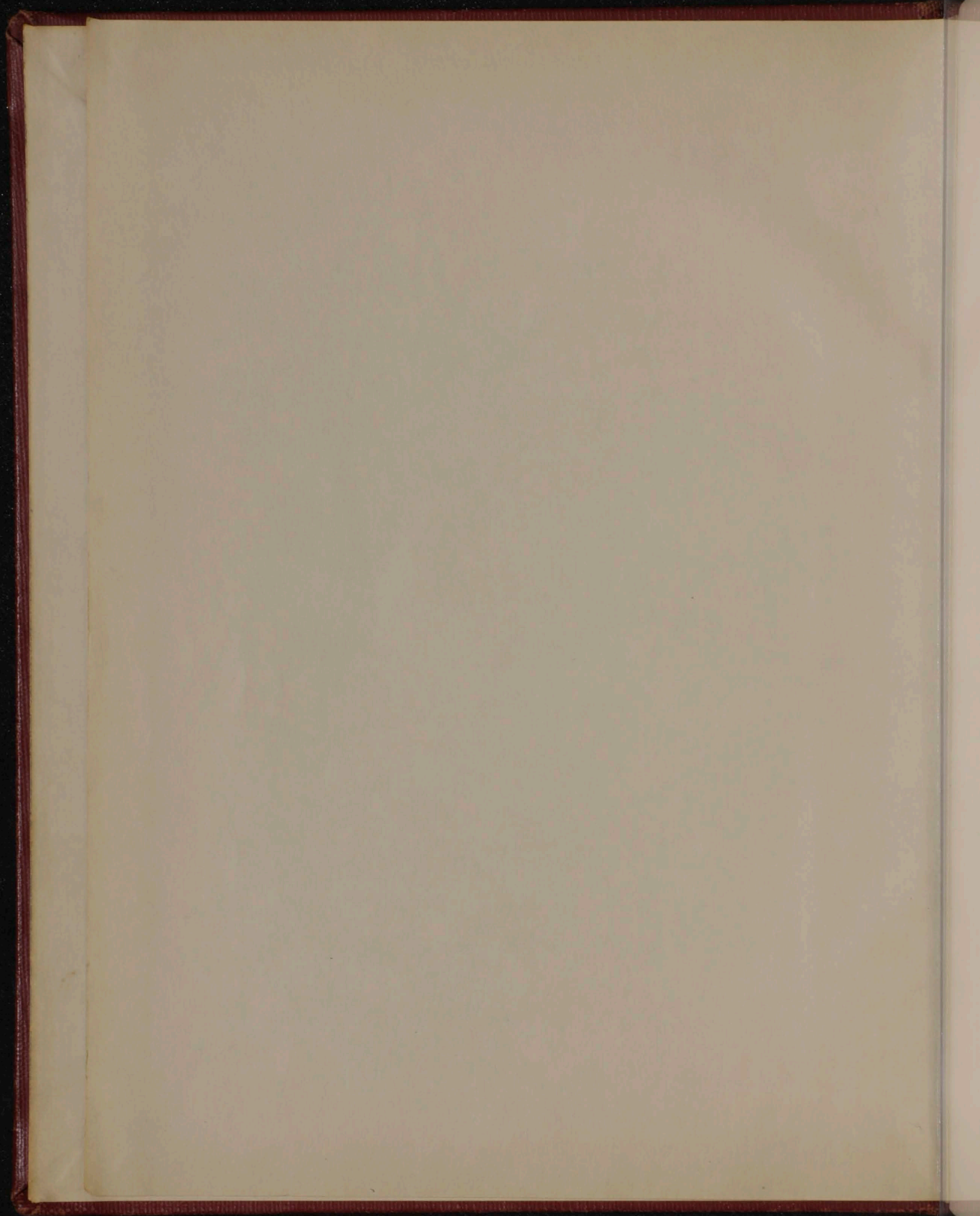


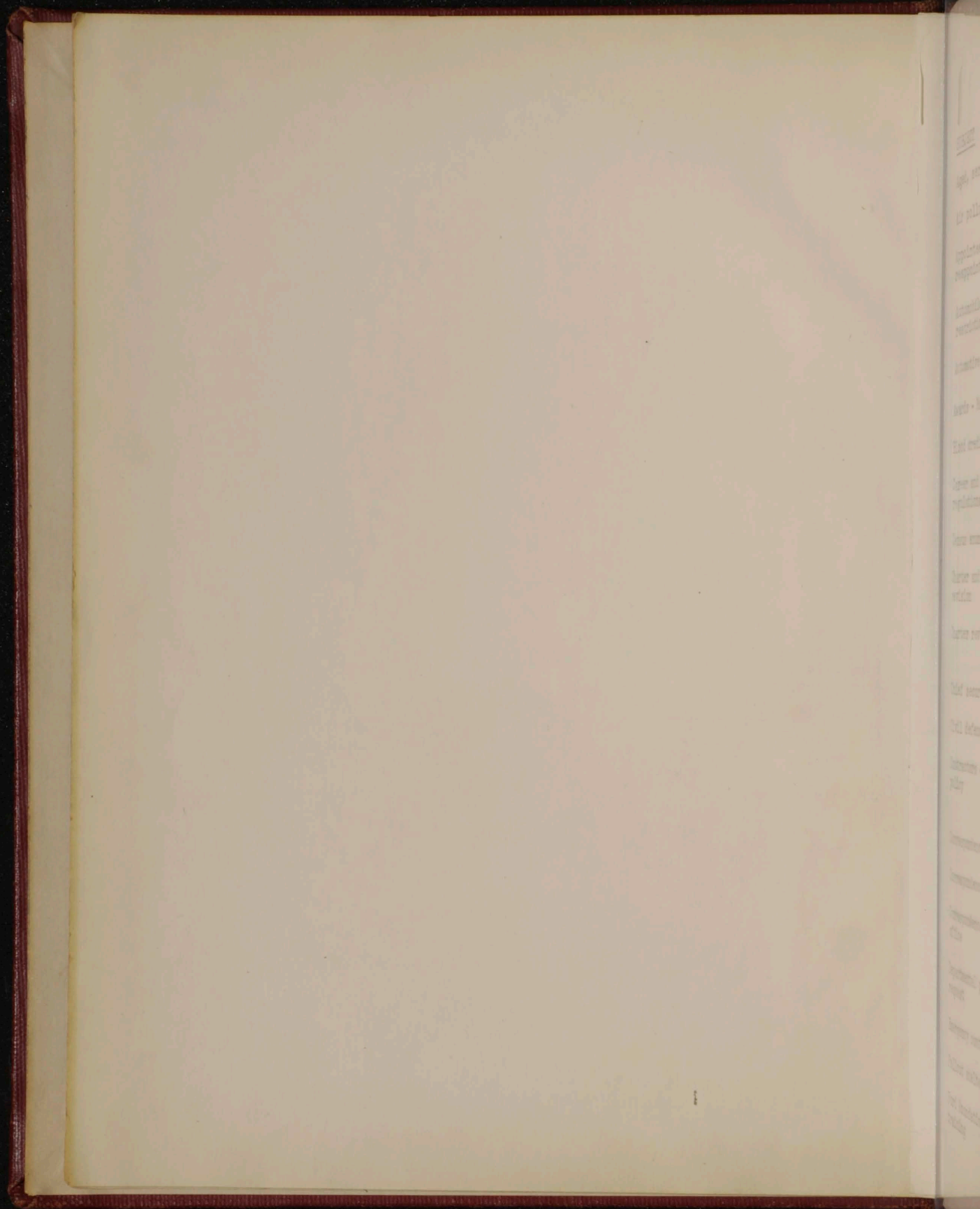


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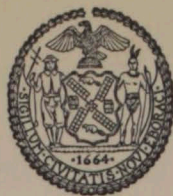
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CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

January 1, 1958

EXECUTIVE ORDER #48

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: STANDARD PROCEDURE FOR REPORTING ON PENDING STATE
LEGISLATION

I have designated Bernard J. Ruggieri, Assistant to the Mayor, to be the City's Legislative Representative in Albany. During the course of the legislative session, Mr. Ruggieri will refer pending bills to appropriate City Departments and agencies for their detailed analysis and recommendations in accordance with the following standard procedure.

Reports on pending State legislation should be made on the prescribed City forms. Form NYC 55 will be used for reporting recommended approvals. Form NYC 56 will be used for reporting recommended disapprovals. Supplies of these forms may be obtained on requisition to the Chief Clerk of this office.

These forms contain detailed instructions as to the manner in which they are to be prepared and routed. Please follow these directions carefully.

SUPPLEMENTARY INSTRUCTIONS AS
TO REPORTING ON BILLS

1. When Reports are due:

Each request for a report on a bill is to be answered.

The answer should be transmitted as promptly as possible, especially if the enactment of the bill reported on would mandate costs upon the City, would restrict the City's home rule powers, or would be otherwise detrimental to the best interests of the City Government or the welfare of its residents.



CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
IN CHARGE

January 1, 1925

REPORT OF THE

COMPTROLLER FOR THE YEAR 1924

ALBANY, N. Y.

PRINTED BY THE COMPTROLLER FOR THE YEAR 1924

I have the honor to acknowledge the receipt of the report of the City's Legislative Committee on Finance, dated January 1, 1925, and to inform you that the same has been forwarded to the Board of Finance for their consideration.

I have also the honor to acknowledge the receipt of the report of the City's Legislative Committee on Finance, dated January 1, 1925, and to inform you that the same has been forwarded to the Board of Finance for their consideration.

I have also the honor to acknowledge the receipt of the report of the City's Legislative Committee on Finance, dated January 1, 1925, and to inform you that the same has been forwarded to the Board of Finance for their consideration.

Very respectfully,
J. J. [Signature]

I have the honor to acknowledge the receipt of the report of the City's Legislative Committee on Finance, dated January 1, 1925, and to inform you that the same has been forwarded to the Board of Finance for their consideration.

Where no reply is received within the applicable period of time listed in the schedule of dates set forth below, it will be assumed that your recommendation will not be adverse to enactment of the bill.

The due dates for reports on bills are as follows:

<u>STATUS OF BILL</u>	<u>PERIOD OF TIME AFTER TRANSMITTAL OF BILL TO CITY AGENCY. WITHIN WHICH ITS REPORT ON BILL IS DUE IN ALBANY</u>
In Committee	10 days
Advancing on Calendar	2 days
"10 day" bill (passed by both Houses and sent to the Governor 10 days before adjournment of the Legislature)	2 days
"30 day" bill (sent to the Governor after adjournment of the Legislature)	10 days

2. Importance of prompt transmission of Reports
on bills before the Governor

The "10 day" and "30 day" designations indicate the maximum number of days which the Governor has to take executive action on bills at any time within the applicable prescribed period.

Accordingly, in order to obtain adequate consideration for my recommendations for executive approval or disapproval of bills, it is essential that my views be presented to the Governor as soon as possible after the bill reaches him.

For this reason, compliance by City Agencies with the foregoing schedule of due dates for reports is of utmost importance. In instances where this time schedule cannot be met and the bill to be reported on appears to be harmful to the interests of the City, you should notify Mr. Ruggieri to that effect at once and advise him as to the probable date on which he will receive your report.

3. Reports on bills sponsored by City Agencies, or
commented on by such Agencies prior to introduction

When you receive a request for a report on a bill which was originally recommended by your Agency, or which was referred to you for comment prior to introduction, a detailed report is not necessary. Such a referral is made to inform you that the bill has been introduced and to give you a final opportunity to submit any further comment on the bill,

It is the duty of the President to see that the laws are faithfully executed and that the Executive branch of the Government is properly administered. He is also responsible for the conduct of the foreign relations of the United States.

The President is elected for a term of four years.

He may be re-elected once.

He is elected by the Electors.

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as introduced, which you may deem necessary. If you deem further comment to be unnecessary, a short acknowledging report on the appropriate form is all that will be expected.

4. Reports on bills identical with bill on which Reports were previously filed.

If you receive a request for comment on a bill (a) which is identical with a bill previously reported on, or (b) which has been amended in immaterial respects, all that is necessary is a report, on the appropriate form, referring to the previous report on the identical bill, or on the earlier version of the amended bill, together with a notation that the prior comment stands unchanged. If the bill has been amended in material respect, a new report commenting on the effect of such amendments should be prepared.

5. Envelopes containing Reports to bear identifying description

Each envelope enclosing legislative reports should bear the words "Legislative Report" typed in the lower left hand corner, and should not contain any other correspondence.

6. Requests addressed by State Agencies, directly to City Agencies, for comments on legislation

Sometimes a State executive agency or legislative committee writes directly to a City Agency requesting the views of the City Agency on pending or contemplated legislation. On occasion, State officials request City officials to make a personal appearance before a joint legislative committee or a temporary State commission.

In order that the views expressed in behalf of the City in such instances may represent the position of the City Administration arrived at after due consideration by and consultation with all interested City Agencies, all written replies to such requests are to be forwarded through Mr. Ruggieri.

Similarly, Mr. Ruggieri is to be advised of all requests for personal appearances on legislative matters, so that he may arrange for proper advance consideration and coordination of any oral presentation of the City's views.

Strict compliance with the terms of this Executive Order is necessary so that the City Administration may be in a position to oppose any proposed State laws which would be detrimental to the City and advocate the passage of beneficial legislation.

It is important, however, that the report be made in a timely manner, and that the report be made in a timely manner.

The report should be made in a timely manner, and the report should be made in a timely manner.

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I request that you acknowledge receipt of this Executive Order and indicate the name and title of an officer who, in addition to the head of the agency, is authorized to sign the legislative reports. A copy of this acknowledgment should be sent to Mr. Ruggieri at the De Witt Clinton Hotel, Albany, New York.

Robert F. Wagner

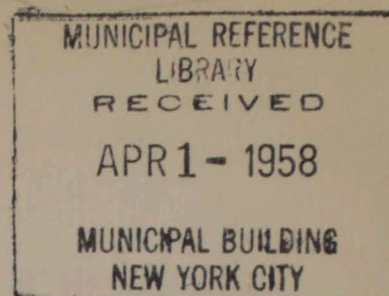
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CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.



March 31, 1958

EXECUTIVE ORDER No. 49

To: Heads of all City Departments and Agencies
From: Hon. Robert F. Wagner, Mayor of the City of New York
Subject: Executive Order on the Conduct of Labor Relations
Between the City of New York and Its Employees.

1. INTRODUCTION

Inquiry into the mutual needs of the City and its employees and experience developed in the establishment and maintenance of labor relations in the municipal service since issuance on July 21, 1954, of the Interim Order on the Conduct of Relations Between the City of New York and Its Employees, and of the amendment thereto of March 14, 1955, have indicated the necessity for devising a new program of collective dealing between the City and its employees. Accordingly, this order is hereby issued. It shall, in place and in stead of said Interim Order, constitute the present labor-relations policy and plan for the City of New York and its employees. Said Interim Order, to the extent not incorporated in this order, is hereby revoked and superseded. This order shall be referred to as the "Executive Order on City Employee Relations".

2. DECLARATION OF POLICY

Experience has indicated that labor disputes between the City and its employees will be minimized, and that effective operation of the City's affairs in the public interest will be safeguarded, by permitting employees to participate, to the extent allowed by law, through their freely chosen representatives in the determination of the terms and conditions of their employment.

Experience has further indicated that such joint participation can most effectively be achieved by negotiating and bargaining with the representatives shown to be the free choice of a majority of the employees and that such free choice can best be assured through the utilization of orderly and peaceful procedures designed to ascertain the wishes of the employees.

Accordingly, it is hereby declared, subject to the limitations of the Constitution and the Laws of the State of New York and of the charter and applicable laws of the City of New York, to be the policy of the City of New York

to promote the practice and procedures of collective bargaining for the City of New York and the duly chosen majority representatives of the employees. Within the limitations imposed by law upon the authority of city officials to represent and act for the City, and upon the nature of the subjects open to collective bargaining, the objective shall be to further and promote in so far as possible the practice and procedures of collective bargaining prevailing in private labor relations.

3. RIGHTS OF EMPLOYEES

Employees of the City of New York shall have the right to self-organization, to form, join or assist labor organizations for their mutual aid or protection, and to bargain collectively through representatives of their own choosing concerning the terms and conditions of their employment. They shall have the right also to refrain from any or all of such activities.

Representatives designated or selected for the purposes of collective bargaining by the majority of the employees in a grouping or unit appropriate for such purposes shall be the exclusive representatives for collective bargaining concerning the terms and conditions of employment of the employees in such grouping or unit: Provided, That nothing herein shall be construed to prevent any city official from meeting with any labor organization for the purpose of hearing the views and requests of its members in such grouping or unit so long as (a) the majority representative is informed of the meeting; (b) deliberations on such views are had solely with the majority representative; (c) any changes or modifications in terms and conditions are made only through negotiation with the majority representative; and (d) the minority representative is not permitted to present or process grievances.

Employees shall have the right at appropriate times to have the question of the representative status of any labor organization resolved by appropriate and suitable methods, including a secret-ballot election.

Nothing herein shall be construed to deny to any individual employee his rights under Section 15 of the New York Civil Rights Law or under applicable civil service laws or regulations.

4. REPRESENTATION PROCEDURES

In order to insure the full exercise of the rights granted to the employees of the City of New York in this order, the Department of Labor shall have the authority to resolve questions concerning representation by conducting a secret-ballot election or utilizing any other appropriate and suitable method designed to ascertain the free choice of the employees.

The Commissioner of Labor shall decide in each instance which employee grouping or unit, i.e., one or more departments, or any subdivisions or classifications thereof, will assure to employees the fullest freedom in exercising the rights herein granted consistent with the efficient operation of the public service and to designate such grouping or unit as appropriate for the purpose of collective bargaining.

The Commissioner of Labor, with the approval of the Mayor, shall prescribe such rules and regulations as he deems necessary and administratively feasible to carry out and promote the basic policy herein declared and to achieve effective and stable relations between the City of New York and its employees. Such rules shall empower the Commissioner of Labor, among other things: (a) to render an official report of the results of the election or other method utilized and to certify the exclusive bargaining representative for an appropriate grouping or unit, such certificate normally to remain in effect for a period of one year from its date, and thereafter until such time as it shall be made to appear that the certified representative does not represent a majority of the employees in the appropriate unit; (b) to determine, in the interest of effectuating the policies herein declared, when special circumstances require that a particular certification shall remain free from challenge or attack for a period either longer or shorter than one year.

5. INTERVENTION TO RESOLVE DISPUTES

In the event that the parties are unable to reach agreement as to substantive terms and conditions of employment after sincere and exhaustive bargaining, they may seek the intervention of the Commissioner of Labor or, if the public interest so requires, the Commissioner of Labor may proffer his services upon his own motion. It shall thereupon be the duty of the Commissioner of Labor to take such steps as he may deem expedient to effect an **expeditious** adjustment and settlement of the differences between the parties.

6. JOINT LABOR RELATIONS COMMITTEES

Until a majority representative has been selected for the purposes of bargaining collectively for a particular employee grouping or unit, any labor organization having members among the employees in such grouping or unit may represent such members for the purposes and in the manner and under the conditions set forth in section 6 of the Interim Order of July 21, 1954, as amended on March 14, 1955, dealing with the establishment of and participation in joint labor relations committees. The provisions of section 6 of the Interim Order, as amended, are hereby incorporated in and made a part of this order to the extent herein indicated.

The Committee of Labor, which has been organized for the purpose of representing the workers in the various industries, has been organized for the purpose of representing the workers in the various industries, and has been organized for the purpose of representing the workers in the various industries.

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The Department of Labor shall have the authority to determine questions of representation in connection with the establishment of joint labor relations committees or participation in such committees. The Commissioner of Labor, with the approval of the Mayor, shall prescribe such rules and regulations as may be necessary and practicable for the resolution of such questions.

7. PRESENTATION AND ADJUSTMENT OF GRIEVANCES

The provisions of section 5 of the Interim Order, relating to the institution and observance of grievance procedures, are hereby incorporated in and made a part of this order, with the following changes and additions: Any individual employee may present his own grievance either personally or through an appropriate representative or an organization of which he is a member and have such grievance adjusted: Provided, however, that where a majority representative has been selected as the bargaining agent for the unit of which the employee is a part, the grievance may be presented and processed either by such bargaining agent or by the employee as an individual, but not through any minority organization.

8. PROTECTION OF EMPLOYEES IN THE EXERCISE OF THEIR RIGHTS

There shall be no discrimination against any employee because he has exercised the rights of self-organization and collective activity granted by this order or because he has presented a grievance under this order. Nor shall there be any discrimination against any employee because he has given testimony or information in any hearing or conference relating to any matter presented or arising under this order.

Charges of a violation of this section shall be referred to or filed directly with the Department of Labor, which shall make appropriate determination after proper hearing and notice.

9. NON-QUALIFIED ORGANIZATIONS

The provisions of section 4 of the Interim Order, relating to the disqualification of organizations seeking or claiming to represent employees of the City, are hereby incorporated in and made a part of this order.

10. INTERPRETATION AND CONSTRUCTION

Whenever necessary, the Commissioner of Labor may issue an opinion interpreting or construing the provisions of this order.

II. COMPLIANCE

The Commissioner of Labor shall submit periodic reports to the Mayor on the progress of labor relations under this order.

Whenever the Commissioner of Labor has reason to believe that there has been a willful failure on the part of any department or agency head to comply with the policy and provisions of this order, he shall so advise the Mayor in writing, together with a statement of the basis for such belief.

M a y o r

Executive Order No. 49 Contd.

THE CITY OF NEW YORK
DEPARTMENT OF LABOR

RULES AND REGULATIONS GOVERNING
THE DETERMINATION OF THE REPRESENTATIVE STATUS OF LABOR ORGANIZATIONS OF CITY EMPLOYEES

In order to promote the policies of the Executive Order on City Employees Relations, the Commissioner of Labor will issue a formal declaration certifying the representative status of labor organizations seeking to act in behalf of employees of the City.

The machinery for obtaining such certificate and the circumstances governing its issuance are described and set forth in these rules and regulations, which are hereby promulgated pursuant to the authority vested in the Commissioner of Labor by sections 4 and 6 of said Executive Order. Where applicable and appropriate and when not inconsistent with these rules and regulations and with said Executive Order, the procedures and rules of decision of the State Labor Relations Board will guide the application and administration of these rules and regulations.

1. Any labor organization desiring to obtain a certificate of the extent of its representation among the employees of any city department or agency may file a request with the Department of Labor asking to be so certified. The request should be accompanied by a statement of the reasons for seeking the certificate and of the method by which the extent of representation is sought to be established. The labor organization making the request should also submit evidence of the extent of its current representation among the employees involved. Such evidence may consist of membership cards or rolls, petitions or cards authorizing or designating the labor organization to represent the signers, or authorizations for the check-off of dues.

2a. Where the labor organization making the request desires that the extent of its representation be determined on the basis of the evidence submitted, the Commissioner of Labor will publish in the City Record notice that, unless within ten (10) days good cause is shown or found why he should not do so, he will issue a certificate of extent of representation based upon the evidence submitted by the labor organization filing the request.

Executive Order No. 49 Contd.

b. If thereafter such cause is not shown or found, the Commissioner will issue a certificate in accordance with the notice. Any labor organization shown to have been authorized by a majority of the employees in an appropriate grouping or unit to act as their bargaining representative will be certified as the exclusive bargaining representative for the employees in such grouping or unit in accordance with section 3 of the Executive Order on City Employee Relations.

3a. Where the labor organization making the request seeks to be certified as the exclusive bargaining representative upon the basis of a secret-ballot election and the evidence submitted with the request shows that the labor organization has been authorized by at least thirty (30) percent of the employees to act as their collective-bargaining representative, the Commissioner of Labor will publish in the City Record notice of the filing of the request together with a statement that any labor organization claiming an interest in the matter should so inform the Department of Labor within ten (10) days of such publication. Any labor organization failing to respond as so required will not be considered a party in interest and will be foreclosed from participation in the proceeding and in any election which may be conducted.

b. If, after expiration of the ten (10) day period, the labor organization making the request is still shown to be the authorized representative of at least thirty (30) percent of the employees involved and no good reason appears for not acting upon the request, the Commissioner of Labor will proceed to arrange for the conduct of a fair and free secret-ballot election. Any other labor organization desiring to participate in the election will be permitted to do so if it makes timely response to the notice and submits evidence showing that it is the authorized representative of at least ten (10) percent of the employees involved.

c. Upon the conclusion of the counting of the ballots and the disposition of challenges and objections, the Commissioner of Labor will make a report and will issue a certificate of extent of representation in accordance with the mathematical results of the election. Any labor organization chosen by a majority of those voting in an appropriate grouping or unit will be certified as the exclusive bargaining agent for the employees in such grouping or unit in accordance with section 3 of the Executive Order on City Employee Relations.

4. A certificate of majority representation and of exclusive bargaining status issued by the Commissioner of Labor in accordance with paragraph 2 or 3 hereof will, in the absence of extraordinary circum-

Executive Order No. 49 Contd.

stances, remain in effect for a period of one year from its date, and thereafter until such time as it shall be made to appear to the Commissioner of Labor that the certified representative does not represent a majority of the employees within the appropriate unit.

5. When the public interest so demands, the Commissioner of Labor may require that any labor organization seeking an election, and any labor organization desiring to participate in such election, defray all or any part of the expenses incurred in connection therewith.

6. Information as to the names or indentivity of labor-organization members or of those desiring to be represented by any labor organization, or not to be so represented, will be treated as confidential by the Commissioner of Labor.

7. The Commissioner of Labor may delegate to any member of the Department of Labor such functions and duties which he is authorized and empowered by these rules and regulations to perform as he may deem necessary.

Harold A. Felix

Commissioner of Labor

Approved

Robert F. Wagner
Mayor of the City of New York

Date:

Whereas, it is the policy of the United States Government to encourage the free expression of opinion and the free exchange of ideas, and to protect the rights of individuals to peaceably assemble and to petition the Government for redress of grievances;

and whereas, the National Labor Relations Board, created by the National Labor Relations Act, is an independent agency of the Executive Branch of the Government, and its members are appointed by the President, and its decisions are subject to review by the Supreme Court of the United States;

and whereas, the National Labor Relations Board has, in the exercise of its duties, issued orders and decisions which are subject to review by the Supreme Court of the United States, and it is the policy of the United States Government to encourage the free expression of opinion and the free exchange of ideas, and to protect the rights of individuals to peaceably assemble and to petition the Government for redress of grievances;

and whereas, the National Labor Relations Board has, in the exercise of its duties, issued orders and decisions which are subject to review by the Supreme Court of the United States, and it is the policy of the United States Government to encourage the free expression of opinion and the free exchange of ideas, and to protect the rights of individuals to peaceably assemble and to petition the Government for redress of grievances;

Thomas A. Jones

Chairman, National Labor Relations Board

Approved:

Secretary of Labor

EXECUTIVE MEMORANDUM

No. 50

April 18, 1958

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
FROM: HON. ROBERT F. WAGNER, MAYOR, CITY OF NEW YORK

SUBJECT: SENIOR CITIZENS MONTH, MAY, 1958

On May 1, 1958, I shall proclaim May as Senior Citizens Month in New York City. During this period, civic, religious, social, professional and business groups will be asked to participate by paying tribute to the accomplishments of some older person or persons.

