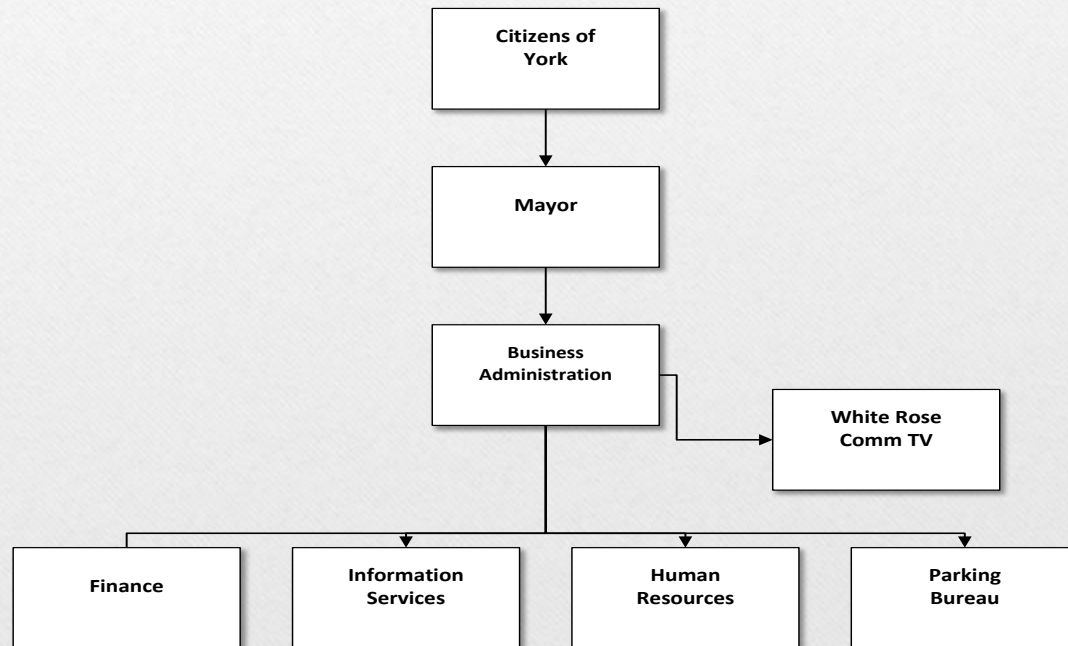




2014 BUDGET

DEPARTMENT OF BUSINESS ADMINISTRATION



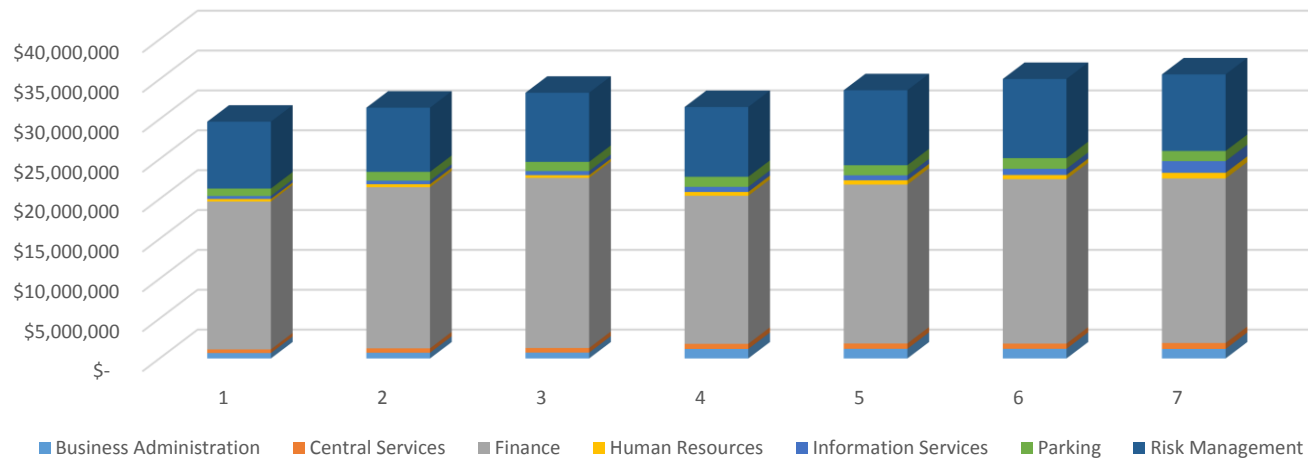
Business Administration Departments & Budgets

- Office of the Business Administrator
- White Rose Community Television
- Office of Human Resources
- Risk Management Budget
- Bureau of Finance
- Central Services Budget
- Bureau of Information Services
- Parking Bureau

Business Administration

Historical Expenses

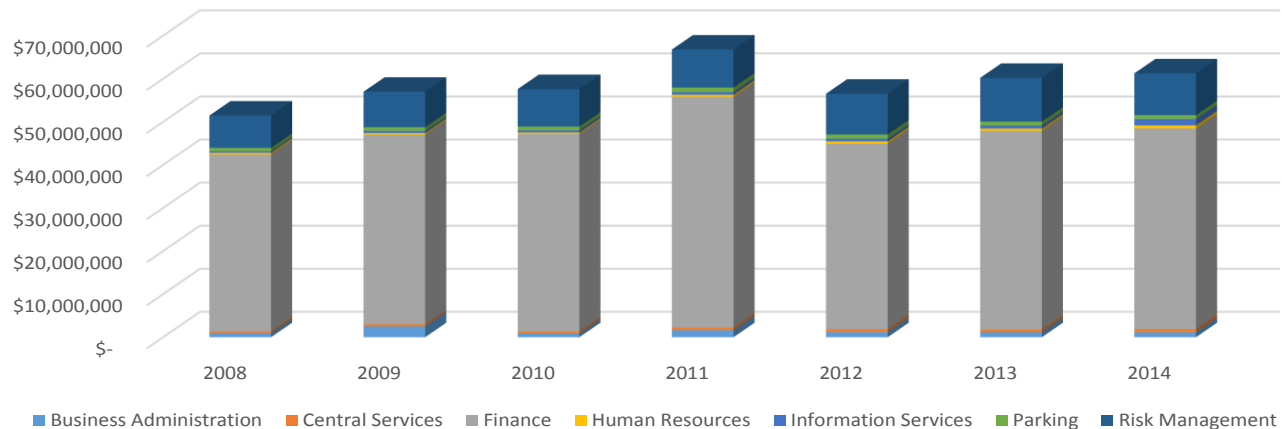
	2008	2009	2010	2011	2012	2013	2014
Business Administration	\$ 683,192	\$ 719,028	\$ 737,122	\$ 1,193,323	\$ 1,211,695	\$ 1,211,810	\$ 1,193,907
Central Services	448,888	548,144	576,549	643,815	668,335	653,653	746,171
Finance	18,552,412	20,209,531	21,332,997	18,566,265	19,928,573	20,625,773	20,634,743
Human Resources	317,645	377,048	343,276	477,593	538,991	515,439	708,824
Information Services	371,137	443,343	516,282	645,283	627,833	778,953	1,465,896
Parking	937,753	1,108,014	1,153,657	1,257,464	1,261,560	1,343,906	1,276,808
Risk Management	8,386,016	8,045,400	8,665,500	8,750,500	9,405,500	9,924,800	9,600,500
	\$ 29,697,043	\$ 31,450,508	\$ 33,325,383	\$ 31,534,243	\$ 33,642,487	\$ 35,054,334	\$ 35,626,849



