

**MAYOR'S OFFICE**  
**FISCAL YEAR 2017 BUDGET TESTIMONY**  
**APRIL 5, 2016**

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INTRODUCTION

Good morning, President Clarke and Members of City Council. I am Jane Slusser, Chief of Staff to Mayor Jim Kenney. Joining me today are other members of the Mayor's Office. I am pleased to provide testimony on Mayor's Office's Fiscal Year 2017 operating budget.

DEPARTMENT MISSION/PLANS

The Mayor's Office sets the goals and priorities for the Administration, and provides leadership, direction, and support to departments so that they may achieve success in their individual areas of focus and help accomplish the Administration's goals and priorities.

The offices housed in the Mayor's Office will develop policies, legislation, services, and programming according the following pillars:

- Improve educational opportunities and outcomes for all of Philadelphia's children
- Improve economic opportunities for all Philadelphians
- Develop a diverse workforce that looks like Philadelphia and treat that workforce with respect
- Improve public safety for all Philadelphians while treating residents with respect and dignity
- Operate government efficiently, effectively and always with integrity

Executive Office & Communications

In FY17, the Office of the Chief of Staff & Executive Office will oversee the Mayor's office and Cabinet members to ensure all are supporting the pillars listed above. The Executive Office manages scheduling, correspondence, and directing constituents to the appropriate departments. The Office of Communications is responsible for acting as a liaison between the Mayor and the press. It is vitally important that citizens have access to information that fully describes the work of the City. With this office acting as a main point of contact, media outlets will have an open line of communication so that all information reported is verified and accurate. The Digital Director facilitates direct communications with the citizens of Philadelphia to the Mayor through various social media accounts, ensuring that the Administration is open and accessible. These mediums serve both the press and constituents. When citizens can easily keep up with their elected officials, it shows a government that is open, accessible, and working in the public interest.

Diversity & Inclusion

Mayor Kenney named the Chief Diversity and Inclusion Officer and created the Office of Diversity and Inclusion on his first day as Mayor. As Philadelphia's neighborhoods continue to grow and evolve, this office will reinforce the Mayor's commitment to ensuring that the services provided and dollars expended by local government are a strong and vibrant model of fairness among the diverse groups that make up the neighborhoods of Philadelphia. The Office of Diversity and Inclusion will focus on promoting the value that diverse populations bring to our city and, for everyone, will fairly and equitably promote opportunities to be a part of the government.

The Office will seek to promote diversity and inclusion across City government and citywide. It will analyze the City's workforce and develop strategies to close disparities among different races, or between genders, and wherever barriers for employee success might exist. Still in its infancy, the Office's FY17 goal is to

meet with stakeholders, understand differences that divide, and develop a set of priorities that serve all Philadelphians. In FY17, the Office will build the internal framework necessary to meet its mission and goals. Over the next five years, the Office of Diversity and Inclusion will work with the Mayor and his Administration to develop a more diverse and inclusive workforce, a procurement system that equitably serves everyone and a government that functions with heightened efficiency.

### Intergovernmental Affairs

The Office of Intergovernmental Affairs is a newly created office under the Kenney Administration. The Office works with City Council and local, state, and federal legislators to ensure that the Mayor's priorities are addressed. Additionally, the office will provide a direct line of communication between various governmental entities and the Mayor's Office to discuss any and all concerns. A large focus of this office will be bridging the gap between each level of government and ensuring the success of mayoral priorities at all levels of government. Additionally, the office will work to ensure that everyone's voice is heard, fostering an environment of inclusion and accountability within the Kenney administration.

### Office of Labor

FY17 marks the first time in several administrations that the Mayor's Office of Labor (MOL) has existed as a distinct, cabinet-level agency. The mission of the MOL is to provide a stable labor environment in Philadelphia by building effective partnerships between management and the labor organizations representing City employees; ensuring that vendors doing business with the City meet any prevailing or living wage requirements applicable to their contract; conducting outreach and enforcement related to Paid Sick Leave, Wage Theft, and related issues; and serving as the primary point of contact for the labor community.

