFENSE  | 0              | PROTECT HBG LEGAL DEFE  | 5,000          |
| PA GAMING CONTRL BRD GRANT | 0              | PA GAMING CONTRL BRD GI | 37,517         |
| FUND BALANCE APPROPRIATION | 148,817        |                         |                |
| TOTAL RESOURCES            | <u>223,817</u> | TOTAL APPROPRIATION     | <u>223,817</u> |

POLICE PROTECTION FUND  
2018 PROPOSED BUDGET

|                            | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|----------------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| REVENUE ANALYSIS DETAIL    |                |                |                               |                            |                            |
| ILLEGAL GUN PROGRAM        | 2,400          | 0              | 0                             | 0                          | 0                          |
| POLICE TRAINING            | 17,894         | 113,283        | 78,923                        | 75,000                     | 75,000                     |
| K-9 EMERGENCY              | 2,926          | 0              | 0                             | 0                          | 0                          |
| K-9                        | 12,251         | 0              | 0                             | 0                          | 0                          |
| POLICE PROJECTS            | 98,665         | 1,900          | 1,205                         | 0                          | 0                          |
| FED FORFEITURE             | 61,243         | 0              | 10,000                        | 0                          | 0                          |
| DARE PROGRAM               | 1,361          | 0              | 0                             | 0                          | 0                          |
| PROTECT HBG LEGAL DEFENSE  | 5,035          | 0              | 0                             | 0                          | 0                          |
| PA GAMING CONTRL BRD GRANT | 139,572        | 115,859        | 983                           | 101,150                    | 0                          |
| TOTAL REVENUE              | <u>341,347</u> | <u>231,042</u> | <u>91,112</u>                 | <u>176,150</u>             | <u>75,000</u>              |
| FUND BALANCE APPROPRIATION | 0              | 0              | 0                             | 207,642                    | 148,817                    |
| TOTAL RESOURCES            | <u>341,347</u> | <u>231,042</u> | <u>91,112</u>                 | <u>383,792</u>             | <u>223,817</u>             |

|                             |            |               |                |                |                |
|-----------------------------|------------|---------------|----------------|----------------|----------------|
| EXPENDITURE ANALYSIS DETAIL |            |               |                |                |                |
| ILLEGAL GUN PROGRAM         | 0          | 0             | 0              | 2,400          | 2,400          |
| POLICE TRAINING             | 0          | 6,695         | 53,149         | 101,055        | 113,000        |
| K-9 EMERGENCY               | 0          | 0             | 0              | 2,500          | 2,500          |
| K-9                         | 0          | 0             | 0              | 7,400          | 7,400          |
| POLICE PROJECTS             | 106        | 10,517        | 271            | 26,500         | 30,000         |
| FED FORFEITURE              | 0          | 0             | 4,318          | 30,000         | 26,000         |
| DARE PROGRAM                | 0          | 0             | 0              | 1,361          | 0              |
| PROTECT HBG LEGAL DEFENSE   | 0          | 0             | 0              | 5,000          | 5,000          |
| PA GAMING CONTRL BRD GRANT  | 0          | 38,422        | 116,975        | 216,992        | 37,517         |
| TOTAL EXPENDITURES          | <u>106</u> | <u>55,635</u> | <u>174,713</u> | <u>393,208</u> | <u>223,817</u> |



## 2018 Proposed Budget

### Revenue Line Item

#### BUDGET UNIT: POLICE PROTECTION FUND

| Account  | 2015 Actual      | 2016 Actual      | 2017 Actual YTD<br>(11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|--|------------------|------------------|----------------------------|-------------------------|-------------------------|
| 398004 TRUST & AGENCY FUND                       | \$2,400          | \$0              | \$0                        | \$0                     | \$0                     |
| 399099 ESTIMATED CASH CARRYOVER                  | \$0              | \$0              | \$0                        | \$2,400                 | \$2,400                 |
| <b>53505301 ILLEGAL GUN PROGRAM</b>              | <b>\$2,400</b>   | <b>\$0</b>       | <b>\$0</b>                 | <b>\$2,400</b>          | <b>\$2,400</b>          |
| 342088 PA STATE POLICE REIMBURSE                 | \$0              | \$112,346        | \$78,923                   | \$75,000                | \$75,000                |
| 382000 CONTRIBUTIONS AND DONAT                   | \$10,350         | \$937            | \$0                        | \$0                     | \$0                     |
| 398004 TRUST & AGENCY FUND                       | \$7,544          | \$0              | \$0                        | \$0                     | \$0                     |
| 399099 ESTIMATED CASH CARRYOVER                  | \$0              | \$0              | \$0                        | \$26,055                | \$38,000                |
| <b>53505302 POLICE TRAINING</b>                  | <b>\$17,894</b>  | <b>\$113,283</b> | <b>\$78,923</b>            | <b>\$101,055</b>        | <b>\$113,000</b>        |
| 398004 TRUST & AGENCY FUND                       | \$2,926          | \$0              | \$0                        | \$0                     | \$0                     |
| 399099 ESTIMATED CASH CARRYOVER                  | \$0              | \$0              | \$0                        | \$2,926                 | \$2,500                 |
| <b>53505303 K-9 EMERGENCY</b>                    | <b>\$2,926</b>   | <b>\$0</b>       | <b>\$0</b>                 | <b>\$2,926</b>          | <b>\$2,500</b>          |
| 398004 TRUST & AGENCY FUND                       | \$12,251         | \$0              | \$0                        | \$0                     | \$0                     |
| 399099 ESTIMATED CASH CARRYOVER                  | \$0              | \$0              | \$0                        | \$12,251                | \$7,400                 |
| <b>53505304 K-9</b>                              | <b>\$12,251</b>  | <b>\$0</b>       | <b>\$0</b>                 | <b>\$12,251</b>         | <b>\$7,400</b>          |
| 382000 CONTRIBUTIONS AND DONAT                   | \$500            | \$0              | \$1,000                    | \$0                     | \$0                     |
| 384000 MISCELLANEOUS CONT.                       | \$0              | \$785            | \$205                      | \$0                     | \$0                     |
| 385090 MISCELLANEOUS                             | \$0              | \$1,115          | \$0                        | \$0                     | \$0                     |
| 398004 TRUST & AGENCY FUND                       | \$98,165         | \$0              | \$0                        | \$0                     | \$0                     |
| 399099 ESTIMATED CASH CARRYOVER                  | \$0              | \$0              | \$0                        | \$26,500                | \$30,000                |
| <b>53505305 POLICE PROJECTS</b>                  | <b>\$98,665</b>  | <b>\$1,900</b>   | <b>\$1,205</b>             | <b>\$26,500</b>         | <b>\$30,000</b>         |
| 346090 OTHER FINES & FORFEITS                    | \$6,116          | \$0              | \$10,000                   | \$0                     | \$0                     |
| 398004 TRUST & AGENCY FUND                       | \$55,127         | \$0              | \$0                        | \$0                     | \$0                     |
| 399099 ESTIMATED CASH CARRYOVER                  | \$0              | \$0              | \$0                        | \$30,000                | \$26,000                |
| <b>53505306 FED FORFEITURE</b>                   | <b>\$61,243</b>  | <b>\$0</b>       | <b>\$10,000</b>            | <b>\$30,000</b>         | <b>\$26,000</b>         |
| 398004 TRUST & AGENCY FUND                       | \$1,361          | \$0              | \$0                        | \$0                     | \$0                     |
| 399099 ESTIMATED CASH CARRYOVER                  | \$0              | \$0              | \$0                        | \$1,361                 | \$0                     |
| <b>53505307 DARE PROGRAM</b>                     | <b>\$1,361</b>   | <b>\$0</b>       | <b>\$0</b>                 | <b>\$1,361</b>          | <b>\$0</b>              |
| 382000 CONTRIBUTIONS AND DONAT                   | \$5,035          | \$0              | \$0                        | \$0                     | \$0                     |
| 399099 ESTIMATED CASH CARRYOVER                  | \$0              | \$0              | \$0                        | \$5,000                 | \$5,000                 |
| <b>53505308 PROTECT HARRISBURG LEGAL DEFENSE</b> | <b>\$5,035</b>   | <b>\$0</b>       | <b>\$0</b>                 | <b>\$5,000</b>          | <b>\$5,000</b>          |
| 352000 INT ON INVSTMTS/GRANT                     | \$0              | \$0              | \$772                      | \$0                     | \$0                     |
| 385018 MEDICAL-EMPLOYEE CONTR                    | \$0              | \$17             | \$211                      | \$0                     | \$0                     |
| 396000 GRANT PROCEEDS                            | \$139,572        | \$115,842        | \$0                        | \$115,842               | \$0                     |
| 399099 ESTIMATED CASH CARRYOVER                  | \$0              | \$0              | \$0                        | \$101,150               | \$37,517                |
| <b>53505309 PA GAMING GRANT</b>                  | <b>\$139,572</b> | <b>\$115,859</b> | <b>\$983</b>               | <b>\$216,992</b>        | <b>\$37,517</b>         |
| <b>53 POLICE PROTECTION FUND</b>                 | <b>\$341,347</b> | <b>\$231,042</b> | <b>\$91,112</b>            | <b>\$398,484</b>        | <b>\$223,817</b>        |

