

[Redacted]

**From:** Municipal Library  
**Sent:** Wednesday, October 9, 2019 5:31 PM  
**To:** [Redacted]  
**Cc:** Bruzzese, Christine (Records); [Redacted]; Minaya, Kenny (DCA); [Redacted]; Ortiz, Carlos (DCA)  
**Subject:** Notice of late publications



To: Tamala Boyd  
[Redacted]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 9, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at municipal-library-admins at records dot nyc dot gov.

Cc: Abigail Lootens [Redacted]  
Kenny Minaya [Redacted]  
Briana Mangano [Redacted]  
Carlos Ortiz [Redacted]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource	Authorizing Resource (Local Law)	Distrib

					(Charter and Code)		
Consumer and Worker Protection, Department of (DCWP)	Annual Report on Towing Violations	A report concerning violations issued to tow truck licensees annually	Annual	Annually beginning November 1, 2011	New York City Administrative Code Title 20, Section 529	LL 41/2011	Publish
Consumer and Worker Protection, Department of (DCWP)	Effectiveness of New Process Server Regulations		Once			LL 7/2010	City Co
Consumer and Worker Protection, Department of (DCWP)	Monitoring contracts, safety issues	A report listing all monitoring contracts entered into pursuant to section 20-370 of the administrative code of the city of New York, which report shall include: (1) the reason for each monitoring agreement; (2) the length of the initial monitoring period in each monitoring agreement; and (3) the length of any extension of a monitoring agreement and the reasons for such extension.	Annually	Annual	New York City Charter Chapter 20, Section 370.1	LL 6/2007	City Co
Consumer and Worker Protection, Department of (DCWP)	Paid caregivers materials	Periodically			New York City Charter Chapter 20, Section (h), New York City Administrative Code, Title 32		City Co genera
Consumer and Worker Protection,	Reports of inspectors	Each inspector shall report promptly to the commissioner the names of all persons	Daily and as needed	Daily and as needed	New York Administrative Code Title 20, Section 582		The Commi of Cons Affairs

Department of (DCWP)		whose weighing and measuring devices shall be found to be incorrect. Each inspector shall file a daily report with the commissioner, and make such other and further reports and keep such further records as may be required by the commissioner.					
Consumer and Worker Protection, Department of (DCWP)	Retrospective Review	A retrospective review of those provisions of the administrative code, the rules of the city of New York, and the New York city health code which establish violations and which are enforced by such agency, and shall submit a report to the mayor and the speaker regarding those existing violations for which a penalty or fine may be assessed for which there is no cure period or other opportunity for ameliorative action by the party or parties subject to enforcement prior to the imposition of a penalty or fine	Once			LL 35/2013	
Consumer and Worker Protection, Department of (DCWP)	Annual Report on vendor license and permit renewals,	Report on vendor license renewals, suspensions and revocations including numbers and reasons	Annually	Commencing on June 1, 2013 and every 12	New York Administrative Code Title 20, Section 472.1(a)	LL 16/2013	The City Council

	suspensions and revocations.	for denial, suspensions and revocations		months thereafter			
Consumer and Worker Protection, Department of (DCWP)	Report on Fair Work Practices	Report on number of complaints received, results of investigations, nature and number of administrative adjudications, number of complaints resolved through mediation or conciliation, and average time for complaint to be resolved, as well as civil actions commenced by corporation counsel	Annually		New York City Administrative Code Title 20, Section 1203	LL 107/2017	On the website
Consumer and Worker Protection, Department of (DCWP)	Analysis of Tribunal Dismissals	Report analyzing the violations dismissed by the department's adjudication division, office, or tribunal during the prior calendar year	Annually	By April 1 of each year	New York City Administrative Code Title 20, Section 119	LL 69/2015 (expires 12/31/2018)	The Corporation Counsel
Consumer and Worker Protection, Department of (DCWP)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor

Consumer and Worker Protection, Department of (DCWP)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Ma the Spe the City Council chief pr officer, the Ide Informa Protect Comm
Consumer and Worker Protection, Department of (DCWP)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Ma the City Council Depart of City Admini Service the Equ Employ Practic Comm

		seek employment with, city agencies					
Consumer and Worker Protection, Department of (DCWP)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council
Consumer and Worker Protection, Department of (DCWP)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respectively, Council, Committee, Borough President, Community Board
Consumer and Worker Protection, Department of (DCWP) in coordination with the Commission on Gender	Domestic Violence Fatality Review Committee Educational Materials	Educational materials in English and in the 6 languages most commonly spoken by limited English proficient individuals as determined by the Department of City Planning	As appropriate	On or before December 1 of each year	New York City Administrative Code Title 20, Section 706.5	LL 99/2016; LL 38/2019	On the department website submit the Commission on Gender Equity and Mayor'

Equity (CGE) and the Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV)							to End Domestic Gender Violence
Consumer and Worker Protection, Department of (DCWP) Office of Labor Policy & Standards	Report on freelance law	Report on effectiveness of this law at improving freelance contracting and payment practices	Every 5th year	One year after effective date and every 5th year on November 1	New York City Administrative Code Title 20, Section 936(c)	LL 140/2016	The City Council on its w
Consumer and Worker Protection, Department of (DCWP), Division of Paid Care	Annual Report on Paid Care Industry	Report including a. The results of the research conducted as required by subdivision c of section 32-202; b. The number of complaints received by the systems, the types of information provided and the number of referrals made pursuant to subdivision a of section 32-203; c. The results of the findings made pursuant to subdivision b of section 32-203 regarding any systemic legal allegations; d. Any recommendations for assisting the paid care workforce and any recommendations for model industry	Annually	Beginning no later than 1 year after the effective date of this law (February 27, 2017)and annually thereafter	New York City Administrative Code Title 32, Chapter 2, Section 204	LL 98/2016	The Sp of the C Council on its w

		standards made by the working group pursuant to subdivision e of section 32-202; e. Education and outreach efforts made by the division; and f. Any other information the division deems appropriate.					
Consumer and Worker Protection, Department of (DCWP)/ Immigrant Affairs, Mayor's Office of (MOIA)	Report on providers of immigration assistance services	A report related to providers of immigration assistance services	Twice a year	On or before October 1, 2017 and every 6 months until the year 2020	New York City Administrative Code Title 20, Section 779.5(b)	LL 063/2017	The Mayor and the Council



## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 9:52 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]  
**Subject:** Notice of late publications



To: Joseph Cardieri  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 10, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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Cc: Sara Workman [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)
Children's Services, Administration for (ACS)	Report on Survey on Child Protective Services Caseloads and Workloads	Report on findings and recommendations		By March 31, 2019	New York City Administrative Code Title 21, Section 902.2
Children's Services, Administration for (ACS)	Annual Report on Child Fatality Aggregate Review and Findings	Report including, but not limited to, the number of child fatality cases which occurred in the city of New York during the previous year; statistics regarding the causes of child fatalities; specific non-identifying data with respect to the victims of child fatalities, such as gender, age and race, and, if available, religion and ethnicity; statistics regarding the location of child	Annually	No later than June 1, 2018, and no later than 18 months after the end of each calendar year thereafter	New York City Administrative Code Title 21, Section 915

		fatalities, disaggregated by borough; and recommendations regarding ways to decrease the future incidence of child fatalities in the city of New York			
Children's Services, Administration for (ACS)	Annual Report for Immigration Services for Youths	Annual report on achievements in the Special Immigrant Juvenile Status Plan	Annually	Annually on April 1, but sunsetted in 2015	New York City Administrative Code Title 21, Section 904
Children's Services, Administration for (ACS)	Report on Gender, Racial and Income Equity Plan	Report on Efforts to Implement Equity Action Plan	Every 2 years	Not later than July 1, 2019, and no later than July 1 every two years thereafter	New York City Administrative Code Title 3, Section 160(d)
Children's Services, Administration for (ACS)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)

Children's Services, Administration for (ACS)	Report on Agency Policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205
Children's Services, Administration for (ACS)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time	Quarterly		New York City Charter Chapter 35, Section 815(i)

		employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies			
Children's Services, Administration for (ACS)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)
Children's Services,	Report on Proposed	Report on proposed scope of capital projects or		By the date specified in the adopted capital	New York City Charter Chapter 9, Section 222(a)

Administration for (ACS)	Scope of Projects	explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		budget in which the capital project is included	
Children's Services, Administration for (ACS) ("Support service agencies" defined in Administrative Code Section 14-155)	Social Services Offered in High-Crime Areas	Report on current services offered in any neighborhood tabulation area in which 20 percent or greater of the population is below the poverty line as defined by the American Community Survey and that overlaps with or is	Annually	By November 1 each year	New York City Administrative Code Section 14-162

		contiguous to a priority area			
Children's Services, Administration for (ACS) and Mayor's Task Force on Disconnected Youth	Annual Report of the Task Force on Disconnected Youth		Every 2 years until 2022	No later than March 1, 2018, and no later than March 1 biennially thereafter	

[REDACTED]

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 9:42 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]; Zenovia Earle (DFTA); Suzanne Myklebust (DFTA);  
**Subject:** Notice of late publications



To: Steven Foo [REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 10, 2019

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Cc: Anthony Pedroza [REDACTED]  
Zenovia Earle [REDACTED]  
Suzanne Myklebust [REDACTED]  
Mariela Ward [REDACTED]



MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Aging, Department For the (DFTA)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None

Aging, Department For the (DFTA)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Aging, Department For the (DFTA)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None

		facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies						
Aging, Department For the (DFTA)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None

Aging, Department For the (DFTA)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None
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## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 9:44 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]; Katie Bram (Buildings)  
**Subject:** Notice of late publications



To: Mona Sehgal, Esq.  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 10, 2019

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Cc: Robert Holub  
Katie Bram  
[REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Buildings, Department of (DOB)	Report on Effectiveness of Real Time Enforcement		Annually	By no later than January 31 of each year	New York City Administrative Code, Title 28, Section 103.27.5	LL 188/2017	On its website	None
Buildings, Department of (DOB)	Notice Regarding Hotel Development Plans	Notice of applications for new construction of or conversion to transient hotels as defined in the zoning resolution	As Needed		New York City Administrative Code, Title 28, Section 103.25	LL 45/2015	Borough President, local City Council member, local Community Board and, if proposal involves land in 2 or more Community districts, the borough board	None

Buildings, Department of (DOB)	Report on Single-Occupant Toilet Room Outreach Materials	Report on conduct of outreach, numbers of business owners reached, number of complaints and violations issued as a result of complaints, amount of penalties imposed and whether subsequent inspections were conducted	Annually	By no later than April 1, 2019, and annually thereafter until April 1, 2023	New York City Administrative Code, Title 28, Section 103.32.1	LL 190/2018	The Mayor, the Speaker of the City Council and on its website	None
Buildings, Department of (DOB)	Notice on Proposed Building or Alteration Requiring a New Certificate of Occupancy or Full Plan Exam	A copy of all notices of approval for applications for a new building or an alteration that will require a new certificate of occupancy for a building	Weekly		New York City Administrative Code, Title 28, Section 104.2.7.1	LL 10/2016, LL 158/2017	City Council members and Community Boards (by email) and on its website	None

Buildings, Department of (DOB)	Hotel Preservation Report	Report on the current and projected impact of hotel conversions on the city, both in terms of their effect on the availability of quality jobs and, to the extent practicable, their other relevant impacts, and particularized recommendations, as appropriate, in relation to promoting the preservation and enhancement of the hotel industry and particular sectors thereof	Once		New York City Administrative Code Title 25, Section 703	LL 50/2015		None
Buildings, Department of (DOB)	Supplemental Hotel Preservation Report	Report on cumulative impact of hotel industry on the economy of the city	Once	No later than 6 months after effective date (so December 2, 2015)	New York City Administrative Code Title 25, Section 703	LL 50/2015		None



Buildings, Department of (DOB)	Report on Building Closure	Report on closing of any building, structure, enclosure, place or premises	As soon as practicable	Open	New York City Administrative Code Title 28 Section 214.1.6	LL 33/2007	Borough President in relevant borough, Council Member representing the district in which the closing has occurred, the local community board and the public	None
Buildings, Department of (DOB)	Report on Building Closure	Report on the number of closings made in the previous year, the locations of such closings, and the nature and use of the premises closed	Annually	On January 1st of each year	New York City Administrative Code Title 28 Section 214.1.6	LL 33/2007	The City Council	None

Buildings, Department of (DOB)	Report on Determinations under Section 28.211.1	Report on determinations of material false statement in any certificate, professional certification, form, signed statement, application, report or certification of the correction of a violation that is either submitted directly to the department or that is generated with the intent that the department rely on its assertions	Annually	By no later than January 30th	New York City Administrative Code Title 28 Section 211.1.4	LL 107/2019	The Mayor and the Speaker of the City Council	None
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Buildings, Department of (DOB)	Retrospective Review	A retrospective review of those provisions of the administrative code, the rules of the city of New York, and the New York city health code which establish violations and which are enforced by such agency, and shall submit a report to the mayor and the speaker regarding those existing violations for which a penalty or fine may be assessed for which there is no cure period or other opportunity for ameliorative action by the party or parties subject to enforcement prior to the imposition of a penalty or fine	Once	8/12/2013		LL 35/2013		None
Buildings, Department of (DOB)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the	New York City Charter Chapter 9, Section 219(d)		Mayor	None

				preliminary capital budget and with the executive capital budget				
Buildings, Department of (DOB)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None

Buildings, Department of (DOB)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None
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		seek employment with, city agencies						
Buildings, Department of (DOB)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None

		expects that such public data set or sets will be available on the single web portal						
Buildings, Department of (DOB)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

Buildings, Department of (DOB) ("Support service agencies" defined in Administrative Code Section 14-155)	Social Services Offered in High-Crime Areas	Report on current services offered in any neighborhood tabulation area in which 20 percent or greater of the population is below the poverty line as defined by the American Community Survey and that overlaps with or is contiguous to a priority area	Annually	By November 1 each year	New York City Administrative Code Section 14-162	LL 55/2016	City Council and a deputy mayor or head of an office or agency designated by the mayor	None
Buildings, Department of (DOB), Office of Alternative Energy	Annual Report of the Office of Alternative Energy		Annually	By no later than three months after the end of each fiscal year	New York City Administrative Code, Title 28, Section 103.31.3	LL 233/2017	The Mayor and the Speaker of the City Council	None
Buildings, Department of (DOB), with Mayor's Office of Special Enforcement	Report on Illegal Conversions of Dwelling Units from Permanent Residences		Annually	By September 1st	New York City Administrative Code Title 28 Section 210.3.1	LL 87/2017	The City Council	None



Buildings, Department of (DOB), with the Interagency Accessory Sign Task Force	Report on Accessory Sign Evaluation	Information for each applicable violation issued after June 1, 2006 and before the effective date of this legislation: 1. The location of each applicable violation; 2. A description of the provisions of the administrative code, zoning resolution, agency rules or combination thereof associated with the applicable violation and the associated fine; and 3. The status of each applicable violation	Once	No later than thirty days after this legislation takes effect (so by March 12, 2019)		LL 28/2019	The City Council	None
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## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 9:45 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]  
**Subject:** Notice of late publications



To: David Mandell  
[REDACTED]

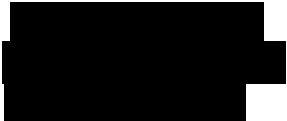
From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 10, 2019

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Cc: Leemor Peled  
Pamela Peralta  
Nicholas Bon





MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Business Integrity Commission (BIC) (formerly prepared by Department of Small Business Services)(Organized Crime Control Commission)	Fulton Fish Market	Detailed report on activities pertinent to the market, including listing of names and addresses of all conducting business in the market, acts of physical violence, all threats of such to person and/or property, referrals to prosecutions and results of same.	Annually	One week after Mayor's Management Report	New York City Administrative Code Title 22, Section 226		The City Council	None
Business Integrity Commission (BIC) (formerly prepared by Department of Small Business Services)(Organized Crime Control Commission)	Other Public Wholesale Markets (i.e. meat market)	Detailed report on the Department's activities pursuant to this chapter, including prosecutions, Applications denied, IDs issued etc	Annually	One week after Mayor's Management Report	New York City Administrative Code Title 22, Section 269		The City Council	None

Business Integrity Commission (BIC), formerly Gambling Control Commission	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Business Integrity Commission (BIC), formerly Gambling Control Commission	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None

Business Integrity Commission (BIC), formerly Gambling Control Commission	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None
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Business Integrity Commission (BIC), formerly Gambling Control Commission	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Business Integrity Commission (BIC), formerly Gambling Control Commission	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 9:45 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]  
**Subject:** Notice of late publications



**To:** Hillary Weisman  
[REDACTED]

**From:** Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

**Date:** October 10, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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**Cc:** Rudy Castro [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Campaign Finance Board (CFB)	Voter Assistance Advisory Committee	The voter assistance commission shall receive and review the annual report of the coordinator of voter assistance, and, together with such comments as the commission deems necessary and appropriate, forward copies of such report to the mayor, the council, the borough presidents, and all other public officials with responsibilities for policies, programs and appropriations related to voter registration and voting in New York City and to private entities that are currently or potentially involved in activities intended to increase voter registration and voting	Annually	Annually	New York City Charter Section 1054		The Mayor, the Council, the Borough Presidents, and all other public officials with responsibilities for policies, programs and appropriations related to voter registration and voting in New York City and to private entities that are currently or potentially involved in activities intended to increase voter registration and voting	None



Campaign Finance Board (CFB)	Report on Conduct of Election Campaigns	A review and evaluation of the effect of campaign finance upon the conduct of elections in the city (see details)	Every Four Years and at request of Mayor or City Council or when deemed necessary by the Board	Beginning Sept. 1, 1990 and continuing every fourth year thereafter	New York City Administrative Code Title 3, Sections 713		Mayor and City Council	None
Campaign Finance Board (CFB)	Voter Guide	Detailed instructions to voters on how to participate in the electoral process along with information on candidates.	Election Cycle, for every election "in which there are contested elections for the offices of the mayor, public advocate, borough president, or city council or ballot proposals or referenda."	As needed	New York City Charter Section 1053		Public	None

Campaign Finance Board (CFB)	Report on Functionality of Electronic Disclosure Obligations Software	Report when software does not function including the cause for such disclosure software not enabling users to meet such obligations and the date upon which such disclosure software is expected to have such functionality	As needed		New York City Administrative Code Title 3, Sections 708(7)(b)	LL 196/2016	The Mayor, the City Council and users of the software	None
Campaign Finance Board (CFB)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None

Campaign Finance Board (CFB)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Campaign Finance Board (CFB)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None

		for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies						
Campaign Finance Board (CFB)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Campaign Finance Board (CFB)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None



## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 9:50 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]  
**Subject:** Notice of late publications



**To:** Matthew Kadushin  
[REDACTED]

**From:** Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

**Date:** October 10, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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**Cc:** Jerika Richardson  
Nicole Napolitano  
Sean McMahon  
[REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Civilian Complaint Review Board (CCRB)	Administrative Prosecution Unit Reports	Reports on the status of CCRB's administrative prosecution of cases before the NYPD Deputy Commissioner of Trials (DCT) or an Assistant Deputy Commissioner of Trials (ADCT)	Quarterly	Not specified	2013 Memorandum of Understanding between the Civilian Complaint Review Board (CCRB) and the Police Department (NYPD) of the City of New York Concerning the Processing of Substantiated Complaints, Section II(18)		NYPD and the public	None
Civilian Complaint Review Board (CCRB)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the	New York City Charter Chapter 9, Section 219(d)		Mayor	None

				preliminary capital budget and with the executive capital budget				
Civilian Complaint Review Board (CCRB)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Civilian Complaint Review Board (CCRB)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None



		agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies						
Civilian Complaint Review Board (CCRB)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Civilian Complaint Review Board (CCRB)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None



## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 9:47 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]  
**Subject:** Notice of late publications



To: Florence Hutner  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 8, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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Cc: Leslie Kamelhar  
Melanie Rios [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Chief Medical Examiner, Office of (OCME)	Root Cause Analysis Committee Report		As Needed			LL 85/2013		None
Chief Medical Examiner, Office of (OCME)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Chief Medical Examiner, Office of (OCME)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None

Chief Medical Examiner, Office of (OCME)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None
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Chief Medical Examiner, Office of (OCME)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Chief Medical Examiner, Office of (OCME)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 9:47 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]  
**Subject:** Notice of late publications



To: Patrick Synmoie  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 10, 2019

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Cc: Matthew Distefano [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
City Clerk, Office of the (CLERK)	Domestic Partners Access to City Benefits	A listing of benefits provided by the city that is available to spouses and not domestic partners and reasons why this is so.	By July 7, 2007	As needed	New York City Administrative Code, Title 3, Section 3-244(b)	LL 11/2007	City Council	None
City Clerk, Office of the (CLERK)	Lobbying Regulation	Administrative, relating to the administration and enforcement of the provisions under the lobbying sub -section of the city Codes	Annually	March 1st each yr.	New York City Administrative Code, Title 3, Section 212		To the public, posted on the internet	None
City Clerk/Lobbying Bureau	Report of the Lobbying Commission on Proposed Improvements to the City's Lobbying Law		Once			LL 129/2013	Mayor, Comptroller, Public Advocate, Speaker of the City Council	None



## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 9:49 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED] Alexander  
Plackis (DCP); Debra Givens (DCP)  
**Subject:** Notice of late publications



To: Susan Amron  
[REDACTED]

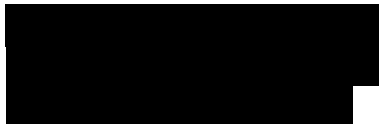
From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

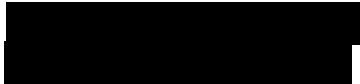
Date: October 10, 2019

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Cc: Brent Ginsberg  
Arundathi Amirapu  
Charles Sorrentino





MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
City Planning Commission	Report on Proposed Alterations	Report on plans for the construction, reconstruction, alteration or demolition of any improvement or proposed improvement on city-owned property or on designated landmark	As necessary	Within 45 days after referral of such plans to the city Planning Commission	New York City Administrative Code Chapter 25, Section 318		Mayor, the City Council, the agency having responsibility for preparation of such plans, and published in the City Record	None
City Planning, Department of (DCP)	Public List of Commitments	All commitments made by letter by the mayor or a representative designated by the mayor to the council or a council member that relate to an application described in subdivision b of this section on which the city or a not-for-profit corporation of which a majority of its	Annually	Beginning June 30, 2017, and annually thereafter	New York City Charter Chapter 8, Section 206(f)	LL 175/2016	The Mayor and the Speaker of the City Council	None

		members are appointed by the mayor is either the applicant or co-applicant.						
City Planning, Department of (DCP)	Notice of Proposed Rescission of Landmark Designation	A report that a resolution proposing rescission of landmark status has been passed	When required	Within 10 days after the passage of such resolution	New York City Administrative Code Title 25, Section 303(h)(1)		City Council and City Planning Commission	None
City Planning, Department of (DCP)	Report on Proposed Rescission of Landmark Designation	A report with respect to the relation of such proposed rescission of any such designation, whether of a historic district or a landmark, interior landmark, scenic landmark or landmark site, or amendment or modification thereof, to the zoning resolution, projected public improvements and any plans for the	After the City Planning Commission adopts a resolution proposing rescission of landmark designation	Within sixty days after such filing	New York City Administrative Code Title 25, Section 303(h)(2)		The City Council	None

		development, growth, improvement, or renewal of the area involved						
City Planning, Department of (DCP)	Reports on plans	Reports by commission on plans for proposed projects on city-owned property or on designated landmarks	From time to time				The Mayor, the City Council	None
City Planning, Department of (DCP)	Statement on the draft ten year capital strategy	Report on the draft ten-year capital strategy submitted in accordance with section 228 of Chapter 10 of the New York City Charter, including such recommendations as it deems appropriate	Every odd numbered year	January 16th	New York City Charter Chapter 10, Section 234, New York City Charter Chapter 8, Section 191(a)(6)		The Mayor, Borough Presidents, and the City Council	None

City Planning, Department of (DCP)	Report on privately owned public space	Report on details of each such public space and its compliance with operational requirements	Annually	On July 1, 2019 and annually thereafter	New York City Administrative Code Title 25, Section 114(b)	LL 116/2017	The Mayor and the Speaker of the City Council	None
City Planning, Department of (DCP)	Information and functionality for reporting on privately owned public space	Including all reports prepared under subsection (b), an interactive map of locations and information about those spaces, and a mechanism for electronically filing complaints	Continually		New York City Administrative Code Title 25, Section 114(b)	LL 116/2017	On its website	None
City Planning, Department of (DCP)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
City Planning, Department of (DCP)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying	Every two years	No later than July 31, 2018, and every two	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief	None

		information by such agency and any contractors or subcontractors utilized by such agency		years thereafter by July 31			privacy officer, and the Identifying Information Protection Committee	
City Planning, Department of (DCP)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None

		members, women and members of other groups who are employed by, or who seek employment with, city agencies						
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City Planning, Department of (DCP)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
City Planning, Department of (DCP)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None



City Planning, Department of (DCP)/Mayor	Review of the Community District Map	The Mayor may prepare and present to the Council a report reviewing the community district map then in force and presenting such recommendations for changes as the Mayor deems appropriate	Every 10th year beginning May 1st, 1994	May 1st every 10 years	New York City Charter Chapter 69, Section 2702, Subsection A	LL 71/1993	City Council, Borough Presidents, City Planning Commission	None
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## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 9:54 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); Julia Lee  
**Subject:** Notice of late publications



To: Ethan Carrier  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 10, 2019

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Cc: Julia Lee [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Conflicts of Interest Board (COIB)	Recommendations of the Conflicts of Interest Board		Every Five Years			LL 95/1989	The Mayor, City Council and public	None
Conflicts of Interest Board (COIB)	Report on Failures to File	Lists of all candidates for public office for the elected positions set forth in this section, and from lists, shall determine and publish lists of those candidates who have not, within ten days after the required date for filing such reports , filed the reports required by this section	Annually	As needed	New York City Administrative Code Title 12, Section 110			None
Conflicts of Interest Board (COIB)	Report on legal defense trusts	Report on information disclosed to the COIB under this section	Quarterly	No later than April 15, July 15, October 15 and January 15	New York City Administrative Code Title 3, Section 1103	LL 48/2019	On its website	None

Conflicts of Interest Board (COIB)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Conflicts of Interest Board (COIB)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None

Conflicts of Interest Board (COIB)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None
Conflicts of Interest	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available,	Annually if applicable	No later than March 7, 2013	New York City Administrative	LL 11/2012	The City Council	None

Board (COIB)		the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal		and annually thereafter	Code Title 23, Section 502(a)			
Conflicts of Interest Board (COIB)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 9:53 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]; Brumlik, Antonnette [REDACTED]  
**Subject:** Notice of late publications



**To:** Kathryn E. Diaz  
[REDACTED]

**From:** Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [municipal-library-admins@records.nyc.gov](mailto:municipal-library-admins@records.nyc.gov).

