

New York City Council Christine C. Quinn, Speaker

Finance Division Preston Niblack, Director Jeffrey Rodus, First Deputy Director

Hearing on the Mayor's Fiscal Year 2011 Executive Budget

Department of Citywide Administrative Services (DCAS)

May 17, 2010

Committee on Finance

Hon. Domenic M. Recchia, Jr., Chair

Committee on Governmental Operations

Hon. Gale A. Brewer, Chair

Andy Grossman, Deputy Director, Finance Division John Russell, Legislative Financial Analyst

Summary and Highlights

The 2011 Executive Plan provides \$1.15 billion for the Department of Citywide Administrative Services (DCAS) operating expenses. In the Plan, DCAS's Programs to Eliminate the Gap (PEGs) for Fiscal 2011 includes a total of \$29.95 million in combined budget savings and increased revenues. A large portion of PEGs for which DCAS is credited is realized in other areas of the City's Budget, including the Miscellaneous Budget and the Debt Services Budget. The Plan also includes \$7.6 million for new needs for Fiscal 2011.

Department of Citywide Administrative Services (DCAS)

Dollars in Thousands						
	2008	2009	2010	2010	2011	Difference,
	Actual	Actual	Adopted	Exec. Plan	Exec. Plan	2010 – 2011*
Personal Services	\$128,997	\$148,830	\$152,005	\$146,284	\$139,489	(\$12,516)
Other Than Personal Services	868,471	943,521	1,030,801	937,674	1,013,968	(16,833)
Table Total	\$997,468	\$1,092,351	\$1,182,805	\$1,110,029	\$1,153,458	(\$29,349)

Budget Proposals and Highlights

- Additional Commercial Rent Revenue. DCAS projects increased revenues of \$8.6 million in Fiscal 2011 and the outyears from hotel leases and various commercial agreements. (see p.5)
- **Federal Stimulus Funding.** DCAS has received an a Energy Efficiency and Conservation Block Grant totaling \$45.7 million in Fiscal 2011 as part of the American Recovery and Reinvestment Act. (see p.14) Additionally, sixteen City-funded positions will now be covered by Federal Stimulus funding reducing DCAS's City-funded budget by \$3.1 million in Fiscal 2011. (see p.5)
- **Energy Savings**. As a result of completed energy efficiency projects citywide, DCAS will generate additional savings of \$2.1 million in Fiscal 2011 and the outyears. (see p.8)
- **Heat Light and Power.** The City has budgeted \$799.6 million for heat, light, and power expenditures for all City agencies in Fiscal 2011. Payment of these costs is coordinated by DCAS. (see p.4)
- **PS Reduction.** DCAS proposes to eliminate 6 staff positions including, two payroll positions and one mailroom position via layoffs (see p.10); and Director of the Vacant Lot Fencing Unit and two administrative support positions through attrition (see p.13). This action would generate savings of \$320,000 in Fiscal 2011.
- Office of Administrative Trials and Hearings (OATH) to Become Independent Agency. Beginning in Fiscal 2011 the OATH will no longer be part of DCAS and will now be an independent City Agency. (see p.3)

Department of Citywide Administrative Services

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies' workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 54 public buildings; purchases, sells and leases non-residential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; monitors City agency fleets and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that serve 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

Key Public Services Areas

- Support the City's workforce needs through civil service test administration, hiring support and personnel development.
- Manage and operate City-owned office buildings to ensure a clean and safe environment.
- Manage the City's surplus real and personal property.
- Procure goods for City agencies.
- Manage energy procurement and conservation projects.

Critical Objectives

- Increase the public's access to information and employment opportunities in City government.
- Ensure a sufficient number of eligible job candidates through timely administration of civil service exams.
- Maximize the availability and quality of training.
- Ensure that DCAS-managed facilities receive acceptable ratings for cleanliness and maintenance.
- Complete maintenance service requests and repair work in a timely manner.
- Generate revenue from the sale and lease of surplus property.
- Maximize competition and ensure legal compliance in the procurement process.
- Procure energy on behalf of City agencies and promote energy conservation

SOURCE: Mayor's Management Report

	2008	2009	2010	2010	2011	*Difference
	Actual	Actual	Adopted	Exec. Plan	Exec. Plan	2010–2011
Budget by Program Area						
Facilities Mgmt & Construction	\$845,458	\$930,854	\$1,006,371	\$920,129	\$951,065	(\$55,307)
Municipal Supply Services	53,230	45,245	38,388	42,486	38,348	(40)
Exec. & Fin. Admin. Services	31,752	34,366	28,880	31,623	29,594	714
Personnel Services	25,476	27,648	27,976	30,164	29,916	1,940
Admin & Security	18,510	18,187	17,056	21,998	19,599	2,543
Real Estate Services	13,763	14,308	15,512	14,029	14,770	(742)
Office of Admin. Trials & Hearings	3,814	15,627	24,136	26,071	0	(24,136)
Communications	3,399	3,937	3,952	3,562	3,264	(689)
Board of Standards & Appeals	2,068	2,178	2,105	2,367	2,259	154
Energy Conservation	0	0	18,429	17,600	64,645	46,216
TOTAL	\$997,468	\$1,092,351	\$1,182,805	\$1,110,029	\$1,153,458	(\$29,348)
Funding						
City Funds			\$223,616	\$225,599	\$201,244	(\$22,373)
Federal – Other			2,000	4,266	47,699	45,699
Capital-IFA			11,472	11,713	12,236	764
Intra-City			805,341	727,489	759,843	(45,498)
Other Categorical			103,906	89,151	94,507	(9,400)
State			36,470	51,812	37,929	1,459
TOTAL			\$1,182,805	\$1,110,029	\$1,153,458	(\$29,348)
Positions						
Fulltime Positions	1,893	2,054	2,132	2,213	1,988	(144)

