Fiscal Year 2021

Annual Report

Department of Citywide Administrative Services

NYC DCAS
Citywide Administrative Services

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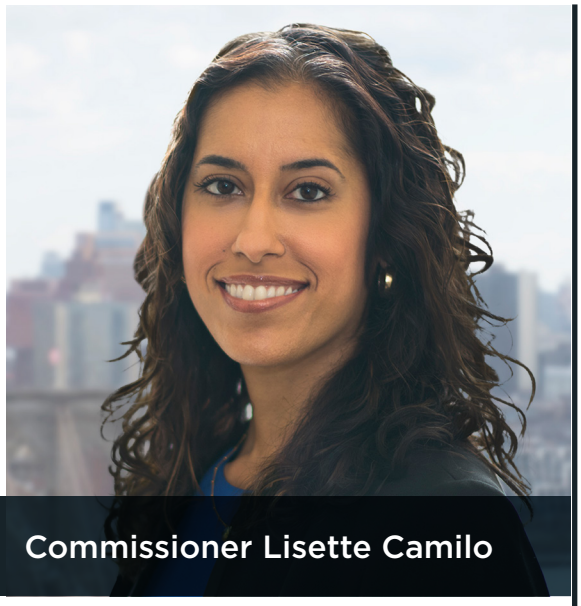
Letter from the Commissioner



Commissioner Lisette Camilo

Dear Fellow New Yorkers,

I'm proud to present you with the DCAS Fiscal Year 2021 Annual Report. This report gives you a snapshot of some of the critical work we do to support the operations of New York City government.

The COVID-19 pandemic has impacted every aspect of our agency's work since 2020. Throughout the pandemic, our employees have collaborated in extraordinary ways to address evolving needs in the face of COVID-19. In addition to our role procuring supplies and equipment, managing clean and safe public buildings, and supporting agencies through workplace protocols, DCAS continues to deliver on our commitment to provide all of our agency's other services. We do so in ways that reflect our core values of equity, effectiveness, and sustainability.

This annual report highlights some of our team's many achievements during the past fiscal year. It illustrates their dedication, professionalism, and commitment to service through the most trying of times.

I hope you enjoy reading about our agency's work and the many ways DCAS helps support the operations of New York City government.

Sincerely,

Lisette Camilo
Commissioner

Who We Are

DCAS provides effective shared services to support the operations of New York City government. Our commitment to our core values of equity, effectiveness, and sustainability guides our work with City agencies on:

- Recruiting, hiring, and training City employees.
- Providing facilities management for 56 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing more than $1 billion in supplies and equipment each year.
- Implementing conservation and safety programs throughout the City's facilities and vehicle fleet.

Picture of the David N. Dinkins Manhattan Municipal Building.

Equity

Equity means ensuring that New York city government leads the way on having a diverse and inclusive workplace for City employees. It also means doing our part to ensure that every New Yorker has access to careers in city government and an opportunity to succeed. During FY21, we did this in a myriad of ways - from participating in job recruitment events to build a more diverse City workforce, training City managers and staff on equity and inclusion, and ensuring that our buildings are accessible to people with disabilities and all who seek public services.

DCAS employee Bryant Cameron provided customer service for civil service exam takers.

From left to right: DCAS Information Technology staff members Jennifer Collado, The Aye, and Ifan Michelle Chen brainstorming new methods of integration for the Warehouse Management System.

Effectiveness

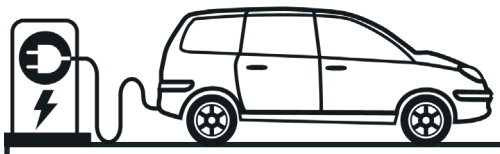
At DCAS, effectiveness means leveraging our expertise to provide city government agencies with the resources and support they need to succeed. We demonstrated this during FY21 by utilizing our Warehouse Management System to accurately and efficiently store emergency supplies for COVID-19, digitizing civil service communications to reduce costs, and utilizing our building portfolio to help the City open COVID-19 testing and vaccination sites.

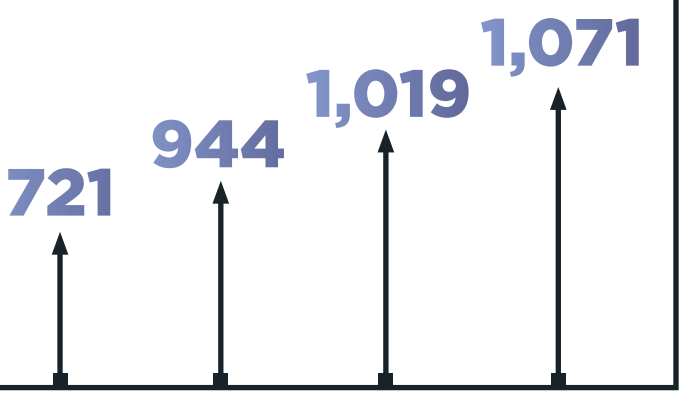
Sustainability

Sustainability means focusing on ways to deliver city government services while protecting the health of our planet for future generations. During FY21, we advanced this work by helping city government move away from fossil fuels, reducing carbon emissions, and investing in new energy and vehicle technologies. DCAS is playing a key role in the City's efforts to reduce emissions from municipal government operations 50% by 2030.

A New York City Police Department all-electric Tesla on display at the 32nd Annual NYC Fleet Show.

DCAS By the Numbers - FY21

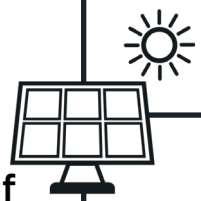


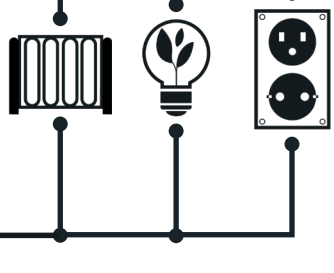


Number of Electric Vehicle Charging Ports in Operation

Installed real-time meters that provide nearly up-to-the-moment tracking of energy usage at **30** City agencies and organizations across the five boroughs. Real-time metering of energy use now covers **70%** of the City's building energy usage.

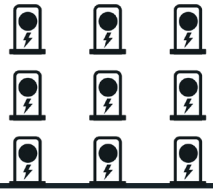
Installed 90 fast electric vehicle chargers throughout the five boroughs since FY19, with **eight** chargers open to the public. The City now has network of **1,071** charging ports—the largest network in New York state.



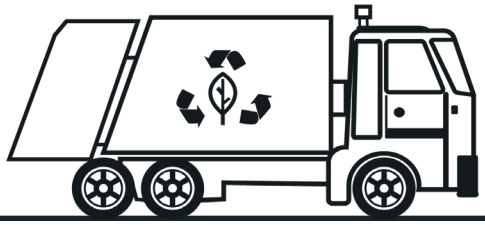


Saved **$1.9 million** in the **heat**, **light**, and **power budget** for city government through utility bill auditing.

