

HARRISBURG REDEVELOPMENT AUTHORITY

RESOLUTION NO. 22-2020

RESOLVED by the Redevelopment Authority of the City of Harrisburg that the General Operating Budget for the Fiscal Year beginning January 1, 2021, is hereby approved in the total expenditure amount of approximately \$643,017 further detailed in the Summaries of Estimated General Operating Fund Income and Estimated General Operating Fund Expenditures attached hereto and made a part hereof.

12-15-2020
Date


Secretary

Proposed Administrative Budget
Fiscal Year Beginning January 2021

General Operating Fund Income	Budget FY2020	To Date 09/30/20	Budget FY 2021
General Fund	189,084	114,700	197,630
Other Misc. Income		1,948	
CSM	222,247	262,900	231,474
Transportation Center C	204,817	131,400	213,913
Deposits to Incorrect ac	\$0	(\$19,600.00)	
Total Estimated Income	\$616,149	\$491,348	\$643,017

General Operating Fund Expenditures	Budget FY2020	to Date 09/30/20	Budget FY 2021
Personnel Services			
Direct	\$441,397	\$367,265	\$454,067
Indirect	\$125,000	\$97,875	\$132,788
Subtotal	\$566,397	\$465,140	\$586,855

Contracted Services

Legal	\$12,000	\$5,000	\$12,000
Audit	\$15,640	\$15,100	\$19,640
Training and Transporta	\$50	\$0	\$50

Operating Costs

Travel	\$50	\$51	\$50
Office Equipment	\$936	\$759	\$1,232
Telecommunications	\$1,345	\$948	\$1,345
Postage	\$850	\$751	\$850
Office Supplies	\$1,250	\$2,024	\$1,250
Insurance	\$12,106	\$13,827	\$14,220
Website Exp	\$900	\$400	\$900
Advertising	\$250	\$0	\$250
Subscriptions	\$25	\$0	\$25
Cost of Local Meetings	\$750	\$234	\$750
Computer Software	\$250	\$0	\$250
Computer Tech Support	\$3,000	\$2,519	\$3,000
Misc. Other	\$350	\$233	\$350
Subtotal	\$22,062	\$21,746	\$24,472
Inventory		\$0	
Total Estimated Expend	\$616,149	\$506,986	\$643,017
Contingencies	\$0	\$0	\$0
Total Expenditures	\$616,149	\$506,986	\$643,017

Balance	\$0	(\$15,638)	\$0.00
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Schedule of Contracted Services

Fiscal Year beginning 1-1-21

<u>Budget Item</u>	<u>Cost</u>
<u>Legal Counsel</u> (5480)	
The Redevelopment Authority's contract for legal services presently includes preparation of resolutions and contracts, review of bids and procedures, assistance in financial and legal arrangements, as well as general legal advice.	
\$1,000 per month x 12 months	\$12,000.00
<u>Contract for Audit</u> (5500)	
Estimated services of an independent Certified Public Accountant contracted for a single agency-wide audit for the 2021 fiscal year.	\$18,500.00
<u>Payroll Processing</u> (5470)	
12 payrolls @ \$95 per payroll	\$1,140.00
Total : Contract Services	<u><u>\$31,640.00</u></u>

SCHEDULE OF TRAINING & TRANSPORTATION COSTS

Fiscal Year beginning 1-1-21

<u>Budget Item</u>	<u>Cost</u>
<u>Local Transportation</u> (5460)	
Reimbursement for employee use of privately-owned vehicles, approximately 89 mi. at the rate of \$.565 per mi.	\$50.00
<u>Staff Training/ Non local travel</u>	
A. Training workshops and classes attended during the year by staff members	\$50.00
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Total: Training & Transportation	<u>\$100.00</u>

SCHEDULE OF OPERATING COSTS

Fiscal Year beginning 1-1-21

<u>Budget Item</u>	<u>Cost</u>
<u>Rental, Repair & Mtce. of Office Equipment (5540)</u>	
A. Neopost - rental of postage meter	\$320.00
B. Ful Circle/Phillips - copier service contract	<u>\$912.00</u>
 Subtotal: Rent, Repair & Mtce. of Office Equipment	 <u>\$1,232.00</u>
 <u>Telecommunications (5560)</u>	
A. Verizon (central office modem, fax and DSL service) average \$ 87.00 per mo. x 12.	\$1,045.00
B. Cell Phone Allowance \$25.00 per month x 1	\$300.00
 Subtotal: Telecommunications	 <u>\$1,345.00</u>

