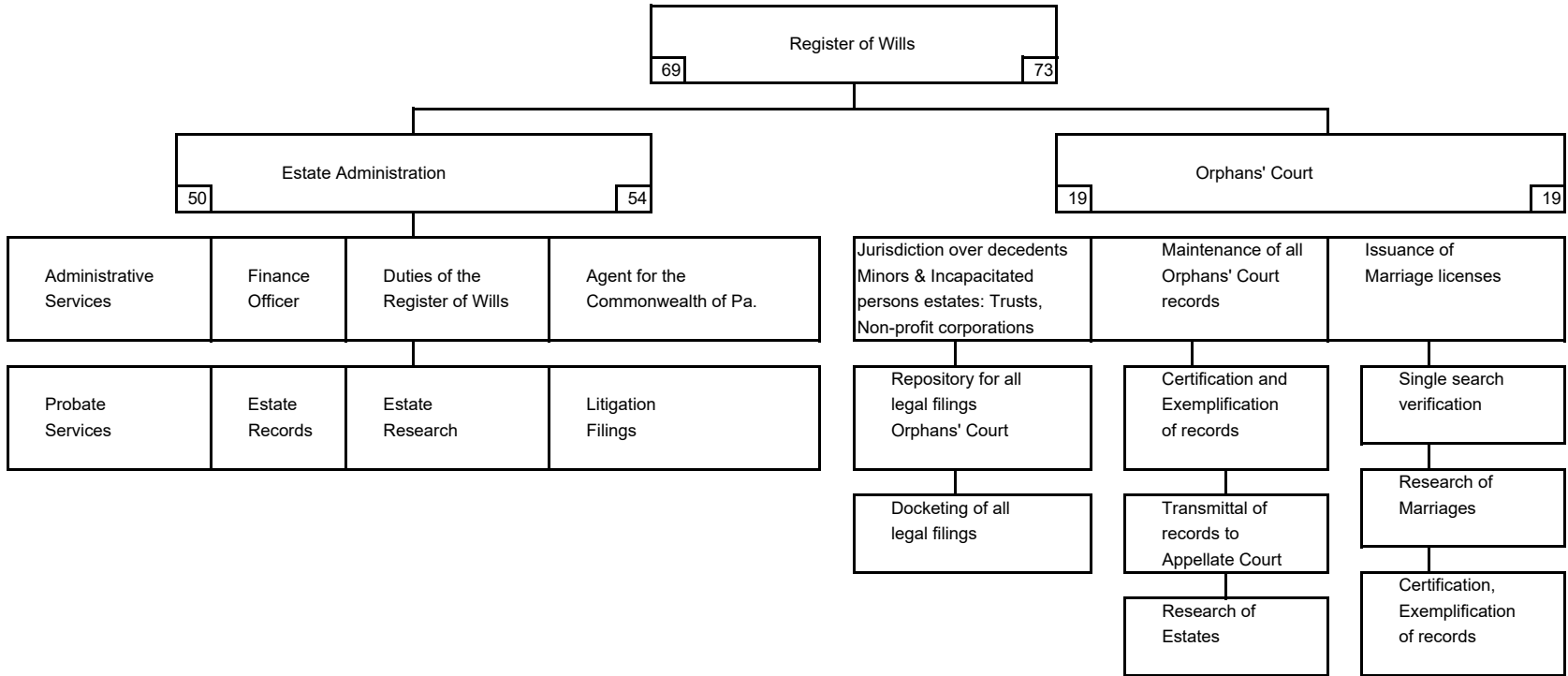


CITY OF PHILADELPHIA

FISCAL 2023 OPERATING BUDGET

ORGANIZATION CHART (ALL FUNDS) BY PROGRAM

Department REGISTER OF WILLS No. 68



FY23 PROPOSED BUDGET	
ORGANIZATION	
FY22 FILLED POS. 11/21	FY23 BUDGETED POSITIONS

SECTION 34

CITY OF PHILADELPHIA

DEPARTMENTAL SUMMARY BY FUND

FISCAL 2023 OPERATING BUDGET

Department								No.
REGISTER OF WILLS								68
No. (1)	Fund (2)	Class (3)	Description (4)	Fiscal 2021 Actual Obligations (5)	Fiscal 2022 Original Appropriation (6)	Fiscal 2022 Estimated Obligations (7)	Fiscal 2023 Proposed Budget (8)	Increase or (Decrease) (9)
01	General	100	Employee Compensation					
		a)	Personal Services	4,174,663	3,956,193	3,997,445	4,130,872	133,427
		b)	Employee Benefits					
		200	Purchase of Services	217,319	185,000	185,000	406,959	221,959
		300	Materials and Supplies	45,421	56,800	56,800	56,800	
		400	Equipment	42,832	83,436	83,436	83,436	
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total	4,480,235	4,281,429	4,322,681	4,678,067	355,386
08	Grants Revenue	100	Employee Compensation					
		a)	Personal Services					
		b)	Employee Benefits					
		200	Purchase of Services		200,000	200,000	200,000	
		300	Materials and Supplies					
		400	Equipment					
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total		200,000	200,000	200,000	
		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					
		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					
		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	4,174,663	3,956,193	3,997,445	4,130,872	133,427
		b)	Employee Benefits					
		200	Purchase of Services	217,319	385,000	385,000	606,959	221,959
		300	Materials and Supplies	45,421	56,800	56,800	56,800	
		400	Equipment	42,832	83,436	83,436	83,436	
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total	4,480,235	4,481,429	4,522,681	4,878,067	355,386

71-53B (Program Based Budgeting Version)

CITY OF PHILADELPHIA		DEPARTMENTAL SUMMARY				
FISCAL 2023 OPERATING BUDGET		INCREASES AND DECREASES				
		ALL FUNDS				
Department						No.
REGISTER OF WILLS						68
Budget Comments	100	Class	Class	Class	Other	Total