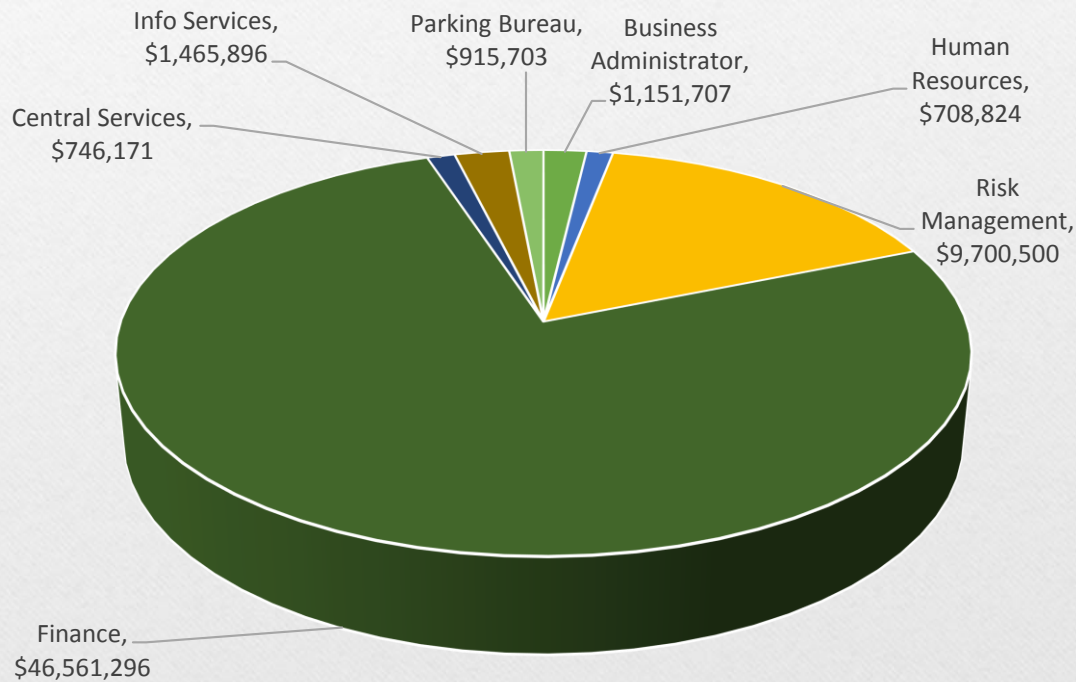
Business Administration

Historical Revenue

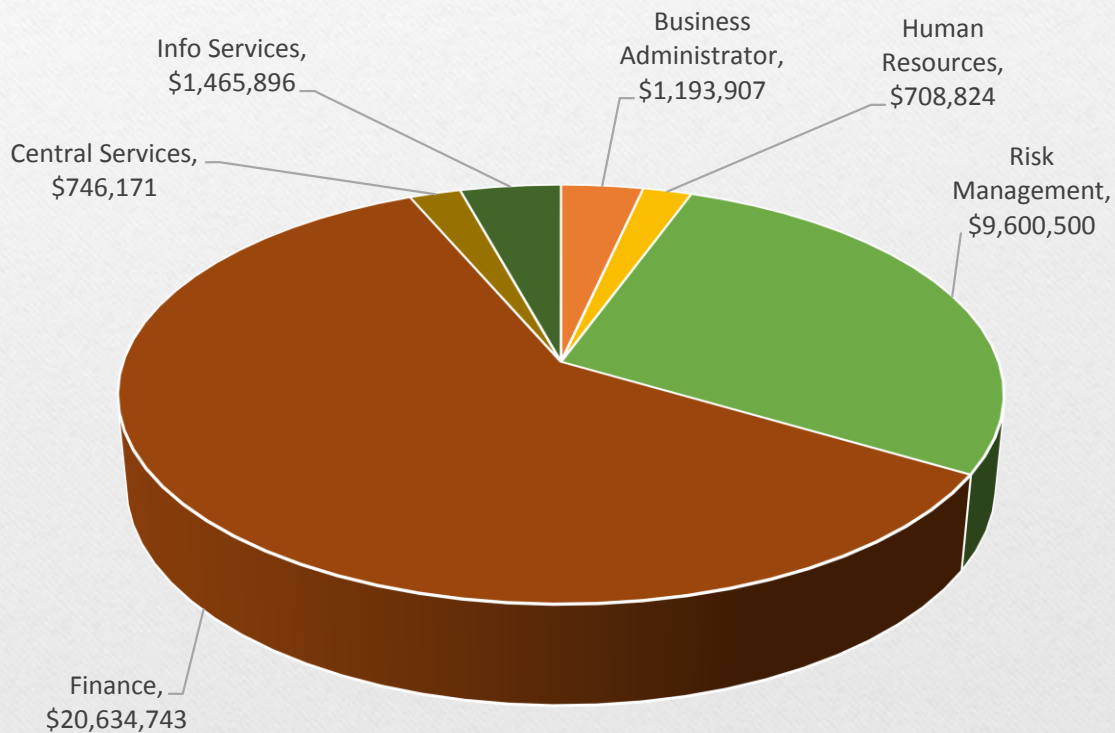
	2008	2009	2010	2011	2012	2013	2014
Business Administration	\$ 922,747	\$ 2,507,546	\$ 821,489	\$ 1,629,697	\$ 1,184,144	\$ 1,167,200	\$ 1,151,707
Central Services	445,158	482,514	481,144	627,335	667,597	633,018	746,171
Finance	41,046,030	44,016,208	45,869,290	53,544,034	43,078,943	46,100,822	46,561,296
Human Resources	384,194	376,477	327,171	476,125	538,092	514,506	708,824
Information Services	377,578	509,843	516,282	645,283	627,833	728,952	1,465,896
Parking	766,259	856,114	876,334	1,033,736	959,620	903,012	915,703
Risk Management	7,507,059	8,236,701	8,700,941	8,821,514	9,471,945	10,153,224	9,700,500
	\$51,449,024	\$56,985,402	\$57,592,650	\$66,777,724	\$56,528,173	\$60,200,734	\$ 51,549,597



