

THE COUNCIL OF THE CITY OF NEW YORK

Hon. Melissa Mark-Viverito
Speaker of the Council

Hon. David Greenfield
Chair, Committee on Land use



Report on the Mayor's 2017 Preliminary Budget and the Fiscal 2016 Preliminary Mayor's Management Report

Department of City Planning

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Table of Contents

Department of City Planning Overview	1
Fiscal 2017 Preliminary Budget Highlights	1
Financial Summary	3
Contract Budget	4
Revenue	5
Appendix A: Budget Actions in the November and the Preliminary Plans.....	7

Department of City Planning Overview

The Department of City Planning (DCP or the Department) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide and its contribution to the preparation of the City's 10-year Capital Strategy. DCP promotes housing production and affordability, fosters economic development and coordinated investments in infrastructure and services, and supports resilient, sustainable communities across the five boroughs for a more equitable New York City. In addition, DCP supports the City Planning Commission in its annual review of land use applications for a variety of discretionary approvals. The Department also assists both government agencies and the public by advising on strategic and capital planning and providing policy analysis, technical assistance and data relating to housing, transportation, community facilities, demography, zoning, urban design, waterfront areas and public open space.

This report provides an overview of the DCP's Fiscal 2017 Expense Budget, 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 2016.

Fiscal 2017 Preliminary Budget Highlights

DCP Expense Budget						
	2014	2015	2016	Preliminary Plan		*Difference
<i>Dollars in Thousands</i>	Actual	Actual	Adopted	2016	2017	2016 - 2017
Personal Services	\$18,172	\$21,179	\$25,196	\$25,844	\$27,249	\$2,053
Other Than Personal Services	2,384	3,538	12,915	16,351	14,218	1,302
TOTAL	\$20,556	\$24,717	\$38,112	\$42,195	\$41,466	\$3,355

**The difference of Fiscal 2016 Adopted Budget compared to Fiscal 2017 Preliminary Budget.*

The City's Fiscal 2017 Preliminary Budget is \$82.1 billion, \$3.6 billion more than the Fiscal 2016 Adopted Budget of \$78.5 billion. DCP's Fiscal 2017 Preliminary Budget totals \$41.5 million (City tax and non-tax revenues), representing approximately less than one percent of City's total budget. The Department's Fiscal 2017 Preliminary Budget is \$3.4 million more than the Fiscal 2016 Adopted Budget of \$38.1 million.

The key actions affecting the agency's proposed plan include:

- Borough and General Support.** The Fiscal 2017 Preliminary Plan includes \$320,000 in Fiscal 2017 and in the outyears for four positions to translate technical environmental and urban design information into maps, drawings, and legal documents for incorporation into the City's Uniform Land Use Review Procedure (ULURP) process. Additionally, these positions will support DCP's neighborhood planning work, such as organizing and advertising meetings and hearings, collecting data, and hiring translators.

- **Community Planners.** DCP's Fiscal 2017 Preliminary Plan includes \$800,000 in Fiscal 2017 and in the outyears for ten positions to help advance DCP's neighborhood studies. These ten positions will be located in the borough offices.
- **Paperless Filing.** The Fiscal 2017 Preliminary Plan includes \$1.8 million in Fiscal 2016 and \$400,000 in the outyears for on-going operating expenses related to DCP's cloud-hosted Paperless Filing system. The contract has yet to be finalized and this value is a placeholder. DCP has taken efficiencies greater than this amount in outyears.
- **Planning Software.** DCP's Fiscal 2017 Preliminary Plan includes \$40,000 in Fiscal 2017 and \$20,000 in the outyears for computer software and equipment for the Department's new hires.
- **Planning Specialists.** The Fiscal 2017 Preliminary Plan includes \$480,000 in Fiscal 2017 and in the outyears for six positions to work on studies and strategies related to housing, land use, schools, parks, landmarks, which contribute to the Neighborhood Studies.

