

MUNICIPAL REFERENCE
LIBRARY
RECEIVED
AUG 21 1973
MUNICIPAL BUILDING
NEW YORK CITY

M 45.59

M

✓ N.Y. City. Mayor.
" " "

✓ " L I N D S A Y ' S
M E M O R A N D A " ✓

1 9 6 6 - 1 9 6 8

| | |
|--|-------------|
| Action Center-Mayor's | 67/19 |
| David Hove | 67/26 |
| Sheldon Brosoff | 68/9 |
| LL51/1967:Agency Rules and Regulations | 67/2,67/4 |
| Amusement-Resort Advisory Committee | 66/47 |
| Appointments | 67/9, 68/6 |
| Appreciation, letters of- Form to be drafted | 66/20 |
| Boumgartner, Meona-Speech (copy) sent to all agencies | 66/11 |
| Board of Standardization | 66/44 |
| Brotherhood Conference | 67/12 |
| Budget Cuts re Agencies | 66/4 |
| City Council Legislation- Comments on | 66/10 |
| City Councilmen-Action on Requests from | 68/8 |
| Civilian Review Board | 66/40,66/45 |
| Coney Island-Children's Outing | 67/25 |
| Conferences-Attendance by Agencies | 66/6 |
| Constitution-New One (NYS) | 67/34 |
| Constitutional Convention | 67/24 |
| Correspondence Procedure | 67/29 |
| Cost Determination Program | 68/12 |
| Council Against Poverty- Membership | 66/38 |
| Davidoff, Sid | 67/22 |
| See also: appointments | 67/9 |

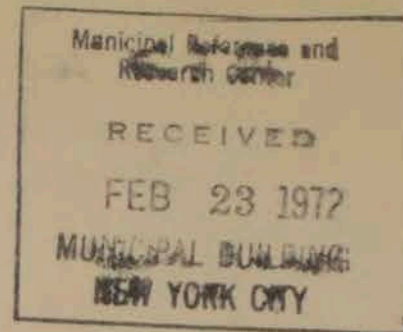
| | |
|--|--|
| Disaster Preparedness Program- NYU | 67/7 |
| Drabkin, Murray | 66/32, 66/39, 66/49 |
| Draft Deferment | 66/46 |
| Equal Employment Opportunity- Contract Compliance | 66/23, 68/7 |
| Executive Salary Board | 66/42 |
| Expense Budget Modification- Processing of requests | 66/15 |
| Federal Aid-Applications | 67/13 |
| Survey | 66/32 |
| Federal and State Aid | 67/6 |
| Gifts | 66/51, 68/18 |
| Greater N. Y. Fund Campaign | 67/20 |
| Gregory, Joan | 67/21 |
| Honorariums | 67/15 |
| Indictments-Contractors (List of) | 68/14 |
| Information Systems | 68/2 |
| Information Telephone Numbers | 68/1 |
| Institute on Municipal Mgt.- Annual Conference | 66/22 |
| Kramarsky, Werner-Data Coordinator | 66/16 |
| Labor Relations Agreement | 67/30 67/23 |
| Legislative Assistant- Richard M. Rosen | 66/2 |
| Legislative Hearings- Attendance and Participation | 68/13 |
| Legislative Memoranda | 67/1, 67/3, 67/10, 67/11, 67/16 |
| Legislative Program | 66/1, 66/37, 66/41, 66/48, 66/52, 66/53, 67/32, 67/35, 67/36, 68/11 |

| | |
|--|-------------------------------------|
| Libraries-Liaison Between them and the Administration | 66/30, 67/28 |
| Loyalty Day Parade | 66/17 |
| Mail-Correspondence Control Unit | 66/13, 67/29 |
| Managerial Pay Plan | 68/16 |
| Manhattan Civic Center | 66/43, 67/14 |
| Motion Picture and TV Prod. Industries | 66/25 |
| Motor Vehicles-Official Use, Operators, etc. | 66/26, 66/27, 66/34, 66/35, 68/4 |
| Municipal Archives-Task Force Created | 66/28, 66/29 |
| Office Space | 66/7 |
| Official Trips | 66/3, 66/24 |
| Parks | 68/15 |
| Puerto Rican Community Conference | 67/18 |
| Puerto Rican-Play: "Ox-Cart" | 67/5 |
| Ramirez, Dr. Efren-Narcotics Coordinator | 66/14 |
| Real Estate Holds | 66/21 |
| Retirement | 68/3, 68/5 |
| Savings Bond Campaigns | 66/36, 67/31 |
| School Bldg. and Construction Program: 1966-7 | 66/33 |
| Space Inventory | 66/31 |
| Space Requests | 67/27 |
| Speeches-Cooperation on Research | 66/9 |
| TV Special-Merv Griffin Show: "Give a Damn" | 68/10 |
| Telephone Numbers-Requested of All Agency Heads | 66/19 |

| | |
|---------------------------------------|---------------------|
| Telephone Service | 66/5 |
| Title Searches | 67/17 |
| Tow-Away Program | 67/8 |
| Transportation Bond Issue | 67/33 |
| United Negro College Fund | 66/50 |
| Urban Action Task Forces- Brooklyn | 68/17 |
| Vacancy Control Board | 66/8, 66/12 |
| Washington Office-Murray Drabkin | 66/32, 66/39, 66/49 |
| World Trade Center | 66/18 |



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



66/1

January 6, 1966

MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: ROBERT PRICE, DEPUTY MAYOR
SUBJECT: 1966 LEGISLATIVE PROGRAM

As you were informed by telephone, the 1966 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 as soon as possible.

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 previous 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.

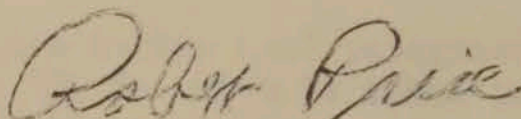
No proposed bill will be accepted for processing unless it is accompanied by a supporting memorandum stating in detail the purpose of the bill and the reason for requesting it. The memorandum should also contain a complete statement of any previous legislative history, and an estimate of any fiscal significance the bill may have.

MEMORANDUM (continued)

Thirty-five copies of each proposed bill and supporting memorandum are to be submitted to Richard M. Rosen, 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.

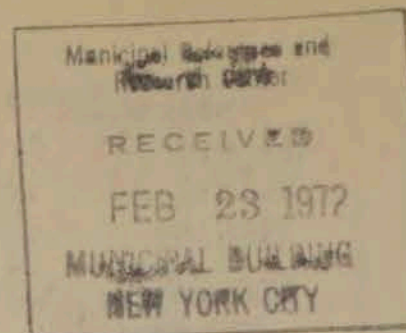
Your cooperation in compliance with the terms of this directive is anticipated in order to obtain maximum results in the formulation, preparation and processing of the City's 1966 Legislative Program.



ROBERT PRICE

DEPUTY MAYOR

OFFICE OF THE MAYOR
CITY OF NEW YORK



January 12, 1966

66/2

MEMORANDUM TO: DEPARTMENTS AND AGENCIES

FROM: RICHARD M. ROSEN

The office of the Legislative Assistant to the Mayor will be located this year in Room #599, Sheraton Ten Eyck Hotel, ALBANY, N Y.

As in the past, a direct line has been installed from New York City to the City's Albany office in the Sheraton Ten Eyck Hotel. The number, which may be dialed directly, is CANAL 6-7500.

My Albany office numbers, where messages can be left for me at any time, are: 434-4605 and 434-2775.

The area code in Albany is 518.

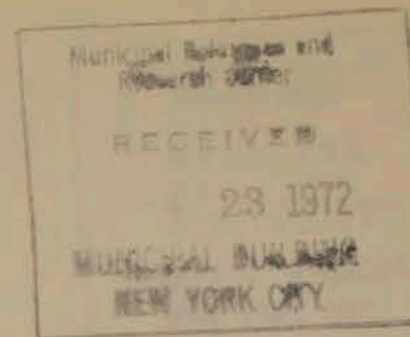
May I call your attention to the last paragraph in Mayor's Executive Order #3 dated January 12, in which he asked that each department acknowledge receipt of his executive order and also indicate the name, title and home telephone numbers of two officers who, in addition to the head of the agency, are authorized to sign legislative reports and to discuss pending legislation. If you have not already complied, please send this information to the Mayor, at City Hall, with a copy to me at the Ten Eyck Hotel, Albany, New York.

Richard M. Rosen
RICHARD M. ROSEN

ASSISTANT TO THE MAYOR.



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



66/3

M E M O R A N D U M

TO: All Department Heads
FROM: Robert Price, Deputy Mayor

January 17, 1966

Executive Order Number 21, dated October 8, 1962, requires heads of departments or agencies, considering plans for an official trip, to request "as far in advance as possible" permission for these trips.

Official trips undertaken on City time and/or City expense, are extremely useful when done in the line of professional activity.

They should, of course, be "essential" trips and it is necessary that approval be requested in advance.

Henceforth, approval for trips must be obtained several days before the trip and it will not be my practice to routinely approve trips. Therefore, a paragraph explaining the purpose of each trip should be attached.

Municipal Reference and
Research Center

RECEIVED

FEB 23 1972

MUNICIPAL BUILDING
NEW YORK CITY

66/4

MEMORANDUM

TO: All Department and Agency Heads

RE: Budget Economy Review

DATE: January 19, 1966

As you are all aware, strict budget economies are necessary because of the critical fiscal situation. I am therefore asking that each department and agency head immediately review his 1965-1966 budget and list in reverse order of priority the programs, activities or expenditures constituting 10% of that budget which are of the lowest priority. The budget should be reviewed to determine what reductions would be made if the total budget were to be cut at the rate of 10% on an annual basis. The 10% should be based on your net total departmental appropriation.

The objective of this analysis is to place in rank order, starting with the least important expenses first, those items which might be curtailed or eliminated. Your report should also explain the reasons for the ranking. It is recognized that cuts in personnel will occur, if the cuts suggested are followed, and the effect on the personal service staffing of your department should be carefully outlined.

This review should cover programs and activities partly financed by inter-governmental grants, as well as tax levy programs. In each case the amount of the loss in grants should be shown and the impact on the total program or activity should be described.

If some economy is desirable, or if some cutting back on the work force assigned to a particular activity is desirable, but this economy or reduction is presently barred by contractual arrangements or other constraints, these economies should nonetheless be listed in the ranking, but appropriate note made of the restriction.

Although every department must submit proposed economies, all department heads are asked to identify those economies which will imperil basic City services.

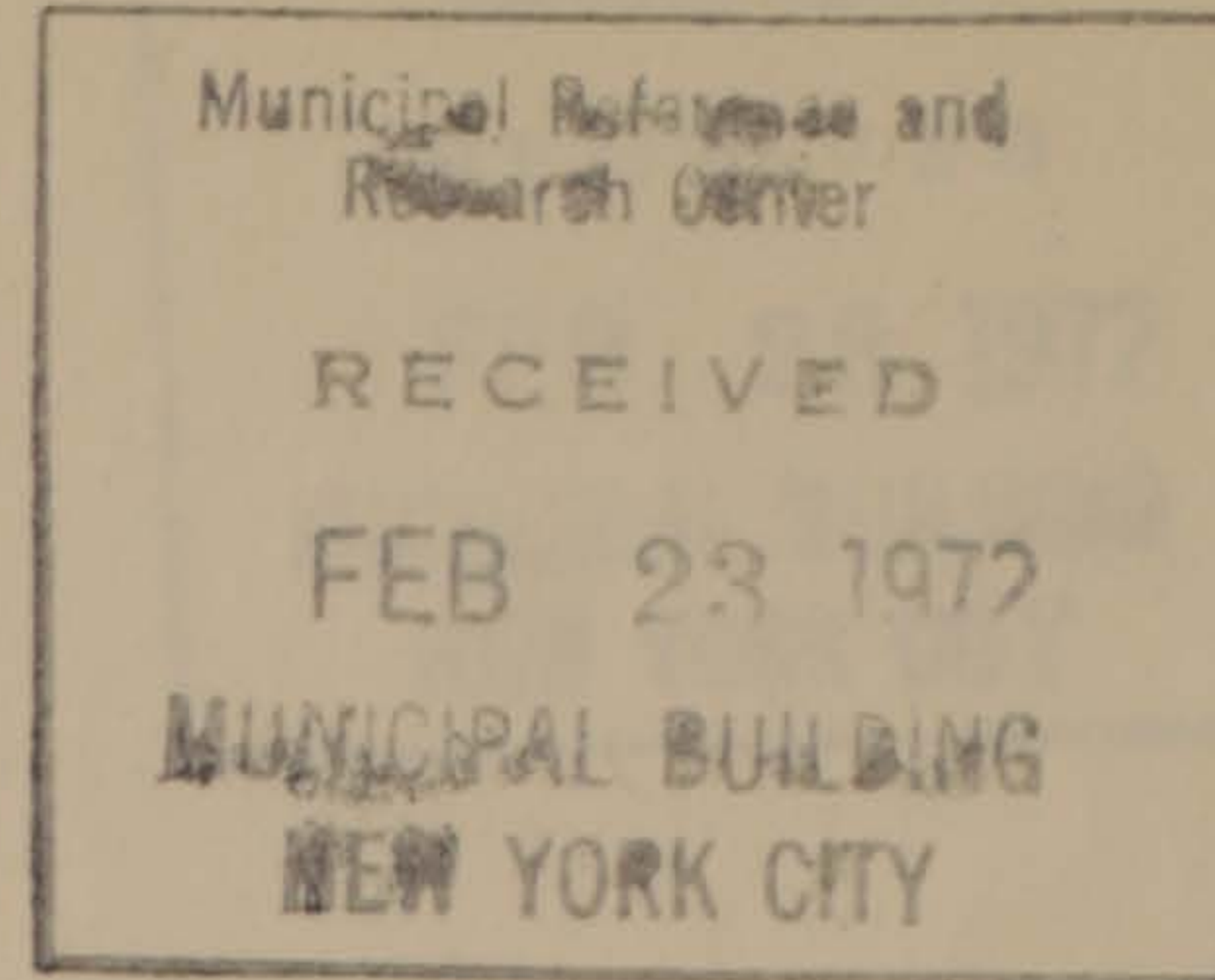
In preparing this report you should include the projected effect of the vacancy freeze which I have initiated.

It is imperative that two copies of the memoranda outlining the lowest priority 10% of your expenditures be submitted to the Budget Director not later than Friday, January 28, 1966.

JOHN V. LINDSAY
M A Y O R

January 21, 1966

M E M O R A N D U M



66/5

TO: ALL CITY AGENCIES
FROM: TIMOTHY W. COSTELLO
DEPUTY MAYOR - CITY ADMINISTRATOR

I have been informed by the New York Telephone Company that orders for telephone service have been made in ways that are inconsistent with Executive Order No. 161, such order having been re-enacted by Mayor Lindsay on January 3, 1966. Its purpose is to simplify and make uniform procedures for providing suitable telephone service throughout the city.

It would be helpful to all if Executive Order No. 161 is followed in ordering any telephone service of any sort.

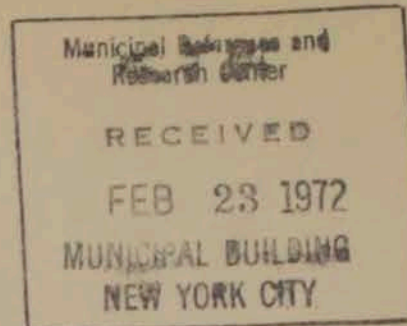
The relevant portion of Executive Order No. 161 is reprinted below:

"14. Telephone Service and Tabulating Equipment

- a. Major modifications of telephone service contracts shall not be effective, except to the extent and in the manner approved by the Mayor.
- b. No call directors, automatic switchboards, leased lines except for Civil Defense services, etc., shall be contracted for unless approved by the Mayor.
- c. All contracts for the rental of tabulating and auxiliary tabulating equipment shall be restricted to the equipment provided for under the contract in force when this budget takes effect. Modifications or proposals involving additional equipment shall not be effective except and in the manner approved by the Mayor."

The manner approved by the Mayor is:

1. Minor changes in Centrex equipment, when approved by the agency head should be sent to the Department of Public Works for issuance of a telephone service order.
2. Major changes (see above) must be sent through the Mayor's Office for issuance of a certificate without which the Controller is not authorized to pay for the service rendered.



66/6

OFFICE OF THE MAYOR
CITY OF NEW YORK

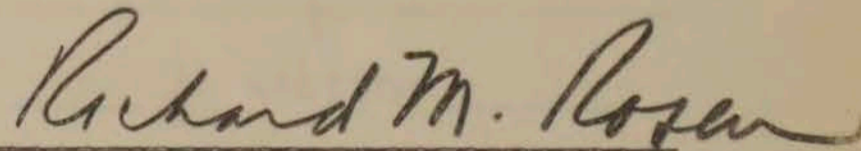
January 24, 1966

MEMORANDUM TO: MAYOR'S DEPARTMENTS AND AGENCIES
FROM: RICHARD M. ROSEN

Supplementing Executive Order #2 dated January 10, 1966, City departments and agencies are requested to use the attached form (in duplicate) in seeking approval of the Mayor's Office for attendance at conferences or meetings called by State Committees or Departments concerning State legislation.

The form should be addressed to the undersigned, at the Mayor's Office, City Hall, New York.

If the department or agency representative plans to issue a statement, either orally or in writing, a summary of the oral statement or a copy of the written statement should be presented to me several days prior to the meeting.



