

# 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 2021 Preliminary Budget and the  
Fiscal 2020 Preliminary Mayor's Management Report for the  
**Department of City Planning**  
March 3, 2020

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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:

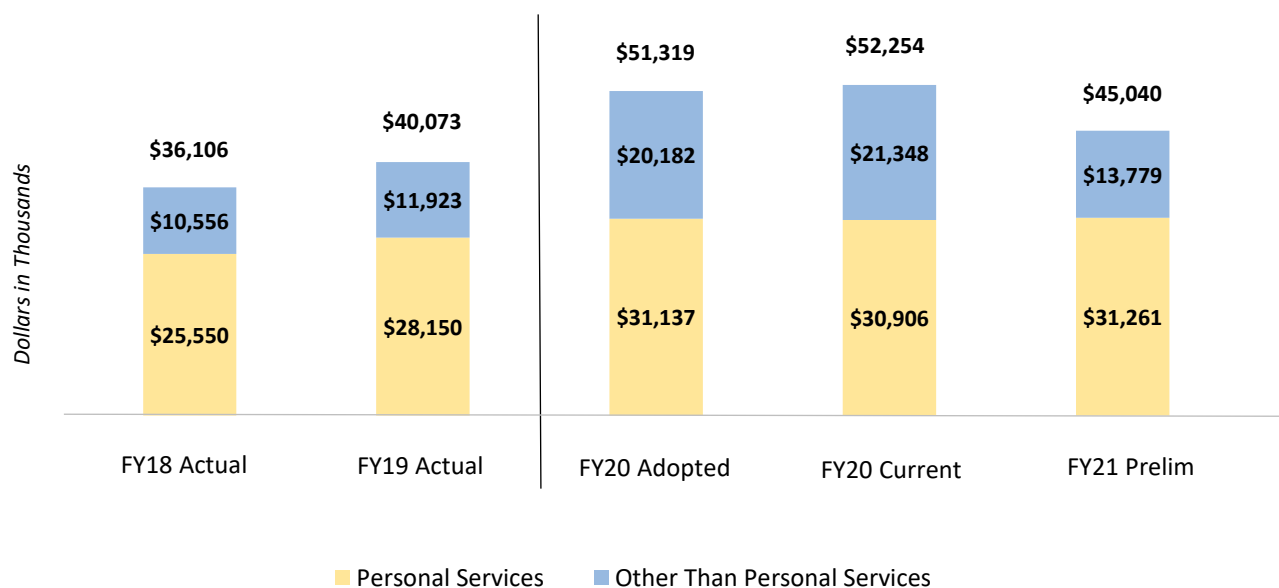
- Catalyze long-term neighborhood improvement through integrated planning;
- Encourage housing production, affordability, and quality;
- Promote economic development and job growth;
- Enhance resiliency and sustainability of neighborhoods;
- Ensure integrity, timeliness, and responsiveness in land use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

## Fiscal 2021 Preliminary Budget Highlights

The Department of City Planning's Fiscal 2021 Preliminary Budget totals \$45 million (including City and non-City funds). DCP's Fiscal 2021 Preliminary Budget is \$6.3 million or approximately 12.3 percent less than the Fiscal 2020 Adopted Budget of \$51.3 million. For Fiscal 2021, DCP's budget includes \$31.3 million or 70 percent for Personal Services (PS) and \$13.5 million or 30 percent for Other Than Personal Services (OTPS). The PS costs includes all full-time and part-time positions as well as overtime spending. The OTPS costs includes property, equipment, supplies, and services contracted out.

Since adoption of the Fiscal 2020 Budget, PS spending for Fiscal 2020 has decreased by \$231,000, while OTPS spending has increased by \$1.6 million, or five percent.

### PS vs OTPS Breakdown



Since adoption of the Fiscal 2020 Budget, the November 2019 and Preliminary Financial Plan have introduced very minimal changes to DCP's budget. Neither Plan introduced new needs.

