

THE COUNCIL OF THE CITY OF NEW YORK

Hon. Melissa Mark-Viverito  
Speaker of the Council

Hon. David Greenfield  
Chair, Committee on Land Use



## Hearing on the Mayor's Fiscal 2015 Preliminary Budget & the Fiscal 2014 Preliminary Mayor's Management Report

Department of City Planning

**March 6, 2014**

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## Department of City Planning Overview

The Department of City Planning (DCP) conducts planning related to the growth, improvement and future development of the City. It supports the City Planning Commission and each year reviews more than 500 land use applications for actions such as zoning changes and disposition of City property. It is responsible for providing technical and professional assistance relating to housing, transportation, community facilities, demography, waterfront and public space to community boards, and preparing an annual capital needs and priorities report.

This report provides a review of the Department of City Planning's Preliminary Budget for Fiscal 2015. In the first section, the highlights of the Fiscal 2015 expense budget are presented, followed by highlights of the Fiscal 2015 revenue budget. The report then provides a financial summary of the Commission's budget, discusses initiatives included in the November and Preliminary Financial Plans, and reviews relevant sections of the Preliminary Mayor's Management Report for Fiscal 2014.

## Fiscal 2015 Preliminary Plan Highlights

	2012	2013	2014	2014	2015	*Difference
<i>Dollars in Thousands</i>	Actual	Actual	Adopted	Prelim. Plan	Prelim. Plan	2014 - 2015
Personal Services	\$18,855	\$18,109	\$18,122	\$18,852	\$17,911	(\$211)
Other Than Personal Services	3,977	2,819	2,727	3,361	2,367	(359)
<b>Agency Total</b>	<b>\$22,832</b>	<b>\$20,928</b>	<b>\$20,849</b>	<b>\$22,213</b>	<b>\$20,278</b>	<b>(\$571)</b>

*\*The difference of Fiscal 2014 Adopted compared to Fiscal 2015 Preliminary Plan funding.*

The Department of City Planning's (DCP) Fiscal 2015 Preliminary Budget is \$20.3 million, which is approximately \$570,000 less than the \$20.8 million Fiscal 2014 Adopted Budget. The agency's funding sources for Fiscal 2015 consist of \$6.8 million in City tax levy funds, \$12.2 million in federal Community Development Block Grant (CDBG) funds, and \$1.3 million in other federal funds. Since the Fiscal 2014 Adopted Budget, the agency has implemented the following initiatives:

- **Headcount Reductions.** DCP's Fiscal 2015 Preliminary Budget includes a reduction of 3 positions from the Fiscal Adopted Budget total of 234. These reductions in personnel are in relation to an expiring grant from the New York City Economic Development Corporation and are anticipated to reduce personnel costs by \$211,000 for Fiscal 2015.
- **Other than Personal Services (OTPS) Reductions.** DCP's Fiscal 2015 Preliminary Budget includes a reduction of OTPS spending of \$359,000. This reduction is in relation to DCP's BluePrint initiative, where funding is not automatically rolled over from the previous fiscal year. Funding will be restored in full for this initiative in the Fiscal 2015 Executive Budget.

- **Reductions in City Funding.** The agency's City funding was reduced by eight percent in Fiscal 2015, from \$7.3 million in Fiscal 2014 to \$6.8 million in Fiscal 2015.
- **Maintenance and Repair Contracts.** 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 Other Than Personal Services (OTPS) portion of the City's Expense Budget. The Administration prepares a Contract Budget twice each fiscal year. In January, it is prepared with the Departmental Estimates, and in late April it is submitted to the Council with the Executive Budget. DCP's Fiscal 2015 Preliminary Budget includes 47 registered City contracts, at a total cost of \$452,509. Of these registered contracts, 15, or 25 percent are for Data Processing Equipment at a projected cost of approximately \$114,891 in Fiscal 2015 (See Appendix B).
- **Land Use and Environmental Reviews.** A total of 154 land use applications were referred by DCP from July to October 2014, which is higher than the 130 applications completed during the Fiscal 2013 reporting period. Of this amount, 85 percent were referred within six months of receipt which represented an improvement over the 67 percent in Fiscal 2013. In addition, the median time to refer applications decreased to 48 days, down from 67 days in Fiscal 2013. The number of environmental review applications completed during the Fiscal 2014 reporting period was 69, which was higher than the 47 applications completed during the same reporting period in Fiscal 2013. Approximately 84 percent of the 69 applications completed during the Fiscal 2014 reporting period were completed within six months of receipt, which represented a small improvement over the 83 percent in Fiscal 2013. In addition, the median time to complete an environmental review application decreased to 6 days in Fiscal 2014 compared to 9 days in Fiscal 2013 (See Appendix D).