SCHEDULE OF OPERATING COSTS

Fiscal Year beginning 1-1-21

<u>Budget Item</u>	<u>Cost</u>
<u>Postage (5580)</u>	<u>\$850.00</u>
<u>Office Supplies & Materials (5585)</u>	<u>\$1,250.00</u>
<u>Insurance (5590)</u>	
All insurance policies except those project-related at current premium rates, including:	
Commercial General Liability	\$850.00
Officers & Directors Liability	\$5,707.00
Workers Compensation	\$6,166.00
Fidelity Bond	\$417.00
Privacy & Network Risk	\$1,080.00
Subtotal, Insurance	<u>\$14,220.00</u>
<u>Website Expense (5603)</u>	<u>\$900.00</u>
<u>Publications, Subscriptions (5596)</u>	<u>\$25.00</u>
<u>Advertising (5595)</u>	<u>\$250.00</u>

SCHEDULE OF OPERATING COSTS

Fiscal Year beginning 1-1-21

<u>Budget Item</u>	<u>Cost</u>
<u>Cost of local meetings (5520)</u>	
Board Meetings - 12 @ \$42.50per month	\$510.00
HRA Xmas decorating & luncheon	\$240.00
Subtotal, Cost of Local Meetings (5520)	<u>\$750.00</u>
 <u>Miscellaneous / Other (5598)</u>	
Maintenance & repairs to HRA offices and furnishings.	\$350.00
Subtotal, Miscellaneous / Other (5598)	<u>\$350.00</u>
 <u>Computer Software Expense (5600)</u>	
Software updates	\$250.00
Subtotal, Computer Software Expense (5600)	<u>\$250.00</u>
 <u>Computer Tech Support Expense (5601)</u>	
RDCS - support for computer hardware and software	\$3,000.00
Subtotal, Computer Tech Support Expense (5601)	<u>\$3,000.00</u>
 TOTAL OPERATING EXPENSES:	<u>\$56,162.00</u>

**Transportation Center Operations
Proposed Budget 2021**

Income	Budget 2020	To Date 9/30/20	Budget FY 2021
Base Rent	\$617,864	\$473,829	\$592,607
Tenant Parking	\$45,517	\$29,647	\$37,620
Tenant Penalties	\$0	\$0	\$0
Meter Revenue	\$5,000	\$3,017	\$5,000
City Parking Tax	\$1,500	\$1,925	\$1,500
Vending	\$500	\$0	\$500
Sales Based Rent (Greyhound, Tr	\$4,100	\$1,467	\$4,100
Other Income (Electric, Trash, etc)	\$6,000	\$5,588	\$7,000
Special Events	\$200	\$0	\$200
Greyhound Security	\$17,400	\$13,050	\$17,400
Advance from Other Funds	\$31,000	\$0	\$31,000
TCO Phil Payroll Reimbursement	\$0	\$0	\$0
Total	\$729,081	\$528,523	\$696,927

Admin Expenses

Personnel	\$204,817	\$201,440	\$213,913
Contract Services (legal and audit)	\$12,500	\$8,783	\$12,500
Other Costs	\$6,000	\$5,541	\$6,000
Total Admin	\$223,317	\$215,764	\$232,413

Operating Expenses

Travel	\$100	\$47	\$100
Rental Commissions	\$5,023	\$2,253	\$3,000
Professional Service(engineering)	\$250	\$0	\$50
Telephone Services	\$4,000	\$3,264	\$4,000
Repair & Maintenance	\$60,000	\$45,705	\$60,000
Janitorial Supplies	\$1,000	\$863	\$1,000
Landscape Services	\$8,400	\$5,873	\$8,400
Janitorial Services	\$100	\$0	\$100
Vehicle Expense	\$9,000	\$6,846	\$9,000
UST Fees	\$0	\$0	\$0
Utility Expense (water & sewer)	\$46,000	\$28,188	\$46,000
Energy Expense (natural gas, oil &	\$102,000	\$62,598	\$102,000
Insurance Expense (property & ve	\$119,600	\$87,085	\$119,600
Security	\$54,000	\$42,227	\$54,000
Elevator	\$2,200	\$1,437	\$2,200
Rental to Amtrak	\$147,600	\$105,480	\$145,000
Tenant Buildout	\$1,500	\$0	\$1,500
Miscellaneous Costs/Project Impro	\$100	\$0	\$100
Inventory Costs	\$100	\$0	\$100
HRA portion of Phase II expenses		\$0	
City Tax Payable	\$1,500	\$2,115	\$1,500
Capital Improvement Reserve		\$0	
Total Expenses	\$562,473	\$393,981	\$557,650

