

**New York City Council**

Hon. Adrienne Adams, Speaker of the Council  
 Hon. Justin Brannan, Chair Finance Committee  
 Hon. Lincoln Restler, Chair, Governmental Operations Committee

**Note on the Fiscal 2025 Executive Plan and  
 the Fiscal 2025 Executive Capital Commitment Plan for  
 the Department of Citywide Administrative Services**

Tanisha S. Edwards, Esq., Chief Financial Officer and Deputy Chief of Staff  
 Richard Lee, Director  
 Jonathan Rosenberg, Managing Deputy Director  
 Chima Obichere, Deputy Director  
 Eisha Wright, Deputy Director  
 Paul Scimone, Deputy Director  
 Elizabeth Hoffman, Assistant Director

Prepared By: Ross Goldstein, Analyst  
 Julia K. Haramis, Unit Head

**Fiscal 2025 Executive Plan**

**FY24**      **FY25**

**+\$266.7 million since Adopt.**



**(\$137.7) million since Prelim.**



**+\$484.1 million since Adopt.**

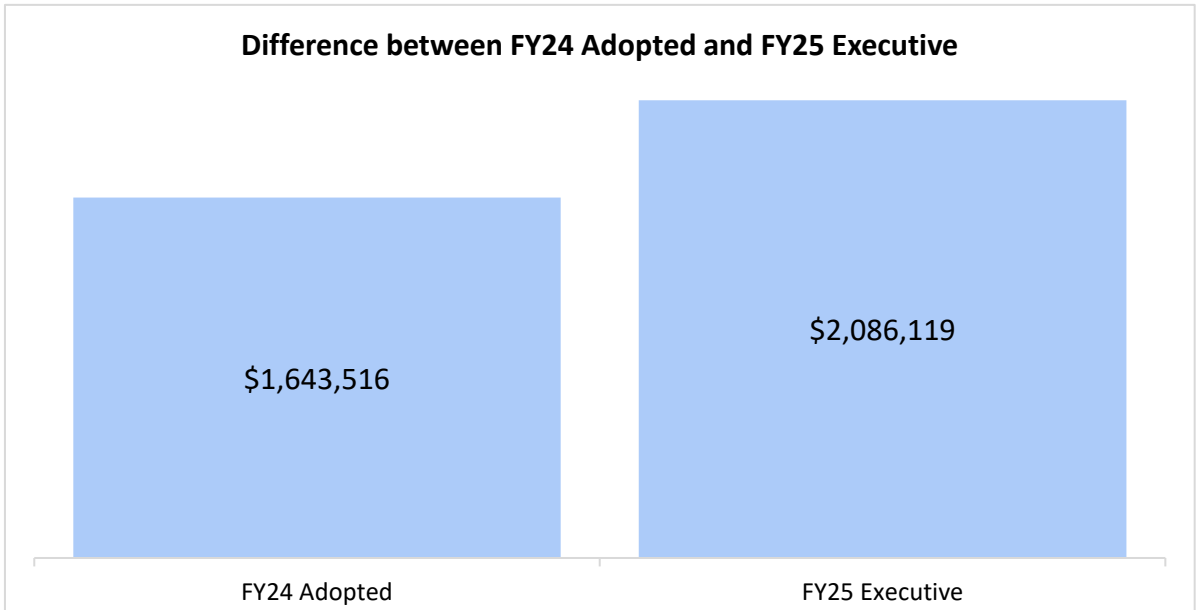


**+\$88.6 million since Prelim.**



**Department of Citywide Administrative Services Budget Overview**

The Executive Financial Plan for Fiscal 2024-2028 (Executive Plan), includes a proposed Fiscal 2025 budget of \$2.1 billion for the Department of Citywide Administrative Services (DCAS or the Department). The Department’s projected Fiscal 2025 budget represents 1.9 percent of the City’s proposed \$111.6 billion Fiscal 2025 budget in the Executive Plan. DCAS’s Fiscal 2025 budget in the Executive Plan is \$88.6 million greater than its \$2.0 billion Fiscal 2025 budget in the Preliminary Financial Plan presented in January and \$442.6 million greater than the Fiscal 2024 budget at adoption as shown in the chart below. For additional information on DCAS’ Preliminary Budget, please refer to the Fiscal 2025 Preliminary Budget report at: [Department of Citywide Administrative Services](#).