(1)	(2)	200	300/400	500	Classes	(7)
(3)	(4)	(5)	(6)	(7)	(8)	(9)
FY23 General Fund						-
Nonreps- Wage Increase (FY22-2.5%, FY23-3.25%, FY24-3.25%)	591					591
Exempts- Wage Increase (FY22-2.5% Eff 1/31/22)	27,557					27,557
Exempts- Other Payroll Increases (Eff 1/31/22)	4,878					4,878
Covid Vaccine Bonus (300/Full time \$150 Part time)	(17,640)					(17,640)
PDI Attorney	65,000					65,000
PDI Paralegal	53,041					53,041
Archives Project		61,959				61,959
Legacy System Replacement		100,000				100,000
Probate Deferment Initiative Outreach		120,000				120,000
Tangled Title Initiative (FY22 only)		(60,000)				(60,000)
Total	133,427	221,959				355,386

CITY OF PHILADELPHIA

**DEPARTMENTAL SUMMARY
PERSONAL SERVICES**

FISCAL 2023 OPERATING BUDGET

Department REGISTER OF WILLS	No. 68
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Line No.	Category	Fiscal 2021		Fiscal 2022			Fiscal 2023		Increase	Increase
		Actual Positions 6/30/21	Actual Obligations	Budgeted Positions	Estimated Obligations	Increment Run -PPE 11/28/21	Budgeted Positions	Department Request	(Decrease) in Pos. (Col. 8 less 5)	(Decrease) in Requirements (Col. 9 less 6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

A. Summary by Object Classification - All Funds

1	Lump Sum		92,112		23,580			20,000		(3,580)
2	Full Time	70	4,003,512	71	3,866,712	69	73	3,985,872		119,160
3	Bonus, Gross Adj.		(3)							
4	PT, Temp/Seas, Bd , SCG		74,308		101,736			120,000		18,264
5	Overtime									
6	Holiday Overtime		231							
7	Shift/Stress									
8	H&L, IOD, LT-Sick		4,503		5,417			5,000		(417)
9										
Total		70	4,174,663	71	3,997,445	69	73	4,130,872		133,427

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		92,112		23,580			20,000		(3,580)
2	Full Time	70	4,003,512	71	3,866,712	69	73	3,985,872	2	119,160
3	Bonus, Gross Adj.		(3)							
4	PT, Temp/Seas, Bd , SCG		74,308		101,736			120,000		18,264
5	Overtime									
6	Holiday Overtime		231							
7	Shift/Stress									
8	H&L, IOD, LT-Sick		4,503		5,417			5,000		(417)
9										
Total		70	4,174,663	71	3,997,445	69	73	4,130,872	2	133,427

