

# THE CITY OF WHITE PLAINS

2020 - 2021

PROPOSED BUDGET

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**July 1, 2019**

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**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, 2019 and ending June 30, 2020.

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.

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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. The 2020-2021 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.

## BUDGET SUMMARY

The 2020-2021 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:

- A property tax rate of \$222.30 per \$1,000 taxable assessed valuation, which is 2.4% more than the 2019-2020 tax rate of \$217.07. For a residential home with a median assessed value of \$13,500 this would yield an increase in City property taxes of under \$71 annually.
- Appropriations of \$183.8 million, \$5.0 million (2.8%) more than the 2019-2020 Adopted Budget of \$178.8 million;
- A continuation of hiring restrictions;
- Debt proceeds are not used as a financing source for tax certiorari or pension amortization;
- \$5.2 million is appropriated from the tax stabilization account;
- \$8.2 million is appropriated from various other components of fund balance, which is \$0.9 million more than was appropriated in the 2019-2020 Adopted Budget;
- Taxable assessed valuation of \$284.5 million, an increase \$1.5 million from the assessed valuation from the prior year;
- Pending Common Council approval, the sewer rent surcharge that the City bills residents and businesses will decrease from 19% of the total water bill to 18%. This decrease will be beneficial to all residents and businesses in the City.

This is the ninth fiscal year that we find ourselves developing an annual budget in

# BUDGET MESSAGE

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 2020-2021 fiscal year was 1.81%. 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 2020-2021 proposed real property tax levy is increasing \$1.8 million or 2.9%. This increase is actually \$1.3 million less than the maximum increase allowed by the NYS tax cap formula and allows the City to increase its rollover amount to be used in future budget years to this amount. It should be noted that the actual tax rate increase for 2020-2021 is 2.4%, which is less than the tax levy increase mentioned above.

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. Sales Tax revenue is up considerably when compared to recent years. This increase may be due to the enhanced State collection of internet sales taxes. However, because the State does not provide detailed information to municipalities about sales tax receipts, we must be conservative with our projections. We are estimating an increase of \$2.0 million as compared to the current year’s budget. In the Proposed Budget, Sales Tax revenue is expected to account for 25% of total General Fund revenues in fiscal year 2020-2021.

Over the past several 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. One of the recent initiatives undertaken by the City has been a “green initiative” to convert less efficient, older technology lighting over to LED lighting. In cooperation with the New York State Power Authority (NYPA) the City has converted street lighting to LED lighting at a net annual savings of \$200,000 annually and has also installed LED lighting in certain City parking garages and facilities. The City is now looking to convert additional City facilities, parking structures and the lighting at Delfino Park over to LED lighting as well. This and other “green initiatives” are constantly being looked at as ways to help both the environment and the City Budget. Most recently the City has entered into a 25-year agreement to lease property for solar development. Through this contract solar energy systems will be installed at eight City owned facilities and will benefit both the City and its residents in addition to helping to preserve the environment. Once fully implemented this program is expected to bring in an additional \$960,000 per year in new revenue to the City. The systems are expected to be installed towards the end of the 2020-2021 fiscal year and the City should realize approximately \$160,000 in the upcoming year as these systems

# BUDGET MESSAGE

are installed.

The total 2020-2021 Proposed Budget for the Library Fund is \$6.9 million. Property taxes raised through the General Fund will provide \$6.8 million (98.1%) of the funding needed for Library operations, or an increase of \$236,013 over the previous year. The remainder of Library funding is derived from user fees, grants, contributions, miscellaneous revenues and a small (\$59,611) appropriation of fund balance.

The 2020-2021 Proposed Budget of \$15.8 million for the Debt Service Fund is \$0.2 million more than the \$15.6 million provided for in the 2019-2020 Adopted Budget. The 2019-2020 Proposed Budget provides \$11.5 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 \$14.0 million and \$0.7 million, respectively, together with a \$1.0 million appropriation of fund balance and a subsidy of \$139,929 from the New York State Environmental Facilities Corporation (EFC) provide the resources needed for these payments. It is estimated that there will be \$2.3 million of fund balance remaining at 2020-2021 year end.

Excluding depreciation (a non-cash expense) of \$1.6 million, the 2020-2021 Water Fund Proposed Budget provides for \$17.3 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 2020-2021 Sewer Rent Fund Proposed Budget provides for \$3.5 million of expenses, including depreciation in the amount 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 \$3.5 million of expenses.

The 2020-2021 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 \$63.2 million represents 34.4% of total General Fund revenues and other resources. The real property tax rate of \$222.30 is 2.4% higher than the 2019-2020 rate and is based on a taxable assessment roll of \$284.5 million. The increase in the assessment roll is due to the transfer of a PILOT property to the assessment roll.

Unrestricted sales tax revenue for fiscal year 2020-2021 is estimated at \$46.0 million. This is up \$2.0 million or 4.5% when compared to the 2019-2020 Adopted Budget. As previously mentioned this revenue is up significantly so far and the hope is that it continues to rise in the future. The City's sales tax rate is 2.5%, comprised of 1.5% unrestricted (Section 1210

# BUDGET MESSAGE

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 need to be renewed every two years. They will next be up for renewal in 2021.

Parking related revenues of \$27.6 million including meter fees, parking related fines, red light fines, and permit charges represent 15% 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 2020-2021 Proposed Budget includes intergovernmental grants and aid of \$7.8 million representing 4.3% 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 in many years 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. It should be noted that in the Proposed Budget it is proposed that the sewer rent surcharge that the City bills residents and businesses be decreased from 19% of the total water bill to 18%. This decrease will be beneficial to all residents and businesses in the City.

## **SERVICES**

The 2020-2021 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, the City continues to offer superior services to our residents and to maintain the infrastructure of the City in peak condition. In the 2020-2021 Proposed Budget the amount of unassigned fund balance appropriated is \$7.1 million. This amount is \$1.0 million more than was appropriated in the 2019-2020 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 \$5.0 million (2.8%) when compared to the 2019-2020 Adopted

# BUDGET MESSAGE

Budget. The addition of retail and residential units in the City, which is now underway, should provide new retail purchases which would also help to strengthen the sales tax revenue.

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 2020-2021 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 2020-2021 proposed property tax rate is \$222.30 per \$1,000 taxable assessed valuation. For a residential home with a median assessed value of \$13,500 this would yield an increase in City property taxes of under \$71 annually.

## **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, 2021.

The 2019-2020 Proposed Budget appropriates \$5.2 million from the tax stabilization account as a financing source, which is slightly higher than the amount appropriated in the 2019-2020 Adopted Budget. The balance in the account reported in the City's audited Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2019 was \$10.3 million, which included \$5.1 million appropriated for the 2019-2020 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.

We continue to seek meaningful mandate relief so that we can continue to provide affordable

# BUDGET MESSAGE

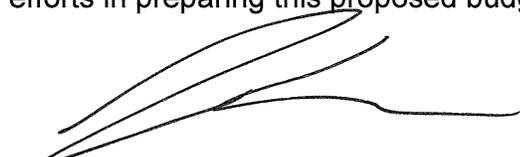
services that are needed and desired by our residents and businesses.

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 2020-2021 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. The Proposed Budget achieves these goals while remaining within the State mandated cap on the property tax levy.

## **ACKNOWLEDGMENTS**

Appreciation is extended to all department heads for their cooperation and participation throughout the budget process. I specifically thank Eileen Bradley, Carolyn Mayo, James Heslop, Rosemary Cucurullo, and Deputy Commissioner of Finance Carol Endres for their efforts in preparing this proposed budget.



James Arnett  
Budget Director

# BUDGET AT A GLANCE

FISCAL YEAR  
JULY 1, 2020 - JUNE 30, 2021

DATE OF BUDGET ADOPTION  
ON OR BEFORE MAY 30, 2020

## GENERAL FUND TAX BUDGET:

◆ Total General Fund Tax Budget	\$ 183,797,166
◆ Change versus 2019-2020 Adopted Budget	\$ 4,991,818
◆ Percentage Change	2.8%

## TAX BASE:

◆ Total Taxable Assessed Valuation	\$ 284,515,957
◆ Change versus 2019-2020 Assessment	\$ 1,488,271
◆ Percentage Change	0.5%

## PROPERTY TAXES:

◆ Property Tax Rate (per \$1,000 Taxable Assessed Valuation)	\$ 222.30
◆ Change versus 2019-2020 Tax Rate	\$ 5.23
◆ Percentage Change	2.4%

## COMBINED OPERATING BUDGETS:

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

◆ Total (Memorandum Only)	\$ 204.8 m
◆ Change versus 2019-2020 Adopted Budgets	\$ 6.0 m
◆ Percentage Change	3.0%

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# BUDGET STRATEGIES

The Fiscal Year 2020-2021 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 2020-2026 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><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><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><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><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>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>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>“Sells” risk management services and provides insurance protection to all entities of the City.</p> <p>“Buys” services from the General and Self Insurance Funds. Uses no tax dollars for support.</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.

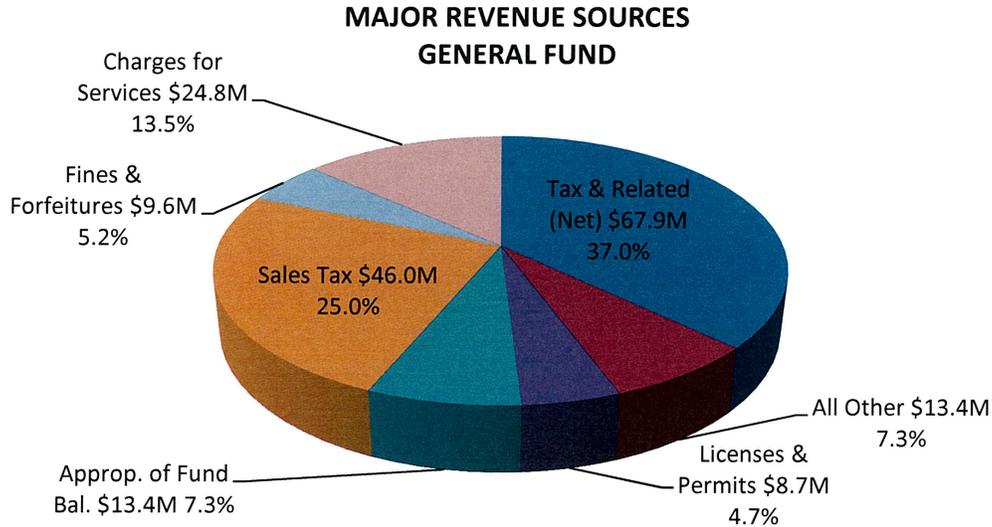
**CITY OF WHITE PLAINS  
SCHEDULE OF FY 2020 - 2021 BUDGET ENTITIES  
FUNDS, DEPARTMENTS & ACTIVITIES**

**GENERAL FUND**

<i>Council &amp; Boards</i>	<i>General Government (continued)</i>	<i>Public Safety</i>	<i>Public Works (continued)</i>
<p><b>Assessment Review Board</b> Assessment Review</p> <p><b>White Plains Board of Ethics</b> Board of Ethics</p> <p><b>City Court</b> City Court Proceedings</p> <p><b>Common Council</b> Policy Formulation</p> <p><b>Real Estate Committee</b> Tax Property Management</p> <p><b>Zoning Board of Appeals</b> Review of Zoning Appeals</p> <p><b>White Plains Housing Authority Board</b> White Plains Housing Authority</p>	<p><b>Information Technology</b> Information Technology</p> <p><b>Law Department</b> Counsel to City Labor Relations Litigation &amp; Tax Assessment Review</p> <p><b>Office of the Assessor</b> Establish/Maintain Assessment Roll</p> <p><b>Office of the City Clerk</b> City Clerk Services Elections</p> <p><b>Office of the Mayor</b> Municipal Management</p> <p><b>Personnel Department</b> Civil Service Administration Personnel Administration</p> <p><b>Planning Department</b> City Support to Federal Programs City Support to Urban Renewal Agency Planning Services</p> <p><b>Purchase Department</b> Purchasing, Stockroom &amp; Warehouse</p> <p><b>Parking</b></p> <p><b>Department of Parking</b> General Operations Garages Parking Lots &amp; On-street Parking Parking Violations Enforcement-General &amp; City Center Traffic Engineering Traffic Maintenance</p>	<p><b>Department of Public Safety</b> <b>Public Safety Administration</b> Public Safety Administration Emergency Medical Services</p> <p><b>Fire Department</b> Fire Administration Fire Prevention Fire Suppression Fire Training Fire Special Operations</p> <p><b>Police Department</b> Administration Communication Equipment License Unit Support Services Training/Special Programs Community Policing Criminal Investigations Narcotics Unit Patrol Operations Traffic Enforcement Operations Emergency Services Unit/Special Response Team</p>	<p><b>Bureau of Highways &amp; Grounds</b> Street Lighting Forestry Services Leaf Removal Snow Removal Street Cleaning Street Repairs Parks Maintenance</p> <p><b>Bureau of Sanitation</b> Waste Collection, Disposal &amp; Recycling</p> <p><b>Bureau of Storm Water</b> Storm Water System Maintenance</p> <p><b>Bureau of Engineering</b> Engineering Services</p> <p><b>Community Services</b></p> <p><b>Public Library</b> General Fund Contribution to the Library</p> <p><b>Recreation &amp; Parks</b> Cultural &amp; Special Events Admin. Services Rec. &amp; Parks Programs for People with Differing Abilities Ebersole Rink Day Camps &amp; Special Interest Camps Outdoor Pools Youth Sports, Athletics &amp; Special Interests Adult Sports, Athletics &amp; Special Interests Renaissance Plaza Senior &amp; Citizens Services</p> <p><b>Youth Bureau</b> After School Centers &amp; Saturday Academy Bits' N Pieces Summer Day Camp Alternatives Program Neighborhood Services Youth Employment Services Youth Program Management &amp; Admin.</p>
<p><b>General Government</b></p> <p><b>Budget Department</b> Resource Planning &amp; Management</p> <p><b>Building Department</b> Engineering Review &amp; Construction Code Enforcement Equipment &amp; Environmental Code Enforcement Housing Code Enforcement</p> <p><b>Finance Department</b> Bookkeeping &amp; Financial Reporting City-wide Financial Activities Disbursements &amp; Payroll Financial Policy &amp; Administration Revenue Collections</p>	<p><b>SELF INSURANCE FUND</b> Risk Management Self Insurance</p> <p><b>SEWER RENT FUND</b> Waste Water Operations &amp; Maintenance</p> <p><b>WATER FUND</b> <b>Bureau of Water</b> Water Bureau Administration Water Supply Operations Water Distribution System</p>		

**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**

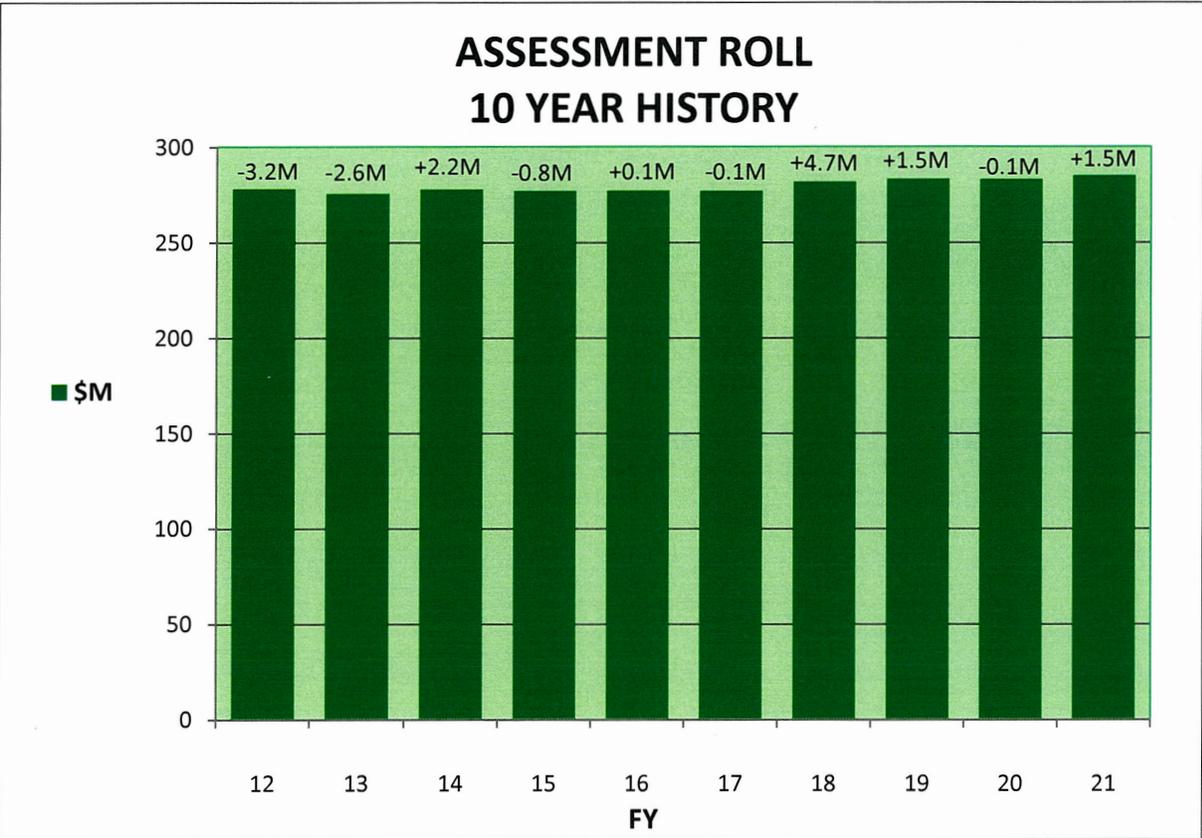
The City's major revenues are derived from the sources shown on the schedule below. To aid in analysis, the proposed budget is compared to the current year revised budget as of December 31<sup>st</sup> and last fiscal year's actual revenues.

	<b>2018-2019 Actual</b>	<b>2019-2020 Revised Budget</b>	<b>2020-2021 Proposed Budget</b>
Property Taxes (Net)	\$ 60,534,780	\$ 62,937,768	\$ 64,465,499
Sales Tax – Unrestricted	45,103,980	44,000,000	46,000,000
Sales Tax – Restricted	5,011,553	-	-
Other Taxes	3,571,233	3,488,000	3,459,277
Intergovernmental	8,581,890	7,826,995	7,842,745
Charges for Services	23,355,763	24,626,568	24,824,866
Licenses and Permits	9,420,518	8,975,684	8,696,918
Fines & Forfeitures	9,075,717	10,088,821	9,570,515
Miscellaneous	4,758,730	4,572,041	5,518,563
	<u>169,414,164</u>	<u>166,515,877</u>	<u>170,378,383</u>
Appropriated for Tax Stabilization	-	5,111,025	5,198,783
Appropriated for Open Space	-	120,000	120,000
Appropriated for Tax Certioraris	-	1,150,000	1,000,000
Assigned to Prior Yr. Encumbrance	-	2,129,305	-
Unassigned	-	6,055,000	7,100,000
	<u>\$ 169,414,164</u>	<u>\$ 181,081,207</u>	<u>\$ 183,797,166</u>

**Property Tax Levy:** The assessed valuation of taxable properties in the City of White Plains on March 1, 2020 was \$284,515,957, an increase of \$1,488,271 from 2019. The following schedule summarizes the changes from the 2019 roll:

	<u>Taxable Properties</u>	<u>Special Franchise</u>	<u>Total Taxable Roll</u>
FY 2019-2020 Taxable Roll	\$ 270,899,453	\$ 12,128,233	\$ 283,027,686
Assessments Added to Roll	4,683,032	74,340	4,757,372
Assessments Removed from Roll	(3,346,315)	-	(3,346,315)
Net Change to Partial Exemption	77,214	-	77,214
<b>FY 2020-2021 TAXABLE ROLL</b>	<b>\$ 272,313,384</b>	<b>\$ 12,202,573</b>	<b>\$ 284,515,957</b>
Net Change	\$ 1,413,931	\$ 74,340	\$ 1,488,271

**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 2020-2021 increased by over \$1.4 million following a small decrease (\$113,603) in the previous fiscal year. However, like the last two years, the change is due principally to the transfer of a PILOT property to the assessment roll. This year the transferred PILOT was LC White Plains (retail and air rights). Components of the year-to-year change impacting the proposed budget are as follows: additional assessments of \$4.8 million, net change to partial exemptions of \$77,214 and assessments removed from the roll of \$3.3 million. The current fiscal year City tax rate is \$217.07. The fiscal year 2020-2021 budget proposes a property tax rate increase of 2.4%, or \$5.23 per thousand of assessed value, for a total rate of \$222.30. For a residential home with a median

assessment of \$13,500, City property taxes will be \$3,001, an increase of approximately \$71 annually. Revenue from payments in lieu of taxes (PILOTs) is budgeted at slightly over one million dollars in fiscal year 2020-2021, a decrease of approximately \$283,000 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:

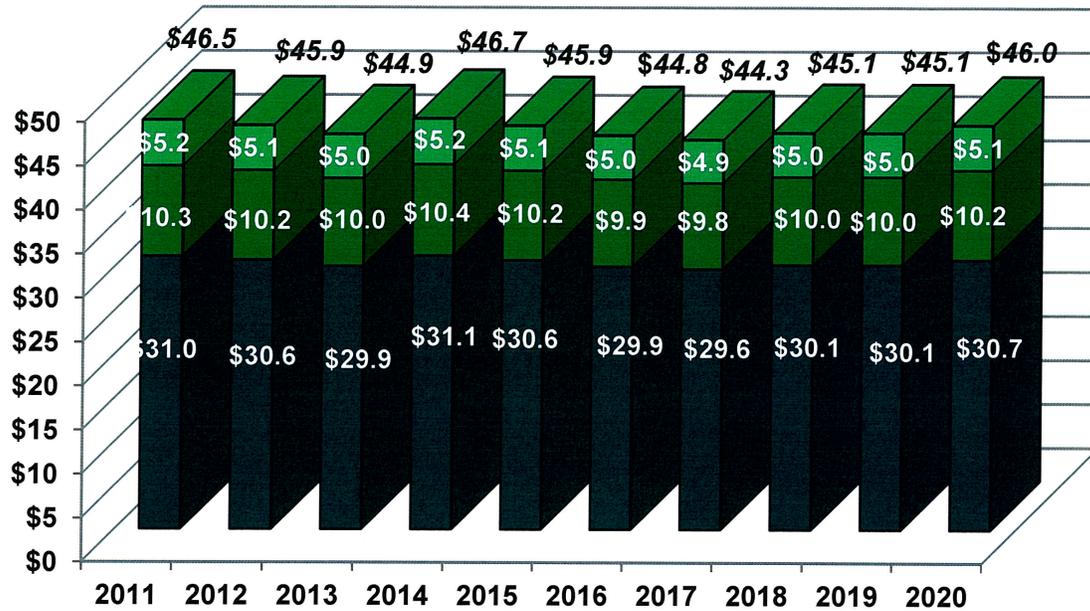
	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
Property Tax Levy	\$59,379,128	\$61,436,820	\$63,247,897
Payments in Lieu of Taxes	1,905,162	1,322,948	1,039,602
Prior Year Collections	(717,282)	200,000	200,000
Allowance for Refunds/ Uncollected Taxes	(32,230)	(22,000)	(22,000)
	<u>\$60,534,778</u>	<u>\$62,937,768</u>	<u>\$64,465,499</u>
Tax Rate	<u>\$211.36</u>	<u>\$217.07</u>	<u>\$222.30</u>

Chapter 97 of the (New York State) Laws of 2011 established a tax levy limit ("tax cap") that became effective in 2012 and was made permanent last year. Under this 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 \$660.48 per \$1,000 on July 1, 2020. This limit, when compared with the proposed tax rate of \$222.30, less allowable exclusions, leaves a potential taxing margin of \$499.94 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 2021. The FY 2020-2021 proposed budget of \$46 million (the full 2 ¼% rate), is \$2 million or 4.5% greater than the \$44 million included in the current year budget. Not included in the proposed sales tax budget is the 1/4% increase initially approved in 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, 2021. 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 2019-2020 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, 2019, there was \$5.1 million in the Tax Stabilization Account which was not appropriated. As of January 31, 2020, an additional \$3.2 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, 2019 are available for appropriation in the City's 2020-2021 fiscal year, while funds recognized during the current fiscal year will be available for appropriation in FY 2021-2022. This account is an important resource for the City to maintain a reasonably stable tax levy.

The 2020-2021 fiscal year proposed budget includes a sales tax estimate of \$46 million (25% 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 \$2 million more than the current year's budget. Because the State does not supply the City with information about its sales tax distribution, we can only assume that the new internet sales tax has caused the increase in the City's sales tax receipts to date.

For the first seven months of fiscal year 2019-2020, actual sales tax receipts, exclusive of the 1/4% dedicated to the Tax Stabilization Account, totaled \$28.8 million. Sales tax receipts for that seven month period increased by 9.2%. The sales tax estimate in the proposed budget is conservative because the cause of the current year's increase cannot be identified. 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 until the current year.

**Other Tax-Related Sources:** Revenue sources in this category include property tax interest and penalties (\$470,000), approximately the same amount as the current year's budget and the utilities gross receipts tax which is budgeted at \$1,089,277, a slight decrease. 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, which is the same as the current year. However, this tax is also subject to authorization by the State. The current authorization has been extended until December 31, 2021.

**Intergovernmental Revenues:** Intergovernmental revenues in the FY 2020-2021 proposed budget are increasing by less than ½ % to \$7.84 million. 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 eight years and this year's Governor's budget makes no provision for an increase either. 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 2020-2021 budget, the same amount as the current year's budget. Six month receipts totaled \$1.5 million for the period April 2019 through September 2019. 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.

All other Intergovernmental revenue is budgeted at \$379,489.

**Charges for Services:** As part of the budget process each year, all departments are asked to review the fees that are charged for services provided 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 any budget because of the limitations imposed by the property tax levy cap. Charges for Services in the proposed FY 2020-2021 budget total \$24.8 million, an increase of less than 1% over the FY 2019-2020 adopted budget. The largest increases are in the charges to the Water and Sewer Rent Funds. A charge to the Water Fund (\$1,024,850) for services provided by the General Fund, as well as a charge to the Sewer Rent Fund (\$558,260) is included in the proposed budget. 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. Fee increases for Recreation and Youth programs approved earlier this year and some Youth Bureau programs are also reflected in the proposed budget. Revenue for Police contract services will decrease by \$0.3 million to \$2.1 million because of the retirements of officers that were at the top of the police pay scale. 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 conservatively at \$8.7 million, a slight decrease over the FY 2019-2020 adopted budget. Receipts in this category last year totaled \$9.4 million and are projected at well over \$10 million for the current fiscal year. Revenues from the Building Department represent the largest component of this revenue category totaling \$5.2 million, or over 60% of the total category. Building permits are budgeted at \$3.3 million in fiscal year 2020-2021, representing new building construction, as well as the regular annual building activity in the City. Another important revenue source in the Licenses and Permits category is franchise fees (cable and fiber optic) which are budgeted at \$972,211. Of this amount, \$847,500 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. This revenue source has been slowly decreasing as consumers convert to new technology. It is estimated that this erosion will escalate over the next five

years. Public Works revenue in this category includes permits for street openings, street obstructions and storm water permits and is expected to decrease 6% to \$675,000. Revenue from Public Safety permits are expected to decrease slightly 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 the category of licenses and permits is filming fees and permits which are proposed are included in the proposed budget at \$100,000.

**Fines and Forfeitures:** Fines and forfeitures in the proposed budget total \$9.6 million, a decrease of \$519,000 or 5% from the fiscal year 2019-2020 adopted budget. Major revenue sources within this category include off-street parking fines and on-street violations (down \$0.2 million to \$7.2 million), fines and bail imposed through the City Court (down 24% to \$750,000), overtime parking notices (\$110,600), hazard alarm fines (\$130,000), and fines imposed for red light violations (\$1.4 million). The proposed budget for the red light violations now assumes the use of cameras in all intersections authorized by the State.

**Miscellaneous Revenues:** Miscellaneous revenues are budgeted at \$4.5 million in fiscal year 2020-2021, an increase of 31% from the current year's adopted budget. The largest revenue sources in this category are the rental of City properties (\$1,240,447), developer's contributions/fees (\$1,050,000), the lease of parking spaces within the Longview garage (\$910,980) 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 are the sale of rolling stock and other surplus property, certain insurance reimbursements, and the partial repayment of health insurance fees (due over a five year period). The revenue from the rental of City properties includes \$160,000 for the recently approved solar panel rental agreement initiative. It is expected that this agreement will add \$960,000 in new revenue for the City when fully implemented. The assumption for FY 2020-2021 is for two months of this new revenue (\$160,000).

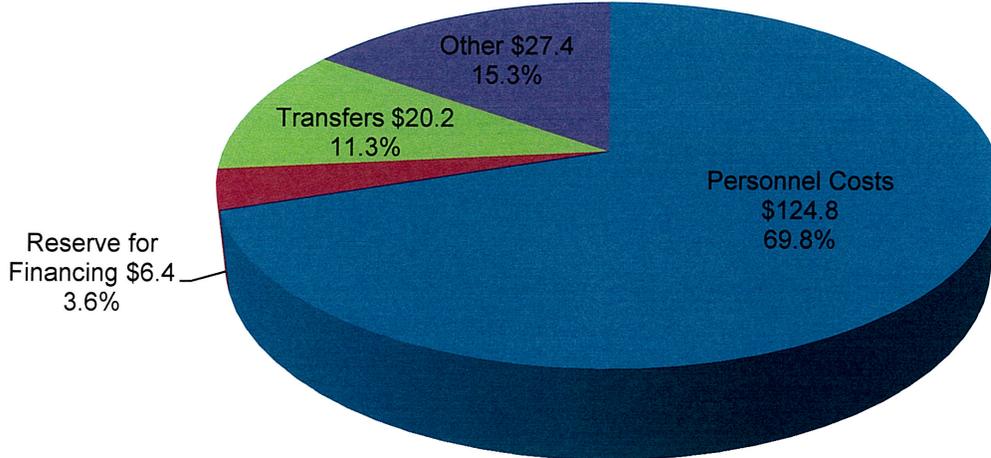
**Interest Income:** Interest income from the City's investments has varied over the years, based on the City's fund balance, revenue stream and investment rates. The proposed budget for interest earnings in FY 2020-2021 is \$1,041,000, a slight increase over the current fiscal year's budget.

**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 2020-2021 recommends an appropriation of \$7.1 million to balance the budget. An appropriation of \$1,000,000 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 2020-2021 includes an appropriation of almost \$5.2 million from the City's Tax Stabilization and Reserve Account; this appropriation includes FY 2018-2019 receipts from the quarter percent in sales tax dedicated for this purpose. The proposed appropriations of fund balance constitute 7% of the total general fund revenue budget. 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 challenging to absorb any future annual deficits between operating revenues and expenditures.

**Revenue Outlook:** The City is committed to securing new sources of income to fund operations and to maintain or grow its fund balance in order to provide for long term financial stability. The proposed budget included, for the first time, revenue to be earned from the installation of solar panels over certain City facilities and garages. 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. The local hotel occupancy tax that also requires State renewal provides over \$1 million in revenue to the City. The City has also negotiated payments from developers, who are using the County's IDA, to replace local sales and mortgage taxes. The proposed and future budgets will continue to reflect these payments based on the building permit approval process and loan closings. 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 certain 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, 2019 and last year's actual expenditures are shown below:

	<u>2018-2019</u> Actual	<u>2019-2020</u> Revised Budget	<u>2020-2021</u> Budget
<b>EXPENDITURES:</b>			
Salaries & Wages	\$ 74,441,233	\$ 77,691,384	\$ 80,931,885
Employee Benefits	48,258,716	49,366,007	51,666,296
Materials & Supplies	8,908,190	10,434,775	9,673,603
Direct Costs	15,295,794	18,907,824	17,389,914
Equipment/Rolling Stock	528,448	1,027,932	1,065,914
Reserve for Financing	-	3,240,191	2,302,000
Operating Transfers:			
Capital Projects Fund	50,000	-	-
Debt Service Fund	12,538,793	13,855,678	14,000,554
Library Fund	6,425,075	6,557,416	6,767,000
Other Funds	34,453	-	-
<b>Total Expenditures:</b>	<u>\$ 166,480,702</u>	<u>\$ 181,081,207</u>	<u>\$ 183,797,166</u>

**Salaries & Wages:** Based on approved pay plans, \$80.9 million is budgeted for salaries and wages, an increase of \$3.1 million or 4% from the FY 2019-2020 adopted budget. The increase is the result of salary settlements for cost of living adjustments, step movement and a greater number of new and filled positions in the proposed budget. The FY 2020-2021 Budget reflects positions filled as of the end of February 2020 and eight new proposed and funded positions in Public Safety. An allowance for merit pay which will be calculated in June 2020 has been included in the Reserve for Financing. Pursuant to City policy, the salaries and wages budget does not usually include funding for vacant full-time positions. However, because of the summer start dates of training academies, funding has been provided for the proposed new Public Safety 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 2019. The budget for part-time salaries totals \$2.5 million in the proposed FY 2020-2021 budget, 7.2% more than the FY 2019-2020 adopted budget. Increased funding for part-time salaries is needed to adjust certain salary titles for recruitment purposes and to provide increased security as now required by the WPSD at its facilities which are used for City programming.

A total of 887 positions are authorized City-wide (of which 848 are filled) in the proposed budget. There are 781 full-time positions funded in the General Fund proposed budget out of an authorized total of 815 positions; eight positions have been added in the Department of Public Safety: three firefighters and five police officers. The firefighter positions have been added to supplement low staffing during peak periods. Two of the police officer positions have been added to replace officers on permanent assignment to the WPSD as resource officers, one to address problems arising from the new bail reform act, and two to increase downtown patrols. Seven positions have been re-allocated to different titles and/or paygrades. 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 \$5.2 million, almost \$200,000 or 3.8% more than the amount funded in the current fiscal year. The largest increases are allocated to fire services and snow removal.

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 72% 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 2020-2021 proposed budget total \$132.6 million without consideration for merit increases or most vacancies. Revenues from the sales and real property tax are expected to total \$109.3 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 887 authorized positions can be summarized as follows:

	<u>Authorized</u>	<u>% of Total</u>
General Government	102	12 %
Parking	97	11 %
Public Works	234	26 %
Public Safety	392	44 %
Community Services	<u>62</u>	<u>7 %</u>
	887	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 \$51.7 million, an increase of \$2.2 million or 4% 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 \$6.1 million in FY 2020-2021, an increase of 3%. The MTA payroll tax is also budgeted in this category at \$273,812, a slight increase from FY 2019-20.

Pension costs are projected at \$14.8 million in the proposed budget, an increase of almost \$1 million or 7% over the current adopted budget. Pension rates are set by the Office of the New York State Comptroller and are higher in every tier. Even with the City's lower starting salaries for new employees, the estimated increase in pension costs is substantial. The proposed budget does not anticipate 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 2020-2021.

<u>Pension Rates</u>	<u>04/01/18- 03/31/19 Actual</u>	<u>04/01/19- 03/31/20 Actual</u>	<u>04/01/20 06/30/21 Budget</u>
<u>Police &amp; Fire Retirement:</u>			
Tier 2	24.0%	24.3%	26.0%
Tier 3	23.7%	24.2%	25.7%
Tier 5	19.4%	19.8%	21.4%
Tier 6	14.4%	14.6%	16.0%
<u>Employees Retirement System:</u>			
Tier 1	21.6%	21.4%	21.6%
Tier 2	19.6%	19.5%	19.7%
Tiers 3, 4	15.8%	15.8%	16.1%
Tier 5	13.0%	13.2%	13.4%
Tier 6	9.3%	9.3%	9.6%

The final major expenditure within the employee benefits category is insurances for active and retired employees. Total health insurance costs are proposed at \$28.2 million in fiscal year 2020-2021, an increase of 3.2% from the adopted budget for 2019-2020. The New York State Health Insurance Program (NYSHIP) has decreased premium rates 1% starting January 1, 2020 as compared to 2019. An increase of 6% is included in the proposed budget for January 1, 2021. Retiree health insurance costs are included in these increases and are budgeted at \$11.9 million which is included in the total cost of health insurance above.

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. Effective April 1, 2020, certain retirees are eligible for 100% coverage once they are Medicare eligible plus five years. 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 decreased 8%, while buyouts for retirees decreased by almost 10%.

Dental insurance premium payments are budgeted at \$526,161 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 \$1,477 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 \$121,765, 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 \$75,150. The City also pays supplemental benefits, uniform maintenance and shoe allowance in the amount of \$788,971. Also included in employee benefits are expenses related to education and training (\$100,695), tuition reimbursement (\$29,500) and work clothing, protective clothing and uniforms (\$495,419).

**Materials & Supplies:** Appropriations in this category of expense total \$9.7 million in the proposed budget, down 1.5% from the fiscal year 2019-2020 year adopted budget. The largest decrease occurs in the cost of electricity (from \$3.0 million to \$2.4 million). Much of this savings is due to the installation of LED lighting in various locations throughout the City. Appropriations for land and road maintenance were increased (4.6%) because the appropriation for street resurfacing was increased by \$50,000. Appropriations for rolling stock repairs and maintenance were increased slightly to \$1.6 million. The proposed budget for building and facility operations was increased approximately \$126,000 to \$1.1 million. 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 \$17.4 million in the proposed budget, an increase of 1% 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 \$704,400 for the ambulance contract which now includes an additional ambulance for use in peak hours. The two largest components of direct costs are legal judgments and settlements for tax certiorari which decrease slightly to \$1.8 million and the contribution to the Self Insurance Fund (\$5.6 million). A detailed analysis of the Self Insurance Fund budget is contained in Section IV of this document. Other major components of Direct Costs include waste haul-away services (\$944,762), service contracts (\$1.4 million), ticket collections (\$395,000) and credit card fees (\$888,411). Support to the Slater Center will remain at \$226,000. Bus transportation charges have increased by 26% to \$114,825. The WPSD high school swimming pool will not be available again this summer for summer camps, requiring transportation of campers to City pools. The proposed budget includes an allocation of \$675,000 for the red light camera contract as cameras for all authorized intersections will be on line.

**Equipment:** Included in this category is the acquisition of rolling stock and miscellaneous equipment. The proposed budget includes \$241,914 for the acquisition/replacement of equipment throughout various departments. Included in this amount is \$37,502 for machinery and tools, \$58,000 for protective services equipment, \$20,000 for parking meters and \$74,212 for computer and related equipment.

**Rolling Stock:** The City's Capital Improvement Program recommends the replacement of certain vehicles in FY 2020-2021. In the proposed budget, seventeen vehicles are funded with cash, of which eight are police vehicles. Other vehicles planned to be financed with cash include an electric compact in the Building Department, a mini-van in the IT Department, a hybrid compact and a hybrid carryall with LPR in Parking, a hybrid carryall in the Fire Department, two pick-up/plows in Engineering, a pick-up/plow/utility in Building Maintenance, and a pick-up/dump/plow in Parks Maintenance. A total of \$824,000 has been included in the proposed budget in this category. The Capital Improvement Program also recommends the purchase of thirteen vehicles with the proceeds of debt at a total estimated cost of \$2,605,000. The following vehicles are recommended for replacement through the issuance of debt: a vacuum sweeper, a front loader and a rear loader; two side loaders; a mini-packer; a dump/plow/spreader; two wheel-loaders; two dump/plows; an asphalt trailer-reclaimer; and a chipper.

**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 2020-2021 Budget includes an allowance for certain non-union raises and for merit pay increases owed as of July 1 pursuant to the CSEA contract. The latter funds will be transferred to the appropriate salary and benefit accounts after budget adoption. The proposed budget for the Reserve for Financing is \$2,302,000.

**Transfer to Library Fund:** The proposed budget includes a General Fund contribution to the Library Fund in the amount of \$6,767,000, compared to \$6,530,987 in the FY 2019-2020 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 3.7% of the City's total budget, approximately the same as this year. A more detailed analysis of the Library Fund Budget is contained in Section IV of this document.

**Transfer to Capital Projects Fund:** On February 3, 2020, the Chairman of the Capital Projects Board submitted the approved Capital Improvement Program (CIP) for 2020-2021 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 2020-2021 Capital Improvement Program recommends no contribution from the General Fund for capital projects and none is included in the proposed operating budget for FY 2020-2021, with the exception of rolling stock financed with cash as noted above. 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 (\$7.8 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 \$14.0 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 2020-2021, an increase of 2% or \$273,000 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 in the Debt Service Fund. Based on the recommendations of the Budget and Management Advisory Committee, the proceeds from certain foreclosed property sales have been dedicated to the Debt Service Fund available for appropriation in FY 2021-2022.

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 2020-21 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 are pension rates set by the State and other employee benefits. Grant funding for capital projects will reduce the challenge of funding future debt service costs.

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 could, in the future, 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. One example of an expenditure efficiency that the City has achieved in the proposed budget is the lowering of costs for electricity through solar panels to be installed over certain City property.

In the current economic environment, controlling expenditures is of critical importance. The fiscal year 2020-2021 financial plan includes a baseline budget with limited growth (2.8%) and the continuation of hiring restrictions.

## **Discussion of Fiscal Year 2020-2021 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 2020-2021 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 2020-2021 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 and the Youth Bureau. 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. Pending Council approval, the Sewer Rent surcharge that the City bills residents and businesses will be decreasing from 19% of the total water bill to 18%. 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 2020-2021 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. The effort to replace incandescent and fluorescent lighting with energy efficient LED (light emitting diode) lighting continues. The City has already replaced some street lighting, lighting in certain City garages and facilities and is now looking at additional facilities as well as lighting at Delfino Park. The street lights that have been replaced with LED lights have resulted in a net savings of over \$200,000 annually in electrical costs. The City will soon have estimates on the savings from other facilities as well.

### **Reserve Performance Goals**

A Reserve for Financing is included in the 2020-2021 Proposed Budget as specified by the Fiscal Performance Goals and provides for the funding 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 (\$5.4 million as of June 30, 2019 after an appropriation of \$7.1 million for 2020-2021) 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, 2020 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 17.9% of 2020-2021 General Fund expenditures, net of the amount provided in the Reserve for Financing.

## **Capital Improvements Performance Goals**

The development of the 2020-2026 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 2020-2021 Budget and identifies the estimated cost and potential funding sources for all capital projects. 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 2020-2026 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.

## **Debt Performance Goals**

In the FY 2020-2021 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 82.9% 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 \$3,547, but long-term net debt per capita is projected at \$1,663 or approximately \$337 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 2020-2021 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 2020-2021 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 2020-2021 budget will be adopted at a public meeting held on or before May 30, 2020.

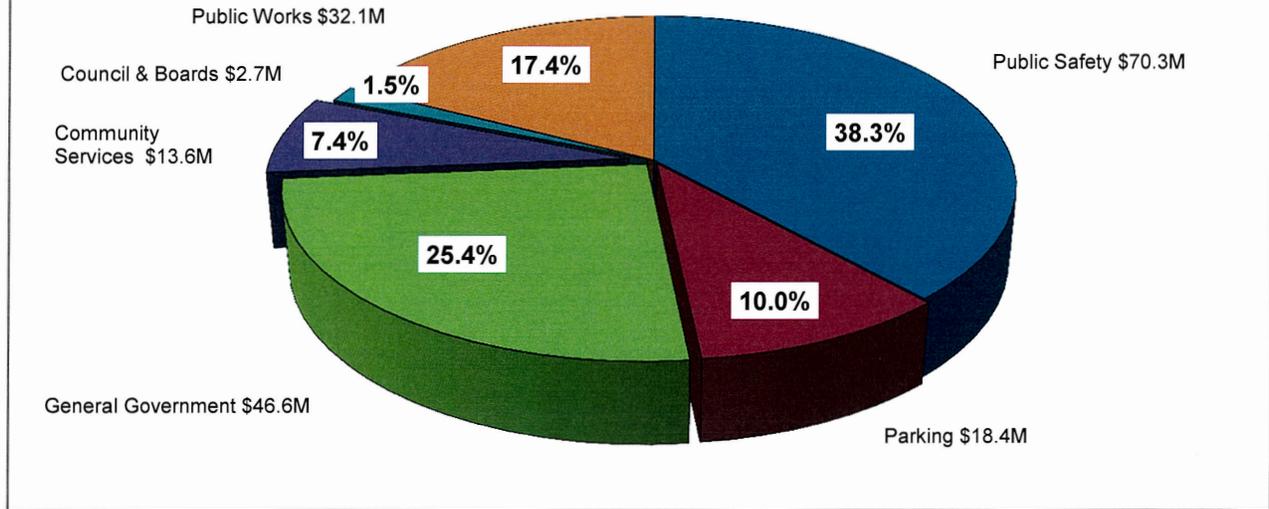
## **Schedules**

A detailed schedule of the General Fund budget by sources of revenue and objects of expenditure is shown at the end of this section.

**EXHIBIT 1.6** details the distribution of resources in the proposed FY 2020-2021 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.

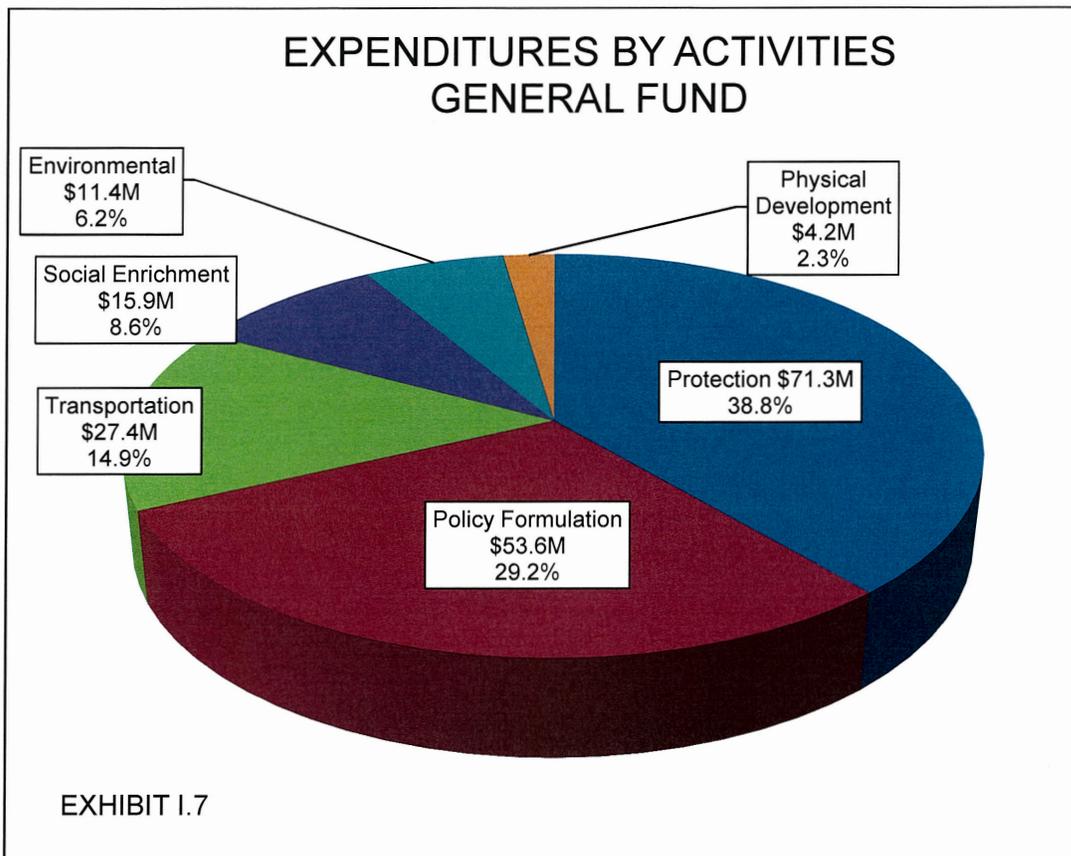
## GENERAL FUND EXPENDITURES BY DEPARTMENT



**Exhibit I.6**

Department	2020-2021 Budget	Percent of Total	Department	2020-2021 Budget	Percent of Total
<b>Council &amp; Boards:</b>			<b>Public Works:</b>		
Council*	\$2,686,331	1.46%	Bureau of Admin.	1,691,807	0.92%
City Court	25,625	0.01%	Bureau of Engineering	2,988,664	1.63%
Board of Assessment Review	18,751	0.01%	Bureau of Bldg. Mntce.	4,379,115	2.38%
Zoning Board of Appeals	3,158	0.00%	Bureau of Garage & Shop	2,392,722	1.30%
Real Estate Committee	3,000	0.00%	Bureau of Storm Water	173,031	0.09%
Board of Ethics	300	0.00%	Bureau of Highways	10,059,376	5.47%
White Plains Housing Authority	10,507	0.01%	Parks Maintenance	2,177,861	1.18%
	<u>2,747,672</u>	<u>1.49%</u>	Bureau of Sanitation	8,205,105	4.46%
				<u>32,067,681</u>	<u>17.45%</u>
<b>General Government:</b>			<b>Public Safety:</b>		
Office of the Mayor	939,282	0.51%	Public Safety Admin.	1,768,339	0.96%
City Clerk Office	819,119	0.45%	Fire Department	28,434,365	15.47%
Law Department	3,047,399	1.66%	Police Department	40,107,021	21.82%
Assessor Office	723,193	0.39%		<u>70,309,725</u>	<u>38.25%</u>
Finance Department	33,430,586	18.19%			
Budget Department	495,071	0.27%	<b>Community Services:</b>		
Information Technology	1,626,386	0.88%	G/F Contribution to Library	6,767,000	3.68%
Purchase Department	466,741	0.25%	Recreation & Parks	3,968,955	2.16%
Planning Department	1,191,886	0.65%	Youth Bureau	2,902,567	1.58%
Building Department	3,012,281	1.64%		<u>13,638,522</u>	<u>7.42%</u>
Personnel Department	905,123	0.49%			
	<u>46,657,067</u>	<u>25.39%</u>	<b>Total Expenditures</b>	<u>\$183,797,166</u>	<u>100.00%</u>
<b>Parking:</b>					
General Operations	9,438,394	5.14%			
Garages	2,196,085	1.19%			
Lots	232,870	0.13%			
Violations	1,754,899	0.95%			
Enforcement	2,742,391	1.49%			
Enforcement - City Center	419,590	0.23%			
Traffic Operations	1,592,270	0.87%			
	<u>18,376,499</u>	<u>10.00%</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:

<b><u>City-wide Goal</u></b>	<b>Revised 2019-2020</b>	<b>Proposed 2020-2021</b>	<b>Percent Change</b>
Policy Formulation and Administration			
City Wide Expenses*	\$ 36,771,996	\$ 35,613,460	(3.2)%
Other	18,889,243	18,050,756	(4.4)%
Protection of Persons & Property	68,601,776	71,356,326	4.0%
Environmental Protection	10,864,661	11,390,417	4.8%
Transportation	26,742,140	27,389,274	2.4%
Social Enrichment Opportunities	15,241,234	15,820,612	3.6%
Physical Resource Development	3,970,157	4,176,321	5.2%
<b>Total Expenditures:</b>	<b>\$ 181,081,207</b>	<b>\$ 183,797,166</b>	<b>1.5%</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>
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
2018-19	164,402,611	166,480,702	(2,078,091)	5,011,553	38,452,372

**Expenditures:** The foregoing schedule shows the impact of the City’s plan to re-build its fund balance and restore fiscal stability over the past five years. The impact of previous staff reductions and the implementation of different pay plans for new employees by the City continue to be reflected in the expenditure column. Expenditures decreased 1% at the end of FY 2014-2015, but revenues decreased as well. In spite of those changes, the City’s tax stabilization account contributed to a growth in fund balance of \$370,000. Beginning in fiscal year 2015-2016, new union contracts included significant changes to pay grades for new employees. These changes will continue to 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%. FY 2018-2019 expenditure growth was 1.2%. Expenditure growth for FY 2019-2020 is projected at 4.5%. Components of the growth include the final year of contractual salary increases, an increase in pension costs and increased expenses for debt service. Pension rates 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 2020-2021 proposed budget at \$63.2 million and \$46 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. Sales tax revenue collections are projected to increase from \$45 million in FY 2018-2019 to \$47 million this fiscal year.

Assessed value increased (\$1.5 million) in FY 2020-2021, principally because one property at the City Center moved from PILOT status to the taxable assessment roll. Over the past ten years, the assessment roll has increased by a total of \$6.4 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 and will not be reflected on the taxable assessed roll.

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 1.8% inflation growth and other factors. The proposed property tax levy will increase by

\$1.8 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 25% 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. Sales tax receipts decreased by 1.7% in fiscal year 2014-2015 before decreasing again (2.3% and 1.0%) in the next two fiscal years. Receipts increased (1.6%) in FY 2017-2018, and again in 2018-2019, but only by 0.1%. The projection for the current year budget is \$47 million, an increase of 4.2%. For the 2020-2021 fiscal year, sales tax is budgeted at \$46 million for unrestricted sales tax. While sales tax revenue has increased dramatically so far this fiscal year, it is too early to know if this represents a new trend or not. Future sales tax revenue will hopefully continue to increase 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. As the foregoing chart indicates, expenditures have exceeded revenues, but the tax stabilization has made it possible to overcome that deficit and increase fund balance.

The next largest source of operating revenue to the City in the General Fund is Charges for Services which will increase by approximately 1% over the current fiscal year to \$24.8 million. This category of revenue provides 13.5% of the funding in the proposed budget. Charges for Services in several departments are raised periodically to reflect the increased cost of providing services. In the 2020-2021 Budget, Recreation and Parks and the Youth Bureau are proposing fee increases in this category. The Parking Department raises over \$26 million in Charges for Services and Fines and Forfeitures combined to finance the construction, maintenance and operation of the City's extensive parking system which serves residents and non-residents alike. 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. Revenue from licenses and permits is approximately \$8.7 million in the Proposed Budget or 3% less than the current year. In this category of revenue, there are no fee increases proposed. Building permit revenue is budgeted conservatively at \$3.3 million, down from \$3.75 million in the current year. Projections for this year total \$4.8 million due to an unusually high level of activity.

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 the 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 at the same amount (\$2 million) as the current year's adopted budget. Interest income is projected to remain relatively stable and is included at \$1,041,000 in the budget proposal.

The long-term outlook for revenue growth, which is cautiously optimistic, 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 2020-2021 General Fund budget has increased from \$12.4 million to \$13.4 million. The appropriation of unassigned fund balance will increase by \$1.0 million to a total of \$7.1 million. An appropriation of \$5.2 million from the Tax Stabilization Account is also proposed. Other proposed fund balance appropriations in FY 2020-2021 include \$120,000 from the recreation and open space reserve, and \$1,000,000 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 \$2.1 million. With the addition of restricted sales tax to fund balance, fund balance grew to \$38.5 million from \$35.5 million in the previous year. This trend is predicted to continue as 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 2018-19	Forecast 2019-20	Forecast 2020-21
<b>Revenues &amp; Other Sources</b>			
Property Tax Levy (net)	\$ 60.5	\$ 61.3	\$ 63.2
Sales Tax - Unrestricted	45.1	47.0	46.5
Other Tax Related Items	3.6	3.7	3.8
Intergovernmental	8.6	8.8	8.5
Charges for Services	23.3	24.4	24.9
Licenses Permits	9.4	11.0	9.0
Fines & Forfeitures	9.1	9.5	9.6
All Other	4.8	5.6	5.6
	<u>164.4</u>	<u>171.3</u>	<u>171.1</u>
<b>Expenditures &amp; Other Uses:</b>			
Salaries & Wages	74.5	77.2	79.4
Employee Benefits	48.3	49.0	50.5
Materials & Supplies	8.9	9.6	9.4
Direct Costs	15.3	17.0	17.0
Equipment/Rolling Stock	0.5	0.8	1.0
Reserve for Financing	0.0	0.0	1.0
Interfund Transfers:			
Library Fund	6.4	6.5	6.7
Debt Service Fund	12.5	13.8	14.0
Other Funds	0.1	0.0	0.0
	<u>166.5</u>	<u>173.9</u>	<u>179.0</u>
Total Revenues Over (Under) Expenditures	(2.1)	(2.6)	(7.9)
Restricted Sales Tax	5.0	5.1	5.3
Beginning Fund Balance	35.5	38.4	40.9
Ending Fund Balance	<u>\$ 38.4</u>	<u>\$ 40.9</u>	<u>\$ 38.3</u>
<b>Components of Ending Fund Balance:</b>			
Non-spendable(inventory/ prepaid expenditures/receivables)	\$ 1.0	\$ 1.1	\$ 1.1
Assigned to purchases on order	1.9	2.1	1.9
Assigned to tax certiorari	5.0	5.0	5.0
Assigned to subsequent year's expenditure	12.3	13.4	13.0
Assigned to WP Housing Authority	0.2	0.0	0.0
Committed for open space	0.3	0.3	0.3
Restricted for tax stabilization	5.2	5.1	5.3
Unassigned	12.5	13.9	11.7
Total Components of Ending Fund Balance	<u>\$ 38.4</u>	<u>\$ 40.9</u>	<u>\$ 38.3</u>

## **THE BUDGET DEVELOPMENT CYCLE**

Planning for the FY 2020-2021 budget began in September 2019 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 2019 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 2020 meeting.

Concurrently, a manual containing operating budget forms and instructions was sent to the departments in late December of 2019 for fiscal year 2020-21 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 January 31, 2020. 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 4, 2020 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 2020-2021 budget will be adopted at a Special Meeting of the Common Council held in May 2020.

