



**Budget Office**

CITY OF PHILADELPHIA

# City of Philadelphia Overtime Spending

Origins, Analysis, & Action Plan



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## About this Report

The City of Philadelphia is an immense operation, providing a wide array of services to Philadelphia residents, visitors, and businesses, providing resources for everything between the Airport and the Zoo, including public safety, public health, human services, parks and more. Delivering these services (which may be required 24x7x365 or at irregular, unexpected intervals) relies upon inputs including staff, equipment, and contracts with outside vendors for services. The single largest resource used to deliver services in Philadelphia is our dedicated workforce of public servants, with personnel costs (referred to as Class 100), estimated at \$3.2 billion in the General Fund, representing 63.4% of total General Fund spending in FY20. Managing the cost of employee salaries and benefits is essential to maintaining the fiscal health of the City.

This report explores a subset of those personnel costs, those attributable to overtime (OT). **The cost of overtime for the City's General Fund is 4% of City General Fund spending**, about \$208.5 million in FY20<sup>1</sup>. The following document explores the drivers of overtime, analyzes utilization of overtime by individual department, and includes a discussion of management plans to maximize the efficiency and effectiveness of overtime as part of the overall approach to service delivery.

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<sup>1</sup> [City of Philadelphia Quarterly City Managers Report, FY20Q4](#)



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## What Is Overtime?

Put simply, overtime is a way to get work done. It refers to hours worked by employees beyond their normal working hours. For most City employees, there is compensation for those additional hours. Determination of when compensation for additional hours is warranted and the rate of that pay is governed by the City's labor contracts and civil service regulations, as well, as labor laws. Overtime pay is 1.5-2 times the regular pay for the additional hours.

Most overtime expenses for the City of Philadelphia are concentrated in public safety departments (more than 80% of FY20's estimated overtime was for Police, Fire and Prisons), whose work cannot wait until after a holiday or when a sick co-worker returns to the office. Also, these fields hire and train staff in classes, with gaps in staffing while a class is being convened and trained filled with OT. While overtime is a very small portion of the City's overall spending, it is a variable cost that can be controlled (to a degree) based on operational decisions in near-real time. Given the City's high level of fixed costs that cannot be easily adjusted, attention to the amount of overtime spending is useful in maintaining the City's fiscal stability.

## What Are the Alternatives to Overtime?

If overtime is a way to get work done, it is helpful to remember that there are alternatives. These include hiring more staff, improving productivity (typically through technology investment, legislative changes to reduce regulations/mandates, or business process re-engineering), utilizing vendors for service delivery, changing/reducing the services the City provides, or reducing the quality or service levels.<sup>2</sup> There are pros and cons to each alternative; for example, with technology investments to improve productivity, the upfront costs may be prohibitive and the lead time needed for implementation can delay receipt of services for Philadelphians, even if the approach is more efficient and effective in the long run.

## City of Philadelphia Management Philosophy on Overtime Spending

- Overtime is neither inherently good nor bad. Overtime is a tool that managers can or must use to get work done within the context of a department's total personnel (Class 100) budget.
- Utilizing overtime is preferred when:
  - Overtime is the most efficient and effective way to deliver desired/required services
  - Overtime is used to meet an irregular or emergent demand for services
  - Overtime is the only feasible means to deliver services at the desired/required level
  - Overtime is a more flexible way to deliver services and avoids fixed costs
- Overtime is a concern when:

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<sup>2</sup> This excludes audit-like analyses of overtime and assumes that all overtime costs paid are for time actually worked and calculated correctly. Concerns of this nature are outside the scope of this report but are certainly important to undertake periodically.



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- Overtime has a negative impact on employee mental and physical health
- Overtime leads to reduced productivity
- Overtime is less efficient than other feasible means to achieving desired service levels
- Overtime is unnecessary to achieve desired service levels
- Overtime is inequitable in outcomes for service delivery or employee compensation and working conditions
- Overtime causes a department to exceed its total budget.

## What Are the Drivers of Overtime?

### Vacancy Rate

The number and type of open positions may be a factor in the decision to utilize overtime to get work done. For example, in a tight labor market the City has struggled to attract skilled laborers and other specialized employees, who can achieve higher compensation in the private sector. Examples include plumbers in the Department of Public Property and surveyors in the Streets Department. Those departments had funding approved for additional hires yet struggled to attract applicants or navigate the civil service hiring system in a time frame competitive with other employment opportunities candidates may have – but there was no decrease in the number of leaking faucets or streets in need of surveying. In these instances, in order to maintain desired service levels, existing employees may be asked or required to work additional hours. Typically, the cost of overtime in this situation is less than filling positions because there are no new benefit costs incurred as there would be with filling the positions. Relying on overtime for work that had been determined to require additional staffing can wear upon the physical and mental health of employees or lead to reduced productivity due to fatigue.

### Leave Usage

Like high vacancy rates, leave usage can lead to utilizing overtime to get work done because there are not enough staff available to manage the required workload. Unplanned leave usage poses a particular challenge to managers, especially if the employees work as part of a crew that must be staffed to a minimum level. Leave usage can also create a cycle of overtime needs as employees filling in for colleagues themselves may become overworked and need to take unplanned time off, leading to other employees needing to fill in for them on overtime. Additionally, there is a higher cost associated with leave usage than a high vacancy rate, as salaries and benefits are typically paid to employees even when they are unavailable for work and thus there are no savings to offset the costs associated with the overtime pay. In recent weeks, within the context of a global pandemic which has affected more than 30,000 Philadelphians and their families, we've seen the impact on our workforce, notably Sanitation Workers. Collecting trash and recycling is one of the City's most physically demanding jobs under the best conditions, but amidst COVID-19 which had health impacts on employees plus lead to an increase in workload, leave usage rose and resulted in the need to utilize a variety of operational changes to continue collections. This included increased overtime, changes in services provided (ex. pausing recycling collection), and deterioration of service levels (ex. on-time collection rates).



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## Unplanned Circumstances

Budgets should be built to be a little flexible, to provide for shifts to address unplanned situations. It is for this reason that the City doesn't include breakouts in the Budget Ordinance each year for overtime separate from all other personnel/Class 100 costs to allow departments to manage their budgets based on evolving conditions. FY20 presented a startling number of unexpected events – a pandemic, a civil unrest and social action following the killing of George Floyd by Minneapolis Police, and a refinery explosion the week before the fiscal year started. The PES Refinery explosion in South Philadelphia required on-going, round-the-clock response from the City's Fire Department for months. The civil unrest and social action following the murder of George Floyd led to an 1100% increase in hours spent by the Police for civil unrest response. COVID-19 affected nearly every department and resulted in departments that typically don't utilize any overtime to deliver services to turn to it. For example, the Commerce Department was budgeted for \$0 in overtime and would have met that budget if not for the need to quickly stand up a relief program for businesses closed or impacted by the shut-down needed to contain the spread of the virus. The Commerce Department spent about \$6,800 in unplanned overtime in their work to support over 2,000 small business with over \$13 million in relief funds.

## Structural Deficiencies

In some instances, department are charged with delivering a level of service but have not been allocated adequate resources to do so. There may be new legislated mandates not envisioned at the time the budget was passed, inadequate equipment or technology to deliver the service with the current staffing, inadequate funding for needed staffing levels, or an increase in service demand that was not matched with an increase of funding. While management is constantly seeking our ways to become more efficient, in some instances, the desired or required service level is not feasible with the resources granted and can only be achieved with utilization of overtime. As with high vacancy rates, this may be less costly than other alternatives, but can have a negative impact on the physical and mental health of employees or lead to reduced productivity due to fatigue if it needs to be sustained on a consistent basis.

## Seasonal/Variable Needs

The nature of the work of some departments lends itself to using overtime as the most efficient and effective means of delivering services. This is typically true of work with seasonal or variable peaks in activity. The short duration of the need means it is unlikely to result in negative impacts to employee physical and mental health, and the efforts and costs to bring on and train either temporary or permanent staff are more burdensome than relying on existing employees who know the work and won't create any new benefit, training, or equipment costs. The Department of Revenue is a prime example of utilizing overtime as the most efficient means of meeting a seasonal need. During tax season, business hours are extended to accommodate higher volumes of inquiries and provide more flexibility for taxpayers who may not be able to work on a personal tax issue during standard business hours. In this situation, the training and cost associated with adding staff is far less efficient than having existing, experienced staff work later or on weekends during peak tax season. The ebb and flow of nature also can impact seasonal needs – from swifter growing grass in the summer needing more frequent mowing to keep fields in shape, or winter snowfalls requiring clearing to keep our roads safe and passable (a



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cost that is only reimbursable in the worst of storms). It would be non-sensical to staff up as if each day were a snow day but plowing roads only on a standard schedule would leave many Philadelphians immobilized or at risk of accident.

## Service Enhancements (sometimes with revenue offsets)

The desire to provide more or faster services to Philadelphia can drive the use of overtime for a department. The Department of Licenses & Inspections has plan reviewers work overtime to get plans approved with shorter turn-around times; and applicants pay for the convenience of an expedited review, offsetting the extra cost. Similarly, the Police Department offers services to private entities using officers on overtime but recoups the costs through fees charged. In some instances, the Administration opts to shorten wait times or service more residents by having staff work additional hours.

## What Should We Look at When Looking at Overtime?

Evaluating overtime utilization based on the amount of overtime pay received by employees, and whether it has increased or decreased over time is an easy approach, but fails to consider the overall outcome the City is trying to achieve – delivering the desired level of services to Philadelphians as efficiently as possible. Looking at overtime cost in isolation also may be misleading, as the cost of overtime could go up (as labor rates increase based on collective bargaining agreements) even as the share of overtime within Class 100 expenses and hours of overtime expenses go down. A holistic approach to evaluating overtime includes the following factors:

- **Cost** – The amount paid to employees for work outside normal hours.
- **Hours** – The amount of time used to complete the required/desired work needed to provide services. Trends here may move in the same direction as costs overtime but may not have a one-to-one relationship.
- **Comparison of Spending to Target Budgets** – The City updates the budget during the year to reflect changing revenue trends and service demands. Additionally, often there is a midyear transfer ordinance which adds funding for expanded programming, which may involve overtime. Viewing the spending on overtime against revised budget rather than original ones will ensure that the analysis reflects managerial decisions about the scope of work the City will undertake and current conditions.
- **Productivity** – The suitability of overtime to get work done is impacted by whether work can occur as productively as alternatives to overtime. If workers are fatigued and do less while making more money or wind up calling out for subsequent shifts after working OT, overtime may not be the best approach.
- **Share of All Spending** – Overtime should be evaluated within the context of total spending and the costs on other areas if overtime is reduced while maintaining service levels and quality. For example, work slated for a third party vendor might be re-envisioned to be performed by existing staff using overtime. For example, the Department of Revenue has shifted between using a third party vendor, existing employees and a mix of both to mail out property tax bills over the years to balance costs and speed of delivery to property owners (which in turn can impact the timing of collections and the



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City's interest earnings). The level of attention and management effort put into overtime management should be commiserate with the level of impact on the overall budget. A department, like Fire, where it is a significant share of spending, should make it a management priority, while the Office of Planning and Development, which spends very little on overtime even if they exceed their original budget, may be better served by focusing on other management challenges.

- **Share of Personnel Spending** – Overtime as a percent of personnel or Class 100 spending is an important indicator of potential imbalance. Too much might indicate problems related to employee health and well-being, but too little might mean more costly alternatives have been deployed (ex. if a department had enough full-time staff to address peak season needs and has excess capacity the rest of the year).
- **Performance** – This is the most important factor aside from cost to consider; it answers the question “what are we getting for the money we are spending?” If performance or outcomes are not impacted by the overtime spending, it may not be necessary. If performance drops as a result of reducing overtime costs or hours, the savings may not be worth it.



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## Overtime Monitoring & Action Plans

### Monitoring Efforts

The City of Philadelphia will continue ongoing efforts to monitor overtime utilization, which includes:

- Preparing and submitting monthly an Overtime Report of utilization by department to the Pennsylvania Intergovernmental Cooperation Authority (PICA).
- Preparing and making public overtime, total spending, leave usage and performance data in the Quarterly City Managers Report
- Preparing and submitting a quarterly Overtime Memo explaining the operational reasons for variation in overtime to PICA.

Please refer to the Appendix for the most recent editions of the above listed reports.

In addition to those monitoring tools, the City will continue to engage in conversations about overall spending, overtime spending, and performance outcomes at all levels of management and leadership. This includes formal opportunities, such as at budget meetings, and more regular management and operational meetings.

### Budget Action Plans for Overtime Spending

As part of the FY22 budget development process, the City will explore the following options to ensure that overtime spending is not unbudgeted.

- **Evaluate Reallocations within Class 100** – The Budget Office will work with departments to evaluate the effort required and benefits of more accurately forecasting overtime expenses. As overtime spending is not a required line item in the budget and is a component of Class 100, forecasting OT spending has not always been a high priority relative to the need to forecast total Class 100 spending.
- **Departmental OT Reserves** – PICA has noted that some departments incurred overtime costs when none had been previously budgeted. While this may be isolated to the unique, pandemic-related circumstances of FY20, the City will consider whether it makes sense to provide a small amount of OT funding to each department to ensure that minimal funds are allocated in the event of modest needs arising, perhaps \$5,000-\$10,000 per department for those that historically have not had any overtime spending.
- **Monitoring the Operational Action Plans** - On a regular schedule; tied to the Target Process and quarterly budget submissions, the Budget Office and others will review the progress on development and then adherence to the Operational Action. The City will provide updates in the QCMRs on the status of developing and managing the Action Plans; including discussions of any variances from the Target Budget.

### Operational Action Plans for Overtime Spending

Tables on the following pages show the Class 100 and overtime spending trends by City department from FY 2016 onwards for departments with \$10,000 in overtime spending or more. When analyzing these trends, the



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City recognizes that various overtime drivers may exist and that these could also be a result of inaccurate budget projections. To address challenges identified through this analysis, the City has categorized departments into three categories and will pursue Action Plans for those in the first category; while elevating the focus on overtime as a budget and management issue with departments in the other categories according to the level of need.

## Departments that Regularly Exceed Overall Class 100 & OT Budgets

Departments with overtime spending above \$10,000 per year that consistently exceed both their overall Class 100 and their OT budgets present the greatest challenge both in terms of management and maintaining fiscal stability for the City.

- For Mayoral departments, the Mayor’s Office, Mayor’s Office of Labor, Office of the Finance Director, the Budget Office, CAO, Department and affected Cabinet member will jointly develop an Action Plan** to engender adherence to the overall Class 100 budget prior to the introduction of the FY22 budget. The Action Plan, which will be made available to PICA, City Council and the public, will include:

  - A diagnosis of the drivers of overtime for the department.
  - An analysis of alternative means to complete the work at current/desired service levels. This will include costing, feasibility, and timeline.
  - A projection of the impact on performance if overtime is reduced to stay within budgeted levels.
  - Based on the findings, the Department will develop a plan, with the guidance and support of the other agencies engaged in the process, to respond to the unique needs of the Department. For example, if the challenge is a structural deficit, we will explore adding funding for new staff or if reducing service levels is appropriate in the FY22 budget. If the challenge is related to leave usage, a plan to address that will be developed. Rather than mandating that overtime must be reduced, the Plans will be geared to responding to root causes to ensure the most efficient delivery of services at required/desired levels.
  - Departments with Action Plans will have quarterly reviews with the Budget Office and Cabinet Member to discuss progress and adherence to the Action Plan.
- For Independent Offices, the Budget Office will share the analysis in this report and offer to collaborate on development of an Action Plan**, if desired. The Budget Office will continue to perform payroll projections over the course of the year when requests for other changes to Class 100, like salary changes or new hires, are requested. Payroll projections that indicate a year-end deficit will typically result in the denial of new hires or salary changes. Exceptions may include requests related to public health, public safety, and core government operations.

**Mayoral  
Departments  
Needing Action  
Plans:**

1. Police
2. Fire
3. Free Library
4. Property  
Assessment
5. Public  
Property
6. Streets
7. Managing  
Director
8. Public  
Health



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## Departments that Regularly Exceed the OT Budget but Not the Class 100 Budget

Departments that consistently exceed their OT budget but not their overall Class 100 budget are of moderate concern; but the OT variance may stem from budget forecasting challenges; rather than management challenges. For these departments:

- **The Budget Office will discuss Class 100 allocations during the FY21 Target Budget Process & FY22 Budget** to assess whether reallocation within Class 100 is warranted for the upcoming year.
- **The Budget Office, CAO and the Cabinet Member will collaborate to connect the Department to resources to resolve the underlying overtime drivers**, if appropriate. This may include identifying overtime drives and identifying opportunities to address them. For example, if there are high vacancy rates in turn leading to overtime spending above budgeted levels while overall Class 100 is maintained, the department may be connected with the Office of Human Resources to increase speed of hiring or the Department of Public Property if the barrier is where to put people once they are hired.

## Departments that Do Not Regularly Exceed the OT Budget nor the Class 100 Budget

Departments that regularly stay within their Class 100 budgets and within their overtime budgets will continue to have these issues raised at informal and formal budget and management meetings; but will not be required to undertake additional analysis and reflection so that capacity can be directed at other management challenges. Monitoring will continue of all departments and should the status of the department change, additional interventions up to the development of an Action Plan will occur.



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## Analysis of the City of Philadelphia's Overtime Expenditures from Fiscal Year 2016 through 2020

As part of PICA's approval of the City of Philadelphia's Five Year Financial and Strategic Plan, the City was required to submit an Overtime Analysis & Action Plan to PICA by September of 2020. Overtime is an integral part of the City's Class 100 or personnel budget. Departments utilize overtime to account for a variety of circumstances, including staff shortages related to staff vacancies, retirements and resignations, leave usage and training, seasonal workload fluctuations, special events, and public safety minimum staffing requirements. In some instances, overtime may be the most efficient method for delivering the desired level of service, and in other instances it may simply be the most expedient. To help assess utilization of overtime by City departments, the City's Budget Office compiled overtime data for all departments from FY16 through FY20. Specifically, data was compiled for:

- Total and OT Class 100 Adopted Budget
- Total and OT Class 100 Target Budget
- Total and OT Class 100 Year End Actual

Based on the above data, the Budget Office divided departments with over \$10,000 in overtime spending into three categories for analyzing Class 100 and overtime trends. These include:

1. Departments that exceeded total Class 100 and overtime in at least 3 of the 5 years,
2. Departments that exceed overtime, but not Class 100 in at least 3 of the 5 years, and
3. Departments that did not exceed overtime in at least 3 of the 5 years.

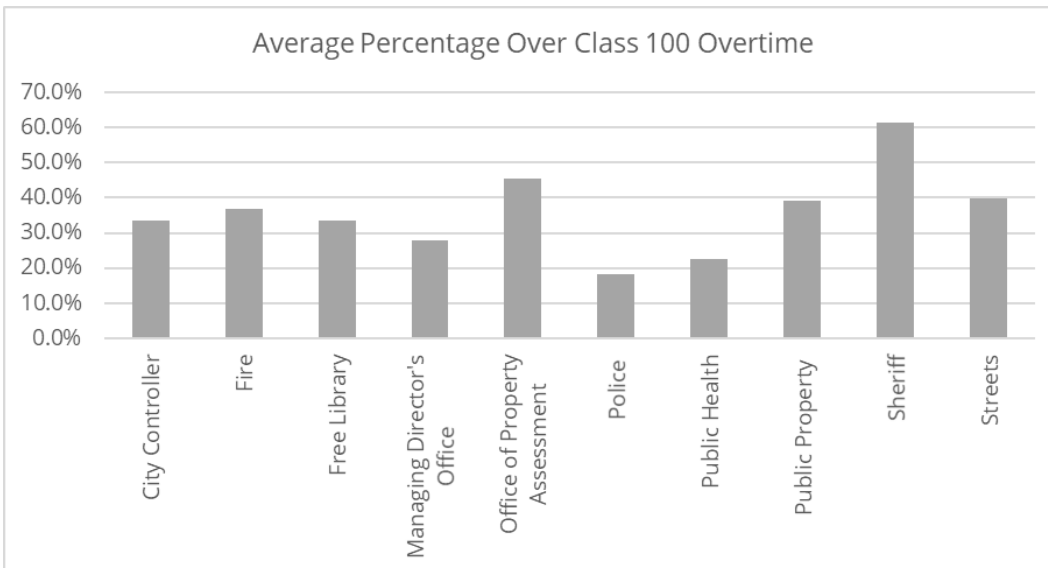
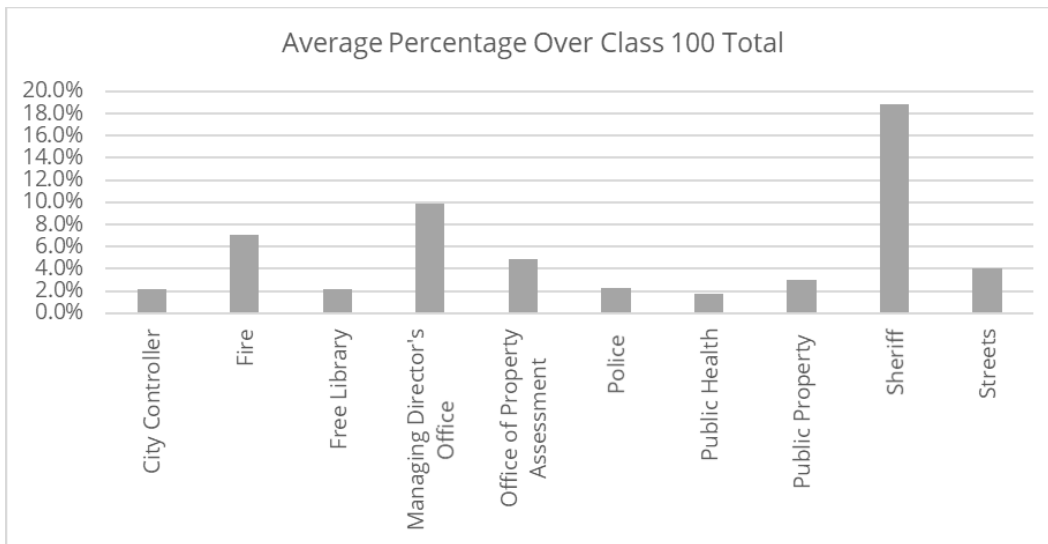


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## Departments Exceeding total Class 100 and overtime in at least 3 of the last 5 years

The Budget Office concluded that the City Controller, Philadelphia Fire Department, the Free Library of Philadelphia, the Managing Director's Office, the Office of Property Assessment, Philadelphia Police Department, Department of Public Health, Department of Public Property, the Philadelphia Sheriff's Office, and the Department of Streets all exceeded their overtime budgets in at least three out of the five years from FY16 through FY20. The Administration will develop Action Plans for all but the City Controller and Philadelphia Sheriff's Office, as those are independent offices. Data below displays the average percentage over that each department has exceeded Class 100 and Class 100 Overtime Budget for at least 3 out of the 5 years from FY16 to FY20.



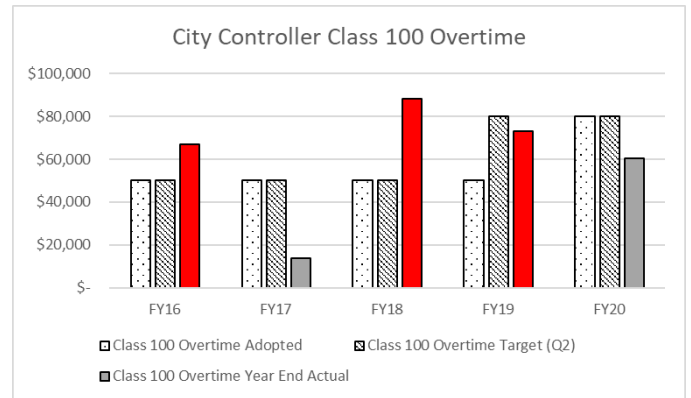
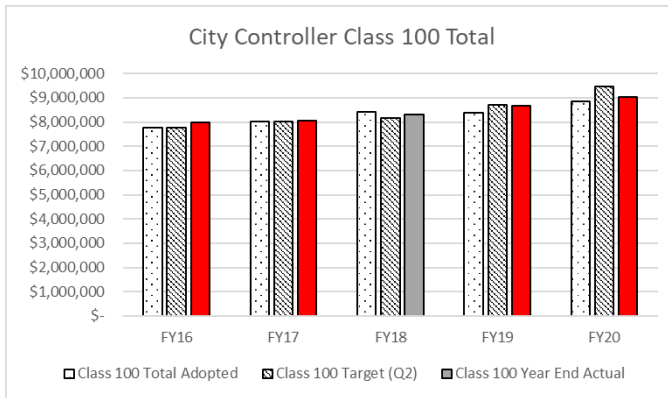


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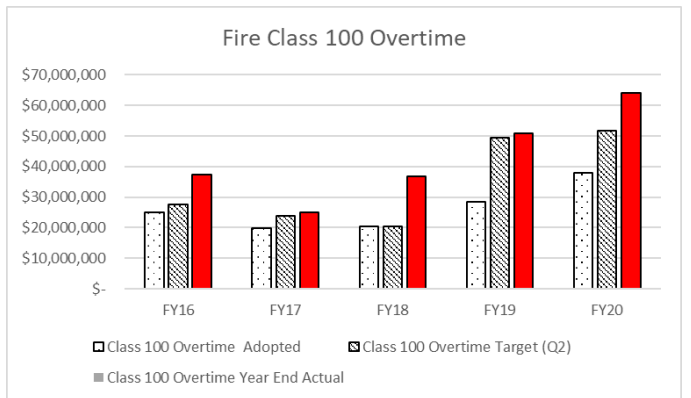
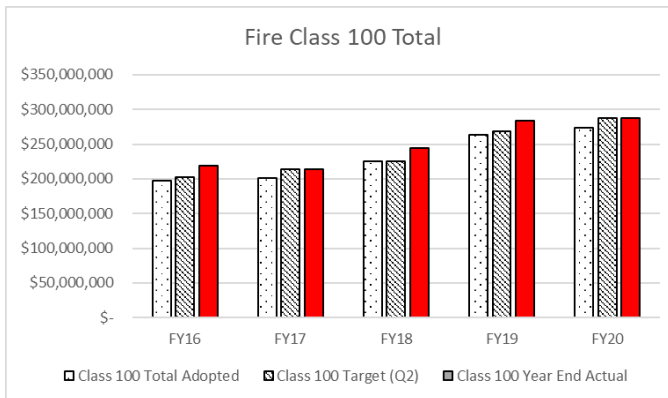
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Data below displays the Departments that have exceeded Class 100 and Class 100 Overtime Budget for at least 3 out of the 5 years from FY16 to FY20. Each graph shows Class 100 and Class 100 Overtime Total Adopted, Target (Q2), and Year End Actual listed by Fiscal Year on the horizontal access. **Bars highlighted red show fiscal years in which Actual Expenditures exceeded the Adopted Budget.**

## City Controller



## Philadelphia Fire Department

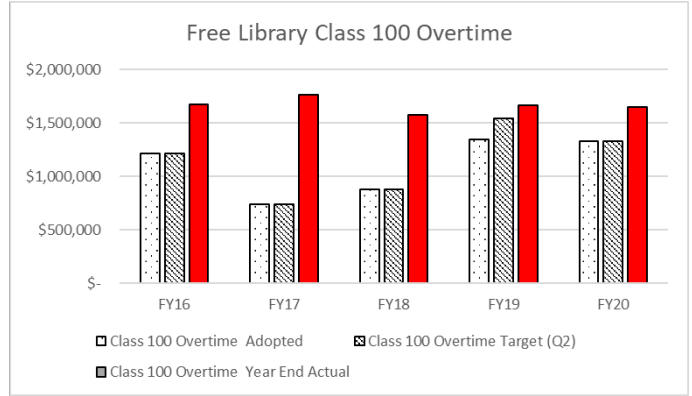
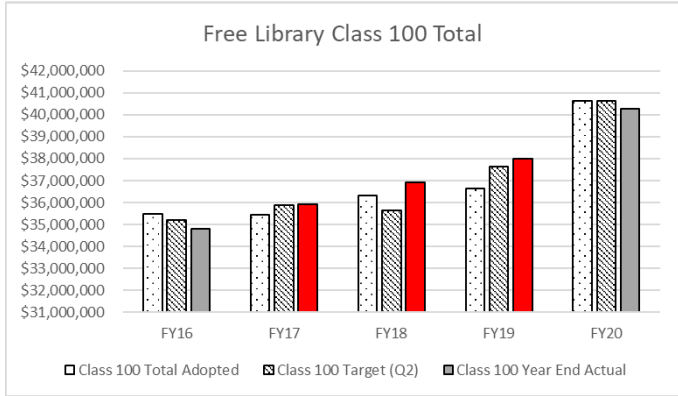




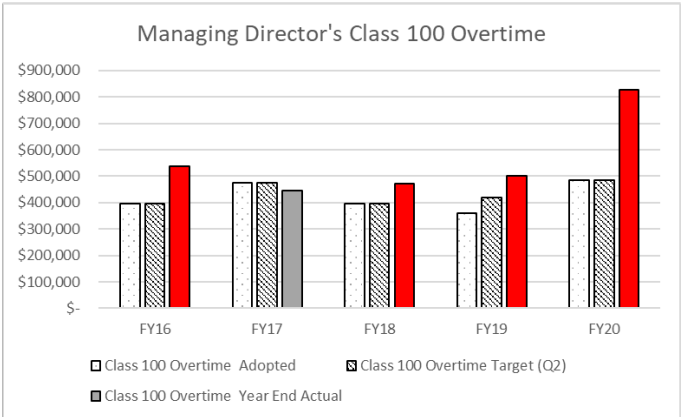
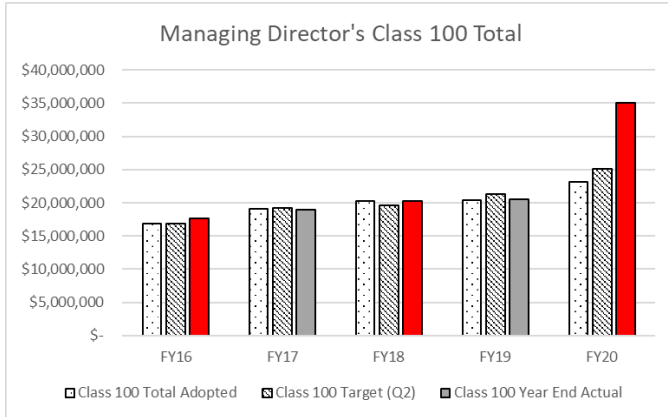
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## Free Library of Philadelphia



## Managing Director's Office



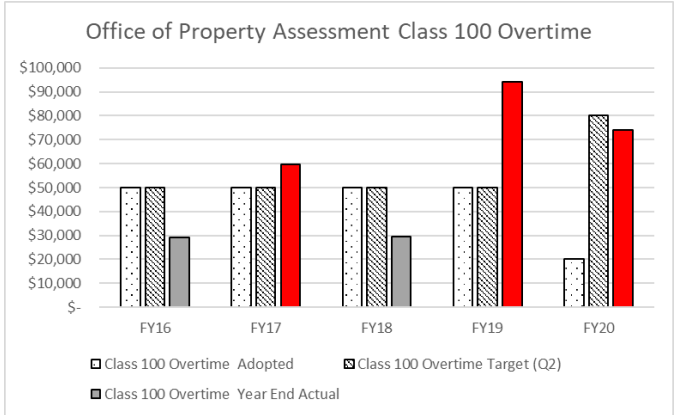
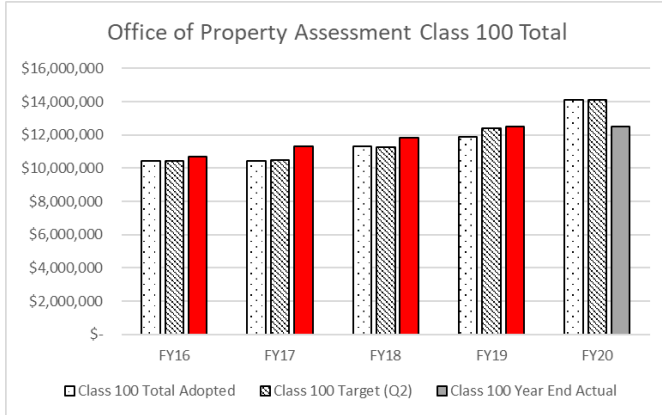
NOTE: The FY20 Managing Director's Office Budget includes spending across city departments for the response to COVID-19 and is offset by CARES Act grant funds received in the 4<sup>th</sup> quarter (after the FY20 Target Budget adjustment which pre-dated the pandemic)



