

# FY 2019 Borough Budget Consultations

## Manhattan - Landmarks Preservation Commission

Meeting Date 9/13/2017

### AGENDA ITEM 1 : General Agency Funding Discussion:

The purpose of holding the Borough Budget Consultations is to provide Community Boards with important information to assist in drafting their statement of District Needs and Budget Priorities for the upcoming fiscal year. As you know, Community Board Members are volunteers who may not be familiar with the budget process and how agencies' programs are funded. At the same time, Community Board members are very knowledgeable about local service needs.

This year's Manhattan agendas have Agencies begin the consultation with a presentation of their goals, funding decision process, and highlights of their funding needs.

Then, the agenda continues with Community Boards asking about specific program funding.

Lastly, the agendas include Boards' requests on district-specific budget questions. We request that the agency respond in writing, but have any further discussions on these items with the Community Boards outside of the consultation.

For the General Agency Funding Discussion, please provide written responses and please be prepared to present on the following topics for 10-15 minutes at the beginning of our Consultation:

1. Explain the process the agency uses to formulate goals and budget priorities.
2. What are the current proposed FY18 and FY19 service and operational goals and proposed funding?
3. Which programs is the agency adding, dropping, or changing for FY18 and projected for FY19?

### AGENCY RESPONSE:

The Landmarks Preservation Commission (LPC) formulates goals and targets through the MMR process, during which time goals for designations, permit issuance, enforcement of compliance with landmark regulations, and archaeological and environmental review evaluations, for the coming fiscal year are reviewed and updated where necessary. As it relates to designations in particular, LPC advances new designations of individual landmarks and historic districts in the context of the agency's priorities and citywide equity agenda. LPC's Research Department has a detailed work plan to accomplish significant survey, research and designation work within each Fiscal Year in accordance with the agency's priorities and MMR targets.

Most of the agency's budget, about 86%, is dedicated to personnel expenses, and the remaining 14% is dedicated to other than personnel service costs to support staff. LPC's mandate does not include capital projects and therefore does not have a capital budget. The budget however includes a small number of purchase orders and contracts for administrative goods and services, and grant money administered through our Historic Preservation Grant Program.

During each budget cycle, the agency conducts an assessment of our staffing needs by:

- a) Assessing the workload of current staff along with workload capacity of vacant positions that are in the process of being filled.
- b) Considering the impact the agency's strategic plan on current staff workload and our ability to meet MMR targets.

If we identify potential deficiencies in some areas, we would request additional staff through a "New Needs" request to OMB. This administration has been very supportive of our agency's needs and has approved 9 new positions (5

full-time and 4 part-time) since 2014 that are spread throughout various agency's departments including Research, Preservation and Enforcement.

Current proposed FY18 and FY19 service and operational goals:

- a) Identify and designate as landmarks, eligible individual buildings, interiors, scenic landmarks and historic districts.
- b) Facilitate appropriate work on landmark buildings through technical assistance and timely issuance of permits.
- c) Increase compliance with landmark regulations.
- d) Evaluate potential impacts to archaeological resources in a timely manner.

Adopted FY18 Budget

Personnel Services: \$5,432,274

Other Than Personal Services: \$855,929

Agency Total: \$6,288,203

Estimated FY19 Budget

Personnel Services: \$5,632,450

Other Than Personal Services: \$643,681

Agency Total: \$6,276,131

LPC does not anticipate adding, dropping, or changing any programs for FY18 or FY19

## **MEETING NOTES:**

### **COMMENTS:**

### **FOLLOW-UP:**

Research Department and Preservation Department contain the bulk of LPC staff.

We develop goals through the MMR process and we meet or exceed our targets.

For the designation process, we survey 1000s of properties every year and think about our strategies for the five boroughs. We are prioritizing areas where change and rezoning is occurring.

We consider integrity,

Our designation target is 20 a year.

A small OTPS goes to small purchase orders and contracts and grants for restoration work,

FY 18 200,000 is budgeted for our move to a new location and this is a new one time expense

Moving to 253 Broadway next year

## **AGENDA ITEM 2 : Staffing**

Please share with us the level of LPC staffing; how many staff members are dedicated to application review, research, violations, as well as any other functions related to community district landmarks issues; in which department would additional staff be most useful to achieve the agency goals? What was the staffing for FY17 across agency functions?

