

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 Fiscal 2016 Preliminary Budget and the  
Fiscal 2015 Preliminary Mayor's Management Report

**Department of City Planning**

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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 an overview of the DCP's Fiscal 2016 Expense Budget, a review of the significant initiatives included in the Preliminary Budget, and a summary of the Department's Contract Budget and revenue trends. The report then discusses initiatives included in the November and Preliminary Financial Plans, and reviews sections of the Preliminary Mayor's Management Report for Fiscal 2015.

### Fiscal 2016 Preliminary Budget Highlights

DCP Expense Budget						
<i>Dollars in Thousands</i>	Actual 2013	Actual 2014	Adopted 2015	Preliminary Plan		*Difference 2016 - 2015
	2015	2016				
Personal Services	\$18,109	\$18,172	\$20,258	\$22,978	\$22,154	\$1,894
Other Than Personal Services	2,819	2,384	8,105	6,532	7,707	(397)
<b>DCP Total</b>	<b>\$20,928</b>	<b>\$20,556</b>	<b>\$28,363</b>	<b>\$29,510</b>	<b>\$29,861</b>	<b>\$1,497</b>

*\*The difference of Fiscal 2015 Adopted Budget compared to Fiscal 2016 Preliminary Budget.*

The City's Fiscal 2016 Preliminary Budget is \$77.7 billion, \$2.7 billion more than the Fiscal 2015 Adopted Budget of \$75.0 billion. City funds (City tax and non-tax revenues, excluding Capital Budget transfers) total \$57.0 billion, up \$2.1 billion from \$54.8 billion in the Adopted Budget. For the Department of City Planning, the Fiscal 2016 Preliminary Budget includes \$29.9 million in Fiscal 2016 (including City and Federal funds). This represents approximately one third of one percent of the City's total Budget.

DCP's Fiscal 2016 Preliminary Budget of \$29.9 million is approximately \$1.5 million more than the \$28.4 million Fiscal 2015 Adopted Budget. Since the Fiscal 2015 Adopted Budget, the agency has implemented the following initiatives:

- **Moving Related Expenses.** The Department is adding \$575,000 in Fiscal 2016 to cover expenses related to the private leasing of a new office space in lower Manhattan. As of March 2015, DCP has completed a land use application and the Department of Citywide Administrative Services (DCAS) is currently reviewing the terms of the space. DCP anticipates beginning the move from its current offices at 22 Reade Street in mid-2016.
- **Community Development Block Grant- Disaster Recovery (CDBG-DR) funding adjustment.** A total of \$2.1 million in federal funds is added to the Fiscal 2015 budget and \$1 million is added in Fiscal 2016 for the hiring of 18 employees to support the resiliency and hazard mitigation related work at City Planning. As part of the Department's recovery activities following Superstorm Sandy, DCP is conducting citywide and area-specific studies to increase the City's resilience to flood, guide flood-resistant construction, and facilitate storm recovery efforts. In

total, the Department will receive \$8.4 million in CDBG-DR funds to support this work over a five-year grant period from 2014 to 2018.

- **Headcount Increase.** DCP's Fiscal 2016 Preliminary Budget includes an increase of 18 budgeted positions from the Fiscal 2015 Adopted total of 262 positions. These additional positions are temporary, CDBG-DR grant funded positions and will support resiliency, hazard mitigation, and urban design work throughout all five boroughs.
- **Collective Bargaining.** A total of \$771,000 is added in Fiscal 2015 and \$532,000 in Fiscal 2016 as a result of collective bargaining agreements. This funding grows to \$825,000 by Fiscal 2019.
- **Personal Service (PS) Adjustments.** A total of \$155,000 in City funds is added in Fiscal 2015 and \$196,000 in Fiscal 2016 to support increased personal service costs in anticipation of settled labor union contracts. This funding grows to \$318,737 by Fiscal 2018.
- **Land Use Projects and Proposals.** DCP advanced and publicly presented a total of 43 projects, proposals and neighborhood initiatives that promote housing, economic development, and sustainability goals. In September 2014 DCP announced the Jerome Avenue Corridor Study, a neighborhood planning study to promote new housing and economic opportunities through a community driven neighborhood plan as a component of *Housing New York: A Five Borough, Ten-Year Plan*. In addition to rezoning the Jerome Avenue Corridor (Council Districts 14 and 16), DCP will also play an integral role in the rezonings of five additional neighborhoods, including: East New York (Council District 42), Long Island City (Council District 26), Flushing West (Council District 20), East Harlem (Council District 8), and Stapleton, Staten Island (Council District, 49).

(For information on performance indicators, see Appendix B).