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		PERFORMANCE MEASURES		
FISCAL 2023 OPERATING BUDGET				
Department	No.	Program	No.	
REGISTER OF WILLS	68	ESTATE ADMINISTRATION	11	
Program Description				
<p>The Estate Administration program will oversee the probate process for estates in the City of Philadelphia. This includes the issuance of Letters Testamentary and Letters of Administration, the collection of fees and Inheritance Taxes, and the creation and maintenance of the records.</p>				
Program Objectives				
<p>-Introduction of PDI dedicated staff -Stabilization of the Register of Wills Historic Archives -New IT System</p>				
Performance Measures				
Description	Fiscal 2021 Year-End	Fiscal 2022 Year-to-Date (Q1 + Q2)	Fiscal 2022 Target	Fiscal 2023 Target
(1)	(2)	(3)	(4)	(5)
Median in-person wait time for Probate Filings (minutes)	35	35	40	40
<p><u>Comments:</u> The ROWs Estate Services continues operating under COVID-19 safety protocol and is on target for Q2 of FY22. ROW is alert of the new guidelines and continue to operate with precaution. ROW is operating under an appointment bases; however, also is servicing walk-ins. As the City of Philadelphia eases mandates the level of walkins increases.</p>				
Median timeframe to fulfill a research request (days)	8	6	10	10
<p><u>Comments:</u> The ROWs Estate Services continues operating under COVID-19 safety protocol and is on target for Q2 of FY22. ROW is alert of the new guidelines and continue to operate with precaution. ROW is operating under an appointment bases; however, also is servicing walk-ins. As the City of Philadelphia eases mandates the level of walkins increases.</p>				
Median time from filing to certification	5	4	5	5
<p><u>Comments:</u> The ROWs Estate Services continues operating under COVID-19 safety protocol. In addition to the appointment bases only ROW is attending to walk in as well. The ROWs appointment/walkins volume has increased given that the City of Philadelphia has eased mandates for COVID-19 operating protocols.</p>				
<u>Comments:</u>				
<u>Comments:</u>				

71-53EZ (Program Based Budgeting Version)

CITY OF PHILADELPHIA			PROGRAM SUMMARY - ALL FUNDS			
FISCAL 2023 OPERATING BUDGET						
Department		No.	Program			No.
REGISTER OF WILLS		68	ESTATE ADMINISTRATION			11
Summary by Fund						
Fund No.	Fund	Fiscal 2021 Actual Obligations	Fiscal 2022 Original Appropriations	Fiscal 2022 Estimated Obligations	Fiscal 2023 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	General	3,465,961	3,343,010	3,416,566	3,767,770	351,204
08	Grants Revenue		200,000	200,000	200,000	
	Total	3,465,961	3,543,010	3,616,566	3,967,770	351,204
Summary of Full Time Positions by Fund						
Fund No.	Fund	Actual Positions 6/30/21	Fiscal 2022 Budgeted	Increment Run PPE 11/28/21	Fiscal 2023 Budgeted	Inc. / (Dec.) (Col. 6 less 4)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	General	51	52	50	54	2
	Total Full Time	51	52	50	54	2
Summary of Non-Tax Revenues by Fund						
Fund No.	Fund	Fiscal 2021 Actual Revenues	Fiscal 2022 Original Budget	Fiscal 2022 Estimate	Fiscal 2023 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	General	3,228,943	2,740,000	3,075,000	3,075,000	
08	Grants Revenue		200,000	200,000	200,000	
	Total	3,228,943	2,940,000	3,275,000	3,275,000	
Selected Associated Capital Projects						
Dept. Where Appropriated	Description	Carry Forward	Fiscal 2022 Original Approp. (GO Only)	Fiscal 2022 Original Approp. (All Other Sources)	Fiscal 2023 Proposed Budget (GO Only)	Fiscal 2023 Proposed Bdg (All Other Sources)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Total					
Selected Associated Operating Costs						
Dept. Where Appropriated	Description	Fiscal 2021 Calculated Obligations	Fiscal 2022 Calculated Appropriations	Fiscal 2022 Calculated Obligations	Fiscal 2023 Calculated Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Finance	Employee Benefits - Civilian	1,227,351	1,184,847	1,200,874	1,250,554	49,680
Finance	Employee Benefits - Uniform					
	Total	1,227,351	1,184,847	1,200,874	1,250,554	

CITY OF PHILADELPHIA			PROGRAM SUMMARY			
FISCAL 2022 OPERATING BUDGET						
Department REGISTER OF WILLS		No. 68	Program ESTATE ADMINISTRATION		No. 11	
Fund GENERAL		No. 01				
Summary by Class						
Class	Description	Fiscal 2021 Actual Obligations	Fiscal 2022 Original Appropriations	Fiscal 2022 Estimated Obligations	Fiscal 2023 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services	3,160,389	3,017,774	3,091,330	3,220,575	129,245
b)	Employee Benefits					
200	Purchase of Services	217,319	185,000	185,000	406,959	221,959
300	Materials and Supplies	45,421	56,800	56,800	56,800	
400	Equipment	42,832	83,436	83,436	83,436	
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
	Total	3,465,961	3,343,010	3,416,566	3,767,770	351,204
Summary of Positions						
Code	Category	Actual Positions 6/30/21	Fiscal 2022 Budgeted Positions	Increment Run PPE 11/28/21	Fiscal 2023 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian	51	52	50	54	2
105	Full Time - Uniform					
	Total	51	52	50	54	2
Selected Associated Non-Tax Revenues by Type						
Description	Fiscal 2021 Actual Revenues	Fiscal 2022 Original Budget	Fiscal 2022 Estimate	Fiscal 2023 Proposed Budget	Increase or (Decrease)	
(1)	(2)	(3)	(4)	(5)	(6)	
Local (Non-Governmental)	3,228,943	2,740,000	3,075,000	3,075,000		
Federal						
State						
Other Governments						
Other Funds of the City						
Total	3,228,943	2,740,000	3,075,000	3,075,000		