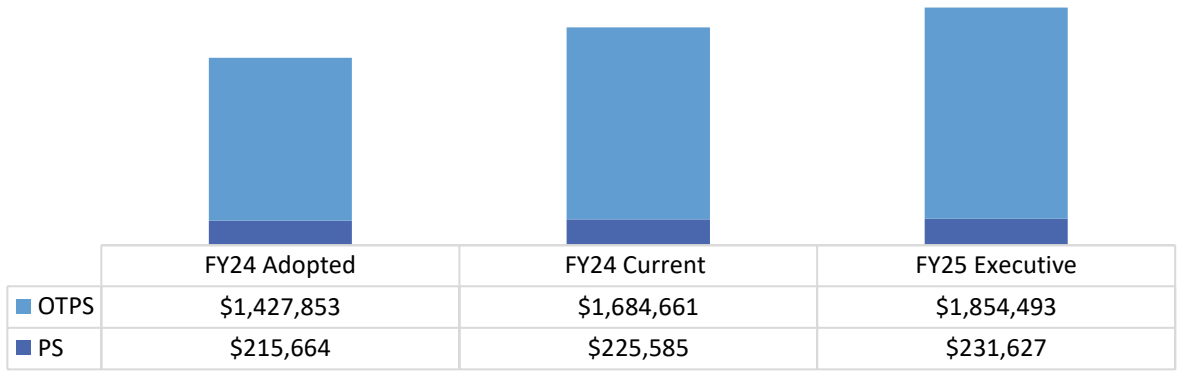


*Dollars in Thousands*  
 Source: New York City Office of Management and Budget

**PS and OTPS:**

**FY25 Contract Budget: \$437 million**

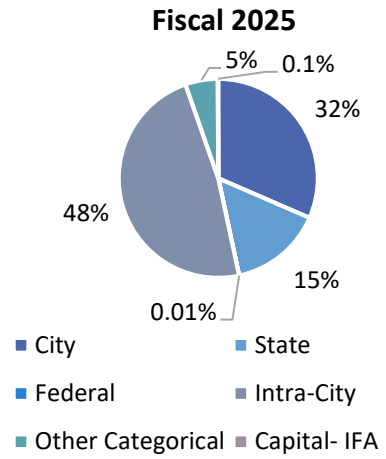
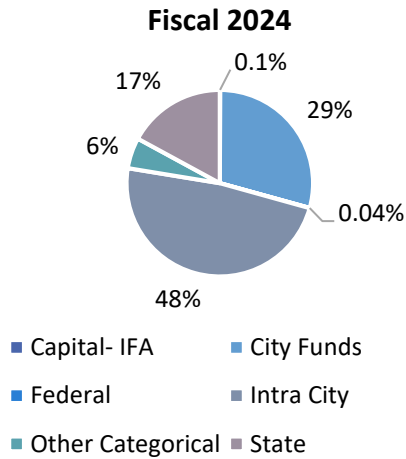
**Number of Contracts in FY25: 133**



