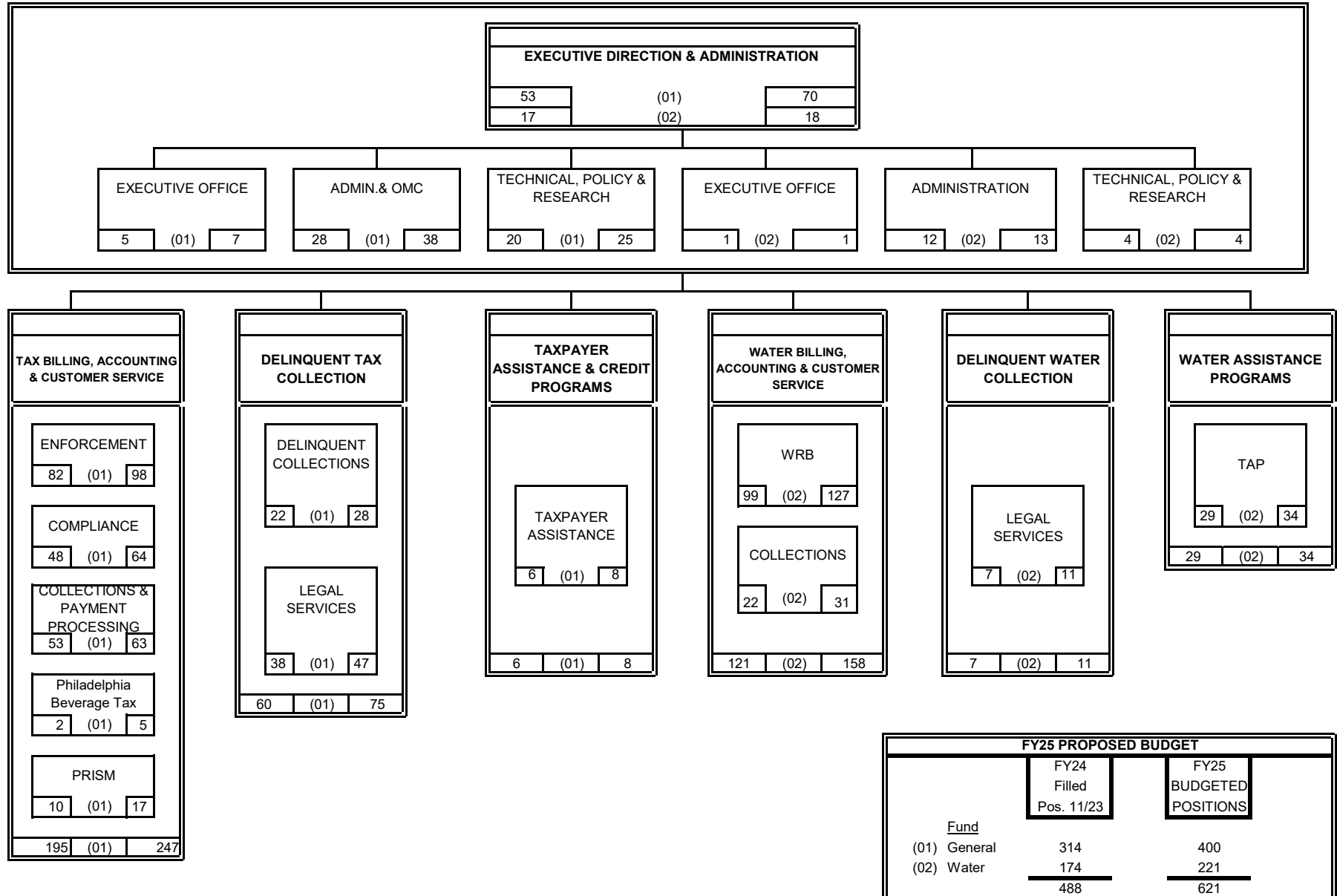


**CITY OF PHILADELPHIA
BUDGET OFFICE
FISCAL 2025 OPERATING BUDGET**

ORGANIZATION CHART (ALL FUNDS) BY PROGRAM

Department	No.
Revenue	36



CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET					DEPARTMENTAL SUMMARY BY FUND			
Department Revenue								No. 36
No. (1)	Fund (2)	Class (3)	Description (4)	Fiscal 2023 Actual Obligations (5)	Fiscal 2024 Original Appropriation (6)	Fiscal 2024 Estimated Obligations (7)	Fiscal 2025 Proposed Budget (8)	Increase or (Decrease) (9)
01	General	100	Employee Compensation					
		a)	Personal Services	20,382,438	22,626,664	22,626,664	22,626,664	
		b)	Employee Benefits					
		200	Purchase of Services	4,339,178	5,158,798	5,458,798	5,021,686	(437,112)
		300	Materials and Supplies	737,253	874,045	874,045	874,045	
		400	Equipment	82,014	195,000	1,475,000	1,195,000	(280,000)
		500	Contributions, etc.	1,950				
		800	Payments to Other Funds					
			Total	25,542,833	28,854,507	30,434,507	29,717,395	(717,112)
02	Water	100	Employee Compensation					
		a)	Personal Services	9,255,027	10,791,338	10,791,338	10,792,000	662
		b)	Employee Benefits					
		200	Purchase of Services	2,847,114	5,154,000	5,154,000	5,155,000	1,000
		300	Materials and Supplies	1,516,008	1,853,000	1,853,000	1,853,000	
		400	Equipment	385,223	232,500	232,500	591,000	358,500
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total	14,003,372	18,030,838	18,030,838	18,391,000	360,162
08	Grants	100	Employee Compensation					
		a)	Personal Services					
		b)	Employee Benefits					
		200	Purchase of Services	17,892,394	19,650,000	19,650,000	19,650,000	
		300	Materials and Supplies					
		400	Equipment					
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total	17,892,394	19,650,000	19,650,000	19,650,000	
14	Acute Care Hospital	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, etc.					
		800	Payments to Other Funds					
			Total	35,000	45,000	45,000	45,000	
		100	Employee Compensation					
		a)	Personal Services					
		b)	Employee Benefits					
		200	Purchase of Services					
		300	Materials and Supplies					
		400	Equipment					
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total					
	Departmental Total All Funds	100	Employee Compensation					
		a)	Personal Services	29,667,465	33,448,002	33,448,002	33,448,664	662
		b)	Employee Benefits					
		200	Purchase of Services	25,078,686	29,962,798	30,262,798	29,826,686	(436,112)
		300	Materials and Supplies	2,258,261	2,732,045	2,732,045	2,732,045	
		400	Equipment	467,237	437,500	1,717,500	1,796,000	78,500
		500	Contributions, etc.	1,950				
		800	Payments to Other Funds					
			Total	57,473,599	66,580,345	68,160,345	67,803,394	(356,951)

71-53B (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			DEPARTMENTAL SUMMARY INCREASES AND DECREASES ALL FUNDS			
Department Revenue						No. 36
Budget Comments (1)	Class 100 (2)	Class 200 (3)	Class 300/400 (4)	Class 500 (5)	Other Classes (6)	Total (7)
General Fund						
Multistate Tax Commission - Audit Program		62,888				62,888
Property Assessment Relief Implementation , one time only		(500,000)				(500,000)
Purchase of Mail Sorter, FY24 only			(280,000)			(280,000)
Total General Fund		(437,112)	(280,000)			(717,112)
Water Fund						
Changes in requirements	662					662
Changes in requirements		1,000				1,000
Computer and peripherals upgrades			84,000			84,000
Renovations and furniture purchases			274,500			274,500
Total Water Fund	662	1,000	358,500			360,162

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET							DEPARTMENTAL SUMMARY PERSONAL SERVICES			
Department Revenue							No. 36			
Line No.	Category	Fiscal 2023		Fiscal 2024			Fiscal 2025		Increase (Decrease) in Pos. (Col. 8 less 5)	Increase (Decrease) in Requirements (Col. 9 less 6)
		Actual Positions 6/30/23 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/23 (7)	Budgeted Positions (8)	Proposed Budget (9)	(10)	(11)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
A. Summary by Object Classification - All Funds										
1	Lump Sum		385,634		297,925			298,000		75
2	Full Time	493	28,495,258	622	31,947,868	488	621	31,945,664	(1)	(2,205)
3	Bonus, Gross Adj.		(3,557)		(3,077)					3,077
4	PT, Temp/Seas, Bd , SCG		221,914		202,706			202,000		(706)
5	Overtime		562,288		994,021			996,000		1,979
6	Holiday Overtime									
7	Shift/Stress		33		7,238			7,000		(238)
8	H&L, IOD, LT-Sick		5,895		1,321					(1,321)
9										
Total		493	29,667,465	622	33,448,002	488	621	33,448,664	(1)	662
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		311,434		205,000			205,000		
2	Full Time	326	19,638,619	401	21,802,329	314	400	21,801,664	(1)	(665)
3	Bonus, Gross Adj.		(5,109)		(3,077)					3,077
4	PT, Temp/Seas, Bd , SCG		35,142		151,081			150,000		(1,081)
5	Overtime		398,174		470,000			470,000		
6	Holiday Overtime									
7	Shift/Stress		10		10					(10)
8	H&L, IOD, LT-Sick		4,168		1,321					(1,321)
9										
Total		326	20,382,438	401	22,626,664	314	400	22,626,664	(1)	
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 2025 OPERATING BUDGET		PERFORMANCE MEASURES	
Department	No.	Program	No.
Revenue	36	Policy, Analysis, Executive Direction, and Administration	10
Program Description			
<p><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></p>			
Program Objectives			
<p>- 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.</p> <p>- 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.</p>			
Performance Measures			
Description	Fiscal 2023 Year-End	Fiscal 2024 Target	Fiscal 2025 Target
(1)	(2)	(3)	(4)
Percent of budgeted positions filled	81%	87%	87%
<u>Comments:</u>	Revenue continues to develop hiring strategies, including working with OHR and implementing a robust onboarding training program. The Department continues to experience recruitment and retention challenges.		
<u>Comments:</u>			
<u>Comments:</u>			
<u>Comments:</u>			
<u>Comments:</u>			
<u>Comments:</u>			

71-53EZ (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriations (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	7,110,449	8,441,654	9,901,514	9,504,654	(396,860)
02	Water	4,767,883	7,185,954	7,185,954	7,185,000	(954)
Total		11,878,332	15,627,608	17,087,468	16,689,654	(397,814)
Summary of Full Time Positions by Fund						
Fund No. (1)	Fund (2)	Actual Positions 6/30/23 (3)	Fiscal 2024 Budgeted (4)	Fiscal 2024 PPE 11/26/23 (5)	Fiscal 2025 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
01	General	56	70	53	70	
02	Water	17	19	17	18	(1)
Total Full Time		73	89	70	88	(1)
Summary of Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2023 Actual Revenues (3)	Fiscal 2024 Original Budget (4)	Fiscal 2024 Estimated Revenues (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
Total						
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2024 Original Approp. (GO Only) (4)	Fiscal 2024 Original Approp. (All Other Sources) (5)	Fiscal 2025 Proposed Budget (GO Only) (6)	Fiscal 2025 Proposed Bdgt (All Other Sources) (7)
Total						
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2023 Calculated Obligations (3)	Fiscal 2024 Calculated Appropriations (4)	Fiscal 2024 Calculated Obligations (5)	Fiscal 2025 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	1,819,999	2,112,571	2,047,847	2,169,836	121,989
Finance	Employee Benefits - Uniform					
Total		1,819,999	2,112,571	2,047,847	2,169,836	121,989

71-53E (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			PROGRAM SUMMARY			
Department		No.	Program		No.	
Revenue		36	Policy, Analysis, Executive Direction & Administration		10	
Fund		No.				
Summary by Class						
Class	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services	4,451,107	5,015,848	5,015,848	5,295,848	280,000
b)	Employee Benefits					
200	Purchase of Services	2,101,113	2,631,761	2,824,075	2,431,761	(392,314)
300	Materials and Supplies	488,956	624,045	611,591	607,045	(4,546)
400	Equipment	67,323	170,000	1,450,000	1,170,000	(280,000)
500	Contributions, Indemnities and Taxes	1,950				
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		7,110,449	8,441,654	9,901,514	9,504,654	(396,860)
Summary of Positions						
Code	Category	Actual Positions 6/30/23	Fiscal 2024 Budgeted Positions	Increment Run PPE 11/26/23	Fiscal 2025 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian	56	70	53	70	
105	Full Time - Uniform					
Total		56	70	53	70	
Selected Associated Non-Tax Revenues by Type						
Description		Fiscal 2023 Actual Revenues	Fiscal 2024 Original Budget	Fiscal 2024 Estimated Revenues	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)		(2)	(3)	(4)	(5)	(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 2025 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	Class	Title	Salary Range	Fiscal 2023	Fiscal 2024	Increment	Fiscal 2025	Annual	Increase
No.	Code		(in dollars)	Actual Pos.	Budgeted	Run -PPE	Budgeted	Salary	(Col. 8
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	less Col. 6)
(10)									
Executive Office									
1	2B02	Collection Customer Rep	44,352 - 48,394		2				(2)
2	D402	Deputy Rev. Commissioner	141,139	3	3	3	3	423,417	
3	F392	First Deputy Rev. Commissioner	152,900	1	1	1	1	152,900	
4	2B18	Revenue Collection Rep	45,540 - 49,745	2		1	2	99,490	2
5	D325	Revenue Commissioner	180,295	1	1		1	180,295	
Total Executive Office				7	7	5	7	856,102	
Administrative Service									
6	2L03	Management Trainee	42,540 - 54,692			1			
7	2L10	Administrative Assistant	45,769 - 58,840	1					
8	2L11	Administrative Assistant - Con.	46,914 - 60,310	1		1	1	56,961	1
9	2L09	Administrative Services Sup	46,914 - 60,310		1	1	1	50,265	
10	2L01	Administrative Technician	40,333 - 51,866	2	2	3	2	159,145	
11	2L04	Admin/Technical Trainee	44,467 - 53,361		3		3	145,078	
12	2C05	Budget Officer 1	70,848 - 91,083		1				(1)
13	2C06	Budget Officer 2	75,843 - 97,514				1	97,514	1
14	2N05	Administrative Services Director 3	96,664 - 124,279			1			
15	1A04	Clerk 3	44,352 - 48,394	2	3	1	2	80,346	(1)
16	1B29	Contract Clerk	51,535 - 56,695		1	1	1	51,535	
17	2F69	Contract Coordinator	66,588 - 85,594		1		1	76,090	
18	1D41	Data Services Support Clerk	40,504 - 44,023	1	1	1	1	44,023	
19	1B27	Departmental Payroll Sup	47,922 - 52,519	1	1	1	1	50,949	
20	2E08	Depart Procurement Specialist	50,483 - 64,910	1	1		1	64,910	
21	2H12	Departmental Human Resources Manager 2	75,843 - 97,514	1					
22	A620	Dir of Admin& CPO	75,843 - 97,514	1	1	1	1	97,514	
23	A620	Dir Special Proj & CI	95,945	1	1	1	1	95,945	
24	2A33	Fiscal Officer	86,775 - 111,577	1	1	1	1	111,577	
25	2H91	HR Professional 2	59,778 - 76,854	4	3	2	3	183,261	
26	2H77	Occupational Safety Admin 1	66,588 - 85,594	1	1	1	1	85,594	
27	1A03	Office Clerk 2	37,526 - 40,572	1		1			
28	7M07	Office Machinery Equipment Operator	43,029 - 46,893			1			
29	A620	Project Coordinator	65,000		1		1	65,000	
30	A620	Project Manager	86,730		1		1	86,730	
31	1A18	Secretary	40,504 - 44,023	1	1	1	1	40,023	
32	2H58	Sr Departmental HR Associate	66,588 - 85,594	1	2	1	2	127,679	
33	1F06	Stores Worker	41,709 - 45,392	1	2	1	2	87,101	
34	2H33	Training & Development Mgr	75,843 - 97,514	1		1	1	75,843	1
35	2H32	Training & Development Off.	64,965 - 83,508		1				(1)
Total Administrative Services				23	30	23	30	1,933,083	