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2023 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department			No.	Program				No.	
REGISTER OF WILLS			68	ESTATE SERVICES				11	
Fund			No.						
GENERAL			01						
Line No. (1)	Class Code (2)	Title (3)	Salary Range (4)	Fiscal 2021 Actual Pos. 6/30/21 (5)	Fiscal 2022 Budgeted Positions (6)	Increment Run -PPE 11/28/21 (7)	Fiscal 2023 Budgeted Positions (8)	Annual Salary 7/1/22 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
1	A042	Administrative Assistant	62,530	2	1	1	1	62,530	
2	A043	Administrative Assistant 3	55,459-57,677	3	2	2	2	119,459	
3	A054	Admin Asst To Regis Of Wills	72,096	1	1	1	1	72,096	
4	A062	Row Administrative Deputy	85,284-90,000	1	2	2	2	175,284	
5	A075	Administrative Services Director	82,400	1	1	1	1	82,400	
6	A435	Assistant Chief Probate Clerk	54,837	1	1	1	1	54,837	
7	A626	Asst Supv To The Finance Director	52,559	1	1	1	1	52,559	
8	C133	Chief of Staff	100,000	1	1		1	100,000	
9	C230	Clerical Aide	52,522	1	1	1	1	52,522	
10	C375	Director of Communications	70,000	1	1	1	1	70,000	
11	C389	Community Outreach Coordinator	50,000-55,000	1	2	2	2	90,000	
12	D407	Deputy Of Human Resources	90,000	2	1	1	1	90,000	
13	D468	Deputy Of Probate Services	119,398	1	1	1	1	119,398	
14	A936	Attorney	65,000				1	65,000	1
15	P042	Paralegal	53,041				1	53,041	1
16	E677	Executive Administrator	80,000	1	1	1	1	80,000	
17	E695	Executive Assistant	50,000	1	1		1	50,000	
18	F301	Finance Director	92,000	1	1	1	1	92,000	
19	H916	Human Resources Assistant	55,000	1	1	1	1	55,000	
20	1409	Deputy of Government Affairs	100,958	1	1	1	1	100,958	
21	L153	Assistant Solicitor	77,000	1	1	1	1	77,000	
22	M033	Mailroom Associate	40,000	1	1	1	1	40,000	
23	M034	Mailroom Supervisor	52,000	1	1	1	1	52,000	
24	P498	Probate Clerk	47,983-53,695	2	2	2	2	101,678	
25	R161	Record Clerk 1	39,375-50,000	4	4	4	4	220,557	
26	R162	Record Clerk 2	40,000-62,835	11	10	10	10	429,825	
27	R171	Record Coordinator	51,479	1	1	1	1	51,479	
28	R400	Register Of Wills	136,083	1	1	1	1	136,083	
29	S445	Special Assistant	55,000-72,000	1	2	2	2	127,000	
30	S422	Solicitor	90,000	1	1	1	1	90,000	
31	S723	Fiscal Coordinator II	62,500	1	1	1	1	62,500	
32	F402	Record of Clerk 3	55,000-62,979	1	2	2	2	117,979	
33	R163	Supervisor	55,000-65,000	2	3	3	3	177,783	
34	O100	Office Manager	49,389	1	1	1	1	49,389	
Total				51	52	50	54	3,370,357	2

