

THE COUNCIL OF THE CITY OF NEW YORK

Hon. Corey Johnson
Speaker of the Council

Hon. Fernando Cabrera
Chair, Committee on Governmental Operations



Report of the Finance Division on the
Fiscal 2022 Preliminary Budget and the
Fiscal 2021 Preliminary Mayor's Management Report for the
**Financial Information Services Agency, the Office of Administrative Tax Appeals, the
Office of Payroll Administration, the Department of Records and Information Services,
and Community Boards**

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Financial Information Services Agency Overview

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. FISA is jointly controlled by the Mayor and the Comptroller, as defined by the City Charter.

FISA’s activities include:

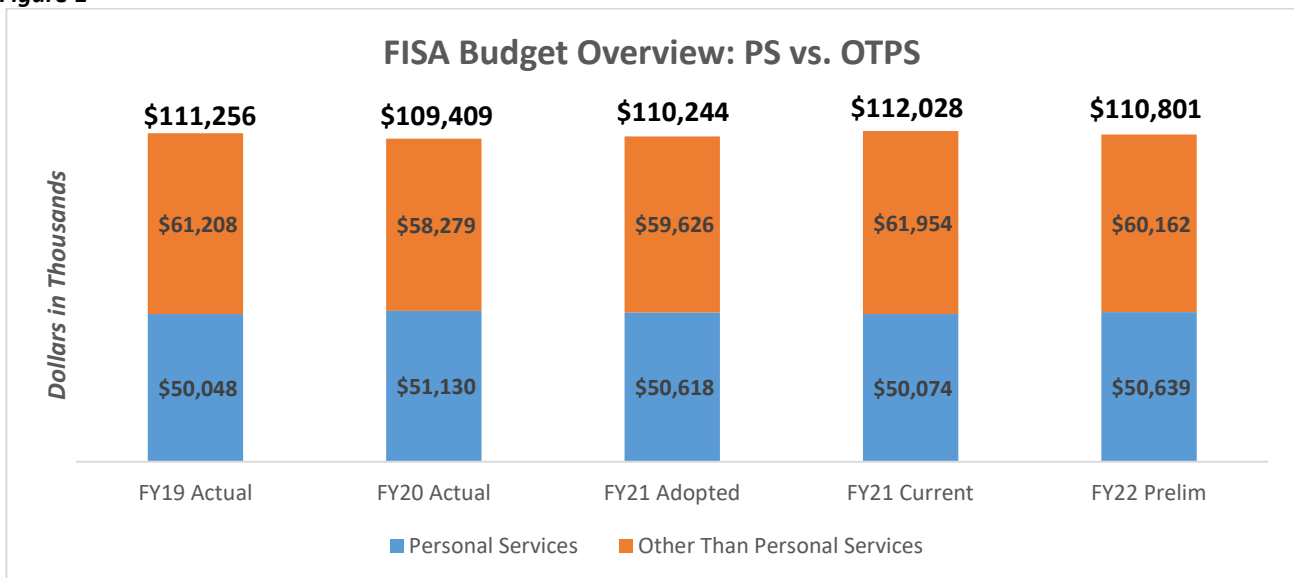
- Manages the citywide Financial Management System (FMS);
- Generates and distributes reports for accounting and budget oversight;
- Provides on-line access to budgetary or related data for use by city managers and others;
- Maintains the operational integrity of the Payroll Management System (PMS) and the Integrated Comprehensive Contracts Information System (ICCIS).

FISA operates closely with the Office of Payroll Administration (OPA), with the two agencies sharing the same Executive Director and housed in the same office building.

FISA Fiscal 2022 Preliminary Budget Highlights

FISA’s Fiscal 2022 Preliminary Budget totals \$110.8 million, including \$50.6 million in Personal Services (PS) funding to support 430 full-time positions. The entirety of FISA’s Fiscal 2022 Budget is funded through City funds. The Agency’s budget is subdivided into two Units of Appropriation (U/A’s), PS and Other Than Personal Services (OTPS).¹

Figure 1



¹ Units of Appropriation are the subdivisions of the City Expense Budget that the City Council votes upon.

FISA Financial Plan Summary

Table 1

FISA Financial Summary						
	FY19	FY20	FY21	Preliminary Plan		*Difference
<i>Dollars in Thousands</i>	Actual	Actual	Adopted	FY21	FY22	FY22-FY21
Spending						
Personal Services	\$50,048	\$51,130	\$50,618	\$50,074	\$50,639	\$21
Other Than Personal Services	61,208	58,279	59,626	61,954	60,162	536
TOTAL	\$111,256	\$109,409	\$110,244	\$112,028	\$110,801	\$557
Personal Services						
Additional Gross Pay	\$1,359	\$1,162	\$1,138	\$1,138	\$1,138	\$0
Full-Time Salaried - Civilian	48,216	49,397	48,902	48,358	48,923	21
Other Salaried & Unsalariated	99	109	123	123	123	0
Overtime - Civilian	374	462	455	455	455	0
SUBTOTAL	\$50,048	\$51,130	\$50,618	\$50,074	\$50,639	\$21
Other Than Personal Services						
Contractual Services	\$31,414	\$28,691	\$29,140	\$29,944	\$29,784	\$644
Fixed & Misc. Charges	9	2	0	0	0	0
Other Services & Charges	27,409	27,820	28,030	28,322	8,016	(14)
Property & Equipment	267	146	118	106	174	56
Supplies & Materials	2,109	1,620	2,338	3,582	2,188	(150)
SUBTOTAL	\$61,208	\$58,279	\$59,626	\$61,954	\$60,162	\$536
TOTAL	\$111,256	\$109,409	\$110,244	\$112,028	\$110,801	\$557
Funding						
City Funds			\$110,244	\$111,840	\$110,801	\$557
Intra-City Funds			0	188	0	0
TOTAL	\$111,256	\$109,409	\$110,244	\$112,028	\$110,801	\$557
Budgeted Headcount						
Full-Time Positions - Civilian	430	428	432	419	430	(2)
TOTAL	430	428	432	419	430	(2)

**The difference of Fiscal 2021 Adopted Budget compared to Fiscal 2022 Preliminary Budget.*

FISA's Fiscal 2022 Preliminary Budget is \$557,000 more than its Fiscal 2021 Adopted Budget of \$110.2 million. The Fiscal 2021 Adopted Financial Plan included significant savings of \$1.5 million in Fiscal 2021, in the form of vacancy reductions, which led to the permanent reduction of five vacant positions across the agency and other OTPS savings. Savings introduced in the November 2020 and the Fiscal 2022 Preliminary Financial Plans have not had a significant impact on FISA's Fiscal 2022 budget. However, FISA's current year budget totals \$112 million, which is \$1.8 million more than its Fiscal 2021 Adopted Budget. This is largely explained by one-time new needs of \$2 million added in Fiscal 2021 during the Fiscal 2022 Preliminary Plan. However, this new need is largely offset by its savings program. Significant savings, new needs and other adjustments are discussed in the following section. For additional information regarding FISA's budgetary actions, please refer to Appendix A.

FISA Financial Plan Actions

The Fiscal 2022 Preliminary Plan included moderate changes to FISA's budget which are: \$2 million in new needs, an increase of \$300,000 in other adjustments, and savings of \$321,953, all of which are in Fiscal 2021. The following section and chart includes highlights of financial plan actions since the Fiscal 2021 Adopted Budget that have impacted FISA's budget.

