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Annie Long, Director, EEO

Pat Matterna, Director, Budget

Carla Van de Walle
Director, Internal Audit & Special Projects

Commissioner's Corner

by Martha E. Stark

You may be working hard, but are you working SMART?

I hope everyone had a terrific and restful summer. Thank you for your support during the second most difficult summer of my life. The first difficult summer was the year my mom died. While that was exceedingly difficult and I was only 21, my mom had been sick and her death ended her suffering. Losing a sibling unexpectedly, well I don't know how to describe it. Most important, thank you to everyone for the emails, the cards, the warm words, the mass cards, and the support. I can't begin to express my appreciation.

I know that things are hectic as usual this fall, especially with the 2nd round of \$400 property tax rebates. But I'm confident that we will continue to build on what we've accomplished since 2002. I am thrilled that the Mayor has reappointed me as the Finance Commissioner and I am also looking forward to serving as one of his representatives on the Lower Manhattan Development Corporation Board of Directors. Given how much I love this City, I am honored to be a part of the group that will be responsible for providing the vision for rebuilding lower Manhattan.

Instead of highlighting recent successes (of which there are many), I thought I'd use this space to discuss a long-term project that I hope will yield greater dividends for years – and even decades – to come. Many of you have been actively involved in it already, and all of you will become involved soon. I'm talking about SMART, our performance management initiative.

Although you've all probably heard something about this project, I know that many of you may have questions about what we're attempting to do. So let me try to explain why I'm so excited about this project, and why I am convinced that SMART will have a lasting impact on how we serve New Yorkers.

Since I became commissioner, I've emphasized fairness, transparency and the need to use information, especially data, to support the decisions we make. Most simply put, SMART is a way of incorporating those values into everything we do. SMART is going to help us think about how to satisfy our customers and help New Yorkers pay their taxes and parking tickets on time. With SMART, we're going to focus not on what we do, but on the results we produce for the people we serve. And we're going to devise meaningful ways to measure these results, so we can always get smarter.

This is incredibly exciting, because while we keep very good information about what we do, we have never really asked the people we serve whether we're achieving the results that they expect from us. Not in a systemic way, at least. Not many organizations do. In fact, this project will put us in the vanguard of public service.

But the most exciting part of the project is that suggestions about how the agency can get SMARTer will come from you and the people we serve. A few of us at the top have gotten the ball rolling. We established the basic principle: if we operate efficiently, have engaged employees, treat people well and satisfy our customers, people will pay the right amount that they are required to pay on time.



Rebate 2005

The checks are definitely in the mail!

If you own a 1-, 2-, or 3-family house, or a co-op or condominium apartment, and you have the STAR property tax exemption, or other exemption that requires that your home is your primary residence, you have probably already received your rebate check for 2005. Most homeowners received \$400 (unless their annual tax liability was lower than that).

As of December 1st, Finance had mailed out over 650,000 rebate checks, 10% more than had been distributed at this point last year. Of these, fewer than three percent have been returned due to incorrect addresses or stopped because they were lost in the mail. This may be a significant improvement over the 2004 rebate distribution, due to the ongoing efforts and hard work of *Finance Rebate Task Team* that has been meeting this whole year to gear up for this event. Task Force members represent almost every division in the agency – the Executive Office, Payment Operations, Information System Services (ISS), the Office of Technology Solutions (OTS), Legal Affairs, Communications and Customer Service (CCS), Property, and the City Register - in a collaborative effort

to improve our performance over last year and to achieve our goal of putting rebate checks in the hands of all of those who qualified.

To assist in letting people know whether they were eligible and would receive a rebate check this year, *Commissioner Stark* charged *OTS* and *ISS* with developing an online rebate search feature. Launched in mid-



September, property owners in the city can now go online to see if Finance records show if they should have received a 2005 rebate check and, if so, to whom Finance made the check payable and to where we mailed the check. This new online search feature is being updated as additional checks are issued, and has been a great customer service enhancement.

In addition, the online search also allows DoITT's 311 customer service representatives to handle basic inquiries on our behalf. In fact, *CCS* and *OTS* spent several weeks in September meeting regularly to gear up for the inevitable flood of rebate-related calls, including practice on the rebate eligibility search feature and from September 25th to October 12th, 311 received over 60,000 rebate calls.

