

FY21 Budget Process

City Council Information Request

Department: Public Facilities Department

GENERAL INFORMATION:

1. Summary Budget for FY21 - *See Separate Attachment (Appendix A)*
2. Detail on “Other” or “Misc” Line Items (53900, 54900, & 55900)

BUDGET NARRATIVE:

3. Three Largest Budget Reductions from FY20 in dollars and %
4. Three Largest Budget Increases from FY20 in dollars and %
5. Detail on Other Significant Budget Expansions or Reductions
6. Any New Responsibilities Assigned to Department in the Last Two Years
7. Any Responsibilities Transferred Out of Department in Last Two Years
8. Actual YTD FY20 Spending - *See Separate Attachment (Appendix B)*
9. Any Savings Realized by Department in FY20
10. Any Changes to External Funds
11. List of 5 Major Accomplishments in FY20 – *See Separate Attachment (Appendix C)*
12. Chief FY21 Goals, Ongoing and New Initiatives – *See Separate Attachment (Appendix D)*
13. Multi-year Projects or Investments, Discuss FY20 Ramp-up or Wind-down in Spending, and Future Year Plan
14. Any Expanded Budget Authority Not Granted, But Plan to Resubmit in Future
15. Departmental Financial and Personnel Resources Devoted to Language Access

PERSONNEL INFORMATION:

- 16. Five Year Analysis of Full Time Employees (FTEs)
- 17. Breakdown of Employees on Leave
- 18. Five Year Analysis of the Total Number of Positions
- 19. A. Breakdown of Employees by Race and Gender
 B. Breakdown of Top 10 Wage Earners by Race and Gender
- 20. Breakdown of Employees with Language Competency Other Than English
- 21. Five Year Analysis of Overtime
- 22. Amount and Justification of Any Stipends
- 23. Any Hiring Challenges Experienced This Year

CONTRACTS - See Separate Attachment (Appendix E)

- 24. Overview of Current Contracts
- 25. Breakdown of Contracts
- 26. Any Barriers to Contractor Diversity in Department Contracts
- 27. Narrative on Contracts Over \$100,000

PERFORMANCE MEASURES

REVOLVING FUNDS - See Separate Attachment (Appendix F)

2) Detail on "Other" and "Misc" Line Items

Account	Account Descr	Amount	Details
53900	Misc Supplies and Materials	5,500	First aid, wearing apparel
54900	Other Current Charges	14,400	Membership dues, subscriptions, water
55900	Misc Equipment	2,400	Monitoring equipment, minor tools, hard hats, vests, goggles.

4) Three Largest Budget Increases from FY20

	Account	Account Description	Amount	% Change	Explanation
1.	51000	Permanent Employees	92,093	1%	Cost of living increases, moved PMD chargebacks from 529 to 51000
2.	53000	Auto Energy Supplies	132	9%	Increase based on projected units
3.	54900	Current Charges	116	1%	Increase in water contract

3) Three Largest Budget Reductions from FY20

	Account	Account Description	Amount	% Change	Explanation
1.	52900	Contracted Services	(11,185)	7%	Moved Property Management chargebacks to personnel
2.	52700	Repairs & Service to Equipment	(4,500)	-23%	Reduced maintenance of equipment no longer needed
3.					

5) Other Significant Budget Expansions or Reductions - N/A

6) Any New Responsibilities Assigned to Department in the Last Two Years - N/A

7) Any Responsibilities Transferred Out of Department in Last Two Years -
No responsibilities were transferred out during the past two years.

8) Actual YTD FY20 Spending - *See Separate Attachment (Appendix B)*

9) FY20 Savings Realized by Department - PFD has some salary savings due to major personnel transitions occurring in the department. Currently there is no Director which has stalled the hiring process of senior staff positions.

10) Changes to External Funds N/A.

11) List of 5 Major Accomplishments - FY20 – See Separate Attachment (Appendix C)

12) Chief FY21 Goals, Ongoing and New Initiatives – See Separate Attachment (Appendix D)

13) Multi-year Projects or Investments, Discuss FY20 Ramp-up or Wind-down in Spending, and Future Year Plan -

We have gone live with e-Builder, but still need to fully implement our usage of the program. This will require support from the vendor.