Financial Summary

DCP Financial Summary						
<i>Dollars in Thousands</i>						
	2014	2015	2016	Preliminary Plan		*Difference
	Actual	Actual	Adopted	2016	2017	2016 - 2017
Spending						
Personal Services	\$16,251	\$19,223	\$22,967	\$23,619	\$24,970	\$2,003
Geographic Systems	1,921	1,956	2,230	2,225	2,279	49
Subtotal, PS	\$18,172	\$21,179	\$25,196	\$25,844	\$27,249	\$2,053
Other Than Personal Services	\$2,094	\$3,256	\$12,618	\$16,053	\$13,920	1,302
Geographic Systems	290	282	298	298	298	0
Subtotal, OTPS	\$2,384	\$3,538	\$12,915	\$16,351	\$14,218	\$1,302
TOTAL	\$20,556	\$24,717	\$38,112	\$42,195	\$41,466	\$3,355
Funding						
City Funds			\$22,536	\$23,756	\$25,563	\$3,027
Other Categorical			2,517	2,522	2,577	\$59
State			0	88	0	\$0
Federal - Community Development			14,245	15,471	14,566	\$321
Federal - Other			1,331	2,725	1,337	\$6
Intra City			0	155	0	0
TOTAL	\$20,556	\$24,717	\$38,112	\$42,195	\$41,466	\$3,355
Budgeted Headcount						
Full-Time Positions - Civilian	232	248	320	321	339	19

**The difference of Fiscal 2016 Adopted Budget compared to Fiscal 2017 Preliminary Budget.*

As indicated by the table above, DCP's Fiscal 2017 Preliminary Budget increases by \$3.4 million when compared to its Fiscal 2016 Adopted Budget. The majority of this increase can be attributed to Personal Services (PS) costs related to collective bargaining and a headcount increase of 20 positions, combined with a decrease for anticipated attrition. Moreover, within Other than Personal Services (OTPS) the funding increase is primarily due to on-going expenses related to DCP's Paperless Filing system.

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. 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 following table provides DCP's Preliminary Contract Budget for Fiscal 2017.

DCP Fiscal 2017 Preliminary Contract Budget <i>Dollars in Thousands</i>					
Category	Fiscal 2016 Adopted	Actual Contract Spending	Actual Registered Contracts	Fiscal 2017 Preliminary	Expected Contracts
Contractual Services - General	\$991	\$639	3	\$165	3
Telecommunications Maintenance	5	0	0	5	0
Maintenance and Repairs - General	92	0	0	133	0
Office Equipment Maintenance	18	0	0	18	0
Data Processing Equipment	115	140	5	772	5
Printing Contracts	35	0	0	35	1
Temporary Services	8	32	2	8	2
Cleaning Services	6	0	0	6	1
Training Program for City Employees	76	0	0	130	0
Professional Services Engineer and Architect	5,571	5,571	6	5,300	6
Professional Computer Services	36	413	1	36	1
Prof. Services - Other	1	250	1	1	1
TOTAL	\$6,954	\$7,045	18	\$6,609	20

The City's Contract Budget totals \$13.16 billion in Fiscal 2017, a decrease of \$76 million or less than one percent when compared to the Fiscal 2016 Adopted Budget of \$13.24 billion. DCP's Fiscal 2017 Preliminary Budget includes 18 registered contracts for environmental consulting, office services and computer hardware and software.

- In Fiscal 2016, Contractual Services – General was used as a holding code for DCP's anticipated rollout of its Paperless Filing system and \$474,000 was subsequently reallocated into the Expense budget in Fiscal 2017.
- In Fiscal 2017, the Data Processing Equipment contracts increase is largely due to \$400,000 for on-going expenses related to Paperless Filing, as well as \$150,000 to replace computer equipment that DCP plans to purchase through Federal funding.

DCP is currently working on a State transportation grant funded information technology project with the Department of Information Technology (DoITT). The project will map City bike infrastructure for geographic information system users. The data will then be made available through the City's Open Data portal for web and application developers to use, improving the City's overall bike infrastructure mapping. Because this is a grant funded project, the balance of the grant is currently in the Fiscal 2016 Professional Services – Other contract category and any funds not spent this fiscal year will be transferred to Fiscal 2017 in the November Plan.

Revenue

DCP's Miscellaneous Revenue Budget Overview						
<i>Dollars in Thousands</i>						
Revenue Sources	2014	2015	2016	Preliminary Plan		*Difference
	Actual	Actual	Adopted	2016	2017	2016 - 2017
<i>Charges for Services</i>						\$0
Zoning Verification Letters	12	14	12	12	12	0
CEQR Fees	1,600	1,994	1,031	1,031	1,031	0
<i>Miscellaneous</i>						0
ULURP Fees	1,800	1,491	932	932	932	0
Sale of Maps & Publications	100	61	100	100	100	0
<i>Federal Grants - Categorical</i>	3,606	4,172	1,936	4,172	1,942	6
<i>State Grants - Categorical</i>	200	554	0	555	0	0
TOTAL	\$7,318	\$8,286	\$4,011	\$6,802	\$4,017	\$6

**The difference of Fiscal 2016 Adopted Budget compared to Fiscal 2017 Preliminary Budget.*

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 74 percent of the Department's total for Fiscal 2017. In total, DCP expects to generate about \$4 million in revenue in Fiscal 2016.

