

Annual Report

Fiscal
Year
2020

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Letter from the Commissioner

Dear Fellow New Yorkers,

I'm proud to present you with the Fiscal Year 2020 (FY20) DCAS Annual Report. This report provides a glimpse of the work our agency did during the fiscal year.

Just as the COVID-19 pandemic presented enormous challenges to all New Yorkers, it impacted every facet of the work we do at DCAS. But, as New Yorkers always do, our employees came together to address this crisis. At DCAS, our mission is to provide effective shared services to support the operations of city government. During the pandemic, this work is as important as it has ever been.

In addition to delivering our agency's core services, we had a special role to play in procuring supplies and equipment to help the City address the pandemic, developing protocols for those who use City workplaces during COVID-19, and utilizing the talents of our over 600 custodians to help keep the 56 buildings managed by our agency clean and safe.

We continued to deliver services in ways that reflect our core values of equity, effectiveness, and sustainability. Among many other achievements, our agency helped open the door to employment opportunities in city government by recruiting a workforce that reflects the talents and abilities of all New Yorkers. We saved millions of dollars for the City by efficiently using City office space and only leasing private office space when it is truly needed. We continued our work building the greenest municipal vehicle fleet in the country by replacing more gas-powered vehicles with electric vehicles.

This report highlights some of the many achievements that make me proud to be the commissioner of DCAS. Now, more than ever, I am proud of our staff for working under extraordinarily challenging circumstances to deliver for their fellow New Yorkers. They are the true embodiment of public servants and we could not achieve what we have without them.

Sincerely,
Lisette Camilo



Who We Are

DCAS is an agency with over 2,500 employees, and the services we provide are as diverse as the city we serve. Our mission is to support the operations of city government, but supporting the city that never sleeps is no easy feat. Our responsibilities range from managing one of the most complex municipal vehicle fleets in the country, to working with City agencies to reduce their energy usage and greenhouse gas emissions, to handling procurement on behalf of City agencies, and so much more. The work DCAS does spans all of the core operations of city government and we approach this work with a focus on our core values of equity, effectiveness, and sustainability.

Equity

Equity means our agency wants to make sure that the City of New York and the services it provides are fair and equitable for all New Yorkers. This includes managing the City's civil service system to ensure a fair and impartial way to hire City employees, helping build a city government workforce that reflects the talents and abilities of all New Yorkers, and helping minority and women-owned businesses access contracting opportunities with the City of New York.



DCAS staff member Siu Cheng tabling at a career fair to promote careers in city government.

Effectiveness

Effectiveness means making sure that every City agency has the resources and support needed to serve all New Yorkers. This includes purchasing the supplies and equipment needed by City agencies to deliver their services, maintaining 56 buildings that are used by City agencies and the public, and managing city government's real estate portfolio to ensure that the City gets a fair price on what it leases for its use and what it leases to others.



David Peltz (left) and Jose Cajas (right) at our Central Storehouse in Middle Village, Queens, where we receive, inspect, and store many of the items the City purchases.

Sustainability

Sustainability means making sure that city government operations are as clean and green as possible. This includes building the most sustainable municipal vehicle fleet in the country, pioneering new technologies to reduce energy consumption in City buildings, and sourcing renewable energy, including generating solar power on City properties.



NYPD has worked with DCAS to reduce fuel use and emissions as part of NYC's Clean Fleet Plan. For the first time, every one of the 409 NYPD vehicles purchased in FY20 was a hybrid.



DCAS staff members Qahtan Al Jammali (left) and Jorgji Dhima (right) reviewing the installation of solar canopies at the New York Botanical Garden, which convert solar energy to about five megawatt-hours of power each year and even allow guests to charge their electronics.



DCAS By the Numbers

Purchasing Supplies and Equipment to Combat COVID-19



Total DCAS Commitment to COVID-19 Response in FY20:
\$748 million



Quality Assurance Inspections of Purchased Products During COVID-19 for FY20: **1,348**



Total DCAS Commitment to COVID-19 Testing Supplies in FY20:
\$93.3 million



Total DCAS Commitment to Various Masks in FY20:
\$372.9 million



Total DCAS Commitment to Ventilators and Accessories in FY20:
\$106.05 million



Total DCAS Committed to M/WBE Firms on COVID-19 Response in FY20:
\$131.15 million

Creating an Effective Civil Service Examination Process:



DCAS received **78,442** civil service exam applications through the City's **Online Application System (OASys)** during FY20.



In FY20, the number of exams offered **increased 51 percent** compared to FY19, going from **129** exams to **195** exams.

Supporting Civil Servants All Across NYC

DCAS manages the New York City Automated Personnel System (NYCAPS). NYCAPS is the City's system for managing personnel from all City agencies and gives employees access to benefits information.



In FY20, DCAS processed over **80,000 mass hires** and record updates saving agencies countless hours of overtime processing these updates manually.



When employees need support, DCAS is there to help. In FY20, DCAS answered **91,943 calls** related to employment benefits or NYC job-related questions.

Keeping City Buildings Clean and Safe



Over 600 DCAS custodians adopted an enhanced cleaning schedule and offered additional custodial services to help confront COVID-19 in City buildings.



DCAS replaced **3,500 fire extinguishers** in City buildings to help keep employees and visitors safe.

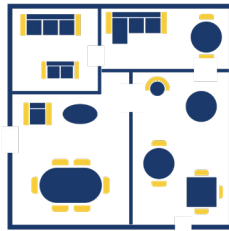
Leveraging our Real Estate Portfolio

DCAS manages and leases a combined 37 million square feet of real estate.

In FY20 DCAS:



Generated more than **\$210,250** in new annual revenue for the City by leasing its properties.



Reviewed all space needs for maximum utilization and efficiency and identified **\$7.2 million** in budget savings and **\$910,000** in cost avoidance.

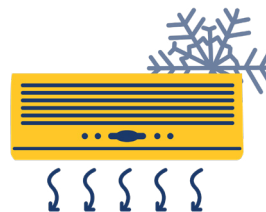


Renegotiated several existing leases for City agencies as a result of the decline in prices for commercial real estate. DCAS has initiated renegotiations for several leases with the goal of realizing a **15% rent reduction** on each of these leases.



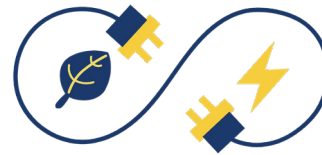
DCAS staff member Troy Garced installing an air conditioning unit in a NYCHA resident building.

Working Together to Stay Cool



During the summer of 2020, DCAS worked with the New York City Housing Authority (NYCHA) to **install 475 air conditioning units in 11 resident buildings** as part of a mayoral initiative to provide cooling while cooling centers were closed due to COVID-19.