Department of Citywide Administrative Services Financial Summary

Beginning in Fiscal 2011, the Office of Administrative Trials and Hearings (OATH) will no longer be part of DCAS and will now be an independent City agency. The Environmental Control Board, which was merged into OATH in November 2008, will remain housed in OATH's budget. This action will reduce DCAS's Fiscal 2011 Expense Budget by approximately \$26.57 million and its headcount by 172 positions.

In the Executive Plan for Fiscal 2011, the Division of Facilities Management and Construction Budget accounts for 82.5 percent of DCAS's entire budget. The majority of its funding is dedicated to paying the heat, light and power bills for all City agencies. The decrease in the Division's 2010 and 2011 budgets can be attributed to an energy adjustment which removes anticipated surplus funding for heat, light, and power bills citywide.

When compared to the 2010 Adopted Budget, the Fiscal 2011 budget for the Division of Energy Conservation increases significantly as a result of the receipt of an Energy Efficiency Block Grant as part of the American Recovery and Reinvestment Act.

Heat Light and Power

HEAT, LIGHT, AND POWER FIVE-YEAR FUNDING ANALYSIS									
	Actual	Actual	Actual	Actual	2010	2011			
Funding Source	2006	2007	2008	2009	Exec. Plan	Exec. Plan			
City	\$29,153,434	\$30,880,968	\$31,881,508	\$36,694,767	\$32,281,965	\$33,347,447			
Other Categorical	\$74,420,045	\$79,277,696	\$84,049,148	\$91,464,798	\$95,860,138	\$91,849,717			
State	\$265,128	\$366,687	\$368,580	\$366,759	\$425,821	\$423,348			
Intra-City	\$505,577,384	\$552,270,150	\$577,154,313	\$639,321,674	\$635,178,857	\$673,975,022			
Agency Total	\$609,415,991	\$662,794,901	\$693,453,549	\$767,847,998	\$763,746,781	\$799,595,534			

As compared with the Fiscal 2006 Actual Expenditures, the Fiscal 2011 Executive Budget for heat, light, and power has increased by approximately \$190.2 million (31.2percent). The Council supports efforts to seek savings through alternative energy utilization and programs to reduce energy consumption. Such programs include the ENCORE program and those associated with PlaNYC 2030.

The **ENCORE** (ENergy COst REduction) program is a major part of the City's efforts to control energy costs and to improve air quality. The ENCORE agreement with the New York Power Authority allows for energy efficiency and clean energy technology projects, which are paid for by the City of New York and administered by the Office of Energy Conservation (OEC). Projects carried out through this program save energy dollars and reduce greenhouse gas emissions by increasing the energy efficiency of City buildings or switching to cleaner fuels. Here are some examples of ENCORE projects:

- Installation of high efficient lighting systems, including automatic lighting.
- Replacement of coal and heavy-oil fired boilers with clean dual fuel light-oil or natural gas burners.
- Elimination of chillers (large air conditioners) that use ozone-depleting refrigerants.
- Installation of fuel cells, for clean, on-site generation of electricity where there are special fuel sources that would otherwise be underutilized.
- **PlaNYC** is Mayor Bloomberg's plan for the sustainability of New York City over the next 25 years. The plan sets priorities for the refurbishment of city infrastructure and calls for more city control over large-scale projects with the creation of a new authority composed of both city and state employees.

The plan has three major components:

- **OpeNYC.** Preparation for an explosion in New York City's population, expected to increase by more than one million over two decades.
- **MaintaiNYC.** Repairing aging infrastructure, including city bridges, water mains, mass transit, building codes and power plants.
- **GreeNYC.** Conserving New York City resources, with a goal of reducing New York City's carbon emissions by 30%.