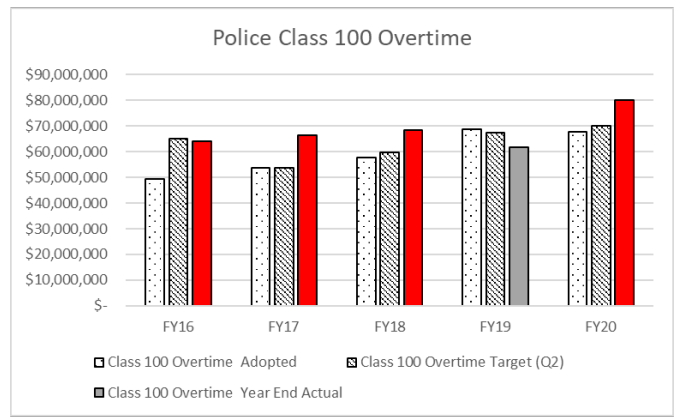
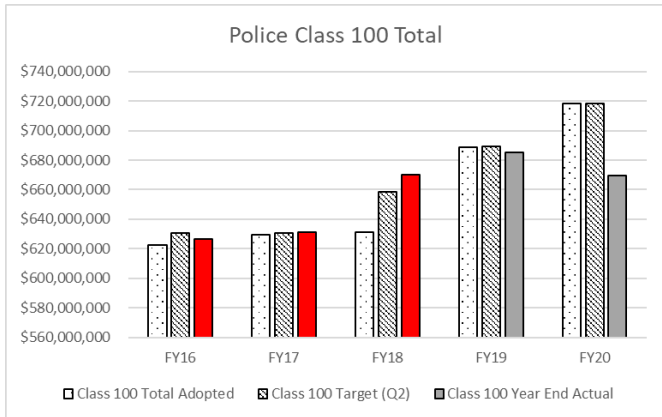
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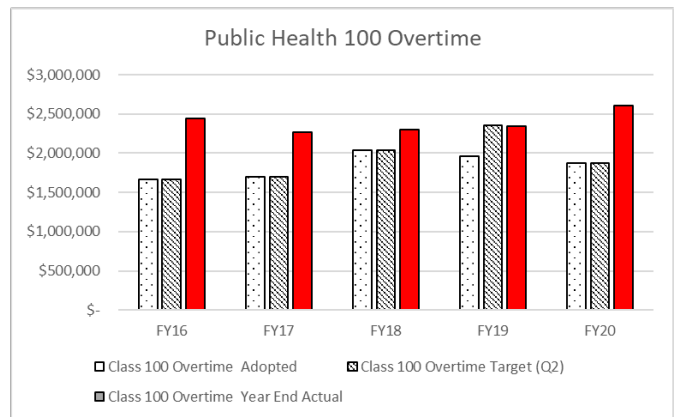
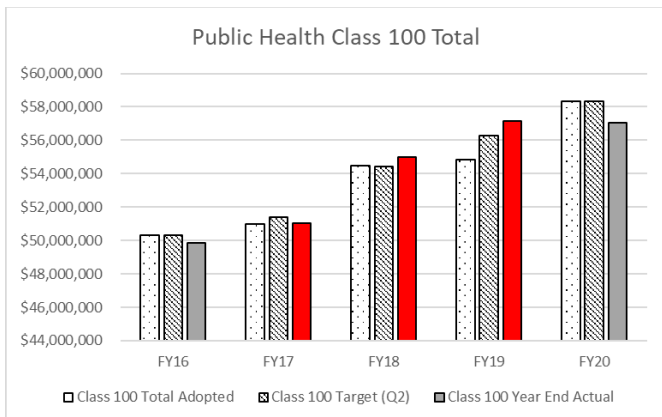
## Office of Property Assessment



## Philadelphia Police Department



## Department of Public Health

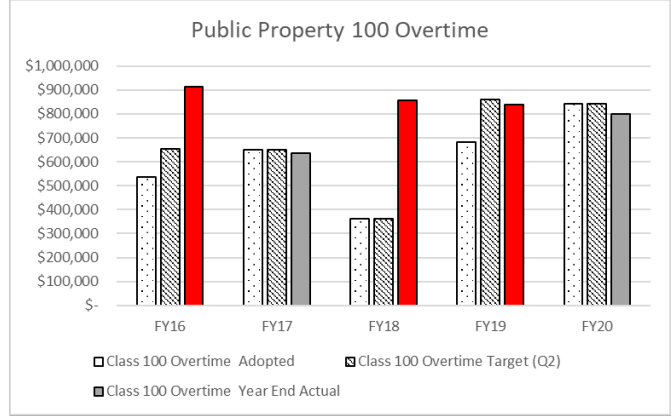
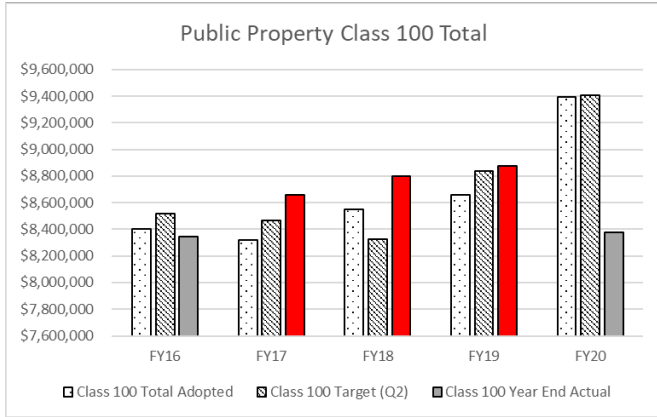




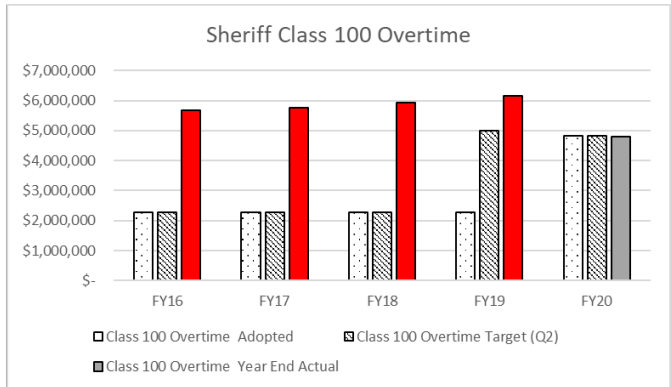
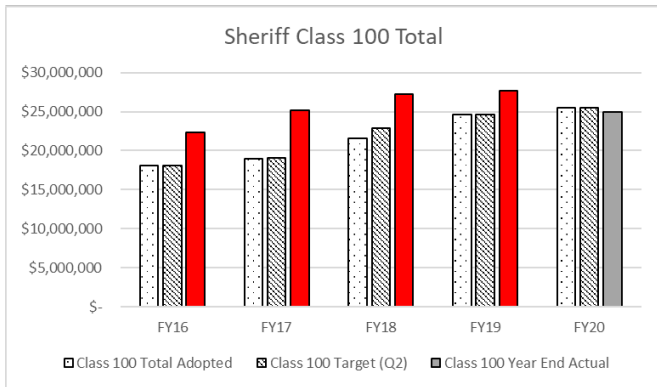
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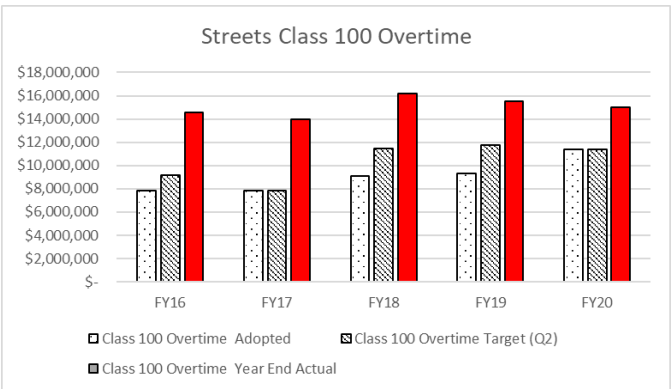
### Department of Public Property



### Philadelphia Sheriff's Office



### Philadelphia Streets Department





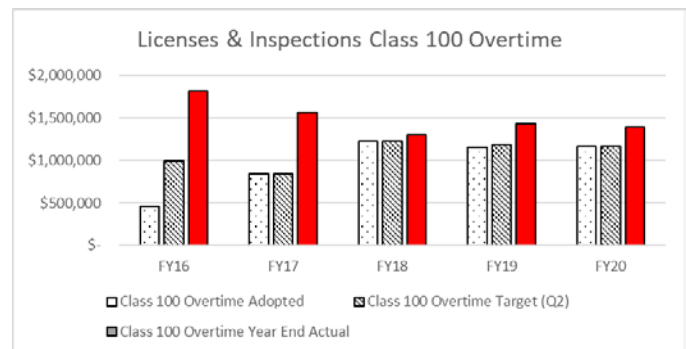
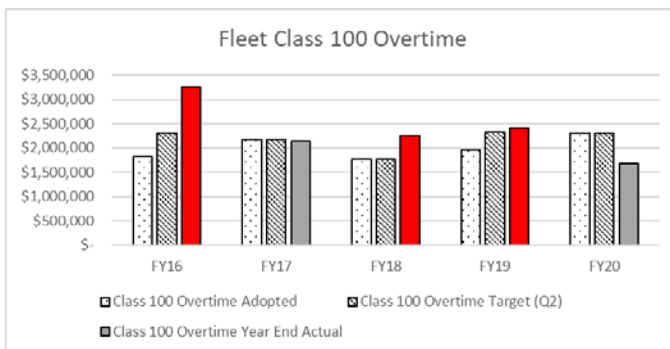
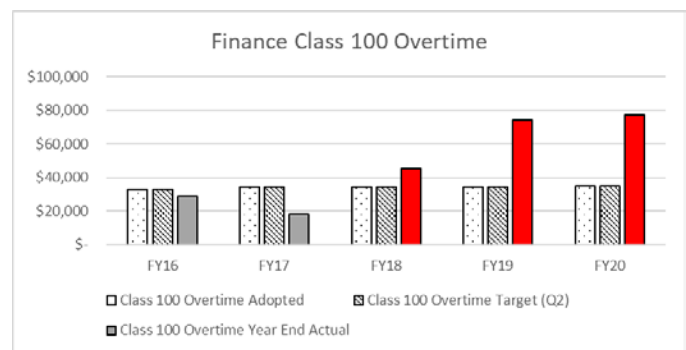
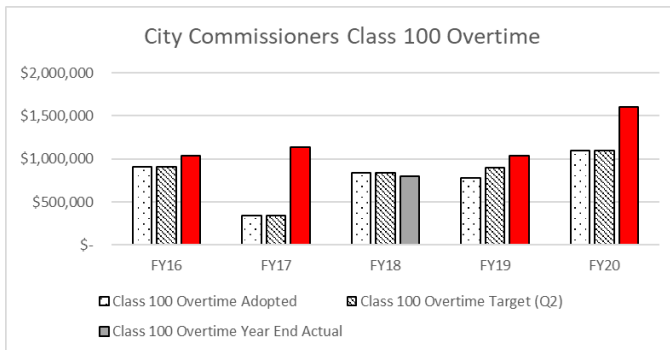
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CITY OF PHILADELPHIA

## Departments Exceeding Overtime, but not Class 100 in at least 3 of the last 5 years

From FY16 through FY20, departments that exceeded their overtime budgets (by \$10,000 or more) included the City Commissioner’s Office, the Office of the Director of Finance, Office of Fleet Management, Department of Licenses and Inspections, Mural Arts Philadelphia, Office of Human Resources, Department of Behavioral Health and Intellectual disAbility Services (DBHIDS), Department of Planning and Development, Philadelphia Parks and Recreation, and Philadelphia Department of Prisons. On average, these departments exceeded their overtime budget by 45.7%

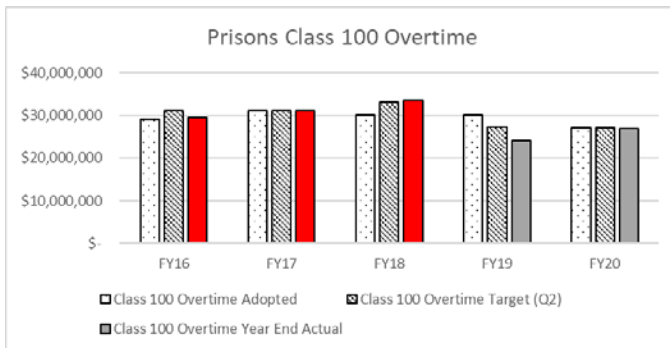
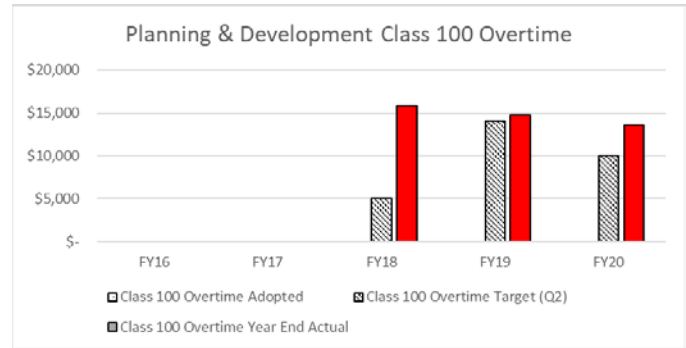
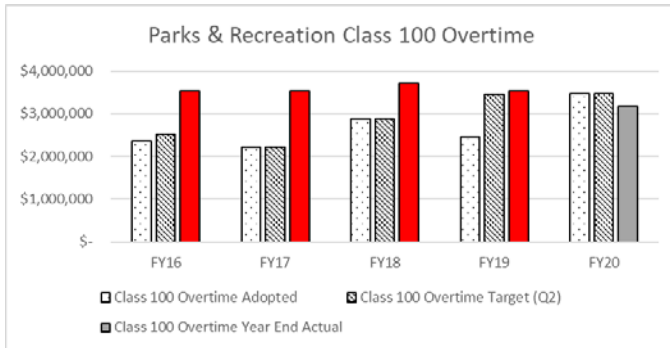
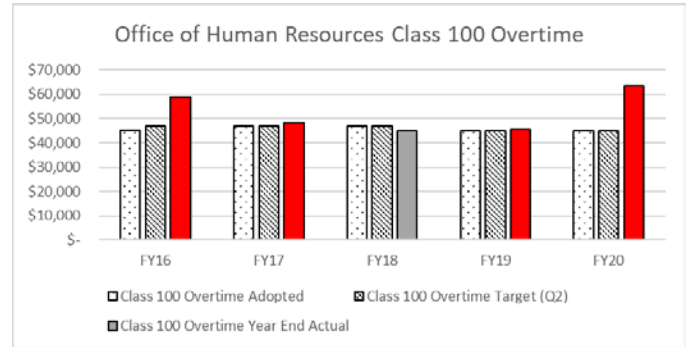
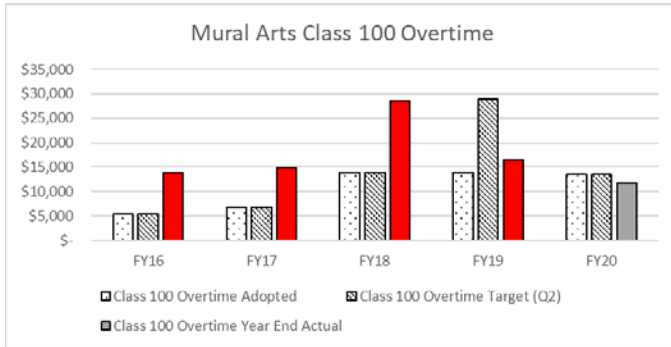
Data below displays the Departments that have exceeded Class 100 Overtime Budget for at least 3 out of 5 years from FY16 to FY20. Each graph shows Class 100 and Class 100 Overtime Total Adopted, Target (Q2), and Year End Actual listed by Fiscal Year on the horizontal access. Bars highlighted red show fiscal years in which Actual Expenditures exceeded Adopted Budget.





# Budget Office

CITY OF PHILADELPHIA





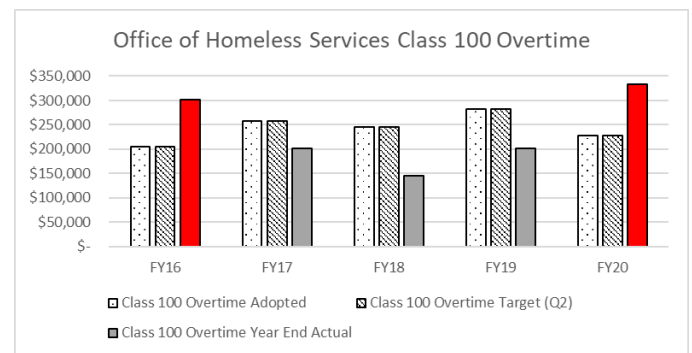
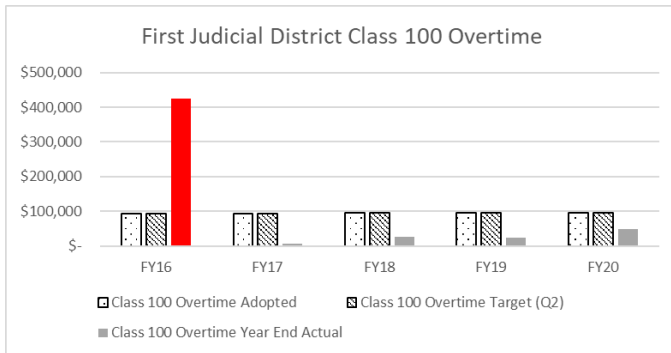
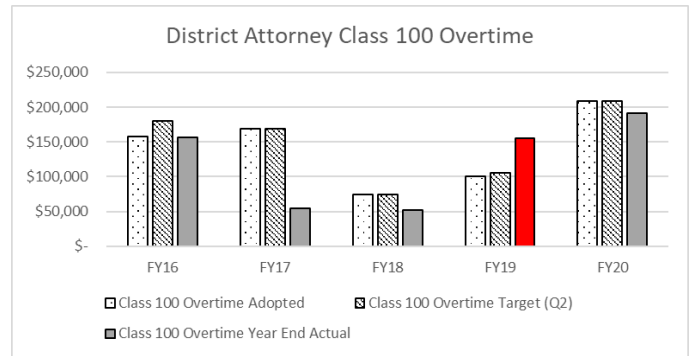
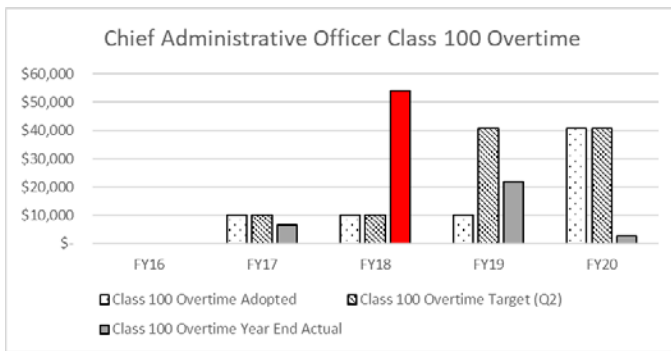
# Budget Office

## CITY OF PHILADELPHIA

### Departments that did not exceed overtime budgets in at least 3 of the 5 years

Despite the above departments exceeding their overtime budgets, many City departments have not exceeded their overtime budgets in at least three of the past five fiscal years or have overtime spending of \$10,000 or less. These departments include the Chief Administrative Officer, District Attorney's Office, the First Judicial District, Office of Human Services, Office of Homeless Services, Office of Innovation and Technology, the Department of Records, and the Department of Revenue.

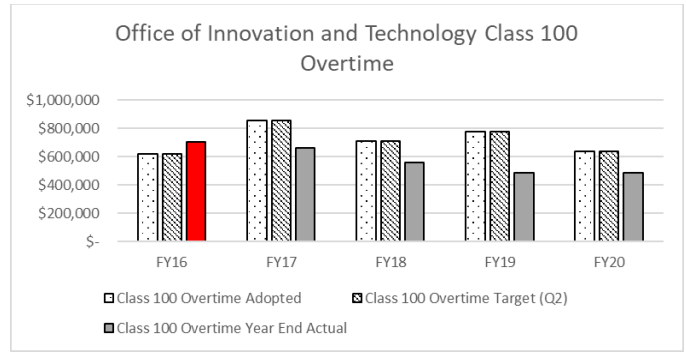
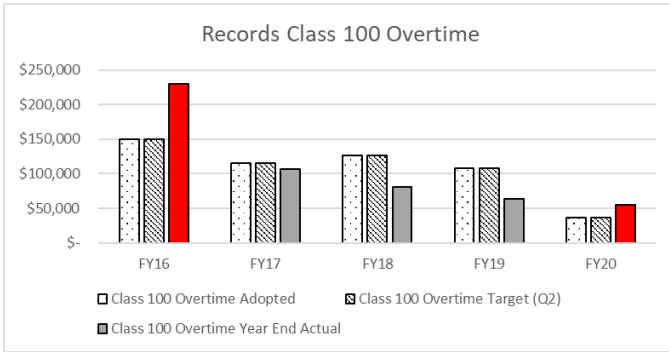
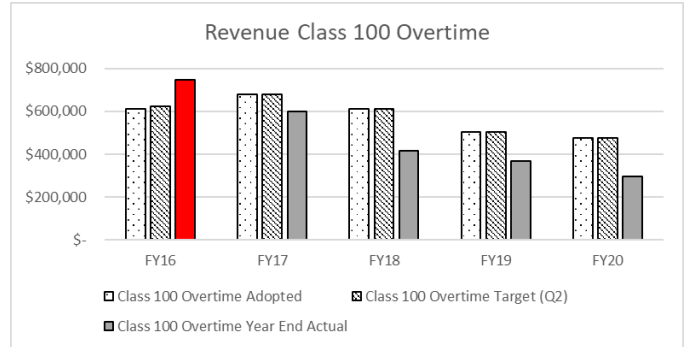
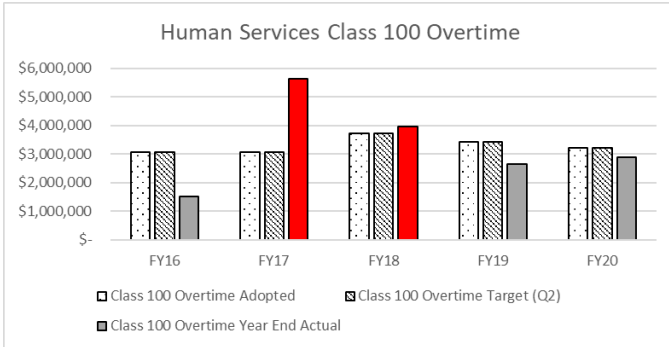
Data below displays the Departments that have not exceeded Class 100 Overtime Budget for at least 3 out of the 5 years from FY16 to FY20. Each graph shows Class 100 and Class 100 Overtime Total Adopted, Target (Q2), and Year End Actual listed by Fiscal Year on the horizontal access. Bars highlighted red show fiscal years in which Actual Expenditures exceeded Adopted Budget.





# Budget Office

CITY OF PHILADELPHIA





# Budget Office

CITY OF PHILADELPHIA

## Appendix

Most Recent Publications of:

- Monthly Overtime Report (July 2020)
- Quarterly Overtime Memo (FY20Q4)
- Quarterly City Managers Report (FY20Q4)

## City of Philadelphia Overtime Report

Date: 8/10/2020

Department Title	Sub-obj Title	Txn Amount	Month Name
04 MDO-OFFICE OF TECHNOLOGY	OVERTIME-CIVILIAN 0161	9,037.63	July
	OVERTIME/SHIFT-DUAL/RELIEF 0162	22.96	July
Department Total		9,060.59	
10 MANAGING DIRECTOR	OVERTIME-CIVILIAN 0161	7,822.43	July
Department Total		7,822.43	
11 POLICE	OVERTIME-CIVILIAN 0161	213,453.81	July
	OVERTIME/SHIFT-DUAL/RELIEF 0162	1,862.60	July
	OVERTIME/SHIFT-UNIFORM 0165	2,890,854.71	July
Department Total		3,106,171.12	
12 STREETS	OVERTIME-CIVILIAN 0161	96,916.49	July
	OVERTIME/SHIFT-DUAL/RELIEF 0162	12.30	July
Department Total		96,928.79	
13 FIRE	OVERTIME-CIVILIAN 0161	40,148.76	July
	OVERTIME/SHIFT-DUAL/RELIEF 0162	156.55	July
	OVERTIME/SHIFT-FIRE OUT OF CLASS 0166	62,339.72	July
	OVERTIME/SHIFT-UNIFORM 0165	1,447,411.61	July
Department Total		1,550,056.64	
14 HEALTH	OVERTIME-CIVILIAN 0161	59,952.24	July

## City of Philadelphia Overtime Report

Date: 8/10/2020

	OVERTIME/SHIFT-DUAL/RELIEF	0162	59.98	July
Department Total			60,012.22	
16 RECREATION	OVERTIME-CIVILIAN	0161	1,245.21	July
	OVERTIME/SHIFT-DUAL/RELIEF	0162	0.30	July
Department Total			1,245.51	
20 PUBLIC PROPERTY	OVERTIME-CIVILIAN	0161	141.06	July
	Department Total			141.06
23 PRISONS	OVERTIME-CIVILIAN	0161	913,390.25	July
	OVERTIME/SHIFT-DUAL/RELIEF	0162	4,464.37	July
Department Total			917,854.62	
24 OFFICE OF SUPPORTIVE HOUSING	OVERTIME-CIVILIAN	0161	9,710.41	July
	OVERTIME/SHIFT-DUAL/RELIEF	0162	49.50	July
Department Total			9,759.91	
25 FLEET MANAGEMENT	OVERTIME-CIVILIAN	0161	10,680.46	July
	OVERTIME/SHIFT-DUAL/RELIEF	0162	4.80	July
Department Total			10,685.26	
26 LICENSES & INSPECTIONS	OVERTIME-CIVILIAN	0161	2,300.15	July
	Department Total			2,300.15

## City of Philadelphia Overtime Report

Date: 8/10/2020

35 DIRECTOR OF FINANCE	OVERTIME-CIVILIAN	0161	3,439.58	July
Department Total			3,439.58	
36 REVENUE	OVERTIME-CIVILIAN	0161	102.33	July
Department Total			102.33	
38 PROCUREMENT	OVERTIME-CIVILIAN	0161	153.04	July
Department Total			153.04	
40 CITY TREASURER	OVERTIME-CIVILIAN	0161	62.51	July
Department Total			62.51	
50 MAYORS OFFICE-MURAL ARTS PR	OVERTIME-CIVILIAN	0161	180.88	July
Department Total			180.88	
52 FREE LIBRARY	OVERTIME-CIVILIAN	0161	4,298.13	July
	OVERTIME/SHIFT-DUAL/RELIEF	0162	3.00	July
Department Total			4,301.13	
54 COMMISSION ON HUMAN RELATIO	OVERTIME-CIVILIAN	0161	763.89	July
Department Total			763.89	
56 PERSONNEL	OVERTIME-CIVILIAN	0161	135.72	July
Department Total			135.72	

## City of Philadelphia Overtime Report

Date: 8/10/2020

59 OFFICE OF PROPERTY ASSESSME	OVERTIME-CIVILIAN	0161	951.69	July
Department Total			951.69	
61 CITY CONTROLLER	OVERTIME-CIVILIAN	0161	254.61	July
Department Total			254.61	
69 DISTRICT ATTORNEY	OVERTIME-CIVILIAN	0161	1,926.80	July
	OVERTIME/SHIFT-UNIFORM	0165	23,593.98	July
Department Total			25,520.78	
70 SHERIFF	OVERTIME-CIVILIAN	0161	85,181.10	July
	OVERTIME/SHIFT-DUAL/RELIEF	0162	159.35	July
Department Total			85,340.45	
72 PLANNING & DEVELOPMENT	OVERTIME-CIVILIAN	0161	181.01	July
Department Total			181.01	
73 CITY COMMISSIONERS	OVERTIME-CIVILIAN	0161	4,947.16	July
Department Total			4,947.16	
84 1ST JUDICIAL DISTRICT	OVERTIME-CIVILIAN	0161	189.56	July
Department Total			189.56	
010 GENERAL OPERATING FD		TOTAL	5,898,562.64	

## City of Philadelphia Overtime Report

Date: 8/10/2020

04 MDO-OFFICE OF TECHNOLOGY	OVERTIME-CIVILIAN 0161	5,471.53	July
	OVERTIME/SHIFT-DUAL/RELIEF 0162	23.30	July
Department Total		5,494.83	
28 WATER	OVERTIME-CIVILIAN 0161	142,379.23	July
	OVERTIME/SHIFT-DUAL/RELIEF 0162	833.48	July
Department Total		143,212.71	
36 REVENUE	OVERTIME-CIVILIAN 0161	4.80	July
	Department Total		4.80
<b>020 WATER OPERATING FUND TOTAL</b>		<b>148,712.34</b>	
10 MANAGING DIRECTOR	OVERTIME-CIVILIAN 0161	5,143.64	July
	Department Total		5,143.64
14 HEALTH	OVERTIME-CIVILIAN 0161	5,367.68	July
	Department Total		5,367.68
15 OFFICE OF BH/MR SERVICES	OVERTIME-CIVILIAN 0161	11,884.63	July
	Department Total		11,884.63
16 RECREATION	OVERTIME-CIVILIAN 0161	81.76	July
	Department Total		81.76

## City of Philadelphia Overtime Report

Date: 8/10/2020

22 HUMAN SERVICES	OVERTIME-CIVILIAN 0161	316,623.94	July
	OVERTIME/SHIFT-DUAL/RELIEF 0162	1,902.45	July
Department Total		318,526.39	
52 FREE LIBRARY	OVERTIME-CIVILIAN 0161	171.78	July
	Department Total		171.78
69 DISTRICT ATTORNEY	OVERTIME/SHIFT-UNIFORM 0165	11,811.68	July
	Department Total		11,811.68
080 GRANTS REVENUE FUND TOTAL		352,987.56	
11 POLICE	OVERTIME-CIVILIAN 0161	3,011.61	July
	OVERTIME/SHIFT-DUAL/RELIEF 0162	19.13	July
	OVERTIME/SHIFT-UNIFORM 0165	44,254.33	July
Department Total		47,285.07	
13 FIRE	OVERTIME/SHIFT-FIRE OUT OF CLASS 0166	532.50	July
	OVERTIME/SHIFT-UNIFORM 0165	20,045.69	July
Department Total		20,578.19	
42 COMMERCE	OVERTIME-CIVILIAN 0161	91,797.23	July
	OVERTIME/SHIFT-DUAL/RELIEF 0162	350.53	July
Department Total		92,147.76	

## City of Philadelphia Overtime Report

090 AIRPORT OPERATING FUND		TOTAL	160,011.02
26 LICENSES & INSPECTIONS	OVERTIME-CIVILIAN	0161	1,735.25 July
Department Total			1,735.25
100 COMMUNITY DEVELOPMENT FUND		TOTAL	1,735.25
14 HEALTH	OVERTIME-CIVILIAN	0161	522.09 July
Department Total			522.09
140 ACUTE CARE HOSPITAL ASSESSMENT FUND		TOTAL	522.09
28 WATER	OVERTIME-CIVILIAN	0161	4,230.97 July
Department Total			4,230.97
270 WATER CAPITAL PROJECTS FUND		TOTAL	4,230.97
53 BOARD OF PENSIONS	OVERTIME-CIVILIAN	0161	5.94 July
Department Total			5.94
390 UNDISTRIBUTED PENSION FUNDS		TOTAL	5.94
<b>TOTAL OVERTIME</b>			<b>6,566,767.81</b>
			<b>6,566,767.81</b>

**Please note: July may be understated due to payrolls after 7/12/2020 were posted in August.**



August 17, 2020

Harvey Rice  
Executive Director  
Pennsylvania Intergovernmental Cooperation Authority  
1500 Walnut Street, Suite 1600  
Philadelphia, PA 19102

### **Introduction**

The City of Philadelphia's Budget Office and Managing Director's Office recognize the importance of ensuring appropriate management and usage of overtime across the City. The Offices continue a joint effort to closely monitor the overtime usage of departments, with a particular focus on those departments that incur annual overtime spending of \$500,000 or more. Both Offices track the drivers of overtime within and across departments to ensure that overtime is spent appropriately.

