

# 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 2022 Preliminary Plan for the  
**Department of City Planning**

March 10, 2021

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## 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.

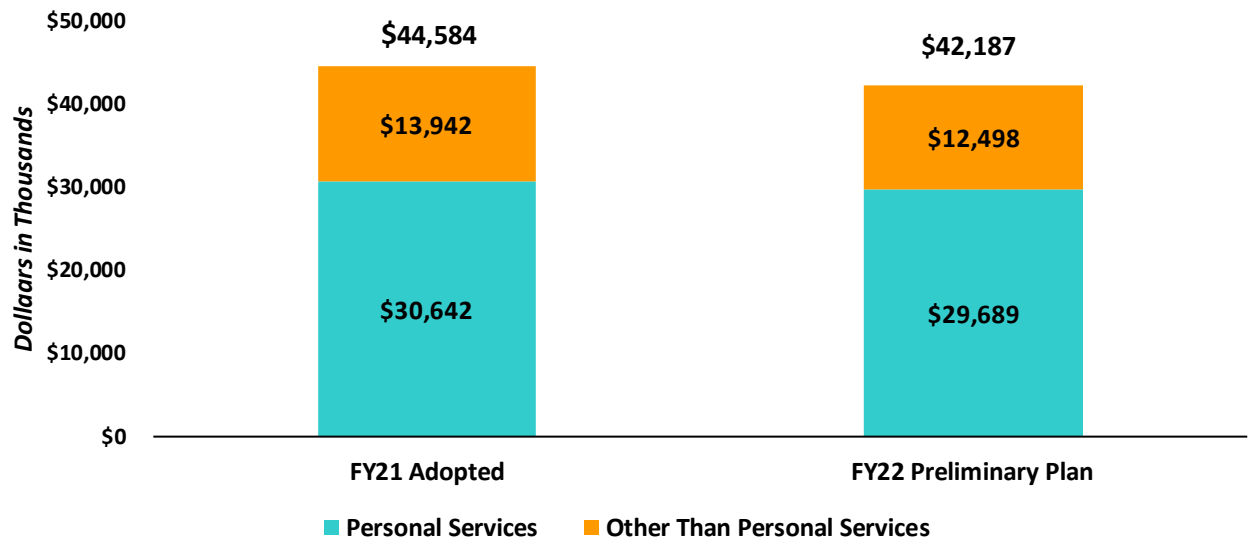
### DCP's goals include:

- Work with neighborhoods and government agencies to develop sound ground-up frameworks for growth that align strategic planning priorities with individual community needs,
- Capitalize on the City's competitive advantages, including its built environment, natural setting, diversity and standing as a robust center of commerce and culture, and advance regulatory changes when appropriate,
- Encourage high-quality, sustainable development that respects and enhances its context,
- Promote neighborhood economic development,
- Maintain the Zoning Resolution text and maps that provide the policy and regulatory basis for land use and development, as mandated by the State and local laws,
- Advise government agencies and the public by providing policy analysis, technical assistance and data on housing, zoning, urban design, community facilities, transportation, demography, waterfront/public/open space data to inform strategic and capital planning decisions,
- Maintain an online Community Portal so that the public has easy access at all times to land use, housing and population data, as well as other planning resources, and
- Serve as technical support to the City Planning Commission in its annual review of approximately 450 land use applications and ensure that processes, reviews and approvals are efficient, consistent, and user-friendly.

### DCP Fiscal 2022 Preliminary Budget

The Department of City Planning's Fiscal 2022 Preliminary Budget totals \$42.2 million (including City and non-City funds). DCP's Fiscal 2022 Preliminary Budget is \$2.4 million or approximately 5 percent less than the Fiscal 2021 Adopted Budget of \$44.6 million. For Fiscal 2022, DCP's budget includes \$29.7 million, or 70 percent, for Personal Services (PS) and \$12.5 million, or 30 percent, for Other Than Personal Services (OTPS). The PS costs include all full-time and part-time positions as well as overtime spending. The OTPS costs include property, equipment, supplies, and services contracted out.

