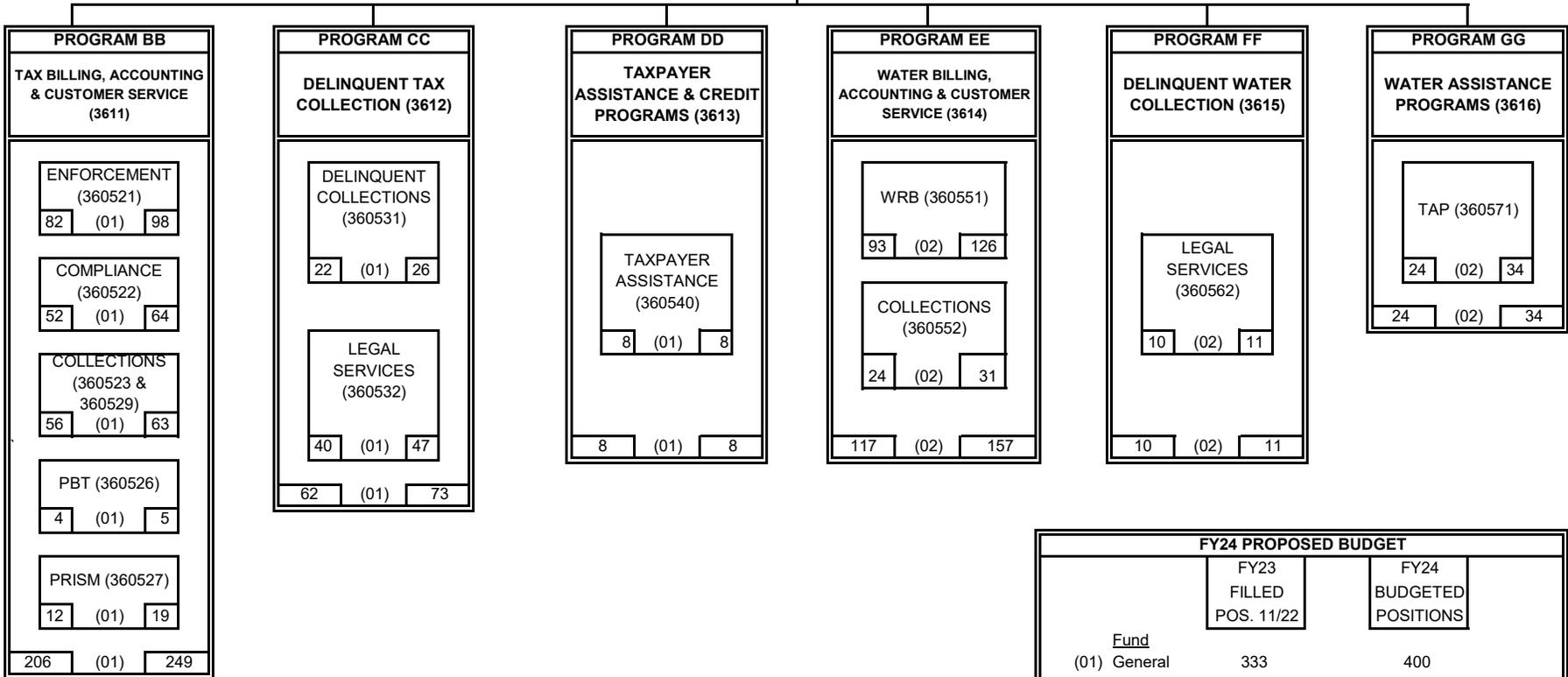
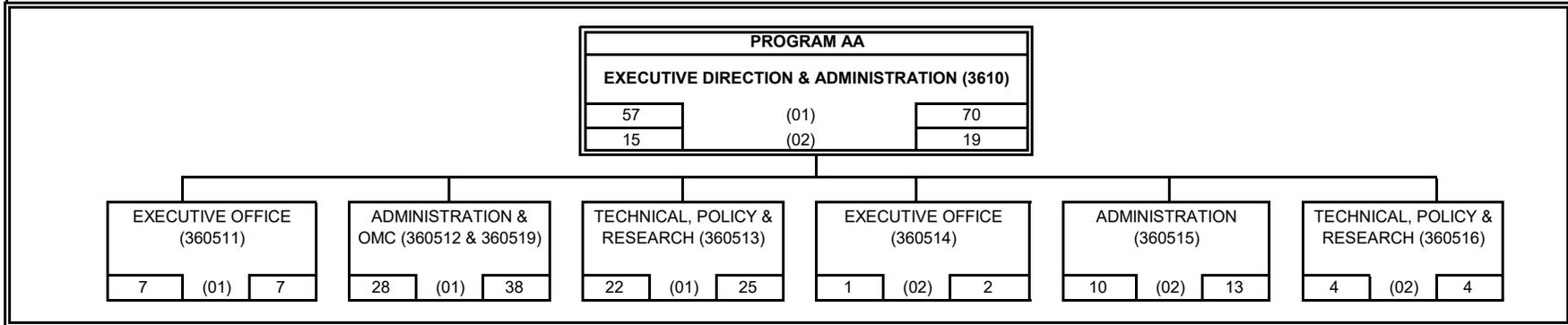


**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

ORGANIZATION CHART (ALL FUNDS) BY PROGRAM

Department Revenue No. 36



FY24 PROPOSED BUDGET		
	FY23 FILLED POS. 11/22	FY24 BUDGETED POSITIONS
Fund		
(01) General	333	400
(02) Water	166	221
	499	621

SECTION 14

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET					DEPARTMENTAL SUMMARY BY FUND			
Department Revenue								No. 36
No. (1)	Fund (2)	Class (3)	Description (4)	Fiscal 2022 Actual Obligations (5)	Fiscal 2023 Original Appropriation (6)	Fiscal 2023 Estimated Obligations (7)	Fiscal 2024 Proposed Budget (8)	Increase or (Decrease) (9)
01	General	100	Employee Compensation					
		a)	Personal Services	20,432,060	21,927,194	21,951,596	22,626,664	675,068
		b)	Employee Benefits					
		200	Purchase of Services	1,536,515	5,106,407	4,875,231	5,158,798	283,567
		300	Materials and Supplies	579,513	557,976	789,152	874,045	84,893
		400	Equipment	122,787	217,000	217,000	195,000	(22,000)
		500	Contributions, etc.	6,489				
		800	Payments to Other Funds					
			Total	22,677,364	27,808,577	27,832,979	28,854,507	1,021,528
02	Water	100	Employee Compensation					
		a)	Personal Services	9,070,937	10,637,179	10,637,180	10,791,338	154,158
		b)	Employee Benefits					
		200	Purchase of Services	817,369	5,165,000	4,148,000	5,154,000	1,006,000
		300	Materials and Supplies	912,064	560,500	1,833,500	1,853,000	19,500
		400	Equipment	28,306	874,000	618,000	232,500	(385,500)
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total	10,828,676	17,236,679	17,236,680	18,030,838	794,158
14	Acute Care Hospital	100	Employee Compensation					
		a)	Personal Services					
		b)	Employee Benefits	30,000	30,000	30,000	30,000	
		200	Purchase of Services					
		300	Materials and Supplies	5,000	5,000	5,000	5,000	
		400	Equipment		10,000	10,000	10,000	
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total	35,000	45,000	45,000	45,000	
08	Grants	100	Employee Compensation					
		a)	Personal Services					
		b)	Employee Benefits					
		200	Purchase of Services	16,140,850	19,650,000	19,650,000	19,650,000	
		300	Materials and Supplies					
		400	Equipment					
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total	16,140,850	19,650,000	19,650,000	19,650,000	
		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	29,502,997	32,564,373	32,588,776	33,418,003	829,227
		b)	Employee Benefits	30,000	30,000	30,000	30,000	
		200	Purchase of Services	18,494,734	29,921,407	28,673,231	29,962,798	1,289,567
		300	Materials and Supplies	1,496,577	1,123,476	2,627,652	2,732,045	104,393
		400	Equipment	151,093	1,101,000	845,000	437,500	(407,500)
		500	Contributions, etc.	6,489				
		800	Payments to Other Funds					
			Total	49,681,890	64,740,256	64,764,659	66,580,346	1,815,687

71-53B (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**DEPARTMENTAL SUMMARY
INCREASES AND DECREASES
ALL FUNDS**

Department						No.
Revenue						36
Budget Comments (1)	Class 100 (2)	Class 200 (3)	Class 300/400 (4)	Class 500 (5)	Other Classes (6)	Total (7)
General Fund						
DC33/DC47/Nonrep Exempt Wage Increases and Other Negotiated Increases	675,068					675,068
Inflation Increase			294,069			294,069
Internal transfer; cost of inflation for supplies		231,176	(231,176)			
Multistate Tax Commission Audit Program		52,391				52,391
Total General Fund	675,068	283,567	62,893			1,021,528
Water Fund						
DC33/DC47/Nonrep Exempt Wage Increases and Other Negotiated Increases	154,158					154,158
Cost of inflation for supplies		1,016,745	24,500			1,041,245
Decrease in Professional Services		(10,745)				(10,745)
Department Renovations			(390,500)			(390,500)
Total Water Fund	154,158	1,006,000	(366,000)			794,158

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**DEPARTMENTAL SUMMARY
PERSONAL SERVICES**

Department Revenue	No. 36
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Line No.	Category	Fiscal 2022		Fiscal 2023			Fiscal 2024		Increase (Decrease) in Pos. (Col. 8 less 5)	Increase (Decrease) in Requirements (Col. 9 less 6)
		Actual Positions 6/30/22	Actual Obligations	Budgeted Positions	Estimated Obligations	Increment Run -PPE 11/27/22	Budgeted Positions	Proposed Budget		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

A. Summary by Object Classification - All Funds

1	Lump Sum		320,389		328,548			297,925		(30,623)
2	Full Time	495	28,590,605	620	31,388,846	499	621	32,122,204	1	733,358
3	Bonus, Gross Adj.		23,285		(1,333)					1,333
4	PT, Temp/Seas, Bd , SCG		29,715		50,000			51,625		1,625
5	Overtime		530,119		814,210			939,021		124,811
6	Holiday Overtime									
7	Shift/Stress		25		7,007			7,228		221
8	H&L, IOD, LT-Sick		8,859		1,498					(1,498)
9										
Total		495	29,502,997	620	32,588,776	499	621	33,418,003	1	829,227

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		208,912		225,548			205,000		(20,548)
2	Full Time	328	19,824,595	399	21,405,824	333	400	22,006,664	1	600,840
3	Bonus, Gross Adj.		21,037		(1,053)					1,053
4	PT, Temp/Seas, Bd , SCG		29,715							
5	Overtime		339,671		321,156			415,000		93,844
6	Holiday Overtime									
7	Shift/Stress		22		7					(7)
8	H&L, IOD, LT-Sick		8,108		114					(114)
9										
Total		328	20,432,060	399	21,951,596	333	400	22,626,664	1	675,068

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 BUDGET OFFICE FISCAL 2024 OPERATING BUDGET		PERFORMANCE MEASURES		
Department	No.	Program	No.	
Revenue	36	Policy, Analysis, Executive Direction, and Administration	10	
Program Description				
<i>This program provides leadership for the Department, conducts analyses, sets and informs policy, ensures that Revenue has the resources it needs, and includes fiscal and information technology functions and an outgoing mail processing center.</i>				
Program Objectives				
<ul style="list-style-type: none"> - Continue refining internal departmental processes using Revenue's new tax system, such as internal tax administration, on-boarding new employees, cross-training existing employees, and streamlining research and data requests. Harness new data sources in Revenue's tax system to improve reporting, collections, and compliance efforts. - Continue to expand and develop the Department's DEI Plan, which includes increasing the OEO participation goal from 46 percent to 48 percent, developing a racial equity resource hub for employees, training with a DEI focus, and partnering with stakeholders to make tax and water assistance programs more accessible. 				
Performance Measures				
Description	Fiscal 2022 Year-End	Fiscal 2023 Year-to-Date (Q1 + Q2)	Fiscal 2023 Target	Fiscal 2024 Target
(1)	(2)	(3)	(4)	(5)
Percent of budgeted positions filled	85.00%	81.50%	90.00%	90.00%
<u>Comments:</u> Due to recruitment and retention challenges, we will not meet our target goal.				
<u>Comments:</u>				

71-53EZ (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET	PROGRAM SUMMARY - ALL FUNDS
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Department Revenue	No. 36	Program Policy, Analysis, Executive Direction & Administration	No. 10
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Summary by Fund

Fund No. (1)	Fund (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	5,507,668	8,528,745	8,155,285	8,441,654	286,369
02	Water	2,415,261	5,932,774	6,117,774	7,185,954	1,068,180
	Total	7,922,929	14,461,519	14,273,059	15,627,608	1,354,549

Summary of Full Time Positions by Fund

Fund No. (1)	Fund (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted (4)	Fiscal 2023 PPE 11/27/22 (5)	Fiscal 2024 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
01	General	54	69	57	70	1
02	Water	16	19	15	19	
	Total Full Time	70	88	72	89	1

Summary of Non-Tax Revenues by Fund

Fund No. (1)	Fund (2)	Fiscal 2022 Actual Revenues (3)	Fiscal 2023 Original Budget (4)	Fiscal 2023 Estimated Revenues (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
	Total					

Selected Associated Capital Projects

Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2023 Original Approp. (GO Only) (4)	Fiscal 2023 Original Approp. (All Other Sources) (5)	Fiscal 2024 Proposed Budget (GO Only) (6)	Fiscal 2024 Proposed Bdg (All Other Sources) (7)
	Total					

Selected Associated Operating Costs

Dept. Where Appropriated (1)	Description (2)	Fiscal 2022 Calculated Obligations (3)	Fiscal 2023 Calculated Appropriations (4)	Fiscal 2023 Calculated Obligations (5)	Fiscal 2024 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	1,891,084	2,191,109	2,199,036	2,187,386	(11,650)
Finance	Employee Benefits - Uniform					
	Total	1,891,084	2,191,109	2,199,036	2,187,386	(11,650)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			PROGRAM SUMMARY			
Department Revenue		No. 36	Program Policy, Analysis, Executive Direction & Administration		No. 10	
Fund General		No. 01				
Summary by Class						
Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	4,335,816	5,024,008	5,041,548	5,015,848	(25,700)
b)	Employee Benefits					
200	Purchase of Services	692,900	2,981,761	2,400,585	2,631,761	231,176
300	Materials and Supplies	373,731	330,976	521,152	624,045	102,893
400	Equipment	98,732	192,000	192,000	170,000	(22,000)
500	Contributions, Indemnities and Taxes	6,489				
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		5,507,668	8,528,745	8,155,285	8,441,654	286,369
Summary of Positions						
Code (1)	Category (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted Positions (4)	Increment Run PPE 11/27/22 (5)	Fiscal 2024 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	54	69	57	70	1
105	Full Time - Uniform					
Total		54	69	57	70	1
Selected Associated Non-Tax Revenues by Type						
Description (1)	Fiscal 2022 Actual Revenues (2)	Fiscal 2023 Original Budget (3)	Fiscal 2023 Estimated Revenues (4)	Fiscal 2024 Proposed Budget (5)	Increase or (Decrease) (6)	
Local (Non-Governmental)						
Federal						
State						
Other Governments						
Other Funds of the City						
Total						

