NYC DCAS
Citywide Administrative Services

Annual Report

Fiscal Year 2022

Table of Contents

03 **Letter from the Commissioner**

05 **Making City Government More Sustainable**

06 Setting a Framework for Reducing Emissions From Government Operations
07 A Measurable Action Plan for All City Agencies
08 Electricity From 100% Renewable Sources
10 Historic Investments in Electric Vehicles
12 Reducing the Size of the Fleet
14 Making City Hall More Energy Efficient
16 Upgrades at the Long Island City Courthouse To Reduce Energy Use
18 Investing in Energy Efficient Upgrades at the Metropolitan Museum of Art

21 **Helping City Government Get Stuff Done**

22 Setting the Standard for the Return to Office
26 Supporting More Inclusive COVID-19 Response Efforts
28 Supporting the FDNY and NYPD Through IT Upgrades
30 Streamlining the City's Procurement Process
32 Quality Assurance and Cost Savings
33 Audit and Compliance
34 Keeping Staff, Visitors, and Tenants Safe
36 Using Innovation To Improve the Civil Service Process
37 Civil Service Exam Communications Go Paperless
38 Using Creativity To Sell a Staten Island Ferry

41 **Creating Opportunities for All**

42 Serving as the City's Hiring Manager
42 Spreading Awareness About City Jobs
44 Creating Job Hubs and Bringing City Services to Our Neighborhoods
46 Building the City Workforce of Tomorrow
48 Investing in HR Professionals Across City Government
50 Supporting Our Allies and Providing Humanitarian Relief

53 **Building a Vibrant Community and Workplace Culture at DCAS**

54 Providing Training and Resources for Employees
55 Ensuring Equal Opportunities for New Yorkers
56 Creating a New Space for Collaboration
58 Saving Lives Through Blood Donation Drives

61 **Fiscal Year 2022 Financials**

65 **DCAS Executive Staff**

Letter from the Commissioner

Fellow New Yorkers,

Our city is the Big Apple, and it is because we are home to big dreams. Uplifting and empowering people to achieve these dreams is central to the work of the City of New York and the work we do at the Department of Citywide Administrative Services (DCAS). At DCAS, our mission is to make city government work for all New Yorkers, and we do this by providing our sister agencies with the resources and support needed to succeed. We are proud of this work and how it supports Mayor Eric Adams's mission to bring back New York City's economy, reduce inequality, improve public safety, and build a stronger, healthier city that delivers for all New Yorkers.

In January, I had the honor of being appointed commissioner of DCAS. After more than 20 years in city government, I've spent most of my first year in this role positioning DCAS as a modern and effective agency that is the City's premier service provider. That's why I am proud to present you with the DCAS Fiscal Year 2022 Annual Report, detailing some of the agency's many achievements.

This year's report tells a story of resilience and recovery, and emphasizes our approach to finding creative solutions to complex problems. In our role leading emissions reductions from city government, we made enormous strides in the electrification of the City's vehicle fleet and powering government operations from clean and renewable sources. We helped City agencies get stuff done in new and innovative ways – from new investments in technology, improvements to the civil service system, and helping support a successful return to office for City employees. We also helped create opportunities for all New Yorkers by building a workforce that reflects the talents and diversity of our city.

Our work throughout FY22 reflects our passion for making real life differences that impact the lives of all New Yorkers. I hope you enjoy reading more about our agency's work and how we serve you and the City of New York each and every day.

Sincerely,

Dawn M. Pinnock
Commissioner

Letter from the Commissioner
Making City Government More Sustainable
Helping City Government Get Stuff Done
Creating Opportunities for All
Building a Vibrant Community and Workplace Culture at DCAS
Fiscal Year 2022 Financials
DCAS Executive Staff

Making City Government More Sustainable

The climate crisis is real and it is urgent, and that is why New York City is taking bold and decisive action to fight climate change. The City is employing a coordinated approach to reduce emissions, invest in innovative technology, and source more energy from sustainable sources. At DCAS, we are proud to be at the forefront of this work and we made historic progress on climate action during FY22.

Setting a Framework for Reducing Emissions From Government Operations

Local Law 97 of 2019 is the City of New York's north star for meeting ambitious climate goals. The law includes aggressive targets for city government, including reducing emissions from city government operations **40% by 2025**, **50% by 2030**, and **80% by 2050**, with fiscal year 2006 as the baseline.

To help achieve the City's climate goals, during FY22 DCAS played a key leadership role in the development of Mayoral Executive Order 89 (EO89). **The executive order has five core provisions:**

Requires the top greenhouse gas emitting agencies to name Agency Chief Decarbonization Officers (ACDOs) to lead their agencies' efforts to reach decarbonization targets.

Formalizes emissions reduction targets for each agency and a pathway to meet these targets.

Requests that agencies incorporate emissions reductions into their missions to increase accountability.

Establishes the capital plan carbon budget, which requires agencies to report emissions impacts of capital projects to the Office of Management and Budget in annual September capital plans starting in FY23.

Mandates that City agencies must report annually on their progress towards achieving emissions reductions.

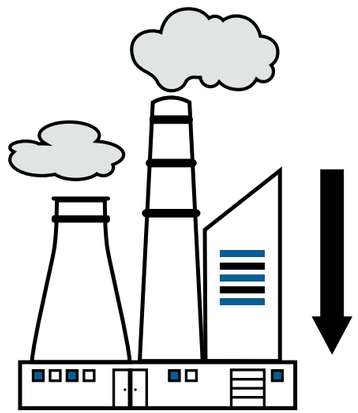
Each of these steps will help agencies prioritize decarbonization efforts and support a coordinated approach across city government.

A Measurable Action Plan for All City Agencies

In addition to the framework outlined in EO89, during FY22 DCAS issued the *Local Law 97 Implementation Action Plan* to provide actionable steps for City agencies to take to achieve these goals. The plan guides the City's decarbonization efforts by:

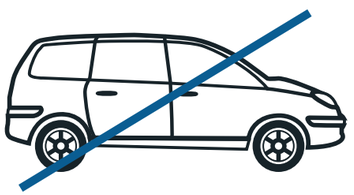
- Identifying each agency's 2025 and 2030 emissions reduction targets, providing agency leadership with their expected contribution, and providing a roadmap for LL97 compliance.
- Providing agency-specific direction on project types that most effectively and efficiently reduce emissions to meet LL97 mandates.
- Amplifying benefits of Citywide renewable energy purchasing through electrification projects and analyzing agency energy use.
- Outlining policy and operational improvements necessary for successful agency implementation.

When it comes to taking action, during FY22 DCAS completed **2,000 energy efficiency measures** in City buildings and infrastructure, yielding GHG emissions reductions of **24,600 metric tons** – the equivalent of **removing 5,300 cars** from our streets.



-24,600 Metric Tons

2,000 Energy Efficiency Measures



-5,300 Cars

Letter from the Commissioner
Making City Government More Sustainable
Helping City Government Get Stuff Done
Creating Opportunities for All
Building a Vibrant Community and Workplace Culture at DCAS
Fiscal Year 2022 Financials
DCAS Executive Staff

Electricity From 100% Renewable Sources

Achieving the City's climate goals means tackling the problem on multiple fronts. While energy efficiency and energy reduction play a key role, more of the energy we use must come from sustainable sources. In January 2022, we were instrumental in securing a deal with the New York State Energy Research & Development Authority (NYSERDA) to power city government operations using 100% renewable energy. This historic agreement played a significant role in catalyzing the development and approval of two new projects that, once completed, will deliver more than 2,500 megawatts of clean, renewable energy from water, wind, and solar to New York City from upstate New York and Canada:

- The Champlain Hudson Power Express (CHPE) will provide 1,250 megawatts of dispatchable hydropower that will complement intermittent energy generation from wind and solar.