# **2018 Proposed Budget**

## Expenditure Line Item

### **BUDGET UNIT: POLICE PROTECTION FUND**

| Account                                   | 2015 Actual  | 2016 Actual     | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---|--------------|-----------------|----------------------------|-------------------------|----------------------------|
| 430099 MISC SUPPLIES AND EXP              | \$0          | \$0             | \$0                        | \$2,400                 | \$2,400                    |
| <b>53505301 ILLEGAL GUN PROGRAM</b>       | <b>\$0</b>   | <b>\$0</b>      | <b>\$0</b>                 | <b>\$2,400</b>          | <b>\$2,400</b>             |
| 429001 TUITION/TRAINING                   | \$0          | \$6,695         | \$53,149                   | \$101,055               | \$113,000                  |
| <b>53505302 POLICE TRAINING</b>           | <b>\$0</b>   | <b>\$6,695</b>  | <b>\$53,149</b>            | <b>\$101,055</b>        | <b>\$113,000</b>           |
| 430016 MEDICAL/LAB                        | \$0          | \$0             | \$0                        | \$2,500                 | \$2,500                    |
| <b>53505303 K-9 EMERGENCY</b>             | <b>\$0</b>   | <b>\$0</b>      | <b>\$0</b>                 | <b>\$2,500</b>          | <b>\$2,500</b>             |
| 430001 EDUCATIONAL                        | \$0          | \$0             | \$0                        | \$7,400                 | \$0                        |
| 429001 TUITION/TRAINING                   | \$0          | \$0             | \$0                        | \$0                     | \$7,400                    |
| <b>53505304 K-9</b>                       | <b>\$0</b>   | <b>\$0</b>      | <b>\$0</b>                 | <b>\$7,400</b>          | <b>\$7,400</b>             |
| 425030 BUILDING MAINT                     | \$0          | \$10,476        | \$0                        | \$14,000                | \$0                        |
| 425090 MAINT SERV CONTRACT                | \$0          | \$0             | \$0                        | \$0                     | \$20,000                   |
| 430001 EDUCATIONAL                        | \$106        | \$41            | \$0                        | \$0                     | \$0                        |
| 430009 OFFICE                             | \$0          | \$0             | \$271                      | \$2,500                 | \$0                        |
| 430052 VEHICLE PARTS & SUPPLIES           | \$0          | \$0             | \$0                        | \$5,000                 | \$0                        |
| 430054 AUTO BODY PART/SUPPLIES            | \$0          | \$0             | \$0                        | \$5,000                 | \$10,000                   |
| <b>53505305 POLICE PROJECTS</b>           | <b>\$106</b> | <b>\$10,517</b> | <b>\$271</b>               | <b>\$26,500</b>         | <b>\$30,000</b>            |
| 430002 SOFTWARE                           | \$0          | \$0             | \$0                        | \$0                     | \$10,000                   |
| 430012 PERSONAL SAFETY                    | \$0          | \$0             | \$0                        | \$0                     | \$16,000                   |
| 430054 AUTO BODY PART/SUPPLIES            | \$0          | \$0             | \$0                        | \$25,682                | \$0                        |
| 439015 OFFICE EQUIPMENT                   | \$0          | \$0             | \$4,318                    | \$4,318                 | \$0                        |
| <b>53505306 FED FORFEITURE</b>            | <b>\$0</b>   | <b>\$0</b>      | <b>\$4,318</b>             | <b>\$30,000</b>         | <b>\$26,000</b>            |
| 430001 EDUCATIONAL                        | \$0          | \$0             | \$0                        | \$1,361                 | \$0                        |
| <b>53505307 DARE PROGRAM</b>              | <b>\$0</b>   | <b>\$0</b>      | <b>\$0</b>                 | <b>\$1,361</b>          | <b>\$0</b>                 |
| 421010 LEGAL                              | \$0          | \$0             | \$0                        | \$5,000                 | \$5,000                    |
| <b>53505308 PROTECT HBG LEGAL DEFENSE</b> | <b>\$0</b>   | <b>\$0</b>      | <b>\$0</b>                 | <b>\$5,000</b>          | <b>\$5,000</b>             |
| 414000 SALARIES & WAGES                   | \$0          | \$844           | \$10,771                   | \$15,127                | \$0                        |
| 416000 OVERTIME                           | \$0          | \$0             | \$40                       | \$0                     | \$0                        |
| 419001 SOCIAL SECURITY                    | \$0          | \$63            | \$810                      | \$1,157                 | \$0                        |
| 421020 AUDIT                              | \$0          | \$0             | \$0                        | \$0                     | \$0                        |
| 429001 TUITION/TRAINING                   | \$0          | \$0             | \$1,399                    | \$5,500                 | \$0                        |
| 429090 MISC CONTRACTED SRVCS              | \$0          | \$2,005         | \$0                        | \$25,100                | \$0                        |
| 430001 EDUCATIONAL                        | \$0          | \$16,500        | \$0                        | \$2,400                 | \$0                        |
| 430011 CUSTODIAL                          | \$0          | \$2,985         | \$1,959                    | \$35,000                | \$0                        |
| 430014 WEARING APPAREL                    | \$0          | \$1,535         | \$0                        | \$0                     | \$0                        |
| 430099 MISC SUPPLIES AND EXP              | \$0          | \$4,251         | \$1,753                    | \$2,683                 | \$0                        |
| 439015 OFFICE EQUIPMENT                   | \$0          | \$6,153         | \$0                        | \$0                     | \$0                        |
| 481001 GENERAL FUND TRANSFERS             | \$0          | \$4,086         | \$0                        | \$28,875                | \$0                        |
| 485000 REFUND PRIOR YEAR REVENUE          | \$0          | \$0             | \$100,242                  | \$101,150               | \$37,517                   |
| <b>53505309 PA GAMING CONTRL BRD GRNT</b> | <b>\$0</b>   | <b>\$38,422</b> | <b>\$116,975</b>           | <b>\$216,992</b>        | <b>\$37,517</b>            |
| <b>53 POLICE PROTECTION FUND</b>          | <b>\$0</b>   | <b>\$38,422</b> | <b>\$116,975</b>           | <b>\$221,992</b>        | <b>\$223,817</b>           |

# PARKS & RECREATION FUND

The Park & Recreation fund accounts for fee, contribution and grant revenue, along with related expenses, for use in the maintenance and betterment of the City's Parks & Recreation bureau, activities, and programming.

## RESOURCE ALLOCATION 2018 PROPOSED BUDGET

| RESOURCES                |                | APPROPRIATIONS      |                |
|--------------------------|----------------|---------------------|----------------|
| CITY ISLAND              | 102,000        | CITY ISLAND         | 164,500        |
| RESERVOIR PARK           | 32,000         | RESERVOIR PARK      | 32,000         |
| EVENTS                   | 0              | EVENTS              | 0              |
| HIGHMARK                 | 50,000         | HIGHMARK            | 85,000         |
| GRANT PROCEEDS           | 0              | GENERAL SALARIES    | 0              |
| FUND BALANCE PROPRIATION | 97,500         |                     |                |
| TOTAL RESOURCES          | <u>281,500</u> | TOTAL APPROPRIATION | <u>281,500</u> |

PARKS & RECREATION FUND  
2018 PROPOSED BUDGET

|                            | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|----------------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| REVENUE ANALYSIS DETAIL    |                |                |                               |                            |                            |
| CITY ISLAND                | 254,459        | 115,613        | 109,361                       | 164,262                    | 102,000                    |
| RESERVOIR PARK             | 4,380          | 11,812         | 12,378                        | 199,500                    | 32,000                     |
| EVENTS                     | 68,426         | 93,620         | 200                           | 41,637                     | 0                          |
| HIGHMARK                   | 100,000        | 100,000        | 80,000                        | 8,363                      | 50,000                     |
| GRANT PROCEEDS             | 49,980         | 0              | 609                           | 0                          | 0                          |
| TOTAL REVENUE              | <u>427,265</u> | <u>321,044</u> | <u>201,939</u>                | <u>413,762</u>             | <u>184,000</u>             |
| FUND BALANCE APPROPRIATION | 0              | 0              | 0                             | 128,399                    | 97,500                     |
| TOTAL RESOURCES            | <u>427,265</u> | <u>321,044</u> | <u>201,939</u>                | <u>542,160</u>             | <u>281,500</u>             |

|                             |                |                |                |                |                |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|
| EXPENDITURE ANALYSIS DETAIL |                |                |                |                |                |
| CITY ISLAND                 | 69,986         | 95,055         | 110,254        | 164,262        | 164,500        |
| RESERVOIR PARK              | 7,345          | 18,374         | 23,373         | 32,000         | 32,000         |
| EVENTS                      | 40,220         | 107,954        | 41,637         | 41,637         | 0              |
| HIGHMARK                    | 41,970         | 62,965         | 77,573         | 115,421        | 85,000         |
| GENERAL SALARIES            | 49,374         | 0              | 0              | 0              | 0              |
| TOTAL EXPENDITURES          | <u>208,895</u> | <u>284,348</u> | <u>252,837</u> | <u>353,319</u> | <u>281,500</u> |

## 2018 Proposed Budget

### Revenue Line Item

#### BUDGET UNIT: PARKS & RECREATION FUND

| Account                               | 2015 Actual      | 2016 Actual      | 2017 Actual YTD<br>(11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|---------------------------------------|------------------|------------------|----------------------------|-------------------------|-------------------------|
| 345029 PARK PERMIT FEES-OTHER         | \$78,038         | \$68,304         | \$64,600                   | \$70,000                | \$70,000                |
| 355005 RENT INCOME P & R              | \$58,152         | \$45,808         | \$44,606                   | \$30,000                | \$30,000                |
| 382000 CONTRIBUTIONS AND DONATION     | \$21,520         | \$1,500          | \$0                        | \$2,000                 | \$2,000                 |
| 385000 REFUNDS OF EXPENDITURES        | \$0              | \$0              | \$155                      | \$0                     | \$0                     |
| 398004 TRUST & AGENCY FUND            | \$96,749         | \$0              | \$0                        | \$0                     | \$0                     |
| 399099 ESTIMATED CASH CARRYOVER       | \$0              | \$0              | \$0                        | \$62,262                | \$62,500                |
| <b>54505401 CITY ISLAND</b>           | <b>\$254,459</b> | <b>\$115,613</b> | <b>\$109,361</b>           | <b>\$164,262</b>        | <b>\$164,500</b>        |
| 347090 OTHER LICENSES/PERMITS         | \$4,380          | \$11,812         | \$12,378                   | \$7,500                 | \$9,500                 |
| 398001 GENERAL FUND                   | \$0              | \$0              | \$0                        | \$175,000               | \$0                     |
| 398054 PARKS AND RECREATION FUND      | \$0              | \$0              | \$0                        | \$0                     | \$22,500                |
| 399099 ESTIMATED CASH CARRYOVER       | \$0              | \$0              | \$0                        | \$24,500                | \$0                     |
| <b>54505402 RESERVOIR PARK</b>        | <b>\$4,380</b>   | <b>\$11,812</b>  | <b>\$12,378</b>            | <b>\$207,000</b>        | <b>\$32,000</b>         |
| 345029 PARK PERMIT FEES-OTHER         | \$735            | \$0              | \$0                        | \$0                     | \$0                     |
| 347090 OTHER LICENSES/PERMITS         | \$0              | \$44,370         | \$200                      | \$0                     | \$0                     |
| 382000 CONTRIBUTIONS AND DONATION     | \$64,366         | \$49,250         | \$0                        | \$0                     | \$0                     |
| 398004 TRUST & AGENCY FUND            | \$3,325          | \$0              | \$0                        | \$0                     | \$0                     |
| 399099 ESTIMATED CASH CARRYOVER       | \$0              | \$0              | \$0                        | \$41,637                | \$0                     |
| <b>54505403 EVENTS</b>                | <b>\$68,426</b>  | <b>\$93,620</b>  | <b>\$200</b>               | <b>\$41,637</b>         | <b>\$0</b>              |
| 382000 CONTRIBUTIONS AND DONATION     | \$100,000        | \$100,000        | \$80,000                   | \$50,000                | \$50,000                |
| 399099 ESTIMATED CASH CARRYOVER       | \$0              | \$0              | \$0                        | \$0                     | \$35,000                |
| <b>54505404 HIGHMARK</b>              | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$80,000</b>            | <b>\$50,000</b>         | <b>\$85,000</b>         |
| 352000 INT ON INVSTMTS/GRANT          | \$0              | \$0              | \$609                      | \$0                     | \$0                     |
| 396000 GRANT PROCEEDS                 | \$47,500         | \$0              | \$0                        | \$0                     | \$0                     |
| 398004 TRUST & AGENCY FUND            | \$2,480          | \$0              | \$0                        | \$0                     | \$0                     |
| <b>54505400 GENERAL SALARIES</b>      | <b>\$49,980</b>  | <b>\$0</b>       | <b>\$609</b>               | <b>\$0</b>              | <b>\$0</b>              |
| <b>54 PARKS &amp; RECREATION FUND</b> | <b>\$477,246</b> | <b>\$321,044</b> | <b>\$202,548</b>           | <b>\$462,899</b>        | <b>\$281,500</b>        |