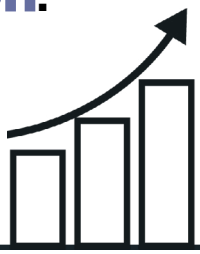
90



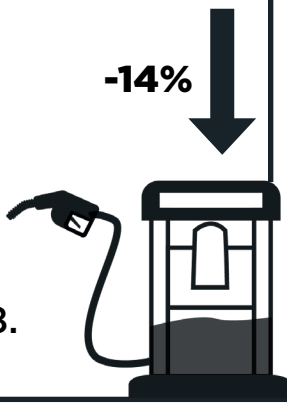
Expanded the use of alternative fuels in the City vehicle fleet. **The City of New York has the most expansive alternative fuel-using fleet in the world**, with **19,532** City fleet vehicles using some form of alternative fuel.



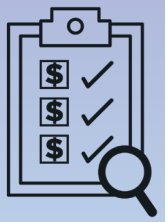
Generated **$15 million** in revenue from **the auctioning of surplus fleet vehicles,** exceeding the previous fiscal year record by **over $3 million.**



Reduced the City vehicle fleet's fuel usage by over four million gallons, a **14%** reduction since FY18.

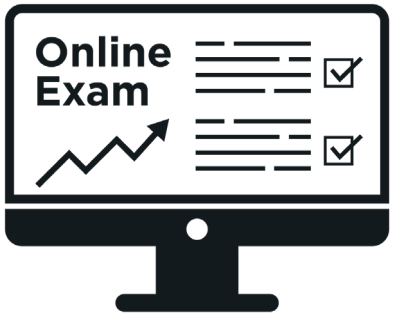


Saved **$2.5 million** by **auditing payment requests** for pending construction projects.



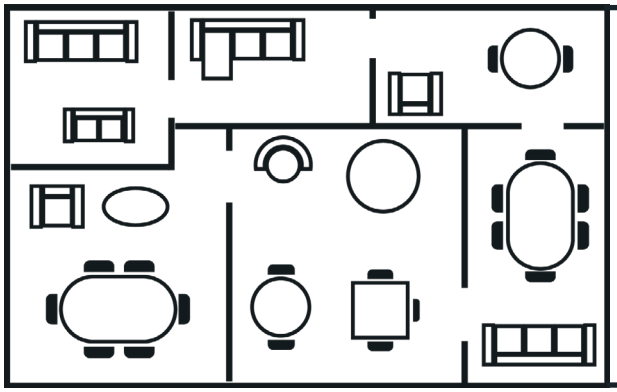
Obtained and/or reprogrammed **32 fire alarm systems** in our buildings and successfully replaced **3,500 FDNY-approved fire extinguishers** in our buildings.

Received **75,489** civil service exam applications through the City's **Online Application System (OASys).**



Distributed **personal protective equipment** to **over 60** Department of Youth and Community Development summer youth employment programs.

Distributed nearly **$260 million** worth of **personal protective equipment** and other **COVID-19 related goods**.



Identified opportunities to more efficiently use space in City-owned and leased buildings, realizing **$3.2 million** in cost avoidance and **$647,465** in budget savings.

Collected **over $43 million** in revenue from **leasing City-owned buildings to private tenants**.

Trained **202,218** City employees on **equity and inclusion**.

Ensuring Equity

In a city with over 8.8 million residents and as the employer for roughly 400,000 workers, the City of New York is committed to maintaining a fair and impartial system for hiring civil servants. DCAS oversees the administration of civil service exams that evaluate candidates based on their merits. In addition, DCAS strives to build a diverse and inclusive workplace for City workers through our policies, trainings, and recruitment efforts.

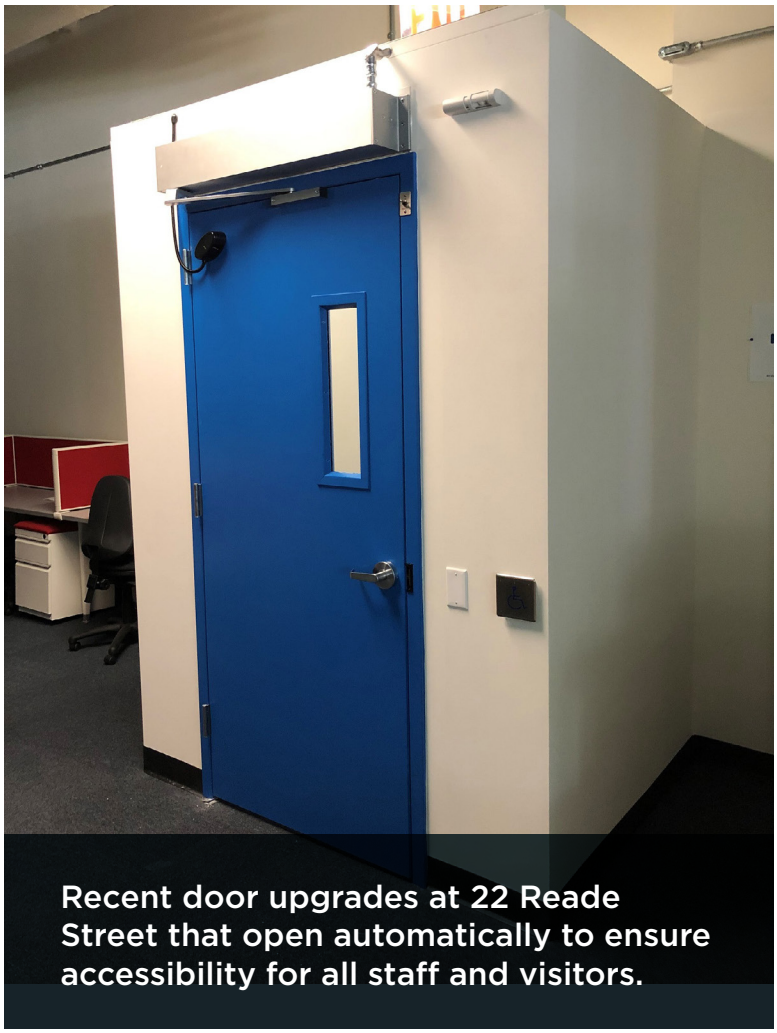
In FY21, DCAS advanced its work creating a more equitable workplace for City employees by issuing guidance to implement an executive order to ensure greater diversity in the NYPD's senior leadership. Amidst the COVID-19 pandemic, DCAS also implemented a policy to grant paid leave and compensatory time for City employees to get vaccinated against COVID-19, ensuring greater access and safety for employees and those they serve.

DCAS not only administers civil service exams, but it also does outreach to ensure a diverse candidate pool that reflects the talents and diversity of all New Yorkers. DCAS's Office of Citywide Recruitment makes spreading awareness about civil service a priority. In FY21, DCAS reached over 15,800 participants through 216 events. These events included virtual civil service 101 information sessions, career fairs, and *CityTalk* panels, where employees representing diverse populations, including veterans, people with disabilities, members of the LGBTQI+ community, and people of every cultural and ethnic background discussed opportunities to work for the City of New York. Nearly 50 employees from 25 different agencies have been featured on the *CityTalk* panels to date.

