



# Budget Office

CITY OF PHILADELPHIA

Budget Office  
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Philadelphia, PA 19102 – 1693

Marisa Waxman  
Budget Director

June 22, 2020

The Honorable Darrell Clarke  
City Council President  
City Hall, Room 490  
Philadelphia, PA 19107.

Dear Council President Clarke,

This letter is in response to a question raised at the May 18, 2020 hearing before the Committee of the Whole on the Fiscal Year 2021 Proposed Budget for the Office of the Director of Finance. At this hearing, the following question was asked:

**Councilmember Gilmore-Richardson: Please provide the race and gender breakdown, along with the department name, of the proposed layoffs.**

Before presenting the data, I wanted to provide an overview of the layoff process, efforts undertaken to mitigate potential disparate impact and provide for an equitable process, and give additional context stemming from the COVID-19 pandemic that is critical to interpreting the data.

## Background

As a result of the COVID-19 pandemic, the City has experienced unexpected expenses to prevent the spread and manage health impacts, which has increased costs. At the same time, the City has experienced a rapid and dramatic loss of revenues as businesses have ceased or curtailed operations. Although federal funds will reimburse the City some of these expenses, no federal funding has been directed at closing revenue shortfalls for state and local governments. Despite significant budget reductions that did reduce the workforce, a budget deficit remained, and layoffs were unfortunately necessary.

Departments, along with the Mayor's Office, the appropriate Cabinet member, and the Finance Department, identified programs and services to be eliminated or reduced. No program or service is unimportant; however, difficult decisions had to quickly be made for the City to maintain a basic level of core services. The reductions prioritize maintaining core services, with a focus on:

- Keeping Philadelphians safe, healthy, and educated, particularly vulnerable Philadelphians
- Minimizing the disruption for City employees, with an emphasis on City workers' health

The unique nature of the pandemic requiring complete and prolonged closure of all City facilities caused cancellation of much of the seasonal programs or services. This is evident in the data as exempt temporary employees are the single largest category for layoff, who are typically hired seasonally to support in-



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person summer programming and facilities support. This is apparent when viewing the below data from the Philadelphia Free Library and Parks and Recreation, both of which had programming canceled or significantly delayed or cut and large-scale facilities closures.

Additionally, the Law Department conducted a disparate impact analysis of all the layoff data to ensure an equitable process. We acknowledge that this did not result in equitable outcomes given the nature of the services that would not be happening due to the pandemic and the demographics of the staff for those services.

Finally, the City is assisting laid-off staff workers through several ways. First, through job opportunities and training with Philadelphia Works. Further, the City has created a separate portal for impacted workers to access opportunities for jobs created because of the crisis, like contact tracing and other Department of Public Health and Office of Emergency Management (OEM) related positions. However, some of these positions are time limited due to funding requirements for the CARES Act, which expire at the end of December 2020.

Below you will find several tables that provided the requested information. Please also note that School Crossing Guards were moved to summer status, as is done annually at the close of the school year, at an earlier date. These positions thus are not included in the layoff data below.

The Table 1 below shows the total number of proposed layoffs broken down by appointment type (full-time, part-time, or temp) as of June 1, 2020.

<b>Table 1</b>				
<b>City of Philadelphia COVID Lay Off Summary by Appointment Type</b>				
<b>Appointment Type</b>	<b>Total</b>	<b>Full-Time</b>	<b>Part-Time</b>	<b>Temp</b>
Total Civil Service	67	21	0	46
Total Exempt	387	87	24	276
Total	454	108	24	322



Table 2 below provides the requested information as of June 1 broken down by appointment type and department.

<b>Table 2</b>				
<b>City of Philadelphia COVID Layoff Summary by Employment Type</b>				
<b>Department</b>	<b>Total</b>	<b>Full-Time</b>	<b>Part-Time</b>	<b>Temp</b>
CEO	1		1	
Commerce	5	5		
DBHIDS	1		1	
DPP	8	8		
Finance	1			1
FLP	207			207
Mayor	4	2	1	1
MDO	96	70	21	5
OACCE	7	7		
OHR	3	3		
OIT	3	3		
PPD	1	1		
PPR	60			60
Procurement	5	5		
City Representative	4	4		
Revenue	26			26
Streets	22			22
<b>Total</b>	<b>454</b>	<b>108</b>	<b>24</b>	<b>322</b>



Table 3 below provides the requested demographic information as of June 1 broken down by department.

<b>Table 3</b>									
<b>City of Philadelphia COVID Layoff Demographics Summary (Exempt and Civil Service Combined)</b>									
	<b>American Indian or Alaska Native (Not Hispanic or Latino)</b>	<b>Asian (Not Hispanic or Latino)</b>	<b>Black or African American (Not Hispanic or Latino)</b>	<b>Hispanic or Latino</b>	<b>Native Hawaiian or Other Pacific Islander (Not Hispanic/Latino)</b>	<b>Two or More Races (Not Hispanic or Latino)</b>	<b>Unassigned</b>	<b>White - Any White background</b>	<b>Total</b>
CEO			1						1
Commerce			3	1				1	5
DBHIDS			1						1
DPP Public Property			5	1				2	8
Finance			1						1
FLP	1	15	103	9		7	11	61	207
Mayor			2			1		1	4
MDO	1	2	42	9		3	7	32	95
OACCE		2	2	1				2	7
OHR			2					1	3
OIT			2					1	3
PPD								1	1
PPR			37	1		2		20	60
Procurement	1		3					1	5
City Rep		1	3						4
Revenue			13	1			12		26
Streets			17	1		1		3	22
<b>Total</b>	<b>3</b>	<b>20</b>	<b>237</b>	<b>24</b>		<b>14</b>	<b>30</b>	<b>126</b>	<b>454</b>



Table 4 below provides the requested gender information as of June 1 broken down by department.

<b>Table 4</b>			
<b>City of Philadelphia COVID Layoff Gender Summary (Exempt and Civil Service Combined)</b>			
<b>Department</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
CEO	1		1
Commerce	1	4	5
DBHIDS		1	1
DPP Public Property	1	7	8
Finance	1		1
FLP	139	68	207
Mayor	3	1	4
MDO	49	47	96
OACCE	4	3	7
OHR	2	1	3
OIT	2	1	3
PPD		1	1
PPR	28	32	60
Procurement	3	2	5
City Rep	3	1	4
Revenue	23	3	26
Streets	2	20	22
<b>Total</b>	<b>262</b>	<b>192</b>	<b>454</b>

Sincerely,

Marisa G. Waxman, AICP  
Budget Director