## **2018 Proposed Budget**

Expenditure Line Item

### **BUDGET UNIT: PARKS & RECREATION FUND**

| Account                               | 2015 Actual      | 2016 Actual      | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---------------------------------------|------------------|------------------|----------------------------|-------------------------|----------------------------|
| 420040 TELECOM                        | \$2,437          | \$2,184          | \$85                       | \$3,000                 | \$3,000                    |
| 422020 ELECTRICITY                    | \$15,371         | \$16,297         | \$14,412                   | \$17,000                | \$18,000                   |
| 425090 MAINT SERV CONTRACT            | \$2,850          | \$3,443          | \$3,465                    | \$4,000                 | \$4,000                    |
| 429080 POLICE SERVICES                | \$4,275          | \$1,960          | \$2,500                    | \$2,500                 | \$2,000                    |
| 429090 MISC CONTRACTED SRVCS          | \$27,186         | \$8,254          | \$14,018                   | \$23,148                | \$30,000                   |
| 430012 PERSONAL SAFETY                | \$0              | \$0              | \$3,625                    | \$3,625                 | \$0                        |
| 430041 PLAYGRND &/OR POOL SUPPLY      | \$0              | \$0              | \$10,000                   | \$11,062                | \$0                        |
| 430099 MISC SUPPLIES AND EXP          | \$5,778          | \$13,508         | \$21,845                   | \$30,177                | \$30,000                   |
| 452000 BUILDINGS AND STRUCTURES       | \$0              | \$49,410         | \$5,554                    | \$35,000                | \$35,000                   |
| 452008 BUILDING IMPROVEMENTS          | \$0              | \$0              | \$14,750                   | \$14,750                | \$0                        |
| 454000 MOTOR EQUIPMENT                | \$12,089         | \$0              | \$0                        | \$0                     | \$0                        |
| 481054 PARKS & RECREATION FUND        | \$0              | \$0              | \$0                        | \$0                     | \$22,500                   |
| 481056 SPECIAL EVENTS FUND            | \$0              | \$0              | \$20,000                   | \$20,000                | \$20,000                   |
| <b>54505401 CITY ISLAND</b>           | <b>\$69,986</b>  | <b>\$95,055</b>  | <b>\$110,254</b>           | <b>\$164,262</b>        | <b>\$164,500</b>           |
| 420040 TELECOM                        | \$444            | \$0              | \$0                        | \$0                     | \$0                        |
| 422020 ELECTRICITY                    | \$325            | \$0              | \$0                        | \$0                     | \$0                        |
| 425090 MAINT SERV CONTRACT            | \$1,200          | \$3,667          | \$1,216                    | \$2,986                 | \$3,000                    |
| 425094 MANSION MAINTENANCE            | \$1,093          | \$1,652          | \$4,487                    | \$8,014                 | \$5,000                    |
| 429090 MISC CONTRACTED SRVCS          | \$2,716          | \$8,019          | \$13,766                   | \$14,000                | \$16,000                   |
| 430099 MISC SUPPLIES AND EXP          | \$653            | \$3,384          | \$3,171                    | \$5,000                 | \$6,500                    |
| 439015 OFFICE EQUIPMENT               | \$913            | \$1,652          | \$732                      | \$2,000                 | \$1,500                    |
| <b>54505402 RESERVOIR PARK</b>        | <b>\$7,345</b>   | <b>\$18,374</b>  | <b>\$23,373</b>            | <b>\$32,000</b>         | <b>\$32,000</b>            |
| 429081 FIREWORK-JULY 4                | \$19,000         | \$15,750         | \$0                        | \$0                     | \$0                        |
| 429082 FIREWORK-KIPONA                | \$0              | \$15,000         | \$0                        | \$0                     | \$0                        |
| 429083 FIREWORK-MINOR EVENT           | \$0              | \$0              | \$7,000                    | \$7,000                 | \$0                        |
| 429084 MISC CONTR SRVCS-JULY 4        | \$15,094         | \$5,924          | \$0                        | \$0                     | \$0                        |
| 429085 MISC CONTR SRVCS-KIPONA        | \$5,326          | \$60,433         | \$0                        | \$0                     | \$0                        |
| 429086 MISC CONTR SRVCS-MIN EVT       | \$800            | \$10,046         | \$0                        | \$0                     | \$0                        |
| 430099 MISC SUPPLIES AND EXP          | \$0              | \$800            | \$0                        | \$0                     | \$0                        |
| 481056 SPECIAL EVENTS FUND            | \$0              | \$0              | \$34,637                   | \$34,637                | \$0                        |
| <b>54505403 EVENTS</b>                | <b>\$40,220</b>  | <b>\$107,954</b> | <b>\$41,637</b>            | <b>\$41,637</b>         | <b>\$0</b>                 |
| 414000 SALARIES & WAGES               | \$24,692         | \$40,407         | \$42,010                   | \$65,000                | \$48,000                   |
| 419001 SOCIAL SECURITY                | \$1,889          | \$3,089          | \$3,214                    | \$8,000                 | \$7,000                    |
| 429015 TRAVEL                         | \$14,037         | \$13,371         | \$22,890                   | \$29,500                | \$25,000                   |
| 430099 MISC SUPPLIES AND EXP          | \$1,351          | \$6,098          | \$9,460                    | \$12,921                | \$5,000                    |
| <b>54505404 HIGHMARK</b>              | <b>\$41,970</b>  | <b>\$62,965</b>  | <b>\$77,573</b>            | <b>\$115,421</b>        | <b>\$85,000</b>            |
| 414000 SALARIES & WAGES               | \$45,865         | \$0              | \$0                        | \$0                     | \$0                        |
| 419001 SOCIAL SECURITY                | \$3,509          | \$0              | \$0                        | \$0                     | \$0                        |
| <b>54505410 GENERAL REVENUE</b>       | <b>\$49,374</b>  | <b>\$0</b>       | <b>\$0</b>                 | <b>\$0</b>              | <b>\$0</b>                 |
| <b>54 PARKS &amp; RECREATION FUND</b> | <b>\$208,895</b> | <b>\$284,348</b> | <b>\$252,837</b>           | <b>\$353,319</b>        | <b>\$281,500</b>           |

## WHBG FUND

The WHBG fund accounts for fees, contributions and sponsorship revenue for maintenance of the City's government access cable television channel, station facilities and programming management.

### RESOURCE ALLOCATION 2018 PROPOSED BUDGET

| RESOURCES                |               | APPROPRIATIONS      |              |
|--------------------------|---------------|---------------------|--------------|
| WHBG BROADCASTING NTKW   | 10,000        | WHBG FUND           | 9,500        |
| FUND BALANCE PROPRIATION | 0             |                     |              |
| TOTAL RESOURCES          | <u>10,000</u> | TOTAL APPROPRIATION | <u>9,500</u> |

WHBG FUND  
2018 PROPOSED BUDGET

|                            | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|----------------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| REVENUE ANALYSIS DETAIL    |                |                |                               |                            |                            |
| WHBG BROADCASTING NETWORK  | 11,275         | 9,500          | 7,500                         | 10,000                     | 10,000                     |
| TOTAL REVENUE              | <u>11,275</u>  | <u>9,500</u>   | <u>7,500</u>                  | <u>10,000</u>              | <u>10,000</u>              |
| FUND BALANCE APPROPRIATION | 0              | 0              | 0                             | 0                          | 0                          |
| TOTAL RESOURCES            | <u>11,275</u>  | <u>9,500</u>   | <u>7,500</u>                  | <u>10,000</u>              | <u>10,000</u>              |

|                               |            |          |          |              |              |
|-------------------------------|------------|----------|----------|--------------|--------------|
| EXPENDITURE ANALYSIS DETAIL   |            |          |          |              |              |
| CONSULTING                    | 0          | 0        | 0        | 1,000        | 1,000        |
| OTHER PROFESSIONAL FEES       | 99         | 0        | 0        | 0            | 0            |
| CONTRACTED PERSONNEL SERVICES | 540        | 0        | 0        | 6,000        | 6,000        |
| TUITION/TRAINING              | 0          | 0        | 0        | 1,000        | 1,000        |
| SUPPLIES AND EXPENSES         | 0          | 0        | 0        | 1,500        | 1,500        |
| TOTAL EXPENDITURES            | <u>639</u> | <u>0</u> | <u>0</u> | <u>9,500</u> | <u>9,500</u> |



## **2018 Proposed Budget**

Revenue Line Item

### **BUDGET UNIT: WHBG FUND**

| Account                      | 2015 Actual     | 2016 Actual    | 2017 Actual YTD<br>(11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|------------------------------|-----------------|----------------|----------------------------|-------------------------|-------------------------|
| 384007 HBG BROADCASTING NTWK | \$11,275        | \$9,500        | \$7,500                    | \$10,000                | \$10,000                |
| <b>55505500 WHBG FUND</b>    | <b>\$11,275</b> | <b>\$9,500</b> | <b>\$7,500</b>             | <b>\$10,000</b>         | <b>\$10,000</b>         |

## **2018 Proposed Budget**

### Expenditure Line Item

#### **BUDGET UNIT: WHBG FUND**

| <b>Account</b>                   | <b>2015 Actual</b> | <b>2016 Actual</b> | <b>2017 Actual<br/>YTD (11/16)</b> | <b>2017 Adjusted<br/>Budget</b> | <b>2018<br/>Proposed<br/>Budget</b> |
|----------------------------------|--------------------|--------------------|------------------------------------|---------------------------------|-------------------------------------|
| 421030 CONSULTING                | \$0                | \$0                | \$0                                | \$1,000                         | \$1,000                             |
| 421050 OTHER PROFESSIONAL FEES   | \$99               | \$0                | \$0                                | \$0                             | \$0                                 |
| 429001 TUITION/TRAINING          | \$0                | \$0                | \$0                                | \$1,000                         | \$1,000                             |
| 429014 CONTRACTED PERSONNEL SVS. | \$540              | \$0                | \$0                                | \$6,000                         | \$6,000                             |
| 430099 MISC SUPPLIES AND EXP     | \$0                | \$0                | \$0                                | \$1,500                         | \$1,500                             |
| <b>55505510 WHBG FUND</b>        | <b>\$639</b>       | <b>\$0</b>         | <b>\$0</b>                         | <b>\$9,500</b>                  | <b>\$9,500</b>                      |

## EVENTS FUND

The Special Events Fund accounts for all revenue raised in support of the City's events, including the July 4th Celebration, Kipona, the Holiday Parade and New Year's Eve. This fund also accounts for related event expenses and is overseen by the Director of Business Development and the Events and Marketing Manager.

| RESOURCE ALLOCATION<br>2018 PROPOSED BUDGET |                |                     |                |
|---|----------------|---------------------|----------------|
| RESOURCES                                   |                | APPROPRIATIONS      |                |
| CONTRIBUTIONS & DONATIONS                   | 55,000         | PERSONNEL           | 3,230          |
| PARK PERMIT FEES                            | 5,000          | SERVICES            | 175,000        |
| OTHER LICENSE FEES                          | 55,000         | SUPPLIES            | 1,000          |
| TRANSFERS                                   | 50,000         | OTHER               | 0              |
| FUND BALANCE APPROPRIATION                  | 14,158         | TOTAL APPROPRIATION | <u>179,230</u> |
| TOTAL RESOURCES                             | <u>179,158</u> |                     |                |

EVENTS FUND  
2018 PROPOSED BUDGET

| Account Name               | 2015<br>Actual | 2016<br>Actual | 2017<br>Actual YTD<br>(11/16) | 2017<br>Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|----------------------------|----------------|----------------|-------------------------------|----------------------------|----------------------------|
| REVENUE ANALYSIS SUMMARY   |                |                |                               |                            |                            |
| Donations & Contributions  | 0              | 0              | 52,221                        | 55,000                     | 55,000                     |
| Interest of Savings        | 0              | 0              | 175                           | 0                          | 72                         |
| Park Permit Fee            | 0              | 0              | 0                             | 5,000                      | 5,000                      |
| Other License Fees         | 0              | 0              | 60,510                        | 50,000                     | 55,000                     |
| Transfers                  | 0              | 0              | 54,637                        | 54,637                     | 50,000                     |
| TOTAL REVENUE              | <u>0</u>       | <u>0</u>       | <u>167,543</u>                | <u>164,637</u>             | <u>165,072</u>             |
| Fund Balance Appropriation | 0              | 0              | 0                             | 0                          | 14,158                     |
| TOTAL RESOURCES            | <u>0</u>       | <u>0</u>       | <u>167,543</u>                | <u>164,637</u>             | <u>179,230</u>             |

|                                     |          |          |                |                |                |
|-------------------------------------|----------|----------|----------------|----------------|----------------|
| REVENUE ANALYSIS DETAIL             |          |          |                |                |                |
| Donations & Contributions           | 0        | 0        | 52,221         | 55,000         | 55,000         |
| Interest of Savings                 | 0        | 0        | 175            | 0              | 72             |
| Park Permit Fee                     | 0        | 0        | 0              | 5,000          | 5,000          |
| Other License Fees                  | 0        | 0        | 60,510         | 50,000         | 55,000         |
| Transfers- General Fund             | 0        | 0        | 0              | 0              | 30,000         |
| Transfers- Parks & Rec Special Fund | 0        | 0        | 54,637         | 54,637         | 20,000         |
| TOTAL REVENUE                       | <u>0</u> | <u>0</u> | <u>167,543</u> | <u>164,637</u> | <u>165,072</u> |
| Fund Balance Appropriation          | 0        | 0        | 0              | 0              | 14,158         |
| TOTAL RESOURCES                     | <u>0</u> | <u>0</u> | <u>167,543</u> | <u>164,637</u> | <u>179,230</u> |

|                              |          |          |                |                |                |
|------------------------------|----------|----------|----------------|----------------|----------------|
| EXPENDITURE ANALYSIS SUMMARY |          |          |                |                |                |
| Personnel                    | 0        | 0        | 2,637          | 3,230          | 3,230          |
| Services                     | 0        | 0        | 106,679        | 140,000        | 175,000        |
| Supplies                     | 0        | 0        | 834            | 1,000          | 1,000          |
| Other                        | 0        | 0        | 0              | 0              | 0              |
| TOTAL EXPENDITURES           | <u>0</u> | <u>0</u> | <u>110,150</u> | <u>144,230</u> | <u>179,230</u> |