71-53F (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department				No.	Program				No.
Revenue				36	Policy, Analysis, Executive Direction & Admin.				10
Fund				No.					
General				01					
Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
Executive Office (360511)									
1	2B02	Collection Customer Representative	44,352 - 48,394	1	2	2	2	93,742	
2	D402	Deputy Revenue Commissioner	136,697	3	3	3	3	410,091	
3	F392	First Deputy Revenue Commissioner	148,088	1	1	1	1	148,088	
4	D325	Revenue Commissioner	174,620	1	1	1	1	174,620	
Subtotal Executive Office				6	7	7	7	826,541	
Administration Division (360512)									
Administration									
5	A620	Director of Administration & CPO/ASD3	96,664 - 124,279	1	1	1	1	100,318	
6	1A18	Secretary	40,504 - 44,023	1	1	1	1	42,637	
7	2L04	Admin./Technical Trainee	41,504 - 53,361		1		1	44,467	
8	A620	Director of Ops & CI	92,925	1	1	1	1	92,925	
9	A620	Project Manager	84,000	1	1	1	1	84,000	
10	A620	Project Coordinator	65,000		1		1	65,000	
Subtotal Administration				4	6	4	6	429,347	
Budget & Fiscal									
11	2L04	Admin./Technical Trainee	41,504 - 53,361				1	44,467	1
12	2C05	Budget Officer 1	70,848 - 91,083	1	1	1	1	73,517	
13	1A04	Clerk 3	44,352 - 48,394	1	2	1	2	89,928	
14	1B29	Contract Clerk	51,535 - 56,695		1		1	51,535	
15	2F69	Contract Coordinator	66,588 - 85,594		1		1	66,588	
16	2E08	Department Procurement Specialist	50,483 - 64,910	1	1	1	1	50,483	
17	2A01	Financial Technician	41,504 - 53,361		1				(1)
18	2A33	Fiscal Officer	86,775 - 111,577	1	1	1	1	108,065	
Subtotal Budget & Fiscal				4	8	4	8	484,583	
Human Resources									
19	2L01	Administrative Technician	40,333 - 51,866	2	2	2	2	90,566	
20	1A22	Clerical Supervisor 2	46,734 - 51,124	1	1				(1)
21	1D41	Data Service Support Clerk	40,504 - 44,023	1	1	1	1	42,637	
22	2H12	Dept. Human Resources Mgr.	75,843 - 97,514	1	1				(1)
23	1B27	Dept. Payroll Supervisor	47,922 - 52,519	1	1	1	1	49,345	
24	2H91	HR Professional 2	59,778 - 76,854	2	2	3	3	190,210	1
25	2H77	Occupational Safety Admin. 1	66,588 - 85,594	1	1	1	1	66,588	
26	2H58	Senior Dept. HR Associate	66,588 - 85,594	1	1	2	2	156,595	1
Subtotal Human Resources				10	10	10	10	595,941	
Office Services									
27	2L09	Administrative Services Supervisor	46,914 - 60,310	1	1	1	1	58,412	
28	1A04	Clerk 3	44,352 - 48,394	1	1	1	1	45,576	
29	1F06	Stores Worker	41,709 - 45,392	2	2	2	2	86,733	
Subtotal Office Services				4	4	4	4	190,721	

71-531 (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department				No.	Program				No.
Revenue				36	Policy, Analysis, Executive Direction & Admin.				10
Fund				No.					
General				01					
Line No.	Class Code	Title	Salary Range	Fiscal 2022 Actual Pos. 6/30/22	Fiscal 2023 Budgeted Positions	Increment Run -PPE 11/27/22	Fiscal 2024 Budgeted Positions	Annual Salary 7/1/23	Increase (Decrease) (Col. 8 less Col. 6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Outgoing Mail Center (360519)									
30	1D41	Data Service Support Clerk	40,504 - 44,023		1		1		
31	7M07	Office Machinery Equipment Operator 1	43,029 - 46,893	2	1	2	2	90,834	1
32	7M08	Office Machinery Equipment Operator 2	46,734 - 51,124		1				(1)
33	7A03	Semiskilled Laborer	40,504 - 44,023	3	5	3	5	123,379	
Subtotal Outgoing Mail Center				5	8	5	8	214,213	
Training & Development									
34	2L16	Administrative Specialist 1	46,914 - 60,310		1				(1)
35	2L04	Admin./Technical Trainee	41,504 - 53,361				1	44,467	1
36	2H32	Training & Development Officer	64,965 - 83,508	1	1	1	1	62,920	
Subtotal Training & Development				1	2	1	2	107,387	
Total Executive, Administration & Outgoing Mail Center				34	45	35	45	2,848,733	
Technical, Policy & Research (360513)									
Technical Staff									
37	2B04	Collection Rep. Supervisor	46,914 - 60,310	1	1	1	1	58,412	
38	A620	Director of Policy & Planning	116,206	1	1	1	1	116,206	
39	2B34	Revenue Examiner 4	81,315 - 104,543	1	1		1	81,315	
40	2B40	Tax & Revenue Conferee	69,120 - 88,861	2	3	2	3	172,128	
41	2B41	Tax & Revenue Conferee Supervisor	86,775 - 111,577	1	1	1	1	108,065	
Subtotal Technical Staff				6	7	5	7	536,126	
Policy & Outreach									
42	A620	Communication & Outreach Manager	80,000		1	1	1	80,000	
43	A620	Digital Content Manager	65,000	1	1	1	1	65,000	
44	A620	Outreach & Community Project Coordinator	78,500			1	1	78,500	1
45	2J04	Public Information Officer	61,335 - 78,851	1	1	1	1	76,369	
46	2J03	Public Relations Specialist 2	55,848 - 71,804	1	1	1	1	69,544	
47	A620	Revenue Policy Analyst	75,000	1	2		2	150,000	
48	A620	Senior Revenue Policy Analyst	108,166	1	1	1	1	108,166	
49	A620	Writer/Editor	65,000	1	1	1	1	65,000	
Subtotal Policy & Outreach				6	8	7	9	692,579	1
Data & Research									
50	A620	Data Analyst	75,000 - 80,000	4	5	6	5	463,018	
51	A620	Data Intelligence Analyst	75,500 - 95,000	2	2	2	2	141,500	
52	A620	Data & Research Manager	86,000	1	1	1	1	86,000	
53	D554	Director of Data & Research	125,306	1	1	1	1	125,306	
Subtotal Data & Research				8	9	10	9	815,824	
Total Technical, Policy & Research				20	24	22	25	2,044,529	1
Program Total				54	69	57	70	4,893,262	1

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET	SCHEDULE 100 LIST OF POSITIONS BY PROGRAM
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Department Revenue	No. 36	Program Policy, Analysis, Executive Direction & Administration	No. 10
Fund General	No. 01		

Line No.	Class Code	Title	Salary Range (in dollars)	Fiscal 2022 Actual Pos. 6/30/22	Fiscal 2023 Budgeted Positions	Increment Run -PPE 11/27/22	Fiscal 2024 Budgeted Positions	Annual Salary 7/1/23	Inc. (Dec.) (Col. 8 less Col. 6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1		Full-Time Civilian		54	69	57	70	4,893,262	1
2		Regular Overtime						90,000	
3		Lump Sum						130,000	
4		Exempt Wage Increases						70,156	

Total Gross Requirements				54	69	57	70	5,183,418	1
Plus: Earned Increment								23,521	
Plus: Longevity								742	
Less: (Vacancy Allowance)								(191,833)	
Total Budget								5,015,848	

Summary of Personal Services

Line No.	Category	Fiscal 2022		Fiscal 2023			Fiscal 2024		Inc. / (Dec.) in Require. (Col. 9 less Col. 6)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5)
		Actual Positions 6/30/22	Actual Obligations	Budgeted Positions	Estimated Obligations	Increment Run -PPE 11/27/22	Budgeted Positions	Proposed Budget		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	Lump Sum		57,709		130,000			130,000		
2	Full Time - Civilian	54	4,146,204	69	4,821,390	57	70	4,795,848	(25,542)	1
3	Full Time - Uniform									
4	Bonus, Gross Adj.		21,773		151				(151)	
5	PT, Temp/Seas, Bd, SCG		29,715							
6	Overtime - Civilian		78,699		90,000			90,000		
7	Overtime - Uniform									
8	Unused Uniform Leave									
9	Shift/Stress				7				(7)	
10	H&L, IOD, LT-Sick		1,716							
11										
12										
Total		54	4,335,816	69	5,041,548	57	70	5,015,848	(25,700)	1

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			SCHEDULE 300 - 400 MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program		No.	
Revenue		36	Policy, Analysis, Executive Direction & Administration		10	
Fund		No.				
General		01				
Code	Description	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriations	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	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	6,568	5,000	5,000	5,000	
305	Building & Construction	2,362				
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel	1,610	2,000	1,600	2,000	400
309	Cordage & Fibers					
310	Electrical & Communication	385				
311	General Equipment & Machinery					
312	Fire Fighting & Safety	13,607	9,000	7,275	7,300	25
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools			1,568		(1,568)
317	Hospital & Laboratory	10,529				
318	Janitorial, Laundry & Household			157		(157)
320	Office Materials & Supplies	214,813	287,476	479,652	581,545	101,893
322	Small Power Tools & Hand Tools	65				
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists	15,000	7,500	5,738	8,000	2,262
325	Printing	106,487	15,000	15,000	15,000	
326	Recreational & Educational	2,305	5,000	5,162	5,200	38
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	373,731	330,976	521,152	624,045	102,893
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying	386				
410	Electrical, Lighting & Communications					
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment	4,269	50,000	50,000	50,000	
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals	42,293	71,000	71,000	60,000	(11,000)
428	Vehicles					
430	Furniture & Furnishings	50,990	71,000	71,000	60,000	(11,000)
499	Other Equipment (not otherwise classified)	794				
	Total	98,732	192,000	192,000	170,000	(22,000)

71-53L (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SUPPORTING DETAIL:
PROFESSIONAL SERVICES AND
CARE OF INDIVIDUALS, BY PROGRAM**

Department	No.	Program	No.
Revenue	36	Policy, Analysis, Executive Direction & Admin.	10
Fund	No.		
General	01		

Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriation (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	204,903	1,375,000	1,025,000	1,025,261	261
290	Payments for Care of Individuals					

Minor Object Code	Name of Contractor or Provider	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriation	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	ABSO/Sterling	23,000	23,000	23,000	23,000	Criminal Background Screening
250	Abbot Laboratories	1,930				COVID Testing Kits
250	Acumen	20,000	30,000	30,000	20,000	Database Support and Training
250	Community College of Philadelphia	7,200				Workforce Development
250	Constant Contact	4,158	6,000	6,796	7,000	Marketing & Outreach Services
250	Drug Scan	240		240	240	Background Checks
250	DocuVault Secure Shredding	2,502				Professional Shredding Service
250	Fund for Philadelphia	7,000		7,000	7,000	Fiduciary
250	Geneva Worldwide Inc.	155				Language Access Program
250	Global Document Services	6,400				Professional Shredding Service
250	Globo Solutions	8,500	5,000	5,000	5,000	Language Access Program
250	Instant Web LLC	14,700	14,700	14,700	14,700	Disaster Recovery System
250	Jones Lang LaSalle America		20,000	20,000	20,000	OM&S Triplex
250	LaSalle University	15,000	30,000			General Consulting
250	Powerling Inc.	4,000	5,000	5,000	5,000	Language Access Program
250	Superior Moving & Storage	70,020	25,000	25,000	25,000	Professional Moving Services
250	Team Clean Incorp.	13,297		5,213	15,000	Professional Cleaning Service
250	Various Vendors	2,900	72,300	72,300	15,000	Misc. Professional Services
250	TBD '23, '24		10,000	10,000	10,000	Language Access Program
250	TBD '23, '24		50,000	50,000	30,000	Expanded Outreach - Language
250	TBD '23, '24		20,000	20,000	20,000	Racial Equity
250	TBD '23, '24		34,000		34,000	Workforce Development
250	TBD '23, '24		1,000,000	700,752	744,321	Property Assessment Relief Outreach
	Subtotal Class 250	201,001	1,345,000	995,000	995,261	
251	Miscellaneous Vendors	3,902	30,000	30,000	30,000	Miscellaneous IT Services
	Subtotal Class 251	3,902	30,000	30,000	30,000	

71-53N (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

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

Department		No.	Program		No.	
Revenue		36	Policy, Analysis, Executive Direction & Admin.		10	
Fund		No.				
General		01				
Minor Object Code	Name of Contractor or Provider	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriation	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
210	Five Thousand Forms	82,685	120,000	93,265	120,000	Delinquent Real Estate Mailing
210	Pitney Bowes Bank Inc. (Reserve Account)	95,451	1,016,495	815,282	970,000	Mail Center Mailing Activities
210	Triangle Systems	560				Coupon Booklet Mailings
210	United Parcel Service Inc	1,000	1,500			Express Mail
210	United States Postal Services	59,642	60,000	58,272	60,000	PO Boxes
	Subtotal Class 210	239,338	1,197,995	966,819	1,150,000	
256	Kimberly A. Ferguson			30,000		Training
256	Kimberly A. Ferguson			30,000		Organizational Development
256	Pryor Learning	3,043		3,222		New Manager Training
256	Various Vendors	9,961	40,000	3,452	70,000	Misc. Trainings/Conferences
	Subtotal Class 256	13,004	40,000	66,674	70,000	
260	Bell & Howell	80,294	70,000	37,682	70,000	Mail Center Equipment
260	Charles W Romano Co	475		350	500	Mail Center Equipment
260	Fluence Automation Holding	22,265		20,039	23,000	Mail Center Equipment
260	Mulhern Electric Company	13,122				Repair & Maintenance - 6th Floor
260	Opex Corp.	7,940		8,065	8,500	Mail Center Equipment
260	Paik Inc.	12,720				Repair & Maintenance - 6th Floor
260	Palman Electric Inc	15,685				Repair & Maintenance - 6th Floor
260	Pitney Bowes Inc.	5,877		6,000	6,500	Mail Center Equipment
260	Xerox	30,062		32,131	34,000	Maintenance & Repair - Copiers
260	Miscellaneous Vendors	475	38,000	3,733	17,500	Repair and Maintenance
	Subtotal Class 260	188,914	108,000	108,000	160,000	
266	Fluence Automation Holding	6,680		7,500	7,500	Computer Maint. and Repair
266	Qless	25,753		27,040	30,000	Computer Maint. and Repair
266	Xerox	21,877	28,766	30,000	32,000	Computer Maint. and Repair
266	Miscellaneous Vendors		60,000	24,226	19,500	Computer Maint. and Repair
	Subtotal Class 266	54,309	88,766	88,766	89,000	
285	Xerox	23,817		30,000	30,000	Copier Lease
285	Miscellaneous Vendors	3,335	90,000	29,160	30,000	Miscellaneous Leases
	Subtotal Class 285	27,152	90,000	59,160	60,000	
320	Allied Envelope Co.	172		430,000	531,545	Various Envelopes
320	Fluence Automation Holdings	4,704				Miscellaneous Equipment Supplies
320	Paper Mart	22,881	230,000			Various Envelopes and Paper
320	Pitney Bowes	20,000		20,000	20,000	Miscellaneous Equipment Supplies
320	Sharda Paper Inc	37,854		3,825		Various Paper
320	Staples	45,506		10,000	10,000	Office Supplies and Paper
320	W B Mason	45,374		8,000	8,000	Miscellaneous Office Supplies
320	Vanguard Direct	34,553				Miscellaneous Office Supplies
320	Various Vendors	3,770	57,476	7,827	12,000	Miscellaneous Office Supplies
	Subtotal Class 320	214,813	287,476	479,652	581,545	