- The Clean Path NY (CPNY) will provide 1,300 megawatts of solar and onshore wind.

These projects are estimated to create nearly 10,000 jobs, improve the resiliency and reliability of our power supply, and dramatically reduce reliance on fossil fuels that pollute our neighborhoods and endanger our planet.

Solar panel installation on the roof of the Battery Park School in lower Manhattan. In FY22, DCAS installed 10 solar panel systems like this one in schools across New York City, adding three megawatts of solar capacity to the City's portfolio, a 23% increase from the previous year.

Letter from the Commissioner

Making City Government More Sustainable

Helping City Government Get Stuff Done

Creating Opportunities for All

Building a Vibrant Community and Workplace Culture at DCAS

Fiscal Year 2022 Financials

DCAS Executive Staff

Historic Investments in Electric Vehicles

As part of the City's efforts to create a fully-electric fleet, in FY22, DCAS implemented the City's largest-ever investment in electric vehicles. **We replaced 1,291 fossil fuel-powered vehicles with electric models**. This included new investments in passenger vehicles, law enforcement vehicles, electric transit vans, hybrid ambulances, and off-road units like forklifts and portable light towers.

These investments are not only having an immediate impact on emissions reductions, but the City of New York's commitment to an electric fleet is helping drive change in the automotive industry. Vehicle types that currently do not have electric models will be developed by automakers in the years ahead, in part, because of demand from governments like ours. This includes heavy-duty vehicles like fire trucks and garbage trucks.

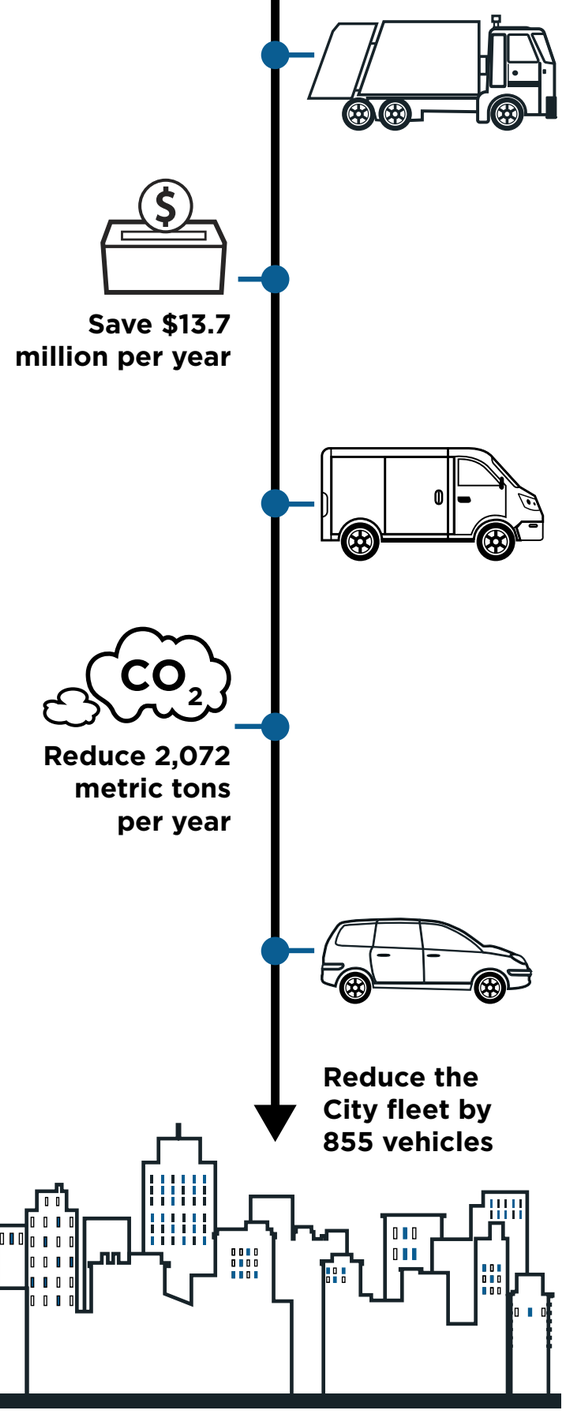
Electric City fleet vehicles purchased by DCAS on display at the 33rd Annual Fleet and Equipment Show in Flushing Meadows Corona Park, Queens, New York.

Letter from the Commissioner
Making City Government More Sustainable
Helping City Government Get Stuff Done
Creating Opportunities for All
Building a Vibrant Community and Workplace Culture at DCAS
Fiscal Year 2022 Financials
DCAS Executive Staff

Reducing the Size of the Fleet

While DCAS is phasing out fossil fuel-powered vehicles for electric vehicles, we are also reducing the size of the fleet and making it more efficient. In April 2022, Mayor Adams announced an initiative to reduce the City fleet by **855 vehicles**, reducing it to its smallest size in nearly a decade.

Fleet reduction will be achieved by taking a data-driven approach. Utilizing telematics technology and the DCAS Fleet Office of Real Time Tracking (FORT), we analyze vehicle usage patterns to identify opportunities for greater efficiency. The mayor's fleet reduction initiative will save the City **$13.7 million** and reduce carbon emissions by **2,072 metric tons** each year.



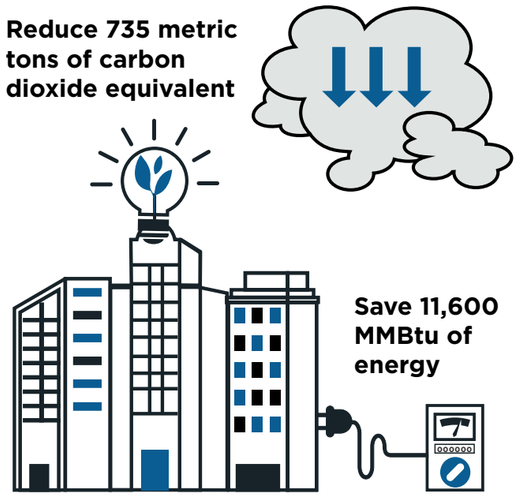
Tamika Johnson
Director of Fleet Administration

DCAS oversees the greenest municipal vehicle fleet in the country. Purchasing of those vehicles and other fleet assets is coordinated through our Fleet Fiscal Management Unit, where Tamika has dedicated her time and effort to ensure these processes are done efficiently and effectively.

Letter from the Commissioner
Making City Government More Sustainable
Helping City Government Get Stuff Done
Creating Opportunities for All
Building a Vibrant Community and Workplace Culture at DCAS
Fiscal Year 2022 Financials
DCAS Executive Staff

Making City Hall More Energy Efficient

Ensuring our buildings operate as efficiently as possible is key to protecting the environment and reducing carbon emissions. Through building efficiency upgrades like LED lighting, we can continue to cut greenhouse gas emissions and create a sustainable future. Through energy efficiency upgrades completed in DCAS buildings by our Facilities Management team in FY22, the City will save $323,438, save **11,600 million British thermal units (MMBtu)** of energy, and reduce **735 metric tons** of carbon dioxide equivalent.



During FY22, we completed the installation of new energy efficient LED lights at City Hall. This new lighting system not only illuminates the building at night while saving money and using less energy, but at no additional cost it also includes colored lighting capabilities that allow the City of New York to celebrate holidays, special occasions, and other points of civic pride at City Hall.

City Hall and the David N. Dinkins Municipal Building lit up at night to raise awareness for the more than 6 million Americans affected by Alzheimer's disease.