**Figure 1: DCP Budget Overview**



The key actions included in the Department’s Fiscal 2022 Preliminary Plan occur in Fiscal 2021. DCP received an additional \$1.7 million in federal disaster recovery funding; however, this was partially offset by the Department’s savings program which realized a reduction of \$1.1 million. The full list of changes introduced in the Preliminary Financial Plan are listed in Appendix A on page 7, as are the changes included in the November 2020 Financial Plan.

## DCP Financial Summary

**Table 1: Department of City Planning Financial Summary**

DCP Financial Summary <i>Dollars in Thousands</i>						
	FY19 Actual	FY20 Actual	FY21 Adopted	Preliminary Plan		*Difference
				FY21	FY22	FY21-FY22
<b>Spending</b>						
Personal Services	\$28,150	\$28,207	\$30,642	\$29,006	\$29,689	(\$953)
Other Than Personal Services	11,923	14,807	13,942	17,056	12,498	(1,444)
<b>TOTAL</b>	<b>\$40,073</b>	<b>\$43,014</b>	<b>\$44,584</b>	<b>\$46,062</b>	<b>\$42,187</b>	<b>(\$2,397)</b>
<b>Personal Services</b>						
Additional Gross Pay	\$1,398	\$676	\$331	\$331	\$331	\$0
Fringe Benefits	0	0	0	190	0	0
Full-Time Salaried - Civilian	25,350	26,403	28,376	26,948	27,423	(953)
Overtime - Civilian	27	19	32	32	32	0
P.S. Other	712	761	743	729	743	0
Unsalaries	663	348	1,160	776	1,160	0
<b>SUBTOTAL</b>	<b>\$28,150</b>	<b>\$28,207</b>	<b>\$30,642</b>	<b>\$29,006</b>	<b>\$29,689</b>	<b>(\$953)</b>
<b>Other Than Personal Services</b>						
Contractual Services	\$1,118	\$3,171	\$1,215	\$1,535	\$944	(\$271)
Contractual Services – Prof. Services	3,301	3,967	4,714	7,285	3,577	(1,137)
Fixed & Misc. Charges	5	3	1	1	1	0
Other Services & Charges	7,169	7,289	7,709	7,736	7,681	(28)
Property & Equipment	114	86	68	60	68	0
Supplies & Materials	216	291	235	439	227	(8)
<b>SUBTOTAL</b>	<b>\$11,923</b>	<b>\$14,807</b>	<b>\$13,942</b>	<b>\$17,056</b>	<b>\$12,498</b>	<b>(\$1,444)</b>
<b>TOTAL</b>	<b>\$40,073</b>	<b>\$43,014</b>	<b>\$44,584</b>	<b>\$46,062</b>	<b>\$42,187</b>	<b>(\$2,397)</b>
<b>Funding</b>						
City Funds	-	-	\$24,185	\$22,033	\$25,766	\$1,581
Other Categorical	-	-	-	-	-	-
Capital- IFA	-	-	-	-	-	-
State	-	-	-	\$568	-	-
Federal - Community Development	-	-	\$19,056	\$21,629	\$15,078	(3,978)
Federal – Other	-	-	\$1,343	\$1,832	\$1,343	0
Intra City	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$40,073</b>	<b>\$43,014</b>	<b>\$44,584</b>	<b>\$46,062</b>	<b>\$42,187</b>	<b>(\$2,397)</b>
<b>Budgeted Headcount</b>						
Geographic Systems	25	29	32	32	32	0
PS/OTPS	284	272	329	295	304	(25)
<b>TOTAL</b>	<b>309</b>	<b>301</b>	<b>361</b>	<b>327</b>	<b>336</b>	<b>(25)</b>

*\*The difference of Fiscal 2021 Adopted Budget compared to Fiscal 2022 Preliminary Budget.*

The Department of City Planning has two program areas: general PS/OTPS and Geographic Systems. General PS/OTPS covers a majority of the Department’s functions and receives 93 percent of its funding. Geographic systems is responsible for integrating data on City projects and initiatives with geographic information. A budgetary breakdown of these two program areas can be found in Appendix C starting on page 8.

