

FY22 Budget Process

City Council Information Request

Department: Public Facilities Department

GENERAL INFORMATION:

1. Summary Budget for FY22 - *See Separate Attachment (Appendix A)*
2. Detail on “Other” or “Misc” Line Items (53900, 54900, & 55900)

BUDGET NARRATIVE:

3. Three Largest Budget Reductions from FY21 in dollars and %
4. Three Largest Budget Increases from FY21 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 FY21 Spending - *See Separate Attachment (Appendix B)*
9. Any Savings Realized by Department in FY21
- 10a. Any Changes to External Funds
- 10b. Federal funds related to COVID in FY21 and FY22
11. List of 5 Major Accomplishments in FY21 – *See Separate Attachment (Appendix C)*
12. Chief FY22 Goals, Ongoing and New Initiatives – *See Separate Attachment (Appendix D)*
13. Multi-year Projects or Investments, Discuss FY21 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 - N/A

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	27,200	DocuSign and DocuSign integration for e-Builder, membership dues, subscriptions, water
55900	Misc Equipment	5,800	Safety equipment

3) Three Largest Budget Reductions from FY21

	Account	Account Description	Amount	% Change	Explanation
1.	52900	Contracted Services	(108,500)	-248%	Removed facility charges with construction closure at 26 Court Street and reduction in bps planning services
2.	53600	Office Supplies and Materials	(14,300)	-79%	Reduced office supplies based on actual spending
3.	53000	Auto Energy Supplies	(431)	-36%	Reduced rates

4) Three Largest Budget Increases from FY21

	Account	Account Description	Amount	% Change	Explanation
1.	51000	Permanent Employees	620,126	9%	Increase due to new Clerk position, decreased salary savings, added two new Project Manager positions.
2.	54900	Current Charges	12,500	46%	Increase due to e-signature costs and additional integration with E-Builder.
3.	N/A				

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

6) Any New Responsibilities Assigned to Department in the Last Two Years -
No new responsibilities assigned to the department in the past two years.

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

8) Actual YTD FY21 Spending - *See Separate Attachment (Appendix B)*

9) FY21 Savings Realized by Department - PFD has some savings due to the closure of Court Street.

10a) Changes to External Funds - N/A

10b) Federal Funds related to COVID in FY21 and FY22- N/A

11) List of 5 Major Accomplishments - FY21 – See Separate Attachment (Appendix C)

12) Chief FY22 Goals, Ongoing and New Initiatives – See Separate Attachment (Appendix D)

13) Multi-year Projects or Investments, Discuss FY21 Ramp-up or Wind-down in Spending, and Future Year Plan - We will be continuing the implementation of eBuilder, our construction project management software, including the roll out of new modules and the integration of eSignature capabilities.

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

While additional resources can always be put to good use, the department understands the necessity of doing more with less in difficult fiscal times.

15) Departmental Financial and Personnel Resources Devoted to Language Access

FY21 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

	FY18	FY19	FY20	FY21	FY22 Projected
FTEs	59	60	60	63	67

17) Breakdown of Instances of Employees on Leave

*Paid and Unpaid Leaves to be reported.

Leave Type	FY20	FY21 (Through March)
FMLA	5	9
Paid Administrative Leave		
Unpaid Leave		

18) Five Year Analysis of the Total Number of Positions

	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Adopted	FY22 Recommended
Total Full-Time Positions (Permanent)	57	67	69	69	72

19A) Breakdown of Employees by Race and Gender

Active Employees as of April 1, 2021

	Female	Male	Total	% of Total
Asian	1	1	2	3%
Black	5	4	9	14%
Hispanic	1	4	5	8%
NSPEC	0	1	1	2%
White	9	40	49	74%
Total	16	50	66	100%
% of Total	24%	76%	100%	

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

Active Employees as of April 1, 2021

	Female	Male	Total	% of Total
White	3	6	9	90%
Black	0	1	1	10%
Total	3	7	10	100%
% of Total	30%	70%	100	

20) Employee Counts with Language Competency in the Volunteer Pool

N/A

21) Five Year Overtime History

FY18	FY19	FY20	FY21 Approp	FY21 YTD (through March)	FY22 Recom
\$70,436	\$52,464	\$100,000	\$100,000	\$45,870	\$80,000

22) Amount and Justification of Any Stipends - N/A

23) Any Hiring Challenges Experienced This Year - N/A

24, 25, 26, 27) Breakdown of contracts, contracts over \$100k - N/A

Performance Measures

Measure	FY19 Actual	FY20 Actual	FY21 Proj	FY22 Target	Comments on Targets	Trend Narrative
Average time for designer selection	5	8	6	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. We had one project in April 2020 that was rescheduled due to COVID, but now that we have virtual systems in place, we are confident we will be able to meet this goal again.
% of bids awarded within 15% of estimate	80	84	75	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	FY19 Actual	FY20 Actual	FY21 Proj	FY22 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	62	70	60	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 \$25,000. 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.