Table 2

Budget Actions since the Fiscal 2021 Adopted Budget					
Dollars in Thousands	FY21	FY22	FY23	FY24	FY25
FY21 Adopted	\$110,244	\$110,965	\$110,965	\$110,965	\$110,965
New Needs	0	0	0	0	0
Other Adjustments	(45)	(14)	(14)	(14)	(14)
Savings Program	(150)	(150)	0	0	0
Total Nov Plan Changes	\$(195)	\$(164)	\$(14)	\$(14)	\$(14)
Nov 2020 Plan	\$110,050	\$110,801	\$110,951	\$110,951	\$110,951
New Needs	2,000	0	0	0	0
Other Adjustments	300	0	0	0	0
Savings Program	(322)	0	0	0	0
Total Prelim Changes	\$1,978	\$0	\$0	\$0	\$0
FY22 Prelim	\$112,028	\$110,801	\$110,951	\$110,951	\$110,951

New Needs

Since Adoption of the Fiscal 2021 Adopted Budget, FISA's budget includes \$2 million in new needs in Fiscal 2021, which was added in the Preliminary Plan.

- **Additional Funding for OTPS Needs.** The Fiscal 2022 Preliminary Plan includes one-time new needs of \$2 million in Fiscal 2021, which provides additional funding for various operational needs for the agency. FISA has operated with a budgetary surplus for the past few fiscal years which were sufficient to cover additional costs as they arose. However, the COVID-19 pandemic surpassed historical surpluses at FISA and additional funds for operational functions were required.

Other Adjustments

Since Adoption of the Fiscal 2021 Adopted Budget, the FISA's budget includes other adjustments that increased its budget by \$256,000 in Fiscal 2021 and a baselined decrease of \$14,000 beginning in Fiscal 2022. Other adjustments in the Preliminary Plan includes an increase of \$300,000 in Fiscal 2021. Highlights of other adjustments include the following.

- **Managerial and OJ Furloughs.** Although not part of the FISA's savings program, in the November 2020 Plan, FISA's budget included a reduction of \$221,914 in Fiscal 2021 for projected savings associated with the furlough program, which requires City employees to take five unpaid furlough days over the six-month period from October 2020 through March 2021.
- **OTPS Transfer from OPA.** The Preliminary Plan includes a general OTPS funding transfer of \$300,000 from the Office of Payroll Administration in Fiscal 2021.

Savings Program

Since the Fiscal 2021 Adopted Budget, FISA is expected to generate savings of \$472,000 in Fiscal 2021 and \$150,000 in Fiscal 2022. Savings in the Preliminary Plan total \$322,000 in Fiscal 2021. Below are highlights of FISA's savings program.

- **Postage Savings.** FISA will generate budgetary savings of \$150,000 in both Fiscal 2021 and Fiscal 2022 through projected underspending in its postage budget.

- **Hiring and Attrition Management.** Introduced in the Fiscal 2022 Preliminary Budget, the City has imposed strict hiring protocols that impact many City agencies, whereby three positions would need to be vacant through attrition in order to hire one additional staff. As such, FISA will generate one-time savings of \$322,000 in Fiscal 2022 through this process and would generate a one-time reduction in headcount of 11 positions in Fiscal 2022. However, it has yet to be determined which Divisions of FISA would be impacted by this savings program.

FISA Headcount

FISA's Fiscal 2022 budgeted headcount totals 433 positions and includes 430 Full-Time (FT) positions and three Full-Time Equivalent (FTE) positions. As of December 2020, FISA was operating with a FT vacancy rate of 1.4 percent, equivalent to six FT vacant positions, all of which are City-funded. For additional information regarding FISA's headcount, please refer to Appendix B.

FISA Contract Budget

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 personnel 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 2022 Preliminary Contract Budget totals \$17 billion for procurement expenditures across all agencies.

FISA's Fiscal 2022 Preliminary Contract Budget totals \$29.7 million for 64 contracts, accounting for 49.5 percent of FISA's Fiscal 2022 Preliminary OTPS budget. FISA's Fiscal 2022 Preliminary Budget is \$644,000 more than its Fiscal 2021 Adopted Budget of \$29.1 million. This increase is primarily brought about by changes in data processing equipment contracts. Given that FISA is responsible for maintaining several citywide IT systems, data processing equipment contracts account for 94.6 percent of the agency's Fiscal 2022 Preliminary Contract Budget. For additional information regarding FISA's Contract Budget, please refer to Appendix C.

FISA Miscellaneous Revenue

FISA generates a small amount of annual miscellaneous revenue through the charging of fees for the issuance of checks. In the Fiscal 2022 Preliminary Plan, FISA is projected to generate \$200,000 in check fee revenue, which falls in line with revenue generated from such fees in previous fiscal years. For additional information regarding FISA's miscellaneous revenue, please refer to Appendix D.

FISA Capital Program

The Financial Information Services Agency does not manage its own Capital Program. However, the Fiscal 2021-2025 Preliminary Capital Commitment Plan includes \$95.4 million in funding for FISA capital projects, of which \$4.9 million is allocated in Fiscal 2021, \$41.6 million in Fiscal 2022, \$21.1 million in Fiscal 2023, \$12.9 million in Fiscal 2024, and \$14.8 million in Fiscal 2025. FISA Capital projects include software and hardware upgrades, the FISA Alternative Data Center, among other projects. It should be noted that almost half of the funds, \$50.4 million of the total, is held in a lump sum project ID which is used to fund project shortfalls or new projects that are identified within the current fiscal year. Other major projects include \$23.9 million for FISA's Alternative Data Center, \$5.1 million for the Phase 2 upgrade of the New York City Automated Personnel System (NYCAPS) platform,

and \$5 million for additional software enhancements to the City's Financial Management System (FMS), among other capital projects.

FISA Appendices

Appendix A: FISA Budgetary Actions in the November and Preliminary Financial Plans

<i>Dollars in Thousands</i>	FY21			FY22		
	City	Non-City	Total	City	Non-City	Total
FISA Budget as of the 2021 Adopted Budget	\$110,244	\$0	\$110,244	\$110,965	\$0	\$110,965
New Needs	\$0	\$0	\$0	\$0	\$0	\$0
Other Adjustments						
Other City Adjustments	(233)	0	\$(233)	(14)	0	\$(14)
Intra-City Adjustments	0	188	\$188	0	0	\$0
Postage Savings	(150)	0	\$(150)	(150)	0	\$(150)
Subtotal Other Adjustments	\$(383)	\$188	\$(195)	\$(164)	\$0	\$(164)
Total All Changes	\$(383)	\$188	\$(195)	\$(164)	\$0	\$(164)
FISA Budget as of the November 2020 Plan	\$109,862	\$188	\$110,050	\$110,801	\$0	\$110,801
New Needs						
Additional Funding for OTPS Needs	2,000	0	\$2,000	0	0	\$0
Subtotal New Needs	\$2,000	\$0	\$2,000	\$0	\$0	\$0
Other Adjustments						
City Adjustments	300	0	\$300	0	0	\$0
Hiring & Attrition Management	(322)	0	\$(322)	0	0	\$0
Subtotal Other Adjustments	\$(22)	\$0	\$(22)	\$0	\$0	\$0
Total All Changes	\$1,978	\$0	\$1,978	\$0	\$0	\$0
FISA Budget as of the FY22 Prelim Plan	\$111,840	\$188	\$112,028	\$110,801	\$0	\$110,801

Appendix B: FISA Historical and Budgeted Headcount

	Actual					Preliminary Plan				
	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
FT	428	429	429	430	428	419	430	430	430	430
FTE	3	3	4	4	3	3	3	3	3	3
Total	431	432	433	434	431	422	433	433	433	433

