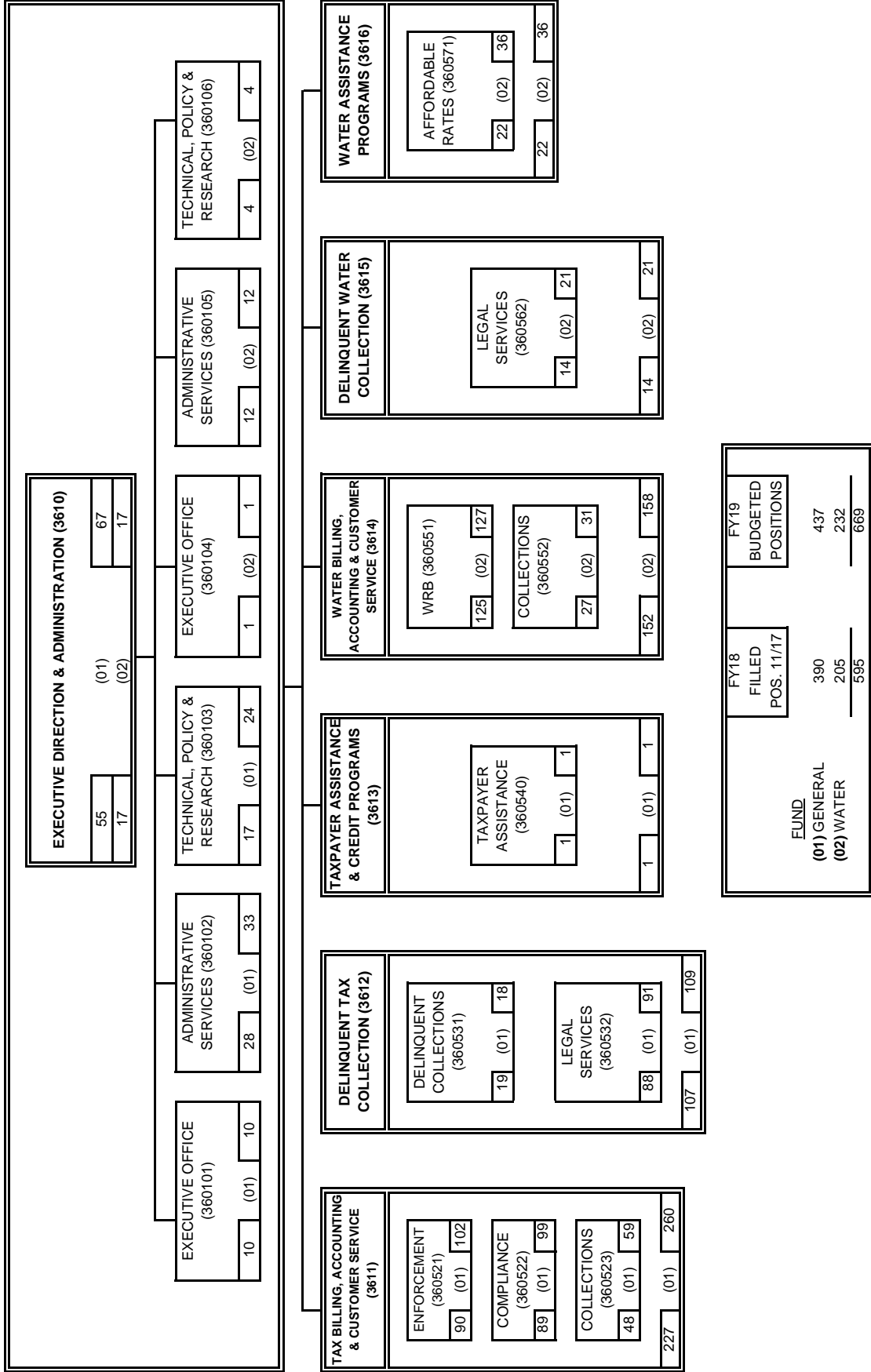


CITY OF PHILADELPHIA

ORGANIZATION CHART (ALL FUNDS) BY PROGRAM

FISCAL 2019 OPERATING BUDGET

Department	No.	36
Revenue		



CITY OF PHILADELPHIA

DEPARTMENTAL SUMMARY BY FUND

FISCAL 2019 OPERATING BUDGET

Department								No.
Revenue								36
No. (1)	Fund (2)	Class (3)	Description (4)	Fiscal 2017 Actual Obligations (5)	Fiscal 2018 Original Appropriation (6)	Fiscal 2018 Estimated Obligations (7)	Fiscal 2019 Proposed Budget (8)	Increase or (Decrease) (9)
01	General	100	Employee Compensation					
		a)	Personal Services	20,417,912	22,231,193	21,933,221	22,156,816	223,595
		b)	Employee Benefits					
		200	Purchase of Services	7,971,138	7,350,349	7,200,349	7,630,749	430,400
		300	Materials and Supplies	565,640	711,526	711,526	716,526	5,000
		400	Equipment	201,755	199,450	199,450	203,450	4,000
		500	Contributions, etc.	4,000				
		800	Payments to Other Funds					
			Total	29,160,445	30,492,518	30,044,546	30,707,541	662,995
02	Water	100	Employee Compensation					
		a)	Personal Services	10,844,659	9,759,200	9,759,200	10,171,000	411,800
		b)	Employee Benefits					
		200	Purchase of Services	4,958,727	5,048,100	5,048,100	5,059,000	10,900
		300	Materials and Supplies	396,803	554,850	554,850	555,500	650
		400	Equipment	434,215	873,550	873,550	874,000	450
		500	Contributions, etc.	120	5,000	5,000	5,000	
		800	Payments to Other Funds					
			Total	16,634,523	16,240,700	16,240,700	16,664,500	423,800
08	Grants Revenue	100	Employee Compensation					
		a)	Personal Services					
		b)	Employee Benefits					
		200	Purchase of Services	19,305,501	26,425,000	25,550,000	26,425,000	875,000
		300	Materials and Supplies					
		400	Equipment					
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total	19,305,501	26,425,000	25,550,000	26,425,000	875,000
14	Acute Care Hospital	100	Employee Compensation					
		a)	Personal Services		30,000	30,000	30,000	
		b)	Employee Benefits					
		200	Purchase of Services					
		300	Materials and Supplies	4,998	5,000	5,000	5,000	
		400	Equipment	10,000	10,000	10,000	10,000	
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total	14,998	45,000	45,000	45,000	
		100	Employee Compensation					
		a)	Personal Services					
		b)	Employee Benefits					
		200	Purchase of Services					
		300	Materials and Supplies					
		400	Equipment					
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total					
	Departmental Total All Funds	100	Employee Compensation					
		a)	Personal Services	31,262,571	32,020,393	31,722,421	32,357,816	635,395
		b)	Employee Benefits					
		200	Purchase of Services	32,235,366	38,823,449	37,798,449	39,114,749	1,316,300
		300	Materials and Supplies	967,440	1,271,376	1,271,376	1,277,026	5,650
		400	Equipment	645,970	1,083,000	1,083,000	1,087,450	4,450
		500	Contributions, etc.	4,120	5,000	5,000	5,000	
		800	Payments to Other Funds					
			Total	65,115,467	73,203,218	71,880,246	73,842,041	1,961,795

71-53B (Program Based Budgeting Version)

CITY OF PHILADELPHIA				DEPARTMENTAL SUMMARY		
FISCAL 2019 OPERATING BUDGET				INCREASES AND DECREASES		
				ALL FUNDS		
Department						No.
Revenue						36
Budget Comments	Class	Class	Class	Class	Other	Total
(1)	100	200	300/400	500	Classes	(7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
General Fund						
Salary Increases, Longevity, Increment and Salary Adj. And New Position	223,595					223,595
Professional Services Contract increases		430,400				430,400
Material and Supplies Increase			9,000			9,000
Total - General Fund	223,595	430,400	9,000			662,995
Water Fund						
Salary Increases, Longevity, Increment and Salary Adj.	411,800					411,800
Increase in Maintenance Cost		10,900				10,900
Increase in Materials and Equipment			1,100			1,100
Total - Water Fund	411,800	10,900	1,100			423,800
Grants Revenue Fund						
Increase in Professional Svcs- Delinquent Collections		875,000				875,000
Total - Grants Revenue Fund		875,000				875,000
Department Total - All Funds	635,395	1,316,300	10,100			1,961,795

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

DEPARTMENTAL SUMMARY
PERSONAL SERVICES

Department Revenue	No. 36
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Line No.	Category	Fiscal 2017		Fiscal 2018			Fiscal 2019		Increase (Decrease) in Pos. (Col. 8 less 5)	Increase (Decrease) in Requirements (Col. 9 less 6)
		Actual Positions 6/30/17	Actual Obligations	Budgeted Positions	Estimated Obligations	Increment Run -PPE 11/26/17	Budgeted Positions	Department Request		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

A. Summary by Object Classification - All Funds

1	Lump Sum		137,564		173,500			199,000		25,500
2	Full Time	647	28,608,821	668	29,676,937	595	669	30,405,316	1	728,379
3	Bonus, Gross Adj.		388,502		44,189					(44,189)
4	PT, Temp/Seas, Bd , SCG		863,145		695,801			685,000		(10,801)
5	Overtime		1,247,678		1,059,407			1,059,500		93
6	Holiday Overtime		702		11,600			5,000		(6,600)
7	Shift/Stress		11		5,987			4,000		(1,987)
8	H&L, IOD, LT-Sick		16,148		55,000					(55,000)
9										
Total		647	31,262,571	668	31,722,421	595	669	32,357,816	1	635,395

B. Summary of Uniformed Personnel Included in Above - All Funds

1	Lump Sum									
2	Full Time - Uniform									
3	Bonus, Gross Adj.									
4	PT, Temp/Seas, Bd , SCG									
5	Overtime - Uniform									
6	Unused Uniform Leave									
7	Shift/Stress									
8	H&L, IOD, LT-Sick									
9										
Total										

C. Summary by Object Classification - General Fund

1	Lump Sum		86,400		132,000			157,000		25,000
2	Full Time	398	18,637,546	436	20,569,368	390	437	20,859,816	1	290,448
3	Bonus, Gross Adj.		239,373		28,500					(28,500)
4	PT, Temp/Seas, Bd, SCG		844,090		635,000			635,000		
5	Overtime		597,862		505,000			505,000		
6	Holiday Overtime		702		6,300					(6,300)
7	Shift/Stress		3		2,053					(2,053)
8	H&L, IOD, LT-Sick		11,937		55,000					(55,000)
9										
Total		398	20,417,912	436	21,933,221	390	437	22,156,816	1	223,595

D. Summary of Uniformed Personnel Included in Above - General Fund

1	Lump Sum									
2	Full Time - Uniform									
3	Bonus, Gross Adj.									
4	PT, Temp/Seas, Bd , SCG									
5	Overtime - Uniform									
6	Unused Uniform Leave									
7	Shift/Stress									
8	H&L, IOD, LT-Sick									
9										
Total										

CITY OF PHILADELPHIA			PROGRAM SUMMARY - ALL FUNDS			
FISCAL 2019 OPERATING BUDGET						
Department		No.	Program			No.
REVENUE		01	POLICY, ANALYSIS, EXECUTIVE DIRECTION & ADMIN			10
Program Description						
<p>This program provides leadership for the Department, conducts analyses, sets and informs policy, and ensures that Revenue has the resources it needs, including fiscal and information technology functions and an outgoing mail processing center.</p>						
Program Objectives						
<ul style="list-style-type: none"> • Start implementation of new Integrated Tax System to replace the existing system. • Expand information technology infrastructure to add more processing power and electronic filing/payment options. • Maximize impact of the Data Warehouse with predictive analytics. 						
Performance Measures						
Description		Fiscal 2017 Year-End	Fiscal 2018 Target	Fiscal 2018 Year-to-Date 12/31/17	Fiscal 2019 Target	
(1)		(2)	(3)	(4)	(5)	
Percent of budgeted positions filled		90.0%	95.0%	91.0%	95.0%	
<p>Comments: While Revenue is currently ramping up entry-level hiring, the Department had a delayed start to the hiring process due to unit reorganizations and attrition. As a result, Revenue believes that the percentage will be closer to 95% by the end of the year.</p>						
Summary by Fund						
Fund No.	Fund	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	General	10,319,713	8,142,102	8,135,724	8,105,166	(30,558)
02	Water	888,439	5,223,859	5,242,100	5,321,000	78,900
	Total	11,208,152	13,365,961	13,377,824	13,426,166	48,343
Summary of Full Time Positions by Fund						
Fund No.	Fund	Actual Positions 6/30/17	Fiscal 2018 Budgeted	Increment Run PPE 11/26/17	Fiscal 2019 Budgeted	Inc. / (Dec.) (Col. 6 less 4)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	General	77	65	55	67	2
02	Water	12	17	17	17	
	Total Full Time	89	82	72	84	2

CITY OF PHILADELPHIA				PROGRAM SUMMARY - ALL FUNDS (CONTINUED)		
FISCAL 2019 OPERATING BUDGET						
Department		No.	Program		No.	
REVENUE		01	POLICY, ANALYSIS, EXECUTIVE DIRECTION & ADMIN		10	
Selected Associated Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2017 Actual Revenues (3)	Fiscal 2018 Original Budget (4)	Fiscal 2018 Estimate (5)	Fiscal 2019 Proposed Budget (6)	Increase or (Decrease) (7)
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2018 Original Approp. (GO Only) (4)	Fiscal 2018 Original Approp. (All Other Sources) (5)	Fiscal 2019 Proposed Budget (GO Only) (6)	Fiscal 2019 Proposed Bdg (All Other Sources) (7)
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2017 Calculated Obligations (3)	Fiscal 2018 Calculated Appropriations (4)	Fiscal 2018 Calculated Obligations (5)	Fiscal 2019 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	2,099,513	2,134,882	2,134,882	2,107,295	(27,587)
Finance	Employee Benefits - Uniform					

71-53E (Program Based Budgeting Version)

CITY OF PHILADELPHIA	PROGRAM SUMMARY
FISCAL 2019 OPERATING BUDGET	

Department REVENUE	No. 36	Program POLICY, ANALYSIS, EXECUTIVE DIRECTION & ADMIN	No. 10
Fund GENERAL	No. 01		

Summary by Class

Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	4,582,701	4,256,981	4,300,603	4,155,245	(145,358)
b)	Employee Benefits					
200	Purchase of Services	5,287,483	3,322,500	3,272,500	3,352,300	79,800
300	Materials and Supplies	243,773	406,171	406,171	406,171	
400	Equipment	201,755	156,450	156,450	191,450	35,000
500	Contributions, Indemnities and Taxes	4,000				
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
	Total	10,319,713	8,142,102	8,135,724	8,105,166	(30,558)

Summary of Positions

Code (1)	Category (2)	Actual Positions 6/30/17 (3)	Fiscal 2018 Budgeted Positions (4)	Increment Run PPE 11/26/17 (5)	Fiscal 2019 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	77	65	55	67	2
105	Full Time - Uniform					
	Total	77	65	55	67	2

Selected Associated Non-Tax Revenues by Type

Description (1)	Fiscal 2017 Actual Revenues (2)	Fiscal 2018 Original Budget (3)	Fiscal 2018 Estimate (4)	Fiscal 2019 Proposed Budget (5)	Increase or (Decrease) (6)
Local					
Federal					
State					
Other Governments					
Other Funds					