	Actual			Planned				
	2008	2009	2010	2011	2012	2013		
Plumber & Elec. Licenses	\$401,216	\$404,786	\$200,000	\$250,000	\$200,000	\$250,000		
Civil Service Exam Fees	5,380,845	6,283,524	3,500,000	3,500,000	3,500,000	3,500,000		
Third Party Gas and Electric	5,556,648	5,490,100	4,200,000	4,200,000	4,200,000	4,200,000		
BSA Filing fees	1,385,910	996,913	1,560,000	1,554,000	1,554,000	1,554,000		
Other Charges for Services	102,791	163,864	103,000	92,000	92,000	92,000		
Commercial Rent	64,640,856	64,916,559	64,103,000	65,859,000	65,859,000	65,859,000		
ECB Fines	NA	49,478,806	0	0	0	0		
Salvage Sales	8,246,849	12,953,614	11,352,000	6,426,000	6,000,000	6,000,000		
Other Misc.	9,704,007	8,377,662	10,719,000	6,327,000	3,049,000	3,049,000		
TOTAL	\$95,419,122	\$149,065,828	\$95,7237000	\$88,208,000	\$84,454,000	\$84,504,000		

Miscellaneous Revenue

In 2011, the Department of Citywide Administrative Services will collect \$88.2 million in Miscellaneous Revenue, a decrease of approximately \$60.9 million when compared to Fiscal 2009. The decrease is primarily due to the planned separation of the Office of Administrative Trials and Hearings (OATH) from DCAS in July 2010. OATH hearing fees (included in Other Charges for Services) and Environmental Control Board (ECB) fine revenue will now be reflected in OATH's budget.

In the Executive Plan, Commercial Rent will account for 74.66% of the Department's total Miscellaneous Revenue for Fiscal 2011.

Revenue Budget Actions

- Additional Commercial Rent Revenue. DCAS projects increased revenues of \$3.7 million in Fiscal 2010, increasing to \$8.6 million in Fiscal 2011 and the outyears from hotel leases and various commercial agreements.
- **Court Construction Interest Revenue**. As a result of an agreement with the State, DCAS will collect additional baseline revenues of \$2.6 million beginning in Fiscal 2010 from interest on debt issued for court construction projects.
- Additional Revenue From Salvage Sales. Due to an increase in salvage sales of automotive vehicles, DCAS will generate additional auction revenue of \$654,000 in Fiscal 2010 and \$426,000 in Fiscal 2011.
- Additional Board of Standards and Appeals (BSA) Filing Fee Revenue. Due to current application activity, the BSA will generate additional baseline filing revenue of \$236,000 beginning in Fiscal 2011.

Federal Stimulus Funding

• **Funding Shift: PlaNYC to American Recovery and Reinvestment Act (ARRA)**. Sixteen City-funded positions will now be funded by Federal Stimulus funding. This action will reduce DCAS's City-funded budget by \$1.9 million in Fiscal 2010, \$3.1 million in Fiscal 2011, and \$1.2 million in Fiscal 2012. The positions impacted will be in the areas of administration, facilities, and operations.

Capital Program

Capital Budget Summary

The May 2010 Capital Commitment Plan includes \$958 million (City and non-City funds) in Fiscal 2011-2014 for Capital Programs overseen by DCAS. This represents 3.3 percent of the City's total \$28.6 billion Executive Plan for Fiscal 2011-2014. The agency's January Commitment Plan for Fiscal 2011 totals 449.8 million.

Note: DCAS's Capital Program includes large portions of the budgets for Citywide Equipment and Financing (PU), Public Buildings (PW), and Real Estate Services (RE).

Highlights of the Four-Year Plan include*:

- Reconstruction and rehabilitation of public buildings and City-owned facilities (\$344.3 million), including City-wide office space consolidation projects (\$74.0 M), renovations to the Manhattan Municipal Building (\$43.9 million), the Brooklyn Municipal Building (\$27.7 million) and Queens Borough Hall (\$16.2 million).
- Renovation of leased space (\$52.2 million), including the relocation and/or renovation of space for nine City agencies currently located in leased space at 40 Rector Street in Manhattan (\$25.8 million) and Citywide office space consolidation projects (\$6.0 million).
- Energy efficiency measures and building retrofits, Citywide (\$406.9 million), including energy retrofit projects in City buildings (\$70.4 million).
- Legal mandates (\$36.3 million), including the expansion of sprinkler systems, building fire alarm systems and fire safety provisions throughout DCAS building to comply with NYC building code (\$21.7 million).
- Equipment and interagency services (\$49.9 million).
- Reconstruction of waterfront properties (\$7.6 million) including various pier improvements.

*Source: Message of the Mayor

Program Areas

Division of Facilities Management and Construction

Funds for the Division of Facilities Management and Construction support construction and maintenance services for City-owned public buildings, including court facilities. This Division oversees the management of the Americans with Disabilities Act (ADA) compliance programs and performs graffiti removal on public buildings. Funds for energy bills for all Mayoral agencies, the Health and Hospitals Corporation, the City University of New York and 34 cultural institutions are housed in this program area.

