

THE COUNCIL OF THE CITY OF NEW YORK

Hon. Melissa Mark-Viverito
Speaker of the Council

Hon. Ben Kallos
Chair, Committee on Governmental Operations



Report on the Fiscal 2017 Preliminary Plan and the Fiscal 2016 Preliminary Mayor's Management Report Department of Citywide Administrative Services

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Department of Citywide Administrative Services Overview

The Department of Citywide Administrative Services (DCAS or the Department) 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 55 public buildings; purchases, sells and leases non-residential real property; purchases goods and select services; inspects and distributes supplies and equipment; 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.

Fiscal 2017 Preliminary Plan Highlights

The City's Fiscal 2017 Preliminary Budget totals \$82.1 billion, \$3.6 billion more than the Fiscal 2016 Adopted Budget of \$78.5 billion. City funds (City tax and non-tax revenues) total \$59.9 billion, up \$2.9 billion from \$57 billion in the Adopted Budget.

DCAS' Fiscal 2017 Preliminary Budget totals \$1.188 billion (including City and non-City funds); this represents approximately 1.4 percent of the City's total Budget. DCAS' Fiscal 2017 Preliminary Budget is \$5 million more than the Fiscal 2016 Adopted Budget of \$1.183 billion and nearly \$40 million more than DCAS' five-year actual spending from Fiscal 2011 through Fiscal 2015. 64 percent of DCAS' Fiscal 2017 budget is allocated to citywide heat, light and power expenditures.

858 - Department of Citywide Administrative Services Expense Budget						
<i>Dollars in Thousands</i>						
	2014	2015	2016	Preliminary Plan		*Difference
	Actual	Actual	Adopted	2016	2017	2016 - 2017
Personnel Services	\$143,437	\$152,465	\$161,064	\$166,828	\$172,583	\$11,519
Other Than Personnel Services	1,058,267	1,005,317	1,022,160	1,071,394	1,016,243	(\$5,917)
TOTAL	\$1,201,704	\$1,157,782	\$1,183,224	\$1,238,222	\$1,188,826	\$5,602

**The difference of Fiscal 2016 Adopted Budget compared to Fiscal 2017 Preliminary Budget.*

In the Preliminary Plan, new budget actions for DCAS include significant investments in security/safety and energy policy:

- **Private School Security Initiative.** The Preliminary Plan includes \$19.8 million to provide security guards for an estimated 299 non-public schools. This initiative is the result of Council legislation passed in December of 2015.
- **Public Safety Answering Center II (PSAC II).** Of the total increase in DCAS' personnel services funding since Adoption, 89 percent is allocated to building maintenance and security staff at PSAC II in the Bronx. Baseline funding of \$5 million will support 82 full-

time positions, including 61 for building maintenance and 21 for security. PASC II will augment and provide redundancy to the current emergency 911 response services in New York City and is critical to improving the City's emergency communication systems and 911 call response times. The majority of funding for PSACII is in the Department of Information Technology and Telecommunications' budget.

- **Fire Safety.** The Budget actions related to fire safety since the Fiscal 2016 Adopted Budget total \$2 million. Specifically, this is funding for replacing smoke detectors, a prevailing wage increase related to fire alarms, replacing batteries for fire alarm systems, and hiring fire safety watch guards and one fire safety trainer.
- **Electric Vehicles.** Reflected in the Preliminary Plan for Fiscal 2016 is \$2.5 million to purchase an estimated 112 electric vehicles. This funding is part of the Mayor's Clean Fleet Initiative which would add 2,000 electric vehicles (EVs) to the City's municipal vehicle fleet by 2025 across multiple agencies. This is six percent of the City's total fleet. The Clean Fleet Initiative is just one of many in the Mayor's OneNYC, a long-term plan to reduce all greenhouse gas emissions across the City by 80 percent by 2050.
- **Energy Efficiency and Sustainability.** DCAS' Capital Plan includes \$705 million for energy efficiency and sustainability measures and building retrofits citywide. The purpose of these projects is to achieve the PlaNYC citywide greenhouse gas reduction goals.
- **NYC Resiliency Initiative.** DCAS' Capital Plan includes \$72 million for citywide resiliency measures and \$78.7 million for agency-specific facility and operational protective measures. This funding is allocated to increase the resiliency of infrastructure and buildings citywide as part of the City's comprehensive plan to create a more resilient New York City in the wake of Superstorm Sandy, with a long-term focus on preparing for and protecting against the impacts of climate change.
- **DCAS' Citywide Savings Plan.** DCAS will generate budget savings of \$6.3 million in Fiscal 2016 and \$3 million in Fiscal 2017, as part of the Citywide Savings Plan included in the Preliminary Plan. The savings in Fiscal 2016 comes from a lease audit, a bio-diesel fuel credit, the completion of energy retrofits and the installation of solar panels. Energy retrofits and solar panel installations will continue to generate annual savings of \$3 beginning in Fiscal 2017.