The MOL is responsible for the coordination, administration, and enforcement of City services related to the labor environment in Philadelphia. The MOL will oversee the coordination of the Office of Labor Standards (OLS) and the Office of Labor Relations (OLR). OLS is responsible for monitoring City contracts to ensure that prevailing wage standards are met as set forth in the Bacon-Davis Act and Chapter 17-1077 of the Philadelphia Code. The Office of Labor Relations (OLR) is responsible for coordinating between City management and the labor organizations representing City employees. It facilitates contract negotiations and dispute resolution related to collective bargaining and labor contract administration. It oversees the Living Wage Working Group which is responsible for reaching disposition on waiver requests related to the Philadelphia 21st Century Minimum Wage Standard (Chapter 17-1300).

From FY17 to FY21, the Mayor's Office of Labor will build its internal framework by formally folding OLS, OLR, Living Wage, Paid Sick Leave, and Wage Theft into MOL operations. In the first half of FY17, regulations for the Promoting Healthy Families Workplaces Ordinance and the Wage Theft Complaints Ordinances will likely be developed. The Mayor's Office of Labor will communicate and enforce the guidelines and regulations of these laws. In addition, the MOL will create an effective process for collecting and addressing complaints. Over the next five years, the Office will focus on tracking national sick leave and wage theft trends, maintaining relationships with local and national stakeholders/partners, and developing the office to become a leader amongst other states and municipalities with similar laws.

### Policy & Legislation

The Office of Policy and Legislation's mission is to maintain the Mayor's overall priorities and ensure the policy and legislative priorities of the Mayor are organized, well-researched, and implemented either through legislative or administrative action. The purpose of the Mayor's Office of Policy and Legislation is to collaborate both efforts to better serve the City of Philadelphia. The Office of Policy and Legislation will work with the Mayor to set legislative and policy priorities, and work towards their implementation. The Mayor's Office of Policy and Legislation will also partner with City Council to better coordinate the legislative process and help assure that important issues are given support necessary to pass effective legislation and implement best practices. In FY17, the Office will oversee Mayor Kenney's major priorities and ensure that departments are on track for reaching the Mayor's six month and yearly goals. Over the next five years, this office will continue to find ways to support the Mayor's initiatives with City Council.

### Public Engagement

The Office of Public Engagement is a newly created office under the Kenney administration. The mission of the Office of Public Engagement (OPE) is to serve as an effective conduit between the community and City government by connecting residents to resources across government so all communities can thrive. The OPE is actively engaged in designing strategic processes to allow the City to enhance community outreach and engagement efforts. The OPE will be an integral part of making the two-way street with City Government and the community a tangible part of the road to prosperity for all Philadelphians regardless of their zip code. The OPE will oversee several of the Mayor's offices, including the Youth Commission, Office of Black Male Engagement (which will include President Obama's My Brother's Keeper Initiative and will oversee the Mayor's Commission on African American Males), the Commission for Women, and a new iteration of the Office of Faith Based Initiatives. In addition, the OPE will oversee Advisory Commissions and committees including Asian American Affairs, the African and Caribbean Immigrant Affairs, the Millennial Advisory Committee, and will look to reconstitute the Commission on Latino Affairs. All of this work will entail collaborating with neighborhood and civic organizations, nonprofits, policy advisory groups, and various City agencies to inform and engage citizens for the betterment of their communities and the city at large.

In FY17, the OPE will seek to embed Mayor Kenney's major priorities within all engagement efforts. The OPE will look to establish an infrastructure of trust with the community by instituting a measurable, outcome based strategic plan which will leverage the robust OPE constructed asset map.

In the next five years, the OPE will design and implement several pilot projects within subsets of the community in collaborative working group format with the goal of these projects to be scalable and self-sustaining. All of these engagements efforts will continue to further the Mayor's priorities of an inclusive Philadelphia with shared prosperity for all.

### Integrity

The Office of the Chief Integrity Officer upholds the public's trust by ensuring that the City operates with fairness and integrity, uncompromised by conflicts of interest, political affiliation, favoritism, or other unfair considerations. Its responsibilities include protecting the integrity of City operations, creating a comprehensive compliance program, giving advice and support to City employees, providing oversight and support, educating and coordinating training with City agencies, and ensuring transparency. The Office of the Chief Integrity Officer works closely with the Office of the Inspector General and the Board of Ethics to develop and implement training programs and other communications in order to correct systemic problems and prevent future misconduct within City government.