Many older City employees are proving daily that their dependability and experience constitute a stable foundation for services to the public. The City-wide observance of Senior Citizens Month offers a timely opportunity for the heads of all departments to arrange for some type of acknowledgement of the contributions of senior employees.

It is particularly important that full publicity be given, during May, not only to staff ceremonies but also to any special departmental services which are of interest and benefit to older residents of New York City.

Attached are some suggestions which may be adapted for your own use. If you have any further questions, do not hesitate to call the Senior Citizens Month Committee. A representative is available for consultation at all times.

#

EXHIBIT NO. 1

April 18, 1938

No. 1

RECEIVED BY THE CITY DEPARTMENT OF HEALTH
AND HIGHER, NEW YORK, CITY OF NEW YORK

RECEIVED: GENERAL OFFICE, MAY, 1938

On May 1, 1938, I shall probably be at the New York City Department of Health in New York City. During this period, various, medical, professional and business groups will be asked to participate in paying tribute to the accomplishments of some other persons or persons.

New York City employees are provided daily with their departmental and organization constitute a stable foundation for service to the public. The City also observes of the New York City Health Office a steady opportunity for the work of all departments to arrange for some type of acknowledgment of the contributions of other employees.

It is particularly important that full publicity be given, during May, not only to staff members but also to the general departmental activities which are of interest and benefit to other residents of New York City.

Attached are some suggestions which may be adopted for your own use. If you have any further questions, do not hesitate to call the Health Office. A representative is available for consultation at all times.

P R O C L A M A T I O N

WHEREAS one of every eight persons in the City of New York is 60 years of age, or older, and

WHEREAS the progress of our City rests firmly on the past and present contributions of older men and women to all elements of our social structure, and

WHEREAS it is our responsibility to make certain that continued usefulness to society and status in the community shall not be terminated by reason of age, alone; nor shall false concepts concerning aging result in discriminatory practices, social isolation or segregation of elderly men and women, and

WHEREAS it is our duty to recognize the right of all older persons to spend their later years in whatever manner and in whatever surroundings shall best preserve their dignity and self-esteem, to be provided with opportunities to remain active and productive as long as they are able, and to be assured adequate care when they are ill or incapacitated.

NOW, THEREFORE, I, Robert F. Wagner, Mayor of the City of New York, do hereby proclaim May, 1958 as

SENIOR CITIZENS MONTH

and call upon all governmental and voluntary agencies, media of communication to the public, religious denominations, business and industry, the arts, sciences, and professions, and all citizens generally in our City, to give public acknowledgment to the accomplishments of older men and women and to their contributions to our society and to extend to our senior citizens the opportunities, advantages and services which are the right of every member of our community.

IN WITNESS WHEREOF I have hereunto
set my hand and caused the Seal
of the City of New York to be
affixed this 1st day of May,
1958.

(Signed) ROBERT F. WAGNER
M a y o r

SENIOR CITIZENS MONTH COMMITTEE

250 Church Street
New York 13, N.Y.
DIgby 4-8700
Extension 298

Mayor Robert F. Wagner
Honorary Chairman

Henry L. McCarthy
Chairman

SUGGESTIONS FOR THE OBSERVANCE OF SENIOR CITIZENS MONTH

MAY, 1958

Among the many activities which can serve to give recognition to senior citizens are:

Addresses	Lectures
Conferences	Luncheons
Forums	Dinners
Ceremonies	Receptions
Resolutions	Panel Discussions
Exhibits	Speakers Bureaus

Publicize Senior Citizens Month through house organs, school papers, trade journals, professional publications, visual displays, radio and T.V.

Honor the senior members of your organization by holding a luncheon in their honor or by presenting them with awards, scrolls or other citations. Recognition may also be given to those with longest periods of service.

Highlight the value of the older person to the organization and also show what is being done in the areas of pensions, health and welfare funds and pre-retirement counseling.

Display the work of the older person in arts and crafts and in the professions; stress the contributions of older persons in your own field; i.e., science, finance, music or the theatre.

Agencies dealing with the public should have open house during May and invite prominent people to participate in special events.

Feature stories about older people in their community such as the oldest sports enthusiast, oldest active actor, interesting hobbies for older people.

Schools can carry the message of the older person through classroom lectures, highlighting courses available to adults, and stressing the contributions in education of the older people in the teaching profession.

(For consultation, speakers or additional suggestions for specific observances, write or telephone the Senior Citizens Month Committee.)



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

EXECUTIVE MEMORANDUM

no. 51

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
FROM: HON. ROBERT F. WAGNER, MAYOR, CITY OF NEW YORK

SUBJECT: NEIGHBORHOOD PEDESTRIAN SAFETY MONTH

On May 5, 1958, I shall proclaim the period from May 15th to June 15th as Neighborhood Pedestrian Safety Month in New York City. During this period, 800 civic, service and fraternal organizations throughout the five boroughs will engage in activities designed to support and advance the Pedestrian Safety Campaign and its goal of reducing the number of pedestrian casualties on the streets of our City.

Bumper strips and other materials as indicated on the enclosed form are available from the Department of Traffic. It is most important that each City Department and agency take part in this activity by ordering sufficient quantities of these materials to insure that all city units are able to participate.

It should be remembered that City employees and their families number among the pedestrians killed and injured, and therefore it behooves all in positions of responsibility to implement this program for the benefit of their subordinates and themselves.

#

PROMOTION MATERIAL ORDER FORM
MAYOR'S COMMITTEE FOR PEDESTRIAN SAFETY

(PLEASE PRINT)

ORGANIZATION _____ DATE _____

ADDRESS _____
NUMBER AND STREET BOROUGH ZONE

TELEPHONE _____ ORDERED BY _____

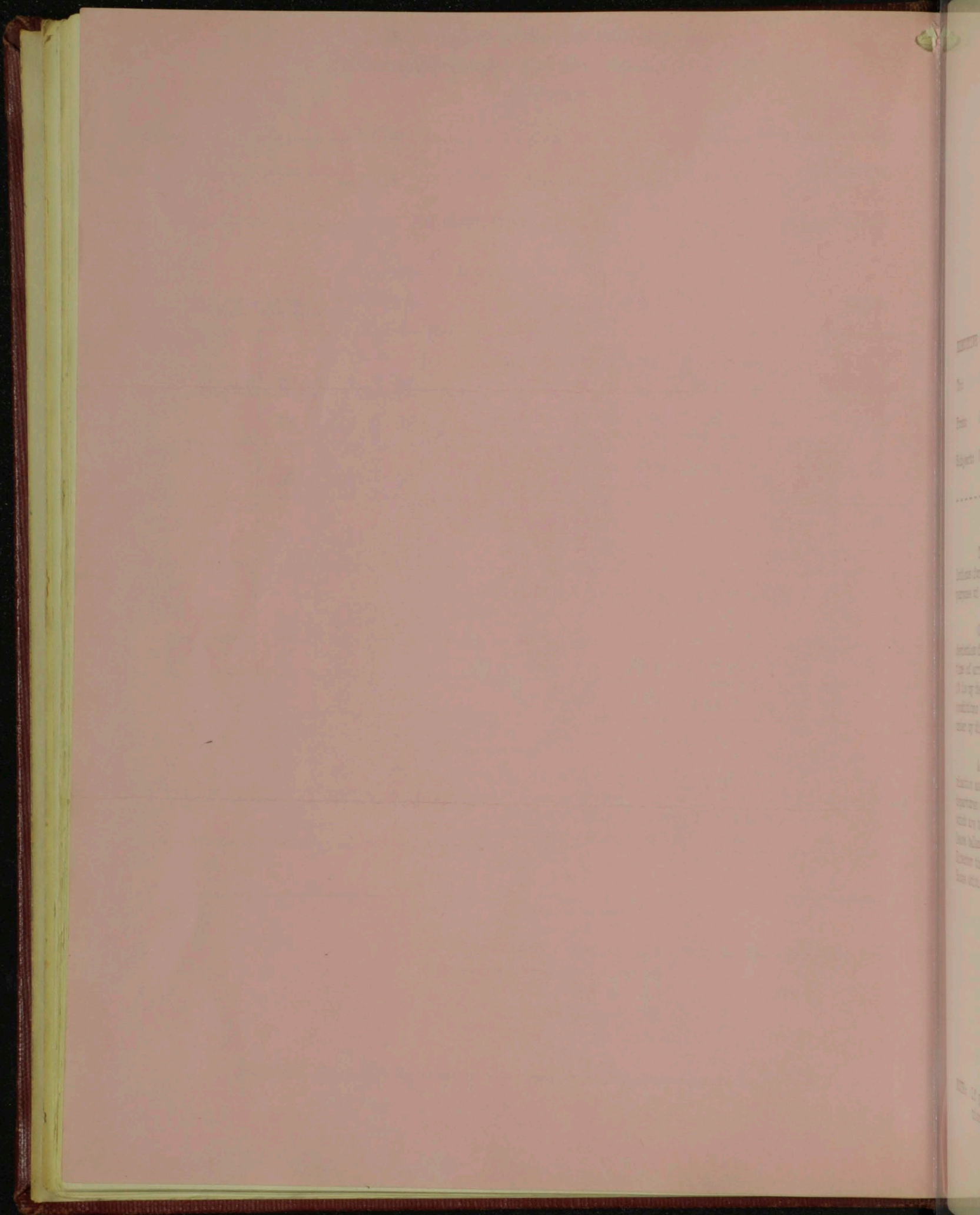
(PLEASE SIGN AT BOTTOM OF PAGE)

ITEM	DESCRIPTION	QUANTITY (PLEASE CIRCLE OR WRITE IN OTHER QUANTITY DESIRED)			
					OTHER
1.	WINDOW OR CAR CARD POSTER, FULL COLOR, 21" x 11"	10	25	50	
2.	AUTO BUMPER STRIPS. IN COLOR, WITH KLEENSTICK ADHESIVE BACKING. 15" x 3 1/2"	10	25	50	
3.	POLE STICKERS, IN COLOR, ADHESIVE BACKING (REMOVEABLE). 3 3/4" x 2 1/2"	50	100	200	
4.	POLE POSTER. "LOOK BEFORE YOU WALK" FULL COLOR, 17" x 22" 4-HOLE PUNCH, PACKED WITH STRINGS.	5	10	25	
5.	POLE POSTER. SAME SPECIFICATIONS AS ABOVE WITH COPY, "BE WISE .. CROSS AT GREEN .."	5	10	25	
6.	WALLET CARDS. 3 1/2" x 2 1/2"	10	25	50	
7.	PLEDGE SHEET. 8 1/2" x 14"	10	25	50	
8.	"WALK SAFELY" FOLDER. 3" x 5"	50	100	200	
9.	POSTER. "LAST 3 SECONDS" 11" x 16"	10	25	50	
10.	PROOF SHEET OF 50 LINE ADS (APPROXIMATELY 3 1/2" BY ONE COLUMN)	2	5	10	

PRESIDENT _____
(PLEASE SIGN)

SEND THIS ORDER TO: DEPARTMENT OF TRAFFIC,
DIVISION OF SAFETY EDUCATION,
CITY OF NEW YORK
100 GOLD STREET
NEW YORK 38, N. Y.

NOTE: ADDITIONAL ORDER FORMS MAY BE OBTAINED BY WRITING THE ABOVE ADDRESS.





CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

June 5, 1958

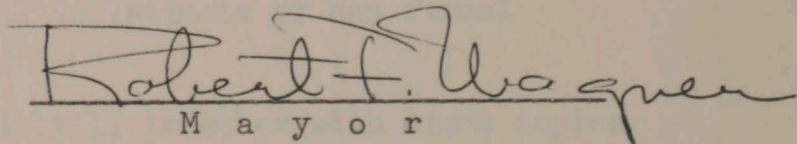
EXECUTIVE ORDER NO. 52

To: Heads of all City Departments and Agencies
From: Hon. Robert F. Wagner, Mayor of the City of New York
Subject: Uniformity of Policy Regarding Time Practices

The Board of Estimate on June 15, 1956 approved "Leave Regulations for Employees Who Are Under the Career and Salary Plan" for the purpose of establishing uniform working conditions.

Occasionally, emergency situations develop which require some deviation from the normal work day with respect to time of departure or time of arrival. Consistent with the purpose of the leave regulations, it is my decision that deviations from such regulations under emergency conditions be made on a uniform basis for all agencies and departments under my direct control.

Accordingly, I direct that hereafter there be a central determination and uniform application of all decisions with respect to early departures and late arrivals due to conditions of inclement weather, etc., which are to be excused with pay and without charge of the absence to leave balances. Such central decisions will be issued by the Personnel Director through the Department of Personnel's Time and Leave Clearing House which was established at the request of the City Personnel Council.


M a y o r

NOTE: If your agency is not a Mayor's agency, this is for your information and appropriate action.



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

June 1, 1901

OFFICE OF THE MAYOR

TO THE HONORABLE THE COMMISSIONER OF THE LAND OFFICE

FROM THE MAYOR

SUBJECT: [Illegible]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible signature]

[Illegible text]



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

September 2, 1958

EXECUTIVE ORDER #53

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: HON. ROBERT F. WAGNER, MAYOR OF THE CITY OF NEW YORK
SUBJECT: 1959 LEGISLATIVE PROGRAM

I am issuing the annual call for such legislative proposals as may be recommended by City departments and agencies for submission to the Legislature during the 1959 Session.

The formulation of a sound legislative program usually requires numerous preliminary conferences and study. The preparation of specific bills to implement such a program requires much analysis and study before a bill is in final form for introduction. It is, therefore, most important that proposed legislation be submitted as soon as possible. This is especially true if a Joint Legislative Committee or a Temporary State Commission has been created to study a particular subject or if the legislation involves State or City funds.

Consistent with my policy of utilizing the City's home rule powers to the fullest extent, I direct that State legislation be recommended only to enact legislative measures which cannot as a matter of law be adopted locally.

Each proposed bill must be accompanied by a supporting memorandum stating in detail the purpose of the bill and the reason for requesting it. The memorandum should also contain a complete statement of any previous legislative history, and an estimate of any fiscal significance the bill may have.

Eight copies of each proposed bill, together with eight copies of the supporting memorandum, are to be submitted to Bernard J. Ruggieri, Assistant to the Mayor, as soon as possible.



CITY OF NEW YORK
OFFICE OF THE CLERK
NEW YORK, N. Y.

September 1, 1938

EXECUTIVE ORDER NO. 1

BOARD OF ALL DEPARTMENTAL AGENCIES

HON. ROBERT F. WAGNER, Mayor of the City of New York

SUBJECT: 1938 EXECUTIVE ORDER NO. 1

I am issuing the enclosed bill for your information and record. It was recommended by the Department of the City Clerk, and is subject to the Department's review. The 1938 Executive Order No. 1 is as follows:

The Department of the City Clerk is hereby authorized to prepare and submit to the Board of All Departmental Agencies a bill for the City of New York, to be known as the "City of New York Bill, 1938". The Department of the City Clerk is also authorized to prepare and submit to the Board of All Departmental Agencies a bill for the City of New York, to be known as the "City of New York Bill, 1938". The Department of the City Clerk is also authorized to prepare and submit to the Board of All Departmental Agencies a bill for the City of New York, to be known as the "City of New York Bill, 1938".

Enclosed with this bill is a copy of the bill for the City of New York, to be known as the "City of New York Bill, 1938". The bill is subject to the review of the Department of the City Clerk, and is subject to the review of the Department of the City Clerk.

Such proposed bill may be recommended by a Departmental Agency, or by the Mayor of the City of New York, or by the Board of All Departmental Agencies. The Department of the City Clerk is also authorized to prepare and submit to the Board of All Departmental Agencies a bill for the City of New York, to be known as the "City of New York Bill, 1938".

At the office of the City Clerk, New York, September 1, 1938.



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

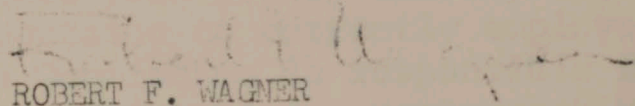
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EXECUTIVE ORDER #53

September 2, 1958

The final date for submitting proposed legislation for inclusion in the City's 1959 Legislative Program is October 15. Legislation which would affect City or State finances in any way should be submitted immediately.

Your cooperation in compliance with the terms of this directive is anticipated in order to obtain maximum results in the formulation, preparation and processing of the City's 1959 Legislative Program.


ROBERT F. WAGNER
M A Y O R



CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK, N. Y.

October 2, 1900

EXECUTIVE ORDER NO. 10

Boards of all Departments and Agencies

Hon. Robert V. Wagner

Mayor of the City of New York

Board of Commissioners of the City of New York

Board of Commissioners of the City of New York

Board of Commissioners of the City of New York

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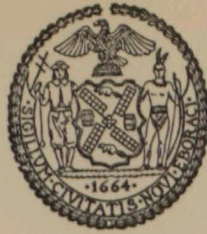
Board of Commissioners of the City of New York

Board of Commissioners of the City of New York

Board of Commissioners of the City of New York

Board of Commissioners of the City of New York

Board of Commissioners of the City of New York



CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

October 9, 1958

EXECUTIVE ORDER NO. 54

To: Heads of all Departments and Agencies

From: Hon. Robert F. Wagner
Mayor of the City of New York

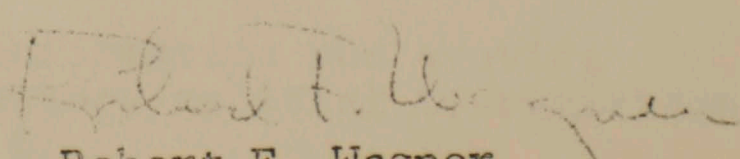
Subject: Designation of Honorable Louis I. Kaplan,
Commissioner of Investigation,
to conduct security risk investigations.

1. Upon the resignation of Charles H. Tenney, I hereby designate Louis I. Kaplan, Commissioner of Investigation, as the Chief Security Officer for the City of New York, responsible for carrying out the City's obligation under Chapter 233 of the Laws of 1951, as amended, (New York State Security Risk Law) insofar as such legislation pertains to currently employed personnel. The City Civil Service Commission is responsible for handling applicants, promotees, transferees and persons seeking reinstatement to City service.

2. The purpose of the Security Risk Program is to ascertain whether there are any persons in public employment concerning whom reasonable grounds exist for the belief that because of doubtful trust and reliability their employment in security positions would endanger the security or defense of the Nation, the State and the City, or who would imperil or endanger the safety, welfare, or best interests of the Armed Forces, Civil Defense Forces and the people of our City, State and Nation.

3. I hereby order the heads of all departments and agencies, heretofore and hereafter designated in the Security Risk category, to render complete cooperation to Commissioner Kaplan.

This order shall take effect immediately.


Robert F. Wagner
M a y o r



CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK, N. Y.

-2-

September 2, 1958

RECEIVED 9/2/58

The Board of Education has received a letter from the City of New York, dated September 1, 1958, requesting that the Board of Education take action on the proposed legislation for the City of New York, which would amend the City Charter to provide for the election of the Mayor and the City Council to the same term of office.

The Board of Education is in compliance with the terms of this letter and is recommending that the Board of Education take action on the proposed legislation for the City of New York, which would amend the City Charter to provide for the election of the Mayor and the City Council to the same term of office.

JOHN F. WATSON
MAYOR



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

December 8, 1958

EXECUTIVE ORDER NO. 55

FROM: Hon. Robert F. Wagner
Mayor of The City of New York

TO: Commissioners and Heads of Agencies

SUBJECT: Interagency Council on Radiation

The increasing use of radioactive materials for peacetime purposes - medical, industrial and research - has created many new problems of protecting the health and safety of New York City's residents and its workers. These problems are quite apart from the hazards of atomic attack.

Last April, I announced the creation of a Technical Advisory Committee on Radiation with Dr. John C. Bugher, Director of Medical Education and Public Health of the Rockefeller Foundation, as chairman to advise me and the various city agencies on policies relating to handling and controlling radiation materials within The City of New York. In addition I announced the appointment of a Radiation Consultant for the City's Health Department to formulate a departmental program of radiation control and to provide advice and assistance to other city agencies concerned with radiation.

To round out our City-wide radiation control program and to provide a mechanism for the exchange of information and the resolution of interagency problems relating to radiation hazards, I am hereby establishing an Interagency Council on Radiation. The Council will have the following functions:

1. To consider and make recommendations concerning interagency problems relating to radiation hazards.
2. To define, pursuant to law, the responsibilities of the various City agencies with respect to radiation hazards and emergencies resulting from radiation sources.
3. To disseminate technical information and provide assistance to the various agencies on matters relating to radiation hazards.

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

October 8, 1958

EXHIBIT 100-100

Hon. Robert F. Wagner
Mayor of The City of New York

Commissioners and Heads of Agencies

SUBJECT: Interagency Council on Radiation

The increasing use of radioactive materials for peace-
time purposes - medical, industrial and research - has created many
new problems of protecting the health and safety of New York City's
residents and the workers. These problems are being dealt with
the Bureau of Atomic Energy.

Last April, I announced the creation of a Technical
Advisory Committee on Radiation which Dr. Louis J. Berman, Director
of Health Education and Public Health of the Rockefeller Founda-
tion, was designated as chairman and the various city agencies as
policy relating to radiation and consequently created a committee
within The City of New York. In addition I announced the appoint-
ment of a Radiation Council for the City's Health Department
to formulate a departmental program of radiation control and to
provide advice and assistance to other city agencies concerned with
radiation.

To round out our city-wide radiation control program and
to provide a mechanism for the exchange of information and the
resolution of interagency problems relating to radiation hazards,
I am hereby establishing an Interagency Council on Radiation. The
Council will have the following functions:

1. To coordinate and make recommendations concerning inter-
agency problems relating to radiation hazards.
2. To define, pursuant to law, the responsibilities of
the various city agencies with respect to radiation hazards and
emergencies resulting from radiation sources.
3. To disseminate technical information and provide
assistance to the various agencies on matters relating to radiation
hazards.

Cont'd.

EXECUTIVE ORDER NO. 55

4. To make recommendations concerning training programs and safety standards for City employees whose work may bring them into contact with radiation sources.

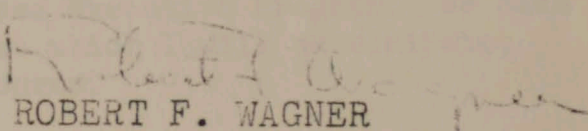
5. To adopt such rules as may be necessary for the organization and operation of the Council.

The Council will consist of the Borough Presidents, the City Administrator, the Director of the Budget, the Chief Medical Examiner, the Director of the Office of Civil Defense, the President of the Board of Water Supply, and the heads of the following departments: Air Pollution Control, Buildings, City Planning, Fire, Health, Hospitals, Marine and Aviation, Personnel, Police, Public Works, Purchase, Sanitation, and Water Supply, Gas and Electricity.

I have designated the City Administrator to serve as chairman of the Council until June 30, 1959. Thereafter, the Council will select a chairman from among its members.

The Council will make an annual report to the Mayor and will provide him with such interim reports as may be necessary to keep him informed of the Council's activities.

Commissioners and heads of agencies not members of the Council are requested to contact the chairman of the Council or the Radiation Consultant in the Health Department on any radiation matters affecting the operations of their agency.


ROBERT F. WAGNER
M A Y O R

CONFIDENTIAL
SECURITY ORDER NO. 22

1. To make recommendations concerning training programs and safety standards for City employees whose work may bring them into contact with radiation sources.

2. To adopt such rules as may be necessary for the organization and operation of the Council.

The Council will consist of the Bureau President, the City Administrator, the Director of the Bureau, the Chief Medical Officer, the Director of the Office of Civil Defense, the President of the Board of Water Supply, and the heads of the following departments: Air Pollution Control, Building, City Planning, Fire, Health, Hospital, Police and Traffic, Personnel, Public Works, Parks, Purchase, Sanitation, and Water Supply, Gas and Electricity.

I have designated the City Administrator as member and chairman of the Council until June 30, 1957. Thereafter, the Council will select a chairman from among its members.

The Council will make an annual report to the Mayor and will provide him with such interim reports as may be necessary to keep him informed of the Council's activities.

Commissioners and heads of agencies not members of the Council are requested to contact the chairman of the Council or the Radiation Committee in the Health Department as may be necessary to discuss affecting the operations of their agency.

ROBERT F. WAGNER
MAYOR



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

November 28, 1958

EXECUTIVE MEMORANDUM #56

FROM: THE MAYOR

TO: COMMISSIONERS AND HEADS OF AGENCIES

SUBJECT: THE EXECUTIVE AND INTERMEDIATE MANAGEMENT TRAINING PROGRAM

As you know, the Ford Foundation has made a grant of \$250,000 to New York University for a pilot program of Executive Development for the City of New York and the metropolitan region to be conducted in cooperation with the City of New York.

I am extremely pleased that the Ford Foundation saw fit to make this grant as it will enable us to develop a program which has the objective of giving City officials in the executive levels the opportunity to improve their management skills.

To effectuate these aims, I have asked the Personnel Director to contact the Commissioners and Heads of Agencies and to enlist their cooperation in the development of a plan of action for the proposed Executive Program. We plan to convene a series of meetings of Commissioners at which I will participate, wherein we will discuss the proposed Executive Program.

As it will be necessary to keep the meetings relatively small, we will not be able to invite all Commissioners to participate at the first conference. If you feel that this program can be of special value to your agency, you may wish to make sure to be included in the program from the outset.

This program has all the promise of becoming one of the outstanding Executive Development Programs in the country and a great credit to our City. It is my hope that it will be possible for all Commissioners to give this important program their active interest and personal support which are essential for its success.

Robert F. Wagner

M A Y O R



CITY OF NEW YORK
OFFICE OF THE MAYOR

NEW YORK 7, N. Y. December 12, 1958

EXECUTIVE ORDER #57

To: Heads of City Departments
From: Robert F. Wagner, Mayor
Re: Appearances before Legislative Committees

The policy of the City administration has always been that in the handling of legislative matters, the City's Legislative Representative presented to the Legislature the views of the City administration and those of individual departments, when necessary. This policy has worked well over the years, and has operated to minimize confusion and avoid the possibility of separate departments, whose fields are touching, working at cross-purposes. Under this policy, no departmental appearances have been made before the Legislature except in unusual circumstances, and after clearance, in each case, by the Mayor and the Legislative Representative.