## **AGENCY RESPONSE:**

LPC has 81 staff, including 73 full time and 8 part time staff. There are currently 11 vacancies that we are in the process of filling.

## Breakdown by Departments:

Executive: Total head count of executive staff is 16 who work on city-wide and community district landmarks issues, including: designation and regulatory policy; the street sign and district marker program; outreach and training programs for various stakeholders including owners of designated or potential designated properties; , and educational and informational materials on the website, such as technical fact sheets, instructions and guides, property searches for designation and permit information; and walking tours and interactive maps.

Research: Total headcount is 17. Currently there are three vacancies: the full time vacancy is for a Research Landmark Preservationist (LP); and the part time vacancy is for an LP who is currently on child care leave, and the other is for an intern. This department is responsible for identifying and proposing items for designation. LPC advances designation of new individual landmarks and historic districts in the context of the agency's priorities and citywide equity agenda. LPC's Research Department has a detailed work plan to accomplish significant goals this FY in accordance with the agency's priorities.

Preservation: Total headcount is 36, 35 full time staff and 1 part time staff. The agency hired 6 new permit-issuing staff in 2014, and an additional 5 staff in 2016. However, there are still 6 vacancies as a result of attrition and long-term leave that we in the process of filling. Despite these current vacancies, the department has continued to process nearly 14,000 applications within the target time frames.

Enforcement: Total headcount is 6, 5 full time staff and 1 part time staff. The agency hired a new part time Enforcement staff person in FY 2016 and replaced that position with a full time position in FY 2017.

Archeology/Environmental Review: Total headcount is 5, 3 full time and 2 part time staff. These departments are responsible for assessing architectural and archeological resources in areas where there are projects undergoing the environmental review process. They work closely with the Research Department to ensure our reviews are coordinated.

Historic Preservation Grant Program: 1 part time staff. The LPC's Grant Program provides façade restoration grants to non-profit organizations and income-eligible owners of landmark buildings.

Between FY 2007 and FY 2017, the agency's total staff has increased by 21% and full time staff has increased by 33% during that period. Since 2014, the total staff increased by 13% increase, with a 7% increase in full time staff.

## **MEETING NOTES:**

### **COMMENTS:**

We asses our workload and try to anticipate increases. The administration has been supportive when we have identified needs. We are meeting or exceeding our targets and our designations are moving faster than in previous years. We have been working to increase our efficiency and we have been meeting our needs.

CB 3 saw the demolition by neglect of Beth Hammedrash synagogue.

We work on demolition by neglect. the vast majority of the 36,000 buildings are well maintained. Our deputy council oversees and is assisted by a new hire to work towards solutions. We were working towards a solution in that case instead of filing a lawsuit, but the fire occurred.

We do try to reach out early and work with property owners. Religious properties are sensitive and we try to work with them before imposing fines that make solutions harder to achieve.

Do you look ahead in planning when new historic districts?

We look at patterns and project what will occur with new districts. On the whole the more buildings in our jurisdiction appears to create more work, but some neighborhoods have more applications than others so it's more nuanced.

**FOLLOW-UP:**

**AGENDA ITEM 3 : Funding for Completing RFE's**

What funding is available to assist communities in completing RFEs for Historic District designation or expansion to the satisfactions of the staff and the Commission, and, if none, what resources would be required to initiate such an effort?

**AGENCY RESPONSE:**

The Landmarks Law establishes LPC as an expert agency on historic preservation with expert staff that is responsible for identifying and prioritizing items for landmark designation. However, the agency has traditionally welcomed suggestions from community groups and members of the public, and often works with Community Boards on proposed designations. However, we do not ask community boards or groups to invest their time and resources into the research and survey work related to a specific request for evaluation, particularly where the agency may have already done a significant amount of work for the item. The LPC has the resources and different tools to do significant research, conduct comparative analyses with other similar designated and non-designated buildings, and to evaluate building integrity and level of alterations. In addition, the Commission's standards that are applied consistently to the evaluation of properties may not always dovetail with the Community goals or criteria, and there may be different tools for preserving the character of a neighborhood. So, it is very helpful to us if the community board or group wants to make a suggestion or request evaluation of a property or district, they work with LPC and discuss generally the potential for designation, rather than investing in detailed surveys and outreach.