**Mayor's Office**  
**BUDGET SUMMARY AND OTHER BUDGET DRIVERS**

**Staff Demographics Summary (as of January 2016)**

	Total	Minority	White	Female
Full-Time Staff	46	24	22	25
Executive Staff	25	12	13	13
Average Salary - Full-Time Staff	\$81,578	\$69,830	\$93,325	\$79,512
Average Salary - Executive Staff	\$120,734	\$104,034	\$139,879	\$120,000
Median Salary - Full-Time Staff	\$72,500	\$60,000	\$90,000	\$70,000
Median Salary - Executive Staff	\$113,850	\$97,500	\$150,000	\$100,000

**Employment Levels (as of January 2016)**

	Budgeted	Approved	Filled
Full-Time Positions	46	46	46
Part-Time Positions	0	0	0
Executive Positions	25	25	25
Overall Average Salary	\$81,578	\$81,578	\$81,578
Overall Median Salary	\$72,500	\$72,500	\$72,500

**Financial Summary by Class - General Fund**

	Fiscal 2015 Actual Obligations	Fiscal 2016 Original Appropriations	Fiscal 2016 Estimated Obligations	Fiscal 2017 Proposed Appropriations	Difference FY17-FY16
Class 100 - Employee Compensation	\$4,099,398	\$3,941,124	\$3,941,124	\$3,410,559	(\$530,565)
Class 200 - Purchase of Services	\$856,204	\$1,040,336	\$1,040,336	\$796,336	(\$244,000)
Class 300 - Materials and Supplies	\$34,786	\$47,774	\$47,774	\$47,774	\$0
Class 400 - Equipment	\$210	\$2,391	\$2,391	\$2,391	
Class 500 - Contributions	\$210,082	\$200,000	\$200,000	\$200,000	
Class 700 - Debt Service	\$	\$	\$	\$	
Class 800 - Payment to Other Funds	\$	\$	\$	\$	
Class 900 - Advances/Misc. Payments	\$	\$	\$	\$	
<b>TOTAL</b>	\$5,200,680	\$5,231,625	\$5,231,625	\$4,457,060	(\$774,565)

**Contracts Summary (as of December 2015)**

	FY11	FY12	FY13	FY14	FY15	FY16*
Total amount of contracts	\$328,330	\$386,000	\$386,302	\$471,225	\$546,103	\$593,500
Total amount to M/W/DBE	\$48,750	\$100,000	\$100,000	\$131,833	\$240,416	\$268,000
Participation Rate	15%	26%	26%	28%	44%	45%

\* as of December 2015

**Mayor's Office**  
**PROPOSED BUDGET OVERVIEW**

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PROPOSED FUNDING REQUEST

The proposed Fiscal Year 2017 general fund budget totals \$4,261,140, a decrease of \$770,485 over Fiscal Year 2016 estimated obligation levels. This decrease is primarily due to staff (from the Office of Sustainability, Office of Arts & Culture, and the Office of Immigrant Affairs) moving out of the Mayor's Office budget to other departments' budgets.

The proposed budget includes:

- \$3,410,559 in Class 100, a \$530,568 decrease over FY16. This funding will cover the Mayor's office staff including the Communications & Digital Office, Office of Diversity & Inclusion, Office of Education (leadership staff), the Integrity Office, Public Engagement, Intergovernmental Affairs, Policy & Legislation, and Labor.
- \$796,336 in Class 200, a \$244,000 decrease over FY16. This funding will cover the cost of the city's lobbying consultants, membership dues, seminars and training, and staff travel. We will be requesting a transfer of \$186,035 from our Class 200 to Class 100 during the legislative process.
- \$51,854 in Class 300, a \$4,080 increase over FY16. This funding covers printing, office supplies and materials.
- \$2,391 in Class 400, which is level funded. This funding will cover the cost for our computer office equipment.