Financial Summary

DCAS Financial Summary						
<i>Dollars in Thousands</i>						
	2014	2015	2016	Preliminary Plan		*Difference
	Actual	Actual	Adopted	2016	2017	2016 - 2017
Budget by Program Area						
Administration and Security	\$19,554	\$24,154	\$24,615	\$30,962	\$46,043	\$21,428
Asset Management	1,017,782	966,929	988,135	1,003,013	976,868	(11,267)
Board of Standards and Appeals	1,994	1,993	2,642	2,819	3,035	393
Citywide Fleet Services	33,978	36,425	11,251	38,041	12,351	1,099
Energy Conservation	22,895	29,649	55,598	54,560	47,308	(8,290)
Executive and Operations	30,464	28,516	29,749	30,897	27,520	(2,229)
External Publications and Retail	2,674	2,481	2,786	2,792	2,686	(100)
Human Capital	25,069	28,343	29,994	32,337	34,613	4,619
Office of Citywide Purchasing	47,288	39,287	38,446	42,802	38,403	(44)
Real Estate Services	5	6	8	0	0	(8)
TOTAL	\$1,201,704	\$1,157,782	\$1,183,224	\$1,238,222	\$1,188,826	\$5,602
Funding						
City Funds			\$290,369	\$309,938	\$296,762	\$6,393
Other Categorical			85,272	87,010	85,277	5
Capital- IFA			1,697	1,584	1,607	(90)
State			50,456	54,402	51,943	1,487
Fed. Comm. Development			1,637	1,696	82	(1,555)
Federal - Other			2,074	3,646	2,109	35
Intra City			751,719	779,946	751,046	(673)
TOTAL	\$1,201,704	\$1,157,782	\$1,183,224	\$1,238,222	\$1,188,826	\$5,602
Budgeted Headcount						
Full-Time Positions - Civilian	1,887	1,914	2,038	2,180	2,167	129

*The difference of Fiscal 2016 Adopted Budget compared to Fiscal 2017 Preliminary Budget.

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When compared to the Fiscal 2016 Adopted Budget, funding for the Division of Administration and Security increases by \$21 million in Fiscal 2017, the largest increase of all of DCAS' divisions. This increase reflects funding for private security guards at non-public schools. Funding for the Asset Management Division accounts for 82 percent of DCAS' total Fiscal 2017 budget. The majority of this funding is dedicated to paying the heat, light and power costs for all City agencies, most of which are funded through intra-city transfers. In Fiscal 2015, the City's heat, light and power expenditures totaled \$745 million. Of DCAS' headcount increase, 64 percent is for the security guards at PASC II.

The recognition of additional federal funding, intra-city transfers and agency new needs since Adoption, contribute to the spike in the Department's current Fiscal 2016 budget (2016 Prelim Plan column). Any unused federal funds in the current fiscal year will most likely be rolled into Fiscal 2017. A significant portion of intra-city funding has yet to be fully recognized in DCAS' Fiscal 2016 budget as supply needs for various agencies vary

from year to year. The increase in DCAS Fiscal 2017 headcount is largely attributed to additional maintenance and security positions for PSAC II.

Heat Light and Power (HLP)

Funding for citywide HLP expenditures is a part of the Department's Asset Management-Public Facilities Division OTPS budget. The chart below breaks out the various funding sources that comprise the City's HLP budget. Other categorical funds, approximately \$82 million in Fiscal 2017, represent reimbursements from the Health and Hospitals Corporation for HLP expenses. Intra-city funds, which account for 85 percent of the entire HLP budget for Fiscal 2017, represent transfers from other agencies. City funds go toward paying expenditures related to city-owned facilities managed directly by DCAS.

HEAT, LIGHT, AND POWER FIVE-YEAR FUNDING ANALYSIS <i>(Dollars in Thousands)</i>							
Funding Source	Actual					Preliminary Plan	
	FY11	FY12	FY13	FY14	FY15	FY16	FY17
City Total	\$33,730	\$24,250	\$32,892	\$29,024	\$28,852	\$27,705	\$27,705
Other Cat	\$88,260	\$86,220	\$84,978	\$86,972	\$81,834	\$81,612	\$81,612
State	\$423	\$435	\$438	\$439	\$421	\$390	\$390
Intra-City	\$654,735	\$625,918	\$641,996	\$684,317	\$633,972	\$647,215	\$647,215
Total	\$777,148	\$736,823	\$760,304	\$800,751	\$745,079	\$756,922	\$756,922

Miscellaneous Revenue

DCAS generates revenue from a wide range of sources that include license and service fees, equipment, commercial rent reimbursement payments, and occasional property sales. The chart below shows the Department's major miscellaneous revenue sources. Miscellaneous revenue generated by DCAS contributes to the City's General Fund and therefore is not a dedicated funding source for the Department.

The Preliminary Revenue Plan includes additional revenue of \$29.2 million for property sales. Of this total, \$11 million is from a property sold in the Bronx and \$16 million is attributed to a change in the terms of a deed restriction for 45 Rivington Street in Manhattan. The decrease in commercial rent can be attributed to the sale of a city-owned property in Times Square occupied by the Marriott Marquis. Because the Marriott now owns the property, the City no longer collects commercial rent on it. However, the Marriott now pays property taxes.

DCAS Miscellaneous Revenue Budget Overview					
<i>Dollars in Thousands</i>					
Revenue Sources	2013	2014	2015	Preliminary Plan	
	Actual	Actual	Actual	2016	2017
BSA filing fees	1,992	1,958	1,881	1,696	1,696
City publishing center	1,123	983	1,204	792	743
Civil service exam fees	4,258	4,709	10,707	3,760	3,760
Claims for damage to vehic.	618	559	636	585	735
Commercial rents	69,602	64,957	55,468	42,077	42,077
Down payment for property sale	0	0	446	29,225	0
Mortgage payment non inrem	874	1,550	912	800	750
Salvage (autos, equip. & oth.)	4,943	9,892	10,406	10,193	6,893
Third party gas and electric	9,610	4,215	3,971	3,800	3,800
All Other Revenue	144	227	498	440	440
TOTAL	\$93,163	\$89,048	\$86,129	\$93,368	\$60,894

Program Areas

Division of Asset Management - Public Facilities

The Division of Asset Management is responsible for providing safe, clean and efficient office space for the City's workforce. The Division also manages facilities and city-owned buildings, including courts, and administers private real estate leases for use by various City agencies and revenue-generating leases and licenses at several city-owned properties. Funding for energy bills for all Mayoral agencies, the Health and Hospitals Corporation, the City University of New York, and 34 cultural institutions are reflected in this program area.