Reducing Carbon Emissions One Step at a Time



DCAS Facilities' Energy Manager Danny Donovan along with his team using RTM to assess energy usage in one of DCAS's facilities.

DCAS uses state of the art data analytics known as real-time metering (RTM) to manage energy use, increase reliability, generate revenue, and respond to changing environmental conditions. So far, DCAS has installed RTM at more than **500 locations** covering **60 percent** of city government's electricity usage and has plans to cover **80 percent** of the municipal electrical load over the next two years. With this technology, the City has been able to reduce energy consumption during times of high demand, while earning **tens of millions of dollars per year** to further energy efficiency initiatives.

Keeping our Buildings Safe



DCAS Police Criminal Justice Academy graduates gather for a photo.

Ensuring the safety of tenants and visitors at DCAS owned and leased properties is of utmost importance. Our DCAS Police screen, detect, and apprehend individuals who violate general criminal laws of New York City and New York State. DCAS Police are trained in our Criminal Justice Academy, which is a **six-month training school** for law enforcement recognized by the New York State Division of Criminal Justice Services. In FY20, DCAS Police hosted their largest ever Criminal Justice Academy, **graduating 41 special officers**.

Building the Greenest Municipal Vehicle Fleet



In 2019, Mayor Bill de Blasio signed an executive order to **reduce** the size of the City's vehicle fleet by at least **1,000 vehicles** by mid-2021. DCAS is on track to achieve this goal and is using the City's fleet more efficiently and effectively.

Managing one of the largest fleets in the country means focusing on sustainability is imperative. In FY20, DCAS surpassed **100 miles per gallon** fuel economy equivalent for the third straight year for newly-purchased **light-duty vehicles**.

DCAS Nonpublic School Security Guard Reimbursement Program:



A 2016 law requires the City to reimburse qualifying **nonpublic schools for security services**. DCAS is responsible for carrying out that program and even hosts information sessions for schools to learn about its requirements. In the spring of 2020, attendance for virtual information sessions increased to **98** attendees compared to **72** in 2019.

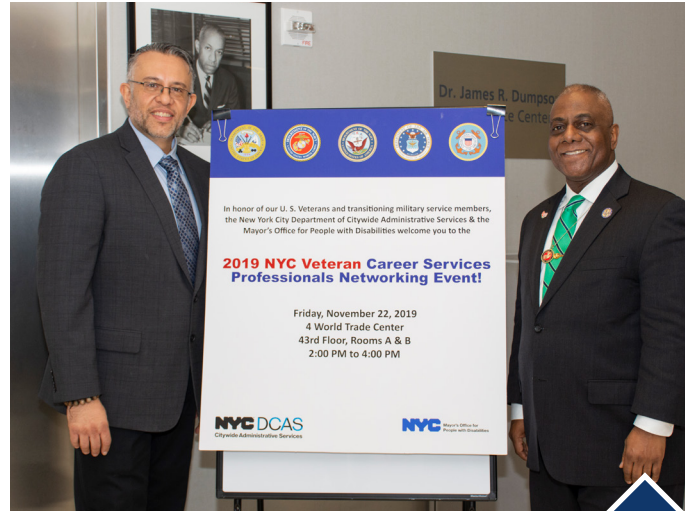


Ensuring Equity

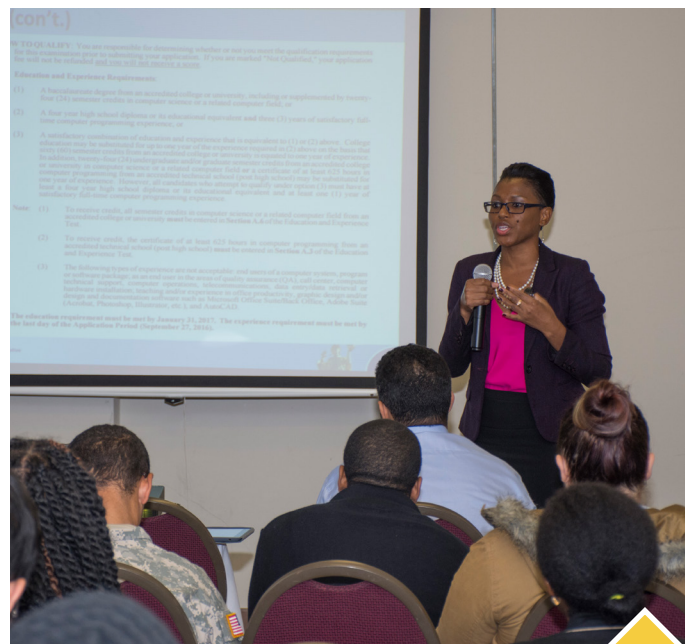
In order for city government to best serve all of its people, there must be a bedrock commitment to equity in the way government services are accessed, the way services are delivered, and the workforce that is providing services. DCAS helps promote equity in the way City employees are hired and the way the City workforce is managed.

DCAS provides resources for the public about careers in city government, civil service exams, and how people with diverse skills and abilities can make a difference in public service. DCAS typically hosts in-person events to share this information, but the COVID-19 pandemic presented new challenges. During the fiscal year, DCAS participated in virtual career fairs and hosted virtual civil service information sessions. During FY20, between April 2020 and June 2020, DCAS participated in 38 virtual events with over 2,000 attendees.

During FY20, DCAS led a series of presentations with Equal Employment Opportunity officers at over 80 City agencies to ensure they are well-versed on best practices to promote equity in the workplace. DCAS also presented best practices for fostering conversations about racism, affirming one's commitment to equity, and undertaking race equity initiatives within agencies. When the COVID-19 pandemic struck, DCAS also advised City agencies on how to handle requests for reasonable accommodations that relate to the pandemic.



DCAS staff members John Boughner (left) and Raymond Cruze (right) collaborating with the Mayor's Office for People with Disabilities to host a career services event for NYC veterans in the fall of 2019.



DCAS staff member Kadian Outar presents at a DCAS Office of Citywide Recruitment event.

Building a Pipeline of Talent

Another critical component in ensuring both equity and effectiveness in city government is to attract and retain talented employees. Roughly one in four City employees will be eligible for retirement in the next five years, and that means city government needs a steady pipeline of talent.

DCAS has a role in several key programs that help city government attract talented employees and expand opportunities. During FY20, the City celebrated the 50th anniversary of one of these programs: the Urban Fellows program. On February 21, 2020, Mayor Bill de Blasio, himself a former Urban Fellow, proclaimed the date as New York City Urban Fellows Day.

During FY20, the program, administered by DCAS, accepted 19 fellows for this highly selective, nine-month fellowship. This fellowship combines work in mayoral offices and City agencies with volunteer service opportunities and a seminar series that explores current urban issues impacting public policy. This program not only attracts top talent, but many of the fellows go on to have lasting careers in city government - including becoming mayor!

