



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N. Y. 10007

MEMORANDUM OF UNDERSTANDING

DESIGNATION OF THE DEPARTMENT OF FINANCE TO PERFORM ADMINISTRATIVE FUNCTIONS ON BEHALF OF THE MAYOR'S OFFICE OF DEED THEFT PREVENTION

This Memorandum of Understanding ("MOU") is made and entered into by the Department of Finance ("DOF") and the Office of the Mayor ("the Mayor"), collectively referred to herein as "the Agencies".

WHEREAS, Section 1121 of the New York City Charter ("Section 1121") permits City agencies such as DOF and the Mayor, by mutual agreement, to share in the performance of specified administrative functions and to designate one or more of the Agencies to perform functions for the other if this sharing or designation will result in more effective or efficient performance of functions; and

WHEREAS, an agreement pursuant to Section 1121 may include the designation of one or more agencies to perform one or more functions, including, but not limited to, personnel services, labor relations, facilities maintenance and management, purchasing, information technology and telecommunications, budget administration, and internal auditing; and

WHEREAS, Section 4 of Executive Order 16, dated April 24, 2026, requires heads of mayoral agencies to cooperate with and provide assistance to the Mayor's Office of Deed Theft Prevention ("Office"), upon request of the Director, to carry out its duties; and

WHEREAS; the duties of the Office shall take effect upon the issuance of this MOU; and

WHEREAS, the Agencies have determined that the designation of DOF to perform specified functions, on behalf of and in coordination with the Office, will enhance the effectiveness and efficiency of such functions;

NOW, THEREFORE, the Agencies agree as follows:

- 1) The Agencies agree that DOF shall perform, on behalf of the Office, all functions relating to personnel services, labor relations, equal employment opportunity, legal affairs, agency contracting, information technology and telecommunications, budget administration, office space and facility maintenance and management, internal auditing, and other functions, as defined herein. Where undertaking actions that implement programs or

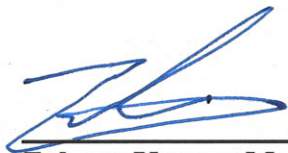
initiatives within the programmatic jurisdiction of the Office, employees of DOF acting pursuant to this MOU shall coordinate with responsible Office personnel as necessary to ensure that such programs and initiatives are appropriately implemented. Office personnel shall cooperate with DOF in furtherance of the implementation of this MOU.

The functions to be designated and coordinated are described and set forth as follows:

- a. Personnel Services: All human resources, labor relations and personnel services, including payroll and benefits administration, timekeeping, salary administration, recruitment, and administrative duties associated with the hiring of new Office employees shall be provided by DOF staff substantially responsible for such functions in coordination with responsible Office personnel. The Office and DOF shall cooperate in determining whether Office personnel are employed using an Office agency personnel code or a DOF agency personnel code.
- b. Equal Employment Opportunity (EEO): All services provided by an agency EEO office including promoting equal opportunity in agency employment decisions, responding to employee requests for reasonable accommodations, and investigating allegations of discrimination, harassment and retaliation filed by agency employees or applicants, shall be provided by DOF staff substantially responsible for such functions in coordination with responsible Office personnel.
- c. Legal Affairs: All functions associated with an agency legal officer shall be provided by DOF staff substantially responsible for such functions in coordination with responsible Office personnel.
- d. Agency Contracting: All functions associated with an agency chief contracting officer shall be provided by DOF staff substantially responsible for such functions in coordination with responsible Office personnel.
- e. Budget Administration: All functions related to budgeting, agency finance, fiscal integrity, as well as payment and accounting services shall be provided by DOF staff substantially responsible for such functions in coordination with responsible Office personnel.
- f. Information Technology and telecommunications: All functions related to information technology and telecommunications shall be provided by or under the direction of DOF staff substantially responsible for such functions in coordination with responsible Office personnel.
- g. Office Space and Facility Maintenance and Management: All functions related to the provision of office space, equipment, hardware and facility maintenance and management shall be provided by or under the direction of DOF staff substantially responsible for such functions in coordination with responsible Office personnel.

- h. Other Functions: Any other functions that the Agencies agree in writing should be performed by DOF, in coordination with the Office.
- 2) The Agencies shall take all steps appropriate and necessary, consistent with applicable law, to implement Section 1 of this MOU.
 - 3) All actions heretofore taken by the Agencies in furtherance of the designation of DOF to perform specified functions in coordination with responsible Office personnel, as described and set forth in Section 1 of this MOU, are hereby ratified and confirmed, and the Agencies may take further actions as may be necessary or appropriate in anticipation of the combination and coordination of such functions.
 - 4) The Agencies may modify this MOU in writing, as needed, and may amend this MOU through the addition of covered functions, pursuant to Section 1(h), or the modification and removal of functions.
 - 5) This MOU, once fully in effect, shall remain in effect until terminated in writing by either Agency or both Agencies. Any such termination shall provide a reasonable opportunity for the orderly continuation of Office functions covered by this MOU.
 - 6) This MOU shall take effect upon execution by the Agencies.

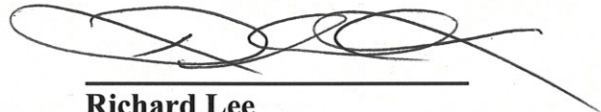
OFFICE OF THE MAYOR



Zohran Kwame Mamdani
Mayor

Date: May 5, 2026

DEPARTMENT OF FINANCE



Richard Lee
Commissioner

Date: May 6, 2026