Thanks to the great work of the entire Rebate Task Team, supported by divisional staff throughout the agency, the only checks that will be mailed after December will be replacement checks.

If you have questions about your own rebate check, or about the process, e-mail any member of the Rebate Task Team. A full listing of the team members can be found in the agency's e-mail directory in Microsoft Outlook (from the Global Address List, enter Rebate Task Team, click on it, and then click on Properties to see the full listing of all members).

Commissioner's Corner

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But if we're really going to achieve meaningful results for the people we serve, it will be because everyone - from the payment window clerk to the junior assessor to the mid-level manager - will think about what results we're trying to achieve and create ways to find out from the people we serve if we are successful.

This isn't just talk - it's true. With the help of coaches and managers, about 60 work units across the entire agency have already identified the results they are trying to achieve and the best way to measure whether they have been successful or not, and if not how they can be attain those results.

When I say "measure," I don't mean that we're going to figure out a new way to discipline employees or issue reports that make us look better in the eyes of the boss or City Hall. I've never been interested in that. I'm talking about a grassroots way for us to think about what we're trying to achieve, measure whether we have achieved it, and learn how we can do it better. Together. And hopefully have more fun while we're at it!

As you talk to your colleagues about this in the coming months, I hope you will approach this with an open mind. Don't be afraid to ask questions. To keep you all posted on this project, we've created a SMART information page on our shared drive that we will soon move to the Intranet. It has lots of information, including photos and videos, and it will be updated regularly.

I look forward to moving to the next phase of this project in January, when I can report back to you on this in the winter issue of ReveNEWS. Let's all get SMART.

Sincerely,

Martha E. Stark

Civil Service Schedule

Are you interested in taking a Civil Service exam?

Have a friend or family member who is?

View the July 2005 - June 2006 examination schedule online.

<http://www.nyc.gov/html/dcas/html/employment/examschedule.shtm>

REVE NEWS
nyc.gov/finance

2005 Legislative Update

Highlights of tax law changes that affect Finance programs and procedures

ReveNEWS welcomes *Christopher Browne*, who joined the agency in September 2005 in a newly created role as the Senior Director of Legislative Affairs, part of the Communications and Customer Service division. Chris will be working closely with *Tax Policy* and *Legal Affairs* as well as division heads to coordinate and promote the agency's State, City and Federal legislative agendas. He will also coordinate the agency's lobbying effort and represent Finance's interests with other City and State agencies.

Chris brings extensive State and City legislative experience, from his previous work at the Department of Consumer Affairs and at the Manhattan Borough President's Office. Most recently, Chris and his family (wife, *Rebecca*, and children, *Yona* and *Caleb*) completed a two-year sabbatical in the mountains of northern New Mexico, where he was a senior staffer for the New Mexico State Senate in Santa Fe.

Jumping right into his new role, Chris reported to ReveNEWS on several key pieces of legislation that were passed by both the State Legislature and City Council earlier this year.

- Critical property tax interest rate legislation was signed during the summer that simplifies Finance's payment and billing rules and operations. It allows all properties with an assessed value of \$80,000 or less to make quarterly payments and provides their owners with the 15-day interest-free period; it standardized the interest rate for

all delinquent payments on such properties at 9%; provided a uniform discount rate for early tax payment of 1.5%; and allows Finance to wipe out interest when it results from tax payments that we misapplied.

- The income ceiling for eligibility for the Senior Citizen Rent Increase Exemption program (SCRIE) was increased from \$24,000 to \$25,000, with additional \$1000 increases annu-



ally, up to \$29,000 through fiscal year 2009. SCRIE exempts eligible seniors from rent increases if they meet this income requirement and live in rent controlled, rent stabilized, or other types of rent-regulated apartments. Analysts predict this change will allow an additional 7,000 New York City seniors to participate in SCRIE over the next four years.