Asset Management-Public Facilities						
<i>Dollars in Thousands</i>						
	2014	2015	2016	Preliminary Plan		*Difference
	Actual	Actual	Adopted	2016	2017	2016 - 2017
Spending						
Personnel Services						
Full-Time Salaried - Civilian	\$61,823	\$62,818	\$70,601	\$73,220	\$77,391	\$6,790
Overtime - Civilian	15,058	15,982	13,535	13,548	13,671	136
Other P.S.	4,886	4,921	3,817	3,817	3,828	11
Subtotal	\$81,766	\$83,721	\$87,953	\$90,585	\$94,891	\$6,937
Other Than Personnel Services						
Supplies & Materials	\$7,550	\$6,240	\$5,823	\$7,764	\$5,662	(\$162)
Fixed & Misc. Charges	16,833	13,967	3,230	8,606	202	(3,027)
Property & Equipment	2,721	1,142	2,503	2,624	1,379	(1,124)
Other Services & Charges	882,918	835,179	865,143	859,106	852,197	(12,947)
Contractual Services	25,995	26,679	23,482	34,327	22,537	(945)
Subtotal	\$936,016	\$883,208	\$900,182	\$912,428	\$881,977	(18,205)
TOTAL	\$1,017,782	\$966,929	\$988,135	\$1,003,013	\$976,868	(\$11,267)
Funding						
City Funds			\$129,488	\$137,924	\$119,345	(\$10,143)
Other Categorical			84,023	85,019	84,023	0
Capital- IFA			752	752	752	0
State			50,455	54,402	51,943	1,488
Federal			1,637	1,866	82	(1,554)
Intra City			721,781	723,049	720,723	(1,058)
TOTAL	\$1,017,782	\$966,929	\$988,135	\$1,003,013	\$976,868	-\$11,267
Budgeted Headcount						
Full-Time Positions - Civilian	1,132	1,106	1,181	1,275	1,275	94
TOTAL	1,132	1,106	1,181	1,275	1,275	94

*The difference of Fiscal 2016 Adopted Budget compared to Fiscal 2017 Preliminary Budget.

The Division's proposed budget for Fiscal 2017 includes \$94.87 million to support 1,275 full-time positions. The Division's headcount increases by 94 full-time positions in Fiscal 2017, most of which are for maintenance at PASC II. Because the Division of Asset

Management performs various functions and pays energy bills for many of the City's agencies, intra-city funding makes up approximately 77 percent of Division's budget.

Performance Measures

Performance Indicators	Actual			Target		4-Month Actual	
	FY13	FY14	FY15	FY16	FY17	FY15	FY16
Ave. building cleanliness & cond. rating for DCAS-managed office buildings (%)	69%	70%	69%	70%	70%	NA	NA
CORE customer experience rating of facilities (0-100)	90	96	94	89	90	NA	NA
Ave. time to complete in-house trade shop work orders (days)	8.2	4.3	4.2	7	7	4.3	3.6
In-house trade shop work orders completed within 30 days (%)	64%	69%	70%	75%	75%	68%	72%
Ave. sqft. of office space per employee	280	262	261	280	280	NA	NA
Lease revenue generated (\$000)	\$69,602	\$64,979	\$55,484	\$42,077	\$42,077	\$19,645	\$16,506
Real estate auction bids received (\$000)	NA	\$17,500	NA	*	*	NA	\$12,990

Lease revenue significantly declined in Fiscal 2015 due in large part to the sale of city-owned property occupied by the Marriot Marquis which no longer pays rent but instead now pays property taxes. The average time to complete in-house trade shop work orders continues to decline.

Division of Administration and Security

The Division of Administration and Security supports 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.

Administration and Security						
<i>Dollars in Thousands</i>						
	2014	2015	2016	Preliminary Plan		*Difference
	Actual	Actual	Adopted	2016	2017	2016 - 2017
Spending						
Personnel Services						
Full-Time Salaried - Civilian	\$4,162	\$7,398	\$7,442	\$8,582	\$9,281	\$1,839
Overtime - Civilian	472	995	1,006	1,006	1,018	12
Other P.S.	571	715	679	679	690	11
Subtotal	\$5,205	\$9,109	\$9,128	\$10,267	\$10,989	\$1,861
Other Than Personnel Services						
Other Services & Charges	245	286	179	5,164	19,979	19,800
Contractual Services	13,902	14,438	14,998	15,095	14,898	(100)
Other O.T.P.S.	202	322	311	437	178	(133)
Subtotal	\$14,349	\$15,046	\$15,487	\$20,695	\$35,054	\$19,567
TOTAL	\$19,554	\$24,154	\$24,615	\$30,962	\$46,044	\$21,429
Funding						
City Funds			\$24,365	\$30,517	\$45,610	\$21,245
Intra City			250	446	433	183
TOTAL	\$19,554	\$24,154	\$24,615	\$30,962	\$46,044	\$21,429
Budgeted Headcount						
Full-Time Positions - Civilian	76	131	124	152	152	28
TOTAL	76	131	124	152	152	28

*The difference of Fiscal 2016 Adopted Budget compared to Fiscal 2017 Preliminary Budget.

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In Fiscal 2017, the Division's budget increases by \$21.4 million. Of this increase, \$19 million will support security guards for non-public schools. Additionally, the Division's headcount increases by 28 positions, including 21 security guards for PSAC II.

Performance Measures

Performance Indicators	Actual			Target		4-Month Actual	
	FY13	FY14	FY15	FY16	FY17	FY15	FY16
Accidents involving the public in DCAS-managed properties	17	18	18	*	*	7	9

Compared to the same period last year, accidents involving the public DCAS manages, are up by two. DCAS manages 50 city-owned properties.