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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 2023 Actual Pos. 6/30/23 (5)	Fiscal 2024 Budgeted Positions (6)	Increment Run -PPE 11/26/23 (7)	Fiscal 2025 Budgeted Positions (8)	Annual Salary 7/1/24 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
Technical Policy & Research									
36	A620	Assist. Dir. of Tax Policy	80,000	1		1	1	80,000	1
37	2B04	Collection Representative Sup	46,914 - 60,310	1	1	1	1	60,310	
38	A620	Community & Project Outreach Coord.	78,500	1	1		1	78,500	
39	A620	Community and Outreach Mgr	82,600	1	1	1	1	82,600	
40	A620	Data & Research Mgr	88795	1	1	1	1	88,795	
41	A620	Data Analyst	77,437 - 82,600	5	5	4	5	395,464	
42	A620	Data Intelligence Analyst	71,758	2	2	2	2	71,758	
43	A441	Digital Content Manager	67,112	1	1	1	1	67,112	
44	D554	Dir of Data & Research	129,062		1	1	1	129,062	
45	A620	Dir of Policy & Planning	116,206		1	1	1	116,206	
46	2J04	Public Information Officer	61,335 - 78,851	1	1		1	78,851	
47	2J03	Public Relations Specialist 2	55,848 - 71,804		1		1	59,836	
48	2B34	Revenue Examiner 4	81,315 - 104,543		1		1	92,920	
49	A620	Revenue Policy Analyst	75,000 - 77,437	2	2	2	1	77,437	(1)
50	A620	Sr Revenue Policy Analyst	111,681	1	1	1	1	111,681	
51	2B40	Tax & Revenue Conferee	69,120 - 88,861	2	3	3	3	192,523	
52	2B41	Tax & Revenue Conferee Sup	86,775 - 111,577	1	1		1	105,373	
53	2J01	Public Relations Specialist Trainee	41,504 - 53,361			1			
54	A620	Writer/Editor	67,112		1		1	67,112	
Total Technical, Policy & Research				20	25	20	25	1,955,540	
Mail Center Operations									
55	1D41	Data Service Support Clerk	40,504 - 44,023		1		1	40,504	
56	1F20	Mail Processing Center Sup.	48,990 - 53,761				1	53,761	1
57	7M07	Office Machinery Equipment Operator 1	43,029 - 46,893	2	2	2			(2)
58	7A03	Semiskilled Laborer	40,504 - 44,023	4	5	3	5	172,597	
59	7M08	Office Machinery Equipment Operator 2	46,734 - 51,124				1	51,124	1
Total Mail Center Operations				6	8	5	8	411,772	
Program Total				56	70	53	70	5,156,497	

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET					SCHEDULE 100 LIST OF POSITIONS BY PROGRAM										
Department Revenue				No. 36	Program Policy, Analysis, Executive Direction & Administration				No. 10						
Fund General				No. 01											
Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2023 Actual Pos. 6/30/23 (5)	Fiscal 2024 Budgeted Positions (6)	Increment Run -PPE 11/26/23 (7)	Fiscal 2025 Budgeted Positions (8)	Annual Salary 7/1/24 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)						
1		Full-Time Civilian		56	70	53	70	5,156,497							
2		Overtime						90,000							
3		Lump Sum						130,000							
4		Temporary & Seasonal						150,000							
Total Gross Requirements				56	70	53	70	5,526,497							
Plus: Earned Increment								29,438							
Plus: Longevity								833							
Less: (Vacancy Allowance)								(260,920)							
Total Budget								5,295,848							
Summary of Personal Services															
Line No.	Category	Fiscal 2023		Fiscal 2024			Fiscal 2025		Inc. / (Dec.)	Inc. / (Dec.)					
		Actual Positions 6/30/23 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/23 (7)	Budgeted Positions (8)	Proposed Budget (9)	in Require. (Col. 9 less Col. 6) (10)	in Bud. Pos. (Col. 8 less Col. 5) (11)					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)					
1	Lump Sum		205,996		130,000			130,000							
2	Full Time - Civilian	56	4,131,667	70	4,648,915	53	70	4,925,848	276,933						
3	Full Time - Uniform														
4	Bonus, Gross Adj.		151		(3,077)				3,077						
5	PT, Temp/Seas, Bd, SCG		35,142		150,000			150,000							
6	Overtime - Civilian		76,581		90,000			90,000							
7	Overtime - Uniform														
8	Unused Uniform Leave														
9	Shift/Stress		10		10										
10	H&L, IOD, LT-Sick		1,560												
11															
12															
Total			56		4,451,107			70	5,015,848		53	70	5,295,848	280,000	

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			SCHEDULE 200 PURCHASE OF SERVICES BY PROGRAM			
Department		No.	Program		No.	
Revenue		36	Policy, Analysis, Executive Direction & Administration		10	
Fund		No.				
General		10				
Code	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 200 - Purchase of Services						
201	Cleaning & Laundering					
202	Janitorial Services					
205	Refuse, Garbage, Silt and Sludge Removal	3,414	4,000	4,000	4,000	
209	Telephone & Communication	1,080	18,000	20,538	18,000	(2,538)
210	Postal Services	1,541,202	1,150,000	1,257,721	1,289,721	32,000
211	Transportation	9,749	10,000	10,000	10,000	
215	Licenses, Permits & Inspection Charges					
216	Commercial off the Shelf Software Licenses	39,359	20,000	55,574	20,000	(35,574)
220	Electric Current					
221	Gas Services					
222	Steam for Heating					
230	Meals (non-travel) & Official Entertaining		1,000	1,000	1,000	
231	Overtime Meals					
240	Advertising & Promotional Activities	2,253	3,000	3,000	3,000	
250	Professional Services	109,228	995,261	1,015,384	625,392	(389,992)
251	Professional Svcs. - Information Technology	866	30,000	36,210	30,000	(6,210)
252	Accounting & Auditing Services					
253	Legal Services					
254	Mental Health & Intellectual Disability Services					
255	Dues	20,391	20,000	20,000	25,000	5,000
256	Seminar & Training Sessions	70,878	70,000	70,000	70,000	
257	Architectural & Engineering Services					
258	Court Reporters					
259	Arbitration Fees					
260	Repair & Maintenance Charges	166,293	160,000	230,148	235,148	5,000
261	Repaving, Repairing & Resurfacing Streets					
262	Demolition of Buildings					
264	Abatement of Nuisances					
265	Rehabilitation of Property					
266	Maint. & Support - Comp. Hardware & Software	63,482	89,000	64,000	64,000	
275	Juror Fees					
276	Juror Expenses					
277	Witness Fees					
280	Insurance & Official Bonds					
282	Lease Purchase - Computer Systems					
283	Lease Purchase - Vehicles					
284	Ground & Building Rental					
285	Rents - Other	20,895	60,000	35,000	35,000	
286	Rental of Parking Spaces	18,600				
290	Payments for Care of Individuals					
295	Imprest Advances	1,292		1,500	1,500	
298	Payments for Burials & Graves					
299	Other Expenses (not otherwise classified)	32,131	1,500			
Total		2,101,113	2,631,761	2,824,075	2,431,761	(392,314)

71-53K (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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		10				
Code	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 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	11,501	5,000	5,000	5,000	
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel	1,544	2,000	1,500	1,000	(500)
309	Cordage & Fibers					
310	Electrical & Communication	996		57		(57)
311	General Equipment & Machinery					
312	Fire Fighting & Safety	850	7,300			
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools	1,568				
317	Hospital & Laboratory	2,038				
318	Janitorial, Laundry & Household	362		3,292		(3,292)
320	Office Materials & Supplies	439,274	581,545	581,399	580,702	(697)
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists	20,025	8,000	8,143	8,143	
325	Printing	5,173	15,000	7,000	7,000	
326	Recreational & Educational	5,162	5,200	5,200	5,200	
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)	463				
Total		488,956	624,045	611,591	607,045	(4,546)
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	31,234	50,000	330,000	110,000	(220,000)
423	Plumbing, AC & Space Heating	383				
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals	19,946	60,000	60,000	30,000	(30,000)
428	Vehicles					
430	Furniture & Furnishings	15,211	60,000	1,060,000	1,030,000	(30,000)
499	Other Equipment (not otherwise classified)	549				
Total		67,323	170,000	1,450,000	1,170,000	(280,000)

71-53L (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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		10				
Class (1)	Description (2)	Fiscal 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriation (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	110,094	1,025,261	1,051,594	655,392	(396,202)
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriation	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	ABSO/Sterling	10,000	23,000	23,000	23,000	Criminal Background Screening
250	Acumen	20,000	20,000	20,000	20,000	Database Support and Training
250	Constant Contact	6,796	7,000	7,165	7,500	Marketing & Outreach Services
250	Drug Scan	360	240	240	240	Background Checks
250	Fund for Philadelphia	7,000	7,000	7,000	7,000	Fiduciary
250	Global Language Solutions	5,000	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	OM&S Triplex
250	Powerling Inc.	10,000	5,000	10,000	10,000	Language Access Program
250	Superior Moving & Storage	22,500	25,000	25,000	25,000	Professional Moving Services
250	Team Clean Incorp.	11,779	15,000	15,000	15,000	Professional Cleaning Services
250	U S Facilities			19,957		OM&S Triplex
250	Various Vendors	1,093	15,000	5,000	39,000	Misc. Professional Services
250	TBD '24 & '25			300,000	300,000	Concourse renovations
250	TBD '24 & '25		30,000	88,000	30,000	Expanded Outreach - Language
250	TBD '24 & '25		10,000	10,000	5,000	Language Access Program
250	TBD '24 & '25		20,000	20,000	20,000	Racial Equity
250	TBD '24 & '25		744,321	445,322	49,952	Property Assessment Relief
250	TBD '24 & '25		34,000		34,000	Workforce Development
Total Class 250		109,228	995,261	1,015,384	625,392	
251	Online Consulting			33,941		Professional IT Services
251	Miscellaneous Vendors	866	30,000	2,269	30,000	Miscellaneous IT Services
Total Class 251		866	30,000	36,210	30,000	

71-53N (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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		10				
Minor Object Code	Name of Contractor or Provider	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriation	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
210	Five Thousand Forms	140,681	120,000	145,000	145,000	Delinquent Real Estate Mailing
210	Pitney Bowes Bank Inc. (Reserve Account)	1,342,249	970,000	1,050,641	1,078,221	Mail Center Mailing Activities
210	United States Postal Services	58,272	60,000	62,080	66,500	PO Boxes
Total Class 210		1,541,202	1,150,000	1,257,721	1,289,721	
216	Insight Public Sector, Inc	27,225		30,000		LinkedIn subscription
216	CDW, LLC	995	20,000			Microsoft software
216	Identitrust Digital Certificate	248				Employee subscription
216	Articulate 360			7,555		Employee reimbursement
216	Adobe	10,891				Adobe subscriptions
216	TBD '24 & '25			18,019	20,000	Subscriptions and software licenses
Total Class 216		39,359	20,000	55,574	20,000	
256	Kimberly A. Ferguson	30,000		34,000	34,000	Training
256	Kimberly A. Ferguson	30,000		32,000	32,000	Organizational Development
256	Pryor Learning	5,327				New Manager Training
256	Various Vendors	5,551	70,000	4,000	4,000	Misc. Trainings/Conferences
Total Class 256		70,878	70,000	70,000	70,000	
260	Bell & Howell	75,962	70,000	70,000	70,000	Mail Center Equipment
260	BlueCrest/DMT Solutions			93,148	93,148	Mail Center Equipment
260	Charles W Romano Co	350	500			Mail Center Equipment
260	Fluence Automation Holding	20,039	23,000			Mail Center Equipment
260	Opex Corp	8,065	8,500	8,500	8,500	Mail Center Equipment
260	Pitney Bowes Bank Inc.	25,604	6,500	8,150	8,150	Mail Center Equipment
260	Xerox	32,131	34,000	34,000	34,000	Maintenance & Repair - Copiers
260	Miscellaneous Vendors	4,142	17,500	16,350	21,350	Repair & Maintenance
Total Class 260		166,293	160,000	230,148	235,148	
266	Fluence Automation Holding		7,500			Computer Maintenance & Repair
266	Opex Corp	8,310				Computer Maintenance & Repair
266	Qless	27,040	30,000	30,000	30,000	Computer Maintenance & Repair
266	Xerox	28,132	32,000	30,000	30,000	Computer Maintenance & Repair
266	Miscellaneous Vendors		19,500	4,000	4,000	Computer Maintenance & Repair
Total Class 266		63,482	89,000	64,000	64,000	
285	Xerox	20,630	30,000	30,000	30,000	Copier Lease
285	Miscellaneous Vendors	265	30,000	5,000	5,000	Miscellaneous Leases
Total Class 285		20,895	60,000	35,000	35,000	

71-530 (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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		10				
Minor Object Code	Name of Contractor or Provider	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriation	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
320	Allied Envelope Co.	389,801	531,545	531,545	533,000	Various Envelopes
320	Pitney Bowes Bank Inc.	11,849	20,000	12,000	12,000	Miscellaneous Equipment Supplies
320	Staples	14,138	10,000	21,925	20,000	Miscellaneous Office Supplies
320	W B Mason	9,754	8,000	8,000	8,000	Miscellaneous Office Supplies
320	Various Vendors	13,732	12,000	7,929	7,702	Miscellaneous Office Supplies
Total Class 320		439,274	581,545	581,399	580,702	
420	BlueCrest/DMT Solution Global Corp	29,428		280,000		Office Equipment
420	Miscellaneous Vendors	1,806	50,000	50,000	110,000	Office Equipment
Total Class 420		31,234	50,000	330,000	110,000	
427	CDW LLC	18,315				Computer Equipment & Peripherals
427	Dell Marketing	780	60,000	2,770		Computer Equipment & Peripherals
427	PC Specialist			3,425		Computer Equipment & Peripherals
427	Miscellaneous Vendors	851		53,805	30,000	
Total Class 427		19,946	60,000	60,000	30,000	
430	PhilaCor	11,881		10,475		Office Furniture
430	TransAmerican Office Furniture	3,330		16,381		Office Furniture
430	TBD '24			1,000,000	1,000,000	Concourse Renovations Office Furniture
430	TBD '24 & '25		60,000	33,144	30,000	Office Furniture
Total Class 430		15,211	60,000	1,060,000	1,030,000	