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.8 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 1.8

## **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 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**

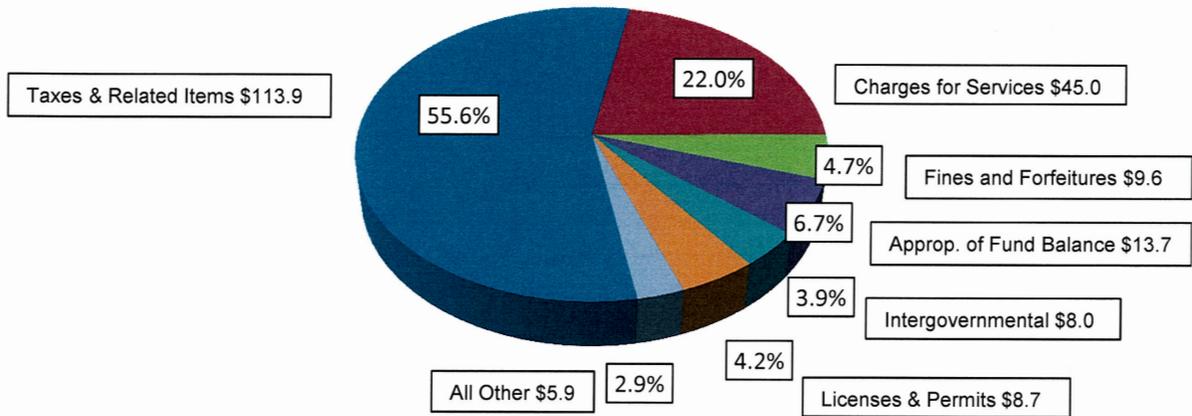
- ◆ The City will limit long-term debt to only those capital improvements that cannot be financed from current revenues.
- ◆ The maturity date for any debt will not exceed the period of probable usefulness (PPU) provided for in the New York State Local Finance Law.
- ◆ Thirty percent (30%) of the City's 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

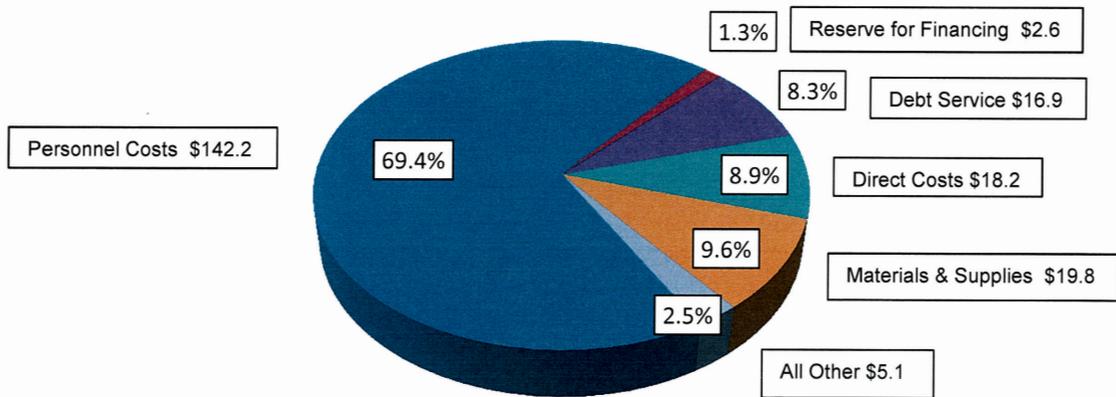
- ◆ The City will adhere to a policy of full and open public disclosure of all financial activity. The proposed tax budget will be prepared in a manner to maximize its understanding by citizens and elected officials. Copies of financial documents will be made publicly available. Opportunities will be 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  
2020 - 2021**

**REVENUES: \$204.8M**



**EXPENDITURES: \$204.8M**



**CITY OF WHITE PLAINS**  
**SUMMARY COMBINED OPERATING BUDGETS**  
**2020-2021**  
(in 000's of dollars)

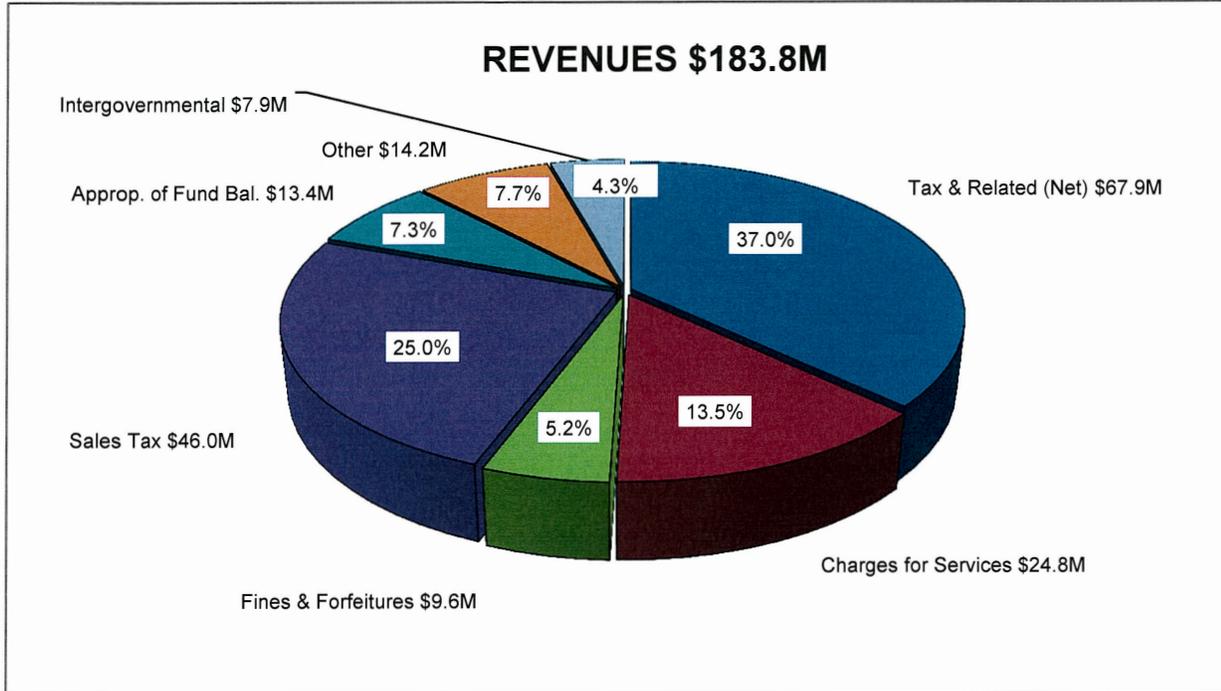
	General Fund	Library Fund	Self Insurance Fund	Sewer Rent Fund	Water Fund	Interfund Adjustments	Combined Total (Memorandum Only)
<b>REVENUES:</b>							
Property Tax & Related Items	\$ 113,925	\$	\$	\$	\$	\$	\$ 113,925
Intergovernmental	7,843	18			121		7,982
Charges for Services	24,825	33	5,861	3,287	18,457	(7,439)	45,024
Licenses & Permits	8,697				3		8,700
Fines & Forfeitures	9,570				2		9,572
Miscellaneous	4,477	22		15	21		4,535
Interest & Dividends	1,041			50	270		1,361
Operating Transfers		6,767				(6,767)	-
<b>Total Revenues</b>	<u>170,378</u>	<u>6,840</u>	<u>5,861</u>	<u>3,352</u>	<u>18,874</u>	<u>(14,206)</u>	<u>191,099</u>
Appropriation of Fund Balance	13,419	60		183			13,662
<b>Total Funds Available</b>	<u>\$ 183,797</u>	<u>\$ 6,900</u>	<u>\$ 5,861</u>	<u>\$ 3,535</u>	<u>\$ 18,874</u>	<u>\$ (14,206)</u>	<u>\$ 204,761</u>
<b>EXPENDITURES:</b>							
Salaries and Wages	\$ 80,932	\$ 3,127	\$ 18	\$ 545	\$ 2,439	\$	\$ 87,061
Employee Benefits	51,666	1,660	18	364	1,383		55,091
Materials & Supplies	9,674	954		173	8,951		19,752
Direct Costs	17,390	405	5,730	706	1,411	(7,439)	18,203
Equipment/Rolling Stock	1,066	19		155	173		1,413
Depreciation				899	1,550		2,449
Capital Outlay				525	700		1,225
Debt Service				133	2,097		2,230
Operating Transfers:							
Debt Service Fund	14,000	708					14,708
Library Fund	6,767					(6,767)	-
Reserve for Financing	2,302	27	95	35	170		2,629
<b>Total Expenditures</b>	<u>183,797</u>	<u>6,900</u>	<u>5,861</u>	<u>3,535</u>	<u>18,874</u>	<u>(14,206)</u>	<u>204,761</u>
Interfund Adjustments	(12,389)	(43)		(616)	(1,158)		-
<b>Total (Memorandum Only)</b>	<u>\$ 171,408</u>	<u>\$ 6,857</u>	<u>\$ 5,861</u>	<u>\$ 2,919</u>	<u>\$ 17,716</u>	<u>\$ -</u>	<u>\$ 204,761</u>

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

	General Fund			Library Fund			Self Insurance Fund		
	2018-19 Actual	2019-20 Projected	2020-21 Proposed	2018-19 Actual	2019-20 Projected	2020-21 Proposed	2018-19 Actual	2019-20 Projected	2020-21 Proposed
<b>FINANCIAL SOURCES:</b>									
Property & Related Taxes	\$ 109,210	\$ 112,000	\$ 113,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	8,582	8,795	7,843	18	18	18	-	-	-
Charges for Services	23,356	24,401	24,825	36	33	33	7,019	6,269	5,861
Licenses & Permits	9,420	10,989	8,697	-	-	-	-	-	-
Fines & Forfeitures	9,076	9,489	9,570	-	-	-	-	-	-
Miscellaneous	3,415	4,552	4,477	39	20	22	36	15	-
Interest Income	1,342	1,048	1,041	-	-	-	272	267	-
Transfers In	2	-	-	6,425	6,500	6,767	-	-	-
Appropriation of Fund Balance	-	-	13,419	-	-	60	-	-	-
<b>Total Financial Sources</b>	<b>164,403</b>	<b>171,274</b>	<b>183,797</b>	<b>6,518</b>	<b>6,571</b>	<b>6,900</b>	<b>7,327</b>	<b>6,551</b>	<b>5,861</b>
<b>FINANCIAL USES:</b>									
Salaries and Wages	74,441	77,195	80,932	2,860	2,885	3,127	2	2	18
Employee Benefits	48,259	48,925	51,666	1,586	1,620	1,660	38	16	18
Materials & Supplies	8,908	9,635	9,674	930	926	954	-	-	-
Direct Costs	15,296	16,990	17,390	417	397	405	7,261	5,272	5,730
Equipment/Rolling Stock	529	801	1,066	21	17	19	-	-	-
Depreciation	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Debt Service-Principal	-	-	-	-	-	-	-	-	-
Debt Service-Interest	-	-	-	-	-	-	-	-	-
Transfers Out	19,048	20,362	20,767	704	701	708	-	-	-
Reserve for Financing	-	-	2,302	-	-	27	-	-	95
<b>Total Financial Uses</b>	<b>166,481</b>	<b>173,908</b>	<b>183,797</b>	<b>6,518</b>	<b>6,546</b>	<b>6,900</b>	<b>7,301</b>	<b>5,290</b>	<b>5,861</b>
<b>Excess of Revenues and Other Sources Over(Under) Expenses/ Expenditures and Other Uses</b>	<b>(2,078)</b>	<b>(2,634)</b>	<b>-</b>	<b>-</b>	<b>25</b>	<b>-</b>	<b>26</b>	<b>1,261</b>	<b>-</b>
<b>Restricted Sales Tax</b>	<b>5,011</b>	<b>5,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Beginning Fund Balance/Equity</b>	<b>35,519</b>	<b>38,452</b>	<b>40,918</b>	<b>123</b>	<b>123</b>	<b>148</b>	<b>(1,105)</b>	<b>(1,079)</b>	<b>182</b>
<b>Ending Fund Balance/Equity</b>	<b>\$ 38,452</b>	<b>\$ 40,918</b>	<b>\$ 40,918</b>	<b>\$ 123</b>	<b>\$ 148</b>	<b>\$ 148</b>	<b>\$ (1,079)</b>	<b>\$ 182</b>	<b>\$ 182</b>

Sewer Rent Fund			Water Fund			Debt Service Fund			Total - All Funds		
2018-19	2019-20	2020-21	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21
Actual	Projected	Proposed	Actual	Projected	Proposed	Actual	Projected	Proposed	Actual	Projected	Proposed
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 109,210	\$ 112,000	\$ 113,925
-	567	-	1,078	119	121	151	146	140	9,829	9,645	8,122
2,891	3,268	3,287	17,480	18,487	18,457	-	-	-	50,782	52,458	52,463
-	-	-	3	3	3	-	-	-	9,423	10,992	8,700
-	-	-	-	2	2	-	-	-	9,076	9,491	9,572
151	85	15	373	1,095	21	1,374	1,202	-	5,388	6,969	4,535
63	45	50	312	235	270	3	12	-	1,992	1,607	1,361
-	-	-	-	-	-	13,269	14,582	14,708	19,696	21,082	21,475
-	-	183	-	-	-	-	-	-	-	-	13,662
<u>3,105</u>	<u>3,965</u>	<u>3,535</u>	<u>19,246</u>	<u>19,941</u>	<u>18,874</u>	<u>14,797</u>	<u>15,942</u>	<u>14,848</u>	<u>215,396</u>	<u>224,244</u>	<u>233,815</u>
486	518	545	2,196	2,389	2,439	-	-	-	79,985	82,989	87,061
524	545	364	1,710	1,899	1,383	-	-	-	52,117	53,005	55,091
63	183	173	5,551	8,309	8,951	-	-	-	15,452	19,053	19,752
288	695	706	2,137	1,430	1,411	-	-	-	25,399	24,784	25,642
8	235	155	5	164	173	-	-	-	563	1,217	1,413
855	880	899	1,526	1,525	1,550	-	-	-	2,381	2,405	2,449
761	775	525	-	1,085	700	-	-	-	761	1,860	1,225
-	-	-	-	-	-	10,513	11,259	11,517	10,513	11,259	11,517
72	84	133	977	1,209	2,097	3,837	4,316	4,331	4,886	5,609	6,561
-	-	-	-	-	-	-	-	-	19,752	21,063	21,475
-	-	35	-	-	170	-	-	-	-	-	2,629
<u>3,057</u>	<u>3,915</u>	<u>3,535</u>	<u>14,102</u>	<u>18,010</u>	<u>18,874</u>	<u>14,350</u>	<u>15,575</u>	<u>15,848</u>	<u>211,809</u>	<u>223,244</u>	<u>234,815</u>
48	50	-	5,144	1,931	-	447	367	(1,000)	3,587	1,000	(1,000)
-	-	-	-	-	-	-	-	-	5,011	5,100	-
<u>9,085</u>	<u>9,133</u>	<u>9,183</u>	<u>26,460</u>	<u>31,604</u>	<u>33,535</u>	<u>2,519</u>	<u>2,966</u>	<u>3,333</u>	<u>72,601</u>	<u>81,199</u>	<u>87,299</u>
<u>\$ 9,133</u>	<u>\$ 9,183</u>	<u>\$ 9,183</u>	<u>\$ 31,604</u>	<u>\$ 33,535</u>	<u>\$ 33,535</u>	<u>\$ 2,966</u>	<u>\$ 3,333</u>	<u>\$ 2,333</u>	<u>\$ 81,199</u>	<u>\$ 87,299</u>	<u>\$ 86,299</u>

**CITY OF WHITE PLAINS  
GENERAL FUND BUDGET SUMMARY  
2020-2021**



**EXHIBIT 1.10**

	Revised Budget FY 2019-2020	Proposed Budget FY 2020-2021	% CHANGE
<b>EXPENDITURE BY MAJOR CATEGORY:</b>			
Salaries & Wages	\$ 77,691,384	\$ 80,931,885	4.0%
Employee Benefits	49,366,007	51,666,296	4.7%
Materials & Supplies	10,434,775	9,673,603	-7.3%
Direct Costs	18,907,824	17,389,914	-8.0%
Equipment & Rolling Stock	1,027,932	1,065,914	3.7%
Interfund Transfers	20,413,094	20,767,554	1.7%
Reserve for Financing	3,240,191	2,302,000	-29.0%
	<u>\$181,081,207</u>	<u>\$183,797,166</u>	<u>1.5%</u>
<b>EXPENDITURE BY DEPARTMENTS (SERVICE PROVIDERS):</b>			
Council & Boards	\$ 3,723,009	\$ 2,747,672	-26.2%
General Government	47,587,709	46,657,067	-2.0%
Public Works	31,510,702	32,067,681	1.8%
Parking	17,861,003	18,376,499	2.9%
Public Safety	67,262,763	70,309,725	4.5%
Community Services	13,136,021	13,638,522	3.8%
	<u>\$181,081,207</u>	<u>\$183,797,166</u>	<u>1.5%</u>
<b>EXPENDITURE BY GOALS &amp; OBJECTIVES (SERVICE PROVIDED):</b>			
Policy Formulation & Administration	\$ 55,661,239	\$ 53,664,216	-3.6%
Protection of Persons & Property	68,601,776	71,356,326	4.0%
Environmental Protection	10,864,661	11,390,417	4.8%
Transportation	26,742,140	27,389,274	2.4%
Social Enrichment Opportunities	15,241,234	15,820,612	3.8%
Physical Resource Development	3,970,157	4,176,321	5.2%
	<u>\$ 181,081,207</u>	<u>\$ 183,797,166</u>	<u>1.5%</u>

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

	2018-19 Actual*	2019-20		Proposed 2020-21 Budget
		Revised Budget 12/31/2019	Year to Date Actual 12/31/2019	
<b>REVENUES:</b>				
Property Taxes	\$ 60,567,008	\$ 62,959,768	\$ 62,548,727	\$ 64,487,499
Allowance for Uncollected Taxes	(32,230)	(22,000)	-	(22,000)
Net Tax Contribution	60,534,778	62,937,768	62,548,727	64,465,499
Sales Tax - Unrestricted	45,103,980	44,000,000	24,261,361	46,000,000
Sales Tax - Restricted	5,011,553	-	2,695,706	-
Hotel Occupancy Tax	1,221,114	1,200,000	614,754	1,200,000
Tax Related Items (Other than Levy)	2,350,121	2,288,000	1,418,916	2,259,277
Intergovernmental:				
NYS/AIM	5,463,256	5,463,256	952,802	5,463,256
Other	3,118,635	2,363,739	1,703,506	2,379,489
Charges for Services	23,355,763	24,626,568	14,681,208	24,824,866
Licenses & Permits	9,420,518	8,975,684	7,896,562	8,696,918
Fines & Forfeitures	9,075,717	10,088,821	4,617,029	9,570,515
Miscellaneous	3,415,305	3,601,389	3,235,424	4,477,563
Interest	1,341,803	1,020,000	723,362	1,041,000
<b>Total Revenues</b>	<b>169,412,543</b>	<b>166,565,225</b>	<b>125,349,357</b>	<b>170,378,383</b>
Fund Balance:				
Restricted for Tax Stabilization	-	5,111,025	-	5,198,783
Committed to Open Space/Recreation	-	120,000	-	120,000
Committed to Tax Certs	-	1,150,000	-	1,000,000
Assigned for Pr. Yr. Enc.	-	2,129,305	-	-
Unassigned	-	6,055,000	-	7,100,000
<b>Total Funds Available</b>	<b>\$ 169,412,543</b>	<b>\$ 181,130,555</b>	<b>\$ 125,349,357</b>	<b>\$ 183,797,166</b>
<b>EXPENDITURES:</b>				
Salaries & Wages	\$ 74,441,233	\$ 77,691,384	\$ 37,509,736	\$ 80,931,885
Employee Benefits	48,258,716	49,366,007	24,258,848	51,666,296
Materials & Supplies	8,908,190	10,434,775	4,793,963	9,673,603
Direct Costs	15,295,794	18,907,824	12,786,203	17,389,914
Equipment/Rolling Stock	528,448	1,027,932	871,211	1,065,914
Operating Transfers:				
Capital Projects Fund	50,000	-	-	-
Debt Service Fund	12,538,793	13,855,678	4,155,662	14,000,554
Library Fund	6,425,075	6,557,416	2,840,628	6,767,000
Other Funds	34,453	-	-	-
Reserve for Financing	-	3,240,191	-	2,302,000
<b>Total Expenditures</b>	<b>\$ 166,480,702</b>	<b>\$ 181,081,207</b>	<b>\$ 87,216,251</b>	<b>\$ 183,797,166</b>
<b>ASSESSED VALUATION</b>	<b>\$ 283,141,289</b>	<b>\$ 283,027,686</b>		<b>\$ 284,515,957</b>
<b>PROPERTY TAX RATE</b>	<b>\$211.36</b>	<b>\$217.07</b>		<b>\$222.30</b>

\* Source: Comprehensive Annual Financial Report for the Fiscal Year July 1, 2018-June 30, 2019

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

<b>REVENUES:</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Revised Budget 12/31/2019</b>	<b>2019-2020 Recognized 12/31/2019</b>	<b>2020-2021 Budget</b>	<b>% Increase (Decrease)</b>
<b>Taxes &amp; Related Items:</b>					
Property Tax Levy	\$ 59,379,128	\$ 61,436,820	\$ 61,304,531	\$ 63,247,897	3%
Prior Year Property Tax Collections	(717,282)	200,000	(1,825)	200,000	0%
Payments in Lieu of Taxes	1,905,162	1,322,948	1,246,021	1,039,602	-21%
Allowance for Uncollected Taxes	(32,230)	(22,000)	-	(22,000)	0%
Property Tax Interest-Penalty	415,989	480,000	182,877	470,000	-2%
BID Assessments	700,000	700,000	700,000	700,000	0%
Sales & Use Tax - Unrestricted	45,103,980	44,000,000	24,261,361	46,000,000	5%
Sales & Use Tax - Restricted	5,011,553	-	2,695,706	-	0%
Hotel Occupancy Tax	1,221,114	1,200,000	614,754	1,200,000	0%
Utility Gross Receipts	1,234,132	1,108,000	536,039	1,089,277	-2%
Total Taxes & Related Items	<u>114,221,546</u>	<u>110,425,768</u>	<u>91,539,464</u>	<u>113,924,776</u>	<u>3%</u>
<b>Intergovernmental:</b>					
Federal:					
Senior Citizens T-III B	18,700	19,500	9,750	19,500	0%
Dept. of Justice Vest Partnership	16,708	18,400	-	18,400	0%
Nutrition Title-IIIC	41,556	41,400	20,700	41,400	0%
Other	16,189	-	2,720	-	0%
Total Federal	<u>93,153</u>	<u>79,300</u>	<u>33,170</u>	<u>79,300</u>	<u>0%</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	49,121	35,000	10,913	45,000	29%
NYS Unified Court System	69,829	55,000	55,000	60,000	9%
NYS Criminal Justice Service	3,668	4,000	-	4,000	0%
Youth Program	30,828	30,519	-	30,519	0%
Other	296,590	37,970	17,966	37,970	0%
Total State	<u>5,941,342</u>	<u>5,653,795</u>	<u>1,050,706</u>	<u>5,668,795</u>	<u>0%</u>
County and Local Support:					
Mortgage Tax	2,399,644	2,000,000	1,531,521	2,000,000	0%
Stop DWI/SEAS Program	10,718	8,400	2,402	8,400	0%
Community Development	137,033	85,500	85,500	86,250	1%
Total County	<u>2,547,395</u>	<u>2,093,900</u>	<u>1,619,423</u>	<u>2,094,650</u>	<u>0%</u>
Total Intergovernmental	<u>8,581,890</u>	<u>7,826,995</u>	<u>2,703,299</u>	<u>7,842,745</u>	<u>0%</u>
<b>Charges for Services:</b>					
General:					
Building Code Enforcement Fees	135,353	100,450	75,164	110,450	10%
Civil Service Exam Fees	6,837	90,750	86,300	25,250	-72%
Community Development	36,200	39,300	37,350	37,800	-4%
Sewer Fund	152,250	542,000	542,000	558,260	3%
Water Fund	787,500	995,000	995,000	1,024,850	3%
White Plains URA	15,447	4,425	9,107	8,250	86%
WP School District	60,000	60,000	60,000	60,000	0%
Other	4,083	4,050	4,125	4,050	0%
Total General	<u>1,197,670</u>	<u>1,835,975</u>	<u>1,809,046</u>	<u>1,828,910</u>	<u>0%</u>

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

<b>REVENUES:</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Revised Budget 12/31/2019</b>	<b>2019-2020 Recognized 12/31/2019</b>	<b>2020-2021 Budget</b>	<b>% Increase (Decrease)</b>
<b>Charges for Services (cont'd):</b>					
Departmental:					
City Clerk	119,676	122,600	58,462	115,900	-5%
Parking Department	17,253,132	17,185,509	10,288,858	17,514,793	2%
Public Safety	2,226,385	2,999,902	916,316	2,721,981	-9%
Public Works	191,422	206,434	62,985	247,629	20%
Recreation & Parks	1,524,582	1,480,208	1,064,145	1,535,750	4%
Youth Services	842,896	795,940	481,396	859,903	8%
Total Departmental	<u>22,158,093</u>	<u>22,790,593</u>	<u>12,872,162</u>	<u>22,995,956</u>	<u>1%</u>
Total Charges for Services	<u>23,355,763</u>	<u>24,626,568</u>	<u>14,681,208</u>	<u>24,824,866</u>	<u>1%</u>
<b>Licenses and Permits:</b>					
Building Department	5,849,628	5,286,800	5,851,509	5,242,750	-1%
City Clerk	20,841	16,700	8,704	20,900	25%
City Franchise Fees	1,049,600	1,041,652	519,139	972,211	-7%
Office of Mayor	89,450	110,000	47,900	100,000	-9%
Planning	4,500	5,000	16,250	5,000	0%
Public Safety	1,207,678	1,228,432	926,356	1,213,957	-1%
Public Works	1,196,221	1,284,500	526,704	1,139,500	-11%
Recreation & Parks	2,600	2,600	-	2,600	0%
Total Licenses and Permits	<u>9,420,518</u>	<u>8,975,684</u>	<u>7,896,562</u>	<u>8,696,918</u>	<u>-3%</u>
<b>Fines &amp; Forfeitures:</b>					
Alarm Ordinance	126,250	150,000	27,725	130,000	-13%
Fines & Bail Court	744,163	990,000	378,195	750,000	-24%
Forfeited Deposits	1,050	300	1,850	300	0%
Overtime Parking Notices	133,818	141,300	60,170	110,600	-22%
Parking Fines	7,286,029	7,437,000	3,559,337	7,229,615	-3%
Red Light Fines	784,407	1,350,221	589,752	1,350,000	0%
Street Opening Fines	-	10,000	-	-	100%
Sidewalk/Curb/Driveway Fines	-	10,000	-	-	100%
Total Fines & Forfeitures	<u>9,075,717</u>	<u>10,088,821</u>	<u>4,617,029</u>	<u>9,570,515</u>	<u>-5%</u>
<b>Miscellaneous:</b>					
Sale of Property	204,289	301,104	221,954	131,250	-56%
Insurance Recovery	175,724	122,500	90,153	129,500	6%
Contributions-Developer	250,000	490,000	1,351,458	1,050,000	114%
Contributions- Miscellaneous	37,397	48,700	8,100	17,700	-64%
Tenant Emergency Protection	48,700	55,000	55,019	50,000	-9%
Rents - Commissions	2,021,632	2,027,403	744,460	2,343,697	16%
Senior Citizens	58,608	62,000	29,640	62,000	0%
Other	618,951	445,334	472,395	693,416	56%
Total Miscellaneous	<u>3,415,301</u>	<u>3,552,041</u>	<u>2,973,179</u>	<u>4,477,563</u>	<u>26%</u>
<b>Interest</b>	<u>1,341,803</u>	<u>1,020,000</u>	<u>543,197</u>	<u>1,041,000</u>	<u>2%</u>
<b>Transfer from Capital Projects Fund</b>	<u>1,626</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
<b>Appropriation of Fund Balance:</b>					
Prior Year Encumbrances	-	2,129,305	-	-	-100%
Apprtd. Open Space Reserve	-	120,000	-	120,000	0%
Apprtd. Tax Certiorari Reserve	-	1,150,000	-	1,000,000	-13%
Apprtd. Tax Stabilization Reserve	-	5,111,025	-	5,198,783	2%
Apprtd. Fund Balance	-	6,055,000	-	7,100,000	17%
Total Appropriation of Fund Balance	<u>-</u>	<u>14,565,330</u>	<u>-</u>	<u>13,418,783</u>	<u>-8%</u>
<b>Total Revenues</b>	<u><u>\$ 169,414,164</u></u>	<u><u>\$ 181,081,207</u></u>	<u><u>\$ 124,953,938</u></u>	<u><u>\$ 183,797,166</u></u>	<u><u>1%</u></u>

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

<b>EXPENDITURES:</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Revised Budget 12/31/2019</b>	<b>2019-2020 Recognized 12/31/2019</b>	<b>2020-2021 Budget</b>	<b>% Increase (Decrease)</b>
<b>Salaries and Wages:</b>					
Elected	\$ 377,656	\$ 380,326	\$ 188,711	\$ 380,326	0%
Appointed	3,915,851	4,065,951	2,009,568	4,165,645	2%
Managerial/Confidential	2,673,852	3,004,744	1,307,019	3,221,987	7%
CSEA	20,995,465	21,648,633	10,619,539	22,597,742	4%
Police	20,265,109	20,552,229	9,889,039	21,944,862	7%
Fire	15,277,626	15,944,938	7,830,938	16,666,302	5%
Sanitation	3,836,936	3,927,989	1,991,810	4,047,931	3%
Overtime:					
Managerial/Confidential	45,223	29,064	11,705	27,132	-7%
CSEA	1,157,185	1,098,441	506,308	1,216,623	11%
Police	2,306,107	3,395,055	1,248,883	2,900,000	-15%
Fire	959,221	869,109	372,643	917,100	6%
Sanitation	142,819	165,215	60,323	180,776	9%
Other:					
P/T & Seasonal	2,266,122	2,382,353	1,361,655	2,510,910	5%
207-A & Pensioner Payments	222,061	227,337	111,595	154,549	-32%
Total Salaries & Wages	<u>74,441,233</u>	<u>77,691,384</u>	<u>37,509,736</u>	<u>80,931,885</u>	<u>4%</u>
<b>Employee Benefits:</b>					
Social Security	5,504,002	5,897,097	2,716,998	6,105,488	4%
MTA Payroll Tax	252,413	262,663	125,872	273,812	4%
Pension System:					
NYS Employee System	4,824,597	4,878,219	2,357,832	5,133,669	5%
NYS Police & Fire System	9,018,912	8,935,954	4,300,072	9,696,936	9%
Insurances:					
Health Insurances:					
Active Employees	15,268,882	15,283,353	7,466,398	15,836,543	4%
Active Employees Buyout	530,290	556,000	534,419	510,856	-8%
Retired Employees	10,710,241	11,150,000	5,608,882	11,708,511	5%
Retired Employees Buyout	197,835	200,000	187,563	180,253	-10%
Dental Insurance	476,747	495,760	242,634	526,161	6%
Optical Insurance	117,319	119,743	58,292	121,765	2%
Group Life Insurance	68,653	73,000	33,171	75,150	3%
Professional Development	118,806	180,354	44,096	212,562	18%
Clothing & Uniforms	612,094	748,144	301,389	688,504	-8%
Supplemental Benefits:					
Employee Assistance Program	14,300	14,400	7,120	14,480	1%
Police	266,844	285,866	133,516	288,672	1%
Fire	194,983	198,766	98,804	204,006	3%
Sanitation	81,798	86,688	41,790	88,928	3%
Total Employee Benefits	<u>48,258,716</u>	<u>49,366,007</u>	<u>24,258,848</u>	<u>51,666,296</u>	<u>5%</u>
Total Personnel Costs	<u>122,699,949</u>	<u>127,057,391</u>	<u>61,768,584</u>	<u>132,598,181</u>	<u>4%</u>

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

<b>EXPENDITURES:</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Revised Budget 12/31/2019</b>	<b>2019-2020 Recognized 12/31/2019</b>	<b>2020-2021 Budget</b>	<b>% Increase (Decrease)</b>
<b>Materials and Supplies:</b>					
<b>Office Operations:</b>					
Office Supplies	128,271	147,950	58,477	151,555	2%
Advertising	12,626	18,335	6,302	17,105	-7%
Printing	74,065	106,600	24,332	101,900	-4%
Postage	141,805	143,960	57,558	151,740	5%
Books-Subscriptions	53,648	65,083	19,121	65,775	1%
Program Supplies	237,981	245,204	103,383	270,590	10%
Office Equipment Maintenance	250,380	276,670	257,017	255,200	-8%
Software	21,189	23,525	3,391	24,000	2%
Total Office Operations	<u>919,965</u>	<u>1,027,327</u>	<u>529,581</u>	<u>1,037,865</u>	<u>1%</u>
<b>Land &amp; Road Maintenance:</b>					
Street Resurfacing	175,000	175,000	140,799	225,000	29%
Asphalt Materials	526,501	479,090	438,384	479,090	0%
Salt/Sand	700,692	720,170	227,388	718,160	0%
Street & Sidewalk Maint.	-	3,000	-	-	-100%
Land Maintenance	206,817	315,531	143,533	315,918	0%
Tree Removal/Replacement	42,448	98,459	51,039	80,000	-19%
Other	143,366	140,035	107,204	144,535	3%
Total Land & Road Maintenance	<u>1,794,824</u>	<u>1,931,285</u>	<u>1,108,347</u>	<u>1,962,703</u>	<u>2%</u>
<b>Traffic Lighting Operations:</b>					
Street Lighting	15,959	43,700	45,162	50,000	14%
Lamps & Poles	31,522	32,600	12,844	31,000	-5%
Signs & Signals	2,452	4,000	600	4,000	0%
Traffic Supplies	112,041	104,600	62,654	107,100	2%
Total Traffic Lighting Operations	<u>161,974</u>	<u>184,900</u>	<u>121,260</u>	<u>192,100</u>	<u>4%</u>
<b>Building &amp; Facility Operations:</b>					
Fuel Oil	7,991	6,300	1,256	6,750	7%
Building Facility Maintenance	241,058	473,725	227,128	399,800	-16%
Maintenance Supplies	261,546	246,616	100,465	245,010	-1%
Radio Communications	37,373	28,000	6,220	57,000	104%
HVAC - Plumbing - Electrical	193,341	148,450	38,221	187,300	26%
Parking Meter Maintenance/Parts	82,611	98,000	63,841	69,000	-30%
Emergency Repairs	22,468	274,500	275,323	31,500	-89%
Other	68,131	86,500	42,408	86,500	0%
Total Building & Facility Operations	<u>914,519</u>	<u>1,362,091</u>	<u>754,862</u>	<u>1,082,860</u>	<u>-21%</u>
<b>Rolling Stock Operations:</b>					
Fuel	538,462	592,889	250,537	586,242	-1%
Fire & Police Vehicles Supplies	19,105	42,160	17,440	34,800	-17%
Tire & Chains	27,432	33,400	21,560	33,100	-1%
Repairs & Maintenance	901,806	898,485	427,090	923,131	3%
Other	6,547	13,009	30	13,009	0%
Total Rolling Stock Operations	<u>1,493,352</u>	<u>1,579,943</u>	<u>716,657</u>	<u>1,590,282</u>	<u>1%</u>
<b>Utilities:</b>					
Electricity	2,422,617	2,984,252	905,402	2,445,719	-18%
Telephone/Data Lines	194,504	205,739	91,695	216,663	5%
Gas	334,928	331,198	37,696	367,472	11%
Water	130,107	124,325	55,962	145,205	17%
Total Utilities	<u>3,082,156</u>	<u>3,645,514</u>	<u>1,090,755</u>	<u>3,175,059</u>	<u>-13%</u>

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

<b>EXPENDITURES:</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Revised Budget 12/31/2019</b>	<b>2019-2020 Recognized 12/31/2019</b>	<b>2020-2021 Budget</b>	<b>% Increase (Decrease)</b>
<b>Materials &amp; Supplies (cont'd):</b>					
Rentals:					
Property - Space	184,952	195,500	96,497	195,510	0%
Software	280,728	420,587	346,882	353,396	-16%
Equipment	75,720	87,628	29,122	83,828	-4%
Total Rentals	<u>541,400</u>	<u>703,715</u>	<u>472,501</u>	<u>632,734</u>	<u>-10%</u>
Total Materials & Supplies	<u>8,908,190</u>	<u>10,434,775</u>	<u>4,793,963</u>	<u>9,673,603</u>	<u>-7%</u>
<b>Direct Costs:</b>					
Contractual Services:					
Ambulance Service Contract	523,860	680,000	340,290	704,400	4%
Consultants	115,846	873,901	453,455	530,900	-39%
Financial & Auditing	101,180	102,705	100,005	102,705	0%
Public Stenographer	17,374	31,800	3,800	31,800	0%
Athletic Officials	78,852	92,000	37,724	72,000	-22%
Civil Service Exam Admin.	50,027	40,480	5,340	42,480	5%
Service Contracts	1,089,418	1,237,392	848,419	1,431,324	16%
Bus Transportation	84,505	90,895	58,776	114,825	26%
Waste Disposal Haulaway	873,340	921,066	454,995	944,762	3%
Labor Counsel	41,891	375,001	260,145	200,000	-47%
Program Services	894,044	1,467,007	824,426	1,029,151	-30%
Network Support - Internet Access	199,735	202,035	185,988	236,310	17%
Humane Society	44,892	44,892	22,446	44,892	0%
Red Light Cameras Contract	247,500	495,000	146,077	675,000	36%
Ticket Collections	391,721	397,000	161,332	395,000	-1%
Arbitration & Hearing Officers	13,975	130,700	-	130,700	0%
Meals	44,171	49,000	16,564	47,000	-4%
Towing	59,691	51,000	11,801	36,500	-28%
Armory Contract Charges	271,973	277,412	160,679	282,962	2%
Credit Card Fees	787,549	776,700	433,357	888,411	14%
Miscellaneous	64,094	98,843	26,286	100,950	2%
Insurances:					
Contribution to Self Insurance Fund	6,775,232	6,026,127	6,026,127	5,622,142	-7%
Other Insurance Premiums	118,398	126,112	52,894	121,200	-4%
Legal Judgments - Settlements	776,567	2,300,000	876,982	1,800,000	-22%
Taxes	422,248	425,000	8,180	454,000	7%
BID Services	700,000	700,000	700,000	700,000	0%
Rent Abatements (ETPA)	46,363	75,000	18,334	75,000	0%
NYS Admin. Charges (ETPA)	24,310	28,000	28,000	28,000	0%
Procedural Review Tax Assess.	52,000	313,000	224,000	100,000	-68%
Community Activities	121,545	194,725	111,374	162,500	-17%
Slater Center Support	220,000	226,000	169,500	226,000	0%
Crime Control Planning	12,924	25,000	5,235	25,000	0%
Other	30,569	34,031	13,672	34,000	0%
Total Direct Costs	<u>15,295,794</u>	<u>18,907,824</u>	<u>12,786,203</u>	<u>17,389,914</u>	<u>-8%</u>

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

<b>EXPENDITURES:</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Revised Budget 12/31/2019</b>	<b>2019-2020 Recognized 12/31/2019</b>	<b>2020-2021 Budget</b>	<b>% Increase (Decrease)</b>	
<b>Equipment:</b>						
Rolling Stock	390,921	738,500	681,714	824,000	12%	
Office Equipment	42,485	78,005	28,912	78,712	1%	
Machinery & Tools	33,525	68,271	68,341	37,502	-45%	
Building Facility Enhancements	-	6,500	5,280	1,500	-77%	
Protective Services Equipment	31,938	47,500	23,012	58,000	22%	
Fire Station Furnishings	5,356	4,000	88	4,000	0%	
Mobile Radios	6,518	10,156	5,252	10,200	0%	
Security Equipment	5,224	5,000	580	10,000	100%	
Parking Meters	-	50,000	50,000	20,000	-60%	
Traffic Control Equipment	12,481	10,000	7,436	12,000	20%	
Other Equipment	-	10,000	596	10,000	100%	
Total Equipment	<u>528,448</u>	<u>1,027,932</u>	<u>871,211</u>	<u>1,065,914</u>	<u>4%</u>	
<b>Other Financial Uses:</b>						
Transfer To:						
Library Fund	*	6,425,075	6,557,416	2,840,628	6,767,000	3%
Debt Service Fund		12,538,793	13,855,678	4,155,662	14,000,554	1%
Capital Projects Fund		50,000	-	-	-	0%
Public Safety Grant Fund		33,643	-	-	-	-100%
Housing Auth. Enhancement Fund		810	-	-	-	-100%
Total Other Financial Uses		<u>19,048,321</u>	<u>20,413,094</u>	<u>6,996,290</u>	<u>20,767,554</u>	<u>2%</u>
Reserve for Financing		<u>-</u>	<u>3,240,191</u>	<u>-</u>	<u>2,302,000</u>	<u>-29%</u>
Total Other than Personnel Costs		<u>43,780,753</u>	<u>54,023,816</u>	<u>25,447,667</u>	<u>51,198,985</u>	<u>-5%</u>
<b>Total Expenditures</b>		<u>\$ 166,480,702</u>	<u>\$ 181,081,207</u>	<u>\$ 87,216,251</u>	<u>\$ 183,797,166</u>	<u>1%</u>

\* Classification for Budgetary purposes.

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

<b>REVENUES:</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Revised Budget 12/31/2019</b>	<b>2019-2020 Recognized 12/31/2019</b>	<b>2020-2021 Budget</b>	<b>% Increase (Decrease)</b>
<b>Council &amp; Boards:</b>					
Common Council	\$ 20,000	\$ 8,184,305	\$ -	\$ 7,100,000	-13%
City Court	744,163	990,000	378,195	750,000	-24%
Real Estate Committee	-	127,854	169,702	-	0%
Total Council & Boards	<u>764,163</u>	<u>9,302,159</u>	<u>547,897</u>	<u>7,850,000</u>	<u>-16%</u>
<b>General Government:</b>					
Office of the Mayor	92,450	110,000	47,900	100,000	-9%
City Clerk Office	141,889	141,100	68,485	138,392	-2%
Law Department	3,037	1,475	1,789	2,300	56%
Assessor's Office	5,220	3,050	1,542	3,550	16%
Finance Department	125,669,694	128,430,869	98,134,844	132,656,245	3%
Budget Department	-	-	-	-	0%
Information Technology	4,000	-	-	-	0%
Purchasing Department	124,120	150,000	25,420	110,000	-27%
Planning Department	129,821	87,000	104,563	87,000	0%
Building Department	5,999,906	5,400,250	5,970,116	5,366,700	-1%
Personnel Department	18,855	102,890	98,365	37,330	-64%
Total General Government	<u>132,188,992</u>	<u>134,426,634</u>	<u>104,453,024</u>	<u>138,501,517</u>	<u>3%</u>
<b>Public Works:</b>					
Bureau of Administration	1,265,688	1,411,479	543,009	1,247,524	-12%
Bureau of Engineering	110,450	80,300	89,750	125,300	56%
Bureau of Building Maintenance	968,199	938,917	460,235	1,251,947	33%
Bureau of Garage and Shop	-	-	-	-	0%
Bureau of Storm Water	-	-	-	-	0%
Bureau of Highways	516,193	159,079	14,587	140,379	-12%
Parks Maintenance	120,980	138,800	58,823	135,800	-2%
Bureau of Sanitation	82,395	78,900	5,925	76,900	-3%
Total Public Works	<u>3,063,905</u>	<u>2,807,475</u>	<u>1,172,329</u>	<u>2,977,850</u>	<u>6%</u>
<b>Parking:</b>					
General Operations	517,533	509,375	407,442	582,775	14%
Garages	11,561,785	11,571,818	6,924,857	11,707,115	1%
Surface Lots	3,333,771	3,365,400	1,951,039	3,384,876	1%
Streets	2,804,151	2,703,700	1,386,462	2,796,567	3%
Violations	8,249,912	8,957,021	4,229,812	8,757,615	-2%
City Center Enforcement	343,882	360,202	166,565	349,010	-3%
Traffic Operations	24,174	11,652	19,924	18,711	61%
Total Parking	<u>26,835,208</u>	<u>27,479,168</u>	<u>15,086,101</u>	<u>27,596,669</u>	<u>0%</u>
<b>Public Safety:</b>					
Public Safety Administration	3,155	2,400	2,200	2,400	0%
Fire Department	927,634	903,837	856,529	912,857	1%
Police Department	2,900,745	3,576,367	1,125,324	3,254,851	-9%
Total Public Safety	<u>3,831,534</u>	<u>4,482,604</u>	<u>1,984,053</u>	<u>4,170,108</u>	<u>-7%</u>
<b>Community Services:</b>					
Recreation and Parks	1,780,583	1,723,458	1,195,848	1,776,600	3%
Youth Bureau	949,779	859,709	514,686	924,422	8%
Total Community Services	<u>2,730,362</u>	<u>2,583,167</u>	<u>1,710,534</u>	<u>2,701,022</u>	<u>5%</u>
<b>Total Revenues</b>	<u>\$ 169,414,164</u>	<u>\$ 181,081,207</u>	<u>\$ 124,953,938</u>	<u>\$ 183,797,166</u>	<u>1%</u>

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

<b>EXPENDITURES:</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Revised Budget 12/31/2019</b>	<b>2019-2020 Recognized 12/31/2019</b>	<b>2020-2021 Budget</b>	<b>% Increase (Decrease)</b>
<b>Council &amp; Boards:</b>					
Common Council	\$ 411,873	\$ 3,661,554	\$ 197,106	\$ 2,686,331	-27%
City Court	17,739	25,625	13,051	25,625	0%
Board of Assessment Review	17,379	18,810	-	18,751	0%
Zoning Appeals Board	3,178	3,218	1,478	3,158	-2%
Real Estate Committee	-	3,000	-	3,000	0%
Board of Ethics	-	300	-	300	0%
Housing Authority	10,501	10,502	5,248	10,507	0%
Total Council & Boards	<u>460,670</u>	<u>3,723,009</u>	<u>216,883</u>	<u>2,747,672</u>	<u>-26%</u>
<b>General Government:</b>					
Office of the Mayor	811,795	948,353	460,067	939,282	-1%
City Clerk Office	720,756	657,071	276,228	819,119	25%
Law Department	1,738,211	3,805,316	1,750,027	3,047,399	-20%
Assessor's Office	607,817	661,996	309,344	723,193	9%
Finance Department	30,876,919	33,899,528	18,927,741	33,430,586	-1%
Budget Department	431,226	492,450	220,508	495,071	1%
Information Technology	1,468,305	1,659,767	1,050,964	1,626,386	-2%
Purchasing Department	501,619	484,120	253,649	466,741	-4%
Planning Department	1,121,941	1,105,625	526,326	1,191,886	8%
Building Department	2,987,332	2,947,818	1,473,606	3,012,281	2%
Personnel Department	853,942	925,665	442,627	905,123	-2%
Total General Government	<u>42,119,863</u>	<u>47,587,709</u>	<u>25,691,087</u>	<u>46,657,067</u>	<u>-2%</u>
<b>Public Works:</b>					
Bureau of Administration	1,591,651	1,644,412	799,651	1,691,807	3%
Bureau of Engineering	2,713,332	2,868,665	1,440,504	2,988,664	4%
Bureau of Building Maintenance	3,746,811	4,497,310	2,421,526	4,379,115	-3%
Bureau of Garage and Shop	2,276,456	2,262,242	1,163,906	2,392,722	6%
Bureau of Storm Water	67,055	119,609	56,472	173,031	45%
Bureau of Highways	9,542,537	10,220,150	4,875,907	10,059,376	-2%
Parks Maintenance	1,820,246	2,101,080	875,976	2,177,861	4%
Bureau of Sanitation	7,595,573	7,797,234	3,926,089	8,205,105	5%
Total Public Works	<u>29,353,661</u>	<u>31,510,702</u>	<u>15,560,031</u>	<u>32,067,681</u>	<u>2%</u>
<b>Parking:</b>					
General Operations	8,788,058	9,097,421	3,198,874	9,438,394	4%
Garages	2,189,737	2,384,584	1,021,889	2,196,085	-8%
Surface Lots	218,278	234,880	99,531	232,870	-1%
Violations	1,306,015	1,553,638	618,231	1,754,899	13%
Enforcement	2,674,758	2,736,537	1,371,094	2,742,391	0%
Enforcement - City Center	338,462	339,790	161,547	419,590	23%
Traffic Operations	1,504,155	1,514,153	748,286	1,592,270	5%
Total Parking	<u>17,019,463</u>	<u>17,861,003</u>	<u>7,219,452</u>	<u>18,376,499</u>	<u>3%</u>
<b>Public Safety:</b>					
Public Safety Administration	1,739,145	1,953,286	1,070,500	1,768,339	-9%
Fire Department	26,114,371	26,941,668	12,988,299	28,434,365	6%
Police Department	36,560,087	38,367,809	18,125,715	40,107,021	5%
Total Public Safety	<u>64,413,603</u>	<u>67,262,763</u>	<u>32,184,514</u>	<u>70,309,725</u>	<u>5%</u>
<b>Community Services:</b>					
Public Library-G.F. Contribution	6,425,075	6,557,416	2,840,628	6,767,000	3%
Recreation and Parks	3,876,209	3,838,708	2,080,722	3,968,955	3%
Youth Bureau	2,812,158	2,739,897	1,422,934	2,902,567	6%
Total Community Services	<u>13,113,442</u>	<u>13,136,021</u>	<u>6,344,284</u>	<u>13,638,522</u>	<u>4%</u>
Total Expenditures	<u>\$ 166,480,702</u>	<u>\$ 181,081,207</u>	<u>\$ 87,216,251</u>	<u>\$ 183,797,166</u>	<u>1%</u>

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

<b>REVENUES:</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Revised Budget 12/31/2019</b>	<b>2019-2020 Recognized 12/31/2019</b>	<b>2020-2021 Budget</b>	<b>% Increase (Decrease)</b>
<b>Policy Formulation &amp; Administration:</b>					
CC Policy Formulation	\$ 20,000	\$ 8,184,305	\$ -	\$ 7,100,000	-13%
City Court Proceedings	744,163	990,000	378,195	750,000	-24%
Municipal Management	92,450	110,000	47,900	100,000	-9%
City Clerk Services	141,889	141,100	68,485	138,392	-2%
Counsel to City	3,037	1,475	1,789	2,300	56%
Establish/Maintain Assessment Roll	5,220	3,050	1,542	3,550	16%
Financial Policy and Administration	83	300	125	300	0%
Bookkeeping & Financial Reporting	11,030	15,000	11,478	11,500	-23%
Disbursements & Payroll	4,008	4,020	4,000	4,020	0%
Revenue Collections	1,291,434	1,000,000	522,816	1,016,000	2%
City-wide Financial Activities	124,363,139	127,411,549	97,596,425	131,624,425	3%
Resource Planning & Management	-	-	-	-	0%
Information Technology	4,000	-	-	-	0%
Purchasing, Stockroom & Warehouse	124,120	150,000	25,420	110,000	-27%
Personnel Administration	17	40	45	40	0%
Civil Service Administration	18,838	102,850	98,320	37,290	-64%
DPW Program Mgmt. & Admin.	1,265,688	1,411,479	543,009	1,247,524	-12%
DPW City-owned Bldg. Maintenance	968,199	938,917	460,235	1,251,947	33%
DPW Rolling Stock Maintenance	-	-	-	-	0%
Tax Property Management	-	127,854	169,702	-	-100%
Total Policy Formulation & Admin.	129,057,315	140,591,939	99,929,486	143,397,288	2%
<b>Protection of Persons &amp; Property:</b>					
Street Lighting	123,666	28,700	444	10,000	-65%
Public Safety Administration	3,155	2,400	2,200	2,400	0%
Fire Admin., Prevention & Suppression	927,634	903,837	856,529	912,857	1%
Police Administration	28,626	22,400	-	22,400	0%
License Division	443,746	497,675	118,265	463,200	-7%
Support Services	41,717	42,000	17,013	39,000	-7%
Community Policing	275,000	275,000	110,000	275,000	0%
Patrol Operations	2,102,491	2,734,292	875,591	2,439,251	-11%
Traffic Enforcement Operations	9,165	5,000	4,455	5,000	0%
ESU/Special Response Team	-	-	-	11,000	100%
Total Protection of Persons & Property	3,955,200	4,511,304	1,984,497	4,180,108	-7%
<b>Environmental Protection:</b>					
Waste Collection, Disposal & Recycling	82,395	78,900	5,925	76,900	-3%
Housing Code Enforcement	58,230	53,000	15,343	33,000	-38%
Equip/Environmental Code Enforcement	793,780	754,250	1,291,290	1,061,200	41%
Eng. Review/Construction Code Enf.	5,147,896	4,593,000	4,663,483	4,272,500	-7%
Total Environmental Protection	6,082,301	5,479,150	5,976,041	5,443,600	-1%
<b>Transportation:</b>					
Forestry Services	2,246	1,500	-	1,500	0%
Snow Removal	93,896	100,579	-	100,579	0%
Street Repairs	296,203	28,050	14,025	28,050	0%
Leaf Removal	182	250	118	250	0%
Parking	26,811,034	27,467,516	15,066,177	27,577,958	0%
Traffic Engineering & Administration	13,804	7,652	6,152	6,711	-12%
Operation/Maint. of Traffic Control Devices	10,370	4,000	13,772	12,000	200%
Total Transportation	27,227,735	27,609,547	15,100,244	27,727,048	0%

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

<b>REVENUES:</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Revised Budget 12/31/2019</b>	<b>2019-2020 Recognized 12/31/2019</b>	<b>2020-2021 Budget</b>	<b>% Increase (Decrease)</b>
<b>Social Enrichment Opportunities:</b>					
Recreation & Parks Administration	23,378	42,500	16,408	35,400	-17%
Camps	527,950	521,200	519,530	538,200	3%
Ebersole Rink	414,362	390,900	248,844	385,800	-1%
Pools	37,967	35,000	23,422	39,000	11%
Youth Sports & Activities	241,149	229,500	166,103	241,500	5%
Adult Sports & Activities	327,192	300,308	124,468	327,500	9%
Special Recreation	70,904	53,550	26,385	66,000	23%
Cultural & Special Events	13,463	22,600	8,210	15,100	-33%
Parks Maintenance	120,980	138,800	58,823	135,800	-2%
Senior & Citizens Services	124,218	127,900	62,478	128,100	0%
Youth Program Mgmt/Administration	21,856	-	-	-	0%
After School Centers & Saturday Academy	753,575	700,746	384,136	759,000	8%
Youth Employment	-	-	-	-	0%
Neighborhood Services	9,359	-	-	-	0%
Alternatives Program	30,828	30,519	-	30,519	0%
Bits 'N Pieces Summer Day Camp	134,161	128,444	130,550	134,903	5%
Education & Training Center	38,577	-	-	-	0%
City Support to Federal Programs	25,251	25,000	26,924	27,000	8%
Total Social Enrichment Opportunities	2,915,170	2,746,967	1,796,281	2,863,822	4%
<b>Physical Resource Development:</b>					
Planning Services	53,427	60,000	71,259	55,000	-8%
City Support to URA	12,566	2,000	6,380	5,000	150%
Engineering Services	110,450	80,300	89,750	125,300	56%
Total Physical Development	176,443	142,300	167,389	185,300	30%
<b>Total Revenues</b>	\$ 169,414,164	\$ 181,081,207	\$ 124,953,938	\$ 183,797,166	1%

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

<b>EXPENDITURES:</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Revised Budget 12/31/2019</b>	<b>2019-2020 Recognized 12/31/2019</b>	<b>2020-2021 Budget</b>	<b>% Increase (Decrease)</b>
<b>Policy Formulation &amp; Administration:</b>					
CC Policy Formulation	\$ 411,873	\$ 3,661,554	\$ 197,106	\$ 2,686,331	-27%
City Court Proceedings	17,739	25,625	13,051	25,625	0%
Assessment Review	17,379	18,810	-	18,751	0%
Review of Zoning Appeals	3,178	3,218	1,478	3,158	-2%
Tax Property Management	-	3,000	-	3,000	0%
Board of Ethics	-	300	-	300	0%
WP Housing Authority	10,501	10,502	5,248	10,507	0%
Municipal Management	811,795	948,353	460,067	939,282	-1%
City Clerk Services	646,894	576,783	273,980	736,642	28%
Elections	73,862	80,288	2,248	82,477	3%
Counsel to City	1,298,001	2,140,250	831,967	2,040,480	-5%
Litigation	228,776	489,739	235,438	368,745	-25%
Labor Relations	159,434	862,327	458,622	538,174	-38%
Tax Assessment Review	52,000	313,000	224,000	100,000	-68%
Establish/Maintain Assessment Roll	607,817	661,996	309,344	723,193	9%
Financial Policy and Administration	586,135	645,708	289,220	660,950	2%
Bookkeeping & Financial Reporting	333,750	361,709	169,954	394,953	9%
Disbursements & Payroll	503,909	548,325	262,532	582,963	6%
Revenue Collections	696,612	737,375	342,330	785,205	6%
City-wide Financial Activities	28,756,513	31,606,411	17,863,705	31,006,515	-2%
Resource Planning & Management	431,226	492,450	220,508	495,071	1%
Information Technology	1,468,305	1,659,767	1,050,964	1,626,386	-2%
Purchasing, Stockroom & Warehouse	501,619	484,120	253,649	466,741	-4%
Personnel Administration	333,366	323,815	149,937	305,845	-6%
Civil Service Administration	520,576	601,850	292,690	599,278	0%
DPW Program Mgmt. & Admin.	1,591,651	1,644,412	799,651	1,691,807	3%
DPW City-Owned Bldg. Maintenance	3,746,811	4,497,310	2,421,526	4,379,115	-3%
DPW Rolling Stock Maintenance	2,276,456	2,262,242	1,163,906	2,392,722	6%
Total Policy Formulation & Admin.	46,086,178	55,661,239	28,293,121	53,664,216	-4%
<b>Protection of Persons &amp; Property:</b>					
Street Lighting	958,250	1,339,013	449,854	1,046,601	-22%
Public Safety Administration	1,215,285	1,273,286	730,210	1,063,939	-16%
Fire Administration	339,799	394,019	168,027	425,789	8%
Fire Prevention	1,157,278	1,160,214	575,125	1,220,446	5%
Fire Training	407,763	429,926	147,630	445,096	4%
Fire Special Operations	299,811	483,143	84,672	314,827	-35%
Emergency Medical Services	523,860	680,000	340,290	704,400	4%
Fire Suppression	23,909,720	24,474,366	12,012,845	26,028,207	6%
Police Personnel/Administration	3,227,250	3,371,930	1,487,831	3,543,483	5%
Police Comm/Equip. Maint.	210,353	205,403	100,861	230,138	12%
License Division	132,930	-	-	-	0%
Support Services	1,538,557	1,269,348	716,865	1,568,783	24%
Training/Special Programs	98,009	77,442	145,491	151,577	96%
Community Policing	2,226,411	2,054,768	1,073,233	2,263,406	10%
Criminal Investigations	3,960,590	3,813,440	1,880,871	3,862,295	1%
Narcotics Unit	1,103,503	1,326,114	651,201	1,400,923	6%
Patrol Operations	21,131,381	23,349,185	10,615,690	24,068,001	3%
Traffic Enforcement	2,855,721	2,820,088	1,357,385	2,956,568	5%
ESU/Special Response Team	75,382	80,091	96,287	61,847	-23%
Total Protection of Persons & Property	65,371,853	68,601,776	32,634,368	71,356,326	4%

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

<b>EXPENDITURES:</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Revised Budget 12/31/2019</b>	<b>2019-2020 Recognized 12/31/2019</b>	<b>2020-2021 Budget</b>	<b>% Increase (Decrease)</b>
<b>Environmental Protection:</b>					
Storm Water System Maintenance	67,055	119,609	56,472	173,031	45%
Waste Collection, Disposal & Recycling	7,595,573	7,797,234	3,926,089	8,205,105	5%
Housing Code Enforcement	892,094	685,779	343,977	694,425	1%
Equip/Environmental Code Enforcement	1,017,796	1,036,127	515,387	1,071,596	3%
Eng. Review/Construction Code Enf.	1,077,442	1,225,912	614,242	1,246,260	2%
Total Environmental Protection	<u>10,649,960</u>	<u>10,864,661</u>	<u>5,456,167</u>	<u>11,390,417</u>	<u>5%</u>
<b>Transportation:</b>					
Forestry Services	655,923	741,141	382,505	752,289	2%
Snow Removal	1,457,581	1,243,758	353,083	1,378,517	11%
Street Cleaning	514,811	565,965	254,470	552,552	-2%
Street Repairs	5,634,732	5,997,938	3,219,382	5,998,603	0%
Leaf Removal	321,240	332,335	216,613	330,814	0%
Parking	15,515,308	16,346,850	6,471,166	16,784,229	3%
Traffic Engineering & Administration	408,030	414,495	209,701	434,371	5%
Operations/Maint. of Traffic Control Devices	1,096,125	1,099,658	538,585	1,157,899	5%
Total Transportation	<u>25,603,750</u>	<u>26,742,140</u>	<u>11,645,505</u>	<u>27,389,274</u>	<u>2%</u>
<b>Social Enrichment Opportunities:</b>					
Recreation & Parks Administration	1,036,734	975,647	468,484	1,047,570	7%
Camps	493,878	565,301	430,020	592,503	5%
Ebersole Rink	295,577	292,953	91,494	263,434	-10%
Pools	125,907	142,133	104,983	160,222	13%
Youth Sports & Activities	656,151	539,406	313,757	596,510	11%
Adult Sports & Activities	332,454	312,636	170,791	347,159	11%
Special Recreation	100,811	59,621	30,323	80,871	36%
Cultural & Special Events	187,532	179,359	126,974	189,873	6%
Renaissance Plaza	52,213	46,299	19,594	41,434	-11%
Parks Maintenance	1,820,246	2,101,080	875,976	2,177,861	4%
Senior & Citizens Services	594,952	725,353	324,302	649,379	-10%
Youth Program Mgmt/Administration	609,064	625,168	297,393	647,629	4%
After School Centers & Saturday Academy	861,018	908,700	397,767	949,294	4%
Youth Employment	552,033	540,265	403,480	605,092	12%
Neighborhood Services	320,746	283,258	98,364	294,370	4%
Alternatives Program	366,464	280,013	132,884	303,147	8%
Bits 'N Pieces Summer Day Camp	102,833	102,493	93,066	103,035	1%
Education & Training Center	68,459	-	-	-	0%
General Fund Contribution to Library	6,425,075	6,557,416	2,840,628	6,767,000	3%
City Support to Federal Programs	3,986	4,133	2,042	4,229	2%
Total Social Enrichment Opportunities	<u>15,006,133</u>	<u>15,241,234</u>	<u>7,222,322</u>	<u>15,820,612</u>	<u>4%</u>
<b>Physical Resource Development:</b>					
Planning Services	1,042,852	1,094,607	520,860	1,180,610	8%
City Support to URA	6,644	6,885	3,404	7,047	2%
Engineering Services	2,713,332	2,868,665	1,440,504	2,988,664	4%
Total Physical Development	<u>3,762,828</u>	<u>3,970,157</u>	<u>1,964,768</u>	<u>4,176,321</u>	<u>5%</u>
<b>Total Expenditures</b>	<u><u>\$ 166,480,702</u></u>	<u><u>\$ 181,081,207</u></u>	<u><u>\$ 87,216,251</u></u>	<u><u>\$ 183,797,166</u></u>	<u><u>1%</u></u>

**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 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Assessment Review	A004	\$ <u>17,379</u>	\$ <u>18,810</u>	\$ <u>18,751</u>	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 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 15,108	\$ 15,955	\$ -	\$ 15,900
Employee Benefits	1,790	1,970	-	1,966
Materials & Supplies	165	585	-	585
Direct Costs	<u>316</u>	<u>300</u>	<u>-</u>	<u>300</u>
Total Expenditures	<u>\$ 17,379</u>	<u>\$ 18,810</u>	<u>\$ -</u>	<u>\$ 18,751</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	<u>\$ 17,379</u>	<u>\$ 18,810</u>	<u>\$ -</u>	<u>\$ 18,751</u>

# 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:

### Net Cost

<u>Title</u>	<u>Activity Code</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	<u>Reference Page</u>
Establishment/Maintenance of Assessment Roll	A015	\$ 602,597	\$ 658,946	\$ 719,643	III-11

## REQUIRED RESOURCES- FULL TIME POSITIONS:

### FY 19-20 Revised Budget 12/31/19

### FY 20-21 Proposed Budget

<u>Title</u>	<u>Grade</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>
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>5</u>	<u>-</u>	<u>5</u>	<u>5</u>	<u>-</u>

# ASSESSOR

<u>REQUIRED RESOURCES- SUMMARY</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 413,934	\$ 433,827	\$ 212,217	\$ 445,249
Employee Benefits	172,640	193,935	93,556	207,959
Materials & Supplies	18,601	30,530	2,529	65,435
Direct Costs	2,642	2,950	288	2,950
Equipment	-	754	754	1,600
Total Expenditures	<u>\$ 607,817</u>	<u>\$ 661,996</u>	<u>\$ 309,344</u>	<u>\$ 723,193</u>
<b><u>Revenues</u></b>				
Miscellaneous Revenues	<u>\$ 5,220</u>	<u>\$ 3,050</u>	<u>\$ 1,542</u>	<u>\$ 3,550</u>
Total Program Generated Revenues	<u>\$ 5,220</u>	<u>\$ 3,050</u>	<u>\$ 1,542</u>	<u>\$ 3,550</u>
<b>Net Cost</b>	<u><u>\$ 602,597</u></u>	<u><u>\$ 658,946</u></u>	<u><u>\$ 307,802</u></u>	<u><u>\$ 719,643</u></u>

**BUDGET DEPARTMENT****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:****Net Cost**

<u>Title</u>	<u>Activity Code</u>	<u>FY 18-19 Actual</u>	<u>Net Cost</u>		<u>Reference Page</u>
			<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Resource Planning & Management	A022	\$ 431,226	\$ 492,450	\$ 495,071	III-35

**REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

<u>Title</u>	<u>Grade</u>	<u>FY 19-20 Revised Budget 12/31/19</u>			<u>FY 20-21 Proposed Budget</u>		
		<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>
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>2</u>	<u>2</u>	<u>4</u>	<u>2</u>	<u>2</u>

**BUDGET DEPARTMENT**

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 298,825	\$ 355,446	\$ 167,291	\$ 357,355
Employee Benefits	72,406	126,429	51,995	127,116
Materials & Supplies	8,364	9,400	647	9,400
Direct Costs	550	575	575	600
Equipment	1,081	600	-	600
Operating Transfer:				
Capital Projects Fund	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>\$ 431,226</u>	<u>\$ 492,450</u>	<u>\$ 220,508</u>	<u>\$ 495,071</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	<b><u>\$ 431,226</u></b>	<b><u>\$ 492,450</u></b>	<b><u>\$ 220,508</u></b>	<b><u>\$ 495,071</u></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:

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Engineering Review & Const. Code Enforcement	C010	\$ (4,070,454)	\$ (3,367,088)	\$ (3,026,240)	III-115
Equipment & Environmental Code Enforcement	C008	224,016	281,877	10,396	III-117
Housing Code Enforcement	C007	833,864	632,779	661,425	III-119
		<u>\$ (3,012,574)</u>	<u>\$ (2,452,432)</u>	<u>\$ (2,354,419)</u>	

**BUILDING DEPARTMENT****REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

Title	Grade	FY 19-20 Revised Budget 12/31/19			FY 20-21 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
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	6	4	2	6	4	2
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	1	1	-	1	1	-
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>19</u>	<u>4</u>	<u>23</u>	<u>19</u>	<u>4</u>

\* One or more positions underfilled

**BUILDING DEPARTMENT**

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,999,174	\$ 1,954,751	\$ 988,648	\$ 2,010,682
Employee Benefits	879,990	872,555	430,168	894,896
Materials & Supplies	42,737	44,959	17,325	44,959
Direct Costs	29,336	28,800	2,833	28,800
Rolling Stock/Equipment	36,095	46,753	34,632	32,944
Total Expenditures	<u>\$ 2,987,332</u>	<u>\$ 2,947,818</u>	<u>\$ 1,473,606</u>	<u>\$ 3,012,281</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ 135,353	\$ 100,450	\$ 75,164	\$ 110,450
Licenses & Permits:				
Building	4,362,980	3,750,000	4,076,608	3,297,000
Plumbing	367,045	350,000	1,024,500	650,000
Electrical	454,074	525,000	383,012	640,000
Elevator	242,640	239,050	237,850	240,050
Other	422,889	422,750	129,539	415,700
Miscellaneous Revenues	14,925	13,000	43,443	13,500
Total Program Generated Revenues	<u>\$ 5,999,906</u>	<u>\$ 5,400,250</u>	<u>\$ 5,970,116</u>	<u>\$ 5,366,700</u>
<b>Net Cost</b>	<u><u>\$ (3,012,574)</u></u>	<u><u>\$ (2,452,432)</u></u>	<u><u>\$ (4,496,510)</u></u>	<u><u>\$ (2,354,419)</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 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 20-21 Proposed Budget	
City Court Proceedings	A003	\$ (726,424)	\$ (964,375)	\$ (724,375)	III-43

**REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

Full time Court Personnel are New York State Employees.