The economic ramifications of the coronavirus pandemic and civil unrest and social activism in the City's streets following the killing of George Floyd by Minneapolis police during the fourth quarter have resulted in higher than anticipated overtime expenditures for FY20. While the City had anticipated savings from overtime across multiple departments related to special events and reduced court overtime in the Police Department, civil unrest in the City for prolonged periods of time, coupled with ongoing public health needs, has contributed to higher than average fourth quarter overtime. The City is working with the Pennsylvania Emergency Management Agency (PEMA) on potential reimbursement related to protests, but it is unclear whether the City will receive those funds.

### **Overtime Spending for Fiscal Year 2020**

Citywide overtime spending for FY20 totaled \$209.1 million, a 18.9% (or \$32.4 million) increase over FY19 and exceeded the adopted overtime budget by 25.5% (or \$42.5 million). The increase over FY19 is concentrated in the Police and Fire Departments. The largest increase over the adopted budget was in the Fire Department, which was on the front line of responding to not only the pandemic, but the refinery explosion as well. Below is a chart comparing the overtime spending of departments with overtime budgets of \$500,000 or more for Fiscal Years 2019 and 2020. Overtime spending for these 14 departments represents the overwhelming majority of total citywide overtime spending (\$207.9 million, or 99.4%) in FY20.

Department	FY19 Year End Actual	FY20 Year End Actual	Difference
Police	61,647,723	79,896,607	18,248,884
Fire	50,943,620	64,020,570	13,076,950
Prisons	24,169,020	26,918,548	2,749,528
Licenses & Inspections	1,432,352	2,346,586	914,234
City Commissioners	1,033,718	1,602,932	569,214
Public Health	2,346,586	2,602,205	255,619
Department of Human Services	2,644,765	2,893,245	248,480
Office of Innovation & Technology	489,644	486,875	(2,769)
Free Library	1,667,956	1,647,259	(20,697)
Public Property	839,027	800,350	(38,677)
Parks & Recreation	3,538,131	3,182,453	(355,678)
Streets	15,557,607	15,038,630	(518,977)
Fleet Management	2,406,919	1,679,115	(727,804)
Sheriff	6,163,832	4,797,577	(1,366,255)
<b>Sub-Total</b>	<b>174,880,900</b>	<b>207,912,952</b>	<b>33,032,052</b>

Below is a chart comparing the FY20 Adopted overtime budget to the FY20 Year End Actual overtime spending of departments with overtime budgets of \$500,000 or more.

Department	FY20 Adopted Budget	FY20 Year End Actual	Difference
Police	67,660,500	79,896,607	12,236,107
Fire	37,823,353	64,020,570	26,197,217
Prisons	27,132,127	26,918,548	(213,579)
Licenses & Inspections	1,165,385	2,346,586	1,181,201
City Commissioners	1,097,554	1,602,932	505,378
Public Health	1,871,700	2,602,205	730,505
Department of Human Services	3,232,445	2,893,245	(339,200)
Office of Innovation & Technology	636,386	486,875	(149,511)
Free Library	1,331,159	1,647,259	316,100
Public Property	843,148	800,350	(42,798)
Parks & Recreation	3,477,271	3,182,453	(294,818)
Streets	11,356,042	15,038,630	3,682,588
Fleet Management	2,315,880	1,679,115	(636,765)
Sheriff	4,824,927	4,797,577	(27,350)
<b>Sub-Total</b>	<b>164,767,877</b>	<b>207,912,952</b>	<b>43,145,075</b>

Seven of the 14 departments with overtime budgets of \$500,000 or more showed increased spending compared to FY19. Of those seven, five departments (Police, Fire, Prisons, Licenses & Inspections, and City Commissioners) had increases of \$500,000 or more in FY20 compared to FY19. If those five

departments are omitted from the 14 departments with overtime budgets of \$500,000 or more, there was a \$2.5 million decrease in FY20 overtime spending.

FY20 Overtime Spending Increase	33,032,052
Police, Fire, Prisons, L&I, and City Commissioners) Overtime Spending Increases	35,558,811
<b>Total FY20 Q2 Overtime Spending Increase Minus Increases for Police, Fire, Prisons, Licenses &amp; Inspections, and City Commissioners</b>	<b>(2,526,758)</b>

The two most significant increases were overtime spending for the Police and Fire Departments. The Police Department spent \$79.9 million on overtime in FY20, a 29.6% increase compared to overtime spending in FY19. Police exceeded their FY20 Adopted overtime budget by 15.3% (or \$12.2 million).<sup>1</sup> FY20 Q4 overtime spending accounts for 30% of the Police Department's total FY20 overtime spending. The main operational drivers behind the Police Department's FY20 Q4 overtime spending of \$24.3 million were a result of the following overtime categories: Protests (\$17.1 million), Investigative (\$2.2 million), COVID 19 (\$1.9 million), and Crime Plan (\$1.5 million). Crime Plan and Investigative overtime, supplement the Department's crime fighting efforts as they work to stem the spike of violence in the City. The Police Department's overtime costs for FY20 Q4 were \$13.0 million higher than overtime costs for FY19 Q4. The main reason for this increase was costs associated with protests for FY20 Q4, which were \$17.1 million compared to FY19 Q4 of \$140,699.

The Fire Department spent \$64.0 million in FY20 on overtime, representing a 25.7% increase from overtime spending in FY19. Fire exceeded its FY20 Adopted overtime budget by 40.9% (or \$26.2 million). The major overtime driver for Fire was related to the Department's response to the COVID-19 pandemic, civil unrest, the refinery explosion, and inclement weather response. A great portion of the Department's overtime spending is related to the COVID-19 pandemic. The need to backfill personnel related to quarantined members. In addition backfill related to members assigned to special COVID-related projects, staff support and relief, personnel support for the medical surge facility, and the creation of additional temporary fire watch companies in response to the coronavirus, directly resulted in additional overtime expenditures. Another major driver in overtime was civil unrest in the City, which resulted in additional taskforces, assigning additional firefighters on single engine company stations, assigning a second seat for all response units, and a significant surge in fire investigation needs.

Prisons was the next highest increase in spending from FY19, with a 11.4% (or \$2.7 million) increase in FY20. However, Prisons spent .8% (or \$213,578) less than their FY20 Adopted overtime budget. In FY20 Q4 hazard pay due to the COVID-19 pandemic provided to onsite staff during the month of April and staffing shortages in June contributed to the \$5.9 million spent on overtime.

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<sup>1</sup> The City will pursue opportunities to seek federal reimbursement for eligible overtime costs related to the coronavirus pandemic.

It is worth noting that Licenses & Inspections (L&I) and the Office of the Philadelphia City Commissioners had the two largest percentage increases in overtime spending in FY20. Licenses & Inspections spent \$2.3 million in FY20 on overtime, which reflects a 63.8% increase over FY19 and exceeds their FY20 Adopted overtime budget by 16.3% (or \$227,078). The primary drivers for FY20 Q4 overtime were accelerated plans reviews,<sup>2</sup> field response from inspectional staff for enforcement of COVID-19 related construction restrictions, and COVID-19 related assistance provided to the Medical Examiner's Office by L&I Clean & Seal staff.<sup>3</sup>

The City Commissioner's had a 55.1% (or \$569,214) increase in overtime spending in FY20 and exceeded their FY20 Adopted overtime budget by 31.5% (\$505,378). The additional workload of the Department to implement the mail-in ballots process because of the uncertainty of the impact on the community due to COVID-19, ACT 77 Election Code Changes, a hiring freeze, and increased voter participation during this year's Presidential election primary largely contributed to the increase in overtime. However, these two department's overtime increase represents less than one percent of citywide FY20 overtime spending.

Half of the departments with budgets of \$500,000 or more (Sheriff, Fleet, OIT, Public Property, Free Library, Parks & Recreation, and Streets) showed decreased overtime spending in FY20 compared to FY19. Two departments with the largest percentage decrease in overtime spending in FY20 were Fleet Management (-30.2%) and Sheriff (-22.2%). Each of these instances represents a success of the increased attention and monitoring that the Administration has placed on overtime and its usage being responsible.

## **Conclusion**

As part of PICA's approval of the City of Philadelphia's Five Year Financial and Strategic Plan, the City is required to submit an Overtime Analysis and Mitigation Plan to PICA in September 2020. This Overtime Analysis will provide a historical analysis of departmental overtime expenditures, evaluate the drivers, and present action plans for management or budgeting changes when warranted.

Marisa Goren Waxman, AICP  
Budget Director

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<sup>2</sup> Customers receiving accelerated reviews pay for the added overtime costs experienced by L&I.

<sup>3</sup> The City will pursue opportunities to seek federal reimbursement for all eligible costs related to the pandemic.

**City of Philadelphia**

# **Quarterly City Managers Report**

**FOR THE PERIOD ENDING JUNE 30, 2020**



**Budget Office**

CITY OF PHILADELPHIA

**August 17, 2020**

The material in this report is preliminary and subject to revision and is not an official statement of the City of Philadelphia.

**City of Philadelphia**  
**QUARTERLY CITY MANAGERS REPORT**  
**FOR THE PERIOD ENDING JUNE 30, 2020**

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**City of Philadelphia**  
**QUARTERLY CITY MANAGERS REPORT**  
**FOR THE PERIOD ENDING JUNE 30, 2020**

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## **What is the Quarterly City Managers Report?**

**The Quarterly City Managers Report** is a summary report on the finances and management of the City of Philadelphia. It is prepared under the direction of the Mayor's Office by the **Office of Budget and Program Evaluation** in the **Office of the Director of Finance**. The report is based primarily on information provided to these agencies by City departments and agencies.

The purpose of the **Quarterly City Managers Report** is to provide the senior management of the City of Philadelphia with a clear and timely summary of the City's progress in implementing the financial and management goals of the current year of the City's Five-Year Financial Plan, both on a "Year to Date Actual" basis and on a "Forecast for Full Year" basis.

The **Quarterly City Managers Report** contains the following reports and schedules:

**General Fund:** The General Fund is the principal operating fund of the City of Philadelphia. (For an explanation of the City's overall financial fund structure, see "Methodology for Financial Reporting" elsewhere in this Report). The **Quarterly City Managers Report** presents an overview of General Fund revenues by major revenue source and obligations by department. Additional detail is provided regarding General Fund direct wage and salary obligations by department; General Fund purchase of service contract obligations; and General Fund overtime utilization. All reports present budget targets, year-to-date actuals and year-end forecasts.

**Departmental Full Time Positions:** The **Quarterly City Managers Report** includes a report on budgeted and filled full-time positions for all City departments on an All Funds basis. This report presents budget targets, year-to-date actuals and year-end forecasts.

**Departmental Leave Usage:** Departments are ranked highest to lowest in terms of leave usage for the quarter. The percentages represent the total number of days used over the total number of days available to be worked in the quarter for General Fund employees.

**Departmental Service Delivery Report:** This report includes both quantitative measurements of departmental service levels and qualitative measurements of performance. This report compares service levels year-to-date with original departmental projections and year-end forecasts with original projections and the actual level of service in the prior year.

**Water Fund and Aviation Fund:** The Water Fund is the fund in which activities related to the City's water supply and wastewater disposal are reported. The Aviation Fund is the fund in which activities related to the operation of the Philadelphia International Airport and the Northeast Philadelphia Airport are reported. The **Quarterly City Managers Report** presents a quarterly overview of Water and Aviation Fund revenues by major revenue source and obligations by department at the end of the quarters concluding in September, December, March and June. All reports present budget targets, year-to-date actuals and year-end forecasts.

**Grants Revenue Fund - Unanticipated Grants:** A listing is included, of all unanticipated grants received and recorded in the City's Grants Revenue Fund during the preceding three months.

**Cash Flow Forecast:** Most financial reporting in the **Quarterly City Managers Report** is presented on a modified accrual basis, consistent with the City's accounting methodology. Under the City's modified accrual accounting rules, some revenues are reported on an accrual rather than a cash basis and obligations are recorded when encumbered or expended. To enable the reader to assess the City's actual current and projected year-end cash position, the City Managers Report also presents a cash flow forecast for the fiscal year. Actual cash results are presented for all months of the fiscal year for which cash receipt and disbursement activity has been recorded, and a projection is made for the balance of the fiscal year.

## Special Note for the FY20Q4 Quarterly City Managers Report

This quarter's Quarterly City Managers Report was compiled and produced during the global pandemic, COVID-19. During this period, non-essential City services have been reduced and government resources have been deployed to support preventing the spread and treating those affected with the virus. Given the strain on resources of budget and fiscal staff citywide, including new reporting on COVID-19 expenses, this quarter's report is slightly abbreviated, but most information is provided when available. City managers continue to monitor overtime, performance, sick leave, and other metrics typically included in the Quarterly City Managers Report to inform their operations.

## Quarterly City Managers Report

For the period ending June 30, 2020

### Key Stats

- Projected FY20 General Fund Balance                      \$255 million (5% of obligations)
  - \$45 million higher than the approved FY20-24 Five Year Plan
  - \$13 million less than the FY20Q3 projection
  - Equal to the amount in the PICA-Approved FY21-FY25 Five Year Plan
  - Below the City's internal goal of 6-8% of spending
  
- Projected FY20 Year-End Cash Balance                      \$1.38 billion (all funds)
  
- Projected FY20 General Fund Revenues                      \$4.86 billion
  - \$57.5 million less than the approved FY20-24 Five Year Plan
  - \$78.5 million less than the FY20Q3 projection
  - Equal to the amount in the PICA-Approved FY21-FY25 Five Year Plan
  - Includes a \$100 million increase in federal funds for COVID-19 expenses
  
- Projected FY20 General Fund Obligations                      \$5.09 billion
  - \$62 million higher than the approved FY20-24 Five Year Plan
  - \$65.5 million lower than the FY20Q3 projection
  - Equal to the amount in the PICA-Approved FY21-FY25 Five Year Plan
  - Includes \$100 million in unplanned, COVID-19 expenses
  
- Performance    57 of 104 measures met/exceeding target (55%)
  - 5 additional measures with data unavailable this quarter



# Budget Office

CITY OF PHILADELPHIA

## The Take-Away

Philadelphia, and the world, ended the fiscal year in a far different condition than initially expected. At the start of the fourth quarter all but essential city operations and businesses had ceased operations, our schools had closed, and we had shifted our City workforce to preventing the spread of COVID-19 and treating those affected. The impact on the City's finances was immediate; with reduced revenues, new costs, and increased costs for existing expenditures.

The impacts necessitated the proposal of a revised FY21 budget; incorporating reduced revenues, spending, and fund balance in FY20. The City put into place spending reduction measures in the fourth quarter of FY20, including a hiring freeze and the decision not to open pools this summer (this decision also reflects public health concerns and operational challenges). Those changes also reflect \$100 million in new federal funds received this fiscal year for the COVID-19 response; to be offset by \$100 million in expected spending to offset the virus.

## Fund Balance

This Quarterly City Manager's Report for the fourth quarter of FY20 projects that the City will end the fiscal year with a fund balance of \$254.9 million (5% of total obligations). This is higher than the fund balance included in the FY20-24 Five Year Plan approved by the PICA board in July 2019 of \$209.9 million, but below the City's goal of having a fund balance that is equal to 6-8% of expenditures. The Government Finance Officers Association recommends a fund balance of 17%. As in most years, we expect the City's fund balance number to shift as the closing of the FY20 books is finalized in the fall. The \$254.9 million fund balance matches the level in the FY21-25 Five Year Plan approved by the PICA Board in July 2020.

## Revenues

Unfortunately, with the impacts of COVID-19 on the economy in the fourth quarter, year-end revenues are now projected to be \$4.86 billion, \$78.5 million less than the Target Budget. The revised number includes a \$100 million increase in Revenue from Other Governments from federal funds for the COVID response. Since the projections made for the FY20Q3, there has been further deterioration in the City Wage Tax (\$7.9 million), Sales Tax (\$32.5 million), and Realty Transfer Tax (\$31 million). The FY20Q4 revenue estimates also reflect a \$9.1 million reduction in revenue from local government non-tax and other government sources, and a \$1.2 million increase from other sources including interfund transfers.

As in prior years, we anticipate that the final revenue collection figures will vary somewhat from the number presented here once all the accruals, (aka the collections after June 30<sup>th</sup> that may still be attributed to the just completed fiscal year) are added. Additional uncertainty around FY20 revenue collections was added due to the delay of Real Estate, Net Profits, and Business Income and Receipts Tax payment deadlines until June and July.



# Budget Office

CITY OF PHILADELPHIA

## Obligations

The City projects to spend \$5.087 billion in FY20, including \$100 million in previously unanticipated spending to respond to COVID-19, for a net increase of \$62 million compared to the originally approved FY20 budget, but \$65 million less than the estimate at the end of FY20Q3, owing primarily to lower than projected debt service and fringe benefit costs. The City had increased costs for standard governments operations due to COVID-19 in FY20, including increased labor costs for a pay incentive initially put into place to ensure critical government operations continued during the first weeks of the shutdown and for costs associated with new collective bargaining agreements with the City's four unions. Increased expenses are expected to be offset by some savings related to the cessation of non-essential city operations and some of the increased costs will be reimbursed. Key savings will include overtime across multiple departments related to special events and reduced court overtime in the Police Department. Other changes reflected as spending reductions include allowing non-designated anti-poverty funds and recession reserves to drop to the Fund Balance.

## Performance

This quarter's service delivery report contains much of the full fiscal year performance data for many of the departments (although some lag by a quarter and five measures could not be gathered this quarter). Just over half (55%) met or exceeded the target for FY20, a reduction from the two-thirds of measures that met or exceeded targets in FY19, unsurprising given the City shut-down of non-essential operations in the last quarter. For example, with libraries closed to the public, in-person visits dropped to zero. The Department of Human Services saw a 22% decline for the year in the number of dependents placed into Kinship Care, a preferred option, as a result of courts being closed for most matters. In some instances, FY20 targets have been revised to reflect the changed circumstances and are noted in the report in this document.

Some measures fell short with less direct connection to the shutdown, most worryingly related to public safety. The number of shootings, Part I Crimes, burglaries, and homicides have increased by more than 25% from the last quarter of the prior fiscal year, all falling short of annual targets. The Police Department is expanding Operation Pinpoint, a component of the PPD Violent Crime Reduction Strategy, to reduce the number of killings and shootings in Philadelphia. Operation Pinpoint is a multifaceted crime-fighting and information-sharing strategy designed to identify, collect, analyze, and disseminate information that officers and commanders need to target the worst violent offenders and areas. The City is also continuing with its broader violence prevention strategy but shifting funding to evidence-based programs with a track record of success here and elsewhere. The homicide clearance rate fell in the fourth quarter, but progress earlier in the year allowed the department to exceed the goal for FY20.

The Department of Licenses and Inspections was able to meet public safety-related performance targets by meeting updated goals for designating properties as imminently dangerous and for the timeframe for investigating nuisance properties, but the economic impact of COVID-19 led to a marked reduction in



# Budget Office

CITY OF PHILADELPHIA

building, electrical, plumbing and zoning permits issued in FY20, which at 52,360 was about 10,000 less than in FY19.

Over 1,400 households received homeless prevention services from the Office of Homeless Services, surpassing the FY20 target of 800 households. The Office assumes assistance of \$1,000 per household but that varies based on need (and when needs are lower, more households can be helped). The expansion in assistance was due to an increase in funding from the Housing Trust Fund and Community Services Block Grant.

Reliance on overtime increased in FY20, with overtime representing 11.1% of all Class 100 (salary) expenses compared to 10.1% in FY19. This may be explained by a hiring freeze put into place in April 2020, combined with unplanned overtime due to the pandemic and civic unrest and social activism that followed the killing of George Floyd by police in Minneapolis. This edition of the Quarterly City Managers Report includes a Leave Usage analysis, which tracks by department how much time employees were unavailable for work for planned or unplanned reasons. This is the third edition of the QCMR that uses OnePhilly data for the Leave Usage analysis. The leave usage data from OnePhilly is more comprehensive and captures over 30 categories and subcategories of leave usage types. As this data is not directly comparable, FY20 QCMRs do not have historical legacy system data against which to compare and will act as a new baseline moving forward. Furthermore, due to COVID-19, the City was unable to produce this report for FY20 Q3. Therefore, the FY20 Q4 QCMR does not include a year-to-date calculation of leave usage.

## Next Steps

The Budget Office is working alongside colleagues in the Accounting Division, Department of Revenue, City Treasurer's Office and other Finance employees, to collaboratively finalize the year-end fund balance. A healthy fund balance is essential to ensure that the City can adequately respond to unexpected, negative variances in service needs or revenue collections; and the fund balance the City of Philadelphia built up in recent years served as an essential buffer against even deeper budget reductions for FY21. The first quarterly report in FY21 will include the Unaudited Actual FY20 fund balance, which will help determine the target budget process with departments in the fall. City management will continue to carefully monitor revenues, spending, and performance as we begin FY21, given the variable, uncertain nature of the path of the pandemic, economic conditions, and city service needs as a result of COVID-19. Mayor Kenney's revised FY21 budget focuses on keeping Philadelphians safe, healthy, and educated and working towards improved opportunity and equity for all residents.

**City of Philadelphia**

**Quarterly City Managers Report**

**FOR THE PERIOD ENDING JUNE 30, 2020**

**GENERAL FUND BALANCE  
SUMMARY**

TABLE FB-1  
**QUARTERLY CITY MANAGERS REPORT**  
**FUND BALANCE SUMMARY**  
**GENERAL FUND**

FOR THE PERIOD ENDING JUNE 30, 2020

(000 Omitted)

Category	FY 2019 Actual	FISCAL YEAR 2020				
		FULL YEAR			Current Projection for	
		Adopted Budget	Target Budget	Current Projection	Revenues Over / (Under)	
					Adopt. Budget	Target Budget
<b><u>REVENUES</u></b>						
Taxes	3,614,840	3,636,492	3,598,165	3,522,792	(113,700)	(75,373)
Locally Generated Non - Tax Revenues	349,062	353,328	364,087	362,177	8,849	(1,910)
Revenues from Other Governments	311,146	347,882	389,288	389,288	41,406	0
Other Govts. - PICA City Account (1)	493,552	499,290	500,200	497,701	(1,589)	(2,499)
Sub-Total Other Governments	804,698	847,172	889,488	886,989	39,817	(2,499)
Revenues from Other Funds of City	51,677	81,011	87,276	88,476	7,465	1,200
Other Sources	0	0	0	0	0	0
<b>Total Revenue and Other Sources</b>	<b>4,820,277</b>	<b>4,918,003</b>	<b>4,939,016</b>	<b>4,860,434</b>	<b>(57,569)</b>	<b>(78,582)</b>
Category	FY 2019 Actual	FULL YEAR				
		FULL YEAR			Current Projection for	
		Adopted Budget	Target Budget	Current Projection	Obligations (Over) / Under	
					Adopt. Budget	Target Budget
<b><u>OBLIGATIONS / APPROPRIATIONS</u></b>						
Personal Services	1,749,789	1,820,084	1,878,806	1,884,357	(64,273)	(5,551)
Personal Services - Employee Benefits	1,371,066	1,411,963	1,408,187	1,348,375	63,588	59,812
Sub-Total Employee Compensation	3,120,855	3,232,047	3,286,993	3,232,732	(685)	54,261
Purchase of Services	915,529	1,001,325	1,043,334	1,032,110	(30,785)	11,224
Materials, Supplies and Equipment	113,267	123,682	166,576	166,576	(42,894)	0
Contributions, Indemnities and Taxes	279,769	322,432	341,732	341,732	(19,300)	0
Debt Service	159,787	187,483	187,483	187,483	0	0
Payments to Other Funds	183,182	103,189	108,189	108,189	(5,000)	0
Advances & Miscellaneous Payments	0	55,108	18,403	18,403	36,705	0
<b>Total Obligations / Appropriations</b>	<b>4,772,389</b>	<b>5,025,266</b>	<b>5,152,710</b>	<b>5,087,225</b>	<b>(61,959)</b>	<b>65,485</b>
<b>Operating Surplus (Deficit)</b>	<b>47,888</b>	<b>(107,263)</b>	<b>(213,694)</b>	<b>(226,791)</b>	<b>(119,528)</b>	<b>(13,097)</b>
<b><u>OPERATIONS IN RESPECT TO</u></b>						
<b><u>PRIOR FISCAL YEARS</u></b>						
Net Adjustments - Prior Years	22,009	19,500	43,019	43,019	23,519	0
<b>Operating Surplus/(Deficit) &amp; Prior Year Adj.</b>	<b>69,897</b>	<b>(87,763)</b>	<b>(170,675)</b>	<b>(183,772)</b>	<b>(96,009)</b>	<b>(13,097)</b>
Prior Year Fund Balance	368,783	297,666	438,680	438,680	141,014	0
<b>Year End Fund Balance</b>	<b>438,680</b>	<b>209,903</b>	<b>268,005</b>	<b>254,908</b>	<b>45,005</b>	<b>(13,097)</b>

(1) PICA City Account = PICA tax minus (PICA expenses + PICA debt service).

\* Current year revenue actuals are displayed using an accrual basis of accounting, rather than a cash basis.

NOTE: The material in this report is preliminary and subject to revision and does not represent an official statement of the City of Philadelphia.

**City of Philadelphia**

**Quarterly City Managers Report**

**FOR THE PERIOD ENDING JUNE 30, 2020**

**GENERAL FUND**

**REVENUES**

**Summary Table R-1**  
**Analysis of Tax Revenue**  
**QUARTERLY CITY MANAGERS REPORT**  
**GENERAL FUND**  
**FOR THE PERIOD ENDING JUNE 30, 2020**  
**Amounts in Millions**

Tax Revenue	Forecast Better Than TB Plan	Forecast Worse Than TB Plan	Net Variance	Reasons / Comments
<b>City Wage Tax</b>  Decreased estimate due to the COVID-19 social distancing measures and associated impact upon the economy, specifically the phased closure of businesses.		(\$7.9)		<b>FY 2019 Base</b> FY 2019 Projection (6/30/2019 QCMR): \$1,566.3 FY 2019 Actual: \$1,577.5 <b>Increase: \$11.2</b>  <b>FY 2019 to FY 2020 Base Growth Rate:</b> Budgeted Growth Rate: 4.30% Current Estimated Growth Rate: 1.76%  <b>FY 2019 Tax Rate: Res.: 2.3809% City , 1.5% PICA : Non-Res.: 3.4567% City</b> <b>FY 2020 Tax Rate: Res.: 2.3712% City , 1.5% PICA : Non-Res.: 3.4481% City</b>
<b>Real Estate Tax</b>  No variance to report from last quarter projection.		\$0.0		<b>FY 2019 Base</b> FY 2019 Projection (6/30/2019 QCMR): \$651.1 FY 2019 Actual: \$658.2 <b>Increase: \$7.1</b>  <b>FY 2019 to FY 2020 Base Growth Rate:</b> Budgeted Growth Rate: 2.90% Residential, 3.41% Commercial Current Estimated Growth Rate: 2.61% Residential, 2.43% Commercial  <b>FY 2019 Tax Rate: .6317% City plus .7681% School District Total 1.3998%</b> <b>FY 2020 Tax Rate: .6317% City plus .7681% School District Total 1.3998%</b>
<b>Business Income &amp; Receipts</b>  No variance to report from last quarter projection.		\$0.0		<b>FY 2019 Base (includes Current &amp; Prior)</b> FY 2019 Projection (6/30/2019 QCMR): \$503.3 FY 2019 Actual: \$540.9 <b>Increase: \$37.6</b>  <b>FY 2019 to FY 2020 Base (includes Current &amp; Prior) Growth Rate:</b> Budgeted Growth Rate: 1.76% Current Estimated Growth Rate: -2.02%  <b>FY 2019 Tax Rate: 1.415 mills on gross receipts and 6.25% of net income</b> <b>FY 2020 Tax Rate: 1.415 mills on gross receipts and 6.20% of net income</b>
<b>Sales Tax</b>  Decreased estimate due to the COVID-19 social distancing measures and associated impact upon the economy, specifically the phased closure of businesses.		(\$32.5)		<b>FY 2019 Base</b> FY 2019 Projection (6/30/2019 QCMR): \$215.2 FY 2019 Actual: \$224.2 <b>Increase: \$9.0</b>  <b>FY 2019 to FY 2020 Base Growth Rate:</b> Budgeted Growth Rate: 3.79% Current Estimated Growth Rate: -8.92%  <b>FY 2019 Tax Rate: 2%</b> <b>FY 2020 Tax Rate: 2%</b>
<b>Real Estate Transfer Tax</b>  Decreased estimate due to the COVID-19 social distancing measures and associated impact upon the economy, specifically the temporary halt of in-person showings and associated inspections.		(\$31.0)		<b>FY 2019 Base</b> FY 2019 Projection (6/30/2019 QCMR): \$334.7 FY 2019 Actual: \$328.4 <b>Decrease: \$6.3</b>  <b>FY 2019 to FY 2020 Base Growth Rate:</b> Budgeted Growth Rate: 1.37% Current Estimated Growth Rate: -4.56%  <b>FY 2019 Tax Rate: 3.278%</b> <b>FY 2020 Tax Rate: 3.278%</b>
<b>Other Taxes (Parking Tax)</b>			(\$4.0)	
<b>Total Variance From TB Plan</b>	\$0.0	(\$75.4)	(\$75.4)	
<b>Difference between FY 2019 Adopted Budget and TB Plan</b>		(\$38.3)		
<b>Total Variance From Budget</b>	\$0.0	(\$113.7)	(\$113.7)	

TABLE R-2  
**QUARTERLY CITY MANAGERS REPORT**  
**TAX REVENUE SUMMARY**  
**GENERAL FUND**  
 FOR THE PERIOD ENDING JUNE 30, 2020  
 (000 Omitted)

Category	FY19 Actual	FULL YEAR				
		Adopted Budget	Target Budget	Current Projection	Current Projection Over (Under)	
					Adopted	Target
<b><u>TAX REVENUES</u></b>						
<b>Wage &amp; Earnings</b>						
<i>Current</i>	1,577,549	1,628,251	1,605,773	1,597,922	(30,329)	(7,851)
<i>Prior</i>	4,350	5,400	5,400	5,400	0	0
Total	1,581,899	1,633,651	1,611,173	1,603,322	(30,329)	(7,851)
<b>Real Property</b>						
<i>Current</i>	658,208	653,359	653,930	653,930	571	0
<i>Prior</i>	38,395	37,565	37,565	37,565	0	0
Total	696,603	690,924	691,495	691,495	571	0
<b>Business Income &amp; Receipts *</b>	540,873	497,317	514,049	514,049	16,732	0
<b>Sales</b>	224,199	227,856	226,724	194,202	(33,654)	(32,522)
<b>Real Estate Transfer</b>	328,446	339,271	344,474	313,474	(25,797)	(31,000)
<b>Net Profits</b>	35,808	38,244	36,588	36,588	(1,656)	0
<b>Parking</b>	99,312	100,192	84,699	80,699	(19,493)	(4,000)
<b>Amusement</b>	26,406	28,919	18,500	18,500	(10,419)	0
<b>Beverage</b>	76,855	75,881	65,758	65,758	(10,123)	0
<b>Other</b>	4,439	4,237	4,705	4,705	468	0
<b>TOTAL TAX REVENUE</b>	<b>3,614,840</b>	<b>3,636,492</b>	<b>3,598,165</b>	<b>3,522,792</b>	<b>(113,700)</b>	<b>(75,373)</b>
<b><u>Analysis of City/PICA Wage, Earnings and Net Profits Tax</u></b>						
City Wage & Earnings Tax	1,581,899	1,633,651	1,611,173	1,603,322	(30,329)	(7,851)
PICA Wage & Earnings Tax	495,493	512,890	514,473	511,974	(916)	(2,499)
Total Wage & Earnings Tax	2,077,392	2,146,541	2,125,646	2,115,296	(31,245)	(10,350)
City Net Profits Tax	35,808	38,244	36,588	36,588	(1,656)	0
PICA Net Profits Tax	33,246	33,244	32,571	32,571	(673)	0
Total Net Profits Tax	69,054	71,488	69,159	69,159	(2,329)	0
PICA Wage & Earnings Tax	495,493	512,890	514,473	511,974	(916)	(2,499)
PICA Net Profits Tax	33,246	33,244	32,571	32,571	(673)	0
Total PICA Wage, Earn., & NP Tax	528,739	546,134	547,044	544,545	(1,589)	(2,499)
Less: PICA Net Debt Service	35,187	46,844	46,844	46,844	0	0
Equals: PICA City Account	493,552	499,290	500,200	497,701	(1,589)	(2,499)

\* The amount for Business Income & Receipts reflects the aggregate total of current and prior taxes.