71-530 (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

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

Department	No.	Program	No.
Revenue	36	Policy, Analysis, Executive Direction & Admin.	10
Fund	No.		
General	01		

Minor Object Code	Name of Contractor or Provider	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriation	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
325	Allied Envelope Co	71,505				Miscellaneous Envelopes
325	Magagna Co	2,870				Miscellaneous Envelopes
325	Vanguard Direct	28,882				Miscellaneous Envelopes & Forms
325	Various Vendors	3,231	15,000	15,000	15,000	Miscellaneous Printing Services
	Subtotal Class 325	106,487	15,000	15,000	15,000	
420	Miscellaneous Vendors	4,269	50,000	50,000	50,000	Office Equipment
	Subtotal Class 420	4,269	50,000	50,000	50,000	
427	Dell Marketing	22,960	71,000	71,000	60,000	Computer Equip. & Peripherals
427	SHI International	2,833				Computer Equip. & Peripherals
427	Xerox Corp	16,299				Computer Equip. & Peripherals
427	Various Vendors	201				Computer Equip. & Peripherals
	Subtotal Class 427	42,293	71,000	71,000	60,000	
430	Avenues International	7,876				Office Furniture
430	Paik Inc	26,537				Carpet Installation
430	PhilaCor	14,296		4,977		Office Furniture
430	Transamerican Office Furniture	2,281		3,330		Office Furniture
430	TBD '23 & '24		71,000	62,693	60,000	Office Furniture
	Subtotal Class 430	50,990	71,000	71,000	60,000	

71-530 (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET				PROGRAM SUMMARY - ALL FUNDS		
Department Revenue		No. 36	Program Policy, Analysis, Executive Direction & Administration		No. 10	
Summary by Fund						
Fund No. (1)	Fund (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
02	Water	2,415,261	5,932,774	6,117,774	7,185,954	1,068,180
Total		2,415,261	5,932,774	6,117,774	7,185,954	1,068,180
Summary of Full Time Positions by Fund						
Fund No. (1)	Fund (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted (4)	Fiscal 2023 PPE 11/27/22 (5)	Fiscal 2024 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
02	Water	16	19	15	19	
Total Full Time		16	19	15	19	
Summary of Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2022 Actual Revenues (3)	Fiscal 2023 Original Budget (4)	Fiscal 2023 Estimated Revenues (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
Total						
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2023 Original Approp. (GO Only) (4)	Fiscal 2023 Original Approp. (All Other Sources) (5)	Fiscal 2024 Proposed Budget (GO Only) (6)	Fiscal 2024 Proposed Bdg (All Other Sources) (7)
Total						
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2022 Calculated Obligations (3)	Fiscal 2023 Calculated Appropriations (4)	Fiscal 2023 Calculated Obligations (5)	Fiscal 2024 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	436,682	449,840	449,840	464,460	14,620
Finance	Employee Benefits - Uniform					
Total		436,682	449,840	449,840	464,460	14,620

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET	PROGRAM SUMMARY
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Department Revenue	No. 36	Program Policy, Analysis, Executive Direction & Administration	No. 10
Fund Water	No. 02		

Summary by Class

Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	976,855	1,036,274	1,036,274	1,069,954	33,680
b)	Employee Benefits					
200	Purchase of Services	625,789	4,362,000	3,345,000	4,353,000	1,008,000
300	Materials and Supplies	809,658	332,500	1,715,500	1,735,000	19,500
400	Equipment	2,959	202,000	21,000	28,000	7,000
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		2,415,261	5,932,774	6,117,774	7,185,954	1,068,180

Summary of Positions

Code (1)	Category (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted Positions (4)	Increment Run PPE 11/27/22 (5)	Fiscal 2024 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	16	19	15	19	
105	Full Time - Uniform					
Total		16	19	15	19	

Selected Associated Non-Tax Revenues by Type

Description (1)	Fiscal 2022 Actual Revenues (2)	Fiscal 2023 Original Budget (3)	Fiscal 2023 Estimated Revenues (4)	Fiscal 2024 Proposed Budget (5)	Increase or (Decrease) (6)
Local (Non-Governmental)					
Federal					
State					
Other Governments					
Other Funds of the City					
Total					

71-53F (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department				No.	Program				No.
Revenue				36	Policy, Analysis, Executive Direction & Admin.				10
Fund				No.					
Water				02					
Line No.	Class Code	Title	Salary Range (in dollars)	Fiscal 2022 Actual Pos. 6/30/22	Fiscal 2023 Budgeted Positions	Increment Run -PPE 11/27/22	Fiscal 2024 Budgeted Positions	Annual Salary 7/1/23	Increase (Decrease) (Col. 8 less Col. 6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
EXECUTIVE OFFICE (360514)									
1	D402	Deputy Revenue Commissioner	136,697	1	1	1	1	136,697	
2	2F22	Research & Information Analyst II	80,000		1		1	80,000	
Subtotal Executive Office				1	2	1	2	216,697	
ADMINISTRATIVE SERVICES (360515)									
Budget & Fiscal									
3	2L04	Administrative Technical Trainee	41,504 - 53,361		1		1	44,467	
Subtotal Budget & Fiscal					1		1	44,467	
Human Resources									
4	1A04	Clerk 3	44,352 - 48,394	2	1	2	2	96,701	1
5	1B25	Departmental Payroll Clerk	41,709 - 45,392		1				(1)
6	2H91	Human Resources Professional 2	59,778 - 76,854	1	1	1	1	64,043	
Subtotal Human Resources				3	3	3	3	160,744	
Office Services									
7	1F06	Stores Worker	41,709 - 45,392	1	1	1	1	46,017	
Subtotal Office Services				1	1	1	1	46,017	
Outgoing Mail Center									
8	1F22	Mail Operations Manager	59,778 - 76,854	1	1	1	1	76,854	
9	7M07	Office Machinery Equipment Operator 1	43,029 - 46,893	6	6	4	6	277,052	
10	7A03	Semi-skilled Laborer	40,504 - 44,023		1	1	1	44,648	
Subtotal Outgoing Mail Center				7	8	6	8	398,554	
TECHNICAL, POLICY & RESEARCH (360516)									
Data & Research									
11	A620	Data & Research Manager	88,000	1	1	1	1	88,000	
12	R551	Director of Intelligence	98,214	1	1	1	1	98,214	
Subtotal Data and Research				2	2	2	2	186,214	
Technical Staff									
13	2B18	Revenue Collection Representative	45,540 - 49,745	2	2	2	2	101,340	
Subtotal Technical Staff				2	2	2	2	101,340	
Program Total				16	19	15	19	1,154,033	

71-531 (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 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 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1		Full-Time Civilian		16	19	15	19	1,154,033	
2		Lump Sum						10,325	
3		Overtime						41,300	

Total Gross Requirements				16	19	15	19	1,205,658	
Plus: Earned Increment								3,370	
Plus: Longevity									
Less: (Vacancy Allowance)								(139,074)	
Total Budget								1,069,954	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2022		Fiscal 2023			Fiscal 2024		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/22 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/27/22 (7)	Budgeted Positions (8)	Proposed Budget (9)		
1	Lump Sum		146		10,000			10,325	325	
2	Full Time - Civilian	16	957,427	19	986,274	15	19	1,018,329	32,055	
3	Full Time - Uniform									
4	Bonus, Gross Adj.		(200)							
5	PT, Temp/Seas, Bd, SCG									
6	Overtime - Civilian		19,436		40,000			41,300	1,300	
7	Overtime - Uniform									
8	Unused Uniform Leave									
9	Shift/Stress									
10	H&L, IOD, LT-Sick		46							
11										
12										
Total		16	976,855	19	1,036,274	15	19	1,069,954	33,680	

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			SCHEDULE 300 - 400 MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program		No.	
Revenue		36	Policy, Analysis, Executive Direction & Administration		10	
Fund		No.				
Water		02				
Code	Description	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriations	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	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	805				
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		1,000			
318	Janitorial, Laundry & Household		1,000			
320	Office Materials & Supplies	290,828	308,500	1,713,000	1,713,000	
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists	5,000	10,000	2,500	10,000	7,500
325	Printing	513,025	12,000		12,000	12,000
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		809,658	332,500	1,715,500	1,735,000	19,500
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	2,491	138,000	10,000	17,000	7,000
423	Plumbing, AC & Space Heating		1,000	1,000	1,000	
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals	468				
428	Vehicles					
430	Furniture & Furnishings		63,000	10,000	10,000	
499	Other Equipment (not otherwise classified)					
Total		2,959	202,000	21,000	28,000	7,000

71-53L (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SUPPORTING DETAIL:
PROFESSIONAL SERVICES AND
CARE OF INDIVIDUALS, BY PROGRAM**

Department Revenue	No. 36	Program Policy, Analysis, Executive Direction & Admin.	No. 10
Fund Water	No. 02		

Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriation (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	27,997	60,000	60,000	40,000	(20,000)
290	Payments for Care of Individuals					

Minor Object Code	Name of Contractor or Provider	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriation	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	Instant Web LLC	14,700	14,700	14,700	14,700	Disaster Recovery Services
250	Jones Lang LaSalle Americas, Inc.		5,000	5,000	5,000	Triplex OM&S
250	Team Clean	13,297		16,000		Cleaning Services for Mail Center
250	Various Vendors		20,300	4,300	20,300	Dues, Conferences & Trainings
250	TBD '23		20,000	20,000		Racial Equity Initiative
	Subtotal Class 250	27,997	60,000	60,000	40,000	

71-53N (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

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

Department	No.	Program	No.
Revenue	36	Policy, Analysis, Executive Direction & Admin.	10
Fund	No.		
Water	02		

Minor Object Code	Name of Contractor or Provider	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriation	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
210	Pitney Bowes Bank, Inc.	400,778	3,995,000	2,922,081	3,918,900	Mail Center Postage Meters
210	Postage	1,630	5,000	5,100	5,100	PO Boxes
	Subtotal Class 210	402,408	4,000,000	2,927,181	3,924,000	
260	Bell & Howell LLC	124,536		125,000	125,000	Repair and Maintenance
260	Charles W Romano Co	775		650	800	Repair and Maintenance
260	Fluence Automation Holdings	22,265		46,756	50,000	Repair and Maintenance
260	Pitney Bowes Inc.	9,139		75,000	75,000	Repair and Maintenance
260	Xerox	682				Repair and Maintenance
260	Various Vendors		195,000		69,200	Repair and Maintenance
	Subtotal Class 260	157,397	195,000	247,406	320,000	
266	Fluence Automation Holdings	15,586	22,000	22,000	22,000	Repair & Maintenance - Computer
266	Xerox	2,011				Repair & Maintenance - Computer
266	Various Vendors		33,000	33,000	33,000	Repair & Maintenance - Computer
	Subtotal Class 266	17,597	55,000	55,000	55,000	
320	Allied Envelope Company	172		1,647,000	1,675,000	Various Envelopes
320	Fastenal Co	890				Mail Center Equipment Supplies
320	Fluence Automation LLC	4,704				Mail Center Equipment Supplies
320	Paper Mart	223,685				Various Envelopes
320	Pitney Bowes	20,000		20,000	25,000	Mail Center Equipment Supplies
320	Staples	5,375		5,000	5,000	Office Materials and Supplies
320	Tools for Industry	360				Machine Length Stretch Film
320	Vanguard Direct	34,553				Various Envelopes
320	Various Vendors	1,089	308,500	41,000	8,000	Office Materials and Supplies
	Subtotal Class 320	290,828	308,500	1,713,000	1,713,000	
325	Vanguard Direct	382				Printing Services
325	Allied Envelope Company Inc	512,643				Printed Envelopes
325	Various Vendors		12,000		12,000	Printing Services
	Subtotal Class 325	513,025	12,000		12,000	
420	Various Vendors	2,491	138,000	10,000	17,000	Office Equipment
	Subtotal Class 420	2,491	138,000	10,000	17,000	
430	TBD '23 & '24		63,000	10,000	10,000	Office Furniture
	Subtotal Class 430		63,000	10,000	10,000	

71-530 (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET		PERFORMANCE MEASURES		
Department Revenue	No. 36	Program Tax Billing, Accounting & Customer Service	No. 11	
Program Description				
<i>This program determines which taxes, fees, and fines people owe, lets people know how much to pay, and processes payments and tax returns received.</i>				
Program Objectives				
<ul style="list-style-type: none"> - The Department, in partnership with OIT, will implement a new Cashiering system to post payments faster, integrate with the new tax system, and better configure changes that align with the ever-changing payment industry. - Continue leveraging the new tax system and Call Center functionality to increase internal efficiencies and improve the customer experience. - Continue to increase e-billing adoption for all taxes and fees through customer outreach and partnership with the e-pay vendor. 				
Performance Measures				
Description (1)	Fiscal 2022 Year-End (2)	Fiscal 2023 Year-to-Date (Q1 + Q2) (3)	Fiscal 2023 Target (4)	Fiscal 2024 Target (5)
Percent of real estate tax collected within calendar year	96.10%	tabulated at year-end	95.10%	95.00%
<u>Comments:</u>				
Total dollar amount collected (General Fund)	\$4.13B	\$1.86B	\$4.20B	\$4.41B
<u>Comments:</u>				
Total dollar amount collected (School District)	\$1.20B	\$0.22B	\$1.32B	\$1.35B
<u>Comments:</u>				

71-53EZ (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET				PROGRAM SUMMARY - ALL FUNDS		
Department Revenue		No. 36	Program Tax Billing, Accounting & Customer Service		No. 11	
Summary by Fund						
Fund No. (1)	Fund (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	12,980,358	13,848,996	14,244,571	14,235,398	(9,173)
14	Acute Care Hospital Tax	35,000	45,000	45,000	45,000	
Total		13,015,358	13,893,996	14,289,571	14,280,398	(9,173)
Summary of Full Time Positions by Fund						
Fund No. (1)	Fund (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted (4)	Fiscal 2023 PPE 11/27/22 (5)	Fiscal 2024 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
01	General	208	249	206	249	
Total Full Time		208	249	206	249	
Summary of Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2022 Actual Revenues (3)	Fiscal 2023 Original Budget (4)	Fiscal 2023 Estimated Revenues (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	49,781,288	60,626,000	60,898,000	50,434,000	(10,464,000)
14	Acute Care Hospital Tax	189,587,189	250,000,000	250,000,000	250,000,000	
Total		239,368,477	310,626,000	310,898,000	300,434,000	(10,464,000)
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2023 Original Approp. (GO Only) (4)	Fiscal 2023 Original Approp. (All Other Sources) (5)	Fiscal 2024 Proposed Budget (GO Only) (6)	Fiscal 2024 Proposed Bdg (All Other Sources) (7)
Total						
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2022 Calculated Obligations (3)	Fiscal 2023 Calculated Appropriations (4)	Fiscal 2023 Calculated Obligations (5)	Fiscal 2024 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	5,409,113	5,742,003	5,744,417	5,760,708	16,291
Finance	Employee Benefits - Uniform					
Total		5,409,113	5,742,003	5,744,417	5,760,708	16,291