STAFFING LEVELS

The Mayor's Office is committed to employing a staff that represents the diversity of our City. Approximately 52% of the Mayor's overall staff (and 55% of new hires) identify as African-American, Latino, or Asian-American. Our office is also 54% women, with our executive staff team including 52% women. Six employees (or 13%) of our employees are bilingual, speaking a total of 4 languages.

**Mayor's Office**  
**PERFORMANCE, CHALLENGES AND INITIATIVES**

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DEPARTMENT PERFORMANCE (OPERATIONS)

The Mayor's Office will be working with Performance Management to develop performance measures for our Offices. This will include metrics for Public Engagement, Integrity, Diversity & Inclusion.

Mayor's Office – CONTRACTING EXPERIENCE

M/W/DSBE Participation on Large Contracts  
FY16 Contracts

Vendor	Service Provided	Amount of Contract	RFP Issue Date	Contract Start Date	Ranges in RFP	% of M/W/DSBE Participation Achieved	\$ Value of M/W/DSBE Participation	Total % and \$ Value Participation - All DSBEs	Local Business	Living Wage Compliant?
LOEPER & ASSOCIATES	Lobbying Services	\$66,000	6/6/13	7/1/15	MBE: Best Efforts	0%	\$0	0%	N	Y
					WBE: Best Efforts	0%	\$0			
					DSBE: Best Efforts	0%	\$0			
THE KINSER GROUP	Lobbying Services	\$120,000	6/6/13	7/1/15	MBE: Best Efforts	0%	\$0	100%	Y	Y
					WBE: Best Efforts	100%	\$120,000			
					DSBE: Best Efforts	0%	\$0			
HOLLAND & KNIGHT	Lobbying Services	\$100,000	6/6/13	7/1/15	MBE: Best Efforts	0%	\$0	0%	N	Y
					WBE: Best Efforts	0%	\$0			
					DSBE: Best Efforts	0%	\$0			
GRAY LOFFLER LLC	Lobbying Services	\$100,000	6/6/13	7/1/15	MBE: Best Efforts	100%	\$100,000	100%	N	Y
					WBE: Best Efforts	0%	\$0			
					DSBE: Best Efforts	0%	\$0			
BLAIS & ASSOCIATES	Grant Writing Consultant	\$25,000	4/25/13	7/1/15	MBE: Best Efforts	0%	\$0	0%	N	Y
					WBE: Best Efforts	0%	\$0			
					DSBE: Best Efforts	0%	\$0			
FAIRMOUNT VENTURES	Grant Writing Consultant	\$25,000	4/25/13	7/1/15	MBE: Best Efforts	0%	\$0	0%	Y	Y
					WBE: Best Efforts	0%	\$0			
					DSBE: Best Efforts	0%	\$0			
GENEVA WORLDWIDE	Language Access Services	\$2,500	4/3/13	7/1/15	MBE: 10%-15%	0%	\$0	0%	N	y
					WBE: 10%-15%	0%	\$0			
					DSBE:	0%	\$0			
HEALTH FEDERATION OF PHILADELPHIA	Language Access Services	\$10,000	4/3/13	7/1/15	MBE: 10%-15%	0%	\$0	0%	Y	Y
					WBE: 10%-15%	0%	\$0			
					DSBE:	0%	\$0			
LANGUAGE LINE SERVICES	Language Access Services	\$87,000	4/3/13	7/1/15	MBE: 10%-15%	0%	\$0	0%	N	Y
					WBE: 10%-15%	0%	\$0			
					DSBE:	0%	\$0			
LANGUAGE SERVICES ASSOCIATES	Language Access Services	\$28,000	4/3/13	7/1/15	MBE: 10%-15%	100%	\$28,000	100%	Y	Y
					WBE: 10%-15%	0%	\$0			
					DSBE:	0%	\$0			
NATIONALITIES SERVICES CENTER	Language Access Services	\$2,500	4/3/13	7/1/15	MBE: 10%-15%	0%	\$0	0%	Y	Y
					WBE: 10%-15%	0%	\$0			
					DSBE:	0%	\$0			
ROSALES COMMUNICATIONS	Language Access Services	\$20,000	4/3/13	7/1/15	MBE: 10%-15%	100%	\$20,000	100%	Y	Y
					WBE: 10%-15%	0%	\$0			
					DSBE:	0%	\$0			