It is obvious, and should be understood by all department heads, that this applies to appearances as well before Legislative Committees, which in effect are subdivisions of the Legislature, and before which it is equally important that the City's position be handled by a central agency, the office of the Legislative Representative.

Robert F. Wagner

Robert F. Wagner
M a y o r



CITY OF NEW YORK
OFFICE OF THE MAYOR

NEW YORK, N. Y. December 15, 1926

RESOLUTION ORDER NO. 1

To: Board of City Commissioners

From: Robert F. Wagner, Mayor

Re: Appearances before Legislative Committee

The policy of the City administration has always been that in the handling of legislative matters, the City's legislative representatives present to the Legislature the views of the City administration and those of individual departments, when necessary. This policy has worked well over the years, and has operated to maintain cohesion and avoid the possibility of separate departments whose fields are touching, working at cross-purposes. Under this policy, no departmental appearances have been made before the Legislature except in unusual circumstances and after clearance, in each case, by the Mayor and the Legislative Representative.

It is obvious, and should be understood by all departments heads, that this applies to appearances as well before legislative committees, which in effect are subdivisions of the Legislature, and before which it is equally important that the City's position be handled by a central agency, the office of the Legislative Representative.

Robert F. Wagner
Robert F. Wagner
Mayor



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

January 1, 1959 bm

EXECUTIVE ORDER #58

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: STANDARD PROCEDURE FOR REPORTING ON PENDING STATE
LEGISLATION

As you know, Bernard J. Ruggieri, Assistant to the Mayor, is the City's Legislative Representative in Albany. During the course of the legislative session, Mr. Ruggieri will refer pending bills to appropriate City Departments and agencies for their detailed analysis and recommendations in accordance with the following standard procedure.

Reports on pending State legislation should be made on the prescribed City forms. Form NYC 55 will be used for reporting recommended approvals. Form NYC 56 will be used for reporting recommended disapprovals. Supplies of these forms may be obtained on requisition to the Chief Clerk of this office.

These forms contain detailed instructions as to the manner in which they are to be prepared and routed. Please follow these directions carefully.

SUPPLEMENTARY INSTRUCTIONS AS
TO REPORTING ON BILLS

1. When Reports are due:

Each request for a report on a bill is to be answered.

The answer should be transmitted as promptly as possible, especially if the enactment of the bill reported on would mandate costs upon the City, would restrict the City's home rule powers, or would be otherwise detrimental to the best interests of the City Government or the welfare of its residents.



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

January 1, 1905

EXECUTIVE ORDER

WHEREAS, the Board of Education has submitted to the Board of Aldermen a report on the condition of the public schools of the City of New York, and the Board of Aldermen has adopted a resolution in relation to the same;

Now, therefore, I, the Mayor, do hereby order that the Board of Education be and it is the duty of the Board of Education to comply with the resolution of the Board of Aldermen in relation to the condition of the public schools of the City of New York.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the City of New York, at New York, this 1st day of January, 1905.

JOHN A. BROWN, Mayor
By _____, Deputy Mayor
The Board of Education is directed to submit to the Board of Aldermen a report on the condition of the public schools of the City of New York, and the Board of Aldermen is directed to adopt a resolution in relation to the same. The Board of Education is also directed to comply with the resolution of the Board of Aldermen in relation to the condition of the public schools of the City of New York.

JOHN A. BROWN, Mayor
By _____, Deputy Mayor
The Board of Education is directed to submit to the Board of Aldermen a report on the condition of the public schools of the City of New York, and the Board of Aldermen is directed to adopt a resolution in relation to the same. The Board of Education is also directed to comply with the resolution of the Board of Aldermen in relation to the condition of the public schools of the City of New York.

JOHN A. BROWN, Mayor
By _____, Deputy Mayor

JOHN A. BROWN, Mayor

JOHN A. BROWN, Mayor

JOHN A. BROWN, Mayor
By _____, Deputy Mayor
The Board of Education is directed to submit to the Board of Aldermen a report on the condition of the public schools of the City of New York, and the Board of Aldermen is directed to adopt a resolution in relation to the same. The Board of Education is also directed to comply with the resolution of the Board of Aldermen in relation to the condition of the public schools of the City of New York.

Where no reply is received within the applicable period of time listed in the schedule of dates set forth below, it will be assumed that your recommendation will not be adverse to enactment of the bill.

The due dates for reports on bills are as follows:

<u>STATUS OF BILL</u>	<u>PERIOD OF TIME AFTER TRANSMITTAL OF BILL TO CITY AGENCY, WITHIN WHICH ITS REPORT ON BILL IS DUE IN ALBANY</u>
In Committee	10 days
Advancing on Calendar	2 days
"10 day" bill (passed by both Houses and sent to the Governor 10 days before adjournment of the Legislature)	2 days
"30 day" bill (sent to the Governor after adjournment of the Legislature)	10 days

2. Importance of prompt transmission of Reports
on bills before the Governor

The "10 day" and "30 day" designations indicate the maximum number of days which the Governor has to take executive action on bills at any time within the applicable prescribed period.

Accordingly, in order to obtain adequate consideration for my recommendations for executive approval or disapproval of bills, it is essential that my views be presented to the Governor as soon as possible after the bill reaches him.

For this reason, compliance by City Agencies with the foregoing schedule of due dates for reports is of utmost importance. In instances where this time schedule cannot be met and the bill to be reported on appears to be harmful to the interests of the City, you should notify Mr. Ruggieri to that effect at once and advise him as to the probable date on which he will receive your report. The telephone numbers of the City's offices in Albany are Albany 4-4605, Albany 3-2005 and Albany 4-2614.

3. Reports on bills sponsored by City Agencies, or
commented on by such Agencies prior to introduction

When you receive a request for a report on a bill which was originally recommended by your Agency, or which was referred to you for comment prior to introduction, a detailed report is not necessary. Such

a referral is made to inform you that the bill has been introduced and to give you a final opportunity to submit any further comment on the bill, as introduced, which you may deem necessary. If you deem further comment to be unnecessary, a short acknowledging report on the appropriate form is all that will be expected.

4. Reports on bills identical with bill on which reports were previously filed.

If you receive a request for comment on a bill (a) which is identical with a bill previously reported on, or (b) which has been amended in immaterial respects, all that is necessary is a report, on the appropriate form, referring to the previous report on the identical bill, or on the earlier version of the amended bill, together with a notation that the prior comment stands unchanged. If the bill has been amended in material respect, a new report commenting on the effect of such amendments should be prepared.

5. Envelopes containing Reports to bear identifying description

Each envelope enclosing legislative reports should bear the words "Legislative Report" typed in the lower left hand corner, and should not contain any other correspondence.

6. Requests addressed by State Agencies, directly to City Agencies, for comments on legislation

Sometimes a State executive agency or legislative committee writes directly to a City Agency requesting the views of the City Agency on pending or contemplated legislation. On occasion, State officials request City officials to make a personal appearance before a joint legislative committee or a temporary State commission.

In order that the views expressed in behalf of the City in such instances may represent the position of the City Administration arrived at after due consideration by and consultation with all interested City Agencies, all written replies to such requests are to be forwarded through Mr. Ruggieri.

Similarly, Mr. Ruggieri is to be advised of all requests for personal appearances on legislative matters, so that he may arrange for proper advance consideration and coordination of any oral presentation of the City's views.

Strict compliance with the terms of this Executive Order is necessary so that the City Administration may be in a position to oppose any proposed State laws which would be detrimental to the City and advocate the passage of beneficial legislation.

It is the duty of the Government to protect the rights of its citizens and to maintain the peace and order of the State. The Government is responsible for the safety and well-being of its people and for the preservation of its territory and resources.

The Government is committed to the principles of justice, equality, and freedom, and to the promotion of the welfare of its citizens. It is the duty of the Government to ensure that the rights of all citizens are protected and that the law is applied equally to all.

The Government is also responsible for the development of the State and for the improvement of the living standards of its people. It is the duty of the Government to promote economic growth, to create jobs, and to provide social services to its citizens. The Government is committed to the principles of transparency, accountability, and good governance, and to the promotion of the rule of law.

The Government is committed to the principles of international law and to the promotion of peace and cooperation between nations. It is the duty of the Government to maintain friendly relations with other countries and to promote the interests of the State in the international community.

The Government is committed to the principles of democracy and to the promotion of the participation of its citizens in the political process. It is the duty of the Government to ensure that the rights of all citizens are protected and that the law is applied equally to all.

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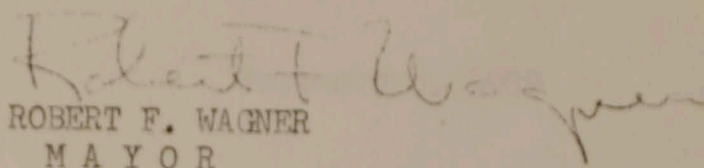
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The Government is committed to the principles of justice, equality, and freedom, and to the promotion of the welfare of its citizens. It is the duty of the Government to ensure that the rights of all citizens are protected and that the law is applied equally to all.

I request that you acknowledge receipt of this Executive Order and indicate the name and title of an officer who, in addition to the head of the agency, is authorized to sign the legislative reports. A copy of this acknowledgment should be sent to Mr. Ruggieri at the De Witt Clinton Hotel, Albany, New York.


ROBERT F. WAGNER
MAYOR

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CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

February 5, 1959

EXECUTIVE ORDER #59

TO: All City Departments and Agencies
FROM: Robert F. Wagner, Mayor
RE: Prevention of Air Pollution from City Installations

The preservation of the health, comfort and economic well-being of our citizens is one of the most important functions of a City government. Air pollution interferes with the comfort and well-being of our citizens and may adversely affect their health. On occasions, air pollution may be emitted by City-owned and operated installations. The control of such air pollution is one of our major concerns.

In order to prevent the emission of air pollution from City sources, the heads of departments, agencies and independent establishments of the City are hereby directed to take such action as may be practicable and consistent with law, to cooperate with the New York City Department of Air Pollution Control, to insure the prevention or abatement of all forms of air pollution caused by or resulting from activities under their immediate jurisdiction. This Executive Order applies to mobile and portable equipment as well as to stationary equipment.

The heads of departments, agencies and independent establishments are hereby directed to inform all of their pertinent personnel of the contents of this Executive Order and to take action to insure that there is full cooperation with the Department of Air Pollution Control and strict compliance with the Rules and Regulations of the Department of Air Pollution Control.

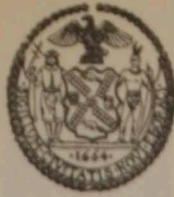
Robert F. Wagner
MAYOR

1921. 1922. 1923.

CONFIDENTIAL

1991年12月29日 星期日

NO 244



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

March 26, 1959

MEMORANDUM NO. 60

TO: ALL DEPARTMENT AND AGENCY HEADS
FROM: WARREN MOSCOW, ASSISTANT TO THE MAYOR

At the direction of the Acting Mayor, the following memorandum is hereby addressed to all department heads:

Upon consultation with City Labor Commissioner Harold A. Felix and Personnel Director Joseph Schechter, I am advised that the Mayor's Executive Order No. 38 governing time spent by employee representatives on union activities is in no way intended nor is it to be construed to require department or agency heads to grant employees leave to participate in any demonstration or other mass activity.

In the event of requests by employees for leave for such purposes, the regular and ordinary rules and regulations of each department governing time and leave are to apply, keeping in mind that there must be no interference with or impairment of the City's essential services.

A handwritten signature in dark ink, appearing to read "Warren Moscow".

WARREN MOSCOW
For the Acting Mayor



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

March 11, 1933

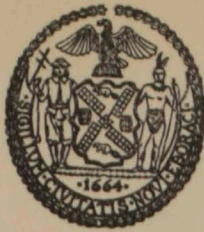
EXECUTIVE ORDER NO. 1

TO : HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
FROM : ROBERT F. WAGNER, Mayor of the City of New York
SUBJECT: REORGANIZATION OF THE NEW YORK CITY YOUTH BOARD
YOUTH SERVICES AND EXTENSIVE WORK RELATING TO THE
NEW YORK CITY YOUTH BOARD

I have designated Ralph W. Wagner, who has been Secretary and Executive Director of the New York City Youth Board and City Commissioner for Juvenile Delinquency Prevention and Control, to the post of Chairman of the New York City Youth Board, and Executive Vice Chairman of the New York City Youth Board.

In addition to the reorganization of the Youth Board, Committee on the Administration of the City of New York will be:

- 1) To maintain complete information on the delinquency prevention and control program of the various city agencies.
- 2) To determine and implement in cooperation with the Department of Social Welfare and the various city agencies the most effective program for the prevention and control of juvenile delinquency.
- 3) To investigate the effect of public opinion on the prevention of juvenile delinquency and to make suggestions for its improvement.
- 4) To advise the Mayor on necessary steps and measures for the implementation of proposals for the prevention and control of juvenile delinquency.
- 5) To advise the Mayor on appropriate legislation and changes in legislation dealing with delinquency prevention and control.
- 6) To confer with city and state officials regarding delinquency prevention and control.



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

March 31, 1959

EXECUTIVE ORDER #61

TO : HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
FROM : ROBERT F. WAGNER, MAYOR OF THE CITY OF NEW YORK
SUBJECT: DESIGNATION OF RALPH W. WHELAN AS COMMISSIONER OF
YOUTH SERVICES AND EXECUTIVE VICE CHAIRMAN OF THE
NEW YORK CITY YOUTH BOARD

I have designated Ralph W. Whelan, who has been Secretary and Executive Director of the New York City Youth Board and City Coordinator for Juvenile Delinquency Prevention and Control, to the post of Commissioner of Youth Services and Executive Vice Chairman of the New York City Youth Board.

In addition to the administration of the Youth Board, Commissioner Whelan's responsibilities will be:

- 1) To maintain complete information on the delinquency prevention and control programs of the various city agencies.
- 2) To determine and implement in consultation with Department and Agency Heads the most effective programs for youth among public agencies related to delinquency prevention and control.
- 3) To integrate the efforts of public agencies with private agencies in order to intensify social services in potentially hazardous areas.
- 4) To advise the Mayor on necessary steps and measures for implementation of proposals for the prevention and control of juvenile delinquency.
- 5) To advise the Mayor on appropriate legislation and changes in legislation dealing with delinquency prevention and control.
- 6) To confer with city and state officials regarding facilities and programs for children and youth in trouble requiring commitment or placement away from their own homes.



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


March 26, 1933

MEMORANDUM NO. 66

TO: ALL DEPARTMENT AND AGENCY HEADS
FROM: WARREN MOSCOW, ASSISTANT TO THE MAYOR

At the direction of the Acting Mayor, the following memorandum is hereby addressed to all department heads:

Upon consultation with City Labor Commissioner Harold A. Fain and Personnel Director Joseph Schuchman, I am advised that the Mayor's Executive Order No. 38 governing time spent by employee representatives on union activities is in no way intended nor is it to be construed as requiring department or agency heads to grant employees leave to participate in any demonstration or other mass activity. In the event of requests by employees for leave for such purposes, the regular and ordinary rules and regulations of each department governing time and leave are to apply, keeping in mind that there must be no interference with or impairment of the City's essential services.


WARREN MOSCOW
For the Acting Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

- 7) To conduct through appropriate city agencies various necessary studies and to consider recommendations of other research groups.

All Heads of City Departments and Agencies involved are hereby directed to extend their fullest cooperation to insure the success of this program.

Robert F. Wagner

ROBERT F. WAGNER

MAYOR

Robert F. Wagner

7) To conduct through appropriate city agencies various
necessity studies and to consider recommendations of
other research groups.

All Heads of City Departments and Agencies involved are
being directed to extend their fullest cooperation to
insure the success of this program.

ROBERT F. MOHR

MAY 1957



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

April 1, 1959

MEMORANDUM NO. 62

TO: ALL MAYOR'S DEPARTMENT AND AGENCY HEADS
FROM: PAUL T. O'KEEFE, DEPUTY MAYOR

In connection with absences without leave of employees on Tuesday, March 31st, should deduction of pay be required under your department's rules and regulations, the regular pay check due April 3rd shall be released and not held up for the preparation of a refund notice. Pay deductions shall be made through the usual procedure on the report of changes of personnel.

Paul T. O'Keefe
PAUL T. O'KEEFE
Deputy Mayor



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

TO THE HONORABLE THE MAYOR
OF THE CITY OF NEW YORK
FROM THE HONORABLE THE COMMISSIONER
OF THE LAND OFFICE
SIR,
I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the application of the City of New York for a lease of the land situated in the City of New York, and in answer to inform you that the same has been referred to the Board of Land and Buildings for their consideration.

I am, Sir, very respectfully,
Your obedient servant,
J. J. [Signature]



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

April 17, 1959

EXECUTIVE MEMORANDUM
NO. 63

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
FROM: HONORABLE ROBERT F. WAGNER, MAYOR, CITY OF NEW YORK
SUBJECT: SENIOR CITIZENS MONTH ----- MAY, 1959

On May 4, 1959, I shall again proclaim May as Senior Citizens Month in New York City. With more than 1, 115,000 persons 60 years of age and older in this City, this group has a marked impact on our home life, economy, and welfare and health service structure, both public and private.

During the month, civic, religious, social, professional and business groups acknowledge the contributions of older persons to our community. Senior Citizens Month also offers a timely opportunity to call attention to City services which are of interest and value to our older residents. The fullest use should be made of the press, radio and television.

The Senior Citizens Month Committee sponsors this observance and may be called upon for suggestions for participation. In order that your activities may be included in the Committee's comprehensive press releases, early notification of your plans should be made to the Committee, attention: Mr. David Laurence, 150 Nassau Street, New York 38: DIgby 4 - 8700, extension 298.

#



CITY OF NEW YORK
 OFFICE OF THE COMPTROLLER
 NEW YORK, N. Y.

April 11, 1939

EXECUTIVE MANAGEMENT
 No. 1

TO: BOARD OF ALBANY COUNTY AND DISTRICT
 FROM: COMPTROLLER OF THE CITY OF NEW YORK
 SUBJECT: ALBANY COUNTY DISTRICT NO. 1, 1939

On May 4, 1938, I called upon the Board of Albany County and District No. 1, 1939, to discuss the results of the 1938 election. At that time, I presented to the Board a report on the results of the election, and the Board expressed its appreciation for the information presented. The Board also expressed its interest in the results of the election, and its desire to know the reasons for the results. I explained to the Board that the results of the election were the result of a number of factors, including the quality of the candidates, the quality of the campaign, and the quality of the voters. I also explained to the Board that the results of the election were the result of a number of factors, including the quality of the candidates, the quality of the campaign, and the quality of the voters. I also explained to the Board that the results of the election were the result of a number of factors, including the quality of the candidates, the quality of the campaign, and the quality of the voters.

The Board of Albany County and District No. 1, 1939, has expressed its interest in the results of the election, and its desire to know the reasons for the results. I explained to the Board that the results of the election were the result of a number of factors, including the quality of the candidates, the quality of the campaign, and the quality of the voters. I also explained to the Board that the results of the election were the result of a number of factors, including the quality of the candidates, the quality of the campaign, and the quality of the voters. I also explained to the Board that the results of the election were the result of a number of factors, including the quality of the candidates, the quality of the campaign, and the quality of the voters.



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

April 28, 1959

EXECUTIVE ORDER NO. 64

TO: ALL CITY DEPARTMENTS AND AGENCIES
FROM: ROBERT F. WAGNER, MAYOR
SUBJECT: NEGOTIATIONS CONCERNING REAL PROPERTY

Your attention hereby is called to the creation by the city, under legislative authority, of a new city department, the Department of Real Estate of the City of New York, effective May 1, 1959.

It was the intention of the city, in seeking the establishment of this department, to center within it control over all real estate matters except where separate procedures have been established for specific reasons. For example, the Departments of Marine and Aviation and Parks have such separate procedures, and will continue to exercise their authority in this field over property under their jurisdiction. Similarly, the Authorities, such as Housing, Transit and Triborough Bridge and Tunnel remain undisturbed.



CITY OF NEW YORK
OFFICE OF THE CLERK
NEW YORK, N. Y.

April 15, 1905

ALBANY, N. Y.

TO THE HONORABLE SENATE

OF THE STATE OF NEW YORK

IN SENATE

REPORT OF THE

COMMISSIONERS OF THE LAND OFFICE

FOR THE YEAR 1904

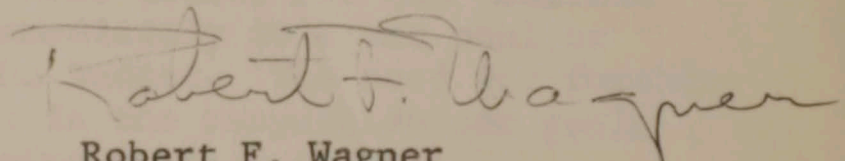
1905

IN THE SENATE OF THE STATE OF NEW YORK
JANUARY 18, 1905
REPORT OF THE
COMMISSIONERS OF THE LAND OFFICE
FOR THE YEAR 1904
ALBANY: J. B. LIPPINCOTT & CO. PRINTERS
1905

April 28, 1959

In all other cases, the City Commissioner of Real Estate will, and is hereby authorized to, exercise control over the purchase or rental of properties for the use of city departments, and the sale or leasing of city properties to private or outside interests.

It should be borne in mind that even preliminary negotiations carried on by an individual agency or department can have a detrimental effect on the over-all city interest. At all stages matters involving real estate are the concern of the new city department.


Robert F. Wagner
M a y o r

April 10, 1925

In all other cases, the City Commission of Health
Katharine Hall, and its family members, and
the purchase or rental of property for the use of city
agents, and the sale or leasing of city property to private or

corporations or individuals, shall be subject to the approval
of the City Commission of Health, and no such approval
shall be given unless the City Commission of Health
has first received a report from the City Engineer
as to the condition of the property and the amount of

James F. Smith
Mayor

EXECUTIVE ORDER OF THE MAYOR #65

TO: ALL AGENCIES

EFFECTIVE DATE: JULY 1, 1959

MUNICIPAL REFERENCE
LIBRARY
RECEIVED

MUNICIPAL BUILDING
NEW YORK CITY

As you are aware, the Budget Director, under my orders, has been carrying on a study of the assignment and use of cars in the city's motor fleet, to determine how this fleet can render the best possible service to the various city agencies at the least possible cost to the city. In line with that study, and carrying out his preliminary recommendations, it is hereby directed that:

1. Use of limousine type cars is to be ended at the effective date of this order. While no cars of this type have been purchased for Heads of Agencies under the Mayor's jurisdiction for several years, the informal ruling against the purchase of such equipment is now made official.

2. The cars affected by the above shall be turned over to the Department of Purchase, for disposal, prior to the effective date of this order.

3. Cars assigned to the Heads of Agencies shall be limited to the medium or light weight type. Agency and departmental heads are expected to make their assigned vehicles available for other official business of the department when the agency head is not using the vehicle.

4. Cars which have heretofore been assigned to city officials in the exempt category, other than heads of agencies, and cars assigned to administrative employees whose duties are not confined to field work are to be turned over immediately to a car pool or pools designated by the Director of the Budget. The need for further use of these cars and their chauffeurs in the respective car pools will be immediately examined to determine whether or not the cars should be surrendered for salvage and the positions of the assigned drivers eliminated.

5. All passenger car usage, by city employees when official city business so requires, shall be in conformance with standards to be set up by the Deputy Mayor and the Budget Director.

6. All city-owned cars shall carry the customary city seal on the door of each vehicle, but no other emblem denoting official ownership or departmental rank, except in the case of elected officials and the Police and Fire Commissioners. The above restriction shall not apply, of course, to vehicles entitled to the right of way in traffic, such as Police patrol or squad cars, or Fire Department vehicles assigned to Chiefs and others with similar duties.

7. The use of departmental, or city insignia on private cars used by departmental employees is hereafter forbidden, and the use of departmental or city insignia on any other private cars is hereafter forbidden.

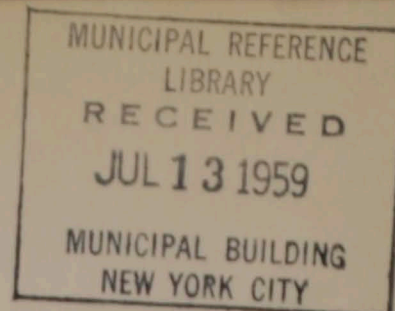
8. The Police Commissioner is instructed to make arrangements for the voluntary surrender, or recapture of insignia in the possession of individuals to whom city cars are not assigned, effective July 1, 1959.

9. Copies of this order shall be sent to the various agencies, not under the Mayor's Administrative jurisdiction, with the request that they conform therewith.

Robert F. Wagner
MAYOR



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.



July 10, 1959

EXECUTIVE MEMORANDUM #66

FROM: ROBERT F. WAGNER, MAYOR
TO: HEADS OF ALL AGENCIES AND DEPARTMENTS
SUBJECT: ASSIGNMENT AND USE OF PASSENGER CARS AND CHAUFFEURS

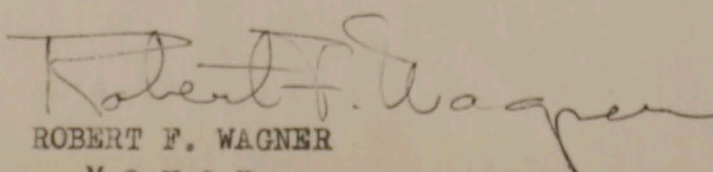
As you must know, by this time, it is my intention to limit the use of city-owned passenger cars to the barest minimum, consistent with efficient operation of the city's business.

To attain this end, I have empowered the Deputy Mayor and Budget Director to take the necessary steps to provide for the proper supervision of the use and assignment of cars and chauffeurs, as well as to study the operation of the city's maintenance and repair facilities. In connection therewith, they have, in cooperation with the major city using agencies, developed the attached set of rules and regulations.

You are hereby directed to apply these rules in the assignment of any vehicles under your jurisdiction.

Although the Deputy Mayor and Budget Director will have certain responsibilities in implementing this program, you, as a Commissioner are not relieved of your responsibility with regard to the proper assignment and use of these vehicles. I am, particularly, concerned with the possibility of unnecessary assignments or the use of city cars for other than official city business. As the official on the spot more closely associated with the individuals to whom car assignments are made, you are in the best position to prevent any departures from these rules.

You are, therefore, directed to take the necessary steps to insure strict compliance with regard to the proper and efficient use of the vehicles in your agency.


