

# THE CITY OF WHITE PLAINS

2019 - 2020

PROPOSED BUDGET

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
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For the Fiscal Year Beginning

**July 1, 2018**

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Executive Director

**AWARD FOR DISTINGUISHED BUDGET PRESENTATION**

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of White Plains for its annual budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications medium.

The Award is valid for a period of one year only. We believe our current budget (FY 2019-2020) continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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# BUDGET MESSAGE

## OVERVIEW

The annual budget process is one of the most important financial planning activities undertaken by the City. The process consists of activities that encompass the development, implementation and evaluation of a financial plan in a manner that will help our elected officials make informed choices about the provision of services and capital assets. Key to the process is the fact that it should incorporate both a short and long term perspective, establish linkages to organizational goals, focus on results and outcomes, and promote effective communication among the public, the Common Council, the City administration and departments and other stakeholders.

In fiscal year 2019-2020 we continue the multi-year financial stabilization process that formally began over nine years ago. The 2019-2020 Proposed Budget has been constructed to maintain the City's high (Aa1) credit rating with Moody's Investors Service, a rating that it has proudly held since 1988.

Revenues that increase and decrease with changes in the economy, which include sales taxes, mortgage taxes, hotel occupancy taxes, user fees and certain permits are an important component of the City's budget. The increase in these revenues that results from a growing economy reduces the need to increase real property taxes. Unrestricted sales taxes account for 24.6% of total General Fund revenues. Based on the fiscal year-to-date results through January 2019, the 2019-2020 Proposed Budget estimates these revenues to decrease from the \$44.5 million included in the 2018-2019 Adopted Budget to \$44.0 million. Six years ago, sales tax revenue peaked at \$46.7 million and provided \$2.7 million more in revenue to the General Fund than is estimated in the Proposed Budget. The Hotel Occupancy tax is expected to increase by 1% to \$1.2 million. There is a decrease of 3% in Intergovernmental revenues. This decrease is mostly due to the transfer of a NYS grant from the Operating Budget to the Capital Budget in 2019-2020. Charges for services are up 6% in the Proposed Budget. This increase is chiefly attributable to revenue for Police contracted services, general fund charges to the sewer and water funds and expected increases in various fees. License and Permits revenues are up almost \$1.5 million or 19%. The largest component of this increase is building permits which are up over one million dollars from the current year's budget. Other increases are included for various other Building Department and Public Works Department permits. Fines and Forfeitures are also up over one million dollars (14%) in the 2019-2020 Proposed Budget. The two main factors in this increase are the fines for red light violations which are up over \$0.8 million now that the program is expected to be fully implemented next year and parking fines which are up over \$0.5 million or 8%. Interest income and developer's contribution fees are two other revenue items that are increasing in the 2019-2020 Proposed Budget.

Over the past nine years, the City has made significant strides in addressing the expenditure side of the equation. This includes the consolidation of administrative functions, workforce reductions, wage freezes and citywide reductions in various operational accounts, all of which have combined to reduce the funding requirements in the short term as well as in the long term. In cooperation with the New York State Power Authority (NYPA) the City converted all of its street lights to LED lighting. The Parking Department is now working with NYPA on a pilot project to change the lighting in the City's garages to LED. Despite all of these efforts,

# BUDGET MESSAGE

many costs continue to increase at a rate greater than revenues. This disparity is, in part, due to the declining City's sales tax receipts and the need to replace those revenues through other revenue sources and/or expenditure reductions.

This is the eighth fiscal year that we find ourselves developing an annual budget in accordance with a real property tax levy cap ("tax cap") mandated by Chapter 97 of the New York State Laws of 2011. This law limits the real property tax levy increase over the prior year's levy by not more than two percent (2%) or the rate of inflation, whichever is less. The rate of inflation utilized by the State for our 2019-2020 fiscal year was capped at 2%. In addition to the inflation rate, the tax cap formula also includes adjustments to the maximum allowed levy for special assessments (such as Business Improvement District assessments), a tax based growth factor provided by the State (such as new construction), certain increases in pension costs (also provided by the State) and judgments or court orders related to tort actions (tax certiorari are not considered to be tort actions). When compared to the current year, the 2019-2020 proposed real property tax levy is increasing less than \$1.6 million. It should be noted that this increase is almost a million dollars below the maximum increase of over \$2.5 million allowed by the NYS tax cap formula.

## **BUDGET SUMMARY**

The 2019-2020 Proposed Budget for the General Fund provides for reasonable and realistic revenue and expenditure estimates and a real property tax rate necessary to achieve a balanced budget:

- Appropriations of \$178.8 million, \$4.8 million (2.7%) more than the 2018-2019 Adopted Budget of \$174.0 million;
- A continuation of hiring restrictions;
- Debt proceeds are not used as a financing source for tax certiorari or pension amortization;
- \$5.1 million is appropriated from the tax stabilization account, which is \$43,256 more than the amount appropriated in the 2018-2019 Adopted Budget;
- \$7.1 million is appropriated from various other components of fund balance, which is \$0.6 million less than was appropriated in the 2018-2019 Adopted Budget;
- Taxable assessed valuation of \$283.0 million, a decrease of \$0.1 million from the assessed valuation from the prior year. This amount includes the transfer of the North tower of the City Center building and the Target property from Payment in Lieu of Property Tax (PILOT) properties to the assessment roll;
- A property tax rate of \$217.07 per \$1,000 taxable assessed valuation, which is 2.7% more than the 2018-2019 tax rate of \$211.36. For a residential home with a median assessed value of \$13,500 this would yield an increase in City property taxes of approximately \$77 annually.

# BUDGET MESSAGE

The 2019-2020 Proposed Budget of \$6.6 million for the Library Fund is unchanged from the 2018-2019 Adopted Budget. Property taxes raised through the General Fund will provide \$6.5 million (98.4%) of the funding needed for Library operations, or an increase of \$45,000 over the previous year. The remainder of Library funding is derived from user fees, grants, contributions, miscellaneous revenues and a small (\$36,183) appropriation of fund balance.

The 2019-2020 Proposed Budget of \$15.6 million for the Debt Service Fund is \$1.2 million more than the \$14.4 million provided for in the 2018-2019 Adopted Budget. The 2019-2020 Proposed Budget provides \$11.3 million for the payment of principal and \$4.3 million for the payment of interest on general long-term debt. Transfers in from the General Fund and Library Fund of \$13.7 million and \$0.7 million, respectively, together with a \$1 million appropriation of fund balance and a subsidy of \$145,997 from the New York State Environmental Facilities Corporation (EFC) provide the resources needed for these payments. It is estimated that there will be \$1.9 million of fund balance remaining at 2019-2020 year end. Absent any unanticipated inflows to the Debt Service Fund, future budgets could require an increasingly larger contribution from the General Fund.

Excluding depreciation (a non-cash expense) of \$1.5 million, the 2019-2020 Water Fund Proposed Budget provides for \$16.2 million of expenses. Included within these expenses is \$0.7 million for capital improvements or emergency repairs. These expenses are fully covered by revenue from user charges and other revenues.

The 2019-2020 Sewer Rent Fund Proposed Budget provides for \$3.7 million of expenses, including depreciation of \$0.9 million. Funding is provided for \$525,000 in capital improvements recommended in the Capital Improvement Program or needed for emergency repairs. Revenues from user charges of \$3.3 million as well as other miscellaneous revenues fund the entire \$3.7 million of expenses.

The 2019-2020 Proposed Budget of \$5.9 million for the Self Insurance Fund covers current operating costs needed during the fiscal year for the City's risk management and insurance program. These costs are charged back to the other funds of the City through interfund service charges.

## **KEY REVENUE SOURCES**

The real property tax levy of \$61.4 million represents 34.4% of total General Fund revenues and other resources. The real property tax rate of \$217.07 is based on a taxable assessment roll of \$283.0 million. A net decrease in the assessment roll is almost entirely offset by the transfer of two major PILOT assessments back to the roll.

Unrestricted sales tax revenue for fiscal year 2018-2019 is currently projected at \$44.0 million, which is a decrease of \$0.5 million from the Adopted Budget and one million dollars less than the amount received in the previous year. In accordance with Section 68 of the City Charter, the estimate for such revenues in the 2019-2020 Budget cannot exceed the 2018-2019 projected amount. Thus, the same \$44.0 million in unrestricted Sales Tax revenue is budgeted for 2019-2020. This \$44.0 million represents 24.6% of total General Fund

# BUDGET MESSAGE

revenues. The City's sales tax rate is 2.5%, comprised of 1.5% unrestricted (Section 1210 of Tax Law); 0.75% unrestricted (Section 1210(41)(3)(i) of Tax Law) and 0.25% restricted (Section 1210(41)(3)(ii) of Tax Law). While the 1.5% unrestricted component is permanent, the 0.75% unrestricted and 0.25% restricted components are scheduled to expire again on August 31, 2019. The City of White Plains Common Council has approved a Home Rule Request seeking re-authorization of these expiring sales tax components from New York State.

Parking related revenues of \$27.5 million including meter fees, parking related fines, red light fines, and permit charges represent 15.4% of total General Fund revenues and other resources. Parking revenues fund the total cost of operating and maintaining parking facilities and help support the costs of services provided to non-residents visiting or doing business in the City.

The 2019-2020 Proposed Budget includes intergovernmental grants and aid of \$7.8 million representing 4.4% of total General Fund revenues and other resources. Of this amount, \$5.5 million is estimated to come from the New York State Aid and Incentives to Municipalities (AIM) funding and \$2.0 million is expected to be generated through New York State Mortgage Tax revenues. The remainder of intergovernmental grants and aid will come from miscellaneous other grants. It should be noted that the City has received no increase in AIM funding from the State and no relief from State mandates.

The major revenue sources for the Library Fund and Debt Service Fund are transfers in from other funds of the City. The major revenue source for the Self Insurance Fund is the amount received from other funds of the City ("internal" customers) in the form of interfund service charges. The major revenue sources for the Water Fund and the Sewer Rent Fund are user fees charged to external customers. In the Proposed Budget, the sewer rent rate will remain at 19% of the amount charged for water service.

## **SERVICES**

The 2019-2020 Proposed Budget maintains City services at levels comparable to prior years; it provides the amounts necessary to fund salaries, benefits, debt service and other costs in accordance with current contractual or legal requirements. Taxes levied on behalf of the Business Improvement District (B.I.D.) remain at \$700,000.

In spite of the challenges imposed by the real property tax cap and by recently diminishing sales tax returns, the City continues to offer superior services to our residents and to maintain the infrastructure of the City in peak condition. In the 2019-2020 Proposed Budget the amount of unassigned fund balance appropriated is \$6.1 million. This is actually \$0.6 million less than the amount appropriated in the 2018-2019 Adopted Budget. The City is using its bonding authority to address capital needs where appropriate, and although financing rates remain low, there is an incremental cost to making new debt service payments. Close attention to cost control measures by departments in the current and prior years, and in planning for next year, have kept the total increase in operating costs to \$4.8 million (2.7%) when compared to the 2018-2019 Adopted Budget. As noted previously, addressing future debt service requirements and the tax cap could be a challenge. This is especially true since

# BUDGET MESSAGE

sales tax receipts seem to be reflecting new patterns in buying and no longer provide the level of annual growth that the City once experienced. The addition of retail and residential units in the City, which is now underway, may provide new retail purchases which would help address that problem. However, in the future, if the sales tax receipts do not improve or new revenue sources are not identified, the City may need to consider overriding the tax cap if it wishes to continue its superior level of services, while maintaining a healthy fund balance and an Aa1 rating from Moody's.

As recommended by the City's fiscal performance goals, a contingency reserve to cover unanticipated costs in an amount that does not exceed 1% of the budget has been included in the Reserve for Financing.

## **PROPERTY TAXES**

The property tax levy included in the 2019-2020 Proposed Budget is the amount needed to balance the General Fund budget after deducting all other forms of revenue and other financing sources from total appropriations. The property tax rate per \$1,000 taxable assessed value is then calculated by dividing the property tax levy by the per \$1,000 value of total assessed value of all taxable properties in the City. The 2019-2020 proposed property tax rate is \$217.07 per \$1,000 taxable assessed valuation.

## **TAX STABILIZATION ACCOUNT**

By Common Council ordinance effective June 1, 2010, the City established a contingency and tax stabilization account and adopted a 1/4% sales tax rate whose proceeds would be used to fund the account. The amount held in the account can be used to address either a significant and unforeseen shortfall in a major revenue source; provide funding for a significant and unforeseen increase in expenditures and/or be appropriated in the adoption of an annual budget to reduce a projected real property tax levy increase to no more than 2½%. Section 68 of the City Charter further prohibits the Common Council from appropriating an amount in excess of the balance reported in the account at the close of the prior fiscal year. This tax is subject to renewal every two years and remains in effect through August 31, 2019. As previously mentioned the City has already begun the process of extending this and other sales tax rates for an additional two years.

The 2019-2020 Proposed Budget appropriates \$5.1 million from the tax stabilization account as a financing source, which is similar to the amount appropriated in the 2018-2019 Adopted Budget. The balance in the account reported in the City's audited Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2018 was \$10.2 million, which included \$5.1 million appropriated for the 2018-2019 budget.

## **THE FUTURE**

The objectives of this budget are to contain costs, to seek reasonable and responsible increases or new forms of revenue and to ensure that our fiscal performance goals meet or exceed best practices. We strive to achieve the alignment of revenues with activities generating costs to alleviate to the extent possible the burden on our taxpayers.

# BUDGET MESSAGE

We continue to seek meaningful mandate relief so that we can continue to provide affordable services that are needed and desired by our residents and businesses.

We affirm our commitment to maintain and replace our capital assets in a manner that spreads the costs appropriately over the life of those assets and to those receiving the benefits produced by those assets. This includes responsible long-term planning for the acquisition, maintenance and disposal of assets and a judicious funding blend of cash, debt and grants/aid.

The 2019-2020 Proposed Budget offers a plan for the delivery of needed and desired services that preserve our quality of life while adhering to fiscal policies that will ensure retention of our coveted Aa1 credit rating. However, if future City budgets increase their reliance on fund balance, and the excess of revenues over expenditures accelerate, fund balance will begin to erode. New or expanded revenue sources and/or reduced or consolidated service levels can reverse this trend.

## **ACKNOWLEDGMENTS**

Appreciation is extended to all department heads for their cooperation and participation in the budget process. We thank Eileen Bradley (a former Budget Director of the City), Carolyn Mayo, James Heslop and Rosemary Cucurullo (both of whom were former Deputy Commissioners of Finance for the City), and Carol Endres, Deputy Commissioner of Finance for their efforts in preparing this proposed budget.



James Arnett  
Budget Director

# BUDGET AT A GLANCE

FISCAL YEAR  
JULY 1, 2019 - JUNE 30, 2020

DATE OF BUDGET ADOPTION  
ON OR BEFORE MAY 30, 2019

## GENERAL FUND TAX BUDGET:

◆ Total General Fund Tax Budget	\$ 178,805,348
◆ Change versus 2018-2019 Adopted Budget	\$ 4,758,906
◆ Percentage Change	2.7%

## TAX BASE:

◆ Total Taxable Assessed Valuation	\$ 283,027,686
◆ Change versus 2018-2019 Assessment	\$ (113,603)
◆ Percentage Change	(0.1%)

## PROPERTY TAXES:

◆ Property Tax Rate (per \$1,000 Taxable Assessed Valuation)	\$ 217.07
◆ Change versus 2018-2019 Tax Rate	\$ 5.71
◆ Percentage Change	2.7%

## COMBINED OPERATING BUDGETS:

(General, Library, Self Insurance, Sewer Rent and Water Funds)

◆ Total (Memorandum Only)	\$ 198.3 m
◆ Change versus 2018-2019 Adopted Budgets	\$ 4.4 m
◆ Percentage Change	2.3%

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# BUDGET STRATEGIES

The Fiscal Year 2019-2020 Budget has been prepared in compliance with the City's Fiscal Performance Goals and the City Charter. Section 68 of the City Charter requires the Budget Director to prepare a proposed budget in the form required by law and transmit this proposed budget in writing to the Common Council at their stated meeting in April. Copies of the proposed budget are made available to the public immediately following transmission to the Common Council.

The Common Council must consider the proposed budget as submitted by the Budget Director and adopt a budget for the ensuing fiscal year on or before the 30th day of May. The following strategies were used in reviewing departmental requests and in preparing the proposed budget:

- ◆ The property tax levy does not exceed the state mandated cap calculated using the Office of the State Comptroller's Local Government Property Tax Cap filing system.
- ◆ The property tax rate is proposed at the level needed to remain within the state mandated property tax levy and to maintain a high level of City service.
- ◆ All City fees were reviewed and revised, as needed, in the proposed budget to 1) ensure that the historical relationship between the fees and the cost of providing services for which the fees are charged is maintained and 2) ensure that fees are imposed and levied on a fair and equitable basis.
- ◆ All other revenues are budgeted in accordance with the guidelines mandated by the City's Charter.
- ◆ Departments were required to submit budgets within a target developed to minimize expenditure growth.
- ◆ Departmental budget proposals were analyzed in the context of available resources, expenditure growth rates, program objectives and performance measures as demonstrated by the budget submission materials, annual reports, discussions with department heads and City priorities.
- ◆ Full-time positions are budgeted according to current labor contracts, and pension costs are funded as mandated by the State retirement system.
- ◆ Self-insurance costs are budgeted in accordance with state regulations and actuarial projections of risk exposure.
- ◆ Tax certiorari claims expected to be settled within the new fiscal year continue to be fully funded without the use of debt.
- ◆ Capital needs of the City's general, water, and sewer infrastructure are supported in the proposed budget in accordance with the 2019-2025 Capital Improvement Program and as adopted by the Capital Projects Board.
- ◆ In conformance with the City's Fiscal Performance goals, the Reserve for Financing for contingencies is budgeted in an amount not to exceed 1% of the proposed tax budget.
- ◆ Water Fund and Sewer Rent Fund operating and capital expenses are supported entirely by user charges.

## **HOW TO USE THIS BUDGET**

This Proposed Budget is both a planning and a policy document. When adopted, it becomes an important legal document that serves as a policy document, a financial plan, an operations guide, and a communications device. As such, it is important that the reader have a thorough understanding of the wealth of information it contains.

**Table of Contents:** The detailed Table of Contents specifies each of the areas addressed in the City's budget. A few moments spent reviewing the Table of Contents will reduce the time spent finding items or areas of interest to the reader.

**Section I - Budget Message & Summaries:** In this section we strive to summarize in words and simple graphics the important issues facing the City and the proposed solutions. We inform the reader of the various components of City government, of the process used to develop the City's budget and the policies and procedures employed by the City in managing and safeguarding its resources. We also outline the revenue and expenditure assumptions used in developing the proposed budget and explore the short and long-term impact of key revenue and expenditure trends. Finally, we provide graphic and tabular summaries of financial information by sources of revenue (where does the money come from?), objects of expenditure (where does the money go?), departments (who spends it?) and activities (for what services?). The remainder of Section I contains various summaries of the Combined Budgets (General Fund, Library Fund, Self Insurance Fund, Sewer Rent Fund and Water Fund). The summaries provide a multi-year perspective to facilitate "last year/this year/next year analysis."

**Section II - General Fund Budget By Departments:** Section II presents information by departments. Departments are organizational units established under the authority of the City Charter to provide specific programs and/or services. These programs and/or services are known as "activities". Displayed in this section are brief descriptions of each department and major bureau, as well as a listing of the activities they provide. Next year's proposed net cost is compared with last year's actual net cost and this year's revised budget for each activity. A page number is provided next to this information that refers the reader to the appropriate page in Section III where a much more detailed analysis of the activity is provided. Section II also provides the reader with the Table of Organization and an analysis of filled and vacant positions for each department. Finally, historical and proposed revenue, expenditure and net cost data are provided for each department. The departments are arranged in alphabetical order.

**Section III - General Fund Budget By Goals:** Section III presents information by goals and activities. Activities are on-going, identifiable programs or services provided by departments that are of sufficient magnitude and interest to the public to warrant tracking. Department heads have stated the objectives that they seek to accomplish for each activity. The various tasks performed and quantitative/qualitative criteria by which to measure the degree of accomplishment in achieving the stated goals are presented, as are responsibilities mandated by law. The municipal entity that mandates a Task/Measure, if applicable, is identified by an abbreviation: FED - Federal Government, NY - New York State, WC - Westchester County and WP - White Plains. Historical and proposed revenue, expenditure and net cost data are also provided, and each activity is cross-referenced back to the appropriate department page in Section II.

It is important to note that throughout the fiscal year, department heads assess their progress towards achieving their objectives. Department heads submit annual reports outlining their achievements in meeting their objectives to the Mayor and Common Council.

Section III is subdivided into six groups of activities. Each group of activities is preceded by a City-wide goal. The activities linked to a particular goal represent what the City as a whole is doing to achieve its goals regardless of which department(s) is/are providing the service(s). Activities are further displayed by their "sub-groups" within each of the six groups of activities. For example, activities are arranged by cultural, recreational and social sub-groups under the City-wide goal of Social Enrichment Opportunities. While at first the grouping of activities in this manner might be confusing to readers who have become accustomed to government budgets that stress "who is spending", the public and City officials recognize that it is a much more meaningful way of assessing the City's overall progress in meeting the needs of the community. In other words, it is more meaningful and important to ask, "What is being accomplished?" rather than, "Who is spending?"

**Section IV – Other Operating Funds: Library, Self Insurance, Sewer Rent, and Water:**

Section IV contains information concerning the budgets for other funds adopted by the Common Council: the Library Fund, Self Insurance Fund, Sewer Rent Fund and Water Fund. Information is presented by fund, department (similar to Section II) and activity (similar to Section III). Graphic and tabular summaries for each of these funds are also presented to facilitate multi-year analyses.

**Section V - Indebtedness:** This section contains the proposed Debt Service Fund budget which is also adopted by the Common Council. The Debt Service Fund accumulates resources (money) for the payment of principal and interest on general long-term debt other than the debt related to water and sewer projects. This section also contains debt information related to the Water Fund and the Sewer Rent Fund, and multi-year projections for all of the City's indebtedness. Graphical and tabular summaries are contained in Section V to facilitate multi-year analyses.

**Section VI - Supplemental Information:** Section VI contains statistical information on the City as a whole, including the funds whose budgets are not adopted by the Common Council (White Plains Urban Renewal Agency, Cable TV Fund, etc.). This section also includes detailed information on the City's assessment roll, property taxes and sales taxes, personnel costs, staffing levels, demographics and other information.

**Glossary, Acronyms and Index:** This section contains a Glossary of terms and Acronyms used throughout this document, and an Index to assist the reader in locating information of particular interest.

## FUNDS, DEPARTMENTS, AND ACTIVITIES

The City uses a three-tiered organizational structure to budget and account for the needs and desires of the community: funds, departments, and activities.

**FUNDS:** A “fund” is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The City adopts annual budgets for the General Fund, Library Fund, Debt Service Fund, Self Insurance Fund, Sewer Rent Fund and Water Fund. This document references other funds, such as the Cable Television Fund, Capital Projects Fund, Youth Development Fund and Community Development Fund, that have an impact on the City’s operations, but do not have budgets adopted annually by the Common Council.

FUND/PURPOSE	RELATIONSHIP TO OTHER FUNDS
<p><b><u>General Fund</u></b> The General Fund is used to account for and report all financial resources not accounted for and reported in another fund. Budget is adopted by the Common Council.</p>	<p>Provides funding to the Library Fund for Library operations; to the Debt Service Fund for payments of principal and interest on general long-term debt other than water, sewer, open space and municipal garage debt; to the Capital Projects Fund for capital improvements; to other funds for specific purposes. “Buys” services from the Self-Insurance Fund.</p>
<p><b><u>Library Fund</u></b> The Library Fund is a special revenue fund used to account for the operations of the White Plains Public Library. Budget is adopted by the Common Council.</p>	<p>Receives funding from the General Fund for operating expenditures. Provides funding to the Debt Service Fund and the Capital Projects Fund. “Buys” services from the Self Insurance Fund.</p>
<p><b><u>Self Insurance Fund</u></b> The Self Insurance Fund is an internal service fund that accounts for and reports on the City’s risk management and insurance program. Budget is adopted by the Common Council.</p>	<p>“Sells” risk management services and provides insurance protection to all entities of the City.</p>
<p><b><u>Sewer Rent Fund</u></b> The Sewer Rent Fund is an enterprise fund, funded entirely by fees charged to users of the sewer system, that accounts for and reports on the City’s sanitary sewer operations. Budget is adopted by the Common Council.</p>	<p>“Buys” services from the General and Self Insurance Funds. Uses no tax dollars for support.</p>
<p><b><u>Water Fund</u></b> The Water Fund is an enterprise fund, funded entirely by fees charged to users of the water system, that accounts for and reports on the City’s water supply and distribution operations. Budget is adopted by the Common Council.</p>	<p>“Buys” services from the General and Self Insurance Funds. Uses no tax dollars for support.</p>

FUND/PURPOSE	RELATIONSHIP TO OTHER FUNDS
<p><b><u>Cable Television Fund</u></b>  The Cable Television Fund is a special revenue fund used to account for and report the proceeds of cable television franchise fees (as determined by the Common Council) that are restricted or committed to expenditure for the operation of cable television channels for public and governmental purposes. Budgets are approved by the Cable Commission.</p>	<p>Receives funding from the City's cable franchise fees, as determined by the Common Council.</p>
<p><b><u>Capital Projects Fund</u></b>  The Capital Projects fund is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. A multi-year Capital Improvement Program is developed annually. Individual project budgets are adopted by the Common Council as needed or desired.</p>	<p>Receives funding from the General Fund and Library Fund, various forms of grants, aid and contributions, and from the proceeds of the sale of debt instruments to be used to acquire or construct capital facilities and other capital assets.</p>
<p><b><u>Debt Service Fund</u></b>  The Debt Service Fund is used to account for and report financial resources that are restricted, committed, or assigned for principal and interest expenditures. Budget is adopted by Common Council.</p>	<p>Receives funding from the General Fund and Library Fund for annual principal and interest payments on general long-term debt. Also, receives dedicated revenues as specified by the Common Council to meet the debt service requirements of the City's open space bonds.</p>
<p><b><u>Youth Development Fund</u></b>  The Youth Development Fund is a special revenue fund used to account for and report the proceeds of grants and contributions that are restricted or committed to expenditure for youth development programs.</p>	<p>Receives funding from various grants related to youth. Grant terms vary in length and terms.</p>
<p><b><u>White Plains Housing Authority</u></b>  The White Plains Housing Authority is a separate public agency established to manage the City's public housing facilities.</p>	<p>The City pays the Chairman and tenant members of the Board of Directors an annual stipend from the General Fund.</p>
<p><b><u>Community Development Block Grant (CDBG)</u></b>  CDBG is a special revenue fund used to account for and report proceeds of grants restricted or committed to expenditure for housing, public works and assistance programs. Budget is determined by the grant application as amended and approved by the authorizing federal agency and public service programs.</p>	<p>Provides funding to various City programs, "buys" services from several General Fund Departments (Finance, Law, Planning, etc.).</p>

FUND/PURPOSE	RELATIONSHIP TO OTHER FUNDS
<p><b><u>White Plains City Court</u></b>  The White Plains City Court is an entity of the New York State Unified Court System and is administered by the New York State Office of Court Administration.</p> <p><b><u>White Plains Urban Renewal Agency</u></b>  The White Plains Urban Renewal Agency is a public benefit corporation authorized by Title 14, Article 15-B of New York State General Municipal Law to exercise certain powers to carry out urban renewal projects approved by the Common Council which conform to and promote the goals and objectives of the City's Comprehensive Plan.</p>	<p>The City of White Plains appoints four full-time City Court Judges for a term expiring ten years after the date of such appointment or upon a vacancy within the ten year appointment. The Court adjudicates violations of various statutes and transfers municipal related fines to the City. Most of the expenses of the Court are funded by the State of New York, but the City funds some minimal expenses. The City of White Plains Traffic Violations Bureau, which operates under the Parking Department, assists the court in disposition of offenses in relation to traffic violations.</p> <p>The White Plains Urban Renewal Agency is comprised of a five member board including the Mayor and four other members appointed by the Mayor. City departments provide administrative support to the White Plains Renewal Agency for which the City is reimbursed by the Agency.</p>

**DEPARTMENTS:** Departments are organizational units established under the authority of the City Charter. The City appropriates funding by department and department heads are empowered to commit City resources. The Public Works Department includes "sub-organizations" called bureaus. Budgets are adopted for the major bureaus, but ultimate management and financial responsibility remains with the department heads.

**ACTIVITIES:** Activities are identifiable programs or services which are provided by the departments. The City has identified as activities those on-going programs and services that are of sufficient magnitude and interest to the public to warrant tracking.

**Exhibit I.1** on the next page illustrates the organizational structure of the City in terms of funds, departments, and activities. It shows the five operating funds for which the Common Council adopts budgets (General Fund, Library Fund, Self Insurance Fund, Sewer Rent Fund and Water Fund). Within each fund, the schedule shows the various departments, and within each department, the various activities provided by the departments.

**CITY OF WHITE PLAINS  
SCHEDULE OF FY 2019-2020 BUDGET ENTITIES  
FUNDS, DEPARTMENTS & ACTIVITIES**

**GENERAL FUND**

**Council & Boards**

**Assessment Review Board**

Assessment Review

**White Plains Board of Ethics**

Board of Ethics

**City Court**

City Court Proceedings

**Common Council**

Policy Formulation

**Real Estate Committee**

Tax Property Management

**Zoning Board of Appeals**

Review of Zoning Appeals

**White Plains Housing Authority Board**

White Plains Housing Authority

**General Government**

**Budget Department**

Resource Planning & Management

**Building Department**

Engineering Review & Construction

Code Enforcement

Equipment & Environmental Code

Enforcement

Housing Code Enforcement

**Finance Department**

Bookkeeping & Financial Reporting

City-wide Financial Activities

Disbursements & Payroll

Financial Policy & Administration

Revenue Collections

**General Government (continued)**

**Information Technology**

Information Technology

**Law Department**

Counsel to City

Labor Relations

Litigation & Tax Assessment Review

**Office of the Assessor**

Establish/Maintain Assessment Roll

**Office of the City Clerk**

City Clerk Services

Elections

**Office of the Mayor**

Municipal Management

**Personnel Department**

Civil Service Administration

Personnel Administration

**Planning Department**

City Support to Federal Programs

City Support to Urban Renewal Agency

Planning Services

**Purchase Department**

Purchasing, Stockroom & Warehouse

**Parking**

**Department of Parking**

General Operations

Garages

Parking Lots & On-street Parking

Parking Violations

Enforcement-General & City Center

Traffic Engineering

Traffic Maintenance

**Public Works (continued)**

**Bureau of Highways & Grounds**

Street Lighting

Forestry Services

Leaf Removal

Snow Removal

Street Cleaning

Street Repairs

Parks Maintenance

**Bureau of Sanitation**

Waste Collection, Disposal & Recycling

**Bureau of Storm Water**

Storm Water System Maintenance

**Bureau of Engineering**

Engineering Services

**Community Services**

**Public Library**

General Fund Contribution to the Library

**Recreation & Parks**

Cultural & Special Events

Admin. Services Rec. & Parks

Programs for People with Differing Abilities

Ebersole Rink

Day Camps & Special Interest Camps

Outdoor Pools

Youth Sports, Athletics & Special Interests

Adult Sports, Athletics & Special Interests

Renaissance Plaza

Senior & Citizens Services

**Youth Bureau**

After School Centers & Saturday Academy

Bits 'N Pieces Summer Day Camp

Alternatives Program

Neighborhood Services

Youth Employment Services

Youth Program Management & Admin.

**LIBRARY FUND**

**White Plains Public Library**

Library Administration

Circulation/Technical Support

Adult Services

Youth Services

Library Building Operations

**SELF INSURANCE FUND**

Risk Management

Self Insurance

**SEWER RENT FUND**

Waste Water Operations

& Maintenance

**WATER FUND**

**Bureau of Water**

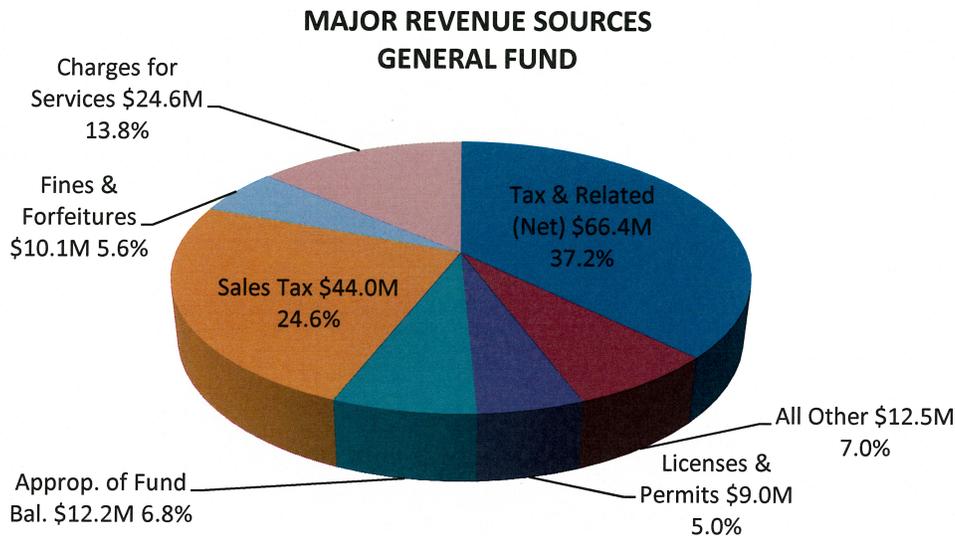
Water Bureau Administration

Water Supply Operations

Water Distribution System

**GENERAL FUND BUDGET  
BY MAJOR SOURCES OF REVENUE  
AND OBJECTS OF EXPENDITURE**

This section addresses the various revenue and expenditure assumptions contained in the budget. Section 68(5)(C)(a) of the City Charter requires that revenue estimates are conservative: "With the exception of additional revenues resulting from increases in fees or intergovernmental assistance, or the additional revenue to be derived from sources other than those which furnish revenues in the current year, miscellaneous revenues from sources other than the property tax levy shall in no instances nor as to any item be estimated at an amount in excess of the amount of such miscellaneous revenues estimated to be recognized in the current year."



**Exhibit I.2**

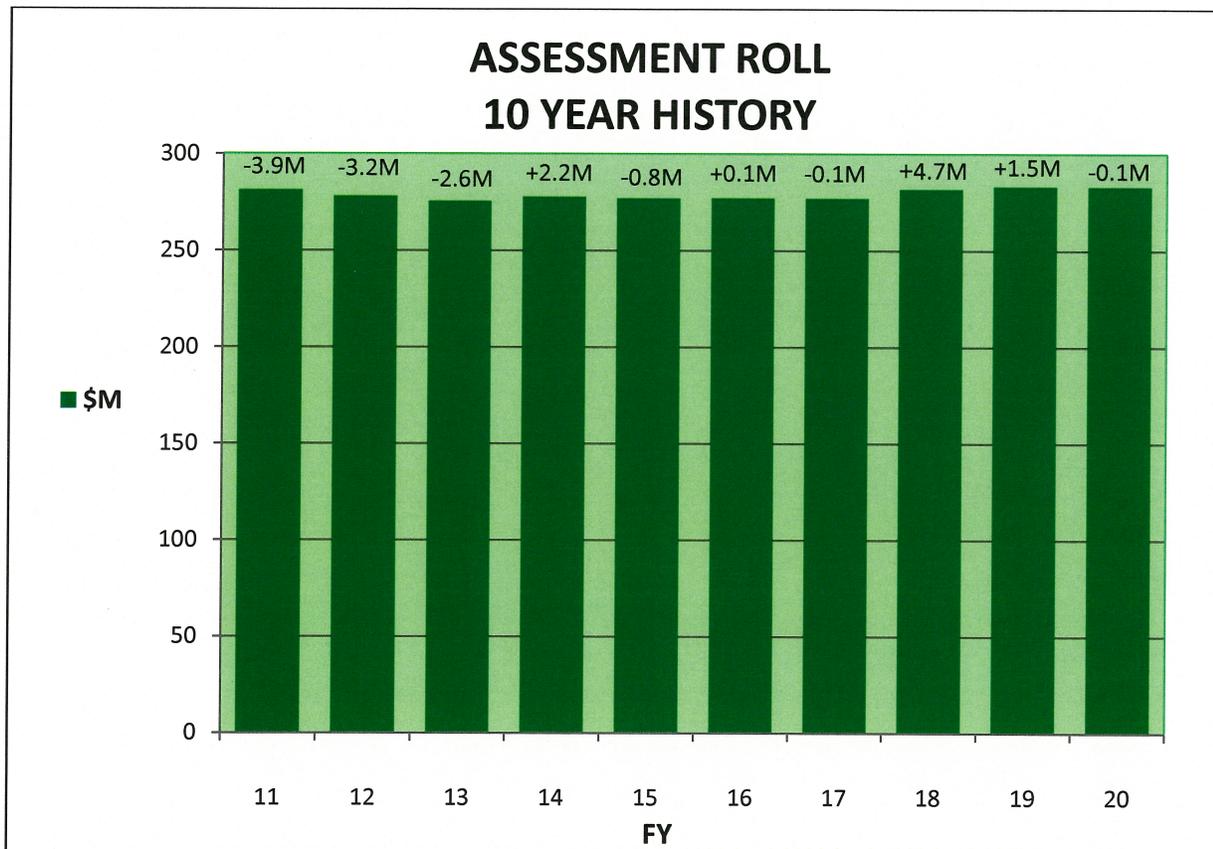
The City's major revenues are derived from the sources shown on the schedule below. To aid in analysis, the proposed budget is compared to the current year revised budget as of December 31<sup>st</sup> and last fiscal year's actual revenues.

	<b>2017-2018 Actual</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Proposed Budget</b>
Property Taxes (Net)	\$ 59,440,552	\$ 61,900,071	\$ 62,937,768
Sales Tax – Unrestricted	45,069,015	44,500,000	44,000,000
Sales Tax – Restricted	5,007,666	-	-
Other Taxes	3,730,203	3,397,230	3,488,000
Intergovernmental	8,129,070	8,101,245	7,831,495
Charges for Services	22,705,625	23,213,311	24,622,068
Licenses and Permits	7,669,623	7,517,422	8,975,684
Fines & Forfeitures	8,240,855	8,880,900	10,088,821
Miscellaneous	3,994,621	3,797,997	4,675,487
	<u>163,987,230</u>	<u>161,308,176</u>	<u>166,619,323</u>
Appropriated for Tax Stabilization	-	5,067,769	5,111,025
Appropriated for Open Space	-	120,000	120,000
Appropriated for Tax Certioraris	-	900,000	900,000
Assigned to Prior Yr. Encumbrance	-	1,506,548	-
Unassigned	-	6,675,000	6,055,000
	<u>\$ 163,987,230</u>	<u>\$ 175,577,493</u>	<u>\$ 178,805,348</u>

**Property Tax Levy:** The assessed valuation of taxable properties in the City of White Plains on March 1, 2019 was \$283,027,686, a decrease of \$113,603 from 2018. The following schedule summarizes the changes from the 2018 roll:

	<u>Taxable Properties</u>	<u>Special Franchise</u>	<u>Total Taxable Roll</u>
FY 2018-2019 Taxable Roll	\$ 270,037,139	\$ 13,104,150	\$ 283,141,289
Assessments Added to Roll	4,904,220	-	4,904,220
Assessments Removed from Roll	(4,178,750)	(975,917)	(5,154,667)
Net Change to Partial Exemption	136,844	-	136,844
<b>FY 2019-2020 TAXABLE ROLL</b>	<b>\$ 270,899,453</b>	<b>\$ 12,128,233</b>	<b>\$ 283,027,686</b>
Net Change	\$ 862,314	\$ (975,917)	\$ (113,603)

**EXHIBIT 1.3**



**Exhibit 1.3** shows the changes to the City's assessment roll over the last ten years. The City's assessment roll for FY 2019-2020 decreased slightly (\$113,603) following an increase of \$1.5 million in the previous fiscal year. However, like last year, the change is due principally to the transfer from PILOT property to the assessment roll. This year the transferred PILOTs were the north tower of the City Center Building and Target. The components of the year-to-year change impacting the proposed budget are as follows: additional assessments of \$4.9 million, net change to partial exemptions of \$136,844 and assessments removed from the roll of \$5.2 million. At the current year City tax rate of \$211.36, the net decrease in the taxable roll translates to an increase in the property tax rate of \$.40 for FY 2019-2020. The fiscal year 2019-2020 budget proposes a property tax rate increase of 2.7% or \$5.71 per thousand of assessed value, for a total rate of \$217.07. For a residential home with a

median assessment of \$13,500 City property taxes will be \$2,930, an increase of approximately \$77 annually. Revenue from payments in lieu of taxes (PILOTs) is budgeted at \$1.3 million in fiscal year 2019-2020, a decrease of approximately half a million dollars from the current fiscal year. The following schedule summarizes the changes in the City's property tax levy, including PILOTs and prior year tax collections:

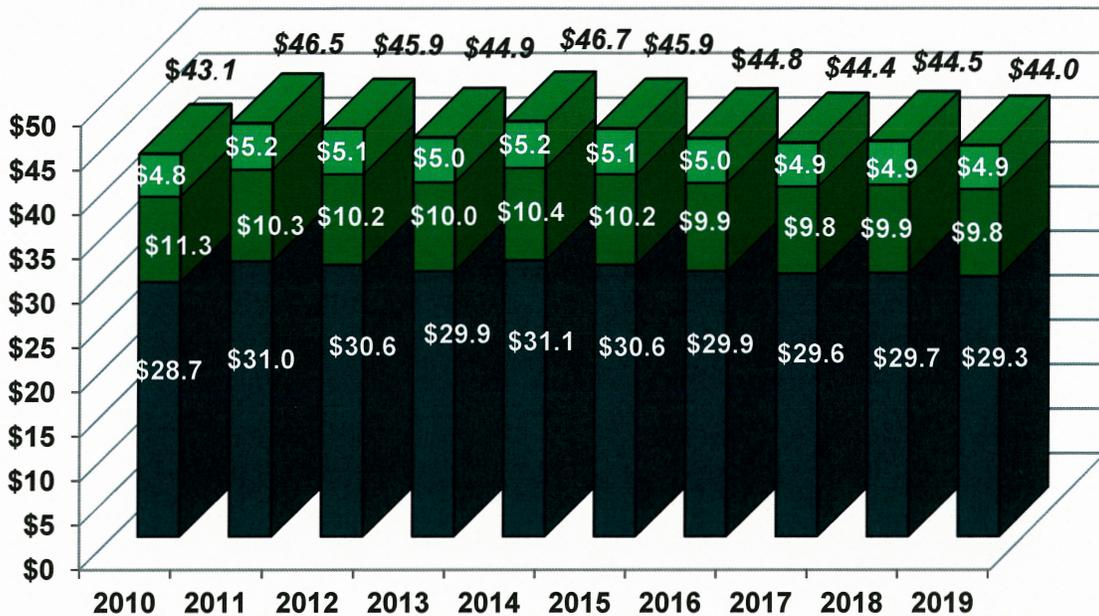
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
Property Tax Levy	\$57,380,750	\$59,844,743	\$61,436,820
Payments in Lieu of Taxes	1,934,389	1,837,328	1,322,948
Prior Year Collections	295,854	200,000	200,000
Allowance for Refunds/ Uncollected Taxes	(170,441)	(22,000)	(22,000)
	<u>\$59,440,552</u>	<u>\$61,900,071</u>	<u>\$62,937,768</u>
Tax Rate	<u>\$205.37</u>	<u>\$211.36</u>	<u>\$217.07</u>

Chapter 97 of the (New York State) Laws of 2011 established a tax levy limit (“tax cap”) that became effective seven years ago. Under this new law, the property taxes levied cannot increase by more than two percent or the rate of inflation (whichever is lower), unless a super majority of the Common Council votes affirmatively to override the tax cap. The formula used to calculate the tax cap includes property taxes; the City’s Business Improvement District (BID) special assessments; PILOTs; a tax based growth factor (generally new construction); exclusions for increases in employer contributions to the New York State Retirement Systems where the increase is caused by growth in the system average actuarial contribution rate in excess of two percentage points; exclusions for expenditures resulting in court orders or judgments arising out of tort actions (this does not include tax certiorari) for any amount that exceeds five percent of the prior year tax levy, and adjustments for cost and savings as determined by the State Comptroller due to the transfer of functions from one local government to another. The proposed tax levy is less than the state-capped amount.

In addition to the tax cap, there is a New York State constitutional tax limit that restricts the total amount of the property tax levy to two percent of the five-year average full valuation of real property within the City. It is projected that the City will have a constitutional tax limit of \$624.28 per \$1,000 on July 1, 2019. This limit, when compared with the proposed tax rate of \$217.07, less allowable exclusions, leaves a potential taxing margin of \$458.21 per \$1,000.

**Sales Tax:** Exhibit 1.4 shows a ten year history of receipts from the City's sales tax. Since its inception in 1973, the City's sales tax has generated significant revenues. The local sales tax rate was two percent until 1982 when Westchester County pre-empted one half of one percent of the tax, reducing the City's rate to one and a half percent. A significant shift in the tax burden from sales to property taxes occurred after 1982. Every two years since 1993, the City has been successful in securing state authorization to return its local sales tax rate to two percent in order to stabilize the City's property tax rate. In 2008, the New York State Legislature approved an additional 1/4% increment bringing the sales tax rate to 2.25%. Authorization for both these rates will expire in August of 2019. Bills to renew the City’s authorization have been introduced in the Assembly and the Senate. The Common Council has adopted a Home Rule message asking the State to support the City’s renewal request. The FY 2019-2020 budget of \$44 million includes the full 2 1/4% rate. Not included in the proposed sales tax budget is the 1/4% increase approved effective June 2010 because that increase is dedicated to the City’s Tax Stabilization Account. The authorization for this tax will also expire on August 31, 2019. Renewal of this sales tax is also being sought by the City. The 1.5% base sales tax rate is permanent and not subject to renewal.

### Sales Tax Receipts (in Millions) 10 Year History



Rate increased from 1.5% to 2% effective 9/1/93. Additional .25% increase added 6/1/08, bringing unrestricted rate to 2.25% subject to renewal every two years. FY 2018-2019 receipts are projected.

#### Exhibit 1.4

On June 1, 2010, the City began to receive sales tax receipts for its Tax Stabilization Account based on the authorization for a 1/4% increase in the sales tax rate. As of June 30, 2018, there was \$5.1 million in the Tax Stabilization Account which was not appropriated. As of January 31, 2019, an additional \$2.9 million was recognized. The use of these funds is restricted to appropriation for tax stabilization or for unknown contingencies as defined by Section 6-e of the General Municipal Law. Funds recognized on or before June 30, 2018 are available for appropriation in the City's 2019-2020 fiscal year, while funds recognized during the current fiscal year will be available for appropriation in FY 2020-2021. This account is an important resource for the City to maintain a reasonably stable tax levy.

The 2019-2020 fiscal year proposed budget includes a sales tax estimate of \$44 million (24.6% of General Fund funding) which is consistent with expectations for current year collections and the City Charter's requirement that these revenues be budgeted in the subsequent year at an amount not to exceed the current year forecast. The proposed budget for sales tax is \$0.5 million less than the current year's budget. Like most other cities and communities in the state, a sluggish economy and increasing internet retail sales have negatively impacted the City's sales tax revenue. The City will need to pursue new strategies, such as niche shopping areas and pop up stores to supplement existing sales tax revenues.

For the first seven months of fiscal year 2018-2019, actual sales tax receipts, exclusive of the 1/4% dedicated to the Tax Stabilization Account, totaled \$26.4 million. Sales tax receipts for that seven month period were down approximately 2.5%; however, receipts in the final quarter last year were up 5% over the previous year. The sales tax estimate in the proposed budget is conservative and subject to adjustment prior to budget adoption should the pace of retail sales change through April. While the City's sales tax is an equitable way to fund the services needed in a retail, governing and business

center, it must be recognized that it is a revenue source that is sensitive to economic fluctuations and has not been a source of new revenue to the City for several years.

**Other Tax-Related Sources:** Revenue sources in this category include property tax interest and penalties (\$480,000), which is expected to increase 14% from last year's budget, and the utilities gross receipts tax which is budgeted at \$1,108,000, an increase of 3%. The taxes levied for the Business Improvement District (B.I.D.) will remain at \$700,000. The remaining source in this category is the hotel occupancy tax budgeted at \$1,200,000, the same as the current year. However, this tax is also subject to authorization by the State and was last renewed as of December 31, 2018.

**Intergovernmental Revenues:** Intergovernmental revenues in the FY 2019-2020 proposed budget are decreasing by 3% to \$7.8 million. The transfer of a State grant (PAVE NY) from the operating to the capital budget is the largest component of the decrease (\$168,008). General state aid, known as Aid and Incentives to Municipalities (AIM), is the largest revenue item in this category and is budgeted at \$5.463 million, the same amount as the current year. There has been no increase in this amount for the last seven years. The Governor's budget makes no provision for an increase. Without a State budget in place, it is difficult to make a more accurate projection of revenue from this source.

The second largest revenue source in Intergovernmental Revenues is the Mortgage Recording Tax, which is proposed at \$2,000,000 in the fiscal year 2019-2020 budget, an increase of \$50,000 or 3% over the current year's budget. Six month receipts totaled \$1,469,425 for the period April 2018 through September 2018. Preliminary returns for the second half of the year indicate the real estate market is not strengthening. Because residential sales have not increased consistently, this revenue source is budgeted conservatively in accordance with the City Charter.

Community Development funding to various departments will decrease \$47,033 to \$90,000. All other Intergovernmental revenue is budgeted at \$278,239.

**Charges for Services:** As part of the budget process, all departments were asked to review the fees that are charged for services to ensure that the historical relationship between the fees and the cost of providing the service is maintained. That exercise is especially critical in the development of the proposed budget because of the limitations imposed by the property tax levy cap. Charges for Services in the proposed FY 2019-2020 budget total \$24.6 million, an increase of 6% over the FY 2018-2019 adopted budget. The largest increases are in the charges to the Water and Sewer Rent Funds. A charge to the Water Fund (\$995,000) for services provided by the General Fund, as well as a charge to the Sewer Rent Fund (\$542,000) is included in the proposed budget. Based on a current study, the charges in both categories reflect the need for increased engineering services from City staff to comply with federal and state mandates and to implement capital projects approved by the Common Council. Fees for Recreation and Youth programs approved earlier this year are also reflected in the proposed budget. Revenue for Police contract services will increase to \$2.4 million. Both salary and benefits for contracted services by contractors are reflected in this number.

Charges for services represents fees levied for a variety of City services including recreation and camp fees, vital statistic fees, towing, parking permits and fees, as well as charges to other funds and governmental entities.

**Licenses and Permits:** Revenue from various types of licenses and permits is proposed at \$9 million, a 19% increase over the FY 2018-2019 adopted budget. Receipts in this category last year totaled \$7.7 million and are projected at \$9 million for the current fiscal year. Revenues from the Building Department represent the largest component of this revenue category totaling \$5.3 million, or 59% of the total category. Building permits are budgeted at \$3.75 million in fiscal year 2019-2020, representing new building construction, as well as the regular annual building activity in the City. The Building Department is recommending certain fee increases with respect to permits, elevator inspections and certificates of occupancy. Another important revenue source in the Licenses and Permits category is franchise fees (cable and fiber optic) which are budgeted at \$1.042 million. Of this amount, \$927,500 represents the City's share of monies expected from Cable Television Franchise Fees. Based on current agreements, cable television companies that operate within the City are required to remit 5% of their gross receipts to the City as part of their franchise agreement. These

monies are then used by the City and its Cable TV Access Commission. Public Works revenue in this category includes permits for street openings, street obstructions and storm water permits and is expected to increase 18% to almost \$1.3 million. Revenue from Public Safety permits will decrease (4%) based on revenue projections for the current fiscal year. Public Safety revenue includes permits for taxis, towing medallion and hazard alarm registration. Also included in this category is filming fees and permits which are proposed to increase 10% to \$110,000 based on an increase in rates.

**Fines and Forfeitures:** Fines and forfeitures in the proposed budget total \$10.1 million, an increase of \$1.2 million or 14% from the fiscal year 2018-2019 adopted budget. Major revenue sources within this category include off-street parking fines and on-street violations (up \$0.5 million to \$7.4 million), fines and bail imposed through the City Court (\$990,000), overtime parking notices (\$141,300), hazard alarm fines (\$150,000), and fines for red light violations (\$1.4 million). The proposed budget for the red light violations assumes the use of all cameras authorized by the State. New to this category in FY 2019-20 is a fine for street opening violations and sidewalk-curb-driveway violations.

**Miscellaneous Revenues:** Miscellaneous revenues are budgeted at \$3.7 million in fiscal year 2019-2020, an increase of 11% from the current year. The largest revenue sources in this category are the rental of City properties (\$932,117), the lease of parking spaces within the Longview garage (\$906,384) and other City parking areas, as well as the rental of a portion of Renaissance Park (\$116,800). Other sources of revenue within this category include the sale of rolling stock and other surplus property, certain insurance reimbursements, contributions, developer's contributions and fees which have already been negotiated (\$250,000 from LCOR, \$140,000 from Westmoreland Lofts and \$350,000 from 445 Hamilton Avenue), as well as other miscellaneous sources.

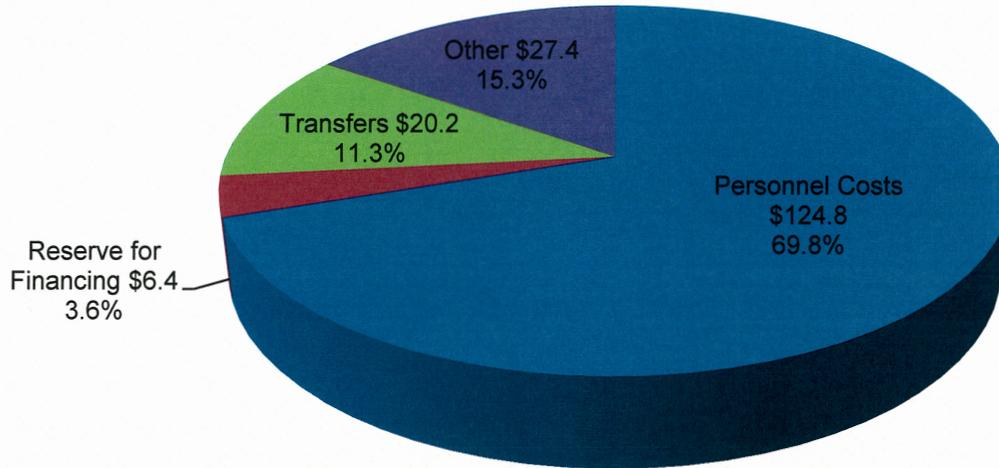
**Interest Income:** Interest income from the City's investments has varied over the years, based on the City's fund balance, its revenue stream and investment rates. The proposed budget for interest earnings in FY 2019-2020 is \$1,020,000, a significant increase over the current fiscal year's budget. The federal funds rate is expected to continue to increase over the next twelve months which will favorably impact income rates.

**Appropriation of Fund Balance:** The City Charter states, "An amount not to exceed the undesignated fund balance as of the close of the preceding fiscal year may be appropriated for use in the (succeeding) budget year." The proposed budget for FY 2019-2020 recommends an appropriation of \$6.055 million to balance the budget, a decrease of 9.3% over the current year's adopted appropriation. An appropriation of \$900,000 from fund balance committed to tax certiorari is also recommended. In addition, as in prior years, a portion of the City's recreation and open space reserve (\$120,000) will be allocated towards debt service on prior recreation improvements and land acquired by the City. Finally, the proposed budget for FY 2019-2020 includes an appropriation of \$5.1 million from the City's Tax Stabilization and Reserve Account; this appropriation includes FY 2017-2018 receipts from the quarter percent in sales tax dedicated for this purpose. The proposed appropriations of fund balance constitute 6.8% of the total general fund revenue budget and are 5% less than the current year. The appropriation of fund balance is an important tool in balancing the budget. One of the objectives of this budget proposal is to maintain a structural balance on the revenue side of the budget without negatively impacting property taxes or total fund balance. The implementation of the Tax Stabilization Account (funded by a 1/4% increment in the sales tax rate) is an important component of maintaining that structural balance. However, care must be taken with this account as the cap on the property tax levy makes it more difficult for the budget to absorb annual deficits between revenues and expenditures.

**Revenue Outlook:** The City is committed to securing new sources of income to fund operations and to re-build its fund balance in order to provide for long term financial stability. Beginning in 2019, continuation of the City's current temporary authorization of its 1% sales tax rate, which provides over \$20 million annually, is a top priority for the City. A Home Rule Message has been approved by the Common Council requesting that bills to renew the sales tax rate be approved. The local hotel occupancy tax which provides over \$1 million in revenue to the City has been renewed by the State. The City has also negotiated payments from developers who are using the County's IDA to replace local sales and mortgage taxes. Also included in these negotiations, are payments into a fund to develop new parks in the City. The extension of the City's utilities gross receipts tax to cell phones is

another revenue initiative that would enhance the City's revenues, but State approval is needed for this as well. The City will continue to adjust the revenue sources within its jurisdiction (charges for services, licenses and permits and certain fines), to reflect the increase in the cost of providing services, but the cooperation of the county and state will always be needed to impact our other revenue sources positively.

## MAJOR EXPENDITURES GENERAL FUND



### Exhibit 1.5

A comparison of expenditures between the proposed budget, the revised budget as of December 31, 2018 and last year's actual expenditures are shown below:

	<u>2017-2018</u> <u>Actual</u>	<u>2018-2019</u> <u>Revised Budget</u>	<u>2019-2020</u> <u>Budget</u>
<b><u>EXPENDITURES:</u></b>			
Salaries & Wages	\$ 75,030,908	\$ 74,308,359	\$ 75,940,320
Employee Benefits	48,482,160	48,617,397	48,876,878
Materials & Supplies	9,227,856	10,000,069	9,825,165
Direct Costs	15,018,163	17,628,280	16,657,189
Equipment/Rolling Stock	199,142	601,611	962,972
Reserve for Financing	-	5,387,657	6,350,000
Operating Transfers:			
Capital Projects Fund	50,000	-	-
Debt Service Fund	12,193,762	12,538,793	13,727,824
Library Fund	6,329,528	6,460,064	6,465,000
Other Funds	1,620	35,263	-
<b>Total Expenditures:</b>	<u>\$ 164,583,139</u>	<u>\$ 175,577,493</u>	<u>\$ 178,805,348</u>

**Salaries & Wages:** Based on approved pay plans as of July 1, 2017 and July 1, 2018 for non-union employees, \$75.9 million is budgeted for salaries and wages, a decrease of \$144,782 or 0.2% from the FY 2018-2019 adopted budget. The decrease is the result of turnover over the past seven months and lower starting salaries for all unions. The 2019-2020 Budget reflects positions filled as of the end of February 2019. An allowance for salary settlements for all employees, as well as merit pay, has been included in the Reserve for Financing. Pursuant to City policy, the salaries and wages budget does not include funding for vacant full-time positions. The City's salary and wages budget will be adjusted at budget adoption for any staffing changes that occur between the proposed budget and the first pay period in May. The budget also provides funding for part-time positions in accordance with proposed changes to the City's hourly pay plan which was last increased in December of 2015. The budget for part-time salaries totals \$2.3 million in the proposed FY 2019-2020 budget, slightly less than the current year's adopted budget.

A total of 879 positions are authorized City-wide (of which 837 are filled) in the proposed budget. There are 770 full-time positions funded in the General Fund proposed budget out of an authorized total of 807 positions; the position of Stock Clerk I has been added and two positions of Sanitation Workers have been deleted. A Library Clerk has been deleted from the Library Fund Table of Organization. No provision has been made in the proposed budget to fund any grant positions which may end during the fiscal year. Departmental overtime proposed budgets total \$4.9 million, over half a million dollars more than the amount funded in the current fiscal year. The largest increases occurred in Police and Fire.

As full-time positions become vacant, unused appropriations for salaries and benefits are transferred by the Budget Department to the Reserve for Financing-Position Control account under the authority of the budget ordinances. Conversely, when positions are filled, or adjustments to wages are authorized by the Personnel Officer or the Common Council, sufficient funding is transferred from Position Control to cover the cost of salaries and benefits from the date of hire or adjustment through the end of the fiscal year. The filling of vacant positions is controlled by the Mayor who acts on requests of the Vacancy Release Committee which is comprised of the Budget Director, the Personnel Officer and the Chief of Staff. In order to provide maximum flexibility in meeting the City's short term staffing requirements, the budget ordinances continue to include authorization for the Budget Department to transfer full-time salary savings from the Position Control account to departmental overtime, part-time and temporary office help accounts provided the approval of the Vacancy Release Committee is secured. These transfers are done on an as needed basis and are driven by personnel changes throughout the fiscal year.

Personnel costs inclusive of employee benefits represent over 70% of the budget. To put the cost of the City's employees into perspective, the total revenues raised from the property tax and the sales tax, the two largest sources of revenue in the budget, are not sufficient to fund the cost of personnel. Salaries and benefits in the FY 2019-2020 proposed budget total \$124.8 million without consideration for merit, cost of living increases for contracts which expire July 1, 2019 or vacancies. Revenues from the sales and real property tax are expected to total \$106.9 million. Accordingly, management of the City's work force through the Vacancy Release Committee is key to controlling costs.

The challenge facing government policy-makers and managers today is to utilize human resources more effectively; to provide employees with clear-cut objectives; and to give them the tools that are necessary to get the job done correctly and efficiently. Also important is the need to eliminate unproductive and/or ineffective practices, to utilize available technology to the greatest extent possible and to review requests for additional staff critically to ensure proper staffing levels. The City's management reviews staffing levels throughout the year, often on a weekly basis.

The City-wide workforce of 879 authorized positions can be summarized as follows:

	<u>Authorized</u>	<u>% of Total</u>
General Government	101	11 %
Parking	98	11 %
Public Works	234	27 %
Public Safety	384	44 %
Community Services	<u>62</u>	<u>7 %</u>
	879	100 %

Vacant positions, to the extent that they are filled, can only be funded through salary savings returned by the departments to the City's position control account.

**Employee Benefits:** Employee benefits in the proposed budget total \$48.9 million, a slight increase over the current adopted budget. This category of expenditures consists of three major elements: social security, pension costs and health insurance. Social Security costs in the General Fund are budgeted at \$5.8 million in FY 2019-2020, an increase of 0.5%. The MTA payroll tax is also budgeted in this category at \$256,131, a slight decrease from FY 2018-19.

Pension costs are projected at \$13.4 million in the proposed budget, a decrease of approximately \$500,000 or 4% over the current adopted budget. Pension rates are set by the Office of the New York State Comptroller. The savings to the City results from lower starting salaries. This year, rates for the State Employees' Retirement system and the Police and Fire System fluctuated slightly. It is not anticipated that rates will increase in the last three months of the new fiscal year based on the performance of the financial index used by of the Office of the State Comptroller in calculating rates. The following chart provides a comparison of pension rates supplied by the State for 2018-2019 through 2019-2020.

<b><u>Pension Rates</u></b>	<b><u>04/01/17- 03/31/18 Actual</u></b>	<b><u>04/01/18- 03/31/19 Actual</u></b>	<b><u>04/01/19- 06/30/20 Budget</u></b>
<b><u>Police &amp; Fire Retirement:</u></b>			
Tier 2	24.6%	24.0%	24.0%
Tier 3	24.3%	23.7%	24.2%
Tier 5	19.9%	19.4%	19.8%
Tier 6	14.8%	14.4%	14.6%
<b><u>Employees Retirement System:</u></b>			
Tier 1	21.7%	21.6%	21.4%
Tier 2	19.7%	19.6%	19.5%
Tiers 3, 4	16.0%	15.8%	15.8%
Tier 5	13.1%	13.0%	15.8%
Tier 6	9.3%	9.3%	13.2%

The final major expenditure within the employee benefits category is insurances for active and retired employees. Total health insurance costs are proposed at \$27.4 million in fiscal year 2019-2020, an increase of 2% from the adopted budget for 2018-2019. The New York State Health Insurance Program (NYSHIP) has raised premium rates 2% over 2018. An increase of 4.5% is included in the proposed budget for January 1, 2020. Retiree health insurance costs are included in these increases and are budgeted at \$10.7 million which is included in the total cost of health insurance.

The City funds the entire premium cost for many active employees. However, new employees and some existing employees are responsible for a portion of their health insurance premiums. Many retirees must also contribute to their insurance. The City offers a voluntary health insurance "buy-out" program to all employees and retirees. This program generates savings for the City, a percentage of which is returned to the employees or retirees. Health insurance buyout payments for active employees increased 1%, while buyouts for retirees decreased by 2.6%.

Dental insurance premium payments are budgeted at \$473,512 based on the City's current number of eligible employees, which includes the CSEA, managerial/confidential and appointed officials. Based on the current CSEA agreement, the City will pay \$1,357 per eligible employee towards the cost of dental coverage in the new fiscal year. Employee payments make up the balance that is needed to run the program. Premiums for optical insurance are budgeted at \$119,890, based on the current number of eligible employees and the contracted rate for next year of \$349 per employee. The premium for group life insurance is budgeted at \$73,000. The City also pays supplemental benefits and uniform maintenance in the amount of \$752,735. Also included in employee benefits are expenses related to education and training (\$78,050), tuition reimbursement (\$29,500) and work clothing, protective clothing and uniforms (\$453,041).

**Materials & Supplies:** Appropriations in this category of expense total \$9.8 million in the proposed budget, up 0.5% from the fiscal year 2018-2019 year adopted budget. The largest increase occurs in the cost of utilities (from \$3.5 million to \$3.6 million). Appropriations for land and road maintenance were decreased (3%) because more street repairs are planned for capital projects using State funding

previously accounted for in the General Fund. Appropriations for rolling stock repairs and maintenance were increased (1% to \$1.6 million). The proposed budget for building and facility operations will remain approximately the same (\$956,685). Other major expenditures within the category of materials and supplies include office operations, traffic lighting operations and rentals.

**Direct Costs:** Direct costs, which are comprised primarily of insurance costs and contractual services (such as waste haul-away, ambulance and other service contracts, procedural review of tax assessments and labor counsel) total \$16.7 million in the proposed budget, an increase of 3% from the current year's adopted budget. Included in this category is \$700,000 for BID services (offset by BID assessments on the revenue side of the budget). The proposed budget includes an allocation of \$680,000 for the ambulance contract because an additional ambulance has been added for use in peak hours. The two largest components of direct costs are legal judgments and settlements for tax certiorari which will remain at \$1.8 million and the contribution to the Self Insurance Fund (\$5.7 million). A detailed analysis of the Self Insurance Fund budget is contained later in this section and in Section IV of this document. Other major components of Direct Costs include waste haul-away services (\$921,066), service contracts (\$1,187,623), ticket collections (\$397,000) and credit card fees (\$776,700). Support to the Slater Center will increase by \$6,000 to \$226,000. The proposed budget includes an allocation of \$495,000 for the red light camera contract.

**Equipment:** Included in this category is the acquisition of rolling stock and miscellaneous equipment. The proposed budget includes \$224,472 for the acquisition/replacement of equipment throughout various departments. Included in this amount is \$68,271 for machinery and tools, \$40,000 for protective services equipment, \$25,000 for parking meters and \$45,545 for computer and related equipment.

**Rolling Stock:** The City's Capital Improvement Program recommends the replacement of certain vehicles in FY 2019-2020. In the proposed budget, sixteen vehicles are funded with cash, of which ten are police vehicles. Other vehicles planned to be financed with cash include an electric compact in the Building Department, a pick-up and mini-van in Parking, a pick-up in Engineering and a trac loader and a utility trailer in Recreation and Parks Maintenance in Public Works. A total of \$738,500 has been included in the proposed budget in this category. The Capital Improvement Program also recommends the purchase of eleven vehicles with the proceeds of debt at a total estimated cost of \$2,475,000. The following vehicles are recommended for replacement through the issuance of debt: two rear loaders; a fire pumper, a communications van; a roll off plow, a wheel loader, a mechanical sweeper; a sidewalk/plow and; and three pick-up trucks.

**Reserve for Financing:** Pursuant to the City's Fiscal Performance Goals, the Reserve for Financing includes an amount not to exceed one percent of the budget as a contingency for unknown expenses which might occur during the fiscal year. The Reserve for Financing in the FY 2019-20120 Budget includes an allowance to settle all labor contracts and employee raises as of July 1. An allowance is also made for merit pay increases owed pursuant to the CSEA contract. These funds will be transferred to the appropriate salary and benefit accounts before budget adoption. The proposed budget for the Reserve for Financing is \$6,350,000.

**Transfer to Library Fund:** The proposed budget includes a General Fund contribution to the Library Fund in the amount of \$6,465,000, compared to \$6,420,000 in the FY 2018-2019 adopted budget. All Library merit increases are currently budgeted in the General Fund pending their approval. Once approved, these monies will be moved to the Library Fund and the budget will be increased accordingly. The transfer to the Library Fund, as proposed, is 3.6% of the City's total budget, approximately the same as this year. A more detailed analysis of the Library Fund Budget is contained later in this section and in Section IV of this document.

**Transfer to Capital Projects Fund:** On February 4, 2019, the Chairman of the Capital Projects Board submitted the approved Capital Improvement Program (CIP) for 2019-2020 and the succeeding five years to the Common Council. Pursuant to City policy, the program is not adopted by the Common Council as a capital budget. Rather, the Common Council acts on each specific project, including the review of plans and specifications, and adopts budgets for each project at the

completion of the competitive bidding process. The funding provided in this expenditure category represents the General Fund's cash contribution to those projects. The 2019-2020 Capital Improvement Program recommends no contribution from the General Fund for capital projects and none is included in the proposed operating budget for FY 2019-2020. In addition to the rolling stock to be financed through the issuance of debt discussed above, it is recommended that all other capital projects related to the General Fund (\$6.9 million) be funded through debt issuance, with the exception of those projects for which grant funding is available.

**Transfer to Debt Service:** An appropriation for debt service in the amount of \$13.7 million is included in the General Fund budget as a contribution to make principal and interest payments (on tax-supported debt other than the Library) that are due in fiscal year 2019-2020, an increase of 9.5% or \$1.2 million from the current fiscal year. In addition, an appropriation of debt service fund balance is needed to meet current obligations in the new budget year. The amount of the General Fund contribution is higher than anticipated because only \$1 million in debt service fund balance is available for appropriation. It had been anticipated, based on the recommendations of the Budget and Management Advisory Committee, that foreclosed and other City property would be sold, with the proceeds dedicated to debt service fund balance. As debt service fund balance is utilized and the state tax cap on the property tax levy continues, it may not be possible to fund all future debt contemplated in the CIP within the mandated tax cap.

A complete discussion and analysis of the Debt Service Fund and City indebtedness, including multi-year projections of authorized and outstanding indebtedness, is provided in Section V.

**Expenditure Outlook:** In the FY 2019-20 proposed budget, the City has continued its efforts to control costs. All full time positions are reviewed before approval to hire is granted. Current labor contracts all include provisions for reduced pay plans for new employees. Key to continued expenditure control is a moderation in pension rates and other employee benefits. Opportunities to abolish positions will continue to be explored. As noted above, funding future debt service costs will continue to be a challenge.

The City continues to pay over a quarter of a million dollars annually city-wide in payroll tax to the MTA (Metropolitan Transportation Authority). This onerous tax has been repealed by the State on many small businesses, schools and not-for-profits. It makes no sense for City government to continue to be saddled with this obligation. Relief from the State is needed for this tax and for numerous unfunded mandates that originate at the state level. A two percent cap on municipal tax levies has been imposed by the State with the promise of mandate relief to result in expenditure savings. Until the state delivers on its promise, funding the expenditures required to provide the services needed by our residents will continue to be an enormous challenge and may soon require the City to override the property tax limit as some communities have already done.

There will undoubtedly continue to be upward pressure on costs in the future due to employee salary progression as well as increased demand for services driven by the expansion of the White Plains population - both resident and non-resident. For example, there has been an expansion of services provided by the Youth Bureau through the active pursuit of grants. However there has been no moderation or reduction in the amount the General fund provides for youth services. In response to these pressures, the City will need to continue to look at duplication of services, new technologies and other approaches to improve efficiency.

In the current economic environment, controlling expenditures is of critical importance. The fiscal year 2019-2020 financial plan includes a baseline budget with limited growth (2.7%) and the continuation of hiring restrictions.

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## **Discussion of Fiscal Year 2019-2020 Proposed Budget And The City's Fiscal Performance Goals**

The City's Fiscal Performance Goals require the proposed and adopted tax budget documents to include "an explanation as to how the budget compares to the City's Fiscal Performance Goals." Following is a discussion of how the City's proposed FY 2019-2020 Budget applies to each Fiscal Performance Goal that is applicable to the budget.

### **Revenue Performance Goals**

All of the City's revenue performance goals are addressed in the FY 2019-2020 proposed budget. The General Fund budget is financed by a diversified and stable revenue system; annual revenues are estimated on an objective and reasonable basis; and user charges and fees were evaluated and adjusted, as necessary. Included in the proposed budget are fee increases for the Departments of Recreation and Parks, Building, Public Works and the Youth Bureau. The City is requesting authorization from NY State to renew its local Sales Tax rate which expires in August of 2019. Funding is provided in the proposed budget for a lobbyist to continue to assist the City in securing alternative revenue sources that require State authorization. In the proprietary funds (Self Insurance Fund, Sewer Rent Fund and Water Fund), revenues and other financing sources are sufficient to support current operating costs. As new developments are approved, the Common Council is imposing a fee-in-lieu to be used exclusively for park, playground and other recreational purposes, including the acquisition of real property. The Common Council has also imposed on IDA supported projects, the requirement to pay local sales tax and mortgage tax to the City.

### **Operating Expenditures Goals**

The 2019-2020 Proposed Budget is balanced, and current operating and maintenance expenses are funded from current revenues and other financing sources. Adequate funding is provided for all employee benefit programs, as well as for the maintenance of capital assets and equipment. Sufficient resources are in place for a risk management and insurance program that includes coverage for current general and automobile liability, unemployment insurance and workers compensation. Vacant positions in the proposed budget are not funded and can only be filled from the savings generated when other positions become vacant during the fiscal year. A pilot program to replace incandescent and fluorescent lighting with energy efficient LED (light emitting diode) lighting in the City's garages is underway. All street lights have been replaced with LED lights, resulting in net savings of over \$200,000 annually in electrical costs.

### **Reserve Performance Goals**

A Reserve for Financing is included in the 2019-2020 Proposed Budget as specified by the Fiscal Performance Goals and provides for the funding of salary increases as of July 1, 2018, as well as merit increases and unknown contingencies. The amount budgeted for the latter category does not exceed one percent (1%) of the budget. A position control reserve account is budgeted as specified.

A spendable unassigned fund balance (\$2.8 million as of June 30, 2018 after an appropriation of \$6.1 million for 2019-2020) is maintained in an amount necessary to maintain adequate cash flow and to avoid large increases in the property tax rate. The total estimated amount at June 30, 2019 in the restricted tax stabilization account and unassigned components of fund balance (including any amounts from these two components that are restricted or assigned to subsequent year's expenditures), is 14.7% of 2019-2020 General Fund expenditures, net of the amount provided in the Reserve for Financing.

### **Capital Improvements Performance Goals**

The development of the 2019-2025 Capital Improvement Program (CIP) was coordinated with the operating budget in order to maintain a reasonably stable total tax levy. The CIP is summarized in the 2019-2020 Budget and identifies the estimated cost and potential funding sources for each capital project. The estimated amount of annual debt service payments is included in the CIP and the proposed budget. Annual operating and maintenance costs associated with each project were submitted by most departments during the capital program review process. The Capital Improvement Program for 2019-2020 includes limited funding from intergovernmental sources such as the New York State Consolidated Highway Improvements Program (CHIPS), PAVE NY and the City's Community Development grant. A developer's contribution of \$125,000 is also programmed.

### **Debt Performance Goals**

In the FY 2019-2020 proposed budget, long-term debt is recommended for only those capital improvements that cannot be financed from current revenues. The City's constitutional debt margin of 81.5% compares favorably with the need to reserve 30% for emergency purposes. Total net indebtedness does not exceed five percent (5%) of the full assessed value of taxable property. Total outstanding debt per capita at June 30, 2020 is projected to be \$3,917, but long-term net debt per capita is projected at \$1,788 or approximately \$212 less than the recommended limit of \$2,000 per capita. While the City has the capacity for significant additional debt under the State constitutional taxing limit and the City's debt performance goals, it is losing its ability to make associated debt service payments within the State cap on the property tax levy. The proposed budget does not include the issuance of budget, tax or revenue anticipation notes.

### **Financial Reporting Performance Goals**

The 2019-2020 proposed Budget was prepared in a manner to maximize its understanding by citizens and elected officials. The City has received the Government Finance Officers Association Distinguished Budget Presentation Award for thirty-five consecutive years; White Plains was the first recipient in New York State of this award. Copies of the FY 2019-2020 Proposed Budget are made available to the public in print and posted to the City's website ([www.whiteplainsny.gov](http://www.whiteplainsny.gov)). Summaries of the budget are publicly noticed. Public budget review sessions will be held during the month of April. A public hearing on the proposed budget will be held at the regularly scheduled May meeting of the Common Council. The FY 2019-2020 budget will be adopted at a public meeting held on or before May 30, 2019.

## CAPITAL IMPROVEMENT PROGRAM

The City of White Plains' Capital Improvement Program (CIP) is a planning document which sets forth the City's capital and fiscal plan to ensure that municipal facilities are appropriate, are adequate to serve the needs of the people of White Plains, and are properly maintained. As required by the Charter of the City, this planning document is used by the Budget Director, the Mayor and the Common Council in developing the City's budget which is adopted each year in May. The Capital Improvement Program is not an adopted capital budget. Each capital project to be undertaken by the City must be formally approved and have a budget established by the Common Council before any work can begin. The development of the annual Capital Improvement Program is the responsibility of the City's Capital Projects Board. The Capital Projects Board, created by the City's Charter, is responsible for reviewing the recommendations for all new capital project undertakings within the next six fiscal years as submitted by the City's various department heads.

By covering a six year period, the Capital Improvement Program allows the City to plan for its capital improvements and rolling stock purchases on a multi-year basis. As a result, there may be fluctuations between years depending on City priorities and the type and cost of the projects that are being considered. The projects in the Capital Improvement Program include facilities which provide basic necessities, such as the municipal water works and sanitary sewers, as well as the amenities which make White Plains a desirable community in which to live and work. The Capital Projects Board, which is comprised of elected and appointed officials, including a representative of the Planning Board, began meeting in November 2018 to analyze the proposals of various departments for maintaining and improving the City's capital facilities (such as buildings, infrastructure and parks). The Board analyzed these proposals according to need, priority and the City's ability to implement the proposals using available resources. In addition, they also reviewed the City's rolling stock needs over the same six year period.

The Capital Projects Board recognizes the City's on-going responsibility to maintain and improve its capital facilities to meet the demands of a dynamic City. The Board also understands that the Program must be within the financial parameters necessary to preserve the City's fiscal integrity. The Capital Projects Board appreciates the very difficult financial situation which the City continues to face, including anemic sales tax receipts and the state-mandated cap on the City's property tax levy which permits a 2% or less growth without a special override by the Common Council. This year the property tax cap, as calculated by the State, is at the 2% level. Difficult financial decisions will again need to be made by the Common Council in selecting which capital projects should move forward and when. The Board, cognizant of these challenges, has already re-allocated a number of worthy projects to Program Years 2021 through 2025. Projects related to the maintenance of the City's infrastructure, the replacement of certain rolling stock, and initiatives to help the City operate more cost effectively are included in our project recommendations for the next fiscal year, subject to the status of the City's financial position. Most of the City's Capital Improvement Program must be financed through the sale of debt. Because of the importance of maintaining basic infrastructure, consideration should be given to seek state authorization to exempt a portion of each municipality's debt service from the state-mandated cap on the property tax levy.

The Capital Improvement Program recommends a total expenditure of \$29.5 million in fiscal year 2019-2020 to fund various capital projects and rolling stock purchases. Of the \$29.5 million, \$25.6 million is being recommended for capital improvements; \$3.6 million for the purchase of rolling stock, and \$0.3 million for debt issuance costs. Approximately 29%, or \$8.6 million, of this program would be funded by current General Fund revenues and tax-supported debt. Grants and other miscellaneous cash sources total \$1.2 million. The remaining \$19.7 million is for improvements to the City's parking facilities, and water and sanitary sewer systems. The debt needed for these improvements is funded by revenue generated by these enterprises. Overall, the fiscal 2019-2020 capital plan will decrease by 28% over the amount of the fiscal 2018-2019 capital program as adopted. The primary reason for the significant decrease in the Capital Improvement Program from the prior year is due to the Water Fund's \$23.4 million water storage tanks project which was authorized in the 2018-2019 fiscal year.

The most costly project in the new Capital Improvement Program for FY 2019-2020 relates to a major improvement in the City's water system at the Orchard Street Pumping Station in the amount of \$14 million. This project will decommission the existing buried chemical storage tanks and install new tanks within the existing building. The project will also include upgrades to the chemical delivery system. Also planned is a \$2.5 million project to repair and replace various aging water lines with larger diameter pipes. Planned projects in the Sewer Rent Fund total \$1.2 million. Improvements to the City's parking facilities will total \$1.5 million.

Included in the General Fund portion of the 2019-2020 Program are improvements to the City's infrastructure: various street improvements (\$2.5 million) and improvements to the City's storm water drains (\$0.5 million). Also included is work to City buildings (\$1.7 million), such as City Hall, fire stations and the Public Safety building. The plan recommends design, construction and improvements at various City parks (\$400,000) and playground and related improvements at Gillie Park (\$500,000). There are also projects totaling \$175,000 for Public Safety, \$200,000 for technology improvements and \$320,000 for traffic improvements. Other projects total \$110,000.

The Capital Improvement Program includes the Rolling Stock Plan which contains recommendations for replacing and refurbishing various vehicles throughout the City's fleet. The 2019-2020 recommended rolling stock replacement program totals \$3,643,500 of which \$3,168,500 is attributable to the General Fund (\$541,000 is to be funded by current resources and \$2,627,500 million is to be funded by debt). Included within the General Fund Plan is a fire rescue pumper (\$500,000), a communications van (\$550,000), a mechanical sweeper (\$260,000), two compactors (\$420,000), a wheel loader with claw (\$200,000), a roll off/plow (\$225,000), sidewalk plow (\$175,000), trac loader (\$40,000) and an utility trailer (\$25,000). Other replacements include ten police cars (\$484,000), five pick-up trucks, three with plows, (\$230,000) and two other vehicles (\$59,500). The Sewer Rent Fund includes the replacement of a micro electric dump truck (\$25,000) and a dump/plow (\$200,000), each of which is to be funded with cash. The replacement of a dump truck (\$125,000) in the Water Fund to be funded with debt, as well as a pickup/plow and two light trailer generators to be funded by cash (\$125,000) are also recommended. The \$3,643,500 in the Rolling Stock Plan supports the following activities in the General Fund: Public Works (\$1,435,000); Public Safety (\$1,534,000); Parking (\$167,500); and the Building Department (\$32,000); in the Sewer Rent Fund (\$225,000) and in the Water Fund (\$250,000).

All projects were reviewed for recommended financing sources. More costly items, with longer useful lives and less frequent replacement schedules were identified for bond financing. Projects with shorter useful lives or less cost, and/or recurring in nature are recommended for cash financing where appropriate. The anticipated funding sources for certain rolling stock purchases, as outlined above, has been re-evaluated during the preparation of the FY 2019-2020 operating budgets. It is the Board's goal to purchase less costly rolling stock items which have shorter useful lives with cash, to the extent possible.

The following projects are undertaken on a recurring annual basis and address a limited percentage of the total amount of assets in each category. The assets addressed are primarily those which are in most need of repair. These projects will help to prevent costly future repairs and alleviate some annual operating expenditures.

- Renovations to facilities, other than fire stations and parking structures: minor rehabilitation of roof, electrical, plumbing repairs, asbestos removal, heating, air conditioning and ventilating systems. There are 33 facilities maintained. **Total: \$150,000.**
- Renovations to fire facilities: minor rehabilitation of kitchen, roof, electrical, plumbing repairs and HVAC systems and repair or replacement of overhead doors and apparatus floors. There are 7 fire facilities. **Total: \$200,000.**
- Street reconstruction: reconstruction of small sections of streets, curbs, drainage and sidewalks. There are 150 miles of paved streets. **Total: \$1,600,000.**
- Storm water drainage rehabilitation: minor rehabilitation and limited expansion of drainage, catch basins and piping. There are 83 miles of storm water drains. **Total: \$500,000.**

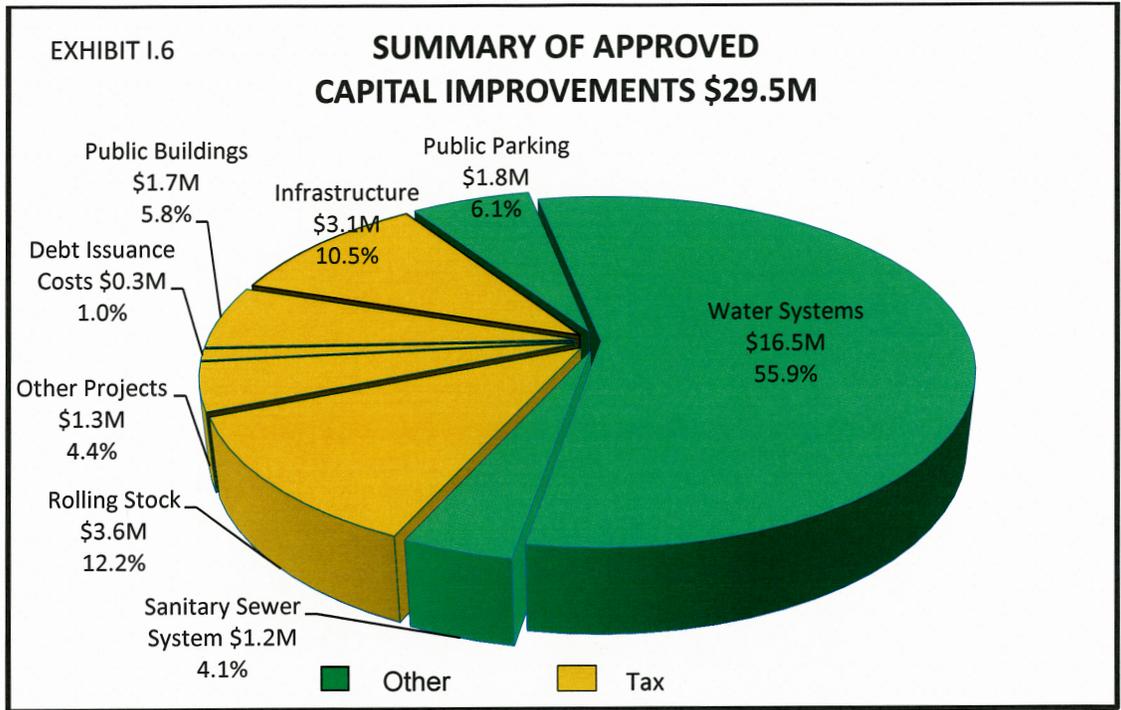
- Rehabilitation to Parking lots and structures: minor repairs, signage, landscaping, paving, repairs to membranes, expansion joints, lighting, and fans. The City has 23 lots, 8 structures and over 13,400 parking spaces. **Total: \$700,000.**
- Public Safety: replacement of aging fire and police electronic device equipment used for communications, enforcement and safety. Replacing all of this equipment in one year would cost millions of dollars. This strategy allows the City to spread out the cost and to continually replace the equipment most in need. **Total: \$100,000.**
- City-wide IT infrastructure replacements/enhancements: replacing outdated or enhancing basic existing information technology; switches, routers, servers, etc. **Total: \$125,000.**
- Sanitary sewers: reline and replace sections of sewer lines to eliminate ground water infiltration. This project reduces the likelihood of sewer line breaks which can result in environmental issues and more costly emergency repairs. There are 127 miles of sanitary sewers. **Total: \$900,000.**
- Water system: replace six inch lines and unlined cast iron pipes with larger diameter pipes and other water system improvements. There are 158 miles of water mains. **Total: \$2,500,000.**
- Rolling stock: replacement of a limited number of vehicles on an annual basis. This current year allocation replaces thirty four vehicles out of 351 City vehicles. **Total: \$3,643,500.**

Listed below are projects which are not undertaken on a recurring basis. Because of their nature, a savings in operating costs is also anticipated.

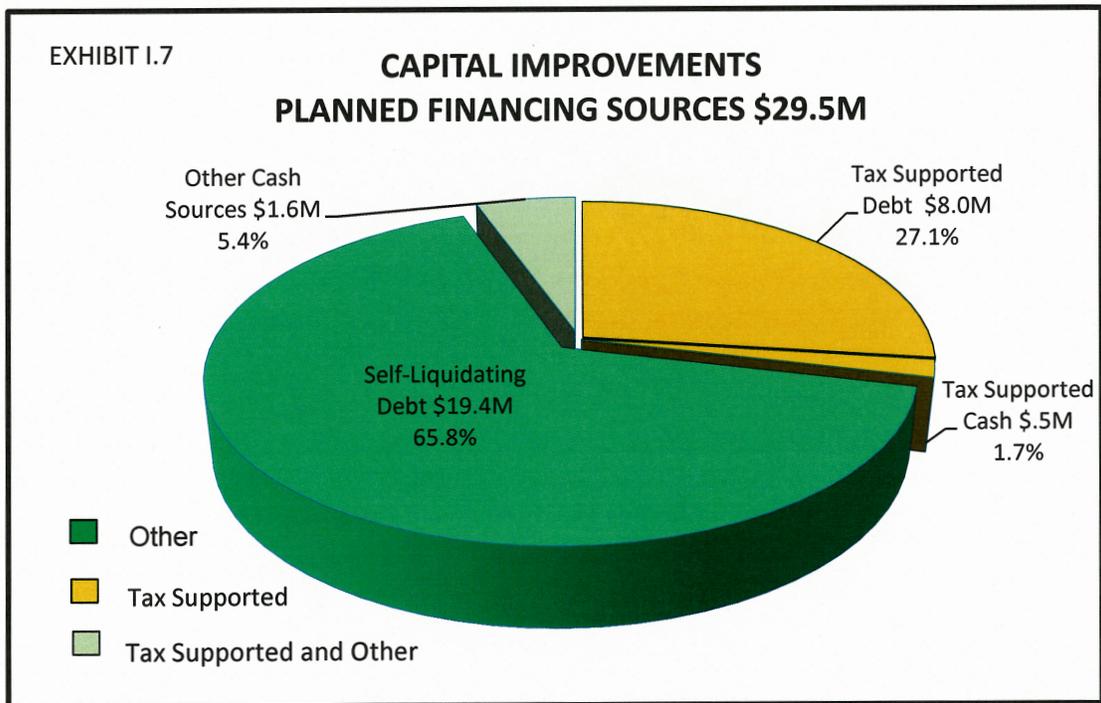
- City Garage Heating/Ventilating Units: replacement of six heating and ventilating units, all of which are nearing the end of their expected useful lives. New units are more energy and cost efficient to operate. **Total: \$550,000.**
- Public Safety Building Exterior Rehabilitation: repair/replace sidewalks, landings, deteriorated steps and walkways. **Total: \$200,000**
- Public Safety Building Bathrooms/Lockers: renovation of existing 28 years old bathrooms and locker rooms to replace fixtures and partitions, to make repairs and repainting. **Total: \$150,000**
- Roof Replacement at Starbucks (Renaissance fountain): to remove existing roof at this City owned and leased property and install a new more durable synthetic rubber roof. **Total: \$75,000**
- Slater Center Repairs/rehabilitation: to replace ceiling tiles and repairs to masonry, doors, flooring and lighting. **Total: \$75,000**
- Renovations to Amherst Place (Youth Bureau): Replace deteriorated floor and furnishings as well as carpet and painting. **Total: \$75,000**
- Sanitation Building Repairs: Repairs to the sanitation building including removing and replacing a damaged wall and roof and overhead door repairs. **Total: \$250,000**
- Reconstruction of Reynal Road, PH I: reconstruction of Reynal Road between Ridgeway and Kenneth Road which includes replacement of full depth roadway pavement, drainage and curbs. **Total: \$900,000.**
- Belway Place Drainage Study: to conduct a study of the existing drainage area in order to determine what improvements are necessary to reduce flooding. **Total: \$60,000.**
- Salt Brine Making Machine: to purchase an automatic brine making machine to lessen dependence on other sources. **Total: \$50,000.**
- Garage Lighting Retrofit: modify 100 watt high pressure sodium light fixtures at various City Garages with energy efficient LED retrofit lamps which will significantly reduce energy consumption **Total: \$200,000.**
- Lexington-Grove East and West Garage Emergency Lighting: To install battery operated emergency lighting to replace decommissioned emergency generator currently providing power to selected light fixtures. **Total: \$100,000.**

- Off-Street Multi-Space Meter Replacement, PH. III: To replace outdated multi-space meters that have reached the end of their useful life with current technology meters that can accept multiple payment types, especially mobile device apps. **Total: \$375,000.**
- Surface Lots Multi-Space Meters: To remove single-space meters and replace with multi-space meters which accept more payment options, especially mobile device apps. **Total \$100,000.**
- Public Safety Interview Room Surveillance Improvements: To provide video surveillance capabilities in youth interview room and surrounding area and to upgrade the video surveillance capability in the adult interview room. **Total \$75,000.**
- Delfino Park Improvements: General improvements to Delfino Park that will expand and upgrade park offerings. **Total: \$50,000.**
- Gillie Park Playground Replacement: To construct a new playground with a rubberized asphalt safety surface and to replace benches at Gillie Park. **Total: \$500,000.**
- Gardella Pool/Park Design: Design study for the reconstruction of pool and park amenities and for the redesign of the facility. **Total: \$150,000.**
- Gardella Park Basketball Courts: To replace the existing surface, to level and reline the courts and to replace the basketball stanchions including backboards and baskets. **Total: \$150,000.**
- Battle Hill Dog Park Construction: Construction of a fenced dog park on the existing field space. **Total: \$50,000.**
- Metropolitan Area Network Redundancy: Project to improve the redundancy in the City's fiber optic network. **Total: \$75,000.**
- Local Controller Upgrades: replace outdated traffic signal controller equipment at various City intersections; minimal savings in overtime and maintenance is expected to be achieved. **Total: \$70,000.**
- Mamaroneck Avenue Signalization Upgrades: To install new traffic control equipment and update traffic detection equipment, poles and pedestrian signals at the Gedney Way and Gedney Esplanade intersections; minimal savings in overtime and maintenance is expected. **Total: \$250,000.**
- Chatterton Avenue Sanitary Sewer Improvements: Upgrade existing 8 inch clay sanitary main to a 12 inch ductile iron pipe. **Total: \$275,000.**
- Dissolved Air Flotation Water Treatment Plant and Chemical System upgrade: To decommission buried chemical storage tanks and install new storage tanks within the existing Orchard Street Pumping Station Building and additional work related to chemical system delivery, storage and feed upgrades. **Total: \$14,000,000**

A list of the capital projects recommended for FY 2019-2020 with recommended financing sources can be found in Section VI, Supplemental Information. Additional details are available in the City of White Plains 2019-2025 Capital Improvement Program.