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			PROGRAM SUMMARY			
Department Revenue		No. 36	Program Policy, Analysis, Executive Direction & Administration			No. 10
Fund Water		No. 02				
Summary by Class						
Class (1)	Description (2)	Fiscal 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriations (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	1,005,225	1,069,954	1,069,954	1,069,000	(954)
b)	Employee Benefits					
200	Purchase of Services	2,262,856	4,353,000	4,353,000	4,353,000	
300	Materials and Supplies	1,440,802	1,735,000	1,735,000	1,735,000	
400	Equipment	59,000	28,000	28,000	28,000	
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		4,767,883	7,185,954	7,185,954	7,185,000	(954)
Summary of Positions						
Code (1)	Category (2)	Actual Positions 6/30/23 (3)	Fiscal 2024 Budgeted Positions (4)	Increment Run PPE 11/26/23 (5)	Fiscal 2025 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	17	19	17	18	(1)
105	Full Time - Uniform					
Total		17	19	17	18	(1)
Selected Associated Non-Tax Revenues by Type						
Description (1)		Fiscal 2023 Actual Revenues (2)	Fiscal 2024 Original Budget (3)	Fiscal 2024 Estimated Revenues (4)	Fiscal 2025 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 2025 OPERATING BUDGET					SCHEDULE 100 LIST OF POSITIONS BY PROGRAM				
Department Revenue				No. 36	Program Policy, Analysis, Executive Direction & Admin.				No. 10
Fund Water				No. 02					
Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2023 Actual Pos. 6/30/23 (5)	Fiscal 2024 Budgeted Positions (6)	Increment Run -PPE 11/26/23 (7)	Fiscal 2025 Budgeted Positions (8)	Annual Salary 7/1/24 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
Executive Office									
1	D402	Deputy Revenue Commissioner	141,139	1	1	1	1	141,139	
2	2F22	Research & Information Analyst II	80,000		1				(1)
Total Executive Office				1	2	1	1	141,139	(1)
Administrative Services									
3	2L04	Administrative Technical Trainee	41,504 - 53,361	1	1	1	1	50,395	
4	1A04	Clerk 3	44,352 - 48,394	2	2	2	2	96,788	
5	2H91	Human Resources Professional 2	59,778 - 76,854	1	1				(1)
6	1F22	Mail Operations Manager	59,778 - 76,854	1	1	1	1	76,854	
7	7M07	Office Machinery Equipment Operator 1	43,029 - 46,893	1	6	4	6	241,333	
8	7A03	Semi-Skilled Laborer	40,504 - 44,023	5	1	2	1	44,023	
9	2H58	Senior Departmental Human Resources	66,588 - 85,594			1	1	76,091	1
10	1F06	Stores Worker	41,709 - 45,392		1		1	42,637	
11	1F20	Mail Center Supervisor	48,990 - 53,761	1		1			
Total Administrative Services				12	13	12	13	628,121	
Technical, Policy & Research									
12	A620	Data & Research Manager	90,860	1	1	1	1	90,860	
13	R551	Director of Intelligence	99,000	1	1	1	1	99,000	
14	2B18	Revenue Collection Representative	45,540 - 49,745	2	2	2	2	99,490	
Total Technical, Policy & Research				4	4	4	4	289,350	
Program Total									
				17	19	17	18	1,058,610	(1)

71-53I (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET					SCHEDULE 100 LIST OF POSITIONS BY PROGRAM					
Department Revenue			No. 36	Program Policy, Analysis, Executive Direction & Administration				No. 10		
Fund Water			No. 02							
Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2023 Actual Pos. 6/30/23 (5)	Fiscal 2024 Budgeted Positions (6)	Increment Run -PPE 11/26/23 (7)	Fiscal 2025 Budgeted Positions (8)	Annual Salary 7/1/24 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)	
1		Full Time - Civilian		17	19	17	18	1,058,610	(1)	
2		Overtime						41,000		
3		Lump Sum						10,000		
Total Gross Requirements				17	19	17	18	1,109,610	(1)	
Plus: Earned Increment					4,860					
Plus: Longevity					769					
Less: (Vacancy Allowance)					(46,239)					
Total Budget							1,069,000			
Summary of Personal Services										
Line No.	Category	Fiscal 2023		Fiscal 2024			Fiscal 2025		Inc. / (Dec.) in Require.	Inc. / (Dec.) in Bud. Pos.
		Actual Positions 6/30/23 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/23 (7)	Budgeted Positions (8)	Proposed Budget (9)	(Col. 9 less Col. 6) (10)	(Col. 8 less Col. 5) (11)
1	Lump Sum		13,744		10,325			10,000	(325)	
2	Full Time - Civilian	17	979,872	19	1,018,329	17	18	1,018,000	(329)	(1)
3	Full Time - Uniform									
4	Bonus, Gross Adj.		1,063							
5	PT, Temp/Seas, Bd, SCG									
6	Overtime - Civilian		10,546		41,300			41,000	(300)	
7	Overtime - Uniform									
8	Unused Uniform Leave									
9	Shift/Stress									
10	H&L, IOD, LT-Sick									
11										
12										
Total		17	1,005,225	19	1,069,954	17	18	1,069,000	(954)	(1)

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			SCHEDULE 200 PURCHASE OF SERVICES BY PROGRAM			
Department Revenue		No. 36	Program Policy, Analysis, Executive Direction & Administration			No. 10
Fund Water		No. 02				
Code (1)	Description (2)	Fiscal 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriations (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
Schedule 200 - Purchase of Services						
201	Cleaning & Laundering					
202	Janitorial Services					
205	Refuse, Garbage, Silt and Sludge Removal	3,414	4,000	4,000	4,000	
209	Telephone & Communication					
210	Postal Services	1,928,622	3,924,000	3,924,000	3,924,000	
211	Transportation	327				
215	Licenses, Permits & Inspection Charges					
216	Commercial off the Shelf Software Licenses					
220	Electric Current					
221	Gas Services					
222	Steam for Heating					
230	Meals (non-travel) & Official Entertaining					
231	Overtime Meals					
240	Advertising & Promotional Activities					
250	Professional Services	31,338	40,000	40,000	40,000	
251	Professional Svcs. - Information Technology	202				
252	Accounting & Auditing Services					
253	Legal Services					
254	Mental Health & Intellectual Disability Services					
255	Dues					
256	Seminar & Training Sessions	1,320	3,000	3,000	3,000	
257	Architectural & Engineering Services					
258	Court Reporters					
259	Arbitration Fees					
260	Repair & Maintenance Charges	273,885	320,000	363,008	363,008	
261	Repaving, Repairing & Resurfacing Streets					
262	Demolition of Buildings					
264	Abatement of Nuisances					
265	Rehabilitation of Property					
266	Maint. & Support - Comp. Hardware & Software	803	55,000	11,992	11,992	
275	Juror Fees					
276	Juror Expenses					
277	Witness Fees					
280	Insurance & Official Bonds					
282	Lease Purchase - Computer Systems					
283	Lease Purchase - Vehicles					
284	Ground & Building Rental					
285	Rents - Other	22,945	7,000	7,000	7,000	
286	Rental of Parking Spaces					
290	Payments for Care of Individuals					
295	Imprest Advances					
298	Payments for Burials & Graves					
299	Other Expenses (not otherwise classified)					
Total		2,262,856	4,353,000	4,353,000	4,353,000	

71-53K (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			SCHEDULE 300 - 400 MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department Revenue		No. 36	Program Policy, Analysis, Executive Direction & Administration			No. 10
Fund Water		No. 02				
Code (1)	Description (2)	Fiscal 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriations (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications					
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel	1,544				
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	2,038				
318	Janitorial, Laundry & Household	205				
320	Office Materials & Supplies	1,431,552	1,713,000	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	10,000	10,000	
325	Printing		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)	463				
Total		1,440,802	1,735,000	1,735,000	1,735,000	
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	57,168	17,000	17,000	18,000	1,000
423	Plumbing, AC & Space Heating	892	1,000	1,000		(1,000)
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals	390				
428	Vehicles					
430	Furniture & Furnishings		10,000	10,000	10,000	
499	Other Equipment (not otherwise classified)	550				
Total		59,000	28,000	28,000	28,000	

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriation (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	31,540	40,000	40,000	40,000	
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriation	Fiscal 2024 Estimated Obligations	Fiscal 2025 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		5,000	5,000	5,000	Triplex OM&S
250	Superior Moving & Storage Co.	4,860				Professional Moving Services
250	Team Clean	11,778		14,000	14,000	Professional Cleaning Services
250	Various Vendors		20,300	6,300	6,300	Dues, Conferences & Trainings
	Total Class 250	31,338	40,000	40,000	40,000	
251	Cellco Partnership	202				Wireless voice and data services
	Total Class 251	202				

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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 2023 Actual Obligations	Fiscal 2024 Original Appropriation	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
210	Pitney Bowes Bank, Inc. (Reserved Account)	1,700,052	3,918,600	3,918,600	3,918,600	Mail Center Postage Meters
210	Fund Balance Adjustment	223,170				FY 2023 Accounts Payable adjust.
210	USPS	5,400	5,400	5,400	5,400	PO Boxes
Total Class 210		1,928,622	3,924,000	3,924,000	3,924,000	
260	Bell & Howell LLC	177,241	125,000	125,000	125,000	Repair and Maintenance
260	Blue Crest/DMT Solutions			163,008	163,008	Repair and Maintenance
260	Charles W Romano Co	650	800			Repair and Maintenance
260	Fluence Automation Holdings	46,757	50,000			Repair and Maintenance
260	Pitney Bowes Inc.	49,093	75,000	75,000	75,000	Repair and Maintenance
260	Various Vendors	144	69,200			Repair and Maintenance
Total Class 260		273,885	320,000	363,008	363,008	
266	Fluence Automation Holdings		22,000			Repair & Maintenance - Computer
266	Xerox Corp.	803		1,092	1,200	Repair & Maintenance - Computer
266	Various Vendors		33,000	10,900	10,792	Repair & Maintenance - Computer
Total Class 266		803	55,000	11,992	11,992	
320	Allied Envelope Co	1,417,568	1,675,000	1,675,000	1,675,000	Various Envelopes
320	Piteny Bowes	11,849	25,000	25,000	25,000	Mail Center Equipment Supplies
320	Staples	913	5,000	5,000	5,000	Office Materials & Supplies
320	Various Vendors	1,222	8,000	8,000	8,000	Office Materials & Supplies
Total Class 320		1,431,552	1,713,000	1,713,000	1,713,000	
420	Blue Crest/DMT Solutions	54,222				Mail Center Equipment
420	Holzberg Communications	1,995				Office Equipment
420	Ribbons Express	951				Office Equipment
420	Various Vendors		17,000	17,000	18,000	Office Equipment
Total Class 420		57,168	17,000	17,000	18,000	

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET		PERFORMANCE MEASURES	
Department	No.	Program	No.
Revenue	36	Tax Billing, Accounting & Customer Service	11
Program Description			
<p><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></p>			
Program Objectives			
<p>-Revenue will launch an upgrade of its integrated tax system to the latest software version. The project will require staff testing and training and is scheduled to go live by next fiscal year. The latest version will ensure the system's support continues to be sustainable by using prevailing programming languages. The software update will provide new search functionality that will increase internal efficiency and security, and an external live chat feature that will provide customers with a new method of communicating with Revenue.</p> <p>-Wage refund submissions have increased significantly due to the expansion of employer remote work requirements. Although the Philadelphia Tax Center provides customers with the ability to check the status of their refund online through the "Where's my refund" app, many customers prefer to contact the Department by phone. Modernizing the Refund Unit's phone software to a cloud-based solution will provide new functionality and reporting, which will provide staff with the tools needed to respond to customers faster.</p> <p>-The Department, in partnership with OIT, will transition electronic payments to a new third-party processor. The implementation will reduce credit and debit card fees for customers, while e-check payments will continue to be free. The transition also will provide future opportunities to expand customer payment options and methods.</p>			
Performance Measures			
Description	Fiscal 2023 Year-End	Fiscal 2024 Target	Fiscal 2025 Target
(1)	(2)	(3)	(4)
Percent of real estate tax collected within calendar year	95.9%	95.0%	96.5%
<u>Comments:</u>			
Total dollar amount collected (General Fund)	\$4.88B	\$4.59B	\$4.68B
<u>Comments:</u>			
Total dollar amount collected (School District)	\$1.33B	\$1.33B	\$1.45B
<u>Comments:</u>			
<u>Comments:</u>			
<u>Comments:</u>			
<u>Comments:</u>			

71-53EZ (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriations (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	13,052,462	14,235,398	14,501,519	14,165,286	(336,233)
14	Acute Care Hospital Tax	35,000	45,000	45,000	45,000	
Total		13,087,462	14,280,398	14,546,519	14,210,286	(336,233)
Summary of Full Time Positions by Fund						
Fund No. (1)	Fund (2)	Actual Positions 6/30/23 (3)	Fiscal 2024 Budgeted (4)	Fiscal 2024 PPE 11/26/23 (5)	Fiscal 2025 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
01	General	201	249	195	247	(2)
Total Full Time		201	249	195	247	(2)
Summary of Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2023 Actual Revenues (3)	Fiscal 2024 Original Budget (4)	Fiscal 2024 Estimated Revenues (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	54,608,049	62,036,000	51,955,000	51,964,000	9,000
14	Acute Care Hospital Tax	191,229,868	250,000,000	250,000,000	250,000,000	
Total		245,837,917	312,036,000	301,955,000	301,964,000	9,000
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2024 Original Approp. (GO Only) (4)	Fiscal 2024 Original Approp. (All Other Sources) (5)	Fiscal 2025 Proposed Budget (GO Only) (6)	Fiscal 2025 Proposed Bdgt (All Other Sources) (7)
Total						
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2023 Calculated Obligations (3)	Fiscal 2024 Calculated Appropriations (4)	Fiscal 2024 Calculated Obligations (5)	Fiscal 2025 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	4,968,244	5,541,649	5,540,591	5,475,574	(65,017)
Finance	Employee Benefits - Uniform					
		4,968,244	5,541,649	5,540,591	5,475,574	(65,017)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			PROGRAM SUMMARY			
Department		No.	Program		No.	
Revenue		36	Tax Billing, Accounting & Customer Service		11	
Fund		No.				
General		01				
Summary by Class						
Class	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services	11,609,063	12,985,361	12,985,361	12,835,361	(150,000)
b)	Employee Benefits					
200	Purchase of Services	1,191,066	1,012,037	1,261,704	1,074,925	(186,779)
300	Materials and Supplies	237,642	213,000	229,454	230,000	546
400	Equipment	14,691	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		13,052,462	14,235,398	14,501,519	14,165,286	(336,233)
Summary of Positions						
Code	Category	Actual Positions 6/30/23	Fiscal 2024 Budgeted Positions	Increment Run PPE 11/26/23	Fiscal 2025 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian	201	249	195	247	(2)
105	Full Time - Uniform					
Total		201	249	195	247	(2)
Selected Associated Non-Tax Revenues by Type						
Description		Fiscal 2023 Actual Revenues	Fiscal 2024 Original Budget	Fiscal 2024 Estimated Revenues	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)		(2)	(3)	(4)	(5)	(6)
Local (Non-Governmental)		5,933,164	16,305,000	6,224,000	5,227,000	(997,000)
Federal		4,650	7,000	7,000	7,000	
State						
Other Governments		48,670,235	45,724,000	45,724,000	46,730,000	1,006,000
Other Funds of the City						
Total		54,608,049	62,036,000	51,955,000	51,964,000	9,000