**MEETING NOTES:**

**COMMENTS:**

The form is sent to us to put properties on our radar, but a large number of public requests do not reach the threshold. There is no funding that I know of for communities to conduct analysis other than private funds. We ask communities to engage with us before investing in resources. We often work with community groups.

**FOLLOW-UP:**

**AGENDA ITEM 4 : CB Involvement in Designations**

Under what circumstances is it appropriate for a community board or group to recommend designation of individual landmarks, expansion of existing historic districts or designation of new historic districts.

**AGENCY RESPONSE:**

Because the LPC is an expert agency that is responsible for identifying and prioritizing items for designation, we are continuously studying areas in all five boroughs. We welcome suggestions and often work with Community Boards toward designations. Generally when the LPC receives suggestions or requests, the agency has already identified the resource internally, and if not, LPC would have to undergo its own research and analysis. Therefore, we recommend that a community board or group that is interested in suggesting a property or district speak to LPC first and work with staff to identify next steps, if any.

When the Commission formally considers an item at a public hearing, the Commission welcomes the CB's support and recommendation.

**MEETING NOTES:**

**COMMENTS:**

We are happy to work with communities and we welcome suggestions and recommendations and when we are in a formal process we particularly welcome their involvement.

**FOLLOW-UP:**

## **AGENDA ITEM 5 : Staffing to Meet New Deadlines**

What plans are there to increase staffing to be able to meet the requirements of the recent legislation, 775A, which imposes very tight deadlines between the time of calendaring and the designation of individual landmarks (1 year) and historic districts (2 years). What was your staffing request for FY18 and projected for FY19, and how did those requests change in response to the time constraints imposed by the adoption of Intro. 775A?

**AGENCY RESPONSE:**

We have found that we were already, and continue to, meet the timeframes with our current resources. Prior to the passage of this legislation, we conducted an assessment of our staffing needs and submitted a new needs request for two (2) additional Research Landmark Preservationists for FY17 and out-years to enable us to complete major initiatives and maintain momentum with our active surveys and designations. This request was approved and the employees were hired.

The Agency, under this administration had already implemented reforms to our designation process before the legislation, such as completing more research and outreach before calendaring, which have enabled the process from calendaring to designation to run more efficiently. In the last three fiscal years, every item that has been calendared (except for one item) has been designated within 7 months and these include four historic districts (the legislation allows a two year period). Further, 33% were designated within three months. Internal changes set a more efficient process that works well within the adopted legislation, and will continue to do so.

**MEETING NOTES:**

**COMMENTS:**

We have two additional research landmark preservationists and the current chair has introduced efficiency reforms.

**FOLLOW-UP:**

## **AGENDA ITEM 6 : Recommended Priorities for CB Support**

What budget priorities would you like the community board to request as part of the Fiscal Year 2019 Budget Process

**AGENCY RESPONSE:**

We don't have any FY 2019 budget priorities to submit through the community boards at this time. This administration has been very supportive and has approved all our new needs requests. We will continue to analyze our needs and any changes to our work load and work with the administration to ensure we have the necessary resources to fulfill our mandate.

The Commission's budget is almost solely dedicated to personnel and OTPS. With our current staffing levels, we are exceeding our MMR targets in most areas. The annual MMR target for designations is 20 and in FY 2017, we designated 26 Individual Landmarks, 2 Interior Landmarks and 2 Historic Districts. Similarly, we exceeded the target issue times for the nearly 14,000 permit applications we processed.

We monitor our workload and staffing levels throughout the year and if our analyses show that we need additional staff headcount, we work with the administration on new needs.

This administration approved 9 new positions (5 full-time and 4 part-time) since 2014 that are spread throughout

most of the agency's departments. The total staff has increased by 13% since 2014 and is now higher than it has been since the early-1990s. Once we have filled our vacancies, we will continue to analyze our needs and work with the administration to ensure we are fulfilling our mandate.

**MEETING NOTES:**

**COMMENTS:**

**FOLLOW-UP:**

We will investigate our needs on a yearly basis, but we met or exceeded our targets for this year.