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department REVENUE	No. 36	Program POLICY, ANALYSIS, EXEC DIRECTION & ADMIN	No. 10
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
<u>EXECUTIVE OFFICE (360511)</u>									
1	2L10	Administrative Assistant	37,764 - 48,548	1	1	1	1	49,573	
2	A620	Asst. Dir. Fin. - Dir. of Continuous Improvement	95,000	1	1	1	1	95,000	
3	A620	Asst. to the Director of Finance - Chief Counsel	130,323		1	1	1	130,323	
4	2B02	Collection Customer Representative	38,634 - 42,156	1	1	1	1	42,781	
5	D325	Deputy Dir. Finance - Revenue Commissioner	145,000	1	1	1	1	145,000	
6	D402	Deputy Revenue Commissioner	120,000	3	3	3	3	360,000	
7	F392	First Deputy Revenue Commissioner	125,000	1	1	1	1	125,000	
8	S484	Special Assistant to Revenue Commissioner	55,000	1	1	1	1	55,000	
Subtotal Executive Office				9	10	10	10	1,002,677	
<u>ADMINISTRATIVE SERVICES (360512)</u>									
9	2A06	Accountant	40,637 - 52,251		1				(1)
10	2L09	Admin. Services Supv.	38,708- 49,761		1		1	48,022	
11	2C05	Budget Officer 1	54,941 - 70,622				1	54,941	1
12	2C06	Budget Officer 2	62,578 - 80,457	1	1	1	1	81,482	
13	A620	Asst. Dir. Fin. - Chief Fiscal & Admin. Officer	97,000	1	1	1	1	97,000	
14	1A04	Clerk 3	38,634 - 42,156	5	6	5	8	290,437	2
15	1A11	Clerk Typist 1	30,043 - 32,081	1					
16	1A12	Clerk Typist 2	32,688 - 35,342	1	3	2	2	67,124	(1)
17	1B29	Contract Clerk	44,891 - 49,386	1					
18	2H12	Dept. Human Resources Manager	62,578 - 80,457	1	1	1	1	62,578	
19	1B25	Dept. Payroll Clerk	36,332 - 39,540	2	1	1			(1)
20	1B27	Dept. Payroll Supv.	41,745 - 45,749	1	1	1	1	47,173	
21	2E08	Dept. Procurement Spec.	41,652 - 53,556	1	1	1	1	50,584	
22	2A33	Fiscal Officer	71,597 - 92,059		1		1	71,597	
23	2H90	Human Resources Professional 1	35,099 - 49,761	1	1	1			(1)
24	2H91	Human Resources Professional 2	49,321 - 63,412		1	1	2	104,999	1
25	7A01	Laborer	32,688 - 35,342	1	1				(1)
26	2L03	Management Trainee	35,099 - 45,126				1	35,099	1
27	7A03	Office Equip. Operator	35,282 - 38,348	3	9	3	3	110,986	(6)
28	7M07	Office Machinery Equipment Operator	37,483 - 40,848	3		3	3	125,019	3
29	2H58	SR Departmental Human Resource Associate	54,491 - 70,622	1	1	1	1	72,047	
30	7A03	Semi-Skilled Laborer	35,282 - 38,348	2		4	3	83,637	3
31	1F06	Stores Workers	36,332 - 39,539	2	2	2	2	80,728	
Subtotal Administrative Services				28	33	28	33	1,483,453	

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department REVENUE	No. 36	Program POLICY, ANALYSIS, EXEC DIRECTION & ADMIN	No. 10
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
TECHNICAL, POLICY & RESEARCH (360513)									
32	1D41	Data Service Support Clerk	35,282 - 38,348	1	1		1	38,348	
33	D554	Direct of Research & Analysis	107,000	1	1		1	107,000	
34	A620	Asst. Dir. Fin. - Director of Policy & Plan	103,000	1	1		1	103,000	
35	L153	Legal Assistant	36,118		1		1	36,118	
36	A620	Asst. Dir. Fin. - Policy and Outreach Coordinator	95,000	1	1		1	95,000	
37	A620	Asst. Dir. Fin. - Revenue Policy Analyst	60,000 - 80,000	2	2		2	136,000	
38	A620	Asst. Dir. Fin. - Programmer	70,000		1				(1)
39	2J04	Public Information Officer	50,606 - 65,058	1	1	1	1	66,283	
40	2J02	Public Relations Specialist 1	37,764 - 48,548	1	1	1	1	41,087	
41	A620	Asst. Dir. Fin. - Data Analyst	60,000 - 85,000	2		1	2	130,000	2
42	A620	Asst. Dir. Fin. - Data and Research Analyst	65,000		1	1	1	65,000	
43	A620	Asst. Dir. Fin. - Research & Information Analyst 1	55,000 - 85,000	5	5	5	5	347,500	
44	2B40	Tax & Revenue Conferee	57,030 - 73,317	4	5	6	5	371,910	
45	2B41	Tax & Revenue Conferee Supervisor	71,597 - 92,059	1	1	1	1	93,684	
46	A620	Asst. Dir. Fin. - Web Content Manager	60,000			1	1	60,000	1
Subtotal Technical, Policy & Research				20	22	17	24	1,690,930	2
POSITIONS TRANSFERRED TO PROGRAMS 12 AND 13									
47	A620	Asst. Dir. Fin. - Admin. Taxpayer Asst.	60,000	1					
48	2L10	Administrative Assistant	37,764 - 48,548	1					
49	2L32	Administrative Spec. 2	48,116 - 61,866	1					
50	2L01	Administrative Technician	33,277 - 42,793	1					
51	2B02	Collection Customer Representative	38,634 - 42,156	1					
52	1D41	Data Svc. Supp. Clerk	35,282 - 38,348	3					
53	E695	Executive Assistant	87,975	1					
54	A620	Asst. Dir. Fin. - Program Manager	75,000	1					
55	R551	Research Analyst	75,000	1					
56	2B32	Revenue Examiner 2	48,116 - 61,866	3					
57	2B20	Revenue Coll. Officer 1	71,597 - 92,059	1					
58	1A37	Service Representative	35,282 - 38,348	1					
59	2B49	Tax Analyst Trainee	34,244 - 44,026	3					
60	2B55	Tax Collections Coordinator	58,456 - 75,151	1					
Subtotal				20					
Program Total				77	65	55	67	4,177,060	2

71-53I (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET	SCHEDULE 100 LIST OF POSITIONS BY PROGRAM
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Department REVENUE	No. 36	Program POLICY, ANALYSIS, EXECUTIVE DIRECTION & ADMIN	No. 10
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
		Full Time - Civilian		77	65	55	67	4,177,060	2
		Temporary & Seasonal Staff						75,000	
		Regular Overtime						75,000	
		Lump Sum Separation Payments						25,000	
Total Gross Requirements				77	65	55	67	4,352,060	2
Plus: Earned Increment								12,060	
Plus: Longevity								612	
Less: (Vacancy Allowance)								(209,487)	
Total Budget Request								4,155,245	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2017		Fiscal 2018			Fiscal 2019		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/17 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/17 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum		31,237					25,000	25,000	
2	Full Time - Civilian	77	4,283,127	65	4,115,350	55	67	3,980,245	(135,105)	2
3	Full Time - Uniform									
4	Bonus, Gross Adj.		32,202							
5	PT, Temp/Seas, Bd, SCG		151,427		75,000			75,000		
6	Overtime - Civilian		83,138		75,000			75,000		
7	Overtime - Uniform									
8	Holiday Overtime - Civilian		702		3,600				(3,600)	
9	Unused Uniform Leave									
10	Shift/Stress		3		1,653				(1,653)	
11	H&L, IOD, LT-Sick		865		30,000				(30,000)	
12										
Total		77	4,582,701	65	4,300,603	55	67	4,155,245	(145,358)	2

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA		SCHEDULE 300 - 400				
FISCAL 2019 OPERATING BUDGET		MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM				
Department REVENUE		No. 36	Program POLICY, ANALYSIS, EXECUTIVE DIRECTION & ADMIN			No. 10
Fund GENERAL		No. 01				
Code (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Departmental Request (6)	Increase or (Decrease) (7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications	6,752	15,000	15,000	15,000	
305	Building & Construction		1,000	1,000	1,000	
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel	1,028	800	800	1,000	200
309	Cordage & Fibers					
310	Electrical & Communication	51	5,200	5,200	5,000	(200)
311	General Equipment & Machinery					
312	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools	734	500	500	1,000	500
317	Hospital & Laboratory	425	600	600	1,000	400
318	Janitorial, Laundry & Household	988	1,500	1,500	1,000	(500)
320	Office Materials & Supplies	200,331	314,071	314,071	314,071	
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists	15,676	15,500	15,500	15,000	(500)
325	Printing	12,367	50,000	44,300	36,600	(7,700)
326	Recreational & Educational	5,413	1,500	7,200	15,000	7,800
328	Vehicle Parts & Accessories					
335	Lubricants	10	500	500	500	
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
Total		243,773	406,171	406,171	406,171	
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications	15,939	5,000	5,000	5,000	
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment	14,053	50,000	50,000	50,000	
423	Plumbing, AC & Space Heating		200	200		(200)
424	Precision, Photographic & Artists		1,250	1,250	1,450	200
426	Recreational & Educational					
427	Computer Equipment & Peripherals	15,663	20,000	20,000	20,000	
428	Vehicles					
430	Furniture & Furnishings	155,643	80,000	80,000	115,000	35,000
499	Other Equipment (not otherwise classified)	457				
Total		201,755	156,450	156,450	191,450	35,000

71-53L (Program Based Budgeting Version)

CITY OF PHILADELPHIA				SUPPORTING DETAIL:		
FISCAL 2019 OPERATING BUDGET				PROFESSIONAL SERVICES AND CARE OF INDIVIDUALS, BY PROGRAM		
Department		No.	Program		No.	
REVENUE		36	POLICY, ANALYSIS, EXEC DIRECTION & ADMIN		10	
Fund		No.				
GENERAL		01				
Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriation (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Department Request (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	2,053,202	330,000	280,000	321,500	41,500
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriation	Fiscal 2018 Estimated Obligations	Fiscal 2019 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	AB+C Creative Intelligence	349,090				EITC Marketing Services
250	AB+C Creative Intelligence	408,764				PBT Marketing and Outreach Service
250	Bellvue Strategies, LLC	5,963				PBT Marketing and Outreach Service
250	Campaign For Working Families	724,540				EITC Tax Preparation Services
250	Geneva Worldwide, Inc.	5,000				Document Translation
250	K-Lak Corp	25,698				Soc. Security # and Address Searches
250	Language Line Service	25,000	35,000	35,000	35,000	Interpreter Services
250	Lasalle University	23,951	30,000	30,000	30,000	General Consulting
250	Marilyn Nyman Associates Inc.	25,000	25,000	25,000	25,000	Customer Service Training
250	Muniservices, LLC	17,500				PBT Marketing and Outreach Service
250	Pathways	30,000				EITC Tax Preparation Services
250	Screening One Inc	13,000				Soc. Security # and Address Searches
250	Sterling Infosystems Inc	18,697	29,000	29,000	29,000	Criminal Background Screening
250	Surgent Mccoy, CPE	11,889	75,000	25,000	75,000	Tax Regs Training & Consultants
250	U S Facilities Inc.	13,150	14,000	14,000	14,000	Office Reconfigurations
250	Vanguard	60,000				Homestead Program Customer Service and Processing
250	Misc. Vendors	10,828	50,000	20,000	41,500	Miscellaneous Professional Services
	Class 250 Total	1,768,069	258,000	178,000	249,500	
251	Acumen		31,000	61,000	31,000	Database Support and Training
251	Cello Partnership	83				Public Safety Mobile Svcs.
251	Data-Core Systems, Inc.	32,000				Revenue MeF Support & Maint.
251	Globalpoint Inc.	6,000				IT Staff Aug.-PBT
251	Online Consulting Inc.	19,647	41,000	41,000	41,000	Training
251	Revenue Solutions Inc.	52,800				Tax Delinquency Data
251	Smart Information Mgmt	48,600				Web Developer-PBT
251	Truebridge Resources	65,000				IT Staff Aug.-PBT
251	Misc. Vendors	61,002				Misc Info. Technology Services
	Class 251 Total	285,132	72,000	102,000	72,000	

71-53N (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET				SUPPORTING DETAIL: CLASSES OTHER THAN 250s AND 290, BY PROGRAM		
Department REVENUE		No. 36	Program POLICY, ANALYSIS, EXEC DIRECTION & ADMIN		No. 10	
Fund GENERAL		No. 01				
Minor Object Code	Name of Contractor or Provider	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriation	Fiscal 2018 Estimated Obligations	Fiscal 2019 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
210	Pitney Bowes Bank, Inc. (Reserve Account)	2,730,204	2,700,000	2,700,500	2,701,300	Mail Center Activities
210	United Parcel Service Inc.	350	1,500	1,500	1,500	Express Mail
210	United States Postal Service	58,000	58,000	58,000	58,000	PO Boxes
	Class 210 Total	2,788,554	2,759,500	2,760,000	2,760,800	
216	Misc. Vendors	79,396	50,000	50,000	50,000	Misc. Software and Licenses
	Class 216 Total	79,396	50,000	50,000	50,000	
260	Bell & Howell	275,314	20,000	26,231	30,000	Mail Center Equipment Mtn.
	Class 260 Total	275,314	20,000	26,231	30,000	
285	Xerox	18,691	83,000	83,000	108,000	Lease Purchase- Copier Upgrade
	Class 285 Total	18,691	83,000	83,000	108,000	
320	Misc. Vendors	200,331	314,071	314,071	314,071	Supplies, Paper, Envelopes, etc.
	Class 320 Total	200,331	314,071	314,071	314,071	
325	Misc. Vendors	12,367	50,000	44,300	36,600	Misc. Printing of Forms
	Class 325 Total	12,367	50,000	44,300	36,600	
410	Misc. Vendors	15,939	5,000	5,000	5,000	Electrical, Lighting & Communication
	Class 410 Total	15,939	5,000	5,000	5,000	
420	Misc. Vendors	14,053	50,000	50,000	50,000	Misc. Office Equipment
	Class 420 Total	14,053	50,000	50,000	50,000	
430	Misc. Vendors	155,643	80,000	80,000	115,000	Misc. Office Equipment
	Class 430 Total	155,643	80,000	80,000	115,000	

71-530 (Program Based Budgeting Version)

CITY OF PHILADELPHIA	PROGRAM SUMMARY
FISCAL 2019 OPERATING BUDGET	

Department REVENUE	No. 36	Program POLICY, ANALYSIS, EXEC DIRECTION & ADMIN	No. 10
Fund WATER	No. 02		

Summary by Class

Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	623,924	844,759	863,000	931,000	68,000
b)	Employee Benefits					
200	Purchase of Services	240,475	4,094,100	4,094,100	4,105,000	10,900
300	Materials and Supplies	2,124	220,000	220,000	220,000	
400	Equipment	21,916	65,000	65,000	65,000	
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		888,439	5,223,859	5,242,100	5,321,000	78,900

Summary of Positions

Code (1)	Category (2)	Actual Positions 6/30/17 (3)	Fiscal 2018 Budgeted Positions (4)	Increment Run PPE 11/26/17 (5)	Fiscal 2019 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	12	17	17	17	
105	Full Time - Uniform					
Total		12	17	17	17	

Selected Associated Non-Tax Revenues by Type

Description (1)	Fiscal 2017 Actual Revenues (2)	Fiscal 2018 Original Budget (3)	Fiscal 2018 Estimate (4)	Fiscal 2019 Proposed Budget (5)	Increase or (Decrease) (6)
Local					
Federal					
State					
Other Governments					
Other Funds					