**REQUIRED RESOURCES-  
SUMMARY**

	FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b><u>Expenditures</u></b>				
Employee Benefits -				
Non-Salary Related	\$ 1,445	\$ 2,500	\$ 875	\$ 2,500
Materials & Supplies	14,344	16,125	10,187	16,125
Direct Costs	1,950	7,000	1,989	7,000
<b>Total Expenditures</b>	<b>17,739</b>	<b>25,625</b>	<b>13,051</b>	<b>25,625</b>
<b><u>Revenues</u></b>				
Fines & Forfeitures	\$ 744,163	\$ 990,000	\$ 378,195	\$ 750,000
<b>Total Program Generated Revenues</b>	<b>\$ 744,163</b>	<b>\$ 990,000</b>	<b>\$ 378,195</b>	<b>\$ 750,000</b>
<b>Net Cost</b>	<b>\$ (726,424)</b>	<b>\$ (964,375)</b>	<b>\$ (365,144)</b>	<b>\$ (724,375)</b>

## 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:

#### Net Cost

Title	Activity Code	FY 19-20			Reference Page
		FY 18-19 Actual	Revised Budget 12/31/19	FY 20-21 Proposed Budget	
City Clerk Services	A009	\$ 505,005	\$ 435,683	\$ 598,250	III-3
Elections	A010	73,862	80,288	82,477	III-47
		<u>\$ 578,867</u>	<u>\$ 515,971</u>	<u>\$ 680,727</u>	

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 19-20 Revised Budget 12/31/19			FY 20-21 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 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 399,506	\$ 369,789	\$ 178,022	\$ 494,920
Employee Benefits	215,097	169,291	83,653	204,769
Materials & Supplies	16,859	19,910	7,093	20,130
Direct Costs	<u>89,294</u>	<u>98,081</u>	<u>7,460</u>	<u>99,300</u>
Total Expenditures	\$ <u>720,756</u>	\$ <u>657,071</u>	\$ <u>276,228</u>	\$ <u>819,119</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ 119,676	\$ 122,600	\$ 58,462	\$ 115,900
Licenses & Permits	20,841	16,700	8,704	20,900
Miscellaneous Revenues	<u>1,372</u>	<u>1,800</u>	<u>1,319</u>	<u>1,592</u>
Total Program Generated Revenues	\$ <u>141,889</u>	\$ <u>141,100</u>	\$ <u>68,485</u>	\$ <u>138,392</u>
<b>Net Cost</b>	<b>\$ <u>578,867</u></b>	<b>\$ <u>515,971</u></b>	<b>\$ <u>207,743</u></b>	<b>\$ <u>680,727</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:**

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Policy Formulation	A001	\$ 391,873	\$ (4,522,751)	\$ (4,413,669)	III-57

**REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

<u>Title</u>	<u>Grade</u>	<u>FY 19-20 Revised Budget 12/31/19</u>			<u>FY 20-21 Proposed Budget</u>		
		<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>
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 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 221,326	\$ 221,326	\$ 109,818	\$ 221,326
Employee Benefits	135,270	137,887	68,063	99,855
Materials & Supplies	6,855 #	7,150	1,837	7,150
Direct Costs	48,422	55,000	17,388	55,500
Equipment	-	-	-	500
Reserve for Financing	-	3,240,191	-	2,302,000
Total Expenditures	<u>\$ 411,873</u>	<u>\$ 3,661,554</u>	<u>\$ 197,106</u>	<u>\$ 2,686,331</u>
<b><u>Revenues</u></b>				
Refund Prior Yr Expenditures	\$ 20,000	\$ -	\$ -	\$ -
Appropriation for Prior Year Encumbrances	-	2,129,305	-	-
Appropriation of Fund Balance	-	6,055,000	-	7,100,000
Total Program Generated Revenues	<u>\$ 20,000</u>	<u>\$ 8,184,305</u>	<u>\$ -</u>	<u>\$ 7,100,000</u>
<b>Net Cost</b>	<u><u>\$ 391,873</u></u>	<u><u>\$ (4,522,751)</u></u>	<u><u>\$ 197,106</u></u>	<u><u>\$ (4,413,669)</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:

#### Net Cost

Title	Activity Code	FY 18-19 Actual	FY 19-20		Reference Page
			Revised Budget 12/31/19	FY 20-21 Proposed Budget	
Bookkeeping & Financial Reporting	A018	\$ 322,720	\$ 346,709	\$ 383,453	III-25
City-wide Financial Activities	A021	(95,606,626)	(95,805,138)	(100,617,910)	III-27
Disbursements & Payroll	A019	499,901	544,305	578,943	III-29
Financial Policy & Admin.	A017	586,052	645,408	660,650	III-31
Revenue Collections	A020	(594,822)	(262,625)	(230,795)	III-37
		\$ (94,792,775)	\$ (94,531,341)	\$ (99,225,659)	

**FINANCE DEPARTMENT**

<b>REQUIRED RESOURCES- FULL TIME POSITIONS:</b>		<b>FY 19-20 Revised Budget 12/31/19</b>			<b>FY 20-21 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 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	-
Employee Benefits Clerk	10	1	1	-	1	1	-
Assist. Employee Benefits Clerk	8	-	-	-	1	1	-
Bookkeeper	8	5	4	1	4	4	-
Senior Account Clerk	5	1	1	-	1	1	-
		<u>17</u>	<u>15</u>	<u>2</u>	<u>17</u>	<u>16</u>	<u>1</u>

\* One or more positions underfilled

## FINANCE DEPARTMENT

<b>REQUIRED RESOURCES-SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,457,801	\$ 1,539,252	\$ 717,220	\$ 1,619,244
Attendance Bonus	6,200	5,500	-	6,000
Employee Benefits	659,502	713,066	357,442	758,276
Health Insurance Administration	45,979	46,000	20,545	47,000
Health Insurance Buyouts	728,125	756,000	721,982	691,109
Retirees' Health Benefits	10,710,241	11,150,000	5,608,882	11,708,511
Group Life Insurance-Management	68,653	73,000	33,171	75,150
Materials & Supplies	42,769	58,850	15,503	60,850
Direct Costs:				
Contribution to Self Ins. Fund	6,775,232	6,026,127	6,026,127	5,622,142
Legal Judgments-Tax Certs	776,567	2,300,000	876,982	1,800,000
Taxes-City Property	422,248	425,000	8,180	454,000
B.I.D. Services	700,000	700,000	700,000	700,000
Other	233,431	589,505	436,692	292,505
Equipment	-	3,000	565	2,400
Transfer to Debt Service Fund	8,250,171	9,514,228	3,404,450	9,593,399
Total Expenditures	<u>\$ 30,876,919</u>	<u>\$ 33,899,528</u>	<u>\$ 18,927,741</u>	<u>\$ 33,430,586</u>
<b><u>Revenues</u></b>				
Taxes & Related Items:				
Property Tax Levy	\$ 59,379,128	\$ 61,436,820	\$ 61,436,531	\$ 63,247,897
Sales Tax	45,103,980	44,000,000	26,957,067	46,000,000
Sales Tax-Restricted	5,011,553	-	1,381,538	-
Other	4,726,882	4,988,948	1,764,328	4,676,879
Intergovernmental	7,862,900	7,463,256	2,484,323	7,463,256
Charges for Services	994,863	1,596,300	1,592,603	1,638,910
Licenses & Permits	1,037,296	1,035,500	512,987	965,500
Miscellaneous Revenues	209,663	509,020	1,462,270	1,304,020
Interest Income	1,341,803	1,020,000	543,197	1,041,000
Capital Projects Unused Funds	1,626	-	-	-
Apprtd. Tax Stabilization Reserve	-	5,111,025	-	5,198,783
Apprtd. Open Space Reserve	-	120,000	-	120,000
Apprtd. Tax Certiorari Reserve	-	1,150,000	-	1,000,000
Total Program Generated Revenues	<u>\$ 125,669,694</u>	<u>\$ 128,430,869</u>	<u>\$ 98,134,844</u>	<u>\$ 132,656,245</u>
<b>Net Cost</b>	<u><b>\$ (94,792,775)</b></u>	<u><b>\$ (94,531,341)</b></u>	<u><b>\$ (79,207,103)</b></u>	<u><b>\$ (99,225,659)</b></u>

## GENERAL FUND CONTRIBUTION TO THE LIBRARY FUND

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### 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 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
General Fund Contribution to the Library	F019	\$ <u>6,425,075</u>	\$ <u>6,557,416</u>	\$ <u>6,767,000</u>	III-152

### REQUIRED RESOURCES- FULL TIME POSITIONS:

See Library Fund Budget, Section IV

## INFORMATION TECHNOLOGY DEPARTMENT

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### 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:

#### Net Cost

Title	Activity Code	FY 18-19 Actual	FY 19-20		Reference Page
			Revised Budget 12/31/19	FY 20-21 Proposed Budget	
Information Technology	IT01	\$ 1,464,305	\$ 1,659,767	\$ 1,626,386	III-13

### REQUIRED RESOURCES- FULL TIME POSITIONS:

#### FY 19-20 Revised Budget 12/31/19

#### FY 20-21 Proposed Budget

Title	Grade	FY 19-20			FY 20-21		
		Authorized	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

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 690,505	\$ 721,934	\$ 355,621	\$ 738,564
Employee Benefits	273,700	283,872	138,847	293,666
Materials & Supplies:				
Computer Sys. Software	124,941	250,800	199,993	139,096
Application Software	129,126	135,000	146,239	142,000
Data Communications	27,119	22,000	11,581	20,000
Other	8,735	13,470	3,154	9,200
Direct Costs:				
Network Support	69,000	100,725	102,565	105,000
On-line Subscription Service	129,585	100,160	83,423	130,160
Other	3,000	5,450	3,792	4,700
Equipment	12,594	26,356	5,749	44,000
Total Expenditures	\$ 1,468,305	\$ 1,659,767	\$ 1,050,964	\$ 1,626,386
 <b><u>Revenues</u></b>				
Miscellaneous Revenues	\$ 4,000	\$ -	\$ -	\$ -
Total Program Generated Revenues	\$ 4,000	\$ -	\$ -	\$ -
<b>Net Cost</b>	<b>\$ 1,464,305</b>	<b>\$ 1,659,767</b>	<b>\$ 1,050,964</b>	<b>\$ 1,626,386</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:

#### Net Cost

<u>Title</u>	<u>Activity Code</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget</u>		<u>FY 20-21 Proposed Budget</u>	<u>Reference Page</u>
			<u>12/31/19</u>			
Counsel to City	A011	\$ 1,294,964	\$ 2,138,775	\$	2,038,180	III-45
Labor Relations	A013	159,434	862,327		538,174	III-51
Litigation/Tax Assess Review	A012/A014	280,776	802,739		468,745	III-49
		<u>\$ 1,735,174</u>	<u>\$ 3,803,841</u>	<u>\$</u>	<u>3,045,099</u>	

### REQUIRED RESOURCES- FULL TIME POSITIONS:

#### FY 19-20 Revised Budget 12/31/19

#### FY 20-21 Proposed Budget

<u>Title</u>	<u>Grade</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>
Corporation Counsel	Appt.	1	1	-	1	1	-
Deputy Corp. Counsel	Appt.	1	1	-	1	1	-
Sr. Asst. Corp. Counsel	M/C20	6	4	2	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>7</u>	<u>3</u>	<u>10</u>	<u>10</u>	<u>-</u>

\* One or more positions underfilled.

**LAW DEPARTMENT**

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,136,635	\$ 1,550,089	\$ 542,759	\$ 1,582,328
Employee Benefits	393,058	447,362	167,030	531,673
Materials & Supplies	44,025	49,425	13,062	50,100
Direct Costs:				
Consultants	37,226	698,001	432,000	310,000
Labor Counsel	41,891	375,001	260,145	200,000
Proceed. Review -Tax Certiorari	52,000	313,000	224,000	100,000
Other	33,076	364,500	105,394	266,000
Equipment	300	7,938	5,637	7,298
Total Expenditures	\$ 1,738,211	\$ 3,805,316	\$ 1,750,027	\$ 3,047,399
<b><u>Revenues</u></b>				
Charges for Services	\$ 2,800	\$ 1,475	\$ 1,789	\$ 2,300
Miscellaneous Revenues	237	-	-	-
Total Program Generated Revenues	\$ 3,037	\$ 1,475	\$ 1,789	\$ 2,300
<b>Net Cost</b>	<b>\$ 1,735,174</b>	<b>\$ 3,803,841</b>	<b>\$ 1,748,238</b>	<b>\$ 3,045,099</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 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 20-21 Proposed Budget	
Municipal Management	A007	\$ 719,345	\$ 838,353	\$ 839,282	III-59

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 19-20 Revised Budget 12/31/19			FY 20-21 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/C11	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 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 525,846	\$ 554,776	\$ 274,300	\$ 570,038
Employee Benefits	243,645	259,377	128,724	272,044
Materials & Supplies	7,718	16,200	4,355	16,200
Direct Costs:				
Special Events	33,183	107,000	47,528	70,000
Other	1,403	6,000	160	6,000
Equipment	-	5,000	5,000	5,000
Total Expenditures	<u>\$ 811,795</u>	<u>\$ 948,353</u>	<u>\$ 460,067</u>	<u>\$ 939,282</u>
<b><u>Revenues</u></b>				
Licenses & Permits	\$ 89,450	\$ 110,000	\$ 47,900	\$ 100,000
Miscellaneous Revenues	<u>3,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Program Generated Revenues	<u>\$ 92,450</u>	<u>\$ 110,000</u>	<u>\$ 47,900</u>	<u>\$ 100,000</u>
<b>Net Cost</b>	<b><u>\$ 719,345</u></b>	<b><u>\$ 838,353</u></b>	<b><u>\$ 412,167</u></b>	<b><u>\$ 839,282</u></b>

# PARKING DEPARTMENT

## 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, 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:

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
General Operations	P100	\$ 8,270,522	\$ 8,588,046	\$ 8,855,619	III-135
Garages	P202/P209	(9,372,045)	(9,187,234)	(9,511,030)	III-137
Lots and On-Street Parking	P300/P400	(5,919,644)	(5,834,220)	(5,948,573)	III-139
Parking Violations	P500	(6,943,897)	(7,403,383)	(7,002,716)	III-141
Enforcement-Gen. Parking	P600	2,674,758	2,736,537	2,742,391	III-142
City Center Enforcement	P700	(5,420)	(20,412)	70,580	III-143
Traffic Engineering	P809	394,226	406,843	427,660	III-145
Traffic Maintenance	P810	1,085,755	1,095,658	1,145,899	III-147
		<u>\$ (9,815,745)</u>	<u>\$ (9,618,165)</u>	<u>\$ (9,220,170)</u>	

# PARKING DEPARTMENT

## REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 19-20 Revised Budget 12/31/19			FY 20-21 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	5	-	5	5	-
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	3	1	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	13	12	1	13	12	1
Traffic Sign Installer	8	2	2	-	2	2	-
Bookkeeper	8	1	1	-	1	1	-
Parking Enforcement Officer	7	15	14	1	13	13	-
Pkg/ Code Enforcement Officer	7	12	12	-	14	14	-
Pkg./Code Enforce Off- Span S.	7	2	1	1	2	1	1
Skilled Laborer	6	10	10	*	10	10	*
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>90</u>	<u>7</u>	<u>97</u>	<u>92</u>	<u>5</u>

\* One or more positions underfilled.

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# PARKING DEPARTMENT

<u>REQUIRED RESOURCES- SUMMARY</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 6,009,747	\$ 6,191,017	\$ 3,085,448	\$ 6,506,087
Employee Benefits	2,961,297	3,021,256	1,479,423	3,129,771
Materials & Supplies	1,665,279	1,768,365	658,833	1,571,310
Direct Costs	2,054,957	2,348,415	1,081,231	2,640,176
Equipment	21,418	73,000	62,484	45,000
Rolling Stock	18,143	117,500	100,821	77,000
Transfer to Debt Service Fund	4,288,622	4,341,450	751,212	4,407,155
Total Expenditures	<u>\$ 17,019,463</u>	<u>\$ 17,861,003</u>	<u>\$ 7,219,452</u>	<u>\$ 18,376,499</u>
<b><u>Revenues</u></b>				
Charges for Services:				
CashKey Collections	\$ 31,975	\$ 29,000	\$ 8,957	\$ 11,000
Permits	5,860,093	5,824,957	4,610,589	6,152,662
Meters	10,836,206	10,800,050	5,422,024	10,824,121
Other	524,858	531,502	247,288	527,010
Licenses & Permits	12,304	6,152	6,152	6,711
Fines & Forfeitures	8,204,254	8,928,521	4,209,259	8,690,215
Miscellaneous Revenues	1,365,518	1,358,986	581,832	1,384,950
Total Program Generated Revenues	<u>\$ 26,835,208</u>	<u>\$ 27,479,168</u>	<u>\$ 15,086,101</u>	<u>\$ 27,596,669</u>
<b>Net Cost</b>	<b><u><u>\$ (9,815,745)</u></u></b>	<b><u><u>\$ (9,618,165)</u></u></b>	<b><u><u>\$ (7,866,649)</u></u></b>	<b><u><u>\$ (9,220,170)</u></u></b>

## *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 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
General Operations	P100	\$ <u>8,270,522</u>	\$ <u>8,588,046</u>	\$ <u>8,855,619</u>	III-135

## PARKING DEPARTMENT GENERAL OPERATIONS

REQUIRED RESOURCES- SUMMARY	FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 2,158,434	\$ 2,191,721	\$ 1,091,647	\$ 2,342,554
Employee Benefits	1,077,447	1,116,639	546,270	1,179,432
Materials & Supplies:				
Maintenance Supplies	94,405	100,000	33,638	100,000
Parking Meter Maint./Parts	82,611	90,000	59,841	65,000
Rolling Stock Operations	82,144	93,200	51,270	93,200
Other	64,260	93,750	20,350	89,600
Direct Costs:				
Credit Card Fees	705,441	708,300	405,151	818,311
Other	211,327	185,861	87,528	237,142
Equipment	5,224	59,000	51,146	29,000
Rolling Stock	18,143	117,500	100,821	77,000
Transfer to Debt Service Fund	<u>4,288,622</u>	<u>4,341,450</u>	<u>751,212</u>	<u>4,407,155</u>
Total Expenditures	<u>\$ 8,788,058</u>	<u>\$ 9,097,421</u>	<u>\$ 3,198,874</u>	<u>\$ 9,438,394</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Cash Key Collections	\$ 31,975	\$ 29,000	\$ 8,957	\$ 11,000
Permits	3,993	6,625	1,500	7,075
Meters	98,332	97,250	97,500	178,200
Miscellaneous Revenues:				
Property Rental	48,500	48,500	22,250	48,500
Developer's Contribution	250,000	250,000	250,000	250,000
Other	<u>84,736</u>	<u>78,000</u>	<u>27,235</u>	<u>88,000</u>
Total Program Generated Revenues	<u>\$ 517,536</u>	<u>\$ 509,375</u>	<u>\$ 407,442</u>	<u>\$ 582,775</u>
<b>Net Cost</b>	<u><u>\$ 8,270,522</u></u>	<u><u>\$ 8,588,046</u></u>	<u><u>\$ 2,791,432</u></u>	<u><u>\$ 8,855,619</u></u>

## 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 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Garages	P202-P209	\$ (9,372,045)	\$ (9,187,234)	\$ (9,511,030)	III-137

## PARKING DEPARTMENT GARAGES

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 667,183	\$ 725,119	\$ 346,805	\$ 747,175
Employee Benefits	336,322	360,941	178,617	375,782
Materials & Supplies:				
Utilities	741,644	783,250	254,873	653,250
Other	93,822	83,625	26,996	39,450
Direct Costs:				
Service Contracts	231,317	306,887	162,511	260,578
Insurance Premiums	116,448	122,112	50,905	117,200
Other	3,001	2,650	1,182	2,650
Total Expenditures	<u>\$ 2,189,737</u>	<u>\$ 2,384,584</u>	<u>\$ 1,021,889</u>	<u>\$ 2,196,085</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Permits	\$ 4,930,709	\$ 4,875,032	\$ 3,842,111	\$ 5,181,711
Meters	5,525,343	5,577,000	2,754,001	5,428,354
Fines & Forfeitures	133,818	141,300	60,170	110,600
Miscellaneous Revenues:				
White Plains Hospital Lease	898,731	906,384	237,322	910,980
Other Lease	73,181	72,102	31,253	75,470
Total Program Generated Revenues	<u>\$ 11,561,782</u>	<u>\$ 11,571,818</u>	<u>\$ 6,924,857</u>	<u>\$ 11,707,115</u>
<b>Net Cost</b>	<u><u>\$ (9,372,045)</u></u>	<u><u>\$ (9,187,234)</u></u>	<u><u>\$ (5,902,968)</u></u>	<u><u>\$ (9,511,030)</u></u>

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

---

**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 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Parking Lots and On-street Parking	P300/ P400	\$ (5,919,644)	\$ (5,834,220)	\$ (5,948,573)	III-139

## PARKING DEPARTMENT LOTS & ON-STREET PARKING

REQUIRED RESOURCES- SUMMARY	FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b><u>Expenditures</u></b>				
Materials & Supplies:				
Utilities	\$ 52,680	\$ 57,000	\$ 15,847	\$ 47,000
Property Rental	123,442	129,000	36,497	129,000
Direct Costs	42,156	48,880	47,187	56,870
Total Expenditures	\$ 218,278	\$ 234,880	\$ 99,531	\$ 232,870
 <b><u>Revenues</u></b>				
Charges for Services:				
Permits	\$ 925,391	\$ 943,300	\$ 766,978	\$ 963,876
Meters	5,212,531	5,125,800	2,570,523	5,217,567
Total Program Generated Revenues	\$ 6,137,922	\$ 6,069,100	\$ 3,337,501	\$ 6,181,443
 <b>Net Cost</b>	 <b>\$ (5,919,644)</b>	 <b>\$ (5,834,220)</b>	 <b>\$ (3,237,970)</b>	 <b>\$ (5,948,573)</b>

# 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 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Parking Violations Office	P500	\$ (6,943,897)	\$ (7,403,383)	\$ (7,002,716)	III-141

## PARKING DEPARTMENT VIOLATIONS

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 364,495	\$ 372,973	\$ 185,079	\$ 384,036
Employee Benefits	155,507	159,365	78,452	162,853
Materials & Supplies:				
Printing	7,570	11,400	4,287	11,400
Postage	65,353	58,000	27,986	65,000
Other	3,780	3,500	785	18,510
Direct Costs:				
Ticket Collection Contract	391,721	397,000	161,332	395,000
Red Light Cameras Contract	247,500	495,000	146,077	675,000
Towing	55,000	45,000	8,450	30,000
Credit Card Fees	14,291	10,400	5,484	12,100
Other	798	1,000	299	1,000
Total Expenditures	\$ <u>1,306,015</u>	\$ <u>1,553,638</u>	\$ <u>618,231</u>	\$ <u>1,754,899</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Towing & Storage	\$ 179,476	\$ 169,800	\$ 80,723	\$ 178,000
Fines & Forfeitures:				
Parking Fines	7,286,254	7,437,000	3,560,892	7,229,615
Red Light Fines	784,182	1,350,221	588,197	1,350,000
Total Program Generated Revenues	\$ <u>8,249,912</u>	\$ <u>8,957,021</u>	\$ <u>4,229,812</u>	\$ <u>8,757,615</u>
<b>Net Cost</b>	\$ <u><u>(6,943,897)</u></u>	\$ <u><u>(7,403,383)</u></u>	\$ <u><u>(3,611,581)</u></u>	\$ <u><u>(7,002,716)</u></u>

## **PARKING DEPARTMENT ENFORCEMENT - GENERAL PARKING**

### **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:**

#### **Net Cost**

<u>Title</u>	<u>Activity Code</u>	<u>FY 18-19 Actual</u>	<u>Net Cost</u>		<u>Reference Page</u>
			<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Parking Enforcement - General Parking	P600	\$ 2,674,758	\$ 2,736,537	\$ 2,742,391	III-142

## PARKING DEPARTMENT ENFORCEMENT-GENERAL PARKING

REQUIRED RESOURCES- SUMMARY	FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,805,369	\$ 1,868,826	\$ 942,966	\$ 1,892,314
Employee Benefits	861,236	855,871	419,586	840,977
Materials & Supplies	4,440	7,840	4,640	5,100
Equipment	3,713	4,000	3,902	4,000
Total Expenditures	\$ 2,674,758	\$ 2,736,537	\$ 1,371,094	\$ 2,742,391
 <b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	<b>\$ 2,674,758</b>	<b>\$ 2,736,537</b>	<b>\$ 1,371,094</b>	<b>\$ 2,742,391</b>

## *PARKING DEPARTMENT CITY CENTER ENFORCEMENT*

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### **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 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Parking City Center Enforcement	P700	\$ (5,420)	\$ (20,412)	\$ 70,580	III-143

## *PARKING DEPARTMENT CITY CENTER ENFORCEMENT*

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 216,099	\$ 227,748	\$ 109,374	\$ 284,256
Employee Benefits	<u>122,363</u>	<u>112,042</u>	<u>52,173</u>	<u>135,334</u>
Total Expenditures	<u>\$ 338,462</u>	<u>\$ 339,790</u>	<u>\$ 161,547</u>	<u>\$ 419,590</u>
 <b><u>Revenues</u></b>				
Charges for Services:				
Sec & Enforcement Reimbursement	\$ <u>343,882</u>	\$ <u>360,202</u>	\$ <u>166,565</u>	\$ <u>349,010</u>
Total Program Generated Revenues	<u>\$ 343,882</u>	<u>\$ 360,202</u>	<u>\$ 166,565</u>	<u>\$ 349,010</u>
 <b>Net Cost</b>	 <u><u>\$ (5,420)</u></u>	 <u><u>\$ (20,412)</u></u>	 <u><u>\$ (5,018)</u></u>	 <u><u>\$ 70,580</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/marketing 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 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 20-21 Proposed Budget	
Traffic Engineering	P809	\$ 394,226	\$ 406,843	\$ 427,660	III-145
Traffic Maintenance	P810	1,085,755	1,095,658	1,145,899	III-147
		<u>\$ 1,479,981</u>	<u>\$ 1,502,501</u>	<u>\$ 1,573,559</u>	

## PARKING DEPARTMENT - TRAFFIC DIVISION

REQUIRED RESOURCES- SUMMARY	FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 798,167	\$ 804,630	\$ 409,577	\$ 855,752
Employee Benefits	408,422	416,398	204,325	435,393
Materials & Supplies:				
Traffic Maintenance Supplies	89,831	80,700	56,641	87,000
Utilities	147,611	159,000	55,385	150,000
Other	11,686	18,100	9,797	17,800
Direct Costs	35,957	25,325	5,125	34,325
Equipment	12,481	10,000	7,436	12,000
Total Expenditures	\$ 1,504,155	\$ 1,514,153	\$ 748,286	\$ 1,592,270
<b><u>Revenues</u></b>				
Charges for Services	\$ 1,500	\$ 1,500	\$ -	\$ -
Licenses & Permits	12,304	6,152	6,152	6,711
Miscellaneous Revenues	10,370	4,000	13,772	12,000
Total Program Generated Revenues	\$ 24,174	\$ 11,652	\$ 19,924	\$ 18,711
<b>Net Cost</b>	<b>\$ 1,479,981</b>	<b>\$ 1,502,501</b>	<b>\$ 728,362</b>	<b>\$ 1,573,559</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 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 20-21 Proposed Budget	
Civil Service Administration	A030	\$ 501,739	\$ 499,000	\$ 561,988	III-7
Personnel Administration	A029	333,348	323,775	305,805	III-15
		<u>\$ 835,087</u>	<u>\$ 822,775</u>	<u>\$ 867,793</u>	

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 19-20 Revised Budget 12/31/19			FY 20-21 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/C8	1	1	*	2	2	*
Office Assistant II-Spanish Spk	M/C6	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 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 529,065	\$ 580,408	\$ 311,928	\$ 553,940
Employee Benefits	218,740	218,850	106,831	227,200
Employee Benefits-City-wide	17,300	18,900	9,120	18,980
Materials & Supplies	10,728	19,150	4,206	18,150
Direct Costs:				
Civil Service Exams	50,027	40,480	5,340	42,480
Other	25,999	42,173	999	43,173
Equipment	2,083	5,704	4,203	1,200
Total Expenditures	\$ 853,942	\$ 925,665	\$ 442,627	\$ 905,123
<b><u>Revenues</u></b>				
Charges for Services	\$ 18,837	\$ 102,750	\$ 98,300	\$ 37,250
Miscellaneous Revenues	18	140	65	80
Total Program Generated Revenues	\$ 18,855	\$ 102,890	\$ 98,365	\$ 37,330
<b>Net Cost</b>	<b>\$ 835,087</b>	<b>\$ 822,775</b>	<b>\$ 344,262</b>	<b>\$ 867,793</b>

## 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, and 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 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 20-21 Proposed Budget	
City Support to Federal Programs	F022	\$ (21,265)	\$ (20,867)	\$ (22,771)	III-189
City Support to Urban Renewal Agency	F025	(5,922)	4,885	2,047	III-197
Planning Services	F001	989,425	1,034,607	1,125,610	III-201
Education and Training Center	F023	29,882	-	-	III-193
		<u>\$ 992,120</u>	<u>\$ 1,018,625</u>	<u>\$ 1,104,886</u>	

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 19-20 Revised Budget 12/31/19			FY 20-21 Proposed Budget		
		Authorized	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 II	14	-	-	-	1	-	1
Planner I	11	2	1	1	1	1	-
Drafter II	10	1	1	-	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 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 762,348	\$ 715,212	\$ 348,150	\$ 741,836
Employee Benefits	276,341	269,440	126,759	277,805
Materials & Supplies	10,151	12,428	3,993	14,445
Direct Costs:				
Rent Abatements	46,363	75,000	18,334	75,000
ETPA Admin. Charges	24,310	28,000	28,000	28,000
Other	2,428	3,000	1,090	53,000
Equipment	-	2,545	-	1,800
Total Expenditures	\$ 1,121,941	\$ 1,105,625	\$ 526,326	\$ 1,191,886
<b><u>Revenues</u></b>				
Intergovernmental	\$ 23,753	\$ -	\$ -	\$ -
Charges for Services	37,817	27,000	33,304	32,000
Licenses & Permits	4,500	5,000	16,250	5,000
Miscellaneous Revenues	63,751	55,000	55,009	50,000
Total Program Generated Revenues	\$ 129,821	\$ 87,000	\$ 104,563	\$ 87,000
<b>Net Cost</b>	<b>\$ 992,120</b>	<b>\$ 1,018,625</b>	<b>\$ 421,763</b>	<b>\$ 1,104,886</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:

Title	Activity Code	Net Cost			Reference Page
		FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 20-21 Proposed Budget	
Administration					
Public Safety Administration	B005	\$ 1,212,130	\$ 1,270,886	\$ 1,061,539	III-63
Emergency Medical Services	B020	523,860	680,000	704,400	III-65
Fire Department	Various	25,186,737	26,037,831	27,521,508	III-69 to 77
Police Department	Various	33,659,342	34,791,442	36,852,170	III-81 to 101
		<u>\$ 60,582,069</u>	<u>\$ 62,780,159</u>	<u>\$ 66,139,617</u>	

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

FY 19-20  
Revised Budget  
12/31/19

FY 20-21  
Proposed  
Budget

Title	Grade	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	-
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	13	-	13	13	-
Lieutenant (Fire)	1	40	40	-	40	40	-
Sergeant (Police)	1	19	19	-	19	19	-
Police Officer	P	158	158	-	163	163	-
Fire Fighter	F	103	103	-	106	106	-
Secretary to the Commissioner of Public Safety	M/C8	1	1	-	1	1	-
Departmental Secretary I-Police	8	1	1	-	1	1	-
PSA I-Dispatcher	8	6	6	-	6	6	-
Public Safety Records Clerk	8	-	-	-	1	1	-
PSA I-Animal Enforcement	7	1	1	-	1	1	-
Special Patrol Officer	7	1	1	-	1	1	-
Secretary	7	2	2	-	1	1	-
Office Assistant II	6	1	1	-	1	1	-
Senior Clerk	5	1	-	1	1	-	1
Senior Clerk Sp Spk	5	1	1	-	1	1	-
School Crossing Guard	1	20	20	-	20	20	-
		<u>384</u>	<u>382</u>	<u>2</u>	<u>392</u>	<u>390</u>	<u>2</u>

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## PUBLIC SAFETY DEPARTMENT

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 40,444,318	\$ 42,448,369	\$ 20,248,122	\$ 44,251,133
Attendance Bonus	258,227	260,677	1,879	260,500
Pensioners Payments	200,631	206,837	101,345	134,049
Employee Benefits	21,244,843	21,614,091	10,189,881	22,803,711
Materials & Supplies	1,158,410	1,214,561	708,531	1,255,915
Direct Costs	727,944	973,022	430,061	1,016,517
Equipment	48,549	61,206	24,450	132,400
Rolling Stock	297,038	484,000	480,245	455,500
Transfer To Special Revenue Fd	33,643	-	-	-
Total Expenditures	<u>\$ 64,413,603</u>	<u>\$ 67,262,763</u>	<u>\$ 32,184,514</u>	<u>\$ 70,309,725</u>
<b><u>Revenues</u></b>				
Intergovernmental	\$ 75,720	\$ 68,770	\$ 23,088	\$ 68,770
Charges for Services	2,234,385	3,007,902	924,316	2,729,981
Licenses & Permits	1,207,678	1,228,432	926,356	1,213,957
Fines & Forfeiture	126,250	150,000	27,725	130,000
Miscellaneous Revenues	187,501	27,500	82,568	27,400
Total Program Generated Revenues	<u>\$ 3,831,534</u>	<u>\$ 4,482,604</u>	<u>\$ 1,984,053</u>	<u>\$ 4,170,108</u>
<b>Net Cost</b>	<u><u>\$ 60,582,069</u></u>	<u><u>\$ 62,780,159</u></u>	<u><u>\$ 30,200,461</u></u>	<u><u>\$ 66,139,617</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:**

#### **Net Cost**

<b>Title</b>	<b>Activity Code</b>	<b>Net Cost</b>			<b>Reference Page</b>
		<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>	
Public Safety Administration	B005	\$ 1,212,130	\$ 1,270,886	\$ 1,061,539	III-63
Emergency Medical Services	B020	523,860	680,000	704,400	III-65
		<u>\$ 1,735,990</u>	<u>\$ 1,950,886</u>	<u>\$ 1,765,939</u>	

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

<b>Title</b>	<b>Grade</b>	<b>FY 19-20 Revised Budget 12/31/19</b>			<b>FY 20-21 Proposed Budget</b>		
		<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>	<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>
Comm. of Public Safety	Appt.	1	1	-	1	1	-
Deputy Comm. of Public Safety	Appt.	1	1	-	1	1	-
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 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 700,295	\$ 719,358	\$ 356,541	\$ 601,396
Employee Benefits	240,266	253,983	117,806	190,888
Materials & Supplies:				
Computer Equip. Mntce.	243,265	258,000	243,888	235,000
Other	6,467	7,355	1,762	7,405
Direct Costs:				
Ambulance Service Contract	523,860	680,000	340,290	704,400
Service Contracts	13,592	22,590	8,599	15,000
Other	11,400	12,000	1,614	14,250
Total Expenditures	\$ <u>1,739,145</u>	\$ <u>1,953,286</u>	\$ <u>1,070,500</u>	\$ <u>1,768,339</u>
<b><u>Revenues</u></b>				
Miscellaneous Revenues	\$ <u>3,155</u>	\$ <u>2,400</u>	\$ <u>2,200</u>	\$ <u>2,400</u>
Total Program Generated Revenues	\$ <u>3,155</u>	\$ <u>2,400</u>	\$ <u>2,200</u>	\$ <u>2,400</u>
<b>Net Cost</b>	<b>\$ <u>1,735,990</u></b>	<b>\$ <u>1,950,886</u></b>	<b>\$ <u>1,068,300</u></b>	<b>\$ <u>1,765,939</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:****Net Cost**

<u>Title</u>	<u>Activity Code</u>	<u>FY 18-19 Actual</u>	<u>Net Cost</u>		<u>Reference Page</u>
			<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Fire Administration	B009	\$ (550,419)	\$ (486,838)	\$ (454,968)	III-69
Fire Prevention	B008/B011	1,137,813	1,137,534	1,188,546	III-71
Fire Suppression	B021	23,891,769	24,474,066	26,028,007	III-73
Fire Training	B010	407,763	429,926	445,096	III-75
Fire Special Operations	B012	299,811	483,143	314,827	III-77
		<u>\$ 25,186,737</u>	<u>\$ 26,037,831</u>	<u>\$ 27,521,508</u>	

**REQUIRED RESOURCES-  
FULL TIME POSITIONS:****FY 19-20  
Revised Budget  
12/31/19****FY 20-21  
Proposed  
Budget**

<u>Title</u>	<u>Grade</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	-	106	106	-
Office Assistant II	6	1	1	-	1	1	-
		<u>151</u>	<u>151</u>	<u>-</u>	<u>154</u>	<u>154</u>	<u>-</u>

**PUBLIC SAFETY - FIRE**

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 16,345,949	\$ 16,953,063	\$ 8,317,014	\$ 17,732,741
Attendance Bonus	94,500	100,677	-	110,500
Pensioners Payments	200,631	206,837	101,345	134,049
Employee Benefits	9,066,703	9,272,524	4,410,737	9,972,305
Materials & Supplies:				
Maintenance /Supplies	79,785	60,000	46,426	85,000
Rolling Stock Operations	63,606	76,260	36,414	73,900
Utilities	117,316	104,266	36,442	108,300
Other	15,471	17,945	7,587	17,945
Direct Costs:				
Service Contracts	5,818	25,452	6,299	22,225
Medical Examinations	21,700	57,338	10,852	57,000
Other	28,000	21,000	3,500	21,000
Equipment	41,249	46,306	11,683	99,400
Transfer To Special Revenue Fd	33,643	-	-	-
Total Expenditures	\$ <u>26,114,371</u>	\$ <u>26,941,668</u>	\$ <u>12,988,299</u>	\$ <u>28,434,365</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ 37,416	\$ 22,980	\$ 20,620	\$ 32,100
Licenses & Permits:				
Fire Inspection	890,127	880,702	835,816	880,702
Other	55	55	-	55
Miscellaneous Revenues	36	100	93	-
Total Program Generated Revenues	\$ <u>927,634</u>	\$ <u>903,837</u>	\$ <u>856,529</u>	\$ <u>912,857</u>
<b>Net Cost</b>	<b>\$ <u><u>25,186,737</u></u></b>	<b>\$ <u><u>26,037,831</u></u></b>	<b>\$ <u><u>12,131,770</u></u></b>	<b>\$ <u><u>27,521,508</u></u></b>

## ***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:**

<b><u>Title</u></b>	<b><u>Activity Code</u></b>	<b><u>Net Cost</u></b>			<b><u>Reference Page</u></b>
		<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Revised Budget 12/31/19</u></b>	<b><u>FY 20-21 Proposed Budget</u></b>	
Administration	BA30	\$ 3,198,624	\$ 3,349,530	\$ 3,521,083	III-81
Communication Equipment	BA31	210,353	205,403	230,138	III-83
License Unit	BA32	(310,816)	(497,675)	(463,200)	III-85
Police Support Services	BA33	1,496,840	1,227,348	1,529,783	III-87
Training/Special Programs	BA36	98,009	77,442	151,577	III-89
Community Policing	BC20	1,951,411	1,779,768	1,988,406	III-91
Criminal Investigations	BD40	3,960,590	3,813,440	3,862,295	III-93
Narcotics Unit	BD42	1,103,503	1,326,114	1,400,923	III-95
Patrol Operations	BP50	19,028,890	20,614,893	21,628,750	III-97
Traffic Enforcement Operations	BS11	2,846,556	2,815,088	2,951,568	III-101
Emergency Service Unit/Special Response Team	BS12	75,382	80,091	50,847	III-99
		<b>\$ 33,659,342</b>	<b>\$ 34,791,442</b>	<b>\$ 36,852,170</b>	

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

FY 19-20  
Revised Budget  
12/31/19

FY 20-21  
Proposed  
Budget

Title	Grade	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	13	-	13	13	-
Sergeant	1	19	19	-	19	19	-
Police Officer	P	158	158	-	163	163	-
Departmental Secretary I	8	1	1	-	1	1	-
Public Safety Records Clerk	8	-	-	-	1	1	-
PSA I-Dispatcher	8	6	6	-	6	6	-
PSA I-Animal Enforcement	7	1	1	-	1	1	-
Special Patrol Officer	7	1	1	-	1	1	-
Secretary	7	1	1	-	-	-	-
Senior Clerk	5	1	-	1	1	-	1
Senior Clerk-Spanish Spk.	5	1	1	-	1	1	-
School Crossing Guard	1	20	20	-	20	20	-
		<u>228</u>	<u>226</u>	<u>2</u>	<u>233</u>	<u>231</u>	<u>2</u>

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**PUBLIC SAFETY - POLICE**

<b>REQUIRED RESOURCES-SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 23,398,074	\$ 24,775,948	\$ 11,574,567	\$ 25,916,996
Attendance Bonus	163,727	160,000	1,879	150,000
Employee Benefits	11,937,874	12,087,584	5,661,338	12,640,518
Materials & Supplies:				
Maintenance /Supplies	129,628	143,635	98,627	147,185
Rolling Stock Operations	269,529	289,800	134,799	279,800
Telephone/Data	68,044	77,000	35,999	91,920
Other	165,299	180,300	66,587	209,460
Direct Costs:				
Humane Society	44,892	44,892	22,446	44,892
Service Contracts	36,074	60,805	20,885	56,075
Crime Control Planning	12,924	25,000	5,235	25,000
Other	29,684	23,945	10,341	56,675
Equipment	7,300	14,900	12,767	33,000
Rolling Stock	297,038	484,000	480,245	455,500
<b>Total Expenditures</b>	<b>\$ 36,560,087</b>	<b>\$ 38,367,809</b>	<b>\$ 18,125,715</b>	<b>\$ 40,107,021</b>
<b><u>Revenues</u></b>				
Intergovernmental	\$ 75,720	\$ 68,770	\$ 23,088	\$ 68,770
Charges for Services:				
Prisoner Transportation	244,263	247,922	103,280	252,881
Contracted Services	1,613,539	2,400,000	658,903	2,100,000
Other	339,167	337,000	141,513	345,000
Licenses & Permits:				
Taxi Operators	105,216	86,725	81,865	105,000
Towing Medallions	60,000	60,000	-	60,000
Hazard Alarm Registration	145,980	170,000	6,125	150,000
Other	6,300	30,950	2,550	18,200
Fines & Forfeiture	126,250	150,000	27,725	130,000
Miscellaneous Revenues	184,310	25,000	80,275	25,000
<b>Total Program Generated Revenues</b>	<b>\$ 2,900,745</b>	<b>\$ 3,576,367</b>	<b>\$ 1,125,324</b>	<b>\$ 3,254,851</b>
<b>Net Cost</b>	<b>\$ 33,659,342</b>	<b>\$ 34,791,442</b>	<b>\$ 17,000,391</b>	<b>\$ 36,852,170</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 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 20-21 Proposed Budget	
Bureau of Administration- DPW Program Management & Administration	A032	\$ 325,963	\$ 232,933	\$ 444,283	III-9
Bureau of Building Maintenance- City Owned Building Maint.	A033/A035 A036/A037/A041	2,778,612	3,558,393	3,127,168	III-5
Bureau of Garage & Shop- Rolling Stock Maintenance	A034	2,276,456	2,262,242	2,392,722	III-19
Bureau of Highways & Grounds:					
Street Lighting	B004	834,584	1,310,313	1,036,601	III-105
Forestry Services	D004	653,677	739,641	750,789	III-131
Leaf Removal	D015	321,058	332,085	330,564	III-123
Snow Removal	D005	1,363,685	1,143,179	1,277,938	III-125
Street Cleaning	D013	514,811	565,965	552,552	III-127
Street Repairs	D014	5,338,529	5,969,888	5,970,553	III-129
Parks Maintenance	E03P	1,699,266	1,962,280	2,042,061	III-165
Bureau of Sanitation- Waste Collection, Disposal & Recycling	C003/C004	7,513,178	7,718,334	8,128,205	III-109
Bureau of Storm Water Storm Water System Maint.	C002	67,055	119,609	173,031	III-111
Bureau of Engineering- Engineering Services	F027	2,602,882	2,788,365	2,863,364	III-199
		<u>\$ 26,289,756</u>	<u>\$ 28,703,227</u>	<u>\$ 29,089,831</u>	

## PUBLIC WORKS DEPARTMENT

Title	Grade	FY 19-20 Revised Budget 12/31/19			FY 20-21 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	32	3	35	33	2

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

Title	Grade	FY 19-20 Revised Budget 12/31/19			FY 20-21 Proposed Budget		
		Authorized	Filled	Vacant	Authorized	Filled	Vacant
<b>Subtotal brought forward</b>		<b>35</b>	<b>32</b>	<b>3</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	11	2	13	13	-
Tree Trimmer	8	2	2	-	2	2	-
Bookkeeper	8	2	2	-	2	2	-
Motor Equipment Operator	7A	20	18	2	20	18	2
Skilled Laborer	6	14	14	-	14	14	-
Automotive Stock Clerk	8	1	1	-	1	1	-
Lead Bldg. Service Worker	5	1	1	-	1	1	-
Semi-Skilled Laborer	4	16	12	4	16	12	4
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	18	1	19	19	-
Sanitation Worker	35	38	35	3	38	34	4
		<u>198</u>	<u>181</u>	<u>17</u>	<u>198</u>	<u>184</u>	<u>14</u>

\* One or more positions underfilled

## PUBLIC WORKS DEPARTMENT

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 14,823,643	\$ 15,313,284	\$ 7,562,447	\$ 15,951,042
Employee Benefits	7,516,112	7,674,836	3,789,241	7,946,753
Materials & Supplies	4,878,390	6,093,897	2,689,180	5,537,728
Direct Costs	2,069,189	2,260,514	1,387,628	2,392,136
Equipment	37,657	63,171	91,543	107,522
Rolling Stock	28,670	105,000	39,992	132,500
Total Expenditures	\$ <u>29,353,661</u>	\$ <u>31,510,702</u>	\$ <u>15,560,031</u>	\$ <u>32,067,681</u>
<b><u>Revenues</u></b>				
Intergovernmental	\$ 366,032	\$ 83,050	\$ 69,025	\$ 88,050
Charges for Services	191,422	206,434	62,985	247,629
Licenses & Permits	1,196,221	1,284,500	526,704	1,139,500
Fines & Forfeiture	1,050	20,300	1,850	300
Miscellaneous Revenues	1,309,180	1,213,191	511,765	1,502,371
Total Program Generated Revenues	\$ <u>3,063,905</u>	\$ <u>2,807,475</u>	\$ <u>1,172,329</u>	\$ <u>2,977,850</u>
<b>Net Cost</b>	<b>\$ <u>26,289,756</u></b>	<b>\$ <u>28,703,227</u></b>	<b>\$ <u>14,387,702</u></b>	<b>\$ <u>29,089,831</u></b>

## ***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:**

#### **Net Cost**

<b><u>Title</u></b>	<b><u>Activity Code</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>Net Cost</u></b>		<b><u>Reference Page</u></b>
			<b><u>FY 19-20 Revised Budget 12/31/19</u></b>	<b><u>FY 20-21 Proposed Budget</u></b>	
Department of PW Program Management & Administration	A032	\$ 325,963	\$ 232,933	\$ 444,283	III-9

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

#### **FY 19-20 Revised Budget 12/31/19**      **FY 20-21 Proposed Budget**

<b><u>Title</u></b>	<b><u>Grade</u></b>	<b><u>Authorized</u></b>	<b><u>Filled</u></b>	<b><u>Vacant</u></b>	<b><u>Authorized</u></b>	<b><u>Filled</u></b>	<b><u>Vacant</u></b>
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

REQUIRED RESOURCES- SUMMARY	FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,085,308	\$ 1,116,755	\$ 558,127	\$ 1,135,319
Employee Benefits	418,121	446,547	217,593	463,720
Materials & Supplies	43,050	39,398	9,199	46,048
Direct Costs	41,823	40,312	14,732	46,720
Equipment	3,349	1,400	-	-
Total Expenditures	\$ 1,591,651	\$ 1,644,412	\$ 799,651	\$ 1,691,807
 <b><u>Revenues</u></b>				
Charges for Services	\$ 37,526	\$ 35,855	\$ 17,985	\$ 37,050
Licenses & Permits:				
Street Openings	247,464	400,000	73,491	300,000
Street Obstructions	585,041	550,000	285,553	525,000
Other	254,316	264,500	124,760	239,500
Fines & Forfeiture	-	20,000	-	-
Miscellaneous Revenues	141,341	141,124	41,220	145,974
Total Program Generated Revenues	\$ 1,265,688	\$ 1,411,479	\$ 543,009	\$ 1,247,524
 <b>Net Cost</b>	 <b>\$ 325,963</b>	 <b>\$ 232,933</b>	 <b>\$ 256,642</b>	 <b>\$ 444,283</b>

## ***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:**

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
City Owned Buildings Maintenance	A033 A035/A036 A037/A041	\$ 2,778,612	\$ 3,558,393	\$ 3,127,168	III-5

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

<u>Title</u>	<u>Grade</u>	<u>Authorized</u>	<u>FY 19-20 Revised Budget 12/31/19</u>			<u>FY 20-21 Proposed Budget</u>		
			<u>Filled</u>	<u>Vacant</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>	
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	1	2	3	3	-	
Lead Building Service Worker	5	1	1	-	1	1	-	
Building Service Worker	3	8	7	1	8	7	1	
Messenger	3	1	1	-	1	1	-	
		<u>19</u>	<u>16</u>	<u>3</u>	<u>19</u>	<u>18</u>	<u>1</u>	

\* One or more positions underfilled

## PUBLIC WORKS - BUREAU OF BUILDING MAINTENANCE

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,242,067	\$ 1,314,612	\$ 648,077	\$ 1,384,012
Employee Benefits	582,413	604,941	292,506	640,072
Materials & Supplies:				
Building - Facilities	69,948	265,000	191,620	426,550
Utilities	781,366	942,712	259,509	932,142
Other	276,498	504,021	323,552	30,723
Direct Costs:				
Amory Contract	271,973	277,412	160,679	282,962
Service Contracts	466,386	471,002	458,665	541,604
Other	53,751	62,730	34,440	65,970
Equipment	2,409	54,880	52,478	75,080
Total Expenditures	\$ <u>3,746,811</u>	\$ <u>4,497,310</u>	\$ <u>2,421,526</u>	\$ <u>4,379,115</u>
<b><u>Revenues</u></b>				
Intergovernmental	\$ 69,829	\$ 55,000	\$ 55,000	\$ 60,000
Miscellaneous Revenues:				
Rental Real Property	898,370	883,617	405,235	1,191,947
Other	-	300	-	-
Total Program Generated Revenues	\$ <u>968,199</u>	\$ <u>938,917</u>	\$ <u>460,235</u>	\$ <u>1,251,947</u>
<b>Net Cost</b>	<b>\$ <u>2,778,612</u></b>	<b>\$ <u>3,558,393</u></b>	<b>\$ <u>1,961,291</u></b>	<b>\$ <u>3,127,168</u></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 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 20-21 Proposed Budget	
Engineering Services	F027	\$ 2,602,882	\$ 2,788,365	\$ 2,863,364	III-199

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

Title	Grade	FY 19-20 Revised Budget 12/31/19			FY 20-21 Proposed Budget		
		Authorized	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

REQUIRED RESOURCES- SUMMARY	FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,806,200	\$ 1,882,925	\$ 948,040	\$ 1,939,068
Employee Benefits	885,181	909,801	445,129	925,541
Materials & Supplies	21,951	29,014	10,220	28,130
Direct Costs	-	4,925	1,240	6,925
Equipment	-	2,000	35,875	4,000
Rolling Stock	-	40,000	-	85,000
	\$ 2,713,332	\$ 2,868,665	\$ 1,440,504	\$ 2,988,664
Total Expenditures	\$ 2,713,332	\$ 2,868,665	\$ 1,440,504	\$ 2,988,664
 <b><u>Revenues</u></b>				
Charges for Services:				
Engineering Inspection Fees	\$ -	\$ 10,000	\$ 45,000	\$ 50,000
Licenses & Permits:				
Storm Water MS4 Permits	109,400	70,000	42,900	75,000
Fines & Forfeitures	1,050	300	1,850	300
	\$ 110,450	\$ 80,300	\$ 89,750	\$ 125,300
Total Program Generated Revenues	\$ 110,450	\$ 80,300	\$ 89,750	\$ 125,300
 <b>Net Cost</b>	 <b>\$ 2,602,882</b>	 <b>\$ 2,788,365</b>	 <b>\$ 1,350,754</b>	 <b>\$ 2,863,364</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:

#### Net Cost

<u>Title</u>	<u>Activity Code</u>	<u>Net Cost</u>			<u>Reference Page</u>
		<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Rolling Stock Maintenance	A034	\$ 2,276,456	\$ 2,262,242	\$ 2,392,722	III-19

### REQUIRED RESOURCES- FULL TIME POSITIONS:

#### FY 19-20 Revised Budget 12/31/19

#### FY 20-21 Proposed Budget

<u>Title</u>	<u>Grade</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>
Garage & Shop Supt.	M/C15	1	-	1	1	1	-
Lead Auto. Mechanic	11	2	2	-	2	2	-
Automotive Mechanic II	10	11	10	*	11	9	*
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>18</u>	<u>2</u>	<u>20</u>	<u>18</u>	<u>2</u>

\* One or more positions underfilled

## PUBLIC WORKS - BUREAU OF GARAGE & SHOP

<u>REQUIRED RESOURCES- SUMMARY</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,394,912	\$ 1,417,040	\$ 735,614	\$ 1,412,248
Employee Benefits	723,268	701,345	356,092	695,774
Materials & Supplies	117,588	133,941	64,663	133,153
Direct Costs	4,878	6,725	4,347	137,225
Equipment	7,140	3,191	3,190	14,322
Rolling Stock	28,670	-	-	-
Total Expenditures	<u>\$ 2,276,456</u>	<u>\$ 2,262,242</u>	<u>\$ 1,163,906</u>	<u>\$ 2,392,722</u>
 <b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	<u>\$ 2,276,456</u>	<u>\$ 2,262,242</u>	<u>\$ 1,163,906</u>	<u>\$ 2,392,722</u>

## 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:

#### Net Cost

Title	Activity Code	FY 19-20			Reference Page
		FY 18-19 Actual	Revised Budget 12/31/19	FY 20-21 Proposed Budget	
Street Lighting	B004	\$ 834,584	\$ 1,310,313	\$ 1,036,601	III-105
Forestry Services	D004	653,677	739,641	750,789	III-131
Leaf Removal	D015	321,058	332,085	330,564	III-123
Snow Removal	D005	1,363,685	1,143,179	1,277,938	III-125
Street Cleaning	D013	514,811	565,965	552,552	III-127
Street Repairs	D014	5,338,529	5,969,888	5,970,553	III-129
Parks Maintenance	various	1,699,266	1,962,280	2,042,061	III-165
		\$ 10,725,610	\$ 12,023,351	\$ 11,961,058	

### REQUIRED RESOURCES- FULL TIME POSITIONS:

#### FY 19-20 Revised Budget 12/31/19

#### FY 20-21 Proposed Budget

Title	Grade	Authorized	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	10	-	10	10	-
Tree Trimmer	8	2	2	-	2	2	-
Motor Equipment Operator	7A	19	17	2	19	17	2
Skilled Laborer	6	12	12	-	12	12	-
Semi-Skilled Laborer	4	14	10	4	14	10	4
		70	64	6	70	64	6

## PUBLIC WORKS - BUREAU OF HIGHWAYS AND GROUNDS

REQUIRED RESOURCES- SUMMARY	FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 5,205,534	\$ 5,321,898	\$ 2,543,016	\$ 5,556,221
Employee Benefits	2,625,413	2,663,711	1,294,573	2,744,021
Materials & Supplies:				
Street Resurfacing/Asphalt	701,501	654,090	579,183	704,090
Sand/Salt	700,692	720,170	227,388	718,160
Land Maint. Supplies	181,815	287,693	130,521	275,578
Traffic Lighting Operations	68,787	98,200	64,019	99,100
Rolling Stock Operations	558,310	606,556	242,381	580,627
Utilities	776,806	1,116,081	277,219	831,872
Building - Facilities	80,432	143,910	10,265	138,860
Other	112,940	193,979	108,579	173,430
Direct Costs:				
Program Services	297,565	402,709	204,702	313,983
Other	30,365	47,233	30,045	40,485
Equipment	22,623	-	-	13,310
Rolling Stock	-	65,000	39,992	47,500
Total Expenditures	\$ 11,362,783	\$ 12,321,230	\$ 5,751,883	\$ 12,237,237
 <b><u>Revenues</u></b>				
Intergovernmental	\$ 296,203	\$ 28,050	\$ 14,025	\$ 28,050
Charges for Services	93,896	100,579	-	100,579
Miscellaneous:				
Rental of Property	102,850	116,800	48,400	116,800
Other	144,224	52,450	10,985	30,750
Total Program Generated Revenues	\$ 637,173	\$ 297,879	\$ 73,410	\$ 276,179
 <b>Net Cost</b>	 <b>\$ 10,725,610</b>	 <b>\$ 12,023,351</b>	 <b>\$ 5,678,473</b>	 <b>\$ 11,961,058</b>

## ***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:**

#### **Net Cost**

<u>Title</u>	<u>Activity Code</u>	<u>FY 18-19 Actual</u>	<u>Net Cost</u>		<u>Reference Page</u>
			<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Waste Collection, Disposal & Recycling	C003/C004	\$ 7,513,178	\$ 7,718,334	\$ 8,128,205	III-109

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

<u>Title</u>	<u>Grade</u>	<u>Authorized</u>	<u>FY 19-20 Revised Budget 12/31/19</u>			<u>FY 20-21 Proposed Budget</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	18	1	19	18	1	
Sanitation Worker	35	38	35	3	38	35	3	
		<u>60</u>	<u>55</u>	<u>5</u>	<u>60</u>	<u>56</u>	<u>4</u>	

## PUBLIC WORKS - BUREAU OF SANITATION

REQUIRED RESOURCES- SUMMARY	FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 4,069,305	\$ 4,186,771	\$ 2,104,038	\$ 4,428,382
Employee Benefits	2,276,515	2,331,988	1,177,657	2,443,011
Materials & Supplies:				
Rolling Stock Operations	336,095	314,185	156,718	335,450
Other	27,074	30,124	21,398	41,190
Direct Costs:				
Waste Disposal	873,340	921,066	454,995	944,762
Other	11,108	11,400	11,283	11,500
Equipment	2,136	1,700	-	810
Total Expenditures	\$ 7,595,573	\$ 7,797,234	\$ 3,926,089	\$ 8,205,105
 <b><u>Revenues</u></b>				
Charges for Services	\$ 60,000	\$ 60,000	\$ -	\$ 60,000
Miscellaneous Revenues	22,395	18,900	5,925	16,900
Total Program Generated Revenues	\$ 82,395	\$ 78,900	\$ 5,925	\$ 76,900
 <b>Net Cost</b>	 <b>\$ 7,513,178</b>	 <b>\$ 7,718,334</b>	 <b>\$ 3,920,164</b>	 <b>\$ 8,128,205</b>

**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:**

**Net Cost**

<u>Title</u>	<u>Activity Code</u>	<u>FY 18-19 Actual</u>	<u>Net Cost</u>		<u>Reference Page</u>
			<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Storm Water System Maintenance	C002	\$ 67,055	\$ 119,609	\$ 173,031	III-111

**REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

**FY 19-20 Revised Budget 12/31/19**

**FY 20-21 Proposed Budget**

<u>Title</u>	<u>Grade</u>	<u>FY 19-20 Revised Budget 12/31/19</u>			<u>FY 20-21 Proposed Budget</u>		
		<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>	<u>Authorized</u>	<u>Filled</u>	<u>Vacant</u>
Motor Equipment Operator	7A	1	1	-	1	1	-
Semi-skilled Laborer	4	1	1	-	1	1	-
		<u>2</u>	<u>2</u>	<u>-</u>	<u>2</u>	<u>2</u>	<u>-</u>

## PUBLIC WORKS - BUREAU OF STORM WATER

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 20,317	\$ 73,283	\$ 25,535	\$ 95,792
Employee Benefits	5,201	16,503	5,691	34,614
Materials & Supplies	23,537	14,823	12,746	42,625
Direct Costs	<u>18,000</u>	<u>15,000</u>	<u>12,500</u>	<u>-</u>
Total Expenditures	<u>\$ 67,055</u>	<u>\$ 119,609</u>	<u>\$ 56,472</u>	<u>\$ 173,031</u>
 <b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	<u>\$ 67,055</u>	<u>\$ 119,609</u>	<u>\$ 56,472</u>	<u>\$ 173,031</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 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 20-21 Proposed Budget	
Purchasing, Stockroom & Warehouse	A025/A026	\$ 377,499	\$ 334,120	\$ 356,741	III-17

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 19-20 Revised Budget 12/31/19			FY 20-21 Proposed Budget		
		Authorized	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	-	1	1	-
		<u>5</u>	<u>4</u>	<u>1</u>	<u>5</u>	<u>4</u>	<u>1</u>

## PURCHASE DEPARTMENT

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 341,429	\$ 340,137	\$ 174,404	\$ 331,471
Employee Benefits	147,656	130,333	71,955	121,570
Materials & Supplies	7,060	11,000	6,457	11,050
Equipment	5,474	2,650	833	2,650
Total Expenditures	\$ 501,619	\$ 484,120	\$ 253,649	\$ 466,741
<b><u>Revenues</u></b>				
Miscellaneous Revenues	\$ 124,120	\$ 150,000	\$ 25,420	\$ 110,000
Total Program Generated Revenues	\$ 124,120	\$ 150,000	\$ 25,420	\$ 110,000
<b>Net Cost</b>	<b>\$ 377,499</b>	<b>\$ 334,120</b>	<b>\$ 228,229</b>	<b>\$ 356,741</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 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Tax Property Management	A038	\$ -	\$ (124,854)	\$ 3,000	III-21

**REQUIRED RESOURCES-  
FULL TIME POSITIONS:**

None

**REAL ESTATE COMMITTEE**

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 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>				
Real Property Sales	\$ -	\$ 127,854	\$ 169,702	\$ -
<b>Net Cost</b>	<b>\$ -</b>	<b>\$ (124,854)</b>	<b>\$ (169,702)</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 all children, youth and families have to participate in the programs of the Department of Recreation and Parks through increased financial aid, 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:

Title	Activity Code	Net Cost			Reference Page
		FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 20-21 Proposed Budget	
Cultural & Special Events	E011	\$ 174,069	\$ 156,759	\$ 174,773	III-151
Admin. Services Rec. & Parks	E002	1,013,356	933,147	1,012,170	III-155
Programs for People with Differing Abilities	E009	29,907	6,071	14,871	III-161
Ebersole Rink	E004	(118,785)	(97,947)	(122,366)	III-167
Day Camps & Special Interest Camps	E005	(34,072)	44,101	54,303	III-169
Outdoor Pools	E006	87,940	107,133	121,222	III-171
Youth Sports, Athletic & Special Interest Programs	E007	415,002	309,906	355,010	III-173
Adult Sports, Athletics & Special Interest Programs	E008	5,262	12,328	19,659	III-175
Renaissance Plaza	E018	52,213	46,299	41,434	III-177
Senior & Citizens Services	F006	470,734	597,453	521,279	III-183
		<u>\$ 2,095,626</u>	<u>\$ 2,115,250</u>	<u>\$ 2,192,355</u>	

## RECREATION & PARKS DEPARTMENT

<b>REQUIRED RESOURCES- FULL TIME POSITIONS:</b>		<b>FY 19-20 Revised Budget 12/31/19</b>			<b>FY 20-21 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	*
Director Community Center	14	1	1	-	1	1	-
Recreation Supervisor I	13	2	2	-	2	2	-
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	2	1	1	2	1	1
Office Assistant I	3	1	1	-	1	1	-
		<b>14</b>	<b>13</b>	<b>1</b>	<b>14</b>	<b>13</b>	<b>1</b>

\* One or more positions underfilled

## RECREATION & PARKS DEPARTMENT

<b>REQUIRED RESOURCES- SUMMARY</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,915,731	\$ 1,954,964	\$ 1,073,256	\$ 2,057,849
Employee Benefits	618,772	582,599	279,067	589,306
Materials & Supplies:				
Program Supplies	115,648	115,000	53,386	140,500
Building-Facilities	70,850	11,300	5,075	11,800
Rolling Stock Operations	14,206	14,900	9,233	15,300
Utilities	280,311	292,500	111,158	288,050
Space Rental	60,000	60,000	60,000	60,000
Other	73,716	76,745	21,642	71,450
Direct Costs:				
Meals	38,923	43,000	16,150	41,000
Sports Officials	78,852	92,000	37,724	72,000
Program Services	208,923	186,900	111,641	190,000
Slater Center Support	220,000	226,000	169,500	226,000
Bus Transportation	68,016	66,500	50,501	93,500
Other	92,915	94,300	68,840	96,200
Equipment	946	22,000	13,549	16,000
Rolling Stock	18,400	-	-	-
Total Expenditures	\$ 3,876,209	\$ 3,838,708	\$ 2,080,722	\$ 3,968,955
<b><u>Revenues</u></b>				
Intergovernmental	\$ 177,857	\$ 148,150	\$ 93,613	\$ 158,150
Charges for Services	1,524,582	1,480,208	1,064,145	1,535,750
Licenses & Permits	2,600	2,600	-	2,600
Miscellaneous Revenues	75,544	92,500	38,090	80,100
Total Program Generated Revenues	\$ 1,780,583	\$ 1,723,458	\$ 1,195,848	\$ 1,776,600
<b>Net Cost</b>	<b>\$ 2,095,626</b>	<b>\$ 2,115,250</b>	<b>\$ 884,874</b>	<b>\$ 2,192,355</b>

## WHITE PLAINS BOARD OF ETHICS

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### 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:

#### Net Cost

<u>Title</u>	<u>Activity Code</u>	<u>FY 18-19 Actual</u>	<u>Net Cost</u>		<u>Reference Page</u>
			<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Board of Ethics	A040	\$ -	\$ 300	\$ 300	III-42

### REQUIRED RESOURCES- FULL TIME POSITIONS:

None

**WHITE PLAINS HOUSING AUTHORITY BOARD**

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**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 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
White Plains Housing Authority	A039	\$ <u>10,501</u>	\$ <u>10,502</u>	\$ <u>10,507</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 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 20-21 Proposed Budget	
After School Centers/Sat. Academy	F011/F017	\$ 107,443	\$ 207,954	\$ 190,294	III-157
Bits 'N Pieces Day Camp	F016	(31,328)	(25,951)	(31,868)	III-159
Alternatives Program:					
Youth Development and Delinquency Prevention	F014	335,636	249,494	272,628	III-181
Neighborhood Services	F013	311,387	283,258	294,370	III-163
Youth Employment Services	F012	552,033	540,265	605,092	III-185
Youth Prog. Manag. & Admin.	F010	587,208	625,168	647,629	III-187
		<u>\$ 1,862,379</u>	<u>\$ 1,880,188</u>	<u>\$ 1,978,145</u>	

### REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 19-20 Revised Budget 12/31/19			FY 20-21 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 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,980,384	\$ 1,946,234	\$ 1,051,061	\$ 2,070,772
Employee Benefits	654,691	601,038	300,966	633,345
Materials & Supplies:				
Program Supplies	39,994	33,950	18,161	36,100
Rolling Stock Operations	9,437	9,500	1,872	9,500
Other	21,056	25,875	8,477	29,875
Direct Costs:				
Bus Transportation	16,489	24,395	8,275	21,325
Program Services	50,841	53,450	12,253	57,150
Consultants	33,800	35,900	17,800	35,900
Other	5,466	8,800	3,315	8,600
Equipment	-	755	754	-
Total Expenditures	<u>\$ 2,812,158</u>	<u>\$ 2,739,897</u>	<u>\$ 1,422,934</u>	<u>\$ 2,902,567</u>
 <b><u>Revenues</u></b>				
Intergovernmental	\$ 75,628	\$ 63,769	\$ 33,250	\$ 64,519
Charges for Services	842,896	795,940	481,396	859,903
Miscellaneous Revenues	<u>31,255</u>	<u>-</u>	<u>40</u>	<u>-</u>
Total Program Generated Revenues	<u>\$ 949,779</u>	<u>\$ 859,709</u>	<u>\$ 514,686</u>	<u>\$ 924,422</u>
 <b>Net Cost</b>	 <u><u>\$ 1,862,379</u></u>	 <u><u>\$ 1,880,188</u></u>	 <u><u>\$ 908,248</u></u>	 <u><u>\$ 1,978,145</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 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>	
Review of Zoning Appeals	A005	\$ 3,178	\$ 3,218	\$ 3,158	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 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries and Wages	\$ 2,100	\$ 2,100	\$ 1,050	\$ 2,100
Employee Benefits	482	418	174	358
Materials & Supplies	<u>596</u>	<u>700</u>	<u>254</u>	<u>700</u>
Total Expenditures	<u>\$ 3,178</u>	<u>\$ 3,218</u>	<u>\$ 1,478</u>	<u>\$ 3,158</u>
 <b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	<u><u>\$ 3,178</u></u>	<u><u>\$ 3,218</u></u>	<u><u>\$ 1,478</u></u>	<u><u>\$ 3,158</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:**

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
NY	Births recorded	1,850	1,862	1,850	1,850
	Certificates issued	2,750	2,792	2,750	2,750
NY	Deaths recorded	830	828	830	830
	Certificates issued	7,700	7,855	7,700	7,700
NY	Marriage licenses issued	900	836	850	850
	Certificates issued	1,800	1,774	1,750	1,750
NY/WP	Other licenses issued	500	578	525	525
NY/WP	Genealogy requests	50	53	50	50
NY/WP	Minutes recorded/indexed	2,650	2,611	2,600	2,600
NY/WP	Code books/maps	20	21	25	25
NY/WP	Archival accessions	50 c.f.	60 c.f.	50 c.f.	50 c.f.
NY/WP	Archival processing	80 c.f.	75 c.f.	80 c.f.	80 c.f.
NY/WP	Media conversion archival	2	2	2	2
NY/WP	Archival man-hours	750	750	750	750

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

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**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 397,986	\$ 367,919	\$ 176,167	\$ 492,920
Employee Benefits	<u>214,785</u>	<u>168,873</u>	<u>83,260</u>	<u>204,292</u>
S/T	612,771	536,792	259,427	697,212
Materials & Supplies	16,859	19,910	7,093	20,130
Direct Costs	<u>17,264</u>	<u>20,081</u>	<u>7,460</u>	<u>19,300</u>
Total	<u>\$ 646,894</u>	<u>\$ 576,783</u>	<u>\$ 273,980</u>	<u>\$ 736,642</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Vital Records Certificates	\$ 118,860	\$ 122,000	\$ 58,000	\$ 115,000
Other	816	600	462	900
Licenses & Permits	20,841	16,700	8,704	20,900
Miscellaneous:				
Books and Pamphlets	32	60	8	32
Other	<u>1,340</u>	<u>1,740</u>	<u>1,311</u>	<u>1,560</u>
Total	<u>\$ 141,889</u>	<u>\$ 141,100</u>	<u>\$ 68,485</u>	<u>\$ 138,392</u>
<b>Net Cost</b>	<b><u>\$ 505,005</u></b>	<b><u>\$ 435,683</u></b>	<b><u>\$ 205,495</u></b>	<b><u>\$ 598,250</u></b>

**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 37 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:**

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
	Average response days to review work requests	1.5	1.0	1.0	1.0
	Percentage of requests done "in-house"	90%	90%	90%	90%
	Heating plants operated *	37	38	38	38
	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

\* FY 18-19 added 1 boiler

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

**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,242,067	\$ 1,314,612	\$ 648,077	\$ 1,384,012
Employee Benefits	<u>582,413</u>	<u>604,941</u>	<u>292,506</u>	<u>640,072</u>
S/T	1,824,480	1,919,553	940,583	2,024,084
Materials & Supplies	1,127,812	1,711,733	774,681	1,389,415
Direct Costs	792,110	811,144	653,784	890,536
Equipment	<u>2,409</u>	<u>54,880</u>	<u>52,478</u>	<u>75,080</u>
Total	<u>\$ 3,746,811</u>	<u>\$ 4,497,310</u>	<u>\$ 2,421,526</u>	<u>\$ 4,379,115</u>
<b><u>Revenues</u></b>				
Intergovernmental:				
NYS Unified Court System	\$ 69,829	\$ 55,000	\$ 55,000	\$ 60,000
Miscellaneous:				
Rental Real Property	<u>898,370</u>	<u>883,917</u>	<u>405,235</u>	<u>1,191,947</u>
Total	<u>\$ 968,199</u>	<u>\$ 938,917</u>	<u>\$ 460,235</u>	<u>\$ 1,251,947</u>
<b>Net Cost</b>	<b><u>\$ 2,778,612</u></b>	<b><u>\$ 3,558,393</u></b>	<b><u>\$ 1,961,291</u></b>	<b><u>\$ 3,127,168</u></b>

**DEPARTMENT REFERENCE PAGE: II-66**

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

---

**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.

To ensure implementation of NYS mandated hiring/promotional preferences for active military and veterans.