■ PS ■ OTPS

*Dollars in Thousands  
Source: New York City Office of Management and Budget*

**Agency Budget by Funding Source**



*Source: New York City Office of Management and Budget*

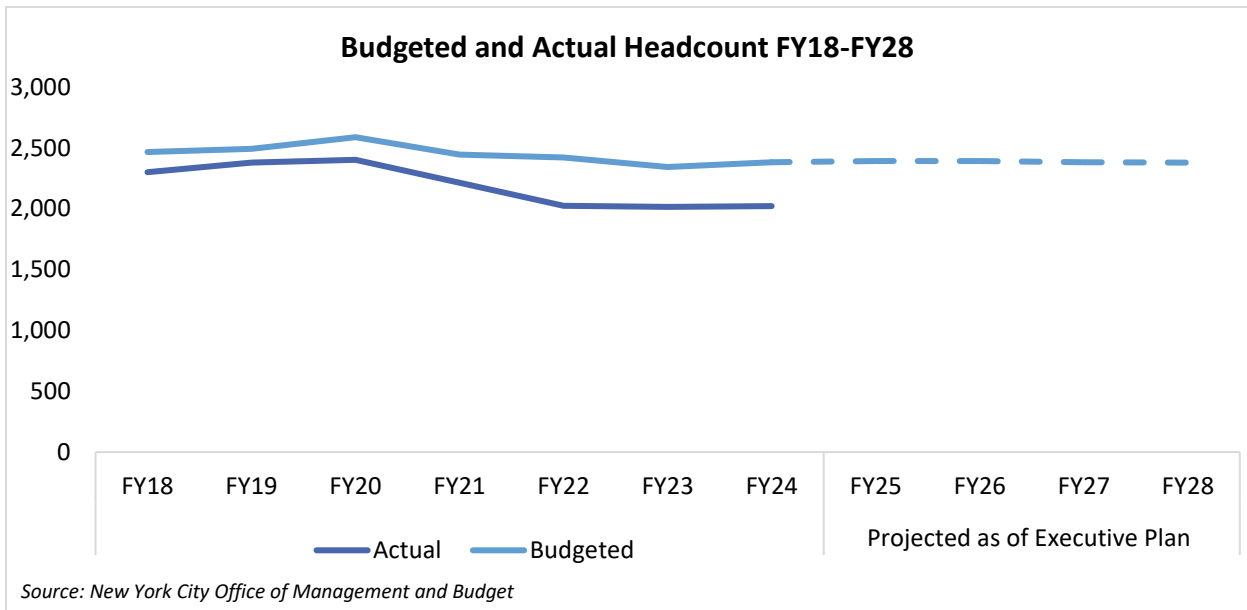
**FY24 Budgeted Headcount:**

**Full-time Positions: 2,383**

**Actual Headcount as of March: 2,023**

**Vacancies as of March: 360**

**Vacancy Rate as of March: 15.1 Percent**



**FY25 Changes in Exec:**

**Total: \$88.6 million**

**New Needs: \$37.2 million**

**Other Adjustments: \$51.4 million**

**Significant Executive Plan Changes**

**New Needs**

- **Non-Capitally Eligible Safety Projects.** The Executive Plan includes \$1.4 million in Fiscal 2024, \$18.0 million in Fiscal 2025, and \$3.0 million in each of the outyears for Other Than Personal Service (OTPS) costs related several projects to mitigate public health and safety risks at DCAS-managed building. These projects are non-capitally eligible and include roof repairs, facade repairs, parapet inspections, fire safety directors, and fire door replacements.
- **Non-Public School Security Guard Reimbursement Program.** The Executive Plan includes an additional \$14.0 million in Fiscal 2025 for the City’s provision of reimbursement to non-public schools for the cost of security guards. Funding for this program is not baselined and is added on a year-to-year basis.
- **Security Guards.** The Executive Plan includes an additional \$10.8 million in Fiscal 2024 for the cost of contracted security guards employed at DCAS-managed buildings.
- **Elevator Inspections.** The Executive Plan includes an additional \$3.5 million in Fiscal 2025, \$2.5 million in Fiscal 2026, and \$1.5 million in Fiscals 2027 and 2028 for the cost of elevator inspections.

**Other Adjustments**

- **Heat, Light, and Power.** The Executive Plan includes a reduction of \$138.4 million in Fiscal 2024 and a baseline reduction of \$15.6 million starting in Fiscals 2025 for costs associated with heat, light, and power. This reduction is largely due to a projection adjustment based on actual expenditures through February. Commodity prices have declined significantly from the forecast at Fiscal 2024 Adoption and natural gas consumption was also down significantly for the winter heating season. These adjustments were made across all agencies.

- **Asylum Seeker Response Funding Realignment.** The Executive Plan includes a reduction of \$36.7 million in Fiscal 2024 of State funding for services provided to asylum seekers and a corresponding increase of \$54.5 million of City funds in Fiscal 2025. The funding adjustments are part of a citywide funding realignment to adjust State funding for the enacted State budget and projected spending in Fiscal 2025.
- **Lease Adjustment.** The Executive Plan includes an additional \$4.5 million in Fiscal 2025, and a baseline increase of \$3.7 million starting in Fiscal 2026 for lease costs across 38 sites.