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department REVENUE	No. 36	Program POLICY, ANALYSIS, EXEC DIRECTION & ADMIN	No. 10
Fund WATER	No. 02		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
		<u>EXECUTIVE OFFICE (360514)</u>							
1	D402	Deputy Revenue Commissioner	120,000		1	1	1	120,000	
		<u>ADMINISTRATIVE SERVICES (360515)</u>							
2	2A06	Accountant	40,637 - 52,251	1	1				(1)
3	1A11	Clerk Typist 1	30,043 - 32,081	1					
4	1A12	Clerk Typist 2	32,688 - 35,342	1	1	1	1	36,268	
5	1B29	Contract Clerk	44,891 - 49,386				1	43,796	1
6	1D41	Data Service Support Clerk	35,281 - 38,348	1	1	2	1	38,212	
7	1B25	Departmental Payroll Clerk	36,332 - 39,539	1	1	1	1	36,410	
8	1F21	Mail Center Manager	43,296 - 55,668		1	1	1	55,668	
9	1F20	Mail Center Supervisor	42,674 - 46,830		1		1	41,633	
10	7M07	Office Machinery Equipment Operator 1	37,483 - 40,848	1	2	1	1	41,873	(1)
11	7A03	Semi-Skilled Laborer	35,281 - 38,348	1	1	3	2	75,614	1
12	1F08	Stores Supervisor	40,708 - 44,533	1	1	1	1	45,558	
13	1F06	Stores Worker	36,332 - 39,539	1	1	1	1	40,764	
14	1A42	Word Processing Specialist 2	35,281 - 38,348	1	1	1	1	39,573	
		Subtotal Administrative Services		10	12	12	12	495,369	
		<u>TECHNICAL, POLICY & RESEARCH (360516)</u>							
15	A620	Asst. Dir. Fin. - Project Coordinator	73,000		1	1	1	73,000	
16	R551	Quantitative Research Analyst	85,000	1	1	1	1	85,000	
17	2B18	Revenue Collection Representative	39,669 - 43,330	1	2	2	2	88,510	
		Subtotal Technical, Policy & Research		2	4	4	4	246,510	
		Program Total		12	17	17	17	861,879	

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET	SCHEDULE 100 LIST OF POSITIONS BY PROGRAM
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Department REVENUE	No. 36	Program POLICY, ANALYSIS, EXEC DIRECTION & ADMIN	No. 10
Fund WATER	No. 02		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
		Full Time		12	17	17	17	861,879	
		Temporary & Seasonal							
		Regular Overtime						75,000	
		Holiday Overtime						2,000	
		Shift Differential							
		Lump Sum Separation Payments						1,000	
Total Gross Requirements				12	17	17	17	939,879	
Plus: Earned Increment								3,203	
Plus: Longevity								764	
Less: (Vacancy Allowance)								(12,846)	
Total Budget Request								931,000	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2017		Fiscal 2018			Fiscal 2019		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/17 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/17 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum		33,996		500			1,000	500	
2	Full Time - Civilian	12	532,269	17	781,169	17	17	853,000	71,831	
3	Full Time - Uniform									
4	Bonus, Gross Adj.		10,771		1,525				(1,525)	
5	PT, Temp/Seas, Bd, SCG		12,253		2,306				(2,306)	
6	Overtime - Civilian		34,407		75,000			75,000		
7	Overtime - Uniform									
8	Holiday Overtime - Civilian				2,500			2,000	(500)	
9	Unused Uniform Leave									
10	Shift/Stress									
11	H&L, IOD, LT-Sick		228							
12										
Total		12	623,924	17	863,000	17	17	931,000	68,000	

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET			SCHEDULE 200 PURCHASE OF SERVICES BY PROGRAM			
Department REVENUE		No. 36	Program POLICY, ANALYSIS, EXEC DIRECTION & ADMIN		No. 10	
Fund WATER		No. 02				
Code (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Departmental Request (6)	Increase or (Decrease) (7)
Schedule 200 - Purchase of Services						
201	Cleaning & Laundering					
202	Janitorial Services					
205	Refuse, Garbage, Silt and Sludge Removal					
209	Telephone & Communication					
210	Postal Services	2,920	3,843,000	3,843,000	3,843,000	
211	Transportation	1,500	500	500	1,000	500
215	Licenses, Permits & Inspection Charges					
216	Commercial off the Shelf Software Licenses					
220	Electric Current					
221	Gas Services					
222	Steam for Heating					
230	Meals (non-travel) & Official Entertaining					
231	Overtime Meals					
240	Advertising & Promotional Activities					
250	Professional Services	2,500				
251	Professional Svcs. - Information Technology					
252	Accounting & Auditing Services					
253	Legal Services					
254	Mental Health & Intellectual Disability Services					
255	Dues			265		(265)
256	Seminar & Training Sessions	1,495	5,000	5,000	5,000	
257	Architectural & Engineering Services					
258	Court Reporters					
259	Arbitration Fees					
260	Repair & Maintenance Charges	227,305	240,000	240,000	250,000	10,000
261	Repaving, Repairing & Resurfacing Streets					
262	Demolition of Buildings					
264	Abatement of Nuisances					
265	Rehabilitation of Property					
266	Maint. & Support - Comp. Hardware & Software			630		(630)
275	Juror Fees					
276	Juror Expenses					
277	Witness Fees					
280	Insurance & Official Bonds					
282	Lease Purchase - Computer Systems					
283	Lease Purchase - Vehicles					
284	Ground & Building Rental					
285	Rents - Other	4,755	5,600	4,705	6,000	1,295
286	Rental of Parking Spaces					
290	Payments for Care of Individuals					
295	Imprest Advances					
298	Payments for Burials & Graves					
299	Other Expenses (not otherwise classified)					
Total		240,475	4,094,100	4,094,100	4,105,000	10,900

71-53K (Program Based Budgeting Version)

CITY OF PHILADELPHIA		SCHEDULE 300 - 400				
FISCAL 2019 OPERATING BUDGET		MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM				
Department REVENUE		No. 36	Program POLICY, ANALYSIS, EXEC DIRECTION & ADMIN		No. 10	
Fund WATER		No. 02				
Code (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Departmental Request (6)	Increase or (Decrease) (7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications					
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel	837		58		(58)
309	Cordage & Fibers					
310	Electrical & Communication					
311	General Equipment & Machinery					
312	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools	46				
317	Hospital & Laboratory			3		(3)
318	Janitorial, Laundry & Household	140		341		(341)
320	Office Materials & Supplies	1,101	220,000	209,388	220,000	10,612
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists					
325	Printing			10,210		(10,210)
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
Total		2,124	220,000	220,000	220,000	
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications	6,815				
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment	14,053	65,000	64,051		(64,051)
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals	525				
428	Vehicles					
430	Furniture & Furnishings	523		949	65,000	64,051
499	Other Equipment (not otherwise classified)					
Total		21,916	65,000	65,000	65,000	

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

SUPPORTING DETAIL:
CLASSES OTHER THAN
250s AND 290, BY PROGRAM

Department REVENUE	No. 36	Program POLICY, ANALYSIS, EXEC DIRECTION & ADMIN	No. 10
Fund WATER	No. 02		

Minor Object Code	Name of Contractor or Provider	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriation	Fiscal 2018 Estimated Obligations	Fiscal 2019 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
210	Misc. Postage	2,920				Postage Service
210	Pitney Bowes Bank Inc.		3,843,000	3,843,000	3,843,000	Postage
	Class 210 Total	2,920	3,843,000	3,843,000	3,843,000	
260	Bell & Howell LLC	211,985	200,000	200,000	210,000	Repair & Mtn. of Mail Center Equip
260	Pitney Bowes Incorporated	12,274	40,000	40,000	40,000	Repair & Mtn. of Mail Center Equip
260	Miscellaneous Vendors	3,046				Misc. repairs
	Class 260 Total	227,305	240,000	240,000	250,000	
320	Miscellaneous Vendors	1,101	20,000	26,344	20,000	Supplies, Paper, Envelopes
320	Paper Mart		200,000	183,044	200,000	Supplies, Paper, Envelopes
	Class 320 Total	1,101	220,000	209,388	220,000	
420	Pitney Bowes Incorporated	14,053	65,000	64,051		Mail Center Equipment
	Class 420 Total	14,053	65,000	64,051		
430	Transamerican Office Furniture Inc.	523		949		Office Furniture
430	To Be Determined				65,000	Office Furniture
	Class 430 Total	523		949	65,000	

71-530 (Program Based Budgeting Version)

CITY OF PHILADELPHIA	PROGRAM SUMMARY - ALL FUNDS
FISCAL 2019 OPERATING BUDGET	

Department REVENUE	No. 36	Program TAX BILLING, ACCOUNTING & CUSTOMER SERVICE	No. 11
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Program Description

This program determines which taxes, fees, and fines people owe, lets people know how much to pay, and processes payments received.

Program Objectives

- Maximize revenue collections through increasing on-time and delinquent payments.
- Implement mandatory ePay for large business tax payments.
- Modernize revenue collection instruments, including chip card readers.

Performance Measures

Description (1)	Fiscal 2017 Year-End (2)	Fiscal 2018 Target (3)	Fiscal 2018 Year-to-Date 12/31/17 (4)	Fiscal 2019 Target (5)
Percent of real estate tax collected within calendar year	95.5%	95.5%	N/A	95.5%
<i>Comments: This is an annual measure. The FY17 year-end figure represents Calendar Year 2016, which is the most recent year for which 12 months of data is available.</i>				
Total dollar amount collected (General Fund)	\$3.481B	\$3.760B	\$1.459B	\$3.912B
<i>Comments: This includes real estate, BIRT, all wage taxes, and all other taxes. Wage taxes include the PICA tax.</i>				
Total dollar amount collected (School District)	\$974M	\$1.058B	\$225M	TBD
<i>Comments: School District amounts are from their budget adopted on 5/31/17. This includes PILOT revenue. The FY19 target will be available when the School District budget is issued later in FY18.</i>				

Summary by Fund

Fund No. (1)	Fund (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	11,780,304	13,247,172	12,835,676	13,067,732	232,056
02	Water	1,377,559				
14	Acute Care Hospital Assessment	14,998	45,000	45,000	45,000	
	Total	13,172,861	13,292,172	12,880,676	13,112,732	232,056

Summary of Full Time Positions by Fund

Fund No. (1)	Fund (2)	Actual Positions 6/30/17 (3)	Fiscal 2018 Budgeted (4)	Increment Run PPE 11/26/17 (5)	Fiscal 2019 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
01	General	225	262	227	260	(2)
02	Water	31				
14	Acute Care Hospital Assessment					
	Total Full Time	256	262	227	260	(2)

CITY OF PHILADELPHIA

**PROGRAM SUMMARY - ALL FUNDS
(CONTINUED)**

FISCAL 2019 OPERATING BUDGET

Department REVENUE	No. 36	Program TAX BILLING, ACCOUNTING & CUSTOMER SERVICE	No. 11
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Selected Associated Non-Tax Revenues by Fund

Fund No. (1)	Fund (2)	Fiscal 2017 Actual Revenues (3)	Fiscal 2018 Original Budget (4)	Fiscal 2018 Estimate (5)	Fiscal 2019 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	47,269,316	43,516,000	44,398,000	47,064,000	2,666,000

Selected Associated Capital Projects

Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2018 Original Approp. (GO Only) (4)	Fiscal 2018 Original Approp. (All Other Sources) (5)	Fiscal 2019 Proposed Budget (GO Only) (6)	Fiscal 2019 Proposed Bdgt (All Other Sources) (7)

Selected Associated Operating Costs

Dept. Where Appropriated (1)	Description (2)	Fiscal 2017 Calculated Obligations (3)	Fiscal 2018 Calculated Appropriations (4)	Fiscal 2018 Calculated Obligations (5)	Fiscal 2019 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	4,710,665	4,752,231	4,752,231	4,942,002	189,771
Finance	Employee Benefits - Uniform					

71-53E (Program Based Budgeting Version)

CITY OF PHILADELPHIA	PROGRAM SUMMARY
FISCAL 2019 OPERATING BUDGET	

Department REVENUE	No. 36	Program TAX BILLING, ACCOUNTING & CUSTOMER SERVICE	No. 11
Fund GENERAL	No. 01		

Summary by Class

Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	11,060,856	12,267,708	11,956,212	12,334,868	378,656
b)	Employee Benefits					
200	Purchase of Services	477,336	763,689	663,689	517,089	(146,600)
300	Materials and Supplies	242,112	207,775	207,775	207,775	
400	Equipment		8,000	8,000	8,000	
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
	Total	11,780,304	13,247,172	12,835,676	13,067,732	232,056

Summary of Positions

Code (1)	Category (2)	Actual Positions 6/30/17 (3)	Fiscal 2018 Budgeted Positions (4)	Increment Run PPE 11/26/17 (5)	Fiscal 2019 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	225	262	227	260	(2)
105	Full Time - Uniform					
	Total	225	262	227	260	(2)

Selected Associated Non-Tax Revenues by Type

Description (1)	Fiscal 2017 Actual Revenues (2)	Fiscal 2018 Original Budget (3)	Fiscal 2018 Estimate (4)	Fiscal 2019 Proposed Budget (5)	Increase or (Decrease) (6)
Local	7,363,622	4,742,000	4,299,000	4,299,000	
Federal	5,461	5,000	5,000	5,000	
State					
Other Governments	39,900,233	38,769,000	40,094,000	42,760,000	2,666,000
Other Funds					

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department REVENUE	No. 36	Program TAX BILLING, ACCOUNTING & CUSTOMER SERVICE	No. 11
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
<u>ENFORCEMENT (360521)</u>									
1	1B10	Account Clerk	36,332 - 39,539	1	1		1	36,509	
2	2L32	Administrative Specialist 2	48,116 - 61,866	1	1	1	1	63,291	
3	2B10	Assistant Revenue Collection Manager	45,277 - 58,196	1	1	1	1	59,221	
4	1A03	Clerk 2	32,688 - 35,342	1	1	1	1	36,367	
5	1A04	Clerk 3	38,634 - 42,156	1	1	1	1	43,381	
6	1A11	Clerk Typist 1	30,043 - 32,081		1		1	30,189	
7	2B02	Collection Customer Representative	38,634 - 42,156	19	20	17	20	829,912	
8	2B04	Collection Representative Supervisor	38,708 - 49,761	9	12	9	12	569,034	
9	1D41	Data Service Support Clerk	35,281 - 38,348	2	2	2	4	139,405	2
10	P549	Program Manager	65,000		1	1	1	65,000	
11	2B11	Revenue Collection Manager	54,941 - 70,622	6	6	7	6	411,646	
12	2B18	Revenue Collection Representative	39,669 - 43,330	13	18	9	16	670,317	(2)
13	2B20	Revenue Collections Officer 1	71,597 - 92,059	1	1	1	1	93,684	
14	6E23	Revenue Investigator	39,669 - 43,330			2			
15	1A37	Service Representative	35,281 - 38,348	29	35	36	35	1,343,845	
16	2B28	Tax Assessor	38,559 - 42,182	2	2	1			(2)
17	1A42	Word Processing Specialist 2	35,282 - 38,348	1	1	1	1	39,973	
		Subtotal Enforcement		87	104	90	102	4,431,775	(2)
<u>COMPLIANCE (360522)</u>									
18	1B10	Account Clerk	36,332 - 39,539	1	1	1	1	37,394	
19	2B10	Assistant Revenue Collection Manager	45,277 - 58,196	1	1	1	1	59,821	
20	1A04	Clerk 3	38,634 - 42,156	1	1	1	1	42,781	
21	1A12	Clerk Typist 2	31,890 - 34,480	2	3	3	3	105,120	
22	2B02	Collection Customer Representative	38,634 - 42,156	2	3	2	3	127,948	
23	2B04	Collection Representative Supervisor	38,708 - 49,761	4	5	6	3	140,557	(2)
24	1D41	Data Service Support Clerk	35,281 - 38,348	8	8	9	8	331,900	
25	2B11	Revenue Collection Manager	54,941 - 70,622	1	1	1	1	67,723	
26	2B18	Revenue Collection Representative	39,669 - 43,330	3	5	3	3	132,467	(2)
27	2B35	Revenue Compliance Program Director	91,151 - 102,541		1		1	91,151	
28	2B31	Revenue Examiner 1	37,764 - 48,548	5	5	5	2	71,022	(3)
29	2B32	Revenue Examiner 2	48,116 - 61,866	18	17	16	22	1,274,344	5
30	2B33	Revenue Examiner 3	58,456 - 75,151	2	5	4	5	349,812	
31	2B34	Revenue Examiner 4	67,091 - 86,256	1	1	1	1	87,881	
32	2B30	Revenue Examiner Trainee	40,231 - 45,260		2				(2)
33	6E23	Revenue Investigator	39,669 - 43,330	8	15	12	15	663,636	
34	6E25	Revenue Investigation Supervisor	38,708 - 49,761	3	3	3	3	151,369	
35	1A37	Service Representative	35,281 - 38,348	3	4	4	4	151,598	
36	2B28	Tax Assessor	38,559 - 42,182	12	17	14	18	758,962	1
37	2B29	Tax Assessor Supervisor	40,185 - 51,661	4		3	4	211,572	4
		Subtotal Compliance		79	98	89	99	4,857,058	1