**Cc:** Rose Yndigoyen [REDACTED]  
Antonnette Brumlik [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Comptroller	Audit Report on the Sanitation Pension Trust Fund		Annual	Within 30 days of audit to be held on or before March 1	New York City Administrative Code Title 13 Section 609		Mayor	None
Comptroller, Office of the (COMP)	Statement of Debt Service	Schedule of appropriations required in ensuing year for debt service	Annually	March 1st	New York City Charter Chapter 10, Section 242		Mayor	None
Comptroller, Office of the (COMP)	Annual Operations of the Sinking Funds	Certified report on the operations of the several sinking funds	Annually	September 1st	New York City Charter Chapter 10, Section 278		Mayor, City Council, Public	None
Comptroller, Office of the (COMP)	Monthly Operations of the Sinking Funds	Certified report on the operations of the several sinking funds	Monthly	10th day of each month	New York City Charter Chapter 10, Section 277		The Mayor and the City Council	None



Comptroller, Office of the (COMP)	Report, outstanding contracts	Report as to outstanding contracts.	Not regulated	As needed	New York City Administrative Code Title 3, Section 306		Mayor, Council City Planning Commission	None
Comptroller, Office of the (COMP)	Revenue reports	Actual revenues for the previous fiscal year	Annually	No later than November 1st	New York City Charter Chapter 10, Section 229, Subsection A		The Mayor and the City Council	None
Comptroller, Office of the (COMP)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Comptroller, Office of the (COMP)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None

Comptroller, Office of the (COMP)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None
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		seek employment with, city agencies						
Comptroller, Office of the (COMP)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Comptroller, Office of the (COMP)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

		added to the capital budget						
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## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 9:55 AM  
**To:** Tboyd@dca.nyc.gov  
**Cc:** Bruzzese, Christine (Records); [REDACTED]; Minaya, Kenny (DCA); [REDACTED]; Ortiz, Carlos (DCA)  
**Subject:** Notice of late publications



To: Tamala Boyd  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 10, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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Cc: Abigail Lootens  
Kenny Minaya [REDACTED]



MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Consumer and Worker Protection, Department of (DCWP)	Annual Report on Towing Violations	A report concerning violations issued to tow truck licensees annually	Annual	Annually beginning November 1, 2011	New York City Administrative Code Title 20, Section 529	LL 41/2011	Publish	None
Consumer and Worker Protection, Department of (DCWP)	Effectiveness of New Process Server Regulations		Once			LL 7/2010	City Council	None
Consumer and Worker Protection, Department of (DCWP)	Monitoring contracts, safety issues	A report listing all monitoring contracts entered into pursuant to section 20-370 of the administrative code of the city of New York, which report shall include: (1) the reason for each monitoring agreement; (2) the length of the initial monitoring period in each monitoring agreement; and (3) the length of any extension of a	Annually	Annual	New York City Charter Chapter 20, Section 370.1	LL 6/2007	City Council	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		monitoring agreement and the reasons for such extension.						
Consumer and Worker Protection, Department of (DCWP)	Paid caregivers materials	Periodically			New York City Charter Chapter 20, Section (h), New York City Administrative Code, Title 32		City Council, general public	None
Consumer and Worker Protection, Department of (DCWP)	Reports of inspectors	Each inspector shall report promptly to the commissioner the names of all persons whose weighing and measuring devices shall be found to be incorrect. Each inspector shall file a daily report with the commissioner, and make such other and further reports and keep such	Daily and as needed	Daily and as needed	New York Administrative Code Title 20, Section 582		The Commissioner of Consumer Affairs	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		further records as may be required by the commissioner.						
Consumer and Worker Protection, Department of (DCWP)	Retrospective Review	A retrospective review of those provisions of the administrative code, the rules of the city of New York, and the New York city health code which establish violations and which are enforced by such agency, and shall submit a report to the mayor and the speaker regarding those existing violations for which a penalty or fine may be assessed for which there is no cure period or other opportunity for ameliorative action by the party or parties subject to enforcement prior to the	Once			LL 35/2013		None



Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		imposition of a penalty or fine						
Consumer and Worker Protection, Department of (DCWP)	Annual Report on vendor license and permit renewals, suspensions and revocations.	Report on vendor license renewals, suspensions and revocations including numbers and reasons for denial, suspensions and revocations	Annually	Commencing on June 1, 2013 and every 12 months thereafter	New York Administrative Code Title 20, Section 472.1(a)	LL 16/2013	The City Council	None
Consumer and Worker Protection, Department of (DCWP)	Report on Fair Work Practices	Report on number of complaints received, results of investigations, nature and number of administrative adjudications, number of complaints resolved through mediation or conciliation, and average time for complaint to be resolved, as well as civil actions commenced by corporation counsel	Annually		New York City Administrative Code Title 20, Section 1203	LL 107/2017	On the city's website	None
Consumer and Worker Protection, Department of (DCWP)	Analysis of Tribunal Dismissals	Report analyzing the violations dismissed by the department's adjudication division, office, or tribunal during the prior calendar year	Annually	By April 1 of each year	New York City Administrative Code Title 20, Section 119	LL 69/2015 (expires 12/31/2018)	The Corporation Counsel	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Consumer and Worker Protection, Department of (DCWP)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Consumer and Worker Protection, Department of (DCWP)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Consumer and Worker Protection, Department of (DCWP)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies					the Equal Employment Practices Commission	
Consumer and Worker Protection, Department of (DCWP)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Consumer and Worker Protection, Department of (DCWP)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Consumer and Worker Protection, Department of (DCWP) in coordination with the Commission on Gender Equity (CGE) and the Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV)	Domestic Violence Fatality Review Committee Educational Materials	Educational materials in English and in the 6 languages most commonly spoken by limited English proficient individuals as determined by the Department of City Planning	As appropriate	On or before December 1 of each year	New York City Administrative Code Title 20, Section 706.5	LL 99/2016; LL 38/2019	On the department's website and submitted to the Commission on Gender Equity and the Mayor's Office to End Domestic and Gender-Based Violence	None
Consumer and Worker Protection, Department of (DCWP) Office of Labor Policy & Standards	Report on freelance law	Report on effectiveness of this law at improving freelance contracting and payment practices	Every 5th year	One year after effective date and every 5th year on November 1	New York City Administrative Code Title 20, Section 936(c)	LL 140/2016	The City Council and on its website	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Consumer and Worker Protection, Department of (DCWP), Division of Paid Care	Annual Report on Paid Care Industry	Report including a. The results of the research conducted as required by subdivision c of section 32-202; b. The number of complaints received by the systems, the types of information provided and the number of referrals made pursuant to subdivision a of section 32-203; c. The results of the findings made pursuant to subdivision b of section 32-203 regarding any systemic legal allegations; d. Any recommendations for assisting the paid care workforce and any recommendations for model industry standards made by the working group pursuant to subdivision e of section 32-202; e. Education and outreach efforts made by the division; and f. Any other information the division deems appropriate.	Annually	Beginning no later than 1 year after the effective date of this law (February 27, 2017)and annually thereafter	New York City Administrative Code Title 32, Chapter 2, Section 204	LL 98/2016	The Speaker of the City Council and on its website	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Consumer and Worker Protection, Department of (DCWP)/ Immigrant Affairs, Mayor's Office of (MOIA)	Report on providers of immigration assistance services	A report related to providers of immigration assistance services	Twice a year	On or before October 1, 2017 and every 6 months until the year 2020	New York City Administrative Code Title 20, Section 779.5(b)	LL 063/2017	The Mayor and the City Council	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 11:13 AM  
**To:** [REDACTED]  
**Cc:** Walter, Justin (DDC); [REDACTED]  
**Subject:** Notice of late publications



To: David Varoli [REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

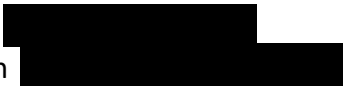
Date: October 10, 2019

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Cc: Justin Walter [REDACTED]  
Amina Wilson [REDACTED]





MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Design & Construction, Department of (DDC)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Design & Construction, Department of (DDC)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Design & Construction, Department of (DDC)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		seek employment with, city agencies						
Design & Construction, Department of (DDC)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Design & Construction, Department of (DDC)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Design & Construction, Department of (DDC), Recovery & Resiliency, Office of (ORR) and Sustainability, Office of (MOS) with Buildings, Department of (DOB), other relevant agencies	Annual Report on City-Owned Buildings Using Geothermal Energy (Agency responsible has not yet been designated - DDC may be the most appropriate agency according to OLTPS)	A report containing: 1. A brief description of such project; 2. The street address of such project and the community district and council district in which such project is located; 3. Whether installation of a geothermal system for such project was determined to be cost-effective based on the use of the screening tool described in subdivision b of this section; 4. Whether installation of a geothermal system was selected for the project based on the detailed engineering and multi-criteria analysis pursuant to subdivision d of this section; and 5. Whether a geothermal system was installed for such project and, if not, the type of system installed.	Annually	Annually, no later than 6 months after the end of each fiscal year	New York City Administrative Code, Title 3, Section 125(e)	LL 6/2016	Mayor and Speaker of the City Council	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Design & Construction, Department of (DDC), Recovery & Resiliency, Office of (ORR) and Sustainability, Office of (MOS) with Buildings, Department of (DOB), other relevant agencies	Report and recommendations on geothermal system standards	<p>Recommendations including</p> <ol style="list-style-type: none"> <li>1. Standards for the installation and maintenance of geothermal systems, including standards relating to assessing subsurface conditions and the design, commissioning, distribution and performance monitoring of such systems;</li> <li>2. Required qualifications for persons who will design or install such systems;</li> <li>3. Maintaining a publicly available registry of such persons;</li> <li>4. Informing property owners and installers of geothermal systems regarding the potential benefits of coupling a photovoltaic system installation with a geothermal system for buildings within the city;</li> <li>and 5. The technical and regulatory feasibility of</li> </ol>	Once	No later than 18 months after the effective date of the local law that added this subdivision (so by 7/5/2017)	New York City Administrative Code, Title 3, Section 125(f)	LL 6/2016	Mayor and Speaker of the City Council	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		implementing a geothermal system for waterfront properties within the city by suspending closed loop coils or other heat exchange devices in the marine surface waters around the city.						
Design & Construction, Department of (DDC), Recovery & Resiliency, Office of (ORR) and Sustainability, Office of (MOS) with Buildings, Department of (DOB), other relevant agencies	Report on Study of Efficiency of Existing Geothermal Systems in City-Owned Buildings	Report including 1. the cost of installing any such geothermal system; 2. any problems encountered in installing any such system and solutions developed to address such problems and any costs or savings associated with such solutions; 3. the cost of operating any such system, including energy consumption, maintenance, and other expenditures; 4. any problems encountered in operating any such system and solutions developed to address such problems; 5. an	Once	No later than 2 years after installation of remote monitoring sensors and data loggers	New York City Administrative Code, Title 3, Section 128(d)	LL 178/2018	Mayor and Speaker of the City Council and online	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		<p>energy modeling analysis of the performance of any such system; 6. comparisons of such performance to the performance of conventional heating and cooling systems located in comparable city buildings; and</p> <p>7. recommendations for continuing or expanding the use of geothermal systems.</p>						

## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 10:09 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Notice of late publications



**To:** Michele Ovesey [REDACTED]  
Heidi Grossman [REDACTED]

**From:** Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

**Date:** October 10, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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**Cc:** Laura Mello [REDACTED]



MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Correction, Department of (DOC) Includes Correction, Board of	Report on Grievances	Report on issues related to the department's grievance process incorporating direct feedback from incarcerated individuals and proposed recommendations for relevant improvements, including a section of recommendations on how to improve the grievance process for vulnerable populations, including incarcerated individuals who are lesbian, gay, bisexual, transgender, intersex, and gender nonconforming	Starting July 1, 2021, at least every 3 years	Forty-five days after the quarter beginning January 1, 2016, and no later than the forty-fifth day after the end of each subsequent quarter.	New York City Charter Chapter 25, section 626(f); NYC Administrative Code Title 9, Section 136	LL 133/2019, LL 87/2015	On its website; as of July 1, 2021, to the City Council and on its website	None
Correction, Department of (DOC) Includes Correction, Board of	Report on Applications for Government Benefits and	Report on implementation of sections 9-127 and 9-128 of this title and	Annually	By October first of each year	NYC Administrative Code Title 9, Section 129	LL 121/2016, LL 54/2004	The Mayor and the City Council	None

	the Implementation of Housing, Employment and Sobriety Needs and on the Recidivism Among Inmates Receiving Discharge Planning Services	other discharge planning efforts, and regarding recidivism among inmates receiving discharge planning services from the department of correction or any social services organization under contract with the department of correction.						
Correction, Department of (DOC)	Annual report on mentally ill inmates	Information on the number of inmates released by the department into the community, the number of eligible inmates released into the community, the number of MH eligible inmates released into the community who were eligible during the report period and how many of these inmates returned into custody within one year of being released.	Annually	No later than March 31 of each year, beginning in 2017	New York City Administrative Code, Title 9, Section 143	2016 Intro. 1014-A, LL 121/2016	On its website	None

Correction, Department of (DOC)	Annual report on trauma-informed care in city correctional facilities	Annual report of the number of employees trained, a description of the guidelines and any programs utilizing trauma-informed care	Annually	No later than 90 days from January 1 of each year, beginning in 2018	New York City Administrative Code, Title 9, Section 145	2016 Intro 1144-A, LL123/2016	City Council and website	None
Correction, Department of (DOC)	Annual summary on evaluation of inmate programming and services	Annual summary of evaluation of inmate programming and structured services offered to inmates, including amount of funding received, estimated number of inmates served, a brief description of the program being offered and include a comparison between the current year and prior five years	Annually	No later than April 1 each year	New York City Administrative Code, Title 9, Section 144	2016 Intro. 1064-A, LL122/2016	Mayor and the City Council, and on its website	None
Correction, Department of (DOC)	Correction inmates discharge planning	Report by commissioner of correction on implementation of sections 9-127 (housing, employment and sobriety needs) and 9-128 (applications for government benefits) and other discharge planning	Annually	October 1st	New York City Administrative Code, Title 9, Section 129	LL 121/2016	Mayor and the City Council	None

		efforts; beginning October 1, 2008, also on recidivism among inmates receiving discharge planning services from the department of correction or any social services organization under contract with that department						
Correction, Department of (DOC)	Report on Non-Production of Inmates for Medical Appointments	Aggregate report on non-production of inmates for medical appointments and including an aggregate count of reasons for production refusal or walkout, if given, and the facility.	Monthly		New York City Administrative Code, Title 9, Section 108	LL 132/2019	The City Council and Correctional Health Services	None
Correction, Department of (DOC)	Rikers Island Education Report	Report including number of departmental infractions issued to adolescents at DOE site, number of students prevented from attending education because of an infraction	Annually	Beginning no later than 90 days after the final day of the 2017-2018 school year and not later than 90 days after each school year thereafter	New York City Administrative Code Title 9, Section 151	LL 168/2017	On its website	None

Correction, Department of (DOC)	Quarterly report on inmates awaiting transfer	The commissioner shall also post, no later than 45 days after the end of each quarter, a quarterly report that sets forth the number of inmates awaiting transfer to the custody of the New York state department of health or the New York state department of people with developmental disabilities pursuant to section 730 of the criminal procedure law, the length of stay for such inmates, and the housing facility in which such inmates were placed.	Quarterly Expires 2020	No later than 45 days after the start of the quarter	Administrative Code Title 9, Section 135	LL 84/2015	Website	None
Correction, Department of (DOC)	Records of inmates of institutions	The commissioner of correction shall keep a record of all persons under the commissioner's custody; this record shall be public and open to the public	As needed	As needed	New York City Administrative Code Title 9, Section 121		Public	None
Correction, Department of (DOC)	Report on alternative	The commissioner shall post a report every 60 days, on the	Every 60 days on website	Commencing October 1, 2015	Administrative Code Section 9-135	LL 84/2015	Website	None

	housing unit waiting list	department of correction website, setting forth the number of city jail inmates who have been found guilty of violating departmental rules but have yet to be placed in punitive segregation, restrictive housing or a clinical alternative to punitive segregation housing, or any successor to such housing units, disaggregated by inmates with "M" designations at the end of their book and case numbers, indicating that the inmates are known to mental health staff, and inmates without "M" designations. Such report shall state the number of inmates awaiting placement in any such housing unit categorized by the length of time such						
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		inmates have been awaiting placement in the following categories: 1-5 days, 6-15 days, 16-30 days, 31-60 days, and 61 days or longer.						
Correction, Department of (DOC)	Report on correction officers' variable supplements fund	Report in the City Record by the variable supplements board showing for the preceding year the assets of the correction officers' variable supplements fund, a statement of the cash and securities of that fund as certified by the comptroller, and other pertinent facts, recommendations, and data	Annually	Annual	New York City Administrative Code Title 13, Section 194		City Record	None
Correction, Department of (DOC)	Report on detention of immigrants	The department shall post a report on the department website containing data for the preceding year (ending September 30) on the number of civil immigration detainees lodged with the department, the number of people	Annually	No later than September 1, 2018 and no later than September 1 of each year thereafter	New York City Administrative Code, Title 9, Section 131(f)	LL 58/2014	On its website	None

		held pursuant to civil immigration detainers, the number of persons transferred to the custody of federal immigration authorities, the number of such persons who had at least one conviction for a violent or serious crime, and other data (see Code listing for details).						
Correction, Department of (DOC)	Rikers Island Nursery Annual Report	Annual report specifying total number of children admitted to the nursery, the daily population of children in the nursery, the total number of applicants to the nursery, the rate of incidents involving use of force, and the number of both accepted and denied applicants to the nursery; if they were denied, where they were placed.	Annually	By January 30th	New York City Administrative Code, Title 9, Section 142	LL __/2016	On its website	None



Correction, Department of (DOC)	Jail data report	Use of force incident reporting in total and per 100 inmates in custody during the prior month	Monthly	No later than 20 days after the end of each month	New York City Administrative Code, Title 9, Section 130(b)	LL 33/2016, LL 145/2018	On its website	None
Correction, Department of (DOC)	Jail data report	Use of force incident reporting in total and per 100 inmates in custody, and disaggregating information on adults, young adults and adolescent inmates	Quarterly	No later than 45 days after the end of each quarter ending March 31, June 30, September 30 and December 31	New York City Administrative Code, Title 9, Section 130(c)	LL 33/2016, LL 145/2018	On its website	None
Correction, Department of (DOC)	Jail data report /Sexual Abuse Report	Report on allegations and substantiated incidents of sexual abuse by inmate on inmate and by staff on inmate	Annually	Beginning July 1, 2016 and every July first thereafter	New York City Administrative Code, Title 9, Section 130(d)	LL 33/2016, LL 145/2018	On its website	None
Correction, Department of (DOC)	Report on inmate grievances	Report on written complaints submitted by an inmate in the custody of the department about an issue, condition, practice or action relating to the inmate's confinement that is subject to the inmate grievance and	Quarterly	45 days after the quarter beginning January 1, 2016, and no later than the 45th day after the end of each subsequent quarter	NYC Administrative Code Title 9, Section 136	LL 087/2015	On its website	None

		request program or any successor program						
Correction, Department of (DOC)	Demographics report		Quarterly	45 days after quarter ends		LL 88/2016	On its website	None
Correction, Department of (DOC)	Visitation Report	Information about visits, Rikers facilities compared to borough facilities	Quarterly	30 days after quarter ends	NYC Administrative Code Title 9, Section 140	LL 85 of 2015 (Int. 706)	On its website	None
Correction, Department of (DOC)	Post-Arrest Bail Holds	BEX Program Holds	Annually	July 1, starting 2018		LL 85 of 2015 (Int. 706)	On its website	None
Correction, Department of (DOC)	Quarterly Emergency Lock-in Report	Report containing information pertaining to emergency lock-ins that occurred during the preceding quarter	Quarterly	60 days after the end of the quarter beginning April 1, 2019 (so August 31, 2019), and no later than the 60th day after the end of each subsequent quarter,	NYC Administrative Code Title 9, Section 155(b)	LL 164/2018	On its website	None
Correction, Department of (DOC) Includes Correction, Board of	Report of the Board of Correction	A report of investigations of allegations of sexual abuse and sexual harassment that concluded during the	Annually			LL 102/1977		None

		preceding six-month period						
Correction, Department of (DOC) Includes Correction, Board of	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Correction, Department of (DOC) Includes Correction, Board of	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Correction, Department of (DOC) Includes Correction, Board of	Quarterly Equal Employment Opportunity and Diversity	A report on the agency's efforts during the previous quarter to implement the plan adopted	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide	None

	Plan Implementation	pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies					Administrative Services and the Equal Employment Practices Commission	
Correction, Department of (DOC) Includes Correction, Board of	Report on Open Data Compliance	Report on which public data set or sets that it is unable to	Annually if applicable	No later than March 7, 2013 and	New York City Administrative	LL 11/2012	The City Council	None

		make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal		annually thereafter	Code Title 23, Section 502(a)			
Correction, Department of (DOC) Includes Correction, Board of	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 11:22 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records)  
**Subject:** Notice of late publications



To: Meredith Jones [REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 10, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Economic Development Corporation (NYCEDC)	Report on Lobbying Activities by the Economic Development Corporation	Upon entering into any agreement to develop property for an economic development project, the city or city economic development entity shall submit to the council a report detailing its efforts to provide living wage jobs. Such report shall indicate whether its agreement with the economic development subsidy recipient mandated the payment of a living wage for any jobs created by the project.	Quarterly	No later than December 31, 2013 and shall cover the period from November 1, 2012 through November 30, 2013. All reports shall be filed thereafter within thirty days after the end of each quarter	New York City Administrative Code Title 22 Section 802	LL 102/2013, LL 222/2017	The City Council	None
Economic Development Corporation (NYCEDC)	Annual report on covered contract information	Report identifying contracted entity's retention or designation of a person or organization to engage in lobbying or lobbying activities before the council or any member thereof, the city planning commission, a borough president, a borough board or a community board and the contracted entity's making or incurring an expenditure to, or on behalf of, a person or organization to engage in lobbying or lobbying	Annually	By January 31st of each year	New York City Charter Section 1301(1)(repealed December 2017); New York City Administrative Code Title 22, Section 823	LL 62/2010, LL 222/2016	Mayor, City Council, the Comptroller, the Public Advocate, the borough Presidents and the Community Planning Boards	None

		activities before the council or any member thereof, the city planning commission, a borough president, a borough board or a community board						
Economic Development Corporation (NYCEDC)	Annual Report on Compliance with Minority and Women-Owned Business Contracting Goals	Report assessing and evaluating each business entity to which it provided assistance in the form of a loan, grant or tax benefit in excess of one hundred fifty thousand dollars, or sale or lease of city-owned land for a project expected, in accordance with information provided by the applicant for the sale or lease, to retain or create not less than twenty-five jobs, to determine whether they met minority and women-owned business goals, if any, pursuant to the contract	Annually	By January 30, 2018, and by January 1 every year thereafter	New York City Charter Chapter 56, Section 1301(1)(b-2)	LL 109/2016	The Mayor and the Speaker of the City Council	None
Economic Development Corporation (NYCEDC)	Impact statement on covered contract additional information, for assistance under Administrative Code Title 22, Section 823	An impact statement including, at a minimum, an estimate of the fiscal impact of such assistance upon the revenues and expenditures of the city during (i) the fiscal year in which such assistance commences, (ii) the succeeding fiscal year, and (iii) the first fiscal year in which the full fiscal impact of the economic development project is expected to occur, and job	As needed	No later than 30 days before the commencement of such assistance	New York City Administrative Code Title 22, Section 824(a)(1)	LL 220/2017	The Speaker of the City Council	None



		creation estimates for the first fiscal year in which the full fiscal impact of the economic development project is expected to occur						
Economic Development Corporation (NYCEDC)	Report on Recovery of Economic Development Benefits	Report including (i) descriptions of enforcement actions taken with regard to events of default as defined in such agreements, (ii) the persons against which enforcement actions have been undertaken, (iii) the number of ongoing projects outstanding, (iv) the percentage of projects with respect to which enforcement actions are being undertaken as compared against the number of ongoing projects outstanding, (v) events of default under such agreements for which no enforcement actions are currently contemplated, and (vi) the amounts recovered through enforcement actions	Every 2 months	On the 1st business day of every 2nd month	New York City Administrative Code, Title 22, Section 824(a)(2)	LL 221/2017	The Mayor, the Speaker of the City Council	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 10:44 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Notice of late publications



To: Susan Sommer [REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 10, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [municipal-library-admins@records.nyc.gov](mailto:municipal-library-admins@records.nyc.gov).