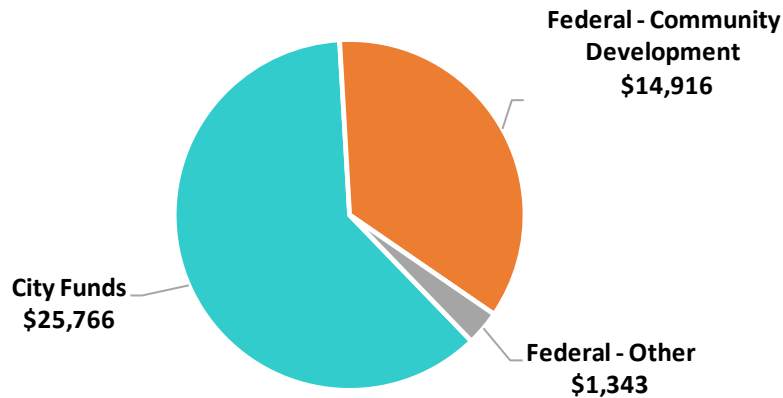
## Agency Funding

DCP’s budget is supported through two primary funding sources. Of the total budget, City tax-levy accounts for 61 percent and federal funding accounts for 39 percent. The Fiscal 2022 Preliminary Plan recognizes a total of \$16.5 million in federal grants. Some major federal grants include:

- \$14.9 million in Community Development Block Grant for planning and administration;
- \$1.3 million for Urban Mass transportation Studies, and
- \$162,000 in Community Development Block Grants for disaster recovery.

**Figure 2: DCP Funding Sources**

*Dollars in Thousands*



## Headcount

**Table 2: DCP Budgeted vs. Actual Headcount**

	Fiscal 2021 Adopted Headcount	Fiscal 2021 Budgeted Headcount	Actual Headcount	Under / (Over)	Fiscal 2022 Budgeted Headcount	FY21-FY22 Difference
Full-Time Positions	361	327	282	45	334	27

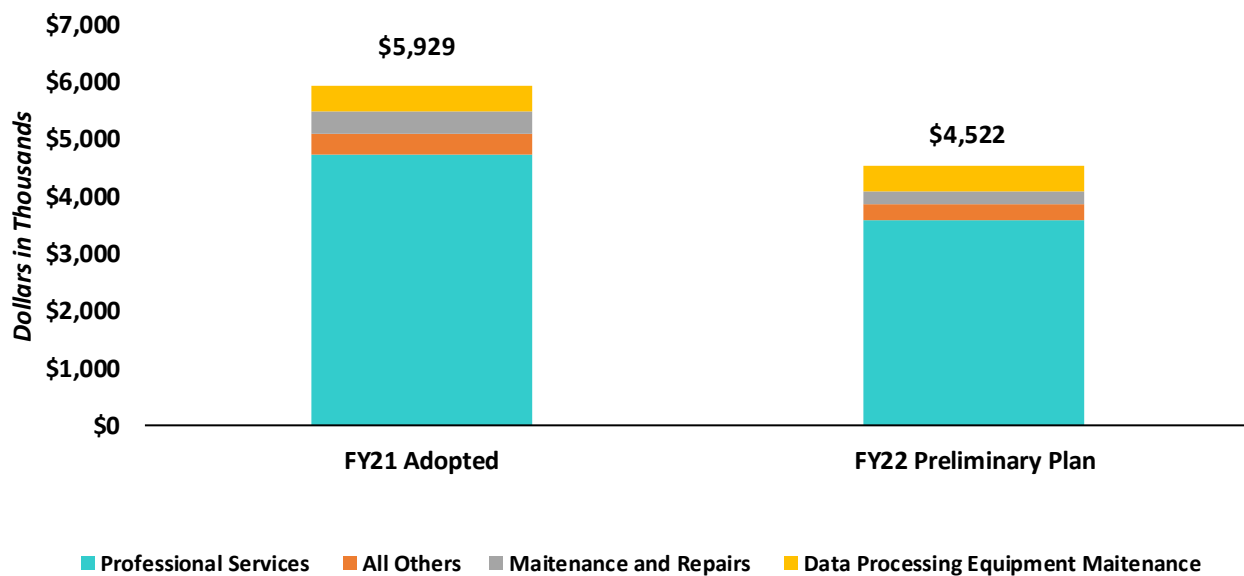
*Note: a) Budgeted headcount is based on Preliminary Plan; b) Actuals based on Jan 2020*