In addition to the Urban Fellows program, in 2019, DCAS, in partnership with the City University of New York (CUNY), helped launch the Civil Service Pathways Fellowship. This fellowship offers full-time job opportunities to recent CUNY graduates in in-demand positions in city government. During the course of the fellowship, fellows take a civil service exam, which allows for a seamless transition from being a fellow to being a permanent City employee. During FY20, DCAS welcomed the second class of fellows, who work across city government in roles that include policy and program analysis, data and digital services, and procurement and finance.

Our long-running Public Service Corps (PSC) program also introduces college students to careers in public service through paid work-study and for-credit internships. DCAS places hundreds of students from partner schools, including CUNY colleges, in internship positions across the City. During FY20, PSC and CUNY colleges began to develop more credit-based internships for students.

All of these programs have had tremendous success in attracting and retaining talented employees and also attracting a diverse pool of participants who bring unique experiences to their work.



Dean of the New York Law School, Anthony Crowell (left), Commissioner of DCAS, Lisette Camilo (middle), and DCAS Director of Fellowship Programs, Ewa Rzepka (right) at the 50th anniversary celebration of the New York City Urban Fellows Program at Carnegie Hall.

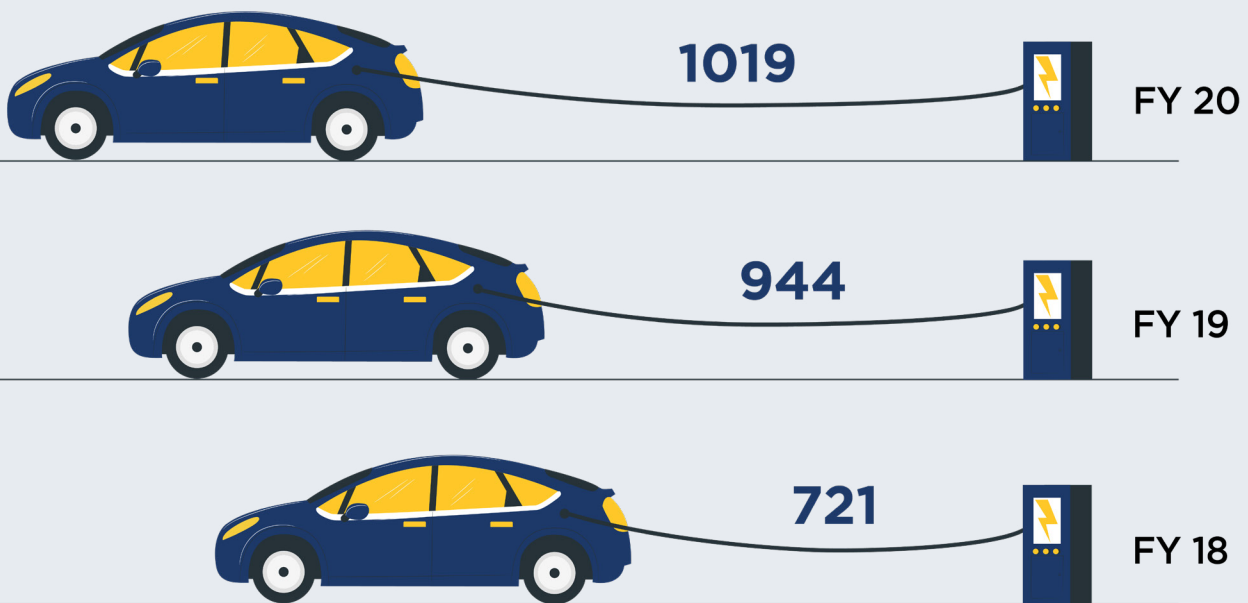


Sustainability

Climate change is an existential threat and it is incumbent upon all of us to do our part to combat the mounting climate crisis. In FY20, DCAS continued to do its part. Mayor Bill de Blasio laid out a framework for city government to reduce its greenhouse gas emissions 40% by 2025 and 50% by 2030 from a 2006 baseline. DCAS is essential to this work. DCAS is transitioning the City's vehicle fleet to all-electric by 2040, reducing emissions from the facilities it manages, and sourcing cleaner energy to power City government.

As part of this work, during FY20, DCAS reached a new milestone by installing over 50 fast electric vehicle chargers across the five boroughs to power the City's electric vehicle fleet. Fast chargers can charge electric vehicles seven times as quickly as a standard electric charger, allowing for 120 miles of driving on a one-hour charge. Utilizing fast chargers means the City's electric fleet vehicles can operate without having the worry of long charge times, reducing the need for additional vehicles. Currently, the City has over 2,700 electric vehicles in its fleet, and over 1,000 charging ports across the city. By expanding electric vehicle infrastructure, DCAS is positioning the City to transition more of its fleet to electric-power.

Number of Electric Vehicle Charging Ports



Expanding Energy Efficiency Projects Across the City

Reducing greenhouse gas (GHG) emissions goes beyond the City's fleet. The heating and cooling of buildings is the single greatest source of GHG emissions from city government, and DCAS is always looking for ways to reduce these emissions as much as possible. DCAS's Expenses for Conservation and Efficiency Leadership (ExCEL) Program provides City agencies with expense funding for projects that will reduce energy usage in their buildings. In FY20 alone, DCAS spent a record \$22 million on projects that accounted for a 10,400 metric ton per year reduction in GHG, which is equivalent to taking 2,300 cars off our city's streets.

Collaborating to Grow the City's Solar Workforce

Sustainability is at the core of DCAS's mission. To decrease our reliance on fossil fuel-generated power, DCAS is building solar installations on City properties. These installations can generate 12 megawatts (MW) of solar power each year, which is more than a ten-fold increase in installed solar capacity on City-owned facilities since Mayor de Blasio took office in 2014. To build upon this success, DCAS recently partnered with the Building and Construction Trades Council of Greater New York and the International Brotherhood of Electrical Workers Local 3 to expand solar installations and promote workforce development. This partnership will increase the cost-effectiveness of solar installations and will bring the City one step closer to reaching its goal of generating 100 MW of solar power on City-owned buildings by 2025.



A recent solar panel installation at Bayside High School in Queens. In just November 2020, close to one MW of DCAS's installations have gone on-line, adding to the City's total of 12 MW of solar capacity.



Effective Government

As the agency providing support to other City agencies, we know that city government cannot succeed if we cannot succeed. Central to our mission is helping all City agencies provide New Yorkers with an effective government. This includes everything from managing 56 City buildings, securing leased office space for agencies to use, purchasing supplies and equipment for City agencies, and so much more. In everything we do, our goal is to empower agencies to do their best work.



DCAS staff member Robert Valdes working on our air handling systems.