**Exhibit 1.6** is a summary of the capital improvements for fiscal year 2019-2020 approved by the Capital Projects Board. Of the \$29.5 million in recommended projects, approximately 38% are attributable to the General Fund. The remaining projects are related to the Sewer Rent Fund (5%) and the Water Fund (57%).



**Exhibit I.7** is a summary of the financing sources to fund capital projects planned for fiscal year 2019-2020. A detailed schedule specifying the funding for each project as approved in the City's Capital Improvement Program is provided in Section VI of this document.

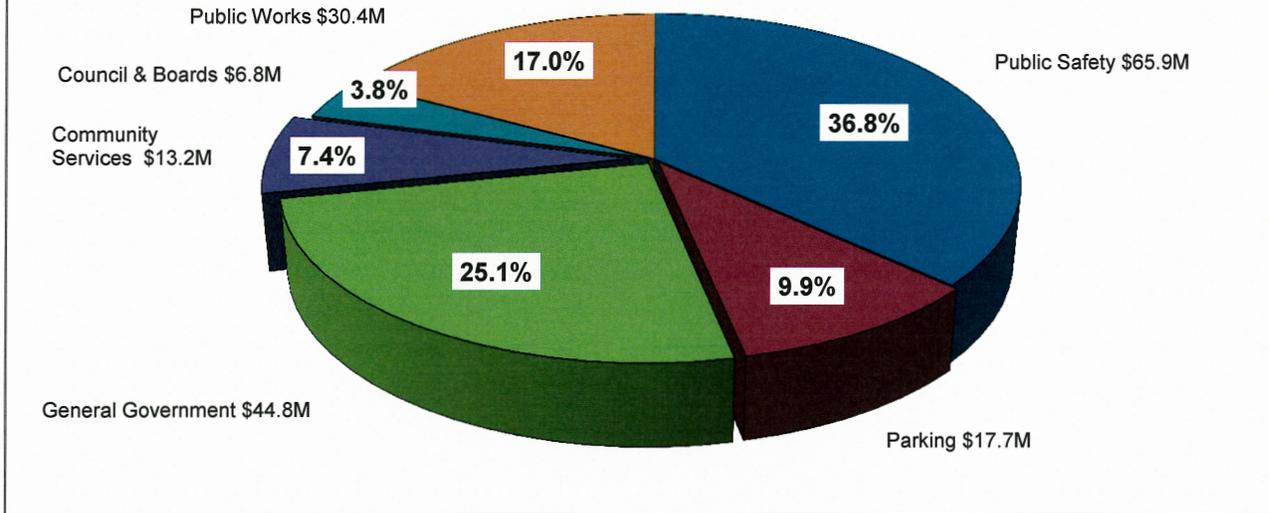
### **Schedules**

A detailed schedule of the General Fund budget by sources of revenue and objects of expenditure is shown at the end of this section, beginning on page I-65.

**EXHIBIT 1.8** shows the distribution of resources in the proposed FY 2019-2020 budget by department. In analyzing the relative size of the various City departments, it is important to note that some departmental budgets include amounts which are attributable to all General Fund Departments. For example, the Common Council's budget includes the Reserve for Financing and the Finance Department includes the General Fund's total insurance and retirees' health insurance costs, as well as the contribution to the Debt Service Fund exclusive of the contribution for parking debt.

A more comprehensive schedule of the General Fund budget by department, including historical comparisons, is provided at the end of this section. Detailed information on each department is provided in Section II.

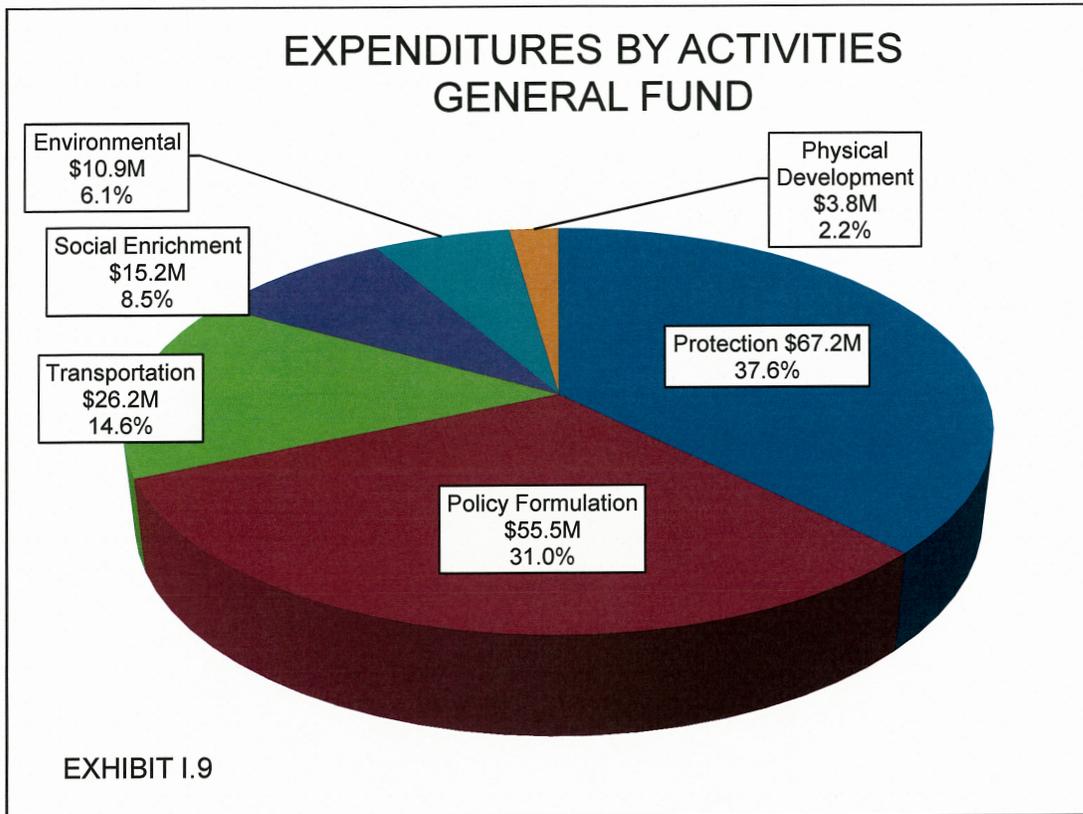
## GENERAL FUND EXPENDITURES BY DEPARTMENT



**Exhibit I.8**

Department	2019-2020 Budget	Percent of Total	Department	2019-2020 Budget	Percent of Total
<b>Council &amp; Boards:</b>			<b>Public Works:</b>		
Council*	\$6,770,880	3.79%	Bureau of Admin.	1,585,679	0.89%
City Court	25,625	0.01%	Bureau of Engineering	2,772,377	1.55%
Board of Assessment Review	18,742	0.01%	Bureau of Bldg. Mntce.	4,028,278	2.25%
Zoning Board of Appeals	3,218	0.00%	Bureau of Garage & Shop	2,304,449	1.29%
Real Estate Committee	3,000	0.00%	Bureau of Storm Water	100,328	0.06%
Board of Ethics	300	0.00%	Bureau of Highways	9,817,282	5.49%
White Plains Housing Authority	10,502	0.01%	Parks Maintenance	2,018,576	1.13%
	<u>6,832,267</u>	<u>3.82%</u>	Bureau of Sanitation	7,805,531	4.37%
				<u>30,432,500</u>	<u>17.02%</u>
<b>General Government:</b>			<b>Public Safety:</b>		
Office of the Mayor	902,866	0.50%	Public Safety Admin.	1,926,725	1.08%
City Clerk Office	734,759	0.41%	Fire Department	26,148,406	14.62%
Law Department	2,855,158	1.60%	Police Department	37,813,387	21.15%
Assessor Office	640,387	0.36%		<u>65,888,518</u>	<u>36.85%</u>
Finance Department	32,098,327	17.95%	<b>Community Services:</b>		
Budget Department	482,730	0.27%	G/F Contribution to Library	6,465,000	3.62%
Information Technology	1,492,000	0.83%	Recreation & Parks	3,900,500	2.18%
Purchase Department	550,156	0.31%	Youth Bureau	2,850,685	1.59%
Planning Department	1,069,545	0.60%		<u>13,216,185</u>	<u>7.39%</u>
Building Department	2,975,103	1.66%			
Personnel Department	970,141	0.54%			
	<u>44,771,172</u>	<u>25.04%</u>	<b>Total Expenditures</b>	<u>\$178,805,348</u>	<u>100.00%</u>
<b>Parking:</b>					
General Operations	8,895,313	4.97%			
Garages	2,350,703	1.31%			
Lots	234,880	0.13%			
Violations	1,531,920	0.86%			
Enforcement	2,800,767	1.57%			
Enforcement - City Center	360,202	0.20%			
Traffic Operations	1,490,921	0.83%			
	<u>17,664,706</u>	<u>9.88%</u>			

\*Includes the City's Reserve for Financing



#### GENERAL FUND BUDGET BY ACTIVITIES:

Listed below are the City's six goals which emphasize the very high level of service desired by the citizens of White Plains.

1. **POLICY FORMULATION AND ADMINISTRATION**

White Plains will be a well-managed and financially sound City in which policies are formulated to meet community needs and protect the community's interests and in which efficient management support activities are provided that assist in the attainment of all City goals.

2. **PROTECTION OF PERSONS AND PROPERTY**

White Plains will be a City which protects its people and property from external harm and promotes an atmosphere of personal security.

3. **ENVIRONMENTAL PROTECTION**

White Plains will be a City which protects the environmental health and welfare of its people.

4. **TRANSPORTATION**

White Plains will promote a network of integrated transportation facilities which allows for the movement of people and goods quickly, safely and economically.

## 5. SOCIAL ENRICHMENT OPPORTUNITIES

White Plains will be a beautiful City in which a variety of recreational and cultural activities are available. The City will promote the enlargement of the personal and social characteristics of a diverse population.

## 6. PHYSICAL RESOURCE DEVELOPMENT

White Plains will be a City which supports the balanced development, improvement, and protection of its physical resources. The City will promote the creation of economic opportunities.

The goals specify the ultimate end which the City is attempting to achieve. The goals set for the City may never be fully accomplished; indeed the progress made toward each one may only be partially affected by our local government. However, the value of all governmental programs must eventually be measured by the extent to which they reflect the needs and concerns of the community. Without specific goals which reflect many of the basic themes which run through our lives, those comparisons would be difficult to make and impossible to evaluate.

Each activity provided by the City is "linked" to a City-wide goal so that financial and performance information may be captured to evaluate the City's success in achieving its goals. The "linkage" transcends departmental lines so that the efforts of various service providers may be evaluated jointly.

The combined expenditure budgets for all activities according to the City-wide goals are as follows:

<u>City-wide Goal</u>	<u>Revised 2018-2019</u>	<u>Proposed 2019-2020</u>	<u>Percent Change</u>
Policy Formulation and Administration			
City Wide Expenses*	\$ 36,611,055	\$ 38,503,951	5.2%
Other	17,707,138	16,973,246	(4.1)%
Protection of Persons & Property	65,743,906	67,199,658	2.2%
Environmental Protection	10,658,514	10,880,962	2.1%
Transportation	25,694,037	26,170,848	1.9%
Social Enrichment Opportunities	15,367,390	15,238,762	(0.8)%
Physical Resource Development	3,795,453	3,837,921	1.1%
<b>Total Expenditures:</b>	<b>\$ 175,577,493</b>	<b>\$ 178,805,348</b>	<b>1.8%</b>

\* This category includes the costs which are attributable to all General Fund departments, such as the reserve for financing, insurance, retirees' health insurance, cash to capital contribution, transfer to debt service and tax certiorari payments.

A more comprehensive schedule of the General Fund budget by goals and activities, including historical comparisons, is shown at the end of this section. Detailed information on each activity is provided in Section III.

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**GENERAL FUND  
FORECAST OF FINANCIAL CONDITION**

The schedule below shows total revenues and expenditures, the amount of revenues over/under expenditures and the ending fund balance of the General Fund during the past five years.

<b>Fiscal Year</b>	<b>Total Revenues &amp; Other Sources</b>	<b>Total Expenditures &amp; Other Uses</b>	<b>Revenues Over/(Under) Expenditure</b>	<b>Tax Stabilization Account</b>	<b>Fund Balance</b>
2013-14	\$153,503,679	\$157,751,384	\$ (4,247,705)	\$ 5,185,617	\$ 33,321,256
2014-15	151,500,870	156,228,322	(4,727,452)	5,097,259	33,691,063
2015-16	155,024,540	158,263,545	(3,239,005)	4,979,155	35,431,213
2016-17	155,964,535	160,211,964	(4,247,429)	4,931,035	36,114,819
2017-18	158,979,564	164,583,139	(5,603,575)	5,007,666	35,518,910

**Expenditures:** The foregoing schedule shows the impact over the last five years of the City's 2010 comprehensive plan to re-build its fund balance and restore fiscal stability. The following are key components of the plan: utilize more conservative revenue assumptions as specified by the City's Charter and fiscal performance goals, forego the use of non-recurring revenue to balance the budget and stabilize expenditures. The impact of former extensive lay-offs and other cost reduction measures by the City continue to be reflected in the expenditure column. Expenditures increased 5% at the end of FY 2013-2014, principally because of the double digit percentage increase in pension rates, a 2% salary settlement, growing debt service costs and the payment of \$1.9 million to eliminate future pension amortization costs incurred in 2005 through 2007. In spite of those increases, the City's tax stabilization account contributed to a growth in fund balance of \$937,912. Expenditures as of June 2015 decreased slightly (1%) to \$156.2 million, but revenues decreased by \$2 million. Again, the tax stabilization fund contributed to an increase in fund balance. Beginning in fiscal year 2015-2016, unions had contracts in which it made significant changes in its pay grades for new employees. These changes will provide significant savings in future payroll expenses and related benefits. During FY 2016-2017 and 2017-2018 all unions agreed to new contracts with the City. The cost of living adjustments (COLAs) for these unions varied based on the savings each union was able to generate by changing its pay plans for new hires. Expenditure growth for FY 2015-2016 was 1%, the same as for FY 2016-2017. Expenditure growth for FY 2017-2018 was 2.7%. The forecast for FY 2018-2019 expenditure growth is 2.9%. Components of the growth include the final year of contractual salary increases, an increase in the cost of employee benefits and increased expenses for debt service. Pension costs continue to negatively impact expenditures. The State has not provided a reasonable reduction in pension costs for FY 2019-2020 in spite of achieving record returns on investment.

**Revenues:** The General Fund's two major sources of revenue, the property tax and sales tax, are included in the FY 2019-2020 proposed budget at \$61.4 million and \$44 million, respectively. Property tax rates generally increase to fund losses in assessed value and expenditure growth not funded through an increase in sales tax receipts and other revenue sources. Revenue from the sales tax has been less this fiscal year than the prior year.

The property tax levy reflects the amount of revenue that is required to be generated from the City's assessment roll to balance the City's budget after all other revenues have been included. Assessed value decreased (\$0.1 million) in FY 2019-2020, principally because of a large decrease in special franchise assessments. This loss was partially offset by two properties at the City Center which moved from PILOT status to the taxable assessment roll. For the past ten years, the assessment roll has decreased by a total of \$2.2 million. Until new projects currently approved and/ or under

consideration by the City are actually constructed, it is anticipated that there will be no substantial growth in the assessment roll other than additional transfers from the PILOT roll. It is also possible that new PILOTs will be negotiated for new development.

This year, the City (and all other local taxing jurisdictions) is again required to comply with, or override by a super majority, a state-imposed cap on its property tax levy. This year the cap is based on 2.0% inflation growth and other factors. The proposed property tax levy will increase by \$1.6 million; the levy reflects the amount of revenue that is required to be generated from the City's assessment roll to balance the City's budget after all other revenues have been included.

The City's sales tax is another significant source of income representing approximately 24.6% of proposed operating revenues in the General Fund based on an unrestricted City sales tax rate of 2.25%. The City also receives another 1/4% sales tax which is dedicated by statute to a Tax Stabilization and Reserve Account. This fund is an important tool for the City to re-build its fund balance and provide property tax rate stability in future years. Only a 1.5% sales tax rate is permanent. The City must seek approval for the additional percent every two years. The Common Council has recently approved a Home Rule message requesting extension of the sales tax. Sales tax receipts increased by 1.7% in fiscal year 2014-2015 before decreasing again (2.3% and 1.0%) in the next two fiscal years. Receipts increased again (1.6%) in FY 2017-2018. The projection for the current year's adopted budget is \$44 million, a decrease of approximately 2.4%. For the 2019-2020 fiscal year, sales tax is budgeted in accordance with the City Charter at the current year forecasted level of \$44 million for unrestricted sales tax. Future sales tax revenue is projected to increase by 1.5% per year as additional residential and retail opportunities are added in the City. Without a higher growth rate, it will become increasingly difficult to maintain service levels within the property tax cap and avoid continuing the use of greater amounts of fund balance.

The next largest source of operating revenue to the City in the General Fund is raised by Charges for Services which will increase by 6% over the current fiscal year to \$24.6 million. This category of revenue provides 13.8% of the funding in the proposed budget. Charges for services in several departments are raised periodically to reflect the increased cost of providing services and can be expected to continue. The Parking Department raises \$17.2 million to finance the construction, maintenance and operation of the City's extensive parking system which serves residents and non-residents. There are no parking fee increases included in the proposed budget. The City will continue to periodically evaluate its parking fees in order to ensure that the ongoing and future needs of its parking system will be met. Other departments with Charges for Services include Public Works, Recreation and Parks and the Youth Bureau; all three departments are proposing fee increases. Revenue from licenses and permits is 19% more than the current year in the proposed budget, or approximately \$9 million. In this category of revenue, there are fee increases in the Office of the Mayor, Building and Public Works.

State aid is projected to remain the same at \$5.5 million. There has been no increase in state aid for municipalities in several years in spite of increases in aid to school districts that also operate under a tax levy cap. Several other major categories of revenue, such as mortgage tax and building permits, are projected to fluctuate with changes in economic activity. Mortgage tax receipts are budgeted to increase by 3% (to \$2 million) over the current year's adopted budget. Building permit revenue will increase by approximately 40% to \$3.75 million; projections for this year total \$4 million. Interest income is doubling and is included at \$1,020,000 in the budget proposal.

The long-term outlook for revenue growth is dependent on economic development which will bring in new property and sales taxes and potentially increased parking fees.

**Fund Balance:** The total appropriation of fund balance in the proposed fiscal year 2019-2020 General Fund budget has decreased from \$12.8 million to \$12.2 million to preserve fund balance which may be jeopardized by continuing weak sales tax receipts. The appropriation of uncommitted fund balance will decrease by \$620,000 to \$6.1 million. An appropriation of \$5.1 million from the

Tax Stabilization Account is also proposed. Other proposed fund balance appropriations in FY 2019-2020 include \$120,000 from the recreation and open space reserve, and \$900,000 from the tax certiorari reserve. These appropriations are needed to fill the gap between proposed revenues and proposed expenditures. In the last fiscal year, expenditures exceeded revenues by \$5.6 million. With the addition of restricted sales tax to fund balance, the decrease was limited to \$0.6 or 2%. This trend is predicted to continue until the City's revenue base strengthens.

The following forecasts are not absolutes, but are provided to stimulate a constructive discussion of the City's overall economic position as the Common Council reviews the proposed budget.

	Actual 2017-18	Forecast 2018-19	Forecast 2019-20
<b>Revenues &amp; Other Sources</b>			
Property Tax Levy (net)	\$ 59.6	\$ 61.1	\$ 62.5
Sales Tax - Unrestricted	45.1	44.0	44.7
Other Tax Related Items	3.6	3.7	3.6
Intergovernmental	8.1	8.2	7.8
Charges for Services	22.7	23.4	24.3
Licenses Permits	7.7	9.2	9.0
Fines & Forfeitures	8.2	9.5	10.0
All Other	4.0	4.5	4.7
	<u>159.0</u>	<u>163.6</u>	<u>166.6</u>
<b>Expenditures &amp; Other Uses:</b>			
Salaries & Wages	75.0	74.2	77.3
Employee Benefits	46.5	47.8	48.8
Materials & Supplies	9.3	9.5	9.6
Direct Costs	15.0	16.0	16.4
Equipment/Rolling Stock	0.2	0.5	0.9
Reserve for Financing	0.0	2.3	0.3
<b>Interfund Transfers:</b>			
Library Fund	6.3	6.4	6.5
Debt Service Fund	12.2	12.5	13.7
Other Funds	0.1	0.1	0.0
	<u>164.6</u>	<u>169.3</u>	<u>173.5</u>
Total Revenues Over (Under) Expenditures	(5.6)	(5.7)	(6.9)
Restricted Sales Tax	5.0	4.9	5.0
Beginning Fund Balance	36.1	35.5	34.8
Ending Fund Balance	<u>\$ 35.5</u>	<u>\$34.7</u>	<u>\$ 32.9</u>
<b>Components of Ending Fund Balance:</b>			
Non-spendable(inventory/ prepaid expenditures/receivables)	\$ 1.9	\$ 2.2	\$ 2.3
Assigned to purchases on order	1.3	1.4	1.4
Assigned to tax certiorari	5.0	5.2	5.2
Assigned to subsequent year's expenditure	12.6	12.2	12.5
Assigned to WP Housing Authority	0.2	0.2	0.2
Committed for open space	0.4	0.3	0.4
Restricted for tax stabilization	5.1	4.9	5.0
Unassigned	9.0	8.3	5.9
Total Components of Ending Fund Balance	<u>\$ 35.5</u>	<u>\$ 34.7</u>	<u>\$ 32.9</u>

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## OTHER OPERATING FUNDS

### LIBRARY FUND

The Library Fund was established by the Common Council effective July 1, 1979 as a special revenue fund to account for the operations of the White Plains Public Library. The Library's services are provided to residents and non-residents alike at no cost to the user. A significant number of the Library's users are non-residents who indirectly support the Library through the City's sales tax. The City provides in its proposed budget almost 98.4% of the resources needed to operate the Library, an increase of 0.7% over the current fiscal year.

The proposed Library Fund budget for FY 2019-2020 totals almost \$6.6 million and includes total salaries and benefits of \$4.5 million, which represents 68.7% of the total budget, a decrease of 0.01% from the current year revised budget. Within this allocation, the Library plans to maintain current operating hours and programs. The total for salaries and benefits is exclusive of monies needed for merit increases which have not been determined at this time. Funds for these purposes have been included in the City's reserve for financing and will be moved to the Library Fund once they have been approved (after budget adoption).

Materials and supplies are budgeted at \$929,064, a slight increase from the current year. Included in this amount are utility costs and the costs of books, periodicals and other materials distributed by the Library to its patrons. Direct costs in the Library Fund are proposed at \$397,615, an increase of 7.2%. Included in this total is the Library's required FY 2019-2020 contribution to the Self Insurance Fund (\$43,860), service contracts (\$200,378), security guards (\$78,278) and on-line subscription services (\$56,722). The proposed contribution to the Debt Service Fund of \$701,158 reflects a 0.4% decrease. Approximately 10.7% of the Library's FY 2019-2020 proposed budget is dedicated to debt service.

The components of the Library Fund revenue budget include intergovernmental, charges for services, miscellaneous revenues, the contribution from the General Fund, and an appropriation of the Library's fund balance. The proposed budget includes a contribution of almost \$6.5 million from the General Fund which will be adjusted to include merit increases once they are approved. Remaining revenues are budgeted at \$106,096 and include a \$36,183 appropriation of fund balance.

The following chart illustrates the trends of Library Fund revenue for the most recent five year period.

	Actual FY 2016	Actual FY 2017	Actual FY 2018	Projected FY 2019	Proposed FY 2020
<b>Intergovernmental</b>	\$ 26,005	\$ 26,765	\$ 17,738	\$ 17,913	\$ 17,913
<b>Charges for Services</b>	76,625	68,048	62,125	40,563	33,000
<b>General Fund Contribution</b>	6,060,616	6,020,546	6,329,528	6,400,000	6,465,000
<b>All Other</b>	36,587	21,722	51,616	17,934	55,183
<b>Total</b>	\$6,199,833	\$6,137,081	\$6,461,007	\$6,485,870	\$6,571,096

A more comprehensive presentation of the Library Fund budget is provided in Section IV.

## SELF INSURANCE FUND

The Self Insurance Fund (SIF) was established by the Common Council effective July 1, 1985 as an internal service fund to account for the resources employed in administering the City's insurance program which is primarily self-insured.

The self-insurance program is managed by the Commissioner of Finance. The City also contracts with a third-party administrator to process liability and workers' compensation claims and assist the City in establishing reserves. In addition, the City hires an actuary to review the adequacy of its reserves. The City's Law Department is also actively involved in resolving general liability claims. Risk management is a key component of the City's self-insurance program. Each year, a number of training sessions and inspections are held to minimize risk and other circumstances that lead to accidents.

White Plains is self-insured for liability, workers' compensation and unemployment benefits. When it is prudent and cost-effective, the City purchases policies in the marketplace for such coverage as public officials' liability, property insurance and a stop-loss policy for workers' compensation. The City also purchases an excess liability policy for any liability claim settlements in excess of \$1 million to a maximum of \$10 million. The bulk of the City's exposure, however, is self-insured.

The Self Insurance Fund ended fiscal year 2017-2018 with a deficit of \$1,105,122, down \$3,077,128 from the restated June 30, 2017 deficit of \$4,182,250. Projections for June 30, 2019 indicate that the deficit will decrease by approximately 79.6% to a deficit of \$225,870. The current proposed budget includes a slight increase in contributions from the operating funds due to improved claims experience which has lowered claims loss reserve requirements. However, these contributions will continue to address reducing the fund deficit.

Based upon the actuarial determinations of risk provided by the City's insurance consultant and the other costs of running the program, a total budget of \$5.9 million has been proposed for fiscal year 2019-2020. Of this amount, \$5.4 million is provided for insurance premiums, claims and reserves with the remaining \$0.5 million available to administer the program. Insurance costs will increase by 4.8% while administrative costs will decrease 22.8% from the FY 2018-2019 revised budget to the FY 2019-2020 proposed budget. Included in the proposed budget is an increase of 1.7% in user fees to fund the FY 2019-2020 operations.

User charges will provide all of the revenue in the proposed budget. Of the user charges that will be assessed, approximately 95.9% will be provided from the General Fund.

The following chart illustrates the trend of revenues in the Self Insurance Fund for the most recent five year period:

	Actual FY 2016	Actual FY 2017	Actual FY 2018	Projected FY 2019	Proposed FY 2020
<b>User Fees</b>	\$7,289,239	\$5,932,813	\$6,893,936	\$6,093,112	\$5,943,820
<b>Miscellaneous</b>	136,454	269,242	551,675	20,800	-
<b>Interest Income</b>	39,952	56,715	135,830	206,500	-
<b>Total</b>	\$7,465,646	\$6,258,770	\$7,581,441	\$6,320,412	\$5,943,820

A more comprehensive presentation of the Self Insurance Fund budget is provided in Section IV.

## SEWER RENT FUND

The Sewer Rent Fund was established by the Common Council as an enterprise fund effective July 1, 2010 to account for the receipt, deposit and disbursement of funds exclusively for the operation, maintenance and repair of the City's sanitary sewer system. This also includes the payment of principal and interest on sewer related debt and capital improvements to the sewer system. This Fund is a bureau of the Department of Public Works and is operated in a manner which is similar to a private enterprise where the costs of providing goods and services are recovered primarily through user charges. The major funding source is sewer rents that are based on a percentage of water consumption. The costs of the system are distributed over all sewer system users, both taxable and tax-exempt, as authorized by New York State General Municipal Law.

Revenue in the proposed FY 2019-2020 Sewer Rent Fund totals \$3,683,378 of which 88.7% is from sewer rents. These rents are billed and collected as a percentage of water usage on all properties that are connected to the City's water distribution system. At the time the budget for this fund is adopted, the Commissioner of Public Works will submit to the Common Council for approval, the percentage of water consumption to be used in calculating sewer rent fees in the adopted budget. Because water consumption is billed semi-annually for most water users, the timing of the approval directly impacts the percentage of water consumption to be set as sewer rents. It is anticipated that the sewer charge for FY 2019-2020 will remain at the current 19% of the billing for water consumption. The City's water rates, which were last increased in December of 2018, are included in the calculation of sewer rents.

Proposed expenses for the Sewer Rent Fund total \$3,683,378, a decrease of 10.1% from the current revised budget. The decrease is chiefly attributable to a change in the capital outlay budget from \$1,364,966 to \$525,000. Personnel costs (exclusive of OPEB) account for \$844,940 of this amount or 22.9%. Materials and supplies total \$154,043 and direct costs total \$690,603. Included within direct costs is a payment to the General Fund for services such as engineering, financial accounting and billing (\$542,000). Interest payments on debt (\$84,353) account for 2.3% of the budget. An allowance for depreciation is budgeted at \$881,939 and a Reserve for Financing is proposed at \$65,000 to fund employee merit increases and unanticipated expenses.

The approved Capital Improvement Program for FY 2019-2020 recommends the expenditure of \$900,000 for the reconstruction of miscellaneous sanitary sewers, \$275,000 for Chatterton Avenue sanitary sewer improvements and the expenditure of \$225,000 for rolling stock. The \$225,000 for rolling stock has been included in the proposed fiscal year 2019-2020 Sewer Rent Fund budget.

As of June 30, 2018, the Sewer Rent Fund had a net operating gain of \$668,631 and a net position of \$9,085,472.

The following chart illustrates the trend of revenues in the Sewer Rent Fund for the most recent five year period:

	Actual FY 2016	Actual FY 2017	Actual FY 2018	Projected FY 2019	Proposed FY 2020
<b>Charges for Services</b>	\$2,881,136	\$2,519,694	\$2,813,978	\$3,100,000	\$3,268,128
<b>Miscellaneous</b>	22,324	68,865	268,337	148,650	15,250
<b>All Other</b>	8,916	4,361	12,071	45,000	400,000
<b>Total</b>	\$2,912,376	\$2,592,920	\$3,094,386	\$3,293,650	\$3,683,378

A more comprehensive presentation of the Sewer Rent Fund budget is provided in Section IV.

## WATER FUND

The Water Fund was established by the Common Council on July 1, 1979 as an enterprise fund to account for the operation of the City's water works. It is a bureau of the Department of Public Works and it is operated in a manner which is similar to a private business enterprise, where the costs (expenses, including depreciation) of providing goods and services are recovered primarily through user charges.

The City of White Plains purchases water from the New York City (NYC) system, and operates and maintains an extensive system for the delivery of water to its residents and commercial establishments. The ability to utilize the City's own water resources in the future will allow the City to mitigate, slightly, its reliance on water from NYC sources which are billed on a per capita allotment. As the City's population grew in recent years and water needs escalated, the City began to exceed its per capita allowance on a regular basis, resulting in significant increases in the cost of purchasing water. NYC charges an excess per capita rate that is more than double the regular rate and the per capita billing formula imposed allows no flexibility for the City of White Plains which has a significant day-time population not included in its per capita allowance.

Water Fund expenses in the proposed budget total \$17.7 million, an increase of only \$5,608 from the current year's revised budget. Salary and fringe benefit costs which total \$3.6 million (exclusive of OPEB) account for approximately 20.5% of the proposed Water Fund budget. The cost of purchasing untreated water from NYC is budgeted at \$7.4 million which is 41.9% of the total Water Fund budget. NYC had been steadily increasing their water charges in recent years to finance their costs of complying with state and federal mandates. However, no rate increases have been approved by the Water Board in the last two years. This is expected to change in the next fiscal year and another increase is expected to be implemented. All other materials and supplies total \$883,819 or 5.0% of the proposed budget. Direct costs total \$1,382,978 or 7.8% of the proposed budget and include a contribution to the Self Insurance Fund (\$134,519) and also to the General Fund (\$995,000) for various services. Interest on Water Fund debt will increase 59.2% and total \$1,209,039 or 6.8% of the proposed budget, while depreciation is budgeted at \$1,540,779 or 8.7% of the expense budget. The remaining expenses for FY 2019-2020 include equipment/rolling stock of \$164,689, capital outlay of \$700,000 and a Reserve for Financing of \$265,000 for employee merit increases and unanticipated expenses.

The approved Capital Improvement Program for FY 2019-2020 recommends \$16.9 million in major capital improvements attributable to the Water Fund: \$14.0 million for OSPS water treatment plant and chemical system upgrade, \$2.5 million for the replacement and/or reconstruction of miscellaneous water lines, \$250,000 for rolling stock and \$168,000 for debt issuance costs. The proposed FY 2019-2020 expense budget includes \$125,000 for rolling stock and it is planned that the sale of debt will finance the majority of the remaining capital program because of useful life and favorable interest rates. Over the years, compliance with federal and state mandates dictates the need for many capital improvements and the resulting increase in outstanding debt.

Revenue in the proposed FY 2019-2020 budget totals almost \$17.8 million, an increase of 6.0% from the current year's revised budget. The City utilizes a progressive water rate structure whereby the cost per cubic foot of water increases with escalating usage. Almost 98% of the proposed revenue budget is from metered water sales and related water service charges.

As of June 30, 2018, the Water Fund had a net operating gain of \$3.1 million and a net position of almost \$26.5 million.

The following chart illustrates the trend of revenues in the Water Fund for the most recent five year period:

	<b>Actual FY 2016</b>	<b>Actual FY 2017</b>	<b>Actual FY 2018</b>	<b>Projected FY 2019</b>	<b>Proposed FY 2020</b>
<b>Intergovernmental</b>	\$ -	\$ 402,166	\$ 375,540	\$ 1,077,428	\$ 119,364
<b>Charges for Services</b>	15,493,190	15,221,485	16,961,461	17,182,000	17,382,000
<b>Interest</b>	30,889	43,788	96,914	235,000	235,000
<b>All Other</b>	109,185	49,956	76,109	374,479	28,600
<b>Total</b>	<b>\$15,633,264</b>	<b>\$15,717,395</b>	<b>\$17,510,024</b>	<b>\$18,868,907</b>	<b>\$17,764,964</b>

A more comprehensive presentation of the Water Fund budget is provided in Section IV.

## **THE BUDGET DEVELOPMENT CYCLE**

Planning for the FY 2019-2020 budget began in September 2018 when department heads' input was solicited for the Capital Improvement Program. Their proposals for capital improvements to be undertaken in the upcoming and five subsequent years were consolidated by the Budget Department and submitted to the Capital Projects Board for review. Simultaneously, the Budget Department outlined the financial limits within which the Capital Improvement Program could be developed in order to ensure that the program is affordable by the City and that the City's credit rating is preserved.

The Capital Projects Board, which consists of the Commissioners of Public Works, Recreation & Parks, Public Safety, Finance, Planning, the Budget Director, the Deputy of Commissioner of Parking II, a Planning Board representative, a member of the Common Council and the Mayor (ex-officio), reviewed each project proposal according to the City's need to undertake the project and the implications of not doing so; the relative priority for each project vis-a-vis the various other projects; and the City's ability to successfully implement the project using available resources with the least possible disruption to the daily routine of the people of White Plains. The Rolling Stock Committee, appointed by the Mayor, provided recommendations on the replacement and major refurbishing of the City's rolling stock fleet for inclusion in the Capital Improvement Program. The Capital Projects Board concluded its review in December 2018 and submitted its program to the Budget Department for inclusion in the operating budget. The Program was also submitted to the Common Council at its February 2019 meeting.

Concurrently, a manual containing operating budget forms and instructions was sent to the departments in late December of 2018 for fiscal year 2019-20 operating budgets. The Budget Department outlined the financial parameters within which each department was to formulate budget requests. Forms containing the department heads' recommended spending plan for the new fiscal year were returned to the Budget Department on February 4, 2019. During the period between late February and early March, the Budget Department reviewed the department heads' recommendations and held budget review sessions with departments.

In accordance with the City Charter, the proposed budget is submitted to the Mayor and Common Council at the regularly scheduled meeting in April. A public notice of the formal public hearing on the proposed budget, which will be held on May 6, 2019 this year, will be published in the City's official newspaper. A copy of the proposed budget will be made available for the public to review at the Library and the City Clerk's office. The proposed budget will also be posted on the City's website. The Common Council will review the proposed budget at public work sessions scheduled in conjunction with the Mayor's office. These public meetings are traditionally held during April. The public, press, members of the Mayor's Budget and Management Advisory Committee, League of Women Voters and all interested parties are invited to participate in the review process.

Each year, the Mayor appoints a Budget and Management Advisory Committee. This Committee is responsible for developing in-depth analyses and recommendations for the City's fiscal and programmatic operations. In addition, they review and comment on the City's proposed budget. The Committee will review the City's proposed budget and hold public meetings to formulate their report to the Common Council. The Committee submits a written report of findings and recommendations to the Common Council at the Public Hearing.

As a result of this review and public comment, the Common Council may revise proposed expenditures and/or revenues. The Common Council must adopt a balanced tax budget where planned expenditures equal estimated revenues no later than May 30<sup>th</sup> of each fiscal year. The Fiscal Year 2019-2020 budget will be adopted at a Special Meeting of the Common Council held in May 2019.

Finally, the Common Council does not adopt a Capital Improvement Budget per se. Rather, the Common Council formally adopts budgets for each new capital project outlined in the City's Capital Improvement Program after reviewing plans and specifications and after public bidding has been concluded.

Procedures employed to amend the budget once adopted by the Common Council are outlined on the following page under the heading entitled Summary of Significant Accounting, Budgeting and Management Policies.

Exhibit I.10 depicts the budget development cycle.

### **BUDGET DEVELOPMENT CYCLE**

<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
<p>For the fiscal year beginning on July 1st.</p> <p>Budget Department begins analysis of fiscal planning and performance.</p>	<p>Capital Improvement planning process begins in the Budget Department.</p>	<p>Budget Department distributes Capital Project/Rolling Stock instructions &amp; forms to Depts.</p>	<p>Department Heads submit Capital Improvement Proposals.</p> <p>Capital Projects Board begins deliberations.</p> <p>Budget Director submits recommendations on financial limits of program.</p>	<p>Capital Projects Board deliberations continue.</p>	<p>Capital Projects Board deliberations continue.</p> <p>Capital Improvement Program approved by Capital Projects Board.</p>
<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
<p>Operating Budget process begins-forms and instructions sent to Department Heads.</p> <p>Budget &amp; Management Advisory Committee finalizes annual report.</p>	<p>Capital Improvement Program submitted to Common Council &amp; Budget Director.</p> <p>Operating Budget Requests submitted to Budget Director.</p> <p>Department budget reviews begin.</p>	<p>Budget Department conducts departmental review conferences and considers Capital Improvement Program (ongoing).</p>	<p>Proposed Operating Budget (with Capital Improvement element) submitted to Common Council by Budget Department.</p> <p>Mayor and Common Council begin deliberations seeking advice from Budget &amp; Management Advisory Committee.</p>	<p>Public Hearing held.</p> <p>Budget &amp; Management Advisory Committee reports to Common Council.</p> <p>Deliberations continue.</p> <p>Budget adopted no later than May 30th.</p>	<p>Summary of Adopted Budget published in newspaper.</p> <p>Copies of Budget Ordinances submitted to N.Y.S. Comptroller.</p>

Exhibit 1.10

## **SUMMARY OF SIGNIFICANT ACCOUNTING, BUDGETING AND MANAGEMENT POLICIES**

### **ACCOUNTING AND BUDGETING PRACTICES & INTERNAL CONTROL PROCEDURES:**

The following information, while technical in nature, is provided to inform the interested reader of significant accounting practices and internal control mechanisms adhered to by the City of White Plains and how they are utilized to ensure that government resources are managed and accounted for in compliance with applicable laws and regulations.

**Basis/Focus:** The City's operating budgets, i.e. General Fund, Library Fund, Self Insurance Fund, Water Fund, Sewer Rent Fund and Debt Service Fund are prepared on a basis consistent with Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) and the best practices and advisories set forth by the Government Finance Officers Association of the United States and Canada (GFOA).

Governmental funds (General Fund, Debt Service Fund and Library Fund) are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become susceptible to accrual, that is, when they become both "measurable" and "available" to finance expenditures of the fiscal period. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related liability is incurred, except for interest that has not matured on general long-term debt and compensated absences which are recognized when due.

Proprietary Funds (Self Insurance Fund, Water Fund and Sewer Rent Fund) are accounted for using the economic resources measurement focus and accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Under the basis of accounting, receipt of long-term debt proceeds, capital outlays and debt service principal payments are not reported, but allocations for depreciation and amortization expense are recorded. Often, *but not always*, the opposite is true under the basis of budgeting.

**Internal Controls:** The City of White Plains employs a system where budgetary accounts are formally integrated with the City's general ledger accounts. As a result, budgetary financial statements present actual vs. budgetary comparisons, thus enhancing budgetary control and management decision making. The City also utilizes encumbrance accounting to assure effective budgetary control and accountability and to facilitate effective cash planning and control.

Encumbrances are commitments related to unperformed (executory) contracts for goods or services and are recorded and reported as restrictions, commitments or assignments of fund balance. Outstanding encumbrances do not constitute expenditures or liabilities.

Other internal controls employed by the City in the management of its resources includes formal review procedures in the filling of vacant positions (Position Control), in the processing of purchase orders and contracts, payroll transactions, inventory and in the handling of cash. Funding for vacant positions is not provided in the City's budget.

**Budget Amendments:** The City's Charter establishes the procedures for amending the operating and capital budgets during the fiscal year and for the processing of transfers between appropriations.

The Common Council must formally approve amendments to the budget that increase overall spending or the spending level of individual departments. Transfers within the budgets of departments may be made by the Budget Department within specified limits as the requested by department heads or deemed necessary by the Budget Director. The Budget Director may also employ a budgetary allotment system and may set aside an amount not to exceed twenty percent of unobligated appropriations for possible emergencies arising during the budget year.

**Independent Audit:** The City of White Plains issues a Comprehensive Annual Financial Report (CAFR) which is audited by an independent certified public accountant. The City's financial records are also audited on a periodic basis by the Office of the Comptroller of the State of New York. The City of White Plains has earned the GFOA's *Certificate of Achievement for Excellence in Financial Reporting* each year since 1981 and the GFOA's *Distinguished Budget Presentation Award* each year since 1984.

## MANAGEMENT POLICIES - FISCAL PERFORMANCE GOALS

The City's Fiscal Performance Goals, which were formally adopted by the Common Council, represent ongoing policies to guide the City's financial management practices. While some of the performance goals are specific and will limit certain types of financial activity, the goal statements are not intended to restrict the Common Council's ability and responsibility to respond to emergencies or service delivery requirements above or beyond the limitations established by the Fiscal Performance Goals. The City's goals are:

### REVENUE PERFORMANCE GOALS

- ◆ The City will maintain a diversified and stable revenue system as protection from short-run fluctuations.
- ◆ The City will estimate annual revenues on an objective and reasonable basis. The City will develop a method to project revenues, expenditures/expenses and fund balance on a multi-year basis.
- ◆ The City will use one-time or special purpose revenues for capital expenditures, reduction of outstanding debt or for expenditures required by the revenue, and not to subsidize recurring operating and maintenance costs.
- ◆ The City will establish and annually re-evaluate all user charges and fees at a level related to the cost of providing the services.
- ◆ The City will endeavor to reduce reliance on the property tax by developing and expanding alternative revenue sources.
- ◆ The City will endeavor to improve and diversify the City's mix of commercial and residential properties.
- ◆ Proprietary funds (Self Insurance Fund, Water Fund and Sewer Rent Fund) will maintain revenues sufficient to support their respective full direct and indirect costs.

## **OPERATING EXPENDITURES PERFORMANCE GOALS**

- ◆ The Budget Director will propose and the Common Council will adopt and maintain a balanced budget in which expenditures will not be allowed to exceed reasonable estimated resources and revenues.
- ◆ The City will pay for all current operating and maintenance expenses from current revenue sources.
- ◆ The operating budget will provide for the adequate maintenance of capital assets and equipment.
- ◆ The budget will provide for adequate funding of all employee benefit programs.
- ◆ The City will maintain a budgetary control system that will enable it to adhere to the adopted budget.
- ◆ The City will maintain a system of financial and budgetary reporting that provides comparative actual to budget results.
- ◆ The City will develop and implement an effective risk management program to minimize losses and reduce costs. The Common Council will ensure that adequate resources and insurance are in place. This shall include coverage for general and automobile liability, unemployment and Workers Compensation.
- ◆ The City will encourage delivery of services by other public and private organizations whenever and wherever greater efficiency and effectiveness can be expected, as well as to develop and internally use technology and productivity advancements that will help reduce or avoid increasing personnel costs. The intent is to control personnel costs as a proportion of the total budget, to more productively and creatively use available resources, and to avoid duplication of effort and resources.

## **RESERVE PERFORMANCE GOALS**

- ◆ The City will establish annually in the operating budget a reserve for financing to:
  - provide for settlement of pending labor contract negotiations;
  - provide for temporary funding of unforeseen needs of an emergency or non-recurring nature;
  - permit orderly budgetary adjustments when revenues are lost through the actions of other governmental bodies;
  - provide the local match for public or private grants; and,
  - meet unexpected small increases in service delivery costs.
- ◆ The reserve for financing will be budgeted at a level sufficient to provide for settlement of pending labor contract negotiations plus an amount not to exceed one percent (1%) of the proposed tax budget. Use of the contingency funds will only be by action of the Common Council. The reserve for financing shall be separate from any component of fund balance (restricted, committed or assigned) used to fund subsequent year's expenditures.

- ◆ The City will maintain an employee position control reserve account. Funding will be provided from salary lines plus related benefits as positions become vacant during the fiscal year. Funding for personnel to fill authorized but unfilled budgetary salary positions will be provided from the position control reserve account. The Budget Department will be responsible for the control of the reserve account. The Personnel Department will be responsible for ensuring that positions are filled only when adequate funds are available in the reserve account.
- ◆ The City will maintain spendable fund balance in an amount necessary to maintain adequate cash flow to prevent the demand for short-term borrowing, the disruption of services to its citizens due to unexpected temporary revenue shortfalls or unpredicted one-time expenditures and the need for large increases in the property tax rate. The fund balance has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities.
- ◆ The fund balance comprised of amounts restricted for tax stabilization or subsequent year's expenditures, amounts assigned for subsequent year's expenditures, plus unassigned fund balance shall be maintained at a minimum of fifteen percent (15%) of the General Fund total expenditures, and shall be separate from the amount provided for in the reserve for financing.
- ◆ When the previously identified fund balance comprised of amounts restricted for tax stabilization or subsequent year's expenditures, amounts assigned for subsequent year's expenditures, plus unassigned fund balance falls below the 15% of total expenditures target, a plan shall be developed to replenish the deficient amount as soon as is necessary and/or reasonable, but in no event over a period greater than five years after the original determination was made that the amount was below target level.
- ◆ The Common Council is the highest level of decision-making authority and may restrict, commit or assign portions of fund balance by adopted resolution and/or ordinance. The Common Council has designated the Commissioner of Finance as the official having authority to assign portions of fund balance categories based on generally accepted accounting principles. The City will expend funds in the following order: restricted first, the committed, then assigned, and lastly, unassigned.

## **INVESTMENT PERFORMANCE GOALS**

- ◆ The City's primary investment performance objectives, in priority order, shall be legality, safety, liquidity and yield.
- ◆ The City will develop a cash flow analysis of all funds on a regular basis. Collections, deposits and disbursements of all funds will be scheduled to ensure maximum cash availability.
- ◆ The City will optimize the return on all cash investments.
- ◆ Where permitted by law, cash from several separate funds and sources will be pooled to optimize investment yields. Interest will be credited to the sources of the invested monies.
- ◆ The Department of Finance will provide quarterly information to the Common Council concerning investment performance.

## **CAPITAL IMPROVEMENTS PERFORMANCE GOALS**

- ◆ Capital improvements will be based on long range projected needs rather than on immediate needs in order to minimize future maintenance, replacement, and capital costs.
- ◆ All capital improvements will be made in accordance with the City's approved five year capital improvement program (CIP). The CIP shall be updated annually.
- ◆ The development of the CIP will be coordinated with the operating budget in order to maintain a reasonably stable total tax levy.
- ◆ The City will identify the estimated cost and potential funding sources for each capital project proposed in the CIP before submission to review bodies and the Common Council.
- ◆ Future annual costs associated with a proposed capital improvement, including annual debt service and operating and maintenance costs will be estimated and included in the CIP and updated if necessary before a decision to implement a project is made by the Common Council.
- ◆ Federal, State and other intergovernmental and private funding sources shall be sought out and used as available to assist in financing capital improvements.

## **DEBT PERFORMANCE GOALS**

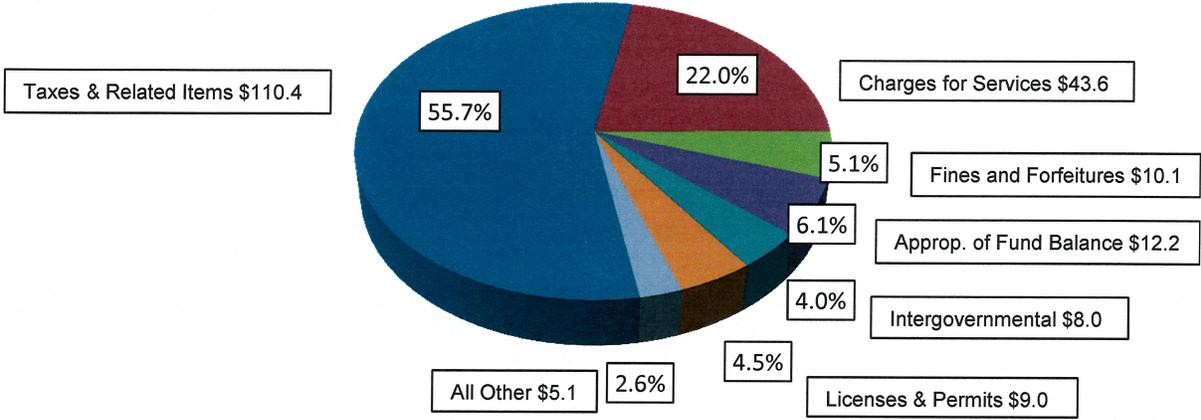
- ◆ The City will limit long-term debt to only those capital improvements that cannot be financed from current revenues.
- ◆ The maturity date for any debt will not exceed the period of probable usefulness (PPU) provided for in the New York State Local Finance Law.
- ◆ Thirty percent (30%) of the City's available general obligation debt limit shall be reserved for emergency purposes.
- ◆ As a means of further minimizing the impact of debt obligations on the City taxpayers:
  - the total net indebtedness (total general obligations less exclusions for water projects, sewer projects and current debt principal appropriations) shall not exceed five percent (5%) of the full assessment value of taxable property;
  - long-term net debt shall not exceed \$2,000 per capita;
  - these limitations shall not apply to any debt incurred for emergency purposes.
- ◆ The City will avoid the issuance of budget, tax and revenue anticipation notes.
- ◆ The City will issue debt that will be repaid from special assessments, specific revenues (such as water rents, sewer rents, parking revenues, etc.) and/or any source other than property taxes ("self-liquidating debt") whenever reasonable and appropriate.
- ◆ The City will prepare and distribute an official statement whenever required for the issuance of debt and maintain compliance with the annual reporting requirements of Securities and Exchange Commission (SEC) Rule 15c2-12 (municipal securities disclosure).
- ◆ The City shall encourage and maintain good relations with financial and bond rating agencies, and will follow a policy of full and open disclosure on every financial report and official statement.

## FINANCIAL REPORTING PERFORMANCE GOALS

- ◆ The City will adhere to a policy of full and open public disclosure of all financial activity. The proposed tax budget will be prepared in a manner to maximize its understanding by citizens and elected officials. Copies of financial documents will be made publicly available. Opportunities will be provided for full citizen participation prior to final decisions on adopting the budget. Detailed budgetary information; i.e. specific sources of revenue and objects of expenditure, will be made publicly available.
- ◆ The City shall include in the proposed and adopted tax budget documents an explanation as to how the budget compares to the City's Fiscal Performance Goals.
- ◆ The City's accounting system will maintain records on a basis consistent with generally accepted accounting principles.
- ◆ The Commissioner of Finance will prepare regular quarterly and annual financial reports presenting a summary of financial activity by major types of funds and programs.
- ◆ The City will prepare The Comprehensive Annual Financial Report in conformity with generally accepted governmental accounting principles and financial reporting best practices.
- ◆ The City will employ an independent certified public accounting firm to perform an annual audit of all funds, authorities, agencies, and grant programs and will make the annual audited report publicly available. The audit shall be completed and submitted to the Common Council within 180 days of the close of the City's fiscal year.
- ◆ The annual audit of the City will be conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States and in conformity with accounting principles generally accepted in the United States of America.
- ◆ The annual audit of the City will comply with the requirements of the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations* ("Single Audit").
- ◆ The City each year will submit its CAFR to the GFOA for GFOA's *Certificate of Achievement for Excellence in Financial Reporting* award program.

**CITY OF WHITE PLAINS  
SUMMARY OF COMBINED OPERATING BUDGETS  
2019 - 2020**

**REVENUES: \$198.4M**



**EXPENDITURES: \$198.3M**

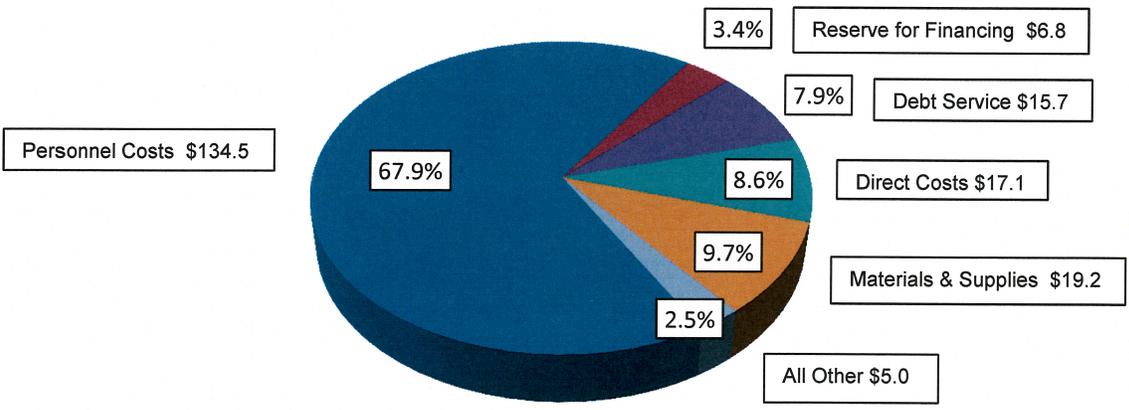


Exhibit I.11

**CITY OF WHITE PLAINS**  
**SUMMARY COMBINED OPERATING BUDGETS**  
**2019-2020**  
(in 000's of dollars)

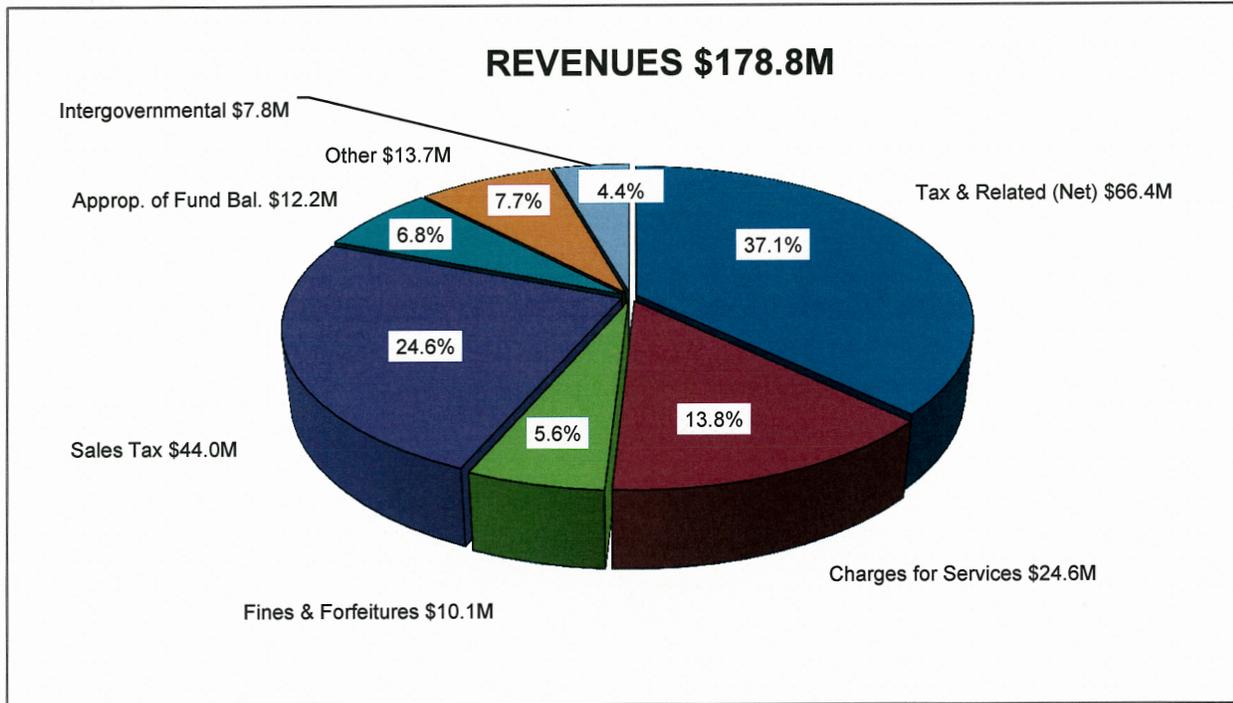
	General Fund	Library Fund	Self Insurance Fund	Sewer Rent Fund	Water Fund	Interfund Adjustments	Combined Total (Memorandum Only)
<b>REVENUES:</b>							
Property Tax & Related Items	\$ 110,426	\$	\$	\$	\$	\$	\$ 110,426
Intergovernmental	7,831	18			119		7,968
Charges for Services	24,622	33	5,943	3,067	17,382	(7,476)	43,571
Licenses & Permits	8,976				3		8,979
Fines & Forfeitures	10,089						10,089
Miscellaneous	3,655	19		140	26		3,840
Interest & Dividends	1,020			10	235		1,265
Operating Transfers		6,465				(6,465)	-
<b>Total Revenues</b>	<u>166,619</u>	<u>6,535</u>	<u>5,943</u>	<u>3,217</u>	<u>17,765</u>	<u>(13,941)</u>	<u>186,138</u>
Appropriation of Fund Bal.	12,186	36					12,222
<b>Total Funds Available</b>	<u>\$ 178,805</u>	<u>\$ 6,571</u>	<u>\$ 5,943</u>	<u>\$ 3,217</u>	<u>\$ 17,765</u>	<u>\$ (13,941)</u>	<u>\$ 198,360</u>
<b>EXPENDITURES:</b>							
Salaries and Wages	\$ 75,940	\$ 2,894	\$ 18	\$ 488	\$ 2,275	\$	\$ 81,615
Employee Benefits	48,877	1,622	15	554	1,874		52,942
Materials & Supplies	9,825	929		152	8,310		19,216
Direct Costs	16,657	398	5,811	300	1,383	(7,476)	17,073
Equipment/Rolling Stock	963	17		254	164		1,398
Depreciation				835	1,541		2,376
Capital Outlay				525	700		1,225
Debt Service				59	1,209		1,268
Operating Transfers:							
Debt Service Fund	13,728	701					14,429
Library Fund	6,465					(6,465)	-
Reserve for Financing	6,350	10	99	50	265		6,774
<b>Total Expenditures</b>	<u>178,805</u>	<u>6,571</u>	<u>5,943</u>	<u>3,217</u>	<u>17,721</u>	<u>(13,941)</u>	<u>198,316</u>
Interfund Adjustments	(13,703)	(44)		(601)	(1,130)		-
<b>Total (Memorandum Only)</b>	<u>\$ 165,102</u>	<u>\$ 6,527</u>	<u>\$ 5,943</u>	<u>\$ 2,616</u>	<u>\$ 16,591</u>	<u>\$ -</u>	<u>\$ 198,316</u>

**City of White Plains**  
**Operating Budgets**  
**Actual, Projected and Proposed**  
**(in 000's of dollars)**

	General Fund			Library Fund			Self Insurance Fund		
	2017-18 Actual	2018-19 Projected	2019-20 Proposed	2017-18 Actual	2018-19 Projected	2019-20 Proposed	2017-18 Actual	2018-19 Projected	2019-20 Proposed
<b>FINANCIAL SOURCES:</b>									
Property & Related Taxes	\$ 108,239	\$ 108,800	\$ 110,426	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	8,129	8,200	7,831	18	18	18	-	-	-
Charges for Services	22,706	23,400	24,622	62	41	33	6,894	6,093	5,943
Licenses & Permits	7,670	9,200	8,976	-	-	-	-	-	-
Fines & Forfeitures	8,241	9,500	10,089	-	-	-	-	-	-
Miscellaneous	3,405	3,371	3,655	52	27	19	551	21	-
Interest Income	589	1,129	1,020	-	-	-	136	206	-
Transfers In	-	-	-	6,329	6,400	6,465	-	-	-
Appropriation of Fund Balance	-	-	12,186	-	-	36	-	-	-
<b>Total Financial Sources</b>	<b>158,979</b>	<b>163,600</b>	<b>178,805</b>	<b>6,461</b>	<b>6,486</b>	<b>6,571</b>	<b>7,581</b>	<b>6,320</b>	<b>5,943</b>
<b>FINANCIAL USES:</b>									
Salaries and Wages	75,031	74,200	75,940	2,881	2,848	2,894	14	2	18
Employee Benefits	46,482	47,800	48,877	1,571	1,630	1,622	13	18	15
Materials & Supplies	9,278	9,500	9,825	961	928	929	-	-	-
Direct Costs	15,018	16,000	16,657	406	421	398	4,477	5,421	5,811
Equipment/Rolling Stock	199	500	963	26	19	17	-	-	-
Depreciation	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Debt Service-Principal	-	-	-	-	-	-	-	-	-
Debt Service-Interest	-	-	-	-	-	-	-	-	-
Transfers Out	18,575	19,000	20,193	585	704	701	-	-	-
Reserve for Financing	-	2,300	6,350	-	-	10	-	-	99
<b>Total Financial Uses</b>	<b>164,583</b>	<b>169,300</b>	<b>178,805</b>	<b>6,430</b>	<b>6,550</b>	<b>6,571</b>	<b>4,504</b>	<b>5,441</b>	<b>5,943</b>
<b>Excess of Revenues and Other Sources Over(Under) Expenses/ Expenditures and Other Uses</b>	<b>(5,604)</b>	<b>(5,700)</b>	<b>-</b>	<b>31</b>	<b>(64)</b>	<b>-</b>	<b>3,077</b>	<b>879</b>	<b>-</b>
<b>Restricted Sales Tax</b>	<b>5,008</b>	<b>4,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Beginning Fund Balance/Equity</b>	<b>36,115</b>	<b>35,519</b>	<b>34,719</b>	<b>92</b>	<b>123</b>	<b>59</b>	<b>(4,182)</b>	<b>(1,105)</b>	<b>(226)</b>
<b>Ending Fund Balance/Equity</b>	<b>\$ 35,519</b>	<b>\$ 34,719</b>	<b>\$ 34,719</b>	<b>\$ 123</b>	<b>\$ 59</b>	<b>\$ 59</b>	<b>\$ (1,105)</b>	<b>\$ (226)</b>	<b>\$ (226)</b>

Sewer Rent Fund			Water Fund			Debt Service Fund			Total - All Funds		
2017-18 Actual	2018-19 Projected	2019-20 Proposed									
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,239	\$ 108,800	\$ 110,426
-	-	-	376	1,077	119	155	151	146	8,678	9,446	8,114
2,814	3,100	3,067	16,961	17,182	17,382	-	-	-	49,437	49,816	51,047
-	-	-	4	-	3	-	-	-	7,674	9,200	8,979
-	-	-	15	-	-	-	-	-	8,256	9,500	10,089
268	149	140	57	375	26	32	1,373	-	4,365	5,316	3,840
12	45	10	97	235	235	-	2	-	834	1,617	1,265
-	-	-	-	-	-	12,956	13,243	14,429	19,285	19,643	20,894
-	-	-	-	-	-	-	-	-	-	-	12,222
<u>3,094</u>	<u>3,294</u>	<u>3,217</u>	<u>17,510</u>	<u>18,869</u>	<u>17,765</u>	<u>13,143</u>	<u>14,769</u>	<u>14,575</u>	<u>206,768</u>	<u>213,338</u>	<u>226,876</u>
471	495	488	2,276	2,223	2,275	-	-	-	80,673	79,768	81,615
511	536	554	1,748	1,793	1,874	-	-	-	50,325	51,777	52,942
91	180	152	6,972	7,683	8,310	-	-	-	17,302	18,291	19,216
309	306	300	1,124	1,244	1,383	-	-	-	21,334	23,392	24,549
161	200	254	42	89	164	-	-	-	428	808	1,398
825	835	835	1,484	1,500	1,541	-	-	-	2,309	2,335	2,376
-	900	525	-	900	700	-	-	-	-	1,800	1,225
-	-	-	-	-	-	9,739	10,562	11,259	9,739	10,562	11,259
58	59	59	758	759	1,209	4,034	3,832	4,316	4,850	4,650	5,584
-	-	-	-	-	-	-	-	-	19,160	19,704	20,894
-	-	50	-	-	265	-	-	-	-	2,300	6,774
<u>2,426</u>	<u>3,511</u>	<u>3,217</u>	<u>14,404</u>	<u>16,191</u>	<u>17,721</u>	<u>13,773</u>	<u>14,394</u>	<u>15,575</u>	<u>206,120</u>	<u>215,387</u>	<u>227,832</u>
668	(217)	-	3,106	2,678	44	(630)	375	(1,000)	648	(2,049)	(956)
-	-	-	-	-	-	-	-	-	5,008	4,900	-
<u>8,417</u>	<u>9,085</u>	<u>8,868</u>	<u>23,354</u>	<u>26,460</u>	<u>29,138</u>	<u>3,149</u>	<u>2,519</u>	<u>2,894</u>	<u>66,945</u>	<u>72,601</u>	<u>75,452</u>
<u>\$ 9,085</u>	<u>\$ 8,868</u>	<u>\$ 8,868</u>	<u>\$ 26,460</u>	<u>\$ 29,138</u>	<u>\$ 29,182</u>	<u>\$ 2,519</u>	<u>\$ 2,894</u>	<u>\$ 1,894</u>	<u>\$ 72,601</u>	<u>\$ 75,452</u>	<u>\$ 74,496</u>

**CITY OF WHITE PLAINS  
GENERAL FUND BUDGET SUMMARY  
2019 - 2020**



**EXHIBIT 1.12**

	<u>Revised Budget</u>	<u>Proposed Budget</u>	<u>% CHANGE</u>
	<u>FY 2018-2019</u>	<u>FY 2019-2020</u>	
<b>EXPENDITURE BY MAJOR CATEGORY:</b>			
Salaries & Wages	\$ 74,308,359	\$ 75,940,320	2.1%
Employee Benefits	48,617,397	48,876,878	0.5%
Materials & Supplies	10,000,069	9,825,165	-1.7%
Direct Costs	17,628,280	16,657,189	-5.5%
Equipment & Rolling Stock	601,611	962,972	60.1%
Reserve for Financing	5,387,657	6,350,000	17.9%
Interfund Transfers	19,034,120	20,192,824	6.1%
	<u>\$175,577,493</u>	<u>\$178,805,348</u>	<u>1.8%</u>
<b>EXPENDITURE BY DEPARTMENTS (SERVICE PROVIDERS):</b>			
Council & Boards	\$ 5,871,913	\$ 6,832,267	16.4%
General Government	44,879,038	44,771,172	-0.2%
Public Works	30,034,516	30,432,500	1.3%
Parking	17,062,673	17,664,706	3.5%
Public Safety	64,443,082	65,888,518	2.2%
Community Services	13,286,271	13,216,185	-0.5%
	<u>\$175,577,493</u>	<u>\$178,805,348</u>	<u>1.8%</u>
<b>EXPENDITURE BY GOALS &amp; OBJECTIVES (SERVICE PROVIDED):</b>			
Policy Formulation & Administration	\$ 54,318,193	\$ 55,477,197	2.1%
Protection of Persons & Property	65,743,906	67,199,658	2.2%
Environmental Protection	10,658,514	10,880,962	2.1%
Transportation	25,694,037	26,170,848	1.9%
Social Enrichment Opportunities	15,367,390	15,238,762	-0.8%
Physical Resource Development	3,795,453	3,837,921	1.1%
	<u>\$ 175,577,493</u>	<u>\$ 178,805,348</u>	<u>1.8%</u>

**CITY OF WHITE PLAINS  
GENERAL FUND  
SUMMARY BUDGET COMPARISONS**

	2017-18 Actual*	2018-19		Proposed 2019-20 Budget
		Revised Budget 12/31/2018	Year to Date Actual 12/31/2018	
<b>REVENUES:</b>				
Property Taxes	\$ 59,610,993	\$ 61,922,071	\$ 61,507,133	\$ 62,959,768
Allowance for Uncollected Taxes	(170,441)	(22,000)	-	(22,000)
Net Tax Contribution	59,440,552	61,900,071	61,507,133	62,937,768
Sales Tax - Unrestricted	45,069,015	44,500,000	22,309,201	44,000,000
Sales Tax - Restricted	5,007,666	-	2,478,799	-
Hotel Occupancy Tax	1,202,423	1,200,000	619,276	1,200,000
Tax Related Items (Other than Levy)	2,527,780	2,197,230	1,475,671	2,288,000
Intergovernmental:				
Federal	102,335	74,900	31,769	79,300
State	5,933,288	5,919,213	1,038,182	5,653,795
County	2,093,447	1,840,900	1,556,661	2,098,400
Charges for Services	22,705,625	23,213,311	13,713,089	24,622,068
Licenses & Permits	7,669,623	7,517,422	4,323,659	8,975,684
Fines & Forfeitures	8,240,855	8,880,900	4,559,542	10,088,821
Miscellaneous	3,405,368	3,282,997	1,414,481	3,655,487
Interest	589,253	515,000	481,876	1,020,000
<b>Total Revenues</b>	<b>163,987,230</b>	<b>161,041,944</b>	<b>115,509,339</b>	<b>166,619,323</b>
Fund Balance:				
Restricted for Tax Stabilization	-	5,200,000	-	5,111,025
Committed to Open Space/Recreation	-	100,000	-	120,000
Committed to Tax Certs	-	900,000	-	900,000
Assigned for Pr. Yr. Enc.	-	1,633,895	-	-
Unassigned	-	6,100,000	-	6,055,000
<b>Total Funds Available</b>	<b>\$ 163,987,230</b>	<b>\$ 174,975,839</b>	<b>\$ 115,509,339</b>	<b>\$ 178,805,348</b>
<b>EXPENDITURES:</b>				
Salaries & Wages	\$ 75,030,908	\$ 74,308,359	\$ 36,735,215	\$ 75,940,320
Employee Benefits	46,482,160	48,617,397	24,290,649	48,876,878
Materials & Supplies	9,277,856	10,000,069	4,550,520	9,825,165
Direct Costs	15,018,163	17,628,280	11,591,481	16,657,189
Equipment/Rolling Stock	199,142	601,611	433,212	962,972
Operating Transfers:				
Capital Projects Fund	50,000	-	-	-
Debt Service Fund	12,193,762	12,538,793	2,886,750	13,727,824
Library Fund	6,329,528	6,460,064	2,977,518	6,465,000
Other Funds	1,620	35,263	34,453	-
Reserve for Financing	-	5,387,657	-	6,350,000
<b>Total Expenditures</b>	<b>\$ 164,583,139</b>	<b>\$ 175,577,493</b>	<b>\$ 83,499,798</b>	<b>\$ 178,805,348</b>
<b>ASSESSED VALUATION</b>	<b>\$ 281,659,061</b>	<b>\$ 283,141,289</b>		<b>\$ 283,027,686</b>
<b>PROPERTY TAX RATE</b>	<b>\$205.37</b>	<b>\$211.36</b>		<b>\$217.07</b>

\* Source: Comprehensive Annual Financial Report for the Fiscal Year July 1, 2017-June 30, 2018

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**CITY OF WHITE PLAINS - GENERAL FUND  
BUDGET BY SOURCES OF REVENUE & OBJECTS OF EXPENDITURE**

<b>REVENUES:</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Revised Budget 12/31/2018</b>	<b>2018-2019 Recognized 12/31/2018</b>	<b>2019-2020 Budget</b>	<b>% Increase (Decrease)</b>
<b>Taxes &amp; Related Items:</b>					
Property Tax Levy	\$ 57,380,750	\$ 59,844,743	\$ 59,729,969	\$ 61,436,820	3%
Prior Year Property Tax Collections	295,854	200,000	(329)	200,000	0%
Payments in Lieu of Taxes	1,934,389	1,877,328	1,777,493	1,322,948	-30%
Allowance for Uncollected Taxes	(170,441)	(22,000)	-	(22,000)	0%
Property Tax Interest-Penalty	556,284	420,000	199,126	480,000	14%
BID Assessments	665,000	700,000	700,000	700,000	0%
Sales & Use Tax - Unrestricted	45,069,015	44,500,000	22,309,201	44,000,000	-1%
Sales & Use Tax - Restricted	5,007,666	-	2,478,799	-	0%
Hotel Occupancy Tax	1,202,423	1,200,000	619,276	1,200,000	0%
Utility Gross Receipts	1,306,496	1,077,230	576,545	1,108,000	3%
Total Taxes & Related Items	<u>113,247,436</u>	<u>109,797,301</u>	<u>88,390,080</u>	<u>110,425,768</u>	<u>1%</u>
<b>Intergovernmental:</b>					
Federal:					
Senior Citizens T-IIIB	18,700	18,700	9,350	19,500	4%
Dept. of Justice Vest Partnership	20,119	18,800	-	18,400	-2%
Nutrition Title-IIIC	41,343	41,200	20,600	41,400	0%
Other	22,173	-	1,819	-	0%
Total Federal	<u>102,335</u>	<u>78,700</u>	<u>31,769</u>	<u>79,300</u>	<u>1%</u>
State:					
AIM	5,463,256	5,463,256	952,802	5,463,256	0%
Arterial Highway Maintenance	28,050	28,050	14,025	28,050	0%
Mental Health	37,519	45,000	9,385	35,000	-22%
NYS Unified Court System	56,656	50,000	51,864	55,000	10%
NYS Criminal Justice Service	4,752	4,000	-	4,000	0%
Youth Program	29,000	30,828	-	30,519	-1%
Other	314,055	305,978	10,106	37,970	-88%
Total State	<u>5,933,288</u>	<u>5,927,112</u>	<u>1,038,182</u>	<u>5,653,795</u>	<u>-5%</u>
County and Local Support:					
Mortgage Tax	1,998,859	1,950,000	1,469,425	2,000,000	3%
Stop DWI/SEAS Program	3,600	8,400	2,116	8,400	0%
Community Development	90,988	137,033	85,120	90,000	-34%
Total County	<u>2,093,447</u>	<u>2,095,433</u>	<u>1,556,661</u>	<u>2,098,400</u>	<u>0%</u>
Total Intergovernmental	<u>8,129,070</u>	<u>8,101,245</u>	<u>2,626,612</u>	<u>7,831,495</u>	<u>-3%</u>
<b>Charges for Services:</b>					
General:					
Building Code Enforcement Fees	108,185	95,000	70,050	100,450	6%
Civil Service Exam Fees	29,550	25,750	5,900	90,750	252%
Community Development	37,850	36,200	35,800	34,800	-4%
Sewer Fund	145,000	152,250	152,250	542,000	256%
Water Fund	750,000	787,500	787,500	995,000	26%
White Plains URA	14,040	4,250	8,114	4,425	4%
WP School District	60,000	60,000	60,000	60,000	0%
Other	4,000	4,075	4,000	4,050	-1%
Total General	<u>1,148,625</u>	<u>1,165,025</u>	<u>1,123,614</u>	<u>1,831,475</u>	<u>57%</u>

**CITY OF WHITE PLAINS - GENERAL FUND**  
**BUDGET BY SOURCES OF REVENUE & OBJECTS OF EXPENDITURE**

<b>REVENUES:</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Revised Budget 12/31/2018</b>	<b>2018-2019 Recognized 12/31/2018</b>	<b>2019-2020 Budget</b>	<b>% Increase (Decrease)</b>
<b>Charges for Services (cont'd):</b>					
Departmental:					
City Clerk	123,862	122,500	59,799	122,600	0%
Parking Department	16,540,165	16,992,579	10,042,351	17,185,509	1%
Public Safety	2,528,942	2,480,461	1,003,910	2,999,902	21%
Public Works	183,774	199,420	15,188	206,434	4%
Recreation & Parks	1,390,629	1,469,150	1,033,110	1,480,208	1%
Youth Services	789,628	784,176	435,117	795,940	2%
Total Departmental	<u>21,557,000</u>	<u>22,048,286</u>	<u>12,589,475</u>	<u>22,790,593</u>	<u>3%</u>
Total Charges for Services	<u>22,705,625</u>	<u>23,213,311</u>	<u>13,713,089</u>	<u>24,622,068</u>	<u>6%</u>
<b>Licenses and Permits:</b>					
Building Department	3,909,568	3,992,025	2,279,776	5,286,800	32%
City Clerk	20,011	16,150	8,398	16,700	3%
City Franchise Fees	1,026,944	1,031,652	504,804	1,041,652	1%
Office of Mayor	90,100	100,000	38,600	110,000	10%
Planning	-	7,500	1,500	5,000	-33%
Public Safety	1,169,020	1,279,930	907,805	1,228,432	-4%
Public Works	1,451,380	1,087,765	582,776	1,284,500	18%
Recreation & Parks	2,600	2,400	-	2,600	8%
Total Licenses and Permits	<u>7,669,623</u>	<u>7,517,422</u>	<u>4,323,659</u>	<u>8,975,684</u>	<u>19%</u>
<b>Fines &amp; Forfeitures:</b>					
Alarm Ordinance	53,775	150,000	81,000	150,000	0%
Fines & Bail Court	1,049,866	1,100,000	405,358	990,000	-10%
Forfeited Deposits	550	300	-	300	0%
Overtime Parking Notices	164,043	181,600	72,140	141,300	-22%
Parking Fines	6,972,621	6,909,000	3,655,730	7,437,000	8%
Red Light Fines	-	540,000	345,314	1,350,221	150%
Street Opening Fines	-	-	-	10,000	100%
Sidewalk/Curb/Driveway Fines	-	-	-	10,000	100%
Total Fines & Forfeitures	<u>8,240,855</u>	<u>8,880,900</u>	<u>4,559,542</u>	<u>10,088,821</u>	<u>14%</u>
<b>Miscellaneous:</b>					
Sale of Property	126,658	173,250	74,540	173,250	0%
Insurance Recovery	115,258	129,000	27,705	122,500	-5%
Contributions-Developer	65,000	250,000	250,000	740,000	196%
Contributions- Miscellaneous	106,614	28,750	10,801	30,000	4%
Tenant Emergency Protection	51,000	55,000	55,000	55,000	0%
Rents - Commissions	1,936,745	2,034,472	744,477	2,027,403	0%
Senior Citizens	54,552	60,000	35,204	62,000	3%
Other	949,541	552,525	216,754	445,334	-19%
Total Miscellaneous	<u>3,405,368</u>	<u>3,282,997</u>	<u>1,414,481</u>	<u>3,655,487</u>	<u>11%</u>
<b>Interest</b>	<u>589,253</u>	<u>515,000</u>	<u>481,876</u>	<u>1,020,000</u>	<u>98%</u>
<b>Appropriation of Fund Balance:</b>					
Prior Year Encumbrances	-	1,506,548	-	-	-100%
Apprtd. Open Space Reserve	-	120,000	-	120,000	0%
Apprtd. Tax Certiorari Reserve	-	900,000	-	900,000	0%
Apprtd. Tax Stabilization Reserve	-	5,067,769	-	5,111,025	1%
Apprtd. Fund Balance	-	6,675,000	-	6,055,000	-9%
Total Appropriation of Fund Balance	<u>-</u>	<u>14,269,317</u>	<u>-</u>	<u>12,186,025</u>	<u>-15%</u>
<b>Total Revenues</b>	<u><u>\$ 163,987,230</u></u>	<u><u>\$ 175,577,493</u></u>	<u><u>\$ 115,509,339</u></u>	<u><u>\$ 178,805,348</u></u>	<u><u>2%</u></u>

**CITY OF WHITE PLAINS - GENERAL FUND  
BUDGET BY SOURCES OF REVENUE & OBJECTS OF EXPENDITURE**

<b>EXPENDITURES:</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Revised Budget 12/31/2018</b>	<b>2018-2019 Recognized 12/31/2018</b>	<b>2019-20 Budget</b>	<b>% Increase (Decrease)</b>
<b>Salaries and Wages:</b>					
Elected	\$ 374,591	\$ 377,656	\$ 188,828	\$ 377,656	0%
Appointed	3,825,673	3,914,367	1,926,171	4,022,766	3%
Managerial/Confidential	2,292,877	2,910,711	1,284,465	3,062,060	5%
CSEA	21,039,375	20,937,121	10,382,701	21,060,270	1%
Police	20,852,664	20,359,739	10,069,102	20,572,896	1%
Fire	15,589,594	15,127,325	7,442,596	15,497,973	2%
Sanitation	3,860,461	3,802,907	1,933,093	3,907,771	3%
Overtime:					
Managerial/Confidential	42,767	24,633	9,263	25,128	2%
CSEA	1,096,089	1,039,259	418,518	1,053,066	1%
Police	2,482,357	2,240,000	1,105,763	2,800,000	25%
Fire	993,812	803,166	515,303	841,691	5%
Sanitation	158,216	151,137	49,817	158,425	5%
Other:					
P/T & Seasonal	2,205,157	2,403,063	1,300,958	2,343,343	-2%
207-A & Pensioner Payments	217,275	217,275	108,637	217,275	0%
Total Salaries & Wages	<u>75,030,908</u>	<u>74,308,359</u>	<u>36,735,215</u>	<u>75,940,320</u>	<u>2%</u>
<b>Employee Benefits:</b>					
Social Security	5,565,891	5,590,367	2,656,795	5,752,604	3%
MTA Payroll Tax	255,415	252,416	125,824	256,131	1%
Pension System:					
NYS Employee System	4,948,522	4,758,472	2,323,795	4,829,005	1%
NYS Police & Fire System	8,890,470	8,683,885	4,263,380	8,596,738	-1%
Insurances:					
Health Insurances:					
Active Employees	14,513,181	15,580,611	7,489,531	15,909,378	2%
Active Employees Buyout	512,877	549,909	532,473	556,000	1%
Retired Employees	9,768,287	10,829,799	5,736,044	10,725,000	-1%
Retired Employees Buyout	201,845	205,300	194,719	200,000	-3%
Dental Insurance	449,387	510,086	233,549	473,512	-7%
Optical Insurance	114,162	117,342	59,160	119,890	2%
Group Life Insurance	59,749	69,000	33,269	73,000	6%
Professional Development	100,115	174,364	60,442	179,744	3%
Clothing & Uniforms	548,071	732,248	308,341	643,786	-12%
Supplemental Benefits:					
Employee Assistance Program	14,400	14,400	7,180	14,400	0%
Police	267,423	270,436	131,272	270,436	0%
Fire	188,305	192,806	93,159	192,806	0%
Sanitation	84,060	85,956	41,716	84,448	-2%
Total Employee Benefits	<u>46,482,160</u>	<u>48,617,397</u>	<u>24,290,649</u>	<u>48,876,878</u>	<u>1%</u>
Total Personnel Costs	<u>121,513,068</u>	<u>122,925,756</u>	<u>61,025,864</u>	<u>124,817,198</u>	<u>2%</u>

**CITY OF WHITE PLAINS - GENERAL FUND  
BUDGET BY SOURCES OF REVENUE & OBJECTS OF EXPENDITURE**

<b>EXPENDITURES:</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Revised Budget 12/31/2018</b>	<b>2018-2019 Recognized 12/31/2018</b>	<b>2019-2020 Budget</b>	<b>% Increase (Decrease)</b>
<b>Materials and Supplies:</b>					
<b>Office Operations:</b>					
Office Supplies	141,674	142,912	57,312	145,210	2%
Advertising	16,684	18,530	3,487	18,335	-1%
Printing	94,037	112,750	25,006	106,600	-5%
Postage	127,972	143,070	55,796	144,570	1%
Books-Subscriptions	59,872	65,233	17,478	65,083	0%
Program Supplies	501,173	245,524	114,485	245,204	0%
Office Equipment Maintenance	247,801	269,645	217,271	276,670	3%
Software	6,259	9,500	98	23,525	148%
Total Office Operations	1,195,472	1,007,164	490,933	1,025,197	2%
<b>Land &amp; Road Maintenance:</b>					
Street Resurfacing	190,010	175,000	84,758	175,000	0%
Asphalt Materials	474,249	517,280	400,744	479,090	-7%
Salt/Sand	679,416	735,360	397,397	720,170	-2%
Street & Sidewalk Maint.	-	3,000	-	3,000	0%
Land Maintenance	334,378	302,455	76,680	288,531	-5%
Tree Removal/Replacement	40,788	89,141	19,968	70,000	-21%
Other	126,470	140,150	110,581	140,035	0%
Total Land & Road Maintenance	1,845,311	1,962,386	1,090,128	1,875,826	-4%
<b>Traffic Lighting Operations:</b>					
Street Lighting	-	16,000	996	25,000	56%
Lamps & Poles	51,254	47,600	16,845	32,600	-32%
Signs & Signals	1,150	4,000	518	4,000	0%
Traffic Supplies	116,745	107,304	106,100	104,600	-3%
Total Traffic Lighting Operations	169,149	174,904	124,459	166,200	-5%
<b>Building &amp; Facility Operations:</b>					
Fuel Oil	4,103	6,300	2,152	6,300	0%
Building Facility Maintenance	330,025	347,205	76,128	348,725	0%
Maintenance Supplies	216,850	302,600	155,730	245,210	-19%
Radio Communications	21,293	30,880	35,101	28,000	-9%
HVAC - Plumbing - Electrical	199,102	147,450	60,390	148,450	1%
Parking Meter Maintenance/Parts	69,459	90,620	24,105	69,000	-24%
Emergency Repairs	97,123	24,500	13,814	24,500	0%
Other	81,585	86,500	-	86,500	0%
Total Building & Facility Operations	1,019,540	1,036,055	367,420	956,685	-8%
<b>Rolling Stock Operations:</b>					
Fuel	530,678	562,241	283,005	592,889	5%
Fire & Police Vehicles Supplies	27,829	39,800	11,117	39,800	0%
Tire & Chains	29,278	33,300	15,390	33,400	0%
Repairs & Maintenance	748,996	912,552	376,109	898,485	-2%
Other	2,259	12,950	497	13,009	0%
Total Rolling Stock Operations	1,339,040	1,560,843	686,118	1,577,583	1%
<b>Utilities:</b>					
Electricity	2,561,777	2,927,608	1,139,078	2,984,252	2%
Telephone/Data Lines	199,095	198,001	84,535	205,739	4%
Gas	287,902	307,175	33,979	331,198	8%
Water	124,292	134,445	56,263	124,325	-8%
Total Utilities	3,173,066	3,567,229	1,313,855	3,645,514	2%

**CITY OF WHITE PLAINS - GENERAL FUND  
BUDGET BY SOURCES OF REVENUE & OBJECTS OF EXPENDITURE**

<b>EXPENDITURES:</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Revised Budget 12/31/2018</b>	<b>2018-2019 Recognized 12/31/2018</b>	<b>2019-2020 Budget</b>	<b>% Increase (Decrease)</b>
<b>Materials &amp; Supplies (cont'd):</b>					
Rentals:					
Property - Space	194,248	195,500	96,362	195,500	0%
Software	265,326	409,500	351,788	294,787	-28%
Equipment	76,704	86,488	29,457	87,873	2%
Total Rentals	<u>536,278</u>	<u>691,488</u>	<u>477,607</u>	<u>578,160</u>	<u>-16%</u>
Total Materials & Supplies	<u>9,277,856</u>	<u>10,000,069</u>	<u>4,550,520</u>	<u>9,825,165</u>	<u>-2%</u>
<b>Direct Costs:</b>					
Contractual Services:					
Ambulance Service Contract	509,073	529,972	261,930	680,000	28%
Consultants	130,359	753,735	299,722	483,400	-36%
Financial & Auditing	99,360	101,180	98,530	102,705	2%
Public Stenographer	16,642	31,800	6,112	31,800	0%
Athletic Officials	77,812	95,000	34,948	92,000	-3%
Civil Service Exam Admin.	21,848	42,480	9,841	42,480	0%
Service Contracts	833,102	1,086,585	839,493	1,187,623	9%
Bus Transportation	73,437	109,395	74,257	90,895	-17%
Waste Disposal Haulaway	855,572	900,000	377,755	921,066	2%
Labor Counsel	47,964	377,037	202,036	200,000	-47%
Program Services	883,607	1,507,416	938,648	961,924	-36%
Network Support - Internet Access	190,509	170,310	147,561	202,035	19%
Humane Society	44,892	44,892	22,446	44,892	0%
Red Light Cameras Contract	-	540,000	67,500	495,000	-8%
Ticket Collections	377,593	410,000	164,982	397,000	-3%
Arbitration & Hearing Officers	20,124	130,700	750	130,700	0%
Meals	46,286	51,500	17,628	49,000	-5%
Towing	61,090	56,000	23,159	51,000	-9%
Armory Contract Charges	266,640	269,280	157,529	277,412	3%
Credit Card Fees	607,518	555,000	322,282	776,700	40%
Miscellaneous	46,989	58,675	17,838	98,843	68%
Insurances:					
Contribution to Self Insurance Fund	6,632,766	5,849,506	5,849,506	5,701,127	-3%
Other Insurance Premiums	118,707	123,715	65,324	126,112	2%
Legal Judgments - Settlements	1,531,857	1,800,000	269,515	1,800,000	0%
Taxes	356,113	410,000	-	392,000	-4%
BID Services	665,000	700,000	700,000	700,000	0%
Rent Abatements (ETPA)	41,421	50,000	3,912	50,000	0%
NYS Admin. Charges (ETPA)	25,610	27,500	27,460	28,000	2%
Procedural Review Tax Assess.	78,175	313,000	235,000	100,000	-68%
Community Activities	90,113	250,368	164,439	162,725	-35%
Slater Center Support	220,000	220,000	165,000	226,000	3%
Crime Control Planning	24,768	25,000	6,540	25,000	0%
Other	23,216	38,234	19,838	29,750	-22%
Total Direct Costs	<u>15,018,163</u>	<u>17,628,280</u>	<u>11,591,481</u>	<u>16,657,189</u>	<u>-6%</u>

**CITY OF WHITE PLAINS - GENERAL FUND  
BUDGET BY SOURCES OF REVENUE & OBJECTS OF EXPENDITURE**

<b>EXPENDITURES:</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Revised Budget 12/31/2018</b>	<b>2018-2019 Recognized 12/31/2018</b>	<b>2019-2020 Budget</b>	<b>% Increase (Decrease)</b>	
<b>Equipment:</b>						
Rolling Stock	95,623	409,000	390,921	738,500	81%	
Office Equipment	75,166	71,713	8,132	45,545	-36%	
Machinery & Tools	130	25,242	21,619	68,271	170%	
Building Facility Enhancements	-	1,500	-	6,500	333%	
Protective Services Equipment	-	40,000	7,897	40,000	0%	
Fire Station Furnishings	-	4,000	1,040	4,000	0%	
Mobile Radios	369	10,156	3,603	10,156	0%	
Security Equipment	-	5,000	-	5,000	0%	
Parking Meters	18,883	25,000	-	25,000	0%	
Traffic Control Equipment	-	10,000	-	10,000	0%	
Other Equipment	8,971	-	-	10,000	100%	
Total Equipment	<u>199,142</u>	<u>601,611</u>	<u>433,212</u>	<u>962,972</u>	<u>60%</u>	
<b>Other Financial Uses:</b>						
Transfer To:						
Library Fund	*	6,329,528	6,460,064	2,977,518	6,465,000	0%
Debt Service Fund		12,193,762	12,538,793	2,886,750	13,727,824	9%
Capital Projects Fund		50,000	-	-	-	0%
Public Safety Grant Fund		-	33,643	33,643	-	-100%
Housing Auth. Enhancement Fund		1,620	1,620	810	-	-100%
Total Other Financial Uses		<u>18,574,910</u>	<u>19,034,120</u>	<u>5,898,721</u>	<u>20,192,824</u>	<u>6%</u>
Reserve for Financing		<u>-</u>	<u>5,387,657</u>	<u>-</u>	<u>6,350,000</u>	<u>18%</u>
Total Other than Personnel Costs		<u>43,070,071</u>	<u>52,651,737</u>	<u>22,473,934</u>	<u>53,988,150</u>	<u>3%</u>
<b>Total Expenditures</b>		<u><b>\$ 164,583,139</b></u>	<u><b>\$ 175,577,493</b></u>	<u><b>\$ 83,499,798</b></u>	<u><b>\$ 178,805,348</b></u>	<u><b>2%</b></u>

\* Classification for Budgetary purposes.