Division of Energy Conservation

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

Energy Conservation						
<i>Dollars in Thousands</i>						
	2014	2015	2016	Preliminary Plan		*Difference
	Actual	Actual	Adopted	2016	2017	2016 - 2017
Spending						
Personnel Services						
Full-Time Salaried - Civilian	\$2,120	\$2,785	\$4,486	\$4,118	\$4,176	(\$310)
Overtime - Civilian	15	18	0	0	0	0
Other P.S.	34	128	44	47	48	3
Subtotal	\$2,170	\$2,931	\$4,531	\$4,165	\$4,224	(\$307)
Other Than Personnel Services						
Other Services & Charges	12,226	19,676	25,287	31,754	19,829	(5,458)
Contractual Services	8,193	6,406	25,453	17,780	23,241	(2,213)
Other O.T.P.S.	306	637	327	861	14	(312)
Subtotal	\$20,725	\$26,718	\$51,067	\$50,395	\$43,084	(\$7,983)
TOTAL	\$22,895	\$29,649	\$55,598	\$54,560	\$47,308	(\$8,290)
Funding						
City Funds			\$55,008	\$53,687	\$46,698	(\$8,310)
Other Categorical			80	364	86	6
Capital- IFA			510	510	525	15
TOTAL	\$22,895	\$29,649	\$55,598	\$54,560	\$47,308	(\$8,290)
Budgeted Headcount						
Full-Time Positions - Civilian	26	33	53	53	53	0
TOTAL	26	33	53	53	53	0

*The difference of Fiscal 2016 Adopted Budget compared to Fiscal 2017 Preliminary Budget.

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The Division's Fiscal 2016 budget is greater than its Fiscal 2017 budget because there are various PLANYC and energy projects that are scheduled to be completed in Fiscal 2016.

Performance Measures

Performance Indicators	Actual			Target		4-Month Actual	
	FY13	FY14	FY15	FY16	FY17	FY15	FY16
Total energy purchased (trillions of BTUs)	27.5	28.9	29.5	*	*	NA	NA
Electricity purchased (kilowatt hours) (billions)	4.2	4.3	4.3	*	*	NA	NA
Est. ann. avoided energy cost from energy projects (\$000,000)	\$1.84	\$2.19	\$9.92	\$0.40	\$0.39	NA	NA
Est. reduction in GHGs from energy projects (metric tons)	4,115	6,621	24,279	837	857	NA	NA
Energy retrofit/conservation projects completed	27	21	13	*	*	NA	NA
Energy Efficiency Reports (EER) completed	87	70	145	*	*	NA	NA

The more than 24,000 metric tons reduced in Fiscal 2015, is largely due to the completion of the cogeneration plant on Rikers Island. According to the 2016 PMMR updates in completion dates for contracts related to the reduction in annual avoided energy cost from energy projects resulted in the revision of Fiscal 2016 targets for estimated annual avoided energy cost from energy projects from \$670,000 million to \$40,000 and estimated reduction in greenhouse gas emissions from energy projects from 1,247 metric tons to 837 metric tons.

Division of Human Capital

The Division of Human Capital manages the City's central personnel agency 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.

Human Capital						
<i>Dollars in Thousands</i>						
	2014	2015	2016	Preliminary Budget		*Difference
	Actual	Actual	Adopted	2016	2017	2016 - 2017
Spending						
Personnel Services						
Full-Time Salaried - Civilian	\$15,040	\$15,226	\$13,718	\$15,253	\$15,852	\$2,134
Other Salaried and Unsalaries	4,135	5,276	5,343	5,277	5,026	(318)
Overtime - Civilian	675	937	916	916	920	4
Other PS	624	782	2,368	2,368	2,466	98
Subtotal	\$20,473	\$22,221	\$22,344	\$23,813	\$24,263	\$1,919
Other Than Personnel Services						
Other Services & Charges	1,529	2,371	5,199	5,171	8,618	3,419
Contractual Services	2,755	3,566	2,122	2,812	1,405	(717)
Other OTPS	312	185	328	542	327	(1)
Subtotal	\$4,596	\$6,122	\$7,649	\$8,524	\$10,350	\$2,701
TOTAL	\$25,069	\$28,343	\$29,993	\$32,337	\$34,613	\$4,619
Funding						
City Funds			\$26,506	\$27,796	\$30,986	\$4,480
Other Categorical			0	155	0	0
Federal			2,074	2,074	2,109	34
Intra City			1,413	2,312	1,518	105
TOTAL	\$25,069	\$28,343	\$29,993	\$32,337	\$34,613	\$4,619
Budgeted Headcount						
Full-Time Positions - Civilian	223	233	261	264	264	3
TOTAL	223	233	261	264	264	3

*The difference of Fiscal 2016 Adopted Budget compared to Fiscal 2017 Preliminary Budget.

The growth in the Division's OTPS budget by \$2.7 million is mostly attributed to increased funding for civil service compliance and additional lease costs associated with the computer testing and application centers.