	2008	2009	2010	2010	2011	Difference
Dollars in Thousands	Actual	Actual	Adopted	Exec. Plan	Exec. Plan	2010–2011
Spending						
Personal Services	\$63,809	\$70,422	\$66,597	\$73,977	\$67,241	\$644
Full-Time Salaried	48,468	52,743	59,476	68,126	62,446	2,970
Other Salaried & Unsalaried	1,339	1,426	2,032	2,070	2,072	40
Additional Gross Pay	3,014	4,517	1,121	1,227	1,402	281
Overtime - Civilian	10,988	11,736	4,212	4,384	3,151	(1,061)
Fringe Benefits	0	0	174	174	174	0
Amounts to be Scheduled	0	0	(418)	(2,004)	(2,004)	(1,586)
Other Than Personal Services	\$781,649	\$860,433	\$939,775	\$846,151	\$883,824	(\$55,951)
Supplies and Materials	6,038	6,234	4,071	7,303	4,162	91
Property and Equipment	1,556	4,676	2,463	1,144	1,473	(990)
Other Services and Charges	740,118	817,491	919,573	817,837	863,915	(55,657)
Contractual Services	33,868	31,628	13,612	19,731	14,150	538
Fixed and Misc Charges	69	404	56	137	122	67
TOTAL	\$845,458	\$930,854	\$1,006,371	\$920,129	\$951,065	(\$55,307)
Funding						
City Funds			83,352	80,978	80,666	(2,686)
Federal – Other			0	515	646	646
Capital -IFA			4,418	4,485	4,488	70
Intra-City			778,226	693,931	732,829	(45,397)
Other Cat.			103,906	88,516	94,507	(9,400)
State			36,470	51,705	37,929	1,459
TOTAL			\$1,006,371	\$920,129	\$951,065	(\$55,307)
Headcount						
Full-Time Positions	1,017	1,049	1,111	1,181	1,113	2

The 2011 Executive Budget provides a total of \$951.1 million for the Division of Facilities Management and Construction. The Division manages and operates 54 City-owned public buildings, including court facilities. Included in the \$951.1 million are intra-City agreements for utilities (\$674.0 million), leases (\$56.1 million), and building maintenance (\$3.2 million). Also included is \$36.7 million in State funding to provide cleaning services for court facilities.

When compared to the Adopted budget, the Division's OTPS budget decreases significantly due to an energy adjustment that removes approximately \$57.3 million in anticipated surplus funding for heat, light, and power bills citywide.

- **Lease Audits**. DCAS will audit leases in which the City is the tenant, for overpayment. It is projected that this action will generate savings of \$1 million in both Fiscal 2010 and 2011.
- **Energy Savings**. As a result of the completion of over 80 energy efficiency projects citywide, DCAS will generate additional savings of \$500,000 in Fiscal 2010 and \$2.1 million in Fiscal 2011 and the outyears. DCAS is currently working on approximately 147 energy efficiency projects.
- **Appellate Court Leases Funding Shift.** The New York State office of Court Administration is now reimbursing the cost of leased spaced for Court of Appeals judges in the amount of \$613,000 annually beginning in Fiscal 2010.
- **Court Reimbursement**. DCAS will recognize State reimbursements of \$5.6 million in Fiscal 2010 and \$3.1 million in Fiscal 2011 for court maintenance fees.
- Adjust Staff Schedule. DCAS plans to reduce overtime expenses for both its cleaning and trades staff through improved efficiency during evening and weekend hours. This action would result in baseline savings of \$500,000 beginning in Fiscal 2011.
- **Close 4 City-owned Buildings at Night.** DCAS would generate a baseline savings of \$240,000 beginning in Fiscal 2011 by closing four City-owned buildings from 9pm to 5am. The closure will allow DCAS to reduce its contractual security guard services. Buildings to be closed at night include: 31 Chambers Street (Manhattan), 52 Chambers Street (Manhattan), 2 Lafayette Street (Manhattan), and 210 Joralemon Street (Brooklyn).

Division of Municipal Supply Services

Funds for the Division of Municipal Supply Services support the purchase of goods and materials for all City agencies. The Division establishes Citywide requirements contracts, open market orders and agency-specific orders; develops bids; prepares purchase orders; maintains purchase specifications; evaluates vendor bids; maintains a central storehouse and supplies commodities to all City agencies; performs quality inspection of purchased items, including laboratory testing and analyses; and disposes of surplus City goods by auction.

	2008	2009	2010	2010	2011	Difference
Dollars in Thousands	Actual	Actual	Adopted	Exec. Plan	Exec. Plan	2010–2011
Spending						
Personal Services	\$8,023	\$8,101	\$9 <i>,</i> 285	\$8,596	\$9,513	\$228
Full-Time Salaried	6,971	7,198	8,021	7,348	8,276	254
Other Salaried & Unsalaried	501	471	692	696	696	4
Additional Gross Pay	229	175	193	203	193	0
Overtime - Civilian	323	257	211	211	211	0
Amounts to be Scheduled	0	0	167	138	138	(30)
Other Than Personal Services	\$45,206	\$37,144	\$29,103	33,891	28,835	(268)
Supplies and Materials	30,777	25,193	19,854	25,404	19,431	(423)
Property and Equipment	5,035	2,468	(180)	(63)	(4)	176
Other Services and Charges	7,684	7,994	8,378	7,783	8,356	(22)
Social Services						
Contractual Services	1,710	1,489	1,047	763	1,047	0
Fixed and Misc Charges	0	0	4	4	4	0
TOTAL	\$53,230	\$45,245	\$38,388	\$42,486	\$38,348	(\$40)
Funding						
City Funds			\$15,792	\$14,331	\$15,621	(\$171)
Federal – Other			0	75	75	75
Capital-IFA			172	172	177	6
Intra-City			22,425	27,774	22,475	50
Other Categorical			0	135	0	0
TOTAL			\$38,388	\$42,486	\$38,348	(\$40)
Headcount						
Full-Time Positions	133	130	155	155	155	0