**CITY OF WHITE PLAINS - GENERAL FUND  
REVENUE BUDGET BY DEPARTMENTS**

REVENUES:	2018-2019 Actual	2017-2018 Revised Budget 12/31/2018	2017-2018 Recognized 12/31/2018	2019-2020 Budget	% Increase (Decrease)
<b>Council &amp; Boards:</b>					
Common Council	\$ -	\$ 8,181,548	\$ -	\$ 6,055,000	-26%
City Court	1,049,866	1,100,000	405,358	990,000	-10%
Real Estate Committee	-	-	-	-	0%
Total Council & Boards	<u>1,049,866</u>	<u>9,281,548</u>	<u>405,358</u>	<u>7,045,000</u>	<u>-24%</u>
<b>General Government:</b>					
Office of the Mayor	90,100	100,000	38,600	110,000	10%
City Clerk Office	146,188	140,435	69,060	141,100	0%
Law Department	49,637	2,700	1,685	1,475	-45%
Assessor's Office	3,027	1,650	1,707	3,050	85%
Finance Department	124,019,110	126,210,403	92,962,024	128,426,369	2%
Budget Department	-	-	-	-	0%
Information Technology	-	-	4,000	-	0%
Purchasing Department	107,121	150,500	56,506	150,000	0%
Planning Department	89,572	113,253	88,246	87,000	-23%
Building Department	4,033,414	4,100,025	2,356,442	5,400,250	32%
Personnel Department	41,661	37,830	17,903	102,890	172%
Total General Government	<u>128,579,830</u>	<u>130,856,796</u>	<u>95,596,173</u>	<u>134,422,134</u>	<u>3%</u>
<b>Public Works:</b>					
Bureau of Administration	1,598,666	1,205,590	558,705	1,411,479	17%
Bureau of Engineering	68,600	80,300	51,400	80,300	0%
Bureau of Building Maintenance	877,897	942,073	464,793	938,917	0%
Bureau of Garage and Shop	-	-	-	-	0%
Bureau of Storm Water	-	-	-	-	0%
Bureau of Highways	401,393	398,703	21,836	140,379	-65%
Parks Maintenance	221,048	134,000	50,103	138,800	4%
Bureau of Sanitation	84,624	78,900	8,335	78,900	0%
Total Public Works	<u>3,252,228</u>	<u>2,839,566</u>	<u>1,155,172</u>	<u>2,788,775</u>	<u>-2%</u>
<b>Parking:</b>					
General Operations	223,739	481,625	345,997	509,375	6%
Garages	11,538,818	11,613,354	6,718,547	11,571,818	0%
Surface Lots	2,968,477	3,079,267	1,914,152	3,365,400	9%
Streets	2,509,714	2,831,153	1,400,049	2,703,700	-5%
Violations	7,114,716	7,599,000	4,101,310	8,957,021	18%
City Center Enforcement	360,718	375,479	179,177	360,202	-4%
Traffic Operations	9,462	10,152	2,749	11,652	15%
Total Parking	<u>24,725,644</u>	<u>25,990,030</u>	<u>14,661,981</u>	<u>27,479,168</u>	<u>6%</u>
<b>Public Safety:</b>					
Public Safety Administration	2,000	2,400	2,955	2,400	0%
Fire Department	862,263	944,197	848,734	903,837	-4%
Police Department	3,008,996	3,069,222	1,191,189	3,576,367	17%
Total Public Safety	<u>3,873,259</u>	<u>4,015,819</u>	<u>2,042,878</u>	<u>4,482,604</u>	<u>12%</u>
<b>Community Services:</b>					
Recreation and Parks	1,631,135	1,733,930	1,173,650	1,726,208	0%
Youth Bureau	875,268	859,804	474,127	861,459	0%
Total Community Services	<u>2,506,403</u>	<u>2,593,734</u>	<u>1,647,777</u>	<u>2,587,667</u>	<u>0%</u>
<b>Total Revenues</b>	<u>\$ 163,987,230</u>	<u>\$ 175,577,493</u>	<u>\$ 115,509,339</u>	<u>\$ 178,805,348</u>	<u>2%</u>

**CITY OF WHITE PLAINS - GENERAL FUND  
EXPENDITURE BUDGET BY DEPARTMENTS**

<b>EXPENDITURES:</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Revised Budget 12/31/2018</b>	<b>2018-2019 Recognized 12/31/2018</b>	<b>2019-2020 Budget</b>	<b>% Increase (Decrease)</b>
<b>Council &amp; Boards:</b>					
Common Council	\$ 412,075	\$ 5,810,528	\$ 206,742	\$ 6,770,880	17%
City Court	17,931	25,625	9,907	25,625	0%
Board of Assessment Review	17,653	18,742	30	18,742	0%
Zoning Appeals Board	118,026	3,217	1,539	3,218	0%
Real Estate Committee	-	3,000	-	3,000	0%
Board of Ethics	-	300	-	300	0%
Housing Authority	10,505	10,501	5,249	10,502	0%
Total Council & Boards	<u>576,190</u>	<u>5,871,913</u>	<u>223,467</u>	<u>6,832,267</u>	<u>16%</u>
<b>General Government:</b>					
Office of the Mayor	775,316	965,807	483,957	902,866	-7%
City Clerk Office	661,585	744,946	405,484	734,759	-1%
Law Department	1,651,091	3,526,794	1,539,106	2,855,158	-19%
Assessor's Office	649,754	584,669	290,472	640,387	10%
Finance Department	30,017,571	31,493,633	17,002,751	32,098,327	2%
Budget Department	328,969	370,747	114,645	482,730	30%
Information Technology	1,465,741	1,598,652	996,580	1,492,000	-7%
Purchasing Department	506,101	494,117	245,406	550,156	11%
Planning Department	1,068,516	1,151,247	533,224	1,069,545	-7%
Building Department	2,877,087	3,027,247	1,504,629	2,975,103	-2%
Personnel Department	804,395	921,179	393,927	970,141	5%
Total General Government	<u>40,806,126</u>	<u>44,879,038</u>	<u>23,510,181</u>	<u>44,771,172</u>	<u>0%</u>
<b>Public Works:</b>					
Bureau of Administration	1,529,693	1,573,170	772,364	1,585,679	1%
Bureau of Engineering	2,638,565	2,727,806	1,335,041	2,772,377	2%
Bureau of Building Maintenance	3,661,906	3,830,130	1,948,632	4,028,278	5%
Bureau of Garage and Shop	2,168,827	2,342,436	1,122,748	2,304,449	-2%
Bureau of Storm Water	77,903	62,632	33,177	100,328	60%
Bureau of Highways	9,410,521	9,932,188	4,784,809	9,817,282	-1%
Parks Maintenance	1,972,383	1,997,519	849,076	2,018,576	1%
Bureau of Sanitation	7,809,139	7,568,635	3,725,722	7,805,531	3%
Total Public Works	<u>29,268,937</u>	<u>30,034,516</u>	<u>14,571,569</u>	<u>30,432,500</u>	<u>1%</u>
<b>Parking:</b>					
General Operations	8,555,653	8,459,545	2,848,678	8,895,313	5%
Garages	2,313,342	2,247,869	1,099,422	2,350,703	5%
Surface Lots	239,667	236,530	89,147	234,880	-1%
Violations	1,022,267	1,599,488	548,171	1,531,920	-4%
Enforcement	2,678,769	2,704,007	1,341,940	2,800,767	4%
Enforcement - City Center	355,077	352,158	177,088	360,202	2%
Traffic Operations	1,380,033	1,463,076	761,010	1,490,921	2%
Total Parking	<u>16,544,808</u>	<u>17,062,673</u>	<u>6,865,456</u>	<u>17,664,706</u>	<u>4%</u>
<b>Public Safety:</b>					
Public Safety Administration	1,725,964	1,757,084	955,902	1,926,725	10%
Fire Department	26,124,142	25,636,818	12,641,190	26,148,406	2%
Police Department	36,738,530	37,049,180	18,026,045	37,813,387	2%
Total Public Safety	<u>64,588,636</u>	<u>64,443,082</u>	<u>31,623,137</u>	<u>65,888,518</u>	<u>2%</u>
<b>Community Services:</b>					
Public Library-G.F. Contribution	6,329,528	6,460,064	2,977,518	6,465,000	0%
Recreation and Parks	3,692,485	3,979,309	2,273,511	3,900,500	-2%
Youth Bureau	2,776,429	2,846,898	1,454,959	2,850,685	0%
Total Community Services	<u>12,798,442</u>	<u>13,286,271</u>	<u>6,705,988</u>	<u>13,216,185</u>	<u>-1%</u>
Total Expenditures	<u>\$ 164,583,139</u>	<u>\$ 175,577,493</u>	<u>\$ 83,499,798</u>	<u>\$ 178,805,348</u>	<u>2%</u>

**CITY OF WHITE PLAINS - GENERAL FUND  
BUDGET BY ACTIVITIES**

<b>REVENUES:</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Revised Budget 12/31/2018</b>	<b>2018-2019 Recognized 12/31/2018</b>	<b>2019-2020 Budget</b>	<b>% Increase (Decrease)</b>
<b>Policy Formulation &amp; Administration:</b>					
CC Policy Formulation	\$ -	\$ 8,181,548	\$ -	\$ 6,055,000	-26%
City Court Proceedings	1,049,866	1,100,000	405,358	990,000	-10%
Municipal Management	90,100	100,000	38,600	110,000	10%
City Clerk Services	146,188	140,435	69,060	141,100	0%
Counsel to City	49,637	2,700	1,685	1,475	-45%
Establish/Maintain Assessment Roll	3,027	1,650	1,707	3,050	85%
Financial Policy and Administration	0	325	-	300	-8%
Bookkeeping & Financial Reporting	10,338	10,500	10,920	10,500	0%
Disbursements & Payroll	4,006	4,020	8	4,020	0%
Revenue Collections	561,074	500,000	463,868	1,000,000	100%
City-wide Financial Activities	123,443,692	125,695,558	92,487,228	127,411,549	1%
Resource Planning & Management	-	-	-	-	0%
Information Technology	-	-	4,000	-	0%
Purchasing, Stockroom & Warehouse	107,121	150,500	56,506	150,000	0%
Personnel Administration	91	40	3	40	0%
Civil Service Administration	41,570	37,790	17,900	102,850	172%
DPW Program Mgmt. & Admin.	1,598,666	1,205,590	558,705	1,411,479	17%
DPW City-owned Bldg. Maintenance	877,897	942,073	464,793	938,917	0%
DPW Rolling Stock Maintenance	-	-	-	-	0%
Tax Property Management	-	-	-	-	0%
Total Policy Formulation & Admin.	<u>127,983,273</u>	<u>138,072,729</u>	<u>94,580,341</u>	<u>138,330,280</u>	<u>0%</u>
<b>Protection of Persons &amp; Property:</b>					
Street Lighting	11,231	7,000	5,482	10,000	43%
Public Safety Administration	2,000	2,400	2,955	2,400	0%
Fire Admin., Prevention & Suppression	862,263	944,197	848,734	903,837	-4%
Police Administration	25,571	23,550	500	22,400	-5%
License Division	403,172	514,925	148,450	497,675	-3%
Support Services	39,435	36,500	18,073	42,000	15%
Community Policing	275,000	275,000	110,000	275,000	0%
Patrol Operations	2,258,588	2,214,247	909,846	2,734,292	23%
Traffic Enforcement Operations	7,230	5,000	4,320	5,000	0%
Total Protection of Persons & Property	<u>3,884,490</u>	<u>4,022,819</u>	<u>2,048,360</u>	<u>4,492,604</u>	<u>12%</u>
<b>Environmental Protection:</b>					
Waste Collection, Disposal & Recycling	84,624	78,900	8,335	78,900	0%
Housing Code Enforcement	13,200	4,000	645	53,000	1225%
Equip/Environmental Code Enforcement	838,935	668,025	419,910	754,250	13%
Eng. Review/Construction Code Enf.	3,181,279	3,428,000	1,935,887	4,593,000	34%
Total Environmental Protection	<u>4,118,038</u>	<u>4,178,925</u>	<u>2,364,777</u>	<u>5,479,150</u>	<u>31%</u>
<b>Transportation:</b>					
Forestry Services	1,507	1,500	2,246	1,500	0%
Snow Removal	86,945	93,895	-	100,579	7%
Street Repairs	301,480	296,058	14,025	28,050	-91%
Leaf Removal	230	250	83	250	0%
Parking	24,716,182	25,979,878	14,659,232	27,467,516	6%
Traffic Engineering & Administration	3,500	6,152	1,500	7,652	24%
Operation/Maint. of Traffic Control Devices	5,962	4,000	1,249	4,000	0%
Total Transportation	<u>25,115,806</u>	<u>26,381,733</u>	<u>14,678,335</u>	<u>27,609,547</u>	<u>5%</u>

**CITY OF WHITE PLAINS - GENERAL FUND**

**BUDGET BY ACTIVITIES**

<b>REVENUES:</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Revised Budget 12/31/2018</b>	<b>2018-2019 Recognized 12/31/2018</b>	<b>2019-2020 Budget</b>	<b>% Increase (Decrease)</b>
<b>Social Enrichment Opportunities:</b>					
Recreation & Parks Administration	51,849	45,500	7,448	42,500	-7%
Camps	483,356	503,080	527,953	523,000	4%
Ebersole Rink	390,221	413,650	225,623	390,900	-5%
Pools	21,290	11,500	22,376	35,000	204%
Youth Sports & Activities	211,819	227,800	165,025	230,000	1%
Adult Sports & Activities	277,611	320,000	121,342	300,308	-6%
Special Recreation	55,175	64,600	26,438	54,000	-16%
Cultural & Special Events	19,605	22,900	9,536	22,600	-1%
Parks Maintenance	221,048	134,000	50,103	138,800	4%
Senior & Citizens Services	120,209	124,900	67,909	127,900	2%
Youth Program Mgmt/Administration	15,039	-	9,550	-	0%
After School Centers & Saturday Academy	698,305	697,270	331,350	701,746	1%
Youth Employment	-	-	-	-	0%
Neighborhood Services	6,570	-	-	-	0%
Alternatives Program	29,000	30,828	-	30,519	-1%
Bits 'N Pieces Summer Day Camp	126,354	131,706	133,227	129,194	-2%
Education & Training Center	-	23,753	-	-	0%
City Support to Federal Programs	25,932	25,000	25,251	25,000	0%
<b>Total Social Enrichment Opportunities</b>	<u>2,753,383</u>	<u>2,776,487</u>	<u>1,723,131</u>	<u>2,751,467</u>	<u>-1%</u>
<b>Physical Resource Development:</b>					
Planning Services	51,420	62,500	56,727	60,000	-4%
City Support to URA	12,220	2,000	6,268	2,000	0%
Engineering Services	68,600	80,300	51,400	80,300	0%
<b>Total Physical Development</b>	<u>132,240</u>	<u>144,800</u>	<u>114,395</u>	<u>142,300</u>	<u>-2%</u>
<b>Total Revenues</b>	<u>\$ 163,987,230</u>	<u>\$ 175,577,493</u>	<u>\$ 115,509,339</u>	<u>\$ 178,805,348</u>	<u>2%</u>

**CITY OF WHITE PLAINS - GENERAL FUND  
BUDGET BY ACTIVITIES**

<b>EXPENDITURES:</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Revised Budget 12/31/2018</b>	<b>2018-2019 Recognized 12/31/2018</b>	<b>2019-2020 Budget</b>	<b>% Increase (Decrease)</b>
<b>Policy Formulation &amp; Administration:</b>					
CC Policy Formulation	\$ 412,075	\$ 5,810,528	\$ 206,742	\$ 6,770,880	17%
City Court Proceedings	17,931	25,625	9,907	25,625	0%
Assessment Review	17,653	18,742	30	18,742	0%
Review of Zoning Appeals	118,026	3,217	1,539	3,218	0%
Tax Property Management	-	3,000	-	3,000	0%
Board of Ethics	-	300	-	300	0%
WP Housing Authority	10,505	10,501	5,249	10,502	0%
Municipal Management	775,316	965,807	483,957	902,866	-7%
City Clerk Services	587,453	665,212	331,626	654,777	-2%
Elections	74,132	79,734	73,858	79,982	0%
Counsel to City	1,131,684	1,909,362	776,489	1,859,026	-3%
Litigation	256,991	427,676	162,636	360,788	-16%
Labor Relations	184,241	876,756	364,981	535,344	-39%
Tax Assessment Review	78,175	313,000	235,000	100,000	-68%
Establish/Maintain Assessment Roll	649,754	584,669	290,472	640,387	10%
Financial Policy and Administration	511,781	599,877	280,027	632,164	5%
Bookkeeping & Financial Reporting	328,218	352,854	164,750	353,148	0%
Disbursements & Payroll	485,681	518,008	246,382	517,991	0%
Revenue Collections	685,581	699,526	329,016	699,469	0%
City-wide Financial Activities	28,006,310	29,323,368	15,982,576	29,895,555	2%
Resource Planning & Management	328,969	370,747	114,645	482,730	30%
Information Technology	1,465,741	1,598,652	996,580	1,492,000	-7%
Purchasing, Stockroom & Warehouse	506,101	494,117	245,406	550,156	11%
Personnel Administration	286,426	356,020	155,371	314,514	-12%
Civil Service Administration	517,969	565,159	238,556	655,627	16%
DPW Program Mgmt. & Admin.	1,529,693	1,573,170	772,364	1,585,679	1%
DPW City-Owned Bldg. Maintenance	3,661,906	3,830,130	1,948,632	4,028,278	5%
DPW Rolling Stock Maintenance	2,168,827	2,342,436	1,122,748	2,304,449	-2%
Total Policy Formulation & Admin.	<u>44,797,139</u>	<u>54,318,193</u>	<u>25,539,539</u>	<u>55,477,197</u>	<u>2%</u>
<b>Protection of Persons &amp; Property:</b>					
Street Lighting	1,098,311	1,300,824	497,509	1,311,140	1%
Public Safety Administration	1,216,891	1,227,112	693,972	1,246,725	2%
Fire Administration	345,833	355,231	179,580	330,408	-7%
Fire Prevention	1,079,886	1,349,048	530,086	1,126,627	-16%
Fire Training	355,927	390,234	216,264	418,201	7%
Fire Special Operations	273,893	274,160	117,211	300,663	10%
Emergency Medical Services	509,073	529,972	261,930	680,000	28%
Fire Suppression	24,068,603	23,268,145	11,598,049	23,972,507	3%
Police Personnel/Administration	2,943,141	3,237,477	1,310,323	3,491,197	8%
Police Comm/Equip. Maint.	180,391	202,226	119,270	199,575	-1%
License Division	156,179	158,646	78,723	158,875	0%
Support Services	1,448,194	1,388,009	744,976	1,386,131	0%
Training/Special Programs	61,186	29,955	13,648	74,698	149%
Community Policing	2,142,015	2,003,034	1,061,288	2,278,668	14%
Criminal Investigations	4,175,428	3,722,394	1,917,290	4,057,271	9%
Narcotics Unit	1,054,421	1,024,997	538,294	1,129,976	10%
Patrol Operations	21,468,255	22,033,449	10,766,525	22,180,530	1%
Traffic Enforcement	3,012,815	3,196,314	1,426,461	2,779,670	-13%
ESU/Special Response Team	96,505	52,679	49,247	76,796	46%
Total Protection of Persons & Property	<u>65,686,947</u>	<u>65,743,906</u>	<u>32,120,646</u>	<u>67,199,658</u>	<u>2%</u>

**CITY OF WHITE PLAINS - GENERAL FUND  
BUDGET BY ACTIVITIES**

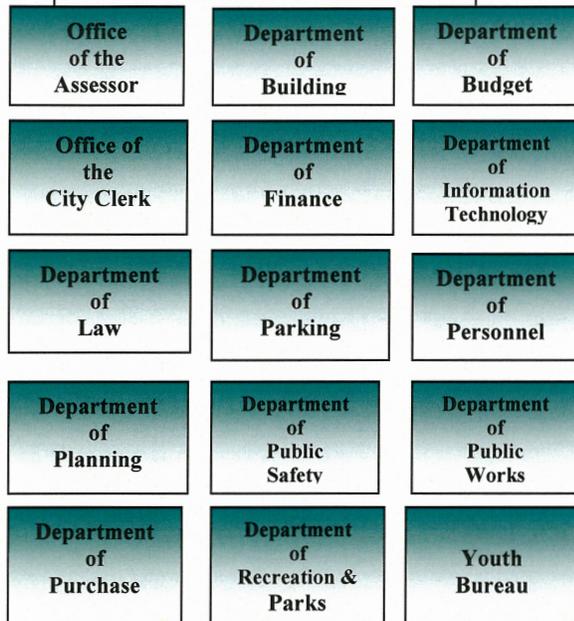
<b>EXPENDITURES:</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Revised Budget 12/31/2018</b>	<b>2018-2019 Recognized 12/31/2018</b>	<b>2019-2020 Budget</b>	<b>% Increase (Decrease)</b>
<b>Environmental Protection:</b>					
Storm Water System Maintenance	77,903	62,632	33,177	100,328	60%
Waste Collection, Disposal & Recycling	7,809,139	7,568,635	3,725,722	7,805,531	3%
Housing Code Enforcement	819,746	948,961	487,706	826,017	-13%
Equip/Environmental Code Enforcement	1,075,205	1,011,036	516,231	993,988	-2%
Eng. Review/Construction Code Enf.	982,136	1,067,250	500,692	1,155,098	8%
Total Environmental Protection	10,764,129	10,658,514	5,263,528	10,880,962	2%
<b>Transportation:</b>					
Forestry Services	671,492	707,938	320,394	688,663	-3%
Snow Removal	1,372,536	1,242,351	461,695	1,229,244	-1%
Street Cleaning	499,305	547,942	252,706	551,121	1%
Street Repairs	5,481,429	5,798,071	3,033,106	5,715,957	-1%
Leaf Removal	287,448	335,062	219,399	321,157	-4%
Parking	15,164,775	15,599,597	6,104,446	16,173,785	4%
Traffic Engineering & Administration	394,274	402,293	195,158	403,401	0%
Operations/Maint. of Traffic Control Devices	985,759	1,060,783	565,852	1,087,520	3%
Total Transportation	24,857,018	25,694,037	11,152,756	26,170,848	2%
<b>Social Enrichment Opportunities:</b>					
Recreation & Parks Administration	930,377	1,068,843	564,593	981,671	-8%
Camps	499,216	544,574	422,993	563,563	3%
Ebersole Rink	337,730	294,818	113,317	291,866	-1%
Pools	121,427	132,141	92,420	142,133	8%
Youth Sports & Activities	637,672	648,533	371,343	613,221	-5%
Adult Sports & Activities	306,174	365,423	191,120	372,696	2%
Special Recreation	113,718	94,570	61,572	94,594	0%
Cultural & Special Events	150,778	188,783	145,174	191,288	1%
Renaissance Plaza	34,484	47,792	25,235	28,000	-41%
Parks Maintenance	1,972,383	1,997,519	849,076	2,018,576	1%
Senior & Citizens Services	560,909	593,832	285,744	621,468	5%
Youth Program Mgmt/Administration	595,959	616,889	294,476	610,643	-1%
After School Centers & Saturday Academy	851,634	890,361	363,514	925,722	4%
Youth Employment	554,043	526,867	389,953	530,378	1%
Neighborhood Services	324,097	351,374	141,084	335,114	-5%
Alternatives Program	361,233	366,062	179,420	347,031	-5%
Bits 'N Pieces Summer Day Camp	89,463	95,345	86,512	101,797	7%
Education & Training Center	49,780	79,602	23,392	-	-100%
General Fund Contribution to Library	6,329,528	6,460,064	2,977,518	6,465,000	0%
City Support to Federal Programs	3,936	3,998	1,977	4,001	0%
Total Social Enrichment Opportunities	14,824,541	15,367,390	7,580,433	15,238,762	-1%
<b>Physical Resource Development:</b>					
Planning Services	1,008,241	1,060,988	504,560	1,058,879	0%
City Support to URA	6,559	6,659	3,295	6,665	0%
Engineering Services	2,638,565	2,727,806	1,335,041	2,772,377	2%
Total Physical Development	3,653,365	3,795,453	1,842,896	3,837,921	1%
<b>Total Expenditures</b>	<b>\$ 164,583,139</b>	<b>\$ 175,577,493</b>	<b>\$ 83,499,798</b>	<b>\$ 178,805,348</b>	<b>2%</b>

**The People of  
the  
City of White Plains**

**Mayor**

**Common  
Council**

**Operating Departments**



**Advisory Boards & Commissions**



**Other Operating Agencies**

White Plains Cable Television Access Commission \*  
 White Plains City Court  
 White Plains Housing Authority \*  
 White Plains Public Library  
 White Plains Urban Renewal Agency\*

\*Budget is adopted by governing board other than the Common Council.

\* Does not have operating budget and is not reflected in document.

## ASSESSMENT REVIEW BOARD

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### DEPARTMENT DESCRIPTION:

The Board of Assessment Review is a quasi-judicial agency which conducts public hearings to review taxpayer complaints of alleged illegality, or erroneousess of their property assessments. The Board administers oaths and receives evidence. The Board, in executive session, determines the assessment of the real property of each complainant and amends the tentative assessment roll, if necessary.

### ACTIVITIES PERFORMED:

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
Assessment Review	A004	\$ 17,653	\$ 18,742	\$ 18,742	III-41

### REQUIRED RESOURCES- FULL TIME POSITIONS:

NONE

There are three members of this Board who receive an annual stipend pursuant to the City's Compensation and Leave Ordinance.

## ASSESSMENT REVIEW BOARD

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 15,242	\$ 15,900	\$ -	\$ 15,900
Employee Benefits	1,852	1,957	-	1,957
Materials & Supplies	310	585	-	585
Direct Costs	249	300	30	300
Total Expenditures	\$ 17,653	\$ 18,742	\$ 30	\$ 18,742
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	<b>\$ 17,653</b>	<b>\$ 18,742</b>	<b>\$ 30</b>	<b>\$ 18,742</b>

# ASSESSOR

**DEPARTMENT DESCRIPTION:**

This office performs the assessments for all real property and apportions special franchise assessments within the City of White Plains. It provides the City with a basis for determining the tax levy for the operations of the City for each fiscal year. As administrator of real property records, it provides services, as required, to the general public. The Assessor is also a member of the City's Real Estate Committee.

**ACTIVITIES PERFORMED:**

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Establishment/Maintenance of Assessment Roll	A015	\$ 646,727	\$ 583,019	\$ 637,337	III-11

**REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Assessor	Appt.	1	1	-	1	1	-
Assistant Assessor	13	1	1	-	1	1	-
Assessor's Aide	11	1	1	-	1	1	-
Senior Assessment Clerk	8	1	1	-	1	1	-
Assessment Clerk	3	1	-	1	1	1	-
		<u>5</u>	<u>4</u>	<u>1</u>	<u>5</u>	<u>5</u>	<u>-</u>

# ASSESSOR

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 438,235	\$ 392,889	\$ 202,563	\$ 424,146
Employee Benefits	190,533	160,890	84,559	182,151
Materials & Supplies	18,403	27,940	2,515	31,140
Direct Costs	<u>2,583</u>	<u>2,950</u>	<u>835</u>	<u>2,950</u>
Total Expenditures	<u>\$ 649,754</u>	<u>\$ 584,669</u>	<u>\$ 290,472</u>	<u>\$ 640,387</u>
<b><u>Revenues</u></b>				
Miscellaneous Revenues	<u>\$ 3,027</u>	<u>\$ 1,650</u>	<u>\$ 1,707</u>	<u>\$ 3,050</u>
Total Program Generated Revenues	<u>\$ 3,027</u>	<u>\$ 1,650</u>	<u>\$ 1,707</u>	<u>\$ 3,050</u>
<b>Net Cost</b>	<b><u><u>\$ 646,727</u></u></b>	<b><u><u>\$ 583,019</u></u></b>	<b><u><u>\$ 288,765</u></u></b>	<b><u><u>\$ 637,337</u></u></b>

## BUDGET DEPARTMENT

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### DEPARTMENT DESCRIPTION:

The Budget Department is responsible for presenting a complete financial plan to the Mayor and Common Council for the ensuing fiscal year and for the management of the City's revenues and expenditures throughout the year. It analyzes the financial condition of the City by balancing its management resources and physical and financial assets against its statutory obligations and service delivery commitments; formulates recommendations for improved management of the City's operations; and carries out management and productivity improvement studies of departmental organizations, functions, and procedures.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Resource Planning & Management	A022	\$ 328,969	\$ 370,747	\$ 482,730	III-35

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Budget Director	Appt.	1	-	1	1	1	-
Deputy Budget Director	Appt.	1	-	1	1	-	1
Budget Analyst	M/C12	1	-	1	1	-	1
Budget Assistant	10	1	1	-	1	1	-
		<u>4</u>	<u>1</u>	<u>3</u>	<u>4</u>	<u>2</u>	<u>2</u>

## BUDGET DEPARTMENT

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 222,129	\$ 287,186	\$ 92,120	\$ 347,724
Employee Benefits	47,075	72,186	20,813	124,431
Materials & Supplies	7,731	9,725	1,162	9,425
Direct Costs	550	550	550	550
Equipment	1,484	1,100	-	600
Operating Transfer:				
Capital Projects Fund	50,000	-	-	-
Total Expenditures	\$ 328,969	\$ 370,747	\$ 114,645	\$ 482,730
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	<b>\$ 328,969</b>	<b>\$ 370,747</b>	<b>\$ 114,645</b>	<b>\$ 482,730</b>

## BUILDING DEPARTMENT

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### DEPARTMENT DESCRIPTION:

The Department of Building is responsible for the enforcement of the Ordinances of the City of White Plains and all applicable County and State Laws which regulate the use and occupancy of private land and structures. The goal is to secure the public's general health and safety through inspections relating to the structural strength, stability, means of egress, adequate light and ventilation of occupied structures. Our permit procedure provides the oversight on the design, construction, alteration, addition, repair, removal demolition, and the use and occupancy of structures in the City, thereby minimizing the loss to property and life which could occur as a result of accidents and natural disasters.

The Department coordinates its program with other departments and agencies of the City, County and State Governments and also with private agencies that have similar responsibilities, including among others, the American Society for Testing & Materials, the National Fire Protection Association and the Underwriters Laboratories.

City Ordinances enforced by the Department include the White Plains Supplemental Building Code Ordinance, the Zoning Ordinance, Charter related laws and Municipal Code of the City of White Plains. State Laws enforced include the Multiple Residence Law, the State Labor Law, the State Industrial Code, the New York State Uniform Fire Prevention and Building Code.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Engineering Review & Const. Code Enforcement	C010	\$ (2,199,143)	\$ (2,360,750)	\$ (3,437,902)	III-115
Equipment & Environmental Code Enforcement	C008	236,270	343,011	239,738	III-117
Housing Code Enforcement	C007	806,546	944,961	773,017	III-119
		<u>\$ (1,156,327)</u>	<u>\$ (1,072,778)</u>	<u>\$ (2,425,147)</u>	

**BUILDING DEPARTMENT**

<b>REQUIRED RESOURCES- FULL TIME POSITIONS:</b>	<b>Title</b>	<b>Grade</b>	<b>FY 18-19</b>			<b>FY 19-20</b>		
			<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>	<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>
	Commissioner of Building	Appt.	1	1	-	1	1	-
	Deputy Comm. of Building	Appt.	1	1	-	1	1	-
	Secretary to the Commissioner	M/C8	1	1	-	1	1	-
	Senior Architect Code							
	Enforcement Spanish Spk.	16	1	1	-	1	1	-
	Senior Engineer Code							
	Enforcement	16	1	1	-	1	1	-
	Assistant Engineer Code							
	Enforcement	14	1	1	-	1	1	-
	Senior Code							
	Enforcement Officer	14	5	4	1	5	4	1
	Sr. Electric. Code							
	Enforcement Officer	14	1	1	-	1	1	-
	Sr. Elevator Code							
	Enforcement Officer	14	1	1	-	1	1	-
	Sr. Plumbing Code							
	Enforcement Officer	14	1	1	-	1	1	-
	Sr. Bldg./Housing Code							
	Enforcement Officer	14	2	2	-	2	2	-
	Elevator Code Enf Officer	12	1	1	-	1	1	-
	Housing Enforcement Officer	12	2	1	1	2	1	1
	Plumbing Code							
	Enforcement Officer	12	1	-	1	1	-	1
	Office Assistant I -							
	Spanish Speaking	4	1	1	-	1	1	-
	Office Assistant I	3	2	2	*	2	2	*
			<u>23</u>	<u>20</u>	<u>3</u>	<u>23</u>	<u>20</u>	<u>3</u>

\* One or more positions underfilled

**BUILDING DEPARTMENT**

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,933,609	\$ 1,996,819	\$ 996,093	\$ 1,965,991
Employee Benefits	875,114	897,728	443,880	903,353
Materials & Supplies	37,869	43,910	17,867	44,959
Direct Costs	26,137	30,900	17,705	28,800
Rolling Stock/Equipment	<u>4,358</u>	<u>57,890</u>	<u>29,084</u>	<u>32,000</u>
Total Expenditures	<u>\$ 2,877,087</u>	<u>\$ 3,027,247</u>	<u>\$ 1,504,629</u>	<u>\$ 2,975,103</u>
 <b><u>Revenues</u></b>				
Charges for Services	\$ 108,185	\$ 95,000	\$ 70,050	\$ 100,450
Licenses & Permits:				
Building	2,265,876	2,700,000	1,555,992	3,750,000
Plumbing	444,820	266,000	157,980	350,000
Electrical	531,254	440,000	226,948	525,000
Elevator	223,375	225,025	228,440	239,050
Other	444,243	361,000	110,416	422,750
Miscellaneous Revenues	<u>15,661</u>	<u>13,000</u>	<u>6,616</u>	<u>13,000</u>
Total Program Generated Revenues	<u>\$ 4,033,414</u>	<u>\$ 4,100,025</u>	<u>\$ 2,356,442</u>	<u>\$ 5,400,250</u>
<b>Net Cost</b>	<u><u>\$ (1,156,327)</u></u>	<u><u>\$ (1,072,778)</u></u>	<u><u>\$ (851,813)</u></u>	<u><u>\$ (2,425,147)</u></u>

# CITY COURT

## DEPARTMENT DESCRIPTION:

The City Court of White Plains is a "multi-purpose" Court which handles criminal and civil matters, small claims cases, vehicle and traffic law infractions and misdemeanors, City Ordinance violations, and parking violations. In addition there is an active Hub-Drug Treatment Court, a Veterans Court, and a DWI Court. The Court, which is a Court of record under the Unified Court System of the State of New York, decides all matters presented for resolution fairly and promptly.

## ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
City Court Proceedings	A003	\$ (1,031,935)	\$ (1,074,375)	\$ (964,375)	III-43

## REQUIRED RESOURCES- FULL TIME POSITIONS:

Full time Court Personnel are New York State Employees.

REQUIRED RESOURCES- SUMMARY	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
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## Expenditures

Employee Benefits - Non-Salary Related	\$ 2,015	\$ 2,500	\$ 845	2,500
Materials & Supplies	13,946	16,125	7,112	16,125
Direct Costs	1,970	7,000	1,950	7,000
Total Expenditures	17,931	25,625	9,907	25,625

## Revenues

Fines & Forfeitures	\$ 1,049,866	\$ 1,100,000	\$ 405,358	\$ 990,000
Total Program Generated Revenues	\$ 1,049,866	\$ 1,100,000	\$ 405,358	\$ 990,000
Net Cost	\$ (1,031,935)	\$ (1,074,375)	\$ (395,451)	\$ (964,375)

## CITY CLERK

### DEPARTMENT DESCRIPTION:

Vital Statistics: All births, deaths and marriages are recorded, certificates are issued, and activities reported as required to New York State and Westchester County.

Clerk of the Common Council: Preparation of agendas for monthly Regular Stated Meetings and Special Meetings of the Common Council; preparation and maintenance of the Official Proceedings Minutes; certifications of authenticity of Ordinances and Resolutions; indexing Common Council proceedings; and administrative support for the Common Council.

Administrative Services: Various administrative services including acting as liaison to constituents for the Westchester County Board of Elections; licensing of other activities under the Municipal Code/City Charter, or State Law, including dogs, transient merchants, window cleaners, peddlers, and transient sales; researching legislation for City Departments; response to all information inquiries on both the City Hall phone line, and the City's website.

Archives-Records Management: Dissemination of information regarding records retention, management and storage; coordination of records management process for the City; management of the City Archives of historical records and artifacts, including acquisition, processing, preservation and re-formatting to digital records for future generations.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
City Clerk Services	A009	\$ 441,265	\$ 524,777	\$ 513,677	III-3
Elections	A010	74,132	79,734	79,982	III-47
		<u>\$ 515,397</u>	<u>\$ 604,511</u>	<u>\$ 593,659</u>	

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
City Clerk	Appt.	1	1	-	1	1	-
Deputy City Clerk	Appt.	1	-	1	1	-	1
Principal Clerk	8	1	1	-	1	1	-
Office Assistant II	6	3	3	-	3	3	-
		<u>6</u>	<u>5</u>	<u>1</u>	<u>6</u>	<u>5</u>	<u>1</u>

## CITY CLERK

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 366,488	\$ 397,993	\$ 201,968	\$ 398,693
Employee Benefits	191,880	219,809	107,883	222,136
Materials & Supplies	17,040	20,610	8,050	20,130
Direct Costs	86,177	106,534	87,583	93,800
Total Expenditures	\$ <u>661,585</u>	\$ <u>744,946</u>	\$ <u>405,484</u>	\$ <u>734,759</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ 123,862	\$ 122,500	\$ 59,799	\$ 122,600
Licenses & Permits	20,011	16,150	8,398	16,700
Miscellaneous Revenues	2,315	1,785	863	1,800
Total Program Generated Revenues	\$ <u>146,188</u>	\$ <u>140,435</u>	\$ <u>69,060</u>	\$ <u>141,100</u>
<b>Net Cost</b>	<b>\$ <u>515,397</u></b>	<b>\$ <u>604,511</u></b>	<b>\$ <u>336,424</u></b>	<b>\$ <u>593,659</u></b>

**COMMON COUNCIL**

**DEPARTMENT DESCRIPTION:**

The City of White Plains is governed by a Common Council which consists of a Mayor and six other Council members. The seven-member Common Council is the City's policy making legislative body. It enacts laws and performs the administrative functions of establishing municipal departments and positions, prescribing duties, and fixing salaries. It adopts a budget, appropriates monies, grants franchises, and sells or leases properties. The Council must approve appointments to key administrative posts made by the Mayor.

**ACTIVITIES PERFORMED:**

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Policy Formulation	A001	\$ 412,075	\$ (2,371,020)	\$ 715,880	III-57

**REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Common Council Member (President's Stipend)	Elec.	1	1	-	1	1	-
Common Council Member	Elec.	5	5	-	5	5	-
		<u>6</u>	<u>6</u>	<u>-</u>	<u>6</u>	<u>6</u>	<u>-</u>

# COMMON COUNCIL

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 221,326	\$ 221,326	\$ 110,663	\$ 221,326
Employee Benefits	130,746	137,745	66,916	137,404
Materials & Supplies	7,007	8,800	1,921	7,150
Direct Costs	52,996	55,000	27,242	55,000
Reserve for Financing	-	5,387,657	-	6,350,000
Total Expenditures	<u>\$ 412,075</u>	<u>\$ 5,810,528</u>	<u>\$ 206,742</u>	<u>\$ 6,770,880</u>
<b><u>Revenues</u></b>				
Appropriation for Prior Year Encumbrances	\$ -	\$ 1,506,548	\$ -	\$ -
Appropriation of Fund Balance	-	6,675,000	-	6,055,000
Total Program Generated Revenues	<u>\$ -</u>	<u>\$ 8,181,548</u>	<u>\$ -</u>	<u>\$ 6,055,000</u>
<b>Net Cost</b>	<u><u>\$ 412,075</u></u>	<u><u>\$ (2,371,020)</u></u>	<u><u>\$ 206,742</u></u>	<u><u>\$ 715,880</u></u>

## FINANCE DEPARTMENT

### DEPARTMENT DESCRIPTION:

The Finance Department is responsible for the administration and management of all the City's finances pursuant to local and state laws, the City Charter, and ordinances of the Common Council. Included in these functions are the receipt, disbursement, and accounting of all City funds. The Department is responsible for the billing and receipt of all property taxes on behalf of the City, School District, and County, water collections, and receipt of all other monies collected by the City. As the custodian for all City cash, all banking and investments are conducted through the Finance Department.

As the disbursing officer of City's monies, the Finance Department is responsible for the auditing and payment of all claims, including those to vendors and other recipients. The Department processes the City's payroll and is responsible for tax returns and other filings on behalf of the City. Employee benefits and risk management functions are also conducted through the Finance Department. The Department manages and sells all City debt and is responsible for the proper accounting of all financial transactions. Each year the department produces the Comprehensive Annual Financial Report (CAFR), the City's annual financial audit to the Mayor, Common Council, and other interested parties.

The Department operates in accordance with its stated Fiscal Performance Goals, adopted by the Common Council in 1981 and amended in 1985 and 2013, in the areas of revenue systems, operating expenditures, capital improvements, investments, debt management, and financial reporting. In addition, the department operates in accordance with Charter requirements, State Laws, Comptroller's Guidelines and Government Accounting Standards. The Commissioner of Finance is the City's Chief Financial Officer and Receiver of Taxes. The Commissioner of Finance also serves as Fiscal Officer to the Cable TV Commission, Urban Renewal Agency, and the White Plains Local Development Corporation.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Bookkeeping & Financial Reporting	A018	\$ 317,880	\$ 342,354	\$ 342,648	III-25
City-wide Financial Activities	A021	(95,437,382)	(96,372,190)	(97,515,994)	III-27
Disbursements & Payroll	A019	481,675	513,988	513,971	III-29
Financial Policy & Admin.	A017	511,781	599,552	631,864	III-31
Revenue Collections	A020	124,507	199,526	(300,531)	III-37
		<u>\$ (94,001,539)</u>	<u>\$ (94,716,770)</u>	<u>\$ (96,328,042)</u>	

# FINANCE DEPARTMENT

## REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Commissioner of Finance	Appt.	1	1	-	1	1	-
Deputy Commissioner of Finance	Appt.	1	1	-	1	1	-
Chief Accountant	M/C17	1	-	1	1	-	1
Secretary to the Commissioner	M/C 8	1	1	-	1	1	-
Accts. Receivable Supervisor	15	1	1	-	1	1	-
Accts. Payable Supervisor	15	1	1	-	1	1	-
Senior Accountant	14	1	1	*	1	1	*
Accountant	12	1	1	-	1	1	-
Assistant Accountant	11	1	1	-	1	1	-
Senior Payroll Clerk	10	1	1	-	1	1	-
Bookkeeper	8	5	4	1	5	4	1
Employee Benefits Clerk	9	1	1	-	1	1	-
Senior Account Clerk	5	1	1	-	1	1	-
		<u>17</u>	<u>15</u>	<u>2</u>	<u>17</u>	<u>15</u>	<u>2</u>

\* One or more positions underfilled

## FINANCE DEPARTMENT

<b>REQUIRED RESOURCES-SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,353,964	\$ 1,418,169	\$ 685,762	\$ 1,432,792
Attendance Bonus	52,900	59,700	-	51,000
Employee Benefits	604,640	652,561	343,372	683,679
Health Insurance Administration	43,017	41,000	19,373	46,000
Health Insurance Buyouts	714,722	755,209	727,192	756,000
Retirees' Health Benefits	9,768,287	10,829,799	5,736,044	10,725,000
Group Life Insurance-Management	59,749	69,000	33,269	73,000
Materials & Supplies	40,225	57,850	15,792	58,850
Direct Costs:				
Contribution to Self Ins. Fund	6,632,766	5,849,506	5,849,506	5,701,127
Legal Judgments-Tax Certs	1,531,857	1,800,000	269,515	1,800,000
Taxes-City Property	356,113	410,000	-	392,000
B.I.D. Services	665,000	700,000	700,000	700,000
Other	225,402	600,668	461,494	292,505
Equipment	5,167	-	-	-
Transfer to Debt Service Fund	7,963,762	8,250,171	2,161,432	9,386,374
Total Expenditures	<u>\$ 30,017,571</u>	<u>\$ 31,493,633</u>	<u>\$ 17,002,751</u>	<u>\$ 32,098,327</u>
<b><u>Revenues</u></b>				
Taxes & Related Items:				
Property Tax Levy	\$ 57,380,750	\$ 59,844,743	\$ 59,729,969	\$ 61,436,820
Sales Tax	45,609,015	44,500,000	22,309,201	44,000,000
Sales Tax-Restricted	5,007,666	-	2,478,799	-
Other	5,250,005	5,452,558	3,872,111	4,988,948
Intergovernmental	7,462,115	7,413,256	2,422,227	7,463,256
Charges for Services	949,338	994,575	994,670	1,591,800
Licenses & Permits	1,026,944	1,025,500	504,804	1,035,500
Miscellaneous Revenues	744,024	377,002	168,367	759,020
Interest Income	589,253	515,000	481,876	1,020,000
Apprtd. Tax Stabilization Reserve	-	5,067,769	-	5,111,025
Apprtd. Open Space Reserve	-	120,000	-	120,000
Apprtd. Tax Certiorari Reserve	-	900,000	-	900,000
Total Program Generated Revenues	<u>\$ 124,019,110</u>	<u>\$ 126,210,403</u>	<u>\$ 92,962,024</u>	<u>\$ 128,426,369</u>
<b>Net Cost</b>	<b><u><u>\$ (94,001,539)</u></u></b>	<b><u><u>\$ (94,716,770)</u></u></b>	<b><u><u>\$ (75,959,273)</u></u></b>	<b><u><u>\$ (96,328,042)</u></u></b>

**GENERAL FUND CONTRIBUTION TO THE LIBRARY FUND**

**DEPARTMENT DESCRIPTION:**

Appropriated in the General Fund each year is a contribution to the Library Fund in an amount which is consistent with overall City Spending.

**ACTIVITIES PERFORMED:**

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
General Fund Contribution to the Library	F019	\$ <u>6,329,528</u>	\$ <u>6,460,064</u>	\$ <u>6,465,000</u>	III-152

**REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

See Library Fund Budget, Section IV

## INFORMATION TECHNOLOGY DEPARTMENT

### DEPARTMENT DESCRIPTION:

The Information Technology (IT) Department is responsible for the planning and development of City-wide information service policy. IT directs, coordinates and manages new automated information and communication systems and technology, as well as provides enhancements to existing automated systems. IT is responsible for the planning, coordination and implementation of the security measures used to ensure the security and integrity of data and computer files developed by the City. The IT Department provides consulting, support services and guidance to all departments which require the application of technology to meet their departmental goals.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Information Technology	IT01	\$ 1,465,741	\$ 1,598,652	\$ 1,492,000	III-13

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	Authorized	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
			Filled	Vacant	Authorized	Filled	Vacant	
Chief Information Officer	Appt.	1	1	-	1	1	-	
Information Tech. Manager	M/C16	1	1	-	1	1	-	
PC Network Specialist	14	4	3	1	4	3	1	
PC Network Technician	12	1	1	-	1	1	-	
		<u>7</u>	<u>6</u>	<u>1</u>	<u>7</u>	<u>6</u>	<u>1</u>	

## INFORMATION TECHNOLOGY DEPARTMENT

REQUIRED RESOURCES- SUMMARY	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 676,083	\$ 689,010	\$ 342,481	\$ 691,229
Employee Benefits	265,684	276,562	134,137	276,716
Materials & Supplies:				
Computer Sys. Software	111,451	251,000	222,012	125,000
Application Software	135,065	128,000	129,126	135,000
Data Communications	27,278	22,000	11,813	22,000
Other	14,585	13,470	3,635	13,470
Direct Costs:				
Network Support	62,537	69,000	69,000	100,725
On-line Subscription Service	126,822	100,160	78,561	100,160
Other	2,900	26,450	3,750	4,700
Equipment	43,336	23,000	2,065	23,000
Total Expenditures	\$ 1,465,741	\$ 1,598,652	\$ 996,580	\$ 1,492,000
 <b><u>Revenues</u></b>				
Miscellaneous Revenues	\$ -	\$ -	\$ 4,000	\$ -
Total Program Generated Revenues	\$ -	\$ -	\$ 4,000	\$ -
<b>Net Cost</b>	<b>\$ 1,465,741</b>	<b>\$ 1,598,652</b>	<b>\$ 992,580</b>	<b>\$ 1,492,000</b>

## LAW DEPARTMENT

### DEPARTMENT DESCRIPTION:

The Law Department is in charge of and conducts all of the legal business of the municipal corporation, the City of White Plains. The Corporation Counsel is the legal advisor to the Common Council and to each officer, department, bureau, board and commission of the City, and furnishes to them such advice and assistance as counsel and attorney, in and out of Court, as may be necessary.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Counsel to City	A011	\$ 1,082,047	\$ 1,906,662	\$ 1,857,551	III-45
Labor Relations	A013	184,241	876,756	535,344	III-51
Litigation/Tax Assess Review	A012/A014	335,166	740,676	460,788	III-49
		<u>\$ 1,601,454</u>	<u>\$ 3,524,094</u>	<u>\$ 2,853,683</u>	

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Corporation Counsel	Appt.	1	1	-	1	1	-
Deputy Corp. Counsel	Appt.	1	1	-	1	1	-
Sr. Asst. Corp. Counsel	M/C20	6	5	1	6	6	-
Secretary to the Corporation Counsel	M/C10	1	-	1	1	1	-
Legal Secretary	M/C8	1	1	-	1	1	-
		<u>10</u>	<u>8</u>	<u>2</u>	<u>10</u>	<u>10</u>	<u>-</u>

\* One or more positions underfilled.

## LAW DEPARTMENT

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 984,206	\$ 1,408,151	\$ 567,635	\$ 1,431,220
Employee Benefits	390,776	469,496	192,089	497,713
Materials & Supplies	40,913	50,075	16,106	49,425
Direct Costs:				
Consultants	72,233	586,435	269,950	310,000
Labor Counsel	47,964	377,037	202,036	200,000
Proceed. Review -Tax Certiorari	78,175	313,000	235,000	100,000
Other	36,824	316,500	56,290	264,500
Equipment	-	6,100	-	2,300
Total Expenditures	\$ <u>1,651,091</u>	\$ <u>3,526,794</u>	\$ <u>1,539,106</u>	\$ <u>2,855,158</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ 3,400	2,700	\$ 1,475	\$ 1,475
Miscellaneous Revenues	46,237	-	210	-
Total Program Generated Revenues	\$ <u>49,637</u>	\$ <u>2,700</u>	\$ <u>1,685</u>	\$ <u>1,475</u>
<b>Net Cost</b>	<b>\$ <u>1,601,454</u></b>	<b>\$ <u>3,524,094</u></b>	<b>\$ <u>1,537,421</u></b>	<b>\$ <u>2,853,683</u></b>

# OFFICE OF THE MAYOR

## DEPARTMENT DESCRIPTION:

The Mayor is the Chief Executive Officer and is responsible for the overall management of the City. He directs and coordinates the activities of all City departments, boards and commissions, enforces the provisions of the City Charter, local laws and ordinances; and executes contracts and other legal agreements on behalf of the City. The Mayor's Office oversees City economic development initiatives and programs. The Mayor presides at all meetings of the Common Council, and implements policies approved by that body, including administration of the budget and appointment of key staff.

## ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Municipal Management	A007	\$ 685,216	\$ 865,807	\$ 792,866	III-59

## REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Mayor	Elec.	1	1	-	1	1	-
Chief of Staff	Appt.	1	-	1	1	-	1
Coordinator of Economic Dev. & Public Information	M/C17	1	1	-	1	1	-
Administrative Aide	M/C14	1	1	-	1	1	-
Executive Secretary to the Mayor	M/C10	1	1	-	1	1	-
Graphics Technician	M/C 8	1	1	-	1	1	-
		<u>6</u>	<u>5</u>	<u>1</u>	<u>6</u>	<u>5</u>	<u>1</u>

## OFFICE OF THE MAYOR

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 500,724	\$ 529,346	\$ 262,923	\$ 544,062
Employee Benefits	227,462	251,093	125,232	256,604
Materials & Supplies	7,571	16,700	3,036	16,200
Direct Costs:				
Special Events	37,946	162,668	92,686	75,000
Other	1,613	6,000	80	6,000
Equipment	-	-	-	5,000
Total Expenditures	\$ <u>775,316</u>	\$ <u>965,807</u>	\$ <u>483,957</u>	\$ <u>902,866</u>
<b><u>Revenues</u></b>				
Licenses & Permits	\$ <u>90,100</u>	\$ <u>100,000</u>	\$ <u>38,600</u>	\$ <u>110,000</u>
Total Program Generated Revenues	\$ <u>90,100</u>	\$ <u>100,000</u>	\$ <u>38,600</u>	\$ <u>110,000</u>
<b>Net Cost</b>	<b>\$ <u><u>685,216</u></u></b>	<b>\$ <u><u>865,807</u></u></b>	<b>\$ <u><u>445,357</u></u></b>	<b>\$ <u><u>792,866</u></u></b>

# PARKING DEPARTMENT

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## DEPARTMENT DESCRIPTION:

The Parking Department operates, manages, and maintains the City of White Plains Municipal Parking System (MPS). The Department also oversees the City's Traffic Division which is responsible for the design, installation and maintenance of all traffic control devices within the City. The Department also reviews the impact of proposed development in order to determine the current and future transportation needs of the City as required by projected traffic flows. The Municipal Parking System includes nine garages and twenty-three surface lots throughout the City. The MPS also includes all on-street parking meters in White Plains. There are over 13,400 spaces within the City of White Plains' MPS. Additionally, the Department operates the Parking Violations Office. The Department of Parking is responsible for meter revenue collection, meter revenue processing, parking facility maintenance, general cleaning, landscaping, snow removal, signage maintenance and installation throughout the MPS. The Department maintains and collects revenue for approximately 3,000 single space parking meters and 169 multi-space parking meters throughout the MPS. The Department sells permits, takes parking ticket payments, sells Cash Keys, and assists the public at four parking garage offices. The Department oversees the Parking Enforcement Unit. The Department prepares the annual budget and monitors and evaluates the Parking Department's income and expenses. The Department continually responds to the changing demands and needs of the City of White Plains.

## ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
General Operations	P100	\$ 8,331,914	\$ 7,977,920	\$ 8,385,938	III-135
Garages	P202/P209	(9,225,476)	(9,365,485)	(9,221,115)	III-137
Lots and On-Street Parking	P300/P400	(5,238,524)	(5,673,890)	(5,834,220)	III-139
Parking Violations	P500	(6,092,449)	(5,999,512)	(7,425,101)	III-141
Enforcement-Gen. Parking	P600	2,678,769	2,704,007	2,800,767	III-142
City Center Enforcement	P700	(5,641)	(23,321)	-	III-143
Traffic Engineering	P809	390,774	396,141	395,749	III-145
Traffic Maintenance	P810	979,797	1,056,783	1,083,520	III-147
		<u>\$ (8,180,836)</u>	<u>\$ (8,927,357)</u>	<u>\$ (9,814,462)</u>	

# PARKING DEPARTMENT

## REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Commissioner of Parking	Appt.	1	1	-	1	1	-
Dep. Commissioner of Pkg I	Appt.	1	-	1	1	-	1
Dep. Commissioner of Pkg II	Appt.	1	1	-	1	1	-
Secretary to the Commissioner of Parking	M/C 8	1	1	-	1	1	-
Supervisor of Enforcement-Pkg	15	1	1	-	1	1	-
Transportation Engineer II	15	1	1	-	1	1	-
Traffic Signal Installer II	13	1	1	-	1	1	-
Traffic Signal Installer	12	2	2	-	2	2	-
Parking Violations Supvr.	12	1	1	-	1	1	-
Parking Ramp Attendant Supvr.	12	2	2	-	2	2	-
Sr. Parking Ramp Attendant	10	5	4	1	5	4	1
Electrician	10	1	1	-	1	1	-
Staff Assistant	10	1	1	-	1	1	-
Collection Clerk	9	1	-	1	1	1	-
Sr. Traffic Sign Installer	9	1	1	-	1	1	-
Crew Leader	9	4	4	-	4	4	-
Sr. Parking Enforcement Officer	9	2	2	-	2	2	-
Sr. Pkg Code Enforce Officer	9	1	1	-	1	1	-
Parking Ramp Attendant	8Q	18	17	*	13	13	-
Traffic Sign Installer	8	2	2	-	2	2	-
Bookkeeper	8	1	1	-	1	1	-
Parking Enforcement Officer	7	17	16	1	16	16	-
Pkg/ Code Enforcement Officer	7	10	10	-	11	11	-
Pkg./Code Enforce Off- Span S.	7	2	1	*	2	1	*
Skilled Laborer	6	5	5	-	10	8	2
Senior Clerk	5	2	2	-	2	2	-
Account Clerk	4	1	1	-	1	1	-
Semi-Skilled Laborer	4	2	-	2	2	-	2
Cashier	4	9	9	-	9	9	-
		<u>97</u>	<u>89</u>	<u>8</u>	<u>97</u>	<u>90</u>	<u>7</u>

\* One or more positions underfilled.

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# PARKING DEPARTMENT

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 6,106,494	\$ 5,913,114	\$ 2,988,141	\$ 6,040,263
Employee Benefits	2,939,696	2,938,720	1,462,430	3,039,528
Materials & Supplies	1,701,633	1,708,919	737,441	1,736,625
Direct Costs	1,536,985	2,146,798	930,380	2,341,340
Equipment	30,000	44,000	3,603	48,000
Rolling Stock	-	22,500	18,143	117,500
Transfer to Debt Service Fund	4,230,000	4,288,622	725,318	4,341,450
Total Expenditures	<u>\$ 16,544,808</u>	<u>\$ 17,062,673</u>	<u>\$ 6,865,456</u>	<u>\$ 17,664,706</u>
<b><u>Revenues</u></b>				
Charges for Services:				
CashKey Collections	\$ 36,033	\$ 25,000	\$ 16,213	\$ 29,000
Permits	5,692,443	5,661,975	4,315,936	5,824,957
Meters	10,305,376	10,780,125	5,429,259	10,800,050
Other	506,313	525,479	280,943	531,502
Licenses & Permits	-	6,152	-	6,152
Fines & Forfeitures	7,136,664	7,630,600	4,073,184	8,928,521
Miscellaneous Revenues	1,048,815	1,360,699	546,446	1,358,986
Total Program Generated Revenues	<u>\$ 24,725,644</u>	<u>\$ 25,990,030</u>	<u>\$ 14,661,981</u>	<u>\$ 27,479,168</u>
<b>Net Cost</b>	<u><u>\$ (8,180,836)</u></u>	<u><u>\$ (8,927,357)</u></u>	<u><u>\$ (7,796,525)</u></u>	<u><u>\$ (9,814,462)</u></u>

## PARKING DEPARTMENT GENERAL OPERATIONS

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### DEPARTMENT DESCRIPTION:

The Parking Department operates, manages, and maintains the City of White Plains Municipal Parking System (MPS). The MPS includes garages, surface lots, and all on-street parking meters throughout the City. General Operations is responsible for the meter revenue collections, meter revenue processing and it performs daily parking facility maintenance, which includes general cleaning, landscaping, snow removal and signage maintenance. General Operations maintains and collects the revenue throughout the MPS. General Operations sells permits, accepts parking ticket payments, sells CashKeys and assists the general public at the four parking garage offices. The Enforcement Unit patrols and issues tickets at all garages, lots and City streets.

### ACTIVITIES PERFORMED:

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
General Operations	P100	\$ <u>8,331,914</u>	\$ <u>7,977,920</u>	\$ <u>8,385,938</u>	III-135

## PARKING DEPARTMENT GENERAL OPERATIONS

REQUIRED RESOURCES- SUMMARY	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 2,209,256	\$ 2,074,095	\$ 1,075,604	\$ 2,085,898
Employee Benefits	1,053,472	1,035,653	533,565	1,070,354
Materials & Supplies:				
Maintenance Supplies	85,743	100,000	47,169	100,000
Parking Meter Maint./Parts	65,459	86,620	24,105	65,000
Rolling Stock Operations	83,663	84,700	41,305	93,200
Other	91,787	98,220	17,901	93,750
Direct Costs:				
Credit Card Fees	542,221	487,000	295,107	708,300
Other	164,421	152,135	70,461	185,861
Equipment	29,631	30,000	-	34,000
Rolling Stock	-	22,500	18,143	117,500
Transfer to Debt Service Fund	4,230,000	4,288,622	725,318	4,341,450
Total Expenditures	\$ <u>8,555,653</u>	\$ <u>8,459,545</u>	\$ <u>2,848,678</u>	\$ <u>8,895,313</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Cash Key Collections	\$ 36,033	\$ 25,000	\$ 16,213	\$ 29,000
Permits	7,075	6,625	918	6,625
Meters	98,948	75,500	48,967	97,250
Miscellaneous Revenues:				
Property Rental	44,750	48,500	22,250	48,500
Developer's Contribution	-	250,000	250,000	250,000
Other	36,933	76,000	7,649	78,000
Total Program Generated Revenues	\$ <u>223,739</u>	\$ <u>481,625</u>	\$ <u>345,997</u>	\$ <u>509,375</u>
<b>Net Cost</b>	<b>\$ <u>8,331,914</u></b>	<b>\$ <u>7,977,920</u></b>	<b>\$ <u>2,502,681</u></b>	<b>\$ <u>8,385,938</u></b>

## PARKING DEPARTMENT GARAGES

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### DEPARTMENT DESCRIPTION:

The Parking Department operates and maintains nine municipal parking garages within the City of White Plains. Four of these garages have an office open to the public for general assistance, as well as permit sales, parking ticket payment, overtime notice payment and CashKey sales. Other functions of the Parking Department staff at various City parking garages include general cleaning services, building systems monitoring, parking meter repair, parking meter collection, snow and ice control and traffic control. City owned and operated parking facilities are critical to the economic vitality of the City of White Plains.

### ACTIVITIES PERFORMED:

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
Garages	P202-P209	\$ (9,225,476)	\$ (9,365,485)	\$ (9,221,115)	III-137

## PARKING DEPARTMENT GARAGES

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 749,159	\$ 650,641	\$ 317,556	\$ 703,110
Employee Benefits	384,759	331,495	160,063	360,019
Materials & Supplies:				
Utilities	805,388	796,525	332,783	822,225
Other	52,274	43,750	22,759	40,650
Direct Costs:				
Service Contracts	204,265	303,493	201,962	299,937
Insurance Premiums	116,997	119,715	63,374	122,112
Other	500	2,250	925	2,650
Total Expenditures	\$ <u>2,313,342</u>	\$ <u>2,247,869</u>	\$ <u>1,099,422</u>	\$ <u>2,350,703</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Permits	\$ 4,793,049	\$ 4,758,150	\$ 3,579,910	\$ 4,875,032
Meters	5,620,556	5,691,405	2,801,199	5,577,000
Fines & Forfeitures	164,043	181,600	72,140	141,300
Miscellaneous Revenues:				
White Plains Hospital Lease	891,473	908,886	236,991	906,384
Other Lease	69,697	73,313	28,307	72,102
Total Program Generated Revenues	\$ <u>11,538,818</u>	\$ <u>11,613,354</u>	\$ <u>6,718,547</u>	\$ <u>11,571,818</u>
<b>Net Cost</b>	<b>\$ <u><u>(9,225,476)</u></u></b>	<b>\$ <u><u>(9,365,485)</u></u></b>	<b>\$ <u><u>(5,619,125)</u></u></b>	<b>\$ <u><u>(9,221,115)</u></u></b>

## **PARKING DEPARTMENT LOTS & ON-STREET PARKING**

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### **DEPARTMENT DESCRIPTION:**

The Parking Department operates and maintains twenty-three municipal parking lots throughout the City of White Plains. Functions performed include general cleaning services, parking meter repair, parking meter collection, snow and ice control, lighting maintenance and repair, and pavement maintenance. Municipal lots within the City vary greatly in type of utilization. These surface lots serve commuters, overnight and 24 hour residential parkers, central business district transient parkers, school district employees, City employees, etc.

On-Street Parking maintains all on-street meters throughout the City. This includes meter maintenance, repair and replacement, and the collection of monies.

### **ACTIVITIES PERFORMED:**

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
Parking Lots and On-street Parking	P300/ P400	\$ <u>(5,238,524)</u>	\$ <u>(5,673,890)</u>	\$ <u>(5,834,220)</u>	III-139

## PARKING DEPARTMENT LOTS & ON-STREET PARKING

REQUIRED RESOURCES- SUMMARY	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b><u>Expenditures</u></b>				
Materials & Supplies:				
Utilities	\$ 56,765	\$ 57,000	\$ 21,639	\$ 57,000
Property Rental	132,768	129,000	36,362	129,000
Other	3,818	-	-	-
Direct Costs	46,316	50,530	31,146	48,880
Total Expenditures	\$ 239,667	\$ 236,530	\$ 89,147	\$ 234,880
 <b><u>Revenues</u></b>				
Charges for Services:				
Permits	\$ 892,319	\$ 897,200	\$ 735,108	\$ 943,300
Meters	4,585,872	5,013,220	2,579,093	5,125,800
Total Program Generated Revenues	\$ 5,478,191	\$ 5,910,420	\$ 3,314,201	\$ 6,069,100
 <b>Net Cost</b>	 \$ (5,238,524)	 \$ (5,673,890)	 \$ (3,225,054)	 \$ (5,834,220)

## **PARKING DEPARTMENT VIOLATIONS**

---

### **DEPARTMENT DESCRIPTION:**

The Parking Department operates the City Court's Parking Violations Office. The Office provides assistance to the public regarding all parking ticket issued within the City of White Plains. The Parking Violations Office (PVO) is responsible for maintaining all parking ticket records and data. The PVO processes parking ticket payments by mail, over the phone, and in-person at PVO public payment windows. The PVO is responsible for mailing late payment notices and managing the City's scofflaw program. The PVO processes in-person red light camera notice of liability payments.

### **ACTIVITIES PERFORMED:**

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
Parking Violations Office	P500	\$ <u>(6,092,449)</u>	\$ <u>(5,999,512)</u>	\$ <u>(7,425,101)</u>	III-141

## PARKING DEPARTMENT VIOLATIONS

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 357,623	\$ 362,703	\$ 181,301	\$ 355,703
Employee Benefits	147,187	155,535	76,193	154,917
Materials & Supplies:				
Printing	13,763	11,400	3,421	11,400
Postage	56,038	55,000	25,745	58,000
Other	3,241	3,500	1,231	3,500
Direct Costs:				
Ticket Collection Contract	377,593	410,000	164,982	397,000
Red Light Cameras Contract	-	540,000	67,500	495,000
Towing	57,350	50,000	22,475	45,000
Credit Card Fees	8,340	10,000	4,359	10,400
Other	1,132	1,350	964	1,000
Total Expenditures	\$ 1,022,267	\$ 1,599,488	\$ 548,171	\$ 1,531,920
<b><u>Revenues</u></b>				
Charges for Services:				
Towing & Storage	\$ 142,095	\$ 150,000	\$ 100,266	\$ 169,800
Fines & Forfeitures:				
Parking Fines	6,972,621	6,909,000	3,655,730	7,437,000
Red Light Fines	-	540,000	345,314	1,350,221
Total Program Generated Revenues	\$ 7,114,716	\$ 7,599,000	\$ 4,101,310	\$ 8,957,021
<b>Net Cost</b>	<b>\$ (6,092,449)</b>	<b>\$ (5,999,512)</b>	<b>\$ (3,553,139)</b>	<b>\$ (7,425,101)</b>

## PARKING DEPARTMENT ENFORCEMENT - GENERAL PARKING

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### DEPARTMENT DESCRIPTION:

The Enforcement Unit of the Parking Department consists of a Supervisor of Enforcement, twenty uniformed Parking Enforcement Officers, two Senior Parking Enforcement Officers, one Senior Parking/Code Enforcement Officer, and eight Parking/Code Enforcement Officers, two of which are Spanish speaking. The primary duty of this Unit is the issuance of summonses for parking violations throughout the City; however summonses are also issued for various code violations. This includes all City streets, lots and parking structures. The Unit works rotating shifts with several different starting times. These shifts cover day and night tours seven days a week, including most holidays. Their posts are patrolled by walking and motorized vehicle, providing a more uniform presence to the public. Members of this Unit observe the safety of the general public, and notify the police when the need arises. Tickets are written both on paper and state-of-the-art hand-held units that are downloaded into a computerized system.

### ACTIVITIES PERFORMED:

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
Parking Enforcement - General Parking	P600	\$ 2,678,769	\$ 2,704,007	\$ 2,800,767	III-142

## PARKING DEPARTMENT ENFORCEMENT-GENERAL PARKING

REQUIRED RESOURCES- SUMMARY	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,818,298	\$ 1,821,469	\$ 911,387	\$ 1,888,722
Employee Benefits	856,727	873,438	425,246	902,945
Materials & Supplies	3,375	5,100	1,704	5,100
Equipment	369	4,000	3,603	4,000
Total Expenditures	\$ 2,678,769	\$ 2,704,007	\$ 1,341,940	\$ 2,800,767
 <b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	\$ 2,678,769	\$ 2,704,007	\$ 1,341,940	\$ 2,800,767

**PARKING DEPARTMENT CITY CENTER ENFORCEMENT**

---

**DEPARTMENT DESCRIPTION:**

The City Center parking structure is centrally located in the business district and provides metered and permit parking in support of the City Center retail facility.

**ACTIVITIES PERFORMED:**

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
Parking City Center Enforcement	P700	\$ <u>(5,641)</u>	\$ <u>(23,321)</u>	\$ <u>-</u>	III-143

## PARKING DEPARTMENT CITY CENTER ENFORCEMENT

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 226,857	\$ 218,158	\$ 109,832	\$ 220,482
Employee Benefits	<u>128,220</u>	<u>134,000</u>	<u>67,256</u>	<u>139,720</u>
Total Expenditures	<u>\$ 355,077</u>	<u>\$ 352,158</u>	<u>\$ 177,088</u>	<u>\$ 360,202</u>
 <b><u>Revenues</u></b>				
Charges for Services:				
Sec & Enforcement Reimbursement	\$ <u>360,718</u>	\$ <u>375,479</u>	\$ <u>179,177</u>	\$ <u>360,202</u>
Total Program Generated Revenues	<u>\$ 360,718</u>	<u>\$ 375,479</u>	<u>\$ 179,177</u>	<u>\$ 360,202</u>
<b>Net Cost</b>	<u><u>\$ (5,641)</u></u>	<u><u>\$ (23,321)</u></u>	<u><u>\$ (2,089)</u></u>	<u><u>\$ -</u></u>

## PARKING DEPARTMENT - TRAFFIC DIVISION

### DEPARTMENT DESCRIPTION:

The Parking Department's Traffic Division is responsible for the design, installation, and maintenance of all traffic control devices within the City. There are over 14,000 traffic signs throughout the City which are in frequent need of replacement due to wear, accident damage or vandalism. The City also has over 50 miles of pavement markings which must be remarked on a regular schedule during the warmer months. The Division utilizes both paint and thermoplastic to refresh the markings. Finally, the Traffic Control System consists of 136 signalized intersections, most of which are connected via communications cable to the Central Computer Room at City Hall. All of the signals and the computers are maintained as part of a 24/7 emergency repair operation which is provided by the Division.

The Division performs traffic surveys, accident studies, travel time studies, highway capacity calculations, signal timing optimization programming (SYNCRO) and traffic volume counts.

The Division also reviews the impact of proposed development in order to determine the current and future transportation needs of the City, as required by projected traffic flows. There are also several databases maintained, including accident records, sign/markings inventories and volume histories.

There are currently 4.1 miles of designated bike lanes and numerous other bike routes with painted shoulders and sharrows for shared lanes in the City. The bike lanes have all been designed by the Traffic Division and all signs and markings are either maintained by the Division following Capital Project installation or actually installed using Division maintenance forces. The Division/Department coordinates the bike share program in which Limebike currently has 300 bicycles on the streets of White Plains that are available for short term rental.

The Division/Department coordinates the new red light camera program. There are currently 6 cameras installed at 5 intersections.

The Traffic Division had been active in working with various agencies to advance Transit Signal Priority (TSP) and Integrated Corridor Management (IMC) as part of the Lower Hudson Transit Link (LHTL) project. There are 21 intersections planned for the addition of TSP. The City is currently operating TSP at nine intersections along Central Avenue.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Traffic Engineering	P809	\$ 390,774	\$ 396,141	\$ 395,749	III-145
Traffic Maintenance	P810	979,797	1,056,783	1,083,520	III-147
		<u>\$ 1,370,571</u>	<u>\$ 1,452,924</u>	<u>\$ 1,479,269</u>	

## PARKING DEPARTMENT - TRAFFIC DIVISION

REQUIRED RESOURCES- SUMMARY	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 745,301	\$ 786,048	\$ 392,461	\$ 786,348
Employee Benefits	369,331	408,599	200,107	411,573
Materials & Supplies:				
Traffic Maintenance Supplies	83,906	83,404	91,690	80,700
Utilities	149,062	136,000	63,641	159,000
Other	14,583	18,700	5,986	18,100
Direct Costs	17,850	20,325	7,125	25,200
Equipment	-	10,000	-	10,000
Total Expenditures	\$ 1,380,033	\$ 1,463,076	\$ 761,010	\$ 1,490,921
 <b><u>Revenues</u></b>				
Charges for Services	\$ 3,500	\$ -	\$ 1,500	\$ 1,500
Licenses & Permits	-	6,152	-	6,152
Miscellaneous Revenues	5,962	4,000	1,249	4,000
Total Program Generated Revenues	\$ 9,462	\$ 10,152	\$ 2,749	\$ 11,652
 <b>Net Cost</b>	 <b>\$ 1,370,571</b>	 <b>\$ 1,452,924</b>	 <b>\$ 758,261</b>	 <b>\$ 1,479,269</b>

## PERSONNEL DEPARTMENT

### DEPARTMENT DESCRIPTION:

The Personnel Department is responsible for the establishment and implementation of comprehensive policies and procedures consistent with professional standards and labor agreements, as well as applicable Federal, State, and Local laws affecting all aspects of employment, compensation, labor relations, and performance standards to insure a stable, productive, effective and diverse workforce for the various mandates, services and programs carried out by the Departments of the City of White Plains.

In addition, the Personnel Officer functions as the local Civil Service administrator of the City of White Plains, the White Plains Board of Education and the Housing Authority with responsibility for ensuring compliance to New York State Civil Service Law and Rules for the selection, retention, classification, discipline, and employment records of all applicable staff.

The Personnel Department provides consulting support services to the various City Departments to assist in managing their staff to meet the City's goals and objectives as well as departmental service mandates. Work is performed in coordination with the Law Department in the negotiation and administration of all Labor agreements, disciplinary procedures, and other legal aspects affecting employment.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Civil Service Administration	A030	\$ 476,399	\$ 527,369	\$ 552,777	III-7
Personnel Administration	A029	286,335	355,980	314,474	III-15
		<u>\$ 762,734</u>	<u>\$ 883,349</u>	<u>\$ 867,251</u>	

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Personnel Officer	Appt.	1	1	-	1	1	-
Deputy Personnel Officer	Appt.	1	1	-	1	1	-
Personnel Associate	M/C13	1	1	*	1	1	*
Civil Service Assistant	M/C10	1	1	-	1	1	-
Office Assistant II-Spanish Spk	MC/ 6	-	-	-	1	1	-
Office Assistant II	6	1	1	-	-	-	-
		<u>5</u>	<u>5</u>	<u>-</u>	<u>5</u>	<u>5</u>	<u>-</u>

\* One or more positions underfilled

## PERSONNEL DEPARTMENT

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 542,550	\$ 589,193	\$ 261,115	\$ 604,182
Employee Benefits	211,124	228,881	105,014	240,904
Employee Benefits-City-wide	15,400	18,900	7,180	18,900
Materials & Supplies	6,910	19,547	7,970	19,150
Direct Costs:				
Civil Service Exams	21,848	42,480	9,841	42,480
Other	6,563	20,525	1,754	43,025
Equipment	-	1,653	1,053	1,500
Total Expenditures	<u>\$ 804,395</u>	<u>\$ 921,179</u>	<u>\$ 393,927</u>	<u>\$ 970,141</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ 41,550	\$ 37,750	\$ 17,900	\$ 102,750
Miscellaneous Revenues	<u>111</u>	<u>80</u>	<u>3</u>	<u>140</u>
Total Program Generated Revenues	<u>\$ 41,661</u>	<u>\$ 37,830</u>	<u>\$ 17,903</u>	<u>\$ 102,890</u>
<b>Net Cost</b>	<u><u>\$ 762,734</u></u>	<u><u>\$ 883,349</u></u>	<u><u>\$ 376,024</u></u>	<u><u>\$ 867,251</u></u>

## PLANNING DEPARTMENT

### DEPARTMENT DESCRIPTION:

The central purpose and function of the Department of Planning is to create and implement plans, policies, and programs that work together to achieve the community's vision for the City of White Plains today and in the future - a sustainable City with a diverse population, a robust economy, and interesting and livable neighborhoods that are easily accessible to all.

The Department supports and advises the Mayor, the Common Council, and other Boards and Departments on a wide range of issues related to the development and preservation of the City. Each year, the Department reviews more than 70 land use applications for zoning amendments, site plan approvals, special permit approvals and disposition of City property. The Planning Department also directs comprehensive, consensus-based planning, zoning, and economic development initiatives that apply both city-wide and to individual neighborhoods. Its support of other City agencies includes technical assistance such as map preparation, and data base research as well as the identification of funding opportunities and the application for grants from government and private sources.

The Planning Department also administers federally assisted activities including the Community Development Block Grant, provides staff support to the Urban Renewal Agency and administered the White Plains Education and Training Center through FY 2018-2019.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
City Support to Federal Programs	F022	\$ (21,996)	\$ (21,002)	\$ (20,999)	III-189
City Support to Urban Renewal Agency	F025	(5,661)	4,659	4,665	III-197
Planning Services	F001	956,821	998,488	998,879	III-201
Education and Training Center	F023	49,780	55,849	-	III-193
		<u>\$ 978,944</u>	<u>\$ 1,037,994</u>	<u>\$ 982,545</u>	

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	Authorized	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
			Filled	Vacant	Authorized	Filled	Vacant	
Comm. of Planning	Appt.	1	1	-	1	1	-	
Deputy Comm. of Planning	Appt.	1	1	-	1	1	-	
Senior Planner	17	1	1	-	1	1	-	
Planner I	11	1	1	-	2	1	1	
Drafter II	10	1	1	-	1	1	-	
Site Coordinator - WPETC	10	1	-	1	-	-	-	
Office Assistant II	6	1	1	-	1	1	-	
		<u>7</u>	<u>6</u>	<u>1</u>	<u>7</u>	<u>6</u>	<u>1</u>	

## PLANNING DEPARTMENT

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 721,744	\$ 760,882	\$ 365,634	\$ 698,310
Employee Benefits	266,737	291,945	132,454	275,262
Materials & Supplies	8,909	11,920	2,812	12,428
Direct Costs:				
Rent Abatements	41,421	50,000	3,912	50,000
ETPA Admin. Charges	25,610	27,500	27,460	28,000
Other	3,194	8,000	952	3,000
Equipment	901	1,000	-	2,545
Total Expenditures	\$ 1,068,516	\$ 1,151,247	\$ 533,224	\$ 1,069,545
<b><u>Revenues</u></b>				
Intergovernmental	\$ -	\$ 23,753	\$ -	\$ -
Charges for Services	38,152	27,000	31,519	27,000
Licenses & Permits	-	7,500	1,500	5,000
Miscellaneous Revenues	51,420	55,000	55,227	55,000
Total Program Generated Revenues	\$ 89,572	\$ 113,253	\$ 88,246	\$ 87,000
<b>Net Cost</b>	<b>\$ 978,944</b>	<b>\$ 1,037,994</b>	<b>\$ 444,978</b>	<b>\$ 982,545</b>

## PUBLIC SAFETY DEPARTMENT

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### DEPARTMENT DESCRIPTION:

The City Charter directs the Commissioner of Public Safety to have jurisdiction, supervision and control of the government, administration, disposition, and discipline of the officers and members of the Fire and Police Bureaus, Emergency Planning and Emergency Medical Services, and shall provide in all ways possible for the safety and protection of the inhabitants of the City and of their property; and, they shall have further powers and duties as may be provided by ordinance of the Common Council. To increase overall accountability and improve management in the Department, significant changes have been made to identify spending and revenues by specific police and fire divisions.

### ACTIVITIES PERFORMED:

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
Administration					
Public Safety Administration	B005	\$ 1,214,891	\$ 1,224,712	\$ 1,244,325	III-63
Emergency Medical Services	B020	509,073	529,972	680,000	III-65
Fire Department	Various	25,261,879	24,692,621	25,244,569	III-69 to 77
Police Department	Various	33,729,534	33,979,958	34,237,020	III-81 to 101
		<u>\$ 60,715,377</u>	<u>\$ 60,427,263</u>	<u>\$ 61,405,914</u>	

**PUBLIC SAFETY DEPARTMENT****REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Comm. of Public Safety	Appt.	1	1	-	1	1	-
Deputy Comm. of Public Safety	Appt.	1	1	-	1	1	-
Police Physician	Appt.	1	1	-	1	1	-
Fire Chief	M/C	1	1	-	1	1	-
Police Chief	M/C	1	1	-	1	1	-
Asst. Police Chief	M/C	1	1	-	1	1	-
Captain (Police)	3	4	4	-	4	4	-
Deputy Chief (Fire)	3	6	6	-	6	6	-
Lieutenant (Police)	2	13	12	1	13	12	1
Lieutenant (Fire)	1	40	40	-	40	40	-
Sergeant (Police)	1	19	19	-	19	18	1
Police Officer	P	158	154	4	158	158	-
Fire Fighter	F	103	103	-	103	103	-
Secretary to the Commissioner of Public Safety	M/C8	1	1	-	1	1	-
Departmental Secretary I-Police	8	1	1	-	1	1	-
PSA I-Animal Enforcement	7	1	1	-	1	1	-
PSA I-Dispatcher	7	7	6	1	7	5	2
Special Patrol Officer	7	1	1	-	1	1	-
Secretary	7	2	2	-	2	2	-
Office Assistant II	6	1	-	1	1	-	1
Office Assistant I-Spanish Sp.	4	1	1	-	1	1	-
School Crossing Guard	1	20	20	-	20	20	-
		<u>384</u>	<u>377</u>	<u>7</u>	<u>384</u>	<u>379</u>	<u>5</u>

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## PUBLIC SAFETY DEPARTMENT

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 41,520,398	\$ 40,312,018	\$ 19,998,821	\$ 41,458,957
Attendance Bonus	230,246	230,500	5,150	257,500
Pensioners Payments	196,775	196,775	98,387	196,775
Employee Benefits	20,776,121	21,346,469	10,166,295	21,256,584
Materials & Supplies	1,073,866	1,195,472	658,339	1,212,201
Direct Costs	694,507	771,099	356,527	968,795
Equipment	1,100	53,606	8,937	53,706
Rolling Stock	95,623	303,500	297,038	484,000
Transfer To Special Revenue Fd	-	33,643	33,643	-
Total Expenditures	<u>\$ 64,588,636</u>	<u>\$ 64,443,082</u>	<u>\$ 31,623,137</u>	<u>\$ 65,888,518</u>
<b><u>Revenues</u></b>				
Intergovernmental	\$ 96,694	\$ 69,170	\$ 14,041	\$ 68,770
Charges for Services	2,536,942	2,488,461	1,011,910	3,007,902
Licenses & Permits	1,169,020	1,279,930	907,805	1,228,432
Fines & Forfeiture	53,775	150,000	81,000	150,000
Miscellaneous Revenues	16,828	28,258	28,122	27,500
Total Program Generated Revenues	<u>\$ 3,873,259</u>	<u>\$ 4,015,819</u>	<u>\$ 2,042,878</u>	<u>\$ 4,482,604</u>
<b>Net Cost</b>	<u><u>\$ 60,715,377</u></u>	<u><u>\$ 60,427,263</u></u>	<u><u>\$ 29,580,259</u></u>	<u><u>\$ 61,405,914</u></u>

## PUBLIC SAFETY ADMINISTRATION

### DEPARTMENT DESCRIPTION:

The Department of Public Safety provides overall management support and technical expertise to the department bureaus; the Department assures that resources are utilized effectively and efficiently; that all department personnel remain highly trained and motivated through proper support and direction; and that all Public Safety services are coordinated to achieve the City's goal of protecting its persons and property.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Public Safety Administration	B005	\$ 1,214,891	\$ 1,224,712	\$ 1,244,325	III-63
Emergency Medical Services	B020	509,073	529,972	680,000	III-65
		<u>\$ 1,723,964</u>	<u>\$ 1,754,684</u>	<u>\$ 1,924,325</u>	

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Comm. of Public Safety	Appt.	1	1	-	1	1	-
Deputy Comm. of Public Safety	Appt.	1	1	-	1	1	-
Police Physician	Appt.	1	1	-	1	1	-
Secretary to the Commissioner of Public Safety	MC/8	1	1	-	1	1	-
Secretary	7	1	1	-	1	1	-
		<u>5</u>	<u>5</u>	<u>-</u>	<u>5</u>	<u>5</u>	<u>-</u>

## PUBLIC SAFETY ADMINISTRATION

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 706,471	\$ 698,066	\$ 349,032	\$ 698,066
Employee Benefits	242,080	240,766	113,824	248,714
Materials & Supplies:				
Computer Equip. Mntce.	237,873	250,000	214,554	258,000
Other	6,460	7,190	1,846	7,355
Direct Costs:				
Ambulance Service Contract	509,073	529,972	261,930	680,000
Service Contracts	20,588	22,590	11,316	22,590
Other	3,419	8,500	3,400	12,000
Total Expenditures	\$ <u>1,725,964</u>	\$ <u>1,757,084</u>	\$ <u>955,902</u>	\$ <u>1,926,725</u>
<b><u>Revenues</u></b>				
Miscellaneous Revenues	\$ <u>2,000</u>	\$ <u>2,400</u>	\$ <u>2,955</u>	\$ <u>2,400</u>
Total Program Generated Revenues	\$ <u>2,000</u>	\$ <u>2,400</u>	\$ <u>2,955</u>	\$ <u>2,400</u>
<b>Net Cost</b>	<b>\$ <u><u>1,723,964</u></u></b>	<b>\$ <u><u>1,754,684</u></u></b>	<b>\$ <u><u>952,947</u></u></b>	<b>\$ <u><u>1,924,325</u></u></b>

**PUBLIC SAFETY - FIRE****DEPARTMENT DESCRIPTION:**

The mission of the Fire Bureau is to provide fire prevention, education, suppression and rescue services through effective management and training. If these services are properly delivered, City-wide fire safety will be increased, citizen fear will be reduced, and personal satisfaction will have been achieved.

**ACTIVITIES PERFORMED:**

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
Fire Administration	B009	\$ (473,980)	\$ (559,882)	\$ (550,449)	III-69
Fire Prevention	B008/B011	1,055,721	1,320,264	1,103,947	III-71
Fire Suppression	B021	24,050,318	23,267,845	23,972,207	III-73
Fire Training	B010	355,927	390,234	418,201	III-75
Fire Special Operations	B012	273,893	274,160	300,663	III-77
		<u>\$ 25,261,879</u>	<u>\$ 24,692,621</u>	<u>\$ 25,244,569</u>	

**REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

<u>Title</u>	<u>Grade</u>	<u>FY 18-19 Revised Budget 12/31/18</u>			<u>FY 19-20 Proposed Budget</u>		
		<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>
Chief	M/C	1	1	-	1	1	-
Deputy Chief	3	6	6	-	6	6	-
Lieutenant	1	40	40	-	40	40	-
Fire Fighter	F	103	103	-	103	103	-
Office Assistant II	6	1	-	1	1	-	1
		<u>151</u>	<u>150</u>	<u>1</u>	<u>151</u>	<u>150</u>	<u>1</u>

**PUBLIC SAFETY - FIRE**

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 16,735,443	\$ 16,042,663	\$ 8,059,235	\$ 16,444,836
Attendance Bonus	78,108	90,500	-	97,500
Pensioners Payments	196,775	196,775	98,387	196,775
Employee Benefits	8,811,977	8,908,535	4,288,403	9,007,315
Materials & Supplies:				
Maintenance /Supplies	64,104	60,000	43,063	60,000
Rolling Stock Operations	66,334	73,900	33,284	73,900
Utilities	119,030	103,466	37,909	104,266
Other	17,261	16,805	6,523	17,945
Direct Costs:				
Service Contracts	5,878	21,525	2,854	21,225
Medical Examinations	13,632	21,700	952	57,338
Other	14,500	21,000	28,000	21,000
Equipment	1,100	46,306	8,937	46,306
Transfer To Special Revenue Fd	-	33,643	33,643	-
Total Expenditures	<u>\$ 26,124,142</u>	<u>\$ 25,636,818</u>	<u>\$ 12,641,190</u>	<u>\$ 26,148,406</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ 41,294	\$ 29,084	\$ 8,370	\$ 22,980
Licenses & Permits:				
Fire Inspection	819,558	914,950	840,355	880,702
Other	65	55	-	55
Miscellaneous Revenues	1,346	108	9	100
Total Program Generated Revenues	<u>\$ 862,263</u>	<u>\$ 944,197</u>	<u>\$ 848,734</u>	<u>\$ 903,837</u>
<b>Net Cost</b>	<u><u>\$ 25,261,879</u></u>	<u><u>\$ 24,692,621</u></u>	<u><u>\$ 11,792,456</u></u>	<u><u>\$ 25,244,569</u></u>

## PUBLIC SAFETY - POLICE

### DEPARTMENT DESCRIPTION:

The mission of the Police Bureau is to prevent crime and disorder, to preserve peace, community safety and well-being; to protect life and property and individual freedom for personal safety and well-being through the enforcement of State laws and City ordinances.

The Police mission requires that the department deal with a wide range of behavioral and social problems that arise in a community and that the end product consists of dealing with these problems.