Appendix C: FISA Contract Budget

FISA Fiscal 2022 Preliminary Contract Budget				
<i>Dollars in Thousands</i>				
Title	FY21 Adopted	# of Contracts	FY22 Prelim	# of Contracts
Maintenance & Repair General	\$43	1	\$43	1
Data Processing Equipment	27,704	58	28,204	58
Temporary Services	33	1	33	1
Training Program for City Employees	50	1	50	1
Professional Svcs. Computer Svcs	1,311	3	1,455	3
TOTAL	\$29,141	64	\$29,785	64

Appendix D: FISA Miscellaneous Revenue

FISA Revenue Budget Overview							
<i>Dollars in Thousands</i>							
Revenue Source	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Adopted	FY21 Prelim	FY22 Prelim
Check Fees	\$194	\$367	\$311	\$238	\$300	\$200	\$200
TOTAL	\$194	\$367	\$311	\$238	\$300	\$200	\$200

Office of Payroll Administration Overview

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’s activities include:

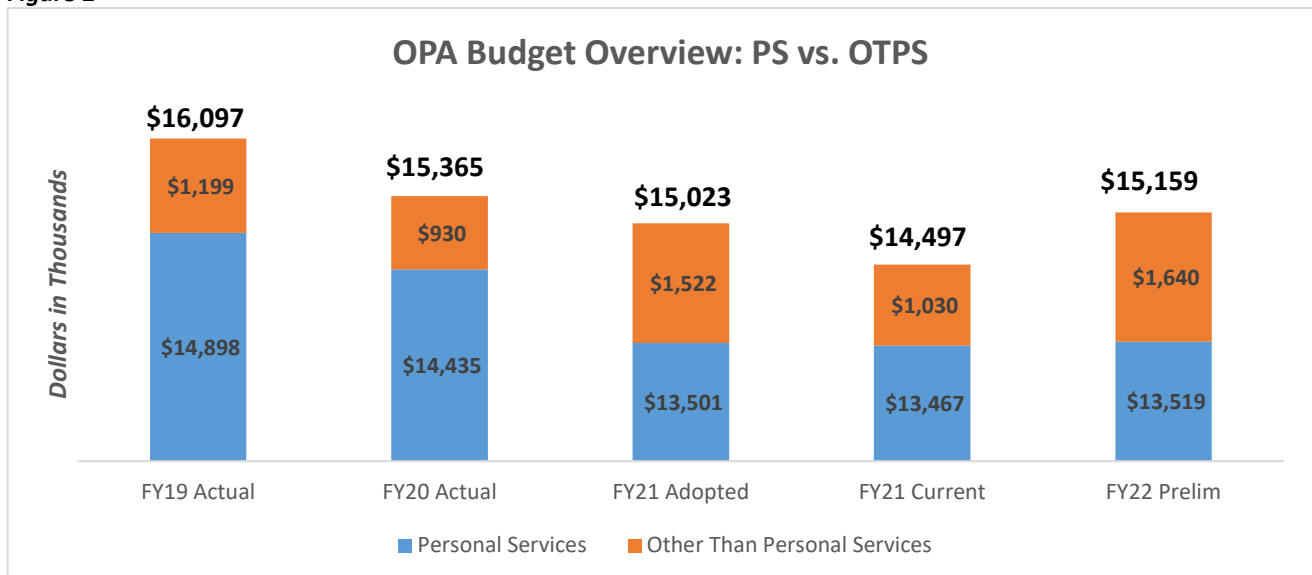
- The distribution of payrolls;
- The accounting for payrolls;
- Administration of payroll deductions;
- Check distribution services;
- Maintenance of the integrity and accuracy of the Payroll Management System (PMS);
- Supporting the development and implementation of PMS.

The Office of Payroll Administration operates closely with the Financial Information Services Agency (FISA), with the two agencies sharing the same Executive Director and housed in the same office building.

OPA Fiscal 2022 Preliminary Budget Highlights

The Office of Payroll Administration’s Fiscal 2022 Preliminary Budget totals \$15.2 million, including \$13.5 million in Personal Services (PS) funding to support 150 full time positions, and \$1.6 million for Other Than Personal Services (OTPS) costs. The entirety of the Office of Payroll Management’s budget is financed through City funding. The Office’s budget is subdivided into two Units of Appropriation (U/A’s), Personal Services and Other Than Personal Services (OTPS).²

Figure 2



² Units of Appropriation are the subdivisions of the City Expense Budget that the City Council votes upon.

OPA Financial Plan Summary

Table 3

OPA Financial Summary						
<i>Dollars in Thousands</i>	FY19	FY20	FY21	Preliminary Plan		*Difference
	Actual	Actual	Adopted	FY21	FY22	FY22-FY21
Spending						
Personal Services	\$14,898	\$14,435	\$13,501	\$13,467	\$13,519	\$18
Other Than Personal Services	1,199	930	1,522	1,030	1,640	118
TOTAL	\$16,097	\$15,365	\$15,023	\$14,497	\$15,159	\$136
Personal Services						
Additional Gross Pay	\$391	\$328	\$571	\$571	\$571	\$0
Full-Time Salaried - Civilian	13,393	13,281	12,706	12,552	12,724	18
Unsalaries & Other PS	1,075	788	107	227	107	0
Overtime - Civilian	39	38	117	117	117	0
SUBTOTAL	\$14,898	\$14,435	\$13,501	\$13,467	\$13,519	\$18
Other Than Personal Services						
Contractual Services	\$817	\$709	\$1,053	\$949	\$1,173	\$120
Fixed & Misc Charges	3	5	1	1	1	0
Other Services & Charges	240	139	299	(87)	298	(1)
Property & Equipment	78	47	77	77	77	0
Supplies & Materials	61	30	90	90	90	0
SUBTOTAL	\$1,199	\$930	\$1,520	\$1,030	\$1,639	\$119
TOTAL	\$16,097	\$15,365	\$15,021	\$14,497	\$15,158	\$137
Funding						
City Funds			\$15,021	\$14,497	\$15,158	\$119
Other Categorical			0	120	0	0
TOTAL	\$16,097	\$15,365	\$15,021	\$14,498	\$15,158	\$137
Budgeted Headcount						
Full-Time Positions - Civilian	149	148	151	145	150	(1)
TOTAL	149	148	151	145	150	(1)

*The difference of Fiscal 2021 Adopted Budget compared to Fiscal 2022 Preliminary Budget.

OPA's Fiscal 2022 Preliminary Budget is \$137,000 more than its Fiscal 2021 Adopted Budget of \$15 million. This is the net impact of the actions discussed in the next section. For additional information regarding OPA's budgetary actions, please refer to Appendix A.

OPA Financial Plan Actions

The Fiscal 2022 Preliminary Plan included a net decrease of \$247,123 in other adjustments and citywide savings of \$111,800, all of which was in Fiscal 2021. The following section and chart provides highlights of financial plan actions since the Fiscal 2021 Adopted Budget that have impacted OPA's budget.

Table 4

Budget Actions since the Fiscal 2021 Adopted Budget					
<i>Dollars in Thousands</i>	FY21	FY22	FY23	FY24	FY25
FY21 Adopted	\$15,023	\$15,161	\$15,161	\$15,161	\$15,161
<i>New Needs</i>	0	0	0	0	0
<i>Other Adjustments</i>	8	(2)	(2)	(2)	(2)
<i>Savings Program</i>	(175)	0	0	0	0
Total Nov Plan Changes	\$(167)	\$(2)	\$(2)	\$(2)	\$(2)
Nov 2020 Plan	\$14,856	\$15,159	\$15,159	\$15,159	\$15,159

<i>New Needs</i>	0	0	0	0	0
<i>Other Adjustments</i>	(247)	0	0	0	0
<i>Savings Program</i>	(112)	0	0	0	0
Total Prelim Changes	\$(359)	\$0	\$0	\$0	\$0
FY22 Prelim	\$14,497	\$15,159	\$15,159	\$15,159	\$15,159

Other Adjustments

Since Adoption of the Fiscal 2021 Adopted Budget, the OPA's budget includes other adjustments that decreases its budget by \$239,000 in Fiscal 2021 and a baselined decrease of \$2,000 beginning in Fiscal 2022. Other adjustments in the Preliminary Plan include a decrease of \$247,0000 in Fiscal 2021. Highlights of other adjustments include the following.

