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Report on the Fiscal 2024 Preliminary Plan
and the Fiscal 2023 Preliminary Mayor's
Management Report for the
Landmarks Preservation Commission

March 9, 2023

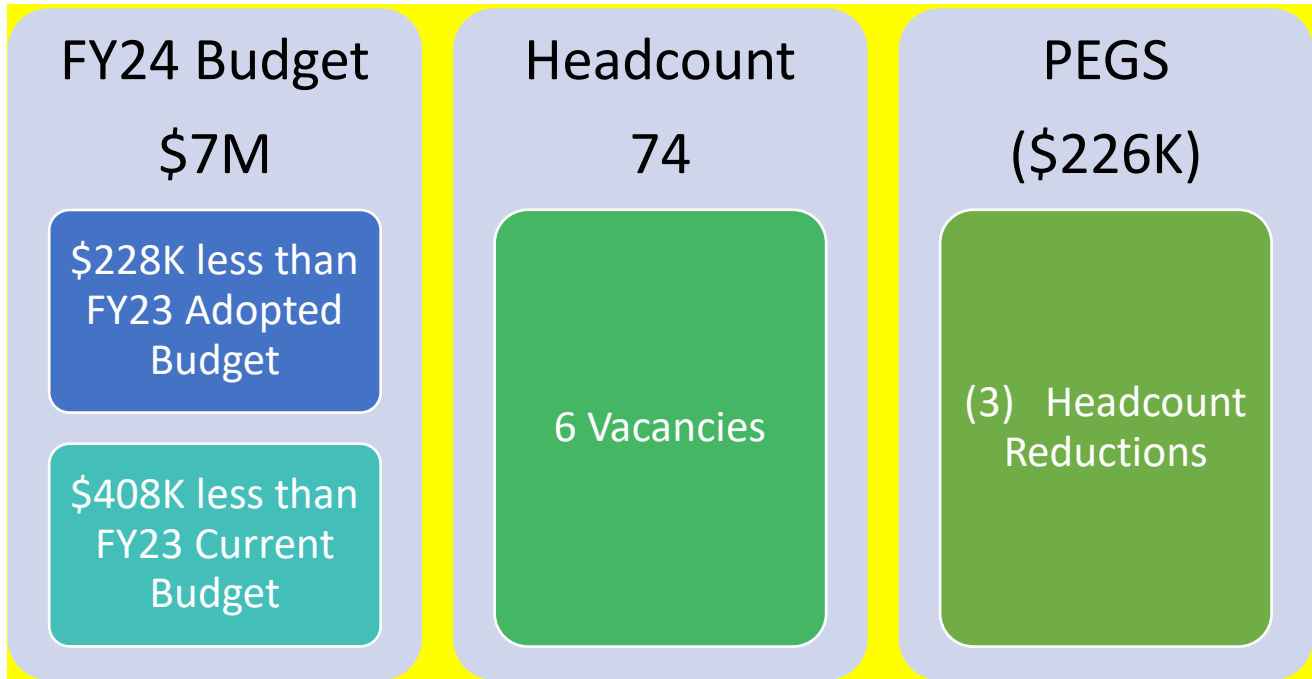
Prepared by Michael Sherman, Senior Financial Analyst



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Landmarks Preservation Commission Fiscal 2024 Budget Snapshot



Landmarks Preservation Commission Financial Plan Overview

The Landmarks Preservation Commission’s (LPC) Fiscal 2024 Preliminary Budget totals \$6.9 million (including City and non-City funds). The Fiscal 2024 budget for LPC includes \$6.1 million for Personal Services (PS) costs and \$862,000 for Other Than Personal Services (OTPS) costs. PS includes all full-time and part-time position costs as well as overtime spending, while OTPS includes property, equipment, supplies, and services contracted out to other entities. LPC’s Fiscal 2024 Preliminary Budget is \$226,000 less than the Fiscal 2023 Adopted Budget amount of \$7.2 million. This decrease is primarily due to the vacancy reduction of three positions.

Financial Summary

Below is a summary of funding changes by unit of appropriation area and funding source and headcount changes when comparing LPC’s Fiscal 2024 Preliminary Budget to its Fiscal 2023 Adopted Budget.