**PERFORMANCE MEASURES:**

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
NY	Payroll certifications	3	3	3	3
NY	Roster records maintained	2,750	3,110	3,300	3,500
NY/FED	Exam applications processed	300	335	350	1,350
NY/FED	Examinations administered	30	40	40	35
NY/FED	Physical agility exams administered	0	5	20	5
	No. of candidates eligible (agility, practice/actual)	0	5	2,500	5
FED	Training for actual exams	6	0	12	6
	No. of candidates eligible (training)	4,500	0	3,225	1,000
NY	Performance exams administered (typing, database, etc.)	25	8	5	5
	No. of candidates eligible (performance)	75	21	40	40
NY	Eligible lists established	30	30	30	30
NY	Eligible lists certified	55	47	50	50
NY	Collected exam fees (no. of checks, money orders, etc.)	300	335	350	1,350
NY	Collected fees for non-competitive and promotional (no. of checks, money orders, etc.)	49	70	50	50
NY	Candidate verifications	200	108	100	100

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

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 316,101	\$ 389,467	\$ 216,714	\$ 379,829
Employee Benefits	133,428	136,699	66,433	145,969
S/T	449,529	526,166	283,147	525,798
Materials & Supplies	-	5,000	-	5,000
Direct Costs:				
Civil Service Exams	50,277	42,480	5,340	42,480
Other	20,770	24,000	-	26,000
Equipment	-	4,204	4,203	-
Total	\$ 520,576	\$ 601,850	\$ 292,690	\$ 599,278
<b>Revenues</b>				
Charges for Services:				
White Plains School District	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Civil Service Exam Fees	5,812	90,000	85,525	24,000
Civil Service Non Comp Appl Fee	1,025	750	775	1,250
Miscellaneous	-	100	20	40
Total	\$ 18,837	\$ 102,850	\$ 98,320	\$ 37,290
<b>Net Cost</b>	<b>\$ 501,739</b>	<b>\$ 499,000</b>	<b>\$ 194,370</b>	<b>\$ 561,988</b>

**DEPARTMENT REFERENCE PAGE: II-44**

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

---

**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 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
WP	No. of payrolls prepared	29	29	29	29
WP	No. of requisitions prepared	250	196	270	270
	No. of purchase orders handled	270	215	280	280
WP	No. of purchase/vouchers orders prepared	2,100	1,600	1,600	1,600
	No. of personnel files maintained	350	350	350	350
WP	No. of sidewalk vault permits renewed	57	54	60	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	26	19	29	34
	No. of street opening/obstruction permits issued (includes those issued to Verizon)	233	176	180	175
	Con Edison street opening/obstruction permits issued	250	174	185	180
	No. of sidewalk, curb and driveway permits issued	38	27	31	30
	No. of sidewalk café licenses issued	19	18	18	19
	No. of Gedney Way landscaper drop off permits issued	14	7	7	7
	No. of Safety Seminar Presentations & Inspections	32	32	30	30
	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 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 1,085,308	\$ 1,116,755	\$ 558,127	\$ 1,135,319
Employee Benefits	418,121	446,547	217,593	463,720
S/T	1,503,429	1,563,302	775,720	1,599,039
Materials & Supplies	43,050	39,398	9,199	46,048
Direct Costs	41,823	40,312	14,732	46,720
Equipment	3,349	1,400	-	-
Total	\$ 1,591,651	\$ 1,644,412	\$ 799,651	\$ 1,691,807
<b>Revenues</b>				
Charges for Services:				
WP School District	\$ 26,876	\$ 28,355	\$ 13,035	\$ 29,550
PW Shopping Cart Removal	10,650	7,500	4,950	7,500
Licenses & Permits:				
Landscape Gardener Fees	5,250	6,500	1,500	6,500
Street Openings & Obstructions	832,505	950,000	359,044	825,000
Sidewalks-Curbs-Driveways	124,460	100,000	29,260	75,000
Sidewalk Café	45,106	48,000	-	48,000
Street Vaults	79,500	110,000	94,000	110,000
Fines & Forfeitures	-	20,000	-	-
Miscellaneous	141,341	141,124	41,220	145,974
Total	\$ 1,265,688	\$ 1,411,479	\$ 543,009	\$ 1,247,524
<b>Net Cost</b>	<b>\$ 325,963</b>	<b>\$ 232,933</b>	<b>\$ 256,642</b>	<b>\$ 444,283</b>

**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 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
NY	No. of inspections	2,000	2,000	2,000	2,000
NY	Property Transfers:				
	Ownership changes	490	490	561	600
	Deed review	718	718	765	750
	Tax bill address changes	1,106	1,106	1,078	1,000
NY	Review of Wholly Exempt Parcels	399	399	395	400
NY	Review of Partial Exemptions:				
	Veteran	1,871	1,871	1,870	1,800
	Senior	190	190	190	180
	STAR Enhanced	966	966	933	900
	STAR Basic	5,307	5,370	4,505	4,200
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	12	5
	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)	260	260	145	150
	Certiorari appraisal review	600	600	600	600
NY	Assessment valuation review	2,500	2,500	2,500	2,500
	Assessment Changes:				
	Residential	238	238	245	250
	Commercial	254	254	253	260
	No. of income & expense reports	329	329	344	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	42	48	45
	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	260	260	145	150
	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:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 413,934	\$ 433,827	\$ 212,217	\$ 445,249
Employee Benefits	<u>172,640</u>	<u>193,935</u>	<u>93,556</u>	<u>207,959</u>
S/T	586,574	627,762	305,773	653,208
Materials & Supplies	18,601	30,530	2,529	65,435
Direct Costs	2,642	2,950	288	2,950
Equipment	<u>-</u>	<u>754</u>	<u>754</u>	<u>1,600</u>
Total	<u>\$ 607,817</u>	<u>\$ 661,996</u>	<u>\$ 309,344</u>	<u>\$ 723,193</u>
<b><u>Revenues</u></b>				
Miscellaneous:				
Maps	\$ 4,704	\$ 2,300	\$ 1,300	\$ 3,000
Other	<u>516</u>	<u>750</u>	<u>242</u>	<u>550</u>
Total	<u>\$ 5,220</u>	<u>\$ 3,050</u>	<u>\$ 1,542</u>	<u>\$ 3,550</u>
<b>Net Cost</b>	<b><u>\$ 602,597</u></b>	<b><u>\$ 658,946</u></b>	<b><u>\$ 307,802</u></b>	<b><u>\$ 719,643</u></b>

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	No. of support calls taken	5,000	5,000	5,000	5,000
	Support Tickets per resource	833	833	833	833
	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 PC's	N/A	N/A	N/A	20

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

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 690,505	\$ 721,934	\$ 355,621	\$ 738,564
Employee Benefits	<u>273,700</u>	<u>283,872</u>	<u>138,847</u>	<u>293,666</u>
S/T	964,205	1,005,806	494,468	1,032,230
Materials & Supplies:				
Computer Sys. Software	124,941	250,800	199,993	139,096
Application Software	129,126	135,000	146,239	142,000
Data Communications	27,119	22,000	11,581	20,000
Other	8,735	13,470	3,154	9,200
Direct Costs:				
Network Support	69,000	100,725	102,565	105,000
Other	132,585	105,610	87,215	134,860
Equipment	<u>12,594</u>	<u>26,356</u>	<u>5,749</u>	<u>44,000</u>
Total	<u>\$ 1,468,305</u>	<u>\$ 1,659,767</u>	<u>\$ 1,050,964</u>	<u>\$ 1,626,386</u>
<b><u>Revenues</u></b>				
Miscellaneous	<u>\$ 4,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total	<u>\$ 4,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Net Cost</b>	<b><u>\$ 1,464,305</u></b>	<b><u>\$ 1,659,767</u></b>	<b><u>\$ 1,050,964</u></b>	<b><u>\$ 1,626,386</u></b>

**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 manage and ensure compliance to Federal Consent Decrees for recruitment, training, selection and reporting of Police Officers and Fire Fighters.

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, supervisory and sexual harassment 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>Mandate</b>	<b>Task/Measure</b>	<b>FY 18-19 Estimate</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Estimate</b>	<b>FY 20-21 Planned</b>
	Personnel recruitment/related procedures:				
	- Executive	1	2	1	1
	- Full time	66	43	50	50
	- Hourly	425	425	425	425
NY/WP	Salary/classification studies	16	12	14	14
	Surveys completed	10	15	15	15
WP	Changes to the Compensation and Leave Plan	6	9	8	8
	Tuition reimbursements	1	3	4	4
	Advertisements placed	5	18	5	15
	Training/Community Service Programs (including F/T Employee Orientation, P/T Retirement Registration and Retirement Assistance)	134	1,406	1,400	1,400
	No. of contracts administered	4	4	4	4
WP	No. of merit performance reviews	76	54	42	25
	No. Payroll/Personnel Action Forms	1,700	2,029	1,800	1,800
	BOE Change Order Forms	100	140	120	120
NY/WP	Job specifications written/revised	69	104	80	80
NY	Employee Verifications	62	85	75	75

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

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 212,964	\$ 190,941	\$ 95,214	\$ 174,111
Employee Benefits	<u>102,612</u>	<u>101,051</u>	<u>49,518</u>	<u>100,211</u>
S/T	315,576	291,992	144,732	274,322
Materials & Supplies	10,728	14,150	4,206	13,150
Direct Costs	4,979	16,173	999	17,173
Equipment	<u>2,083</u>	<u>1,500</u>	<u>-</u>	<u>1,200</u>
Total	<u>\$ 333,366</u>	<u>\$ 323,815</u>	<u>\$ 149,937</u>	<u>\$ 305,845</u>
<b><u>Revenues</u></b>				
Miscellaneous	\$ <u>18</u>	\$ <u>40</u>	\$ <u>45</u>	\$ <u>40</u>
Total	<u>\$ 18</u>	<u>\$ 40</u>	<u>\$ 45</u>	<u>\$ 40</u>
<b>Net Cost</b>	<b><u>\$ 333,348</u></b>	<b><u>\$ 323,775</u></b>	<b><u>\$ 149,892</u></b>	<b><u>\$ 305,805</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>Mandate</b>	<b>Task/Measure</b>	<b>FY 18-19 Estimate</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Estimate</b>	<b>FY 20-21 Planned</b>
NY	No. of advertised bids	30	42	40	40
NY	No. of unadvertised bids	120	111	120	120
WP	No. of purchase requisitions processed	1,250	1,050	1,200	1,200
	No. of purchase orders issued	675	700	700	700
	No. of direct claim vouchers processed	5,700	3,250	3,200	3,200
	No. of Credit Card Transactions	1,200	1,300	1,400	1,400
	Value of Credit Card Transactions	\$ 350,000	\$ 368,000	\$ 400,000	\$ 400,000
	On-line auctions of surplus equipment and rolling stock	4	3	3	3
	Value of on-line auctions combined	\$ 100,000	\$ 99,925	\$ 100,000	\$ 100,000
	Value of issued purchase orders and direct claim vouchers	\$ 10,000,000	\$ 10,777,900	\$ 10,500,000	\$ 10,500,000
	No. of contract claim vouchers prepared	190	316	320	320
	Value of contract claim vouchers prepared	\$ 1,350,000	\$ 1,491,850	\$ 1,500,000	\$ 1,500,000
	Value of stock room goods distributed & inventory	\$ 300,000	\$ 302,300	\$ 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	850	750	800	850
	<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	\$ 50,000	\$ 53,500	\$ 50,000	\$ 50,000

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

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**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 341,429	\$ 340,137	\$ 174,404	\$ 331,471
Employee Benefits	<u>147,656</u>	<u>130,333</u>	<u>71,955</u>	<u>121,570</u>
S/T	489,085	470,470	246,359	453,041
Materials & Supplies	7,060	11,000	6,457	11,050
Equipment	<u>5,474</u>	<u>2,650</u>	<u>833</u>	<u>2,650</u>
Total	<u>\$ 501,619</u>	<u>\$ 484,120</u>	<u>\$ 253,649</u>	<u>\$ 466,741</u>
<b><u>Revenues</u></b>				
Miscellaneous:				
Sale of Property	\$ 69,355	\$ 90,000	\$ -	\$ 60,000
Other	<u>54,765</u>	<u>60,000</u>	<u>25,420</u>	<u>50,000</u>
Total	<u>\$ 124,120</u>	<u>\$ 150,000</u>	<u>\$ 25,420</u>	<u>\$ 110,000</u>
<b>Net Cost</b>	<u><u>\$ 377,499</u></u>	<u><u>\$ 334,120</u></u>	<u><u>\$ 228,229</u></u>	<u><u>\$ 356,741</u></u>

**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 and the White Plains School District.

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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 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	2,770	2,800	2,800
NY	No. of emission inspections performed* (includes safety inspections for most vehicles)	275	270	275	275
NY	No. of safety inspections performed (includes five motorcycles)	60	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**

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**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,394,912	\$ 1,417,040	\$ 735,614	\$ 1,412,248
Employee Benefits	<u>723,268</u>	<u>701,345</u>	<u>356,092</u>	<u>695,774</u>
S/T	2,118,180	2,118,385	1,091,706	2,108,022
Materials & Supplies:				
Repairs and Maintenance	82,321	95,000	42,316	95,000
Other	35,267	38,941	22,347	38,153
Direct Costs	4,878	6,725	4,347	137,225
Equipment	<u>35,810</u>	<u>3,191</u>	<u>3,190</u>	<u>14,322</u>
Total	<u>\$ 2,276,456</u>	<u>\$ 2,262,242</u>	<u>\$ 1,163,906</u>	<u>\$ 2,392,722</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 2,276,456</u>	<u>\$ 2,262,242</u>	<u>\$ 1,163,906</u>	<u>\$ 2,392,722</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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	No. of Committee meetings	2	2	1	1
	No. of parcels of tax foreclosed property to be disposed of through private sale or public auction	2	0	2	0
	No. of tax foreclosed properties over which the Committee has jurisdiction	18	17	2	2
	Cost-basis of tax foreclosed properties under the Committee's jurisdiction	\$ 296,903	\$ 293,802	\$ 25,554	\$ 25,654

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

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**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Materials & Supplies	\$ -	\$ 500	-	\$ 500
Direct Costs	-	2,500	-	2,500
Total	\$ -	\$ 3,000	\$ -	\$ 3,000
 <b><u>Revenues</u></b>				
Miscellaneous:				
Real Property Sales	\$ -	\$ 127,854	\$ 169,702	\$ -
Total	\$ -	\$ 127,854	\$ 169,702	\$ -
<b>Net Cost</b>	<b>\$ -</b>	<b>\$ (124,854)</b>	<b>\$ (169,702)</b>	<b>\$ 3,000</b>

**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 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 8,750	\$ 9,500	\$ 4,750	\$ 9,500
Employee Benefits	<u>941</u>	<u>1,002</u>	<u>498</u>	<u>1,007</u>
S/T	9,691	10,502	5,248	10,507
Operating Transfer Out: Housing Enhancement Fund	<u>810</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	\$ <u>10,501</u>	\$ <u>10,502</u>	\$ <u>5,248</u>	\$ <u>10,507</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	\$ <u>10,501</u>	\$ <u>10,502</u>	\$ <u>5,248</u>	\$ <u>10,507</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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 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	64	62	58	57
	Grants subject to single audit	14	20	18	17
	No. of Capital Projects accounted for	50	55	58	57

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

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**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 223,239	\$ 231,018	\$ 114,795	\$ 253,657
Employee Benefits	<u>108,811</u>	<u>111,841</u>	<u>54,928</u>	<u>118,946</u>
S/T	332,050	342,859	169,723	372,603
Materials & Supplies	1,700	1,850	231	2,350
Direct Costs	<u>-</u>	<u>17,000</u>	<u>-</u>	<u>20,000</u>
Total	<u>\$ 333,750</u>	<u>\$ 361,709</u>	<u>\$ 169,954</u>	<u>\$ 394,953</u>
<b>Revenues</b>				
Charges for Services:				
Community Development Program	\$ 9,749	\$ 13,500	\$ 10,176	\$ 10,000
WP Urban Renewal Agency	<u>1,281</u>	<u>1,500</u>	<u>1,302</u>	<u>1,500</u>
Total	<u>\$ 11,030</u>	<u>\$ 15,000</u>	<u>\$ 11,478</u>	<u>\$ 11,500</u>
<b>Net Cost</b>	<b><u>\$ 322,720</u></b>	<b><u>\$ 346,709</u></b>	<b><u>\$ 158,476</u></b>	<b><u>\$ 383,453</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, active and retired 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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	No. of ETPA units billed	2,521	2,436	2,400	2,375
	No. of employee benefit consultations	2,000	2,000	2,000	2,000
	No. of active employees receiving health benefits	827	684	684	684
	No. of retired employees receiving health benefits	710	717	725	730
	No. of employees receiving dental benefits	448	399	399	399
	No. of employees receiving optical benefits	423	402	402	402
	No. of employees receiving life insurance	63	62	62	62
	No. of enrollments/changes processed	300	300	300	300
	No. of employees participating in Flex Spending Plan	86	89	89	89
	No. of employees participating in the Dental Premium Redirection	262	260	260	260
	No. of persons receiving COBRA benefits	5	4	4	4
	No. of Employees in Deferred Compensation Program	530	532	535	534

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

<b>REQUIRED RESOURCES:</b>				
	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 19-20</b>	<b>FY 20-21</b>
	<b>Actual</b>	<b>Revised Budget 12/31/19</b>	<b>Exp/Oblig 12/31/19</b>	<b>Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 60,800	\$ 56,500	\$ -	\$ 60,000
Employee Benefits	70,622	73,851	55,635	69,499
S/T	131,422	130,351	55,635	129,499
Retirees' Health Insurance	9,471,238	9,675,000	5,015,790	10,158,511
Retirees' Health Insurance Buyout	197,835	200,000	187,563	180,253
Active Health Insurance Buyout	530,290	556,000	534,419	510,856
Retirees' Medicare Payments	1,239,003	1,475,000	593,092	1,550,000
Group Life Insurance	68,653	73,000	33,171	75,150
Health Insurance Admin. Charge	45,979	46,000	20,545	47,000
Direct Costs:				
Financial and Auditing	101,180	102,705	100,005	102,705
Self Insurance Fund Contrib.	6,775,232	6,026,127	6,026,127	5,622,142
Taxes on City Property	422,248	425,000	8,180	454,000
Legal Judgments-Settlements	776,567	2,300,000	876,982	1,800,000
Other	746,695	1,083,000	1,007,746	783,000
Transfer to Debt Service Fund	8,250,171	9,514,228	3,404,450	9,593,399
Total	\$ 28,756,513	\$ 31,606,411	\$ 17,863,705	\$ 31,006,515
<b>Revenues</b>				
Tax & Related Items:				
Property Tax and Related	\$ 61,650,767	\$ 64,117,768	\$ 63,431,604	\$ 65,635,499
Sales Tax	45,103,980	44,000,000	24,261,361	46,000,000
Sales Tax Restricted	5,011,553	-	2,695,706	-
Hotel Tax	1,221,114	1,200,000	614,754	1,200,000
Utility Gross Receipts	1,234,132	1,108,000	536,039	1,089,277
Intergovernmental:				
AIM (state aid)	5,463,256	5,463,256	952,802	5,463,256
Mortgage Tax	2,399,644	2,000,000	1,531,521	2,000,000
Charges for Services	979,750	1,577,000	1,577,000	1,623,110
Licenses & Permits	1,037,296	1,035,500	512,987	965,500
Miscellaneous	260,021	529,000	1,482,651	1,329,000
Capital Proj. Unused Funds Transfer	1,626	-	-	-
Apprtd. Tax Stabilization Reserve	-	5,111,025	-	5,198,783
Apprtd. Open Space Reserve	-	120,000	-	120,000
Apptd. Tax Cert Reserve	-	1,150,000	-	1,000,000
Total	\$ 124,363,139	\$ 127,411,549	\$ 97,596,425	\$ 131,624,425
<b>Net Cost</b>	<b>\$ (95,606,626)</b>	<b>\$ (95,805,138)</b>	<b>\$ (79,732,720)</b>	<b>\$ (100,617,910)</b>

**DEPARTMENT REFERENCE PAGE: II-16**

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

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**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
WP	No. of employees utilizing direct deposit of payroll (includes part time)	1,034	1,025	1,019	1,024
	No. of manual checks	38	18	20	21
	Accuracy of claims processed	99%	99%	99%	99%
	No. of purchase orders outstanding for more than a year	2	5	5	4
	No. of federal and state payroll reports	22	22	22	22
	No. of City payroll reports	44	42	41	42
	No. of tax returns filed	32	32	32	32
	W-2's issued	1,880	1,770	1,870	1,873
	1099's issued	350	232	240	245
	Compliance with IRS Regulations	100%	100%	100%	100%

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

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 342,198	\$ 372,675	\$ 179,611	\$ 398,383
Employee Benefits	<u>152,413</u>	<u>161,900</u>	<u>78,119</u>	<u>169,630</u>
S/T	494,611	534,575	257,730	568,013
Materials & Supplies	7,543	11,750	3,047	11,750
Direct Costs	1,755	2,000	1,755	2,000
Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,200</u>
Total	<u>\$ 503,909</u>	<u>\$ 548,325</u>	<u>\$ 262,532</u>	<u>\$ 582,963</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Miscellaneous	<u>8</u>	<u>20</u>	<u>-</u>	<u>20</u>
Total	<u>\$ 4,008</u>	<u>\$ 4,020</u>	<u>\$ 4,000</u>	<u>\$ 4,020</u>
<b>Net Cost</b>	<b><u>\$ 499,901</u></b>	<b><u>\$ 544,305</u></b>	<b><u>\$ 258,532</u></b>	<b><u>\$ 578,943</u></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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	City's Credit Rating	Moody's Aa1	Moody's Aa1	Moody's Aa1	Moody's Aa1
	Interest Income (all Funds)	\$ 1,400,000	\$ 2,004,959	\$ 1,770,000	\$ 1,400,000
	Outstanding Debt exclusive of Enterprise Funds	\$ 141.7 m	\$ 128.5m	\$ 136.8m	\$ 132.9M
	Number of In Rem properties at year end	39	15	20	25
	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 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 424,173	\$ 458,303	\$ 210,812	\$ 474,258
Employee Benefits	155,647	175,055	76,275	173,642
S/T	579,820	633,358	287,087	647,900
Materials & Supplies	6,315	11,350	2,133	11,850
Equipment	-	1,000	-	1,200
Total	\$ 586,135	\$ 645,708	\$ 289,220	\$ 660,950
<b>Revenues</b>				
Charges for Services:				
WP Urban Renewal Agency	\$ -	\$ 250	\$ -	\$ 250
Other	83	50	125	50
Total	\$ 83	\$ 300	\$ 125	\$ 300
<b>Net Cost</b>	<b>\$ 586,052</b>	<b>\$ 645,408</b>	<b>\$ 289,095</b>	<b>\$ 660,650</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.

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 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	7	6	8	6
	<b><u>Budget Management:</u></b>				
	Capital Projects Budgets established or amended	30	31	36	29
	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	N/A	N/A
	<b><u>Management Analysis:</u></b>				
	Management Studies	3	3	3	3

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

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 298,825	\$ 355,446	\$ 167,291	\$ 357,355
Employee Benefits	<u>72,406</u>	<u>126,429</u>	<u>51,995</u>	<u>127,116</u>
S/T	371,231	481,875	219,286	484,471
Materials & Supplies	8,364	9,400	647	9,400
Direct Costs	550	575	575	600
Equipment	1,081	600	-	600
Transfer to Capital Projects Fund	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 431,226</u>	<u>\$ 492,450</u>	<u>\$ 220,508</u>	<u>\$ 495,071</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 431,226</u>	<u>\$ 492,450</u>	<u>\$ 220,508</u>	<u>\$ 495,071</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 inquires 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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	Property tax collection rate	99.67%	99.46%	99.56%	99.66%
	Water billing collection rate	97.37%	96.80%	97.00%	97.20%
	No. of tax bills in delinquency	1,200	1,285	1,200	1,115
	No. of ACH tax payments	832	963	1094	1,225
	No. of lockbox tax payments	20,620	22,597	22,500	22,400
	No. of web tax payments	3,730	3,774	3,818	3,862

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

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 413,591	\$ 426,256	\$ 212,002	\$ 438,946
Employee Benefits	<u>172,009</u>	<u>190,419</u>	<u>92,485</u>	<u>226,559</u>
S/T	585,600	616,675	304,487	665,505
Materials & Supplies	27,211	33,900	10,092	34,900
Direct Costs	83,801	84,800	27,186	84,800
Equipment	<u>-</u>	<u>2,000</u>	<u>565</u>	<u>-</u>
Total	<u>\$ 696,612</u>	<u>\$ 737,375</u>	<u>\$ 342,330</u>	<u>\$ 785,205</u>
<b><u>Revenues</u></b>				
Interest Income	\$ <u>1,291,434</u>	\$ <u>1,000,000</u>	\$ <u>522,816</u>	\$ <u>1,016,000</u>
Total	<u>\$ 1,291,434</u>	<u>\$ 1,000,000</u>	<u>\$ 522,816</u>	<u>\$ 1,016,000</u>
<b>Net Cost</b>	<b><u>\$ (594,822)</u></b>	<b><u>\$ (262,625)</u></b>	<b><u>\$ (180,486)</u></b>	<b><u>\$ (230,795)</u></b>

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 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	639	639	482	525
	No. of cases adjudicated	633	633	481	522
	No. of cases withdrawn	6	6	1	3
	No. of reductions to the assessment roll approved	84	84	60	65

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

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 15,108	\$ 15,955	\$ -	\$ 15,900
Employee Benefits	<u>1,790</u>	<u>1,970</u>	<u>-</u>	<u>1,966</u>
S/T	16,898	17,925	-	17,866
Materials & Supplies	165	585	-	585
Direct Costs	<u>316</u>	<u>300</u>	<u>-</u>	<u>300</u>
Total	<u>\$ 17,379</u>	<u>\$ 18,810</u>	<u>\$ -</u>	<u>\$ 18,751</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 17,379</u>	<u>\$ 18,810</u>	<u>\$ -</u>	<u>\$ 18,751</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:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<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 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Employee Benefits	\$ 1,445	\$ 2,500	\$ 875	\$ 2,500
S/T	1,445	2,500	875	2,500
Materials & Supplies	14,344	16,125	10,187	16,125
Direct Costs	<u>1,950</u>	<u>7,000</u>	<u>1,989</u>	<u>7,000</u>
Total	\$ <u>17,739</u>	\$ <u>25,625</u>	\$ <u>13,051</u>	\$ <u>25,625</u>
<b><u>Revenues</u></b>				
Fines & Forfeitures:				
Fines and Bail Court	\$ <u>744,163</u>	\$ <u>990,000</u>	\$ <u>378,195</u>	\$ <u>750,000</u>
Total	\$ <u>744,163</u>	\$ <u>990,000</u>	\$ <u>378,195</u>	\$ <u>750,000</u>
<b>Net Cost</b>	<b>\$ <u>(726,424)</u></b>	<b>\$ <u>(964,375)</u></b>	<b>\$ <u>(365,144)</u></b>	<b>\$ <u>(724,375)</u></b>

**DEPARTMENT REFERENCE PAGE: II-11**

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

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**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
WP	No. of Common Council meetings	34	35	37	37
	No. of Common Council ordinances	345	330	340	350
	No. of Common Council resolutions	240	243	230	235
	Transportation Commission meetings	12	12	12	12
	Urban Renewal Agency meetings	4	5	6	8
	WP Cable TV Commission meetings (as needed)	2	0	1	1
WP	No. of meetings of Planning Board and Zoning Board of Appeals (as needed)	22	23	23	23
WP	No. of Historic Preservation Commission meetings	12	8	10	10
	No. of Zoning Board of Appeals and Historic Preservation Commission resolutions	42	44	45	48
WP	No. of meetings of the Board of Ethics	5	1	1	3
WP	No. of hours devoted to conferences and meetings	4,525	4,560	4,325	4,400

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

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 892,739	\$ 1,299,005	\$ 417,258	\$ 1,329,235
Employee Benefits	<u>325,494</u>	<u>380,882</u>	<u>137,825</u>	<u>463,847</u>
S/T	1,218,233	1,679,887	555,083	1,793,082
Materials & Supplies	44,025	49,425	13,062	50,100
Direct Costs	35,443	403,000	258,185	190,000
Equipment	<u>300</u>	<u>7,938</u>	<u>5,637</u>	<u>7,298</u>
Total	<u>\$ 1,298,001</u>	<u>\$ 2,140,250</u>	<u>\$ 831,967</u>	<u>\$ 2,040,480</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Community Development	\$ 1,200	\$ 800	\$ 250	\$ 800
WP Urban Renewal Agency	1,600	675	1,425	1,500
Miscellaneous	<u>237</u>	<u>-</u>	<u>114</u>	<u>-</u>
Total	<u>\$ 3,037</u>	<u>\$ 1,475</u>	<u>\$ 1,789</u>	<u>\$ 2,300</u>
<b>Net Cost</b>	<u><u>\$ 1,294,964</u></u>	<u><u>\$ 2,138,775</u></u>	<u><u>\$ 830,178</u></u>	<u><u>\$ 2,038,180</u></u>

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
NY	No. of elections	3	3	3	2
NY	No. of elections districts	46	46	46	46
NY	Ballots cast	28,091	26,232	34,713	40,000

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

**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,520	\$ 1,870	\$ 1,855	\$ 2,000
Employee Benefits	<u>312</u>	<u>418</u>	<u>393</u>	<u>477</u>
S/T	1,832	2,288	2,248	2,477
Direct Costs	<u>72,030</u>	<u>78,000</u>	<u>-</u>	<u>80,000</u>
Total	<u>\$ 73,862</u>	<u>\$ 80,288</u>	<u>\$ 2,248</u>	<u>\$ 82,477</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 73,862</u>	<u>\$ 80,288</u>	<u>\$ 2,248</u>	<u>\$ 82,477</u>

**DEPARTMENT REFERENCE PAGE: II-12**

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

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**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
WP	No. of State Supreme Court cases	280	260	275	275
	No. of Appellate Division cases	34	28	21	23
WP	No. of City Court cases	1,275	985	940	960
	No. of Federal cases	62	57	55	50
	No. of State Agency cases	30	17	3	5
	No. of Assessment cases reviewed	650	670	675	650
	No. of Tax Certiorari cases reviewed	315	405	390	400

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

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 162,550	\$ 167,376	\$ 84,679	\$ 169,385
Employee Benefits	<u>48,424</u>	<u>47,863</u>	<u>21,673</u>	<u>48,360</u>
S/T	210,974	215,239	106,352	217,745
Direct Costs:				
Consultants	3,638	250,000	125,000	125,000
Legal Services	1,325	10,000	455	10,000
Procedural Review	52,000	313,000	224,000	100,000
Other	<u>12,839</u>	<u>14,500</u>	<u>3,631</u>	<u>16,000</u>
Total	<u>\$ 280,776</u>	<u>\$ 802,739</u>	<u>\$ 459,438</u>	<u>\$ 468,745</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 280,776</u>	<u>\$ 802,739</u>	<u>\$ 459,438</u>	<u>\$ 468,745</u>

**DEPARTMENT REFERENCE PAGE: II-22**

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

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**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
WP	No. of personnel consultations with departmental heads and labor counsel	3,000	2,910	2800	2,850
	No. of grievance proceedings	16	3	2	3
	Disciplinary proceedings:				
	No. of charges	48	23	18	20
	No. of trials	5	1	1	1
	No. of settlements	43	22	17	19
	No. of Arbitrations	13	1	1	3
NY	No. of PERB* actions	15	1	1	1

\*PERB: Public Employment Relations Board

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

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 81,346	\$ 83,708	\$ 40,822	\$ 83,708
Employee Benefits	19,140	18,617	7,532	19,466
S/T	100,486	102,325	48,354	103,174
Direct Costs:				
Arbitration	13,975	125,000	-	125,000
Consultants	588	250,001	150,000	100,000
Labor Counsel	41,891	375,001	260,145	200,000
Other	2,494	10,000	123	10,000
Total	\$ 159,434	\$ 862,327	\$ 458,622	\$ 538,174
<b>Revenues</b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	\$ 159,434	\$ 862,327	\$ 458,622	\$ 538,174

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 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	33	44	35	35
	Percentage of cases studied for which relief was granted	50%	94%	95%	95%

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

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**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 2,100	\$ 2,100	\$ 1,050	\$ 2,100
Employee Benefits	<u>482</u>	<u>418</u>	<u>174</u>	<u>358</u>
S/T	2,582	2,518	1,224	2,458
Materials & Supplies	<u>596</u>	<u>700</u>	<u>254</u>	<u>700</u>
Total	<u>\$ 3,178</u>	<u>\$ 3,218</u>	<u>\$ 1,478</u>	<u>\$ 3,158</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 3,178</u>	<u>\$ 3,218</u>	<u>\$ 1,478</u>	<u>\$ 3,158</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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
WP/NY	No. of Common Council meetings	29	30	33	30
WP/NY	No. of agenda items	1,193	1,044	1,250	1,250
WP/NY	No. of pages of minutes documented	2,650	2,611	3,000	2,650
WP	No. of Common Council Public Hearings	33	41	35	35

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

**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b>Expenditures</b>				
Salaries & Wages	\$ 221,326	\$ 221,326	\$ 109,818	\$ 221,326
Employee Benefits	<u>135,270</u>	<u>137,887</u>	<u>68,063</u>	<u>99,855</u>
S/T	356,596	359,213	177,881	321,181
Materials & Supplies	6,855	7,150	1,837	7,150
Direct Costs	48,422	55,000	17,388	55,500
Equipment	-	-	-	500
Reserve for Financing	<u>-</u>	<u>3,240,191</u>	<u>-</u>	<u>2,302,000</u>
Total	<u>\$ 411,873</u>	<u>\$ 3,661,554</u>	<u>\$ 197,106</u>	<u>\$ 2,686,331</u>
<b>Revenues</b>				
Miscellaneous	\$ 20,000	\$ -	\$ -	\$ -
Appropriation for Prior Year				
Encumbrances	-	2,129,305	-	-
Appropriation of Fund Balance	<u>-</u>	<u>6,055,000</u>	<u>-</u>	<u>7,100,000</u>
Total	<u>\$ 20,000</u>	<u>\$ 8,184,305</u>	<u>\$ -</u>	<u>\$ 7,100,000</u>
<b>Net Cost</b>	<u><u>\$ 391,873</u></u>	<u><u>\$ (4,522,751)</u></u>	<u><u>\$ 197,106</u></u>	<u><u>\$ (4,413,669)</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**

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**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 525,846	\$ 554,776	\$ 274,300	\$ 570,038
Employee Benefits	<u>243,645</u>	<u>259,377</u>	<u>128,724</u>	<u>272,044</u>
S/T	769,491	814,153	403,024	842,082
Materials & Supplies	7,718	16,200	4,355	16,200
Direct Costs:				
Special Events	33,183	107,000	47,528	70,000
Other	1,403	6,000	160	6,000
Equipment	<u>-</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Total	<u>\$ 811,795</u>	<u>\$ 948,353</u>	<u>\$ 460,067</u>	<u>\$ 939,282</u>
<b><u>Revenues</u></b>				
Licenses & Permits	\$ 89,450	\$ 110,000	\$ 47,900	\$ 100,000
Miscellaneous	<u>3,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 92,450</u>	<u>\$ 110,000</u>	<u>\$ 47,900</u>	<u>\$ 100,000</u>
<b>Net Cost</b>	<u><u>\$ 719,345</u></u>	<u><u>\$ 838,353</u></u>	<u><u>\$ 412,167</u></u>	<u><u>\$ 839,282</u></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>2018 Actual</u></b>	<b><u>2019 Planned</u></b>	<b><u>2019 Actual</u></b>	<b><u>2020 Planned</u></b>
	Percentage of Public Safety objectives achieved	86%	90%	100%	90%
	Emergency Medical Services	66%	90%	100%	90%
	Police Department	88%	90%	91%	90%
	Fire Department	84%	90%	94%	90%

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

**REQUIRED RESOURCES:**

	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 19-20</b>	<b>FY 20-21</b>
	<b>Actual</b>	<b>Revised Budget 12/31/19</b>	<b>Exp/Oblig 12/31/19</b>	<b>Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 700,295	\$ 719,358	\$ 356,541	\$ 601,396
Employee Benefits	<u>240,266</u>	<u>253,983</u>	<u>117,806</u>	<u>190,888</u>
S/T	940,561	973,341	474,347	792,284
Materials & Supplies:				
Computer Equip. Maintenance	243,265	258,000	243,888	235,000
Other	6,467	7,355	1,762	7,405
Direct Costs	<u>24,992</u>	<u>34,590</u>	<u>10,213</u>	<u>29,250</u>
Total	<u>\$ 1,215,285</u>	<u>\$ 1,273,286</u>	<u>\$ 730,210</u>	<u>\$ 1,063,939</u>
<b>Revenues</b>				
Miscellaneous	\$ <u>3,155</u>	\$ <u>2,400</u>	\$ <u>2,200</u>	\$ <u>2,400</u>
Total	<u>\$ 3,155</u>	<u>\$ 2,400</u>	<u>\$ 2,200</u>	<u>\$ 2,400</u>
<b>Net Cost</b>	<u><u>\$ 1,212,130</u></u>	<u><u>\$ 1,270,886</u></u>	<u><u>\$ 728,010</u></u>	<u><u>\$ 1,061,539</u></u>

**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>2018 Actual</u></b>	<b><u>2019 Planned</u></b>	<b><u>2019 Actual</u></b>	<b><u>2020 Planned</u></b>
WP	No. of Police dispatched emergency ambulance calls	7,815	8,200	8,658	9,000
	No. of allegations of delay of transport investigated	2	2	1	2
	Percentage of ambulance call response under 7 minutes	84%	90%	90% *	90%

\*Number of delayed responses so low as to be statistically insignificant

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

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**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Direct Costs:				
Ambulance Contract	\$ <u>523,860</u>	\$ <u>680,000</u>	\$ <u>340,290</u>	\$ <u>704,400</u>
Total	\$ <u>523,860</u>	\$ <u>680,000</u>	\$ <u>340,290</u>	\$ <u>704,400</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	\$ <u><u>523,860</u></u>	\$ <u><u>680,000</u></u>	\$ <u><u>340,290</u></u>	\$ <u><u>704,400</u></u>

**DEPARTMENT REFERENCE PAGE: II-52**

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## **FIRE SERVICES**

**FIRE ADMINISTRATION****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY****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>2018 Actual</u></b>	<b><u>2019 Planned</u></b>	<b><u>2019 Actual</u></b>	<b><u>2020 Planned</u></b>
	Percentage of Fire Bureau objectives achieved	84%	90%	93%	90%

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

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 190,790	\$ 231,487	\$ 107,459	\$ 251,519
Employee Benefits	91,083	130,421	47,998	147,125
S/T	281,873	361,908	155,457	398,644
Materials & Supplies	24,283	27,611	12,570	22,645
Direct Costs	-	4,500	-	4,500
Transfer to Special Revenue Fund	33,643	-	-	-
Total	<u>\$ 339,799</u>	<u>\$ 394,019</u>	<u>\$ 168,027</u>	<u>\$ 425,789</u>
<b>Revenues</b>				
Licenses & Permits:				
Fire Inspection Certificates	\$ 890,127	\$ 880,702	\$ 835,816	\$ 880,702
Other	55	55	-	55
Miscellaneous	36	100	93	-
Total	<u>\$ 890,218</u>	<u>\$ 880,857</u>	<u>\$ 835,909</u>	<u>\$ 880,757</u>
<b>Net Cost</b>	<u><u>\$ (550,419)</u></u>	<u><u>\$ (486,838)</u></u>	<u><u>\$ (667,882)</u></u>	<u><u>\$ (454,968)</u></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>2018 Actual</u></b>	<b><u>2019 Planned</u></b>	<b><u>2019 Actual</u></b>	<b><u>2020 Planned</u></b>
NY	No. of buildings inspections	1,186	1,192	1,336	1,261
NY	No. of violations issued	1,573	1,575	2,316	1,944
	No. of re-checks performed	343	375	351	347
	No. of consultations, including meetings with design personnel and contractors	270	250	197	233
	Estimate of number of people reached with a fire safety message	19,102	21,000	28,977	21,000
WP	No. of legal actions taken (Court Appearance Tickets issued)	46	25	18	25
	No. of complaint investigations	34	30	66	41
NY/WP	No. of fires investigated by Cause and Origin Unit	31	30	33	30
	No. of public education details completed	79	100	84	80
WP	No. of life safety systems and building site plan reviews	310	310	337	323
FED	No. of property violation record searches performed	4	7	9	7
	No. of juvenile fire interventions	19	15	15	15

**FIRE PREVENTION**

DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC SAFETY

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 604,102	\$ 638,190	\$ 309,701	\$ 648,294
Employee Benefits	357,139	334,372	171,233	358,727
S/T	961,241	972,562	480,934	1,007,021
Materials & Supplies	190,219	166,700	87,892	195,700
Direct Costs	5,818	20,952	6,299	17,725
Total	\$ 1,157,278	\$ 1,160,214	\$ 575,125	\$ 1,220,446
<b><u>Revenues</u></b>				
Charges for Services	\$ 19,465	\$ 22,680	\$ 20,620	\$ 31,900
Total	\$ 19,465	\$ 22,680	\$ 20,620	\$ 31,900
<b>Net Cost</b>	<b>\$ 1,137,813</b>	<b>\$ 1,137,534</b>	<b>\$ 554,505</b>	<b>\$ 1,188,546</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>2018 Actual</u></b>	<b><u>2019 Planned</u></b>	<b><u>2019 Actual</u></b>	<b><u>2020 Planned</u></b>
	Structure Fire	45	52	41	43
	Mobile Property Fire	16	23	19	20
	Natural Vegetation/Outside Fire	22	27	25	24
WC	Mutual Aid rendered to other municipalities	14	23	14	14
WC	Mutual Aid requested by White Plains	4	5	3	4
	Rescue /Emergency Medical Service	677	675	646	661
	Other Alarms (explosion, hazardous condition, service call, good intent)	1,523	1,350	1,149	1,336
	False calls (malicious, malfunction, unintentional)	1,873	1,750	1,785	1,829
WP	Public assembly inspections	192	200	191	191
	Average response time (department)	4 min.	4 min.	4 min.	4 min.

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

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 15,448,818	\$ 15,842,662	\$ 7,858,640	\$ 16,633,809
Employee Benefits	<u>8,357,977</u>	<u>8,521,238</u>	<u>4,116,115</u>	<u>9,228,198</u>
S/T	23,806,795	24,363,900	11,974,755	25,862,007
Materials & Supplies	61,676	64,160	26,407	66,800
Equipment	<u>41,249</u>	<u>46,306</u>	<u>11,683</u>	<u>99,400</u>
Total	<u>\$ 23,909,720</u>	<u>\$ 24,474,366</u>	<u>\$ 12,012,845</u>	<u>\$ 26,028,207</u>
<b>Revenues</b>				
Charges for Services:				
Fire Records	\$ 25	\$ 300	\$ -	\$ 200
Miscellaneous Reimbursement	<u>17,926</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 17,951</u>	<u>\$ 300</u>	<u>\$ -</u>	<u>\$ 200</u>
<b>Net Cost</b>	<u><u>\$ 23,891,769</u></u>	<u><u>\$ 24,474,066</u></u>	<u><u>\$ 12,012,845</u></u>	<u><u>\$ 26,028,007</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>2018 Actual</u></b>	<b><u>2019 Planned</u></b>	<b><u>2019 Actual</u></b>	<b><u>2020 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	30,688	34,000	35,605	32,000
NY	No. of man-hours of volunteer division certification training	908	908	954	908
NY	No. of man-hours of specialized training (codes, sprinklers, arson, etc.)	1,872	2,000	1,512	1,700

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

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 237,722	\$ 264,567	\$ 95,547	\$ 271,523
Employee Benefits	<u>142,041</u>	<u>144,359</u>	<u>48,583</u>	<u>152,573</u>
S/T	379,763	408,926	144,130	424,096
Direct Costs	<u>28,000</u>	<u>21,000</u>	<u>3,500</u>	<u>21,000</u>
Total	<u>\$ 407,763</u>	<u>\$ 429,926</u>	<u>\$ 147,630</u>	<u>\$ 445,096</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 407,763</u>	<u>\$ 429,926</u>	<u>\$ 147,630</u>	<u>\$ 445,096</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>2018 Actual</u></b>	<b><u>2019 Planned</u></b>	<b><u>2019 Actual</u></b>	<b><u>2020 Planned</u></b>
	No. of man-hours of specialized rescue training	1,524	4,000	3,934	1,660
FED	No. of man-hours of hazardous material technician training	1,596	1,650	2,819	2,200
	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 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 159,648	\$ 283,671	\$ 47,012	\$ 172,145
Employee Benefits	<u>118,463</u>	<u>142,134</u>	<u>26,808</u>	<u>85,682</u>
S/T	278,111	425,805	73,820	257,827
Direct Costs	<u>21,700</u>	<u>57,338</u>	<u>10,852</u>	<u>57,000</u>
Total	<u>\$ 299,811</u>	<u>\$ 483,143</u>	<u>\$ 84,672</u>	<u>\$ 314,827</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 299,811</u>	<u>\$ 483,143</u>	<u>\$ 84,672</u>	<u>\$ 314,827</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>2018 Actual</u></b>	<b><u>2019 Planned</u></b>	<b><u>2019 Actual</u></b>	<b><u>2020 Planned</u></b>
	No. of personnel transactions processed	10,375	11,000	9,917	11,000
WP	No. of vouchers for overtime, court time processed	8,758	9,000	8,476	9,500
	No. of personnel interviews to reduce sick time	24	30	25	20
	Average number of sick hours taken by personnel	43	40	43	40
	No. of vacation selections processed and recorded	1,039	1,023	1,023	971
	No. of vacation changes processed and recorded	51	55	54	60

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

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**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,980,530	\$ 2,045,478	\$ 866,091	\$ 2,170,560
Employee Benefits	<u>934,500</u>	<u>973,362</u>	<u>434,353</u>	<u>981,548</u>
S/T	2,915,030	3,018,840	1,300,444	3,152,108
Materials & Supplies:				
Program Supplies	52,037	56,000	12,744	56,000
Ammunition	68,003	85,000	42,408	85,000
Telephone	66,139	75,000	35,210	90,000
Other	120,503	123,695	86,374	134,075
Direct Costs	5,538	5,895	3,151	8,300
Equipment	<u>-</u>	<u>7,500</u>	<u>7,500</u>	<u>18,000</u>
Total	<u>\$ 3,227,250</u>	<u>\$ 3,371,930</u>	<u>\$ 1,487,831</u>	<u>\$ 3,543,483</u>
<b><u>Revenues</u></b>				
Intergovernmental	\$ 20,376	\$ 22,400	\$ -	\$ 22,400
Miscellaneous	<u>8,250</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 28,626</u>	<u>\$ 22,400</u>	<u>\$ -</u>	<u>\$ 22,400</u>
<b>Net Cost</b>	<b><u>\$ 3,198,624</u></b>	<b><u>\$ 3,349,530</u></b>	<b><u>\$ 1,487,831</u></b>	<b><u>\$ 3,521,083</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>2018 Actual</u></b>	<b><u>2019 Planned</u></b>	<b><u>2019 Actual</u></b>	<b><u>2020 Planned</u></b>
	Radio equipment maintenance in-house 180* (Police Department units) hours	1,000	1,000	750	750
FED	Maintain and inventory telephone radio frequency tapes - Police/Fire Departments - Hours	300	300	600	600
	Install and maintain radios, light bars, sirens, portable radios, digital and other auto equipment - Hours	200	200	500	500
	Maintain service records of Police vehicles (60 vehicles) - Hours	600	600	300	300
	Maintain, issue and inventory emergency equipment (flares, oxygen, etc.) - Hours	350	350	250	250
	Prepare, record and file requisitions, RFP's and specifications for ordering Police and Fire equipment - Hours	700	700	500	500
	Maintain total communications system including: satellite receivers, base stations, mobiles, portable vocal alarms, consoles, telephones, etc. - Hours	1,750	1,750	1,000	1,000

\* Hours based on Police only. Fire, Parking, and Housing maintain their Department radios, vehicles, and equipment

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

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**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 99,160	\$ 102,121	\$ 50,671	\$ 105,175
Employee Benefits	<u>79,934</u>	<u>62,782</u>	<u>41,760</u>	<u>65,463</u>
S/T	179,094	164,903	92,431	170,638
Materials & Supplies	31,259	40,000	8,377	59,000
Direct Costs	<u>-</u>	<u>500</u>	<u>53</u>	<u>500</u>
Total	<u>\$ 210,353</u>	<u>\$ 205,403</u>	<u>\$ 100,861</u>	<u>\$ 230,138</u>
<b>Revenues</b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	<u>\$ 210,353</u>	<u>\$ 205,403</u>	<u>\$ 100,861</u>	<u>\$ 230,138</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>2018 Actual</u></b>	<b><u>2019 Planned</u></b>	<b><u>2019 Actual</u></b>	<b><u>2020 Planned</u></b>
WP	Taxicab and car for hire inspections	382	380	380	400
WP	Taxi complaints and investigations	178	200	150	160
WP	Taxicab and car for hire license (renewals)	189	195	216	225
WP	Taxi driver licenses (renewals and new issues)	302	310	315	330
WP	City license renewals (i.e. junk dealer, second-hand dealer, cabaret and peddlers)	40	35	70	75
WP	No. of taxi medallions	195	200	200	200
WP	No. of taxi medallions sales processed	7	8	10	10
WP	No. of taxi companies operating in White Plains	5	5	5	5
WP	No. of independent taxi companies	36	35	35	35

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

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 84,730	\$ -	\$ -	\$ -
Employee Benefits	<u>48,200</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	\$ <u>132,930</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>
<b><u>Revenues</u></b>				
Licenses & Permits:				
Taxis and Operators	\$ 105,216	\$ 86,725	\$ 81,865	\$ 105,000
Towing Medallions	60,000	60,000	-	60,000
Hazard Alarm Registration	145,980	170,000	6,125	150,000
Other	6,300	30,950	2,550	18,200
Fines & Forfeitures	<u>126,250</u>	<u>150,000</u>	<u>27,725</u>	<u>130,000</u>
Total	\$ <u>443,746</u>	\$ <u>497,675</u>	\$ <u>118,265</u>	\$ <u>463,200</u>
Net Cost	\$ <u><u>(310,816)</u></u>	\$ <u><u>(497,675)</u></u>	\$ <u><u>(118,265)</u></u>	\$ <u><u>(463,200)</u></u>

**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 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>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
		<b>Actual</b>	<b>Planned</b>	<b>Actual</b>	<b>Planned</b>
WP	Purchase-related claims & requisitions processed	880	900	772	810
WP	Processed - calls for service	64,579	66,000	65,191	68,450
NY	Monitor NYS TSLED Personal Summons	10,955	14,000	10,106	10,610
NY	Red light Camera Violations Processed	12,869	26,500	34,819	36,560
NY	Red light Camera Hearings	10	250	220	230
NY	911 calls received	35,125	35,500	49,099	51,550
NY	Personal Computers Maintained	180	190	180	190
NY	Arrests Processed	2,937	3,000	2,271	2,385
NY	Fingerprints (ink) civilian	381	400	237	250
NY	Fingerprints (electronic) criminal	1,820	1,880	1,369	1,440
NY	Fingerprints (electronic) civil applicant	143	150	183	190
NY	FOIL requests processed	103	110	117	125
NY	Report Requests inter-agency processed	478	490	500	525
NY	Accident Reports processed	2,560	2,600	2,385	2,500
NY	Online Report requests	445	450	490	515
WP	Special Event Permits processed	60	65	76	80
WP	Good Conduct Certificates processed	100	115	61	65
NY	Body Worn Camera evidence processed	376	420	470	800
NY	City Camera video evidence processed	206	220	296	450
NY	Booking video evidence processed	40	45	72	200
NY	Police/Fire audio recordings processed	276	300	353	600
NY	Digital photo evidence processed	271	300	310	400

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

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**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 958,866	\$ 774,794	\$ 445,845	\$ 974,725
Employee Benefits	<u>545,179</u>	<u>429,539</u>	<u>245,175</u>	<u>533,588</u>
S/T	1,504,045	1,204,333	691,020	1,508,313
Materials and Supplies	7,553	16,000	13,918	19,470
Direct Costs	24,659	46,615	11,927	31,000
Equipment	<u>2,300</u>	<u>2,400</u>	<u>-</u>	<u>10,000</u>
Total	<u>\$ 1,538,557</u>	<u>\$ 1,269,348</u>	<u>\$ 716,865</u>	<u>\$ 1,568,783</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ <u>41,717</u>	\$ <u>42,000</u>	\$ <u>17,013</u>	\$ <u>39,000</u>
Total	<u>\$ 41,717</u>	<u>\$ 42,000</u>	<u>\$ 17,013</u>	<u>\$ 39,000</u>
<b>Net Cost</b>	<b><u>\$ 1,496,840</u></b>	<b><u>\$ 1,227,348</u></b>	<b><u>\$ 699,852</u></b>	<b><u>\$ 1,529,783</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>2018 Actual</u></b>	<b><u>2019 Planned</u></b>	<b><u>2019 Actual</u></b>	<b><u>2020 Planned</u></b>
NY	Hours of in-service training, including use of force and law updates	7,760	7,760	7,760	4,656
NY	Hours of recruit training	8,800	9,600	16,360	8,400
NY	Hours of supervisor training	888	900	900	900
NY	Hours of field training	2,400	3,400	5,400	16,200
NY	Hours of specialized training	4,750	5,000	5,000	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	3,000	3,000

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

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**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 68,967	\$ 52,145	\$ 110,122	\$ 105,000
Employee Benefits	<u>26,142</u>	<u>21,597</u>	<u>33,619</u>	<u>42,877</u>
S/T	95,109	73,742	143,741	147,877
Direct Costs	<u>2,900</u>	<u>3,700</u>	<u>1,750</u>	<u>3,700</u>
Total	<u>\$ 98,009</u>	<u>\$ 77,442</u>	<u>\$ 145,491</u>	<u>\$ 151,577</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 98,009</u>	<u>\$ 77,442</u>	<u>\$ 145,491</u>	<u>\$ 151,577</u>

**DEPARTMENT REFERENCE PAGE: II-56**

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

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**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>2018 Actual</u></b>	<b><u>2019 Planned</u></b>	<b><u>2019 Actual</u></b>	<b><u>2020 Planned</u></b>
	Number of mental health outreach and referrals	342	350	370	375
	Number of community problem cases initiated	52	50	48	50
NY	Number of applicant investigations initiated	51	60	104	75
	Number of crime prevention through environmental design reviews	19	15	17	18
NY	Number of domestic violence and violent crime victims receiving intervention and referral services	1,136	1,150	1,044	1,100
	Number of community presentations	67	70	69	70
NY	Number of youth (persons less than 19 yrs.) receiving intervention and referral services	443	450	455	460
NY	Number of registered sex offender monitoring activities initiated	47	50	49	50
NY	Number of missing persons investigations	158	160	242	250

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

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,442,992	\$ 1,335,995	\$ 713,486	\$ 1,483,256
Employee Benefits	<u>783,419</u>	<u>718,773</u>	<u>359,747</u>	<u>780,150</u>
Total	<u>\$ 2,226,411</u>	<u>\$ 2,054,768</u>	<u>\$ 1,073,233</u>	<u>\$ 2,263,406</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><u>\$ 1,951,411</u></u></b>	<b><u><u>\$ 1,779,768</u></u></b>	<b><u><u>\$ 963,233</u></u></b>	<b><u><u>\$ 1,988,406</u></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 18, 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>2018 Actual</u>	<u>2019 Planned</u>	<u>2019 Actual</u>	<u>2020 Planned</u>
NY	Number of juvenile cases/arrests*	25/19	50/25	49/28	77/38
NY	Number of sex crime cases/arrests	30/16	25	36/18	40/20
NY	Cases Reviewed by CID	850	925	914	950
NY	Number of investigations initiated	648	600	707	750
	Number of cases closed	377	377	523	550
NY	Number of cases cleared by arrest	111	111	112	115
	Number of arrests	130	130	112	115
	Number of intelligence flyers disseminated:				
	City of White Plains flyers	130	130	139	140
	Outside agency flyers	53	60	57	60
	Outside Agency flyers received	1,082	1,000	1,214	1,300
	Number of outside departmental intelligence meetings attended	89	100	96	100
NY	Number of warrants received	658	600	407	350
NY	Number of warrants arrests	282	300	352	300

