



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 Preliminary Budget

**Department of Citywide Administrative Services
(DCAS)**

March 15, 2010

Committee on Government Operations

Hon. Gale A. Brewer, Chair

Andy Grossman, Deputy Director, Finance Division

John Russell, Legislative Financial Analyst

Summary and Highlights

Although the January Plan includes a total of \$18.5 million in Programs to Eliminate the Gap (PEGs), the Department's budget increases by \$9 million in Fiscal 2011 when compared to its Adopted Fiscal 2010 Budget. This increase can be attributed to two main reasons: (1) the January Plan includes \$8.6 million in new needs; and (2) a large portion of the combined savings and additional revenue for which DCAS is credited, is realized in other areas of the City's Budget, including the Miscellaneous Budget and the Debt Services Budget.

Department of Citywide Administrative Services (DCAS)

Dollars in Thousands

	2008 Actual	2009 Actual	2010 Adopted	2010 Jan. Plan	2011 Preliminary	Difference, 2010 – 2011*
Personal Services	\$128,997	\$148,830	\$152,005	\$155,948	\$153,363	\$1,356
Other Than Personal Services	868,471	943,521	1,030,801	1,047,631	1,038,401	7,602
Table Total	\$997,468	\$1,092,351	\$1,182,806	\$1,203,579	\$1,191,764	\$8,958

Budget Proposals and Highlights

- **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. (see p. 5)
- **Federal Stimulus Funding.** 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 and 2011. (see p. 5)
- **Energy Savings.** As a result of completed energy efficiency projects citywide, DCAS will generate additional savings of \$500,000 in Fiscal 2010 and \$1 million in Fiscal 2011 and the outyears. (see p. 9)
- **Heat Light and Power.** The City has budgeted \$828.9 million for heat, light, and power expenditures for all City agencies. Payment of these costs is coordinated by DCAS. (see p. 3)
- **Citywide Fleet.** Twenty-three percent of the citywide fleet is comprised of hybrid or alternative fuel vehicles (AFVs). DCAS assists in the management of the City's vehicle fleet. (see p. 12)

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

Department of Citywide Administrative Services Financial Summary

Dollars in Thousands

	2008 Actual	2009 Actual	2010 Adopted	2010 Jan Plan	2011 Jan Plan	*Difference 2010-2011
Budget by Program Area						
Facilities Mgmt & Construction	\$845,458	\$930,854	\$1,006,371	\$1,015,152	\$1,007,268	\$896
Municipal Supply Services	53,230	45,245	38,388	40,926	38,000	(387)
Exec. & Fin. Admin. Services	31,752	34,366	28,880	30,254	30,156	1,276
Personnel Services	25,476	27,648	27,976	29,273	25,858	(2,118)
Admin & Security	18,510	18,187	17,056	21,070	21,294	4,238
Real Estate Services	13,763	14,308	15,512	15,680	15,480	(32)
Office of Admin. Trials & Hearings	3,814	15,627	24,136	26,067	26,587	2,451
Communications	3,399	3,937	3,952	3,989	3,991	38
Board of Standards & Appeals	2,068	2,178	2,105	2,197	2,199	94
Energy Conservation	0	0	18,429	18,970	20,930	2,501
TOTAL	\$997,468	\$1,092,351	\$1,182,806	\$1,203,579	\$1,191,764	\$8,958
Funding						
City Funds			\$223,616	\$231,636	\$235,039	\$11,423
Federal – Other			2,000	4,202	2,000	0
Capital-IFA			11,472	11,713	8,928	(2,544)
Intra-City			805,341	808,562	804,470	(871)
Other Categorical			103,906	104,283	103,906	0
State			36,470	43,182	37,420	950
TOTAL			\$1,182,806	\$1,203,579	\$1,191,764	\$8,958
Positions						
Fulltime Positions	1,893	2,054	2,132	2,143	2,101	(31)

In the January Plan for Fiscal 2010, the Division of Facilities Management and Construction Budget accounts for 84.3 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.