The Police Bureau is accredited by the State of New York.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Administration	BA30	\$ 2,917,570	\$ 3,213,927	\$ 3,468,797	III-81
Communication Equipment	BA31	180,391	202,226	199,575	III-83
License Unit	BA32	(246,993)	(356,279)	(338,800)	III-85
Police Support Services	BA33	1,408,759	1,351,509	1,344,131	III-87
Training/Special Programs	BA36	61,186	29,955	74,698	III-89
Community Policing	BC20	1,867,015	1,728,034	2,003,668	III-91
Criminal Investigations	BD40	4,175,428	3,722,394	4,057,271	III-93
Narcotics Unit	BD42	1,054,421	1,024,997	1,129,976	III-95
Patrol Operations	BP50	19,209,667	19,819,202	19,446,238	III-97
Traffic Enforcement Operations	BS11	3,005,585	3,191,314	2,774,670	III-101
Emergency Service Unit/Special Response Team	BS12	96,505	52,679	76,796	III-99
		<u>\$ 33,729,534</u>	<u>\$ 33,979,958</u>	<u>\$ 34,237,020</u>	

**PUBLIC SAFETY - POLICE****REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Chief	M/C	1	1	-	1	1	-
Asst. Police Chief	M/C	1	1	-	1	1	-
Captain	3	4	4	-	4	4	-
Lieutenant	2	13	12	1	13	12	1
Sergeant	1	19	19	-	19	18	1
Police Officer	P	158	154	4	158	158	-
Departmental Secretary I	8	1	1	-	1	1	-
PSA I-Animal Enforcement	7	1	1	-	1	1	-
PSA I-Dispatcher	7	7	6	1	7	5	2
Special Patrol Officer	7	1	1	-	1	1	-
Secretary	7	1	1	-	1	1	-
Office Assistant I-Spanish Spk.	4	1	1	-	1	1	-
School Crossing Guard	1	20	20	-	20	20	-
		<u>228</u>	<u>222</u>	<u>6</u>	<u>228</u>	<u>224</u>	<u>4</u>

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**PUBLIC SAFETY - POLICE**

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 24,078,484	\$ 23,571,289	\$ 11,590,554	\$ 24,316,055
Attendance Bonus	152,138	140,000	5,150	160,000
Employee Benefits	11,722,064	12,197,168	5,764,068	12,000,555
Materials & Supplies:				
Maintenance /Supplies	113,721	147,631	109,826	143,635
Rolling Stock Operations	229,799	284,800	127,043	289,800
Telephone/Data	72,727	70,000	30,089	77,000
Other	146,557	181,680	54,202	180,300
Direct Costs:				
Humane Society	44,892	44,892	22,446	44,892
Service Contracts	35,345	53,420	12,819	60,805
Crime Control Planning	24,768	25,000	6,540	25,000
Other	22,412	22,500	6,270	23,945
Equipment	-	7,300	-	7,400
Rolling Stock	95,623	303,500	297,038	484,000
<b>Total Expenditures</b>	<b>\$ 36,738,530</b>	<b>\$ 37,049,180</b>	<b>\$ 18,026,045</b>	<b>\$ 37,813,387</b>
<b><u>Revenues</u></b>				
Intergovernmental	\$ 96,694	\$ 69,170	\$ 14,041	\$ 68,770
Charges for Services:				
Prisoner Transportation	238,293	243,060	80,218	247,922
Contracted Services	1,926,295	1,884,817	780,499	2,400,000
Other	331,060	331,500	142,823	337,000
Licenses & Permits:				
Taxi Operators	174,297	103,725	66,150	86,725
Towing Medallions	-	60,000	-	60,000
Hazard Alarm Registration	146,325	170,000	650	170,000
Other	28,775	31,200	650	30,950
Fines & Forfeiture	53,775	150,000	81,000	150,000
Miscellaneous Revenues	13,482	25,750	25,158	25,000
<b>Total Program Generated Revenues</b>	<b>\$ 3,008,996</b>	<b>\$ 3,069,222</b>	<b>\$ 1,191,189</b>	<b>\$ 3,576,367</b>
<b>Net Cost</b>	<b>\$ 33,729,534</b>	<b>\$ 33,979,958</b>	<b>\$ 16,834,856</b>	<b>\$ 34,237,020</b>

## PUBLIC WORKS DEPARTMENT

### DEPARTMENT DESCRIPTION:

The Department of Public Works provides many essential services for the residents of the City. It is responsible for the design, construction, maintenance, cleaning and lighting of all public streets, parks and rights-of-way, any trees or shrubs contained therein, the municipal water works, the collections and disposal or recycling of waste and garbage; the construction and maintenance of all public buildings, sanitary sewers and storm drains; and the design, specification and subsequent inspection of all municipal motor vehicles, and the complete maintenance of vehicles. The Department is also responsible for placement of orders, and the record keeping of the fuel, electricity and natural gas used by various City Agencies and Departments. This responsibility pertains to building structures, as well as detailed vehicle-by-vehicle information on motor fuel consumption, including the City of White Plains School District vehicles.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Bureau of Administration- DPW Program Management & Administration	A032	\$ (68,973)	\$ 367,580	\$ 174,200	III-9
Bureau of Building Maintenance- City Owned Building Maint.	A033/A035 A036/A037/A041	2,784,009	2,888,057	3,089,361	III-5
Bureau of Garage & Shop- Rolling Stock Maintenance	A034	2,168,827	2,342,436	2,304,449	III-19
Bureau of Highways & Grounds:					
Street Lighting	B004	1,087,080	1,293,824	1,301,140	III-105
Forestry Services	D004	669,985	706,438	687,163	III-131
Leaf Removal	D015	287,218	334,812	320,907	III-123
Snow Removal	D005	1,285,591	1,148,456	1,128,665	III-125
Street Cleaning	D013	499,305	547,942	551,121	III-127
Street Repairs	D014	5,179,949	5,502,013	5,687,907	III-129
Parks Maintenance	E03P	1,751,335	1,863,519	1,879,776	III-165
Bureau of Sanitation- Waste Collection, Disposal & Recycling	C003/C004	7,724,515	7,489,735	7,726,631	III-109
Bureau of Storm Water Storm Water System Maint.	C002	77,903	62,632	100,328	III-111
Bureau of Engineering- Engineering Services	F027	2,569,965	2,647,506	2,692,077	III-199
		<u>\$ 26,016,709</u>	<u>\$ 27,194,950</u>	<u>\$ 27,643,725</u>	

## PUBLIC WORKS DEPARTMENT

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Comm. of Public Works Deputy Commissioner	Appt.	1	1	-	1	1	-
of Public Works	Appt.	2	2	-	2	2	-
Supt. of Highways & Grounds	M/C18	1	1	-	1	1	-
Assoc. Engineer (B.S.)	17	1	1	-	1	1	-
Assoc. Mech. Engineer (B.S.)	17	1	1	-	1	1	-
Supt. of Public Facilities	17	1	1	-	1	1	-
Chief Construction Coord.	16	1	1	-	1	1	-
Sr. Engineer (B.S)	16	3	3	-	3	3	-
Garage & Shop Supt.	M/C15	1	1	-	1	1	-
Sanitation Superintendent	M/C15	1	-	1	1	-	1
Coord. Computer Systems	15	1	1	-	1	1	-
Assistant Highway Supt.	14	1	1	-	1	1	-
Asst. Super. Pub. Facilities	14	1	1	-	1	1	-
Engineer II (B.S.)	14	2	2	-	2	2	-
Construction Coordinator	14	2	1	1	2	1	1
Administrative Officer	M/C14	1	1	-	1	1	-
Design Coordinator	14	1	1	-	1	1	-
Assistant Sanitation Supt.	14	1	1	-	1	1	-
Assistant Construction Coordinator	11	2	2	-	2	2	-
Parks Maintenance Supvr I	11	2	2	-	2	2	-
Lead Auto. Mechanic	11	2	2	-	2	2	-
Street Light Installer	11	1	1	-	1	1	-
Code Enforcement Officer II - PW	11	1	1	-	1	1	-
Plumber	11	1	1	-	1	1	-
Secretary to the Commissioner of Public Works	M/C10	1	1	-	1	1	-
Safety Coordinator	10	1	1	-	1	1	-
Lead Tree Trimmer	10	1	1	-	1	1	-
Subtotal		35	33	2	35	33	2

# PUBLIC WORKS DEPARTMENT

## REQUIRED RESOURCES- FULL TIME POSITIONS:

FY 18-19  
Revised Budget  
12/31/18

FY 19-20  
Proposed  
Budget

Title	Grade	Authorized	Filled	Vacant	Authorized	Filled	Vacant
<b>Subtotal brought forward</b>		<b>35</b>	<b>33</b>	<b>2</b>	<b>35</b>	<b>33</b>	<b>2</b>
Welder	10	1	1	-	1	1	-
Carpenter	10	1	1	-	1	1	-
Automotive Mechanic II	10	11	10	*	11	10	*
Dispatcher-Public Works	10	1	1	-	1	1	-
Crew Leader	9	8	8	-	8	8	-
Automotive Mechanic I	9	1	1	-	1	1	-
Engineering Technician	9	2	2	-	2	2	-
Code Enforcement Officer I	9	1	1	-	1	1	-
Contracts Clerk	8	1	1	-	1	1	-
Maintenance Mechanic	8	13	12	*	13	13	*
Tree Trimmer	8	2	2	-	2	2	-
Bookkeeper	8	2	2	-	2	2	-
Motor Equipment Operator	7A	20	17	3	20	18	2
Skilled Laborer	6	14	13	1	14	13	1
Automotive Stock Clerk	8	1	1	-	1	1	-
Lead Bldg. Service Worker	5	1	1	-	1	1	-
Semi-Skilled Laborer	4	16	11	*	16	12	*
Building Service Worker	3	8	7	*	8	7	*
Messenger	3	1	1	-	1	1	-
Sanitation Leader	39	1	1	-	1	1	-
Sanitation Driver	37	19	19	-	19	19	-
Sanitation Worker	35	40	35	5	38	36	2
		<u>200</u>	<u>181</u>	<u>19</u>	<u>198</u>	<u>185</u>	<u>13</u>

\* One or more positions underfilled

## PUBLIC WORKS DEPARTMENT

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 14,686,598	\$ 14,645,396	\$ 7,230,284	\$ 14,831,689
Employee Benefits	7,309,605	7,499,126	3,665,049	7,676,571
Materials & Supplies	5,384,425	5,693,407	2,349,495	5,643,332
Direct Costs	1,888,309	2,135,275	1,273,923	2,112,737
Equipment	-	28,812	24,148	103,171
Rolling Stock	-	32,500	28,670	65,000
Total Expenditures	<u>\$ 29,268,937</u>	<u>\$ 30,034,516</u>	<u>\$ 14,571,569</u>	<u>\$ 30,432,500</u>
<b><u>Revenues</u></b>				
Intergovernmental	\$ 352,711	\$ 346,058	\$ 65,889	\$ 83,050
Charges for Services	183,774	199,420	15,188	206,434
Licenses & Permits	1,451,380	1,087,765	582,776	1,284,500
Fines & Forfeiture	550	300	-	20,300
Miscellaneous Revenues	1,263,813	1,206,023	491,319	1,194,491
Total Program Generated Revenues	<u>\$ 3,252,228</u>	<u>\$ 2,839,566</u>	<u>\$ 1,155,172</u>	<u>\$ 2,788,775</u>
<b>Net Cost</b>	<u><u>\$ 26,016,709</u></u>	<u><u>\$ 27,194,950</u></u>	<u><u>\$ 13,416,397</u></u>	<u><u>\$ 27,643,725</u></u>

## ***PUBLIC WORKS - BUREAU OF ADMINISTRATION***

### **DEPARTMENT DESCRIPTION:**

The Bureau of Administration provides administrative support and assistance to the Commissioner, Deputies and Bureau Chiefs in responsibilities related to its personnel, payrolls, purchasing, contracting, correspondence, records, telephone service, and duplicating service. The Bureau develops and coordinates the Department segment of the City operating budget. It is also responsible for providing technical advice and written specifications for City Agencies and Departments for purchasing mechanical equipment and rolling stock. The Bureau has the responsibility to institute and expand an occupational safety training and risk reduction program for the Department, as well as inter-agency cross training as feasible. The Bureau of Administration provides Code Enforcement that is responsible for the investigation of potential violations and the enforcement of municipal codes, ordinances and regulations. The Bureau addresses matters from both residential and commercial properties that affect the City Right-of-Way (ROW).

### **ACTIVITIES PERFORMED:**

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
Department of PW Program Management & Administration	A032	\$ (68,973)	\$ 367,580	\$ 174,200	III-9

### **REQUIRED RESOURCES- FULL TIME POSITIONS:**

<u>Title</u>	<u>Grade</u>	<u>Authorized</u>	<u>FY 18-19 Revised Budget 12/31/18</u>			<u>FY 19-20 Proposed Budget</u>		
			<u>Filled</u>	<u>Vacant</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>	
Commissioner of Public Works	Appt.	1	1	-	1	1	-	
Deputy Commissioner of PW	Appt.	2	2	-	2	2	-	
Administrative Officer	M/C14	1	1	-	1	1	-	
Code Enforcement Officer II-PW	11	1	1	-	1	1	-	
Secretary to the Commissioner of Public Works	M/C10	1	1	-	1	1	-	
Safety Coordinator	10	1	1	-	1	1	-	
Code Enforcement Officer I-PW	9	1	1	-	1	1	-	
Bookkeeper	8	2	2	-	2	2	-	
		<u>10</u>	<u>10</u>	<u>-</u>	<u>10</u>	<u>10</u>	<u>-</u>	

## PUBLIC WORKS - BUREAU OF ADMINISTRATION

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,056,667	\$ 1,079,730	\$ 539,711	\$ 1,080,948
Employee Benefits	405,181	417,381	205,976	423,621
Materials & Supplies	29,313	31,844	7,656	39,398
Direct Costs	38,532	42,215	17,021	40,312
Equipment	-	2,000	2,000	1,400
Total Expenditures	<u>\$ 1,529,693</u>	<u>\$ 1,573,170</u>	<u>\$ 772,364</u>	<u>\$ 1,585,679</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ 36,829	\$ 35,525	\$ 15,188	\$ 35,855
Licenses & Permits:				
Street Openings	641,906	265,765	78,481	400,000
Street Obstructions	539,111	525,000	291,185	550,000
Other	204,813	227,000	161,710	264,500
Fines & Forfeiture	-	-	-	20,000
Miscellaneous Revenues	<u>176,007</u>	<u>152,300</u>	<u>12,141</u>	<u>141,124</u>
Total Program Generated Revenues	<u>\$ 1,598,666</u>	<u>\$ 1,205,590</u>	<u>\$ 558,705</u>	<u>\$ 1,411,479</u>
<b>Net Cost</b>	<u><u>\$ (68,973)</u></u>	<u><u>\$ 367,580</u></u>	<u><u>\$ 213,659</u></u>	<u><u>\$ 174,200</u></u>

## PUBLIC WORKS - BUREAU OF BUILDING MAINTENANCE

### DEPARTMENT DESCRIPTION:

The Bureau of Building Maintenance provides centralized maintenance services for City-owned buildings, including the T. H. Slater Center and the Performing Arts Center, in the areas of cleaning, painting, carpentry, general repairs; maintenance of plumbing, electrical, heating, cooling, security, fire alarm and mechanical systems; and any and all other building services, including responsibilities related to mail and messenger service. The Bureau awards and administers contractual maintenance services for all City agencies.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
City Owned Buildings Maintenance	A033 A035/A036 A037/A041	\$ 2,784,009	\$ 2,888,057	\$ 3,089,361	III-5

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	Authorized	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
			Filled	Vacant		Authorized	Filled	Vacant
Supt. of Public Facilities	17	1	1	-		1	1	-
Asst. Superintendent of Public Facilities	14	1	1	-		1	1	-
Plumber	11	1	1	-		1	1	-
Carpenter	10	1	1	-		1	1	-
Crew Leader	9	2	2	-		2	2	-
Maintenance Mechanic	8	3	3	*	-	3	3	*
Lead Building Service Worker	5	1	1	-		1	1	-
Building Service Worker	3	8	7	*	1	8	7	*
Messenger	3	1	1	-		1	1	-
		<u>19</u>	<u>18</u>	<u>1</u>		<u>19</u>	<u>18</u>	<u>1</u>

\* One or more positions underfilled

## PUBLIC WORKS - BUREAU OF BUILDING MAINTENANCE

REQUIRED RESOURCES- SUMMARY	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,240,474	\$ 1,260,619	\$ 621,681	\$ 1,263,599
Employee Benefits	577,202	589,188	288,542	598,580
Materials & Supplies:				
Building - Facilities	457,223	349,280	101,363	363,325
Utilities	737,404	922,487	288,929	942,712
Other	37,415	27,455	12,267	29,290
Direct Costs:				
Amory Contract	266,640	269,280	157,529	277,412
Service Contracts	288,693	350,391	455,372	443,080
Other	56,855	56,000	21,100	55,400
Equipment	-	5,430	1,849	54,880
Total Expenditures	\$ 3,661,906	\$ 3,830,130	\$ 1,948,632	\$ 4,028,278
 <b><u>Revenues</u></b>				
Intergovernmental	\$ 56,656	\$ 50,000	\$ 51,864	\$ 55,000
Miscellaneous Revenues:				
Rental Real Property	820,989	891,773	412,929	883,617
Other	252	300	-	300
Total Program Generated Revenues	\$ 877,897	\$ 942,073	\$ 464,793	\$ 938,917
 <b>Net Cost</b>	 <b>\$ 2,784,009</b>	 <b>\$ 2,888,057</b>	 <b>\$ 1,483,839</b>	 <b>\$ 3,089,361</b>

## ***PUBLIC WORKS - BUREAU OF ENGINEERING***

### **DEPARTMENT DESCRIPTION:**

The Bureau of Engineering is responsible for the planning, design and construction of Public Works and Capital Improvement Projects. The majority of these projects include City-owned facilities, Right-of-Way (ROW) and utilities. We also assist internal clients to plan, design and construct City Projects. The Bureau performs essential Departmental functions which include, but are not limited to, the following: (1) Administration and Annual Program Management (e.g. roads, curbs and sidewalks, pedestrian curb ramps, utilities, etc.), (2) Survey, (3) Site Plan Review (4) Design, (5) Contractor Procurement and (6) Construction Administration and Inspection. Staff consists of highly professional administrative and technical personnel that provide both office and field support for a variety of City and private projects. Execution of these functions provides a sound infrastructure that meets the current and future public needs.

### **ACTIVITIES PERFORMED:**

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Engineering Services	F027	\$ 2,569,965	\$ 2,647,506	\$ 2,692,077	III-199

### **REQUIRED RESOURCES- FULL TIME POSITIONS:**

Title	Grade	Authorized	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
			Filled	Vacant	Authorized	Filled	Vacant	
Assoc. Engineer (B.S.)	17	1	1	-	1	1	-	
Assoc. Mech. Engineer (B.S)	17	1	1	-	1	1	-	
Sr. Engineer (B.S.)	16	3	3	-	3	3	-	
Chief Construction Coordinator	16	1	1	-	1	1	-	
Coord. Computer Systems	15	1	1	-	1	1	-	
Engineer II (B.S.)	14	2	2	-	2	2	-	
Construction Coordinator	14	2	1	1	2	1	1	
Design Coordinator	14	1	1	-	1	1	-	
Asst. Construction Coordinator	11	2	2	-	2	2	-	
Engineering Technician	9	2	2	-	2	2	-	
Contracts Clerk	8	1	1	-	1	1	-	
		<u>17</u>	<u>16</u>	<u>1</u>	<u>17</u>	<u>16</u>	<u>1</u>	

## PUBLIC WORKS - BUREAU OF ENGINEERING

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,773,816	\$ 1,806,119	\$ 898,302	\$ 1,806,119
Employee Benefits	836,677	886,318	426,714	890,319
Materials & Supplies	28,072	29,369	10,025	29,014
Direct Costs	-	6,000	-	4,925
Equipment	-	-	-	2,000
Rolling Stock	-	-	-	40,000
	Total Expenditures	\$ 2,638,565	\$ 2,727,806	\$ 1,335,041
		\$ 2,772,377		
 <b><u>Revenues</u></b>				
Charges for Services:				
Engineering Inspection Fees	\$ -	\$ 10,000	\$ -	\$ 10,000
Licenses & Permits:				
Storm Water MS4 Permits	65,550	70,000	51,400	70,000
Fines & Forfeitures	550	300	-	300
Miscellaneous	2,500	-	-	-
	Total Program Generated Revenues	\$ 68,600	\$ 80,300	\$ 51,400
		\$ 80,300	\$ 2,692,077	
<b>Net Cost</b>	<b>\$ 2,569,965</b>	<b>\$ 2,647,506</b>	<b>\$ 1,283,641</b>	<b>\$ 2,692,077</b>

## PUBLIC WORKS - BUREAU OF GARAGE & SHOP

### DEPARTMENT DESCRIPTION:

The Bureau of Garage and Shop provides both centralized maintenance and repairs, and preventative maintenance, for all City-owned motor vehicles, including automobiles, trucks, heavy equipment and specialized units, including Fire vehicles. These services are also provided to the White Plains School District (WPSD). The Bureau also provides mandated State inspection services for municipal vehicles, and works in conjunction with the City's Department of Purchase to dispose of vehicles at public auction.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Rolling Stock Maintenance	A034	\$ 2,168,827	\$ 2,342,436	\$ 2,304,449	III-19

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Garage & Shop Supt.	M/C15	1	1	-	1	1	-
Lead Auto. Mechanic	11	2	2	-	2	2	-
Automotive Mechanic II	10	11	10	*	11	10	*
Welder	10	1	1	-	1	1	-
Automotive Mechanic I	9	1	1	-	1	1	-
Automotive Stock Clerk	8	1	1	-	1	1	-
Skilled Laborer	6	2	2	-	2	2	-
Semi-skilled Laborer	4	1	1	*	1	1	*
		<u>20</u>	<u>19</u>	<u>1</u>	<u>20</u>	<u>19</u>	<u>1</u>

\* One or more positions underfilled

## PUBLIC WORKS - BUREAU OF GARAGE & SHOP

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,379,379	\$ 1,412,567	\$ 679,194	\$ 1,419,648
Employee Benefits	682,624	735,136	348,503	740,944
Materials & Supplies	101,389	148,946	59,456	133,941
Direct Costs	5,435	7,225	385	6,725
Equipment	-	6,062	6,540	3,191
Rolling Stock	-	32,500	28,670	-
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total Expenditures	\$ <u>2,168,827</u>	\$ <u>2,342,436</u>	\$ <u>1,122,748</u>	\$ <u>2,304,449</u>
 <b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	<b>\$ <u>2,168,827</u></b>	<b>\$ <u>2,342,436</u></b>	<b>\$ <u>1,122,748</u></b>	<b>\$ <u>2,304,449</u></b>

## PUBLIC WORKS - BUREAU OF HIGHWAYS AND GROUNDS

### DEPARTMENT DESCRIPTION:

The Bureau of Highways maintains and repairs all City streets, highways, bridges, and other municipal properties, including certain maintenance functions on Country roadways, together with removal of ice and snow, collection of leaves and brush, and provides labor and equipment to other operational divisions of the City government. It also directs and supervises Street Cleaning, Forestry, Parks Maintenance and Street Lighting activities. The Bureau also is responsible for certain recycling programs\*, storage and transportation to market of scrap metal (including resident's "white goods"), and recycling of discarded sections of old asphalt for use as pothole patching material in City streets.

\*Including residential compostable pickup

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Street Lighting	B004	\$ 1,087,080	\$ 1,293,824	\$ 1,301,140	III-105
Forestry Services	D004	669,985	706,438	687,163	III-131
Leaf Removal	D015	287,218	334,812	320,907	III-123
Snow Removal	D005	1,285,591	1,148,456	1,128,665	III-125
Street Cleaning	D013	499,305	547,942	551,121	III-127
Street Repairs	D014	5,179,949	5,502,013	5,687,907	III-129
Parks Maintenance	various	1,751,335	1,863,519	1,879,776	III-165
		<u>\$ 10,760,463</u>	<u>\$ 11,397,004</u>	<u>\$ 11,556,679</u>	

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	Authorized	FY 18-19 Revised Budget 12/31/18		FY 19-20 Proposed Budget		
			Filled	Vacant	Authorized	Filled	Vacant
Superintendent of Highways and Grounds	M/C18	1	1	-	1	1	-
Asst. Highway Superintendent	14	1	1	-	1	1	-
Parks Maintenance Superv. I	11	2	2	-	2	2	-
Street Light Installer	11	1	1	-	1	1	-
Lead Tree Trimmer	10	1	1	-	1	1	-
Dispatcher-Public Works	10	1	1	-	1	1	-
Crew Leader	9	6	6	-	6	6	-
Maintenance Mechanic	8	10	9	1	10	10	-
Tree Trimmer	8	2	2	-	2	2	-
Motor Equipment Operator	7A	19	17	2	19	17	2
Skilled Laborer	6	12	11	1	12	11	1
Semi-Skilled Laborer	4	14	10	4	14	11	3
		<u>70</u>	<u>62</u>	<u>8</u>	<u>70</u>	<u>64</u>	<u>6</u>

## PUBLIC WORKS - BUREAU OF HIGHWAYS AND GROUNDS

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 5,107,441	\$ 5,038,248	\$ 2,445,835	\$ 5,061,272
Employee Benefits	2,554,434	2,585,573	1,258,494	2,613,149
Materials & Supplies:				
Street Resurfacing/Asphalt	664,259	692,280	485,502	654,090
Sand/Salt	679,416	735,360	397,397	720,170
Land Maint. Supplies	317,100	278,310	66,943	260,693
Traffic Lighting Operations	84,093	85,500	32,251	79,500
Rolling Stock Operations	500,836	602,575	253,419	606,556
Utilities	876,907	1,105,681	380,257	1,116,081
Building - Facilities	178,455	200,725	41,405	186,210
Other	73,615	138,141	44,695	123,220
Direct Costs:				
Program Services	323,516	415,703	196,477	311,129
Other	22,832	38,561	19,587	38,788
Equipment	-	13,050	11,623	-
Rolling Stock	-	-	-	65,000
Total Expenditures	\$ <u>11,382,904</u>	\$ <u>11,929,707</u>	\$ <u>5,633,885</u>	\$ <u>11,835,858</u>
<b><u>Revenues</u></b>				
Intergovernmental	\$ 296,055	\$ 296,058	\$ 14,025	\$ 28,050
Charges for Services	86,945	93,895	-	100,579
Miscellaneous:				
Rental of Property	109,836	112,000	44,000	116,800
Other	129,605	30,750	13,914	33,750
Total Program Generated Revenues	\$ <u>622,441</u>	\$ <u>532,703</u>	\$ <u>71,939</u>	\$ <u>279,179</u>
<b>Net Cost</b>	\$ <u><u>10,760,463</u></u>	\$ <u><u>11,397,004</u></u>	\$ <u><u>5,561,946</u></u>	\$ <u><u>11,556,679</u></u>

**PUBLIC WORKS - BUREAU OF SANITATION**

**DEPARTMENT DESCRIPTION:**

The Bureau of Sanitation provides a solid-waste and refuse collection system for residents, institutions and commercial establishments within the City on established schedules. It also provides weekly newspaper, corrugated cardboard and food and beverage container recycling collections from all residential and commercial buildings for recycling purposes and maintains records and necessary billing statements for materials processed for other agencies. Recycling of "white goods" (scrap metal) and other large (scrap metal) items as well as maintaining a recycling drop-off facility is conducted by this Bureau which also provides recycling consulting services for business and multi-family housing facilities. The Bureau is also responsible for meeting State and County imposed recycling and waste reduction goals.

**ACTIVITIES PERFORMED:**

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
Waste Collection, Disposal & Recycling	C003/C004	\$ 7,724,515	\$ 7,489,735	\$ 7,726,631	III-109

**REQUIRED RESOURCES- FULL TIME POSITIONS:**

<u>Title</u>	<u>Grade</u>	<u>FY 18-19 Revised Budget 12/31/18</u>			<u>FY 19-20 Proposed Budget</u>		
		<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>
Sanitation Superintendent	M/C15	1	-	1	1	-	1
Asst. Sanitation Superintendent	M/C14	1	1	-	1	1	-
Sanitation Leader	39	1	1	-	1	1	-
Sanitation Driver	37	19	19	-	19	19	-
Sanitation Worker	35	40	35	5	38	36	2
		<u>62</u>	<u>56</u>	<u>6</u>	<u>60</u>	<u>57</u>	<u>3</u>

## PUBLIC WORKS - BUREAU OF SANITATION

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 4,101,350	\$ 4,040,596	\$ 2,039,545	\$ 4,153,153
Employee Benefits	2,232,344	2,282,575	1,135,047	2,373,903
Materials & Supplies:				
Rolling Stock Operations	300,686	300,970	141,167	314,185
Other	308,693	30,824	19,375	30,124
Direct Costs:				
Waste Disposal	855,572	900,000	377,755	921,066
Other	10,494	11,400	10,697	11,400
Equipment	-	2,270	2,136	1,700
Total Expenditures	<u>\$ 7,809,139</u>	<u>\$ 7,568,635</u>	<u>\$ 3,725,722</u>	<u>\$ 7,805,531</u>
 <b><u>Revenues</u></b>				
Charges for Services	\$ 60,000	\$ 60,000	\$ -	\$ 60,000
Miscellaneous Revenues	<u>24,624</u>	<u>18,900</u>	<u>8,335</u>	<u>18,900</u>
Total Program Generated Revenues	<u>\$ 84,624</u>	<u>\$ 78,900</u>	<u>\$ 8,335</u>	<u>\$ 78,900</u>
 <b>Net Cost</b>	 <u><u>\$ 7,724,515</u></u>	 <u><u>\$ 7,489,735</u></u>	 <u><u>\$ 3,717,387</u></u>	 <u><u>\$ 7,726,631</u></u>

## PUBLIC WORKS - BUREAU OF STORM WATER

### DEPARTMENT DESCRIPTION:

The Bureau of Storm Water maintains the storm water drain system owned by the City.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Storm Water System Maintenance	C002	\$ 77,903	\$ 62,632	\$ 100,328	III-111

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Motor Equipment Operator	7A	1	-	1	1	1	-
Semi-skilled Laborer	4	1	-	1	1	-	1
		<u>2</u>	<u>-</u>	<u>2</u>	<u>2</u>	<u>1</u>	<u>1</u>

## PUBLIC WORKS - BUREAU OF STORM WATER

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 27,471	\$ 7,517	\$ 6,016	\$ 46,950
Employee Benefits	21,143	2,955	1,773	36,055
Materials & Supplies	9,549	13,660	7,388	14,823
Direct Costs	<u>19,740</u>	<u>38,500</u>	<u>18,000</u>	<u>2,500</u>
Total Expenditures	<u>\$ 77,903</u>	<u>\$ 62,632</u>	<u>\$ 33,177</u>	<u>\$ 100,328</u>
 <b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	<u>\$ 77,903</u>	<u>\$ 62,632</u>	<u>\$ 33,177</u>	<u>\$ 100,328</u>

## PURCHASE DEPARTMENT

### DEPARTMENT DESCRIPTION:

The Department of Purchase provides the various departments and agencies of the City of White Plains with all required materials, supplies and equipment through sound purchasing techniques pursuant to New York State Municipal Law and the Charter of the City of White Plains.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Purchasing, Stockroom & Warehouse	A025/A026	\$ 398,980	\$ 343,617	\$ 400,156	III-17

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	Authorized	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
			Filled	Vacant	Authorized	Filled	Vacant	
Commissioner of Purchase	Appt.	1	1	-	1	1	-	
Assistant Buyer	10	1	1	-	1	1	-	
Purchase Clerk	8	1	1	-	1	1	-	
Sr. Data Entry Operator/Verifier	5	1	1	-	1	1	-	
Stock Clerk I	5	-	-	-	1	1	-	
		<u>4</u>	<u>4</u>	<u>-</u>	<u>5</u>	<u>5</u>	<u>-</u>	

## PURCHASE DEPARTMENT

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 344,255	\$ 331,847	\$ 168,616	\$ 369,100
Employee Benefits	154,669	148,120	72,510	167,406
Materials & Supplies	6,106	8,200	2,209	11,000
Equipment	1,071	5,950	2,071	2,650
Total Expenditures	\$ <u>506,101</u>	\$ <u>494,117</u>	\$ <u>245,406</u>	\$ <u>550,156</u>
<b><u>Revenues</u></b>				
Miscellaneous Revenues	\$ <u>107,121</u>	\$ <u>150,500</u>	\$ <u>56,506</u>	\$ <u>150,000</u>
Total Program Generated Revenues	\$ <u>107,121</u>	\$ <u>150,500</u>	\$ <u>56,506</u>	\$ <u>150,000</u>
<b>Net Cost</b>	<b>\$ <u><u>398,980</u></u></b>	<b>\$ <u><u>343,617</u></u></b>	<b>\$ <u><u>188,900</u></u></b>	<b>\$ <u><u>400,156</u></u></b>

**REAL ESTATE COMMITTEE**

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**DEPARTMENT DESCRIPTION:**

The Real Estate Committee, established by Section 105 (as amended) of the City Charter consists of the Assessor, the Corporation Counsel, and the Commissioners of Finance, Planning and Public Works. The primary function of the Real Estate Committee is to hold and manage all property acquired by the City through tax foreclosures and to recommend to the Common Council the disposition of these properties. The Commissioner of Finance is the current chairperson of the Committee.

**ACTIVITIES PERFORMED:**

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
Tax Property Management	A038	\$ -	\$ 3,000	\$ 3,000	III-21

**REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

None

*REAL ESTATE COMMITTEE*

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Materials & Supplies	\$ -	\$ 500	\$ -	\$ 500
Direct Costs	-	2,500	-	2,500
Total Expenditures	\$ -	\$ 3,000	\$ -	\$ 3,000
 <b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ 3,000</b>

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## RECREATION & PARKS DEPARTMENT

### DEPARTMENT DESCRIPTION:

The Department of Recreation & Parks is charged with ensuring that White Plains is a beautiful City in which a variety of recreational and cultural experiences are available to the general population. As the City department responsible for recreational services, it is community-driven and dedicated to creatively developing and providing quality programs, services and opportunities which enable all people to participate and enjoy, thereby enhancing the quality of life within our community. The Department provides approximately five hundred thirty-five (535) different recreational, cultural and sports programs, special events and services which are directed at all age groups and encourage participation at all levels of proficiency.

Special efforts are made to improve the access that minority children, youth and families have to participate in the programs of the Department of Recreation and Parks through increased collaboration with the City's Youth Bureau including co-planning programs, co-promotion of programs, bilingual flyers and information in our bi-annual program brochure. The City's contribution to the Thomas H. Slater Center for youth and adult programs and activities is now funded through the Recreation and Parks budget.

The Department of Recreation and Parks operates the Senior Center, offering recreational and cultural opportunities to seniors, as well as transportation services, nutritional and educational programs and outreach services throughout the City of White Plains. It also oversees seventy-six (76) parks, playgrounds, gardens, and malls and medians that are maintained by the Department of Public Works.

### CITY OF WHITE PLAINS RECREATION AND PARKS MISSION STATEMENT:

The mission of the City of White Plains Recreation and Parks Department is to enhance the quality of life by providing recreational opportunities through safe, well-organized and affordable programs and facilities; and to maintain a comprehensive network of parks, trails and open spaces that promote the mental, physical and social well-being of our residents.

### ACTIVITIES PERFORMED:

#### Net Cost

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
Cultural & Special Events	E011	\$ 131,173	\$ 165,883	\$ 168,688	III-151
Admin. Services Rec. & Parks	E002	878,528	1,023,343	939,171	III-155
Programs for People with Differing Abilities	E009	58,543	29,970	40,594	III-161
Ebersole Rink	E004	(52,491)	(118,832)	(99,034)	III-167
Day Camps & Special Interest Camps	E005	15,860	41,494	40,563	III-169
Outdoor Pools	E006	100,137	120,641	107,133	III-171
Youth Sports, Athletic & Special Interest Programs	E007	425,853	420,733	383,221	III-173
Adult Sports, Athletics & Special Interest Programs	E008	28,563	45,423	72,388	III-175
Renaissance Plaza	E018	34,484	47,792	28,000	III-177
Senior & Citizens Services	F006	440,700	468,932	493,568	III-183
		<u>\$ 2,061,350</u>	<u>\$ 2,245,379</u>	<u>\$ 2,174,292</u>	

## RECREATION & PARKS DEPARTMENT

<b>REQUIRED RESOURCES- FULL TIME POSITIONS:</b>		<b>FY 18-19 Revised Budget 12/31/18</b>			<b>FY 19-20 Proposed Budget</b>		
<b>Title</b>	<b>Grade</b>	<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>	<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>
Commissioner of Recreation and Parks	Appt.	1	1	-	1	1	-
Deputy Commissioner of Recreation and Parks	Appt.	1	1	-	1	1	-
Secretary to the Commissioner of Recreation and Parks	M/C 7	1	1	*	1	1	*
Recreation Supervisor II	15	1	1	-	1	1	-
Director Community Center	14	1	1	-	1	1	-
Recreation Supervisor I	13	1	1	-	1	1	-
Asst. Director - Community Center	12	1	1	-	1	1	-
Assistant Accountant	11	1	1	-	1	1	-
Sr. Recreation Leader	6	1	1	*	1	1	*
Office Assistant II	6	1	1	-	1	1	-
Driver/Custodian	5	1	1	-	1	1	-
Recreation Leader	4	1	1	-	1	1	-
Semi-Skilled Laborer	4	1	-	1	1	-	1
Office Assistant I	3	1	1	-	1	1	-
		<u>14</u>	<u>13</u>	<u>1</u>	<u>14</u>	<u>13</u>	<u>1</u>

\* One or more positions underfilled

## RECREATION & PARKS DEPARTMENT

<b>REQUIRED RESOURCES-SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,879,565	\$ 1,928,346	\$ 1,101,169	\$ 1,954,162
Employee Benefits	608,163	639,213	315,526	646,343
Materials & Supplies:				
Program Supplies	110,512	109,500	45,165	115,000
Building-Facilities	13,245	61,300	57,131	11,300
Rolling Stock Operations	13,958	14,900	8,667	14,900
Utilities	278,322	301,500	125,711	292,500
Space Rental	60,000	60,000	60,000	60,000
Other	72,410	76,850	28,443	76,745
Direct Costs:				
Meals	41,172	45,000	17,070	43,000
Sports Officials	77,812	95,000	34,948	92,000
Program Services	194,250	229,400	150,939	186,900
Slater Center Support	220,000	220,000	165,000	226,000
Bus Transportation	56,339	85,000	67,046	66,500
Other	53,846	93,300	78,296	93,150
Equipment	12,891	1,500	-	22,000
Rolling Stock	-	18,500	18,400	-
<b>Total Expenditures</b>	<b>\$ 3,692,485</b>	<b>\$ 3,979,309</b>	<b>\$ 2,273,511</b>	<b>\$ 3,900,500</b>
<b><u>Revenues</u></b>				
Intergovernmental	\$ 153,550	\$ 173,380	\$ 95,015	\$ 150,900
Charges for Services	1,390,629	1,469,150	1,033,110	1,480,208
Licenses & Permits	2,600	2,400	-	2,600
Miscellaneous Revenues	84,356	89,000	45,525	92,500
<b>Total Program Generated Revenues</b>	<b>\$ 1,631,135</b>	<b>\$ 1,733,930</b>	<b>\$ 1,173,650</b>	<b>\$ 1,726,208</b>
<b>Net Cost</b>	<b>\$ 2,061,350</b>	<b>\$ 2,245,379</b>	<b>\$ 1,099,861</b>	<b>\$ 2,174,292</b>

**WHITE PLAINS BOARD OF ETHICS**

**DEPARTMENT DESCRIPTION:**

The White Plains Board of Ethics consists of (5) members appointed by the Common Council. A majority of the members are persons other than officers or employees of the City, but there must be at least one (1) member who is an elected or appointed officer or employee of the City. The City Corporation Counsel, or his designate, is a member ex-officio of the Board without the power to vote. The Board of Ethics has the powers and duties prescribed by Article 18 of the General Municipal Law and renders advisory opinions to officers and employees of the City, with respect to Article 18 of the General Municipal Law and any code of ethics adopted pursuant to such article under such rules and regulations as the Board of Ethics may prescribe. The advisory opinions are on ethics-related matters involving prospective conduct and may be requested only by the individual officer or employee whose conduct may be called into question. The Board may make recommendations with respect to the drafting and adoption of a code of ethics or amendments thereto upon request of the Common Council. The Board also has the authority to receive from any person a written complaint with respect to the compliance by any City officer with the provision of the Code and to resolve same in accordance with the terms of the Code of Ethics.

**ACTIVITIES PERFORMED:**

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
Board of Ethics	A040	\$ -	\$ 300	\$ 300	III-42

**REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

None

# WHITE PLAINS HOUSING AUTHORITY BOARD

---

**DEPARTMENT DESCRIPTION:**

The White Plains Housing Authority is responsible for operating and maintaining public housing facilities in the City of White Plains. The Authority Board consists of seven members, five of whom are appointed by the Mayor to serve terms of five years. The remaining two members are elected by the tenants for terms of two years. The Chairman and tenant members receive an annual stipend which is paid by the City for their services. The information provided on this page represents those stipends.

**ACTIVITIES PERFORMED:**

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
White Plains Housing Authority	A039	\$ <u>10,505</u>	\$ <u>10,501</u>	\$ <u>10,502</u>	III-22

**REQUIRED RESOURCES-**

**FULL TIME POSITIONS:**                      None

There are seven members of this Board who receive an annual stipend pursuant to the City's Compensation and Leave Ordinance.

## YOUTH BUREAU

### DEPARTMENT DESCRIPTION:

The Youth Bureau is responsible for the planning, implementation and coordination of the continuum of youth development services for all youth, ages 5 - 24, in the City of White Plains. Youth development is a process which prepares young people to meet the challenges of adolescence and adulthood through a coordinated, progressive series of activities and experiences which help them to become socially, morally, emotionally, physically, and cognitively competent. Positive youth development addresses the broader developmental needs of youth, in contrast to deficit-based models which focus solely on youth problems.

The Youth Bureau fosters youth development through the provision of a wide array of programs under the broad categories of Youth Employment Services, Neighborhood Services, After School Services, Prevention Services, Counseling, Youth Leadership Services, and Community Education and Training Services. The Youth Bureau acts as the lead agency in developing collaborations with other youth and community organizations to provide an integrated service delivery system in White Plains that is responsive to the current needs of youth and families that maximize the strengths of all community resources.

### ACTIVITIES PERFORMED:

Title	Activity Code	Net Cost			Reference Page
		FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
After School Centers/Sat. Academy	F011/F017	\$ 153,329	\$ 193,091	\$ 223,976	III-157
Bits 'N Pieces Day Camp	F016	(36,891)	(36,361)	(27,397)	III-159
Alternatives Program:					
Youth Development and Delinquency Prevention	F014	332,233	335,234	316,512	III-181
Neighborhood Services	F013	317,527	351,374	335,114	III-163
Youth Employment Services	F012	554,043	526,867	530,378	III-185
Youth Prog. Manag. & Admin.	F010	580,920	616,889	610,643	III-187
		<u>\$ 1,901,161</u>	<u>\$ 1,987,094</u>	<u>\$ 1,989,226</u>	

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Youth Services Director	Appt.	1	1	-	1	1	-
Asst. to YB Director - Admin.	M/C11	1	1	*	1	1	*
Youth Specialist II	14	3	3	-	3	3	-
Youth Specialist I	12	2	2	*	2	2	*
Youth Care Specialist	11	1	1	-	1	1	-
Bookkeeper - Youth Bureau	10	1	1	-	1	1	-
Youth Services Aide	9	3	3	-	3	3	-
Office Assist. I (Spanish Spk.)	4	1	1	-	1	1	-
		<u>13</u>	<u>13</u>	<u>-</u>	<u>13</u>	<u>13</u>	<u>-</u>

\* One or more positions underfilled

# YOUTH BUREAU

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,957,411	\$ 1,973,699	\$ 1,050,640	\$ 1,993,699
Employee Benefits	640,848	667,190	327,943	665,316
Materials & Supplies:				
Program Supplies	39,126	35,189	15,670	33,950
Rolling Stock Operations	6,361	9,500	4,589	9,500
Other	21,979	25,875	6,447	25,875
Direct Costs:				
Bus Transportation	17,098	24,395	7,211	24,395
Program Services	54,906	53,450	20,478	53,450
Consultants	30,881	48,800	18,837	35,900
Other	4,608	8,800	3,144	8,600
Equipment	3,211	-	-	-
Total Expenditures	\$ <u>2,776,429</u>	\$ <u>2,846,898</u>	\$ <u>1,454,959</u>	\$ <u>2,850,685</u>
 <b><u>Revenues</u></b>				
Intergovernmental	\$ 64,000	\$ 75,628	\$ 29,440	\$ 65,519
Charges for Services	789,628	784,176	435,117	795,940
Miscellaneous Revenues	21,640	-	9,570	-
Total Program Generated Revenues	\$ <u>875,268</u>	\$ <u>859,804</u>	\$ <u>474,127</u>	\$ <u>861,459</u>
 <b>Net Cost</b>	 \$ <u><u>1,901,161</u></u>	 \$ <u><u>1,987,094</u></u>	 \$ <u><u>980,832</u></u>	 \$ <u><u>1,989,226</u></u>

# ZONING BOARD OF APPEALS

**DEPARTMENT DESCRIPTION:**

The Zoning Board of Appeals, a quasi-judicial body, consists of five members and a secretary, all of whom are appointed by the Mayor. Because zoning ordinances are in many respects technical and restrictive, the Zoning Board of Appeals may grant relief where hardship or practical difficulty would result if the ordinances were strictly followed. The Board may permit certain reasonable differences from the Zoning Ordinance itself where the community or applicant would mutually benefit. The Zoning Board of Appeals also passes on all applications for permits for Special uses listed in the Zoning Ordinance that are subject to review. Any company or individual making an application to the Board must first publish its intention in a local newspaper and give notice to the owners within 200 feet of the applicant's property and adjoining municipalities. This requirement gives all interested parties a fair opportunity to support or challenge such requests and obtain reasonable conditions of safeguards deemed appropriate by the Board. The Board meets the first Wednesday of each month, except August, in the Common Council Chambers and holds executive meetings as required. It also makes field trips to inspect actual site conditions.

**ACTIVITIES PERFORMED:**

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>	
Review of Zoning Appeals	A005	\$ <u>118,026</u>	\$ <u>3,217</u>	\$ <u>3,218</u>	III-53

**REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

None

There are three members of this Board who receive an annual stipend pursuant to the City's Compensation and Leave Ordinance.

ZONING BOARD OF APPEALS

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries and Wages	\$ 71,966	\$ 2,100	\$ 1,050	\$ 2,100
Employee Benefits	45,360	417	205	418
Materials & Supplies	<u>700</u>	<u>700</u>	<u>284</u>	<u>700</u>
Total Expenditures	<u>\$ 118,026</u>	<u>\$ 3,217</u>	<u>\$ 1,539</u>	<u>\$ 3,218</u>
 <b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	<u><u>\$ 118,026</u></u>	<u><u>\$ 3,217</u></u>	<u><u>\$ 1,539</u></u>	<u><u>\$ 3,218</u></u>

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# **ADMINISTRATION**

**CITY CLERK SERVICES**  
**DEPT. PROVIDING SERVICE: CITY CLERK**

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**OBJECTIVES:**

To record Vital Statistics and issue certificates with immediate service at the counter and within 24 hours for mail requests.

To prepare the Common Council Meeting Agenda draft promptly after the Pre-Agenda Meeting: to mail all certified copies the day following stated monthly meetings; to complete Official Minutes for printing within one week of Stated Monthly Meeting; to accomplish indexing of Council Minutes in a timely fashion; to provide research service of Common Council Proceedings to Council members and City Departments.

To provide each Department of the City with record retention reminders on a quarterly basis to insure that non-essential documents are removed from active files.

To conserve, preserve, and protect, for future generations of citizens, the records, photographs, films, and artifacts that document the historical past of the City and promote the City Archives as a resource for educators, students and the public.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
NY	Births recorded	1,850	1,893	1,850	1,800
	Certificates issued	2,900	2,575	2,750	2,750
NY	Deaths recorded	800	829	830	800
	Certificates issued	7,700	7,675	7,700	7,700
NY	Marriage licenses issued	1,100	1,097	900	900
	Certificates issued	1,900	1,828	1,800	1,800
NY/WP	Other licenses issued	510	523	500	500
NY/WP	Genealogy requests	30	51	50	50
NY/WP	Minutes recorded/indexed	2,300	2,467	2,650	2,500
NY/WP	Code books/maps	20	23	20	20
NY/WP	Archival accessions	40 c.f.	60 c.f.	50 c.f.	50 c.f.
NY/WP	Archival processing	85 c.f.	85 c.f.	80 c.f.	80 c.f.
NY/WP	Media conversion of archival series	4	2	2	2
NY/WP	Archival man-hours	750	750	750	750

\*Conversion Projects

**CITY CLERK SERVICES**  
**DEPT. PROVIDING SERVICE: CITY CLERK**

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**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 364,729	\$ 396,593	\$ 200,448	\$ 397,093
Employee Benefits	<u>191,506</u>	<u>219,475</u>	<u>107,575</u>	<u>221,754</u>
S/T	556,235	616,068	308,023	618,847
Materials & Supplies	17,040	20,610	8,050	20,130
Direct Costs	<u>14,178</u>	<u>28,534</u>	<u>15,553</u>	<u>15,800</u>
Total	<u>\$ 587,453</u>	<u>\$ 665,212</u>	<u>\$ 331,626</u>	<u>\$ 654,777</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Vital Records Certificates	\$ 123,310	\$ 122,000	\$ 59,480	\$ 122,000
Other	552	500	319	600
Licenses & Permits	20,011	16,150	8,398	16,700
Miscellaneous:				
Books and Pamphlets	98	60	20	60
Other	<u>2,217</u>	<u>1,725</u>	<u>843</u>	<u>1,740</u>
Total	<u>\$ 146,188</u>	<u>\$ 140,435</u>	<u>\$ 69,060</u>	<u>\$ 141,100</u>
<b>Net Cost</b>	<u><u>\$ 441,265</u></u>	<u><u>\$ 524,777</u></u>	<u><u>\$ 262,566</u></u>	<u><u>\$ 513,677</u></u>

**DEPARTMENT REFERENCE PAGE: II-12**

**CITY - OWNED BUILDING MAINTENANCE**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

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**OBJECTIVES:**

To consolidate all work requests from the various City Agencies in order to schedule work in an efficient manner.

To provide repair, renovation and custodial services for over 36 City-owned buildings; to maintain the Thomas H. Slater Center facility, the White Plains Performing Arts Center and the Education Training Center.

To respond to all departments' requests processed through the Bureau of Building Maintenance.

To maintain the City-owned fiber optic network.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Average response days to review work requests	1.5	1.5	1.5	1.5
	Percentage of requests done "in-house"	90%	90%	90%	90%
	Heating plants operated	37	37	37	37
	Buildings cleaned	3	3	3	3
	Buildings Maintained:				
	Occupied	28	28	28	28
	Non-occupied	5	5	5	5
	Miles of fiber optic cable maintained	35	35	35	35

**CITY OWNED BUILDING MAINTENANCE**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 1,240,474	\$ 1,260,619	\$ 621,681	\$ 1,263,599
Employee Benefits	577,202	589,188	288,542	598,580
S/T	1,817,676	1,849,807	910,223	1,862,179
Materials & Supplies	1,232,042	1,299,222	402,559	1,335,327
Direct Costs	612,188	675,671	634,001	775,892
Equipment	-	5,430	1,849	54,880
Total	\$ 3,661,906	\$ 3,830,130	\$ 1,948,632	\$ 4,028,278
<b>Revenues</b>				
Intergovernmental:				
NYS Unified Court System	\$ 56,656	\$ 50,000	\$ 51,864	\$ 55,000
Miscellaneous:				
Rental Real Property	743,584	891,773	412,929	883,617
Other	77,657	300	-	300
Total	\$ 877,897	\$ 942,073	\$ 464,793	\$ 938,917
<b>Net Cost</b>	<b>\$ 2,784,009</b>	<b>\$ 2,888,057</b>	<b>\$ 1,483,839</b>	<b>\$ 3,089,361</b>

**DEPARTMENT REFERENCE PAGE: II-66**

**CIVIL SERVICE ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: DEPT. OF PERSONNEL**

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**OBJECTIVES:**

To administer and ensure compliance to Civil Service Laws, rules and procedures by all departments of the City, Board of Education and the Housing Authority while striving to maximize recruitment and retention goals, and support operational objectives.

To administer and update the local Civil Service Rules and Appendices.

To maintain accurate personnel and exam records; and report to New York State Civil Service required statistical data in an annual report.

To administer all Civil Service examinations, establish and certify lists, and coordinate candidate recruitment and appointment.

To administer written and agility police and fire exams, coordinate medical exams and psychological testing, establish eligible lists, prepare statistical reports; and coordinate with counsel the requirements set forth by Federal Court consent decrees.

To approve hires, promotions, leaves, reinstatements, transfers and workforce reductions consistent with Civil Service Law and Rules.

To assist departments in the processing of Civil Service Law Section 71 & 72 proceedings related to employees who are unable to work.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
NY	Payroll certifications	3	3	3	3
NY	Roster records maintained	2,625	2,750	2,750	2,750
NY/FED	Exam applications processed	300	298	300	300
NY/FED	Examinations administered	60	44	30	30
NY/FED	Physical agility exams administered	40	22	0	100
	No. of candidates eligible (agility, practice/actual)	410	206	0	2,500
FED	Training for actual exams	6	6	6	6
	No. of candidates eligible (training)	50	850	4,500	850
NY	Performance exams administered (typing, database, etc.)	55	18	25	25
	No. of candidates eligible (performance)	165	54	75	75
NY	Eligible lists established	30	40	30	30
NY	Eligible lists certified	30	52	55	55
NY	Collected exam fees (no. of checks, money orders, etc.)	275	298	300	300
NY	Collected fees for non-competitive and promotional (no. of checks, money orders, etc.)	45	51	49	50
NY	Candidate verifications	200	186	200	200

**CIVIL SERVICE ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: DEPT. OF PERSONNEL**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 355,600	\$ 370,702	\$ 160,896	\$ 421,585
Employee Benefits	<u>140,521</u>	<u>144,977</u>	<u>67,569</u>	<u>160,562</u>
S/T	496,121	515,679	228,465	582,147
Materials & Supplies	-	5,000	-	5,000
Direct Costs:				
Civil Service Exams	<u>21,848</u>	<u>44,480</u>	<u>10,091</u>	<u>68,480</u>
Total	<u>\$ 517,969</u>	<u>\$ 565,159</u>	<u>\$ 238,556</u>	<u>\$ 655,627</u>
<b>Revenues</b>				
Charges for Services:				
White Plains School District	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Civil Service Exam Fees	27,850	25,000	5,300	90,000
Civil Service Non Comp Appl Fee	1,700	750	600	750
Miscellaneous	<u>20</u>	<u>40</u>	<u>-</u>	<u>100</u>
Total	<u>\$ 41,570</u>	<u>\$ 37,790</u>	<u>\$ 17,900</u>	<u>\$ 102,850</u>
<b>Net Cost</b>	<u><u>\$ 476,399</u></u>	<u><u>\$ 527,369</u></u>	<u><u>\$ 220,656</u></u>	<u><u>\$ 552,777</u></u>

**DEPARTMENT REFERENCE PAGE: II-44**

**DPW PROGRAM MANAGEMENT AND ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

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**OBJECTIVES:**

To manage all resources of the Department of Public Works to provide the services set forth in the City Charter in the most efficient and effective manner possible.

To respond to all departments' requests processed through the Bureau of Building Maintenance.

To manage the City's fleet tracker system and to provide rolling stock billing and accounting services to all City departments and agencies. To maintain compliance with applicable City codes and ordinances within the City rights-of-way that may adversely affect quality of life, aesthetics, public health, safety and welfare.

To provide Departmental occupational safety training for field personnel.

**PERFORMANCE MEASURES:**

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 17-18 Estimate</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Estimate</u>	<u>FY 19-20 Planned</u>
WP	No. of payrolls prepared	29	29	29	29
WP	No. of requisitions prepared	250	188	250	250
	No. of purchase orders handled	280	270	270	270
WP	No. of purchase/vouchers orders prepared	2,100	1,980	2,100	2,100
	No. of personnel files maintained	305	350	350	350
WP	No. of sidewalk vault permits renewed	58	57	57	57
	No. of pieces of inter-office and metered mail processed	241,000	241,000	241,000	241,000
	Municipal Court and examination before trial appearances/affidavits, claim investigations and FOIL responses	19	26	26	26
	No. of street opening/obstruction permits issued (includes those issued to Verizon)	190	223	233	240
	Con Edison street opening/obstruction permits issued	245	247	250	253
	No. of sidewalk, curb and driveway permits issued	32	34	38	38
	No. of sidewalk café licenses issued	19	19	19	19
	No. of Gedney Way landscaper drop off permits issued	14	14	14	14
	No. of Safety Seminar Presentations & Inspections	32	32	32	32
	No. of State erosion control inspections including MS4 inspections	1,050	1,050	1,050	1,050
	No. of cell phone towers monitored	50	50	50	50

**DPW PROGRAM MANAGEMENT AND ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 1,056,667	\$ 1,079,730	\$ 539,711	\$ 1,080,948
Employee Benefits	405,181	417,381	205,976	423,621
S/T	1,461,848	1,497,111	745,687	1,504,569
Materials & Supplies	29,313	31,844	7,656	39,398
Direct Costs	38,532	42,215	17,021	40,312
Equipment	-	2,000	2,000	1,400
Total	\$ <u>1,529,693</u>	\$ <u>1,573,170</u>	\$ <u>772,364</u>	\$ <u>1,585,679</u>
<b>Revenues</b>				
Charges for Services:				
WP School District	\$ 27,079	\$ 27,025	\$ 12,838	\$ 28,355
PW Shopping Cart Removal	9,750	8,500	2,350	7,500
Licenses & Permits:				
Landscape Gardener Fees	6,750	6,500	3,000	6,500
Street Openings & Obstructions	1,181,017	790,765	369,666	950,000
Sidewalks-Curbs-Driveways	56,882	90,000	95,710	100,000
Sidewalk Café	51,181	48,000	-	48,000
Street Vaults	90,000	82,500	63,000	110,000
Fines & Forfeitures	-	-	-	20,000
Miscellaneous	176,007	152,300	12,141	141,124
Total	\$ <u>1,598,666</u>	\$ <u>1,205,590</u>	\$ <u>558,705</u>	\$ <u>1,411,479</u>
<b>Net Cost</b>	\$ <u><u>(68,973)</u></u>	\$ <u><u>367,580</u></u>	\$ <u><u>213,659</u></u>	\$ <u><u>174,200</u></u>

**DEPARTMENT REFERENCE PAGE: II-64**

# ESTABLISH AND MAINTAIN ASSESSMENT ROLL

## DEPT. PROVIDING SERVICE: ASSESSOR

### OBJECTIVES:

To provide the assessments for all real property and to apportion special franchise assessments within the City of White Plains in accordance with applicable laws and practices.

To provide the City with a basis for determining the annual tax levy.

To provide services, as required, to the general public.

To assist in maintaining fair and equitable assessments on all real properties within the City.

### PERFORMANCE MEASURES:

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 17-18 Estimate</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Estimate</u>	<u>FY 19-20 Planned</u>
NY	No. of inspections	2,000	2,000	2,000	2,000
NY	Property Transfers:				
	Ownership changes	522	522	490	550
	Deed review	846	846	718	800
	Tax bill address changes	1,236	1,236	1,106	1,500
NY	Review of Wholly Exempt Parcels	396	396	399	400
NY	Review of Partial Exemptions:				
	Veteran	1,958	1,958	1,871	1,900
	Senior	210	210	190	200
	STAR Enhanced	1,058	1,058	966	900
	STAR Basic	5,972	5,972	5,307	4,700
NY	Residential Assessment Ratio Survey Analysis	700	700	700	700
NY	Inventory:				
	Update property record cards & Property Assessment System	3,000	3,000	3,000	3,000
	Splits and merges of parcels	10	10	10	12
	Digital property photographs	2,500	2,500	2,500	2,500
	Update tax maps	18	18	18	18
NY	Court Appearances/Appraisal Review:				
	Small Claims Assessment Review (SCAR)	89	89	260	98
	Certiorari appraisal review	600	600	600	600
NY	Assessment valuation review	2,500	2,500	2,500	2,500
	Assessment Changes:				
	Residential	227	227	238	250
	Commercial	339	339	254	300
	No. of income & expense reports	355	355	329	350
NY	State reports	10	10	10	10
WC	County reports	4	4	4	4
	Public assistance	12 hrs/wk	12 hrs/wk	12 hrs/wk	12 hrs/wk
WP	No. of assessment complaints reviewed	1,200	1,200	1,200	1,200
	No. of tax certiorari cases settled	74	53	74	65
	No. of hours of conferences with Assessor and special counsel	3 hrs/wk	3 hrs/wk	3 hrs/wk	3 hrs/wk
	No. of small claims filed	89	89	260	98
	No. of hours in service of this activity	21 hrs/wk	21 hrs/wk	21 hrs/wk	21 hrs/wk

**ESTABLISH AND MAINTAIN ASSESSMENT ROLL**  
**DEPT. PROVIDING SERVICE: DEPT. OF ASSESSOR**

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b>Expenditures</b>				
Salaries & Wages	\$ 438,235	\$ 392,889	\$ 202,563	\$ 424,146
Employee Benefits	<u>190,533</u>	<u>160,890</u>	<u>84,559</u>	<u>182,151</u>
S/T	628,768	553,779	287,122	606,297
Materials & Supplies	18,403	27,940	2,515	31,140
Direct Costs	<u>2,583</u>	<u>2,950</u>	<u>835</u>	<u>2,950</u>
Total	<u>\$ 649,754</u>	<u>\$ 584,669</u>	<u>\$ 290,472</u>	<u>\$ 640,387</u>
<b>Revenues</b>				
Miscellaneous:				
Maps	\$ 2,283	\$ 700	\$ 1,504	\$ 2,300
Other	<u>744</u>	<u>950</u>	<u>203</u>	<u>750</u>
Total	<u>\$ 3,027</u>	<u>\$ 1,650</u>	<u>\$ 1,707</u>	<u>\$ 3,050</u>
<b>Net Cost</b>	<u><u>\$ 646,727</u></u>	<u><u>\$ 583,019</u></u>	<u><u>\$ 288,765</u></u>	<u><u>\$ 637,337</u></u>

**DEPARTMENT REFERENCE PAGE: II-4**

**INFORMATION TECHNOLOGY****DEPT. PROVIDING SERVICE: DEPT. OF INFORMATION TECHNOLOGY****OBJECTIVES:**

To direct, manage, support and extend the information technology utilized by the departments throughout the City of White Plains.

To effectively track all issues routed to the IT support desk, record the approach taken to remedy the issue, and foster accountability within IT while providing clarity and attentiveness to the user community.

To provide subject matter expertise and to serve as technical advisor to the Mayor, Common Council, Department Heads, and the user community throughout the various departments within the City of White Plains.

To leverage knowledge of new or existing technologies that satisfy the goals of the City, reduce costs and create technical efficiencies.

To centralize and simplify the disparate systems utilized throughout the City of White Plains in order to provide agile support, timely issue resolution and/or rapid deployment.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	No. of support calls taken	4,500	4,500	5,000*	4,500
	Support Tickets per resource	750	750	833	750
	Response by priority:				
	Low	1 hour	1 hour	1 hour	1 hour
	Medium	30 min	30 min	30 min	30 min
	High	10 min	10 min	10 min	10 min
	Reduction in servers	4	4	N/A	N/A
	Reduction in PC's	0	0	N/A	N/A

\* Munis upgrade and Windows 10

**INFORMATION TECHNOLOGY****DEPT. PROVIDING SERVICE: DEPT. OF INFORMATION TECHNOLOGY****REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 676,083	\$ 689,010	\$ 342,481	\$ 691,229
Employee Benefits	<u>265,684</u>	<u>276,562</u>	<u>134,137</u>	<u>276,716</u>
S/T	941,767	965,572	476,618	967,945
Materials & Supplies:				
Computer Sys. Software	111,451	251,000	222,012	125,000
Application Software	135,065	128,000	129,126	135,000
Data Communications	27,278	22,000	11,813	22,000
Other	14,585	13,470	3,635	13,470
Direct Costs:				
Network Support	62,537	69,000	69,000	100,725
Other	129,722	126,610	82,311	104,860
Equipment	<u>43,336</u>	<u>23,000</u>	<u>2,065</u>	<u>23,000</u>
Total	<u>\$ 1,465,741</u>	<u>\$ 1,598,652</u>	<u>\$ 996,580</u>	<u>\$ 1,492,000</u>
<b><u>Revenues</u></b>				
Miscellaneous	\$ -	\$ -	\$ 4,000	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ -</u>
<b>Net Cost</b>	<u><u>\$ 1,465,741</u></u>	<u><u>\$ 1,598,652</u></u>	<u><u>\$ 992,580</u></u>	<u><u>\$ 1,492,000</u></u>

**DEPARTMENT REFERENCE PAGE: II-20**

**PERSONNEL ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: DEPT. OF PERSONNEL**

**OBJECTIVES:**

To serve as personnel advisor to the Mayor, Common Council, City department heads and managers, and develop appropriate policies and procedures in managing the workforce.

To manage all City recruitment (vacancy control, posting, advertising, application review) to insure the hiring and promotion of qualified candidates consistent with Civil Service law, State and Federal requirements, and applicable labor agreements.

To review, study and recommend proper classification and salary allocations for the City's positions, manage employee compensation and merit reviews, develop appropriate job specifications, and maintain employment records.

To ensure compliance to the applicable provisions of the Federal Regulations, New York State Retirement System, Americans with Disabilities Act, Equal Employment Opportunity, Family Medical Leave Act (FMLA), City of White Plains policies, and Department of Labor regulations as well as provide management support and professional consultation to the City's departments.

To manage tuition reimbursement, employee ID's, employee assistance and training; and coordinate participation in various community and employee programs.

To maintain effective labor/management relations under the New York State Taylor Law; and coordinate the administration of labor agreements with departments in a fair and consistent manner; and participate in grievance procedures.

To advertise and participate in executive searches and recruitment.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Personnel recruitment/related procedures:				
	- Executive	1	1	1	1
	- Full time	55	59	66	60
	- Hourly	474	411	425	425
NY/WP	Salary/classification studies	15	18	16	16
	Surveys completed	20	10	10	10
WP	Changes to the Compensation and Leave Plan	12	7	6	6
	Tuition reimbursements	3	0	1	1
	Advertisements placed	3	0	5	10
	Training/Community Service Programs (including F/T Employee Orientation, P/T Retirement Registration and Retirement Assistance)	85	129	134	200
	No. of contracts administered	5	4	4	4
WP	No. of merit performance reviews	78	78	76	75
	No. Payroll/Personnel Action Forms	1,600	1,704	1,700	1,700
	BOE Change Order Forms	90	153	100	90
NY/WP	Job specifications written/revise	60	115	69	75
NY	Employee Verifications	90	71	62	65

**PERSONNEL ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: DEPT. OF PERSONNEL**

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**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 186,950	\$ 218,491	\$ 100,219	\$ 182,597
Employee Benefits	86,003	102,804	44,625	99,242
S/T	272,953	321,295	144,844	281,839
Materials & Supplies	6,910	14,547	7,970	14,150
Direct Costs	6,563	18,525	1,504	17,025
Equipment	-	1,653	1,053	1,500
Total	<u>\$ 286,426</u>	<u>\$ 356,020</u>	<u>\$ 155,371</u>	<u>\$ 314,514</u>
<b><u>Revenues</u></b>				
Miscellaneous	\$ 91	\$ 40	\$ 3	\$ 40
Total	<u>\$ 91</u>	<u>\$ 40</u>	<u>\$ 3</u>	<u>\$ 40</u>
<b>Net Cost</b>	<b><u>\$ 286,335</u></b>	<b><u>\$ 355,980</u></b>	<b><u>\$ 155,368</u></b>	<b><u>\$ 314,474</u></b>

**DEPARTMENT REFERENCE PAGE: II-44**

**PURCHASING, STOCKROOM & WAREHOUSE**  
**DEPT. PROVIDING SERVICE: DEPT. OF PURCHASE**

**OBJECTIVES:**

To facilitate the purchase of all equipment, materials and supplies utilized by the City and ensure the most economical use of taxpayers' dollars in providing quality, price and timeliness of delivery.

To maintain a central stockroom for the common use commodities required by various City agencies, and to obtain better commodity pricing through the bulk purchase method.

To enhance inventory control and reduce the cost of carrying inventory through the application of efficient materials management techniques.

To provide adequate and safe storage of valuable City materials.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18</u></b> <b><u>Estimate</u></b>	<b><u>FY 17-18</u></b> <b><u>Actual</u></b>	<b><u>FY 18-19</u></b> <b><u>Estimate</u></b>	<b><u>FY 19-20</u></b> <b><u>Planned</u></b>
NY	No. of advertised bids	30	38	30	25
NY	No. of unadvertised bids	150	123	120	130
WP	No. of purchase requisitions processed	1,200	1,263	1,250	1,250
	No. of purchase orders issued	800	683	675	625
	No. of direct claim vouchers processed	5,500	5,723	5,700	5,800
	No. of Credit Card Transactions	900	1,165	1,200	1,300
	Value of Credit Card Transactions	\$ 260	\$ 336,620	\$ 350,000	\$ 360,000
	On-line auctions of surplus equipment and rolling stock	8	2	4	4
	Value of on-line auctions combined	\$ 145,000	\$ 31,745	\$ 100,000	\$ 100,000
	Value of issued purchase orders and direct claim vouchers	\$ 10,000,000	\$ 11,550,000	\$ 10,000,000	\$ 10,000,000
	No. of contract claim vouchers prepared	65	148	190	200
	Value of contract claim vouchers prepared	\$ 640,000	\$ 1,075,300	\$ 1,350,000	\$ 1,350,000
	Value of stock room goods distributed & inventory	\$ 275,000	\$ 274,200	\$ 300,000	\$ 300,000
	Department estimate of savings achieved through bulk purchasing, central storage and distribution	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
	Average response time (days) to department requests (stock room requisitions)	1-2 days	1-2 days	1-2 days	1-2 days
WP	No. of stock room requisitions processed	575	695	850	900
	<b><u>Bulk Storage Area:</u></b>				
WP	Storage Capacity (cu. ft.)	4,000	4,000	4,000	4,000
	Estimated savings due to bulk storage	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
	Sale of topsoil and mulch	\$ -	\$ 52,000	\$ 50,000	\$ 50,000

**PURCHASING STOCKROOM & WAREHOUSE**  
**DEPT. PROVIDING SERVICE: DEPT. OF PURCHASE**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 344,255	\$ 331,847	\$ 168,616	\$ 369,100
Employee Benefits	<u>154,669</u>	<u>148,120</u>	<u>72,510</u>	<u>167,406</u>
S/T	498,924	479,967	241,126	536,506
Materials & Supplies	6,106	8,200	2,209	11,000
Equipment	<u>1,071</u>	<u>5,950</u>	<u>2,071</u>	<u>2,650</u>
Total	<u>\$ 506,101</u>	<u>\$ 494,117</u>	<u>\$ 245,406</u>	<u>\$ 550,156</u>
<b><u>Revenues</u></b>				
Miscellaneous:				
Sale of Property	\$ 31,745	\$ 90,000	\$ 28,315	\$ 90,000
Other	<u>75,376</u>	<u>60,500</u>	<u>28,191</u>	<u>60,000</u>
Total	<u>\$ 107,121</u>	<u>\$ 150,500</u>	<u>\$ 56,506</u>	<u>\$ 150,000</u>
<b>Net Cost</b>	<b><u>\$ 398,980</u></b>	<b><u>\$ 343,617</u></b>	<b><u>\$ 188,900</u></b>	<b><u>\$ 400,156</u></b>

**DEPARTMENT REFERENCE PAGE: II-78**

**ROLLING STOCK MAINTENANCE**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

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**OBJECTIVES:**

To maintain and repair all City-owned vehicles, including those of the Public Safety Department.

To maintain and repair mechanized units, non-self propelled.

To provide state emission and safety inspections for municipal vehicles.

To maintain parts inventory and work orders through fleet tracker system.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	No. of City vehicles maintained	415	415	415	415
	No. of School District vehicles maintained	35	35	35	35
	No. of work orders processed	2,850	2,801	2,850	2,850
NY	No. of emission inspections performed* (includes safety inspections for most vehicles)	285	264	275	275
NY	No. of safety inspections performed (includes five motorcycles)	65	59	60	60
	No. of lawn equipment, saws, pumps and generators served	260	260	260	260

\* New York Emissions inspections include diesel.

**ROLLING STOCK MAINTENANCE**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,379,379	\$ 1,412,567	\$ 679,194	\$ 1,419,648
Employee Benefits	<u>682,624</u>	<u>735,136</u>	<u>348,503</u>	<u>740,944</u>
S/T	2,062,003	2,147,703	1,027,697	2,160,592
Materials & Supplies:				
Repairs and Maintenance	67,652	107,000	40,079	95,000
Other	33,737	41,946	19,377	38,941
Direct Costs	5,435	7,225	385	6,725
Equipment	<u>-</u>	<u>38,562</u>	<u>35,210</u>	<u>3,191</u>
Total	\$ <u>2,168,827</u>	\$ <u>2,342,436</u>	\$ <u>1,122,748</u>	\$ <u>2,304,449</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	\$ <u><u>2,168,827</u></u>	\$ <u><u>2,342,436</u></u>	\$ <u><u>1,122,748</u></u>	\$ <u><u>2,304,449</u></u>

**DEPARTMENT REFERENCE PAGE: II-70**

**TAX PROPERTY MANAGEMENT**  
**DEPT. PROVIDING SERVICE: REAL ESTATE COMMITTEE**

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**OBJECTIVES:**

To review tax foreclosed property and recommend disposition of such property to the Common Council.

To dispose of tax foreclosed property approved for sale by the Common Council.

To lease tax foreclosed property as approved by the Common Council.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	No. of Committee meetings	1	1	2	1
	No. of parcels of tax foreclosed property to be disposed of through private sale or public auction	1	-	2	1
	No. of tax foreclosed properties over which the Committee has jurisdiction	16	20	18	17
	Cost-basis of tax foreclosed properties under the Committee's jurisdiction	\$273,723	\$437,389	\$296,903	\$293,803

**TAX PROPERTY MANAGEMENT**  
**DEPT. PROVIDING SERVICE: REAL ESTATE COMMITTEE**

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**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Materials & Supplies	\$ -	\$ 500	-	\$ 500
Direct Costs	<u>-</u>	<u>2,500</u>	<u>-</u>	<u>2,500</u>
Total	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ 3,000</u>
 <b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ 3,000</u>

**DEPARTMENT REFERENCE PAGE: II-80**

**WHITE PLAINS HOUSING AUTHORITY BOARD**  
**DEPT. PROVIDING SERVICE: WHITE PLAINS HOUSING AUTHORITY**

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**OBJECTIVES:**

To operate and maintain public housing facilities in the City of White Plains.

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 8,000	\$ 8,000	\$ 4,000	\$ 9,500
Employee Benefits	<u>885</u>	<u>881</u>	<u>439</u>	<u>1,002</u>
S/T	8,885	8,881	4,439	10,502
Operating Transfer Out:				
Housing Enhancement Fund	<u>1,620</u>	<u>1,620</u>	<u>810</u>	<u>-</u>
Total	<u>\$ 10,505</u>	<u>\$ 10,501</u>	<u>\$ 5,249</u>	<u>\$ 10,502</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 10,505</u>	<u>\$ 10,501</u>	<u>\$ 5,249</u>	<u>\$ 10,502</u>

**DEPARTMENT REFERENCE PAGE: II-87**

# FINANCIAL

**BOOKKEEPING & FINANCIAL REPORTING**  
**DEPT. PROVIDING SERVICE: DEPT. OF FINANCE**

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**OBJECTIVES:**

To maintain the financial records of all City Departments, the Cable TV Commission, the Urban Renewal Agency and the White Plains Local Development Corporation, in conformance with GASB, State, Local and Federal financial reporting requirements.

To monitor fiscal performance and trends through timely and accurate financial reporting to all City departments, component units and the Common Council.

To provide accounting services for all City budgets and capital projects.

To receive an unqualified audit opinion from the City's outside auditors and to prepare the annual CAFR for submission to GFOA.

To implement the City's debt service policy and to prepare all documentation necessary for the City's official statement.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Accounting System in compliance with GASB standards and pronouncements	100%	100%	100%	100%
	No. of financial reports submitted to Common Council	4	4	4	4
	No. of financial reports submitted to City Departments	38	38	38	38
	No. of external financial reports submitted	45	45	45	45
	No. of grants accounted for	61	67	64	61
	Grants subject to single audit	10	17	14	11
	No. of Capital Projects accounted for	50	45	50	50

**BOOKKEEPING & FINANCIAL REPORTING**  
**DEPT. PROVIDING SERVICE: DEPT. OF FINANCE**

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**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 220,584	\$ 221,732	\$ 110,316	\$ 221,832
Employee Benefits	<u>105,992</u>	<u>109,272</u>	<u>53,134</u>	<u>109,466</u>
S/T	326,576	331,004	163,450	331,298
Materials & Supplies	1,117	1,850	1,300	1,850
Direct Costs	525	20,000	-	20,000
Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 328,218</u>	<u>\$ 352,854</u>	<u>\$ 164,750</u>	<u>\$ 353,148</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Community Development Program	\$ 9,069	\$ 9,000	\$ 9,749	\$ 9,000
WP Urban Renewal Agency	<u>1,269</u>	<u>1,500</u>	<u>1,171</u>	<u>1,500</u>
Total	<u>\$ 10,338</u>	<u>\$ 10,500</u>	<u>\$ 10,920</u>	<u>\$ 10,500</u>
<b>Net Cost</b>	<b><u>\$ 317,880</u></b>	<b><u>\$ 342,354</u></b>	<b><u>\$ 153,830</u></b>	<b><u>\$ 342,648</u></b>

**DEPARTMENT REFERENCE PAGE: II-16**

**CITY-WIDE FINANCIAL ACTIVITIES**  
**DEPT. PROVIDING SERVICE: DEPT. OF FINANCE**

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**OBJECTIVES:**

To oversee and account for all City-wide receipts including property taxes, sales tax, hotel occupancy tax, intergovernmental aid, utility gross receipts, and franchise fees.

To effectively administer and account for City-wide expenditures including taxes on City-owned property, insurance costs, employee health benefits, and the year end audit.

To coordinate and oversee the year end audit and all other such audits that affect City departments.

To administer all City employee benefit programs at the least cost to employees.

To administer the New York State ETPA Program, in full compliance with program guidelines.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	No. of ETPA units billed	2,557	2,561	2,521	2,481
	No. of employee benefit consultations	2,000	2,000	2,000	2,000
	No. of active employees receiving health benefits	765	827	827	827
	No. of employees receiving dental benefits	432	448	448	448
	No. of employees receiving optical benefits	418	423	423	423
	No. of employees receiving life insurance	61	63	63	63
	No. of enrollments/changes processed	350	300	300	300
	No. of employees participating in Flex Spending Plan	94	93	86	86
	No. of employees participating in the Dental Premium Redirection	243	262	262	262
	No. of persons receiving COBRA benefits	8	8	5	5
	No. of Employees in Deferred Compensation Program	519	536	530	530

**CITY - WIDE FINANCIAL ACTIVITIES**  
**DEPT. PROVIDING SERVICE: DEPT. OF FINANCE**

**REQUIRED RESOURCES:**

	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b>Expenditures</b>				
Salaries & Wages	\$ 52,900	\$ 59,700	\$ -	\$ 56,500
Employee Benefits	67,806	65,115	55,951	73,849
S/T	120,706	124,815	55,951	130,349
Retirees' Health Insurance	8,705,337	9,529,799	5,170,739	9,400,000
Retirees' Health Insurance Buyout	201,845	205,300	194,719	200,000
Active Health Insurance Buyout	512,877	549,909	532,473	556,000
Retirees' Medicare Payments	1,062,950	1,300,000	565,305	1,325,000
Group Life Insurance	59,749	69,000	33,269	73,000
Health Insurance Admin. Charge	43,017	41,000	19,373	46,000
Direct Costs:				
Financial and Auditing	99,360	101,180	98,530	102,705
Self Insurance Fund Contrib.	6,632,766	5,849,506	5,849,506	5,701,127
Taxes on City Property	356,113	410,000	-	392,000
Legal Judgments-Settlements	1,531,857	1,800,000	269,515	1,800,000
Other	715,971	1,092,688	1,031,764	783,000
Transfer to Debt Service Fund	7,963,762	8,250,171	2,161,432	9,386,374
Total	\$ 28,006,310	\$ 29,323,368	\$ 15,982,576	\$ 29,895,555
<b>Revenues</b>				
Tax & Related Items:				
Property Tax and Related	\$ 60,661,694	\$ 63,295,071	\$ 62,406,259	\$ 64,117,768
Sales Tax	45,069,015	44,500,000	22,309,201	44,000,000
Sales Tax Restricted	5,007,666	-	2,478,799	-
Hotel Tax	1,202,565	925,000	619,276	1,200,000
Utility Gross Receipts	1,306,496	1,077,230	576,545	1,108,000
Intergovernmental:				
AIM (state aid)	5,463,256	5,463,256	952,802	5,463,256
Mortgage Tax	1,998,859	1,950,000	1,469,425	2,000,000
Charges for Services	935,000	979,750	983,750	1,577,000
Licenses & Permits	1,026,944	1,025,500	504,804	1,035,500
Miscellaneous	772,197	391,982	186,367	779,000
Apptd. Tax Stabilization Reserve	-	5,067,769	-	5,111,025
Apptd. Open Space Reserve	-	120,000	-	120,000
Apptd. Tax Cert Reserve	-	900,000	-	900,000
Total	\$ 123,443,692	\$ 125,695,558	\$ 92,487,228	\$ 127,411,549
<b>Net Cost</b>	<b>\$ (95,437,382)</b>	<b>\$ (96,372,190)</b>	<b>\$ (76,504,652)</b>	<b>\$ (97,515,994)</b>

**DEPARTMENT REFERENCE PAGE: II-16**

**DISBURSEMENTS & PAYROLL**  
**DEPT. PROVIDING SERVICE: DEPT. OF FINANCE**

---

**OBJECTIVES:**

To efficiently process all claims for payments on behalf of the City departments and agencies including those for payroll, contracts, and purchases and to ensure that City monies are being expended for the appropriate purpose.

To accurately report all payroll and tax information related to these claims to the appropriate State and Federal agencies.

To maintain compliance with IRS regulations.

To provide for efficient benefit and retirement reporting on behalf of all City employees.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
WP	No. of employees utilizing direct deposit of payroll (includes part time)	1,020	1,025	1,034	1,040
	No. of manual checks	40	42	38	37
	Accuracy of claims processed	99%	99%	99%	99%
	No. of purchase orders outstanding for more than a year	3	4	2	2
	No. of federal and state payroll reports	72	72	72	72
	No. of City payroll reports	74	74	74	74
	No. of tax returns filed	40	32	32	32
	W-2's issued	1,750	1,896	1,880	1,880
	1099's issued	390	362	350	350
	Compliance with IRS Regulations	100%	100%	100%	100%

**DISBURSEMENTS & PAYROLL**  
**DEPT. PROVIDING SERVICE: DEPT. OF FINANCE**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 331,106	\$ 348,243	\$ 169,122	\$ 348,244
Employee Benefits	147,303	156,015	74,702	155,997
S/T	478,409	504,258	243,824	504,241
Materials & Supplies	6,705	11,750	803	11,750
Direct Costs	-	2,000	1,755	2,000
Equipment	567	-	-	-
Total	\$ 485,681	\$ 518,008	\$ 246,382	\$ 517,991
<b><u>Revenues</u></b>				
Charges for Services	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
Miscellaneous	6	20	8	20
Total	\$ 4,006	\$ 4,020	\$ 8	\$ 4,020
<b>Net Cost</b>	<b>\$ 481,675</b>	<b>\$ 513,988</b>	<b>\$ 246,374</b>	<b>\$ 513,971</b>

**DEPARTMENT REFERENCE PAGE: II-16**

**FINANCIAL POLICY & ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: DEPT. OF FINANCE**

---

**OBJECTIVES:**

To serve as the City's Chief Fiscal Officer, and financial advisor to the Mayor, the Common Council, City Departments, Boards and Commissions, including the Cable TV Commission, Urban Renewal Agency, and the White Plains Local Development Corporation.

To maintain a system of accounts in conformance with State regulations and GASB standards.

To plan and direct fiscal operations of the City to maximize investment returns and ensure the safety of principal.

To ensure that City fiscal policies mandated by Charter and outlined in the City's fiscal performance goals are being implemented and adhered to City-wide.

To administer and direct all borrowing on behalf of the City with the intent of obtaining the lowest interest rates at the least cost. To administer the City's debt service policy in conformance with state law and the City's fiscal performance goals.

To implement fiscal policies that support the City's strong credit rating and strengthen its value in the market.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	City's Credit Rating	Moody's Aa1	Moody's Aa1	Moody's Aa1	Moody's Aa1
	Interest Income (all Funds)	\$ 655,000	\$ 841,780	\$ 1,400,000	\$ 1,600,000
	Outstanding Debt exclusive of Enterprise Funds	\$133.7 million	\$121.5 million	\$141.7 million	\$136.3 million
	Number of In Rem properties at year end	39	24	39	39
	Timely and unqualified independent audit	1	1	1	1
	Receive GFOA Certificate of Excellence in Financial Reporting	1	1	1	1
	Timely submittal of SEC Annual Disclosure	1	1	1	1

**FINANCIAL POLICY & ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: DEPT. OF FINANCE**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 392,086	\$ 439,301	\$ 201,736	\$ 448,323
Employee Benefits	<u>114,741</u>	<u>150,226</u>	<u>75,378</u>	<u>172,491</u>
S/T	506,827	589,527	277,114	620,814
Materials & Supplies	<u>4,954</u>	<u>10,350</u>	<u>2,913</u>	<u>11,350</u>
Total	<u>\$ 511,781</u>	<u>\$ 599,877</u>	<u>\$ 280,027</u>	<u>\$ 632,164</u>
<b><u>Revenues</u></b>				
Charges for Services:				
WP Urban Renewal Agency	\$ -	\$ 250	\$ -	\$ 250
Other	<u>-</u>	<u>75</u>	<u>-</u>	<u>50</u>
Total	<u>\$ -</u>	<u>\$ 325</u>	<u>\$ -</u>	<u>\$ 300</u>
<b>Net Cost</b>	<b><u>\$ 511,781</u></b>	<b><u>\$ 599,552</u></b>	<b><u>\$ 280,027</u></b>	<b><u>\$ 631,864</u></b>

**DEPARTMENT REFERENCE PAGE: II-16**

**RESOURCE PLANNING & MANAGEMENT**  
**DEPT. PROVIDING SERVICE: DEPT. OF BUDGET**

---

**OBJECTIVES:**

**Budget Development**

The Budget Department will submit to the Mayor and Common Council each April annual budgets for the City's operating funds in accordance with the City's Charter, and will provide the Mayor and Common Council the information and assistance they require in their review of those proposed budgets.

The Budget Department will ensure that the City's operating budgets are prepared and managed to achieve 100% compliance with the City's Fiscal Performance Goals relating to Operating Revenues, Expenditures and Reserve performance.

The Budget Department will participate in the development of the City's Capital Improvement Program as a member of the Capital Projects Board and will ensure that the program is in 100% compliance with the City's Fiscal Performance Goals relating to Capital Improvements and Debt.

The Budget Department will maintain the highest standards of governmental budgeting by earning the Government Finance Officers Association Award for Distinguished Budgeting.

**Budget Management**

The Budget Department will analyze operating revenues and expenditures throughout the year. All proposed revisions to the City's Adopted Budgets will be acted upon pursuant to the requirements of the City Charter and Budget Ordinances within five days of approval by appropriate authority.

The Budget Department will provide the Mayor with an analysis of manpower utilization on a monthly basis.

**Management Analysis**

The Budget Department will conduct management studies as required to improve the effectiveness and efficiency of the City services.

**RESOURCE PLANNING & MANAGEMENT**  
**DEPT. PROVIDING SERVICE: DEPT. OF BUDGET**

---

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	<b><u>Budget Development:</u></b>				
WP	Departmental budget reviews conducted	15	15	15	15
WP	Budgets proposed to the Common Council by stated meeting in April	6	6	6	6
	Common Council Budget review sessions conducted	5	5	5	5
	Capital Projects Board/Rolling Stock meetings attended and documented	6	6	7	7
	<b><u>Budget Management:</u></b>				
	Capital Projects Budgets established or amended	20	24	30	30
	Percentage of budget changes processed within 5 days of approval	100%	100%	100%	100%
	Monthly Manpower Reports prepared	12	12	12	12
	GFOA Distinguished Budgeting Presentation Award Received	1	1	1	1
	<b><u>Management Analysis:</u></b>				
	Management Studies	4	3	3	3

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**RESOURCE PLANNING & MANAGEMENT**  
**DEPT. PROVIDING SERVICE: DEPT. OF BUDGET**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 222,129	\$ 287,186	\$ 92,120	\$ 347,724
Employee Benefits	47,075	72,186	20,813	124,431
S/T	269,204	359,372	112,933	472,155
Materials & Supplies	7,731	9,725	1,162	9,425
Direct Costs	550	550	550	550
Equipment	1,484	1,100	-	600
Transfer to Capital Projects Fund	50,000	-	-	-
Total	\$ 328,969	\$ 370,747	\$ 114,645	\$ 482,730
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	\$ <u>328,969</u>	\$ <u>370,747</u>	\$ <u>114,645</u>	\$ <u>482,730</u>

**DEPARTMENT REFERENCE PAGE: II-6**

**REVENUE COLLECTIONS**  
**DEPT. PROVIDING SERVICE: DEPT. OF FINANCE**

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**OBJECTIVES:**

To receive and account for all monies due and payable to the City of White Plains and ensure the efficient and effective investment of these funds.

To maintain all property tax accounts on behalf of the City, School District, and County; prepare all tax bills and receipts; process collections; and handle constituent inquiries to ensure the most timely payment of bills.

To process all water payments from City residents and commercial users and to respond to inquiries related to the same.

To provide for reimbursement billing, including Police and Fire overtime.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Property tax collection rate	99.50%	99.57%	99.67%	99.77%
	Water billing collection rate	96.50%	96.87%	97.37%	97.87%
	No. of tax bills in delinquency	1,400	1,274	1,200	1,100
	No. of ACH tax payments	800	816	832	848
	No. of lockbox tax payments	21,000	20,657	20,620	20,583
	No. of web tax payments	3,100	3,693	3,730	3,767

**REVENUE COLLECTIONS**  
**DEPT. PROVIDING SERVICE: DEPT. OF FINANCE**

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 410,188	\$ 408,893	\$ 204,588	\$ 408,893
Employee Benefits	<u>168,798</u>	<u>171,933</u>	<u>84,207</u>	<u>171,876</u>
S/T	578,986	580,826	288,795	580,769
Materials & Supplies	27,449	33,900	10,776	33,900
Direct Costs	74,546	84,800	29,445	84,800
Equipment	<u>4,600</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 685,581</u>	<u>\$ 699,526</u>	<u>\$ 329,016</u>	<u>\$ 699,469</u>
<b><u>Revenues</u></b>				
Interest Income	<u>\$ 561,074</u>	<u>\$ 500,000</u>	<u>\$ 463,868</u>	<u>\$ 1,000,000</u>
Total	<u>\$ 561,074</u>	<u>\$ 500,000</u>	<u>\$ 463,868</u>	<u>\$ 1,000,000</u>
<b>Net Cost</b>	<u><u>\$ 124,507</u></u>	<u><u>\$ 199,526</u></u>	<u><u>\$ (134,852)</u></u>	<u><u>\$ (300,531)</u></u>

**DEPARTMENT REFERENCE PAGE: II-16**

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## **LEGAL & JUDICIAL**

**ASSESSMENT REVIEW****DEPT. PROVIDING SERVICE: BOARD OF ASSESSMENT REVIEW****OBJECTIVES:**

To insure that all taxpayers are treated fairly and equally.

To hear and act upon taxpayers grievances administratively.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
NY	No. of sessions conducted:				
	Public	3	3	3	3
	Executive	6	6	6	6
	Administrative	2	2	2	2
	Total no. of filings	479	479	639	483
	No. of cases adjudicated	479	479	633	480
	No. of cases withdrawn	0	0	6	3
	No. of reductions to the assessment roll approved	45	45	84	47

**ASSESSMENT REVIEW**  
**DEPT. PROVIDING SERVICE: BOARD OF ASSESSMENT REVIEW**

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**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 15,242	\$ 15,900	\$ -	\$ 15,900
Employee Benefits	<u>1,852</u>	<u>1,957</u>	<u>-</u>	<u>1,957</u>
S/T	17,094	17,857	-	17,857
Materials & Supplies	310	585	-	585
Direct Costs	<u>249</u>	<u>300</u>	<u>30</u>	<u>300</u>
Total	<u>\$ 17,653</u>	<u>\$ 18,742</u>	<u>\$ 30</u>	<u>\$ 18,742</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 17,653</u>	<u>\$ 18,742</u>	<u>\$ 30</u>	<u>\$ 18,742</u>

**DEPARTMENT REFERENCE PAGE: II-2**

**BOARD OF ETHICS**  
**DEPT. PROVIDING SERVICE: BOARD OF ETHICS**

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**OBJECTIVES:**

To administer and enforce the City's Code of Ethics.

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Direct Costs	\$ -	\$ 300	\$ -	\$ 300
Total	\$ -	\$ 300	\$ -	\$ 300
 <b><u>Revenues</u></b>				
None	\$ -	\$ -	\$ -	\$ -
Net Cost	<u>\$ -</u>	<u>\$ 300</u>	<u>\$ -</u>	<u>\$ 300</u>

**DEPARTMENT REFERENCE PAGE: II-86**

**CITY COURT PROCEEDINGS**  
**DEPT. PROVIDING SERVICE: CITY COURT**

**OBJECTIVES:**

To decide all matters for resolution fairly and promptly.