\*Changes due to NYS Law "Raise the Age"

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

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**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 2,600,223	\$ 2,529,418	\$ 1,259,954	\$ 2,547,814
Employee Benefits	<u>1,319,200</u>	<u>1,233,462</u>	<u>601,613</u>	<u>1,253,211</u>
S/T	3,919,423	3,762,880	1,861,567	3,801,025
Materials & Supplies	5,521	9,520	3,489	9,520
Direct Costs	<u>35,646</u>	<u>41,040</u>	<u>15,815</u>	<u>51,750</u>
Total	<u>\$ 3,960,590</u>	<u>\$ 3,813,440</u>	<u>\$ 1,880,871</u>	<u>\$ 3,862,295</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 3,960,590</u>	<u>\$ 3,813,440</u>	<u>\$ 1,880,871</u>	<u>\$ 3,862,295</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>2018 Actual</u></b>	<b><u>2019 Planned*</u></b>	<b><u>2019 Actual*</u></b>	<b><u>2020 Planned</u></b>
NY	Number of narcotics cases	478	500	263	300
NY	Number of narcotics arrests	586	600	219	200
NY	Number of overall cases handled	485	515	263	300
NY	Number of narcotics search warrants executed	9	12	8	12
NY	Number of vice cases	0	8	4	4
NY	Number of vice arrests	0	8	1	4
NY	Number of vice search warrants executed	0	4	0	2
NY	Number of narcotics intelligence files created	18	25	18	20
NY	Number of vice intelligence bulletins	5	10	4	4
NY	Amount of narcotics seized by type:				
	Cocaine base	23 g	50 g	130 g	150 g
	Opium base	151 g	500 g	150 g	300 g
	Marijuana	46.2 kg	100 g	800 g	800 g

\*Reorganization of Narcotics Unit as a result of changes in the NYS Marijuana and Drug Laws

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

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 713,811	\$ 858,568	\$ 426,168	\$ 908,277
Employee Benefits	<u>389,692</u>	<u>467,546</u>	<u>225,033</u>	<u>492,646</u>
Total	<u>\$ 1,103,503</u>	<u>\$ 1,326,114</u>	<u>\$ 651,201</u>	<u>\$ 1,400,923</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 1,103,503</u>	<u>\$ 1,326,114</u>	<u>\$ 651,201</u>	<u>\$ 1,400,923</u>

**DEPARTMENT REFERENCE PAGE: II-56**

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

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**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>2018 Actual</u></b>	<b><u>2019 Planned</u></b>	<b><u>2019 Actual</u></b>	<b><u>2020 Planned</u></b>
NY/WP	John Doe summonses (includes overnight parking)	26,554	27,000	28,017	28,700
	Dispatched calls (less Directed Patrol)	38,842	39,000	38,127	38,500
	Directed Patrol	30,468	31,000	15,361	30,000
NY	Moving violations (Uniformed Traffic Tickets)	3,241	5,000	3,291	4,500
NY	Arrests	2,939	2,800	2,271	3,500
NY	No. of inquires in E-Justice (listings and criminal checks, etc.)	28,384	30,000	33,825	35,000
NY	Prisoners handled for court appearances	2,181	2,200	1,535	2,000
NY	No. of times medical aid provided to prisoners as mandated by law	25	25	28	15
NY	Criminal intake-arraignments	2,647	0	2,225	2,500
NY	Prisoners transported (male/female)	1,886/194	2000/200	1,222/193	1000/100
NY	Total number of prisoners transported to/from County Jail	2,080	2,200	1,415	1,000
NY/WP	No. of animal complaints received and investigated	282	300	254	275
NY/WP	No. of animals taken to shelter	15	20	11	10
NY/WP	No. of summonses issued for City Ordinance and animal violations	10	12	12	10

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

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 13,827,719	\$ 15,397,441	\$ 6,783,964	\$ 15,864,562
Employee Benefits	6,717,375	7,173,744	3,212,929	7,434,139
S/T	20,545,094	22,571,185	9,996,893	23,298,701
Materials & Supplies:				
Rolling Stock Operations	267,397	269,800	129,615	264,800
Other	11,604	13,200	3,256	8,000
Direct Costs	5,248	6,000	414	36,000
Equipment	302,038	489,000	485,512	460,500
Total	\$ 21,131,381	\$ 23,349,185	\$ 10,615,690	\$ 24,068,001
<b><u>Revenues</u></b>				
Intergovernmental:				
Stop DWI/SEAS Program	\$ 10,718	\$ 8,400	\$ 2,402	\$ 8,400
New York State Grant	28,437	37,970	17,966	37,970
Westchester County	16,189	-	2,720	-
Charges for Services:				
Prisoner Transportation	244,263	247,922	103,280	252,881
Police Contracted Services	1,613,539	2,400,000	658,903	2,100,000
Other	22,450	20,000	14,500	20,000
Miscellaneous:				
Seized Property	49,459	5,000	22,765	5,000
Insurance Recovery	50,456	15,000	23,058	15,000
Other	66,980	-	29,997	-
Total	\$ 2,102,491	\$ 2,734,292	\$ 875,591	\$ 2,439,251
<b>Net Cost</b>	<b>\$ 19,028,890</b>	<b>\$ 20,614,893</b>	<b>\$ 9,740,099</b>	<b>\$ 21,628,750</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:**

<u>Mandate</u>	<u>Task/Measure</u>	<u>2018 Actual</u>	<u>2019 Planned</u>	<u>2019 Actual</u>	<u>2020 Planned</u>
	No. of tactical incidents response	586	600	536	600
NY	No. of warrant executions	6	10	4	10
NY	No. of training man-hours	6,032	6,200	6,100	6,200
NY/WP	No. of Uniformed Traffic Tickets issued	52	60	52	60
NY	No. of arrests	10	10	59	50
	No. of hours of Directed Patrol	3,600	3,600	4,641	4,800
	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:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 57,440	\$ 62,575	\$ 74,122	\$ 50,000
Employee Benefits	<u>17,942</u>	<u>17,516</u>	<u>22,165</u>	<u>11,847</u>
Total	\$ <u>75,382</u>	\$ <u>80,091</u>	\$ <u>96,287</u>	\$ <u>61,847</u>
<b><u>Revenues</u></b>				
None	\$ -	\$ -	\$ -	\$ 11,000
Net Cost	\$ <u><u>75,382</u></u>	\$ <u><u>80,091</u></u>	\$ <u><u>96,287</u></u>	\$ <u><u>50,847</u></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 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>2018 Actual</u></b>	<b><u>2019 Planned</u></b>	<b><u>2019 Actual</u></b>	<b><u>2020 Planned</u></b>
NY	No. of traffic accidents (10-1s) (physical injury or more than \$1,000 damage)	2,369	2,275	2,179	2,100
WP	No. of vehicles abandoned and towed from City streets	3	5	5	5
NY/WP	No. of vehicles impounded	417	410	543	500
NY/WP	No. of personal summonses issued	6,730	8,000	6,462	6,500
NY/WP	No. of parking summonses issued	40	75	86	85
	No. of special events patrolled	85	85	86	90
	No. of funeral escorts	58	60	41	55
	No. of special events reviewed and/or coordinated with other divisions and agencies (parades, demonstrations, etc.)	91	92	92	95
	No. of staffed school crossing locations	20	20	20	20

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

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**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,727,363	\$ 1,777,413	\$ 846,023	\$ 1,857,627
Employee Benefits	<u>1,076,291</u>	<u>989,263</u>	<u>484,944</u>	<u>1,045,049</u>
S/T	2,803,654	2,766,676	1,330,967	2,902,676
Materials & Supplies	2,484	2,520	621	2,500
Direct Costs	<u>49,583</u>	<u>50,892</u>	<u>25,797</u>	<u>51,392</u>
Total	<u>\$ 2,855,721</u>	<u>\$ 2,820,088</u>	<u>\$ 1,357,385</u>	<u>\$ 2,956,568</u>
<b><u>Revenues</u></b>				
Miscellaneous	\$ <u>9,165</u>	\$ <u>5,000</u>	\$ <u>4,455</u>	\$ <u>5,000</u>
Total	<u>\$ 9,165</u>	<u>\$ 5,000</u>	<u>\$ 4,455</u>	<u>\$ 5,000</u>
<b>Net Cost</b>	<b><u>\$ 2,846,556</u></b>	<b><u>\$ 2,815,088</u></b>	<b><u>\$ 1,352,930</u></b>	<b><u>\$ 2,951,568</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 20-21 Planned</u></b>
	Total number of lights in street lighting system	4,200	3,960	4,110	4,260
	Total number of LUMAC-LED lights in the promenade area (included in above)	530	500	530	560
	No. of LUMAC-LED lights repaired/replaced	215	182	200	210
	No. of new LED lights installed	4,000	3,960	4,110	4,260
	No. of LUMAC poles replaced	16	17	20	25
	No. of photo cells replaced or repaired	900	927	1,150	1,350
	No. of fuses replaced	1,600	2,339	1,000	750
	No. of pigtails installed	1,300	1,143	700	1,000
	No. of 30' poles replaced	30	48	50	60
	No. of 8' arms replaced	150	274	175	200
	No. of handhold covers installed	100	61	100	125
	No. of service drops (Con Ed.)	600	721	250	300
	No. of transformer bases	10	13	10	15
	No. of total light repairs	1,000	3,319	1,500	1,500

**STREET LIGHTING**

DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 174,389	\$ 179,241	\$ 87,009	\$ 191,541
Employee Benefits	<u>103,279</u>	<u>105,972</u>	<u>51,556</u>	<u>109,300</u>
S/T	277,668	285,213	138,565	300,841
Materials & Supplies:				
Electricity	604,084	951,340	237,447	637,960
Other	<u>76,498</u>	<u>102,460</u>	<u>73,842</u>	<u>107,800</u>
Total	<u>\$ 958,250</u>	<u>\$ 1,339,013</u>	<u>\$ 449,854</u>	<u>\$ 1,046,601</u>
<b><u>Revenues</u></b>				
Miscellaneous:				
Insurance Recovery	\$ 12,657	10,000	444	10,000
Other	<u>111,009</u>	<u>\$ 18,700</u>	<u>\$ -</u>	<u>\$ -</u>
Total	<u>\$ 123,666</u>	<u>\$ 28,700</u>	<u>\$ 444</u>	<u>\$ 10,000</u>
<b>Net Cost</b>	<b><u>\$ 834,584</u></b>	<b><u>\$ 1,310,313</u></b>	<b><u>\$ 449,410</u></b>	<b><u>\$ 1,036,601</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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	Tons of solid waste collected	31,000	29,690	29,000	29,000
	Tons of paper recycled	3,600	3,386	3,600	3,600
	Tons of scrap metal recycled	150	232	200	200
	Gallons of motor oil recycled	2,100	1,805	2,100	2,100
	Gallons of anti-freeze recycled	200	150	200	200
	Automotive batteries recycled	160	187	185	185

**WASTE COLLECTION, DISPOSAL AND RECYCLING**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 4,069,305	\$ 4,186,771	\$ 2,104,038	\$ 4,428,382
Employee Benefits	<u>2,276,515</u>	<u>2,331,988</u>	<u>1,177,657</u>	<u>2,443,011</u>
S/T	6,345,820	6,518,759	3,281,695	6,871,393
Materials & Supplies:				
Rolling Stock Operations	336,095	314,185	156,718	335,450
Other	27,074	30,124	21,398	41,190
Direct Costs:				
Waste Disposal	873,340	921,066	454,995	944,762
Other	11,108	11,400	11,283	11,500
Equipment	<u>2,136</u>	<u>1,700</u>	<u>-</u>	<u>810</u>
Total	<u>\$ 7,595,573</u>	<u>\$ 7,797,234</u>	<u>\$ 3,926,089</u>	<u>\$ 8,205,105</u>
<b>Revenues</b>				
Charges for Services	\$ 60,000	\$ 60,000	\$ -	\$ 60,000
Miscellaneous:				
Scrap Sales	19,934	17,000	5,116	15,000
Other	<u>2,461</u>	<u>1,900</u>	<u>809</u>	<u>1,900</u>
Total	<u>\$ 82,395</u>	<u>\$ 78,900</u>	<u>\$ 5,925</u>	<u>\$ 76,900</u>
<b>Net Cost</b>	<u><u>\$ 7,513,178</u></u>	<u><u>\$ 7,718,334</u></u>	<u><u>\$ 3,920,164</u></u>	<u><u>\$ 8,128,205</u></u>

**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 water system; (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:

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
	Miles of storm water drains maintained	84	84	84	84
	No. of feet of pipelines flushed and rodded	8,000	6,868	8,000	8,000
	No. of catch basins to maintain	3,500	3,500	3,500	3,500
	No. of manholes to maintain	2,927	2,927	2,927	2,927
	No. of catch basins cleaned	500	505	510	510
	No. of manhole and catch basins repaired	150	110	130	130
	No. of field inspections	230	230	230	230
	No. of emergency investigations	240	240	240	240

**STORM WATER SYSTEM MAINTENANCE**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 20,317	\$ 73,283	\$ 25,535	\$ 95,792
Employee Benefits	<u>5,201</u>	<u>16,503</u>	<u>5,691</u>	<u>34,614</u>
S/T	25,518	89,786	31,226	130,406
Materials & Supplies	23,537	14,823	12,746	42,625
Direct Costs	<u>18,000</u>	<u>15,000</u>	<u>12,500</u>	<u>-</u>
Total	<u>\$ 67,055</u>	<u>\$ 119,609</u>	<u>\$ 56,472</u>	<u>\$ 173,031</u>
 <b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 67,055</u>	<u>\$ 119,609</u>	<u>\$ 56,472</u>	<u>\$ 173,031</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:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
WP	Valuation of new construction starts (under permit)	\$ 121,348,000	\$ 209,649,750	\$ 380,000,000	\$ 240,000,000
WP	No. of building permits issued	1,786	1,780	1,779	1,810
WP	No. of final certificates of occupancy issued	150	23	44	50
	No. of temporary certificates of occupancy issued	62	115	86	100

**ENGINEERING REVIEW & CONSTRUCTION CODE ENFORCEMENT**  
**DEPT. PROVIDING SERVICE: DEPT. OF BUILDING**

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 748,845	\$ 840,402	\$ 429,803	\$ 861,740
Employee Benefits	289,780	339,595	165,294	347,414
S/T	1,038,625	1,179,997	595,097	1,209,154
Materials & Supplies	20,974	23,362	8,242	23,362
Direct Costs	10,418	7,800	1,052	7,800
Equipment	7,425	14,753	9,851	5,944
Total	\$ 1,077,442	\$ 1,225,912	\$ 614,242	\$ 1,246,260
<b>Revenues</b>				
Charges for Services	\$ 134,503	\$ 100,000	\$ 74,935	\$ 110,000
Licenses & Permits:				
Building Permits & Fees	4,362,980	3,750,000	4,076,608	3,297,000
Electrical Permits & Fees	454,074	525,000	383,012	640,000
Zoning Ordinance Fees	181,414	160,000	83,385	150,000
Other Permit Fees		45,000	2,100	62,000
Miscellaneous:				
Certified Copies	9,740	9,000	3,818	9,000
Other	5,185	4,000	39,625	4,500
Total	\$ 5,147,896	\$ 4,593,000	\$ 4,663,483	\$ 4,272,500
<b>Net Cost</b>	<b>\$ (4,070,454)</b>	<b>\$ (3,367,088)</b>	<b>\$ (4,049,241)</b>	<b>\$ (3,026,240)</b>

**DEPARTMENT REFERENCE PAGE: II-8**

**EQUIPMENT & ENVIRONMENTAL CODE ENFORCEMENT**  
**DEPT. PROVIDING SERVICE: DEPT. OF BUILDING**

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**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
WP/NY	No. of plumbing permits issued	750	893	1,038	1,010
	Valuation of plumbing work	\$ 11,750,000	\$ 12,620,934	\$ 27,000,000	\$ 18,000,000
	No. of annual test/periodic elevators and escalators inspections performed	910	1,004	1,014	1,014
	No. of re-inspections of elevators and escalators performed	105	134	128	128
	No. of new elevators, escalators, auto lifts, etc., installed or modernized	42	32	24	26
	No. of auto lifts, conveyors, and dumbwaiters monitored	348	394	394	394
	Valuation of elevators (et al) cost-new work	\$ 5,150,000	\$ 3,385,328	\$ 2,949,285	\$ 3,500,000
WP	No. of sign & awning permits issued	80	72	60	65
WP	No. of hoisting licenses issued	10	3	8	8
	No. of hoisting permits issued	48	47	61	68
	No. of electrical permits issued	1,068	1,152	1,179	1,150
	Valuation of electrical work	\$ 25,000,000	\$ 20,553,534	\$ 28,009,886	\$ 22,000,000

**EQUIPMENT & ENVIRONMENTAL CODE ENFORCEMENT**  
**DEPT. PROVIDING SERVICE: DEPT. OF BUILDING**

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 677,473	\$ 698,862	\$ 349,999	\$ 724,574
Employee Benefits	<u>320,895</u>	<u>319,965</u>	<u>157,524</u>	<u>329,722</u>
S/T	998,368	1,018,827	507,523	1,054,296
Materials & Supplies	<u>19,428</u>	<u>17,300</u>	<u>7,864</u>	<u>17,300</u>
Total	<u>\$ 1,017,796</u>	<u>\$ 1,036,127</u>	<u>\$ 515,387</u>	<u>\$ 1,071,596</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ 850	\$ 450	\$ 229	\$ 450
Licenses & Permits:				
Kitchen Annual Renewal	13,750	12,750	10,650	12,000
Elevator Inspections	242,640	239,050	237,850	240,050
Signs & Awnings	71,000	72,000	-	72,000
Plumbing Permits	367,045	350,000	1,024,500	650,000
Hoists & Scaffolds	18,500	16,000	12,600	19,500
Station Engineer License	22,275	19,000	300	19,000
Refrig. Operators License	2,700	1,000	3,136	3,200
Boiler Permits	<u>55,020</u>	<u>44,000</u>	<u>2,025</u>	<u>45,000</u>
Total	<u>\$ 793,780</u>	<u>\$ 754,250</u>	<u>\$ 1,291,290</u>	<u>\$ 1,061,200</u>
<b>Net Cost</b>	<u><u>\$ 224,016</u></u>	<u><u>\$ 281,877</u></u>	<u><u>\$ (775,903)</u></u>	<u><u>\$ 10,396</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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
WP	No. of property violations recorded	1,100	1,131	700	600
	No. of property violations cleared	960	881	270	220
	No. of substitute certificates of occupancy inspections, including updates	54	42	54	60

**HOUSING CODE ENFORCEMENT**  
**DEPT. PROVIDING SERVICE: DEPT. OF BUILDING**

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**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 572,856	\$ 415,487	\$ 208,846	\$ 424,368
Employee Benefits	<u>269,315</u>	<u>212,995</u>	<u>107,350</u>	<u>217,760</u>
S/T	842,171	628,482	316,196	642,128
Materials & Supplies	2,335	4,297	1,219	4,297
Direct Costs	18,918	21,000	1,781	21,000
Rolling Stock	<u>28,670</u>	<u>32,000</u>	<u>24,781</u>	<u>27,000</u>
Total	<u>\$ 892,094</u>	<u>\$ 685,779</u>	<u>\$ 343,977</u>	<u>\$ 694,425</u>
<b><u>Revenues</u></b>				
Licenses & Permits	\$ <u>58,230</u>	\$ <u>53,000</u>	\$ <u>15,343</u>	\$ <u>33,000</u>
Total	<u>\$ 58,230</u>	<u>\$ 53,000</u>	<u>\$ 15,343</u>	<u>\$ 33,000</u>
<b>Net Cost</b>	<b><u>\$ 833,864</u></b>	<b><u>\$ 632,779</u></b>	<b><u>\$ 328,634</u></b>	<b><u>\$ 661,425</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>FY 18-19 Estimate</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Estimate</b>	<b>FY 20-21 Planned</b>
	No. of cubic yards of leaves collected	35,000	45,328	45,000	45,000
	No. of cubic yards of leaves composted	10,000	10,000	10,000	10,000
	No. of leaf collection days	43	50	50	50
	Brush collected (cubic yards)	14,500	14,842	14,000	14,000
	Logs and stumps collected (cubic yards)	1,800	1,694	1,700	1,700
	Brush chipped into mulch (cubic yards)	8,500	8,500	9,000	9,000

**LEAF REMOVAL**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

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**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/18</b>	<b>FY 19-20 Exp/Oblig 12/31/18</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 86,379	\$ 93,674	\$ 84,869	\$ 95,744
Employee Benefits	<u>19,385</u>	<u>22,288</u>	<u>18,565</u>	<u>22,780</u>
S/T	105,764	115,962	103,434	118,524
Materials & Supplies:				
Rolling Stock Operations	69,347	69,386	1,507	66,489
Other	14,552	16,700	15,696	20,368
Direct Costs	<u>131,577</u>	<u>130,287</u>	<u>95,976</u>	<u>125,433</u>
Total	<u>\$ 321,240</u>	<u>\$ 332,335</u>	<u>\$ 216,613</u>	<u>\$ 330,814</u>
<b>Revenues</b>				
Miscellaneous	\$ <u>182</u>	\$ <u>250</u>	\$ <u>118</u>	\$ <u>250</u>
Total	<u>\$ 182</u>	<u>\$ 250</u>	<u>\$ 118</u>	<u>\$ 250</u>
<b>Net Cost</b>	<u><u>\$ 321,058</u></u>	<u><u>\$ 332,085</u></u>	<u><u>\$ 216,495</u></u>	<u><u>\$ 330,564</u></u>

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 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	127	120	120
	No. of tons of salt	10,000	10,556	10,000	10,000
	No. of gallons of brine	20,000	17,850	20,000	20,000
	No. of gallons of calcium	13,000	11,346	13,000	13,000

**SNOW REMOVAL****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS****REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/18</b>	<b>FY 19-20 Exp/Oblig 12/31/18</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 478,135	\$ 285,225	\$ 84,721	\$ 393,784
Employee Benefits	<u>108,260</u>	<u>67,858</u>	<u>18,685</u>	<u>93,684</u>
S/T	586,395	353,083	103,406	487,468
Materials & Supplies:				
Salt/Sand	697,142	713,250	226,198	713,250
Rolling Stock Operations	137,679	147,445	1,354	141,289
Other	34,475	28,040	20,215	34,560
Direct Costs	<u>1,890</u>	<u>1,940</u>	<u>1,910</u>	<u>1,950</u>
Total	<u>\$ 1,457,581</u>	<u>\$ 1,243,758</u>	<u>\$ 353,083</u>	<u>\$ 1,378,517</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Snow Removal	\$ <u>93,896</u>	\$ <u>100,579</u>	\$ <u>-</u>	\$ <u>100,579</u>
Total	<u>\$ 93,896</u>	<u>\$ 100,579</u>	<u>\$ -</u>	<u>\$ 100,579</u>
<b>Net Cost</b>	<b><u>\$ 1,363,685</u></b>	<b><u>\$ 1,143,179</u></b>	<b><u>\$ 353,083</u></b>	<b><u>\$ 1,277,938</u></b>

**DEPARTMENT REFERENCE PAGE: II-72**

**STREET CLEANING**

DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	Total miles of all City streets cleaned	160.5	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 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/18</b>	<b>FY 19-20 Exp/Oblig 12/31/18</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 281,074	\$ 292,127	\$ 146,144	\$ 303,754
Employee Benefits	169,786	175,558	86,614	178,673
S/T	450,860	467,685	232,758	482,427
Materials & Supplies	63,951	98,280	21,712	70,125
Total	\$ 514,811	\$ 565,965	\$ 254,470	\$ 552,552
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	\$ <u>514,811</u>	\$ <u>565,965</u>	\$ <u>254,470</u>	\$ <u>552,552</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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	Total miles of streets maintained	144.5	144.5	144.5	144.5
	Tons of asphalt mix used (cold mix)	100	110	105	100
	Tons of asphalt mix used (hot winter mix) for potholes	200	220	200	200
	Tons of asphalt mix used (hot mix) for road paving	7,000	7,123	7,000	7,200
	Tons of asphalt used for patching	350	330	350	350
	Gallons of crack sealer	1,500	1,800	1,800	1,800

**STREET REPAIRS**

DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/18</b>	<b>FY 19-20 Exp/Oblig 12/31/18</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 2,910,339	\$ 3,099,576	\$ 1,500,541	\$ 3,132,506
Employee Benefits	<u>1,574,850</u>	<u>1,611,537</u>	<u>796,354</u>	<u>1,634,366</u>
S/T	4,485,189	4,711,113	2,296,895	4,766,872
Materials & Supplies:				
Street Resurfacing	175,000	175,000	140,799	225,000
Asphalt	526,501	479,090	438,384	479,090
Rolling Stock Operations	205,173	216,830	147,530	207,779
Other	120,368	222,736	112,956	193,152
Direct Costs	117,222	193,169	82,818	125,900
Equipment	<u>5,279</u>	<u>-</u>	<u>-</u>	<u>810</u>
Total	<u>\$ 5,634,732</u>	<u>\$ 5,997,938</u>	<u>\$ 3,219,382</u>	<u>\$ 5,998,603</u>
<b><u>Revenues</u></b>				
Intergov't/State:				
Arterial Highway Maintenance	\$ 28,050	\$ 28,050	\$ 14,025	\$ 28,050
Pave New York Grant	<u>268,153</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 296,203</u>	<u>\$ 28,050</u>	<u>\$ 14,025</u>	<u>\$ 28,050</u>
<b>Net Cost</b>	<b><u>\$ 5,338,529</u></b>	<b><u>\$ 5,969,888</u></b>	<b><u>\$ 3,205,357</u></b>	<b><u>\$ 5,970,553</u></b>

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	Approximate number of trees maintained	25,000	25,000	25,000	25,000
	No. of diseased trees removed	250	304	296	250
	No. of trees planted	200	76	220	200
	No. of trees trimmed	400	389	352	350
	No. of tree stumps removed	200	220	192	200

**FORESTRY SERVICES****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS****REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/18</b>	<b>FY 19-20 Exp/Oblig 12/31/18</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 363,874	\$ 385,271	\$ 187,772	\$ 397,663
Employee Benefits	<u>196,452</u>	<u>206,081</u>	<u>100,036</u>	<u>209,256</u>
S/T	560,326	591,352	287,808	606,919
Materials & Supplies:				
Tree Removal/Replacement	42,448	98,459	51,039	80,000
Rolling Stock Operations	45,464	40,440	39,536	53,220
Other	7,227	10,465	2,512	10,450
Direct Costs	<u>458</u>	<u>425</u>	<u>1,610</u>	<u>1,700</u>
Total	\$ <u>655,923</u>	\$ <u>741,141</u>	\$ <u>382,505</u>	\$ <u>752,289</u>
<b><u>Revenues</u></b>				
Miscellaneous:				
Insurance Recovery	\$ <u>2,246</u>	\$ <u>1,500</u>	\$ <u>-</u>	\$ <u>1,500</u>
Total	\$ <u>2,246</u>	\$ <u>1,500</u>	\$ <u>-</u>	\$ <u>1,500</u>
<b>Net Cost</b>	<b>\$ <u><u>653,677</u></u></b>	<b>\$ <u><u>739,641</u></u></b>	<b>\$ <u><u>382,505</u></u></b>	<b>\$ <u><u>750,789</u></u></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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	CashKey revenue	\$ 30,000	\$ 31,975	\$ 11,000	\$ 11,000
	Meter bag rental revenue	\$ 100,000	\$ 98,230	\$ 186,500	\$ 178,000
	City-wide permits revenue	\$ 3,000	\$ 3,993	\$ 3,075	\$ 3,075

**PARKING GENERAL OPERATIONS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/18</b>	<b>FY 19-20 Exp/Oblig 12/31/18</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 2,158,434	\$ 2,191,721	\$ 1,091,647	\$ 2,342,554
Employee Benefits	<u>1,077,447</u>	<u>1,116,639</u>	<u>546,270</u>	<u>1,179,432</u>
S/T	3,235,881	3,308,360	1,637,917	3,521,986
Materials & Supplies:				
Rolling Stock Maintenance	82,144	93,200	51,270	93,200
Parking Meter Maint/Parts	82,611	90,000	59,841	65,000
Maintenance Supplies	94,405	100,000	33,638	100,000
Other	64,260	93,750	20,350	89,600
Direct Costs:				
Credit Card Fees	705,441	708,300	405,151	818,311
Other	211,327	185,861	87,528	237,142
Equipment	5,224	59,000	51,146	29,000
Rolling Stock	18,143	117,500	100,821	77,000
Transfer to Debt Service Fund	<u>4,288,622</u>	<u>4,341,450</u>	<u>751,212</u>	<u>4,407,155</u>
Total	<u>\$ 8,788,058</u>	<u>\$ 9,097,421</u>	<u>\$ 3,198,874</u>	<u>\$ 9,438,394</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Parking Meter Fees	\$ 102	\$ 250	\$ 20	\$ 200
Key Meter Collections	31,975	29,000	8,957	11,000
Parking Permits	3,993	6,625	1,500	7,075
Meter Bag Rentals	98,230	97,000	97,480	178,000
Miscellaneous:				
Developer Contributions/Fees	250,000	250,000	250,000	250,000
Rental Real Property	48,500	48,500	22,500	48,500
Other	<u>84,736</u>	<u>78,000</u>	<u>26,985</u>	<u>88,000</u>
Total	<u>\$ 517,536</u>	<u>\$ 509,375</u>	<u>\$ 407,442</u>	<u>\$ 582,775</u>
<b>Net Cost</b>	<u><b>\$ 8,270,522</b></u>	<u><b>\$ 8,588,046</b></u>	<u><b>\$ 2,791,432</b></u>	<u><b>\$ 8,855,619</b></u>

**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:**

<b>Mandate</b>	<b>Task/Measure</b>	<b>FY 18-19 Estimate</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Estimate</b>	<b>FY 20-21 Planned</b>
WP	Meter Revenue:				
	Chester-Maple	\$ 470,300	\$ 508,564	\$ 541,626	\$ 541,626
	Hamilton-Main	572,426	550,406	477,075	477,075
	Lexington Grove-East	695,401	674,642	618,303	618,303
	Lexington Grove-West	1,418,874	1,455,752	1,384,855	1,384,855
	Library	318,713	308,641	286,415	286,415
	Longview-Cromwell	335,931	390,259	494,804	494,804
	Lyon Place	543,881	541,998	524,351	524,351
	TransCenter	1,200,000	1,095,084	1,100,925	1,100,925
WP	Permit Revenue:				
	Chester-Maple	\$ 1,135,745	\$ 1,119,485	\$ 1,184,399	\$ 1,184,399
	Hamilton-Main	1,098,266	1,050,291	1,027,033	1,027,033
	Lexington Grove-East	535,521	563,041	647,765	647,765
	Lexington Grove-West	379,966	495,021	554,150	554,150
	Library	139,325	141,508	158,522	158,522
	Longview-Cromwell	420,236	366,008	311,402	311,402
	Lyon Place	454,185	481,515	531,306	531,306
	TransCenter	702,944	713,768	767,134	767,134
WP	Number of Permits Sold:				
	Chester-Maple	3,700	4,743	4,868	4,868
	Hamilton-Main	3,400	3,888	3,655	3,655
	Lexington Grove-East	3,500	3,699	3,816	3,816
	Lexington Grove-West	3,200	3,165	3,034	3,034
	Library	1,000	1,027	1,077	1,077
	Longview-Cromwell	1,700	1,749	1,628	1,628
	Lyon Place	1,200	1,480	1,531	1,531
	TransCenter	2,000	2,018	2,019	2,019
WP	Number of Overtime Notices Paid:				
	Hamilton-Main	1,359	1,363	1,251	1,251
	Lexington Grove -East	6,041	5,703	4,396	4,396
	Lexington Grove -West	5,746	6,317	5,413	5,413
WP	Overtime Notice Revenue:				
	Hamilton-Main	\$ 13,590	\$ 13,625	\$ 12,510	\$ 12,510
	Lexington Grove-East	60,409	57,028	43,960	43,960
	Lexington Grove-West	57,460	63,165	54,130	54,130

**PARKING GARAGES****DEPT. PROVIDING SERVICE: DEPT. OF PARKING****REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/18</b>	<b>FY 19-20 Exp/Oblig 12/31/18</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 667,183	\$ 725,119	\$ 346,805	\$ 747,175
Employee Benefits	<u>336,322</u>	<u>360,941</u>	<u>178,617</u>	<u>375,782</u>
S/T	1,003,505	1,086,060	525,422	1,122,957
Materials and Supplies:				
Utilities	782,096	823,425	266,849	652,050
Other	53,370	43,450	15,020	40,650
Direct Costs:				
Service Contracts	231,317	306,887	162,511	260,578
General Liability Premium	116,448	122,112	50,905	117,200
Other	<u>3,001</u>	<u>2,650</u>	<u>1,182</u>	<u>2,650</u>
Total	\$ <u>2,189,737</u>	\$ <u>2,384,584</u>	\$ <u>1,021,889</u>	\$ <u>2,196,085</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Parking Meter Fees	\$ 5,525,343	\$ 5,577,000	\$ 2,754,001	\$ 5,428,354
Parking Permits	4,930,709	4,875,032	3,842,111	5,181,711
Fines & Forfeitures:				
Overtime Parking Notices	133,818	141,300	60,170	110,600
Miscellaneous:				
Lease Payments	<u>971,912</u>	<u>978,486</u>	<u>268,575</u>	<u>986,450</u>
Total	\$ <u>11,561,782</u>	\$ <u>11,571,818</u>	\$ <u>6,924,857</u>	\$ <u>11,707,115</u>
<b>Net Cost</b>	<b>\$ <u>(9,372,045)</u></b>	<b>\$ <u>(9,187,234)</u></b>	<b>\$ <u>(5,902,968)</u></b>	<b>\$ <u>(9,511,030)</u></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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
WP	Meter Revenue:				
	Parking Lots	\$ 2,417,458	\$ 2,408,380	\$ 2,421,000	\$ 2,421,000
	On-Street Parking	2,824,707	2,804,151	2,796,567	2,796,567
WP	Permit Revenue - Parking Lots	\$ 946,513	\$ 925,391	\$ 963,876	\$ 963,876
WP	Number of Permits Sold - Parking Lots	3,700	3,757	3,796	3,796

**PARKING LOTS AND ON-STREET PARKING**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/18</u>	<u>FY 19-20 Exp/Oblig 12/31/18</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Materials & Supplies:				
Property Rental	\$ 123,442	\$ 129,000	\$ 36,497	\$ 129,000
Other	52,680	57,000	15,847	47,000
Direct Costs:				
Service Contracts	<u>42,156</u>	<u>48,880</u>	<u>47,187</u>	<u>56,870</u>
Total	<u>\$ 218,278</u>	<u>\$ 234,880</u>	<u>\$ 99,531</u>	<u>\$ 232,870</u>
 <b><u>Revenues</u></b>				
Charges for Services:				
Parking Meter Fees	\$ 5,212,531	\$ 5,125,800	\$ 2,570,523	\$ 5,217,567
Parking Permits	<u>925,391</u>	<u>943,300</u>	<u>766,978</u>	<u>963,876</u>
Total	<u>\$ 6,137,922</u>	<u>\$ 6,069,100</u>	<u>\$ 3,337,501</u>	<u>\$ 6,181,443</u>
 Net Cost	 <u>\$ (5,919,644)</u>	 <u>\$ (5,834,220)</u>	 <u>\$ (3,237,970)</u>	 <u>\$ (5,948,573)</u>

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	Number of summons paid	161,625	163,977	160,201	160,201
	Amount of fines collected	\$ 7,432,000	\$ 7,286,255	\$ 7,229,615	\$ 7,229,615
	Number of summons entered	180,611	176,117	176,487	176,487
	Number of vehicles towed	845	812	847	847
	Amount of storage fees collected	\$ 55,000	\$ 63,251	\$ 65,000	\$ 65,000
	Amount of towing fees collected	\$ 117,142	\$ 116,225	\$ 113,000	\$ 113,000
	Amount red light camera fines collected	\$ 792,934	\$ 784,407	\$ 1,275,000	\$ 1,300,000

**PARKING VIOLATIONS**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/18</b>	<b>FY 19-20 Exp/Oblig 12/31/18</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 364,495	\$ 372,973	\$ 185,079	\$ 384,036
Employee Benefits	<u>155,507</u>	<u>159,365</u>	<u>78,452</u>	<u>162,853</u>
S/T	520,002	532,338	263,531	546,889
Materials & Supplies	76,703	72,900	33,058	94,910
Direct Costs:				
Ticket Collection	391,721	397,000	161,332	395,000
Red Light Cameras Contract	247,500	495,000	146,077	675,000
Other	<u>70,089</u>	<u>56,400</u>	<u>14,233</u>	<u>43,100</u>
Total	<u>\$ 1,306,015</u>	<u>\$ 1,553,638</u>	<u>\$ 618,231</u>	<u>\$ 1,754,899</u>
<b>Revenues</b>				
Charges for Services	\$ 179,476	\$ 169,800	\$ 80,723	\$ 178,000
Fine & Forfeitures:				
Parking Fines	7,286,029	7,437,000	3,559,337	7,229,615
Red Light Fines	<u>784,407</u>	<u>1,350,221</u>	<u>589,752</u>	<u>1,350,000</u>
Total	<u>\$ 8,249,912</u>	<u>\$ 8,957,021</u>	<u>\$ 4,229,812</u>	<u>\$ 8,757,615</u>
Net Cost	<u>\$ (6,943,897)</u>	<u>\$ (7,403,383)</u>	<u>\$ (3,611,581)</u>	<u>\$ (7,002,716)</u>

**DEPARTMENT REFERENCE PAGE: II-36**

**PARKING ENFORCEMENT - GENERAL**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

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**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/18</b>	<b>FY 19-20 Exp/Oblig 12/31/18</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,805,369	\$ 1,868,826	\$ 942,966	\$ 1,892,314
Employee Benefits	<u>861,236</u>	<u>855,871</u>	<u>419,586</u>	<u>840,977</u>
S/T	2,666,605	2,724,697	1,362,552	2,733,291
Materials & Supplies	4,440	7,840	4,640	5,100
Equipment	<u>3,713</u>	<u>4,000</u>	<u>3,902</u>	<u>4,000</u>
Total	<u>\$ 2,674,758</u>	<u>\$ 2,736,537</u>	<u>\$ 1,371,094</u>	<u>\$ 2,742,391</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	<u>\$ 2,674,758</u>	<u>\$ 2,736,537</u>	<u>\$ 1,371,094</u>	<u>\$ 2,742,391</u>

**DEPARTMENT REFERENCE PAGE: II-38**

**PARKING ENFORCEMENT - CITY CENTER**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

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**REQUIRED RESOURCES:**

	<u>FY 18-19</u> <u>Actual</u>	<u>FY 19-20</u> <u>Revised</u> <u>Budget</u> <u>12/31/18</u>	<u>FY 19-20</u> <u>Exp/Oblig</u> <u>12/31/18</u>	<u>FY 20-21</u> <u>Proposed</u> <u>Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 216,099	\$ 227,748	\$ 109,374	\$ 284,256
Employee Benefits	<u>122,363</u>	<u>112,042</u>	<u>52,173</u>	<u>135,334</u>
Total	\$ <u>338,462</u>	\$ <u>339,790</u>	\$ <u>161,547</u>	\$ <u>419,590</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ <u>343,882</u>	\$ <u>360,202</u>	\$ <u>166,565</u>	\$ <u>349,010</u>
Total	\$ <u>343,882</u>	\$ <u>360,202</u>	\$ <u>166,565</u>	\$ <u>349,010</u>
<b>Net Cost</b>	<b>\$ <u><u>(5,420)</u></u></b>	<b>\$ <u><u>(20,412)</u></u></b>	<b>\$ <u><u>(5,018)</u></u></b>	<b>\$ <u><u>70,580</u></u></b>

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
WP	No. of reports prepared for the Mayor, Common Council and Traffic Commission and other Departments/Boards	150	139	155	150
WP	No. of citizen requests received/ responded to	600	562	600	600
NY	No. of site plan reviews	100	97	100	100
	No. of operational changes in data base	150	624	500	600
	Retrieve and analyze computer data	3,800	4,076	4,000	4,000
	Prepare and upgrade timing patterns	160	156	160	160
NY	No. of Code 53 requests	250	242	250	250
	No. of traffic counts	5	3	5	5
	No. of field investigations conducted	300	365	350	350
	No. of accident, parking or speed studies completed	170	223	200	200

**PARKING - TRAFFIC ENGINEERING**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/18</b>	<b>FY 19-20 Exp/Oblig 12/31/18</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 274,088	\$ 276,734	\$ 145,827	\$ 287,747
Employee Benefits	<u>124,881</u>	<u>128,261</u>	<u>63,874</u>	<u>136,024</u>
S/T	398,969	404,995	209,701	423,771
Materials & Supplies	61	500	-	600
Direct Costs	<u>9,000</u>	<u>9,000</u>	<u>-</u>	<u>10,000</u>
Total	<u>\$ 408,030</u>	<u>\$ 414,495</u>	<u>\$ 209,701</u>	<u>\$ 434,371</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ 1,500	\$ 1,500	\$ -	\$ -
Licenses & Permits	<u>12,304</u>	<u>6,152</u>	<u>6,152</u>	<u>6,711</u>
Total	<u>\$ 13,804</u>	<u>\$ 7,652</u>	<u>\$ 6,152</u>	<u>\$ 6,711</u>
<b>Net Cost</b>	<b><u>\$ 394,226</u></b>	<b><u>\$ 406,843</u></b>	<b><u>\$ 203,549</u></b>	<b><u>\$ 427,660</u></b>

**DEPARTMENT REFERENCE PAGE: II-42**

***PARKING - TRAFFIC MAINTENANCE***  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

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**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
WP/NY	No. of sign fabrications & installations	1,500	2,660	2,500	2,500
NY	No. of 4" painted line applied	100,000	127,000	100,000	100,000
WP	No. of symbols and legends applied	70	50	60	70
WP	No. of tons of thermoplastic applied	10 tons	15 tons	15 tons	15 tons
WP/NY	No. of controllers replaced	25	37	40	40
WP	No. of emergencies responded to	80	117	120	120
WP	No. of sensing devices installed	60	63	60	60
NY	No. of controllers repaired or rebuilt	5	8	10	10
WP	No. of components rebuilt	5	6	5	5
WP	No. of LED displays replaced	60	57	60	60

**PARKING - TRAFFIC MAINTENANCE**  
**DEPT. PROVIDING SERVICE: DEPT. OF PARKING**

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/18</b>	<b>FY 19-20 Exp/Oblig 12/31/18</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 524,079	\$ 527,896	\$ 263,750	\$ 568,005
Employee Benefits	<u>283,541</u>	<u>288,137</u>	<u>140,451</u>	<u>299,369</u>
S/T	807,620	816,033	404,201	867,374
Materials and Supplies:				
Traffic Maintenance Supplies	89,831	75,000	53,516	80,000
Utilities	147,611	159,000	55,385	150,000
Other	11,625	23,300	12,922	24,200
Direct Costs	26,957	16,325	5,125	24,325
Equipment	<u>12,481</u>	<u>10,000</u>	<u>7,436</u>	<u>12,000</u>
Total	<u>\$ 1,096,125</u>	<u>\$ 1,099,658</u>	<u>\$ 538,585</u>	<u>\$ 1,157,899</u>
<b><u>Revenues</u></b>				
Miscellaneous	\$ <u>10,370</u>	\$ <u>4,000</u>	\$ <u>13,772</u>	\$ <u>12,000</u>
Total	<u>\$ 10,370</u>	<u>\$ 4,000</u>	<u>\$ 13,772</u>	<u>\$ 12,000</u>
<b>Net Cost</b>	<u><u>\$ 1,085,755</u></u>	<u><u>\$ 1,095,658</u></u>	<u><u>\$ 524,813</u></u>	<u><u>\$ 1,145,899</u></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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	No. of youth events	50	54	54	55
	No. of events for adults (18+ years)	36	40	40	40
	No. of program participants	125,000	100,000	100,000	105,000

**CULTURAL & SPECIAL EVENTS**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

**REQUIRED RESOURCES:**

	FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b>Expenditures</b>				
Salaries & Wages	\$ 37,366	\$ 30,781	\$ 13,740	\$ 35,428
Employee Benefits	15,951	11,828	5,509	12,695
S/T	53,317	42,609	19,249	48,123
Materials & Supplies:				
Program Supplies	23,680	23,000	14,133	25,000
Direct Costs:				
Program Services	32,607	35,000	30,863	35,000
Celeb-Entertainment	77,928	76,750	62,133	79,750
Equipment	-	2,000	596	2,000
Total	\$ 187,532	\$ 179,359	\$ 126,974	\$ 189,873
<b>Revenues</b>				
Charges for Services:				
Rec. Special Int. Programs	\$ 3,317	\$ 5,000	\$ 3,210	\$ 5,000
Licenses & Permits	2,600	2,600	-	2,600
Miscellaneous:				
Contributions	7,546	15,000	5,000	7,500
Total	\$ 13,463	\$ 22,600	\$ 8,210	\$ 15,100
<b>Net Cost</b>	<b>\$ 174,069</b>	<b>\$ 156,759</b>	<b>\$ 118,764</b>	<b>\$ 174,773</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 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
Percentage of Library Fund budget financed by the General Fund	98.6%	98.4%	98.1%

**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Transfer to Library Fund	\$ <u>6,425,075</u>	\$ <u>6,557,416</u>	\$ <u>2,840,628</u>	\$ <u>6,767,000</u>
Total	\$ <u>6,425,075</u>	\$ <u>6,557,416</u>	\$ <u>2,840,628</u>	\$ <u>6,767,000</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	\$ <u><u>6,425,075</u></u>	\$ <u><u>6,557,416</u></u>	\$ <u><u>2,840,628</u></u>	\$ <u><u>6,767,000</u></u>

**DEPARTMENT REFERENCE PAGE: II-19 and Section IV, Library Fund Budget.**

## **RECREATIONAL**

**RECREATION & PARKS - ADMINISTRATION SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

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**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:**

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
	No. of program brochures distributed	65,000	65,000	65,000	65,000
	No. of recreation programs administered	650	668	670	675
	No. of field permits issued	200	143	145	140
	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	160,000	140,000	150,000	150,000
	No. of Seasonal Pool Passes	1,850	1,720	1,720	2,000
	No. of Paddle Court Permits	35	32	35	35

**RECREATION & PARKS - ADMINISTRATIVE SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 527,611	\$ 558,631	\$ 270,359	\$ 628,837
Employee Benefits	230,156	220,066	106,794	232,783
S/T	757,767	778,697	377,153	861,620
Materials & Supplies:				
Printing and Postage	39,441	40,000	14,280	40,000
Utilities	91,446	100,000	48,397	96,000
Copier Rental	9,956	11,000	3,867	5,000
Other	75,609	22,950	5,772	27,950
Direct Costs:				
Program Services	42,270	10,000	5,600	10,000
Other	899	1,000	462	1,000
Equipment	19,346	12,000	12,953	6,000
Total	\$ 1,036,734	\$ 975,647	\$ 468,484	\$ 1,047,570
<b>Revenues</b>				
Charges for Services:				
Recreation Field Rental	\$ 19,342	\$ 32,000	\$ 15,346	\$ 30,000
Miscellaneous	4,036	10,500	1,062	5,400
Total	\$ 23,378	\$ 42,500	\$ 16,408	\$ 35,400
<b>Net Cost</b>	<b>\$ 1,013,356</b>	<b>\$ 933,147</b>	<b>\$ 452,076</b>	<b>\$ 1,012,170</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 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
	No. of week-day centers in operation	10	10	10	10
	Total number of days of operation (39 wks/yr)	176	176	177	177
	Total number of youth registered	420	304	390	390
	Total number of youth participating per day	285	264	279	279
	Youth participating in Community Learning Centers will increase homework completion as measured by staff observation, parent survey and student records	45	38	46	46
	No. of youth and adult volunteers participating in Community Gardens	85	66	79	79
	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	118	140	140	145
	Total number of youth participating per day	100	140	140	145
	No. of youth participating in pre- and post-test in reading	118	140	140	145
	No. of youth with post-test results progress	118	140	140	145

**AFTER SCHOOL CENTERS & SATURDAY ACADEMY**  
**DEPT. PROVIDING SERVICE: YOUTH BUREAU**

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 647,686	\$ 683,493	\$ 298,024	\$ 720,951
Employee Benefits	<u>155,437</u>	<u>159,512</u>	<u>74,429</u>	<u>165,718</u>
S/T	803,123	843,005	372,453	886,669
Materials & Supplies:				
Program Supplies	22,860	19,700	9,912	19,700
Other	369	500	251	500
Direct Costs:				
Bus Transportation	9,110	16,395	2,508	13,325
Program Services	14,256	17,600	1,323	17,600
Other	<u>11,300</u>	<u>11,500</u>	<u>11,300</u>	<u>11,500</u>
Total	\$ <u>861,018</u>	\$ <u>908,700</u>	\$ <u>397,747</u>	\$ <u>949,294</u>
<b>Revenues</b>				
Intergov't/Federal:				
HUD-CD Block Grant	\$ 25,600	\$ 19,000	\$ 19,000	\$ 19,000
Charges for Services:				
Youth After School Fees	727,935	681,746	365,096	740,000
Miscellaneous	<u>40</u>	<u>-</u>	<u>40</u>	
Total	\$ <u>753,575</u>	\$ <u>700,746</u>	\$ <u>384,136</u>	\$ <u>759,000</u>
<b>Net Cost</b>	\$ <u><u>107,443</u></u>	\$ <u><u>207,954</u></u>	\$ <u><u>13,611</u></u>	\$ <u><u>190,294</u></u>

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	Operation of Tutorial Day Camp: (6 weeks during the summer)				
	Total number of days	29	29	29	28
	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	170	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:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b>Expenditures</b>				
Salaries & Wages	\$ 68,886	\$ 67,604	\$ 63,730	\$ 68,009
Employee Benefits	<u>12,521</u>	<u>11,789</u>	<u>9,446</u>	<u>11,926</u>
S/T	81,407	79,393	73,176	79,935
Materials & Supplies:				
Program Supplies	3,692	4,000	4,691	4,000
Direct Costs:				
Bus Transportation	5,250	5,500	5,750	5,500
Program Services	<u>12,484</u>	<u>13,600</u>	<u>9,449</u>	<u>13,600</u>
Total	<u>\$ 102,833</u>	<u>\$ 102,493</u>	<u>\$ 93,066</u>	<u>\$ 103,035</u>
<b>Revenues</b>				
Intergov't/Federal:				
HUD-CD Block Grant	\$ 19,200	\$ 14,250	\$ 14,250	\$ 15,000
Charges for Services	<u>114,961</u>	<u>114,194</u>	<u>116,300</u>	<u>119,903</u>
Total	<u>\$ 134,161</u>	<u>\$ 128,444</u>	<u>\$ 130,550</u>	<u>\$ 134,903</u>
<b>Net Cost</b>	<u>\$ (31,328)</u>	<u>\$ (25,951)</u>	<u>\$ (37,484)</u>	<u>\$ (31,868)</u>

**DEPARTMENT REFERENCE PAGE: II-88**

***PROGRAMS FOR PEOPLE WITH DIFFERING ABILITIES***  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

---

**OBJECTIVES:**

To provide diverse, quality recreation programs and activities for developmentally disabled members of the White Plains community.

**PERFORMANCE MEASURES:**

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
	No. of youth/teen sessions (duplicated)	29	29	28	30
	Camp	14	14	14	14
	No. of adult, youth and teen programs	35	25	25	25
	No. of unduplicated teen/adult participants	35	35	36	37
	No. of units of service adults and youth	1,300	2,772	2,780	2,800
	No. of adult sessions (duplicated)	250	220	220	225

**PROGRAMS FOR PEOPLE WITH DIFFERING ABILITIES**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 74,761	\$ 45,343	\$ 22,084	\$ 59,878
Employee Benefits	16,669	5,378	2,227	7,993
S/T	91,430	50,721	24,311	67,871
Materials & Supplies:				
Program Supplies	2,262	3,000	401	4,000
Direct Costs:				
Program Services	7,119	5,900	5,611	9,000
Total	\$ 100,811	\$ 59,621	\$ 30,323	\$ 80,871
<b>Revenues</b>				
Intergov't/Federal:				
HUD-CD Block Grant	\$ 9,600	\$ 8,550	\$ 8,550	\$ 8,550
Intergov't/State:				
Mental Health Grant	49,121	35,000	10,913	45,000
Charges for Services:				
Rec Special Int Programs	12,183	10,000	6,922	12,450
Total	\$ 70,904	\$ 53,550	\$ 26,385	\$ 66,000
<b>Net Cost</b>	<b>\$ 29,907</b>	<b>\$ 6,071</b>	<b>\$ 3,938</b>	<b>\$ 14,871</b>

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 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	812	900	900
	<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	750	900	900
	<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	905	950	950

**NEIGHBORHOOD SERVICES**  
**DEPT. PROVIDING SERVICE: YOUTH BUREAU**

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 223,281	\$ 210,724	\$ 79,270	\$ 220,816
Employee Benefits	60,050	40,179	17,043	41,954
S/T	283,331	250,903	96,313	262,770
Materials & Supplies:				
Program Supplies	7,432	5,750	943	5,750
Direct Costs:				
Program Services	14,351	10,450	354	10,450
Other	15,632	15,400	-	15,400
Equipment	-	755	754	-
Total	\$ 320,746	\$ 283,258	\$ 98,364	\$ 294,370
<b><u>Revenues</u></b>				
Miscellaneous:				
Contributions	\$ 9,359	\$ -	\$ -	\$ -
Total	\$ 9,359	\$ -	\$ -	\$ -
<b>Net Cost</b>	<b>\$ 311,387</b>	<b>\$ 283,258</b>	<b>\$ 98,364</b>	<b>\$ 294,370</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:**

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
	No. of park areas maintained	24	24	24	24
	No. of other maintenance sites: malls, medians, entrance gardens, etc.	60	60	60	60
	Total City maintained sites	84	84	84	84
	Acres of parks & playgrounds and other areas maintained, including schools	134.1	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	217.0	217.0	217.0	217.0
	Total number of special events supported by Parks Maintenance	125	63	65	65

**PARKS MAINTENANCE****DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS****REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 911,344	\$ 986,784	\$ 451,960	\$ 1,041,229
Employee Benefits	<u>453,401</u>	<u>474,417</u>	<u>222,763</u>	<u>495,962</u>
S/T	1,364,745	1,461,201	674,723	1,537,191
Materials & Supplies:				
Land & Facility Maintenance	217,582	315,213	57,662	318,810
Rolling Stock Operations	39,497	43,215	25,292	47,275
Utilities	104,280	89,180	23,598	114,950
Other	15	3,150	2,276	150
Direct Costs:				
Program Services	48,872	79,403	25,908	62,800
Other	27,911	44,718	26,525	36,685
Equipment	17,344	-	-	12,500
Rolling Stock	<u>-</u>	<u>65,000</u>	<u>39,992</u>	<u>47,500</u>
Total	<u>\$ 1,820,246</u>	<u>\$ 2,101,080</u>	<u>\$ 875,976</u>	<u>\$ 2,177,861</u>
<b><u>Revenues</u></b>				
Miscellaneous:				
Renaissance Park	\$ 102,850	\$ 116,800	\$ 48,400	\$ 116,800
Other	<u>18,130</u>	<u>22,000</u>	<u>10,423</u>	<u>19,000</u>
Total	<u>\$ 120,980</u>	<u>\$ 138,800</u>	<u>\$ 58,823</u>	<u>\$ 135,800</u>
<b>Net Cost</b>	<b><u>\$ 1,699,266</u></b>	<b><u>\$ 1,962,280</u></b>	<b><u>\$ 817,153</u></b>	<b><u>\$ 2,042,061</u></b>

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	Number of programs available for youth	155	160	160	160
	Number of youth participants (unduplicated)	1,500	1,500	1,500	1,500
	Number of programs available for adults	60	60	60	60
	Number of adult participants (unduplicated)	75	75	75	75
	Number of participants at public ice sessions	12,000	14,000	14,500	15,000

**EBERSOLE ICE RINK****DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS****REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 105,306	\$ 106,686	\$ 41,095	\$ 103,006
Employee Benefits	25,419	21,167	9,191	20,828
S/T	130,725	127,853	50,286	123,834
Materials & Supplies:				
Program Supplies	3,630	4,000	698	1,000
Building Facilities Maintenance	1,194	1,500	1,025	1,500
Utilities	131,989	136,000	37,227	136,000
Other	2,427	2,300	-	800
Direct Costs:				
Sports Officials	17,682	16,000	2,078	-
Program Services	7,570	5,000	-	-
Other	360	300	180	300
Total	\$ 295,577	\$ 292,953	\$ 91,494	\$ 263,434
<b><u>Revenues</u></b>				
Charges for Services:				
Rec. Concessions	\$ 3,500	\$ 3,750	\$ -	\$ 3,750
Skating Fees	245,443	212,000	83,873	382,000
Ice Hockey Leagues	165,370	175,000	164,963	-
Other	49	150	8	50
Total	\$ 414,362	\$ 390,900	\$ 248,844	\$ 385,800
<b>Net Cost</b>	<b>\$ (118,785)</b>	<b>\$ (97,947)</b>	<b>\$ (157,350)</b>	<b>\$ (122,366)</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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	Number of programs for youth	58	73	75	75
	Number of youth participants (unduplicated)	925	800	800	825
	Number of Units of Service*	-	15,482	15,500	15,500

\*New measure FY 18-19

**DAY CAMPS & SPECIAL INTEREST CAMPS**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 309,128	\$ 379,010	\$ 290,111	\$ 370,021
Employee Benefits	38,431	53,791	30,077	52,982
S/T	347,559	432,801	320,188	423,003
Materials & Supplies:				
Program Supplies	13,593	15,000	3,750	20,000
Space Rental	4,500	4,500	4,500	4,500
Direct Costs:				
Program Services	62,080	50,000	52,351	55,000
Bus Transportation	66,146	60,000	49,231	87,000
Equipment	-	3,000	-	3,000
Total	\$ 493,878	\$ 565,301	\$ 430,020	\$ 592,503
<b><u>Revenues</u></b>				
Intergov't/Federal	\$ 46,080	\$ 34,200	\$ 34,200	\$ 34,200
Charges for Services:				
Rec. Day Camp Fees	447,211	447,000	459,998	466,000
Rec Special Interest Camps	34,659	40,000	25,332	38,000
Total	\$ 527,950	\$ 521,200	\$ 519,530	\$ 538,200
<b>Net Cost</b>	<b>\$ (34,072)</b>	<b>\$ 44,101</b>	<b>\$ (89,510)</b>	<b>\$ 54,303</b>

**DEPARTMENT REFERENCE PAGE: II-83**

**OUTDOOR POOLS**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

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**OBJECTIVES:**

To provide safe, clean and enjoyable outdoor swim facilities.

To provide swimming lessons for resident youth.

**PERFORMANCE MEASURES:**

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
	Number of pool patrons	27,000	25,200	15,000	26,000
	Number of participants in Specialty Programs	80	100	100	100

**OUTDOOR POOLS****DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS****REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 105,177	\$ 115,000	\$ 90,112	\$ 130,000
Employee Benefits	<u>14,148</u>	<u>17,733</u>	<u>12,090</u>	<u>19,522</u>
S/T	119,325	132,733	102,202	149,522
Materials & Supplies:				
Program Supplies	5,197	3,000	2,781	4,000
Other	1,385	1,400	-	1,700
Equipment	<u>-</u>	<u>5,000</u>	<u>-</u>	<u>5,000</u>
Total	<u>\$ 125,907</u>	<u>\$ 142,133</u>	<u>\$ 104,983</u>	<u>\$ 160,222</u>
<b><u>Revenues</u></b>				
Charges for Services	<u>\$ 37,967</u>	<u>\$ 35,000</u>	<u>\$ 23,422</u>	<u>\$ 39,000</u>
Net Cost	<u>\$ 87,940</u>	<u>\$ 107,133</u>	<u>\$ 81,561</u>	<u>\$ 121,222</u>

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	Number of programs available for youth	300	334	350	350
	Number of youth participants	90,000	65,000	70,000	75,000
	Number of youth participants (unduplicated)	6,600	6,000	6,300	6,300
	Support provided for youth programs and activities delivered by the Thomas H. Slater Center	\$ 132,000	\$ 132,000	\$ 135,600	\$ 135,600

**YOUTH SPORTS, ATHLETIC & SPECIAL INTEREST PROGRAMS**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 288,112	\$ 207,025	\$ 97,812	\$ 257,671
Employee Benefits	<u>105,854</u>	<u>51,881</u>	<u>23,939</u>	<u>54,339</u>
S/T	393,966	258,906	121,751	312,010
Materials & Supplies:				
Program Supplies	43,616	42,000	21,824	48,000
Space Rental	55,500	55,500	55,500	55,500
Other	540	1,000	-	1,000
Direct Costs:				
Sports Officials	5,675	7,000	3,825	5,000
Program Services	24,854	40,000	9,607	40,000
Slater Center	<u>132,000</u>	<u>135,000</u>	<u>101,250</u>	<u>135,000</u>
Total	<u>\$ 656,151</u>	<u>\$ 539,406</u>	<u>\$ 313,757</u>	<u>\$ 596,510</u>
<b><u>Revenues</u></b>				
Intergov't/Federal	\$ 12,800	\$ 9,500	\$ 9,500	\$ 9,500
Charges for Services:				
Rec. Special Int. Programs	64,634	65,000	34,962	65,000
Rec. Youth Sports League	113,800	115,000	82,779	116,000
Rec. Swim Instructions	49,915	40,000	38,862	51,000
Miscellaneous	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total	<u>\$ 241,149</u>	<u>\$ 229,500</u>	<u>\$ 166,103</u>	<u>\$ 241,500</u>
Net Cost	<u>\$ 415,002</u>	<u>\$ 309,906</u>	<u>\$ 147,654</u>	<u>\$ 355,010</u>

**DEPARTMENT REFERENCE PAGE: II-83**

***ADULT SPORTS, ATHLETIC & SPECIAL INTEREST PROGRAMS***  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

---

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	Number of programs available for adults	250	275	270	275
	Number of adult participants	54,000	51,000	52,000	53,000
	Number of adult participants (unduplicated)	2,500	3,000	3,300	3,400
	Support provided for adult programs and activities delivered by the Thomas H. Slater Center	\$ 88,000	\$ 88,000	\$ 90,400	\$ 90,400

**ADULT SPORTS, ATHLETIC & SPECIAL INTEREST PROGRAMS**  
**DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS**

**REQUIRED RESOURCES:**

	FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b>Expenditures</b>				
Salaries & Wages	\$ 124,913	\$ 104,603	\$ 51,258	\$ 122,365
Employee Benefits	43,591	22,033	10,094	30,794
S/T	168,504	126,636	61,352	153,159
Materials & Supplies:				
Program Supplies	17,195	20,000	8,593	30,000
Direct Costs:				
Sports Officials	55,495	69,000	31,821	67,000
Program Services	3,260	6,000	775	6,000
Slater Center	88,000	91,000	68,250	91,000
Total	\$ 332,454	\$ 312,636	\$ 170,791	\$ 347,159
<b>Revenues</b>				
Charges for Services:				
Rec. Special Int. Programs	\$ 8,866	\$ 6,000	\$ 3,743	\$ 8,500
Rec. Tennis Permits	34,217	32,000	3,680	35,000
Rec. Tennis Daily Fees	14,071	10,500	12,220	15,000
Rec. Tennis Concession	141,258	137,808	72,352	145,000
Rec. League Entry Fees	124,770	110,000	32,473	120,000
Garden Plots	4,010	4,000	-	4,000
Total	\$ 327,192	\$ 300,308	\$ 124,468	\$ 327,500
<b>Net Cost</b>	<b>\$ 5,262</b>	<b>\$ 12,328</b>	<b>\$ 46,323</b>	<b>\$ 19,659</b>

**DEPARTMENT REFERENCE PAGE: II-83**

*RENAISSANCE PLAZA*

DEPT. PROVIDING SERVICE: DEPT. OF RECREATION &amp; 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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	Number of programs/concerts, special events	21	19	19	19
	Number of program participants	55,000	40,000	50,000	55,000

**RENAISSANCE PLAZA****DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS****REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 20,932	\$ 15,000	\$ 7,446	\$ 12,000
Employee Benefits	<u>2,802</u>	<u>4,299</u>	<u>614</u>	<u>2,434</u>
S/T	23,734	19,299	8,060	14,434
Materials & Supplies:				
Utilities	<u>28,479</u>	<u>27,000</u>	<u>11,534</u>	<u>27,000</u>
Total	\$ <u>52,213</u>	\$ <u>46,299</u>	\$ <u>19,594</u>	\$ <u>41,434</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
Net Cost	\$ <u><u>52,213</u></u>	\$ <u><u>46,299</u></u>	\$ <u><u>19,594</u></u>	\$ <u><u>41,434</u></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.