Safely Managing City Facilities

One of the most visible manifestations of our work are the 56 public buildings we manage. These buildings include City Hall, all five borough halls, numerous courthouses, and other buildings that City agencies call home. In addition to the normal maintenance and upkeep of our buildings, during FY20, COVID-19 presented unprecedented challenges for facilities management. Our custodial staff and other front line employees instituted enhanced cleanings and more frequent cleanings to keep people healthy and safe. DCAS was also the leader in developing and instituting city government-wide policies on COVID-19 health and safety protocols in City office buildings.

Efficiently Using Office Space and Saving on Leasing Costs

DCAS manages 15 million square feet of real estate and leases an additional 22 million square feet for City agencies. In FY20, DCAS made significant progress in implementing a new data management system known as ARCHIBUS. ARCHIBUS is an innovative system that will change the way the City manages real estate. ARCHIBUS offers a comprehensive, digitized platform with information about City office space and is helping the City more efficiently use office space, reducing the need to lease private property and getting the best functionality out of existing offices. Currently, 30 buildings and over 5.7 million square feet of space have been uploaded to ARCHIBUS. This work, and DCAS's broader space savings initiative, have resulted in budget savings of \$8.8 million and cost avoidance of \$12.6 million.

70 Mulberry Street has long been a beloved part of the Chinatown community.

Rebuilding in the Heart of Chinatown

On January 23, 2020, a fire severely damaged the historic 70 Mulberry Street building owned by the City of New York. Located in the heart of Chinatown, it was originally built as Public School 23 and generations of students from the community attended. After being decommissioned as a school, the building served the community as a home for various community-based organizations and a hub of activity for residents.

DCAS has worked closely with the building's displaced tenants and community leaders to lead a rebuilding process to meet community needs. Since the fire, DCAS worked hard to recover tenant belongings, including many historic artifacts from the Museum of Chinese in America (MOCA)'s archives that were stored in the building. Working with Mayor Bill de Blasio, DCAS helped secure \$80 million in funding to rebuild 70 Mulberry Street.

A building with this level of importance deserves community input for its restoration. DCAS launched a three-month community visioning process in September 2020 in which members of the community were able to communicate their thoughts and concerns regarding the future of the building.

The work of restoring 70 Mulberry Street is ongoing and DCAS is committed to doing its part to make this a success. The DCAS Construction & Technical Services team has been integral to securing the building and tenant possessions and will be vital in the rebuilding process.



Mayor de Blasio visiting the site of the fire on January 24, 2020.



A side guard installed on a Department of Transportation truck.

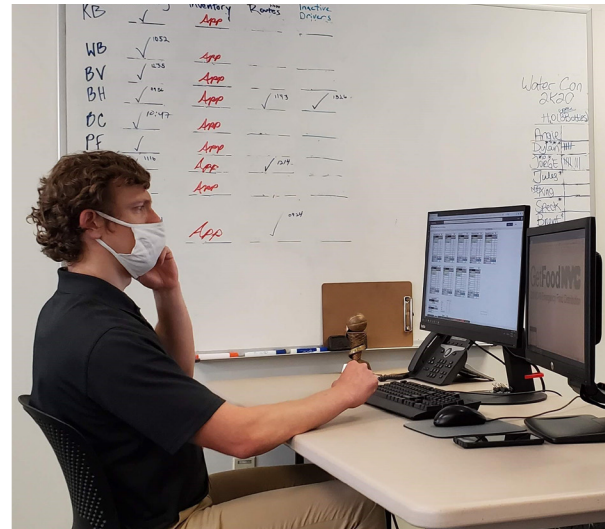
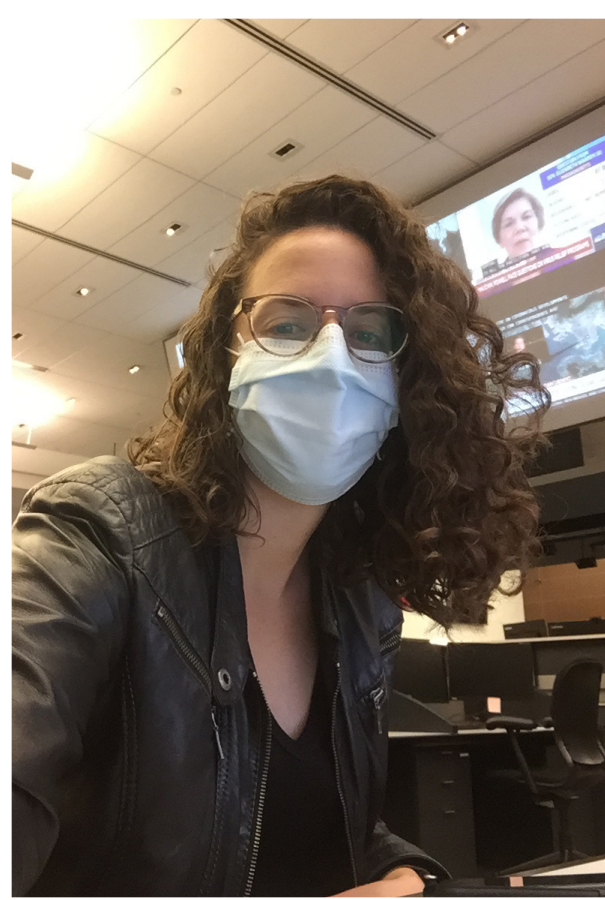
Putting Safety First

In a densely populated city with nearly 8.5 million people, it is essential to have safe streets. As part of Mayor de Blasio's Vision Zero initiative, DCAS has been installing side guards on trucks and other vehicles in the City's vehicle fleet. Side guards protect pedestrians, bicyclists, motorcyclists, and small vehicles from going under a truck in a side-impact collision. DCAS's side guard initiative is the largest in North America, with 3,361 side guards installed, including 739 installed in FY20.



The City Rallies to Confront COVID-19

The COVID-19 pandemic has presented unprecedented challenges to all New Yorkers, and the City of New York has been on the front lines in addressing this crisis. As the agency at the heart of government operations, DCAS has had a unique role to play in supporting agencies with their COVID-19 response efforts.



Meeting the Challenge

Procurement may not be the first thing you think of when it comes to emergency response efforts, but it is absolutely critical. DCAS's Office of Citywide Procurement (OCP) has been integral to the City's efforts to obtain personal protective equipment (PPE), ventilators, and other critical supplies to save lives and keep people safe.

Our procurement team has worked around the clock since the start of the pandemic to source supplies from all over the world. As the pandemic reached our shores, there was enormous global demand for PPE, ventilators, and other supplies and equipment. The quantities of supplies our city needed and the urgency with which they were needed was unprecedented. This was true of cities, states, and countries all over the world and each was forced to compete with one another over a limited supply of goods. This crushing global demand led to the collapse of international supply chains and many governments and hospitals around the world were struggling to get the supplies they needed.