RICHARD M. ROSEN
Assistant to the Mayor

(Enclosures - 4)

REQUEST FOR MAYOR'S OFFICE APPROVAL OF
ATTENDANCE AT MEETING CONCERNING STATE LEGISLATION

To: Mr. Richard M. Rosen
Assistant to the Mayor

Date _____

Department making request for approval _____

Name and title of official desiring to attend _____

State agency conducting the meeting _____

Date of meeting _____

Place of meeting _____

Purpose of meeting _____

We do not plan to issue a statement _____

We plan to issue a statement _____

orally _____ in writing _____

Department _____

by _____

REQUEST FOR MAYOR'S OFFICE APPROVAL OF
ATTENDANCE AT MEETING CONCERNING STATE LEGISLATION

To: Mr. Richard M. Rosen
Assistant to the Mayor

Date _____

Department making request for approval _____

Name and title of official desiring to attend _____

State agency conducting the meeting _____

Date of meeting _____

Place of meeting _____

Purpose of meeting _____

We do not plan to issue a statement _____

We plan to issue a statement _____

orally _____ in writing _____

Department _____

by _____

REQUEST FOR MAYOR'S OFFICE APPROVAL OF
ATTENDANCE AT MEETING CONCERNING STATE LEGISLATION

To: Mr. Richard M. Rosen
Assistant to the Mayor

Date _____

Department making request for approval _____

Name and title of official desiring to attend _____

State agency conducting the meeting _____

Date of meeting _____

Place of meeting _____

Purpose of meeting _____

We do not plan to issue a statement _____

We plan to issue a statement _____

orally _____ in writing _____

Department _____

by _____

REQUEST FOR MAYOR'S OFFICE APPROVAL OF
ATTENDANCE AT MEETING CONCERNING STATE LEGISLATION

To: Mr. Richard M. Rosen
Assistant to the Mayor

Date _____

Department making request for approval _____

Name and title of official desiring to attend _____

State agency conducting the meeting _____

Date of meeting _____

Place of meeting _____

Purpose of meeting _____

We do not plan to issue a statement _____

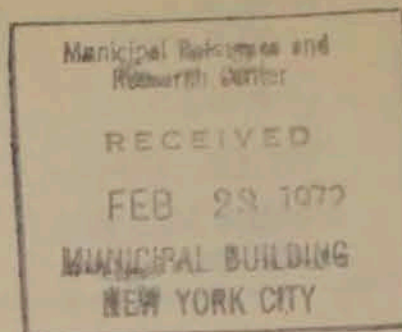
We plan to issue a statement _____

orally _____ in writing _____

Department _____

by _____

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



25 January 1966

66/7

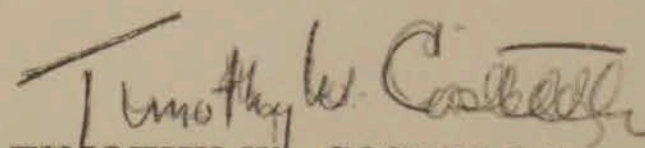
MANAGEMENT MEMORANDUM

TO: ALL CITY DEPARTMENTS AND AGENCIES
FROM: TIMOTHY W. COSTELLO, DEPUTY MAYOR-CITY ADMINISTRATOR
SUBJECT: ALLOCATION OF OFFICE SPACE FOR USE BY
CITY DEPARTMENTS AND AGENCIES

Executive Order #24 dated November 27, 1962 outlines procedures for acquiring office space for use by established city agencies, and remains in effect as do all other Executive Orders not superseded or otherwise modified by action of the Mayor.

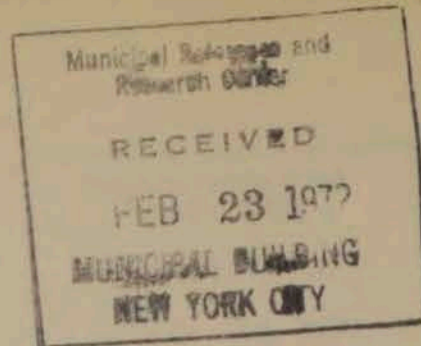
The acquisition of office space necessary for new functions authorized by the Mayor whether of temporary or permanent duration and not specifically assigned to an established agency requires special handling until such time as they become an integral part of city government. The orderly processing of the office space requirements of these new activities involves many considerations not the least of which are priorities and budgetary limitations, consistent with the most effective use of available city facilities and minimal need for renting more costly private building space.

The necessary space requirements therefore may best be provided by channeling all requests for the housing of new functions through Mr. John McMahon of my office who is serving as liaison with the Department of Real Estate in allocating office space during this period of transition and reorganization.


TIMOTHY W. COSTELLO
Deputy Mayor



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



January 31, 1966

66/8

To All Department and Agency Heads

As you know through previous instructions, the Vacancy Control Board has established procedures whereby requests for filling sensitive positions are given priority attention.

There may be cases of extreme emergency, however, where an immediate verbal approval of a sensitive filling is desirable.

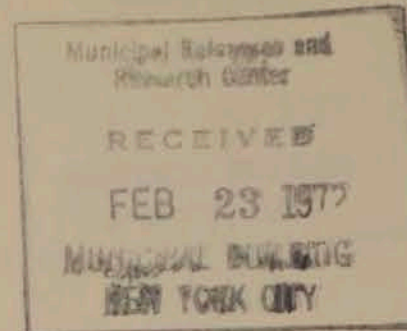
Should such emergencies occur during other than normal business hours of the City, please contact the Vacancy Control Board through the Mayor's office, 566-5700.

The Vacancy Control Board

| | |
|----------------------|-----------------------------------|
| Dr. Timothy Costello | - Deputy Mayor-City Administrator |
| Eugene M. Becker | - Acting Director of the Budget |
| Solomon Hoberman | - Acting Personnel Director |



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



66/9

February 7, 1966

MEMORANDUM

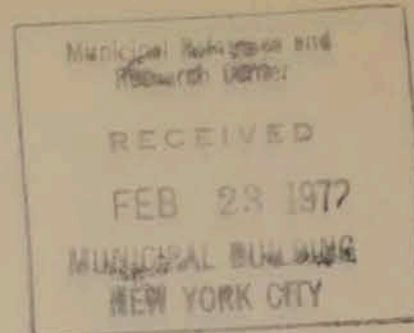
TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: JOHN V. LINDSAY, MAYOR

Jim Carberry has the responsibility for working with the Mayor on the drafts of all important speeches, outlining the policies and programs of this administration. When Mr. Carberry calls you for research, facts or drafts from your area of responsibility I would appreciate it if you would give this top priority. Each Department or Agency should designate one person who would be a source of information.

John V. Lindsay
M a y o r



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



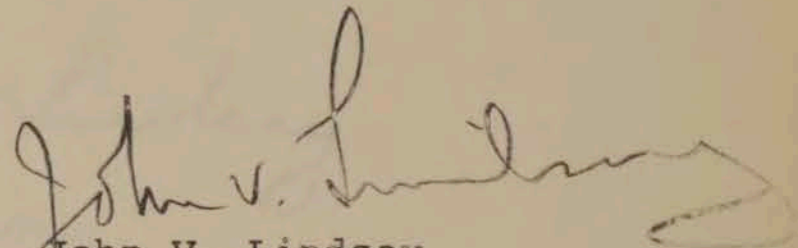
66/10

February 8, 1966

MEMORANDUM

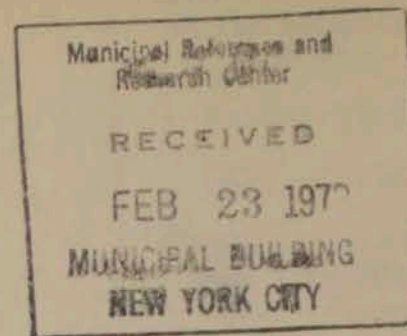
TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: JOHN V. LINDSAY, MAYOR
SUBJECT: COMMENTS ON CITY COUNCIL LEGISLATION

Please forward to Robert W. Sweet, Executive Assistant to the Mayor, any comments of your department or agency on local legislation in response to a request by the City Council. He will undertake the submission of such comments to the Council.


John V. Lindsay
M a y o r



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



66/11

February 10, 1966

MEMORANDUM

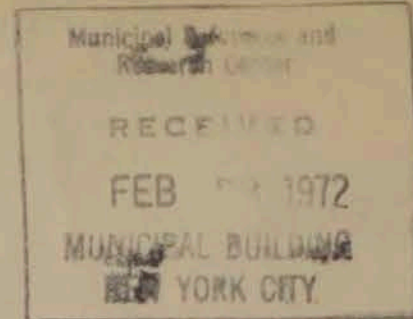
TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: JOHN V. LINDSAY, MAYOR

For your information, I am forwarding to you a copy of a speech given by Leona Baumgartner. It is, in my opinion, a good one.

John V. Lindsay
M a y o r



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



February 14, 1966

66/12

ALL CITY DEPARTMENTS AND AGENCIES

Re: Vacancy Control Board

There has been a certain amount of misunderstanding in some agencies as to whom to address requests for filling positions under the Mayor's Executive Order No. 5 dated January 19, 1966.

You are hereby advised that all such requests should be addressed to the Mayor, c/o Vacancy Control Board, Room 1200, Municipal Building, New York 10007, New York, and not to any other individual member of the Vacancy Control Board or to City Hall.

This directive pertains only to such requests coming within the purview of Executive Order No. 5.

Vacancy Control Board

Timothy Costello
Deputy Mayor-City Administrator

Eugene M. Becker
Acting Director of the Budget

Solomon Hoberman
Acting Personnel Director



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

66/13

MEMORANDUM

TO: COMMISSIONERS, DEPUTY COMMISSIONERS, HEADS
OF CITY DEPARTMENTS AND AGENCIES, AND CITY
HALL STAFF

FROM: JOHN V. LINDSAY

FEBRUARY 24, 1966

1. This memorandum revokes Executive Order
No. 26 (December 21, 1962).

2. All communications addressed to the
Mayor should be delivered to the Correspondence
Control Unit (Room 106) where each item will be
numbered for identification.

3. Those items requiring a reply by a De-
partment or Agency will be acknowledged over the
Mayor's signature and then forwarded to the Depart-
ment or Agency with a coding sheet attached.

4. Items referred to the Deputy Mayor,
Deputy Mayor City Administrator, or Assistants to

Page two →

MEMORANDUM
PAGE TWO
FEBRUARY 24, 1966

Municipal Release and
Research Center
RECEIVED
FEB 23 1972
MUNICIPAL BUILDING
NEW YORK CITY

66/13

the Mayor, will have a coding sheet attached, but will not have been acknowledged by Correspondence Control.

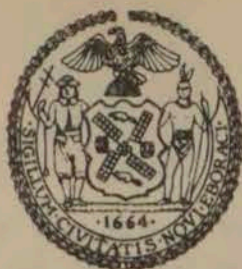
5. Special items not routinely referred may be unacknowledged and, if so, their coding sheet will have UA (unacknowledged) stamped on it.

6. All mail addressed to the Mayor and referred must be answered within 72 hours. If a complete answer is impractical or impossible in that time, an interim reply or acknowledgment must be sent.

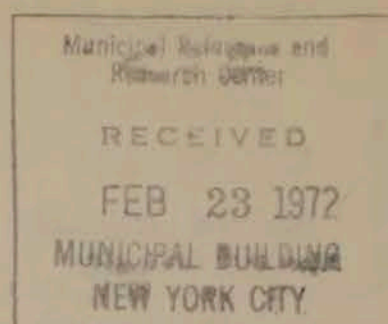
7. Mayor's Office staff corresponding over the Mayor's signature or on behalf of the Mayor, must send a buff bond copy to Central Files, indicating author and typist in lower left corner of the copy only.

8. For further information call Charles R. Wadsley, Te. 566-5182.

Page one →



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



66/ ~~15~~
/14

February 28, 1966

MEMORANDUM

TO: All Commissioners, Heads of Departments
and Agencies

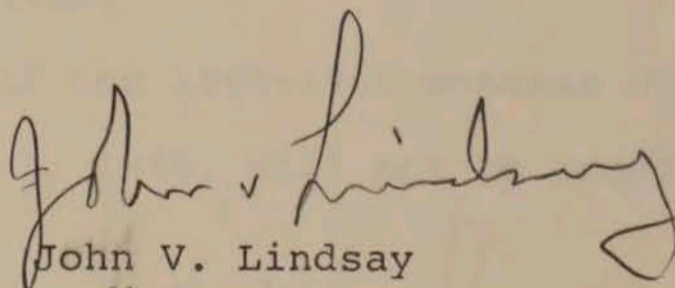
FROM: Mayor John V. Lindsay

I am attaching a copy of the press release announcing the appointment of Dr. Efren Ramirez as Narcotics Coordinator for the City of New York.

Following a trip to Europe to deliver a paper in Rome and the cleaning up of his personal affairs in San Juan, Dr. Ramirez will be full time in the City Administrator's office.

I am asking all Commissioners and offices in the City government to give him full cooperation.

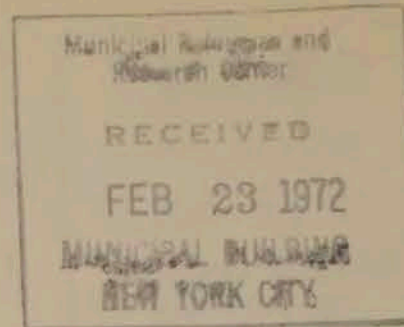
Thank you.


John V. Lindsay
M a y o r

JVL:igo



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



66/15

MARCH 1, 1966

M E M O R A N D U M

TO: THE HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: JOHN V. LINDSAY, MAYOR
SUBJECT: PROCESSING OF 1965-1966 EXPENSE BUDGET MODIFICATION
REQUESTS

In order to facilitate preparation of the Executive Budget for the fiscal year 1966-1967, modifications of the 1965-1966 expense budget received in this office after March 1, 1966 will not be processed until after March 16, 1966, and will be effective subsequent to this date.

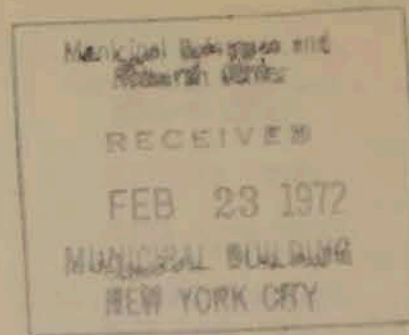
Pending modifications of the 1965-1966 expense budget which are not processed by March 1, 1966, will not be processed until after March 16, 1966.

JOHN V. LINDSAY

M A Y O R



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



66/16

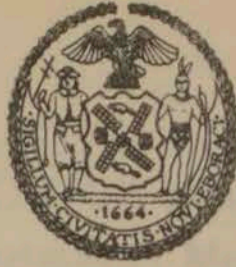
MEMORANDUM

March 24, 1966

TO: Commissioners, Deputy Commissioners, Heads
of Departments & Agencies, and City Hall
Staff.

FROM: John V. Lindsay, Mayor

Assistant to the Mayor, Werner H. Kramarsky,
is hereby designated the representative of the
Mayor to coordinate and integrate the gathering
and processing of information and data for all
departments and agencies.



Municipal Accounting and
 Records Office
 RECEIVED
 FEB 23 1972
 MUNICIPAL ACCOUNTING
 RECORDS OFFICE
 NEW YORK CITY

66/17

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

MEMORANDUM

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: JOHN V. LINDSAY, MAYOR

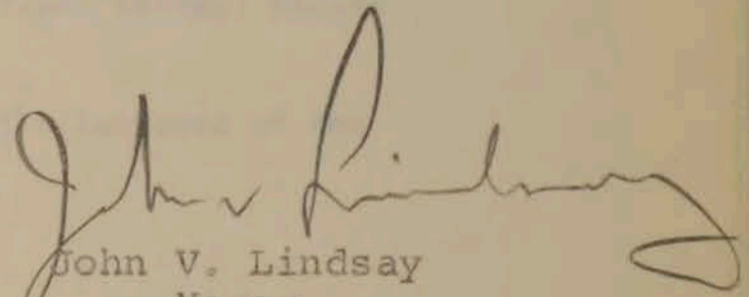
SUBJECT: LOYALTY DAY PARADE

MARCH 29, 1966

The Loyalty Day Parade will be held Saturday, April 30, 1966, starting at 1:00 P.M. It is requested that all Departments and Agencies cooperate with the Parade Chairman, Michael J. Caslin, Veterans of Foreign Wars of the United States of America, 238 William Street, New York, New York, to promote the participation of City employees.

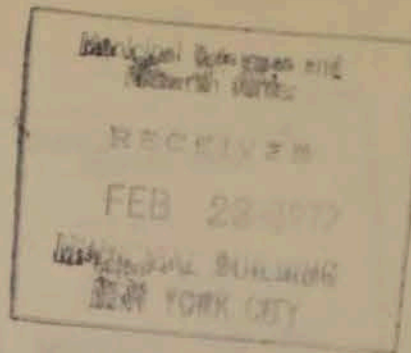
Appointing officers, if they choose, may excuse per annum employees subject to the Career and Salary Plan Leave Regulations to march in the parade, without charging the excused time to annual leave allowances, if the employees so excused present certifications from the parade Marshals attesting to their participation.

Your cooperation will be appreciated.


 John V. Lindsay
 Mayor

Note: If your agency is not a Mayor's Agency, this is for your information only.