Provide youth with career exploration, training, and education.

**PERFORMANCE MEASURES:**

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
NY	No. of youth ages 11-21 receiving programming and counseling - 75% will improve academics/attendance and self-esteem	280	354	354	354
NY	No. of Hispanic clients served including counseling, tutorial & outreach - 75% will improve attendance, grades and self-esteem	200	268	268	268
	No. of volunteer mentors	31	29	29	29
	No. of mentees (bi-weekly meetings with mentor/mentee)	35	29	29	29
	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	15	26	26	26
	No. of participants in educational and cultural activities - 70% in educational programs will improve academically per progress reports	280	354	354	354
	No. of youth served by grant funded programs - 75% will improve academically per progress reports and report cards	65	65	65	65
	No. of youth participating in the Aviation Academy	250	300	350	400

**ALTERNATIVES PROGRAM: YOUTH DEVELOPMENT &  
DEPT. PROVIDING SERVICE: YOUTH BUREAU DELINQUENCY PREVENTION**

---

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 241,523	\$ 195,754	\$ 93,800	\$ 212,968
Employee Benefits	107,632	67,259	31,849	72,179
S/T	349,155	263,013	125,649	285,147
Materials & Supplies:				
Program Supplies	3,822	2,500	691	3,500
Direct Costs:				
Bus Transportation	1,009	1,500	17	1,500
Program Services	4,940	3,000	27	3,000
Consultant	7,538	10,000	6,500	10,000
Total	\$ 366,464	\$ 280,013	\$ 132,884	\$ 303,147
<b><u>Revenues</u></b>				
Intergov't/State:				
Youth Program Aid	\$ 30,828	\$ 30,519	\$ -	\$ 30,519
Total	\$ 30,828	\$ 30,519	\$ -	\$ 30,519
<b>Net Cost</b>	<b>\$ 335,636</b>	<b>\$ 249,494</b>	<b>\$ 132,884</b>	<b>\$ 272,628</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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	Average daily attendance	72	90	92	95
	No. of transportation service units	7,000	7,550	6,720	6,750
	No. of meals served in Senior Nutrition Program	9,400	8,285	8,300	8,300
	No. of participants in recreational and instructional programs (unduplicated)	11,000 *	1,654	1,655	1,655
	No. of participants in health screening services	2,700	2,000	1,800	1,800
	No. of recreational/instructional programs (unduplicated)	1,100	721	725	728
	No. of units of service for Senior Citizens	52,500	48,200	49,000	50,000
	No. of non-seniors served	350	302	305	310

\*Duplicated

**SENIOR & CITIZENS SERVICES****DEPT. PROVIDING SERVICE: DEPT. OF RECREATION & PARKS****REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 322,425	\$ 392,885	\$ 189,239	\$ 338,643
Employee Benefits	125,751	174,423	78,532	154,936
S/T	448,176	567,308	267,771	493,579
Materials & Supplies:				
Building Facilities Maintenance	15,431	8,100	2,107	8,100
Utilities	28,397	29,500	14,000	29,050
Rolling Stock Operations	10,465	9,900	7,456	10,300
Other	8,799	9,795	2,649	10,700
Direct Costs:				
Meals	38,923	43,000	16,150	41,000
Program Services	29,163	35,000	6,834	35,000
Other	15,598	22,750	7,335	21,650
Total	\$ 594,952	\$ 725,353	\$ 324,302	\$ 649,379
<b><u>Revenues</u></b>				
Intergovernmental:				
Senior Citizens Grant	\$ 18,700	\$ 19,500	\$ 9,750	\$ 19,500
Nutrition Grant	35,200	35,200	17,600	35,200
Commodity Funding	6,356	6,200	3,100	6,200
Miscellaneous:				
Contributions	5,354	5,000	2,388	5,200
Sr. Citizens Meals	19,858	20,000	9,392	20,000
Sr. Program Materials Fees	11,213	12,000	6,856	12,000
Other	27,537	30,000	13,392	30,000
Total	\$ 124,218	\$ 127,900	\$ 62,478	\$ 128,100
<b>Net Cost</b>	<b>\$ 470,734</b>	<b>\$ 597,453</b>	<b>\$ 261,824</b>	<b>\$ 521,279</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 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
	Participating youth will successfully complete summer employment	146	141	143	145
	Youth participating in career exploration programs will demonstrate an increase in awareness of careers/trades	598	627	630	635
	Youth participating in employment training programs will demonstrate an increase in job readiness skills	170	158	165	170
	Participating youth will demonstrate increased knowledge in the basics of business development	15	18	20	22
	Participating middle school aged youth will demonstrate increased awareness of employment skills	55	43	75	80

**YOUTH EMPLOYMENT**  
**DEPT. PROVIDING SERVICE: YOUTH BUREAU**

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 420,385	\$ 401,979	\$ 327,322	\$ 457,811
Employee Benefits	<u>127,059</u>	<u>133,286</u>	<u>73,984</u>	<u>141,131</u>
S/T	547,444	535,265	401,306	598,942
Materials & Supplies:				
Program Supplies	2,351	2,000	1,924	3,150
Direct Costs:				
Program Services	<u>2,238</u>	<u>3,000</u>	<u>250</u>	<u>3,000</u>
Total	<u>\$ 552,033</u>	<u>\$ 540,265</u>	<u>\$ 403,480</u>	<u>\$ 605,092</u>
<b><u>Revenues</u></b>				
None	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Cost</b>	<b><u>\$ 552,033</u></b>	<b><u>\$ 540,265</u></b>	<b><u>\$ 403,480</u></b>	<b><u>\$ 605,092</u></b>

**DEPARTMENT REFERENCE PAGE: II**

**YOUTH PROGRAM MANAGEMENT/ADMINISTRATION**  
**DEPT. PROVIDING SERVICE: YOUTH BUREAU**

---

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	No. of programs designed and implemented	52	52	52	52
	No. of grant applications submitted	24	25	25	25
	No. of grant applications approved	18	20	20	20
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	35
	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 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 378,623	\$ 386,680	\$ 188,915	\$ 390,217
Employee Benefits	<u>191,992</u>	<u>189,013</u>	<u>94,215</u>	<u>200,437</u>
S/T	570,615	575,693	283,130	590,654
Materials & Supplies	29,961	34,875	10,098	38,875
Direct Costs	<u>8,488</u>	<u>14,600</u>	<u>4,165</u>	<u>18,100</u>
Total	<u>\$ 609,064</u>	<u>\$ 625,168</u>	<u>\$ 297,393</u>	<u>\$ 647,629</u>
<b><u>Revenues</u></b>				
Miscellaneous	<u>\$ 21,856</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total	<u>\$ 21,856</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Net Cost</b>	<b><u>\$ 587,208</u></b>	<b><u>\$ 625,168</u></b>	<b><u>\$ 297,393</u></b>	<b><u>\$ 647,629</u></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:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
FED	No. of CD funded programs supervised	15	16	18	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 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 2,478	\$ 2,575	\$ 1,277	\$ 2,651
Employee Benefits	<u>1,508</u>	<u>1,558</u>	<u>765</u>	<u>1,578</u>
Total	\$ <u>3,986</u>	\$ <u>4,133</u>	\$ <u>2,042</u>	\$ <u>4,229</u>
<b><u>Revenues</u></b>				
Charges for Services:				
Community Development	\$ <u>25,251</u>	\$ <u>25,000</u>	\$ <u>26,924</u>	\$ <u>27,000</u>
Total	\$ <u>25,251</u>	\$ <u>25,000</u>	\$ <u>26,924</u>	\$ <u>27,000</u>
<b>Net Cost</b>	<b>\$ <u>(21,265)</u></b>	<b>\$ <u>(20,867)</u></b>	<b>\$ <u>(24,882)</u></b>	<b>\$ <u>(22,771)</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:**

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned*</u>
	Provide information referrals to the community	200	250	0	0
	Provide computer training to enhance resident skill sets and employability	150	125	0	0
	Provide interview and employment attire for White Plains residents	200	340	0	0
	Coordinate overall services and identify the number of White Plains residents served	250	400	0	0

\* This facility has been transferred to a non-City agency

**EDUCATION AND TRAINING CENTER**  
**DEPT. PROVIDING SERVICE: DEPT. OF PLANNING**

**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget*</u>
<b>Expenditures</b>				
Salaries & Wages	\$ 62,055	\$ -	\$ 19	\$ -
Employee Benefits	<u>6,363</u>	<u>-</u>	<u>1</u>	<u>-</u>
S/T	68,418	-	20	-
Materials & Supplies	<u>41</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	\$ <u>68,459</u>	\$ <u>-</u>	\$ <u>20</u>	\$ <u>-</u>
<b>Revenues</b>				
Miscellaneous	\$ <u>38,577</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>
Total	\$ <u>38,577</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>
<b>Net Cost</b>	<b>\$ <u>29,882</u></b>	<b>\$ <u>-</u></b>	<b>\$ <u>20</u></b>	<b>\$ <u>-</u></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**

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**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 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)	1	1	0	0
	Parcels purchased	0	0	0	0
	Parcels sold	1	1	0	0
	Parcels subject to development or amendment to contracts	0	1	2	0
	No. of hours of staff support related to unassisted urban renewal areas	350	350	350	350
	Redevelopment Projects approved or amended or extended	2	1	2	0
	Communications & resolutions to Common Council	5	9	10	5

**CITY SUPPORT TO URA**  
**DEPT. PROVIDING SERVICE: DEPT. OF PLANNING**

---

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 4,130	\$ 4,291	\$ 2,129	\$ 4,418
Employee Benefits	<u>2,514</u>	<u>2,594</u>	<u>1,275</u>	<u>2,629</u>
Total	<u>\$ 6,644</u>	<u>\$ 6,885</u>	<u>\$ 3,404</u>	<u>\$ 7,047</u>
<b><u>Revenues</u></b>				
Charges for Services:				
WP Urban Renewal Agency	\$ <u>12,566</u>	\$ <u>2,000</u>	\$ <u>6,380</u>	\$ <u>5,000</u>
Total	<u>\$ 12,566</u>	<u>\$ 2,000</u>	<u>\$ 6,380</u>	<u>\$ 5,000</u>
<b>Net Cost</b>	<u>\$ (5,922)</u>	<u>\$ 4,885</u>	<u>\$ (2,976)</u>	<u>\$ 2,047</u>

**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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
	Contracts administered	80	62	70	70
	Information requested/furnished	3,200	2,200	2,500	2,500
	GIS, orthographic and design map requests or plots	2,000	1,800	2,000	2,000
	Municipal plans/projects prepared/reviewed	125	155	125	125
	Reviews for Common Council & other Boards & Commissions	100	155	100	100
	Reviews for City departments	320	300	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	30	30	30
	Construction projects inspected	170	225	200	200
	Studies/surveys/research prepared	80	84	80	80
	Infrastructure drawings updated/created	70	120	70	70
	Engineering documents reviewed/created/ updated	130	132	130	130
	Engineering documents digitally archived	3,000	3,500	3,000	3,000
	FOIL requests	20	14	20	20
	SWPPP's/SWMP's reviewed/prepared	50	60	50	50
	Witness MS4 soil testing	80	85	80	80
	Field Investigations	300	120	150	150
	Flood Permitting Review/ Inspections	1	1	1	1
	Outfall inspections	100	80	100	100
	Sediment Erosion Control Inspections (Site Plan & SWPPP)	500	400	500	500

**ENGINEERING SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 1,806,200	\$ 1,882,925	\$ 948,040	\$ 1,939,068
Employee Benefits	<u>885,181</u>	<u>909,801</u>	<u>445,129</u>	<u>925,541</u>
S/T	2,691,381	2,792,726	1,393,169	2,864,609
Materials & Supplies	21,951	29,014	10,220	28,130
Direct Costs	-	4,925	1,240	6,925
Equipment	<u>-</u>	<u>42,000</u>	<u>35,875</u>	<u>89,000</u>
Total	\$ <u>2,713,332</u>	\$ <u>2,868,665</u>	\$ <u>1,440,504</u>	\$ <u>2,988,664</u>
<b><u>Revenues</u></b>				
Charges for Services	\$ -	\$ 10,000	\$ 45,000	\$ 50,000
Licenses & Permits	109,400	70,000	42,900	75,000
Fines & Forfeitures	<u>1,050</u>	<u>300</u>	<u>1,850</u>	<u>300</u>
Total	\$ <u>110,450</u>	\$ <u>80,300</u>	\$ <u>89,750</u>	\$ <u>125,300</u>
<b>Net Cost</b>	<b>\$ <u>2,602,882</u></b>	<b>\$ <u>2,788,365</u></b>	<b>\$ <u>1,350,754</u></b>	<b>\$ <u>2,863,364</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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
WP	No. of City boards, commissions, committees and agencies receiving technical support	7	10	10	10
	Common Council (meetings attended)	25	31	28	28
	Planning Dept. reports to Common Council	60	62	60	60
	Planning Board reviews and applications	45	53	50	50
	Zoning Board of Appeals case reviews	35	33	35	35
	Environmental Officer reports	100	117	115	115
	Tree Committee reports & site visits	23	17	17	17
	No. of existing ARHP Units	163	163	163	225
	No. of existing ARHP Tenant Recertification Reviews	163	163	163	163
	No. of ARHP New Application Reviews	252	266	266	292
	ARHP New Project Initiation (no. of units)	200	342	240	240
	No. of AHOP inquires	1,235	2,520	2,500	2,500
	NY/WP	No. of ETPA units	2,561	2,436	2,436
No. of qualified SCRIE program participants		27	30	31	31
Dollar value of SCRIE abatements		\$ 47,000	\$ 46,303	\$ 75,000	\$ 75,000

**PLANNING SERVICES**  
**DEPT. PROVIDING SERVICE: DEPT. OF PLANNING**

**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b>Expenditures</b>				
Salaries & Wages	\$ 693,685	\$ 708,346	\$ 344,725	\$ 734,767
Employee Benefits	265,956	265,288	124,718	273,598
S/T	959,641	973,634	469,443	1,008,365
Materials & Supplies	10,110	12,428	3,993	14,445
Direct Costs:				
NYS ETPA	24,310	28,000	28,000	28,000
Rent Abatement	46,363	75,000	18,334	75,000
Other	2,428	3,000	1,090	53,000
Equipment	-	2,545	-	1,800
Total	\$ 1,042,852	\$ 1,094,607	\$ 520,860	\$ 1,180,610
<b>Revenues</b>				
Licenses and Permits:				
Subdivision Filing Fees	\$ 4,500	\$ 5,000	\$ 16,250	\$ 5,000
Miscellaneous:				
Emergency Tenant Protection Act	48,700	55,000	55,009	50,000
Other	227	-	-	-
Total	\$ 53,427	\$ 60,000	\$ 71,259	\$ 55,000
<b>Net Cost</b>	<b>\$ 989,425</b>	<b>\$ 1,034,607</b>	<b>\$ 449,601</b>	<b>\$ 1,125,610</b>

**DEPARTMENT REFERENCE PAGE: II-46**

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## 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 98.1% of the resources needed to operate the Library, a decrease of 0.3% over the current fiscal year.

The proposed Library Fund budget for FY 2020-2021 totals almost \$6.9 million and includes total salaries and benefits of \$4.8 million, which represents 69.4% of the total budget, an increase of 2.5% 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 \$954,402, 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 \$404,919, an increase of 1.8%. Included in this total is the Library's required FY 2020-2021 contribution to the Self Insurance Fund (\$43,241), service contracts (\$193,762), security guards (\$83,961) and on-line subscription services (\$45,538). The proposed contribution to the Debt Service Fund of \$707,805 reflects a 1.0% increase. Approximately 10.3% of the Library's FY 2020-2021 proposed budget is dedicated to debt service.

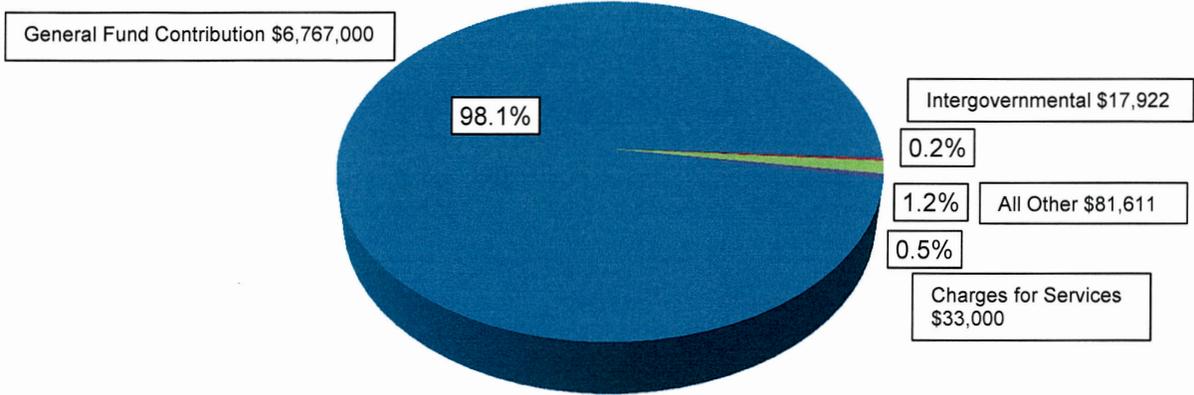
The components of the Library Fund revenue budget include intergovernmental, charges for services, miscellaneous revenues, the contribution from the General Fund, and an appropriation of the Library's fund balance. The proposed budget includes a contribution of almost \$6.8 million from the General Fund which will be adjusted to include merit increases once they are approved. Remaining revenues are budgeted at \$132,533 and include a \$59,611 appropriation of fund balance.

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

	Actual FY 2017	Actual FY 2018	Actual FY 2019	Projected FY 2020	Proposed FY 2021
<b>Intergovernmental</b>	\$ 26,765	\$ 17,738	\$ 17,913	\$ 17,922	\$ 17,922
<b>Charges for Services</b>	68,048	62,125	36,346	32,800	33,000
<b>General Fund Contribution</b>	6,020,546	6,329,528	6,425,075	6,500,000	6,767,000
<b>All Other</b>	21,722	51,616	39,351	20,639	81,611
<b>Total</b>	\$6,137,081	\$6,461,007	\$6,518,685	\$6,571,361	\$6,899,533

# LIBRARY FUND

## REVENUES: \$6,899,533



## EXPENDITURES: \$6,899,533

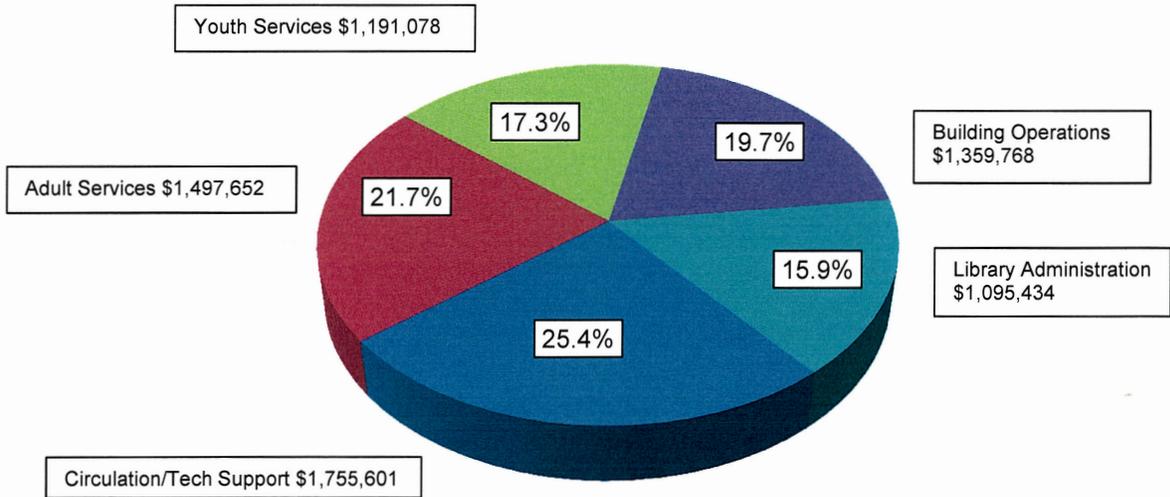


Exhibit IV.1

## 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	Net Cost			Reference Page
		FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 20-21 Proposed Budget	
Library Administration	L001	\$ 991,698	\$ 1,183,922	\$ 1,074,512	IV-6
Circulation/Technical Support	L002	1,636,034	1,672,760	1,724,601	IV-8
Adult Services	L003	1,361,147	1,363,356	1,476,652	IV-10
Youth Services	L004	1,066,054	1,052,019	1,191,078	IV-12
Library Building Operations	L005	1,370,142	1,321,542	1,359,768	IV-14
		<u>\$ 6,425,075</u>	<u>\$ 6,593,599</u>	<u>\$ 6,826,611</u>	

# WHITE PLAINS PUBLIC LIBRARY

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## REQUIRED RESOURCES- FULL TIME POSITIONS:

Title	Grade	FY 19-20 Revised Budget 12/31/19			FY 20-21 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	6	*	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	-
Departmental Secretary I	8	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	6	6	-	6	6	-
		<u>35</u>	<u>31</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 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b>Expenditures:</b>				
Salaries & Wages	\$ 2,859,642	\$ 2,867,552	\$ 1,421,646	\$ 3,126,750
Employee Benefits	1,586,401	1,592,230	791,419	1,659,507
Materials & Supplies:				
Book & Non-Book Materials	379,368	428,500	135,424	432,000
Building Maintenance Supplies/Repairs	45,274	42,475	22,201	42,475
Utilities	412,679	357,189	116,421	375,725
Software	60,848	60,710	31,078	64,012
Other	32,326	40,190	13,861	40,190
Direct Costs:				
Service Contracts	194,085	200,378	165,397	193,762
Security Guards	77,186	78,278	28,158	83,961
Program Services	49,293	3,800	3,183	3,840
On-line Subscription Service	53,920	56,722	24,031	45,538
SIF Contribution	28,723	43,860	43,860	43,241
Other	14,234	14,577	10,177	34,577
Equipment	20,596	16,959	13,779	19,150
Transfer to Debt Service Fund	704,110	701,158	140,628	707,805
Reserve for Financing	-	158,934	-	27,000
<b>Total Expenditures</b>	<b>\$ 6,518,685</b>	<b>\$ 6,663,512</b>	<b>\$ 2,961,263</b>	<b>\$ 6,899,533</b>
<b>Revenues:</b>				
Intergovernmental Revenues	\$ 17,913	\$ 17,913	\$ 16,130	\$ 17,922
Charges for Services	36,346	33,000	14,594	33,000
Miscellaneous Revenues:				
Rents and Commissions	22,783	18,000	10,009	21,000
Other	16,568	1,000	1,862	1,000
<b>Total Program Generated Revenues</b>	<b>\$ 93,610</b>	<b>\$ 69,913</b>	<b>\$ 42,595</b>	<b>\$ 72,922</b>
<b>Net Cost</b>	<b>\$ 6,425,075</b>	<b>\$ 6,593,599</b>	<b>\$ 2,918,668</b>	<b>\$ 6,826,611</b>
<b>Other Financing Sources:</b>				
Appropriation of Fund Balance	\$ -	\$ 36,183	\$ -	\$ 59,611
General Fund Contribution	6,425,075	6,557,416	2,840,628	6,767,000
<b>Total Other Financing Sources</b>	<b>\$ 6,425,075</b>	<b>\$ 6,593,599</b>	<b>\$ 2,840,628</b>	<b>\$ 6,826,611</b>
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	\$ -	\$ -	\$ (78,040)	\$ -

# 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 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 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	193	200	200
	Requisitions/direct claims prepared	250	220	250	250
	Meeting Room rentals *	25	25	4	25
	<i>Public information materials issued:</i>				
	Flyers, calendars, brochures, booklists produced	800	661	730	800
	Flyers & calendars distributed (est)	150,000	150,000	150,000	150,000
	E-newsletters **	520,000	617,916	650,000	700,000

\* Library construction during FY 2019-2020

**LIBRARY ADMINISTRATION**

DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY

**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures:</u></b>				
Salaries & Wages	\$ 463,937	\$ 481,280	\$ 233,624	\$ 490,909
Employee Benefits	513,325	498,632	256,543	513,355
S/T	977,262	979,912	490,167	1,004,264
Materials & Supplies	8,432	7,352	2,571	7,352
Direct Costs:				
Service Contracts	7,004	7,200	3,737	9,000
SIF Contribution	28,723	43,860	43,860	43,241
Other	4,509	4,577	4,577	4,577
Equipment	2,160	-	-	-
Reserve for Financing	-	158,934	-	27,000
<b>Total Expenditures</b>	<b>\$ 1,028,090</b>	<b>\$ 1,201,835</b>	<b>\$ 544,912</b>	<b>\$ 1,095,434</b>
<b><u>Revenues:</u></b>				
Intergovernmental:				
Library - Other Libraries	\$ 17,913	\$ 17,913	\$ 16,130	\$ 17,922
Miscellaneous:				
Rents and Commissions	4,908	-	260	3,000
Other	13,571	-	-	-
<b>Total Revenues</b>	<b>\$ 36,392</b>	<b>\$ 17,913</b>	<b>\$ 16,390</b>	<b>\$ 20,922</b>
<b>Net Cost</b>	<b>\$ 991,698</b>	<b>\$ 1,183,922</b>	<b>\$ 528,522</b>	<b>\$ 1,074,512</b>
<b><u>Other Financing Sources:</u></b>				
Appropriation of Fund Balance	\$ -	\$ 36,183	\$ -	\$ 59,611
General Fund Contribution	5,720,965	5,856,258	2,700,000	6,059,195
<b>Total Other Financing Sources</b>	<b>\$ 5,720,965</b>	<b>\$ 5,892,441</b>	<b>\$ 2,700,000</b>	<b>\$ 6,118,806</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:

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
NY	Items added/materials processed	23,000	23,271	20,000	20,000
NY	Items removed	30,000	9,377	6,500	10,000
NY	Collection size (cataloged items)	260,000	242,332	250,000	250,000
NY	Total turnstile estimate	550,000	550,000	550,000	550,000
NY	Total circulation - checkouts	550,000	564,674	550,000	550,000
NY	Total registered borrowers	30,000	28,106	30,000	30,000
	New patrons registered	3,500	3,019	3,500	3,500
NY	Interlibrary loans sent and received	130,000	101,183	100,000	100,000
	Electronic services:				
	Onsite user sessions	300,000	303,227	325,000	350,000
	Offsite (remote) user sessions	600,000	597,505	600,000	600,000

**CIRCULATION/TECHNICAL SUPPORT**  
**DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY**

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**REQUIRED RESOURCES:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenditures:</u></b>				
Salaries & Wages	\$ 1,015,209	\$ 1,050,167	\$ 516,220	\$ 1,101,822
Employee Benefits	471,975	499,936	246,904	511,812
S/T	1,487,184	1,550,103	763,124	1,613,634
Materials & Supplies:				
Software	60,848	60,710	31,078	64,012
Other	14,318	16,838	7,718	16,838
Direct Costs:				
Service Contracts	54,506	55,350	32,146	38,127
Program Services	34,583	3,800	3,183	3,840
Equipment	18,436	16,959	13,779	19,150
<b>Total Expenditures</b>	<b>\$ 1,669,875</b>	<b>\$ 1,703,760</b>	<b>\$ 851,028</b>	<b>\$ 1,755,601</b>
<b><u>Revenues:</u></b>				
Charges for Services:				
Library Fines	\$ 32,984	\$ 30,000	\$ 12,749	\$ 30,000
Miscellaneous	857	1,000	483	1,000
<b>Total Revenues</b>	<b>\$ 33,841</b>	<b>\$ 31,000</b>	<b>\$ 13,232</b>	<b>\$ 31,000</b>
<b>Net Cost</b>	<b>\$ 1,636,034</b>	<b>\$ 1,672,760</b>	<b>\$ 837,796</b>	<b>\$ 1,724,601</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 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
NY	Adult Services turnstile (estimate)	375,000	375,000	375,000	375,000
NY	Adult circulation (check-outs)	400,000	371,845	400,000	400,000
NY	Adult registration	25,000	21,973	25,000	25,000
NY	Adult reference questions	75,000	75,213	75,000	75,000
	General assistance	70,000	66,250	70,000	70,000
	Microfilms/magazines requested	1,000	721	1,000	1,000
	Outreach to local organizations (# of contacts)	1,000	820	1,000	1,000
	Homebound visits	20	30	30	30
	Partnership activities	3,000	2,231	2,500	2,500
	Participants in partnership activities	8,000	5,828	6,000	6,000
NY	Adult library programs & class visits *	500	2,644	2,600	3,000
NY	Attendance at Adult Library programs *	7,000	16,799	12,000	12,000
NY	Meeting Room use *	25	28	15	30
NY	Attendance at meetings *	1,000	1,958	1,000	2,000
	Museum Gallery Exhibits *	4	4	2	4
	Exhibits, book displays, booklists	300	288	300	300
	Computer users	50,000	46,990	50,000	50,000

\* Library Renovation planned during FY 2019-2020

**ADULT SERVICES**

DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY

**REQUIRED RESOURCES:**

	FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b><u>Expenditures:</u></b>				
Salaries & Wages	\$ 696,810	\$ 662,151	\$ 328,766	\$ 754,595
Employee Benefits	314,140	294,084	144,765	309,620
S/T	1,010,950	956,235	473,531	1,064,215
Materials & Supplies:				
Book & Non-Book Materials	304,158	356,500	107,448	360,000
Other	5,070	7,000	2,141	7,000
Direct Costs:				
Service Contracts	899	899	899	899
Program Services	-	-	-	-
On-line subscription service	53,920	56,722	24,031	45,538
Other	6,825	7,000	3,600	20,000
<b>Total Expenditures</b>	<b>\$ 1,381,822</b>	<b>\$ 1,384,356</b>	<b>\$ 611,650</b>	<b>\$ 1,497,652</b>
<b><u>Revenues:</u></b>				
Charges for Services	\$ 2,800	\$ 3,000	\$ 1,845	\$ 3,000
Miscellaneous:				
Rents and Commissions	17,875	18,000	9,749	18,000
Other	-	-	1,379	-
<b>Total Revenues</b>	<b>\$ 20,675</b>	<b>\$ 21,000</b>	<b>\$ 12,973</b>	<b>\$ 21,000</b>
<b>Net Cost</b>	<b>\$ 1,361,147</b>	<b>\$ 1,363,356</b>	<b>\$ 598,677</b>	<b>\$ 1,476,652</b>

DEPARTMENT REFERENCE PAGE: IV- 3

# YOUTH SERVICES

DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY

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## 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.

Collaborate with the community and other partners 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 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
NY	Youth Services turnstile (estimate)	250,000	260,000	250,000	250,000
NY	Youth Services circulation - checkouts	220,000	192,829	200,000	200,000
NY	Youth Services registration	7,000	6,133	7,000	7,000
NY	Youth Services reference questions	120,000	24,660	30,000	30,000
	General assistance	40,000	41,706	45,000	45,000
	Exhibits, book displays, booklists	500	465	500	500
	Outreach to local organizations (# of contacts)	1,100	4,623	1,800	2,000
	Programs & class visits	1,000	941	1,000	1,000
	Attendance at Programs	18,000	20,474	22,000	24,000
	Computer users	16,000	10,008	10,000	10,000

**YOUTH SERVICES**

DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY

**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenditures:</u></b>				
Salaries & Wages	\$ 682,231	\$ 669,784	\$ 342,147	\$ 776,424
Employee Benefits	286,497	298,235	143,030	323,654
S/T	968,728	968,019	485,177	1,100,078
Materials & Supplies:				
Book & Non-Book Materials	75,210	72,000	27,976	72,000
Other	4,506	9,000	1,431	9,000
Direct Costs:				
Program Services	14,710	-	-	-
Other	2,900	3,000	2,000	10,000
Equipment	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,066,054</b>	<b>\$ 1,052,019</b>	<b>\$ 516,584</b>	<b>\$ 1,191,078</b>
<b><u>Revenues:</u></b>				
Miscellaneous	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Cost</b>	<b>\$ 1,066,054</b>	<b>\$ 1,052,019</b>	<b>\$ 516,584</b>	<b>\$ 1,191,078</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 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 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	347	350	350

**LIBRARY BUILDING OPERATIONS**  
**DEPT. PROVIDING SERVICE: WHITE PLAINS PUBLIC LIBRARY**

**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b>Expenditures:</b>				
Salaries & Wages	\$ 1,455	\$ 4,170	\$ 889	\$ 3,000
Employee Benefits	464	1,343	177	1,066
S/T	1,919	5,513	1,066	4,066
Materials & Supplies:				
Building Maintenance Supplies/Repairs	45,274	42,475	22,201	42,475
Utilities	412,679	357,189	116,421	375,725
Direct Costs:				
Service Contracts	131,676	136,929	128,615	145,736
Security Guards	77,186	78,278	28,158	83,961
Transfer to Debt Service Fund	704,110	701,158	140,628	707,805
<b>Total Expenditures</b>	<b>\$ 1,372,844</b>	<b>\$ 1,321,542</b>	<b>\$ 437,089</b>	<b>\$ 1,359,768</b>
<b>Revenues:</b>				
Charges for Services	\$ 562	\$ -	\$ -	\$ -
Miscellaneous	2,140	-	-	-
<b>Total Revenues</b>	<b>\$ 2,702</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Cost</b>	<b>\$ 1,370,142</b>	<b>\$ 1,321,542</b>	<b>\$ 437,089</b>	<b>\$ 1,359,768</b>
<b>Other Financing Sources:</b>				
General Fund Contribution	\$ 704,110	\$ 701,158	\$ 140,628	\$ 707,805
<b>Total Other Financing Sources</b>	<b>\$ 704,110</b>	<b>\$ 701,158</b>	<b>\$ 140,628</b>	<b>\$ 707,805</b>

DEPARTMENT REFERENCE PAGE: IV-3

# LIBRARY FUND

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	FY 18-19 Actual <sup>(1)</sup>	FY 2019-2020		FY 20-21 Proposed Budget
		Revised Budget 12/31/19	Projected Actual 06/30/20	
<b>Revenues &amp; Other Sources:</b>				
Intergovernmental Revenues	\$ 17,913	\$ 17,913	\$ 17,922	\$ 17,922
Charges for Services	36,346	33,000	32,800	33,000
Miscellaneous Revenues	39,351	19,000	20,639	22,000
Transfer In -				
General Fund Contribution	6,425,075	6,557,416	6,500,000	6,767,000
Appropriation of Fund Balance	-	36,183	-	59,611
<b>Total Revenues &amp; Other Sources</b>	<b>6,518,685</b>	<b>\$6,663,512</b>	<b>6,571,361</b>	<b>\$ 6,899,533</b>
<b>Expenditures &amp; Other Uses:</b>				
Personal Services	2,859,642	\$ 2,867,552	2,885,192	\$ 3,126,750
Employee Benefits	1,586,401	1,592,230	1,620,000	1,659,507
Materials & Supplies	930,495	929,064	925,512	954,402
Direct Costs	417,441	397,615	397,000	404,919
Equipment	20,596	16,959	16,959	19,150
Transfer to Debt Service Fund	-	701,158	-	707,805
Reserve for Financing	-	158,934	-	27,000
<b>Total Expenditures &amp; Other Uses</b>	<b>5,814,575</b>	<b>\$6,663,512</b>	<b>5,844,663</b>	<b>\$ 6,899,533</b>
<b>Excess of Revenues &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	704,110		726,698	
<b>Other Financing Sources (Uses)-</b>				
Transfer to Debt Service Fund	(704,110)		(701,158)	
<b>Net Change in Fund Balance</b>	-		25,540	
<b>Fund Balance at Beginning of Year</b>	<b>122,764</b>		<b>122,764</b>	
<b>Fund Balance at End of Year</b>	<b>\$ 122,764</b>		<b>\$ 148,304</b>	

<sup>(1)</sup> City of White Plains Comprehensive Annual Financial Report, July 1, 2018 - June 30, 2019, modified for budgetary presentation

## 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.

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 2020-2021. 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 decrease by 1.2% and administrative costs will decrease 3.1% from the FY 2019-2020 revised budget to the FY 2020-2021 proposed budget.

The current proposed budget includes a 1.4% decrease in contributions from the operating funds due to improved claims experience which has lowered claims loss reserve requirements. 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 Self Insurance Fund ended fiscal year 2018-2019 with a deficit of \$1,079,445, down \$25,677 from the June 30, 2018 deficit of \$1,105,122. Projections for June 30, 2020 indicate that the deficit will be eliminated and a surplus of approximately \$182,000 will be recognized.

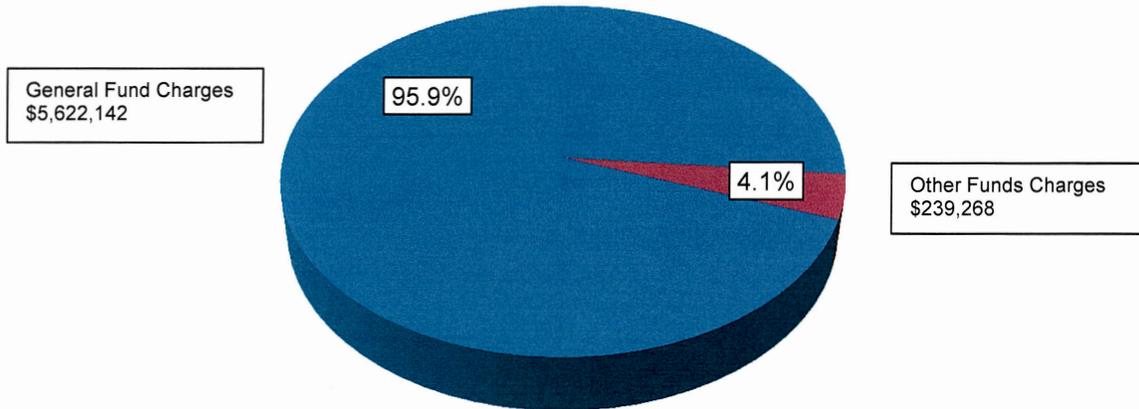
The following chart illustrates the trend of revenues in the Self Insurance Fund for the most recent five year period:

	Actual FY 2017	Actual FY 2018	Actual FY 2019	Projected FY 2020	Proposed FY 2021
<b>User Fees</b>	\$5,932,813	\$6,983,936	\$7,018,838	\$6,268,820	\$5,861,410
<b>Miscellaneous</b>	269,242	551,675	35,681	15,000	-
<b>Interest Income</b>	56,715	135,830	272,368	266,900	-
<b>Total</b>	\$6,258,770	\$7,581,441	\$7,326,887	\$6,550,720	\$5,861,410

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# SELF INSURANCE FUND

## REVENUES: \$5,861,410



## EXPENDITURES: \$5,861,410

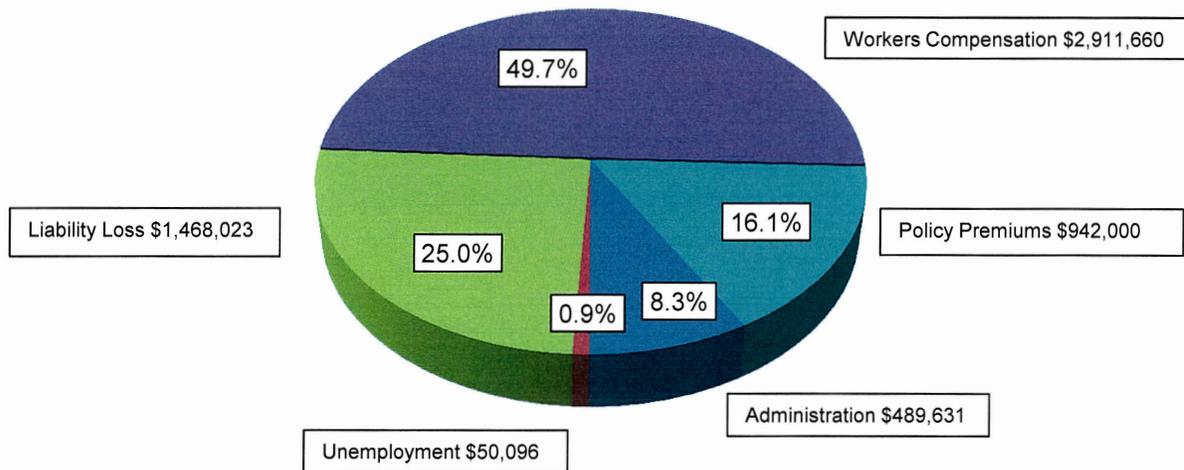


Exhibit IV.2

## ***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-22
Self Insurance	SI	IV-24

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

<u>Title</u>	<u>Grade</u>	<u>FY 19-20 Revised Budget 12/31/19</u>			<u>FY 20-21 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
		<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>-</u>	<u>1</u>

## SELF INSURANCE FUND

### REQUIRED RESOURCES- SUMMARY

	FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b>Expenses:</b>				
Administration:				
Salaries & Wages	\$ 1,998	\$ 18,200	\$ -	\$ 18,200
Employee Benefits	17,872	15,267	5,994	18,404
Other Post Employment Benefit Obligations	19,756	-	-	-
Materials & Supplies	-	100	-	100
Direct Costs	318,671	372,559	153,289	357,721
Reserve for Financing	-	99,325	-	95,206
Total Administration	358,297	505,451	159,283	489,631
Insurance:				
Workers' Compensation	2,744,920	2,880,582	1,388,804	2,911,660
Unemployment Benefits	60,435	48,801	45,591	50,096
General Liability	3,232,496	1,450,986	695,385	1,418,023
Public Officials' Liability	-	50,000	-	50,000
Policy Premiums	905,062	1,008,000	925,850	942,000
Total Insurance	6,942,913	5,438,369	3,055,630	5,371,779
<b>Total Expenses</b>	<b>\$ 7,301,210</b>	<b>\$ 5,943,820</b>	<b>\$ 3,214,913</b>	<b>\$ 5,861,410</b>
<b>Revenues:</b>				
Charges for Services:				
General Fund	\$ 6,775,232	\$ 5,701,127	\$ 6,026,127	\$ 5,622,142
Library Fund	28,723	43,860	43,860	43,241
Water Fund	155,156	134,519	134,519	132,625
Sewer Fund	54,368	58,487	58,487	57,662
Cable TV Fund	5,359	5,827	5,827	5,740
Miscellaneous:				
Insurance Recovery	14,881	-	-	-
Other	20,800	-	10,400	-
Interest	272,368	-	144,413	-
<b>Total Revenues</b>	<b>\$ 7,326,887</b>	<b>\$ 5,943,820</b>	<b>\$ 6,423,633</b>	<b>\$ 5,861,410</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 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
	<b>Total Claims Processed:</b>				
NY	Workers' Compensation	80	101	80	80
NY	Liability	23	35	20	30
NY	Unemployment Insurance	42	40	40	40
WP	No. of safety training sessions conducted	1	-	1	2
WP	Risk exposure surveys	2	-	1	2
WP	Safety and Loss Control Committee meetings held	2	-	2	3
WP	Safety and Loss Departmental meetings held	2	-	2	3
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	14	15	15

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:**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenses:</u></b>				
Salaries & Wages	\$ 1,998	\$ 18,200	\$ -	\$ 18,200
Fringe Benefits	17,872	15,267	5,994	18,404
Other Post Employment Benefit Obligations	19,756	-	-	-
S/T	39,626	33,467	5,994	36,604
Materials & Supplies	-	100	-	100
Direct Costs:				
Financial & Auditing	10,187	10,390	10,340	10,340
Legal Services	-	-	-	-
Program Services	85	1,000	-	1,000
Insurance Consultants	2,352	15,000	-	-
Insurance Claim Services	107,236	133,169	37,949	133,381
Appraisal Services	2,640	3,000	-	3,000
Workers' Comp. Board Assessments	196,171	210,000	105,000	210,000
Reserve for Financing	-	99,325	-	95,206
<b>Total Expenses</b>	<b>\$ 358,297</b>	<b>\$ 505,451</b>	<b>\$ 159,283</b>	<b>\$ 489,631</b>
<b><u>Revenues:</u></b>				
Charges for Services:				
General Fund	\$ 625,264	\$ 488,438	\$ 488,438	\$ 473,280
Library Fund	3,274	3,071	3,071	2,951
Water Fund	18,987	9,437	9,437	9,074
Sewer Fund	6,547	4,103	4,103	3,944
Cable TV Fund	655	402	402	382
Interest Income	265,468	-	140,963	-
<b>Total Revenues</b>	<b>\$ 920,195</b>	<b>\$ 505,451</b>	<b>\$ 646,414</b>	<b>\$ 489,631</b>

DEPARTMENT REFERENCE PAGE: IV-20

**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 18-19 Actual</u>	<u>FY 18-19 Revised Budget 12/31/19</u>	<u>FY 18-19 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenses:</u></b>				
Direct Costs:				
Workers' Compensation	\$ 2,633,500	\$ 2,880,582	\$ 1,388,804	\$ 2,911,660
Unemployment Benefits	45,978	48,801	45,591	50,096
General Liability	425,512	1,450,986	695,385	1,418,023
Public Officials' Liability	-	50,000	-	50,000
Policy Premiums	<u>959,974</u>	<u>1,008,000</u>	<u>925,850</u>	<u>942,000</u>
<b>Total Expenses</b>	<b><u>\$ 4,064,964</u></b>	<b><u>\$ 5,438,369</u></b>	<b><u>\$ 3,055,630</u></b>	<b><u>\$ 5,371,779</u></b>
<b><u>Revenues:</u></b>				
Charges for Services:				
General Fund	\$ 6,149,968	\$ 5,212,689	\$ 5,537,689	\$ 5,148,862
Library Fund	25,449	40,789	40,789	40,290
Water Fund	136,169	125,082	125,082	123,551
Sewer Fund	47,821	54,384	54,384	53,718
Cable TV Fund	4,704	5,425	5,425	5,358
Miscellaneous-Insurance Recovery	14,881	-	-	-
Miscellaneous-Other	20,800	-	10,400	-
Interest Income	<u>6,900</u>	<u>-</u>	<u>3,450</u>	<u>-</u>
<b>Total Revenues</b>	<b><u>\$ 6,406,692</u></b>	<b><u>\$ 5,438,369</u></b>	<b><u>\$ 5,777,219</u></b>	<b><u>\$ 5,371,779</u></b>

DEPARTMENT REFERENCE PAGE: IV-20

# SELF INSURANCE FUND

## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	FY 18-19 Actual <sup>(1)</sup>	FY 2019-20		FY 20-21 Proposed Budget
		Revised Budget 12/31/19	Projected Actual 06/30/20	
<b>Operating Revenues:</b>				
Charges for Services	\$ 7,018,838	\$ 5,943,820	\$ 6,268,820	\$ 5,861,410
Miscellaneous	35,681	-	15,000	-
<b>Total Operating Revenues</b>	<u>7,054,519</u>	<u>\$ 5,943,820</u>	<u>6,283,820</u>	<u>\$ 5,861,410</u>
<b>Operating Expenses:</b>				
Personal Services	1,998	\$ 18,200	1,998	\$ 18,200
Employee Benefits	17,872	15,267	15,627	18,404
Other Post Employment Benefit Obligations	19,756	-	-	-
Materials & Supplies	-	100	100	100
Direct Costs	7,261,584	5,810,928	5,271,623	5,729,500
Reserve for Financing	-	99,325	-	95,206
<b>Total Operating Expenses</b>	<u>7,301,210</u>	<u>\$ 5,943,820</u>	<u>5,289,348</u>	<u>\$ 5,861,410</u>
<b>Non-Operating Revenues</b>				
Interest Income	<u>272,368</u>		<u>266,900</u>	
Change in Net Position	25,677		1,261,372	
Net Position-Beginning of Year	<u>(1,105,122)</u>		<u>(1,079,445)</u>	
Net Position-End of Year	<u>\$ (1,079,445)</u>		<u>\$ 181,927</u>	

<sup>(1)</sup> City of White Plains Comprehensive Annual Financial Report, July 1, 2018 - June 30, 2019

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## SEWER RENT FUND

The Sewer Rent Fund was established by the Common Council as an enterprise fund effective July 1, 2010 to account for all revenues, expenses and deposit of funds related 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 2020-2021 Sewer Rent Fund totals \$3,534,999 of which 92.9% 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. A rate of 18% of the billing for water consumption is being proposed. 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. The City's water rates, which were last increased in December of 2019, are included in the calculation of sewer rents.

Proposed expenses for the Sewer Rent Fund total \$3,534,999, a decrease of 15.2% from the current revised budget. The decrease is chiefly attributable to a change in the capital outlay budget from \$978,371 to \$525,000. Personnel costs account for \$909,195 of this amount or 25.7%. Materials and supplies total \$173,465 and direct costs total \$706,038. Included within direct costs is a payment to the General Fund for services such as engineering, financial accounting and billing (\$558,260). Interest payments on debt (\$132,549) account for 3.7% of the budget. An allowance for depreciation is budgeted at \$898,752 and a Reserve for Financing is proposed at \$35,000 to fund employee merit increases and unanticipated expenses.

The approved Capital Improvement Program for FY 2020-2021 recommends the expenditure of \$900,000 for the reconstruction of miscellaneous sanitary sewers, \$450,000 for Windward Avenue sanitary sewer extension, \$155,000 for rolling stock and \$13,600 for debt issuance costs. The \$155,000 for rolling stock has been included in the proposed FY 2020-2021 Sewer Rent Fund budget.

As of June 30, 2019, the Sewer Rent Fund had a net operating gain of \$47,898 and a net position of \$9,133,370.

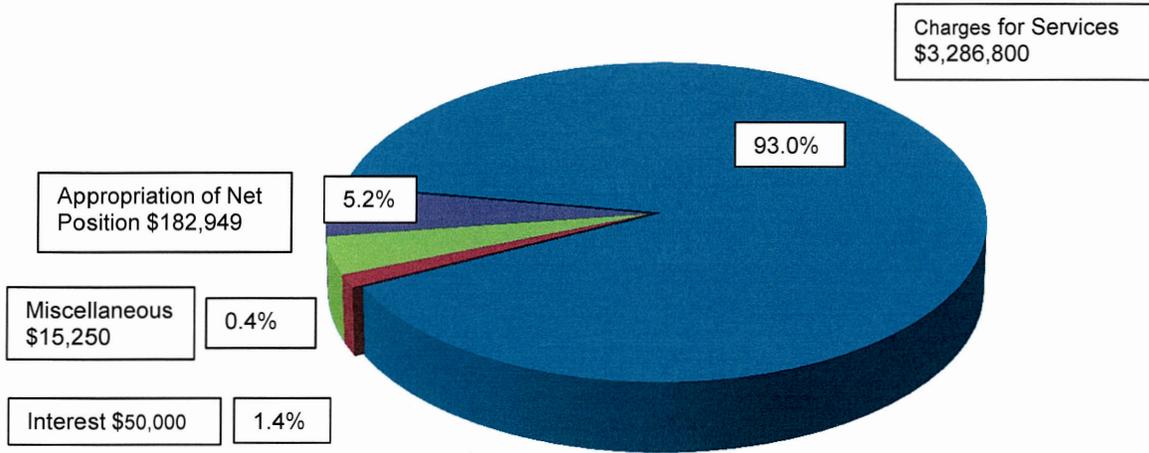
The following chart illustrates the trend of revenues in the Sewer Rent Fund for the most recent five year period:

	Actual FY 2017	Actual FY 2018	Actual FY 2019	Projected FY 2020	Proposed FY 2021
<b>Charges for Services</b>	\$2,519,694	\$2,813,978	\$2,890,825	\$3,268,128	\$3,286,800
<b>Miscellaneous</b>	68,865	268,337	151,385	651,850	15,250
<b>All Other</b>	4,361	12,071	62,541	45,000	232,949
<b>Total</b>	\$2,592,920	\$3,094,386	\$3,104,751	\$3,964,978	\$3,534,999

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# SEWER RENT FUND

## REVENUES: \$3,534,999



## EXPENSES: \$3,534,999

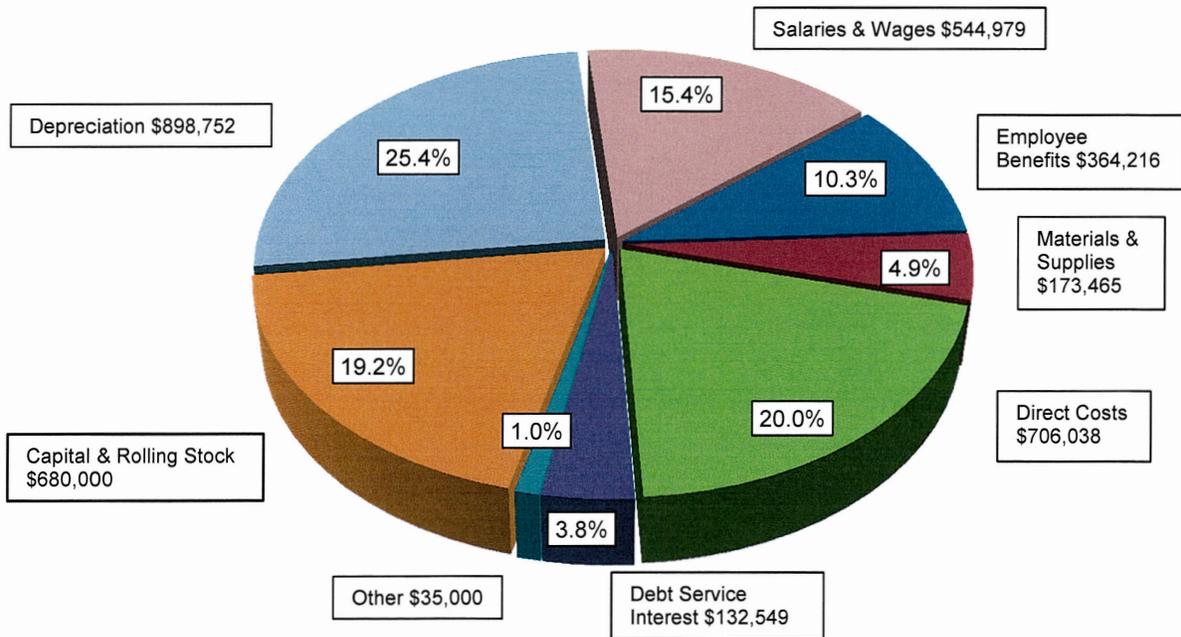


Exhibit IV.3

## ***SEWER RENT FUND***

### **DEPARTMENT DESCRIPTION:**

The primary responsibilities of the Sewer Rent Fund, 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 sanitary sewer main breaks, leaks from sewer mains, sewer backups or overflows, pump station failure and odor problems.

### **ACTIVITIES PERFORMED:**

<u>Title</u>	<u>Activity Code</u>	<u>Reference Page</u>
Waste Water Operations	SW01	IV-32

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

<u>Title</u>	<u>Grade</u>	<u>FY 19-20 Revised Budget 12/31/19</u>			<u>FY 20-21 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 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b>Expenses:</b>				
Salaries & Wages	\$ 486,575	\$ 515,542	\$ 236,695	\$ 544,979
Employee Benefits	354,688	546,553	172,172	364,216
Other Post Employment Benefit Obligations	162,387	-	-	-
Materials & Supplies:				
Land Maintenance Supplies	23,876	19,500	12,091	28,500
Building/Facility Operations	2,027	4,658	1,257	8,070
Sewer Operations	3,692	125,611	30,469	100,000
Rolling Stock Operations	23,720	19,270	7,314	25,270
Other	9,865	10,615	3,246	11,625
Direct Costs:				
Program Services	71,262	83,283	48,474	79,350
SIF Contribution	54,368	58,487	58,487	57,662
General Fund Services	152,250	542,000	542,000	558,260
Other	9,853	10,766	10,001	10,766
Equipment/Rolling Stock	8,131	237,500	222,583	155,000
Debt Service - Interest	71,790	84,353	44,252	132,549
Depreciation	854,719	881,939	440,970	898,752
Capital Outlay	760,826	978,371	546,462	525,000
Reserve for Financing	-	47,845	-	35,000
<b>Total Expenses</b>	<b>\$ 3,050,029</b>	<b>\$ 4,166,293</b>	<b>\$ 2,376,473</b>	<b>\$ 3,534,999</b>
<b>Revenues &amp; Other Sources:</b>				
Intergovernmental	\$ -	\$ -	\$ 204,012	\$ -
Charges for Services	2,890,825	3,268,128	1,354,718	3,286,800
Contributions-Developers	125,000	-	7,700	-
Miscellaneous	26,385	15,250	4,612	15,250
Interest	62,541	45,000	30,565	50,000
Serial Bond Premium	-	-	60,777	-
Appropriation of Net Position	-	837,915	-	182,949
<b>Total Revenues &amp; Other Sources</b>	<b>\$ 3,104,751</b>	<b>\$ 4,166,293</b>	<b>\$ 1,662,384</b>	<b>\$ 3,534,999</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 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 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	90	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 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenses:</u></b>				
Salaries & Wages	\$ 486,575	\$ 515,542	\$ 236,695	\$ 544,979
Employee Benefits	354,688	546,553	172,172	364,216
Other Post Employment Benefit Obligations	162,387	-	-	-
S/T	1,003,650	1,062,095	408,867	909,195
Materials & Supplies:				
Land Maintenance Supplies	23,876	19,500	12,091	28,500
Building/Facility Operations	2,027	4,658	1,257	8,070
Sewer Operations	3,692	125,611	30,469	100,000
Rolling Stock Operations	23,720	19,270	7,314	25,270
Other	9,865	10,615	3,246	11,625
Direct Costs:				
Service Contracts	-	765	-	765
Program Services	46,263	58,283	26,723	52,350
Waste Maintenance	24,999	25,000	21,751	27,000
SIF Contribution	54,368	58,487	58,487	57,662
General Fund Services	152,250	542,000	542,000	558,260
Other	9,853	10,001	10,001	10,001
Equipment	4,647	12,500	-	-
Rolling Stock	3,484	225,000	222,583	155,000
Debt Service - Interest	71,790	84,353	44,252	132,549
Depreciation	854,719	881,939	440,970	898,752
Capital Outlay	760,826	978,371	546,462	525,000
Reserve for Financing	-	47,845	-	35,000
<b>Total Expenses</b>	<b><u>\$ 3,050,029</u></b>	<b><u>\$ 4,166,293</u></b>	<b><u>\$ 2,376,473</u></b>	<b><u>\$ 3,534,999</u></b>
<b><u>Revenues &amp; Other Sources:</u></b>				
Intergovernmental	\$ -	\$ -	\$ 204,012	\$ -
Charges for Services:	2,890,825	3,268,128	1,354,718	3,286,800
Contributions-Developers	125,000	-	7,700	-
Miscellaneous	26,385	15,250	4,612	15,250
Interest	62,541	45,000	30,565	50,000
Serial Bond Premium	-	-	60,777	-
Appropriation of Net Position	-	837,915	-	182,949
<b>Total Revenues &amp; Other Sources</b>	<b><u>\$ 3,104,751</u></b>	<b><u>\$ 4,166,293</u></b>	<b><u>\$ 1,662,384</u></b>	<b><u>\$ 3,534,999</u></b>

# SEWER RENT FUND

## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	FY 18-19 Actual	FY 2019-20		FY 20-21 Proposed Budget
		Revised Budget 12/31/19	Projected Actual 06/30/20	
<b>Operating Revenues:</b>				
Intergovernmental	\$ -	\$ -	\$ 566,907	\$ -
Charges for Services	2,890,825	3,268,128	3,268,128	3,286,800
Miscellaneous	151,385	15,250	24,166	15,250
Appropriation of Net Position	-	837,915	-	182,949
Total Operating Revenues	<u>3,042,210</u>	<u>4,121,293</u>	<u>3,859,201</u>	<u>3,484,999</u>
<b>Operating Expenses:</b>				
Personal Services	486,575	515,542	517,542	544,979
Employee Benefits	361,512	346,553	345,421	364,216
Other Post Employment Benefit Obligations	162,387	200,000	200,000	-
Material & Supplies	63,180	179,654	183,076	173,465
Direct Costs	287,733	694,536	694,536	706,038
Equipment/Rolling Stock	8,131	237,500	235,085	155,000
Depreciation	854,719	881,939	880,000	898,752
Capital Outlay	760,826	978,371	775,000	525,000
Reserve for Financing	-	47,845	-	35,000
Total Operating Expenses	<u>2,985,063</u>	<u>4,081,940</u>	<u>3,830,660</u>	<u>3,402,450</u>
<b>Non-Operating Revenues (Expenses):</b>				
Interest Income	62,541	45,000	45,000	50,000
Premium on Serial Bond	-	-	60,777	-
Interest Expense	<u>(71,790)</u>	<u>(84,353)</u>	<u>(84,353)</u>	<u>(132,549)</u>
Change in Net Position	47,898	\$ -	49,965	\$ -
Net Position-Beginning of Year	<u>9,085,472</u>		<u>9,133,370</u>	
Net Position-End of Year	<u>\$ 9,133,370</u>		<u>\$ 9,183,335</u>	

<sup>(1)</sup> City of White Plains Comprehensive Annual Financial Report, July 1, 2018 - June 30, 2019

## 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 \$18.9 million, an increase of almost 4.0% from the current year's revised budget. Salary and fringe benefit costs which total \$3.8 million account for approximately 20.2% of the proposed Water Fund budget. The cost of purchasing untreated water from NYC is budgeted at \$8.0 million which is 42.5% of the total Water Fund budget. NYC had been steadily increasing its water charges in recent years to finance its costs of complying with state and federal mandates. The approved July 1, 2019 NYC water rate of \$1,888.06 per MG was a 9.2% increase over the previous rate and another increase is expected to be implemented. All other materials and supplies total \$927,175 or 4.9% of the proposed budget. Direct costs total \$1,410,534 or 7.5% of the proposed budget and include a contribution to the Self Insurance Fund (\$132,625) and also to the General Fund (\$1,024,850) for various services. Interest on Water Fund debt will increase 73.5% and total \$2,097,385 or 11.1% of the proposed budget, while depreciation is budgeted at \$1,550,293 or 8.2% of the expense budget. The remaining expenses for FY 2020-2021 include equipment/rolling stock of \$172,354, capital outlay of \$700,000 and a Reserve for Financing of \$169,738 for employee merit increases and unanticipated expenses.

The approved Capital Improvement Program for FY 2020-2021 recommends \$3.5 million in major capital improvements attributable to the Water Fund: \$2.5 million for the replacement and/or reconstruction of miscellaneous water lines, \$700,000 for Hillair Circle water main replacement, \$200,000 for water system SCADA/cybersecurity improvements, \$105,000 for rolling stock and \$34,000 for debt issuance costs. The proposed FY 2020-2021 expense budget includes the \$105,000 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. In FY 2018-2019, the City's Water Fund received a \$1 million NYS grant to reimburse the Fund for required capital improvements made in the previous fiscal year.

Revenue in the proposed FY 2020-2021 budget totals almost \$18.9 million, an increase of 6.2% 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. Water rates were last increased by the Common Council in December of 2019.