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			PROGRAM SUMMARY			
Department Revenue		No. 36	Program Tax Billing, Accounting & Customer Service		No. 11	
Fund General		No. 01				
Summary by Class						
Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	12,248,292	12,864,350	12,868,925	12,985,361	116,436
b)	Employee Benefits					
200	Purchase of Services	526,786	769,646	1,119,646	1,012,037	(107,609)
300	Materials and Supplies	181,225	190,000	231,000	213,000	(18,000)
400	Equipment	24,055	25,000	25,000	25,000	
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		12,980,358	13,848,996	14,244,571	14,235,398	(9,173)
Summary of Positions						
Code (1)	Category (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted Positions (4)	Increment Run PPE 11/27/22 (5)	Fiscal 2024 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	208	249	206	249	
105	Full Time - Uniform					
Total		208	249	206	249	
Selected Associated Non-Tax Revenues by Type						
Description (1)	Fiscal 2022 Actual Revenues (2)	Fiscal 2023 Original Budget (3)	Fiscal 2023 Estimated Revenues (4)	Fiscal 2024 Proposed Budget (5)	Increase or (Decrease) (6)	
Local (Non-Governmental)	5,156,990	15,879,000	16,151,000	4,703,000	(11,448,000)	
Federal	4,151	7,000	7,000	7,000		
State						
Other Governments	44,620,147	44,740,000	44,740,000	45,724,000	984,000	
Other Funds of the City						
Total	49,781,288	60,626,000	60,898,000	50,434,000	(10,464,000)	

71-53F (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department	No.	Program	No.
Revenue	36	Tax Billing, Accounting & Customer Service	11
Fund	No.		
General	01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
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Enforcement (360521)									
Administrative Unit									
1	2L32	Administrative Specialist 2	58,316 - 74,980		1	1	1	49,665	
2	2B02	Collection Customer Representative	44,352 - 48,394	1		1	1	49,219	1
3	2B20	Revenue Collection Officer 1	86,775 - 111,577		1	1	1	84,044	
4	2B18	Revenue Collection Representative	45,540 - 49,745			1			(1)
Subtotal Administrative Unit				1	3	3	3	182,928	
Northeast Satellite Office									
5	2B10	Assistant Revenue Collection Manager	54,876 - 70,534	1	1				(1)
6	2B02	Collection Customer Representative	44,352 - 48,394	2	2	1	1	46,871	(1)
7	2B04	Collection Representative Supervisor	46,914 - 60,310	1	1	1	1	51,921	
8	2B11	Revenue Collection Manager	66,588 - 85,594			1	1	73,695	1
9	2B18	Revenue Collection Representative	45,540 - 49,745	1	1	1	1	48,179	
Subtotal Northeast Satellite				5	5	4	4	220,666	(1)
North Philly Satellite Office									
10	2B10	Assistant Revenue Collection Mgr.	54,876 - 70,534			1	1	70,534	
11	2B02	Collection Customer Representative	44,352 - 48,394	1	1	1	1	46,871	
12	2B18	Revenue Collection Representative	45,540 - 49,745	1	1	1	1	48,179	
Subtotal North Philly Satellite Office				2	3	2	3	165,584	
Intake Unit									
13	2B10	Assistant Revenue Collection Manager	54,876 - 70,534	1	1	1	1	68,314	
14	2B02	Collection Customer Representative	44,352 - 48,394	8	9	7	8	374,248	(1)
15	2B04	Collection Representative Supervisor	46,914 - 60,310	3	3	3	3	175,236	
16	2B11	Revenue Collection Manager	66,588 - 85,594	1	1	1	1	73,695	
17	2B18	Revenue Collection Representative	45,540 - 49,745		1		1	45,540	
18	1A37	Service Representative	40,504 - 44,023	2	3	3	3	39,229	
Subtotal Intake Unit				15	18	15	17	776,262	(1)
Call Center									
19	2B10	Asst. Revenue Collection Mgr.	54,876 - 70,534	1	1		1	70,534	
20	2B02	Collection Customer Rep.	44,352 - 48,394	16	19	15	18	843,678	(1)
21	2B04	Collection Rep. Supervisor	46,914 - 60,310	3	3	3	3	165,507	
22	2B11	Revenue Collection Manager	66,588 - 85,594	1	1	1	1	69,090	
23	2B18	Revenue Collection Rep.	45,540 - 49,745	3	3	3	3	152,310	
24	1A37	Service Representative	40,504 - 44,023	1		2	3	78,458	3
Subtotal Call Center				25	27	24	29	1,379,577	2

71-531 (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department	No.	Program	No.
Revenue	36	Tax Billing, Accounting & Customer Service	11
Fund	No.		
General	01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
Electronic Correspondence									
25	2B02	Collection Customer Representative	44,352 - 48,394	9	9	9	9	410,184	
26	2B04	Collection Representative Supervisor	46,914 - 60,310	2	2	2	2	110,333	
27	2B11	Revenue Collection Manager	66,588 - 85,594	1	1	1	1	69,090	
28	2B18	Revenue Collection Representative	45,540 - 49,745	1	4	3	3	144,537	(1)
29	1A37	Service Representative	40,504 - 44,023	3	2	2	3	117,687	1
Subtotal Electronic Correspondence				16	18	17	18	851,831	
Judicial Sales & Formal Mail									
30	1B10	Account Clerk	41,709 - 45,292		1				(1)
31	2B02	Collection Customer Representative	44,352 - 48,394	6	11	5	6	278,707	(5)
32	2B04	Collection Representative Supervisor	46,914 - 60,310		1	1	2	95,597	1
33	2B11	Revenue Collection Manager	66,588 - 85,594	1	1	1	1	64,492	
34	2B18	Revenue Collection Representative	45,540 - 49,745	1	2	1	1	48,179	(1)
35	1A37	Service Representative	40,504 - 44,023		2	2	6	235,374	6
Subtotal Judicial Sales & Formal Mail				8	16	10	16	722,349	
Clerical Support & Bill Services									
36	2B02	Collection Customer Representative	44,352 - 48,394	1	1	1	1	45,576	
37	2B04	Collection Representative Supervisor	46,914 - 60,310	1	1	1	1	58,412	
38	1D41	Data Service Support Clerk	40,504 - 44,023	4	5	4	5	208,792	
39	2B11	Revenue Collection Manager	66,588 - 85,594	1	1	1	1	82,900	
Subtotal Clerical Support & Bill Services				7	8	7	8	395,680	
Total Enforcement Division				79	98	82	98	4,694,877	
Compliance (360522)									
Administrative									
40	A620	Director of Tax Compliance	124,082	1	1	1	1	124,082	
41	A620	Senior Tax Analyst	80,000			1	1	80,000	1
Subtotal Administrative				1	1	2	2	204,082	1
Audit									
42	1A04	Clerk 3	44,352 - 48,394	1	1	1	1	46,871	
43	1A12	Office Clerk 2	37,526 - 40,572	1	1	1	1	39,295	
44	2A05	Revenue Examiner Trainee	42,669 - 54,854	2		2	4	212,508	4
45	2B31	Revenue Examiner 1	45,769 - 58,840		1		3	176,520	2
46	2B32	Revenue Examiner 2	58,316 - 74,980	12	15	11	10	735,329	(5)
47	2B33	Revenue Examiner 3	70,848 - 91,083	5	5	4	5	325,666	
48	2B34	Revenue Examiner 4	81,315 - 104,543	1	1	1	1	101,252	
49	2B28	Tax Assessor	46,734 - 51,124	1	1	1	1	49,515	
Subtotal Audit				23	25	21	26	1,686,956	1

71-531 (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department				No.	Program				No.
Revenue				36	Tax Billing, Accounting & Customer Service				11
Fund				No.					
General				01					
Line No.	Class Code	Title	Salary Range	Fiscal 2022 Actual Pos. 6/30/22	Fiscal 2023 Budgeted Positions	Increment Run -PPE 11/27/22	Fiscal 2024 Budgeted Positions	Annual Salary 7/1/23	Increase (Decrease) (Col. 8 less Col. 6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Investigations									
50	A620	Administrator of Tax Enforc. & Investigations	97,850		1				(1)
51	2B02	Collection Customer Representative	44,352 - 48,394	2	3	2	3	140,613	
52	2B04	Collection Representative Supervisor	46,914 - 60,310	1	1	1	1	58,412	
53	1D41	Data Service Support Clerk	40,504 - 44,023	1		1	1	42,637	1
54	2B11	Revenue Collection Manager	66,588 - 85,594	1	1	1	1	82,900	
55	6E25	Revenue Investigation Supervisor	46,914 - 60,310	1	3	2	3	162,254	
56	6E23	Revenue Investigator	45,540 - 49,745	4	6	4	5	192,716	(1)
Subtotal Investigations				10	15	11	14	679,532	(1)
Tax Discovery									
57	2B02	Collection Customer Representative	44,352 - 48,394	3	5	2	3	93,742	(2)
58	2B11	Revenue Collection Manager	66,588 - 85,594	1	1	1	1	82,900	
59	1A37	Service Representative	40,504 - 44,023				1	44,023	1
60	2B28	Tax Assessor	46,734 - 51,124	12	13	11	13	643,695	
61	2B29	Tax Assessor Supervisor	48,705 - 62,614	3	4	4	4	222,370	
Subtotal Tax Discovery				19	23	18	22	1,086,730	(1)
Total Compliance Division				53	64	52	64	3,657,300	
Collections (360523)									
Administrative									
62	2A08	Accounting Transactions Supervisor	70,848 - 91,083	1	1	2	2	176,432	1
63	A620	Director of Accounting/Special Projects	123,900	1	1	1	1	123,900	
64	2B11	Revenue Collection Manager	66,588 - 85,594	1	1		1	85,594	
65	2B33	Revenue Examiner 3	70,848 - 91,083	1	1				(1)
Subtotal Administrative				4	4	3	4	385,926	
Agency Receivables									
66	2B02	Collection Customer Representative	44,352 - 48,394	1	1	1	1	46,871	
67	2B04	Collection Representative Supervisor	46,914 - 60,310	1	1	1	1	58,412	
68	1A37	Service Representative	40,504 - 44,023	2	1		1	44,023	
Subtotal Agency Receivables				4	3	2	3	149,306	
Forms Processing									
69	2B02	Collection Customer Representative	44,352 - 48,394			1	1	48,394	1
70	1D41	Data Service Support Clerk	40,504 - 44,023	4	5	5	5	209,777	
71	1B81	Payment Processing Clerk	40,504 - 44,023		1	1			(1)
72	1B83	Payment Process Clerk Supervisor	47,922 - 52,519	1	1	1	1	50,866	
Subtotal Forms Processing				5	7	8	7	309,037	

71-531 (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department	No.	Program	No.
Revenue	36	Tax Billing, Accounting & Customer Service	11
Fund	No.		
General	01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
Forms Rev/Egov									
73	2A05	Accountant Trainee	42,669 - 54,854	1	1	1	1	54,854	
74	2A06	Accountant	51,195 - 65,825	6	6	4	6	247,934	
75	2A07	Accounting Supervisor	66,588 - 85,594	1	1	1	1	73,695	
Subtotal Forms Rev/Egov				8	8	6	8	376,483	
Financial Reporting									
76	2A05	Accountant Trainee	42,669 - 54,854	1			1	53,127	1
77	2A06	Accountant	51,195 - 65,825	2	2	2	2	127,506	
78	2A07	Accounting Supervisor	66,588 - 85,594	1	1	1	1	82,900	
Subtotal Financial Reporting				4	3	3	4	263,533	1
Refunds									
79	2A05	Accountant Trainee	42,669 - 54,854	1		1	4	53,127	4
80	2A06	Accountant	51,195 - 65,825	3	7	3	2	118,607	(5)
81	2A07	Accounting Supervisor	66,588 - 85,594	1		1			
82	2A08	Accounting Transactions Supervisor	70,848 - 91,083	1	1	1	1	88,216	
83	2B02	Collection Customer Representative	44,352 - 48,394	2	3	3	2	136,710	(1)
84	2B18	Revenue Collection Representative	45,540 - 49,745	2	2	2	2	96,358	
85	1A37	Service Representative	40,504 - 44,023	1		1	1	41,513	1
Subtotal Refunds				11	13	12	12	534,531	(1)
Settlement & Bank Returns									
86	2B10	Assistant Revenue Collection Manager	54,876 - 70,534	1	1	1	1	68,314	
87	2B02	Collection Customer Representative	44,352 - 48,394	2	2	3	3	136,698	1
88	2B04	Collection Representative Supervisor	46,914 - 60,310	1	1	1	1	51,921	
89	1A37	Service Representative	40,504 - 44,023	1	2	1	1	42,637	(1)
Subtotal Settlement & Bank Returns				5	6	6	6	299,570	
Total Collections Division				41	44	40	44	2,318,386	
Philadelphia Beverage Tax									
90	6E25	Revenue Investigation Supervisor	46,914 - 60,310	1	1		1	60,310	
91	6E23	Revenue Investigator	45,540 - 49,745	4	4	4	4	190,077	
Total Philadelphia Beverage Tax Division				5	5	4	5	250,387	
PRISM									
92	2A06	Accountant	51,195 - 65,825	1	1	1	1	51,195	
93	2A07	Accounting Supervisor	66,588 - 85,594		1		1	69,090	
94	2L32	Administrative Specialist - Non-Confidential	58,316 - 74,980			1	1	72,620	1
95	A620	Assistant Project Manager	68,850	1	1	1	1	68,850	
96	2B10	Asst. Revenue Collection Manager	54,876 - 70,534	1	1	1	1	68,314	
97	A620	Change Management Lead	60,000		1		1	60,000	
98	2B02	Collection Customer Representative	44,352 - 48,394			1	1	49,019	1
<i>PRISM continued on next page</i>									

71-531 (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department	No.	Program	No.
Revenue	36	Tax Billing, Accounting & Customer Service	11
Fund	No.		
General	01		

Line No.	Class Code	Title	Salary Range (in dollars)	Fiscal 2022 Actual Pos. 6/30/22	Fiscal 2023 Budgeted Positions	Increment Run -PPE 11/27/22	Fiscal 2024 Budgeted Positions	Annual Salary 7/1/23	Increase (Decrease) (Col. 8 less Col. 6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
PRISM (360527) continued									
99	2B04	Collection Representative Supervisor	46,914 - 60,310		1		1	60,310	
100	A620	Data Analyst	69,500 - 80,000	2	3		2	160,000	(1)
101	A620	Director of Collections	123,900		1		1	123,900	
102	A620	PRISM Director	136,697	1	1	1	1	136,697	
103	A620	Project Manager	96,171	1	1	1	1	96,171	
104	2B11	Revenue Collection Manager	66,588 - 85,594	1	2	1	2	149,488	
105	A620	Systems Training Manager	75,000	1	1	1	1	75,000	
106	2B51	Tax Analyst 2	58,316 - 74,980	1	1	1			(1)
107	2B28	Tax Assessor	46,734 - 51,124	1	1	1	1	51,949	
108	2B29	Tax Assessor Supervisor	48,705 - 62,614	1	1	1	1	60,643	
109	2B55	Tax Collection Coordinator	70,848 - 91,083	1	1		1	91,083	
Total PRISM Division				13	19	12	19	1,444,329	
Payment Processing (360529)									
Administrative									
110	1D41	Data Service Support Clerk	40,504 - 44,023	1	1	1	1	40,504	
Subtotal Administrative				1	1	1	1	40,504	
Cashiering									
111	1B81	Payment Processing Clerk	40,504 - 44,023	3	5	3	5	211,052	
112	1B82	Senior Payment Process Clerk	43,029 - 46,893	1	1		1	49,665	
Subtotal Cashiering				4	6	3	6	260,717	
Exceptions Processing									
113	2B02	Collection Customer Rep.	44,352 - 48,394	2	2	2	2	93,742	
Subtotal Exceptions Processing				2	2	2	2	93,742	
Incoming Mail									
114	1A22	Clerical Supervisor 2	46,734 - 51,124	1	1	1	1	49,515	
115	1D41	Data Services Support Clerk	40,504 - 44,023	3	3	3	3	127,911	
116	1A12	Office Clerk 2	37,526 - 40,572	1	1	1	1	39,295	
Subtotal Incoming Mail Unit				5	5	5	5	216,721	
Remit Pro									
117	1B81	Payment Processing Clerk	40,504 - 44,023	4	4	4	4	170,548	
118	1B83	Payment Process Clerk Supv.	47,922 - 52,519	1	1	1	1	50,866	
Subtotal Remit Pro				5	5	5	5	221,414	
Total Payment Processing Division				17	19	16	19	833,098	
Program Total				208	249	206	249	13,198,377	