Table 1: LPC Financial Summary						
<i>Dollars in Thousands</i>						
	FY21	FY22	FY23	Preliminary Plan		*Difference
	Actual	Actual	Adopted	FY23	FY24	FY23-FY24
Spending						
Personal Services	\$5,938	\$5,747	\$6,324	\$6,066	\$6,099	\$(226)
Other Than Personal Services	507	799	863	1,302	862	(1)
TOTAL	\$6,445	\$6,546	\$7,188	\$7,368	\$6,960	\$(227)
Additional Gross Pay	\$120	\$155	\$152	\$152	\$152	\$0
Contractual Services	84	118	161	429	161	0
Contractual Services - Professional Services	28	95	53	76	55	2
Full-Time Salaried - Civilian	5,605	5,353	5,886	5,628	5,661	(226)
Other Services & Charges	299	399	437	685	434	(3)
Overtime - Civilian	3	13	7	7	7	0
Property & Equipment	22	109	30	33	30	0
Supplies & Materials	74	78	183	80	183	0
Unsalaries	209	226	279	279	279	0
TOTAL	\$6,445	\$6,546	\$7,188	\$7,368	\$6,960	\$(227)
Funding						
City Funds			\$6,566	\$6,464	\$6,339	\$(227)
Federal - Community Development			622	904	622	0
TOTAL	\$6,445	\$6,546	\$7,188	\$7,368	\$6,960	\$(227)
Budgeted Headcount						
Full-Time Positions – Civilian	69	65	77	74	74	(3)
TOTAL	69	65	77	74	74	(3)

**The difference of Fiscal 2023 Adopted Budget compared to Fiscal 2024 Preliminary Budget.*

LPC’s Fiscal 2024 Preliminary Budget is \$6.9 million, a decrease of \$226,000 when compared to the Fiscal 2023 Adopted Budget of \$7.2 million. The year-over-year reduction is mainly due to the elimination of three staff vacancies; slightly offset by an increase in contractual services – professional services costs.

Agency Funding

The Landmarks Preservation Commission’s budget is supported by two funding sources. City tax-levy accounts for \$6.3 million, or 91 percent of LPC’s budget, while federal Community Development Block Grant (CDBG) funds account for the remaining nine percent. The Fiscal 2024 Preliminary Plan recognizes a total of \$622,000 in federal funding. The chart below shows the Commission’s funding by City funds and federal funds.

Fiscal 2024 Preliminary Budget Changes

The Preliminary Plan included minimal changes to LPC’s budget. The only significant action was a vacancy reduction of three positions with a funding decrease of \$226,000 in Fiscal 2024. The full presentation of changes to the budget in the November and Preliminary Plans can be seen in Appendix A.

New Needs

- None

Other Adjustments

- None

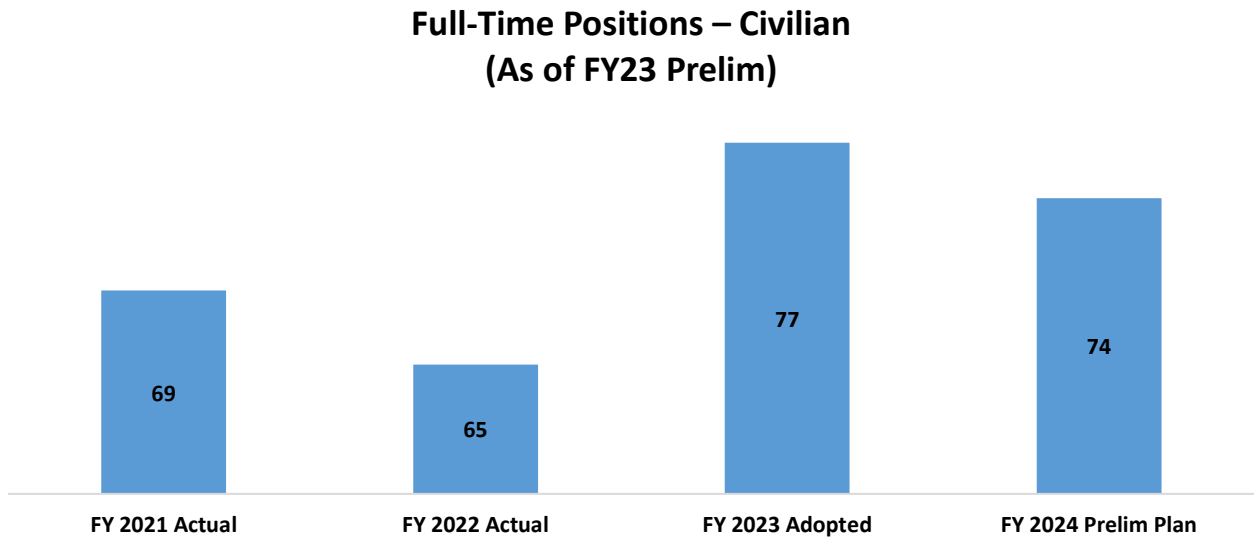
Program to Eliminate the Gap (PEG)

- **Vacancy Reduction:** The Fiscal 2024 Preliminary Budget includes vacancy reductions of three positions with related savings of \$226,000 in Fiscal 2024 and the outyears.