Note: The material in this report is preliminary and subject to revision and does not represent an official statement of the City of Philadelphia.

Summary Table R-3  
**Analysis of Locally Generated Non-Tax Revenue and Revenue From Other Governments**  
**QUARTERLY CITY MANAGERS REPORT**  
**GENERAL FUND**  
**FOR THE PERIOD ENDING JUNE 30, 2020**  
Amounts in Millions

Non-Tax Revenue	Forecast Better Than TB Plan	Forecast Worse Than TB Plan	Net Variance	Reasons / Comments
<b>Locally Generated Non-Tax</b>				
MDO		(\$0.3)		Decrease collections through ACCT for dog license fees.
Streets		(\$1.3)		Lowered estimate for Commercial Property Collection fees (-\$1.0M) and Street Permits (-\$1.3M) due to the economic slowdown attributed to the COVID-19.
Fire	\$1.1			Better than expected EMS collections in 4Q of FY20.
Public Health	\$1.2			Increased estimate as the Public Health Centers have experienced higher levels of reimbursement for services than anticipated.
Human Services		(\$0.9)		Lower projected revenues for Child Care services through Supplemental Security Income.
Fleet		(\$0.4)		Delayed auction of City-owned vehicles and associated revenue collection.
License and Inspection		(\$0.6)		Decreased revenue collection due to COVID-19 social distancing measures and required business closures.
Records		(\$0.4)		Decreased revenue collection directly involved with the real estate transactions (RTT).
Revenue		(\$0.5)		Decreased collections for fines or other code violations.
City Treasurer	\$2.4			Higher than anticipated interest earnings.
First Judicial District		(\$2.0)		Decreased revenue collection due to COVID-19 social distancing measures and required court closures.
Other		(\$0.2)		Various small corrections made to revenue estimates based on actuals.
<b>Other Governments</b>				
PICA City Account		(\$2.5)		Decreased PICA estimate due to the COVID-19 social distancing measures and the associated impact upon the economy.
<b>Total Variance From TB Plan</b>	<b>\$4.7</b>	<b>(\$9.1)</b>	<b>(\$4.4)</b>	
<b>Difference between FY 2019 Adopted Budget and TB Plan</b>	<b>\$53.1</b>			
<b>Total Variance From Budget</b>	<b>\$57.8</b>	<b>(\$9.1)</b>	<b>\$48.7</b>	
<b>Other Revenue Sources and Adjustments</b>				
Other Revenue Sources and Adjustments	Forecast Better Than TB Plan	Forecast Worse Than TB Plan	Net Variance	Reasons / Comments
Net Revenue from Other Funds	\$1.2			Increased interfund payment expected from the Water Fund to the General Fund for equipment costs required to perform hydrant inspection.
Net Adjustments - Prior Years				
<b>Total Other Sources</b>	<b>\$1.2</b>	<b>\$0.0</b>	<b>\$1.2</b>	

**TABLE R-4**  
**QUARTERLY CITY MANAGERS REPORT**  
**NON - TAX REVENUE SUMMARY**  
**GENERAL FUND**  
**FOR THE PERIOD ENDING JUNE 30, 2020**  
**(000 omitted)**

Category	FY19 Actual	FULL YEAR				
		Adopted Budget	Target Budget	Current Projection	Current Projection Over (Under)	
					Adopted	Target
<b>LOCAL NON-TAX REVENUES</b>						
<b>Office of Technology</b>	<b>22,072</b>	<b>22,395</b>	<b>22,395</b>	<b>22,395</b>	<b>0</b>	<b>0</b>
Cable TV Franchise Fees	21,941	22,160	22,160	22,160	0	0
Other	131	235	235	235	0	0
<b>Managing Director</b>	<b>1,412</b>	<b>1,567</b>	<b>1,567</b>	<b>1,267</b>	<b>(300)</b>	<b>(300)</b>
<b>Police</b>	<b>7,158</b>	<b>6,270</b>	<b>6,350</b>	<b>6,350</b>	<b>80</b>	<b>0</b>
<b>Streets</b>	<b>25,660</b>	<b>24,964</b>	<b>25,690</b>	<b>24,435</b>	<b>(529)</b>	<b>(1,255)</b>
Street Permits	5,499	5,250	5,250	5,000	(250)	(250)
Collection Fees - PHA	962	1,100	1,100	1,100	0	0
Commercial Property Collection Fee	14,480	14,120	14,120	13,090	(1,030)	(1,030)
Other	4,719	4,494	5,220	5,245	751	25
<b>Fire</b>	<b>40,540</b>	<b>40,950</b>	<b>40,950</b>	<b>42,010</b>	<b>1,060</b>	<b>1,060</b>
Emergency Medical Service Fees	39,469	40,000	40,000	41,060	1,060	1,060
Other	1,071	950	950	950	0	0
<b>Public Health (1)</b>	<b>44,913</b>	<b>26,360</b>	<b>68,982</b>	<b>70,147</b>	<b>43,787</b>	<b>1,165</b>
<b>Parks &amp; Recreation</b>	<b>2,081</b>	<b>1,969</b>	<b>1,065</b>	<b>1,210</b>	<b>(759)</b>	<b>145</b>
<b>Public Property (2)</b>	<b>4,775</b>	<b>40,050</b>	<b>14,305</b>	<b>14,355</b>	<b>(25,695)</b>	<b>50</b>
Commissions - Transit Shelters	2,709	3,000	2,700	2,700	(300)	0
Sale/Lease of Capital Assets	0	34,750	10,405	10,405	(24,345)	0
Other	2,066	2,300	1,200	1,250	(1,050)	50
<b>Human Services (1)</b>	<b>2,555</b>	<b>2,600</b>	<b>2,600</b>	<b>1,700</b>	<b>(900)</b>	<b>(900)</b>
<b>Fleet Management</b>	<b>4,043</b>	<b>3,050</b>	<b>3,750</b>	<b>3,400</b>	<b>350</b>	<b>(350)</b>
Fuel & Warranty Reimbursements	2,250	2,250	2,250	2,250	0	0
Other	1,793	800	1,500	1,150	350	(350)
<b>Licenses &amp; Inspections</b>	<b>73,673</b>	<b>68,676</b>	<b>64,100</b>	<b>63,520</b>	<b>(5,156)</b>	<b>(580)</b>
<b>Records</b>	<b>17,936</b>	<b>18,750</b>	<b>18,100</b>	<b>17,660</b>	<b>(1,090)</b>	<b>(440)</b>
Recording of Legal Instruments	12,335	12,950	12,550	12,550	(400)	0
Other	5,601	5,800	5,550	5,110	(690)	(440)
<b>Finance</b>	<b>13,601</b>	<b>13,760</b>	<b>13,760</b>	<b>13,560</b>	<b>(200)</b>	<b>(200)</b>
Reimbursements - Prescriptions / Other	12,207	12,050	12,150	12,150	100	0
Employee Health Benefit Charges	1,314	1,500	1,400	1,200	(300)	(200)
Other	80	210	210	210	0	0
<b>Revenue</b>	<b>6,523</b>	<b>7,175</b>	<b>7,360</b>	<b>6,860</b>	<b>(315)</b>	<b>(500)</b>
Non-Profit Contribution Program	3,308	3,740	3,740	3,740	0	0
Casino Settlement Agreement Payments	2,060	2,350	2,035	2,035	(315)	0
Other	1,155	1,085	1,585	1,085	0	(500)
<b>City Treasurer</b>	<b>18,677</b>	<b>8,333</b>	<b>10,790</b>	<b>13,160</b>	<b>4,827</b>	<b>2,370</b>
Interest Earnings	17,438	7,733	10,190	13,150	5,417	2,960
Other	1,239	600	600	10	(590)	(590)
<b>Free Library</b>	<b>1,294</b>	<b>1,052</b>	<b>950</b>	<b>950</b>	<b>(102)</b>	<b>0</b>
<b>Chief Administrator</b>	<b>9,757</b>	<b>10,320</b>	<b>7,620</b>	<b>7,635</b>	<b>(2,685)</b>	<b>15</b>
Burglar Alarm Licenses Fees & Fines	4,443	4,875	3,310	3,525	(1,350)	215
Solid Waste Code Violations (SWEEP)	5,245	5,375	4,250	4,050	(1,325)	(200)
Other	69	70	60	60	(10)	0

**TABLE R-4**  
**QUARTERLY CITY MANAGERS REPORT**  
**NON - TAX REVENUE SUMMARY**  
**GENERAL FUND**  
**FOR THE PERIOD ENDING JUNE 30, 2020**  
**(000 omitted)**

Category	FY19 Actual	FULL YEAR				
		Adopted Budget	Target Budget	Current Projection	Current Projection Over (Under)	
					Adopted	Target
<b>Register of Wills</b>	<b>7,095</b>	<b>3,950</b>	<b>3,950</b>	<b>3,760</b>	<b>(190)</b>	<b>(190)</b>
<b>Sheriff</b>	<b>11,894</b>	<b>11,296</b>	<b>10,540</b>	<b>10,540</b>	<b>(756)</b>	<b>0</b>
<b>First Judicial District</b>	<b>27,692</b>	<b>31,875</b>	<b>25,825</b>	<b>23,825</b>	<b>(8,050)</b>	<b>(2,000)</b>
Court Costs, Fees and Charges	17,409	20,000	17,500	16,000	(4,000)	(1,500)
Code Violation Fines	1,253	1,500	1,650	1,250	(250)	(400)
Moving Violation Fines (Traffic Court)	4,673	5,800	3,800	3,300	(2,500)	(500)
Forfeited Bail, Bail Fees (Clerk of Courts)	3,159	2,225	1,775	1,775	(450)	0
Other	1,198	2,350	1,100	1,500	(850)	400
<b>All Other</b>	<b>5,711</b>	<b>7,966</b>	<b>13,438</b>	<b>13,438</b>	<b>5,472</b>	<b>0</b>
<b>TOTAL LOCAL NON-TAX REVENUE</b>	<b>349,062</b>	<b>353,328</b>	<b>364,087</b>	<b>362,177</b>	<b>8,849</b>	<b>(1,910)</b>
<b>OTHER GOVERNMENTS</b>						
<b>PICA City Account (3)</b>	<b>493,552</b>	<b>499,290</b>	<b>500,200</b>	<b>497,701</b>	<b>(1,589)</b>	<b>(2,499)</b>
<b>Managing Director</b>	<b>115</b>	<b>115</b>	<b>100,115</b>	<b>100,115</b>	<b>100,000</b>	<b>0</b>
Emergency Preparedness	115	115	100,115	100,115	100,000	0
<b>Police</b>	<b>3,011</b>	<b>3,200</b>	<b>3,200</b>	<b>3,200</b>	<b>0</b>	<b>0</b>
State Reimbursement-Police Training	3,011	3,200	3,200	3,200	0	0
<b>Streets</b>	<b>3,036</b>	<b>3,325</b>	<b>3,325</b>	<b>3,325</b>	<b>0</b>	<b>0</b>
Snow Removal	2,500	2,500	2,500	2,500	0	0
Other	536	825	825	825	0	0
<b>Public Health (1)</b>	<b>44,440</b>	<b>86,396</b>	<b>38,014</b>	<b>38,014</b>	<b>(48,382)</b>	<b>0</b>
<b>Public Property</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>0</b>	<b>0</b>
PGW Rental	18,000	18,000	18,000	18,000	0	0
<b>Finance</b>	<b>168,326</b>	<b>168,513</b>	<b>175,688</b>	<b>175,688</b>	<b>7,175</b>	<b>0</b>
State Pension Fund Aid (Act 205)	75,606	74,810	81,988	81,988	7,178	0
State Wage Tax Relief Funding	86,278	86,278	86,275	86,275	(3)	0
State Police Fines	612	700	700	700	0	0
Gaming - Local Share Assessment	5,413	5,450	5,450	5,450	0	0
Other	417	1,275	1,275	1,275	0	0
<b>Revenue</b>	<b>39,138</b>	<b>45,852</b>	<b>32,023</b>	<b>32,023</b>	<b>(13,829)</b>	<b>0</b>
PPA - Parking/Violation/Fines	39,133	45,840	32,011	32,011	(13,829)	0
Other	5	12	12	12	0	0
<b>City Treasurer</b>	<b>4,796</b>	<b>4,778</b>	<b>4,768</b>	<b>4,768</b>	<b>(10)</b>	<b>0</b>
Retail Liquor License	1,118	1,100	1,122	1,122	22	0
State Utility Tax Refund	3,678	3,678	3,646	3,646	(32)	0
<b>First Judicial District</b>	<b>12,126</b>	<b>15,239</b>	<b>11,720</b>	<b>11,720</b>	<b>(3,519)</b>	<b>0</b>
State Reimbursement-Intensive Probation	5,154	4,882	4,882	4,882	0	0
State Reimbursement-County Court Costs	6,556	10,075	6,556	6,556	(3,519)	0
Other	416	282	282	282	0	0
<b>All Other</b>	<b>18,158</b>	<b>2,464</b>	<b>2,435</b>	<b>2,435</b>	<b>(29)</b>	<b>0</b>
<b>TOTAL OTHER GOVERNMENTS</b>	<b>804,698</b>	<b>847,172</b>	<b>889,488</b>	<b>886,989</b>	<b>39,817</b>	<b>(2,499)</b>

(1) See Table R-5 for detail.

(2) Variance to the Adopted Budget for the Sale of Capital Assets is due to the likely delay of City property sales until FY22.

(3) PICA City Account = PICA tax minus (PICA expenses + PICA debt service).

Note: The material in this report is preliminary and subject to revision and does not represent an official statement of the City of Philadelphia.

Summary Table R-5  
**QUARTERLY CITY MANAGERS REPORT**  
**Summary of Revenue**  
**Dept. of Human Services/Dept. of Public Health**  
**GENERAL FUND**  
**FOR THE PERIOD ENDING JUNE 30, 2020**  
**(000 omitted)**

AGENCY AND REVENUE SOURCE	FY19 Actual	FY 20 Adopted Budget	FY 20 Target Budget	FY 20 Current Projection	Increase/ (Decrease) vs Target
<b>PUBLIC HEALTH</b>					
<b>Local Non-Tax Revenue:</b>					
Payments for Patient Care	18,810	18,145	19,385	19,385	0
Managed Care -Nursing Home	17,513	0	41,382	41,382	0
Pharmacy Fees	3,571	3,350	3,350	3,350	0
Environmental User Fees	3,894	4,365	4,365	5,530	1,165
Other	1,125	500	500	500	0
<b>Subtotal Local Non-Tax</b>	<b>44,913</b>	<b>26,360</b>	<b>68,982</b>	<b>70,147</b>	<b>1,165</b>
<b>Revenue from Other Governments:</b>					
State:					
County Health	9,068	9,706	9,706	9,706	0
Medical Assistance-Outpatient (Health Centers)	5,192	13,916	10,766	10,766	0
Medical Assistance-Nursing Home	8,741	18,147	0	0	0
Capital Improvements-Nursing Home	387	460	0	0	0
Federal:					
Medicare-Outpatient (Health Centers)	2,471	2,791	2,791	2,791	0
Medicare-Home Care (Nursing Home)	1,024	1,476	1,476	1,476	0
Medical Assistance-Outpatient (Health Centers)	6,293	17,065	13,215	13,215	0
Medical Assistance-Nursing Home	10,705	22,175	0	0	0
Capital Improvements-Nursing Home	507	600	0	0	0
Summer Food Inspection	52	60	60	60	0
<b>Subtotal Other Governments</b>	<b>44,440</b>	<b>86,396</b>	<b>38,014</b>	<b>38,014</b>	<b>0</b>
<b>TOTAL PUBLIC HEALTH</b>	<b>89,353</b>	<b>112,756</b>	<b>106,996</b>	<b>108,161</b>	<b>1,165</b>
<b>HUMAN SERVICES</b>					
<b>Local Non-Tax Revenue:</b>					
Payments for Child Care - S.S.I.	2,329	2,500	2,500	1,500	(1,000)
Other	226	100	100	200	100
<b>Subtotal Local Non-Tax</b>	<b>2,555</b>	<b>2,600</b>	<b>2,600</b>	<b>1,700</b>	<b>(900)</b>
<b>TOTAL HUMAN SERVICES</b>	<b>2,555</b>	<b>2,600</b>	<b>2,600</b>	<b>1,700</b>	<b>(900)</b>

Note: The material in this report is preliminary and subject to revision and does not represent an official statement of the City of Philadelphia.

**City of Philadelphia**

**Quarterly City Managers Report**

**FOR THE PERIOD ENDING JUNE 30, 2020**

**GENERAL FUND  
OBLIGATIONS**

**Table O-1**  
**Analysis of Forecast Year-End Departmental Obligations**  
**QUARTERLY CITY MANAGERS REPORT**  
**GENERAL FUND**  
**FOR THE PERIOD ENDING JUNE 30, 2020**

Note: "Obligations include "Encumbrances," which may be recorded for the entire fiscal year, as well as "Expenditures."

(Amounts in Millions)

Department/Cost Center	Forecast Better Than TB Plan	Forecast Worse Than TB Plan	Net Variance From TB Plan	"TB Plan": Target Budget Plan Adopted During FY 2020 for FY 2020  Reasons/Comments
Finance - Employee Benefits	\$59.8			Lower than anticipated fringe benefits costs
Sinking Fund	\$7.0			Decrease for debt service due to lower than anticipated payments
Licenses and Inspections	\$2.0			Lower than anticipated demolitions
Office of Education	\$1.4			Lower than anticipated obligations for preK
Various	\$0.8			Decrease for contractual obligations
Various		(\$5.6)		Collective bargaining increases for DC33 and Local 159
<b>TOTAL VARIANCE FROM TARGET BUDGET PLAN</b>	<b>\$71.0</b>	<b>(\$5.6)</b>	<b>\$65.4</b>	
<b>Difference between FY2020 Adopted Budget and FY2020 Target Budget Plan Obligations</b>	<b>\$0.0</b>	<b>(\$127.4)</b>	<b>(\$127.4)</b>	
<b>TOTAL VARIANCE FROM BUDGET</b>	<b>\$71.0</b>	<b>(\$133.0)</b>	<b>(\$62.0)</b>	

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TABLE O-2  
**QUARTERLY CITY MANAGER'S REPORT**  
**DEPARTMENTAL OBLIGATIONS SUMMARY**  
**GENERAL FUND**  
FOR THE PERIOD ENDING JUNE 30, 2020

DEPARTMENT	FY 2019 ACTUAL	FISCAL YEAR 2020 FULL YEAR				
		ORIGINAL ADOPTED BUDGET	TARGET BUDGET	CURRENT PROJECTION	CURRENT PROJECTION (OVER) UNDER	
					ADOPTED BUDGET	TARGET
Art Museum Subsidy	2,550,000	2,550,000	2,550,000	2,550,000	0	0
Atwater Kent Museum	250,000	0	0	0	0	0
Auditing (City Controller's Office)	9,051,422	9,384,550	10,034,966	10,044,822	(660,272)	(9,856)
Board of Ethics	925,638	1,101,630	1,104,071	1,104,071	(2,441)	0
Board of Revision of Taxes	978,352	1,060,791	1,060,791	1,063,086	(2,295)	(2,295)
City Commissioners (Election Board)	16,486,919	12,216,911	12,219,887	12,274,097	(57,186)	(54,210)
City Council	16,537,331	17,927,973	18,677,973	18,677,973	(750,000)	0
City Representative	1,034,100	1,249,695	1,284,721	1,284,721	(35,026)	0
City Treasurer	1,652,411	1,483,167	1,514,291	1,515,785	(32,618)	(1,494)
Civil Service Commission	198,497	204,935	205,336	205,336	(401)	0
Commerce	7,340,303	9,851,361	10,287,560	10,287,560	(436,199)	0
Commerce-Convention Center Subsidy	15,000,000	15,000,000	15,000,000	15,000,000	0	0
Commerce-Economic Stimulus	21,242,883	7,671,624	7,671,624	7,671,624	0	0
District Attorney	42,281,095	38,908,536	42,129,989	42,162,716	(3,254,180)	(32,727)
Finance	118,448,910	45,227,334	50,889,899	50,914,842	(5,687,508)	(24,943)
Finance-Budget Stabilization Reserve	20,000,000	34,276,000	34,276,000	34,276,000	0	0
Finance-Disability-Reg #32 Payroll	2,413,758	2,650,000	2,650,000	2,650,000	0	0
Finance-Federal Grant Reserve	0	55,108,000	18,403,000	18,403,000	36,705,000	0
Finance-Community College Subsidy	32,409,207	33,759,207	36,059,207	36,059,207	(2,300,000)	0
Finance - Employee Benefits	1,371,066,396	1,411,963,002	1,408,186,614	1,348,375,045	63,587,957	59,811,569
Unemployment Compensation	2,874,875	4,080,260	4,080,260	4,080,260	0	0
Employee Disability	63,572,955	69,844,607	70,600,000	63,251,352	6,593,255	7,348,648
Pension Obligation Bonds	109,793,658	110,158,479	109,794,742	109,794,742	363,737	0
Pension	590,415,269	584,663,838	580,863,172	580,863,172	3,800,666	0
Pension-Sales Tax	52,099,331	53,928,969	53,361,793	37,100,852	16,828,117	16,260,941
Pension-Plan 10	239,048	300,000	300,000	300,000	0	0
FICA	81,838,789	84,546,988	84,546,988	80,672,179	3,874,809	3,874,809
Flex Cash Payments	623,539	800,000	800,000	800,000	0	0
Health / Medical	457,038,668	489,978,550	489,978,550	459,978,550	30,000,000	30,000,000
Group Life Insurance	7,034,330	8,465,202	8,665,000	7,814,194	651,008	850,806
Group Legal	5,427,259	5,049,842	5,049,842	3,573,477	1,476,365	1,476,365
Tool Allowance	108,675	146,267	146,267	146,267	0	0
Finance-Hero Scholarship Awards	0	25,000	25,000	25,000	0	0
Finance-Indemnities	0	49,246,000	49,246,000	49,246,000	0	0
Finance-Refunds	18,667	250,000	250,000	250,000	0	0
Finance-School District Contribution	180,870,541	222,456,410	222,456,410	222,456,410	0	0
Finance-Witness Fees	98,988	171,518	171,518	171,518	0	0
Fire	309,671,593	298,549,278	314,995,553	315,056,258	(16,506,980)	(60,705)
First Judicial District	113,236,838	115,503,975	116,322,633	116,322,633	(818,658)	0
Fleet Management	47,005,990	50,114,034	50,133,360	50,296,529	(182,495)	(163,169)
Fleet Management - Vehicle Purchases	17,297,617	17,286,549	17,286,549	17,286,549	0	0
Free Library	42,596,496	45,760,383	45,981,774	46,267,613	(507,230)	(285,839)
Human Relations Commission	2,127,256	2,386,402	2,420,426	2,422,738	(36,336)	(2,312)
Human Services	107,447,455	118,965,013	119,631,744	120,033,439	(1,068,426)	(401,695)
Labor	1,769,531	2,454,828	2,510,841	2,510,841	(56,013)	0
Law	15,462,819	16,085,045	16,360,043	16,373,388	(288,343)	(13,345)
Licenses & Inspections	38,311,706	41,282,551	42,223,989	40,380,345	902,206	1,843,644
L&I-Board of Building Standards	83,562	80,366	80,602	80,602	(236)	0
L&I-Board of L & I Review	139,997	173,870	174,729	175,611	(1,741)	(882)
Managing Director's Office	45,304,925	55,280,720	161,018,172	160,607,184	(105,326,464)	410,988
Managing Director-Legal Services	51,574,391	50,938,541	50,938,541	50,938,541	0	0
Mayor's Office	5,435,738	6,113,633	6,298,286	6,298,286	(184,653)	0
Mayor's Office-Scholarships	181,000	200,000	200,000	200,000	0	0
Mayor's Office-Comm. Empowerment & Opp.	88,250	90,000	90,000	90,000	0	0
Mural Arts Program	2,367,227	2,499,602	2,545,184	2,545,184	(45,582)	0
Office of Arts and Culture	4,310,450	4,098,002	4,419,130	4,419,130	(321,128)	0
Office of Behavioral Hlth & Intellectual disAbility	17,115,534	15,895,444	15,916,345	15,917,185	(21,741)	(840)
Office of the Chief Administrative Officer	5,996,422	7,438,265	7,510,538	7,520,042	(81,777)	(9,504)
Office of Education	26,141,449	45,350,014	45,350,014	43,950,014	1,400,000	1,400,000
Office of Homeless Services	56,769,589	59,945,719	60,869,901	60,913,509	(967,790)	(43,608)
Office of Human Resources	5,695,053	6,874,287	6,909,801	6,926,881	(52,594)	(17,080)
Office of Innovation and Technology-Base	65,709,411	71,198,539	76,019,361	76,034,826	(4,836,287)	(15,465)
Office of Innovation and Technology-911	12,895,463	41,235,086	41,235,086	41,235,086	0	0
Office of the Inspector General	1,513,853	1,680,441	1,742,423	1,742,423	(61,982)	0
Office of Property Assessment	13,934,797	17,318,408	17,430,824	17,461,840	(143,432)	(31,016)
Office of Sustainability	955,678	1,213,258	1,467,804	1,467,804	(254,546)	0
Parks and Recreation	67,144,275	65,058,055	65,589,963	65,838,407	(780,352)	(248,444)

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TABLE O-2  
**QUARTERLY CITY MANAGER'S REPORT**  
**DEPARTMENTAL OBLIGATIONS SUMMARY**  
**GENERAL FUND**  
 FOR THE PERIOD ENDING JUNE 30, 2020

DEPARTMENT	FY 2019 ACTUAL	FISCAL YEAR 2020 FULL YEAR				
		ORIGINAL ADOPTED BUDGET	TARGET BUDGET	CURRENT PROJECTION	CURRENT PROJECTION (OVER) UNDER	
					ADOPTED BUDGET	TARGET
Planning & Development	12,481,691	11,810,746	16,843,617	16,850,450	(5,039,704)	(6,833)
Police	727,904,939	741,165,097	748,592,048	749,051,948	(7,886,851)	(459,900)
Prisons	237,042,656	238,183,523	252,286,023	253,617,185	(15,433,662)	(1,331,162)
Procurement	5,025,883	5,674,563	5,718,291	5,730,341	(55,778)	(12,050)
Public Health	142,683,666	160,572,140	154,382,153	154,667,235	5,904,905	(285,082)
Public Property	71,552,535	68,691,597	74,321,670	74,383,621	(5,692,024)	(61,951)
Public Property-SEPTA Subsidy	84,608,000	87,556,000	86,356,000	86,356,000	1,200,000	0
Public Property-Space Rentals	20,912,273	26,278,677	26,278,677	26,278,677	0	0
Public Property-Utilities	25,108,810	27,393,339	27,393,339	27,393,339	0	0
Records	4,381,749	4,910,278	4,952,485	4,979,915	(69,637)	(27,430)
Register of Wills	4,369,231	4,551,645	4,678,756	4,678,756	(127,111)	0
Revenue	31,623,367	32,879,233	33,018,455	33,162,577	(283,344)	(144,122)
Sheriff	29,153,258	27,046,961	27,245,365	27,265,719	(218,758)	(20,354)
Sinking Fund Commission (Debt Service)	256,995,453	296,705,317	296,705,317	289,705,317	7,000,000	7,000,000
Streets-Disposal	47,536,717	48,340,013	48,340,013	48,340,013	0	0
Streets	111,934,458	108,692,919	105,568,400	106,781,958	1,910,961	(1,213,558)
<b>TOTAL GENERAL FUND</b>	<b>4,752,454,469</b>	<b>5,025,266,000</b>	<b>5,152,709,082</b>	<b>5,087,224,752</b>	<b>(61,958,752)</b>	<b>65,484,330</b>

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TABLE O-3  
**QUARTERLY CITY MANAGERS REPORT**  
**PERSONAL SERVICES SUMMARY**  
**GENERAL FUND**

FOR THE PERIOD ENDING JUNE 30, 2020

Department / Category	FY 17 Year End Actual	FY 18 Year End Actual	FY 19 Year End Actual	FY 2020 FULL YEAR				
				Adopted Budget	Target Budget	Year End Departmental Projection	Departmental Projection (Over) Under	
							Adopted Budget	Target Budget
<b>Atwater Kent Museum</b>								
Full-Time Positions	4	4	0	0	0	0	0	0
Class 100 Total Oblig./Approp.	248,440	256,771	0	0	0	0	0	0
Class 100 Overtime Oblig./Approp.	3,134	2,413	0	0	0	0	0	0
<b>Auditing</b>								
Full-Time Positions	127	116	124	135	135	121	14	14
Class 100 Total Oblig./Approp.	8,055,899	8,324,348	8,650,965	8,862,100	9,512,516	9,522,372	(660,272)	(9,856)
Class 100 Overtime Oblig./Approp.	13,806	88,050	73,243	80,000	80,000	61,000	19,000	19,000
<b>Board of Ethics</b>								
Full-Time Positions	11	10	10	12	12	7	5	5
Class 100 Total Oblig./Approp.	920,605	942,040	875,033	1,041,630	1,044,071	1,044,071	(2,441)	0
Class 100 Overtime Oblig./Approp.	0	0	0	0	0	0	0	0
<b>Board of Revision of Taxes</b>								
Full-Time Positions	13	11	11	15	15	14	1	1
Class 100 Total Oblig./Approp.	898,026	904,051	928,286	962,864	995,164	997,459	(34,595)	(2,295)
Class 100 Overtime Oblig./Approp.	0	0	190	0	4,000	2,000	(2,000)	2,000
<b>City Commissioners</b>								
Full-Time Positions	99	100	94	105	105	98	7	7
Class 100 Total Oblig./Approp.	5,960,120	5,524,532	5,830,533	6,633,233	6,636,209	6,690,419	(57,186)	(54,210)
Class 100 Overtime Oblig./Approp.	1,140,928	803,429	1,033,718	1,097,554	1,497,554	1,600,000	(502,446)	(102,446)
<b>City Council</b>								
Full-Time Positions	194	192	197	208	208	180	28	28
Class 100 Total Oblig./Approp.	13,295,341	13,909,585	14,104,805	15,427,138	15,627,138	15,627,138	(200,000)	0
Class 100 Overtime Oblig./Approp.	35,812	14,624	2,882	0	0	0	0	0
<b>City Planning Commission</b>								
Full-Time Positions	30	0	0	0	0	0	0	0
Class 100 Total Oblig./Approp.	2,351,776	0	0	0	0	0	0	0
Class 100 Overtime Oblig./Approp.	7,270	0	0	0	0	0	0	0
<b>City Representative</b>								
Full-Time Positions	6	9	8	10	10	5	5	5
Class 100 Total Oblig./Approp.	505,031	631,584	714,833	795,916	830,942	830,942	(35,026)	0
Class 100 Overtime Oblig./Approp.	4,291	4,165	2,239	0	0	0	0	0
<b>City Treasurer</b>								
Full-Time Positions	14	15	16	18	18	16	2	2
Class 100 Total Oblig./Approp.	979,945	1,064,446	1,098,380	1,262,499	1,293,623	1,295,117	(32,618)	(1,494)
Class 100 Overtime Oblig./Approp.	290	0	3,927	0	9,000	9,000	(9,000)	0