THE CITY OF NEW YORK
Intradepartmental Memorandum



To: All Commissioners, Agency Heads
and Bureau Chiefs

Date: April 13, 1966

From: Robert Price, Deputy Mayor

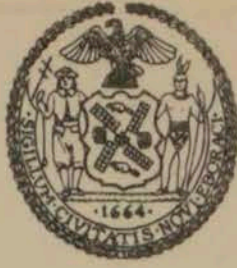
Subject: WORLD TRADE CENTER

The Mayor has set up a Negotiating Committee to represent the City in dealings with the Port Authority on the proposed World Trade Center. I am serving as Chairman, and the following are the members of the Committee:

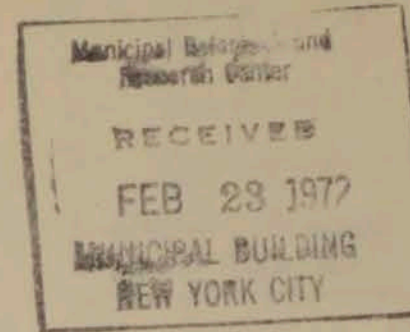
John J. Cartý, Deputy Comptroller
Donald Elliott, Counsel to the Mayor
Herbert Halberg, Deputy Commissioner, Department of Marine
and Aviation
William C. Mattison, Commissioner, Department of Public Works
J. Lee Rankin, Corporation Counsel
Donald Shaughnessy, Assistant to the Mayor

If it is necessary for you to have any dealings, directly or indirectly, with the Port Authority in connection with the World Trade Center, please communicate with me prior to these dealings.

This coordination is necessary to properly represent the interest of the City.



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



April 14, 1966

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: LYNNE GOREE, SECRETARY TO THE MAYOR

Would you kindly have your secretary call the switchboard at City Hall (566-5700) and my office (566-3000) with the following information:

Your office number (your direct line is preferred);

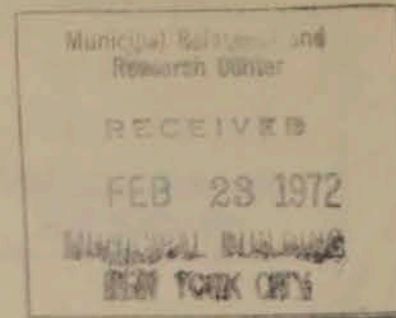
Your home and/or other emergency telephone number where you can be reached at all hours.

This is at the Mayor's request. Thank you.

Lynne Goree
Secretary to the Mayor



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

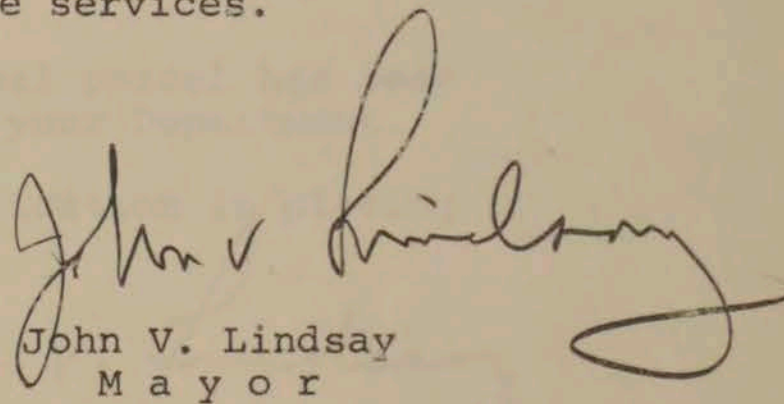


66/50

April 14, 1966

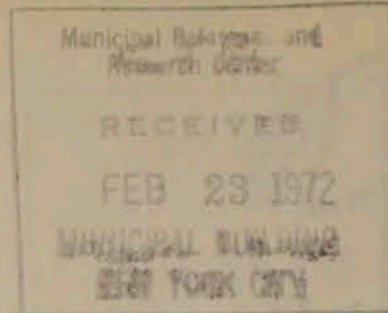
TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: MAYOR JOHN V. LINDSAY

I would appreciate your preparing a draft letter for my signature when civil servants perform unusually effective services.


John V. Lindsay
M a y o r



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



66/21

April 21, 1966

MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: MAYOR JOHN V. LINDSAY
SUBJECT: REAL ESTATE HOLDS

On March 16, 1966 I announced the creation of a special committee to examine the procedure whereby public land is retained by the City for future development. To aid this committee in its studies, I direct each Department to send to William F. Tobin, Assistant to the Commissioner, Department of Real Estate, no later than May 9, 1966 a complete list of the following:

1. All official holds that each Department has presently on parcels of City-owned property.
2. How long each individual parcel has been in a hold category by your Department.
3. The purpose and justification in placing that hold.

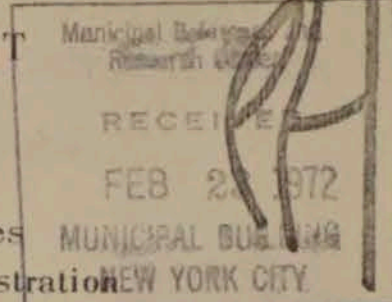
John V. Lindsay
M a y o r



SECOND ANNUAL
INSTITUTE FOR MUNICIPAL MANAGEMENT

SPONSORS

Professional Association of Public Executives
Municipal Association for Management and Administration
2 Lafayette St., New York, N.Y. 10007, Room 202



66/22

Honorary Chairman
Mayor John V. Lindsay

Executive Chairman
Dep. Mayor Timothy W. Costello

Associate Chairman
Oliver Kelly
George Jacobs

Executive Directors
Bernard C. Rose
Carmin Novis

Coordinating Committee
Isidore Bogen
Lee Burkholz
Abe Chess
Maurice Feldman
Meyer Kailo

Arrangements
Jessie Behagen
Ed DeFranco

Attendance
Harold Basden
Ed. Goodman

Journal
Arthur Braeger
Mary Yankauer

Press Relations
Eugene Klemens
Jerome Kovalchik

Printing
Bernard Cohen

Program
Eugene Bockman
Charles Kirron

Treasurers
Henry Liebman
Ed Mendelow

Auspices
Graduate School of Public
Administration
N.Y.U.

April 30, 1966

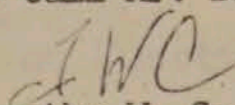
To: Heads of All Departments and Agencies
From: Timothy W. Costello, Deputy Mayor
Implementation of Mayor John V. Lindsay's Memorandum of April 6, 1966

In my role as Executive Director of the Institute, it is my pleasure to announce that the Professional Association of Public Executives of the City of New York and Metropolitan Area and the Municipal Association for Management and Administration in conjunction with the Executive Development Program of the New York University Graduate School of Public Administration will conduct their second annual Institute on Municipal Management on Thursday, May 26, 1966. The setting will be the Loeb Student Center on the Washington Square campus of New York University; the topic will be "Administering the Service City in an Era of Urbanization." A Journal of Proceedings is planned for those who attend.

Mayor Lindsay in his memorandum of April 6, 1966 stated that he was certain that "your administrative and supervisory personnel will benefit greatly by attending the Institute". He added that, "Attendance should be considered part of their official duties."

Registration forms are enclosed. It would be appreciated if those attending from your organization would complete the registration form, enclose remittance and forward as indicated on the forms by May 16, 1966.

I have designated Mr. Harold Basden, Department of Relocation, 2 Lafayette Street, N.Y.C., 566-6492 and Miss Jessie L. Behagen, 10 Greenwich Ave., N.Y.C., Or. 5-2150 Ext. 14 to handle all matters pertaining to attendance. Please call Mr. Basden or Miss Behagen if any questions occur.


Timothy W. Costello
Deputy Mayor,
City of New York

Professional Association for Public Executives

AND

Municipal Association for Management and Administration

Second Annual Municipal Institute

New York University

May 26, 1966

P R O G R A M

Administering the Service City in an Era of Urbanization

Keynote Speaker:

Dr. Timothy W. Costello, Deputy Mayor

Moderator:

Dr. Harry Miller, Professor of Sociology
Hunter College

Dan Kurshan, Director of Administration
Port of N.Y. Authority

Management in the Service City

John M. Leavens, Citizens Budget Commission

Fiscal Aspects of Administration in
the Service City

Arthur Palmer -

Role of Transportation in the
Service City

LUNCHEON SESSION:

Mayor John V. Lindsay

Herbert B. Evans, Chairman

Housing and Development Board
Role of Urban Development Function

PANELS:

1. Administering the Service City for Change
2. Federal - Municipal Relationships
3. Municipal Labor Management Relationships
4. Community Participation in Local Government



OFFICE OF THE MAYOR

Municipal Building
RECEIVED
FEB 23 1972
MUNICIPAL BUILDING
100 WALL STREET
NEW YORK CITY

66/23

Administrator

1, 1966

ing Agencies

Administrator

Opportunity

ive Order No. 71,
ntract Compliance
of New York. The
pril 10, 1966.

except for contracts
by contracting
visions of Section 2

2, 1966, all City
e sections referred

be inserted in
pliance "
the Labor Law
you now include

Section 2 of
ded in your
n 9 of the

documents
ns of
hereof,

shall contain provisions requiring orders, there-
for to submit to the contracting agency, prior to

REGISTRATION FORM

REGISTRATION FORM

Enclosed is \$ _____ for _____ Registration(s) including Luncheon(s)
@ \$10.00 each* for the Annual Institute of the Professional Association
of Public Executives of the City of New York and Metropolitan Area and
the Municipal Association for Management and Administration at the Loeb
Student Center, New York University, Washington Square, New York City on
Thursday, May 26, 1966. Make checks payable to MANAGEMENT INSTITUTE.

NAME AND TITLE _____

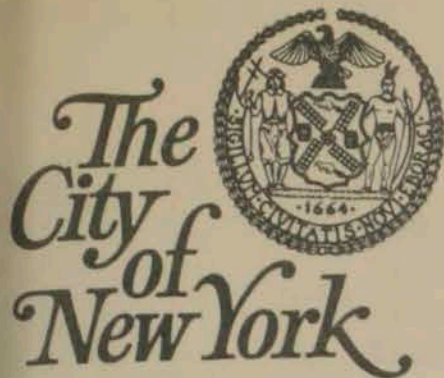
DEPARTMENT _____

ADDRESS _____

*\$7.50 for members of PAPE and MAMA

PLEASE RETURN
REGISTRATION FORM
AND CHECK TO:
Mrs. Jessie L. Behagen
House of Detention for Women
10 Greenwich Avenue
New York, N. Y. 10011

NO REGISTRATIONS ACCEPTED AFTER May 20, 1966.



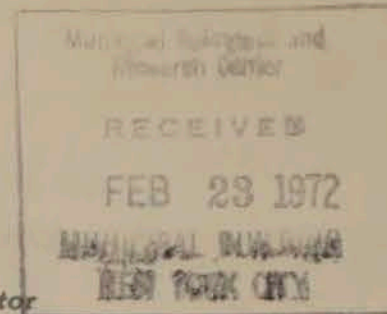
OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator



M E M O R A N D U M

May 1, 1968

To: All Department Heads of Contract Letting Agencies
From: Timothy W. Costello, Deputy Mayor/City Administrator
Subject: Contract Compliance, Equal Employment Opportunity

Your attention is directed to the Mayor's Executive Order No. 71, dated April 2, 1968 providing for Equal Employment Contract Compliance by all contractors accepting contracts with the City of New York. The Executive Order was published in the City Record of April 10, 1968.

Section 2 of the Executive Order provides that, except for contracts exempted in accordance with Section 4 thereof, all City contracting agencies shall include in every City contract the provisions of Section 2 designated a (1) through (6), b and c.

Since Executive Order No. 71 takes effect on May 2, 1968, all City contracts effective after May 1, 1968 must contain the sections referred to.

It is requested that the provisions of Section 2 be inserted in your contracts under the heading "Equal Employment Compliance" immediately after the provisions required by 220-e of the Labor Law and Section 343-8.0 of the Administrative Code which you now include in your contracts.

For your convenience we enclose the provisions of Section 2 of Executive Order No. 71. Please be sure they are included in your contracts. Your attention is also directed to Section 9 of the Executive Order which provides as follows:

"9. Bidding and Award of City Contracts

a. Every City contract, and the bidding documents therefor, unless exempted from the provisions of this Executive Order pursuant to Section 4 hereof, shall contain provisions requiring bidders, therefor to submit to the contracting agency, prior to

the award of such contract, a program of affirmative action to provide for equal employment opportunity in accordance with the intent and purpose of this Executive Order, in such form and substance as may be required by rule, regulation or order of the City Administrator".

Forms for this purpose will be distributed shortly. Contractors are meanwhile required to provide the following information:

1. Name and location of company.
2. Name of ranking official responsible for equal employment opportunity.
3. Number of persons currently employed.
4. Classification of persons employed in all areas (i.e. clerks, supervisors, managers, maintenance, etc.).
5. Number of minority group members in each category.
6. Efforts previously taken by the company to increase the number of minority employees.
7. What the company plans to do in addition to its current efforts to increase the number of minority representation. What results are expected a) immediately, b) in the future.
8. A written commitment of the number of minority members to be employed a) if construction, by craft b) if manufacturer or other business, by title.

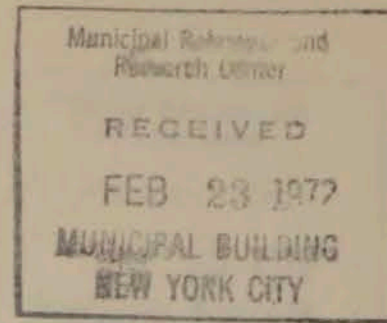
For Construction Contracts

1. Projection of total manpower by craft.
2. Name of sub-contractors and crafts they will be employing on site.

I will be calling a meeting with you and those you have designated responsible for the implementation of our Compliance Program in the immediate future. Any questions you may have should be directed to Mr. James D. Norton (566-6761 or 6745), of this office, the Director of the Compliance Program.



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



66/24

May 9, 1966

ROBERT PRICE
DEPUTY MAYOR

MEMORANDUM

FROM: ROBERT PRICE, DEPUTY MAYOR

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

SUBJECT: REQUEST FOR APPROVAL OF OFFICIAL OUT-OF-TOWN TRIPS PURSUANT
TO THE PROVISIONS OF EXECUTIVE ORDER NO. 21, DATED OCTOBER 8, 1962

The provisions of subject Executive Order are amended as follows:

1. Requests will be submitted to the Deputy Mayor in triplicate on Form 1-2.
2. Type information requested on all items.
3. Head of Department or Agency will sign all three (3) copies.
4. a. Part 1 will be retained in the office of the Deputy Mayor.
b. Part 2 will be forwarded by the Office of the Deputy Mayor to the Comptroller.
c. Part 3 will be returned to the Department or Agency Head.

Initial supply of Forms 1-2 is enclosed. Additional forms may be obtained from Mr. Jack Friedberg, Room 106, 52 Chambers Street, Telephone Number: 566-5267.

Robert Price
Deputy Mayor



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

Municipal Buildings and
Research Center
RECEIVED
FEB 28 1972
MUNICIPAL BUILDINGS
10007 NEW YORK CITY

66/25

MEMORANDUM

May 31, 1966

TO: ALL CITY DEPARTMENTS AND AGENCIES
FROM: JOHN V. LINDSAY, MAYOR
SUBJECT: MOTION PICTURE AND TELEVISION PRODUCTION INDUSTRIES

The motion picture and television industries can make a substantial contribution to the economic well-being of New York City. Yet many policies and practices of the city government affecting these industries have been unnecessarily complicated, vexatious and time consuming. The city government has thereby tended to discourage activity by the motion picture and television industries with the consequent injury to our economy and direct loss of revenue to the City of New York.

Henceforth, the government of New York City will make every effort to stimulate activity by the motion picture and television industries. All city officials are encouraged to examine general policies as well as individual decisions in light of this goal.

Motion picture and television production companies have been required to deal with numerous city departments and agencies. Although permits were issued by the Department of Commerce and Industrial Development, they were required to bear the endorsement of the Police Department, Highways Department and the Traffic Department. If wires and cables were used, permission also had to be received from the Department of Water Supply, Gas and Electricity. Whenever Parks Department property was used, a special permit was required from that Department. All of this was complicated many times over by the unreasonable requirement that one permit be obtained for each day at each location.

May 31, 1966

- 2 -

To eliminate unnecessary red tape, which has created delay, inconvenience and economic loss. I hereby establish a streamlined "one-stop" permit procedure for the motion picture and television film industries. Accordingly, I direct the following procedure:

1. CONSOLIDATED JURISDICTION: All motion picture and television production permits will be given "one-stop" service by the Department of Commerce and Industrial Development and will require the endorsement of that Department only. No endorsement will be needed by the Departments of Police, Highway, Traffic and Water Supply, Gas and Electricity. In addition, except with respect to commercial still photography, it no longer will be necessary to obtain a special permit, or pay a fee, for the use of Parks Department property. In those instances where a permit involves a temporary installation for televising (as distinguished from a permit for the taking of motion pictures or film production), the Department of Water Supply, Gas and Electricity will continue for the present its powers of supervision. Wherever possible, instead of requiring one permit per day per location as now required, this "one-stop" procedure should promote the issuance of one permit per picture by the Department of Commerce and Industrial Development.

2. INTER-DEPARTMENTAL COMMUNICATIONS: Before issuing a permit, the Department of Commerce and Industrial Development shall promptly transmit requests for the use of a city facility to the appropriate department or agency. Said department or agency shall, as quickly as possible, make a determination with respect to such request. Pursuant to the policy of this order, I request that all city officials be as cooperative as possible toward these requests, consistent, of course, with the public interest. If there is a disagreement between the Department of Commerce and Industrial Development and such other department or agency concerning the desirability of granting such request, the final decision will be rendered by Barry Gottehrer, Assistant to the Mayor, or such other person as I may designate.