Performance Measures

DCP Performance Indicators	Actual			Target		4-Month Actual	
	FY13	FY14	FY15	FY16	FY17	FY15	FY16
Economic development and housing proposals completed and presented to the public	16	10	29	*	*	8	12
Neighborhood enhancement proposals completed and presented to the public	13	8	30	*	*	9	2
Planning information and policy analysis initiatives presented to the public	NA	87	85	*	*	26	43
Zoning actions (simple) certified/referred	NA	41	60	*	*	8	7
- Certified/referred within 12 months (%)	NA	93%	72%	70%	70%	75%	43%
Zoning actions (complex) certified/referred	NA	38	40	*	*	15	12
- Certified/referred within 15 months (%)	NA	68%	63%	70%	70%	60%	58%
City projects (non-zoning) certified/referred	NA	62	47	*	*	7	11
- Certified/referred within 6 months (%)	NA	87%	70%	70%	70%	43%	100%
Renewals and natural area approvals certified/referred	NA	133	117	*	*	48	31
- Certified/referred within 6 months (%)	NA	73%	63%	70%	70%	63%	65%
E-mails responded to in 14 days (%)	0.81	87%	90%	85%	85%	88%	70%
Letters responded to in 14 days (%)	44%	44%	64%	50%	50%	29%	90%
Completed customer requests for interpretation	4	1	2	*	*	NA	NA
CORE customer experience rating (0 - 100)	88	89	92	80	80	NA	NA

In the first four months of Fiscal 2016 DCP advanced and publicly presented 57 projects, proposals and initiatives. This is an increase of 14 projects, or a 26.6 change when compared to the first four months of Fiscal 2015.

The percent of simple zoning actions certified/referred in the first four months of Fiscal 2016 was 43 percent. This is a decrease of 32 percent when compared to a 75 percent referral/certified rate in Fiscal 2016.

All City projects (non-zoning) were referred within six months, up from 43 percent in the first four months of Fiscal 2015 and the percent of renewals and natural area approvals is up two percentage points from 63 percent to 65 percent.

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

<i>Dollars in Thousands</i>	FY 2016			FY 2017		
	City	Non-City	Total	City	Non-City	Total
DCP Budget as of the Adopted 2016 Budget	\$22,536	\$15,576	\$38,112	\$23,874	\$15,878	\$39,752
New Needs						
Borough and General Support	\$0	\$0	\$0	\$320	\$0	\$320
Community Planners	0	0	0	800	0	\$800
Paperless Filing	1,800	0	1,800	400	0	\$400
Planning Software	0	0	0	40	0	\$40
Planning Specialists	0	0	0	480	0	\$480
Subtotal, New Needs	\$1,800	\$0	\$1,800	\$2,040	\$0	\$2,040
Other Adjustments						
Aligns HM Grant Budget	\$9	\$0	\$9	\$0	\$0	\$0
Aligns HZMiT Funding	\$0	(\$9)	(\$9)	\$0	\$0	\$0
CMAQ Funding	0	445	\$445	0	0	\$0
CDBG-DR FY15 Rollover	0	1,211	\$1,211	0	0	\$0
DCP Collective Bargaining Adjustment	20	20	\$40	24	25	\$49
DCP Efficiency Savings	(600)	0	(\$600)	(375)	0	(\$375)
EPF Funding FY2016	0	88	\$88	0	0	\$0
Funds IC with Planning	0	155	\$155	0	0	\$0
NYMTC Funding	0	943	\$943	0	0	\$0
Subtotal, Other Adjustments	(\$571)	\$2,853	\$2,282	(\$351)	\$25	(\$326)
TOTAL, All Changes	\$1,229	\$2,853	\$4,082	\$1,689	\$25	\$1,714
DCP Budget as of the Preliminary 2017 Budget	\$23,765	\$18,429	\$42,194	\$25,563	\$15,903	\$41,466