The key actions included in DCP's Fiscal 2021 Preliminary Plan are as follows: a \$400,000 reduction in Fiscal 2020 due to environmental consulting re-estimates, and \$150,000 in personal services savings in Fiscal 2021 only. The changes introduced in the Preliminary Plan are listed in Appendix A on page 8, as are the changes included in the November 2019 Plan. Major changes introduced in the November and Preliminary Plans include the following actions.

#### *Savings*

**Fiscal 2020 PS Accruals.** In the November 2019 Plan, DCP realized \$274,705 in savings through personal services accruals in Fiscal 2020 only.

**PS Savings.** Due to hiring delays, the Fiscal 2021 Preliminary Plan includes savings of \$150,000 from personal services costs in Fiscal 2021 only.

**Environmental Consulting Re-Estimates.** Due to a re-estimate, the Department anticipates a cost savings of \$400,000 in Fiscal 2020 only from costs associated with environmental consulting contracts.

#### *Other Adjustments*

**Edgemere Rezoning.** The November 2019 Plan includes federal Community Development Block Grant (CDBG) funding of \$1.2 million in Fiscal 2020 and \$1.7 million in Fiscal 2021 for the Edgemere rezoning project in South East Queens. The Department for Housing Preservation and Development (HPD) manages this project, using on-call environmental consultants contracted by DCP.

**Build it Back Phase 1.** The November 2019 Plan includes \$298,000 in federal CDBG funding for the Build it Back program in Fiscal 2020 only. HPD manages Build it Back as a disaster relief program using on-call environmental consultants contracted by DCP.

## Financial Plan Summary

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

<i>Dollars in Thousands</i>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Adopted</b>	<b>Preliminary Plan</b>		<b>*Difference FY20-FY21</b>
				<b>FY20</b>	<b>FY21</b>	
<b>Spending</b>						
Personal Services	\$25,550	\$28,150	\$31,136	\$30,906	\$31,261	\$125
Other Than Personal Services	10,556	11,923	20,182	21,348	13,779	(\$6,403)
<b>TOTAL</b>	<b>\$36,106</b>	<b>\$40,073</b>	<b>\$51,318</b>	<b>\$52,254</b>	<b>\$45,040</b>	<b>(\$6,278)</b>
<b>Personal Services</b>						
Additional Gross Pay	\$482	\$1,398	\$331	\$331	\$331	\$0
Full-Time Salaried - Civilian	23,498	25,350	29,031	28,801	28,995	(36)
Other Salaried & Unsalaries	1,545	1,374	1,742	1,742	1,903	161
Overtime - Civilian	25	27	32	32	32	0
P.S. Other	0	0	0	0	0	0
<b>SUBTOTAL</b>	<b>\$25,550</b>	<b>\$28,149</b>	<b>\$31,136</b>	<b>\$30,906</b>	<b>\$31,261</b>	<b>\$125</b>
<b>Other Than Personal Services</b>						
Contractual Services	\$2,880	\$4,419	\$12,490	\$13,644	\$6,226	(\$6,264)
Fixed & Misc. Charges	4	5	1	1	1	0
Other Services & Charges	7,348	7,169	7,385	7,332	7,249	(136)
Property & Equipment	146	114	68	71	68	0
Supplies & Materials	178	217	238	300	235	(3)
<b>SUBTOTAL</b>	<b>\$10,556</b>	<b>\$11,924</b>	<b>\$20,182</b>	<b>\$21,348</b>	<b>\$13,779</b>	<b>(\$6,403)</b>
<b>TOTAL</b>	<b>\$36,106</b>	<b>\$40,073</b>	<b>\$51,318</b>	<b>\$52,254</b>	<b>\$45,040</b>	<b>(\$6,278)</b>
<b>Funding</b>						
City Funds			\$27,470	\$26,839	\$25,800	(\$2)
State			0	69	0	0
Federal - Community Development			22,505	24,003	17,897	(4,608)
Federal - Other			1,343	1,343	1,343	0
<b>TOTAL</b>	<b>\$36,106</b>	<b>\$40,073</b>	<b>\$51,318</b>	<b>\$52,254</b>	<b>\$45,040</b>	<b>(\$6,278)</b>
<b>Budgeted Headcount</b>						
Full-Time Positions - Civilian	296	309	359	359	362	3
<b>TOTAL</b>	<b>296</b>	<b>309</b>	<b>359</b>	<b>359</b>	<b>362</b>	<b>3</b>

