



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

**To: All Recipient Agencies**  
**From: Mayor Eric Adams**  
**Re: Other Than Personal Service Spending**  
**Date: September 14, 2023**

**Mayoral Directive 2023-1**

The City is facing fiscal constraints which require the ongoing monitoring of agency spending, including Other Than Personal Service (“OTPS”) spending. It is the responsibility of the management of all City agencies to ensure that OTPS spending is properly monitored and used only in accordance with the City’s guidelines. Given the ongoing fiscal constraints, this Mayoral Directive sets forth additional procedures governing OTPS spending, including freezing such spending unless approval is obtained.

Effective immediately, the following OTPS spending transactions require advance approval by the Office of Management and Budget (“OMB”), acting in coordination with the Office of the First Deputy Mayor (“FDM”) the Chief of Staff to the Mayor (“COS”), and the Chief Advisor to the Mayor (“CAM”). Such approval may be on a categorical or individual basis, as determined by OMB in coordination with FDM, COS, and CAM:

- i. All travel requests, except those to Albany and Washington, D.C.;
- ii. All use of temporary service contracts;
- iii. All new consulting contracts; and
- iv. All contracts for equipment and furnishings for non-critical purposes.

OMB will provide additional details to each agency outlining the process for obtaining approvals, and further defining the scope of coverage of this directive.

This directive will remain in effect until June 30, 2024, unless I terminate or modify it at an earlier date.

Eric Adams  
Mayor