2014 B.A. Revenue by Department



2014 B. A. Expenses by Department

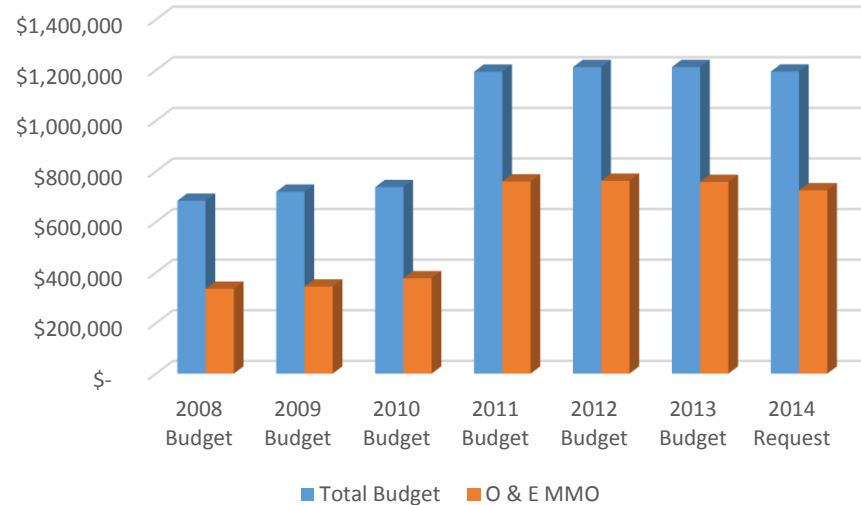


Business Administration

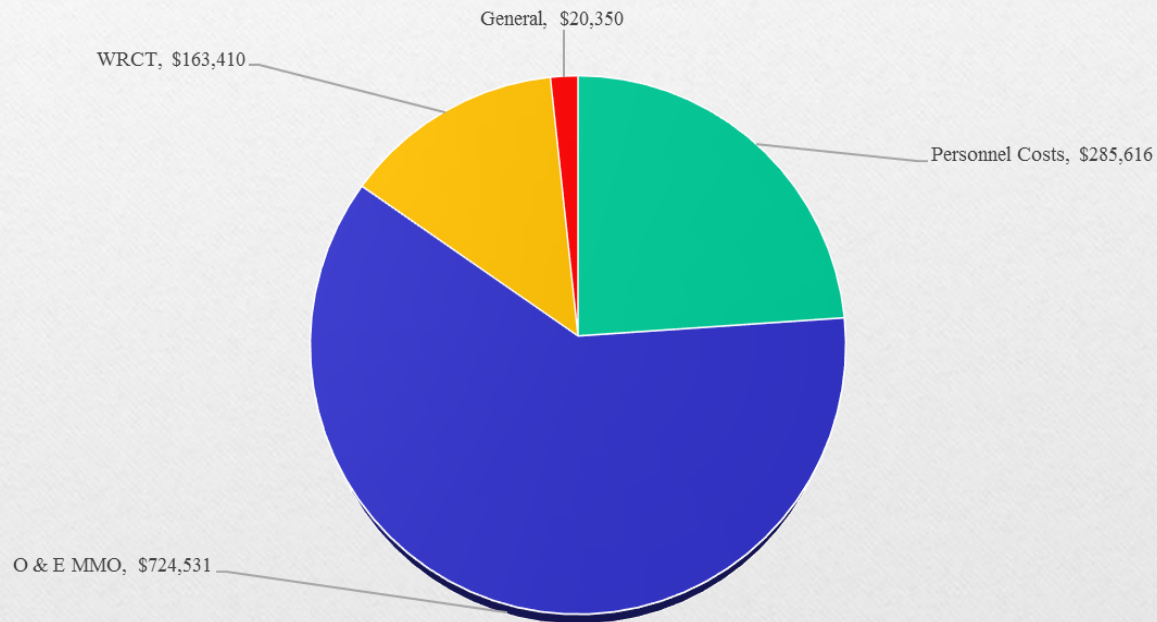
- The Business Administrator is the Chief Administrative Officer of the City.
- The B. A. budget totals
 - \$1,193,907
 - General Fund \$ 58,791
 - WRCT \$ 163,410
 - Internal Services \$ 971,707
- The O & E Pension contribution of \$724,531 is paid from this budget.
- The remainder covers salaries for the Asst. Business Administrator and Grant Coordinator along with 65% of the salaries for the Business Administrator and Administrative Assistant.

Office of Business Administrator

	Total Budget	O & E MMO
2008 Budget	\$ 683,192	335,270
2009 Budget	\$ 719,028	344,088
2010 Budget	\$ 737,122	376,684
2011 Budget	\$ 1,193,323	759,447
2012 Budget	\$ 1,211,695	762,020
2013 Budget	\$ 1,211,810	757,667
2014 Request	\$ 1,193,907	724,531



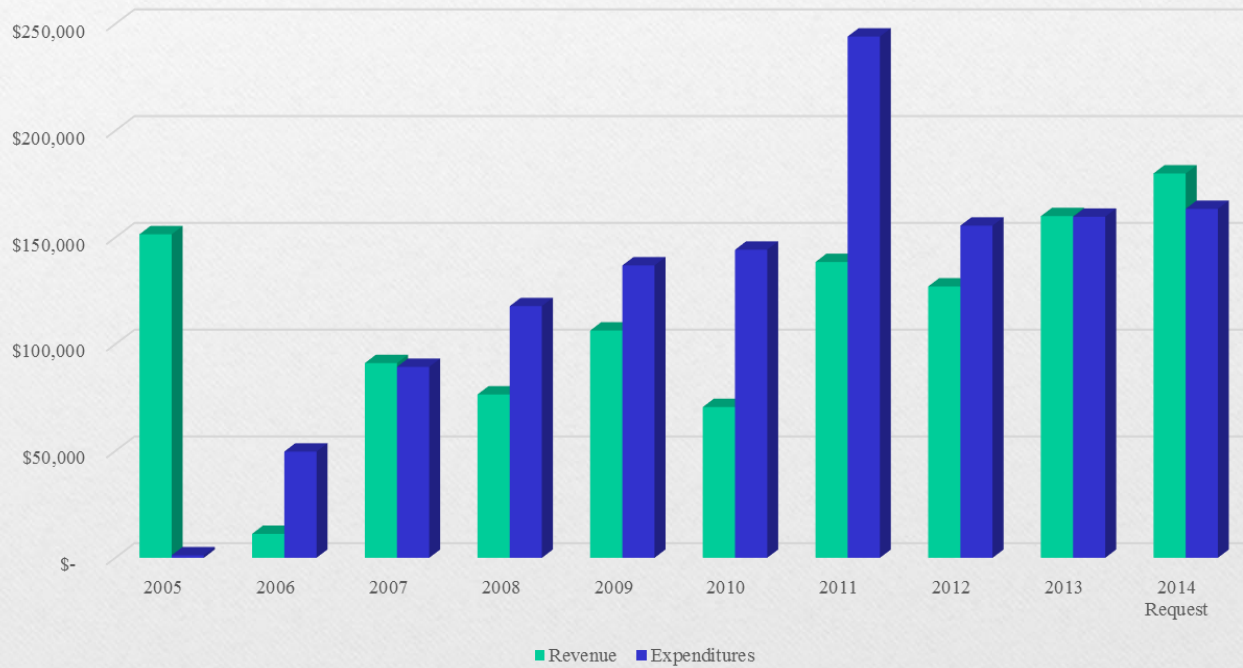
2014 BA Office Budget by Category



White Rose Community Television

- a Regional Public, Education and Government (PEG) Cable Television Access System that reaches over 100,000 households in 55 of York County's 72 municipalities on the Comcast Cable TV System.
- Historically channel 16 reaches 55,000 subscribers in the greater York Area with approximately 4,000 households located in the City of York.
- In 2006, channel 18 was added to the cable line up. Channel 18's footprint includes the greater York area and added an additional 45,000 subscribers reached into the Hanover area.
- Households that have satellite service are encouraged to watch our programming on the Internet via www.wrct.tv

WRCT Annual Budgets



Human Resources

- The budget for Human Resources is entirely paid from Internal Services and totals **\$708,824.**
- The salaries for the Deputy Administrator, H.R. Benefit Specialist, H.R. Generalist and Administrative Assistant along with arbitration costs, employee benefit audit and advertising are contained in the Human Resources budget.
- 2014 New Position Request: Administrative Assistant

All aspects of employee relations are handled by Human Resources including:

- Training
- Civil Service
- Labor Relations, Employee Orientations, Discipline & Discharge
- Safety Program
- Compensation
- Compliance w/ State & Federal Laws & Regulations, e.g. FLSA, OSHA & EEOC
- Risk Management with City's Liability
- Administer Employee Benefits
- Recruitment & Retention