## Financial Summary

DCP Financial Summary						
<i>Dollars in Thousands</i>	Actual 2013	Actual 2014	Adopted 2015	Preliminary Plan		*Difference 2016 - 2015
	2015	2016				
<b>Spending</b>						
Personal Services	\$16,182	\$18,172	\$18,153	\$20,591	\$19,934	\$1,781
Geographic Systems	1,927	1,921	2,106	2,256	2,220	114
<b>Subtotal Personal Services</b>	<b>\$18,109</b>	<b>\$20,093</b>	<b>\$20,259</b>	<b>\$22,848</b>	<b>\$22,153</b>	<b>\$1,894</b>
Other Than Personal Services	2,534	2,094	7,807	9,635	7,410	(397)
Geographic Systems	285	290	298	298	298	0
<b>Subtotal Other Than Personal Services</b>	<b>\$2,819</b>	<b>\$2,384</b>	<b>\$8,105</b>	<b>\$9,932</b>	<b>\$7,707</b>	<b>(\$397)</b>
<b>TOTAL</b>	<b>\$20,928</b>	<b>\$22,477</b>	<b>\$28,363</b>	<b>\$32,780</b>	<b>\$29,861</b>	<b>\$1,497</b>
<b>Funding</b>						
City Funds			\$14,836	\$15,070	\$14,679	(\$157)
Other Categorical			0	0	0	0
Capital- IFA			0	0	0	0
State			0	377	0	0
Federal - Community Development			12,196	14,923	13,851	1,654
Federal - Other			1,331	2,314	1,331	0
Intra City			0	96	0	0
<b>TOTAL</b>	<b>\$20,928</b>	<b>\$22,477</b>	<b>\$28,363</b>	<b>\$32,780</b>	<b>\$29,861</b>	<b>\$1,497</b>
<b>Budgeted Headcount</b>						
Full-Time Positions	224	232	262	282	280	18
<b>TOTAL</b>	<b>224</b>	<b>232</b>	<b>262</b>	<b>282</b>	<b>280</b>	<b>18</b>

\*The difference of Fiscal 2015 Adopted Budget compared to Fiscal 2016 Preliminary Budget.

The Department's funding sources for Fiscal 2016 consist of \$14.7 million in City tax-levy funds, \$13.9 million in Federal Community Development Block Grant (CDBG) funds, and \$1.3 million in other federal funds. This federally funded work consists primarily of area-specific studies and resiliency design work. The Fiscal 2016 Preliminary Budget is about \$1.5 million more than the Fiscal 2015 Adopted Budget due to an influx of federal funds related to disaster recovery, money allocated for moving expenses and collective bargaining agreements.

### 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 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.

The City's Contract Budget totals \$12.4 billion in Fiscal 2016, an increase of \$438 million or 3.7 percent when compared to the Fiscal 2015 Adopted Budget of \$12 billion. DCP's Fiscal 2016 Preliminary Budget includes 48 registered City contracts, at a total cost of \$2.5 million. Of these registered contracts, nearly a third are for data processing equipment at a projected cost of

approximately \$114,891 in Fiscal 2016. However, the majority of the contract spending is for one contract for engineering and architectural services.

<b>DCP Fiscal 2016 Preliminary Contract Budget</b>				
<b>Category</b>	<b>Fiscal 2015 Adopted</b>	<b>Number of Contracts</b>	<b>Fiscal 2016 Preliminary</b>	<b>Number of Contracts</b>
Cleaning Services	\$5,540	1	\$5,540	1
Contractual Services - General	264,500	3	84,500	3
Data Processing Equipment Maintenance	114,891	15	114,891	15
Maintenance and Repairs - General	92,540	11	92,540	11
Office Equipment Maintenance	17,800	3	17,800	3
Printing Services	35,000	3	35,000	3
Prof. Services - Computer Services	36,000	1	36,000	1
Prof. Services - Engineering and Architectural Services	2,000,000	1	2,000,000	1
Prof. Services - Other	1,000	1	1,000	1
Security Services	95,800	1	95,800	1
Telecommunications Maintenance	5,438	3	5,438	3
Temporary Services	8,200	2	8,200	2
Training Program for City Employees	5,800	3	5,800	3
<b>TOTAL</b>	<b>\$2,682,509</b>	<b>48</b>	<b>\$2,502,509</b>	<b>48</b>

## Revenue

The Department of City Planning generates revenue from sources that include charges for services for land application fees and miscellaneous revenue from fees and publications. In the Preliminary Budget, 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 2016. In total, DCP expects to generate about \$4 million in revenue in Fiscal 2016.

