

THE COUNCIL OF THE CITY OF NEW YORK

Hon. Melissa Mark-Viverito
Speaker of the Council

Hon. Ben Kallos
Chair, Committee on Governmental Operations



Report of the Finance Division on the
Fiscal 2018 Preliminary Budget and the
Fiscal 2017 Preliminary Mayor's Management Report for the

Board of Elections
Office of Administrative Trials and Hearings
Financial Information Services Agency
Office of Payroll Administration
Office of Administrative Tax Appeals
Department of Records and Information Services
Community Boards

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Table of Contents

Introduction	1
Fiscal 2018 Preliminary Budget Highlights.....	1
The Board of Elections.....	3
BOE Financial Plan Summary	3
BOE Contract Chart	4
BOE Preliminary Mayor’s Management Report (PMMR).....	5
BOE Budget Actions in the November and the Preliminary Plans.....	5
Office of Administrative Trials and Hearings.....	6
OATH Financial Plan Summary	6
OATH Fine Revenue	7
OATH Contract Budget.....	7
OATH 2017 Preliminary Mayor’s Management Report.....	8
OATH Budget Actions in the November and the Preliminary Plans	8
Financial Information Services Agency.....	9
FISA Financial Plan Summary	9
FISA Contract Budget	10
FISA Capital Program	10
FISA Budget Actions in the November and the Preliminary Plans	11
Office of Payroll Administration	12
Financial Plan Summary.....	12
OPA Contract Budget.....	13
OPA Budget Actions in the November and the Preliminary Plans.....	13
Office of Administrative Tax Appeals.....	14
OATA Financial Plan Summary.....	14
Department of Records and Information Services	15
DORIS Financial Plan Summary	15
2017 Preliminary Mayor’s Management Report	16
Community Boards	17

Introduction

This report provides a review of several agencies under the oversight of the Committee on Governmental Operations including, the Board of Elections (BOE), Office of Administrative Trials and Hearings (OATH), Financial Information Services Agency (FISA), Office of Payroll Administration (OPA), Office of Administrative Tax Appeals (OATA), the Department of Records and Information Services (DoRIS), and Community Boards. For each agency, the highlights of the Fiscal 2018 expense budget are presented as well as an analysis of contract funding, miscellaneous revenue, and capital funding where applicable. The report also reviews relevant sections of the Preliminary Mayor's Management Report for Fiscal 2017.

Fiscal 2018 Preliminary Budget Highlights

- **BOE Fiscal 2018 Budget.** The Board's Fiscal 2018 proposed budget of \$98.6 million, is \$11.4 million less than the average actual expenditures of \$110 million from the previous six years. The budget includes \$39.2 million in Personnel Services funding to support 505 full-time positions and over 36,000 poll workers. The Fiscal 2018 Preliminary Plan includes a new need that would baseline 30 voting technician positions at an annual cost of \$1 million. BOE's Fiscal 2018 Budget is likely to be modified to recognize additional resources prior to Adoption.
- **OATH Expense Budget.** OATH's Fiscal 2018 Preliminary Budget totals \$44.4 million, including \$32.8 million to support 286 full-time positions.
 - **Implementation of the Criminal Justice Reform Act (CJRA).** OATH's Fiscal 2018 Preliminary Budget includes additional funding of \$2.9 million in order to implement the CJRA, which is anticipated to increase OATH's caseload by over 48,000 hearings. Of the total, \$1.4 million is Personal Services funding to support 22 new positions.
- **FISA Expense Budget.** FISA's proposed budget for Fiscal 2018 totals \$109 million, including Personal Services funding of \$50 million to support 456 full-time positions. FISA will incur additional lease expenses for its co-located headquarters with the Office of Payroll Administration, which was included in last year's Executive Financial Plan. In recent years, FISA's actual expenditures have been significantly lower than its budgeted resources resulting in year-end surpluses.
 - **Citywide Savings Program.** FISA will generate budget savings of \$2.1 million in Fiscal 2017 and \$2.2 million in Fiscal 2018, as part of the Citywide Savings Program through the reduction of Information Technology (IT) maintenance expenditures associated with newer equipment. Additional savings comes from Personal Services accruals from delays in hiring.
- **OPA Expense Budget.** OPA's proposed budget for Fiscal 2018 totals \$17.3 million, including Personal Services funding of \$15.5 million to support 179 full-time positions.
 - **Citywide Savings Program.** Since the Adoption of the Fiscal 2017 Budget, OPA has identified budget savings totaling \$328,000 in Fiscal 2017 and \$354,000 in

Fiscal 2018 by working with FISA to perform certain IT functions more efficiently with in-house staff or by combining maintenance agreements to reduce costs.

- **OATA (Tax Commission) Expense Budget.** The Fiscal 2018 Preliminary Budget for the Office of Administrative Tax Appeals totals \$5 million, including \$4.7 million in Personal Services funding to support 44 full-time positions. Of that Personal Services total, \$3.3 million is allocated to the Tax Commission for 31 positions and \$1.4 million is allocated to the Tax Appeals Tribunal for 13 positions.
- **DoRIS Expense Budget.** DORIS' proposed budget for Fiscal 2018 totals \$7.3 million, including \$3.8 million in Personal Services funding to support 59 full-time positions. The Preliminary Budget includes a budget action that would add eight positions responsible for the digitization of records that was previously done by a contractor.
- **Community Boards Expense Budget.** The Fiscal 2018 Preliminary Budget for the Community Boards totals \$17.3 million, including \$12.5 million in Personal Services funding. Each board receives a standard allocation of approximately \$234,000 for Personal Services and Other Than Personnel Services expenses. There are 59 community boards in New York City: 12 are located in Manhattan; 12 in the Bronx; 14 in Queens; 18 in Brooklyn; and three on Staten Island.