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Employee Benefits	\$ 2,015	\$ 2,500	\$ 845	\$ 2,500
S/T	2,015	2,500	845	2,500
Materials & Supplies	13,946	16,125	7,112	16,125
Direct Costs	<u>1,970</u>	<u>7,000</u>	<u>1,950</u>	<u>7,000</u>
Total	<u>\$ 17,931</u>	<u>\$ 25,625</u>	<u>\$ 9,907</u>	<u>\$ 25,625</u>
<b><u>Revenues</u></b>				
Fines & Forfeitures:				
Fines and Bail Court	\$ 1,049,866	\$ 1,100,000	\$ 405,358	\$ 990,000
Total	<u>\$ 1,049,866</u>	<u>\$ 1,100,000</u>	<u>\$ 405,358</u>	<u>\$ 990,000</u>
<b>Net Cost</b>	<b><u>\$ (1,031,935)</u></b>	<b><u>\$ (1,074,375)</u></b>	<b><u>\$ (395,451)</u></b>	<b><u>\$ (964,375)</u></b>

**DEPARTMENT REFERENCE PAGE: II-11**

**COUNSEL TO THE CITY**  
**DEPT. PROVIDING SERVICE: DEPT. OF LAW**

---

**OBJECTIVES:**

To give legal advice to the Common Council with respect to all proposed legislative actions, including the preparation of all ordinances and resolutions, to insure that City actions comply with Federal and State laws and regulations.

To give legal advice to all boards and commissions of the City.

To give legal advice to each officer and department of the City.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
WP	No. of Common Council meetings	37	36	34	35
	No. of Common Council ordinances	365	367	345	351
	No. of Common Council resolutions	240	236	240	242
	Transportation Commission meetings	12	12	12	12
	Urban Renewal Agency meetings	4	2	4	4
	WP Cable TV Commission meetings (as needed)	10	0	2	2
WP	No. of meetings of Planning Board and Zoning Board of Appeals (as needed)	34	23	22	23
WP	No. of Historic Preservation Commission meetings	14	12	12	12
	No. of Zoning Board of Appeals and Historic Preservation Commission resolutions	46	48	42	43
WP	No. of meetings of the Board of Ethics	6	1	5	6
WP	No. of hours devoted to conferences and meetings	4,475	4,500	4,525	4,550

**COUNSEL TO THE CITY**  
**DEPT. PROVIDING SERVICE: DEPT. OF LAW**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 742,768	\$ 1,162,948	\$ 446,523	\$ 1,185,290
Employee Benefits	<u>299,374</u>	<u>389,239</u>	<u>157,569</u>	<u>432,011</u>
S/T	1,042,142	1,552,187	604,092	1,617,301
Materials & Supplies	40,913	50,075	16,106	49,425
Direct Costs	48,629	301,000	156,291	190,000
Equipment	<u>-</u>	<u>6,100</u>	<u>-</u>	<u>2,300</u>
Total	<u>\$ 1,131,684</u>	<u>\$ 1,909,362</u>	<u>\$ 776,489</u>	<u>\$ 1,859,026</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Community Development	\$ 2,850	\$ 2,200	\$ 1,475	\$ 800
WP Urban Renewal Agency	550	500	210	675
Miscellaneous	<u>46,237</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 49,637</u>	<u>\$ 2,700</u>	<u>\$ 1,685</u>	<u>\$ 1,475</u>
<b>Net Cost</b>	<b><u>\$ 1,082,047</u></b>	<b><u>\$ 1,906,662</u></b>	<b><u>\$ 774,804</u></b>	<b><u>\$ 1,857,551</u></b>

**DEPARTMENT REFERENCE PAGE: II-22**

**ELECTIONS****DEPT. PROVIDING SERVICE: CITY CLERK****OBJECTIVES:**

To provide support to voters on polling places, districts and candidates; provide information to candidates as requested; notification, coordination and safety of polling places throughout the City; staff the Office election day for voter support and serve as liaison for the Westchester County Board of Elections during election for all aspects of voting in the City of White Plains.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
NY	No. of elections	2	3	3	2
NY	No. of elections districts	46	46	46	46
NY	Ballots cast	25,000	51,574	28,091	28,000

**ELECTIONS****DEPT. PROVIDING SERVICE: CITY CLERK****REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,759	\$ 1,400	\$ 1,520	\$ 1,600
Employee Benefits	<u>374</u>	<u>334</u>	<u>308</u>	<u>382</u>
S/T	2,133	1,734	1,828	1,982
Direct Costs	<u>71,999</u>	<u>78,000</u>	<u>72,030</u>	<u>78,000</u>
Total	<u>\$ 74,132</u>	<u>\$ 79,734</u>	<u>\$ 73,858</u>	<u>\$ 79,982</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 74,132</u>	<u>\$ 79,734</u>	<u>\$ 73,858</u>	<u>\$ 79,982</u>

**DEPARTMENT REFERENCE PAGE: II-12**

**LITIGATION/TAX ASSESSMENT REVIEW**  
**DEPT. PROVIDING SERVICE: DEPT. OF LAW**

---

**OBJECTIVES:**

To represent the interests of the City in all litigation.

To assist in maintaining fair and equitable assessments on all real properties within the City.

To provide legal advice to the Assessor.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
WP	No. of State Supreme Court cases	280	285	280	288
	No. of Appellate Division cases	40	32	34	36
WP	No. of City Court cases	1,250	1,300	1,275	1,290
	No. of Federal cases	60	60	62	68
	No. of State Agency cases	35	28	30	31
	No. of Assessment cases reviewed	600	641	650	660
	No. of Tax Certiorari cases reviewed	300	310	315	325

**LITIGATION/TAX ASSESSMENT REVIEW**  
**DEPT. PROVIDING SERVICE: DEPT. OF LAW**

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 162,053	\$ 163,531	\$ 80,719	\$ 164,024
Employee Benefits	<u>61,904</u>	<u>57,645</u>	<u>24,627</u>	<u>47,264</u>
S/T	223,957	221,176	105,346	211,288
Direct Costs:				
Consultants	19,131	180,000	55,000	125,000
Legal Services	3,870	12,000	685	10,000
Procedural Review	78,175	313,000	235,000	100,000
Other	<u>10,033</u>	<u>14,500</u>	<u>1,605</u>	<u>14,500</u>
Total	<u>\$ 335,166</u>	<u>\$ 740,676</u>	<u>\$ 397,636</u>	<u>\$ 460,788</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 335,166</u>	<u>\$ 740,676</u>	<u>\$ 397,636</u>	<u>\$ 460,788</u>

**DEPARTMENT REFERENCE PAGE: II-22**

**LABOR RELATIONS**  
**DEPT. PROVIDING SERVICE: DEPT. OF LAW**

---

**OBJECTIVES:**

To assist in securing current, fair and equitable collective bargaining agreements with the City's labor unions.

To counsel and assist in administering the terms of the City's collective bargaining agreements.

To effectively and fairly represent the City in disciplinary and grievance hearings.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
WP	No. of personnel consultations with departmental heads and labor counsel	2,810	2,925	3,000	3,100
	No. of grievance proceedings	44	16	16	17
	Disciplinary proceedings:				
	No. of charges	50	54	48	52
	No. of trials	9	1	5	5
	No. of settlements	41	53	43	47
	No. of Arbitrations	26	12	13	16
NY	No. of PERB* actions	20	18	15	14

\*PERB: Public Employment Relations Board

**LABOR RELATIONS**  
**DEPT. PROVIDING SERVICE: DEPT. OF LAW**

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 79,385	\$ 81,672	\$ 40,393	\$ 81,906
Employee Benefits	<u>29,498</u>	<u>22,612</u>	<u>9,893</u>	<u>18,438</u>
S/T	108,883	104,284	50,286	100,344
Direct Costs:				
Arbitration	20,124	125,000	750	125,000
Consultants	6,523	260,435	109,950	100,000
Labor Counsel	47,964	377,037	202,036	200,000
Other	<u>747</u>	<u>10,000</u>	<u>1,959</u>	<u>10,000</u>
Total	\$ <u>184,241</u>	\$ <u>876,756</u>	\$ <u>364,981</u>	\$ <u>535,344</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	\$ <u><u>184,241</u></u>	\$ <u><u>876,756</u></u>	\$ <u><u>364,981</u></u>	\$ <u><u>535,344</u></u>

**DEPARTMENT REFERENCE PAGE: II-22**

**REVIEW OF ZONING APPEALS**  
**DEPT. PROVIDING SERVICE: ZONING APPEALS BOARD**

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**OBJECTIVES:**

To act as a "safety-valve" to relieve the pressure caused by too rigid enforcement of zoning regulations and to grant relief from such enforcement where it is shown the same will benefit the surrounding property, the owner and the City in general.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
WP	No. of monthly review meetings (public)	11	11	11	11
	No. of executive meetings, discussions, and field trips	11	11	11	11
	No. of cases studied	30	36	33	35
	Percentage of cases studied for which relief was granted	25%	92%	50%	60%

**REVIEW OF ZONING APPEALS**  
**DEPT. PROVIDING SERVICE: ZONING BOARD OF APPEALS**

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**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 71,966	\$ 2,100	\$ 1,050	\$ 2,100
Employee Benefits	<u>45,360</u>	<u>417</u>	<u>205</u>	<u>418</u>
S/T	117,326	2,517	1,255	2,518
Materials & Supplies	<u>700</u>	<u>700</u>	<u>284</u>	<u>700</u>
Total	<u>\$ 118,026</u>	<u>\$ 3,217</u>	<u>\$ 1,539</u>	<u>\$ 3,218</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 118,026</u>	<u>\$ 3,217</u>	<u>\$ 1,539</u>	<u>\$ 3,218</u>

**DEPARTMENT REFERENCE PAGE: II-90**

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# **MANAGERIAL**

**COMMON COUNCIL POLICY FORMULATION**  
**DEPT. PROVIDING SERVICE: COMMON COUNCIL**

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**OBJECTIVES:**

The goal of this Council is to review and enact legislation for the benefit of our City and its residents; to review and enact legislation for our City in relation to and with other governmental bodies; and to be responsive to and available to our constituency.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
WP/NY	No. of Common Council meetings	30	36	29	32
WP/NY	No. of agenda items	1,200	751	1,193	1,100
WP/NY	No. of pages of minutes documented	2,600	2,467	2,650	2,500
WP	No. of Common Council Public Hearings	25	27	33	30

**COMMON COUNCIL POLICY FORMULATION**  
**DEPT. PROVIDING SERVICE: COMMON COUNCIL**

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 221,326	\$ 221,326	\$ 110,663	\$ 221,326
Employee Benefits	<u>130,746</u>	<u>137,745</u>	<u>66,916</u>	<u>137,404</u>
S/T	352,072	359,071	177,579	358,730
Materials & Supplies	7,007	8,800	1,921	7,150
Direct Costs	52,996	55,000	27,242	55,000
Reserve for Financing	<u>-</u>	<u>5,387,657</u>	<u>-</u>	<u>6,350,000</u>
Total	<u>\$ 412,075</u>	<u>\$ 5,810,528</u>	<u>\$ 206,742</u>	<u>\$ 6,770,880</u>
<b><u>Revenues</u></b>				
Appropriation for Prior Year				
Encumbrances	\$ -	\$ 1,506,548	\$ -	\$ -
Appropriation of Fund Balance	<u>-</u>	<u>6,675,000</u>	<u>-</u>	<u>6,055,000</u>
Total	<u>\$ -</u>	<u>\$ 8,181,548</u>	<u>\$ -</u>	<u>\$ 6,055,000</u>
<b>Net Cost</b>	<u><u>\$ 412,075</u></u>	<u><u>\$ (2,371,020)</u></u>	<u><u>\$ 206,742</u></u>	<u><u>\$ 715,880</u></u>

**DEPARTMENT REFERENCE PAGE: II-14**

**MUNICIPAL MANAGEMENT**  
**DEPT. PROVIDING SERVICE: OFFICE OF THE MAYOR**

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**OBJECTIVES:**

The Office of the Mayor provides policy direction for City departments and works to ensure that municipal programs and services meet the needs of all residents and businesses in the City. In particular, the Office of the Mayor focuses on:

Economic development and maintenance of a strong economic base in the City;

Ensuring that the government is providing services in the most cost effective and efficient manner;

Preserving and strengthening the City's neighborhoods;

Maintaining productive relationships with the School District and County, State and Federal Governments;

Communicating with residents and the business community in an accurate and consistent way about programs and services as well as issues of concern;

Enhancing citizen participation in government through regular meetings with neighborhood associations and community groups and expanding the number of citizen volunteers serving on City Committees, boards, and commissions; and

Creating a government of courtesy and inclusion.

**MUNICIPAL MANAGEMENT**  
**DEPT. PROVIDING SERVICE: OFFICE OF THE MAYOR**

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 500,724	\$ 529,346	\$ 262,923	\$ 544,062
Employee Benefits	<u>227,462</u>	<u>251,093</u>	<u>125,232</u>	<u>256,604</u>
S/T	728,186	780,439	388,155	800,666
Materials & Supplies	7,571	16,700	3,036	16,200
Direct Costs:				
Special Events	37,946	162,668	92,686	75,000
Other	1,613	6,000	80	6,000
Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,000</u>
Total	<u>\$ 775,316</u>	<u>\$ 965,807</u>	<u>\$ 483,957</u>	<u>\$ 902,866</u>
<b><u>Revenues</u></b>				
Licenses & Permits	<u>\$ 90,100</u>	<u>\$ 100,000</u>	<u>\$ 38,600</u>	<u>\$ 110,000</u>
Total	<u>\$ 90,100</u>	<u>\$ 100,000</u>	<u>\$ 38,600</u>	<u>\$ 110,000</u>
Net Cost	<u>\$ 685,216</u>	<u>\$ 865,807</u>	<u>\$ 445,357</u>	<u>\$ 792,866</u>

**DEPARTMENT REFERENCE PAGE: II-24**

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**PUBLIC SAFETY**  
**ADMINISTRATIVE SERVICES**

***PUBLIC SAFETY ADMINISTRATION***  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**OBJECTIVES:**

To preserve the rights of citizens and reduce fear in the City through the prevention of crime, prevention and suppression of fire, and to anticipate and respond to events that threaten public order.

Public Safety's mission also requires that the Department deal with a wide range of behavioral and social problems that arise in the City and that the end product of Public Safety consists of dealing with these problems.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
	Percentage of Public Safety objectives achieved	87%	90%	86%	90%
	Emergency Medical Services	66%	90%	66%	90%
	Police Department	86%	90%	88%	90%
	Fire Department	87%	90%	84%	90%

**PUBLIC SAFETY ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 706,471	\$ 698,066	\$ 349,032	\$ 698,066
Employee Benefits	<u>242,080</u>	<u>240,766</u>	<u>113,824</u>	<u>248,714</u>
S/T	948,551	938,832	462,856	946,780
Materials & Supplies:				
Computer Equip. Maintenance	237,873	250,000	214,554	258,000
Other	6,460	7,190	1,846	7,355
Direct Costs	<u>24,007</u>	<u>31,090</u>	<u>14,716</u>	<u>34,590</u>
Total	<u>\$ 1,216,891</u>	<u>\$ 1,227,112</u>	<u>\$ 693,972</u>	<u>\$ 1,246,725</u>
<b><u>Revenues</u></b>				
Miscellaneous	<u>\$ 2,000</u>	<u>\$ 2,400</u>	<u>\$ 2,955</u>	<u>\$ 2,400</u>
Total	<u>\$ 2,000</u>	<u>\$ 2,400</u>	<u>\$ 2,955</u>	<u>\$ 2,400</u>
<b>Net Cost</b>	<b><u>\$ 1,214,891</u></b>	<b><u>\$ 1,224,712</u></b>	<b><u>\$ 691,017</u></b>	<b><u>\$ 1,244,325</u></b>

**DEPARTMENT REFERENCE PAGE: II-52**

***EMERGENCY MEDICAL SERVICES***  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**OBJECTIVES:**

- To provide prompt and effective emergency medical assistance to all residents and visitors.
- To investigate all allegations pertaining to delay of transport and inappropriate medical procedures.
- To monitor accuracy and procedures of current ambulance contract.
- To monitor performance and response time of current EMS contract holder.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
WP	No. of Police dispatched emergency ambulance calls	7,632	8,000	7,815	8,200
	No. of allegations of delay of transport investigated	5	2	2	2
	Percentage of ambulance call response under 7 minutes	99%	95%	84%	90%

**EMERGENCY MEDICAL SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Direct Costs:				
Ambulance Contract	\$ <u>509,073</u>	\$ <u>529,972</u>	\$ <u>261,930</u>	\$ <u>680,000</u>
Total	\$ <u>509,073</u>	\$ <u>529,972</u>	\$ <u>261,930</u>	\$ <u>680,000</u>
 <b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	\$ <u><u>509,073</u></u>	\$ <u><u>529,972</u></u>	\$ <u><u>261,930</u></u>	\$ <u><u>680,000</u></u>

**DEPARTMENT REFERENCE PAGE: II-52**

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## **FIRE SERVICES**

***FIRE ADMINISTRATION***  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**OBJECTIVES:**

To effectively and efficiently utilize the Bureau's resources to achieve at least 90% of the department's objectives, through the scheduling, control and continuous review of the operations and performance of all divisions.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
	Percentage of Fire Bureau objectives achieved	87%	90%	84%	90%

**FIRE ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 219,388	\$ 193,915	\$ 95,290	\$ 194,078
Employee Benefits	98,727	95,902	40,278	104,219
S/T	318,115	289,817	135,568	298,297
Materials & Supplies	27,718	27,271	10,369	27,611
Direct Costs	-	4,500	-	4,500
Transfer to Special Revenue Fund	-	33,643	33,643	-
Total	<u>\$ 345,833</u>	<u>\$ 355,231</u>	<u>\$ 179,580</u>	<u>\$ 330,408</u>
<b><u>Revenues</u></b>				
Licenses & Permits:				
Fire Inspection Certificates	\$ 819,558	\$ 914,950	\$ 840,355	\$ 880,702
Other	65	55	-	55
Miscellaneous	190	108	9	100
Total	<u>\$ 819,813</u>	<u>\$ 915,113</u>	<u>\$ 840,364</u>	<u>\$ 880,857</u>
Net Cost	<u>\$ (473,980)</u>	<u>\$ (559,882)</u>	<u>\$ (660,784)</u>	<u>\$ (550,449)</u>

**DEPARTMENT REFERENCE PAGE: II-54**

**FIRE PREVENTION****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY****OBJECTIVES:**

To reduce the probability of loss of life and property through systematic control and elimination of fire hazards in the City, and to educate the public on all matters of fire safety.

To enforce the Fire Code of New York State and the White Plains Supplemental Code through plan review, consultation, and on-site inspection.

To continue to get the fire message out via cable television, radio and newspaper, Lexington-Grove Municipal Parking Garage Variable Message Sign, school presentations, fire house visits, etc.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
NY	No. of buildings inspections	1,177	1,198	1,186	1,192
NY	No. of violations issued	1,575	1,353	1,573	1,575
	No. of re-checks performed	393	389	343	375
	No. of consultations, including meetings with design personnel and contractors	119	120	270	250
	Estimate of number of people reached with a fire safety message	26,125	22,950	19,102	21,000
WP	No. of legal actions taken (Court Appearance Tickets issued)	13	12	46	25
	No. of complaint investigations	35	25	34	30
NY/WP	No. of fires investigated by Cause and Origin Unit	36	36	31	30
	No. of public education details completed	112	100	79	100
WP	No. of life safety systems and building site plan reviews	307	320	310	310
FED	No. of property violation record searches performed	5	10	4	7
	No. of juvenile fire interventions	15	15	19	15

**FIRE PREVENTION****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY****REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 600,546	\$ 764,008	\$ 294,964	\$ 618,058
Employee Benefits	<u>310,449</u>	<u>402,115</u>	<u>156,113</u>	<u>325,144</u>
S/T	910,995	1,166,123	451,077	943,202
Materials & Supplies	163,013	165,900	76,155	166,700
Direct Costs	<u>5,878</u>	<u>17,025</u>	<u>2,854</u>	<u>16,725</u>
Total	<u>\$ 1,079,886</u>	<u>\$ 1,349,048</u>	<u>\$ 530,086</u>	<u>\$ 1,126,627</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ <u>24,165</u>	\$ <u>28,784</u>	\$ <u>5,245</u>	\$ <u>22,680</u>
Total	<u>\$ 24,165</u>	<u>\$ 28,784</u>	<u>\$ 5,245</u>	<u>\$ 22,680</u>
<b>Net Cost</b>	<b><u>\$ 1,055,721</u></b>	<b><u>\$ 1,320,264</u></b>	<b><u>\$ 524,841</u></b>	<b><u>\$ 1,103,947</u></b>

**DEPARTMENT REFERENCE PAGE: II-54**

**FIRE SUPPRESSION****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY****OBJECTIVES:**

To suppress fires resulting in: (1) prevention of loss of life and property, (2) confinement of fire to place of origin.

To respond to citizen requests for emergency services in situations other than actual fires; i.e., rescue, emergency medical assist, explosions, hazardous conditions, electrical, flammable gas or liquid, hazardous materials, service calls, water and smoke conditions, public service assistance, fire alarm response, severe weather and natural disasters.

To perform fire prevention assistance, train school children in evacuation procedures and educate suppression force in building familiarization and pre-planning.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
	Structure Fire	66	66	45	52
	Mobile Property Fire	26	28	16	23
	Natural Vegetation/Outside Fire	32	33	22	27
WC	Mutual Aid rendered to other municipalities	11	12	14	23
WC	Mutual Aid requested by White Plains	5	5	4	5
	Rescue /Emergency Medical Service	638	675	677	675
	Other Alarms (explosion, hazardous condition, service call, good intent)	1,257	1,302	1,523	1,350
	False calls (malicious, malfunction, unintentional)	1,657	1,725	1,873	1,750
WP	Public assembly inspections	224	274	192	200
	Average response time (department)	4 min.	4 min.	4 min.	4 min.

**FIRE SUPPRESSION**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 15,781,250	\$ 14,970,503	\$ 7,569,076	\$ 15,508,577
Employee Benefits	<u>8,210,255</u>	<u>8,190,336</u>	<u>3,985,781</u>	<u>8,355,824</u>
S/T	23,991,505	23,160,839	11,554,857	23,864,401
Materials & Supplies	75,998	61,000	34,255	61,800
Equipment	<u>1,100</u>	<u>46,306</u>	<u>8,937</u>	<u>46,306</u>
Total	<u>\$ 24,068,603</u>	<u>\$ 23,268,145</u>	<u>\$ 11,598,049</u>	<u>\$ 23,972,507</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Fire Records	\$ 2	\$ 300	\$ -	\$ 300
Miscellaneous Reimbursement	17,127	-	3,125	-
Miscellaneous	<u>1,156</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 18,285</u>	<u>\$ 300</u>	<u>\$ 3,125</u>	<u>\$ 300</u>
<b>Net Cost</b>	<u><u>\$ 24,050,318</u></u>	<u><u>\$ 23,267,845</u></u>	<u><u>\$ 11,594,924</u></u>	<u><u>\$ 23,972,207</u></u>

**DEPARTMENT REFERENCE PAGE: II-54**

**FIRE TRAINING****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY****OBJECTIVES:**

To provide 229 hours of recruit training per firefighter pursuant to State mandate; the City's recruit firefighters receive 680 hours of instruction.

To provide 101 hours of in-service training per firefighter pursuant to State mandate.

To provide the training necessary to achieve 100% certification of those volunteer firefighters who meet department requirements.

To provide a diversified qualified in-service training program for all firefighters and officers.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
NY	Percentage of recruits who receive state-mandated training (229 hours mandated, recruit firefighters receive 680 hours of instruction)	100%	100%	100%	100%
NY	Percentage of firefighters who receive state-mandated training (101 hours required, firefighters receive 150 hours of instruction)	100%	100%	100%	100%
NY	No. of man-hours of in-service training for firefighters and superior officers	33,424	35,000	30,688	34,000
	No. of man-hours of volunteer division certification training	980	980	908	908
NY	No. of man-hours of specialized training (codes, sprinklers, arson, etc.)	2,020	2,000	1,872	2,000

**FIRE TRAINING****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY****REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 229,854	\$ 231,224	\$ 117,953	\$ 256,221
Employee Benefits	<u>111,573</u>	<u>138,010</u>	<u>70,311</u>	<u>140,980</u>
S/T	341,427	369,234	188,264	397,201
Direct Costs	<u>14,500</u>	<u>21,000</u>	<u>28,000</u>	<u>21,000</u>
Total	<u>\$ 355,927</u>	<u>\$ 390,234</u>	<u>\$ 216,264</u>	<u>\$ 418,201</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 355,927</u>	<u>\$ 390,234</u>	<u>\$ 216,264</u>	<u>\$ 418,201</u>

**DEPARTMENT REFERENCE PAGE: II-54**

***FIRE SPECIAL OPERATIONS***  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**OBJECTIVES:**

To provide appropriate, specialized rescue and hazardous material response to the City of White Plains.

To provide specialized rescue and hazardous material technician training for firefighters.

To participate in a Regional Task Force performing decontamination and other hazardous material functions during emergencies in the City of White Plains and areas throughout Westchester County.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
	No. of man-hours of specialized rescue training	3,952	4,000	1,524	4,000
FED	No. of man-hours of hazardous material technician training	1,668	1,790	1,596	1,650
	Percentage of participation in all Task Force hazardous material responses	100%	100%	100%	100%

**FIRE SPECIAL OPERATIONS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 179,288	\$ 170,288	\$ 80,339	\$ 162,177
Employee Benefits	<u>80,973</u>	<u>82,172</u>	<u>35,920</u>	<u>81,148</u>
S/T	260,261	252,460	116,259	243,325
Direct Costs	<u>13,632</u>	<u>21,700</u>	<u>952</u>	<u>57,338</u>
Total	<u>\$ 273,893</u>	<u>\$ 274,160</u>	<u>\$ 117,211</u>	<u>\$ 300,663</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 273,893</u>	<u>\$ 274,160</u>	<u>\$ 117,211</u>	<u>\$ 300,663</u>

**DEPARTMENT REFERENCE PAGE: II-54**

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# **POLICE SERVICES**

**POLICE ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**OBJECTIVES:**

To coordinate all transactions i.e., recording attendance, computing overtime, processing personnel requests for time off, time owed, and monitoring all personnel contractual obligations.

To maintain a liaison with all unit commanders for scheduling, and to increase the Bureau's efficiency, productivity and effectiveness.

To monitor sick time for the entire department and conduct personnel interviews with division members who exceed the desired goal.

To achieve 90% of the department's stated objectives.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
	No. of personnel transactions processed	12,861	13,000	10,375	11,000
WP	No. of vouchers for overtime, court time, processed	9,350	9,500	8,758	9,000
	No. of personnel interviews to reduce sick time	31	35	24	30
	Average number of sick hours taken by personnel	46	50	43	40
	No. of vacation selections processed and recorded	1,045	1,039	1,039	1,023
	No. of vacation changes processed and recorded	59	65	51	55

**POLICE ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,841,987	\$ 1,917,028	\$ 803,474	\$ 2,137,929
Employee Benefits	<u>802,526</u>	<u>980,628</u>	<u>351,529</u>	<u>1,007,678</u>
S/T	2,644,513	2,897,656	1,155,003	3,145,607
Materials & Supplies:				
Program Supplies	39,483	59,881	30,967	56,000
Ammunition	79,606	85,000	-	85,000
Telephone	70,659	68,000	29,294	75,000
Other	103,997	122,310	93,931	123,695
Direct Costs	<u>4,883</u>	<u>4,630</u>	<u>1,128</u>	<u>5,895</u>
Total	\$ <u>2,943,141</u>	\$ <u>3,237,477</u>	\$ <u>1,310,323</u>	\$ <u>3,491,197</u>
<b><u>Revenues</u></b>				
Intergovernmental	\$ 24,871	\$ 22,800	\$ -	\$ 22,400
Miscellaneous	<u>700</u>	<u>750</u>	<u>500</u>	<u>-</u>
Total	\$ <u>25,571</u>	\$ <u>23,550</u>	\$ <u>500</u>	\$ <u>22,400</u>
<b>Net Cost</b>	<b>\$ <u>2,917,570</u></b>	<b>\$ <u>3,213,927</u></b>	<b>\$ <u>1,309,823</u></b>	<b>\$ <u>3,468,797</u></b>

**DEPARTMENT REFERENCE PAGE: II-56**

**COMMUNICATION & EQUIPMENT**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**OBJECTIVES:**

To ensure that all vehicles and radios (Police and Fire) are maintained in a state of readiness for the safety of the officers and the protection of the public by maintaining effective in-house repairs.

To keep current with all the latest state-of-the-art equipment to bring to the department the best communications technology available.

To maintain an inventory of all rolling stock assigned to the Police Bureau.

To act as the contact and control person for telecommunications and alarm systems in the department.

To maintain an appropriate level of vehicle supplies, emergency lighting and radio equipment parts as necessary to maintain fleet operations 24 hours a day, including storm preparedness and response.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
	Radio equipment maintenance in-house (330 Police & Fire Department units)/Parking Department/ Housing Authority - Hours	1,000	1,000	1,000	1,000
FED	Maintain and inventory telephone radio frequency tapes - Police/Fire Departments - Hours	300	300	300	300
	Install and maintain radios, light bars, sirens, portable radios, digital and other auto equipment - Hours	200	200	200	200
	Maintain service records of Police vehicles (60 vehicles) - Hours	600	600	600	600
	Maintain, issue and inventory emergency equipment (flares, oxygen, etc.) - Hours	350	350	350	350
	Prepare, record and file requisitions, RFP's and specifications for ordering Police and Fire equipment - Hours	700	700	700	700
	Maintain total communications system including: satellite receivers, base stations, mobiles, portable vocal alarms, consoles, telephones, etc. - Hours	1,750	1,750	1,750	1,750

**COMMUNICATION & EQUIPMENT**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 97,937	\$ 97,937	\$ 48,969	\$ 97,937
Employee Benefits	<u>66,182</u>	<u>60,909</u>	<u>39,778</u>	<u>61,138</u>
S/T	164,119	158,846	88,747	159,075
Materials & Supplies	16,272	42,880	30,523	40,000
Direct Costs	<u>-</u>	<u>500</u>	<u>-</u>	<u>500</u>
Total	<u>\$ 180,391</u>	<u>\$ 202,226</u>	<u>\$ 119,270</u>	<u>\$ 199,575</u>
 <b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 180,391</u>	<u>\$ 202,226</u>	<u>\$ 119,270</u>	<u>\$ 199,575</u>

**DEPARTMENT REFERENCE PAGE: II-56**

**LICENSE UNIT****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY****OBJECTIVES:**

To improve the services and safety of taxicabs operating in the City by conducting inspections to ensure compliance under laws and ordinances.

To investigate taxi complaints and make disciplinary recommendations to the Commissioner of Public Safety or his designee.

To investigate and process various licenses and permits issued by the City for the safety and security of home and store owners.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
WP	Taxicab and car for hire inspections	402	400	382	380
WP	Taxi complaints and investigations	211	200	178	200
WP	Taxicab and car for hire license (renewals)	193	195	189	195
WP	Taxi driver licenses (renewals and new issues)	351	340	302	310
WP	City license renewals (i.e. junk dealer, second-hand dealer, cabaret and peddlers)	15	15	40	35
WP	No. of taxi medallions	195	200	195	200
WP	No. of taxi medallions sales processed	6	8	7	8
WP	No. of taxi companies operating in White Plains	5	4	5	5
WP	No. of independent taxi companies	33	32	36	35

**LICENSE UNIT****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY****REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 97,937	\$ 97,937	\$ 48,969	\$ 97,937
Employee Benefits	<u>58,242</u>	<u>60,709</u>	<u>29,754</u>	<u>60,938</u>
Total	\$ <u>156,179</u>	\$ <u>158,646</u>	\$ <u>78,723</u>	\$ <u>158,875</u>
<b><u>Revenues</u></b>				
Licenses & Permits:				
Taxis and Operators	\$ 174,297	\$ 103,725	\$ 66,150	\$ 86,725
Towing Medallions	-	60,000	-	60,000
Hazard Alarm Registration	146,325	170,000	650	170,000
Other	28,775	31,200	650	30,950
Fines & Forfeitures	<u>53,775</u>	<u>150,000</u>	<u>81,000</u>	<u>150,000</u>
Total	\$ <u>403,172</u>	\$ <u>514,925</u>	\$ <u>148,450</u>	\$ <u>497,675</u>
<b>Net Cost</b>	<b>\$ <u>(246,993)</u></b>	<b>\$ <u>(356,279)</u></b>	<b>\$ <u>(69,727)</u></b>	<b>\$ <u>(338,800)</u></b>

**DEPARTMENT REFERENCE PAGE: II-56**

**POLICE SUPPORT SERVICES****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY****OBJECTIVES:**

To coordinate all departmental purchasing, including supervising the preparation of direct claim vouchers, purchase requisitions and payment of purchase orders.

To plan, develop, install, implement and maintain the Computer Aided Dispatch System, Records Management System and Mobile Computers software for the Police and Fire Departments and to create and maintain the files necessary for accurate reporting and retrieval, and to produce printed reports as required.

To ensure that the information allowed by law, and/or departmental procedures will be supplied to citizens and other government agencies in a timely manner. This shall include request fulfillment, FOIL requests, Good Conduct Certificate processing and Special Event request processing and notification.

To produce all digital evidence requests required by law including Body Worn Camera video, City Camera video, Digital Photos and Police Audio recordings. Provide courtroom testimony when necessary.

To approve and process all Red Light Camera violations recorded by the City of White Plains Traffic Safety Program System and to conduct monthly hearings and testify when necessary

To monitor and act as Westchester County Liaison for the White Plains E911 emergency call answering point.

To secure all system and data files from unauthorized use and to provide on-going review of computer capacity to meet user demand.

To maintain an error rate of less than 3% in our monthly IBR (Incident Based Reporting) data submission to DCJS (Department of Criminal Justice Services).

**PERFORMANCE MEASURES:**

<b>Mandate</b>	<b>Task/Measure</b>	<b>2017 Actual</b>	<b>2018 Planned</b>	<b>2018 Actual</b>	<b>2019 Planned</b>
WP	Purchase-related claims & requisitions processed	889	900	880	900
WP	Processed - calls for service	60,508	63,000	64,579	66,000
NY	Monitor NYS TSLED Personal Summons	13,925	17,000	10,955	14,000
NY	Red light Camera Violations Processed	N/A	N/A	12,869	26,500
NY	Red light Camera Hearings	N/A	N/A	10	250
NY	911 calls received	28,678	30,000	35,125	35,500
NY	Arrests Processed	2,711	2,800	2,937	3,000
NY	Fingerprints (ink) civilian	376	400	381	400
NY	Fingerprints (electronic) criminal	1,743	1,800	1,820	1,880
NY	Fingerprints (electronic) civil applicant	104	120	143	150
NY	FOIL requests processed	325	340	103*	110
NY	Report Requests inter-agency processed	370	400	478	490
NY	Accident Reports processed	2,667	2,650	2,560	2,600
NY	Online Report requests	202	450	445	450
WP	Special Event Permits processed	72	65	60	65
WP	Good Conduct Certificates processed	113	115	100	115
NY	Body Worn Camera evidence processed	292	340	376	420
NY	City Camera video evidence processed	175	200	206	220
NY	Booking video evidence processed	30	30	40	45
NY	Police/Fire audio recordings processed	218	230	276	300
NY	Digital photo evidence processed	244	260	271	300

\*Previously included online report requests

**POLICE SUPPORT SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 920,480	\$ 850,918	\$ 470,148	\$ 842,687
Employee Benefits	<u>494,122</u>	<u>479,791</u>	<u>263,365</u>	<u>478,429</u>
S/T	1,414,602	1,330,709	733,513	1,321,116
Materials and Supplies	9,596	16,000	3,218	16,000
Direct Costs	23,996	39,000	8,245	46,615
Equipment	<u>-</u>	<u>2,300</u>	<u>-</u>	<u>2,400</u>
Total	<u>\$ 1,448,194</u>	<u>\$ 1,388,009</u>	<u>\$ 744,976</u>	<u>\$ 1,386,131</u>
<b><u>Revenues</u></b>				
Charges for Services	<u>\$ 39,435</u>	<u>\$ 36,500</u>	<u>\$ 18,073</u>	<u>\$ 42,000</u>
Total	<u>\$ 39,435</u>	<u>\$ 36,500</u>	<u>\$ 18,073</u>	<u>\$ 42,000</u>
<b>Net Cost</b>	<b><u>\$ 1,408,759</u></b>	<b><u>\$ 1,351,509</u></b>	<b><u>\$ 726,903</u></b>	<b><u>\$ 1,344,131</u></b>

**DEPARTMENT REFERENCE PAGE: II-56**

**TRAINING/SPECIAL PROGRAMS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**OBJECTIVES:**

To research, plan and direct new special projects and coordinate media productions.

To update and disseminate Departmental rules and procedures manual.

To coordinate with division commanders and assist them with developing training strategies to maintain the appropriate levels of recruit, in-service and field training, in order to comply with all training mandates of the New York State Bureau of Municipal Police and the New York State Accreditation Council.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
NY	Hours of in-service training, including use of force and law updates	7,840	7,840	7,760	7,760
NY	Hours of recruit training	8,800	9,600	8,800	9,600
NY	Hours of supervisor training	911	900	888	900
NY	Hours of field training	2,200	3,000	2,400	3,400
NY	Hours of specialized training	5,250	5,250	4,750	5,000
NY	Percent of State-mandates satisfied	100%	100%	100%	100%
NY	Hours of public safety aide training	200	200	200	200
NY	Hours of special weapons training	2,880	2,880	2,880	2,880

**TRAINING/SPECIAL PROGRAMS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 39,183	\$ 15,000	\$ 5,678	\$ 50,000
Employee Benefits	<u>19,003</u>	<u>11,455</u>	<u>7,970</u>	<u>20,998</u>
S/T	58,186	26,455	13,648	70,998
Direct Costs	<u>3,000</u>	<u>3,500</u>	<u>-</u>	<u>3,700</u>
Total	<u>\$ 61,186</u>	<u>\$ 29,955</u>	<u>\$ 13,648</u>	<u>\$ 74,698</u>
 <b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 61,186</u>	<u>\$ 29,955</u>	<u>\$ 13,648</u>	<u>\$ 74,698</u>

**DEPARTMENT REFERENCE PAGE: II-56**

**COMMUNITY POLICING****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY****OBJECTIVES:**

To promote and foster partnerships between the police and its citizens. Community and Police involvement in solving problems will reduce crime, the fear of crime and social and physical disorder. The result will be the overall improvement of the quality of life for all residents, workers and visitors to the City of White Plains.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
	Number of mental health outreach and referrals	340	350	342	350
	Number of community problem cases initiated	47	50	52	50
NY	Number of applicant investigations initiated	90	90	51	60
	Number of crime prevention through environmental design reviews	17	15	19	15
NY	Number of domestic violence and violent crime victims receiving intervention and referral services	1,041	1,150	1,136	1,150
	Number of community presentations	64	70	67	70
NY	Number of youth (persons less than 19 yrs.) receiving intervention and referral services	436	450	443	450
NY	Number of registered sex offender monitoring activities initiated	46	50	47	50
NY	Number of missing persons investigations	176	150	158	160

**COMMUNITY POLICING**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,392,189	\$ 1,287,870	\$ 691,878	\$ 1,474,867
Employee Benefits	<u>749,826</u>	<u>715,164</u>	<u>369,410</u>	<u>803,801</u>
Total	<u>\$ 2,142,015</u>	<u>\$ 2,003,034</u>	<u>\$ 1,061,288</u>	<u>\$ 2,278,668</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ <u>275,000</u>	\$ <u>275,000</u>	\$ <u>110,000</u>	\$ <u>275,000</u>
Total	<u>\$ 275,000</u>	<u>\$ 275,000</u>	<u>\$ 110,000</u>	<u>\$ 275,000</u>
<b>Net Cost</b>	<b><u>\$ 1,867,015</u></b>	<b><u>\$ 1,728,034</u></b>	<b><u>\$ 951,288</u></b>	<b><u>\$ 2,003,668</u></b>

**DEPARTMENT REFERENCE PAGE: II-56**

# CRIMINAL INVESTIGATIONS

## DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY

### OBJECTIVES:

To investigate all cases of missing persons, all crimes committed by or against any youth under the age of 16, and all crimes involving offenses against a person involving physical injury, sexual conduct, restraint and intimidation and specific sex offenses as defined in the New York State Penal Law under Article 130.

To increase the number of cases investigated and ensure that the quality of such investigations provides substantial evidence to exceed judicial standards.

To increase the number of cases closed by arrest or investigation, ensuring that the Constitutional rights of each citizen are upheld.

To gather and disseminate police related information to all divisions of the department.

To analyze and identify patterns of criminal activity in an effort to assist and coordinate police efforts and promote collective intelligence by sharing information with outside agencies.

To maintain accurate records pertaining to the receiving and executing of warrants issued by the criminal court system and to ensure compliance with NYS Criminal Procedure Law.

### PERFORMANCE MEASURES:

<u>Mandate</u>	<u>Task/Measure</u>	<u>2017 Actual</u>	<u>2018 Planned</u>	<u>2018 Actual</u>	<u>2019 Planned</u>
NY	Number of juvenile cases/arrests	30/19	30/21	30/19	30/25
NY	Number of sex crime cases/arrests	30/9	33/12	30/16	30/25
	Cases Reviewed by CID	-	-	850	925
NY	Number of investigations initiated	520	535	648	600
	Number of cases closed	297	315	377	377
NY	Number of cases cleared by arrest	111	125	111	111
NY	Number of arrests	115	132	130	130
	Number of intelligence flyers disseminated:				
	City of White Plains flyers	117	123	130	130
	Outside agency flyers	52	55	53	60
	Outside Agency flyers received	-	-	1,082	1,000
	Number of outside departmental intelligence meetings attended	88	90	89	100
NY	Number of warrants received	476	495	658	600
NY	Number of warrants arrests	253	272	282	300

**CRIMINAL INVESTIGATIONS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 2,749,471	\$ 2,429,312	\$ 1,277,101	\$ 2,667,218
Employee Benefits	<u>1,378,125</u>	<u>1,242,772</u>	<u>623,348</u>	<u>1,339,493</u>
S/T	4,127,596	3,672,084	1,900,449	4,006,711
Materials & Supplies	6,040	9,520	1,827	9,520
Direct Costs	<u>41,792</u>	<u>40,790</u>	<u>15,014</u>	<u>41,040</u>
Total	<u>\$ 4,175,428</u>	<u>\$ 3,722,394</u>	<u>\$ 1,917,290</u>	<u>\$ 4,057,271</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 4,175,428</u>	<u>\$ 3,722,394</u>	<u>\$ 1,917,290</u>	<u>\$ 4,057,271</u>

**DEPARTMENT REFERENCE PAGE: II-56**

**NARCOTICS UNIT****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY****OBJECTIVES:**

To foster and maintain active participation relationships with Federal, State, and local law enforcement agencies.

To increase the number of vice cases being actively investigated and to ensure that the quality of such investigations provides substantial evidence to exceed judicial standards.

To either apprehend or deter, by means of clandestine or aggressive investigation, those persons involved in offenses against public health and morals as defined in Title M of the New York State Penal Law.

To increase the number of intelligence files as they relate to crimes involving narcotics, gambling, prostitution, and gangs.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
NY	Number of narcotics cases	465	500	478	500
NY	Number of narcotics arrests	455	550	586	600
NY	Number of overall cases handled	470	515	485	515
NY	Number of narcotics search warrants executed	13	18	9	12
NY	Number of vice cases	1	8	0	8
NY	Number of vice arrests	2	12	0	8
NY	Number of vice search warrants executed	0	2	0	4
FED	Number of narcotics intelligence files created	20	25	18	25
FED	Number of vice intelligence bulletins	0	5	5	10
NY	Amount of narcotics seized by type:				
	Cocaine base	18 g	50 g	23 g	50 g
	Opium base	2,553 g	500 g	151 g	500 g
	Marijuana	78 g	500 g	46.2 kg	500 g

**NARCOTICS UNIT**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 690,482	\$ 662,785	\$ 351,034	\$ 729,131
Employee Benefits	<u>363,939</u>	<u>362,212</u>	<u>187,260</u>	<u>400,845</u>
 Total	 \$ <u>1,054,421</u>	 \$ <u>1,024,997</u>	 \$ <u>538,294</u>	 \$ <u>1,129,976</u>
 <b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
 Net Cost	 \$ <u><u>1,054,421</u></u>	 \$ <u><u>1,024,997</u></u>	 \$ <u><u>538,294</u></u>	 \$ <u><u>1,129,976</u></u>

**DEPARTMENT REFERENCE PAGE: II-56**

**POLICE PATROL OPERATIONS****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY****OBJECTIVES:**

To render a wide variety of services which directly or indirectly further the protection of life and property in White Plains and to ensure that no member of this division unnecessarily denies the rights, dignity, or liberty of any person.

To terminate/prevent violations of the laws and ordinances, to arrest or summons the offenders, to give aid, relief and information to citizens as circumstances require.

To promptly dispatch and respond to calls for service by the public. To maintain the flow of information from state/federal computers to officers in the field by the timely forwarding of requested information.

To supervise the transfer of prisoners from various facilities such as the County Jail, Penitentiary, and Rikers Island, to City Court for proceedings and to conform to NYS mandates regarding the security and care of prisoners.

Through strict enforcement of City Ordinances and quick response to citizen complaints, maintain a safe and clean environment by the control of loose, stray and wild dogs. Investigate those complaints of animal bites by working with Westchester County Health officials.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
NY/WP	John Doe summonses (includes overnight parking)	24,676	25,000	26,554	27,000
	Dispatched calls (less Directed Patrol)	34,234	35,500	38,842	39,000
	Directed Patrol	31,085	33,000	30,468	31,000
NY	Moving violations (Uniform Traffic Tickets)	4,764	5,000	3,241	5,000
NY	Arrests	1,989	2,000	2,939	2,800
NY	No. of inquires in E-Justice (listings and criminal checks etc.)	28,109	30,000	28,384	30,000
NY	Prisoners handled for court appearances	2,203	2,500	2,181	2,200
NY	No. of times medical aid provided to prisoners as mandated by law	22	25	25	25
NY	Criminal intake-arraignments	2,280	3,000	2,647	2,700
NY	No. of criminal dispositions processed	2,531	3,750	2,646	2,800
NY	Prisoners transported (male/female)	1,862/288	2,000/300	1,886/194	2,000/200
NY	Total number of prisoners transported to/from County Jail	2,150	2,200	2,080	2,200
NY/WP	No. of animal complaints received and investigated	362	365	282	300
NY/WP	No. of animals taken to shelter	32	35	15	20
NY/WP	No. of summonses issued for City Ordinance and animal violations	11	15	10	12

**POLICE PATROL OPERATIONS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 14,440,019	\$ 14,372,684	\$ 7,017,196	\$ 14,608,109
Employee Benefits	6,693,351	7,067,765	3,321,161	6,794,421
S/T	21,133,370	21,440,449	10,338,357	21,402,530
Materials & Supplies:				
Rolling Stock Operations	226,798	264,800	125,680	269,800
Other	7,350	13,200	4,892	13,200
Direct Costs	5,114	6,500	558	6,000
Equipment	95,623	308,500	297,038	489,000
Total	\$ 21,468,255	\$ 22,033,449	\$ 10,766,525	\$ 22,180,530
<b>Revenues</b>				
Intergovernmental:				
Stop DWI/SEAS Program	\$ 3,600	\$ 8,400	\$ 2,116	\$ 8,400
New York State Grant	46,050	37,970	10,106	37,970
Westchester County	22,173	-	1,819	-
Charges for Services:				
Prisoner Transportation	238,293	243,060	80,218	247,922
Police Contracted Services	1,926,295	1,884,817	780,499	2,400,000
Other	16,625	20,000	14,750	20,000
Miscellaneous:				
Seized Property	-	5,000	-	5,000
Insurance Recovery	5,482	15,000	3,111	15,000
Other	70	-	17,227	-
Total	\$ 2,258,588	\$ 2,214,247	\$ 909,846	\$ 2,734,292
<b>Net Cost</b>	<b>\$ 19,209,667</b>	<b>\$ 19,819,202</b>	<b>\$ 9,856,679</b>	<b>\$ 19,446,238</b>

**DEPARTMENT REFERENCE PAGE: II-56**

**EMERGENCY SERVICE UNIT/SPECIAL RESPONSE TEAM**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**OBJECTIVES:**

To utilize trained officers, equipped with specialized equipment, to respond to unusual incidents throughout the City and to support all divisions within the department with special weapons, less lethal options, defense equipment and medical equipment.

To provide high visibility patrol while being prepared for rapid response to incidents beyond the normal operational capabilities of regular patrol officers.

To continually train, update and hone skills.

To coordinate and develop local, State and Federal planning, including Federal and local disaster operations on a 24-hour basis to satisfy at least 90% of all designated requirements.

To provide a City-wide, comprehensive emergency management-oriented, disaster plan.

To maintain a viable Public Safety Emergency Operations Center capable of being effectively staffed by an integrated emergency response team.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
	No. of tactical incidents response	417	450	586	600
NY	No. of warrant executions	4	6	6	10
NY	No. of training man-hours	5,416	5,500	6,032	6,200
NY/WP	No. of Uniform Traffic Tickets issued	32	50	52	60
NY	No. of arrests	8	10	10	10
	No. of hours of Directed Patrol	3,500	4,000	3,600	3,600
	Hours spent on the following activities:				
NY	Update of emergency operation procedures	100	100	100	100
NY	Update of White Plains Comprehensive Emergency Management Plan	80	80	80	80
NY	Prepare quarterly & annual program reports	100	100	100	100
NY	Attend training seminars & district meetings	650	650	650	650
NY	Conduct and/or participate in local coordination meetings on readiness and response	640	640	640	640

**EMERGENCY SERVICE UNIT / SPECIAL RESPONSE TEAM**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 74,340	\$ 40,000	\$ 38,087	\$ 60,000
Employee Benefits	<u>22,165</u>	<u>12,679</u>	<u>11,160</u>	<u>16,796</u>
Total	<u>\$ 96,505</u>	<u>\$ 52,679</u>	<u>\$ 49,247</u>	<u>\$ 76,796</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 96,505</u>	<u>\$ 52,679</u>	<u>\$ 49,247</u>	<u>\$ 76,796</u>

**DEPARTMENT REFERENCE PAGE: II-56**

**TRAFFIC ENFORCEMENT OPERATIONS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

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**OBJECTIVES:**

To maintain a safe and orderly flow of traffic in City streets through sound traffic enforcement of practices.

Work in conjunction with State, County and local agencies as well as other units within the department for the organizing and staffing of special events, programs and anticipated traffic problems.

To reduce traffic accidents through selective enforcement.

To increase the omni-presence of police through effective use of the traffic units.

To maintain and monitor the excellent service provided at existing school crossings.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Planned</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Planned</u></b>
NY	No. of traffic accidents (10-1s) (physical injury or more than \$1,000 damage)	2,297	2,250	2,369	2,275
WP	No. of vehicles abandoned and towed from City streets	6	10	3	5
NY/WP	No. of vehicles impounded	389	400	417	410
NY/WP	No. of personal summonses issued	9,517	11,000	6,730	8,000
NY/WP	No. of parking summonses issued	80	100	40	75
	No. of special events patrolled	82	82	85	85
	No. of funeral escorts	58	65	58	60
	No. of special events reviewed and/or coordinated with other divisions and agencies (parades, demonstrations, etc.)	92	90	91	92
	No. of staffed school crossing locations	20	20	20	20

**TRAFFIC ENFORCEMENT OPERATIONS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,886,597	\$ 1,939,818	\$ 843,170	\$ 1,710,240
Employee Benefits	<u>1,074,583</u>	<u>1,203,084</u>	<u>559,333</u>	<u>1,016,018</u>
S/T	2,961,180	3,142,902	1,402,503	2,726,258
Materials & Supplies	3,003	2,520	828	2,520
Direct Costs	<u>48,632</u>	<u>50,892</u>	<u>23,130</u>	<u>50,892</u>
Total	<u>\$ 3,012,815</u>	<u>\$ 3,196,314</u>	<u>\$ 1,426,461</u>	<u>\$ 2,779,670</u>
<b><u>Revenues</u></b>				
Miscellaneous	\$ <u>7,230</u>	\$ <u>5,000</u>	\$ <u>4,320</u>	\$ <u>5,000</u>
Total	<u>\$ 7,230</u>	<u>\$ 5,000</u>	<u>\$ 4,320</u>	<u>\$ 5,000</u>
<b>Net Cost</b>	<b><u>\$ 3,005,585</u></b>	<b><u>\$ 3,191,314</u></b>	<b><u>\$ 1,422,141</u></b>	<b><u>\$ 2,774,670</u></b>

**DEPARTMENT REFERENCE PAGE: II-56**

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## **OTHER PROTECTIVE SERVICES**

**STREET LIGHTING****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS****OBJECTIVES:**

To maintain the City's street lighting system to provide night-time safety for motorists and pedestrians.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Total number of lights in street lighting system	4,000	4,000	4,200	4,300
	Total number of LUMAC-LED lights in the promenade area (included in above)	490	510	530	550
	No. of LUMAC-LED lights repaired/replaced	45	205	215	225
	No. of new LED lights installed	3,892	3,892	4,000	4,200
	No. of LUMAC poles replaced	12	14	16	18
	No. of photo cells replaced or repaired	3,892	711	900	1,000
	No. of fuses replaced	3,000	2,442	1,600	1,000
	No. of pigtailed installed	2,500	1,071	1,300	1,000
	No. of 30' poles replaced	15	51	30	25
	No. of 8' arms replaced	300	145	150	100
	No. of handhold covers installed	150	40	100	150
	No. of service drops (Con Ed.)	400	732	600	650
	No. of transformer bases	10	8	10	12
	No. of total light repairs	1,800	3,361	1,000	800

**STREET LIGHTING****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS****REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 170,806	\$ 171,963	\$ 83,932	\$ 171,963
Employee Benefits	<u>99,625</u>	<u>103,741</u>	<u>50,392</u>	<u>104,077</u>
S/T	270,431	275,704	134,324	276,040
Materials & Supplies:				
Electricity	739,816	935,400	328,853	951,340
Other	<u>88,064</u>	<u>89,720</u>	<u>34,332</u>	<u>83,760</u>
Total	<u>\$ 1,098,311</u>	<u>\$ 1,300,824</u>	<u>\$ 497,509</u>	<u>\$ 1,311,140</u>
<b><u>Revenues</u></b>				
Miscellaneous:				
Insurance Recovery	<u>\$ 11,231</u>	<u>\$ 7,000</u>	<u>\$ 5,482</u>	<u>\$ 10,000</u>
Total	<u>\$ 11,231</u>	<u>\$ 7,000</u>	<u>\$ 5,482</u>	<u>\$ 10,000</u>
<b>Net Cost</b>	<b><u>\$ 1,087,080</u></b>	<b><u>\$ 1,293,824</u></b>	<b><u>\$ 492,027</u></b>	<b><u>\$ 1,301,140</u></b>

**DEPARTMENT REFERENCE PAGE: II-72**

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# **ENVIRONMENTAL**

**WASTE COLLECTION, DISPOSAL AND RECYCLING**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

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**OBJECTIVES:**

To promote a clean environment by providing to all residents, institutions and commercial establishments, prompt, scheduled and courteous solid waste management and collection systems, within all mandated Federal, State and County regulations.

To promote and expand recycling and waste reduction programs as cost effective methods to reduce solid waste.

To achieve State and County mandated recycling and waste reduction goals through promotional and educational programs designed to decrease garbage disposal and to educate residents to the environmental and economic benefits derived from source reduction activities.

To increase the percentage of sold waste recycling by adding items acceptable and marketable for recycling and to operate a recycling drop off depot for use by residents and City merchants.

To institute yard and garden composting programs designed to divert a significant portion of the waste stream and to provide assistance to Bureau of Highways as may be necessary during leaf removal operations.

To expand recycling of office paper and corrugated cardboard by continuing to provide assistance to the business community.

To educate residents on the use of nonhazardous alternatives to household toxic substances so as to achieve proper management and reduction in the generation of household chemical wastes.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Tons of solid waste collected	30,000	29,536	31,000	31,000
	Tons of paper recycled	3,500	3,276	3,600	3,600
	Tons of scrap metal recycled	100	110	150	150
	Gallons of motor oil recycled	2,000	2,040	2,100	2,100
	Gallons of anti-freeze recycled	200	150	200	200
	Automotive batteries recycled	180	154	160	160

**WASTE COLLECTION, DISPOSAL AND RECYCLING**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

**REQUIRED RESOURCES:**

	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b>Expenditures</b>				
Salaries & Wages	\$ 4,101,350	\$ 4,040,596	\$ 2,039,545	\$ 4,153,153
Employee Benefits	2,232,344	2,282,575	1,135,047	2,373,903
S/T	6,333,694	6,323,171	3,174,592	6,527,056
Materials & Supplies:				
Rolling Stock Operations	300,686	300,970	141,167	314,185
Other	308,693	30,824	19,375	30,124
Direct Costs:				
Waste Disposal	855,572	900,000	377,755	921,066
Other	10,494	11,400	10,697	11,400
Equipment	-	2,270	2,136	1,700
Total	\$ 7,809,139	\$ 7,568,635	\$ 3,725,722	\$ 7,805,531
<b>Revenues</b>				
Charges for Services	\$ 60,000	\$ 60,000	\$ -	\$ 60,000
Miscellaneous:				
Scrap Sales	22,338	17,000	7,537	17,000
Other	2,286	1,900	798	1,900
Total	\$ 84,624	\$ 78,900	\$ 8,335	\$ 78,900
Net Cost	\$ 7,724,515	\$ 7,489,735	\$ 3,717,387	\$ 7,726,631

**DEPARTMENT REFERENCE PAGE: II-74**

## **STORM WATER SYSTEM MAINTENANCE**

### **DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

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#### **OBJECTIVES:**

The primary responsibilities of the Bureau are the following: (1) operation, maintenance and protection of the City's storm sewer; (2) protection of adjacent waterways; and (3) assistance in the development of the Department of Public Works Capital Improvement Program (storm sewer). The Bureau, in conjunction with the Department of Building, approves and inspects storm sewer connections performed by licensed plumbers and/or authorized contractors. The Bureau also stocks materials to perform in-house storm sewer connections for capital and private projects. In addition, the Bureau has overall responsibility for the approval and inspection of all public and private construction projects which, if not properly designed and constructed, can adversely impact the City's storm sewer system.

This Bureau (coordinated with the Department of Building, and the Bureau of Engineering), is responsible for maintaining and updating storm sewer system information records for the City of White Plains.

Services include responding to a variety of problems and emergency situations. These include, but are not limited to, the following: (1) storm sewer/culvert repairs or failures, (2) catch basin repairs or failures and (3) street flooding.

#### **PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Miles of storm water drains maintained	84	84	84	84
	No. of feet of pipelines flushed and rodded	100,000	7,651	8,000	8,000
	No. of catch basins to maintain	3,300	3,300	3,500	3,500
	No. of manholes to maintain	2,927	2,927	2,927	2,930
	No. of catch basins cleaned	200	128	500	515
	No. of manhole and catch basins repaired	145	92	150	175
	No. of field inspections	230	230	230	230
	No. of emergency investigations	250	192	240	250

**STORM WATER SYSTEM MAINTENANCE**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

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**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 27,471	\$ 7,517	\$ 6,016	\$ 46,950
Employee Benefits	<u>21,143</u>	<u>2,955</u>	<u>1,773</u>	<u>36,055</u>
S/T	48,614	10,472	7,789	83,005
Materials & Supplies	9,549	13,660	7,388	14,823
Direct Costs	<u>19,740</u>	<u>38,500</u>	<u>18,000</u>	<u>2,500</u>
Total	<u>\$ 77,903</u>	<u>\$ 62,632</u>	<u>\$ 33,177</u>	<u>\$ 100,328</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 77,903</u>	<u>\$ 62,632</u>	<u>\$ 33,177</u>	<u>\$ 100,328</u>

**DEPARTMENT REFERENCE PAGE: II-76**

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## **BUILDING & CONSTRUCTION**

**ENGINEERING REVIEW & CONSTRUCTION CODE ENFORCEMENT**  
**DEPT. PROVIDING SERVICE: DEPT. OF BUILDING**

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**OBJECTIVES:**

To promote the environmental health and safety of the public as it relates to construction, use and occupancy of new buildings on private property, through plan review and inspection.

**PERFORMANCE MEASURES:**

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 17-18 Estimate</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Estimate</u>	<u>FY 19-20 Planned</u>
WP	Valuation of new construction starts (under permit)	\$ 105,366,065	\$ 120,561,812	\$ 121,348,000	\$ 122,000,000
WP	No. of building permits issued	1,640	1,737	1,786	1,800
WP	No. of final certificates of occupancy issued	150	169	150	200
	No. of temporary certificates of occupancy issued	210	189	62	75

**ENGINEERING REVIEW & CONSTRUCTION CODE ENFORCEMENT**  
**DEPT. PROVIDING SERVICE: DEPT. OF BUILDING**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 678,045	\$ 720,694	\$ 350,356	\$ 796,079
Employee Benefits	269,713	286,853	137,487	327,857
S/T	947,758	1,007,547	487,843	1,123,936
Materials & Supplies	20,046	23,013	8,092	23,362
Direct Costs	9,974	10,800	4,343	7,800
Equipment	4,358	25,890	414	-
Total	\$ 982,136	\$ 1,067,250	\$ 500,692	\$ 1,155,098
<b>Revenues</b>				
Charges for Services	\$ 107,245	\$ 95,000	\$ 69,860	\$ 100,000
Licenses & Permits:				
Building Permits & Fees	2,265,876	2,700,000	1,555,992	3,750,000
Electrical Permits & Fees	531,254	440,000	226,948	525,000
Zoning Ordinance Fees	261,243	180,000	76,471	160,000
Other Permit Fees				45,000
Miscellaneous:				
Certified Copies	8,603	9,000	4,531	9,000
Other	7,058	4,000	2,085	4,000
Total	\$ 3,181,279	\$ 3,428,000	\$ 1,935,887	\$ 4,593,000
<b>Net Cost</b>	<b>\$ (2,199,143)</b>	<b>\$ (2,360,750)</b>	<b>\$ (1,435,195)</b>	<b>\$ (3,437,902)</b>

**DEPARTMENT REFERENCE PAGE: II-8**

**EQUIPMENT & ENVIRONMENTAL CODE ENFORCEMENT**  
**DEPT. PROVIDING SERVICE: DEPT. OF BUILDING**

---

**OBJECTIVES:**

Through a program of plan review and inspection, to promote the environmental health and safety of the public as it relates to maintenance of existing buildings and structures, as well as new buildings and structures on private property.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
WP/NY	No. of plumbing permits issued	712	745	750	761
	Valuation of plumbing work	\$ 8,299,542	\$ 11,612,861	\$ 11,750,000	\$ 12,000,000
	No. of annual test/periodic elevators and escalators inspections performed	860	848	910	950
	No. of re-inspections of elevators and escalators performed	121	96	105	120
	No. of new elevators, escalators, auto lifts, etc., installed or modernized	20	35	42	65
	No. of auto lifts, conveyors, and dumbwaiters monitored	1,000	348	348	358
	Valuation of elevators (et al) cost-new work	\$ 6,784,037	\$ 4,298,769	\$ 5,150,000	\$ 6,500,000
WP	No. of sign & awning permits issued	46	63	80	86
WP	No. of hoisting licenses issued	20	7	10	12
	No. of hoisting permits issued	40	42	48	58
	No. of electrical permits issued	1,083	1,155	1,068	1,146
	Valuation of electrical work	\$ 21,528,577	\$ 24,493,832	\$ 25,000,000	\$ 26,000,000

**EQUIPMENT & ENVIRONMENTAL CODE ENFORCEMENT**  
**DEPT. PROVIDING SERVICE: DEPT. OF BUILDING**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 710,481	\$ 677,263	\$ 342,770	\$ 664,961
Employee Benefits	<u>348,993</u>	<u>316,823</u>	<u>164,316</u>	<u>311,727</u>
S/T	1,059,474	994,086	507,086	976,688
Materials & Supplies	<u>15,731</u>	<u>16,950</u>	<u>9,145</u>	<u>17,300</u>
Total	<u>\$ 1,075,205</u>	<u>\$ 1,011,036</u>	<u>\$ 516,231</u>	<u>\$ 993,988</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ 940	\$ -	\$ 190	\$ 450
Licenses & Permits:				
Kitchen Annual Renewal	12,500	12,000	12,650	12,750
Elevator Inspections	223,375	225,025	228,440	239,050
Signs & Awnings	70,275	72,000	-	72,000
Plumbing Permits	444,820	266,000	157,980	350,000
Hoists & Scaffolds	17,415	17,000	7,100	16,000
Station Engineer License	22,960	22,000	11,050	19,000
Refrig. Operators License	1,700	1,000	1,000	1,000
Boiler Permits	<u>44,950</u>	<u>53,000</u>	<u>1,500</u>	<u>44,000</u>
Total	<u>\$ 838,935</u>	<u>\$ 668,025</u>	<u>\$ 419,910</u>	<u>\$ 754,250</u>
<b>Net Cost</b>	<u><u>\$ 236,270</u></u>	<u><u>\$ 343,011</u></u>	<u><u>\$ 96,321</u></u>	<u><u>\$ 239,738</u></u>

**DEPARTMENT REFERENCE PAGE: II-8**

**HOUSING CODE ENFORCEMENT**  
**DEPT. PROVIDING SERVICE: DEPT. OF BUILDING**

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**OBJECTIVES:**

Through an on-going enforcement program and encouragement of public involvement, to promote the environmental health and safety of the public as it relates to occupancy of existing buildings and structures on private property.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
WP	No. of property violations recorded	1,008	1,068	1,100	1,090
	No. of property violations cleared	582	944	960	950
	No. of substitute certificates of occupancy inspections, including updates	45	44	54	52

**HOUSING CODE ENFORCEMENT**  
**DEPT. PROVIDING SERVICE: DEPT. OF BUILDING**

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**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 545,083	\$ 598,862	\$ 302,967	\$ 504,951
Employee Benefits	<u>256,408</u>	<u>294,052</u>	<u>142,077</u>	<u>263,769</u>
S/T	801,491	892,914	445,044	768,720
Materials & Supplies	2,092	3,947	630	4,297
Direct Costs	16,163	20,100	13,362	21,000
Rolling Stock	<u>-</u>	<u>32,000</u>	<u>28,670</u>	<u>32,000</u>
Total	<u>\$ 819,746</u>	<u>\$ 948,961</u>	<u>\$ 487,706</u>	<u>\$ 826,017</u>
<b><u>Revenues</u></b>				
Licenses & Permits	<u>\$ 13,200</u>	<u>\$ 4,000</u>	<u>\$ 645</u>	<u>\$ 53,000</u>
Total	<u>\$ 13,200</u>	<u>\$ 4,000</u>	<u>\$ 645</u>	<u>\$ 53,000</u>
<b>Net Cost</b>	<b><u>\$ 806,546</u></b>	<b><u>\$ 944,961</u></b>	<b><u>\$ 487,061</u></b>	<b><u>\$ 773,017</u></b>

**DEPARTMENT REFERENCE PAGE: II-8**

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**HIGHWAY**

**LEAF REMOVAL****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS****OBJECTIVES:**

To collect leaves from residential areas of the City in order to eliminate fire and safety hazards and to maintain an attractive community.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	No. of cubic yards of leaves collected	37,000	34,640	35,000	35,000
	No. of cubic yards of leaves composted	10,000	10,000	10,000	10,000
	No. of leaf collection days	43	43	43	43
	Brush collected (cubic yards)	15,000	14,183	14,500	14,500
	Logs and stumps collected (cubic yards)	2,000	1,710	1,800	1,800
	Brush chipped into mulch (cubic yards)	9,000	8,864	8,500	8,500

**LEAF REMOVAL****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS****REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 79,863	\$ 82,526	\$ 85,808	\$ 89,821
Employee Benefits	<u>18,230</u>	<u>19,635</u>	<u>18,967</u>	<u>21,371</u>
S/T	98,093	102,161	104,775	111,192
Materials & Supplies:				
Rolling Stock Operations	78,518	68,393	1,502	69,386
Other	15,144	16,000	14,552	16,700
Direct Costs	<u>95,693</u>	<u>148,508</u>	<u>98,570</u>	<u>123,879</u>
Total	<u>\$ 287,448</u>	<u>\$ 335,062</u>	<u>\$ 219,399</u>	<u>\$ 321,157</u>
<b><u>Revenues</u></b>				
Miscellaneous	<u>\$ 230</u>	<u>\$ 250</u>	<u>\$ 83</u>	<u>\$ 250</u>
Total	<u>\$ 230</u>	<u>\$ 250</u>	<u>\$ 83</u>	<u>\$ 250</u>
<b>Net Cost</b>	<b><u>\$ 287,218</u></b>	<b><u>\$ 334,812</u></b>	<b><u>\$ 219,316</u></b>	<b><u>\$ 320,907</u></b>

**DEPARTMENT REFERENCE PAGE: II-72**

**SNOW REMOVAL****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS****OBJECTIVES:**

To remove snow and ice from City streets to provide safe road conditions for motorists.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Miles of City streets maintained	144.5	144.5	144.5	144.5
	Miles of County roads maintained within City limits	16	16	16	16
	Miles of State roads maintained within City limits	1	1	1	1
	Materials purchased for ice and snow control:				
	No. of yards of sand	120	80	120	120
	No. of tons of salt	8,000	9,500	10,000	10,000
	No. of gallons of brine	21,000	18,000	20,000	20,000
	No. of gallons of calcium	13,000	11,700	13,000	13,000

**SNOW REMOVAL****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS****REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 425,000	\$ 273,500	\$ 41,317	\$ 273,500
Employee Benefits	98,019	65,069	9,092	65,069
S/T	523,019	338,569	50,409	338,569
Materials & Supplies:				
Salt/Sand	676,736	727,500	395,379	713,250
Rolling Stock Operations	150,229	145,222	-	147,445
Other	19,367	27,860	14,017	28,040
Direct Costs	3,185	3,200	1,890	1,940
Equipment	-	-	-	-
Total	\$ 1,372,536	\$ 1,242,351	\$ 461,695	\$ 1,229,244
<b><u>Revenues</u></b>				
Charges for Services:				
Snow Removal	\$ 86,945	\$ 93,895	\$ -	\$ 100,579
Total	\$ 86,945	\$ 93,895	\$ -	\$ 100,579
<b>Net Cost</b>	<b>\$ 1,285,591</b>	<b>\$ 1,148,456</b>	<b>\$ 461,695</b>	<b>\$ 1,128,665</b>

**DEPARTMENT REFERENCE PAGE: II-72**

***STREET CLEANING***  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

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**OBJECTIVES:**

To maintain public roadways and Central Business District sidewalks in a clean and attractive manner.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Total miles of all City streets cleaned	160.0	160.5	160.5	160.5
	Curb miles of streets cleaned:				
	Downtown - 3 times a week	25	25	25	25
	Other - 5 times per year	135	135	135	135

**STREET CLEANING**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 277,597	\$ 279,420	\$ 138,799	\$ 280,333
Employee Benefits	<u>163,814</u>	<u>171,833</u>	<u>83,609</u>	<u>172,508</u>
S/T	441,411	451,253	222,408	452,841
Materials & Supplies	<u>57,894</u>	<u>96,689</u>	<u>30,298</u>	<u>98,280</u>
Total	\$ <u>499,305</u>	\$ <u>547,942</u>	\$ <u>252,706</u>	\$ <u>551,121</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	\$ <u><u>499,305</u></u>	\$ <u><u>547,942</u></u>	\$ <u><u>252,706</u></u>	\$ <u><u>551,121</u></u>

**DEPARTMENT REFERENCE PAGE: II-72**

**STREET REPAIRS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

---

**OBJECTIVES:**

To provide for the safe and unobstructed movement of vehicular traffic through maintenance of the facilities within the street rights-of-way.

To provide for collection of abandoned shopping carts on City streets.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Total miles of streets maintained	144.5	144.5	144.5	144.5
	Tons of asphalt mix used (cold mix)	100	85	100	100
	Tons of asphalt mix used (hot winter mix) for potholes	200	225	200	200
	Tons of asphalt mix used (hot mix) for road paving	8,000	6,600	7,000	7,000
	Tons of asphalt used for patching	350	335	350	350
	Gallons of crack sealer	1,700	0	1,500	1,500

**STREET REPAIRS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 2,831,263	\$ 2,914,493	\$ 1,463,376	\$ 2,937,726
Employee Benefits	<u>1,523,549</u>	<u>1,570,292</u>	<u>773,318</u>	<u>1,587,875</u>
S/T	4,354,812	4,484,785	2,236,694	4,525,601
Materials & Supplies:				
Street Resurfacing	190,010	175,000	84,758	175,000
Asphalt	474,249	517,280	400,744	479,090
Rolling Stock Operations	149,402	213,513	185,984	216,830
Other	194,097	202,201	46,819	195,736
Direct Costs	118,859	198,342	72,828	123,700
Equipment	<u>-</u>	<u>6,950</u>	<u>5,279</u>	<u>-</u>
Total	<u>\$ 5,481,429</u>	<u>\$ 5,798,071</u>	<u>\$ 3,033,106</u>	<u>\$ 5,715,957</u>
<b>Revenues</b>				
Intergov't/State:				
Arterial Highway Maintenance	\$ 28,050	\$ 28,050	\$ 14,025	\$ 28,050
Pave New York Grant	268,005	268,008	-	-
Miscellaneous	<u>5,425</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 301,480</u>	<u>\$ 296,058</u>	<u>\$ 14,025</u>	<u>\$ 28,050</u>
<b>Net Cost</b>	<u><u>\$ 5,179,949</u></u>	<u><u>\$ 5,502,013</u></u>	<u><u>\$ 3,019,081</u></u>	<u><u>\$ 5,687,907</u></u>

**DEPARTMENT REFERENCE PAGE: II-72**

**FORESTRY SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

---

**OBJECTIVES:**

To maintain trees on City-owned land and rights-of-way in order to enhance the appearances of the City.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Approximate number of trees maintained	25,000	25,000	25,000	25,000
	No. of diseased trees removed	266	207	250	250
	No. of trees planted	200	170	200	200
	No. of trees trimmed	600	362	400	400
	No. of tree stumps removed	300	188	200	200

**FORESTRY SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 386,036	\$ 365,995	\$ 180,085	\$ 365,995
Employee Benefits	197,275	201,387	96,696	201,338
S/T	583,311	567,382	276,781	567,333
Materials & Supplies:				
Tree Removal/Replacement	40,788	89,141	19,968	70,000
Rolling Stock Operations	37,964	39,475	18,695	40,440
Other	9,104	11,515	4,560	10,465
Direct Costs	325	425	390	425
Equipment	-	-	-	-
Total	\$ 671,492	\$ 707,938	\$ 320,394	\$ 688,663
<b>Revenues</b>				
Miscellaneous:				
Insurance Recovery	\$ 1,507	\$ 1,500	\$ 2,246	\$ 1,500
Total	\$ 1,507	\$ 1,500	\$ 2,246	\$ 1,500
<b>Net Cost</b>	<b>\$ 669,985</b>	<b>\$ 706,438</b>	<b>\$ 318,148</b>	<b>\$ 687,163</b>

**DEPARTMENT REFERENCE PAGE: II-72**

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# **PARKING**

**PARKING GENERAL OPERATIONS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

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**OBJECTIVES:**

To maintain the municipal parking system of the City of White Plains.

To support the economic vitality of the City by providing clean, safe, convenient, and economical parking.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	CashKey revenue	\$ 25,000	\$ 36,033	\$ 30,000	\$ 25,000
	Meter bag rental revenue	\$ 100,000	\$ 98,515	\$ 100,000	\$ 100,000
	City-wide permits revenue	\$ 2,925	\$ 3,075	\$ 3,000	\$ 3,000

**PARKING GENERAL OPERATIONS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

**REQUIRED RESOURCES:**

	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b>Expenditures</b>				
Salaries & Wages	\$ 2,209,256	\$ 2,074,095	\$ 1,075,604	\$ 2,085,898
Employee Benefits	1,053,472	1,035,653	533,565	1,070,354
S/T	3,262,728	3,109,748	1,609,169	3,156,252
Materials & Supplies:				
Rolling Stock Maintenance	83,663	84,700	41,305	93,200
Parking Meter Maint/Parts	65,459	86,620	24,105	65,000
Maintenance Supplies	85,743	100,000	47,169	100,000
Other	91,787	98,220	17,901	93,750
Direct Costs:				
Credit Card Fees	542,221	487,000	295,107	708,300
Other	164,421	152,135	70,461	185,861
Equipment	29,631	30,000	-	34,000
Rolling Stock	-	22,500	18,143	117,500
Transfer to Debt Service Fund	4,230,000	4,288,622	725,318	4,341,450
Total	\$ 8,555,653	\$ 8,459,545	\$ 2,848,678	\$ 8,895,313
<b>Revenues</b>				
Charges for Services:				
Parking Meter Fees	\$ 433	\$ 500	\$ 102	\$ 250
Key Meter Collections	36,033	25,000	16,213	29,000
Parking Permits	7,075	6,625	918	6,625
Meter Bag Rentals	98,515	75,000	48,865	97,000
Miscellaneous:				
Developer Contributions/Fees	-	250,000	250,000	250,000
Rental Real Property	44,750	48,500	22,250	48,500
Other	36,933	76,000	7,649	78,000
Total	\$ 223,739	\$ 481,625	\$ 345,997	\$ 509,375
<b>Net Cost</b>	<b>\$ 8,331,914</b>	<b>\$ 7,977,920</b>	<b>\$ 2,502,681</b>	<b>\$ 8,385,938</b>

**DEPARTMENT REFERENCE PAGE: II-30**

## PARKING GARAGES

### DEPT. PROVIDING SERVICE: DEPT. OF PARKING

#### OBJECTIVES:

To support the economic vitality of the City by providing clean, safe, convenient, and economical parking.

To maximize the use of available parking.

To maintain parking facilities consistent with first class municipal parking garages.

To provide parking facilities that meet the needs of a wide variety of users.

#### PERFORMANCE MEASURES:

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 17-18</u> <u>Estimate</u>	<u>FY 17-18</u> <u>Actual</u>	<u>FY 18-19</u> <u>Estimate</u>	<u>FY 19-20</u> <u>Planned</u>
WP	Meter Revenue:				
	Chester-Maple	\$ 484,575	\$ 472,673	\$ 470,300	\$ 470,300
	Hamilton-Main	593,728	581,237	572,426	572,426
	Lexington Grove-East	704,783	719,696	695,401	695,401
	Lexington Grove-West	1,431,351	1,443,125	1,418,874	1,418,874
	Library	325,405	324,337	318,713	318,713
	Longview-Cromwell	357,866	346,796	335,931	335,931
	Lyon Place	508,182	527,660	543,881	543,881
	TransCenter	1,204,933	1,205,032	1,200,000	1,200,000
WP	Permit Revenue:				
	Chester-Maple	\$ 1,081,906	\$ 1,113,020	\$ 1,135,745	\$ 1,135,745
	Hamilton-Main	1,058,000	1,081,832	1,098,266	1,098,266
	Lexington Grove-East	535,010	535,867	535,521	535,521
	Lexington Grove-West	524,175	520,872	379,966	379,966
	Library	118,966	124,718	139,325	139,325
	Longview-Cromwell	292,950	317,420	420,236	420,236
	Lyon Place	408,778	395,849	454,185	454,185
	TransCenter	718,987	703,475	702,944	702,944
WP	Number of Permits Sold:				
	Chester-Maple	2,800	3,546	3,700	3,700
	Hamilton-Main	3,100	3,358	3,400	3,400
	Lexington Grove-East	3,250	3,468	3,500	3,500
	Lexington Grove-West	3,100	3,140	3,200	3,200
	Library	925	923	1,000	1,000
	Longview-Cromwell	1,050	1,629	1,700	1,700
	Lyon Place	1,000	1,163	1,200	1,200
	TransCenter	1,775	2,046	2,000	2,000
WP	Number of Overtime Notices Paid:				
	Hamilton-Main	1,600	1,593	1,359	1,359
	Lexington Grove -East	7,450	7,161	6,041	6,041
	Lexington Grove -West	8,500	7,633	5,746	5,746
WP	Overtime Notice Revenue:				
	Hamilton-Main	\$ 16,000	\$ 15,925	\$ 13,590	\$ 13,590
	Lexington Grove-East	74,500	71,613	60,409	60,409
	Lexington Grove-West	85,000	76,325	57,460	57,460

**PARKING GARAGES**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

**REQUIRED RESOURCES:**

	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b>Expenditures</b>				
Salaries & Wages	\$ 749,159	\$ 650,641	\$ 317,556	\$ 703,110
Employee Benefits	384,759	331,495	160,063	360,019
S/T	1,133,918	982,136	477,619	1,063,129
Materials and Supplies:				
Utilities	805,388	796,525	332,783	822,225
Other	52,274	43,750	22,759	40,650
Direct Costs:				
Service Contracts	204,265	303,493	201,962	299,937
General Liability Premium	116,997	119,715	63,374	122,112
Other	500	2,250	925	2,650
Total	\$ 2,313,342	\$ 2,247,869	\$ 1,099,422	\$ 2,350,703
<b>Revenues</b>				
Charges for Services:				
Parking Meter Fees	\$ 5,620,556	\$ 5,691,405	\$ 2,801,199	\$ 5,577,000
Parking Permits	4,793,049	4,758,150	3,579,910	4,875,032
Fines & Forfeitures:				
Overtime Parking Notices	164,043	181,600	72,140	141,300
Miscellaneous:				
Lease Payments	961,170	982,199	265,298	978,486
Total	\$ 11,538,818	\$ 11,613,354	\$ 6,718,547	\$ 11,571,818
<b>Net Cost</b>	<b>\$ (9,225,476)</b>	<b>\$ (9,365,485)</b>	<b>\$ (5,619,125)</b>	<b>\$ (9,221,115)</b>

**DEPARTMENT REFERENCE PAGE: II-32**

**PARKING LOTS & ON-STREET PARKING**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

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**OBJECTIVES:**

To support the economic vitality of the City by providing clean, safe, convenient, and economical parking and to maximize the use of available parking especially in densely populated areas of the City.

To promote the availability of parking in the various business districts within the City by encouraging and enforcing the "turn-over" of on-street parking spaces.

To maintain parking facilities consistent with first class municipal parking facilities.

To collect parking meter revenue efficiently.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
WP	Meter Revenue:				
	Parking Lots	\$ 2,047,000	\$ 2,076,158	\$ 2,417,458	\$ 2,417,458
	On-Street Parking	2,519,000	2,509,714	2,824,707	2,824,707
WP	Permit Revenue - Parking Lots	\$ 884,171	\$ 892,301	\$ 946,513	\$ 946,513
WP	Number of Permits Sold - Parking Lots	3,600	3,615	3,700	3,700

**PARKING LOTS AND ON-STREET PARKING**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Materials & Supplies:				
Property Rental	\$ 132,768	\$ 129,000	\$ 36,362	\$ 129,000
Other	60,583	57,000	21,639	57,000
Direct Costs:				
Service Contracts	<u>46,316</u>	<u>50,530</u>	<u>31,146</u>	<u>48,880</u>
Total	<u>\$ 239,667</u>	<u>\$ 236,530</u>	<u>\$ 89,147</u>	<u>\$ 234,880</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Parking Meter Fees	\$ 4,585,872	\$ 5,013,220	\$ 2,579,093	\$ 5,125,800
Parking Permits	<u>892,319</u>	<u>897,200</u>	<u>735,108</u>	<u>943,300</u>
Total	<u>\$ 5,478,191</u>	<u>\$ 5,910,420</u>	<u>\$ 3,314,201</u>	<u>\$ 6,069,100</u>
<b>Net Cost</b>	<b><u><u>\$ (5,238,524)</u></u></b>	<b><u><u>\$ (5,673,890)</u></u></b>	<b><u><u>\$ (3,225,054)</u></u></b>	<b><u><u>\$ (5,834,220)</u></u></b>

**DEPARTMENT REFERENCE PAGE: II-34**

**PARKING VIOLATIONS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

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**OBJECTIVES:**

- To assist the City Court in managing parking summonses.
- To efficiently and accurately maintain and manage all parking summons data.
- To provide convenient methods of payment for parking summonses.
- To accurately process all parking summons payments.
- To send delinquent notices to registrants for failure to pay parking summonses.
- To provide support services to the Department of Public Safety regarding parking enforcement.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Number of summons paid	157,000	155,176	161,625	161,625
	Amount of fines collected	\$ 6,900,000	\$ 6,972,621	\$ 7,432,000	\$ 7,437,000
	Number of summons entered	177,050	167,757	180,611	180,611
	Number of vehicles towed	850	815	845	845
	Amount of storage fees collected	\$ 30,000	\$ 30,500	\$ 55,000	\$ 55,000
	Amount of towing fees collected	\$ 110,000	\$ 111,595	\$ 117,142	\$ 117,142
	Amount red light camera fines collected	\$ -	\$ -	\$ 792,934	\$ 1,350,221

**PARKING VIOLATIONS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 357,623	\$ 362,703	\$ 181,301	\$ 355,703
Employee Benefits	147,187	155,535	76,193	154,917
S/T	504,810	518,238	257,494	510,620
Materials & Supplies	73,042	69,900	30,397	72,900
Direct Costs:				
Ticket Collection	377,593	410,000	164,982	397,000
Red Light Cameras Contract	-	540,000	67,500	495,000
Other	66,822	61,350	27,798	56,400
Total	\$ 1,022,267	\$ 1,599,488	\$ 548,171	\$ 1,531,920
<b>Revenues</b>				
Charges for Services	\$ 142,095	\$ 150,000	\$ 100,266	\$ 169,800
Fine & Forfeitures:				
Parking Fines	6,972,621	6,909,000	3,655,730	7,437,000
Red Light Fines	-	540,000	345,314	1,350,221
Total	\$ 7,114,716	\$ 7,599,000	\$ 4,101,310	\$ 8,957,021
<b>Net Cost</b>	<b>\$ (6,092,449)</b>	<b>\$ (5,999,512)</b>	<b>\$ (3,553,139)</b>	<b>\$ (7,425,101)</b>

**DEPARTMENT REFERENCE PAGE: II-36**

**PARKING ENFORCEMENT - GENERAL**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,818,298	\$ 1,821,469	\$ 911,387	\$ 1,888,722
Employee Benefits	<u>856,727</u>	<u>873,438</u>	<u>425,246</u>	<u>902,945</u>
S/T	2,675,025	2,694,907	1,336,633	2,791,667
Materials & Supplies	3,375	5,100	1,704	5,100
Equipment	<u>369</u>	<u>4,000</u>	<u>3,603</u>	<u>4,000</u>
Total	<u>\$ 2,678,769</u>	<u>\$ 2,704,007</u>	<u>\$ 1,341,940</u>	<u>\$ 2,800,767</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 2,678,769</u>	<u>\$ 2,704,007</u>	<u>\$ 1,341,940</u>	<u>\$ 2,800,767</u>

**DEPARTMENT REFERENCE PAGE: II-38**

**PARKING ENFORCEMENT - CITY CENTER**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

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**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 226,857	\$ 218,158	\$ 109,832	\$ 220,482
Employee Benefits	<u>128,220</u>	<u>134,000</u>	<u>67,256</u>	<u>139,720</u>
Total	<u>\$ 355,077</u>	<u>\$ 352,158</u>	<u>\$ 177,088</u>	<u>\$ 360,202</u>
 <b><u>Revenues</u></b>				
Charges for Services	<u>\$ 360,718</u>	<u>\$ 375,479</u>	<u>\$ 179,177</u>	<u>\$ 360,202</u>
Total	<u>\$ 360,718</u>	<u>\$ 375,479</u>	<u>\$ 179,177</u>	<u>\$ 360,202</u>
<b>Net Cost</b>	<u><u>\$ (5,641)</u></u>	<u><u>\$ (23,321)</u></u>	<u><u>\$ (2,089)</u></u>	<u><u>\$ -</u></u>

**DEPARTMENT REFERENCE PAGE: II-40**

**PARKING - TRAFFIC ENGINEERING**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

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**OBJECTIVES:**

To advise Mayor and Common Council on any matters that may involve pedestrian safety, the safe and efficient movement of vehicles, and all other reports and submissions required.

To coordinate, monitor & supervise all departmental, administrative, engineering, budget, and maintenance activities.

To review and comment on plan submissions for accuracy, content and adherence to City ordinances, and traffic engineering standards.

To operate the "Central Traffic Control Computer" system efficiently and effectively by developing and fine tuning timing patterns to improve the flow of traffic.

To collect vehicle volume data so that accurate analysis and forecasts of travel patterns can be made.

To analyze accident reports and prepare collision diagrams at high frequency locations, as well as locations requested by civic groups, Common Council or the Mayor.

To investigate and report to requests concerning various traffic problems such as signals, signs, sight obstructions or other citizen requests.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
WP	No. of reports prepared for the Mayor, Common Council and Traffic Commission and other Departments/Boards	180	136	150	150
WP	No. of citizen requests received/ responded to	300	632	600	600
NY	No. of site plan reviews	90	105	100	100
	No. of operational changes in data base	150	164	150	150
	Retrieve and analyze computer data	3,600	3,850	3,800	3,800
	Prepare and upgrade timing patterns	180	162	160	160
NY	No. of Code 53 requests	270	250	250	250
	No. of traffic counts	5	4	5	5
	No. of field investigations conducted	300	314	300	300
	No. of accident, parking or speed studies completed	180	167	170	170

**PARKING - TRAFFIC ENGINEERING**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 264,836	\$ 267,601	\$ 133,978	\$ 267,901
Employee Benefits	119,895	125,192	61,180	126,000
S/T	384,731	392,793	195,158	393,901
Materials & Supplies	543	500	-	500
Direct Costs	9,000	9,000	-	9,000
Total	\$ 394,274	\$ 402,293	\$ 195,158	\$ 403,401
<b><u>Revenues</u></b>				
Charges for Services	\$ 3,500	\$ -	\$ 1,500	\$ 1,500
Licenses & Permits	-	6,152	-	6,152
Total	\$ 3,500	\$ 6,152	\$ 1,500	\$ 7,652
<b>Net Cost</b>	<b>\$ 390,774</b>	<b>\$ 396,141</b>	<b>\$ 193,658</b>	<b>\$ 395,749</b>

**DEPARTMENT REFERENCE PAGE: II-42**

**PARKING - TRAFFIC MAINTENANCE**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

---

**OBJECTIVES:**

To fabricate, install and maintain all traffic control signs in accordance with mandated standards.

To apply pavement markings so that motorists are guided safely to their destination.

To keep operational, through required and preventive maintenance programs, the signal systems in White Plains.

To test and repair the controller equipment associated with the computer system.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
WP/NY	No. of sign fabrications & installations	1,300	1,735	1,500	1,500
NY	No. of 4" painted line applied	120,000	100,000	100,000	100,000
WP	No. of symbols and legends applied	90	65	70	70
WP	No. of tons of thermoplastic applied	10 tons	8 tons	10 tons	12 tons
WP/NY	No. of controllers replaced	25	31	25	25
WP	No. of emergencies responded to	100	78	80	80
WP	No. of sensing devices installed	65	54	60	60
NY	No. of controllers repaired or rebuilt	5	8	5	5
WP	No. of components rebuilt	5	4	5	5
WP	No. of LED displays replaced	60	54	60	60

**PARKING - TRAFFIC MAINTENANCE**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 480,465	\$ 518,447	\$ 258,483	\$ 518,447
Employee Benefits	249,436	283,407	138,927	285,573
S/T	729,901	801,854	397,410	804,020
Materials and Supplies:				
Traffic Maintenance Supplies	73,531	77,704	91,690	75,000
Utilities	149,062	136,000	63,641	159,000
Other	24,415	23,900	5,986	23,300
Direct Costs	8,850	11,325	7,125	16,200
Equipment	-	10,000	-	10,000
Total	\$ 985,759	\$ 1,060,783	\$ 565,852	\$ 1,087,520
<b><u>Revenues</u></b>				
Miscellaneous	\$ 5,962	\$ 4,000	\$ 1,249	\$ 4,000
Total	\$ 5,962	\$ 4,000	\$ 1,249	\$ 4,000
Net Cost	\$ <u>979,797</u>	\$ <u>1,056,783</u>	\$ <u>564,603</u>	\$ <u>1,083,520</u>

**DEPARTMENT REFERENCE PAGE: II-42**

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# **CULTURAL**

**CULTURAL & SPECIAL EVENTS**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

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**OBJECTIVES:**

To provide diverse, quality cultural programs and special events to the members of the White Plains community of all ages.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	No. of youth events	50	50	50	50
	No. of events for adults (18+ years)	39	36	36	36
	No. of program participants	125,000	100,000	125,000	125,000

**CULTURAL & SPECIAL EVENTS**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

---

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 31,323	\$ 37,230	\$ 20,088	\$ 37,433
Employee Benefits	13,138	16,803	8,015	17,105
S/T	44,461	54,033	28,103	54,538
Materials & Supplies:				
Program Supplies	24,333	23,000	17,793	23,000
Direct Costs:				
Program Services	42,960	35,000	27,525	35,000
Celeb-Entertainment	39,024	76,750	71,753	76,750
Equipment	-	-	-	2,000
Total	\$ 150,778	\$ 188,783	\$ 145,174	\$ 191,288
<b>Revenues</b>				
Charges for Services:				
Rec. Special Int. Programs	\$ 4,325	\$ 7,500	\$ 2,290	\$ 5,000
Licenses & Permits	2,600	2,400	-	2,600
Miscellaneous:				
Contributions	12,680	13,000	7,246	15,000
Total	\$ 19,605	\$ 22,900	\$ 9,536	\$ 22,600
<b>Net Cost</b>	<b>\$ 131,173</b>	<b>\$ 165,883</b>	<b>\$ 135,638</b>	<b>\$ 168,688</b>

**DEPARTMENT REFERENCE PAGE: II-83**

**GENERAL FUND CONTRIBUTION TO THE LIBRARY FUND**  
**DEPT. PROVIDING SERVICE: GENERAL FUND**

---

**OBJECTIVES:**

To provide from the General Fund of the City, the financial operating assistance necessary for the Public Library to provide efficient and effective service to the Public.

