

THE COUNCIL OF THE CITY OF NEW YORK

Hon. Corey Johnson
Speaker of the Council

Hon. Rafael Salamanca, Jr.
Chair, Committee on Land Use



Report of the Finance Division on the
Fiscal 2019 Preliminary Budget and the
Fiscal 2018 Preliminary Mayor's Management Report for the
Department of City Planning
March 15, 2018

Finance Division

Jonathan Seltzer, Financial Analyst
Cirilhien Francisco, Unit Head

Latonia McKinney, Director
Regina Poreda Ryan, Deputy Director

Nathan Toth, Deputy Director
Paul Scimone, Deputy Director

Table of Contents

Department of City Planning Overview 1

Fiscal 2019 Preliminary Budget Highlights 1

Financial Plan Summary 3

Headcount 4

Miscellaneous Revenue 5

Performance Measures 6

Appendices 8

 A: Budget Actions in the November and the Preliminary Plans 8

 B: DCP Contract Budget 8

 C: DCP Miscellaneous Revenue 9

Department of City Planning Overview

The Department of City Planning (DCP) is New York City’s primary land use agency and is instrumental in designing the City’s physical and socioeconomic framework.

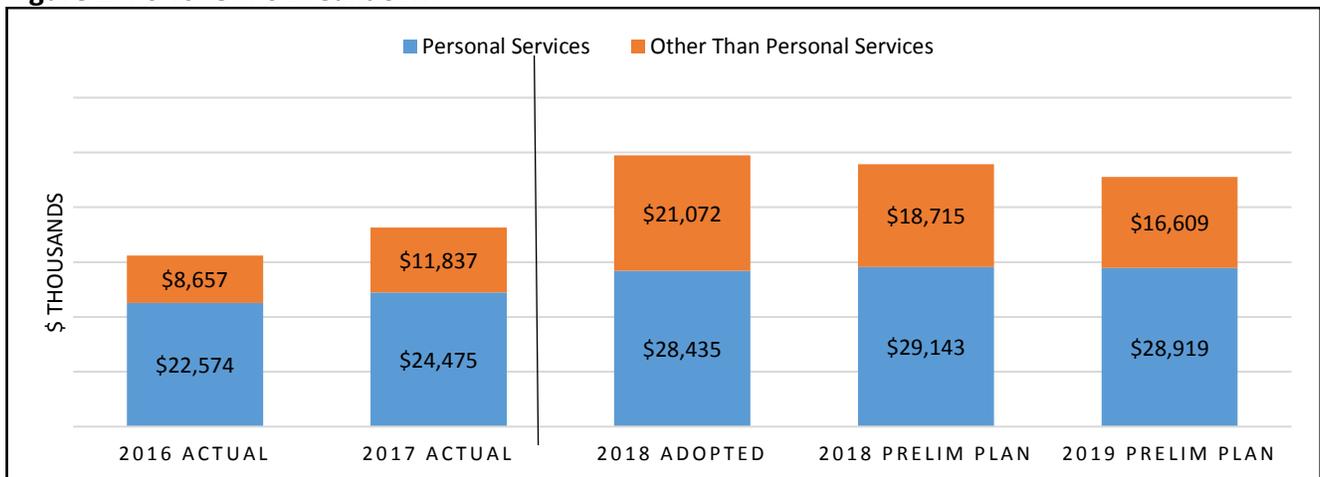
DCP’s Strategic Objectives include:

- Catalyze long-term neighborhood improvement through integrated planning;
- Encourage housing production, affordability, and quality;
- Promote economic development and job growth;
- Enhance resiliency and sustainability of neighborhoods;
- Ensure integrity, timeliness, and responsiveness in land use reviews; and
- Supply objective data and expertise to a broad range of planning functions and stakeholders.