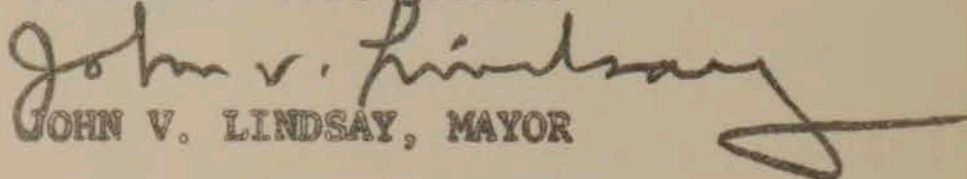
3. POLICE DEPARTMENT: The prior precinct-by-precinct jurisdiction of the Police Department over motion picture and television

May 31, 1966

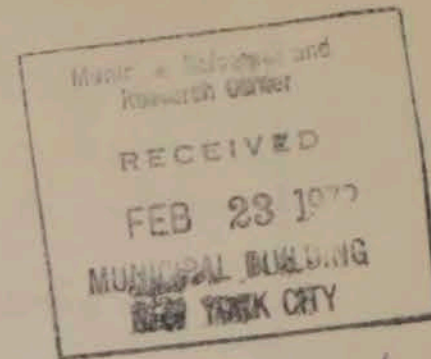
- 3 -

units will be terminated. The Police Commissioner has reviewed the situation and has decided to create a special police task force under the direction of the Chief Inspector to have primary jurisdiction over motion picture and television production units. Henceforth, the Department of Commerce and Industrial Development is to advise promptly this special police task force of the issuance of permits. This special task force will, in turn, have full responsibility and authority to police the production units as they move from precinct to precinct about the city. The special police task force also will have the responsibility of notifying the local precincts when movie and television production units are to be in their area. This new centralized procedure should eliminate duplication and lead to greater police efficiency.

4. REVIEW OF SCRIPTS: Unless a law is being violated or the public interest is endangered, a municipal official should not refuse to allow motion picture and television production companies the use of public facilities because the official does not approve of a script. The existing laws will be relied upon to safeguard the public interest in this area without resorting to municipal censorship. Moreover, the withholding of the use of a public facility does not preclude the production of the movie or television film. The company can simply move to another city, taking its business with it; film the script, and still depict it as taking place in New York. Henceforth, scripts should not be examined for the purpose of editorial censorship and the use of public facilities should no longer be denied on this ground.


JOHN V. LINDSAY, MAYOR

June 6, 1966



66/26

MEMORANDUM

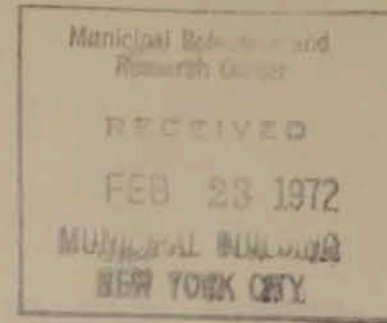
TO : ALL CITY DEPARTMENTS AND AGENCIES

FROM: TIMOTHY W. COSTELLO
DEPUTY MAYOR - CITY ADMINISTRATOR

Victor Gotbaum, Executive Director, District Council 37, American Federation of State, County & Municipal Employees, has registered a complaint with the city that despite a ruling of the Civil Service Commission, employees of the city are being assigned out of title to the job of operating motor vehicles. Motor Vehicle Operators earn their position by passing a competitive examination and where the principal job in an assignment is the driving of a motor vehicle, a qualified motor vehicle operator holding that Civil Service Title should be assigned to it.



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



June 30, 1966

TO: ALL COMMISSIONERS AND HEADS OF DEPARTMENTS AND AGENCIES
EXCEPT POLICE AND FIRE

FROM: MAYOR JOHN V. LINDSAY

RE: THE USE OF CITY CARS AND MOTOR VEHICLE OPERATORS

I am concerned about the use of city-owned and operated vehicles by city personnel. In past years, despite the existence of two executive orders, there have been some very loose policies and I firmly believe they should be ended.

No one below the rank of commissioner should have a passenger vehicle or driver permanently assigned to him. (This does not, however, include trucks, vans, buses or other special purpose vehicles). When a Deputy Commissioner or a member of the Mayor's staff needs a passenger car or driver to perform city functions, a Department of Public Works pool car should be used.

City vehicles should not be used for personal service by anyone during the week or on weekends.

If commissioners themselves can do their work efficiently and productively without a car and driver assigned full time, they should, of course, do so. In any event, the car should be used by others during the day when not used by the commissioner.

As a first step toward bringing a modern, economical and efficient motor system to the City of New York, I am hereby requesting all department and agency heads to do the following:

1. Name a Vehicular Control Manager in each agency or department. He should be an existing employee and not a new one.

2. Assign the Vehicular Control Manager the immediate job of reviewing the use of every city passenger car and motor vehicle operator assigned to his department or agency.

3. File a report to the Vehicular Control Board, Department of Public Works, no later than July 29th detailing the assignment of each vehicle, its year and make, its annual mileage, its exact use, and any reasons why the person or persons using it could not use a motor pool vehicle instead.

Forms for this will be available from the Department of Public Works, Office of the Commissioner, on July 8th.

4. File a report to the Vehicular Control Board, Department of Public Works, no later than July 29th, detailing the assignment of each passenger vehicle operator, along with an explanation as to why his continued assignment to an individual department instead of a Public Works Pool is required.

These reports, which must be signed by each commissioner or agency head, will be turned over to a Vehicular Control Board which I plan to create shortly. It will be the responsibility of this board to review the city motor system and to determine exactly and immediately what cars and which drivers will be reassigned to a centralized Public Works Department Pool.

The Vehicular Control Board, which also will review the necessity of filling any Motor Vehicle Operator vacancies, will consist of three members-- the Deputy Mayor, the Commissioner of Public Works and the Commissioner of Purchase. The Budget Director, through his Bureau's Automotive Analysis Unit, and the City Administrator will sit as non-voting members of the Vehicular Control Board.

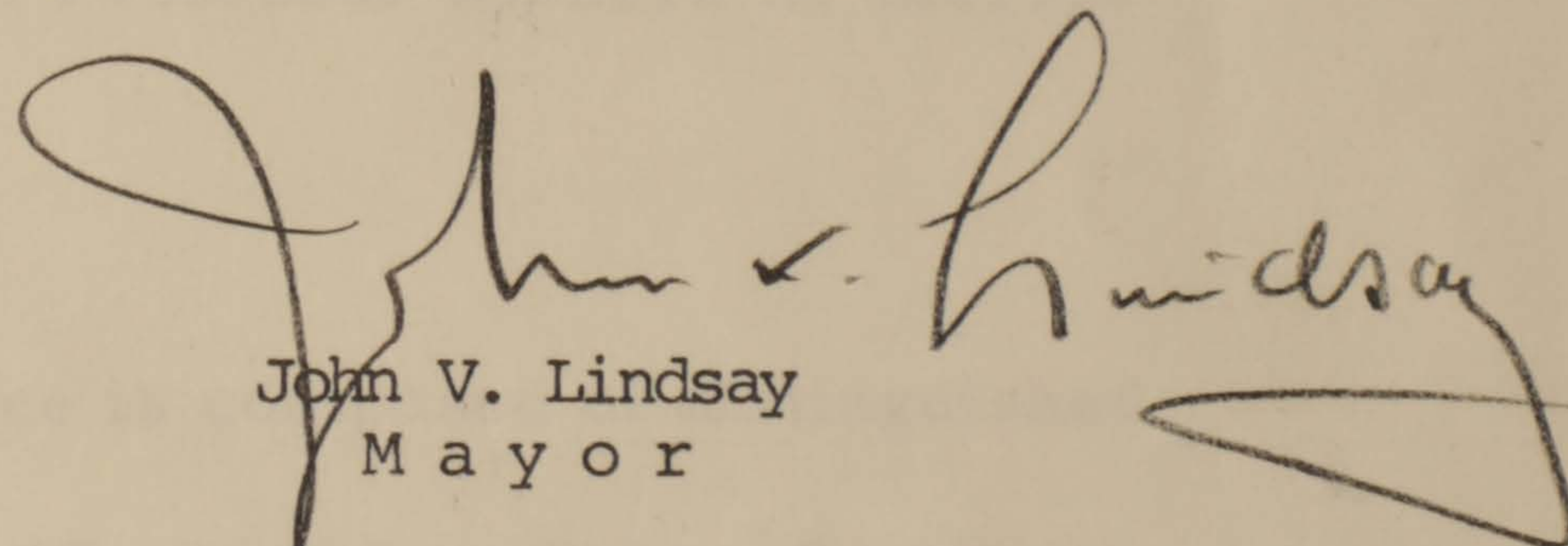
In the future, the Department of Public Works under the direction of the Vehicular Control Board, will work with you in facilitating assignment of cars and drivers to your agency when required for city business.

Additionally, I am requesting the United States General Service Administration to assist us in a review of New York City's motor system with the intention of making specific recommendations regarding the establishment of a modern motor pool at the earliest possible date. The United States government runs a very good one.

I would also like each commissioner to review his own use of a city car and driver to determine whether he regards it as essential to the performance of his city job. I would appreciate it if each commissioner and agency head would communicate with me personally on this matter.

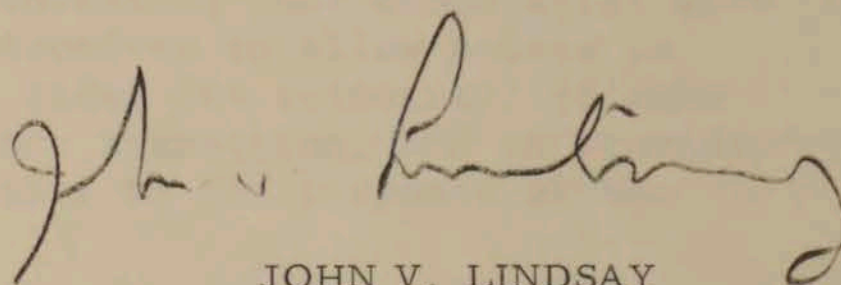
I am convinced that we can make meaningful savings in this area and finally bring a modern and efficient motor pool system to the City of New York.

Sincerely,



John V. Lindsay
M a y o r

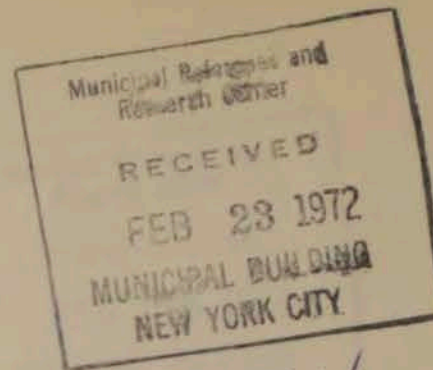
This is to advise you that I will expect all departments and agencies and the employees therein to cooperate fully with the Chairman and members of The Task Force on Municipal Archives, as well as persons acting with their authority. It is anticipated that The Task Force will wish to inspect the records in your custody or under your control, and will require detailed information about such matters as microfilm programs, storage arrangements and policies for record retention, disposal and destruction. This enumeration of Task Force activities is not inclusive. You are hereby requested to afford such aid and assistance as may be necessary to facilitate the speedy attainment of its objectives.

A handwritten signature in cursive script, appearing to read "John V. Lindsay".

JOHN V. LINDSAY
MAYOR



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



66/59

M E M O R A N D U M

July 9, 1966

TO: Heads of All City Departments and Agencies

FROM: John V. Lindsay, Mayor

On July 8, I appointed Professor Richard B. Morris of Columbia University to serve as Chairman of a recently constituted Task Force on Municipal Archives.

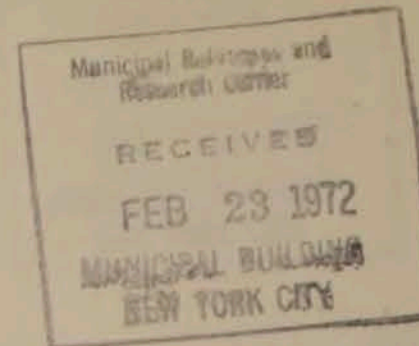
This Task Force will report on the present condition of all records kept by departments and agencies of the City of New York -- executive, legislative and judicial -- and will make recommendations for their safekeeping and for effective utilization.

I am, therefore, requesting your cooperation with the Task Force on Municipal Archives to allow access to authorized persons operating under its authority, to make all records fully available for inspection, and to provide such other information essential to the purposes of the Task Force.

Your cooperation in this effort will be greatly appreciated.



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



66/50

MEMORANDUM

TO: ALL DEPARTMENT AND AGENCY HEADS

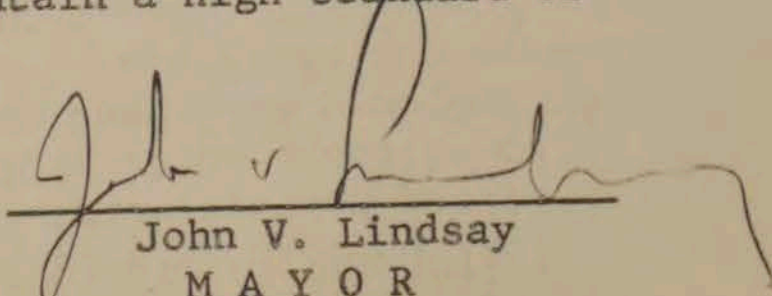
Date: July 14, 1966

With over 180 branches and an annual circulation of more than 32 million volumes, New York's three public library systems are outstanding, world-renowned public institutions. The City spends \$20 million annually to operate these libraries, but today they face problems of financing and staffing as they seek to provide the expanding facilities which the public requires.

The Department of Parks has included, since July 1, the Office of Cultural Affairs, which has concerns closely related to those of the library system. It would appear logical, therefore, pending the formation of the proposed Recreation Administration to assign the Parks Department the responsibility of coordinating the City's effort with respect to library needs.

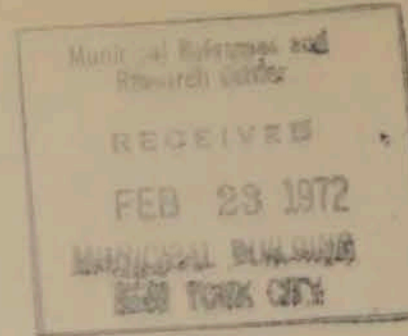
To provide this closer liaison between the City administration and the libraries, I have today designated Thomas P. F. Hoving of the Department of Parks as my representative on the Board of Trustees of the New York Public Library, and to the Boards of the Brooklyn Public Library and Queens Borough Public Library. Commissioner Hoving has designated Henry J. Stern, Executive Director of the Department of Parks and Office of Cultural Affairs to assist in this work.

This action is intended to strengthen the relationship between the administration and the libraries with the view of enabling the libraries to maintain a high standard of public service.


John V. Lindsay
MAYOR



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



66/31

July 18, 1966

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: JOHN V. LINDSAY, MAYOR
SUBJECT: SPACE INVENTORY

I request that you have an inventory made of all buildings and properties under your jurisdiction with a view to possible economies of space utilization and the surrender of any space not actually required by your departmental operations.

In the case of properties used as open storage yards or for similar purposes, you might give consideration to the feasibility of removing the facility to another, less valuable location and thereby free the property for more demanding uses, or possible sale.

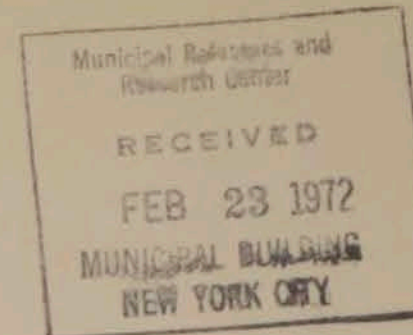
Please send all responses to Carl Madonick, Commissioner of Real Estate.

I will appreciate your prompt attention to this matter.

John V. Lindsay



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



66/32

July 25, 1966

MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: MAYOR JOHN V. LINDSAY
SUBJECT: FEDERAL AID SURVEY

Last week, I officially opened New York City's office in Washington, D. C. It is located at 1730 K Street, N. W., Suite 319, phone 202-223-6694. Mr. Murray Drabkin, who directed our tax reorganization program, will direct the office. The office is available to assist you in your needs in Washington and for your use if you should be in Washington.

As the first step in a large-scale effort to establish an effective working relationship with the Federal government, I have asked Mr. Drabkin to undertake a detailed survey of all Federal aid received by the City. He will be assisted by Mr. Jay Kriegel, Assistant to the Mayor. This survey is a most important project of my administration and I urge you to give it your prompt attention.

In addition, I should like you to designate a member of your staff as Federal Programs Officer for the purpose of carrying forward this survey and related Federal program work. Please send a note to Mr. Drabkin at City Hall, notifying him whom you have designated.

To assist you in undertaking a fresh look at your Department's use of Federal aid, I am sending you under separate cover a copy of the Catalog of Federal Programs for Individual and Community Improvement, published by the Office of Economic Opportunity. This Catalog indexes and describes in general terms most of the Federal aid programs now in operation. I should like to suggest that you

undertake a thorough review of this Catalog to find those programs that could aid your Department's operations. Following that, I should appreciate it if you would prepare detailed and comprehensive answers to the following six questions:

1. List all Federal programs which are, or might be, of assistance to your Department's operations, with an explanation of the type of departmental activities that do or might receive assistance.

2. Indicate which of these programs is currently furnishing Federal aid to your Department. Provide a full description of the amount and nature of this aid, the time period of the Federal grant, the nature of any contributions by the City and State required under law, the amounts of each contribution, and whether or not this is an ongoing grant covering the costs of your operations.