Performance Measures

Performance Indicators	Actual			Target		4-Month Actual	
	FY13	FY14	FY15	FY16	FY17	FY15	FY16
Apps. received for open competitive civil service exams	75,825	74,700	184,849	*	*	124,274	21,774
New hires - White (%)	26.00%	23.20%	23.90%	*	*	28.70%	28.70%
New hires - Black (%)	38.50%	38.80%	40.80%	*	*	41.20%	38.00%
New hires - Hispanic (%)	19.20%	19.40%	19.80%	*	*	20.20%	22.20%
New hires - Asian/Pacific Islander (%)	6.20%	6.70%	7.00%	*	*	7.30%	8.60%
New hires - Native American (%)	0.40%	0.40%	0.40%	*	*	0.40%	0.40%
New hires - Unspecified (%)	9.70%	11.60%	7.90%	*	*	2.20%	2.10%
New hires - Male (%)	55.50%	57.10%	53.60%	*	*	51.30%	57.80%
New hires - Female (%)	44.50%	42.80%	46.40%	*	*	48.70%	42.20%
Exams administered on schedule (%)	100%	100%	100%	100%	100%	100%	100%
Median time from exam admin. to exam results completion (days)	NA	251	209	*	*	183	310
Average rating for professional development training sessions (%)	88%	88%	88%	88%	88%	87%	91%
City employees attending trainings	17,085	20,252	25,989	25,000	25,000	7,548	8,053
Ave. cost of training per employee (\$)	\$225	\$215	\$163	*	*	NA	NA

According to the 2016 PMMR, The decrease in the four-month actual for Fiscal 2016 in applications received for open competitive civil service exams compared to the same period of Fiscal 2015 is mainly due to the sanitation worker exam in Fiscal 2015, which resulted in the Division receiving over 90,000 applications. The administration of the sanitation exams increased the median time from exam administration to exam results by 70 percent. Comparing the four-month actuals for Fiscal 2016 and Fiscal 2015, Black new hires decreased by three percent and women new hires decreased by even percent, while male new hires increased by six percent, Hispanic new hires increased by two percent, and Asian new hires increased by one percent.

Office of Citywide Purchasing

The Division of Citywide Purchasing supports the purchase of goods and materials for all City agencies. The Division establishes citywide requirements for 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 inspections of purchased items, including laboratory testing and analyses and disposes of surplus City goods by auction.

Office of Citywide Purchasing						
<i>Dollars in Thousands</i>						
	2014	2015	2016	Preliminary Plan		*Difference
	Actual	Actual	Adopted	2016	2017	2016 - 2017
Spending						
Personnel Services						
Full-Time Salaried - Civilian	\$8,982	\$9,283	\$9,782	\$9,434	\$9,584	(\$197)
Overtime - Civilian	400	233	182	182	188	6
Other P.S.	477	554	879	884	892	13
Subtotal	\$9,859	\$10,070	\$10,842	\$10,500	\$10,664	(\$178)
Other Than Personnel Services						
Supplies & Materials	\$22,701	\$21,566	\$19,310	\$24,013	\$19,378	\$68
Other Services & Charges	13,223	6,835	7,224	7,465	7,461	237
Contractual Services	1,411	642	1,029	758	859	(170)
Other O.T.P.S.	94	174	40	66	40	0
Subtotal	\$37,429	\$29,217	\$27,604	\$32,302	\$27,739	\$135
TOTAL	\$47,288	\$39,287	\$38,446	\$42,802	\$38,403	(\$44)
Funding						
City Funds			\$15,886	\$15,816	\$15,858	(\$28)
Other Categorical			0	100	0	0
Capital- IFA			116	0	0	(116)
Intra City			22,444	26,887	22,545	101
TOTAL	\$47,288	\$39,287	\$38,446	\$42,802	\$38,403	(\$44)
Budgeted Headcount						
Full-Time Positions - Civilian	147	142	153	151	151	(2)
TOTAL	147	142	153	151	151	(2)

**The difference of Fiscal 2016 Adopted Budget compared to Fiscal 2017 Preliminary Budget.*

The Fiscal 2017 Preliminary Plan includes baseline funding of \$156,000 to hire an outside consultant for DCAS' participation in the Citywide Procurement Innovation Initiative.

Performance Measures

Performance Indicators	Actual			Target		4-Month Actual	
	FY13	FY14	FY15	FY16	FY17	FY15	FY16
Revenue generated from the sale of surplus goods (\$000)	\$9,765	\$9,559	\$10,515	\$10,193	\$6,893	\$4,913	\$3,269
Average number of bidders per bid	3	3.3	3.4	3.4	3.4	3.6	2.7
Value of goods & services purchased (\$000,000)	\$1,118	\$1,191.30	\$1,168	*	*	\$412.60	\$722.60
- Value of Central Storehouse inventory (\$000)	\$24,500	\$24,000	\$23,370	*	*	\$10,000	\$8,500

Revenue generated from the sales of surplus goods decreased by 33 percent in Fiscal 2016 compared to the same period last year. According the 2016 PMMR, this is because the first four months of Fiscal 2016 had fewer higher value goods available for auction than first four months of Fiscal 2015. The Fiscal 2016 four-month actual of 2.7 bidders is down from the Fiscal 2015 four-month actual of 3.6 bidders. According the PMRR, this is because DCAS made more brand-specific purchases in Fiscal 2016 than in Fiscal 2015. Brand-specific goods often have a single bidder, for example patient transfer equipment identified by the Fire Department.

Division of Executive Operations Support

The Division of Executive and Operations Support includes 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 Transportation.