Screenshot of a virtual *CityTalk* panel discussion hosted by DCAS's Office of Citywide Recruitment for Hispanic Heritage Month.

Once candidates apply for City jobs or begin employment with the City, DCAS plays a key role in ensuring a workplace that provides equal opportunity for all. Every City agency has a designated equal employment opportunity (EEO) officer whose role is to address potential cases of discrimination against employees or applicants for City jobs. One of DCAS's roles is to provide best practices and regular trainings to City EEO officers. This is a charge DCAS takes seriously. In FY21, DCAS's Investigation and Compliance Unit provided 125 City agency EEO officers and staff members with a virtual *EEO Essentials* training, an in-depth training about best practices for conducting EEO investigations. DCAS also created a new training called *EEO Complaint and Investigative Process*, which was delivered to participants from across City agencies.

DCAS is also charged with ensuring equal access in our physical spaces. Making sure that City buildings are accessible to all plays a big role in ensuring equity and access to government services. In FY21, one example of DCAS's work was upgrading manual doors to automatic doors at our 22 Reade Street building. These upgrades make the facility more accessible for people with disabilities.



Recent door upgrades at 22 Reade Street that open automatically to ensure accessibility for all staff and visitors.

Building the Workforce of the Future

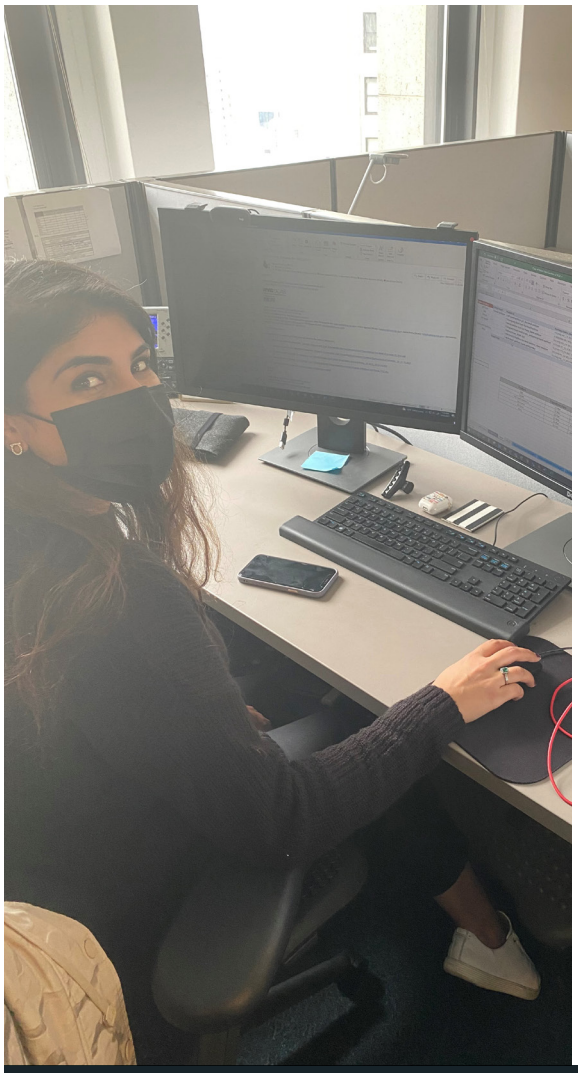
Providing opportunities for all New Yorkers to get ahead means supporting those who are just getting started in their careers. DCAS hosts multiple fellowships and internship programs to give New Yorkers the opportunity to begin their career in city government. In partnership with City University of New York (CUNY), DCAS runs the Civil Service Pathways Fellowship to help connect recent CUNY graduates with rewarding careers in city government. Since the program's launch in 2019, 42 CUNY students, or nearly 80% of participants, have continued their employment with the City. These fellows are well on their way to successful careers in city government.

Brian Lee is a current Civil Service Pathways fellow working in DCAS's Office of Citywide Procurement. Originally tasked with sourcing, reviewing, and evaluating procurements, Brian's role shifted as the City began to combat the pandemic. Brian worked independently and effectively to procure personal protective equipment (PPE) for the City. Brian's work directly contributed to the City obtaining a sufficient supply of PPE and building a stockpile of supplies.

When asked about his time in the fellowship, Brian said,

> ***"This experience has given me an in-depth look at how one part of city government works, and how impactful it can be to our city as a whole. Moving forward, I hope to advance my career in the procurement field and gain a better understanding of how city agencies collaborate to provide services to New Yorkers."***

DCAS Civil Service Pathways fellow Brian Lee.



DCAS Civil Service Pathways fellow Asma Pasha.

Behind the scenes of every purchase by the City is the data. Data shows the City's inventory of specific items, costs, and other budget information. Asma Pasha, another fellow working in DCAS's Office of Citywide Procurement, was tasked with doing data analysis for DCAS's emergency procurements. Through Asma's work, DCAS provided the Mayor's Office of Management and Budget, City Hall, and elected officials with vital information on how the City's tax dollars are being spent during the pandemic.

Asma is currently completing her master's degree in public administration while she works as a fellow with DCAS. When asked about her career goals moving forward, she said,

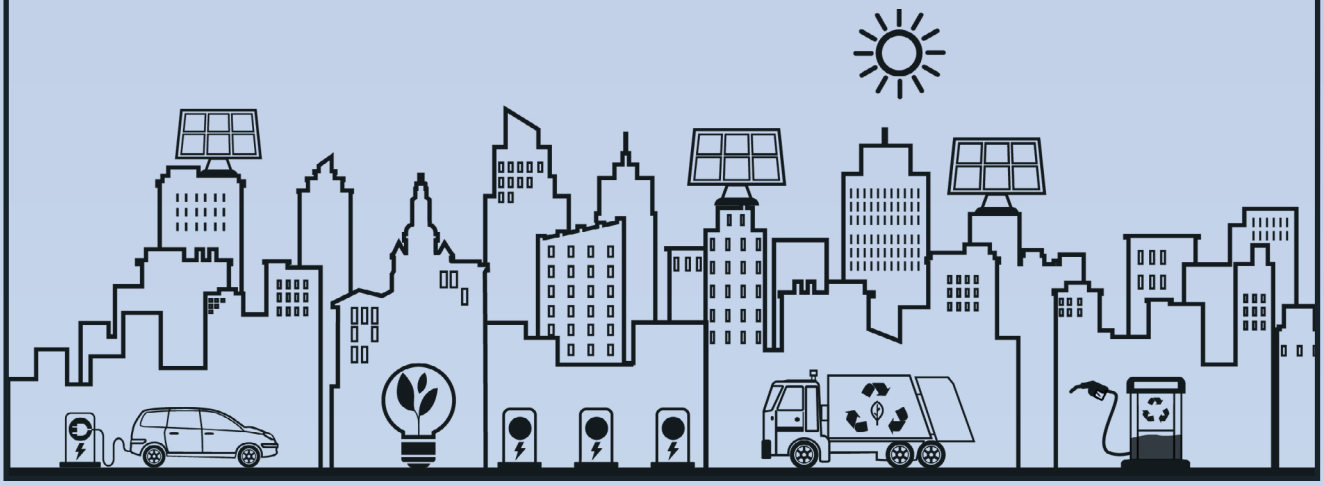
> ***"I plan to utilize what I have learned in my graduate degree and work experience to lead and create efficiencies on future projects in the public sector."***

Sustainability

Ensuring the City of New York is run sustainably means proactively taking steps to reduce carbon emissions, phasing out fossil fuel use, and investing in green technology. In 2019, Mayor Bill de Blasio laid out a framework in Local Law 97 for the City of New York to reduce its greenhouse gas emissions 40% by 2025 and 50% by 2030 from a 2006 baseline. In FY21, DCAS and partner City agencies worked on a *Local Law 97 Implementation Action Plan*. Pending its final approval, this plan will serve as a road map for the City of New York to reduce its emissions in accordance with Local Law 97.