Executive and Financial Administrative Services

Funds for the Division of Executive and Financial Administrative Services support the Office of the Commissioner, the Office of the General Counsel, and the Division of Fiscal Management and Operations. Also included are Internal Audit, Engineering Audit, Central Messenger Service, the Office of Special Projects, Management and Information Systems, and the Office of Fleet Administration, which provides technical support to City agencies regarding the acquisition, use and maintenance of more than 22,000 vehicles.

Compared to the Adopted Budget, the Division's Budget increases by \$714,000 in Fiscal 2011 due, primarily, to a net increase in headcount. 16 positions that were eliminated for Fiscal 2010 only, as part of DCAS's Fiscal 2010 PEG program, will be restored in Fiscal 2011.

	2008	2009	2010	2010	2011	Difference
Dollars in Thousands	Actual	Actual	Adopted	Exec. Plan	Exec. Plan	2010–2011
Spending						
Personal Services	\$19,057	\$20,497	\$17,581	\$20,115	\$18,970	\$1,389
Full-Time Salaried	15,223	16,487	11,847	14,473	13,325	1,479
Other Salaried & Unsalaried	1,179	1,194	1,401	1,444	1,444	44
Additional Gross Pay	449	567	177	178	178	1
Overtime - Civilian	686	632	241	241	244	3
Fringe Benefits	1,524	1,616	1,380	1,524	1,524	144
Amounts to be Scheduled	0	0	2,537	2,255	2,255	(282)
P.S. Other	(3)	1	0	0	0	0
Other Than Personal Services	\$12,695	\$13,869	\$11,299	\$11,508	\$10,624	(\$675)
Supplies and Materials	1,098	1,568	708	1,065	802	94
Property and Equipment	336	463	215	249	215	0
Other Services and Charges	6,205	6,872	5,107	5,052	4,604	(503)
Contractual Services	5,045	4,964	5,264	5,140	4,999	(265)
Fixed and Misc Charges	11	1	4	2	4	0
TOTAL	\$31,752	\$34,366	\$28,880	\$31,623	\$29,594	\$714
Funding						
City Funds			24,413	26,172	25,180	767
Federal – Other			0	395	63	63
Capital-IFA			1,474	1,499	1,503	29
Intra-City			2,993	3,475	2,848	(145)
Other Categorical			0	81	0	0
TOTAL			\$28,88 0	\$31,623	\$29,594	\$714
Headcount						
Full-Time Positions	251	253	186	186	202	16

Budget Proposals

• **Reduction in Administrative Support.** DCAS proposes to eliminate two payroll positions and one mailroom position via layoffs. This action would generate savings of \$112,000 in Fiscal 2011, \$138,000 in Fiscal 2012, \$140,000 in Fiscal 2013, and \$143,000 in Fiscal 2014.

Division of Citywide Personnel Services

Funds in this program area support the central personnel agency for the City government, responsible for attracting the most qualified candidates for employment consistent with the State Constitution, civil service law, and equal employment laws. The agency administers open and competitive examinations; conducts background investigations of prospective employees; classifies positions and certifies lists of eligible applicants for positions; provides citywide recruitment and training; and administers the City's Equal Employment Opportunity (EEO) programs.

	2008	2009	2010	2010	2011	Difference
Dollars in Thousands	Actual	Actual	Adopted	Exec. Plan	Exec. Plan	2010–2011
Spending						
Personal Services	\$18,716	\$20,636	\$21,974	\$23,261	\$23,165	\$1,191
Full-Time Salaried	11,855	13,109	11,015	14,320	11,681	666
Other Salaried & Unsalaried	5,339	5,398	3,901	4,560	4,245	344
Additional Gross Pay	504	446	320	320	320	0
Overtime - Civilian	1,017	1,683	572	1,022	572	0
Amounts to be Scheduled	0	0	6,166	3,039	6,348	182
Other Than Personal Services	\$6,761	\$7,011	\$6,002	6,903	6,751	748
Supplies and Materials	274	197	128	546	128	0
Property and Equipment	179	140	149	154	149	0
Other Services and Charges	3,962	4,013	4,481	3 <i>,</i> 850	4,635	154
Contractual Services	2,346	2,661	1,242	2,345	1,836	594
Fixed and Misc Charges	0	0	3	9	3	0
TOTAL	\$25,476	\$27,648	\$27,976	\$30,164	\$29,916	\$1,940
Funding						
City Funds			\$22,066	\$22,871	\$23,393	\$1,327
Federal – Other			2,000	2,233	2,000	0
Capital-IFA			2,915	3,024	3,534	619
Intra-City			995	1,603	989	(6)
Other Categorical			0	419	0	0
State			0	14	0	0
TOTAL			\$27,976	\$30,164	\$29,916	\$1,940
Headcount						
Full-Time Positions	215	225	234	234	239	5