Fiscal 2019 Preliminary Budget Highlights

The Department of City Planning’s Fiscal 2019 Preliminary Budget totals \$45.5 million (including City and non-City funds). DCP’s Fiscal 2019 Preliminary Budget is \$4 million or approximately eight percent less than the Fiscal 2018 Adopted Budget of \$49.5 million. For Fiscal 2019, DCP’s budget is \$28.9 million or 63.5 percent for personal services (PS) and \$16.6 million or 36.5 percent for other than personal services (OTPS). PS includes all full-time and part-time position costs as well as overtime spending. OTPS includes property, equipment, supplies, and services contracted out to private corporations. Since the Fiscal 2018 Adopted Budget, PS spending for Fiscal 2019 increased by \$484,000 or one percent, while other than personal services (OTPS) decreased by \$4.5 million or nearly ten percent.

Figure 1: PS vs. OTPS Breakdown



The key actions included in DCP’s Fiscal 2019 Preliminary Plan are as follows: \$1.2 million in new needs, \$2.6 million in other adjustments, and \$500,000 in savings. The changes introduced in the Preliminary Financial Plan are listed in Appendix A on page 8, as are the changes included in the

November 2017 Financial Plan. Major changes introduced in the Preliminary Plan include the following actions.

New Needs

City Environmental Quality Review (CEQR) Platform. The Fiscal 2019 Preliminary Plan includes \$314,236 in Fiscal 2018 and \$605,822 in Fiscal 2019 to hire three personnel, of which two are temporary and one full-time, to expand the Department's paperless filing system to meet the Mayor's Office of Environmental Coordination (OEC) need to replace its outdated and cumbersome CEQR view system.

New York Works. The Fiscal 2019 Preliminary Plan includes \$93,142 in Fiscal 2018, growing to \$161,940 in Fiscal 2019 and in the outyears to hire two full-time personnel to conduct economic studies, which aim to expand capacity for employment in key neighborhood business districts.

Urban Renewal Areas. The Fiscal 2019 Preliminary Plan includes \$101,000 in Fiscal 2018, growing to \$181,420 in Fiscal 2019 and in the outyears to hire two full-time personnel to comply with Local Law 40 of 2017, which requires DCP, in coordination with Housing Preservation and Development (HPD), to conduct land use research within urban renewal areas. Funding is not baselined in the Preliminary Plan.

Public Translation. The Fiscal 2019 Preliminary Plan includes \$15,000 in Fiscal 2018, growing to \$30,000 in Fiscal 2019 and in the outyears to expand accessibility of critical documents published by agency to all New Yorkers.

Other Adjustments

Environmental Impact Statement Reallocation. The Fiscal 2019 Preliminary Plan includes a \$3 million reallocation from Fiscal 2018 to Fiscal 2019 for environmental consulting services due to changes in project timelines.

Re-estimate

Personal Services (PS) Accrual. The Department includes a re-estimate of \$500,000 in Fiscal 2018 as DCP realigned its forecast for personnel spending.

Financial Plan Summary

Table 1: Department of City Planning Financial Plan Summary

<i>Dollars in Thousands</i>	FY16	FY17	FY18	Preliminary Plan		*Difference
	Actual	Actual	Adopted	FY18	FY19	FY18-FY19
Spending						
Personal Services	\$20,448	\$22,342	\$26,140	\$26,848	\$26,624	\$484
Geographic Systems	2,127	2,134	2,295	\$2,295	2,295	0
Subtotal, PS	\$22,574	\$24,475	\$28,435	\$29,143	\$28,919	\$484
Other Than Personal Services	\$8,379	\$11,670	\$20,775	\$18,417	\$16,312	(\$4,463)
Geographic Systems	278	167	298	298	298	0
Subtotal, OTPS	\$8,657	\$11,837	\$21,072	\$18,715	\$16,609	(\$4,463)
TOTAL	\$31,231	\$36,312	\$49,507	\$47,858	\$45,529	(\$3,979)
Funding						
City Funds			\$32,822	\$29,211	\$29,761	(\$3,061)
State			0	364	0	0
Federal - Community Development			15,347	16,151	14,429	(918)
Federal - Other			1,338	2,113	1,338	0
Intra City			0	19	0	0
TOTAL	\$31,231	\$36,312	\$49,507	\$47,858	\$45,529	(\$3,979)
Budgeted Headcount						
Full-Time Positions - Civilian	270	293	351	359	340	(11)