Cc: Chatodd Floyd [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Criminal Justice Coordinator, Mayor's Office of the (MOCJ)/Health and Mental Hygiene, Department of (DOHMH)/Drug Abuse and Drug Enforcement Task Force	Annual Report	Findings and recommendations of the Task Force	Annually	September	New York City Administrative Code Title 3,Section 111 Repealed		The City Council	None
Criminal Justice, Mayor's Office of (MOCJ)	Report on Citywide Summons	Report on the number of criminal summonses, total and disaggregated	Twice a year (biannually)	Within 30 days of January 1 and July 1 each year	NYC Administrative Code Title 9, Section 303	LL 23/2018	The City Council and on its website	None
Criminal Justice, Mayor's Office of (MOCJ)	Annual Report on Outstanding Criminal Warrants	Report on actions taken	Annually	No later than February 1, 2019 and every February 1 thereafter	NYC Administrative Code Title 9, Section 305(b)	LL 25/2018	The City Council and on its website	None

Criminal Justice, Mayor's Office of (MOCJ)	Annual Report on Erroneous Criminal Prosecutions	Report on actions taken	Annually	Within 30 days of the beginning of each calendar year, commencing in 2019	NYC Administrative Code Title 9, Section 304	LL 21/2018	The Mayor and the City Council and on its website	None
Criminal Justice, Mayor's Office of (MOCJ)	Social Services Offered in High-Crime Areas	Report on current services offered in any neighborhood tabulation area in which 20 percent or greater of the population is below the poverty line as defined by the American Community Survey and that overlaps with or is contiguous to a priority area	Annually	By November 1 each year	New York City Administrative Code Section 14-162	LL 55/2016	On the MOCJ website	None
Criminal Justice, Mayor's Office of (MOCJ)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Criminal Justice, Mayor's Office of (MOCJ)	Report on agency policies	Report regarding the collection, retention, and disclosure	Every two years	No later than July 31, 2018, and every two	New York City Administrative	LL 245/2017	The Mayor, the Speaker of the City	None

	on Identifying Information	of identifying information by such agency and any contractors or subcontractors utilized by such agency		years thereafter by July 31	Code Title 23, Section 1205		Council, the chief privacy officer, and the Identifying Information Protection Committee	
Criminal Justice, Mayor's Office of (MOCJ)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None

		minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies						
Criminal Justice, Mayor's Office of (MOCJ)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Criminal Justice, Mayor's Office of (MOCJ)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

		project was added to the capital budget						
Criminal Justice, Mayor's Office of (MOCJ), Office of Crime Victim Services	Annual Report of the Office of Crime Victim Services	Report of service providers which shall include: (a) the nature of assistance to crime victims provided by such service providers; and (b) an assessment of the need for increased coordination for such crime victims	Annually		New York City Charter, Section 13-d(6)	LL 162/2016	The Mayor and the City Council	None
Criminal Justice, Mayor's Office of (MOCJ), Temporary Task Force on Post-Incarceration Reentry for Older Adults	Annual Report of the Temporary Task Force on Post-Incarceration Reentry for Older Adults	1. An analysis of the root causes of incarceration for older adults, and proposals to reduce the rates of incarceration for older adults. 2. An analysis of re-entry services for older adults, including but not limited to: (i) the unique health needs of older adults, (ii) the costs and benefits of re-entry services for older adults, including benefits associated with reducing recidivism, (iii) how the city can work with the state department of corrections and	Annually	No later than 12 months after the final member of the task force is appointed, and continuing 4 years from date of publication of initial report		LL 78/2018	The Mayor and the City Council	None

		community supervision to seek the proper provision of reentry services, (iv) the types of re-entry services available, including but not limited to affordable and/or supportive housing, mental health and substance abuse treatment, and employment assistance, and (v) the gaps in current reentry services. 3. Any other recommendations to assist in developing a compassionate post-incarceration older adult reentry policy, including but not limited to potential legislative reforms.						
Criminal Justice, Mayor's Office of (MOCJS)(Municipal Division of Transitional Services)	Annual report on transitional re-entry services	Report on the Office's transitional (re-entry) services, outreach efforts, and the populations and neighborhoods it has served	Annually	By October 31, 2017 and by October 31 thereafter	New York City Charter, Section 13-c(c)	Intro. 1150-A /LL 103/2016 establishes the Municipal Division of Transitional Services in the	The Mayor and the City Council	None



						Mayor's Office of Criminal Justice. LL 103/2016		
Criminal Justice, Mayor's Office of (MOCJS)(Municipal Division of Transitional Services)	Biennial Report on Re-entry Services	Assessment of re-entry needs, type and frequency of resources needed, identification and assessment of existing reentry services and identification of areas or population within the city where citizens with needs are concentrated	Every two years	By October 31, 2017 and by October 31 of every second year thereafter	New York City Charter, Section 13-c(d)	LL 103/2016	The Mayor and the City Council	None
Criminal Justice, Mayor's Office of (MOCJS)(Municipal Division of Transitional Services)	Four-year Plan on Re-entry Services	A plan for providing reentry services, including recommendations for approaches to serving city residents in need of services	Every four years	Within 1 year of the completion of the October 31, 2017 biennial report, and in every fourth calendar year thereafter	New York City Charter, Section 13-c(e)	LL 103/2016	The Mayor and the City Council	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 9:56 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); Meredith, Anne (MOCS); [REDACTED]  
**Subject:** Notice of late publications



To: Victor Olds  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 10, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [municipal-library-admins@records.nyc.gov](mailto:municipal-library-admins@records.nyc.gov).

Cc: Anne Meredith  
Angie Williams  
[REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Contract Services, Mayor's Office of (MOCS)	Annual Report on the Locally Based Enterprises Program		Annually	Not issued regularly	New York City Administrative Code Chapter 6, Section 108.1(h)	LL 25/1989	On the Mayor's Office of Contract Services website	None
Contract Services, Mayor's Office of (MOCS)	Anticipated Contracting Actions for the Upcoming Fiscal Year	Plan and schedule for each agency detailing the anticipated contracting actions of each such agency for the upcoming fiscal year (see details)	Annually	No later than July 31st	New York City Charter Chapter 13, Section 312(a)(8)(b)	LL 063/2011		None
Contract Services, Mayor's Office of (MOCS)	Basis for an Emergency Procurement and the Selection of a Contractor	Written determination of the basis for the emergency and the selection of the contractor shall be placed in the agency contract file, and shall further be submitted to the council no later than fifteen days following contract award	As Needed		New York City Charter Section 315	LL 135/2013		None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Contract Services, Mayor's Office of (MOCS)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Contract Services, Mayor's Office of (MOCS)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Contract Services, Mayor's Office of (MOCS)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		seek employment with, city agencies						
Contract Services, Mayor's Office of (MOCS)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Contract Services, Mayor's Office of (MOCS)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 11:09 AM  
**To:** Schmoeker, Adrienne  
**Cc:** Feder, Zachary; Bjornsson, Oliver  
**Subject:** Notice of late publications



To: Adrienne Schmoeker [REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 10, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [municipal-library-admins@records.nyc.gov](mailto:municipal-library-admins@records.nyc.gov).

Cc: Zachary Feder [REDACTED]  
Oliver Bjornsson [REDACTED]



MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Data Analytics, Mayor's Office of (MODA)	Report on Agency Pay Equity	Report including aggregated data from each agency showing the frequency of full-time, part-time and seasonal employees by agency, EEO-4 job group, pay band, racial group, ethnicity and gender in a format that prevents the disclosure of the racial group, ethnicity and gender of any employee, while maximizing the level of detail at which such data is reported, and after the first annual report, also including recommendations	Annually	No later than May 31, 2020, and no later than May 31 annually thereafter	New York City Administrative Code Title 3, Section 171(b)(1)	LL 18/2019	The Mayor, the Speaker of the City Council, and on the open data library website	None
Data Analytics, Mayor's Office of (MODA)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget;	New York City Charter Chapter 9, Section 219(d)		Mayor	None

				with the preliminary capital budget and with the executive capital budget				
Data Analytics, Mayor's Office of (MODA)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Data Analytics, Mayor's Office of (MODA)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Data Analytics, Mayor's Office of (MODA)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital		By the date specified in the adopted capital budget in which the capital	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and	None

		project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		project is included			Community Board	
Data Analytics, Mayor's Office of, Geospatial Working Group	Geospatial Standardization Recommendations		Once	By September 30, 2016	New York City Administrative Code Title 23, Section 505	LL 108/2015	The Mayor and Commissioner of Cultural Affairs	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Friday, October 11, 2019 11:07 AM  
**To:** [REDACTED]  
**Cc:** Qandil, Samar [REDACTED]  
**Subject:** Notice of late publications



**To:** Elissa Stein Cushman  
[REDACTED]

**From:** Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

**Date:** October 11, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

**Cc:** Samar Qandil [REDACTED]  
Mark Sacha [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Environmental Protection, Department of (DEP)	Annual Review of Facility Inventory Forms and Material Safety Data Sheets		Annual			LL 26/1988	As needed	None
Environmental Protection, Department of (DEP)	Hazardous Substance Facility Inventory Report/Community Right-to-Know Program (DERTA)	Such annual report shall, at a minimum, provide quantitative data including the number of facilities for which facility inventory forms have been filed pursuant to this chapter; the number of complaints received; the number of civilian complaints filed; the number of inspections performed pursuant to this chapter; the number of notices of violation issued pursuant to this chapter; and other issues.	Annually	By October first of each year	New York City Administrative Code Title 24, Section 715(a)	LL76/2003	Mayor and Speaker of the Council	None
Environmental Protection,	Report on Development of		Once	By March 1st, 1990	New York City Administrative		The City Council	None

Department of (DEP)	Threshold Reporting Quantities for Hazardous Substances				Code Title 24, Section 715(b)			
Environmental Protection, Department of (DEP)	Hydropower Resource Assessment	Report on resource assessment of the city's potable water supply and wastewater treatment systems and the natural bodies of water within the city's jurisdiction to determine the potential of such systems and bodies of water for generating electricity. In performing such assessment the department shall include an examination of the potential to construct and operate energy generating facilities within such systems and natural bodies of water; the means for transmitting the electricity generated; the need to construct	Once	Within 18 months of effective date of local law (5/1/2012).	New York City Administrative Code Title 24, Section 366	LL 24/2012	The Mayor and Council	None

and operate generation-related infrastructure; grid-connection issues; generation system installation and maintenance costs; and risks to the operation of water supply and wastewater treatment systems and natural bodies of water posed by energy-generating facilities. b. The department shall conduct a technological review of in-conduit and free-flow hydropower technologies that are appropriate for the pressure and water flow rates for each site identified in the resource assessment. c. With information gathered during the resource assessment and technological review, the department shall conduct an economic

		analysis to determine the economic viability of generating electricity for each site identified in the resource assessment.					
Environmental Protection, Department of (DEP)	Report on engine idling complaints to 311 and complaints to DEP	The number of 311 idling complaints, disaggregated by borough and including any other information related to such complaints the department deems relevant; and (4) the department of environmental protection that states the number of complaints received by the department of environmental protection pursuant to subdivision (a) of section 24-182 regarding violations of this section, disaggregated by the following: (i) the number of violations issued by the department pursuant to such complaints and (ii) the number of	Annually		New York Administrative Code Title 24, Section 163(g)(3) and (4)	LL38/2015, LL58/2018	None



		complaints filed pursuant to subdivision (b) of section 24-182 with the office of administrative trials and hearings pursuant to section 1049-a of the charter.						
Environmental Protection, Department of (DEP)	Maintenance, Costs and Expenses	The commissioner shall in every calendar month file in the office of the comptroller an account of any expenses made by the commissioner, or under the commissioner's authority, and of all liabilities incurred by the commissioner during the preceding month and an abstract of each such account shall be published in the City Record	Monthly	Monthly	New York City Administrative Code Title 24, Section 357		The Office of the Comptroller; abstracts to be published in the City Record	None
Environmental Protection, Department of (DEP)	Report on the Implementation Status of a Sustainable Stormwater Management Plan		Every Two Years	No later than October 1, 2010, and no later than October 1 of every second year thereafter	New York City Administrative Code Title 24 Section 526.1(b)(4)	LL 5/2008	The Mayor, the Speaker of the City Council and the public	None

Environmental Protection, Department of (DEP)	Report on Use of Ultra Low Sulfur Diesel Fuel and Best Available Technology for City Ferries	Report on use of ultra low sulfur diesel fuel and best available technology for diesel-fuel powered ferries during the immediately preceding fiscal year	Annual	On or before October 1, 2009, and every succeeding October 1	New York City Administrative Code Title 19, Section 307(j)(1)	LL 3/2008	The City Council and the Comptroller	None
Environmental Protection, Department of (DEP)	Southeast Queens flood mitigation plan	A plan for mitigating flooding in Queens community districts 12 and 13. Such plan shall include, but not be limited to, a timeline for implementation of the plan, annual performance milestones and a description of funds anticipated to be expended by or on behalf of the city in connection with such flood mitigation, including, but not limited to, funds committed in fiscal year 2016 for such purposes		By no later than one year after the effective date of the local law that added this section	New York City Administrative Code Title 24, Section 530	LL 56/2017	The Mayor and the City Council on online	None
Environmental Protection, Department of (DEP)	Retrospective Review	A retrospective review of those provisions of the administrative code,	Once			LL35/2013		None

		the rules of the city of New York, and the New York city health code which establish violations and which are enforced by such agency, and shall submit a report to the mayor and the speaker regarding those existing violations for which a penalty or fine may be assessed for which there is no cure period or other opportunity for ameliorative action by the party or parties subject to enforcement prior to the imposition of a penalty or fine						
Environmental Protection, Department of (DEP)	Safety Report on Hazardous Substance Facilities	The commissioner shall review facility inventory forms and material safety data sheets and submit a quantitative report listing at a minimum, the number of facilities for which inventory forms have been filed pursuant to	Annually	Annually, no later than October 1	New York City Administrative Code Title 24, Section 715		The Mayor and the City Council	None

		Charter requirements, the number of complaints received, the number of civilian complaints filed, the number of inspections performed, the number of violations issued, the number of orders and the nature of such orders given by the commissioner, pursuant to Charter requirements, the number of incidents in which the department participated in response measures to hazardous substance emergencies, among others.						
Environmental Protection, Department of (DEP)	Water Conservation Public Information Campaign Status	A list of fixtures meeting the standards of Reference Standard 15 in the Appendix to Title 27 of the Administrative Code	Annual			LL 29/1989		None
Environmental Protection, Department of (DEP)	Report on gas safety risk factors	A report on how the city has made use of such risk factors in targeting	Every Three Years	By December 1, 2017, and every third year thereafter	New York City Administrative Code Title 24, Section 425	LL155/2016	The Mayor and the City Council and publicly	None

		enforcement of laws and rules relating to the delivery by pipe or usage of gas in residential and commercial buildings and the efficacy of such targeted enforcement.					available online	
Environmental Protection, Department of (DEP)	Commissioner report on all waivers, findings, and renewals relating to clean heating oil and biodiesel	The report required pursuant to this subdivision may be satisfied by including such information in the management report and preliminary management report made public and submitted to the council by the mayor pursuant to section twelve of the New York city charter	Annually	No later than September 1, 2013, and no later than September 1 of every year thereafter	New York City Administrative Code Title 24, Section 168.1(d)	LL 43/2010	Mayor and the Speaker of the City Council	None
Environmental Protection, Department of (DEP)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the	New York City Charter Chapter 9, Section 219(d)		Mayor	None

				executive capital budget				
Environmental Protection, Department of (DEP)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Environmental Protection, Department of (DEP)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None

		facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies						
Environmental Protection, Department of (DEP)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Environmental Protection, Department of (DEP)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

		the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget						
Environmental Protection, Department of (DEP) with Citywide Administrative Services, Department of (DCAS)/Operations, Mayor's Office of (OPS)	Report on the City's Purchase of Alternative Fuel Buses (included in the PMMR and MMR)	Report shall include, but not be limited to: (i) the total number of buses purchased by the city in the preceding fiscal year; and (ii) the number of such buses that are alternative fuel buses, disaggregated according to agency, bus model and type of alternative fuel used.	Annually	Not later than January 1, 2007, and not later than January 1 of each year thereafter	NYC Administrative Code Title 24 Section 163.4(d)(1)	LL 38/2005, LL 6/1991, LL 038/2015	Comptroller, the Speaker of the City Council and the PMMR and MMR	None



## Municipal Library

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**From:** Municipal Library  
**Sent:** Friday, October 11, 2019 9:48 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]  
**Subject:** Notice of late publications



**To:** Howard Friedman  
[REDACTED]

**From:** Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

**Date:** October 11, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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**Cc:** Joseph Baranello  
Nnennaya Okesie  
[REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Education, Department of (DOE)	School Environmental Inspection Report		Annually	Not later than November 1st, 2015 and not later than November 1st annually	New York City Administrative Code, Title 21-A, Section 954	LL 102/1977, LL 12/2015	The City Council and on its website	None
Education, Department of (DOE)	Annual Report Detailing DOE's Procurement Activities that are Consistent with the City's Environmental Purchasing Standards	Report detailing the department's procurement activities that are consistent with the city's environmental purchasing standards	Annually	By October 1 of each year	New York City Administrative Code Title 6 Section 305(b)	LL 118/2005	Speaker of the City Council and the Mayor	None
Education, Department of (DOE)	Report on Capital Projects in Schools	An itemized statement covering the status of every school capital project that was completed during the immediately preceding fiscal quarter or not completed but for	Quarterly	Not later than February 1, 2003 and quarterly thereafter not later than May 1, August 1, November 1 and February 15	New York City Charter Chapter 20, Section 521	LL 24/2003	The City Council	None

		which funding was appropriated						
Education, Department of (DOE)	Co-located Schools report	Report on information on all co-located schools for the prior school year including a comparison of demographic information and more	Annually	Starting August 30, 2015 and by August 30th thereafter		LL 32/2014	The City Council and on its website	None
Education, Department of	MTA New School Information	Report including 1) the name and address of any school under the jurisdiction of the department of education that is to begin its first year of operation in the upcoming school year, the number of students enrolled in any such school, and the zip codes of the students and the percentage of such students in each such zip code attending each respective school; 2) the name and address of any school receiving an increase of 200 or more students enrolled for the upcoming school year, the zip codes of the new students enrolled in any such school, and the	Annually	On or before August 15th	New York City Charter Chapter 20, Section 530	LL 62/2009	The MTA	None

		percentage of such new students in each such zip code						
Education, Department of	PCB Reports	Report on progress of PCB lighting removal plan and efforts to address caulk in public schools	Annually		New York City Charter Chapter 20, Section 523	LL 69/2011	City Council and on its website	None
Education, Department of	Report on Installation and Operation of Security Cameras in New York City Public Schools		Once			LL 52/2004		None
Education, Department of	Report on reportable environmental inspection	Report on results of any reportable environmental inspection and environmental report concerning any public school including any report required pursuant to federal or state law or by any regulatory agency. The report shall include, but need not be limited to: 1. A summary of any reportable environmental inspections or environmental reports for the prior school year, including, but not		Within ten days of receipt of such report or inspection	New York City Administrative Code Title 21A, Section 954	LL 102/1977, LL 12/2015	Parents of current students and the current employees of any public school that has been the subject of a reportable environmental inspection or environmental report, City Council, heads of preschools	None

limited to, information regarding any inspection and sampling of groundwater, ambient air, gas, soil, soil gas, and dust, unless such reporting is already required by local law. 2. Information regarding any investigative or remedial work conducted by the department, in response to any reportable environmental inspection, to mitigate the effects of any air, soil, water, or indoor environment condition including, but not limited to, measures taken to address the presence of hazardous substances, contaminants and pollutants that exceed maximum levels, the timeframe within which such action was taken, the timeframe within which employees and parents of students

were notified of such action, and information regarding whether such air, soil, water, or indoor environment condition was resolved as a result of such action. 3. Information regarding any reportable environmental inspection or any environmental report related to the overall progress of the department's efforts to improve air quality in public schools, including any reportable environmental inspection for air quality related to school renovations, including, but not limited to, the replacement of ceilings. 4. The current status of any site subject to a consent order or agreement with the United States environmental protection agency, the New York state department of

		environmental conservation or the New York state department of health. 5. All information required by this subdivision shall be aggregated citywide, as well as disaggregated by school, community school district, council district and borough.						
Education, Department of	Report on Special Education Services		Annually			LL 027/2015	Parents of current students and the current employees of any public school that has been the subject of a reportable environmental inspection or environmental report, City Council, heads of preschools	None
Education, Department of	Report on student demographics in community school districts and high schools.	For each community school district, school within such district, and special program within such school, the total number of public school	Annually	Not later than December 31, 2015, and by November 1 of each year thereafter	New York City Administrative Code Title 21-a, Section 957	LL 59/2015	The City Council and on its website	None

		students enrolled in the preceding school year in grades kindergarten through eight and the number and percentage of such students who: receive special education services; are English language learners; receive free or reduced price school lunch; reside in temporary housing; and are attending school out of the community school district in which the student resides.						
Education, Department of	Student Discharges	Quantitative review of student discharges in the school year, i.e. by separation, transfer, graduation, etc.	Annually	By June 30th	New York City Charter Chapter 20, Section 530-b	LL 42/2011	The City Council	None
Education, Department of	Student Safety Act - Annual Emergency Medical Services Transport Report	Report on the discipline of students and on transfers initiated as a result of suspensions	Annually		New York City Administrative Code Title 21-A, Section 986(b)	LL 93/2015	The City Council and on its website	None
Education, Department of	Student Safety Act - Biennial Emergency Medical Services Transport Report	Report on total number for preceding year of EMS transports and the number of EMS transports performed because of a student's	Twice yearly	By October 31 and March 31	New York City Administrative Code Title 21-A, Section 986(a)	LL 93/2015	The City Council and on its website	None



		psychological/emotional condition						
Education, Department of	Student Safety Act- Annual Report on Discipline of Students	Information including teacher and superintendent suspensions and removals, students exposed to such, students expelled and more	Annual	By October 31	New York City Administrative Code Title 21-A, Section 984	LL 6/2011	City Council and Department website	None
Education, Department of	Student Safety Act-Biannual Report on Discipline of Students	Information including teacher and superintendent suspensions and removals, students exposed to such, students expelled and more	Twice a year	By October 31 and March 31	New York City Administrative Code Title 21-A, Section 985	LL 6/2011	The City Council and on its website	None
Education, Department of	Students in closing schools	Report which identifies schools under the jurisdiction of such district that have been closed during the previous school year	Annual	Not later than February 1st of the year two thousand and twelve	New York City Charter Chapter 20, Section 530-c	LL 43/2011	The City Council and on its website	None

		and the number of students at each such school who did not complete their respective graduation requirements prior to the closure of such school						
Education, Department of (DOE)	Sexual Health Education Report	Report for the previous academic year for each community school district and school regarding numbers of students receiving health education, including sexual health and HIV/AIDS	Annually	Not later than December 1, 2016, and on or before December 1st annually thereafter	New York City Administrative Code Title 21-A, Section 966	LL 14/2016	Speaker of the City Council and on its website	None
Education, Department of (DOE)	Career and Technical Education Report		Annually	Not later than April 30, 2017, and annually thereafter on or before April 30th	New York City Administrative Code Title 21-A, Section 971, expires 5 years after the local law effective date (so December 22, 2021)	LL 174/2016	The City Council and on its website	None
Education, Department of (DOE)	Report on Computer Science Education	Report on numbers of students, programs and instructors in computer science programs	Annually	Not later than April 30, 2017, and annually thereafter on or before April 30th	New York City Administrative Code Title 21-A, Section 972, expires 10 years after effective date of local law, so	LL 177/2016	The Speaker of the City Council and on its website	None