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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	Class	Title	Salary Range	Fiscal 2023	Fiscal 2024	Increment	Fiscal 2025	Annual	Increase
No.	Code		(in dollars)	Actual Pos.	Budgeted	Run -PPE	Budgeted	Salary	(Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
		Enforcement							
1	2L32	Administrative Specialist 2	58,316 - 74,980	1	1	1			(1)
2	2B10	Asst. Revenue Collection Manager	54,876 - 70,534	2	3	2	3	211,602	
3	2B02	Collection Customer Representative	44,352 - 48,394	36	45	30	35	813,790	(10)
4	2B04	Collection Representative Supervisor	46,914 - 60,310	9	12	11	12	713,720	
5	6E23	Revenue Investigator	45,540 - 49,745	1					
6	6E25	Revenue Investigator Supervisor	46,914 - 60,310	1		1			
7	A620	Data Analyst	77,437 - 82,600				1	77,437	1
8	1D41	Data Services Support Clerk	40,504 - 44,023	4	5	4	6	249,138	1
9	2B11	Revenue Collection Manager	66,588 - 85,594	8	6	6	6	513,564	
10	2B28	Tax Assessor	46,734 - 51,124	1		2			
11	2B20	Revenue Collection Officer 1	86,775 - 111,577		1	1			(1)
12	2B21	Revenue Collection Officer 2	100,973 - 129,814				1	115,388	1
13	2B18	Revenue Collection Representative	45,540 - 49,745	10	10	11	11	497,195	1
14	2L03	Management Trainee	45,575 - 54,692	1					
15	1A37	Service Representative	40,404 - 44,023	16	15	13	23	812,529	8
				90	98	82	98	4,004,363	
		Compliance							
16	2A06	Accountant	51,195 - 65,825	1		1	1	58,506	1
17	1A04	Clerk 3	44,352 - 48,394	1	1	1	1	48,394	
18	2B02	Collection Customer Representative	44,352 - 48,394	3	6	2	6	250,364	
19	2B04	Collection Rep. Supervisor	46,914 - 60,310	1	1	1	1	60,310	
20	1D41	Data Services Support Clerk	40,504 - 44,023	1	1	1	1	44,023	
21	A620	Dir of Tax Compliance	128,114	1	1	1	1	128,114	
22	1A03	Office Clerk 2	37,526 - 49,572	1	1	1	1	40,572	
23	2B11	Revenue Collection Manager	66,588 - 85,594	2	2	2	2	171,188	
24	2B31	Revenue Examiner 1	45,769 - 58,840	1	3	1	1	58,840	(2)
25	2B32	Revenue Examiner 2	58,316 - 74,980	10	10	10	12	844,760	2
26	2B33	Revenue Examiner 3	70,848 - 91,083	5	5	5	5	455,415	
27	2B34	Revenue Examiner 4	81,315 - 104,543	1	1	1	1	104,543	
28	2A05	Revenue Examiner Trainee	42,669 - 54,854		4		2	109,708	(2)
29	6E25	Revenue Investigation Supervisor	46,914 - 60,310	2	3	2	3	180,534	
30	6E23	Revenue Investigator	45,540 - 49,745	3	5	3	5	218,725	
31	2A19	Senior Accountant	58,316 - 74,980	1		1	1	48,393	1
32	A620	Sr Tax Analyst - Enforcement	80,000	1	1	1	1	80,000	
33	1A37	Service Representative	40,504 - 44,023		1	1	1	46,871	
34	2B28	Tax Assessor	46,734 - 51,124	10	14	9	14	650,736	
35	2B29	Tax Assessor Supervisor	48,705 - 62,614	4	4	4	4	250,456	
Total Compliance				49	64	48	64	3,850,452	

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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	Class	Title	Salary Range	Fiscal 2023 Actual Pos.	Fiscal 2024 Budgeted Positions	Increment Run -PPE 11/26/23	Fiscal 2025 Budgeted Positions	Annual Salary 7/1/24	Increase (Decrease) (Col. 8 less Col. 6)		
No.	Code		(in dollars)	6/30/23	Positions		Positions				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)		
36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52	2A06 2A05 2A07 2A08 2B10 2B02 2B04 1A04 1D41 A620 1B81 1B83 2A21 2B11 2B18 2A19 1A37	Collections									
		Accountant	51,195 - 65,825	9	10	7	7	460,775	(3)		
		Accountant Trainee	42,699 - 54,854		6	6	8	378,832	2		
		Accounting Supervisor	66,588 - 85,594	4	2	3	3	246,782	1		
		Accounting Transactions Sup	70,848 - 91,083	1	3	1	1	91,083	(2)		
		Asst. Revenue Collection Mgr.	54,876 - 70,534	1	1	1	1	70,534			
		Collection Customer Rep	44,352 - 48,394	7	7	8	8	357,152	1		
		Collection Rep. Supervisor	46,914 - 60,310	2	2	3	3	180,930	1		
		Clerk 3	44,352 - 48,394	1							
		Data Services Support Clerk	40,504 - 44,023	5	5	5	5	220,115			
		Director of Accounting & Special Projects	127,926	1	1	1	1	127,926			
		Payment Processing Clerk	40,504 - 44,023	2		1					
		Payment Processing Clerk Supervisor	47,922 - 52,219	1	1	1	1	52,219			
		Revenue Accounting Manager	81,315 - 104,543	1		1	1	98,732	1		
		Revenue Collection Manager	66,588 - 85,594	1	1	1	1	80,836			
		Revenue Collection Rep	45,540 - 49,745	1	2		2	91,080			
		Senior Accountant	58,316 - 74,980	1		1	1	70,819	1		
		Service Representative	40,504 - 44,023		3		1	44,023	(2)		
		Total Collections				38	44	40	44	2,571,838	
		53 54	6E23 6E25	Philly Beverage							
				Revenue Investigator	45,540 - 49,745		4	2	4	208,760	
				Revenue Investigation Sup	46,914 - 60,310	3	1		1	61,735	
		Total Philly Beverage				3	5	2	5	270,495	
		55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72	2A06 2A07 2L32 S484 2B10 A620 2B02 2B04 A620 A620 A620 A620 2B11 A620 2B28 2B29 2B51 2B55	PRISM							
				Accountant	51,195 - 65,825		1				(1)
Accounting Supervisor	66,588 - 85,594				1				(1)		
Administrative Specialist 2	58,316 - 74,980				1		1	74,980			
Assistant Project Manager	71,087 - 90,000			1	1	1	1	90,000			
Assist Revenue Collection Mgr.	54,876 - 70,534			1	1	1	1	70,534			
Assistant Security Administrator	70,000				1		1	70,000			
Collection Customer Rep	44,352 - 48,394				1		1	48,393			
Collection Rep. Supervisor	46,914 - 60,310				1		1	49,080			
Data Analyst	77,437 - 82,600				2		2	165,200			
Director of Collections	123,900			1	1	1	1	123,900			
PRISM Director	141,139			1	1	1	1	141,139			
Project Manager	111,211			1	1	1	1	111,211			
Revenue Collection Manager	66,588 - 85,594			1	2	2	2	156,929			
Systems Training Manager	70,000				1		1	70,000			
Tax Assessor	46,734 - 51,124			1	1	1	1	49,515			
Tax Assessor Supervisor	48,705 - 62,614			1	1	1	1				
Tax Analyst 2	58,316 - 74,980	1		1							
Tax Collection Coordinator	70,848 - 91,083		1		1						
Total PRISM				9	19	10	17	1,220,881	(2)		

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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	Class	Title	Salary	Fiscal	Fiscal	Increment	Fiscal	Annual	Increase		
No.	Code		Range	2023	2024		2025	Salary	(Decrease)		
(1)	(2)	(3)	(in dollars)	Actual Pos.	Budgeted	Run -PPE	Budgeted	7/1/24	(Col. 8		
(1)	(2)	(3)	(4)	6/30/23	Positions	11/26/23	Positions	(9)	less Col. 6)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)		
73 74 75 76 77 78 79	1A22 2B02 1D41 1A03 1B81 1B83 1B82	Payment Processing									
		Clerical Supervisor 2	46,734 - 51,124		1		1	51,124			
		Collection Customer Representative	44,352 - 48,394	1	2	1	2	81,788			
		Data Services Support Clerk	40,504 - 44,023	3	4	4	4	176,092			
		Office Clerk 2	37,526 - 49,572	1	1		1	40,572			
		Payment Processing Clerk	40,504 - 44,023	6	9	7	8	352,184	(1)		
		Payment Processing Clerk Supervisor	47,922 - 52,219	1	1	1	1	52,219			
		Senior Payment Processing Clerk	43,029 - 46,893		1		2	83,786	1		
		Total Payment Processing				12	19	13	19	837,765	
		Program Total				201	249	195	247	12,755,794	(2)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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 2023 Actual Pos. 6/30/23 (5)	Fiscal 2024 Budgeted Positions (6)	Increment Run -PPE 11/26/23 (7)	Fiscal 2025 Budgeted Positions (8)	Annual Salary 7/1/24 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)	
1		Full Time - Civilian		201	249	195	247	12,755,794	(2)	
2		Overtime						330,000		
3		Lump Sum						75,000		
Total Gross Requirements				201	249	195	247	13,160,794	(2)	
Plus: Earned Increment								79,850		
Plus: Longevity								4,077		
Less: (Vacancy Allowance)								(409,360)		
Total Budget								12,835,361		
Summary of Personal Services										
Line No. (1)	Category (2)	Fiscal 2023		Fiscal 2024			Fiscal 2025		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/23 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/23 (7)	Budgeted Positions (8)	Proposed Budget (9)		
1	Lump Sum		69,394		75,000			75,000		
2	Full Time - Civilian	201	11,278,646	249	12,577,959	195	247	12,430,361	(147,598)	(2)
3	Full Time - Uniform									
4	Bonus, Gross Adj.		(938)							
5	PT, Temp/Seas, Bd, SCG				1,081			(1,081)		
6	Overtime - Civilian		261,243		330,000			330,000		
7	Overtime - Uniform									
8	Unused Uniform Leave									
9	Shift/Stress									
10	H&L, IOD, LT-Sick		718		1,321			(1,321)		
11										
12										
Total			201		11,609,063			249	12,985,361	

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			SCHEDULE 200 PURCHASE OF SERVICES BY PROGRAM			
Department		No.	Program			No.
Revenue		36	Tax Billing, Accounting & Customer Service			11
Fund		No.				
General		01				
Code	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 200 - Purchase of Services						
201	Cleaning & Laundering					
202	Janitorial Services					
205	Refuse, Garbage, Silt and Sludge Removal					
209	Telephone & Communication	14,085	6,000	6,000	6,000	
210	Postal Services					
211	Transportation	5,777	8,000	8,000	8,000	
215	Licenses, Permits & Inspection Charges					
216	Commercial off the Shelf Software Licenses					
220	Electric Current					
221	Gas Services					
222	Steam for Heating					
230	Meals (non-travel) & Official Entertaining					
231	Overtime Meals					
240	Advertising & Promotional Activities					
250	Professional Svcs.	167,269	512,391	253,850	525,279	271,429
251	Professional Svcs. - Information Technology	533,180		892,000	480,000	(412,000)
252	Accounting & Auditing Services					
253	Legal Services					
254	Mental Health & Intellectual Disability Services					
255	Dues	200	1,000	1,000	1,000	
256	Seminar & Training Sessions	4,380	3,000	3,000	3,000	
257	Architectural & Engineering Services					
258	Court Reporters					
259	Arbitration Fees					
260	Repair & Maintenance Charges	31,622	11,646	11,646	11,646	
261	Repaving, Repairing & Resurfacing Streets					
262	Demolition of Buildings					
264	Abatement of Nuisances					
265	Rehabilitation of Property					
266	Maint. & Support - Comp. Hardware & Software	10,722	10,000	10,000	10,000	
275	Juror Fees					
276	Juror Expenses					
277	Witness Fees					
280	Insurance & Official Bonds					
282	Lease Purchase - Computer Systems					
283	Lease Purchase - Vehicles					
284	Ground & Building Rental					
285	Rents - Other	423,831	460,000	76,208	30,000	(46,208)
286	Rental of Parking Spaces					
290	Payments for Care of Individuals					
295	Imprest Advances					
298	Payments for Burials & Graves					
Total		1,191,066	1,012,037	1,261,704	1,074,925	(186,779)

71-53K (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 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		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	13,913	14,000	14,000	14,000	
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists					
325	Printing	223,729	198,000	215,454	216,000	546
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		237,642	213,000	229,454	230,000	546
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications	8,722				
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	5,969	25,000	25,000	25,000	
428	Vehicles					
430	Furniture & Furnishings					
499	Other Equipment (not otherwise classified)					
Total		14,691	25,000	25,000	25,000	

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriation (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	700,449	512,391	1,145,850	1,005,279	(140,571)
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriation	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	Scotlandyard Security Services	147,965	90,000	112,906	113,000	Professional Security Services
250	Superior Moving	756				Professional Moving Services
250	TransUnion Risk & Alternative Data	18,548	20,000	18,688	30,000	Information Database Services
250	Multistate Tax Commission		52,391	54,069	117,245	Multistate Tax Commission
250	Wayne Moving & Storage			68,187		Professional Moving Services
250	TBD '24 & '25		350,000		265,034	PRISM Property Assess. Project
	Total Class 250	167,269	512,391	253,850	525,279	
251	Fairfax Imaging Inc.	48,680		30,000	50,000	MPPIS Maintenance & Support
251	Fast Enterprises, LLC	334,500		862,000	430,000	PRISM - Development Impact Tax
251	Information Services Partner	150,000				E-Filing & E-Payment Updates
	Total Class 251	533,180		892,000	480,000	