Board of Elections

The Board of Elections (the Board or BOE) conducts, as specified by State law, all elections within the City of New York. The Board has a central office and five borough offices. The Board receives and examines candidates' petitions, registers voters either by mail or on specified registration days, and keeps current the City's voter registration lists. The Board staff holds and keeps minutes of all of the Commissioners' meetings.

BOE Financial Plan Summary

BOE Financial Summary						
<i>Dollars in Thousands</i>						
	2015	2016	2017	Preliminary Plan		*Difference
	Actual	Actual	Adopted	2017	2018	2017 - 2018
Personal Services						
Full-Time Salaried	\$17,676	\$21,162	\$22,097	\$23,090	\$23,302	\$1,205
Additional Gross Pay	1,943	280	221	243	89	(132)
Other Salaried & Unsalariated	26,904	25,375	25,164	26,490	13,468	(11,696)
Overtime	4,869	7,229	4,874	4,874	2,292	(2,582)
SUBTOTAL	\$51,391	\$54,045	\$52,356	\$54,697	\$39,151	(\$13,204)
Other Than Personal Services						
Contractual Services	\$21,626	\$24,740	\$37,822	\$41,193	\$29,208	(\$8,614)
Other Services & Charges	26,266	28,073	25,611	26,988	22,462	(3,149)
Property & Equipment	3,569	5,235	1,958	5,977	3,796	1,838
Supplies & Materials	3,903	4,579	6,000	3,570	3,999	(2,001)
SUBTOTAL	\$55,364	\$62,627	\$71,391	\$77,727	\$59,465	(11,926)
TOTAL	\$106,755	\$116,672	\$123,746	\$132,425	\$98,616	(\$25,130)
Funding						
City Funds			\$121,716	\$130,401	\$98,616	(\$23,100)
State			1,974	1,974	0	(1,974)
Federal			56	50	0	(\$56)
TOTAL	\$106,755	\$116,672	\$123,746	\$132,425	\$98,616	(\$25,130)
Budgeted Headcount						
Full-Time Positions	367	469	475	505	505	30

**The difference of Fiscal 2017 Adopted Budget compared to Fiscal 2018 Preliminary Budget.*

Fiscal 2017

In the Preliminary Budget, the Board's expense budget for Fiscal 2017 totals \$132.4 million, including \$54.7 million in Personnel Services funding to support 505 full-time positions and over 36,000 poll workers. The Board's Fiscal 2017 budget is \$22 million more than the average actual expenditures of \$110 million from the previous six years. In Fiscal 2017, the Board conducted the presidential elections which accounts for much of the aforementioned increase.

Fiscal 2018

The Board's Fiscal 2018 proposed budget of \$98.6 million, includes \$39.2 million in Personal Services funding. The Preliminary Budget includes a new need that would baseline 30 voting technician positions at an annual cost of \$1 million. The BOE's budget varies significantly from year to year based on the election cycle. Large decreases in the PS and OTPS budgets are common at this stage of the budget cycle. BOE's Fiscal 2018 Budget is

likely to be modified to recognize additional resources prior to Adoption. Funding for any deficits are added to the Board's budget by the fiscal year's end.

Actual Expenditures

BOE Actuals <i>Dollars in Thousands</i>	Fiscal Year					
	2011	2012	2013	2014	2015	2016
Personal Services	\$48,487	\$57,651	\$52,682	\$57,410	\$51,391	\$54,045
Other Than Personal Services	54,387	52,187	54,791	58,753	55,364	62,627
Agency Total	\$102,874	\$109,839	\$107,473	\$116,163	\$106,755	\$116,672

From Fiscal 2011 through 2016, the Board's total expenditures averaged \$110 million per year, peaking at \$116.6 million in Fiscal 2016. The Board's Fiscal 2018 Preliminary Budget of \$98.6 million is \$11.4 million less than its six-year spending average. The BOE's budget varies significantly from year to year based on the election cycle.

BOE Contract Chart

The New York City Charter mandates the preparation of a Contract Budget to identify expenditures for contractual services, which are defined as any technical, consultant or personal service provided to the City by means of a contract. The Contract Budget is actually a subset of the OTPS portion of the City's Expense Budget. The Administration prepares a Contract Budget twice each fiscal year. The Fiscal 2018 Preliminary Contract Budget totals \$14.4 billion for procurement expenditures across all agencies.