71-531 (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 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 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1		Full-Time Civilian		208	249	206	249	13,198,377	
2		Lump Sum						75,000	
3		Overtime						280,000	
4		Exempt Wage Increases						18,302	

Total Gross Requirements				208	249	206	249	13,571,679	
Plus: Earned Increment								81,996	
Plus: Longevity								8,499	
Less: (Vacancy Allowance)								(676,813)	
Total Budget								12,985,361	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2022		Fiscal 2023			Fiscal 2024		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/22 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/27/22 (7)	Budgeted Positions (8)	Proposed Budget (9)		
1	Lump Sum		130,728		75,000			75,000		
2	Full Time - Civilian	208	11,859,489	249	12,594,644	206	249	12,630,361	35,717	
3	Full Time - Uniform									
4	Bonus, Gross Adj.		(675)		(719)				719	
5	PT, Temp/Seas, Bd, SCG									
6	Overtime - Civilian		252,673		200,000			280,000	80,000	
7	Overtime - Uniform									
8	Unused Uniform Leave									
9	Shift/Stress		22							
10	H&L, IOD, LT-Sick		6,055							
11										
12										
Total		208	12,248,292	249	12,868,925	206	249	12,985,361	116,436	

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			SCHEDULE 300 - 400 MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program		No.	
Revenue		36	Tax Billing, Accounting & Customer Service		11	
Fund		No.				
General		01				
Code	Description	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriations	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	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	75	1,000	1,000	1,000	
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	14,812	14,000	14,000	14,000	
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists	987				
325	Printing	165,351	175,000	216,000	198,000	(18,000)
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		181,225	190,000	231,000	213,000	(18,000)
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	24,055	25,000	25,000	25,000	
428	Vehicles					
430	Furniture & Furnishings					
499	Other Equipment (not otherwise classified)					
Total		24,055	25,000	25,000	25,000	

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SUPPORTING DETAIL:
PROFESSIONAL SERVICES AND
CARE OF INDIVIDUALS, BY PROGRAM**

Department	No.	Program	No.
Revenue	36	Tax Billing, Accounting & Customer Service	11
Fund	No.		
General	01		

Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriation (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	74,624	270,000	620,000	512,391	(107,609)
290	Payments for Care of Individuals					

Minor Object Code	Name of Contractor or Provider	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriation	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	Firstline Locksmith LLC	400				Professional Locksmith Services
250	Scotlandyard Security Services	19,596	74,000	87,472	90,000	Professional Security Services
250	TransUnion Risk & Alternative Data	38,728	10,000	18,548	20,000	Information Database Services
250	TBD '23 & '24			350,000	350,000	PRISM Property Assess. Project
250	TBD '24				52,391	Multistate Tax Commission Audit Program
250	Various Vendors		26,000	3,980		Miscellaneous Professional Services and Petty Cash
	Subtotal Class 250	58,724	110,000	460,000	512,391	
251	Fairfax Imaging Inc.	15,900				MPPIS Maintenance & Support
251	Information Services Partner		160,000	160,000		E-Filing & E-Payment Updates
	Subtotal Class 251	15,900	160,000	160,000		

71-53N (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

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

Department	No.	Program	No.
Revenue	36	Tax Billing, Accounting & Customer Service	11
Fund	No.		
General	01		

Minor Object Code	Name of Contractor or Provider	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriation	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
285	Enterprise Holdings, Inc.	32,000	40,000			Vehicle Rental Share
285	Fast Enterprises LLC	360,000	400,000	400,000	400,000	PRISM Rental Space
285	W B Mason Company Inc	2,647			3,500	Water Cooler Rental/Lease
285	Xerox Corporation	4,545		11,634	12,000	Copier Machine Lease/Rental
285	Various Vendors		13,646	42,012	44,500	Miscellaneous Rents
	Subtotal Class 285	399,192	453,646	453,646	460,000	
325	Allied Envelope Company	4,845				Envelopes
325	Five Thousand Forms/Give Me Five LLC	11,884	17,000	25,287	20,000	Real Estate Printing Services
325	Triangle Systems	19,126	19,000			Tax Coupons Booklets
325	Vanguard Direct	40,480	41,000	46,560	40,000	Refuse Printing Services
325	Vanguard Direct	88,200	90,000	138,228	137,000	Real Estate Printing Services
325	Vanguard Direct	816		738	1,000	Miscellaneous Printed Forms
325	Various Vendors		8,000	5,187		Miscellaneous Printing Services
	Subtotal Class 325	165,351	175,000	216,000	198,000	

71-530 (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			PROGRAM SUMMARY			
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 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	30,000	30,000	30,000	30,000	
b)	Employee Benefits					
200	Purchase of Services					
300	Materials and Supplies	5,000	5,000	5,000	5,000	
400	Equipment		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		35,000	45,000	45,000	45,000	
Summary of Positions						
Code (1)	Category (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted Positions (4)	Increment Run PPE 11/27/22 (5)	Fiscal 2024 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 2022 Actual Revenues (2)	Fiscal 2023 Original Budget (3)	Fiscal 2023 Estimate Revenues (4)	Fiscal 2024 Proposed Budget (5)	Increase or (Decrease) (6)	
Local (Non-Governmental)	189,587,189	250,000,000	250,000,000	250,000,000		
Federal						
State						
Other Governments						
Other Funds of the City						
Total	189,587,189	250,000,000	250,000,000	250,000,000		

71-53F (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 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 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (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								30,000	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2022		Fiscal 2023			Fiscal 2024		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/22 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/27/22 (7)	Budgeted Positions (8)	Proposed Budget (9)		
1	Lump Sum									
2	Full Time - Civilian		30,000		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	Unused Uniform Leave									
9	Shift/Stress									
10	H&L, IOD, LT-Sick									
11										
12										
Total			30,000		30,000			30,000		

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET	PERFORMANCE MEASURES
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Department	No.	Program	No.
Revenue	36	Delinquent Tax Collection	12

Program Description

In partnership with the Law Department, Revenue 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

- Utilize the enhanced reporting capabilities of the new tax system to refine audit and enforcement case selection. This will allow the Department to improve the allocation of resources to initiatives that further Revenue's compliance and collection strategies.
- In collaboration with the Sheriff's Office, Revenue will resume Sheriff Sales for delinquent real estate tax.
- Participate in the Multistate Tax Commission (MTC) Audit Program. The MTC is an intergovernmental tax agency with a mission to promote consistent tax policy across jurisdictions, and to help taxpayers become tax compliant. Currently, 27 states participate in the MTC's joint audit program. Revenue will join the program to augment the Department's large business audit presence and stimulate greater voluntary compliance to increase revenue collection.

Performance Measures

Description	Fiscal 2022 Year-End	Fiscal 2023 Year-to-Date (Q1 + Q2)	Fiscal 2023 Target	Fiscal 2024 Target
(1)	(2)	(3)	(4)	(5)
Percent change in delinquent principal outstanding - Real Estate Tax	10.80%	tabulated at year-end	0%	0%
<u>Comments:</u>				
Percent delinquent real estate tax accounts in payment agreements	22.40%	tabulated at year-end	25.00%	25.00%
<u>Comments:</u>				

71-53EZ (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			PROGRAM SUMMARY - ALL FUNDS			
Department Revenue		No. 36	Program Delinquent Tax Collections			No. 12
Summary by Fund						
Fund No. (1)	Fund (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	3,754,988	4,892,082	4,893,606	5,628,724	735,118
08	Grants	12,700,001	16,550,000	16,550,000	16,550,000	
Total		16,454,989	21,442,082	21,443,606	22,178,724	735,118
Summary of Full Time Positions by Fund						
Fund No. (1)	Fund (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted (4)	Fiscal 2023 PPE 11/27/22 (5)	Fiscal 2024 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
01	General	59	73	62	74	1
Total Full Time		59	73	62	74	1
Summary of Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2022 Actual Revenues (3)	Fiscal 2023 Original Budget (4)	Fiscal 2023 Estimated Revenues (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
08	Grants	12,700,001	16,550,000	16,550,000	16,550,000	
Total		12,700,001	16,550,000	16,550,000	16,550,000	
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2023 Original Approp. (GO Only) (4)	Fiscal 2023 Original Approp. (All Other Sources) (5)	Fiscal 2024 Proposed Budget (GO Only) (6)	Fiscal 2024 Proposed Bdgt (All Other Sources) (7)
Total						
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2022 Calculated Obligations (3)	Fiscal 2023 Calculated Appropriations (4)	Fiscal 2023 Calculated Obligations (5)	Fiscal 2024 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	1,553,538	1,156,707	1,604,299	1,868,972	264,673
Finance	Employee Benefits - Uniform					
Total		1,553,538	1,156,707	1,604,299	1,868,972	264,673

71-53E (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			PROGRAM SUMMARY			
Department Revenue		No. 36	Program Delinquent Tax Collections		No. 12	
Fund General		No. 01				
Summary by Class						
Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	3,434,352	3,561,082	3,562,606	4,137,724	575,118
b)	Employee Benefits					
200	Purchase of Services	296,829	1,295,000	1,295,000	1,455,000	160,000
300	Materials and Supplies	23,807	36,000	36,000	36,000	
400	Equipment					
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		3,754,988	4,892,082	4,893,606	5,628,724	735,118
Summary of Positions						
Code (1)	Category (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted Positions (4)	Increment Run PPE 11/27/22 (5)	Fiscal 2024 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	59	73	62	74	1
105	Full Time - Uniform					
Total		59	73	62	74	1
Selected Associated Non-Tax Revenues by Type						
Description (1)	Fiscal 2022 Actual Revenues (2)	Fiscal 2023 Original Budget (3)	Fiscal 2023 Estimated Revenues (4)	Fiscal 2024 Proposed Budget (5)	Increase or (Decrease) (6)	
Local (Non-Governmental)						
Federal						
State						
Other Governments						
Other Funds of the City						
Total						

71-53F (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department	No.	Program	No.
Revenue	36	Delinquent Tax Collections	12
Fund	No.		
General	01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
Delinquent Collections (360531)									
Technical/Administrative Unit									
1	2L10	Administrative Assistant	45,769 - 58,840	1	1	1	1	56,988	
2	2L01	Administrative Technician	40,333 - 51,866	1	1				(1)
3	1D41	Data Service Support Clerk	40,504 - 44,023		1				(1)
4	E695	Director of Collections	102,475	1	1	1	1	102,475	
5	R551	Research Analyst	88,056	1	1	1	1	88,056	
6	2B20	Revenue Collections Officer 1	86,775 - 111,577	1	1	1	1	108,065	
7	1A37	Service Representative	40,504 - 44,023				1	39,229	1
Subtotal Technical/Administrative				5	6	4	5	394,813	(1)
Outside Collection Agencies									
8	2L32	Administrative Specialist 2	58,316 - 74,980	1	1	1	1	72,620	
9	1D41	Data Service Support Clerk	40,504 - 44,023	2	2	2	2	80,742	
Subtotal Outside Collection Agencies				3	3	3	3	153,362	
CAL/Revocation									
10	1D41	Data Service Support Clerk	40,504 - 44,023			1	1	42,637	1
11	2B32	Revenue Examiner 2	58,316 - 74,980	2	2	2	2	145,240	
12	2B49	Tax Analyst Trainee	41,504 - 53,361		1		2	80,396	1
13	2B51	Tax Analyst 2	58,316 - 74,980	3	4	2	2	145,240	(2)
14	2B55	Tax Collections Coordinator	70,848 - 91,083	1	1	2	2	171,527	1
Subtotal CAL/Revocation				6	8	7	9	585,040	1
Tax Clearance									
15	2B02	Collection Customer Representative	44,352 - 48,394	4	5	4	5	227,832	
16	2B04	Collection Representative Supervisor	46,914 - 60,310	1	1	1	1	58,412	
17	1D41	Data Service Support Clerk	40,504 - 44,023	1	1	1	1	42,637	
18	2B18	Revenue Collection Representative	45,540 - 49,745	1	1	1	1	48,179	
19	1A37	Service Representative	40,504 - 44,023	1	1	1	1	40,377	
Subtotal Tax Clearance				8	9	8	9	417,437	
Total Delinquent Collections Division				22	26	22	26	1,550,652	
Legal Services (360532)									
Administration									
20	2L01	Administrative Technician	40,333 - 51,866	1	1	1	1	50,233	
Subtotal Administration				1	1	1	1	50,233	
Mass Revenue Litigation									
21	2L01	Administrative Technician	40,333 - 51,866	1	1	1	1	50,233	
22	2B02	Collection Representative Supervisor	44,352 - 48,394		1		1	42,956	
23	1D41	Data Service Support Clerk	40,504 - 44,023		1	1			(1)
24	2B18	Revenue Collection Representative	45,540 - 49,745	2	3	3	3	151,310	
<i>Mass Revenue Litigation continued on next page</i>									