**The difference of Fiscal 2018 Adopted Budget compared to Fiscal 2019 Preliminary Budget.*

Since the Fiscal 2018 Adopted Budget, the Financial Plans have introduced several changes to DCP's Fiscal 2018 and Fiscal 2019 budgets. For Fiscal 2018, these include \$673,000 in new needs, offset by a decrease of \$2.3 million in other adjustments almost, which is almost entirely due to a funding reallocation from Fiscal 2018 to Fiscal 2019 for environmental impact statement consulting services. For Fiscal 2019, changes include \$1.1 million in new needs, of which \$606,000 is for CEQR expansion; \$181,000 for research and analysis in urban renewal areas; \$162,000 to expand employment capacity in key neighborhood business districts; and \$30,000 to translate critical agency documents in order to improve accessibility. See Appendix A, on page 20 for a breakdown of all actions.

The year-over-year comparison reflects increased Fiscal 2019 funding primarily due to the following actions.

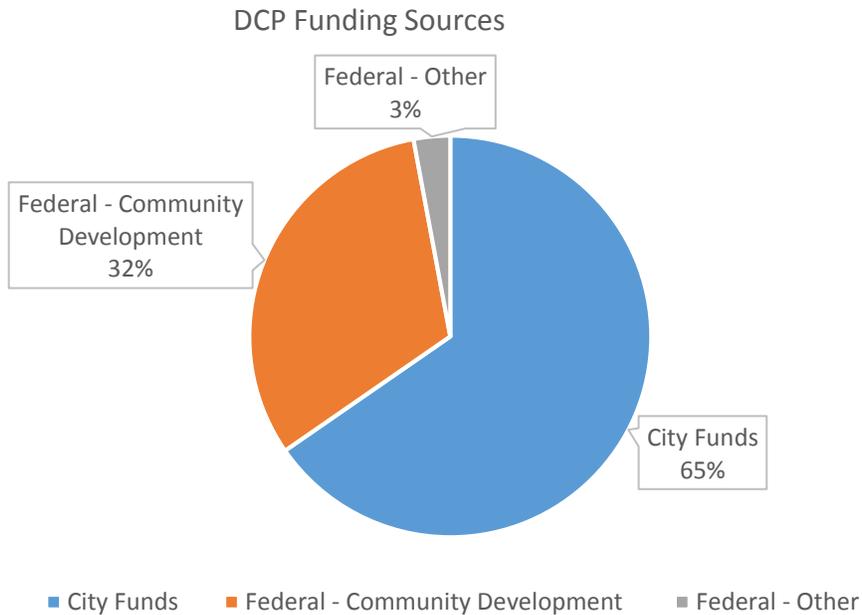
- **Personal Services.** A \$870,000 increase in Fiscal 2019 to hire seven personnel, combined with a hiring plan adjustment; slightly offset by \$346,000 reduction in one-time Community Development Block Grant funding in Fiscal 2018 that does not carry over to Fiscal 2019; and
- **Other than Personal Services.** A \$4.9 million reduction in one-time funding for the paperless filing system, as well as hotel special permitting in Fiscal 2018 that does not carry over to Fiscal 2019; slightly offset \$1.2 million increase in various OTPS adjustments, including a reallocation of environmental consulting funding.

Funding Sources

DCP’s budget is supported through two primary funding sources. Of the total budget, City-tax levy accounts for 65.4 percent and federal funding accounts for 34.6 percent. The Fiscal 2019 Preliminary Plan recognizes a total of \$15.8 million in federal grants. Some major federal grants include:

- \$14.4 million for Community Development Block Grant for planning and administration; and
- \$1.3 million for Urban Mass transportation Studies.