- **Managerial and OJ Furloughs.** Although not part of the OPA's savings program, in the November 2020 Plan, OPA's budget included a reduction of \$42,070 in Fiscal 2021 for projected savings associated with the furlough program, which requires City employees to take five unpaid furlough days over the six-month period from October 2020 through March 2021.
- **OTPS Transfer to FISA.** The Preliminary Plan includes a general OTPS funding transfer of \$300,000 to the Financial Information Services Agency in Fiscal 2021.

Savings Program

Since the Fiscal 2021 Adopted Budget, OPA is expected to generate savings of \$287,000 in Fiscal 2021. Savings in the Preliminary Plan total \$112,000 in Fiscal 2021. Below are highlights of OPA's savings program.

- **Telecom Savings.** OPA will generate one-time savings of \$75,000 in Fiscal 2021 through projected underspending in its telecommunications budget.
- **Transit Benefit Program Savings.** OPA will generate one-time savings of \$100,000 in Fiscal 2021 through savings in its Transit Benefit Program.
- **Hiring and Attrition Management.** Introduced in the Fiscal 2022 Preliminary Budget, the City has imposed strict hiring protocols that impact most City agencies, whereby three positions would need to be vacant through attrition in order to hire one additional staff. OPA will generate one-time savings of \$112,000 in Fiscal 2022 through this process, and would generate a one-time reduction in headcount of five positions in Fiscal 2022. However, it has yet to be determined which OPA divisions would be impacted by this savings program.

OPA Headcount

OPA's Fiscal 2022 budgeted headcount totals 154 positions and includes 150 Full-Time (FT) positions and four Full-Time Equivalent (FTE) positions. As of December 2020, OPA was operating with a FT vacancy rate of two percent, equivalent to three FT vacant positions, all of which are City-funded. For additional information regarding OPA's headcount, please refer to Appendix B.

OPA Contract Budget

OPA's Fiscal 2022 Preliminary Contract Budget totals \$1.2 million for 11 contracts, accounting for 71 percent of OPA's Fiscal 2022 Preliminary OTPS budget. OPA's Fiscal 2022 Contract Budget is \$1.1

million more than its Fiscal 2021 Adopted Contract Budget of \$98,694. This increase is primarily attributed higher projected spending in general contractual services and data processing equipment. Along with the Financial Information Services Agency (FISA), OPA is responsible for the operation of several citywide IT systems, including CityTime and the City's Payroll Management System. As such, the majority of the agency's contract costs are associated with computer services and IT support. For additional information regarding OPA's Fiscal 2022 Contract Budget, please refer to Appendix C.

OPA Miscellaneous Revenue

OPA generates revenue by charging fees to non-City entities, including the New York City Housing Authority (NYCHA) and various pension and retirement funds that utilize the City's payroll systems. The Fiscal 2022 Preliminary Plan projects that OPA will generate miscellaneous revenue of \$616,000, the majority of which comes from union dues fees. For additional information regarding OPA's miscellaneous revenue streams, please refer to Appendix D.

OPA Appendices

Appendix A: OPA Budgetary Actions in the November and Preliminary Financial Plans

<i>Dollars in Thousands</i>	FY21			FY22		
OPA Budget as of the 2021 Adopted Budget	City	Non-City	Total	City	Non-City	Total
	\$15,023	\$0	\$15,023	\$15,161	\$0	\$15,161
New Needs	\$0	\$0	\$0	\$0	\$0	\$0
Other Adjustments						
Other City Adjustments	(59)	0	\$(59)	(2)	0	\$(2)
Other Categorical Adjustments	0	67	\$67	0	0	\$0
Telecom Savings	(75)	0	\$(75)	0	0	\$0
Transit Benefit Program Savings	(100)	0	\$(100)	0	0	\$0
Subtotal, Other Adjustments	\$ (234)	\$67	\$(167)	\$(2)	\$0	\$(2)
Total All Changes	\$ (234)	\$67	\$(167)	\$(2)	\$0	\$(2)
OPA Budget as of the November 2020 Plan	\$14,789	\$67	\$14,856	\$15,159	\$0	\$15,159
New Needs	\$0	\$0	\$0	\$0	\$0	\$0
Other Adjustments						
Other City Adjustments	(300)	0	\$(300)	0	0	\$0
Other Categorical Adjustments	0	53	\$53	0	0	\$0
Hiring & Attrition Management	(112)	0	\$(112)	0	0	\$0
Subtotal, Other Adjustments	\$ (412)	\$53	\$(359)	\$0	\$0	\$0
Total All Changes	\$ (412)	\$53	\$(359)	\$0	\$0	\$0
OPA Budget as of the FY22 Prelim Plan	\$14,377	\$120	\$14,497	\$15,159	\$0	\$15,159

Appendix B: OPA Actual and Budgeted Headcount

	Actual					Preliminary Plan				
	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
FT	151	160	150	149	148	145	150	150	150	150
FTE	0	2	1	1	0	4	4	4	4	4
Total	151	162	151	150	148	149	154	154	154	154

Appendix C: OPA Contract Budget

OPA Fiscal 2022 Preliminary Contract Budget				
<i>Dollars in Thousands</i>				
Title	FY21 Adopted	# of Contracts	FY22 Prelim	# of Contracts
Contractual Services General	\$31	3	\$856	1
Maint & Repair General	8	1	4	1
Office Equipment Maintenance	12	1	29	1
Data Processing Equipment	4	1	226	1
Printing Contracts	2	1	12	1
Costs Associated with Financing	2	1	3	1
Temporary Services	17	1	11	1

Training Program for City Employees	20	1	11	1
Professional Svcs: Computer Svcs	3	1	22	3
TOTAL	\$99	11	\$1,174	11

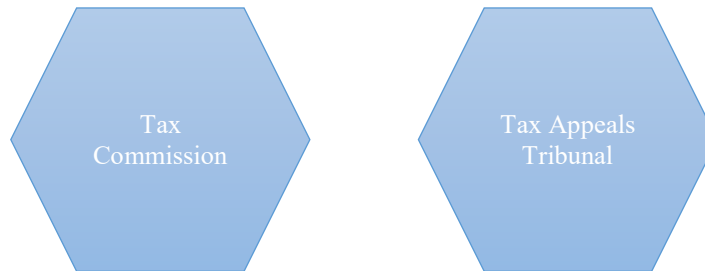
Appendix D: OPA Miscellaneous Revenue

OPA Miscellaneous Revenue Budget Overview							
<i>Dollars in Thousands</i>							
Revenue Sources	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Adopted	FY21 Prelim	FY22 Prelim
Political Contribution Fees	\$71	\$73	\$75	\$74	\$65	\$65	\$65
Union Dues Fees	464	464	343	467	420	420	420
Insurance Deduction Fees	130	106	109	127	98	98	98
Replacement Check Fees	33	50	122	150	25	25	25
Garnishment Fees	6	8	6	9	8	8	8
TOTAL	\$704	\$701	\$655	\$827	\$616	\$616	\$616

Office of Administrative Tax Appeals Overview

The Office of Administrative Tax Appeals (OATA) is comprised of two divisions: the Tax Commission and the Tax Appeals Tribunal.

