

**DEPARTMENT OF PUBLIC PROPERTY
FISCAL YEAR 2020 BUDGET TESTIMONY
APRIL 9, 2019**

INTRODUCTION

Good Morning, President Clarke and Members of City Council. I am Bridget Collins-Greenwald, Commissioner of Public Property. Joining me today is Thomas C. McDade, III, Deputy Chief of Staff. I am pleased to provide testimony on the Department of Public Property's Fiscal Year 2020 Operating Budget.

DEPARTMENT MISSION & PLANS

Mission: The Department of Public Property (DPP) responsibly serves the City's workforce and community by providing quality facilities and work spaces.

Plans for Fiscal Year 2020:

- Continue to work with the Sheriff's Office to enhance City Hall security improvements, as recommended by the Police Department's Office of Homeland Security.
- Continue to work on the design and construction of the new Police Headquarters, Police Districts 6 and 9, the Unified Communications Center, and the Medical Examiner's Office and related labs.
- Utilize the Public Safety Facilities Master Plan to formulate the capital budget requests for the future capital program.
- Work on the design and construction of the renovation to Police District 15.
- Begin construction and renovation for the new Police District 2 site.
- Work on the design for the renovation to Police District 22.
- Work with the Office of Sustainability to continue to reduce our carbon footprint as well as improve safety by replacing inefficient lighting with new interior and exterior LED fixtures at facilities.
- Replace an additional ten kitchens in the fire houses as an effort to continuously improve the workplace.
- Perform preventive maintenance at our facilities to minimize unexpected issues.
- Improve police and fire facilities by replacing windows and make security and safety upgrades by replacing outdated entry doors with new low maintenance security doors as permitted by our budget.
- Inspect and treat the envelope of the Northwest quadrant of City Hall. These efforts will include masonry visual inspections, water intrusion inspections, and subsequent reports and repairs.
- Complete the cleaning and repairing of the high voltage switch gear for City Hall.
- Decrease the number of injuries on duty by offering mandatory safety training and development to employees who are injured and who work in the field.

DEPARTMENT OF PUBLIC PROPERTY

BUDGET SUMMARY & OTHER BUDGET DRIVERS

Staff Demographics Summary (as of November 2018)*				
	Total	Minority	White	Female
Number of Full-Time Staff	158	80	78	40
Number of Exempt Staff	12	5	7	6
Number of Executive Staff (deputy level and above)	6	1	5	4
Average Salary, Full-Time Staff	\$60,373	\$55,045	\$65,594	\$65,481
Average Salary, Exempt Staff	\$107,928	\$90,014	\$120,725	\$105,742
Average Salary, Executive Staff	\$125,911	\$118,450	\$127,403	\$127,722
Median Salary, Full-Time Staff	\$49,386	\$46,830	\$52,234	\$52,071
Median Salary, Exempt Staff	\$108,665	\$104,030	\$115,000	\$116,725
Median Salary, Executive Staff	\$121,725	\$118,450	\$125,000	\$121,725

Employment Levels (as of November 2018)*		
	Budgeted in FY19	Filled as of the Increment Run
Number of Full-Time Positions	150	158
Number of Exempt Positions	11	12
Number of Executive Positions (deputy level and above)	6	6
Average Salary of All Full-Time Positions	\$55,042	\$60,373
Median Salary of All Full-Time Positions	\$47,543	\$49,386

*Tables represent both General- and Capital-Funded Staff.

General Fund Financial Summary by Class						
	FY18 Original Appropriations	FY18 Actual Obligations	FY19 Original Appropriations	FY19 Estimated Obligations	FY20 Proposed Appropriations	Difference: FY20-FY19
Class 100 - Employee Compensation	\$8,547,886	\$8,797,024	\$8,659,293	\$8,834,521	\$9,395,654	\$561,133
Class 200 - Purchase of Services	\$156,362,300	\$157,435,508	\$162,181,941	\$162,706,941	\$172,542,424	\$9,835,483
Class 300/400 - Materials, Supplies & Equipment	\$1,338,535	\$1,183,997	\$1,435,535	\$1,435,535	\$1,338,535	(\$97,000)
Class 500 - Contributions	\$0	\$612,127	\$0	\$0	\$0	\$0
Class 800 - Payment to Other Funds	\$27,554,294	\$23,128,747	\$27,678,994	\$27,678,994	\$26,643,000	(\$1,035,994)
	\$193,803,015	\$191,157,403	\$199,955,763	\$200,655,991	\$209,919,613	\$9,263,622

Contracts Summary (Professional Services only)						
	FY14	FY15	FY16	FY17	FY18	FY19 YTD (Q1 & Q2)
Total amount of contracts	\$13,560,446	\$13,999,303	\$13,695,375	\$12,771,602	\$15,666,095	\$4,986,355
Total amount to M/W/DSBE	\$13,560,446	\$13,999,303	\$13,695,375	\$12,771,602	\$15,666,095	\$4,986,355
Participation Rate	100%	100%	100%	100%	100%	100%

Total M/W/DSBE Contract Participation Goal (Public Works; Services, Supplies & Equipment; and Professional Services combined)			
	FY18	FY19	FY20
M/W/DSBE Contract Participation Goal	65%	50%	50%

PROPOSED BUDGET OVERVIEW

Proposed Funding Request:

General Fund

The proposed Fiscal Year 2020 General Fund budget totals \$209,919,613, an increase of \$9,263,622 over Fiscal Year 2019 estimated obligation levels. This increase is primarily due to the increased match requirement for Transit Operations and Planning (SEPTA); increased space rental costs; and increased utilities consumption costs.