71-531 (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department				No.	Program				No.
Revenue				36	Delinquent Tax Collections				12
Fund				No.					
General				01					
Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
Mass Revenue Litigation continued									
25	2B49	Tax Analyst Trainee	41,504 - 53,361	1		1	1	53,986	1
26	2B50	Tax Analyst 1	45,769 - 58,840		1				(1)
27	2B51	Tax Analyst 2	58,316 - 74,980	4	3	4	4	266,262	1
28	2B55	Tax Collections Coordinator	70,848 - 91,083	1	1	1	1	88,216	
Subtotal Mass Revenue Litigation				9	11	11	11	652,963	
Major Tax Division									
29	2L01	Administrative Technician	40,333 - 51,866	1	1	1	1	50,233	
30	1A04	Clerk 3	44,352 - 48,394	1	1	1	1	46,871	
31	2B02	Collection Customer Representative	44,352 - 48,394	1	1	1	4	179,927	3
32	1D41	Data Service Support Clerk	40,504 - 44,023	2	2	2	2	85,274	
33	1A03	Office Clerk 2	37,526 - 40,572	1	1	1	1	38,287	
34	2B18	Revenue Collection Representative	45,540 - 49,745		2				(2)
35	2B49	Tax Analyst Trainee	41,504 - 53,361	1	1	2	2	103,362	1
36	2B50	Tax Analyst 1	45,769 - 58,840	1	1	1	1	56,988	
37	2B51	Tax Analyst 2	58,316 - 74,980	7	7	7	7	472,019	
38	2B55	Tax Collections Coordinator	70,848 - 91,083	1	2	1	2	154,159	
Subtotal Major Tax Division				16	19	17	21	1,187,120	2
Real Estate Tax Division									
39	2L10	Administrative Assistant	45,769 - 58,840	1	1	1	1	56,988	
40	2L01	Administrative Technician	40,333 - 51,866		1		1	40,333	
41	1A22	Clerical Supervisor 2	46,734 - 51,124			1			
42	1A04	Clerk 3	44,352 - 48,394	1					
43	2B02	Collection Customer Representative	44,352 - 48,394	1	1	1	1	46,871	
44	1D41	Data Service Support Clerk	40,504 - 44,023	2	3	1	3	123,645	
45	2A01	Financial Technician	41,504 - 53,361		1		1	40,198	
46	1F20	Mail Center Supervisor	48,990 - 53,761	1	1	1	1	52,069	
47	2B18	Revenue Collection Representative	45,540 - 49,745	1	2	1	2	93,719	
48	7A03	Semiskilled Laborer	40,504 - 44,023	2	1	2	2	81,866	1
49	2B51	Tax Analyst 2	58,316 - 74,980	1	1	1	1	72,620	
50	2B55	Tax Collections Coordinator	70,848 - 91,083		1	1	1	100,197	
Subtotal Real Estate Tax Division				10	13	10	14	708,506	1
Sequestration Group									
51	2L20	Administrative Officer	59,778 - 76,854	1	1	1	1	74,435	
52	2B02	Collection Customer Representative	44,352 - 48,394		2				(2)
Subtotal Sequestration				1	3	1	1	74,435	(2)
Total Legal Services Division				37	47	40	48	2,673,257	1
Program Total				59	73	62	74	4,223,909	1

71-531 (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department Revenue	No. 36	Program Delinquent Tax Collections	No. 12
Fund General	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1		Full-Time Civilian		59	73	62	74	4,223,909	1
2		Overtime						40,000	
3		Exempt Wage Increases						6,101	
Total Gross Requirements				59	73	62	74	4,270,010	1
Plus: Earned Increment								17,685	
Plus: Longevity								2,344	
Less: (Vacancy Allowance)								(152,315)	
Total Budget								4,137,724	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2022		Fiscal 2023			Fiscal 2024		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/22 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/27/22 (7)	Budgeted Positions (8)	Proposed Budget (9)		
1	Lump Sum		19,697		20,548				(20,548)	
2	Full Time - Civilian	59	3,406,134	73	3,517,429	62	74	4,097,724	580,295	1
3	Full Time - Uniform									
4	Bonus, Gross Adj.		(115)		(485)				485	
5	PT, Temp/Seas, Bd, SCG									
6	Overtime - Civilian		8,299		25,000			40,000	15,000	
7	Overtime - Uniform									
8	Unused Uniform Leave									
9	Shift/Stress									
10	H&L, IOD, LT-Sick		337		114				(114)	
11										
12										
Total		59	3,434,352	73	3,562,606	62	74	4,137,724	575,118	1

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			SCHEDULE 300 - 400 MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program		No.	
Revenue		36	Delinquent Tax Collection		12	
Fund		No.				
General		01				
Code	Description	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriations	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	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	120	8,000	8,000	8,000	
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel					
309	Cordage & Fibers					
310	Electrical & Communication	147				
311	General Equipment & Machinery					
312	Fire Fighting & Safety	150				
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory					
318	Janitorial, Laundry & Household					
320	Office Materials & Supplies	23,310	28,000	28,000	28,000	
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists					
325	Printing	80				
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		23,807	36,000	36,000	36,000	
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
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SUPPORTING DETAIL:
PROFESSIONAL SERVICES AND
CARE OF INDIVIDUALS, BY PROGRAM**

Department	No.	Program	No.
Revenue	36	Delinquent Tax Collections	12
Fund	No.		
General	01		

Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriation (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	290,301	1,289,500	1,203,969	1,359,500	155,531
290	Payments for Care of Individuals					

Minor Object Code	Name of Contractor or Provider	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriation	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	AAL Acquest Corp.	100,000	540,000	540,000	440,000	Tax Information Cert. (Sheriff Sales)
250	Acumen Group Inc.	60,000	60,000	60,000	60,000	Law Document Management
250	B&R Professional Services	1,500	5,000			Subpoena and Complaint Services
250	GSB&B LLC	50,000	50,000	50,000	50,000	Sequestrators
250	PA State Constable		40,000	40,000	40,000	Phila. Municipal Court Services
250	Philadelphia Writ Services Inc.	25,000		195,000	100,000	Writ Services (Tax)
250	RCDH of Pennsylvania Inc.		200,000	200,000		Licensed Appraisers
250	TransUnion Risk and Alter. Data Solutions Inc.	32,292	18,000	18,000	18,000	Public Access Database
250	Various Vendors	8,387	25,000	25,000	25,000	Petty Cash and Reimbursements
250	Various Vendors		17,310		17,310	Complaint and Judgement Fees
250	Various Vendors	8,070		8,547	186,768	Misc. Professional Services
250	TBD '23 & '24		267,000	232	232	Writ Services
250	TBD '23 & '24		67,190	67,190	422,190	Outside Appraisers
	Subtotal Class 250	285,249	1,289,500	1,203,969	1,359,500	
253	PA State Constable	1,035				Phila. Municipal Court Services
253	Various Vendors	28				Reimbursements
	Subtotal Class 253	1,063				
258	Various Vendors	3,989				Court Reporters
	Subtotal Class 258	3,989				

71-53N (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

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

Department Revenue	No. 36	Program Delinquent Tax Collection	No. 12
Fund General	No. 01		

Minor Object Code	Name of Contractor or Provider	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriation	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
210	Pitney Bowes Bank Inc.			89,386	90,000	Postage
	Subtotal Class 210			89,386	90,000	

71-530 (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			PROGRAM SUMMARY			
Department Revenue		No. 36	Program Delinquent Tax Collections		No. 12	
Fund Grants		No. 08				
Summary by Class						
Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services					
b)	Employee Benefits					
200	Purchase of Services	12,700,001	16,550,000	16,550,000	16,550,000	
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		12,700,001	16,550,000	16,550,000	16,550,000	
Summary of Positions						
Code (1)	Category (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted Positions (4)	Increment Run PPE 11/27/22 (5)	Fiscal 2024 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 2022 Actual Revenues (2)	Fiscal 2023 Original Budget (3)	Fiscal 2023 Estimate Revenues (4)	Fiscal 2024 Proposed Budget (5)	Increase or (Decrease) (6)	
Local (Non-Governmental)						
Federal						
State	12,700,001	16,400,000	16,400,000	16,400,000		
Other Governments		150,000	150,000	150,000		
Other Funds of the City						
Total	12,700,001	16,550,000	16,550,000	16,550,000		

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET	GRANT INFORMATION SUMMARY WITHIN PROGRAM
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Department Revenue	No. 36	Program Delinquent Tax Collections	No. 12
Fund Grants	No. 08		

<i>Funding Sources</i>	Grant Title Delinquent Tax Collection Program	Grant Number G36L05	Index Code 360533
<i>Federal</i>			
<i>State</i>	Award Period 7/1/23 - 6/30/24	Type of Grant Reimbursement	
X <i>Other Govt.</i>	Grant Objective		
<i>Local (Non-Govt.)</i>			

Commissions for the collection of delinquent taxes, fees, and fines.

Summary by Class

Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
100 a)	Personal Services					
100 b)	Employee Benefits - Total					
	Class 186 - Flex Cash Pmnts.					
	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	12,700,001	16,400,000	16,400,000	16,400,000	
300	Materials and Supplies					
400	Equipment					
500	Contributions, Indemnities and Taxes					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
	Total	12,700,001	16,400,000	16,400,000	16,400,000	

Summary by Funding Source

Code (1)	Category (2)	Fiscal 2022 Actual Revenues (3)	Fiscal 2023 Original Budget (4)	Fiscal 2023 Estimated Revenues (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
100	Federal					
200	State	12,700,001	16,400,000	16,400,000	16,400,000	
300	Other Governments					
400	Local (Non-Governmental)					
	Total	12,700,001	16,400,000	16,400,000	16,400,000	

Summary of Positions

Code (1)	Category (2)	Actual Pos. 6/30/22 (3)	Fiscal 2023 Budgeted Pos. (4)	Incr. Run PPE 11/27/22 (5)	Fiscal 2024 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 BUDGET OFFICE FISCAL 2024 OPERATING BUDGET	GRANT INFORMATION SUMMARY WITHIN PROGRAM
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Department Revenue	No. 36	Program Delinquent Tax Collections	No. 12
Fund Grants	No. 08		

<i>Funding Sources</i>	Grant Title Delinquent Tax Collection Program	Grant Number G36216	Index Code 360534
<input checked="" type="checkbox"/> Federal			
<input type="checkbox"/> State	Award Period 7/1/23 - 6/30/24	Type of Grant Reimbursement	
<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 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
100 a)	Personal Services					
100 b)	Employee Benefits - Total					
	Class 186 - Flex Cash Pmnts.					
	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		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	

Summary by Funding Source

Code (1)	Category (2)	Fiscal 2022 Actual Revenues (3)	Fiscal 2023 Original Budget (4)	Fiscal 2023 Estimated Revenues (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
100	Federal					
200	State					
300	Other Governments		150,000	150,000	150,000	
400	Local (Non-Governmental)					
	Total		150,000	150,000	150,000	

Summary of Positions

Code (1)	Category (2)	Actual Pos. 6/30/22 (3)	Fiscal 2023 Budgeted Pos. (4)	Incr. Run PPE 11/27/22 (5)	Fiscal 2024 Budgeted Pos. (6)	Inc. / (Dec.) (Col. 6 less Col. 4) (7)
101	Full Time - Civilian					
105	Full Time - Uniform					
	Total					

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET	PERFORMANCE MEASURES
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Department	No.	Program	No.
Revenue	36	Taxpayer Assistance and Credit	13

Program Description

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

Program Objectives

- Create a departmental cross-training program to increase staffing resources available for application processing, which will decrease processing times.
- Collaborate with external stakeholders and City Council to proactively communicate with households that are potentially eligible for Real Estate Tax assistance programs. This targeted outreach will increase program awareness and enrollment, which is especially important in vulnerable communities.
- With a recently expanded outreach and communications capacity, Revenue will continue its immigrant outreach strategy. Originally led by a VISTA fellow, the Department is internalizing this strategy and will continue to implement outreach projects in vulnerable communities where English is not a first language. Part of these initiatives includes the Spanish translation of online applications launched in the second phase of the Philadelphia Tax Center implementation.

Performance Measures

Description (1)	Fiscal 2022 Year-End (2)	Fiscal 2023 Year-to-Date (Q1 + Q2) (3)	Fiscal 2023 Target (4)	Fiscal 2024 Target (5)
Percent of eligible homeowners receiving relief	77.70%	tabulated at year-end	80.00%	80.00%
<u>Comments:</u>				

71-53EZ (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET	PROGRAM SUMMARY - ALL FUNDS
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Department Revenue	No. 36	Program Tax Assistance and Credit Programs	No. 13
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Summary by Fund

Fund No. (1)	Fund (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	434,350	538,754	539,517	548,731	9,214
	Total	434,350	538,754	539,517	548,731	9,214

Summary of Full Time Positions by Fund

Fund No. (1)	Fund (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted (4)	Fiscal 2023 PPE 11/27/22 (5)	Fiscal 2024 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
01	General	7	8	8	8	
	Total Full Time	7	8	8	8	

Summary of Non-Tax Revenues by Fund

Fund No. (1)	Fund (2)	Fiscal 2022 Actual Revenues (3)	Fiscal 2023 Original Budget (4)	Fiscal 2023 Estimated Revenues (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
	Total					

Selected Associated Capital Projects

Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2023 Original Approp. (GO Only) (4)	Fiscal 2023 Original Approp. (All Other Sources) (5)	Fiscal 2024 Proposed Budget (GO Only) (6)	Fiscal 2024 Proposed Bdg (All Other Sources) (7)
	Total					

Selected Associated Operating Costs

Dept. Where Appropriated (1)	Description (2)	Fiscal 2022 Calculated Obligations (3)	Fiscal 2023 Calculated Appropriations (4)	Fiscal 2023 Calculated Obligations (5)	Fiscal 2024 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	188,263	215,623	215,444	220,174	4,730
Finance	Employee Benefits - Uniform					
	Total	188,263	215,623	215,444	220,174	4,730

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			PROGRAM SUMMARY			
Department Revenue		No. 36	Program Tax Assistance and Credit Programs		No. 13	
Fund General		No. 01				
Summary by Class						
Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	413,600	477,754	478,517	487,731	9,214
b)	Employee Benefits					
200	Purchase of Services	20,000	60,000	60,000	60,000	
300	Materials and Supplies	750	1,000	1,000	1,000	
400	Equipment					
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		434,350	538,754	539,517	548,731	9,214
Summary of Positions						
Code (1)	Category (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted Positions (4)	Increment Run PPE 11/27/22 (5)	Fiscal 2024 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	7	8	8	8	
105	Full Time - Uniform					
Total		7	8	8	8	
Selected Associated Non-Tax Revenues by Type						
Description (1)	Fiscal 2022 Actual Revenues (2)	Fiscal 2023 Original Budget (3)	Fiscal 2023 Estimated Revenues (4)	Fiscal 2024 Proposed Budget (5)	Increase or (Decrease) (6)	
Local (Non-Governmental)						
Federal						
State						
Other Governments						
Other Funds of the City						
Total						

71-53F (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department Revenue	No. 36	Program Tax Assistance and Credit Programs	No. 13
Fund General	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
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Taxpayer Assistance (360540)									
1	2B10	Assistant Revenue Collection Manager	54,876 - 70,534	1	1	1	1	68,314	
2	2B02	Collection Customer Representative	44,352 - 48,394	4	4	4	4	186,189	
3	2B04	Collection Representative Supervisor	46,914 - 60,310		1	1	1	58,412	
4	2B40	Tax and Revenue Conferee	69,120 - 88,861	1	1	1	1	86,689	
5	A620	Taxpayer Assistance Program Director	80,000	1	1	1	1	80,000	
Total Taxpayer Assistance				7	8	8	8	479,604	

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department	No.	Program	No.
Revenue	36	Tax Assistance and Credit Programs	13
Fund	No.		
General	01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1		Full Time Civilian		7	8	8	8	479,604	
2		Overtime - Civilian						5,000	
3		Exempt Wage Increases						3,050	
Total Gross Requirements				7	8	8	8	487,654	
Plus: Earned Increment								77	
Plus: Longevity									
Less: (Vacancy Allowance)									
Total Budget								487,731	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2022		Fiscal 2023			Fiscal 2024		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/22 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/27/22 (7)	Budgeted Positions (8)	Proposed Budget (9)		
1	Lump Sum		778							
2	Full Time - Civilian	7	412,768	8	472,361	8	8	482,731	10,370	
3	Full Time - Uniform									
4	Bonus, Gross Adj.		54							
5	PT, Temp/Seas, Bd, SCG									
6	Overtime - Civilian				6,156			5,000	(1,156)	
7	Overtime - Uniform									
8	Unused Uniform Leave									
9	Shift/Stress									
10	H&L, IOD, LT-Sick									
11										
12										
Total		7	413,600	8	478,517	8	8	487,731	9,214	