Thanks to the tireless work by our team, the City of New York was successful in obtaining the supplies it needed and helping build a stockpile for what is yet to come. This was no easy task in the face of so much uncertainty and a lack of decisive action at the federal level.



DCAS staff member Addesh Lal in the Central Storehouse receiving a shipment of goods.

Public Servants Make it Happen

At the heart of our agency's procurement work is the DCAS Central Storehouse. It is the primary place for receiving, testing, and storing the commodities DCAS purchases. During the pandemic, urgent purchasing needs skyrocketed, placing extra demands on the entire team. This includes the people who source, purchase, receive, inspect, store, and distribute goods.

Mike Boyd, one of the employees who works in the storehouse, is one of many employees who went above and beyond the call of duty. He worked seven days a week during the peak of the pandemic to ensure items were received and inspected as soon as possible so supplies could be distributed expeditiously to hospitals and front line workers.

Emergency supplies and equipment are only as useful as the plan for distribution. Juan Batista, another member of our procurement team, held the critical responsibility of PPE distribution to senior centers, the New York City Housing Authority, and

the Department of Health and Mental Hygiene's emergency warehouse. At times, Juan worked seven days a week devoting his time to managing these distributions. The work Juan did during the peak of the pandemic ensured DCAS could support those on the front lines who were saving lives and keeping people safe. Juan, and so many people like him, felt a deep personal responsibility to their fellow New Yorkers. They stepped up to get the job done because they knew lives were on the line and their city needed them.

Although the demand for PPE was higher than ever before, the City could not cut corners in vetting products before purchasing them. DCAS carefully vets and reviews offers from vendors and relies on subject matter experts like DCAS staff member Terence Lee, who is responsible for determining which PPE should be purchased. Within two weeks, Terence developed a vetting and review process and trained a team across multiple City agencies to carry out this work.



DCAS staff member Ishraq Mohammed working in the Central Storehouse.

Technology Behind the Scenes

As our procurement staff worked tirelessly to source, receive, store, and distribute emergency medical supplies, our Information Technology (IT) team was supporting that effort as well. DCAS IT provided tech solutions to support COVID-19 procurement and inventory management, allowing DCAS to track deliveries of emergency goods.

The DCAS IT team was crucial in getting supplies from point A to point B and in managing a deluge of data and records.

Supporting Changes in the Way the City Works

As with all emergencies, the ability to spread important information quickly and clearly is vital. For DCAS, that meant working with other City agencies to create new policies and guidance that would address the changes to our work environment during the pandemic.

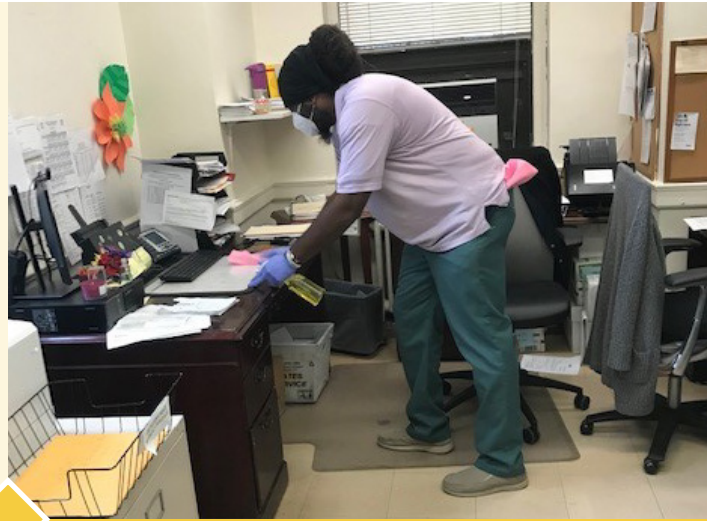
DCAS helped develop new teleworking policies and helped agencies navigate new challenges involving employee leave issues. In addition to helping develop new policies and guidance, DCAS hosted weekly webinars with human resources staff to keep them updated and discuss concerns regarding policies related to the pandemic. By keeping a constant stream of communications open between City agencies, DCAS ensured civil servants were aware of new and updated policies like the Families First Coronavirus Response Act (FFRCA), changes to the Employee Blood Program's compensatory time policy, expansion of the bereavement policy, and changes to the Extended Military Benefits Differential Pay Program for City employees who were called up for military duty as a result of COVID-19.



DCAS staff member Ira Bernstein was one of the first staff members to return to the office to provide support for the development of civil service exams. By doing so, Ira ensured our agency remains on target for exam development deadlines.

A Clean Building is a Safer Building

DCAS manages 56 buildings, with staff dedicated to cleaning, fire and life safety, mechanical maintenance, and much more. Part of combatting the pandemic is ensuring our buildings follow guidelines set by the Department of Health and Mental Hygiene as well as the State Department of Health. During FY20, DCAS implemented many COVID-19 preventative measures throughout its buildings to ensure the safety of staff and tenants.



DCAS staff member Karim Parks cleaning an Office of Court Administration building.



DCAS staff member Martha Cabreja helping ensure office space is clean and free of germs.

Enhanced Cleaning Schedules

DCAS staff members Serafin Gonzalez and Richard McCarthy coordinated a colossal effort to implement enhanced cleaning schedules in DCAS buildings during the pandemic. Working with a limited amount of staff, they completed over 400 cleaning requests since the onset of the pandemic through the end of June, while also installing hand sanitizing dispensers, signage, and social distance markers.

Maintaining Ventilation Systems

The DCAS Mechanical Maintenance and Operations Unit is responsible for maintaining and operating building systems like heating, ventilation, air conditioning, plumbing, and fire suppression. These staff members performed necessary maintenance on air handling systems, bathroom exhaust systems, and domestic water systems to ensure our buildings were updated and safe. When the COVID-19 pandemic hit during FY20, the DCAS facilities management team heightened its focus on ventilation and air filtration to ensure maximum effectiveness.

Reinforcing Health and Safety Protocols

With many new procedures in place to combat COVID-19, simple images can help communicate critical information. DCAS created policies and then developed, printed, and placed signage all throughout our buildings to remind staff, tenants, and members of the public about the safety and health protocols that are in place.

Bold, purple signage communicates important health and safety information in DCAS buildings. The DCAS Communications team, its City Graphics unit, and the DCAS Print Shop were integral in producing an enormous volume of signage and communicating periodic updates to policies and procedures.

Working together with other DCAS personnel to identify locations for signage and custodians to help post the signage, there was a concerted team effort to continuously reinforce best practices for health and safety.