Figure 2: DCP Funding Sources



Headcount

The Department’s headcount for Fiscal 2019 decreases by eleven positions, for a total of 340 positions, when compared to the Fiscal 2018 Adopted Budget. The net decrease is a result of a reduction in 18 CDBG-DR funded positions; offset by an increase of seven full-time personnel to support various agency new needs introduced in the Preliminary Plan. As of February 2018, the Department is 52 positions under its budget headcount when compared to the Fiscal 2019 Preliminary Plan, as shown in the “DCP Headcount” table. Of the 52 positions, nine are in the hiring process.

Table 2: DCP Headcount Breakdown

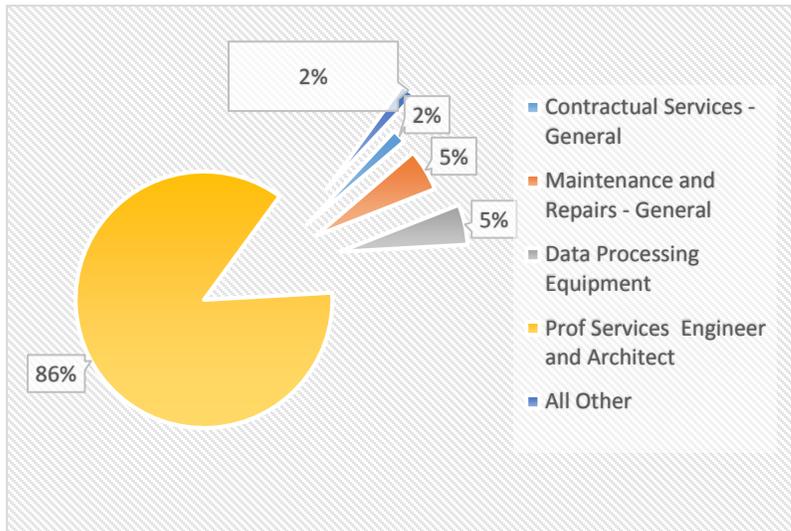
	Budgeted F/T Headcount	Actual Headcount	Under/(Over)
Full-Time Positions	340	288	52
TOTAL	340	288	52

Note: a) Budgeted headcount is based on Preliminary Plan; b) Actuals based on Feb 2018

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 personnel service provided to the City by means of a contract. The Contract Budget is actually a subset of the OTPS portion of the City’s Expense Budget. The Administration prepares a Contract Budget twice each fiscal year. The Fiscal 2019 Preliminary Budget totals \$15.6 million for procurement expenditures across all agencies.