In the Fiscal 2022 Preliminary Plan, DCP’s budgeted headcount for Fiscal 2022 decreases by 27 positions when compared to the Fiscal 2021 Adopted Budget. The Department’s general personal services section receives a majority of the budgeted headcount at 304 of the 334, or 91 percent, of the Department’s Fiscal 2022 budgeted headcount rests within this program area. The remaining 30 positions, or 9 percent, are within Geographic Systems. As of January 2021, the Department is 45 positions under its budgeted headcount when compared to the Fiscal 2021 Adopted Plan, a vacancy rate of 22 percent.

### Contract Budget

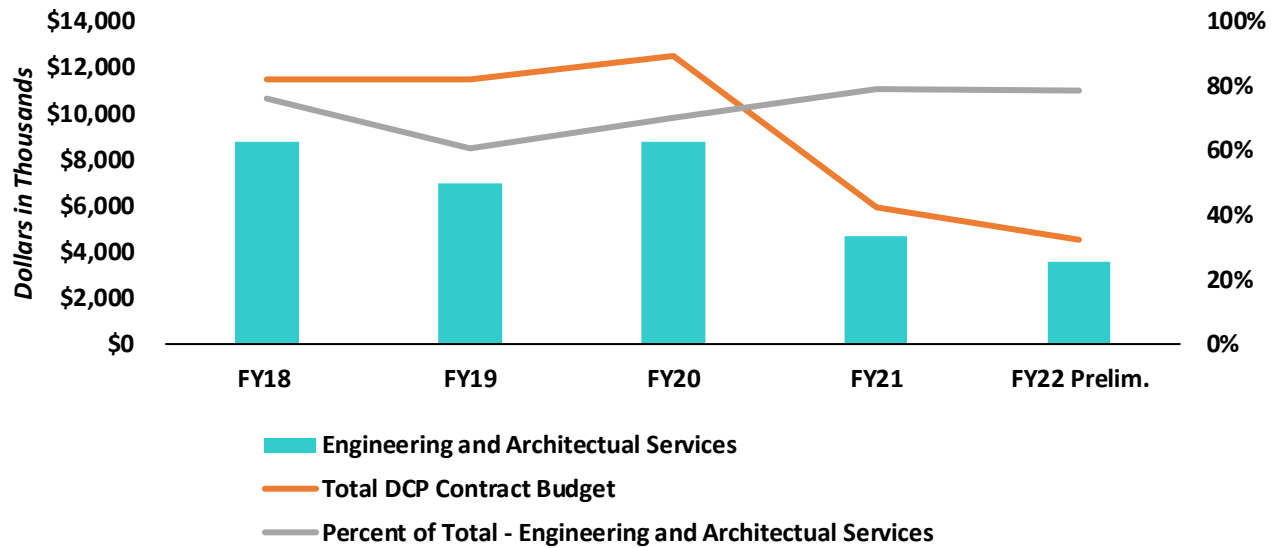
The New York City Charter mandates the preparation of a Contract Budget to identify expenditures for contractual services, which are defined as any technical, consultant or personnel service provided to the City by means of a contract. The Contract Budget is a subset of the OTPS portion of the City’s Expense Budget. The Administration prepares a Contract Budget twice each fiscal year. The contract budget in the Fiscal 2022 Preliminary Plan totals \$17 billion across all agencies with over 17,851 contracts. The Department of City Planning’s contract budget comprises less than one percent of the City’s total contract budget in the Fiscal 2022 Preliminary Plan. The Department utilizes contractual services for office services, maintenance and repair of equipment, support for data processing hardware and software, and for professional services.

