

**DEPARTMENT OF RECORDS
FISCAL YEAR 2017 BUDGET TESTIMONY**

INTRODUCTION

Good morning, President Clarke and Members of City Council. I am James P. Leonard, Commissioner of the Department of Records. I am pleased to provide testimony on the Department of Records' Fiscal Year 2017 operating budget.

DEPARTMENT MISSION/PLANS

Mission: To ensure that municipal records are properly created, controlled and managed for use by City agencies and the public; to carry out the functions and the duties of the county recorder of deeds; and to provide access to public records.

Plans for Fiscal Year 2017: The Department of Records (Records) will continue to ensure that Philadelphia's municipal records are appropriately controlled and managed by producing Records Retention Schedules that identify records produced by City government as well as the retention timeframe for those records. In conjunction with this work, Records generates reports of items that are eligible for destruction and recommends proper disposal methods. Agency records are stored and merged by Records in an off-site secure facility where the location of every item is tracked as it is stored, retrieved and re-filed. As part of its recordkeeping mission, Records also produces guidelines about current recordkeeping best practices including electronic records management, conversion from paper to e-records projects and guidelines for contracting cloud computing. Training classes on these guidelines are also provided. Records sets records management standards and procedures for all City departments, boards, commissions, and agencies, and manages records operations and services such as the City Archives, the Records Storage Center, the Recorder of Deeds and central reprographic services. Records also manages public access to municipal records through public service rooms and establishes and collects fees to cover the cost of providing copies of records. As an agent for the Commonwealth and the City Revenue Department, Records also collects realty transfer taxes and document recording fees and, as the official City tax registry, maintains the City's real property database and tax maps.

Additionally, in FY2017, the Department has a major project involving the relocation and modernization of the City's Records Storage and Archives operation, currently housed in leased space in West Philadelphia. The lease will end in September 2017 and a new location must be secured.

**DEPARTMENT OF RECORDS
BUDGET SUMMARY AND OTHER BUDGET DRIVERS**

Staff Demographics Summary (as of January 2016)

	Total	Minority	White	Female
Full-Time Staff	58	38	20	30
Executive Staff	2	0	2	2
Average Salary - FTS	\$45,829	\$41,654	\$53,932	\$46,866
Average Salary - ES	\$109,940	\$0	\$109,940	\$109,940
Median Salary - FTS	\$39,483	\$38,564	\$42,042	\$46,866
Median Salary - ES	\$109,940	\$0	\$109,940	\$109,940

Employment Levels (as of January 2016)

	Budgeted	Approved	Filled
Full-Time Positions	63	63	58
Part-Time Positions	0	0	0
Executive Positions	2	2	2
<i>Overall Average Salary</i>	\$45,829	\$45,829	\$45,829
<i>Overall Median Salary</i>	\$39,483	\$39,483	\$39,483

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	\$2,816,572	\$3,058,832	\$3,058,832	\$3,083,221	\$24,389
Class 200 Purchase of Services	\$1,534,670	\$1,618,779	\$1,618,779	\$1,538,779	(\$80,000)
Class 300 Materials and Supplies	\$73,670	\$60,502	\$60,502	\$60,502	\$0
Class 400 Equipment	\$69,219	\$83,256	\$83,256	\$83,256	\$0
Class 500 Contributions	\$1,400	\$1,456	\$1,456	\$1,456	\$0
Class 700 Debt Service	\$0	\$0	\$0	\$0	\$0
Class 800 Payment to Other Funds	\$0	\$0	\$0	\$0	\$0
Class 900 Advances/Misc. Payments	\$0	\$0	\$0	\$0	\$0
TOTAL	\$4,495,531	\$4,822,825	\$4,822,825	\$4,767,214	(\$55,611)

Contracts Summary (as of December 2015)

	FY11	FY12	FY13	FY14	FY15	FY16
Total amount of contracts	\$625,556	\$642,761	\$1,912,942	\$2,279,609	\$2,367,254	\$2,206,584
Total amount to M/W/DBE	\$259,520	\$296,386	\$517,056	\$500,574	\$340,840	\$339,340
Participation Rate *	41%	46%	27%	22%	14%	15%