Letter from the Commissioner
Making City Government More Sustainable
Helping City Government Get Stuff Done
Creating Opportunities for All
Building a Vibrant Community and Workplace Culture at DCAS
Fiscal Year 2022 Financials
DCAS Executive Staff

Upgrades at the Long Island City Courthouse To Reduce Energy Use

Compared to conventional systems used for heating, ventilation, and air conditioning (HVAC), variable refrigerant flow (VRF) heat pumps deliver energy savings and provide additional control for heating and cooling. In FY22, DCAS converted the HVAC system to a VRF system in the Long Island City Courthouse to save the City money and reduce electric use.

Thanks to this work, there will be a 37% reduction in energy use, and greenhouse gas emissions will be reduced by 34%. Projects like these will help achieve the City's broader goals to eliminate emissions from government operations.

DCAS staff working to install VRF upgrades at the Long Island City Courthouse.

Letter from the Commissioner

Making City Government More Sustainable

Helping City Government Get Stuff Done

Creating Opportunities for All

Building a Vibrant Community and Workplace Culture at DCAS

Fiscal Year 2022 Financials

DCAS Executive Staff

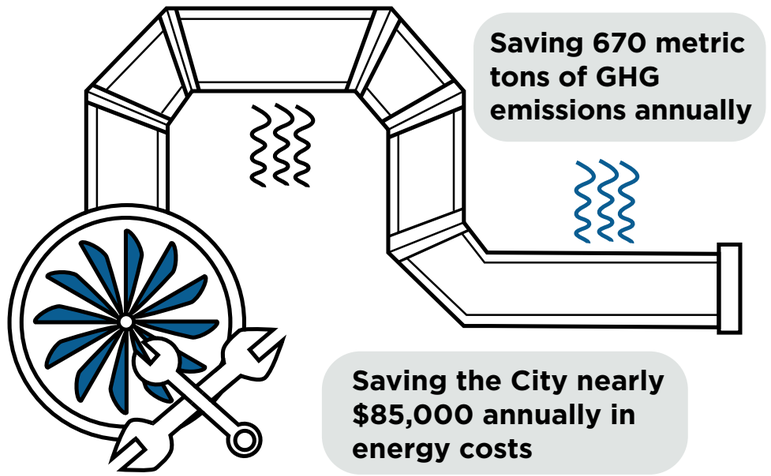
Investing in Energy Efficient Upgrades at the Metropolitan Museum of Art

Cultural institutions are nearly synonymous with the essence of New York. From Carnegie Hall to the Metropolitan Museum of Art (MET), these long-standing institutions have been pillars in New York City for generations. It's our goal and hope that these cultural attractions are poised to serve the next generations of New Yorkers and beyond, and that's why we invested $6 million to fund upgrades at the MET.

DCAS's contributions helped fund upgrades to the skylights in the European painting galleries at the museum and improved the HVAC system. Together, these projects will save approximately **670 metric tons of greenhouse gas (GHG) emissions annually**, the equivalent of taking 150 cars off the road every year.

The upgraded skylights strengthen the MET's thermal barrier, which reduces the building's energy loss. They are also designed to safeguard the artwork and other work that the MET displays and preserves. The glass used in the skylights will transmit clearer, brighter light, which will visually enhance museum-goers' experience.

The HVAC upgrades increases the system's efficiency and significantly reduces the amount of energy required to heat and cool the gallery. These projects save the City almost **$85,000 annually** in energy costs.



Skylight upgrades at the Metropolitan Museum of Art.

Letter from the Commissioner
Making City Government More Sustainable
Helping City Government Get Stuff Done
Creating Opportunities for All
Building a Vibrant Community and Workplace Culture at DCAS
Fiscal Year 2022 Financials
DCAS Executive Staff

Helping City Government Get Stuff Done

At DCAS, our mission is to make city government work for all New Yorkers. This is our mission because the work we do is at the heart of city government operations. The services and support we provide enable every other city agency to get stuff done. The public counts on the City of New York to build a fairer, safer, and brighter future for every New Yorker, and DCAS's role is to help make it happen.

We are responsible for everything from running the City's civil service system, managing 55 public buildings, purchasing supplies and equipment for city government, overseeing the City's vehicle fleet, and much more. During FY22, we advanced the important work of supporting our sister agencies and the people we serve.

Setting the Standard for the Return to Office

As New York City began its recovery from the COVID-19 pandemic, the City of New York undertook the complex and unprecedented challenge of managing a return to office for City employees. As the largest employer in New York City, city government needed to set the standard for how to transition teleworking employees back to offices.

DCAS played a supportive role to help agencies ready the workforce and the workplace for an orderly return to office. This included developing comprehensive guidance for agencies, offering training to agency human resources professionals, and communicating City policies and mayoral directives to agencies and employees.

In our role managing 55 public buildings, we readied our facilities for the uptick in occupancy. We also developed recommendations for agencies in other public and private buildings on how they could ready workplaces for the return of staff. In our role communicating City workforce policies, we helped explain leave policies, vaccine-related policies, and policies regarding masks and face coverings to agencies so they could effectively educate their staff.

Letter from the Commissioner

Making City Government More Sustainable

Helping City Government Get Stuff Done

Creating Opportunities for All

Building a Vibrant Community and Workplace Culture at DCAS

Fiscal Year 2022 Financials

DCAS Executive Staff

Letter from the Commissioner

Making City Government More Sustainable

Helping City Government Get Stuff Done

Creating Opportunities for All

Building a Vibrant Community and Workplace Culture at DCAS

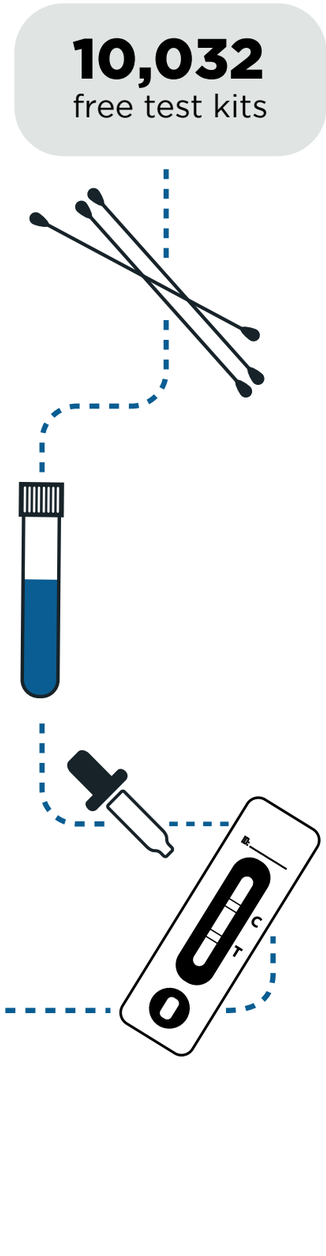
Fiscal Year 2022 Financials

DCAS Executive Staff

Supporting More Inclusive COVID-19 Response Efforts

Providing support to other City agencies is a core function of DCAS, so when the Mayor's Office for People with Disabilities needed an avenue for purchasing at-home COVID-19 test kits for people who are blind or have low vision, DCAS worked with the Centers for Disease Control and Prevention to find a solution. Through DCAS's Office of Citywide Procurement, we secured **10,032 free test kits** that utilize easier-to-use test components and communicate with a user's smartphone to provide an electronic readout of the test result.

The Mayor's Office for People with Disabilities successfully worked with partner organizations to distribute the test kits in our communities. These tests helped people who are blind or have low vision access tests needed to stay healthy and safe.