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department REVENUE	No. 36	Program TAX BILLING, ACCOUNTING & CUSTOMER SERVICE	No. 11
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
<u>COLLECTIONS (360523)</u>									
38	1B10	Account Clerk	36,332 - 39,539	2	1	1	1	38,468	
39	2A05	Accountant Trainee	40,637 - 52,251	4	3	3	3	125,719	
40	2A06	Accountant	40,231 - 45,260	8	10	10	11	544,826	1
41	2A07	Accounting Supervisor	51,871 - 66,683	3	2	2	3	193,233	1
42	2A08	Accounting Transactions Supervisor	58,456 - 75,151	2	2		1	58,456	(1)
43	2B10	Assistant Revenue Collection Manager	45,277 - 58,196	1	1	1			(1)
44	2A42	Auditor 2	48,116 - 61,866		1				(1)
45	1A21	Clerical Supervisor 1	36,332 - 39,539	1	1	2	1	38,469	
46	1A03	Clerk 2	32,688 - 35,342		1				(1)
47	1A11	Clerk Typist 1	30,043 - 32,081	1					
48	1A12	Clerk Typist 2	31,890 - 34,480	1	1	1	1	36,167	
49	2B02	Collection Customer Representative	38,634 - 42,156	3	3	2	3	121,863	
50	2B04	Collection Representative Supervisor	38,708 - 49,761	2	2	2	2	99,008	
51	1D41	Data Service Support Clerk	35,281 - 38,348	3	3	3	3	114,644	
52	2A01	Financial Technician	34,244 - 44,026		1				(1)
53	1B80	Payment Processing Clerk 1	34,020 - 36,916	2	4		2	66,380	(2)
54	1B81	Payment Processing Clerk 2	35,281 - 38,348	8	7	7	10	372,785	3
55	1B82	Payment Processing Clerk 3	37,483 - 40,848						
56	1B83	Payment Processing Clerk Supervisor	41,745 - 45,748	1	2	2	2	93,347	
57	2A21	Revenue Accounting Manager	67,091 - 86,256			1	1	82,286	1
58	2B11	Revenue Collection Manager	54,941 - 70,622	2	1	1	2	71,847	1
59	2B18	Revenue Collection Representative	39,669 - 43,330	5	6	5	6	260,514	
60	2B20	Revenue Collections Officer 1	71,597 - 92,059	1					
61	2B21	Revenue Collections Officer 2	83,312 - 107,108		1	1	1	108,933	
62	2B33	Revenue Examiner 3	58,456 - 75,151	1	1				(1)
63	1A37	Service Representative	35,281 - 38,348	5	5	4	6	220,047	1
64	2B28	Tax Assessor	38,559 - 42,182	2	1				(1)
65	2B40	Tax & Revenue Conferee	57,030 - 73,317	1					
Subtotal Collections				59	60	48	59	2,646,992	(1)
Program Total				225	262	227	260	11,935,824	(2)

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET	SCHEDULE 100 LIST OF POSITIONS BY PROGRAM
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Department REVENUE	No. 36	Program TAX BILLING, ACCOUNTING & CUSTOMER SERVICE	No. 11
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
		Full Time - Civilian		225	262	227	260	11,935,824	(2)
		Lump Sum						100,000	
		PT, Temp/Seas, Bd, SCG						500,000	
		Overtime - Civilian						400,000	
Total Gross Requirements				225	262	227	260	12,935,824	(2)
Plus: Earned Increment								98,598	
Plus: Longevity								8,494	
Less: (Vacancy Allowance)								(708,048)	
Total Budget Request								12,334,868	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2017		Fiscal 2018			Fiscal 2019		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/17 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/17 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum		40,323		100,000			100,000		
2	Full Time - Civilian	225	9,726,810	262	10,899,612	227	260	11,334,868	435,256	(2)
3	Full Time - Uniform									
4	Bonus, Gross Adj.		179,666		28,500				(28,500)	
5	PT, Temp/Seas, Bd, SCG		608,803		500,000			500,000		
6	Overtime - Civilian		494,183		400,000			400,000		
7	Overtime - Uniform									
8	Holiday Overtime - Civilian				2,700				(2,700)	
9	Unused Uniform Leave									
10	Shift/Stress				400				(400)	
11	H&L, IOD, LT-Sick		11,071		25,000				(25,000)	
12										
Total		225	11,060,856	262	11,956,212	227	260	12,334,868	378,656	(2)

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA		SCHEDULE 200 PURCHASE OF SERVICES BY PROGRAM				
FISCAL 2019 OPERATING BUDGET						
Department REVENUE		No. 36	Program TAX BILLING, ACCOUNTING & CUSTOMER SERVICE		No. 11	
Fund GENERAL		No. 01				
Code (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Departmental Request (6)	Increase or (Decrease) (7)
Schedule 200 - Purchase of Services						
201	Cleaning & Laundering					
202	Janitorial Services					
205	Refuse, Garbage, Silt and Sludge Removal					
209	Telephone & Communication					
210	Postal Services	357,003				
211	Transportation	7,650	10,000	10,000	10,000	
215	Licenses, Permits & Inspection Charges					
216	Commercial off the Shelf Software Licenses	6,049	6,500	6,500		(6,500)
220	Electric Current					
221	Gas Services					
222	Steam for Heating					
230	Meals (non-travel) & Official Entertaining		500			
231	Overtime Meals					
240	Advertising & Promotional Activities		1,500			
250	Professional Services	6,971	396,339	132,000	270,339	138,339
251	Professional Svcs. - Information Technology		246,400	410,739	164,800	(245,939)
252	Accounting & Auditing Services					
253	Legal Services					
254	Mental Health & Intellectual Disability Services					
255	Dues	2,270	2,450	2,450	2,450	
256	Seminar & Training Sessions	713	5,000	5,000	5,000	
257	Architectural & Engineering Services					
258	Court Reporters					
259	Arbitration Fees					
260	Repair & Maintenance Charges	17,042	25,000	25,000		(25,000)
261	Repaving, Repairing & Resurfacing Streets					
262	Demolition of Buildings					
264	Abatement of Nuisances					
265	Rehabilitation of Property					
266	Maint. & Support - Comp. Hardware & Software	11,340	12,000	12,000		(12,000)
275	Juror Fees					
276	Juror Expenses					
277	Witness Fees					
280	Insurance & Official Bonds					
282	Lease Purchase - Computer Systems	1,315				
283	Lease Purchase - Vehicles					
284	Ground & Building Rental					
285	Rents - Other	66,984	58,000	60,000	64,500	4,500
286	Rental of Parking Spaces					
290	Payments for Care of Individuals					
295	Imprest Advances					
298	Payments for Burials & Graves					
299	Other Expenses (not otherwise classified)					
Total		477,336	763,689	663,689	517,089	(146,600)

CITY OF PHILADELPHIA		SCHEDULE 300 - 400				
FISCAL 2019 OPERATING BUDGET		MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM				
Department		No.	Program		No.	
REVENUE		36	TAX BILLING, ACCOUNTING & CUSTOMER SERVICE		11	
Fund		No.				
GENERAL		01				
Code	Description	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Departmental Request	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications	1,404	2,300	2,300	2,300	
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel	211	1,035	1,035	1,035	
309	Cordage & Fibers					
310	Electrical & Communication					
311	General Equipment & Machinery					
312	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory		295	295	295	
318	Janitorial, Laundry & Household					
320	Office Materials & Supplies	16,782	75,000	75,000	75,000	
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists		4,145	4,145	4,145	
325	Printing	223,715	125,000	125,000	125,000	
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
Total		242,112	207,775	207,775	207,775	
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications					
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment					
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals		8,000	8,000	8,000	
428	Vehicles					
430	Furniture & Furnishings					
499	Other Equipment (not otherwise classified)					
Total			8,000	8,000	8,000	

CITY OF PHILADELPHIA			SUPPORTING DETAIL: PROFESSIONAL SERVICES AND CARE OF INDIVIDUALS, BY PROGRAM			
FISCAL 2019 OPERATING BUDGET						
Department		No.	Program		No.	
REVENUE		36	TAX BILLING, ACCOUNTING & CUST SERVICE		11	
Fund		No.				
GENERAL		01				
Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriation (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Department Request (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	6,971	642,739	542,739	435,139	(107,600)
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriation	Fiscal 2018 Estimated Obligations	Fiscal 2019 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	AB+C Creative Intelligence		250,000	100,000	200,000	Marketing & Outreach for PBT
250	Bellevue Strategies, LLC		25,000			Marketing & Outreach for PBT
250	K-Lak Corp		27,000			SS# & Adress Search
250	Muniservices, LLC		25,000			Marketing & Outreach for PBT
250	TransUnion Risk and Alter. Data Solutions, Inc.			32,000	32,000	Public Access Database
250	US Facilities, Inc.		15,000			Office Reconfiguration
250	Misc. Vendors	6,971	4,339		38,339	Misc. Professional Services
250	TBD		50,000			Misc. Professional Services-PBT
	Class 250 Total	6,971	396,339	132,000	270,339	
251	Data-Core Systems, Inc.		29,000	29,000		IT Related Services- PBT
251	Global Point			42,600		IT Staff Aug.-PBT
251	Modis			132,400		IT Staff Aug.-PBT
251	Smart IMS			30,456		Web Developer-PBT
251	True Bridge			60,658		IT Staff Aug.-PBT
251	Zivtech, LLC		32,000	32,000		PBT Portal Design
251	TBD		35,400	15,400	14,800	IT Related Services- PBT
251	TBD		150,000	68,225	150,000	E-Filing & E-Payment Updates
	Class 251 Total		246,400	410,739	164,800	

71-53N (Program Based Budgeting Version)

CITY OF PHILADELPHIA			PROGRAM SUMMARY			
FISCAL 2019 OPERATING BUDGET						
Department		No.	Program		No.	
REVENUE		36	TAX BILLING, ACCOUNTING & CUSTOMER SERVICE		11	
Fund		No.				
WATER		02				
Summary by Class						
Class	Description	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services	1,212,900				
b)	Employee Benefits					
200	Purchase of Services	134,024				
300	Materials and Supplies	21,928				
400	Equipment	8,706				
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		1,377,559				
Summary of Positions						
Code	Category	Actual Positions 6/30/17	Fiscal 2018 Budgeted Positions	Increment Run PPE 11/26/17	Fiscal 2019 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian	31				
105	Full Time - Uniform					
Total		31				
Selected Associated Non-Tax Revenues by Type						
Description	Fiscal 2017 Actual Revenues	Fiscal 2018 Original Budget	Fiscal 2018 Estimate	Fiscal 2019 Proposed Budget	Increase or (Decrease)	
(1)	(2)	(3)	(4)	(5)	(6)	
Local						
Federal						
State						
Other Governments						
Other Funds						

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department REVENUE	No. 36	Program TAX BILLING, ACCOUNTING & CUSTOMER SERVICE	No. 11
Fund WATER	No. 02		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
PAYMENT PROCESSING (360552)									
1	2B10	Assistant Revenue Collection Manager	45,277 - 58,196	1					
2	A620	Assistant to the Director of Finance	65,000						
3	1A21	Clerical Supervisor 1	36,332 - 39,539						
4	1A03	Clerk 2	32,688 - 35,342	4					
5	1A04	Clerk 3	38,634 - 42,156	1					
6	2B04	Collection Representative Supervisor	38,708 - 49,761						
7	1D41	Data Service Support Clerk	35,282 - 38,348	5					
8	1B80	Payment Processing Clerk 1	34,020 - 36,916	1					
9	1B81	Payment Processing Clerk 2	35,281 - 38,348	13					
10	1B82	Payment Processing Clerk 3	37,483 - 40,848	2					
11	1B83	Payment Processing Clerk Supervisor	41,745 - 45,748	1					
12	2B10	Semi-Skilled Laborer	33,418 - 36,323	1					
13	1A37	Service Representative	35,282 - 38,348	2					
		Subtotal Payment Processing		31					
Note: All positions moved to Water Billing, Accounting & Customer Service Program									

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CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET	SCHEDULE 100 LIST OF POSITIONS BY PROGRAM
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Department REVENUE	No. 36	Program TAX BILLING, ACCOUNTING & CUSTOMER SERVICE	No. 11
Fund WATER	No. 02		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
		Full Time - Civilian		31					

Total Gross Requirements Plus: Earned Increment Plus: Longevity Less: (Vacancy Allowance) <div style="text-align: right;">Total Budget Request</div>	31					
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Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2017		Fiscal 2018			Fiscal 2019		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/17 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/17 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum									
2	Full Time - Civilian	31	1,077,467							
3	Full Time - Uniform									
4	Bonus, Gross Adj.		21,635							
5	PT, Temp/Seas, Bd, SCG									
6	Overtime - Civilian		113,798							
7	Overtime - Uniform									
8	Holiday Overtime - Civilian									
9	Unused Uniform Leave									
10	Shift/Stress									
11	H&L, IOD, LT-Sick									
12										
	Total	31	1,212,900							

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA			SCHEDULE 300 - 400			
FISCAL 2019 OPERATING BUDGET			MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program		No.	
REVENUE		36	TAX BILLING, ACCOUNTING & CUSTOMER SERVICE		11	
Fund		No.				
WATER		02				
Code	Description	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Departmental Request	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications					
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel	97				
309	Cordage & Fibers					
310	Electrical & Communication					
311	General Equipment & Machinery					
312	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory					
318	Janitorial, Laundry & Household					
320	Office Materials & Supplies	21,831				
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists					
325	Printing					
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
Total		21,928				
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications					
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment					
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals	8,706				
428	Vehicles					
430	Furniture & Furnishings					
499	Other Equipment (not otherwise classified)					
Total		8,706				

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET				SUPPORTING DETAIL: PROFESSIONAL SERVICES AND CARE OF INDIVIDUALS, BY PROGRAM		
Department REVENUE		No. 36	Program TAX BILLING, ACCOUNTING & CUST SERVICE		No. 11	
Fund WATER		No. 02				
Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriation (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Department Request (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	120,000				
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriation	Fiscal 2018 Estimated Obligations	Fiscal 2019 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	Peripheral Systems, Inc.	120,000				Technical Writing
	Class 250 Total	120,000				

71-53N (Program Based Budgeting Version)

CITY OF PHILADELPHIA	PROGRAM SUMMARY
FISCAL 2019 OPERATING BUDGET	

Department REVENUE	No. 36	Program TAX BILLING, ACCOUNTING & CUSTOMER SERVICE	No. 11
Fund ACUTE CARE HOSPITAL TAX	No. 14		

Summary by Class

Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services		30,000	30,000	30,000	
b)	Employee Benefits					
200	Purchase of Services					
300	Materials and Supplies	4,998	5,000	5,000	5,000	
400	Equipment	10,000	10,000	10,000	10,000	
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		14,998	45,000	45,000	45,000	

Summary of Positions

Code (1)	Category (2)	Actual Positions 6/30/17 (3)	Fiscal 2018 Budgeted Positions (4)	Increment Run PPE 11/26/17 (5)	Fiscal 2019 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian					
105	Full Time - Uniform					
Total						

Selected Associated Non-Tax Revenues by Type

Description (1)	Fiscal 2017 Actual Revenues (2)	Fiscal 2018 Original Budget (3)	Fiscal 2018 Estimate (4)	Fiscal 2019 Proposed Budget (5)	Increase or (Decrease) (6)
Local					
Federal					
State					
Other Governments					
Other Funds					

