

## **EXECUTIVE ORDER NO. 8-11**

### **FACILITIES MANAGEMENT**

**WHEREAS**, the City of Philadelphia's Department of Public Property is charged in the Home Rule Charter with the responsibility to purchase, condemn, lease or otherwise acquire such grounds, buildings and building accommodations, structures and facilities as may be required by the City; and

**WHEREAS**, the Charter also charges the Department of Public Property with the responsibility for determining when any City real estate is not being used in connection with the work of any department, board or commission of the City or any other governmental agency, and for determining whether to rent or propose a sale of the property, under the best terms obtainable after appropriate public advertising and the receipt of competitive bids; and

**WHEREAS**, the City of Philadelphia has an obligation to the taxpayers to obtain the best financial terms for housing City operations in facilities and for leasing City-owned facilities; to keep City facilities clean, safe and Code compliant; to co-locate facilities with complementary uses; and to merge underutilized facilities; and

**WHEREAS**, because it has limited resources and staff, the City would benefit from private support to conduct a thorough review of the entirety of the City's facility inventory; and

**WHEREAS**, private business, real estate, legal, academic and construction expertise is available in the City and should be utilized to supplement the City's resources in order to accomplish the large and complex task of a thorough review of the City's facilities and their management;

**NOW, THEREFORE**, I, Michael A. Nutter, Mayor of the City of Philadelphia, by the powers vested in me by the Philadelphia Home Rule Charter, do hereby **order as follows**:

#### **SECTION 1. ESTABLISHMENT OF THE MAYOR'S TASK FORCE ON CITY-OWNED FACILITIES**

- A.** Mayor's Task Force on City-Owned Facilities. The Mayor's Task Force on City-Owned Facilities (the "Facilities Task Force") is hereby established. The Chairperson of the Facilities Task Force shall be appointed by the Mayor and will report to the Managing Director. The members of the Facilities Task Force shall be appointed by and serve at the pleasure of the Mayor and will consist of two representatives each from the following, and such other appointees as the Mayor may select:

Academia

Bar Association – Real Estate section

Building Owners and Managers Association (BOMA)

Philadelphia Chamber of Commerce  
City Council  
Commercial Real Estate Brokers

The Facilities Task Force shall serve without compensation and shall convene regularly at such times and places as it may designate.

- B. The Mayor’s Task Force on City-Owned Facilities Working Group.** The Mayor’s Task Force on City-Owned Facilities Working Group (the “Facilities Working Group”) shall be chaired by the Managing Director and shall include the following members or their designees:

Commissioner of Public Property  
Finance Director  
Budget Director  
Chief Integrity Officer  
City Solicitor  
Deputy Mayor for Commerce and Economic Development  
Deputy Mayor for Health and Opportunity  
Deputy Mayor for Parks and Recreation  
Deputy Mayor for Public Safety  
Deputy Mayor for Transportation and Utilities  
Mayor’s Director of Policy

## **SECTION 2. DUTIES AND RESPONSIBILITIES**

- A. The Mayor’s Task Force on City-Owned Facilities.**

1. The mission of the Facilities Task Force shall be to make recommendations to the Administration related to ensuring that the City obtains the best financial terms for housing City operations in facilities and for leasing City-owned facilities; that City facilities are clean, safe and Code compliant; that facilities with complementary uses are co-located; and that any underutilized facilities are merged. To that end, the Facilities Task Force shall:

(a) Review and analyze leases in which the City is lessee, including but not limited to considerations of:

- Strategies for negotiating new lease terms with existing owners
- Improvements in leases for comparable facilities the City may enter into upon expiration of current leases
- Potential cost-savings to be derived from purchasing new properties comparable to current leased properties

- Recommendations on co-locations or mergers for certain public facilities

(b) Develop a maintenance plan for City-owned facilities that remain in the City's inventory, including budget and resource recommendations.

(c) Evaluate leases in which the City is lessor, including policies and practices of leasing facilities for nominal rent or with utilities paid by the City, and develop a comprehensive leasing policy that will be fair, transparent and cost-efficient to the City.

(d) Work with the various agencies involved in the Greenworks Philadelphia plan to determine how the recommendations of the Facilities Task Force on various facilities can incorporate the best practices of sustainability and energy efficiency.

(e) Convene public meetings throughout the City to assist in engaging the public in its work and its final recommendations.

2. Based upon its own and the Facilities Working Group's analysis, the Facilities Task Force shall prepare a report on City-owned properties, including recommendations as to which facilities could be sold, closed or merged with other facilities; and other recommendations concerning maintenance and operation of City facilities.

3. Because the Pennsylvania Intergovernmental Cooperation Authority is currently conducting an analysis of the Fire Department, including issues related to Fire Department facilities, Fire Department facilities shall be excluded from the considerations of the Facilities Task Force and the Facilities Working Group.

**B. The Mayor's Task Force on City-Owned Facilities Working Group.**

1. The Facilities Working Group shall support the Facilities Task Force in its assessment of City-managed facilities by evaluating leases, departmental needs, facility use, facility costs and other property-related data and by making recommendations to the Facilities Task Force on each aspect of its charge.

2. The Facilities Working Group shall provide administrative support for the work of the Facilities Task Force, including providing data, scheduling visits to facilities and scheduling public meetings around the City.

**C. Final Report.**

1. The Mayor's Task Force on City-Owned Facilities shall, within two years of the Effective Date of this Order, issue a final report containing its recommendations and proposed policies on leases for properties where the City is lessee, on leases where the City is lessor, on real estate opportunities, on maintenance strategies and on facilities that may be sold, closed or merged.

2. The Facilities Task Force shall be dissolved, unless extended by Executive Order, after the issuance of its final report.

**SECTION 3. PREVIOUS EXECUTIVE ORDER No. 8-11**

This Order supersedes Executive Order No. 8-11 (“Facilities Management”) dated July 20, 2011, which did not accurately identify the Facilities Working Group.

**SECTION 4. EFFECTIVE DATE**

This Order shall be effective immediately.

8/9/11  
Date

  
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Michael A. Nutter, Mayor