Heat Light and Power

HEAT, LIGHT, AND POWER FIVE-YEAR FUNDING ANALYSIS						
Funding Source	Actual 2006	Actual 2007	Actual 2008	Actual 2009	Current Mod 2010*	Fiscal 2011 Prelim
City	\$29,153,434	\$30,880,968	\$31,881,508	\$36,694,767	\$38,603,551	\$38,603,551
Other Categorical	\$74,420,045	\$79,277,696	\$84,049,148	\$91,464,798	\$101,250,644	\$101,250,644
State	\$265,128	\$366,687	\$368,580	\$366,759	\$442,896	\$442,896
Intra-City	\$505,577,384	\$552,270,150	\$577,154,313	\$639,321,674	\$719,944,261	\$719,944,261
<i>Energy Adjustment</i>					(\$31,297,664)	(\$39,283,356)
Agency Total	\$609,415,991	\$662,794,901	\$693,453,549	\$767,847,998	\$828,943,688	\$820,957,996

*Current for Fiscal 2009. Includes pending budget modification actions for Heat, Light, and Power that have yet to be voted on.

As compared with the Fiscal 2006 Actual Expenditures, the Fiscal 2011 Preliminary Budget for heat, light, and power has increased by approximately \$211.5 million (34.7 percent). 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.
- **GreenNYC.** Conserving New York City resources, with a goal of reducing New York City's carbon emissions by 30%.

Miscellaneous Revenue

	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	1,413,000	1,509,000	1,509,000	1,509,000
Other Charges for Services	102,791	163,864	103,000	103,000	103,000	103,000
Commercial Rent	64,640,856	64,916,559	67,296,000	65,859,000	65,859,000	65,859,000
ECB Fines	NA	49,478,806	79,160,000	78,271,000	78,271,000	78,271,000
Salvage Sales	8,246,849	12,953,614	10,204,000	6,426,000	6,000,000	6,000,000
Other Misc	9,704,007	8,377,662	9,571,000	3,484,000	3,484,000	3,484,000
TOTAL	\$95,419,122	\$149,065,828	\$175,647,000	\$163,602,000	\$163,126,000	\$163,176,000

*Note: ECB was merged into DCAS in Fiscal 2009

In the January Plan, ECB Fines and Commercial Rent will account for 83.38% of the Department's total Miscellaneous Revenue for Fiscal 2010.

The significant increase in projected revenues from ECB fines beginning in Fiscal 2010 is due to the Board's commitment to put in place more aggressive approaches to fine collection.

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 Reimbursement.** DCAS will recognize a one time state reimbursement of \$5.6 million in Fiscal 2010 for court maintenance fees.
- **Additional ECB Fine Revenue.** OATH will generate additional fine revenue of \$1.1 million in Fiscal 2010 increasing to \$2.2 million in Fiscal 2011 and the outyears from an increase in case processing and adjudications at the Environmental Control Board.
- **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.

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 and 2011. DCAS's headcount for Fiscal 2011 does not yet recognize these positions but it is expected that these positions will be restored in a future budget plan. The positions impacted will be in the areas of administration, facilities, and operations.

Capital Program

Capital Budget Summary

The January 2010 Capital Commitment Plan includes \$1.92 billion (City and Non-City funds) in Fiscal 2010-2013 for Capital Programs overseen by DCAS. This represents 4.9 percent of the City's total \$39.14 billion January Plan for Fiscal 2010-2013. The agency's January Commitment Plan for Fiscal 2010 - 2013 is 13.5 percent greater than the \$1.69 billion scheduled in the September Commitment Plan, an increase of \$228.4 million.

Over the past five years DCAS has only committed an average of 53.7 percent of its annual Capital plan. Therefore, it is assumed that a large portion of the agency's Fiscal 2010 Capital plan will be rolled into Fiscal 2011, thus greatly increasing the size of the Fiscal 2011-2014 Capital plan. Since Adoption last June, the Capital Commitment Plan for Fiscal 2010 has decreased from \$1.02 billion to \$976.1 million, a reduction of \$42.7 million, or 4.2 percent.