Human Resources

New Position Duties

Human Resources Administration, scheduling meetings & training, receptionist, etc., Civil Service

Financial activity, pay bills, reconciliation for voluntary benefits

Employee file maintenance, HR application maintenance

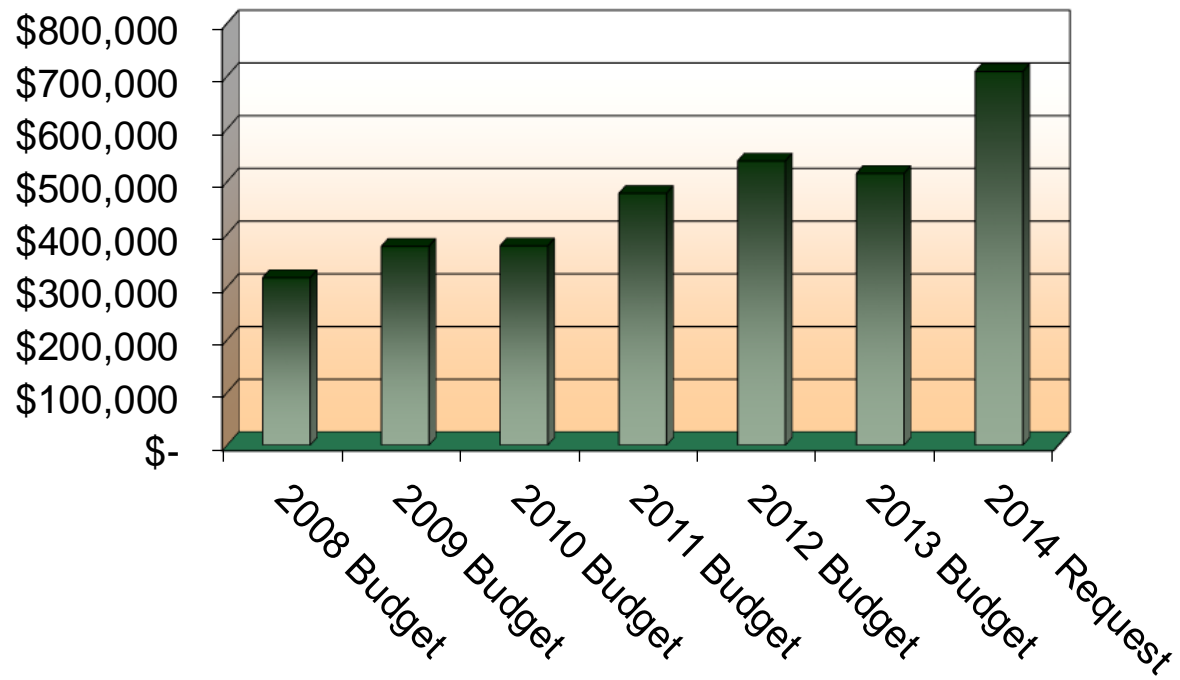
Medicare Part B payments Police Retirees

Retiree billings

Share Point administration

Human Resources

2008 Budget	\$	317,645
2009 Budget	\$	377,048
2010 Budget	\$	378,276
2011 Budget	\$	477,593
2012 Budget	\$	538,991
2013 Budget	\$	515,439
2014 Request	\$	708,824



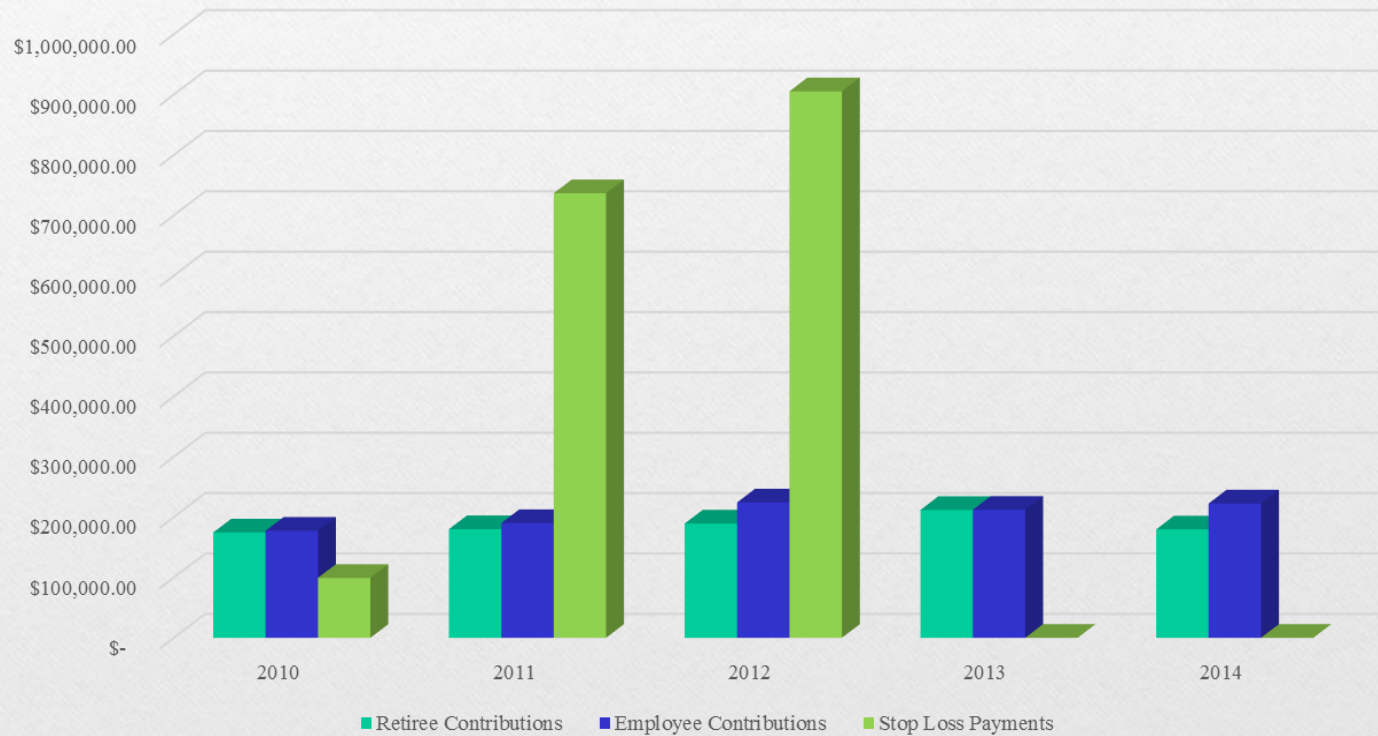
Risk Management

Risk Management is the largest component of Business Administration budget totaling