*Records remains committed to contracting with M/W/DSBE firms and ensuring opportunities for participation through strategies such as collaboration with OEO and outreach to related professional networks and affinity groups. Records has several contracts using OIT funds. The OEO participation for these contracts mistakenly was included under OIT's budget not Record's in FY11 and FY12, thus resulting in inaccurately lower contract amount totals and high participation percentages of 41 percent and 46 percent, respectively. In FY13, this error was corrected and these contracts were moved under Records as indicated by the large increase in contract amounts and Record's participation rate was reported accurately at 27 percent. The decrease in Records' participation rate from 22 percent to 14 percent between FY14 and FY15 was due primarily to the retirement of two WBE vendors.

RECORDS DEPARTMENT PROPOSED BUDGET OVERVIEW

PROPOSED FUNDING REQUEST

The proposed Fiscal Year 2017 general fund budget totals \$4,767,214, a decrease of \$55,611 over Fiscal Year 2016 estimated obligation levels. This decrease is primarily due to a one-time class 200 expenditure of \$80,000 in FY 2016.

The proposed budget includes:

- \$3,083,221 in Class 100, a \$24,389 increase over FY16. This funding will maintain the department's budgeted position level of sixty-three positions and provide funding for contractually-required pay raises.
- \$1,538,779 in Class 200, an \$80,000 decrease over FY16. This funding will allow the department to continue its current level of support services including consultant services and maintenance of equipment. The \$80,000 decrease is the elimination of an FY2016 allocation to fund a departmental inventory of records at the Records Storage Center and Archives.
- \$60,502 in Class 300, level funding from FY16. This funding will permit the department to purchase the materials and supplies necessary to provide services to the public and other departments and to maintain internal operations.
- \$83,256 in Class 400, level funding from FY16. This funding will provide for the replacement of obsolete equipment such as personal computers and printers.
- \$1,456 in Class 500, a level funding from FY16. This funding will permit the department to continue its support of various professional organizations.

STAFFING LEVELS

The Department of Records is subject to multiple state and City legal mandates for the handling of land records. The Department's records management services facilitate all City agencies' ability to comply with Right-to-Know law, discovery associated with litigation, and legal requirements for handling confidential or sensitive data. The department needs funding for a full complement of staff to meet these mandates.

The Department of Records is budgeted for 63 full-time positions. As of January 2016 58 positions were filled, with five vacancies resulting from routine employee turn-over. The department is actively working on filling the vacant positions.

- The new hires in FY16 by ethnicity and language are:
 - 2 African American, English
 - 1 Hispanic, English and Spanish
 - 2 Caucasian, English
- See appendix for Bilingual Employees Chart

**RECORDS DEPARTMENT
PERFORMANCE, CHALLENGES AND INITIATIVES**

DEPARTMENT PERFORMANCE (OPERATIONS)

Performance Measures	FY15 Actual	FY16 YTD	FY17 Target
Percent of documents electronically filed	69.4%	73.5%	70%
Percent of public records electronically filed (financial disclosures/calendar year)	92%	88%	92%
Percent of documents recorded within 24 hours	100%	100%	100%
Turnaround time in responding to requests for public records (in days)	1	1	1
Turnaround time in duplicating services for routine and complex job requests in 1 to 3 days (percent of work)*	99.4%	100%	100%

**A simple job is one that can be fed into the high-speed copier and produced with minimal manual manipulation. A complex job is one that requires specialized binding or requires insertion of specialized tab separator sheets, lamination or complex color ink.*

**RECORDS DEPARTMENT
OTHER BUDGETARY IMPACTS**

FEDERAL AND STATE (WHERE APPLICABLE)