- In July, the City and State authorized a new exemption – the Disability

Rent Increase Exemption (DRIE) - for renters that will be administered through Finance's *Payment Operations Division*. Similar to SCRIE, DRIE exempts people with disabilities who live in rent-regulated buildings and have limited income from future rent increases. It is estimated that approximately 21,000 New Yorkers with disabilities will qualify for the program.

- The City Council changed the unpaid parking ticket threshold that triggers towing. Under the new law, supported by Finance, the minimum amount of unpaid fines was raised from \$238 to \$350. Only vehicles with at least \$350 of judgment parking fines will now be towed.

- Finally, a new home renovations bill codifies a change made by Finance this summer. The bill protects homeowners from huge property tax increases by limiting the increase in assessed value for certain Class 2 residential buildings when these properties are renovated or expanded. Under the new law, Finance is able to assess the value of renovations at 15 percent for owners of homes with 4-10 units, instead of 45 percent, which is the standard assessment ratio for larger residential and commercial buildings. In Harlem, which has experienced the most such renovations of any City neighborhood, the average savings will be about \$9,000 per homeowner.

Thanks to Chris for filing this report, and ReveNEWS looks forward to publishing additional legislative updates in the future.

HAVE SOMEONE NEW WORKING IN YOUR UNIT?

If there is a new member of the Finance Family working in your unit, let ReveNEWS know so that we can highlight them in a future issue. Send the person's name, unit and any background information, or any suggestions that you have for future articles, to Lisa Maluf in CCS-Customer Relations..

Profile on Pensions

Working behind the scenes to secure your retirement benefits

When most City employees think about their pensions, they think about NYCERS – the New York City Employee Retirement System. However, few City employees – even those in Finance – know about *Finance’s Pension Unit* and its Director, *Diane Bratcher*.

Though Finance’s main responsibility is collecting City revenue, Finance also serves as the steward of the City’s money. Primarily, this is the role of the Treasury Division, but few people know that the Finance Commissioner also plays a critical role in administer-

ing and overseeing \$90 billion in City pension funds, currently representing



the pensions of 600,000 active and retired City employees. Finance’s Pension Unit carries out this responsibility under the direction of the Commissioner and the Mayor.

The City’s Pension System

Besides NYCERS, there are three, smaller pension systems: a Fire Pension Fund, a Police Fund, and a Teacher’s Fund. Everyone else belongs to NYCERS. The City pension system is collectively governed by the Mayor; elected officials, including the Comptroller, Public Advocate and Borough Presidents; and the City unions.

Because of Finance’s responsibility for the pension funds, the Commissioner of Finance, either by law or as the Mayor’s appointee, serves

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Hurricanes Katrina, Rita, and Wilma

Finance provides tax relief and charitable donations

Finance, the Internal Revenue Service, and City of New York are working to provide relief and assistance to the victims of Hurricanes Katrina, Rita, and Wilma and information to their fellow citizens who want to help.

Thanks to the Tax Law staff in *Legal Affairs*, who quickly drafted a Finance Memoranda outlining Finance’s policy in response to emergencies in the South, businesses that cannot file NYC tax returns by the deadline due to hurricane damage have extra time to do so.

The Department of Finance also sponsored a two-week fundraiser for victims of Katrina and Rita. By September 20th, Finance employees donated \$12,168.42 to the Mayor’s Fund to Advance New York / Hurricane Relief. Our donations will be added to those from other City agencies. Thanks to all of the Finance staff who organized the fundraiser and to those employees who contributed to this important relief effort.

Combined Municipal Campaign (CMC)

Donations through payroll deduction



The Combined Municipal Campaign (CMC) makes it possible for New York City employees to designate contributions to their favorite charities through easy payroll deductions. Whether you contribute to international organizations or community centers in your own neighborhood, the combined contributions from employees in all NYC agencies add up, and they make a difference.

The *Human Resources Office* in the *Administration Division* is conducting training sessions to enhance employees’ knowledge of the importance of their charitable contributions. The CMC contribution enrollment period began on October 14th and ends on December 16th.

Contact your Administrative Liaison or the Benefits Unit to enroll or if you have questions.