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2023 OPERATING BUDGET	SCHEDULE 100 LIST OF POSITIONS BY DIVISION
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Department REGISTER OF WILLS	No. 68	Division ESTATE ADMINISTRATION	No. 11
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2021 Actual Pos. 6/30/21 (5)	Fiscal 2022 Budgeted Positions (6)	Increment Run -PPE 11/28/21 (7)	Fiscal 2023 Budgeted Positions (8)	Annual Salary 7/1/22 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
		Total Full-Time		51	52	50	54	3,370,357	2
		Lump Sum						10,000	
		Part Time						50,000	
		Sick Leave						5,000	
Total Gross Requirements				51	52	50	54	3,435,357	2
Plus: Earned Increment								1,774	
Plus: Longevity								52,093	
Less: (Vacancy Allowance)								(268,649)	
Total Budget Request								3,220,575	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2021		Fiscal 2022			Fiscal 2023		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/21 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/28/21 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum		36,935		16,716			10,000	(6,716)	
2	Full Time - Civilian	51	3,097,026	52	3,030,214	50	54	3,155,575	125,361	2
3	Full Time - Uniform									
4	Bonus, Gross Adj.									
5	PT, Temp/Seas, Bd, SCG		21,925		38,983			50,000	11,017	
6	Overtime - Civilian									
7	Overtime - Uniform									
8	Holiday Overtime - Civilian									
9	Unused Uniform Leave									
10	Shift/Stress									
11	H&L, IOD, LT-Sick		4,503		5,417			5,000	(417)	
12										
Total		51	3,160,389	52	3,091,330	50	54	3,220,575	129,245	2

CITY OF PHILADELPHIA			SCHEDULE 200			
FISCAL 2023 OPERATING BUDGET			PURCHASE OF SERVICES BY PROGRAM			
Department		No.	Program		No.	
REGISTER OF WILLS		68	ESTATE ADMINISTRATION		11	
Fund		No.				
GENERAL		01				
Code	Description	Fiscal 2021 Actual Obligations	Fiscal 2022 Original Appropriations	Fiscal 2022 Estimated Obligations	Fiscal 2023 Departmental Request	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 200 - Purchase of Services						
	Cleaning & Laundering					
202	Janitorial Services					
205	Refuse, Garbage, Silt and Sludge Removal					
209	Telephone & Communication		1,000	1,000	2,000	1,000
210	Postal Services	14,599	20,000	15,000	15,000	
211	Transportation		1,800	1,038	5,000	3,962
215	Licenses, Permits & Inspection Charges					
216	Commercial off the Shelf Software Licenses	2,706	2,300	5,000	5,000	
220	Electric Current					
221	Gas Services					
222	Steam for Heating					
230	Meals (non-travel) & Official Entertaining					
231	Overtime Meals					
240	Advertising & Promotional Activities	1,055				
250	Professional Services	7,500		138,253	247,000	108,747
251	Professional Svcs. - Information Technology	44,576	136,541	15,000	121,959	106,959
252	Accounting & Auditing Services	81,038				
253	Legal Services	62,831	1,121			
254	Mental Health & Intellectual Disability Services					
255	Dues	1,229	600	1,000	1,700	700
256	Seminar & Training Sessions	1,600	450	5,000	5,000	
257	Architectural & Engineering Services					
258	Court Reporters					
259	Arbitration Fees					
260	Repair & Maintenance Charges		17,197	3,235	4,000	765
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	187	3,991	200	300	100
286	Rental of Parking Spaces					
290	Payments for Care of Individuals					
295	Purchase of Services			274		(274)
298	Payments for Burials & Graves					
299	Other Expenses (not otherwise classified)	(2)				
Total		217,319	185,000	185,000	406,959	221,959

CITY OF PHILADELPHIA			SCHEDULE 300 - 400			
FISCAL 2023 OPERATING BUDGET			MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program		No.	
REGISTER OF WILLS		68	ESTATE ADMINISTRATION		11	
Fund		No.				
GENERAL		01				
Code	Description	Fiscal 2021 Actual Obligations	Fiscal 2022 Original Appropriations	Fiscal 2022 Estimated Obligations	Fiscal 2023 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	1,038		980	2,000	1,020
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel	589		560	2,000	1,440
309	Cordage & Fibers					
310	Electrical & Communication					
311	General Equipment & Machinery					
312	Fire Fighting & Safety					
313	Food	1,131		1,000	1,000	
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory					
318	Janitorial, Laundry & Household	495			800	800
320	Office Materials & Supplies	35,446	24,800	33,816	24,800	(9,016)
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists					
325	Printing	6,722	32,000	20,444	26,200	5,756
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	45,421	56,800	56,800	56,800	
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	37,616	53,436	53,436	30,436	(23,000)
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals		30,000	15,000	28,000	13,000
428	Vehicles					
430	Furniture & Furnishings	5,216		15,000	25,000	10,000
499	Other Equipment (not otherwise classified)					
	Total	42,832	83,436	83,436	83,436	