ROBERT F. WAGNER
Mayor



CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

August 27, 1959

EXECUTIVE MEMORANDUM #67

TO: Commissioners and Heads of all City Departments and Agencies

FROM: Hon. Robert F. Wagner, Mayor of the City of New York

SUBJECT: Special adviser on housing and city renewal

On August 20, 1959, with the approval of the Board of Estimate, I designated J. Anthony Panuch, Esq. as my special adviser on Housing and City Renewal to conduct an extensive review of the City's functions, policies, programs, plans and operations in publicly aided private housing, slum clearance, tenant relocation and neighborhood conservation, to confer with City, Federal and State officials, and to submit to me not later than February 1, 1960 a report containing specific recommendations for a comprehensive City policy and program affecting housing and urban renewal.

This project is of outstanding importance to the City and all Commissioners are directed to extend the fullest cooperation to Mr. Panuch, and to make available promptly records, data and personnel so that the vital objectives will be fully realized.

Robert F. Wagner

Mayor



CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

September 9, 1959

EXECUTIVE ORDER #68

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: HON. ROBERT F. WAGNER, MAYOR OF THE CITY OF NEW YORK

SUBJECT: 1960 LEGISLATIVE PROGRAM

I am issuing the annual call for such legislative proposals as may be recommended by City departments and agencies for submission to the Legislature during the 1960 Session.

The formulation of a sound legislative program usually requires numerous preliminary conferences and study. The preparation of specific bills to implement such a program requires much analysis and study before a bill is in final form for introduction. It is, therefore, most important that proposed legislation be submitted as soon as possible. This is especially true if a Joint Legislative Committee or a Temporary State Commission has been created to study a particular subject or if the legislation involves State or City funds.

Consistent with my policy of utilizing the City's home rule powers to the fullest extent, I direct that State legislation be recommended only to enact legislative measures which cannot as a matter of law be adopted locally.

Each proposed bill must be accompanied by a supporting memorandum stating in detail the purpose of the bill and the reason for requesting it. The memorandum should also contain a complete statement of any previous legislative history, and an estimate of any fiscal significance the bill may have.



CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK, N. Y.

September 9, 1939

EXECUTIVE ORDER NO. 66

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: HON. ROBERT W. WAGNER, MAYOR OF THE CITY OF NEW YORK

SUBJECT: 1940 LEGISLATIVE PROGRAM

I am issuing this order for each legislative proposal as may be recommended by City departments and agencies for submission to the Legislature during the 1940 Session.

The formulation of a sound legislative program usually requires numerous preliminary conferences and study. The preparation of specific bills to implement such a program requires much analysis and study before a bill is in final form for introduction. It is, therefore, most important that proposed legislation be submitted as soon as possible. This is especially true in a legislative Committee or a Temporary State Commission has been created to study a particular subject or if the legislation involves State or City funds.

Conferences with my staff at the City Hall will be held from time to time to the fullest extent. I desire each State legislation be recommended only to each legislative committee when cannot as a matter of law be adopted locally.

Each proposed bill must be accompanied by a supporting memorandum stating in detail the purpose of the bill and the reasons for recommending it. The memorandum should also contain a complete statement of any previous legislative history, and an estimate of any fiscal consequences the bill may have.

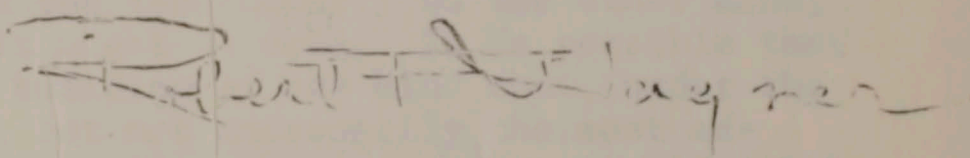
EXECUTIVE ORDER #68

September 9, 1959

Eight copies of each proposed bill, together with eight copies of the supporting memorandum, are to be submitted to Bernard J. Ruggieri, Assistant to the Mayor, as soon as possible.

The final date for submitting proposed legislation for inclusion in the City's 1960 Legislative Program is November 1. Legislation which would affect City or State finances in any way should be submitted immediately.

Your cooperation in compliance with the terms of this directive is anticipated in order to obtain maximum results in the formulation, preparation and processing of the City's 1960 Legislative Program.



ROBERT F. WAGNER
M A Y O R

First copies of the following reports, together with copies of the supporting material, are to be submitted to the Director, Assistant to the Secretary, as soon as possible.

The first date for submission of reports for consideration by the City's Legislative Committee is November 1. Legislation which would affect the City's Charter is the only legislation which should be submitted immediately.

For cooperation in submitting reports and the form of this report to be submitted in duplicate to the City's Legislative Committee, preparation and presentation of the City's 1950 Legislative Report.



CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

November 13, 1959

EXECUTIVE ORDER #69

TO: Commissioners and Heads of all City Departments and Agencies

FROM: Hon. Robert F. Wagner, Mayor of the City of New York

The city administration has been giving careful consideration to the possibility of multiple purpose use of real estate, that is, land area within the city that might otherwise be used for a single city public improvement. A series of studies of this problem have been made at my direction over a period of time, and we have come to the conclusion that such multiple use is possible and desirable in some cases, and not in others. We cannot, for example, order that all three story schools, or two story fire houses, be combined with twenty story office or apartment buildings, to dilute the land costs. On the other hand, there are other instances where it might be done. It is possible that in selecting a site for a public building of any kind that, under the present system, the least costly, but not necessarily the most advantageous site is chosen. A better site, costing more originally, but with distinct advantages for simultaneous private development and therefore a lower final cost to the city, may well be available.

I am therefore directing all commissioners, departments, and agencies whose normal activities involve participation in the selection of sites for public structures of any kind, to follow this procedure:

- 1) In canvassing a neighborhood for a site for a necessary public building, to include in your thinking such sites as may be suitable for multiple use development.
- 2) To request an opinion from the Department of Real Estate whether any such sites, or any other sites in the area, are so suitable.



CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK, N. Y.

November 13, 1939

EXECUTIVE ORDER 55

TO: Commissioners and Heads of all City Departments and Agencies

FROM: Hon. Robert F. Wagner, Mayor of the City of New York

The city administration has been giving careful consideration to the possibility of multiple purposes use of real estate, that is, land areas within the city that might otherwise be used for a single use, public improvement. A series of studies of this problem have been made at my direction over a period of time, and we have come to the conclusion that such multiple use is possible and desirable in some cases, and not in others. We cannot, for example, order that all three-story schools, or two-story fire houses, be combined with twenty-story office or apartment buildings, to dilute the land costs. On the other hand, there are other instances where it might be done. It is possible that in selecting a site for a public building of any kind, under the present system, the least costly, but not necessarily the most advantageous site is chosen. A better site, costing more originally, but with distinct advantages for simultaneous private development and therefore a lower final cost to the city, may well be available.

I am therefore directing all commissioners, departments, and agencies whose normal activities involve participation in the selection of sites for public structures of any kind, to follow this procedure:

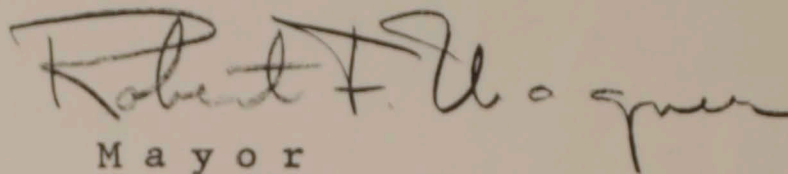
1) In canvassing a neighborhood for a site for a necessary public building, to include in your findings such sites as may be suitable for multiple use development.

2) To request an opinion from the Department of Real Estate whether any such sites or any other sites in the area, are so suitable.

November 13, 1959

3) To report to the Bureau of the Budget and the City Planning Commission the result of your own effort, and the conclusion of the Department of Real Estate, when submitting the application for site approval.

The Department of Real Estate is instructed to check any site, or area, with multiple purpose use in mind, and to interest private developers in such use whenever and wherever this seems feasible.


M a y o r

November 12, 1939

Executive Order 100

It is hereby ordered that the Bureau of the Budget and the
Department of the Interior be authorized to conduct any
and all investigations of the Department of the Interior,
and the Department of the Interior be authorized to conduct any
and all investigations of the Department of the Interior.

The Department of the Interior is authorized to conduct any
and all investigations of the Department of the Interior,
and the Department of the Interior be authorized to conduct any
and all investigations of the Department of the Interior.
Possible.

W. F. F. F. F.
1939



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

December 10, 1959

EXECUTIVE ORDER #70

No City Department or agency shall permit a representative to attend any meeting or conference pertaining to State Legislation unless prior notification is given to, and approval is received from Bernard J. Ruggieri, the City's Legislative Representative, prior to attending such meeting.

There will be no exceptions to this rule.

Robert F. Wagner
MAYOR



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

January 10, 1937

EXECUTIVE ORDER NO. 1

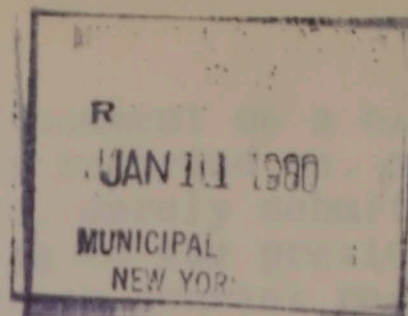
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Robert F. Wagner
Robert F. Wagner
MAYOR



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

MUNICIPAL REFERENCE
LIBRARY
RECEIVED
JAN 11 1960
MUNICIPAL BUILDING
NEW YORK CITY



December 28, 1959

EXECUTIVE ORDER #71

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: STANDARD PROCEDURE FOR REPORTING ON
PENDING STATE LEGISLATION

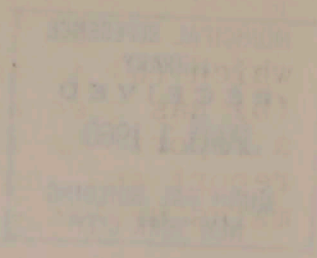
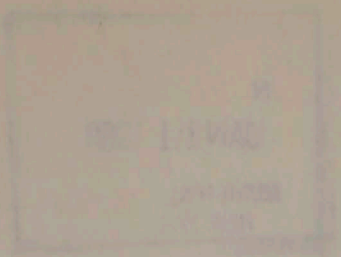
We are at the threshold of another legislative session. During the course of the session Bernard J. Ruggieri, the City's Legislative Representative, will refer pending bills to appropriate City departments and agencies for written reports of analysis and recommendations thereon.

In order that the Administration may be in a position to oppose any proposed State laws which would be detrimental to the City or to support the passage of beneficial legislation, strict compliance with the terms of this Executive Order is essential.

INSTRUCTION FOR REPORTING ON BILLS

A. Form of Report.

1. Reports on pending State legislation shall be made on the prescribed City forms. Form NYC 55 will be used for making a favorable recommendation. Form NYC 56 will be used for recommending disapproval. The detailed instructions on these forms with respect to their preparation and routing are to be carefully followed. These forms may be requisitioned from the Chief Clerk of this office.



RECEIVED MAY 19 1900

EXECUTIVE ORDER NO. 117

JOHN D. HANCOCK, MAYOR

JOHN D. HANCOCK, MAYOR

WHEREAS the City of New York is entitled to the same rights and privileges as other cities and towns in the State of New York...

IN WITNESS WHEREOF...

JOHN D. HANCOCK, MAYOR

2. If you receive a request for comment on a bill which (a) is identical to a bill previously reported on, or (b) has been amended in immaterial respects, merely submit a report, on the appropriate form, referring to the previous report and including a notation that the prior comment remains unchanged.

3. If you receive a request for comment on a bill which has been amended in material particulars, a new report, on the appropriate form, commenting on the effect of such amendments must be prepared.

B. Time for Report.

1 Every bill transmitted to a department or agency for a report will contain a notation indicating its status, as - "in committee"; "advancing on calendar"; a "10 day" or a "30 day" bill.

The respective due dates for reports on bills bearing such notations are as follows:

<u>STATUS OF BILL</u>	<u>PERIOD OF TIME AFTER TRANSMITTAL OF BILL TO CITY AGENCY WITHIN WHICH REPORT THEREON IS DUE IN ALBANY</u>
In Committee	10 days
Advancing on Calendar	2 days
"10 day" bill (passed by both Houses and sent to the Governor 10 days before adjournment of the Legislature)	2 days
"30 day" bill (sent to Governor after adjournment of the Legislature)	10 days

In order to give the Legislature or the Governor sufficient time to adequately consider my recommendations concerning such bills it is essential that the above specified time schedule for reports be strictly followed.

The "10 day" and "30 day" designations indicate the maximum number of days in which the Governor is allowed to take executive action on bills presented to him. Reports on such bills are due in two and ten days, respectively, as directed above.

In any instance where the above time schedule cannot be met and the bill to be reported on appears to be harmful to the interests of the City, Mr. Ruggieri should be notified immediately and advised as to the probable date on which he will receive the report. The telephone numbers of the City's office in Albany are HEmlock 4-4605, HEmlock 4-2614 and HObart 3-2005.

3. Envelopes containing legislative reports should bear the legend "Legislative Report" typed in the lower left hand corner, and should not contain any other correspondence.

C. Request for comments by State Agencies and requests for appearances before legislative committees.

Sometimes a State executive agency or legislative committee writes directly to a City Agency requesting the views of the City Agency on pending or contemplated legislation. On occasion, State officials request City officials to make a personal appearance before a joint legislative committee or a temporary State commission.

In order that the views expressed in behalf of the City in such instances may represent the position of the City Administration arrived at after due consideration by and consultation with all interested City agencies, all written replies to such requests are to be forwarded through Mr. Ruggieri as stated in Executive Order #70.

Similarly, Mr. Ruggieri is to be advised of all requests for personal appearances on legislative matters, so that he may arrange for proper advance consideration and coordination of any oral presentation of the City's views.

The following is a list of the names of the members of the committee on the part of the City of New York, who have been appointed to the various committees of the Legislature, and the names of the members of the Legislature, who have been appointed to the various committees of the City of New York, respectively.

In accordance with the provisions of the Charter of the City of New York, the following is a list of the names of the members of the committee on the part of the City of New York, who have been appointed to the various committees of the Legislature, and the names of the members of the Legislature, who have been appointed to the various committees of the City of New York, respectively.

1. The committee on the part of the City of New York, who have been appointed to the various committees of the Legislature, and the names of the members of the Legislature, who have been appointed to the various committees of the City of New York, respectively.

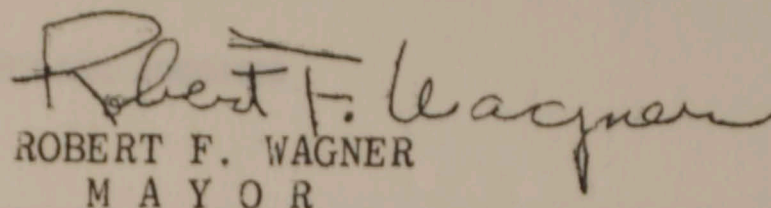
2. The committee on the part of the City of New York, who have been appointed to the various committees of the Legislature, and the names of the members of the Legislature, who have been appointed to the various committees of the City of New York, respectively.

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5. The committee on the part of the City of New York, who have been appointed to the various committees of the Legislature, and the names of the members of the Legislature, who have been appointed to the various committees of the City of New York, respectively.

I request that you acknowledge receipt of this Executive Order and indicate the name and title of an officer who, in addition to the head of the agency, is authorized to sign the legislative reports. A copy of this acknowledgment should be sent to Mr. Ruggieri at the Manger De Witt Clinton Hotel, Albany, New York.


ROBERT F. WAGNER
M A Y O R

I am sorry that you have not received this
Executive Order and that the name and title of an
officer who is authorized to sign the report is
authorizing to sign the report. A copy of
this acknowledgment should be sent to Mr. Haggerty at the
Manager De Witt Clinton Hotel, Albany, New York.

Robert F. Wagner
ROBERT F. WAGNER
R F W



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

February 18, 1960

EXECUTIVE ORDER #72

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: NEW YORK CITY CHARTER REVISION

I have appointed the following persons to the New York City Charter Revision Staff:

Abraham D. Beame, Budget Director
Francis J. Bloustein, Vice Chairman, City Planning Commission
Leo Larkin, First Assistant Corporation Counsel
Maxwell Lehman, Deputy City Administrator
Jacob Lutsky, Legal Aide to the Mayor
William Reid, Chairman, New York City Housing Authority
Paul Screvane, Commissioner of Sanitation

Paul T. O'Keefe, Deputy Mayor, has been designated by me as Liaison Officer between the Mayor and the Staff.

The function of the staff is to draft a new charter which will streamline the present city charter to provide for a more efficient and economical form of government better adopted to the present day conditions of our city.

I have stated that this work must be adapted in time for submission to the electorate at the general election to be held in 1960. In order to do this, the proposed new charter will have to be completed by the staff no later than July 1st.

The opinions and views of the heads of the various city agencies will be of inestimable value to the Charter Staff.

Accordingly, it is hereby directed that the head of each city agency submit his recommendations, if any, with respect to those provisions governing his agency and the Charter in general.

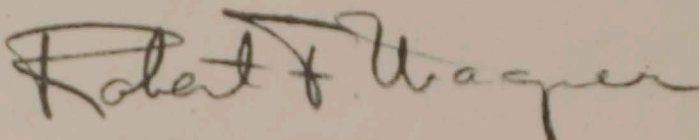
Because of the short period of time involved, such recommendations must be submitted not later than March 4, 1960.

Each agency head shall be available to the Staff as required.

- 2 -

All materials submitted to the Staff in writing shall be in sets of 10 copies and addressed to Deputy Mayor Paul F. O'Keefe, Room 1, City Hall, New York 7, N.Y.

I expect the full cooperation from all city agencies in assisting the Staff to carry out its functions to a successful conclusion.



ROBERT F. WAGNER
Mayor

1871

At the City of New York, this 1st day of January, 1871, I, the undersigned, Clerk of the Court of the City and County of New York, do hereby certify that the within and foregoing is a true and correct copy of the original of the same, as the same appears from the records of the Court of the City and County of New York.

In testimony whereof, I have hereunto set my hand and the seal of the Court of the City and County of New York, at the City of New York, this 1st day of January, 1871.

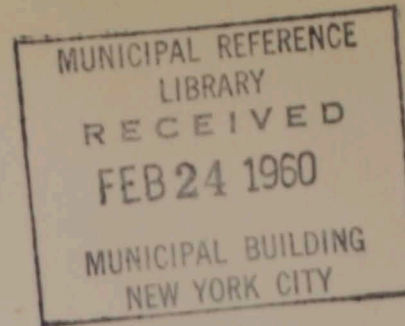
Wm. H. Thompson

CLERK OF THE COURT OF THE CITY AND COUNTY OF NEW YORK

72A



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.



February 18, 1960

EXECUTIVE ORDER #72 A

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FROM: ROBERT F. WAGNER, MAYOR

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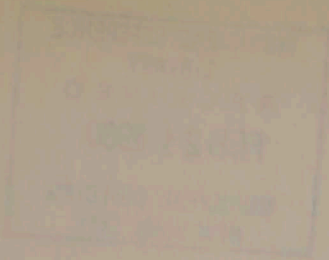
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The opinions and views of the heads of the various city agencies will be of inestimable value to the Charter Staff.

I would appreciate your submitting such recommendations, if any, with respect to those provisions governing your agency and the Charter in general.

Because of the short period of time involved, such recommendations must be submitted not later than March 4, 1960.

Each agency head shall be available to the Staff as required.



121

February 12, 1900

I have enclosed the following matter to the New York City

Commissioner of the Board of Health, New York City, for his consideration. The matter is a report on the health of the city of New York, and is a very important one. It contains a great deal of information, and is a very valuable document. I have enclosed it to you, and I hope that you will find it of interest.

Very respectfully,
John E. Smith, Secretary

The Board of Health of the City of New York, New York City, has the honor to acknowledge the receipt of the report on the health of the city of New York, and to express its appreciation of the work of the Board of Health.

I have enclosed the report on the health of the city of New York, and I hope that you will find it of interest. It contains a great deal of information, and is a very valuable document. I have enclosed it to you, and I hope that you will find it of interest.

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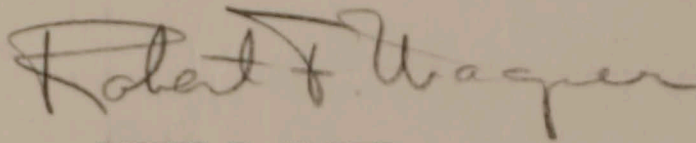
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- 2 -

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I expect the full cooperation from all city agencies in assisting the Staff to carry out its functions to a successful conclusion.



ROBERT F. WAGNER
M a y o r

73



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

March 3, 1960

EXECUTIVE MEMORANDUM #73

FROM: MAYOR ROBERT F. WAGNER

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

SUBJECT: THE 1960 CAMPAIGN OF THE AMERICAN RED CROSS

The 1960 campaign of the American Red Cross in Greater New York, of which I am Honorary Chairman, is currently under way.

I have asked Robert A. Low, Assistant to the Mayor, to serve as chairman for the Municipal Employee campaign.

Please designate a representative in your department or agency to head up the Red Cross drive among city employees under your jurisdiction, and inform Mr. Low of the name of the person designated.

Officials of the American Red Cross will be in touch with your representative on procedures, and your representative will be expected to report on progress to Mr. Low.

I know that you understand the necessary and valuable services rendered by the American Red Cross and that Mr. Low can count on your active support to make this campaign a success.

A handwritten signature in dark ink, reading "Robert F. Wagner".

Robert F. Wagner
M A Y O R



OFFICE OF THE CLERK

OF THE DISTRICT COURT

NEW YORK, N. Y.

[Faint, illegible text, likely bleed-through from the reverse side of the page.]



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

March 14, 1960

EXECUTIVE ORDER No. 74

To: Heads of all City Departments and Agencies

Subject: Authorization for employment of City employees as census enumerators

I have approved the employment of city employees as census enumerators to assist the U.S. Bureau of the Census. This work is important since the amount of state aid received by the city depends upon the city's population. Interested employees will be permitted to work for the Census Bureau between March 28 and April 15 and charge their absence from their city jobs to their annual leave balances, provided their agencies can spare them and there is no conflict of interest.

Training Period

The period of training for Census Enumerators is: 3 hours per day, from 9 a.m. to 12 Noon or from 1:00 PM to 4:00 PM on March 28, 29 and 30. Training will be conducted near the enumerator's home. The salary for the 9 hours training period is \$10.00.

Active Duty

The taking of the census will begin April 1 and continue until about April 15. Enumerators will be required to work full time five days a week with occasional call-backs at night to interview individuals who are not at home during the day. The salary is \$65 to \$75 a week.

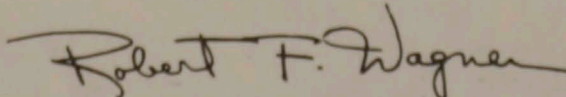
Applications

Interested employees should first obtain the approval of their agency head and then write immediately to:

Bureau of the Census
Box No. 1960
New York 13, N.Y. - and mark on the envelope
"City Employee".

Applicants will be examined at a location near their home.

All departments are requested to cooperate to the extent permitted by the necessary carrying out of normal governmental activities. Please post on all bulletin boards and send to all outlying offices.


Robert F. Wagner
M A Y O R



CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
NEW YORK

March 14, 1966

EXECUTIVE ORDER NO. 70

To: Heads of all City Departments and Agencies

Subject: Authorization for employment of City employees as census takers

I have approved the employment of city employees as census takers as authorized by the Board of the Census. This work is important and the amount of work is expected to be large. It is requested that the necessary personnel be assigned to this work as soon as possible. The census takers will be responsible for the collection of data for the Census Bureau. The census takers will be assigned to various areas of the City and will be responsible for the collection of data for the Census Bureau. The census takers will be assigned to various areas of the City and will be responsible for the collection of data for the Census Bureau. The census takers will be assigned to various areas of the City and will be responsible for the collection of data for the Census Bureau.

Training Period

The period of training for census takers will be from March 14, 1966, to March 18, 1966. The training will be conducted by the Census Bureau. The census takers will be assigned to various areas of the City and will be responsible for the collection of data for the Census Bureau. The census takers will be assigned to various areas of the City and will be responsible for the collection of data for the Census Bureau. The census takers will be assigned to various areas of the City and will be responsible for the collection of data for the Census Bureau.

Salary Scale

The salary of the census takers will be determined by the Board of the Census. The census takers will be assigned to various areas of the City and will be responsible for the collection of data for the Census Bureau. The census takers will be assigned to various areas of the City and will be responsible for the collection of data for the Census Bureau. The census takers will be assigned to various areas of the City and will be responsible for the collection of data for the Census Bureau.

W. L. R.

March 14, 1966

Approval

The Board of the Census has approved the employment of city employees as census takers. The census takers will be assigned to various areas of the City and will be responsible for the collection of data for the Census Bureau. The census takers will be assigned to various areas of the City and will be responsible for the collection of data for the Census Bureau. The census takers will be assigned to various areas of the City and will be responsible for the collection of data for the Census Bureau.

Board of the Census

March 14, 1966

W. L. R.

March 14, 1966



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

April 12, 1960

EXECUTIVE ORDER # 75

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: HOUSING AND REDEVELOPMENT

During the last three months we have made unprecedented gains in developing new tools to maintain and conserve the city's existing housing. Immediately after J. Anthony Panuch presented his final report to me, a legislative team of members of my staff, the Corporation Counsel, and the Commissioner of Real Estate, moved expeditiously to prepare legislation establishing the statutory framework for the consolidation of agencies and the coordination of policies recommended in that report. Despite the extremely short period of time between publication of this report and the end of the legislative session, a comprehensive bill was prepared and enacted. This measure creating a transitional Housing and redevelopment Board is before the Governor for approval.

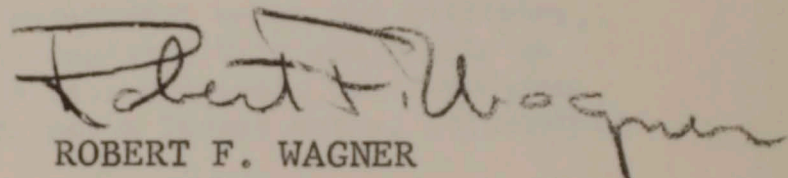
It is now time to move quickly and decisively ahead with the various Title 1 and urban renewal programs presently under contract, in the planning stage, or for which applications have been made for federal funds for the fiscal year 1959-1960. It is equally important to formulate an organizational pattern for the new agency so that it may begin functioning as quickly as possible after the Governor has acted. It should be noted that this Board will, in addition to its urban renewal activities, have responsibility for administering city-loan funds for new housing, the city's new lending program and its enlarged tax abatement program for rehabilitation and the growingly important neighborhood conservation program.