Finance Family Day

Over 300 Finance families enjoy food and fun

On Saturday, August 20th, Finance held its annual Family Day picnic. Over 300 employees and their family members shared food and good times at the Thomas Jefferson Park in Manhattan. One hundred forty pounds of beef and chicken were grilled and eaten with 60 pounds of salad and grilled corn-on-the-cob.

The *Executive Division* won the coveted sports trophy, and everyone had FUN, FUN, FUN!

Thanks are due to the *Family Day Committee* for their hard work!



ACRIS 3.0

The Automated City Register Information System gets even better

As most ReveNEWS readers know, ACRIS is the *Automated City Register Information System*, designed by Finance consultants Bearing Point under the direction and leadership of the *Office of Technology Solutions Chief Herb Stratton*, as well as the *City Register Annette Hill* and her deputies, and their division's incredibly dedicated managers and staff. ACRIS revolutionized the offices operations by allowing anyone with Internet access to research property ownership online and view images of recorded documents (deeds, mortgage satisfactions, etc.) from their own homes or offices. ACRIS also allows title companies and property owners who want to record a document to prepare a cover sheet and calculate the recording fee.

Although the system has already received many awards and accolades from the public, title industry and government groups, OTS and the City Register continue to work on making it better. This month, after many months of work, OTS will introduce another round of enhancements with ACRIS 3.0:

Enhancements for the General Public

Now, when someone comes to the City Register's Office with a request to record a document, he or she must first go to a Business Center and pay the fee. With ACRIS 3.0, users can pay electronically in advance, by check or credit card. Users will also be able to request and pay for certified copies of documents online.

Enhancements for Commercial Users

ACRIS 3.0 will enable users to submit many documents simultaneously by batch process and record Uniform Commercial Code (UCC) documents electronically. UCCs are financing statements that document a security interest against cooperative apartments (and less-common-in-NYC filings, such as timber to be cut and mining rights).

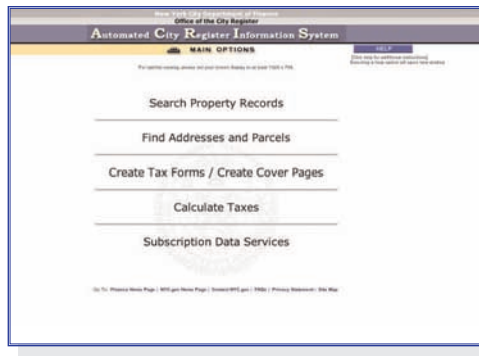
Business users will also have the option of enrolling in a new ACRIS

SUBSCRIPTION Data Service, which uses the latest technologies, and will allow them to submit large volumes of UCCs in electronic form and download large image files, which can be

selected by document type, borough, and date range.

Enhancements for the City Register's Offices

Changes to ACRIS will also allow City Register staff to record documents more efficiently, and an enhanced payment administration will simplify refund processing. Enhanced reporting capabilities will make it easier to keep track of payments and provide customer service. Improvements to the processing of requests for certified copies will prioritize paid requests for quicker customer turnaround.



Cash Bail Refunds

Did you know that bail is part of Finance?

Some ReveNEWS readers may not be aware that one of Finance's many services to the public is the refund of cash bail that is paid within the court system. *The Client Services Cash Bail Unit*, which is part of *Deputy Commissioner Robert Lee's Treasury Division*, receives all the cash bail that is paid in New York City courts and corrections facilities.

Client Services is located on the 22nd floor of 1 Centre Street. Unit head *Rita Ramirez* is ably assisted by staff members *Melva Titus*, *Andrea McAlpine*, and *Lorinda Henderson*. Together, the staff refunds over 22,000 cash bail payments each year and responds to thousands of phone calls from the public. The unit was recently renovated, providing easier walk-in access, and they have been working with the Customer Relations Unit of the Communications and Customer Service Division on redesigning their forms and a brochure on bail refunds.

Bail Refunds and "Abandoned Bail"

Client Services holds all cash bail until the court notifies them that a case is resolved. Upon notice, they send a refund to the "surety" – that is, to the person who paid the bail. In some cases – for instance, if the surety moved – the refund may be undeliverable. Client Services will then hold the money, waiting for the surety to come forward and claim it. If a refund is still unclaimed after five years, the refunds are considered "abandoned."