71-53L (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2023 OPERATING BUDGET				SUPPORTING DETAIL: PROFESSIONAL SERVICES AND CARE OF INDIVIDUALS, BY PROGRAM		
Department REGISTER OF WILLS		No. 68	Program ESTATE ADMINISTRATION		No. 11	
Fund GENERAL		No. 01				
Class (1)	Description (2)	Fiscal 2021 Actual Obligations (3)	Fiscal 2022 Original Appropriation (4)	Fiscal 2022 Estimated Obligations (5)	Fiscal 2023 Department Request (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	195,945	137,662	153,253	368,959	
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2021 Actual Obligations	Fiscal 2022 Original Appropriation	Fiscal 2022 Estimated Obligations	Fiscal 2023 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	TBD				100,000	Digitization Process
250	PUGLIESSE			78,253	27,000	Marketing/Communications
250	TBD			60,000		Social Media/Advertising
250	TBD				120,000	Outreach communication
250	BELLEVUE STRATEGIES, LLC	7,500				Communication Consulting
251	CLEAN VENTURE	2,325		2,325	2,325	Electronic removal of old computers
251	TBD				100,000	Legacy System Replacement
251	COUNTERPOINT SOFTWARE IN	42,251	136,541	12,675	19,634	Software Upgrade
252	HORSEY, BUCKNER & HEFFLE	81,038				Internal Audit
253	LIITTLER MENDELSON PC	58,831	1,121			Legal Services
253	BOWMAN	4,000				Public official bond PA Legal
	Total Class 250s	195,945	137,662	153,253	368,959	

71-53N (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2023 OPERATING BUDGET	SUPPORTING DETAIL: CLASSES OTHER THAN 250s AND 290, BY PROGRAM
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Department REGISTER OF WILLS	No. 68	Program ESTATE ADMINISTRATION	No. 11
Fund GENERAL	No. 01		

Minor Object Code	Name of Contractor or Provider	Fiscal 2021 Actual Obligations	Fiscal 2022 Original Appropriation	Fiscal 2022 Estimated Obligations	Fiscal 2023 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
0420	TransAmerican Office Furniture	5,414				Office furniture
0420	Uline office supplies	351				Printer
0420	Equipment Depot	18,250				Lift For Archives
0420	Jess Distributors	2,540				Office supplies
0420	Dell Marketing LP	1,244	53,436	53,436		Computer purchases
0420	Ribbons Express Incorporated	629				Shredders
0420	P C Specialists Inc	5,716				Computer
0420	State Glass & Upholstery, Inc.	2,738				Office equipment
0420	South Jersey Paper	734				Copier
0420	TBD				30,436	Office equipment
	Total Class 420	37,616	53,436	53,436	30,436	

71-530 (Program Based Budgeting Version)

CITY OF PHILADELPHIA			PROGRAM SUMMARY			
FISCAL 2022 OPERATING BUDGET						
Department		No.	Program		No.	
REGISTER OF WILLS		68	ESTATE ADMINISTRATION		11	
Fund		No.				
GRANTS REVENUE		08				
Summary by Class						
Class	Description	Fiscal 2021 Actual Obligations	Fiscal 2022 Original Appropriations	Fiscal 2022 Estimated Obligations	Fiscal 2023 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		200,000	200,000	200,000	
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		200,000	200,000	200,000	
Summary of Positions						
Code	Category	Actual Positions 6/30/21	Fiscal 2022 Budgeted Positions	Increment Run PPE 11/28/21	Fiscal 2023 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 2021 Actual Revenues	Fiscal 2022 Original Budget	Fiscal 2022 Estimate	Fiscal 2023 Proposed Budget	Increase or (Decrease)	
(1)	(2)	(3)	(4)	(5)	(6)	
Local (Non-Governmental)		200,000	200,000	200,000		
Federal						
State						
Other Governments						
Other Funds of the City						
Total		200,000	200,000	200,000		

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2023 OPERATING BUDGET	GRANT INFORMATION SUMMARY WITHIN PROGRAM
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Department Register of Wills	No. 68	Program ESTATE ADMINISTRATION	No. 11
Fund GRANTS REVENUE	No. 08		

<i>Funding Sources</i>	Grant Title RECORD RESTORATION	Grant Number	Index Code 680060
<i>Federal</i>	Award Period 7/1/22-6/30/23	Type of Grant LOCAL	
<i>State</i>			
<i>Other Govt.</i>			
X <i>Local (Non-Govt.)</i>	Grant Objective		

RECORDS ARE ORIGINAL PAPER DOCUMENTS AND SOME ARE BEGINNING TO DEGRADE. THIS EFFORT ENSURES THAT RECORDS, ESPECIALLY ONES OF HISTORICAL VALUE CAN BE PRESERVED. WITH GRANTORS FOR THIS PROJECT, IN ADDITION TO CITY FUNDING, RECORDS OF VALUE CAN RECEIVE RESTORATIV