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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 2023 Actual Obligations	Fiscal 2024 Original Appropriation	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
285	Fast Enterprises	400,000	400,000			PRISM Rental Space
285	W B Mason Company Inc	119	3,500	119	250	Water Cooler Rental/Lease
285	Xerox Corporation	23,712	12,000	26,178	27,250	Copier Machine Lease/Rental
285	Various Vendors		44,500	49,911	2,500	Miscellaneous Rents
	Total Class 285	423,831	460,000	76,208	30,000	
325	Give Me Five	25,287	20,000	26,920	27,000	Real Estate Printing Service
325	Vanguard Direct	138,228	137,000	137,000	140,000	Real Estate Printing Service
325	Vanguard Direct	58,000	40,000	40,000	45,000	Refuse Printing Services
325	Vanguard Direct	2,214	1,000	11,534	4,000	Miscellaneous Printing Services
	Total Class 325	223,729	198,000	215,454	216,000	

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			PROGRAM SUMMARY			
Department		No.	Program		No.	
Revenue		36	Tax Billing, Accounting & Customer Service		11	
Fund		No.				
Acute Care Hospital Tax		14				
Summary by Class						
Class	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(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	Category	Actual Positions 6/30/23	Fiscal 2024 Budgeted Positions	Increment Run PPE 11/26/23	Fiscal 2025 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian					
105	Full Time - Uniform					
Total						
Selected Associated Non-Tax Revenues by Type						
Description		Fiscal 2023 Actual Revenues	Fiscal 2024 Original Budget	Fiscal 2024 Estimate Revenues	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)		(2)	(3)	(4)	(5)	(6)
Local (Non-Governmental)		191,229,868	250,000,000	250,000,000	250,000,000	
Federal						
State						
Other Governments						
Other Funds of the City						
Total		191,229,868	250,000,000	250,000,000	250,000,000	

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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 2023 Actual Pos. 6/30/23 (5)	Fiscal 2024 Budgeted Positions (6)	Increment Run -PPE 11/26/23 (7)	Fiscal 2025 Budgeted Positions (8)	Annual Salary 7/1/24 (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.	Category	Fiscal 2023		Fiscal 2024			Fiscal 2025		Inc. / (Dec.) in Require.	Inc. / (Dec.) in Bud. Pos.
		Actual Positions 6/30/23 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/23 (7)	Budgeted Positions (8)	Proposed Budget (9)	(Col. 9 less Col. 6) (10)	(Col. 8 less Col. 5) (11)
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									
11										
12										
Total			30,000		30,000			30,000		

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			SCHEDULE 300 - 400 MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program		No.	
Revenue		36	Tax Billing, Accounting & Customer Service		11	
Fund		No.				
Acute Care Hospital Tax		14				
Code	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 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					
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	5,000	5,000	5,000	5,000	
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists					
325	Printing					
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
Total		5,000	5,000	5,000	5,000	
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications					
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment		10,000	10,000	10,000	
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals					
428	Vehicles					
430	Furniture & Furnishings					
499	Other Equipment (not otherwise classified)					
Total			10,000	10,000	10,000	

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET		PERFORMANCE MEASURES	
Department	No.	Program	No.
Revenue	36	Delinquent Tax Collection	12
Program Description			
<p><i>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.</i></p>			
Program Objectives			
<p>-Reduce the number of delinquent accounts and delinquent active principal for Real Estate and Business Taxes by increasing enrollment in payment agreements through outreach, expanded self-service functionality, and flexible payment agreement terms.</p> <p>-Expand the use of external legal services to increase Business Tax judgment collections.</p> <p>-Add self-service functionality in the Tax Center to include applications for Offers in Compromise, which can be submitted only by paper at this time. Additionally, the Department will conduct outreach to delinquent business taxpayers who may be eligible for the program.</p>			
Performance Measures			
Description	Fiscal 2023 Year-End	Fiscal 2024 Target	Fiscal 2025 Target
(1)	(2)	(3)	(4)
Percent change in delinquent principal outstanding - Real Estate Tax	4.6%	0.0%	0.0%
<p><u>Comments:</u> This represents real estate taxes for active periods. Starting with FY24, the definition of active periods has changed and reported data will reflect that change.</p>			
Percent delinquent real estate tax accounts in payment agreements	18.2%	25.0%	25.0%
<p><u>Comments:</u> This measure consists of active periods. Active periods are defined as the last 10 years for real estate. The calculation divides the number of real estate accounts with payment agreement by the total number of delinquent real estate accounts.</p>			
<u>Comments:</u>			
<u>Comments:</u>			
<u>Comments:</u>			
<u>Comments:</u>			

71-53EZ (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriations (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	4,854,764	5,628,724	5,482,743	5,498,724	15,981
08	Grants	15,089,265	16,550,000	16,550,000	16,550,000	
Total		19,944,029	22,178,724	22,032,743	22,048,724	15,981
Summary of Full Time Positions by Fund						
Fund No. (1)	Fund (2)	Actual Positions 6/30/23 (3)	Fiscal 2024 Budgeted (4)	Fiscal 2024 PPE 11/26/23 (5)	Fiscal 2025 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
01	General	61	74	60	75	1
Total Full Time		61	74	60	75	1
Summary of Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2023 Actual Revenues (3)	Fiscal 2024 Original Budget (4)	Fiscal 2024 Estimated Revenues (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
08	Grants	7,552,309	16,550,000	16,550,000	16,550,000	
Total		7,552,309	16,550,000	16,550,000	16,550,000	
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2024 Original Approp. (GO Only) (4)	Fiscal 2024 Original Approp. (All Other Sources) (5)	Fiscal 2025 Proposed Budget (GO Only) (6)	Fiscal 2025 Proposed Bdgt (All Other Sources) (7)
Total						
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2023 Calculated Obligations (3)	Fiscal 2024 Calculated Appropriations (4)	Fiscal 2024 Calculated Obligations (5)	Fiscal 2025 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	1,651,332	1,805,047	1,805,047	1,747,782	
Finance	Employee Benefits - Uniform					
Total		1,651,332	1,805,047	1,805,047	1,747,782	

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			PROGRAM SUMMARY			
Department		No.	Program		No.	
Revenue		36	Delinquent Tax Collections		12	
Fund		No.				
General		01				
Summary by Class						
Class	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services	3,812,665	4,137,724	4,137,724	4,007,724	
b)	Employee Benefits					
200	Purchase of Services	1,031,999	1,455,000	1,313,019	1,455,000	141,981
300	Materials and Supplies	10,100	36,000	32,000	36,000	4,000
400	Equipment					
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		4,854,764	5,628,724	5,482,743	5,498,724	145,981
Summary of Positions						
Code	Category	Actual Positions 6/30/23	Fiscal 2024 Budgeted Positions	Increment Run PPE 11/26/23	Fiscal 2025 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian	61	74	60	75	1
105	Full Time - Uniform					
Total		61	74	60	75	1
Selected Associated Non-Tax Revenues by Type						
Description		Fiscal 2023 Actual Revenues	Fiscal 2024 Original Budget	Fiscal 2024 Estimated Revenues	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)		(2)	(3)	(4)	(5)	(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 2025 OPERATING BUDGET					SCHEDULE 100 LIST OF POSITIONS BY PROGRAM				
Department				No.	Program			No.	
Revenue				36	Delinquent Tax Collections			12	
Fund				No.					
General				01					
Line	Class	Title	Salary Range	Fiscal 2023	Fiscal 2024	Increment	Fiscal 2025	Annual	Increase
No.	Code		(in dollars)	Actual Pos.	Budgeted	Run -PPE	Budgeted	Salary	(Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(Col. 8 less Col. 6) (10)
<u>Delinquent Collections</u>									
1	2L10	Administrative Assistant	45,769 - 58,840	1	1	1	1	58,840	
2	2L32	Administrative Specialist 2 (Non-Confidential)	58,316 - 74,980	1	1	1	1	74,980	
3	2B02	Collection Customer Representative	44,352 - 48,394	4	5	4	5	192,239	
4	2B04	Collection Representative Supervisor	46,914 - 60,310	1	1	1	1	60,310	
5	1D41	Data Service Support Clerk	40,504 - 44,023	4	4	5	4	214,262	
6	E695	Executive Asst/Director of Collections	105,805	1	1	1	1	105,805	
7	R551	Research Analyst	99,000	1	1	1	1	99,000	
8	2B20	Revenue Collections Officer 1	86,775 - 111,577	1	1	1	1	111,577	
9	2B18	Revenue Collection Representative	45,540 - 49,745	1	1	1	1	49,745	
10	2B32	Revenue Examiner 2	58,316 - 74,980	2	2	1	2	74,980	
11	1A37	Service Representative	40,504 - 44,023	1	2	1	5	188,449	3
12	2B51	Tax Analyst 2	58,316 - 74,980	2	2	2	3	149,960	1
13	2B49	Tax Analyst Trainee	41,504 - 53,361		2	1	1	53,361	(1)
14	2B55	Tax Collections Coordinator	70.848 -91,083	1	2	1	1	91,083	(1)
Total Delinquent Collections				21	26	22	28	1,524,591	2
<u>Legal Services</u>									
15	2L10	Administrative Assistant (Non-Confidential)	45,769 - 58,840	1	1	2	2	117,680	1
16	2L20	Administrative Officer	59,778 - 76,854	1	1	1	1	76,854	
17	2L01	Administrative Technician	40,333 - 51,866	3	4	3	3	155,598	(1)
18	1A22	Clerical Supervisor 2	46,734 - 51,124	1					
19	1A04	Clerk 3	44,352 - 48,394	1	1	1	2	96,788	1
20	2B02	Collection Customer Representative	44,352 - 48,394	1	5	1	3	145,182	(2)
21	2B04	Collection Representative Supervisor	46,914 - 60,310	1	1		1		
22	1D41	Data Service Support Clerk	40,504 - 44,023	4	5	4	4	176,092	(1)
23	2A01	Financial Technician	41,504 - 53,361		1		1		
24	1F20	Mail Center Supervisor	48,990 - 53,761	1	1	1	1	48,990	
25	1A03	Office Clerk 2	37,526 - 40,572	1	1	1	1	40,572	
26	2B18	Revenue Collection Representative	45,540 - 49,745	5	5	3	4	194,775	(1)
27	2B20	Revenue Collections Officer 1	86,775 - 111,577	1		1	1	105,373	1
28	7A03	Semi-Skilled Laborer	40,504 - 44,023	2	2	1	1	41,689	(1)
29	2B50	Tax Analyst 1	45,749 - 58,840	2	1	4	2	184,236	1
30	2B51	Tax Analyst 2	58,316 - 74,980	11	12	11	12	795,622	
31	2B49	Tax Analyst Trainee	41,504 - 53,361	2	3	1	4	186,764	1
32	2B55	Tax Collections Coordinator	70,848 -91,083	2	4	2	4	253,014	
33	2B28	Tax Assessor	46,734 - 51,124			1			
Total Legal Services				40	48	38	47	2,619,229	(1)
Program Total				61	74	60	75	4,143,820	1

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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 2023 Actual Pos. 6/30/23 (5)	Fiscal 2024 Budgeted Positions (6)	Increment Run -PPE 11/26/23 (7)	Fiscal 2025 Budgeted Positions (8)	Annual Salary 7/1/24 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1		Full Time - Civilian		61	74	60	75	4,143,820	1
2		Overtime						40,000	

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			SCHEDULE 200 PURCHASE OF SERVICES BY PROGRAM			
Department		No.	Program		No.	
Revenue		36	Delinquent Tax Collections		12	
Fund		No.				
General		01				
Code	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 200 - Purchase of Services						
201	Cleaning & Laundering					
202	Janitorial Services					
205	Refuse, Garbage, Silt and Sludge Removal					
209	Telephone & Communication					
210	Postal Services	99,613	90,000	90,000	110,000	20,000
211	Transportation	305	4,000	2,000	2,000	
215	Licenses, Permits & Inspection Charges					
216	Commercial off the Shelf Software Licenses	461				
220	Electric Current					
221	Gas Services					
222	Steam for Heating					
230	Meals (non-travel) & Official Entertaining					
231	Overtime Meals					
240	Advertising & Promotional Activities					
250	Professional Services	910,911	1,359,500	1,201,592	1,341,500	139,908
251	Professional Svcs. - Information Technology					
252	Accounting & Auditing Services					
253	Legal Services	9,810		17,927		(17,927)
254	Mental Health & Intellectual Disability Services					
255	Dues	409				
256	Seminar & Training Sessions	8,913				
257	Architectural & Engineering Services					
258	Court Reporters	1,481				
259	Arbitration Fees					
260	Repair & Maintenance Charges		1,300	1,300	1,300	
261	Repaving, Repairing & Resurfacing Streets					
262	Demolition of Buildings					
264	Abatement of Nuisances					
265	Rehabilitation of Property					
266	Maint. & Support - Comp. Hardware & Software					
275	Juror Fees					
276	Juror Expenses					
277	Witness Fees					
280	Insurance & Official Bonds					
282	Lease Purchase - Computer Systems					
283	Lease Purchase - Vehicles					
284	Ground & Building Rental					
285	Rents - Other	96	200	200	200	
286	Rental of Parking Spaces					
290	Payments for Care of Individuals					
295	Imprest Advances					
298	Payments for Burials & Graves					
299	Other Expenses (not otherwise classified)					
Total		1,031,999	1,455,000	1,313,019	1,455,000	141,981

71-53K (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			SCHEDULE 300 - 400 MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department Revenue		No. 36	Program Delinquent Tax Collections		No. 12	
Fund General		No. 01				
Code (1)	Description (2)	Fiscal 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriations (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications	109	8,000	4,000	2,000	(2,000)
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel					
309	Cordage & Fibers					
310	Electrical & Communication					
311	General Equipment & Machinery					
312	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory					
318	Janitorial, Laundry & Household					
320	Office Materials & Supplies	9,991	28,000	28,000	34,000	6,000
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists					
325	Printing					
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
Total		10,100	36,000	32,000	36,000	4,000
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 2025 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 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriation (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	922,202	1,359,500	1,219,519	1,341,500	121,981
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriation	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	AAL Acquest Corp.	100,000	440,000	440,000	440,000	Tax Information Cert. (Sheriff Sales)
250	Acumen Group Inc.	260,000	60,000	60,000	60,000	Law Document Management
250	B&R Professional Services	750		1,500	1,500	Subpoena & Complaint Services
250	GSB&B LLC	50,000	50,000	50,000	50,000	Sequestrators
250	it's Done! Courier LLC	100,000		100,000	100,000	Writ Services
250	Lawton Associates, Inc.	100,000		100,000	100,000	Writ Services
250	PA Constable	9,810	40,000	10,000	10,000	Phila. Municipal Court Services
250	Philadelphia Writ Services Inc	25,000	100,000	100,000	100,000	Writ Services
250	TransUnion Risk & Alternative Data Solutions, Inc.	13,300	18,000	18,000	18,000	Public Access Database
250	Vista Real Estate Solutions	240,190				Outside Appraisers
250	Various Vendors & Employee Reimbursements	607	25,000	15,000	12,500	Petty Cash & Reimbursements
250	Various Courts, Sheriff's Offices, Municipalities	2,794	17,310	17,310	17,310	Complaint & Judgement Fees
250	Various Vendors	8,460	186,768	22,400	10,000	Misc. Professional Services
250	TBD '24 & '25		422,422	267,382	422,190	Outside Appraisers
	Total Class 250	910,911	1,359,500	1,201,592	1,341,500	
253	Thomson Consulting			17,927		Legal Services
253	PA Constable	9,810				Phila. Municipal Court Services
	Total Class 253	9,810		17,927		
258	Depositions Solutions LLC	732				Court Transcripts
258	Strehlow & Associates, Inc.	749				Court Reporters
	Total Class 258	1,481				