*\*The difference of Fiscal 2020 Adopted Budget compared to Fiscal 2021 Preliminary Budget.*

For Fiscal 2020, adjustments in the Preliminary Plan result in a net increase of \$936,000. The majority of this increase is due, in part, to the Edgemere rezoning project funded with federal CDBG. DCP's budget shows an increase of \$1.5 million in non-city funding since adoption.

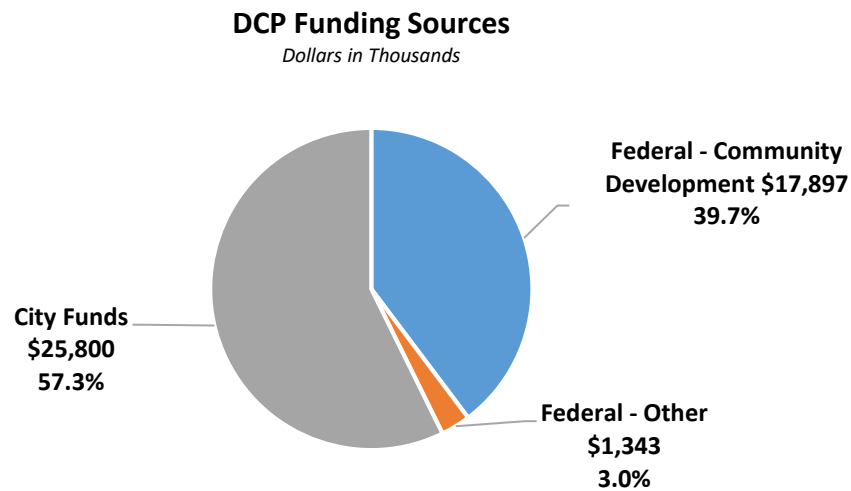
DCP's Fiscal 2021 Preliminary Budget is \$6.3 million less than its Adopted Budget for Fiscal 2020. A \$6.4 million decrease in OTPS spending offsets a PS increase of \$125,000. The decrease in OTPS spending is caused by the expiration of Fiscal 2020 funds for one-time or temporary projects totaling \$8.7 million that are not currently in the Fiscal 2021 Financial Plan including: \$700,000 for Resiliency Planning, \$2.5 million for the build-out of DCP's Paperless Filing System and \$5.5 million for environmental consulting that were one-time transfers from prior years. The decrease in City funding for DCP in Fiscal 2020 is \$631,000 since adoption.

See Appendix A, on page 8 for a breakdown of all actions.

## Funding Sources

DCP's budget is supported through two primary funding sources. Of the total budget, City tax-levy accounts for 57.3 percent and federal funding accounts for 42.7 percent. The Fiscal 2021 Preliminary Plan recognizes a total of \$19.6 million in federal grants. Some major federal grants include:

- \$15.2 million in Community Development Block Grant for planning and administration;
- \$2.7 million in Community Development Block Grants for disaster recovery; and
- \$1.3 million for Urban Mass transportation Studies.



## DCP Headcount

**Table 2: DCP Headcount Breakdown**

	Fiscal 2020 Adopted Headcount	Fiscal 2020 Budgeted Headcount	Actual Headcount	Under / (Over)	Fiscal 2021 Budgeted Headcount	FY20-FY21 Difference
Full-Time Positions	359	359	309	50	362	3

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

DCP's headcount for Fiscal 2020 remains constant when compared to the Fiscal 2020 Adopted Budget at 359 positions. Of these budgeted positions, 158 are funded through City funds, 180 by federal CDBG, and 21 through other federal or state grants. As of January 2020, the Department is 50 positions under its budgeted headcount when compared to the Fiscal 2020 Adopted Plan, a vacancy rate of 14 percent, as shown in the "DCP Headcount" table.

DCP's headcount for Fiscal 2021 is projected to increase by three positions over the Fiscal 2020 Adopted headcount.

## Contract Budget

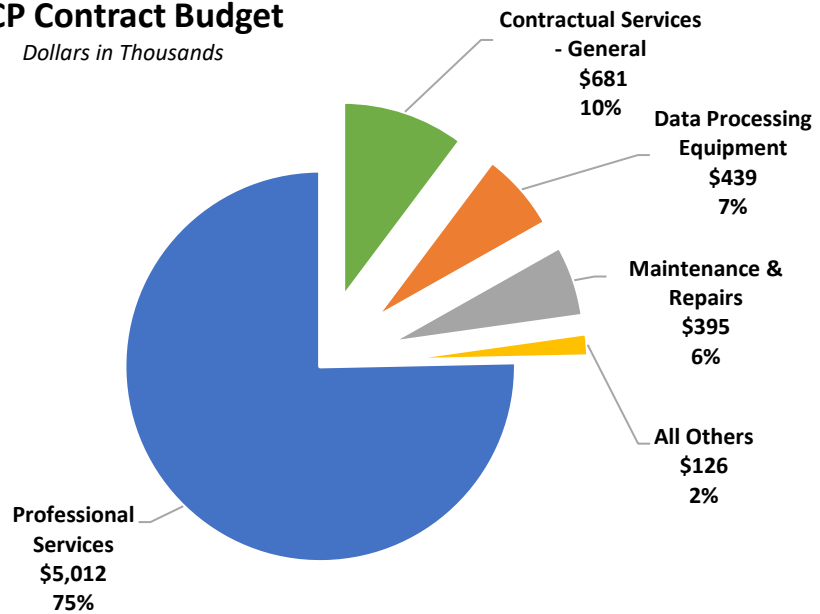
The New York City Charter mandates the preparation of a Contract Budget to identify expenditures for contractual services, which are defined as any technical, consultant or personnel service provided to the City by means of a contract. The Contract Budget is a subset of the OTPS portion of the City's Expense Budget. The Administration prepares a Contract Budget twice each fiscal year. The Fiscal 2021 Preliminary Budget totals \$17 billion for procurement expenditures across all agencies with over 17,873 contracts.

DCP's Fiscal 2021 Contract Budget totals \$6.7 million for 19 contracts, accounting for 48.3 percent of the Department's OTPS budget.

Contracts for professional services comprise 75 percent of the Department's total contract budget, with a total of \$5 million in Fiscal 2021. 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.

### DCP Contract Budget

*Dollars in Thousands*



## Miscellaneous Revenue

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 Fiscal 2021 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 2021 with federal grants accounting for the rest.

## DCP Miscellaneous Revenue

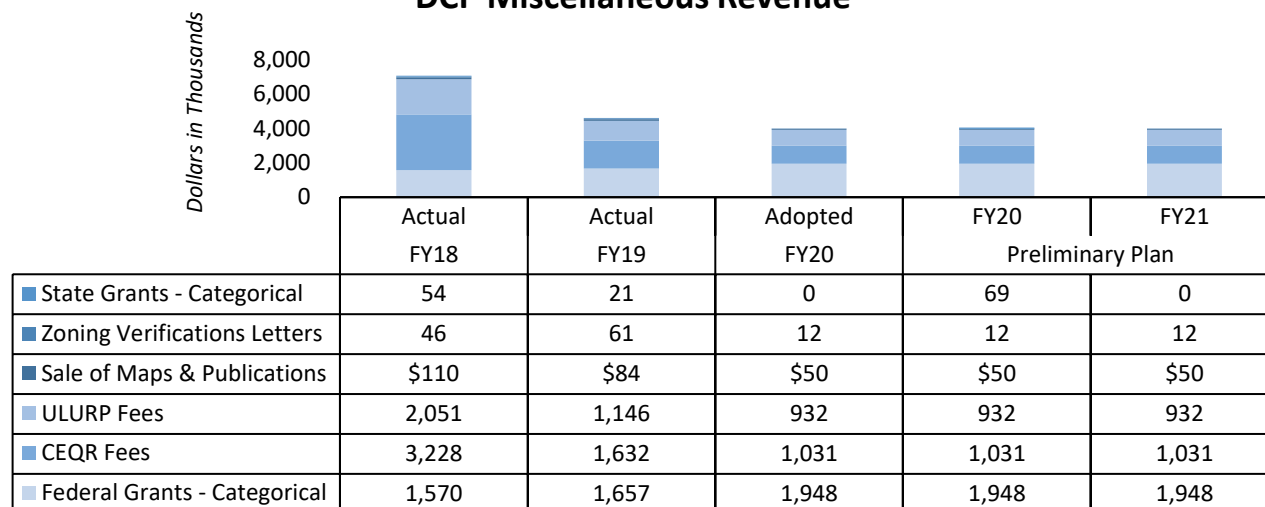


Table 3: PMMR Performance Measures

Performance Indicators	Actual			Target		4-Month Actual	
	FY17	FY18	FY19	FY20	FY21	FY19	FY20
Economic development and housing proposals completed and presented to the public	45	74	26	*	*	3	1
Neighborhood enhancement proposals completed and presented to the public	28	25	22	*	*	8	12
Planning information and policy analysis initiatives presented to the public	262	267	351	*	*	138	84
Simple zoning actions certified/referred	68	63	76	*	*	15	23
– Certified/referred within 12 months (%)	62%	68%	79%	70%	70%	80%	70%
Zoning actions with CEQR (EAS) certified/referred	NA	NA	NA	*	*	NA	18
– Certified/referred within 15 months (%)	NA	NA	NA	70%	70%	NA	22%
Zoning actions with CEQR (EIS) certified/referred	NA	NA	NA	*	*	NA	3
– Certified/referred within 22 months (%)	NA	NA	NA	70%	70%	NA	33%
City projects (non-zoning) certified/referred	70	60	43	*	*	16	26
– Certified/referred within 6 months (%)	96%	97%	74%	70%	70%	88%	85%
Renewals and South Richmond actions certified/referred	58	63	78	*	*	32	21
– Certified/referred within 6 months (%)	88%	92%	94%	70%	70%	91%	90%
E-mails responded to in 14 days (%)	83%	45%	63%	85%	85%	94%	50%
Letters responded to in 14 days (%)	71%	51%	66%	50%	50%	76%	54%
Completed customer requests for interpretation	12	14	15	*	*	NA	NA
CORE customer experience rating (0 - 100)	99	99	NA	90	90	NA	NA

- The number of economic development and housing proposals completed and presented to the public continues to trend downward in Fiscal 2020. During the first four months of Fiscal 2020, there was one proposal presented to the public, this is down from three during the same Fiscal 2019 reporting period. Fiscal 2019 saw a 35 percent decrease in the number of proposals presented from Fiscal 2018.
- During the first four months of Fiscal 2020, planning information and policy analysis initiatives presented to the public decreased to 84 from 138 in the first four months of Fiscal 2019. Adding to the overall decrease in DCP's dissemination of data to the public, the lack of specificity in the scope of these initiatives makes their assessment difficult.



- The City Environmental Quality Review (CEQR) certification/referral process, which identifies any potential adverse environmental effects of proposed discretionary land use changes by applicants, continues to underperform. In the first four months of Fiscal 2020, only 22 percent of zoning actions with CEQR were certified/referred within 15 months compared to 31 percent in the first four months of Fiscal 2019. According to DCP, the majority of zoning actions with CEQR failed to certify within their 15-month target due to a significant increase in applications pertaining to complex projects.
- Letters responses in 14 days and email responses in 14 day fell in the first four months of Fiscal 2020. A total of 54 percent of letters were responded to within 14 days, down from 76 percent; while 50 percent of emails were responded to within 14 days, down from 94 percent.