## Revenue Budget

The Department of City Planning generates revenue from sources that include charges for services, categorical grants awarded by the State and Federal government and miscellaneous revenue from fees and publications. In the Fiscal 2015 Preliminary Plan, DCP expects to generate about \$4 million in revenue.

<b>DCP Revenue Sources</b>			
<i>In Thousands</i>	<b>FY14 Adopted Budget</b>	<b>FY14 Modified</b>	<b>FY15 Preliminary Budget</b>
Charges for Services	\$1,043	\$1,043	\$1,043
Miscellaneous	1,032	1,032	1,032
Federal Grants - Categorical	1,936	3,606	1,936
State Grants - Categorical	0	124	0
<b>TOTAL</b>	<b>\$4,011</b>	<b>\$5,805</b>	<b>\$4,011</b>

In the Preliminary Plan, fees associated with land use actions in the City, including the City Environmental Quality Review (CEQR) process and Uniform Land Use Review Procedure (ULURP), are projected to account for 95 percent of the Department's total miscellaneous revenue for Fiscal 2015.

Pursuant to state and local law, CEQR identifies any potential adverse environmental effects of proposed actions, assesses their significance, and proposes measures to eliminate or mitigate significant impacts; whereas ULURP is a standardized procedure whereby applications affecting the land use of the city are publicly reviewed. DCP has estimated that the City will realize \$2.1 million in Fiscal 2015 from collection of CEQR and ULURP fees (See Appendix C).

## Department of City Planning Financial Summary

<i>Dollars in Thousands</i>	2012 Actual	2013 Actual	2014 Adopted	2014 Prelim. Plan	2015 Prelim. Plan	*Difference 2014 - 2015
<b>Budget by Program Area</b>						
Personal Services	\$16,821	\$16,182	\$16,016	\$15,952	\$15,805	(\$211)
Geographic Systems	2,034	1,927	2,106	\$2,106	2,106	0
<b>Subtotal Personal Services</b>	18,855	18,109	18,122	18,058	17,911	(211)
Other Than Personal Services	3,689	2,534	2,429	\$2,199	2,070	(359)
Geographic Systems	287	285	298	\$298	298	0
<b>Subtotal OTPS</b>	3,977	2,819	2,727	2,496	2,367	(359)
<b>TOTAL</b>	<b>\$22,832</b>	<b>\$20,928</b>	<b>\$20,849</b>	<b>\$20,555</b>	<b>\$20,278</b>	<b>(\$571)</b>
<b>Funding</b>						
City Funds			\$7,322	\$7,027	\$6,751	(\$571)
Other Categorical			0	0	0	0
Capital- IFA			0	0	0	0
State			0	0	0	0
Federal - Community Development			12,196	12,196	12,196	0
Federal - Other			1,331	1,331	1,331	0
Intra City			0	0	0	0
<b>TOTAL</b>	<b>\$22,832</b>	<b>\$20,928</b>	<b>\$20,849</b>	<b>\$20,555</b>	<b>\$20,278</b>	<b>(\$571)</b>
<b>Positions</b>						
Full-Time Positions - Civilian	245	243	234	241	231	(3)
Full-Time Positions - Uniform	-	-	-	-	-	-
<b>TOTAL</b>	<b>245</b>	<b>243</b>	<b>234</b>	<b>241</b>	<b>231</b>	<b>(3)</b>

\*The difference of Fiscal 2014 Adopted compared to Fiscal 2015 Preliminary Plan funding.