Education, Department of (DOE)	Report of Sexual Education Task Force	Report that describes the extent to which the sexual health curricula recommended by the department include the topics of sexual abuse prevention, healthy relationships and consent and issues pertaining to individuals and relationships other than heterosexual, including but not limited to, lesbian, gay, bisexual, transgender and gender non-conforming; (b) describes the extent to which such curricula align with national standards, are age-appropriate and medically-accurate; (c) makes recommendations for the improvement and expansion, or the replacement, of the recommended sexual health curricula for students; (d) makes recommendations for the improvement and expansion of the	Once	No later than December 1, 2017	New York City Administrative Code Title 21-A, Section 973(c)(3), expires 10 years after effective date of local law, so May 30, 2022	LL 90/2017	The Mayor and the Speaker of the City Council	None
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		implementation of sexual health education for students						
Education, Department of (DOE)	Air Pollution Control	A quantitative report submitted by the commissioner detailing the number of vehicles contracted as school buses to meet the transportation needs of the school system and demonstrating the extent of their compliance with the requirements to be fitted with diesel engines that meet the goals of pre-determined pollution standards, including data on the age and crankcase ventilation retrofit status of every school bus pursuant to a school bus contract	Annually	No later than December 31, 2011, and no later than December 31 of every year thereafter	New York City Charter and Code, Title 24, Section 163.9	LL38/2015		None
Education, Department of (DOE)	Annual Report	Quantitative presentation of number of personnel, infrastructure and utilization rates of educational facilities in the city	Annually	November 30th for fiscal year ended 31st of July next preceding	New York City Charter Chapter 20, Section 522		The Comptroller and Speaker of the Council. The information contained in this report shall also be	None

							included in the mayor's Preliminary Management Report and the Mayor's Management Report for the relevant fiscal year.	
Education, Department of (DOE)	Annual Report on Lactation Rooms	Annual report summarizing policies for providing lactation rooms to students and their parents and guardians in NYC public schools	Annually		New York City Administrative Code Title 17, Section 17-199.1	LL 184/2018	City Council and website	None
Education, Department of (DOE)	Annual Report on School Incidents	Annual report on crimes committed in schools and disruptive, dangerous or violent behavior	Annually	October 1st	New York City Charter, Section 529			None
Education, Department of (DOE)	Annual Report on Student Discipline	Annual report on student suspensions and related transfers from schools chancellor	Annually	October 31st	New York City Administrative Code Title 8, Section 1102		Website, district offices, schools, public on request	None
Education, Department of (DOE)	Class-size Report	Quantitative report on class size	Twice a year	Nov. 15th & Feb. 15th	New York City Charter, Chapter 20, Section 522	LL 125/2005	The City Council	None

Education, Department of (DOE)	Incidents of Harassment in Schools	Statistical summary of all incidents of harassment that occurred on school premises or at a school function	Annually	July 30th	New York City Administrative Code Chapter 10, Section 137(d)		The City Council	None
Education, Department of (DOE)	Physical Education Information	Report on physical education programs in public schools as detailed, including also a summary of key findings, and if the department is not in full compliance with physical education requirements pursuant to the New York state education department regulations, steps the department will take to achieve full compliance.	Annually	Not later than August 31, 2016, and annually thereafter on or before August 31	New York City Administrative Code Title 21-A, Chapter 7, Section 960	LL 102/2015, LL 126/2019, LL 127/2019	The City Council and on its website (searchable by individual school, school district, and borough)	None
Education, Department of (DOE)	Educational materials on drugs and opiates awareness and prevention	Educational materials on drugs and opiates awareness and prevention developed by the Department of Health and Mental Hygiene	Annually	Each academic year	New York City Administrative Code Title 21-A, Section 969	LL 125/2018	In English and in each of the designated citywide languages as defined in section 23-1101 in each middle and high school and on the department's website.	None

Education, Department of (DOE)	School statistics	Report on number of schools, teachers, pupils on register, attendance, expenditures	Annually	November 30th	New York City Charter Chapter 20, Section 522-a		The City Council and DOE website	None
Education, Department of (DOE)	Student Graduation	Quantitative Review of graduation performance of generally under-performing students	Annually	February 1st	New York City Charter Chapter 20, Section 530-c		The City Council	None
Education, Department of (DOE)	Report on Provision of Instructional Requirements for the Arts in Schools	Report on number of students who have completed instructional requirements for the arts by grade level, number of arts instructors and demographic information.	Annually	February 15 beginning with 2014	New York City Charter Chapter 20, Section 530-f	LL 123/2013	The City Council and website	None
Education, Department of (DOE)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Education, Department of (DOE)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying	Every two years	No later than July 31, 2018, and every two	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the	None

		information by such agency and any contractors or subcontractors utilized by such agency		years thereafter by July 31			chief privacy officer, and the Identifying Information Protection Committee	
Education, Department of (DOE)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None



		members of other groups who are employed by, or who seek employment with, city agencies						
Education, Department of (DOE)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Education, Department of (DOE)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

Education, Department of (DOE) ("Support service agencies" defined in Administrative Code Section 14-155)	Social Services Offered in High-Crime Areas	Report on current services offered in any neighborhood tabulation area in which 20 percent or greater of the population is below the poverty line as defined by the American Community Survey and that overlaps with or is contiguous to a priority area	Annual	By November 1 each year	New York City Administrative Code Section 14-162	LL 55/2016	The City Council	None
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## Municipal Library

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**From:** Municipal Library  
**Sent:** Friday, October 11, 2019 9:38 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records)  
**Subject:** Notice of late publications



To: Matthew Klein  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 11, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Economic Opportunity, Center for (CEO)	Report on Jobs-Plus Program and Budget	A review of the jobs-plus program, which shall include the strengths, limitations, and general effectiveness of the jobs-plus program, a proposed annual budget for the program, and the operational requirements needed to make participation in the jobs-plus program available to each resident of public housing operated by the New York city housing authority	Once	One year after the effective date of the local law (so December 6, 2017), expiring December 31, 2017	0	LL 164/2016	The Mayor, the Speaker of the City Council and the Comptroller	None
Economic Opportunity, Center for (CEO)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None

Economic Opportunity, Center for (CEO)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
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Economic Opportunity, Center for (CEO)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None
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Economic Opportunity, Center for (CEO)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Economic Opportunity, Center for (CEO)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Friday, October 11, 2019 10:24 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); 'Hill, Edward'  
**Subject:** Notice of late publications



To: Elizabeth Dank  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 11, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

Cc: Ed Hill [REDACTED]



MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
End Domestic and Gender-Based Violence, Mayor's Office to (ENDGBV) Formerly Combat Domestic Violence, Mayor's Office to (OCDV)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
End Domestic and Gender-Based Violence, Mayor's Office to (ENDGBV) Formerly Combat Domestic Violence, Mayor's Office to (OCDV)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
End Domestic and Gender-Based Violence,	Quarterly Equal Employment Opportunity and	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of	None

<p>Mayor's Office to (ENDGBV) Formerly Combat Domestic Violence, Mayor's Office to (OCDV)</p>	<p>Diversity Plan Implementation</p>	<p>paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies</p>					<p>Citywide Administrative Services and the Equal Employment Practices Commission</p>	
<p>End Domestic and Gender-Based Violence, Mayor's Office to (ENDGBV) Formerly Combat Domestic Violence,</p>	<p>Report on Open Data Compliance</p>	<p>Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal</p>	<p>Annually if applicable</p>	<p>No later than March 7, 2013 and annually thereafter</p>	<p>New York City Administrative Code Title 23, Section 502(a)</p>	<p>LL 11/2012</p>	<p>The City Council</p>	<p>None</p>

Mayor's Office to (OCDV)								
End Domestic and Gender-Based Violence, Mayor's Office to (ENDGBV) Formerly Combat Domestic Violence, Mayor's Office to (OCDV)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None
End Domestic and Gender-Based Violence, Mayor's Office to (ENDGBV), Formerly Combat Domestic Violence, Mayor's Office to(OCDV) ("Support service agencies"	Social Services Offered in High-Crime Areas	Report on current services offered in any neighborhood tabulation area in which 20 percent or greater of the population is below the poverty line as defined by the American Community Survey and that overlaps with or is contiguous to a priority area	Annual	By November 1 each year	New York City Administrative Code Section 14-162	LL 55/2016	The public	None

defined in Administrative Code Section 14-155)[According to OCDV rep, Deputy Mayor's Office indicated that MOCJ will coordinate the submission]								
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## Municipal Library

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**From:** Municipal Library  
**Sent:** Friday, October 11, 2019 11:02 AM  
**To:** Semel, Hilary ([REDACTED])  
**Cc:** Bruzzese, Christine (Records); [REDACTED]  
**Subject:** Notice of late publications



To: Hilary Semel  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 11, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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Cc: Greg Chernomaz [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Environmental Coordination, Mayor's Office of (MOEC)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Environmental Coordination, Mayor's Office of (MOEC)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None

Environmental Coordination, Mayor's Office of (MOEC)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None
Environmental Coordination, Mayor's Office of (MOEC)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None

		that such public data set or sets will be available on the single web portal						
Environmental Coordination, Mayor's Office of (MOEC)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None



## Municipal Library

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**From:** Municipal Library  
**Sent:** Friday, October 11, 2019 9:52 AM  
**To:** 'Guarna, Stella'  
**Cc:** Bruzzese, Christine (Records); [REDACTED]; 'Mitchell, Matthew'  
**Subject:** Notice of late publications



To: Stella Guarna  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 11, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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Cc: Kristin Justham  
Matthew Mitchell  
[REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Emergency Management (NYCEM)	Emergency Plan Reporting and Review	A copy of any plan (utilized or updated playbooks) prepared by the New York city office of emergency management for the purpose of responding to coastal storms and other severe weather and natural disaster events, including but not limited to any plans created or updated in accordance with sections 30-104 through 30-111, along with an assessment	Every 2 years	Every two years or within 60 days if updated	New York City Administrative Code Title 30, Section 112	LL 064/2013	City Council	None
Emergency Management (NYCEM)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None

Emergency Management (NYCEM)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Emergency Management (NYCEM)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Emergency Management (NYCEM)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

	project was added to the capital budget							
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[REDACTED]

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**From:** Municipal Library  
**Sent:** Friday, October 11, 2019 9:52 AM  
**To:** 'Guarna, Stella'  
**Cc:** Bruzzese, Christine (Records); [REDACTED]; 'Mitchell, Matthew'  
**Subject:** Notice of late publications



To: Stella Guarna  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 11, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

Cc: Kristin Justham [REDACTED]  
Matthew Mitchell [REDACTED]

#### MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution
Emergency Management (NYCEM)	Emergency Plan	A copy of any plan (utilized or updated	Every 2 years	Every two years or within 60 days if updated	New York City Administrative	LL 064/2013	City Council

	Reporting and Review	playbooks) prepared by the New York city office of emergency management for the purpose of responding to coastal storms and other severe weather and natural disaster events, including but not limited to any plans created or updated in accordance with sections 30-104 through 30-111, along with an assessment			Code Title 30, Section 112		
Emergency Management (NYCEM)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor
Emergency Management (NYCEM)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief

		of identifying information by such agency and any contractors or subcontractors utilized by such agency					privacy officer, and the Identifying Information Protection Committee
Emergency Management (NYCEM)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council
Emergency Management (NYCEM)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board

		the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget					
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## Municipal Library

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**From:** Municipal Library  
**Sent:** Friday, October 18, 2019 3:54 PM  
**To:** Shaw, Jennifer (EEPC)  
**Cc:** Bruzzese, Christine (Records); Ramsukh, Mohini (EEPC)  
**Subject:** Notice of late publications



To: Jennifer Shaw  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 18, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

Cc: Mohini Ramsukh  
[REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Equal Employment Practices Commission (EEPC)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Equal Employment Practices Commission (EEPC)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Equal Employment Practices Commission (EEPC)	Quarterly Equal Employment Opportunity and Diversity	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide	None

	Plan Implementation	plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies					Administrative Services and the Equal Employment Practices Commission	
Equal Employment Practices Commission (EEPC)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Equal Employment Practices Commission (EEPC)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial		By the date specified in the adopted capital budget in which the capital	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough	None

	differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		project is included			President and Community Board	
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## Municipal Library

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**From:** Municipal Library  
**Sent:** Tuesday, October 22, 2019, 5:33 PM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); Perez, Alex (FDNY)  
**Subject:** Notice of late publications



To: Terryl Brown  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 22, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

Cc: Alex Perez [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Fire Department (FDNY)	Report on Recruitment Efforts	Report on the department's expenditures on recruiting candidates for the open-competitive firefighter civil service examination and promotion to firefighter civil service examination; 2. A list of the recruiting events in which the department has participated for the open-competitive firefighter civil service examination; and 3. A list of the preparatory materials for firefighter applicants the department has prepared to help candidates for the open-competitive firefighter civil service examination and promotion to firefighter civil service examination	Annually	On March 31st each year	New York City Administrative Code Title 15, Section 130(3)	LL 049/2015	City Council and FDNY website	None

Fire Department (FDNY)	Report on Residential Outreach on Fire Safety	Report describing activities taken to provide fire safety training materials to owners and occupants of R-2 multiple dwellings	Annually	Beginning January 31, 2019 and annually thereafter	New York City Administrative Code Title 15, Section 132	LL 110/2018	The Mayor and the City Council and on its website	None
Fire Department (FDNY)	Opioid antagonist report	Report including 1. The number of opioid antagonists the department has available, disaggregated by borough and division; 2. The number of emergency medical technicians and other first responders employed by the department that are trained to administer opioid antagonists, disaggregated by borough and division; 3. The number of instances in the quarter that an emergency medical technician or other first responder employed by the department administered an opioid antagonist to a patient, disaggregated by borough, division, and by method of administration, such as	Quarterly	Beginning with the calendar quarter starting on January 1, 2019, within 25 days of the end of each quarter and on its website five days thereafter	New York City Administrative Code Title 15, Section 136(b)	LL 126/2018	The Speaker of the City Council and the Department of Health and Mental Hygiene, and on its website	None

		syringe injection or nasal atomizer; and 4. The number, expressed in both absolute terms and as a percentage of all administrations, of instances in which the patient responded to the administration of an opioid antagonist.						
Fire Department (FDNY)	Report on materials developed with Department of Education on fire safety and prevention	Report describing the activities taken pursuant to this section during the previous calendar year to develop educational materials relating to fire safety and prevention	Annually	Beginning January 31, 2019 and annually thereafter	New York City Administrative Code Title 15, Section 133	LL 116/2018	The Mayor and the City Council and on its website	None
Fire Department (FDNY)	Retrospective Review	A retrospective review of those provisions of the administrative code, the rules of the city of New York, and the New York city health code which establish violations and which are enforced by such agency, and shall submit a report to the mayor and the speaker regarding those existing violations for which a penalty or fine may be assessed for which there is no cure period or other opportunity for	Once			LL 35/2013	The City Council, the Mayor and the FDNY website	None



		ameliorative action by the party or parties subject to enforcement prior to the imposition of a penalty or fine						
Fire Department (FDNY) ("Support service agencies" defined in Administrative Code Section 14-155)	Social Services Offered in High-Crime Areas	Report on current services offered in any neighborhood tabulation area in which 20 percent or greater of the population is below the poverty line as defined by the American Community Survey and that overlaps with or is contiguous to a priority area	Annual	By November 1 each year	New York City Administrative Code Section 14-162	LL 55/2016		None
Fire Department, New York City (FDNY)	Report on Volunteer Firemens' Benevolent Fund	Fire Commissioner, as trustee of such Volunteer Firemen's Benevolent Fund, shall submit a verified report on fire commissioner's proceedings as such trustee during the previous year. Such report shall include a statement of all receipts and disbursements on account of such benevolent fund, a list of the names, residences and as nearly as possible, the ages of the beneficiaries of such fund	Annually	On or before April 1	New York City Administrative Code Title 11 Section 909(a)(3)(k)		City Council and a deputy mayor or head of an office or agency designated by the mayor	None

		and the respective amounts paid to them during such period						
Fire Department, New York City (FDNY)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Fire Department, New York City (FDNY)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Fire Department, New York City (FDNY)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment	None

		implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies					Practices Commission	
Fire Department, New York City (FDNY)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Fire Department,	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any		By the date specified in the adopted capital	New York City Charter		Mayor, respective Council	None

New York City (FDNY)		delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		budget in which the capital project is included	Chapter 9, Section 222(a)		Committee, Borough President and Community Board	
Fire Department, New York City (FDNY) Variable Supplements Fund	Annual Report	Report for the preceding year showing the assets of the variable supplements fund and a statement Report as to the accumulated cash and securities of such fund as certified by the comptroller, and shall set forth in such report such other facts, recommendations and data as the board may deem pertinent			New York City Administrative Code Title 13, Section 388		The Mayor, the agency and the website	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Wednesday, October 23, 2019 11:25 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records)  
**Subject:** Notice of late publications



To: Jacqueline Ebanks  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 23, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Gender Equity, Commission on	Annual Report	A report on its activities for the last 12 months, its goals and its recommendations	Annually	No later than December 1, 2017 and annually by December 1 thereafter	New York City Charter Chapter 1, Section 20-b(d)	LL67/2016	The Mayor and the Speaker of the City Council	None

## Municipal Library

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**From:** Robbins, Julia (Records)  
**Sent:** Friday, October 25, 2019 4:18 PM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); 'Dworkin, Hildy'  
**Subject:** Notice of late publications



To: Martha Calhoun  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 25, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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Cc: Hildy Dworkin [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Homeless Services, Department of (DHS)	Homeless Diversion Teams	the results of such determinations; and any actions that the department has taken or plans to take in response to the data reported , including the imposition of liquidated damages	Quarterly	October 1, 1995 initially. Quarterly thereafter	New York City Administrative Code Title 21, Section 124.1		Speaker of the City Council	None
Homeless Services, Department of (DHS) ("Support service agencies" defined in Administrative Code Section 14-155)	Social Services Offered in High-Crime Areas	Report on current services offered in any neighborhood tabulation area in which 20 percent or greater of the population is below the poverty line as defined by the American Community Survey and that overlaps with or is contiguous to a priority area	Annual	By November 1 each year	New York City Administrative Code Section 14-162	LL 55/2016	Speaker of the City Council	None
Homeless Services, Department of (DHS), Interagency Coordinating	Annual Report of Public Hearing	Report on annual public hearing. Where no public hearing takes place, the Interagency Coordinating Council shall report on the reasons why the meetings	Annually	Within 10 days of hearing being held	New York City Administrative Code Title 21, Section 307(c)	LL 207/2017	Speaker of the City Council	None



Council on the Homeless		or public hearings are not held.						
Homeless Services, Department of (DHS)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Homeless Services, Department of (DHS)	Report on Agency Policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Homeless Services, Department of (DHS)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices,	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment	None

		including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies					Practices Commission	
Homeless Services, Department of (DHS)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Homeless Services, Department of (DHS)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and	None

	project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget					Community Board	
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[REDACTED]

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**From:** Robbins, Julia (Records)  
**Sent:** Thursday, October 31, 2019 2:29 PM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]; [REDACTED]; Musazade, Elnura  
**Subject:** Notice of late publications



To: Sonia Lin, Mayor's Office of Immigrant Affairs  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 31, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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Cc: Liora Danan [REDACTED]  
Beth Pappas [REDACTED]  
Elnura Musazade [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Immigrant Affairs, Mayor's Office of (MOIA)	Local Law 228 Quarterly Report	Report on requests from non-local law enforcement agencies for City agencies to provide support or assistance intended to further immigration enforcement, and actions taken in response	Quarterly	Beginning January 2018	New York City Administrative Code Title 10, Section 178(d)	LL 228/2017	The Speaker of the City Council	None
Immigrant Affairs, Mayor's Office of (MOIA)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Immigrant Affairs, Mayor's Office of (MOIA)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Immigrant Affairs, Mayor's Office of (MOIA)	Quarterly Equal Employment Opportunity and	A report on the agency's efforts during the previous quarter to implement the plan adopted	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
	Diversity Plan Implementation	pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies					Citywide Administrative Services and the Equal Employment Practices Commission	
Immigrant Affairs, Mayor's Office of (MOIA)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Immigrant Affairs, Mayor's Office of (MOIA)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report		By the date specified in the adopted capital budget in which the capital	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		project is included				
Immigrant Affairs, Mayor's Office of, Temporary Commission on Day Laborers	Report	Report containing the findings and recommendations of the commission	Once	9 months after the effective date of the local law 9/1/2006	New York City Administrative Code Title 21, Section 801	LL 91/2005	Mayor, Speaker of the City Council, Public	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 31, 2019 3:52 PM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records)  
**Subject:** Notice of late publications



To: Meredith Jones, Industrial Development Agency  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 31, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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MISSING REPORTS



Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Industrial Development Agency (NYCIDA) (administered by Economic Development Corporation (NYCEDC))	Annual Compliance Report of the Industrial Development Agency in Attempting to Recapture Incentives	Report detailing its efforts to provide living wage jobs, indicating whether an agreement with the economic development subsidy recipient mandated the payment of a living wage for any jobs created by the project. If the agreement includes such a mandate, the city or city economic development entity will provide an analysis outlining the number of living wage jobs anticipated to be created beyond those jobs for	Annual	January 31st	New York City Administrative Code Title 22, Section 823 (previously City Charter §1301(1)(b-1), which was repealed in December 2017)	LL 61/1991, LL 69/1993, LL 24/1994, LL59/1996, LL 52/2003, LL 48/2005, LL 62/2010, LL 37/2012, LL 102/2013, LL 222/2017	The Mayor, City Council, the Comptroller, the Public Advocate, the Borough Presidents, the Community Planning Boards, and on the EDC website	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		<p>which a living wage is required pursuant to this section and a description of the applicable penalties if the wage requirement in the agreement is not ultimately fulfilled. If the agreement does not include such a mandate, the city or city economic development entity will explain why such an agreement could not be reached.</p>						
<p>Industrial Development Agency (NYCIDA) (administered by Economic Development Corporation, NYCEDC)</p>	<p>Annual Investment Report of the Industrial Development Agency</p>		<p>Annual</p>					<p>None</p>



[REDACTED]

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**From:** Municipal Library  
**Sent:** Thursday, October 31, 2019 1:04 PM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records)  
**Subject:** Notice of missing publications



To: Kelly MacNeal  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 31, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
New York City Housing Authority (NYCHA)	Annual report	Annual report and significant amendments	Annual				City Council and a deputy mayor or head of an office or agency designated by the mayor	None
New York City Housing Authority (NYCHA)	Annual Report on the Outcomes of Services Provided to Public Housing Residents	A report relating to outcomes of programs administered by or on behalf of the city, or funded in whole or in part by the city, that provide services to public housing residents	Annually	Starting in 2017	New York City Administrative Code Title 3, Section 150	LL 163/2016	The Coity Council and on its website	None
New York City Housing Authority (NYCHA) ("Support service agencies" defined in Administrative Code Section 14-162(a))	Social Services Offered in High-Crime Areas	Report on current services offered in any neighborhood tabulation area in which 20 percent or greater of the population is below the poverty line as defined by the American Community Survey and that overlaps with or is contiguous to a priority area	Annually	By November 1 each year	New York City Administrative Code Title 14, Section 162(c)	LL 55/2016	The City Council and a deputy mayor or head of an office	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Monday, November 4, 2019 3:27 PM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]  
**Subject:** Notice of Late Publications.