Currently the Fire Department's appropriations total \$1.89 billion in City-funds for Fiscal 2010. These appropriations are to be used to finance the agency's \$781.1 million City-funded Fiscal 2010 Capital Commitment Program. The agency has \$1.12 billion, or more than two times the funding needed to meet its entire Capital Commitment Program for the current fiscal year.

Note: DCAS's Capital Program includes the budgets of Citywide Equipment and Financing (PU), Public Buildings (PW), and Real Estate Services (RE). Although housed in DCAS's Capital Program, many projects are managed by various City Agencies.

January Capital Commitment Plan for Fiscal 2010-2014

Dollars in millions

	2010	2011	2012	2013	2010-2013
Citywide Equipment & Financing (PU)	\$594,128	\$278,220	\$161,130	\$173,903	\$1,207,381
Public Buildings (PW)	376,064	165,864	49,495	108,172	699,595
Real Estate Services (RE)	5,942	3,354	1,400	1,861	12,557
TOTAL	\$976,134	\$447,438	\$212,025	\$283,936	\$1,919,533

Planned Commitments for Fiscals 2009-2013

In the January Capital Plan, DCAS's City-funded planned commitments for Fiscal 2010-2013 increase by 13.5 percent.

Significant changes in the January Plan that lead to this increase include:

- An increase of \$67.6 million for Citywide Administrative Computer Systems. This increase brings the total planned commitments for Citywide Administrative Computer Systems to approximately \$191.8 million.

- An increase of \$44.1 million for the Financial Management System (FMS). This increase brings the total planned commitments for FMS to approximately \$66.5 million.
- An increase of \$53 million for CityTime a secure web-based time and attendance system for over 80 City agencies. This increase brings the total planned commitments for CityTime to approximately \$173 million.
- An increase of \$33 million for NYCAPS, employee self service software that allows instant access to human resources, payroll, tax and benefits data, bringing its total planned commitments to \$36.8 million.

Funding for other large scale DCAS projects in the January Capital Plan for Fiscals 2010-2013 include:

- Planned commitments totaling \$248.7 million for energy efficiency capital projects citywide. This funding resides in a project line that effectively operates as a holding code. Funding is transferred from this line as needs are identified, affording DCAS flexibility in planning energy efficiency projects.
- Planned commitments totaling \$139.6 million for over 130 City Council-supported projects, with a large portion allocated for non-City owned facilities.
- Planned commitments totaling \$77.5 million for the Board of Elections modernization project including approximately \$50 million for voting machines.
- Planned commitments totaling approximately \$215 million are allocated for Electronic Data Processing (EDP) equipment and infrastructure including \$41.3 million for FISA EDP projects.

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.

Because the Division of Facilities Management and Construction pays energy bills for most of the City's agencies, Intra-City funding makes up approximately 76.7 percent of the Division's total funding for Fiscal 2010.

Compared to the Adopted Budget, the Division's headcount decreases by 6 positions in Fiscal 2011. These positions associated with ARRA funding shift and have not yet been included in Fiscal 2011. It is expected that the positions will be restored in a future budget plan.

<i>Dollars in Thousands</i>	2008 Actual	2009 Actual	2010 Adopted	2010 Jan. Plan	2011 Jan. Plan	Difference 2010-2011
Spending						
Personal Services	\$63,809	\$70,422	\$66,597	\$66,474	\$66,812	\$215
Full-Time Salaried	48,468	52,743	59,476	60,906	61,576	2,100
Other Salaried & Unsalaries	1,339	1,426	2,032	2,065	2,068	35
Additional Gross Pay	3,014	4,517	1,121	1,121	1,402	281
Overtime - Civilian	10,988	11,736	4,212	4,212	3,596	(616)
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	\$948,679	\$940,456	\$682
Supplies and Materials	6,038	6,234	4,071	6,452	4,071	0
Property and Equipment	1,556	4,676	2,463	467	1,799	(664)
Other Services and Charges	740,118	817,491	919,573	921,874	920,919	1,346
Contractual Services	33,868	31,628	13,612	19,816	13,612	0
Fixed and Misc Charges	69	404	56	70	56	0
TOTAL	\$845,458	\$930,854	\$1,006,371	\$1,015,152	\$1,007,268	\$896
Funding						
City Funds			\$83,352	\$84,560	\$83,497	\$145
Federal - Other			0	515	0	0
Capital -IFA			4,418	4,485	4,488	70
Intra-City			778,226	778,611	777,956	(269)
Other Cat.			103,906	103,906	103,906	0
State			36,470	43,075	37,420	950
TOTAL			\$1,006,371	\$1,015,152	\$1,007,268	\$896
Headcount						
Full-Time Positions	1,017	1,049	1,111	1,111	1,105	(6)