[illegible]

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			PROGRAM SUMMARY			
Department		No.	Program		No.	
Revenue		36	Delinquent Tax Collections		12	
Fund		No.				
Grants		08				
Summary by Class						
Class	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services					
b)	Employee Benefits					
200	Purchase of Services	15,089,265	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		15,089,265	16,550,000	16,550,000	16,550,000	
Summary of Positions						
Code	Category	Actual Positions 6/30/23	Fiscal 2024 Budgeted Positions	Increment Run PPE 11/26/23	Fiscal 2025 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian					
105	Full Time - Uniform					
Total						
Selected Associated Non-Tax Revenues by Type						
Description		Fiscal 2023 Actual Revenues	Fiscal 2024 Original Budget	Fiscal 2024 Estimate Revenues	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)		(2)	(3)	(4)	(5)	(6)
Local (Non-Governmental)						
Federal						
State			150,000	150,000	150,000	
Other Governments		7,552,309	16,400,000	16,400,000	16,400,000	
Other Funds of the City						
Total		7,552,309	16,550,000	16,550,000	16,550,000	

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			GRANT INFORMATION SUMMARY WITHIN PROGRAM			
Department Revenue		No. 36	Program Delinquent Tax Collections		No. 12	
Fund Grants		No. 08				
Funding Sources		Grant Title		Grant Number	Index Code	
	Federal	Delinquent Tax Collection Program		G36L05	360533	
	State	Award Period		Type of Grant		
X	Other Govt.	7/1/24 - 6/30/25		Reimbursement		
	Local (Non-Govt.)	Grant Objective				
Commissions for the collection of delinquent taxes, fees and fines.						
Summary by Class						
Class (1)	Description (2)	Fiscal 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriations (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
100 a)	Personal Services					
100 b)	Employee Benefits - Total					
	Class 186 - Flex Cash Pmts.					
	Class 187 - Worker's Comp. - Disability					
	Class 188 - Worker's Comp. - Medical					
	Class 189 - Medicare Tax					
	Class 190 - Pension Obligation Bonds					
	Class 191 - Pension Contributions					
	Class 192 - FICA					
	Class 193 - Health / Medical					
	Class 194 - Group Life					
	Class 195 - Group Legal					
	Class 198 - Municipal Plan 10 - City Match					
200	Purchase of Services	15,089,265	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		15,089,265	16,400,000	16,400,000	16,400,000	
Summary by Funding Source						
Code (1)	Category (2)	Fiscal 2023 Actual Revenues (3)	Fiscal 2024 Original Budget (4)	Fiscal 2024 Estimated Revenues (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
100	Federal					
200	State					
300	Other Governments	7,552,309	16,400,000	16,400,000	16,400,000	
400	Local (Non-Governmental)					
Total		7,552,309	16,400,000	16,400,000	16,400,000	
Summary of Positions						
Code (1)	Category (2)	Actual Pos. 6/30/23 (3)	Fiscal 2024 Budgeted Pos. (4)	Incr. Run PPE 11/26/23 (5)	Fiscal 2025 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 2025 OPERATING BUDGET				GRANT INFORMATION SUMMARY WITHIN PROGRAM				
Department		No.		Program		No.		
Revenue		36		Delinquent Tax Collections		12		
Fund		No.						
Grants		08						
Funding Sources		Grant Title			Grant Number		Index Code	
Federal		Delinquent Tax Collection Program			G36216		360534	
X State		Award Period			Type of Grant			
Other Govt.		7/1/24 - 6/30/25			Reimbursement			
Local (Non-Govt.)		Grant Objective						
<p>Collect sales tax refunds due the City of Philadelphia from the Commonwealth.</p>								
Summary by Class								
Class	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 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		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	Category	Fiscal 2023 Actual Revenues	Fiscal 2024 Original Budget	Fiscal 2024 Estimated Revenues	Fiscal 2025 Proposed Budget	Increase or (Decrease)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
100	Federal							
200	State		150,000	150,000	150,000			
300	Other Governments							
400	Local (Non-Governmental)							
Total			150,000	150,000	150,000			
Summary of Positions								
Code	Category	Actual Pos. 6/30/23	Fiscal 2024 Budgeted Pos.	Incr. Run PPE 11/26/23	Fiscal 2025 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 2025 OPERATING BUDGET		PERFORMANCE MEASURES	
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			
-Decrease processing times for assistance program applications by cross-training additional staff. This effort also will reduce overtime costs during high-volume periods. -Continue the collaboration with IDEA to auto-enroll eligible customers in the Senior Tax Freeze assistance program. -Collaborate with the Commonwealth to develop a behavioral science pilot to increase the adoption of the Income Based Wage Tax Refund. This program will use PA Revenue data to identify likely eligible Philadelphians. Working with academics at the University of Pennsylvania, Revenue will develop different messaging and measure the effectiveness of each method of communication.			
Performance Measures			
Description	Fiscal 2023 Year-End	Fiscal 2024 Target	Fiscal 2025 Target
(1)	(2)	(3)	(4)
Percent of eligible homeowners receiving relief	79.0%	80.0%	80.0%
Comments:			
Comments:			
Comments:			
Comments:			
Comments:			
Comments:			

71-53EZ (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			PROGRAM SUMMARY - ALL FUNDS			
Department Revenue		No. 36	Program Tax Assistance & Credit Programs			No. 13
Summary by Fund						
Fund No. (1)	Fund (2)	Fiscal 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriations (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	525,158	548,731	548,731	548,731	
Total		525,158	548,731	548,731	548,731	
Summary of Full Time Positions by Fund						
Fund No. (1)	Fund (2)	Actual Positions 6/30/23 (3)	Fiscal 2024 Budgeted (4)	Fiscal 2024 PPE 11/26/23 (5)	Fiscal 2025 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
01	General	8	8	6	8	
Total Full Time		8	8	6	8	
Summary of Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2023 Actual Revenues (3)	Fiscal 2024 Original Budget (4)	Fiscal 2024 Estimated Revenues (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
Total						
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2024 Original Approp. (GO Only) (4)	Fiscal 2024 Original Approp. (All Other Sources) (5)	Fiscal 2025 Proposed Budget (GO Only) (6)	Fiscal 2025 Proposed Bdgt (All Other Sources) (7)
Total						
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2023 Calculated Obligations (3)	Fiscal 2024 Calculated Appropriations (4)	Fiscal 2024 Calculated Obligations (5)	Fiscal 2025 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	211,237	212,643	210,441	210,441	
Finance	Employee Benefits - Uniform					
Total		211,237	212,643	210,441	210,441	

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			PROGRAM SUMMARY			
Department		No.	Program		No.	
Revenue		36	Tax Assistance & Credit Programs		13	
Fund		No.				
General		01				
Summary by Class						
Class	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services	509,603	487,731	487,731	487,731	
b)	Employee Benefits					
200	Purchase of Services	15,000	60,000	60,000	60,000	
300	Materials and Supplies	555	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		525,158	548,731	548,731	548,731	
Summary of Positions						
Code	Category	Actual Positions 6/30/23	Fiscal 2024 Budgeted Positions	Increment Run PPE 11/26/23	Fiscal 2025 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian	8	8	6	8	
105	Full Time - Uniform					
Total		8	8	6	8	
Selected Associated Non-Tax Revenues by Type						
Description		Fiscal 2023 Actual Revenues	Fiscal 2024 Original Budget	Fiscal 2024 Estimated Revenues	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)		(2)	(3)	(4)	(5)	(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 2025 OPERATING BUDGET					SCHEDULE 100 LIST OF POSITIONS BY PROGRAM				
Department Revenue				No. 36	Program Tax Assistance & Credit Programs				No. 13
Fund General				No. 01					
Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2023 Actual Pos. 6/30/23 (5)	Fiscal 2024 Budgeted Positions (6)	Increment Run -PPE 11/26/23 (7)	Fiscal 2025 Budgeted Positions (8)	Annual Salary 7/1/24 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
		Taxpayer Assistance (360540)							
1	2B11	Revenue Collections Manager	66,588 - 85,594				1	76,090	1
2	2B10	Assistant Revenue Collection Manager	54,876 - 70,534	1	1	1			(1)
3	2B02	Collection Customer Representative	44,352 - 48,394	4	4	3	4	185,414	
4	2B04	Collection Representative Supervisor	46,914 - 60,310	1	1	1	1	60,310	
5	2B40	Tax and Revenue Conferee	69,120 - 88,861	1	1	1	1	88,861	
6	A441	Assistant Chief Administration Officer	95,000	1					
7	A620	Taxpayer Assistance Program Director	72,450		1		1	72,450	
Total Taxpayer Assistance				8	8	6	8	483,125	

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET					SCHEDULE 100 LIST OF POSITIONS BY PROGRAM				
Department Revenue				No. 36	Program Tax Assistance & Credit Programs				No. 13
Fund General				No. 01					
Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2023 Actual Pos. 6/30/23 (5)	Fiscal 2024 Budgeted Positions (6)	Increment Run -PPE 11/26/23 (7)	Fiscal 2025 Budgeted Positions (8)	Annual Salary 7/1/24 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1		Full Time Civilian		8	8	6	8	483,125	
2		Overtime - Civilian						10,000	

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			SCHEDULE 200 PURCHASE OF SERVICES BY PROGRAM			
Department		No.	Program			No.
Revenue		36	Tax Assistance & Credit Programs			13
Fund		No.				
General		01				
Code	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 200 - Purchase of Services						
201	Cleaning & Laundering					
202	Janitorial Services					
205	Refuse, Garbage, Silt and Sludge Removal					
209	Telephone & Communication					
210	Postal Services					
211	Transportation					
215	Licenses, Permits & Inspection Charges					
216	Commercial off the Shelf Software Licenses					
220	Electric Current					
221	Gas Services					
222	Steam for Heating					
230	Meals (non-travel) & Official Entertaining					
231	Overtime Meals					
240	Advertising & Promotional Activities					
250	Professional Services	15,000	60,000	60,000	60,000	
251	Professional Svcs. - Information Technology					
252	Accounting & Auditing Services					
253	Legal Services					
254	Mental Health & Intellectual Disability Services					
255	Dues					
256	Seminar & Training Sessions					
257	Architectural & Engineering Services					
258	Court Reporters					
259	Arbitration Fees					
260	Repair & Maintenance Charges					
261	Repaving, Repairing & Resurfacing Streets					
262	Demolition of Buildings					
264	Abatement of Nuisances					
265	Rehabilitation of Property					
266	Maint. & Support - Comp. Hardware & Software					
275	Juror Fees					
276	Juror Expenses					
277	Witness Fees					
280	Insurance & Official Bonds					
282	Lease Purchase - Computer Systems					
283	Lease Purchase - Vehicles					
284	Ground & Building Rental					
285	Rents - Other					
286	Rental of Parking Spaces					
290	Payments for Care of Individuals					
295	Imprest Advances					
298	Payments for Burials & Graves					
299	Other Expenses (not otherwise classified)					
Total		15,000	60,000	60,000	60,000	

71-53K (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			SCHEDULE 300 - 400 MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program			No.
Revenue		36	Tax Assistance & Credit Programs			13
Fund		No.				
General		01				
Code	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 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					
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	555	1,000	1,000	1,000	
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists					
325	Printing					
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
Total		555	1,000	1,000	1,000	
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 2025 OPERATING BUDGET		PERFORMANCE MEASURES	
Department	No.	Program	No.
Revenue	36	Water Billing, Accounting & Customer Service	14
Program Description			
<p><i>This program determines which water, sewer, and stormwater charges customers owe, lets people know how much to pay, and processes payments received.</i></p>			
Program Objectives			
<p>-Revenue will continue to reduce internal costs by increasing paperless billing and AutoPay adoption.</p> <p>-The Department will update water bills to make it easier for customers to understand when their bills are based on estimated usage. This project includes enhancements to both paper bills and the e-billing application.</p> <p>-Revenue will engage a planning vendor to gather business requirements and begin the change management process for the replacement of the water billing system, Basis2.</p>			
Performance Measures			
Description	Fiscal 2023 Year-End	Fiscal 2024 Target	Fiscal 2025 Target
(1)	(2)	(3)	(4)
Percent of water bills paid in 90 days	83.3%	84.0%	84.0%
Comments:			
Dollar amount of water bills collected	\$766.1M	\$827.7M	\$895.0M
Comments:			
Comments:			
Comments:			
Comments:			
Comments:			

71-53EZ (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			PROGRAM SUMMARY - ALL FUNDS			
Department Revenue		No. 36	Program Water Billing, Accounting & Customer Service			No. 14
Summary by Fund						
Fund No. (1)	Fund (2)	Fiscal 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriations (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
02	Water	7,343,024	8,600,529	8,600,529	8,961,000	360,471
Total		7,343,024	8,600,529	8,600,529	8,961,000	360,471
Summary of Full Time Positions by Fund						
Fund No. (1)	Fund (2)	Actual Positions 6/30/23 (3)	Fiscal 2024 Budgeted (4)	Fiscal 2024 PPE 11/26/23 (5)	Fiscal 2025 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
02	Water	114	157	121	158	1
Total Full Time		114	157	121	158	1
Summary of Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2023 Actual Revenues (3)	Fiscal 2024 Original Budget (4)	Fiscal 2024 Estimated Revenues (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
02	Water	721,838,378	854,104,000	827,610,767	894,978,283	67,367,516
Total		721,838,378	854,104,000	827,610,767	894,978,283	67,367,516
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2024 Original Approp. (GO Only) (4)	Fiscal 2024 Original Approp. (All Other Sources) (5)	Fiscal 2025 Proposed Budget (GO Only) (6)	Fiscal 2025 Proposed Bdgt (All Other Sources) (7)
Total						
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2023 Calculated Obligations (3)	Fiscal 2024 Calculated Appropriations (4)	Fiscal 2024 Calculated Obligations (5)	Fiscal 2025 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	2,699,810	3,195,755	3,195,755	3,195,828	72
Finance	Employee Benefits - Uniform					
Total		2,699,810	3,195,755	3,195,755	3,195,828	72