71-53J (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SUPPORTING DETAIL:
PROFESSIONAL SERVICES AND
CARE OF INDIVIDUALS, BY PROGRAM**

Department Revenue	No. 36	Program Tax Assistance and Program Credit	No. 13
Fund General	No. 01		

Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriation (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	20,000	60,000	60,000	60,000	
290	Payments for Care of Individuals					

Minor Object Code	Name of Contractor or Provider	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriation	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	Vanguard Direct, Inc.	20,000	20,000	20,000	20,000	Homestead Program
250	Various Vendors		40,000	40,000	40,000	Expanded Outreach
	Subtotal Class 250	20,000	60,000	60,000	60,000	

71-53N (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET		PERFORMANCE MEASURES		
Department	No.	Program	No.	
Revenue	36	Water Billing, Accounting & Customer Service	14	
Program Description				
<i>This program determines which water, sewer, and stormwater charges customers owe, lets people know how much to pay, and processes payments received.</i>				
Program Objectives				
<ul style="list-style-type: none"> - Revenue will refer delinquent accounts to third-party collection agencies before scheduling customers to receive shutoff notices. This shift in collection strategy will provide customers with greater opportunity to resolve debt and reduce service disconnections. - The Department will leverage data from the Department of Licenses and Inspections to better identify and protect tenant-occupied properties from service disconnections. - Revenue will continue to increase paperless billing and e-pay adoption through direct outreach, with a focus on moving current ZipCheck customers to the City's AutoPay system. 				
Performance Measures				
Description	Fiscal 2022 Year-End	Fiscal 2023 Year-to-Date (Q1 + Q2)	Fiscal 2023 Target	Fiscal 2024 Target
(1)	(2)	(3)	(4)	(5)
Percent of water bills paid in 90 days	83.10%	83.70%	84.00%	84.00%
<u>Comments:</u>				
Dollar amount of water bills collected	\$725.3M	\$393.5M	\$767.5M	\$845M
<u>Comments:</u>				

71-53EZ (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET				PROGRAM SUMMARY - ALL FUNDS		
Department Revenue		No. 36	Program Water Billing, Accounting and Customer Service			No. 14
Summary by Fund						
Fund No. (1)	Fund (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
02	Water	6,458,910	8,958,476	8,706,805	8,600,529	(106,276)
Total		6,458,910	8,958,476	8,706,805	8,600,529	(106,276)
Summary of Full Time Positions by Fund						
Fund No. (1)	Fund (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted (4)	Fiscal 2023 PPE 11/27/22 (5)	Fiscal 2024 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
02	Water	117	157	117	157	
Total Full Time		117	157	117	157	
Summary of Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2022 Actual Revenues (3)	Fiscal 2023 Original Budget (4)	Fiscal 2023 Estimated Revenues (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
02	Water	714,001,744	767,462,000	767,462,000	845,104,000	77,642,000
Total		714,001,744	767,462,000	767,462,000	845,104,000	77,642,000
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2023 Original Approp. (GO Only) (4)	Fiscal 2023 Original Approp. (All Other Sources) (5)	Fiscal 2024 Proposed Budget (GO Only) (6)	Fiscal 2024 Proposed Bdg (All Other Sources) (7)
Total						
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2022 Calculated Obligations (3)	Fiscal 2023 Calculated Appropriations (4)	Fiscal 2023 Calculated Obligations (5)	Fiscal 2024 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	2,754,632	3,204,776	3,204,272	3,308,931	104,659
Finance	Employee Benefits - Uniform					
Total		2,754,632	3,204,776	3,204,272	3,308,931	104,659

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET	PROGRAM SUMMARY
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Department Revenue	No. 36	Program Water Billing, Accounting and Customer Service	No. 14
Fund Water	No. 02		

Summary by Class

Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	6,189,577	7,555,476	7,488,805	7,777,029	288,224
b)	Employee Benefits					
200	Purchase of Services	141,580	503,000	503,000	501,000	(2,000)
300	Materials and Supplies	102,406	228,000	118,000	118,000	
400	Equipment	25,347	672,000	597,000	204,500	(392,500)
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
	Total	6,458,910	8,958,476	8,706,805	8,600,529	(106,276)

Summary of Positions

Code (1)	Category (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted Positions (4)	Increment Run PPE 11/27/22 (5)	Fiscal 2024 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	117	157	117	157	
105	Full Time - Uniform					
	Total	117	157	117	157	

Selected Associated Non-Tax Revenues by Type

Description (1)	Fiscal 2022 Actual Revenues (2)	Fiscal 2023 Original Budget (3)	Fiscal 2023 Estimated Revenues (4)	Fiscal 2024 Proposed Budget (5)	Increase or (Decrease) (6)
Local (Non-Governmental)	714,001,744	767,462,000	767,462,000	845,104,000	77,642,000
Federal					
State					
Other Governments					
Other Funds of the City					
Total	714,001,744	767,462,000	767,462,000	845,104,000	77,642,000

71-53F (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department				No.	Program				No.
Revenue				36	Water Billing, Accounting and Customer Service				14
Fund				No.					
Water				02					
Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
Water Revenue Bureau (360551)									
Accounting									
1	1B10	Account Clerk	41,709 - 45,392	1	2	1	1	43,963	(1)
2	2A06	Accountant	51,195 - 65,825	4	9	8	8	502,885	(1)
3	2A05	Accountant Trainee	42,669 - 54,854	2	3	1	4	223,603	1
4	2A07	Accounting Supervisor	66,588 - 85,594	3	4	3	4	301,468	
5	2A08	Accounting Transactions Supervisor	70,848 - 91,083	4	4	4	4	352,855	
6	1A22	Clerical Supervisor 2	46,734 - 51,124	1	1	1	1	49,515	
7	1A04	Clerk 3	44,352 - 48,394	5	11	8	12	537,709	1
8	1D41	Data Service Support Clerk	40,504 - 44,023	1	1		1	40,504	
9	2A01	Financial Technician	41,504 - 53,361	2	2	2	2	103,362	
10	2A21	Revenue Accounting Manager	81,315 - 104,543	1	1	1	1	101,252	
Subtotal Accounting				24	38	29	38	2,257,116	
Adjudications									
11	2B02	Collection Customer Representative	44,352 - 48,394	3	6	1	2	92,447	(4)
12	2B04	Collection Representative Supervisor	46,914 - 60,310	2	2	2	2	105,326	
13	1D41	Data Service Support Clerk	40,504 - 44,023		2		2	81,008	
14	2B11	Revenue Collection Manager	66,588 - 85,594	1	1	1	1	78,292	
15	2B18	Revenue Collection Representative	45,540 - 49,745	2	4	2	2	96,358	(2)
16	1A37	Service Representative	40,504 - 44,023	1	1	3	7	282,637	6
Subtotal Adjudications				9	16	9	16	736,068	
Administrative Operations									
17	2L11	Administrative Assistant	46,914 - 60,310	1	1	1	1	58,412	
18	2B21	Revenue Collections Officer 2	100,973 - 129,814	1	1	1	1	125,728	
Subtotal Administrative Operations				2	2	2	2	184,140	
Collection Operations									
19	2B10	Assistant Revenue Collection Manager	54,876 - 70,534	1	1		1	54,876	
20	2B02	Collection Customer Representative	44,352 - 48,394	6	9	4	4	187,484	(5)
21	2B04	Collection Representative Supervisor	46,914 - 60,310	3	2	3	3	159,016	1
22	1D41	Data Service Support Clerk	40,504 - 44,023	2	3	1	3	123,645	
23	2B11	Revenue Collection Manager	66,588 - 85,594	1	1	1	1	82,900	
24	1A37	Service Representative	40,504 - 44,023	5	4	6	8	243,024	4
Subtotal Collection Operations				18	20	15	20	850,945	
Customer Operations									
25	1A22	Clerical Supervisor 2	46,734 - 51,124	1	1	1	1	49,515	
26	2B02	Collection Customer Representative	44,352 - 48,394	13	20	13	13	606,715	(7)
27	2B04	Collection Representative Supervisor	46,914 - 60,310	3	4	3	4	216,344	
28	1D41	Data Service Support Clerk	40,504 - 44,023	3	4	3	3	127,911	(1)
29	2B11	Revenue Collection Manager	66,588 - 85,594	1	1	1	1	82,900	
30	1A37	Service Representative	40,504 - 44,023	5	4	4	12	405,665	8
Subtotal Customer Operations				26	34	25	34	1,489,050	

71-531 (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department	No.	Program	No.
Revenue	36	Water Billing, Accounting and Customer Service	14
Fund	No.		
Water	02		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
Technical Operations									
31	2B02	Collection Customer Representative	44,352 - 48,394	2	2	2	2	93,742	
32	1D41	Data Service Support Clerk	40,504 - 44,023	3	3	3	3	127,911	
33	6E26	Revenue Investigation Manager	52,476 - 67,470	1	1	1	1	65,346	
34	6E25	Revenue Investigation Supervisor	46,914 - 60,310		2	2	2	103,842	
35	6E23	Revenue Investigator	45,540 - 49,745	5	8	5	8	331,975	
Subtotal Technical Operations				11	16	13	16	722,816	
Total Water Revenue Bureau				90	126	93	126	6,240,135	
Payment Processing (360552)									
Administrative									
36	2B10	Assistant Revenue Collection Manager	54,876 - 70,534		1	1	1	60,721	
	L091	Law Clerk 1	55,524			1			
	2B02	Collection Customer Representative	44,352 - 48,394	1	1		1	42,956	
Subtotal Administrative				1	2	2	2	103,677	
Cashiering									
	1D41	Data Service Support Clerk	40,504 - 44,023			1	1	42,637	
	1B81	Payment Processing Clerk	40,504 - 44,023	9	10	6	10	373,950	
	1B83	Payment Processing Supervisor	47,922 - 52,519	1	1	1	1	50,866	
	1B82	Senior Payment Processing Clerk	43,029 - 46,893	2	2	1	2	88,446	
Subtotal Cashiering				12	14	9	14	555,899	
Exceptions Processing									
	2B02	Collection Customer Representative	44,352 - 48,394	3	3	3	3	138,005	
	2B04	Collection Representative Supervisor	46,914 - 60,310	1	1	1	1	58,412	
Subtotal Exceptions Processing				4	4	4	4	196,417	
Remit Pro									
	1B81	Payment Processing Clerk	40,504 - 44,023	2	2	2	2	83,141	
Subtotal Remit Pro				2	2	2	2	83,141	
Incoming Mail									
	1A21	Clerical Supervisor 1	41,709 - 45,392	1	1	1	1	43,963	
	1D41	Data Service Support Clerk	40,504 - 44,023	5	2	5	5	206,393	3
	1A03	Office Clerk 2	37,526 - 40,572	2	3	1	2	76,821	(1)
	7L03	Office Equipment Operator	40,504 - 44,023		3		1	40,504	(2)
Subtotal Incoming Mail				8	9	7	9	367,681	
Total Payment Processing				27	31	24	31	1,306,815	
Program Total				117	157	117	157	7,546,950	

71-531 (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM**

Department Revenue	No. 36	Program Water Billing, Accounting and Customer Service	No. 14
Fund Water	No. 02		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1		Full-Time Civilian		117	157	117	157	7,546,950	
2		Temporary & Seasonal						51,625	
3		Regular Overtime						380,740	
4		Shift Differential						7,228	
5		Lump Sums						82,600	

Total Gross Requirements				117	157	117	157	8,069,143	
Plus: Earned Increment								23,478	
Plus: Longevity								6,258	
Less: (Vacancy Allowance)								(321,850)	
Total Budget								7,777,029	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2022		Fiscal 2023			Fiscal 2024		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/22 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/27/22 (7)	Budgeted Positions (8)	Proposed Budget (9)		
1	Lump Sum		79,735		80,000			82,600	2,600	
2	Full Time - Civilian	117	6,039,535	157	7,025,372	117	157	7,254,836	229,464	
3	Full Time - Uniform									
4	Bonus, Gross Adj.		2,382		(280)				280	
5	PT, Temp/Seas, Bd, SCG				50,000			51,625	1,625	
6	Overtime - Civilian		67,217		325,329			380,740	55,411	
7	Overtime - Uniform									
8	Unused Uniform Leave									
9	Shift/Stress		3		7,000			7,228	228	
10	H&L, IOD, LT-Sick		705		1,384				(1,384)	
11										
12										
Total		117	6,189,577	157	7,488,805	117	157	7,777,029	288,224	

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			SCHEDULE 300 - 400 MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program		No.	
Revenue		36	Water Billing, Accounting and Customer Service		14	
Fund		No.				
Water		02				
Code	Description	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriations	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	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	128	2,000	2,000	1,000	(1,000)
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel		2,000	2,000	1,000	(1,000)
309	Cordage & Fibers					
310	Electrical & Communication	331				
311	General Equipment & Machinery					
312	Fire Fighting & Safety	9,090				
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory	9,180				
318	Janitorial, Laundry & Household	25	1,000	1,000	1,000	
320	Office Materials & Supplies	39,628	210,000	57,100	100,000	42,900
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists	10,363	10,000	10,000	10,000	
325	Printing	32,317		32,900		(32,900)
326	Recreational & Educational	1,346			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)		3,000	13,000	3,000	(10,000)
	Total	102,406	228,000	118,000	118,000	
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying	386				
410	Electrical, Lighting & Communications	91	10,000	10,000	10,000	
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment	2,954	5,000	5,000	3,000	(2,000)
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals	21,916	16,000	16,000	16,000	
428	Vehicles					
430	Furniture & Furnishings		641,000	566,000	175,500	(390,500)
499	Other Equipment (not otherwise classified)					
	Total	25,347	672,000	597,000	204,500	(392,500)

71-53L (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SUPPORTING DETAIL:
PROFESSIONAL SERVICES AND
CARE OF INDIVIDUALS, BY PROGRAM**

Department	No.	Program	No.
Revenue	36	Water Billing, Acct. and Customer Service	14
Fund	No.		
Water	02		

Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriation (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	40,341	300,000	300,000	248,000	(52,000)
290	Payments for Care of Individuals					

Minor Object Code	Name of Contractor or Provider	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriation	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	Abbot Laboratories	1,930				COVID-19 Testing Kits
250	Braille Works	10,254	32,000			Braille & Large Print Services
250	Firstline Locksmith LLC	400				Professional Locksmith Services
250	Jones Lang LaSalle America			15,000	15,000	Triplex OM&S
250	Levlane Advertising		10,000	10,000	10,000	Branding & Cust. Service Impr.
250	Pacer Service Center	5,032		5,300	6,000	Court Records
250	Scotlandyard Security		66,000			Security Services
250	Superior Moving & Storage	22,500		22,500	22,500	Moving Services
250	T-Base Communications			31,995	32,000	Braille & Large Print Services
250	TransUnion	95		1,152	4,000	Information Database Services
250	U.S. Facilities		15,000			Office Configurations
250	Various Vendors	130	27,000	32,053	28,500	Misc. Professional Services
250	TBD '23 & '24			32,000	32,000	Braille & Large Print Services
250	TBD '23 & '24		50,000	50,000	50,000	WRB Customer Service Training
	Subtotal Class 250	40,341	200,000	200,000	200,000	
251	TBD '23 & '24		100,000	100,000	48,000	Misc. IT Professional Services
	Subtotal Class 251		100,000	100,000	48,000	