Performance Measures

	FY 07	FY 08	FY 09	4-Month Actual FY 09	4-Month Actual FY 10	Target FY 11
Non-court space that receives acceptable ratings for cleanliness and maintenance (%)	100%	100%	100%	NA	NA	NA
Court space that receives acceptable ratings for cleanliness and maintenance (%)	100%	100%	100%	100%	100%	100%
Average days to complete in-house trade shops work orders	7.1	8.2	8.9	8.0	6.8	*
In-house trade shop work orders received	10533	14019	15067	4,745	5,459	*
Construction projects completed early or on time (%)	100%	100%	100%	NA	NA	*
Design projects completed early or on time (%)	100%	100%	100%	NA	NA	*

According to the Preliminary Mayor’s Management Report, despite a 15 percent increase in the number of in-house trade shops work orders received, DCAS reduced the average completion time of these work orders by 16 percent.

Budget Proposals

- **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 100 energy efficiency projects citywide, DCAS will generate additional savings of \$500,000 in Fiscal 2010 and \$1 million in Fiscal 2011 and the outyears. DCAS is currently working on approximately 120 energy efficiency projects.

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.

<i>Dollars in Thousands</i>	2008 Actual	2009 Actual	2010 Adopted	2010 Jan. Plan	2011 Jan. Plan	Difference 2010–2011
Spending						
Personal Services	\$8,023	\$8,101	\$9,285	\$9,429	\$9,438	\$153
Full-Time Salaried	6,971	7,198	8,021	8,189	8,201	179
Other Salaried & Unsalariated	501	471	692	696	696	4
Additional Gross Pay	229	175	193	195	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	\$31,498	\$28,562	(\$541)
Supplies and Materials	30,777	25,193	19,854	22,366	19,137	(717)
Property and Equipment	5,035	2,468	(180)	(115)	(4)	176
Other Services and Charges	7,684	7,994	8,378	8,479	8,378	0
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	\$40,926	\$38,000	(387)
Funding						
City Funds			\$15,792	\$15,860	\$15,915	124
Federal – Other			0	75	0	0
Capital-IFA			172	172	177	6
Intra-City			22,425	24,684	21,908	(517)
Other Categorical			0	135	0	0
TOTAL			\$38,388	\$40,926	\$38,000	(387)
Headcount						
Full-Time Positions	133	130	155	155	154	(1)

Performance Measure

	FY 07	FY 08	FY 09	4-Month Actual FY 09	4-Month Actual FY 10	Target FY 11
Average time to process a purchase order (days)	3.2	3.2	3.0	2.6	2.9	*

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 \$1.28 million in Fiscal 2011 due, primarily, to a net increase of 15 positions. 16 positions that were eliminated for Fiscal 2010 only, as part of DCAS's Fiscal 2010 PEG program, will be restored in Fiscal 2011. Headcount is reduced by 1 position associated with the ARRA funding shift which is not yet recognized for Fiscal 2011. It is expected that this position will be restored in a future budget plan.

