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OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 6

FEBRUARY 8, 1978

ESTABLISHMENT OF A COMMUNITY BOARD ASSISTANCE UNIT AND A COMMUNITY LIAISON UNIT

Section 1. There is hereby established within the Office of the Mayor a Community Board Assistance Unit and a Community Liaison Unit. Each Unit shall be headed by a director who shall be appointed by and serve at the pleasure of the Mayor.

§ 2. The Community Board Assistance Unit shall be responsible for coordinating the activities of City agencies with respect to the implementation and operation of the provisions of the Charter of the City of New York concerning community boards, district service cabinets and district managers, including, but not limited to, responsibility for:

(a) coordinating (i) the establishment of coterminous service districts by designated agencies and (ii) the assignment by each such agency of a managerial official with operating or line authority over agency programs, personnel and facilities to the district service cabinet, in accordance with Sections 2704 and 2705 of the Charter;

(b) designing and implementing, in conjunction with the Mayor's Office of Operations, a new format for the Mayor's Management Report and Supplemental Management Report which includes, insofar as practicable, schedules of agency service goals, performance measures and actual performance relative to goals, for each local service district in accordance with Section 12 of the Charter;

(c) coordinating with agencies statements for community service districts in accordance with and to the extent required by Section 2707 of the Charter;

(d) designing and implementing, in conjunction with the Office of Management and Budget, a system which reflects proposed agency budget data on a local service district or community district basis in accordance with Sections 112 and 218 of the Charter;

(e) maintaining a continuous liaison with community boards, district service cabinets and district managers in order to bring to the attention of the Mayor and other appropriate City officials significant problems arising in connection with the activities or operations of such organizations and to propose solutions to such problems;

(f) establishing, in conjunction with the Department of Personnel, appropriate personnel guidelines for community board employees in accordance with the Civil Service Law and regulations; and

(g) providing training and technical assistance for implementation of the appropriate Charter provisions to community boards, district service cabinets, district managers and City agencies.

§ 3. The Community Liaison Unit shall be responsible for maintaining a liaison with community groups in order to bring to the attention of the Mayor and other appropriate City

officials issues and problems of concern to communities, including, but not limited to, responsibility for the following:

(a) coordinating and expediting the activities of community-based groups, including without limitation civic, block and neighborhood groups, when said activities are consistent with Mayoral policy;

(b) coordinating such other community liaison activities as the Mayor may direct; and

(c) representing the Mayor at community meetings when requested to do so by the Mayor.

§ 4. All appropriate City agencies, including without limitation the Police Department, the Department of Parks Recreation, the Department of Sanitation, the Human Resources Administration, the Department of Housing Preservation and Development, the Department of Buildings, the City Planning Commission, the Department of Health, the Department of General Services, the Office of Management and Budget, the Department of Personnel, and the Department of Environmental Protection, are directed to cooperate with the Units established hereby in order to carry out the objectives of the Charter and of this Order.

§ 5. The Office of Service Coordination is hereby abolished, and the Units established hereby shall succeed to the functions and duties heretofore exercised by such Office, to the extent the same are continued by this Order.

§ 6. This Order shall take effect immediately.

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EDWARD I. KOCH, Mayor.

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