Employee Spotlight

Brian Lee
Purchase Director

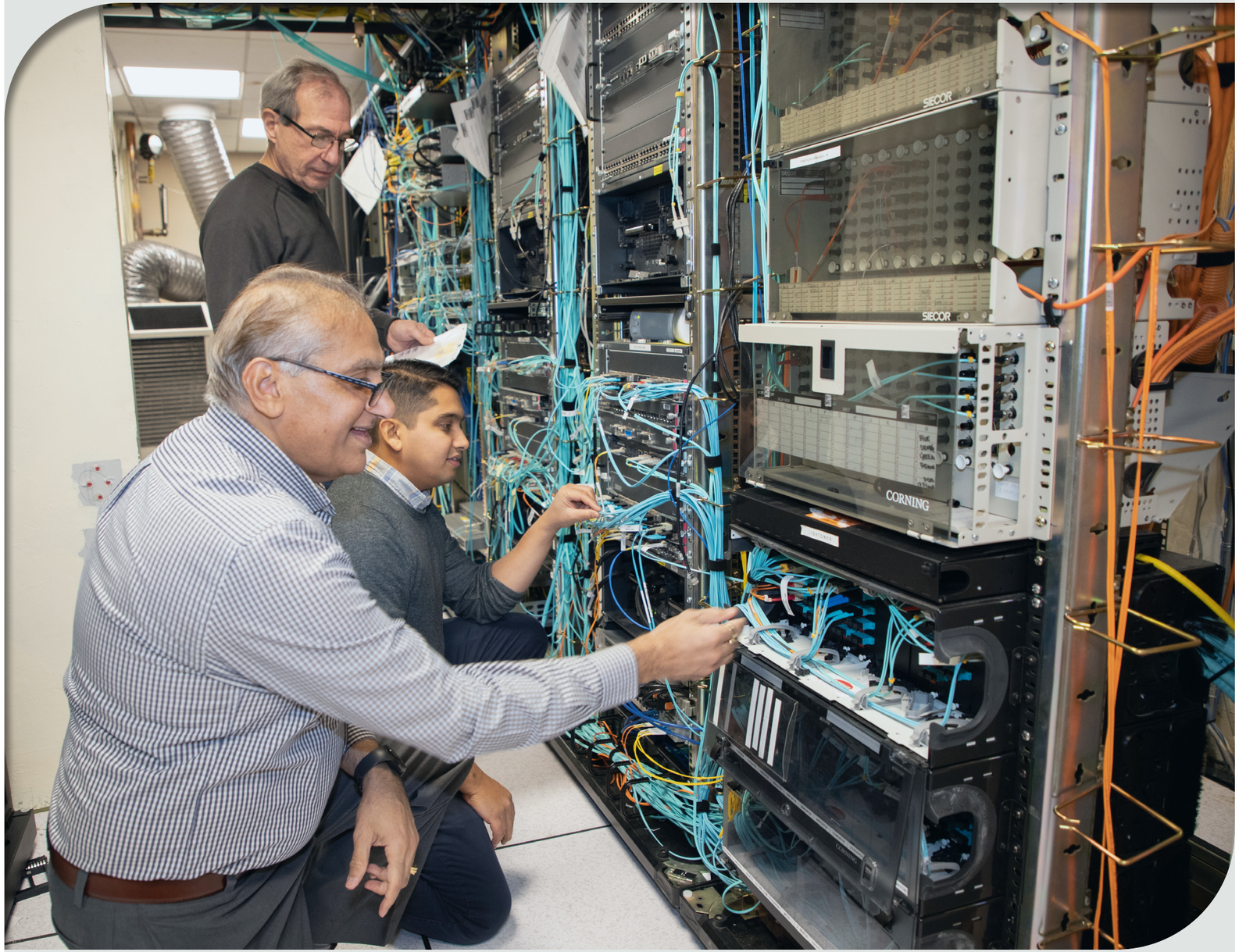
Brian started with DCAS through the Civil Service Pathways Fellowship program in 2019, and through his hard work and dedication has been promoted to purchase director. Brian oversees a portfolio of over 130 contracts and manages citywide intergovernmental procurement. In his short time at DCAS, Brian has become an integral part of our team and he is highly regarded as a leader by his peers. Brian continues to progress into one of the City's future procurement leaders.

Letter from the Commissioner
Making City Government More Sustainable
Helping City Government Get Stuff Done
Creating Opportunities for All
Building a Vibrant Community and Workplace Culture at DCAS
Fiscal Year 2022 Financials
DCAS Executive Staff

Supporting the FDNY and NYPD Through IT Upgrades

DCAS manages 55 public buildings, many of which house offices and other vital operations for City agencies. While the physical buildings are an important piece of what DCAS provides, our reach goes beyond just the physical structures. We also provide a range of services to the tenants in our buildings.

New York City's second Public Safety Answering Center (PSAC II), located in the Bronx, is owned and managed by DCAS and houses staff from the Police and Fire Department who respond to emergency 911 calls every day. In FY22, DCAS's Information Technology team re-engineered the building's networking infrastructure to a more secure in-house setup, which will also save the City $60,000 a year by eliminating vendor costs.



DCAS IT staff members Raj Lotwala, Ranju Thomas, and Oleg Broder working on network infrastructure upgrades at PSAC II.

Letter from the Commissioner
Making City Government More Sustainable
Helping City Government Get Stuff Done
Creating Opportunities for All
Building a Vibrant Community and Workplace Culture at DCAS
Fiscal Year 2022 Financials
DCAS Executive Staff

Streamlining the City's Procurement Process

DCAS is responsible for purchasing, storing, and managing the inventory of over $1 billion in supplies and equipment procured for City agencies each year. The bulk purchasing we do helps achieve lower prices that save money and allows for a centralized distribution process. Many of these items are also stored in our 300,000 square foot Central Storehouse in Queens. This warehouse is a hub for the distribution of supplies to city government agencies.

To improve the procurement process, in FY22, DCAS completed the deployment of a new Warehouse Management System and integration of the system with the City's procurement system known as PASSport. This integration will enhance the use of the Central Storehouse's inventory, including safety, janitorial, and critical emergency response supplies such as personal protective equipment used in the COVID-19 response. The systems will also allow DCAS to do additional data analysis to better inform management and reporting.

DCAS staff members Shean Glover and Robert Mcleod at the DCAS Central Storehouse in Queens, New York.

Letter from the Commissioner

Making City Government More Sustainable

Helping City Government Get Stuff Done

Creating Opportunities for All

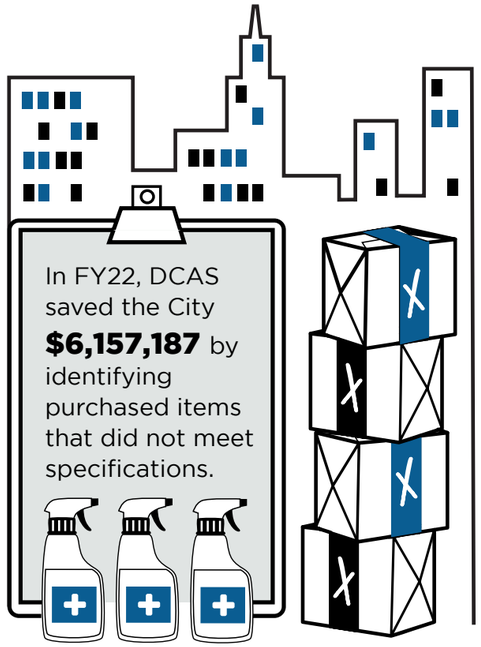
Building a Vibrant Community and Workplace Culture at DCAS