<i>Dollars in Thousands</i>	2008 Actual	2009 Actual	2010 Adopted	2010 Jan. Plan	2011 Jan. Plan	Difference 2010–2011
Spending						
Personal Services	\$19,057	\$20,497	\$17,581	\$17,997	\$18,906	\$1,325
Full-Time Salaried	15,223	16,487	11,847	12,357	13,265	1,419
Other Salaried & Unsalaries	1,179	1,194	1,401	1,444	1,444	44
Additional Gross Pay	449	567	177	177	177	0
Overtime - Civilian	686	632	241	241	241	0
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	\$12,256	\$11,250	(\$48)
Supplies and Materials	1,098	1,568	708	1,471	708	0
Property and Equipment	336	463	215	209	215	0
Other Services and Charges	6,205	6,872	5,107	5,984	5,264	157
Contractual Services	5,045	4,964	5,264	4,589	5,059	(205)
Fixed and Misc Charges	11	1	4	4	4	0
TOTAL	\$31,752	\$34,366	\$28,880	\$30,254	\$30,156	\$1,276
Funding						
City Funds			\$24,413	\$24,978	\$25,745	\$41,332
Federal – Other			0	364	0	0
Capital-IFA			1,474	1,499	1,503	29
Intra-City			2,993	3,331	2,908	(85)
Other Categorical			0	81	0	0
TOTAL			\$28,880	\$30,254	\$30,156	\$1,276
Headcount						
Full-Time Positions	251	253	186	186	201	15

Performance Measures

	FY 07	FY 08	FY 09	4-Month Actual FY 09	4-Month Actual FY 10	Target FY 11
Vehicles with the highest emission ratings purchased pursuant to Local Law 38 (%)	88%	87%	95%	NA	NA	*
% of citywide fleet that is hybrid or alternative fuel vehicle	NA	NA	22.3%	21.8%	23.3%	*

According to the Preliminary Mayor’s Management Report, the percentage of the citywide fleet comprised of hybrid or alternative fuel vehicles (AFVs) increased from 22.3 percent at the end of Fiscal 2009 to 23.3 percent during the reporting period. City agencies reduced the overall size of the fleet by 1,330 vehicles and replaced older-model, less efficient light, medium, and heavy duty vehicles with a variety of current year AFVs, including hybrid, bio-fuel ethanol, cleaner-burning diesel and electric vehicles.

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.

When compared to the 2010 adopted Budget, the Division's Budget decreases by \$2.12 million for Fiscal 2011 due in large part to the reduction of 34 positions. These positions were created through a Capital Inter-Fund Agreement that provided for 34 positions in Fiscal 2010 only.

<i>Dollars in Thousands</i>	2008 Actual	2009 Actual	2010 Adopted	2010 Jan. Plan	2011 Jan. Plan	Difference 2010-2011
Spending						
Personal Services	\$18,716	\$20,636	\$21,974	\$22,726	\$19,856	(\$2,118)
Full-Time Salaried	11,855	13,109	11,015	14,283	11,681	666
Other Salaried & Unsalaries	5,339	5,398	3,901	4,512	4,244	343
Additional Gross Pay	504	446	320	320	320	0
Overtime - Civilian	1,017	1,683	572	572	572	0
Amounts to be Scheduled	0	0	6,166	3,039	3,039	(3,127)
Other Than Personal Services	\$6,761	\$7,011	\$6,002	\$6,547	\$6,002	\$0
Supplies and Materials	274	197	128	802	128	0
Property and Equipment	179	140	149	149	149	0
Other Services and Charges	3,962	4,013	4,481	3,891	3,881	(600)
Contractual Services	2,346	2,661	1,242	1,696	1,842	600
Fixed and Misc Charges	0	0	3	9	3	0
TOTAL	\$25,476	\$27,648	\$27,976	\$29,273	\$25,858	(\$2,118)
Funding						
<i>City Funds</i>			\$22,066	\$22,642	\$22,637	\$571
<i>Federal - Other</i>			2,000	2,200	2,000	0
<i>Capital-IFA</i>			2,915	3,024	226	(2,689)
<i>Intra-City</i>			995	1,231	995	0
<i>Other Categorical</i>			0	161	0	0
<i>State</i>			0	14	0	0
TOTAL			\$27,976	\$29,273	\$25,858	(\$2,118)
Headcount						
Full-Time Positions	215	225	234	234	200	(34)