**PERFORMANCE MEASURES:**

<u>Mandate</u> <u>Task /Measure</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Estimate</u>	<u>FY 19-20 Planned</u>
Percentage of Library Fund budget financed by the General Fund	98.4%	97.7%	98.4%

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Transfer to Library Fund	\$ <u>6,329,528</u>	\$ <u>6,460,064</u>	\$ <u>2,977,518</u>	\$ <u>6,465,000</u>
Total	\$ <u>6,329,528</u>	\$ <u>6,460,064</u>	\$ <u>2,977,518</u>	\$ <u>6,465,000</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	\$ <u>6,329,528</u>	\$ <u>6,460,064</u>	\$ <u>2,977,518</u>	\$ <u>6,465,000</u>

**DEPARTMENT REFERENCE PAGE: II-19 and Section IV, Library Fund Budget.**

## **RECREATIONAL**

**RECREATION & PARKS - ADMINISTRATION SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

---

**OBJECTIVES:**

To provide overall management and technical support necessary to efficiently and effectively administer a comprehensive City-wide Recreation and Parks program.

To seek maximum public participation in organized recreation programs and informal use of City park facilities, playgrounds and downtown parades and festivals.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	No. of recreation permits issued or renewed	5,700	189	0	0
	No. of program brochures distributed	65,000	65,000	65,000	65,000
	No. of recreation programs administered	650	647	650	650
	No. of field permits issued	185	200	200	200
	No. of grant-in-aid programs administered	8	8	8	8
	No. of program flyers printed/distributed	100,000	100,000	100,000	100,000
	No. of email newsletters	150,000	160,000	160,000	160,000
	No. of Seasonal Pool Passes	0	1,762	1,850	1,900
	No. of Paddle Court Permits	0	32	35	40

**RECREATION & PARKS - ADMINISTRATIVE SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

**REQUIRED RESOURCES:**

	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b>Expenditures</b>				
Salaries & Wages	\$ 520,560	\$ 539,799	\$ 263,199	\$ 547,257
Employee Benefits	226,505	232,094	112,297	237,464
S/T	747,065	771,893	375,496	784,721
Materials & Supplies:				
Printing and Postage	39,411	40,000	18,023	40,000
Utilities	89,166	102,000	46,891	100,000
Copier Rental	9,583	12,000	4,039	11,000
Other	25,302	72,950	58,196	22,950
Direct Costs:				
Program Services	10,000	49,000	43,250	10,000
Other	962	1,000	298	1,000
Equipment	8,888	20,000	18,400	12,000
Total	\$ 930,377	\$ 1,068,843	\$ 564,593	\$ 981,671
<b>Revenues</b>				
Charges for Services:				
Recreation Permits	\$ 11,650	\$ 2,500	\$ -	\$ -
Recreation Field Rental	32,439	32,000	7,128	32,000
Miscellaneous	7,760	11,000	320	10,500
Total	\$ 51,849	\$ 45,500	\$ 7,448	\$ 42,500
<b>Net Cost</b>	<b>\$ 878,528</b>	<b>\$ 1,023,343</b>	<b>\$ 557,145</b>	<b>\$ 939,171</b>

**DEPARTMENT REFERENCE PAGE: II-83**

**AFTER SCHOOL CENTERS & SATURDAY ACADEMY**  
**DEPT. PROVIDING SERVICE: YOUTH BUREAU**

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**OBJECTIVES:**

To provide needed, safe and affordable after school supervision and enriching activities.

To contribute to the wholesome and productive development of youth by offering a broad array of youth development activities and opportunities in an after school setting.

To provide leadership development, academic, cultural and social enrichment in the Saturday Academy program.

**PERFORMANCE MEASURES:**

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 17-18 Estimate</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Estimate</u>	<u>FY 19-20 Planned</u>
	No. of week-day centers in operation	10	10	10	10
	Total number of days of operation (39 wks/yr)	176	171	176	176
	Total number of youth registered	410	397	420	425
	Total number of youth participating per day	274	275	285	290
	Youth participating in Community Learning Centers will increase homework completion as measured by staff observation, parent survey and student records	30	45	45	45
	No. of youth and adult volunteers participating in Community Gardens	80	75	85	100
	Saturday Academy for Boys in Grades 4-12 and for Girls in Grades 6-9:				
	No. of weekends centers in operation	25	25	25	25
	Total number of youth registered	145	118	118	118
	Total number of youth participating per day	130	100	100	100
	No. of youth participating in pre- and post-test in reading	145	118	118	118
	No. of youth with post-test results progress	145	118	118	118

**AFTER SCHOOL CENTERS & SATURDAY ACADEMY**  
**DEPT. PROVIDING SERVICE: YOUTH BUREAU**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 633,846	\$ 660,765	\$ 268,551	\$ 692,665
Employee Benefits	155,610	163,901	73,503	167,362
S/T	789,456	824,666	342,054	860,027
Materials & Supplies:				
Program Supplies	21,806	19,700	9,089	19,700
Other	591	500	225	500
Direct Costs:				
Bus Transportation	11,435	16,395	732	16,395
Program Services	16,140	17,600	114	17,600
Other	12,206	11,500	11,300	11,500
Total	\$ 851,634	\$ 890,361	\$ 363,514	\$ 925,722
<b>Revenues</b>				
Intergov't/Federal:				
HUD-CD Block Grant	\$ 20,000	\$ 25,600	\$ 10,240	\$ 20,000
Charges for Services:				
Youth After School Fees	678,274	671,670	321,090	681,746
Miscellaneous	31	-	20	-
Total	\$ 698,305	\$ 697,270	\$ 331,350	\$ 701,746
<b>Net Cost</b>	<b>\$ 153,329</b>	<b>\$ 193,091</b>	<b>\$ 32,164</b>	<b>\$ 223,976</b>

**DEPARTMENT REFERENCE PAGE: II-88**

***BITS 'N PIECES SUMMER DAY CAMP***  
**DEPT. PROVIDING SERVICE: YOUTH BUREAU**

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**OBJECTIVES:**

The Bits 'n Pieces Tutorial Camp offers children entering grades 1 through 5 the opportunity to stay on track with their studies. The camp offers a safe, enjoyable, educational six-week program, emphasizing reading, writing, math, science and computers. In addition, tennis, swimming, arts & crafts and field trips are a part of this summer experience.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Operation of Tutorial Day Camp: (6 weeks during the summer)				
	Total number of days	29	29	29	29
	Total number of youth	180	180	180	180
	No. of youth participating in pre- and post- tests in reading and math	180	180	180	180
	No. of youth whose post-test indicated progress	150	170	170	170
	No. of educational field trips	3	3	3	3

**BITS 'N PIECES SUMMER DAY CAMP**  
**DEPT. PROVIDING SERVICE: YOUTH BUREAU**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 58,664	\$ 61,285	\$ 57,400	\$ 67,050
Employee Benefits	<u>10,623</u>	<u>10,960</u>	<u>9,447</u>	<u>11,647</u>
S/T	69,287	72,245	66,847	78,697
Materials & Supplies:				
Program Supplies	3,473	4,000	3,186	4,000
Direct Costs:				
Bus Transportation	4,825	5,500	5,250	5,500
Program Services	<u>11,878</u>	<u>13,600</u>	<u>11,229</u>	<u>13,600</u>
Total	<u>\$ 89,463</u>	<u>\$ 95,345</u>	<u>\$ 86,512</u>	<u>\$ 101,797</u>
<b>Revenues</b>				
Intergov't/Federal:				
HUD-CD Block Grant	\$ 15,000	\$ 19,200	\$ 19,200	\$ 15,000
Charges for Services	<u>111,354</u>	<u>112,506</u>	<u>114,027</u>	<u>114,194</u>
Total	<u>\$ 126,354</u>	<u>\$ 131,706</u>	<u>\$ 133,227</u>	<u>\$ 129,194</u>
<b>Net Cost</b>	<u><u>\$ (36,891)</u></u>	<u><u>\$ (36,361)</u></u>	<u><u>\$ (46,715)</u></u>	<u><u>\$ (27,397)</u></u>

**DEPARTMENT REFERENCE PAGE: II-88**

**PROGRAMS FOR PEOPLE WITH DIFFERING ABILITIES**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

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**OBJECTIVES:**

To provide diverse, quality recreation programs and activities for developmentally disabled members of the White Plains community.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	No. of youth/teen sessions (duplicated)	29	29	29	29
	No. of unduplicated youth participants	8	13	14	15
	No. of adult, youth and teen programs	30	30	35	35
	No. of unduplicated teen/adult participants	35	30	35	35
	No. of units of service adults and youth	1,300	1,300	1,300	1,300
	No. of adult sessions (duplicated)	250	250	250	260

**PROGRAMS FOR PEOPLE WITH DIFFERING ABILITIES**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 83,448	\$ 68,471	\$ 46,705	\$ 68,471
Employee Benefits	<u>21,951</u>	<u>17,199</u>	<u>9,753</u>	<u>17,223</u>
S/T	105,399	85,670	56,458	85,694
Materials & Supplies:				
Program Supplies	2,233	3,000	4,199	3,000
Direct Costs:				
Program Services	<u>6,086</u>	<u>5,900</u>	<u>915</u>	<u>5,900</u>
Total	<u>\$ 113,718</u>	<u>\$ 94,570</u>	<u>\$ 61,572</u>	<u>\$ 94,594</u>
<b>Revenues</b>				
Intergov't/Federal:				
HUD-CD Block Grant	\$ 10,000	\$ 9,600	\$ 9,600	\$ 9,000
Intergov't/State:				
Mental Health Grant	37,519	45,000	9,385	35,000
Charges for Services:				
Rec Special Int Programs	<u>7,656</u>	<u>10,000</u>	<u>7,453</u>	<u>10,000</u>
Total	<u>\$ 55,175</u>	<u>\$ 64,600</u>	<u>\$ 26,438</u>	<u>\$ 54,000</u>
<b>Net Cost</b>	<u><u>\$ 58,543</u></u>	<u><u>\$ 29,970</u></u>	<u><u>\$ 35,134</u></u>	<u><u>\$ 40,594</u></u>

**DEPARTMENT REFERENCE PAGE: II-83**

**NEIGHBORHOOD SERVICES**  
**DEPT. PROVIDING SERVICE: YOUTH BUREAU**

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**OBJECTIVES:**

To provide youth with neighborhood teen centers where they can participate in youth development programs to enhance self-management, social skills and refusal skills.

To provide participating youth with access to staff who serve as positive role models and provide youth with needed information and provide assistance as necessary.

To provide youth with information, skill and competency development that will prevent risky behaviors.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	<b>Leadership</b> -Youth will improve their leadership skills in a variety of settings (dance, Youth Leadership Toastmasters, Teen Lounge) by using their abilities to organize and plan activities and by taking on responsibility for the internal functioning of recurring activities	991	991	991	991
	<b>Citizenship</b> -Youth will improve their mastery of the soft skills of honesty, compassion, respect, responsibility and courage while participating in Teens On the Go, Performing Arts, Teen Lounge, Open Gym, Toastmasters Leadership to develop higher level interests and skills of understanding how government works and their role in it (civic literacy) and the development of a broader awareness of different perspectives on local and global political and cultural issues (global awareness)	991	991	991	991
	<b>Health and Wellness</b> - Youth will engage in activities (Teens On the Go, Performing Arts, Teen Lounge, Open Gym ) where they will get hands-on experience with developing/improving behaviors that support good eating habits and physical and emotional strengthening as well as fiscal responsibility	991	991	991	991

**NEIGHBORHOOD SERVICES**  
**DEPT. PROVIDING SERVICE: YOUTH BUREAU**

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**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 227,927	\$ 241,611	\$ 101,272	\$ 239,711
Employee Benefits	<u>63,298</u>	<u>64,024</u>	<u>29,417</u>	<u>63,803</u>
S/T	291,225	305,635	130,689	303,514
Materials & Supplies:				
Program Supplies	8,993	6,989	1,595	5,750
Direct Costs:				
Program Services	11,169	10,450	7,543	10,450
Other	12,175	28,300	1,257	15,400
Equipment	<u>535</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 324,097</u>	<u>\$ 351,374</u>	<u>\$ 141,084</u>	<u>\$ 335,114</u>
<b><u>Revenues</u></b>				
Miscellaneous:				
Contributions	<u>\$ 6,570</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total	<u>\$ 6,570</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Net Cost</b>	<b><u>\$ 317,527</u></b>	<b><u>\$ 351,374</u></b>	<b><u>\$ 141,084</u></b>	<b><u>\$ 335,114</u></b>

**DEPARTMENT REFERENCE PAGE: II-88**

**PARKS MAINTENANCE****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS****OBJECTIVES:**

To maintain safe, useable and attractive recreation, park and other facilities through a comprehensive maintenance management system designed to increase productivity of staff and increase overall efficiency of operations.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	No. of park areas maintained	24	24	24	24
	No. of school recreation areas maintained	10	0	0	0
	No. of other maintenance sites: malls, medians, entrance gardens, etc.	60	60	60	60
	Total City maintained sites	94	84	84	84
	Acres of parks & playgrounds and other areas maintained, including schools	154.1	134.1	134.1	134.1
	Acres of nature areas	32.5	32.5	32.5	32.5
	Acres of greenbelt areas mowed/trimmed	50.5	50.5	50.5	50.5
	Total acreage maintained	239.6	217.0	217.0	217.0
	Total number of special events supported by Parks Maintenance	125	125	125	125

**PARKS MAINTENANCE**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 936,876	\$ 950,351	\$ 452,518	\$ 941,934
Employee Benefits	453,922	453,616	226,420	460,911
S/T	1,390,798	1,403,967	678,938	1,402,845
Materials & Supplies:				
Land & Facility Maintenance	343,328	335,625	68,131	318,213
Rolling Stock Operations	32,260	48,363	18,899	43,215
Utilities	77,673	99,525	34,363	89,180
Other	38	150	15	150
Direct Costs:				
Program Services	107,748	67,703	25,092	63,700
Other	20,538	36,086	17,294	36,273
Equipment	-	6,100	6,344	-
Rolling Stock	-	-	-	65,000
Total	\$ 1,972,383	\$ 1,997,519	\$ 849,076	\$ 2,018,576
<b>Revenues</b>				
Miscellaneous:				
Renaissance Park	\$ 109,836	\$ 112,000	\$ 44,000	\$ 116,800
Other	111,212	22,000	6,103	22,000
Total	\$ 221,048	\$ 134,000	\$ 50,103	\$ 138,800
Net Cost	\$ 1,751,335	\$ 1,863,519	\$ 798,973	\$ 1,879,776

**DEPARTMENT REFERENCE PAGE: II-72**

***EBERSOLE ICE RINK*****DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS****OBJECTIVES:**

To provide seasonal ice skating instruction, ice hockey programs, figure skating programs and public ice skating sessions.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Number of programs available for youth	150	152	155	155
	Number of youth participants (unduplicated)	1,500	1,500	1,500	1,500
	Number of programs available for adults	13	60	60	60
	Number of adult participants (unduplicated)	125	50	75	75
	Number of participants at public ice sessions	12,000	10,800	12,000	12,000

**EBERSOLE ICE RINK****DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS****REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 137,019	\$ 103,818	\$ 39,912	\$ 105,794
Employee Benefits	<u>38,218</u>	<u>20,200</u>	<u>9,835</u>	<u>20,972</u>
S/T	175,237	124,018	49,747	126,766
Materials & Supplies:				
Program Supplies	4,577	3,500	2,617	4,000
Building Facilities Maintenance	430	1,500	338	1,500
Utilities	135,606	140,000	52,708	136,000
Other	2,315	2,000	707	2,300
Direct Costs:				
Sports Officials	14,205	16,000	7,020	16,000
Program Services	5,000	7,500	-	5,000
Other	<u>360</u>	<u>300</u>	<u>180</u>	<u>300</u>
Total	\$ <u>337,730</u>	\$ <u>294,818</u>	\$ <u>113,317</u>	\$ <u>291,866</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Rec. Concessions	\$ 4,320	\$ 3,500	\$ -	\$ 3,750
Skating Fees	210,084	225,000	75,189	212,000
Ice Hockey Leagues	175,755	185,000	150,430	175,000
Other	<u>62</u>	<u>150</u>	<u>4</u>	<u>150</u>
Total	\$ <u>390,221</u>	\$ <u>413,650</u>	\$ <u>225,623</u>	\$ <u>390,900</u>
<b>Net Cost</b>	<b>\$ <u>(52,491)</u></b>	<b>\$ <u>(118,832)</u></b>	<b>\$ <u>(112,306)</u></b>	<b>\$ <u>(99,034)</u></b>

**DEPARTMENT REFERENCE PAGE: II-83**

**DAY CAMPS & SPECIAL INTEREST CAMPS**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

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**OBJECTIVES:**

To provide numerous summer camp programs that are fun, instructional, affordable and meet the needs of children and/or their families.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Number of programs for youth	60	57	58	60
	Number of youth participants (unduplicated)	1,000	900	925	925

**DAY CAMPS & SPECIAL INTEREST CAMPS**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 325,031	\$ 347,595	\$ 269,656	\$ 377,625
Employee Benefits	38,994	50,479	27,585	53,438
S/T	364,025	398,074	297,241	431,063
Materials & Supplies:				
Program Supplies	13,725	15,000	5,352	15,000
Space Rental	4,500	4,500	4,500	4,500
Direct Costs:				
Program Services	62,243	50,000	49,754	50,000
Bus Transportation	53,319	77,000	66,146	60,000
Equipment	1,404	-	-	3,000
Total	\$ 499,216	\$ 544,574	\$ 422,993	\$ 563,563
<b>Revenues</b>				
Intergov't/Federal	\$ 36,000	\$ 46,080	\$ 46,080	\$ 36,000
Charges for Services:				
Rec. Day Camp Fees	412,736	420,000	447,214	447,000
Rec Special Interest Camps	34,620	37,000	34,659	40,000
Total	\$ 483,356	\$ 503,080	\$ 527,953	\$ 523,000
Net Cost	\$ 15,860	\$ 41,494	\$ (104,960)	\$ 40,563

**DEPARTMENT REFERENCE PAGE: II-83**

**OUTDOOR POOLS****DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS****OBJECTIVES:**

To provide safe, clean and enjoyable outdoor swim facilities.

To provide swimming lessons for resident youth.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Number of pool patrons	31,200	25,000	27,000	27,000
	Number of participants in Specialty Programs	80	80	80	80

**OUTDOOR POOLS****DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS****REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 101,039	\$ 110,000	\$ 82,929	\$ 115,000
Employee Benefits	12,918	17,741	8,711	17,733
S/T	113,957	127,741	91,640	132,733
Materials & Supplies:				
Program Supplies	6,085	3,000	780	3,000
Other	1,385	1,400	-	1,400
Equipment	-	-	-	5,000
Total	\$ 121,427	\$ 132,141	\$ 92,420	\$ 142,133
<b><u>Revenues</u></b>				
Charges for Services	\$ 21,290	\$ 11,500	\$ 22,376	\$ 35,000
Net Cost	\$ 100,137	\$ 120,641	\$ 70,044	\$ 107,133

**DEPARTMENT REFERENCE PAGE: II-83**

**YOUTH SPORTS, ATHLETIC & SPECIAL INTEREST PROGRAMS**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

---

**OBJECTIVES:**

To provide a variety of sports, athletic and special interest programs to engage resident youth in supervised recreational activities.

To provide a financial contribution to the Thomas H. Slater Center for youth program support activities.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Number of programs available for youth	300	300	300	300
	Number of youth participants	92,000	90,000	90,000	90,000
	Number of youth participants (unduplicated)	6,900	6,600	6,600	6,600
	Support provided for youth programs and activities delivered by the Thomas H. Slater Center	\$ 132,000	\$ 132,000	\$ 132,000	\$ 135,000

**YOUTH SPORTS, ATHLETIC & SPECIAL INTEREST PROGRAMS**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 260,236	\$ 259,253	\$ 138,255	\$ 248,718
Employee Benefits	102,253	108,780	52,471	84,003
S/T	362,489	368,033	190,726	332,721
Materials & Supplies:				
Program Supplies	40,286	42,000	9,259	42,000
Space Rental	55,500	55,500	55,500	55,500
Other	540	1,000	-	1,000
Direct Costs:				
Sports Officials	3,695	10,000	2,835	7,000
Program Services	40,563	40,000	14,023	40,000
Slater Center	132,000	132,000	99,000	135,000
Equipment	2,599	-	-	-
Total	\$ 637,672	\$ 648,533	\$ 371,343	\$ 613,221
<b>Revenues</b>				
Intergov't/Federal	\$ 9,988	\$ 12,800	\$ -	\$ 10,000
Charges for Services:				
Rec. Special Int. Programs	53,154	70,000	41,220	65,000
Rec. Youth Sports League	109,300	115,000	91,617	115,000
Rec. Swim Instructions	35,627	30,000	32,188	40,000
Miscellaneous	3,750	-	-	-
Total	\$ 211,819	\$ 227,800	\$ 165,025	\$ 230,000
<b>Net Cost</b>	<b>\$ 425,853</b>	<b>\$ 420,733</b>	<b>\$ 206,318</b>	<b>\$ 383,221</b>

**DEPARTMENT REFERENCE PAGE: II-83**

**ADULT SPORTS, ATHLETIC & SPECIAL INTEREST PROGRAMS**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

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**OBJECTIVES:**

To provide a variety of quality adult sports, athletic and special interest programs for White Plains residents, ages eighteen and older.

To provide a financial contribution to the Thomas H. Slater Center for adult program support activities.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Number of programs available for adults	250	250	250	250
	Number of adult participants	54,000	54,000	54,000	54,000
	Number of adult participants (unduplicated)	2,500	2,500	2,500	2,500
	Support provided for adult programs and activities delivered by the Thomas H. Slater Center	\$88,000	\$88,000	\$88,000	\$91,000

**ADULT SPORTS, ATHLETIC & SPECIAL INTEREST PROGRAMS**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 109,343	\$ 138,671	\$ 70,735	\$ 138,670
Employee Benefits	30,750	47,752	24,154	48,026
S/T	140,093	186,423	94,889	186,696
Materials & Supplies:				
Program Supplies	13,727	15,000	3,278	20,000
Direct Costs:				
Sports Officials	59,912	69,000	25,093	69,000
Program Services	4,442	7,000	1,860	6,000
Slater Center	88,000	88,000	66,000	91,000
Total	\$ 306,174	\$ 365,423	\$ 191,120	\$ 372,696
<b><u>Revenues</u></b>				
Charges for Services:				
Rec. Special Int. Programs	\$ 2,424	\$ 5,000	\$ 4,810	\$ 6,000
Rec. Tennis Permits	30,395	32,000	3,527	32,000
Rec. Tennis Daily Fees	10,056	9,500	9,624	10,500
Rec. Tennis Concession	134,531	145,000	68,906	137,808
Rec. League Entry Fees	96,270	125,000	34,425	110,000
Garden Plots	3,935	3,500	50	4,000
Total	\$ 277,611	\$ 320,000	\$ 121,342	\$ 300,308
<b>Net Cost</b>	<b>\$ 28,563</b>	<b>\$ 45,423</b>	<b>\$ 69,778</b>	<b>\$ 72,388</b>

**DEPARTMENT REFERENCE PAGE: II-83**

**RENAISSANCE PLAZA****DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS****OBJECTIVES:**

To provide a venue for concerts which offer visual and auditory stimulation in an urban setting.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Number of programs/concerts, special events	25	24	21	21
	Number of program participants	55,000	33,000*	55,000	50,000

\* New Year's Eve weather 2017/2018 contributed to a significant attendance drop

**RENAISSANCE PLAZA****DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS****REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 7,427	\$ 15,000	\$ 12,167	\$ -
Employee Benefits	<u>2,769</u>	<u>2,792</u>	<u>1,522</u>	<u>1,000</u>
S/T	10,196	17,792	13,689	1,000
Materials & Supplies:				
Utilities	<u>24,288</u>	<u>30,000</u>	<u>11,546</u>	<u>27,000</u>
Total	<u>\$ 34,484</u>	<u>\$ 47,792</u>	<u>\$ 25,235</u>	<u>\$ 28,000</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 34,484</u>	<u>\$ 47,792</u>	<u>\$ 25,235</u>	<u>\$ 28,000</u>

**DEPARTMENT REFERENCE PAGE: II-83**

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## **SOCIAL**

**ALTERNATIVES PROGRAM: YOUTH DEVELOPMENT &  
DEPT. PROVIDING SERVICE: YOUTH BUREAU DELINQUENCY PREVENTION**

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**OBJECTIVES:**

The Alternatives Program provides comprehensive group, individual and counseling services to youth and their families.

Provide information and referral services to youth and their families.

Provide mentoring and community service opportunities for youth.

Provide advocacy to youth in negotiating educational, social and legal systems.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
NY	No. of youth ages 11-21 receiving programming and counseling - 75% will improve academics/attendance and self-esteem	250	280	280	280
NY	No. of Hispanic clients served including counseling, tutorial & outreach - 75% will improve attendance, grades and self-esteem	200	200	200	200
	No. of volunteer mentors	31	31	31	31
	No. of mentees (bi-weekly meetings with mentor/mentee)	35	35	35	35
	No. of students in Youth Council (W.P.H.S., Stepinac, Middle School)-85% will participate in Community Service projects; 90% will develop greater leadership skills	20	15	15	20
	No. of participants in educational and cultural activities - 70% in educational programs will improve academically per progress reports	250	280	280	280
	No. of youth served by grant funded programs - 75% will improve academically per progress reports and report cards	59	65	65	65

**ALTERNATIVES PROGRAM: YOUTH DEVELOPMENT &  
DEPT. PROVIDING SERVICE: YOUTH BUREAU DELINQUENCY PREVENTION**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 243,564	\$ 241,882	\$ 118,206	\$ 224,782
Employee Benefits	104,189	107,180	52,273	105,249
S/T	347,753	349,062	170,479	330,031
Materials & Supplies:				
Program Supplies	2,552	2,500	1,490	2,500
Direct Costs:				
Bus Transportation	838	1,500	559	1,500
Program Services	3,590	3,000	392	3,000
Consultant	6,500	10,000	6,500	10,000
Total	\$ 361,233	\$ 366,062	\$ 179,420	\$ 347,031
<b>Revenues</b>				
Intergov't/State:				
Youth Program Aid	\$ 29,000	\$ 30,828	\$ -	\$ 30,519
Total	\$ 29,000	\$ 30,828	\$ -	\$ 30,519
<b>Net Cost</b>	<b>\$ 332,233</b>	<b>\$ 335,234</b>	<b>\$ 179,420</b>	<b>\$ 316,512</b>

**DEPARTMENT REFERENCE PAGE: II-88**

**SENIOR & CITIZENS SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

---

**OBJECTIVES:**

To provide diversified recreational and instructional programs, special events, transportation, nutrition, physical education, preventative medicine and health screening programs for the senior citizen population of White Plains.

To provide all residents with information, guidance, advocacy and support services that help their quality of life by acting as a liaison between government and family service agencies.

To provide assistance to senior citizens with issues related to their health insurance.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Average daily attendance	72	70	72	74
	No. of transportation service units	6,055	6,963	7,000	7,200
	No. of meals served in Senior Nutrition Program	8,425	9,309	9,400	9,500
	No. of participants in recreational and instructional programs	11,310	10,701	11,000	11,000
	No. of participants in health screening services	1,890	2,723	2,700	2,800
	No. of recreational/instructional programs (duplicated)	1,180	1,100	1,100	1,100
	No. of units of service for Senior Citizens	52,500	50,469	52,500	52,500
	No. of non-seniors served	400	375	350	350

**SENIOR & CITIZENS SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

**REQUIRED RESOURCES:**

	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b>Expenditures</b>				
Salaries & Wages	\$ 304,139	\$ 308,509	\$ 157,523	\$ 315,194
Employee Benefits	120,667	125,373	61,183	149,379
S/T	424,806	433,882	218,706	464,573
Materials & Supplies:				
Building Facilities Maintenance	6,033	8,100	4,615	8,100
Utilities	29,262	29,500	14,566	29,500
Rolling Stock Operations	9,679	9,900	6,122	9,900
Other	10,481	9,200	4,088	9,795
Direct Costs:				
Meals	41,172	45,000	17,070	43,000
Program Services	22,956	35,000	13,612	35,000
Other	16,520	23,250	6,965	21,600
Total	\$ 560,909	\$ 593,832	\$ 285,744	\$ 621,468
<b>Revenues</b>				
Intergovernmental:				
Senior Citizens Grant	\$ 18,700	\$ 18,700	\$ 9,350	\$ 19,500
Nutrition Grant	35,200	35,200	17,600	35,200
Commodity Funding	6,143	6,000	3,000	6,200
Miscellaneous:				
Contributions	4,364	5,000	2,755	5,000
Sr. Citizens Meals	19,055	18,000	10,746	20,000
Sr. Program Materials Fees	9,823	12,000	7,406	12,000
Other	26,924	30,000	17,052	30,000
Total	\$ 120,209	\$ 124,900	\$ 67,909	\$ 127,900
<b>Net Cost</b>	<b>\$ 440,700</b>	<b>\$ 468,932</b>	<b>\$ 217,835</b>	<b>\$ 493,568</b>

**DEPARTMENT REFERENCE PAGE: II-83**

**YOUTH EMPLOYMENT**  
**DEPT. PROVIDING SERVICE: YOUTH BUREAU**

---

**OBJECTIVES:**

To help youth between the ages of 14 and 21 prepare to enter the job market by providing job readiness training, related counseling, and support services.

To find temporary, part-time, and full-time job placements for youth and thereby reduce at risk behavior.

To increase the number of jobs received by intensifying job development activities.

**PERFORMANCE MEASURES:**

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 17-18 Estimate</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Estimate</u>	<u>FY 19-20 Planned</u>
	Participating youth will successfully complete summer employment	172	138	146	150
	Youth participating in career exploration programs will demonstrate an increase in awareness of careers/trades	585	598	598	598
	Youth participating in employment training programs will demonstrate an increase in job readiness skills	160	164	170	175
	Participating youth will demonstrate increased knowledge in the basics of business development	15	16	15	15
	Participating middle school aged youth will demonstrate increased awareness of employment skills	55	53	55	40

**YOUTH EMPLOYMENT**  
**DEPT. PROVIDING SERVICE: YOUTH BUREAU**

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 425,499	\$ 391,277	\$ 318,498	\$ 394,122
Employee Benefits	<u>123,828</u>	<u>130,590</u>	<u>71,145</u>	<u>131,256</u>
S/T	549,327	521,867	389,643	525,378
Materials & Supplies:				
Program Supplies	2,266	2,000	310	2,000
Direct Costs:				
Program Services	<u>2,450</u>	<u>3,000</u>	<u>-</u>	<u>3,000</u>
Total	\$ <u>554,043</u>	\$ <u>526,867</u>	\$ <u>389,953</u>	\$ <u>530,378</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	\$ <u><u>554,043</u></u>	\$ <u><u>526,867</u></u>	\$ <u><u>389,953</u></u>	\$ <u><u>530,378</u></u>

**DEPARTMENT REFERENCE PAGE: II**

**YOUTH PROGRAM MANAGEMENT/ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: YOUTH BUREAU**

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**OBJECTIVES:**

To provide the overall management and technical support necessary to efficiently and effectively administer a comprehensive youth service delivery system.

To develop and implement strategies for youth development and disconnected youth prevention.

To develop collaborations and coordinate youth services with other agencies serving youth.

To coordinate the City of White Plains youth service delivery system with regional, County, and State efforts to maximize opportunities for the youth of White Plains.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	No. of programs designed and implemented	52	52	52	52
	No. of grant applications submitted	24	24	24	24
	No. of grant applications approved	18	18	18	18
NY	No. of community collaborations with agencies serving youth	120	120	120	120
	No. of staff supervision sessions per month	56	56	56	56
	No. of special youth programs/conferences	40	40	40	40
	No. of press releases	32	32	32	32
	No. of staff training development seminars	10	10	10	10
NY	No. of program reports and evaluations completed	36	36	36	36

**YOUTH PROGRAM MANAGEMENT/ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: YOUTH BUREAU**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 367,911	\$ 376,879	\$ 186,713	\$ 375,369
Employee Benefits	183,300	190,535	92,158	185,999
S/T	551,211	567,414	278,871	561,368
Materials & Supplies	27,785	34,875	10,811	34,875
Direct Costs	14,287	14,600	4,794	14,400
Equipment	2,676	-	-	-
Total	\$ 595,959	\$ 616,889	\$ 294,476	\$ 610,643
<b>Revenues</b>				
Miscellaneous	\$ 15,039	\$ -	\$ 9,550	\$ -
Total	\$ 15,039	\$ -	\$ 9,550	\$ -
<b>Net Cost</b>	<b>\$ 580,920</b>	<b>\$ 616,889</b>	<b>\$ 284,926</b>	<b>\$ 610,643</b>

**DEPARTMENT REFERENCE PAGE: II-88**

**CITY SUPPORT TO FEDERAL PROGRAMS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PLANNING**

---

**OBJECTIVES:**

To administer the City's Community Development Block Grant (CDBG) Program in strict compliance with all applicable Federal regulations and pursuant to the requisite Annual Action Plan and Consolidated Plan adopted by the Common Council.

To provide staff support to the Community Development Citizens Advisory Committee (CDCAC).

To prepare the CDBG Consolidated Plan, Annual Action Plans and Annual Performance Reports for the U.S. Department of Housing and Urban Development (HUD) and other reports that may be required by statute or regulation.

To oversee all projects funded with Community Development (CD) funds, and to provide technical assistance to funded public service organizations and neighborhood organizations.

**PERFORMANCE MEASURES:**

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 17-18 Estimate</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Estimate</u>	<u>FY 19-20 Planned</u>
FED	No. of CD funded programs supervised	20	16	15	18
FED	No. of public service groups receiving technical assistance	30	30	30	30
FED	Support to CDCAC (number of meetings)	6	6	6	6
FED	No. of reports to HUD	4	4	4	4
	No. of reports and resolutions to Common Council	4	4	4	4

**CITY SUPPORT TO FEDERAL PROGRAMS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PLANNING**

---

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 2,470	\$ 2,470	\$ 1,235	\$ 2,470
Employee Benefits	<u>1,466</u>	<u>1,528</u>	<u>742</u>	<u>1,531</u>
Total	\$ <u>3,936</u>	\$ <u>3,998</u>	\$ <u>1,977</u>	\$ <u>4,001</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Community Development	\$ <u>25,932</u>	\$ <u>25,000</u>	\$ <u>25,251</u>	\$ <u>25,000</u>
Total	\$ <u>25,932</u>	\$ <u>25,000</u>	\$ <u>25,251</u>	\$ <u>25,000</u>
<b>Net Cost</b>	<b>\$ <u>(21,996)</u></b>	<b>\$ <u>(21,002)</u></b>	<b>\$ <u>(23,274)</u></b>	<b>\$ <u>(20,999)</u></b>

**DEPARTMENT REFERENCE PAGE: II-46**

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## **EDUCATION AND TRAINING**

**EDUCATION AND TRAINING CENTER**  
**DEPT. PROVIDING SERVICE: DEPT. OF PLANNING**

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**OBJECTIVES:**

To offer a full range of education and training programs through partnerships with various regional organizations that are leaders in adult education and training.

To help individuals prepare to enter the job market by providing job training, career attire, and supportive services.

To offer high value, low cost training programs that enable individuals to learn new skills which can be applied immediately on the job or utilized for future professional development.

To provide the practical skills that can help participants improve competencies, secure employment, and experience personal enrichment.

To work closely with companies and organizations to meet their specific organizational goals.

To provide expert instructors with exceptional facilitation skills that make learning fun while providing participants with rich content relevant to personal and industry specific needs.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned*</u></b>
	Provide information referrals to the community	150	200	200	0
	Provide computer training to enhance resident skill sets and employability	150	168	150	0
	Provide interview and employment attire for White Plains residents	111	150	200	0
	Coordinate overall services and identify the number of White Plains residents served	200	180	250	0

\* There is a plan to transfer this facility to a non-City agency

**EDUCATION AND TRAINING CENTER**  
**DEPT. PROVIDING SERVICE: DEPT. OF PLANNING**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget*</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 42,172	\$ 63,750	\$ 21,099	\$ -
Employee Benefits	4,915	13,852	2,270	-
S/T	47,087	77,602	23,369	-
Materials & Supplies	2,018	1,500	23	-
Direct Costs	675	500	-	-
Total	\$ 49,780	\$ 79,602	\$ 23,392	\$ -
<b><u>Revenues</u></b>				
Miscellaneous	\$ -	\$ 23,753	\$ -	\$ -
Total	\$ -	\$ 23,753	\$ -	\$ -
<b>Net Cost</b>	<b>\$ 49,780</b>	<b>\$ 55,849</b>	<b>\$ 23,392</b>	<b>\$ -</b>

\* There is a plan to transfer this facility to a non-City agency

**DEPARTMENT REFERENCE PAGE: II-46**

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## **PHYSICAL RESOURCE DEVELOPMENT**

**CITY SUPPORT TO URA**  
**DEPT. PROVIDING SERVICE: DEPT. OF PLANNING**

---

**OBJECTIVES:**

The Urban Renewal Agency is a separate Public Benefit Corporation which is staffed on a hourly reimbursement basis by the staff of the Department of Planning under a Cooperation Agreement with the City of White Plains.

The objectives are:

To carry out the completion of the Central Renewal Project ensuring redevelopment in accordance with contracts and plans approved by the Urban Renewal Agency and the Common Council and in compliance with all applicable Federal and State regulations.

To undertake and carry out such other renewal projects and economic development projects as the Agency and Common Council deem appropriate and in the public interest and as are consistent with Article 15(a) of the General Municipal Law.

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
FED	Central Renewal Project NY R:37: No. of hours staff support to Agency	125	125	125	125
NY/WP	Establishment of new urban renewal areas or plans (unassisted)	0	0	1	0
	Parcels purchased	0	0	0	0
	Parcels sold	1	0	1	0
	Parcels subject to development or amendment to contracts	0	0	0	0
	No. of hours of staff support related to unassisted urban renewal areas	350	350	350	350
	Redevelopment Projects approved or amended or extended	1	1	2	2
	Communications & resolutions to Common Council	5	3	5	5

**CITY SUPPORT TO URA**  
**DEPT. PROVIDING SERVICE: DEPT. OF PLANNING**

---

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 4,116	\$ 4,117	\$ 2,058	\$ 4,117
Employee Benefits	<u>2,443</u>	<u>2,542</u>	<u>1,237</u>	<u>2,548</u>
Total	<u>\$ 6,559</u>	<u>\$ 6,659</u>	<u>\$ 3,295</u>	<u>\$ 6,665</u>
<b><u>Revenues</u></b>				
Charges for Services:				
WP Urban Renewal Agency	\$ <u>12,220</u>	\$ <u>2,000</u>	\$ <u>6,268</u>	\$ <u>2,000</u>
Total	<u>\$ 12,220</u>	<u>\$ 2,000</u>	<u>\$ 6,268</u>	<u>\$ 2,000</u>
<b>Net Cost</b>	<b><u>\$ (5,661)</u></b>	<b><u>\$ 4,659</u></b>	<b><u>\$ (2,973)</u></b>	<b><u>\$ 4,665</u></b>

**DEPARTMENT REFERENCE PAGE: II-46**

**ENGINEERING SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

**OBJECTIVES:**

To provide a variety of engineering and construction services designed to protect public safety and welfare, while maintaining a high quality of service and efficiency.

To develop high quality projects completed within the allocated construction schedule and budget.

To maintain cooperative professional relationships with the public, City entities and non-City entities (e.g. consulting engineers, utility companies, contractors, developers, suppliers and outside government agencies).

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	Contracts administered	100	76	80	80
	Information requested/furnished	3,000	2,200	3,200	3,200
	GIS, orthographic and design map requests or plots	2,000	2,100	2,000	2,000
	Municipal plans/projects prepared/reviewed	125	150	125	125
	Reviews for Common Council & other Boards & Commissions	100	97	100	100
	Reviews for City departments	320	320	320	320
	Govt. agencies/utility co. plans/projects reviews	25	20	25	25
	Code compliance reviews/investigations	40	33	40	40
	Backflow device reviews/approvals	10	20	10	10
	Construction projects inspected	170	284	170	170
	Studies/surveys/research prepared	80	125	80	80
	Infrastructure drawings updated/created	70	40	70	70
	Engineering documents reviewed/created/ updated	115	140	130	130
	Engineering documents digitally archived	3,000	4,000	3,000	3,000
	FOIL requests	20	18	20	20
	SWPPP's/SWMP's reviewed/prepared	50	52	50	50
	Witness MS4 soil testing	80	70	80	80
	Field Investigations	115	324	300	300
	Flood Permitting Review/ Inspections	1	1	1	1
	Outfall inspections	100	80	100	100
	Sediment Erosion Control Inspections (Site Plan & SWPPP)	500	425	500	500

**ENGINEERING SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

**REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/18</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,773,816	\$ 1,806,119	\$ 898,302	\$ 1,806,119
Employee Benefits	836,677	886,318	426,714	890,319
S/T	2,610,493	2,692,437	1,325,016	2,696,438
Materials & Supplies	28,072	29,369	10,025	29,014
Direct Costs	-	6,000	-	4,925
Equipment	-	-	-	42,000
Total	\$ <u>2,638,565</u>	\$ <u>2,727,806</u>	\$ <u>1,335,041</u>	\$ <u>2,772,377</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ -	\$ 10,000	\$ -	\$ 10,000
Licenses & Permits	65,550	70,000	51,400	70,000
Fines & Forfeitures	550	300	-	300
Miscellaneous	2,500	-	-	-
Total	\$ <u>68,600</u>	\$ <u>80,300</u>	\$ <u>51,400</u>	\$ <u>80,300</u>
<b>Net Cost</b>	<b>\$ <u>2,569,965</u></b>	<b>\$ <u>2,647,506</u></b>	<b>\$ <u>1,283,641</u></b>	<b>\$ <u>2,692,077</u></b>

**DEPARTMENT REFERENCE PAGE: II-68**

**PLANNING SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF PLANNING**

---

**OBJECTIVES:**

To develop proposals and provide advice to the Common Council and to City boards, commissions and agencies on long-range planning and physical development of the City of White Plains, including responsibility for updating the City's Comprehensive Plan.

On referral, and on initiation of the Department, to provide advice to the Common Council and City boards and commissions on land development, zoning, special permit and site plan proposals.

To maintain statistical information, and respond to public information inquires.

To develop a program for the City to promote economic development, to stabilize and, ultimately, enlarge the City's tax base.

To provide professional and technical support to various City boards and commissions and to other agencies, both permanent and ad hoc, and various committees appointed by the Mayor and Common Council.

To administer the NYS Administrative Charges for units covered under the Emergency Tenant Protection Act of 1974, as amended.

To determine eligibility of senior citizens for the Senior Center Rent Increase Exemption (SCRIE) program, also known as the Rent Abatement Program and to administer the City's Affordable Rental Housing Program (ARHP) and the Affordable Home Ownership Program (AHOP).

**PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>	
WP	No. of City boards, commissions, committees and agencies receiving technical support	7	7	7	7	
	Common Council (meetings attended)	25	25	25	25	
	Planning Dept. reports to Common Council	45	50	60	60	
	Planning Board reviews and applications	50	40	45	40	
	Zoning Board of Appeals case reviews	35	33	35	35	
	Environmental Officer reports	90	97	100	95	
	Tree Committee reports & site visits	25	21	23	23	
	No. of existing ARHP Units	165	150	163	225	
	No. of existing ARHP Tenant Recertification Reviews	150	150	163	200	
	No. of ARHP New Application Reviews	1,500	250	252	250	
	ARHP New Project Initiation (no. of units)	150	150	200	200	
	No. of AHOP inquires	600	600	1,235	1,200	
	NY/WP	No. of ETPA units	2,808	2,561	2,561	2,561
		No. of qualified SCRIE program participants	28	27	27	31
Dollar value of SCRIE abatements		\$20,022	\$39,903	\$47,000	\$50,000	

**PLANNING SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF PLANNING**

**REQUIRED RESOURCES:**

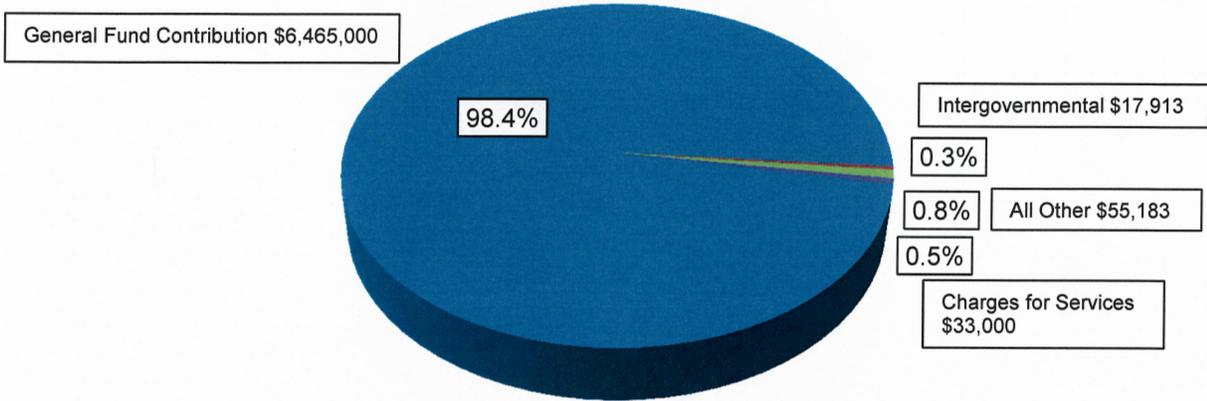
	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b>Expenditures</b>				
Salaries & Wages	\$ 672,986	\$ 690,545	\$ 341,242	\$ 691,723
Employee Benefits	<u>257,913</u>	<u>274,023</u>	<u>128,205</u>	<u>271,183</u>
S/T	930,899	964,568	469,447	962,906
Materials & Supplies	6,891	10,420	2,789	12,428
Direct Costs:				
NYS ETPA	25,610	27,500	27,460	28,000
Rent Abatement	41,421	50,000	3,912	50,000
Other	2,519	7,500	952	3,000
Equipment	<u>901</u>	<u>1,000</u>	<u>-</u>	<u>2,545</u>
Total	<u>\$ 1,008,241</u>	<u>\$ 1,060,988</u>	<u>\$ 504,560</u>	<u>\$ 1,058,879</u>
<b>Revenues</b>				
Licenses and Permits:				
Subdivision Filing Fees	\$ -	\$ 7,500	\$ 1,500	\$ 5,000
Miscellaneous:				
Emergency Tenant Protection Act	51,000	55,000	55,000	55,000
Other	<u>420</u>	<u>-</u>	<u>227</u>	<u>-</u>
Total	<u>\$ 51,420</u>	<u>\$ 62,500</u>	<u>\$ 56,727</u>	<u>\$ 60,000</u>
<b>Net Cost</b>	<u><u>\$ 956,821</u></u>	<u><u>\$ 998,488</u></u>	<u><u>\$ 447,833</u></u>	<u><u>\$ 998,879</u></u>

**DEPARTMENT REFERENCE PAGE: II-46**

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# LIBRARY FUND

## REVENUES: \$6,571,096



## EXPENDITURES: \$6,571,096

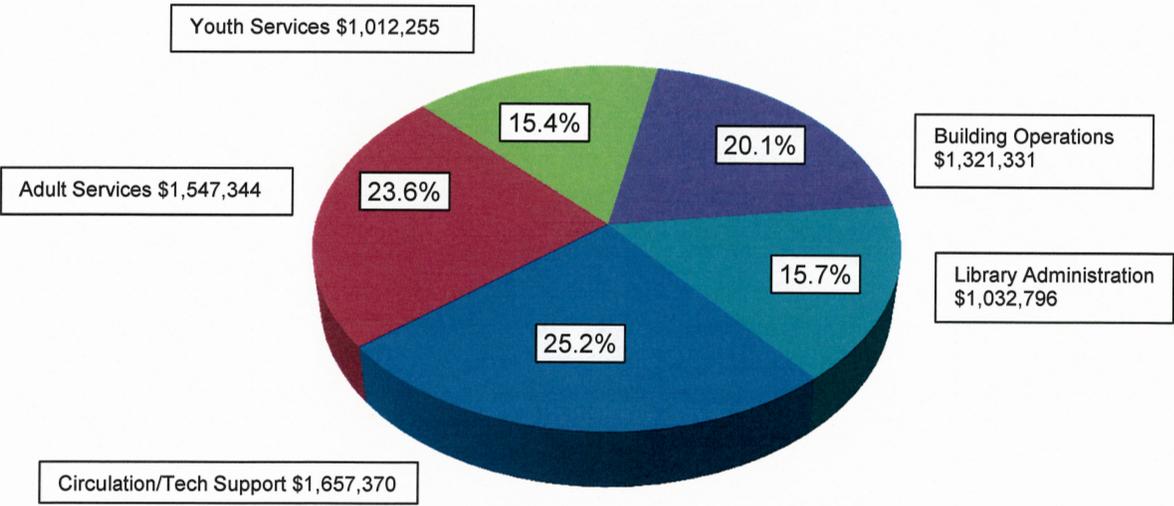


Exhibit IV.1

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## WHITE PLAINS PUBLIC LIBRARY FUND

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### DEPARTMENT DESCRIPTION:

The White Plains Public Library is a dynamic, civic resource that enables all members of the community to engage in lifelong learning, find inspiration and build citizenship by providing:

- free and open access to knowledge
- personal guidance in its use
- formal and informal opportunities for learning and cultural exchange, the exploration of ideas, entertainment and fun

Through the planning and action of the Staff and Trustees, the Library will:

- play a vigorous role in the life of the City as a center of information, education, cultural and recreational enrichment
- encourage and market the Library's services
- provide the greatest possible access through hours of service, an up-to-date website, social networking, and other means of delivery
- employ and develop a staff that ensures the Library's success
- offer an up-to-date collection that is responsive to the community's needs, well organized and maintained, and aggressively promoted
- carry out its program of services in a comfortable, attractive and safe building and grounds

### ACTIVITIES PERFORMED:

Title	Activity Code	FY 17-18 Actual	Net Cost		Reference Page
			FY 18-19 Revised Budget 12/31/18	FY 19-20 Proposed Budget	
Library Administration	L001	\$ 986,222	\$ 1,036,749	\$ 1,014,883	IV-6
Circulation/Technical Support	L002	1,609,705	1,635,523	1,626,370	IV-8
Adult Services	L003	1,375,380	1,414,151	1,526,344	IV-10
Youth Services	L004	1,112,640	1,092,351	1,012,255	IV-12
Library Building Operations	L005	1,214,721	1,324,399	1,321,331	IV-14
		<u>\$ 6,298,668</u>	<u>\$ 6,503,173</u>	<u>\$ 6,501,183</u>	

# WHITE PLAINS PUBLIC LIBRARY

**REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

Title	Grade	FY 18-19 Revised Budget 12/31/18			FY 19-20 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
Library Director	Appt.	1	1	-	1	1	-
Assistant Library Director	M/C17	1	1	-	1	1	-
Business Manager	M/C11	1	1	-	1	1	-
Librarian IV	16	1	1	*	1	1	*
Librarian III	14	3	3	-	3	3	-
Librarian II	12	7	7	*	7	7	*
PC Network Technician	12	1	1	-	1	1	-
Librarian I	10	6	6	-	6	6	-
Chief Library Clerk	9	1	1	-	1	1	-
Library Assistant	9	2	-	2	2	-	2
Digital Media Specialist-Library	9	1	1	-	1	1	-
Secretary	7	1	1	-	1	1	-
Library Media Technician	6	1	1	-	1	1	-
Senior Library Clerk	6	2	1	1	2	1	1
Library Clerk	3	7	6	1	6	6	-
		<u>36</u>	<u>32</u>	<u>4</u>	<u>35</u>	<u>32</u>	<u>3</u>

\* One or more positions underfilled

# WHITE PLAINS PUBLIC LIBRARY

## REQUIRED RESOURCES- SUMMARY

	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b>Expenditures:</b>				
Salaries & Wages	\$ 2,881,212	\$ 2,902,248	\$ 1,416,315	\$ 2,894,328
Employee Benefits	1,570,523	1,651,413	805,158	1,621,972
Materials & Supplies:				
Book & Non-Book Materials	379,187	370,988	169,525	428,500
Building Maintenance Supplies/Repairs	51,477	43,868	13,893	42,475
Utilities	436,519	419,335	183,811	357,189
Software	64,788	61,566	33,439	60,710
Other	29,375	33,152	17,633	40,190
Direct Costs:				
Service Contracts	139,076	144,504	163,229	200,378
Security Guards	71,472	70,053	32,318	78,278
Program Services	73,903	60,000	34,960	3,800
On-line Subscription Service	54,592	53,277	34,535	56,722
SIF Contribution	47,160	28,723	28,723	43,860
Other	20,178	14,509	9,584	14,577
Equipment	26,157	22,846	2,661	16,959
Transfer to Debt Service Fund	584,528	704,110	147,518	701,158
Reserve for Financing	-	32,879	-	10,000
<b>Total Expenditures</b>	<b>\$ 6,430,147</b>	<b>\$ 6,613,471</b>	<b>\$ 3,093,302</b>	<b>\$ 6,571,096</b>
<b>Revenues:</b>				
Intergovernmental Revenues	\$ 17,738	\$ 17,738	\$ 17,913	\$ 17,913
Charges for Services	62,125	63,560	20,462	33,000
Miscellaneous Revenues:				
Rents and Commissions	18,008	27,000	11,999	18,000
Other	33,608	2,000	2,245	1,000
<b>Total Program Generated Revenues</b>	<b>\$ 131,479</b>	<b>\$ 110,298</b>	<b>\$ 52,619</b>	<b>\$ 69,913</b>
<b>Net Cost</b>	<b>\$ 6,298,668</b>	<b>\$ 6,503,173</b>	<b>\$ 3,040,683</b>	<b>\$ 6,501,183</b>
<b>Other Financing Sources:</b>				
Appropriation of Fund Balance	\$ -	\$ 43,109	\$ -	\$ 36,183
General Fund Contribution	6,329,528	6,460,064	2,977,518	6,465,000
<b>Total Other Financing Sources</b>	<b>\$ 6,329,528</b>	<b>\$ 6,503,173</b>	<b>\$ 2,977,518</b>	<b>\$ 6,501,183</b>
<b>Excess of Revenues &amp; Other Sources Over (Under) Expenditures &amp; Other Uses</b>	<b>\$ 30,860</b>	<b>\$ -</b>	<b>\$ (63,165)</b>	<b>\$ -</b>

# LIBRARY ADMINISTRATION

DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY

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## OBJECTIVES:

Provide the City of White Plains with best-in-class library services.

With the Library Board, develop a three-year operational plan, annual action steps to enact the plan, and align resources to support the plan.

Engage in rigorous quantitative and qualitative analysis to support continuous improvement in library operations.

Foster relationships with community and non-profit organizations, governmental agencies, library networks, professional associations and the business community to broaden resources and expand services.

Recruit, hire, and develop a skilled and responsive staff that values innovation while providing a work environment that encourages their success.

Administer the business affairs of the library: prepare the budget, control expenditures, negotiate with vendors, seek efficiencies in operations and procedures.

Develop a public relations program to increase the community's awareness of the full range of library services.

Work with the Library Board, Friends, Foundation and others to secure funds to enhance library services.

Work with other City agencies and local non-profits to maximize use at the Library building and promote the Library as a community center for the City.

Participate in the leadership of the Westchester Library System and the continued development of shared library services in Westchester.

## PERFORMANCE MEASURES:

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 17-18 Estimate</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Estimate</u>	<u>FY 19-20 Planned</u>
	Meetings with the Library Board	12	12	12	12
	Other meetings attended (City, Professional, Community)	360	360	360	360
	Claim vouchers issued	200	196	200	200
	Requisitions/direct claims prepared	250	275	250	250
	Meeting Room rentals *	25	7	25	5
	<i>Public information materials issued:</i>				
	Flyers, calendars, brochures, booklists produced	600	771	800	800
	Flyers & calendars distributed (est)	150,000	150,000	150,000	150,000
	E-newsletters **	150,000	457,044	520,000	520,000

\* Library construction during FY 2017-2018 & 2019-2020

\*\* Switch from monthly to weekly in FY 2017-2018

**LIBRARY ADMINISTRATION**

DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures:</u></b>				
Salaries & Wages	\$ 456,525	\$ 464,400	\$ 227,200	\$ 465,300
Employee Benefits	482,046	521,024	274,227	494,507
S/T	938,571	985,424	501,427	959,807
Materials & Supplies	12,322	5,652	4,381	7,352
Direct Costs:				
Service Contracts	6,010	6,300	3,291	7,200
SIF Contribution	47,160	28,723	28,723	43,860
Other	4,428	4,509	4,509	4,577
Reserve for Financing	-	32,879	-	10,000
<b>Total Expenditures</b>	<b>\$ 1,008,491</b>	<b>\$ 1,063,487</b>	<b>\$ 542,331</b>	<b>\$ 1,032,796</b>
<b><u>Revenues:</u></b>				
Intergovernmental:				
Library - Other Libraries	\$ 17,738	\$ 17,738	\$ 17,913	\$ 17,913
Miscellaneous:				
Rents and Commissions	4,155	9,000	2,752	-
Other	376	-	-	-
<b>Total Revenues</b>	<b>\$ 22,269</b>	<b>\$ 26,738</b>	<b>\$ 20,665</b>	<b>\$ 17,913</b>
<b>Net Cost</b>	<b>\$ 986,222</b>	<b>\$ 1,036,749</b>	<b>\$ 521,666</b>	<b>\$ 1,014,883</b>
<b><u>Other Financing Sources:</u></b>				
Appropriation of Fund Balance	\$ -	\$ 43,109	\$ -	\$ 36,183
General Fund Contribution	5,745,000	5,755,954	2,830,000	5,763,842
<b>Total Other Financing Sources</b>	<b>\$ 5,745,000</b>	<b>\$ 5,799,063</b>	<b>\$ 2,830,000</b>	<b>\$ 5,800,025</b>

DEPARTMENT REFERENCE PAGE: IV-3

# ***CIRCULATION/TECHNICAL SUPPORT***

**DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY**

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## **OBJECTIVES:**

Provide the technology (hardware, software, network, partner solutions) that enables excellent public services and effective library management.

Support seamless operations between the White Plains Library and the Westchester Library System.

Provide excellent customer service supporting the circulation of materials and the use of technology.

Maintain an accurate inventory of library users and holdings and the appropriate measure to secure holdings.

House and maintain collections to maximize their full use.

Continue to evaluate outcomes and workflow to improve efficiency; provide staff training as needed.

Seek out new solutions within the industry that can help streamline materials handling and library operations.

## **PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual *</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
NY	Items added/materials processed	20,000	22,731	23,000	23,000
NY	Items removed	30,000	30,509	30,000	30,000
NY	Collection size (cataloged items)	270,000	254,148	260,000	260,000
NY	Total turnstile estimate	625,000	511,359	550,000	550,000
NY	Total circulation - checkouts	600,000	535,882	550,000	550,000
NY	Total registered borrowers	35,000	29,660	30,000	30,000
	New patrons registered	3,500	2,978	3,500	3,500
NY	Interlibrary loans sent and received	130,000	130,682	130,000	130,000
	Electronic services:				
	Onsite user sessions	160,000	291,527	300,000	300,000
	Offsite (remote) user sessions	650,000	538,547	600,000	600,000

\* Library construction during FY 2017-2018

**CIRCULATION/TECHNICAL SUPPORT**

DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures:</u></b>				
Salaries & Wages	\$ 996,548	\$ 1,013,052	\$ 495,426	\$ 1,013,252
Employee Benefits	467,220	490,045	224,574	490,461
S/T	1,463,768	1,503,097	720,000	1,503,713
Materials & Supplies:				
Software	64,788	61,566	33,439	60,710
Other	10,831	12,000	6,452	16,838
Direct Costs:				
Service Contracts	55,332	55,014	32,321	55,350
Program Services	55,403	43,000	25,048	3,800
Equipment	18,381	22,846	2,661	16,959
<b>Total Expenditures</b>	<b>\$ 1,668,503</b>	<b>\$ 1,697,523</b>	<b>\$ 819,921</b>	<b>\$ 1,657,370</b>
<b><u>Revenues:</u></b>				
Charges for Services:				
Library Fines	\$ 57,934	\$ 60,000	\$ 18,518	\$ 30,000
Miscellaneous	864	2,000	351	1,000
<b>Total Revenues</b>	<b>\$ 58,798</b>	<b>\$ 62,000</b>	<b>\$ 18,869</b>	<b>\$ 31,000</b>
<b>Net Cost</b>	<b>\$ 1,609,705</b>	<b>\$ 1,635,523</b>	<b>\$ 801,052</b>	<b>\$ 1,626,370</b>

DEPARTMENT REFERENCE PAGE: IV-3

# ADULT SERVICES

DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY

## OBJECTIVES:

Provide a full-range of informational, cultural, educational, and recreational library services to patrons for self-improvement, personal growth, and enrichment.

Deliver effective and timely customer service through a variety of channels.

Develop and maintain up-to-date collections that respond to community needs.

Provide formal and informal learning opportunities through classes, workshops, one-on-one training and reference services. Instruct users in library resources and information technology.

Develop collections and services to support literacy and English language acquisition, citizenship, and workforce and local business development.

Participate in community partnerships to both increase public awareness of the library and ensure that the library is responding to the community.

## PERFORMANCE MEASURES:

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 17-18 Estimate</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Estimate</u>	<u>FY 19-20 Planned</u>
NY	Adult Services turnstile (estimate)	375,000	313,580	375,000	375,000
NY	Adult circulation (check-outs)	500,000	355,670	400,000	500,000
NY	Adult registration	25,000	23,047	25,000	25,000
NY	Adult reference questions	70,000	73,413	75,000	75,000
	General assistance	70,000	63,642	70,000	70,000
	Microfilms/magazines requested	1,400	774	1,000	1,000
	Outreach to local organizations (# of contacts)	1,600	885	1,000	1,000
	Homebound visits	20	22	20	20
	Partnership activities	1,500	3,056	3,000	3,000
	Participants in partnership activities	5,000	7,668	8,000	8,000
NY	Adult library programs & class visits *	600	675	500	500
NY	Attendance at Adult Library programs *	11,000	9,460	7,000	7,000
NY	Meeting Room use *	100	43	25	5
NY	Attendance at meetings *	6,500	1,053	1,000	125
	Museum Gallery Exhibits *	4	4	4	2
	Exhibits, book displays, booklists	300	305	300	300
	Computer users **	50,000	45,477	50,000	50,000

\* Library Renovation planned during FY 2019-2020

\*\* Library construction during FY 2017-2018

**ADULT SERVICES**

DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures:</u></b>				
Salaries & Wages	\$ 702,074	\$ 721,143	\$ 352,623	\$ 755,608
Employee Benefits	310,745	334,344	162,852	363,615
S/T	1,012,819	1,055,487	515,475	1,119,223
Materials & Supplies:				
Book & Non-Book Materials	310,632	311,988	141,012	356,500
Other	6,222	6,500	4,800	7,000
Direct Costs:				
Service Contracts	899	899	899	899
Program Services	34	-	-	-
On-line subscription service	54,592	53,277	34,535	56,722
Other	7,200	7,000	3,775	7,000
<b>Total Expenditures</b>	<b>\$ 1,392,398</b>	<b>\$ 1,435,151</b>	<b>\$ 700,496</b>	<b>\$ 1,547,344</b>
<b><u>Revenues:</u></b>				
Charges for Services	\$ 3,165	\$ 3,000	\$ 1,382	\$ 3,000
Miscellaneous:				
Rents and Commissions	13,853	18,000	9,247	18,000
<b>Total Revenues</b>	<b>\$ 17,018</b>	<b>\$ 21,000</b>	<b>\$ 10,629</b>	<b>\$ 21,000</b>
<b>Net Cost</b>	<b>\$ 1,375,380</b>	<b>\$ 1,414,151</b>	<b>\$ 689,867</b>	<b>\$ 1,526,344</b>

DEPARTMENT REFERENCE PAGE: IV- 3

# YOUTH SERVICES

DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY

## OBJECTIVES:

Promote lifelong learning, family literacy, and an appreciation of reading by encouraging families and children to make regular use of the library and its resources and programs.

Create a culture of inclusion and acceptance by providing access to information, resources, programs, languages and services that reflect the diversity of White Plains.

Select, maintain, and promote collections, programs, electronic resources, and reference services to youth from birth through teenage years. Develop a continuum of family-centered and developmentally appropriate services for children, teens, caregivers and those who work with them.

Through collections, programs, and activities: prepare pre-school children to enter school ready to read and promote the critical role of parents and caregivers as their child's first teacher; and provide support and resources for the learning success of students, while also creating opportunities for exploratory learning and recreation.

Collaborate with the White Plains Public Schools to help support the school's mission curriculum and initiatives and collaborate with community partnerships to provide programs and services that meet the needs of White Plains' youth and families.

Provide youth and families with an introduction and access to technology, including the appropriate use of online resources.

Deliver excellent customer service and provide expert guidance in the use of library resources and information technology.

Stay abreast of current research and trends in reading and literacy, library programs and services, new and emerging technologies, and develop programs and services accordingly.

## PERFORMANCE MEASURES:

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 17-18 Estimate</u>	<u>FY 17-18 Actual *</u>	<u>FY 18-19 Estimate</u>	<u>FY 19-20 Planned</u>
NY	Youth Services turnstile (estimate)	250,000	229,137	250,000	250,000
NY	Youth Services circulation - checkouts	220,000	180,212	220,000	220,000
NY	Youth Services registration	4,400	6,613	7,000	7,000
NY	Youth Services reference questions	30,000	114,245	120,000	120,000
	General assistance	40,000	33,639	40,000	40,000
	Exhibits, book displays, booklists	440	466	500	500
	Outreach to local organizations (# of contacts)	200	1,047	1,100	1,100
	Programs & class visits	600	951	1,000	1,000
	Attendance at Programs	17,000	16,824	18,000	18,000
	Computer users	17,000	14,061	16,000	16,000

\* Library construction during FY 2017-2018

**YOUTH SERVICES****DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY****REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenditures:</u></b>				
Salaries & Wages	\$ 724,319	\$ 699,653	\$ 340,053	\$ 656,168
Employee Benefits	309,974	304,698	143,298	272,087
S/T	1,034,293	1,004,351	483,351	928,255
Materials & Supplies:				
Book & Non-Book Materials	68,555	59,000	28,513	72,000
Other	-	9,000	2,000	9,000
Direct Costs:				
Program Services	18,466	17,000	9,912	-
Other	8,550	3,000	1,300	3,000
Equipment	7,776	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,137,640</b>	<b>\$ 1,092,351</b>	<b>\$ 525,076</b>	<b>\$ 1,012,255</b>
<b><u>Revenues:</u></b>				
Miscellaneous	\$ 25,000	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Cost</b>	<b>\$ 1,112,640</b>	<b>\$ 1,092,351</b>	<b>\$ 525,076</b>	<b>\$ 1,012,255</b>

DEPARTMENT REFERENCE PAGE: IV-3

# ***LIBRARY BUILDING OPERATIONS***

**DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY**

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## **OBJECTIVES:**

Provide heating, lighting, cooling and cleaning of the Library building for safety, efficiency, and comfort.

Monitor condition of building, grounds, furnishings, library and building equipment and take appropriate action to correct problems and malfunctions.

Communicate issues with Library Administration.

Provide a full range of maintenance support for day-to-day Library activities.

Coordinate with Public Works in carrying out general maintenance and repairs.

Cooperate with Public Works in the planning and implementation of capital projects to protect the City's investment in and public enjoyment of the Library building and grounds.

Ensure public safety and enjoyment of Library facilities.

## **PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	General cleaning and maintenance	81,000 sq. ft.	81,000 sq. ft.	81,000 sq. ft.	81,000 sq. ft.
	Meeting room setups	730	730	730	730
	Security coverage against hours of operation	98%	98%	98%	98%
	Days open	350	345	350	350

**LIBRARY BUILDING OPERATIONS****DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY****REQUIRED RESOURCES:**

	<b>FY 17-18 Actual</b>	<b>FY 18-19 Revised Budget 12/31/17</b>	<b>FY 18-19 Exp/Oblig 12/31/18</b>	<b>FY 19-20 Proposed Budget</b>
<b><u>Expenditures:</u></b>				
Salaries & Wages	\$ 1,746	\$ 4,000	\$ 1,013	\$ 4,000
Employee Benefits	538	1,302	207	1,302
S/T	2,284	5,302	1,220	5,302
<b>Materials &amp; Supplies:</b>				
Building Maintenance Supplies/Repairs	51,477	43,868	13,893	42,475
Utilities	436,519	419,335	183,811	357,189
<b>Direct Costs:</b>				
Service Contracts	76,835	82,291	126,718	136,929
Security Guards	71,472	70,053	32,318	78,278
Transfer to Debt Service Fund	584,528	704,110	147,518	701,158
			147,518	
<b>Total Expenditures</b>	<b>\$ 1,223,115</b>	<b>\$ 1,324,959</b>	<b>\$ 505,478</b>	<b>\$ 1,321,331</b>
<b><u>Revenues:</u></b>				
Charges for Services	\$ 1,026	\$ 560	\$ 562	\$ -
Miscellaneous	7,368	-	1,894	-
<b>Total Revenues</b>	<b>\$ 8,394</b>	<b>\$ 560</b>	<b>\$ 2,456</b>	<b>\$ -</b>
<b>Net Cost</b>	<b>\$ 1,214,721</b>	<b>\$ 1,324,399</b>	<b>\$ 503,022</b>	<b>\$ 1,321,331</b>
<b><u>Other Financing Sources:</u></b>				
General Fund Contribution	\$ 584,528	\$ 704,110	\$ 147,518	\$ 701,158
<b>Total Other Financing Sources</b>	<b>\$ 584,528</b>	<b>\$ 704,110</b>	<b>\$ 147,518</b>	<b>\$ 701,158</b>

DEPARTMENT REFERENCE PAGE: IV-3

# LIBRARY FUND

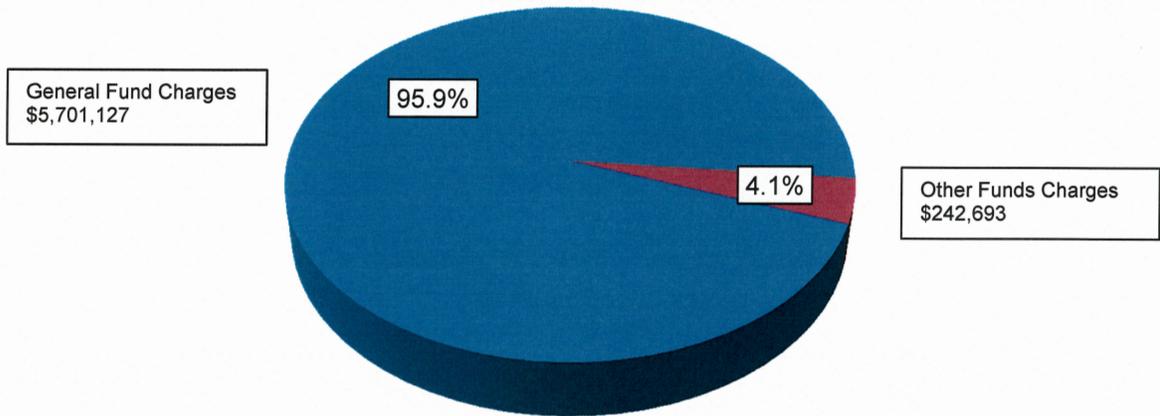
## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	FY 17-18 Actual <sup>(1)</sup>	FY 2018-2019		FY 19-20 Proposed Budget
		Revised Budget 12/31/18	Projected Actuals 06/30/19	
<b>Revenues &amp; Other Sources:</b>				
Intergovernmental Revenues	\$ 17,738	\$ 17,738	\$ 17,913	\$ 17,913
Charges for Services	62,125	63,560	40,563	33,000
Miscellaneous Revenues	51,616	29,000	27,394	19,000
Transfer In -				
General Fund Contribution	6,329,528	6,460,064	6,400,000	6,465,000
Appropriation of Fund Balance	-	43,109	-	36,183
<b>Total Revenues &amp; Other Sources</b>	<b>6,461,007</b>	<b>\$ 6,613,471</b>	<b>6,485,870</b>	<b>\$ 6,571,096</b>
<b>Expenditures &amp; Other Uses:</b>				
Personal Services	2,881,212	\$ 2,902,248	2,847,623	\$ 2,894,328
Employee Benefits	1,570,523	1,651,413	1,630,029	1,621,972
Materials & Supplies	961,346	928,909	928,484	929,064
Direct Costs	406,381	371,066	420,881	397,615
Equipment	26,157	22,846	18,829	16,959
Transfer to Debt Service Fund	-	704,110	704,110	701,158
Reserve for Financing	-	32,879	-	10,000
<b>Total Expenditures &amp; Other Uses</b>	<b>5,845,619</b>	<b>\$ 6,613,471</b>	<b>6,549,956</b>	<b>\$ 6,571,096</b>
<b>Excess of Revenues &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>615,388</b>		<b>(64,086)</b>	
<b>Other Financing Sources (Uses)-</b>				
Transfer to Debt Service Fund	(584,528)		-	
<b>Net Change in Fund Balance</b>	<b>30,860</b>		<b>(64,086)</b>	
<b>Fund Balance at Beginning of Year</b>	<b>91,904</b>		<b>122,764</b>	
<b>Fund Balance at End of Year</b>	<b>\$ 122,764</b>		<b>\$ 58,678</b>	

<sup>(1)</sup> City of White Plains Comprehensive Annual Financial Report, July 1, 2017 - June 30, 2018, modified for budgetary presentation

# SELF INSURANCE FUND

## REVENUES: \$5,943,820



## EXPENDITURES: \$5,943,820

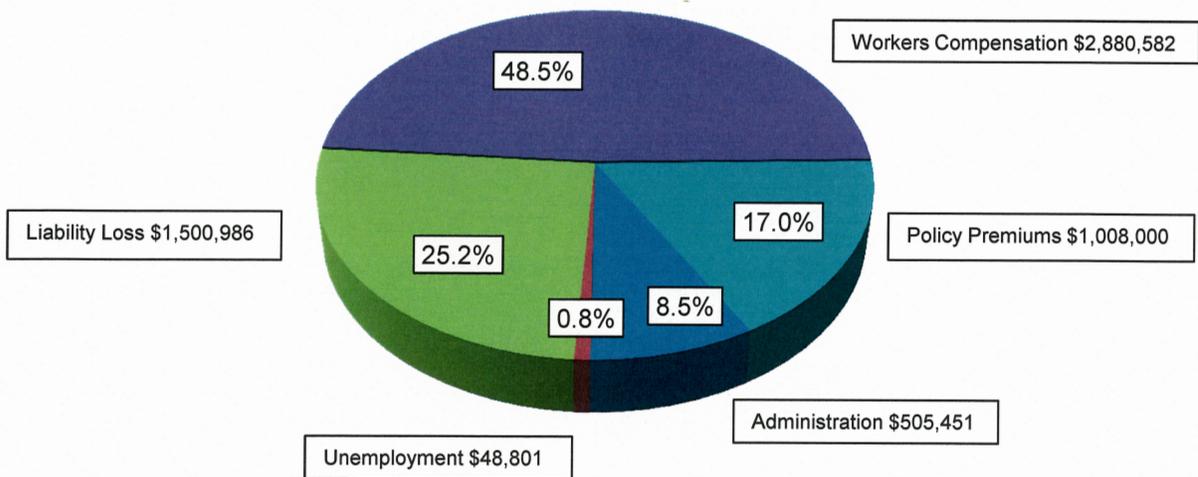


Exhibit IV.2

## ***SELF INSURANCE FUND***

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### **DEPARTMENT DESCRIPTION:**

The City of White Plains is self-insured for liability, workers compensation and unemployment benefits. Other risks are insured through commercial carriers. The Department of Finance is responsible for administering the City's insurance program and for providing risk management services.

The primary objective of the insurance program is to maintain sufficient commercial insurance and self-insurance reserves to protect the City of White Plains so that it may fulfill its responsibilities to the people of White Plains. Key to meeting this objective is a sound risk management safety/loss control program designed to identify and correct potential hazards and thereby reduce risk exposure.

### **ACTIVITIES PERFORMED:**

<u>Title</u>	<u>Activity Code</u>	<u>Reference Page</u>
Risk Management	A043	IV-20
Self Insurance	SI	IV-22

### **REQUIRED RESOURCES- FULL TIME POSITIONS:**

<u>Title</u>	<u>Grade</u>	<u>FY 18-19 Revised Budget 12/31/18</u>			<u>FY 19-20 Proposed Budget</u>		
		<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>
Insurance/Risk Manager	M/C17	1	-	1	1	-	1
		1	-	1	1	-	1

## SELF INSURANCE FUND

### REQUIRED RESOURCES- SUMMARY

	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b>Expenses:</b>				
Administration:				
Salaries & Wages	\$ 14,472	\$ 18,200	\$ 1,998	\$ 18,200
Employee Benefits	13,076	16,941	8,739	15,267
Other Post Employment Benefit Obligations	-	133,000	-	-
Materials & Supplies	35	100	-	100
Direct Costs	411,766	391,486	157,668	372,559
Reserve for Financing	-	95,000	-	99,325
Total Administration	<u>439,349</u>	<u>654,727</u>	<u>168,405</u>	<u>505,451</u>
Insurance:				
Workers' Compensation	2,633,500	2,682,777	1,298,214	2,880,582
Unemployment Benefits	45,978	25,000	39,044	48,801
General Liability	425,512	1,434,854	692,064	1,450,986
Public Officials' Liability	-	51,850	-	50,000
Policy Premiums	959,974	993,904	905,063	1,008,000
Total Insurance	<u>4,064,964</u>	<u>5,188,385</u>	<u>2,934,385</u>	<u>5,438,369</u>
<b>Total Expenses</b>	<b><u>\$ 4,504,313</u></b>	<b><u>\$ 5,843,112</u></b>	<b><u>\$ 3,102,790</u></b>	<b><u>\$ 5,943,820</u></b>
<b>Revenues:</b>				
Charges for Services:				
General Fund	\$ 6,632,766	\$ 5,599,506	\$ 5,849,506	\$ 5,701,127
Library Fund	47,160	28,723	28,723	43,860
Water Fund	144,817	155,156	155,156	134,519
Sewer Fund	62,902	54,368	54,368	58,487
Cable TV Fund	6,291	5,359	5,359	5,827
Miscellaneous:				
Insurance Recovery	530,875	-	-	-
Other	20,800	-	10,400	-
Interest	135,830	-	104,474	-
<b>Total Revenues</b>	<b><u>\$ 7,581,441</u></b>	<b><u>\$ 5,843,112</u></b>	<b><u>\$ 6,207,986</u></b>	<b><u>\$ 5,943,820</u></b>

# RISK MANAGEMENT

DEPT. PROVIDING SERVICE: DEPT. OF FINANCE

## OBJECTIVES:

To administer the City's liability, workers' compensation and unemployment self insurance programs in a fiscally prudent manner.

To systematically and continuously identify accidental loss exposure to the City, analyze the exposure in terms of frequency and severity probabilities, apply sound risk control and loss prevention procedures, and finance the risk consistent with financial resources.

To reduce insurance claims against the City by administering a City-wide Safety and Loss Control Program, and the New York State Department of Labor-Division of Safety and Health (NYSDOL-DOSH) Program.

To protect the interests of the people of White Plains by reviewing and processing all insurance claims in a thorough and timely manner.

## PERFORMANCE MEASURES:

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 17-18 Estimate</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Estimate</u>	<u>FY 19-20 Planned</u>
	<b>Total Claims Processed:</b>				
NY	Workers' Compensation	85	81	80	80
NY	Liability	25	18	23	23
NY	Unemployment Insurance	45	37	42	42
WP	No. of safety training sessions conducted	1	1	1	3
WP	Risk exposure surveys	2	-	2	4
WP	Safety and Loss Control Committee meetings held	2	-	2	4
WP	Safety and Loss Departmental meetings held	2	-	2	4
FED	Summary Work Related Injury and Illnesses (Form 300A) (OSHA)	1	1	1	1
NY	Summary Work-Related Injury and Illnesses (Form SH-900.1) (PESH)	17	17	17	17

Note: The risk management safety program is under review. The training sessions, risk exposure surveys, and safety and loss control committee meetings and safety and loss departmental meetings are being evaluated. Maintenance of OSHA and PESH logs are new measures.

**RISK MANAGEMENT**

DEPT. PROVIDING SERVICE: DEPT. OF FINANCE

**REQUIRED RESOURCES:**

	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b>Expenses:</b>				
Salaries & Wages	\$ 14,472	\$ 18,200	\$ 1,998	\$ 18,200
Fringe Benefits	13,076	16,941	8,739	15,267
Other Post Employment Benefit Obligations	-	133,000	-	-
S/T	<u>27,548</u>	<u>168,141</u>	<u>10,737</u>	<u>33,467</u>
Materials & Supplies	35	100	-	100
Direct Costs:				
Financial & Auditing	10,004	10,186	10,187	10,390
Legal Services	8,596	-	-	-
Program Services	513	1,000	85	1,000
Insurance Consultants	17,650	15,000	384	15,000
Insurance Claim Services	162,389	137,300	34,512	133,169
Appraisal Services	2,640	3,000	-	3,000
Workers' Comp. Board Assessments	209,974	225,000	112,500	210,000
Reserve for Financing	-	95,000	-	99,325
<b>Total Expenses</b>	<b><u>\$ 439,349</u></b>	<b><u>\$ 654,727</u></b>	<b><u>\$ 168,405</u></b>	<b><u>\$ 505,451</u></b>
<b>Revenues:</b>				
Charges for Services:				
General Fund	\$ 588,707	\$ 625,264	\$ 625,264	\$ 488,438
Library Fund	4,544	3,274	3,274	3,071
Water Fund	14,124	18,987	18,987	9,437
Sewer Fund	6,079	6,547	6,547	4,103
Cable TV Fund	614	655	655	402
Interest Income	<u>128,933</u>	<u>-</u>	<u>101,024</u>	<u>-</u>
<b>Total Revenues</b>	<b><u>\$ 743,001</u></b>	<b><u>\$ 654,727</u></b>	<b><u>\$ 755,751</u></b>	<b><u>\$ 505,451</u></b>

DEPARTMENT REFERENCE PAGE: IV-18

**SELF INSURANCE**

DEPT. PROVIDING SERVICE: DEPT. OF FINANCE

**OBJECTIVES:**

To provide the financial resources necessary to administer the City's Self Insurance Program.

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenses:</u></b>				
Direct Costs:				
Workers' Compensation	\$ 2,633,500	\$ 2,682,777	\$ 1,298,214	\$ 2,880,582
Unemployment Benefits	45,978	25,000	39,044	48,801
General Liability	425,512	1,434,854	692,064	1,450,986
Public Officials' Liability	-	51,850	-	50,000
Policy Premiums	959,974	993,904	905,063	1,008,000
<b>Total Expenses</b>	<b><u>\$ 4,064,964</u></b>	<b><u>\$ 5,188,385</u></b>	<b><u>\$ 2,934,385</u></b>	<b><u>\$ 5,438,369</u></b>
<b><u>Revenues:</u></b>				
Charges for Services:				
General Fund	\$ 6,044,059	\$ 4,974,242	\$ 5,224,242	\$ 5,212,689
Library Fund	42,616	25,449	25,449	40,789
Water Fund	130,693	136,169	136,169	125,082
Sewer Fund	56,823	47,821	47,821	54,384
Cable TV Fund	5,677	4,704	4,704	5,425
Miscellaneous-Insurance Recovery	530,875	-	-	-
Miscellaneous-Other	20,800	-	10,400	-
Interest Income	6,897	-	3,450	-
<b>Total Revenues</b>	<b><u>\$ 6,838,440</u></b>	<b><u>\$ 5,188,385</u></b>	<b><u>\$ 5,452,235</u></b>	<b><u>\$ 5,438,369</u></b>

DEPARTMENT REFERENCE PAGE: IV-18

# SELF INSURANCE FUND

## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

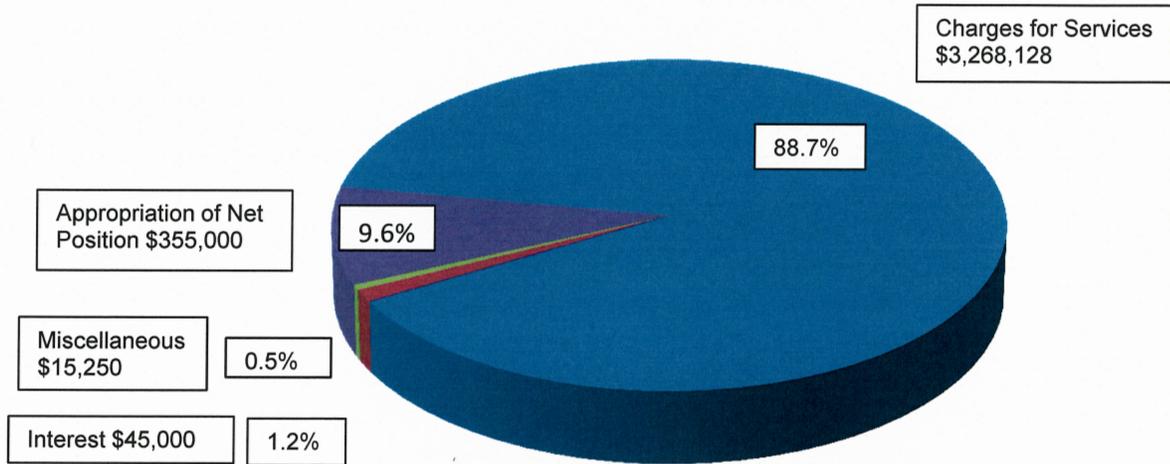
	FY 17-18 Actual <sup>(1)</sup>	FY 2018-2019		FY 19-20 Proposed Budget
		Revised Budget 12/31/18	Projected Actuals 06/30/19	
<b>Operating Revenues:</b>				
Charges for Services	\$ 6,893,936	\$ 5,843,112	\$ 6,093,112	\$ 5,943,820
Miscellaneous	551,675	-	20,800	-
<b>Total Operating Revenues</b>	<u>7,445,611</u>	<u>\$ 5,843,112</u>	<u>6,113,912</u>	<u>\$ 5,943,820</u>
<b>Operating Expenses:</b>				
Personal Services	14,472	\$ 18,200	1,998	\$ 18,200
Employee Benefits	13,076	16,941	17,969	15,267
Other Post Employment Benefit Obligations	-	133,000	-	-
Materials & Supplies	35	100	100	100
Direct Costs	4,476,730	5,579,871	5,421,093	5,810,928
Reserve for Financing	-	95,000	-	99,325
<b>Total Operating Expenses</b>	<u>4,504,313</u>	<u>\$ 5,843,112</u>	<u>5,441,160</u>	<u>\$ 5,943,820</u>
<b>Non-Operating Revenues</b>				
Interest Income	<u>135,830</u>		<u>206,500</u>	
<b>Change in Net Position</b>	<u>3,077,128</u>		<u>879,252</u>	
Net Position-Beginning of Year, as reported	(4,084,647)		<u>(1,105,122)</u>	
Cumulative Effect of Change in Accounting Principle	<u>(97,603)</u>			
Net Position-Beginning of Year, as restated	<u>(4,182,250)</u>			
<b>Net Position-End of Year</b>	<u>\$ (1,105,122)</u>		<u>\$ (225,870)</u>	

<sup>(1)</sup> City of White Plains Comprehensive Annual Financial Report, July 1, 2017- June 30, 2018

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# SEWER RENT FUND

## REVENUES: \$3,683,378



## EXPENSES: \$3,683,378

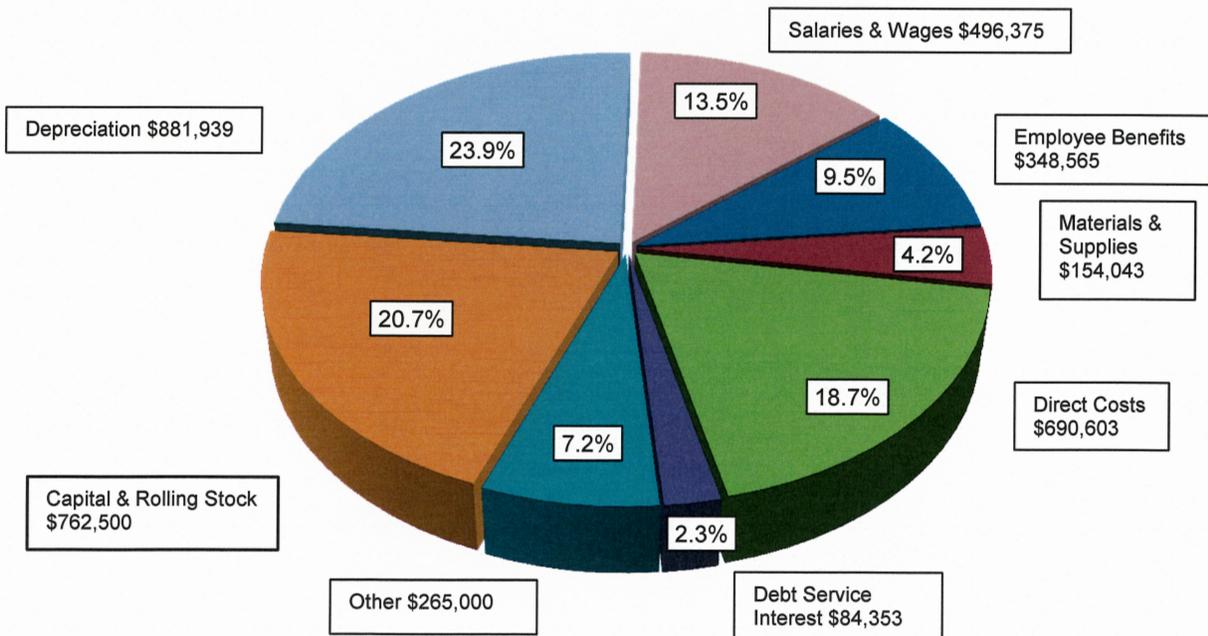


Exhibit IV.3

## SEWER RENT FUND

### DEPARTMENT DESCRIPTION:

The Sewer Rent Fund is an enterprise fund established to account for all revenues and expenses related to the operation and maintenance of the City's sanitary sewer system.

The primary responsibilities of the Bureau of Waste Water are the following: (1) operation, maintenance and protection of the City's waste water collection (sanitary sewer) systems; (2) protection of adjacent waterways; and (3) assistance in the development of the Department of Public Works Capital Improvement Program (waste water). The Bureau, in conjunction with the Department of Building, also approves and inspects sanitary sewer connections performed by licensed plumbers and/or authorized contractors.

The Bureau has overall responsibility for the approval and inspection of all public and private construction projects relating to sanitary sewers and waste water. Approval of this Bureau (coordinated with the Department of Building and Bureau of Engineering) must be obtained for anyone proposing the following activities: (1) installation of a private sewer, (2) construction of any type of sanitary structure in the City Right-of-Way, (3) discharge effluent into the sanitary sewer system or (4) connection of a service line to the City sanitary sewer system. This Bureau, and the Bureau of Engineering, are responsible for maintaining and updating sanitary sewer information records for the City of White Plains.

Through the maintenance and repair of the City's sanitary sewer system, our field forces ensure that we will have a properly functioning waste water collection system. Thus, the services we provide extend beyond day-to-day operations. Services include responding to a variety of problems and emergency situations. These include: (1) sanitary sewer main breaks, (2) leaks from sewer mains, (3) sewer backups or overflows, (4) pump station failure and (5) odor problems.