According to the Mayor's Message, in 2011, DCAS will expand the Online Education and Experience Test (OLEE) program, allowing candidates to take Education and Experience (E&E) tests online and receive test results immediately. This will greatly reduce the number of hours required by Division staff to rate these examinations and adjudicate appeals.

Division of Administration and Security

Funds for the Division of Administration and Security support payroll and timekeeping, general administrative functions, and the agency's personnel and disciplinary units. In addition, the Division is charged with affirmative claims, which seeks compensation for automobile accidents involving City-owned vehicles. The Division also oversees security at various City-owned buildings.

	2008	2009	2010	2010	2011	Difference
Dollars in Thousands	Actual	Actual	Adopted	Exec. Plan	Exec. Plan	2010–2011
Spending						
Personal Services	\$6,606	\$6,926	\$6,047	\$7,050	\$6,065	\$18
Full-Time Salaried	5,067	5,446	3,759	4,768	3,783	24
Other Salaried & Unsalaried	679	675	535	557	557	22
Additional Gross Pay	179	214	102	102	102	0
Overtime - Civilian	666	576	54	54	54	0
Fringe Benefits	14	16	3	3	3	0
Amounts to be Scheduled	0	0	1,595	1,567	1,567	(28)
Other Than Personal Services	\$11,904	\$11,261	\$11,009	\$14,948	\$13,533	\$2,525
Supplies and Materials	354	346	99	194	99	0
Property and Equipment	97	123	62	201	62	0
Other Services and Charges	174	269	83	89	83	0
Contractual Services	11,272	10,518	10,759	14,456	13,284	2,525
Fixed and Misc Charges	6	5	7	7	7	0
TOTAL	\$18,510	\$18,187	\$17,056	\$21,998	\$19,599	\$2,543
Funding						
City Funds			\$16,476	\$21,414	\$19,019	\$2,543
Capital-IFA			152	152	152	0
Intra-City			428	431	428	0
TOTAL			\$17,056	\$21,998	\$19,599	\$2,543
Headcount						
Full-Time Positions	103	104	70	70	67	(3)

- **Security Guards Rate Increase.** As a result of a living wage determination by the Comptroller, the cost of contracted security guards in City buildings will increase by \$3.6 million in Fiscal 2010 and \$3.8 million in Fiscal 2011 and the outyears.
- **Reduction of Contractual Guards**. DCAS proposes to generate baseline savings of \$1.4 million beginning in Fiscal 2011 through a reduction in contractual security guards at various locations. This action is distinct from the previously described action relating to the nighttime closure of certain City buildings. The 2011 Executive Budget provides a total of \$14.7 million for security services in DCAS-managed buildings.

Division of Real Estate Services

Funds for the Division of Real Estate Services support the management of the City's real estate portfolio of commercial, industrial and waterfront properties. The Division also manages residentially zoned vacant lots acquired through foreclosure, and surplus property acquired through tax foreclosure or condemnation. It also manages surplus property formerly assigned to and managed by other City agencies. These properties are returned to the City's tax rolls through sale at public auction or increase City revenues through lease agreements. The Division maintains a citywide real property database and conducts related research and analyses. The Division also locates, leases and designs privately owned space for use by City agencies.

	2008	2009	2010	2010	2011	Difference
Dollars in Thousands	Actual	Actual	Adopted	Exec. Plan	Exec. Plan	2010-2011
Spending						
Personal Services	\$7,772	\$7,957	\$8,852	\$8,031	\$8,877	\$24
Full-Time Salaried	7,394	7,539	9,448	8,721	9,567	119
Other Salaried & Unsalaried	106	119	182	188	188	6
Additional Gross Pay	232	271	234	234	234	0
Overtime - Civilian	40	28	7	7	7	0
Amounts to be Scheduled	0	0	(1,019)	(1,119)	(1,119)	(100)
Other Than Personal Services	\$5,991	\$6,351	\$6,660	5,998	5,893	(767)
Supplies and Materials	646	221	319	256	319	0
Property and Equipment	334	355	289	628	289	0
Other Services and Charges	4,088	4,559	4,768	4,283	4,001	(767)
Contractual Services	923	1,216	1,269	832	1,269	0
Fixed and Misc Charges	0	0	14	0	14	0
TOTAL	\$13,763	\$14,308	\$15,512	\$14,029	\$14,770	(\$742)
Funding						
City Funds			\$13,326	\$11,824	\$12,564	(\$762)
Capital-IFA			1,911	1,930	1,930	20
Intra-City			275	275	275	0
TOTAL			\$15,512	\$14,029	\$14,770	(\$742)
Headcount						
Full-Time Positions	113	111	156	156	153	(3)