Revolving Fund(s) - N/A

Department History

Personnel Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	Inc/Dec 21 vs 22
51000 Permanent Employees	5,962,797	6,188,772	6,663,779	7,283,906	620,127
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	52,464	69,422	100,000	80,000	-20,000
51600 Unemployment Compensation	8,989	0	0	0	0
51700 Workers' Compensation	0	21,746	0	0	0
Total Personnel Services	6,024,250	6,279,940	6,763,779	7,363,906	600,127
Contractual Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	Inc/Dec 21 vs 22
52100 Communications	37,577	47,530	48,225	48,225	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	457	388	1,000	0	-1,000
52600 Repairs Buildings & Structures	5,515	6,205	11,000	0	-11,000
52700 Repairs & Service of Equipment	12,126	13,556	15,495	15,495	0
52800 Transportation of Persons	5,130	5,664	7,100	7,100	0
52900 Contracted Services	391,615	252,961	152,200	43,700	-108,500
Total Contractual Services	452,420	326,304	235,020	114,520	-120,500
Supplies & Materials	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	Inc/Dec 21 vs 22
53000 Auto Energy Supplies	1,544	900	1,625	1,194	-431
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	18,078	16,477	32,300	18,000	-14,300
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	4,965	4,679	5,500	5,500	0
Total Supplies & Materials	26,337	23,806	41,175	26,444	-14,731
Current Chgs & Oblig	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	Inc/Dec 21 vs 22
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	29,925	14,089	14,700	27,200	12,500
Total Current Chgs & Oblig	29,925	14,089	14,700	27,200	12,500
Equipment	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	Inc/Dec 21 vs 22
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	21,940	0	5,800	5,800	0
Total Equipment	21,940	0	5,800	5,800	0
Other	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	Inc/Dec 21 vs 22
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	6,554,872	6,644,139	7,060,474	7,537,870	477,396

Appendix B

**City of Boston
Summarized Appropriations by Department
Budget Year 2021
as of March 31, 2021**

Fund	Descr	Dept	Descr	Acct	Descr	Bdgtd	Encumb	Expend	Avail	
100	General	Fund	181000	Public Facilities Dep	51000	Permanent Employees	6,663,779.00	0	4,634,259.60	2,029,519.40
100	General	Fund	181000	Public Facilities Dep	51200	Overtime	100,000.00	0	45,098.29	54,901.71
100	General	Fund	181000	Public Facilities Dep	51700	Workers Compensation	0	0	41,587.26	-41,587.26
100	General	Fund	181000	Public Facilities Dep	52100	Telecommunications	48,225.00	0	25,887.37	22,337.63
100	General	Fund	181000	Public Facilities Dep	52500	Waste Removal	1,000.00	0	228.06	771.94
100	General	Fund	181000	Public Facilities Dep	52600	Repairs/Maintenance	11,000.00	0	1,444.43	9,555.57
100	General	Fund	181000	Public Facilities Dep	52700	Repair/Service Equip	12,445.00	1,516.15	2,074.07	8,854.78
100	General	Fund	181000	Public Facilities Dep	52800	Transportation/Travel	7,100.00	6,551.52	787.48	-239
100	General	Fund	181000	Public Facilities Dep	52900	Contracted Services	152,200.00	0	30,152.22	122,047.78
100	General	Fund	181000	Public Facilities Dep	53000	Motor Vehicle Energy	1,625.00	0	141.56	1,483.44
100	General	Fund	181000	Public Facilities Dep	53600	Office Supplies	30,800.00	527	413.1	29,859.90
100	General	Fund	181000	Public Facilities Dep	53700	Clothing Allowance	1,750.00	0	1,750.00	0
100	General	Fund	181000	Public Facilities Dep	53900	Misc Supplies/Materia	10,050.00	0	6,640.00	3,410.00
100	General	Fund	181000	Public Facilities Dep	54900	Current Charges	14,700.00	0	8,119.23	6,580.77
100	General	Fund	181000	Public Facilities Dep	55900	Equipment	5,800.00	0	0	5,800.00
				Public Facilities Dep Total			7,060,474.00	8,594.67	4,798,582.67	2,253,296.66

List 5 Major Accomplishments in FY21

1. Roxbury Branch Library Completion
2. Schedules, Invoicing, Contracts and Change Orders Launched in eBuilder
3. Adams Street Library Completion
4. Curley Community Center Groundbreaking
5. My Way Cafe Phase III

Chief FY22 Goals, Ongoing and New Initiatives

1. My Way Cafe Phase IV
2. Engine 17 Groundbreaking
3. Carter School Design Development
4. Josiah Quincy Upper School Groundbreaking
5. PFC Process Design and Implementation in eBuilder