Executive and Operations Support						
<i>Dollars in Thousands</i>						
	2014	2015	2016	Preliminary Budget		*Difference
	Actual	Actual	Adopted	2016	2017	2016 - 2017
Spending						
Personnel Services						
Full-Time Salaried - Civilian	\$15,241	\$15,339	\$16,383	\$18,133	\$17,891	\$1,508
Overtime - Civilian	773	295	436	387	397	(39)
Fringe Benefits	1,693	1,810	1,904	1,754	1,754	(150)
Other P.S.	1,251	1,340	1,541	827	779	(762)
Subtotal	\$18,958	\$18,784	\$20,264	\$21,101	\$20,821	\$557
Other Than Personnel Services						
Supplies & Materials	\$315	\$194	\$621	\$753	\$521	(\$100)
Property & Equipment	1,127	913	76	219	51	(25)
Other Services & Charges	4,910	5,831	5,776	6,064	4,938	(837)
Contractual Services	5,154	2,795	3,012	2,759	1,189	(1,823)
Subtotal	\$11,505	\$9,733	\$9,485	\$9,797	\$6,699	(\$2,786)
TOTAL	\$30,464	\$28,516	\$29,749	\$30,898	\$27,520	(\$2,229)
Funding						
City Funds			\$29,051	\$29,993	\$26,807	(\$2,245)
Other Categorical			0	203	0	
Capital- IFA			319	323	331	11
Intra City			378	378	383	5
TOTAL	\$30,464	\$28,516	\$29,749	\$30,898	\$27,520	(\$2,229)
Budgeted Headcount						
Full-Time Positions - Civilian	224	207	198	209	196	(2)
TOTAL	224	207	198	209	196	(2)

**The difference of Fiscal 2016 Adopted Budget compared to Fiscal 2017 Preliminary Budget.*

When compared to Fiscal 2016, the Division's budget decreases by \$2.2 million. The Fiscal 2016 budget includes funding for an immigration outreach and education program that is funded on a year to year basis.

Division of Citywide Fleet Services

The Division of Citywide Fleet Service manages the acquisition, maintenance and disposition of New York City's municipal fleet.

Citywide Fleet Services						
<i>Dollars in Thousands</i>						
	2014	2015	2016	Preliminary Plan		*Difference
	Actual	Actual	Adopted	2016	2017	2016 - 2017
Spending						
Personnel Services						
Full-Time Salaried - Civilian	\$1,957	\$2,310	\$2,298	\$2,539	\$2,621	\$323
Overtime - Civilian	87	97	0	0	0	0
Other P.S.	130	141	197	197	199	2
Subtotal	\$2,174	\$2,548	\$2,495	\$2,736	\$2,819	\$325
Other Than Personnel Services						
Supplies & Materials	\$24,891	\$24,736	\$4,601	\$22,513	\$4,583	(\$18)
Property & Equipment	3,751	653	188	4,113	948	760
Other Services & Charges	806	697	721	1,271	973	252
Contractual Services	2,357	7,790	3,247	7,408	3,028	(219)
Subtotal	\$31,804	\$33,876	\$8,757	\$35,305	\$9,531	\$774
TOTAL	\$33,978	\$36,424	\$11,251	\$38,041	\$12,351	\$1,099
Funding						
City Funds			\$4,629	\$8,596	\$5,738	\$1,109
Other Categorical			1,169	1,169	1,169	0
Federal				1,402		0
Intra City			5,453	26,875	5,444	(9)
TOTAL	\$33,978	\$36,424	\$11,251	\$38,041	\$12,351	\$1,099
Budgeted Headcount						
Full-Time Positions - Civilian	24	29	28	31	31	3
TOTAL	24	29	28	31	31	3

**The difference of Fiscal 2016 Adopted Budget compared to Fiscal 2017 Preliminary Budget.*

The increase in the Divisions Fiscal 2017 OTPS budget is primarily for the installation of sideguards in compliance with a local law requiring the installation of sideguards on all City trucks. Funding for the sideguard program began in Fiscal 2015. In Fiscal 2016, the Division is expected to receive \$26.8 million in intra-city payments from other agencies for which DCAS provides this service.

Performance Measures

Performance Indicators	Actual			Target		4-Month Actual	
	FY13	FY14	FY15	FY16	FY17	FY15	FY16
- Revenue generated from auto auctions (\$000)	\$7,785	\$7,617	\$6,254	\$7,992	\$4,692	\$2,366	\$2,931
Hybrid or alternative fuel vehicles in the citywide fleet (%)	41%	57%	57%	55%	55%	57%	60%
- Hybrid or alt. fuel vehicles in the DCAS-managed fleet (%)	41%	56%	66%	60%	60%	59%	71%
Vehicles with highest emission ratings purchased pursuant to Local Law 38 in the citywide fleet (%)	94%	99%	98%	95%	95%	NA	NA
- Vehicles with highest emission ratings purchased pursuant to Local Law 38 in DCAS-managed fleet (%)	94%	99%	96%	95%	95%	NA	NA
Fleet in-service rate citywide (%)	91%	90%	90%	90%	90%	90%	91%
- Fleet in-service rate for DCAS-managed fleet (%)	98%	98%	98%	97%	97%	91%	99%
Collisions involving City vehicles citywide	NA	5,886	5,726	*	*	1,739	1,645
Collisions involving City vehicles in DCAS-managed fleet	NA	402	449	*	*	153	144

Collisions involving City vehicles citywide continue to decline with a four-month actual decline of five percent despite a growth in the City's fleet of four percent. The percentage of hybrid or alternative fuel vehicles managed fleet continues to increase over the last three fiscal years, and with a four-month actual increase of 23 percent.

Board of Standards and Appeals

The Board of Standards and Appeals (BSA) processes applications, and conducts hearings on appeals for zoning variances and loft conversions. While the BSA's budget is in DCAS' budget, it is an independent entity.