- **Reduction in Acquisition and Construction Services Staff.** DCAS proposes to eliminate one administrative support position in the Acquisition and Construction Services unit through attrition. This action would generate savings of \$60,000 in Fiscal 2011, \$61,000 in Fiscal 2012, \$62,000 in Fiscal 2013, and \$63,000 in Fiscal 2014.
- **Reduction in Property Management Staff.** DCAS proposes to eliminate the Director of the Vacant Lot Fencing Unit and one administrative support position through attrition. This action would generate savings of \$148,000 in Fiscal 2011, \$150,000 in Fiscal 2012, \$152,000 in Fiscal 2013, and \$154,000 in Fiscal 2014.

Division of Energy Conservation

The Division of Energy Conservation manages energy efficiency projects and programs, and develops the City's annual energy budget. It also monitors energy usage and costs to agencies.

	2008	2009	2010	2010	2011	Difference
Dollars in Thousands	Actual	Actual	Adopted	Exec. Plan	Exec. Plan	2010–2011
Spending						
Personal Services	\$0	\$0	\$1,659	\$2,122	\$2,478	\$819
Full-Time Salaried	0	0	1,618	2,081	2,333	715
Other Salaried & Unsalaried	0	0	17	18	18	0
Additional Gross Pay	0	0	23	23	23	0
Overtime Civilian	0	0	0	0	104	104
Other Than Personal Services	\$0	\$0	\$16,770	15,478	62,166	45,396
Supplies and Materials	0	0	4	1,741	4	0
Property and Equipment	0	0	9	125	9	0
Other Services and Charges	0	0	16,342	9,666	18,242	1,900
Contractual Services	0	0	413	3,943	43,910	43,496
Fixed and Misc Charges	0	0	1	4	1	0
TOTAL	\$0	\$0	\$18,429	\$17,600	\$64,645	\$46,216
Funding						
City Funds			\$17,999	\$16,009	\$19,279	\$1,280
Federal Other			0	1,048	44,914	44,914
Capital-IFA			430	451	451	21
State			0	93	0	0
TOTAL			\$18,429	\$17,600	\$64,645	\$46,216
Headcount						
Full-Time Positions			23	31	31	8

According to the Mayor's Message, DCAS has completed over 80 energy efficiency retrofits with PlaNYC Capital funding since the Plan's release in 2007 avoiding 14,300 metric tons of CO2e and saving \$3.0 million. There are currently an additional 147 projects in various stages of design and construction as well as 100 energy audits underway that will inform the next round of energy efficiency retrofits in 2011. This work will include, but is not limited to: installing energy efficient interior lighting, implementing heating system and cooling system upgrades, and deploying building management systems.

- **PlanNYC Debt Service Reduction**. DCAS plans to realize debt service savings of \$2.5 million in Fiscal 2011, \$4.1 million in Fiscal 2012, and \$2.5 million in 2013 by delaying various energy efficiency Capital projects.
- **ARRA Grant**. DCAS was awarded an Energy Efficiency Block Grant as part of the American Recovery and Reinvestment Act. The grant, totaling \$45.7 million in Fiscal 2011, will be used for various energy efficiency projects citywide.

Communications

Funds for the Division of Communications are used to publish The City Record, The Green Book, The City Building Code, The City Charter, and other City publications. It designs, typesets, and prepares graphic art for the City Record publications, citywide newsletters and projects for the agency and other City agencies.

	2008	2009	2010	2010	2011	Difference
Dollars in Thousands	Actual	Actual	Adopted	Exec. Plan	Exec. Plan	2010–2011
Spending						
Personal Services	\$1,189	\$1,202	\$1,439	\$1,262	\$1,478	\$38
Full-Time Salaried	965	961	666	484	700	34
Other Salaried & Unsalaried	175	187	33	41	41	8
Additional Gross Pay	20	24	8	8	8	0
Overtime - Civilian	30	30	50	50	50	0
Amounts to be Scheduled	0	0	682	678	678	(3)
Other Than Personal Services	\$2,210	\$2,735	\$2,513	\$2,300	\$1,786	(\$727)
Supplies and Materials	292	686	582	389	582	0
Property and Equipment	25	10	113	0	113	0
Other Services and Charges	1,120	1,245	1,342	1,113	615	(727)
Contractual Services	774	794	475	798	475	0
TOTAL	\$3,399	\$3,937	\$3,952	\$3,562	\$3,264	(\$689)
Funding						
City Funds			\$3,952	\$3,562	\$3,264	(\$689)
TOTAL			\$3,952	\$3,562	\$3,264	(\$689)
Headcount						
Full-Time Positions	16	16	11	11	11	0

Budget Proposals

• Elimination of the City Record Printing Contract. DCAS proposes to generate savings of \$330,000 in Fiscal 2011, increasing to \$665,000 in Fiscal 2012 and the outyears by publishing the City Record exclusively online. This proposal requires State legislation. Current State law requires that portions of the City Record be published in print.