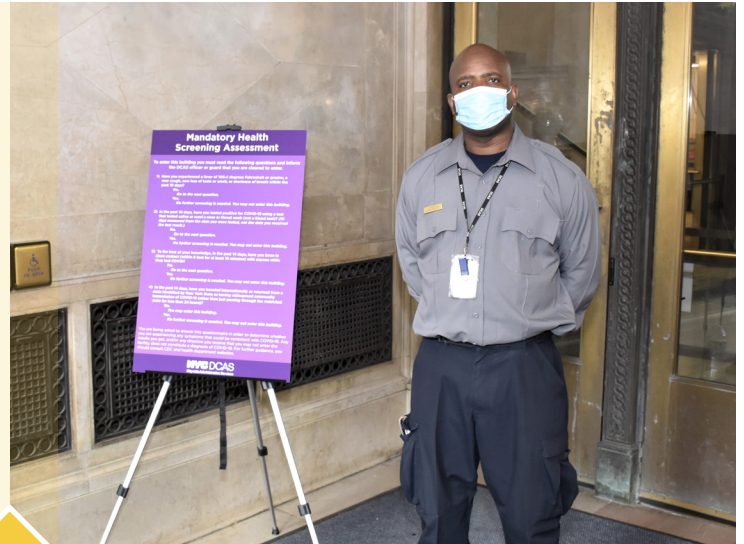
Powering Our City's Hospitals

When the pandemic struck, due to an influx of critically ill patients, New York City Health and Hospitals (H+H) experienced an unprecedented strain on its facilities. At Kings County Hospital, the intensive care unit was running close to maximum capacity. At Woodhull Hospital, operators had reservations about their ability to add ventilator capacity without overstraining existing electrical systems.

At Kings County Hospital, DCAS worked to identify ways in which the hospital could reduce energy usage and maintain operations. At Woodhull Hospital, DCAS helped staff find opportunities for reducing energy demands, like installing DCAS efficient lighting upgrades. This work enabled Woodhull to increase their ventilator capacity without overburdening the hospital's electrical systems.

DCAS Police Assists with Health Screenings

To further enhance the safety of all who use DCAS-managed buildings, DCAS developed and implemented health screening protocols to enter its buildings. On top of providing security for our buildings, DCAS Police began implementing screening procedures for anyone entering our buildings. Posted signage at building entrances helped make clear when individuals can and cannot enter buildings to help reduce the spread of COVID-19.



DCAS Police Officer Noe Lacroix ensuring all visitors and employees are following COVID-19 safety procedures.

Collaborating to Create New COVID-19 Testing Sites, Store PPE

After Mayor Bill de Blasio announced that antibody testing would be set up citywide, City agencies began mobilizing their efforts to make that a reality as quickly as possible. For DCAS, that meant identifying underutilized City-owned space that could be transformed into testing sites, reorganizing space to be optimized for testing, and working with other City agencies to ensure these sites were set up in the communities that needed them most.

DCAS utilized the City's building portfolio for more than just setting up testing sites. When the demand for personal protective equipment (PPE) was higher than ever before, the City needed additional space to store it. DCAS identified secure locations to store PPE so neighboring hospitals, testing facilities, schools, and other City agencies had access to the lifesaving supplies they needed.



DCAS's Real Estate team discusses how our agency can support the City's efforts to combat COVID-19.

DCAS Staff Volunteering to Help Combat the Pandemic



DCAS staff members Brent Taylor (left) and Henry Cornejo (right) working with staff from the Department of Emergency Management at their Emergency Operations Center in Brooklyn.

Born and raised in Astoria, Queens, Henry Cornejo is no stranger to our city. Henry is a fellow in the second cohort of the Civil Service Pathways fellowship that began in July 2019. The Civil Service Pathways Fellowship is hosted by DCAS in collaboration with the City University of New York (CUNY). The goal of the fellowship is to create a pathway for CUNY graduates to begin a career in public service. Henry works for DCAS Fleet Management, and originally worked in Fleet's Office of Real Time Tracking (FORT) where he analyzed and created reports on the use of City fleet vehicles. The FORT monitors vehicles in the City's fleet, including locations, speeds, and other parameters. Henry would analyze this data and send reports to relevant City agencies.

In March, when the pandemic began, the mayor announced the [Get Food NYC Initiative](#). This program's purpose is to provide free food for New Yorkers who cannot safely access it themselves. The distribution of the food is a collaborative effort between City agencies like DCAS, the Taxi and Limousine Commission, and the Department of Sanitation.

Henry volunteered to support this effort along with Assistant Commissioner of Fleet Operations Brent Taylor, and Fleet Claims Coordinator Jason Li. Just like most New Yorkers during the early peak of the pandemic, Henry was concerned about the possibility of contracting the virus, but couldn't pass up the opportunity to be a part of this important initiative.

"I decided that I wanted to go, I really wanted to go," Cornejo said.



DCAS staff member Jason Li supporting food distribution as part of the Get Food NYC initiative.

In NYC Emergency Management’s Logistic Center in Brooklyn, Henry worked in the data management team, and was responsible for tracking food deliveries, ensuring accuracy of delivery information, and consolidating data in Microsoft Excel. At the peak of the pandemic, there were eleven food distribution sites, and with all of the work being recorded manually, Henry had his hands full. This was fast paced work, and for Henry, a fellow with less than a year experience, it was important to adjust quickly.

“In the beginning of the operation, since it was new, every day was a constant battle of trying to catch up,” he said.

DCAS created an app in May to automate this process, but by the end of July, Henry would be responsible for a completely different duty: staffing. Besides transporting the food from the distribution sites, another vital aspect of this operation was staffing the sites themselves. Henry became responsible for managing the staffing levels at the distribution sites citywide, utilizing the contacts he had made in his fleet work.

“I liked using my DCAS experience to communicate with the liaisons from different agencies and figuring out the staffing needs moving forward” he said.

When asked about his future career goals, Henry stated he had plans for getting a Master’s in International Affairs, but after all the work he’s done for DCAS and NYCEM, his interest in emergency management is growing. Henry states that he’s in the process of applying for the Mayor’s Office Scholarship Program and plans to pursue either a Master’s in Public Administration or a Master’s in Public Policy. This experience has showed Henry just how much he can achieve.

“The main lesson I learned here is don’t be scared to sign up for something where you lack experience. Take the initiative and you will push through the obstacles.”