**Budget Response:**  
**FY25 Estimate:**  
**\$394.8 million**  
**Included in the Executive Budget: \$1.05 Billion**

In the City Council’s Fiscal 2025 Preliminary Budget Response, the Council identified several areas of concern relating to DCAS. The budget response called on the Administration to add \$394.8 million in capital funding for energy conservation and green energy projects. The Executive Plan included the following, as shown in the table. For more details on the budget response, please visit: <http://council.nyc.gov/wp-content/uploads/2024/04/FY25-Prelim-Budget-Response.pdf>.

FY24 Budget Response Items			
#	Response Priorities	Amount Requested	Amount in the Exec Budget
1	Decarbonization Funding Restoration and Expansion	\$394.8 Million	\$1.05 Billion

**Capital Plan Overview**

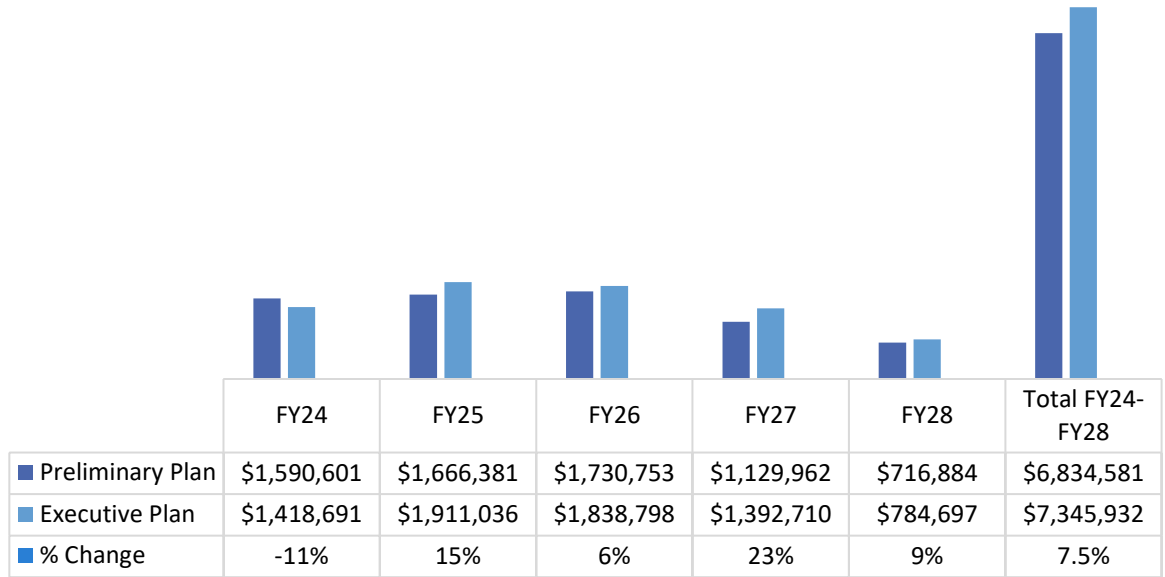
On April 24, 2024, Mayor Eric Adams released the Executive Capital Commitment Plan for Fiscal 2024-2028 (the Executive Commitment Plan)

DCAS’s commitments for Fiscal 2024 through 2028, as presented in the Executive Commitment Plan, total \$7.3 billion, 7.5 percent greater than the total for the same period presented in the Preliminary Capital Commitment Plan released in January.

The Department’s planned commitments comprise 7.5 percent of the City’s total \$97.7 billion Fiscal 2024 through 2028 Plan.

**Capital  
Commitment  
Plan**

**Fiscal 2024-2028 Capital Commitment Plan**



*Dollars in Thousands  
Source: New York City Office of Management and Budget*

**Capital  
Highlights**

- **Citywide Resiliency Measures.** The Executive Capital Commitment Plan includes \$1.4 billion from Fiscal 2024 through 2028 for citywide resiliency measures in an effort to safeguard the City’s assets from weather events and flooding. This includes \$182.8 million for Battery Flood Protection, \$144.1 million for Red Hook Hazard Mitigation, and \$56.9 million for coastal protection on the East Shore of Staten Island.
- **Energy, Efficiency, and Sustainability.** The Executive Commitment Plan includes \$2.73 billion between Fiscal 2024 and 2028 for a number of energy efficiency, and sustainability capital projects including: \$1.3 billion for electrification, lighting, and other projects at Department of Education buildings, \$295 million for energy efficiency projects under the Mayor’s OneNYC program, and \$188.8 million for energy upgrades at Department of Sanitation facilities.
- **Purchase of Electronic Data Systems.** The Executive Commitment Plan includes \$999.9 million in Fiscal 2024 through 2028 for the acquisition of various electronic data systems, including: \$83.2 million for the broadband initiative, \$45.0 million for the NYPD’s PSAC1 radio console system, \$45.0 million for FDNY’s radio console system.