Under this plan, the City of New York will take aggressive steps towards decarbonization by:

- Investing in cost-effective emissions reductions opportunities.
- Achieving a 20% reduction in building energy consumption by 2030.
- Converting more building heating to electric power.
- Expanding solar installations on City properties to generate 100 megawatts of solar power annually by 2025.
- Sourcing 100% of electricity used by city government from renewable sources by 2026.
- Purchasing electric vehicles and renewable fuels for the City's vehicle fleet.



As part of this plan, DCAS will meet with agency partners to discuss agency-specific emission reduction targets and pathways to meet those targets. These meetings will help agency partners gain clarity on their expected contribution to achieve the city government-wide goal.

DCAS staff inspecting a recently installed new technology project as part of DCAS's Innovative Demonstrations for Energy Adaptability (IDEA) program. This installation captures waste heat and generates electricity.

DCAS's IDEA program was launched in 2014 to help meet the City's emissions reduction goals by working with vendors to test new or underutilized energy technology in City buildings.

Reducing Building Emissions

Buildings are one the biggest contributors to greenhouse gas emissions in New York City. Achieving city government's goal of reducing emissions from government operations 50% by 2040 means tackling emissions from City buildings.

In FY21, DCAS completed over 2,200 energy efficiency measures in City buildings, yielding greenhouse gas (GHG) emission reductions of 26,000 metric tons, which is the equivalent of taking 5,600 cars off the road. Over just six months, DCAS initiated more than $250 million of new investments in energy efficiency and clean energy generation projects at hospitals, schools, cultural institutions, office buildings, and infrastructure sites. These projects are expected to achieve annual GHG emissions reductions of over 30,000 metric tons, which is equivalent to removing 6,500 cars from the road.

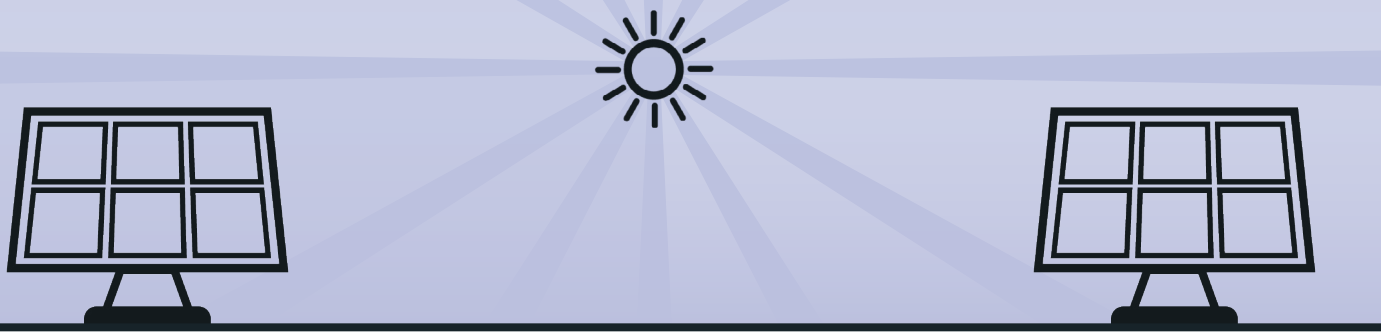
This solar array installation, on the roof of The Jesse Owens School (P.S. 26) in Brooklyn, produces 339,200 kilowatt hours (kWh) of clean energy. That's enough electricity to power 44 homes for an entire year, or fully charge 29 million smartphones. In FY21, DCAS installed solar arrays on 15 buildings, adding two megawatts (MW) of solar capacity to the City's building portfolio, a 28% increase from the prior fiscal year. This brings the total portfolio to nearly 14 MW of solar generation. Additionally, DCAS is implementing nine MW of active projects and has an additional 31 MW worth of projects in the pipeline.

A City Run on Water, Wind, and Solar Power

Not only is DCAS invested in generating clean energy and retrofitting City buildings to reduce emissions, but we are also responsible for purchasing energy to power City operations. Reducing emissions requires not only reducing energy use and generating clean energy, but also being mindful of the source of the energy we purchase. As sustainability is a core value for DCAS, purchasing energy that is generated with carbon emissions in mind is a priority.

In October of 2020, the New York State Public Service Commission established an order that requires renewable energy be delivered to New York City through new transmission infrastructure. The City of New York is currently negotiating a contract with the New York State Energy Research and Development Authority (NYSERDA) that could do just that. This would enable the City to meet 100% of city government electric consumption through water, wind, and solar power, and dramatically reduce its reliance on oil and gas electricity that pollutes the air in our neighborhoods and endangers our planet.

The 4.1 million megawatt-hours of renewable energy that would be delivered to the City from renewable sources is equivalent to the amount of energy used to power roughly one million New York City households each year. By getting this energy from renewable sources, it will reduce cumulative greenhouse gas emissions by over nine million metric tons of CO2 equivalent through 2040. This emissions reduction is the equivalent of taking nearly two million cars off the road.



Creating a Greener and More Sustainable Fleet

The City of New York operates one of the largest and greenest vehicle fleets in the country. DCAS made the greenest fleet even greener in FY21 by successfully completing the implementation of a 2019 executive order requiring the City to undertake a wide range of fleet efficiency initiatives like reducing the number of on-road vehicles by 1,000, downsizing SUVs, and reducing the number of City employees with take-home fleet vehicles by over 500. These changes, and many others, helped reduced the City's fleet fuel use by three million gallons since FY19.