Divisions



The Tax Commission:

The Tax Commission (the Commission) is responsible for conducting hearings on appeals of real property tax assessments determined and released by the Department of Finance each year. The Commission is responsible for reviewing applications for which exemptions are sought, but denied by the Department of Finance.

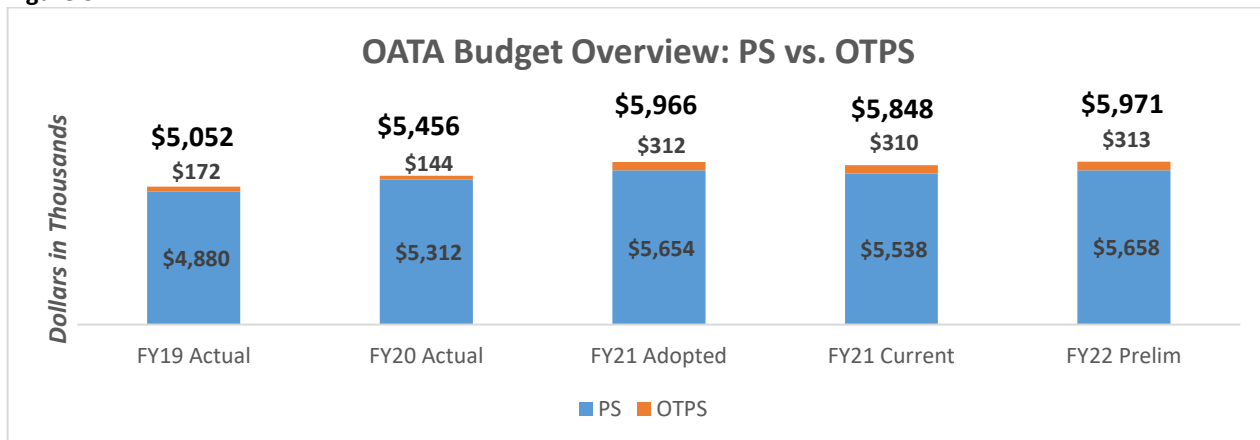
The Tax Appeals Tribunal:

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 Fiscal 2022 Preliminary Budget Highlights

The Office of Administrative Tax Appeals’ Fiscal 2022 Preliminary Budget totals \$5.9 million, including \$5.6 million in Personal Services (PS) funding to support 48 full time positions, and \$312,647 in Other Than Personal Services (OTPS) costs. The entirety of OATA’s Fiscal 2022 Budget is financed through City funding. The Office’s budget is subdivided into two Units of Appropriation (U/A’s): Personal Services and Other Than Personal Services.³

Figure 3



³ Units of Appropriation are the subdivisions of the City Expense Budget that the City Council votes upon.

OATA Financial Plan Summary

Table 4

OATA Financial Summary						
<i>Dollars in Thousands</i>	FY19	FY20	FY21	Preliminary Plan		*Difference
	Actual	Actual	Adopted	FY21	FY22	FY22-FY21
Spending						
Personal Services	\$4,880	\$5,312	\$5,654	\$5,538	\$5,658	\$4
Other Than Personal Services	172	144	312	312	313	1
TOTAL	\$5,052	\$5,456	\$5,966	\$5,850	\$5,971	\$5
Personal Services						
Additional Gross Pay	\$120	\$128	\$108	\$108	\$108	\$0
Full-Time Salaried - Civilian	4,280	4,806	5,097	4,883	5,101	4
PS Other	334	247	401	398	401	0
Overtime - Civilian	146	131	48	149	48	0
SUBTOTAL	\$4,880	\$5,312	\$5,654	\$5,538	\$5,658	\$4
Other Than Personal Services						
Contractual Services	\$3	\$3	\$168	\$121	\$168	\$0
Fixed & Misc Charges	11	0	1	1	1	0
Other Services & Charges	64	45	69	73	69	0
Property & Equipment	67	71	61	95	62	1
Supplies & Materials	27	25	13	20	13	0
SUBTOTAL	\$172	\$144	\$312	\$312	\$313	\$1
TOTAL	\$5,052	\$5,456	\$5,966	\$5,580	\$5,971	\$5
Funding						
City Funds			\$5,966	\$5,580	\$5,971	\$5
TOTAL	\$5,052	\$5,456	\$5,966	\$5,580	\$5,971	\$5
Budgeted Headcount						
Full-Time Positions - Civilian	43	45	48	45	48	0
TOTAL	43	45	48	45	48	0

*The difference of Fiscal 2021 Adopted Budget compared to Fiscal 2022 Preliminary Budget.

OATA's Fiscal 2022 Preliminary Budget totals \$5.9 million, including \$5.6 million in PS funding to support 48 full-time positions. The Office is entirely funded by City funds. OATA's Fiscal 2022 Preliminary Budget is \$5,000 more than its Fiscal 2021 Adopted Budget, primarily due to minor increases in its PS budget for salaries. For additional information regarding OATA's budgetary actions, please refer to Appendix A.

OATA Financial Plan Actions

The Fiscal 2022 Preliminary Plan included minor changes to OATA's budget. These changes included a decrease of \$1,000 in other adjustments, and citywide savings of \$82,000, all of which was in Fiscal 2021. The following section and chart provides highlights of financial plan actions since the Fiscal 2021 Adopted Budget that have impacted OATA's budget.

Table 5

Budget Actions since the Fiscal 2021 Adopted Budget					
<i>Dollars in Thousands</i>	FY21	FY22	FY23	FY24	FY25
FY21 Adopted	\$5,966	\$5,971	\$5,971	\$5,971	\$5,971
New Needs	0	0	0	0	0
Other Adjustments	(36)	0	0	0	0
Savings Program	0	0	0	0	0
Total Nov Plan Changes	\$(36)	\$0	\$0	\$0	\$0
Nov 2020 Plan	\$5,931	\$5,971	\$5,971	\$ 5,971	\$5,971
New Needs	0	0	0	0	0
Other Adjustments	(1)	0	0	0	0

Savings Program	(82)	0	0	0	0
Total Prelim Changes	\$(83)	\$0	\$0	\$0	\$0
FY22 Prelim	\$5,848	\$5,971	\$5,971	\$5,971	\$5,971

Other Adjustments

Since Adoption of the Fiscal 2021 Adopted Budget, the OATA's budget includes other adjustments that decreases its budget by \$36,000 in Fiscal 2021. Other adjustments in the Preliminary Plan include a reduction of \$1,000 in Fiscal 2021. Highlights of other adjustments include the following.

- **Managerial and OJ Furloughs.** Although not part of the OATA's savings program, in the November 2020 Plan, OATA's budget included a reduction of \$43,382 in Fiscal 2021 for projected savings associated with the furlough program, which requires City employees to take five unpaid furlough days over the six-month period from October 2020 through March 2021.

Savings Program

Since the Fiscal 2021 Adopted Budget, OATA is expected to generate savings of \$371,000 in Fiscal 2021 and \$125,000 in Fiscal 2022. Savings in the Preliminary Plan total \$82,000 in Fiscal 2021. Below are highlights of OATA's savings program.

- **Property Assessment Fee Revenue.** OATA will generate savings of \$289,000 in Fiscal 2021 and \$125,000 in Fiscal 2022 through additional revenue from filing fees due to an increase in the number of property assessment review applications.
- **Hiring and Attrition Management.** Introduced in the Fiscal 2022 Preliminary Budget, the City has imposed strict hiring protocols that impact many City agencies, whereby three positions would need to be vacant through attrition in order to hire one additional staff. OATA will generate one-time savings of \$82,000 in Fiscal 2022 through this process and would generate a one-time reduction in headcount of three positions in Fiscal 2022. However, it has yet to be determined which OATA divisions would be impacted by this savings program.