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET					SCHEDULE 100 LIST OF POSITIONS BY PROGRAM					
Department REVENUE			No. 36	Program TAX BILLING, ACCOUNTING & CUSTOMER SERVICE				No. 11		
Fund ACUTE CARE HOSPITAL TAX			No. 14							
Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)	
		Expenditure Transfer from General Fund						30,000		
Total Gross Requirements								30,000		
Plus: Earned Increment										
Plus: Longevity										
Less: (Vacancy Allowance)										
Total Budget Request								30,000		
Summary of Personal Services										
Line No. (1)	Category (2)	Fiscal 2017		Fiscal 2018			Fiscal 2019		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/17 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/17 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum									
2	Full Time - Civilian				30,000			30,000		
3	Full Time - Uniform									
4	Bonus, Gross Adj.									
5	PT, Temp/Seas, Bd, SCG									
6	Overtime - Civilian									
7	Overtime - Uniform									
8	Holiday Overtime - Civilian									
9	Unused Uniform Leave									
10	Shift/Stress									
11	H&L, IOD, LT-Sick									
12										
Total					30,000			30,000		

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA			SCHEDULE 300 - 400			
FISCAL 2019 OPERATING BUDGET			MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program		No.	
REVENUE		36	TAX BILLING, ACCOUNTING & CUSTOMER SERVICE		11	
Fund		No.				
ACUTE CARE HOSPITAL TAX		14				
Code	Description	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Departmental Request	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications					
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel					
309	Cordage & Fibers					
310	Electrical & Communication					
311	General Equipment & Machinery					
312	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory					
318	Janitorial, Laundry & Household					
320	Office Materials & Supplies	4,998	5,000	5,000	5,000	
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists					
325	Printing					
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
	Total	4,998	5,000	5,000	5,000	
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications					
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment		10,000	10,000	10,000	
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals	3,560				
428	Vehicles					
430	Furniture & Furnishings	6,440				
499	Other Equipment (not otherwise classified)					
	Total	10,000	10,000	10,000	10,000	

CITY OF PHILADELPHIA		PROGRAM SUMMARY - ALL FUNDS				
FISCAL 2019 OPERATING BUDGET						
Department	No.	Program		No.		
REVENUE	36	DELINQUENT TAX COLLECTION		12		
Program Description						
Revenue, in partnership with the Law Department, uses an array of enforcement tools to encourage and compel payment of delinquent taxes, fees, and fines. These tools include sending letters and emails, placing liens on property, placement of accounts with collection agencies, closure of non-compliant businesses, sale of property through Sheriff's Sales, filing suit in both Municipal and Common Pleas Courts, sequestration of the rents from delinquent properties, and administration of payment agreements.						
Program Objectives						
<ul style="list-style-type: none"> • Increase delinquent tax collections. • Streamline process for providing lien and judgment payoffs. • Reduce the amount of delinquent real estate principal outstanding. 						
Performance Measures						
Description		Fiscal 2017 Year-End	Fiscal 2018 Target	Fiscal 2018 Year-to-Date 12/31/17	Fiscal 2019 Target	
(1)		(2)	(3)	(4)	(5)	
Percent delinquent real estate tax accounts in payment agreements		25.4%	25.5%	N/A	25.5%	
<u>Comments:</u> This is an annual measure.						
Summary by Fund						
Fund No.	Fund	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	General	7,060,428	7,822,244	7,792,146	8,253,643	461,497
08	Grants Revenue	16,505,501	23,925,000	17,200,000	17,475,000	275,000
	Total	23,565,929	31,747,244	24,992,146	25,728,643	736,497
Summary of Full Time Positions by Fund						
Fund No.	Fund	Actual Positions 6/30/17	Fiscal 2018 Budgeted	Increment Run PPE 11/26/17	Fiscal 2019 Budgeted	Inc. / (Dec.) (Col. 6 less 4)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	General	96	108	107	109	1
08	Grants Revenue					
	Total Full Time	96	108	107	109	1

CITY OF PHILADELPHIA			PROGRAM SUMMARY			
FISCAL 2019 OPERATING BUDGET						
Department		No.	Program		No.	
REVENUE		36	DELINQUENT TAX COLLECTION		12	
Fund		No.				
GENERAL		01				
Summary by Class						
Class	Description	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services	4,774,355	5,646,504	5,616,406	5,606,703	(9,703)
b)	Employee Benefits					
200	Purchase of Services	2,206,319	2,094,160	2,094,160	2,591,360	497,200
300	Materials and Supplies	79,754	46,580	46,580	51,580	5,000
400	Equipment		35,000	35,000	4,000	(31,000)
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		7,060,428	7,822,244	7,792,146	8,253,643	461,497
Summary of Positions						
Code	Category	Actual Positions 6/30/17	Fiscal 2018 Budgeted Positions	Increment Run PPE 11/26/17	Fiscal 2019 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian	96	108	107	109	1
105	Full Time - Uniform					
Total		96	108	107	109	1
Selected Associated Non-Tax Revenues by Type						
Description	Fiscal 2017 Actual Revenues	Fiscal 2018 Original Budget	Fiscal 2018 Estimate	Fiscal 2019 Proposed Budget	Increase or (Decrease)	
(1)	(2)	(3)	(4)	(5)	(6)	
Local						
Federal						
State						
Other Governments						
Other Funds						

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department REVENUE	No. 36	Program DELINQUENT TAX COLLECTION	No. 12
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
<u>DELINQUENT COLLECTIONS (360531)</u>									
1	2L10	Administrative Assistant	37,764 - 48,548		1	1	1	46,876	
2	2L32	Administrative Specialist 2	48,116 - 61,866		1	1	1	55,608	
3	2L01	Administrative Technician	33,277 - 42,793		1	1	1	44,218	
4	1D41	Data Services Support Clerk	35,281 - 38,348		3	3	3	112,007	
5	E695	Director of Collections	87,975		1	1	1	87,975	
6	L155	Legal Assistant Supervisor	48,759		1	1	1	50,000	
7	R551	Research Analyst	80,000		1	1	1	80,000	
8	2B32	Revenue Examiner 2	48,116 - 61,866		3	3	2	100,534	(1)
9	2B20	Revenue Collection Officer 1	71,597 - 92,059		1	1	1	93,684	
10	2B49	Tax Analyst Trainee	34,244 - 44,026		4	4	4	144,308	
11	2B51	Tax Analyst 2	48,116 - 61,866			1	1	63,291	1
12	2B51	Tax Collections Coord.	58,456 - 75,151		1	1	1	72,397	
		Subtotal Delinquent Collections			18	19	18	950,898	
<u>LEGAL SERVICES (360532)</u>									
13	2L32	Administrative Spec. 2	48,116 - 61,866	1	1	1	1	59,456	
14	2L10	Administrative Assistant	37,764 - 48,548	1	1	1	1	43,154	
15	2L01	Administrative Tech.	33,277 - 42,793	4	4	5	4	166,699	
16	1A02	Clerk 1	30,043 - 32,081				1	30,189	1
17	1A04	Clerk 3	38,634 - 42,156	1	1	2	3	125,774	2
18	1A12	Clerk Typist 2	31,890 - 34,480	2	3	2	3	107,901	
19	2B02	Collections Cust. Rep.	38,634 - 42,156	5	8	4	4	166,575	(4)
20	2B04	Collection Rep. Sup.	38,708 - 49,761	1	1	2	1	99,008	
21	1D41	Data Services Support Clerk	35,281 - 38,348	7	7	6	7	260,407	
22	1F20	Mail Center Supervisor	42,674 - 46,830	1	1	1	1	48,056	
23	1B81	Payment Processing Clerk 2	35,281 - 38,348		1				(1)
24	2B18	Rev. Collection Rep.	39,669 - 43,330	5	1	3	4	176,950	3
25	1A37	Service Representative	35,281 - 38,348	5	6	4	5	188,243	(1)
26	2B49	Tax Analyst Trainee	34,244 - 44,026			1	1	34,244	1
27	2B50	Tax Analyst 1	37,764 - 48,548		3		2	66,452	(1)
28	2B51	Tax Analyst 2	48,116 - 61,866	15	13	13	13	774,220	
29	2B55	Tax Collections Coord.	58,456 - 75,151	3	4	4	4	305,304	
30	1A42	Word Proc. Specialist	35,281 - 38,348	2	2	2	2	79,546	
		Subtotal Legal Services		53	57	51	57	2,732,178	

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department REVENUE	No. 36	Program DELINQUENT TAX COLLECTION	No. 12
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
<u>LEGAL SERVICES- EXEMPT EMPLOYEES</u>									
31	A451	Assistant City Solicitor	49,454 - 68,185	11	10	9	10	551,154	
32	C130	Chief Deputy City Solicitor	128,216	1	1	1	1	128,216	
33	D210	Deputy City Solicitor	58,193 - 85,093	5	3	5	5	352,770	2
34	D580	Divisional Deputy City Solicitor	76,859 - 111,445	3	3	3	3	299,779	
35	L153	Legal Assistant	26,352 - 39,527	15	11	10	6	205,634	(5)
36	L155	Legal Assistant Sup.	39,527 - 51,056	3	2	5	5	231,405	3
37	S201	Senior Attorney	84,276 - 122,199	2	2	2	2	212,793	
38	S217	Senior Legal Assist.	49,662	2	1	2	1	43,341	
39	A620	Asst. to the Director of Finance - Data Analyst	75,000				1	75,000	1
Subtotal Legal Services-Exempt				42	33	37	34	2,100,091	1
Position Transferred to Program 10									
40	A620	Asst. to the Director of Finance - Chief Counsel	130,323	1					
Subtotal Position Transferred to Program 10				1					
Program Total				96	108	107	109	5,783,168	1

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA				SCHEDULE 100						
FISCAL 2019 OPERATING BUDGET				LIST OF POSITIONS BY PROGRAM						
Department			No.	Program				No.		
REVENUE			36	DELINQUENT TAX COLLECTION				12		
Fund			No.							
GENERAL			01							
Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)	
		Full-Time		96	108	107	109	5,783,168	1	
		Temporary & Seasonal						60,000		
		Regular Overtime						30,000		
		Lump Sum Separation Payments						32,000		
		Transfer to Acute Care Hospital Assessment Fund						(30,000)		
Total Gross Requirements				96	108	107	109	5,875,168	1	
Plus: Earned Increment								51,042		
Plus: Longevity								2,339		
Less: (Vacancy Allowance)								(321,846)		
Total Budget Request								5,606,703		
Summary of Personal Services										
Line No. (1)	Category (2)	Fiscal 2017		Fiscal 2018			Fiscal 2019		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/17 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/17 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum		14,839		32,000			32,000		
2	Full Time - Civilian	96	4,627,609	108	5,494,406	107	109	5,484,703	(9,703)	1
3	Full Time - Uniform									
4	Bonus, Gross Adj.		27,505							
5	PT, Temp/Seas, Bd, SCG		83,860		60,000			60,000		
6	Overtime - Civilian		20,541		30,000			30,000		
7	Overtime - Uniform									
8	Holiday Overtime - Civilian									
9	Unused Uniform Leave									
10	Shift/Stress									
11	H&L, IOD, LT-Sick									
12										
Total		96	4,774,355	108	5,616,406	107	109	5,606,703	(9,703)	1

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA			SCHEDULE 300 - 400			
FISCAL 2019 OPERATING BUDGET			MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program		No.	
REVENUE		36	DELINQUENT TAX COLLECTION		12	
Fund		No.				
GENERAL		01				
Code	Description	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Departmental Request	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications	4,243	8,000	8,000	8,000	
305	Building & Construction	285				
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel					
309	Cordage & Fibers					
310	Electrical & Communication	8				
311	General Equipment & Machinery					
312	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory					
318	Janitorial, Laundry & Household					
320	Office Materials & Supplies	49,449	25,000	25,000	30,000	5,000
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists	3,971	5,600	5,600	5,600	
325	Printing	21,798	7,980	7,980	7,980	
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
	Total	79,754	46,580	46,580	51,580	5,000
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications					
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment					
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals					
428	Vehicles					
430	Furniture & Furnishings		35,000	35,000	4,000	(31,000)
499	Other Equipment (not otherwise classified)					
	Total		35,000	35,000	4,000	(31,000)

CITY OF PHILADELPHIA				SUPPORTING DETAIL: PROFESSIONAL SERVICES AND CARE OF INDIVIDUALS, BY PROGRAM		
FISCAL 2019 OPERATING BUDGET						
Department		No.	Program		No.	
REVENUE		36	DELINQUENT TAX COLLECTION		12	
Fund		No.				
GENERAL		01				
Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriation (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Department Request (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	2,155,911	2,047,250	2,047,250	2,542,250	495,000
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriation	Fiscal 2018 Estimated Obligations	Fiscal 2019 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	AAL Acquest Corp	690,000	690,000	540,000	580,000	Tax Info. Cert. Sheriff Sales
250	C. Lane Consulting					Case II Consultant
250	Experian Information Solutions Inc.		250			SS#, Address, Phone Searches
250	LTS Acquisition Co. LLC	690,000	300,000	540,000	580,000	Tax Info. Cert. Sheriff Sales
250	Philadelphia Writ Service Inc.	360,485	420,000	355,000	275,000	Writ Services for Tax
250	Salaman Grayson	4,000				Training
250	Scotlandyard Security Services Inc.					Writ Services for Tax
250	Tyler Firm, LLC	50,000	50,000	50,000	50,000	Writ Services for Tax
250	Transamerican and USF	110,331	25,000			5th Floor Renovations
250	TransUnion Risk and Alter. Data Solutions, Inc.			13,440	14,000	Public Access Database
250	Petty Cash & Other Reimbursements		45,000	31,810	34,250	Misc. Professional Services
250	TBD		450,000	450,000	450,000	Tax Info. Cert. Sheriff Sales
250	TBD				495,000	Outside Appraiser Contracts
	Class 250 Total	1,904,816	1,980,250	1,980,250	2,478,250	
251	Acumen Group Incorporated	244,000	60,000	60,000	60,000	Law Document Management
251	West Publishing Corporation	7,095	7,000	7,000	7,000	Online Legal Services
	Class 251 Total	251,095	67,000	67,000	67,000	

71-53N (Program Based Budgeting Version)

CITY OF PHILADELPHIA			PROGRAM SUMMARY			
FISCAL 2019 OPERATING BUDGET						
Department		No.	Program		No.	
WATER		36	DELINQUENT TAX COLLECTION		12	
Fund		No.				
GRANTS REVENUE		08				
Summary by Class						
Class	Description	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services					
b)	Employee Benefits					
200	Purchase of Services	16,505,501	23,925,000	17,200,000	17,475,000	275,000
300	Materials and Supplies					
400	Equipment					
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		16,505,501	23,925,000	17,200,000	17,475,000	275,000
Summary of Positions						
Code	Category	Actual Positions 6/30/17	Fiscal 2018 Budgeted Positions	Increment Run PPE 11/26/17	Fiscal 2019 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian					
105	Full Time - Uniform					
Total						
Selected Associated Non-Tax Revenues by Type						
Description	Fiscal 2017 Actual Revenues	Fiscal 2018 Original Budget	Fiscal 2018 Estimate	Fiscal 2019 Proposed Budget	Increase or (Decrease)	
(1)	(2)	(3)	(4)	(5)	(6)	
Local	16,355,501	22,275,000	17,050,000	17,325,000	275,000	
Federal						
State	150,000	150,000	150,000	150,000		
Other Governments						
Other Funds						

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET	GRANT INFORMATION SUMMARY WITHIN PROGRAM
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Department REVENUE	No. 36	Program DELINQUENT TAX COLLECTION	No. 12
Fund GRANTS REVENUE	No. 08		

<i>Funding Sources</i>	Grant Title DELINQUENT TAX COLLECTION PROGRAM	Grant Number G36L05	Index Code 360533
<i>Federal</i>	Award Period 7/1/18-6/30/19	Type of Grant REIMBURSEMENT	
<i>State</i>			
<i>Other Govt.</i>			
X <i>Local (Non-Govt.)</i>	Grant Objective		

Commissions for collection of delinquent taxes, fees and fines.