BOE Fiscal 2018 Preliminary Contract Budget				
<i>Dollars in Thousands</i>				
Category	Fiscal 2017 Adopted	Number of Contracts	Fiscal 2018 Preliminary	Number of Contracts
Contractual Services General	\$6,600	2	\$6,191	2
Telecommunications Maintenance	841	8	841	8
Maint & Repair, General	1	1	1,258	1
Office Equipment Maintenance	220	2	220	2
Data Processing Equipment	200	1	200	1
Printing Contracts	17,108	9	17,008	9
Security Services	200	1	200	1
Cleaning Services	100	1	100	1
Transportation Expenditures	3,747	9	2,750	9
Training Programs for City Employees	198	1	190	1
Professional Services Legal	150	1	150	1
Professional Services: Computer Services	300	1	0	0
Professional Services: Other	8,157	3	100	1
TOTAL	\$37,822	40	\$29,208	37

The BOE's contract budget for Fiscal 2018 totals \$29.2 million and accounts for 29.6 percent of the Board's total budget. The budget decreases by \$8.6 million when compared to the Fiscal 2017 Adopted Budget. This is because the BOE's budget is allocated on a year to year basis and, as such, hasn't been finalized for Fiscal 2018. Like previous BOE budgets, additional funding is typically recognized in subsequent financial plans throughout the year.

BOE Preliminary Mayor's Management Report (PMMR)

As an independent agency, the Board is not required to provide performance measurements for the PMMR. The data in the PMMR is collected from the Board's annual report. Four-month actual data is not provided.

AGENCY Performance Indicators	Actual		
	FY14	FY15	FY16
Voter turnout - general election (000)	1,102	1,042	236
Voter Registration forms processed	254,404	145,809	166,961
Total registered voters (000)	4,610	4,568	4,552
Total active voters (000)	4,276	4,160	4,108
Eligible voters registered (%)	NA	NA	NA
Poll worker attendance on Election Day (%)	0.875	0.848	0.891
Voter complaints regarding poll workers	422	446	304
Voter complaints regarding poll workers - service	253	213	243
Voter complaints regarding poll workers - procedure	169	233	61
Voting equipment replacement rate - ballot scanners (%)	0.004	0.004	0.003
Voting equipment replacement rate - ballot marking devices (%)	0.009	0.023	0.005
Election results reporting timeliness (hours)	NA	NA	NA
Precision of unofficial election results (%)	0.018	0.021	0.018
Interpreters deployed on election day	1,908	2,051	1,874
Interpreters deployed on election day - Bronx	138	148	155
Interpreters deployed on election day - Brooklyn	530	539	500
Interpreters deployed on election day - Queens	832	924	830
Interpreters deployed on election day - Manhattan	366	394	351
Interpreters deployed on election day - Staten Island	42	46	38

BOE Budget Actions in the November and the Preliminary Plans

<i>Dollars in Thousands</i>	FY 2017			FY 2018		
	City	Non-City	Total	City	Non-City	Total
BOE Budget as of the Adpt 2017 Budget	\$121,717	\$2,030	\$123,747	\$90,481	\$0	\$90,481
New Needs						
Ramp Parts & Installation	\$4,794		\$4,794	\$5,891		\$5,891
Data Entry Temps	291		291			0
Poll Worker Funding Adjustment	1,354		1,354			0
Voter Machine Maintenance	1,257		1,257	1,257		1,257
Voting Machine Technicians (30)	987		987	987		987
Subtotal, New Needs	\$8,683	\$0	\$8,683	\$8,135	\$0	\$8,135
Other Adjustments						
HAVA Adjustment		(\$6)	(\$6)			\$0
Subtotal, Other Adjustments	\$0	(\$6)	(\$6)	\$0	\$0	\$0
TOTAL, All Changes	\$8,683	(\$6)	\$8,677	\$8,135	\$0	\$8,135
BOE Budget as of the Prelim 2018 Budget	\$130,400	\$2,024	\$132,424	\$98,616	\$0	\$98,616

Office of Administrative Trials and Hearings

The Office of Administrative Trials and Hearings (OATH) is the City's central, independent administrative law court. OATH has two divisions: the OATH Trials Division and the OATH Hearings Division. OATH Trials Division adjudicates a wide range of issues that can be referred by any City agency, board or commission. The Hearings Division, conducts hearings on summonses that can be issued by 25 different enforcement agencies for alleged violations of City rules and regulations.

With a focus on providing convenience to the New Yorkers who are summoned to its courts, OATH has undertaken a transformation of administrative law adjudications. OATH has redesigned all of the rules, procedures, forms and documents across its Hearings Division, with the aim of making the hearing processes standard and understandable regardless of the City enforcement agencies that issued the summons.

OATH Financial Plan Summary

OATH Financial Summary						
<i>Dollars in Thousands</i>						
	FY15	FY16	FY17	Prelim. Plan		*Difference
	Actual	Actual	Adopted	2016	2017	2017 - 2018
Spending						
Personal Services	\$27,231	\$28,007	\$30,648	\$31,285	\$32,817	\$2,168
Full-Time Salaried	16,041	16,682	18,086	19,377	20,736	2,649
Other Salaried & Unsalariated	10,350	10,710	11,997	11,355	11,563	(434)
Additional Gross Pay	798	564	515	502	468	(47)
Overtime	42	50	50	51	50	0
Other Than Personal Services	7,141	8,337	8,889	10,719	11,580	2,691
Supplies and Materials	706	1,269	1,702	1,128	1,812	111
Property and Equipment	441	185	354	450	354	0
Other Services and Charges	3,138	4,102	4,562	5,414	6,593	2,030
Contractual Services	2,855	2,780	2,272	3,727	2,821	550
TOTAL	\$34,371	\$36,344	\$39,537	\$42,004	\$44,396	\$4,859
Funding						
City Funds	34,371	36,344	39,537	42,004	44,396	4,859
TOTAL	\$34,371	\$36,344	\$39,537	\$42,004	\$44,396	\$4,859
Budgeted Headcount						
Full-Time Positions	238	241	263	286	286	23

**The difference of Fiscal 2017 Adopted Budget compared to Fiscal 2018 Preliminary Budget.*

OATH's Fiscal 2018 Preliminary Budget totals \$44.4 million, including \$32.8 million to support 286 full-time positions. The Office is funded entirely from City funds. The increase in OATH's Fiscal 2018 Budget results primarily from the identification of new needs since Adoption of the Fiscal 2017 Budget, most notably additional resources for the implementation of the Criminal Justice Reform Act (CJRA).