The tasks of critical review and affirmative action in the Title 1 program and the development of an organization and staffing pattern cannot be held in abeyance.

I am therefore designating J. Clarence Davies as temporary chairman to accomplish these immediate assignments. At the same time I am directing Mrs. Hortense W. Gabel of my staff and Acting City Administrator Lyle Fitch to render such assistance to the temporary chairman as he may require.

Effective as of April 18th, all duties and responsibilities of the Mayor's Committee on Slum Clearance are assigned to the temporary chairman. The staff of this Committee is assigned to him until further notice. I shall expect the first report on Title I and organization from the temporary chairman no later than May 16th. During this period, Mr. Davies will detach himself from his present duties until further notice.

The other responsibilities for housing action outlined in the legislation referred to above will vest, until further notice, in the temporary chairman, upon the signing of the legislation by the Governor, without further action by me.


ROBERT F. WAGNER
MAYOR

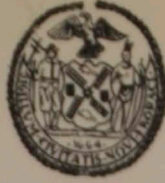
I am therefore submitting to the Commission for its consideration the following statement of the facts of the case as I see them. I am enclosing herewith a copy of the report of the Commission on the subject of the case, and a copy of the report of the Commission on the subject of the case, and a copy of the report of the Commission on the subject of the case.

On the 1st of April 1914, the Commission was notified by the Secretary of the Commission that the Commission had received a copy of the report of the Commission on the subject of the case, and a copy of the report of the Commission on the subject of the case, and a copy of the report of the Commission on the subject of the case.

The Commission has therefore been notified by the Secretary of the Commission that the Commission has received a copy of the report of the Commission on the subject of the case, and a copy of the report of the Commission on the subject of the case, and a copy of the report of the Commission on the subject of the case.

Robert L. Taylor
SECRETARY
1914

76



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

May 2, 1960

EXECUTIVE ORDER # 76

MEMORANDUM TO: HEADS OF ALL AGENCIES AND DEPARTMENTS

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: CONTACT BETWEEN PUBLIC AGENCIES AND THE PUBLIC.

The city administration has always been committed to the maintenance of a high standard of public service in general, and to a recognition as well of the separate problems of individual citizens. To a great extent the latter problems are brought to the attention of city agencies by people to whom it is a matter of great personal concern, even though in the overall operations of the city it may be purely routine. It is absolutely essential to the proper operation of government, and the development of a respect for the processes of government among the citizenry, that each and every one of our employees having dealings with the public in the course of his work, carry on those dealings with courtesy, consideration and understanding that this is a human problem, not a ledger entry, confronting him.

Accordingly, I hereby direct all agencies under my jurisdiction, and request all others, to consider the above approach to the problem of relations with the public as a matter of primary consideration for the commissioner himself. He will give personal attention to the handling by his employees of the public, and will relay these instructions to his deputies and his division heads for them to act in accordance. It must go right down the line.

It is also directed and requested that as implementing tools, apart from the constant realization of the importance of the problem, the departments and agencies make sure of the following:

1. That there is an adequately staffed information desk conspicuously located in any office consistently having contact with the public in person.



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

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The City of New York is a city of many faces. It is a city of many languages, many customs, many traditions. It is a city of many dreams, many hopes, many aspirations. It is a city of many challenges, many problems, many difficulties. It is a city of many opportunities, many possibilities, many futures. It is a city of many people, many lives, many stories. It is a city of many things, many places, many moments. It is a city of many memories, many experiences, many emotions. It is a city of many loves, many friendships, many families. It is a city of many dreams, many hopes, many aspirations. It is a city of many challenges, many problems, many difficulties. It is a city of many opportunities, many possibilities, many futures. It is a city of many people, many lives, many stories. It is a city of many things, many places, many moments. It is a city of many memories, many experiences, many emotions. It is a city of many loves, many friendships, many families.

and request all citizens to support the City of New York in its efforts to improve the quality of life for all its residents. The City of New York is a city of many faces. It is a city of many languages, many customs, many traditions. It is a city of many dreams, many hopes, many aspirations. It is a city of many challenges, many problems, many difficulties. It is a city of many opportunities, many possibilities, many futures. It is a city of many people, many lives, many stories. It is a city of many things, many places, many moments. It is a city of many memories, many experiences, many emotions. It is a city of many loves, many friendships, many families.

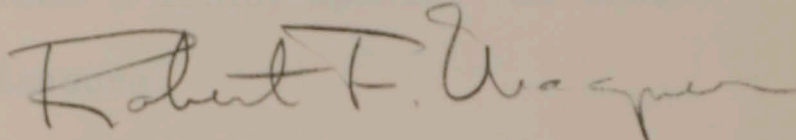
It is the duty of every citizen to support the City of New York in its efforts to improve the quality of life for all its residents. The City of New York is a city of many faces. It is a city of many languages, many customs, many traditions. It is a city of many dreams, many hopes, many aspirations. It is a city of many challenges, many problems, many difficulties. It is a city of many opportunities, many possibilities, many futures. It is a city of many people, many lives, many stories. It is a city of many things, many places, many moments. It is a city of many memories, many experiences, many emotions. It is a city of many loves, many friendships, many families.

1. That there is an emergency situation in the City of New York and that the Mayor is authorized to take such action as may be necessary to meet the emergency.

2. That the department or agency, if it has no current training program in the field of relations of its employees with the public, arrange with the New York City Department of Personnel to set up a training program for that agency or department. Those which have such programs are to review their programs with the Department of Personnel.

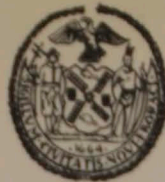
3. That the department or agency report to me, within 30 days, what steps it has taken or is about to take, to carry out the intention of this executive order.

4. That, thereafter, the agency or department submit quarterly reports to the Department of Personnel on the continued training of employees in the field of relations with the public.

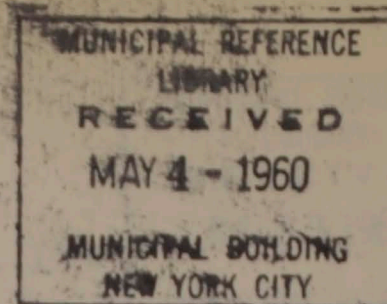


ROBERT F. WAGNER
MAYOR

17



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.



EXECUTIVE ORDER #77

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: HOUSING AND REDEVELOPMENT

In accordance with the powers vested in me under Chapter 1069 of the laws of 1960, I hereby establish in being the New York City Housing and Redevelopment Board, consisting of three members appointed by the Mayor, and I hereby appoint, as those three members, to serve at my pleasure:

J. Clarence Davies, Jr., Chairman

Walter S. Fried

Robert Weaver

Robert F. Wagner
M a y o r

RECEIVED
MAY 4 - 1901
MAYOR'S OFFICE
NEW YORK CITY



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK CITY

EXECUTIVE ORDER 511

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: HOUSING AND REDEVELOPMENT

In accordance with the powers vested in me under
Chapter 1063 of the Laws of 1900, I hereby establish as being the
New York City Housing and Redevelopment Board, consisting of three
members appointed by the Mayor, and I hereby appoint, as those
three members, to serve as follows:

J. Christopher Smith, Jr., Chairman

William A. Field

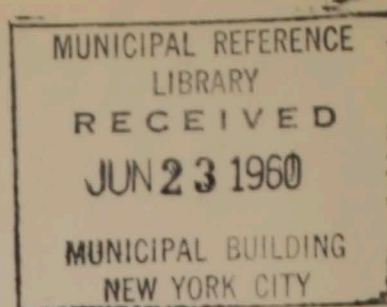
Robert Wagner

Robert F. Wagner

Robert F. Wagner
Mayor

78
EXECUTIVE ORDER NUMBER: 78

June 20, 1960



FROM: HONORABLE ROBERT F. WAGNER
MAYOR OF THE CITY OF NEW YORK

TO: COMMISSIONERS AND HEADS OF AGENCIES

SUBJECT: MAYOR'S INFORMATION CENTER
MOBILE UNIT

Government must be constantly responsive to the needs of its citizens. This Administration has always been receptive to suggestions and recommendations to improve municipal services. We must continue to seek more effective methods to make widely known the municipal services available and what the City Administration is doing to meet the problems created by the complexities of City living.

In furtherance of these ends, I hereby establish at City Hall the "Mayor's Information Center" and a subsidiary Mobile Unit which will bring City Hall to the various neighborhoods of the City.

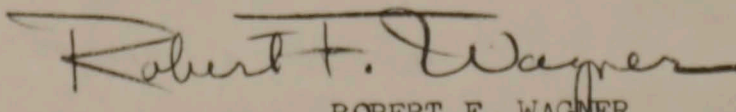
The purposes will be:

- 1) To make more accessible information on the scope and nature of municipal services, how and where to obtain them.
- 2) To provide citizens direct channels to present to the Mayor specific complaints about municipal services, and procedures for prompt corrective action, if such action appears warranted.
- 3) To enable the Mayor to maintain continually on a regular basis contact with a broad base of citizens in order that government may be continually responsive to their needs.

The Mayor's Information Center will be located at Room 8A, City Hall. I have designated Robert A. Low, Assistant to the Mayor, to serve as Director of the Mayor's Information Center and its subsidiary Mobile Unit.

The Director will make periodic reports to the Mayor and will provide him with such information as may be necessary to keep him informed of the Center's activities.

The success of the Center will depend on the cooperation of the heads of the various agencies to which referrals for information and remedial action are made. Therefore, I request the active cooperation and support of the Commissioners and heads of agencies to insure the success of this venture.


ROBERT F. WAGNER
MAYOR

RECEIVED
JUN 23 1960
BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

JUN 23 1960

TO: DIRECTOR, FBI
FROM: SAC, NEW YORK
SUBJECT: [Illegible]
[Illegible]

[Illegible text block containing several paragraphs of a memorandum or letter, mostly mirrored from the reverse side of the page.]

- 1) [Illegible]
- 2) [Illegible]
- 3) [Illegible]
- 4) [Illegible]
- 5) [Illegible]
- 6) [Illegible]
- 7) [Illegible]
- 8) [Illegible]
- 9) [Illegible]
- 10) [Illegible]



CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

July 14, 1960

EXECUTIVE ORDER #79

TO : HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
FROM : ROBERT F. WAGNER, MAYOR OF THE CITY OF NEW YORK
SUBJECT : SUMMER JOBS FOR TEEN-AGE BOYS AND GIRLS

As you know the present indications all point to a summer of unrest and possible violence for teen-agers. All public and voluntary agencies of the City are mobilized to provide a network of services to youth in an effort to forestall homicides and gang warfare.

While employment is not the sole remedy for dealing with youth delinquency, it has been proven to be a very constructive deterrent. I have appointed a Committee of Industrial Leaders who are committed to finding as many jobs as possible in private industry for these youngsters this summer.

In addition, I herewith direct our City departments and agencies to provide employment wherever possible for teen-agers during the vacation months. Lines for temporary replacements and seasonal jobs should be filled by many of these young people. Such employment might include typing, clerical and office work, institutional helpers, work in parks and playgrounds, light labor tasks and any other type of employment which is in accord with our State Labor Laws.

The Youth Board has set up machinery to handle all job orders and placements. Please contact Mr. Angelo Melillo at Murray Hill 5-8600 immediately, indicating the number and type of jobs available.

I shall expect a report from every City department and agency by September 1st as to how many job opportunities have been made available to our young people.



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

Pp

July 14, 1960

EXECUTIVE ORDER 479

TO : HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
FROM : ROBERT F. WAGNER, MAYOR OF THE CITY OF NEW YORK
SUBJECT : SUMMER JOBS FOR TEEN-AGE BOYS AND GIRLS

As you know the present indications all point to a summer of unrest and possible violence for teen-agers. All public and voluntary agencies of the City are mobilized to provide a network of services to youth in an effort to forestall homicides and gang warfare.

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I shall expect a report from every City department and agency by September 1st as to how many job opportunities have been made available to our young people.



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

August 18, 1960

EXECUTIVE ORDER #80

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: HON. ROBERT F. WAGNER, MAYOR OF THE CITY OF NEW YORK
SUBJECT: 1961 LEGISLATIVE PROGRAM

The 1961 Legislative Program is now being formulated. All department and agency heads are directed to submit any proposals which they wish to have included in this program on or before October 15th. It is my intention as usual to prefile portions of this program.

Inasmuch as the preparation of specific bills to implement such a program requires conferences, analysis and study before a bill is in final form for introduction, it is most important that you start planning your programs immediately. This is especially true if the legislation involves City or State funds.

Consistent with my policy of utilizing the City's home rule powers to the fullest extent, I direct that State legislation be recommended only to enact legislative measures which cannot as a matter of law be adopted locally.

Each proposed bill must be accompanied by a supporting memorandum stating in detail the purpose of the bill and the reason for requesting it. The memorandum should also contain a complete statement of any previous legislative history, and an estimate of any fiscal significance the bill may have.

Eight copies of each proposed bill, together with eight copies of the supporting memorandum, are to be submitted to Bernard J. Ruggieri, Assistant to the Mayor, as soon as possible.



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

100

January 12, 1930

EXECUTIVE ORDER NO. 1

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: HON. ROBERT F. WAGNER, MAYOR OF THE CITY OF NEW YORK

SUBJECT: 1930 LEGISLATIVE PROGRAM

The 1930 Legislative Program is now being formulated. All departments and agencies heads are directed to submit any proposals which they wish to have included in this program on or before October 15th. It is my intention to submit to the Legislature of this program.

Inasmuch as the preparation of specific bills is important with a program review conference, analysis and study before a bill is in final form for introduction, it is most important that the planning your programs immediately. This is especially true if the legislation involves City or State funds.

Consistent with my policy of utilizing the City's own staff power to the fullest extent, I desire that State legislation be recommended only to enact legislative measures which appear to be of major importance.

Each proposed bill will be accompanied by a supporting memorandum stating in detail the purpose of the bill and the reasons for recommending it. The memorandum should also contain a complete statement of any previous legislative history, and an estimate of any financial obligations the bill may have.

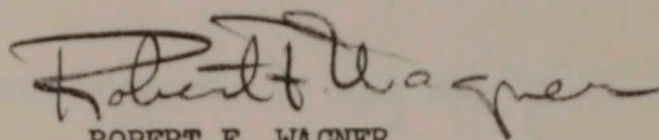
Eight copies of each proposed bill, together with eight copies of the supporting memorandum, are to be submitted to Robert F. Wagner, Assistant to the Mayor, as soon as possible.

EXECUTIVE ORDER #80

August 18, 1960

Those agencies and departments which require technical assistance should promptly communicate with the Law Department so that the above schedule may be adhered to.

Your cooperation in compliance with the terms of this directive is anticipated in order to obtain maximum results in the formulation, preparation and processing of the City's 1961 Legislative Program.

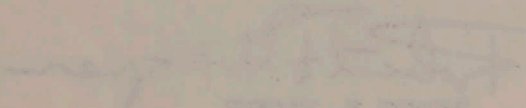

ROBERT F. WAGNER
MAYOR

March 15, 1940
March 15, 1940

March 15, 1940

Enclosed for the Department of the Interior are two copies of a letterhead memorandum dated and captioned as above. The Department is requested to advise the Bureau of the results of its consideration of the same.

Very respectfully,
Director, Bureau of Land Management
U. S. Department of the Interior


ROBERT A. NELSON
Director

Very truly yours,
Director, Bureau of Land Management
U. S. Department of the Interior



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

August 26, 1960

EXECUTIVE ORDER #81

The Mayor has directed that a study and analysis be made of all city-owned or city-controlled properties which are occupied by tenants, under leases, concessions, permits or any other type of temporary grant of use.

The Office of the City Administrator will shortly communicate with you to obtain basic data. The Mayor has asked that you give it your full cooperation in this study.

Paul T. O'Keefe
Paul T. O'Keefe
Deputy Mayor



CITY OF NEW YORK
 OFFICE OF THE COMPTROLLER
 NEW YORK 1 N.Y.

August 25, 1900

RECEIVED

The Board has directed that a copy and analysis
 be made of all city-owned or city-controlled properties which are
 exempted by statute, under various enactments, from the payment of tax.
 Effect of the foregoing report of the
 The Office of the City Comptroller will accordingly
 communicate with you to obtain such data. The Board has asked
 that you give it your full cooperation in this matter.

John T. Otis
 John T. Otis
 Deputy Mayor

92



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

September 6, 1960

EXECUTIVE MEMORANDUM #82

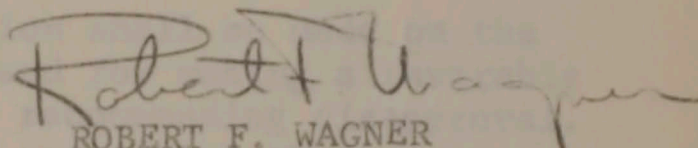
TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: HON. ROBERT F. WAGNER, MAYOR OF THE CITY OF NEW YORK

SUBJECT: REPLIES TO COMMUNICATIONS

It has been brought to my attention that certain departments and agencies have been lax in replying to communications from members of my staff.

When a request for information is received by any one from this office, it is as though the request were coming from me, and I expect and direct that it will be so handled.


ROBERT F. WAGNER
Mayor



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

Handwritten initials or signature in the top right corner.

September 11, 1900

EXECUTIVE MEMORANDUM 592

REARS OF ALL DEPARTMENTS AND AGENCIES

HON. ROBERT F. WAGNER, MAYOR OF THE CITY OF NEW YORK

REPLIES TO CORRESPONDENCE

It has been suggested to my attention that certain departments and agencies have been late in replying to correspondence from citizens and officials.

When a request for information is received by any one of these offices, it is as though the request were made direct to me. It is my duty and desire that it will be so treated.

Handwritten signature of Robert F. Wagner
ROBERT F. WAGNER
MAYOR



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

December 15, 1960

EXECUTIVE ORDER #83

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: STANDARD PROCEDURE FOR REPORTING ON
PENDING STATE LEGISLATION

We are at the threshold of another legislative session. During the course of the session Bernard J. Ruggieri, the City's Legislative Representative, will refer pending bills to appropriate City departments and agencies for written reports of analysis and recommendations thereon.

In order that the Administration may be in a position to oppose any proposed State laws which would be detrimental to the City or to support the passage of beneficial legislation, strict compliance with the terms of this Executive Order is essential.

INSTRUCTION FOR REPORTING ON BILLS

A. Form of Report.

1. Reports on pending State legislation shall be made on the prescribed City forms. Form NYC 55 will be used for making a favorable recommendation. Form NYC 56 will be used for recommending disapproval. The detailed instructions on these forms with respect to their preparation and routing are to be carefully followed. These forms may be requisitioned from the Chief Clerk of this office.

2. If you receive a request for comment on a bill which (a) is identical to a bill previously reported on, or (b) has been amended in immaterial respects, merely submit a report, on the appropriate form, referring to the previous report and including a notation that the prior comment remains unchanged.

3. If you receive a request for comment on a bill which has been amended in material particulars, a new report on the appropriate form, commenting on the effect of such amendments must be prepared.

B. Time for Report.

1. Every bill transmitted to a department or agency for a report will contain a notation indicating its status, as - "in committee"; "advancing on calendar"; a "10 day" or a "30 day" bill.

The respective due dates for reports on bills bearing such notations are as follows:

<u>STATUS OF BILL</u>	<u>PERIOD OF TIME AFTER TRANSMITTAL OF BILL TO CITY AGENCY WITHIN WHICH REPORT THEREON IS DUE IN ALBANY</u>
In Committee	10 days
Advancing on Calendar	2 days
"10 day" bill (passed by both Houses and sent to the Governor 10 days before adjournment of the Legislature)	2 days
"30 day" bill (sent to Governor after adjournment of the Legislature)	10 days

2. In order to give the Legislature or the Governor sufficient time to adequately consider my recommendations concerning such bills it is essential that the above specified time schedule for reports be strictly followed.

The "10 day" and "30 day" designations indicate the maximum number of days in which the Governor is allowed to take executive action on bills presented to him. Reports on such bills are due in two and ten days, respectively, as directed above.

In any instance where the above time schedule cannot be met and the bill to be reported on appears to be harmful to the interests of the City, Mr. Ruggieri should be notified immediately and advised as to the probable date on which he will receive the report. The telephone numbers of the City's office in Albany are HEmlock 4-4605, HEmlock 4-2614 and HObart 3-2005.

3. Envelopes containing legislative reports should bear the legend "Legislative Report" typed in the lower left hand corner, and should not contain any other correspondence.

C. Request for comments by State Agencies and requests for appearances before legislative committees.

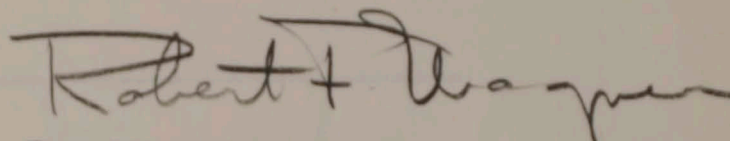
Sometimes a State executive agency or legislative committee

writes directly to a City Agency requesting the views of the City Agency on pending or contemplated legislation. On occasion, State officials request City officials to make a personal appearance before a joint legislative committee or a temporary State commission.

In order that the views expressed in behalf of the City in such instances may represent the position of the City Administration arrived at after due consideration by and consultation with all interested City agencies, all written replies to such requests are to be forwarded through Mr. Ruggieri, as stated in Executive Order #85.

Similarly, Mr. Ruggieri is to be advised of all requests for personal appearances on legislative matters, so that he may arrange for proper advance consideration and coordination of any oral presentation of the City's views.

I request that you acknowledge receipt of this Executive Order and indicate the name and title of an officer who, in addition to the head of the agency, is authorized to sign the legislative reports. A copy of this acknowledgment should be sent to Mr. Ruggieri at the Manger DeWitt Clinton Hotel, Albany, New York.




ROBERT F. WAGNER
M a y o r

written directly to a City Agency requesting the views of the City Agency on pending or contemplated legislation. On occasion, State officials request City officials to make a personal appearance before a joint legislative committee or a temporary Senate commission.

In order that the views expressed in behalf of the City in such instances may represent the position of the City Administration arrived at after due consideration by and consultation with all interested City agencies, all written replies to such requests are to be forwarded through Mr. Huggert, as stated in Executive Order 482.

Similarly, Mr. Huggert is to be advised of all requests for personal appearances on legislative matters, so that he may arrange for proper advance consideration and coordination of any oral presentation of the City's views.

I request that you acknowledge receipt of this Executive Order and indicate the name and title of an officer who, in addition to the head of the agency, is authorized to sign the legislative reports. A copy of this acknowledgment should be sent to Mr. Huggert at the Manger Hotel, Albany, New York.


ROBERT F. WAGNER
Mayor

84



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

November 28, 1960

EXECUTIVE ORDER NO. 84

TO: COMMISSIONERS AND HEADS OF AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: SERVICES TO THE AGED

The increased span of life is resulting in larger and larger numbers of our population to be included among our aged. The City has and must assume its responsibility to provide services, wherever needed, to our older citizens to assure them security, comfort, happiness and personal dignity in their declining years.

This administration stands ready to provide and increase its services to its aged citizens. On October 28, 1960, I issued a statement, at the first meeting of the Citizens Committee on Aging of the Community Council of Greater New York, on the City's positive program and responsibilities for providing these services to be rendered to the aged.

To this end, I am hereby directing the commissioners and heads of agencies to implement and carry out the programs within the areas of responsibility as outlined in my remarks to the Citizens Committee. In addition, I am directing the chairmen of the Inter-departmental Health Council, the Health Research Council and the Manpower Utilization Council to carry out their responsibilities as included in my remarks.



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

November 22, 1940

RESPECTIVE OFFICE NO. 24

COMMUNICATIONS AND RECORDS DIVISION

RECEIVED: NOVEMBER 22, 1940

RECEIVED: NOVEMBER 22, 1940

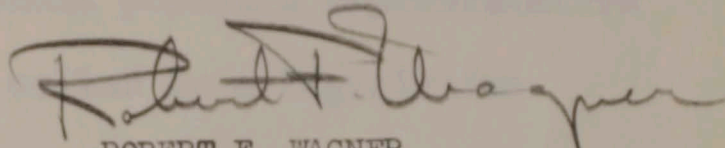
The enclosed copy of the report of the Mayor and Board of Estimate of the City of New York, dated November 15, 1940, is being forwarded to you for your information. The report contains a statement of the Mayor and Board of Estimate regarding the proposed changes in the City's financial program and the proposed changes in the City's personnel program. The report also contains a statement of the Mayor and Board of Estimate regarding the proposed changes in the City's public works program.

The Mayor and Board of Estimate have also approved the proposed changes in the City's financial program and the proposed changes in the City's personnel program. The Mayor and Board of Estimate have also approved the proposed changes in the City's public works program. The Mayor and Board of Estimate have also approved the proposed changes in the City's public works program.

In this case, I am hereby directing the Mayor and Board of Estimate to implement the proposed changes in the City's financial program and the proposed changes in the City's personnel program. I am also directing the Mayor and Board of Estimate to implement the proposed changes in the City's public works program.

I hereby designate the City Administrator to coordinate the implementation of this program. Commissioners, heads of agencies, and committee chairmen mentioned in my remarks are directed to develop specific action programs to carry out my intent of providing the best services within the City's available resources to our aged. The City Administrator's office will be in touch with commissioners, heads of agencies, and committee chairmen to assist in the preparation of these programs and, at the same time, to develop a formal progress reporting system to keep me informed of the implementation of this program.

Commissioners and heads of agencies not under the jurisdiction of the Mayor are requested to extend their full cooperation in carrying out this administration's accepted responsibility of making the declining years of our aging population as pleasant and useful as humanly possible.



ROBERT F. WAGNER
MAYOR

Attachment: Remarks by Mayor Robert F. Wagner at the first meeting of the Citizens Committee on Aging of the Community Council, delivered at City Hall, October 28, 1960.

I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the proposed amendment to the Constitution of the State of New York, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

The proposed amendment is now under the consideration of the Senate, and it is expected that a decision will be reached in due season.

Very respectfully,
J. B. Thompson
Secretary of the Senate

Very respectfully,
J. B. Thompson

Albany, New York, January 1, 1885.
J. B. Thompson, Secretary of the Senate,
Albany, New York.