Fiscal Year 2022 Financials

DCAS Executive Staff

Quality Assurance and Cost Savings

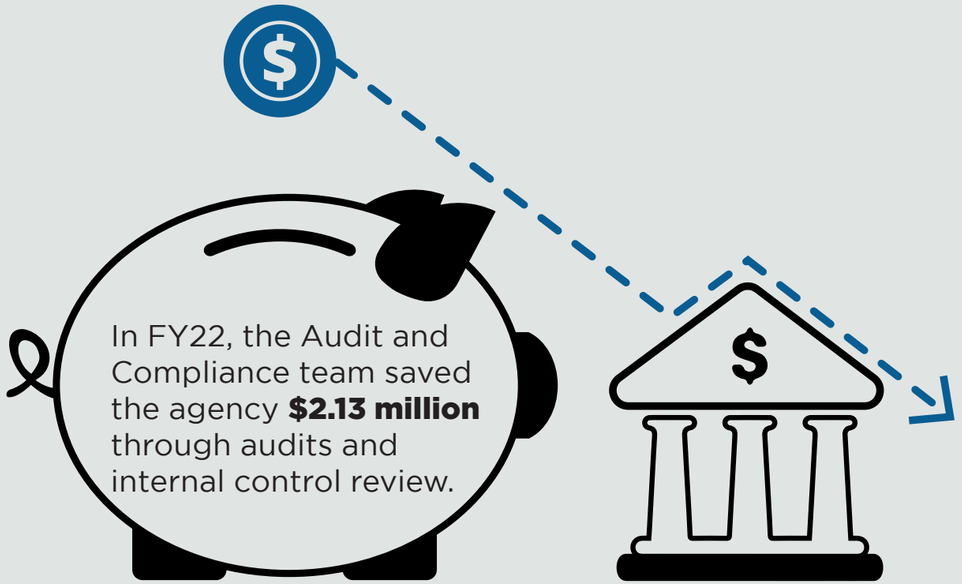
In addition to purchasing many of the supplies and equipment used by the City of New York, DCAS conducts quality assurance testing on items upon delivery. Our Bureau of Quality Assurance helps ensure that the City gets what it pays for and saves the City money through cost avoidance.



Audit and Compliance

DCAS's Audit and Compliance team ensures we are managing and documenting operations efficiently so we can strengthen our internal processes to better serve New Yorkers.

When DCAS works with vendors, contractors, or consultants, the Audit and Compliance team conducts audits to ensure the work we are paying for is progressing in accordance to our contractual agreements.



Letter from the Commissioner

Making City Government More Sustainable

Helping City Government Get Stuff Done

Creating Opportunities for All

Building a Vibrant Community and Workplace Culture at DCAS

Fiscal Year 2022 Financials

DCAS Executive Staff

Keeping Staff, Visitors, and Tenants Safe

The role of DCAS Police is to keep those who enter DCAS buildings safe. In FY22, the DCAS Police Training Division placed heavy emphasis on improving police training by prioritizing simulated real-world encounters. The result of these efforts was dozens of practical refresher courses for its 70+ uniformed staff focusing on topics like use of force, firearms, defensive tactics, baton use, and pepper spray.

Maintaining a staff that is well-trained and prepared for emergency situations is important to help make sure City agencies can deliver on their mission to serve all New Yorkers.

DCAS Police staff celebrating their recent promotions at a 2022 event.

Employee Spotlight

Jonathan Ulysse
Supervising Special Officer

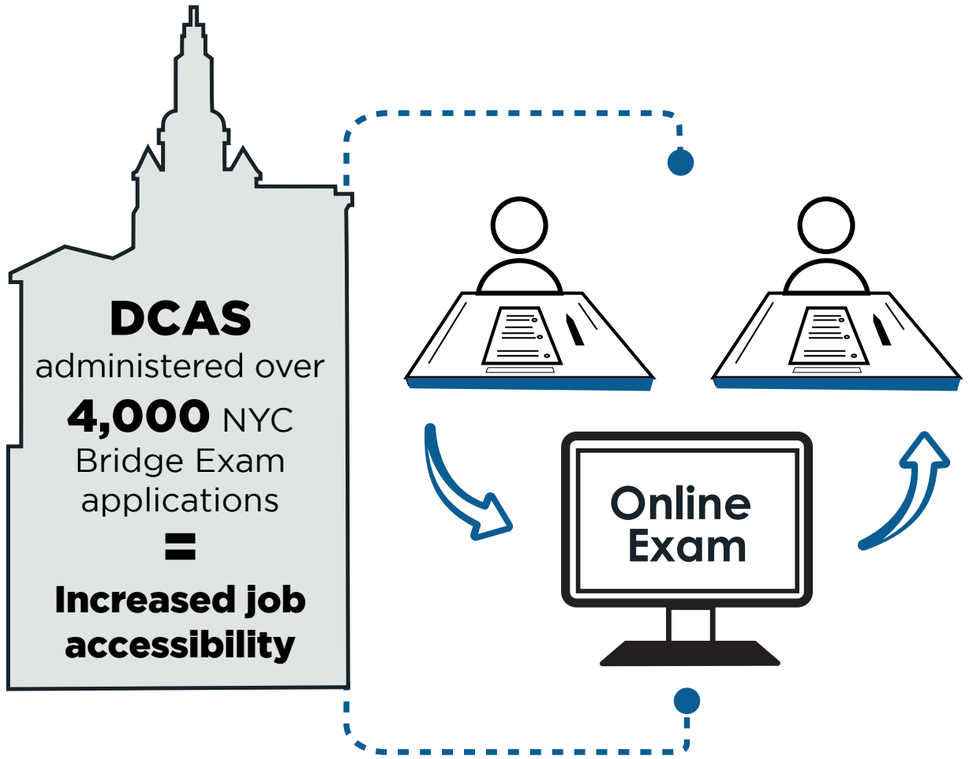
Always the first to arrive and last to leave, Jonathan is an invaluable asset to our team and executes every assignment without delay. He spearheads all of the Training Division projects, coordinates training operations, and manages a staff of police instructors and volunteers.

Letter from the Commissioner
Making City Government More Sustainable
Helping City Government Get Stuff Done
Creating Opportunities for All
Building a Vibrant Community and Workplace Culture at DCAS
Fiscal Year 2022 Financials
DCAS Executive Staff

Using Innovation To Improve the Civil Service Process

Each year DCAS administers civil service exams to tens of thousands of test takers to help agencies identify qualified candidates to meet their hiring needs. Civil service exams span thousands of individual civil service titles, which each require a sign-up process, exam development, exam administration, exam scoring, a protest period for test takers to contest their score, and then the creation and publication of a list of test takers and their scores.

To improve the speed and the efficiency of this process, **DCAS created and administered the first NYC Bridge Exam, a single exam that covers 10 different civil service titles**. Now, test takers can take this single exam and pay just one fee and could be eligible for hiring under 10 different civil service titles. During FY22, we administered the first NYC Bridge Exam, receiving **over 4,000 applications**. Thanks to this new exam, DCAS will be able to offer more exams each year and make civil service jobs more accessible to New Yorkers.



Civil Service Exam Communications Go Paperless

With each civil service exam DCAS administers, letters are sent by mail to those who registered for the test, took the test, and are waiting for next steps. In FY22, DCAS's IT team implemented a new system to communicate with test takers electronically. **With the implementation of our initiative to go paperless, we are moving to an email system that will reduce annual operational expenses by $150,000 by reducing costs for paper and printing, all while enhancing customer service**. This paperless solution has already delivered over 175,000 civil exam mailers to exam applicants since its inception in 2021.