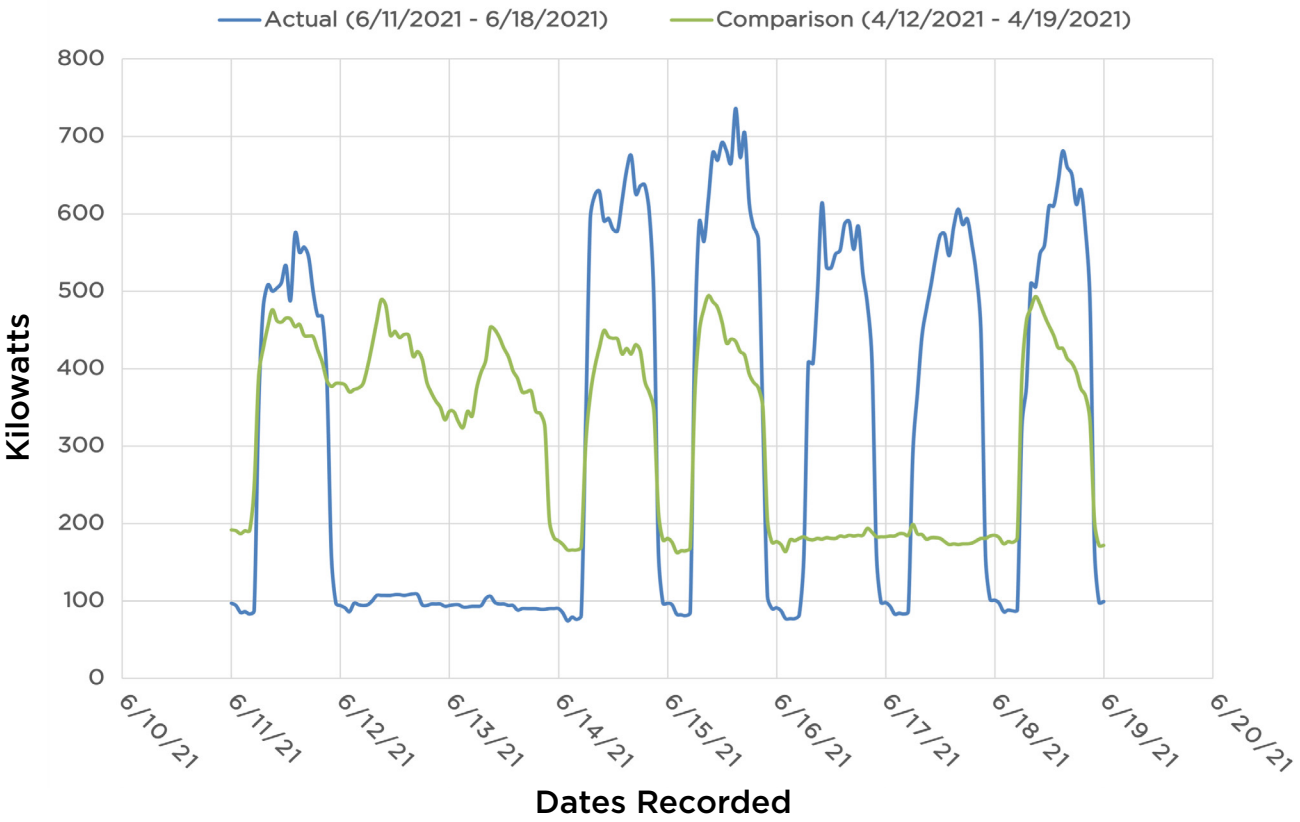
As DCAS continues to green its fleet, we are working towards converting the entire City vehicle fleet to electric vehicles. As part of this transition, there also needs to be adequate electric vehicle charging infrastructure. Since FY19, DCAS has been working towards installing the City's first 100 fast electric vehicle chargers, capable of charging fleet vehicles up to seven times faster than other chargers. By the end of FY21, 90 fast charging sites were completed. All 100 sites were completed before the publication of this report in November 2021. Eight fast charging sites are currently open to the public, with more being made available to the public in the future. In total, DCAS now operates 1,071 charging ports citywide, making it the largest electric vehicle charging network in New York state.

DCAS staff member Valentino Balzora is hard at work as part of our fleet management team. In addition to other duties, Valentino organized our vehicle auction program, generating $15 million in revenue during FY21.

Training Civil Servants in Energy Efficiency

DCAS's Load Management Training and Coaching program works with City agencies to find no and low-cost energy saving solutions for their buildings. In FY21, DCAS partnered with the City University of New York (CUNY)'s Building Performance Lab to train City employees in utilizing DCAS's real-time energy use tracking tool to optimize their buildings' energy performance. In a spring 2021 session, participants observed an elevated overnight electricity load at a school in the Bronx. After an investigation by the school's custodial staff, it was concluded that exhaust fans were being left on overnight due to a limitation on the building's control system. As this system was being adjusted, the school began manually shutting down the exhaust fans overnight.

School Electrical Load Comparison Overnight



The green line in the School Electrical Load Comparison Overnight chart shows energy usage patterns for a week before the overnight shutdowns; the blue line shows energy usage for a week after the change was made. The annualized benefit of this one small change is an estimated reduction of $17,000 in energy costs, 410 metric million British thermal units (MMBtus) of energy, and 31 metric tons of GHG emissions—the equivalent of keeping six cars off the road for an entire year.

Effective Government

An effective government is efficient, reliable, and innovative in providing services to its citizens. In FY21, DCAS's Office of Citywide Procurement worked tirelessly to source PPE and medical supplies to address COVID-19 as it initially surged in New York City. DCAS was able to supply and even stockpile enough resources for the City to manage infection and mortality rates in the city. After building a sufficient supply of PPE and other supplies, DCAS partnered with the Mayor's Office of Management and Budget and the Mayor's Office of International Affairs to lead the City's humanitarian aid efforts to donate PPE and medical supplies to support countries continuing to struggle with the global pandemic. DCAS has facilitated donations to Ghana, Haiti, India, and Indonesia, totaling upwards of $50 million worth of goods shipped directly to hospitals and other government healthcare facilities.

DCAS staff preparing a shipment of PPE and medical supplies at our Central Storehouse in Queens for donation to NYU Grossman School of Medicine partner, Tamale Teaching Hospital in Ghana.

Facing Adversity with Innovation

At the start of the COVID-19 pandemic, DCAS was on the frontlines—sourcing, receiving, storing, and distributing PPE and medical supplies. This process was supported by the completion of a long-term project by DCAS Information Technology (IT) to launch a new inventory system to efficiently manage and track the delivery of goods. As the pandemic progressed and the City's needs changed, DCAS IT continued to develop and enhance this system to include new functionalities like tracking inventory transfers across multiple warehouses. To date, emergency COVID-19 goods in excess of $1.3 billion have been tracked through our inventory system.

In addition to obtaining supplies and equipment to help fight COVID-19, DCAS manages 56 public buildings and the City's real estate portfolio. With over 22 million feet of private space occupied by City agencies, this is no small feat. As the City continues to combat the COVID-19 pandemic, prioritizing COVID-19 testing and vaccine distribution is vital to the health of New Yorkers. By leveraging our real estate portfolio, DCAS's Real Estate Services team identified City-owned spaces to be used as COVID-19 testing and vaccination sites. As a result, the City was able to open COVID-19 testing sites in neighborhoods throughout the five boroughs, with a special focus on communities hardest hit by the pandemic. In total, over 50 COVID-related sites were activated on City-owned properties throughout FY21.

New York City Health and Hospitals sponsored a COVID-19 testing site in collaboration with DCAS, the Mayor's Office of Operations, and the Department of Design and Construction.

