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OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 85
JUNE 7, 1977

COPIER COSTS REDUCTION

Whereas, It is the policy of The City of New York to utilize its resources in the most effective and efficient manner in providing its required municipal services; and

Whereas, Continuing pressures on the City budget require that all avenues of improving the utilization of its resources be examined; and

Whereas, Cost savings and increased efficiency can be realized through improving utilization of copying equipment.

Now, therefore, by the power vested in me as Mayor of The City of New York, it is hereby ordered as follows:

Section 1. Each agency shall take a complete inventory of the following and submit such inventory on forms provided by the Office of Management and Budget, with the plan as stated in Section 2:

(a) All copiers, rental and owned, with estimated monthly volumes. Include, for each machine, invoices for the periods August to September 1976 and March to April 1977.

(b) All duplicators and printers. Include estimated monthly volume for each machine.

(c) All printing work done by contract. Include costs per job.

§ 2. Each agency will reduce copier costs (i.e.—rentals and supplies) by no less than 20 per cent of the base period, Fiscal Year 1976, either in or by the end of Fiscal Year 1978. Costs referred to are those paid out of tax levy funds only. Each agency head shall formulate a plan to meet this mandate and shall submit such plan to the Office of Management and Budget for approval no later than July 22, 1977.

§ 3. Reductions already achieved after July 1, 1976, may be applied to this goal. Documented proof of such reductions must be submitted with the plan as stated in Section 2.

§ 4. Each agency plan must be approved by Office of Management and Budget prior to the implementation of agency proposed reductions required to meet the mandate of this Order.

§ 5. This Order shall take effect immediately.

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ABRAHAM D. BEAME, Mayor.