### ACTIVITIES PERFORMED:

<u>Title</u>	<u>Activity Code</u>	<u>Reference Page</u>
Waste Water Operations	SW01	IV-28

### REQUIRED RESOURCES- FULL TIME POSITIONS:

<u>Title</u>	<u>Grade</u>	<u>FY 18-19 Revised Budget 12/31/18</u>			<u>FY 19-20 Proposed Budget</u>		
		<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>
Lead Waste Water Maintenance Wkr.	10	1	1	-	1	1	-
Crew Leader	9	1	1	-	1	1	-
Maintenance Mechanic	8	2	2	-	2	2	-
Motor Equipment Operator	7A	1	1	-	1	1	-
Semi-Skilled Laborer	4	2	2	-	2	2	-
		<u>7</u>	<u>7</u>	<u>-</u>	<u>7</u>	<u>7</u>	<u>-</u>

## SEWER RENT FUND

### REQUIRED RESOURCES- SUMMARY

	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b>Expenses:</b>				
Salaries & Wages	\$ 470,512	\$ 495,348	\$ 243,118	\$ 496,375
Employee Benefits	311,583	336,249	175,604	348,565
Other Post Employment Benefit Obligations	198,328	205,000	-	200,000
Materials & Supplies:				
Land Maintenance Supplies	12,254	22,000	6,138	19,500
Building/Facility Operations	833	3,012	994	2,158
Sewer Operations	53,433	129,303	29,303	102,500
Rolling Stock Operations	20,240	21,240	8,092	19,270
Other	4,289	5,675	3,084	10,615
Direct Costs:				
Program Services	91,127	88,161	43,089	79,350
SIF Contribution	62,902	54,368	54,368	58,487
General Fund Services	145,000	152,250	152,250	542,000
Other	9,676	13,518	9,853	10,766
Equipment/Rolling Stock	161,009	254,480	212,706	237,500
Debt Service - Interest	58,476	58,836	34,837	84,353
Depreciation	825,157	835,341	417,671	881,939
Capital Outlay	-	1,364,966	1,035,719	525,000
Reserve for Financing	-	55,695	-	65,000
<b>Total Expenses</b>	<b>\$ 2,424,819</b>	<b>\$ 4,095,442</b>	<b>\$ 2,426,826</b>	<b>\$ 3,683,378</b>
<b>Revenues &amp; Other Sources:</b>				
Charges for Services	\$ 2,813,978	\$ 3,067,112	\$ 1,297,088	\$ 3,268,128
Contributions-Developers	250,000	125,000	-	-
Miscellaneous	18,337	15,250	12,065	15,250
Interest	12,071	10,000	20,235	45,000
Appropriation of Net Position	-	878,080	-	355,000
<b>Total Revenues &amp; Other Sources</b>	<b>\$ 3,094,386</b>	<b>\$ 4,095,442</b>	<b>\$ 1,329,388</b>	<b>\$ 3,683,378</b>

# WASTE WATER OPERATIONS

DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS

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## OBJECTIVES:

To provide supervision and administrative support for the White Plains sanitary sewer system.

Establish sewer rent fees based upon percentage of user water consumption.

Operate and maintain the sewage pump station and sewer lines.

Monitor performance of the sewer pump station in compliance with applicable Federal, State and County regulations.

Bill and maintain records for all users.

## PERFORMANCE MEASURES:

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 17-18 Estimate</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Estimate</u>	<u>FY 19-20 Planned</u>
	Miles of sanitary sewer lines maintained	127.5	127.5	127.5	127.5
	Gallons of bioculture used to treat sanitary lines to control grease	120	110	120	120
	No. of manholes to maintain	3,220	3,220	3,220	3,220

**WASTE WATER OPERATIONS**

DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS

**REQUIRED RESOURCES-**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenses:</u></b>				
Salaries & Wages	\$ 470,512	\$ 495,348	\$ 243,118	\$ 496,375
Employee Benefits	311,583	336,249	175,604	348,565
Other Post Employment Benefit Obligations	198,328	205,000	-	200,000
S/T	980,423	1,036,597	418,722	1,044,940
<b>Materials &amp; Supplies:</b>				
Land Maintenance Supplies	12,254	22,000	6,138	19,500
Building/Facility Operations	833	3,012	994	2,158
Sewer Operations	53,433	129,303	29,303	102,500
Rolling Stock Operations	20,240	21,240	8,092	19,270
Other	4,289	5,675	3,084	10,615
<b>Direct Costs:</b>				
Service Contracts	-	3,665	-	765
Program Services	46,496	63,135	43,063	54,350
Waste Maintenance	44,631	25,026	26	25,000
SIF Contribution	62,902	54,368	54,368	58,487
General Fund Services	145,000	152,250	152,250	542,000
Other	9,676	9,853	9,853	10,001
Equipment	161,009	4,480	4,647	12,500
Rolling Stock	-	250,000	208,059	225,000
Debt Service - Interest	58,476	58,836	34,837	84,353
Depreciation	825,157	835,341	417,671	881,939
Capital Outlay	-	1,364,966	1,035,719	525,000
Reserve for Financing	-	55,695	-	65,000
<b>Total Expenses</b>	<b>\$ 2,424,819</b>	<b>\$ 4,095,442</b>	<b>\$ 2,426,826</b>	<b>\$ 3,683,378</b>
<b><u>Revenues &amp; Other Sources:</u></b>				
Charges for Services:	\$ 2,813,978	\$ 3,067,112	\$ 1,297,088	\$ 3,268,128
Contributions-Developers	250,000	125,000	-	-
Miscellaneous	18,337	15,250	12,065	15,250
Interest	12,071	10,000	20,235	45,000
Appropriation of Net Position	-	878,080	-	355,000
<b>Total Revenues &amp; Other Sources</b>	<b>\$ 3,094,386</b>	<b>\$ 4,095,442</b>	<b>\$ 1,329,388</b>	<b>\$ 3,683,378</b>

DEPARTMENT REFERENCE PAGE: IV-26

# SEWER RENT FUND

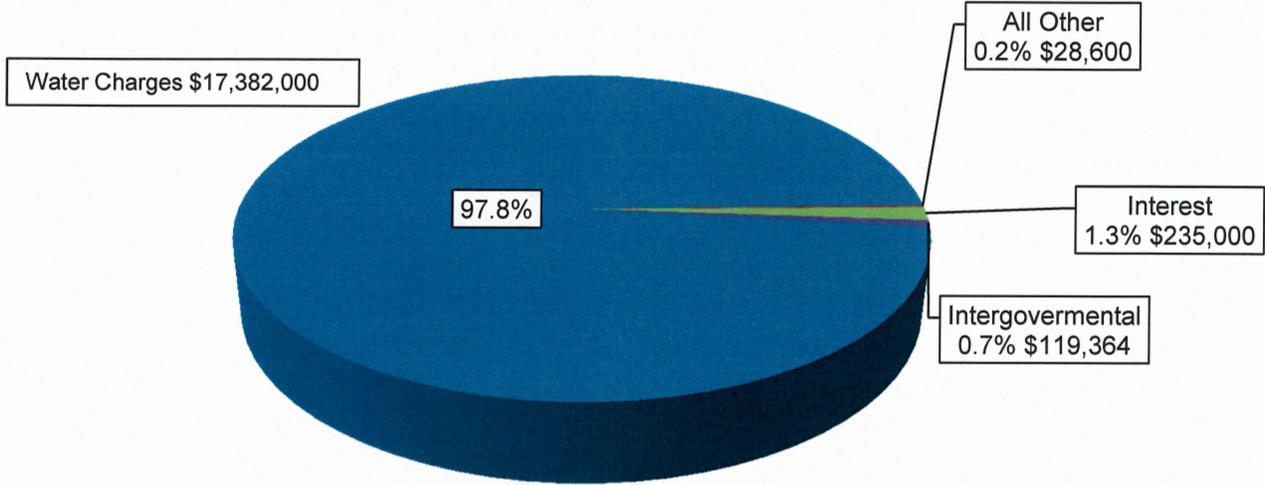
## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	FY 17-18 Actual	FY 2018-2019		FY 19-20 Proposed Budget
		Revised Budget 12/31/18	Projected Actual 06/30/19	
<b>Operating Revenues:</b>				
Charges for Services	\$ 2,813,978	\$ 3,067,112	\$ 3,100,000	\$ 3,268,128
Miscellaneous	268,337	140,250	148,650	15,250
Appropriation of Net Position	-	878,080	-	355,000
Total Operating Revenues	<u>3,082,315</u>	<u>4,085,442</u>	<u>3,248,650</u>	<u>3,638,378</u>
<b>Operating Expenses:</b>				
Personal Services	470,512	495,348	495,348	496,375
Employee Benefits	312,519	336,249	336,249	348,565
Other Post Employment Benefit Obligations	198,328	205,000	200,000	200,000
Material & Supplies	91,049	181,230	180,000	154,043
Direct Costs	308,705	308,297	305,397	690,603
Equipment/Rolling Stock	161,009	254,480	200,000	237,500
Depreciation	825,157	835,341	835,000	881,939
Capital Outlay	-	1,364,966	900,000	525,000
Reserve for Financing	-	55,695	-	65,000
Total Operating Expenses	<u>2,367,279</u>	<u>4,036,606</u>	<u>3,451,994</u>	<u>3,599,025</u>
<b>Non-Operating Revenues (Expenses):</b>				
Interest Income	12,071	10,000	45,000	45,000
Interest Expense	<u>(58,476)</u>	<u>(58,836)</u>	<u>(58,836)</u>	<u>(84,353)</u>
Change in Net Position	<u>668,631</u>	<u>\$ -</u>	<u>(217,180)</u>	<u>\$ -</u>
Net Position-Beginning of Year, as reported	11,063,979		<u>9,085,472</u>	
Cumulative Effect of Change in Accounting Principle	<u>(2,647,138)</u>			
Net Position-Beginning of Year, as restated	<u>8,416,841</u>			
Net Position-End of Year	<u>\$ 9,085,472</u>		<u>\$ 8,868,292</u>	

(1) City of White Plains Comprehensive Annual Financial Report, July 1, 2017- June 30, 2018

# WATER FUND

## REVENUES: \$17,764,964



## EXPENSES: \$17,721,348

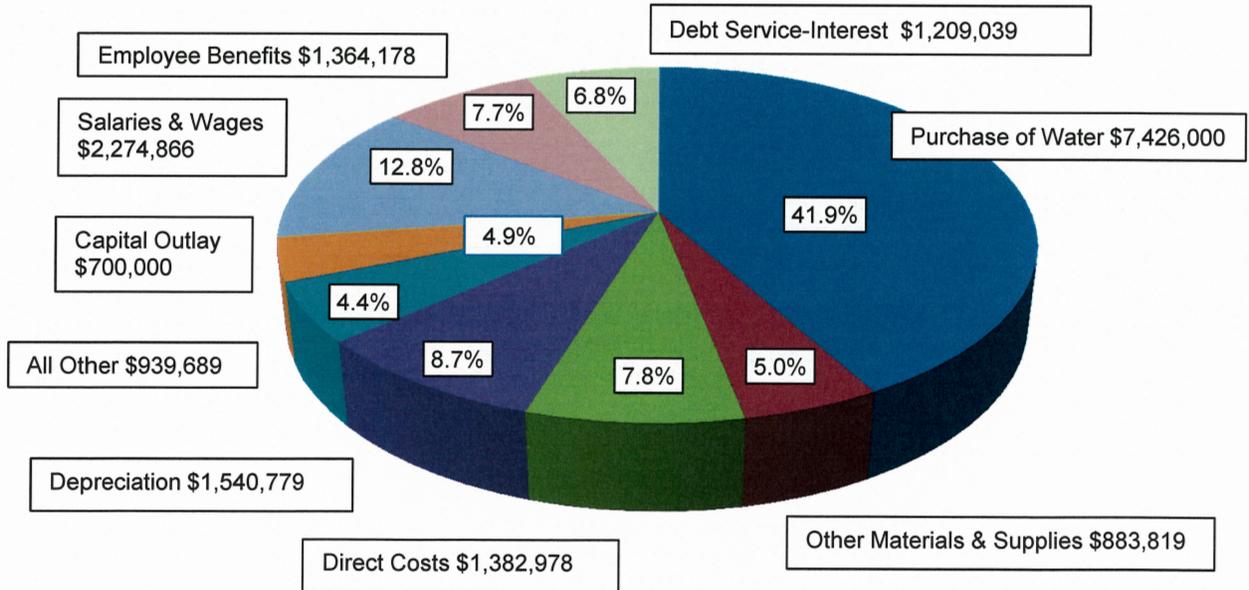


Exhibit IV.4

# WATER FUND

## DEPARTMENT DESCRIPTION:

The Water Fund is an enterprise fund established to account for all revenues and expenses related to the supply and distribution of water within the City of White Plains. The primary responsibilities of the Bureau of Water are the following: (1) operation, maintenance and protection of the City's water supply and distribution systems; (2) protection of adjacent waterways; and (3) assistance in the development of the Department of Public Works Capital Improvement Program (water). The fund is divided into three functional areas: Administration, Supply, and Distribution.

The Bureau of Water Administration maintains accounts and the record keeping system necessary for account billing. It issues permits relating to water installation and street openings and handles all correspondence relating to water accounts.

The Bureau of Water Supply operates and maintains all equipment and systems at two water pumping stations, including chemical treatment and/or mechanical facilities. It investigates questions and complaints concerning water quality and performs all required testing. Additionally, this bureau is responsible for the City-owned reservoirs and wells.

The Bureau of Water Distribution maintains and repairs the municipal water distribution system together with the reading, installation and maintenance of water meters, which measure water consumed.

## ACTIVITIES PERFORMED:

<u>Title</u>	<u>Activity Code</u>	<u>Reference Page</u>
Water Department Administration	W001	IV-34
Water Supply Operations	W002	IV-36
Water Distribution Systems	W003	IV-38

## REQUIRED RESOURCES- FULL TIME POSITIONS:

<u>Title</u>	<u>Grade</u>	<u>FY 18-19 Revised Budget 12/31/18</u>			<u>FY 19-20 Proposed Budget</u>		
		<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>
Sup't. of Water & Waste Water	M/C 18	1	-	1	1	-	1
Asst. Sup't. of Water & Waste Water	M/C 14	1	1	-	1	1	-
Drafter III	13	1	1	-	1	1	-
Senior Water Plant Operator	12	1	1	-	1	1	-
Electronics Field Technician	12	1	1	-	1	1	-
Engineer I (B.S.)	11	1	1	-	1	1	-
Lead Water Maintenance Worker	9	2	2	-	2	2	-
Water Maintenance Mechanic	9	1	1	-	1	1	-
Water Plant Operator	9	5	5	*	5	5	*
Water Maintenance Worker, Grade I	8	5	5	-	5	5	-
Bookkeeper	8	2	2	-	2	2	-
Water Maintenance Worker, Grade II	7	6	6	*	6	6	*
Skilled Laborer	6	1	0	1	1	1	-
Senior Account Clerk	5	1	1	*	1	1	*
		<u>29</u>	<u>27</u>	<u>2</u>	<u>29</u>	<u>28</u>	<u>1</u>

\* One or more positions underfilled

## WATER FUND

### REQUIRED RESOURCES- SUMMARY

	FY 17-18 Actual	FY 18-19 Revised Budget 12/31/18	FY 18-19 Exp/Oblig 12/31/18	FY 19-20 Proposed Budget
<b><u>Expenses:</u></b>				
Salaries & Wages	\$ 2,276,357	\$ 2,225,253	\$ 1,084,629	\$ 2,274,866
Employee Benefits	1,259,881	1,281,237	637,870	1,364,178
Other Post Employment Benefit Obligations	490,230	512,500	-	510,000
Materials & Supplies:				
Water	6,166,537	7,695,700	3,384,761	7,426,000
Utilities	299,294	388,033	128,046	396,584
Other	506,382	459,422	164,930	487,235
Direct Costs:				
SIF Contribution	144,817	155,156	155,156	134,519
General Fund Services	750,000	787,500	787,500	995,000
Other	228,788	325,407	207,910	253,459
Equipment	39,461	44,277	20,108	39,689
Rolling Stock	2,724	45,000	45,135	125,000
Debt Service - Interest	757,904	759,450	493,107	1,209,039
Depreciation	1,483,699	1,958,523	979,262	1,540,779
Capital Outlay	-	968,418	304,994	700,000
Reserve for Financing	-	109,864	-	265,000
<b>Total Expenses</b>	<b>\$ 14,406,074</b>	<b>\$ 17,715,740</b>	<b>\$ 8,393,408</b>	<b>\$ 17,721,348</b>
<b><u>Revenues:</u></b>				
Intergovernmental	\$ 375,540	\$ 117,428	\$ -	\$ 119,364
Charges for Services	16,961,461	16,537,000	7,885,122	17,382,000
Licenses and Permits	3,850	10,000	1,000	2,500
Fines and Forfeitures	15,000	5,000	-	5,000
Miscellaneous	57,259	21,100	327,413	21,100
Interest	96,914	45,000	96,928	235,000
<b>Total Revenues</b>	<b>\$ 17,510,024</b>	<b>\$ 16,735,528</b>	<b>\$ 8,310,463</b>	<b>\$ 17,764,964</b>

# WATER BUREAU ADMINISTRATION

DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS

---

## OBJECTIVES:

To provide supervision and administrative support for the White Plains Water System.

To maintain water account files and billing system.

To schedule monitor testing and replacement of official water meters and backflow devices.

To issue permits and receipts for the Department of Public Works.

To maintain updated and accurate database of regulatory compliance records for the City of White Plains as required by County, State and Federal agencies.

## PERFORMANCE MEASURES:

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 17-18 Estimate</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Estimate</u>	<u>FY 19-20 Planned</u>
WP	No. of accounts	10,320	10,329	10,330	10,400
WP	No. of semi-annual billings	20,500	20,658	20,650	20,650
	No. of work orders written & processed	1,900	1,157	1,500	1,500
WP	No. of special bills rendered	300	487	400	450
	No. of telephone inquiries answered	8,400	8,000	8,000	8,000
	No. of letters sent	1,150	1,500	1,500	1,500
WP	No. of permits issued	850	279	500	600
WP	No. of receipts issued	700	638	700	700
	No. of large meters tested	80	45	50	60
NY	No. of backflow devices tested	500	500	500	500
NY	No. of NYS Code Rule 753's received and processed for White Plains and adjoining communities	4,500	4,500	4,500	4,500

**WATER BUREAU ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

**REQUIRED RESOURCES-**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenses:</u></b>				
Salaries & Wages	\$ 708,959	\$ 633,302	\$ 305,116	\$ 629,328
Employee Benefits	512,996	521,698	274,135	568,551
Other Post Employment Benefit Obligations	490,230	512,500	-	510,000
S/T	1,712,185	1,667,500	579,251	1,707,879
<b>Materials &amp; Supplies:</b>				
Office Operations	36,530	22,100	2,898	24,400
Rolling Stock Operations	561	2,145	296	2,160
Utilities	4,079	3,781	1,690	3,781
<b>Direct Costs:</b>				
Program Services	63,743	149,926	118,156	137,410
SIF Contribution	144,817	155,156	155,156	134,519
General Fund Services	750,000	787,500	787,500	995,000
Other	18,182	53,184	38,184	27,374
Equipment	1,132	-	260	12,500
Debt Service - Interest	757,904	759,450	493,107	1,209,039
Reserve for Financing	-	109,864	-	265,000
<b>Total Expenses</b>	<b><u>\$ 3,489,133</u></b>	<b><u>\$ 3,710,606</u></b>	<b><u>\$ 2,176,498</u></b>	<b><u>\$ 4,519,062</u></b>
<b><u>Revenues:</u></b>				
Intergovernmental	\$ 375,540	\$ 117,428	\$ -	\$ 119,364
<b>Charges for Services:</b>				
Metered Water Sales	16,745,710	16,400,000	7,819,977	17,200,000
Water Service Charges	102,671	52,000	40,896	82,000
Water Interest and Penalty	113,080	85,000	24,249	100,000
Licenses and Permits	3,850	10,000	1,000	2,500
Forfeited Deposits	15,000	5,000	-	5,000
<b>Miscellaneous:</b>				
Sale of Rolling Stock	-	-	7,275	-
Insurance Recovery	16,852	20,500	9,386	20,500
Refund Prior Year Expenses	39,785	-	310,269	-
Other	622	600	483	600
Interest	96,914	45,000	96,928	235,000
<b>Total Revenues</b>	<b><u>\$ 17,510,024</u></b>	<b><u>\$ 16,735,528</u></b>	<b><u>\$ 8,310,463</u></b>	<b><u>\$ 17,764,964</u></b>

DEPARTMENT REFERENCE PAGE: IV-32

# ***WATER SUPPLY OPERATIONS***

**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

---

## **OBJECTIVES:**

To operate and maintain two (2) water pumping stations, one booster station, chemical treatment facilities, two (2) reservoir systems and three (3) wells.

To provide a sufficient supply of potable water for human consumption and emergencies.

To keep records in an efficient and accurate manner.

## **PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
	No. of pumps maintained	27	27	27	27
	No. of chemical equipment maintained	20	20	24	24
NY	No. of chemical, bacteriological and physical tests	50,600	50,600	50,600	50,600
	MG of water pumped	3,100	2,945	3,000	3,000
WP	No. of pumping record entries	175,200	175,000	175,000	175,000
	No. of telephone and radio responses	11,100	11,000	11,000	11,000
	No. of membrane filter units	2	2	2	2

**WATER SUPPLY OPERATIONS**

DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenses:</u></b>				
Salaries & Wages	\$ 546,276	\$ 576,362	\$ 284,841	\$ 555,366
Employee Benefits	257,038	259,610	128,219	249,308
S/T	803,314	835,972	413,060	804,674
Materials & Supplies:				
Water	6,166,537	7,695,700	3,384,761	7,426,000
Office Operations	4,006	3,080	1,911	3,200
Building/Facility Operations	50,612	36,350	17,914	46,350
Rolling Stock Operations	7,555	5,870	2,831	7,500
Water Supply Operations	202,241	190,120	78,312	213,350
Utilities	295,215	384,252	126,356	392,803
Direct Costs:				
Service Contracts	12,429	20,130	8,022	19,200
Program Services	10,023	27,190	13,689	15,000
Other	13,350	14,475	9,357	14,475
Equipment	11,930	9,570	858	-
Depreciation	1,483,699	1,958,523	979,262	1,540,779
<b>Total Expenses</b>	<b>\$ 9,060,911</b>	<b>\$ 11,181,232</b>	<b>\$ 5,036,333</b>	<b>\$ 10,483,331</b>
<b><u>Revenues:</u></b>				
None	\$ -	\$ -	\$ -	\$ -

DEPARTMENT REFERENCE PAGE: IV-32

# ***WATER DISTRIBUTION SYSTEM***

**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

---

## **OBJECTIVES:**

To maintain the City's water distribution system.

To read meters measuring water consumption.

## **PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 17-18 Estimate</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 19-20 Planned</u></b>
WP	No. of new service connections	15	11	15	20
	No. of feet of new service line installed	225	100	150	150
	No. of valves maintained	500	500	550	550
	No. of valves inspected	2,500	2,500	2,525	2,535
	No. of valves in system	6,070	7,005	7,012	7,015
	No. of hydrants maintained	250	250	260	260
	No. of hydrants inspected	2,065	2,070	2,075	2,075
	No. of hydrants in system	2,071	2,082	2,094	2,095
	No. of private hydrants inspected	60	72	72	72
WP	No. of emergency call-outs	125	130	130	130
NY	No. of facilities located within the City of Plains per NYS Code Rule 753	3,200	3,200	3,200	3,200
WP	No. of large and small meter manual readings	2,300	2,616	2,700	2,700
WP	No. of automated meter readings (small meters only)	8,500	17,420	17,500	17,500
	No. of complaints investigated	1,000	1,000	1,010	1,000
	No. of field investigations	2,000	2,100	2,105	2,105
WP	No. of miles of water mains to maintain	163.0	163.5	165.0	165.0

**WATER DISTRIBUTION SYSTEM**

DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS

**REQUIRED RESOURCES:**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>FY 19-20 Proposed Budget</u>
<b><u>Expenses:</u></b>				
Salaries & Wages	\$ 1,021,122	\$ 1,015,589	\$ 494,672	\$ 1,090,172
Employee Benefits	489,847	499,929	235,516	546,319
S/T	1,510,969	1,515,518	730,188	1,636,491
<b>Materials &amp; Supplies:</b>				
Building/Facility Operations	32,788	41,500	10,045	41,500
Rolling Stock Operations	55,428	68,425	27,737	69,275
Water Distribution Operations	116,661	89,832	22,986	79,500
<b>Direct Costs:</b>				
Service Contracts	29,479	60,502	20,502	40,000
Program Services	81,582	-	-	-
Equipment	26,399	34,707	18,990	27,189
Rolling Stock	2,724	45,000	45,135	125,000
Capital Outlay	-	968,418	304,994	700,000
<b>Total Expenses</b>	<b><u>\$ 1,856,030</u></b>	<b><u>\$ 2,823,902</u></b>	<b><u>\$ 1,180,577</u></b>	<b><u>\$ 2,718,955</u></b>
<b><u>Revenues:</u></b>				
None	\$ -	\$ -	\$ -	\$ -

DEPARTMENT REFERENCE PAGE: IV-32

# WATER FUND

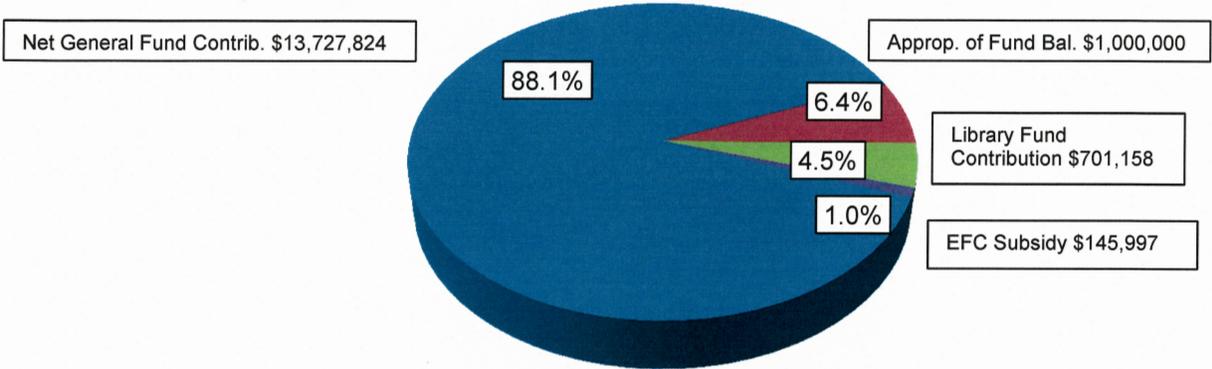
## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	FY 17-18 Actual	FY 2018-2019		FY 19-20 Proposed Budget
		Revised Budget 12/31/18	Projected Actuals 06/30/19	
<b>Operating Revenues:</b>				
Intergovernmental	\$ 375,540	\$ 117,428	\$ 1,077,428	\$ 119,364
Charges for Services	16,961,461	16,537,000	17,182,000	17,382,000
Miscellaneous	76,109	36,100	374,479	28,600
Total Operating Revenues	<u>17,413,110</u>	<u>16,690,528</u>	<u>18,633,907</u>	<u>17,529,964</u>
<b>Operating Expenses:</b>				
Personal Services	2,276,357	2,225,253	2,222,853	2,274,866
Employee Benefits	1,257,797	1,281,237	1,280,667	1,364,178
Other Post Employment Benefit Obligations	490,230	512,500	512,000	510,000
Material & Supplies	6,972,213	8,543,155	7,683,434	8,309,819
Direct Costs	1,123,605	1,268,063	1,243,682	1,382,978
Equipment/Rolling Stock	42,185	89,277	89,277	164,689
Depreciation	1,483,699	1,958,523	1,500,000	1,540,779
Capital Outlay	-	968,418	900,000	700,000
Reserve for Financing	-	109,864	-	265,000
Total Operating Expenses	<u>13,646,086</u>	<u>16,956,290</u>	<u>15,431,913</u>	<u>16,512,309</u>
<b>Non-Operating Revenues (Expenses):</b>				
Interest Income	96,914	45,000	235,000	235,000
Interest Expense	(757,904)	(759,450)	(759,450)	(1,209,039)
	<u>(660,990)</u>	<u>(714,450)</u>	<u>(524,450)</u>	<u>(974,039)</u>
Change in Net Position	3,106,034	<u>\$ (980,212)</u>	2,677,544	<u>\$ 43,616</u>
Net Position-Beginning of Year, as reported	29,014,351		<u>26,460,113</u>	
Cumulative Effect of Change in Accounting Principle	<u>(5,660,272)</u>			
Net Position-Beginning of Year, as restated	<u>23,354,079</u>			
Net Position-End of Year	<u>\$ 26,460,113</u>		<u>\$ 29,137,657</u>	

(1) City of White Plains Comprehensive Annual Financial Report, July 1, 2017-June 30, 2018

# CITY INDEBTEDNESS

## DEBT SERVICE FUND REVENUES: \$15,574,979



## DEBT SERVICE FUND EXPENDITURES: \$15,574,979

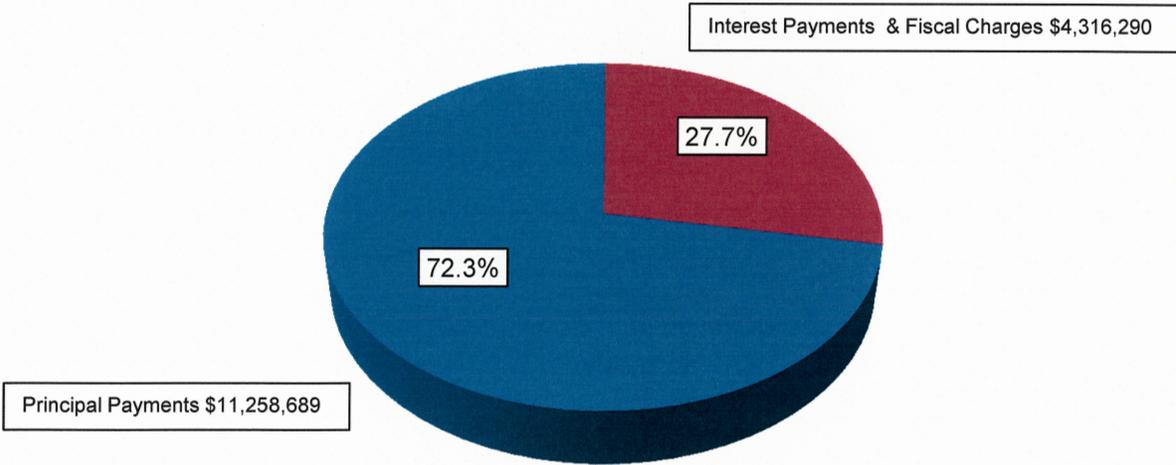


Exhibit V.1

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## CITY INDEBTEDNESS

### Debt Overview:

The City issues general obligation (GO) bonds to provide funds for major capital projects. General obligation bonds are issued for general government (General and Library Funds) and proprietary activities (Water and Sewer Rent Funds). The City may also issue Bond Anticipation Notes (BANs) to finance all or part of the cost of any project authorized by New York State Local Finance Law. Bond anticipation notes are issued in anticipation of permanent financing but are often paid off before permanent financing is required. BANs may be renewed from time to time, but each renewal may not exceed a one year period, and in most circumstances may not be extended more than five years beyond the original issue date. Performance contracts are another way that the City can fund long-term capital projects which are financed through leasing.

All general obligation bonds are issued by the City which pledges its full faith and credit and is liable for all debt service requirements. The City has incurred general obligation debt in connection with the acquisition, rehabilitation and construction of streets, storm water drains and public buildings; traffic improvements; parks and recreation facilities; water supply and distribution facilities; sanitary sewer improvements and parking facilities and related equipment. The Water Fund and the Sewer Rent Fund pay the principal and interest costs of each of their related obligations, and the General and Library Funds incur the expense of their obligations. In the General Fund, parking fees and fines provide the funding for all parking improvements and operations. Thus, the Water Fund, Sewer Rent Fund and Parking Improvements debt are generally considered self-liquidating, while all other General Fund and Library Fund debt is considered tax-supported.

The City has issued debt for public/private partnerships to build new parking facilities, for land as part of an Environmental Open Space Initiative, as well as for the more traditional uses such as infrastructure repair and replacement. Parking fees and fines and lease payments from users of parking facilities will retire all parking-related debt. Debt service costs related to land acquisition, as well as costs related to recreation improvements in the proposed FY 2019-20 budget will be partially paid from funds in the Recreation and Open Space Reserve. The City's last major issue of debt (\$22.3 million) was sold in September of 2018 at interest rates of 3 to 5%. The City does not plan to sell any debt during the remainder of the current fiscal year. However, the City may enter into an Energy Performance Contract through the New York Power Authority (NYPA) for approximately \$3.3 million to finance the replacement of street lights with energy efficient light emitting diodes (LEDs). The City's next planned debt sale, approximately \$12.6 million, is planned for FY 2019-20.

The City's Debt Performance Goals (see Section I), together with generally recognized credit industry benchmarks, are the basis upon which the City must determine what it believes to be acceptable debt levels. The City must consider (1) its total indebtedness, (2) the relationship of its debt burden vis-a-vis the Constitutional Debt Limit (its ability to borrow against its "credit limit") and (3) its ability to repay its debt obligations. The City maintains a Aa1 rating from Moody's Investor's Service and has done so from 1988 to 2018.

## CITY INDEBTEDNESS

A comprehensive plan which includes conservative revenue assumptions, adherence to the City's fiscal performance goals, a tax stabilization and reserve fund, and firm control of expenditures, particularly personnel costs, remains in place to stabilize tax increases and to meet the criteria of the rating agency.

On June 30, 2018, outstanding indebtedness totaled \$151,911,528 a decrease of 5.6% over the previous fiscal year. Of that amount, \$25,284,818 was for water improvements, \$1,921,035 was for sewer improvements and \$42,645,436 was for parking facilities, all of which are considered self-supporting debt. The remaining \$82,060,241 is considered net direct indebtedness which will be retired from future General Fund tax levies and from any other revenue which the Common Council may dedicate for this purpose.

As of June 30, 2018, the City also had \$29,454,650 of authorized, but unissued debt, of which \$15,627,150 was for general projects, \$12,110,500 was for water improvements, \$505,000 was for sewer improvements and \$1,212,000 was for parking projects. Outstanding and authorized debt totaled \$181,366,178 at June 30, 2018, an increase of \$9.2 million or approximately 5% more than the previous year. Like most other municipalities struggling to remain under the tax cap, debt has been used to address many of the City's needs, where appropriate. While a significant portion of the increase in total debt is attributable to self-liquidating debt (principally the Water Fund), continuing growth in tax-supported debt must be evaluated cautiously because the local economy is not producing sufficient revenue to fund new debt service payments.

### Debt Projections for FY 2018-19

Based upon new indebtedness incurred and/or issued in the current fiscal year and scheduled principal payments to be made during the same time period, total authorized and outstanding indebtedness is projected to be \$209,810,980 at June 30, 2019, an increase of \$28.5 million or 15.7% over the previous fiscal year. Projected authorized and outstanding indebtedness is summarized below. Water Fund debt is the principal reason for the increase.

	<u>Self-Liquidating Debt</u>			<u>Tax-Supported Debt</u>		<u>Total</u>
	<u>Parking</u>	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Library</u>	<u>All Other</u>	
Serial Bonds	\$40,430,616	\$32,132,232	\$2,283,098	\$5,158,508	\$78,950,899	\$158,955,353
Unissued	<u>3,080,500</u>	<u>32,083,000</u>	<u>1,262,500</u>	<u>651,500</u>	<u>13,778,127</u>	<u>50,855,627</u>
	<u>\$43,511,116</u>	<u>\$64,215,232</u>	<u>\$3,545,598</u>	<u>\$5,810,008</u>	<u>\$92,729,026</u>	<u>\$209,810,980</u>

## CITY INDEBTEDNESS

Authorized and unissued debt based on the actions of the Common Council as of February 4, 2019 totaled \$39,962,750. The planned issuance date for approximately \$36 million of this debt is the 2019-20 fiscal year. It is anticipated that any future new indebtedness authorized by the Common Council pursuant to the current year's Capital Improvement Program (\$7,652,250) will also remain unissued as of June 30, 2019. The City will retire approximately \$12.3 million in debt during the 2018-19 fiscal year and expend approximately \$4.6 million for interest expense.

### FY 2019-20 Debt Service Fund

The Debt Service Fund budget for FY 2019-20 includes principal and interest payments related to debt attributable to the General and Library Funds. Debt service related to the Water and Sewer Rent Funds is budgeted and reported in each of those funds.

The proposed Debt Service Fund revenue budget for FY 2019-20 totals \$15,574,979, an increase of \$1,180,971 or 8.2% from the current year's adopted budget. A comparison between the FY 2019-20 proposed budget, the current revised budget as of December 31<sup>st</sup> and last year's actuals is shown below:

	<u>2017-18 Actual</u>	<u>2018-19 Revised Budget</u>	<u>2019-20 Proposed Budget</u>
<b><u>Revenues</u></b>			
General Fund Contribution	\$12,193,762	\$12,538,793	\$13,727,824
Library Fund Contribution	584,528	704,110	701,158
All Other	364,636	151,105	145,997
	<u>13,142,926</u>	<u>13,394,008</u>	<u>14,574,979</u>
Appropriation of Fund Balance	-	1,000,000	1,000,000
Total	<u>\$13,142,926</u>	<u>\$14,394,008</u>	<u>\$15,574,979</u>

FY 2019-20 financing sources include an appropriation of fund balance from the Debt Service Fund of \$1,000,000, the same amount appropriated in the current fiscal year. It is projected that the debt service fund balance next year could decrease to less than \$2 million which would increase the amount of the General Fund contribution needed in future years unless another funding source, such as the sale of property, is identified. The General Fund contribution, which will increase by 9.5%, includes an appropriation from the open space reserve in the amount of \$120,000 and the White Plains Hospital's portion of debt service (\$548,923) on the Longview Garage, and savings in electricity previously budgeted in Public Works. A subsidy of \$145,997 from the Environmental Facilities (EFC) is also included as a revenue in the Debt Service Fund.

## CITY INDEBTEDNESS

The proposed Debt Service Fund expenditure budget for FY 2019-20 totals \$15,574,979 an increase of \$1,180,971 or 8.2% from the current year's adopted budget. A comparison between the proposed budget, the current revised budget as of December 31<sup>st</sup> and last year's actuals is shown below.

	2017-18 Actual	2018-19 Revised Budget	2019-20 Proposed Budget
<b><u>Expenditures:</u></b>			
Principal Payments	\$9,739,538	\$10,562,377	\$11,258,689
Interest & Fiscal Charges	4,011,888	3,810,919	4,296,828
EFC Fees (Fiscal Charges)	21,962	20,712	19,462
Total	<u>\$13,773,388</u>	<u>\$14,394,008</u>	<u>\$15,574,979</u>

A complete analysis of the Debt Service Fund, including schedules of indebtedness, a summary of outstanding debt issues and an analysis of fund balance can be found at the end of this section.

### **Debt Service Projections**

Based upon anticipated new indebtedness incurred and issued during FY 2019-20 and scheduled principal and interest payments during the same time period, authorized and outstanding indebtedness at June 30, 2020 is projected to total \$223,760,830, an increase of \$13.9 million or 6.7% over FY 2018-19. It is anticipated that \$1.2 million in debt authorizations currently in place for expenditures which are to be refunded by New York State will not be rescinded until FY 2020-21. Debt-related activity for the new fiscal year is projected as follows (in millions):

	<b><u>Tax Supported Debt</u></b>			<b>Total</b>
	<b>Self Liquidating Debt</b>	<b>General Debt</b>	<b>Library Fund</b>	
<b><u>Projected Debt:</u></b>				
June 30, 2019	\$111.3	\$92.7	\$5.8	\$209.8
New Debt - FY 2019-2020				
Capital Improvement Program	19.4	8.0	-	27.4
Retired/Rescinded Debt	(5.3)	(7.6)	(0.5)	(13.4)
June 30, 2020	<u>\$125.4</u>	<u>\$93.1</u>	<u>\$5.3</u>	<u>\$223.8</u>

# CITY INDEBTEDNESS

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Exhibit V.2 demonstrates the trend of City indebtedness beginning in fiscal year 2015-2016 through the period covered by the 2019-2025 Capital Improvement Program, including the relationship between tax-supported indebtedness and indebtedness which is self-liquidating. The funding for self-liquidating debt is provided from water billings, sewer rent billings and parking revenues. The funding for tax-supported debt comes from general City revenue, including real property taxes. Self-liquidating debt increases throughout the years, as the chart below indicates, and this trend will reach its peak in FY 2021-2022 before moderating slightly beginning in FY 2022-2023.

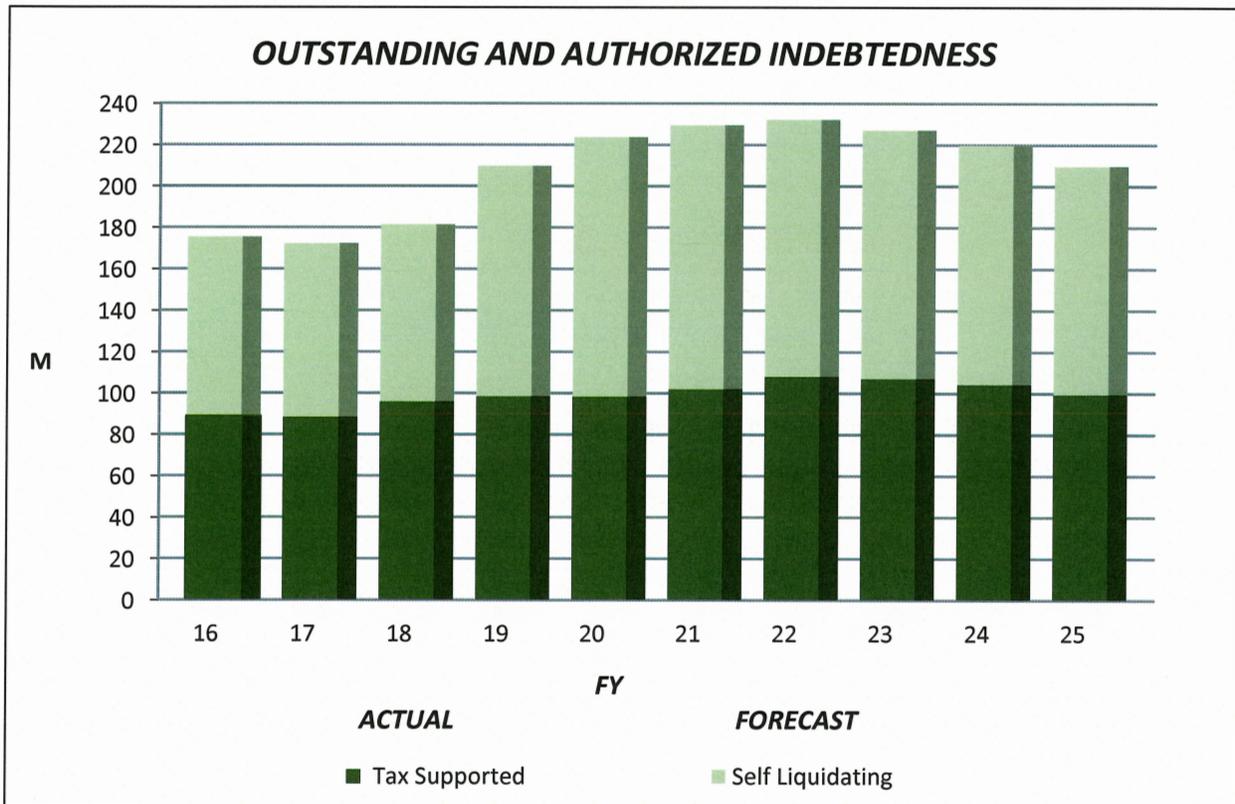


Exhibit V.2

At the beginning of the period, authorized and outstanding indebtedness totaled \$175.4 million, with tax-supported debt accounting for approximately 51% of the total. Indebtedness projected from 2018-2019 through 2024-2025 is based on the adopted Capital Improvement Program. By the end of FY 2018-2019, tax-supported debt will constitute approximately 47% of total indebtedness and will remain under 50% of total indebtedness throughout the length of the current Capital Improvement Program (FY 2024-2025). During that time period, new authorizations for self-liquidating debt are projected to total \$45.9 million compared to tax-supported new debt of \$55.5 million. The City's actual indebtedness and subsequent debt service during this time period will depend on the approval and timing of the related bond issues.

# CITY INDEBTEDNESS

It is important to note in any discussion of indebtedness that White Plains' credit rating from Moody's Investors Services is Aa1, thereby indicating the Mayor and Common Council have traditionally established and followed debt management policies which have protected the financial well-being of the City. Continued vigilance will be needed as the state-mandated tax cap has resulted in increased borrowing to maintain the City's infrastructure in adequate condition.

The Local Finance Law of the State of New York establishes a cap on the level of debt cities may incur. The constitutional debt limit is calculated at 7% of the average last five years full valuation. It is currently projected that the City will have exhausted 18.5% of its available debt limit and will have approximately \$504 million of debt contracting margin (borrowing authority) available when the constitutional debt limitation is computed at June 30, 2019.

The final consideration in determining acceptable debt levels is the City's ability to repay its debt obligations. Based upon the 2019-2025 Capital Improvement Program adopted by the Capital Projects Board, it is projected that net debt service payments for the operating funds combined will equal less than the credit industry bench mark of 10% of general expenditures as of June 30, 2020. Total authorized and outstanding indebtedness will be less than 5% of the full valuation of property within the City as of the same date. Total outstanding debt per capita as of June 30, 2020 is projected to be \$3,917. Net debt per capita is projected to equal \$1,788.

Exhibit V.3 demonstrates the City's appropriations for debt service since fiscal year 2015-2016 through fiscal year 2019-2020 and the projected payments for fiscal years 2021-2025 based on the 2019-2025 Capital Improvement Program.

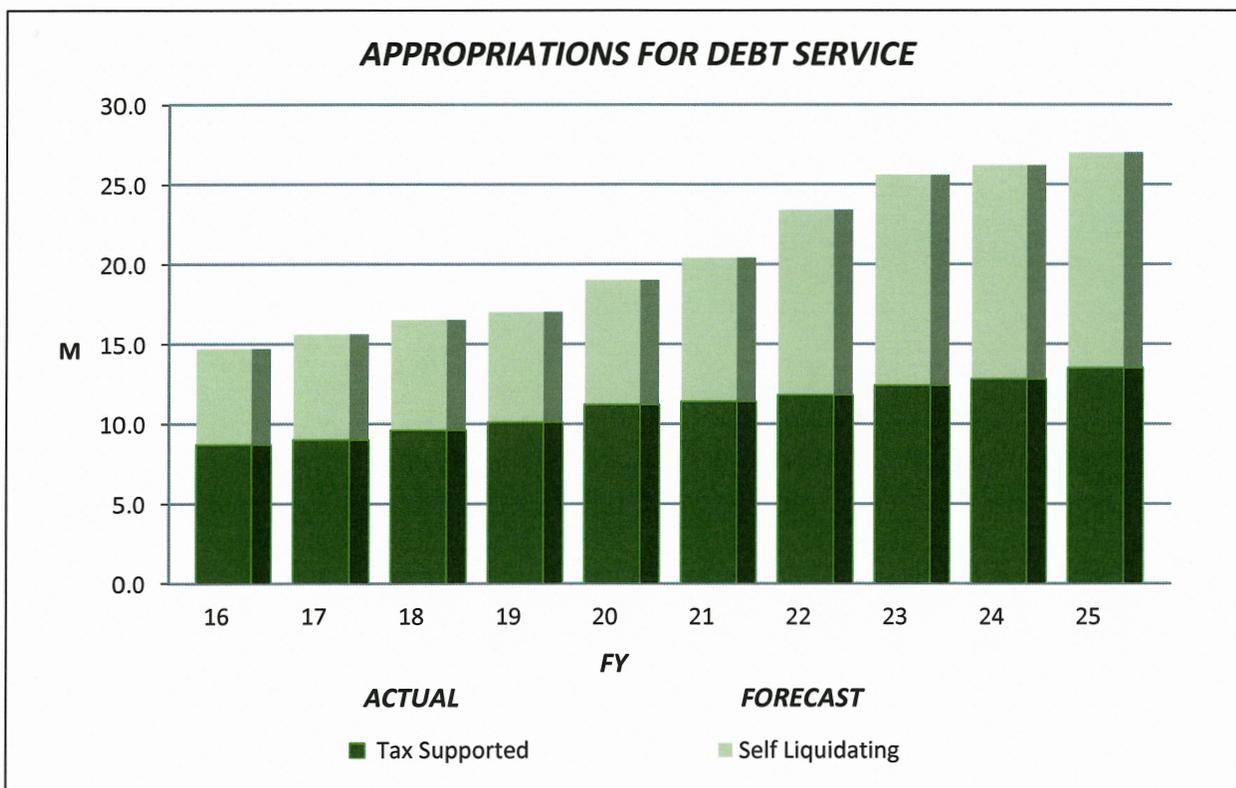


Exhibit V.3

## CITY INDEBTEDNESS

In fiscal year 2019-2020, debt service payments will total \$19 million, an increase of \$2.1 million or 12% over the current fiscal year. Included in this increase are debt service payments which will be funded from parking revenues for garage elevator modernization and continuing structural work in various garages as well as payments by the General Fund for miscellaneous street reconstruction, heavy duty rolling stock, renovations to fire facilities, the upgrade of electrical systems at City Hall, Kittrell Park improvements, Turnure Park improvements and the refurbishing of the Library Plaza. Debt has also been sold for fluoride tank replacement at the Orchard Street and Central Avenue Pump Stations, the design of the replacement of the water storage reservoir, and reconstruction of various water and sewer lines.

Finally, as indicated by Exhibit V.3, debt service payments for self-liquidating debt are expected to increase by approximately \$1 million in FY 2019-20 compared with the current fiscal year. The increase in debt service payments for self-liquidating debt in future years is based on the City's plan to sell over \$21.2 million in debt in FY 2019-2020 to replace the City's present water storage tank, and replace the adjacent water pressure basin transmission main. In the following year, \$16.5 million new debt will be needed for the Orchard Street Pumping Station Dissolved Air Flotation Water Treatment Plant, Chemical System Upgrade, and other needed water projects. Payments on this debt are anticipated to begin in FY 2021-2022.

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**CITY OF WHITE PLAINS  
DEBT SERVICE FUND  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE**

	Actuals			Projected FY 18-19	Proposed FY 19-20
	FY 15-16*	FY 16-17*	FY 17-18*		
<b>Revenues:</b>					
Intergovernmental	\$ 161,416	\$ 158,910	\$ 155,462	\$ 151,105	\$ 145,997
Miscellaneous	20,423	9,399	30,070	10,000	-
Interest	484	656	1,567	2,000	-
<b>Total Revenues</b>	<b>182,323</b>	<b>168,965</b>	<b>187,099</b>	<b>163,105</b>	<b>145,997</b>
<b>Expenditures:</b>					
Debt Service:					
Principal Retirement	8,800,004	9,231,948	9,739,538	10,562,377	11,258,689
Interest & Fiscal Charges	4,019,795	3,833,912	4,033,851	3,831,631	4,316,290
Refunded Bonds & Related	67,078	195,964	-	-	-
<b>Total Expenditures</b>	<b>12,886,877</b>	<b>13,261,824</b>	<b>13,773,389</b>	<b>14,394,008</b>	<b>15,574,979</b>
<b>Other Financing Sources:</b>					
Transfer In:					
General Fund	10,622,980	10,941,558	12,193,762	12,538,793	13,727,824
Library Fund	530,616	530,546	584,528	704,110	701,158
Capital Fund	83,942	198,112	177,538	-	-
Refunding bonds issued	5,892,018	23,546,715	-	-	-
Payment to refunded bond escrow agent	(6,602,423)	(24,354,377)	-	-	-
Issuance premium	1,650,566	1,427,508	-	1,363,179	-
<b>Total Other Financing Sources</b>	<b>12,177,699</b>	<b>12,290,062</b>	<b>12,955,828</b>	<b>14,606,082</b>	<b>14,428,982</b>
<b>Net Changes in Fund Balance</b>	<b>(526,855)</b>	<b>(802,797)</b>	<b>(630,462)</b>	<b>375,179</b>	<b>(1,000,000)</b>
<b>Fund Balance at Beginning of Year</b>	<b>4,478,399</b>	<b>3,951,544</b>	<b>3,148,747</b>	<b>2,518,285</b>	<b>2,893,464</b>
<b>Fund Balance at End of Year</b>	<b>\$ 3,951,544</b>	<b>\$ 3,148,747</b>	<b>\$ 2,518,285</b>	<b>\$ 2,893,464</b>	<b>\$ 1,893,464</b>

\* Source: City of White Plains Comprehensive Annual Financial Reports for the fiscal years ended June 30th.

**CITY OF WHITE PLAINS  
RATIO OF ANNUAL DEBT SERVICE FOR GENERAL  
LONG-TERM DEBT TO TOTAL GENERAL EXPENDITURES  
LAST TEN FISCAL YEARS (1)**

<b>Fiscal Year</b>	<b>Principal Retirements</b>	<b>Total Interest and Fiscal Charges</b>	<b>Total Debt Service</b>	<b>Total General Expenditures (2)</b>	<b>Ratio of Debt Service to Total General Expenditures</b>
2017-18	\$ 9,739,538	\$ 4,033,851	\$ 13,773,389	\$ 165,678,857	8.3%
2016-17	9,231,948	4,029,876	13,261,824	162,092,380	8.2
2015-16	8,800,004	4,086,873	12,886,877	160,132,274	8.1
2014-15	7,260,984	4,086,857	11,347,841	157,563,497	7.2
2013-14	6,528,502	3,613,368	10,141,870	156,863,185	6.5
2012-13	5,164,308	3,408,724	8,573,032	149,624,239	5.7
2011-12	5,055,869	3,061,151	8,117,020	150,490,980	5.4
2010-11	4,664,318	2,997,551	7,661,869	142,360,646	5.4
2009-10	5,016,908	3,139,795	8,156,703	146,749,267	5.6
2008-09	5,339,242	3,236,206	8,575,448	142,306,670	6.0

(1) Source - City of White Plains Comprehensive Annual Financial Reports for the fiscal years ended June 30th and other Finance Department reports.

(2) Includes the General, Library and Debt Service Funds.

**CITY OF WHITE PLAINS  
 CONSTITUTIONAL DEBT STATEMENT  
 PRO FORMA PROJECTED AS OF JULY 1, 2019**

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<u>Fiscal Year Ended June 30</u>	<u>Assessed Valuation</u>	<u>State Equalization Rate</u>	<u>Full Valuation</u>
2019	\$ 283,141,289	2.75%	\$ 10,296,046,873
2018	281,659,061	3.17%	8,885,143,880
2017	276,928,690	3.20%	8,654,021,563
2016	277,055,010	3.30%	8,395,606,364
2015	276,979,095	3.48%	<u>7,959,169,397</u>
Total Five Year Full Valuation			<u>\$ 44,189,988,077</u>
Average Five Year Full Valuation			<u>\$ 8,837,997,615</u>
Constitutional Debt Limit (7% of Average Full Valuation)			<u>\$ 618,659,833</u>
Outstanding Indebtedness June 30, 2019:			
Serial Bonds		\$ 158,955,353	
Energy Performance Contract		<u>3,217,627</u>	
			\$ 162,172,980
Less Exclusions:			
2019-20 Debt Service Appropriation (Principal Only)		(13,433,350)	
Water and Sewer System Debt - June 30, 2019		<u>(34,415,330)</u>	
			<u>(47,848,680)</u>
<b>TOTAL PROJECTED NET INDEBTEDNESS</b>			<u>\$ 114,324,300</u>
<b>Net Debt Contracting Margin</b>			<u>\$ 504,335,533</u>
<b>Prom Forma Projected Percentage of Debt Contracting Power Exhausted</b>			<u>18.5%</u>

**PRO FORMA SUMMARY OF TOTAL DEBT SERVICE PAYABLE  
AND BUDGET PROJECTION FOR FISCAL YEAR 2019-2020**

	Actual 2017-18	Estimates 2018-19	Budget Projections 2019-2020		Less Funds Available	Amount Needed
			Principal	Interest		
<b>PROPRIETARY FUNDS</b>						
Water Fund:						
Serial Bonds	\$ 2,393,386	\$ 2,396,036	\$ 2,007,443	\$ 1,209,039	\$ 3,216,482	\$ -
Bond Anticipation Notes	-	-	-	-	-	-
Total Water Fund	<u>2,393,386</u>	<u>2,396,036</u>	<u>2,007,443</u>	<u>1,209,039</u>	<u>3,216,482</u>	<u>(1)</u>
Sewer Fund:						
Serial Bonds	215,323	201,773	167,218	84,353	251,571	-
Bond Anticipation Notes	-	-	-	-	-	-
Total Sewer Fund	<u>215,323</u>	<u>201,773</u>	<u>167,218</u>	<u>84,353</u>	<u>251,571</u>	<u>(2)</u>
<b>GENERAL LONG TERM/SHORT TERM DEBT</b>						
General Projects:						
EFC Fees	23,200	20,712	-	-	19,462	19,462
Serial Bonds	13,166,899	13,257,016	10,397,089	4,045,100	14,442,189	(3)
Energy Performance Contract	-	412,170	333,000	79,170	412,170	-
	<u>13,190,099</u>	<u>13,689,898</u>	<u>10,730,089</u>	<u>4,124,270</u>	<u>14,873,821</u>	<u>1,145,997</u>
Total General Fund	<u>13,190,099</u>	<u>13,689,898</u>	<u>10,730,089</u>	<u>4,124,270</u>	<u>14,873,821</u>	<u>1,145,997</u>
Library Fund:						
Serial Bonds	584,528	704,110	528,600	172,558	701,158	701,158
Bond Anticipation Notes	-	-	-	-	-	-
Total Library Fund	<u>584,528</u>	<u>704,110</u>	<u>528,600</u>	<u>172,558</u>	<u>701,158</u>	<u>701,158</u>
<b>Total Debt Service</b>	<b><u>\$ 16,383,336</u></b>	<b><u>\$ 16,991,817</u></b>	<b><u>\$ 13,433,350</u></b>	<b><u>\$ 5,590,220</u></b>	<b><u>\$ 19,043,032</u></b>	<b><u>\$ 4,614,050</u></b>
Recapitulation:						
EFC Administrative Fee	\$ 23,200	\$ 20,712	\$ -	\$ -	\$ 19,462	\$ 19,462
Serial Bonds	16,360,136	16,558,935	13,100,350	5,511,050	18,611,400	13,997,350
Energy Performance Contract	-	412,170	333,000	79,170	412,170	412,170
Bond Anticipation Notes	-	-	-	-	-	-
	<u>\$ 16,383,336</u>	<u>\$ 16,991,817</u>	<u>\$ 13,433,350</u>	<u>\$ 5,590,220</u>	<u>\$ 19,043,032</u>	<u>\$ 4,614,050</u>
						<u>\$ 14,428,982</u>

(4) \$1 million from Appropriation of Debt Service Fund Balance; \$145,997 EFC Subsidy

(1) \$3,216,482 Water Fees  
(2) \$251,571 Sewer Rent Fees  
(3) Includes \$548,923 WP Hospital's portion of debt service for Longview Garage and \$120,000 from Open Space Reserve

**PRO FORMA SCHEDULE OF SERIAL BOND INDEBTEDNESS**  
**JUNE 30, 2019 & 2020**

Description	Sale Date	Original Borrowing	Interest Rate (%)	Fiscal Year Final Maturity	Outstanding 6/30/2019	Fiscal Year 2019-2020		Balance Outstanding 6/30/2020
						Principal Payments	Interest Payments	
<b>General Projects:</b>								
Public Improvements	2010	6,261,050	1.50-4.00	2030	3,487,896	259,882	132,386	3,228,014
Public Improvements	2011	9,586,375	2.00-3.125	2027	5,694,901	642,282	147,753	5,052,619
Public Improvements (Certs & URA)	2011	6,945,000	2.00-3.125	2027	4,125,760	465,312	107,042	3,660,448
Public Improvements - R 2004 & 2005	2012	2,601,682	2.00-5.00	2025	1,258,351	188,414	62,918	1,069,937
Public Improvements (Cert & Capital)	2012	5,844,805	2.00-3.00	2027	3,582,199	409,879	95,394	3,172,320
Public Improvements - EFC	2013	10,775,259	0.26-4.61	2033	7,785,000	505,000	291,994	7,280,000
Public Improvements	2013	7,195,350	2.25-3.00	2028	4,906,252	494,627	130,430	4,411,625
Public Improvements	2014	3,269,991	2.00-3.25	2029	2,465,371	212,137	66,336	2,253,234
Public Improvements	2015	8,703,200	5.00-3.00	2035	7,599,410	381,981	192,454	7,217,429
Public Improvements	2016	8,920,250	2.00-5.00	2036	8,162,604	394,382	277,397	7,768,222
Public Improvements - R 2006 & 2007	2016	5,758,200	0.640-1.670	2021	3,699,847	588,454	145,066	3,111,393
Public Improvements	2017	7,719,250	3.00	2032	7,240,674	484,485	217,220	6,756,189
Public Improvements - R 2007(2002 A & B)-Ser	2017	7,965,000	2.00-3.00	2022	4,875,000	1,585,000	146,250	3,290,000
Public Improvements - R 2008 A - Series B	2017	1,776,715	3.00-4.00	2028	1,594,284	178,464	63,771	1,415,820
Public Improvements	2018	12,473,350	3.00-5.00	2039	12,473,350	495,874	738,155	11,977,476
Public Improvements *	2020	5,927,750	-	-	-	-	-	5,927,750
		<u>111,723,227</u>			<u>78,950,899</u>	<u>7,286,173</u>	<u>2,814,566</u>	<u>77,592,476</u>
<b>Library Fund:</b>								
Public Improvements	2010	37,500	1.50-4.00	2030	23,733	1,768	901	21,965
Public Improvements	2011	806,625	2.00-3.125	2027	479,186	54,044	12,432	425,142
Public Improvements - R 2004 & 2005	2012	2,216,408	2.00-5.00	2025	1,237,602	195,738	61,880	1,041,864
Public Improvements	2012	906,000	2.00-3.00	2027	555,275	63,535	14,786	491,740
Public Improvements	2013	162,000	2.25-3.00	2028	110,462	11,136	2,937	99,326
Public Improvements	2014	1,263,000	2.00-3.25	2029	952,224	81,936	25,621	870,288
Public Improvements	2017	1,919,000	3.00	2032	1,800,026	120,443	54,001	1,679,583
		<u>7,310,533</u>			<u>5,158,508</u>	<u>528,600</u>	<u>172,558</u>	<u>4,629,908</u>
		<u>119,033,760</u>			<u>84,109,407</u>	<u>7,814,773</u>	<u>2,987,124</u>	<u>82,222,384</u>

S/T

(continued)

**PRO FORMA SCHEDULE OF SERIAL BOND INDEBTEDNESS**  
**JUNE 30, 2019 & 2020 (cont.)**

Description	Sale Date	Original Borrowing	Interest Rate (%)	Fiscal Year Final Maturity	Outstanding 6/30/2019	Fiscal Year 2019-2020		Balance Outstanding 6/30/2020
						Principal Payments	Interest Payments	
<b>Parking Projects:</b>								
Public Improvements - Series C (Taxable)	2008	250,000	6.25-6.75	2033	140,000	10,000	9,350	130,000
Public Improvements	2010	1,326,000	1.50-4.00	2030	839,213	62,530	31,853	776,683
Public Improvements	2011	1,417,000	2.00-3.125	2027	841,786	94,937	21,840	746,849
Public Improvements - R 2004 & 2005	2012	4,258,463	2.00-5.00	2029	2,692,007	273,828	119,469	2,418,179
Public Improvements	2012	2,954,250	2.00-3.00	2027	1,810,618	207,173	48,217	1,603,445
Public Improvements	2013	2,383,150	2.25-3.00	2028	1,624,985	163,824	43,200	1,461,161
Public Improvements	2014	17,548,350	2.00-3.25	2029	13,230,371	1,138,427	355,990	12,091,944
Public Improvements	2015	1,717,000	2.00-3.00	2035	1,499,240	75,359	37,968	1,423,881
Public Improvements	2016	303,000	5.00-3.00	2036	277,264	13,396	9,423	263,868
Public Improvements - R 2006 & 2007	2016	937,149	0.640-1.670	2021	627,349	88,227	24,214	539,122
Public Improvements	2017	3,363,300	3.00	2032	3,154,783	211,093	94,644	2,943,690
Public Improvements - R 2008 B Series A	2017	13,805,000	2.00-3.00	2033	12,885,000	740,000	386,550	12,145,000
Public Improvements	2018	808,000	3.00-5.00	2039	808,000	32,122	47,816	775,878
Public Improvements *	2020	757,500	-	-	-	-	-	757,500
		<u>51,828,162</u>			<u>40,430,616</u>	<u>3,110,916</u>	<u>1,230,534</u>	<u>38,077,200</u>
<b>Water Fund:</b>								
Public Improvements - R (2003)	2010	3,062,500	1.50-4.00	2030	1,938,228	144,417	73,567	1,793,811
Public Improvements	2012	2,013,447	2.00-5.00	2025	1,092,040	182,020	54,602	910,020
Public Improvements	2012	2,043,000	2.00-3.00	2027	1,252,124	143,270	33,344	1,108,854
Public Improvements	2013	151,500	2.25-3.00	2028	103,302	10,414	2,747	92,888
Public Improvements	2014	252,500	2.00-3.25	2029	190,370	16,380	5,122	173,990
Public Improvements	2015	15,554,000	2.00-3.00	2035	13,581,351	682,660	343,946	12,898,691
Public Improvements	2016	2,800,750	5.00-3.00	2036	2,562,867	123,826	87,096	2,439,041
Public Improvements - R 2006 & 2007	2016	2,574,730	0.640-1.670	2027	1,581,408	258,360	61,990	1,323,048
Public Improvements	2017	992,350	3.00	2032	930,826	62,283	27,925	868,543
Public Improvements - R 2008 A Series B	2017	463,285	3.00-4.00	2028	415,716	46,535	16,629	369,181
Public Improvements	2018	8,484,000	3.00-5.00	2039	8,484,000	337,278	502,071	8,146,722
Public Improvements *	2020	28,093,500	-	-	-	-	-	28,093,500
		<u>66,485,562</u>			<u>32,132,232</u>	<u>2,007,443</u>	<u>1,209,039</u>	<u>58,218,289</u>
<b>Sewer Fund:</b>								
Public Improvements - R 2003	2010	135,775	1.50-4.00	2030	85,930	6,403	3,262	79,527
Public Improvements	2011	275,000	2.00-3.125	2027	163,367	18,425	4,239	144,942
Public Improvements	2012	301,500	2.00-3.00	2027	184,785	21,143	4,921	163,642
Public Improvements	2014	479,700	2.00-3.25	2029	361,664	31,120	9,732	330,544
Public Improvements	2016	303,000	5.00-3.00	2036	277,265	13,396	9,423	263,869
Public Improvements - R 2006 & 2007	2016	319,921	0.640-1.670	2027	231,396	24,959	8,680	206,437
Public Improvements	2017	505,000	3.00	2032	473,691	31,696	14,211	441,995
Public Improvements	2018	505,000	2.63-3.81	2034	505,000	20,076	29,885	484,924
Public Improvements *	2020	1,262,500	-	-	-	-	-	1,262,500
		<u>4,087,396</u>			<u>2,283,098</u>	<u>167,218</u>	<u>84,353</u>	<u>3,378,380</u>
<b>Total Serial Bonds:</b>		<b>\$ 241,434,880</b>			<b>\$ 158,955,353</b>	<b>\$ 13,100,350</b>	<b>\$ 5,511,050</b>	<b>\$ 181,896,253</b>

\* Projected 2019-20 Bond sale \$36,041,250

**PRO FORMA SCHEDULE OF DEBT PAYABLE**  
**JUNE 30, 2019 & 2020**

Description	Authorization	Unissued	Original Issue	Projected Balance 6/30/19	Projected Interest Rate	Fiscal Year 2019-2020		Balance Outstanding 6/30/20
						Principal Payments	Interest Payments	
<b>General Projects:</b>								
City-wide Security & Fire Alarm Upgrades	303,000	303,000 (1)		303,000				
Renovations to Fire Facilities FY 17	505,000	505,000 (1)		505,000				
PS Bathrooms/Lockers	101,000	101,000 (1)		101,000				
Transit District Pedestrian & Bicycle Improvements	1,530,000	1,530,000 (2)		1,530,000				1,530,000 (2)
City Hall Steam pipe/Plumbing Repairs	303,000	303,000 (1)		303,000				
Renovations to City Facilities FY 18	151,500	151,500 (1)		151,500				
Miscellaneous SWD Reconstruction FY 18	404,000	404,000 (1)		404,000				
Library Plaza Surface Replacement	735,000	735,000 (2)		735,000				
City-wide IT Infrastructure Repl./Enhancements	126,250	126,250 (1)		126,250				
Rolling Stock Acquisition Heavy Duty Vehicle FY19	2,399,300	2,399,300 (1)		2,399,300				
Electronic Device Repl. Police & Fire	101,000	101,000 (1)		101,000				
PS Digital Scanning	46,000	46,000 (1)		46,000				
Westview Avenue Street Reconstruction	606,000	606,000 (1)		606,000				
Mattison Park Playground	401,500	401,500 (3)		401,500				401,500 (3)
Local Controller Upgrade	70,700	70,700 (1)		70,700				
PS Building Cooling Tower	76,000	76,000 (1)		76,000				
PS Building Sailey Port/Garage	303,000	303,000		303,000				303,000
Renovations to City Facilities FY 19	76,000	76,000		76,000				76,000
Lake Street Lighting Improvements	202,000	202,000		202,000				202,000
<b>FY 18-19 Capital Improvement Program</b>				<b>2,120,250</b>				<b>2,120,250</b>
<b>FY 19-20 Capital Improvement Program</b>								<b>8,039,950</b>
S/T General Improvements	8,440,250	8,440,250	-	10,560,500				12,672,700
<b>Library:</b>								
Library Interior Improvements	500,000	500,000 (4)		500,000				500,000 (4)
FY 18-19 Capital Improvement Program				151,500				151,500
S/T Library Improvements	500,000	500,000	-	651,500				651,500
<b>Parking:</b>								
Municipal Parking Lot Rehabilitation	404,000	404,000 (1)		404,000				404,000
Off-street Multi Space Meter Replacement Ph. II	353,500	353,500 (1)		353,500				353,500
Municipal Parking Structure Rehabilitation FY 18-19	404,000	404,000		404,000				404,000
Lex-Grove Garages - East & West	505,000	505,000		505,000				505,000
FY 18-19 Capital Improvement Program				1,414,000				1,414,000
FY 19-20 Capital Improvement Program								1,489,750
S/T Parking Improvements	1,666,500	1,666,500	-	3,080,500				3,812,750

**PRO FORMA SCHEDULE OF DEBT PAYABLE  
JUNE 30, 2019 & 2020 (cont.)**

<u>Description</u>	<u>Authorization</u>	<u>Unissued</u>	<u>Original Issue</u>	<u>Projected Balance 6/30/19</u>	<u>Projected Interest Rate</u>	<u>Fiscal Year 2019-2020</u>		<u>Balance Outstanding 6/30/20</u>
						<u>Principal Payments</u>	<u>Interest Payments</u>	
<b>Water Fund:</b>								
New Well Field	101,000	101,000 (1)	-	101,000				3,989,500
Replace/Reconstruct Various Water Lines	2,777,500	2,777,500 (1)	-	2,777,500				16,792,900
Oxford Road Water Main	748,000	748,000 (1)	-	748,000				20,782,400
Rolling Stock Acquisition-Heavy Duty FY 18-19	227,000	227,000 (1)	-	227,000				
Pressure Basin Replacement	3,030,000	3,030,000 (1)	-	3,030,000				
Water Storage Tanks (2)	21,210,000	21,210,000 (1)	-	21,210,000				
FY 18-19 Capital Improvement Program				3,989,500				
FY 19-20 Capital Improvement Program								
S/T Water Fund	28,093,500	28,093,500	-	32,083,000				
<b>Sewer Fund:</b>								
Misc. Sanitary Sewer Reconstruction FY 18-19	1,262,500	1,262,500 (1)	-	1,262,500				1,060,600
FY 19-20 Capital Improvement Program								
S/T Sewer Fund	1,262,500	1,262,500	-	1,262,500				
<b>s/t Debt Payable</b>	<b>39,962,750</b>	<b>39,962,750</b>	<b>-</b>	<b>47,638,000</b>				<b>38,979,950</b>
<b>Performance Contract:</b>								
Energy Performance-NYPA Street Lighting	3,643,521	-	-	3,217,627	2.50%	333,000	79,170	2,884,627
<b>Total Other Debt Payable</b>	<b>\$ 43,606,271</b>	<b>\$ 39,962,750</b>	<b>\$ -</b>	<b>50,855,627</b>		<b>333,000</b>	<b>79,170</b>	<b>41,864,577</b>
<b>Total Planned/Authorized/Outstanding Debt</b>				<b>\$ 209,810,980</b>		<b>\$ 13,433,350</b>	<b>\$ 5,590,216</b>	<b>\$ 223,760,830</b>

- (1) Projected Bond sale FY2019-2020: \$36,041,250 (tax supported \$5,927,750; \$30,113,500 self-liquidating)  
(2) \$1,211,320 NYS Grant, the remaining \$317,680 serial bonds; \$600,000 Westchester County, \$135,000 contribution  
(3) \$108,500 CDBG, the remaining \$293,000 serial bonds  
(4) \$169,000 NYS Education Department, the remaining \$190,400 serial bonds

**CITY OF WHITE PLAINS**  
**SUMMARY OF AUTHORIZED AND OUTSTANDING DEBT**

FISCAL YEAR	SERIAL BONDS	BOND ANTICIPATION NOTES	ENERGY PERFORM. GRANT	TOTAL OUTSTANDING	PERCENTAGE OF CONSTITUTIONAL DEBT LIMIT EXHAUSTED	AUTHORIZED AND UNISSUED	
						BUT UNISSUED	AUTHORIZED AND UNISSUED
2006-2007	\$ 71,551,500	\$ 2,049,375	-	\$ 73,600,875	10.57%	\$ 24,950,000	\$ 98,550,875
2007-2008	88,561,000	2,273,750	-	90,834,750	12.37%	8,517,800	99,352,550
2008-2009	82,815,000	9,530,200	-	92,345,200	15.61%	9,849,225	102,194,425
2009-2010	87,656,825	8,400,000	-	96,056,825	15.52%	10,024,675	106,081,500
2010-2011	82,188,000	18,099,650	-	100,287,650	16.81%	15,420,125	115,707,775
2011-2012	106,606,555	-	-	106,606,555	21.25%	36,195,125	142,801,680
2012-2013	110,542,555	-	-	110,542,555	22.20%	37,468,075	148,010,630
2013-2014	136,675,800	-	-	136,675,800	25.57%	12,702,350	149,378,150
2014-2015	154,452,742	-	-	154,452,742	31.01%	17,665,250	172,117,992
2015-2016	156,406,200	-	-	156,406,200	31.61%	19,022,650	175,428,850
2016-2017	160,170,901	-	-	160,170,901	30.88%	11,999,400	172,170,301
2017-2018	148,693,901	-	3,217,627	151,911,528	31.40%	29,454,650	181,366,178
2018-2019							
July	148,693,901	-	3,217,627	151,911,528	32.29%	34,600,900	186,512,428
August	148,693,901	-	3,217,627	151,911,528	32.42%	35,353,900	187,265,428
September	169,729,251	-	3,217,627	172,946,878	32.22%	13,184,550	186,131,428
October	169,729,251	-	3,217,627	172,946,878	32.39%	14,156,750	187,103,628
November	169,729,251	-	3,217,627	172,946,878	32.40%	14,232,750	187,179,628
December	169,729,251	-	3,217,627	172,946,878	32.40%	14,232,750	187,179,628

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**SUPPLEMENTAL  
INFORMATION**

**CITY OF WHITE PLAINS, NEW YORK**

**CITY OF WHITE PLAINS, NEW YORK  
DEMOGRAPHIC AND STATISTICAL FACTS  
JUNE 30, 2018**

Located in central Westchester, the City of White Plains, with a 2010 census population of 56,853, occupies an area of almost 10 square miles. It is the seat of Westchester County, located just north of New York City about 4 miles east of the Hudson River and 2.5 miles northwest of Long Island Sound.

The first non-native settlement of White Plains was in November 1683 by a party of Connecticut Puritans. In 1758, White Plains became the seat of Westchester County and in 1788 the Town of White Plains was created. In the first United States Census, conducted in 1790, the White Plains population was 505. In 1800, the population was 575 and in 1830 it was 830. White Plains was incorporated as a village in 1866. By 1870, 26 years after the arrival of the railroad, the population was 2,630 and it was 4,508 in 1890. In 1900 the population was 7,899 and it increased to 26,425 in 1910. White Plains became a city in 1916.

With the building boom after World War II and the construction of parkways and expressways, downtown White Plains became a major and destination retail shopping location. This was also a period during which many major corporations based in New York City relocated operations to White Plains. By the early 1990s, economic development had stagnated and was hampered by a deep recession. By 2003, however, the City had new developments such as the City Center followed by the Ritz-Carlton Hotel. In 2010 White Plains started the beginning of a new downtown development renaissance. During 2016 into 2017, construction began on four multi-family residential developments and site preparation began on a 180 bed nursing and rehabilitation facility. Approved during this period were twelve townhouse units and four residential projects that have mixed use with commercial, retail, fitness and restaurant uses.

Despite its modest size and population, White Plains is a regional center for business, retail, government and medical services. Its commercial base and business economy are comparable to cities much larger in area and population, yet White Plains is first and foremost a community of distinct and diverse residential neighborhoods with a substantial open space character.

White Plains residents were predominately born in the United States, 67.3%, foreign born are 30.8% and those born in Puerto Rico, a U.S. island or abroad to American parents are 1.9%.

Of the City's population, five years and older: 56.6% speak English only, 30.3% speak Spanish and 13.1% speak a language other than Spanish. Some speak more than one language.

Education levels are: less than a high school graduate, 13.4%; a high school or high school equivalency diploma, 16.9%; some college or an associate's degree, 19.4%; a bachelor's degree, 25.4% and a graduate or professional degree, 24.9%.

**DEMOGRAPHIC STATISTICS**

Fiscal Year	Population <sup>(1)</sup>	Median Age <sup>(1)</sup>	Per Capita Income <sup>(1)</sup>	Median Family Income <sup>(1)</sup>	Median Household Income <sup>(1)</sup>	Public School Enrollment <sup>(2)</sup>	Unemployment Rate <sup>(3)</sup>
2017-18	58,404	38.1	\$47,907	\$110,400	\$ 87,550	7,198	3.5%
2016-17	57,925	37.8	\$ 47,024	\$ 104,383	\$ 82,460	7,091	3.8%
2015-16	58,459	38.3	\$ 45,909	\$ 102,512	\$ 80,442	7,130	3.4%
2014-15	58,035	38.1	\$ 46,673	\$ 101,130	\$ 81,743	7,117	3.8%

Sources: (1) U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

(2) Annual School Census of the White Plains Board of Education

(3) U.S. Bureau of Labor and Statistics for the City of White Plains, not seasonally adjusted, annual average

## GENERAL INFORMATION

<p><b>Date of Incorporation</b>                    1916</p> <p><b>Form of Government</b>                    Mayor-Council</p> <p><b>Area</b>    9.79 square miles</p> <p><b>Police Protection:</b></p> <p style="padding-left: 20px;">Number of Stations                    1</p> <p><b>Fire Protection:</b></p> <p style="padding-left: 20px;">Number of Stations                    7 (2 of which are equipped but not staffed)</p> <p style="padding-left: 20px;">Number of Fire Hydrants            2,062</p> <p><b>Public Works:</b></p> <p style="padding-left: 20px;">Number of Street Lights            5,000</p> <p style="padding-left: 20px;">Miles of Paved City Streets        150</p> <p style="padding-left: 20px;">Miles of Sanitary Sewers           127.1</p> <p style="padding-left: 20px;">Miles of Storm Water Drains       83</p>	<p><b>Municipal Water Operations:</b></p> <p style="padding-left: 20px;">Number of Metered Accounts        9,591</p> <p style="padding-left: 20px;">Average Daily Consumption        8,068,471</p> <p style="padding-left: 20px;">Miles of Water Mains                159.8</p> <p style="padding-left: 20px;">Supply                                    NYC Aqueduct</p> <p><b>Recreation and Culture:</b></p> <p style="padding-left: 20px;">Total Acres of Parks                 231</p> <p style="padding-left: 20px;">Number of Parks and Recreation Facilities                23</p> <p style="padding-left: 20px;">Number of Youth Programs         531</p> <p style="padding-left: 20px;">Number of Adult Programs         180</p> <p style="padding-left: 20px;">Number of Seniors Programs        595</p> <p style="padding-left: 20px;">Number of Libraries                 1</p> <p style="padding-left: 20px;">Number of Volumes                 241,982</p>
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## PRINCIPAL TAXPAYERS JUNE 30, 2018

Rank	Taxpayer	Type of Business	Assessed Valuation	% of Total Assessed Valuation
1	Consolidated Edison	Public Utility	\$ 13,385,937	4.75%
2	Westchester Mall, LLC	Retail Outlet	10,851,450	3.85%
3	44 S. Broadwy Property, LLC	Office Space Rental	4,200,000	1.49%
4	WPP Owner LLC	Office Space Rental	3,925,100	1.39%
5	Bank Street Commons	Apartments	3,803,000	1.35%
6	White Plains Galleria	Retail Outlet	3,540,000	1.26%
7	Gateway I Group, Inc.	Office Space Rental	3,425,000	1.22%
8	Cali WP Realty Associates, LP	Real Estate Development	2,830,000	1.00%
9	Reckson Realty	Office Space Rental	2,700,000	0.96%
10	1133-399 Westchester Ave LLC	Office Space Rental	2,350,000	0.83%
11	Avalon WP I, LLC	Apartments	2,249,000	0.80%
12	Clayton Estates, LLC	Apartments	1,825,000	0.65%
13	Westpark I, LLC	Office Space Rental	1,675,000	0.59%
14	HPT ING 2 Properties	Hotel	1,650,000	0.59%
15	ERST 10 Bank Street, LLC	Office Space Rental	1,500,000	0.53%
16	OSG Mamaroneck Avenue	Office Space Rental	1,475,000	0.52%
17	Bryant Gardens Corp.	Cooperative Apartments	1,340,000	0.48%
18	Verizon New York, Inc.	Public Utility	1,324,556	0.47%
19	707/709 Westchester	Office Space Rental	1,220,000	0.43%
20	American Equity Partners	Office Space Rental	951,000	0.34%
			<b><u>\$ 66,220,043</u></b>	<b><u>23.51%</u></b>

## 2019 – 2020 CAPITAL PROJECTS

The map on the preceding page indicates the location of the various 2019-2020 projects. Some projects are not indexed as the work will be done at several locations.