71-53N (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

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

Department	No.	Program	No.
Revenue	36	Water Billing, Acct. and Customer Service	14
Fund	No.		
Water	02		

Minor Object Code	Name of Contractor or Provider	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriation	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
260	Paik Inc.	41,823				Repair & Maint. (Renovations)
260	Ribbons Express	475		979		Installation & Training (Shredder)
260	The Protection Bureau	3,248		2,471		Repair & Maint. (Security Cams)
260	Xerox	7,323		7,996		Repair & Maint. (Copiers)
260	TBD ' 23 & '24		126,000	114,554	126,000	Repair & Maint. (Renovations)
	Subtotal Class 260	52,869	126,000	126,000	126,000	
266	Xerox	5,084	12,000	12,000	62,000	Printer/copier repair and services
		5,084	12,000	12,000	62,000	
320	Mai Tran Ventures LLC			3,437		Paper
320	Paper Mart	3,227				Paper
320	Sharda Paper			4,825		Paper
320	Staples				50,000	Paper
320	Staples	12,460		10,000	10,000	Office Supplies
320	Tiles in Style LLC			1,658		Thermal Paper
320	W.B. Mason	23,941		17,485	20,000	5-Gallon Water Bottles
320	Various Vendors		210,000	19,695	20,000	Miscellaneous Supplies
	Subtotal Class 320	39,628	210,000	57,100	100,000	
430	TBD '23 & '24		641,000	566,000	175,500	Office Furniture (Renovations)
	Subtotal Class 430		641,000	566,000	175,500	

71-530 (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			PROGRAM SUMMARY - ALL FUNDS			
Department Revenue		No. 36	Program Delinquent Water Collections			No. 15
Summary by Fund						
Fund No. (1)	Fund (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
02	Water	669,783	804,536	871,207	845,933	(25,274)
08	Grants	3,440,849	3,100,000	3,100,000	3,100,000	
Total		4,110,632	3,904,536	3,971,207	3,945,933	(25,274)
Summary of Full Time Positions by Fund						
Fund No. (1)	Fund (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted (4)	Fiscal 2023 PPE 11/27/22 (5)	Fiscal 2024 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
02	Water	9	11	10	11	
Total Full Time		9	11	10	11	
Summary of Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2022 Actual Revenues (3)	Fiscal 2023 Original Budget (4)	Fiscal 2023 Estimated Revenues (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
08	Grants	3,440,849	3,100,000	3,100,000	3,100,000	
Total		3,440,849	3,100,000	3,100,000	3,100,000	
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2023 Original Approp. (GO Only) (4)	Fiscal 2023 Original Approp. (All Other Sources) (5)	Fiscal 2024 Proposed Budget (GO Only) (6)	Fiscal 2024 Proposed Bdg (All Other Sources) (7)
Total						
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2022 Calculated Obligations (3)	Fiscal 2023 Calculated Appropriations (4)	Fiscal 2023 Calculated Obligations (5)	Fiscal 2024 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	236,356	229,663	229,892	237,126	7,234
Finance	Employee Benefits - Uniform					
Total		236,356	229,663	229,892	237,126	7,234

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			PROGRAM SUMMARY			
Department Revenue		No. 36	Program Delinquent Water Collections		No. 15	
Fund Water		No. 02				
Summary by Class						
Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	619,783	504,536	571,207	545,933	(25,274)
b)	Employee Benefits					
200	Purchase of Services	50,000	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		669,783	804,536	871,207	845,933	(25,274)
Summary of Positions						
Code (1)	Category (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted Positions (4)	Increment Run PPE 11/27/22 (5)	Fiscal 2024 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	9	11	10	11	
105	Full Time - Uniform					
Total		9	11	10	11	
Selected Associated Non-Tax Revenues by Type						
Description (1)	Fiscal 2022 Actual Revenues (2)	Fiscal 2023 Original Budget (3)	Fiscal 2023 Estimated Revenues (4)	Fiscal 2024 Proposed Budget (5)	Increase or (Decrease) (6)	
Local (Non-Governmental)						
Federal						
State						
Other Governments						
Other Funds of the City						
Total						

71-53F (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 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 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
		Legal Services (360562)							
		Mass Revenue Litigation							
1	2B02	Collection Customer Representative	44,352 - 48,394	4	4	4	4	187,484	
2	2B04	Collection Representative Supervisor	46,914 - 60,310		1	1	1	48,683	
3	1D41	Data Service Support Clerk	40,504 - 44,023	1	1	1	1	42,637	
4	2B18	Revenue Collection Representative	45,540 - 49,745	2	2	2	2	96,358	
		Subtotal Mass Revenue Litigation		7	8	8	8	375,162	
		Major Tax							
5	1D41	Data Service Support Clerk	40,504 - 44,023	1	1	1	1	42,637	
6	2B55	Tax Collections Coordinator	70,848 - 91,083	1	1	1	1	88,216	
		Subtotal Major Tax		2	2	2	2	130,853	
		Real Estate Tax							
7	1D41	Data Service Support Clerk	40,504 - 44,023		1		1	40,504	
		Subtotal Real Estate Tax			1		1	40,504	
		Total Legal Services		9	11	10	11	546,519	

71-531 (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 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 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1		Full-Time Civilian		9	11	10	11	546,519	
2		Overtime						26,033	

Total Gross Requirements				9	11	10	11	572,552	
Plus: Earned Increment								2,741	
Plus: Longevity								11	
Less: (Vacancy Allowance)								(29,371)	
Total Budget								545,933	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2022		Fiscal 2023			Fiscal 2024		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/22 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/27/22 (7)	Budgeted Positions (8)	Proposed Budget (9)		
1	Lump Sum		1,700		13,000				(13,000)	
2	Full Time - Civilian	9	518,211	11	504,039	10	11	519,900	15,861	
3	Full Time - Uniform									
4	Bonus, Gross Adj.		66							
5	PT, Temp/Seas, Bd, SCG									
6	Overtime - Civilian		99,806		54,168			26,033	(28,135)	
7	Overtime - Uniform									
8	Unused Uniform Leave									
9	Shift/Stress									
10	H&L, IOD, LT-Sick									
11										
12										
Total		9	619,783	11	571,207	10	11	545,933	(25,274)	

71-53J (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 OPERATING BUDGET**

**SUPPORTING DETAIL:
PROFESSIONAL SERVICES AND
CARE OF INDIVIDUALS, BY PROGRAM**

Department Revenue	No. 36	Program Delinquent Water Collections	No. 15
Fund Water	No. 02		

Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriation (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	50,000	300,000	300,000	300,000	
290	Payments for Care of Individuals					

Minor Object Code	Name of Contractor or Provider	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriation	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	AAL Acquest	50,000	150,000	150,000	200,000	Title Search Services
250	TBD '23 & '24		150,000	150,000	100,000	Title Search Services
	Subtotal Class 250	50,000	300,000	300,000	300,000	

71-53N (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			PROGRAM SUMMARY			
Department Revenue		No. 36	Program Delinquent Water Collections		No. 15	
Fund Grants		No. 08				
Summary by Class						
Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services					
b)	Employee Benefits					
200	Purchase of Services	3,440,849	3,100,000	3,100,000	3,100,000	
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		3,440,849	3,100,000	3,100,000	3,100,000	
Summary of Positions						
Code (1)	Category (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted Positions (4)	Increment Run PPE 11/27/22 (5)	Fiscal 2024 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 2022 Actual Revenues (2)	Fiscal 2023 Original Budget (3)	Fiscal 2023 Estimate Revenues (4)	Fiscal 2024 Proposed Budget (5)	Increase or (Decrease) (6)	
Local (Non-Governmental)	3,440,849	3,100,000	3,100,000	3,100,000		
Federal						
State						
Other Governments						
Other Funds of the City						
Total	3,440,849	3,100,000	3,100,000	3,100,000		

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET	GRANT INFORMATION SUMMARY WITHIN PROGRAM
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Department Revenue	No. 36	Program Delinquent Water Collections	No. 15
Fund Grants	No. 08		

<i>Funding Sources</i>	Grant Title	Grant Number	Index Code
<i>Federal</i>	Delinquent Water Collection Program - Water	G36L05	360563
<i>State</i>	Award Period	Type of Grant	
<i>Other Govt.</i>	7/1/23 - 6/30/24	Reimbursement	
X <i>Local (Non-Govt.)</i>	Grant Objective		

Commissions for the collection of delinquent water and sewer charges and fees.

Summary by Class

Class	Description	Fiscal 2022 Actual Obligations	Fiscal 2023 Original Appropriations	Fiscal 2023 Estimated Obligations	Fiscal 2024 Proposed Budget	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	3,440,849	3,100,000	3,100,000	3,100,000	
300	Materials and Supplies					
400	Equipment					
500	Contributions, Indemnities and Taxes					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
	Total	3,440,849	3,100,000	3,100,000	3,100,000	

Summary by Funding Source

Code	Category	Fiscal 2022 Actual Revenues	Fiscal 2023 Original Budget	Fiscal 2023 Estimated Revenues	Fiscal 2024 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Federal					
200	State					
300	Other Governments					
400	Local (Non-Governmental)	3,440,849	3,100,000	3,100,000	3,100,000	
	Total	3,440,849	3,100,000	3,100,000	3,100,000	

Summary of Positions

Code	Category	Actual Pos. 6/30/22	Fiscal 2023 Budgeted Pos.	Incr. Run PPE 11/27/22	Fiscal 2024 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 BUDGET OFFICE FISCAL 2024 OPERATING BUDGET		PERFORMANCE MEASURES		
Department	No.	Program	No.	
Revenue	36	Water Assistance	16	
Program Description				
<i>Revenue provides discounted water bills to vulnerable residential customers through the Senior Citizen Water Discount and the Tiered Assistance Program (TAP) for low-income customers.</i>				
Program Objectives				
<ul style="list-style-type: none"> - In collaboration with the Commonwealth, launch a TAP auto-enrollment program for LIHWAP recipients. The Department will auto-enroll approximately 5,500 LIHWAP grant recipients into TAP. - Simplify TAP application requirements and further reduce barriers to enrollment. This will reduce application denials and increase relief to eligible customers. 				
Performance Measures				
Description	Fiscal 2022 Year-End	Fiscal 2023 Year-to-Date (Q1 + Q2)	Fiscal 2023 Target	Fiscal 2024 Target
(1)	(2)	(3)	(4)	(5)
Percent of applications reviewed within 30 days	100%	100%	100%	100%
<u>Comments:</u>				

71-53EZ (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET			PROGRAM SUMMARY - ALL FUNDS			
Department Revenue		No. 36	Program Water Assistance Programs			No. 16
Summary by Fund						
Fund No. (1)	Fund (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
02	Water	1,284,722	1,540,893	1,540,894	1,398,422	(142,472)
Total		1,284,722	1,540,893	1,540,894	1,398,422	(142,472)
Summary of Full Time Positions by Fund						
Fund No. (1)	Fund (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted (4)	Fiscal 2023 PPE 11/27/22 (5)	Fiscal 2024 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
02	Water	25	34	24	34	
Total Full Time		25	34	24	34	
Summary of Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2022 Actual Revenues (3)	Fiscal 2023 Original Budget (4)	Fiscal 2023 Estimated Revenues (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
Total						
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2023 Original Approp. (GO Only) (4)	Fiscal 2023 Original Approp. (All Other Sources) (5)	Fiscal 2024 Proposed Budget (GO Only) (6)	Fiscal 2024 Proposed Bdg (All Other Sources) (7)
Total						
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2022 Calculated Obligations (3)	Fiscal 2023 Calculated Appropriations (4)	Fiscal 2023 Calculated Obligations (5)	Fiscal 2024 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	570,507	669,252	669,252	603,180	(66,072)
Finance	Employee Benefits - Uniform					
Total		570,507	669,252	669,252	603,180	(66,072)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2024 OPERATING BUDGET	PROGRAM SUMMARY
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Department Revenue	No. 36	Program Water Assistance Programs	No. 16
Fund Water	No. 02		

Summary by Class

Class (1)	Description (2)	Fiscal 2022 Actual Obligations (3)	Fiscal 2023 Original Appropriations (4)	Fiscal 2023 Estimated Obligations (5)	Fiscal 2024 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	1,284,722	1,540,893	1,540,894	1,398,422	(142,472)
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		1,284,722	1,540,893	1,540,894	1,398,422	(142,472)

Summary of Positions

Code (1)	Category (2)	Actual Positions 6/30/22 (3)	Fiscal 2023 Budgeted Positions (4)	Increment Run PPE 11/27/22 (5)	Fiscal 2024 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	25	34	24	34	
105	Full Time - Uniform					
Total		25	34	24	34	

Selected Associated Non-Tax Revenues by Type

Description (1)	Fiscal 2022 Actual Revenues (2)	Fiscal 2023 Original Budget (3)	Fiscal 2023 Estimated Revenues (4)	Fiscal 2024 Proposed Budget (5)	Increase or (Decrease) (6)
Local (Non-Governmental)					
Federal					
State					
Other Governments					
Other Funds of the City					
Total					

71-53F (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 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 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
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TAP (AFFORDABLE RATES (360571))									
1	1A22	Clerical Supervisor 2	46,734 - 51,124	1	1		1	51,124	
2	1A04	Clerk 3	44,352 - 48,394	1		1			
3	2B02	Collection Customer Representative	44,352 - 48,394	15	24	16	24	825,750	
4	2B04	Collection Representative Supervisor	46,914 - 60,310	4	4	4	4	241,240	
5	1D41	Data Service Support Clerk	40,504 - 44,023	2	4	3	4	176,092	
6	A620	Director of Customer Assistance	70,000		1		1	70,000	
7	6E23	Revenue Investigator	45,540 - 49,745	2					
Total TAP				25	34	24	34	1,364,206	

71-531 (Program Based Budgeting Version)

**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2024 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 2022 Actual Pos. 6/30/22 (5)	Fiscal 2023 Budgeted Positions (6)	Increment Run -PPE 11/27/22 (7)	Fiscal 2024 Budgeted Positions (8)	Annual Salary 7/1/23 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1		Full-Time Civilian		25	34	24	34	1,364,206	
2		Overtime						75,948	

Total Gross Requirements				25	34	24	34	1,440,154	
Plus: Earned Increment								1,407	
Plus: Longevity								285	
Less: (Vacancy Allowance)								(43,424)	
Total Budget								1,398,422	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2022		Fiscal 2023			Fiscal 2024		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/22 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/27/22 (7)	Budgeted Positions (8)	Proposed Budget (9)		
1	Lump Sum		29,896							
2	Full Time - Civilian	25	1,250,837	34	1,467,337	24	34	1,322,474	(144,863)	
3	Full Time - Uniform									
4	Bonus, Gross Adj.									
5	PT, Temp/Seas, Bd, SCG									
6	Overtime - Civilian		3,989		73,557			75,948	2,391	
7	Overtime - Uniform									
8	Unused Uniform Leave									
9	Shift/Stress									
10	H&L, IOD, LT-Sick									
11										
12										
Total		25	1,284,722	34	1,540,894	24	34	1,398,422	(142,472)	

71-53J (Program Based Budgeting Version)