Summary by Class

Class	Description	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Department Request	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100 a)	Personal Services					
100 b)	Employee Benefits - Total					
	Class 186 - Flex Cash Pmts.					
	Class 187 - Worker's Comp. - Disability					
	Class 188 - Worker's Comp. - Medical					
	Class 189 - Medicare Tax					
	Class 190 - Pension Obligation Bonds					
	Class 191 - Pension Contributions					
	Class 192 - FICA					
	Class 193 - Health / Medical					
	Class 194 - Group Life					
	Class 195 - Group Legal					
200	Purchase of Services	16,355,501	23,775,000	17,050,000	17,325,000	275,000
300	Materials and Supplies					
400	Equipment					
500	Contributions, Indemnities and Taxes					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
	Total	16,355,501	23,775,000	17,050,000	17,325,000	275,000

Summary by Funding Source

Code	Category	Fiscal 2017 Actual Revenue	Fiscal 2018 Original Budget	Fiscal 2018 Estimated Revenue	Fiscal 2019 Department Request	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Federal					
200	State					
300	Other Governments					
400	Local (Non-Governmental)	16,355,501	23,775,000	17,050,000	17,325,000	275,000
	Total	16,355,501	23,775,000	17,050,000	17,325,000	275,000

Summary of Positions

Code	Category	Actual Pos. 6/30/17	Fiscal 2018 Budgeted Pos.	Incr. Run PPE 11/26/17	Fiscal 2019 Budgeted Pos.	Inc. / (Dec.) (Col. 6 less Col. 4)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian					
105	Full Time - Uniform					
	Total					

71-53P (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET	GRANT INFORMATION SUMMARY WITHIN PROGRAM
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Department REVENUE	No. 36	Program DELINQUENT TAX COLLECTION	No. 12
Fund GRANTS REVENUE	No. 08		

<i>Funding Sources</i>	Grant Title DELINQUENT TAX COLLECTION PROGRAM	Grant Number G36L05	Index Code 360534
<input checked="" type="checkbox"/> Federal	Award Period 7/1/18-6/30/19	Type of Grant REIMBURSEMENT	
<input type="checkbox"/> State			
<input type="checkbox"/> Other Govt.			
<input type="checkbox"/> Local (Non-Govt.)	Grant Objective		

Collect sales tax refunds due the City of Philadelphia from the Commonwealth.

Summary by Class

Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Department Request (6)	Increase or (Decrease) (7)
100 a)	Personal Services					
100 b)	Employee Benefits - Total					
	Class 186 - Flex Cash Pmts.					
	Class 187 - Worker's Comp. - Disability					
	Class 188 - Worker's Comp. - Medical					
	Class 189 - Medicare Tax					
	Class 190 - Pension Obligation Bonds					
	Class 191 - Pension Contributions					
	Class 192 - FICA					
	Class 193 - Health / Medical					
	Class 194 - Group Life					
	Class 195 - Group Legal					
200	Purchase of Services	150,000	150,000	150,000	150,000	
300	Materials and Supplies					
400	Equipment					
500	Contributions, Indemnities and Taxes					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
	Total	150,000	150,000	150,000	150,000	

Summary by Funding Source

Code (1)	Category (2)	Fiscal 2017 Actual Revenue (3)	Fiscal 2018 Original Budget (4)	Fiscal 2018 Estimated Revenue (5)	Fiscal 2019 Department Request (6)	Increase or (Decrease) (7)
100	Federal					
200	State	150,000	150,000	150,000	150,000	
300	Other Governments					
400	Local (Non-Governmental)					
	Total	150,000	150,000	150,000	150,000	

Summary of Positions

Code (1)	Category (2)	Actual Pos. 6/30/17 (3)	Fiscal 2018 Budgeted Pos. (4)	Incr. Run PPE 11/26/17 (5)	Fiscal 2019 Budgeted Pos. (6)	Inc. / (Dec.) (Col. 6 less Col. 4) (7)
101	Full Time - Civilian					
105	Full Time - Uniform					
	Total					

71-53P (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET	PROGRAM SUMMARY - ALL FUNDS
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Department REVENUE	No. 36	Program TAXPAYER ASSISTANCE & CREDIT PROGRAMS	No. 13
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Program Description

Revenue provides tax relief to individual homeowners and business taxpayers through this program.

Program Objectives

- Increase Earned Income Tax Credit (EITC) enrollment through outreach and communication efforts.
- Revamp Owner-Occupied Payment Agreement procedures and policies to reduce risk of homeowner tax foreclosure.
- Increase the percent of eligible homeowners receiving tax relief.

Performance Measures

Description (1)	Fiscal 2017 Year-End (2)	Fiscal 2018 Target (3)	Fiscal 2018 Year-to-Date 12/31/17 (4)	Fiscal 2019 Target (5)
Percent of homeowners receiving relief	78.0%	79.0%	N/A	79.0%

Comments: This is an annual measure.

Number of free Federal Tax Returns prepared to support the EITC	26,099	25,600	N/A	25,600
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Comments: This is an annual measure. Tax season and EITC tax preparations begin in late January. Revenue's contract is for 25,600 tax returns.

Summary by Fund

Fund No. (1)	Fund (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Proposed Budget (6)	Increase or (Decrease) (7)
01	General		1,281,000	1,281,000	1,281,000	
	Total		1,281,000	1,281,000	1,281,000	

Summary of Full Time Positions by Fund

Fund No. (1)	Fund (2)	Actual Positions 6/30/17 (3)	Fiscal 2018 Budgeted (4)	Increment Run PPE 11/26/17 (5)	Fiscal 2019 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
01	General		1	1	1	
	Total Full Time		1	1	1	

CITY OF PHILADELPHIA			PROGRAM SUMMARY			
FISCAL 2019 OPERATING BUDGET						
Department		No.	Program		No.	
REVENUE		36	TAXPAYER ASSISTANCE & CREDIT PROGRAMS		13	
Fund		No.				
GENERAL		01				
Summary by Class						
Class	Description	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services		60,000	60,000	60,000	
b)	Employee Benefits					
200	Purchase of Services		1,170,000	1,170,000	1,170,000	
300	Materials and Supplies		51,000	51,000	51,000	
400	Equipment					
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total			1,281,000	1,281,000	1,281,000	
Summary of Positions						
Code	Category	Actual Positions 6/30/17	Fiscal 2018 Budgeted Positions	Increment Run PPE 11/26/17	Fiscal 2019 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian		1	1	1	
105	Full Time - Uniform					
Total			1	1	1	
Selected Associated Non-Tax Revenues by Type						
Description	Fiscal 2017 Actual Revenues	Fiscal 2018 Original Budget	Fiscal 2018 Estimate	Fiscal 2019 Proposed Budget	Increase or (Decrease)	
(1)	(2)	(3)	(4)	(5)	(6)	
Local						
Federal						
State						
Other Governments						
Other Funds						

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department REVENUE	No. 36	Program TAXPAYER ASSISTANCE & CREDIT PROGRAMS	No. 13
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
		TAXPAYER ASSISTANCE & CREDIT PROGRAMS (360540)							
1	A620	Asst. Dir. Fin. - Admin. Taxpayer Asst. Director	60,000		1	1	1	60,000	

71-53I (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET	SCHEDULE 100 LIST OF POSITIONS BY PROGRAM
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Department REVENUE	No. 36	Program TAXPAYER ASSISTANCE & CREDIT PROGRAMS	No. 13
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
		Full Time-Civilian			1	1	1	60,000	

Total Gross Requirements Plus: Earned Increment Plus: Longevity Less: (Vacancy Allowance)									
Total Budget Request					1	1	1	60,000	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2017		Fiscal 2018			Fiscal 2019		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/17 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/17 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum									
2	Full Time - Civilian			1	60,000	1	1	60,000		
3	Full Time - Uniform									
4	Bonus, Gross Adj.									
5	PT, Temp/Seas, Bd, SCG									
6	Overtime - Civilian									
7	Overtime - Uniform									
8	Holiday Overtime - Civilian									
9	Unused Uniform Leave									
10	Shift/Stress									
11	H&L, IOD, LT-Sick									
12										
	Total			1	60,000	1	1	60,000		

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA			SCHEDULE 300 - 400			
FISCAL 2019 OPERATING BUDGET			MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program		No.	
REVENUE		36	TAXPAYER ASSISTANCE & CREDIT PROGRAMS		13	
Fund		No.				
GENERAL		01				
Code	Description	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Departmental Request	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications					
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel					
309	Cordage & Fibers					
310	Electrical & Communication					
311	General Equipment & Machinery					
312	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory					
318	Janitorial, Laundry & Household					
320	Office Materials & Supplies		51,000	51,000	51,000	
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists					
325	Printing					
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
	Total		51,000	51,000	51,000	
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications					
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment					
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals					
428	Vehicles					
430	Furniture & Furnishings					
499	Other Equipment (not otherwise classified)					
	Total					

CITY OF PHILADELPHIA				SUPPORTING DETAIL:		
FISCAL 2019 OPERATING BUDGET				PROFESSIONAL SERVICES AND CARE OF INDIVIDUALS, BY PROGRAM		
Department		No.	Program		No.	
REVENUE		36	TAXPAYER ASSISTANCE & CREDIT PROG		13	
Fund		No.				
GENERAL		01				
Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriation (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Department Request (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)		1,170,000	1,170,000	1,170,000	
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriation	Fiscal 2018 Estimated Obligations	Fiscal 2019 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	AB+C Creative Intelligence		350,000	318,000	350,000	EITC Marketing Services
250	Campaign for Working Family		730,000	730,000	730,000	EITC Tax Prep and Mkt Svcs.
250	Pathways PA, Inc.		30,000	30,000	30,000	EITC Tax Prep and Mkt Svcs.
250	Urban Affairs Coalitions					EITC Tax Prep and Mkt Svcs.
250	TBD		60,000	92,000	60,000	Homestead Program
	Class 250 Total		1,170,000	1,170,000	1,170,000	

71-53N (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET				SUPPORTING DETAIL: CLASSES OTHER THAN 250s AND 290, BY PROGRAM		
Department REVENUE		No. 36	Program TAXPAYER ASSISTANCE & CREDIT PROG		No. 13	
Fund GENERAL		No. 01				
Minor Object Code	Name of Contractor or Provider	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriation	Fiscal 2018 Estimated Obligations	Fiscal 2019 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
320	TBD		51,000	51,000	51,000	Supplies, Paper, Envelopes, etc.
	Class 320 Total		51,000	51,000	51,000	

71-530 (Program Based Budgeting Version)

CITY OF PHILADELPHIA	PROGRAM SUMMARY - ALL FUNDS
FISCAL 2019 OPERATING BUDGET	

Department REVENUE	No. 36	Program WATER BILLING, ACCOUNTING & CUSTOMER SVC	No. 14
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Program Description

This program determines which water, sewer and stormwater charges people owe, lets people know how much to pay, and processes payments received.

Program Objectives

- Implement e-billing option as an alternative to mailed monthly bills.
- Increase on-time collections.

Performance Measures

Description (1)	Fiscal 2017 Year-End (2)	Fiscal 2018 Target (3)	Fiscal 2018 Year-to-Date 12/31/17 (4)	Fiscal 2019 Target (5)
Percent of water bills paid in 90 days	86.5%	87.0%	84.0%	87.0%
Dollar amount of water bills collected	\$632M	\$638M	\$321M	\$638M

Summary by Fund

Fund No. (1)	Fund (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Proposed Budget (6)	Increase or (Decrease) (7)
02	Water	14,221,418	7,823,499	7,854,034	8,061,500	207,466
	Total	14,221,418	7,823,499	7,854,034	8,061,500	207,466

Summary of Full Time Positions by Fund

Fund No. (1)	Fund (2)	Actual Positions 6/30/17 (3)	Fiscal 2018 Budgeted (4)	Increment Run PPE 11/26/17 (5)	Fiscal 2019 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
02	Water	202	157	152	158	1
	Total Full Time	202	157	152	158	1

CITY OF PHILADELPHIA	PROGRAM SUMMARY
FISCAL 2019 OPERATING BUDGET	

Department REVENUE	No. 36	Program WATER BILLING, ACCOUNTING & CUSTOMER SVC	No. 14
Fund WATER	No. 02		

Summary by Class

Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	8,860,727	6,717,072	6,747,607	6,955,000	207,393
b)	Employee Benefits					
200	Purchase of Services	4,584,228	501,306	501,306	501,000	(306)
300	Materials and Supplies	372,750	308,071	308,071	308,500	429
400	Equipment	403,593	292,050	292,050	292,000	(50)
500	Contributions, Indemnities and Taxes	120	5,000	5,000	5,000	
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
	Total	14,221,418	7,823,499	7,854,034	8,061,500	207,466

Summary of Positions

Code (1)	Category (2)	Actual Positions 6/30/17 (3)	Fiscal 2018 Budgeted Positions (4)	Increment Run PPE 11/26/17 (5)	Fiscal 2019 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	202	157	152	158	1
105	Full Time - Uniform					
	Total	202	157	152	158	1

Selected Associated Non-Tax Revenues by Type

Description (1)	Fiscal 2017 Actual Revenues (2)	Fiscal 2018 Original Budget (3)	Fiscal 2018 Estimate (4)	Fiscal 2019 Proposed Budget (5)	Increase or (Decrease) (6)
Local	631,750,336	637,541,562	637,542,000	637,542,000	
Federal					
State					
Other Governments					
Other Funds					

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department REVENUE	No. 36	Program WATER BILLING, ACCOUNTING & CUSTOMER SVC	No. 14
Fund WATER	No. 02		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
WATER REVENUE BUREAU (360551)									
1	1B10	Account Clerk	36,332 - 39,539	5	4	5	6	231,437	2
2	2A06	Accountant	40,637 - 52,251	10	12	10	10	504,041	(2)
3	2A05	Accountant Trainee	40,231 - 45,260	3	1	1	3	120,693	2
4	2A07	Accounting Supervisor	51,871 - 66,683	4	4	4	4	271,032	
5	2A08	Accounting Transactions Supervisor	58,456 - 75,151	2	2	2	3	217,807	1
6	A106	Adabas Natural Developer	65,000	1					
7	2B10	Assist. Rev. Collect/Admin. Assist. (Confid.)	45,277 - 58,196				1	59,621	1
8	2L08	Administrative Services Supervisor	38,708 - 49,761	1	1				(1)
9	2L01	Administrative Technician	33,277 - 42,793			1			
10	A253	Application Support Specialist	43,000 - 46,000	3					
11	A254	Application Support Supervisor	60,000	1					
12	2B10	Assistant Revenue Collection Manager	45,277 - 58,196	2		1			
13	B710	Business Analyst	65,000	1					
14	1A21	Clerical Supervisor 1	36,332 - 39,539	1					
15	1A22	Clerical Supervisor 2	40,708 - 44,533	2	2	3	3	133,557	1
16	1A02	Clerk 1	30,043 - 32,081				1	30,043	1
17	1A03	Clerk 2	32,688 - 35,342		3				(3)
18	1A04	Clerk 3	38,634 - 42,156	7	8	8	8	333,847	
19	1A12	Clerk Typist 2	31,890 - 34,480	5	1		1	31,890	
20	2B02	Collection Customer Representative	38,634 - 42,156	51	37	30	32	1,299,536	(5)
21	2B04	Collection Representative Supervisor	38,708 - 49,761	14	8	9	8	389,623	
22	1D59	Computer User Support Specialist	41,745 - 45,748	2	2	2	2	94,547	
23	1D41	Data Service Support Clerk	35,281 - 38,348	13	10	12	10	373,289	
24	D402	Deputy Revenue Commissioner	120,000	1					
25	2L18	Executive Assistant	64,455 - 82,870		1				(1)
26	6F71	Meter Reader	36,332 - 39,539	1					
27	6F75	Meter Reading Operations Manager	45,277 - 58,196	1	1	1	1	60,021	
28	1B80	Payment Processing Clerk 1	34,020 - 36,916	1					
29	1B83	Payment Processing Clerk Supervisor	41,745 - 45,748	1					
30	A620	Asst. Dir. Fin. - Program Manager	65,000	1					
31	P588	Project Manager	100,000	1					
32	2A21	Revenue Accounting Manager	67,091 - 86,256	1	1	1	1	87,881	
33	2B11	Revenue Collection Manager	54,941 - 70,622	2	3	3	3	200,652	
34	2B20	Revenue Collection Officer 1	71,597 - 92,059	1					
35	2B18	Revenue Collection Representative	39,669 - 43,330	4	4	2	4	167,649	
36	2B21	Revenue Collection Officer 2	83,312 - 107,108	1	1	1	1	108,533	
37	6E25	Revenue Investigation Superviosr	38,708 - 49,761	2	2	2	2	102,372	
38	6E23	Revenue Investigator	39,669 - 43,330	12	8	7	8	350,159	
39	1A37	Service Representative	35,281 - 38,348	43	10	19	15	520,430	5
40	2B28	Tax Assessor	38,559 - 42,182	1					
41	2B40	Tax & Revenue Conferee	57,030 - 73,317			1			
Subtotal Water Revenue Bureau				202	126	125	127	5,688,660	1