**Meenakshi Srinivasan**  
Chair

**Sarah Carroll**  
Executive Director  
[scarroll@lpc.nyc.gov](mailto:scarroll@lpc.nyc.gov)

**1 Centre Street**  
**9<sup>th</sup> Floor North**  
**New York, NY 10007**

+1 212 669 7902 tel  
+1 212 669 7797fax

Lester Siegal  
Unit Head  
The Community Board Unit  
Office of Management and Budget  
255 Greenwich Street, 7<sup>th</sup> Floor  
New York NY 10007

August 25, 2017

Dear Mr. Siegal:

This is to confirm that The Landmarks Preservation Commission (LPC) will participate in the upcoming FY 2019 Manhattan Budget Consultation scheduled for September 13, 2017.

As requested, enclosed is LPC’s Budget Statement. In addition, to facilitate productive dialogue with community representatives, I will be representing the agency at the borough consultation along with the following staff:

**Gardea Caphart, Budget Director**

Mr. Caphart is responsible for overseeing the agency’s financial functions, including managing the agency’s budget, conducting financial analysis, and serving as the agency’s liaison to the Office of Management and Budget and the Office of the Comptroller.

**Amber Nowak, External Affairs Coordinator**

Ms. Nowak serves as liaison to the general public regarding the agency and its work, coordinates testimony from private individuals, civic and neighborhood groups interested in the LPC process, and is the primary liaison between the city’s 59 Community Boards and the agency.

I can assure you that the staff listed above and I are fully prepared to discuss LPC’s goals and funding decision process, and answer district specific budget questions representatives of the Manhattan Community Boards may have.

Sincerely,

Sarah Carroll  
Executive Director

## **LPC'S BUDDGET STATEMENT**

The Landmarks Preservation Commission (LPC) is responsible for protecting New York City's architecturally, historically, and culturally significant buildings and sites by granting them landmark or historic district status, and regulating them after designation. The commission is comprised of a panel of 11 members who are appointed by the Mayor and supported by a staff of approximately 70 preservationists, researchers, architects, historians, attorneys, archaeologists, and administrative employees. There are more than 36,000 landmark properties in New York City, most of which are located in 141 historic districts and historic district extensions in all five boroughs. The total number of protected sites also includes 1,398 individual landmarks, 119 interior landmarks, and 10 scenic landmarks.

LPC's FY 2018 adopted budget is \$6.28 million which comprises \$5.69 million in City funds and \$595,983 in Community Development Block Grant (CDBG) funds. Of the overall budget, 86% is allocated to personnel services (PS) and 14% is allocated to other than personnel services (OTPS).

The agency's total head count is 81 including 73 full time positions and 8 part time positions. There are, presently, a total of 70 staff members -- 64 full time staff and 6 part time staff. This administration has been very supportive and has approved 9 new positions (5 full-time and 4 part-time) for LPC since 2014. The total staff has increased by 13% since 2014 and is now higher than it has been since the early-1990s.

Of the CDBG funding, about 80% is allocated to personnel supporting critical community development-related functions; while about 20% or approximately \$115,000 is allocated for our Historic Preservation Grant Program. Our Grant Program provides modest grants to low and moderate-income homeowners and not-for-profit organizations to restore or repair the facades of their landmarked buildings. In FY 2017, the Program awarded three grants: two residential grants were in the St. George/New Brighton Historic District on Staten Island, and the Crown Heights North III Historic District in Brooklyn; and the



one not-for-profit grant was awarded to the Lewis H. Latimer House Museum, an individual landmark in Flushing, Queens.

LPC has also been actively pursuing more transparency, in part by using digital technology and our website to provide timely information on the Commission's work. Last May we launched a new Permit Application Search feature that provides the status of all permit applications; -- this complements our earlier feature that provides presentation material and decisions on all full commission actions. This past month, we created a new internal database that will assist in monitoring the review of applications and improving the efficiency of our permit process.

Last October we introduced a new website, to search and browse the City's archaeological artifacts, making New York City the first municipality in the US to host a digital archive dedicated to its extensive archaeological collection.

More recently, we created an interactive three-dimensional historic district model with building-level data and photographs for Morningside Heights as both an informational tool for stakeholders as well as an educational and fun feature for everyone. And finally, in January the agency received an approximately \$50,000 grant from the New York Community Trust to support the Historic Building Data Project. LPC is currently working on a robust GIS-based database with searchable building-by-building information on each of the 36,000 buildings and sites under its purview, which will be publicly released later this year.