Letter from the Commissioner
Making City Government More Sustainable
Helping City Government Get Stuff Done
Creating Opportunities for All
Building a Vibrant Community and Workplace Culture at DCAS
Fiscal Year 2022 Financials
DCAS Executive Staff

Using Creativity To Sell a Staten Island Ferry

DCAS oversees surplus auctions of goods that are no longer needed by the City. The items DCAS sells on behalf of the City range from cars, to computers, to more obscure items like a decommissioned Staten Island Ferry. When the NYC Department of Transportation retired its aging ferry named after President John F. Kennedy, it was up to DCAS to sell it at auction. In January 2022, thanks to DCAS's creative efforts to promote the sale of the Staten Island Ferry on social media, the auction generated media coverage that caught the attention of Saturday Night Live cast members Colin Jost and Pete Davidson. Along with a business partner, the comedy duo from Staten Island purchased the ferry for $280,000, generating revenue for the City and raising awareness about DCAS's surplus auctions.

The John F. Kennedy Staten Island Ferry heads towards Staten Island in 2013.

Photo credit: *Creative Commons USA NYC Staten Island Ferry* by Ingfbruno is licensed under CC BY-SA 3.0.

Letter from the Commissioner
Making City Government More Sustainable
Helping City Government Get Stuff Done
Creating Opportunities for All
Building a Vibrant Community and Workplace Culture at DCAS
Fiscal Year 2022 Financials
DCAS Executive Staff

Creating Opportunities for All

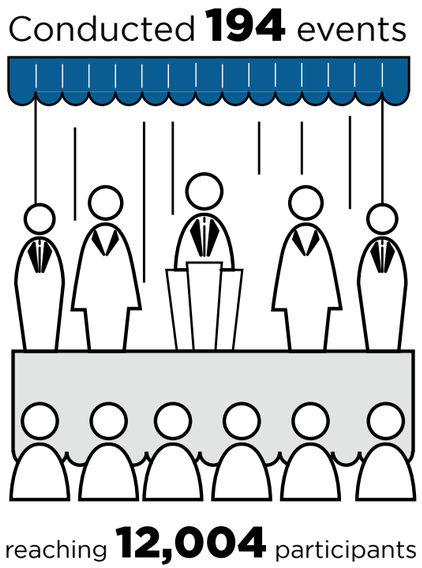
Serving as the City's Hiring Manager

The City's civil service system helps ensure that City employees are hired based on merit and fitness for the job. Over 80% of City jobs require applicants to take and pass a civil service exam, and DCAS oversees this process.

During FY22, we administered 153 civil service exams to 79,193 job seekers. Through these exams, DCAS opened pathways to great careers and helped City agencies identify qualified candidates to meet their hiring needs.

For one major exam, we worked with the New York City Fire Department (FDNY) to administer a test for captain positions at the department. This test needed to be administered in only one session, unlike other exams that can be administered across multiple days. DCAS met the challenge and successfully administered the exam to over 1,100 candidates across 10 sites across the five boroughs all in one day.

Spreading Awareness About City Jobs



DCAS not only creates, administers, and scores civil service exams, but we also do proactive recruitment for in-demand positions in city government. Our Office of Citywide Recruitment participates in a range of job fairs, information sessions, and events with community organizations to highlight job opportunities and to help recruit a diverse pool of applicants.

During FY22, we conducted **194 events**, **reaching 12,004 participants**. In addition, we partnered with other City agencies to host panel discussions spotlighting the diversity of the City workforce. We hosted eight panel discussions featuring 724 participants. Topics discussed included, how to apply to a City job, the City's practices for an inclusive workforce, and the career journeys of panelists working for the City of New York.

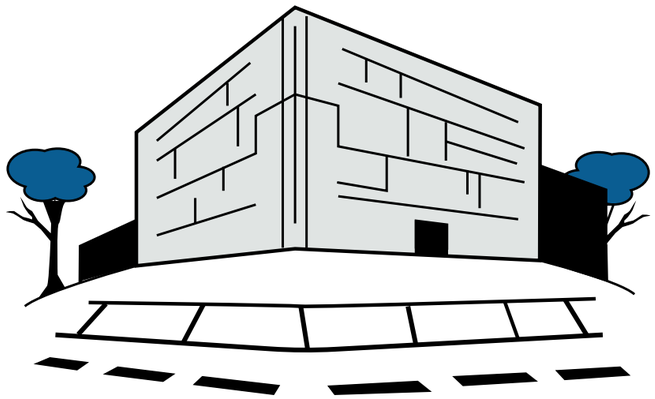
DCAS Office of Citywide Recruitment staff members John Boughner and D'Asia Woods-Flecha sharing information about careers in city government with job seekers at a recruitment event.

Letter from the Commissioner
Making City Government More Sustainable
Helping City Government Get Stuff Done
Creating Opportunities for All
Building a Vibrant Community and Workplace Culture at DCAS
Fiscal Year 2022 Financials
DCAS Executive Staff

Creating Job Hubs and Bringing City Services to Our Neighborhoods

On April 6, 2022, Mayor Adams announced the City Agencies Revitalizing the Economy (CARE) Initiative strategy, which aims to create job hubs across New York City by locating City offices in underserved neighborhoods. The goal of the CARE strategy is to bring City services closer to the people served and catalyze community economic development.

DCAS is responsible for managing the City's real estate portfolio, and under the CARE strategy, DCAS negotiated a lease for the first project. The lease was for approximately **200,000 square feet** in a new building located at 2440 Fulton Street in East New York, Brooklyn. This will be the largest-ever commercial building in the area, and the City's presence as a tenant helps support the local economy while bringing City services and City jobs to the community.



200,000 square feet

largest-ever commercial building in the area

DCAS Commissioner Dawn M. Pinnock joins Mayor Eric Adams and others at the groundbreaking of the first project site in the CARE Initiative.

Letter from the Commissioner

Making City Government More Sustainable

Helping City Government Get Stuff Done

Creating Opportunities for All

Building a Vibrant Community and Workplace Culture at DCAS

Fiscal Year 2022 Financials

DCAS Executive Staff

Building the City Workforce of Tomorrow

DCAS offers a host of fellowship programs to give New Yorkers opportunities to build a career working for the City. Director of Fellowships Programs Ewa Rzepka, Learning and Development Associate Alexis Santos-Vimos, and Program Coordinator Jenia Valentine, work collaboratively to manage our fellowship programs like the Urban Fellows program and our Civil Service Pathways Fellowship program, which provide recent college graduates the opportunity to begin a successful career working for the City. With the help of our fellowship team, 25 fellows joined our 2022-2023 Urban Fellows cohort. Our fellowships team also administers the Mayor's Graduate Scholarship Program, which provided more than 164 City employees with financial support to pursue higher education in FY22.

The 2022-2023 Urban Fellows Cohort.

Letter from the Commissioner

Making City Government More Sustainable

Helping City Government Get Stuff Done

Creating Opportunities for All

Building a Vibrant Community and Workplace Culture at DCAS

Fiscal Year 2022 Financials

DCAS Executive Staff

Investing in HR Professionals Across City Government

The City's human resources staff play a vital role in providing support for employees at each City agency. Human Resources units are often the first point of contact when staff need help with navigating benefits, time and leave issues, workplace policies, and so much more. To support the success of HR professionals across city government and to ensure greater uniformity from City agency to City agency, DCAS created the *NYC HR Academy*. The academy provides HR professionals of all levels working for the City with the tools they need to support their agency's mission and goals. Since the academy's creation in July 2021, approximately 270 HR professionals from 37 City agencies across the city have completed the program.

Employee Spotlight

Mekhi Woods
College Aid

Whether meeting with employees to review personnel files, receiving returned property, or managing records, Mekhi is always prompt, courteous, and a true professional. Mekhi's calm demeanor and excellent work ethic have made him a true asset to DCAS's Human Resources and Employee Relations team. Mekhi currently attends Empire State College and plans on pursuing a career in business administration after graduation.