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			PROGRAM SUMMARY			
Department		No.	Program		No.	
Revenue		36	Water Billing, Accounting & Customer Service		14	
Fund		No.				
Water		02				
Summary by Class						
Class	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services	6,457,337	7,777,029	7,777,029	7,778,000	971
b)	Employee Benefits					
200	Purchase of Services	484,258	501,000	501,000	502,000	1,000
300	Materials and Supplies	75,206	118,000	118,000	118,000	
400	Equipment	326,223	204,500	204,500	563,000	358,500
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		7,343,024	8,600,529	8,600,529	8,961,000	360,471
Summary of Positions						
Code	Category	Actual Positions 6/30/23	Fiscal 2024 Budgeted Positions	Increment Run PPE 11/26/23	Fiscal 2025 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian	114	157	121	158	1
105	Full Time - Uniform					
Total		114	157	121	158	1
Selected Associated Non-Tax Revenues by Type						
Description		Fiscal 2023 Actual Revenues	Fiscal 2024 Original Budget	Fiscal 2024 Estimated Revenues	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)		(2)	(3)	(4)	(5)	(6)
Local (Non-Governmental)		721,838,378	854,104,000	827,610,767	894,978,283	67,367,516
Federal						
State						
Other Governments						
Other Funds of the City						
Total		721,838,378	854,104,000	827,610,767	894,978,283	67,367,516

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET					SCHEDULE 100 LIST OF POSITIONS BY PROGRAM				
Department				No.	Program			No.	
Revenue				36	Water Billing, Accounting & Customer Service			14	
Fund				No.					
Water				02					
Line	Class	Title	Salary	Fiscal	Fiscal	Increment	Fiscal	Annual	Increase
No.	Code		Range	2023	2024		2025	Salary	(Decrease)
(1)	(2)	(3)	(in dollars)	Actual Pos.	Budgeted	Run -PPE	Budgeted	7/1/24	(Col. 8
(1)	(2)	(3)	(4)	6/30/23	Positions	11/26/23	Positions	(9)	less Col. 6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
<u>Water Revenue Bureau</u>									
1	1B10	Account Clerk	41,709 - 45,392	1	1	1	1	45,392	
2	2A06	Accountant	51,195 - 65,825	7	8	9	9	574,133	1
3	2A05	Accountant Trainee	42,669 - 54,854		4	2	3	164,562	(1)
4	2A07	Accounting Supervisor	66,588 - 85,594	1	4	3	4	313,867	
5	2A08	Accounting Transactions Supervisor	70,848 - 91,083	3	4	4	4	364,332	
6	2L10	Administrative Assistant - Non. Con.	45,769 - 58,840			1	1	55,571	1
7	2L11	Administrative Assistant - Con.	46,914 - 60,310		1				(1)
8	2B10	Assistant Revenue Collection Manager	54,876 - 70,534		1		1	68,314	
9	1A04	Clerk 3	44,352 - 48,394	5	12	6	12	556,476	
10	1A22	Clerical Supervisor 2	46,734 - 51,124	2	2	2	2	102,248	
11	2B02	Collection Customer Representative	44,352 - 48,394	29	21	29	27	1,268,936	6
12	2B04	Collection Representative Supervisor	46,914 - 60,310	8	9	8	9	512,643	
13	1D41	Data Services Support Clerk	40,504 - 44,023	8	12	6	10	383,948	(2)
14	2A01	Financial Technician	41,504 - 53,361	1	2	1	2	94,865	
15	2A21	Revenue Accounting Manager	81,315 - 104,543	1	1	1	1	104,543	
16	2B11	Revenue Collection Manager	66,588 - 85,594	3	3	3	3	256,782	
17	2B18	Revenue Collection Representative	45,540 - 49,745	3	2	3	5	248,725	3
18	2B21	Revenue Collections Officer 2	100,973 - 129,814	1	1	1	1	129,814	
19	6E26	Revenue Investigation Manager	52,476 - 67,470	1	1	1	1	67,470	
20	6E25	Revenue Investigation Supervisor	46,914 - 60,310	4	2	3	3	167,526	1
21	6E23	Revenue Investigator	45,540 - 49,745	4	8	4	6	298,470	(2)
22	1A37	Service Representative	40,504 - 44,023	9	27	11	21	924,483	(6)
23	A620	Senior Policy Analyst (E.)	82,600	2			1		1
Total Water Revenue Bureau				93	126	99	127	6,703,100	1
<u>Payment Processing</u>									
24	2B10	Assistant Revenue Collection Manager	54,876 - 70,534	1	1	1	1	70,534	
25	1A22	Clerical Supervisor 2	46,734 - 51,124	1	1	2	1	51,124	
26	2B02	Collection Customer Representative	44,352 - 48,394	2	4	3	4	190,716	
27	2B04	Collection Representative Supervisor	46,914 - 60,310	1	1	1	1	60,310	
28	1D41	Data Services Support Clerk	40,504 - 44,023	4	6	3	6	256,832	
29	1A03	Office Clerk 2	37,526 - 40,572	2	2	1	2	78,098	
30	6E25	Revenue Investigation Supervisor	46,914 - 60,310			1			
31	7M07	Office Equipment Operator	43,029 - 46,893		1		1	43,029	
32	1B81	Payment Processing Clerk	40,504 - 44,023	8	12	6	12	504,828	
33	1B83	Payment Processing Clerk Supervisor	47,922 - 52,519	1	1	1	1	52,519	
34	1B82	Senior Payment Processing Clerk	43,029 - 46,893	1	2	3	2	93,786	
Total Payment Processing				21	31	22	31	1,401,776	
Program Total				114	157	121	158	8,104,876	1

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET					SCHEDULE 100 LIST OF POSITIONS BY PROGRAM						
Department Revenue			No. 36	Program Water Billing, Accounting & Customer Service			No. 14				
Fund Water			No. 02								
Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2023 Actual Pos. 6/30/23 (5)	Fiscal 2024 Budgeted Positions (6)	Increment Run -PPE 11/26/23 (7)	Fiscal 2025 Budgeted Positions (8)	Annual Salary 7/1/24 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)		
1		Full Time Civilian		114	157	121	158	8,104,876	1		
2		Overtime						381,000			
3		Lump Sum						83,000			
4		Temprary & Seasonal						52,000			
5		Shift Differential						7,000			
Total Gross Requirements				114	157	121	158	8,627,876	1		
Plus: Earned Increment								29,705			
Plus: Longevity								1,990			
Less: (Vacancy Allowance)								(881,571)			
Total Budget								7,778,000			
Summary of Personal Services											
Line No.	Category	Fiscal 2023		Fiscal 2024			Fiscal 2025		Inc. / (Dec.) in Require.	Inc. / (Dec.) in Bud. Pos.	
		Actual Positions 6/30/23 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/26/23 (7)	Budgeted Positions (8)	Proposed Budget (9)	(Col. 9 less Col. 6) (10)	(Col. 8 less Col. 5) (11)	
1	Lump Sum		44,450		82,600			83,000	400		
2	Full Time - Civilian	114	6,128,967	157	7,254,836	121	158	7,255,000	164	1	
3	Full Time - Uniform		244								
4	Bonus, Gross Adj.		506								
5	PT, Temp/Seas, Bd, SCG		186,772		51,625			52,000			375
6	Overtime - Civilian		94,662		380,740			381,000			260
7	Overtime - Uniform		7								
8	Unused Uniform Leave										
9	Shift/Stress		2		7,228			7,000			(228)
10	H&L, IOD, LT-Sick		1,727								
11											
12											
Total		114	6,457,337	157	7,777,029	121	158	7,778,000	971	1	

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			SCHEDULE 200 PURCHASE OF SERVICES BY PROGRAM			
Department		No.	Program		No.	
Revenue		36	Water Billing, Accounting & Customer Service		14	
Fund		No.				
Water		02				
Code	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 200 - Purchase of Services						
201	Cleaning & Laundering					
202	Janitorial Services					
205	Refuse, Garbage, Silt and Sludge Removal					
209	Telephone & Communication	5,224	5,000	5,000	5,000	
210	Postal Services					
211	Transportation	3,771			4,000	4,000
215	Licenses, Permits & Inspection Charges					
216	Commercial off the Shelf Software Licenses	15,314		7,722		(7,722)
220	Electric Current					
221	Gas Services					
222	Steam for Heating					
230	Meals (non-travel) & Official Entertaining					
231	Overtime Meals					
240	Advertising & Promotional Activities					
250	Professional Services	142,083	200,000	202,052	248,000	45,948
251	Professional Svcs. - Information Technology		48,000			
252	Accounting & Auditing Services					
253	Legal Services					
254	Mental Health & Intellectual Disability Services					
255	Dues					
256	Seminar & Training Sessions	29,102	12,000	43,000	36,000	(7,000)
257	Architectural & Engineering Services					
258	Court Reporters					
259	Arbitration Fees					
260	Repair & Maintenance Charges	284,923	126,000	133,226	202,000	68,774
261	Repaving, Repairing & Resurfacing Streets					
262	Demolition of Buildings					
264	Abatement of Nuisances					
265	Rehabilitation of Property					
266	Maint. & Support - Comp. Hardware & Software	3,550	62,000	62,000	6,000	(56,000)
275	Juror Fees					
276	Juror Expenses					
277	Witness Fees					
280	Insurance & Official Bonds					
282	Lease Purchase - Computer Systems		20,000	20,000		(20,000)
283	Lease Purchase - Vehicles					
284	Ground & Building Rental					
285	Rents - Other	291	25,000	25,000	1,000	(24,000)
286	Rental of Parking Spaces					
290	Payments for Care of Individuals					
295	Imprest Advances					
298	Payments for Burials & Graves					
299	Other Expenses (not otherwise classified)		3,000	3,000		(3,000)
Total		484,258	501,000	501,000	502,000	1,000

71-53K (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			SCHEDULE 300 - 400 MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department Revenue		No. 36	Program Water Billing, Accounting & Customer Service		No. 14	
Fund Water		No. 02				
Code (1)	Description (2)	Fiscal 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriations (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications	1,808	1,000	1,524	1,000	(524)
305	Building & Construction	10,906				
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel		1,000			
309	Cordage & Fibers					
310	Electrical & Communication					
311	General Equipment & Machinery					
312	Fire Fighting & Safety	850				
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory					
318	Janitorial, Laundry & Household	157	1,000	1,000		(1,000)
320	Office Materials & Supplies	41,807	100,000	87,692	105,000	17,308
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists	10,000	10,000	10,000	10,000	
325	Printing	4,686		12,784		(12,784)
326	Recreational & Educational	4,992	2,000	2,000	2,000	
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)		3,000	3,000		(3,000)
Total		75,206	118,000	118,000	118,000	
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications		10,000	10,000	10,000	
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment					
423	Plumbing, AC & Space Heating		3,000	3,000	3,000	
424	Precision, Photographic & Artists	4,700				
426	Recreational & Educational					
427	Computer Equipment & Peripherals	26,576	16,000	16,000	100,000	84,000
428	Vehicles					
430	Furniture & Furnishings	294,947	175,500	175,500	450,000	274,500
499	Other Equipment (not otherwise classified)					
Total		326,223	204,500	204,500	563,000	358,500

71-53L (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET				SUPPORTING DETAIL: PROFESSIONAL SERVICES AND CARE OF INDIVIDUALS, BY PROGRAM		
Department		No.	Program		No.	
Revenue		36	Water Billing, Accounting & Customer Svc		14	
Fund		No.				
Water		02				
Class (1)	Description (2)	Fiscal 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriation (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	142,083	248,000	202,052	248,000	45,948
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriation	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	Braille Works	13,035				Braille and Large Print Svc.
250	Firstline Locksmith LLC					Professional Locksmith Svc.
250	Jones Lang LaSalle America		15,000	15,000	15,000	Triplex OM&S
250	Levlane Advertising		10,000	10,000	10,000	Branding & Customer Svc. Improve.
250	Pacer Service Center	14,743	6,000	6,000	6,000	Court Records
250	Ramla Benaissa Architect	20,070				Architect and Engineer Services
250	Superior Moving & Storage	61,089	22,500	22,500	22,500	Moving Services
250	T-Base Communications	31,995	32,000	32,000	32,000	Braille and Large Print Services
250	TransUnion	1,151	4,000	4,000	4,000	Information Database Services
250	Misc. Vendors		28,500	62,552	108,500	Misc. Professional Services
250	TBD '24 & '25		82,000	50,000	50,000	WRB Customer Service Training
	Total Class 250	142,083	200,000	202,052	248,000	
251	Various Vendors		48,000			Miscellaneous IT Prof. Services
	Total Class 251		48,000			

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET				SUPPORTING DETAIL: CLASSES OTHER THAN 250s AND 290, BY PROGRAM		
Department		No.	Program		No.	
Revenue		36	Water Billing, Accounting & Customer Svc		14	
Fund		No.				
Water		02				
Minor Object Code	Name of Contractor or Provider	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriation	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
260	Associated Specialty	24,310				Repair & Maintenance (Reno.)
260	Paik Inc	15,431				Repair & Maintenance (Reno.)
260	Palman Electric Inc	98,462				Repair & Maintenance (Reno.)
260	The Protection Bureau	2,909				Repair & Maintenance - Cameras
260	Ribbons Express	982				Repair & Maintenance (Shredder)
260	Smith Construction	134,300				Repair & Maintenance (Reno.)
260	Xerox Corp	8,529		7,226		Repair & Maintenance (Copiers)
260	TBD '24 & '25		126,000	126,000	202,000	Repair & Maintenance
Total Class 260		284,923	126,000	133,226	202,000	
266	Xerox Corp	3,550		9,352		Repair & Maintenance - Computer
266	Various Vendors		62,000	52,648	6,000	Repair & Maintenance - Computer
Total Class 266		3,550	62,000	62,000	6,000	
320	Mai Tran Ventures LLC	3,437				Paper
320	Sharda Paper	4,825				Paper
320	Staples	16,981	60,000	60,000	60,000	Paper & Office Supplies
320	Tiles in Style LLC	1,659				Thermal Paper
320	W. B. Mason	9,893	20,000	20,000	20,000	5-Gallon Water Bottles
320	Various Vendors	5,012	20,000	7,692	20,000	Miscellaneous Supplies
Total Class 320		41,807	100,000	87,692	100,000	
427	CDW LLC	20,415				Computer Equipment
427	Dell Marketing LP	3,900				Computer Equipment
427	Various Vendors	2,261	16,000	16,000	100,000	Computer Equipment
Total Class 427		26,576	16,000	16,000	100,000	
430	Transamerican Office Furniture Inc.	288,985	175,500	175,500	450,000	Office Furniture
430	Various Vendors	5,962				Office Furniture
Total Class 430		294,947	175,500	175,500	450,000	