Implementation of the Criminal Justice Reform Act (CJRA). OATH's Fiscal 2018 Preliminary Budget includes additional funding of \$2.9 million in order to implement the CJRA, which is anticipated to increase OATH's caseload by over 48,000 hearings. Of the total, \$1.4 million is Personal Services funding to support 22 new positions. The remaining funding is allocated to facility renovations to accommodate the increased volume of

hearings, security guard coverage, community service programs, and additional supplies and equipment.

The recently enacted CJRA has reclassified certain criminal law misdemeanors and violations, and has added the option of administrative civil law adjudication. Summonses for these violations can now be adjudicated at OATH instead of the Criminal Courts.

OATH Fine Revenue

OATH generates revenue for the City through the collection of fines issued for various violations. There are three main categories of fines that comprises the Office's fine revenue that include Health Department fines, Taxi and Limousine Commission fines and Environmental Control Board fines. Fine revenue generated by OATH totaled \$155 million in Fiscal 2016.

<i>In Thousands</i>	Actual					Planned	
	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18
ECB Fines	\$94,888	\$87,173	\$91,838	\$99,580	\$122,743	\$97,730	\$93,928
DOHMH Fines	53,639	41,548	38,744	33,082	27,324	23,780	26,288
TLC Fines	11,270	6,995	6,655	8,632	5,149	3,000	5,200
TOTAL	\$159,797	\$135,716	\$137,237	\$141,294	\$155,216	\$124,510	\$125,416

It is projected that OATH will generate combined tribunal fine revenue of \$124.5 million in Fiscal 2017. ECB fine revenue which includes violations from over 20 different agencies, represented 79 percent of OATH's total fine revenue in Fiscal 2016. Revenue generated through Health Department fines has decreased since peaking at \$53.6 million in Fiscal 2012. The decrease is due in large part to the Council's efforts to reform the City's restaurant grading system. In October 2013, the Council passed legislation that improved the oversight and performance of the restaurant inspection system. In March of 2014, the Council and the Department of Health and Mental Hygiene announced new restaurant grading rules designed to reduce fines and provide additional educational resources to help restaurants maintain high health standards throughout New York City.

OATH Contract Budget

OATH Fiscal 2018 Preliminary Contract Budget				
<i>Dollars in Thousands</i>				
Category	Fiscal 2017 Adopted	Number of Contracts	Fiscal 2018 Preliminary	Number of Contracts
Contractual Services General	\$850	4	\$1,220	4
Telecommunications Maintenance	87	1	267	1
Office Equipment Maintenance	54	3	54	3
Printing Contracts	87	1	87	1
Security Services	572	2	572	2
Temporary Services	195	1	195	1
Cleaning Services	60	2	60	2
Training Programs for City Employees	8	2	8	2
Computer Services	324	1	324	1
Direct Education	7	1	7	1
Professional Services: Other	27	2	27	2
TOTAL	\$2,271	20	\$2,821	20

OATH's Fiscal 2018 Contract Budget totals \$2.8 million for 20 contracts and accounts for 24 percent of the agency's total OTPS budget. The increase in OATH's contract budget in Fiscal 2018 can be attributed to procurement needs related to the implementation of the CJRA implementation.

OATH 2017 Preliminary Mayor's Management Report

Performance Indicators	Actual			Target		4-Month Actual	
	FY14	FY15	FY16	FY17	FY18	FY16	FY17
Average time for the OATH Trials Division to issue decisions after records closed (business days)	15.2	7.5	5.4	25	25	5.4	5.3
Average adjournment time at the OATH Trials Division (business days)	15.7	16.9	17.5	20	20	16.4	18.5
Total number of pre-hearing activities at the OATH Hearings Division	245,037	250,911	298,819	*	*	92,014	104,020
Total summonses processed at the OATH Hearings Division	475,222	476,986	612,124	*	*	197,664	214,723
Summonses with decision rendered at the OATH Hearings Division	199,302	206,867	195,290	*	*	65,965	68,907
Average time from OATH Hearings Division hearing assignment to decision rendered (days)	4	4	4	*	*	3	6

In the first four months of Fiscal 2017, the average time from OATH Hearings Division hearing assignment to decision increased from three days to six days. This increase is the result of OATH's reorganization toward the one summons, one hearing, and one process objectives.