"Working at DCAS has allowed me to understand and adopt professional etiquette in the office setting, while also strengthening my skills in finishing deadline-based assignments. I am assertive that the knowledge I've gained at DCAS will be able to be utilized in whatever endeavors I decide to pursue next."

Letter from the Commissioner
Making City Government More Sustainable
Helping City Government Get Stuff Done
Creating Opportunities for All
Building a Vibrant Community and Workplace Culture at DCAS
Fiscal Year 2022 Financials
DCAS Executive Staff

Supporting Our Allies and Providing Humanitarian Relief

In April 2022, in response to the crisis in Ukraine, the City of New York began donating surplus supplies to support the country's humanitarian needs. To coordinate these efforts, DCAS worked in collaboration with various City agencies, including New York City Emergency Management (NYCEM), the New York City Department of Health and Mental Hygiene, the New York City Office of the Chief Medical Examiner, and the New York City Fire Department.

DCAS manages the City's surplus goods, and items that are no longer needed by an agency are either given to another agency that needs it, sold at auction, donated, or disposed of. When items are donated, DCAS often works with local nonprofits. To facilitate the donations to Ukraine, DCAS worked with local and international partners to transport the items to the war-torn country. DCAS, the Mayor's Office for International Affairs, NYCEM, and the Law Department arranged for the delivery of critically needed supplies, including pre-packaged meals, water, first aid kits, over the counter medications, N-95 masks, and generators. Over 1.5 million items were donated to Ukraine during the fiscal year.

DCAS Commissioner Dawn M. Pinnock and Mayor Eric Adams announce donations of surplus supplies to Ukraine to support humanitarian needs.

Letter from the Commissioner

Making City Government More Sustainable

Helping City Government Get Stuff Done

Creating Opportunities for All

Building a Vibrant Community and Workplace Culture at DCAS

Fiscal Year 2022 Financials

DCAS Executive Staff

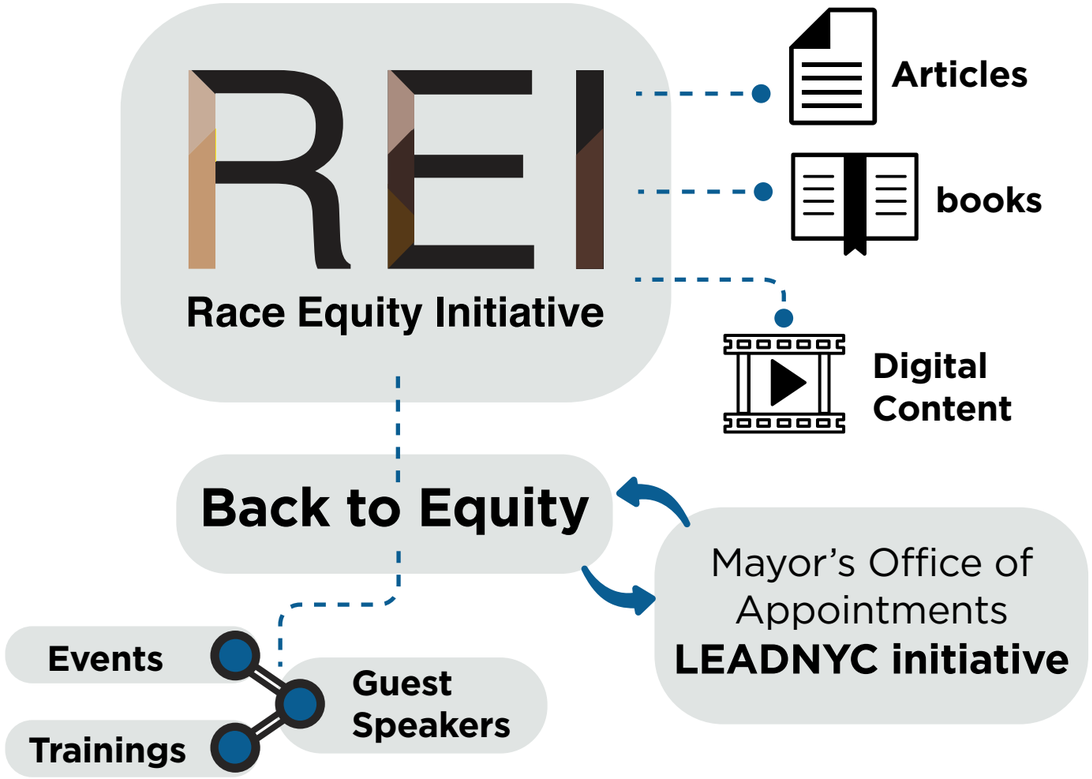
Building a Vibrant Community and Workplace Culture at DCAS

DCAS Commissioner Dawn M. Pinnock was appointed as acting commissioner by Mayor Bill de Blasio effective November 13, 2021, and became permanent commissioner on January 1, 2022 after being appointed by Mayor Eric Adams. As a proud native New Yorker, Commissioner Pinnock is a transformative leader with more than two decades of experience at some of New York City's largest municipal agencies. As commissioner, Dawn M. Pinnock has not only prioritized the work DCAS does serving the public and all City agencies, but also investing in and uplifting DCAS employees. She has strived to build a people-centric culture where employees are valued, heard, and given opportunities for growth and success. She understands that for DCAS to be successful, it must hire and retain exemplary employees and be the premier City agency where people want to work.

Commissioner Pinnock and her office have put employees first, conducting a staff focus group; hosting quarterly all-staff town halls to communicate with staff and directly answer employee questions; launching an *Ask the Commissioner* inbox where employees can ask questions and share ideas; offering information sessions on civil service and promotions; providing opportunities for professional development; and so much more.

Providing Training and Resources for Employees

In FY22, DCAS's Race Equity Initiative offered a monthly learning series for our employees that included books, articles, and podcasts that educate staff on race equity. The initiative also resulted in events, guest speakers, and trainings, including a three-part citywide event, entitled *Back to Equity*, in collaboration with the Mayor's Office of Appointments LEADNYC initiative. The series was designed to foster citywide dialogue regarding equity in the workplace.



In addition to our focus on race equity, DCAS employees also participated in other trainings related to diversity, equity, and inclusion, including trainings on sexual harassment prevention, LGBTQ+ awareness, disability etiquette, structured interviewing, unconscious bias, bystander intervention, and microaggressions.

Ensuring Equal Opportunities for New Yorkers

DCAS is responsible for developing the City of New York's Equal Opportunity Policy with the goal of fairly and consistently safeguarding against discrimination and providing equal employment opportunities within city government. In FY22, DCAS released a new user-friendly EEO Policy guide with updates to better align with federal, state, and local laws.

DCAS also offers citywide training to EEO officers to ensure they have the resources needed to promote a diverse and inclusive workforce. In FY22, DCAS enhanced citywide EEO training offerings, so City agency EEO officers are better suited to develop targeted recruitment plans based on the City's quarterly workforce reports.

Letter from the Commissioner
Making City Government More Sustainable
Helping City Government Get Stuff Done
Creating Opportunities for All
Building a Vibrant Community and Workplace Culture at DCAS
Fiscal Year 2022 Financials
DCAS Executive Staff

Creating a New Space for Collaboration

In FY22, DCAS opened a new collaborative workspace for its employees. The idea for the space came from our very own DCAS staff, and it is housed in the David N. Dinkins Municipal Building. The collaborative workspace features an area for employees to have meetings outside of traditional conference rooms, and an area where employees can eat lunch and access healthy vending options.