Board of Standards and Appeals

Funds for the Board of Standards and Appeals (BSA) are used to process applications and conduct hearings on appeals for zoning variances and loft conversions. Although the budget of BSA is housed within DCAS's budget, BSA is an independent entity over which the Commissioner of DCAS exercises no authority.

	2008	2009	2010	2010	2011	Difference	
Dollars in Thousands	Actual	Actual	Adopted	Exec. Plan	Exec. Plan	2010–2011	
Spending							
Personal Services	\$1,623	\$1,700	\$1,608	\$1,870	\$1,702	\$94	
Full-Time Salaried	1,547	1,622	1,535	1,801	1,639	104	
Other Salaried & Unsalaried	51	54	49	55	55	6	
Additional Gross Pay	26	24	8	14	8	0	
Overtime - Civilian	0	0	1	1	1	0	
Amounts to be Scheduled	0	0	16	0	0	(16)	
Other Than Personal Services	\$444	\$478	\$497	\$497	\$556	\$59	
Supplies and Materials	12	10	30	21	30	0	
Property and Equipment	6	26	15	15	15	0	
Other Services and Charges	414	433	439	441	499	59	
Contractual Services	12	9	12	19	12	0	
TOTAL	\$2,068	\$2,178	\$2,105	\$2,367	\$2,259	\$154	
Funding							
City Funds			\$2,105	\$2,367	\$2,259	\$154	
TOTAL			\$2,105	\$2,367	\$2,259	\$154	
Headcount							
Full-Time Positions	18	18	17	17	17	0	

Appendix A: Budget Actions Since Fiscal Year 2010 Adoption

	FY 2010			FY 2011		
Dollars in Thousands	City	Non-City	Total	City	Non-City	Total
Agency Budget as per the June 2009 Plan	\$223,617	\$959,190	\$1,182,807	\$228,261	\$956,456	\$1,184,717
Program to Eliminate the Gap (PEGs)						
Appellate Court Leases Funding Shift	(\$613)	\$613	\$0	(\$613)	\$613	\$0
Court Construction Interest Revenue	(2,600)		(2,600)	(2,600)		(2,600)
Energy Savings	(500)		(500)	(2,055)		(2,055)
Adjust Cleaning and Trade Staff			0	(500)		(500)
Agency Rent Reduction			0		(99)	(99)
Close 4 Buildings at Night			0	(240)		(240)
Elimin. of City Record Printing Contract			0	(550)		(550)
PlanNYC Debt Service Reduction			0	(2,454)		(2,454)
PS Reductions			0	(321)		(321)
Reduction of Contractual Guards			0	(1,362)		(1,362)
Funding Shift: PlaNYC to ARRA	(1,864)		(1,864)	(3,075)		(3,075)
Lease Audits	(1,000)		(1,000)	(1,000)	4	(1,000)
Total, PEGs	(\$6,577)	\$613	(\$5,964)	(\$14,770)	\$514	(\$14,256)
New Needs						
Fire Alarm Maintenance Contracts	\$545		\$545	\$545		\$545
Mandated Elevator Inspections(LL33)	957		957	957		957
Mandated Exit Signs (LL 26)	1,206		1,206	128		128
H1N1 Supllies	500		500			0
OATH/ECB PS Shortfall	1,708		1,708	1,708		1,708
Bronx Fam. Justice Center - Custodian			0	28		28
BSA PS Shortfall	170		170			0
Firefighter Exam Validation Consultant			0	400		400
NYCAPS Development Staff			0		3,308	3,308
Security Guards Rate Increase	3,635		3,635	3,827		3,827
Total, New Needs	\$8,721	\$0	\$8,721	\$7,593	\$3,308	\$10,901
Other Adjustments						
Collective Bargaining Adjustments	\$1,878	\$464	\$2,342	\$1,878	\$464	\$2,342
Misc Adjustments (City)	4,007		\$4,007	9,747		\$9,747
Heat ,Light & Power	(6,321)	(91,172)	(\$97,493)	(5,253)	(55,384)	(\$60,637)
Transfer of OATH out of DCAS			\$0	(26,566)		(\$26,566)
Fringe Benefit Offset	273		\$273	351		\$351
Federal Adjustments		2,265	\$2,265		45,697	\$45,697
State Adjustments		14,506	\$14,506		320	\$320
Other Categorical Adjustments		648	\$648			\$0
Intra City Adjustments		(2,121)	(\$2,121)		840	\$840
Total, Other Adjustments	(\$162)	(\$75,410)	(\$75,572)	(\$19,843)	(\$8,063)	(\$27,906)
Agency Budget as per the Fiscal 2011 Executive Plan	\$225,598	\$884,430	\$1,110,028	\$201,243	\$952,215	\$1,153,458