Once a year, by law, Client Services must publish a list of abandoned bail, in the hope that a missing surety will see and claim it. This year, they posted the list on the Finance web site in mid-November, and will publish the list in City newspapers in February – to make it even more likely that someone will see their name on the list and come forwarded.

If unclaimed by the end of March each year, the abandoned bail is forwarded to the New York State Comptroller's Office of Unclaimed Funds.

For more information on claiming abandoned bail, see Bail Refunds on the Finance website.

Profile on Pensions

Continued from page 4

on the boards of Trustees governing the City pension funds and the Deferred Compensation Board, where the Finance Commissioner is a Trustee by law.

One of the Best City Benefits

According to Ms. Bratcher, if you're in the City's pension fund, you've made a good decision. City employees in the pension system make regular contributions through payroll deductions for ten years. The City also makes contributions - for the entire length of your City service.

If you work for the City and are a member of the pension fund for a minimum specified number of years, you get certain rights -- you become "vested" in the pension system. This means that when you reach retirement age, whether or not you are still working for the City, you are entitled to collect pension benefits.

- If you quit working for the City with less than five years of service, you can still withdraw your own contributions with interest.

- If you leave with between five and ten years' service, you can withdraw your own contributions with interest or leave them in the fund and collect a smaller pension from the City at retirement age.

- If you work for the City until retirement, you will receive a pension amount based on when you first started working for the City, the number of years of your service, your final average salary, and other factors.

The City pension system is governed by State law, which sets certain guarantees for employees who are in the system. Unlike some of the horror stories one reads about private companies that have looted their employees' pensions, your NYC pension rights cannot be taken away. State law guarantees that the terms of your pension when you join the system cannot be diminished. Pension rights can only be reduced for future employees. Moreover, the Mayor, the Commissioner and all City pension trustees are committed to keeping the pension system healthy and safe.

If You Are NOT In the Pension System Now, You Can Still Join

When ReveNEWS interviewed Ms.

Bratcher for this article, she asked us to pass along one message to our readers: If you are not in the pension system now, you should consider joining! You can buy back the time when you were not in it by asking NYCERS to calculate what your contributions would have been for the years when you worked for the City but were not in the system, plus the interest you've missed. You can pay this amount in one lump sum or request that deductions are made from your paycheck. Contact NYCERS to see what this means for you.

The pension system is not just about pensions. It also includes several other programs:

Deferred Compensation

Few people can retire on their pension alone. The City offers an excellent voluntary program for personal retirement saving - the Deferred Compensation Program - a tax-deferred program offering employees the opportunity to join a voluntary contribution plan that allows City employees to have from 1% - 50% of their salary deducted from their paychecks and put into a savings program.

For more information, visit the NYC Office of Labor Relations web site and click on Deferred Compensation on the left side of the homepage.

Loan Programs

Although both pension and Deferred Compensation contributions are intended for retirement savings, employees who contribute to either system can borrow money from their accounts throughout their working years. Various tax laws determine how much you can borrow, and you must pay it back before you retire, generally by payroll deduction.

Disability Pensions

The City offers disability pensions to City employees who become disabled while in City service, but you must be a member of the pension fund to be eligible. Benefits are greater for employees who are injured in an accident on the job; the highest disability pensions are available to City employees who have the most dangerous jobs, such as police, fire, sanitation, and corrections.

For more information on loans or disability pensions, please refer to NYCERS' *Explore Your Benefits* brochure.

Star of the Season Award

Congratulations to Parmanand Persaud!

The Star of the Season Program is part of Finance's Labor-Management Quality of Worklife (QWL) program. It recognizes Finance employees for their contributions to the agency and to the citizens of New York City.



On July 19th, *Parmanand Persaud* of the Quality Control Unit / Collections Division received the Star of the Summer Award. The nomination called him "...a prime source for his fellow associates to seek reliable information to expedite the resolution of problems with other units as well as outside city agencies." The nomination went on to say that he "...always demonstrated courtesy, honesty, integrity, and a sincere concern for handling his daily assignments."

If you know a coworker deserving of recognition, download and complete the Star of the Season nomination application today.