3. List those programs under which your Department currently has pending applications or for which your Department is presently preparing such applications. Describe fully the nature of the requested assistance.

4. List of any other specific steps which your Department proposes to take during the next fiscal year to obtain additional Federal assistance.

5. Describe any changes in Federal, State, or City administrative practice, rules or regulations, formulas or legislation which would permit your Department to participate in Federal programs or would increase your present participation.

6. List any pending or proposed legislation before Congress which could be of financial assistance to your Department or would in some other way affect your agency's operations, and describe generally its significance.

It would be most helpful to the development of our Federal program if we could receive the material requested in this memorandum by August 15. If, for some reason, you cannot meet this time limit, would you please inform Mr. Drabkin of what additional time you may require. Three copies of the material requested should be sent to Mr. Drabkin at City Hall.

Please feel free to call on either Mr. Drabkin (566-6886) or Mr. Kriegel (566-7787) during this period to discuss any problems or to explore the potential of any Federal programs. The Washington office can obtain for you copies of legislation and rules and regulations. There is also a file of this material in Mr. Kriegel's office in City Hall.

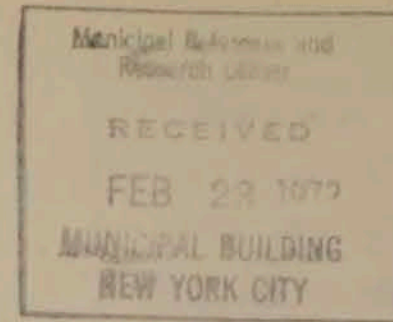
Please notify either Mr. Drabkin or Mr. Kriegel of any other Federal aid problems you may have either with grant applications or with pending legislation. The Washington office will from time to time be sending copies of pending legislation to the Federal Programs Officer designated by you for comment and analysis.

Any City official who intends to testify before the Congress, to submit a statement, or to take any other official position on a Federal matter of concern to the City is to submit to Mr. Drabkin a copy of his remarks or statement 5 days in advance of transmittal to the Federal government.

It would also be helpful if you would provide Mr. Drabkin and the Washington office with advance notice of any trips you will be making to Washington to meet with Federal officials. This information will allow the office to respond accurately to agency and press inquiries and will permit Mr. Drabkin to represent the City more effectively before the Federal government and with the press.



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



EXECUTIVE MEMORANDUM

August 1966

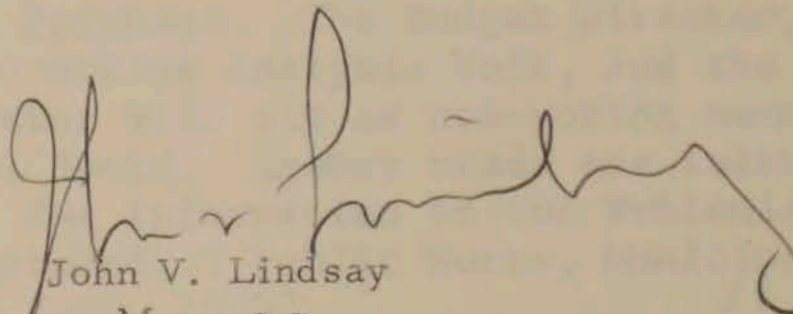
FROM: MAYOR JOHN V. LINDSAY
TO: COMMISSIONERS AND HEADS OF ALL AGENCIES
SUBJECT: THE 1966-67 SCHOOL BUILDING AND CONSTRUCTION
PROGRAM OF THE CITY OF NEW YORK

The success of our vitally important school building program depends upon the efficient and rapid handling of the many duties related to school construction plans.

I hereby request that all agencies and persons involved in the school building programs accord top priority to expediting the program's various details.

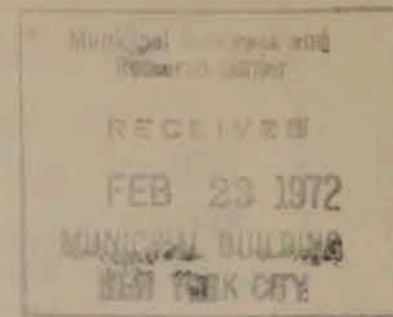
The City's 1966-67 Capital Budget allocated a record amount of \$154.7 million to the Board of Education, including \$14.9 million for the modernization and reconstruction of various schools.

In order to realize the objectives of this vast school construction program and to meet as rapidly as possible the urgent needs of our school system, interested agencies are instructed to give careful consideration to planning and personnel. I expect the fullest cooperation and coordination of all agencies and departments concerned with school construction to insure effective implementation of this program.


John V. Lindsay
M a y o r



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



66/34

August 5, 1966

MEMORANDUM

TO: CITY DEPARTMENTS AND AGENCIES EXCEPT POLICE AND FIRE

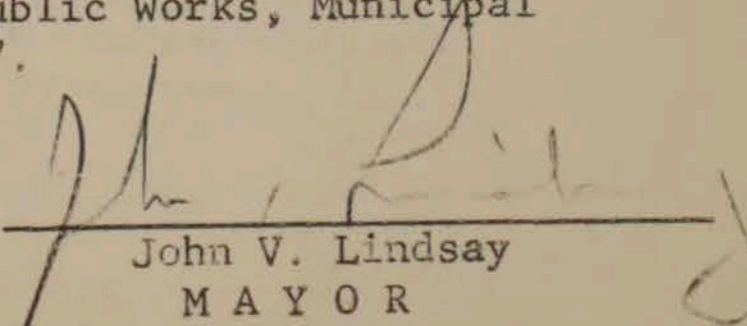
FROM: MAYOR JOHN V. LINDSAY

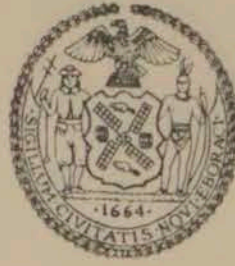
SUBJECT: INSTRUCTIONS FOR IMPLEMENTATION OF MEMO DATED JUNE 30, REFERRING TO THE USE OF CITY CARS AND MOTOR VEHICLE OPERATORS

In order to implement my memorandum of June 30, concerning the use of city cars and motor vehicle operators, I hereby appoint a Vehicular Control Board to review the city motor system, determine what cars and which drivers should be reassigned to a centralized pool, and to work with representatives of the United States General Service Administration in a study of the city motor system with the intention of making specific recommendations to me regarding the establishment of a modern motor pool at the earliest possible date.

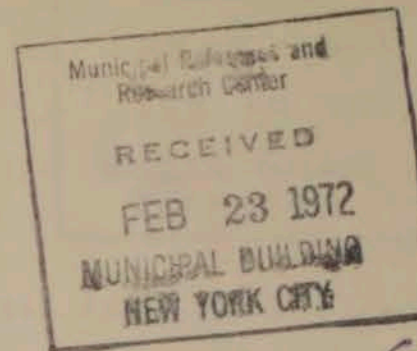
Additionally, the Vehicular Control Board will also review the necessity of filling any motor vehicle operator vacancies that may occur in the reassignment of motor vehicle operators to a centralized pool.

The Vehicular Control Board will consist of three members -- the Deputy Mayor, the Commissioner of Public Works and the Commissioner of Purchase. The Budget Director, through his bureau's Automotive Analysis Unit, and the Deputy Mayor -- City Administrator will sit as non-voting members of the Vehicular Control Board. Agency heads are instructed to address any requests for information to the Vehicular Control Board, the Department of Public Works, Municipal Building, New York, New York 10007.


John V. Lindsay
MAYOR



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



66/35

MEMORANDUM

August 12, 1966

TO: CITY DEPARTMENTS AND AGENCIES EXCEPT POLICE AND FIRE

FROM: ROBERT PRICE, DEPUTY MAYOR

SUBJECT: INSTRUCTIONS FOR IMPLEMENTATION OF MEMO DATED JUNE 30,
REFERRING TO THE USE OF CITY CARS AND MOTOR VEHICLE
OPERATORS

For the information of the above, the Vehicular Control Board, consisting of the undersigned, the Commissioner of Public Works, the Commissioner of Purchase and ex-officio the Budget Director through his bureau's Automotive Analysis Unit, and the Deputy Mayor-City Administrator, has appointed Dan Tessler as Executive Director of the Vehicular Control Board, and communications should be directed either to him personally or to the Vehicular Control Board, The Department of Public Works, Municipal Building, New York, New York 10007.

Robert Price

Robert Price
Deputy Mayor



Municipal Research and
 Research Office
 RECEIVED
 FEB 23 1977
 MUNICIPAL BUILDING
 NEW YORK CITY

66/36

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

9/8/66

EXECUTIVE MEMORANDUM

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
 FROM: MAYOR JOHN V. LINDSAY
 SUBJECT: 1966 U. S. SAVINGS BONDS CAMPAIGN

As I told you at our recent meeting, the City of New York will conduct a U. S. Savings Bonds Campaign during the month of October. Our campaign will coincide with the current nation-wide 25th Anniversary Savings Bonds Campaigns being conducted by corporations and local governments on every level.

The demands growing out of our increased military needs make it more important than ever to use all possible measures to combat inflation. The stability of our dollar is vital to our economic strength and security. Savings Bonds contribute significantly to this objective by achieving wide spread ownership of the public debt by millions of Americans who at the same time are providing individual financial security for themselves.

More than 35,000 City employees are presently enrolled in the Payroll Savings Plan for Bonds. I am sure many more are interested and to this end each employee will be personally asked, without pressure, to join the Plan or increase his allotment if already on the Plan.

I have appointed Deputy Finance Commissioner Julius J. Richman as General Chairman for the campaign and it is my pleasure to appoint you Chairman of the drive in your Department. To assist you in the organization and conduct of the campaign would you please appoint as your Executive Bond Officer a senior official personally responsible to you and notify Commissioner Richman who he is as soon as possible, but not later than September 15. Commissioner Richman is planning a meeting with all Executive Bond Officers in the very near future to organize the campaign in all departments.

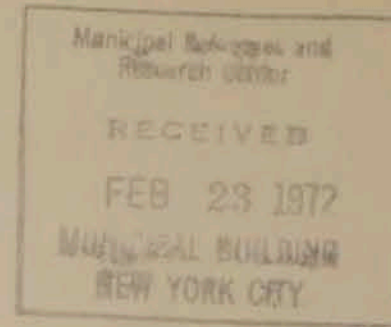
I would appreciate your prompt attention to this important matter.

September 8, 1966

John V. Lindsay, Mayor



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



66/37

September 12, 1966

MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: ROBERT PRICE, DEPUTY MAYOR
SUBJECT: 1967 LEGISLATIVE PROGRAM

Attached is a list of persons who have been designated as Federal Programs Officers by their respective agencies or departments in accordance with the Federal Aid Survey directed by the Mayor's memorandum of July 25, 1966.

Since in many cases an agency's federal program is closely interrelated with its state and local legislative program, the designation of a single person to coordinate the agency's entire legislative program would appear most desirable. Accordingly, unless advised otherwise, I shall assume that the same person designated as Federal Programs Officer will also serve as the person responsible for the state and city legislative program.

Robert Price
Deputy Mayor

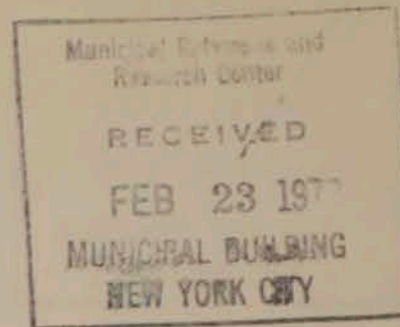
1967 LEGISLATIVE PROGRAM

FEDERAL PROGRAMS OFFICERS

| | |
|---|-----------------------------|
| Air Pollution Control, Dept. of Addiction Programs, Office of Coordinator | Austin Heller, Commissioner |
| Budget, Bureau of | Mr. Harry Alan |
| Buildings, Dept. of | Mr. John A. McInnis |
| Civil Court | Mr. William J. Diamond |
| Education, Board of | Mr. Howard F. Tyson |
| Elections, Board of | Mr. Norman Brombacker |
| Estimate, Board of -Bureau of Franchises | Mr. Philip R. Dunst |
| Finance Department | Mr. Henry Dachinger |
| Law Department | Mr. Max Leinseider |
| Library, Brooklyn Public | Mr. Norman Redlich |
| Licenses, Dept. of | Mr. Philip Adam |
| | Gerard M. Weisberg |
| | Deputy Commissioner |
| Marine and Aviation, Dept. of | Leo Brown, Commissioner |
| Mental Health Board, NYC Community | Mrs. Marjorie H. Frank |
| Parks, Dept. of | Mr. Theodore Diamond |
| Personnel, Dept. of | Mr. Arthur H. Myers |
| Planning Commission, City | Mr. Morton Isler |
| Police Department | Mr. Abraham P. Chess |
| Public Works, Dept. of | Mr. Frank J. McCue, P.E. |
| Purchase, Dept. of | Marvin Gersten |
| | Deputy Commissioner |
| Queens, Borough of | Mr. Michael M. Morgese |
| Office of the President | |
| Richmond, Borough of | Mr. Joseph M. Mangino |
| Office of the President | |
| Real Estate, Dept. of | Mr. Michael Lacher |
| Real Property Assessment Department | Mr. Herbert C. Hobbs |
| Register of the City of New York | Mr. Samuel Brecher |
| Relocation, Dept. of | Mr. Irving I. Sorotick |
| | Assistant Commissioner |
| Rent and Rehabilitation Administration, City | Mr. Elliot Goldman |
| Sanitation, Department of | Mr. Richard Fenton |
| Water Supply, Board of | Vincent G. Terenzio |
| | Deputy Chief Engineer |
| Water Supply, Gas and Electricity, Department of | Mr. Thomas O'Connell |
| Welfare, Department of | Mitchell I. Ginsberg |
| | Commissioner |



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



66/38

September 16, 1966

NEW YORK CITY COUNCIL AGAINST POVERTY

I hereby designate the following additional members to the New York City Council Against Poverty:

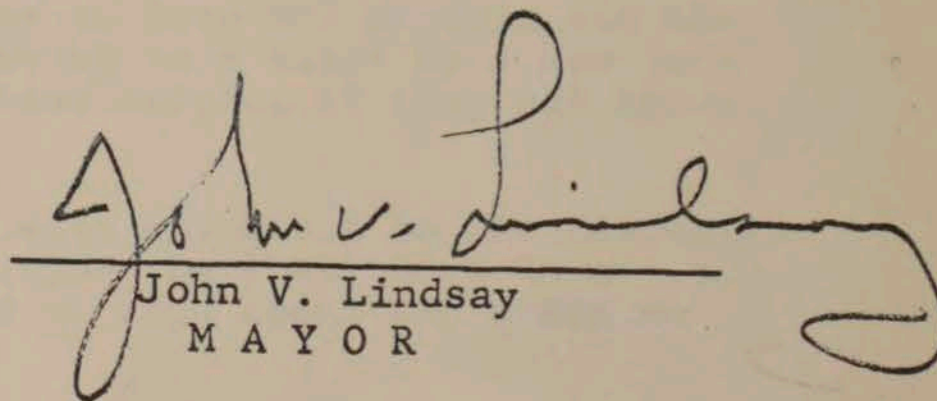
Very Rev. Msgr. John B. Ahern

Winslow Carlton

Thomas Davis

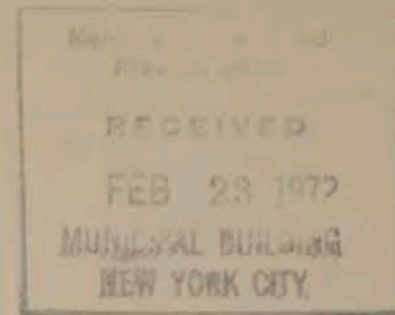
Andrew R. Tyler

Rabbi Bernard Weinberger


John V. Lindsay
MAYOR



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



66/39

MEMORANDUM

September 19, 1966

TO: ALL COMMISSIONERS, HEADS OF AGENCIES,
AND ASSISTANTS TO THE MAYOR

FROM: MAYOR JOHN V. LINDSAY

It is most important that all Commissioners inform Mr. Murray Drabkin in the Washington Office when you plan to go to Washington for any reason. Please advise Mr. Drabkin of the date, place and nature of the appearance as well as any other information that may be helpful to the Washington Office.

There are many important and good reasons for this:

First, the Washington Office may be able to give you some information that will assist you.

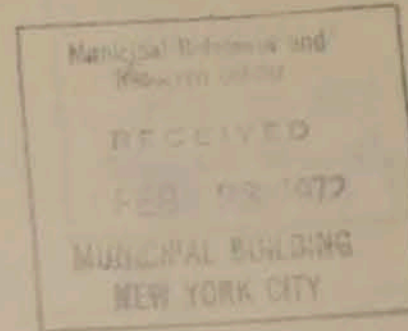
Second, the press is in constant touch with the Washington Office about the visits to Washington by members of the New York City government and it is important that Mr. Drabkin be able to answer questions if appropriate to do so.

Third, on two occasions to date Mr. Drabkin and the Office have been called as a follow-up to a visit by a New York City official, and it would have been helpful if they had known of the visit in the first place.

Fourth, in connection with any visit to the Executive Branch of the Federal government it may be that there is a Congressional aspect which is good to know about and where we can receive assistance.



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



66/40

September 21, 1966

MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT PRICE, DEPUTY MAYOR

On Election Day, November 8th, the voters of the City will have before them on referendum a question designed to eliminate the current Civilian Review Board which has been operating effectively since June, 1966.