# EVENTS FUND

## EXPENDITURE ANALYSIS DETAIL 2018 PROPOSED BUDGET

Special Revenue Fund

5601 Events Fund

### Allocation Plan

### Position Control

|                            | 2017<br>Adjusted | 2018<br>Proposed |
|----------------------------|------------------|------------------|
| <b>PERSONNEL</b>           |                  |                  |
| Salaries-Mgmt              | 3,000            | 3,000            |
| Fringe Benefits            | 230              | 230              |
| <b>TOTAL</b>               | <b>3,230</b>     | <b>3,230</b>     |
| <b>SERVICES</b>            |                  |                  |
| Communications             | 0                | 0                |
| Professional Services      | 0                | 0                |
| Utilities                  | 0                | 0                |
| Insurance                  | 0                | 0                |
| Rentals                    | 0                | 0                |
| Maintenance & Repairs      | 0                | 0                |
| Contracted Services        | 140,000          | 175,000          |
| <b>TOTAL</b>               | <b>140,000</b>   | <b>175,000</b>   |
| <b>SUPPLIES</b>            |                  |                  |
| Supplies                   | 1,000            | 1,000            |
| Minor Capital Equipment    | 0                | 0                |
| <b>TOTAL</b>               | <b>1,000</b>     | <b>1,000</b>     |
| <b>OTHER</b>               |                  |                  |
|                            | 0                | 0                |
| <b>TOTAL APPROPRIATION</b> | <b>144,230</b>   | <b>179,230</b>   |

| JOB<br>CLASSIFICATION                               | 2017<br>Adjusted | 2018<br>Proposed | 2017<br>Adjusted | 2018<br>Proposed |
|---|------------------|------------------|------------------|------------------|
| Director of Business & Resource<br>Development (5%) | 0.05             | 0.05             | 3,000            | 3,000            |
| <b>Total Management</b>                             | <b>0.05</b>      | <b>0.05</b>      | <b>3,000</b>     | <b>3,000</b>     |
| FICA  |                  |                  | 230              | 230              |
| <b>Total Fringe Benefits</b>                        |                  |                  | <b>230</b>       | <b>230</b>       |
| <b>TOTAL</b>  | <b>0.05</b>      | <b>0.05</b>      | <b>3,230</b>     | <b>3,230</b>     |

## **2018 Proposed Budget**

### Revenue Line Item

#### **BUDGET UNIT: EVENTS FUND**

| <b>Account</b>                    | <b>2015 Actual</b> | <b>2016 Actual</b> | <b>2017 Actual YTD<br/>(11/16)</b> | <b>2017 Adjusted<br/>Budget</b> | <b>2018 Proposed<br/>Budget</b> |
|-----------------------------------|--------------------|--------------------|------------------------------------|---------------------------------|---------------------------------|
| 345029 PARK PERMIT FEES-OTHER     | \$0                | \$0                | \$0                                | \$5,000                         | \$5,000                         |
| 347090 OTHER LICENSES/PERMITS     | \$0                | \$0                | \$60,510                           | \$50,000                        | \$55,000                        |
| 352000 INT ON INVSTMTS/GRANT      | \$0                | \$0                | \$175                              | \$0                             | \$72                            |
| 382000 CONTRIBUTIONS AND DONATION | \$0                | \$0                | \$52,221                           | \$55,000                        | \$55,000                        |
| 385018 MEDICAL-EMPLOYEE CONTR     | \$0                | \$0                | \$47                               | \$0                             | \$0                             |
| 398001 GENERAL FUND               | \$0                | \$0                | \$0                                | \$0                             | \$30,000                        |
| 398054 PARKS AND RECREATION FUND  | \$0                | \$0                | \$54,637                           | \$54,637                        | \$20,000                        |
| 399099 ESTIMATED CASH CARRYOVER   | \$0                | \$0                | \$0                                | \$0                             | \$14,158                        |
| <b>56015601 EVENTS</b>            | <b>\$0</b>         | <b>\$0</b>         | <b>\$167,590</b>                   | <b>\$164,637</b>                | <b>\$179,230</b>                |

COMMUNITY AND ECONOMIC DEVELOPMENT

EVENTS - 5601

|  |  |  |                    |    |      | 2017                | 2018                   | 2018               |               |                |                  |        |                    |          |
|--|--|--|--------------------|----|------|---------------------|------------------------|--------------------|---------------|----------------|------------------|--------|--------------------|----------|
| EMPLOYEE   |  | POSITION   | ANNIV. /<br>D.O.H. |    |      | END OF YR<br>SALARY | GRADE/STEP<br>INCREASE | ANNUAL<br>INCREASE | 2018<br>LONG. | 2018<br>SALARY | 2018<br>LUMP SUM | FICA   | FRINGE<br>BENEFITS | TOTAL    |
|  |  | DIRECTOR OF BUSINESS & RESOURCE DEVELOPMENT (5%) | 3                  | 23 | 2015 | 3,000.00            | 0.00                   | 0.00               | 0.00          | 3,000.00       | 0.00             | 230.00 | 0.00               | 3,230.00 |
| 0.05   |  | MANAGEMENT TOTALS                                |                    |    |      | 3,000.00            | 0.00                   | 0.00               | 0.00          | 3,000.00       | 0.00             | 230.00 | 0.00               | 3,230.00 |
| 0.05   |  | TOTAL  |                    |    |      | 3,000.00            | 0.00                   | 0.00               | 0.00          | 3,000.00       | 0.00             | 230.00 | 0.00               | 3,230.00 |
| TOTAL SALARIES, LUMP SUM, OVERTIME, FICA AND FRINGE BENEFITS |  |  |                    |    |      |                     |                        |                    |               | 3,000.00       | 0.00             | 230.00 | 0.00               | 3,230.00 |

NOTE: MEDICAL, SEVERANCE, UNEMPLOYMENT COMPENSATION, AND WORKERS COMPENSATION COSTS ARE REFLECTED IN GENERAL EXPENSES (0188).

\* 95% of the salary and FICA are reflected in the Bureau of Business and Resouce Development (0139)

## **2018 Proposed Budget**

### Expenditure Line Item

#### **BUDGET UNIT: EVENTS FUND**

| Account                          | 2015 Actual | 2016 Actual | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|----------------------------------|-------------|-------------|----------------------------|-------------------------|----------------------------|
| 414000 SALARIES & WAGES          | \$0         | \$0         | \$2,454                    | \$3,000                 | \$3,000                    |
| <b>414100 SALARIES/WAGES</b>     | <b>\$0</b>  | <b>\$0</b>  | <b>\$2,454</b>             | <b>\$3,000</b>          | <b>\$3,000</b>             |
| 419001 SOCIAL SECURITY           | \$0         | \$0         | \$183                      | \$230                   | \$230                      |
| <b>419100 FRINGE BENEFITS</b>    | <b>\$0</b>  | <b>\$0</b>  | <b>\$183</b>               | <b>\$230</b>            | <b>\$230</b>               |
| <b>419995 PERSONNEL</b>          | <b>\$0</b>  | <b>\$0</b>  | <b>\$2,637</b>             | <b>\$3,230</b>          | <b>\$3,230</b>             |
| 429081 FIREWORK-JULY 4           | \$0         | \$0         | \$15,750                   | \$16,000                | \$16,000                   |
| 429082 FIREWORK-KIPONA           | \$0         | \$0         | \$15,000                   | \$16,000                | \$15,000                   |
| 429083 FIREWORK-MINOR EVENT      | \$0         | \$0         | \$0                        | \$8,000                 | \$8,000                    |
| 429084 MISC CONTR SRVCS-JULY 4   | \$0         | \$0         | \$9,915                    | \$10,000                | \$11,000                   |
| 429085 MISC CONTR SRVCS-KIPONA   | \$0         | \$0         | \$58,764                   | \$62,000                | \$80,000                   |
| 429086 MISC CONTR SRVCS-MIN EVT  | \$0         | \$0         | \$7,250                    | \$28,000                | \$45,000                   |
| <b>429100 CONTRACTED SRVC</b>    | <b>\$0</b>  | <b>\$0</b>  | <b>\$106,679</b>           | <b>\$140,000</b>        | <b>\$175,000</b>           |
| <b>429995 SERVICES</b>           | <b>\$0</b>  | <b>\$0</b>  | <b>\$106,679</b>           | <b>\$140,000</b>        | <b>\$175,000</b>           |
| 430099 MISC SUPPLIES AND EXP     | \$0         | \$0         | \$834                      | \$1,000                 | \$1,000                    |
| <b>430100 SUPPLIES &amp; EXP</b> | <b>\$0</b>  | <b>\$0</b>  | <b>\$834</b>               | <b>\$1,000</b>          | <b>\$1,000</b>             |
| <b>439995 SUPPLIES</b>           | <b>\$0</b>  | <b>\$0</b>  | <b>\$834</b>               | <b>\$1,000</b>          | <b>\$1,000</b>             |
| <b>56015601 EVENTS FUND</b>      | <b>\$0</b>  | <b>\$0</b>  | <b>\$110,150</b>           | <b>\$144,230</b>        | <b>\$179,230</b>           |



## **2018 Proposed Budget**

Revenue Line Item

### **BUDGET UNIT: 27272700 SANITATION FUND**

| <b>Account</b>                  | <b>2015 Actual</b> | <b>2016 Actual</b> | <b>2017 Actual YTD<br/>(11/16)</b> | <b>2017 Adjusted<br/>Budget</b> | <b>2018 Proposed<br/>Budget</b> |
|---------------------------------|--------------------|--------------------|------------------------------------|---------------------------------|---------------------------------|
| 399099 ESTIMATED CASH CARRYOVER | \$0                | \$0                | \$0                                | \$1,028,520                     | \$1,710                         |
| <b>27272700 SANITATION FUND</b> | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>                         | <b>\$1,028,520</b>              | <b>\$1,710</b>                  |

## **2018 Proposed Budget**

### Expenditure Line Item

#### **BUDGET UNIT: 27272710 SANITATION FUND**

| Account                         | 2015 Actual | 2016 Actual | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|---------------------------------|-------------|-------------|----------------------------|-------------------------|----------------------------|
| 481025 NEIGHBORHOOD SVCS FUND   | \$0         | \$0         | \$1,025,939                | \$1,030,000             | \$1,710                    |
| <b>27272710 SANITATION FUND</b> | <b>\$0</b>  | <b>\$0</b>  | <b>\$1,025,939</b>         | <b>\$1,030,000</b>      | <b>\$1,710</b>             |

## **2018 Proposed Budget**

Revenue Line Item

### **BUDGET UNIT: 28282800 DISPOSAL FUND**

| Account                         | 2015 Actual | 2016 Actual | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018 Proposed<br>Budget |
|---------------------------------|-------------|-------------|----------------------------|-------------------------|-------------------------|
| 399099 ESTIMATED CASH CARRYOVER | \$0         | \$0         | \$0                        | \$3,989,211             | \$0                     |
| <b>28282800 DISPOSAL FUND</b>   | <b>\$0</b>  | <b>\$0</b>  | <b>\$0</b>                 | <b>\$3,989,211</b>      | <b>\$0</b>              |

## **2018 Proposed Budget**

Expenditure Line Item

### **BUDGET UNIT: 28282810 DISPOSAL FUND**

| Account                       | 2015 Actual | 2016 Actual        | 2017 Actual<br>YTD (11/16) | 2017 Adjusted<br>Budget | 2018<br>Proposed<br>Budget |
|-------------------------------|-------------|--------------------|----------------------------|-------------------------|----------------------------|
| 481025 NEIGHBORHOOD SVCS FUND | \$0         | \$2,334,275        | \$3,923,525                | \$3,995,000             | \$0                        |
| <b>28282810 DISPOSAL FUND</b> | <b>\$0</b>  | <b>\$2,334,275</b> | <b>\$3,923,525</b>         | <b>\$3,995,000</b>      | <b>\$0</b>                 |



## Capital Improvement Projects 2018

### ADMINISTRATION

#### BUREAU OF INFORMATION TECHNOLOGY

|    |        |  |
|----|--------|--|
| \$ | 75,000 | Data Center Redundancy & Relocation  |
| \$ | 75,000 | Voice Over IP (VOIP) Phone System Replacement - (Phase 1 of 3)                               |
| \$ | 45,000 | Infrastructure & Security Enhancements (Morefield Proposal)                                  |
| \$ | 30,000 | Harrisburg Police - Video Server (Lease for 3 years, \$30k a year thru 2020)                 |
| \$ | 50,000 | Fiber Replacement  |
| \$ | 50,000 | Workflow and Imaging System (Phase 1 of 3)   |
| \$ | 62,000 | SAN lease  |
| \$ | 40,000 | Office365 Licenses (Grant Funded )   |
| \$ | 14,481 | Departmental/bureau copier leasing (was previously in Licensing, Taxation & Central support) |