Performance Measures

	FY 07	FY 08	FY 09	4-Month Actual FY 09	4-Month Actual FY 10	Target FY 11
Applications received by open & competitive civil service exams	209,317	156,100	214,689	79,109	47,917	*
Exams administered on Schedule (%)	87.5%	87.4%	94.5%	97.3%	100%	100%
Training sessions evaluated as satisfactory or better	100%	100%	100%	100%	100%	100%
Median days from exam administration to list establishment	245	232	228	214	319	*

According to the Preliminary Mayor's Management Report, the median number of days from civil service exam administration to list establishment increased 49 percent during the reporting period due to efforts to meet the State mandate to reduce the number of provisional employees, including a new policy of making civil service lists public for 60 days prior to list establishment.

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.

<i>Dollars in Thousands</i>	2008 Actual	2009 Actual	2010 Adopted	2010 Jan. Plan	2011 Jan. Plan	Difference 2010–2011
Spending						
Personal Services	\$6,606	\$6,926	\$6,047	\$6,124	\$6,158	\$111
Full-Time Salaried	5,067	5,446	3,759	3,841	3,875	117
Other Salaried & Unsalaries	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	\$14,946	\$15,136	\$4,127
Supplies and Materials	354	346	99	135	99	0
Property and Equipment	97	123	62	252	62	0
Other Services and Charges	174	269	83	90	83	0
Contractual Services	11,272	10,518	10,759	14,462	14,886	4,127
Fixed and Misc Charges	6	5	7	7	7	0
TOTAL	\$18,510	\$18,187	\$17,056	\$21,070	\$21,294	\$4,238
Funding						
City Funds			16,476	20,488	20,714	4,238
Capital-IFA			152	152	152	0
Intra-City			428	430	428	0
TOTAL			\$17,056	\$21,070	\$21,294	\$4,238
Headcount						
Full-Time Positions	103	104	70	70	70	0

Budget Proposals

- **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.

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.

<i>Dollars in Thousands</i>	2008 Actual	2009 Actual	2010 Adopted	2010 Jan. Plan	2011 Jan. Plan	Difference 2010–2011
Spending						
Personal Services	\$7,772	\$7,957	\$8,852	\$9,020	\$9,038	\$185
Full-Time Salaried	7,394	7,539	9,448	9,710	9,728	280
Other Salaried & Unsalaries	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	\$6,660	\$6,443	(\$217)
Supplies and Materials	646	221	319	286	319	0
Property and Equipment	334	355	289	702	289	0
Other Services and Charges	4,088	4,559	4,768	4,866	4,551	(217)
Contractual Services	923	1,216	1,269	806	1,269	0
Fixed and Misc Charges	0	0	14	0	14	0
TOTAL	\$13,763	\$14,308	\$15,512	\$15,680	\$15,480	(\$32)
Funding						
City Funds			\$13,326	\$13,475	\$13,275	(\$51)
Capital-IFA			1,911	1,930	1,930	20
Intra-City			275	275	275	0
TOTAL			\$15,512	\$15,680	\$15,480	(\$32)
Headcount						
Full-Time Positions	113	111	156	156	156	0

Performance Measures

	FY 07	FY 08	FY 09	4-Month Actual FY 09	4-Month Actual FY 10	Target FY 11
Lease revenue generated (\$000)	\$53,939	\$64,254	\$64,920	\$14,083	\$25,336	\$63,579
Number of tax lots managed by DCAS	2,453	2,311	2,260	2,294	2,248	*
Rents collected as a % of rents billed	102%	96%	100%	106%	100%	96%
Rev. generated from sale of surplus goods (\$000)	5,670	8,246	12,824	8,143	7,489	*

According to the Preliminary Mayor’s Management Report, lease revenue generated was 80 percent higher during the reporting period due to the early receipt of a rent payment from a large hotel. DCAS revised the Fiscal 2010 and 2011 targets upward for this indicator to reflect new revenue projections.