In the next few weeks you will, on a number of occasions during public appearances, be asked questions about this subject. Many of you have asked for a briefing to be better equipped to answer these questions and for that purpose we will have a series of briefings. Will you please call my Executive Assistant, Miss M.J. Cadgene, at BE 3-3110 and tell her when you and interested key members of your staff will attend one of the following sessions:

Monday, September 26th

2:30 p.m. Prompt

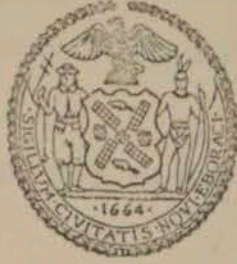
3:45 p.m. Prompt

5:00 p.m. Prompt

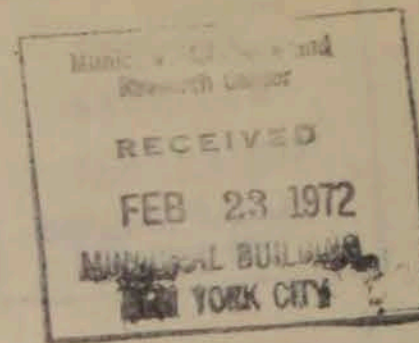
Tuesday, September 27th

9:30 a.m. Prompt

10:30 a.m. Prompt



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



66/41

September 26, 1966

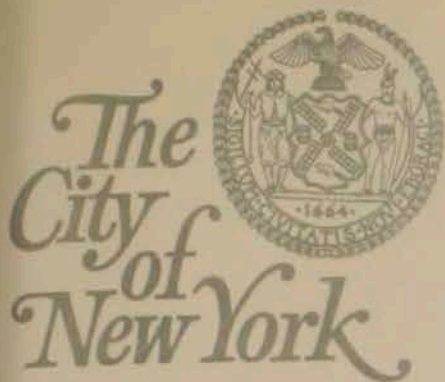
MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: ROBERT PRICE, DEPUTY MAYOR
SUBJECT: 1967 LEGISLATIVE PROGRAM

The following is an addition to the Memorandum of September 12 listing persons who have been designated as Federal Programs Officers by their respective agencies:

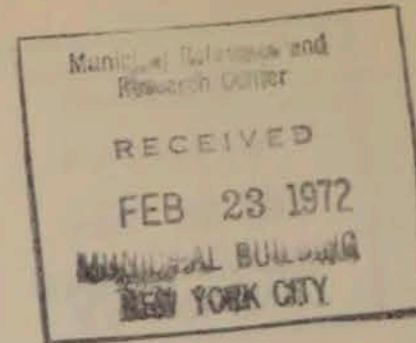
| | |
|----------------------------|--|
| Corrections, Department of | Frederick C. Rieber Deputy Commissioner James S. Latham Counsel to the Department |
|----------------------------|--|

ROBERT PRICE
DEPUTY MAYOR



OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator



66/42

October 3, 1966

MEMORANDUM

To : Heads of All Mayoral Agencies
From: Timothy W. Costello
Deputy Mayor-City Administrator

There has been, naturally enough, serious concern among those both within and without city government as to executive salaries including those paid to administrators and commissioners, their first deputies and other deputies.

Currently underway in the City Administrator's Office is a full-scale review of executive salaries. Until that review is completed, and you will all have ample opportunity to present your opinions, no decisions will be made or actions taken in regard to requests for review of salaries within administrations or departments whether for incumbents or for existing or to be established positions.

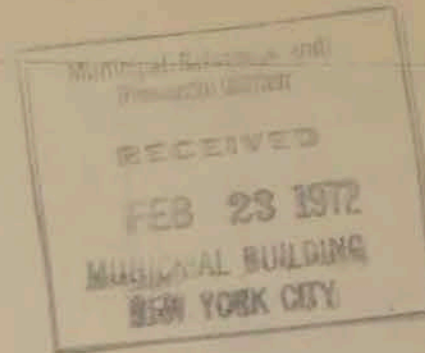
We will attempt to come up with a salary pattern for all top executives of the city government, thereby eliminating the need for individual requests for review.

An Executive Salary Board consisting of Dr. Timothy W. Costello, Deputy Mayor-City Administrator; Frederick O. R. Hayes, Director of the Budget; Sol Hoberman, Acting Director of Personnel; Robert Sweet, Executive Assistant to the Mayor; and Constantine Eristoff, Assistant to the Mayor, will administer the Executive Salary Plan and deal with any matters which may arise in the application of the plan.

Timothy W. Costello
Timothy W. Costello



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



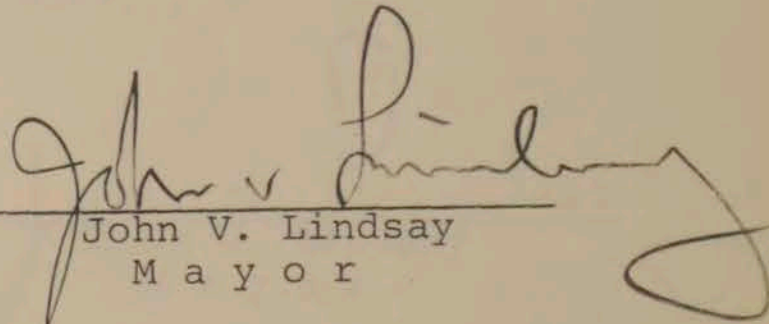
66/43

October 4, 1966

MEMORANDUM TO: All Commissioners and Heads of Agencies
FROM: Mayor John V. Lindsay
SUBJECT: Manhattan Civic Center

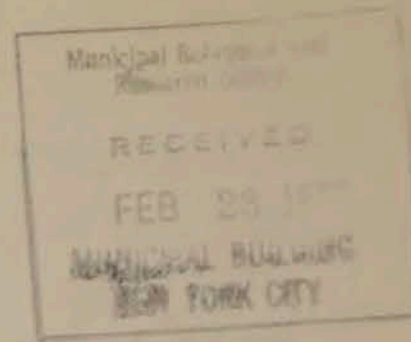
I have designated Public Works Commissioner William C. Mattison as the coordinator of all phases of the planning and construction of the Manhattan Civic Center including all public buildings and traffic layouts. I have directed him to expedite all phases of this project and, accordingly, I have given him the fullest authority to that end.

All Departments and Agencies are directed to give Commissioner Mattison their fullest cooperation.


John V. Lindsay
M a y o r



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



66/44

October 10, 1966

MEMORANDUM

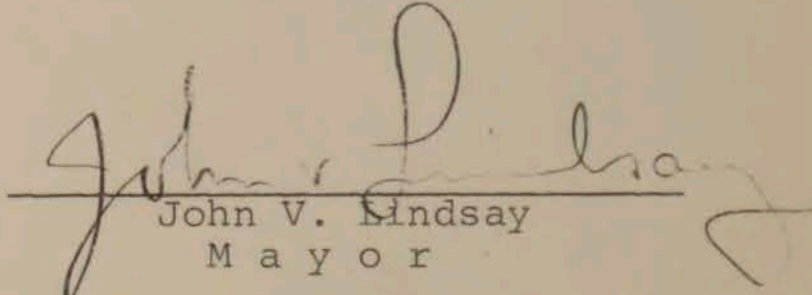
TO: HEADS OF ALL DEPARTMENTS AND AGENCIES,
AND ASSISTANTS TO THE MAYOR

FROM: MAYOR JOHN V. LINDSAY

RE: REPRESENTATIVES TO THE BOARD OF STANDARDIZATION

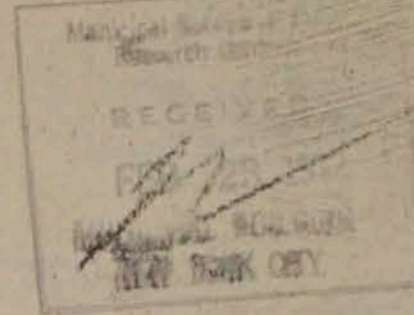
The Board of Standardization, which is an adjunct of the Department of Purchase, was established for the purpose of classifying all supplies, materials and equipment and adopting standards of minimum qualities, sizes and types of commodities and promulgating specifications for such commodities.

In view of the fact that a great deal of the Board's deliberations involve the Health Services Administration, I hereby direct the Health Services Administrator, Howard J. Brown, to appoint a representative from the Department of Hospitals, with authority to make decisions, to attend the regular meetings of the Board along with Chairman Richard Lewisohn, the Commissioner of Public Works, representatives from the Office of the Comptroller and the Bureau of the Budget and an engineer from the Department of Purchase.


John V. Lindsay
M a y o r



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



66/45

October 21, 1966

MEMORANDUM

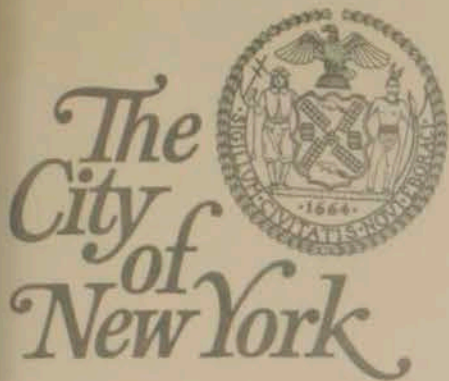
TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: ROBERT PRICE, DEPUTY MAYOR
RE: CIVILIAN REVIEW BOARD

Since the first briefings held on the Civilian Review Board last month, there have been a number of new developments. Many of you have asked to be brought up to date on the facts. We have therefore arranged to hold another series of briefings so that you may be better equipped to answer any questions which you may be asked during your public appearances.

Will you please call my Executive Assistant, Miss M.J. Cadgene, at BE 3-3110 and tell her when you and interested key members of your staff will attend one of the following sessions in the Blue Room at City Hall:

WEDNESDAY, OCTOBER 26th

1:00 p.m. Prompt
2:00 p.m. Prompt
3:00 p.m. Prompt
4:00 p.m. Prompt



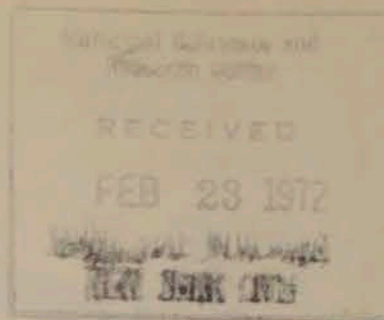
OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator



66/46

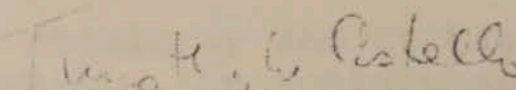
October 25, 1966

To: Heads of All Mayoral Agencies

From: Timothy W. Costello
Deputy Mayor-City Administrator

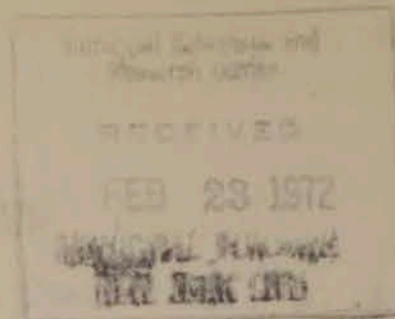
This office has been asked, on a number of occasions recently, about the City's position in requesting draft deferment for its employees.

The City's established position in Mayoral Agencies is not to ask for such deferments.


Timothy W. Costello



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



66/47

November 2, 1966

MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES,
AND ASSISTANTS TO THE MAYOR

FROM: MAYOR JOHN V. LINDSAY

RE: THE MAYOR'S AMUSEMENT-RESORT ADVISORY COMMITTEE

On August 2, 1966, I appointed a group of 20 outstanding citizens to serve as the Mayor's Amusement-Resort Advisory Committee, functioning under the general direction of Joel J. Tyler, Commissioner of Licenses.

The chief purpose of this Committee is to examine matters pertaining to the Rockaway and Coney Island amusement areas, in order to achieve the best possible year-round economy in those areas, consonant with and protective of the needs of the over-all community. Its further purpose is to act as liaison between the business community in those areas and City government; and to advise the City government of its needs and aspirations for consideration.

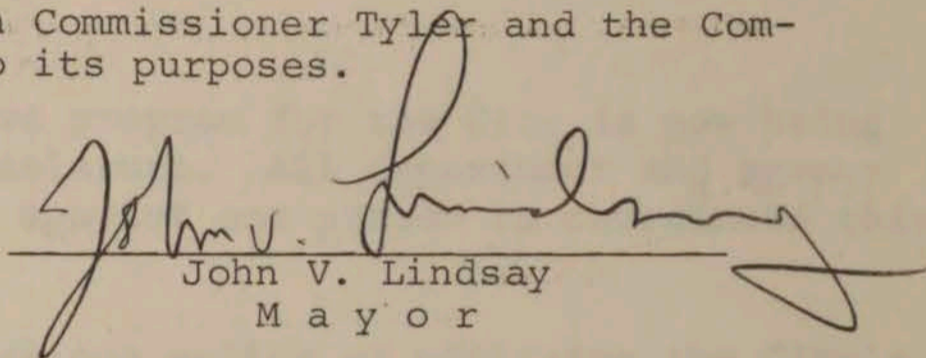
The Committee has been meeting regularly and it has been and will continue to do important work. Its achievements will, in large part, depend on cooperation of all municipal agencies and departments. With this in mind, may I suggest the following:

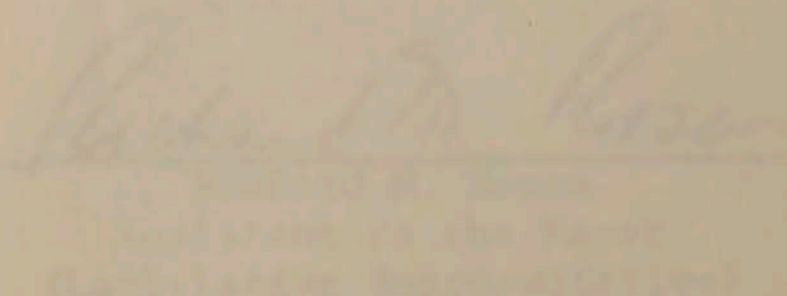
1. If feasible, invite a member or members of the Committee to be present at open discussions or hearings relating to municipal activities in the concerned resort areas. Such invitations should be addressed to the

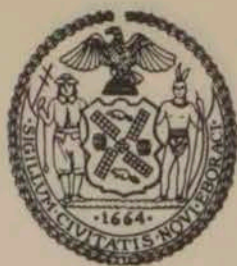
Resort Amusement Advisory Committee
c/o Commissioner J. J. Tyler
80 Lafayette Street
New York, New York 10013

MEMORANDUM - Mayor's Amusement-Resort Advisory Committee, p. 2

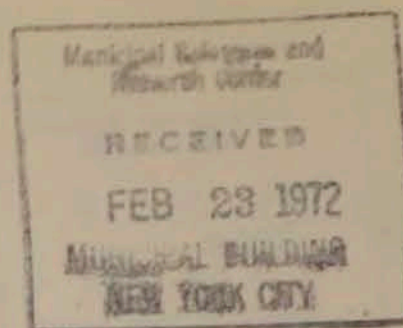
2. Copies of press releases which you may issue relating to your department's activities in the concerned resort areas, be forwarded to Commissioner Tyler.
3. Attend meetings of this Committee, when matters of concern to your department or agency are under consideration.
4. Cooperate with Commissioner Tyler and the Committee to help its purposes.


John V. Lindsay
M a y o r


Robert M. Rosen
Secretary of the Board
of Amusement-Resort Control



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



November 9, 1966

MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: RICHARD M. ROSEN, ASSISTANT TO THE MAYOR (LEGISLATIVE REPRESENTATIVE)

SUBJECT: 1967 STATE LEGISLATIVE PROGRAM

The 1967 legislative program for the City is now being formulated for the State Legislature. All department and agency heads have been requested to appoint one person to coordinate this program in each department.

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

The coming Legislative Session in Albany is expected to be of short duration. The Legislature is hopeful of completing its Session by April 1st, when the Constitutional Convention convenes. It is therefore most important that our "City legislative package" be ready for introduction in the main during the pre-filing period between November 15th and December 15th of this year.

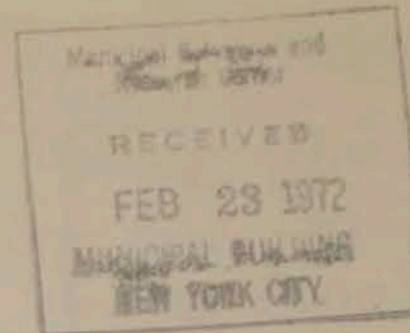
As per the memorandum of Deputy Mayor Price of September, 1966, kindly submit, as soon as possible, drafts of any State legislation proposed by your agency, together with supporting memoranda, directly to my office. There should be twenty-five (25) copies of said drafts and memoranda in support thereof.

Richard M. Rosen

Richard M. Rosen
Assistant to the Mayor
(Legislative Representative)



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



66/49

November 23, 1966

MEMORANDUM

TO: Heads of All Departments and Agencies

FROM: Murray Drabkin
Special Assistant to the Mayor

In order for us to have a complete and current picture of efforts to obtain Federal assistance, it is requested that, prior to filing an application for Federal aid, each agency submit a copy of the application to me at City Hall. To bring us up to date for this fiscal year, we should also have copies of all applications submitted since July 1, 1966.