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department REVENUE	No. 36	Program WATER BILLING, ACCOUNTING & CUSTOMER SVC	No. 14
Fund WATER	No. 02		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
PAYMENT PROCESSING (360552)									
42	2B10	Assistant Revenue Collection Manager	45,277 - 58,196		1	1	1	59,221	
43	1A21	Clerical Supervisor 1	36,332 - 39,539		1	1	1	40,164	
44	1A03	Clerk 2	32,688 - 35,342		4	4	4	144,868	
45	1A04	Clerk 3	38,634 - 42,156		1	1	1	42,981	
46	2B04	Collection Representative Supervisor	38,708 - 49,761		2	1	1	48,222	(1)
47	1D41	Data Service Support Clerk	35,282 - 38,348		4		4	151,992	
48	1B80	Payment Processing Clerk 1	34,020 - 36,916				1	33,190	1
49	1B81	Payment Processing Clerk 2	35,281 - 38,348		14	13	12	455,357	(2)
50	1B82	Payment Processing Clerk 3	37,483 - 40,848		2	3	3	123,899	1
51	1B83	Payment Processing Clerk Supervisor	41,745 - 45,748		1	1	1	46,373	
52	1A37	Service Representative	35,282 - 38,348		1	2	2	76,308	1
Subtotal Payment Processing					31	27	31	1,222,575	
Program Total					202	157	152	6,911,235	1

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA	SCHEDULE 100
FISCAL 2019 OPERATING BUDGET	LIST OF POSITIONS BY PROGRAM

Department REVENUE	No. 36	Program WATER BILLING, ACCOUNTING & CUSTOMER SVC	No. 14
Fund WATER	No. 02		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
		Full Time- Civilian		202	157	152	158	6,911,235	1
		Temporary & Seasonal						50,000	
		Regular Overtime						392,000	
		Holiday Overtime						3,000	
		Shift Differential						4,000	
		Lump Sum Separation Payments						41,000	
Total Gross Requirements				202	157	152	158	7,401,235	1
Plus: Earned Increment								42,384	
Plus: Longevity								4,582	
Less: (Vacancy Allowance)								(493,201)	
Total Budget Request								6,955,000	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2017		Fiscal 2018			Fiscal 2019		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/17 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/17 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum		15,544		41,000			41,000		
2	Full Time - Civilian	202	8,218,985	157	6,246,940	152	158	6,465,000	218,060	1
3	Full Time - Uniform									
4	Bonus, Gross Adj.		116,724		11,060				(11,060)	
5	PT, Temp/Seas, Bd, SCG		4,810		50,000			50,000		
6	Overtime - Civilian		500,674		391,907			392,000	93	
7	Overtime - Uniform									
8	Holiday Overtime - Civilian				2,800			3,000	200	
9	Unused Uniform Leave									
10	Shift/Stress		8		3,900			4,000	100	
11	H&L, IOD, LT-Sick		3,983							
12										
Total		202	8,860,727	157	6,747,607	152	158	6,955,000	207,393	1

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA		SCHEDULE 300 - 400				
FISCAL 2019 OPERATING BUDGET		MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM				
Department REVENUE		No. 36	Program WATER BILLING, ACCOUNTING & CUSTOMER SVC			No. 14
Fund WATER		No. 02				
Code (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Departmental Request (6)	Increase or (Decrease) (7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications	2,518	5,000	5,000	5,000	
305	Building & Construction	1,008				
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel	76	5,000	5,000	5,000	
309	Cordage & Fibers					
310	Electrical & Communication	315	11,966	11,966	12,000	34
311	General Equipment & Machinery		400	400	1,000	600
312	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools	106	850	850	1,000	150
317	Hospital & Laboratory	425	100	100	1,000	900
318	Janitorial, Laundry & Household	781	1,200	1,700	2,500	800
320	Office Materials & Supplies	329,123	184,755	186,255	185,000	(1,255)
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists	16,150	30,500	30,500	30,000	(500)
325	Printing	22,248	64,300	64,300	64,000	(300)
326	Recreational & Educational		4,000	2,000	2,000	
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
Total		372,750	308,071	308,071	308,500	429
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications	359		10,000	10,000	
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment		25,550	25,550	25,000	(550)
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists	875				
426	Recreational & Educational					
427	Computer Equipment & Peripherals	33,644	16,000	16,000	16,000	
428	Vehicles					
430	Furniture & Furnishings	368,402	250,000	240,500	241,000	500
499	Other Equipment (not otherwise classified)	313	500			
Total		403,593	292,050	292,050	292,000	(50)

CITY OF PHILADELPHIA

FISCAL 2019 OPERATING BUDGET

**SCHEDULE 500 - 700 - 800 - 900
BY PROGRAM**

Department		No.	Program			No.
REVENUE		36	WATER BILLING, ACCOUNTING & CUSTOMER SVC			14
Fund		No.				
WATER		02				
Code	Description	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Departmental Request	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<i>Schedule 500 - Contributions, Indemnities & Taxes</i>						
501	Celebrations					
504	Meritorious Awards	120	5,000	5,000	5,000	
505	Contributions to Educational & Recreational Org.					
506	Payments to Prisoners					
512	Refunds					
513	Indemnities					
515	Taxes					
517	Contributions to Other Govt. Agencies and Non-Profit Org. not Educational or Recreational					
Total		120	5,000	5,000	5,000	
<i>Schedule 700 - Debt Services</i>						
701	Interest on City Debt - Long Term					
702	Principal Payments on City Debt - Long Term					
703	Interest on City Debt - Short Term					
704	Sinking Fund Reserve Payment					
705	Commitment Fee Expense					
706	Arbitrage Payments					
Total						
<i>Schedule 800 - Payments to Other Funds</i>						
801	Payments to General Fund					
803	Payments to Water Fund					
804	Payments to Capital Projects Fund					
805	Payments to Special Funds					
806	Payments to Bond Fund					
807	Payments to Other Funds					
809	Payments to Aviation Fund					
812	Payments to Grants Revenue Fund					
Total						
<i>Schedule 900 - Advances and Other Miscellaneous Payments</i>						
901	Advances to Create Working Capital Funds					
902	Miscellaneous Advances					
Total						

71-53M (Program Based Budgeting Version)

CITY OF PHILADELPHIA				SUPPORTING DETAIL:		
FISCAL 2019 OPERATING BUDGET				PROFESSIONAL SERVICES AND CARE OF INDIVIDUALS, BY PROGRAM		
Department		No.	Program		No.	
REVENUE		36	WATER BILLING, ACCOUNTING & CUST SVC		14	
Fund		No.				
WATER		02				
Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriation (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Department Request (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	146,638	324,306	324,306	325,000	694
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriation	Fiscal 2018 Estimated Obligations	Fiscal 2019 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	Braille Works	32,000	32,000	32,000	32,000	Braille and Large Print Services
250	Instant Web LLC	29,400	30,000	30,000	30,000	Disaster Recovery Services
250	LevLane Advertising		10,000	10,000	10,000	Branding & Cust. Srv. Improvement
250	The Nyman Group	20,000	20,000	20,000	20,000	Customer Service Training
250	U.S. Facilities, Inc.		15,000	15,000	15,000	Office Reconfigurations
250	Other - Miscellaneous	28,090	2,000	2,000	2,000	Miscellaneous Services
250	TBD		35,306	35,306	36,000	WRB Cust. Srv. & Misc. Trainings
250	TBD		50,000	50,000	50,000	WRB Renovations
	Class 250 Total	109,490	194,306	194,306	195,000	
251	Other - Miscellaneous	7,148				Miscellaneous IT Prof. Services
251	Online Consulting Inc.	30,000	5,000	5,000	5,000	Training
251	Peripheral Systems, Inc.		120,000	120,000		Technical Writing
251	West Publishing		5,000	5,000	5,000	On-Line Research
251	TBD				120,000	Technical Writing
	Class 251 Total	37,148	130,000	130,000	130,000	

71-53N (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

SUPPORTING DETAIL:
CLASSES OTHER THAN
250s AND 290, BY PROGRAM

Department REVENUE	No. 36	Program WATER BILLING, ACCOUNTING & CUST SVC	No. 14
Fund WATER	No. 02		

Minor Object Code	Name of Contractor or Provider	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriation	Fiscal 2018 Estimated Obligations	Fiscal 2019 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
210	Pitney Bowes Bank, Inc. (Reserve Account)	4,342,000				Postage
	Class 210 Total	4,342,000				
256	Other	150				Seminar & Training Sessions
256	To Be Determined		70,000	70,000	70,000	Seminar & Training Sessions
	Class 256 Total	150	70,000	70,000	70,000	
320	Allied Envelope Co.	15,000				Envelopes for Water Bills
320	Miscellaneous	37,203	184,755	42,255	185,000	Miscellaneous Supplies
320	Paper Mart	276,920		144,000		Envelopes for Water Bills
	Class 320 Total	329,123	184,755	186,255	185,000	
325	Vanguard Direct	21,788		22,000		Printing
325	Other	460				Printing
325	To Be Determined		64,300	42,300	64,000	Printing
	Class 325 Total	22,248	64,300	64,300	64,000	
430	Other	6,857				Office Furniture
430	Transamerican Office Furniture Inc.	361,545				Office Furniture
430	To Be Determined		250,000	240,500	241,000	Office Furniture
	Class 430 Total	368,402	250,000	240,500	241,000	

71-530 (Program Based Budgeting Version)

CITY OF PHILADELPHIA		PROGRAM SUMMARY - ALL FUNDS				
FISCAL 2019 OPERATING BUDGET						
Department	No.	Program			No.	
REVENUE	36	DELINQUENT WATER COLLECTIONS			15	
Program Description						
Revenue, in partnership with the Law Department, uses an array of tactics to encourage and compel payment of delinquent water and sewer charges. Enforcement tools include making phone calls, sending letters, placing liens on property, referring accounts to Municipal Court, placement of accounts with collection agencies, shut-off of delinquent accounts, sale of property through Sheriff's Sales, and administration of payment agreements.						
Program Objectives						
<ul style="list-style-type: none"> • Increase delinquent water collections. • Increase Sheriff Sales for high-dollar water debt. 						
Performance Measures						
Description		Fiscal 2017 Year-End	Fiscal 2018 Target	Fiscal 2018 Year-to-Date 12/31/17	Fiscal 2019 Target	
(1)		(2)	(3)	(4)	(5)	
Percent of delinquent Water accounts in payment agreements		N/A	6.7%	N/A	TBD	
<i>Comments: This is an annual measure. With the introduction of TAP and because this is an annual measure, Revenue will revisit this measure and set an FY19 target when data is available at the end of FY18.</i>						
Summary by Fund						
Fund No.	Fund	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
02	Water	147,107	1,093,296	1,093,296	1,140,000	46,704
08	Grants Revenue	2,800,000	2,500,000	8,350,000	8,950,000	600,000
	Total	2,947,107	3,593,296	9,443,296	10,090,000	646,704
Summary of Full Time Positions by Fund						
Fund No.	Fund	Actual Positions 6/30/17	Fiscal 2018 Budgeted	Increment Run PPE 11/26/17	Fiscal 2019 Budgeted	Inc. / (Dec.) (Col. 6 less 4)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
02	Water	4	21	14	21	
08	Grants Revenue					
	Total Full Time	4	21	14	21	

CITY OF PHILADELPHIA			PROGRAM SUMMARY			
FISCAL 2019 OPERATING BUDGET						
Department		No.	Program		No.	
REVENUE		36	DELINQUENT WATER COLLECTIONS		15	
Fund		No.				
WATER		02				
Summary by Class						
Class	Description	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services	147,107	793,296	793,296	840,000	46,704
b)	Employee Benefits					
200	Purchase of Services		300,000	300,000	300,000	
300	Materials and Supplies					
400	Equipment					
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
	Total	147,107	1,093,296	1,093,296	1,140,000	46,704
Summary of Positions						
Code	Category	Actual Positions 6/30/17	Fiscal 2018 Budgeted Positions	Increment Run PPE 11/26/17	Fiscal 2019 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian	4	21	14	21	
105	Full Time - Uniform					
	Total	4	21	14	21	
Selected Associated Non-Tax Revenues by Type						
Description	Fiscal 2017 Actual Revenues	Fiscal 2018 Original Budget	Fiscal 2018 Estimate	Fiscal 2019 Proposed Budget	Increase or (Decrease)	
(1)	(2)	(3)	(4)	(5)	(6)	
Local						
Federal						
State						
Other Governments						
Other Funds						

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department REVENUE	No. 36	Program DELINQUENT WATER COLLECTIONS	No. 15
Fund WATER	No. 02		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)	
<u>LEGAL SERVICES (360562)</u>										
1	A451	Assistant City Solicitor	49,454 - 68,185		4	2	4	206,963		
2	1A12	Clerk Typist 2	31,890 - 34,480		1				(1)	
3	2B02	Collection Customer Representative	38,634 - 42,156	1	4	3	3	128,943	(1)	
4	2B04	Collection Representative Supervisor	38,708 - 49,761	1	1	1	1	50,786		
5	1D41	Data Service Support Clerk	35,282 - 38,348	2	3		2	73,593	(1)	
6	D210	Deputy City Solicitor	58,193 - 85,093		1	1	1	63,808		
7	L153	Legal Assistant	26,352 - 39,527		5	2	5	168,368		
8	2B18	Revenue Collection Representative	39,669 - 43,330			1	1	44,155	1	
9	S217	Senior Legal Assistant	43,341 - 55,983		1	1	1	49,662		
10	1A37	Service Representative	35,281 - 38,348		1	2	2	77,321	1	
11	2B49	Tax Analyst Trainee	34,244 - 44,026			1				
12	1A42	Word Processing Specialist	35,281 - 38,348				1	39,973	1	
Subtotal Legal Services					4	21	14	21	903,572	
Program Total					4	21	14	21	903,572	

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET	SCHEDULE 100 LIST OF POSITIONS BY PROGRAM
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Department REVENUE	No. 36	Program DELINQUENT WATER COLLECTIONS	No. 15
Fund WATER	No. 02		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
		Full Time - Civilian Overtime - Civilian		4	21	14	21	903,572 500	

Total Gross Requirements Plus: Earned Increment Plus: Longevity Less: (Vacancy Allowance) <div style="text-align: right;">Total Budget Request</div>									
				4	21	14	21	904,072	
								1,832	
								718	
								(66,622)	
								840,000	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2017		Fiscal 2018			Fiscal 2019		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/17 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/17 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum		1,624							
2	Full Time - Civilian	4	142,554	21	792,773	14	21	839,500	46,727	
3	Full Time - Uniform									
4	Bonus, Gross Adj.				23				(23)	
5	PT, Temp/Seas, Bd, SCG		1,992							
6	Overtime - Civilian		937		500			500		
7	Overtime - Uniform									
8	Holiday Overtime - Civilian									
9	Unused Uniform Leave									
10	Shift/Stress									
11	H&L, IOD, LT-Sick									
12										
	Total	4	147,107	21	793,296	14	21	840,000	46,704	