Board of Standards and Appeals						
<i>Dollars in Thousands</i>						
	2014	2015	2016	Preliminary Plan		*Difference
	Actual	Actual	Adopted	2016	2017	2016 - 2017
Spending						
Personnel Services						
Full-Time Salaried - Civilian	\$1,589	\$1,433	\$1,831	\$1,987	\$2,182	\$351
Other P.S.	135	240	77	77	99	22
Subtotal	\$1,724	\$1,672	\$1,908	\$2,065	\$2,281	\$373
Other Than Personnel Services						
Other Services & Charges	250	263	665	704	686	21
Contractual Services	2	8	23	10	23	0
Other O.T.P.S	19	50	45	40	45	0
Subtotal	\$270	\$320	\$734	\$754	\$754	\$21
TOTAL	\$1,994	\$1,993	\$2,642	\$2,819	\$3,035	\$393
Funding						
City Funds			\$2,642	\$2,819	\$3,035	\$393
TOTAL	\$1,994	\$1,993	\$2,642	\$2,819	\$3,035	\$393
Budgeted Headcount						
Full-Time Positions - Civilian	15	14	19	24	24	5
TOTAL	15	14	19	24	24	5

**The difference of Fiscal 2016 Adopted Budget compared to Fiscal 2017 Preliminary Budget.*

In the Preliminary Plan, the BSA's PS expenditures increase since Adoption by \$351,000 to fund one city planner and four administrative support positions.

Division of External Publications and Retail

The Division of External Publications and Retail publishes 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 DCAS and other City agencies.

External Publications and Retail Operations						
<i>Dollars in Thousands</i>						
	2014	2015	2016	Preliminary Budget		*Difference
	Actual	Actual	Adopted	2016	2017	2016 - 2017
Spending						
Personnel Services						
Full-Time Salaried - Civilian	\$936	\$1,193	\$1,150	\$1,157	\$1,186	\$36
Overtime - Civilian	24	38	52	52	53	1
Other P.S.	143	172	388	388	392	4
Subtotal	\$1,103	\$1,403	\$1,591	\$1,597	\$1,632	\$41
Other Than Personnel Services						
Supplies & Materials	\$364	\$540	\$581	\$536	\$532	(\$49)
Contractual Services	708	112	131	516	391	260
Other O.T.P.S.	499	425	483	143	131	(352)
Subtotal	\$1,571	\$1,077	\$1,195	\$1,195	\$1,054	(\$142)
TOTAL	\$2,674	\$2,481	\$2,786	\$2,792	\$2,686	(\$100)
Funding						
City Funds			\$2,786	\$2,792	\$2,686	(\$100)
TOTAL	\$2,674	\$2,481	\$2,786	\$2,792	\$2,686	(\$100)
Budgeted Headcount						
Full-Time Positions - Civilian	15	19	21	21	21	0
TOTAL	15	19	21	21	21	0

**The difference of Fiscal 2016 Adopted Budget compared to Fiscal 2017 Preliminary Budget.*

The Division's PS budget for Fiscal 2017 includes \$2.7 million to support 21 full-time positions.

DCAS Capital Program

The Preliminary Capital Commitment Plan includes \$2 billion in Fiscal 2016-2019 for DCAS-managed capital projects (including City and non-City funds). This represents four percent of the City's total \$55.2 billion Preliminary Plan for Fiscal 2016-2019. The agency's Preliminary Commitment Plan for Fiscal 2016-2019 is six percent less than the \$2.2 billion scheduled in the Adopted Commitment Plan, a decrease of \$135 million. DCAS manages both citywide and agency specific capital projects, therefore its capital program includes funding across several capital program areas.

Because the majority of capital projects span multiple fiscal years, it is common practice for an agency to roll unspent capital funds into future fiscal years. It is assumed that a significant portion of the agency's Fiscal 2016 Capital Plan will be rolled into Fiscal 2017, thus increasing the size of the Fiscal 2016-2019 Capital Plan. Since adoption last June, the citywide total Capital Commitment Plan for Fiscal 2016 has increased from \$19.3 billion to \$19.7 billion in the Preliminary Capital Commitment Plan, an increase of \$415 million or 2.2 percent.

DCAS Capital Program					
<i>(Dollars in Thousands)</i>	Fiscal 2016	Fiscal 2017	Fiscal 2018	Fiscal 2019	Fiscal 2016-2019
Admin for children's services	\$958	0	0	0	\$958
Correction	634	0	0	0	634
Courts	103,110	191,485	156,477	129,446	580,518
Dep equipment	679	0	0	0	679
Department for the aging	344	0	0	0	344
DolTTdp equipment	0	0	0	0	0
Economic development	175	160	0	0	335
Edp equip & finance costs	158,342	221,917	237,620	259,749	877,628
Fire	886	0	0	0	886
Health	148	0	0	0	148
Health & hospitals corp.	5,000	0	0	0	5,000
Human resources	6,415	0	0	0	6,415
Police	9,605	0	6,605	0	16,210
Public buildings	108,096	149,898	121,005	101,405	480,404
Real property	14,766	33,335	33,229	33,336	114,666
Water pollution control	234	0	0	0	234
TOTAL	\$409,392	\$596,795	\$554,936	\$523,936	\$2,085,059

Courts

The Preliminary Capital Commitment Plan includes \$580 million in Fiscal 2016-2019 for DCAS-managed courts capital projects. Total funding for courts decreased by \$25 million since the Fiscal 2016 Adopted Budget.

Funding for courts projects is managed in collaboration with the Dormitory Authority of New York State, a public benefit corporation serving the citizens of New York State through construction and financing programs. Pursuant to New York State law, localities are responsible for the provision of adequate and sufficient court facilities. To comply with this

mandate, New York City is required to submit a court facilities capital plan to the State for approval.

Citywide Equipment and Other Citywide Capital Needs

DCAS' Capital Program for Fiscal 2015-2018 includes \$878 million to purchase equipment and services and fund energy efficiency and sustainability projects. The majority of this funding resides in lump sum project lines and funding is transferred from these lines as needs are identified.

Public Buildings

DCAS' Capital Program for Fiscal 2016-2019 includes \$480 million for the rehabilitation and renovation of city-owned office space and leased space, legal mandates and correction of unsafe conditions. The majority of funding in this program area resides in lump sum project lines as specific projects have yet to be identified.