Summary by Class

Class	Description	Fiscal 2021 Actual Obligations	Fiscal 2022 Original Appropriations	Fiscal 2022 Estimated Obligations	Fiscal 2023 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					
	Class 198 - Municipal Plan 10 - City Match					
200	Purchase of Services		200,000	200,000	200,000	
300	Materials and Supplies					
400	Equipment					
500	Contributions, Indemnities and Taxes					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
	Total		200,000	200,000	200,000	

Summary by Funding Source

Code	Category	Fiscal 2021 Actual Revenue	Fiscal 2022 Original Budget	Fiscal 2022 Estimated Revenue	Fiscal 2023 Department Request	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Federal					
200	State					
300	Other Governments					
400	Local (Non-Governmental)		200,000	200,000	200,000	
	Total		200,000	200,000	200,000	

Summary of Positions

Code	Category	Actual Pos. 6/30/21	Fiscal 2022 Budgeted Pos.	Incr. Run PPE 11/28/21	Fiscal 2023 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					

CITY OF PHILADELPHIA		PERFORMANCE MEASURES		
FISCAL 2023 OPERATING BUDGET				
Department	No.	Program	No.	
REGISTER OF WILLS	68	ORPHANS COURT	12	
Program Description				
The Orphans' Court Administration program oversees the creation, maintenance, and associated fees for Trust, Decedent, and Guardian Accounts as well as the issuance of Marriage Licenses in the City of Philadelphia.				
Program Objectives				
- Stabilization of the Register of Wills historic archives - New IT System				
Performance Measures				
Description	Fiscal 2021 Year-End	Fiscal 2022 Year-to-Date (Q1 + Q2)	Fiscal 2022 Target	Fiscal 2023 Target
(1)	(2)	(3)	(4)	(5)
Median timeframe to review E-Filing, GTS, and Manual petitions (days, weeks, etc.)	55	55	55	55
<u>Comments:</u> "The ROWs Orphans' Court continues operating under COVID-19 safety protocol. In addition to the appointment bases only ROW attending walk in as well. The ROWs appointment/walkins volume has increased given that the City of Philadelphia has eased mandates for COVID-19 operating protocols.				
Median timeframe for application process (days, weeks, etc.)	19	18	19	19
<u>Comments:</u> The ROWs Orphans' Court continues operating under COVID-19 safety protocol and is on target for Q2 of FY22. ROW is alert of the new guidelines and continue to operate with precaution. ROW is operating under an appointment bases; however, also is servicing walk-ins. As the City of Philadelphia eases mandates the level of walkins increases.				
Median timeframe to fulfill a request for a copy of a marriage record (days)	7	5	7	7
<u>Comments:</u> The ROWs Orphans' Court continues operating under COVID-19 safety protocol. ROW is alert of the new guidelines and continue to operate with precaution. ROW is operating under an appointment bases; however, also is servicing walk-ins. As the City of Philadelphia eases mandates the level of walkins increases.				

71-53EZ (Program Based Budgeting Version)

CITY OF PHILADELPHIA			PROGRAM SUMMARY - ALL FUNDS			
FISCAL 2023 OPERATING BUDGET						
Department REGISTER OF WILLS		No. 68	Program ORPHANS COURT			No. 12
Summary by Fund						
Fund No. (1)	Fund (2)	Fiscal 2021 Actual Obligations (3)	Fiscal 2022 Original Appropriations (4)	Fiscal 2022 Estimated Obligations (5)	Fiscal 2023 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	1,014,274	938,419	906,115	910,297	4,182
Total		1,014,274	938,419	906,115	910,297	4,182
Summary of Full Time Positions by Fund						
Fund No. (1)	Fund (2)	Actual Positions 6/30/21 (3)	Fiscal 2022 Budgeted (4)	Increment Run PPE 11/28/21 (5)	Fiscal 2023 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
01	General	19	19	19	19	
Total Full Time		19	19	19	19	
Summary of Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2021 Actual Revenues (3)	Fiscal 2022 Original Budget (4)	Fiscal 2022 Estimate (5)	Fiscal 2023 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	1,219,369	1,210,000	1,310,000	1,310,000	
Total		1,219,369	1,210,000	1,310,000	1,310,000	
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2022 Original Approp. (GO Only) (4)	Fiscal 2022 Original Approp. (All Other Sources) (5)	Fiscal 2023 Proposed Budget (GO Only) (6)	Fiscal 2023 Proposed Bdg (All Other Sources) (7)
Total						
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2021 Calculated Obligations (3)	Fiscal 2022 Calculated Appropriations (4)	Fiscal 2022 Calculated Obligations (5)	Fiscal 2023 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	359,240	347,767	331,504	329,047	(2,457)
Finance	Employee Benefits - Uniform					
Total		359,240	347,767	331,504	329,047	