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA				SUPPORTING DETAIL:		
FISCAL 2019 OPERATING BUDGET				PROFESSIONAL SERVICES AND CARE OF INDIVIDUALS, BY PROGRAM		
Department		No.	Program		No.	
REVENUE		36	DELINQUENT WATER COLLECTIONS		15	
Fund		No.				
WATER		02				
Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriation (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Department Request (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)		300,000	300,000	300,000	
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriation	Fiscal 2018 Estimated Obligations	Fiscal 2019 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	AAL Acquest			150,000	150,000	Title Search Services
250	LTS Acquisition			150,000	150,000	Title Search Services
250	TBD		300,000			Title Search Services
	Class 250 Total		300,000	300,000	300,000	

71-53N (Program Based Budgeting Version)

CITY OF PHILADELPHIA			PROGRAM SUMMARY			
FISCAL 2019 OPERATING BUDGET						
Department		No.	Program		No.	
REVENUE		36	DELINQUENT WATER COLLECTIONS		15	
Fund		No.				
GRANTS REVENUE		08				
<i>Summary by Class</i>						
Class	Description	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services					
b)	Employee Benefits					
200	Purchase of Services	2,800,000	2,500,000	8,350,000	8,950,000	600,000
300	Materials and Supplies					
400	Equipment					
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		2,800,000	2,500,000	8,350,000	8,950,000	600,000
<i>Summary of Positions</i>						
Code	Category	Actual Positions 6/30/17	Fiscal 2018 Budgeted Positions	Increment Run PPE 11/26/17	Fiscal 2019 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian					
105	Full Time - Uniform					
Total						
<i>Selected Associated Non-Tax Revenues by Type</i>						
Description	Fiscal 2017 Actual Revenues	Fiscal 2018 Original Budget	Fiscal 2018 Estimate	Fiscal 2019 Proposed Budget	Increase or (Decrease)	
(1)	(2)	(3)	(4)	(5)	(6)	
Local	2,800,000	2,500,000	8,350,000	8,950,000	600,000	
Federal						
State						
Other Governments						
Other Funds						

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA	GRANT INFORMATION SUMMARY
FISCAL 2019 OPERATING BUDGET	WITHIN PROGRAM

Department REVENUE	No. 36	Program DELINQUENT WATER COLLECTIONS	No. 15
Fund GRANTS REVENUE	No. 08		

<i>Funding Sources</i>	Grant Title Delinquent Water Collection Program - Water	Grant Number G36L05	Index Code 360562
<i>Federal</i>	Award Period 7/1/18 - 6/30/19	Type of Grant	
<i>State</i>			
<i>Other Govt.</i>			
X <i>Local (Non-Govt.)</i>	Grant Objective		

Commissions for collection of delinquent water & sewer charges and fees

Summary by Class

Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Department Request (6)	Increase or (Decrease) (7)
100 a)	Personal Services					
100 b)	Employee Benefits - Total					
	Class 186 - Flex Cash Pmts.					
	Class 187 - Worker's Comp. - Disability					
	Class 188 - Worker's Comp. - Medical					
	Class 189 - Medicare Tax					
	Class 190 - Pension Obligation Bonds					
	Class 191 - Pension Contributions					
	Class 192 - FICA					
	Class 193 - Health / Medical					
	Class 194 - Group Life					
	Class 195 - Group Legal					
200	Purchase of Services	2,800,000	2,500,000	8,350,000	8,950,000	600,000
300	Materials and Supplies					
400	Equipment					
500	Contributions, Indemnities and Taxes					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		2,800,000	2,500,000	8,350,000	8,950,000	600,000

Summary by Funding Source

Code (1)	Category (2)	Fiscal 2017 Actual Revenue (3)	Fiscal 2018 Original Budget (4)	Fiscal 2018 Estimated Revenue (5)	Fiscal 2019 Department Request (6)	Increase or (Decrease) (7)
100	Federal					
200	State					
300	Other Governments					
400	Local (Non-Governmental)	2,800,000	2,500,000	8,350,000	8,950,000	600,000
Total		2,800,000	2,500,000	8,350,000	8,950,000	600,000

Summary of Positions

Code (1)	Category (2)	Actual Pos. 6/30/17 (3)	Fiscal 2018 Budgeted Pos. (4)	Incr. Run PPE 11/26/17 (5)	Fiscal 2019 Budgeted Pos. (6)	Inc. / (Dec.) (Col. 6 less Col. 4) (7)
101	Full Time - Civilian					
105	Full Time - Uniform					
Total						

71-53P (Program Based Budgeting Version)

CITY OF PHILADELPHIA		PROGRAM SUMMARY - ALL FUNDS				
FISCAL 2019 OPERATING BUDGET						
Department	No.	Program			No.	
REVENUE	36	WATER ASSISTANCE PROGRAMS			16	
Program Description						
Revenue provides discounted bills to vulnerable residential customers through the Senior Citizen Water Discount and a new discount program – the Tiered Assistance Program (TAP) for low-income customers.						
Program Objectives						
<ul style="list-style-type: none"> • Increase TAP enrollment. • Increase Senior Citizen Water Discount enrollment. 						
Performance Measures						
Description		Fiscal 2017 Year-End	Fiscal 2018 Target	Fiscal 2018 Year-to-Date 12/31/17	Fiscal 2019 Target	
(1)		(2)	(3)	(4)	(5)	
Percent of completed applications processed within 30 days		N/A	100.0%	22.5%	100.0%	
<i>Comments: This is a new measure for FY18, so data is not available for FY17. Programming needed to capture the information was not completed until the end of FY18 Q2. The Water Revenue Bureau is working to address the TAP applications in a first-in, first-out method. The target, depending on the volume, is to be closer to the metric of 30 days within the fourth quarter.</i>						
Summary by Fund						
Fund No.	Fund	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
02	Water		2,100,046	2,051,270	2,142,000	90,730
	Total		2,100,046	2,051,270	2,142,000	90,730
Summary of Full Time Positions by Fund						
Fund No.	Fund	Actual Positions 6/30/17	Fiscal 2018 Budgeted	Increment Run PPE 11/26/17	Fiscal 2019 Budgeted	Inc. / (Dec.) (Col. 6 less 4)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
02	Water		37	22	36	(1)
	Total Full Time		37	22	36	(1)

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET	PROGRAM SUMMARY - ALL FUNDS (CONTINUED)
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Department REVENUE	No. 36	Program WATER ASSISTANCE PROGRAMS	No. 16
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Selected Associated Non-Tax Revenues by Fund

Fund No. (1)	Fund (2)	Fiscal 2017 Actual Revenues (3)	Fiscal 2018 Original Budget (4)	Fiscal 2018 Estimate (5)	Fiscal 2019 Proposed Budget (6)	Increase or (Decrease) (7)

Selected Associated Capital Projects

Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2018 Original Approp. (GO Only) (4)	Fiscal 2018 Original Approp. (All Other Sources) (5)	Fiscal 2019 Proposed Budget (GO Only) (6)	Fiscal 2019 Proposed Bdgt (All Other Sources) (7)

Selected Associated Operating Costs

Dept. Where Appropriated (1)	Description (2)	Fiscal 2017 Calculated Obligations (3)	Fiscal 2018 Calculated Appropriations (4)	Fiscal 2018 Calculated Obligations (5)	Fiscal 2019 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian		547,916	547,916	592,088	44,172
Finance	Employee Benefits - Uniform					

71-53E (Program Based Budgeting Version)

CITY OF PHILADELPHIA	PROGRAM SUMMARY
FISCAL 2019 OPERATING BUDGET	

Department REVENUE	No. 36	Program WATER ASSISTANCE PROGRAMS	No. 16
Fund WATER	No. 02		

Summary by Class

Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services		1,404,073	1,355,297	1,445,000	89,703
b)	Employee Benefits					
200	Purchase of Services		152,694	152,694	153,000	306
300	Materials and Supplies		26,779	26,779	27,000	221
400	Equipment		516,500	516,500	517,000	500
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total			2,100,046	2,051,270	2,142,000	90,730

Summary of Positions

Code (1)	Category (2)	Actual Positions 6/30/17 (3)	Fiscal 2018 Budgeted Positions (4)	Increment Run PPE 11/26/17 (5)	Fiscal 2019 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian		37	22	36	(1)
105	Full Time - Uniform					
Total			37	22	36	(1)

Selected Associated Non-Tax Revenues by Type

Description (1)	Fiscal 2017 Actual Revenues (2)	Fiscal 2018 Original Budget (3)	Fiscal 2018 Estimate (4)	Fiscal 2019 Proposed Budget (5)	Increase or (Decrease) (6)
Local					
Federal					
State					
Other Governments					
Other Funds					

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2019 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department REVENUE	No. 36	Program WATER ASSISTANCE PROGRAMS	No. 16
Fund WATER	No. 02		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
<u>TAP (AFFORDABLE RATES) (360571)</u>									
1	1A22	Clerical Supervisor 2	40,708 - 44,533				1	41,972	1
2	2B02	Collection Customer Representative	38,634 - 42,156		19	8	12	591,125	(7)
3	2B04	Collection Representative Supervisor	38,708 - 49,761		2	1	3	140,500	1
4	1D41	Data Services Support Clerk	35,281 - 38,348			2	5	153,408	5
5	6F71	Meter Reader	36,332 - 39,539			1	1	40,964	1
6	A620	Asst. Dir. Fin. - RCM/Dir. of Customer Assistance	65,000		1	1	1	65,000	
7	1A37	Service Representative	35,281 - 38,348			9	13	455,344	13
Subtotal TAP (Affordable Rates)					22	22	36	1,488,313	14
<u>CUSTOMER OPERATIONS</u>									
8	2B02	Collection Customer Representative	38,634 - 42,156		9				(9)
9	2B04	Collection Representative Supervisor	38,708 - 49,761		1				(1)
10	1D41	Data Services Support Clerk	35,281 - 38,348		3				(3)
11	6F71	Meter Reader	36,332 - 39,539		1				(1)
12	1A37	Service Representative	35,281 - 38,348		1				(1)
Subtotal Customer Operations					15				(15)
Program Total					37	22	36	1,488,313	(1)

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET	SCHEDULE 100 LIST OF POSITIONS BY PROGRAM
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Department REVENUE	No. 36	Program WATER ASSISTANCE PROGRAMS	No. 16
Fund WATER	No. 02		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2017 Actual Pos. 6/30/17 (5)	Fiscal 2018 Budgeted Positions (6)	Increment Run -PPE 11/26/17 (7)	Fiscal 2019 Budgeted Positions (8)	Annual Salary 7/1/18 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
		Full-Time - Civilian Overtime - Civilian			37	22	36	1,488,313 87,000	(1)

Total Gross Requirements Plus: Earned Increment Plus: Longevity Less: (Vacancy Allowance)									
Total Budget Request					37	22	36	1,575,313	(1)
								3,644	
								133	
								(134,090)	
								1,445,000	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2017		Fiscal 2018			Fiscal 2019		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/17 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/17 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum									
2	Full Time - Civilian			37	1,256,687	22	36	1,358,000	101,313	(1)
3	Full Time - Uniform									
4	Bonus, Gross Adj.				3,081				(3,081)	
5	PT, Temp/Seas, Bd, SCG				8,495				(8,495)	
6	Overtime - Civilian				87,000			87,000		
7	Overtime - Uniform									
8	Holiday Overtime - Civilian									
9	Unused Uniform Leave									
10	Shift/Stress				34				(34)	
11	H&L, IOD, LT-Sick									
12										
	Total			37	1,355,297	22	36	1,445,000	89,703	(1)

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA			SCHEDULE 200			
FISCAL 2019 OPERATING BUDGET			PURCHASE OF SERVICES BY PROGRAM			
Department		No.	Program			No.
REVENUE		36	WATER ASSISTANCE PROGRAMS			16
Fund		No.				
WATER		02				
Code	Description	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriations	Fiscal 2018 Estimated Obligations	Fiscal 2019 Departmental Request	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 200 - Purchase of Services						
201	Cleaning & Laundering					
202	Janitorial Services					
205	Refuse, Garbage, Silt and Sludge Removal					
209	Telephone & Communication					
210	Postal Services		67,000	67,000	67,000	
211	Transportation					
215	Licenses, Permits & Inspection Charges					
216	Commercial off the Shelf Software Licenses					
220	Electric Current					
221	Gas Services					
222	Steam for Heating					
230	Meals (non-travel) & Official Entertaining					
231	Overtime Meals					
240	Advertising & Promotional Activities					
250	Professional Services		85,694	85,694	86,000	306
251	Professional Svcs. - Information Technology					
252	Accounting & Auditing Services					
253	Legal Services					
254	Mental Health & Intellectual Disability Services					
255	Dues					
256	Seminar & Training Sessions					
257	Architectural & Engineering Services					
258	Court Reporters					
259	Arbitration Fees					
260	Repair & Maintenance Charges					
261	Repaving, Repairing & Resurfacing Streets					
262	Demolition of Buildings					
264	Abatement of Nuisances					
265	Rehabilitation of Property					
266	Maint. & Support - Comp. Hardware & Software					
275	Juror Fees					
276	Juror Expenses					
277	Witness Fees					
280	Insurance & Official Bonds					
282	Lease Purchase - Computer Systems					
283	Lease Purchase - Vehicles					
284	Ground & Building Rental					
285	Rents - Other					
286	Rental of Parking Spaces					
290	Payments for Care of Individuals					
295	Imprest Advances					
298	Payments for Burials & Graves					
299	Other Expenses (not otherwise classified)					
Total			152,694	152,694	153,000	306

CITY OF PHILADELPHIA			SCHEDULE 300 - 400			
FISCAL 2019 OPERATING BUDGET			MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program		No.	
REVENUE		36	WATER ASSISTANCE PROGRAMS		16	
Fund		No.				
WATER		02				
Code	Description	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriations (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Departmental Request (6)	Increase or (Decrease) (7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications					
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel					
309	Cordage & Fibers					
310	Electrical & Communication					
311	General Equipment & Machinery					
312	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory					
318	Janitorial, Laundry & Household					
320	Office Materials & Supplies		26,779	26,779	27,000	221
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists					
325	Printing					
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
	Total		26,779	26,779	27,000	221
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications					
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment		16,500	16,500	17,000	500
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals					
428	Vehicles					
430	Furniture & Furnishings		500,000	500,000	500,000	
499	Other Equipment (not otherwise classified)					
	Total		516,500	516,500	517,000	500

CITY OF PHILADELPHIA				SUPPORTING DETAIL:		
FISCAL 2019 OPERATING BUDGET				PROFESSIONAL SERVICES AND CARE OF INDIVIDUALS, BY PROGRAM		
Department		No.	Program		No.	
REVENUE		36	WATER ASSISTANCE PROGRAMS		16	
Fund		No.				
WATER		02				
Class (1)	Description (2)	Fiscal 2017 Actual Obligations (3)	Fiscal 2018 Original Appropriation (4)	Fiscal 2018 Estimated Obligations (5)	Fiscal 2019 Department Request (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)		85,694	85,694	86,000	306
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriation	Fiscal 2018 Estimated Obligations	Fiscal 2019 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	Scotlandyard Security			20,109		Professional Security Services
250	To Be Determined		60,000	60,000	60,000	Mediation & IWRAP/TAP Support
250	To Be Determined		25,694	5,585		Misc. Prof. Svcs IWRAP/TAP
250	To Be Determined				26,000	Misc. Professional Services TAP
	Class 250 Total		85,694	85,694	86,000	

71-53N (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2019 OPERATING BUDGET				SUPPORTING DETAIL: CLASSES OTHER THAN 250s AND 290, BY PROGRAM		
Department REVENUE		No. 36	Program WATER ASSISTANCE PROGRAMS		No. 16	
Fund WATER		No. 02				
Minor Object Code	Name of Contractor or Provider	Fiscal 2017 Actual Obligations	Fiscal 2018 Original Appropriation	Fiscal 2018 Estimated Obligations	Fiscal 2019 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
210	Postage		67,000	67,000	67,000	Postage TAP Mailing
	Class 210 Total		67,000	67,000	67,000	
430	To Be Determined		500,000	500,000	500,000	Misc. Furniture and Furnishings
	Class 430 Total		500,000	500,000	500,000	

71-530 (Program Based Budgeting Version)