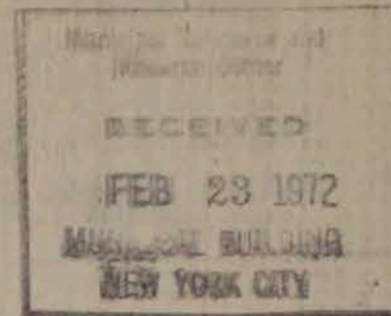
Where the Federal aid application is voluminous and an extra copy is not available, a descriptive letter will do. The letter should contain the following information:

- name of the Federal agency to which application is made;
- Federal program involved, including citation to Federal statute;
- the amount of money requested;
- brief description of what the money is to be used for.

Prompt compliance with this request will make it possible for us to give you maximum assistance in obtaining the Federal aid sought.



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



November 28, 1966

MEMORANDUM

TO: ALL COMMISSIONERS, HEADS OF DEPARTMENTS AND AGENCIES.

In point of time we are well on our way through the City-wide fund raising campaign among municipal employees for the United Negro College Fund. This campaign commenced with Mayor John V. Lindsay's acceptance of the Honorary Chairmanship and the issuance of his Executive Proclamation in April.

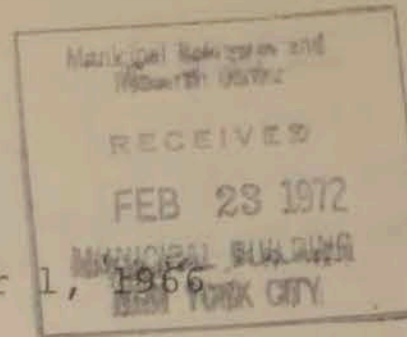
I know that you must share my interest in helping the thirty-three desegregated colleges contributed to by the United Negro College Fund. Hundreds of New York City residents who may otherwise be unable to acquire higher education are doing so in these accredited institutions.

Any worthwhile venture undertaken must be properly managed and successfully concluded. I, therefore, urge that you follow through on this in your department, or agency, if you have not already done so. Call in your United Negro College campaign managers, reimpress them, reinstruct them and remind them to report back.

Your efforts in this voluntary matter are urgently requested and will be greatly appreciated.

Cordially yours,

JAMES W. SMITH
Assistant to the Mayor



December 1, 1966

66/51

M E M O R A N D U M

TO: COMMISSIONERS AND HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: MAYOR JOHN V. LINDSAY

SUBJECT: ACCEPTANCE OF GIFTS BY CITY EMPLOYEES

Please instruct every employee in your Department or Agency that acceptance of gifts of any kind, from persons or firms having a direct or indirect interest in business dealings with the City, is prohibited by Section 1106 of the New York City Charter. Your staffs should also be advised that it is improper for them to offer gifts to their superiors in their own agency or for supervisors to accept gifts from their staff.

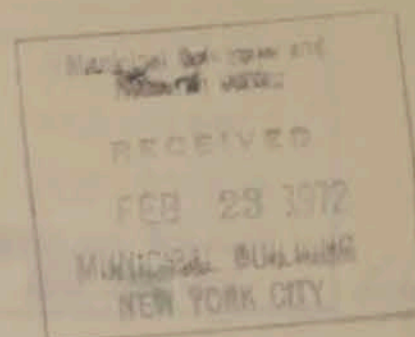
Although this prohibition against acceptance of gifts applies throughout the year, special measures must be taken to prevent violations during the holiday season.

The head of each Department or Agency is responsible for the enforcement of this prohibition. Firm and effective steps should be taken by you to insure that no employee of your Department solicits or accepts any gift which violates Section 1106 of the Charter. It is requested that the contents of this memorandum be discussed personally with the heads of each group, section, district or other sub-division in your Department.

#



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



66/52

MEMORANDUM

December 7, 1966

TO: DEPARTMENTS AND AGENCIES

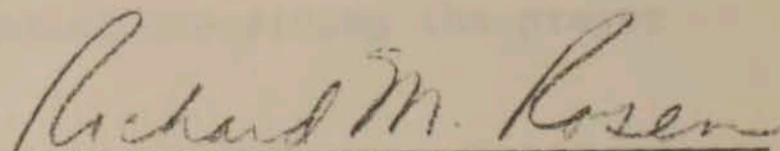
FROM: RICHARD M. ROSEN

This is to remind you that the Mayor's Office distributes to all departments and agencies appropriate approval and disapproval forms for use in reporting on proposed State legislation. Form NYC 55 is used for making favorable recommendations, and Form NYC 56 for suggesting disapproval.

The detailed instructions printed on the forms with respect to their preparation and routing should be carefully followed.

A supply of the forms can be secured from Mr. Jack Friedberg, of the Mayor's Office, in Room 106, 52 Chambers Street, New York City.

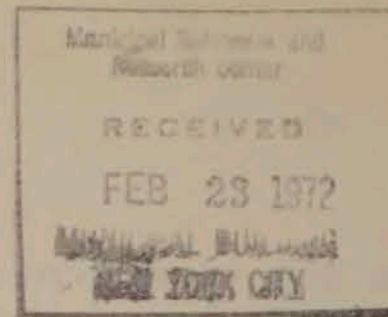
Use of these forms greatly simplifies the work of the Mayor's legislative staff, and will be greatly appreciated.



Richard M. Rosen
Assistant to the Mayor
and
Legislative Representative



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



66/53

December 28, 1966

MEMORANDUM

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: RICHARD M. ROSEN, ASSISTANT TO THE MAYOR

SUBJECT: STANDARD PROCEDURE FOR REPORTING ON PENDING STATE LEGISLATION

Please take notice that our NEW Albany address will be:

111 Washington Avenue, Room 203
Albany, N.Y. 12210

As in the past, a direct line has been installed from New York City to the City's Albany office at the above address. The number, which may be dialled directly, is Canal 6-7500.

The Albany office numbers, where messages can be left at any time, are: 434-4605 and 434-2775.

The area code in Albany is 518.

In my memorandum of December 7th I requested that all reports on pending State legislation be made on the prescribed City forms - NYC 55 for favorable recommendations, and NYC 56 for recommending disapprovals.

Below is further information concerning the proper procedure for reporting on bills:

If you receive a request for comment on a bill which (a) is identical to a bill previously reported on, or (b) is a companion bill to a bill in the other house already reported on, or (c) 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.

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 amendment, must be prepared.

Time for Report

Most bills transmitted to a department or agency for a report will contain a notation indicating their status, such as "advancing on calendar," a "10 day" or a "30 day" bill. A bill which contains no notation is "in committee".

The respective 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 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 before adjournment of the Legislature) | 2 days |
| "30 day" bill (sent to Governor after adjournment of the Legislature) | 5 days |

In order to give the Legislature or the Governor sufficient time to adequately consider our 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, this office should be notified immediately and advised as to the probable date on which we will receive the report.

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

Requests for comments by State agencies and requests for appearances before legislative committees are to be forwarded to this office in strict accordance with Executive Order #2 of January 10, 1966.

I request that you acknowledge receipt of this Memorandum to me at the Mayor's Office, and that a copy of the acknowledgement be sent to me at 111 Washington Avenue, Room 203, Albany, New York, 12210.

Richard M. Rosen

RICHARD M. ROSEN

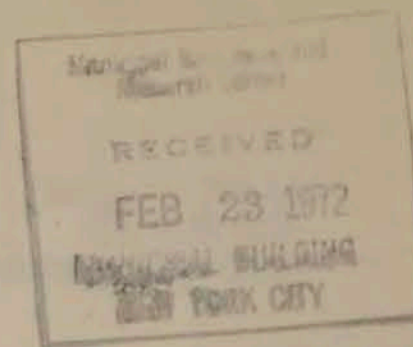
Assistant to the Mayor

Richard M. Rosen

Assistant to the Mayor



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



January 6, 1967

MEMORANDUM

TO: ALL CITY DEPARTMENTS AND AGENCIES
FROM: RICHARD M. ROSEN, ASSISTANT TO THE MAYOR
SUBJECT: DRAFTING LEGISLATIVE MEMORANDA

When drafting memoranda in support of the legislation of your department or agency, it has been customary to send the memoranda and bills to my office in final form. This custom has proved unworkable, since many of the memoranda are redrafted by my office for circulation to the Legislature and the public.

Unfortunately, in the past some of the draft memoranda of the departments, although not approved by the Mayor, have been circulated to other people and looked as if they were final memoranda.

From now on, when submitting a memorandum to this office in support of legislation drafted by your department, simply put across the top of the first page an indication that it is a DRAFT of a memorandum in support of the bill, and identify it with the agency and its number. Do not put any other identification on the covering sheet.

RICHARD M. ROSEN

Assistant to the Mayor

RECEIVED
FEB 23 1972
MUNICIPAL BUILDING
NEW YORK CITY

January 10, 1967

67/2

MEMORANDUM

TO: Heads of All City Departments and Agencies

FROM: Timothy W. Costello
Deputy Mayor--City Administrator

SUBJECT: Agency Rules and Regulations (Local Law No. 51)

Your attention is called to the provisions of Section 1105 of the New York City Charter as amended by Local Law No. 51, approved by Mayor Lindsay on December 21, 1966. The significant changes, effective January 20, 1967, are as follows.

1. No agency rule or regulation or amendment or addition thereto may be adopted or repealed unless interested persons have been afforded an opportunity to comment thereon in writing by a date specified in a notice published at least twice in the City Record. The first publication must be not less than 20 days and the second publication not more than ten nor less than five days preceding the specified date. The notice must set forth the text and an explanation of the rule, regulation, amendment or addition and the authority pursuant to which it is to be adopted or repealed.
2. An agency may dispense with the foregoing requirements and adopt or repeal a rule, regulation, amendment or addition as an emergency measure, if it finds that imminent peril to the public health or safety requires such action and that observance of the requirements of notice and opportunity for comment would be contrary to the public interest. Such finding and a brief statement of the reasons therefor must be incorporated in the emergency measure and published in the City Record. An emergency measure remains in effect for only 60 days, unless during that time interested persons are given notice and an opportunity to comment.
3. No rule or regulation or amendment or addition thereto can be effective until it is filed with the City Clerk, thereafter published in the City Record and 30 days have elapsed after such publication. The

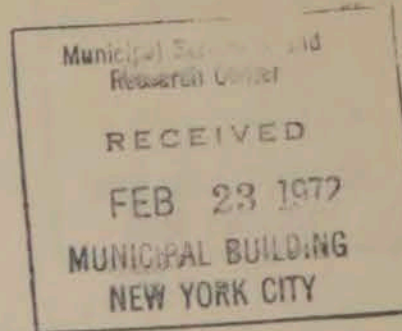
30-day requirement does not apply where a finding of imminent peril has been made or where the agency certifies that good cause exists for waiving the same and a statement of such certification is published with the rule, regulation, amendment or addition.

4. The foregoing provisions of section 1105 do not apply to rules, regulations or amendments or additions thereto (1) which are promulgated by the Board of Estimate, or (2) which relate to the organization or internal management of an agency and do not materially affect the rights of or procedures available to the public, or (3) where and to the extent that there is no other specific provision of law as to notice, opportunity for comment, or effective date.

Timothy W. Costello
Timothy W. Costello
Deputy Mayor-City Administrator



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



67/3

OFFICE OF THE
LEGISLATIVE REPRESENTATIVE
111 WASHINGTON AVE.
ALBANY, N. Y. 12210

January 13, 1967

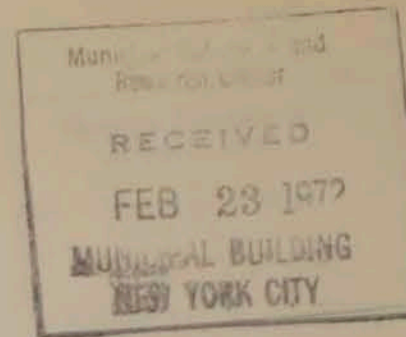
TO: All Departments and Agencies

RE: Requests for comments on State legislation

Any requests for comments on State legislation are to be referred for reply to the City's Legislative Representative at 111 Washington Avenue, Albany, New York. This applies to requests from all sources, including State and other governmental sources. This rule, of course, does not apply to requests from other New York City Departments and Agencies.

Upon receipt of any such request, kindly forward it immediately to this office with any comments you deem appropriate. Also, inform the source of such request that you have forwarded the inquiry to the City's Legislative Representative in Albany, who will take appropriate action on it.

PAUL J. CURRAN
Legislative Representative
City of New York



January 16, 1967

67/4

MEMORANDUM

TO: Heads of All City Departments and Agencies

FROM: Timothy W. Costello
Deputy Mayor-City Administrator

SUBJECT: Agency Rules and Regulations (Local Law No. 51)

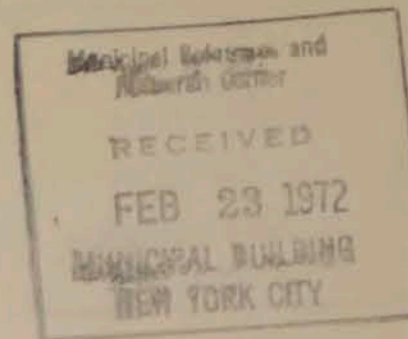
In paragraph number 4 of my memorandum of January 10, 1967, on the above subject, it is stated that the provisions of section 1105 do not apply to rules, regulations or amendments or additions thereto "(3) where and to the extent that there is no other specific provision of law as to notice, opportunity for comment, or effective date."

The word "no" in clause (3) quoted above is an error and should be deleted. Clause (3) should read "where and to the extent that there is other specific provision of law as to notice, opportunity for comment, or effective date."

Timothy W. Costello
Timothy W. Costello
Deputy Mayor-City Administrator



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



MEMORANDUM

January 17, 1967

TO: ALL COMMISSIONERS, HEADS OF AGENCIES
AND ASSISTANTS TO THE MAYOR

FROM: ALFONSO TROCHE, ASSISTANT PRESS SECRETARY

I would like to encourage all of those who may not already have done so to attend a showing of "The Ox-cart," the first professionally staged, English language production of a play by a Puerto Rican author ever presented on or off Broadway, and presently showing at The Greenwich Mews Theater, 141 West 13th Street, New York, N. Y.

Emory Lewis said in Cue, December 31, 1966, that "The drama says more about the Puerto Ricans in New York than reams of editorials. I wish some of those sad citizens who bombard one with snide anti-Puerto Rican remarks could see it. Perhaps they would understand a little more. Perhaps."

Dr. Maria Theresa Babin, formerly with N.Y.U., said, "The Ox Cart is the most valuable Puerto Rican play written so far in this century."

I feel that by seeing this play we would all learn a great deal about the almost 800,000 Puerto Ricans presently making their homes here in New York City.

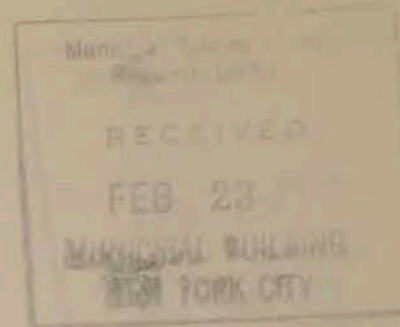
I think you'll be in for a real experience.

There are special discounts for theatre parties.

Arrangements can be made by calling CH 3 - 6800.



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



67/6

MEMORANDUM

January 23, 1967

TO: ALL CITY DEPARTMENTS
FROM: MAYOR JOHN V. LINDSAY

Under current practices, applications for Federal and State aid are in many instances sent directly from a City agency to a Federal or State agency. Because of the growing importance of Federal and State aid, it is essential that we achieve maximum coordination of our efforts. Accordingly, effective immediately, the following procedures should be followed:

- (1) Completed applications for Federal and State aid are to be submitted via the Mayor's Office. Therefore, when you complete your application for aid, do not send it to the Federal or State agency. Send the application to the Mayor's Office for transmittal by us. Applications should be addressed to:
Mr. Murray Drabkin
Office of the Mayor
City Hall
New York, N. Y. 10007

The same procedure is to be followed with respect to all amendments and modifications.

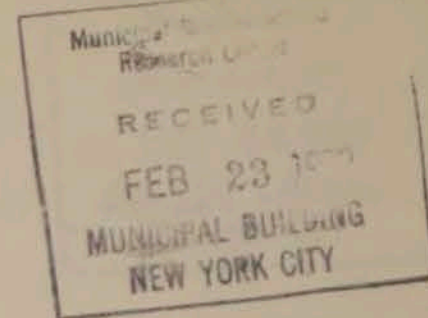
- (2) When you receive notification from the Federal or State agency of the disposition of your application, send a copy to Mr. Drabkin at the Mayor's Office.

#

John V. Lindsay



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



67/7

January 27, 1967

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: MAYOR JOHN V. LINDSAY

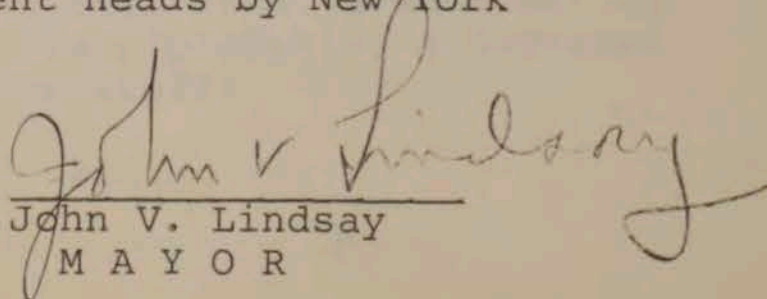
SUBJECT: DISASTER PREPAREDNESS PROGRAM - NEW YORK UNIVERSITY

The City of New York pursuant to the New York State Defense Emergency Act was mandated to prepare and implement a plan to meet natural disasters and civil defense emergencies. In order to assist the localities with their training responsibilities, the federal government has developed a program whereby at least one university from each state will give the necessary disaster preparedness courses. The full expense of this program will be borne by the federal government.