This project focused on underutilized space, turning it into a welcoming environment with modern finishes for employees to gather and work together outside of their typical office setting. This project was a collaborative effort, with staff from various divisions in our agency supporting the completion of the project.

Letter from the Commissioner
Making City Government More Sustainable
Helping City Government Get Stuff Done
Creating Opportunities for All
Building a Vibrant Community and Workplace Culture at DCAS
Fiscal Year 2022 Financials
DCAS Executive Staff

Saving Lives Through Blood Donation Drives

Since 1965, the City of New York has partnered with the New York Blood Center to host blood drives to support the ongoing need for blood donations. DCAS coordinates blood drives for city government. With these drives, the City of New York continues to be the largest contributor of blood to the New York Blood Center. In FY22, an estimated 19,000 lives have been saved thanks to the donated blood.

Some of the DCAS staff recognized for donating blood during the 2022 DCAS Employee Blood Donor Recognition Ceremony.

Letter from the Commissioner

Making City Government More Sustainable

Helping City Government Get Stuff Done

Creating Opportunities for All

Building a Vibrant Community and Workplace Culture at DCAS

Fiscal Year 2022 Financials

DCAS Executive Staff

Fiscal Year 2022 Financials

Agencywide FY22 Expense, Revenue, and Capital Budget

(Budget as of June 2022 Adopted Plan)
(All Funds, in $000)

FY22 Expense Budget:

Agencywide	Headcount	$
Personal Services (PS)	2,397	$216,820
Other Than Personal Services (OTPS)		$1,404,395
Total DCAS w/o BSA*	**2,397**	**$1,621,215**
Major highlights of DCAS Budget:		
Citywide Heat, Light & Power		$835,878
OTPS Leases (Includes DCAS & Various Agencies)		$150,751
OTPS Storehouse Accounts (Includes DCAS & Various agencies)		$15,520
OTPS Vehicle Fuel (Includes DCAS & Various Agencies)		$14,775
Total Major Highlights		**$1,016,924**

* BSA stands for Board of Standards and Appeals

FY22 Capital Budget: *

Lines of Services	$
Capital Construction - DCAS Facilities	$340,588
Real Estate - Improvement to Leased Locations	$8,687
Energy Management	$184,644
IT	$10,376
Fleet	$41,859
Security/Admin	$2,983
Total DCAS	**$589,137**

* As of FY22 Executive Capital Budget published in April 2021

FY22 Revenue Budget: *

Lines of Services	$
Real Estate	
Citywide Commercial Rents	$39,001
Lease Audit	$9
Total - Real Estate	**$39,010**
Fleet	
Sale of Automotive Vehicles	$6,692
Affirmative Claims	$735
Total - Fleet	**$7,427**
Human Capital	
Civil Service Exam Fees	$9,500
Total - Human Capital	**$9,500**
Office of Citywide Procurement	
Sales of Salvage Equipment/Other	$2,201
Procurement Card Rebates	$1,093
Total - Office of Citywide Procurement	**$3,294**
Administration	
City Store Sales	**$743**
Energy Management	
Heat, Light & Power Reimbursement	**$3,800**
Total DCAS w/o BSA**	**$63,774**

* FY22 Revenue Targets per the FY23 Adopted Budget
** BSA stands for Board of Standards and Appeals

DCAS Executive Staff

Dawn M. Pinnock

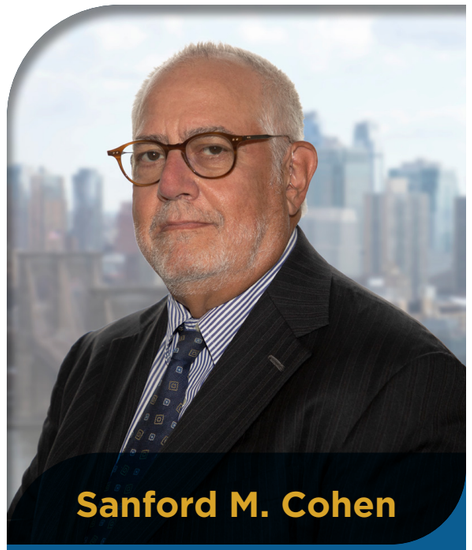
Commissioner

Carmine Rivetti

Chief of Staff

Crystal Monge

Chief Engagement Officer



Sanford M. Cohen

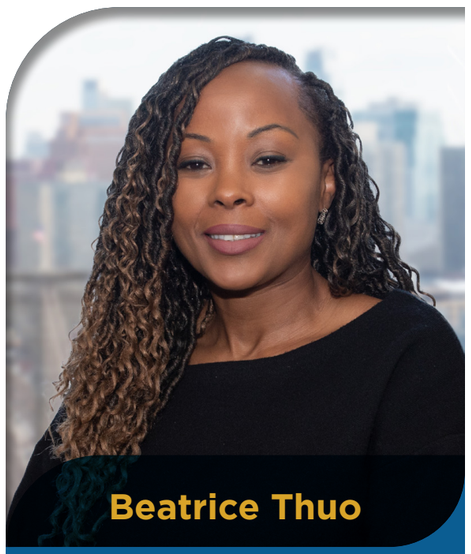
General Counsel

Barbara Dannenberg

Deputy Commissioner, Human Capital

Laura Ringelheim

Executive Deputy Commissioner, Asset and Property Management



Beatrice Thuo

Executive Deputy Commissioner, Citywide Operations

Anthony J. Fiore

Deputy Commissioner, Energy Management

Jesse Hamilton

Deputy Commissioner, Real Estate Services

Letter from the Commissioner

Making City Government More Sustainable

Helping City Government Get Stuff Done

Creating Opportunities for All

Building a Vibrant Community and Workplace Culture at DCAS

Fiscal Year 2022 Financials

DCAS Executive Staff

Keith Kerman

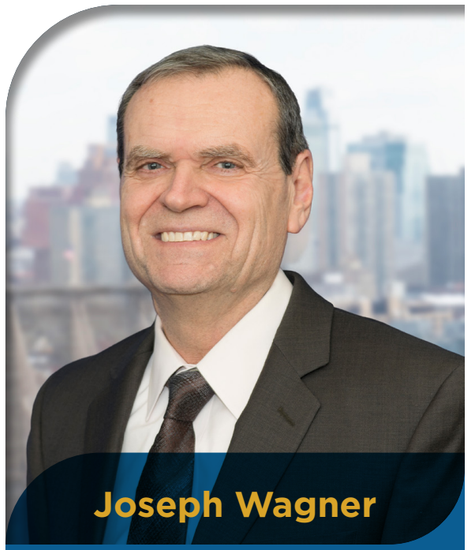
Deputy Commissioner, Fleet Management

Shanna Midelton

Deputy Commissioner, Fiscal and Business Management

Nitin Patel

Deputy Commissioner, Information Technology



Joseph Wagner

Chief Engineer, Construction and Technical Services

Silvia Montalban

Chief Citywide Equity and Inclusion Officer

Shameka Overton

Deputy Commissioner, Administration

Letter from the Commissioner

Making City Government More Sustainable

Helping City Government Get Stuff Done

Creating Opportunities for All

Building a Vibrant Community and Workplace Culture at DCAS

Fiscal Year 2022 Financials

DCAS Executive Staff

Dawn M. Pinnock	Commissioner
Nick Benson	Executive Director of Communications and Public Affairs
Anessa Hodgson	Deputy Director of Communications
Michael Santos	Communications Specialist
Stacy Beatty	Creative Services Director
DanFeng Li	Creative Services Graphic Artist
William Campos	Director of Media Services
Lisa Wong	Assistant Director of Media Services

NYC DCAS
Citywide Administrative Services

Follow us on: