



**New York City Council**

Christine C. Quinn, Speaker

**Finance Division**

Preston Niblack, Director

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**Hearing on the Mayor's Fiscal Year 2012 Preliminary Budget &  
the Fiscal Year 2011 Preliminary Mayor's Management Report**

**Department of City Planning**

March 16, 2011

**Committee on Land Use**

Hon. Leroy Comrie, Chair

Latonia McKinney, Deputy Director, Finance Division  
Anthony Brito, Senior Legislative Financial Analyst

# Department of City Planning

The Department of City Planning (DCP) conducts planning related to the growth, improvement and future development of the City. It is responsible for initiating changes in the zoning maps and resolutions, providing technical and professional assistance to community boards, and preparing an annual capital needs and priorities report.

**Key Public Service Area**

- Provide a blueprint for the orderly growth, improvement and future development of New York City.
- Conduct land use and environmental reviews.

**Critical Objectives**

- Strengthen housing and economic development throughout the City.
- Enhance the City’s neighborhoods, urban design and public spaces.
- Provide effective planning information and analysis.

SOURCE: Mayor’s Management Report

<b>Department of City Planning Financial Summary</b>						
<i>Dollars in Thousands</i>						
	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Adopted</b>	<b>2011 Feb Plan</b>	<b>2012 Feb Plan</b>	<b>*Difference 2012 - 2011</b>
<b>Budget by Unit of Appropriation</b>						
Personal Services	\$21,224	\$21,347	\$21,124	\$20,627	\$19,874	(\$1,250)
Other Than Personal Services	5,671	4,885	5,526	5,777	2,681	(2,845)
<b>TOTAL</b>	<b>\$26,895</b>	<b>\$26,231</b>	<b>\$26,650</b>	<b>\$26,404</b>	<b>\$22,554</b>	<b>(\$4,095)</b>
<b>Funding</b>						
City Funds	N/A	N/A	\$11,164	\$10,350	\$8,076	(\$3,088)
State	N/A	N/A	190	232	146	(45)
Federal-Community Development	N/A	N/A	13,246	13,249	13,246	0
Federal-Other	N/A	N/A	1,900	2,423	1,088	(812)
Other-Categorical	N/A	N/A	150	150	0	(150)
<b>TOTAL</b>	<b>N/A</b>	<b>N/A</b>	<b>\$26,650</b>	<b>\$26,404</b>	<b>\$22,554</b>	<b>(\$3,088)</b>
<b>Positions</b>						<b>\$0</b>
Full-Time Positions	<b>274</b>	<b>253</b>	<b>270</b>	<b>261</b>	<b>256</b>	<b>(14)</b>

\* Difference refers to the variance between the Fiscal 2011 Adopted Budget and the Fiscal 2012 Preliminary Plan.

## Expense Budget Highlights

The Department of City Planning's (DCP) Fiscal 2012 Preliminary Budget is \$22.5 million, which is approximately \$4 million less than the \$26.5 million Fiscal 2011 Adopted Budget. The overall reduction is primarily due to the actions the agency undertook since Adoption to decrease City tax levy funds in the amount of \$650,000 for the remainder of Fiscal 2011 and \$764,000 for Fiscal 2012. In addition, DCP's Fiscal 2012 Preliminary Budget includes a reduction of 14 positions from the Fiscal 2011 Adopted Budget total of 270. The headcount reduction is comprised of one layoff, nine positions eliminated through attrition, and the elimination of four vacancies in Fiscal 2011, with the savings realized in Fiscal 2012. The following summarizes the budgetary actions the agency has undertaken since the Fiscal 2011 Adopted Budget.

- **Transfer of Tax Levy Funded Positions.** DCP has transferred six positions that were funded by City tax levy dollars to federal funding covered by federal Community Development Block Grants (CDBG). This transfer allows DCP to achieve tax levy savings in the amount of \$421,000 for the remainder of Fiscal 2011, and \$525,000 in Fiscal 2012. The value of this transfer includes credit for reducing fringe benefit costs to the City. The tax levy funded staff whose funding source was transferred to CDBG consists of two planners within the Borough Offices, three computer information services specialists, and one Zoning and Urban Design planner. Although previously funded by tax levy dollars, these positions are eligible to be funded by CDBG since work in support of the borough offices and geographic systems are considered CDBG eligible.
- **Attrition Savings.** The agency will achieve savings in the amount of \$222,000 in Fiscal 2011 and \$260,000 in Fiscal 2012 by eliminating three tax levy funded vacancies. DCP eliminated three tax levy vacancies throughout the agency, as opposed to concentrating reductions in any one particular Division. Specifically, two vacated positions within the Borough Offices will be eliminated and one vacant position which staffs the City's Environmental Quality Review (CEQR) process will also be eliminated.
- **One Layoff.** The agency will lay off one employee in Fiscal 2012 which will save the agency \$59,897 in Fiscal 2012 and \$71,327 in Fiscal 2013 and the outyears. This position will be within the agency's Technical Review Division which oversees applications for discretionary land use actions such as the Environmental Impact Statements (EIS).

## Federal Funding Issues

Of the \$22.5 million in funding the DCP will receive in Fiscal 2012 to run its operations, approximately 59 percent of that total, or \$13.2 million, is federal Community Development Block Grant (CDBG) funding with another five percent, or \$1 million, coming from the Federal Highway Administration to fund the federal mandates of the New York Metropolitan Transportation Council (NMTC). Approximately 36 percent or \$8 million comes from City tax levy funds, while the remaining one percent in funding comes from the State of New York (See Table 1 below). Since most of the agency's funding comes from the federal government, budgetary actions in Washington D.C will greatly impact how DCP will plan its funding priorities in Fiscal 2012.

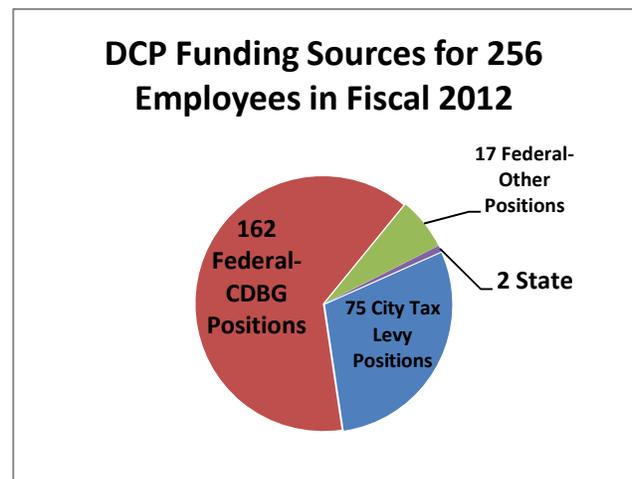
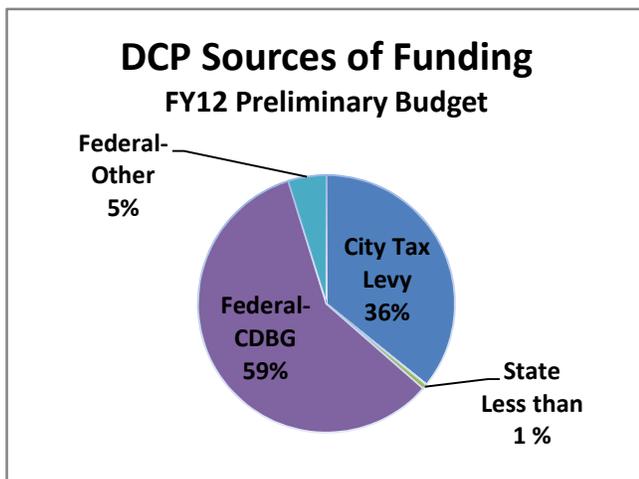
President Obama's Fiscal 2012 federal budget proposal cuts the CDBG Program by 7.5 percent, while the House of Representatives has proposed cutting CDBG by 66 percent for the remainder of Fiscal 2011, and may consider eliminating funding all together for this program in Fiscal 2012. While it is still unknown which budgetary actions will occur at the federal level for the remainder of Fiscal 2011 and for Fiscal 2012, it seems probable that substantial cuts to the CDBG program will take place. Although DCP's current Fiscal

2012 Preliminary Budget assumes federal funding will remain at the same levels as Fiscal 2011, it is likely that CDBG funding will be cut and thus have a negative impact on DCP’s overall budget. For example, if the President’s budget proposal of reducing CDBG by 7.5 percent is implemented, that could lead to a \$933,431 reduction for DCP. However, the overall impact of this budget shortfall depends on how the Bloomberg Administration chooses to reallocate it among the different City agencies that depend on CDBG funding, such as the Department of Housing Preservation and Development.

If this were to happen, it would effectively reduce DCP’s budget by four percent which would not likely be made up by tax levy funding since the Administration has been ordering all agencies to reduce City funding. It would furthermore limit the agency’s flexibility in transferring tax levy funded positions to the CDBG budget which may in turn lead to greater attrition and layoffs. As Table 2 illustrates, the distribution of funding for DCP’s 256 employees in Fiscal 2012 will consist of 75 tax levy funded positions, 162 positions funded by CDBG, 17 positions funded from the federal Highway Administration and two positions funded by New York State. Considering the relatively small size of the agency and the recent headcount reductions, further significant layoffs or elimination of vacant positions may seriously impact the agency’s ability to carry out its mission of promoting strategic growth and development throughout the City.

**Table 1**

**Table 2**



## Fiscal 2012 Preliminary Contracts 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.

Category	Fiscal 2012 Prelim Number	Fiscal 2012 Prelim Budgeted	Pct. of DCP Total
Contractual Services General	3	\$34,500	5%
Telecommunications Maintenance	3	5,438	1%
Maintenance & Repair, General	11	92,540	12%
Office Equipment Maintenance	3	17,800	2%
Data Processing Equipment	15	149,891	20%
Printing Contracts	3	35,000	5%
Security Services	1	95,800	13%
Temporary Services	2	8,200	1%
Cleaning Services	1	5,540	1%
Training Programs for City Employees	3	5,800	1%
Professional Services: Engineering & Architecture	1	261,449	35%
Professional Services: Computer Services	1	36,000	5%
Professional Services: Other	1	1,000	0%
<b>Preliminary Budget</b>	<b>48</b>	<b>\$748,958</b>	<b>100%</b>

**Personal Services (PS) & Other than Personal Services (OTPS)**

<i>Dollars in Thousands</i>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Adopted</b>	<b>2011 Feb Plan</b>	<b>2012 Feb Plan</b>	<b>*Difference 2012 - 2011</b>
<b>Spending</b>						
<b>Personal Services</b>						
Full-Time Salaried - Civilian	\$18,730	\$18,770	\$18,740	\$18,243	\$17,490	(\$1,250)
Other Salaried and Unsalariated	1,821	1,775	1,799	1,799	1,799	0
Additional Gross Pay	635.34	763.53	418.41	418.41	418.41	0
Overtime – Civilian	38	38	17	17	17	0
Fringe Benefits	0	0	149	149	149	0
<b>Subtotal, PS</b>	<b>\$21,224</b>	<b>\$21,347</b>	<b>\$21,124</b>	<b>\$20,627</b>	<b>\$19,874</b>	<b>(\$1,250)</b>
<b>Other than Personal Services</b>						
Supplies and Materials	\$156	\$216	\$448	\$270	\$383	(\$66)
Property and Equipment	127	147	123	59	123	0
Other Services and Charges	1,613	1,663	1,425	1,552	1,425	0
Contractual Services	3,773	2,851	3,528	3,896	749	(2,779)
Fixed and Miscellaneous Charges	1	8	1	1	1	0
<b>Subtotal, OTPS</b>	<b>\$5,671</b>	<b>\$4,885</b>	<b>\$5,526</b>	<b>\$5,777</b>	<b>\$2,681</b>	<b>(\$2,845)</b>
<b>TOTAL</b>	<b>\$26,895</b>	<b>\$26,231</b>	<b>\$26,650</b>	<b>\$26,404</b>	<b>\$22,554</b>	<b>(\$4,095)</b>
<b>Funding</b>						
City Funds			\$11,164	\$10,350	\$8,075.54	(\$3,088)
Federal - Community Development			13,246	13,249	13,246	0
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<b>TOTAL</b>	<b>N/A</b>	<b>N/A</b>	<b>\$26,650</b>	<b>\$26,404</b>	<b>\$22,554</b>	<b>(\$4,095)</b>
<b>Full-Time Positions</b>	<b>274</b>	<b>253</b>	<b>270</b>	<b>261</b>	<b>256</b>	<b>(14)</b>

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## Performance Measures

	FY 08	FY 09	FY 10	FY 10 4-Month Actual	Target FY 11
<b>Growth, Improvement and Future Development of the City</b>					
Number of significant milestones achieved for DCP-facilitated projects related to Lower Manhattan	6	6	6	N/A	N/A
Number of significant milestones achieved for DCP-facilitated projects related to Hudson Yards	11	12	11	8	4
Number of significant milestones achieved for DCP-facilitated projects related to significant open-space proposals	5	5	5	N/A	N/A
<b>Land Use and Environmental Reviews</b>					
Land use applications referred within 6 months (%)	74%	79%	80%	78%	80%
Median time to refer land use applications (days)	48	33	28	39	51
Environmental review applications completed	288	224	249	77	95
Environmental review applications completed within 6 months	71%	71%	61%	68%	74%
Median time to complete environmental review applications (days)	46	22	47	28	71

### Preliminary Mayor's Management Report (PMMR) Performance Indicator Highlights

- DCP completed and presented seven projects and proposals to the public including an initiative that supports the Department's advancement of Vision 2020-New York City's Comprehensive Waterfront Plan. This plan calls for long-term goals for identifying key opportunities for improving the over 500 miles of New York City's waterfront, and outline strategies for implementation.
- Approximately 80 percent of the 132 land use applications referred by DCP from July to October 2010 were referred within six months of receipt, which surpassed the agency's 70 percent target.
- DCP completed 95 environmental review applications compared to 77 during the same period last year. Approximately 74 percent of these applications were completed within six months of receipt compared to 68 percent a year ago.
- The median time to complete application review increased significantly from 28 days to 71 days due to a higher proportion of long-term complex projects that dates back to previous fiscal years.

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

<i>Dollars in thousands</i>	FY 2011			FY 2012		
	City	Non-City	Total	City	Non-City	Total
<b>Agency Budget as of June 2010 Plan</b>	<b>\$11,163</b>	<b>\$15,487</b>	<b>\$26,650</b>	<b>\$8,524</b>	<b>\$14,478</b>	<b>\$23,002</b>
<b>Program to Eliminate the Gap (PEGs)</b>						
Attrition Savings	(\$129)	\$0	(\$129)	(\$179)	\$0	(\$179)
EIS Contract Reduction	(100)	0	(100)		0	0
1 Layoff	0	0	0	(60)	0	(60)
Transfer of TL Funded Position to CD	(421)	0	(421)	(526)	0	(526)
<b>Total, PEGs</b>	<b>(\$650)</b>	<b>\$0</b>	<b>(\$650)</b>	<b>(\$764)</b>	<b>\$0</b>	<b>(\$764)</b>
<b>New Needs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total, New Needs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Adjustments</b>						
Attrition Savings	(\$94)	\$0	(\$94)	(\$81)	\$0	(\$81)
CMAQ Project Consultant		369	369	0	0	0
Fringe Credit	146		146	167		167
Fiscal 2011 Bronx EDC		154	154	0	0	0
LGRMIF		41	41	0	0	0
Waterfront Plan Printing Costs	13		13	0	0	0
Lease Adjustment	0	3	3	0	0	0
Reallocation of EIS Contract Funding	(229)		(229)	229		229
<b>Total, Other Adjustments</b>	<b>(\$164)</b>	<b>\$567</b>	<b>\$404</b>	<b>\$315</b>	<b>\$0</b>	<b>\$315</b>
<b>Agency Budget as of February 2011 Plan</b>	<b>\$10,350</b>	<b>\$16,054</b>	<b>\$26,404</b>	<b>\$8,076</b>	<b>\$14,478</b>	<b>\$22,554</b>