Office of Administrative Trials and Hearings

Funds for the Office of Administrative Trials and Hearings support the central administrative tribunal for the City of New York. OATH conducts disciplinary, disability, and adjudicatory hearings for City agencies. Although the budget of OATH is housed within DCAS's budget, OATH is an independent entity over which the Commissioner of DCAS exercises no authority.

As of November 23, 2008, OATH has overseen the Environmental Control Board, which is responsible for the adjudication of environmental violations for the City including those for the Departments of Sanitation, Buildings, Fire, and various other agencies.

<i>Dollars in Thousands</i>	2008 Actual	2009 Actual	2010 Adopted	2010 Jan. Plan	2011 Jan. Plan	Difference 2010-2011
Spending						
Personal Services	\$2,202	\$11,389	\$16,963	\$18,894	\$18,915	\$1,952
Full-Time Salaried	2,118	6,506	10,523	10,959	10,980	457
Other Salaried & Unsalaries	65	4,567	6,021	7,532	7,532	1,510
Additional Gross Pay	18	264	262	262	262	0
Overtime - Civilian	1	51	141	141	141	0
Amounts to be Scheduled	0	0	15	0	0	(15)
Other Than Personal Services	\$1,611	\$4,239	\$7,173	\$7,173	\$7,672	\$499
Supplies and Materials	31	806	1,163	1,198	1,163	0
Property and Equipment	39	217	288	132	288	0
Other Services and Charges	1,272	1,519	3,033	2,823	3,532	499
Contractual Services	267	1,693	2,689	3,016	2,689	0
Fixed and Misc Charges	2	3	0	5	0	0
TOTAL	\$3,814	\$15,627	\$24,136	\$26,067	\$26,587	\$2,451
Funding						
<i>City Funds</i>			\$24,136	\$26,067	\$26,587	\$2,451
TOTAL			\$24,136	\$26,067	\$26,587	\$2,451
Headcount						
Full-Time Positions	27	148	169	172	172	3

Budget Proposals

- **OATH/ ECB Personal Services New Need.** OATH will add three new administrative positions and increase Administrative Law Judge hours which will increase DCAS's baseline expenses by \$1.7 million beginning in Fiscal 2010. ECB fine revenue will offset the costs associated with this action.

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.

<i>Dollars in Thousands</i>	2008 Actual	2009 Actual	2010 Adopted	2010 Jan. Plan	2011 Jan. Plan	Difference 2010–2011
Spending						
Personal Services	\$1,189	\$1,202	\$1,439	\$1,476	\$1,478	\$38
Full-Time Salaried	965	961	666	698	700	34
Other Salaried & Unsalaries	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	\$2,513	\$2,513	\$0
Supplies and Materials	292	686	582	392	582	0
Property and Equipment	25	10	113	0	113	0
Other Services and Charges	1,120	1,245	1,342	1,326	1,342	0
Contractual Services	0	0	0	0	0	0
Fixed and Misc Charges	774	794	475	795	475	0
TOTAL	\$3,399	\$3,937	\$3,952	\$3,989	\$3,991	\$38
Funding						
<i>City Funds</i>			\$3,952	\$3,989	\$3,991	\$38
TOTAL			\$3,952	\$3,989	\$3,991	\$38
Headcount						
Full-Time Positions	16	16	11	11	11	0

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.

<i>Dollars in Thousands</i>	2008 Actual	2009 Actual	2010 Adopted	2010 Jan. Plan	2011 Jan. Plan	Difference 2010–2011
Spending						
Personal Services	\$1,623	\$1,700	\$1,608	\$1,700	\$1,702	\$94
Full-Time Salaried	1,547	1,622	1,535	1,631	1,639	104
Other Salaried & Unsalaries	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	\$497	\$0
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	439	0
Contractual Services	12	9	12	19	12	0
TOTAL	\$2,068	\$2,178	\$2,105	\$2,197	\$2,199	\$94
Funding						
<i>City Funds</i>			\$2,105	\$2,197	\$2,199	\$94
TOTAL			\$2,105	\$2,197	\$2,199	\$94
Headcount						
Full-Time Positions	18	18	17	17	17	0

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.