\$9,600,500

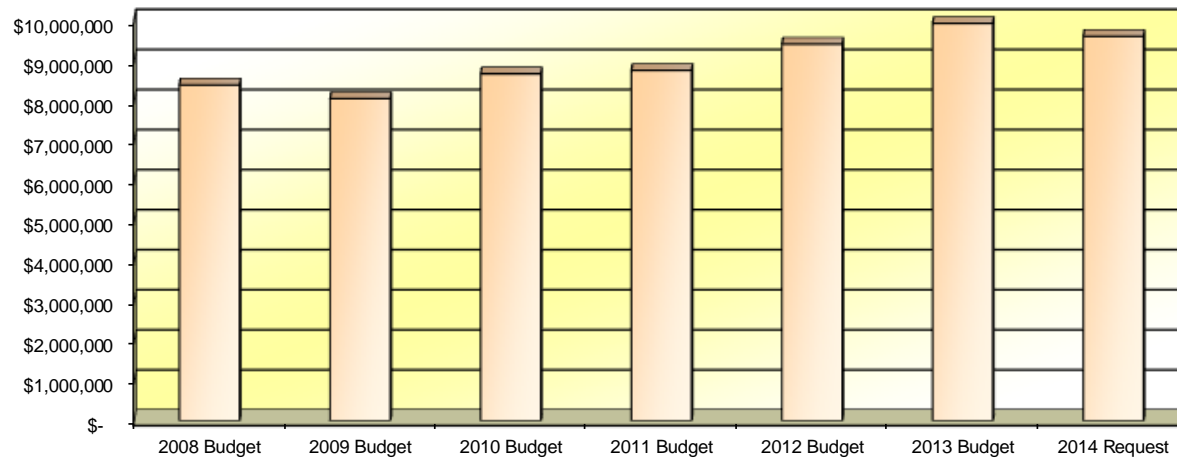
- Health/Dental/Vision Insurance Paid Claims
- Life Insurance
- Stop Loss Insurance
- Health Administration
- Workers' Comp Insurance
- Unemployment Insurance
- Property Insurance
- Prescription Paid Claims
- Self Insured Losses
- Bond Insurance
- General Liability Insurance
- Police Profession Liability Insurance
- Public Official Insurance
- Auto Insurance

Risk Management Revenue Sources



Risk Management

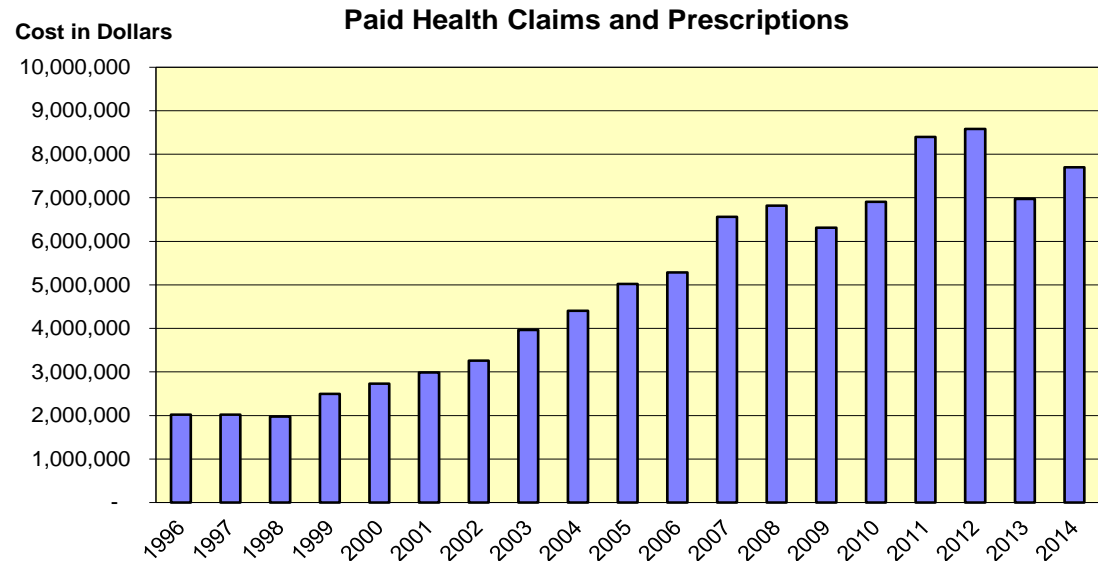
	Total Budget
2008 Budget	\$ 8,386,016
2009 Budget	\$ 8,045,400
2010 Budget	\$ 8,665,500
2011 Budget	\$ 8,750,500
2012 Budget	\$ 9,405,500
2013 Budget	\$ 9,924,800
2014 Request	\$ 9,600,500



**CITY OF YORK
HEALTH PAID CLAIMS**

**GROWTH
COST IN DOLLARS (\$) PERCENT**

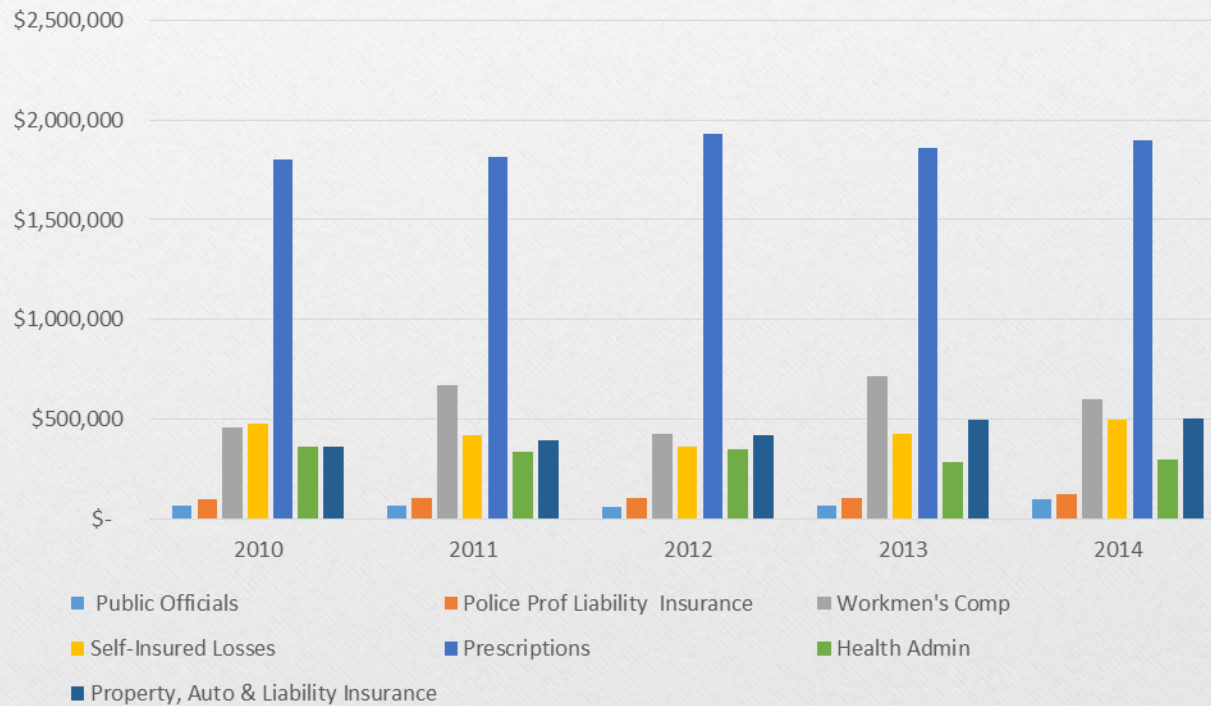
	1996	2,016,539	-5.7%
	1997	2,019,071	0.1%
	1998	1,971,925	-2.3%
	1999	2,493,610	26.5%
	2000	2,727,703	9.4%
	2001	2,990,635	9.6%
	2002	3,262,165	9.1%
	2003	3,962,282	21.5%
	2004	4,403,020	11.1%
	2005	5,019,403	14.0%
	2006	5,286,136	5.3%
	2007	6,560,278	24.1%
	2008	6,818,622	3.9%
	2009	6,313,490	-7.4%
	2010	6,907,052	9.4%
	2011	8,398,990	21.6%
Actual	2012	8,582,123	2.2%
Projected	2013	6,972,588	-18.8%
Proposed	2014	7,700,000	10.4%