**Figure 3: DCP’s Fiscal 2022 Preliminary Plan Contract Budget vs. Fiscal 2021 Adopted Contract Budget**



In the Fiscal 2022 Preliminary Plan, the Department of City Planning’s contract budget totals \$4.5 million, or 36 percent of the Department’s total OTPS budget. This is a decrease of \$1.4 million, or 24 percent, from the Fiscal 2021 Adopted Contract Budget of \$5.9 million. The decrease is primarily attributed to a reduction of \$1.1 million for professional engineering and architectural services.

**Figure 4: DCP Adopted Engineering and Architectural Services Contracting**



Engineering and Architectural service contracts support environmental consulting services for planning projects - a core function of the Department. Despite the decrease in funding for contracts of this type in the Fiscal 2022 Preliminary Plan, they still comprise the majority of total DCP contract spending, increasing from 75 percent in the Fiscal 2021 Adopted Budget to 78 percent in Fiscal 2022 Preliminary Plan, and remaining stable over the previous four fiscal years.

**DCP Miscellaneous Revenue**

**Table 3: DCP Miscellaneous Revenue Budget Overview**

<i>Dollars in Thousands</i>						
Revenue Sources	FY19 Actual	FY20 Actual	FY21 Adopted	Preliminary Plan		*Difference FY21-FY22
				FY21	FY22	
Sale of Maps & Publications	\$84	\$11	\$50	\$50	\$50	\$0
Zoning Verifications Letters	61	96	12	12	12	0
State Grants - Categorical	21	35	0	69	0	0
CEQR Fees	1,632	1,859	1,031	1,031	1,031	0
ULURP Fees	1,146	1,095	932	932	932	0
Federal Grants - Categorical	1,657	1,801	1,948	2,437	1,948	0
<b>TOTAL</b>	<b>\$4,600</b>	<b>\$4,897</b>	<b>\$3,973</b>	<b>\$4,531</b>	<b>\$3,973</b>	<b>\$0</b>

*\*The difference of Fiscal 2021 Adopted Budget compared to Fiscal 2022 Preliminary Budget.*

The Department of City Planning generates revenue from sources that include fees for Zoning Verification Letters, City Environmental Quality Review (CEQR), Uniform Land Use Review Procedure (ULURP), and the sale of maps and publications. In the Preliminary Budget, these fees associated with land use actions in the City, including the CEQR process and ULURP, are projected to account for approximately 51 percent of the Department’s total miscellaneous revenue for Fiscal 2022 with federal grants accounting for the rest.