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Department / Category	FY 17 Year End Actual	FY 18 Year End Actual	FY 19 Year End Actual	FY 2020 FULL YEAR				
				Adopted Budget	Target Budget	Year End Departmental Projection	Departmental Projection (Over) Under	
							Adopted Budget	Target Budget
<b>Civil Service Commission</b>								
Full-Time Positions	2	2	2	2	2	2	0	0
Class 100 Total Oblig./Approp.	161,212	163,743	168,597	174,341	174,742	174,742	(401)	0
Class 100 Overtime Oblig./Approp.	0	0	0	0	0	0	0	0
<b>Commerce</b>								
Full-Time Positions	28	31	48	55	55	44	11	11
Class 100 Total Oblig./Approp.	2,393,155	2,114,325	3,028,159	3,469,881	3,506,080	3,506,080	(36,199)	0
Class 100 Overtime Oblig./Approp.	914	1,176	5,257	0	10,000	7,000	(7,000)	3,000
<b>District Attorney</b>								
Full-Time Positions	492	455	491	513	513	545	(32)	(32)
Class 100 Total Oblig./Approp.	32,689,069	32,249,281	34,265,564	35,016,343	37,587,796	37,620,523	(2,604,180)	(32,727)
Class 100 Overtime Oblig./Approp.	54,772	52,297	155,103	209,000	209,000	140,000	69,000	69,000
<b>Finance</b>								
Full-Time Positions	111	115	116	124	124	119	5	5
Class 100 Total Oblig./Approp.	6,669,543	6,963,917	7,756,138	9,084,313	9,241,878	9,266,821	(182,508)	(24,943)
Class 100 Overtime Oblig./Approp.	18,057	45,510	74,302	35,040	60,000	80,000	(44,960)	(20,000)
<b>Finance - Reg #32 Disability</b>								
Full-Time Positions	0	0	0	0	0	0	0	0
Class 100 Total Oblig./Approp.	1,987,825	2,556,892	2,413,758	2,650,000	2,650,000	2,650,000	0	0
Class 100 Overtime Oblig./Approp.	0	0	0	0	0	0	0	0
<b>Fire</b>								
Full-Time Positions	2,281	2,511	2,530	2,704	2,704	2,628	76	76
Class 100 Total Oblig./Approp.	214,434,520	244,026,657	283,319,650	273,966,292	288,953,567	289,014,272	(15,047,980)	(60,705)
Class 100 Overtime Oblig./Approp.	25,016,458	36,673,566	50,943,620	37,823,353	66,854,426	64,000,000	(26,176,647)	2,854,426
<b>First Judicial District</b>								
Full-Time Positions	1,856	1,867	1,842	1,850	1,850	1,825	25	25
Class 100 Total Oblig./Approp.	94,649,818	98,343,914	100,719,400	104,792,068	105,610,726	105,610,726	(818,658)	0
Class 100 Overtime Oblig./Approp.	7,095	25,034	24,242	94,840	54,840	48,000	46,840	6,840
<b>Fleet Management</b>								
Full-Time Positions	270	281	286	310	310	282	28	28
Class 100 Total Oblig./Approp.	16,491,089	17,532,835	18,501,080	19,416,871	19,436,197	19,599,366	(182,495)	(163,169)
Class 100 Overtime Oblig./Approp.	2,126,729	2,249,940	2,406,919	2,315,880	2,315,880	1,700,000	615,880	615,880
<b>Free Library</b>								
Full-Time Positions	643	649	651	737	737	677	60	60
Class 100 Total Oblig./Approp.	35,905,717	36,929,841	38,004,616	40,633,647	40,855,038	41,140,877	(507,230)	(285,839)
Class 100 Overtime Oblig./Approp.	1,762,275	1,576,070	1,667,956	1,331,159	2,031,159	1,675,000	(343,841)	356,159

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**QUARTERLY CITY MANAGERS REPORT**  
**PERSONAL SERVICES SUMMARY**  
**GENERAL FUND**

FOR THE PERIOD ENDING JUNE 30, 2020

Department / Category	FY 17 Year End Actual	FY 18 Year End Actual	FY 19 Year End Actual	FY 2020 FULL YEAR					
				Adopted Budget	Target Budget	Year End Departmental Projection	Departmental Projection (Over) Under		
							Adopted Budget	Target Budget	
<b>Historical Commission</b>									
Full-Time Positions	6	0	0	0	0	0	0	0	0
Class 100 Total Oblig./Approp.	400,662	0	0	0	0	0	0	0	0
Class 100 Overtime Oblig./Approp.	0	0	0	0	0	0	0	0	0
<b>Human Relations Commission</b>									
Full-Time Positions	31	32	32	35	35	34	1	1	
Class 100 Total Oblig./Approp.	1,949,691	2,033,062	2,071,428	2,323,714	2,357,738	2,360,050	(36,336)	(2,312)	
Class 100 Overtime Oblig./Approp.	0	0	0	0	2,000	5,000	(5,000)	(3,000)	
<b>Human Services</b>									
Full-Time Positions	385	517	396	437	437	437	0	0	
Class 100 Total Oblig./Approp. *	26,260,507	30,712,077	22,738,842	27,646,449	28,313,180	28,714,875	(1,068,426)	(401,695)	
Class 100 Overtime Oblig./Approp. *	5,627,058	3,968,761	2,644,765	3,232,445	3,232,445	3,232,445	0	0	
<i>*DHS expenses are transferred from the Grants Fd.</i>									
<b>Labor</b>									
Full-Time Positions	16	20	22	30	30	27	3	3	
Class 100 Total Oblig./Approp.	919,175	1,425,750	1,586,766	2,065,091	2,121,104	2,121,104	(56,013)	0	
Class 100 Overtime Oblig./Approp.	0	71	274	0	1,200	1,000	(1,000)	200	
<b>Law</b>									
Full-Time Positions	119	121	128	133	133	130	3	3	
Class 100 Total Oblig./Approp.	8,085,037	7,978,352	8,802,032	9,427,335	9,702,333	9,715,678	(288,343)	(13,345)	
Class 100 Overtime Oblig./Approp.	0	1,254	72	0	100	100	(100)	0	
<b>Licenses &amp; Inspections</b>									
Full-Time Positions	348	396	372	466	481	394	72	87	
Class 100 Total Oblig./Approp.	19,578,047	22,292,655	23,626,633	25,967,209	26,654,803	26,811,159	(843,950)	(156,356)	
Class 100 Overtime Oblig./Approp.	1,563,457	1,306,891	1,432,352	1,165,385	1,565,385	1,415,000	(249,615)	150,385	
<b>L&amp;I-Board of Building Standards</b>									
Full-Time Positions	1	1	1	1	1	1	0	0	
Class 100 Total Oblig./Approp.	69,683	67,339	83,562	80,366	80,602	80,602	(236)	0	
Class 100 Overtime Oblig./Approp.	117	0	0	0	0	0	0	0	
<b>L&amp;I-Board of L &amp; I Review</b>									
Full-Time Positions	2	2	2	2	2	2	0	0	
Class 100 Total Oblig./Approp.	148,864	143,207	129,561	163,434	164,293	165,175	(1,741)	(882)	
Class 100 Overtime Oblig./Approp.	1,132	1,372	1,164	0	50	50	(50)	0	
<b>L&amp;I-Zoning Board of Adjustment</b>									
Full-Time Positions	5	0	0	0	0	0	0	0	
Class 100 Total Oblig./Approp.	320,504	0	0	0	0	0	0	0	
Class 100 Overtime Oblig./Approp.	402	0	0	0	0	0	0	0	

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**PERSONAL SERVICES SUMMARY**  
**GENERAL FUND**

FOR THE PERIOD ENDING JUNE 30, 2020

Department / Category	FY 17 Year End Actual	FY 18 Year End Actual	FY 19 Year End Actual	FY 2020 FULL YEAR				
				Adopted Budget	Target Budget	Year End Departmental Projection	Departmental Projection (Over) Under	
							Adopted Budget	Target Budget
<b>Managing Director</b>								
Full-Time Positions	296	307	307	344	365	287	57	78
Class 100 Total Oblig./Approp.	18,885,758	20,292,249	20,519,487	23,170,579	50,110,339	50,147,542	(26,976,963)	(37,203)
Class 100 Overtime Oblig./Approp.	444,040	471,245	501,777	485,000	785,000	840,000	(355,000)	(55,000)
<b>Mayor's Office</b>								
Full-Time Positions	42	41	51	60	60	61	(1)	(1)
Class 100 Total Oblig./Approp.	3,647,357	3,487,719	4,779,593	5,393,827	5,578,480	5,578,480	(184,653)	0
Class 100 Overtime Oblig./Approp.	0	0	0	0	100	100	(100)	0
<b>Mayor's Office of Community Empowerment and Opportunity</b>								
Full-Time Positions	0	2	0	0	0	0	0	0
Class 100 Total Oblig./Approp.	90,000	233,263	90,000	90,000	90,000	90,000	0	0
Class 100 Overtime Oblig./Approp.	0	0	0	0	0	0	0	0
<b>Mural Arts Program</b>								
Full-Time Positions	10	11	11	12	12	10	2	2
Class 100 Total Oblig./Approp.	528,228	545,525	587,931	638,987	649,569	649,569	(10,582)	0
Class 100 Overtime Oblig./Approp.	14,905	28,588	16,444	13,609	20,609	12,000	1,609	8,609
<b>Office of Arts and Culture</b>								
Full-Time Positions	4	5	7	8	8	2	6	6
Class 100 Total Oblig./Approp.	236,770	274,563	453,399	508,300	579,428	579,428	579,428	0
Class 100 Overtime Oblig./Approp.	0	0	40	0	200	200	(200)	0
<b>Office of Behavioral Health and Intellectual disAbility</b>								
Full-Time Positions	16	16	16	23	23	24	(1)	(1)
Class 100 Total Oblig./Approp.	1,006,269	1,558,164	1,580,748	1,534,468	1,555,369	1,556,209	(21,741)	(840)
Class 100 Overtime Oblig./Approp.	9,922	6,737	6,906	6,000	7,000	7,000	(1,000)	0
<b>Office of the Chief Administrative Officer</b>								
Full-Time Positions	55	58	56	74	74	64	10	10
Class 100 Total Oblig./Approp.	3,830,324	4,045,694	3,831,785	4,784,551	4,856,824	4,866,328	(81,777)	(9,504)
Class 100 Overtime Oblig./Approp.	6,608	54,046	21,904	40,798	10,798	3,000	37,798	7,798
<b>Office of Education</b>								
Full-Time Positions	32	33	32	47	47	40	7	7
Class 100 Total Oblig./Approp.	1,933,963	2,215,607	2,318,022	3,292,180	3,292,180	3,292,180	0	0
Class 100 Overtime Oblig./Approp.	0	0	0	0	0	0	0	0
<b>Office of Homeless Services</b>								
Full-Time Positions	146	150	151	160	160	151	9	9
Class 100 Total Oblig./Approp.	8,491,983	8,685,048	9,056,465	9,545,748	9,614,067	9,657,675	(111,927)	(43,608)
Class 100 Overtime Oblig./Approp.	201,512	145,390	201,728	228,734	228,734	340,000	(111,266)	(111,266)

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**GENERAL FUND**

FOR THE PERIOD ENDING JUNE 30, 2020

Department / Category	FY 17 Year End Actual	FY 18 Year End Actual	FY 19 Year End Actual	FY 2020 FULL YEAR				
				Adopted Budget	Target Budget	Year End Departmental Projection	Departmental Projection (Over) Under	
							Adopted Budget	Target Budget
<b>Office of Human Resources</b>								
Full-Time Positions	85	78	77	88	88	79	9	9
Class 100 Total Oblig./Approp.	5,327,367	4,766,878	4,913,051	5,555,785	5,591,299	5,608,379	(52,594)	(17,080)
Class 100 Overtime Oblig./Approp.	48,476	44,902	45,485	45,000	85,000	65,000	(20,000)	20,000
<b>Office of Innovation and Technology</b>								
Full-Time Positions	274	284	277	316	316	317	(1)	(1)
Class 100 Total Oblig./Approp.	19,875,293	20,852,810	20,875,286	23,878,695	24,287,517	24,302,982	(424,287)	(15,465)
Class 100 Overtime Oblig./Approp.	664,825	561,859	489,644	636,386	596,386	490,000	146,386	106,386
<i>OIT-Base</i>								
Full-Time Positions	272	282	265	300	300	301	(1)	(1)
Class 100 Total Oblig./Approp.	19,568,493	19,828,255	19,846,610	22,462,148	22,870,970	22,886,435	(424,287)	(15,465)
Class 100 Overtime Oblig./Approp.	664,825	485,509	454,207	548,072	548,072	450,000	98,072	98,072
<i>OIT-911</i>								
Full-Time Positions	2	2	12	16	16	16	0	0
Class 100 Total Oblig./Approp.	306,800	1,024,555	1,028,676	1,416,547	1,416,547	1,416,547	0	0
Class 100 Overtime Oblig./Approp.	0	76,350	35,437	88,314	48,314	40,000	48,314	8,314
<b>Office of the Inspector General</b>								
Full-Time Positions	18	19	18	21	21	16	5	5
Class 100 Total Oblig./Approp.	1,355,599	1,409,169	1,415,627	1,577,241	1,639,223	1,639,223	(61,982)	0
Class 100 Overtime Oblig./Approp.	0	0	0	0	0	0	0	0
<b>Office of Planning and Development</b>								
Full-Time Positions	4	0	0	0	0	0	0	0
Class 100 Total Oblig./Approp.	450,687	0	0	0	0	0	0	0
Class 100 Overtime Oblig./Approp.	0	0	0	0	0	0	0	0
<b>Office of Property Assessment</b>								
Full-Time Positions	199	193	196	251	251	195	56	56
Class 100 Total Oblig./Approp.	11,324,075	11,852,174	12,500,926	14,127,682	14,240,098	14,271,114	(143,432)	(31,016)
Class 100 Overtime Oblig./Approp.	59,841	29,688	94,062	20,000	90,000	80,000	(60,000)	10,000
<b>Office of Sustainability</b>								
Full-Time Positions	7	9	9	9	9	7	2	2
Class 100 Total Oblig./Approp.	513,653	498,576	548,133	551,910	556,456	556,456	(4,546)	0
Class 100 Overtime Oblig./Approp.	0	495	139	0	200	100	(100)	100
<b>Parks and Recreation</b>								
Full-Time Positions	607	629	647	759	759	647	112	112
Class 100 Total Oblig./Approp.	43,978,477	47,030,321	48,579,951	52,490,935	52,684,109	52,932,553	(441,618)	(248,444)
Class 100 Overtime Oblig./Approp.	3,525,788	3,720,838	3,538,131	3,477,271	3,277,271	3,200,000	277,271	77,271

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				Adopted Budget	Target Budget	Year End Departmental Projection	Departmental Projection (Over) Under	
							Adopted Budget	Target Budget
<b>Planning and Development</b>								
Full-Time Positions	0	49	56	62	62	55	7	7
Class 100 Total Oblig./Approp.	0	3,894,669	4,695,950	5,167,172	5,200,043	5,206,876	(39,704)	(6,833)
Class 100 Overtime Oblig./Approp.	0	15,829	14,817	0	15,000	14,000	(14,000)	1,000
<b>Police</b>								
Full-Time Positions	6,986	7,172	7,241	7,443	7,443	7,175	268	268
Class 100 Total Oblig./Approp.	631,459,043	670,260,752	685,445,815	718,359,324	726,036,275	726,496,175	(8,136,851)	(459,900)
Class 100 Overtime Oblig./Approp.*	66,360,482	68,238,536	61,647,723	67,660,500	76,660,500	78,850,000	(11,189,500)	(2,189,500)
<i>*Police OT is abated as reimbursements occur</i>								
<b>Prisons</b>								
Full-Time Positions	2,277	2,177	2,130	2,160	2,160	1,975	185	185
Class 100 Total Oblig./Approp.	148,514,858	149,461,785	138,537,912	139,765,668	139,868,168	141,575,330	(1,809,662)	(1,707,162)
Class 100 Overtime Oblig./Approp.	31,197,142	33,450,882	24,169,020	27,132,127	27,132,127	26,925,000	207,127	207,127
<b>Procurement</b>								
Full-Time Positions	44	46	41	50	50	42	8	8
Class 100 Total Oblig./Approp.	2,420,035	2,450,043	2,402,513	2,709,242	2,752,970	2,765,020	(55,778)	(12,050)
Class 100 Overtime Oblig./Approp.	28,835	8,930	5,647	21,000	11,000	6,000	15,000	5,000
<b>Public Health</b>								
Full-Time Positions	687	711	752	839	839	739	100	100
Class 100 Total Oblig./Approp.	51,023,872	54,999,157	57,173,653	58,328,165	58,569,978	58,855,060	(526,895)	(285,082)
Class 100 Overtime Oblig./Approp.	2,266,394	2,300,499	2,346,586	1,871,700	2,471,700	2,610,000	(738,300)	(138,300)
<b>Public Property</b>								
Full-Time Positions	146	135	135	149	149	119	30	30
Class 100 Total Oblig./Approp.	8,654,937	8,797,024	8,875,590	9,395,654	9,425,727	9,487,678	(92,024)	(61,951)
Class 100 Overtime Oblig./Approp.	636,933	855,977	839,027	843,148	943,148	805,000	38,148	138,148
<b>Records</b>								
Full-Time Positions	57	57	55	59	59	51	8	8
Class 100 Total Oblig./Approp.	2,822,489	3,004,442	2,983,490	3,226,285	3,268,492	3,295,922	(69,637)	(27,430)
Class 100 Overtime Oblig./Approp.	106,687	80,622	63,145	36,508	66,508	56,000	(19,492)	10,508
<b>Register of Wills</b>								
Full-Time Positions	72	71	70	70	70	66	4	4
Class 100 Total Oblig./Approp.	3,842,824	4,021,761	4,262,942	4,286,409	4,299,820	4,299,820	(13,411)	0
Class 100 Overtime Oblig./Approp.	0	0	1,488	0	3,000	400	(400)	2,600
<b>Revenue</b>								
Full-Time Positions	402	414	405	458	458	402	56	56
Class 100 Total Oblig./Approp.	20,417,912	21,536,327	22,700,386	23,934,508	24,073,730	24,217,852	(283,344)	(144,122)
Class 100 Overtime Oblig./Approp.	597,862	414,990	367,414	478,000	478,000	300,000	178,000	178,000

Note: The material in this report is preliminary and subject to revision and is not an official statement of the City of Philadelphia.

TABLE O-3  
**QUARTERLY CITY MANAGERS REPORT**  
**PERSONAL SERVICES SUMMARY**  
**GENERAL FUND**

FOR THE PERIOD ENDING JUNE 30, 2020

Department / Category	FY 17 Year End Actual	FY 18 Year End Actual	FY 19 Year End Actual	FY 2020 FULL YEAR				
				Adopted Budget	Target Budget	Year End Departmental Projection	Departmental Projection (Over) Under	
							Adopted Budget	Target Budget
<b>Sheriff</b>								
Full-Time Positions	348	364	355	428	428	385	43	43
Class 100 Total Oblig./Approp.	25,144,829	27,179,518	27,638,571	25,443,537	25,641,941	25,662,295	(218,758)	(20,354)
Class 100 Overtime Oblig./Approp.	5,748,984	5,934,927	6,163,832	4,824,927	5,324,927	4,800,000	24,927	524,927
<b>Streets</b>								
Full-Time Positions	1,702	1,738	1,736	1,982	1,982	1,925	57	57
Class 100 Total Oblig./Approp.	76,897,341	79,636,511	83,603,511	90,464,913	90,993,783	92,207,341	(1,742,428)	(1,213,558)
Class 100 Overtime Oblig./Approp.	13,942,643	16,200,539	15,557,607	11,356,042	17,856,042	15,075,000	(3,718,958)	2,781,042
<b>TOTAL GENERAL FUND</b>								
Full-Time Positions	21,610	22,226	22,210	23,774	23,810	22,422	1,352	1,388
Class 100 Total Oblig./Approp. *	1,589,003,244	1,690,080,953	1,749,789,358	1,820,084,499	1,878,805,625	1,884,357,055	(63,622,000)	(5,551,430)
Class 100 Overtime Oblig./Approp. *	163,245,876	179,380,142	176,564,791	166,561,406	213,990,289	208,454,395	(41,892,989)	5,535,894

\* Eligible obligations are offset by reimbursement through the CARES Act.

Table O-4  
**QUARTERLY CITY MANAGERS REPORT**  
**PURCHASE OF SERVICES ANALYSIS-SELECTED DEPARTMENTS**  
**GENERAL FUND**  
**FOR THE PERIOD ENDING JUNE 30, 2020**

Department	FY 2019 Actual	Fiscal Year 2020					
		Full Year			Current Projection		
		Original Adopted Budget	Target Budget	Current Projection	(Over)/Under		
					Adopt. Budget	Current Target	
<b>Commerce</b>							
Convention Center Subsidy	15,000,000	15,000,000	15,000,000	15,000,000	0	0	
Economic Stimulus*	21,242,883	7,671,624	7,671,624	7,671,624	0	0	
All Other	3,793,746	5,854,826	6,254,826	6,254,826	(400,000)	0	
<b>Total Commerce</b>	<b>40,036,629</b>	<b>28,526,450</b>	<b>28,926,450</b>	<b>28,926,450</b>	<b>(400,000)</b>	<b>0</b>	
<b>Human Services</b>	<b>82,756,805</b>	<b>89,248,594</b>	<b>89,248,594</b>	<b>89,248,594</b>	<b>0</b>	<b>0</b>	
<b>Managing Director</b>							
Legal Services	51,574,391	50,938,541	50,938,541	50,938,541	0	0	
All Other	23,689,437	30,973,162	59,567,854	59,119,663	(28,146,501)	448,191	
<b>Total Managing Director</b>	<b>75,263,828</b>	<b>81,911,703</b>	<b>110,506,395</b>	<b>110,058,204</b>	<b>(28,146,501)</b>	<b>448,191</b>	
<b>Office of Innovation and Technology</b>							
911 Surcharge	10,378,486	26,280,561	26,280,561	26,280,561	0	0	
All Other	39,982,188	42,805,345	47,217,345	47,217,345	(4,412,000)	0	
<b>Total Innovation and Technology</b>	<b>50,360,674</b>	<b>69,085,906</b>	<b>73,497,906</b>	<b>73,497,906</b>	<b>(4,412,000)</b>	<b>0</b>	
<b>Public Health:</b>	<b>72,930,947</b>	<b>90,224,827</b>	<b>83,524,827</b>	<b>83,524,827</b>	<b>6,700,000</b>	<b>0</b>	
<b>Public Property:</b>							
SEPTA	84,608,000	87,556,000	86,356,000	86,356,000	1,200,000	0	
Space Rentals	20,912,273	26,278,677	26,278,677	26,278,677	0	0	
Utilities	25,108,810	27,393,339	27,393,339	27,393,339	0	0	
All Other	33,313,742	31,314,408	36,914,408	36,914,408	(5,600,000)	0	
<b>Total Public Property</b>	<b>163,942,825</b>	<b>172,542,424</b>	<b>176,942,424</b>	<b>176,942,424</b>	<b>(4,400,000)</b>	<b>0</b>	
<b>Streets:</b>							
Disposal	47,536,717	48,340,013	48,340,013	48,340,013	0	0	
All Other	5,988,310	10,470,639	6,442,850	6,442,850	4,027,789	0	
<b>Total Streets Department</b>	<b>53,525,027</b>	<b>58,810,652</b>	<b>54,782,863</b>	<b>54,782,863</b>	<b>4,027,789</b>	<b>0</b>	
<b>All Other Departments</b>	<b>376,711,718</b>	<b>410,973,939</b>	<b>425,903,976</b>	<b>415,127,976</b>	<b>(4,154,037)</b>	<b>10,776,000</b>	
<b>Total Class 200</b>	<b>915,528,453</b>	<b>1,001,324,495</b>	<b>1,043,333,435</b>	<b>1,032,109,244</b>	<b>(30,784,749)</b>	<b>11,224,191</b>	

\* Personnel were moved from Economic Stimulus to the General Fund - Class 100.

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**City of Philadelphia**

**Quarterly City Managers Report**

**FOR THE PERIOD ENDING JUNE 30, 2020**

**DEPARTMENTAL FULL-TIME  
POSITIONS SUMMARY**

TABLE P-1  
**QUARTERLY CITY MANAGERS REPORT**  
**DEPARTMENTAL FULL TIME POSITIONS SUMMARY**  
**ALL FUNDS**  
**FOR THE PERIOD ENDING JUNE 30, 2020**

Department	FISCAL YEAR 2019			FISCAL YEAR 2020							
	YEAR END ACTUAL			ADOPTED BUDGET			MONTH END ACTUAL			MONTH END ACTUAL (OVER) UNDER BUDGET	
	General	Other	Total	General	Other	Total	General	Other	Total		
Atwater Kent Museum	0	0	0	0	0	0	0	0	0	0	0
Auditing (City Controller's Office)	124	0	124	135	0	135	121	0	121		14
Board of Ethics	10	0	10	12	0	12	7	0	7		5
Board of Pensions	0	56	56	0	73	73	0	54	54		19
Board of Revision of Taxes	11	0	11	15	0	15	14	0	14		1
City Commissioners (Election Board)	94	0	94	105	0	105	98	0	98		7
City Council	197	0	197	208	0	208	180	0	180		28
City Representative	8	0	8	10	0	10	5	0	5		5
City Treasurer	16	0	16	18	0	18	16	0	16		2
Civil Service Commission	2	0	2	2	0	2	2	0	2		0
Commerce	48	788	836	55	918	973	44	810	854		119
District Attorney - Total	491	75	566	513	84	597	545	82	627		(30)
<i>Civilian</i>	455	65	520	470	71	541	516	74	590		(49)
<i>Uniform</i>	36	10	46	43	13	56	29	8	37		19
Finance	116	0	116	124	0	124	119	0	119		5
Fire - Total	2,530	207	2,737	2,704	202	2,906	2,628	196	2,824		82
<i>Civilian</i>	116	3	119	170	3	173	126	3	129		44
<i>Uniform</i>	2,414	204	2,618	2,534	199	2,733	2,502	193	2,695		38
First Judicial District	1,842	507	2,349	1,850	510	2,360	1,825	498	2,323		37
Fleet Management	286	78	364	310	84	394	282	78	360		34
Free Library	651	10	661	737	17	754	677	10	687		67
Human Relations Commission	32	0	32	35	0	35	34	0	34		1
Human Services (1)	396	1,139	1,535	437	1,343	1,780	437	1,081	1,518		262
Labor, Mayor's Office of	22	0	22	30	0	30	27	0	27		3
Law	128	52	180	133	55	188	130	51	181		7
Licenses & Inspections	372	8	380	466	8	474	394	8	402		72
L&I-Board of Building Standards	1	0	1	1	0	1	1	0	1		0
L&I-Board of L & I Review	2	0	2	2	0	2	2	0	2		0
Managing Director's Office	307	68	375	344	63	407	287	86	373		34
Mayor's Office	51	9	60	60	4	64	61	4	65		(1)
Mayor's Off. of Comm Empowerment/Oppor.	0	23	23	0	34	34	0	22	22		12
Mural Arts Program	11	0	11	12	0	12	10	0	10		2
Office of Arts and Culture	7	0	7	8	0	8	2	0	2		6
Office of Behavioral Hlth/Intel. disAbility	16	246	262	23	268	291	24	230	254		37

(1) Positions have been transferred to the Grants Revenue Fund. Non-reimbursed expenditures will be transferred to the General Fund during the fiscal year.

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TABLE P-1  
**QUARTERLY CITY MANAGERS REPORT**  
**DEPARTMENTAL FULL TIME POSITIONS SUMMARY**  
**ALL FUNDS**  
**FOR THE PERIOD ENDING JUNE 30, 2020**

Department	FISCAL YEAR 2019			FISCAL YEAR 2020						
	YEAR END ACTUAL			ADOPTED BUDGET			MONTH END ACTUAL			MONTH END ACTUAL (OVER) UNDER BUDGET
	General	Other	Total	General	Other	Total	General	Other	Total	
Office of Chief Administrative Officer	56	0	56	74	0	74	64	0	64	10
Office of Education	32	0	32	47	1	48	40	0	40	8
Office of Homeless Services	151	23	174	160	34	194	151	24	175	19
Office of Human Resources	77	0	77	88	0	88	79	0	79	9
Office of Innovation and Technology	277	92	369	316	126	442	317	97	414	28
Office of the Inspector General	18	0	18	21	0	21	16	0	16	5
Office of Property Assessment	196	0	196	251	0	251	195	0	195	56
Office of Sustainability	9	2	11	9	1	10	7	1	8	2
Parks and Recreation	647	27	674	759	32	791	647	25	672	119
Planning & Development	56	53	109	62	56	118	55	53	108	10
Police - Total	7,241	161	7,402	7,443	166	7,609	7,175	164	7,339	270
<i>Civilian</i>	801	11	812	868	11	879	803	11	814	65
<i>Uniform</i>	6,440	150	6,590	6,575	155	6,730	6,372	153	6,525	205
Prisons	2,130	0	2,130	2,160	0	2,160	1,975	0	1,975	185
Procurement	41	2	43	50	2	52	42	1	43	9
Public Health	752	149	901	839	186	1,025	739	146	885	140
Public Property	135	0	135	149	0	149	119	0	119	30
Records	55	0	55	59	0	59	51	0	51	8
Register of Wills	70	0	70	70	0	70	66	0	66	4
Revenue	405	206	611	458	232	690	402	205	607	83
Sheriff	355	0	355	428	0	428	385	0	385	43
Streets	1,736	0	1,736	1,982	0	1,982	1,925	1	1,926	56
Water	0	1,891	1,891	0	2,242	2,242	0	1,989	1,989	253
Water,Sewer & Stormwater Rate Board	0	1	1	0	1	1	0	1	1	0
<b>TOTAL ALL FUNDS</b>	<b>22,210</b>	<b>5,873</b>	<b>28,083</b>	<b>23,774</b>	<b>6,742</b>	<b>30,516</b>	<b>22,422</b>	<b>5,917</b>	<b>28,339</b>	<b>2,177</b>

NOTE: The material in this report is preliminary and subject to revision and does not represent an official statement of the City of Philadelphia.

**City of Philadelphia**

**Quarterly City Managers Report**

**FOR THE PERIOD ENDING JUNE 30, 2020**

**DEPARTMENTAL LEAVE  
USAGE ANALYSIS**

**TABLE L-1  
 QUARTERLY CITY MANGER'S REPORT  
 TOTAL LEAVE USAGE ANALYSIS  
 FOR THE PERIOD ENDING  
 JUNE 30, 2020**

**TYPES OF LEAVE USED IN CALCULATION:**

Sick (Paid & Unpaid)	Family Medical Leave	Injured on Duty	Heart & Lung	Holiday Comp.	Compensatory	AWOL	Unpaid Leave
Funeral	Annual Leave	Vacation	Military	Excused	Suspension	Admin	Other Miscellaneous



Leave information is taken from the City's automated OnePhilly payroll system with the exception of the Police Department, which provides data compiled from their DAR system. Departments with fewer than 30 employees (in all funds) are excluded.

**Note for FY20 Q4:**

This is the third edition of the QCMR that uses OnePhilly data for the Leave Usage analysis. The leave usage data from OnePhilly is more comprehensive and captures over 30 categories and subcategories of leave usage types. As this data is not directly comparable, FY20 QCMRs do not have historical legacy system data against which to compare and will act as a new baseline moving forward. Furthermore, due to COVID-19, the City was unable to produce this report for FY20 Q3. Therefore, the FY20 Q4 QCMR does not include a year-to-date calculation of leave usage.