**Staff Demographics (as of January 2016)**

<b>Full-Time Staff</b>				<b>Executive Staff</b>			
		<b>Male</b>	<b>Female</b>			<b>Male</b>	<b>Female</b>
		<b>African-American</b>	<b>African-American</b>			<b>African-American</b>	<b>African-American</b>
<i>Total</i>		8	6	<i>Total</i>		5	2
<i>% of Total</i>		17.4%	13.0%	<i>% of Total</i>		20.0%	8.0%
<i>Average Salary</i>		\$79,762	\$63,833	<i>Average Salary</i>		\$107,455	\$77,500
<i>Median Salary</i>		\$71,138	\$62,500	<i>Median Salary</i>		\$95,000	\$77,500
		<b>White</b>	<b>White</b>			<b>White</b>	<b>White</b>
<i>Total</i>		11	11	<i>Total</i>		5	8
<i>% of Total</i>		23.9%	23.9%	<i>% of Total</i>		20.0%	32.0%
<i>Average Salary</i>		\$92,879	\$93,733	<i>Average Salary</i>		\$163,846	\$112,500
<i>Median Salary</i>		\$85,000	\$92,500	<i>Median Salary</i>		\$150,000	\$97,500
		<b>Hispanic</b>	<b>Hispanic</b>			<b>Hispanic</b>	<b>Hispanic</b>
<i>Total</i>		2	4	<i>Total</i>		2	1
<i>% of Total</i>		4.3%	8.7%	<i>% of Total</i>		8.0%	4.0%
<i>Average Salary</i>		\$52,500	\$45,000	<i>Average Salary</i>		\$52,500	\$70,000
<i>Median Salary</i>		\$52,500	\$35,000	<i>Median Salary</i>		\$52,500	\$70,000
		<b>Asian</b>	<b>Asian</b>			<b>Asian</b>	<b>Asian</b>
<i>Total</i>		0	4	<i>Total</i>		0	2
<i>% of Total</i>		0.0%	8.7%	<i>% of Total</i>		0.0%	8.0%
<i>Average Salary</i>		N/A	\$86,250	<i>Average Salary</i>		N/A	\$125,000
<i>Median Salary</i>		N/A	\$77,500	<i>Median Salary</i>		N/A	\$125,000
		<b>Other</b>	<b>Other</b>			<b>Other</b>	<b>Other</b>
<i>Total</i>		0	0	<i>Total</i>		0	0
<i>% of Total</i>		0.0%	0.0%	<i>% of Total</i>		0.0%	0.0%
<i>Average Salary</i>		N/A	N/A	<i>Average Salary</i>		N/A	N/A
<i>Median Salary</i>		N/A	N/A	<i>Median Salary</i>		N/A	N/A
		<b>Bi-lingual</b>	<b>Bi-lingual</b>			<b>Bi-lingual</b>	<b>Bi-lingual</b>
<i>Total</i>		3	3	<i>Total</i>		2	1
<i>% of Total</i>		6.5%	6.5%	<i>% of Total</i>		8.0%	4.0%
<i>Average Salary</i>		\$71,667	\$81,667	<i>Average Salary</i>		\$70,000	\$150,000
<i>Median Salary</i>		\$75,000	\$55,000	<i>Median Salary</i>		\$70,000	\$150,000
		<b>Male</b>	<b>Female</b>			<b>Male</b>	<b>Female</b>
<i>Total</i>		21	25	<i>Total</i>		12	13
<i>% of Total</i>		45.7%	54.3%	<i>% of Total</i>		48.0%	52.0%
<i>Average Salary</i>		\$84,036	\$79,512	<i>Average Salary</i>		\$121,792	\$105,769
<i>Median Salary</i>		\$75,000	\$70,000	<i>Median Salary</i>		\$122,500	\$95,000



**Mayor's Office**  
**APPENDIX (Other Relevant Data and Charts)**

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**Number of Bilingual Employees (as of January 2016)**

	Spanish	Gujarati	Cantonese & Mandarin	Bangla
Mayor's Office	3	1	1	1
Total - All Divisions	3	1	1	1
Total - # of Bilingual Employees	6			
Total - # of Languages Spoken	4			