



2024-01-23

To: Citywide Administrative Services, Department of (DCAS)  
From: Municipal Library Staff

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to the Department of Records and Information Services (DORIS) all reports, documents, studies and publications required by local law, executive order, or mayoral directive to be published, issued, or transmitted to the City Council or Mayor, within 10 business days of their publication. For any report that is not received within 10 business days of the publication date, DORIS is required to email the agency to request the report, and to provide the text of that email in place of the report in the Government Publications Portal.

Consistent with these requirements, DORIS hereby requests the transmission of the report shown below, which DORIS has not received as of 2024-01-23. Please submit this report to the Government Publications Portal. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

**Required Report Type:** Report on Capital Improvements of Base Building Systems

**Report Description:** Report on capital improvements of base building systems completed pursuant to Charter Section 224.2 in the just-concluded fiscal year, including a. The latest energy efficiency reports (including energy audit and retro commissioning) submitted pursuant to Article 308 of Chapter 3 of Title 28 of the administrative code for each building covered by the applicable report of DCAS. b. An analysis of the most commonly recommended capital improvements of base building systems recommended in the energy audits of such buildings. c. An analysis of the accuracy of such energy audits in predicting costs of the recommended capital improvements. d. An analysis after 1 year of operation of the accuracy with which such audits predicted the actual saving achieved by the capital improvements. e. Recommendations as to appropriate legislative or administrative actions or a statement as to why no legislative or administrative actions are needed. Due 6 months after the close of each FY.

**Reporting Frequency:** Every 1 Year

**Report Due Date:** 2024-01-02

**Authorizing Resource (Charter and Code):**

**Authorizing Resource (Local Law):** LL 87/2009