The Finance Pension Unit

Besides Director Diane Bratcher, the Pension Unit also includes *Deputy Director of Investments Alison Cruz*, who analyzes and oversees the investment practices of the pension system and advises the Commissioner, Director, and other Mayoral Trustees on investment decisions.

For information on your pension, contact NYCERS at 347-643-3000 (or, outside the City, at 877-669-2377) or visit their web site at NYCERS.org.

Awards for Excellence

Ceremony held on November 18th

The Awards for Excellence (AFE) Ceremony was held on Friday, November 18, 2005 at New York University's Kimmel Hall. Refreshments were served, and Commissioner *Martha E. Stark* opened the Awards Ceremony and congratulated all of the award recipients and nominees for their contributions to the Department and the City of New York.

The following awards were presented by recipient's division heads, who were introduced by First Deputy Commissioner *Rochelle Patricof*:

Lawrence Brochhausen

Memorial Award for Leadership



Louis Jordan, Sheriff's Division – for his outstanding management of the Marshal Unit

Denise Chamberlain Award



Rani Moorjani, Payment Operations Division – for consistently going above and beyond in her service to Finance customers

Medal of Honor



Enrique Vega, Sheriff's Division – for saving the life of a nine-year-old child

Team Awards



SMART Card Management Coaches

These award winners assisted managers throughout the agency as they implemented the SMART Performance Management program in their units

Nelson Aviles, Enforcement
Kevin Burke, Payment Operations
Michelle Griffin, Sheriff
Kelly Ko, Treasury
James Mortley, Collections
Alfredo Raimondo, Executive
Reasa Semper, Administration
Yolanda Taylor, Sheriff

Joy Bobrow, Legal Affairs
David Cottes, OTS
Eligettia Herod, Treasury
Lennie Linder, Property
Paul Mulqueen, Sheriff
Deepika Saluja, Tax Policy
Cindy Senensieb, Legal Affairs
Leslie Wagner, ISS

Fadil Brija, Property
Diane Glover, Refunds & Adjustments
Brian Keeney, Adjudication
Sherri Mangham, Executive
Wanda Nash Ellis, City Register
Theresa Sarrica, Comm. & Cust. Svc.
Zena Spence, City Register
Maria Zapata, Audit



Website Project Team

This team included the OTS designer of the new website; the CCS coordinator, writer, editor, and agency's webmaster; and Web Liaisons from each division who ensured that the web content related to each division was correct and complete.

Eileen Antipas, City Register
Robert Dauman, Legal Affairs,
Jeff Gossel, Sheriff
Volton Hutchinson, Audit
Phillip Leclair, OTS
Anita Mullin, Property
Dean Rainey, Treasury
Theresa Sarrica, Comm. & Cust. Svc.
Robert Trapasso, Property

Thomas Arnold, OTS, Payment Operations
Stephen Epstein, Collections
Ellen Hoffman, Legal Affairs
Ron Komer, ISS
Jayne Lindberg, Comm. & Cust. Svc.
Louis Pereira, Tax Policy
Howard Reiss, Payment Operations
Reasa Semper, Administration
Leslie Wagner, ISS

Grace Chu, Refunds & Adjustments
Tim Greene, Refunds & Adjustments
Anthony Holmes, Adjudication
Theodore LaBarbera, Comm. & Cust. Svc.
Lisa Maluf, Comm. & Cust. Svc.
James Pickens, Collections
Alan Roth, Legal Affairs
Jeff Talan, Enforcement



City Assessor Certification Labor/Management Committee

New State legislation requires that City property assessors be certified. Certification is the result of a course of study. Working with the union, this team developed the curriculum for the certification course of study and the logistics of assessor training.

Jean Forrester Jones, Administration
Anita Mullin, Property
John Parris, Property

Mathew Joseph, Property
Richard Reichard, Administration
Fran Schloss, Property

Victor Moses, Property
Answorth Robinson, Administration
Reasa Semper, Administration

Hope Starts Here

Finance employees participate in the Making Strides Walk to Raise Money to Fight Breast Cancer

Since 1995, Department of Finance employees and their families and friends have been participating in the American Cancer Society's annual Making Strides Walk to raise money for research, early detection, and better treatment of breast cancer. Last year, the *Finance Strides Team* contributed over \$11,000 that was used for patient support programs for breast cancer victims. So far this year, the Finance Team has raised \$7,300, and additional contributions are still coming in.