Fund Balance	(\$56,709)	(\$81,222)	(\$93,136)
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**Transportation Center Operations
Budget for 2021
Operating Expenses Schedule**

<u>Travel Expenses</u>	<u>2021 Budget</u>	
	<u>\$100.00</u>	
<u>Total Travel Expenses</u>		<u>\$100.00</u>
<u>Rental Commissions</u>	<u>Cost</u>	
Bruce \$ Merrilees Elect.Co.		
PHSA & PAAYC		
Amtrak Kiosk		
Ephyra Group		
Inbound Marketing Co.		
Pa Ortho Society		
<u>Total Rental Commissions</u>		<u>\$3,000.00</u>
<u>Professional Services</u>	<u>Cost</u>	
	<u>\$50.00</u>	
<u>Total Professional Services (Engineering)</u>		<u>\$50.00</u>
<u>Telephone Services</u>	<u>Cost</u>	
comcast 283.33/mo	<u>\$3,400.00</u>	
cell phone \$50/mo.	<u>\$600.00</u>	
<u>Total Telephone Services</u>		<u>\$4,000.00</u>
<u>Repair & Maintenance</u>	<u>Cost</u>	
Hornungs	<u>\$3,000.00</u>	
ProAsys	<u>\$6,000.00</u>	
B&W Inc.	<u>\$25,000.00</u>	
Cummins Power Systems	<u>\$2,500.00</u>	
Stanely Steamer	<u>\$1,000.00</u>	
NRG Controls	<u>\$3,500.00</u>	
Tenant Sales & Service	<u>\$1,500.00</u>	
Harrisburg Locksmith	<u>\$500.00</u>	
Fire Extinguishers (Kint Corp)	<u>\$500.00</u>	
Johnson Control	<u>\$3,000.00</u>	
Pennsy Supply	<u>\$1,000.00</u>	
UST Fees	<u>\$350.00</u>	
Renovations Co.	<u>\$1,000.00</u>	
Others	<u>\$11,150.00</u>	
<u>Total Repair & Maintenance</u>		<u>\$60,000.00</u>

**Transportation Center Operations
Budget for 2021
Operating Expenses Schedule**

Janitorial Supplies		Cost	
Bortek Industries		\$400.00	
Dauphin Electric		\$400.00	
Other		\$200.00	
Total Janitorial Supplies			\$1,000.00
Landscape Services		Cost	
Landscape Contracting		\$8,400.00	
Total Landscape Services			\$8,400.00
Janitorial Services		Cost	
		\$100.00	
Total Janitorial Services			\$100.00
Vehicle Expense		Cost	
Fuel		\$600.00	
Sutliff *****truck		\$8,400.00	
Total Vehicle Expense			\$9,000.00
Utility Expense (water & sewer)		Cost	
Water & sewer		\$46,000.00	
Fire line charge			
Total Utility Expense			\$46,000.00

**Transportation Center Operations
Budget for 2021
Operating Expenses Schedule**

<u>Energy Expense (natural gas, oil, electric)</u>		
UGI (natural gas)	<u>Cost</u> <u>\$51,000.00</u>	
	<u>with gas cost</u>	
PPL (electric)	<u>\$51,000.00</u>	
<u>Total Energy Expense</u>		<u>\$102,000.00</u>
<u>Insurance Expense</u>		
HARIE (auto)	<u>Cost</u> <u>\$1,400.00</u>	
Selective (flood)	<u>\$3,200.00</u>	
Millers (property & umbrella)	<u>\$115,000.00</u>	
<u>Total Insurance Expense</u>		<u>\$119,600.00</u>
<u>Security Expense</u>		
G4S (HRA)	<u>Cost</u> <u>\$35,600.00</u>	
G4S (Greyhound)	<u>\$18,400.00</u>	
<u>Total Security Expense</u>		<u>\$54,000.00</u>
<u>Elevator Expense</u>		
Kone Elevator	<u>Cost</u> <u>\$2,200.00</u>	
<u>Total Elevator Expense</u>		<u>\$2,200.00</u>
<u>Rent to Amtrak</u>		
NPPC \$12,300/mo.	<u>Cost</u> <u>\$145,000.00</u>	
<u>Total Rent to Amtrak</u>		<u>\$145,000.00</u>
<u>Tenant Buildout</u>		
Miscellaneous	<u>Cost</u> <u>\$1,500.00</u>	
<u>Total Tenant Buildout</u>		<u>\$1,500.00</u>