The proposed budget includes:

- \$9,395,654 in Class 100, a \$561,133 increase over FY19. The increase is due to the 3% raise for employees' salaries, and the addition of 5 positions in the Capital Project Program.
- \$172,542,424 in Class 200, a \$9,835,483 increase over FY19. The increase in Class 200 is largely due to the increased SEPTA match requirement and utilities consumption.
- \$1,203,326 in Class 300, a \$97,000 decrease from FY19 due to equipment purchased for the update of City Hall security.
- \$135,209 in Class 400, level with FY19.
- \$26,643,000 in Class 800, an \$1,035,994 decrease from FY19. This decrease is due to a decrease in payment to the Water Fund.

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STAFFING LEVELS

The department is requesting 149 budgeted positions for FY20, a decrease of 1 position from FY19.

NEW HIRES

New Hires (from 7/1/2018 to 11/25/18)	
	Total Number of New Hires
Black or African American	5
Total	5

Since the increment run, DPP has hired one white employee, and one African American employee.

PERFORMANCE, CHALLENGES, AND INITIATIVES

ADMINISTRATION PROGRAM

FY20 Strategic Goals				
<ul style="list-style-type: none"> Decrease the time to hire staff. Decrease number of injuries. 				
FY20 Performance Measures				
Measure	FY18 Actual	FY19 YTD (Q1 + Q2)	FY19 Target	FY20 Target
Percent of customer service survey respondents who rate DPP's service a 3 out of 5 or higher ¹	N/A		95.0%	95.0%
Human Resources: days to fill position after certification ²	N/A	52	52	48
Human Resources: net hires ³	N/A	6	18	15
Safety: number of injuries ³	N/A	10	decrease from prior year	decrease from prior year
Safety: number of employees trained ³	N/A	128	130	134
Administration: invoices – days to pay median (from date of receipt to date of submission to Finance) ³	N/A	12	15	13

¹ This is an annual measure, and FY19 data will be available at year-end.

² This is a new measure for FY19, so prior-year data is not available. This the average number of days to fill a position.

³ This is a new measure for FY19, so prior-year data is not available.

CAPITAL PROGRAM

FY20 Strategic Goals				
<ul style="list-style-type: none"> Increase number of substantially completed projects (projects at least 95% complete). Decrease time to complete design plans and specifications. 				
FY20 Performance Measures				
Measure	FY18 Actual	FY19 YTD (Q1 + Q2)	FY19 Target	FY20 Target
Number of substantially completed construction projects ¹	40	26	42	45
Number of projects that completed design	19	11	22	24

¹ A project that is substantially complete is at least 95% complete.

FACILITIES MANAGEMENT (FIELD OPERATIONS) PROGRAM

FY20 Strategic Goals				
<ul style="list-style-type: none"> Continue to improve security at City facilities by installing new security doors. Continue to improve tenant comfort by replacing inefficient and problematic HVAC equipment. Continue to reduce the City's carbon footprint by increasing the percentage of light conversions to light emitting diodes (LEDs). 				
FY20 Performance Measures				
Measure	FY18 Actual	FY19 YTD (Q1 + Q2)	FY19 Target	FY20 Target
Field Operations: Facilities division work order volume ¹	15,797	5,665	11,500	11,300
Field Operations: Percent of work orders completed within service level ²	88.5%	83.8%	90.0%	90.0%

¹ DPP is moving to have contractors handle more work requests. These work orders are not counted in DPP's work order system, as they go directly to the contractors.

² DPP is realigning supervisory assignments to facilitate more satisfactory completion of work orders during the remainder of FY19.

FACILITIES MANAGEMENT (QUAD-PLEX) PROGRAM

FY20 Strategic Goals				
<ul style="list-style-type: none"> • Increase percentage of light conversions to light emitting diodes (LEDs). • Improve service via Service Level Agreements (SLAs) with recently re-organized management team and new service contracts. • Complete upgrades for the HVAC systems per plan. 				
FY20 Performance Measures				
Measure	FY18 Actual	FY19 YTD (Q1 + Q2)	FY19 Target	FY20 Target
Quad-Plex: Work Order Volume	18,689	10,392	17,416	17,500
Quad-Plex: Percent of work orders completed within SLA	88.5%	91.9%	90.0%	90.0%

REAL ESTATE AND PLANNING PROGRAM

FY20 Strategic Goals				
<ul style="list-style-type: none"> • Reduce real estate costs and carbon footprint with minimal impact to city services while continuing to enable agencies to fulfill their missions. • Design and deliver expanded shared services. • Modernize the City’s workspaces and services, reducing square footage and assets where appropriate and in line with the City’s goals. 				
FY20 Performance Measures				
Measure	FY18 Actual	FY19 YTD (Q1 + Q2)	FY19 Target	FY20 Target
Lease Cost Per Square Foot ¹	\$19	\$20	\$21	\$25

¹ Per-square-foot rent amounts are rounded to whole dollars. Price increases are in line with the Consumer Price Index, as well as the program’s use of fully furnished, turn-key spaces (meaning that departments do not have to use their own funds for furniture or tenant improvements).