Figure 3: DCP’s Contract Budget

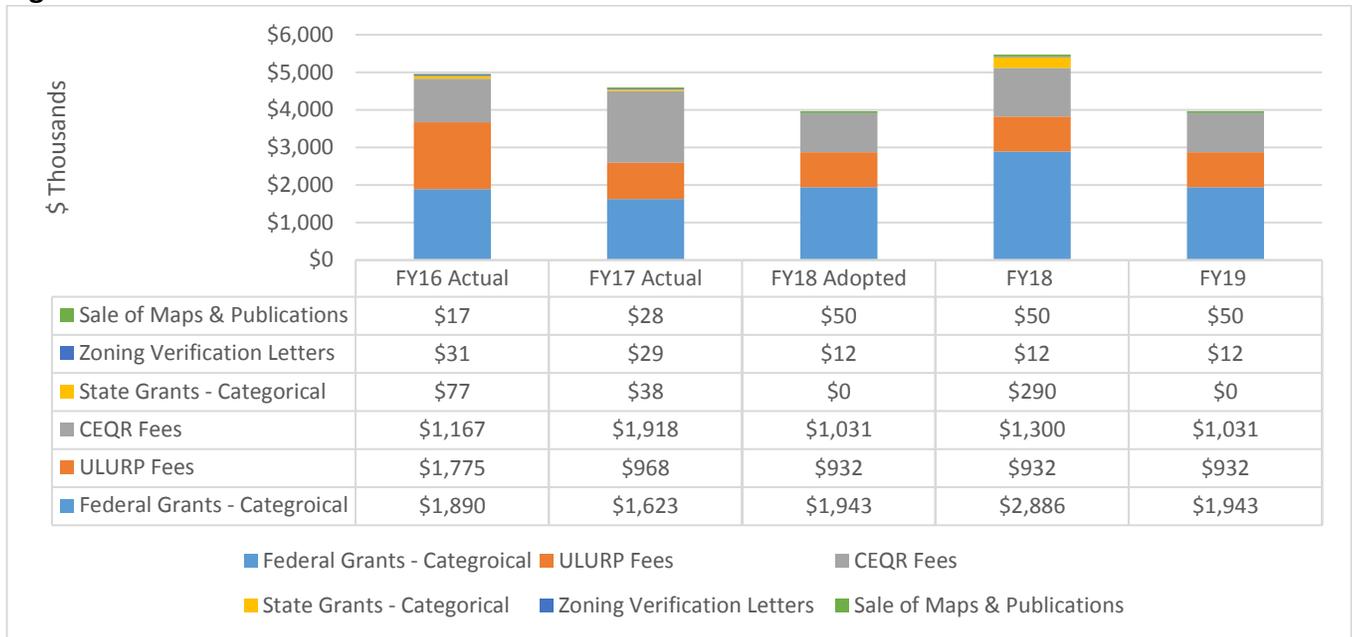


The Department’s Fiscal 2019 Contract budget totals \$8.7 million for 48 contracts, accounting for 52.1 percent of the Department’s OTPS budget. Contracts for professional services – engineering and architecture comprise 86 percent of the Department’s total contact budget, with a total of \$7.4 million for Fiscal 2019. Contracts in this category support environmental consulting services for planning projects. Furthermore, DCP utilizes contractual services for office services, maintenance and repair of equipment, as well as for support of data processing hardware and software.

Miscellaneous 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 approximately 50 percent of the Department’s total for Fiscal 2018. In total, DCP expects to generate about \$4 million in revenue in Fiscal 2018.

Figure 4: DCP Miscellaneous Revenue



Performance Measures

Performance Indicators	Actual			Target		4-Month Actual	
	FY15	FY16	FY17	FY18	FY19	FY17	FY18
Economic development and housing proposals completed and presented to the public	29	42	45	*	*	10	10
Neighborhood enhancement proposals completed and presented to the public	30	14	28	*	*	0	5
Planning information and policy analysis initiatives presented to the public	212	222	262	*	*	75	61
Zoning actions (simple) certified/referred	95	59	66	*	*	14	21
- Certified/referred within 12 months (%)	66%	71%	65%	70%	70%	64%	62%
Zoning actions with CEQR certified/referred	45	57	79	*	*	15	21
- Certified/referred within 15 months (%)	62%	42%	56%	70%	70%	53%	62%
City projects (non-zoning) certified/referred	47	50	70	*	*	23	17
- Certified/referred within 6 months (%)	70%	96%	93%	70%	70%	87%	94%
Renewals and South Richmond actions certified/referred	68	57	59	*	*	19	28
- Certified/referred within 6 months (%)	84%	86%	86%	70%	70%	89%	96%
E-mails responded to in 14 days (%)	90%	85%	83%	85%	85%	98%	24%
Letters responded to in 14 days (%)	64%	72%	71%	50%	50%	90%	38%
Completed customer requests for interpretation	2	6	12	*	*	NA	NA
CORE customer experience rating (0 - 100)	92	100	99	90	90	NA	NA

- In the first four months of Fiscal 2019, DCP advanced and publicly presented 61 planning information and policy initiatives. This is a decrease of 14, or a 19 percent change when compared to the first four months of Fiscal 2017.
- The percentage of simple zoning actions certified/referred in the first four months of Fiscal 2018 was 62 percent. This is a decrease of percent when compared to a 64 percent referral/certified rate in Fiscal 2017.