**Transportation Center Operations
Budget for 2021
Operating Expenses Schedule**

Inventory Costs	Cost	
Miscellaneous	<u>\$100.00</u>	\$100.00
Total Inventory Costs		<u>\$100.00</u>
	Cost	
Misc Expenses	Cost	
City Tax Payable	<u>\$1,500.00</u>	
Misc	<u>\$0.00</u>	
		<u>\$1,500.00</u>
Total Operating Expenses		<u>\$557,650.00</u>

**Harrisburg Redevelopment Authority
Susquehanna Harbor Safe Haven
Operating Budget**

	2021 Budget
Operating Income	
Rent	\$176,253
Total Operating Income	\$176,253
Operating Expense	
Management Fee	\$24,287
Electric	\$5,398
Water	\$21,000
Misc Admim	\$3,000
Misc. Maint. & Repair	\$7,839
Real Estate Taxes	\$0
Property & Liability Insurance	\$8,500
Replacement Reserve	\$6,686
Operating Reserve - Other	\$0
Debt Service	\$50,272
Capital Improvement Reserve	\$5,000
Total Operating Expense	\$131,982
Secondary Cash Flow	\$44,271

2021 Salaries, Benefits and Administrative Costs Computation

		Total
Salary 12-31-19	\$	438,415.00
New Rate	\$	451,567.45
Overtime	\$	2,500.00
Fica	\$	28,152.18
Medical	\$	6,583.98
Pension	\$	19,799.99
Dental	\$	3,228.00
Health Ins.	\$	53,448.00
U. Comp	\$	2,784.00
Life & LTD	\$	8,712.00
Parking	\$	10,080.00
Benefits Total	\$	132,788.15

Total Sal & Ben	\$	586,855.60
2019 GOF Admin cost	\$	56,162.00
Total All 2019 costs	\$	643,017.60

TCO Admin Portion

		Total
New Salary	\$	148,036.31
Benefits	\$	46,781.70
Total TCO Admin.	\$	194,818.01
2019 GOF Admin costs	\$	19,095.08
Total TCO costs	\$	213,913.09

TCO Phase II Portion

		Total
New Salary	\$	-
Benefits	\$	-
Total	\$	-
2019 GOF Admin costs		

Total TCO PhII costs	\$	-
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CSM Admin Portion

		Total
New Salary	\$	163,977.55
Benefits	\$	47,840.06
Total	\$	211,817.60
2019 GOF Admin costs	\$	19,656.70
Total CSM costs	\$	231,474.30

General Fund & CACH Admin Portion

		Total
New Salary	\$	142,053.60
Benefits	\$	38,166.39
Total	\$	180,219.98
2017 GOF Admin costs	\$	17,410.22
Total GF costs	\$	197,630.20

Total	\$	586,855.60
Total Admin costs	\$	56,162.00
Total All 2017 costs	\$	643,017.60

PROPOSED SALARY SCHEDULE
Effective 01-01-2021

Position	Grade	Step					
		A	B	C	D	E	F
Executive Director	54	\$69,348	\$72,121	\$75,006	\$78,007	\$81,127	\$86,025
Project Manager	50	\$64,116	\$66,681	\$69,348	\$70,918	\$75,006	\$78,007
	46	\$59,279	\$61,650	\$64,116	\$66,681	\$69,351	\$72,121
Controller Administrative Project Mgr.	44	\$54,806	\$56,999	\$59,279	\$61,650	\$64,116	\$66,681
HMIS Administrator Operations Superintendent	42	\$49,678	\$51,664	\$54,806	\$57,944	\$60,259	\$62,671
	40	\$46,850	\$48,722	\$50,671	\$52,699	\$54,806	\$56,999
Maintenance Supervisor	38	\$43,269	\$45,031	\$46,850	\$48,722	\$50,671	\$52,699
Administrative Assistant	36	\$40,052	\$40,678	\$43,269	\$45,031	\$46,850	\$48,722
Property Maint Tech.	34	\$37,022	\$38,474	\$40,052	\$40,678	\$43,269	\$45,031
Part Time Maint Tech	32	\$15,286	\$16,380	\$16,535	\$17,196	\$17,884	\$18,598