## Appendix A

### Budget Actions in the November and February Plans

<i>Dollars in Thousands</i>	FY 2014			FY 2015		
	City	Non-City	Total	City	Non-City	Total
<b>Agency Budget as of Fiscal 2014 Adopted Plan</b>	<b>\$7,321</b>	<b>\$13,527</b>	<b>\$20,848</b>	<b>\$6,751</b>	<b>\$13,527</b>	<b>\$20,278</b>
<b>Program to Eliminate the Gap (PEGs)</b>						
None	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL, PEGs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>New Needs</b>						
None						
<b>TOTAL, New Needs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Adjustments</b>						
Funds MOU with Planning	\$0	\$183	\$183	\$0	\$0	\$0
FY2014 Congestion Mitigation Air Quality Grant	0	468	468	0	0	0
FY2014 Environmental Protection Fund Grant	0	86	86	0	0	0
New York Metropolitan Transportation Council Grant	0	206	206	0	0	0
Sustainable Communities	0	222	222	0	0	0
Back Rent	0	125	125	0	0	0
Fringe Correction	0	73	73	0	0	0
<b>TOTAL, Other Adjustments</b>	<b>\$0</b>	<b>\$1,363</b>	<b>\$1,363</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL, All Changes</b>	<b>\$0</b>	<b>\$1,363</b>	<b>\$1,363</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Agency Budget as of Fiscal 2015 Preliminary Plan</b>	<b>\$7,321</b>	<b>\$14,890</b>	<b>\$22,211</b>	<b>\$6,751</b>	<b>\$13,527</b>	<b>\$20,278</b>

## Appendix B

### Contract Budget

Category	Number	Budgeted	Pct. of Agency Total
Contractual Services General	3	\$34,500	7.6%
Telecommunications Maintenance	3	5,438	1.2%
Maintenance & Repair, General	11	92,540	20.5%
Office Equipment Maintenance	3	17,800	3.9%
Data Processing Equipment	15	114,891	25.4%
Printing Contracts	3	35,000	7.7%
Security Services	1	95,800	21.2%
Temporary Services	2	8,200	1.8%
Cleaning Services	1	5,540	1.2%
Training Programs for City Employees	3	5,800	1.3%
Professional Services: Computer Services	1	36,000	8.0%
Professional Services: Other	1	1,000	0.2%
<b>Fiscal 2015 Preliminary Budget</b>	<b>47</b>	<b>\$452,509</b>	<b>100.0%</b>

## Appendix C

### Miscellaneous Revenue Budget

Misc. Revenue Sources		Actual		Planned			
<i>In Thousands</i>		2012	2013	2014	2015	2016	2017
Charges for Services							
Zoning Verification Letters		21	18	12	12	12	12
City Environmental Quality Review Fees		1,111	1,604	1,200	1,200	1,200	1,200
Miscellaneous							
ULURP Fees		1,135	1,691	1,300	932	932	932
Sale of Maps & Publications		165	144	100	100	100	100
<b>TOTAL</b>		<b>\$2,432</b>	<b>\$3,457</b>	<b>\$2,612</b>	<b>\$2,244</b>	<b>\$2,244</b>	<b>\$2,244</b>

## Appendix D

### Fiscal 2014 Preliminary Mayor's Management Report Performance Measures

#### Performance Measures

	FY11 Actual	FY12 Actual	FY13 Actual	FY13 4-Month Actual	FY14 4-Month Actual
Land use applications referred	444	465	442	130	154
Land use applications referred within 6 months (%)	74%	74%	78%	67%	85%
Economic development and housing proposals completed and presented to the public	9	11	16	3	5
Neighborhood enhancement proposals completed and presented to the public	8	4	13	1	1
Median time to refer land use applications (days)	37	43	32	67	48
Environmental review applications completed	208	199	169	47	69
Environmental review applications completed within 6 months	74%	87%	83%	83%	84%
Median time to complete environmental review applications (days)	39	12	9	9	6
Planning information and policy analysis initiatives presented to the public	15	28	24	8	2