OATA Headcount

OATA's Fiscal 2022 budgeted headcount totals 60 positions, which includes 48 Full-Time (FT) positions and 12 Full-Time Equivalent (FTE) positions. As of December 2020, OATA was operating with a FT vacancy rate of 6.2 percent, equivalent to three FT vacant positions, all of which are City-funded. For additional information regarding OATA's headcount, please refer to Appendix B.

OATA Contract Budget

OATA's Fiscal 2022 Preliminary Contract Budget totals 168,333 for four contracts, accounting for 53.6 percent of OATA's Fiscal 2022 Preliminary OTPS budget. OATA's Fiscal 2022 Preliminary Contract Budget remains unchanged since the Fiscal 2021 Adopted Contract Budget. For additional information regarding OATA's Fiscal 2022 Contract Budget, please refer to Appendix C.

OATA Miscellaneous Revenue

OATA generates miscellaneous revenue by charging fees on applications for correction where the assessed value on the notice of property value is \$2 million or more. The Preliminary Plan estimates that OATA will generate miscellaneous revenue of \$1.8 million in Fiscal 2022 from these application

fees. For additional information regarding OATA's miscellaneous revenue streams, please refer to Appendix D.

OATA Appendices

Appendix A: OATA Budgetary Actions in the November and Preliminary Financial Plans

<i>Dollars in Thousands</i>	FY21			FY22		
	City	Non-City	Total	City	Non-City	Total
OATA Budget as of the Adopted 2021 Budget	\$5,966	\$0	\$5,966	\$5,971	\$-	\$5,971
New Needs	\$0	\$0	\$0	\$0	\$-	\$0
Other Adjustments						
City Adjustments	(36)	0	\$(36)	0	0	\$0
Subtotal, Other Adjustments	\$(36)	\$0	\$(36)	\$0	\$0	\$0
Total All Changes	\$(36)	\$0	\$(36)	\$0	\$0	\$0
OATA Budget as of the November 2020 Plan	\$5,931	\$0	\$5,931	\$5,971	\$0	\$5,971
New Needs	\$0	\$0	\$0	\$0	\$0	\$0
Other Adjustments						
Other City Adjustments	(1)	0	\$(1)	0	0	\$0
Hiring & Attrition Management	(82)	0	\$(82)	0	0	\$0
Subtotal, Other Adjustments	\$(83)	\$0	\$(83)	\$0	\$0	\$0
Total All Changes	\$(83)	\$0	\$(83)	\$0	\$0	\$0
OATA Budget as of the 2022 Prelim Budget	\$5,848	\$0	\$5,848	\$5,971	\$0	\$5,971

Appendix B: OATA Historical and Budgeted Headcount

	Actual					Preliminary Plan				
	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
FT	38	38	40	43	45	45	48	48	48	48
FTE	13	13	13	11	7	11	12	12	12	12
Total	51	51	53	54	52	56	60	60	60	60

Appendix C: OATA Contract Budget

OATA Fiscal 2022 Preliminary Contract Budget				
<i>Dollars in Thousands</i>				
Title	FY21 Adopted	# of Contracts	FY22 Prelim	# of Contracts
Contractual Services General	\$157	1	\$157	1
Telecommunications Maint	0	1	0	1
Office Equipment Maint	2	1	2	1
Data Processing Equipment	9	1	9	1
TOTAL	\$168	4	\$168	4

Appendix D: OATA Miscellaneous Revenue

OATA Revenue Budget Overview							
<i>Dollars in Thousands</i>							
Revenue Source	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Adopted	FY21 Prelim	FY22 Prelim
Tax Commission Fees	\$1,753	\$1,786	\$2,295	\$3,110	\$1,763	\$2,052	\$1,813
TOTAL	\$1,753	\$1,786	\$2,295	\$3,110	\$1,763	\$2,052	\$1,813

Department of Records and Information Services Overview

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.

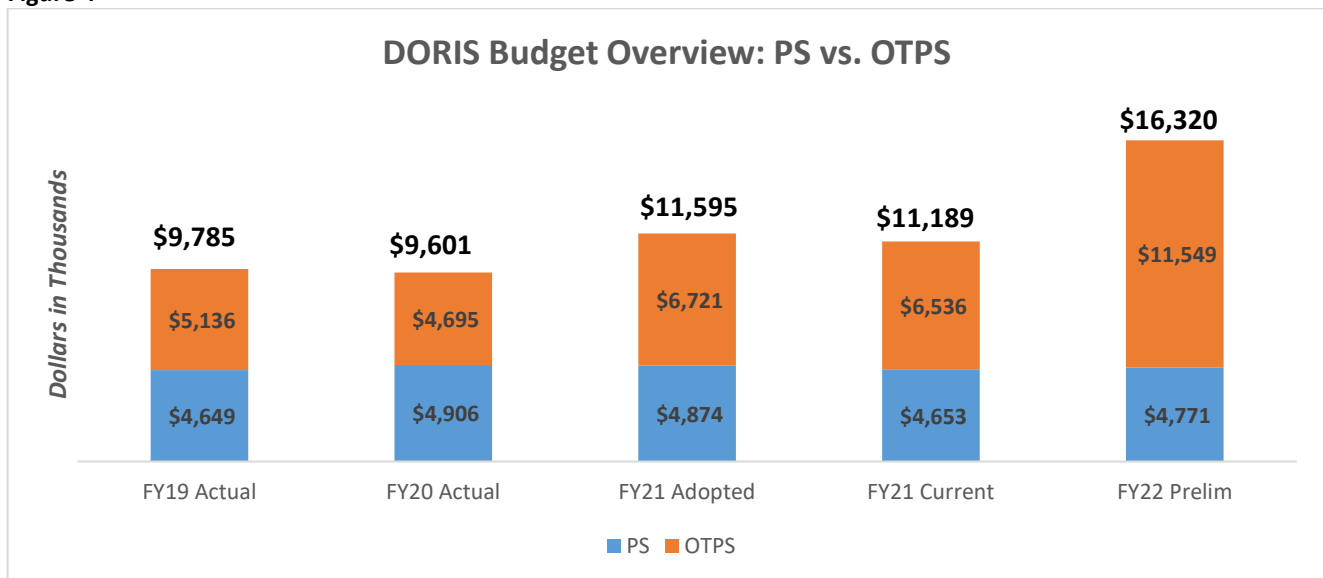
DORIS overview and activities:

- Composed of the municipal archives, visitor center, city hall library, and municipal records management division;
- Operates records storage facilities in two locations with a combined capacity of one million cubic feet;
- Provides records management services to 50 city agencies, ten courts, and the five district attorneys' offices;
- 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 Fiscal 2022 Preliminary Budget Highlights

DORIS Fiscal 2022 Preliminary Budget totals \$16.3 million, including \$4.8 million in Personal Services (PS) funding to support 60 full-time positions and \$11.5 million in Other Than Personal Services (OTPS) costs. \$16 million, or 98.3 percent of DORIS’ Fiscal 2022 budget is funded through City funds, with Intra-City transfers, State and Other Categorical funding representing the remaining funds. The Department’s budget is subdivided into two Units of Appropriation (U/A’s), Personal Services and Other Than Personal Services (OTPS).⁴

Figure 4



⁴ Units of Appropriation are the subdivisions of the City Expense Budget that the City Council votes upon.