# Budget Action Chart

<i>Dollars in Thousands</i>	Fiscal 2024			Fiscal 2025		
	City	Non-City	Total	City	Non-City	Total
<b>DCAS Budget as of the Preliminary Plan</b>	<b>\$501,424</b>	<b>\$1,546,559</b>	<b>\$2,047,983</b>	<b>\$800,853</b>	<b>\$1,196,672</b>	<b>\$1,997,525</b>
<b>New Needs</b>						
Congestion Pricing Analyst	\$ 0	\$0	\$0	\$78	\$0	\$78
Elevator Inspections and Compliance	0	0	0	3,500	0	3,500
FY25 Budget - IC	0	0	0	0	33	33
IC - CFB Annual Budget	0	0	0	0	1,347	1,347
Life Safety Needs	1,436	0	1,436	18,000	0	18,000
Non-public School Security Guard Reimbursement Program	0	0	0	14,000	0	14,000
PHA Staffing	0	0	0	195	0	195
Security Guards	10,793	0	10,793	0	0	0
<b>Subtotal, New Needs</b>	<b>\$12,229</b>	<b>\$0</b>	<b>\$12,229</b>	<b>\$3,578</b>	<b>\$1,380</b>	<b>\$37,153</b>
<b>Other Adjustments</b>						
Asylum Seekers Funding Realignment	\$0	\$0	\$0	(\$186,992)	\$241,497	\$54,505
Asylum Seekers State Funding Adjustment	42,314	(79,021)	(36,707)	0	0	0
Bloomberg Philanthropies Grant	0	1,728	1,728	0	2,485	2,485
CON ED SMART CHARGE PROGRAM	0	317	317	0	0	0
DCAS Auto Parts - FY24	0	866	866	0	0	0
DCAS Auto Parts - FY24 (IFA)	0	574	574	0	0	0
DCAS auto parts GPC	0	1,170	1,170	0	0	0
Demand Response	0	1,585	1,585	0	0	0
Fleet-DCAS IC Gasoline budget	0	540	540	0	0	0
FY24 80 CENTRE ST RESOURCE CTR	0	221	221	0	0	0
FY24 DCAS HOLMAN Expenditures	0	201	201	0	0	0
FY24 WEX Fuel Card Downpayment	0	850	850	0	0	0
GPC - DCAS	0	8,977	8,977	0	0	0
Heat, Light and Power	(3,101)	(18,196)	(21,297)	(299)	(14,962)	(15,261)
Heating Fuel Adjustment	(968)	0	(968)	(361)	0	(361)
IC W/T DCAS FLEET SERVICES FW	0	333	333	0	0	0
Internal Storehouse	0	(141)	(141)	0	0	0
Lease Adjustment	0	0	0	1,411	3,134	4,545
Managerial/OJ Increases	4,130	0	4,130	4,677	0	4,677
NAPA PARTS	0	2,562	2,562	0	0	0
OSA Collective Bargaining Adjustment	1,500	0	1,500	1,469	0	1,469
PUBLIC SERVICE CORPS	0	(1,947)	(1,947)	0	(1,947)	(1,947)
Realign to pay DCAS car maintenance	0	245	245	0	0	0
Reallocate funds for ENS	0	455	455	0	0	0
Recruitment Campaign Transfer	400	0	400	0	0	0
Storehouse - DCAS	0	(546)	(546)	(179,333)	0	(179,333)
Other Adjustments	629	(99,105)	(98,476)	(179,333)	103	(179,230)
<b>Subtotal, Other Adjustments</b>	<b>\$44,904</b>	<b>(\$77,293)</b>	<b>(\$32,389)</b>	<b>(\$186,992)</b>	<b>\$243,982</b>	<b>\$56,990</b>
<b>Savings/Programs to Eliminate the Gap (PEGs)</b>						
ExCEL Re-estimate	(\$500)	\$0	(\$500)	\$0	\$0	\$0
<b>Subtotal, PEGs</b>	<b>(\$500)</b>	<b>\$0</b>	<b>(\$500)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Grand Total</b>	<b>\$56,633</b>	<b>(\$77,293)</b>	<b>(\$20,661)</b>	<b>(\$183,414)</b>	<b>\$245,362</b>	<b>\$94,143</b>
<b>DCAS Budget as of the Executive Plan</b>	<b>\$557,677</b>	<b>\$1,352,569</b>	<b>\$1,910,246</b>	<b>\$657,293</b>	<b>\$1,428,827</b>	<b>\$2,086,120</b>