OATH Budget Actions in the November and the Preliminary Plans

<i>Dollars in Thousands</i>	FY 2017			FY 2018		
	City	Non-City	Total	City	Non-City	Total
OATH Budget as of the Adopted 2017 Budget	\$39,537	\$0	\$39,537	\$41,124	\$0	\$41,124
New Needs						
Criminal Justice Reform Act (CJRA) Implementation	\$884	\$0	\$884	\$2,665	\$0	\$2,665
CJRA Service Program	350	0	350	100	0	100
CJRA Facilities Enhancement	579	0	579	0	0	0
CRJRA Security	80	0	80	42	0	42
Admin. Community Relations Specialist	76	0	76	85	0	85
Health Issuance Collection Contract	461	0	461	288	0	288
Text Notifications	7	0	7	60	0	60
BK Extended Hours pilot	3	0	3	0	0	0
Subtotal, New Needs	\$2,440	\$0	\$2,440	\$3,240	\$0	\$3,240
Other Adjustments						
Collective bargaining	\$27	\$0	\$27	\$33	\$0	\$33
Subtotal, Other Adjustments	\$27	\$0	\$27	\$33	\$0	\$33
TOTAL, All Changes	\$2,467	\$0	\$2,467	\$3,273	\$0	\$3,273
OATH Budget as of the Preliminary 2018 Budget	\$42,004	\$0	\$42,004	\$44,397	\$0	\$44,397

Financial Information Services Agency

The Financial Information Services Agency (FISA or the Agency) controls and coordinates data processing functions and operations for the City's payroll, accounting and purchasing systems; manages the citywide Financial Management System (FMS); generates and distributes reports for accounting and budget oversight; and provides on-line access to budgetary or related data for use by city managers and others. FISA also maintains the operational integrity of the Payroll Management System (PMS) and the Integrated Comprehensive Contracts Information System (ICCIS). FISA is jointly controlled by the Mayor and the Comptroller, as defined by the City Charter.

FISA Financial Plan Summary

FISA Financial Summary						
<i>Dollars in Thousands</i>						
	2015	2016	2017	Prelim. Plan		*Difference
<i>Dollars in Thousands</i>	Actual	Actual	Adopted	2017	2018	2017 - 2018
Spending						
Personal Services	\$43,360	\$45,399	\$49,009	\$48,510	\$49,955	\$945
Full-Time Salaried	41,465	43,760	48,307	46,789	49,252	944
Other Salaried & Unsalariated	190	131	128	188	129	1
Additional Gross Pay	1,471	1,305	406	1,283	406	0
Overtime	234	204	168	250	168	0
Other Than Personal Services	39,762	45,991	56,715	55,101	59,822	3,107
Supplies and Materials	2,033	4,093	2,950	2,722	2,937	(13)
Property and Equipment	140	75	114	189	114	0
Other Services and Charges	11,132	13,356	23,756	22,409	27,451	3,695
Contractual Services	26,457	28,466	29,895	29,781	29,320	(575)
TOTAL	\$83,122	\$91,390	\$105,724	\$103,610	\$109,777	\$4,053
Funding						
City Funds	83,122	91,390	105,724	103,610	109,777	4,053
TOTAL	\$83,122	\$91,390	\$105,724	\$103,610	\$109,777	\$4,053
Budgeted Headcount						
Full-Time Positions	422	428	460	458	456	(4)

**The difference of Fiscal 2017 Adopted Budget compared to Fiscal 2018 Preliminary Budget.*

FISA's proposed budget for Fiscal 2018 totals \$109 million, including Personal Services funding of \$50 million to support 456 full-time positions. FISA relies entirely on City tax-levy funding. The \$4 million increase in the Agency's Fiscal 2018 Budget is the result of additional lease expenses for its co-located headquarters with the Office of Payroll Administration, which was included in last year's Executive Financial Plan. In recent years, FISA's actual expenditures have been significantly lower than its budgeted resources resulting in year-end surpluses.

- **Citywide Savings Program.** FISA will generate budget savings of \$2.1 million in Fiscal 2017 and \$2.2 million in Fiscal 2018, as part of the Citywide Savings Program introduced since Adoption. The largest savings, \$1.6 million in Fiscal 2018, comes from the reduction of IT maintenance expenditures associated with newer equipment. Additional savings comes from PS accruals from delays in hiring.

Citywide Information Technology Systems

In coordination with several City agencies, FISA plays a significant role in the planning, maintenance and management of upgrades of many of the City's large scale IT systems. For Fiscal 2018, OTPS funding for the maintenance of IT systems managed by FISA include:

- \$8.7 million for the CityTime municipal employee timekeeping system;
- \$6.9 million for the Financial Management System (FMS) 3, the City's computerized accounting and financial data management system;
- \$5.5 million for the New York City Automated Payroll System (NYCAPS), the City's employee self-service system that allows instant access to human resources, payroll, tax, and benefits data; and
- \$1.1 million for the Pension Payroll Management System (PPMS).

FISA Contract Budget

FISA Fiscal 2018 Preliminary Contract Budget				
<i>Dollars in Thousands</i>				
Category	Fiscal 2017 Adopted	Number of Contracts	Fiscal 2018 Preliminary	Number of Contracts
Maintenance and Repairs - General	\$29	1	\$29	1
Data Processing Equipment Maintenance	27,995	58	27,615	58
Prof. Services - Computer Services	42	1	42	1
Temporary Services	100	1	100	1
Training Program for City Employees	1,729	3	1,534	3
TOTAL	\$29,895	64	\$29,320	64

FISA's Fiscal 2018 Contract Budget totals \$29.3 million for 64 contracts which account for 27 percent of FISA's total budget. Because FISA is responsible for maintaining several citywide IT systems, contracts for data processing services comprises 94 percent of its total contract budget.