Coming Together to Support Fellow New Yorkers

Finding space is only half the battle when making testing and vaccine distribution accessible to all New Yorkers. The City also needed staff willing to expand their reach of service to support the vaccine and testing efforts throughout the city. DCAS's Human Capital team collaborated with the Mayor's Office Vaccine Command Center and the Department of Health and Mental Hygiene to support these needs. This collaboration helped ensure adequate staffing at COVID-19 testing and vaccination sites. In FY21, 6,768 city employees volunteered to work in vaccine distribution sites.

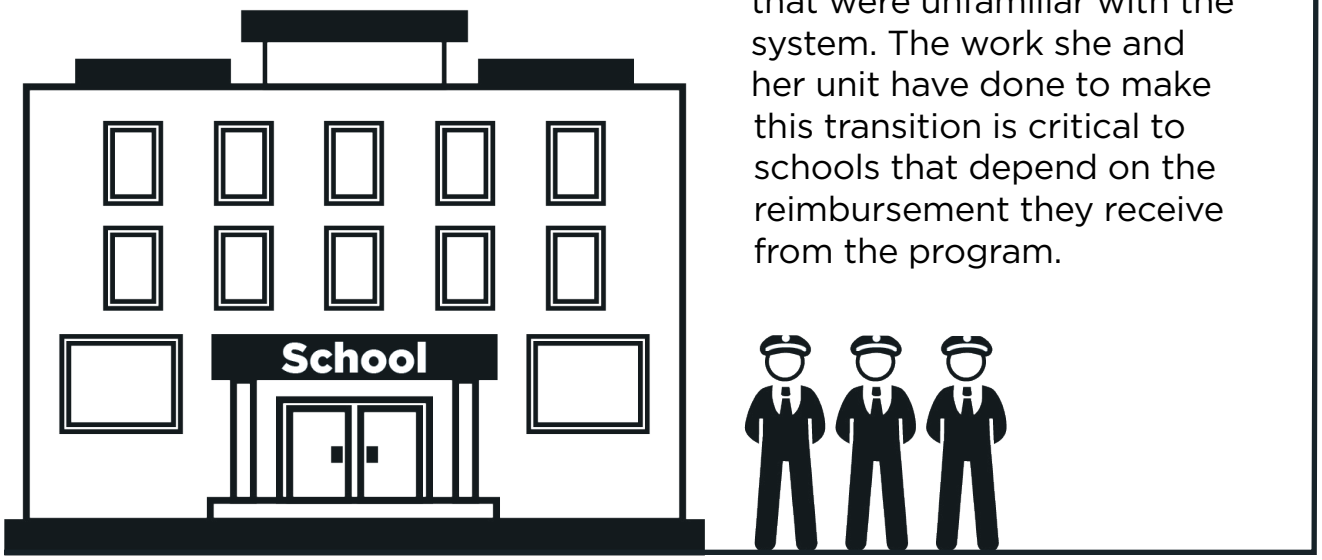
Doing What it Takes to Protect New Yorkers

The DCAS Police Department ensures that our buildings remain safe by screening, detecting, and apprehending individuals who violate general criminal laws of New York City and New York state. The DCAS Police pictured here received a distinguished service award after recovering and securing a firearm involved in a crime, which was disposed of on DCAS property. These evidence preservation efforts by DCAS Police will assist in the prosecution of the defendant.

DCAS Police officers receiving the department's distinguished service award.

Keeping New York School Children Safe

DCAS is responsible for providing reimbursement to qualifying nonpublic schools for the cost of security services. Typically, DCAS utilizes a standard process for providing reimbursement. In March 2021, we implemented a new system within a very short time frame. DCAS Program Eligibility Analyst Katie Yau took the lead on this change. She updated instruction materials for prospective schools and guided schools that were unfamiliar with the system. The work she and her unit have done to make this transition is critical to schools that depend on the reimbursement they receive from the program.



Expanding City Vehicle Safety Measures

A top priority for the City of New York is protecting New Yorkers. Since 2014, the City's Vision Zero initiative has used every tool at its disposal to reduce traffic fatalities and improve safety. DCAS manages the City's vehicle fleet, with over 30,000 owned and leased vehicles. The City of New York's fleet is the largest municipal fleet in the United States and the safe operation of fleet vehicles is key to safety on our streets. In three years, DCAS installed over 62,000 safety improvements, including automatic braking, truck side-guards, backup cameras, driver alerts, and heated mirrors. In FY21, DCAS expanded this effort, installing 1,000 surround cameras on the City trucks to address visual impairments and keep pedestrians, cyclists, and children safe. By the end of the year, DCAS will have 1,500 cameras installed.

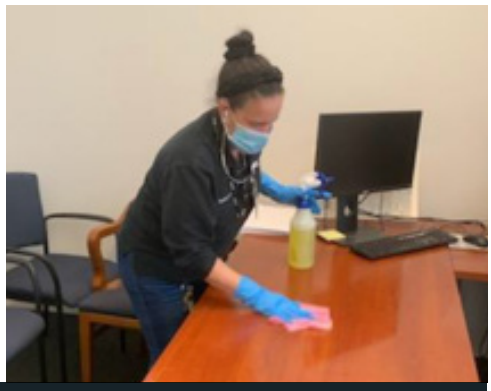
Surround cameras installed on a City fleet vehicle to reduce blind spots and keep pedestrians, cyclists, and children safe.

As part of Mayor de Blasio's Vision Zero initiative, DCAS has installed 3,790 side guards on City fleet trucks to date, 375 of which were installed during FY21. The New York City Department of Parks and Recreation truck below has side guards installed which will protect pedestrians, bicyclists, motorcyclists, and small vehicles from going under the truck in a side-impact collision.

New York City Department of Parks and Recreation truck with side guards installed.

Preparing Our Workplace for the City's Return to the Office

Throughout the pandemic, DCAS played a key role in cleaning many City buildings and establishing workplace policies. After Mayor de Blasio announced the return to office for City employees, DCAS worked with the mayor's office to implement its desired policies. With additional people in DCAS-managed buildings, we increased cleaning and disinfection and consistently communicated guidance to building tenants. Our charge was to make sure our buildings were ready for the return of City employees and members of the public.



DCAS staff members provide custodial services that keep our buildings clean.

The City's Green Thumb

DCAS's Landscape Unit is responsible for our extensive portfolio of historical courthouses, municipal buildings, interior plant forum, and green roofs, with nearly 17 acres of land.

In FY21, the unit performed landscape maintenance for 28 exterior sites.

Planters installed by DCAS's Landscape Unit outside the David N. Dinkins Manhattan Municipal Building.

Keeping New Yorkers Cool

DCAS manages 56 buildings, with staff dedicated to cleaning, fire and life safety, mechanical maintenance, and much more.

During the heatwave in mid-June 2021, the central HVAC unit in the Midtown Community Court broke down. DCAS's Contract Services unit helped remediate the situation by supplying and installing 20 new air conditioning window units throughout the building.