DCAS Financials

FY20 Expense Budget:*

Agencywide	Headcount	\$ (in thousands)
Personal Services (PS)	2,563	\$225,908
Other Than Personal Services (OTPS)		\$2,461,996
Total DCAS w/o BSA**	2,563	\$2,687,905
Major highlights of DCAS Budget:		
COVID-19 Citywide Response		\$1,393,217
Citywide Heat, Light & Power		\$698,436
OTPS Leases (Various Agencies)		\$128,441
Court Facilities Payment (Reimbursement)		\$56,317
OTPS Storehouse Accounts (Various agencies)		\$30,509
OTPS Vehicle Fuel (Various Agencies)		\$10,493
Total Major Highlights		\$2,317,413

* The FY20 Expense Budget numbers are reflective of the values approved by OMB in the June 2020 Adopted Plan

** BSA stands for Board of Standards and Appeals

FY20 Capital Budget:*

Lines of Services	\$ (in thousands)
Capital Construction - DCAS Facilities	\$127,982
Real Estate - Improvement to Leased Locations	\$38,320
Energy Management	\$44,694
IT	\$4,546
Fleet	\$3,812
Security/Admin	\$1,182
Total DCAS	\$220,536

* As of FY21 Executive Capital Budget published in April 2020

FY20 Revenue Budget:*

Lines of Service	\$ (in thousands)
Real Estate	
Citywide Commercial Rents	\$50,501
Other	\$100
Total - Real Estate	\$50,601
Fleet	
Sale of Automotive Vehicles	\$11,427
Affirmative Claims	\$735
Total - Fleet	\$12,162
Human Capital	
Civil Service Exam Fees	\$4,430
Other	\$30
Total - Human Capital	\$4,460
Office of Citywide Procurement	
Sales of Salvage Equipment/ Other	\$1,140
Procurement Card Rebates	\$1,093
Total - Office of Citywide Procurement	\$2,233
Administration	
City Store Sales	\$522
Energy Management	
Heat, Light & Power Revenue	\$3,800
Total DCAS w/o BSA**	\$73,778

* The FY20 Revenue Budget numbers are reflective of the values approved by OMB in the June 2020 Adopted Plan

** BSA stands for Board of Standards and Appeals



DCAS Executive Team



Lisette Camilo
Commissioner
Department of Citywide
Administrative Services



Quintin Haynes
Executive
Deputy Commissioner



Dawn Pinnock
Executive
Deputy Commissioner



Carmine Rivetti
Chief of Staff



Sanford Cohen
Acting General Counsel
Office of the 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
Acting Deputy Commissioner
Fiscal and Business Management



Jerry Torres
Deputy Commissioner
Facilities Management



Joseph Wagner
Chief Engineer
Construction and Technical Services



In Memoriam

2020 has been a difficult year for many of us, and it is even more difficult when having to cope with the loss of friends, family, and coworkers. This section is dedicated to the DCAS staff members who recently passed away.

Michael Allen

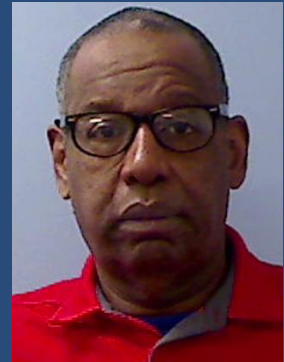
Administration

“On April 12, 2020, Michael Allen, DCAS Mail Services, passed away. Mike Allen served 41 years in city government. Of the 41 years of city government service, Mike has worked 23 ½ years with DCAS Mail Services. Mike was an outstanding employee and was extremely hardworking and supportive of everyone he encountered. Dependable to his team and his manager, Mike conducted messenger runs throughout the city. Always searching for more to do, he would often return asking if there was anything else he could deliver. This volunteer nature was common to him. Mike also showed an interest in helping along new employees, by showing them around the area and welcoming them with guidance and words of wisdom.

Mike Allen truly wanted to be helpful to coworkers in any way he could. He had a particular interest in health and fitness, often bringing back manuals of healthy food restaurant options in the area. Mike was remarked by his colleagues as someone who enjoyed playing practical jokes, which helped at times to break up the monotony of daily tasks. Mike also enjoyed chess, and was apparently very good at it too! Spending hours of his free time playing chess, and sharing his love of chess by bringing in books about chess to show his colleagues.

Michael Allen was truly an asset to DCAS Mail Services. He will be missed.”

- Loretta Jenrette and Grantley Farrell



Rowena Aquino

Office of the General Counsel

“She was a person who knew how to appreciate every moment of life. We remember her for her optimism and positive energy which radiates through all of us.

We know you left fulfilled because you achieved your mission in life.

Goodbye friend, until that day when we meet again.”

- Rowena’s Colleagues from OGC

Manuelito Balina

Facilities Management

“Manny Balina was very kind, respectful, and sincere. He was a true gentleman who always brought a smile to work. Manny spoke very highly of his family and worked hard to provide for them. We are sure he touched many lives in so many ways. There is no doubt, he is greatly missed. Rest in Peace!”

- Manuelito’s Colleagues from Facilities Management



Irina Berman

Human Capital

“Irina’s professional career with the City reflected her passion for online learning and instruction. Strong, exuberant, and deeply engaged with everything she did, Irina loved making things work behind the scenes and connecting people with online solutions just as much as she loved connecting with people in real life. At the time of her passing on November 16, 2020, Irina Berman was the Learning Management System administrator for DCAS Citywide Learning & Development. She will be remembered as a trusted colleague with a sharp wit, a keen sense of humor, and a laser focus for reaching every goal she undertook. We are grateful to have had the opportunity to work and learn with her.”

- Irina’s Colleagues from Human Capital



James Delaney

Facilities Management

“James was a dedicated civil servant. He was a hard-working man who was dedicated to his family and team alike. He bonded with everyone who worked with him. His transmittable laugh was disarming, and his soft demeanor was welcoming. He was reliable and trustworthy. His zeal and commitment for perfection was priceless and DCAS and NYC were the benefactors. James was a brother, friend, and confidant. He was a father and family man, well respected by his peers, and valued by his supervisors and work family alike.”

- James’s Colleagues from Facilities Management



Ronald Ebron

Facilities Management

“Ronald had a natural, energetic, and charismatic personality. Ronald valued his assigned work location, 80 Centre Street, and personalized it as his own. It was his home. So much so that he volunteered and was entrusted to work all special projects. Ronald was a natural leader because he understood the “team” concept; to him, it was synonymous with “family.” Wherever he was needed, he volunteered. He defined the role. His smile was infectious and suitable for his personality. He was a brother, friend, advisor, and confidant. The Building Services team will never be the same without his presence.”



- Ronald Ebron's Colleagues from Facilities Management



Lenin Fierro

Fleet

“Lenin Fierro (second from left) was a great lifelong public servant. He was also a fun and genuine person. A 10-year Navy Veteran, loving husband to Brenda, and father of two daughters, Lenin led our Vision Zero Fleet Safety efforts and our partnership with the Department of Education to support automotive students. He took his job seriously, proposing ideas, implementing initiatives, and promoting safety and students when people were watching and when they weren't. He was also a pleasure to be around, someone who made everyone feel welcome and comfortable. Lenin and I spent a great day in Philadelphia last year, talking up Vision Zero and re-tracing Rocky's run. He was also a fixture at every party, dancing, hugging, and radiating joy. We miss him every day.”