**To:** Loreal Monroe, Board of Standards and Appeals  
[REDACTED]

**From:** Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

**Date:** November 4, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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**Cc:** Carlo Costanzo [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Standards and Appeals, Board of (BSA)	Report on Variances and Special Permits	Applications filed and decided upon in the first four months of the fiscal year, and in the	Twice a year	Not later than December 15, 2017 and no later than December 15 each year thereafter, and no later than September 1, 2017 and no later than September 1 each year thereafter	New York City Administrative Code Title 25, Section 208(a) and (b)	LL 104/2017	The Speaker of the City Council and on its website	None
Standards and Appeals, Board of (BSA)	Minutes of Meetings	Minutes of board proceedings	Open	Immediate filing of action	New York City Charter Section 27-663		City Planning Commission	None
Standards and Appeals, Board of (BSA)	Records of Examinations	Records of examinations and other official actions	Open	Immediate filing of action	New York City Charter Section 27-664		Mayor, City Council, Comptroller, Public Advocate & Borough Presidents	None

Standards and Appeals, Board of (BSA)	Rules & Regulations	Every rule or regulation, every amendment or repeal of same, every order, requirement, decision or determination by the Board.	Immediately filed	Immediate filing of action	New York City Charter Section 27-665		Office of the Board, public record	None
Standards and Appeals, Board of (BSA)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Standards and Appeals, Board of (BSA)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None



Standards and Appeals, Board of (BSA)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None
Standards and Appeals,	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available,	Annually if applicable	No later than March 7, 2013 and	New York City Administrative	LL 11/2012	The City Council	None

Board of (BSA)		the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal		annually thereafter	Code Title 23, Section 502(a)			
Standards and Appeals, Board of (BSA)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Monday, November 4, 2019 4:24 PM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); Browne, N. Patricia (Legal Affairs); 'Sromek, Ewa'; [REDACTED]  
**Subject:** Notice of Late Notifications.



**To:** Philip Damashek, Department of Transportation  
[REDACTED]

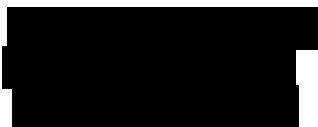
**From:** Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

**Date:** November 4, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

**Cc:** Patricia Browne  
Ewa Sromek  
Benjamin Smith



MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Auth Reso (Loc
Transportation, Department of (DOT)	Actions against city, notice of unsafe conditions, record of	Indexed record of all written notices which the city receives and acknowledgments of which the city gives of the existence of such defective, unsafe, dangerous or obstructed conditions, which record shall state the date of receipts of each such notice, the nature and location of the condition stated to exist and the name and address of the person from whom the notice is received. This record shall be public record.	Every 3 Years	Three years after the day each record was received	New York Administrative Code Title 7, Section 201-3	
Transportation, Department of (DOT)	Citi Bike Financial Data	Compilation of financial data on Citi Bike program including revenues generated, information on deficits or profits and the amount of revenue that was allocated to the DOT	Annually, starting in 2016	Beginning 1/1/2016	New York City Administrative Code Title 19, Section 194	LL 1
Transportation, Department of (DOT)	Bridge work zone safety		Once			LL 2 GE 11/6 LL 2 LL 5 LL 2 LL 8 LL 1, LL 102, LL 2, LL 2 GE 11/8 LL 7 LL 5,

						LL 1 GE 11/7 LL 2 LL 4 LL 2 LL 3 LL 2
Transportation, Department of (DOT)	Comprehensive study and plans of all traffic crashes involving a pedestrian fatality or serious injury/Vision Zero	Comprehensive traffic study and plans, including a schedule for implementing strategies for improving pedestrian safety generated by such study and including comprehensive traffic study and plans, including a schedule for implementing strategies for improving pedestrian safety generated by such study	Every Five Years	By November 30, 2015 and every 5 years by November 30	New York City Administrative Code Title 19, Section 182	LL 1 LL 1 LL 1
Transportation, Department of (DOT)	Comprehensive study regarding pedestrian and bicyclist safety on truck routes.	Report including i) a review of the impact of tolling policies on the use of truck routes within the city and the designation of certain streets as truck routes, if appropriate; ii) the number of crashes involving pedestrians and bicyclists on truck routes in the most recent five years, disaggregated by truck route, crash types, causes, vehicle types, and whether such crashes involved a fatality or serious injury; iii) a review of the policies and strategies utilized by the department to increase pedestrian and bicyclist safety on truck routes, including but not limited to street redesign and the status of any pending policies and strategies; and iv) recommendations for (1) improving safety on truck routes, including best practices for roadway design, operations, and sustainable delivery practices to reduce conflicts between pedestrians, bicyclists, and trucks on truck routes, (2) outreach to the trucking industry, and (3) implementing safety technology.	Once	No later than June 30, 2016	New York City Administrative Code Title 19, Section 192	
Transportation, Department of (DOT)	Report on Study of Pedestrian Traffic	Report on the results of such study of locations with heavy pedestrian traffic and strategies for the alleviation of overcrowding, including information on whether any strategies for enhancing	Once	No later than June 1, 2018		LL 9

		safety and traffic flow at such locations were implemented, and the status of such implementation, as applicable				
Transportation, Department of (DOT)	Horse drawn Cab Stands	Review of existing locations of horse drawn cab stands and any proposals by the department and any written proposals by other to establish or eliminate horse drawn cab stands and shall report the results of such review to the mayor and council	Annually	Within 60 days after the close of the fiscal year	New York City Administrative Code Title 19, Section 174	LL 1
Transportation, Department of (DOT)	Interagency Roadway Safety Plan	To be developed in conjunction with other key agencies with whom the Department shall meet at least monthly. Plan objective: To improve roadway safety, to reduce the incidence of traffic violations, crashes, injuries and fatalities. Every subsequent update shall give evaluation of prior plan's implementation.	Every Five Years	Beginning May 31, 2016 and by May 31st every 5 years thereafter	New York City Administrative Code Title 19, Section 184	LL 1
Transportation, Department of (DOT)	Non-Specific Reports regarding Traffic Conditions	Detailed reports regarding traffic conditions in the city. Such reports may be inclusive of recommendations and proposals for ameliorating conditions through specific actions. Proposals may include enacting laws to adjust the roles of other agencies that impact the city's transportation system as well.	Unspecified	Unspecified	New York City Charter Chapter 71 Section 2903(a)(6)	LL 2
Transportation, Department of (DOT)	Owner Liability for Failure to Comply with Traffic Controls Demonstration Program Periodic Report	Report on the results of the use of a traffic-control signal photo violation-monitoring system	Annually	On or before June 1st, 2007 and on June 1st in each succeeding year in which the demonstration program is operable	New York City Administrative Code Title 19, Section 210(o)	LL 4 LL 2 LL 2 LL 1 LL 2
Transportation, Department of (DOT)	Report on Status of "Owner Liability for Failure to Comply with Traffic Control" Demonstration	A report on the status of the pilot demonstration program	On or before September 1, 1989, and every four months thereafter, until such time	Expires December 2024 pursuant to 2019 NY Laws Chapter 58, Part TT, Section 6	New York City Administrative Code Title 19, Section 210(n)	

	Program Periodic Report		as the demonstration program authorized in subdivision (a) hereof shall be fully operational			
Transportation, Department of (DOT)	Permeable materials on roadway and sidewalk study	Report on evaluation of study of permeable materials in three different types of roadway conditions and three different types of sidewalk conditions, with such conditions including but not limited to roadway and pedestrian volume and locations susceptible to flooding	Once	Not more than 30 months following the effective date of the local law that added this section (so April 2, 2015)	New York City Administrative Code Title 19, Section 155	LL 8
Transportation, Department of (DOT)	Purchases of alternative fuel buses	Statistical analysis of the bus complement of the city disaggregated by number of buses, bus sizes, capacity and use or non-use of alternative fuels	Annually	January 1 of each year	New York City Administrative Code Title 24, Section 163.2(d)(1)	LL 3
Transportation, Department of (DOT)	Report on Parking Violations Bureau Demonstration Program on Photo-surveillance	Report on status of program	Until program is operational	May 31 every 5 years	New York City Administrative Code Title 19, section 210(n)	
Transportation, Department of (DOT)	Retrospective Review		Once			LL 4 LL 2 LL 2 LL 1 LL 2

Transportation, Department of (DOT)	Staten Island Ferry Service report	Analysis of planned service expansions and why it may not be economically feasible to expand service	Every two years	April 1st	New York City Administrative Code Title 19, Section 305	
Transportation, Department of (DOT)	Truck route compliance study	Report on compliance with the rules of the city of New York by truck drivers related to truck routes. Such study shall also include locations where large numbers of truck drivers routinely operate off designated truck routes, which may include areas identified by council members and community boards. Based on the study, the department shall institute measures designed to increase truck route compliance based on best practices for roadway design and operations, including but not limited to, converting two-way streets to one-way streets, posting of signs regarding the permissible use of certain routes by trucks, as appropriate, and education and outreach to the trucking industry.	Once	No later than January 1, 2017	New York City Administrative Code Title 19, Section 178.1	LL 5
Transportation, Department of (DOT)	Truck Route Safety Study Report	Report on study regarding the safety of pedestrians and bicyclists on truck routes, which shall mean any street or streets designated by rule by the department as a truck route. Such study shall include, but not be limited to: i) a review of the impact of tolling policies on the use of truck routes within the city and the designation of certain streets as truck routes, if appropriate; ii) the number of crashes involving pedestrians and bicyclists on truck routes in the most recent five years, disaggregated by truck route, crash types, causes, vehicle types, and whether such crashes involved a fatality or serious injury; iii) a review of the policies and strategies utilized by the department to increase pedestrian and bicyclist safety on truck routes, including but not limited to street redesign and the status of any pending policies and strategies; and iv) recommendations for (1) improving safety on truck routes, including best practices for roadway design, operations, and sustainable delivery practices to reduce conflicts between pedestrians, bicyclists, and trucks on truck routes, (2) outreach to the trucking industry, and (3) implementing safety technology.	Once	No later than June 30, 2016	New York City Administrative Code Title 19, Section 192	LL 6



Transportation, Department of (DOT)	DOT report on number of notices of violations canceled pursuant to this bill				New York City Administrative Code Title 19, Section 174	LL 1
Transportation, Department of (DOT)	Traffic Calming near Schools Report	Report on strategies for enhancing safety within a half mile radius of a minimum of 50 schools and, where practicable, more than 50 schools, including traffic calming treatments and traffic control signals	Every 2 years	By March 30, 2018 and every two years thereafter until March 30, 2024	New York City Administrative Code Title 19, Section 199	LL 2
Transportation, Department of (DOT)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)	
Transportation, Department of (DOT)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 2

Transportation, Department of (DOT)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102, LL 5, LL 1
Transportation, Department of (DOT)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 1
Transportation, Department of (DOT)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)	
Transportation, Department of (DOT), Temporary Bicycle Commuting Task Force	Examine Establishing Partnerships with Private Entities to Develop Sheltered Bicycle Parking in Public and/or Private Spaces		Once			LL 68/2, 52/2

Transportation, Department of (DOT), with the MTA	Citywide Transit Study		Once	No later than September 1, 2017	New York City Administrative Code Title 19, Section 801(a)	LL 7
Transportation, Department of (DOT)	Actions against city, notice of unsafe conditions, record of	Indexed record of all written notices which the city receives and acknowledgments of which the city gives of the existence of such defective, unsafe, dangerous or obstructed conditions, which record shall state the date of receipts of each such notice, the nature and location of the condition stated to exist and the name and address of the person from whom the notice is received. This record shall be public record.	Every 3 Years	Three years after the day each record was received	New York Administrative Code Title 7, Section 201-3	
Transportation, Department of (DOT)	Citi Bike Financial Data	Compilation of financial data on Citi Bike program including revenues generated, information on deficits or profits and the amount of revenue that was allocated to the DOT	Annually, starting in 2016	Beginning 1/1/2016	New York City Administrative Code Title 19, Section 194	LL 1
Transportation, Department of (DOT)	Bridge work zone safety		Once			LL 2 GE 11/6 LL 2 LL 5 LL 2 LL 8 LL 1 LL 102, LL 2 LL 2 GE 11/8 LL 7

						LL 5, LL 1, GE 11/7 LL 2 LL 4 LL 2 LL 3 LL 2
Transportation, Department of (DOT)	Comprehensive study and plans of all traffic crashes involving a pedestrian fatality or serious injury/Vision Zero	Comprehensive traffic study and plans, including a schedule for implementing strategies for improving pedestrian safety generated by such study and including comprehensive traffic study and plans, including a schedule for implementing strategies for improving pedestrian safety generated by such study	Every Five Years	By November 30, 2015 and every 5 years by November 30	New York City Administrative Code Title 19, Section 182	LL 1 LL 1 LL 1
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Transportation, Department of (DOT)	Report on Study of Pedestrian Traffic	Report on the results of such study of locations with heavy pedestrian traffic and strategies for the alleviation of overcrowding, including information on whether any strategies for enhancing	Once	No later than June 1, 2018		LL 9

		safety and traffic flow at such locations were implemented, and the status of such implementation, as applicable				
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Transportation, Department of (DOT)	Retrospective Review		Once			LL 4 LL 2 LL 2 LL 1 LL 2

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Transportation, Department of (DOT)	Bridge work zone safety		Once			LL 2 GE 11/6 LL 2 LL 5 LL 2 LL 8 LL 1 LL 102 LL 2 LL 2 GE 11/8 LL 7

						LL 5, LL 1, GE 11/7 LL 2 LL 4 LL 2 LL 3 LL 2
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Transportation, Department of (DOT)	Retrospective Review		Once			LL 4 LL 2 LL 2 LL 1 LL 2

Transportation, Department of (DOT)	Staten Island Ferry Service report	Analysis of planned service expansions and why it may not be economically feasible to expand service	Every two years	April 1st	New York City Administrative Code Title 19, Section 305	
Transportation, Department of (DOT)	Truck route compliance study	Report on compliance with the rules of the city of New York by truck drivers related to truck routes. Such study shall also include locations where large numbers of truck drivers routinely operate off designated truck routes, which may include areas identified by council members and community boards. Based on the study, the department shall institute measures designed to increase truck route compliance based on best practices for roadway design and operations, including but not limited to, converting two-way streets to one-way streets, posting of signs regarding the permissible use of certain routes by trucks, as appropriate, and education and outreach to the trucking industry.	Once	No later than January 1, 2017	New York City Administrative Code Title 19, Section 178.1	LL 5
Transportation, Department of (DOT)	Truck Route Safety Study Report	Report on study regarding the safety of pedestrians and bicyclists on truck routes, which shall mean any street or streets designated by rule by the department as a truck route. Such study shall include, but not be limited to: i) a review of the impact of tolling policies on the use of truck routes within the city and the designation of certain streets as truck routes, if appropriate; ii) the number of crashes involving pedestrians and bicyclists on truck routes in the most recent five years, disaggregated by truck route, crash types, causes, vehicle types, and whether such crashes involved a fatality or serious injury; iii) a review of the policies and strategies utilized by the department to increase pedestrian and bicyclist safety on truck routes, including but not limited to street redesign and the status of any pending policies and strategies; and iv) recommendations for (1) improving safety on truck routes, including best practices for roadway design, operations, and sustainable delivery practices to reduce conflicts between pedestrians, bicyclists, and trucks on truck routes, (2) outreach to the trucking industry, and (3) implementing safety technology.	Once	No later than June 30, 2016	New York City Administrative Code Title 19, Section 192	LL 6

Transportation, Department of (DOT)	DOT report on number of notices of violations canceled pursuant to this bill				New York City Administrative Code Title 19, Section 174	LL 1
Transportation, Department of (DOT)	Traffic Calming near Schools Report	Report on strategies for enhancing safety within a half mile radius of a minimum of 50 schools and, where practicable, more than 50 schools, including traffic calming treatments and traffic control signals	Every 2 years	By March 30, 2018 and every two years thereafter until March 30, 2024	New York City Administrative Code Title 19, Section 199	LL 2
Transportation, Department of (DOT)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)	
Transportation, Department of (DOT)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 2

Transportation, Department of (DOT)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102, LL 5, LL 1
Transportation, Department of (DOT)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 1
Transportation, Department of (DOT)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)	
Transportation, Department of (DOT), Temporary Bicycle Commuting Task Force	Examine Establishing Partnerships with Private Entities to Develop Sheltered Bicycle Parking in Public and/or Private Spaces		Once			LL 68/2, 52/2



Transportation, Department of (DOT), with the MTA	Citywide Transit Study		Once	No later than September 1, 2017	New York City Administrative Code Title 19, Section 801(a)	LL 7
Transportation, Department of (DOT)	Actions against city, notice of unsafe conditions, record of	Indexed record of all written notices which the city receives and acknowledgments of which the city gives of the existence of such defective, unsafe, dangerous or obstructed conditions, which record shall state the date of receipts of each such notice, the nature and location of the condition stated to exist and the name and address of the person from whom the notice is received. This record shall be public record.	Every 3 Years	Three years after the day each record was received	New York Administrative Code Title 7, Section 201-3	
Transportation, Department of (DOT)	Citi Bike Financial Data	Compilation of financial data on Citi Bike program including revenues generated, information on deficits or profits and the amount of revenue that was allocated to the DOT	Annually, starting in 2016	Beginning 1/1/2016	New York City Administrative Code Title 19, Section 194	LL 1
Transportation, Department of (DOT)	Bridge work zone safety		Once			LL 2 GE 11/6 LL 2 LL 5 LL 2 LL 8 LL 1 LL 102 LL 2 LL 2 GE 11/8 LL 7

						LL 5, LL 1, GE 11/7 LL 2 LL 4 LL 2 LL 3 LL 2
Transportation, Department of (DOT)	Comprehensive study and plans of all traffic crashes involving a pedestrian fatality or serious injury/Vision Zero	Comprehensive traffic study and plans, including a schedule for implementing strategies for improving pedestrian safety generated by such study and including comprehensive traffic study and plans, including a schedule for implementing strategies for improving pedestrian safety generated by such study	Every Five Years	By November 30, 2015 and every 5 years by November 30	New York City Administrative Code Title 19, Section 182	LL 1 LL 1 LL 1
Transportation, Department of (DOT)	Comprehensive study regarding pedestrian and bicyclist safety on truck routes.	Report including i) a review of the impact of tolling policies on the use of truck routes within the city and the designation of certain streets as truck routes, if appropriate; ii) the number of crashes involving pedestrians and bicyclists on truck routes in the most recent five years, disaggregated by truck route, crash types, causes, vehicle types, and whether such crashes involved a fatality or serious injury; iii) a review of the policies and strategies utilized by the department to increase pedestrian and bicyclist safety on truck routes, including but not limited to street redesign and the status of any pending policies and strategies; and iv) recommendations for (1) improving safety on truck routes, including best practices for roadway design, operations, and sustainable delivery practices to reduce conflicts between pedestrians, bicyclists, and trucks on truck routes, (2) outreach to the trucking industry, and (3) implementing safety technology.	Once	No later than June 30, 2016	New York City Administrative Code Title 19, Section 192	
Transportation, Department of (DOT)	Report on Study of Pedestrian Traffic	Report on the results of such study of locations with heavy pedestrian traffic and strategies for the alleviation of overcrowding, including information on whether any strategies for enhancing	Once	No later than June 1, 2018		LL 9

		safety and traffic flow at such locations were implemented, and the status of such implementation, as applicable				
Transportation, Department of (DOT)	Horse drawn Cab Stands	Review of existing locations of horse drawn cab stands and any proposals by the department and any written proposals by other to establish or eliminate horse drawn cab stands and shall report the results of such review to the mayor and council	Annually	Within 60 days after the close of the fiscal year	New York City Administrative Code Title 19, Section 174	LL 1
Transportation, Department of (DOT)	Interagency Roadway Safety Plan	To be developed in conjunction with other key agencies with whom the Department shall meet at least monthly. Plan objective: To improve roadway safety, to reduce the incidence of traffic violations, crashes, injuries and fatalities. Every subsequent update shall give evaluation of prior plan's implementation.	Every Five Years	Beginning May 31, 2016 and by May 31st every 5 years thereafter	New York City Administrative Code Title 19, Section 184	LL 1
Transportation, Department of (DOT)	Non-Specific Reports regarding Traffic Conditions	Detailed reports regarding traffic conditions in the city. Such reports may be inclusive of recommendations and proposals for ameliorating conditions through specific actions. Proposals may include enacting laws to adjust the roles of other agencies that impact the city's transportation system as well.	Unspecified	Unspecified	New York City Charter Chapter 71 Section 2903(a)(6)	LL 2
Transportation, Department of (DOT)	Owner Liability for Failure to Comply with Traffic Controls Demonstration Program Periodic Report	Report on the results of the use of a traffic-control signal photo violation-monitoring system	Annually	On or before June 1st, 2007 and on June 1st in each succeeding year in which the demonstration program is operable	New York City Administrative Code Title 19, Section 210(o)	LL 4 LL 2 LL 2 LL 1 LL 2
Transportation, Department of (DOT)	Report on Status of "Owner Liability for Failure to Comply with Traffic Control" Demonstration	A report on the status of the pilot demonstration program	On or before September 1, 1989, and every four months thereafter, until such time	Expires December 2024 pursuant to 2019 NY Laws Chapter 58, Part TT, Section 6	New York City Administrative Code Title 19, Section 210(n)	

	Program Periodic Report		as the demonstration program authorized in subdivision (a) hereof shall be fully operational			
Transportation, Department of (DOT)	Permeable materials on roadway and sidewalk study	Report on evaluation of study of permeable materials in three different types of roadway conditions and three different types of sidewalk conditions, with such conditions including but not limited to roadway and pedestrian volume and locations susceptible to flooding	Once	Not more than 30 months following the effective date of the local law that added this section (so April 2, 2015)	New York City Administrative Code Title 19, Section 155	LL 8
Transportation, Department of (DOT)	Purchases of alternative fuel buses	Statistical analysis of the bus complement of the city disaggregated by number of buses, bus sizes, capacity and use or non-use of alternative fuels	Annually	January 1 of each year	New York City Administrative Code Title 24, Section 163.2(d)(1)	LL 3
Transportation, Department of (DOT)	Report on Parking Violations Bureau Demonstration Program on Photo-surveillance	Report on status of program	Until program is operational	May 31 every 5 years	New York City Administrative Code Title 19, section 210(n)	
Transportation, Department of (DOT)	Retrospective Review		Once			LL 4 LL 2 LL 2 LL 1 LL 2