FISA Capital Program

FISA's Fiscal 2018-2027 Preliminary Ten-Year Capital Strategy totals \$1.4 billion for upgrades and equipment related to the City's IT systems that include CityTime, FMS, NYCAPS and the PPMS. The majority of this funding resides in lump sum project lines which operate as holding codes. Funding is transferred from this line as needs are identified. Not included in the Ten-Year Capital Strategy is capital funding in the current fiscal year. For Fiscal 2017, FISA's Capital Budget includes \$16.7 million. Uncommitted capital funding for Fiscal 2017 will be rolled into future fiscal years.

FISA Budget Actions in the November and the Preliminary Plans

<i>Dollars in Thousands</i>	FY 2017			FY 2018		
	City	Non-City	Total	City	Non-City	Total
FISA Budget as of the Adopted 2017 Budget	\$105,724	\$0	\$105,724	\$112,017	\$0	\$112,017
New Needs						
None	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal, New Needs	\$0	\$0	\$0	\$0	\$0	\$0
Other Adjustments						
Hiring Plan Adjustment	(\$150)	\$0	(\$150)	\$0	\$0	\$0
Maintenance Reduction	(207)	0	(207)	(1,661)	0	(1,661)
Reduced Rental Costs	(1,407)	0	(1,407)	0	0	0
PS Reduction	(350)	0	(350)	(579)	0	(579)
Collective Bargaining Adjustments	1	0	1	0	0	0
Technical adjustment	0	0	0	0	0	0
Subtotal, Other Adjustments	(\$2,114)	\$0	(\$2,114)	(\$2,240)	\$0	(\$2,240)
TOTAL, All Changes	(\$2,114)	\$0	(\$2,114)	(\$2,240)	\$0	(\$2,240)
FISA Budget as of the Preliminary 2018 Budget	\$103,611	\$0	\$103,611	\$109,777	\$0	\$109,777

Office of Payroll Administration

The Office of Payroll Administration (OPA) is responsible for establishing payroll policy, coordinating payroll related matters between City agencies and affected covered organizations, and developing uniform procedures for payroll processing and development. OPA is also responsible for the distribution of payrolls, the accounting for payrolls, administration of payroll deductions, check distribution services, maintenance of the integrity and accuracy of the Payroll Management System (PMS), and supporting the development and implementation of PMS.

Financial Plan Summary

OPA Financial Summary						
<i>Dollars in Thousands</i>						
	2015	2016	2017	Prelim. Plan		*Difference
	Actual	Actual	Adopted	2017	2018	2017 - 2018
Spending						
Personal Services	\$13,372	\$14,177	\$14,650	\$14,819	\$15,528	\$878
Full-Time Salaried	11,629	12,580	13,839	13,662	14,726	887
Unsalaries	943	915	116	506	115	(2)
Additional Gross Pay	748	628	571	571	571	0
Overtime	52	54	124	80	117	(7)
Other Than Personal Services	\$1,307	\$1,486	\$1,757	\$1,714	\$1,819	\$62
Supplies and Materials	58	94	103	85	118	15
Property and Equipment	61	45	61	85	64	3
Other Services and Charges	384	411	357	372	388	31
Contractual Services	803	936	1,235	1,171	1,248	13
TOTAL	\$14,679	\$15,663	\$16,407	\$16,533	\$17,348	\$940
Funding						
City Funds			\$16,407	\$16,082	\$17,348	\$940
Other Cat				452		
TOTAL	\$14,679	\$15,663	\$16,407	\$16,533	\$17,348	\$940
Budgeted Headcount						
Full-Time Positions	156	151	183	179	179	(4)

**The difference of Fiscal 2017 Adopted Budget compared to Fiscal 2018 Preliminary Budget.*

OPA's proposed budget for Fiscal 2018 totals \$17.3 million, including Personal Services funding of \$15.5 million to support 179 full-time positions. The agency relies almost entirely on City tax-levy funding. The slight increase in OPA's Fiscal 2018 budget when compared to the Fiscal 2017 Adopted Budget is the result of adjustments in previous financial plans, including costs related to the collective bargaining agreement. Since the Adoption of the Fiscal 2017 Budget, OPA has identified budget savings totaling \$328,000 in Fiscal 2017 and \$354,000 in Fiscal 2018 by working with FISA to perform certain IT functions more efficiently with in-house staff or by combining maintenance agreements thereby reducing costs. The current year budget includes Other Categorical funding totaling \$452,000 from the Management Benefits Fund for the reimbursement of health club membership fees for City employees.

OPA Contract Budget

OPA Fiscal 2018 Preliminary Contract Budget				
<i>Dollars in Thousands</i>				
Category	Fiscal 2017 Adopted	Number of Contracts	Fiscal 2018 Preliminary	Number of Contracts
Contractual Services General	\$810	1	\$806	1
Maint & Repair, General	9	1	9	1
Office Equipment Maintenance	29	1	29	1
Data Processing Equipment	225	1	225	1
Printing Contracts	12	1	12	1
Cost Assoc with Financing	3	1	3	1
Temporary Services	11	1	11	1
Cleaning Services	2	1	1	1
Training Programs for City Employees	5	1	5	1
Professional Services: Computer Services	129	3	147	3
TOTAL	\$1,235	12	\$1,248	12

OPA's Fiscal 2018 Contract Budget totals \$1.2 million for 12 contracts which accounts for 68 percent of the agency's total OTPS budget. Because OPA is, in part, responsible for the operation of multiple citywide IT systems, including CityTime and the City's Payroll Management System, the majority of contract costs are related to computer services and IT support.