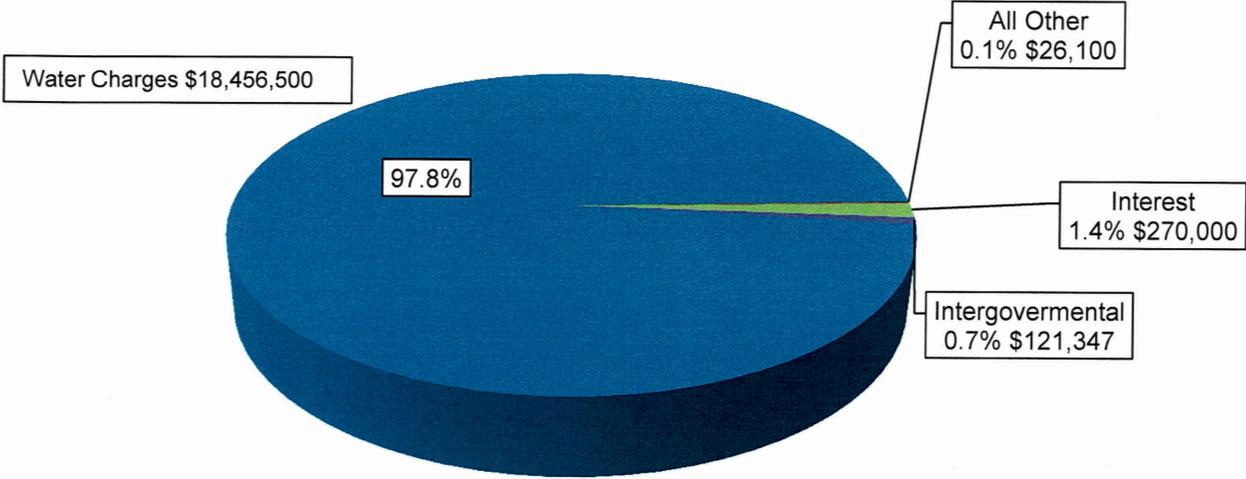
As of June 30, 2019, the Water Fund had a net operating gain of \$5.1 million and a net position of \$31.6 million.

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

	Actual FY 2017	Actual FY 2018	Actual FY 2019	Projected FY 2020	Proposed FY 2021
<b>Intergovernmental</b>	\$ 402,166	\$ 375,540	\$ 1,077,428	\$ 119,364	\$ 121,347
<b>Charges for Services</b>	15,221,485	16,961,461	17,479,529	18,486,500	18,456,500
<b>Interest</b>	43,788	96,914	312,121	235,000	270,000
<b>All Other</b>	49,956	76,109	376,336	1,100,501	26,100
<b>Total</b>	\$15,717,395	\$7,510,024	\$19,245,424	\$19,941,365	\$18,873,947

# WATER FUND

## REVENUES: \$18,873,947



## EXPENSES: \$18,873,947

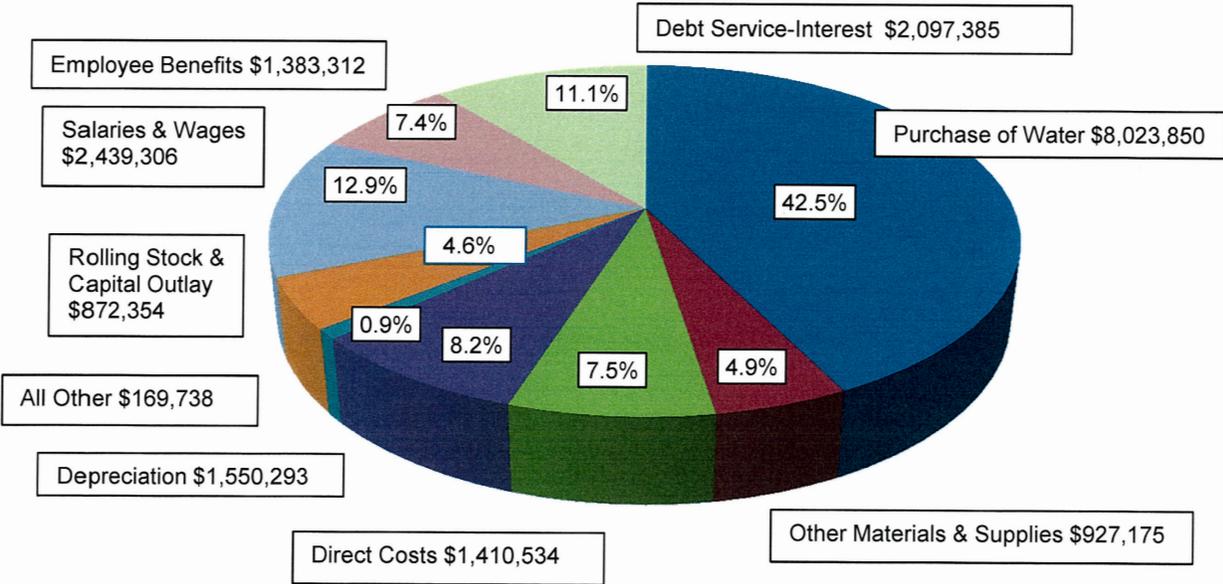


Exhibit IV.4

# 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. Additional information on these activities are on the pages referenced below.

## ACTIVITIES PERFORMED:

<u>Title</u>	<u>Activity Code</u>	<u>Reference Page</u>
Water Department Administration	W001	IV-40
Water Supply Operations	W002	IV-42
Water Distribution Systems	W003	IV-44

## REQUIRED RESOURCES- FULL TIME POSITIONS:

<u>Title</u>	<u>Grade</u>	<u>FY 19-20 Revised Budget 12/31/19</u>			<u>FY 20-21 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	1	-	1	1	-
Senior Account Clerk	5	1	1	-	1	1	-
		<u>29</u>	<u>28</u>	<u>1</u>	<u>29</u>	<u>28</u>	<u>1</u>

\* One or more positions underfilled

# WATER FUND

## REQUIRED RESOURCES- SUMMARY

	FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b>Expenses:</b>				
Salaries & Wages	\$ 2,196,458	\$ 2,388,427	\$ 1,118,944	\$ 2,439,306
Employee Benefits	1,264,464	1,389,962	682,764	1,383,312
Other Post Employment Benefit Obligations	405,814	510,000	-	-
Materials & Supplies:				
Water	4,762,832	7,426,000	2,877,831	8,023,850
Utilities	276,630	396,584	95,177	345,400
Other	512,091	487,235	278,898	581,775
Direct Costs:				
SIF Contribution	155,156	134,519	134,519	132,625
General Fund Services	787,500	995,000	995,000	1,024,850
Other	226,992	300,868	217,009	253,059
Equipment	4,330	39,689	30,670	67,354
Rolling Stock	320	125,000	118,872	105,000
Debt Service - Interest	976,866	1,209,039	654,139	2,097,385
Depreciation	1,525,563	1,540,779	770,390	1,550,293
Capital Outlay	967,138	1,084,674	510,948	700,000
Reserve for Financing	-	125,655	-	169,738
<b>Total Expenses</b>	<b>\$ 14,062,154</b>	<b>\$ 18,153,431</b>	<b>\$ 8,485,161</b>	<b>\$ 18,873,947</b>
<b>Revenues:</b>				
Intergovernmental	\$ 1,077,428	\$ 119,364	\$ 40,000	\$ 121,347
Charges for Services	17,479,529	17,382,000	8,238,307	18,456,500
Licenses and Permits	2,950	2,500	550	2,500
Fines and Forfeitures	-	5,000	-	2,500
Miscellaneous	373,386	21,100	5,785	21,100
Interest	312,131	235,000	139,443	270,000
Premium on Serial Bond	-	-	1,074,065	-
<b>Total Revenues</b>	<b>\$ 19,245,424</b>	<b>\$ 17,764,964</b>	<b>\$ 9,498,150</b>	<b>\$ 18,873,947</b>

# **WATER BUREAU ADMINISTRATION**

**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

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## **OBJECTIVES:**

To provide supervision and administrative support for the White Plains Water System.

To maintain water account files and record keeping system necessary for account billing.

To manage all correspondence relating to water accounts.

To schedule monitor testing and replacement of official water meters and backflow devices.

To issue permits and receipts relating to water installation and street openings 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:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
WP	No. of accounts	10,330	10,335	10,335	10,335
WP	No. of semi-annual billings	20,650	22,614	22,000	22,000
	No. of work orders written & processed	1,500	1,149	1,500	1,500
WP	No. of special bills rendered	400	321	400	400
	No. of telephone inquiries answered	8,000	8,000	8,000	8,000
	No. of letters sent	1,500	1,600	1,600	1,600
WP	No. of permits issued	500	495	500	500
WP	No. of receipts issued	700	718	700	-
	No. of large meters tested	50	108	100	100
NY	No. of backflow devices tested	500	550	500	500
NY	No. of NYS Code Rule 753's received and processed for White Plains and adjoining communities	4,500	5,000	5,000	5,000

**WATER BUREAU ADMINISTRATION**

DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS

**REQUIRED RESOURCES-**

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Revised Budget 12/31/19</b>	<b>FY 19-20 Exp/Oblig 12/31/19</b>	<b>FY 20-21 Proposed Budget</b>
<b><u>Expenses:</u></b>				
Salaries & Wages	\$ 621,725	\$ 651,442	\$ 319,957	\$ 670,089
Employee Benefits	529,850	579,080	306,737	596,327
Other Post Employment Benefit Obligations	405,814	510,000	-	-
S/T	1,557,389	1,740,522	626,694	1,266,416
Materials & Supplies:				
Office Operations	16,889	24,400	7,808	21,200
Rolling Stock Operations	673	2,160	465	2,160
Utilities	4,696	3,781	2,042	5,000
Direct Costs:				
Program Services	153,433	137,410	118,012	131,410
SIF Contribution	155,156	134,519	134,519	132,625
General Fund Services	787,500	995,000	995,000	1,024,850
Other	19,479	61,079	46,078	32,374
Equipment	872	12,500	-	-
Debt Service - Interest	976,866	1,209,039	654,139	2,097,385
Reserve for Financing	-	125,655	-	169,738
<b>Total Expenses</b>	<b>\$ 3,672,953</b>	<b>\$ 4,446,065</b>	<b>\$ 2,584,757</b>	<b>\$ 4,883,158</b>
<b><u>Revenues:</u></b>				
Intergovernmental	\$ 1,077,428	\$ 119,364	\$ 40,000	\$ 121,347
Charges for Services:				
Metered Water Sales	17,275,085	17,200,000	8,140,500	18,260,000
Water Service Charges	90,834	82,000	77,900	96,500
Water Interest and Penalty	113,610	100,000	19,907	100,000
Licenses and Permits	2,950	2,500	550	2,500
Forfeited Deposits	-	5,000	-	2,500
Miscellaneous:				
Sale of Rolling Stock	17,835	-	-	-
Insurance Recovery	43,712	20,500	4,609	20,500
Refund Prior Year Expenses	311,131	-	836	-
Other	708	600	340	600
Interest	312,131	235,000	139,443	270,000
Premium on Serial Bond	-	-	1,074,065	-
<b>Total Revenues</b>	<b>\$ 19,245,424</b>	<b>\$ 17,764,964</b>	<b>\$ 9,498,150</b>	<b>\$ 18,873,947</b>

DEPARTMENT REFERENCE PAGE: IV-38

# 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 investigate questions and complaints concerning water quality.

To perform all required water testing.

To keep records in an efficient and accurate manner.

## PERFORMANCE MEASURES:

<u>Mandate</u>	<u>Task/Measure</u>	<u>FY 18-19 Estimate</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Estimate</u>	<u>FY 20-21 Planned</u>
	No. of pumps maintained	27	27	25	25
	No. of chemical equipment maintained	24	26	26	26
NY	No. of chemical, bacteriological and physical tests	50,600	51,000	50,600	50,600
	MG of water pumped	3,000	2,600	2,800	3,000
WP	No. of pumping record entries	175,000	175,000	175,000	175,000
	No. of telephone and radio responses	11,000	11,000	11,000	11,000
	No. of membrane filter units	2	2	2	-

**WATER SUPPLY OPERATIONS**

DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS

**REQUIRED RESOURCES:**

	<u>FY 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>FY 20-21 Proposed Budget</u>
<b><u>Expenses:</u></b>				
Salaries & Wages	\$ 551,613	\$ 581,296	\$ 259,559	\$ 609,576
Employee Benefits	248,138	255,444	119,213	263,404
S/T	799,751	836,740	378,772	872,980
<b>Materials &amp; Supplies:</b>				
Water	4,762,832	7,426,000	2,877,831	8,023,850
Office Operations	2,792	3,200	6,119	7,600
Building/Facility Operations	59,507	46,350	30,699	65,350
Rolling Stock Operations	6,648	7,500	2,044	7,700
Water Supply Operations	242,176	213,350	78,361	259,840
Utilities	271,934	392,803	93,135	340,400
<b>Direct Costs:</b>				
Service Contracts	16,244	19,200	4,861	19,700
Program Services	3,600	28,690	13,689	15,000
Other	13,766	14,475	9,359	14,575
Equipment	3,458	-	-	7,089
Depreciation	1,525,563	1,540,779	770,390	1,550,293
<b>Total Expenses</b>	<b><u>\$ 7,708,271</u></b>	<b><u>\$ 10,529,087</u></b>	<b><u>\$ 4,265,260</u></b>	<b><u>\$ 11,184,377</u></b>
<b><u>Revenues:</u></b>				
None	\$ -	\$ -	\$ -	\$ -

DEPARTMENT REFERENCE PAGE: IV-38

# ***WATER DISTRIBUTION SYSTEM***

**DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS**

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## **OBJECTIVES:**

To maintain and repair the City's water distribution system.

To install and maintain water meters.

To read meters measuring water consumption.

## **PERFORMANCE MEASURES:**

<b><u>Mandate</u></b>	<b><u>Task/Measure</u></b>	<b><u>FY 18-19 Estimate</u></b>	<b><u>FY 18-19 Actual</u></b>	<b><u>FY 19-20 Estimate</u></b>	<b><u>FY 20-21 Planned</u></b>
WP	No. of new service connections	15	15	15	15
	No. of feet of new service line installed	150	200	200	200
	No. of valves maintained	550	560	575	575
	No. of valves inspected	2,525	2,530	2,530	2,530
	No. of valves in system	7,012	7,030	7,042	7,042
	No. of hydrants maintained	260	300	310	310
	No. of hydrants inspected	2,075	2,080	2,080	2,080
	No. of hydrants in system	2,094	2,096	2,102	2,102
	No. of private hydrants inspected	72	76	75	75
WP	No. of emergency call-outs	130	175	200	200
NY	No. of facilities located within the City of Plains per NYS Code Rule 753	3,200	3,400	3,400	3,400
WP	No. of large and small meter manual readings	2,700	2,700	2,700	2,700
WP	No. of automated meter readings (small meters only)	17,500	18,140	18,000	18,000
	No. of complaints investigated	1,010	1,000	1,000	1,000
	No. of field investigations	2,105	2,190	2,100	2,100
WP	No. of miles of water mains to maintain	165.0	165.0	165.0	165.0

# WATER DISTRIBUTION SYSTEM

DEPT. PROVIDING SERVICE: DEPT. OF PUBLIC WORKS

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## REQUIRED RESOURCES:

	FY 18-19 Actual	FY 19-20 Revised Budget 12/31/19	FY 19-20 Exp/Oblig 12/31/19	FY 20-21 Proposed Budget
<b><u>Expenses:</u></b>				
Salaries & Wages	\$ 1,023,120	\$ 1,155,689	\$ 539,428	\$ 1,159,641
Employee Benefits	486,476	555,438	256,814	523,581
S/T	1,509,596	1,711,127	796,242	1,683,222
Materials & Supplies:				
Office Operations	169	-	-	-
Building/Facility Operations	19,875	41,500	20,408	50,000
Rolling Stock Operations	62,286	69,275	28,299	67,925
Water Distribution Operations	101,076	79,500	104,695	100,000
Direct Costs-Service Contracts	20,470	40,014	25,010	40,000
Equipment	-	27,189	30,670	60,265
Rolling Stock	320	125,000	118,872	105,000
Capital Outlay	967,138	1,084,674	510,948	700,000
<b>Total Expenses</b>	<b>\$ 2,680,930</b>	<b>\$ 3,178,279</b>	<b>\$ 1,635,144</b>	<b>\$ 2,806,412</b>
<b><u>Revenues:</u></b>				
None	\$ -	\$ -	\$ -	\$ -

DEPARTMENT REFERENCE PAGE: IV-38

# WATER FUND

## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

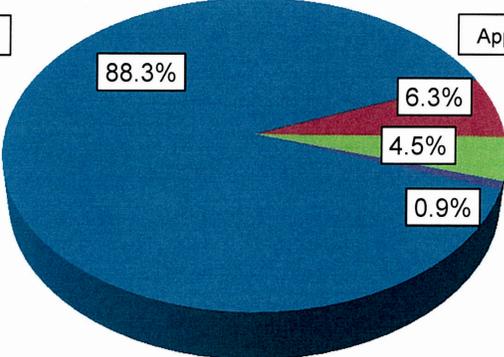
	FY 18-19 Actual	FY 2019-20		FY 20-21 Proposed Budget
		Revised Budget 12/31/19	Projected Actual 06/30/20	
<b>Operating Revenues:</b>				
Intergovernmental	\$ 1,077,428	\$ 119,364	\$ 119,364	\$ 121,347
Charges for Services	17,479,529	17,382,000	18,486,500	18,456,500
Miscellaneous	376,336	28,600	26,436	26,100
Total Operating Revenues	<u>18,933,293</u>	<u>17,529,964</u>	<u>18,632,300</u>	<u>18,603,947</u>
<b>Operating Expenses:</b>				
Personal Services	2,196,458	2,388,427	2,388,694	2,439,306
Employee Benefits	1,303,914	1,389,962	1,388,676	1,383,312
Other Post Employment Benefit Obligations	405,814	510,000	510,000	-
Material & Supplies	5,551,553	8,309,819	8,309,000	8,951,025
Direct Costs	2,136,786	1,430,387	1,430,387	1,410,534
Equipment/Rolling Stock	4,650	164,689	164,600	172,354
Depreciation	1,525,563	1,540,779	1,525,000	1,550,293
Capital Outlay	-	1,084,674	1,084,674	700,000
Reserve for Financing	-	125,655	-	169,738
Total Operating Expenses	<u>13,124,738</u>	<u>16,944,392</u>	<u>16,801,031</u>	<u>16,776,562</u>
<b>Non-Operating Revenues (Expenses):</b>				
Interest Income	312,131	235,000	235,000	270,000
Premium on Serial Bond	-	-	1,074,065	-
Interest Expense	(976,866)	(1,209,039)	(1,209,039)	(2,097,385)
	<u>(664,735)</u>	<u>(974,039)</u>	<u>100,026</u>	<u>(1,827,385)</u>
Change in Net Position	5,143,820	<u>\$ (388,467)</u>	1,931,295	<u>\$ -</u>
Net Position-Beginning of Year	<u>26,460,113</u>		<u>31,603,933</u>	
Net Position-End of Year	<u>\$ 31,603,933</u>		<u>\$ 33,535,228</u>	

(1) City of White Plains Comprehensive Annual Financial Report, July 1, 2018 - June 30, 2019

# CITY INDEBTEDNESS

## DEBT SERVICE FUND REVENUES: \$15,848,288

Net General Fund Contrib. \$14,000,554



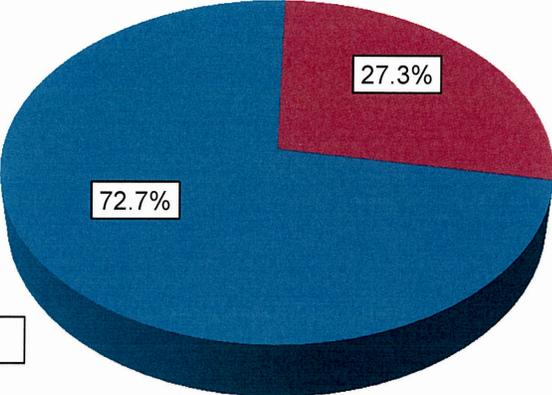
Approp. of Fund Bal. \$1,000,000

Library Fund Contribution \$707,805

EFC Subsidy \$139,929

## DEBT SERVICE FUND EXPENDITURES: \$15,848,288

Interest Payments & Fiscal Charges \$4,331,496



Principal Payments \$11,516,792

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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's last major issue of debt (\$34.2 million) was sold in November of 2019 at a blended interest rate of 2.32%. The City does not plan to sell any debt during the remainder of the current fiscal year. The City's next planned debt sale, approximately \$8.3 million, is planned for FY 2020-21.

The City's Debt Performance Goals (see Section I), together with generally recognized credit industry bench marks, 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 2019.

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.

## CITY INDEBTEDNESS

On June 30, 2019, outstanding indebtedness totaled \$161,889,511 an increase of 6.6% over the previous fiscal year. Of that amount, \$32,132,232 was for water improvements, \$2,283,098 was for sewer improvements and \$40,430,616 was for parking facilities, all of which are considered self-supporting debt. The remaining \$87,043,565 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, 2019, the City also had \$43,093,750 of authorized, but unissued debt, of which \$10,207,750 was for general projects, \$28,093,500 was for water improvements, \$1,262,500 was for sewer improvements, \$651,500 for Library projects and \$2,878,500 was for parking projects. Outstanding and authorized debt totaled \$204,983,261 at June 30, 2019, an increase of \$23.6 million or 13% 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 of the state-imposed tax cap.

### Debt Projections for FY 2019-20

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 \$204,441,761 at June 30, 2020. 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	\$38,809,836	\$51,361,972	\$3,317,603	\$4,774,115	\$81,781,475	\$180,045,001
Unissued	<u>2,550,500</u>	<u>12,120,000</u>	<u>909,000</u>	<u>500,000</u>	<u>8,317,260</u>	<u>24,396,760</u>
	<u>\$41,360,336</u>	<u>\$63,481,972</u>	<u>\$4,226,603</u>	<u>\$5,274,115</u>	<u>\$90,098,735</u>	<u>\$204,441,761</u>

Authorized and unissued debt based on the actions of the Common Council as of February 3, 2020 totaled \$14,357,000. The planned issuance date for approximately \$8.3 million of this debt is the 2020-21 fiscal year. It is anticipated that any future new indebtedness authorized by the Common Council in the current fiscal year, pursuant to the current year's Capital Improvement Program (\$8,302,000), will also remain unissued as of June 30, 2020. The City will retire approximately \$13.4 million in debt during the 2019-20 fiscal year and expend approximately \$5.6 million for interest expense.

# CITY INDEBTEDNESS

## FY 2020-21 Debt Service Fund

The Debt Service Fund budget for FY 2020-21 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 2020-21 totals \$15,848,288, an increase of \$273,309 or 1.8% from the current year's adopted budget. A comparison between the FY 2020-21 proposed budget, the current revised budget as of December 31<sup>st</sup> and last year's actuals is shown below:

	<b>2018-19 Actual</b>	<b>2019-20 Revised Budget</b>	<b>2020-21 Proposed Budget</b>
<b><u>Revenues</u></b>			
General Fund Contribution	\$12,538,793	\$13,727,824	\$14,000,554
Library Fund Contribution	704,110	701,158	707,805
All Other	1,554,224	145,997	139,929
	<u>14,797,127</u>	<u>14,574,979</u>	<u>14,848,288</u>
Appropriation of Fund Balance	-	1,000,000	1,000,000
Total	<u>\$14,797,127</u>	<u>\$15,574,979</u>	<u>\$15,848,288</u>

FY 2020-21 financing sources include an appropriation of fund balance from the Debt Service Fund of \$1,000,000, the same appropriation as in the current fiscal year, based on the sale of certain foreclosed properties. The General Fund contribution, which will increase by less than 2%, includes an appropriation from the open space reserve in the amount of \$120,000 and the White Plains Hospital's portion of debt service (\$547,061) on the Longview Garage. A subsidy of \$139,929 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 2020-21 totals \$15,848,288 an increase of less than \$300,000 or 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.

	2018-19 Actual	2019-20 Revised Budget	2020-21 Proposed Budget
<b><u>Expenditures:</u></b>			
Principal Payments	\$10,512,844	\$11,258,689	\$11,516,792
Interest & Fiscal Charges	3,837,379	4,296,828	4,313,296
EFC Fees (Fiscal Charges)	21,962	19,462	18,200
Total	<u>\$14,350,223</u>	<u>\$15,574,979</u>	<u>\$15,848,288</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 2020-21 and scheduled principal and interest payments during the same time period, authorized and outstanding indebtedness at June 30, 2021 is projected to total \$206,127,650, an increase of \$1.7 million or 0.8% over FY 2019-20. It is anticipated that \$1.5 million in debt authorizations currently in place for expenditures which are to be refunded by New York State or other contributions will not be rescinded until FY 2021-22. 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, 2020	\$109.1	\$90.0	\$5.3	\$204.4
New Debt - FY 2020-2021				
Capital Improvement Program	5.8	9.6	-	15.4
Retired/Rescinded Debt	(5.4)	(7.8)	(0.5)	(13.7)
June 30, 2021	<u>\$109.5</u>	<u>\$91.8</u>	<u>\$4.8</u>	<u>\$206.1</u>

# CITY INDEBTEDNESS

Exhibit V.2 demonstrates the trend of City indebtedness beginning in fiscal year 2016-2017 through the period covered by the 2020-2026 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.

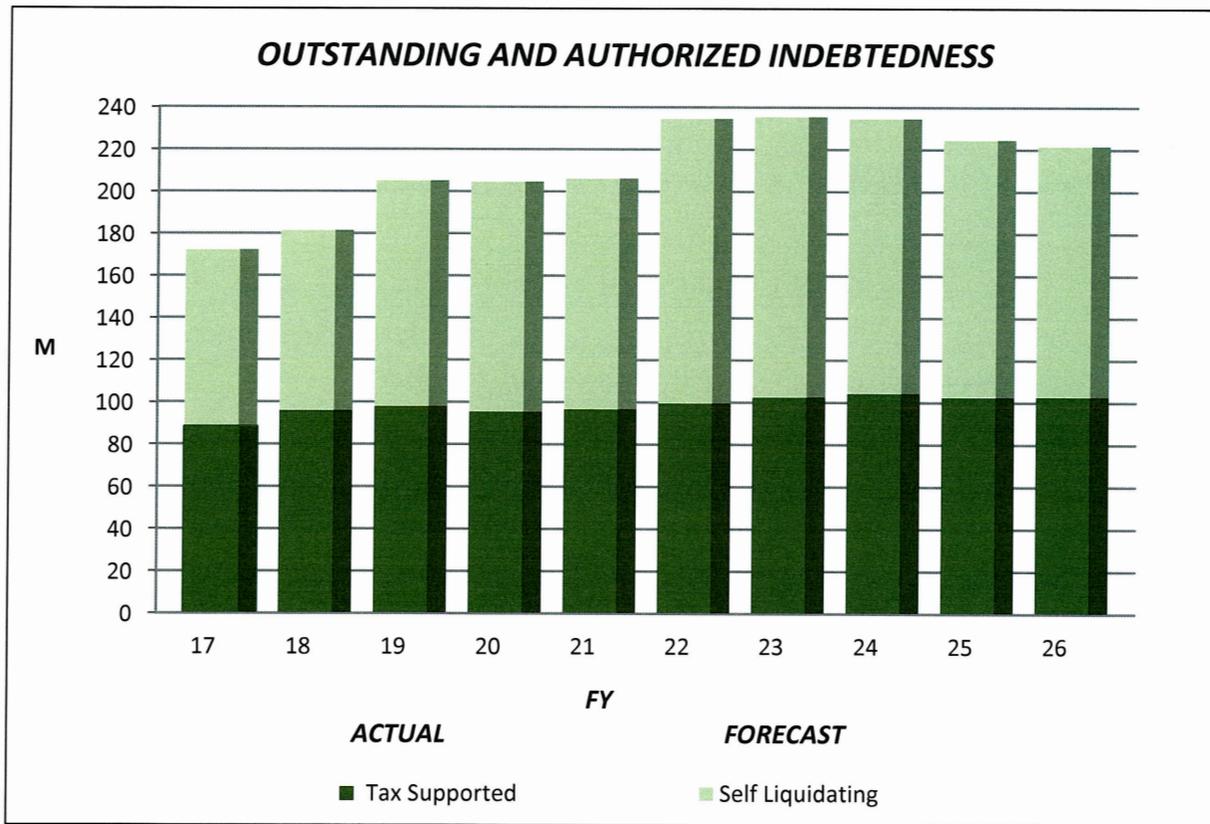


Exhibit V.2

At the beginning of the period, authorized and outstanding indebtedness totaled \$172.2 million, with tax-supported debt accounting for approximately 51% of the total. Indebtedness projected from 2019-2020 through 2025-2026 is based on the adopted Capital Improvement Program. Total authorized and outstanding debt is projected at \$204.5 million and \$206.1 million for FY 2019-2020 and FY 2020-2021. By the end of FY 2019-2020, tax-supported debt will constitute approximately 47% of total indebtedness and will remain well under 50% of total indebtedness throughout the length of the current Capital Improvement Program (FY 2025-2026). During that time period, new authorizations for self-liquidating debt are projected to total \$64.5 million compared to tax-supported new debt of \$62.1 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 debit limit is calculated at 7% of the average last five years full valuation. It is currently projected that the City will have exhausted 16.2% of its available debt limit and will have approximately \$576 million of debt contracting margin (borrowing authority) available when the constitutional debt limitation is computed at June 30, 2020.

The final consideration in determining acceptable debt levels is the City's ability to repay its debt obligations. Based upon the 2020-2026 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, 2021 is projected to be \$3,547. Net debt per capita is projected to equal \$1,663.

Exhibit V.3 demonstrates the City's appropriations for debt service since fiscal year 2016-2017 through fiscal year 2020-2021 and the projected payments for fiscal years 2022-2026 based on the 2020-2026 Capital Improvement Program.

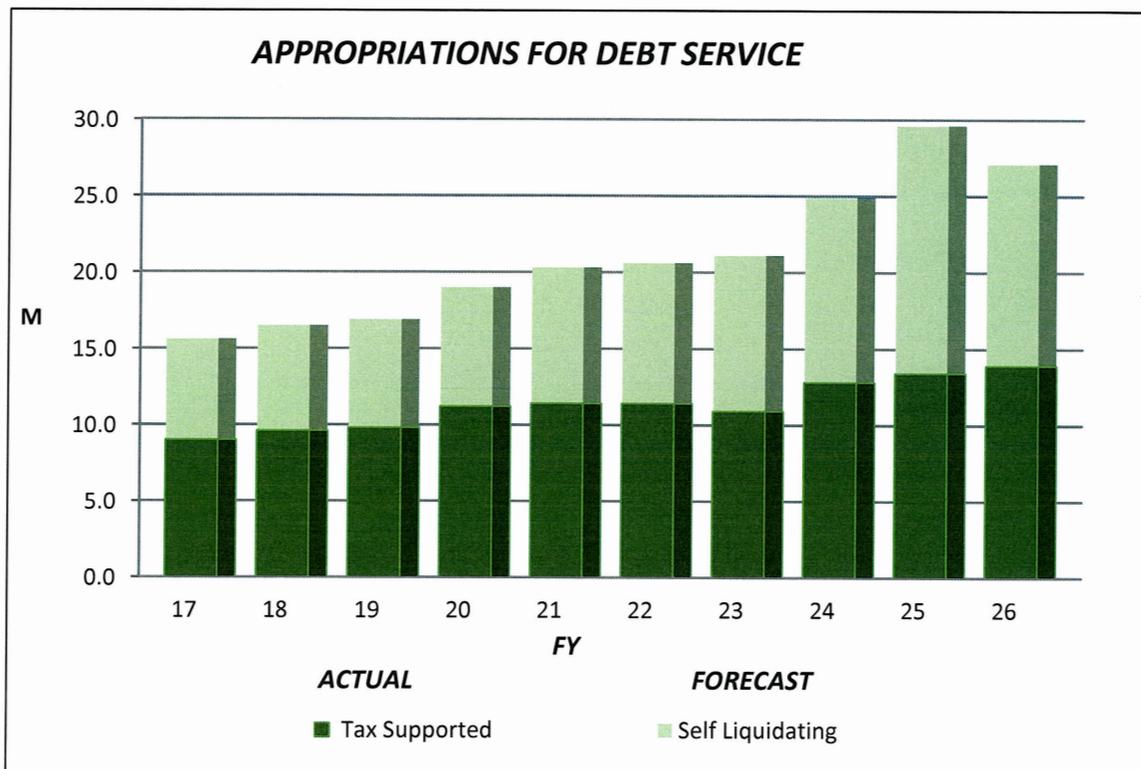


Exhibit V.3

## CITY INDEBTEDNESS

In fiscal year 2020-2021, debt service payments will total \$20.4 million, an increase of \$1.3 million or 7% 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, Turnure, Druss and Gillie Park improvements, as well as the refurbishing of the Library Plaza. Debt has also been sold for fluoride tank replacement at the Orchard Street and Central Avenue Pump Stations, two water storage tanks 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 \$1.1 million in FY 2020-21 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 \$12 million in debt in FY 2020-2021 for the Central Avenue Pumping Station chemical system upgrades (design and construction management). In the following year, \$28.5 million of new debt will be needed for the Orchard Street Pumping Station Dissolved Air Flotation Water Treatment Plant, and other needed water projects. Payments on this debt are anticipated to begin in FY 2022-2023.

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**CITY OF WHITE PLAINS  
DEBT SERVICE FUND  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE**

	Actuals			Projected FY 19-20	Proposed FY 20-21
	FY 16-17*	FY 17-18*	FY 18-19		
<b>Revenues:</b>					
Intergovernmental	\$ 158,910	\$ 155,462	\$ 151,104	\$ 145,997	\$ 139,929
Interest	656	1,567	2,927	12,700	-
Miscellaneous	9,399	30,070	11,080	-	-
<b>Total Revenues</b>	<b>168,965</b>	<b>187,099</b>	<b>165,111</b>	<b>158,697</b>	<b>139,929</b>
<b>Expenditures:</b>					
Debt Service:					
Principal Retirement	9,231,948	9,739,538	10,512,844	11,258,689	11,516,792
Interest & Fiscal Charges	3,833,912	4,033,851	3,837,379	4,316,290	4,331,496
Refunded Bonds & Related	195,964	-	-	-	-
<b>Total Expenditures</b>	<b>13,261,824</b>	<b>13,773,389</b>	<b>14,350,223</b>	<b>15,574,979</b>	<b>15,848,288</b>
<b>Other Financing Sources:</b>					
Transfer In:					
General Fund	10,941,558	12,193,762	12,538,793	13,855,678	14,000,554
Library Fund	530,546	584,528	704,110	701,158	707,805
Capital Fund	198,112	177,538	25,934	25,000	-
Refunding bonds issued	23,546,715	-	-	-	-
Payment to refunded bond escrow agent	(24,354,377)	-	-	-	-
Issuance premium	1,427,508	-	1,363,179	1,201,977	-
Transfer out	-	-	-	-	-
<b>Total Other Financing Sources</b>	<b>12,290,062</b>	<b>12,955,828</b>	<b>14,632,016</b>	<b>15,783,813</b>	<b>14,708,359</b>
<b>Net Changes in Fund Balance</b>	<b>(802,797)</b>	<b>(630,462)</b>	<b>446,904</b>	<b>367,531</b>	<b>(1,000,000)</b>
<b>Fund Balance at Beginning of Year</b>	<b>3,952,059</b>	<b>3,149,262</b>	<b>2,518,800</b>	<b>2,965,704</b>	<b>3,333,235</b>
<b>Fund Balance at End of Year</b>	<b>\$ 3,149,262</b>	<b>\$ 2,518,800</b>	<b>\$ 2,965,704</b>	<b>\$ 3,333,235</b>	<b>\$ 2,333,235</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>
2018-19	\$ 10,512,844	\$ 3,837,379	\$ 14,350,223	\$ 167,681,632	8.6%
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

(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, 2020**

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<u>Fiscal Year Ended June 30</u>	<u>Assessed Valuation</u>	<u>State Equalization Rate</u>	<u>Full Valuation</u>
2020	\$ 283,027,686	2.69%	\$ 10,521,475,316
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%	<u>8,395,606,364</u>
Total Five Year Full Valuation			<u><u>\$ 46,752,293,996</u></u>
Average Five Year Full Valuation			<u><u>\$ 9,350,458,799</u></u>
Constitutional Debt Limit (7% of Average Full Valuation)			<u><u>\$ 654,532,116</u></u>
Outstanding Indebtedness June 30, 2020:			
Serial Bonds			\$ 180,045,001
Less Exclusions:			
2020-21 Debt Service Appropriation (Principal Only)	\$ (13,729,477)		
Water and Sewer System Debt - June 30, 2020	<u>(54,679,575)</u>		<u>(68,409,052)</u>
TOTAL PROJECTED NET INDEBTEDNESS			<u><u>\$ 111,635,949</u></u>
Net Debt Contracting Margin			<u><u>\$ 542,896,167</u></u>
Pro Forma Projected Percentage of Debt Contracting Power Exhausted			<u><u>17.1%</u></u>

**PRO FORMA SUMMARY OF TOTAL DEBT SERVICE PAYABLE  
AND BUDGET PROJECTION FOR FISCAL YEAR 2020-2021**

	Actual 2018-19	Estimates 2019-20	Budget Projections 2020-2021		Less Funds Available	Amount Needed
			Principal	Interest		
<b>PROPRIETARY FUNDS</b>						
Water Fund:						
Serial Bonds	\$ 2,410,610	\$ 3,216,482	\$ 2,041,104	\$ 2,097,385	\$ 4,138,489	\$ -
Bond Anticipation Notes	-	-	-	-	-	-
Total Water Fund	<u>2,410,610</u>	<u>3,216,482</u>	<u>2,041,104</u>	<u>2,097,385</u>	<u>4,138,489 (1)</u>	<u>-</u>
Sewer Fund:						
Serial Bonds	201,770	251,571	171,581	132,549	304,130	-
Bond Anticipation Notes	-	-	-	-	-	-
Total Sewer Fund	<u>201,770</u>	<u>251,571</u>	<u>171,581</u>	<u>132,549</u>	<u>304,130 (2)</u>	<u>-</u>
<b>GENERAL LONG TERM/SHORT TERM DEBT</b>						
General Projects:						
EFC Fees	20,712	19,462	-	-	-	18,200
Serial Bonds	13,257,006	13,296,192	10,671,792	4,082,094	14,753,886 (3)	13,613,957
Energy Performance Contract	368,396	412,170	299,476	68,921	368,397	368,397
	<u>13,646,114</u>	<u>13,727,824</u>	<u>10,971,268</u>	<u>4,151,015</u>	<u>15,140,483</u>	<u>14,000,554</u>
Total General Fund	<u>13,646,114</u>	<u>13,727,824</u>	<u>10,971,268</u>	<u>4,151,015</u>	<u>15,140,483</u>	<u>14,000,554</u>
Library Fund:						
Serial Bonds	704,108	701,158	545,524	162,281	707,805	707,805
Bond Anticipation Notes	-	-	-	-	-	-
Total Library Fund	<u>704,108</u>	<u>701,158</u>	<u>545,524</u>	<u>162,281</u>	<u>707,805</u>	<u>707,805</u>
<b>Total Debt Service</b>	<b><u>\$ 16,962,602</u></b>	<b><u>\$ 17,897,035</u></b>	<b><u>\$ 13,729,477</u></b>	<b><u>\$ 6,543,230</u></b>	<b><u>\$ 20,290,907</u></b>	<b><u>\$ 14,708,359</u></b>
Recapitulation:						
EFC Administrative Fee	\$ 20,712	\$ 19,462	\$ -	\$ -	\$ 18,200	\$ 18,200
Serial Bonds	15,573,494	17,465,403	13,430,001	6,474,309	19,904,310	14,321,762
Energy Performance Contract	368,396	368,397	299,476	68,921	368,397	368,397
Bond Anticipation Notes	-	-	-	-	-	-
	<b><u>\$ 15,962,602</u></b>	<b><u>\$ 17,853,262</u></b>	<b><u>\$ 13,729,477</u></b>	<b><u>\$ 6,543,230</u></b>	<b><u>\$ 20,290,907</u></b>	<b><u>\$ 14,708,359</u></b>

(1) \$4,138,489 Water Fees  
(2) \$304,130 Sewer Rent Fees  
(3) Includes \$547,061 WP Hospital's portion of debt service for Longview Garage and \$120,000 from Open Space Reserve  
(4) \$1.0 million from Appropriation of Debt Service Fund Balance; \$139,929 EFC Subsidy

**PRO FORMA SCHEDULE OF SERIAL BOND INDEBTEDNESS**  
**JUNE 30, 2020 & 2021**

<u>Description</u>	<u>Sale Date</u>	<u>Original Borrowing</u>	<u>Interest Rate (%)</u>	<u>Fiscal Year</u>	<u>Final Maturity</u>	<u>Outstanding 6/30/2020</u>	<u>Fiscal Year 2020-2021</u>		<u>Balance Outstanding 6/30/2021</u>
							<u>Principal Payments</u>	<u>Interest Payments</u>	
General Projects:									
Public Improvements	2010	6,261,050	1.50-4.00	2030	3,228,014	268,088	124,265	2,959,926	
Public Improvements	2011	9,586,375	2.00-3.125	2027	5,052,619	664,952	132,215	4,387,667	
Public Improvements (Certs & URA)	2011	6,945,000	2.00-3.125	2027	3,660,448	481,734	95,786	3,178,714	
Public Improvements - R 2004 & 2005	2012	2,601,682	2.00-5.00	2025	1,069,937	196,802	53,497	873,135	
Public Improvements (Cert & Capital)	2012	5,844,805	2.00-3.00	2027	3,172,320	419,580	87,196	2,752,740	
Public Improvements - EFC	2013	10,775,259	0.26-4.61	2033	7,280,000	510,000	279,858	6,770,000	
Public Improvements	2013	7,195,350	2.25-3.00	2028	4,411,625	505,537	119,301	3,906,088	
Public Improvements	2014	3,269,991	2.00-3.25	2029	2,253,234	220,020	62,093	2,033,214	
Public Improvements	2015	8,703,200	5.00-3.00	2035	7,217,429	390,358	184,815	6,827,071	
Public Improvements	2016	8,920,250	2.00-5.00	2036	7,768,222	401,617	257,678	7,366,605	
Public Improvements - R 2006 & 2007	2016	5,758,200	0.640-1.670	2021	3,111,393	616,433	115,644	2,494,960	
Public Improvements	2017	7,719,250	3.00	2032	6,756,189	492,473	202,686	6,263,716	
Public Improvements - R 2007(2002 A & B)-Ser	2017	7,965,000	2.00-3.00	2022	3,290,000	1,625,000	98,700	1,665,000	
Public Improvements - R 2008 A - Series B	2017	1,776,715	3.00-4.00	2028	1,415,820	178,464	56,633	1,237,356	
Public Improvements	2018	12,473,350	3.00-5.00	2039	11,977,476	501,279	467,719	11,476,197	
Public Improvements	2019	10,116,749	2.25-5.00	2040	10,116,749	-	536,308	10,116,749	
		<u>115,912,226</u>			<u>81,781,475</u>	<u>7,472,337</u>	<u>2,874,394</u>	<u>74,309,138</u>	
Library Fund:									
Public Improvements	2010	37,500	1.50-4.00	2030	21,965	1,824	846	20,141	
Public Improvements	2011	806,625	2.00-3.125	2027	425,142	55,950	11,125	369,192	
Public Improvements - R 2004 & 2005	2012	2,216,408	2.00-5.00	2025	1,041,864	203,920	52,093	837,944	
Public Improvements	2012	906,000	2.00-3.00	2027	491,740	65,039	13,516	426,701	
Public Improvements	2013	162,000	2.25-3.00	2028	99,326	11,382	2,686	87,944	
Public Improvements	2014	1,263,000	2.00-3.25	2029	870,288	84,981	23,983	785,307	
Public Improvements	2017	1,919,000	3.00	2032	1,679,583	122,428	50,387	1,557,155	
Public Improvements	2019	144,207	2.25-5.00	2040	144,207	-	7,645	144,207	
		<u>7,454,740</u>			<u>4,774,115</u>	<u>545,524</u>	<u>162,281</u>	<u>4,228,591</u>	
	S/T	<u>123,366,966</u>			<u>86,555,590</u>	<u>8,017,861</u>	<u>3,036,675</u>	<u>78,537,729</u>	

(continued)

**PRO FORMA SCHEDULE OF SERIAL BOND INDEBTEDNESS**  
**JUNE 30, 2020 & 2021 (cont.)**

Description	Sale Date	Original Borrowing	Interest Rate (%)	Fiscal Year Final Maturity	Outstanding 6/30/2020	Fiscal Year 2020-2021		Balance Outstanding 6/30/2021
						Principal Payments	Interest Payments	
<b>Parking Projects:</b>								
Public Improvements - Series C (Taxable)	2008	250,000	6.25-6.75	2033	130,000	10,000	8,700	120,000
Public Improvements	2010	1,326,000	1.50-4.00	2030	776,683	64,505	29,900	712,178
Public Improvements	2011	1,417,000	2.00-3.125	2027	746,849	98,289	19,543	648,560
Public Improvements - R 2004 & 2005	2012	4,258,463	2.00-5.00	2029	2,418,179	276,606	105,778	2,141,573
Public Improvements	2012	2,954,250	2.00-3.00	2027	1,603,445	212,076	44,074	1,391,369
Public Improvements	2013	2,383,150	2.25-3.00	2028	1,461,161	167,437	39,514	1,293,724
Public Improvements	2014	17,548,350	2.00-3.25	2029	12,091,944	1,180,734	333,220	10,911,210
Public Improvements	2015	1,717,000	2.00-3.00	2035	1,423,881	77,011	36,461	1,346,870
Public Improvements	2016	303,000	5.00-3.00	2036	263,868	13,642	8,753	250,226
Public Improvements - R 2006 & 2007	2016	937,149	0.640-1.670	2021	539,122	92,111	19,803	447,011
Public Improvements	2017	3,363,300	3.00	2032	2,943,690	214,572	88,311	2,729,118
Public Improvements - R 2008 B Series A	2017	13,805,000	2.00-3.00	2033	12,145,000	760,000	364,350	11,385,000
Public Improvements	2018	808,000	3.00-5.00	2039	775,878	32,472	30,298	743,406
Public Improvements	2019	1,490,136	2.25-5.00	2040	1,490,136	-	78,995	1,490,136
		<u>52,560,798</u>			<u>38,809,836</u>	<u>3,199,455</u>	<u>1,207,700</u>	<u>35,610,381</u>
<b>Water Fund:</b>								
Public Improvements - R (2003)	2010	3,062,500	1.50-4.00	2030	1,793,811	148,978	69,054	1,644,833
Public Improvements	2012	2,013,447	2.00-5.00	2025	910,020	187,672	45,501	722,348
Public Improvements	2012	2,043,000	2.00-3.00	2027	1,108,854	146,661	30,479	962,193
Public Improvements	2013	151,500	2.25-3.00	2028	92,888	10,644	2,512	82,244
Public Improvements	2014	252,500	2.00-3.25	2029	173,990	16,989	4,795	157,001
Public Improvements	2015	15,554,000	2.00-3.00	2035	12,898,690	697,631	330,293	12,201,059
Public Improvements	2016	2,800,750	5.00-3.00	2036	2,439,041	126,099	80,905	2,312,942
Public Improvements - R 2006 & 2007	2016	2,574,730	0.640-1.670	2027	1,323,048	255,630	49,072	1,067,418
Public Improvements	2017	992,350	3.00	2032	868,543	63,309	26,056	805,234
Public Improvements - R 2008 A Series B	2017	463,285	3.00-4.00	2028	369,180	46,536	14,767	322,644
Public Improvements	2018	8,484,000	3.00-5.00	2039	8,146,722	340,955	318,128	7,805,767
Public Improvements	2019	21,237,185	2.25-5.00	2040	21,237,185	-	1,125,823	21,237,185
		<u>59,629,247</u>			<u>51,361,972</u>	<u>2,041,104</u>	<u>2,097,385</u>	<u>49,320,868</u>
<b>Sewer Fund:</b>								
Public Improvements - R 2003	2010	135,775	1.50-4.00	2030	79,527	6,605	3,062	72,922
Public Improvements	2011	275,000	2.00-3.125	2027	144,942	19,075	3,793	125,867
Public Improvements	2012	301,500	2.00-3.00	2027	163,642	21,644	4,498	141,998
Public Improvements	2014	479,700	2.00-3.25	2029	330,544	32,276	9,109	298,268
Public Improvements	2016	303,000	5.00-3.00	2036	263,869	13,642	8,753	250,227
Public Improvements - R 2006 & 2007	2016	319,921	0.640-1.670	2027	206,437	25,826	7,432	180,611
Public Improvements	2017	505,000	3.00	2032	441,995	32,218	13,260	409,777
Public Improvements	2018	505,000	2.63-3.81	2034	484,924	20,295	18,936	464,629
Public Improvements	2019	1,201,723	2.25-5.00	2045	1,201,723	-	63,706	1,201,723
		<u>4,026,619</u>			<u>3,317,603</u>	<u>171,581</u>	<u>132,549</u>	<u>3,146,022</u>
<b>s/t Serial Bonds:</b>		<b>\$ 239,583,630</b>			<b>\$ 180,045,001</b>	<b>\$ 13,430,001</b>	<b>\$ 6,474,309</b>	<b>\$ 166,615,000</b>

**PRO FORMA SCHEDULE OF DEBT PAYABLE  
JUNE 30, 2020 & 2021**

Description	Authorization	Unissued	Original Issue	Projected Balance 6/30/20	Projected Interest Rate	Fiscal Year 2020-2021		Balance Outstanding 6/30/21
						Principal Payments	Interest Payments	
<b>General Projects:</b>								
Transit District Pedestrian & Bicycle Improvements	1,530,000	1,530,000 (2)		1,530,000 (2)				1,530,000 (2)
Miscellaneous Storm Water Drains FY 19	303,000	303,000 (1)		303,000 (1)				303,000 (1)
Renovations to Fire Facilities FY 19	202,000	202,000 (1)		202,000 (1)				202,000 (1)
Interview Room Video Surveillance	76,000	76,000 (1)		76,000 (1)				76,000 (1)
PS Electronic Device Replacement FY 20	101,000	101,000 (1)		101,000 (1)				101,000 (1)
Renovations to Municipal Facilities FY 20	151,500	151,500 (1)		151,500 (1)				151,500 (1)
RS Acquisition: Electric Garbage Truck	338,000	338,000 (1)		338,000 (1)				338,000 (1)
Miscellaneous Storm Water Drains FY 20	505,000	505,000 (1)		505,000 (1)				505,000 (1)
Local Controller Upgrades	71,000	71,000 (1)		71,000 (1)				71,000 (1)
Security Camera Integration/Expansion	90,000	90,000 (1)		90,000 (1)				90,000 (1)
Renovations to Fire Facilities FY 20	101,000	101,000 (1)		101,000 (1)				101,000 (1)
Community Building Rehabilitation	76,000	76,000 (1)		76,000 (1)				76,000 (1)
Longview Avenue Improvements	606,000	606,000 (1)		606,000 (1)				606,000 (1)
Gillie Park Improvements	404,000	404,000		404,000				404,000
FY 19-20 Capital Improvement Program				1,161,500				1,161,500
FY 20-21 Capital Improvement Program								9,577,466
	4,554,500	4,554,500	-	5,716,000			-	15,293,466
S/T General Improvements								
<b>Library:</b>								
Library Interior Improvements	500,000	500,000 (4)		500,000				500,000 (4)
FY 19-20 Capital Improvement Program								-
S/T Library Improvements	500,000	500,000	-	500,000			-	500,000
<b>Parking:</b>								
Municipal Parking Lot Rehabilitation FY 17	404,000	404,000 (1)		404,000 (1)				404,000 (1)
Municipal Parking Structure Rehabilitation FY 19	404,000	404,000 (1)		404,000 (1)				404,000 (1)
Lex-Grove Garages - East & West FY 19	505,000	505,000 (1)		505,000 (1)				505,000 (1)
Off Street Multi-space Meter Replacement FY 19-20	353,500	353,500 (1)		353,500 (1)				353,500 (1)
Surface Lots Meter Replacement FY 19-20	76,000	76,000 (1)		76,000 (1)				76,000 (1)
FY 19-20 Capital Improvement Program				808,000				808,000
FY 20-21 Capital Improvement Program								1,040,300
S/T Parking Improvements	1,742,500	1,742,500	-	2,550,500			-	3,590,800

(1) Projected 2020-21 Bond sale \$8,302,000 (tax supported \$2,620,500)

(2) \$1,211,320 NYS Grant, the remaining \$317,680 serial bonds

(3) \$140,591 NYS Education Department; \$169,009 contributions; the remaining \$190,400 serial bonds

**PRO FORMA SCHEDULE OF DEBT PAYABLE  
JUNE 30, 2020 & 2021 (cont.)**

<u>Description</u>	<u>Authorization</u>	<u>Unissued</u>	<u>Original Issue</u>	<u>Projected Balance 6/30/20</u>	<u>Projected Interest Rate</u>	<u>Fiscal Year 2020-2021</u>		<u>Balance Outstanding 6/30/21</u>
						<u>Principal Payments</u>	<u>Interest Payments</u>	
<b>Water Fund:</b>								
Replace/Reconstruct Various Water Lines FY 18	2,777,500	2,777,500	2,777,500	2,777,500				2,777,500
Transmission Main Replacement at Pressure Basin	3,030,000	3,030,000 (1)	3,030,000 (1)	3,030,000 (1)				3,030,000 (1)
FY 19-20 Capital Improvement Program			6,312,500	6,312,500				6,312,500
FY 20-21 Capital Improvement Program								3,434,000
S/T Water Fund	5,807,500	5,807,500	-	12,120,000				15,554,000
<b>Sewer Fund:</b>								
Miscellaneous Sanitary Sewer Reconstruction	909,000	909,000 (1)	909,000 (1)	909,000 (1)				909,000 (1)
FY 20-21 Capital Improvement Program				909,000				1,363,600
S/T Sewer Fund	909,000	909,000	-	909,000				2,272,600
<b>s/t Debt Payable</b>	<b>13,513,500</b>	<b>13,513,500</b>	<b>-</b>	<b>21,795,500</b>				<b>37,210,866</b>
<b>Performance Contract:</b>								
Energy Performance-NYPA Street Lighting	3,217,627	-	-	2,601,260	2.50%	299,476	68,921	2,301,784
<b>s/t Other Debt Payable</b>	<b>\$ 16,731,127</b>	<b>\$ 13,513,500</b>	<b>\$ -</b>	<b>24,396,760</b>		<b>299,476</b>	<b>68,921</b>	<b>39,512,650</b>
<b>Total Outstanding/Authorized/Planned Debt</b>			<b>\$ 204,441,761</b>			<b>\$ 37,826,761</b>	<b>\$ 6,543,230</b>	<b>\$ 206,127,650</b>

(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) \$140,591 NYS Education Department; \$169,009 contributions; 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 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, 2019**

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.

Of the City's population, five years and older: 58.8% speak English, and 41.2% speak a language other than English. Some speak more than one language.

Education levels are: a high school graduate, 37.0%; a bachelor's degree or higher, 50.7%; all other (a high school equivalency diploma or less and some college or an associate's degree) 12.3%.

**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>
2018-19	58,111	N/A	\$51,416	N/A	\$84,415	7,165	3.5%
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%

Sources: (1) U.S. Census Bureau, 2014-2018 Quick Facts 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>Date of Incorporation 1916</p> <p>Form of Government Mayor-Council</p> <p>Area 9.79 square miles</p> <p><b>Police Protection:</b></p> <p>Number of Stations 1</p> <p><b>Fire Protection:</b></p> <p>Number of Stations 7 (2 of which are equipped but not staffed)</p> <p>Number of Fire Hydrants 2,062</p> <p><b>Public Works:</b></p> <p>Number of Street Lights 5,000</p> <p>Miles of Paved City Streets 150</p> <p>Miles of Sanitary Sewers 127.1</p> <p>Miles of Storm Water Drains 83</p>	<p><b>Municipal Water Operations:</b></p> <p>Number of Metered Accounts 10,334</p> <p>Average Daily Consumption 7,113,671</p> <p>Miles of Water Mains 159.8</p> <p>Supply NYC Aqueduct</p> <p><b>Recreation and Culture:</b></p> <p>Total Acres of Parks 231</p> <p>Number of Parks and Recreation Facilities 23</p> <p>Number of Youth Programs 536</p> <p>Number of Adult Programs 181</p> <p>Number of Seniors Programs 595</p> <p>Number of Libraries 1</p> <p>Number of Volumes 244,191</p>
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## PRINCIPAL TAXPAYERS JUNE 30, 2019

Rank	Taxpayer	Type of Business	Assessed Valuation	% of Total Assessed Valuation
1	Consolidated Edison	Public Utility	\$ 14,118,705	4.99%
2	Westchester Mall, LLC	Retail Outlet	11,126,450	3.93%
3	44 S. Broadway Property, LLC	Office Space Rental	4,035,000	1.43%
4	WPP Owner, LLC	Office Space Rental	3,925,100	1.39%
5	Hart BS Commons, LLC	Apartments	3,803,000	1.34%
6	WP Galleria Realty, LLC	Retail Outlet	3,540,000	1.25%
7	Gateway I Group, Inc.	Office Space Rental	3,425,000	1.21%
8	360 Hamilton Plaza	Office Space Rental	2,675,000	0.95%
9	Cali WP Realty Associates, LP	Real Estate Development	2,630,000	0.93%
10	1133-399 Westchester Ave, LLC	Office Space Rental	2,350,000	0.83%
11	Avalon WP I, LLC	Apartments	2,249,000	0.79%
12	Bloomingdale Road	Retail Outlet	2,000,000	0.71%
13	Clayton Estates, LLC	Apartments	1,825,000	0.64%
14	Westpark I, LLC	Office Space Rental	1,675,000	0.59%
15	ERST 10 Bank Street, LLC	Office Space Rental	1,500,000	0.53%
16	HPT ING 2 Properties	Hotel	1,425,000	0.50%
17	Bryant Gardens Corp.	Cooperative Apartments	1,340,000	0.47%
18	Verizon New York, Inc.	Public Utility	1,231,742	0.44%
19	707/709 Westchester	Office Space Rental	1,220,000	0.43%
20	OSG Mamaroneck, LLC	Office Space Rental	1,135,000	0.40%
			<b><u>\$ 67,228,997</u></b>	<b><u>23.75%</u></b>

## 2020 – 2021 CAPITAL PROJECTS

The map on the preceding page indicates the location of the various 2020-2021 projects. Some projects are not indexed as the work will be done at several locations.