DORIS Financial Plan Summary

Table 6

DORIS Financial Summary						
	FY19	FY20	FY21	Preliminary Plan		*Difference
<i>Dollars in Thousands</i>	Actual	Actual	Adopted	FY21	FY22	FY22-FY21
Spending						
Personal Services	\$4,649	\$4,906	\$4,874	\$4,653	\$4,771	(\$103)
Other Than Personal Services	5,136	4,695	6,721	6,536	11,549	4,828
TOTAL	\$9,785	\$9,601	\$11,595	\$11,189	\$16,320	\$4,725
Personal Services						
Additional Gross Pay	\$52	\$77	\$67	\$67	\$67	\$0
Full-Time Salaried	4,252	4,202	4,394	4,099	4,489	95
PS Other	345	627	413	487	215	(198)
SUBTOTAL	\$4,649	\$4,906	\$4,874	\$4,653	\$4,771	(\$103)
Other Than Personal Services						
Contractual Services	\$452	\$327	\$155	\$1,241	\$155	\$0
Fixed & Misc Charges	1	1	0	0	0	0
Other Services & Charges	4,063	4,107	6,082	4,933	6,242	\$160
Property & Equipment	428	102	396	303	5,064	\$4,668
Supplies & Materials	192	158	88	59	88	\$0
SUBTOTAL	\$5,136	\$4,695	\$6,721	\$6,536	\$11,549	\$4,828
TOTAL	\$9,785	\$9,601	\$11,595	\$11,189	\$16,320	\$4,725
Funding						
City Funds			\$11,312	\$10,686	\$16,036	\$4,724
Other Categorical			20	94	20	0
State			37	166	30	0
Federal - Other			0	17	0	0
Intra City			226	226	227	1
TOTAL	\$9,785	\$9,601	\$11,595	\$11,189	\$16,320	\$4,725
Budgeted Headcount						
Full-Time Positions - Civilian	61	59	61	55	60	(1)
TOTAL	61	59	61	55	60	(1)

*The difference of Fiscal 2021 Adopted Budget compared to Fiscal 2022 Preliminary Budget.

DORIS' Fiscal 2022 Preliminary Budget is \$4.7 million more than its Fiscal 2021 Adopted Budget of \$11.6 million. The specific actions that resulted in this net increase are discussed in the next section. For additional information regarding DORIS' budgetary actions, please refer to Appendix A.

DORIS Financial Plan Actions

The Fiscal 2022 Preliminary Plan included moderate changes to DORIS' budget. These changes included a decrease of \$1,451 in other adjustments, and citywide savings of \$599,000, all of which was in Fiscal 2021. The following section and chart provide highlights of financial plan actions since the Fiscal 2021 Adopted Budget that have impacted DORIS' budget.

Table 7

Budget Actions since the Fiscal 2021 Adopted Budget					
<i>Dollars in Thousands</i>	FY21	FY22	FY23	FY24	FY25
FY21 Adopted	\$11,596	\$16,935	\$16,534	\$16,534	\$16,534
New Needs	0	0	0	0	0
Other Adjustments	216	(2)	(2)	(2)	(2)
Savings Program	(22)	(613)	(30)	(30)	(30)

Total Nov Plan Changes	\$194	\$(615)	\$(32)	\$(32)	\$(32)
Nov 2020 Plan	\$11,790	\$16,320	\$16,502	\$16,502	\$16,502
New Needs	0	0	0	0	0
Other Adjustments	(1)	0	0	0	0
Savings Program	(599)	0	0	0	0
Total Prelim Changes	\$(600)	\$0	\$0	\$0	\$0
FY22 Prelim	\$11,189	\$16,320	\$16,502	\$16,502	\$16,502

Other Adjustments

Since Adoption of the Fiscal 2021 Adopted Budget, the DORIS' budget includes other adjustments that increase its budget by \$215,000 in Fiscal 2021, and reduces its budget by a baselined amount of \$2,000 beginning in Fiscal 2022. Other adjustments in the Preliminary Plan include a reduction of \$1,000 in Fiscal 2021. Highlights of other adjustments include the following.

- **Managerial and OJ Furloughs.** Although not part of the DORIS' savings program, in the November 2020 Plan, DORIS' budget included a reduction of \$17,099 in Fiscal 2021 for projected savings associated with the furlough program, which requires City employees to take five unpaid furlough days over the six-month period from October 2020 through March 2021.
- **State Funding.** The November 2020 Plan includes additional State funding of \$129,109 in Fiscal 2021, primarily from State grants, including funding from the New York State Library Grant, and the State Authorization Reciprocity Agreement (SARA) grant.

Savings Program

Since the Fiscal 2021 Adopted Budget, DORIS is expected to generate citywide savings of \$622,000 in Fiscal 2021, \$613,000 in Fiscal 2022, and baselined savings of \$30,000 beginning in Fiscal 2023. Savings in the Preliminary Plan total \$599,000 in Fiscal 2021. Below are highlights of DORIS' savings program.

- **ERMS Contract Negotiation.** DORIS will generate one-time savings of \$583,000 in Fiscal 2022 through contract negotiation for the Electronic Records Management System (ERMS).
- **Hiring Freeze.** DORIS will generate budgetary savings of \$22,000 in Fiscal 2021 and baselined savings of \$29,000 beginning in Fiscal 2022 through the permanent reduction of one vacant position at the agency.
- **Hiring and Attrition Management.** Introduced in the Fiscal 2022 Preliminary Budget, the City has imposed strict hiring protocols that impact many City agencies, whereby three positions would need to be vacant through attrition in order to hire one additional staff. DORIS will generate one-time savings of \$91,000 in Fiscal 2022 through this process, and would generate a one-time reduction in headcount of five positions in Fiscal 2022. However, it has yet to be determined which DORIS divisions would be impacted by this savings program.
- **Lease Savings.** The Department will generate one-time savings of \$493,000 in Fiscal 2021 through lease savings at DORIS facilities.
- **PS Savings.** The Department will generate one-time savings of \$15,000 in Fiscal 2021 through less than anticipated spending in its Administration Division.

DORIS Headcount

DORIS' Fiscal 2022 budgeted headcount totals 65 positions, which includes 60 Full-Time (FT) positions and five Full-Time Equivalent (FTE) positions. As of December 2020, DORIS was operating with a FT vacancy rate of 8.4 percent, equivalent to five FT vacant positions, all of which are City-funded. For additional information regarding DORIS' headcount, please refer to Appendix B.

DORIS Contract Budget

DORIS' Fiscal 2022 Preliminary Contract Budget totals \$154,571 for three contracts, accounting for 1.3 percent of DORIS' Fiscal 2022 Preliminary OTPS budget. A general services contract of \$128,671 makes up 83.2 percent of DORIS' Fiscal 2022 Contract Budget. DORIS' Fiscal 2022 Preliminary Contract Budget remains unchanged since its Fiscal 2021 Adopted Contract Budget. For additional information regarding DORIS' Fiscal 2022 Preliminary Contract Budget, please refer to Appendix C.

DORIS Fiscal 2021 Preliminary Mayor's Management Report

The Preliminary Mayor's Management Report (PMMR) for Fiscal 2021 was released in January 2021 and contains information regarding City agencies/offices that allow the public to better understand how NYC programs are performing. DORIS' PMMR report includes 21 metrics that showcases the Department's numerous operations, including its work to digitize records, the average response time to agency requests for inactive records, among others. Although the report contains valuable information, some of its metrics do not contain specified targets. DORIS should strive to include targets within its metrics in order to provide additional transparency on the work carried out by the Department. Some notable performance metrics provided by the Department of Records and Information Services in the Fiscal 2021 PMMR include the following.