OPA Budget Actions in the November and the Preliminary Plans

<i>Dollars in Thousands</i>	FY 2017			FY 2018		
	City	Non-City	Total	City	Non-City	Total
OPA Budget as of the Adopted 2017 Budget	\$16,407	\$0	\$16,407	\$17,692	\$0	\$17,692
New Needs						
None	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal, New Needs	\$0	\$0	\$0	\$0	\$0	\$0
Other Adjustments						
Reduction in Computer Consultant Service Costs	(\$25)	\$0	(\$25)	(\$32)	\$0	(\$32)
OTPS Savings	(18)	0	(18)	(18)	0	(18)
PS Savings	(285)	0	(285)	(305)	0	(305)
Collective Bargaining Adjustment	2	0	2	10	0	10
MBF Health Club Membership Reimbursement	0	450	450	0	0	0
Subtotal, Other Adjustments	(\$326)	\$450	\$124	(\$345)	\$0	(\$345)
TOTAL, All Changes	(\$326)	\$450	\$124	(\$345)	\$0	(\$345)
OPA Budget as of the Preliminary 2018 Budget	\$16,081	\$450	\$16,531	\$17,347	\$0	\$17,347

Office of Administrative Tax Appeals

The Office of Administrative Tax Appeals (OATA) consists of two divisions: the Tax Commission and the Tax Appeals Tribunal. The Tax Commission is responsible for conducting hearings on appeals of real property tax assessments determined and released by the Department of Finance each year. The agency is responsible for reviewing applications for which exemptions are sought, but denied by the Department of Finance. The Tax Appeals Tribunal will conduct hearings to resolve disputes between taxpayers and the New York City Department of Finance regarding taxes other than the New York City real property tax, including business income and excise taxes.

OATA Financial Plan Summary

OATA Financial Summary						
<i>Dollars in Thousands</i>						
	2015	2016	2017	Preliminary Plan		*Difference
	Actual	Actual	Adopted	2017	2018	2017 - 2018
Personal Services						
Full-Time Salaried	\$3,420	\$3,503	\$4,126	\$3,955	\$4,214	\$88
Additional Gross Pay	166	112	108	149	108	0
Overtime - Civilian	235	194	100	100	49	(51)
P.S. Other	215	311	375	455	377	1
SUBTOTAL	\$4,035	\$4,120	\$4,708	\$4,658	\$4,747	\$39
Other Than Personal Services						
Contractual Services	\$7	\$8	\$168	\$154	\$168	\$0
Other Services & Charges	97	64	71	81	71	0
Property & Equipment	92	47	61	149	61	0
Supplies & Materials	29	20	13	15	13	0
SUBTOTAL	\$226	\$139	\$314	\$399	\$314	\$0
TOTAL	\$4,261	\$4,259	\$5,022	\$5,057	\$5,061	\$39
Funding						
City Funds	\$4,261	\$4,259	\$5,022	\$5,057	\$5,061	\$39
TOTAL	\$4,261	\$4,259	\$5,022	\$5,057	\$5,061	\$39
Budgeted Headcount						
Full-Time Positions	38	38	44	44	44	0

*The difference of Fiscal 2017 Adopted Budget compared to Fiscal 2018 Preliminary Budget.

The Fiscal 2018 Preliminary Budget for the Office of Administrative Tax Appeals totals \$5 million, including \$4.7 million in Personal Services funding to support 44 full-time positions. Of that Personal Services total, \$3.3 million is allocated to the Tax Commission for 31 positions and \$1.4 million is allocated to the Tax Appeals Tribunal for 13 positions. City tax-levy funding accounts for the agency's entire budget.

Application Fee Revenue

The Tax Commission generates miscellaneous revenue by charging a \$175 fee on applications for correction where the assessed value on the notice of property value is \$2 million or more. In Fiscal 2016, the Tax Commission generated \$1.8 million in revenue from applications fees.

Revenue <i>(In thousands)</i>	Actual			Planned	
	FY 14	FY 15	FY16	FY 17	FY 18
Tax Commission Fee	\$1,559	\$1,483	\$1,784	\$1,555	\$1,555

Department of Records and Information Services

The Commissioner of the Department of Records and Information Services (DORIS or the Department) serves as the chief archivist, librarian and records officer for the Mayor, Borough Presidents, and City Council. DORIS is composed of the municipal archives, visitor center, city hall library, and municipal records management division. DORIS operates records storage facilities in two locations with a combined capacity of one million cubic feet, and provides records management services to 50 city agencies, ten courts, and the five district attorneys' offices. DORIS preserves and provides public access to 221,000 cubic feet of historically valuable city records and photographs, and a unique collection of more than 354,000 books, official government reports, studies and other publications.