N/A

RECORDS DEPARTMENT – 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?
Tyler Technologies	Maintain the document recording system.	\$1,580,000	6/5/12	7/1/12	MBE: 15 - 18%	9%	\$142,200	12%	no	yes
					WBE: 15 - 18%	3%	\$47,400			
					DSBE: Best Efforts	0%	\$0			
Information Services Partner, Inc.	Records Mgmt.	\$199,700	12/18/14	7/1/15	MBE: 12 - 15%	0%	\$0	0%	yes	yes
					WBE: 8 - 10%	0%	\$0			
					DSBE: Best Efforts	0%	\$0			
VIR Archival and Preservation Services+	Archival consulting	\$98,700	5/7/14	7/1/14	MBE: 10 - 15%	0%	\$0	0%	yes	yes
					WBE: 10 - 15%	0%	\$0			
					DSBE: Best Efforts	0%	\$0			
Azavea, Inc.	Refolding services	\$60,000	6/8/15	7/1/15	MBE: 10 - 15%	0%	\$0	0%	yes	yes
					WBE: 10 - 15%	0%	\$0			
					DSBE: Best Efforts	0%	\$0			
LRW Solutions Group, Inc. *	Records inventory	\$50,000	10/30/12	11/30/12	MBE: Best Efforts	100%	\$50,000	100%	yes	yes
					WBE: Best Efforts	0%	\$0			
					DSBE: Best Efforts	0%	\$0			

+ VIR Archival and Preservation Services is a woman-owned business but is not a certified WBE, and all services are provided by the female owner.

* Range not applicable. This RFP did not include participation ranges, but required best faith efforts. LRW is a sole proprietorship that is MBE certified by OEO and the Commonwealth. All services are performed by the firm owner.

RECORDS DEPARTMENT – EMPLOYEE DATA

Staff Demographics (as of January 2016)					
Full-Time Staff			Executive Staff		
	Male	Female		Male	Female
<i>Total</i>	28	30	<i>Total</i>	0	2
<i>% of Total</i>	48%	52%	<i>% of Total</i>	0%	100%
<i>Average Salary</i>	\$44,717	\$46,866	<i>Average Salary</i>	\$0	\$109,940
<i>Median Salary</i>	\$41,091	\$37,410	<i>Median Salary</i>	\$0	\$109,940
	African-American	African-American		African-American	African-American
<i>Total</i>	13	20	<i>Total</i>	0	0
<i>% of Total</i>	22%	35%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$42,931	\$38,346	<i>Average Salary</i>	\$0	\$0
<i>Median Salary</i>	\$40,204	\$37,410	<i>Median Salary</i>	\$0	\$0
	White	White		White	White
<i>Total</i>	13	7	<i>Total</i>	0	2
<i>% of Total</i>	22%	12%	<i>% of Total</i>	0%	100%
<i>Average Salary</i>	\$44,053	\$72,278	<i>Average Salary</i>	\$0	\$109,940
<i>Median Salary</i>	\$40,204	\$90,000	<i>Median Salary</i>	\$0	\$109,940
	Hispanic	Hispanic		Hispanic	Hispanic
<i>Total</i>	0	2	<i>Total</i>	0	0
<i>% of Total</i>	0%	3%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$0	\$27,447	<i>Average Salary</i>	\$	\$
<i>Median Salary</i>	\$0	\$27,447	<i>Median Salary</i>	\$	\$
	Asian	Asian		Asian	Asian
<i>Total</i>	1	1	<i>Total</i>	0	0
<i>% of Total</i>	2%	2%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$60,381	\$78,234	<i>Average Salary</i>	\$0	\$0
<i>Median Salary</i>	\$60,381	\$78,234	<i>Median Salary</i>	\$0	\$0
	Other	Other		Other	Other
<i>Total</i>	1	0	<i>Total</i>	0	0
<i>% of Total</i>	2%	0%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$60,889	\$0	<i>Average Salary</i>	\$0	\$0
<i>Median Salary</i>	\$60,889	\$0	<i>Median Salary</i>	\$0	\$0
	Bi-lingual	Bi-lingual		Bi-lingual	Bi-lingual
<i>Total</i>	0	2	<i>Total</i>	0	0
<i>% of Total</i>	0%	3%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$0	\$27,627	<i>Average Salary</i>	\$0	\$0
<i>Median Salary</i>	\$0	\$27,627	<i>Median Salary</i>	\$0	\$0

RECORDS DEPARTMENT
APPENDIX (Other Relevant Data and Charts)

Number of Bilingual Employees (as of January 2016)

	Spanish	Malayalam
Document Return	1	0
Reference Room	1	0
Document Intake	0	1
Total - All Divisions	3	1
Total - # of Bilingual Employees		3
Total - # of Languages Spoken		3 (incl. Eng.)