#### TOTAL - ADMINISTRATION

\$ 441,481

### COMMUNITY & ECONOMIC DEVELOPMENT

#### BUREAU OF PARKS & RECREATION

|    |         |   |
|----|---------|---|
| \$ | 450,000 | 5 Site Development Project, Completing 4th & Dauphin Playground   |
| \$ | 285,000 | Reservoir Park Master Site Development Project ( <b>Phase 1 - \$250k for Meadow Planting; \$35k for Circular Enhancements</b> ) |
| \$ | 100,000 | Resurfacing Basketball Courts, expansion of wall and improving ADA entrance - <b>7th and Radnor</b>                             |

\$835,000

#### TOTAL - COMMUNITY & ECONOMIC DEVELOPMENT

\$ 835,000

### PUBLIC SAFETY

#### BUREAU OF POLICE

|    |         |  |
|----|---------|--|
| \$ | 300,000 | Patrol Vehicles - 6                          |
| \$ | 805,000 | 112 Portable, 33 In-Car Radios               |
| \$ | 700,000 | 15Th St Station Build Out                    |
| \$ | 80,000  | Body Cams                                    |
| \$ | 30,000  | Police Motorcycles                           |
| \$ | 37,000  | Ia Pro & Team Blue                           |
| \$ | 25,000  | Specialty Unit Used Vehicles (5)             |
| \$ | 12,000  | Digital Information Management System (DIMS) |
| \$ | 6,800   | Body Worn Video Microwave Kit                |
| \$ | 5,000   | Record Scanner                               |

\$ 2,000,800

#### BUREAU OF FIRE

|    |           |   |
|----|-----------|---|
| \$ | 1,100,000 | Replace roofs in Station 1, 2 & 8                               |
| \$ | 450,000   | Replacement of 50 self contained breathing apparatus (Air Pack) |
| \$ | 80,000    | Emergency/unplanned stations repairs (over \$5000 per incident) |

\$ 1,630,000

#### TOTAL - PUBLIC SAFETY

\$ 3,630,800

## PUBLIC WORKS

### OFFICE OF TRAFFIC AND ENGINEERING

---

|    |         |  |
|----|---------|--|
| \$ | 200,000 | Add'l work - 3rd St (overruns)                                       |
| \$ | 30,000  | Herr St. Sidewalks (under bridge) overruns                           |
| \$ | 50,000  | Herr St. ADA ramp overruns   |
| \$ | 400,000 | Greenlight Go - Forster St (expected full reimbursement via PennDOT) |
| \$ | 155,000 | Chestnut St Multimodal Complete Streets city match to DECD grant     |
| \$ | 425,000 | ADA ramp construction  |
| \$ | 153,000 | MLK ADA, Security and HVAC design                                    |

**\$ 1,413,000**

### BUREAU OF VEHICLE MANAGEMENT

---

|    |         |                     |
|----|---------|---------------------|
| \$ | 160,000 | VMC Vehicle Leasing |
|----|---------|---------------------|

**\$ 160,000**

**TOTAL - PUBLIC WORKS**

**\$ 1,573,000**

## OTHER

---

|    |        |                               |
|----|--------|-------------------------------|
| \$ | 25,000 | Green space for 22 Argyle St. |
| \$ | 23,000 | Walk to Work program          |
| \$ | 10,000 | Treasury space fitout         |

**\$ 58,000**

**TOTAL - OTHER**

**\$ 58,000**

**TOTAL - CIP**

**\$ 6,538,281**



## Capital Projects Needs 2019 (For planning purposes only)

### ADMINISTRATION

#### BUREAU OF INFORMATION TECHNOLOGY

---

|    |        |  |
|----|--------|--|
| \$ | 65,000 | ARGIS Pilot Program  |
| \$ | 30,000 | Harrisburg Police - Video Server (Lease for 3 years, \$30k a year thru 2020) |
| \$ | 25,000 | Data Realization   |
| \$ | 25,000 | FLATMAP (Consulting and software license)                                    |
| \$ | 75,000 | Data Center Redundancy & Relocation  |
| \$ | 10,000 | OneDrive / Sharepoint Backup Software (Subscription)                         |
| \$ | 62,000 | SAN lease  |
| \$ | 40,000 | Office365 Licenses (Grant Funded )   |

\$ 346,481

#### TOTAL -ADMINISTRATION

\$ 346,481

### COMMUNITY & ECONOMIC DEVELOPMENT

#### BUREAU OF PARKS & RECREATION

---

|    |         |  |
|----|---------|--|
| \$ | 800,000 | Reservoir Park Master Site Development Projects (\$530,000 Chutes and Ladders main playground; \$270,000 dog park) |
| \$ | 100,000 | 7th and Radnor BB court improvement  |
| \$ | 110,000 | Replacing Park Pavilions   |

\$ 1,010,000

#### TOTAL - COMMUNITY & ECONOMIC DEVELOPMENT

\$ 1,010,000

### PUBLIC SAFETY

#### BUREAU OF POLICE

---

|    |         |                                      |
|----|---------|--------------------------------------|
| \$ | 550,000 | Uptown/Midtown Police Station        |
| \$ | 400,000 | 38 portable, 33 mobile in-car radios |
| \$ | 300,000 | 6 pursuit vehicles                   |
| \$ | 80,000  | Body Cameras                         |
| \$ | 25,000  | Specialty Unit                       |
| \$ | 30,000  | Motorcycle                           |
| \$ | 107,000 | SURVEILLANCE VAN                     |
| \$ | 100,000 | Move out of Police                   |

\$ 1,592,000

#### BUREAU OF FIRE

---

|    |         |   |
|----|---------|---|
| \$ | 150,000 | Tower 1 and Squad 8 replacement (10 yr \$1.5m lease purchase w/ half grant from Fireman's relief) |
| \$ | 180,000 | Bay Door station 1 & 2  |
| \$ | 100,000 | Remodel of bathroom facilities at Fire Station 1 & 2  |

\$ 430,000

#### TOTAL - PUBLIC SAFETY

\$ 2,022,000

## **PUBLIC WORKS**

### **OFFICE OF TRAFFIC AND ENGINEERING**

---

\$ 200,000 Riverwalk  
\$ 100,000 Lighting design work - Maclay and Market St bridges  
\$ 520,000 MLK ADA, Security and HVAC  
\$ 300,000 ADA Curb ramps  
\$ 300,000 Street Light Infrastructure and Upgrades

**\$ 1,420,000**

### **BUREAU OF VEHICLE MANAGEMENT**

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\$ 208,695 VMC Vehicle Leasing  
\$ 2,500 Scan Tool Maint.

**\$ 211,195**

**TOTAL - PUBLIC WORKS**

**\$ 1,631,195**

## **OTHER**

### **DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

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23,000 Walk to Work program

**\$ 23,000**

**TOTAL - OTHER**

**\$ 23,000**

**TOTAL - CIP**

**\$ 5,032,676**





## Capital Projects Needs 2020 (For planning purposes only)

### ADMINISTRATION

#### BUREAU OF INFORMATION TECHNOLOGY

---

|    |           |  |
|----|-----------|--|
| \$ | 2,000,000 | Mainframe conversion   |
| \$ | 65,000    | ARGIS Pilot Program  |
| \$ | 30,000    | Harrisburg Police - Video Server (Lease for 3 years, \$30k a year thru 2020) |
| \$ | 25,000    | Data Realization   |
| \$ | 25,000    | FLATMAP (Consulting and software license)                                    |
| \$ | 10,000    | OneDrive / Sharepoint Backup Software (Subscription)                         |
| \$ | 62,000    | SAN lease  |
| \$ | 40,000    | Office365 Licenses (Grant Funded )   |
| \$ | 14,481    | Departmental/bureau copier leases  |

**\$ 2,271,481**

**TOTAL -ADMINISTRATION**

**\$ 2,271,481**

### COMMUNITY & ECONOMIC DEVELOPMENT

#### BUREAU OF PARKS & RECREATION

---

|    |           |  |
|----|-----------|--|
| \$ | 1,350,000 | Reservoir Park Master Site Development Project - <b>\$825,000 Phase 4 Tennis, BB courts and parking; \$500,000 Phase 5 Walnut St parking, traffic and circular enhancements)</b> |
| \$ | 50,000    | Replacing Defective, aged and unsafe playground equipment  |
| \$ | 20,000    | Replacing Fencing at different playgrounds   |

**\$ 1,420,000**

**TOTAL - COMMUNITY & ECONOMIC DEVELOPMENT**

**\$ 1,420,000**

### PUBLIC SAFETY

#### BUREAU OF POLICE

---

|    |         |                    |
|----|---------|--------------------|
| \$ | 300,000 | 6 pursuit vehicles |
| \$ | 80,000  | Body Cameras       |
| \$ | 25,000  | Specialty unit     |
| \$ | 30,000  | Motorcycle         |

**\$ 435,000**

#### BUREAU OF FIRE

---

|    |         |  |
|----|---------|--|
| \$ | 150,000 | Tower 1 and Squad 8 lease payment            |
| \$ | 275,000 | Station 1&2 apparatus bay floor replacements |

**\$ 425,000**

**TOTAL - PUBLIC SAFETY**

**\$ 860,000**

## **PUBLIC WORKS**

### **OFFICE OF TRAFFIC AND ENGINEERING**

---

|    |         |  |
|----|---------|--|
| \$ | 500,000 | North Second Street Multimodal Project   |
| \$ | 240,000 | Riverfront Electric                      |
| \$ | 300,000 | Street Light Infrastructure and Upgrades |
| \$ | 200,000 | ADA curb and ramp work                   |
| \$ | 50,000  | Paxtang Parkway                          |
| \$ | 3,000   | MLK ADA, Security and HVAC               |
| \$ | 3,000   | Third Street (Additional Work)           |

**\$ 1,296,000**

### **BUREAU OF VEHICLE MANAGEMENT**

---

|    |         |                     |
|----|---------|---------------------|
| \$ | 300,000 | VMC Vehicle Leasing |
| \$ | 2,500   | Scan Tool Maint.    |

**\$ 302,500**

**TOTAL - PUBLIC WORKS**

**\$ 1,598,500**

## **OTHER**

### **DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

---

|    |        |                      |
|----|--------|----------------------|
| \$ | 23,000 | Walk to Work program |
|----|--------|----------------------|

**\$ 23,000**

**TOTAL - OTHER**

**\$ 23,000**

**TOTAL - CIP**

**\$ 6,172,981**



## Capital Projects Needs 2018

### NEIGHBORHOOD SERVICES

#### NEIGHBORHOOD SERVICES

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|    |           |  |
|----|-----------|--|
| \$ | 125,000   | Temporary Equipment Shelter                          |
| \$ | 150,000   | Tractor w/boom mower                                 |
| \$ | 255,000   | 3 F-550 Dump Trucks with Salt Spreader and Plows     |
| \$ | 250,000   | 6 Dump Trucks w/Spreader, Plows, one w/hook          |
| \$ | 175,000   | New excavator  |
| \$ | 55,000    | Tar Buggy - road milling                             |
| \$ | 37,000    | Tack Coat Trailer                                    |
| \$ | 70,000    | 15 Roll off containers (5 40s, 5 20s and 5 20s - CY) |
| \$ | 2,700,000 | PW Site Acquisition                                  |
| \$ | 250,000   | Demolition   |
| \$ | 115,000   | 23 additional radios - hwy, traffic, parks           |
| \$ | 355,000   | Previously lease purchased 20 yard trash packers     |
| \$ | 17,401    | Previously lease purchased back hoe                  |
| \$ | 8,185     | Previously lease purchased asphalt paver             |
| \$ | 14,596    | Previously lease purchased skid loader               |

\$ 4,577,182

**TOTAL - NEIGHBORHOOD SERVICES**

\$ 4,577,182

## **GLOSSARIES**

## GLOSSARY OF TERMS

### A -

**ACCRUAL BASIS** - The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods or services are received (whether or not cash disbursements are made at that time).