### PROJECT LOCATOR INDEX

<u>Map Number</u>	<u>Project</u>	<u>Estimated Cost</u>
1	OSPS Dissolved Air Flotation Water Treatment Plant & Chemical System Upgrade	\$ 14,000,000
2	Reynal Road Reconstruction Phase I	900,000
3	Gillie Park Playground Replacement	500,000
4	City Garage Heating/Ventilation Units	550,000
5	Public Safety Building Exterior Rehabilitation	200,000
6	Public Safety Building Bathrooms and Lockers	150,000
7	Sanitation Building Repairs	250,000
8	Chatterton Avenue Sanitary Sewer Improvements	275,000
9	Mamaroneck Avenue Signalization II (Gedney Way and Gedney Esplanade)	250,000
10	Lex-Grove Garage East & West Emergency Lighting Phase I	100,000
11	Gardella Pool/Park Design	150,000
12	Gardella Basketball Courts	150,000
13	Roof at Starbucks (Renaissance Fountain)	75,000
14	Slater Center Repairs/Rehabilitation	75,000
15	Renovations to Amherst Place (Youth Bureau)	75,000
16	Belway Place Drainage Study	60,000
17	Delfino Park Design & Improvements	50,000
18	Battle Hill Dog Park Construction	50,000

### PROJECTS NOT INDEXED

Replace/Reconstruct Miscellaneous Water Lines	\$ 2,500,000
Miscellaneous Street Reconstruction	1,600,000
Miscellaneous Sanitary Sewer Reconstruction	900,000
Miscellaneous Storm Water Drain Reconstruction	500,000
Municipal Parking Structure Rehabilitation	500,000
Off-Street Multi-Space Meter Replacement	375,000
Surface Lots Multi-Space Meters	100,000
Renovations to Fire Facilities	200,000
Renovations to City Facilities (other than Fire or Parking)	150,000
City-wide IT Infrastructure Replacement/Enhancements	125,000
Municipal Parking Lot Rehabilitation	200,000
Public Safety Electronic Device Replacement	100,000
Garage Lighting Retro Fit	200,000
Interview Room Video Surveillance	75,000
Metropolitan Area Network Redundancy	75,000
Local Traffic Controller Upgrades	70,000
Salt Brine Making Machine	50,000

CITY OF WHITE PLAINS, N.Y.  
CAPITAL PROJECTS  
2019-2020

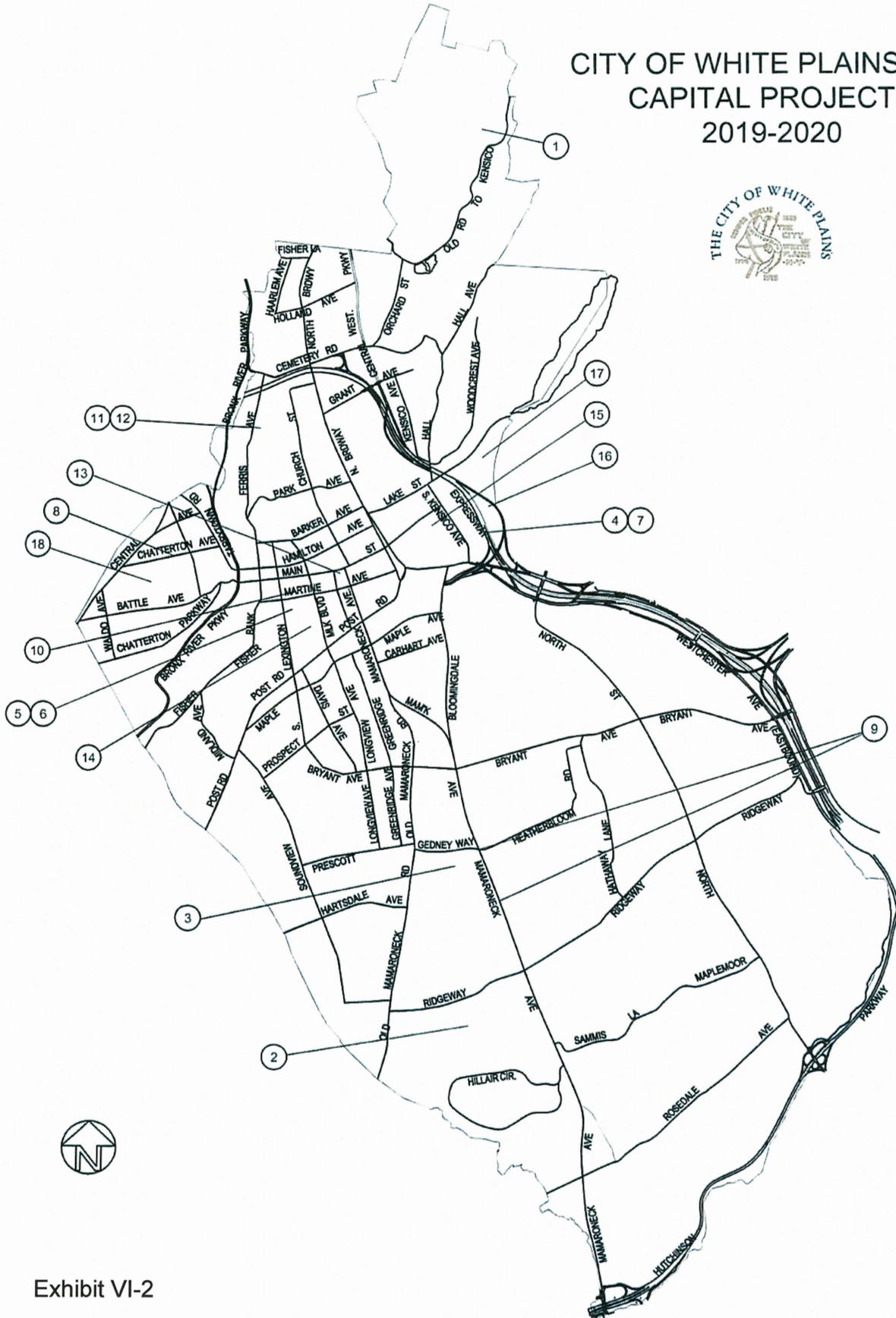
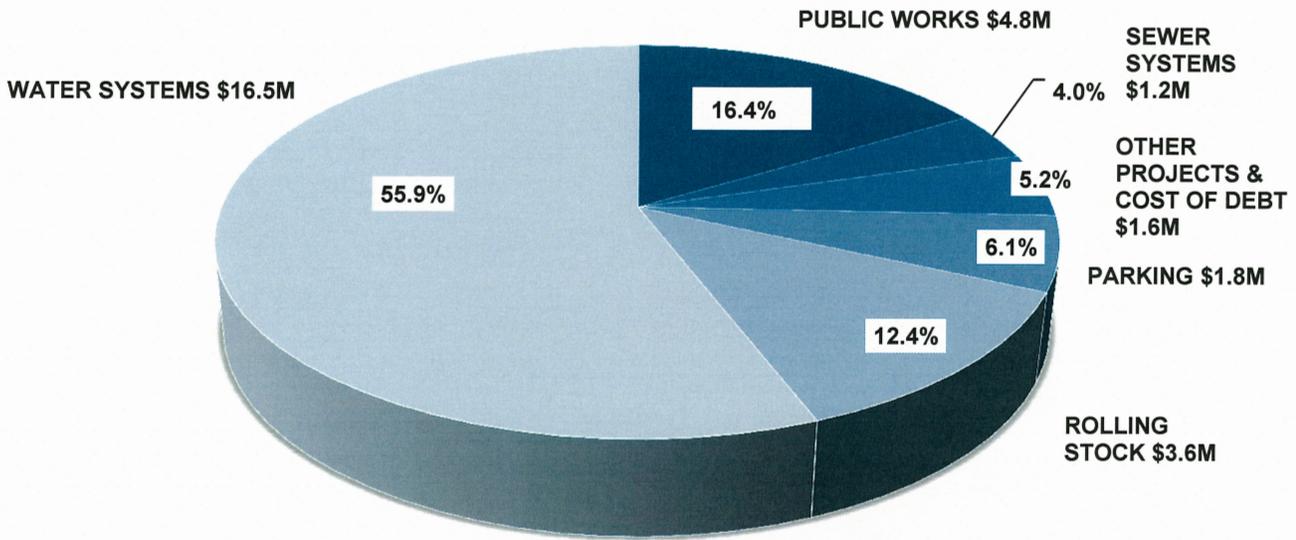


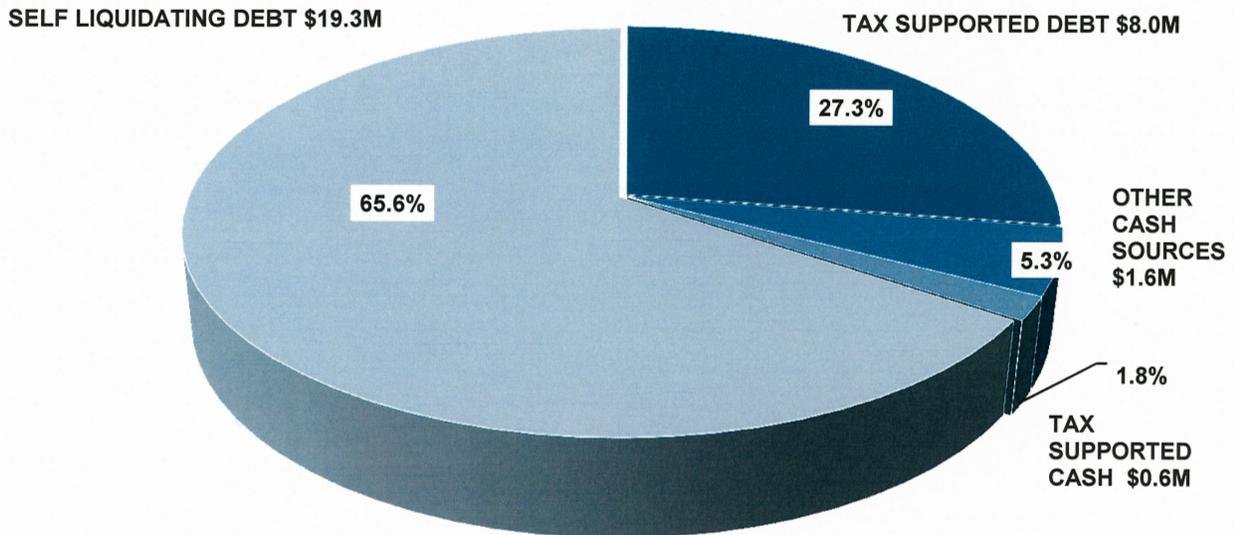
Exhibit VI-2

# 2019 - 2020 CAPITAL PROJECTS \$29.5M

## PROGRAM SUMMARY



## PLANNED SOURCES OF FINANCING



**CITY OF WHITE PLAINS CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2019 - 2020**

**GENERAL FUND**

**PLANNED FINANCING SOURCES**

INFRASTRUCTURE	AMOUNT	CASH			DEBT <sup>(2)</sup>
		CITY	OTHER	SOURCE <sup>(1)</sup>	
<b>PUBLIC BUILDINGS - Public Works</b>					
<b>CITY GARAGE HEATING/VENTILATING UNITS</b> Replace all six heating and ventilating units which are nearing the end of their useful lives	\$ 550,000	\$ -	\$ -		\$ 550,000
<b>PUBLIC SAFETY BUILDING EXTERIOR REHABILITATION</b> Continued programmatic replacement of sidewalks and landing, resetting/replacement of steps, concrete repairs and miscellaneous repairs such as drains	200,000				200,000
<b>PUBLIC SAFETY BUILDING BATHROOMS/LOCKERS</b> Multi-year project to renovate the existing 28 years old bathrooms and locker rooms	150,000				150,000
<b>ROOF AT STARBUCKS (RENAISSANCE FOUNTAIN)</b> Remove existing roof and install new extremely durable synthetic rubber roofing	75,000				75,000
<b>SLATER CENTER REPAIRS/REHABILITATION</b> Repairs to include ceiling tile replacement, masonry repairs, exterior/interior doors, flooring, lighting, painting and related work	75,000				75,000
<b>RENOVATION TO CITY FACILITIES</b> Annual project to rehabilitate minor subsystems of City-owned buildings (other than fire stations and parking garages), such as roof repairs, asbestos and lead abatement, painting and lighting	150,000				150,000
<b>RENOVATIONS TO FIRE FACILITIES</b> Annual project to renovate various aging fire stations to lower maintenance costs	200,000				200,000
<b>RENOVATIONS TO AMHERST PLACE (YOUTH BUREAU)</b> Replace deteriorated floor and furnishings, paint, and replace carpeting	75,000				75,000
<b>SANITATION BUILDING REPAIRS</b> Remove and replace damaged wall, repair roof cricket, gutter repair, modify overhead door frame to mitigate future damage	250,000				250,000
<b>STREETS - Public Works</b>					
<b>MISCELLANEOUS STREET RECONSTRUCTION</b> Annual project to reconstruct streets, including sidewalks, curbs, drainage and other related improvements	1,600,000		998,100	NYS	601,900
<b>REYNAL ROAD RECONSTRUCTION PH I</b> Reconstruct Reynal Rd. between Ridgeway and Kenneth Rd. including new drainage, curbs and full-depth pavement replacement	900,000				900,000

**CITY OF WHITE PLAINS CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2019 - 2020** (continued)

**GENERAL FUND** (continued)

**PLANNED FINANCING SOURCES**

	AMOUNT	CASH			DEBT <sup>(2)</sup>
		CITY	OTHER	SOURCE <sup>(1)</sup>	
<b>STORM WATER DRAINS - Public Works</b>					
<b>MISCELLANEOUS SWD RECONSTRUCTION</b> Annual project to rehabilitate or expand portions of the storm water drainage system, including catch basins and piping	500,000				500,000
<b>BELWAY PLACE DRAINAGE STUDY</b> Conduct a study of the existing drainage area through Belway Place in order to determine necessary improvements to reduce flooding	60,000				60,000
<b>OTHER - Public Works</b>					
<b>SALT BRINE MAKING MACHINE</b> Purchase automatic brine making machine to lessen dependence on other sources	50,000				50,000
<b>PUBLIC PARKING FACILITIES</b>					
<b>GARAGE LIGHTING RETRO FIT</b> Multi-year project to replace high pressure sodium lights in designated garages with low energy induction lighting fixtures	200,000				200,000
<b>LEX-GROVE EAST &amp; WEST- EMERGENCY LIGHTING</b> Install battery operated emergency lighting to replace decommissioned emergency generator	100,000				100,000
<b>MUNICIPAL PARKING LOT REHABILITATION</b> Annual project to pave and repair various parking lots and improve signage and lighting	200,000				200,000
<b>MUNICIPAL PARKING STRUCTURE REHABILITATION</b> Annual project to perform rehabilitative structural work such as repairs to membranes, expansion joints, lighting, fans and signage	500,000				500,000
<b>OFF-STREET MULTI-SPACE METER REPLACEMENT</b> Replacement of old multi-space meters that have achieved their end of life	375,000				375,000
<b>SURFACE LOTS MULTI-SPACE METERS</b> Remove single space meters and replace with multi-space meters which accept more payment options	100,000				100,000
<b>PUBLIC SAFETY</b>					
<b>ELECTRONIC DEVICE REPLACEMENT-FIRE AND POLICE</b> Annual project to replace aging devices used for enforcement and communications	100,000				100,000
<b>INTERVIEW ROOM VIDEO SURVEILLANCE</b> Provide video surveillance capability in youth interview room and surrounding area and upgrade video surveillance capability in adult interview room	75,000				75,000

**CITY OF WHITE PLAINS CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2019 - 2020 (continued)**

**GENERAL FUND (continued)**

<b>RECREATION &amp; PARK FACILITIES</b>	<b>AMOUNT</b>	<b>PLANNED FINANCING SOURCES</b>			<b>DEBT <sup>(2)</sup></b>
		<b>CASH</b>			
		<b>CITY</b>	<b>OTHER</b>	<b>SOURCE <sup>(1)</sup></b>	
<b>DELFINO PARK-GENERAL IMPROVEMENTS</b> Design and construction of minor improvements to expand and upgrade park offerings	50,000				50,000
<b>GILLIE PARK PLAYGROUND REPLACEMENT</b> Construct a new playground with rubberized asphalt safety surface and replace benches	500,000				500,000
<b>GARDELLA POOL/PARK DESIGN</b> Design study for the reconstruction of pool and park amenities and for the redesign of the facility	150,000				150,000
<b>GARDELLA PARK BASKETBALL COURTS</b> Replace existing surface, level and reline courts, replace basketball stanchions and backboards with baskets	150,000		100,000	CD	50,000
<b>BATTLE HILL DOG PARK CONSTRUCTION</b> Construction of a fenced dog park on existing field space	50,000				50,000
<b>TECHNOLOGY - Information Technology</b>					
<b>CITY-WIDE IT INFRASTRUCTURE REPLACEMENTS/ ENHANCEMENTS</b> Recurring project to provide the City with the highest level of technology needed	125,000				125,000
<b>METROPOLITAN AREA NETWORK REDUNDANCY</b> Project to improve the redundancy in the City's fiber optic network	75,000				75,000
<b>TRAFFIC SYSTEMS - Parking</b>					
<b>LOCAL CONTROLLER UPGRADES</b> Multi-year project to replace existing 25 year old local traffic signal controller equipment	70,000				70,000
<b>MAMARONECK AVE. SIGNALIZATION PH III (GEDNEY WAY AND GEDNEY ESPLANADE)</b> Install new traffic control equipment at named locations and update detection equipment, poles and pedestrian signals	250,000				250,000
<b>ROLLING STOCK</b>	3,168,500	541,000			2,627,500
<b>DEBT ISSUANCE COSTS</b>	95,300				95,300
<b>TOTAL GENERAL FUND</b>	<b>\$ 11,168,800</b>	<b>\$ 541,000</b>	<b>\$ 1,098,100</b>		<b>\$ 9,529,700</b>

**CITY OF WHITE PLAINS CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2019 - 2020** (continued)

**SEWER RENT FUND**

**PLANNED FINANCING SOURCES**

<b>SANITARY SEWERS</b>	<b>AMOUNT</b>	<b>CASH</b>			<b>DEBT <sup>(2)</sup></b>
		<b>CITY</b>	<b>OTHER</b>	<b>SOURCE <sup>(1)</sup></b>	
<b>MISCELLANEOUS S/S RECONSTRUCTION</b> Annual project to reline and/or replace sewer lines to eliminate ground water infiltration emanating from cracks and poorly sealed connections	\$ 900,000	\$ -	\$ -		\$ 900,000
<b>CHATTERTON AVE. S/S IMPROVEMENTS</b> Upgrade existing 8 inch clay sanitary main to a 12 inch ductile iron pipe	275,000		125,000	CNTRB	150,000
<b>ROLLING STOCK</b>	225,000	225,000			
<b>DEBT ISSUANCE COSTS</b>	10,600				10,600
<b>TOTAL SEWER RENT FUND</b>	<u>\$ 1,410,600</u>	<u>\$ 225,000</u>	<u>\$ 125,000</u>		<u>\$ 1,060,600</u>

**WATER FUND**

**WATER SYSTEM**

<b>REPLACE/RECONSTRUCT MISC. WATER LINES</b> Annual project to replace existing 6 inch lines and unlined cast iron pipes with larger diameter pipes and implement other water system improvements	\$ 2,500,000	\$ -	\$ -		\$ 2,500,000
<b>OSPS DISSOLVED AIR FLOTATION WATER TREATMENT PLANT &amp; CHEMICAL SYSTEM UPGRADE</b> Decommission buried chemical storage tanks and install new storage tanks within existing building. Chemical system delivery, storage and feed upgrades will be completed at Orchard St. Pump Station (OSPS)	14,000,000				14,000,000
<b>ROLLING STOCK</b>	250,000	125,000			125,000
<b>DEBT ISSUANCE COSTS</b>	167,900				167,900
<b>TOTAL WATER FUND</b>	<u>\$ 16,917,900</u>	<u>\$ 125,000</u>	<u>\$ -</u>		<u>\$ 16,792,900</u>
<b>GRAND TOTAL</b>	<u>\$ 29,497,300</u>	<u>\$ 891,000</u>	<u>\$ 1,223,100</u>		<u>\$ 27,383,200</u>

FOOTNOTES:

(1) NYS=NYS Consolidated Highway Improvements Program,PAVE NY and Extreme Winter Recovery;CD=Community Development;CNTRB=Contribution

(2) Type of debt to be issued will be determined prior to Common Council authorization

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**CAPITAL PROJECTS BOARD  
SUMMARY OF 2019 – 2020  
ROLLING STOCK PLAN**

Vehicle Type	Number Scheduled For Replacement	Replacement Cost
Communications Van	1	\$550,000
Sedan	11	516,000
Sweeper-Mech.	1	260,000
Fire Pumper	1	500,000
Wheel Loader/Claw	1	200,000
Sidewalk Plow	1	175,000
Trucks:		
Roll Off/Plow	1	225,000
Compactor	2	420,000
Dump/Plow	3	350,000
Pick-up/Plow	7	325,000
Other *	5	122,500
<b>TOTAL</b>	<b><u>34</u></b>	<b><u>\$3,643,500</u></b>

\* Other includes a van (\$27,500), a trac loader (\$40,000) and 3 utility trailers (\$55,000)

## CAPITAL PROJECTS BOARD

### SUMMARY APPROVED 2019 - 2025 CAPITAL IMPROVEMENT PROGRAM

	Pending Authorization 2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
<b>GENERAL FUND:</b>							
Public Works:							
Buildings	\$ 400,000	\$ 1,725,000	\$ 1,800,000	\$ 4,500,000	\$ 375,000	\$ 350,000	\$ 275,000
Streets	1,880,000	2,500,000	3,500,000	2,500,000	2,500,000	3,300,000	2,500,000
Storm Water Drains	300,000	560,000	500,000	500,000	500,000	500,000	500,000
Other	50,000	50,000	130,000	-	-	-	-
<b>Total Public Works</b>	<b>2,630,000</b>	<b>4,835,000</b>	<b>5,930,000</b>	<b>7,500,000</b>	<b>3,375,000</b>	<b>4,150,000</b>	<b>3,275,000</b>
Information Technology	89,000	200,000	225,000	285,000	125,000	125,000	125,000
Parking	1,560,000	1,795,000	3,120,000	1,350,000	2,780,000	1,270,000	2,290,000
Public Safety	-	175,000	1,800,000	1,160,000	720,000	183,000	100,000
Recreation & Parks	50,000	900,000	925,000	950,000	550,000	900,000	900,000
<b>Total General Fund</b>	<b>4,329,000</b>	<b>7,905,000</b>	<b>12,000,000</b>	<b>11,245,000</b>	<b>7,550,000</b>	<b>6,628,000</b>	<b>6,690,000</b>
Library Fund	150,000	-	-	-	-	-	-
Sewer Rent Fund	-	1,175,000	900,000	1,200,000	1,000,000	1,000,000	500,000
Water Fund	4,250,000	16,500,000	3,100,000	2,600,000	2,850,000	2,000,000	2,000,000
<b>Total Projects</b>	<b>8,729,000</b>	<b>25,580,000</b>	<b>16,000,000</b>	<b>15,045,000</b>	<b>11,400,000</b>	<b>9,628,000</b>	<b>9,190,000</b>
Rolling Stock	-	3,643,500	5,255,000	6,041,000	4,705,500	2,980,500	2,789,000
Debt Issuance Cost	76,250	273,800	193,100	193,400	142,200	108,200	102,400
<b>GRAND TOTAL</b>	<b>\$8,805,250</b>	<b>\$29,497,300</b>	<b>\$21,448,100</b>	<b>\$21,279,400</b>	<b>\$16,247,700</b>	<b>\$12,716,700</b>	<b>\$ 12,081,400</b>
<b>POTENTIAL FINANCING SOURCES:</b>							
Cash:							
General Fund	\$ -	\$ 541,000	\$ 731,000	\$ 755,000	\$ 740,500	\$ 775,000	\$ 724,000
Gen.Fnd-Rec. Account	50,000	-	-	-	-	-	-
Cable Fund	-	-	-	35,000	-	-	-
Sewer Rent Fund	-	225,000	45,000	35,000	200,000	-	45,000
Water Fund	300,000	125,000	100,000	85,000	90,000	100,000	45,000
	<b>350,000</b>	<b>891,000</b>	<b>876,000</b>	<b>910,000</b>	<b>1,030,500</b>	<b>875,000</b>	<b>814,000</b>
NYS Grants for PW	730,000	998,100	998,100	998,100	998,100	998,100	998,100
Other Grants (Various)	-	-	-	-	-	-	-
Community Development	-	100,000	-	-	-	-	-
Contributions	50,000	125,000	250,000	-	-	-	-
Other	-	-	-	-	-	-	-
	<b>780,000</b>	<b>1,223,100</b>	<b>1,248,100</b>	<b>998,100</b>	<b>998,100</b>	<b>998,100</b>	<b>998,100</b>
<b>TOTAL CASH</b>	<b>1,130,000</b>	<b>2,114,100</b>	<b>2,124,100</b>	<b>1,908,100</b>	<b>2,028,600</b>	<b>1,873,100</b>	<b>1,812,100</b>
Indebtedness:							
Tax-Supported Debt	2,271,750	8,039,950	12,506,400	14,573,400	7,956,700	6,853,900	5,572,800
Self-Liquidating Debt-Pkg.	1,414,000	1,489,750	2,777,500	959,500	2,171,500	959,500	2,171,500
Self-Liquidating Debt	3,989,500	17,853,500	4,040,100	3,838,400	4,090,900	3,030,200	2,525,000
<b>TOTAL DEBT</b>	<b>7,675,250</b>	<b>27,383,200</b>	<b>19,324,000</b>	<b>19,371,300</b>	<b>14,219,100</b>	<b>10,843,600</b>	<b>10,269,300</b>
<b>GRAND TOTAL</b>	<b>\$8,805,250</b>	<b>\$29,497,300</b>	<b>\$21,448,100</b>	<b>\$21,279,400</b>	<b>\$16,247,700</b>	<b>\$12,716,700</b>	<b>\$12,081,400</b>

**CITY OF WHITE PLAINS CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2018 - 2019**

**GENERAL FUND**

<b>INFRASTRUCTURE</b>	<b>AMOUNT</b>	<b>CASH</b>			<b>DEBT <sup>(2)</sup></b>
		<b>CITY</b>	<b>OTHER</b>	<b>SOURCE <sup>(1)</sup></b>	
<b>PUBLIC BUILDINGS - Public Works</b>					
<b>PUBLIC SAFETY BUILDING EXTERIOR REHABILITATION</b> Rehabilitate and/or repair the stairs, walkways and exterior of PS building, re-set the granite front steps and pressure wash	\$ 200,000	\$ -	\$ -		\$ 200,000
<b>RENOVATIONS TO FIRE FACILITIES</b> Annual project to renovate various aging fire stations to lower maintenance costs	200,000				200,000
<b>STREETS - Public Works</b>					
<b>MISCELLANEOUS STREET RECONSTRUCTION</b> Annual project to reconstruct streets, including sidewalks, curbs, drainage and other related improvements	730,000		730,000	CHIPS	
<b>RECONSTRUCTION OF OXFORD ROAD, PH II</b> Reconstruct Oxford Rd. between Robinhood Rd. and Gedney Esplanade, including new drainage, curbs and pavement replacement	1,050,000				1,050,000
<b>REHABILITATION OF CEMETERY ROAD BRIDGE CROSSING</b> Rehabilitation of existing bridge which is a major egress point from the City to the Bronx River Parkway	100,000		50,000	CNTRB	50,000
<b>STORM WATER DRAINS - Public Works</b>					
<b>MISCELLANEOUS SWD RECONSTRUCTION</b> Annual project to rehabilitate or expand portions of the storm water drainage system, including catch basins and piping	300,000				300,000
<b>OTHER - Public Works</b>					
<b>CITY GARAGE PARTS INVENTORY SYSTEM</b> Implementation of auto parts inventory system to manage garage and shop parts.	50,000				50,000
<b>PUBLIC PARKING FACILITIES - Parking</b>					
<b>LEX-GROVE WEST GARAGE ELEVATOR MODERNIZATION</b> Multi-year project to upgrade the four elevators by replacing the mechanics and controls and by renovating interior cabs	1,200,000				1,200,000

**CITY OF WHITE PLAINS CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2018 - 2019** (continued)

**GENERAL FUND** (continued)

<b>PUBLIC PARKING FACILITIES</b> (continued)	<b>AMOUNT</b>	<b>CASH</b>			<b>DEBT</b> <sup>(2)</sup>
		<b>CITY</b>	<b>OTHER</b>	<b>SOURCE</b> <sup>(1)</sup>	
<b>MUNICIPAL PARKING LOT REHABILITATION</b> Annual project to pave and repair various parking lots and improve signage and lighting	200,000				200,000
<b>RECREATION &amp; PARK FACILITIES</b>					
<b>PARK WALKWAY AND RELATED IMPROVEMENTS</b> Renovate paths, lighting, landscaping and fencing to enhance Tibbits Park, the City's central park, as well as other City parks	50,000		50,000	REC RSVE	
<b>TECHNOLOGY - Information Technology</b>					
<b>SECURITY CAMERA INTEGRATION &amp; EXPANSION</b> Purchase of equipment to present on a single platform all of the different City security cameras, including limited camera expansion.	89,000				89,000
<b>TRAFFIC SYSTEMS - Parking</b>					
<b>SIGNALIZATION INTERSECTION UPGRADES (FISHER AVE. &amp; MIDLAND AVE./N. BROADWAY &amp; PARK AVE.)</b> Upgrade traffic detection equipment and other hardware at designated locations	100,000				100,000
<b>REFLECTIVITY MANAGEMENT SYSTEM</b> Create GPS-based inventory of 5,000 critical traffic signs and set up a system for identifying signs and recording changes or replacements	60,000				60,000
<b>DEBT ISSUANCE COSTS</b>	37,500				37,500
<b>TOTAL GENERAL FUND</b>	<b>\$ 4,366,500</b>	<b>\$ -</b>	<b>\$ 830,000</b>		<b>\$ 3,536,500</b>
<b>LIBRARY FUND</b>					
<b>LIBRARY FUND</b>					
<b>EXTERIOR PRESSURE WASHING &amp; REPOINTING</b> Improve the appearance of the City's public library	\$ 150,000	\$ -	\$ -		\$ 150,000
<b>DEBT ISSUANCE COSTS</b>	1,500				1,500
<b>TOTAL LIBRARY FUND</b>	<b>\$ 151,500</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 151,500</b>

**CITY OF WHITE PLAINS CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2018 - 2019** (continued)

**WATER FUND**

<b>WATER SYSTEM</b>	<b>AMOUNT</b>	<b>CASH</b>			<b>DEBT <sup>(2)</sup></b>
		<b>CITY</b>	<b>OTHER</b>	<b>SOURCE <sup>(1)</sup></b>	
<b>REPLACE/RECONSTRUCT MISC. WATER LINES</b> Annual project to replace existing 6 inch lines and unlined cast iron pipes with larger diameter pipes and implement other water system improvements	\$ 1,750,000	\$ -	\$ -		\$ 1,750,000
<b>CAPS CHEMICAL SYSTEM UPGRADE (DESIGN)</b> Design of upgrades to Central Ave. Pump Station (CAPS) chemical system to include mandated NYSDEC chemical containment	200,000	200,000			
<b>CAPS CHEMICAL SYSTEM UPGRADE (CONSTRUCTION MANAGEMENT AND CONSTRUCTION)</b> Replace buried chemical storage tanks with new tanks installed within a pre-fabricated building, which will include secondary containment, redundancy, ventilation and appropriate fire ratings and code compliant egress	1,500,000				1,500,000
<b>STANDBY GENERATOR - HAPS</b> Installation of generator to ensure that pump station operates in event of electrical power failure	100,000	100,000			
<b>WATER SYSTEM SCADA/CYBERSECURITY IMPROVEMENTS</b> Upgrades to automated controls, security systems, and IT infrastructure at existing City water facilities	700,000				700,000
<b>DEBT ISSUANCE COSTS</b>	37,250				37,250
<b>TOTAL WATER FUND</b>	<u>\$ 4,287,250</u>	<u>\$ 300,000</u>	<u>\$ -</u>		<u>\$ 3,987,250</u>
<b>GRAND TOTAL</b>	<u>\$ 8,805,250</u>	<u>\$ 300,000</u>	<u>\$ 830,000</u>		<u>\$ 7,675,250</u>

FOOTNOTES:

- (1) CHIPS=NYS Consolidated Highway Improvements Program; CNTRB=Contributions; WEST CO=Westchester County; NYSERDA=NYS Energy Research and Development Authority; Rec Rsve=Recreation and Open Space Reserve Account
- (2) Type of debt to be issued will be determined prior to Common Council authorization
- (3) Possible Environmental Facilities Corporation (EFC) financing

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**CITY OF WHITE PLAINS  
SUMMARY STATUS REPORT  
CAPITAL IMPROVEMENT PROGRAM  
DECEMBER 31, 2018**

PROJECT NUMBER	PROJECT TITLE	Authorized Budget	Expenditures Obligated To Date	Unencumbered Funds Available	Percentage Used
<b><u>INFORMATION TECHNOLOGY:</u></b>					
5502	Parking Department Network Integration	\$ 197,000	\$ 137,557	\$ 59,443	69.83%
5518	City-wide IT Infrastructure Replacement/Enhancement FY 19	126,250	95,411	30,839	75.57%
		<u>323,250</u>	<u>232,968</u>	<u>90,282</u>	<u>72.07%</u>
<b><u>BUILDINGS:</u></b>					
5347	City Hall Rehabilitation-Electrical Room	858,500	479,174	379,326	55.82%
5417	Library Boilers Rehabilitation	404,000	264,908	139,092	65.57%
5457	City Hall Steam Pipe/Plumbing Repairs	606,000	335,713	270,287	55.40%
5482	Library Interior Renovations First Floor	2,410,000	2,371,821	38,179	98.42%
5487	Renovations to Fire Facilities FY17	505,000	345,376	159,624	68.39%
5501	Public Safety Building Bathrooms/Lockers Renovations	202,000	7,581	194,419	3.75%
5506	Public Safety Building Salley Port/Garage	303,000	52,316	250,684	17.27%
5507	Renovations to City Facilities FY 18	151,500	94,414	57,086	62.32%
5510	Public Safety Building Exterior Renovations	555,500	355,052	200,448	63.92%
5523	Cable Television Studio Relocation	500,000	50,000	450,000	10.00%
5524	Library Interior Renovations Second Floor	500,000	50,894	449,106	10.18%
5527	Public Safety Building Cooling Tower Rehabilitation	76,000	-	76,000	0.00%
		<u>7,071,500</u>	<u>4,407,249</u>	<u>2,664,251</u>	<u>62.32%</u>
<b><u>STREETS:</u></b>					
5494	Miscellaneous Street Reconstruction FY18	2,007,700	2,002,992	4,708	99.77%
5503	White Plains Transit District Pedestrian and Bicycle Improvements	1,530,000	131,972	1,398,028	8.63%
5514	Miscellaneous Street Reconstruction FY19	777,700	636,483	141,217	81.84%
5522	Westview Avenue Reconstruction	606,000	600,648	5,352	99.12%
		<u>4,921,400</u>	<u>3,372,095</u>	<u>1,549,305</u>	<u>289.35%</u>
<b><u>STORM WATER DRAINS:</u></b>					
5453	Miscellaneous Storm Water Drains FY15	404,000	402,359	1,641	99.59%
5476	Miscellaneous Storm Water Drains FY16	404,000	328,624	75,376	81.34%
5511	Miscellaneous Storm Water Drains FY18	404,000	11,176	392,824	2.77%
		<u>1,212,000</u>	<u>742,159</u>	<u>469,841</u>	<u>61.23%</u>
<b><u>PUBLIC PARKING FACILITIES:</u></b>					
5483	On-Street Meter Replacement	220,000	5,688	214,312	2.59%
5492	Municipal Parking Lot Rehabilitation FY 17	404,000	39,230	364,770	9.71%
5495	Municipal Parking Structure Rehabilitation FY 18	606,000	598,591	7,409	98.78%
5519	Off-Street Multi-Space Meter Replacement Phase II	353,500	346,842	6,658	98.12%
5528	Garage Lighting Retrofit	250,000	-	250,000	0.00%
		<u>1,833,500</u>	<u>990,351</u>	<u>843,149</u>	<u>54.01%</u>
<b><u>RECREATION AND PARKS FACILITIES:</u></b>					
5504	On Line Registration System	36,000	33,661	2,339	93.50%
5512	Park Sidewalk and Related Improvements	50,000	48,891	1,109	97.78%
5526	Mattison Park Improvements	401,500	141,915	259,585	35.35%
		<u>487,500</u>	<u>224,467</u>	<u>263,033</u>	<u>46.04%</u>
<b><u>WATER SYSTEM:</u></b>					
5374	New Well Field	101,000	30,968	70,032	30.66%
5396	Water Filtration Plant Design and Rehabilitation	2,272,500	2,011,786	260,714	88.53%
5434	Automated Meter Reading	3,030,000	2,481,330	548,670	81.89%
5447	Fluoride Tank Replacement-Orchard Street Pump Station	2,525,000	2,511,981	13,019	99.48%
5448	Fluoride Tank Replacement-Central Avenue Pump Station	1,212,000	781,209	430,791	64.46%
5470	Species Management	489,850	463,655	26,195	94.65%
5474	Replace/Reconstruct Miscellaneous Water Lines FY16	2,525,000	2,512,832	12,168	99.52%
5508	Replace/Reconstruct Miscellaneous Water Lines FY18	2,777,500	159,390	2,618,110	5.74%
5513	Oxford Road Water Main	748,000	339,256	408,744	45.36%
		<u>15,680,850</u>	<u>11,292,407</u>	<u>4,388,443</u>	<u>72.01%</u>

**CITY OF WHITE PLAINS  
SUMMARY STATUS REPORT  
CAPITAL IMPROVEMENT PROGRAM  
DECEMBER 31, 2018**

PROJECT NUMBER	PROJECT TITLE	Authorized Budget	Expenditures		Unencumbered Funds Available	Percentage Used
			Obligated To Date			
<b><u>TRAFFIC SYSTEM:</u></b>						
5525	Local Traffic Controller Upgrades Phase II	70,700	42,711		27,989	60.41%
<b><u>SEWER SYSTEM:</u></b>						
5512	Miscellaneous Sanitary Sewer Reconstruction FY 19	1,262,500	1,096,503		165,997	86.85%
<b><u>OTHER PROJECTS:</u></b>						
5383	Library Plaza Surface Replacement	6,407,500	6,013,765		393,735	93.86%
5418	City-wide Security Upgrades	303,000	295,881		7,119	97.65%
5498	Self-Contained Breathing Apparatus (SCBA)	381,000	381,000		-	100.00%
5499	Police and Fire Electronic Device Replacement FY18	101,000	100,675		325	99.68%
5520	Police and Fire Electronic Device Replacement FY19	101,000	60,215		40,785	59.62%
5521	Police and Fire Digital Scanning	46,000	21,621		24,379	47.00%
		<u>7,339,500</u>	<u>6,873,157</u>		<u>466,343</u>	<u>93.65%</u>
<b><u>ROLLING STOCK:</u></b>						
5515	Rolling Stock Acquisition-Heavy Duty Vehicles FY19	2,399,300	2,235,194		164,106	93.16%
5516	Rolling Stock Acquisition-Heavy Duty Vehicles FY19	227,000	201,050		25,950	88.57%
		<u>2,626,300</u>	<u>2,436,244</u>		<u>190,056</u>	<u>92.76%</u>
<b>TOTAL PROJECTS FINANCIAL SUMMARY</b>		<u>42,829,000</u>	<u>31,710,311</u>		<u>11,118,689</u>	<u>74.04%</u>

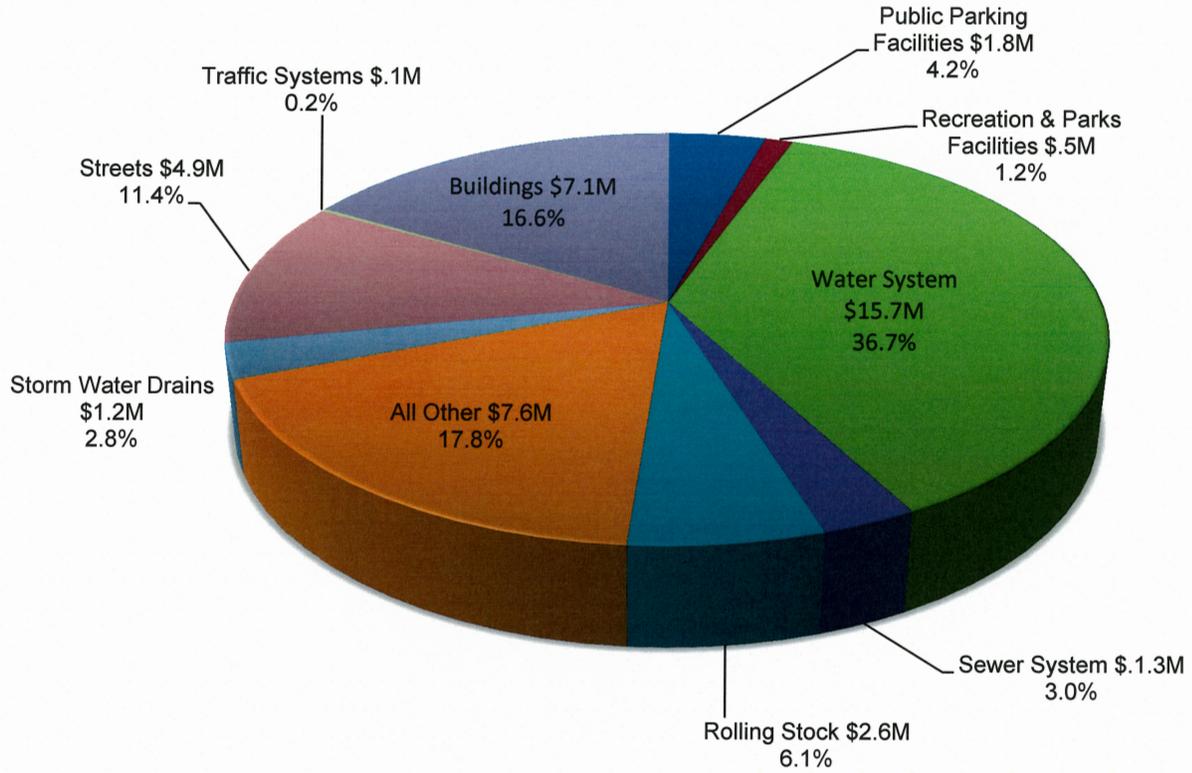
**CITY OF WHITE PLAINS**  
**SUMMARY REPORT OF ACTIVE CAPITAL PROJECTS FINANCING**  
**DECEMBER 31, 2018**

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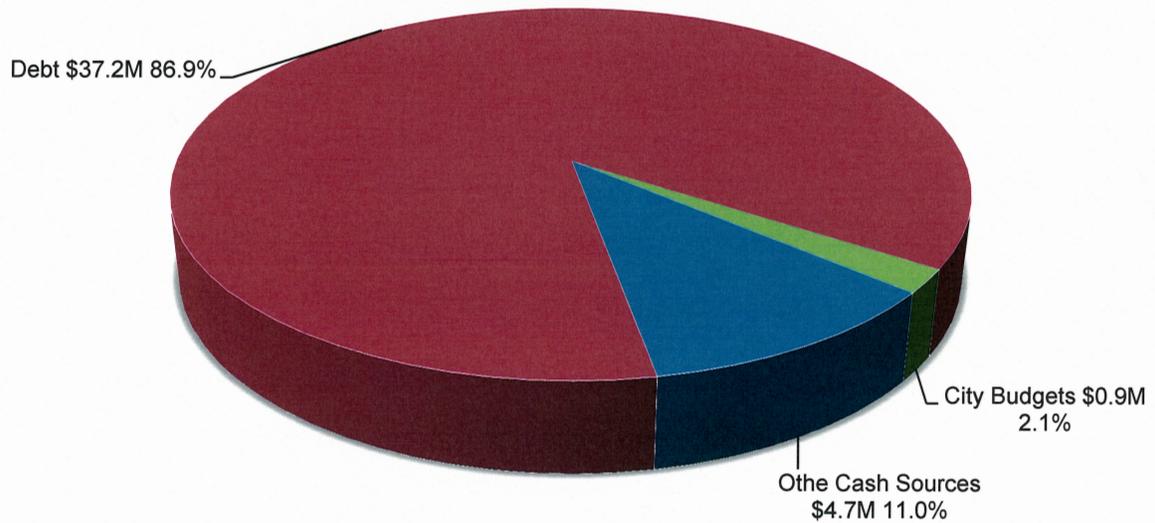
<b><u>Source of Financing</u></b>	<b><u>Amount of Financing</u></b>	<b><u>Percent of Total</u></b>
Cash to Capital		
General Fund	\$ 413,000	0.96%
Cable TV	500,000	1.17%
Total Cash to Capital	<u>913,000</u>	<u>2.13%</u>
Other:		
Community Development	108,500	0.25%
NYS CHIPS	725,000	1.69%
NYS DOT	1,211,320	2.83%
NYSERDA	250,000	0.58%
NYS Education Department	140,591	0.33%
Westchester County	600,000	1.40%
Library Foundation	400,000	0.93%
Contributions	1,304,009	3.04%
Total Other	<u>4,739,420</u>	<u>11.05%</u>
Debt Issued - Serial Bonds	<u>37,176,580</u>	<u>86.82%</u>
<b>TOTAL ACTIVE PROJECTS FINANCING</b>	<b><u>\$ 42,829,000</u></b>	<b><u>100.00%</u></b>

# ACTIVE CAPITAL PROJECTS FY 2018-2019 \$42.8M

## PROGRAM SUMMARY



## SOURCES OF FINANCING



**CITY OF WHITE PLAINS  
 CONSTITUTIONAL TAX LIMIT  
 PRO FORMA PROJECTED AS OF JULY 1, 2019**

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	<u>Fiscal Year Ended June 30</u>	<u>Full Valuation Real Estate</u>	<u>Tax Rate Equivalent</u>	<u>Percentage</u>
	2019	\$ 10,296,046,873		
	2018	8,885,143,880		
	2017	8,654,021,563		
	2016	8,395,606,364		
	2015	7,959,169,397		
Five Year Total Full Valuation		<u>\$ 44,189,988,077</u>		
Five Year Average Full Valuation		<u>\$ 8,837,997,615</u>		
Constitutional Tax Limit 2%		<u>\$ 176,759,952</u>	<u>\$ 624.28</u>	<u>100.00%</u>
FY 2019-20 Tax Levy (1)		\$ 61,436,820	\$ 217.07	34.77%
Allowable Exclusions (2)		(14,433,120)	(51.00)	-8.17%
Tax Levy Subject to Limit		<u>\$ 47,003,700</u>	<u>\$ 166.07</u>	<u>26.60%</u>
Constitutional Tax Margin		<u>\$ 129,756,252</u>	<u>\$ 458.21</u>	<u>73.40%</u>

(1) Based upon Assessed Valuation of \$283,027,686 as certified by the Assessor on March 1, 2019 and proposed Tax Rate of \$217.07 per \$1,000 of assessed value.

(2) Based upon projected 2019-20 debt payments less projected debt service fund balance at June 30, 2020.

**CITY OF WHITE PLAINS  
SCHEDULE OF PROPERTY TAX RATES  
PER \$1,000 ASSESSED VALUATION  
ALL OVERLAPPING GOVERNMENTS**

Year	City of White Plains	White Plains School District	Westchester County				Total	Total Tax Rate
			County	Sewer Districts	Refuse Disposal District			
2019-20	\$ 217.07 <sup>(3)</sup>	\$ 672.66 <sup>(3)</sup>	\$118.14	\$ 17.11 <sup>(1)</sup> 20.64 <sup>(2)</sup>	\$ 9.83	\$145.08 148.61	\$1,034.81 1,038.34	
2018-19	211.36	644.66	103.32	14.37 <sup>(1)</sup> 18.03 <sup>(2)</sup>	8.92	126.61 130.27	982.63 986.29	
2017-18	205.37	625.46	102.96	14.68 <sup>(1)</sup> 18.25 <sup>(2)</sup>	9.26	126.90 130.47	957.73 961.30	
2016-17	200.95	615.61	103.89	14.77 <sup>(1)</sup> 16.63 <sup>(2)</sup>	9.27	127.93 129.79	944.49 946.35	
2015-16	200.74	613.74	103.73	14.80 <sup>(1)</sup> 15.92 <sup>(2)</sup>	9.53	128.06 129.18	942.54 943.66	
2014-15	196.14	600.22	100.99	14.80 <sup>(1)</sup> 15.53 <sup>(2)</sup>	9.14	124.93 125.66	921.29 922.02	
2013-14	191.74	583.21	99.24	15.79 <sup>(1)</sup> 16.33 <sup>(2)</sup>	9.43	124.46 125.00	899.41 899.95	
2012-13	184.47	565.50	106.28	16.43 <sup>(1)</sup> 18.28 <sup>(2)</sup>	10.02	132.73 134.58	882.70 884.55	
2011-12	176.11	548.89	110.59	17.17 <sup>(1)</sup> 18.82 <sup>(2)</sup>	10.51	138.27 139.92	863.27 864.92	
2010-11	167.82	534.63	112.97	17.13 <sup>(1)</sup> 18.94 <sup>(2)</sup>	10.50	140.60 142.41	843.05 844.86	
2009-10	157.06	515.15	110.88	15.95 <sup>(1)</sup> 18.44 <sup>(2)</sup>	10.17	137.00 139.49	809.21 811.70	
2008-09	147.47	503.01	102.80	14.51 <sup>(1)</sup> 17.53 <sup>(2)</sup>	9.82	127.13 130.15	777.61 780.63	
2007-08	141.93	474.62	93.22	12.96 <sup>(1)</sup> 15.75 <sup>(2)</sup>	10.15	116.33 119.12	732.88 735.67	
2006-07	132.64	443.77	88.89	10.32 <sup>(1)</sup> 13.29 <sup>(2)</sup>	10.24	109.45 112.42	685.86 688.83	
2005-06	123.05	410.45	86.10	9.82 <sup>(1)</sup> 12.43 <sup>(2)</sup>	10.28	106.20 12.43	639.70 545.93	

(1) Bronx Valley District  
(2) Mamaroneck District  
(3) Proposed

**Office of State Comptroller Tax Levy Cap Reporting Form**  
**Proposed Budget Fiscal Year Ended June 30, 2020**  
**Prepared March 1, 2019**  
**Tax Levy Cap - Calculations and Totals**

<b>Tax Levy Limit ( Cap) Before Adjustments and Exclusions:</b>	
1. a. Real property tax levy current fiscal year	\$ 59,844,743
b. BID special assessment levies current fiscal year	700,000
Total taxes levied current fiscal year	60,544,743
2. Less total reserve amount (including interest earned) from current fiscal year	-
	60,544,743
3. Tax Base Growth Factor	1.0113
	61,228,899
4. Add PILOTS receivable current fiscal year	1,877,328
	63,106,227
Allowable levy growth factor (2% or rate of inflation, whichever is less)	1.0200
	64,368,351
5. Less PILOTS receivable forthcoming fiscal year	(1,322,948)
7. Plus available carryover from current fiscal year	3,533
<b>Total Levy Limit (Cap) Before Adjustments and Exclusions</b>	<b>63,048,936</b>
<b>9. Adjustments for Transfer of Local Government Functions:</b>	
Costs incurred from transfer of local government functions	-
Savings realized from transfer of local government functions	-
<b>Total Adjustments for Transfer of Local Government Functions</b>	<b>-</b>
<b>Tax Levy Limit, Adjusted for Transfer of Local Government Functions</b>	<b>63,048,936</b>
<b>Exclusions:</b>	
6. Tax levy necessary for expenditures resulting from tort orders/judgments over 5% current fiscal year tax levy	-
8. Tax levy necessary for pension contribution expenditures caused by growth in the system average actuarial contribution rate in excess of 2 percentage points:	-
a. ERS	-
b. PFRS	-
c. TRS	-
<b>Total Exclusions</b>	<b>-</b>
<b>Tax Levy Limit, Adjusted for Transfers and Exclusions</b>	<b>\$ 63,048,936</b>
Real property tax levy	\$ 61,436,820
BID special assessments	700,000
Total Real Property Tax Levy	\$ 62,136,820
<b>Difference Between Tax Levy Limit and Tax Levy</b>	<b>\$ 912,116</b>
<b>Do you plan to override the cap in the forthcoming year?</b>	<b>No</b>
<b>For informational purposes only:</b>	
Total taxes levied current fiscal year	\$ 60,544,743
Tax levy limit forthcoming fiscal year	63,048,936
Additional tax levy amount available within tax limit in forthcoming year	\$ 2,504,193
Tax levy forthcoming year as percentage increase over current year tax levy	4.14%

**CITY OF WHITE PLAINS  
ASSESSED VALUATION OF TAXABLE REAL PROPERTY**

	<u>One to Three Family Residence</u>	<u>Other Family Residences</u>	<u>Commercial</u>	<u>Total Assessed Valuation (1)</u>	<u>State Equalization Rate</u>	<u>Full Valuation</u>	<u>Increase (Decrease)</u>	
							<u>Amount</u>	<u>Percent</u>
2019-20	\$ 115,781,336	\$ 65,387,695	\$ 101,858,655	\$ 283,027,686	2.69%	10,521,475,316	\$ 225,428,443	2.2%
2018-19	115,816,025	63,174,567	104,150,697	283,141,289	2.75	10,296,046,873	1,410,902,993	2.7
2017-18	115,569,189	62,767,907	103,321,965	281,659,061	3.17	8,885,143,880	231,122,318	2.7
2016-17	115,264,619	59,141,077	102,522,994	276,928,690	3.20	8,654,021,563	258,415,199	3.1
2015-16	115,123,876	59,166,927	102,764,207	277,055,010	3.30	8,395,606,364	436,436,967	5.5
2014-15	114,939,821	57,220,667	104,818,607	276,979,095	3.48	7,959,169,397	592,044,914	8.0
2013-14	114,656,558	56,959,046	106,124,989	277,740,593	3.77	7,367,124,483	(80,770,004)	(1.1)
2012-13	114,757,907	54,259,743	106,554,446	275,572,096	3.70	7,447,894,486	(545,068,991)	(6.8)
2011-12	115,114,633	54,547,189	108,493,307	278,155,129	3.48	7,992,963,477	(881,448,700)	(9.9)
2010-11	116,684,188	55,034,084	109,600,594	281,318,866	3.17	8,874,412,177	(1,168,276,062)	(11.6)
2009-10	118,076,632	55,418,691	111,717,023	285,212,346	2.84	10,042,688,239	(509,652,743)	(4.8)
2008-09	118,436,012	55,608,043	116,145,322	290,189,377	2.75	10,552,340,982	10,435,127	0.1
2007-08	117,902,605	55,193,343	116,788,463	289,902,411	2.75	10,541,905,855	1,401,332,892	15.3
2006-07	117,281,934	55,476,793	123,395,837	296,154,564	3.24	9,140,572,963	602,262,257	7.1
2005-06	116,070,345	52,124,218	134,061,636	302,256,199	3.54	8,538,310,706	562,386,387	7.1
2004-05	115,034,569	52,353,935	137,291,805	304,680,309	3.82	7,975,924,319	849,979,735	11.9
2003-04	115,031,520	52,841,217	149,231,797	317,104,534	4.45	7,125,944,584	357,278,342	5.3
2002-03	114,298,042	52,806,756	151,699,382	318,804,180	4.71	6,768,666,242	1,754,104,730	35.0
2001-02	113,649,994	52,815,345	151,959,317	318,424,656	6.35	5,014,561,512	542,845,715	12.1
2000-01	112,243,094	52,978,985	151,822,571	317,044,650	7.09	4,471,715,797	229,111,287	5.4

(1) Assessed values are established by the City of White Plains Assessor on March 1 of each year and include special Franchise Assessments as established by the New York State Board of Equalization and Assessment.





**CITY OF WHITE PLAINS  
SCHEDULE OF ESTIMATED VALUE OF  
BUILDING CONSTRUCTION PERMITS ISSUED  
LAST TEN FISCAL YEARS\***

Fiscal Year	New Non-Residential			New Residential			Miscellaneous (Alterations, Equipment, Installations, etc.)			Total Estimated Value Issued
	Number of Permits	Square Feet	Estimated Value	Number of Permits	Dwelling Units	Estimated Value	Number of Permits	Estimated Value		
2017-18	1	109,212	\$ 17,879,160	9	105	\$ 4,978,500	1,474	\$ 101,887,151	\$ 124,744,811	
2016-17	2	8,585	1,455,000	8	8	2,858,000	1,582	131,674,198	135,987,198	
2015-16	-	-	-	9	296	19,577,000	1,899	142,223,065	161,800,065	
2014-15	4	87,144	25,090,900	9	31	5,771,579	1,713	91,420,908	122,283,387	
2013-14	1	223,831	8,000,000	8	195	23,890,000	1,686	81,717,001	113,607,001	
2012-13	-	-	-	3	49	4,650,000	1,670	87,940,067	92,590,067	
2011-12	1	2,855	333,333	9	24	4,181,667	1,675	71,013,693	75,528,693	
2010-11	1	117,307	4,429,000	4	4	1,093,000	1,458	58,051,329	63,573,329	
2009-10	1	96,904	12,555,000	5	7	1,060,000	1,197	62,349,122	75,964,122	
2008-09	1	11,286	300,000	12	17	6,102,143	1,224	38,373,123	44,775,266	

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\* Source - City of White Plains Building Department  
 \*\* Revised 2013-14 for new building at 223-225 Dr. Martin Luther King Blvd. (301 Quarropas)

**CITY OF WHITE PLAINS  
QUARTERLY SALES TAX RECEIPTS**

Month	2013-2014		2014-2015		2015-2016		2016-2017		2017-2018		2018-19	
	Variance Over / Under	12-13	Variance Over / Under	13-14	Variance Over / Under	14-15	Variance Over / Under	15-16	Variance Over / Under	16-17	Variance Over / Under	17-18
July	\$ 3,611,093	-0.4%	\$ 3,560,309	-1.4%	\$ 3,589,763	0.8%	\$ 3,721,805	3.7%	\$ 3,499,460	-6.0%	\$ 3,747,372	7.1%
August	3,686,485	1.7%	3,713,549	0.7%	3,422,138	-7.8%	3,388,752	-1.0%	4,232,520	24.9%	3,500,948	-17.3%
September	4,087,163	17.7%	3,981,515	-2.6%	4,129,685	3.7%	4,414,017	6.9%	3,335,546	-24.4%	3,744,163	12.3%
	<b>11,384,741</b>	<b>6.2%</b>	<b>11,255,373</b>	<b>-1.1%</b>	<b>11,141,586</b>	<b>-1.0%</b>	<b>11,524,574</b>	<b>3.4%</b>	<b>11,067,526</b>	<b>-4.0%</b>	<b>10,992,483</b>	<b>-0.7%</b>
October	3,602,434	-0.1%	3,623,655	0.6%	3,879,958	7.1%	3,584,205	-7.6%	3,953,128	10.3%	3,639,983	-7.9%
November	3,703,782	3.7%	3,705,654	0.1%	3,791,449	2.3%	3,639,874	-4.0%	3,820,163	5.0%	3,599,834	-5.8%
December	4,394,754	2.4%	4,516,148	2.8%	3,775,622	-16.4%	4,257,781	12.8%	4,106,666	-3.5%	4,076,901	-0.7%
	<b>11,700,970</b>	<b>1.8%</b>	<b>11,845,457</b>	<b>1.2%</b>	<b>11,447,029</b>	<b>-3.4%</b>	<b>11,481,860</b>	<b>0.3%</b>	<b>11,879,957</b>	<b>3.5%</b>	<b>11,316,718</b>	<b>-4.7%</b>
January	4,388,117	-0.1%	4,332,715	-1.3%	4,054,317	-6.4%	4,045,642	-0.2%	4,119,261	1.8%	4,094,116	-0.6%
February	3,615,727	-1.3%	3,490,294	-3.5%	3,422,693	-1.9%	3,220,221	-5.9%	3,505,117	8.8%		
March	3,745,379	2.1%	3,778,152	0.9%	3,927,965	4.0%	3,739,130	-4.8%	3,611,822	-3.4%		
	<b>11,749,223</b>	<b>0.2%</b>	<b>11,601,161</b>	<b>-1.3%</b>	<b>11,404,975</b>	<b>-1.7%</b>	<b>11,004,993</b>	<b>-3.5%</b>	<b>11,236,200</b>	<b>2.1%</b>		
April	3,509,414	-0.8%	3,643,624	3.8%	3,506,633	-3.8%	3,169,010	-9.6%	3,380,702	6.7%		
May	3,476,078	-1.8%	3,698,478	6.4%	3,315,192	-10.4%	3,327,847	0.4%	3,316,835	-0.3%		
June	4,850,144	24.2%	3,831,237	-21.0%	3,996,972	4.3%	3,871,026	-3.2%	4,187,795	8.2%		
	<b>11,835,636</b>	<b>7.8%</b>	<b>11,173,339</b>	<b>-5.6%</b>	<b>10,818,797</b>	<b>-3.2%</b>	<b>10,367,883</b>	<b>-4.2%</b>	<b>10,885,332</b>	<b>5.0%</b>		
<b>Total - Unrestricted</b>	<b>\$46,670,570</b>	<b>3.9%</b>	<b>\$ 45,875,330</b>	<b>-1.7%</b>	<b>\$ 44,812,387</b>	<b>-2.3%</b>	<b>\$ 44,379,310</b>	<b>-0.97%</b>	<b>\$ 45,069,015</b>	<b>1.6%</b>	<b>\$ 26,403,317</b>	<b>-2.5%</b>
<b>Restricted-Tax Stabilization</b>	<b>\$ 5,185,617</b>		<b>\$ 5,097,259</b>		<b>\$ 4,979,155</b>		<b>\$ 4,931,035</b>		<b>\$ 5,007,666</b>		<b>\$ 2,933,701</b>	

SEVEN MONTHS YEAR TO DATE:

New City sales tax rate of 2.50% effective 06/01/2010 of which .25% dedicated to Tax Stabilization Account; total new tax rate 8.25%

**CITY OF WHITE PLAINS  
SCHEDULE OF PROPERTY TAX LEVIES AND  
COLLECTIONS LAST TEN FISCAL YEARS <sup>(1)</sup>**

<u>Fiscal Year</u>	<u>Property Tax Levy</u>	<u>Collected within the Fiscal Year of the Levy</u>		<u>Collections in Subsequent Years <sup>(2)</sup></u>	<u>Total Collections to Date</u>	
		<u>Amount Collected</u>	<u>Percent of Levy</u>		<u>Amount Collected</u>	<u>Percent of Levy</u>
2017-18	\$ 57,844,321	\$ 57,594,024	99.57%	\$ -	\$ 57,594,024	99.57%
2016-17	55,648,820	55,336,066	99.44%	187,912	55,523,978	99.78%
2015-16	55,616,023	55,317,834	99.46%	205,711	55,523,545	99.83%
2014-15	54,326,680	54,060,085	99.51%	228,748	54,288,833	99.93%
2013-14	53,253,982	52,945,567	99.42%	281,820	53,227,387	99.95%
2012-13	50,834,785	50,539,754	99.42%	280,326	50,820,080	99.97%
2011-12	48,985,900	48,560,717	99.13%	419,279	48,979,996	99.99%
2010-11	47,210,932	46,801,722	99.13%	401,933	47,203,655	99.98%
2009-10	44,795,451	44,262,211	98.81%	528,913	44,791,124	99.99%
2008-09	42,794,228	42,430,049	99.15%	360,157	42,790,206	99.99%

(1) Source - City of White Plains Comprehensive Annual Financial Report for the Fiscal Year July 1, 2017 - June 30, 2018.

(2) Collections in subsequent years are through June 30, 2018.

**CITY OF WHITE PLAINS, NEW YORK**  
**CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS**  
**LAST FOUR FISCAL YEARS (1)**

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
<b>REVENUES</b>				
Taxes and related items	\$ 113,247,436	\$ 111,188,521	\$ 111,536,636	\$ 111,646,304
Intergovernmental	12,357,554	11,239,851	11,160,632	14,452,897
Charges for services	22,705,625	22,371,009	21,303,419	19,505,273
Licenses and permits	7,669,623	7,654,549	7,644,860	5,644,308
Fines and forfeitures	8,240,855	8,177,026	8,255,126	8,513,654
Interest	596,965	253,422	126,640	130,953
Fees and program income	5,594,141	5,753,812	5,629,437	5,650,700
Miscellaneous	3,968,642	5,378,294	3,890,769	4,268,977
Total Revenues	<u>174,380,841</u>	<u>172,016,484</u>	<u>169,547,519</u>	<u>169,813,066</u>
<b>EXPENDITURES</b>				
Current:				
Council and Boards	574,570	560,528	569,199	596,214
General Government	32,792,362	30,837,661	31,650,692	29,871,910
Public Works	29,268,960	28,802,676	28,135,313	29,299,774
Parking	12,314,804	12,627,381	12,632,557	12,783,655
Public Safety	65,136,646	64,171,280	62,001,056	62,048,000
Community Services	20,172,379	19,771,689	19,635,018	20,163,335
Debt Service:				
Principal	9,739,538	9,231,948	8,800,004	7,260,984
Interest and fiscal charges	4,033,851	3,833,912	4,019,795	4,086,857
Refunding bond issuance costs	-	195,964	67,078	-
Capital Outlay	13,865,592	10,852,437	11,604,210	15,512,657
Total Expenditures	<u>187,898,702</u>	<u>180,885,476</u>	<u>179,114,922</u>	<u>181,623,386</u>
Excess (Deficiency) of Revenues over Expenditures	<u>(13,517,861)</u>	<u>(8,868,992)</u>	<u>(9,567,403)</u>	<u>(11,810,320)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Energy performance contract debt issued	3,217,627	-	-	-
Bonds issued	-	13,001,550	9,223,250	10,420,200
Refunding bonds issued	-	23,546,715	5,892,018	-
Issuance premium	-	1,427,508	1,650,566	-
Payment to refunded bond escrow agent	-	(24,354,377)	(6,602,423)	-
Transfers in	13,007,448	11,939,792	11,753,426	12,662,202
Transfers out	(13,007,448)	(11,939,792)	(11,753,426)	(12,662,202)
Total Other Financing Sources (Uses)	<u>3,217,627</u>	<u>13,621,396</u>	<u>10,163,411</u>	<u>10,420,200</u>
Net Change in Fund Balances	<u>\$ (10,300,234)</u>	<u>\$ 4,752,404</u>	<u>\$ 596,008</u>	<u>\$ (1,390,120)</u>
Debt Service as a percentage of noncapital expenditures	<u>7.89%</u>	<u>7.69%</u>	<u>7.68%</u>	<u>6.80%</u>

(1) Source - City of White Plains Comprehensive Annual Financial Report for the Fiscal Year July 1, 2017 - June 30, 2018.

**CITY OF WHITE PLAINS  
FULL TIME SALARY SCHEDULES**

CATEGORY	SALARY as of 6/30/19
<b>Elected Officials</b>	
Mayor	\$ 156,330
Common Council Member (President's Stipend)	38,971
Common Council Member	36,471
<hr/>	
<b>Appointed Officials</b>	
Assessor	143,820
Commissioner of Building	160,140
Deputy Commissioner of Building	143,596
Budget Director	160,000
Deputy Budget Director	0
City Clerk	114,342
Deputy City Clerk	0
Corporation Counsel	212,160
Chief Deputy Corporation Counsel	0
Deputy Corporation Counsel	173,400
Chief of Staff	0
Commissioner of Finance	163,200
Deputy Commissioner of Finance	146,574
Chief Information Officer	147,186
Library Director	159,630
Personnel Officer	168,606
Deputy Personnel Officer	103,428
Physician	55,998
Commissioner of Parking	166,464
Deputy Commissioner of Parking I	136,578
Deputy Commissioner of Parking II	146,064
Commissioner of Planning	155,020
Deputy Commissioner of Planning	137,700
Commissioner of Public Safety	199,920
Deputy Commissioner of Public Safety	189,414
Commissioner of Public Works	183,906
Deputy Commissioner of Public Works I	156,060
Deputy Commissioner of Public Works II	146,000
Commissioner of Purchase	132,090
Commissioner of Recreation & Parks	155,550
Deputy Commissioner of Recreation & Parks	134,028
Director of Youth Bureau	139,230

## CITY OF WHITE PLAINS FULL TIME SALARY SCHEDULES

CATEGORY/ BARGAINING UNIT	GRADE	MINIMUM	MAXIMUM	
<b>Managerial/ Confidential and MC7A</b>	8	49,075	73,201	
	9	52,511	78,270	
	10	56,187	84,217	
	11	60,119	89,663	
	12	64,327	96,972	
	13	68,831	104,380	
	14	73,649	111,475	
	15	78,804	118,611	
	16	84,320	125,937	
	17	90,223	137,060	
	18	98,343	148,085	
	19	107,194	159,521	
	20	125,604	172,053	
		Fire Chief	182,172	
		Police Chief	182,172	
		Asst. Police Chief	166,770	
	<b>CSEA and CS7A</b>	1	34,710	51,269
		2	36,135	53,362
		3	38,560	56,019
		4	39,578	58,614
5		41,388	61,411	
5P		47,661	61,398	
6		42,483	63,623	
6P		48,907	63,623	
7		44,484	66,947	
8		46,890	70,682	
8P		53,577	70,682	
8Q		46,890	70,682	
9		49,721	75,572	
9P		50,150	75,586	
10		53,689	81,324	
11		57,179	86,581	
12		61,412	93,648	
13		65,671	100,795	
14		70,030	107,650	
15		74,434	114,537	
16	78,759	121,620		
17	86,289	132,357		
18	94,192	143,009		
19	101,900	154,056		
20	109,480	166,162		
	School Crossing Guard	13,555	13,957	
<b>PBA and PBA1</b>	Police Officer	50,000	97,937	
	Sergeant	111,662	116,478	
	Lieutenant	128,411	133,897	
	Captain	147,673	153,930	
<b>PFFA and FIRA</b>	Fire Fighter	50,000	97,721	
	Lieutenant	111,415	116,222	
<b>PFFA Deputies</b>	Deputy Chief	147,345	153,589	
<b>Teamsters and TEAI</b>	Sanitation Worker	40,000	67,729	
	Sanitation Driver	66,373	72,832	
	Sanitation Leader	73,711	81,657	

**CITY OF WHITE PLAINS  
FULL TIME PERSONNEL SUMMARY**

DEPARTMENT	2015-16 ADOPTED BUDGET	2016-17 ADOPTED BUDGET	2017-18 ADOPTED BUDGET	2018-19 ADOPTED BUDGET	2019-20 PROPOSED BUDGET
<b>GENERAL FUND:</b>					
<b>Council and Boards:</b>					
Common Council	6	6	6	6	6
Zoning Board of Appeals	1	1	1	0	0
<b>S/T</b>	<u>7</u>	<u>7</u>	<u>7</u>	<u>6</u>	<u>6</u>
<b>General Government:</b>					
Office of the Mayor	6	6	6	6	6
City Clerk Office	6	6	6	6	6
Law Department	10	10	10	10	10
Assessor Office	5	5	5	5	5
Finance Department	16	16	17	17	17
Information Technology	7	7	7	7	7
Budget Department	4	4	4	4	4
Purchase Department	5	5	5	4	5
Planning Department	7	7	7	7	7
Building Department	21	21	21	23	23
Personnel Department	4	4	4	4	4
<b>S/T</b>	<u>91</u>	<u>91</u>	<u>92</u>	<u>93</u>	<u>94</u>
<b>Public Works:</b>					
Bureau of Administration	11	10	10	10	10
Bureau of Engineering	16	17	17	17	17
Bureau of Building Maintenance	19	19	19	19	19
Bureau of Garage and Shop	21	21	20	20	20
Bureau of Storm Water	2	2	2	2	2
Bureau of Highways	70	70	70	70	70
Bureau of Sanitation	63	63	62	62	60
<b>S/T</b>	<u>202</u>	<u>202</u>	<u>200</u>	<u>200</u>	<u>198</u>
<b>Public Safety:</b>					
Public Safety Administration	4	5	5	5	5
Fire Department	151	151	151	151	151
Police Department	229	228	228	228	228
<b>S/T</b>	<u>384</u>	<u>384</u>	<u>384</u>	<u>384</u>	<u>384</u>
<b>Community Services:</b>					
Recreation & Parks	15	15	14	14	14
Youth Bureau	13	13	13	13	13
<b>S/T</b>	<u>28</u>	<u>28</u>	<u>27</u>	<u>27</u>	<u>27</u>
<b>Parking Department:</b>					
Administration	9	9	8	8	8
Lots/Garages	46	46	46	46	46
Enforcement/Violations	38	39	38	38	38
Traffic Maintenance	6	6	6	6	6
<b>S/T</b>	<u>99</u>	<u>100</u>	<u>98</u>	<u>98</u>	<u>98</u>
<b>TOTAL GENERAL FUND</b>	<u>811</u>	<u>812</u>	<u>807</u>	<u>808</u>	<u>807</u>
<b>Library Fund</b>	<u>37</u>	<u>37</u>	<u>36</u>	<u>36</u>	<u>35</u>
<b>Self Insurance Fund</b>	<u>2</u>	<u>2</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Sewer Rent Fund</b>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>
<b>Water Fund</b>	<u>29</u>	<u>29</u>	<u>29</u>	<u>29</u>	<u>29</u>
<b>TOTAL AUTHORIZED PERSONNEL</b>	<u>886</u>	<u>887</u>	<u>880</u>	<u>881</u>	<u>879</u>

**CITY OF WHITE PLAINS  
SUMMARY ANALYSIS OF STAFFING  
FISCAL YEAR 2019-2020  
PROPOSED BUDGET vs. PRIOR FISCAL YEARS**

**TOTAL STAFFING**

	AUTH.	FILL	VAC.	% VAC.
Proposed Budget	879	837	42	4.8%
12/31/18	881	824	57	6.5%
06/30/18	881	803	78	8.9%
06/30/17	887	811	76	8.6%
06/30/16	887	827	60	6.8%
06/30/15	894	837	57	6.4%

**STAFFING BY FUND**

	GENERAL FUND		LIBRARY FUND		SEWER RENT FUND		WATER FUND		SELF INS. FUND	
	AUTH.	FILL	AUTH.	FILL	AUTH.	FILL	AUTH.	FILL	AUTH.	FILL
Proposed Budget	807	770	35	32	7	7	29	28	1	0
12/31/18	808	758	36	32	7	7	29	27	1	0
06/30/18	808	740	36	31	7	7	29	25	1	0
06/30/17	812	746	37	30	7	7	29	28	2	0
06/30/16	812	759	37	31	7	7	29	29	2	1
06/30/15	816	767	39	33	8	7	29	29	2	1

**STAFFING BY FUNCTION**

	GENERAL GOV'T			PUBLIC WORKS			PUBLIC SAFETY			COMMUNITY SERVICES		
	AUTH.	FILL	VAC.	AUTH.	FILL	VAC.	AUTH.	FILL	VAC.	AUTH.	FILL	VAC.
Proposed Budget	199	180	19	234	220	14	384	379	5	62	58	4
12/31/18	198	174	24	236	215	21	384	377	7	63	58	5
06/30/18	198	170	28	236	214	22	384	362	22	63	57	6
06/30/17	200	168	32	238	214	24	384	373	11	65	56	9
06/30/16	199	178	21	238	220	18	385	372	13	65	57	8
06/30/15	200	176	24	243	222	21	384	379	5	67	60	7

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**CITY OF WHITE PLAINS  
GENERAL FUND SUMMARY  
SALARIES AND WAGES**

Fiscal Year	Total Salaries & Wages	FY Change	Full-time Salaries & Wages	% of Total	Other than Full-time Salaries & Wages				% of Total
					Overtime	Part-time	Other <sup>(1)</sup>	Total	
2019-20 (Proposed)	\$ 75,940,320	2.2%	\$ 68,501,392	90.2%	\$ 4,878,310	\$ 2,343,343	\$ 217,275	\$ 7,438,928	9.8%
2018-19 (12/31/2018)	74,308,359	-1.0%	67,429,826	90.7%	4,258,195	2,403,063	217,275	6,878,533	9.3%
2017-18	75,030,908	0.1%	67,835,235	90.4%	4,773,241	2,205,157	217,275	7,195,673	9.6%
2016-17	74,923,117	1.6%	67,479,561	90.1%	4,975,440	2,252,250	215,866	7,443,556	9.9%
2015-16	73,727,275	1.4%	66,944,901	90.8%	4,263,498	2,308,094	210,782	6,782,374	9.2%
2014-15	72,694,237	2.7%	66,025,915	90.8%	4,235,734	2,072,595	359,993	6,668,322	9.2%
2013-14	70,793,941	1.3%	64,975,188	91.8%	3,480,252	2,101,496	237,005	5,818,753	8.2%
2012-13	69,892,983	2.0%	64,060,577	91.7%	3,471,328	2,123,818	237,260	5,832,406	8.3%
2011-12	68,549,291	-1.6%	63,375,719	92.5%	2,710,843	2,189,974	272,755	5,173,572	7.5%
2010-11	69,655,133	-4.1%	64,332,648	92.4%	2,880,607	2,169,124	272,754	5,322,485	7.6%

(1) Includes 207-A Payments and Pensioners Payments.

**SUMMARY OF NEGOTIATED WAGE SETTLEMENTS**

F/Y	CSEA	Police	Fire	Teamsters
2019-20	*	*	*	*
2018-19	*	*	*	*
2017-18	2.00%	2.50%	2.50%	2.00%
2016-17	2.00%	2.25%	2.25%	2.00%
2015-16	1.50%	2.00%	2.00%	2.00%
2014-15	2.00%	2.00%	2.00%	2.00%
2013-14	2.00%	2.00%	2.00%	2.00%
2012-13	2.00%	2.00%	2.00%	2.00%
2011-12	0.00%	0.00%	0.00%	0.00%
2010-11	0.00%	0.00%	0.00%	0.00%

\* Contract expires 6/30/2018

**CITY OF WHITE PLAINS  
FRINGE BENEFIT RATES**

<b><u>Health Insurance*</u></b>	<b>Monthly Premiums</b>			
	<b><u>Individual</u></b>	<b><u>% Increase</u></b>	<b><u>Family</u></b>	<b><u>% Increase</u></b>
January 1, 2020 (estimate)	\$ 1,089.78	4.5%	\$ 2,521.34	4.5%
January 1, 2019	1,042.85	2.7%	2,412.77	2.8%
January 1, 2018	1,014.98	7.5%	2,348.15	8.7%
January 1, 2017	944.39	11.2%	2,160.64	12.2%
January 1, 2016	849.01	5.5%	1,926.21	6.5%
January 1, 2015	805.05	4.3%	1,808.86	5.5%
January 1, 2014	771.54	0.5%	1,714.19	1.6%
January 1, 2013	767.98	7.7%	1,686.56	7.9%
January 1, 2012	712.75	2.7%	1,562.80	3.2%
January 1, 2011	693.92	13.3%	1,513.92	13.7%

\* New York State Plan (Non-Medicare)

<b><u>Social Security</u></b>	<b><u>Rate</u></b>	<b><u>Maximum Salary Subject to Withholding</u></b>
2020 (estimate)	6.2%	\$135,200
	1.45%	No Limit
2019	6.2%	\$132,900
	1.45%	No Limit
2018	6.2%	\$128,700
	1.45%	No Limit
2017	6.2%	\$127,200
	1.45%	No Limit
2016	6.2%	\$118,500
	1.45%	No Limit
2015	6.2%	\$118,500
	1.45%	No Limit
2014	6.2%	\$117,000
	1.45%	No Limit
2013	6.2%	\$113,700
	1.45%	No Limit
2012	6.2%	\$110,100
	1.45%	No Limit
2011	6.2%	\$106,800
	1.45%	No Limit

**CITY OF WHITE PLAINS  
FRINGE BENEFIT RATES  
NEW YORK STATE RETIREMENT SYSTEMS**

<u>Pension Year Ending</u>	<u>No. of Employees</u>	<u>Salary Base (1)</u>	<u>Gross Contribution</u>	<u>Composite Percentage Rates</u>
<b><u>EMPLOYEES:</u></b>				
3/31/19	553	\$ 38,802,082	\$ 5,770,915	14.87 %
3/31/18	553	39,475,710	6,090,993	15.43
3/31/17	567	38,120,220	5,939,705	15.58
3/31/16	604	38,099,707	7,050,768	18.51
3/31/15	560	38,212,059	7,622,845	19.95
3/31/14	565	38,169,038	7,958,482	20.85
3/31/13	572	38,032,280	7,749,360	19.10
3/31/12	565	37,415,138	5,827,839	15.58
3/31/11	593	38,362,370	3,955,963	10.30
3/31/10	597	41,978,109	2,975,186	7.09
 <b><u>POLICE &amp; FIRE:</u></b>				
3/31/19	340	\$ 40,383,991	\$ 8,981,568	22.24 %
3/31/18	340	38,900,754	9,069,870	23.32
3/31/17	328	40,131,030	9,243,254	23.03
3/31/16	336	35,646,847	8,329,872	23.37
3/31/15	344	36,141,020	9,153,504	25.33
3/31/14	344	36,103,141	9,648,718	26.73
3/31/13	351	37,752,472	10,591,566	24.67
3/31/12	349	36,849,244	7,377,743	20.02
3/31/11	345	37,831,569	6,424,475	16.90
3/31/10	373	36,252,597	4,832,609	13.33

(1) Estimated by the New York State Retirement Systems.

**CITY OF WHITE PLAINS**  
**COMMUNITY DEVELOPMENT EXPENDITURES BY PROGRAM YEAR AND CATEGORY**  
**AS OF 6/30/18**

<b>Program Description</b>	<b>Program Years</b>				<b>Totals</b>
	<b>1982-83 Thru 2014-15*</b>	<b>Program Year 2015-16</b>	<b>Program Year 2016-17</b>	<b>Program Year 2017-18</b>	
<u>Acquisition of Real Property/Development</u>	\$ 3,105,031	\$ -	\$ -	\$ -	\$ 3,105,031
<u>Public Works Facilities Site Improvements</u>					
• Neighborhood Public Works Imp. Program	3,293,185	-	-	-	3,293,185
• Recreation & Parks related	1,299,765	-	-	-	1,299,765
• White Plains Parks	233,300	181,097	-	50,000	464,397
• Removal of barriers to handicapped	702,406	-	-	-	702,406
• No. Arterial & Bronx Parkway Access Ramp	366,450	-	-	-	366,450
• Mamaroneck Avenue	982,489	-	-	-	982,489
• Multi-purpose Neighborhood Center	1,067,628	-	-	-	1,067,628
• Eastview Rec. Facilities	292,075	-	-	-	292,075
• Gardella Park Playground	76,700	-	-	-	76,700
• WPHA Schuyler-Dekalb	159,296	-	-	-	159,296
• Senior Center	175,375	-	-	-	175,375
• Other	939,075	-	-	-	939,075
S/T	9,587,744	181,097	0	50,000	9,818,841
<u>Economic Development</u>	7,500				7,500
<u>Clearance, Demolition, Rehabilitation</u>					
• Winbrook	1,258,135	-	-	-	1,258,135
• Purdy House	229,835	-	-	-	229,835
S/T	1,487,970	-	-	-	1,487,970
<u>Rehabilitation Loan &amp; Grants</u>	24,715,814	398,148	373,346	445,083	25,932,391
<u>Special Projects for the Elderly</u>	73,011	-	-	-	73,011
<u>Provision for Public Services</u>					
• Day Care	1,295,622	-	-	-	1,295,622
• Mother-Child Program	119,769	-	-	-	119,769
• Sr. Citizen Transportation	114,391	-	-	-	114,391
• For the Alcoholic	351,032	-	-	-	351,032
• Centro Hispano	1,232,508	30,000	20,948	19,027	1,302,483
• YMCA/YWCA Programs	165,057	4,000	-	4,000	173,057
• Meals on Wheels	677,965	20,000	14,000	15,278	727,243
• Sr. Personnel Employment	75,500	-	-	-	75,500
• Thomas H. Slater Center	1,055,489	23,000	16,900	13,248	1,108,637
• Ecumenical Food Pantry	373,128	27,000	20,000	19,453	439,581
• White Plains Housing Info. Services	614,041	18,000	12,000	9,342	653,383
• Impact Academy	17,932	-	-	-	17,932
• Westco/Slater Center	176,401	-	-	-	176,401
• Center for Learning	88,668	-	-	-	88,668
• Westchester Legal Services	129,432	10,000	6,000	1,900	147,332
• Grace Church Community Center	329,604	37,500	21,492	7,411	396,007
• After School Scholarships	411,006	13,875	20,000	20,000	464,881
• Camp Scholarships	839,133	-	55,000	55,000	949,133
• Programs for Developmentally Disabled	177,857	-	10,000	-	187,857
• Performing Arts Center	110,000	-	-	-	110,000
• Other	1,284,834	61,291	23,017	15,774	1,384,916
S/T	9,639,369	244,666	219,357	180,433	10,283,825
<u>Completion of Urban Renewal Projects</u>	3,480,848	-	-	-	3,480,848
<u>Code Enforcement</u>	4,497,433	139,226	126,543	146,907	4,910,109
<u>Planning &amp; Management Development</u>	882,732	-	-	-	882,732
<u>Administration:</u>					
• General	5,672,963	122,320	142,186	130,157	6,067,626
• Cable TV Outreach	262,455	-	-	-	262,455
• Human Relations	360,000	-	-	-	360,000
<u>Categorical Program Settlement Grant</u>	10,672,055	-	-	-	10,672,055
<b>TOTAL:</b>	<b>\$ 74,444,925</b>	<b>\$ 1,085,457</b>	<b>\$ 861,432</b>	<b>\$ 952,580</b>	<b>\$ 77,344,394</b>

\*Includes 1983-84 Jobs Bill

Note: The FY 2019-20 General Fund budget will receive reimbursement from the Community Development Fund for certain administrative services provided by the Departments of Law, Finance and Planning. The Community Development Fund also provides funding for certain capital projects in the Capital Improvement Program.

**CITY OF WHITE PLAINS  
SPECIAL REVENUE FUND  
WHITE PLAINS URBAN RENEWAL AGENCY  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE <sup>(1)</sup>  
JUNE 30, 2018**

	<u>Central Renewal Project</u> Federal NY R-37	Main Mamaroneck WPUR-13	<u>TOTAL</u>
<b>Revenues:</b>			
Miscellaneous:			
Rent	\$ 119,568	\$ -	\$ 119,568
Refund Prior Year Expenditures	-	-	-
Interest	2,284	2	2,286
<b>Total Revenues</b>	<u>121,852</u>	<u>2</u>	<u>121,854</u>
<b>Expenditures:</b>			
Community Services:			
Direct Costs	33,273	-	33,273
<b>Total Expenditures</b>	<u>33,273</u>	<u>-</u>	<u>33,273</u>
Excess of Revenues Over Expenditures	88,579	2	88,581
Fund Balance-Beginning of Year	<u>236,820</u>	<u>221</u>	<u>237,041</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$ 325,399</u>	<u>\$ 223</u>	<u>\$ 325,622</u>

<sup>(1)</sup> Source - City of White Plains Comprehensive Annual Financial Report for the Fiscal Year July 1, 2017 - June 30, 2018 - June 30, 2017.

**Note:** The FY 2019-20 General Fund budget will receive reimbursement from the Urban Renewal Agency for certain administrative services provided by the Departments of Law, Finance and Planning.

**CITY OF WHITE PLAINS  
SPECIAL REVENUE FUND  
YOUTH DEVELOPMENT FUND <sup>(1)</sup>  
STATEMENT OF REVENUES AND EXPENDITURES**

	<u>FY 18-19 Grant 12/31/18</u>	<u>FY 18-19 Actual 12/31/18</u>	<u>FY 19-20 Planned Grants</u>
<b>REVENUES:</b>			
Grants:			
Friends of Youth Bureau	\$ 78,500	\$ -	\$ 78,500
Great Potential	11,555	55	11,500
Higher Aims Program	40,000	-	40,000
My Brother's Keeper	11,029	-	-
NYS Criminal Justice	923	893	-
NYS Dept of Health	47,006	-	-
OASAS	92,760	79,868	189,263
STEM - Summer camp	28,328	12,896	12,896
Summer Jobs Express Program	5,000	-	5,000
TANFS Summer Employment	50,505	50,505	50,505
TWANY	3,494	-	20,000
Twenty First Century	779,403	-	779,403
West Community Foundation	48,090	48,090	-
Westchester County Invest-in-Kids	88,254	-	125,000
Work Force Investment Act	126,361	-	126,263
<b>Total Revenues</b>	<u>\$ 1,411,208</u>	<u>\$ 192,307</u>	<u>\$ 1,438,330</u>
<b>EXPENDITURES:</b>			
Grants:			
Friends of Youth Bureau	\$ 78,500	\$ 7,128	\$ 78,500
Great Potential	11,555	2,895	11,500
Higher Aims Program	40,000	7,753	40,000
My Brother's Keeper	11,029	709	-
NYS Criminal Justice	923	893	-
NYS Dept of Health	47,006	9,599	-
OASAS	92,760	86,524	189,263
STEM - Summer camp	28,328	15,970	12,896
Summer Jobs Express Program	5,000	-	5,000
TANFS Summer Employment	50,505	50,505	50,505
TWANY	3,494	3,441	20,000
Twenty First Century	779,403	232,627	779,403
West Community Foundation	48,090	11,006	-
Westchester County Invest-in-Kids	88,254	73,411	125,000
Work Force Investment Act	126,361	46,129	126,263
<b>Total Expenditures</b>	<u>\$ 1,411,208</u>	<u>\$ 548,590</u>	<u>\$ 1,438,330</u>

<sup>(1)</sup> As of July 1996, the City established a new special revenue fund to account for various grants related to youth.

A separate multi-year fund was deemed suitable to best address differing lengths and terms of various grants which the City has been successful in receiving. These grants are administered by the City's Youth Bureau.

**CITY OF WHITE PLAINS  
CABLE TV FUND  
SUMMARY OF PRELIMINARY BUDGET  
JULY 1, 2019 - JUNE 30, 2020 <sup>(1)</sup>**

	<u>OPERATING BUDGET</u>	<u>TCAP CAPITAL</u>	<u>TOTAL CABLE TV FUND</u>
<b>REVENUES:</b>			
Licenses:			
Franchise Fee	\$ 460,000	\$ -	\$ 460,000
PEG Grant	-	150,000	150,000
Appropriated Fund Balance	<u>58,008</u>	<u>-</u>	<u>58,008</u>
<b>TOTAL</b>	<u><u>\$ 518,008</u></u>	<u><u>\$ 150,000</u></u>	<u><u>\$ 668,008</u></u>
 <b>EXPENDITURES:</b>			
Salaries & Wages	\$ 293,351	\$ -	\$ 293,351
Employee Benefits	138,046	-	138,046
Materials & Supplies	12,275	-	12,275
Direct Costs	63,836	-	63,836
Equipment-Studio	-	97,000	97,000
Equipment-Other	-	30,000	30,000
Reserve for Financing	<u>10,500</u>	<u>23,000</u>	<u>33,500</u>
<b>TOTAL</b>	<u><u>\$ 518,008</u></u>	<u><u>\$ 150,000</u></u>	<u><u>\$ 668,008</u></u>

<sup>(1)</sup> Source: Preliminary Budget as revised by the Budget Director for the Executive Director of the Cable Television Access Commission

**CITY OF WHITE PLAINS  
CABLE TV FUND  
SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE**

	<u>FY 17-18 Actual</u>	<u>FY 18-19 Revised Budget 12/31/18</u>	<u>FY 18-19 Exp/Oblig 12/31/18</u>	<u>Projected Actuals 06/30/19</u>
<b>Revenues &amp; Other Sources:</b>				
Licenses:				
Franchise Fee	\$ 453,847	\$ 495,000	\$ 277,379	\$ 450,000
PEG Grant	110,514	490,000	400,000	490,000
Miscellaneous:				
CTV Productions	620	750	10	600
Other	-	-	-	-
Interest Income	3,887	-	4,559	6,000
Appropriated Fund Balance	-	138,092	-	-
<b>TOTAL</b>	<u>568,868</u>	<u>\$ 1,123,842</u>	<u>\$ 681,948</u>	<u>946,600</u>
<b>Expenditures &amp; Other Uses:</b>				
Salaries & Wages	281,853	\$ 292,351	142,618	292,000
Employee Benefits	130,420	140,805	70,100	140,000
Materials & Supplies	18,420	20,700	11,167	18,900
Direct Costs	65,770	79,966	37,484	76,800
Equipment-TV Studio	30,229	29,500	18,988	3,700
Equipment-Other	-	-	-	23,300
Transfer to Capital Projects	-	500,000	500,000	500,000
Reserve for Financing	-	60,520	-	-
<b>TOTAL</b>	<u>526,692</u>	<u>\$ 1,123,842</u>	<u>\$ 780,357</u>	<u>1,054,700</u>
<b>Excess of Revenues &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	42,176			(108,100)
Fund Balance - Beginning of Year	<u>511,455</u>			<u>553,631</u>
<b>Fund Balance - End of Year</b>	<u>\$ 553,631</u>			<u>\$ 445,531</u> *
* Fund Balance Components:				
Operating Fund Balance	\$ 159,261			\$ 83,121
TCAP Capital Fund Balance	394,370			362,410
	<u>\$ 553,631</u>			<u>\$ 445,531</u>

# GLOSSARY

**ACCRUAL BASIS OF ACCOUNTING.** A method that recognizes the financial effect of transactions, events and interfund activities when they occur, regardless of the timing of related cash flows.

**ACTIVITY.** A specific and distinguishable service provided by the government of the City of White Plains.

**ACTUARIAL.** The statistical calculation of risks, premiums, etc. for insurance purposes.

**AMORTIZATION.** The gradual reduction of a financial commitment according to a specified schedule of times and amounts.

**APPROPRIATION.** The legal authorization granted by the Common Council to make expenditures and to incur obligations.

**ASSESSED VALUATION.** A valuation set upon real estate or other property by the City as a basis for levying taxes.

**ASSESSMENT ROLL.** The official list containing the legal description of each parcel of property and its assessed valuation.

**ASSIGNED FUND BALANCE.** Amounts of fund balance that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed, except for stabilization arrangements.

**BALANCED BUDGET.** Total revenues, other financing sources and appropriation of fund balance equals the total of appropriations/expenditures and other financing used in governmental funds.

**BOND.** A written promise to pay a specified sum of money at a specified date or dates in the future. See also general obligation, revenue, and serial bonds.

**BOND ANTICIPATION NOTE.** Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from the proceeds of the bond issue to which they are related. The City does not issue revenue and tax anticipation notes which are repaid exclusively from taxes or the earnings from an enterprise fund.

**BONDS AUTHORIZED AND UNISSUED.** Bonds which have been authorized by the Common Council but not issued and which can be issued and sold without further authorization.

**BUDGET.** A financial work plan embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

# GLOSSARY

**BUSINESS IMPROVEMENT DISTRICT.** The Business Improvement District (BID) is a defined area within which businesses pay an additional tax or fee in order to fund improvements within the district's boundaries. The BID provides services such as cleaning streets, providing security, funding streetscape enhancements, and marketing. The services provided by the BID are supplemental to those already provided by the municipality. Grant funds acquired through the BID for special programs can be utilized as applicable.

**CAPITAL EXPENDITURES.** Expenditures which result in the acquisition of, or addition or improvements to, City facilities.

**CAPITAL OUTLAY.** The cash contribution to capital programming made by the Water Fund and to provide funds to implement water-related projects included in the City's Capital Improvement Program.

**CAPITAL PROGRAM.** A plan developed by the City's Capital Projects Board for capital expenditures to be incurred each year over a six-year period. It sets forth each project and specifies the resources estimated to be available to finance the project.

**CASH TO CAPITAL.** The cash contributions to capital programming made by the General and Library funds to provide funds to implement the City's Capital Improvement Program.

**CERTIORARI.** A judicial proceeding to review an assessment of real property.

**"CHIPS".** The New York State Consolidated Highway Improvement Program. A New York State local aid program designed to improve the physical condition of local streets and bridges.

**COMMITTED FUND BALANCE.** Amounts of fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority.

**COMPONENT UNIT.** Legally separate entities, such as the Cable Television Access Fund and the Urban Renewal Agency, which meet any of the following tests: the primary government appoints the majority of the Board and is able to impose its will on the unit, and/or is in a relationship of financial benefit; the unit is fiscally dependent upon the primary government; or the audited financial statements would be misleading if data from the unit were not included.

**DEBT.** An obligation resulting from the borrowing of money. The City's debt includes bonds and bond anticipation notes.

**DEBT LIMIT.** The maximum amount of debt which is legally permitted. In NYS, the debt limit is 7% of the average full valuation of assessable property within the City for the past five years.

**DEBT SERVICE.** The amount of money required to pay annual interest and principal on outstanding debt.

**DEFICIT.** Excess of expenditures or liabilities over revenues or assets.

# GLOSSARY

**DEPARTMENT.** An operational unit of City government created by the City Charter.

**DEPRECIATION.** (1) Expiration in the service life of fixed assets (buildings, machinery, equipment, etc.) attributable to normal wear and tear. (2) The proportion of the cost of a fixed asset which is charged as an expense during a particular period.

**DIRECT COSTS.** A category of expenditures encompassing contractual services, insurance, legal judgments, taxes, abatements and other similar costs.

**ENTERPRISE FUND.** A fund, such as the White Plains Water Fund, whose operations are financed in a manner similar to a private business in which the cost of providing goods or services is recovered through user charges.

**ENVIRONMENTAL FACILITIES CORPORATION (EFC).** State entity authorized to sell debt for approved municipal projects and to provide a subsidy that reduces the cost of the debt issue to the municipality until the debt is retired.

**FISCAL PERFORMANCE GOALS.** Written policies which were adopted by the Common Council to guide the City's financial management practices.

**FISCAL YEAR.** A 12-month period to which the annual operation budget applies. In White Plains, the fiscal year runs from July 1 through June 30.

**FUND.** A fiscal and accounting entity to control and account for the use of government resources.

**FULL VALUATION.** The valuation of assessable property within the City of White Plains which is calculated by applying a State Equalization Rate for the purpose of "equalizing" assessment practices statewide. Full valuation is the basis of computing the city's debt and taxing limits.

**FUND BALANCE.** Governmental funds are, in essence, accounting segregations of financial resources. Expendable assets are assigned to various governmental funds according to the purposes for which they may or must be used; current liabilities are assigned to the fund from which they are to be paid; and the difference between governmental fund assets and liabilities, the fund equity is referred to as fund balance.

**GENERAL FUND.** The general fund should be used to account for and report all financial resources not accounted for and reported in another fund.

**GENERAL OBLIGATION BONDS.** Bonds for the payment of which the full faith and credit of the City are pledged.

**GOALS-ORIENTED PERFORMANCE MEASUREMENT BUDGET.** A term used in the City of White Plains to describe its budget document and budgeting process. Basically, the budget has been developed to align services (activities) with City-wide goals so that resources may be allocated based upon performance and in support of specific goals.

# GLOSSARY

**GOVERNMENTAL FUND.** Governmental fund reporting focuses primarily on the sources, uses, and balances of current financial resources and often had a budgetary orientation. The governmental fund category includes the general fund, special revenue funds, capital projects funds, debt service funds, and permanent funds.

**INTERNAL SERVICE FUND.** Internal service funds may be used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis.

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

**MAJOR FUND.** A governmental or enterprise fund reported as a separate column in the basic fund financial statements.

**MORTGAGE TAX RECEIPTS.** A municipality's local share of mortgage transactions which occur within its jurisdiction.

**NET POSITION.** In Proprietary funds, the difference between the assets and the liabilities plus or minus the net position of the fund from the prior year. The total amount is the net position of the fund. The assets are the operating revenues and the non-operating revenues. The liabilities are the operating expenses and non-operating expenses.

**OBJECT.** Identifies the nature of articles to be purchased or the service obtained as distinguished from the results obtained from expenditure.

**ORDINANCE.** A formal legislative enactment by the Common Council having the full force of effect of law. The budget is adopted by ordinance.

**P.I.L.O.T.** An acronym for Payment in Lieu of Taxes, referring to agreements between the taxing entity and the taxpayer whereby a negotiated payment is substituted for the property tax. PILOTs are usually for a fixed period of time and are often used in conjunction with private/public development projects.

**PRO FORMA.** For form's sake. Used to denote a sample statement which may either be wholly or partially hypothetical, actual facts, estimates, or proposals.

**PROPRIETARY FUNDS.** Funds, such as enterprise and internal service funds, which focus on determination of operating income, changes in net assets or cost recovery, financial position, and cash flows.

**RESERVE FOR FINANCING.** An account established annually to provide for the settlement of pending labor contracts; for temporary funding of unforeseen needs of an emergency or non-recurring nature; to permit orderly budgetary adjustments when revenues are lost through the actions of other government bodies; to provide the local match for public or private grants; to meet unexpected small increases in service delivery costs. Reserve for Financing funds may only be appropriated by ordinance or resolution of the Council.

# GLOSSARY

**RESOLUTION.** An order of the Common Council requiring less legal formality than an ordinance.

**RESTRICTED FUND BALANCE.** Amounts of fund balance that are restricted to specific purposes. Fund balance should be reported as restricted when constraints placed on the use of resources are either: a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.

**RETAINED EARNINGS.** An equity account which records the accumulated earnings of an enterprise fund.

**REVENUE BONDS.** Bonds whose principal and interest are payable exclusively from an enterprise fund. The City has not utilized this financing option.

**SERIAL BONDS.** Bonds whose principal interest are paid in periodic installments over the life of the bond.

**SOURCE.** Used to describe the origin of City revenues.

**SPECIAL FRANCHISE ASSESSMENTS.** Assessments on utilities which run through City rights-of-way. Special Franchise assessments are determined by New York State.

**SPECIAL REVENUE FUNDS.** Used to account for the proceeds of specific revenue sources, other than expendable trusts and capital projects, that are legally restricted to expenditures for specific purposes, such as Library Fund and Youth Development Fund.

**“STAR”.** The New York State School Tax Relief Program. A State exemption program administered by the City to provide school tax relief for taxpayers of owner-occupied residences.

**TAX CERTIORARI ACCOUNT.** An account which reflects the property tax refunds that result from successful challenges to the City’s determination of assessed property values. The term “tax certiorari” is the formal name of the legal procedure involved.

**TAX STABILIZATION ACCOUNT.** A fund wherein the proceeds from  $\frac{1}{4}$  % sales tax is held to either address a significant and unforeseen shortfall in a major revenue source; provide funding for a significant and unforeseen increase in expenditures; and/or to be appropriated in the adoption of an annual budget to reduce a projected increase in property taxes to no more than  $2\frac{1}{2}$  %.

**TAXING LIMIT.** The maximum rate at which the city may levy a tax. In New York State, the taxing limit is 2% of the average of the full valuation of assessable property within the City for the past five years.

**UNASSIGNED FUND BALANCE.** Unassigned fund balance is the residual classification for the general fund. The classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

**“WPSD”.** The White Plains School District which is co-terminus with the City, but a separate taxing and administrative entity.

# ACRONYMS

ACH	Automated Clearing House
AHOP	Affordable Home Ownership Program
AIM	Aid and Incentives to Municipalities
ARHP	Affordable Rental Housing Program
AV	Assessed Valuation
BCI	Bureau of Criminal Investigation
BID	Business Improvement District
CAFR	Comprehensive Annual Financial Report
CDBG	Community Development Block Grant
CDCAC	Community Development Citizens Advisory Board
CIP	Capital Improvement Program
COBRA	Consolidated Omnibus Budget Reconciliation Act
CSEA	Civil Service Employees Association
DEC	Department of Environmental Conservation
EFC	Environmental Facilities Corporation
ETPA	Emergency Tenants Protection Act
FED	Federal Government
FEMA	Federal Emergency Management Agency
FMLA	Family Medical Leave Act
FOIL	Freedom Of Information Law
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Governmental Finance Officers Association
GIS	Geographic Information System
HUD	Housing and Urban Development
IDA	Industrial Development Agency
LED	Light Emitting-Diode
MTA	Municipal Transportation Authority
NY	New York State
NYC	New York City
NYSHIP	New York State Health Insurance Program
OSHA	Occupational Safety and Health Administration
OSPS	Orchard Street Pump Station
PERB	Public Employment Relations Board
PESH	New York Public Employees Safety and Health Bureau
RAR	Residential Assessment Ratio
SCAR	Small Claims Assessment Review
SCRIE	Senior Rent Increase Exemption
SEC	Security Exchange Commission
SWPPP	Stormwater Pollution Prevention Plan
TSLED	Traffic Safety Law Enforcement Division
WC	Westchester County
WP	White Plains

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