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

December 16, 1960

EXECUTIVE ORDER #85

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES
FROM: ROBERT F. WAGNER, MAYOR
SUBJECT: ATTENDANCE AT LEGISLATIVE MEETINGS AND CONFERENCES

No City Department or agency shall permit a representative to attend any meeting or conference called by a legislative committee or State agency unless prior notification is given to, and approval is received from Bernard J. Ruggieri, the City's Legislative Representative, prior to attending such meeting.

There will be no exceptions to this rule.

ROBERT F. WAGNER
Mayor

CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 5 N.Y.

December 14, 1963

MEMORANDUM FOR THE MAYOR

SUBJECT: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, Mayor

ATTENTION: AT LEGISLATIVE COUNSELOR AND
CONFERENCE

No City Department or agency shall permit a representative
to attend any meeting or conference called by a legislative
committee or State agency unless prior notification is given to
and approval is received from Bernard J. Sogard, the City's
legislative representative, prior to attending such meeting.
There will be no exceptions to this rule.

Robert F. Wagner
ROBERT F. WAGNER
Mayor



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

February 5, 1961

EXECUTIVE ORDER # 86

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: HON. ROBERT F. WAGNER, MAYOR OF THE CITY OF NEW YORK
SUBJECT: SNOW EMERGENCY

The newest blizzard to strike our city, one which is still continuing as I issue this statement, presents us with emergency conditions. The efforts of the Sanitation Department to keep open the major arteries so that the life-lines of food and fuel may be maintained, is being hampered seriously by stalled vehicles.

The stalling of additional vehicles brought out on the road would further hamper the work which must and will be done.

Under the general emergency powers vested in the Mayor, I am therefore ordering from the streets, until further notice, all vehicular traffic beyond public transportation, including taxis, food and fuel trucks, emergency vehicles such as fire, police, hospital and sanitation equipment, and private vehicles performing emergency services, such as utility emergency repairs and communications vehicles, including newspaper trucks, cars used by doctors on emergency calls and transportation necessary to bring patients to hospitals.

The Police Department is ordered to enforce this ruling in the spirit in which it is laid down. The public cooperation is required.

ROBERT F. WAGNER
MAYOR



CITY OF NEW YORK
OFFICE OF THE CLERK
NEW YORK, N.Y.

February 2, 1902

EXECUTIVE ORDER, NO.

TO: CLERK OF ALL DEPARTMENTS AND AGENCIES

FROM: MAYOR, JOHN A. WADSWORTH, MAYOR OF THE CITY OF NEW YORK

SUBJECT: NEW REGULATION

The Mayor is pleased to advise the City, and which is hereby
notified as I have this statement, provided as with necessary
consideration. The effect of the statement is hereby
the Mayor is pleased to advise the City, and which is hereby
notified, in being received and which is hereby notified.

The Mayor is pleased to advise the City, and which is hereby
notified, in being received and which is hereby notified.

That the Mayor is pleased to advise the City, and which is hereby
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The Mayor is pleased to advise the City, and which is hereby
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The Mayor is pleased to advise the City, and which is hereby
notified, in being received and which is hereby notified.

John A. Wadsworth
JOHN A. WADSWORTH
MAYOR



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

February 9, 1962

EXECUTIVE MEMORANDUM #87 (SUPERSEDES EXECUTIVE MEMORANDUM #87 DATED MARCH 6, 1961)

TO: ALL CITY DEPARTMENTS AND AGENCIES
FROM: EDW. F. CAVANAGH, JR. DEPUTY MAYOR
SUBJECT: POLICY AND PROCEDURE FOR PROCESSING COMMUNICATIONS ADDRESSED TO THE MAYOR

This memorandum describes procedures to be followed in handling, controlling and satisfactorily responding to citizens' communications addressed to the Mayor.

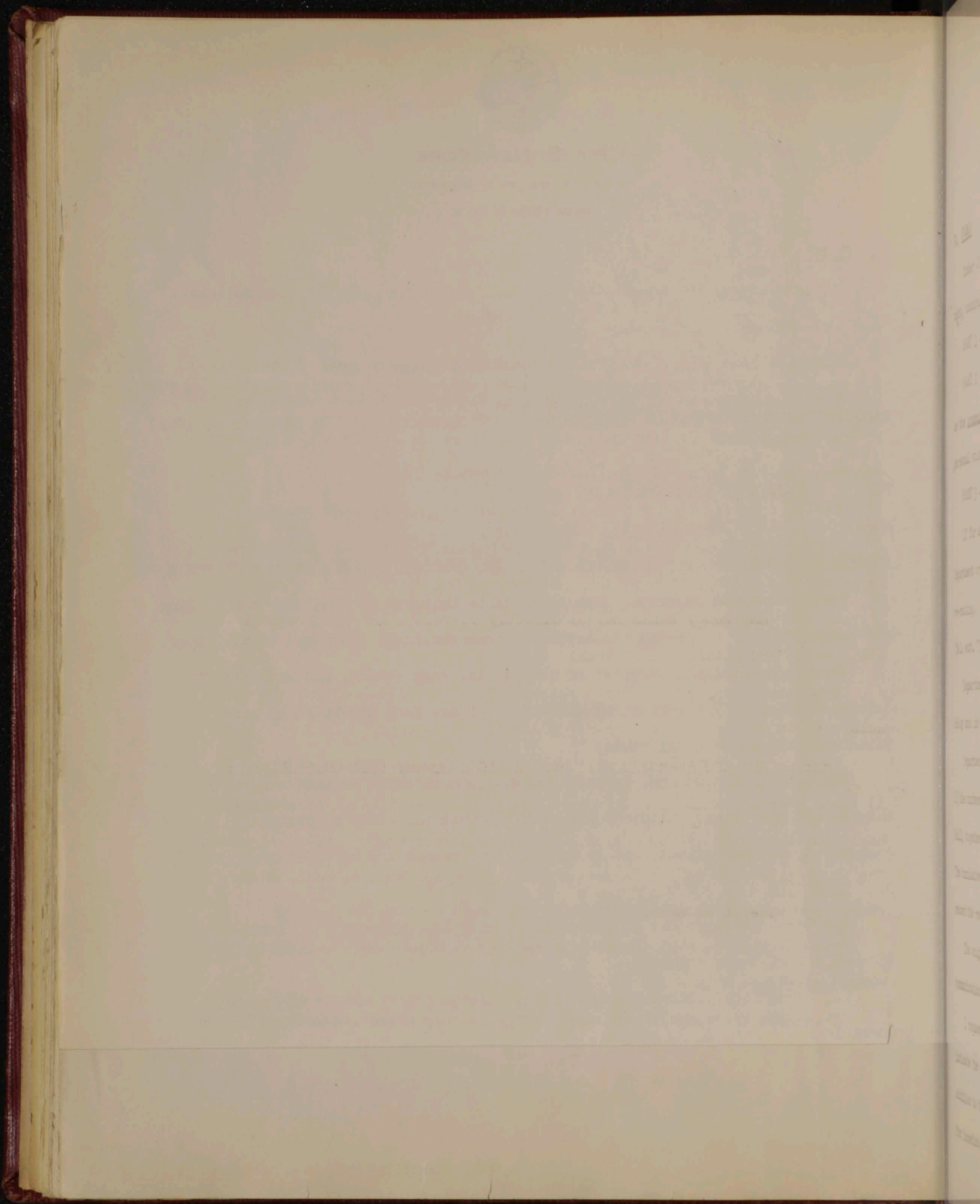
These communications consist of complaints, suggestions, and requests for data pertaining to the operations of the City of New York submitted by mail, telephone call or personal visit.

Courtesy, coordination, cooperation and communication provide the key to this entire operation. Citizens who seek information, offer suggestions, or register complaints expect, and should receive, prompt and effective response.

A. OPERATION

The operation involves the receipt, control and processing of information through one of three channels.

1. Immediate acknowledgement by the Mayor's Staff; direct reply where possible.
2. Referral to the agency responsible for the matter covered in the communication for action and reply.
3. Referral of special cases to the member of the Mayor's Executive Staff responsible for policy liaison with the Department or Agency involved.



B. FORMS

Under 2 above, the three part snap-out form is for City Hall acknowledgment, control and transmittal.

PART 1 - constitutes the acknowledgement to the addressee of the letter.

PART 2 - serves as a) transmittal slip for written communication or, b) as the communication in instances where inquiries are received by telephone or personal visit to City Hall and the Mayor's Mobile Unit.

PART 3 - serves as a reference source within the Mayor's Office.

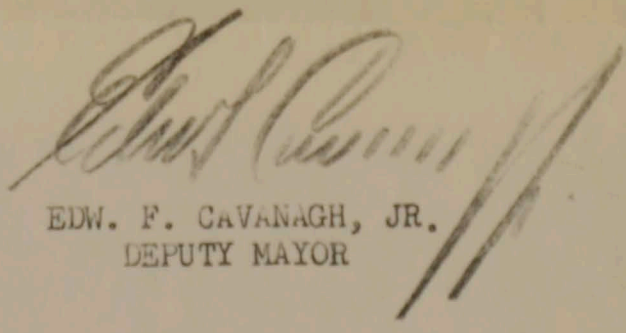
If for any reason the communication requires the attention of another Department or Agency, it should be returned to the Mayor's Control Desk for re-routing. Emergency cases may be directly re-routed and Control Desk (Tel. ext. 738) notified of change.

Departments and Agencies are required to take initial action without delay and in any event within seven (7) days of receipt.

Departments and Agencies will accumulate a 30 day file consisting of 1) the numbered, original communication, 2) transmittal form referred by City Hall, together with 3) the copy of the Department or Agency reply or report. The cumulative file will be submitted monthly to the Control Desk, which will record the receipt of each.

The original control number will be used in subsequent, related communications.

I request that you acknowledge receipt of this Executive Memorandum and indicate the name, title and telephone number of an officer to whom, in addition to the head of the agency questions of information can be directed for immediate answer.


EDW. F. CAVANAGH, JR.
DEPUTY MAYOR



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

March 6, 1961

EXECUTIVE MEMORANDUM #87

TO: ALL CITY DEPARTMENTS AND AGENCIES
FROM: ROBERT F. WAGNER, MAYOR
SUBJECT: PROCEDURE FOR PROCESSING COMMUNICATIONS
DIRECTED TO THE MAYOR

This memorandum describes procedures to be followed in handling, controlling and satisfactorily responding to citizens' communications addressed to the Mayor.

These communications consist of complaints, suggestions, and requests for data pertaining to the operations of the City of New York submitted by mail, telephone call or personal visit.

Courtesy, coordination, cooperation and communication provide the key to this entire operation. Citizens who seek information, offer suggestions, or register complaints expect, and should receive, prompt and effective response.

A. OPERATION

The operation involves the receipt, control and processing of information through one of three channels.

1. Immediate acknowledgement by the Mayor's Correspondence Unit and direct reply where possible.
2. Referral to a City agency responsible for the matter covered in the communication for action and reply.
3. Referral of special cases to the Mayor's Assistant responsible for liaison with the Department involved for action and reply.

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CITAIT - FIC
SMITH - TES
BETH - pl
FING - ME
Sessions -
Stuel -
LaRocco -
Thurston -
Sloan -

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FOR MR. HART
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B. FORMS

Under 2 above, the attached three part snap-out form substitutes for the A form (pink memo) and will be prepared by the Correspondence Unit of the Mayor's Office.

PART 1 - constitutes the acknowledgement to the addressee of the letter.

PART 2 - will serve as a reference source within the Mayor's Correspondence Unit.

PART 3 - will serve as a) transmittal slip for written communication or, b) as the communication in instances where inquiries are received by telephone or personal visit to City Hall and the Mayor's Mobile Unit.

If for any reason the communication requires the attention of another department or agency, it should be returned to the Office of the Mayor for re-routing.

Departments and Agencies are expected to reply to the addressee within fourteen (14) days.

Departments and Agencies will accumulate a file of all City Hall referrals, including copies of the replies. This cumulative file of action together with Part 3 will be submitted to the Mayor every thirty (30) days for review by the Mayor's Assistant having liaison jurisdiction.

I request that you acknowledge receipt of this Executive Memorandum and indicate the name, title and telephone number of an officer to whom, in addition to the head of the agency questions of information can be directed for immediate answer.

Questions may be directed to Mrs. Ruth Farbman, Assistant to the Mayor, City Hall, CO 7- 1000, Extension 111.

Robert F. Wagner

Part I. The first part of the work is devoted to a general survey of the history of the English language, from its origin to the present time. It is divided into three main sections: the first deals with the prehistoric period, the second with the Saxon period, and the third with the Norman period.

Part II. The second part of the work is devoted to a detailed study of the English language, from its origin to the present time. It is divided into three main sections: the first deals with the prehistoric period, the second with the Saxon period, and the third with the Norman period.

Part III. The third part of the work is devoted to a detailed study of the English language, from its origin to the present time. It is divided into three main sections: the first deals with the prehistoric period, the second with the Saxon period, and the third with the Norman period.

Part IV. The fourth part of the work is devoted to a detailed study of the English language, from its origin to the present time. It is divided into three main sections: the first deals with the prehistoric period, the second with the Saxon period, and the third with the Norman period.

Part V. The fifth part of the work is devoted to a detailed study of the English language, from its origin to the present time. It is divided into three main sections: the first deals with the prehistoric period, the second with the Saxon period, and the third with the Norman period.

Part VI. The sixth part of the work is devoted to a detailed study of the English language, from its origin to the present time. It is divided into three main sections: the first deals with the prehistoric period, the second with the Saxon period, and the third with the Norman period.

Part VII. The seventh part of the work is devoted to a detailed study of the English language, from its origin to the present time. It is divided into three main sections: the first deals with the prehistoric period, the second with the Saxon period, and the third with the Norman period.

Part VIII. The eighth part of the work is devoted to a detailed study of the English language, from its origin to the present time. It is divided into three main sections: the first deals with the prehistoric period, the second with the Saxon period, and the third with the Norman period.



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

PAUL R. SCREVANE
DEPUTY MAYOR

March 14, 1961

FOR YOUR
INFORMATION

TO: ALL DEPARTMENTS AND AGENCIES

FROM: PAUL R. SCREVANE, DEPUTY MAYOR

All heads of City Departments and Agencies are requested to circulate Executive Memorandum #87, dated March 6, 1961, to staff members involved in the handling of correspondence initially addressed to the Mayor.

The attached memorandum to staff at City Hall is sent for your information. It describes in detail the procedures now in effect in the Office of the Mayor.



CITY OF NEW YORK
OFFICE OF THE COMMISSIONER
NEW YORK, N. Y.

Page 14, 1901

FOR THE COMMISSIONER OF THE
BUREAU OF THE CITY OF NEW YORK

All matters of the Department and Bureau are
referred to the Board of Health for their consideration and
action, and the Board of Health is requested to report to the
Commissioner of the Department of Health, New York, N. Y.,
on or before the 1st day of January, 1902.

The enclosed report of the Board of Health is
submitted for the consideration of the Board of Health,
and the Board of Health is requested to report to the
Commissioner of the Department of Health, New York, N. Y.,
on or before the 1st day of January, 1902.

FROM: PAUL R. SCREVANE, DEPUTY MAYOR

MARCH 13, 1961

TO: ALL MEMBERS OF, OR ON LOAN TO, THE MAYOR'S STAFF

RE: PROCESSING OF COMMUNICATIONS

Approximately 400 communications addressed to the Mayor are received daily at City Hall. This does not include trend mail, mail addressed to the Mayor at Gracie Mansion or official mail addressed personally to the Mayor's Executive Staff.

The revised system for handling mail, as contained in Executive Memorandum #87 under date of March 6, 1961, was developed with the cooperation and assistance of the City Hall Mail and File Division, reviewed with the Mayor's executive Staff and the City Administrator's Office and is now in effect.

All members of staff should familiarize themselves with and follow the procedures outlined in the Executive Memorandum and the additional information and instructions which follow.

1. All mail addressed to the Mayor at City Hall or Gracie Mansion will be opened in the mail room.

2. All mail which requires acknowledgement and action will be entered at the Control Desk in a central register under the following headings:

Date Received--

<u>Control #</u>	<u>Name</u>	<u>Address</u>	<u>Subject</u>	<u>Referred To</u>	<u>Comments</u>	<u>Closed</u> <u>(Date)</u>
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3. The Control Desk will have responsibility for routing mail to the appropriate agency, office or individual.

a. A-form (revised) will be utilized by the Central Mail Division

b. B-form will be used at discretion of the Mayor's Executive Staff

4. If for any reason, a communication requires the attention of another office or individual at City Hall it should be returned to the Control Desk with comments and/or instructions for re-routing. These will be noted in the central register and communications re-routed as designated.

5. Routine mail which comprises approximately 80% of all received mail will be acknowledged in the name of the Mayor by a newly established Correspondence Unit.

a. The bulk of these acknowledgements will be executed through the newly installed automatic typewriter, a second of which is on order.

b. In a single operation, the automatic typewriter executes a personal acknowledgement and duplicates the relevant data at the same time on

[Faint, illegible text, likely bleed-through from the reverse side of the page.]

the transmittal form.

c. Acknowledgement letters have been revised and 12 forms now substitute for some 50 formerly used.

6. All other than routine mail will be channeled to the appropriate member of the Mayor's Executive Staff for acknowledgement and action as indicated.

a. The initials of the person preparing communications for the Mayor's signature should appear on inter-office and central file copies.

7. Initial action is expected within 14 days of receipt.

8. The original control number will be used in all related and subsequent communications.

9. All agencies, offices and individuals will accumulate a 30 day file on matters referred. This file will include the original communication, transmittal slip and copy of acknowledgement, reply, or report. It will be forwarded to the Mail Room monthly.

10. The Control Desk will record the receipt of each reply.

11. The 30 day agency file will then be sent to the appropriate Assistant to the Mayor for review.

12. The register will be inspected regularly by Control personnel for matters outstanding beyond 30 days and reports on delinquencies will be sent to the Deputy Mayor.

13. General complaints, stating nothing specific, will be acknowledged and filed.

14. Correspondence referred to state, federal and private agencies will be acknowledged but will require no follow up.

Trend Mail

1. Mail will be designated as "Trend" after consultation with the respective members of the Mayor's Executive Staff who will also determine the extent and conditions of acknowledgements.

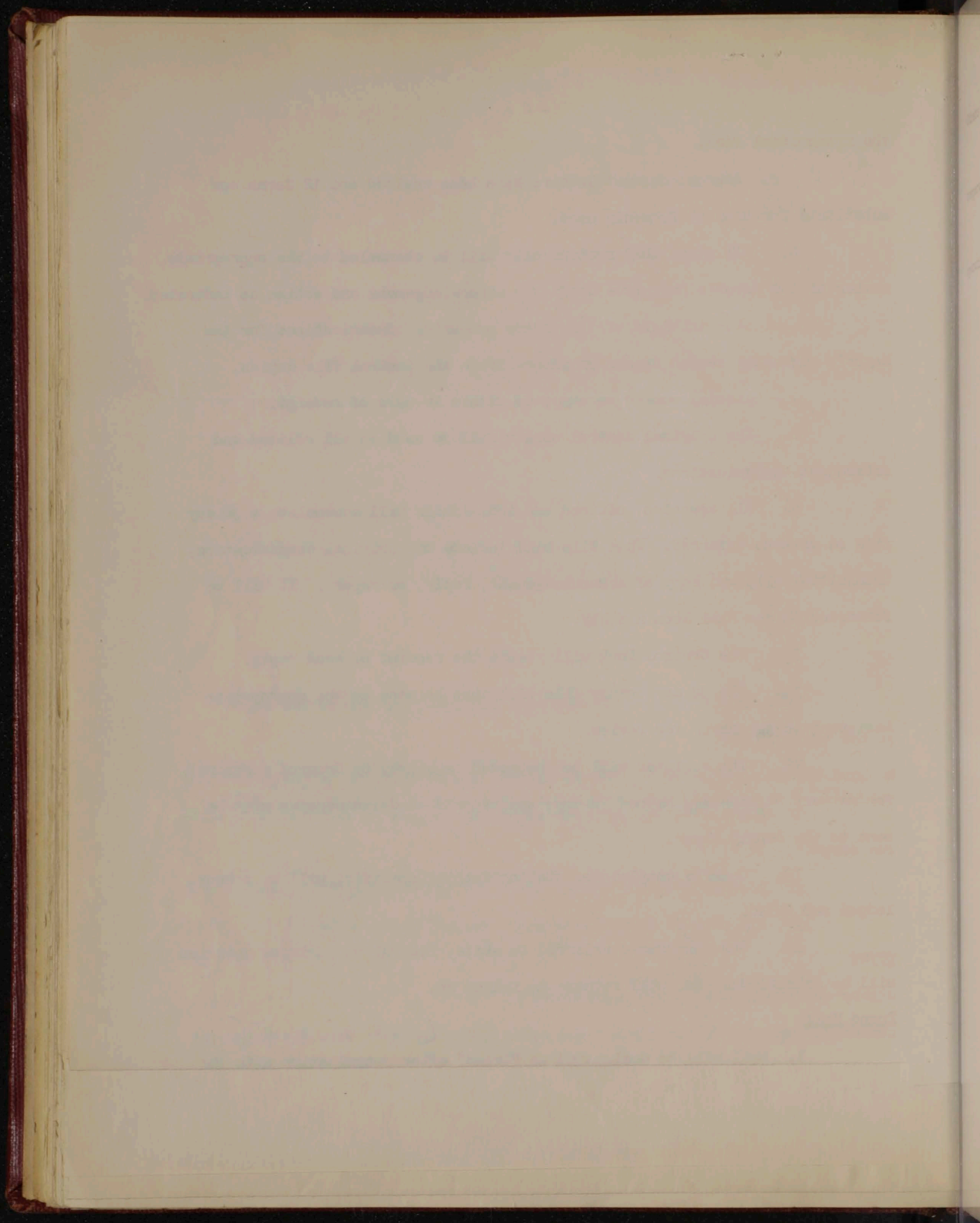
Files

1. All records should be sent to Central Files as promptly as possible.

2. Records referred to Central Files should contain the initials of the sender.

3. Individual office files should be limited to matters immediately pending and matters which are not or are not likely to be of interest or value to any other office.

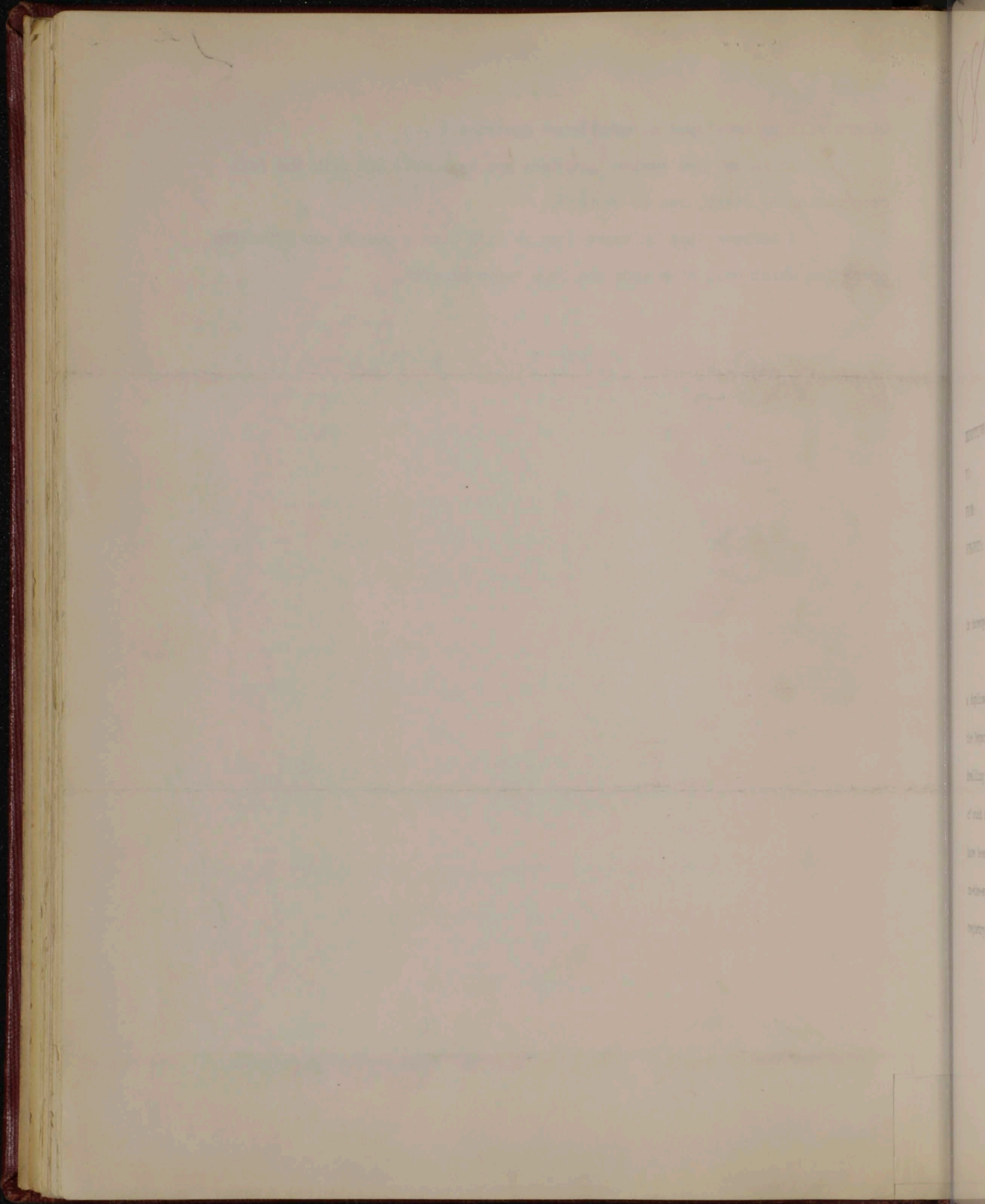
Some standards have already been developed for processing mail.



Others will be developed as experience dictates.

As in any new system, problems are expected, but with the full cooperation of staff, can be overcome.

I believe that in short time we will have a smooth and effective operation which will have wide and long range benefit.



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CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

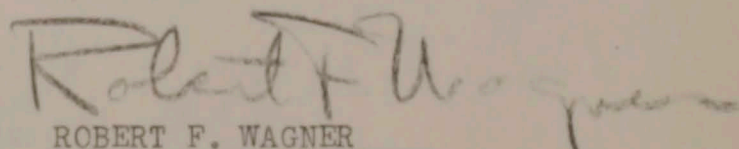
March 10, 1961

EXECUTIVE MEMORANDUM #88

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: ROBERT F. WAGNER, MAYOR
SUBJECT: CENTRAL REGISTRY FOR MULTIPLE DWELLING VIOLATIONS

A central registry for multiple dwelling violations is hereby established in the Department of Buildings.