**Table L-1  
 QUARTERLY CITY MANAGER'S REPORT  
 TOTAL LEAVE USAGE ANALYSIS  
 FOR THE PERIOD ENDING  
 June 30, 2020**

Department	FY20 4th Quarter Percent of Time Not Available		Total
	Due to Vacation and Other*	Due to Sickness and Injury**	
Police: Civilian	32.6% <sup>1</sup>	6.1%	38.6%
Police: Uniform	16.7%	10.7%	27.5%
Philadelphia Department of Prisons	13.2% <sup>2</sup>	12.7%	25.8%
Streets: Sanitation	9.7% <sup>3</sup>	9.1%	18.7%
Fire: Uniform	8.3%	8.5%	16.8%
Finance	2.0%	13.3%	15.3%
Office of Fleet Management	8.2%	6.4%	14.5%
Sheriff	5.4%	8.7%	14.0%
Department of Public Health	7.0%	4.6%	11.6%
Streets: all except Sanitation	6.2%	5.0%	11.2%
Fire: Civilian	8.0%	3.1%	11.2%
Managing Director's Office	6.5%	3.7%	10.2%
City Commissioners	4.6%	5.4%	10.0%
Water Department	4.7%	5.1%	9.8%
Office of Homeless Services	5.5%	4.0%	9.5%
Commerce: Aviation	3.9%	4.4%	8.3%
Department of Human Services	4.4%	3.4%	7.8%
Department of Public Property	2.6%	5.2%	7.8%
Department of Planning & Development	4.0%	2.7%	6.6%
<b>MEDIAN</b>	<b>3.5%</b>	<b>2.8%</b>	<b>6.5%</b>
Department of Parks & Recreation	3.4%	2.9%	6.3%
Department of Licenses & Inspections	3.8%	2.3%	6.0%
Behavioral Health & Intellectual disAbility	3.6%	2.0%	5.7%
Law Department	2.6%	1.8%	4.4%
Mayor's Office	1.7%	2.1%	3.7%
Department of Records	2.9%	0.8%	3.7%
Office of Innovation & Technology	2.6%	0.8%	3.4%
Department of Revenue	1.8%	1.5%	3.3%
Commerce	2.8%	0.4%	3.2%
Office of Human Resources	1.7%	1.4%	3.0%
Board of Pensions	1.3%	1.7%	3.0%
Chief Administrative Office	1.1%	1.5%	2.6%
Free Library of Philadelphia	1.8%	0.6%	2.4%
City Council	1.3%	1.0%	2.4%
District Attorney	1.2%	0.6%	1.8%
Procurement Department	1.3%	0.0%	1.3%
City Controller	0.6%	0.1%	0.8%
Office of Property Assessment	0.3%	0.3%	0.5%
Register of Wills	0.3%	0.0%	0.3%

\* Other time includes vacation, compensation time, holiday compensation time, annual leave, funeral, military, excused, AWOL, suspension, administration, and other miscellaneous leave for all funds.

\*\* Sick time includes sick, Family Medical Leave Act (FMLA), and injured on duty time taken for all funds.

<sup>1</sup> Police: Civilian staff incurred a high percentage of "Vacation and Other" time (32.6%) due to the Department's response to COVID-19. During the 4th quarter of 2020 the City of Philadelphia put forth guidelines in an effort to slow the spread of COVID-19. The instructions were clear that when at all possible staff should work remotely and encourage staff to self quarantine if they were exposed. The Department had members in several of the civilian populated units under quarantine due to COVID\_19 related issues. Additionally, staff used their administrative leave time in the 4th quarter prior to the use or lose deadline of 6/20. Staff also used increased vacation time to cover gaps related to COVID-19 related school closure and newly presented transportation challenges.

<sup>2</sup> Leave usage for Philadelphia Department of Prisons is always high in Q4 due to vacation time during the summer months. This year it was further exacerbated by leave related to the coronavirus.

<sup>3</sup> Streets' Division of Sanitation also experienced a high percentage of "Vacation and Other" time (9.7%) this quarter due to employees getting the coronavirus, being exposed to others with the virus, child care due to COVID dependent care, and school closures. Furthermore, increased trash tonnage due to the pandemic, along with high absenteeism rates, resulted in employees working excessive overtime thereby causing exhaustion. This also caused employees to be out for physical and injury-related reasons.

Notes: For FY20, assumes 71 working days for the Fire Department (uniform personnel) and 62 working days for all other departments in the quarter. Data now includes previously excluded leave types: unpaid family medical leave, paid parental leave, paid family medical parental leave, unpaid military caretaker leave, training leave, union paid leave, and union unpaid leave taken.

**City of Philadelphia**

**Quarterly City Managers Report**

**FOR THE PERIOD ENDING JUNE 30, 2020**

**DEPARTMENTAL SERVICE  
DELIVERY REPORT**

# PUBLIC SAFETY



Performance Measure	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	Met Target?
Number of shooting victims	377	514	36.3%	1,442	A reduction from FY19	1,647	No
<p>The PPD experienced a leadership change in February 2020. With the new Police Commissioner came the Crime Prevention &amp; Violence Reduction Action Plan which included:</p> <ul style="list-style-type: none"> <li>• Re-affirming Pinpoint Areas - Through careful planning and data-driven feedback mechanisms, Operation Pinpoint allows us to collaborate with our community and criminal justice partners. By using data, intelligence, and problem solving, as well as frameworks of accountability, we surgically focus on addressing the underlying problems that drive community safety issues and gun violence. The PPD will be Increasing the number of Pinpoint Areas to over 40 locations by January 2021</li> <li>• Establishing Weekly Shooting Review Meetings - This includes PPD internal stakeholders joined by our local, state and federal partners reviewing each shooting in a granular way to identify patterns or those individuals who are most likely to be at risk of becoming a victim or perpetrator of crime.</li> <li>• District Quarterly Crime Plans - Each District Commander is tasked to develop and implement quarterly crime plans that are data and intelligence driven, focused on hot spots where crime and violence are most prevalent. Commanders will have the flexibility to adjust and tailor crime plans as trends and patterns emerge within their districts, but each commander will be accountable internally through the PPD CompStat process.</li> <li>• Crime during this quarter was adversely impacted by the need to divert resources to managing the civil unrest and peaceful protests that occurred.</li> </ul>							
Number of homicides	84	106	26.2%	366	A reduction from FY19	394	No
<p>In an effort to reduce violent gun crimes the PPD Crime Prevention &amp; Violence Reduction Action Plan has implemented:</p> <ul style="list-style-type: none"> <li>• An increase in the number of Pinpoint locations throughout the city</li> <li>• Weekly Shooting Reviews with all stakeholders and Federal, State, and Local LE partners</li> <li>• Bi-Monthly CompStat process, which holds each district commander accountable to the Action Plan</li> <li>• District Quarterly crime plans, which are specifically tailored to district's communities and crimes experienced</li> <li>• Group Violence Intervention: Call-Ins and Custom Notifications: the PPD identifies individuals for the quarterly 'Call-In' sessions or custom notifications. These sessions with law enforcement representatives, community leaders, social service providers, and gang- or group-involved individuals (often on probation or parole) will send a fair and balanced message to those violent groups. The message communicates that the violence in the community will not be tolerated; the consequences of continued violence; and offer help from the community and social service providers for those who accept it.</li> <li>• Crime during this quarter was adversely impacted by the need to divert resources to managing the civil unrest and peaceful protests that occurred.</li> </ul>							
Number of part 1 violent crimes	2,585	3,448	33.4%	13,316	A reduction from FY19	15,127	No
<p>Historically, crime trends are based on the season. FY20 has seen an exceptionally warmer weather seasons, resulting in an increase in our total part one violent crimes. Through our continued crime fighting efforts we hope to see our violent crime trend down.</p>							
Number of burglaries	1,428	2,440	70.9%	6,250	A reduction from FY19	7,060	No
<p>Civil unrest created a significant increase in looting/burglary incidents.</p>							
Homicide clearance rate	45.2%	41.7%	-7.7%	46.6%	60.0%	50.6%	No
<p>The Police Department has seen a promising increase from the FY19 Year-End number (46.6%) to the FY20 Year-End number (50.6%). A multitude of factors affect an increase in case clearances, including organizational change in the Homicide Unit, changing crime patterns, incorporation of innovative investigative techniques, and better coordination with our Law Enforcement partners; all of which the PPD is actively pursuing.</p>							

Percent of officers who are female	21.6%	21.6%	0.0%	21.6%	52.7%	21.6%	No
Target is based on census data for Philadelphia. The PPD is focused on recruitment efforts with the goal of having the police force reflect the demographics of the city. To that end, by the end of FY21, the Police Commissioner will develop a plan to enhance the PPD's racial and geographic recruitment diversity, including specific goals. Please note that no new cadet classes are expected to begin until at least December 2021. Additionally, the PPD has requested no-cost technical assistance from the International Association of Chiefs of Police (IACP) Collaborative Reform Technical Assistance Center (CRI-TAC) to conduct a comprehensive review of our recruitment and retention efforts.							
Percent of officers who are minority	43.0%	43.0%	0.0%	46.1%	58.4%	42.9%	No
Target is based on census data for Philadelphia. The PPD is focused on recruitment efforts with the goal of having the police force reflect the demographics of the city. To that end, by the end of FY21, the Police Commissioner will develop a plan to enhance the PPD's racial and geographic recruitment diversity, including specific goals. Please note that no new cadet classes are expected to begin until at least December 2021. Additionally, the PPD has requested no-cost technical assistance from the International Association of Chiefs of Police (IACP) Collaborative Reform Technical Assistance Center (CRI-TAC) to conduct a comprehensive review of our recruitment and retention efforts focused on creating a roadmap for increased success in attracting diverse individuals amongst our rank and file. This request is currently being reviewed by the IACP CRI-TAC. The Cadet class schedule is also dependent, in part, on the rate of attrition.							



Performance Measure *	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	Met Target?
Number of civilian fire-related deaths	5	9	80.0%	25	A reduction from FY20	37	No
The Philadelphia Fire Department is committed to providing prevention and life-saving efforts to the community we serve.							
Fire engine response time (minutes:seconds) **	6:50	6:46	-1.0%	6:44	≤ 5:21	6:35	No
EMS response time (minutes:seconds) **	12:09	10:41	-12.1%	12:16	≤ 9:01	11:04	No
Percent of EMS calls responded to within 9:00 minutes **	34.0%	34.0%	0.0%	33.2%	≥ 90.0%	34.1%	No
* All Fire Department measures under review. ** All response time-related measures have a margin of error of 10-15% because a first-on-scene time is recorded 85-90% of the time. The Fire Department is currently working diligently to minimize this margin.							



Performance Measure	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	Met Target?
Sentenced inmates participating in an educational or treatment program	85.8%	80.4%	-6.3%	83.5%	83.0%	84.7%	Yes
Prisons is making every effort to enroll sentenced inmates in programs and work assignments. This measure refers to educational or treatment programs, which are one component of inmate placements. Pretrial inmates are not required but can request to be placed into institutional or job training program. All sentenced inmates are required to participate in a program, but some cannot participate during the quarter because they were either in segregation or awaiting assignment. We are on target and experienced a higher percentage of enrollment because more jobs are available and a lower population census. However, PDP had a slight decrease for Q4 due to COVID-19.							
Re-incarceration rate - 1 year	38.6%	38.6%	0.0%	37.7%	38.0%	39.0%	No
PDP's one-year re-incarceration rate is based on the number of prisoners who are released from PDP custody and return to PDP custody. The measure for FY20 is comprised of prisoners released from July 1, 2018 through June 30, 2019. If an inmate returns within the specified date ranges one year from that window, that inmate is counted in the one-year figure. Quarter to quarter variances are largely due to circumstances outside PDP's control, but the Department remains committed to focusing on rehabilitation and reentry while providing safe, lawful, and humane correctional facilities. PDP is slightly above the target.							
Percent of newly admitted inmates that are processed and housed within 24 hours of admission	100.0%	100.0%	0.0%	100.0%	100.0%	100.0%	Yes
The 24-hour period is a self-imposed threshold and not a legal requirement.							

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Performance Measure	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	Met Target?
Median wait times for over-the-counter permit customers (in minutes)	10	N/A	N/A	18	20	N/A	N/A
Due to the transition to Eclipse from Hansen and the City closing owing to COVID-19, the Department was unable to get this metric for Q4.							
Median timeframe for permit issuance -- Residential (in days)	28	7	N/A	29	25	18	N/A
Median timeframe for permit issuance -- Commercial (in days)	29	44	N/A	30	30	33	N/A
Number of building, electrical, plumbing, and zoning permits issued	16,876	9,318	-44.8%	62,089	55,000	52,360	No
Due to the City closing owing to COVID-19, the Department was unable to meet this metric goal for Q4.							
Percent of nuisance properties inspected within 20 days	69.0%	100.0%	44.9%	80.3%	85.0%	87.3%	Yes
Number of demolitions performed	104	21	-79.8%	440	450	326	No
Due to the City closing owing to COVID-19 only emergency demolitions were being performed in Q4.							

Number of “imminently dangerous” properties	82	158	92.7%	82	A reduction from FY19	158	No
This is a point-in-time measure. Imminently dangerous properties are higher than projected since only emergency demolitions were conducted during Q4 due to COVID-19.							
Median timeframe from “imminently dangerous” designation to demolition (in days)	144	157	9.0%	126	140	128	Yes

# HEALTH & HUMAN SERVICES



Performance Measure	FY19 Q3	FY20 Q3	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 YTD	On Track to Meet Target?
Percent of Child Protective Services (CPS) investigations that were determined within 60 days *	99.7%	99.6%	-0.1%	99.8%	≥ 98.0%	99.5%	Yes
Data provided is on a one-quarter lag as DHS needs to account for the 60-day window. CPS investigations are conducted according to state law to investigate whether abuse or neglect occurred. By law, CPS investigations not determined in 60 days can be unfounded automatically. Increases in the number of staff and consistent use of data to track investigation timeliness helped DHS increase the timeliness rate.							
Percent of General Protective Services (GPS) investigations that were determined within 60 days *	89.4%	90.3%	1.0%	83.2%	≥ 75.0%	89.0%	Yes
Data provided is on a one-quarter lag as DHS needs to account for the 60-day window. GPS investigations are assessments conducted to determine if a family needs child welfare services to prevent abuse or neglect, stabilize family, and safeguard a child’s well-being and development. The Department is working on multiple fronts to improve the completion of GPS reports within 60 days, including: adding staff to Intake and Investigations, doing training upgrades, and creating specialty screening units to enable safe diversion of reports to community-based services when there are no safety threats.							
Performance Measure	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 YTD	Met Target?
Dependent placement population (as of the last day of the quarter)	5,354	4,903	-8.4%	5,354	≤ 5,300	5,023	Yes
The large drop in the placement population between Q3 and Q4 is due to the ongoing efforts of operations staff to rightsize the system as well as a large drop (~50%) in Hotline reports starting in mid-March.							
Percent of children who enter an out-of-home placement from in-home services **	8.6%	8.9%	3.5%	8.6%	≤ 9.0%	8.9%	Yes
This outcome is a cumulative measure, meaning that the first quarter percentage appears lower than the ensuing quarters’ rates. It takes into account all activity for the entire fiscal year up to the last day of the reported quarter. In-home services are case management services provided to a family to stabilize family functioning and prevent placement. Out-of-home placement includes foster care, kinship care, and congregate care.							

Percent of children in out-of-home placement who achieved permanency out of all children in placement in a given year **	26.9%	20.9%	-22.3%	26.9%	≥ 28%	20.9%	No
This outcome is cumulative, meaning that the first quarter percentage appears lower than the ensuing quarters' percentages. It takes into account all activity for the entire fiscal year up to the last day of the reported quarter. DHS calculates the rate by dividing the number of children in placement during the year to date who achieved permanency by the total number of children in foster care placement during the year. In the calculation, DHS excludes children in care for fewer than eight days. Court closures due to COVID impacted DHS' ability to close cases in Q4 causing the department to fall short of its goal.							
Percent of dependent placement population in Congregate Care (as of the last day of the quarter)	9.7%	8.2%	-15.5%	10.1%	≤ 12.0%	9.2%	Yes
Congregate care is a term used to describe highly structured placement settings such as group homes, childcare institutions, and residential treatment facilities collectively. The drop in FY20Q4 is largely due to COVID-19 and DHS' efforts to move children to non-congregates settings to reduce children's risk of exposure.							
Percent of dependent placement population in Kinship Care (as of the last day of the quarter)	48.4%	50.1%	3.5%	47.7%	≥ 48%	49.1%	Yes
Kinship care is a type of foster care in which children are placed with a relative (kin). DHS has made significant progress in increasing the number of foster care children placed with kin.							
Percent of dependent placement population in care more than two years (as of the last day of the quarter)	38.3%	45.1%	17.8%	38.8%	≤ 36.0%	41.8%	No
The Department has implemented new initiatives to accelerate the pace of permanency for children in foster care for more than two years. For example, the department added new legal staff in FY18 to reduce caseloads and improve the speed of court proceedings. DHS has also implemented Rapid Permanency Reviews to review cases of children in foster care for more than two years and address systemic barriers to permanency. DHS anticipates improved outcomes from these initiatives in one to two years. DHS was limited in its ability to close cases in Q4 due to the Court's COVID-19 closure. DHS continues to work with its system partners to find ways to close cases faster, including partnering with the Court on its Family Engagement Initiative.							
Average daily number of youth in detention at the Philadelphia Juvenile Justice Services Center (PJJSC)	126.2	148.5	17.7%	119.5	≤ 136.0	154.6	No
DHS is responsible for running this secure detention facility and maintaining statemandated staffing levels. While the PJJSC census dropped to nearly 100 youth immediately after the City shutdown, it has continued to creep back up as youth are detained for bench warrant violations as well as more serious offenses. DHS is partnering with the Courts and Juvenile Probation to address the high volume of youth at the detention center, including taking an in depth look at who is being held and for what reasons.							
* These are lagging measures, as DHS needs to account for the 60-day window. Data provided is for the previous quarter. ** These are cumulative measures. They take into account activity for the entire fiscal year up to the last day of the quarter being reported.							

Performance Measure	FY19 Q3	FY20 Q3	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	On Track to Meet Target?
Unduplicated persons served in all community-based services, including outpatient services	11,124	5,059	-54.5%	116,241	95,000	95,263	Yes
This is a cumulative measure with the highest number of unique clients reported in the first quarter. This measure now includes all community-based treatment across DBHIDS (Outpatient, Family Services, Wrap-Around, School Services, Case Management, etc.). The number of unique members for Q3 is within the range of what is expected; Q4 will be restated with the Q1 FY 21 submission. Note that BHSI services are excluded from Q3 and Q4 counts, as BHSI is transitioning to a new claims processing system and the information has not yet been transferred to the Enterprise Data Warehouse.							



Performance Measure	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	Met Target?
Number of admissions to out-of-state residential treatment facilities	8	15	87.5%	46	50	41	Yes
Medicaid (MA) members are unduplicated within the quarter, and the goal is to be below the target. The year-to-date total may contain duplicated clients if they were served in multiple quarters. CBH's goal is to treat all of the children needing services within the state and not have to look to out-of-state alternatives, so the goal is to keep this number low.							
Number of admissions to residential treatment facilities	77	49	-36.4%	326	600	310	Yes
Medicaid (MA) members are unduplicated within the quarter, and the goal is to be below the target. The year-to-date total may contain duplicated clients if they were served in multiple quarters.							
Percent of follow-up within 30 days of discharge from an inpatient psychiatric facility (adults)	56.4%	56.0%	-0.7%	57.3%	50.0%	56.9%	Yes
Beginning in FY20, DBHIDS is altering their methodology to a PA-specific methodology to align the QCMR to data they report to the Office of Mental Health and Substance Abuse Services at PA DHS. This measure still includes discharges to ambulatory, non-bed-based care for MA members. This mirrors the child measure below. The Department has a robust community-based continuum of care that includes Federally Qualified Health Centers (FQHCs), housing supports, case management, and Assertive Community Treatment (ACT) for members. The state-mandated follow-up measure, which is the numerator for the Department's 30-day follow-up rate, does not capture all services being provided across the Department's continuum of care. As a result, the actual follow-up rate is likely higher. To address concerns regarding the rates of follow-up and readmission, DBHIDS, in conjunction with the state, has implemented initiatives that directly address provider oversight, service development, innovation, and quality assurance.							
Percent of readmission within 30 days to inpatient psychiatric facility (Substance Abuse & non-Substance Abuse) (adults)	12.6%	12.7%	0.8%	13.5%	15.0%	13.6%	Yes
This measure includes both substance abuse and non-substance abuse facilities used by Medicaid (MA) members. To address concerns regarding follow-up and readmission rates, DBHIDS, in conjunction with the state, has implemented initiatives that directly address provider oversight, service development, innovation, and quality assurance.							
Percent of follow-up within 30 days of discharge from an inpatient psychiatric facility (children)	82.9%	76.4%	-7.8%	84.9%	80.0%	80.4%	Yes
Beginning in FY20, DBHIDS is altering their methodology to a PA-specific methodology to align the QCMR to data they report to the Office of Mental Health and Substance Abuse Services at PA DHS. This measure still includes discharges to ambulatory, non-bed-based care for MA members. This mirrors the adult measure above. The Department has a robust community-based continuum of care that includes Federally Qualified Health Centers (FQHCs), housing supports, case management, and Assertive Community Treatment (ACT) for members. The state-mandated follow-up measure, which is the numerator for the Department's 30-day follow-up rate, does not capture all services being provided across the Department's continuum of care. As a result, the actual follow-up rate is likely higher. To address concerns regarding follow-up and readmission rates, DBHIDS, in conjunction with the state, has implemented initiatives that directly address provider oversight, service development, innovation, and quality assurance.							
Percent of readmission within 30 days to inpatient psychiatric facility (Substance Abuse & non-Substance Abuse) (children)	10.1%	10.3%	2.0%	9.1%	10.0%	9.1%	Yes
This measure includes both substance abuse and non-substance abuse facilities used by MA members. This measure mirrors the adult measure above. CBH Member Services is asking providers to check in with members earlier after they are discharged (after five days, a decrease from six to seven days previously) and to maintain more up-to-date contact information for members. CBH anticipates that, once follow-up rate increase and there is more engagement by providers, the overall 30-day readmission.							



Performance Measure	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	Met Target?
Percentage of visits uninsured	42.2%	37.3%	-11.6%	41.6%	40.0%	42.1%	No
The 4th quarter decrease in uninsured visits likely reflects that the insured tend to be more easily reachable at home by a consistent phone number. The Medicare and Private rates of insured visits increased more than usual. The Department continues to invest in benefits-enrollment activities.							
Number of months between food establishment inspections	10.0	29.0	190.0%	10.6	12.0	16.3	Yes
The Department conducted over 2,500 abridged, socially distanced inspections of food establishments, but staff were diverted to other important COVID-related work during the peak of the COVID pandemic.							
Number of new HIV diagnoses	102	90	-11.8%	434	450	423	Yes
Children 19-35 months with complete immunizations 4:3:1:3:3:1:4	69.2%	68.0%	-1.7%	69.3%	70.0%	69.5%	No
Children's vaccination rates decreased during the stay-at-home orders and subsequent, and the Department is now working to increase vaccination rates.							
Percent of all cases with autopsy reports issued within 90 calendar days	91.4%	93.3%	2.1%	91.1%	≥ 90.0%	90.8%	Yes
The 90% goal is DPH's requirement for accreditation. Increased overdose deaths requires more toxicology testing, which is required to be completed before autopsy reports can be finalized.							
Number of patient visits to department-run STD clinics	4,883	2,386	-51.1%	20,503	21,000	17,238	No
Due to COVID-19 restrictions, the clinic operated virtually and had limited numbers of in-person visits. Pre-COVID, the clinic was on track to meet its FY20 Target.							



Performance Measure	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	Met Target?
Number of households provided homeless prevention assistance	381	353	-7.3%	1,225	800	1,412	Yes
This figure measures the number of households provided Homeless Prevention assistance. "Household" means individual and/or family. Annual targets are based on funding awarded through the Housing Trust Fund and Community Services Block Grant (CSBG). OHS's annual target assumes \$2,011 of assistance per household. Often, households require less assistance, and OHS is able to serve more households. The number might vary, based on level of need.							
Number of households provided rapid rehousing assistance to end their homelessness	109	92	-15.6%	388	425	507	Yes
This figure measures the Office of Homeless Services' Rapid Rehousing units. Totals vary across quarters, and the pace toward the year-end goal depends administratively on grant timing, contracting, referrals, and time it takes for households to locate and move into a housing unit in the community. OHS saw a slight decrease from 85% to 82% success rate in preventing a return to homelessness with a 2-year lookback. The Rapid Rehousing Strategy combined with increased homelessness prevention has contributed to an overall decline in the number of homeless families.							
Percent of exits to permanent housing destinations from shelter and transitional housing programs	37.0%	39.0%	5.4%	36.0%	35.0%	36.0%	Yes

# COMMUNITY & CULTURE



Performance Measure	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	Met Target?
In-person visits	1,316,007	0	-100.0%	4,915,649	5,100,000	3,841,395	No
Closures due to COVID-19 pandemic will prevent the Department from reaching the FY20 target number.							
Virtual visits via FLP website	1,663,201	972,805	-41.5%	6,699,580	6,700,000	6,099,144	No
COVID-19 prevented the Department from reaching the FY20 target. Considering the circumstances the Department very close to the target.							
Digital access	1,021,312	778,826	-23.7%	3,975,901	4,000,000	3,843,475	No
Closures due to the COVID-19 pandemic prevented the Department from reaching the FY20 target number.							
Percentage of Philadelphians who have Library cards	N/A	38.0%	N/A	N/A	50.0%	47.4%	No
This is a new measure beginning in FY20 Q1. This calculates the number of unexpired cards with a Philadelphia address divided by the current population of Philadelphia. Library cards are purged after seven years of inactivity and active cards are those that have been used within the last three years.							
Preschool Program Attendance	35,753	76,535	114.1%	130,539	132,000	172,958	Yes
Closures due to the COVID-19 pandemic have prevented onsite programming but the Library has conducted many virtual programs, which have been attended by an overwhelming amount of people in all age categories.							
Children's Program Attendance	99,533	69,794	-29.9%	322,209	324,000	285,366	No
Closures due to the COVID-19 pandemic have prevented onsite programming but the Library has conducted many virtual programs, which have been attended by an over whelming amount of people in all age categories.							
Teen Program Attendance	20,452	7,035	-65.6%	68,992	70,000	68,327	No
Closures due to the COVID-19 pandemic have prevented onsite programming but the Library has conducted many virtual programs, which have been attended by an over whelming amount of people in all age categories.							
Adult Program Attendance	61,357	94,395	53.8%	222,408	224,000	290,003	Yes
Closures due to the COVID-19 pandemic have prevented onsite programming but the Library has conducted many virtual programs, which have been attended by an over whelming amount of people in all age categories.							
Senior Program Attendance	2,399	78	-96.7%	15,512	16,000	15,156	No
Closures due to the COVID-19 pandemic have prevented onsite programming. The Library has conducted many virtual programs, which have been attended by an overwhelming amount of people in all age categories. Senior program attendance saw a large decrease in large part with senior's unfamiliarity with the various technology platforms offered through our website.							



# PARKS AND RECREATION

Performance Measure	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	Met Target?
Number of programs *	762	0	-100.0%	3,605	2,101	2,203	Yes
Qs 1-3 adjusted to reflect new data. More than half of the programs that are typically counted in Q3 were prevented from starting because of the halt to City operations. While there are no reported Q4 actuals, PPR published dozens of virtual activities and continued after school programs virtually.							
Number of unique individuals who attended programs *	46,375	0	-100.0%	196,461	98,914	63,773	Yes
Qs 1-3 adjusted to reflect new data. More than half of the programs that are typically counted in Q3 were prevented from starting because of the halt to City operations. While there are no reported Q4 actuals, PPR created hundreds of engagements through our virtual activities.							
Total visits (in millions)	2.40	0.00	-100.0%	9.52	5.90	5.92	Yes
Q1 adjusted with new data. More than half of the programs that are typically counted in Q3 were prevented from starting because of the halt to City operations. Several large events were cancelled due to the halt to City operations as well. While there are no reported Q4 actuals, PPR created hundreds of engagements through our virtual activities.							
New trees planted	1,577	707	-55.2%	2,708	4,100	2,779	No
100 trees intended to be planted along the Trolley Trail in West Park were not planted due to COVID closures. Tree Philly was not able to do many giveaways in Q4 due to COVID closures and Stay at Home order.							
* Programs run, on average, 19 weeks.							

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# MANAGING DIRECTOR'S OFFICE - COMMUNITY LIFE IMPROVEMENT PROGRAM (CLIP)

Performance Measure *	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	Met Target?
Graffiti Abatement: properties and street fixtures cleaned	32,280	33,514	3.8%	124,042	125,000	133,882	Yes
Community Partnership Program: groups that received supplies	249	66	-73.5%	618	625	480	No
Due to COVID-19 and city wide quarantine measures, many spring clean ups were cancelled and fewer community groups organized clean ups in the 4th quarter compared to last year.							
Community Service Program: citywide cleanup projects completed	1,110	1,012	-8.8%	3,551	3,600	4,384	Yes
Employees have been moved into the Community Service Program to assist residents with community clean-ups, resulting in a relatively high number of completed projects compared to the prior year.							
Vacant Lot Program: vacant lot abatements	4,195	1,332	-68.2%	13,374	13,000	10,708	No
The 4th quarter of the year is usually the strongest with regards to vacant lot abatements but due to the COVID 19 Virus, operations were disrupted and many staff transferred to the Food Distribution & Transportation Center the City created to feed those in need. CLIP was responsible to manage day to day operations							

Vacant Lot Program: vacant lot compliance rate	19.0%	19.5%	2.6%	36.5%	30.0%	32.3%	Yes
Compliance rate refers to the percent of property owners who receive a notice of violation and subsequently take action to clean up their properties within the timeframe given to address the violation. Vacant lot violation compliance by owners varies depending upon ownership, as many long-term owners are unaccounted for. Many of the owners' addresses in CLIP's system are the actual vacant lot addresses, meaning that there are no owners on record. Compliance rates can vary dramatically depending on what section of the city CLIP is in during a given quarter. If the ownership of the vacant lots is known, the compliance rate tends to be higher. If the ownership of the vacant lots is not known, then the compliance rate is likely to be lower.							
Community Life Improvement: exterior property maintenance violations	6,205	912	-85.3%	15,701	15,720	12,203	No
The 4th quarter of the year is usually the strongest with regards to exterior property maintenance but due to the COVID 19 Virus, operations were disrupted and many staff transferred to the Food Distribution & Transportation Center the City created to feed those in need. CLIP was responsible to manage day to day operations							
Community Life Improvement: exterior property maintenance compliance rate	68.8%	71.1%	3.3%	64.0%	62.0%	67.3%	Yes
Compliance rate refers to the percent of property owners who receive a notice of violation and subsequently take action to clean up their properties within the timeframe given to address the violation. In the warmer/busy months, the compliance rate is higher due to volume of requests allowing for the owner to have additional time to clean his/her property. CLIP is unlikely to reach the compliance rate as it moves into new sections of the city where owners are not familiar with CLIP's timeframe for addressing property violations.							
<i>* FY20 targets are lower than prior years due to redeployment of resources to meet additional demands for special clean-ups in areas impacted by opioids.</i>							

# COMMERCE



## AVIATION

Performance Measure *	FY19 Q3	FY20 Q3	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 YTD	Met Target?
Enplaned passengers (million)	3.48	2.79	-19.8%	16.09	11.60	11.37	Yes
The COVID-19 outbreak and resulting restrictions have severely disrupted air travel and airports in the United States, including PHL, have been acutely affected by interruptions in travel, reductions in passenger volumes and flights, as well as by the broader economic shutdown resulting from the COVID-19 pandemic. This reduction in demand and capacity is expected to continue in the near term and the pandemic and resultant restrictions have had an adverse effect on airlines serving the Airport, Airport concessionaires and Airport revenues.							
Operations (# arrivals and departures)	87,900	83,943	-4.5%	386,112	296,250	285,097	Yes
The COVID-19 outbreak and resulting restrictions have severely disrupted air travel and airports in the United States, including PHL, have been acutely affected by interruptions in travel, reductions in passenger volumes and flights, as well as by the broader economic shutdown resulting from the COVID-19 pandemic. This reduction in demand and capacity is expected to continue in the near term and the pandemic and resultant restrictions have had an adverse effect on airlines serving the Airport, Airport concessionaires and Airport revenues.							
Freight and mail cargo (tons)	136,715	148,827	8.9%	576,270	569,625	471,603	Yes
Due to the continuing rise of E-commerce, the Division of Aviation anticipates this positive trend in tons of freight and mail cargo to continue.							
Non-airline revenue (\$ million)	\$35.55	\$36.01	1.3%	\$149.01	\$110.00	\$112.31	Yes
Retail/beverage sales (\$ million)	\$48.35	\$37.62	-22.2%	\$227.63	\$168.00	\$157.80	Yes
The COVID-19 outbreak and resulting restrictions have severely disrupted air travel and airports in the United States, including PHL, have been acutely affected by interruptions in travel, reductions in passenger volumes and flights, as well as by the broader economic shutdown resulting from the COVID-19 pandemic. This reduction in demand and capacity is expected to continue in the near term and the pandemic and resultant restrictions have had an adverse effect on airlines serving the Airport, Airport concessionaires and Airport revenues.							
<i>* All measures are reported on a lagging basis (one quarter behind the current quarter being reported).</i>							

# PLANNING & DEVELOPMENT

## PLANNING AND DEVELOPMENT

Performance Measure	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	Met Target?
Mortgage foreclosures diverted	438	271	-38.1%	1,368	1,100	839	No
Due to COVID-19, the courts were out of session. Foreclosures have been halted. Housing Counseling Agencies (HCA), have helped homeowners to access other programs and services during this time.							
Homes repaired (BSRP, Weatherization, Heater Hotline, and AMP)	1,792	145	-91.9%	6,786	7,041	5,148	No
The PHDC programs shut down for data system migration on 3/6/20 but due to the pandemic, they are not accepting new applicants. The staff are working through the existing caseload with anticipated restart in the new Fiscal Year.							
Unique lots stabilized, greened, and maintained	12,883	12,507	-2.9%	12,883	12,000	12,408	Yes
The number of unique lots greened and cleaned includes land stabilization programs (such as initial cleaning, soil treatment, tree planting and fencing of up to 300 new selected blighted lots) and land maintenance.							
Clients receiving counseling for properties in tax foreclosure	139	0	-100.0%	556	475	272	No
Housing counselors provide services to residents that are in tax foreclosure. These foreclosures have not been proceeding during the time the courts were shut.							