Air conditioner installation at the Midtown Community Court.

DCAS Financials

Agencywide FY21 Expense, Revenue, and Capital Budget

Budget as of June 2021
(All funds, in thousands of dollars)

FY21 Expense Budget		
Agencywide	**Headcount**	**$**
Personal Services (PS)	2,421	$216,043
Other Than Personal Services (OTPS)		$1,735,839
Total DCAS Without BSA*	**2,421**	**$1,951,882**
Major Highlights of DCAS Budget:		
COVID-19 Citywide Response **		$677,839
Citywide Heat, Light & Power		$658,015
OTPS Leases (Various Agencies)		$148,062
Court Facilities Payment (Reimbursement)		$52,226
OTPS Storehouse Accounts (Various agencies)		$16,613
OTPS Vehicle Fuel (Various Agencies)		$7,627
Total Major Highlights		**$1,560,382**

* BSA stands for Board of Standards and Appeals
** Includes Get Cool NYC Funding ($22.2 million)

FY21 Capital Budget*	
Lines of Services	**$**
Capital Construction - DCAS Facilities	$66,573
Real Estate - Improvement to Leased Locations	$7,181
Energy Management	$70,742
IT	$4,326
Fleet	$4,655
Security/Admin	
Total DCAS	**$153,477**

* As of FY22 Executive Capital Budget published in April 2021

FY21 Revenue Budget*	
Lines of Services	**$**
Real Estate	
Citywide Commercial Rents	$40,574
Other	$1,278
Total - Real Estate	**$41,852**
Fleet	
Sale of Automotive Vehicles	$10,128
Affirmative Claims	$735
Total - Fleet	**$10,863**
Human Capital	
Civil Service Exam Fees	$5,400
Other	
Total - Human Capital	**$5,400**
Office of Citywide Procurement	
Sales of Salvage Equipment/Other	$2,201
Procurement Card Rebates	$787
Total - Office of Citywide Procurement	**$2,988**
Administration	
City Store Sales	**$743**
Energy Management	
Heat, Light & Power Reimbursement	**$2,400**
Total DCAS Without BSA*	**$64,246**

* FY21 Revenue Targets per the FY22 Adopted Budget
** BSA stands for Board of Standards and Appeals

DCAS Executive Team

Lisette Camilo
Commissioner

Dawn Pinnock
Executive
Deputy Commissioner

Carmine Rivetti
Chief of Staff

Sanford Cohen
General Counsel

Barbara Dannenberg
Deputy Commissioner
Human Capital

Anthony Fiore
Deputy Commissioner
Energy Management

Mersida Ibric
Deputy Commissioner
Office of Citywide Procurement

Keith Kerman
Deputy Commissioner
Fleet Management

Silvia Montalban
Chief Citywide Equity and
Inclusion Officer

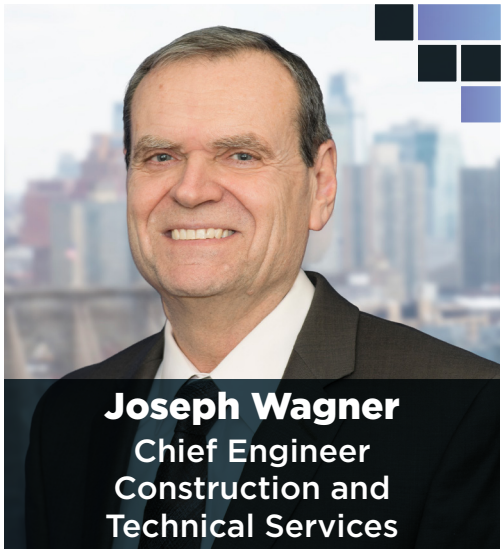
Shameka Boyer-Overton
Deputy Commissioner
Administration

Nitin Patel
Deputy Commissioner
Information Technology

Laura Ringelheim
Deputy Commissioner
Real Estate Services

Richard Thom
Deputy Commissioner
Fiscal and Business Management

Jerry Torres
Deputy Commissioner
Facilities Management



Joseph Wagner
Chief Engineer
Construction and
Technical Services

A Look Back at Commissioner Camilo's Time at DCAS

Commissioner Lisette Camilo

Under Commissioner Lisette Camilo's leadership, DCAS's mission has been to provide effective shared services to support the operations of New York City government. During her tenure, DCAS has delivered on this mission by modernizing our approach to city government operations.

Investing in Technology

As an agency with a large breadth of roles and responsibilities, our priority is to provide our core services efficiently and effectively. Over the past six years, DCAS has prioritized updating its information technology infrastructure, building a solid foundation for DCAS to provide services to our partner City agencies more quickly and efficiently. Under Commissioner Camilo's leadership, DCAS secured substantial funding for technological advancements to upgrade how services are delivered.

DCAS's Office of Citywide Procurement, responsible for purchasing, storage, and inventory management of more than $1 billion in supplies and equipment purchased annually, adopted a new Warehouse Management System that enables DCAS to expeditiously provide supplies to City agencies across the five boroughs.

In addition, DCAS's implementation of the Computerized Maintenance Management System has revolutionized how we manage and maintain the safety and cleanliness of the City's portfolio of buildings. The new system tracks maintenance issues and enables building tenants to request work orders for issues in their buildings, greatly improving maintenance request tracking and helping ensure that City buildings are clean and safe for New Yorkers.

DCAS is also ensuring that we manage the City's real estate portfolio efficiently and effectively by implementing the Aggregated City Real Estate System (ACRES), which provides easy-to-use software for documenting and tracking City-owned and leased space, moved the City away from an over 30-year-old document management system, and replaced many previously paper-based processes. ACRES improves space utilization for the City's office space, warehouses, and other space needs. With ACRES, when City agencies need additional space, DCAS can better assess current City-owned and leased space to see if agency needs can be met without additional leasing.

Prioritizing Sustainability

During the de Blasio administration, the City has committed to ambitious environmental goals. Under Commissioner Camilo's leadership, DCAS has made substantial strides towards reducing the City's carbon emissions and fossil fuel usage to reach these goals. With buildings as New York City's leading producers of carbon emissions, DCAS has implemented energy saving solutions in our buildings and installed solar panels on City properties to generate some of our own energy. With these investments, DCAS has moved the City of New York one step closer to achieving its goal of reducing emissions from city government operations 50% by 2030.

As the agency that also oversees the City's vehicle fleet of over 30,000 owned and leased vehicles, DCAS has built New York state's largest electric plug-in fleet and charging network. We are also expanding the use of alternative fuels such as renewable diesel, a 99% petroleum-free alternative to traditional diesel fuel. By investing in electric and alternative fuel vehicles and vehicle charging infrastructure, DCAS has made significant strides towards making the nation's greenest municipal vehicle fleet even greener. Because safety is also always top of mind at DCAS, we have continued to implement safety measures for City fleet vehicles such as truck side guards, surround cameras for trucks, back-up cameras, and a telematics program that monitors all City fleet vehicles.