RISK MANAGEMENT

Major Categories

	2010	2011	2012	2013	2014
Public Officials	\$ 66,210	\$ 68,104	\$ 62,167	\$ 64,156	\$ 100,000
Police Prof Liability Insurance	\$ 99,043	\$ 106,394	\$ 103,306	\$ 105,468	\$ 125,000
Workmen's Comp	\$ 459,851	\$ 673,261	\$ 423,797	\$ 716,412	\$ 600,000
Self-Insured Losses	\$ 477,603	\$ 418,623	\$ 365,163	\$ 423,850	\$ 500,000
Prescriptions	\$ 1,805,118	\$ 1,814,955	\$ 1,931,944	\$ 1,859,662	\$ 1,900,000
Health Admin	\$ 364,576	\$ 337,991	\$ 348,104	\$ 284,252	\$ 300,000
Property, Auto & Liability Insurance	\$ 361,577	\$ 395,494	\$ 420,464	\$ 498,658	\$ 506,600



Finance

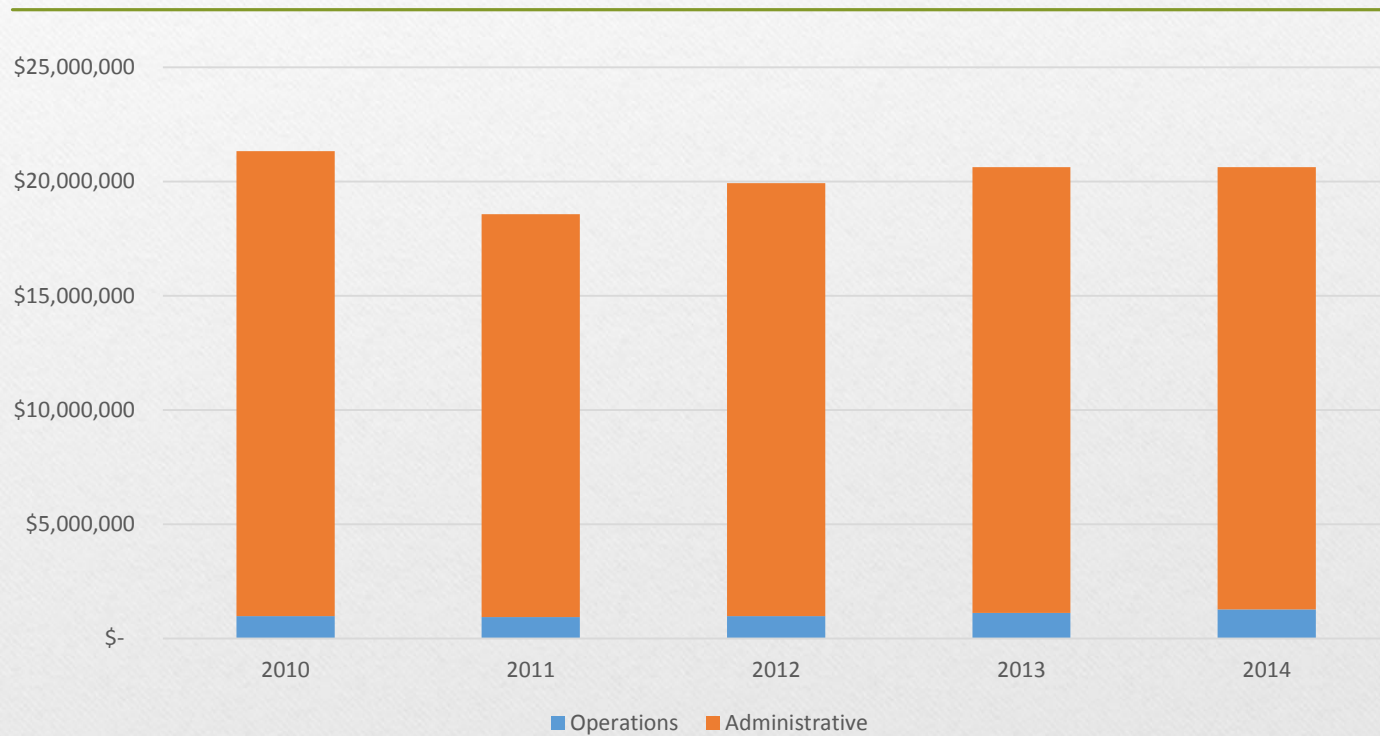
- The main function of Finance is to maintain the City's accounting records, revenue, accounts payable, sewer/refuse, parking fines and payroll records in an organized and detailed manner.
- High priority is aggressive Sewer and Refuse Delinquent Account Collections.
- Finance coordinates and controls the City's finances in a manner that is compliant with State and Federal regulations and Generally Accepted Accounting Principles (GAAP).

Finance Budget Composition

- Operational: The actual cost to perform the duties of the Finance Department
- Administrative: Budget is inflated due to million dollar debt service payments

	Adjusted Budget				Request
	2010	2011	2012	2013	2014
Operations	\$ 972,369	\$ 942,665	\$ 976,225	\$ 1,113,351	\$ 1,277,253
Administrative	\$ 20,360,628	\$ 17,623,600	\$ 18,952,348	\$ 19,512,422	\$ 19,357,490
Total Budget	<u>\$ 21,332,997</u>	<u>\$ 18,566,265</u>	<u>\$ 19,928,573</u>	<u>\$ 20,625,773</u>	<u>\$ 20,634,743</u>