All departments are directed to forward, after May 1, 1961, a duplicate copy of violation notices affecting multiple dwellings to the Department of Buildings' office in the borough in which the multiple dwelling is located within three working days from the date of issuance of such notice, and to advise the same office as soon as the violations have been dismissed. Violation orders resulting in immediate on-the-spot compliance need not be forwarded to the central violations registry.


ROBERT F. WAGNER
M a y o r



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89



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

EXECUTIVE ORDER NO. 89

March 10, 1961

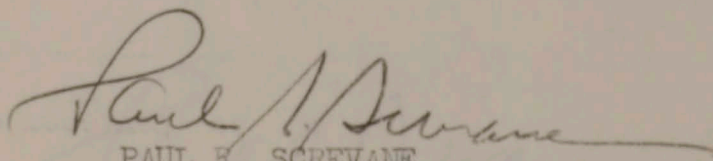
TO: ALL MAYOR'S DEPARTMENTS AND AGENCIES

FROM: PAUL R. SCREVANE, DEPUTY MAYOR

In order to familiarize myself with the major problems confronting the heads of our city agencies, as I assume the duties of Deputy Mayor, I would appreciate the head of each agency reporting to me the two most urgent matters which are currently causing concern either for the proper administration and functioning of the department or agency, or the Mayor's over-all objectives regarding the welfare of our city and its citizens as they relate to the particular agency.

In connection therewith, and for proper study and consideration, I ask the head of each agency for his recommendations as to how these problems might be resolved, and to what degree, with due consideration for their feasibility, and economy of funds and time. These should also consider relief which might be provided through local, state and federal legislation and grants-in-funds provided by the state and federal governments for broad interrelated programs.

I would appreciate having this information, as briefly and concisely as the problem permits, by noon, Wednesday, March 20, 1961. In no case shall the statement of a problem and the suggested solution exceed one side of one sheet of paper.


PAUL R. SCREVANE
DEPUTY MAYOR



CITY OF NEW YORK
OFFICE OF THE COMMISSIONER
NEW YORK, N. Y.

January 10, 1904

THE BOARD OF HEALTH

NEW YORK, N. Y.

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 7th inst. in relation to the matter of the application for a license to sell and dispense of beer and malted liquors in the city of New York.

I am sorry to hear that you have been unable to obtain a license to sell and dispense of beer and malted liquors in the city of New York. I am sure that you will be able to obtain a license to sell and dispense of beer and malted liquors in the city of New York in the future.

I am, Sir, very respectfully,
Yours,
J. J. [Signature]

J. J. [Signature]
[Illegible text]



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

PAUL R. SCREVANE
DEPUTY MAYOR

March 16, 1961

EXECUTIVE ORDER NO. 90

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: PAUL R. SCREVANE, DEPUTY MAYOR

Because of the many and varied demands on the time of the Mayor and the Deputy Mayor over and beyond the average working day, and in order that such time might be used to the best advantage, it is necessary that punctual compliance be given to all calls by the Mayor or the Deputy Mayor upon heads of city agencies and members of the Mayor's cabinet for conferences, consultation or report in connection with city business. These will take precedence over any department or agency engagements which might conflict with such a summons. In the event that it is impossible for the head of the agency to attend personally, he shall communicate with the Deputy Mayor as to whether he may send a representative.

Paul R. Screvane



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

March 23, 1961

EXECUTIVE ORDER #91

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES
FROM: ROBERT F. WAGNER, MAYOR
SUBJECT: PERFORMANCE OF SPECIFIC DUTIES RELATING
TO CIVIL DEFENSE

Pursuant to Chapter 84 of the Laws of 1961,
amending subdivision three of section twenty-two of the State
Defense Emergency Act, the heads of all City departments and
agencies are directed to perform the specific duties pertaining
to Civil Defense, consistent with and conforming to the plans,
regulations and orders of the State Civil Defense Commission,
the State Defense Council and the Director of Civil Defense of
the City of New York.

ROBERT F. WAGNER

Robert F. Wagner
MAYOR



92

CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

April 11, 1961

EXECUTIVE ORDER #92

TO: HEADS OF ALL DEPARTMENTS AND MAYORAL AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: COMMUNICATION BY PHONE BETWEEN THE MAYOR'S OFFICE
AND DEPARTMENT HEADS.

The need for ready communication between the Mayor or his staff acting at his direction, and the heads of the city's operating agencies, both during and after working hours, is too obvious to need stressing. At the same time there have been occasions, both during and after working hours, when the head of some agency was not reachable because he had not thought of leaving the telephone number where he could be reached, either with his secretary, or at his home.

The Mayor's Office has taken two steps designed to improve two-way communications. The first, already in effect, has involved furnishing itself, and all departments, with the private, direct line telephones of the commissioners in their offices, for use in case switchboards are busy.

The second step involves the installation of a new, night switchboard system at City Hall, with the police officer on duty capable of handling a series of incoming calls, and making outgoing ones. This will include a direct tie-line to Gracie Mansion. The purpose of this is to permit the Mayor, by one phone call to City Hall, to have commissioners needed in an emergency alerted to that fact. It will, of course, facilitate also the calls to Gracie Mansion, and the passing on of information and messages from the commissioners and agency heads to the Mayor and his staff. This new system will be in effect within the next two weeks.



CITY OF NEW YORK
 OFFICE OF THE MAYOR
 MAYOR'S OFFICE

ALBANY, N.Y. 12241

April 11, 1961

MEMORANDUM FOR THE MAYOR

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: COMMUNICATION BY PHONE BETWEEN THE MAYOR'S OFFICE AND DEPARTMENT HEADS

The need for ready communication between the Mayor and his staff working at his direction, and the heads of the city's operating agencies, during and after working hours, is an obvious and most pressing. At the same time there have been occasions, both during and after working hours, when the head of some agency was not reachable because he had not thought of leaving the telephone number where he could be reached, either with his secretary, or at his home.

The Mayor's Office has taken two steps designed to improve two-way communication. The first, already in effect, has involved maintaining itself, and all departments, with the Mayor's Office telephone at their offices, for use in case of emergencies and busy.

The second step involves the Mayor's Office at City Hall, which the police officer in charge of handling a series of incoming calls, and making outgoing ones. This will include a direct line to the Mayor's Office. The purpose of this is to permit the Mayor, by the phone call to City Hall, to have communication needed in an emergency alerted to that fact. It will, of course, facilitate also the Mayor's Office, and the passing on of information and messages from the Mayor's Office and the Mayor's Office. This new system will be in effect within the next two weeks.

April 11, 1961

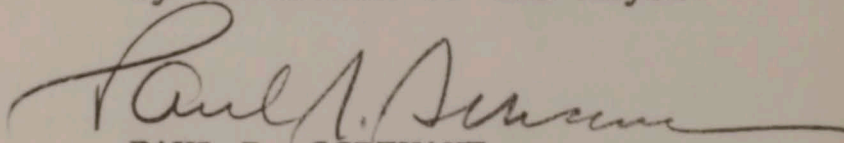
For the further improvement of communications, you are requested to take the following steps:

- 1) During normal working hours, a period when there is no reason for any commissioner or agency head to be out of touch, carry out without exception the rule of leaving a telephone number with your secretary or responsible assistant.
- 2) After hours, observe whenever possible the practice of leaving the telephone number or address of where you are going. If there is no one at your residence qualified to receive calls, please leave the number with the night City Hall telephone operator. It should be remembered that it is by no means impossible for you to be paged and located even at a public dinner, or the theatre, although the need for this will occur very seldom, I am sure.
- 3) The heads of operating agencies such as Police, Fire, Sanitation, Correction, Hospitals and Water Supply will continue, as in the past, to use the 24 hour facilities of their own departmental switchboards for the same purpose.

Your cooperation in this is expected and appreciated.

ROBERT F. WAGNER
MAYOR

By direction of the Mayor:


PAUL R. SCREVANE
DEPUTY MAYOR

93

June 5, 1961

EXECUTIVE MEMORANDUM #93

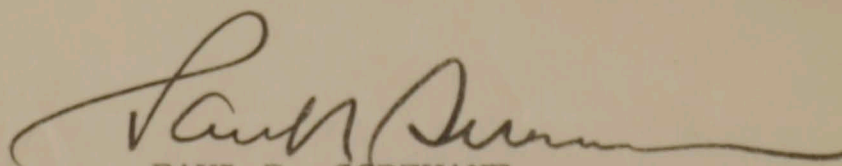
TO: ALL MAYORAL AGENCIES

FROM: PAUL R. SCREVANE, DEPUTY MAYOR

Testimony of an inspector in the Board of Education given to our Commissioner of Investigation is to the effect that he had accepted things of value from a list of contractors doing business with the Board.

I am attaching, at the Mayor's direction, the list of these contractors for you to note and deal with accordingly. The policy is as follows:

- 1) If the firm is a low bidder and the contract has not yet been awarded, the contract should not be awarded, and you are directed hereby not to award it. If permission to award to a second bidder is required from the Board of Estimate, kindly make your request.
- 2) As far as future contracts are concerned, the attached list of bidders are not to be considered until further notice.


PAUL R. SCREVANE
Deputy Mayor

Enclosure

Copies to all Non-Mayoral agencies for their information and guidance.

LIST OF CONTRACTORS

1 Daniel J. Rice, Inc.

2 Benj. Hochman Elec. Co. Inc.

3 Rehner Plumbing Co.

4 Pipe & Eng. Co. Inc.

5 Endres Plumbing Corp.

6 Public Improvements Inc.

7 David Coyne & Co.

8 H.H. Starkman & Bros.

9 H.H. Novinson Co., Inc.

10 Novak & Co., Inc.

11 S & M Plumbing Co., Inc.

12 Meyerbank Elec. Co., Inc.

13 Afgo Eng. Co.

H. Sand & Co., Inc.

A. Rosen & Sons

Bank Elec. Co.

Cartmel-Morris Inc.

Forsythe Plumbing & Heating Corp.

Astrove Plumbing & Heating Corp.

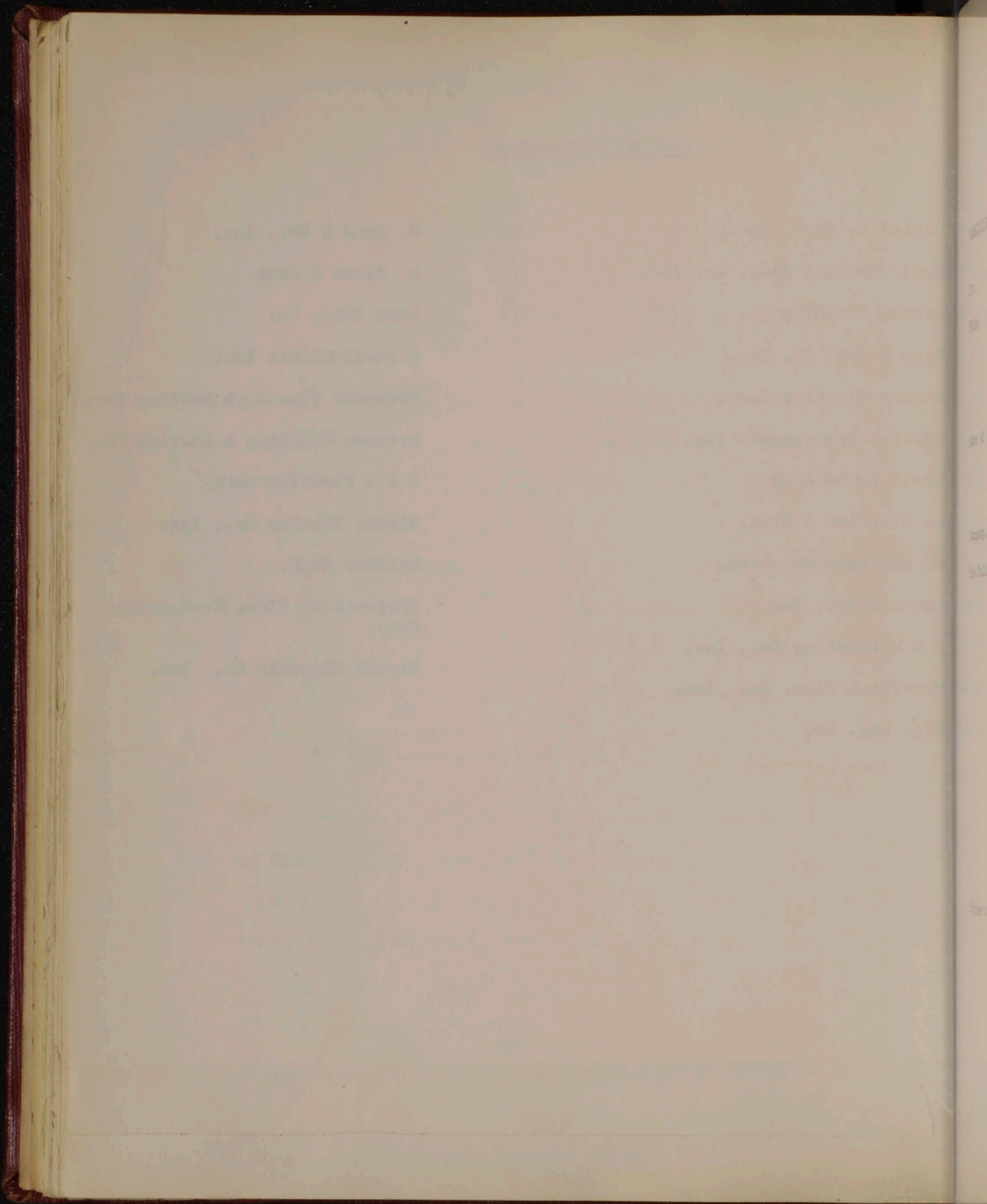
G & B Plumbing Corp.

Dierks Heating Co., Inc.

Raisler Corp.

Progressive Elec. Contracting
Corp.

Hirsch Electric Co., Inc.





CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

June 15, 1961

EXECUTIVE MEMORANDUM #93-S

TO: ALL MAYORAL AGENCIES
FROM: PAUL R. SCREVANE, DEPUTY MAYOR

This will supplement Executive Memorandum #93, issued under date of June 5th, 1961.

In that memorandum one firm listed was the Rehner Plumbing Company. This should be corrected to read C. K. Rehner, Inc. In addition, the following three firms should be added to the list:

Kayfield Construction Corp.
Artistic Bronze Tablet Co., Inc.
Acme Wire Works, Inc.

PAUL R. SCREVANE
Deputy Mayor

Copies to all Non-Mayoral agencies for their information and guidance.



OFFICE OF THE
DIRECTOR OF THE
BUREAU OF THE
CENSUS

WASHINGTON, D.C.

EXECUTIVE SECRETARIAT

U.S. DEPARTMENT OF COMMERCE

WASHINGTON, D.C.

THIS OFFICE HAS THE HONOR TO ACKNOWLEDGE THE RECEIPT OF YOUR LETTER OF THE 10TH INSTANT.

DATE OF THIS LETTER

IN YOUR MEMORANDUM OF THE 10TH INSTANT YOU HAVE REQUESTED THAT THE FOLLOWING INFORMATION BE FURNISHED TO YOU:

1. THE NAME OF THE PERSON OR PERSONS WHOSE NAMES ARE LISTED IN THE FOLLOWING TABLE:

THE FOLLOWING TABLE SHOWS THE NAMES OF THE PERSONS WHOSE NAMES ARE LISTED IN THE FOLLOWING TABLE:

NAME OF PERSON
ADDRESS
CITY

[Handwritten signature]

Very truly yours,
Director

COPIES OF THIS LETTER WILL BE FURNISHED TO THE BUREAU OF THE CENSUS AND TO THE BUREAU OF THE COMMERCE.

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CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

PAUL R. SCREVANE
DEPUTY MAYOR

June 5, 1961

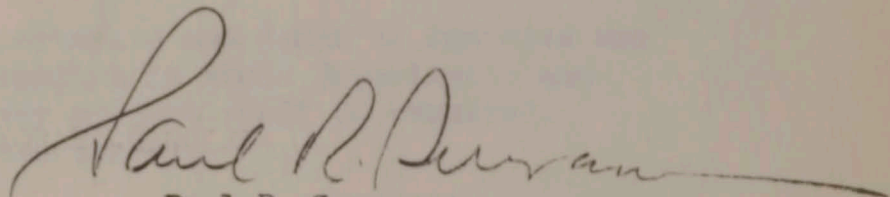
EXECUTIVE ORDER # 94

TO: HEADS OF ALL DEPARTMENTS AND MAYORAL AGENCIES

FROM: DEPUTY MAYOR

SUBJECT: COMMUNICATION BY PHONE BETWEEN THE MAYOR'S OFFICE
AND DEPARTMENT HEADS .

For the further improvement of communications, you are requested to provide this office with names, titles, office and home telephone numbers of staff members who, in your absence, can be contacted both during and after working hours when such is deemed necessary by the Mayor's Office. This list should include executive staff such as Deputy, Assistant, Secretary, Public Relations Officer, and should be sent without delay to the Office of the Mayor.


Paul R. Screvane
Deputy Mayor



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

July 24, 1961

EXECUTIVE ORDER NO. 95

TO: COMMISSIONERS AND HEADS OF AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: NEW YORK CITY FALLOUT SHELTER SURVEY

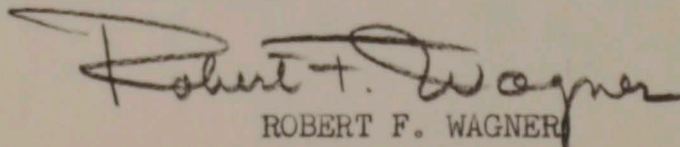
Scientific studies and other tests conducted by the Federal Government and a number of private agencies are unanimous in their conclusions that the effects of nuclear fallout can be substantially minimized through the availability, and the emergency use by public, of fallout shelters.

In order to determine the capabilities of the structures within New York City to provide protection against radioactive fallout, the Mayor of the City of New York has recently entered into a contract with the State of New York and the Federal Governments for a structural survey of the buildings, by individual category, within the five Boroughs. Under the terms of this contract, the Federal Government and the State of New York have agreed to assist the City financially in effecting the survey. The Contract stipulates that it will be necessary for the City of New York to provide all information pertinent to structures within the City.

All the Commissioners of Departments and Heads of Agencies are directed to insure that all such information in their Departments and Agencies be made available to the survey project staff as required. This information is indispensable to the survey.

This survey is vital for the protection of the people of our City. It will assemble definitive information with respect to the protective capabilities of existing structures, together with modifications required for their maximum utilization during emergencies. It will supply the factual information and fundamental guidance for the development of a City-wide fallout shelter utilization plan.

The Director of Civil Defense, Robert E. Condon, is charged with the responsibility for the conduct and expeditious completion of the survey. I shall expect you to accord him and his project staff your fullest cooperation in this vital undertaking.



ROBERT F. WAGNER
MAYOR

JULY 26, 1938

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

EXHIBIT 100-100000

TO: COMMISSIONER OF HEALTH

FROM: ROBERT F. WAGNER, Mayor

SUBJECT: NEW YORK CITY HEALTH DEPARTMENT

Scientific studies and other facts conducted by the Federal Government and a number of private agencies are convincing in their conclusions that the effects of modern life are substantially increased through the availability, and the emergency use of public health services.

In order to determine the requirements of the population within New York City to provide protection against infectious diseases, the Mayor of the City of New York has recently entered into a contract with the State of New York and the Federal Government for a statistical survey of the population, by individual category, within the five boroughs, under the terms of this contract, the Federal Government and the State of New York have agreed to assist the City financially in carrying out the survey. The Government recognizes that it will be necessary for the City of New York to provide all information pertinent to the survey within the City.

All the Departments of the City and County of New York are requested to insure that all such information is promptly furnished and that the same be made available to the survey project staff as required. This information is indispensable to the survey.

This survey is vital for the protection of the people of New York. It will assemble statistical information which is needed to the health department of the City and County of New York, together with health statistics required for their various statistical and financial purposes. It will supply the Federal Government and the State of New York with the information of a City-wide health survey which is essential.

The Director of Civil Defense, Robert F. Wagner, is charged with the responsibility for the conduct and expenditure of the survey. I shall expect you to assist him and the project staff in the survey. Your interest and cooperation in this vital undertaking.

Robert F. Wagner
ROBERT F. WAGNER
Mayor



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

PAUL R. SCREVANE
DEPUTY MAYOR

July 28, 1961

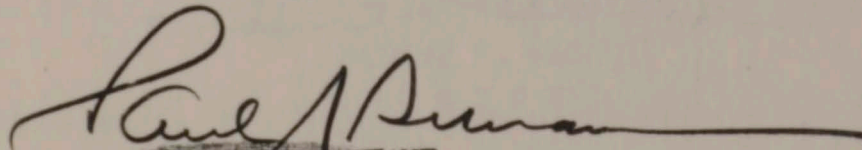
EXECUTIVE ORDER # 96

TO: TO ALL MAYOR'S AGENCIES
FROM: PAUL R. SCREVANE, DEPUTY MAYOR
SUBJECT: SPECIFIC ADDRESSES ON LETTERHEADS AND STATIONERY

Mayor Wagner has received a request from the United States Post Office that the departments and agencies of New York City use more specific addresses on their letterheads and stationery in order to facilitate the handling of mail.

It is difficult for the Post Office to direct the mail properly when a street address is not indicated or the number is omitted. In Queens, especially, there is difficulty when only a county or borough name is used in place of the correct post office name.

Will you therefore take the appropriate steps to remedy this situation and instruct your borough heads accordingly.


PAUL R. SCREVANE
DEPUTY MAYOR



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

October 23, 1961

EXECUTIVE ORDER NO. 97

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

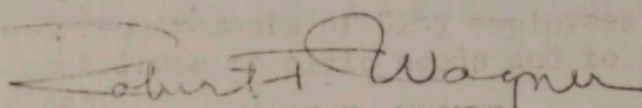
SUBJECT: CITY-WIDE BLOOD CREDIT PROGRAM

A study conducted by the Personnel Council of the City of New York has disclosed the need for a coordinated City-wide blood credit program to provide for the blood requirements of City employees and their families, as well as to contribute to civic needs and to the requirements of the armed services.

In order to establish a blood credit program in which all City employees may participate, I hereby establish an Administrative Board for Blood Credits to study the problems involved in such a program, to investigate the blood resources available in the City, to recommend the best possible means of achieving the objective of providing blood insurance to City employees and their families, and to administer the program when it has been established.

I appoint the City Personnel Director as the Chairman of the Administrative Board for Blood Credits and the Commissioner of Health and the Commissioner of Hospitals as members.

All department and agency heads are requested to cooperate with the Board in carrying out its tasks.


ROBERT F. WAGNER
Mayor

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Mayor Robert F. Wagner today moved to establish a blood credit program to provide blood for the city's 250,000 employees and their immediate families. He named a three member board to work out the procedures.

The program will also help in maintaining an adequate supply of blood for other civilian needs and for the requirements of the armed services.

Named to the new board are Dr. Leona Baumgartner, Commissioner of Health; Dr. Theodore H. Lang, Chairman of the City Civil Service Commission and City Personnel Director; and Dr. Ray Trussell, Commissioner of Hospitals. Dr. Lang will serve as Chairman.

The Mayor directed the new board to study all of the problems which would confront the city in establishing and maintaining a program to supply a sufficient amount of blood to meet the needs of approximately three-quarters of a million persons.

Some of the problems the board has to consider involve the collection of blood from city employees, a determination of the basis on which blood is to be provided, and how to establish blood credit for city employees.

Another problem the board must resolve is the coordination of efforts with blood collection groups such as the American Red Cross.

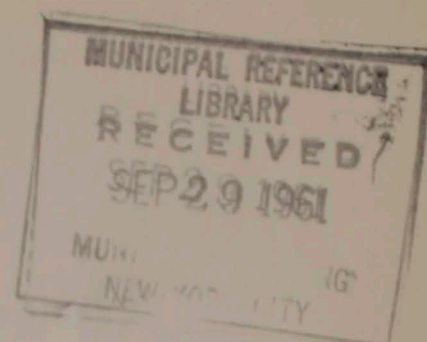
The three member board will administer the program when established.

Attached is a copy of the Mayor's Executive Order.

98



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.



EXECUTIVE ORDER #98

September 25, 1961

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: HON. ROBERT F. WAGNER, MAYOR OF THE CITY OF NEW YORK
SUBJECT: 1962 LEGISLATIVE PROGRAM

The 1962 Legislative Program is now being formulated. All department and agency heads are directed to submit any proposals which they wish to have included in this program on or before October 16th. It is my intention as usual to prefile portions of this program.

Inasmuch as the preparation of specific bills to implement such a program requires conferences, analysis and study before a bill is in final form for introduction, it is most important that you start planning your programs immediately. This is especially true if the legislation involves City or State funds.

Consistent with my policy of utilizing the City's home rule powers to the fullest extent, I direct that State legislation be recommended only to enact legislative measures which cannot as a matter of law be adopted locally.

Each proposed bill must be accompanied by a supporting memorandum stating in detail the purpose of the bill and the reason for requesting it. The memorandum should also contain a complete statement of any previous legislative history, and an estimate of any fiscal significance the bill may have.

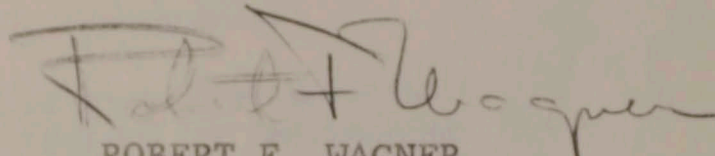
EXECUTIVE ORDER #98

September 25, 1961

Eight copies of each proposed bill, together with eight copies of the supporting memorandum, are to be submitted to Bernard J. Ruggieri, Assistant to the Mayor, as soon as possible.

Those agencies and departments which require technical assistance should promptly communicate with the Law Department so that the above schedule may be adhered to.

Your cooperation in compliance with the terms of this directive is anticipated in order to obtain maximum results in the formulation, preparation and processing of the City's 1962 Legislative Program.

A handwritten signature in dark ink, appearing to read "Robert F. Wagner", is written over the printed name.

ROBERT F. WAGNER
M a y o r

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CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

*Rescinded & superseded by
Exec Ord 57, Dec 22, 1957*

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EXECUTIVE ORDER #99

NOVEMBER 3, 1961

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
FROM: HON. ROBERT F. WAGNER, MAYOR OF THE CITY OF NEW YORK
SUBJECT: NARCOTICS ADDICTION SERVICES

The Department of Health is assigned the responsibility for coordinating the City's efforts in dealing with narcotics addicts.