Transportation, Department of (DOT)	Staten Island Ferry Service report	Analysis of planned service expansions and why it may not be economically feasible to expand service	Every two years	April 1st	New York City Administrative Code Title 19, Section 305	
Transportation, Department of (DOT)	Truck route compliance study	Report on compliance with the rules of the city of New York by truck drivers related to truck routes. Such study shall also include locations where large numbers of truck drivers routinely operate off designated truck routes, which may include areas identified by council members and community boards. Based on the study, the department shall institute measures designed to increase truck route compliance based on best practices for roadway design and operations, including but not limited to, converting two-way streets to one-way streets, posting of signs regarding the permissible use of certain routes by trucks, as appropriate, and education and outreach to the trucking industry.	Once	No later than January 1, 2017	New York City Administrative Code Title 19, Section 178.1	LL 5
Transportation, Department of (DOT)	Truck Route Safety Study Report	Report on study regarding the safety of pedestrians and bicyclists on truck routes, which shall mean any street or streets designated by rule by the department as a truck route. Such study shall include, but not be limited to: i) a review of the impact of tolling policies on the use of truck routes within the city and the designation of certain streets as truck routes, if appropriate; ii) the number of crashes involving pedestrians and bicyclists on truck routes in the most recent five years, disaggregated by truck route, crash types, causes, vehicle types, and whether such crashes involved a fatality or serious injury; iii) a review of the policies and strategies utilized by the department to increase pedestrian and bicyclist safety on truck routes, including but not limited to street redesign and the status of any pending policies and strategies; and iv) recommendations for (1) improving safety on truck routes, including best practices for roadway design, operations, and sustainable delivery practices to reduce conflicts between pedestrians, bicyclists, and trucks on truck routes, (2) outreach to the trucking industry, and (3) implementing safety technology.	Once	No later than June 30, 2016	New York City Administrative Code Title 19, Section 192	LL 6

Transportation, Department of (DOT)	DOT report on number of notices of violations canceled pursuant to this bill				New York City Administrative Code Title 19, Section 174	LL 1
Transportation, Department of (DOT)	Traffic Calming near Schools Report	Report on strategies for enhancing safety within a half mile radius of a minimum of 50 schools and, where practicable, more than 50 schools, including traffic calming treatments and traffic control signals	Every 2 years	By March 30, 2018 and every two years thereafter until March 30, 2024	New York City Administrative Code Title 19, Section 199	LL 2
Transportation, Department of (DOT)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)	
Transportation, Department of (DOT)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 2

Transportation, Department of (DOT)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102, LL 5, LL 1
Transportation, Department of (DOT)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 1
Transportation, Department of (DOT)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)	
Transportation, Department of (DOT), Temporary Bicycle Commuting Task Force	Examine Establishing Partnerships with Private Entities to Develop Sheltered Bicycle Parking in Public and/or Private Spaces		Once			LL 68/2, 52/2

Transportation, Department of (DOT), with the MTA	Citywide Transit Study		Once	No later than September 1, 2017	New York City Administrative Code Title 19, Section 801(a)	LL 7
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## Municipal Library

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**From:** Municipal Library  
**Sent:** Monday, November 4, 2019 4:45 PM  
**To:** Press, Caroline (DYCD)  
**Cc:** Bruzzese, Christine (Records); 'Cirolia, John (DYCD)'; Desrosiers, Latrisha (DYCD)  
**Subject:** Notice of late publications



To: Carolyn Press, Department of Youth and Community Development  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: November 4, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

CC: John Cirolia [REDACTED]  
Latrisha Desrosiers [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Youth & Community Development, Commissioner, Department of (DYCD)	Report on Performance Indicators for Youth Services Programs: Community Service Block Grants and Other Federal, State, and City Funding Sources Annual Report	Reports providing indicators on the department's performance goals, actual performance and delivery of youth services within community districts and boroughs, to assist the city council in its oversight of the department's administration of funds and coordination of youth programs. The department shall present actual data for such indicators for the preceding fiscal year and for the current fiscal year, and shall project data for the following fiscal year	Twice a year	One with PMMR (first 4 months of fiscal year in the first, full year in the second), one with MMR	New York City Administrative Code, Title 21, Section 402(a)	LL 41/2016	The City Council	None
Youth & Community Development, Commissioner, Department of (DYCD)	State-Required Reports	The reports required to be submitted to NYS, including i. the community services block grant management plan required to be submitted to the department of state; ii. the community services block grant program report required to be submitted to the governor and state legislature; and iii. the comprehensive planning report required to be submitted to the New York state division for youth within the executive department.	When required by the State of NY		NYC Administrative Code Title 21 Section 402(b)	LL 81/1996	The City Council	None
Youth & Community Development, Department of	Social Services Offered in High-Crime Areas	Report on current services offered in any neighborhood tabulation area in which 20 percent or greater of the	Annually	By November 1 each year	New York City Administrative Code Title 14, Section 162	LL 81/1996, LL 55/2016		None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
(DYCD) ("Support service agencies" defined in Administrative Code Section 14-155)		population is below the poverty line as defined by the American Community Survey and that overlaps with or is contiguous to a priority area						
Youth and Community Development, Department of (DYCD)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Youth and Community Development, Department of (DYCD)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Youth and Community Development, Department of (DYCD)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies					Services and the Equal Employment Practices Commission	
Youth and Community Development, Department of (DYCD)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Youth and Community Development, Department of (DYCD)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		proposed in the executive budget or following the budget adoption in which such project was added to the capital budget						
Youth and Community Development, Department of (DYCD)	Runaway and Homeless Youth Hotline/Feedback	Report on the number of Runaway and Homeless Youth questions, comments and complaints received and their general nature, such as facility conditions, lack of resources, failure to provide information required by law and treatment by RHY staff or service participants, the status of DYCD's responses, and any RHY service changes made as a result of reported calls.	Annually	No later than October 1, 2019, and on or before October 1 annually thereafter	New York City Administrative Code Title 21, Section 411(c)	LL 174/2018	The Mayor and the Speaker of the City Council	None
Youth and Community Development, Department of (DYCD)	Educational Materials on Opiates Awareness and Prevention	Age appropriate educational materials regarding drugs and opiates awareness and prevention as provided by the Department of Health and Mental Hygiene	Annually	The beginning of each calendar year	New York City Administrative Code Title 21, Section 410	LL 125/2018	On its website and to youth attending after-school programs, in multiple languages	None

[REDACTED]

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**From:** Municipal Library  
**Sent:** Monday, November 4, 2019 10:11 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); Chiu, Bess; [REDACTED]  
**Subject:** Notice of late publications



To: Kapil Longani, Mayor's Office  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: November 4, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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Cc: Bess Chiu [REDACTED]  
Anna Kitsmarishvili [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Mayor	Mayor's report regarding the car sharing program and reductions in the city fleet during the immediately preceding calendar year	Evaluation, recommendations and data	Annually	No later than February 1, 2017 and no later than every February 1 thereafter through February 1, 2021	New York City Administrative Code Title 6, Section 140(d)	LL 41/2015	The Speaker of the City Council, the Comptroller	None
Mayor	Annual Financial Disclosure Report	Disclosure of financial interests, financial inflows, deferred or realized, occurring in the period being reported on, for the purpose of addressing conflicts of interest	Annually	April 1st	New York City Charter Chapter 1, Section 110, and New York City Administrative Code Title 12, Section 110		Comptroller	None
Mayor	Report on co-terminality for local services	Report on implementation, quality and evaluation of such services provided by city agencies to community districts.	Biennially	Biennially	New York City Charter Chapter 69, Section 2704, Subsection K			None
Mayor (with the Automated Decision Systems Task Force)	Report of Task Force	Report on development and implementation of procedures and criteria for agencies using automated decision-making, and for archiving systems and data	Once	Within 18 months plus 10 days of the Task Force's appointment		LL 49/2018	The public	None
Mayor (with the Identifying Information Protection Committee)	Report on Identifying Information	Final recommendations pursuant to subdivision b of this section along with the city agency reports required pursuant to section 23-1205	Once	No later than October 30, 2018	New York City Administrative Code Title 23, Section 1204	LL 245/2017	The applicable city agencies, the Mayor, the Speaker of the City Council, and the chief privacy officer	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Mayor (with Transportation, Department of (DOT)?)	Report on diesel-fuel powered city ferries, included in PMMR and MMR	Report on use of ultra-low sulfur diesel fuel and best available technology for diesel-fuel powered ferries during the immediately preceding fiscal year	Annually	On or before October 1, 2009 and every succeeding October 1	New York City Administrative Code Title 19, Section 307(j)(1)	LL 3/2008	The City Council, the Comptroller, and Mayor's Management Reports	None



## Municipal Library

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**From:** Municipal Library  
**Sent:** Monday, November 4, 2019 11:39 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]; [REDACTED]; [REDACTED]  
**Subject:** Notice of Late Publications



To: Ernest Hart  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: November 4, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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Cc: Bob Barrows  
Mark Gittens  
Brian Eng  
[REDACTED]

Kerry O'Connor  
Bryce Perdomo

[Kerry.oconnor@nypd.org](mailto:Kerry.oconnor@nypd.org)  
[Bryce.perdomo@nypd.org](mailto:Bryce.perdomo@nypd.org)

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Police Department (NYPD)	Civilianizable Positions Quarterly Report		Quarterly		New York City Administrative Code Title 14, Section 150(a)(7)	LL 55/2001, LL 5/2005, LL 48/2004		None
Police Department (NYPD)	Crime Status Quarterly Report	Report including the total number of crime complaints (categorized by class of crime, indicating whether the crime is a misdemeanor or felony) for each patrol precinct, including a subset of housing bureau and transit bureau complaints within each precinct; arrests (categorized by class of crime, indicating whether the arrest is for a misdemeanor or felony) for each patrol	Quarterly	Quarterly	New York City Administrative Code Title 14, Section 150(a)(4)	LL 114/2005, LL 55/2001, LL 5/2005, LL 48/2004, LL 108/2016		None

	precinct, housing police service area, transit district, street crime unit and narcotics division; summons activity (categorized by type of summons, indicating whether the summons is a parking violation, moving violation, environmental control board notice of violation, or criminal court summons) for each patrol precinct, housing police service area and transit district; domestic violence radio runs for each patrol precinct; average response time for critical and serious crimes in progress for each patrol precinct; overtime statistics for each patrol borough and operational bureau performing an enforcement function within the police department, including, but not limited to, each patrol precinct,						
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		housing police service area, transit district and patrol borough street crime unit, as well as the narcotics division, fugitive enforcement division and the special operations division, including its subdivisions, but shall not include internal investigative commands and shall not include undercover officers assigned to any command. Such report shall also include the total number of major felony crime complaints for properties under the jurisdiction of the department of parks and recreation, and the number of complaints of all sex offenses						
Police Department (NYPD)	Crime Status Report in all Parks and Playgrounds within the City		Quarterly		New York City Administrative Code Section 14-150(a)(4)(5)	LL 002/2014	On its website	None

	Greater than One Acre in Size							
Police Department (NYPD)	Distribution Report of Property in Custody of the Property Clerk	Property Clerk report on disposition of abandoned vehicles and other property and money	Annually		New York City Administrative Code Title 14, Section 140	LL 28/1987	The Mayor and the City Council	None
Police Department (NYPD)	Hit-and-Run Annual Report		Annual	No later than July 1, 2016, and annually thereafter by May 1	New York City Administrative Code Title 14, Section 153(d)	LL 5/2016	The Mayor and the City Council	None
Police Department (NYPD)	Hit-and-Run Quarterly Data		Quarterly	Quarter beginning July 1, 2015 and quarterly thereafter	New York City Administrative Code Title 14, Section 153(c)	LL 5/2016	The Speaker of the City Council	None
Police Department (NYPD)	Hit-and-Run Data Report	Traffic-related data: (1) the number of moving violation summonses issued, disaggregated by type of summons; (2) the number of traffic crashes, disaggregated by (i) the type of vehicle or vehicles involved and (ii) the number of motorists and/or injured passengers, bicyclists and pedestrians involved; and (3) the number of	Monthly	Ongoing	New York City Administrative Code Title 14, Section 153(a)	LL 5/2016	On its website	None

		<p>traffic-related fatalities and injuries disaggregated by (i) the number of motorists and/or injured passengers, bicyclists and pedestrians involved; and (ii) the apparent human contributing factor or factors involved in the crash, including, but not limited to alcohol, driver inattention/distraction, speeding, failure to yield and use of cell phones or other mobile devices</p>						
Police Department (NYPD)	Report on Domestic Violence Factors	Report including 1. The total number of domestic violence complaints, disaggregated by precinct; 2. The total number of chronic domestic violence complaints, disaggregated by borough; 3. The total number of domestic violence offenders, disaggregated by	Annually	Beginning June 1, 2019, and annually thereafter	New York City Administrative Code Title 14, Section 150(e)	LL 38/2019	The Mayor and the City Council, and on its website	None

		precinct; 4. The total number of chronic offenders, disaggregated by precinct; 5. The scope of outreach efforts by the department to victims of domestic violence in cases where a perpetrator violates an order of protection issued by a court of competent jurisdiction; and 6. Any other interventions by the department that relate to domestic violence.						
Police Department (NYPD)	Issuance of Summonses	Report on the number of criminal and civil summonses issued. This information is required to be broken down by the offense charged, the race, age and gender of the person to whom a summons was issued, and the borough and precinct in which the summons was issued. The information is also to be broken down by the	Quarterly	Within 30 days of the beginning of each quarter	New York City Administrative Code Title 14,Section 157	LL 68/2016		None

		criteria used to determine why a criminal vs. civil summons was issued.						
Police Department (NYPD)	Online report of domestic violence and hate crime statistics.		Quarterly	From February 1, 2017	New York City Administrative Code Title 14,Section 161	LL 110/2016; LL 111/2016; LL112/2016; LL 130/2016	On its website [Open Data]	None
Police Department (NYPD)	Online report of domestic violence and hate crime statistics.		Annually	From February 1, 2017	New York City Administrative Code Title 14,Section 161	LL 110/2016; LL 111/2016; LL112/2016; LL 130/2016	On its website [Open Data]	None
Police Department (NYPD)	Report on Subway and Bus Crime	Report detailing the total number of criminal complaints and arrests, categorized by class of crime, for violent felony offenses as defined in section 70.02 of the penal law, assault and related offenses as defined in article one hundred twenty of the penal law, sex offenses as defined in article one hundred thirty of the penal law, disorderly conduct as defined in section 240.20 of the penal law, harassment	Monthly	On such website ninety days after the effective date of this subdivision and shall be updated on at least a monthly basis thereafter	New York City Administrative Code Title 14, Section 150(d)		The City Council and in an electronic format to the department of records and information services, or its successor agency, and be made available to the public on or through the department of records and information services' website, or its	None



		as defined in section 240.25 and 240.26 of the penal law, aggravated harassment as defined in section 240.30 and 240.31 of the penal law, and offenses against public sensibilities as defined in article two hundred forty-five of the penal law, where the conduct occurs on subway lines and bus routes operated by the New York city transit authority or the Staten Island rapid transit operating authority, specifying where such criminal conduct has occurred by police precinct, including specific subway line, subway transit division, and bus route operated by the New York city transit authority or the Staten Island rapid transit operating authority.				successor's website	
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Police Department (NYPD)	Report on Subway and Bus Crime	Report detailing the total number of criminal complaints and arrests, categorized by class of crime, for violent felony offenses as defined in section 70.02 of the penal law, assault and related offenses as defined in article one hundred twenty of the penal law, sex offenses as defined in article one hundred thirty of the penal law, disorderly conduct as defined in section 240.20 of the penal law, harassment as defined in section 240.25 and 240.26 of the penal law, aggravated harassment as defined in section 240.30 and 240.31 of the penal law, and offenses against public sensibilities as defined in article two hundred forty-five of the penal law, where the conduct occurs on	Annually		New York City Administrative Code Title 14, Section 150(d)		The City Council and in an electronic format to the department of records and information services, or its successor agency, and be made available to the public on or through the department of records and information services' website, or its successor's website	None
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		subway lines and bus routes operated by the New York city transit authority or the Staten Island rapid transit operating authority, specifying where such criminal conduct has occurred by police precinct, including specific subway line, subway transit division, and bus route operated by the New York city transit authority or the Staten Island rapid transit operating authority.						
Police Department (NYPD)	Annual Report on Domestic Violence Factors	Report including 1. The total number of domestic violence complaints, disaggregated by precinct; 2. The total number of chronic domestic violence complaints, disaggregated by borough; 3. The total number of domestic violence offenders, disaggregated by precinct; 4. The total number of chronic	Annually	Beginning June 1, 2019 and annually	New York City Administrative Code Title 14, Section 150(e)(b)	LL 71/2016; LL 129/2016; LL 38/2019	The Mayor, the Speaker of the City Council, and on its website	None

		offenders, disaggregated by precinct; 5. The scope of outreach efforts by the department to victims of domestic violence in cases where a perpetrator violates an order of protection issued by a court of competent jurisdiction; and 6. Any other interventions by the department that relate to domestic violence.						
Police Department (NYPD)	Top 35 High-Crime Areas	Report for the prior fiscal year identifying the top 35 priority areas including a map of each priority area and the total number of major felonies reported within each such priority area, disaggregated by the type of crime committed. Such report shall include a comparison of the number of major felonies reported in any priority area identified in the	Annually	By September 1	New York Administrative Code Section 14-155 (to be renamed 14-162 as of April 18, 2017)	LL 55/2016	The Mayor, the City Council and support services agencies	None

		previous year's report prepared pursuant to this subdivision						
Police Department (NYPD)	Seized Property Data Report	Report on seized and retained property for the preceding 6 months	Once	On or before July 1, 2019	New York City Administrative Code Title 14, Section 169	LL 131/2018		None
Police Department (NYPD)	Opioid Antagonists Report	Report including 1. The number of opioid antagonists the department has available for use in reversing the effects of a heroin or opioid overdose, disaggregated by patrol borough; 2. The number of officers trained in the department to administer opioid antagonists to overdose victims, disaggregated by patrol borough; and 3. The number of times in the quarter that an officer administered an opioid antagonists to an overdose victim, disaggregated by patrol borough and by the way in which the opioid antagonist was	Quarterly	Beginning with the calendar quarter starting on January 1, 2019, within 25 days of the end of each quarter and on its website 5 days thereafter	New York City Administrative Code Title 14, Section 176	LL 130/2018	The Speaker of the City Council and the Department of Health and Mental Hygiene	None

		administered to such overdose victim, such as by syringe injection or nasal atomizer. Such number shall be expressed in both absolute terms and as a percentage of all administrations.						
Police Department (NYPD)	Report on Random Audits of Special Victims Division Case Management System	Report to include a review of all individuals outside of the special victims division who have accessed special victims division case files during the previous quarter.	Quarterly	Within 60 days of the end of each quarter	New York City Administrative Code Title 14, Section 177(c)	LL 192/2018	The City Council	None
Police Department (NYPD)	Report on Special Victims Division Staffing		Annually	Beginning January 31, 2019, and every January 31 thereafter	New York City Administrative Code Title 14, Section 179(b)	LL 193/2018	The City Council and on its website	None
Police Department (NYPD)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None

Police Department (NYPD)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Police Department (NYPD)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None

		effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies						
Police Department (NYPD)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Police Department (NYPD)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None



		was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget						
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## Municipal Library

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**From:** Municipal Library  
**Sent:** Monday, November 4, 2019 10:34 AM  
**To:** Kuller, Erin [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]  
**Subject:** Notice of late publications



To: Erin Kuller, Mayor's Office of Operations  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: November 4, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

Cc: Brent Kobryn [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Operations, Mayor's Office of (OPS)	Report on Poverty	A description of the city's efforts to reduce the rate of poverty in the city	Annually	No later than March 31 each year	New York City Charter Chapter 1, Section 16(b)	LL 138/2013	The City Council, borough presidents and community boards	None
Operations, Mayor's Office of (OPS)	Plan to Provide Mandatory Training and Develop a Manual for Demographics Information Survey		Once	No later than 60 days after the effective date of this local law (so December 31, 2016)	New York City Charter Chapter 1, Section 15(k)(3)	LL 128/2016		None
Operations, Mayor's Office of (OPS)	Report on sexual orientation or gender identity	Data for the prior fiscal year that includes but is not limited to the total number of individuals who have identified their sexual orientation or gender identity on the survey form described in paragraph 1 of this subdivision and any forms updated pursuant to paragraph 4 of this subdivision, disaggregated by response option, agency and program	Annually	No later than 18 months after the effective date (so April 31, 2018)	New York City Charter Chapter 1, Section 15(k)(5)	LL 128/2016	To the public on Open Data	None
Operations, Mayor's Office of (OPS)	Standardized agency inspector customer service training curriculum	Standardized customer service training curriculum to be used, to the extent practicable, by relevant agencies for training agency inspectors. After 2013, report shall provide any substantive changes to the standardized customer service training curriculum and shall report the number of agency inspector training programs that were reviewed and the number of such programs that	Annually	No later than July 1, 2013, and after July 1, 2014, annually thereafter	New York City Charter Chapter 1, Section 15(g)(3)	LL 33/2013	The Mayor, the Speaker of the City Council	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		were certified by the office of operations during the prior year						
Operations, Mayor's Office of (OPS)	Report cataloguing dismissals for each agency by OATH	Following Administrative Trials and Hearings report on dismissals of civil penalty violations in tribunals within the jurisdiction of such office in the previous month. Such reports shall catalogue dismissals for each agency and shall include the reason for each dismissal. The mayor's office of operations shall work with agencies that receive reports from the office of administrative trials and hearings pursuant to section 1 of this local law to identify issues that may be causing civil penalty violations to be dismissed. The issues identified and any corrective action undertaken or to be undertaken by agencies to minimize the occurrence of dismissals of civil penalty violations shall be included in a report prepared by the office of operations. Such report shall be sent to the public advocate, the speaker of the council and the mayor on or before September 1, 2016.	Once	On or before September 1, 2016		LL 64/2015	The Mayor and Speaker of the City Council, and the Public Advocate	None
Operations, Mayor's Office of (OPS)	Report reviewing annual survey results on language and ancestry		Annually	Beginning no later than 18 months after the effective date of this local law	New York City Charter Chapter 1, Section 15(i)(2)	LL 126/2016		None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Operations, Mayor's Office of (OPS), Office of Language Services Coordinator	Report on Language Services Performance of City Agencies	Language services coordinator report on City agencies' progress in delivering services in languages other than English	Not clear	Beginning no later than June 30, 2018, and no later than every June 30 thereafter	New York City Charter Chapter 1, Section 15(c)(4); NYC Administrative Code Title 23 Section 1102	LL 30/2017	The City Council and the City website	None
Operations, Mayor's Office of (OPS)/Agencies	Report on gender and racial equity action plan	Report on agency progress in implementing agency equity plan	Every two years	Not later than July 1, 2019, and no later than July 1 every two years thereafter	New York City Administrative Code Title 3, Section 160(c)	LL 174/2017	The Mayor, the Speaker of the City Council and online	None
Operations, Mayor's Office of (OPS)/Agencies	Report listing forms for surveys on language and ancestry and		Annually	Beginning no later than six months after the effective date of this local law, and annually thereafter	New York City Charter Chapter 1, Section 15(i)(4)	LL 126/2016	To the public	None
Operations, Mayor's Office of (OPS)/Immigrant Affairs, Mayor's Office of (MOIA)	Local Law 30 Annual Report	Report on agencies' implementation of language access requirements	Annually	June 30th	New York City Charter Chapter 1, Section 15(c)(5)	LL 30/2017	The City Council and on its website	None
Operations, Mayor's Office of (OPS)/Mayor	Mayor's Co-terminality of Local Services Biennial Report	Report on implementation of requirements of the section, including an evaluation of the quality of services delivered to community districts and recommendations	Every Two Years		New York City Charter Chapter 69, Section 2704(k)	LL 91/1979, LL 3/1983, LL 0/1983, , LL 68/1993	The City Council	None
Operations, Mayor's Office of (OPS)	Agency-Based Voter Registration	Report compiling the mayoral agencies' reports on implementation for agencies covered by the city's agency-based	Twice a year	February 15th, August 15th	New York City Charter Chapter 46 Section 1057-A	LL 61/2014	Not clear	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		voter registration law, which requires nineteen agencies to distribute voter registration forms to individuals who are applying for, renewing, or submitting a change of address						
Operations, Mayor's Office of(OPS)	Analysis of Reports on Dismissals of Civil Penalty Violations	Report identifying issues that may be causing civil penalty violations to be dismissed	Once	On or before September 1, 2016		LL 64/2015	Public Advocate, the Mayor and the Speaker of the City Council	None
Operations, Mayor's Office of(OPS)	Temporary Housing Assistance Usage	Data from different agencies regarding temporary emergency housing	Monthly	Starting on November 1, 2011, and no later than the 1st day of each month thereafter	New York City Administrative Code Title 3, Section 113	LL 37/2011	On NY State website	None
Operations, Mayor's Office of(OPS)	Report on Client Information Management System		Once	By March 30, 2019	New York City Administrative Code Title 3, Section 3-121(c) and (d)	LL 75/2018	The Mayor and the Speaker of the City Council	None
Operations, Mayor's Office of(OPS)	Report on Implementation of Client Information Management System	Report detailing progress made on recommendations that resulted from the one-time report and any additional information	Annually	By March 30, up until March 30, 2022	New York City Administrative Code Title 3, Section 3-121(c) and (d)	LL 75/2018	The Mayor and the Speaker of the City Council	None
Operations, Mayor's Office of(OPS)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget;	New York City Charter Chapter 9, Section 219(d)		Mayor	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
				with the preliminary capital budget and with the executive capital budget				
Operations, Mayor's Office of(OPS)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Operations, Mayor's Office of(OPS)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		of other groups who are employed by, or who seek employment with, city agencies						
Operations, Mayor's Office of(OPS)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Operations, Mayor's Office of(OPS)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None
Operations, Mayor's Office of(OPS), Three Quarter Housing Task Force	Three-quarter Housing Task Force Report	For each building inspected by the three-quarter housing task force, the number of violations issued, disaggregated by agency, provided that each building shall be identified in such a way that does not disclose the building's address; and 2. The number of individuals relocated from buildings inspected by the three-quarter housing task force, disaggregated by whether	Quarterly	30 days following the calendar quarter ending March 31, 2017 and each succeeding calendar quarter		LL 13/2017	The City Council and on its website	None



Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		such individuals were given a rental assistance subsidy, the type of subsidy provided, and the type of housing to which the individual was relocated, including but not limited to private apartments, single room occupancy dwellings or temporary housing.						