**ACTIVITIES** - Specific services performed to accomplish program objectives and goals.

**AGENCY FUND** - Permanently established endowments where the annual income is used at the discretion of the organization in pursuit of a particular mandate.

**ALLOCATION** - The assignment or distribution of available resources such as revenue, personnel, buildings, and equipment among various City departments, bureaus, divisions, or offices.

**APPROPRIATION** - An authorization made by City Council which permits the City to incur obligations and to make expenditures or resources.

**APPROVED (ADOPTED) BUDGET** - The revenue and expenditure plan for the City for the fiscal year as enacted by City Council.

**ARBITRAGE** - Excess investment profits earned on the investment of lower-cost, tax-exempt bond proceeds.

**ASSESSED VALUATION** - The value placed upon real and personal property by the County tax assessor/appraiser as the basis for levying taxes.

**ASSET** - Property owned by the City which has monetary value.

**AUDIT** - Prepared by an independent certified public accounting firm, the primary objective of an audit is to determine if the City's general purpose financial statements present fairly the City's financial position and results of operations in conformity with the generally accepted accounting principles.

### B -

**BALANCED BUDGET** - Proposed revenues and other resources equal proposed appropriations.

**BOND** - A long-term promise to repay a specified amount of money (the face value amount of the bond) on a particular date (maturity date). Bonds are primarily used to finance capital projects.

**BUDGET** - A plan of financial operation comprised of an estimate of proposed expenditures for a fiscal year and the proposed means of financing those expenditures to fund City services in accordance with adopted policy.

**BUDGET CALENDAR** - The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.

**BUDGET DOCUMENT** - A compilation of the spending and funding plans for the various funds, along with supporting narrative, schedules, tables, and charts which, in total, comprises the annual resource allocation plan.

**BUDGET ORDINANCE** - An ordinance considered and adopted by City Council to formally enact the proposed budget as amended.

**BUDGET TRANSFER** - Adjustment made to the budget during the fiscal year to properly account for unanticipated changes that occur in revenues and/or expenditures and for program initiatives approved during the fiscal year.

**BUREAU** - The largest organizational component within a department which design is tied to service output or function.

### C -

**CAPITAL IMPROVEMENT PLAN (CIP)** - A multi-year plan to provide for equipment acquisition, improvement to public facilities, and construction of new facilities.

**CAPITAL OUTLAY** - Expenditures relating to the purchase of equipment, facility modifications, land, and other fixed assets.

**CAPITAL PROJECTS FUND** - A fund to account for the acquisition or construction of major capital facilities.

**CASH BASIS** - The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when actually paid.

## GLOSSARY OF TERMS

**CREDIT RATING** - The credit worthiness of an entity, as evaluated by independent agencies such as Moody's Investors Service, Inc. and Standard and Poor's Corp.

### D -

**DEBT SERVICE** - Payment of interest and principal on an obligation resulting from issuance of bonds and notes.

**DEBT SERVICE FUND** - A fund used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

**DEFICIT** - An excess of liabilities and reserves of a fund over its assets.

**DEPARTMENT** - The largest organizational component of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

**DESIGNATED FUND BALANCE** - A portion of unreserved fund balance assigned by City policy for a specific future use.

**DIVISION** - The largest organizational component within a bureau which design is tied to a specific service output or function.

### E -

**ENCUMBRANCE** - A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds are reserved or encumbered once a contract obligation has been signed for an item, but prior to the cash payment actually being dispersed.

**ENTERPRISE FUND** - A fund used to account for revenues received for goods and services provided to the general public on a continuous basis and primarily financed through user charges.

**EXPENDABLE TRUST FUND** - Funds whose principal and income may be expended in the course of their designated operations. These funds may also be used to account for endowments whose principal may be expended in the course of their designated operations.

**EXPENDITURE** - Actual outlay of money for goods or services.

**EXPENSE** - Expenditures and other obligations (e.g., encumbrances) to expend money for goods and services.

### F -

**FICA** - City's portion of mandatory Social Security contribution (6.20%) and mandatory Medicare contribution (1.45%) for its employees payable to the federal government.

**FISCAL YEAR (FY)** - A twelve-month period designated as the operating year for an entity. The fiscal year for the City of Harrisburg is January 1 - December 31.

**FIXED ASSET** - Asset of a long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined fixed assets as those with an expected useful life in excess of one year and an acquisition cost in excess of \$5,000.

**FRINGE BENEFITS** - Health and welfare related benefits for all full-time employees, such as medical, dental, vision, and life insurance coverage, and a prescription drug plan which are included in the employee's compensation package.

**FUND** - An accounting entity that records all financial transactions for specified activities or government functions. The six fund types used by the City are - General Fund, Capital Projects Fund, Debt Service Fund, Special Revenue Funds, Propriety (Utility) Funds, and Trust and Agency Funds.

**FUND BALANCE** - A cumulative excess of revenues over expenditures segregated by fund.

### G -

**GENERAL OBLIGATION BOND and NOTE** - Forms of borrowing (debt financing) which reflect written promises from the City to repay sums of money on specific dates at specified interest rates backed by the full faith, credit, and taxing power of the municipality.

**GOVERNMENTAL FUNDS** - Funds that account for the services provided to the general citizenry as opposed to a specific group. These funds focus on current financial resources, emphasizing budgetary control and available cash.

**GRANT** - A sum of money allotted from a specific governmental or non-profit organization to be used under certain circumstances for a designated purpose(s).

## GLOSSARY OF TERMS

### I -

**INFRASTRUCTURE** - The basic physical framework or foundation of the City, referring to its buildings, roads, bridges, sidewalks, water system, and sewer system.

**INTERFUND TRANSFER** - A transfer of money from one fund of the City to another fund of the City.

### L -

**LIABILITY** - Debt or other legal obligations arising out of transactions in the past which must be paid, renewed, or refunded at some future date.

**LINE-ITEM BUDGET** - A budget that lists detailed expenditure categories such as salary, postage, and maintenance service contracts. The specific amount budgeted is also listed by category.

**LONG-TERM DEBT** - Debt with a maturity of more than one year after date of issuance.

### M -

**MILL** - A taxation unit equal to one dollar of tax obligation for every \$1,000 of assessed valuation of property.

**MILLAGE** - The total tax obligation per \$1,000 of assessed valuation of property.

**MODIFIED ACCRUAL** - The method of accounting that is a mixture of both cash and accrual bases concepts. Revenues are recorded when they are both measurable and available to meet current liabilities. Expenditures are recorded when goods or services are received.

### N -

**NOTE** - A short-term promise to repay a specified amount of money (the face value of the note) on a particular date (maturity date). Notes are primarily used to supplement current cash flow in anticipation of taxes and other revenues to be received, or to provide interim financing for capital projects in anticipation of the issuance of bonds.

### O -

**OBJECTIVE** - A statement of purpose defined more specifically than a goal. (A goal may include several related objectives.) An objective normally indicates anticipated levels of achievement and is usually time limited and quantifiable.

**OPERATING EXPENSES** - Ongoing costs associated with sustaining City government operations such as: communications, professional fees, utilities, insurance, rentals, maintenance and repairs, contracted services, supplies, and minor capital.

**ORGANIZATIONAL CHART** - A chart representing the authority, responsibility, and relationships among departments, bureaus, and divisions within the City organization.

### P -

**PART I CRIME** - Crimes that are classified as felonies, which are punishable by imprisonment. These crimes are more severe than a misdemeanor. These crimes consist of murder, rape, homicides, burglary, etc.

**PART II CRIME** - Crimes that are classified as misdemeanors, which are less offensive than felonies. These crimes consist of terroristic threats, trespassing, misconduct, theft, etc.

**PART-TIME POSITION** - A position regularly scheduled for no more than 25 hours per week.

**PERFORMANCE-BASED BUDGETING** - A method of allocating resources to achieve specific objectives based on program goals and measured results.

**PERFORMANCE INDICATOR** - A variable measuring the degree of goal and objective fulfillment achieved by programs.

**PERSONNEL SERVICES** - Expenditures relating to compensating employees of the City including wages, salaries, and special pay such as longevity, holiday, vacation, sick, personal, and bereavement; overtime and shift differential; fringe benefits such as FICA, health, and life insurances; and miscellaneous expenditures such as pension plan contributions, workers' compensation, and unemployment compensation costs.

**PROGRAM** - An organized set of activities directed toward a common purpose or goal that an agency undertakes or proposes to carry out its responsibilities.

## GLOSSARY OF TERMS

**PROPOSED BUDGET** - The City's resource allocation plan for the fiscal year as prepared and recommended by the Mayor for consideration by City Council.

**PROPRIETARY FUND** - A fund that accounts for businesslike operations that intend to recover their full cost through charges to customers and users.

### R -

**RESOURCE ALLOCATION PLAN** - The City's revenue and expenditure plan for the fiscal year.

**REVENUE** - Money received or collected by the City through taxation, licenses, grants, fees, fines, forfeitures, charges, investments, and interfund transfers.

**REVENUE BOND** - Long-term borrowing that is backed by the revenues from a specific project such as a water or sewer system improvement.

**RISK MANAGEMENT** - The coordinated and continuous effort to minimize potential financial and human resource losses arising from workers' compensation, liability, and property exposures.

### S -

**SPECIAL REVENUE FUND** - A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

### T -

**TAX & REVENUE ANTICIPATION NOTE** – Short-term note issued on the premise that future tax collections and other revenues will be sufficient to meet repayment obligations, generally by the end of the calendar year.

**TAX BASE** - The total value of taxable property in the City.

### U -

**UNIT** - The smallest organizational component within a bureau which by design further delineates the distribution of workload to achieve a specific output or function.

### Y -

**YIELD** - The rate of return earned on an investment based on the cost of the investment.



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## GLOSSARY OF ABBREVIATED TERMS

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ADA - Americans with Disabilities Act  
AFSCME - American Federation of State, County, and Municipal Employees  
AID - Assistance for Impact Delegation Team  
ARB - Architectural Review Board  
AWTF - Advanced Wastewater Treatment Facility  
BTU - British Thermal Unit  
BU - Bargaining Unit  
CAC - Community Action Commission  
CAD - Computer Aided Dispatch  
CAFR - Comprehensive Annual Financial Report  
CAT - Capital Area Transit  
CBD - Central Business District  
CCU H.E.L.P. - Christian Churches United H.E.L.P.  
C/D - Construction/Demolition Wastes  
CDBG - Community Development Block Grant  
CDC - Community Development Corporation  
CED - Community & Economic Development  
CFM - Cubic Feet Per Minute  
CIP - Capital Improvement Plan  
CLG - Certified Local Government  
CREDC - Capital Region Economic Development Corporation  
DARE - Drug Abuse Resistance and Education  
DBHD - Department of Building and Housing Development  
DEP - Department of Environmental Protection  
DID - Downtown Improvement District  
DJ - District Justice  
DOA - Department of Administration  
DPW - Department of Public Works  
EIT - Earned Income Tax  
EMS - Emergency and Municipal Services Tax  
EOP - Emergency Operation Plan  
EPA - Environmental Protection Agency  
EZ COMP - Enterprise Zone Competitive Grant  
FEMA - Federal Emergency Management Agency  
FERC - Federal Energy Regulatory Commission  
FICA - Federal Insurance Contributions Act  
FMV - Fair Market Value  
FOP - Fraternal Order of Police  
FTE - Full-time Equivalent  
FY - Fiscal Year  
GAAP - Generally Accepted Accounting Principles  
GFOA - Government Finance Officers Association of the United States and Canada  
GIS - Geographic Information System  
G.O. - General Obligation  
HACC - Harrisburg Area Community College  
HAND - Housing and Neighborhood Development  
HARB - Harrisburg Architectural Review Board  
HATS - Harrisburg Area Transportation Study Group  
HBN - Harrisburg Broadcasting Network  
HCEA - Harrisburg Community Economic Affairs  
HDC - Harristown Development Corporation  
HHA - Harrisburg Housing Authority  
HoDAG - Housing Development Action Grant  
HOP - Home Ownership Opportunity Program

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## GLOSSARY OF ABBREVIATED TERMS