# TRANSPORTATION & INFRASTRUCTURE

## STREETS

Performance Measure	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	Met Target?
Recycling rate	13.0%	11.5%	-11.5%	14.3%	15.0%	13.7%	No
Significant changes in the global recycling market have drastically decreased demand for recycling products and materials. There has been a significant change in acceptance quality requirements of recycled products overseas, greatly decreasing demand for paper and other products, and, as a result, significantly impacting the amount of materials being processed through the recycling stream. This has decreased the Department's overall recycling rate. In addition, Sanitation staffing shortages as a result of the the recent COVID-19 pandemic required recycling to be done every other week for a period of time and this reduced the overall amount of recycling materials placed in the recycling stream during Q4, making that quarter's recycling rate even worse.							
On-time collection (by 3 PM): recycling	98.0%	87%	-11.2%	97.0%	97.0%	96.0%	No
On-time collection (by 3 PM): trash	71.0%	57%	-19.7%	83.0%	91.0%	78.0%	No
Streets has experienced intermittent staff shortages due to high absentee rates making it necessary to divert compactors and crews to additional routes beyond their regularly scheduled assignments, thereby impacting the Department's on-time rate. In addition, during the 4th quarter a combination of significantly increased tonnage combined with further increased staffing shortages as a result of the COVID-19 pandemic drastically impacted the Department's overall on-time rate which had been steadily and significantly improving prior to that point.							

Percentage of time potholes are repaired within three days	83.0%	96.0%	15.7%	89.9%	90.0%	93.5%	Yes
Pothole response time (days)	4.0	1.4	-65.0%	3.0	3.0	2.4	Yes
Miles resurfaced	41	6	-85.4%	96	101	64	No
Recent litigation pertaining to ADA curb ramps along city streets forced the Department to divert paving resources towards ADA ramp installation and renovations, thereby decreasing the amount of miles that could be paved during Q3 and Q4. In addition, the recent COVID-19 pandemic essentially shut down paving operations for a considerable time period during the later part of Q3 and much of Q4. The overall effect of both of these issues drastically reduced paving mileage that could be completed this fiscal year.							
Tons of refuse collected and disposed	166,258	176,231	6.0%	616,369	600,000	623,930	No
Global recycling market conditions have made recycling product quality acceptance levels significantly higher, thereby necessitating the movement of previously recyclable materials to the regular trash stream and greatly increasing regular trash tonnage. It is for this reason trash tonnage trended higher than anticipated most of the year. In addition, during Q4, the recent COVID-19 pandemic resulted in a significant spike in residential trash because people were forced to remain home during this period, generating much higher levels of waste in the trash stream.							
Tons of recycling collected and disposed	20,651	20,720	0.3%	88,375	95,000	85,520	No
Significant changes in the global recycling market have drastically decreased demand for recycling products and materials. There has been a significant change in acceptance quality requirements of recycled products overseas, greatly decreasing demand for paper and other products, and, as a result, significantly impacting the amount of materials being processed through the recycling stream. In addition, Sanitation staffing shortages as a result of the the recent COVID-19 pandemic required recycling to be done every other week for a period of time.							

Performance Measure *	FY19 Q3	FY20 Q3	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 YTD	On Track to Meet Target?
Millions of gallons of treated water	20,603	20,362	-1.2%	82,811	meet customer demand	62,664	Yes
PWD's target is to meet customers' demand. The measure is calculated by taking weekly average treatment flow summed for 3 plants x 7 days to get millions of gallons of treated water.							
Percent of time Philadelphia's drinking water met or surpassed state and federal standards	100.0%	100.0%	0.0%	100.0%	100.0%	100.0%	Yes
Miles of pipeline surveyed for leakage	199	162	-18.6%	744	1,110	639	No
The month of March would undoubtedly have been higher if it were not for COVID-19 and the devastating impact it had on our ability to follow our normal survey schedule.							
Water main breaks repaired	287	173	-39.7%	790	meet customer demand	517	Yes
The months of March and April would undoubtedly have been higher if it were not for COVID-19 and the devastating impact it had on our ability to follow our normal survey schedule.							
Average time to repair a water main break upon crew arrival at site (hours)	6.2	6.2	0.5%	5.5	8.0	6.6	Yes
Eight hours is the Water Department's service-level agreement (SLA).							
Percent of hydrants available	99.3%	99.1%	-0.2%	99.4%	99.7%	99.2%	Yes



Number of storm inlets cleaned/year	25,272	20,818	-17.6%	103,053	100,000	76,314	No
This is the number of inlets cleaned each quarter in PWD's system, which contains over 79,000 inlets.							
Constructed greened acres	87	42	-51.7%	237	300	97	No
Design completions numbers have been down in FY20 due to ongoing project coordination challenges as well as the residual effects on projects due to a push to complete designs for the close of FY19. This push was seen in both the Capital GSI program and the Incentives program with fewer new projects receiving grants. The global pandemic hit in late Q2 and its effects were seen into Q3, sending all staff members into an unprecedented move to a work from home environment. As GSI Design staff members worked to receive appropriate computing devices and establish connection to the City's services this caused disruption in workflows.							
Number of Green Acres Design Completed/year	139	174	25.2%	523	350	263	No
The construction completion of Greened Acres has experienced lower rates due to the non-linear completion of projects during a five-year cycle. The aforementioned pushes to complete designs in FY19 has resulted in the largest number of acreage in construction than at any time before. The global COVID-19 pandemic halted construction activities in PA from March 19th until May 1st (5/1 allowed for return of projects previously under construction before the shutdown and 5/26 allowed for new projects to begin construction). Following the release of construction activities new health and safety guidelines had to be established for construction sites that caused further delay. We will continue to see these effects into Q4 as some projects have yet to resume construction. The effects of the new health and safety guidelines on construction timelines have not been fully realized. Priorities will continue to focus on completing the construction of projects for the lead up to the Year 10 reporting deadline.							
<i>* All measures are reported on a lagging basis (one quarter behind the current quarter being reported).</i>							

# OPERATIONAL SUPPORT



## FLEET

Performance Measure	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	Met Target?
Fleet availability - citywide	92.3%	93.7%	1.5%	91.9%	90.0%	92.5%	Yes
New vehicle purchases since FY16 have enabled Fleet to meet its citywide vehicle availability targets.							
Percent of SLA met for medic units	122.5%	144.6%	18.0%	121.0%	100.0%	132.6%	Yes
The SLA was increased starting in FY20. The SLA is met when 60 of 90 medic units are available. Fleet's Optimal Vehicle Replacement Strategy for medic unit purchases enabled Fleet to meet the SLA.							
Percent of SLA met for trash compactors	103.7%	114.6%	10.5%	101.0%	100.0%	108.5%	Yes
The SLA is met when 241 of 326 compactors are available. Fleet ordered and received 30 new compactors in FY18. Fleet also ordered an additional 30 compactors in FY19, and these are expected to be received in FY20.							
Percent of SLA met for radio patrol cars	102.4%	103.5%	1.1%	101.4%	100.0%	101.6%	Yes
The SLA is met when 675 of 750 or 90% of the active radio patrol car inventory is available. In FY20, Fleet purchased 180 new radio patrol cars to replenish the inventory.							
Median age of vehicle: General Fund	3.8	4.3	13.4%	4.0	4.0	4.0	Yes
Median age of vehicle: Water Fund	3.8	3.9	2.7%	4.1	4.0	3.6	Yes
FY16 to FY20, the Water Department placed 688 new vehicles in service (nearly 62% of their overall vehicle inventory) with an acquisition cost of \$43.361 million.							

# PUBLIC PROPERTY



Median age of vehicle: Aviation Fund	5.30	4.14	-21.9%	6.70	6.00	4.02	Yes
FY16 to FY20, the Division of Aviation placed 226 new vehicles in service (nearly 56% of their overall vehicle inventory) with an acquisition cost of \$19.594 million.							

Performance Measure	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	Met Target?
Number of substantially completed construction projects	22	21	-4.5%	58	45	49	Yes
A project that is substantially complete is at least 95% complete. FY19 Year-End was higher than average due to a higher number of smaller projects that were completed.							
Field Operations: Facilities division internal work order volume	2,564	2,259	-11.9%	11,019	11,300	9,823	Yes
Field Operations: Percent of work orders completed within service level	69%	65.0%	-5.8%	69.3%	75.0%	68.3%	No
This measure has a changed methodology beginning this quarter. Historically, this measure had been reporting the closure rate for internal work orders, rather than the percent of time that SLA was met. Historical data has been provided using the updated methodology as a means of comparison.							

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# SUSTAINABILITY



Performance Measure *	FY19 Q3	FY20 Q3	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 YTD	On Track to Meet Target?
City of Philadelphia facility energy consumption, including General, Aviation and Water Funds (Million British Thermal Units)	1.30	1.16	-10.8%	3.94	3.78	3.06	N/A
The target is based on a 3% reduction in usage from the three-year average for FY16-18. We expect to meet this target, but it is unclear what Q4 will look like because of Energy Office staff turnover and COVID. Final numbers will be available in FY21 Q1.							
City of Philadelphia facility energy cost including General, Aviation and Water Funds (\$ Million)	\$18.5	\$19.6	6.1%	\$60.5	\$67.0	\$46.8	N/A
The target is based on a 3% reduction in usage from the three-year average for FY16-18. We expect to meet this target, but it is unclear what Q4 will look like because of Energy Office staff turnover and COVID. Initial projections show FY20 energy cost to be about \$61 million, \$6 million under the FY20 target. Final numbers will be available in FY21 Q1.							
* These measures are lagging indicators, due to delays in billing for energy use data.							



**MANAGING  
DIRECTOR'S  
OFFICE - 311  
CALL CENTER**

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Performance Measure	FY19 Q4	FY20 Q4	Change	FY19 Year-End	Post-COVID FY20 Target	FY20 Year-End	Met Target?
Median timeframe to answer calls (in minutes)	2:03	0:58	-52.8%	1:07	< 2:00	0:44	Yes
This measure provides more data on what is realistic for the public to expect, in terms of a wait for a call to be answered.							
Percent of 311 NPS survey respondents who are "service detractors"	43.0%	45.7%	6.3%	41.5%	< 50.0%	47.9%	Yes
Philly311 continues to prioritize our customer service. We have dedicated additional staff to focus on our survey process. Philly311 responds to every survey taker and provides comments and additional service in accordance with their needs. We've seen an increase in detractors for Vacant Lot Clean Up and Illegal Dumping service requests. Customer's responses consists of complaints being closed without resolution and department stating the issue was not found.							
Percent of contacts who utilize mobile and web applications to contact 311	46.0%	45.7%	-0.7%	45.5%	> 45%	46.8%	Yes
This measure refers to the number of contacts using mobile and web applications to contact 311.							
Average score for tickets and phone calls monitored by 311 supervisors	83.0%	78.2%	-5.8%	87.0%	86.0%	77.0%	No
Agents are scored on a six-point scale and are graded by pass/fail. 311 has dedicated additional resources to the quality assurance and control process.							

**City of Philadelphia**

**Quarterly City Managers Report**

**FOR THE PERIOD ENDING JUNE 30, 2020**

**WATER FUND  
QUARTERLY REPORT**

**Quarterly City Managers Report**  
**Fund Balance Summary**  
**Water Fund**  
All Departments  
For the Period Ending June 30, 2020

Category	FY 2019 Actual	Fiscal Year 2020				
		Full Year			Current Projection for Revenues Over / (Under)	
		Adopted Budget	Target Budget	Current Projection	Adopted Budget	Target Budget
<b><u>REVENUES</u></b>						
Taxes						
Locally Generated Non - Tax Revenues	705,202,191	703,269,000	713,727,000	703,727,000	458,000	(10,000,000)
Other Governments	698,175	1,000,000	1,000,000	1,000,000	0	0
Revenues from Other Funds of City - Net of Rate Stabilization Fund (I See Note 1)	35,645,947	37,598,000	35,965,000	35,965,000	(1,633,000)	0
Revenue from Other Funds of City - Rate Stabilization Fund	4,321,032	84,680,000	64,310,000	75,524,119	(9,155,881)	11,214,119
<b>Total Revenues and Other Sources</b>	<b>745,867,345</b>	<b>826,547,000</b>	<b>815,002,000</b>	<b>816,216,119</b>	<b>(10,330,881)</b>	<b>1,214,119</b>
Category	FY 2019 Actual	Fiscal Year 2020				
		Full Year			Current Projection for Obligations (Over) / Under	
		Original Budget	Target Budget	Current Projection	Adopted Budget	Target Budget
<b><u>OBLIGATIONS / APPROPRIATIONS</u></b>						
Personal Services	137,276,973	152,931,223	157,143,001	158,356,890	(5,425,667)	(1,213,889)
Personal Services - Employee Benefits	133,769,578	147,439,194	140,997,048	140,997,278	6,441,916	(230)
Sub-Total Employee Compensation	271,046,551	300,370,417	298,140,049	299,354,168	1,016,249	(1,214,119)
Purchase of Services	186,892,287	203,206,853	203,301,853	203,301,853	(95,000)	0
Materials, Supplies and Equipment	52,907,871	62,743,900	57,334,268	57,334,268	5,409,632	0
Contributions, Indemnities and Taxes	3,816,246	8,120,000	8,120,000	8,120,000	0	0
Debt Service	190,908,003	218,105,830	218,105,830	218,105,830	0	0
Advances and Miscellaneous Payments	0	0	0	0	0	0
Payment to Other Funds - Net of Payment to Rate Stabilization Fund (See Note 1)	70,716,988	74,000,000	70,000,000	70,000,000	4,000,000	0
Payments to Other Funds -Rate Stabilization Fund	0	0	0	0	0	0
<b>Total Obligations / Appropriations</b>	<b>776,287,946</b>	<b>866,547,000</b>	<b>855,002,000</b>	<b>856,216,119</b>	<b>10,330,881</b>	<b>(1,214,119)</b>
<b>Operating Surplus / (Deficit)</b>	<b>(30,420,601)</b>	<b>(40,000,000)</b>	<b>(40,000,000)</b>	<b>(40,000,000)</b>	<b>0</b>	<b>0</b>
<b><u>OPERATIONS IN RESPECT TO PRIOR FISCAL YEARS</u></b>						
Prior Year Fund Balance	0	0	0	0	0	0
Net Adjustments - Prior Years	30,420,601	40,000,000	40,000,000	40,000,000	0	0
<b>Total Net Adjustments</b>	<b>30,420,601</b>	<b>40,000,000</b>	<b>40,000,000</b>	<b>40,000,000</b>	<b>0</b>	<b>0</b>
<b>Year End Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note 1: Bill #544, which restructured the Water Fund Revenue Bond Rate covenant, requires that the unencumbered operating balance of the Water Fund as of the end of the Fiscal Year be paid over to the Rate Stabilization Fund. A payment from the Rate Stabilization Fund to the Operating Fund will be required to eliminate any deficit as of the end of the fiscal year and will be recognized as Revenue from Other Funds.

The material in this report is preliminary and is subject to revision and does not represent an official statement of the City of Philadelphia.

**Quarterly City Managers Report**  
**Non-Tax Revenue Summary**  
**Water Fund**  
For the Period Ending June 30, 2020

Department	FY 2019 Actual	Fiscal Year 2020 Full Year				
		Adopted Budget	Target Budget	Current Projection	Current Projection Over / (Under)	
					Adopted Budget	Target Budget
<b><u>Local Non-Tax Revenues</u></b>						
<b>Fleet Management</b>	<b>5,899</b>	<b>60,000</b>	<b>0</b>	<b>0</b>	<b>(60,000)</b>	<b>0</b>
<i>Sale of Vehicles</i>	5,899	60,000	0	0	(60,000)	0
<b>Licenses &amp; Inspections</b>	<b>45,759</b>	<b>35,000</b>	<b>52,000</b>	<b>52,000</b>	<b>17,000</b>	<b>0</b>
<i>Miscellaneous</i>	45,759	35,000	52,000	52,000	17,000	0
<b>Water</b>	<b>48,008,864</b>	<b>52,503,000</b>	<b>61,414,000</b>	<b>61,414,000</b>	<b>8,911,000</b>	<b>0</b>
<i>Sewer Charges to Other Municipalities</i>	39,515,436	38,544,000	39,050,000	39,050,000	506,000	0
<i>Water &amp; Sewer Permits Issued by L &amp; I</i>	6,499,741	4,640,000	6,462,000	6,462,000	1,822,000	0
<i>Contribution - Sinking Fund Reserve</i>	0	7,500,000	14,500,000	14,500,000	7,000,000	0
<i>Miscellaneous</i>	1,993,687	1,819,000	1,402,000	1,402,000	(417,000)	0
<b>Revenue</b>	<b>653,403,892</b>	<b>649,151,000</b>	<b>649,151,000</b>	<b>639,151,000</b>	<b>(10,000,000)</b>	<b>(10,000,000)</b>
<i>Sales &amp; Charges</i>	639,236,384	635,083,000	634,250,000	624,250,000	(10,833,000)	(10,000,000)
<i>Fire Service Connections</i>	3,597,759	3,509,000	3,558,000	3,558,000	49,000	0
<i>Surcharges</i>	4,698,732	5,300,000	4,647,000	4,647,000	(653,000)	0
<i>Miscellaneous</i>	5,871,017	5,259,000	6,696,000	6,696,000	1,437,000	0
<b>Procurement</b>	<b>12,400</b>	<b>20,000</b>	<b>10,000</b>	<b>10,000</b>	<b>(10,000)</b>	<b>0</b>
<i>Miscellaneous</i>	12,400	20,000	10,000	10,000	(10,000)	0
<b>City Treasurer</b>	<b>3,725,377</b>	<b>1,500,000</b>	<b>3,100,000</b>	<b>3,100,000</b>	<b>1,600,000</b>	<b>0</b>
<i>Interest Earnings</i>	3,725,377	1,500,000	3,100,000	3,100,000	1,600,000	0
<b>Total Local Non-Tax Revenue</b>	<b>705,202,191</b>	<b>703,269,000</b>	<b>713,727,000</b>	<b>703,727,000</b>	<b>458,000</b>	<b>(10,000,000)</b>
<b><u>Other Governments</u></b>						
<b>Water</b>	<b>698,175</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>
<i>State</i>	698,175	1,000,000	1,000,000	1,000,000	0	0
<i>Federal</i>	0	0	0	0	0	0
<b>Total Other Governments</b>	<b>698,175</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>
<b><u>Revenue from Other Funds</u></b>						
<b>Water</b>	<b>39,966,979</b>	<b>122,278,000</b>	<b>100,275,000</b>	<b>111,489,119</b>	<b>(10,788,881)</b>	<b>11,214,119</b>
<i>General Fund</i>	30,851,941	33,004,000	31,100,000	31,100,000	(1,904,000)	0
<i>Aviation Fund</i>	4,393,006	4,194,000	4,465,000	4,465,000	271,000	0
<i>Employee Benefit Fund</i>	401,000	400,000	400,000	400,000	0	0
<i>Rate Stabilization Fund</i>	4,321,032	84,680,000	64,310,000	75,524,119	(9,155,881)	11,214,119
<b>Total Revenue from Other Funds</b>	<b>39,966,979</b>	<b>122,278,000</b>	<b>100,275,000</b>	<b>111,489,119</b>	<b>(10,788,881)</b>	<b>11,214,119</b>
<b>Total - All Sources</b>	<b>745,867,345</b>	<b>826,547,000</b>	<b>815,002,000</b>	<b>816,216,119</b>	<b>(10,330,881)</b>	<b>1,214,119</b>

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**Quarterly City Managers Report**  
**Departmental Obligations Summary**  
**Water Fund**  
For the Period Ending June 30, 2020

Department	FY 2019 Actual	Fiscal Year 2020 Full Year				
		Adopted Budget	Target Budget	Current Projection	Current Projection (Over) / Under	
					Adopted Budget	Target Budget
<b>Office of Innovation &amp; Technology</b>	<b>23,718,271</b>	<b>30,850,024</b>	<b>30,837,124</b>	<b>30,842,420</b>	<b>7,604</b>	<b>(5,296)</b>
<i>Personal Services</i>	6,501,124	8,700,632	8,687,732	8,693,028	7,604	(5,296)
<i>Purchase of Services</i>	15,249,284	20,015,542	20,015,542	20,015,542	0	0
<i>Materials, Supplies &amp; Equipment</i>	1,967,863	2,133,850	2,133,850	2,133,850	0	0
<b>Managing Director</b>	<b>138,550</b>	<b>138,550</b>	<b>138,550</b>	<b>138,550</b>	<b>0</b>	<b>0</b>
<i>Personal Services</i>	138,550	138,550	138,550	138,550	0	0
<b>Public Property</b>	<b>4,265,847</b>	<b>4,270,347</b>	<b>4,270,347</b>	<b>4,270,347</b>	<b>0</b>	<b>0</b>
<i>Purchase of Services</i>	4,265,847	4,270,347	4,270,347	4,270,347	0	0
<b>Office of Fleet Management</b>	<b>7,433,982</b>	<b>8,846,754</b>	<b>8,847,454</b>	<b>8,882,228</b>	<b>(35,474)</b>	<b>(34,774)</b>
<i>Personal Services</i>	2,909,020	3,083,114	3,083,814	3,118,588	(35,474)	(34,774)
<i>Purchase of Services</i>	1,443,609	1,489,000	1,489,000	1,489,000	0	0
<i>Materials, Supplies &amp; Equipment</i>	3,081,353	4,274,640	4,274,640	4,274,640	0	0
<b>Water</b>	<b>396,580,692</b>	<b>427,602,475</b>	<b>422,575,593</b>	<b>423,645,324</b>	<b>3,957,151</b>	<b>(1,069,731)</b>
<i>Personal Services</i>	115,175,461	127,354,425	131,557,175	132,626,906	(5,272,481)	(1,069,731)
<i>Purchase of Services</i>	160,220,502	170,795,150	170,950,150	170,950,150	(155,000)	0
<i>Materials, Supplies &amp; Equipment</i>	46,651,495	54,837,900	49,453,268	49,453,268	5,384,632	0
<i>Contributions, Indemnities &amp; Taxes</i>	3,816,246	615,000	615,000	615,000	0	0
<i>Payments to Other Funds-Rate Stabilization Fd</i>	0	0	0	0	0	0
<i>Payments to Other Funds-Water Residual Fd</i>	38,085,853	37,000,000	37,000,000	37,000,000	0	0
<i>Payments to Other Funds-Other</i>	32,631,135	37,000,000	33,000,000	33,000,000	4,000,000	0
<b>Finance</b>	<b>133,769,578</b>	<b>154,939,194</b>	<b>148,497,048</b>	<b>148,497,278</b>	<b>6,441,916</b>	<b>(230)</b>
<i>Personal Services - Fringe Benefits</i>	133,769,578	147,439,194	140,997,048	140,997,278	6,441,916	(230)
<i>Contributions, Indemnities &amp; Taxes</i>	0	7,500,000	7,500,000	7,500,000	0	0
<b>Revenue</b>	<b>15,816,844</b>	<b>17,472,616</b>	<b>17,492,666</b>	<b>17,595,906</b>	<b>(123,290)</b>	<b>(103,240)</b>
<i>Personal Services</i>	9,793,098	10,873,116	10,893,166	10,996,406	(123,290)	(103,240)
<i>Purchase of Services</i>	4,858,990	5,165,000	5,165,000	5,165,000	0	0
<i>Materials, Supplies &amp; Equipment</i>	1,164,756	1,429,500	1,429,500	1,429,500	0	0
<i>Contributions, Indemnities &amp; Taxes</i>	0	5,000	5,000	5,000	0	0
<b>Sinking Fund</b>	<b>190,908,003</b>	<b>218,105,830</b>	<b>218,105,830</b>	<b>218,105,830</b>	<b>0</b>	<b>0</b>
<i>Debt Service</i>	190,908,003	218,105,830	218,105,830	218,105,830	0	0
<b>Procurement</b>	<b>90,176</b>	<b>105,285</b>	<b>105,985</b>	<b>105,985</b>	<b>(700)</b>	<b>0</b>
<i>Personal Services</i>	90,176	105,285	105,985	105,985	(700)	0
<b>Law</b>	<b>3,302,617</b>	<b>3,304,069</b>	<b>3,304,069</b>	<b>3,304,917</b>	<b>(848)</b>	<b>(848)</b>
<i>Personal Services</i>	2,568,773	2,569,445	2,569,445	2,570,293	(848)	(848)
<i>Purchase of Services</i>	691,440	691,614	691,614	691,614	0	0
<i>Materials, Supplies &amp; Equipment</i>	42,404	43,010	43,010	43,010	0	0
<b>Office of Sustainability</b>	<b>93,874</b>	<b>93,874</b>	<b>93,874</b>	<b>93,874</b>	<b>0</b>	<b>0</b>
<i>Personal Services</i>	63,874	63,874	63,874	63,874	0	0
<i>Purchase of Services</i>	30,000	30,000	30,000	30,000	0	0
<b>Water, Sewer &amp; Storm Water Rate Board</b>	<b>169,512</b>	<b>817,982</b>	<b>733,460</b>	<b>733,460</b>	<b>84,522</b>	<b>0</b>
<i>Personal Services</i>	36,897	42,782	43,260	43,260	(478)	0
<i>Purchase of Services</i>	132,615	750,200	690,200	690,200	60,000	0
<i>Materials, Supplies &amp; Equipment</i>	0	25,000	0	0	25,000	0
<b>Total Water Fund</b>	<b>776,287,946</b>	<b>866,547,000</b>	<b>855,002,000</b>	<b>856,216,119</b>	<b>10,330,881</b>	<b>(1,214,119)</b>
<i>Personal Services</i>	137,276,973	152,931,223	157,143,001	158,356,890	(5,425,667)	(1,213,889)
<i>Personal Services - Fringe Benefits</i>	133,769,578	147,439,194	140,997,048	140,997,278	6,441,916	(230)
<i>Sub-Total Employee Compensation</i>	271,046,551	300,370,417	298,140,049	299,354,168	1,016,249	(1,214,119)
<i>Purchase of Services</i>	186,892,287	203,206,853	203,301,853	203,301,853	(95,000)	0
<i>Materials, Supplies &amp; Equipment</i>	52,907,871	62,743,900	57,334,268	57,334,268	5,409,632	0
<i>Contributions, Indemnities &amp; Taxes</i>	3,816,246	8,120,000	8,120,000	8,120,000	0	0
<i>Debt Service</i>	190,908,003	218,105,830	218,105,830	218,105,830	0	0
<i>Payments to Other Funds</i>	70,716,988	74,000,000	70,000,000	70,000,000	4,000,000	0

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**Quarterly City Managers Report  
Analysis of Projected Year-End Variances  
Water Fund**

All Departments

For the Period Ending June 30, 2020

Category	Full Year Proj. Variance Better / (Worse) Than Cur. Target	Reasons / Comments
<u>Revenues</u>		
	(\$10.0)	Lower anticipated water sales and charges as consequence of COVID-19.
	\$11.2	Increased contribution from the Rate Stabilization Fund to offset lower than anticipated revenues and higher labor costs.
<b>Subtotal</b>	<b>\$1.2</b>	
<u>Obligations / Appropriations</u>		
	(\$1.2)	DC#33 Contract Increase
	(\$1.2)	
<u>Other Adjustments</u>		
	\$0.0	
<b>Subtotal</b>	<b>(\$1.2)</b>	
<b>Total</b>	<b>\$0.0</b>	

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**Quarterly City Managers Report**  
**Departmental Full Time Position Summary**  
**Water Fund**  
For the Period Ending June 30, 2020

Department	FY 2019 Actual	Fiscal Year 2020 Year to Date			Fiscal Year 2020 Full Year				
		Month End		Actual (Over) / Under Target Budget	Authorized Positions			Current Projection (Over) / Under	
		Target Budget	Actual		Adopted Budget	Target Budget	Current Projection	Adopted Budget	Target Budget
<b>Office of Innovation &amp; Technology</b>	<b>83</b>	<b>86</b>	<b>86</b>	<b>0</b>	<b>107</b>	<b>107</b>	<b>86</b>	<b>21</b>	<b>21</b>
<b>Office of Fleet Management</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>0</b>	<b>59</b>	<b>59</b>	<b>54</b>	<b>5</b>	<b>5</b>
<b>Water</b>	<b>1,891</b>	<b>1,989</b>	<b>1,989</b>	<b>0</b>	<b>2,242</b>	<b>2,242</b>	<b>1,989</b>	<b>253</b>	<b>253</b>
<b>Revenue</b>	<b>206</b>	<b>205</b>	<b>205</b>	<b>0</b>	<b>232</b>	<b>232</b>	<b>205</b>	<b>27</b>	<b>27</b>
<b>Procurement</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Law</b>	<b>31</b>	<b>30</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>0</b>	<b>0</b>
<b>Water, Sewer &amp; Stormwater Rate Board</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Total Water Fund</b>	<b>2,268</b>	<b>2,366</b>	<b>2,366</b>	<b>0</b>	<b>2,673</b>	<b>2,673</b>	<b>2,366</b>	<b>307</b>	<b>307</b>

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**City of Philadelphia**

**Quarterly City Managers Report**

**FOR THE PERIOD ENDING JUNE 30, 2020**

**AVIATION FUND  
QUARTERLY REPORT**

**Quarterly City Managers Report**  
**Fund Balance Summary**  
**Aviation Fund**  
All Departments  
For the Period Ending June 30, 2020

Category	FY 2019 Actual	Fiscal Year 2020				
		Full Year			Current Projection for	
		Adopted Budget	Target Budget	Current Projection	Revenues Over / (Under)	
					Adopted Budget	Target Budget
<b><u>REVENUES</u></b>						
Taxes						
Locally Generated Non - Tax Revenues	455,810,339	497,797,000	449,480,000	449,480,000	(48,317,000)	0
Other Governments	1,060,781	2,913,000	2,913,000	56,704,000	53,791,000	53,791,000
Revenues from Other Funds of City	1,241,842	1,527,000	1,527,000	1,527,000	0	0
Other Sources						
<b>Total Revenues and Other Sources</b>	<b>458,112,962</b>	<b>502,237,000</b>	<b>453,920,000</b>	<b>507,711,000</b>	<b>5,474,000</b>	<b>53,791,000</b>
Category	FY 2019 Actual	Full Year				
		Adopted Budget	Target Budget	Current Projection	Current Projection for	
					Obligations (Over) / Under	
					Adopted Budget	Target Budget
<b><u>OBLIGATIONS / APPROPRIATIONS</u></b>						
Personal Services	81,074,600	87,640,786	88,585,786	89,033,581	(1,392,795)	(447,795)
Personal Services - Employee Benefits	63,033,740	66,061,224	66,827,224	66,827,045	(765,821)	179
Sub-Total Employee Compensation	144,108,340	153,702,010	155,413,010	155,860,626	(2,158,616)	(447,616)
Purchase of Services	120,075,129	139,191,589	121,713,589	121,713,589	17,478,000	0
Materials, Supplies and Equipment	15,217,585	17,531,900	13,541,900	13,541,900	3,990,000	0
Contributions, Indemnities and Taxes	5,451,739	8,812,000	8,812,000	8,812,000	0	0
Debt Service	133,410,174	134,825,501	134,825,501	134,825,501	0	0
Payment to Other Funds	18,597,640	20,023,000	11,023,000	11,023,000	9,000,000	0
Advances and Miscellaneous Payments	0	0	0	0	0	0
<b>Total Obligations / Appropriations</b>	<b>436,860,607</b>	<b>474,086,000</b>	<b>445,329,000</b>	<b>445,776,616</b>	<b>28,309,384</b>	<b>(447,616)</b>
<b>Operating Surplus / (Deficit)</b>	<b>21,252,355</b>	<b>28,151,000</b>	<b>8,591,000</b>	<b>61,934,384</b>	<b>33,783,384</b>	<b>53,343,384</b>
<b><u>OPERATIONS IN RESPECT TO</u></b>						
<b><u>PRIOR FISCAL YEARS</u></b>						
Prior Year Fund Balance	143,068,950	123,806,000	179,116,574	179,116,574	55,310,574	0
Net Adjustments - Prior Years	14,795,269	15,000,000	15,000,000	15,000,000	0	0
<b>Total Net Adjustments</b>	<b>157,864,219</b>	<b>138,806,000</b>	<b>194,116,574</b>	<b>194,116,574</b>	<b>55,310,574</b>	<b>0</b>
<b>Preliminary Year End Fund Balance</b>	<b>179,116,574</b>	<b>166,957,000</b>	<b>202,707,574</b>	<b>256,050,958</b>	<b>89,093,958</b>	<b>53,343,384</b>
Deferred Revenue-Airline Rates & Charges (See Note 1)	0	0	0	0	0	0
<b>Year End Fund Balance</b>	<b>179,116,574</b>	<b>166,957,000</b>	<b>202,707,574</b>	<b>256,050,958</b>	<b>89,093,958</b>	<b>53,343,384</b>

Note 1: In accordance with Airline Use & Lease Agreements, revenues received in excess of Terminal Building and Airfield Area costs are deferred to the subsequent fiscal year.