71-530 (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET		PERFORMANCE MEASURES	
Department Revenue	No. 36	Program Water Collections	No. 15
Program Description			
<p><i>In partnership with the Law Department, Revenue uses an array of tactics to encourage and compel payment of delinquent water and sewer charges. Enforcement tools include making phone calls, sending letters, placing liens on properties, filing suits in both Municipal and Common Pleas courts, placing accounts with collection agencies, shutting off delinquent accounts, conducting sales of property through Sheriff's Sales, and administering payment agreements.</i></p>			
Program Objectives			
<p>-The Department will reduce delinquencies and improve compliance by increasing the use of external collection agencies and encouraging customers to initiate payment agreements.</p> <p>-In partnership with Law, the Department will expand consolidated actions to bring more delinquent multi-property owners into compliance.</p>			
Performance Measures			
Description	Fiscal 2023 Year-End	Fiscal 2024 Target	Fiscal 2025 Target
(1)	(2)	(3)	(4)
Percent change in delinquent principal outstanding (excludes current charges not yet overdue/delinquent and city bills)	6%	0%	0%
Comments:			
Percent of Delinquent Water Accounts in Payment Agreements or TAP	8.3%	11.0%	13.0%
Comments:	The FY25 target is increased to 13% as the Department anticipates more accounts will enter agreements or TAP due to autoenrollment efforts and continued outreach.		
Comments:			
Comments:			
Comments:			
Comments:			

71-53EZ (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriations (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
02	Water	631,780	845,933	845,933	846,000	67
08	Grants	2,803,129	3,100,000	3,100,000	3,100,000	
Total		3,434,909	3,945,933	3,945,933	3,946,000	67
Summary of Full Time Positions by Fund						
Fund No. (1)	Fund (2)	Actual Positions 6/30/23 (3)	Fiscal 2024 Budgeted (4)	Fiscal 2024 PPE 11/26/23 (5)	Fiscal 2025 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
02	Water	7	11	7	11	
Total Full Time		7	11	7	11	
Summary of Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2023 Actual Revenues (3)	Fiscal 2024 Original Budget (4)	Fiscal 2024 Estimated Revenues (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
08	Grants	2,803,129	3,100,000	3,100,000	3,100,000	
Total		2,803,129	3,100,000	3,100,000	3,100,000	
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2024 Original Approp. (GO Only) (4)	Fiscal 2024 Original Approp. (All Other Sources) (5)	Fiscal 2025 Proposed Budget (GO Only) (6)	Fiscal 2025 Proposed Bdgt (All Other Sources) (7)
Total						
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2023 Calculated Obligations (3)	Fiscal 2024 Calculated Appropriations (4)	Fiscal 2024 Calculated Obligations (5)	Fiscal 2025 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	202,309	229,016	229,016	228,179	(837)
Finance	Employee Benefits - Uniform					
Total		202,309	229,016	229,016	228,179	(837)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			PROGRAM SUMMARY			
Department		No.	Program		No.	
Revenue		36	Delinquent Water Collections		15	
Fund		No.				
Water		02				
Summary by Class						
Class	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services	531,780	545,933	545,933	546,000	67
b)	Employee Benefits					
200	Purchase of Services	100,000	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		631,780	845,933	845,933	846,000	67
Summary of Positions						
Code	Category	Actual Positions 6/30/23	Fiscal 2024 Budgeted Positions	Increment Run PPE 11/26/23	Fiscal 2025 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian	7	11	7	11	
105	Full Time - Uniform					
Total		7	11	7	11	
Selected Associated Non-Tax Revenues by Type						
Description		Fiscal 2023 Actual Revenues	Fiscal 2024 Original Budget	Fiscal 2024 Estimated Revenues	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)		(2)	(3)	(4)	(5)	(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 2025 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 2023 Actual Pos. 6/30/23 (5)	Fiscal 2024 Budgeted Positions (6)	Increment Run -PPE 11/26/23 (7)	Fiscal 2025 Budgeted Positions (8)	Annual Salary 7/1/24 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
		Legal Services							
1	2B02	Collection Customer Representative	44,352 - 48,394		4		1	42,956	(3)
2	2B04	Collection Representative Supervisor	46,914 - 60,310	1	1	1	1	50,265	
3	1D41	Data Service Support Clerk	40,504 - 44,023	1	3	1	2	88,046	(1)
4	2B18	Revenue Collection Representative	45,540 - 49,745	4	2	3	4	198,980	2
5	1A37	Service Representative	40,504 - 44,023			1	1	44,023	1
6	2B55	Tax Collections Coordinator	70,848 - 91,083	1	1	1	1	91,083	
7	7A03	Semiskilled Laborer	40,504 - 44,023				1	44,504	1
Total Legal Services				7	11	7	11	559,857	

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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 2023 Actual Pos. 6/30/23 (5)	Fiscal 2024 Budgeted Positions (6)	Increment Run -PPE 11/26/23 (7)	Fiscal 2025 Budgeted Positions (8)	Annual Salary 7/1/24 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1		Full Time Civilian		7	11	7	11	559,857	
2		Overtime						28,000	

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			SCHEDULE 200 PURCHASE OF SERVICES BY PROGRAM			
Department Revenue		No. 36	Program Delinquent Water Collections			No. 15
Fund Water		No. 02				
Code (1)	Description (2)	Fiscal 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriations (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
Schedule 200 - Purchase of Services						
201	Cleaning & Laundering					
202	Janitorial Services					
205	Refuse, Garbage, Silt and Sludge Removal					
209	Telephone & Communication					
210	Postal Services					
211	Transportation					
215	Licenses, Permits & Inspection Charges					
216	Commercial off the Shelf Software Licenses					
220	Electric Current					
221	Gas Services					
222	Steam for Heating					
230	Meals (non-travel) & Official Entertaining					
231	Overtime Meals					
240	Advertising & Promotional Activities					
250	Professional Services	100,000	300,000	300,000	300,000	
251	Professional Svcs. - Information Technology					
252	Accounting & Auditing Services					
253	Legal Services					
254	Mental Health & Intellectual Disability Services					
255	Dues					
256	Seminar & Training Sessions					
257	Architectural & Engineering Services					
258	Court Reporters					
259	Arbitration Fees					
260	Repair & Maintenance Charges					
261	Repaving, Repairing & Resurfacing Streets					
262	Demolition of Buildings					
264	Abatement of Nuisances					
265	Rehabilitation of Property					
266	Maint. & Support - Comp. Hardware & Software					
275	Juror Fees					
276	Juror Expenses					
277	Witness Fees					
280	Insurance & Official Bonds					
282	Lease Purchase - Computer Systems					
283	Lease Purchase - Vehicles					
284	Ground & Building Rental					
285	Rents - Other					
286	Rental of Parking Spaces					
290	Payments for Care of Individuals					
295	Imprest Advances					
298	Payments for Burials & Graves					
299	Other Expenses (not otherwise classified)					
Total		100,000	300,000	300,000	300,000	

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CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			PROGRAM SUMMARY			
Department		No.	Program		No.	
Revenue		36	Delinquent Water Collections		15	
Fund		No.				
Grants		08				
Summary by Class						
Class	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services					
b)	Employee Benefits					
200	Purchase of Services	2,803,129	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		2,803,129	3,100,000	3,100,000	3,100,000	
Summary of Positions						
Code	Category	Actual Positions 6/30/23	Fiscal 2024 Budgeted Positions	Increment Run PPE 11/26/23	Fiscal 2025 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian					
105	Full Time - Uniform					
Total						
Selected Associated Non-Tax Revenues by Type						
Description		Fiscal 2023 Actual Revenues	Fiscal 2024 Original Budget	Fiscal 2024 Estimate Revenues	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)		(2)	(3)	(4)	(5)	(6)
Local (Non-Governmental)		2,803,129	3,100,000	3,100,000	3,100,000	
Federal						
State						
Other Governments						
Other Funds of the City						
Total		2,803,129	3,100,000	3,100,000	3,100,000	

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CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			GRANT INFORMATION SUMMARY WITHIN PROGRAM			
Department Revenue		No. 36	Program Delinquent Water Collections		No. 15	
Fund Grants		No. 08				
Funding Sources		Grant Title		Grant Number	Index Code	
Federal		Delinquent Water Collection Program - Water		G36L05	360563	
State		Award Period		Type of Grant		
Other Govt.		7/1/24 - 6/30/25		Reimbursement		
X Local (Non-Govt.)		Grant Objective				
<p>Commissions for the collection of delinquent water and sewer charges and fees.</p>						
Summary by Class						
Class (1)	Description (2)	Fiscal 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriations (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
100 a)	Personal Services					
100 b)	Employee Benefits - Total					
	Class 186 - Flex Cash Pmts.					
	Class 187 - Worker's Comp. - Disability					
	Class 188 - Worker's Comp. - Medical					
	Class 189 - Medicare Tax					
	Class 190 - Pension Obligation Bonds					
	Class 191 - Pension Contributions					
	Class 192 - FICA					
	Class 193 - Health / Medical					
	Class 194 - Group Life					
	Class 195 - Group Legal					
	Class 198 - Municipal Plan 10 - City Match					
200	Purchase of Services	2,803,129	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		2,803,129	3,100,000	3,100,000	3,100,000	
Summary by Funding Source						
Code (1)	Category (2)	Fiscal 2023 Actual Revenues (3)	Fiscal 2024 Original Budget (4)	Fiscal 2024 Estimated Revenues (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
100	Federal					
200	State					
300	Other Governments					
400	Local (Non-Governmental)	2,803,129	3,100,000	3,100,000	3,100,000	
Total		2,803,129	3,100,000	3,100,000	3,100,000	
Summary of Positions						
Code (1)	Category (2)	Actual Pos. 6/30/23 (3)	Fiscal 2024 Budgeted Pos. (4)	Incr. Run PPE 11/26/23 (5)	Fiscal 2025 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 2025 OPERATING BUDGET		PERFORMANCE MEASURES	
Department	No.	Program	No.
Revenue	36	Water Assistance	16
Program Description			
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.			
Program Objectives			
-Revenue will seek opportunities to enroll water customers into assistance programs through data sharing and cross-enrollment. -The Department will partner with researchers such as Community Health and Behavioral Economics to better understand TAP customers' satisfaction with the program and how the program has positively impacted their lives by increasing water security. -Revenue will work with the Chief Administrative Officer's Service Design Studio to make the TAP application a more trusted, equitable, and accessible process.			
Performance Measures			
Description	Fiscal 2023 Year-End	Fiscal 2024 Target	Fiscal 2025 Target
(1)	(2)	(3)	(4)
Percent of applications reviewed within 30 days	100%	100%	100%
Comments:			
Comments:			
Comments:			
Comments:			
Comments:			
Comments:			
Comments:			
Comments:			

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			PROGRAM SUMMARY - ALL FUNDS			
Department Revenue		No. 36	Program Water Assistance Program			No. 16
Summary by Fund						
Fund No. (1)	Fund (2)	Fiscal 2023 Actual Obligations (3)	Fiscal 2024 Original Appropriations (4)	Fiscal 2024 Estimated Obligations (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
02	Water	1,260,685	1,398,422	1,398,422	1,399,000	578
Total		1,260,685	1,398,422	1,398,422	1,399,000	578
Summary of Full Time Positions by Fund						
Fund No. (1)	Fund (2)	Actual Positions 6/30/23 (3)	Fiscal 2024 Budgeted (4)	Fiscal 2024 PPE 11/26/23 (5)	Fiscal 2025 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
02	Water	29	34	29	34	
Total Full Time		29	34	29	34	
Summary of Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2023 Actual Revenues (3)	Fiscal 2024 Original Budget (4)	Fiscal 2024 Estimated Revenues (5)	Fiscal 2025 Proposed Budget (6)	Increase or (Decrease) (7)
Total						
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2024 Original Approp. (GO Only) (4)	Fiscal 2024 Original Approp. (All Other Sources) (5)	Fiscal 2025 Proposed Budget (GO Only) (6)	Fiscal 2025 Proposed Bdgt (All Other Sources) (7)
Total						
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2023 Calculated Obligations (3)	Fiscal 2024 Calculated Appropriations (4)	Fiscal 2024 Calculated Obligations (5)	Fiscal 2025 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	554,275	582,550	582,550	582,782	232
Finance	Employee Benefits - Uniform					
Total		554,275	582,550	582,550	582,782	232

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 OPERATING BUDGET			PROGRAM SUMMARY			
Department		No.	Program		No.	
Revenue		36	Water Assistance Program		16	
Fund		No.				
Water		02				
Summary by Class						
Class	Description	Fiscal 2023 Actual Obligations	Fiscal 2024 Original Appropriations	Fiscal 2024 Estimated Obligations	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services	1,260,685	1,398,422	1,398,422	1,399,000	578
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		1,260,685	1,398,422	1,398,422	1,399,000	578
Summary of Positions						
Code	Category	Actual Positions 6/30/23	Fiscal 2024 Budgeted Positions	Increment Run PPE 11/26/23	Fiscal 2025 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian	29	34	29	34	
105	Full Time - Uniform					
Total		29	34	29	34	
Selected Associated Non-Tax Revenues by Type						
Description		Fiscal 2023 Actual Revenues	Fiscal 2024 Original Budget	Fiscal 2024 Estimated Revenues	Fiscal 2025 Proposed Budget	Increase or (Decrease)
(1)		(2)	(3)	(4)	(5)	(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 2025 OPERATING BUDGET					SCHEDULE 100 LIST OF POSITIONS BY PROGRAM				
Department				No.	Program				No.
Revenue				36	Water Assistance Programs				16
Fund				No.					
Water				02					
Line No.	Class Code	Title	Salary Range (in dollars)	Fiscal 2023 Actual Pos. 6/30/23	Fiscal 2024 Budgeted Positions	Increment Run -PPE 11/26/23	Fiscal 2025 Budgeted Positions	Annual Salary 7/1/24	Increase (Decrease) (Col. 8 less Col. 6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
		TAP (Affordable Rates)							
1	1A22	Clerical Supervisor 2	46,734 - 51,112		1		1	51,124	
2	1A04	Clerk 3	44,352 - 48,394	2					
3	2B02	Collection Customer Representative	44,352 - 48,394	15	24	17	18	707,373	(6)
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	2	4	154,386	
6	A620	Director of Customer Assistance	72,275		1	1	1	72,275	
7	1A37	Service Representatives	40,504 - 44,023	6		5	6	209,751	6
Total TAP				29	34	29	34	1,436,149	

CITY OF PHILADELPHIA BUDGET OFFICE FISCAL 2025 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 2023 Actual Pos. 6/30/23 (5)	Fiscal 2024 Budgeted Positions (6)	Increment Run -PPE 11/26/23 (7)	Fiscal 2025 Budgeted Positions (8)	Annual Salary 7/1/24 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1		Full Time - Civilian		29	34	29	34	1,436,149	
2		Overtime						76,000	

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