CITY OF PHILADELPHIA			PROGRAM SUMMARY			
FISCAL 2023 OPERATING BUDGET						
Department		No.	Program		No.	
REGISTER OF WILLS		68	ORPHANS COURT		12	
Fund		No.				
GENERAL		01				
Summary by Class						
Class	Description	Fiscal 2021 Actual Obligations	Fiscal 2022 Original Appropriations	Fiscal 2022 Estimated Obligations	Fiscal 2023 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services	1,014,274	938,419	906,115	910,297	4,182
b)	Employee Benefits					
200	Purchase of Services					
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		1,014,274	938,419	906,115	910,297	4,182
Summary of Positions						
Code	Category	Actual Positions 6/30/21	Fiscal 2022 Budgeted Positions	Increment Run PPE 11/28/21	Fiscal 2023 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian	19	19	19	19	
105	Full Time - Uniform					
Total		19	19	19	19	
Selected Associated Non-Tax Revenues by Type						
Description	Fiscal 2021 Actual Revenues	Fiscal 2022 Original Budget	Fiscal 2022 Estimate	Fiscal 2023 Proposed Budget	Increase or (Decrease)	
(1)	(2)	(3)	(4)	(5)	(6)	
Local (Non-Governmental)	1,219,369	1,210,000	1,310,000	1,310,000		
Federal						
State						
Other Governments						
Other Funds of the City						
Total	1,219,369	1,210,000	1,310,000	1,310,000		

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA					SCHEDULE 100				
FISCAL 2023 OPERATING BUDGET					LIST OF POSITIONS BY PROGRAM				
Department REGISTER OF WILLS				No. 68	Division ORPHANS COURT				No. 12
Fund GENERAL				No. 01					
Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2021 Actual Pos. 6/30/21 (5)	Fiscal 2022 Budgeted Positions (6)	Increment Run - PPE 11/28/21 (7)	Fiscal 2023 Budgeted Positions (8)	Annual Salary 7/1/22 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
1	A042	Administrative Assistant 2	31,441	1	1	1	1	31,441	
2	A043	Administrative Assistant 3	44,367	1	1	1	1	44,367	
3	D042	Data Clerk 2	41,100	1	1	1	1	40,000	
4	M126	Manager Orphans Court	65,000	1	1	1	1	65,000	
5	R161	Record Clerk 1	39,000-60,649	5	5	5	5	225,777	
6	R162	Record Clerk 2	44,980-67879	8	8	7	7	346,461	(1)
7	S702	Supervisor	47,712			1	1	47,712	1
8	R171	Record Coordinator 1	54,539	1	1	1	1	54,539	
9	S723	Supervisor of Marriage Records	55,000	1	1	1	1	55,000	
Total				19	19	19	19	910,297	

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA				SCHEDULE 100							
FISCAL 2023 OPERATING BUDGET				LIST OF POSITIONS BY DIVISION							
Department REGISTER OF WILLS			No. 68	Division ORPHANS COURT				No. 12			
Fund GENERAL			No. 01								
Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2021 Actual Pos. 6/30/21 (5)	Fiscal 2022 Budgeted Positions (6)	Increment Run -PPE 11/28/21 (7)	Fiscal 2023 Budgeted Positions (8)	Annual Salary 7/1/22 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)		
		Full-Time		19	19	19	19	910,297			
		Lump Sum						10,000			
		Part Time						70,000			
Total Gross Requirements				19	19	19	19	990,297			
Plus: Earned Increment								128			
Plus: Longevity								25,690			
Less: (Vacancy Allowance)								(105,818)			
Total Budget Request								910,297			
Summary of Personal Services											
Line No. (1)	Category (2)	Fiscal 2021		Fiscal 2022			Fiscal 2023		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)	
		Actual Positions 6/30/21 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/28/21 (7)	Budgeted Positions (8)	Department Request (9)			
1	Lump Sum		55,177		6,864			10,000	3,136		
2	Full Time - Civilian	19	906,486	19	836,498	19	19	830,297	(6,201)		
3	Full Time - Uniform										
4	Bonus, Gross Adj.		(3)								
5	PT, Temp/Seas, Bd, SCG		52,383		62,753			70,000	7,247		
6	Overtime - Civilian										
7	Overtime - Uniform		231								
8	Holiday Overtime - Civilian										
9	Unused Uniform Leave										
10	Shift/Stress										
11	H&L, IOD, LT-Sick										
12											
Total		19	1,014,274	19	906,115	19	19	910,297	4,182		