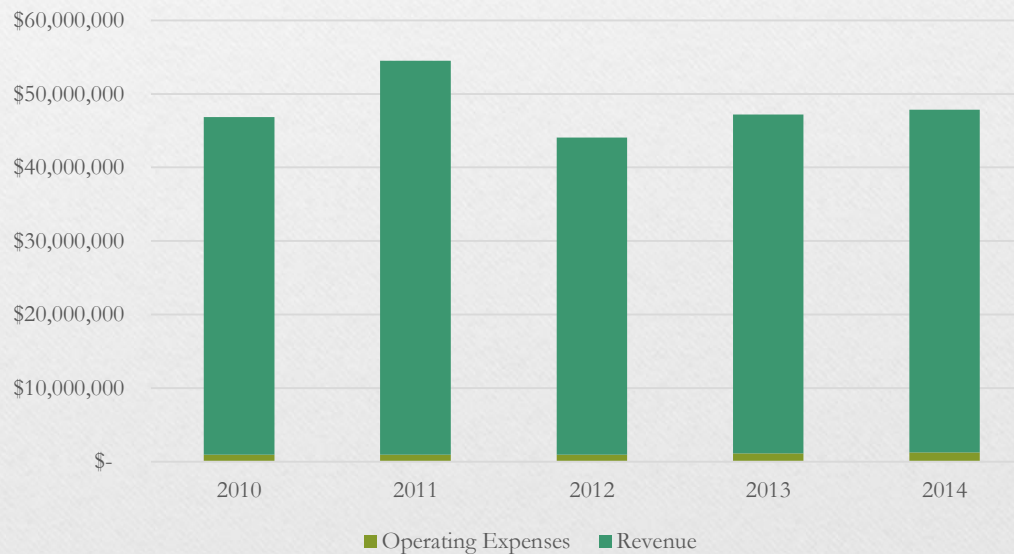
Finance Historical Costs



Finance

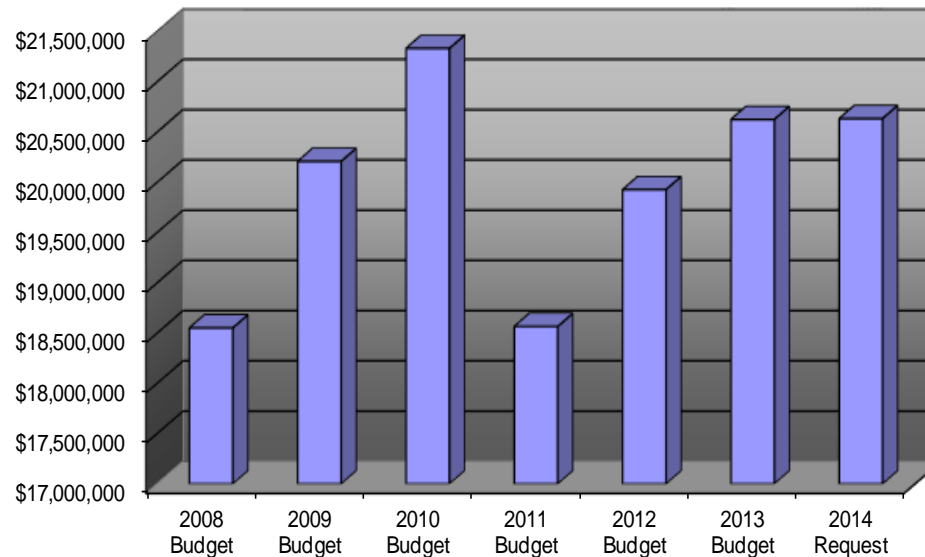
Operations vs. Revenue Collections

	2010	2011	2012	2013	2014
Operating Expenses	\$ 972,369	\$ 942,665	\$ 976,225	\$ 1,113,351	\$ 1,277,253
Revenue	\$ 45,869,290	\$ 53,544,034	\$ 43,078,943	\$ 46,100,822	\$ 46,561,296



Finance

	Total Budget
2008 Budget	\$ 18,552,412
2009 Budget	\$ 20,209,531
2010 Budget	\$ 21,332,997
2011 Budget	\$ 18,566,265
2012 Budget	\$ 19,928,573
2013 Budget	\$ 20,625,773
2014 Request	\$ 20,634,743



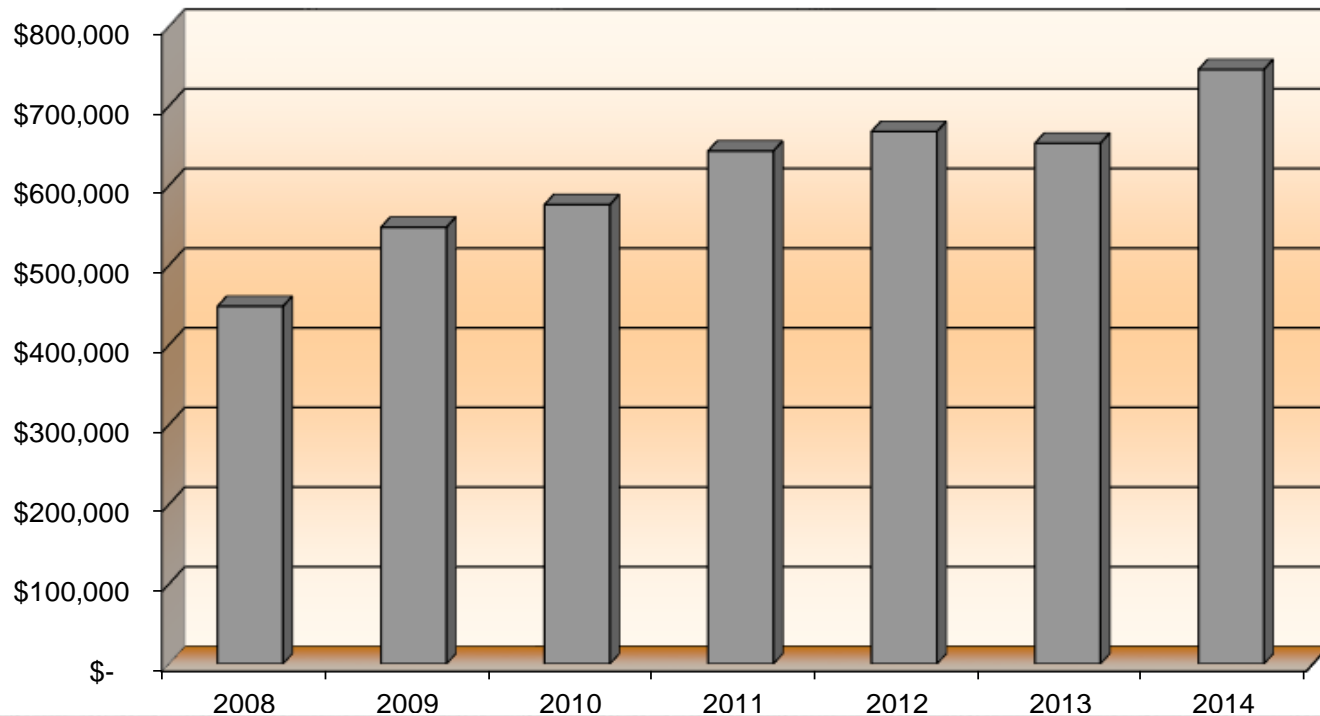
Central Services

- The Central Services budget was established to cover items that are used City-wide.
- This strategy improves economies of scale and internal controls
- The budget includes items such as postage, telephones, wireless communications, envelopes, janitorial supplies as well as one Administrative Support person.
- 2014 is the 1st year that all advertising will be paid for from the Central Services Budget
- The budget is **\$746,171.**

Central Services

Total Budget

2008	\$ 448,888
2009	\$ 548,144
2010	\$ 576,549
2011	\$ 643,815
2012	\$ 668,335
2013	\$ 653,653
2014	\$ 746,171