Headcount

LPC’s PS budget represents the costs of professional technical and administrative staff that support the Commission. Staff review applications for work on designated properties, issue permits, provides technical guidance and education on how to preserve these historic resources, investigate complaints of illegal work, and initiate action to ensure compliance with the Landmarks Law. Approximately half of LPC’s headcount is Landmarks Preservationists, a civil service title with an average annual salary of \$67,703. LPC’s Fiscal 2024 Preliminary Budget includes funding for 74 positions, a decrease of three positions when compared to the Fiscal 2023 Adopted Budget. The headcount variance between the Fiscal 2024 Preliminary Budget and the Fiscal 2023 Adopted Budget is due to the headcount vacancy eliminations proposed in the Plan. The actual headcount as of December 2022 was 68, a vacancy rate of 11.7 percent.

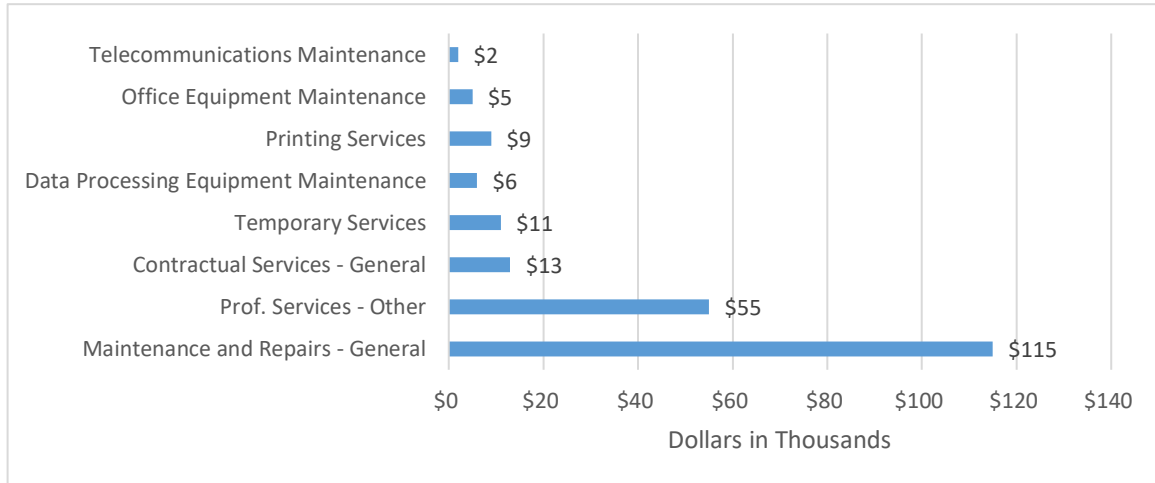
Chart 2: Full-Time Positions - Civilian



Miscellaneous Revenue

LPC collects miscellaneous revenue from a variety of sources. The projected revenue for Fiscal 2024 is \$6.4 million, \$322,000 greater than the Fiscal 2023 Adopted Budget amount of \$6.1 million. A breakdown of miscellaneous revenue for LPC can be found in Appendix D.

Contract Budget



LPC’s contract budget in the Fiscal 2024 Preliminary Plan totals \$216,000 and funds 20 contracts across eight category types. Twelve contracts for maintenance and repairs totaling \$115,000 in Fiscal 2024 comprise 53.7 percent of the Department’s total contract budget. These contracts are part of LPC’s restoration projects under the federally funded Historic Preservation Grant Program. The details of the LPC contract budget are presented in Appendix B.

Fiscal 2024 Preliminary Mayor’s Management Report

The Fiscal 2024 Preliminary Mayor’s Management Report (PMMR) includes four goals and one service area for LPC. Key performance indicators and operating changes that will have an impact on LPC moving forward include:

- Facilitate Appropriate Work on Landmark Buildings Through Technical Assistance and Timely Issuance of Permits.** The number of permit applications has increased from 4,091 this time last year to 4,234 this year, a 3.5 percent increase. This increase in permits combined with the reductions in positions as well as the vacancy rate may lead to service delays moving forward.
- Increase Landmark Regulations Compliance.** The number of enforcement actions taken by LPC increased from 32 in the first four months in Fiscal 2022 to 136 in Fiscal 2023, an increase of approximately 325 percent. According to the PMMR, LPC temporarily allocated additional resources to address complaints. It is unclear if LPC can sustain the increase in enforcement and investigative actions if resources are not allocated on a more permanent basis.