14) Any Expanded Budget Authority Not Granted, But Plan to Resubmit in Future

While additional personnel can aid in the implementation of a robust capital plan, the department understands the necessity of doing more with less in difficult fiscal times.

15) Departmental Financial and Personnel Resources Devoted to Language Access

FY20 Language Communications Access (LCA) Allocation (in ONS Budget) - \$0

Other Financial and Personnel Resources -

PFD has multiple employees who speak other languages who are not formally in the language pool or officially listed as a language speaker, readily available if need for language communication.

16) Five Year Analysis of Full-Time Equivalents as of January 1

	FY17	FY18	FY19	FY20	FY21 Projected
FTEs	55.0	59.0	60.0	60.0	60.0

17) Breakdown of Instances of Employees on Leave

Leave Type	FY19	FY20 (Through 3/23/20)
FMLA	9	4
Unpaid Leave	1	0

18) Five Year Analysis of the Total Number of Positions

	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Recommended
Total Full-Time Positions (Permanent)	61	57	67	69	69

19A) Breakdown of Employees by Race and Gender

Active Employees as of April 1, 2020

	Female	Male	Total	% of Total
Black	5	4	9	15.3%
Hispanic	1	3	4	6.8%
Asian	1	1	2	3.4%
White	9	35	44	74.6%
Total	16	43	59	100%
% of Total	27%	73%	100%	

19B) Breakdown of Top Ten Dept Salaries by Race and Gender

Active Employees as of April 1, 2020

	Female	Male	Total	% of Total
White	2	7	9	90%
Black		1	1	10%
Total	2	8	10	100%
% of Total	20%	80%	100	

20) Employee Counts with Language Competency in the Volunteer Pool

N/A

21) Five Year Overtime History

FY17	FY18	FY19	FY20 Approp	FY20 YTD (through March)	FY21 Recom
\$109,147	\$70,436	\$52,464	\$100,000	\$64,670	\$100,000

24, 25, 26, 27) Breakdown of contracts, contracts over \$100k - See Separate Attachment (Appendix E)

N/A

Performance Measures

Measure	FY18 Actual	FY19 Actual	FY20 Proj	FY21 Target	Comments on Targets	Trend Narrative
Average time for designer selection.	8	5	5	5	We were able to make this process more efficient a few years ago when we hired a new person to manage the designer selection process.	Since implementing our new process, we have been able to have the majority of projects meet this target.
% of bids awarded within 15% of estimate.	65%	80%	80%	80%	Our designers have an inherent interest in verifying that the project is within their estimate as they are required to redesign and rebid the project if it is more than 10% over the advertised and agreed upon construction estimate.	We require professional estimating at every phase of our projects to assure ourselves, to the best of our ability, that projects are adequately funded before bidding. The department also requires our project managers to complete a bid analysis form for every set of bids received. However, we also bid projects during a changing economy where tariffs, market shortages, and other factors can increase material costs quickly. In these instances, we attempt to make the best business decision as projects are bid.

Performance Measures

Measure	FY18 Actual	FY19 Actual	FY20 Proj	FY21 Target	Comments on Targets	Trend Narrative
% of closed-out projects where change orders total less than 10% of the original contract price, including elective change orders.	65%	62%	65%	65%	While many of our projects require no change orders, since much of the City building stock is aging, we need to allow for unknown issues when we start work.	Controlling costs such as change orders are a critical piece of our work as project budgets are limited. PFD has a system of controlling and getting Assistant Director and Director approval for any change order over \$15,000. However, much of our work is within occupied City buildings and there are times when unforeseen issues are found and need to be corrected with the project. Unforeseen environmental issues, HVAC issues and any life safety items, uncovered during construction operation usually need to be addressed while this work is being undertaken and not left for someone else to deal with.