- Keith Kerman, Deputy Commissioner of Fleet Management.

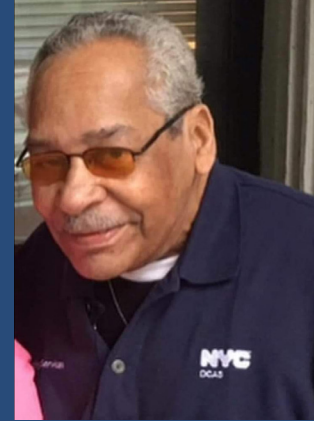
Edward Hargrave

Facilities Management

“On behalf of the DCAS custodians, we would like to recognize the memory of the late Edward Hargrave. Eddie, as we called him, was a dedicated worker and friend who we all admired and miss. Eddie was a great inspiration and encouragement to us all. We miss the most how he was always walking around humming or singing.

His love for his music was his passion, he even performed for James Brown and Aretha Franklin.”

- Edward’s Colleagues from Facilities Management



Suzanne Lynn

Office of the General Counsel

“Suzanne joined DCAS in 2014, serving as General Counsel and overseeing all legal affairs for the agency. Her work at DCAS was part of a life-long commitment to public service.

A graduate of Harvard College and Columbia University School of Law, Suzanne was a fierce advocate for equality and justice. Prior to her time at DCAS, she served as Deputy Commissioner for Community Development at the New York City Department of Youth and Community Development, Chief of the Civil Rights Bureau of the New York State Attorney General’s Office, Staff Attorney for the Reproductive Rights Project of the American Civil Liberties Union, and Counsel to the New York City Public Advocate, among other positions.

A native of Rockland County, New York, Suzanne was a beloved friend to her brothers and sisters, nieces and nephews, professional colleagues, and all who knew her. She was an ardent lover of books, dance, opera, theater, and film.

Suzanne is sorely missed by all of us at DCAS. She will be remembered as a strong and dedicated leader who worked tirelessly on behalf of our agency and the people we serve.”

- Lisette Camilo, DCAS Commissioner



William Manning Jr.

Facilities Management

“William was a dedicated civil servant. His professionalism and independent analytical skills were second to no one. His contribution to the DCAS family was immeasurable and ground-breaking through his strong work ethic. He helped positively redefine who and what a public servant is. He was a father and family man, well respected by his peers and valued by his supervisors and work family alike.”

- William’s Colleagues from Facilities Management

Radames Ortiz

Office of Citywide Procurement

“Radames was a lifelong civil servant, starting at DEP as a watershed maintainer in 1995. He joined the Office of Surplus Activities at DCAS in 2003. He was the heart and soul of the team, from being an encyclopedia on all items auctioned throughout his 18 years here, to working the floor at the Central Storehouse and advising agency personnel from across the City and members of the public.

If you had the privilege of working with Radames, you understood his passion for his job and his commitment to his work, but also his ability to take the time to talk to anyone who needed his advice or expertise. His work ethic, enthusiasm, and deep knowledge of the industry will be sorely missed not only by those of us at DCAS, but by staff across the entire City.”

- Mersida Ibric, Deputy Commissioner of the Office of Citywide Procurement.



Tyrone Patterson

Facilities Management

“Mr. Patterson was a good man and coworker with over 30 plus years working for DCAS and also was the Union shop steward for DC 37.”

- Attim Walker





Anthony Ramsey

Facilities Management

“Anthony was loved by all who knew him. No matter how bad of a day you were having, he always knew how to make you smile with his great sense of humor. He was great person and is still missed to this day here at 141 Livingston.”

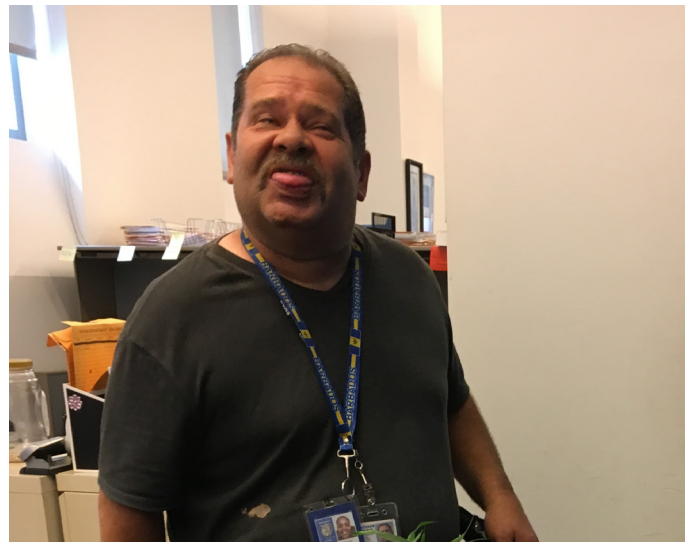
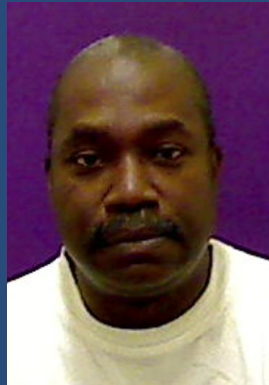
- Luis Otero

Rennie Reid

Facilities Management

“Rennie was a caring, reliable friend and co-worker. He cherished his assigned work location, 100 Centre Street, and claimed it, cleaned it, and personalized it as his own. His dedication and commitment to his work, however, was secondary only to his magnetic and strikingly warm personality. All who left his physical presence took with them the fruits of his caring, gentle, helpful, and compassionate being. He was a man of integrity, wisdom, love, and an example of a true public sector worker who put others before himself. He will be missed.”

- Rennie’s Colleagues from Facilities Management



Richard Vantine

Facilities Management

“Richard Vantine was a great worker and a wonderful person. He was a great asset to our agency and a great friend to us all. Richard will be greatly missed. May peace and blessing be with his family and our team at 26 Central Ave, Staten Island.”

- Richard’s Colleagues from Facilities Management



Barbara Watkins

Facilities Management

“Our hearts were broken with the passing of Barbara Watkins. Barbara dedicated her life to helping people. Not only was she an outstanding DCAS cleaner, but a caring person as well. Barbara devoted her life to her family and DCAS. She helped people during the tragic 9/11 plane crash in Manhattan and she would even help released prisoners with money to make phone calls and clothes if needed. Barbara also saved a court employee’s life at her facility by reacting quickly in the time of need. She loved to clean and was passionate about seeing smiles on peoples’ faces when she finished the job. Barbara Watkins is sadly missed and we still mourn her passing to this very day.”

- Barbara’s Colleagues from Facilities Management





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