- The percentage of zoning actions with CEQR certified/referred in the first four months of Fiscal 2018 was 62 percent. This is an increase of 17 percent when compared to a 53 percent referral/certified rate in Fiscal 2017.
- The percentage of e-mails responded to in the first four months of Fiscal 2018 was 24 percent. This is a decrease of 74 percent when compared to a 98 percent response rate in Fiscal 2017.
- The percentage of letters responded to in the first four months of Fiscal 2018 was 38 percent. This is a decrease of 52 percent when compared to a 90 percent response rate in Fiscal 2017.

Appendices

A: Budget Actions in the November and the Preliminary Plans

<i>Dollars in Thousands</i>	FY18			FY19		
	City	Non-City	Total	City	Non-City	Total
DCP Budget as of the FY18 Adopted Budget	\$32,822	\$16,685	\$49,507	\$26,251	\$15,563	\$41,814
New Needs						
DoITT Telecommunications Costs	\$150	\$0	\$150	\$150	\$0	\$150
CEQR View Platform	314	0	314	606	0	606
New York Works	93	0	93	162	0	162
Public Translation	15	0	15	30	0	30
Urban Renewal Areas	101	0	101	181	0	181
Subtotal, New Needs	\$673	\$0	\$673	\$1,129	\$0	\$1,129
Other Adjustments						
LGRMIF Grant	\$0	\$74	\$74	\$0	\$0	\$0
CDBG Rent Increase	0	406	406	0	406	406
CDBG-DR Reallocation	0	398	398	0	(201)	(201)
FY18 HMGPDPCP	0	19	19	0	0	0
FY18 CMAQ	0	460	460	0	0	0
Lease Budget Correction	(406)	0	(406)	(406)	0	(406)
Reduction In Consulting Costs	(328)	0	(328)	(263)	0	(263)
Adjustment of 2017-2018 NYMTC	0	315	315	0	0	0
EIS Reallocation	(3,000)	0	(3,000)	3,000	0	3,000
PS Accruals	(500)	0	(500)	0	0	0
Public Access Implementation	0	290	290	0	0	0
Recruitment Reallocation	(50)	0	(50)	50	0	50
Subtotal, Other Adjustments	(\$4,284)	\$1,962	(\$2,322)	\$2,381	\$205	\$2,586
TOTAL, All Changes	(\$3,611)	\$1,962	(\$1,649)	\$3,510	\$205	\$3,715
DCP Budget as of the FY19 Preliminary Budget	\$29,211	\$18,647	\$47,858	\$29,761	\$15,768	\$45,529

B: DCP Contract Budget

DCP FY19 Preliminary Contract Budget				
<i>Dollars in Thousands</i>				
Category	FY18 Adopted	Number of Contracts	FY19 Preliminary	Number of Contracts
Contractual Services - General	\$836	4	\$155	4
Telecommunications Maintenance	35	2	60	2
Maintenance and Repairs - General	154	12	458	12
Data Processing Equipment	601	22	440	22
Temporary Services	16	2	16	2
Training Program for City Employees	80	3	50	3
Prof Services Accounting and Auditing	5	1	5	1
Prof Services Engineer and Architect	8,750	1	7,437	1
Prof Services Computer Services	1,033	2	33	1
TOTAL	\$11,510	49	\$8,654	48

C: DCP Miscellaneous Revenue

DCP Miscellaneous Revenue Budget Overview						
<i>Dollars in Thousands</i>						
Revenue Sources	FY16	FY17	FY18	Preliminary Plan		*Difference
	Actual	Actual	Adopted	FY18	FY19	FY18-FY19
Zoning Verification Letters	31	29	12	12	12	\$0
CEQR Fees	1,167	1,918	1,031	1,300	1,031	\$0
ULURP Fees	1,775	968	932	932	932	\$0
Sale of Maps & Publications	17	28	50	50	50	\$0
Federal Grants - Categorical	1,890	1,623	1,943	2,886	1,943	\$0
State Grants - Categorical	77	38	0	290	0	\$0
TOTAL	\$4,957	\$4,604	\$3,968	\$5,470	\$3,968	\$0

**The difference of Fiscal 2018 Adopted Budget compared to Fiscal 2019 Preliminary Budget.*