The Department of Health will:

1. Coordinate the activities of the various City agencies dealing with the addicts.
2. Develop in conjunction with other agencies involved, research programs for determining the best approaches to be used for the care, treatment and rehabilitation of addicts.
3. Provide consultative services in City agencies, other public agencies and voluntary groups working with addicts.
4. Serve as a clearing house for information related to all services for addicts.
5. Conduct an educational program to acquaint the public with the problems of narcotics addiction, its control and prevention.
6. Determine the pertinent data to be collected relative to the incidence of addiction and of the care, treatment and other services provided addicts and collect same.

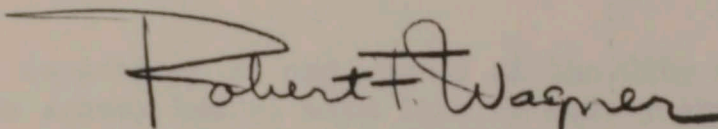
EXECUTIVE ORDER #99

NOVEMBER 3, 1961

7. Enlist the aid of and work with voluntary groups in the community in the care, treatment and rehabilitation of addicts.
8. Keep the City Administrator advised on a continuing basis as to the status of the City's efforts in the care, treatment and rehabilitation of addicts.

In addition, the Narcotics Advisory Council, now advising the City Administrator, is transferred to the Commissioner of Health for advice and assistance.

In addition, the Commissioner of Health will take over responsibility from the City Administrator for liaison with the Narcotics Advisory Council. The Council will continue its advisory role in carrying out the City's efforts to provide care, control, treatment and rehabilitation of addicts.



ROBERT F. WAGNER
M A Y O R



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

October 31, 1961

EXECUTIVE ORDER NO. 100

To: Heads of all City Departments and Agencies
From: Hon. Robert F. Wagner, Mayor of the City of New York
Subject: Mayor's Medal for Outstanding City Employees

I. INTRODUCTION

To provide recognition to City employees for the high caliber of their work and to encourage them to aim for ever higher standards of performance and to call to the attention of the people of the City the outstanding work of the City's employees and the wide variety and great satisfaction of careers in the City service, I hereby establish "The Mayor's Medal For Outstanding Performance In The Service Of The City of New York," to be given each year to each of two employees of the City whose contributions to the efficiency and quality of the City's services to its people merit the highest recognition.

II. RULES AND PROCEDURE

A. ELIGIBILITY

All employees of any department or any agency of the City of New York, (other than agency heads) with five or more years of continuous, full-time service in the Classified Service of the City or on the teaching staffs of the Board of Education and the Board of Higher Education shall be eligible to receive the Mayor's Medal.

B. NOMINATIONS

- (1) Each agency head shall annually submit two nominations for the Mayor's Medal.
- (2) Employee groups, civic organizations and professional societies, shall be invited to submit two nominations annually.

C. CRITERIA FOR SELECTION

The following criteria shall be used in selecting employees to receive the Mayor's Medal:

October 11, 1941

EXECUTIVE ORDER NO. 100

To: Heads of all City Departments and Agencies
From: Hon. Robert F. Wagner, Mayor of the City of New York
Subject: Mayor's Medal for Outstanding City Employees

I. INTRODUCTION

To provide recognition to City employees for the high caliber of their work and to encourage them to the best of their ability to perform and to call to the attention of the people of the City the outstanding work of the City's employees and the high caliber and great contribution of citizens in the City service, I hereby establish the Mayor's Medal for Outstanding Performance in the Service of the City of New York, to be given each year to each of two employees of the City whose contributions to the efficiency and quality of the City's service to the people merit the highest commendation.

II. RULES AND PROCEDURE

A. ELIGIBILITY

All employees of any department or any agency of the City of New York, (other than agency heads) with five or more years of continuous full-time service in the classified service of the City or on the teaching staffs of the Board of Education and the Board of Higher Education shall be eligible to receive the Mayor's Medal.

B. NOMINATIONS

- (1) Each agency head shall annually submit two nominations for the Mayor's Medal.
- (2) Employees groups, civic organizations and professional associations shall be invited to submit two nominations annually.

C. CRITERIA FOR SELECTION

The following criteria shall be used in selecting employees to receive the Mayor's Medal:

- (1) Achievements having an important effect on a major City program resulting in increased efficiency or improved services.
- (2) Specific outstanding personal accomplishments which are important contributions to the administrative, social, scientific, educational, or technical progress in the work of a City agency and to the advancement of similar programs in the City, State, and Nation.
- (3) Participation in the civic life of the City with specific outstanding contributions which have led to the betterment of the community and the welfare of its people.
- (4) Performance which has demonstrated a high degree of personal integrity, honesty, and devotion to the welfare of the City and its people.

D. PRELIMINARY SCREENING

Nominations submitted shall be reviewed by a special committee in the Department of Personnel designated by the Personnel Director for the purpose of selecting the 25 outstanding nominees.

E. NUMBER OF AWARDS

The number of awards shall not exceed two in any one year.

F. SELECTION COMMITTEE

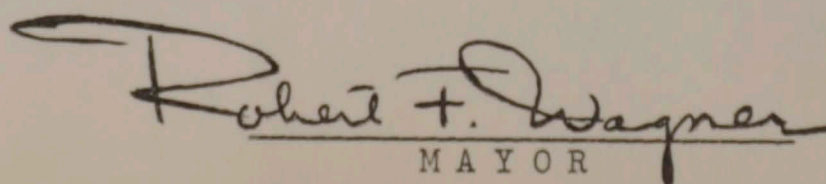
The Selection Committee shall consist of the Deputy Mayor, the Personnel Director, and three outstanding citizens of the City appointed by the Mayor who are not connected in any official capacity with any City department or agency. The Mayor's appointees shall serve for three years with overlapping terms. One of the appointed members shall serve as chairman.

G. SELECTION

The Selection Committee shall review the 25 outstanding nominations and recommend to the Mayor the two persons to receive the Mayor's Medal.

III. ADMINISTRATION

The Department of Personnel shall be responsible for the administration of this program and for providing such technical and clerical assistance as the Selection Committee may require.


MAYOR

(1) The first of these is the fact that the...

(2) The second of these is the fact that the...

(3) The third of these is the fact that the...

(4) The fourth of these is the fact that the...

THE SECOND OF THESE

(5) The fifth of these is the fact that the...

THE THIRD OF THESE

(6) The sixth of these is the fact that the...

THE FOURTH OF THESE

(7) The seventh of these is the fact that the...

THE FIFTH OF THESE

(8) The eighth of these is the fact that the...

THE SIXTH OF THESE

(9) The ninth of these is the fact that the...

[Handwritten signature]



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

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October 31, 1961

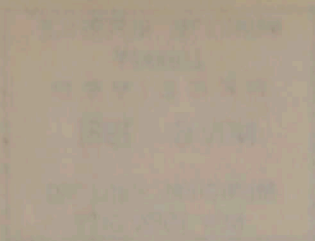
EXECUTIVE ORDER NO. 101

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
FROM: ROBERT F. WAGNER, MAYOR

I have designated Marvin E. Perkins, M. D., Commissioner of Mental Health Services.

In addition to the coordination of all mental health services in New York City, his responsibilities will include:

1. Develop for the Mayor a comprehensive psychiatric program for the City of New York.
2. Represent the Mayor in dealings with the State and Federal Government pertaining to the City's Mental Health activities.
3. Serve as chief executive officer of the Community Mental Health Board.
4. Develop standards of care to be rendered in psychiatric facilities operated by the City and those services under contract.
5. Recommend to the Community Mental Health Board the provision of services and establishment of facilities including contracts thereof and other matters desirable to accomplish the purposes of the Community Mental Health Act.
6. Exercise general supervision over mental health services and facilities operated or supported by the Community Mental Health Board.



October 11, 1941

EXECUTIVE ORDER NO. 101

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
FROM: ROBERT F. WAGNER, Mayor

I have designated Nathan J. Perlman, M. D., Commissioner of Mental Health Services.

In addition to the coordination of all mental health services in New York City, the Commissioner will also:

1. Develop for the City a comprehensive psychiatric program for the City of New York.
2. Represent the City in all matters relating to State and Federal Government pertaining to the City's Mental Health activities.
3. Serve as chief executive officer of the Community Mental Health Board.
4. Develop standards of care to be followed in psychiatric facilities operated by the City and other services under contract.
5. Recommend to the Community Mental Health Board the provision of services and establishment of facilities including contracts for care and other matters deemed to be necessary for the purposes of the Community Mental Health Act.
6. Exercise general supervision over all mental health services and facilities operated or supported by the City's City Mental Health Board.

- 2 -

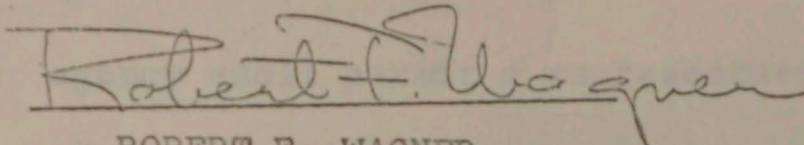
7. Coordinate and integrate the various municipal activities of psychiatric services with voluntary and private facilities.

8. Carry out research and studies to promote mental health care.

9. Appoint and assign Directors of Psychiatry to City agencies with psychiatric programs.

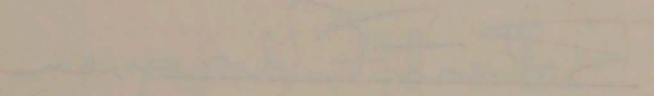
10. Provide advice and consultation services to municipal agencies maintaining psychiatric services.

11. Submit annual reports to the Mayor.



ROBERT F. WAGNER
M a y o r

1. Consideration and integration of the various scientific activities of psychiatric services with voluntary and private facilities.
2. Study and research and studies to promote mental health services.
3. Technical and scientific development of psychiatric services.
4. Studies and research and studies to promote mental health services.
5. Studies and research and studies to promote mental health services.


ALBERT F. KATZ
MAY 1952



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

November 28, 1961

EXECUTIVE ORDER #102

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES
FROM: ROBERT F. WAGNER, MAYOR
SUBJECT: ATTENDANCE AT LEGISLATIVE MEETINGS
AND CONFERENCES

No City Department or agency shall permit a representative to attend any meeting or conference called by a legislative committee or State agency unless prior notification is given to, and approval is received from Bernard J. Ruggieri, the City's Legislative Representative, prior to attending such meeting.

There will be no exceptions to this rule.

ROBERT F. WAGNER
M a y o r



OFFICE OF THE
COMMISSIONER OF THE
LAND OFFICE

January 15, 1900

EXECUTIVE ORDER

WHEREAS the following is the substance of the

REPORT OF THE COMMISSIONER OF THE LAND OFFICE

IN RESPONSE TO A RESOLUTION OF THE BOARD OF LAND COMMISSIONERS

AND WHEREAS the following is the substance of the

REPORT OF THE COMMISSIONER OF THE LAND OFFICE

IN RESPONSE TO A RESOLUTION OF THE BOARD OF LAND COMMISSIONERS

AND WHEREAS the following is the substance of the

REPORT OF THE COMMISSIONER OF THE LAND OFFICE

IN RESPONSE TO A RESOLUTION OF THE BOARD OF LAND COMMISSIONERS

There will be no objection to this order.

[Signature]
COMMISSIONER OF THE LAND OFFICE



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

December 1, 1961 bf

EXECUTIVE ORDER NO. 103

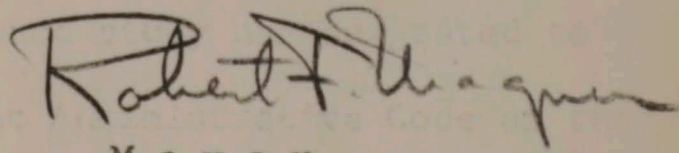
TO ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: AMENDMENT OR MODIFICATION OF ADMINISTRATIVE CODE
AND/OR NEW CHARTER

Sometime ago you were furnished with copies of the new Charter adopted on November 7, 1961. Such copies were provided for your careful study and examination. If such examination and study has suggested to you that any amendment or modification of the Administrative Code or the new Charter is necessary you are hereby requested to submit all such recommendations to the Deputy Mayor at City Hall on or before December 10th, 1961.

Additional copies of the new Charter may be obtained at the office of the Board of Statutory Consolidation, 225 Broadway, Manhattan.


M a y o r



City of New York
 Board of Health
 New York, N.Y.

October 1, 1921

EXECUTIVE ORDER NO. 101

TO ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. TACKER, Mayor

SUBJECT: MEMORIAL OF BOARD OF HEALTH RE: SANITARIAN CODE
 AND ACT FOR CHARTER

Reference is made to the fact that the Board of Health has been authorized to prepare a new Sanitarian Code and Act for Charter. It is requested that you advise the Board of Health of any suggestions or recommendations you may have in this regard. The Board of Health is desirous of having a copy of your suggestions or recommendations in the report to the Board of Health on the subject of the new Sanitarian Code and Act for Charter.

101

Additional copies of the new Charter may be obtained at the office of the Board of Health, 125 Broadway, New York, N.Y.

Robert F. Tacker
 Mayor



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

December 1st, 1961

EXECUTIVE ORDER NO. 104

TO ALL MAYOR'S DEPARTMENTS AND AGENCIES

All appointees holding positions in the unclassified or exempt services, except those holding appointments for specific terms, will submit their resignations not later than 12 o'clock noon, December 15th, 1961, to take effect December 31st, 1961.

Reappointments will be announced some time before January 1st, 1962.

A handwritten signature in dark ink, reading "Robert F. Wagner".

ROBERT F. WAGNER
M a y o r



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

December 8th, 1961 fdm

EXECUTIVE ORDER NO. 105

TO: HEADS OF ALL AGENCIES AND DEPARTMENTS
FROM: ROBERT F. WAGNER, MAYOR
SUBJECT: PROCUREMENT TIME SCHEDULES FOR AUTOMOTIVE EQUIPMENT.

The Budget Director, under my order has been developing procedures and standards in connection with the maintenance and replacement of automotive equipment.

It has been determined in conjunction with the Department of Purchase that lowest prices can be obtained for motor vehicles by procurement on a volume basis of consolidated agency requirements. Purchasing on this basis will permit standardization on a minimum number of vehicle types.

In order to implement this new purchasing procedure, it is necessary to establish a procurement time schedule. Attached hereto is the schedule which shall be binding on all agencies on the dates indicated.

Robert F. Wagner
Mayor



THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
NEW YORK, N. Y.

January 15, 1934

Mr. J. H. Van Vleet

Department of Physics

University of Chicago

Chicago, Illinois

Dear Mr. Van Vleet:

I have just received your letter of the 12th inst.

concerning the

question of the

possibility of

the existence of

the so-called

anomalous

dispersion of

the refractive

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Yours very truly,
F. J. Beck

CONSOLIDATED PURCHASE PROGRAM

Procurement Time Schedule

Capital Budget - Effective January 1, 1962

Sanitation and Fire Departments to have separate bid openings for special appliance equipment as in the past except for equipment as noted below:

Ordinary Commercial Body Trucks - Requisitions to be submitted to the Bureau of the Budget by February 1st for consolidation, examination, approval and forwarding to the Department of Purchase not later than April 15th, after Board of Estimate approval for a bid opening scheduled for June 15th.

Special Equipment - Requisitions for such equipment as front end loaders, graders, earth moving equipment, road rollers, etc., shall be submitted to the Budget Bureau by June 1st for consolidation, examination, approval and forwarding to the Department of Purchase not later than August 15th after Board of Estimate approval for a bid opening scheduled for October 15th.

Expense Budget - Effective July, 1962 - Passenger Cars (All agencies)

Two volume purchases a year

First volume requisition shall be submitted to the Budget Bureau by September 15th for consolidation, examination, approval and forwarding to the Department of Purchase not later than November 15th for a bid opening scheduled for January 15th. To obtain the maximum benefits from this program, approximately 75% of an agency's total requirements should be included in the first volume procurement.

Second volume requisitions shall be submitted to the Budget Bureau by December 15th for consolidation, examination, approval and forwarding to the Department of Purchase not later than February 15th for a bid opening scheduled for April 15th.

MEMORANDUM FOR THE RECORD

Prepared by [illegible]

Subject: [illegible] - [illegible] - [illegible]

Reference is made to the report of the [illegible] dated [illegible] and the [illegible] dated [illegible].

The [illegible] of the [illegible] is [illegible]. The [illegible] of the [illegible] is [illegible]. The [illegible] of the [illegible] is [illegible].

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Recommendation: [illegible] - [illegible] - [illegible]

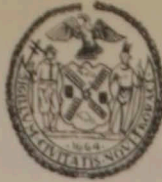
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CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

December 15, 1961

EXECUTIVE ORDER #106

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES
FROM: ROBERT F. WAGNER, MAYOR
SUBJECT: STANDARD PROCEDURE FOR REPORTING ON
PENDING STATE LEGISLATION

We are at the threshold of another legislative session. During the course of the session Bernard J. Ruggieri, the City's Legislative Representative, will refer pending bills to appropriate City departments and agencies for written reports of analysis and recommendations thereon.

In order that the Administration may be in a position to oppose any proposed State laws which would be detrimental to the City or to support the passage of beneficial legislation, strict compliance with the terms of this Executive Order is essential.

INSTRUCTION FOR REPORTING ON BILLS

A. Form of Report.

1. Reports on pending State legislation shall be made on the prescribed City forms. Form NYC 55 will be used for making a favorable recommendation. Form NYC 56 will be used for recommending disapproval. The detailed instructions on these forms with respect to their preparation and routing are to be carefully followed. These forms may be requisitioned from the Chief Clerk of this office.

2. If you receive a request for comment on a bill which (a) is identical to a bill previously reported on, or (b) has been amended in immaterial respects, merely submit a

EX-100-100000-100000

RECEIVED BY THE DIRECTOR, FBI, 11/11/64

ROYAL, E. C. 1977. 3. 7. 1977

NO DUTY FOR REPORTING OF
MILITARY SERVICE

The following is a list of the names of the persons who have been appointed to the various committees of the Senate, together with the names of the persons who have been appointed to the various committees of the House of Representatives.

10-11-1964

33744-33747

report, on the appropriate form, referring to the previous report and including a notation that the prior comment remains unchanged.

3. If you receive a request for comment on a bill which has been amended in material particulars, a new report on the appropriate form, commenting on the effect of such amendments must be prepared.

B. Time for Report.

1. Every bill transmitted to a department or agency for a report will contain a notation indicating its status, as - "in committee"; "advancing on calendar"; a "10 day" or a "30 day" bill.

The respective due dates for reports on bills bearing such notations are as follows:

<u>STATUS OF BILL</u>	<u>PERIOD OF TIME AFTER TRANSMITTAL OF BILL TO CITY AGENCY WITHIN WHICH REPORT THEREON IS DUE IN ALBANY</u>
In Committee	5 days
Advancing on Calendar	2 days
"10 day" bill (passed by both Houses and sent to the Governor 10 days before adjournment of the Legislature)	2 days
"30 day" bill (sent to Governor after adjournment of the Legislature)	5 days

2. In order to give the Legislature or the Governor sufficient time to adequately consider my recommendations concerning such bills it is essential that the above specified time schedule for reports be strictly followed.

In any instance where the above time schedule cannot be met and the bill to be reported on appears to be harmful to the interests of the City, Mr. Ruggieri should be notified immediately and advised as to the probable date on which he will receive the report. The telephone numbers of the City's office in Albany are HEmlock 4-4605, HEmlock 4-2614 and HObart 3-2005.

report, of the appropriate form, referring to the previous report and indicating a notation that the person concerned remains deceased.

3. If you receive a request for comment on a bill which has been amended as material particulars, a new report on the appropriate form, commenting on the effect of such amendments must be prepared.

B. Time for Report.

C. Every bill transmitted to a department or agency for approval shall contain a notation indicating its status as in committee; abstracting on calendar; a 10-day or a 30-day bill.

The respective due dates for reports on bills pending such notations are as follows:

PERIOD OF TIME AFTER TRANS-
MITTAL OF BILL TO THE AGENCY
APPROVAL WITHIN WHICH REPORT
IS DUE IN AGENCY

STATUS OF BILL

5 days

In Committee

3 days

Abstracting on Calendar

10 days: Bill transmitted by both Houses and sent to the Governor 30 days: Bill for adjournment of the Legislature

2 days

30 days: Bill (sent to Governor after adjournment of the Legislature)

5 days

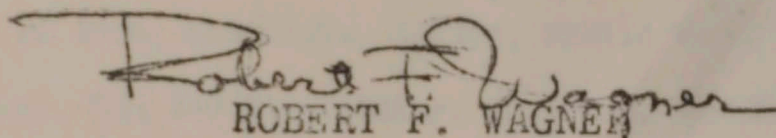
2. In order to give the Legislature the Governor sufficient time to advise the Legislature by recommendations concerning bills it is recommended that bills be introduced at the time schedule for reports be ready to be introduced.

In any instance where the above time schedule cannot be met and the bill is introduced or reported to the Senate or the House of Representatives, the bill shall be introduced at the time schedule for reports be ready to be introduced. The bill shall be introduced at the time schedule for reports be ready to be introduced. The bill shall be introduced at the time schedule for reports be ready to be introduced.

3. Envelopes containing legislative reports should bear the legend "Legislative Report" typed in the lower left hand corner, and should not contain any other correspondence.

C. Requests for comments by State Agencies and requests for appearances before legislative committees are to be forwarded to Mr. Ruggieri in strict accordance with Executive Order #102.

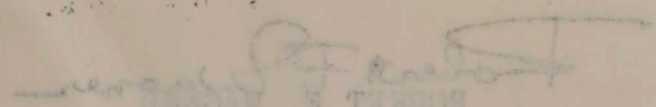
I request that you acknowledge receipt of this Executive Order and indicate the name and title of an officer who, in addition to the head of the agency, is authorized to sign the legislative reports. A copy of this acknowledgment should be sent to Mr. Ruggieri at the Manger DeWitt Clinton Hotel, Albany, New York.


ROBERT F. WAGNER
M a y o r

3. Envelopes containing legislative reports should bear the legend "Legislative Report" typed in the lower left hand corner, and should not contain any other correspondence.

C. Requests for comments by State Agencies and requests for appearance before legislative committees are to be forwarded to Mr. Secretary in strict accordance with Executive Order #102.

I request that you acknowledge receipt of this Executive Order and indicate the name and title of an officer who, in addition to the head of the agency, is authorized to sign the legislative reports. A copy of this acknowledgment should be sent to Mr. Secretary at the Albany, New York, Hotel.


ROBERT F. WAGNER
NEW YORK



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

December 22, 1961

EXECUTIVE ORDER #107

TO: ALL CITY DEPARTMENTS AND AGENCIES
FROM: ROBERT F. WAGNER, MAYOR
SUBJECT: MAYOR'S EMERGENCY CONTROL PLAN

In order to enable the resources of New York City to be mobilized and used with maximum effectiveness to meet emergency situations, the Mayor's Emergency Control Plan is hereby instituted. Every city department and agency shall comply with the provisions of this plan.

1. EMERGENCY CONTROL BOARD

An Emergency Control Board is hereby established. The chairman shall be the Mayor. Members: the City Administrator, Commissioners of the Departments of Fire, Hospitals, Police, Public Works, Sanitation, Traffic, Water Supply, Gas and Electricity, Chairman, New York City Transit Authority, and Director, Office of Civil Defense. In the event the Mayor is not present, the City Administrator shall act as chairman.

Executive heads of other city departments and agencies shall meet with the Board when so requested.

The Emergency Control Board shall meet when convened by the Mayor or when called into committee session by the City Administrator.

a. Functions of the Board during an emergency:

(i) During an emergency, the members of the Board shall function as a staff to the Mayor. They shall prepare and submit estimates on the effects of the emergency; submit proposals to control and contain the emergency, to maintain services and to



THE CITY OF NEW YORK
OFFICE OF THE COMMISSIONER OF THE LAND OFFICE
ALBANY, N. Y.

REPORT OF THE COMMISSIONER OF THE LAND OFFICE

FOR THE YEAR 1881

ALBANY, N. Y.

The following is a summary of the work of the Land Office during the year 1881. The office has been very busy, and has accomplished much of its work. It has received many applications for land, and has issued many patents. It has also been very successful in its efforts to protect the public lands from encroachment.

STATE LANDS

The State Lands are those lands which are owned by the State. They are of various kinds, and are situated in various parts of the State. The Land Office is responsible for the management of these lands, and for the issue of patents thereon. During the year 1881, the Land Office has received many applications for land, and has issued many patents. It has also been very successful in its efforts to protect the public lands from encroachment.

The following is a summary of the work of the Land Office during the year 1881. The office has been very busy, and has accomplished much of its work. It has received many applications for land, and has issued many patents. It has also been very successful in its efforts to protect the public lands from encroachment.

The following is a summary of the work of the Land Office during the year 1881. The office has been very busy, and has accomplished much of its work. It has received many applications for land, and has issued many patents. It has also been very successful in its efforts to protect the public lands from encroachment.

restore conditions to normal; and coordinate the City's resources in meeting the conditions caused by the emergency.

The decisions of the Emergency Control Board will be implemented by the Commissioners of each department directing the actions of their respective personnel and equipment.

b. Functions of the Board during normal conditions:

(i) The Emergency Control Board will meet periodically as a committee, to initiate, review and modify all plans, rules and regulations regarding the use and operation of the City's resources during an emergency.

(ii) The Board shall also consider and implement measures designed to prevent any emergency that can possibly be averted.

2. EMERGENCY CONTROL CENTER

The Emergency Control Center is established as an operations focal point for the Emergency Control Board and shall be placed in operation when the Board is convened for an emergency.

The Emergency Control Center shall have the necessary facilities and information to enable the Board to survey the effects of the emergency, to prepare plans to meet the conditions caused by the emergency and to enable the members to implement the Board's decisions.

The center shall also include facilities to enable the Board to issue emergency bulletins to the general public.

3. DEPARTMENTAL EMERGENCY CONTROL PLANS

The City's departments and agencies shall each prepare and install a departmental emergency control plan. This control plan shall contain provisions for the establishment of an emergency control office; procedures for the mobilization of personnel and equipment; and regulations covering the conduct of personnel during a period of emergency.

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An Emergency Control Office shall be available at all times.

4. RULES AND REGULATIONS

Rules and regulations promulgated by the Emergency Control Board shall constitute additional provisions of the Mayor's Emergency Control Plan and shall be complied with by all departments and agencies.

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An Emergency Control Order shall be available at all times.

EMERGENCY CONTROL

Orders and regulations promulgated by the Emergency Control

Board shall constitute the official regulations of the Board's Emergency

Control Plan and shall be carried out by all departments and

agencies.

11111