Department History

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Recommended	Inc/Dec 20 vs 21
51000 Permanent Employees	4,991,835	5,962,797	6,757,557	6,849,649	92,092
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	70,436	52,464	100,000	100,000	0
51600 Unemployment Compensation	0	8,989	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	5,062,271	6,024,250	6,857,557	6,949,649	92,092
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Recommended	Inc/Dec 20 vs 21
52100 Communications	3,540	37,577	48,225	48,225	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	457	1,000	1,000	0
52600 Repairs Buildings & Structures	0	5,515	11,000	11,000	0
52700 Repairs & Service of Equipment	14,428	12,126	19,995	15,495	-4,500
52800 Transportation of Persons	6,035	5,130	7,100	7,100	0
52900 Contracted Services	311,901	391,615	163,385	152,200	-11,185
Total Contractual Services	335,904	452,420	250,705	235,020	-15,685
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Recommended	Inc/Dec 20 vs 21
53000 Auto Energy Supplies	1,542	1,544	1,493	1,625	132
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	26,570	18,078	32,300	32,300	0
53700 Clothing Allowance	1,750	1,750	1,750	1,750	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	2,519	4,965	5,500	5,500	0
Total Supplies & Materials	32,381	26,337	41,043	41,175	132
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Recommended	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	13,638	29,925	14,584	14,700	116
Total Current Chgs & Oblig	13,638	29,925	14,584	14,700	116
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Recommended	Inc/Dec 20 vs 21
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	4,002	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	978	21,940	5,800	5,800	0
Total Equipment	4,980	21,940	5,800	5,800	0
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Recommended	Inc/Dec 20 vs 21
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	5,449,174	6,554,872	7,169,689	7,246,344	76,655

Appendix B

City of Boston Summarized Appropriations by Department Budget Year 2020 as of March 31, 2020

<u>Func Descr</u>	<u>Dept</u>	<u>Description</u>	<u>Acct</u>	<u>Descr</u>	<u>Bdgtd</u>	<u>Encumb</u>	<u>Expend</u>	<u>Avail</u>
100 General Fund	181000	Public Facilities Dep	51000	Permanent Employees	6,757,557.00	-	4,381,529.22	2,376,027.78
100 General Fund	181000	Public Facilities Dep	51200	Overtime	100,000.00	-	64,669.73	35,330.27
100 General Fund	181000	Public Facilities Dep	51700	Workers Compensation	0	-	5,555.55	(5,555.55)
100 General Fund	181000	Public Facilities Dep	52100	Telecommunications	48,225.00	-	33,029.12	15,195.88
100 General Fund	181000	Public Facilities Dep	52500	Waste Removal	1,000.00	-	258.90	741.10
100 General Fund	181000	Public Facilities Dep	52600	Repairs/Maintenance	11,000.00	-	4,181.84	6,818.16
100 General Fund	181000	Public Facilities Dep	52700	Repair/Service Equip	19,995.00	517.00	7,254.56	12,223.44
100 General Fund	181000	Public Facilities Dep	52800	Transportation/Travel	7,100.00	-	4,346.16	2,753.84
100 General Fund	181000	Public Facilities Dep	52900	Contracted Services	163,385.00	3,398.98	32,541.36	127,444.66
100 General Fund	181000	Public Facilities Dep	53000	Motor Vehicle Energy	1,493.00	-	771.67	721.33
100 General Fund	181000	Public Facilities Dep	53600	Office Supplies	32,300.00	868.14	15,689.43	15,742.43
100 General Fund	181000	Public Facilities Dep	53700	Clothing Allowance	1,750.00	-	1,750.00	-
100 General Fund	181000	Public Facilities Dep	53900	Misc Supplies/Materia	5,500.00	1,047.12	3,402.07	1,050.81
100 General Fund	181000	Public Facilities Dep	54900	Current Charges	14,584.00	783.76	8,401.00	5,399.24
100 General Fund	181000	Public Facilities Dep	55900	Equipment	5,800.00	-	-	5,800.00
Public Facilities Dep Total					7,169,689.00	6,615.00	4,563,380.61	2,599,693.39

Appendix C & D

List 5 Major Accomplishments in FY20

1. Eliot School Opening
2. E-Builder Launch
3. Adams Street Library Groundbreaking
4. Engine 42 Groundbreaking
5. Purchase of 293 Harrison Ave for new JQUS

Chief FY21 Goals, Ongoing and New Initiatives

1. E-Builder Implementation
2. Renew Boston Trust Phase II
3. My Way Cafe Phase III
4. Continued Work with School Dept. on BuildBPS
5. City Hall Plaza Construction Kickoff