To: Wayne McKenzie  
[Redacted]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: November 4, 2019

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Cc: John Corrigan  
Yvette Rivera  
Candace Sandy  
Alfredo Gonzales  
[Redacted]

**MISSING REPORTS**

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
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Probation, Department of (DOP)	Probation Programming Report	Summary of programs providing structured services to clients, including (i) the amount of funding received; (ii) the number of individuals served; (iii) a brief description of the services provided, including a program's length, requirements, and target populations, where applicable; and (iv) recidivism and compliance rates, if applicable, provided that such summary may calculate recidivism without using data for participants who only participated in such programming for a minimal period of time, where such period of time is identified in such summary.	Annually	No later than 90 days from January 1 of each year, beginning in 2017	New York City Administrative Code Title 9, Section 204	LL 89/2016	The Mayor, the Speaker of the City Council, and on its website	None
Probation, Department of (DOP)	Probation Recidivism Report		Annually	No later than 90 days from January 1 of each year, beginning in 2017	New York City Administrative Code Title 9, Section 203	LL 90/2016	The City Council and on its website	None
Probation, Department of (DOP)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of	New York City Charter Chapter 9, Section 219(d)		Mayor	None

				the capital budget; with the preliminary capital budget and with the executive capital budget				
Probation, Department of (DOP)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Probation, Department of (DOP)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None

		agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies						
Probation, Department of (DOP)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Probation, Department of (DOP)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Monday, November 4, 2019 1:45 PM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records)  
**Subject:** Notice of Late Publications.



To: Julianna Monjeau  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: November 4, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Public Design Commission	Notice of Agenda		As required	3 days before meetings of the Commission	New York City Charter Chapter 37, Section 858		Available to the public	None
Public Design Commission	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Public Design Commission	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None

Public Design Commission	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None
Public Design Commission	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None



		that such public data set or sets will be available on the single web portal						
Public Design Commission	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Monday, November 4, 2019 2:23 PM  
**To:** Velasquez, Lisa (Records)  
**Cc:** Bruzzese, Christine (Records); 'Cobb, Ken (Records) [REDACTED]  
**Subject:** Notice of Late Publications.



To: Lisa Velasquez  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: November 4, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

Cc: Kenneth Cobb [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Records and Information Services, Department of (DORIS)	Annual Report on powers and duties, cost of savings (not currently produced)	A report on the duties herein mentioned, including, but not limited to, the cost of savings effectuated by the department during the preceding fiscal year. This report shall further include an evaluation of compliance with the requirements of subdivision a of section 1133 of the charter	Annually	September 30 each year	New York City Charter Chapter 72, Section 3004, subsection 3c		Mayor and City Council	None
Records and Information Services, Department of (DORIS)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Records and Information Services,	Report on agency policies	Report regarding the collection, retention, and disclosure of identifying	Every two years	No later than July 31, 2018, and every two	New York City Administrative	LL 245/2017	The Mayor, the Speaker of the City Council,	None

Department of (DORIS)	on Identifying Information	information by such agency and any contractors or subcontractors utilized by such agency		years thereafter by July 31	Code Title 23, Section 1205		the chief privacy officer, and the Identifying Information Protection Committee	
Records and Information Services, Department of (DORIS)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None

		who seek employment with, city agencies						
Records and Information Services, Department of (DORIS)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Records and Information Services, Department of (DORIS)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Monday, November 4, 2019 2:41 PM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]; [REDACTED]  
**Subject:** Notice of Late Publications.



**To:** Tomi Vest  
[REDACTED]

**From:** Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

**Date:** November 4, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

**Cc:** Jonelle Hooper  
Andrew Eickmann  
[REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Recovery & Resiliency, Office of (ORR)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Recovery & Resiliency, Office of (ORR)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Recovery & Resiliency, Office of (ORR)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide	None

		<p>pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies</p>					Administrative Services and the Equal Employment Practices Commission	
Recovery & Resiliency,	Report on Open Data Compliance	Report on which public data set or sets that it is unable to	Annually if applicable	No later than March 7, 2013	New York City Administrative	LL 11/2012	The City Council	None



Office of (ORR)		make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal		and annually thereafter	Code Title 23, Section 502(a)			
Recovery & Resiliency, Office of (ORR)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None
Recovery & Resiliency, Office of	Annual Report on the implementation of	Annual Report on the implementation of Local Law 55 of 2011	Every Two Years	Every two years, no later than April 1	New York City Administrative Code Title 3,	LL55/2001	Mayor and Speaker of the City Council	None

<p>(ORR)/Long Term Planning and Sustainability, Office of (OLTPS)</p>	<p>the Clean Waterfront Plan</p>	<p>Clean Waterfront Plan includes: (i) the number of complaints received by the city concerning conduct that constitutes waterfront dumping, littering on any streets or public places located on waterfront property, the abandoning of vehicles, vessels and crafts on waterfront property and the improper handling and storage of merchandise and materials on wharves, piers, docks and bulkheads. (ii) the number of summonses and notices of violation, respectively, issued by each agency for violations of any law, rule or regulation relating to waterfront dumping, littering on any streets or public places located on waterfront property, the abandoning of</p>			<p>Section 121(d)(1)</p>			
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		vehicles, vessels and crafts on waterfront property and the improper handling and storage of merchandise and materials on wharves, piers, docks and bulkheads;(iii) the total amount of civil penalties imposed for such notices of violation by the environmental control board;(iv) any changes made to the Clean Waterfront Plan; (v) a summary of any rules promulgated to implement the Clean Waterfront Plan; and(vi) recommendations for appropriate legislation and improved enforcement with respect to the Clean Waterfront Plan.						
Recovery & Resiliency, Office of (ORR)/Long	NYC Climate Change Projections	The New York City Panel on Climate Change makes recommendations for	As Needed	Within one year of the publication of the International	New York City Charter and Code Title 3, Section 122	LL42/2012	Mayor, Speaker of the City Council and on online	None

Term Planning and Sustainability, Office of (OLTPS)(Also Sustainability, Office of)(MOS)		the near-, intermediate and long-term quantitative and qualitative climate change projections for the city of New York.		Panel on Climate Change Assessment Reports or at least every three years.				
Recovery & Resiliency, Office of (ORR)/Long Term Planning and Sustainability, Office of (OLTPS)(Also Sustainability, Office of)(MOS)	NYC Climate Change Task Force recommendations	A report with recommendations shall be issued based on an inventory of potential risks due to climate change to the city's communities, vulnerable populations, public health, natural systems, critical infrastructure, buildings and economy. It will also include adaptation strategies to address such risks that may include design guidelines for new infrastructure, and short and long-term resiliency recommendations for existing public and private telecommunications	As Needed	Within one year of the development of recommended climate change projections.	New York City Charter and Code Title 3, Section 123	LL42/2012	Mayor and City Council and to be made available to the public.	None

		infrastructure, including an evaluation of wireless infrastructure; and identify issues for further study.						
Recovery & Resiliency, Office of (ORR)/Long Term Planning and Sustainability, Office of (OLTPS)(Also Sustainability, Office of)(MOS)	Study and report on the effects of wind on certain buildings	The office of long-term planning and sustainability in consultation with the department of buildings shall undertake a study and submit a report to the mayor and the speaker of the city council, on the effects of wind on existing buildings, including existing buildings that are raised, and buildings that are under construction in the city of New York. Such report and accompanying recommendations shall be provided no later than two years from the effective date of the local law.	Once	2015	New York City Charter and Code Title 3, Section 124	LL 81/2013	Mayor, Speaker of the City Council, Public Advocate, Comptroller, and posted on Web Portal	None
Recovery & Resiliency, Office of	Renewable Energy WebPortal	An interactive website designed to effectively inform the	Ongoing requirement	Links featured on the website shall	New York City Charter and	LL12/2013	Mayor and City Council and to be	None

(ORR)/Long Term Planning and Sustainability, Office of (OLTPS)(Also Sustainability, Office of)(MOS)		public about the feasibility and economic viability of installing renewable energy systems in the city of New York. Content on the website shall include, but not be limited to, information on solar photovoltaic panels, solar water heaters, geothermal heat pumps, and leadership in energy and environmental design (LEED) certification.		be verified on a quarterly basis.	Code Title 24, Section 804		made available to the public.	
Recovery and Resiliency, Mayor's Office of (ORR)/Mayor	Report on the number of businesses that submitted applications for a waiver of applicable fees in connection with Superstorm Sandy		Once	Within 90 days of December 31, 2013 (the date on which certain sections of the local law are deemed repealed).		LL 31/2013	City Council, Borough Presidents and Community Boards	None
Recovery and Resiliency, Mayor's Office of (ORR)/Mayor's Fund to Advance New York City	Hurricane Sandy Recovery Task Force Report	(1) A description of the role played by charitable organizations in the aftermath of Hurricane Sandy and the services provided by them to the	Once	No later than 8 months after the effective date (March 3, 2015)		LL 18/2015	The Mayor and the City Council	None

(Mayor's Fund)

community, whether individually or in coordination with other entities;(2) An analysis of the damages and losses suffered by charitable organizations as a result of Hurricane Sandy, including damages to physical structures and funding losses, and an analysis of the extent to which such damages have been repaired or such losses recovered; (3) An analysis of possible sources of recovery and rebuilding aid currently or formerly available to charitable organizations as a result of Hurricane Sandy and the extent to which that aid has been utilized, as well as a description of the restrictions, if any, on aid programs that have prevented charitable

organizations from receiving such aid;(4) Recommendations on how best to meet any existing recovery and rebuilding needs, as identified pursuant to paragraph (2) of this subdivision, of charitable organizations, including a consideration of when actions could be taken by city agencies to facilitate such recovery and rebuilding and what actions might be most beneficial; and (5) Recommendations on how the city could best utilize the efforts of charitable organizations in the aftermath of future natural disasters and what steps can be taken in advance to facilitate such efforts, including a consideration of the use of pre-disaster contractual



	agreements with such charitable organizations for the use of their facilities or services in future recovery efforts, and what steps could be taken by the city to improve the resiliency of the facilities of charitable organizations.						
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## Municipal Library

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**From:** Municipal Library  
**Sent:** Monday, November 4, 2019 3:04 PM  
**To:** Robert Orlin  
**Cc:** Bruzzese, Christine (Records); Lee, Maggie (DSNY); [REDACTED]  
**Subject:** Notice of Late Publications.



To: Robert D. Orlin, Department of Sanitation  
[REDACTED]

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: November 4, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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Cc: Maggie Lee [REDACTED]  
Trey Bedingfield [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Sanitation, Department of (DSNY)	Use of Marine Transfer Station by private haulers after 1st MTS opens		Annual (delayed as per DOS 2016 - no private haulers currently using MTS)		NYC Solid Waste Management Plan			None
Sanitation, Department of (DSNY)	Additional Commercial Recycling Studies	Following completion of the commercial recycling study, the commissioner shall determine whether any additional studies are necessary in order to improve commercial recycling practices in the city and shall promptly report such determination to the mayor and the council.			New York City Administrative Code Title 16, Section 306(c)		The Mayor and the City Council	None

Sanitation, Department of (DSNY)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Sanitation, Department of (DSNY)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Sanitation, Department of (DSNY)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None

		practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies						
Sanitation, Department of (DSNY)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None

		will be available on the single web portal						
Sanitation, Department of (DSNY)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None
Sanitation, Department of (DSNY), Commissioner	Assessment of Composting Opportunities/Recycling and composting economic development study		Once	By July 1, 2012		State Law 99/2010		None
Sanitation, Department	Voluntary Recycling Incentive Pilot	A summary of its review of voluntary recycling incentive	Once	By July 1, 2018	New York City Administrative	LL 49/2017	The Mayor and the City	None

of (DSNY), Commissioner	Programs in Public Housing	pilot programs. The summary shall include the department's recommendation regarding implementing a voluntary recycling incentives pilot program to improve the diversion of designated recyclable materials in public housing.			Code Title 16, Section 316.4		Council and on its website	
Sanitation, Department of (DSNY), Commissioner	Rechargeable Battery Recycling Program Report - Pre-empted by State law, 2010 on.		Not required			LL 42/2010, LL 77/2013	City Council and the Mayor	None
Sanitation, Department of (DSNY), Commissioner	Cost to the City of designating any non- designated rigid plastics (All rigid plastics are designated since 2013 - report not required)		Annually				Mayor, City Council, citywide board	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Monday, November 4, 2019 3:18 PM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]  
**Subject:** Notice of Late Publications.



**To:** Andrew Schwartz, Small Business Services  
[REDACTED]

**From:** Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

**Date:** November 4, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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**Cc:** Jim Andresani  
Julianne Cho [REDACTED]



MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Small Business Services (SBS) Business Integrity Council (BIC/ Contract Services, Director, Mayor's Office of (MOCS), (City Chief Procurement Officer)	Report on number of worker coops	Report including (a) the number of worker cooperatives that applied for assistance from the department in the previous fiscal year; the number of worker cooperatives assisted by the department in the previous fiscal year; the industries in which such worker cooperatives operate and the community districts in which such worker cooperatives are headquartered; and the specific actions taken by the department in the previous fiscal year to assist the development of worker cooperatives, including, but not limited to, the	Annually	No later than six months after the end of each fiscal year, beginning with the 2016 fiscal year	New York City Administrative Code Chapter 6, Section 139(c)(1)	LL 22/2015	The Mayor, the Speaker of the City Council, and online	None

services rendered by the department to enhance the ability of such worker cooperatives to compete for and obtain city contracts; and (b) for each of the worker cooperatives assisted by the department in the previous fiscal year as described in subparagraph (a) of this paragraph, the department shall furnish the name and address of such worker cooperative; the number of natural persons who became worker-members during the previous fiscal year, where made available to the department; the number of non-member workers who were hired during the previous fiscal year, where made available to the department; and a summary of the services provided by

		the department to such worker cooperative in the previous fiscal year.						
Small Business Services (SBS) Business Integrity Council (BIC/Contract Services, Director, Mayor's Office of (MOCS), (City Chief Procurement Officer)	Report on difficulties faced by worker coops and recommendation for improvements	Report to include (a) a description of difficulties or obstacles that worker cooperatives encounter when competing for city contracts;(b) recommended measures to lessen the effects of such difficulties and obstacles and to enhance the ability of worker cooperatives to compete for and obtain city contracts; and (c) a description of the impact of services provided by the department to worker cooperatives in the previous three fiscal years	Every 3 years	No later than six months after the end of every 3rd fiscal year, beginning with the 2016 fiscal year	New York City Administrative Code Chapter 6, Section 139(c)(2)	LL 22/2015	The Mayor, the Speaker of the City Council, and online	None
Small Business Services (SBS), Department of, Includes Workforce Investment Board	Division of Economic and Financial Opportunity Annual Report for Entities	Projected and actual jobs created and retained in connection with projects described by this section	Annual	By January 31st of each year	New York City Administrative Code Title 22 Section 823	LL 222/2017	The Mayor, the City Council, the City Comptroller, the Public	None

	Contracted to Provide Economic Development Benefits						Advocate, the Borough Presidents and Community Planning Boards	
Small Business Services (SBS), Department of, Includes Workforce Investment Board	First Report on Requests for Assistance Received by Small Business Advocates	Report documenting requests for assistance received by the small businesses advocates in the immediately preceding calendar year. Each report shall include, but need not be limited to: (i) the total number of requests for assistance received by the small business advocates during the reporting period; (ii) a general description of the type of each such request; and (iii) a general description of the actions taken by the small business advocates, if any, in response to each such request	Once	By April 1, 2017		LL 66/2015	The City Council	None

Small Business Services (SBS), Department of, Includes Workforce Investment Board	Report on Activities of the Division of Economic and Financial Opportunity		Annually		New York City Charter Chapter 56, Section 1304(e)(5)	LL 12/2006, LL 129/2005, LL 61/1991	The Mayor and the City Council	None
Small Business Services (SBS), Department of, Includes Workforce Investment Board	Opportunities for Minority and Women Owned Business Enterprises and Emerging Business Enterprises in City Procurement		Twice	Not later than April 1st, 2017 and 2018	New York City Charter Chapter 56, Section 1307	LL 66/2015	The City Council	None
Small Business Services (SBS), Department of, Includes Workforce Investment Board	Public Markets Annual Report		Annual					None
Small Business Services (SBS), Department of, Includes Workforce Investment Board	Data on Workforce on City-Assisted Construction Projects	Data regarding the number of hours worked, job title, full-time or part-time designation, total compensation, zip code of primary address, gender and race or ethnic group received pursuant to section 22-1102 of this chapter	Ongoing	By no later than September 30, 2021	New York City Administrative Code Title 22 Section 1103(a)	LL 36/2018, LL 39/2018		None

Small Business Services (SBS), Department of, Includes Workforce Investment Board	Seafood Distribution Areas Annual Report		Annual			LL 102/2013, LL 48/2005	Mayor and the City Council	None
Small Business Services (SBS), Department of, Includes Workforce Investment Board	Second Report on Requests for Assistance Received by Small Business Advocates	Report documenting requests for assistance received by the small businesses advocates in the immediately preceding calendar year. Each report shall include, but need not be limited to: (i) the total number of requests for assistance received by the small business advocates during the reporting period; (ii) a general description of the type of each such request; and (iii) a general description of the actions taken by the small business advocates, if any, in response to each such request	Once	By April 1, 2018		LL 66/2015, LL 28/1997, LL 54/1995, LL 50/1995	The City Council	None
Small Business Services (SBS), Department of,	Report evaluating assistance to small businesses	Report shall include, but not be limited to: (i) a list of all	Twice	Not later than April 1, 2017, and a second	New York City Charter Chapter 56,	LL 003/2016	The Mayor and the	None

Includes Workforce Investment Board		recipients of such economic development benefits; (ii) the minority and women-owned business goals for these recipients; (iii) whether the recipient conducted a good faith effort to identify and utilize minority and women-owned businesses to achieve such goals; and (iv) if minority and women-owned business contracting goals were not met by a recipient, a description of the reasons the goals were not met.		report not later than April 1, 2018	Section 1301(b)(2)		Speaker of the City Council	
Small Business Services (SBS), Department of, Includes Workforce Investment Board	Citywide Procurement Opportunities for Veteran-Owned Businesses	Report on veteran owned business enterprises and opportunities for such business enterprises in city procurements	Once	1-Dec-14	New York City Administrative Code Title 6, Section 138			None
Small Business Services (SBS), Department of, Includes Workforce	Recommendations by the Economic Development Corporation on Evaluating Methodology by		Every Two Years	No later than October 1 of every year in which such evaluation is required (By	New York City Administrative Code Title 22 Section 823	LL 28/1997		None

Investment Board with HPD	which Projects Receive Economic Development Subsidies			March 1, 2007, and by March 1 of every second year thereafter)				
Small Business Services (SBS)/Contract Services, Director, Mayor's Office of (MOCS), (City Chief Procurement Officer)	Annual Compliance Report for Participation by Minority-Owned and Women-Owned Business Enterprises (M/WBE) and Emerging Business Enterprises in City Procurement (in Procurement Indicators Report)	Numbers of contracts and total dollar value awarded, and whether each agency has made substantial progress toward achieving its utilization goals and whether the city has made substantial progress toward achieving the citywide goals established pursuant to subdivision d of this section.	Annually	By October 1 of each year	New York City Administrative Code Title 6, Section 129(l)(1)	LL 117/2016, LL 1/2013	The Speaker of the City Council and on the Division's website	None
Small Business Services (SBS)/Contract Services, Director, Mayor's Office of (MOCS), (City Chief Procurement Officer)	Revisions of Participation Goals and Review of Availability Rates and Enhancement of Opportunities	Report on review and any other relevant information, and where appropriate, revise by rule the citywide participation goals set forth in this subdivision	Every 2 years	At least 60 days prior to submitting a proposed participation goal revision	New York City Administrative Code Title 6, Section 129(d)(4)(A)	LL 1/2013	The Speaker of the City Council	None
Small Business Services, Department of (SBS)	Division of Economic and Financial Opportunity	Annual report on the activities of the division undertaken to promote and increase participation	Annually		New York City Charter Chapter 56, Section 1304(e)(5)	LL 144/2013		None



	Report on Activities	by city-certified businesses under local law for the identification, recruitment, certification and participation in city procurement of minority and women owned business enterprises and emerging business enterprises						
Small Business Services, Department of (SBS)	Report on Recommendations regarding Street or Sidewalk Obstructions	Notice of any recommendation made by the commissioner or his or her designee shall be published in the City Record and mailed to each community board not less than thirty days prior to such commissioner's report to the council.	As needed		New York City Administrative Code Title 19 Section 136			None
Small Business Services, Department of (SBS)	Waterfront Plans	The commissioner shall report to the City Planning Commission including a map showing any proposed change and such other information as the	As needed	As needed	New York City Charter Chapter 56, Section 1302, Subsection C		Mayor and City Council	None

		Chair of the City Planning Commission would require						
Small Business Services, Department of (SBS)	Comprehensive workforce development plan		Once	No later than June 1, 2019		LL 209/2017	Mayor and City Council	None
Small Business Services, Department of (SBS)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Small Business Services, Department of (SBS)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Small Business Services, Department of (SBS)	Quarterly Equal Employment Opportunity and	A report on the agency's efforts during the previous quarter to implement	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department	None

	Diversity Plan Implementation	the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies					of Citywide Administrative Services and the Equal Employment Practices Commission	
Small Business Services,	Report on Open Data Compliance	Report on which public data set or sets	Annually if applicable	No later than March 7, 2013	New York City Administrative	LL 11/2012	The City Council	None

Department of (SBS)		that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal		and annually thereafter	Code Title 23, Section 502(a)			
Small Business Services, Department of (SBS)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

Small Business Services, Department of (SBS) (prepared for SBS by EDC - SBS will request and submit)	Annual Reports - Development Corporations	Report from Local Development Corporations expending City resources, on the extent and result of such assistance	Annually	January 31st	New York City Charter Chapter 56, Section 1301, Sub-section B		City Record and community board	None
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## Municipal Library

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**From:** Municipal Library  
**Sent:** Monday, November 4, 2019 3:44 PM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records)  
**Subject:** Notice of Late Publications.



**To:** Kate Gouin, Mayor's Office of Sustainability  
[REDACTED]

**From:** Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

**Date:** November 4, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Sustainability, Mayor's Office of	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Sustainability, Mayor's Office of	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Sustainability, Mayor's Office of	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal	None

		Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies					Employment Practices Commission	
Sustainability, Mayor's Office of	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None



		which the agency expects that such public data set or sets will be available on the single web portal						
Sustainability, Mayor's Office of	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None
Sustainability, Mayor's Office of (MOS)/Environmental Coordination, Mayor's Office of (MOEC) Mayor	Green Building Standards Exemption Report	The mayor may exempt from each provision of this section capital projects accounting for up to 20 percent	Annual	At the conclusion of each fiscal year	New York City Charter Chapter 9, Section 224.1(f)	LL 31/2016, LL 32/2016, LL 86/2005	The City Council and posted on its website	None

		of the capital dollars in each fiscal year subject to such provision if in such mayor's sole judgment such exemption is necessary in the public interest. At the conclusion of each fiscal year the mayor shall report to the council the exemptions granted pursuant to this section.						
Sustainability, Mayor's Office of, Interagency Working Group	Final Revisions to the Environmental Justice Plan		Every 5 years	By December 31, 2025, and by December 31 in every fifth year thereafter	New York City Administrative Code Title 3, Section 100(c)(3)	LL 64/2017	The Advisory Board, the Mayor and the Speaker of the City Council and on agency websites	None

## Municipal Library

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**From:** Municipal Library  
**Sent:** Monday, November 4, 2019 3:59 PM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records)  
**Subject:** Notice of Late Publications.