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HPA - Harrisburg Parking Authority  
HPC - Harrisburg Planning Commission  
HRA - Harrisburg Redevelopment Authority  
HRRF - Harrisburg Resource Recovery Facility  
HU - Harrisburg University  
HUD - Housing and Urban Development  
IAFF - International Association of Firefighters  
LED - Light Emitting Diode  
LTAP - Local Transportation Assistance Program  
MBE/WBE - Minority Business Enterprise/Women's Business Enterprise  
MCI - Managing Criminal Investigation  
MCL - Maximum Contamination Level  
MGMT - Management  
MOED - Mayor's Office for Economic Development and Special Projects  
MSA - Metropolitan Statistical Area  
MSW - Municipal Solid Waste  
NMAAH - National Museum of African American History  
NPDES - National Pollution Discharge Elimination System  
NTU - Nephelometric Turbidity Unit  
OBID - Office of Business and Industrial Development  
OMBE - Office of Minority Business Enterprise  
OPT - Occupational Privilege Tax  
PAL - Police Athletic League  
PASSHE - Pennsylvania State System of Higher Education  
PA-TF1 - Pennsylvania Task Force 1  
PBB - Performance-Based Budgeting  
PennDOT - Pennsylvania Department of Transportation  
PIB - Pennsylvania Infrastructure Bank  
PIDA - Pennsylvania Industrial Development Authority  
pH - Percent Hydrogen  
PHEAA - Pennsylvania Higher Education Assistance Agency  
PPB - Performance Program Budget  
PRPS - Pennsylvania Recreation and Park Society  
PSB - Public Safety Building  
PSECU - Pennsylvania State Employees Credit Union  
PSU - Pennsylvania State University  
REDDI - Regional Economic Development District Initiatives  
RTS - Ready to Serve  
SARAA - Susquehanna Area Regional Airport Authority  
SBF - Small Business First  
SHARP - Special Hazards Advanced Rescue Personnel  
T & A - Trust and Agency  
TAP - Traffic Accident Prevention  
THA - The Harrisburg Authority  
TRAN - Tax & Revenue Anticipation Note  
TUH - Temple University Harrisburg  
UCR - Uniform Crime Reporting  
UDAG - Urban Development Action Grant  
USAR - Urban Search and Rescue  
USGS - United States Geological Service  
VMC - Vehicle Management Center  
WHBG - TV station run by Harrisburg Broadcasting Network  
WPCACP - Water Pollution Control Association of Central Pennsylvania  
ZHB - Zoning Hearing Board

Moved by: \_\_\_\_\_

An Ordinance establishing the budget for the Municipal Government of the City of Harrisburg for the year Two Thousand Eighteen (2018).

**SECTION 1. GENERAL FUND**

**\$72,096,194**

Appropriations in the amount of **Seventy Two Million Ninety Six Thousand One Hundred Ninety Four Dollars** are hereby made to the General Fund as specified in Exhibit "A" and summarized as follows:

**FOR: GENERAL GOVERNMENT**

**\$1,989,516**

**To: City Council (0101):**

|                             |    |         |                   |
|-----------------------------|----|---------|-------------------|
| Personnel                   | \$ | 286,888 |                   |
| Services                    | \$ | 102,080 |                   |
| Supplies                    | \$ | 22,000  |                   |
| Other                       | \$ | -       |                   |
| <b>Total - City Council</b> |    |         | <b>\$ 410,968</b> |

**To: Mayor's Office (0102):**

|                               |    |         |                   |
|-------------------------------|----|---------|-------------------|
| Personnel                     | \$ | 229,295 |                   |
| Services                      | \$ | 11,463  |                   |
| Supplies                      | \$ | 12,457  |                   |
| Other                         | \$ | -       |                   |
| <b>Total - Mayor's Office</b> |    |         | <b>\$ 253,215</b> |

**To: City Controller's Office (0103):**

|   |    |         |                   |
|---|----|---------|-------------------|
| Personnel                               | \$ | 151,595 |                   |
| Services                                | \$ | 10,500  |                   |
| Supplies                                | \$ | 9,207   |                   |
| Other                                   | \$ | -       |                   |
| <b>Total - City Controller's Office</b> |    |         | <b>\$ 171,302</b> |

**To: City Treasurer's Office (0104):**

|  |    |         |                   |
|--|----|---------|-------------------|
| Personnel                              | \$ | 340,724 |                   |
| Services                               | \$ | 61,200  |                   |
| Supplies                               | \$ | 12,000  |                   |
| Other                                  | \$ | 10,000  |                   |
| <b>Total - City Treasurer's Office</b> |    |         | <b>\$ 423,924</b> |

**To: City Solicitor's Office (0105):**

|  |    |         |                   |
|--|----|---------|-------------------|
| Personnel                              | \$ | 455,215 |                   |
| Services                               | \$ | 232,742 |                   |
| Supplies                               | \$ | 42,150  |                   |
| Other                                  | \$ | -       |                   |
| <b>Total - City Solicitor's Office</b> |    |         | <b>\$ 730,107</b> |

**FOR: DEPARTMENT OF ADMINISTRATION**

**\$4,103,523**

**To: Office of the Business Administrator (0110):**

|                                       |    |         |                   |
|---------------------------------------|----|---------|-------------------|
| Personnel                             | \$ | 240,060 |                   |
| Services                              | \$ | 65,550  |                   |
| Supplies                              | \$ | 4,796   |                   |
| Other                                 | \$ | -       |                   |
| <b>Total - Business Administrator</b> |    |         | <b>\$ 310,406</b> |

**To: Bureau of Financial Management (0112):**

|                                     |    |         |                   |
|-------------------------------------|----|---------|-------------------|
| Personnel                           | \$ | 501,659 |                   |
| Services                            | \$ | 266,181 |                   |
| Supplies                            | \$ | 12,100  |                   |
| Other                               | \$ | -       |                   |
| <b>Total - Financial Management</b> |    |         | <b>\$ 779,940</b> |

|  |    |         |                    |
|--|----|---------|--------------------|
| <b>To: Bureau of Communication (0114):</b>                             |    |         |                    |
| Personnel  | \$ | 293,303 |                    |
| Services   | \$ | 18,000  |                    |
| Supplies   | \$ | 22,000  |                    |
| Other  | \$ | -       |                    |
| Total - Communication  |    |         | \$ 333,303         |
| <b>To: Bureau of Risk Management (0115):</b>                           |    |         |                    |
| Personnel  | \$ | 66,743  |                    |
| Services   | \$ | 15,100  |                    |
| Supplies   | \$ | 3,475   |                    |
| Other  | \$ | -       |                    |
| Total - Risk Management  |    |         | \$ 85,318          |
| <b>To: Bureau of Information Technology (0116):</b>                    |    |         |                    |
| Personnel  | \$ | 515,762 |                    |
| Services   | \$ | 516,340 |                    |
| Supplies   | \$ | 180,500 |                    |
| Other  | \$ | 441,481 |                    |
| Total - Information Technology   |    |         | \$ 1,654,083       |
| <b>To: Bureau of Human Resources (0117):</b>                           |    |         |                    |
| Personnel  | \$ | 334,792 |                    |
| Services   | \$ | 63,925  |                    |
| Supplies   | \$ | 2,300   |                    |
| Other  | \$ | -       |                    |
| Total - Human Resources  |    |         | \$ 401,017         |
| <b>To: Bureau of Licensing, Taxation &amp; Central Support (0124):</b> |    |         |                    |
| Personnel  | \$ | 265,584 |                    |
| Services   | \$ | 234,680 |                    |
| Supplies   | \$ | 39,192  |                    |
| Other  | \$ | -       |                    |
| Total - Licensing, Taxation & Central Support                          |    |         | \$ 539,456         |
| <b>FOR: DEPARTMENT OF COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>         |    |         | <b>\$2,328,731</b> |
| <b>To: Office of the Director (0134):</b>                              |    |         |                    |
| Personnel  | \$ | 150,710 |                    |
| Services   | \$ | 1,000   |                    |
| Supplies   | \$ | 1,500   |                    |
| Other  | \$ | 48,000  |                    |
| Total - Office of the Director   |    |         | \$ 201,210         |
| <b>To: Bureau of Planning (0135):</b>                                  |    |         |                    |
| Personnel  | \$ | 200,229 |                    |
| Services   | \$ | 107,250 |                    |
| Supplies   | \$ | 6,500   |                    |
| Other  | \$ | -       |                    |
| Total - Planning   |    |         | \$ 313,979         |
| <b>To: Bureau of Business Development (0139):</b>                      |    |         |                    |
| Personnel  | \$ | 117,878 |                    |
| Services   | \$ | 5,000   |                    |
| Supplies   | \$ | 2,900   |                    |
| Other  | \$ | -       |                    |
| Total - Business Development   |    |         | \$ 125,778         |
| <b>To: Bureau of Parks &amp; Recreation (0180):</b>                    |    |         |                    |
| Personnel  | \$ | 554,164 |                    |
| Services   | \$ | 136,100 |                    |
| Supplies   | \$ | 162,500 |                    |
| Other  | \$ | 835,000 |                    |
| Total - Parks & Recreation   |    |         | \$ 1,687,764       |

134  
135 **FOR: DEPARTMENT OF PUBLIC SAFETY** **\$30,962,828**

136  
137 **To: Bureau of Codes Enforcement (0137):**  
138 **Personnel** **\$ 915,449**  
139 **Services** **\$ 29,250**  
140 **Supplies** **\$ 19,200**  
141 **Other** **\$ -**  
142 **Total - Codes Enforcement** **\$ 963,899**

143  
144 **To: Bureau of Police (0142):**  
145 **Personnel** **\$ 16,737,986**  
146 **Services** **\$ 900,926**  
147 **Supplies** **\$ 367,811**  
148 **Other** **\$ 1,871,800**  
149 **Total - Bureau of Police** **\$ 19,878,523**

150  
151 **To: Bureau of Fire (0151):**  
152 **Personnel** **\$ 7,815,007**  
153 **Services** **\$ 379,650**  
154 **Supplies** **\$ 295,750**  
155 **Other** **\$ 1,630,000**  
156 **Total - Bureau of Fire** **\$ 10,120,407**

157  
158 **FOR: DEPARTMENT OF PUBLIC WORKS** **\$6,978,879**

159  
160 **To: Office of the Director (0160):**  
161 **Personnel** **\$ 859,940**  
162 **Services** **\$ 1,705,477**  
163 **Supplies** **\$ 417,550**  
164 **Other** **\$ 1,730,000**  
165 **Total - Office of the Director** **\$ 4,712,967**

166  
167 **To: Bureau of Vehicle Management (0172):**  
168 **Personnel** **\$ 631,060**  
169 **Services** **\$ 396,702**  
170 **Supplies** **\$ 1,078,150**  
171 **Other** **\$ 160,000**  
172 **Total - Vehicle Management** **\$ 2,265,912**

173  
174 **FOR: GENERAL EXPENSES (0188):** **\$15,397,016**

175  
176 **Personnel** **\$ 12,241,798**  
177 **Services** **\$ 2,817,207**  
178 **Supplies** **\$ 25,306**  
179 **Other** **\$ 312,705**  
180 **Total -** **\$ 15,397,016**

181  
182 **FOR: TRANSFERS TO OTHER FUNDS (0189):** **\$10,335,701**

183  
184 **To: Capitol Projects Fund** **\$ 200,000**  
185 **To: Debt Service Fund Trans** **\$ 9,866,020**  
186 **To: Senators Fund** **\$ 239,681**  
187 **To: Special Events Fund** **\$ 30,000**  
188 **To: Neighborhood Sves Fund** **\$ -**  
189 **Total - Transfers** **\$ 10,335,701**

190  
191 **SECTION 2. STATE LIQUID FUELS TAX FUND** **\$1,772,901**

192  
193 Appropriations in the amount of **One Million Seven Hundred Seventy Two Thousand Nine Hundred One Dollars**  
194 are hereby made to the State Liquid Fuels Tax Fund as specified in Exhibit "A" and summarized as follows:

195  
196 **To: State Liquid Fuels Tax Fund (2020)**  
197 **Personnel** **\$ -**  
198 **Services** **\$ 414,901**  
199 **Supplies** **\$ 250,000**  
200 **Other** **\$ 1,108,000**  
201 **Total - State Liquid Fuels Tax Fund** **\$ 1,772,901**