DORIS Financial Plan Summary

DoRIS Financial Summary						
<i>Dollars in Thousands</i>						
	2015	2016	2017	Preliminary Plan		*Difference
	Actual	Actual	Adopted	2017	2018	2017 - 2018
Personal Services						
Full-Time Salaried	\$2,273	\$2,697	\$3,136	\$3,449	\$3,520	\$383
Additional Gross Pay	169	144	67	67	67	0
Other Salaried & Unsalariied	285	437	188	433	191	3
Overtime	23	0	0	5	0	0
SUBTOTAL	\$2,752	\$3,278	\$3,391	\$3,954	\$3,778	\$387
Other Than Personal Services						
Contractual Services	\$243	\$1,151	\$852	\$971	\$144	(\$707)
Other Services & Charges	3,102	3,082	3,195	3,275	3,195	0
Property & Equipment	45	79	57	68	57	0
Supplies & Materials	109	140	88	188	88	0
SUBTOTAL	\$3,500	\$4,452	\$4,192	\$4,499	\$3,485	(\$707)
TOTAL	\$6,252	\$7,730	\$7,583	\$8,456	\$7,263	(\$321)
Funding						
City Funds			\$7,335	\$7,519	\$7,010	(\$325)
Other Cat.			8	362	8	0
State			28	339	30	2
Federal			0	19	0	0
Intra-city			212	217	214	2
TOTAL	\$6,252	\$7,730	\$7,583	\$8,456	\$7,263	(\$321)
Budgeted Headcount						
Full-Time Positions	43	50	51	59	59	0

**The difference of Fiscal 2017 Adopted Budget compared to Fiscal 2018 Preliminary Budget.*

DORIS' proposed budget for Fiscal 2018 totals \$7.3 million, including \$3.8 million in Personal Services funding to support 59 full-time positions. The Preliminary Budget includes a budget action that would add eight positions responsible for the digitization of records that was previously done by a contractor. This action results in an increase in PS funding and a decrease in funding for contractual services. State funding of \$300,000 is recognized in Fiscal 2017 from the Local Government Records Management Improvement Fund.

2017 Preliminary Mayor's Management Report

AGENCY Performance Indicators	Actual			Target		4-Month Actual	
	FY14	FY15	FY16	FY17	FY18	FY16	FY17
Records preserved and digitized	101,033	10,651,475	7,422,426	260,000	260,000	2,872,363	11,733
Number of library items available	358,825	363,997	371,208	*	*	365,468	372,483
Publications and reports acquired	7,547	7,113	10,016	*	*	2,019	2,160
Records accessioned by Municipal Archives (cubic ft.)	3,920	2,738	1,049	*	*	133	0
Walk-in and program attendees at the Visitor Center	1,508	1,318	1,363	*	*	354	1,338
Percent of required agency reports submitted to the Municipal Library publications portal	NA	NA	0.6	1	1	0.96	0.6
Vital record requests responded to within 12 business days (%)	0.49	0.17	0.62	0.6	0.6	0.83	0.03
Average response time to vital record requests (days)	14	21.4	11.5	12	12	8.5	30.3
Average response time to historical photo requests (days)	9	17.2	22.9	15	15	21.7	21.8
Average response time to agency requests for inactive records (days)	1	0.9	1.2	2	2	1.5	1.6
Requests for stored records processed within 48 hours (%)	0.98	1	0.94	*	*	0.85	0.84
Warehouse capacity available for new accessions (%)	0.04	0.05	0.12	*	*	0.11	0.11
Records transferred into Municipal Records Center (cubic ft.)	20,509	27,837	6,668	*	*	1,099	398
Average time between records disposal eligibility and application sent to Law Department (months)	0.6	0.5	0.6	2	2	NA	NA
Average time for Law Department to approve records disposal application (months)	1.6	0.8	2.8	3	3	3.8	2.1
Total records disposed by City government entities (cubic ft.)	NA	NA	59,232	*	*	NA	50,997

Community Boards

There are 59 community boards in New York City: 12 are located in Manhattan; 12 in the Bronx; 14 in Queens; 18 in Brooklyn; and three on Staten Island. Each community board is responsible for cooperating with, advising, and assisting any public agency or office concerning matters that relate to the welfare of the district and its residents. Each board submits recommendations to the Mayor, Borough President, City Council, and other City officials in the interest of the district. Every board conducts public hearings and submits recommendations on the capital and expense budgets. Community Boards play an advisory role in zoning and other land use issues, in community planning, and in the coordination of municipal services. Each board is required to hire a full-time district manager and other staff to run a district office, which is responsible for resolving residents' service delivery problems.

Community Boards Financial Summary						
<i>Dollars in Thousands</i>						
	2015	2016	2017	Preliminary Plan		*Difference
	Actual	Actual	Adopted	2017	2018	2017 - 2018
Spending						
Personnel Services	\$10,619	\$10,739	\$12,594	\$12,265	\$12,585	(\$9)
Other Than Personnel Services	4,474	5,020	5,182	5,902	4,746	(436)
TOTAL	\$15,093	\$15,759	\$17,776	\$18,167	\$17,331	(\$445)
Funding						
City Funds			\$17,776	\$17,817	\$17,331	(\$445)
Other Categorical			0	350	0	0
TOTAL	\$15,093	\$15,759	\$17,776	\$18,167	\$17,331	(\$445)
Budgeted Headcount						
Full-Time Positions	154	150	155	155	155	0

**The difference of Fiscal 2017 Adopted Budget compared to Fiscal 2018 Preliminary Budget.*

The Fiscal 2018 Preliminary Budget for the Community Boards totals \$17.3 million, including \$12.5 million in Personal Services funding. Each board receives a standard allocation of approximately \$234,000 for Personal Services and Other Than Personnel Services expenses. The Community Boards receive additional funding for rent and energy costs that vary from board to board. In Fiscal 2017 various Community Boards received private grants which accounts for their other categorical funding. Community Board headcounts range between two to four positions.