Putting Equity Front and Center

In addition to key advancements focused on the sustainability of the City's buildings and vehicle fleet, Commissioner Camilo's administration has focused on creating a more equitable workplace for City employees and job seekers. DCAS is responsible for the fair administration of civil service exams, through which New York City can continue to build a diverse and inclusive workforce. By opening three additional centralized testing centers and bringing testing centers to all five boroughs, DCAS aims to ensure that New Yorkers citywide have a nearby location where they can take a civil service exam.

In addition to bringing civil service exams closer to where people live, DCAS's Office of Citywide Recruitment ensures that New Yorkers in every borough are aware of civil service opportunities. They present at information sessions, recruitment events, and panel discussions about the civil service process and

provide details about how New Yorkers can find work and start a career in city government. DCAS has also streamlined its application process with the launch of a new online civil service exam application system known as OASys 2.0. The website automates the process for civil service examinations, reduces the work of scoring exams, and reduces the time needed to get from start to finish in the entire civil service process.

Part of building the City workforce of tomorrow means ensuring that City workplaces are equitable and fair. Under Commissioner Camilo, DCAS launched its Race Equity Initiative (REI) to provide a safe space for DCAS staff to have difficult conversations about race and help build a more equitable workplace. Through REI, DCAS has provided all DCAS supervisors and managers with unconscious bias training, hosted events on race equity, and started a learning series that features articles, books, videos, and other tools and resources.

Navigating Difficult Times

The COVID-19 pandemic presented enormous challenges to all New Yorkers. A testament to the resiliency of New York City, COVID-19 changed the way city government manages its operations. Through the hard work and dedication of our staff, DCAS continued to provide its services seamlessly.

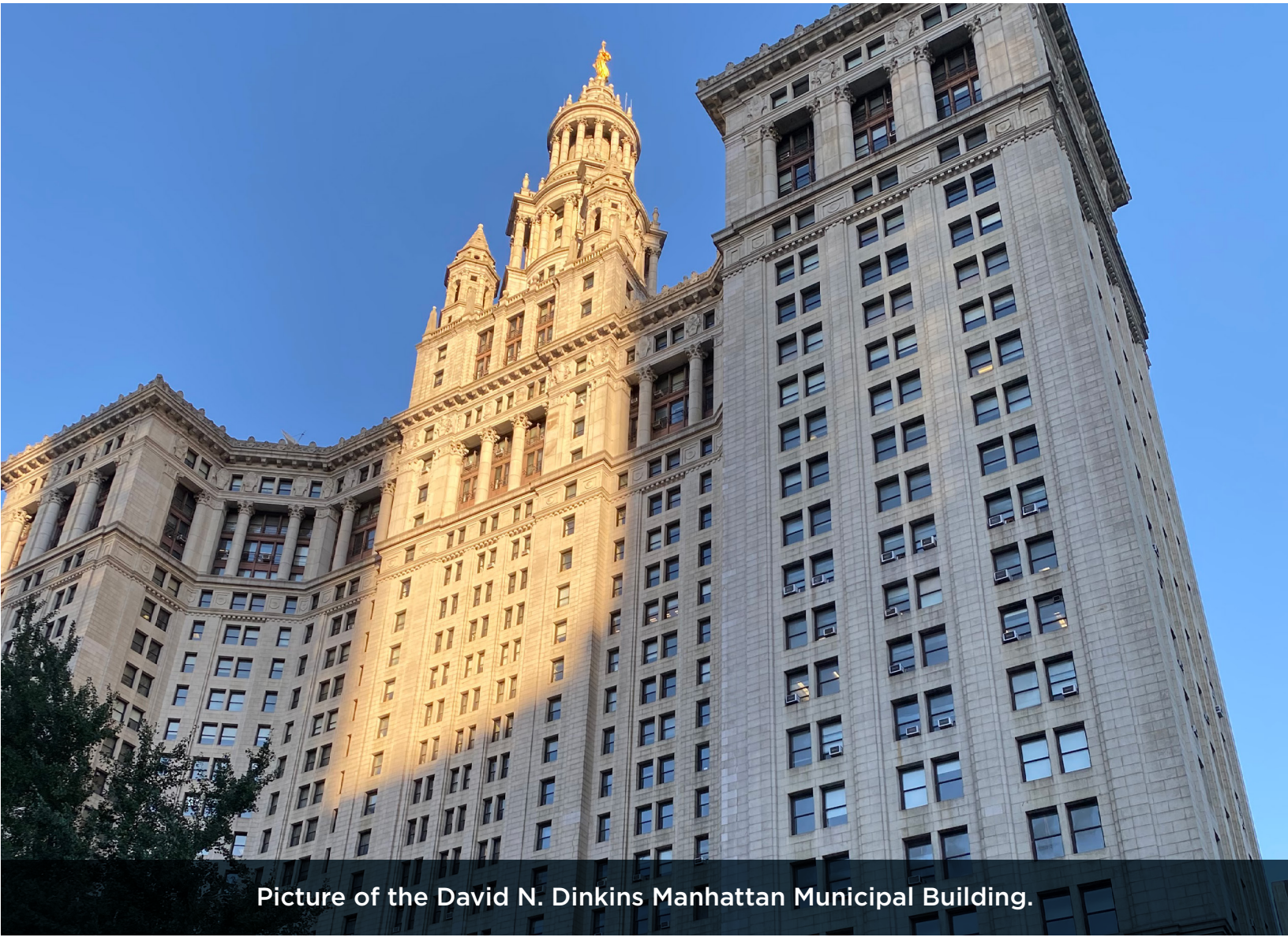
In addition to maintaining our buildings, DCAS implemented COVID-19 preventative measures to keep New Yorkers safe, including performing maintenance on building ventilation systems and reinforcing safety protocols with signage and social distancing markers. DCAS utilized its real estate portfolio to identify locations for COVID-19 testing and vaccination sites, and supported New York City Health and Hospitals when its facilities experienced an unprecedented strain on their electrical system during the peak of the pandemic.

As a supplier of goods for many City agencies, DCAS also performed the vital responsibility of purchasing personal protective equipment, ventilators, and other mission-critical supplies for the City of New York. The quantity and quality of the supplies needed, and the urgency, presented an unprecedented challenge. Under Commissioner Camilo's leadership, DCAS employees worked tirelessly to provide the support necessary for the City of New York to navigate this public health emergency.

Positioned for Success

Throughout Commissioner Camilo's administration, the agency focused on the goals of equity, effectiveness, and sustainability. By modernizing or replacing legacy systems and investing in new technology for multiple core aspects of our agency operations, DCAS has made great strides to become a more efficient and effective agency. We are better at serving our partner City agencies and helping the City of New York serve all New Yorkers.

With the beginning of a new mayoral administration in January, DCAS is well-positioned for continued success.



Picture of the David N. Dinkins Manhattan Municipal Building.

Lisette Camilo	Commissioner
Nick Benson	Director of Communications
Michael Santos	Communications Specialist
Stacy Beatty	City Graphics Director
DanFeng Li	City Graphics Graphic Artist

NYC DCAS
Citywide Administrative Services

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