## Appendices

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

<i>Dollars in Thousands</i>	FY21			FY22		
	City	Non-City	Total	City	Non-City	Total
<b>DCP Budget as of the Adopted FY21 Budget</b>	<b>\$24,185</b>	<b>\$20,399</b>	<b>\$44,584</b>	<b>\$26,290</b>	<b>\$16,421</b>	<b>\$42,711</b>
<b>Other Adjustments:</b>						
Citywide Discretionary Training Freeze	(\$5)	\$0	(\$5)	\$0	\$0	\$0
Citywide Wireless Services	(3)	0	(3)	(7)	0	(7)
CMAQ Grant Roll	0	109	109	0	0	0
EIS Grant Roll	0	880	880	0	0	0
Funds Transfer	0	380	380	0	0	0
Furlough Savings – CD	0	(54)	(54)	0	0	0
Furlough Savings – CTL	(90)	0	(90)	0	0	0
Furlough Savings DR	0	(2)	(2)	0	0	0
LGRMIF Grant Fund Reallocation	0	69	69	0	0	0
Public Implementation Grant	0	74	74	0	0	0
Waterfront Comprehensive	0	425	425	0	0	0
DCP: CDBGDR BIB Support	0	237	237	0	0	0
DCP: CDBGDR Edgemere	0	1,054	1,054	0	0	0
DCP: CDBGDR OTPS	0	11	11	0	0	0
DCP: CDBGDR ZFCR	0	447	447	0	0	0
Furlough Savings	(3)	0	(3)	0	0	0
<b>Subtotal, Other Adjustments</b>	<b>(\$101)</b>	<b>\$3,630</b>	<b>\$3,529</b>	<b>(\$7)</b>	<b>\$0</b>	<b>(\$7)</b>
<b>Savings Program:</b>						
Hiring Freeze	(\$215)	\$0	(\$215)	(\$287)	\$0	(\$287)
PS Savings	(1,574)	0	(1,574)	(230)	0	(230)
Hiring and Attrition Management	(262)	0	(262)	0	0	0
<b>Subtotal, Savings</b>	<b>(\$2,051)</b>	<b>\$0</b>	<b>(\$2,051)</b>	<b>(\$517)</b>	<b>\$0</b>	<b>(\$517)</b>
<b>TOTAL, All Changes</b>	<b>(\$2,152)</b>	<b>\$3,630</b>	<b>\$1,478</b>	<b>(\$524)</b>	<b>\$0</b>	<b>(\$524)</b>
<b>DCP Budget as of the Preliminary FY22 Budget</b>	<b>\$22,033</b>	<b>\$24,029</b>	<b>\$46,062</b>	<b>\$25,766</b>	<b>\$16,421</b>	<b>\$42,187</b>

### B: DCP Contract Budget

<b>DCP FY22 Preliminary Contract Budget</b>				
<i>Dollars in Thousands</i>				
Category	FY21 Adopted	Number of Contracts	FY22 Preliminary	Number of Contracts
Contractual Services - General	\$255	2	\$155	2
Data Processing Equipment Maintenance	439	2	439	2
Maintenance and Repairs - General	394	3	224	3
Prof. Services - Accounting Services	1	1	1	1
Prof. Services - Computer Services	33	1	33	1
Prof. Services - Engineering and Architectural Services	4,681	6	3,544	6
Telecommunications Maintenance	60	1	60	1
Temporary Services	16	1	16	1
Training Program for City Employees	50	2	50	2
<b>TOTAL</b>	<b>\$5,929</b>	<b>19</b>	<b>\$4,522</b>	<b>19</b>

**C: Program Areas**

**PS/OTPS**

<b>PS/OTPS</b>						
<i>Dollars in Thousands</i>						
	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Preliminary Plan</b>		<b>*Difference</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>FY21</b>	<b>FY22</b>	<b>FY21-FY22</b>
<b>Spending</b>						
Personal Services	\$26,003	\$25,859	\$28,053	\$26,422	\$27,249	(\$804)
Other Than Personal Services	11,673	14,564	13,642	16,756	12,200	(1,442)
<b>TOTAL</b>	<b>\$37,676</b>	<b>\$40,423</b>	<b>\$41,695</b>	<b>\$43,178</b>	<b>\$39,449</b>	<b>(\$2,246)</b>
<b>Personal Services</b>						
Additional Gross Pay	\$1,283	\$600	\$306	\$306	\$306	\$0
Fringe Benefits	0	0	0	190	0	0
Full-Time Salaried - Civilian	23,438	24,205	26,257	24,835	25,453	(804)
Other Salaried	711	767	743	728	743	0
Overtime - Civilian	27	19	30	30	30	0
P.S Other	0	(5)	0	0	0	0
Unsalaries	544	273	717	333	717	0
<b>SUBTOTAL</b>	<b>\$26,003</b>	<b>\$25,859</b>	<b>\$28,053</b>	<b>\$26,422</b>	<b>\$27,249</b>	<b>(\$804)</b>
<b>Other Than Personal Services</b>						
Contractual Services	\$984	\$3,096	\$985	\$1,380	\$715	(\$270)
Contractual Services - Professional Services	3,301	3,967	4,682	7,285	3,544	(1,138)
Fixed & Misc. Charges	5	3	1	1	1	0
Other Services & Charges	7,094	7,195	7,703	7,666	7,676	(27)
Property & Equipment	111	83	68	57	68	0
Supplies & Materials	178	220	203	367	196	(7)
<b>SUBTOTAL</b>	<b>\$11,673</b>	<b>\$14,564</b>	<b>\$13,642</b>	<b>\$16,756</b>	<b>\$12,200</b>	<b>(\$1,442)</b>
<b>TOTAL</b>	<b>\$37,676</b>	<b>\$40,423</b>	<b>\$41,695</b>	<b>\$43,178</b>	<b>\$39,449</b>	<b>(\$2,246)</b>
<b>Funding</b>						
City Funds			\$24,185	\$22,033	\$25,766	\$1,581
State			0	568	0	0
Federal - Community Development			16,168	18,746	12,341	(3,827)
Federal - Other			1,342	1,831	1,342	0
<b>TOTAL</b>	<b>\$37,676</b>	<b>\$40,423</b>	<b>\$41,695</b>	<b>\$43,178</b>	<b>\$39,449</b>	<b>(\$2,246)</b>
<b>Budgeted Headcount</b>						
Full-Time Positions - Civilian	284	272	239	295	304	65
<b>TOTAL</b>	<b>284</b>	<b>272</b>	<b>239</b>	<b>295</b>	<b>304</b>	<b>65</b>