Compared to the Adopted Budget, the Division's headcount decreases by 8 positions in Fiscal 2011. These positions associated with ARRA funding shift and have not yet been included in Fiscal 2011. It is expected that the positions will be restored in a future budget plan.

<i>Dollars in Thousands</i>	2008 Actual	2009 Actual	2010 Adopted	2010 Jan. Plan	2011 Jan. Plan	Difference 2010–2011
Spending						
Personal Services	\$0	\$0	\$1,659	\$2,108	\$1,060	(\$599)
Full-Time Salaried	0	0	1,618	2,067	1,019	(599)
Other Salaried & Unsalaries	0	0	17	18	18	0
Additional Gross Pay	0	0	23	23	23	0
Other Than Personal Services	\$0	\$0	\$16,770	\$16,862	\$19,870	\$3,100
Supplies and Materials	0	0	4	90	4	0
Property and Equipment	0	0	9	17	9	0
Other Services and Charges	0	0	16,342	4,993	19,442	3,100
Contractual Services	0	0	413	11,759	413	0
Fixed and Misc Charges	0	0	1	4	1	0
TOTAL	\$0	\$0	\$18,429	\$18,970	\$20,930	\$2,501
Funding						
City Funds			\$17,999	\$17,379	\$20,479	\$2,480
Federal Other			0	1,048	0	0
Capital-IFA			430	451	451	21
State			0	93	0	0
TOTAL			\$18,429	\$18,970	\$20,930	\$2,501
Headcount						
Full-Time Positions			23	31	15	(8)

Performance Measures

	FY 07	FY 08	FY 09	4-Month Actual FY 09	4-Month Actual FY 10	Target FY 11
Estimated annual cost savings from energy conservation projects (\$ millions)	NA	NA	\$1.36	NA	NA	\$2
Estimated reduction in greenhouse gas emissions due to energy conservation projects (metric tons)	NA	NA	5,119	NA	NA	7,500
Total energy purchased (British Thermal Units in trillions)	28.1	29.1	29.6	NA	NA	*
Total electricity purchased (kilowatt hours in billions)	4.26	4.32	4.27	NA	NA	*

Appendix A: Budget Actions in the November and January Plans

<i>Dollars in Thousands</i>	FY 2010			FY 2011		
	City	Non-City	Total	City	Non-City	Total
Agency Budget as of 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)	(1,000)		(1,000)
Funding Shift: PlaNYC to ARRA	(1,864)		(1,864)	(1,875)		(1,875)
Lease Audits	(1,000)		(1,000)	(1,000)		(1,000)
Total, PEGs	(\$6,577)	\$613	(\$5,964)	(\$7,088)	\$613	(\$6,475)
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 Supplies	500		500			0
OATH/ECB PS Shortfall	1,708		1,708	1,708		1,708
Security Guards Rate Increase	3,635		3,635	3,827		3,827
Total, New Needs	\$8,551	\$0	\$8,551	\$7,165	\$0	\$7,165
Other Adjustments						
Collective Bargaining Adjustments	\$1,816	\$258	\$2,074	\$1,816	\$258	\$2,074
Misc Adjustments (City)	3,955		3,955	4,600		4,600
Fringe Benefit Offset	273		273	285		285
Federal Adjustments		2,202	2,202			0
State Adjustments		6,068	6,068			0
Other Categorical Adjustments		391	391			0
Intra City Adjustments		3,222	3,222		(602)	(602)
Total, Other Adjustments	\$6,045	\$12,141	\$18,186	\$6,701	(\$344)	\$6,357
Agency Budget as of January 2010 Plan	\$231,635	\$971,941	\$1,203,576	\$235,039	\$956,724	\$1,191,763