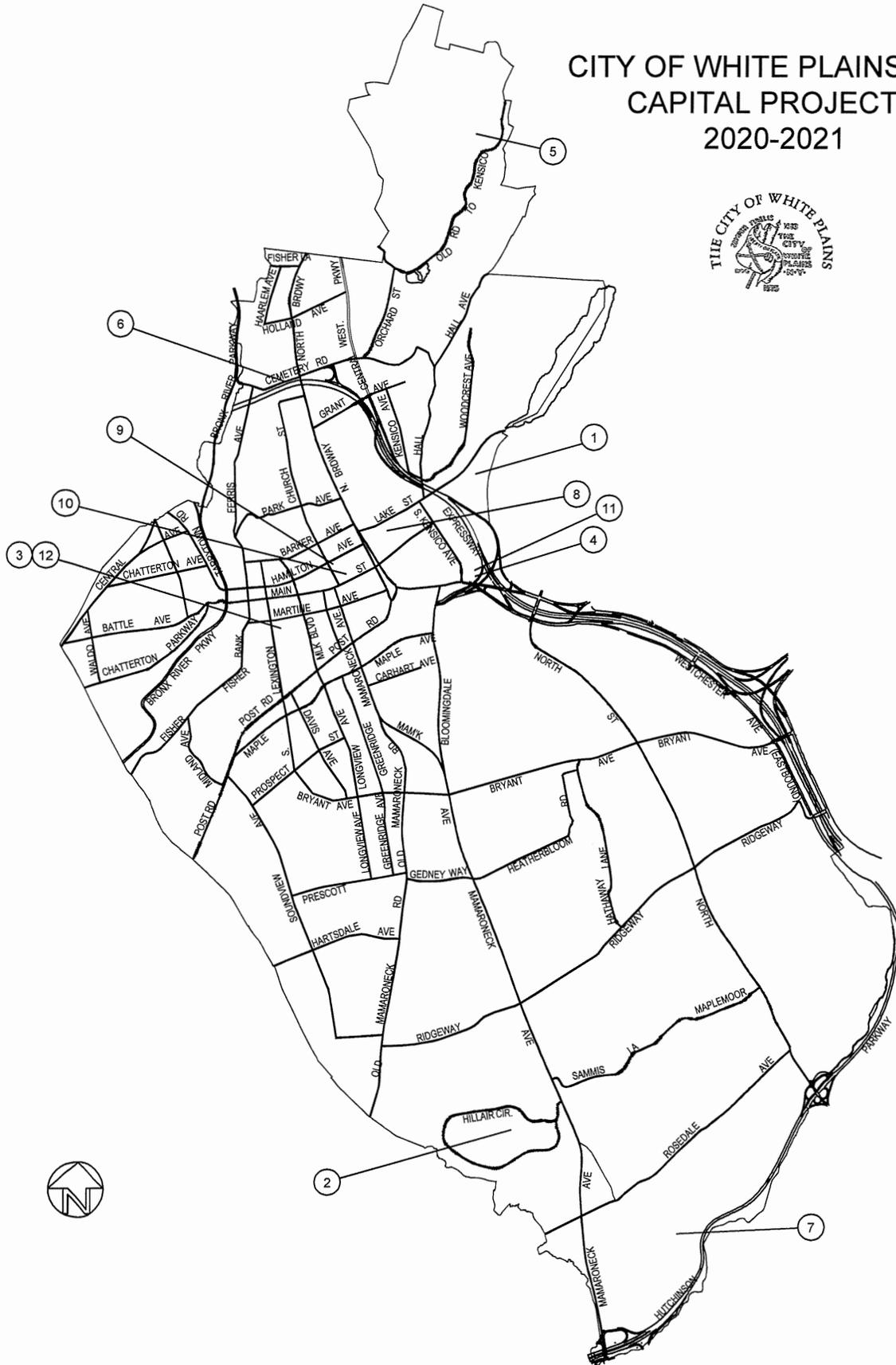
### PROJECT LOCATOR INDEX

<u>Map Number</u>	<u>Project</u>	<u>Estimated Cost</u>
1	Delfino Park Aquatic Play Park and Basketball Courts	\$ 750,000
2	Hillair Circle Water Main Replacement/Interconnect Phase I	700,000
3	Public Safety Building Prisoner Elevator Rehabilitation	600,000
4	City Garage Heating/Ventilation Units	550,000
5	Remediation of Fire Training Center - Design	500,000
6	Replace Cemetery Road Bridge	500,000
7	Winward Avenue Sanitary Sewer Line Extension	450,000
8	Turnure Park Improvements	400,000
9	Hamilton-Main Garage Fire System Upgrade	250,000
10	City Hall Fire Alarm System Replacement	175,000
11	Sanitation Building Repairs	125,000
12	Public Safety Building Lighting Replacement	60,000

### PROJECTS NOT INDEXED

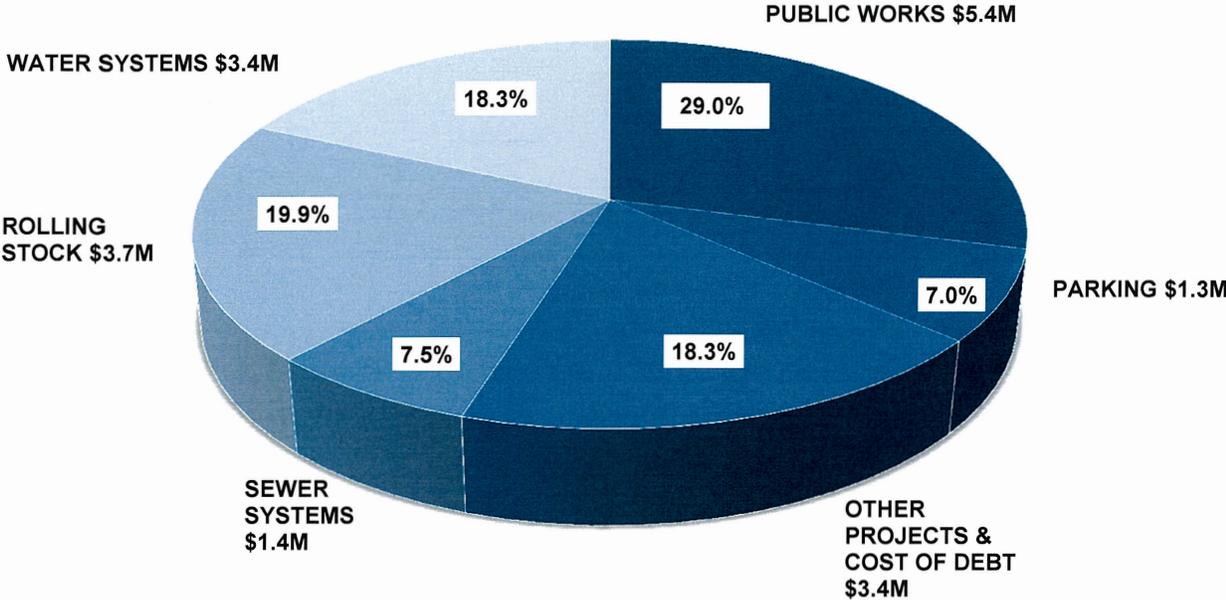
Replace/Reconstruct Miscellaneous Water Lines	\$ 2,500,000
Miscellaneous Street Reconstruction	2,270,000
PS Radio Infrastructure Replacement	1,720,000
Miscellaneous Sanitary Sewer Reconstruction	900,000
Municipal Parking Structure Rehabilitation	500,000
Miscellaneous Storm Water Drain Reconstruction	450,000
Central Traffic Control System Replacement	300,000
Municipal Parking Lot Rehabilitation	200,000
Water System SCADA Cyber Security Improvements, Phase II	200,000
City-wide IT Infrastructure Replacement/Enhancements	125,000
Public Safety Electronic Device Replacement	100,000
Renovations to City Facilities (other than Fire or Parking)	100,000
PS Radio Replacement	100,000
Kronos Telestaff	85,000
Local Traffic Controller Upgrades	70,000
Renovations to Fire Facilities	50,000

# CITY OF WHITE PLAINS, N.Y. CAPITAL PROJECTS 2020-2021

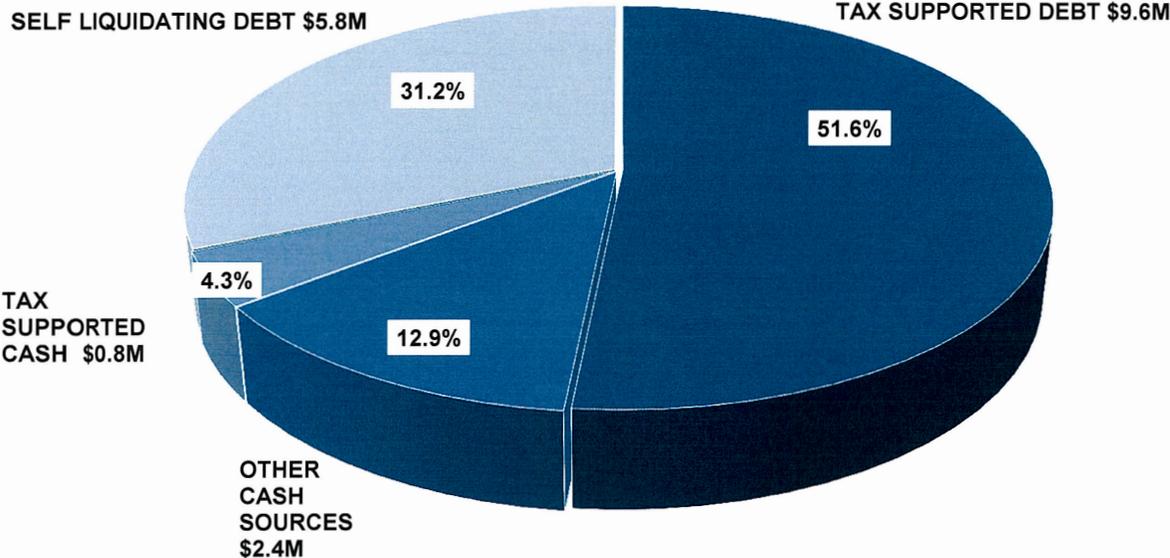


**2020 - 2021 CAPITAL PROJECTS  
\$18.6M**

**PROGRAM SUMMARY**



**PLANNED SOURCES OF FINANCING**



**CITY OF WHITE PLAINS CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2020 - 2021**

**GENERAL FUND**

INFRASTRUCTURE	AMOUNT	PLANNED FINANCING SOURCES			
		CASH			DEBT (2)
		CITY	OTHER	SOURCE (1)	
<b>PUBLIC BUILDINGS - Public Works</b>					
<b>RENOVATIONS TO CITY FACILITIES</b>	\$ 100,000	\$	\$		\$ 100,000
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					
<b>RENOVATIONS TO FIRE FACILITIES</b>	50,000				50,000
Annual project to renovate various aging fire stations to lower maintenance costs					
<b>CITY HALL FIRE ALARM REPLACEMENT</b>	175,000				175,000
Replace the over 40 year old fire alarm system at City Hall to comply with current code standards					
<b>HEATING UNITS - 77 BROCKWAY PLACE</b>	550,000				550,000
Replace all six heating and ventilating units which are nearing the end of their useful lives					
<b>PUBLIC SAFETY BUILDING LIGHTING REPLACEMENT</b>	60,000				60,000
Project to replace all interior and exterior permanent lighting fixtures at the Public Safety Building					
<b>PUBLIC SAFETY BUILDING PRISONER ELEVATOR REHABILITATION</b>	600,000				600,000
Rehabilitation to include design, motor replacement, piping, mechanical parts, panels, electrical controls, lighting in cab and related components					
<b>SANITATION BUILDING REPAIRS</b>	125,000				125,000
Completion of project to remove and replace damaged wall, repair roof cricket, gutter repair, modify overhead door frame to mitigate future damage					
<b>STREETS - Public Works</b>					
<b>MISCELLANEOUS STREET RECONSTRUCTION</b>	2,270,000		984,334	NYS	1,285,666
Annual project to reconstruct streets, including sidewalks, curbs, drainage and other related improvements					
<b>REPLACE CEMETERY ROAD BRIDGE: CONSTRUCTION</b>	500,000		250,000	CNTRB	250,000
Replace existing bridge which crosses over the Bronx River and is a major egress point from the City					
<b>STORM WATER DRAINS - Public Works</b>					
<b>MISCELLANEOUS SWD RECONSTRUCTION</b>	450,000				450,000
Annual project to rehabilitate or expand portions of the storm water drainage system, including catch basins and piping					

**CITY OF WHITE PLAINS CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2020 - 2021 (continued)**

**GENERAL FUND**

INFRASTRUCTURE (continued)	AMOUNT	PLANNED FINANCING SOURCES			DEBT (2)
		CASH			
		CITY	OTHER	SOURCE (1)	
<b>OTHER - Public Works</b>					
<b>REMEDIATION OF FIRE TRAINING CENTER-DESIGN</b>					
Study to determine the extent of clean up and removal of chemicals from the Fire Training Facilities and surrounding properties and water supply	500,000		250,000	NYSDEC	250,000
<b>PUBLIC PARKING FACILITIES - Parking</b>					
<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>HAMILTON-MAIN GARAGE FIRE SYSTEM UPGRADE</b>					
Replace aging fire system including fire enunciator, pull stations, and related equipment, as well as replace conduit and junction boxes	250,000				250,000
<b>PUBLIC SAFETY</b>					
<b>ELECTRONIC DEVICE REPLACEMENT-POLICE AND FIRE</b>					
Annual project to replace aging devices used for enforcement and communications	100,000				100,000
<b>KRONOS TELESTAFF</b>					
Upgrade personnel management software to latest cloud-based version which eliminates the need for servers and telephone lines	85,000				85,000
<b>PUBLIC SAFETY RADIO INFRASTRUCTURE REPLACEMENT</b>					
Replace Public Safety's radio repeater system which will no longer be supported after 2020.	1,720,000				1,720,000
<b>PUBLIC SAFETY RADIO REPLACEMENT</b>					
Replace the aging cache of portable radios which have reached the end of its service life and are inadequate for the Department's growing needs	100,000				100,000
<b>RECREATION &amp; PARK FACILITIES</b>					
<b>AQUATIC PLAY PARK - BASKETBALL COURT REVISION</b>					
Revision of basketball court at Delfino Park and create and install Splash Pad/Spray Park to provide a cooling social place for children and families to interact	750,000		500,000 150,000	NYSMI CD	100,000
<b>TURNURE PARK IMPROVEMENTS</b>					
Replace asphalt walkways with concrete and replace light fixtures with LED lights	400,000				400,000

**CITY OF WHITE PLAINS CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2020 - 2021** (continued)

**GENERAL FUND** (continued)

	AMOUNT	PLANNED FINANCING SOURCES			DEBT (2)
		CASH			
		CITY	OTHER	SOURCE (1)	
<b>TECHNOLOGY - Information Technology</b>					
<b>CITY-WIDE IT INFRASTRUCTURE REPLACEMENTS/ ENHANCEMENTS</b>	<b>125,000</b>				125,000
Recurring project to provide the City with the highest level of technology needed					
<b>TRAFFIC SYSTEMS - Parking</b>					
<b>LOCAL CONTROLLER UPGRADES</b>	<b>70,000</b>				70,000
Multi-year project to replace existing 25 year old local traffic signal controller equipment					
<b>CENTRAL CONTROL SYSTEM REPLACEMENT</b>	<b>300,000</b>				300,000
Update traffic software so the adaptive signals (SCATS) can be monitored by central software system and expand system to include Westchester Ave. corridor					
<b>ROLLING STOCK</b>	<b>3,429,000</b>	762,000			2,667,000
<b>DEBT ISSUANCE COSTS</b>	<b>105,100</b>				105,100
<b>TOTAL GENERAL FUND</b>	<b>\$ 13,514,100</b>	<b>\$ 762,000</b>	<b>\$ 2,134,334</b>		<b>\$ 10,617,766</b>

**SEWER RENT FUND**

**SANITARY SEWERS**

<b>MISC. SANITARY SEWER RECONSTRUCTION</b>	<b>\$ 900,000</b>	\$	\$	\$	900,000
Annual project to reline and/or replace sewer lines to eliminate ground water infiltration emanating from cracks and poorly sealed connections					
<b>WINWARD AVE. SANITARY SEWER EXTENSION</b>	<b>450,000</b>				450,000
Provide public sewer services to replace those homes currently on septic system					
<b>ROLLING STOCK</b>	<b>155,000</b>	155,000			
<b>DEBT ISSUANCE COSTS</b>	<b>13,600</b>				13,600
<b>TOTAL SEWER RENT FUND</b>	<b>\$ 1,518,600</b>	<b>\$ 155,000</b>	<b>\$ -</b>		<b>\$ 1,363,600</b>

**CITY OF WHITE PLAINS CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2020 - 2021** (continued)

**WATER FUND**

<b>WATER SYSTEM</b>	<b>AMOUNT</b>	<b>PLANNED FINANCING SOURCES</b>			
		<b>CASH</b>			<b>DEBT</b> <sup>(2)</sup>
		<b>CITY</b>	<b>OTHER</b>	<b>SOURCE</b> <sup>(1)</sup>	
<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>HILLAIR CIRCLE WATER MAIN REPLACEMENT/ INTERCONNECT PHASE I</b> Multi-year project to upgrade an aging existing eight inch cast iron water main to an eight inch ductile iron water main	700,000			700,000	
<b>WATER SYSTEM SCADA/CYBERSECURITY IMPROVEMENTS - PHASE II</b> Upgrades to automated controls, security systems, and IT infrastructure at existing City water facilities	200,000			200,000	
<b>ROLLING STOCK</b>	105,000	105,000			
<b>DEBT ISSUANCE COSTS</b>	34,000			34,000	
<b>TOTAL WATER FUND</b>	<u>\$ 3,539,000</u>	<u>\$ 105,000</u>	<u>\$ -</u>	<u>\$ 3,434,000</u>	
<b>GRAND TOTAL</b>	<u>\$ 18,571,700</u>	<u>\$ 1,022,000</u>	<u>\$ 2,134,334</u>	<u>\$ 15,415,366</u>	

FOOTNOTES:

- (1) NYS=NYS Consolidated Highway Improvements Program, PAVE NY and Extreme Winter Recovery; CNTRB=Contribution; NYSDEC=NYS Department of Environmental Conservation; NYSMI= NYS Member Item; CD=Community Development  
(2) Type of debt to be issued will be determined prior to Common Council authorization

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**CAPITAL PROJECTS BOARD  
SUMMARY OF 2020 – 2021  
ROLLING STOCK PLAN**

Vehicle Type	Number Scheduled For Replacement	Replacement Cost
Sedan	2	\$ 54,000
Carryall	10	554,000
Sweeper-Mech.	1	80,000
Wheel Loader/Claw	2	380,000
Trucks:		
Compactor	5	1,630,000
Dump/Plow	3	335,000
Pick-up/Plow	6	292,500
Other	4	<u>363,500</u>
<b>TOTAL</b>	<b><u>33</u></b>	<b><u>\$3,689,000</u></b>

**SUMMARY APPROVED 2020 - 2026 CAPITAL IMPROVEMENT PROGRAM**

	Pending Authorization 2019-2020	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
<b>GENERAL FUND:</b>							
Public Works:							
Buildings	\$ 400,000	\$ 1,660,000	\$ 2,400,000	\$ 1,125,000	\$ 2,950,000	\$ 125,000	\$ 250,000
Streets	1,330,000	2,770,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Storm Water Drains	-	450,000	500,000	500,000	500,000	500,000	500,000
Other	-	500,000	135,000	150,000	-	-	-
Total Public Works	1,730,000	5,380,000	6,035,000	4,775,000	6,450,000	3,625,000	3,750,000
Information Technology	200,000	125,000	225,000	285,000	125,000	125,000	125,000
Parking	800,000	1,320,000	3,150,000	1,350,000	2,530,000	1,090,000	2,380,000
Public Safety	-	2,005,000	1,082,000	785,000	183,000	100,000	805,000
Recreation & Parks	150,000	1,150,000	850,000	850,000	750,000	1,500,000	400,000
<b>Total General Fund</b>	<b>2,880,000</b>	<b>9,980,000</b>	<b>11,342,000</b>	<b>8,045,000</b>	<b>10,038,000</b>	<b>6,440,000</b>	<b>7,460,000</b>
Library Fund	100,000	-	-	-	-	-	-
Sewer Rent Fund	-	1,350,000	1,200,000	1,000,000	1,000,000	500,000	500,000
Water Fund	6,250,000	3,400,000	28,200,000	2,850,000	2,000,000	2,000,000	2,000,000
<b>Total Projects</b>	<b>9,230,000</b>	<b>14,730,000</b>	<b>40,742,000</b>	<b>11,895,000</b>	<b>13,038,000</b>	<b>8,940,000</b>	<b>9,960,000</b>
Rolling Stock	-	3,689,000	4,777,500	5,681,000	5,526,500	4,891,000	7,148,000
Debt Issuance Cost	82,000	152,700	434,400	152,900	164,200	116,300	143,700
<b>GRAND TOTAL</b>	<b>\$ 9,312,000</b>	<b>\$ 18,571,700</b>	<b>\$ 45,953,900</b>	<b>\$ 17,728,900</b>	<b>\$ 18,728,700</b>	<b>\$ 13,947,300</b>	<b>\$ 17,251,700</b>
<b><u>POTENTIAL FINANCING SOURCES:</u></b>							
Cash:							
General Fund	\$ -	\$ 762,000	\$ 936,000	\$ 862,000	\$ 962,500	\$ 979,500	\$ 926,000
Gen.Fnd-Rec. Account	150,000	-	50,000	-	50,000	-	-
Cable Fund	-	-	-	-	-	-	-
Sewer Rent Fund	-	155,000	35,000	200,000	45,000	45,000	500,000
Water Fund	-	105,000	40,000	90,000	100,000	200,000	130,000
	150,000	1,022,000	1,061,000	1,152,000	1,157,500	1,224,500	1,556,000
NYS Grants for PW	730,000	984,334	984,334	984,334	984,334	984,334	984,334
Other Grants (Various)	75,000	750,000	-	-	-	-	-
Community Development	-	150,000	-	-	-	-	-
Contributions	75,000	250,000	-	-	-	-	-
Cable Fund	-	-	35,000	-	-	-	-
	880,000	2,134,334	1,019,334	984,334	984,334	984,334	984,334
<b>TOTAL CASH</b>	<b>1,030,000</b>	<b>3,156,334</b>	<b>2,080,334</b>	<b>2,136,334</b>	<b>2,141,834</b>	<b>2,208,834</b>	<b>2,540,334</b>
Indebtedness:							
Tax-Supported Debt	1,161,500	9,577,466	11,502,966	10,405,666	11,163,166	8,077,216	9,737,066
Self-Liquidating Debt-Pkg.	808,000	1,040,300	2,676,500	1,095,900	2,393,700	1,136,250	2,247,300
Self-Liquidating Debt	6,312,500	4,797,600	29,694,100	4,091,000	3,030,000	2,525,000	2,727,000
<b>TOTAL DEBT</b>	<b>8,282,000</b>	<b>15,415,366</b>	<b>43,873,566</b>	<b>15,592,566</b>	<b>16,586,866</b>	<b>11,738,466</b>	<b>14,711,366</b>
<b>GRAND TOTAL</b>	<b>\$ 9,312,000</b>	<b>\$ 18,571,700</b>	<b>\$ 45,953,900</b>	<b>\$ 17,728,900</b>	<b>\$ 18,728,700</b>	<b>\$ 13,947,300</b>	<b>\$ 17,251,700</b>

**CITY OF WHITE PLAINS CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2019 - 2020**

**GENERAL FUND**

<b>INFRASTRUCTURE</b>	<b>AMOUNT</b>	<b>PLANNED FINANCING SOURCES</b>			<b>DEBT</b> <sup>(2)</sup>
		<b>CASH</b>			
		<b>CITY</b>	<b>OTHER</b>	<b>SOURCE</b> <sup>(1)</sup>	
<b>PUBLIC BUILDINGS - Public Works</b>					
<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>ROOF AT STARBUCKS (RENAISSANCE FOUNTAIN)</b> Remove existing roof and install new extremely durable synthetic rubber roofing	75,000				75,000
<b>SANITATION BUILDING REPAIRS</b> Two year project to remove and replace damaged wall, repair roof cricket, gutter repair, modify overhead door frame to mitigate future damage	125,000				125,000
<b>STREETS - Public Works</b>					
<b>MISC. STREET RECONSTRUCTION</b> Annual project to reconstruct streets, including sidewalks, curbs, drainage and other related improvements	730,000		730,000	CHIPS	
<b>REPLACE CEMETERY ROAD BRIDGE: DESIGN</b> Construction of replacement bridge which crosses over the Bronx River and is a major egress point from the City to the Bronx River Parkway	100,000		50,000	CNTRB	50,000
<b>REYNAL ROAD RECONSTRUCTION</b> Reconstruct Reynal Rd. between Ridgeway and Kenneth Rd. including new drainage, curbs and full-depth pavement replacement	500,000				500,000
<b>PUBLIC PARKING FACILITIES</b>					
<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

**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</b> <sup>(2)</sup>
		<b>CITY</b>	<b>CASH</b>		
			<b>OTHER</b>	<b>SOURCE</b> <sup>(1)</sup>	
<b>GARDELLA POOL/PARK DESIGN</b> Design study for the reconstruction of pool and park amenities and for the redesign of the facility	<b>150,000</b>		150,000	REC RES	
<b>GILLIE PARK PLAYGROUND REPLACEMENT</b> Construct a new playground with rubberized asphalt safety surface and replace benches	<b>400,000</b>				400,000
<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	<b>125,000</b>				125,000
<b>METROPOLITAN AREA NETWORK REDUNDANCY</b> Project to improve the redundancy in the City's fiber optic network	<b>75,000</b>				75,000
<b>DEBT ISSUANCE COSTS</b>	<b>23,500</b>				23,500
<b>TOTAL GENERAL FUND</b>	<b>\$ 3,303,500</b>	<b>\$ -</b>	<b>\$ 930,000</b>		<b>\$ 2,373,500</b>
<b>LIBRARY FUND</b>					
<b>STEAM LAB AT THE TROVE</b> Create opportunity for students in grades 4 - 6 to participate in science, technology and engineering activities and experiments	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 75,000</b> 25,000	<b>NYSLCA</b> <b>CNTRB</b>	<b>\$ -</b>
<b>TOTAL LIBRARY FUND</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>		<b>\$ -</b>

**CITY OF WHITE PLAINS CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2019 - 2020** (continued)

<b>WATER FUND</b>	<b>AMOUNT</b>	<b>PLANNED FINANCING SOURCES</b>			
		<b>CASH</b>			<b>DEBT</b> <sup>(2)</sup>
		<b>CITY</b>	<b>OTHER</b>	<b>SOURCE</b> <sup>(1)</sup>	
<b>WATER SYSTEM</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	\$ 4,250,000	\$	\$	\$ 4,250,000	
<b>CAPS CHEMICAL SYSTEM UPGRADES (DESIGN, CONSTRUCTION MANAGEMENT AND CONSTRUCTION)</b> Design of upgrades to include mandated NYSDEC chemical containment. 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	1,700,000			1,700,000	
<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 - PHASE I</b> Upgrades to automated controls, security systems, and IT infrastructure at existing City water facilities	200,000			200,000	
<b>DEBT ISSUANCE COSTS</b>	<u>62,500</u>			<u>62,500</u>	
<b>TOTAL WATER FUND</b>	<u>\$ 6,312,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,312,500</u>	
<b>GRAND TOTAL</b>	<u>\$ 9,716,000</u>	<u>\$ -</u>	<u>\$ 1,030,000</u>	<u>\$ 8,686,000</u>	

FOOTNOTES:

- (1) CHIPS=NYS Consolidated Highway Improvements Program; CNTRB=Contribution;  
 REC RES=GF Commitment to Rec & Open Space; NYSLCA=NYS Library Construction Act  
 (2) Type of debt to be issued will be determined prior to Common Council authorization

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**CITY OF WHITE PLAINS  
SUMMARY STATUS REPORT  
CAPITAL IMPROVEMENT PROGRAM  
DECEMBER 31, 2019**

PROJECT NUMBER	PROJECT TITLE	Expenditures		Unencumbered	Percentage Used
		Authorized Budget	Obligated To Date	Funds Available	
<b><u>INFORMATION TECHNOLOGY:</u></b>					
5502	Parking Department Network Integration	\$ 197,000	\$ 195,950	\$ 1,050	99.47%
5518	City-wide IT Infrastructure Replacement/Enhancement FY 19	\$ 126,250	\$ 118,936	7,314	94.21%
5553	Security Camera Integration-Expansion	90,000	926	89,074	1.03%
		413,250	315,812	97,438	76.42%
<b><u>BUILDINGS:</u></b>					
5347	City Hall Rehabilitation-Electrical Room	858,500	525,876	332,624	61.26%
5417	Library Boilers Rehabilitation	404,000	314,049	89,951	77.73%
5457	City Hall Steam Pipe/Plumbing Repairs	606,000	410,846	195,154	67.80%
5482	Library Interior Renovations First Floor	2,410,000	2,403,239	6,761	99.72%
5487	Renovations to Fire Facilities FY17	505,000	489,049	15,951	96.84%
5501	Public Safety Building Bathrooms/Lockers Renovations	353,500	220,017	133,483	62.24%
5506	Public Safety Building Salley Port/Garage	606,000	602,717	3,283	99.46%
5507	Renovations to City Facilities FY 18	151,500	151,180	320	99.79%
5510	Public Safety Building Exterior Renovations	757,500	542,730	214,770	71.65%
5523	Cable Television Studio Relocation	500,000	127,487	372,513	25.50%
5524	Library Interior Renovations Second Floor	500,000	126,940	373,060	25.39%
5527	Public Safety Building Cooling Tower Rehabilitation	76,000	75,343	657	99.14%
5531	Renovations to City Facilities FY 19	76,000	20,348	55,652	26.77%
5536	Renovations to Fire Facilities FY19	202,000	83,693	118,307	41.43%
5537	Library Exterior Pressure Washing	151,500	86,216	65,284	56.91%
5548	Renovations to City Facilities FY 20	151,500	934	150,566	0.62%
5555	Community Buildings Rehab	76,000	938	75,062	1.23%
5556	Renovation to Fire Facilities	101,000	930	100,070	0.92%
		8,486,000	6,182,532	2,303,468	72.86%
<b><u>STREETS:</u></b>					
5503	White Plains Transit District Pedestrian and Bicycle Improvements	1,530,000	167,222	1,362,778	10.93%
5514	Miscellaneous Street Reconstruction FY19	1,493,700	1,383,526	110,174	92.62%
5534	Lake Street Lighting Improvements	202,000	201,275	725	99.64%
5539	Oxford Road Reconstruction	1,060,500	1,052,900	7,600	99.28%
5541	Miscellaneous Street Reconstruction FY20	875,834	604,534	271,300	69.02%
5558	Longview Avenue Improvements	606,000	700	605,300	0.12%
		5,768,034	3,410,157	2,357,877	203.19%
<b><u>STORM WATER DRAINS:</u></b>					
5511	Miscellaneous Storm Water Drains FY18	404,000	402,111	1,889	99.53%
5540	Miscellaneous Storm Water Drains FY19	303,000	300,894	2,106	99.30%
5551	Miscellaneous Storm Water Drains FY20	505,000	137,359	367,641	27.20%
		1,212,000	840,364	371,636	69.34%
<b><u>PUBLIC PARKING FACILITIES:</u></b>					
5483	On-Street Meter Replacement	220,000	220,000	-	100.00%
5492	Municipal Parking Lot Rehabilitation FY 17	404,000	39,230	364,770	9.71%
5495	Municipal Parking Structure Rehabilitation FY 18	606,000	603,010	2,990	99.51%
5528	Garage Lighting Retrofit	250,000	205,665	44,335	82.27%
5529	Municipal Parking Structure Rehabilitation FY 19	404,000	167,706	236,294	41.51%
5530	Lexington/Grove West Garage Structural Rehabilitation	505,000	357,739	147,261	70.84%
5538	Garage Elevator Rehab FY 19	1,212,000	1,191,974	20,026	98.35%
5549	Surface Lot Multi-Space Meters	76,000	75,700	300	99.61%
5550	Off Street Multi-Space Meters	353,500	219,711	133,789	62.15%
		4,030,500	3,080,735	949,765	76.44%

**CITY OF WHITE PLAINS  
SUMMARY STATUS REPORT  
CAPITAL IMPROVEMENT PROGRAM  
DECEMBER 31, 2019**

PROJECT NUMBER	PROJECT TITLE	Authorized Budget	Expenditures	Unencumbered	Percentage Used
			Obligated To Date	Funds Available	
<b><u>RECREATION AND PARKS FACILITIES:</u></b>					
5526	Mattison Park Improvements	401,500	351,076	50,424	87.44%
5545	Druss Park Improvements	525,200	407,943	117,257	77.67%
5557	Gardella Basketball Courts	150,000	137,248	12,752	91.50%
		<u>1,076,700</u>	<u>896,267</u>	<u>180,433</u>	<u>83.24%</u>
<b><u>WATER SYSTEM:</u></b>					
5396	Water Filtration Plant Design and Rehabilitation	2,272,500	2,011,787	260,713	88.53%
5434	Automated Meter Reading	3,030,000	2,594,501	435,499	85.63%
5447	Fluoride Tank Replacement-Orchard Street Pump Station	2,525,000	2,511,982	13,018	99.48%
5448	Fluoride Tank Replacement-Central Avenue Pump Station	1,212,000	1,175,796	36,204	97.01%
5470	Species Management	489,850	463,656	26,194	94.65%
5508	Replace/Reconstruct Miscellaneous Water Lines FY18	2,777,500	215,613	2,561,887	7.76%
5513	Oxford Road Water Main	748,000	742,772	5,228	99.30%
5532	4 MG Water Storage Tanks- Design/Construction	21,210,000	18,469,558	2,740,442	87.08%
5533	24" Pressure Basin Replacement	3,030,000	3,001,382	28,618	99.06%
		<u>37,294,850</u>	<u>31,187,047</u>	<u>6,107,803</u>	<u>83.62%</u>
<b><u>TRAFFIC SYSTEM:</u></b>					
5554	Local Controller Upgrades FY20	71,000	44,090	26,910	62.10%
<b><u>SEWER SYSTEM:</u></b>					
5517	Miscellaneous Sanitary Sewer Reconstruction FY 19	1,262,500	1,253,845	8,655	99.31%
5544	Miscellaneous Sanitary Sewer Reconstruction FY 20	909,000	900,892	8,108	99.11%
		<u>2,171,500</u>	<u>2,154,737</u>	<u>16,763</u>	<u>99.23%</u>
<b><u>OTHER PROJECTS:</u></b>					
5383	Library Plaza Surface Replacement	6,407,500	6,316,843	90,657	98.59%
5521	Police and Fire Digital Scanning	46,000	22,338	23,662	48.56%
5535	Brookfield Commons Improvements	4,400,000	4,184,914	215,086	95.11%
5546	Police and Fire Electronic device replacement	101,000	25,264	75,736	25.01%
5547	Interview Room Video Surveillance - Police	76,000	75,894	106	99.86%
5552	Electric Garbage Truck	338,000	315,000	23,000	93.20%
		<u>11,368,500</u>	<u>10,940,253</u>	<u>428,247</u>	<u>96.23%</u>
<b><u>ROLLING STOCK:</u></b>					
5515	Rolling Stock Acquisition-Heavy Duty Vehicles FY19	2,399,300	2,356,910	42,390	98.23%
5516	Rolling Stock Acquisition-Heavy Duty Vehicles FY19	227,000	202,694	24,306	89.29%
5542	Rolling Stock Acquisition-Heavy Duty Vehicles FY20	2,014,950	1,958,731	56,219	97.21%
5543	Rolling Stock Acquisition-Heavy Duty Vehicles FY20	126,250	89,298	36,952	70.73%
		<u>4,767,500</u>	<u>4,607,633</u>	<u>159,867</u>	<u>96.65%</u>
<b>TOTAL PROJECTS FINANCIAL SUMMARY</b>		<u>76,659,834</u>	<u>63,659,627</u>	<u>13,000,207</u>	<u>83.04%</u>

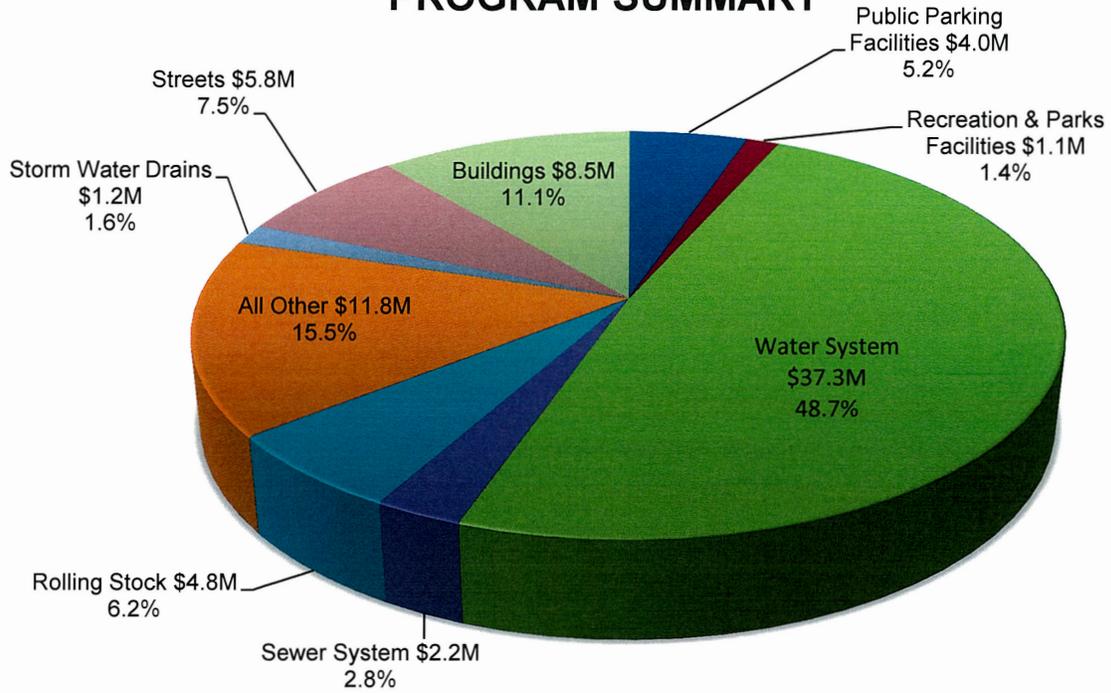
**CITY OF WHITE PLAINS**  
**SUMMARY REPORT OF ACTIVE CAPITAL PROJECTS FINANCING**  
**DECEMBER 31, 2019**

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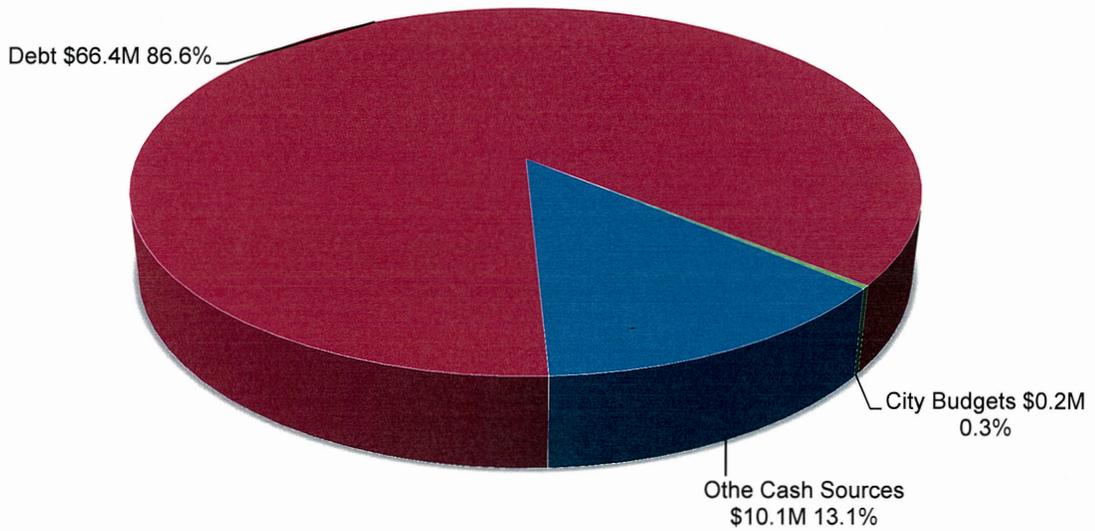
<b><u>Source of Financing</u></b>	<b><u>Amount of Financing</u></b>	<b><u>Percent of Total</u></b>
Cash to Capital		
General Fund	\$ 220,000	0.29%
Total Cash to Capital	<u>220,000</u>	<u>0.29%</u>
Other:		
Cable TV	500,000	0.65%
Community Development	258,500	0.34%
NYS CHIPS	716,000	0.93%
NYS DOT	1,211,320	1.58%
NYSERDA	250,000	0.33%
NYS Education Department	140,591	0.18%
NYS Pave NY and Extreme Weather	268,334	0.35%
Westchester County	5,000,000	6.52%
Library Foundation	400,000	0.52%
Contributions	1,304,009	1.70%
Total Other	<u>10,048,754</u>	<u>13.11%</u>
Debt Issued - Serial Bonds	<u>66,391,080</u>	<u>86.60%</u>
<b>TOTAL ACTIVE PROJECTS FINANCING</b>	<b><u>76,659,834</u></b>	<b><u>100.00%</u></b>

# ACTIVE CAPITAL PROJECTS FY 2019-2020 \$76.7M

## PROGRAM SUMMARY



## SOURCES OF FINANCING



**CITY OF WHITE PLAINS  
 CONSTITUTIONAL TAX LIMIT  
 PRO FORMA PROJECTED AS OF JULY 1, 2020**

	<u>Fiscal Year Ended June 30</u>	<u>Full Valuation Real Estate</u>	<u>Tax Rate Equivalent</u>	<u>Percentage</u>
	2020	\$ 10,521,475,316		
	2019	10,296,046,873		
	2018	8,885,143,880		
	2017	8,654,021,563		
	2016	8,395,606,364		
Five Year Total Full Valuation		<u>\$ 46,752,293,996</u>		
Five Year Average Full Valuation		<u>\$ 9,350,458,799</u>		
Constitutional Tax Limit 2%		<u>\$ 187,009,176</u>	<u>\$ 660.48</u>	<u>100.00%</u>
FY 2020-21 Tax Levy (1)		\$ 63,247,897	\$ 222.30	33.66%
Allowable Exclusions (2)		<u>(17,571,075)</u>	<u>(61.76)</u>	<u>-9.35%</u>
Tax Levy Subject to Limit		<u>\$ 45,676,822</u>	<u>\$ 160.54</u>	<u>24.31%</u>
Constitutional Tax Margin		<u>\$ 141,332,354</u>	<u>\$ 499.94</u>	<u>75.69%</u>

(1) Based upon Assessed Valuation of \$284,515,957 as certified by the Assessor on March 1, 2020 and proposed Tax Rate of \$220.30 per \$1,000 of assessed value.

(2) Based upon projected 2020-21 debt payments less projected debt service fund balance at June 30, 2021.

**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		
2020-21	\$ 222.30 <sup>(3)</sup>	N/A <sup>(4)</sup>	\$122.08	\$ 16.51 <sup>(1)</sup> 21.60 <sup>(2)</sup>	\$ 9.59	\$148.18 153.27	N/A <sup>(4)</sup> N/A <sup>(4)</sup>
2019-20	217.07	\$ 672.66	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

- (1) Bronx Valley District
- (2) Mamaroneck District
- (3) Proposed
- (4) Not available

Office of State Comptroller Tax Levy Cap Reporting Form	
Proposed Budget Fiscal Year Ended June 30, 2021	
Prepared March 1, 2020	
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	\$ 61,436,820
b. BID special assessment levies current fiscal year	700,000
Total taxes levied current fiscal year	62,136,820
2. Less total reserve amount (including interest earned) from current fiscal year	-
	62,136,820
3. Tax Base Growth Factor	1.0129
	62,938,385
4. Add PILOTS receivable current fiscal year	1,322,948
	64,261,333
Allowable levy growth factor (2% or rate of inflation, whichever is less)	1.0181
	65,424,463
5. Less PILOTS receivable forthcoming fiscal year	(1,039,602)
7. Plus available carryover from current fiscal year	912,116
<b>Total Levy Limit (Cap) Before Adjustments and Exclusions</b>	<b>65,296,977</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>65,296,977</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>\$ 65,296,977</b>
Real property tax levy	\$ 63,247,897
BID special assessments	700,000
Total Real Property Tax Levy	\$ 63,947,897
<b>Difference Between Tax Levy Limit and Tax Levy</b>	<b>\$ 1,349,080</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	\$ 62,136,820
Tax levy limit forthcoming fiscal year	65,296,977
Additional tax levy amount available within tax limit in forthcoming year	\$ 3,160,157
Tax levy forthcoming year as percentage increase over current year tax levy	5.09%

**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>
2020-21	\$ 115,864,367	\$ 65,625,893	\$ 103,025,697	\$ 284,515,957	2.65%	\$ 10,736,451,208	\$ 214,975,892	2.0 %
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	15.9
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

(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	Number of Permits	
2018-19	1	2,661	\$ 744,000	13	574	\$ 106,420,804	1,803	\$ 96,816,283		\$ 203,981,087
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

\* Source - City of White Plains Building Department

**CITY OF WHITE PLAINS  
QUARTERLY SALES TAX RECEIPTS**

Month	2014-2015		2015-2016		2016-2017		2017-2018		2018-19		2019-20		Variance Over / Under 18-19
	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		Variance Over / Under 18-19		
July	\$ 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%	\$ 3,495,587	-6.7%	
August	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%	3,528,241	0.8%	
September	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%	4,803,662	28.3%	
	<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>	<b>11,827,510</b>	<b>7.6%</b>	
October	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%	3,608,318	-0.9%	
November	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%	3,578,341	-0.6%	
December	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%	5,247,193	28.7%	
	<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>	<b>12,433,852</b>	<b>9.9%</b>	
January	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%	4,575,641	11.8%	
February	3,490,294	-3.5%	3,422,693	-1.9%	3,220,221	-5.9%	3,505,117	8.8%	3,331,635	-4.9%			
March	3,778,152	0.9%	3,927,965	4.0%	3,739,130	-4.8%	3,611,822	-3.4%	4,133,375	14.4%			
	<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>	<b>11,559,126</b>	<b>2.9%</b>			
April	3,643,624	3.8%	3,506,633	-3.8%	3,169,010	-9.6%	3,380,702	6.7%	3,334,283	-1.4%			
May	3,698,478	6.4%	3,315,192	-10.4%	3,327,847	0.4%	3,316,835	-0.3%	3,358,753	1.3%			
June	3,831,237	-21.0%	3,996,972	4.3%	3,871,026	-3.2%	4,187,795	8.2%	4,542,618	8.5%			
	<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>11,235,654</b>	<b>3.2%</b>			
<b>Total - Unrestricted</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>-1.0%</b>	<b>\$ 45,069,015</b>	<b>1.6%</b>	<b>\$ 45,103,981</b>	<b>0.1%</b>	<b>\$ 28,837,003</b>		
<b>Restricted-Tax Stabilization</b>	<b>\$ 5,097,259</b>		<b>\$ 4,979,155</b>		<b>\$ 4,931,035</b>		<b>\$ 5,007,666</b>		<b>\$ 5,011,553</b>		<b>\$ 3,204,111</b>		
									<b>\$ 26,403,317</b>		<b>\$ 28,837,003</b>	<b>9.2%</b>	

SEVEN MONTHS YEAR TO DATE:

Effective June 1, 2010, the City's portion of the sales tax rate was amended to 2.50% of which .25% is dedicated to the City's Tax Stabilization Account: total City sales tax rate is 8.375%.

**CITY OF WHITE PLAINS  
SCHEDULE OF PROPERTY TAX LEVIES AND  
COLLECTIONS LAST TEN FISCAL YEARS <sup>(1)</sup>**

<b>Fiscal Year</b>	<b>Property Tax Levy</b>	<b>Collected within the Fiscal Year of the Levy</b>		<b>Collections in Subsequent Years <sup>(2)</sup></b>	<b>Total Collections to Date</b>	
		<b>Amount Collected</b>	<b>Percent of Levy</b>		<b>Amount Collected</b>	<b>Percent of Levy</b>
2018-19	\$ 59,844,743	\$ 59,521,700	99.46%	\$ -	\$ 59,521,700	99.46%
2017-18	57,844,321	57,594,024	99.57%	164,929	57,758,953	99.85%
2016-17	55,648,820	55,336,066	99.44%	273,699	55,609,765	99.93%
2015-16	55,616,023	55,317,834	99.46%	247,351	55,565,185	99.91%
2014-15	54,326,680	54,060,085	99.51%	246,562	54,306,647	99.96%
2013-14	53,253,982	52,945,567	99.42%	300,750	53,246,317	99.99%
2012-13	50,834,785	50,539,754	99.42%	287,601	50,827,355	99.99%
2011-12	48,985,900	48,560,717	99.13%	419,351	48,980,068	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%

(1) Source - City of White Plains Comprehensive Annual Financial Report for the Fiscal Year July 1, 2018 - June 30, 2019.

(2) Collections in subsequent years are through June 30, 2019.

**CITY OF WHITE PLAINS, NEW YORK**  
**CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS**  
**LAST FOUR FISCAL YEARS <sup>(1)</sup>**

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
<b>REVENUES</b>				
Taxes and related items	\$ 114,221,546	\$ 113,247,436	\$ 111,188,521	\$ 111,536,636
Intergovernmental	12,381,817	12,357,554	11,239,851	11,160,632
Charges for services	23,355,763	22,705,625	22,371,009	21,303,419
Licenses and permits	9,420,518	7,669,623	7,654,549	7,644,860
Fines and forfeitures	9,075,717	8,240,855	8,177,026	8,255,126
Interest	1,357,919	596,965	253,422	126,640
Fees and program income	5,418,931	5,594,141	5,753,812	5,629,437
Miscellaneous	6,032,208	3,968,642	5,378,294	3,890,769
Total Revenues	<u>181,264,419</u>	<u>174,380,841</u>	<u>172,016,484</u>	<u>169,547,519</u>
<b>EXPENDITURES</b>				
Current:				
Council and Boards	459,860	574,570	560,528	569,199
General Government	33,819,686	32,792,362	30,837,661	31,650,692
Public Works	29,353,669	29,268,960	28,802,676	28,135,313
Parking	12,730,844	12,314,804	12,627,381	12,632,557
Public Safety	64,971,500	65,136,646	64,171,280	62,001,056
Community Services	20,593,616	20,172,379	19,771,689	19,635,018
Debt Service:				
Principal	10,512,844	9,739,538	9,231,948	8,800,004
Interest and fiscal charges	3,837,379	4,033,851	3,833,912	4,019,795
Refunding bond issuance costs	-	-	195,964	67,078
Capital Outlay	12,668,810	13,865,592	10,852,437	11,604,210
Total Expenditures	<u>188,948,208</u>	<u>187,898,702</u>	<u>180,885,476</u>	<u>179,114,922</u>
Excess (Deficiency) of Revenues over Expenditures	<u>(7,683,789)</u>	<u>(13,517,861)</u>	<u>(8,868,992)</u>	<u>(9,567,403)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Energy performance contract debt issued	-	3,217,627	-	-
Bonds issued	13,281,350	-	13,001,550	9,223,250
Refunding bonds issued	-	-	23,546,715	5,892,018
Issuance premium	1,363,179	-	1,427,508	1,650,566
Payment to refunded bond escrow agent	-	-	(24,354,377)	(6,602,423)
Transfers in	13,354,916	13,007,448	11,939,792	11,753,426
Transfers out	(13,354,916)	(13,007,448)	(11,939,792)	(11,753,426)
Total Other Financing Sources (Uses)	<u>14,644,529</u>	<u>3,217,627</u>	<u>13,621,396</u>	<u>10,163,411</u>
Net Change in Fund Balances	<u>\$ 6,960,740</u>	<u>\$ (10,300,234)</u>	<u>\$ 4,752,404</u>	<u>\$ 596,008</u>
Debt Service as a percentage of noncapital expenditures	<u>8.07%</u>	<u>7.89%</u>	<u>7.69%</u>	<u>7.68%</u>

(1) Source - City of White Plains Comprehensive Annual Financial Report for the Fiscal Year July 1, 2018 - June 30, 2019.

**CITY OF WHITE PLAINS  
FULL TIME SALARY SCHEDULES**

CATEGORY	SALARY as of 6/30/20
<b>Elected Officials</b>	
Mayor	\$ 159,000
Common Council Member (President's Stipend)	38,971
Common Council Member	36,471
<hr/>	
<b>Appointed Officials</b>	
Assessor	\$ 147,416
Budget Director	164,000
Deputy Budget Director	0
Commissioner of Building	164,144
Deputy Commissioner of Building	147,186
City Clerk	117,201
Deputy City Clerk	95,000
Corporation Counsel	215,000
Chief Deputy Corporation Counsel	0
Deputy Corporation Counsel	177,735
Chief of Staff	0
Commissioner of Finance	167,280
Deputy Commissioner of Finance	150,238
Chief Information Officer	150,866
Library Director	163,621
Personnel Officer	172,821
Deputy Personnel Officer	106,014
Physician	57,398
Commissioner of Parking	170,626
Deputy Commissioner of Parking I	139,992
Deputy Commissioner of Parking II	149,716
Commissioner of Planning	159,400
Deputy Commissioner of Planning	141,143
Commissioner of Public Safety	203,000
Deputy Commissioner of Public Safety	192,500
Commissioner of Public Works	188,504
Deputy Commissioner of Public Works	154,000
Commissioner of Purchase	135,392
Commissioner of Recreation & Parks	159,439
Deputy Commissioner of Recreation & Parks	140,000
Director of Youth Bureau	142,711

**CITY OF WHITE PLAINS  
FULL TIME SALARY SCHEDULES**

CATEGORY/ BARGAINING UNIT	GRADE	MINIMUM	MAXIMUM	
<b>Managerial/ Confidential and MC7A</b>	6	\$ 46,940	\$ 61,040	
	7	49,159	63,927	
	8	51,811	77,282	
	9	55,439	82,634	
	10	59,320	88,912	
	11	63,471	94,662	
	12	67,913	102,378	
	13	72,669	110,200	
	14	77,755	117,690	
	15	83,197	125,223	
	16	89,021	132,958	
	17	95,253	144,702	
	18	103,826	156,341	
	19	113,170	168,414	
	20	132,606	181,645	
		Fire Chief	192,327	
		Police Chief	192,327	
		Asst. Police Chief	176,067	
	<b>CSEA, CS7A and CS8A</b>	1	\$ 37,284	\$ 55,071
		2	38,816	57,320
3		41,419	60,174	
4		42,513	62,961	
5		44,457	65,965	
6		45,633	68,342	
7		47,783	71,913	
7A		48,821	73,052	
8		50,367	75,924	
8Q		45,633	77,355	
9		53,409	81,177	
10		57,761	87,355	
11		61,420	93,002	
12		65,966	100,594	
13		70,542	108,271	
14		75,223	123,031	
15		79,954	126,834	
16		84,599	130,639	
17		92,689	142,172	
18		101,177	153,615	
19	109,457	165,481		
20	117,599	178,485		
	School Crossing Guard	14,560	14,992	
<b>PBA and PBA1</b>	Police Officer	\$ 53,708	\$ 105,175	
	Sergeant	119,944	125,092	
	Lieutenant	137,936	143,803	
	Captain	158,626	165,321	
<b>PFFA and FIRA</b>	Fire Fighter	\$ 53,178	\$ 103,909	
	Lieutenant	118,495	123,585	
<b>PFFA Deputies</b>	Deputy Chief	\$ 56,708	\$ 163,326	
<b>Teamsters and TEA1</b>	Sanitation Worker	\$ 42,966	\$ 72,752	
	Sanitation Driver	71,296	78,233	
	Sanitation Leader	79,177	87,713	

**CITY OF WHITE PLAINS  
FULL TIME PERSONNEL SUMMARY**

DEPARTMENT	2016-17 ADOPTED BUDGET	2017-18 ADOPTED BUDGET	2018-19 ADOPTED BUDGET	2019-20 ADOPTED BUDGET	2020-21 PROPOSED BUDGET
<b>GENERAL FUND:</b>					
<b>Council and Boards:</b>					
Common Council	6	6	6	6	6
Zoning Board of Appeals	1	1	0	0	0
<b>S/T</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>6</b>
<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	17	17	17	17
Information Technology	7	7	7	7	7
Budget Department	4	4	4	4	4
Purchase Department	5	5	4	5	5
Planning Department	7	7	7	7	7
Building Department	21	21	23	23	23
Personnel Department	4	4	4	5	5
<b>S/T</b>	<b>91</b>	<b>92</b>	<b>93</b>	<b>95</b>	<b>95</b>
<b>Public Works:</b>					
Bureau of Administration	10	10	10	10	10
Bureau of Engineering	17	17	17	17	17
Bureau of Building Maintenance	19	19	19	19	19
Bureau of Garage and Shop	21	20	20	20	20
Bureau of Storm Water	2	2	2	2	2
Bureau of Highways	70	70	70	70	70
Bureau of Sanitation	63	62	62	60	60
<b>S/T</b>	<b>202</b>	<b>200</b>	<b>200</b>	<b>198</b>	<b>198</b>
<b>Public Safety:</b>					
Public Safety Administration	5	5	5	5	5
Fire Department	151	151	151	151	154
Police Department	228	228	228	228	233
<b>S/T</b>	<b>384</b>	<b>384</b>	<b>384</b>	<b>384</b>	<b>392</b>
<b>Community Services:</b>					
Recreation & Parks	15	14	14	14	14
Youth Bureau	13	13	13	13	13
<b>S/T</b>	<b>28</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>
<b>Parking Department:</b>					
Administration	9	8	8	7	7
Lots/Garages	46	46	46	46	46
Enforcement/Violations	39	38	38	38	38
Traffic Maintenance	6	6	6	6	6
<b>S/T</b>	<b>100</b>	<b>98</b>	<b>98</b>	<b>97</b>	<b>97</b>
<b>TOTAL GENERAL FUND</b>	<b>812</b>	<b>807</b>	<b>808</b>	<b>807</b>	<b>815</b>
<b>Library Fund</b>	<b>37</b>	<b>36</b>	<b>36</b>	<b>35</b>	<b>35</b>
<b>Self Insurance Fund</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Sewer Rent Fund</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Water Fund</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>
<b>TOTAL AUTHORIZED PERSONNEL</b>	<b>887</b>	<b>880</b>	<b>881</b>	<b>879</b>	<b>887</b>

**CITY OF WHITE PLAINS  
SUMMARY ANALYSIS OF STAFFING  
FISCAL YEAR 2020-2021  
PROPOSED BUDGET vs. PRIOR FISCAL YEARS**

**TOTAL STAFFING**

	AUTH.	FILL	VAC.	% VAC.
Proposed Budget	887	848	39	4.4%
12/31/19	879	830	49	5.6%
06/30/19	881	797	84	9.5%
06/30/18	881	803	78	8.9%
06/30/17	887	811	76	8.6%
06/30/16	887	827	60	6.8%

**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	815	781	35	32	7	7	29	28	1	0
12/31/19	807	764	35	31	7	7	29	28	1	0
06/30/19	808	732	36	30	7	7	29	28	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

**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	181	18	234	219	15	392	390	2	62	58	4
12/31/19	199	175	24	234	216	18	384	382	2	62	57	5
06/30/19	198	172	26	236	215	21	384	357	27	63	53	10
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

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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			Total	% of Total
					Overtime	Part-time	Other <sup>(1)</sup>		
2020-21 (Proposed)	\$ 80,931,885	4.2%	\$ 73,024,795	90.2%	\$ 5,241,631	\$ 2,510,910	\$ 154,549	\$ 7,907,090	9.8%
2019-20 (12/31/19)	77,691,384	4.4%	69,524,810	89.5%	5,556,884	2,382,353	227,337	8,166,574	10.5%
2018-19	74,441,233	-0.8%	67,342,495	90.5%	4,610,555	2,266,122	222,061	7,098,738	9.5%
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%

(1) Includes 207-A Payments and Pensioners Payments.

**SUMMARY OF NEGOTIATED WAGE SETTLEMENTS**

F/Y	CSEA	Police	Fire	Teamsters
2020-21	3.00%	3.00%	3.00%	3.00%
2019-20	3.00%	3.00%	3.00%	3.00%
2018-19	1.25%	1.25%	0.25%	1.25%
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%

**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, 2021 (estimate)	\$ 1,093.73	6.0%	\$ 2,530.83	6.0%
January 1, 2020	1,031.82	-1.1%	2,387.58	-1.0%
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%

\* 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>
2021 (estimate)	6.20%	\$140,100
	1.45%	No Limit
2020	6.2%	\$137,700
	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

**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>				
3/31/20	580	\$ 38,912,291	\$ 5,673,510	14.58 %
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>				
3/31/20	335	\$ 39,126,458	\$ 8,684,529	22.20 %
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

(1) Estimated by the New York State Retirement Systems.

**CITY OF WHITE PLAINS**  
**COMMUNITY DEVELOPMENT EXPENDITURES BY PROGRAM YEAR AND CATEGORY**  
**AS OF 6/30/19**

<b>Program Description</b>	<b>Program Years</b>				<b>Totals</b>
	<b>1982-83 Thru 2015-16*</b>	<b>Program Year 2016-17</b>	<b>Program Year 2017-18</b>	<b>Program Year 2018-19</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	414,397	-	185,000	108,491	707,888
• 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	9,768,841	-	185,000	108,491	10,062,332
<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>	25,113,962	373,346	488,666	368,387	26,344,361
<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	1,262,508	20,948	21,665	21,121	1,326,242
• YMCA/YWCA Programs	169,057	-	4,000	4,300	177,357
• Meals on Wheels	697,965	14,000	16,667	12,480	741,112
• Sr. Personnel Employment	75,500	-	-	-	75,500
• Thomas H. Slater Center	1,078,489	16,900	17,667	17,496	1,130,552
• Ecumenical Food Pantry	400,128	20,000	19,667	20,480	460,275
• White Plains Housing Info. Services	632,041	12,000	13,667	9,137	666,845
• Impact Academy	17,932	-	-	-	17,932
• Westco/Slater Center	176,401	-	-	-	176,401
• Center for Learning	88,668	-	-	-	88,668
• Westchester Legal Services	139,432	6,000	9,000	5,368	159,800
• Grace Church Community Center	367,104	21,492	26,667	8,448	423,711
• After School Scholarships	424,881	20,000	20,000	25,600	490,481
• Camp Scholarships	839,133	55,000	55,000	70,400	1,019,533
• Programs for Developmentally Disabled	177,857	10,000	10,000	9,600	207,457
• Performing Arts Center	110,000	-	-	-	110,000
• Other	1,346,125	46,770	15,988	4,576	1,413,459
S/T	9,884,035	243,110	229,988	209,006	10,566,139
<u>Completion of Urban Renewal Projects</u>	3,480,848	-	-	-	3,480,848
<u>Code Enforcement</u>	4,636,659	126,543	146,907	148,459	5,058,568
<u>Planning &amp; Management Development</u>	882,732	-	-	-	882,732
<u>Administration:</u>					
• General	5,795,283	142,186	131,157	140,382	6,209,008
• 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>\$ 75,530,382</b>	<b>\$ 885,185</b>	<b>\$ 1,181,718</b>	<b>\$ 974,725</b>	<b>\$ 78,572,010</b>

\*Includes 1983-84 Jobs Bill

Note: The FY 2020-21 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, 2019**

	<u>Central Renewal Project</u>	<u>Main</u>	
	<u>Federal</u>	<u>Mamaroneck</u>	
	<u>NY R-37</u>	<u>WPUR-13</u>	<u>TOTAL</u>
<b>Revenues:</b>			
Miscellaneous:			
Rent	\$ 27,049	\$ -	\$ 27,049
Refund Prior Year Expenditures	-	-	-
Interest	6,303	4	6,307
<b>Total Revenues</b>	<u><b>33,352</b></u>	<u><b>4</b></u>	<u><b>33,356</b></u>
<b>Expenditures:</b>			
Community Services:			
Direct Costs	34,848	-	34,848
<b>Total Expenditures</b>	<u><b>34,848</b></u>	<u><b>-</b></u>	<u><b>34,848</b></u>
Excess of Revenues Over Expenditures	(1,496)	4	(1,492)
Fund Balance-Beginning of Year	<u>325,399</u>	<u>223</u>	<u>325,622</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u><b>\$ 323,903</b></u>	<u><b>\$ 227</b></u>	<u><b>\$ 324,130</b></u>

<sup>(1)</sup> Source - City of White Plains Comprehensive Annual Financial Report for the Fiscal Year July 1, 2018 - June 30, 2019

**Note:** The FY 2020-2021 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 19-20 Grant 12/31/19</u>	<u>FY 19-20 Actual 12/31/19</u>	<u>FY 20-21 Planned Grants</u>
<b>REVENUES:</b>			
Grants:			
Friends of Youth Bureau	\$ 110,000	\$ -	\$ 110,000
Great Potential	11,500	-	11,500
Higher Aims Program	40,000	-	40,000
OASAS	88,276	40,752	190,095
STEM - Summer camp	27,222	12,842	12,842
Summer Jobs Express Program	5,000	2,833	5,000
TANFS Summer Employment	44,357	-	44,357
TENNIS	5,680	5,680	-
TWA19	7,880	-	24,000
Twenty First Century	779,403	155,880	779,403
US Dept. of Health & Human Services	35,680	35,492	31,000
West Community Foundation	39,920	9,920	-
Westchester County Invest-in-Kids	81,518	28,719	138,000
Work Force Investment Act	192,110	-	189,000
<b>Total Revenues</b>	<u>\$ 1,468,546</u>	<u>\$ 292,118</u>	<u>\$ 1,575,197</u>
<b>EXPENDITURES:</b>			
Grants:			
Friends of Youth Bureau	\$ 110,000	\$ 14,213	\$ 110,000
Great Potential	11,500	3,141	11,500
Higher Aims Program	40,000	10,070	40,000
OASAS	88,276	89,437	190,095
STEM - Summer camp	27,222	14,418	12,842
Summer Jobs Express Program	5,000	-	5,000
TANFS Summer Employment	44,357	44,357	44,357
TENNIS	5,680	-	-
TWA19	7,880	1,619	24,000
Twenty First Century	779,403	205,465	779,403
US Dept. of Health & Human Services	35,680	35,492	31,000
West Community Foundation	39,920	9,920	-
Westchester County Invest-in-Kids	81,518	76,741	138,000
Work Force Investment Act	192,110	35,459	189,000
<b>Total Expenditures</b>	<u>\$ 1,468,546</u>	<u>\$ 540,332</u>	<u>\$ 1,575,197</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, 2020 - JUNE 30, 2021<sup>(1)</sup>**

	<u>OPERATING BUDGET</u>	<u>TCAP CAPITAL</u>	<u>TOTAL CABLE TV FUND</u>
<b>REVENUES:</b>			
Licenses:			
Franchise Fee	\$ 422,500	\$ -	\$ 422,500
PEG Grant	28,000	217,000	245,000
Appropriated Fund Balance	<u>64,362</u>	<u>-</u>	<u>64,362</u>
<b>TOTAL</b>	<u><u>\$ 514,862</u></u>	<u><u>\$ 217,000</u></u>	<u><u>\$ 731,862</u></u>
 <b>EXPENDITURES:</b>			
Salaries & Wages	\$ 314,470	\$ -	\$ 314,470
Employee Benefits	150,802	-	150,802
Materials & Supplies	5,075	-	5,075
Direct Costs	32,699	-	32,699
Equipment-Studio	-	32,500	32,500
Equipment-Other	-	-	-
Reserve for Financing	<u>11,816</u>	<u>184,500</u>	<u>196,316</u>
<b>TOTAL</b>	<u><u>\$ 514,862</u></u>	<u><u>\$ 217,000</u></u>	<u><u>\$ 731,862</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 18-19 Actual</u>	<u>FY 19-20 Revised Budget 12/31/19</u>	<u>FY 19-20 Exp/Oblig 12/31/19</u>	<u>Projected Actuals 06/30/20</u>
<b>Revenues &amp; Other Sources:</b>				
Licenses:				
Franchise Fee	\$ 439,415	\$ 150,000	\$ 266,605	\$ 422,500
PEG Grant	510,158	480,000	150,000	245,000
Miscellaneous:				
CTV Productions	80	-	-	-
Other	-	-	-	-
Interest Income	9,076	-	4,116	7,850
Appropriated Fund Balance	-	67,298	-	-
<b>TOTAL</b>	<u>958,729</u>	<u>\$ 697,298</u>	<u>\$ 420,721</u>	<u>675,350</u>
<b>Expenditures &amp; Other Uses:</b>				
Salaries & Wages	291,789	\$ 303,494	150,488	300,534
Employee Benefits	134,823	140,692	71,990	138,316
Materials & Supplies	17,643	12,275	5,340	15,850
Direct Costs	72,278	83,836	35,218	67,397
Equipment-TV Studio	3,557	85,000	2,065	85,000
Equipment-Other	17,697	42,000	7,450	38,000
Transfer to Capital Projects	500,000	-	-	-
Reserve for Financing	-	30,001	-	-
<b>TOTAL</b>	<u>1,037,787</u>	<u>\$ 697,298</u>	<u>\$ 272,551</u>	<u>645,097</u>
<b>Excess of Revenues &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	(79,058)			30,253
Fund Balance - Beginning of Year	<u>553,631</u>			<u>474,573</u>
<b>Fund Balance - End of Year</b>	<u>\$ 474,573</u> *			<u>\$ 504,826</u> *
<b>* Fund Balance Components:</b>				
Operating Fund Balance	\$ 83,522			\$ 64,525
TCAP Capital Fund Balance	391,051			440,301
	<u>\$ 474,573</u>			<u>\$ 504,826</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 ¼ % 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 ½ %.

**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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