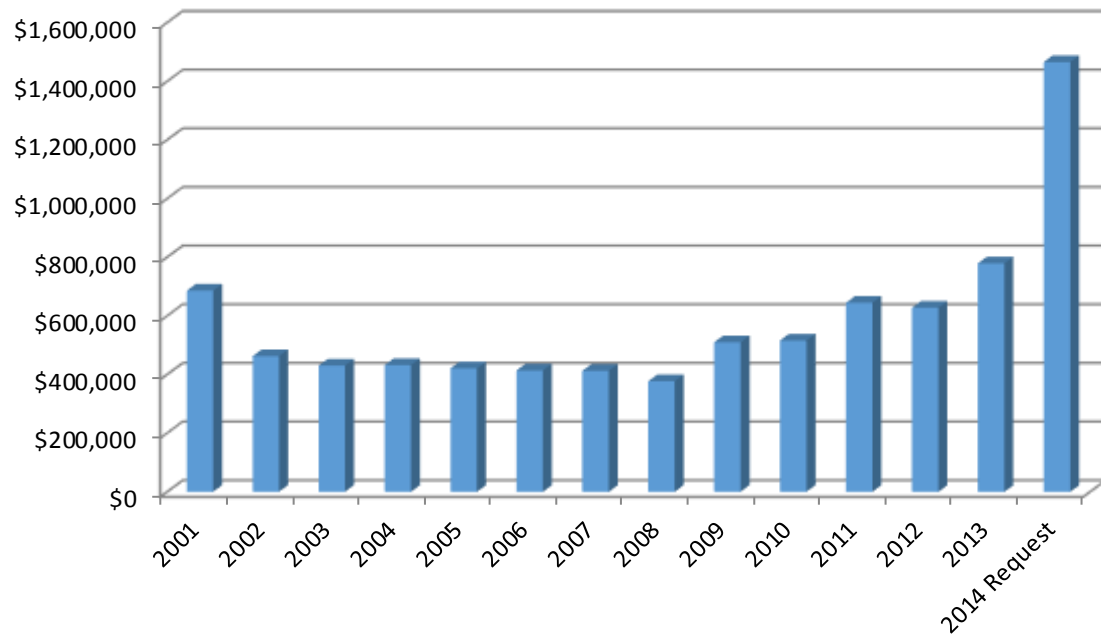
Information Services

- Management of the City's information system and information technology including the electronic mail, calendar system, Internet and Intranet web sites are the primary responsibility of Information Services.
- They handle the administration, growth and maintenance of the city's network including all aspects of both hardware and software.
- The entire cost of this division totals

\$1,465,896

Information Services

	Budget
2001	\$686,456.00
2002	\$462,748.00
2003	\$430,760.31
2004	\$432,159.47
2005	\$420,994.15
2006	\$413,810.82
2007	\$412,523.88
2008	\$377,578.36
2009	\$509,842.70
2010	\$516,281.79
2011	\$645,283.17
2012	\$627,832.90
2013	\$778,952.00
2014 Request	\$1,465,896.00



Info Services Timeline

- Bought new financial package in 1998, upgraded in 1999, implemented in 2000
 - Deficiencies acknowledged in 2001
- 2008 Budget was 55% of 2001 Budget
 - Old servers, workstations, (melting pot of out of date equipment, system and dissatisfied users)
 - Rule of 72
- In 2011/2012, New Servers installed, remote access, improved GIS, Noell replaced by Microsoft

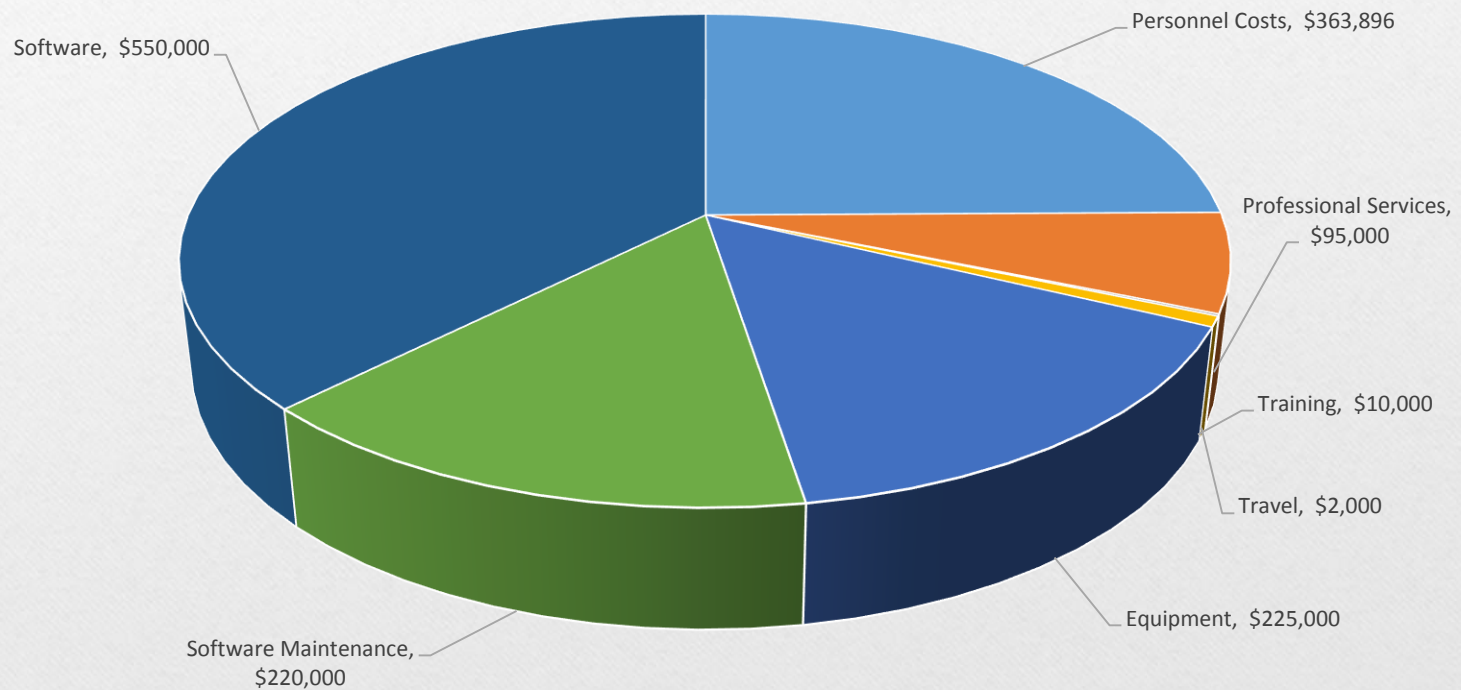
2014 Info Services Request

- Requesting new system – Microsoft Dynamics AX 2012 2nd Edition
- Partnership with Tyler Technology, Microsoft, and the City of Redmond, Washington
- Requesting \$550,000 w/ \$150k covered by DCED grant
- Over a 12 yr. useful life, Dynamics will produce \$832,894 in savings.
- Dynamics will pay for itself within 4 years.

Dynamics: Intangible Benefits

- The functionality of the twelve (12) Legacy Applications will be consumed by one (1) Enterprise Application
- Tech Support is no longer available for current systems
- Eliminating the need to outsource compilation of our financial statements will enable completing the audit in a timely manner thereby avoiding another finding
- Standardizing process flow across all departments
- Minimize journal entries and import/export errors
- Enable data analysis: Mining, Timely Reporting, and Accuracy
- Reduce manual labor hours attributed to the budget process and cash flow analysis
- Ability to produce periodic and timely financial statements

Info Services Expense Breakdown



Parking Bureau

- We operate the parking system owned by The General Authority and enforce parking laws throughout City.
- Staffing includes: 1 Deputy Administrator, 1 Enforcement Supervisor, 1 Facilities Manager, 1 Mechanic, 6.5 Cashiers, 4.5 Enforcement Officers, 1 Custodian, 0.5 Meter Technician and 1 Laborer
- 2 capital projects planned:
 - Smart Meters – Installed in High Use Areas of Core District
 - Cameras - Layout will cover entrance/exits and streets around the garages

Parking Bureau

- General Authority reimburses City for full cost of Parking System Operations
- General Authority Reimburses the City \$141,000 for Administration services provided by City Staff
- Parking Enforcement Activity yields approximately \$1,000,000 in fine revenue.
- Parking Enforcement Budget is \$486,457.

Parking

Total Budget	
2008	\$ 937,753
2009	\$ 1,108,014
2010	\$ 1,153,657
2011	\$ 1,257,464
2012	\$ 1,261,560
2013	\$ 1,343,906
2014 Request	\$ 1,276,808