Large scale funding in Fiscal 2016-2019 for this program area include:

- **Legally Mandated Work.** Planned commitments of approximately \$81.8 million for legally mandated work that ensures compliance with Local Law 5 (fire and life safety).
- **Reconstruction of 345 Adams Street, Brooklyn.** Planned commitments totaling \$48.9 million for reconstruction of the building whose tenants include the Department of Finance, the Department of Probation, the Board of Elections, the Administration for Children's Services and various other agencies.

Real Property

The Preliminary Capital Commitment Plan includes \$114 million in Fiscal 2016-2019 for the City's Real Property capital program. The overwhelming majority of this funding is allocated for pier and bulkhead reconstruction.

Agency Projects Managed by DCAS

Large scale funding in Fiscal 2016-2019 for agency projects managed by DCAS include:

- **New York City Police Department (NYPD).** Planned commitments to improvements to NYPD properties total \$16 million for Fiscal 2016-2019, for primarily relocating NYPD offices.

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

<i>Dollars in Thousands</i>	FY 2016			FY 2017		
	City	Non-City	Total	City	Non-City	Total
DCAS Budget as of the Adopted 2016 Budget	\$290,369	\$0	\$1,183,224	\$264,984	\$0	\$1,156,790
New Needs						
Private School Security Initiative	4,950	0	4,950	19,800	0	19,800
Public Safety Answering Center II	2,309	0	2,309	5,130	0	5,130
All Other PS New Needs	1,318	27	1,345	2,550	55	2,605
All Other OTPS New Needs	1,935	0	1,935	943	0	943
Vision Zero Truck Guard Program	760	0	760	760	0	760
Cooling Tower Treatment	630	0	630	536	0	536
Fire Safety Related	2,118	0	2,118	317	0	317
PSAC II Maintenance/Security	588	0	588	200	0	200
Queens Borough Hall Atrium Staff	53	0	53	105	0	105
Capitally Ineligible Items	131	0	131	62	0	62
Electric Vehicles Purchase	2,527	0	2,527	0	0	0
P.S. 90 Demolition	1,522	0	1,522	0	0	0
Subtotal, New Needs	\$18,838	\$29	\$18,867	\$30,403	\$55	\$30,458
Other Adjustments						
Savings (Lease, Energy, WEX)	(6,336)	0	(6,336)	(2,942)	0	(2,942)
Offsets (Lease, Energy, WEX)	6,336	0	6,336	2,942	0	2,942
Collective Bargaining Agreements	1,077	454	1,532	1,264	528	1,792
Other State		3,546	3,546		372	372
Other City	(347)	0	(347)	110	0	110
Other Fed-Other/CD		1,632	1,632		82	82
Storehouse	0	3,298	3,298	0	68	68
Auto Parts	0	6,500	6,500	0	0	0
Vendor Managed Stockroom	0	2,000	2,000	0	0	0
49-51 Chambers Tax Reimbursement	0	996	996	0	0	0
Other Categorical		639	639		0	0
IFA Adjustment	0	(116)	(116)	0	(116)	(116)
Other Inter City		16,452	16,452	0	(730)	(730)
Subtotal, Other Adjustments	\$730	\$35,401	\$36,131	\$1,374	\$204	\$1,578
TOTAL, All Changes	\$19,569	\$35,430	\$54,998	\$31,778	\$258	\$32,036
DCAS Budget as of the Preliminary 2017 Budget	\$309,938	\$35,430	\$1,238,222	\$296,762	\$258	\$1,188,826

Appendix B: Contract Charts

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. In January, it is prepared with the Departmental Estimates, and in late April it is submitted to the Council with the Executive Budget.

At \$67.5 million estimated for Fiscal 2017 for 156 contracts, DCAS' contract budget is six percent of its total budget and .5% of the City's \$13 billion contract budget. As the next page shows, the three largest categories of contract spending are general contractual services, security services, and maintenance and repairs.

As the table below shows, they are little to no changes in the number of contracts when comparing the Fiscal 2016 Adopted Budget to the Fiscal 2017 Preliminary Budget. However, overall, DCAS' total contract budget is estimated to decrease by \$6 million from the Fiscal 2016 Adopted Budget to the Fiscal 2017 Preliminary Budget. The largest decrease comes from a reduction in professional service contracts, specifically computer services.

Contracts for security service and general maintenance and repair comprise more than half of the Department's contract budget as DCAS is responsible for the maintenance and protection of city-owned infrastructure.

DCAS Fiscal 2017 Preliminary Contract Budget				
<i>Dollars in Thousands</i>				
Category	Fiscal 2016 Adopted	Number of Contracts	Fiscal 2017 Preliminary	Number of Contracts
Bank Charges - Public Assistance Accounts	21	1	21	1
Cleaning Services	108	9	108	9
Contractual Services - General	25,840	10	26,015	10
Data Processing Equipment Maintenance	435	8	241	8
Maintenance and Operation of Infrastructure	5,404	2	4,418	2
Maintenance and Repairs - General	11,016	49	10,342	49
Maintenance and Repairs - Motor Vehicle Equip	2,795	8	2,571	8
Office Equipment Maintenance	86	7	86	7
Printing Services	378	7	613	6
Prof. Services - Accounting Services	1	1	1	1
Prof. Services - Computer Services	1,891	6	877	6
Prof. Services - Other	3,345	12	974	11
Security Services	20,471	11	20,099	11
Telecommunications Maintenance	8	5	8	5
Temporary Services	732	8	372	8
Training Program for City Employees	854	11	709	11
Transportation Services	116	3	116	3
TOTAL	\$73,499	158	\$67,571	156