<b>Revenue Sources</b> <i>Dollars in Thousands</i>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>Preliminary Plan</b>		<b>*Difference 2016 - 2015</b>
				<b>2015</b>	<b>2016</b>	
Charges for Services						
Zoning Verification Letters	\$18	\$14	\$12	\$12	\$12	\$0
CEQR Fees	1,604	1,994	1,031	1,031	1,031	0
Miscellaneous						
ULURP Fees	1,691	1,491	932	932	932	0
Sale of Maps & Publications	144	61	100	100	100	0
Federal Grants - Categorical	2,018	1,437	1,936	4,172	1,936	0
State Grants - Categorical	73	0	0	555	0	0
<b>TOTAL</b>	<b>\$5,549</b>	<b>\$4,996</b>	<b>\$4,011</b>	<b>\$6,802</b>	<b>\$4,011</b>	<b>\$0</b>

## Appendix A: Budget Actions in the November and the Preliminary Plans

<i>Dollars in Thousands</i>	FY 2015			FY 2016		
	City	Non-City	Total	City	Non-City	Total
<b>Agency Budget as of the Adopted 2015 Budget</b>	<b>\$14,836</b>	<b>\$13,527</b>	<b>\$28,363</b>	<b>\$14,293</b>	<b>\$13,527</b>	<b>\$27,820</b>
<b>New Needs</b>						
Additional office relocation funding	\$0	\$0	\$0	\$0	\$0	\$0
Moving Costs	0	0	0	575	0	575
<b>Subtotal New Needs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$575</b>	<b>\$0</b>	<b>\$575</b>
<b>Other Adjustments</b>						
CDBG-DR funding	\$0	\$2,035	\$2,035	\$0	\$0	\$0
CDBG-DR funding Out Year	0	0	0	0	1,045	1,045
Congestion Mitigation Air Quality Grant (CMAQ)	0	700	700	0	0	0
DC 37 Collective Bargaining CD	0	692	692	0	442	442
DC 37 Collective Bargaining CTL	79	0	79	90	0	90
Environmental Protection Fund (EPF) Funding	0	177	177	0	0	0
Initial Funding for Open Indus	0	200	200	0	0	0
NYMTC PS & OTPS Funding	0	283	283	0	0	0
PS Adjustments	155	0	155	196	0	196
15DC PUP	0	96	96	0	0	0
CD Transfer for Non-Union Employees	0	130	130	0	166	166
Office Relocation	(3,100)	0	(3,100)	(675)	0	(675)
Unspent Training Funds	(300)	0	(300)	200	0	200
<b>Subtotal Other Adjustments</b>	<b>(\$3,166)</b>	<b>\$4,313</b>	<b>\$1,147</b>	<b>(\$189)</b>	<b>\$1,654</b>	<b>\$1,465</b>
<b>Total All Changes</b>	<b>(\$3,166)</b>	<b>\$4,313</b>	<b>\$1,147</b>	<b>\$386</b>	<b>\$1,654</b>	<b>\$2,040</b>
<b>Agency Budget as of the Preliminary 2016 Budget</b>	<b>\$11,670</b>	<b>\$17,840</b>	<b>\$29,511</b>	<b>\$14,679</b>	<b>\$15,181</b>	<b>\$29,860</b>

## Appendix B: Fiscal 2015 Preliminary Mayor's Management Report Performance Measures

DCP Performance Indicators	Actual			Target		4-Month Actual	
	FY12	FY13	FY14	FY15	FY16	FY14	FY15
Economic development and housing proposals completed and presented to the public	11	16	10	*	*	4	8
Neighborhood enhancement proposals completed and presented to the public	4	13	8	*	*	2	9
Planning information and policy analysis initiatives presented to the public	N/A	N/A	87	*	*	22	26
Zoning actions (simple) certified/referred	N/A	N/A	41	*	*	13	8
<b>Certified/referred within 12 months (%)</b>	<b>N/A</b>	<b>N/A</b>	<b>90%</b>	<b>70%</b>	<b>70%</b>	<b>85%</b>	<b>75%</b>
Zoning actions (complex) certified/referred	N/A	N/A	35	*	*	13	16
<b>Certified/referred within 15 months (%)</b>	<b>N/A</b>	<b>N/A</b>	<b>66%</b>	<b>70%</b>	<b>70%</b>	<b>62%</b>	<b>56%</b>
City projects (non-zoning) certified/referred	N/A	N/A	58	*	*	22	6
<b>Certified/referred within 6 months (%)</b>	<b>N/A</b>	<b>N/A</b>	<b>86%</b>	<b>70%</b>	<b>70%</b>	<b>100%</b>	<b>83%</b>
Renewals and natural area approvals certified/referred	N/A	N/A	132	*	*	36	48
<b>Certified/referred within 6 months (%)</b>	<b>N/A</b>	<b>N/A</b>	<b>73%</b>	<b>70%</b>	<b>70%</b>	<b>89%</b>	<b>60%</b>
Emails sent to agency (through NYC.gov or a publicized agency email address)	368	539	403	*	*	130	158
Emails responded to in 14 days (%)	75%	81%	87%	85%	85%	92%	87%
Letters sent to agency	23	48	50	*	*	5	41
Letters responded to in 14 days (%)	52%	44%	44%	50%	50%	20%	29%
Completed customer requests for interpretation	1	4	1	*	*	N/A	N/A
CORE customer experience rating (0 - 100)	83	88	89	80	80	N/A	N/A