**SECTION 3. HOST MUNICIPALITY FEES FUND**

**\$496,918**

Appropriations in the amount of **Four Hundred Ninety Six Thousand Nine Hundred Eighteen Dollars** are hereby made to the Host Municipality Fees Fund as specified in Exhibit "A" and summarized as follows:

**To: Host Municipality Fees Fund (2110):**

|   |           |                |                |
|---|-----------|----------------|----------------|
| <b>Personnel</b>                            | <b>\$</b> | <b>194,418</b> |                |
| <b>Services</b>                             | <b>\$</b> | <b>70,000</b>  |                |
| <b>Supplies</b>                             | <b>\$</b> | <b>95,000</b>  |                |
| <b>Other</b>                                | <b>\$</b> | <b>137,500</b> |                |
|   |           |                |                |
| <b>Total – Host Municipality Fees Fund:</b> | <b>\$</b> |                | <b>496,918</b> |

**SECTION 4. DEBT SERVICE FUND**

**\$9,866,020**

Appropriations in the amount of **Nine Million Eight Hundred Sixty Six Thousand Twenty Dollars** are hereby made to the Debt Service Fund as specified in Exhibit "A" and summarized as follows:

**To: Debt Service Fund** **\$ 9,866,020**

**SECTION 5. NEIGHBORHOOD SERVICES FUND**

**\$19,269,176**

Appropriations in the amount of **Nineteen Million Two Hundred Sixty Nine Thousand One Hundred Seventy Six Dollars** are hereby made to the Neighborhood Services Fund as specified in Exhibit "A" and summarized as follows:

**To: Bureau of Neighborhood Services (2562):**

|                              |           |                  |                   |
|------------------------------|-----------|------------------|-------------------|
| <b>Personnel</b>             | <b>\$</b> | <b>5,248,334</b> |                   |
| <b>Services</b>              | <b>\$</b> | <b>8,682,990</b> |                   |
| <b>Supplies</b>              | <b>\$</b> | <b>729,360</b>   |                   |
| <b>Other</b>                 | <b>\$</b> | <b>4,326,993</b> |                   |
|                              |           |                  |                   |
| <b>Total – City Services</b> | <b>\$</b> |                  | <b>18,987,676</b> |

**To: Bureau of Neighborhood Services (2584):**

|  |           |                |                |
|--|-----------|----------------|----------------|
| <b>Personnel</b>                         | <b>\$</b> | <b>-</b>       |                |
| <b>Services</b>                          | <b>\$</b> | <b>112,360</b> |                |
| <b>Supplies</b>                          | <b>\$</b> | <b>159,140</b> |                |
| <b>Other</b>                             | <b>\$</b> | <b>10,000</b>  |                |
|  |           |                |                |
| <b>Total – Park Maintenance Services</b> | <b>\$</b> |                | <b>281,500</b> |

**SECTION 6. SENATORS FUND**

**\$675,859**

Appropriations in the amount of **Six Hundred Seventy Five Thousand Eight Hundred Fifty Nine Dollars** are hereby made to the Senators Fund as specified in Exhibit "A" and summarized as follows:

**To: Senators Fund (26):**

|                              |           |                |                |
|------------------------------|-----------|----------------|----------------|
| <b>Personnel</b>             | <b>\$</b> | <b>-</b>       |                |
| <b>Services</b>              | <b>\$</b> | <b>25,000</b>  |                |
| <b>Supplies</b>              | <b>\$</b> | <b>-</b>       |                |
| <b>Other</b>                 | <b>\$</b> | <b>650,859</b> |                |
|                              |           |                |                |
| <b>Total – Senators Fund</b> | <b>\$</b> |                | <b>675,859</b> |

**SECTION 7. CAPITAL PROJECTS – PUBLIC WORKS** **\$200,000**

Appropriations in the amount of **Two Hundred Thousand Dollars** are hereby made to the Capital Projects Fund as specified in Exhibit “A” and summarized as follows:

|  |    |                |                   |
|--|----|----------------|-------------------|
| <b>To: Capital Projects – Public Works (06):</b> |    |                |                   |
| <b>Personnel</b>                                 | \$ | -              |                   |
| <b>Services</b>                                  | \$ | -              |                   |
| <b>Supplies</b>                                  | \$ | -              |                   |
| <b>Other</b>                                     | \$ | <b>200,000</b> |                   |
| <b>Total – Capital Projects Fund</b>             |    |                | <b>\$ 200,000</b> |

**SECTION 8. NEIGHBORHOOD MITIGATION** **\$152,000**

Appropriations in the amount of **One Hundred Fifty Two Thousand Dollars** are hereby made to the Neighborhood Mitigation Fund as specified in Exhibit “A” and summarized as follows:

|   |    |                |                   |
|---|----|----------------|-------------------|
| <b>To: Neighborhood Mitigation Fund :</b>   |    |                |                   |
| <b>Salvage</b>                              | \$ | <b>8,000</b>   |                   |
| <b>Land Bank</b>                            | \$ | -              |                   |
| <b>Permit Penalty</b>                       | \$ | <b>44,000</b>  |                   |
| <b>Foreclosure Property Registry</b>        | \$ | <b>100,000</b> |                   |
| <b>Total – Neighborhood Mitigation Fund</b> |    |                | <b>\$ 152,000</b> |

**SECTION 9. SPECIAL EVENTS & PROJECTS REIMB FUND** **\$76,530**

Appropriations in the amount of **Seventy Six Thousand Dollars** are hereby made to the Special Events & Projects Reimb Fund as specified in Exhibit “A” and summarized as follows:

|   |                  |
|---|------------------|
| <b>To: Special Events &amp; Projects Reimb Fund</b> | <b>\$ 76,530</b> |
|---|------------------|

**SECTION 10. FIRE PROTECTION FUND** **\$140,500**

Appropriations in the amount of **One Hundred Forty Thousand Five Hundred Dollars** are hereby made to the Fire Protection Fund as specified in Exhibit “A” and summarized as follows:

|                                     |    |                |                   |
|-------------------------------------|----|----------------|-------------------|
| <b>To: Fire Protection Fund</b>     |    |                |                   |
| <b>Sharp Team</b>                   | \$ | <b>130,000</b> |                   |
| <b>Urban Search And Rescue</b>      | \$ | <b>7,500</b>   |                   |
| <b>Smoke Detector</b>               | \$ | <b>3,000</b>   |                   |
| <b>Total – Fire Protection Fund</b> |    |                | <b>\$ 140,500</b> |

**SECTION 11. POLICE PROTECTION FUND** **\$223,817**

Appropriations in the amount of **Two Hundred Twenty Three Thousand Eight Hundred Seventeen Dollars** are hereby made to the Police Protection Fund as specified in Exhibit “A” and summarized as follows:

|                                       |    |                |                   |
|---------------------------------------|----|----------------|-------------------|
| <b>To: Police Protection Fund</b>     |    |                |                   |
| <b>Illegal Gun Program</b>            | \$ | <b>2,400</b>   |                   |
| <b>Police Training</b>                | \$ | <b>113,000</b> |                   |
| <b>K-9 Emergency</b>                  | \$ | <b>2,500</b>   |                   |
| <b>K-9</b>                            | \$ | <b>7,400</b>   |                   |
| <b>Police Projects</b>                | \$ | <b>30,000</b>  |                   |
| <b>Fed Forfeiture</b>                 | \$ | <b>26,000</b>  |                   |
| <b>Dare Program</b>                   | \$ | -              |                   |
| <b>Protect Hbg Legal Defense</b>      | \$ | <b>5,000</b>   |                   |
| <b>Pa Gaming Contrl Brd Grnt</b>      | \$ | <b>37,517</b>  |                   |
| <b>Total – Police Protection Fund</b> |    |                | <b>\$ 223,817</b> |

**SECTION 12. PARKS & RECREATION FUND**

**\$281,500**

Appropriations in the amount of **Two Hundred Eighty One Thousand Five Hundred Dollars** are hereby made to the Parks & Recreation Fund as specified in Exhibit "A" and summarized as follows:

**To: Parks & Recreation Fund :**

|  |           |                |
|--|-----------|----------------|
| <b>City Island</b>                         | <b>\$</b> | <b>164,500</b> |
| <b>Reservoir Park</b>                      | <b>\$</b> | <b>32,000</b>  |
| <b>Events</b>                              | <b>\$</b> | <b>-</b>       |
| <b>Highmark</b>                            | <b>\$</b> | <b>85,000</b>  |
| <b>General Revenue</b>                     | <b>\$</b> | <b>-</b>       |
|  |           | <hr/>          |
| <b>Total – Parks &amp; Recreation Fund</b> | <b>\$</b> | <b>281,500</b> |

**SECTION 13. WHBG FUND**

**\$9,500**

Appropriations in the amount of **Nine Thousand Five Hundred Dollars** are hereby made to the WHBG Fund as specified in Exhibit "A" and summarized as follows:

|                      |           |              |
|----------------------|-----------|--------------|
| <b>To: WHBG Fund</b> | <b>\$</b> | <b>9,500</b> |
|----------------------|-----------|--------------|

**SECTION 14. EVENTS FUND**

**\$179,230**

Appropriations in the amount of **One Hundred Seventy Nine Thousand Two Hundred Thirty Dollars** are hereby made to the Events Fund as specified in Exhibit "A" and summarized as follows:

|                        |           |                |
|------------------------|-----------|----------------|
| <b>To: Events Fund</b> | <b>\$</b> | <b>179,230</b> |
|------------------------|-----------|----------------|

**SECTION 15. SANITATION FUND AND DISPOSAL FUND**

**\$1,710**

Appropriations in the amount of **One Thousand Seven Hundred Nine Dollars** are hereby made to the Sanitation and Disposal as specified in Exhibit "A" and summarized as follows:

|                                 |           |              |
|---------------------------------|-----------|--------------|
| <b>To: Sanitation Fund (27)</b> | <b>\$</b> | <b>1,710</b> |
| <b>To: Disposal Fund(28)</b>    | <b>\$</b> | <b>-</b>     |



359        **SECTION 16. ESTIMATED RESOURCES**

360

361        The estimated resources of the City of Harrisburg for the year 2018 are as follows:

362

363        **GENERAL FUND** **\$72,117,844**

364

365        **STATE LIQUID FUELS TAX FUND** **\$1,783,328**

366

367        **HOST MUNICIPALITY FEES FUND** **\$496,918**

368

369        **DEBT SERVICE FUND** **\$9,866,020**

370

371        **NEIGHBORHOOD SERVICES FUND** **\$19,286,483**

372

373        **SENATORS FUND** **\$675,859**

374

375        **CAPITAL PROJECTS – PUBLIC WORKS** **\$200,000**

376

377        **NEIGHBORHOOD MITIGATION** **\$153,000**

378

379        **SPECIAL EVENTS & PROJECTS REIMB FUND** **\$76,530**

380

381        **FIRE PROTECTION FUND** **\$140,500**

382

383        **POLICE PROTECTION FUND** **\$223,817**

384

385        **PARKS & RECREATION FUND** **\$281,500**

386

387        **WHBG FUND** **\$10,000**

388

389        **EVENTS FUND** **\$179,230**

390

391        **SANITATION FUND** **\$1,710**

392

393        **DISPOSAL FUND** **\$0**

394

395        **TOTAL 2018 PROPOSED BUDGET** **\$105,492,739**

396

397

398       **SECTION 17. DELEGATION**

399  
400       Appropriate City officials are authorized and directed to take such actions as are necessary to effectuate this ordinance.  
401

402       **SECTION 18. SEVERABILITY**

403  
404       If any provision, sentence, clause, section, or part of this ordinance or the application thereof to any person or circumstance is for any  
405       reason found to be unconstitutional, illegal or invalid by a court of competent jurisdiction, such unconstitutionality, illegality or invalidity shall  
406       not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this ordinance. It is hereby declared as the intent of  
407       the Council of the City of Harrisburg that this ordinance would have been adopted had such unconstitutional, illegal or invalid provision, sentence,  
408       clause, section, or part not been included herein.  
409

410       **SECTION 19. REPEALER**

411  
412       All ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.  
413

414       **SECTION 20. EFFECTIVE DATE**

415  
416       This ordinance shall take effect in accordance with the provisions of the law.  
417  
418  
419  
420

421       Seconded by: \_\_\_\_\_  
422

423  
424       City Council: \_\_\_\_\_  
425

426  
427       Signed by the Mayor: \_\_\_\_\_  
428