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OTHER BUDGETARY IMPACTS

Federal and State (Where Applicable)

N/A

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CONTRACTING EXPERIENCE

M/W/DSBE Participation on Large Professional Services Contracts with For-Profit Vendors											
Top Largest Contracts over \$34,000 for FY19											
Vendor Name	Brief Description of Service Provided	Dollar 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 % Participation - All DSBEs	Total \$ Value Participation - All DSBEs	Is This a Local Business? (principal place of business located within City limits) [yes / no]	Does the Vendor Have a Waiver for Living Wage Compliance? [yes / no]
USF	Operations, Maintenance and Support for the Triplex	\$9,867,368	4/26/2013	10/1/2013	MBE: 20-25%	100%	\$9,867,368	100%	\$9,867,368	yes	no
					WBE: 10-15%	0%	\$0				
					DSBE: 10-15%	0%	\$0				

Non-Profit Vendor Demographics		
Philadelphia Municipal Authority	Minority %	Female %
Workforce	100%	100%
Executive	100%	100%
Board	75%	25%

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EMPLOYEE DATA

Staff Demographics (as of November 2018)					
Full-Time Staff			Executive Staff		
	Male	Female		Male	Female
	African-American	African-American		African-American	African-American
<i>Total</i>	40	20	<i>Total</i>	0	1
<i>% of Total</i>	25%	13%	<i>% of Total</i>	0%	17%
<i>Average Salary</i>	\$50,224	\$55,922	<i>Average Salary</i>	N/A	\$118,450
<i>Median Salary</i>	\$45,749	\$46,481	<i>Median Salary</i>	N/A	\$118,450
	White	White		White	White
<i>Total</i>	67	11	<i>Total</i>	2	3
<i>% of Total</i>	42%	7%	<i>% of Total</i>	33%	50%
<i>Average Salary</i>	\$62,053	\$88,887	<i>Average Salary</i>	\$122,287	\$130,813
<i>Median Salary</i>	\$52,234	\$97,192	<i>Median Salary</i>	\$122,287	\$125,000
	Hispanic	Hispanic		Hispanic	Hispanic
<i>Total</i>	9	4	<i>Total</i>	0	0
<i>% of Total</i>	6%	3%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$63,782	\$53,641	<i>Average Salary</i>	N/A	N/A
<i>Median Salary</i>	\$46,830	\$49,654	<i>Median Salary</i>	N/A	N/A
	Asian	Asian		Asian	Asian
<i>Total</i>	3	2	<i>Total</i>	0	0
<i>% of Total</i>	2%	1%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	\$85,823	\$66,292	<i>Average Salary</i>	N/A	N/A
<i>Median Salary</i>	\$82,871	\$66,292	<i>Median Salary</i>	N/A	N/A
	Other	Other		Other	Other
<i>Total</i>	0	2	<i>Total</i>	0	0
<i>% of Total</i>	0%	1%	<i>% of Total</i>	0%	0%
<i>Average Salary</i>	N/A	\$48,766	<i>Average Salary</i>	N/A	N/A
<i>Median Salary</i>	N/A	\$48,766	<i>Median Salary</i>	N/A	N/A
	Bilingual	Bilingual		Bilingual	Bilingual
<i>Total</i>	10	6	<i>Total</i>	0	1
<i>% of Total</i>	6%	4%	<i>% of Total</i>	0%	17%
<i>Average Salary</i>	\$67,781	\$79,979	<i>Average Salary</i>	N/A	\$118,450
<i>Median Salary</i>	\$56,073	\$84,943	<i>Median Salary</i>	N/A	\$118,450
	Male	Female		Male	Female
<i>Total</i>	118	40	<i>Total</i>	2	4
<i>% of Total</i>	75%	25%	<i>% of Total</i>	33%	67%
<i>Average Salary</i>	\$58,603	\$65,481	<i>Average Salary</i>	\$122,287	\$127,722
<i>Median Salary</i>	\$49,386	\$52,071	<i>Median Salary</i>	\$122,287	\$121,725

LANGUAGE ACCESS

1. Has your leadership received language access training?

Yes, our leadership staff was trained at the end of FY19.

2. Do you currently have a language access coordinator?

Yes, Lori Davey, Deputy Commissioner of Public Property

3. Has your department written a language access plan and is it posted online?

DPP has a language access plan, and it is posted online at: <https://beta.phila.gov/documents/language-access-plans/>.

4. Explain what your department has done to improve language access services over the past year.

We are working with the Office of Immigrant Affairs to place additional signage in multiple languages in reception areas of the Quad-plex, explaining to guests how to proceed through security to ease their entrance into the Quad-plex.