Source: New York City Office of Management and Budget

**Budget by  
Unit of  
Appropriation**

<i>Dollars in Thousands</i>	FY22	FY23	FY24	Executive Plan		*Difference
	Actual	Actual	Adopted	FY24	FY25	FY25-FY24
<b>Budget by U/A</b>						
Administration and Security-PS	\$15,015	\$14,405	\$13,826	\$15,133	15,200	\$1,375
Administration and Security- OTPS	29,586	29,194	29,599	45,476	28,398	(1,201)
Asset Management-Public Facilities- PS	99,219	103,942	101,536	103,721	107,021	5,485
Asset Management-Public Facilities- OTPS	241,169	230,596	194,190	219,948	212,281	18,090
Board of Standards and Appeals- PS	2,420	2,398	2,424	2,492	2,536	112
Board of Standards and Appeals- OTPS	87	85	126	126	126	0
Citywide Fleet Services- PS	3,642	3,788	3,496	3,995	4,263	767
Citywide Fleet Services- OPTS	81,504	103,823	60,953	77,126	38,815	(22,138)
Energy Conservation- PS	5,472	6,193	10,988	11,266	11,393	405
Energy Conservation- OTPS	936,627	983,612	1,094,078	948,397	1,075,540	(18,538)
Executive and Operations Support- PS	29,935	30,699	27,244	31,257	33,187	5,942
Executive and Operations Support- OTPS	5,681	8,955	9,539	10,342	5,621	(3,917)
External Publications and Retail Operations- PS	2,022	2,244	2,825	2,934	2,980	155
External Publications and Retail Operations- OTPS	794	797	1,002	977	802	(200)
Human Capital- PS	24,396	23,560	28,153	28,437	28,418	265
Human Capital- OTPS	6,345	11,351	6,713	7,753	7,841	1,128
Office of Citywide Purchasing- PS	10,882	10,314	10,609	11,584	11,613	1,004
Office of Citywide Purchasing- OTPS	24,847	41,843	29,471	372,257	483,987	454,516
Real Estate Services- PS	10,424	10,553	14,563	14,766	15,015	452
Real Estate Services- OTPS	2,647	5,298	2,183	2,259	1,083	(1,100)
<b>TOTAL</b>	<b>\$1,532,712</b>	<b>\$1,623,650</b>	<b>\$1,643,516</b>	<b>\$1,910,246</b>	<b>\$2,086,119</b>	<b>\$442,603</b>
<b>Funding</b>						
City Funds			\$428,454	\$557,677	\$657,293	\$228,839
Other Categorical			112,195	102,038	109,803	(2,391)
Capital- IFA			1,511	1,565	1,608	97
State			64,787	326,217	315,560	250,773
Federal - Other			27,147	759	220	(26,927)
Intra City			1,009,422	921,990	1,001,635	(7,786)
<b>TOTAL</b>	<b>\$1,532,712</b>	<b>\$1,623,650</b>	<b>\$1,643,516</b>	<b>\$1,910,246</b>	<b>\$2,086,119</b>	<b>\$442,603</b>
<b>Budgeted Headcount</b>						
Full-Time Positions - Civilian	2,026	2,016	2,372	2,372	2,367	(5)
<b>TOTAL</b>	<b>2,026</b>	<b>2,016</b>	<b>2,372</b>	<b>2,383</b>	<b>2,393</b>	<b>21</b>

\*The difference of Fiscal 2025 Executive Budget compared to Fiscal 2024 Adopted Budget.

Source: New York City Office of Management and Budget