This year's Strides Walk was held on October 16th, and Finance employees walked in Central Park, Prospect Park, Jones Beach, Staten Island, and Point Pleasant, New Jersey. Finance team t-shirts, bags, and caps are available for purchase.

If you would like to contribute, make checks payable to "American Cancer Society," and mail them directly to *Jamiyah Brown*, MPH, ACS Eastern Division, 31 Washington Street, Brooklyn, NY 11201. To ensure that your contribution is credited to the Finance Team and to help the DOF Strides Committee maintain an accurate tally, please write "Dept. of Finance – Making Strides Against Breast Cancer" on your check, and send an e-mail to *Susie Yuen*, notifying her of your contribution amount.

ReveNEWS congratulates all those who walked and, in particular, the *Strides Team Committee Members and Captains* who organized this event.

Goodbye to Finance Friends and Coworkers



Recent Retirees

The following Finance employees retired recently after many years of service to Finance and to the City. We wish them health and happiness in their retirements (or next careers).

Name	Division	Years of Service
<i>Bowe, Howard</i>	ISS	26
<i>Brickus, Bertha</i>	City Register	24
<i>Clermont, Henri</i>	ISS	22
<i>Dimian, Nadia</i>	Audit	25
<i>Durant, Othniel</i>	Payment Operations	41
<i>Goldstein, Marvin</i>	Audit	24
<i>Hadley, Melvin</i>	Sheriff	31
<i>Newman, Kenneth</i>	Audit	19
<i>Ray, Frances</i>	Sheriff	19
<i>Reynolds, Linda</i>	Sheriff	35
<i>Simmons, June</i>	Collections	39
<i>Spong, William</i>	Legal Affairs	24
<i>Sprague, Joseph</i>	Administration	25
<i>Venable, Debra</i>	Collections	33

Training Opportunities and Requirements

Professional development opportunities for Finance employees





Every year, the *Administration Division's Training & Special Projects Unit* develops and delivers comprehensive training programs that keep the agency in compliance with applicable City policies that help participants meet agency objectives, and that provide participants with useful job skills. The training curriculum includes a broad range of topics, including Equal Employment Opportunity, Your Right to Know / Office Safety and Health, Structured Interviewing, Workplace Ethics, and Supervisory Skills.

The Administration Division / Training & Special Projects Unit also coordinates open enrollment training for Finance employees is the Department of Citywide Administrative Services (DCAS) New Employee Orientation Program and Citywide Training Center. For information on courses, contact your Administrative Liaison.

DATES TO REMEMBER

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> — January 2nd
New Year's Day Observed — January 16th
Martin Luther King Day Observed — February 2nd
Groundhog Day | <ul style="list-style-type: none"> — February 14th
Valentine's Day — February 20th
Washington's Birthday Observed — March 17th
St. Patrick's Day | <ul style="list-style-type: none"> — April 1st
April Fool's Day — April 2nd
Daylight Savings Time Begins — May 29th
Memorial Day |
|---|---|---|

COMING IN THE NEXT ISSUE

-  Disability Rent Increase Exemption (DRIE) Program
-  Queens Homeowners Fair
-  New Consolidated Refund Form
-  Highlights of Holiday Party

nyc.gov/dofstaff

Reminder — Our Emergency Employee Notification Webpage

Did you know that the Department of Finance has an Emergency Employee Notification web page on the Internet? In the event of a weather or other emergency, Finance will post important information or other instructions for employees on this page, so remember nyc.gov/dofstaff. In a true emergency, Finance would also use the traditional methods to communicate important information to those employees without Internet access.

2005 e-NEWS Deadlines:

- Winter Issue 12/15/05
- Spring Issue 3/1/06
- Summer Issue 6/1/06
- Fall Issue 9/1/05

E-mail comments & suggestions
for future issues of ReveNEWS
to MalufL@Finance.nyc.gov

REVE NEWS

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