- **Digitized Records.** The total number of digitized records increased by 27,534, from 1,421,172 in Fiscal 2019 to 1,448,706 in Fiscal 2020. During the first four months of Fiscal 2021, the number of records digitized increased by 73 percent when compared to the same time period in Fiscal 2020. According to the PMMR, the higher volume is attributable to the digitization of microfilmed historical death certificates using a more expedient methodology, rather than formatting the original material.
- **Responding to Vital Record Requests.** The average time for the Department to respond to vital record requests increased from 7.2 days in Fiscal 2019 to 9.7 days in Fiscal 2020. However, during the first four months of Fiscal 2021, the average response increased to 18.8 days, compared to 7.3 days during the time period in Fiscal 2020. According to the PMMR, this reduction in performance was due to the health and safety restrictions brought on by the COVID-19 pandemic. DORIS staff working remotely were able to supply PDF copies of previously-digitized vital records, but could not fulfill certified hard-copy requests, which resulted in a major backlog for the agency.

For additional information regarding the Law Department's Fiscal 2021 performance metrics, please refer to the Fiscal 2021 Preliminary Mayor's Management Report, found here: https://www1.nyc.gov/assets/operations/downloads/pdf/pmmr2021/2021_pmmr.pdf

DORIS Miscellaneous Revenue

DORIS generates miscellaneous revenue by charging fees for the provision and copying of records and the sale of copies of archival photographs. The Fiscal 2022 Preliminary Plan projects that DORIS will

generate miscellaneous revenue of \$902,000 in Fiscal 2022 from these services. For additional information regarding DORIS' miscellaneous revenue streams, please refer to Appendix D.

DORIS Capital Program

DORIS does not manage its own capital projects. However, there are five projects within the Fiscal 2021 – 2025 Preliminary Capital Commitment Plan which total \$1.5 million across the five fiscal years. These projects include \$545,000 for network infrastructure upgrades at the agency, \$365,000 for a Cold Storage system for usage in the preservation of archives, and \$502,000 a warehouse relocation for the agency in Brooklyn.

DORIS Appendices

Appendix A: DORIS Budgetary Actions in the November and Preliminary Financial Plans

<i>Dollars in Thousands</i>	FY21			FY22		
DORIS Budget as of the 2021 Adopted Budget	City	Non-City	Total	City	Non-City	Total
	\$11,312	\$284	\$11,596	\$16,650	\$285	\$16,935
New Needs	\$0	\$0	\$0	\$0	\$0	\$0
Other Adjustments						
Other City Adjustments	(4)	0	\$(4)	(2)	0	\$(2)
Other Categorical Adjustments	0	74	\$74	0	0	\$0
Federal Adjustments	0	17	\$17	0	0	\$0
State Adjustments	0	129	\$129	0	0	\$0
ERMS Contract Negotiation	0	0	\$0	(583)	0	\$(583)
Hiring Freeze	(22)	0	\$(22)	(30)	0	\$(30)
Subtotal Other Adjustments	\$(26)	\$220	\$194	\$(615)	\$0	\$(615)
Total All Changes	\$(26)	\$220	\$194	\$(615)	\$0	\$(615)
DORIS Budget as of the November 2020 Plan	\$11,286	\$504	\$11,790	\$16,035	\$285	\$16,320
New Needs	\$0	\$0	\$0	\$0	\$0	\$0
Other Adjustments						
Other City Adjustments	(1)	0	\$(1)	0	0	\$0
Hiring & Attrition Management	(91)	0	\$(91)	0	0	\$0
Lease Savings	(493)	0	\$(493)	0	0	\$0
PS Savings	(15)	0	\$(15)	0	0	\$0
Subtotal Other Adjustments	\$(600)	\$0	\$(600)	\$0	\$0	\$0
Total All Changes	\$(600)	\$0	\$(600)	\$0	\$-	\$0
DORIS Budget as of the FY22 Prelim Plan	\$10,685	\$504	\$11,189	\$16,035	\$285	\$16,320

Appendix B: DORIS Historical and Budgeted Headcount

	Actual					Preliminary Plan				
	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
FT	50	48	60	61	59	55	60	60	60	60
FTE	19	17	12	8	17	11	5	5	5	5
Total	69	65	72	69	76	66	65	65	65	65

Appendix C: DORIS Contract Budget

DORIS Fiscal 2022 Preliminary Contract Budget				
<i>Dollars in Thousands</i>				
Title	FY21 Adopted	# of Contracts	FY22 Prelim	# of Contracts
Contractual Services General	\$129	1	\$129	1
Office Equipment Maint	18	1	18	1
Temporary Maint	8	1	8	1
TOTAL	\$155	3	\$155	3

Appendix D: DORIS Miscellaneous Revenue

DORIS Revenue Budget Overview							
<i>Dollars in Thousands</i>							
Revenue Source	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Adopted	FY21 Prelim	FY22 Prelim
Document Search & Copy Fees	\$611	\$634	\$583	\$490	\$500	\$500	\$578
Photo Sales	225	168	233	138	250	250	324
TOTAL	\$836	\$802	\$816	\$628	\$750	\$750	\$902

Community Boards Overview

There are 59 community boards in New York City, 12 of which 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.

Table 7

Community Boards Financial Summary						
<i>Dollars in Thousands</i>						
<i>Dollars in Thousands</i>	FY19	FY20	FY21	Preliminary Plan		*Difference
	Actual	Actual	Adopted	FY21	FY22	FY22-FY21
Spending						
Personal Services	\$11,614	\$12,175	\$13,557	\$13,172	\$13,644	\$87
Other Than Personal Services	7,222	6,422	5,450	6,091	5,144	(306)
TOTAL	\$18,836	\$18,597	\$19,007	\$19,263	\$18,788	(\$219)
Personal Services						
Additional Gross Pay	\$139	\$78	\$55	\$59	\$66	\$11
Full-Time Salaried - Civilian	10,665	11,278	12,086	11,925	12,178	92
PS Other	810	819	1,416	1,188	1,400	(16)
SUBTOTAL	\$11,614	\$12,175	\$13,557	\$13,172	\$13,644	\$87
Other Than Personal Services						
Contractual Services	\$1,284	\$1,059	\$221	\$421	\$208	(\$13)
Fixed & Misc. Charges	23	13	7	69	7	0
Other Services & Charges	4,373	4,144	4,873	5,142	4,603	(270)
Property & Equipment	759	638	72	148	71	(1)
Supplies & Materials	783	568	277	311	255	(22)
SUBTOTAL	\$7,222	\$6,422	\$5,450	\$6,091	\$5,144	(306)
TOTAL	\$18,836	\$18,597	\$19,007	\$19,263	\$18,788	(\$219)
Funding						
City Funds			\$19,007	\$18,871	\$18,788	(\$219)
Other Categorical			0	392	0	0
TOTAL	\$18,836	\$18,597	\$19,007	\$19,263	\$18,788	(\$219)
Budgeted Headcount						
Full-Time Positions - Civilian	156	154	157	157	157	0
TOTAL	156	154	157	157	157	0

**The difference of Fiscal 2021 Adopted Budget compared to Fiscal 2022 Preliminary Budget.*

The Fiscal 2022 Preliminary Budget for the Community Boards totals \$18.8 million, including \$13.6 million in PS funding to support 157 full-time positions. Each Board receives a base allocation of roughly \$318,000 to be allocated towards PS and OTPS expenses as each Community Board deems fit. In addition, Community Boards receive additional allocations for rent expenditures, which are housed in the OTPS budget and cumulatively totals approximately \$4 million for Fiscal 2022, which range from \$0 to \$162,935, depending on the specific space requirements of each Board. Lastly, Community Boards headcount range from one to five personnel. Furthermore, as of the release of the Fiscal 2022 Preliminary Plan, the Citywide Savings Program stipulates that the Boards will

cumulatively generate budgetary savings of \$238,000 in Fiscal 2021, \$448,000 in Fiscal 2022 and \$8,000 in Fiscal 2023, in a mix of PS and OTPS savings.