*\*The difference of Fiscal 2021 Adopted Budget compared to Fiscal 2022 Preliminary Budget.*

**Geographic Systems**

<b>Geographic Systems</b>						
<i>Dollars in Thousands</i>						
	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Preliminary Plan</b>		<b>*Difference</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>FY21</b>	<b>FY22</b>	<b>FY21-FY22</b>
<b>Spending</b>						
Personal Services	\$2,147	\$2,348	\$2,589	\$2,584	\$2,440	(\$149)
Other Than Personal Services	250	243	299	299	297	(2)
<b>TOTAL</b>	<b>\$2,397</b>	<b>\$2,591</b>	<b>\$2,888</b>	<b>\$2,883</b>	<b>\$2,737</b>	<b>(\$151)</b>
<b>Personal Services</b>						
Additional Gross Pay	\$115	\$76	\$25	\$25	\$25	\$0
Full-Time Salaried - Civilian	1,913	2,197	2,119	2,114	1,970	(149)
Overtime - Civilian	0	0	2	2	2	0
Unsalariated	119	75	443	443	443	0
<b>SUBTOTAL</b>	<b>\$2,147</b>	<b>\$2,348</b>	<b>\$2,589</b>	<b>\$2,584</b>	<b>\$2,440</b>	<b>(\$149)</b>
<b>Other Than Personal Services</b>						
Contractual Services	\$134	\$75	\$230	\$155	\$230	\$0
Contractual Services - Professional Services	0	0	33	0	32	(1)
Other Services & Charges	75	94	5	69	5	0
Property & Equipment	2	3	0	3	0	0
Supplies & Materials	39	71	31	72	30	(1)
<b>SUBTOTAL</b>	<b>\$250</b>	<b>\$243</b>	<b>\$299</b>	<b>\$299</b>	<b>\$297</b>	<b>(\$2)</b>
<b>TOTAL</b>	<b>\$2,397</b>	<b>\$2,591</b>	<b>\$2,888</b>	<b>\$2,883</b>	<b>\$2,737</b>	<b>(\$151)</b>
<b>Funding</b>						
Federal - Community Development			\$2,888	\$2,883	\$2,737	(\$151)
<b>TOTAL</b>	<b>\$2,397</b>	<b>\$2,591</b>	<b>\$2,888</b>	<b>\$2,883</b>	<b>\$2,737</b>	<b>(\$151)</b>
<b>Budgeted Headcount</b>						
Full-Time Positions - Civilian	25	29	32	32	30	(2)
<b>TOTAL</b>	<b>25</b>	<b>29</b>	<b>32</b>	<b>32</b>	<b>30</b>	<b>(2)</b>

*\*The difference of Fiscal 2021 Adopted Budget compared to Fiscal 2022 Preliminary Budget.*