**To:** Starr Martinez, Tax Commission  
[REDACTED]

**From:** Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

**Date:** November 4, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Tax Commission, New York City (TC)(part of the New York City Office of Administrative Tax Appeals)(OATA)	Report on Municipal Adaptation to New Federal Tax Law		Once			LL 48/1986		None
Tax Commission, New York City (TC)(part of the New York City Office of Administrative Tax Appeals)(OATA)	Report on Reforms of the City's Tax System		Once	04/01/87		LL 48/1986		None
Tax Commission, New York City (TC)(part of the New York City Office of Administrative Tax Appeals)(OATA)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None

Tax Commission, New York City (TC)(part of the New York City Office of Administrative Tax Appeals)(OATA)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Tax Commission, New York City (TC)(part of the New York City Office of Administrative Tax Appeals)(OATA)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None

		opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies						
Tax Commission, New York City (TC)(part of the New York City Office of Administrative Tax Appeals)(OATA)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Tax Commission, New York City (TC)(part of the New York City Office of Administrative Tax Appeals)(OATA)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

		adoption in which such project was added to the capital budget						
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## Municipal Library

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**From:** Municipal Library  
**Sent:** Monday, November 4, 2019 4:09 PM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]; [REDACTED]  
**Subject:** Notice of Late Publications.



**To:** Christopher Wilson, Taxi & Limousine Commission  
[REDACTED]

**From:** Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

**Date:** November 4, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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**Cc:** Bill Heinzen [REDACTED]  
Sonia Guior [REDACTED]

MISSING REPORTS



Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Taxi & Limousine Commission	Report on Commuter Van Service Authorization	Any determination by the commission to approve an application for authorization to operate a commuter van service pursuant to this section shall be in writing and shall be submitted to the council within five days of any determination being made	As required	Within 5 days of completion	New York City Administrative Code Title 19, Section 504.2(f)(2)	LL 6/2017	The City Council	None
Taxi & Limousine Commission	Report on Commuter Van Service Authorization	Not more than three days after issuing an authorization to operate a commuter van service, the commission shall post on its website the geographic area where such service is authorized and the number of commuter vans authorized to be used in providing such service.	As required	Within 3 days of issuance	New York City Administrative Code Title 19, Section 504.2(k)	LL 6/2017	On its website	None
Taxi & Limousine Commission (TLC)	Number of notices of violation canceled						The City Council	None

Taxi & Limousine Commission (TLC)	Vehicle utilization standards report	A report on the effects of vehicle utilization standards and the regulation of the number of licenses issued to for-hire vehicles authorized by subdivision b of section 550	Annually	On or before December 31, 2020	New York City Administrative Code Title 19, Section 550	LL 147/2018	The Mayor and the City Council	None
Taxi and Limousine Commission (TLC)	Summary of each TLC Advisory Board meeting	A summary including any recommendations	As needed	Not more than 30 days following any meeting of the advisory board	New York City Administrative Code Title 19, Section 520	LL 104/2013	The City Council and all board members	None
Taxi and Limousine Commission (TLC)	Driver Assistance Outreach Materials	Materials intended to inform individuals who are considering whether to enter into purchase, rental, lease or loan agreements for the purpose of obtaining vehicles for use as for-hire vehicles, and individuals who are considering whether to purchase, refinance or lease a taxicab license, about the costs and benefits of entering into such arrangements and transactions, in English, and the 6 languages most commonly spoken by drivers.	As available		New York City Administrative Code Title 19, Section 551(b)	LL 218/2018	On its website	None

Taxi and Limousine Commission (TLC)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Taxi and Limousine Commission (TLC)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Taxi and Limousine Commission (TLC)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None

		information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies						
Taxi and Limousine Commission (TLC)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Taxi and Limousine Commission (TLC)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences		By the date specified in the adopted capital budget in which the capital	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and	None

	between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget	project is included			Community Board	
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## Municipal Library

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**From:** Municipal Library  
**Sent:** Monday, November 4, 2019 4:31 PM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); Parker, Jason (DVS); [REDACTED]  
**Subject:** Notice of Late Publications.



**To:** Karen Chan, Department of Veterans' Services  
[REDACTED]

**From:** Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

**Date:** November 4, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

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**Cc:** Jason Parker [REDACTED]  
Ellen Greeley [REDACTED]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Veterans' Services, Department of (DVS)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Veterans' Services, Department of (DVS)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Veterans' Services, Department of (DVS)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None

		date by which the agency expects that such public data set or sets will be available on the single web portal						
Veterans' Services, Department of (DVS)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None



[Redacted]

**From:** [Redacted]  
Friday, November 15, 2019 4:39 PM  
**To:** Damashek, Philip  
**Cc:** Bruzzese, Christine (Records); [Redacted]  
**Subject:** Revised notice of late publications



To: Philip Damashek, Department of Transportation  
pdamashek@dot.nyc.gov

From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: November 14, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at munilib@records.nyc.gov.

Cc: Patricia Browne [Redacted] [v](#)  
Ewa Sromek [Redacted]  
Benjamin Smith [Redacted]

MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource	Authorizing Resource (Local Law)	Distribution	Last Received Date

					(Charter and Code)			
Transportation, Department of (DOT), Temporary Bicycle Commuting Task Force	Examine Establishing Partnerships with Private Entities to Develop Sheltered Bicycle Parking in Public and/or Private Spaces		Once			LL 68/2005, LL 52/2009		None
Transportation, Department of (DOT), with the MTA	Citywide Transit Study		Once	No later than September 1, 2017	New York City Administrative Code Title 19, Section 801(a)	LL 71/2017	The City Council, the Borough Presidents, the community boards and on its website	None
Transportation, Department of (DOT)	Permeable materials on roadway and sidewalk study	Report on evaluation of study of permeable materials in three different types of roadway conditions and three different types of sidewalk conditions, with such conditions including but not limited to roadway and pedestrian volume and locations susceptible to flooding	Once	Not more than 30 months following the effective date of the local law that added this section (so April 2, 2015)	New York City Administrative Code Title 19, Section 155	LL 80/2013	The Speaker of the City Council, on its website	None
Transportation, Department of (DOT)	Purchases of alternative fuel buses	Statistical analysis of the bus complement of the city disaggregated by number of buses, bus sizes, capacity and use or non-use of alternative fuels	Annually	January 1 of each year	New York City Administrative Code Title 24, Section 163.2(d)(1)	LL 38/2015	Mayor (City Council, through the Mayor)	None
Transportation, Department of (DOT)	Actions against city, notice of unsafe conditions, record of	Indexed record of all written notices which the city receives and acknowledgments of which the city gives of the existence of such defective, unsafe, dangerous or obstructed conditions, which record shall state the date of receipts of each such notice, the nature and location of the condition stated to exist and the name and address of the person from whom the notice is received. This record shall be public record.	Every 3 Years	Three years after the day each record was received	New York Administrative Code Title 7, Section 201-3		City Council	None

Transportation, Department of (DOT)	Citi Bike Financial Data	Compilation of financial data on Citi Bike program including revenues generated, information on deficits or profits and the amount of revenue that was allocated to the DOT	Annually, starting in 2016	Beginning 1/1/2016	New York City Administrative Code Title 19, Section 194	LL 100/2015		None
Transportation, Department of (DOT)	Bridge work zone safety		Once			LL 27/1977, GE 11/6/2001, LL 22/2002, LL 5/1981, LL 20/1983, LL 88/1981, LL 1/1980, LL 102/1977, LL 2/1978, LL 29/1979, GE 11/8/1988, LL 76/1988, LL 5/1986, LL 14/1989, GE 11/7/1989, LL 27/1998, LL 43/1995, LL 25/1994, LL 30/1997, LL 23/2014		None
Transportation, Department of (DOT)	Comprehensive study and plans of all traffic crashes involving a pedestrian fatality or serious injury/Vision Zero	Comprehensive traffic study and plans, including a schedule for implementing strategies for improving pedestrian safety generated by such study and including comprehensive traffic study and plans, including a schedule for implementing strategies for improving pedestrian safety generated by such study	Every Five Years	By November 30, 2015 and every 5 years by November 30	New York City Administrative Code Title 19, Section 182	LL 11/2008, LL 12/2011, LL 127/2013	The City Council and posted on the department's website	None
Transportation, Department of (DOT)	Comprehensive study regarding pedestrian and	Report including i) a review of the impact of tolling policies on the use of truck routes within the city and the designation of certain streets as truck routes, if appropriate; ii) the number of crashes involving pedestrians and bicyclists on truck routes in the most	Once	No later than June 30, 2016	New York City Administrative Code Title 19, Section 192		The Mayor, the Speaker of the City	None

	bicyclist safety on truck routes.	recent five years, disaggregated by truck route, crash types, causes, vehicle types, and whether such crashes involved a fatality or serious injury; iii) a review of the policies and strategies utilized by the department to increase pedestrian and bicyclist safety on truck routes, including but not limited to street redesign and the status of any pending policies and strategies; and iv) recommendations for (1) improving safety on truck routes, including best practices for roadway design, operations, and sustainable delivery practices to reduce conflicts between pedestrians, bicyclists, and trucks on truck routes, (2) outreach to the trucking industry, and (3) implementing safety technology.						Council and on its website	
Transportation, Department of (DOT)	Report on Study of Pedestrian Traffic	Report on the results of such study of locations with heavy pedestrian traffic and strategies for the alleviation of overcrowding, including information on whether any strategies for enhancing safety and traffic flow at such locations were implemented, and the status of such implementation, as applicable	Once	No later than June 1, 2018		LL 95/2017		The Mayor, the City Council and on its website	None
Transportation, Department of (DOT)	Horse drawn Cab Stands	Review of existing locations of horse drawn cab stands and any proposals by the department and any written proposals by other to establish or eliminate horse drawn cab stands and shall report the results of such review to the mayor and council	Annually	Within 60 days after the close of the fiscal year	New York City Administrative Code Title 19, Section 174	LL 19/2012			None
Transportation, Department of (DOT)	Interagency Roadway Safety Plan	To be developed in conjunction with other key agencies with whom the Department shall meet at least monthly. Plan objective: To improve roadway safety, to reduce the incidence of traffic violations, crashes, injuries and fatalities. Every subsequent update shall give evaluation of prior plan's implementation.	Every Five Years	Beginning May 31, 2016 and by May 31st every 5 years thereafter	New York City Administrative Code Title 19, Section 184	LL 12/2011		The Mayor and the City Council	None
Transportation, Department of (DOT)	Non-Specific Reports regarding Traffic Conditions	Detailed reports regarding traffic conditions in the city. Such reports may be inclusive of recommendations and proposals for ameliorating conditions through specific actions. Proposals may include enacting laws to adjust the roles of other agencies that impact the city's transportation system as well.	Unspecified	Unspecified	New York City Charter Chapter 71 Section 2903(a)(6)	LL 24/2014		The Mayor and City Council	None
Transportation, Department of (DOT)	Owner Liability for Failure to Comply with Traffic Controls Demonstration Program Periodic Report	Report on the results of the use of a traffic-control signal photo violation-monitoring system	Annually	On or before June 1st, 2007 and on June 1st in each succeeding year in which the demonstration	New York City Administrative Code Title 19, Section 210(o)	LL 46/1989, LL 20/1998, LL 29/1994, LL 14/1992, LL 25/1994		The City Council, the governor, the temporary president of the senate,	None

				program is operable			the speaker of the assembly	
Transportation, Department of (DOT)	Report on Status of "Owner Liability for Failure to Comply with Traffic Control" Demonstration Program Periodic Report	A report on the status of the pilot demonstration program	On or before September 1, 1989, and every four months thereafter, until such time as the demonstration program authorized in subdivision (a) hereof shall be fully operational	Expires December 2024 pursuant to 2019 NY Laws Chapter 58, Part TT, Section 6	New York City Administrative Code Title 19, Section 210(n)		The City Council	None
Transportation, Department of (DOT)	Permeable materials on roadway and sidewalk study	Report on evaluation of study of permeable materials in three different types of roadway conditions and three different types of sidewalk conditions, with such conditions including but not limited to roadway and pedestrian volume and locations susceptible to flooding	Once	Not more than 30 months following the effective date of the local law that added this section (so April 2. 2015)	New York City Administrative Code Title 19, Section 155	LL 80/2013	The Speaker of the City Council, on its website	None
Transportation, Department of (DOT)	Purchases of alternative fuel buses	Statistical analysis of the bus complement of the city disaggregated by number of buses, bus sizes, capacity and use or non-use of alternative fuels	Annually	January 1 of each year	New York City Administrative Code Title 24. Section 163.2(d)(1)	LL 38/2015	Mayor (City Council, through the Mayor)	None
Transportation, Department of (DOT)	Report on Parking Violations Bureau Demonstration Program on Photo-surveillance	Report on status of program	Until program is operational	Every 4 months until 12/1/2024 May 31 every 5 years	New York City Administrative Code Title 19, section 210(n)		Speaker of the City Council, Mayor, and posted on the department's official website	None

Transportation, Department of (DOT)	Retrospective Review	Report on existing violations for which a penalty or fine may be assessed for which there is no cure period or other opportunity for ameliorative action by the party or parties subject to enforcement prior to the imposition of a penalty or fine. This report shall include: (1) a description of each violation for which the agency recommends that a cure period or other opportunity for ameliorative action be provided prior to the imposition of a penalty or fine, and the basis for such conclusion; and (2) a list of all other existing violations established by the agency's rules for which a penalty or fine may be assessed for which there is no cure period or other opportunity for ameliorative action by the party or parties subject to enforcement prior to the imposition of a penalty or fine. This list shall identify, either on individual item or aggregate basis, the rationale for the absence of a cure period or other opportunity for ameliorative action	Once			LL 35/2013	The Mayor and the City Council	None
Transportation, Department of (DOT)	Staten Island Ferry Service report	Analysis of planned service expansions and why it may not be economically feasible to expand service	Every two years	April 1st	New York City Administrative Code Title 19, Section 305		The Mayor and the City Council	None
Transportation, Department of (DOT)	Truck route compliance study	Report on compliance with the rules of the city of New York by truck drivers related to truck routes. Such study shall also include locations where large numbers of truck drivers routinely operate off designated truck routes, which may include areas identified by council members and community boards. Based on the study, the department shall institute measures designed to increase truck route compliance based on best practices for roadway design and operations, including but not limited to, converting two-way streets to one-way streets, posting of signs regarding the permissible use of certain routes by trucks, as appropriate, and education and outreach to the trucking industry.	Once	No later than January 1, 2017	New York City Administrative Code Title 19, Section 178.1	LL 57/2015	Speaker of the City Council, and on its website	None
Transportation, Department of (DOT)	Truck Route Safety Study Report	Report on study regarding the safety of pedestrians and bicyclists on truck routes, which shall mean any street or streets designated by rule by the department as a truck route. Such study shall include, but not be limited to: i) a review of the impact of tolling policies on the use of truck routes within the city and the designation of certain streets as truck routes, if appropriate; ii) the number of crashes involving pedestrians and bicyclists on truck routes in the most recent five years, disaggregated by truck route, crash types, causes, vehicle types, and whether such crashes	Once	No later than June 30, 2016	New York City Administrative Code Title 19, Section 192	LL 60/2015	The Mayor, the Speaker of the City Council and on its website	None

		involved a fatality or serious injury; iii) a review of the policies and strategies utilized by the department to increase pedestrian and bicyclist safety on truck routes, including but not limited to street redesign and the status of any pending policies and strategies; and iv) recommendations for (1) improving safety on truck routes, including best practices for roadway design, operations, and sustainable delivery practices to reduce conflicts between pedestrians, bicyclists, and trucks on truck routes, (2) outreach to the trucking industry, and (3) implementing safety technology.						
Transportation, Department of (DOT)	DOT report on number of notices of violations canceled pursuant to this bill				New York City Administrative Code Title 19, Section 174	LL 127/2013		None
Transportation, Department of (DOT)	Traffic Calming near Schools Report	Report on strategies for enhancing safety within a half mile radius of a minimum of 50 schools and, where practicable, more than 50 schools, including traffic calming treatments and traffic control signals	Every 2 years	By March 30, 2018 and every two years thereafter until March 30, 2024	New York City Administrative Code Title 19, Section 199	LL 241/2017	The Mayor, the Speaker of the City Council, and on its website	None
Transportation, Department of (DOT)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the executive capital budget	New York City Charter Chapter 9, Section 219(d)		Mayor	None
Transportation, Department of (DOT)	Report on Agency Policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information	None

							Protection Committee	
Transportation, Department of (DOT)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None
Transportation, Department of (DOT)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets will be available on the single web portal	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None
Transportation, Department of (DOT)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None

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## Municipal Library

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**From:** Municipal Library  
**Sent:** Thursday, October 10, 2019 9:50 AM  
**To:** [REDACTED]  
**Cc:** Bruzzese, Christine (Records); [REDACTED]; Phillip Boyce (DCAS); [REDACTED]; Michael Santos (DCAS)  
**Subject:** Notice of late publications



To: Suzanne M. Lynn  
[REDACTED]

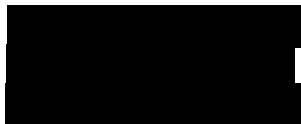
From: Christine Bruzzese, Supervising Librarian  
The Municipal Library, Department of Records and Information Services (DORIS)

Date: October 10, 2019

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to 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. Further, DORIS is required to post online a list of all such reports and the date the most recent report was received. For any report that is not received within ten 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 lieu of the report in the government publications portal.

Consistent with these requirements, DORIS hereby requests the transmission of the reports highlighted in the list shown below, which DORIS has not received as of September 6, 2019. Please submit any reports to the Government Publications Portal. You should also submit the reports to any other recipients designated by the applicable local law, executive order or mayoral directive. If you have questions, please contact staff at the Municipal Library at [municipal-library-admins@records.nyc.gov](mailto:municipal-library-admins@records.nyc.gov).

Cc: Latesha Parks  
Phillip Boyce  
Belinda French





MISSING REPORTS

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Citywide Administrative Services, Department of (DCAS)	Pilot Program on using B10 biodiesel fuel in city-owned buildings and report	The commissioner of citywide administrative services shall institute a pilot program to use greater amounts of biodiesel in city-owned buildings, and shall issue a report detailing the findings of such pilot program, including the utility of and any impediments to the use of ten percent biodiesel (B10) by volume in city-owned buildings and any recommendations for the use of ten percent biodiesel (B10) by volume in all city-owned buildings.	Once	6/1/2015 Report by 6 months after pilot program ends	New York City Administrative Code Title 24, chapter, section 168.1(i)	LL 107/2013	Mayor and Speaker of the City Council	None
Citywide Administrative	Report on NYC Facilities Energy	Report on all facilities owned by the city	Every Five Years	By January 10, 2008 and within	New York City Administrative	LL 1/2007	Mayor and Speaker	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Services, Department of (DCAS)	System Assessment of Certain Clean On-site Power Generation Technologies	with a five hundred kilowatt or greater peak demand to determine whether cogeneration and natural gas-based distributed generation projects are appropriate for such facilities including an explanation of the process, criteria and specific analyses used for such assessments and updates and the results of such assessments and updates for each facility.		ten days of the completion of such assessment and updates	Code Title 4, Section 207(c)			
Citywide Administrative Services, Department of (DCAS)	Report on Solar PV systems on City-owned buildings	Report assessing the appropriateness of installing photovoltaic systems on the roof of City-owned buildings	Every two years	By December 31, 2016, and by September 1 of every second year thereafter	New York City Administrative Code Title 4, Section 207.1	LL 24/2016	Mayor and Speaker	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
Citywide Administrative Services, Department of (DCAS)	Report on Green Energy in City-owned Buildings	Report on implementation of requirements to use green energy systems in city-owned buildings	Every 10 years after May, 2018	Every 10 years after the effective date of the local law that added this section	New York City Administrative Code Title 4, Section 211	LL 107/2018	The Mayor and the Speaker of the City Council, and online	None
Citywide Administrative Services, Department of (DCAS)	[Not published since 1993] Annual Report	Report on the activities of the Dept. of Citywide Administrative Services and city agencies to provide fair and effective affirmative employment practices, etc...	Annually	Open	New York City Charter Chapter 35, Section 814 (b)(8)	LL 75/2001, LL 59/1996, LL 60/1987, LL 102/1977,	The Mayor, City Council, City Civil Service Commission, public	None
Citywide Administrative Services, Department of (DCAS)	Project Initiation, Commitment Plan	The Mayor shall require each agency to prepare and submit periodic reports in regard to the progress of its capital projects		At least three times each year within ninety days of the adoption of the capital budget; with the preliminary capital budget and with the	New York City Charter Chapter 9, Section 219(d)		Mayor	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
				executive capital budget				
Citywide Administrative Services, Department of (DCAS)	Report on agency policies on Identifying Information	Report regarding the collection, retention, and disclosure of identifying information by such agency and any contractors or subcontractors utilized by such agency	Every two years	No later than July 31, 2018, and every two years thereafter by July 31	New York City Administrative Code Title 23, Section 1205	LL 245/2017	The Mayor, the Speaker of the City Council, the chief privacy officer, and the Identifying Information Protection Committee	None
Citywide Administrative Services, Department of (DCAS)	Quarterly Equal Employment Opportunity and Diversity Plan Implementation	A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a) Details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional,	Quarterly		New York City Charter Chapter 35, Section 815(i)	LL 102/1977, LL 59/1996, LL 12/2019	The Mayor, the City Council, the Department of Citywide Administrative Services and the Equal Employment Practices Commission	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies						
Citywide Administrative Services, Department of (DCAS)	Report on Open Data Compliance	Report on which public data set or sets that it is unable to make available, the reasons why it cannot do so and the date by which the agency expects that such public data set or sets	Annually if applicable	No later than March 7, 2013 and annually thereafter	New York City Administrative Code Title 23, Section 502(a)	LL 11/2012	The City Council	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		will be available on the single web portal						
Citywide Administrative Services, Department of (DCAS)	Report on Proposed Scope of Projects	Report on proposed scope of capital projects or explanation of any delay along with revised schedule identifying all substantial differences between the guidelines for the capital project as contained in the report issued pursuant to Section 219(d) at the time such project was proposed in the executive budget or following the budget adoption in which such project was added to the capital budget		By the date specified in the adopted capital budget in which the capital project is included	New York City Charter Chapter 9, Section 222(a)		Mayor, respective Council Committee, Borough President and Community Board	None
Citywide Administrative Services, Department of	Feasibility study on using B5 in buildings	The commissioner of citywide administrative services in	Once	1-Apr-15	New York City Charter and Code Title 24, Chapter 1,	LL 107/2013	The Mayor and the City Council	None

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
(DCAS)(in conjunction with Long-Term Planning and Sustainability)		conjunction with the office of long-term planning and sustainability shall undertake a one year study on the feasibility of the use of five percent biodiesel (B5) by volume in all buildings throughout the city. Such study shall include recommendations onwhether and when the city should require the use of five percent biodiesel (B5) by volume in heating oil in all buildings.			subchapter 8, Section 168.1(i)(3)			
Citywide Administrative Services, Department of (DCAS), Office of Diversity and Inclusion	Report on Capital Improvements of Base Building Systems	Report including a. The latest energy efficiency reports (including energy audit and retrocommissioning) submitted pursuant to Article 308 of Chapter 3 of Title 28 of the	Annually	By December 31st, 2014 for the 2013 FY, and 6 months after the close of each FY		LL 87/2009	The Mayor and the Speaker of the City Council	None



Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		<p>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</p>						

Agency Name	Report Name	Report Description	Reporting Frequency	Report Deadline	Authorizing Resource (Charter and Code)	Authorizing Resource (Local Law)	Distribution	Last Received Date
		administrative actions or a statement as to why no legislative or administrative actions are needed. completed pursuant to section 224.2 of the charter						