## Appendices:

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

<i>Dollars in Thousands</i>	FY20			FY21		
	City	Non-City	Total	City	Non-City	Total
<b>DCP Budget as of the Adopted FY20 Budget</b>	<b>\$27,470</b>	<b>\$23,848</b>	<b>\$51,318</b>	<b>\$26,166</b>	<b>\$17,544</b>	<b>\$43,710</b>
<b>Other Adjustments</b>						
Build it Back Phase 1s	0	298	298	0	0	0
Collective Bargaining - CSBA	44	0	44	48	0	48
Edgmere Rezoning	0	1,200	1,200	0	1,696	1,696
Records Management - Grant Award	0	69	69	0	0	0
<b>Subtotal, Other Adjustments</b>	<b>\$44</b>	<b>\$1,567</b>	<b>\$1,611</b>	<b>\$48</b>	<b>\$1,696</b>	<b>\$1,744</b>
<b>Savings</b>						
Agency Phone Plan Review	(\$1)	\$0	(\$1)	(\$2)	\$0	(\$2)
PS Savings	0	0	0	(150)	0	(150)
FY20 PS Accruals	(275)	0	(275)	0	0	0
EIS Reestimates	(400)	0	(400)	(262)	0	(262)
<b>Subtotal, Savings</b>	<b>(\$676)</b>	<b>\$0</b>	<b>(\$676)</b>	<b>(\$414)</b>	<b>\$0</b>	<b>(\$414)</b>
<b>TOTAL, All Changes</b>	<b>(\$632)</b>	<b>\$1,567</b>	<b>\$935</b>	<b>(\$366)</b>	<b>\$1,696</b>	<b>\$1,330</b>
<b>DCP Budget as of the Preliminary FY21 Budget</b>	<b>\$26,838</b>	<b>\$25,415</b>	<b>\$52,254</b>	<b>\$25,800</b>	<b>\$19,240</b>	<b>\$45,040</b>

### B: DCP Contract Budget

<b>DCP FY21 Preliminary Contract Budget</b>				
<i>Dollars in Thousands</i>				
<b>Contract Type</b>	<b>Fiscal 2020 Adopted</b>		<b>Fiscal 2021 Preliminary</b>	
	<b>Cost of Contracts</b>	<b>Number of Contracts</b>	<b>Cost of Contracts</b>	<b>Number of Contracts</b>
Contractual Services - General	\$3,290	2	\$681	2
Data Processing Equipment Maintenance	439	2	439	2
Maintenance and Repairs - General	442	3	395	3
Prof. Services - Accounting Services	1	1	1	1
Prof. Services - Computer Services	33	1	33	1
Prof. Services - Engineering and Architectural Services	8,744	6	4,978	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>\$13,075</b>	<b>19</b>	<b>\$6,653</b>	<b>19</b>

## C: DCP Miscellaneous Revenue

<b>DCP Miscellaneous Revenue Budget Overview</b>						
<i>Dollars in Thousands</i>						
Revenue Sources	FY18	FY19	FY20	Preliminary Plan		*Difference
	Actual	Actual	Adopted	FY20	FY21	FY20-FY21
Sale of Maps & Publications	\$110	\$84	\$50	\$50	\$50	\$0
Zoning Verifications Letters	46	61	12	12	12	0
State Grants - Categorical	54	21	0	69	0	0
CEQR Fees	3,228	1,632	1,031	1,031	1,031	0
ULURP Fees	2,051	1,146	932	932	932	0
Federal Grants - Categorical	1,570	1,657	1,948	1,948	1,948	0
<b>TOTAL</b>	<b>\$7,058</b>	<b>\$4,600</b>	<b>\$3,973</b>	<b>\$4,042</b>	<b>\$3,973</b>	<b>\$0</b>

*\*The difference of Fiscal 2020 Adopted Budget compared to Fiscal 2021 Preliminary Budget.*