Appendices

A. Budget Actions in the November and Preliminary Plans

LPC FY24 Budget Actions						
<i>Dollars in Thousands</i>	FY23			FY24		
	City	Non-City	Total	City	Non-City	Total
LPC Budget as of the Adopted FY23 Budget	\$6,565	\$622	\$7,187	\$6,567	\$622	\$7,189
Changes Introduced in the November 2022 Plan						
New Needs						
	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal, New Needs	\$0	\$0	\$0	\$0	\$0	\$0
Programs to Eliminate the Gap (PEGs)						
Telecommunication Savings	(\$1)		(\$1)	(\$3)		(\$3)
Subtotal, PEGs	(\$1)	\$0	(\$1)	(\$3)	\$0	(\$3)
Other Adjustments						
FY23 CDBG ROLLOVER	\$0	\$282	\$282	\$0	\$0	\$0
Subtotal, Other Adjustments	\$0	\$282	\$282	\$0	\$0	\$0
TOTAL, All Changes in November 2022 Plan	(\$1)	\$282	\$281	(\$3)	\$0	(\$3)
LPC Budget as of the November 2022 Plan Budget	\$6,564	\$904	\$7,468	\$6,564	\$622	\$7,186
Changes Introduced in the FY24 Preliminary Plan						
New Needs						
	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal, New Needs	\$0	\$0	\$0	\$0	\$0	\$0
Programs to Eliminate the Gap (PEGs)						
Vacancy Reduction	(\$113)	\$0	(\$113)	(\$226)	\$0	(\$226)
Subtotal, PEGs	(\$113)	\$0	(\$113)	(\$226)	\$0	(\$226)
Other Adjustments						
Heat, Light and Power	\$12	\$0	\$12	\$0	\$0	\$0
Subtotal, Other Adjustments	\$12	\$0	\$12	\$0	\$0	\$0
TOTAL, All Changes in the FY24 Preliminary Plan	(\$101)	\$0	(\$101)	(\$226)	\$0	(\$226)
LPC Budget as of the FY23 Preliminary Budget	\$6,463	\$904	\$7,368	\$6,339	\$622	\$6,961

Source: The Office of Management and Budget

B. Contract Budget

LPC FY24 Preliminary Contract Budget				
<i>Dollars in Thousands</i>				
Category	FY23 Adopted	Number of Contracts	FY24 Preliminary	Number of Contracts
Contractual Services General	\$13	1	\$ 13	1
Telecommunications Maintenance	2	1	2	1
Maintenance & Repairs General	115	12	115	12
Office Equipment Maintenance	5	2	5	2
Data Processing Equipment	6	1	6	1
Printing Contracts	9	1	9	1
Temporary Services	11	1	11	1
Prof Services and Other	53	1	55	1
TOTAL	\$214	20	\$ 216	20

C. PS/OTPS

PS/OTPS						
<i>Dollars in Thousands</i>						
	2021 Actual	2022 Actual	2023 Adopted	Preliminary Plan		*Difference
				2023	2024	2023-2024
Spending						
Personal Services						
Additional Gross Pay	\$120	\$155	\$152	\$152	\$152	\$0
Full-Time Salaried - Civilian	5,605	5,353	5,886	5,628	5,661	(226)
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Property & Equipment	22	109	30	33	30	0
Supplies & Materials	74	78	183	80	183	0
Subtotal	\$507	\$799	\$ 863	\$1,302	\$862	\$(1)
TOTAL	\$6,445	\$6,546	\$7,188	\$7,368	\$6,960	\$(227)
Funding						
City Funds			\$6,566	\$6,464	\$6,339	\$(227)
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TOTAL	\$6,445	\$6,546	\$7,188	\$7,368	\$6,960	\$(227)
Budgeted Headcount						
Full-Time Positions - Civilian	69	65	77	74	74	(3)
TOTAL	69	65	77	74	74	(3)

D. Miscellaneous Revenue

LPC Miscellaneous Revenue Budget Overview					
<i>Dollars in Thousands</i>	FY22	FY23	Preliminary Plan		*Difference
	Actual	Adopted	FY23	FY24	FY23-FY24
Revenue Sources					
Licenses, Permits, and Franchises					
Landmark Permits	\$ 7,860	\$6,095	\$6,292	\$ 6,407	\$ 312
Subtotal	\$ 7,860	\$6,095	\$ 6,292	\$ 6,407	\$ 312
Miscellaneous					
Landmark Settlements and Other	\$ 44	\$9	\$ 9	\$ 9	\$ 0
Subtotal	\$ 44	\$9	\$ 9	\$ 9	\$ 0
TOTAL	\$ 7,904	\$6,104	\$ 6,301	\$ 6,416	\$ 312