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**Quarterly City Managers Report**  
**Non-Tax Revenue Summary**  
**Aviation Fund**  
For the Period Ending June 30, 2020

Department	FY 2019 Actual	Fiscal Year 2020				
		Full Year				
		Adopted Budget	Target Budget	Current Projection	Current Projection Over / (Under)	
					Adopted Budget	Target Budget
<b><u>Local Non-Tax Revenues</u></b>						
Fleet Management	123,416	25,000	45,000	45,000	20,000	0
<i>Sale of Vehicles</i>	123,416	25,000	45,000	45,000	20,000	0
Procurement	1,129	5,000	5,000	5,000	0	0
<i>Miscellaneous</i>	1,129	5,000	5,000	5,000	0	0
City Treasurer	3,333,976	2,095,000	4,100,000	4,100,000	2,005,000	0
<i>Interest Earnings</i>	3,333,976	2,095,000	4,100,000	4,100,000	2,005,000	0
Commerce - Division of Aviation	452,351,818	495,672,000	445,330,000	445,330,000	(50,342,000)	0
<i>Concessions</i>	62,349,635	59,489,000	48,360,000	48,360,000	(11,129,000)	0
<i>Space Rentals</i>	143,837,476	175,153,000	172,086,000	172,086,000	(3,067,000)	0
<i>Landing Fees</i>	91,839,130	105,431,000	97,389,000	97,389,000	(8,042,000)	0
<i>Parking</i>	37,426,119	45,402,000	33,603,000	33,603,000	(11,799,000)	0
<i>Car Rental</i>	19,761,288	25,562,000	14,945,000	14,945,000	(10,617,000)	0
<i>Sale of Utilities</i>	2,772,663	4,693,000	2,077,000	2,077,000	(2,616,000)	0
<i>Overseas Terminal Facility Charges</i>	9,450	25,000	0	0	(25,000)	0
<i>International Terminal Charges</i>	40,941,194	39,580,000	19,683,000	19,683,000	(19,897,000)	0
<i>Passenger Facility Charge</i>	31,188,783	35,754,000	31,200,000	31,200,000	(4,554,000)	0
<i>Miscellaneous</i>	22,226,080	4,583,000	25,987,000	25,987,000	21,404,000	0
<b>Total Local Non-Tax Revenue</b>	<b>455,810,339</b>	<b>497,797,000</b>	<b>449,480,000</b>	<b>449,480,000</b>	<b>(48,317,000)</b>	<b>0</b>
<b><u>Other Governments</u></b>						
Commerce - Division of Aviation	1,060,781	2,913,000	2,913,000	56,704,000	53,791,000	53,791,000
<i>State</i>	0	0	0	0	0	0
<i>Federal</i>	1,060,781	2,913,000	2,913,000	56,704,000	53,791,000	53,791,000
<b>Total Other Governments</b>	<b>1,060,781</b>	<b>2,913,000</b>	<b>2,913,000</b>	<b>56,704,000</b>	<b>53,791,000</b>	<b>53,791,000</b>
<b><u>Revenue from Other Funds</u></b>						
Commerce - Division of Aviation	1,241,842	1,527,000	1,527,000	1,527,000	0	0
<i>General Fund</i>	1,241,842	1,427,000	1,427,000	1,427,000	0	0
<i>Contribution from Bond Fund</i>	0	0	0	0	0	0
<i>Employee Benefits Fund</i>	0	100,000	100,000	100,000	0	0
<b>Total Revenue from Other Funds</b>	<b>1,241,842</b>	<b>1,527,000</b>	<b>1,527,000</b>	<b>1,527,000</b>	<b>0</b>	<b>0</b>
<b>Total - All Sources</b>	<b>458,112,962</b>	<b>502,237,000</b>	<b>453,920,000</b>	<b>507,711,000</b>	<b>5,474,000</b>	<b>53,791,000</b>

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**Quarterly City Managers Report**  
**Departmental Obligations Summary**  
**Aviation Fund**  
For the Period Ending June 30, 2020

Department	FY 2019 Actual	Fiscal Year 2020				
		Full Year			Current Projection	
		Adopted Budget	Target Budget	Current Projection	(Over) / Under	
					Adopted Budget	Target Budget
<b>Office of Innovation &amp; Technology</b>	<b>1,367,929</b>	<b>2,998,689</b>	<b>2,998,689</b>	<b>2,998,689</b>	<b>0</b>	<b>0</b>
<i>Personal Services</i>	499,216	1,541,600	1,541,600	1,541,600	0	0
<i>Purchase of Services</i>	868,713	1,457,089	1,457,089	1,457,089	0	0
<b>Police</b>	<b>16,996,284</b>	<b>18,031,895</b>	<b>18,031,895</b>	<b>18,040,010</b>	<b>(8,115)</b>	<b>(8,115)</b>
<i>Personal Services</i>	16,832,987	17,861,395	17,861,395	17,869,510	(8,115)	(8,115)
<i>Purchase of Services</i>	74,597	77,500	77,500	77,500	0	0
<i>Materials, Supplies &amp; Equipment</i>	88,700	93,000	93,000	93,000	0	0
<b>Fire</b>	<b>8,928,909</b>	<b>9,320,474</b>	<b>10,285,474</b>	<b>10,285,474</b>	<b>(965,000)</b>	<b>0</b>
<i>Personal Services</i>	8,758,009	9,126,574	10,091,574	10,091,574	(965,000)	0
<i>Purchase of Services</i>	15,000	15,000	15,000	15,000	0	0
<i>Materials, Supplies &amp; Equipment</i>	155,900	155,900	155,900	155,900	0	0
<i>Payments to Other Funds</i>	0	23,000	23,000	23,000	0	0
<b>Public Property</b>	<b>19,808,000</b>	<b>26,900,000</b>	<b>21,900,000</b>	<b>21,900,000</b>	<b>5,000,000</b>	<b>0</b>
<i>Purchase of Services</i>	19,808,000	26,900,000	21,900,000	21,900,000	5,000,000	0
<b>Office of Fleet Management</b>	<b>7,219,507</b>	<b>8,401,109</b>	<b>6,601,109</b>	<b>6,617,934</b>	<b>1,783,175</b>	<b>(16,825)</b>
<i>Personal Services</i>	1,396,747	1,520,109	1,520,109	1,536,934	(16,825)	(16,825)
<i>Purchase of Services</i>	572,259	588,000	588,000	588,000	0	0
<i>Materials, Supplies &amp; Equipment</i>	5,250,501	6,293,000	4,493,000	4,493,000	1,800,000	0
<b>Finance</b>	<b>65,706,115</b>	<b>72,719,224</b>	<b>72,485,224</b>	<b>72,485,045</b>	<b>234,179</b>	<b>179</b>
<i>Personal Services - Fringe Benefits</i>	63,033,740	66,061,224	66,827,224	66,827,045	(765,821)	179
<i>Purchase of Services</i>	2,672,375	4,146,000	3,146,000	3,146,000	1,000,000	0
<i>Contributions, Indemnities &amp; Taxes</i>	0	2,512,000	2,512,000	2,512,000	0	0
<i>Advances and Other Miscellaneous Payments</i>	0	0	0	0	0	0
<b>Sinking Fund</b>	<b>133,410,174</b>	<b>134,825,501</b>	<b>134,825,501</b>	<b>134,825,501</b>	<b>0</b>	<b>0</b>
<i>Debt Service</i>	133,410,174	134,825,501	134,825,501	134,825,501	0	0
<b>Commerce - Division of Aviation</b>	<b>181,725,366</b>	<b>199,188,000</b>	<b>176,500,000</b>	<b>176,922,006</b>	<b>22,265,994</b>	<b>(422,006)</b>
<i>Personal Services</i>	51,919,318	55,920,000	55,900,000	56,322,006	(402,006)	(422,006)
<i>Purchase of Services</i>	96,034,185	105,978,000	94,500,000	94,500,000	11,478,000	0
<i>Materials, Supplies &amp; Equipment</i>	9,722,484	10,990,000	8,800,000	8,800,000	2,190,000	0
<i>Contributions, Indemnities &amp; Taxes</i>	5,451,739	6,300,000	6,300,000	6,300,000	0	0
<i>Payments to Other Funds</i>	18,597,640	20,000,000	11,000,000	11,000,000	9,000,000	0
<b>Law</b>	<b>1,604,450</b>	<b>1,607,235</b>	<b>1,607,235</b>	<b>1,608,084</b>	<b>(849)</b>	<b>(849)</b>
<i>Personal Services</i>	1,604,450	1,607,235	1,607,235	1,608,084	(849)	(849)
<i>Purchase of Services</i>	0	0	0	0	0	0
<i>Materials, Supplies &amp; Equipment</i>	0	0	0	0	0	0
<b>Office of Sustainability</b>	<b>93,873</b>	<b>93,873</b>	<b>93,873</b>	<b>93,873</b>	<b>0</b>	<b>0</b>
<i>Personal Services</i>	63,873	63,873	63,873	63,873	0	0
<i>Purchase of Services</i>	30,000	30,000	30,000	30,000	0	0
<b>Total Aviation Fund</b>	<b>436,860,607</b>	<b>474,086,000</b>	<b>445,329,000</b>	<b>445,776,616</b>	<b>28,309,384</b>	<b>(447,616)</b>
<i>Personal Services</i>	81,074,600	87,640,786	88,585,786	89,033,581	(1,392,795)	(447,795)
<i>Personal Services - Fringe Benefits</i>	63,033,740	66,061,224	66,827,224	66,827,045	(765,821)	179
Sub-Total Employee Compensation	144,108,340	153,702,010	155,413,010	155,860,626	(2,158,616)	(447,616)
<i>Purchase of Services</i>	120,075,129	139,191,589	121,713,589	121,713,589	17,478,000	0
<i>Materials, Supplies &amp; Equipment</i>	15,217,585	17,531,900	13,541,900	13,541,900	3,990,000	0
<i>Contributions, Indemnities &amp; Taxes</i>	5,451,739	8,812,000	8,812,000	8,812,000	0	0
<i>Debt Service</i>	133,410,174	134,825,501	134,825,501	134,825,501	0	0
<i>Payments to Other Funds</i>	18,597,640	20,023,000	11,023,000	11,023,000	9,000,000	0
<i>Advances &amp; Other Misc. Pmts.</i>	0	0	0	0	0	0

The material in this report is preliminary and subject to revision and does not represent an official statement of the City of Philadelphia.

**Quarterly City Managers Report**  
**Analysis of Projected Year-End Variances**  
**Aviation Fund**  
All Departments  
For the Period Ending June 30, 2020

Category	Full Year Proj. Variance Better / (Worse) Than Cur. Target	Reasons / Comments
<b><u>Revenues</u></b>		
Revenue from Other Governments	\$53.8	Increased federal assistance to the Airport through the CARES Act.
<b>Subtotal</b>	<b>\$53.8</b>	
<b><u>Obligations / Appropriations</u></b>		
	(\$0.4)	Variances are due to wage increases for DC33.
<b>Subtotal</b>	<b>(\$0.4)</b>	
<b>Total</b>	<b>\$53.4</b>	

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**Quarterly City Managers Report**  
**Departmental Full Time Position Summary**  
**Aviation Fund**  
For the Period Ending June 30, 2020

Department	FY 2019 Actual	Fiscal Year 2020 Year to Date			Fiscal Year 2020 Full Year				
		Month End		Actual (Over) / Under Target Budget	Authorized Positions			Current Projection (Over) / Under	
		Target Budget	Actual		Adopted Budget	Target Budget	Current Projection	Adopted Budget	Target Budget
<b>Office of Innovation &amp; Technology</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>15</b>	<b>15</b>	<b>6</b>	<b>9</b>	<b>9</b>
<b>Police</b>	<b>161</b>	<b>164</b>	<b>164</b>	<b>0</b>	<b>166</b>	<b>166</b>	<b>164</b>	<b>2</b>	<b>2</b>
<i>Uniformed</i>	150	153	153	0	155	155	153	2	2
<i>Civilian</i>	11	11	11	0	11	11	11	0	0
<b>Fire</b>	<b>73</b>	<b>70</b>	<b>70</b>	<b>0</b>	<b>75</b>	<b>75</b>	<b>70</b>	<b>5</b>	<b>5</b>
<i>Uniformed</i>	73	70	70	0	75	75	70	5	5
<i>Civilian</i>	0	0	0	0	0	0	0	0	0
<b>Office of Fleet Management</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>0</b>	<b>25</b>	<b>25</b>	<b>24</b>	<b>1</b>	<b>1</b>
<b>Commerce - Division of Aviation</b>	<b>773</b>	<b>797</b>	<b>797</b>	<b>0</b>	<b>900</b>	<b>900</b>	<b>797</b>	<b>103</b>	<b>103</b>
<b>Law</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>0</b>	<b>22</b>	<b>22</b>	<b>19</b>	<b>3</b>	<b>3</b>
<b>Total Aviation Fund</b>	<b>1,055</b>	<b>1,080</b>	<b>1,080</b>	<b>0</b>	<b>1,203</b>	<b>1,203</b>	<b>1,080</b>	<b>123</b>	<b>123</b>

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**City of Philadelphia**

**Quarterly City Managers Report**

**FOR THE PERIOD ENDING JUNE 30, 2020**

**GRANTS REVENUE FUND  
QUARTERLY REPORT**

**Unanticipated Grants**

**FUNDS TAKEN FROM FINANCE'S UNANTICIPATED GRANTS REVENUE FUND - FY 2020**

**FOR THE PERIOD APRIL 1, 2020 - JUNE 30, 2020**

Dp. No.	Department	Amount	Grant Title	Source	Description
Var.	Var.	85,400,000.00	Grants Fund - Appropriation Transfer	N/A	Ordinance by City Council - Bill # 200258
05	Mayor	1,368.00	Commission on Aging - APPRISE	U.S. Dept. of Health and Human Services	APPRISE outreach activities
05	Mayor	11,345.00	Commission on Aging - APPRISE- MIPPA	U.S. Dept. of Health and Human Services	APPRISE outreach activities
26	L+I	80,000.00	Eastwick Risk Mapping & Repetive Loss	U.S. Dept. of Homeland Security	Support for professional services
<b>Total</b>		<b>85,492,713.00</b>			

**City of Philadelphia**

# **Quarterly City Managers Report**

**FOR THE PERIOD ENDING JUNE 30, 2020**

## **CASH FLOW FORECAST**

Projection as of June 30, 2020

Amounts in Millions

	July 31	Aug 31	Sept 30	Oct 31	Nov 30	Dec 31	Jan 31	Feb 29	March 31	April 30	May 31	June 30	Total	Accrued	Not Accrued	Estimated Revenues
<b>REVENUES</b>																
Real Estate Tax	8.6	9.3	6.9	7.0	5.2	31.9	64.8	422.6	110.4	15.7	7.9	10.5	700.8	(9.3)		691.5
Total Wage, Earnings, Net Profits	159.2	114.7	127.8	156.6	121.8	126.1	188.7	123.3	146.6	163.1	104.4	104.1	1636.4	3.5		1639.9
Realty Transfer Tax	31.2	30.0	21.2	38.7	27.6	30.1	22.1	20.5	47.4	14.4	15.0	13.1	311.3	2.1		313.5
Sales Tax	28.0	34.8	13.9	13.8	15.5	14.4	12.3	13.2	17.8	13.4	17.7	18.5	213.4	(19.2)		194.2
Business Income & Receipts Tax	10.3	8.7	19.7	19.6	6.1	30.5	17.7	6.8	44.9	69.4	26.9	26.7	287.2	226.8		514.0
Beverage Tax	6.8	6.7	6.8	7.7	5.1	7.0	6.4	5.4	5.6	6.3	4.6	5.1	73.4	(7.6)		65.8
Other Taxes	9.7	10.5	14.1	10.0	10.8	11.1	11.8	10.3	10.0	5.1	2.1	1.4	106.8	(2.9)		103.9
Locally Generated Non-tax	34.2	31.5	27.4	31.5	40.6	32.9	28.1	35.3	27.3	13.6	33.2	25.0	360.6	1.6		362.2
Total Other Governments	9.9	54.7	90.8	52.5	15.4	7.3	5.4	15.1	8.1	8.2	7.8	136.3	411.4	(22.1)		389.3
Total PICA Other Governments	33.0	44.7	32.7	45.8	21.1	57.5	40.9	48.7	10.6	77.1	50.8	23.0	486.0	11.7		497.7
Interfund Transfers	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	22.7	22.7		65.8	88.5
<b>Total Current Revenue</b>	<b>330.7</b>	<b>345.6</b>	<b>361.3</b>	<b>383.3</b>	<b>269.3</b>	<b>348.8</b>	<b>398.0</b>	<b>701.1</b>	<b>428.6</b>	<b>386.4</b>	<b>270.4</b>	<b>386.4</b>	<b>4609.9</b>	<b>184.7</b>	<b>65.8</b>	<b>4860.4</b>
Collection of prior year(s) revenue	10.9	2.5	0.0	3.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	17.3			
Other fund balance adjustments																
<b>TOTAL CASH RECEIPTS</b>	<b>341.6</b>	<b>348.1</b>	<b>361.3</b>	<b>387.2</b>	<b>269.3</b>	<b>348.8</b>	<b>398.0</b>	<b>701.1</b>	<b>428.6</b>	<b>386.4</b>	<b>270.4</b>	<b>386.4</b>	<b>4627.2</b>			
<b>EXPENSES AND OBLIGATIONS</b>																
Payroll	77.3	198.1	100.3	143.6	188.6	127.6	106.3	194.9	124.7	207.0	140.6	173.6	1782.6	97.4	4.4	1884.4
Employee Benefits	42.8	51.0	55.7	48.9	45.8	61.5	44.2	57.2	43.0	43.3	54.8	50.1	598.3	20.1	2.0	620.3
Pension	3.5	(0.6)	10.7	81.5	(0.6)	3.2	(0.5)	(0.3)	635.3	(0.6)	(0.5)	(4.6)	726.6	1.5		728.1
Purchase of Services	51.3	50.3	77.0	78.8	57.7	77.5	69.9	68.4	80.3	80.2	88.5	70.4	850.1	36.4	145.5	1032.1
Materials, Equipment	4.3	4.1	4.7	10.8	6.0	6.7	6.7	4.8	5.3	11.2	8.0	10.1	82.7	43.0	40.9	166.6
Contributions, Indemnities	10.6	72.0	4.8	16.2	67.7	6.3	5.1	4.8	66.5	1.4	4.2	73.3	332.9	7.0	1.8	341.7
Debt Service-Short Term	0.0	0.0	0.1	0.0	0.0	0.1	0.0	0.0	0.0	0.0	0.1	0.0	0.4	5.6		6.1
Debt Service-Long Term	106.6	10.4	0.0	0.0	0.8	6.8	34.0	0.3	0.0	0.2	0.0	0.0	159.0	22.4		181.4
Interfund Charges	34.6	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	18.3	4.8	67.7	40.5		108.2
Advances & Misc. Pmts. / Labor Obligations	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	18.4		18.4
Current Year Appropriation	330.8	395.3	253.3	379.8	366.2	289.7	265.7	330.1	955.1	342.6	314.0	377.7	4600.2	292.4	194.6	5087.2
Prior Yr. Expenditures against Encumbrances	44.2	30.6	16.5	15.6	5.4	4.4	5.5	3.6	11.4	0.9	1.2	6.7	145.9			
Prior Yr. Salaries & Vouchers Payable	43.2	(64.3)	60.2	89.3	5.0	(26.8)	6.3	(4.2)	(57.5)	73.8	(35.4)	(1.0)	88.7			
<b>TOTAL DISBURSEMENTS</b>	<b>418.2</b>	<b>361.6</b>	<b>329.9</b>	<b>484.7</b>	<b>376.6</b>	<b>267.4</b>	<b>277.5</b>	<b>329.5</b>	<b>909.0</b>	<b>417.3</b>	<b>279.8</b>	<b>383.3</b>	<b>4834.8</b>			
Excess (Def) of Receipts over Disbursements	(76.6)	(13.6)	31.4	(97.5)	(107.3)	81.4	120.5	371.5	(480.4)	(30.9)	(9.3)	3.2				
Opening Balance	966.4	889.8	876.2	907.6	810.1	702.8	784.2	904.7	1276.2	795.8	764.9	755.6				
TRAN	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				
<b>CLOSING BALANCE</b>	<b>889.8</b>	<b>876.2</b>	<b>907.6</b>	<b>810.1</b>	<b>702.8</b>	<b>784.2</b>	<b>904.7</b>	<b>1276.2</b>	<b>795.8</b>	<b>764.9</b>	<b>755.6</b>	<b>758.8</b>				

CASH FLOW PROJECTIONS  
CONSOLIDATED CASH - ALL FUNDS - FY2020

OFFICE OF THE DIRECTOR OF FINANCE

Projection as of June 30, 2020

	Amounts in Millions											
	July 31	Aug 31	Sept 30	Oct 31	Nov 30	Dec 31	Jan 31	Feb 29	March 31	April 30	May 31	June 30
General	889.8	876.2	907.6	810.1	702.8	784.2	904.7	1276.2	795.8	764.9	755.6	758.8
Grants Revenue	(17.2)	(0.6)	24.6	14.3	(34.0)	(68.8)	(64.6)	173.8	32.2	354.4	312.7	162.4
Community Development	(2.5)	(1.4)	(1.6)	0.7	(2.8)	(7.8)	(12.4)	(2.1)	(7.8)	5.2	4.5	(8.0)
Vehicle Rental Tax	5.0	5.7	6.4	7.0	7.6	8.1	8.6	9.1	9.5	9.9	10.0	10.2
Hospital Assessment Fund	20.5	20.0	45.8	22.1	21.7	41.0	24.0	23.9	37.1	25.9	61.7	34.5
Housing Trust Fund	58.5	56.4	55.4	62.2	61.4	61.1	61.3	58.4	55.5	56.2	75.3	72.4
Budget Stabilization Fund	34.3	34.3	34.3	34.3	34.3	34.3	34.3	34.3	34.3	34.3	34.3	34.3
Other Funds	10.9	10.1	9.8	9.6	9.3	9.4	9.0	9.1	9.2	9.2	8.9	8.4
<b>TOTAL OPERATING FUNDS</b>	<b>999.2</b>	<b>1000.8</b>	<b>1082.2</b>	<b>960.3</b>	<b>800.2</b>	<b>861.5</b>	<b>965.0</b>	<b>1582.7</b>	<b>965.8</b>	<b>1259.9</b>	<b>1263.1</b>	<b>1072.8</b>
Capital Improvement	102.6	451.0	425.5	409.6	398.9	387.4	375.3	361.6	340.9	331.3	308.4	298.5
Industrial & Commercial Dev.	10.1	10.1	10.1	10.1	10.1	10.1	10.1	10.2	10.2	10.2	10.2	10.2
<b>TOTAL CAPITAL FUNDS</b>	<b>112.7</b>	<b>461.0</b>	<b>435.6</b>	<b>419.6</b>	<b>409.0</b>	<b>397.5</b>	<b>385.4</b>	<b>371.8</b>	<b>351.0</b>	<b>341.5</b>	<b>318.6</b>	<b>308.7</b>
<b>TOTAL FUND EQUITY</b>	<b>1111.9</b>	<b>1461.8</b>	<b>1517.8</b>	<b>1380.0</b>	<b>1209.2</b>	<b>1259.0</b>	<b>1350.4</b>	<b>1954.5</b>	<b>1316.9</b>	<b>1601.4</b>	<b>1581.6</b>	<b>1381.5</b>

**City of Philadelphia**

# **Quarterly City Managers Report**

**FOR THE PERIOD ENDING JUNE 30, 2020**

## **METHODOLOGY FOR FINANCIAL REPORTING**

# QUARTERLY CITY MANAGERS REPORT

For the Period Ending June 30, 2020

## METHODOLOGY FOR FINANCIAL REPORTING

### A. FUND ACCOUNTING

Funds are groupings of activities that enable the city to maintain control over resources that have been segregated for particular purposes or objectives. All of the funds of the City of Philadelphia can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

- **Governmental funds.** The governmental funds are used to account for the financial activity of the city's basic services, such as: general government; economic and neighborhood development; public health, welfare and safety; cultural and recreational; and streets, highways and sanitation. The fund financial activities focus on a short-term view of the inflows and outflows of spendable resources, as well as on the balances of spendable resources available at the end of the fiscal year. The financial information presented for the governmental funds are useful in evaluating the city's short term financing requirements.

The city maintains twenty individual governmental funds. The city's Comprehensive Annual Financial Report presents data separately for the general fund, grants revenue fund and health-choices behavioral health fund, which are considered to be major funds. Data for the remaining seventeen funds are combined into a single aggregated presentation.

- **Proprietary funds.** The proprietary funds are used to account for the financial activity of the city's operations for which customers are charged a user fee; they provide both a long and short-term view of financial information. The city maintains three enterprise funds that are a type of proprietary funds - the airport, water and waste water operations, and industrial land bank.
- **Fiduciary funds.** The City of Philadelphia is the trustee, or fiduciary, for its employees' pension plans. It is also responsible for the Gas Works' employees' retirement reserve assets. Both of these fiduciary activities are reported in the city's Comprehensive Annual Financial Report as separate financial *statements of fiduciary net assets* and *changes in fiduciary net assets*.

### B. BASIS OF ACCOUNTING AND MEASUREMENT FOCUS

*Governmental funds* account for their activities using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the city considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recorded when a liability is incurred, as in the case of full accrual accounting. Debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due, however, those expenditures may be accrued if they are to be liquidated with available resources.

Imposed non-exchange revenues, such as real estate taxes, are recognized when the enforceable legal claim arises and the resources are available. Derived tax revenues, such as wage, business privilege, net

# QUARTERLY CITY MANAGERS REPORT

For the Period Ending June 30, 2020

## METHODOLOGY FOR FINANCIAL REPORTING

profits and earnings taxes, are recognized when the underlying exchange transaction has occurred and the resources are available. Grant revenues are recognized when all the applicable eligibility requirements have been met and the resources are available. All other revenue items are considered to be measurable and available only when cash is received by the city.

Revenue that is considered to be *program revenue* include: (1) charges to customers or applicants for goods received, services rendered or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program specific revenues, therefore, all taxes are considered general revenues.

The city's financial statements reflect the following three funds as major **Governmental Funds**:

- The **General Fund** is the city's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in other funds.
- The **HealthChoices Behavioral Health Fund** accounts for resources received from the Commonwealth of Pennsylvania. These resources are restricted to providing managed behavioral health care to Philadelphia residents.
- The **Grants Revenue Fund** accounts for the resources received from various federal, state and private grantor agencies. The resources are restricted to accomplishing the various objectives of the grantor agencies.

The City also reports on **Permanent Funds**, which are used to account for resources legally held in trust for use by the park and library systems of the city. There are legal restrictions on the resources of the funds that require the principal to remain intact, while only the earnings may be used for the programs.

The City reports on the following **Fiduciary Funds**:

- The **Municipal Pension Fund** accumulates resources to provide pension benefit payments to qualified employees of the city and certain other quasi-governmental organizations.
- The **Philadelphia Gas Works Retirement Reserve Fund** accounts for contributions made by the Philadelphia Gas Works to provide pension benefit payments to its qualified employees under its noncontributory pension plan.

The City reports the following major **Proprietary Funds**:

- The **Water Fund** accounts for the activities related to the operation of the city's water delivery and sewage systems.
- The **Aviation Fund** accounts for the activities of the city's airports.
- The **Industrial Land Bank Fund** accounts for the activities of the city's inventory of commercial land sites.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in

# **QUARTERLY CITY MANAGERS REPORT**

**For the Period Ending June 30, 2020**

## **METHODOLOGY FOR FINANCIAL REPORTING**

connection with a proprietary fund's ongoing operations. The principal operating revenues of the Water Fund are charges for water and sewer service. The principal operating revenue of the Aviation Fund is charges for the use of the airport. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. The principal operating revenues of the Industrial Land Bank Fund come from sales of land sites, while the operating expenses are comprised of land purchases and improvements made thereon. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

### **C. LEGAL COMPLIANCE**

The city's budgetary process accounts for certain transactions on a basis other than generally accepted accounting principles (GAAP). In accordance with the Philadelphia Home Rule Charter, the city has formally established budgetary accounting control for its operating and capital improvement funds.

The operating funds of the city, consisting of the General Fund, nine Special Revenue Funds (County Liquid Fuels Tax, Special Gasoline Tax, HealthChoices Behavioral Health, Hotel Room Rental Tax, Grants Revenue, Community Development, Housing Trust, Acute Care Hospital Assessment and Car Rental Tax Funds) and two Enterprise Funds (Water and Aviation Funds), are subject to annual operating budgets adopted by City Council. Included with the Water Fund is the Water Residual Fund. These budgets appropriate funds for all city departments, boards and commissions by major class of expenditure within each department. Major classes are defined as: personal services; purchase of services; materials and supplies; equipment; contributions, indemnities and taxes; debt service; payments to other funds; and advances and other miscellaneous payments. The appropriation amounts for each fund are supported by revenue estimates and take into account the elimination of accumulated deficits and the re-appropriation of accumulated surpluses to the extent necessary. All transfers between major classes (except for materials and supplies and equipment, which are appropriated together) must have councilmanic approval. Appropriations that are not expended or encumbered at year-end are lapsed.

The City Capital Improvement Fund budget is adopted annually by the City Council. The Capital Improvement budget is appropriated by project for each department. All transfers between projects exceeding twenty percent of each project's original appropriation must be approved by City Council. Any funds that are not committed or expended at year-end are lapsed.

Schedules prepared on the legally enacted basis differ from the generally accepted accounting principles (GAAP) basis in that both expenditures and encumbrances are applied against the current budget, adjustments affecting activity budgeted in prior years are accounted for through fund balance or as reduction of expenditures and certain interfund transfers and reimbursements are budgeted as revenues and expenditures.

### **D. CITY MANAGERS REPORTS**

Projected revenues and obligations reflected on the City Managers Reports are consistent with the above legal basis of Accounting and include all appropriate accruals.

Actual monthly revenue figures do not include revenues measurable and available within 60 days after

## **QUARTERLY CITY MANAGERS REPORT**

**For the Period Ending June 30, 2020**

### **METHODOLOGY FOR FINANCIAL REPORTING**

the month end because it would be impractical to issue timely reports using this method of accrual.

Actual monthly expenditures do not include accounts payable (amounts owed to providers of goods and services which have not been vouchered on the City's accounting records). These amounts, however, are reflected in the encumbrances outstanding for each City agency.

Interfund service charges, an annual expense budgeted in certain City departments, are not included in the actual monthly obligations, but as stated above, are projected in the City's annual costs.