New York University has been designated by the federal government to establish a program in New York City for the training of members of all municipal agencies in the performance of special duties, during and subsequent to a natural disaster or civil defense emergency.

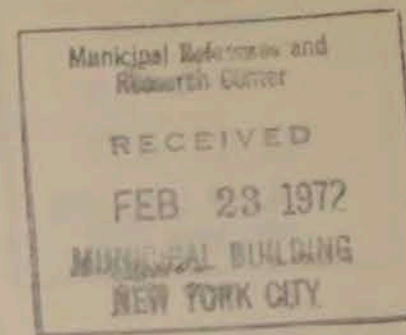
It is essential that each city agency and department cooperate to the fullest in the implementation of this program. Qualified personnel should be selected immediately to attend these courses, which will be given during the working day hours. Specific information with respect to these courses will be forwarded to the various city agencies and departments by New York University in the near future.

In order to acquaint the heads of all city agencies and departments with the goals and objectives of this program, a morning seminar and luncheon will be held in February. The exact date is presently unknown, but invitations will be sent directly to agency and department heads by New York University.


John V. Lindsay
MAYOR



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



January 30, 1967

MEMORANDUM

TO: COMMISSIONERS AND HEADS OF ALL
CITY DEPARTMENTS AND AGENCIES

FROM: MAYOR JOHN V. LINDSAY

SUBJECT: THE CITY'S TOW-AWAY PROGRAM

The City's tow-away program between 34th and 66th Streets, river to river, has proven extraordinarily successful.

Traffic is flowing swiftly through what were once jammed streets.

Emergency equipment, including ambulances, was able to arrive in amazingly short time last Thursday at the scene of the building collapse at Broadway and 54th Street because there was no traffic congestion in the general area.

Order has been restored where once what appeared to be hopeless traffic chaos reigned.

The tow-away campaign, which will continue without let-up, deserves the full support and cooperation of all heads of departments and agencies.

I therefore strongly urge you to make use of the city's excellent public transportation facilities -- subways, buses or taxicabs -- whenever making a trip into mid-Manhattan.

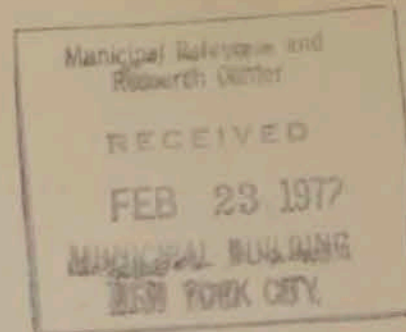
The members of your staff and of your agency should receive your personal urging to do likewise.

The result can be a measurable reduction in the volume of traffic in the mid-Manhattan area, a substantial monetary saving to the city and, very probably, a decrease in traveling time for you and your staff.

#



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



67/9

February 2, 1967

TO : HEADS OF ALL ADMINISTRATIONS, DEPARTMENTS AND AGENCIES
FROM : JOHN V. LINDSAY, MAYOR
SUBJECT: APPOINTMENTS

The success of the reorganization of the government demands central control over all appointments at a policy making level, especially during the interim period. This control is necessary to:

1. Allow only essential executive positions to be established during the time the proposals are being considered;
2. Prevent the establishment of new positions without corresponding elimination of other positions;
3. Permit vacancy control by Budget to be changed from a system requiring individual consideration of each filling to one which would permit filling of all lower vacancies within limits negotiated by each agency;
4. Assure that present employees receive consideration for positions in new and reorganized agencies and that the Executive Roster be fully utilized; and
5. Preserve the Mayor's control over the quality of high level appointments, especially important as the Department of Personnel moves toward reduction of the technical requirements for non-competitive positions to the minimum in order to encourage recruitment and employment of outstanding young people.

Therefore, I am modifying my previous instructions to you for the implementation of my Executive Order No. 5 to the extent indicated herein, and the following procedures will be in effect hereafter:

I.

A. No appointment shall be made in any administration,

department or agency under my jurisdiction without my prior approval, to any position in the exempt class or the non-competitive class, or as a consultant (5.7.1.) or as a provisional to a position in the competitive class or to a position pending classification except as provided in paragraph B below.

- B. Blanket exception to the restrictions expressed in A above, subject to existing Budget and Personnel restrictions, is granted for the following:
1. All appointments to non-competitive positions with salaries less than \$10,000 a year;
 2. All provisional appointments to positions in the competitive class with salaries or pay grades less than \$7500 a year;
 3. All appointments to non-competitive positions for which the minimum requirements call for an M.D., an R.N. or an engineering degree and for which salaries are less than \$16,000 a year;
 4. All consultant appointments at a rate equivalent to less than \$10,000 a year, or for fewer than 100 days a year at a rate not greater than \$50 a day; and
 5. All provisional promotions of employees with competitive status to fill vacancies in the next higher title in the competitive class.
- C. The Mayor's approval must be secured prior to submission of any request for a certificate to fill a vacancy pursuant to Executive Order No. 5 or a request for a budget modification, and previous instructions to you in connection therewith remain in effect.

Approval may be secured by submitting a letter of request over the signature of the head of the agency to "The Mayor", in triplicate. The letter should contain a description of the position to be filled,

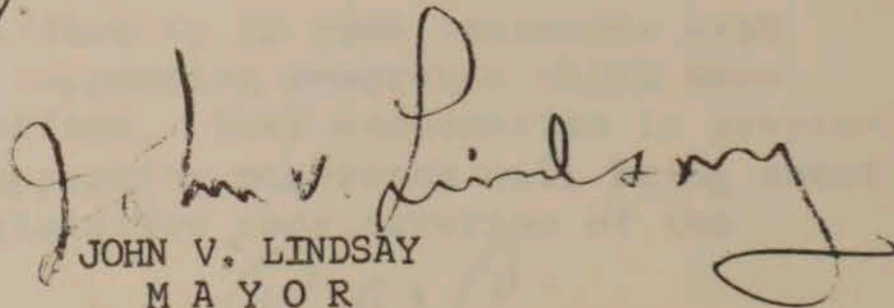
the salary recommended, a justification of the request, and the qualifications of the person recommended.

A copy of the prospective employee's complete resume or biography should be attached. One copy of the letter of request will be returned to the agency head with approval or disapproval noted thereon.

II.

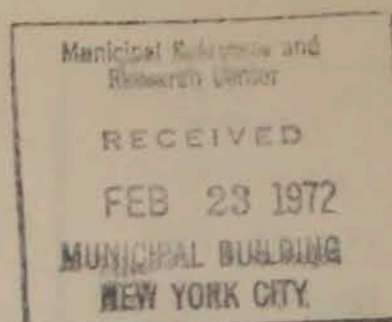
The head of each administration, department or agency shall submit a complete list of all requests to fill vacancies which are pending on the 20th of each month to the Mayor on or before the 25th day of each month, together with a list of all requests to fill which are expected to be made between the 20th of such month and the end of the next succeeding month, in each and every personal service operation of his organization. The list shall include:

- a) title of position
- b) number of vacancies
- c) code and line number and the nature of the filling to be made; whether permanent, provisional, provisional promotion or temporary
- d) classification of the position; whether unclassified, exempt, non-competitive or competitive
- e) pay grade or salary for the position and whether or not a civil service list exists or has been certified to fill the position
- f) any further pertinent information which is descriptive of the nature of the vacancy.


JOHN V. LINDSAY
MAYOR



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



67/10

February 9, 1967

TO: ALL CITY DEPARTMENTS AND AGENCIES
FROM: PAUL J. CURRAN, LEGISLATIVE REPRESENTATIVE
RE: 1. CUT-OFF DATE FOR INTRODUCTION OF STATE LEGISLATION
2. SUPPORTING MEMORANDA

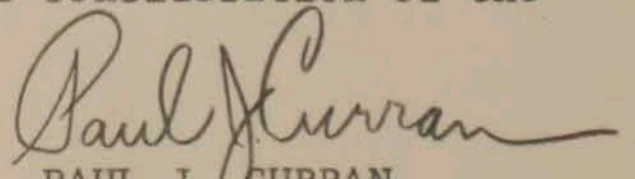
1. The cut-off date for individual introduction of bills in both houses of the Legislature is February 21, 1967. After February 21, the Rules Committees of Senate and Assembly will sponsor bills but such sponsorship will be limited to measures which are demonstrably of an emergency nature.

Accordingly, the deadline for receipt by me of bills in shape for introduction is 5:00 P.M. on Thursday, February ~~15~~ 16. Bills received in Albany after then will be introduced only if they are accompanied by the written authorization of the Mayor or Deputy Mayor Sweet. If you have any question about these deadlines, please telephone me.

(See next page)

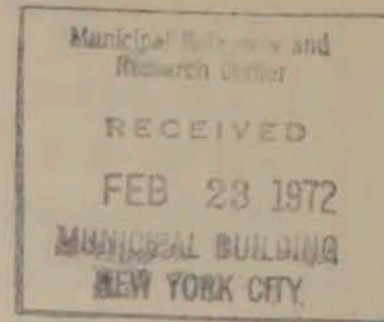
You should also know that the Legislature is driving toward adjournment sine die in late March.

2. We have had difficulty in some instances with poorly-drafted and imprecise supporting memoranda which have required tightening in this office. Your cooperation in preparing concise and persuasive supporting memoranda will bring about speedier introduction and legislative consideration of the measures which you submit.


PAUL J. CURRAN
Legislative Representative
City of New York



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



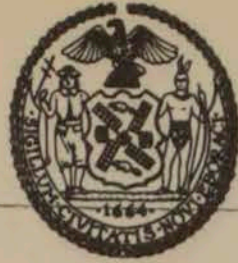
67/11

February 9, 1967

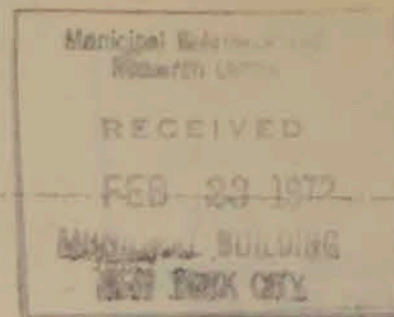
TO: ALL CITY DEPARTMENTS AND AGENCIES
FROM: PAUL J. CURRAN, LEGISLATIVE REPRESENTATIVE
RE: CORRECTION IN MEMORANDUM RE DEADLINE FOR STATE
LEGISLATION

The date of February 15 in the second paragraph
of today's memorandum dealing with the above is incorrect.
This date should read February 16.

PAUL J. CURRAN
Legislative Representative
City of New York



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



67/12

February 10, 1967

Dear Commissioner:

A Brotherhood Conference of delegates from Religious and Fraternal Organizations comprised of employees in New York City Civil Service will be held at City Hall on Monday, February 20, 1967 (during Brotherhood Week) at 2 P. M. The theme of the Conference is "The City of New York Promotes Brotherhood 365 Days a Year."

Each Religious and Fraternal Organization participating will send three delegates to this Conference.

I would appreciate your authorizing time off from their duties for these accredited delegates from your Department to attend this Conference.

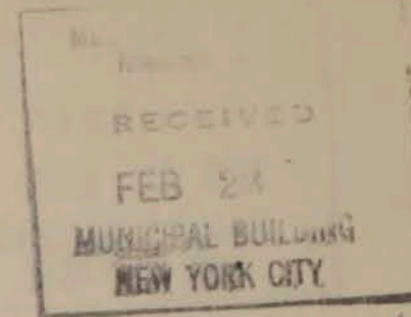
You are cordially invited to attend and participate. If you desire to do so, please notify Mr. Samuel Mandell, Law Department, Room 1721, Municipal Building, New York City, 10007; telephone - 566-5876; also please send him the names of the authorized delegates from your Department indicating the organizations that they represent, no later than February 15, 1967.

Sincerely,

John V. Lindsay
Mayor



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



MEMORANDUM

February 17, 1967

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: MAYOR JOHN V. LINDSAY
SUBJECT: FEDERAL AID

By memorandum dated January 23, 1967, I requested that all future applications for federal assistance be submitted to my office for review prior to submission to the federal government. Reports on the future receipt of grants were also requested. In order to have a complete picture of our current posture vis-a-vis the federal government, I would like you to submit to Murray Drabkin, by February 28, 1967:

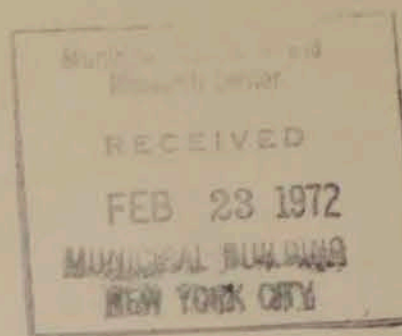
1. a summary of all federal grants made to your agency since July 1, 1966, and
2. a summary of all aid applications initiated by your agency currently pending before any federal agency.

These summaries should include the name of the federal agency concerned, the federal programs involved, the date submitted or awarded, the amount requested or awarded, and a brief description of what the money is to be used for.

John V. Lindsay



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



67/14

February 20, 1967

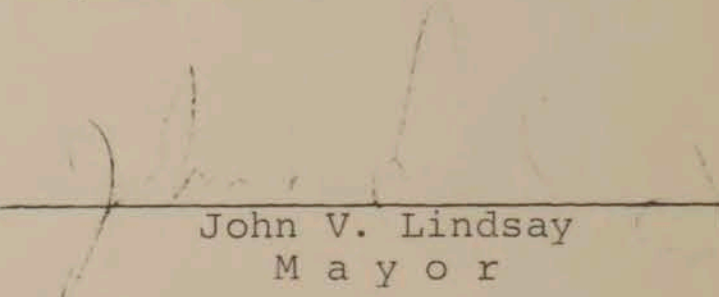
MEMORANDUM TO: All Commissioners and Heads of
Agencies

FROM: Mayor John V. Lindsay

SUBJECT: Manhattan Civic Center

I have designated Richard H. Buford, Director of Lower Manhattan Development, as coordinator of all phases of the planning and construction of the Manhattan Civic Center, including all public buildings and traffic layouts. I have directed him to expedite all phases of this project and, accordingly, I have given him the fullest authority to that end.

All Departments and Agencies are directed to give Mr. Buford their fullest cooperation.


John V. Lindsay
M a y o r



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

April 4, 1967

67/15

MEMORANDUM

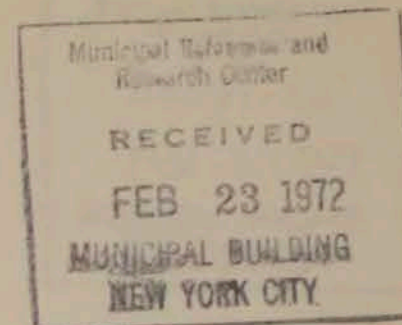
TO: All Commissioners, heads of
Departments and Agencies

FROM: Mayor John V. Lindsay

It has come to my attention that Commissioners and Department heads have, on occasion, been offered honorariums by private organizations or Agencies of the State or Federal Government for speaking engagements, participation in seminars, or other public appearances. I do not believe it appropriate to accept such honorariums. Accordingly, if an honorarium is received following a public appearance, it should either be returned, or sent to a private charity, and the sender so notified.



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



67/16

April 5, 1967

TO: ALL COMMISSIONERS AND DEPARTMENT HEADS
FROM: JOHN V. LINDSAY, MAYOR
RE: COMMENTS ON BILLS BEFORE THE GOVERNOR

Some 945 bills which have passed both Houses of the Legislature are now before the Governor for his executive consideration. The Governor will be acting on all such bills very shortly.

In order that the Governor may receive New York City's position during this period, I have instructed my Legislative Representative, Paul J. Curran, to mail you a copy of each bill that might affect your department or agency, stamped "Bill before the Governor".

It is urgent that you mail your opinion and position within two (2) days after you receive the bill and that you address it directly to Paul J. Curran, Legislative Representative, Room 203, 111 Washington Avenue, Albany, N.Y., 12210. Delay in responding could result in the enactment of legislation highly unfavorable to the City.

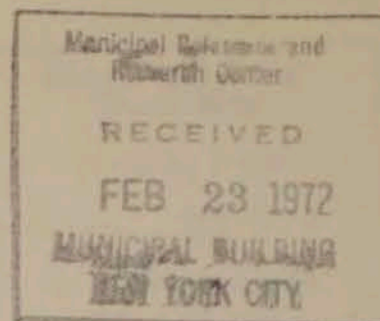
If you have already commented on the bill, you may attach a copy of said comment and send it to Mr. Curran in Albany. Please note, however, that some bills may have been amended subsequent to your comment. This will necessitate a restudy of the bill and perhaps a new comment.

Your cooperation in this area of vital concern to the Administration is essential and will be greatly appreciated.

John V. Lindsay



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



67/17

April 14, 1967

MEMORANDUM TO: All Commissioners and Heads of Agencies

FROM: Mayor John V. Lindsay

SUBJECT: Title Searches

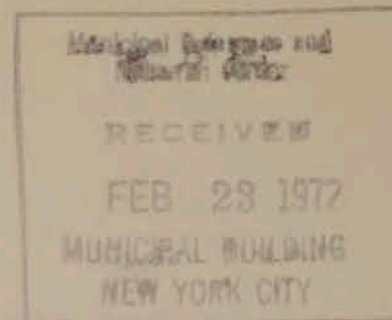
G. Michael Morris, City Register, is investigating the land title search and examination requirements of all city departments and agencies, with the objective of determining whether there is duplication of effort, and whether savings might be realized through coordination, or otherwise.

You are requested to designate, by letter addressed to Mr. Morris, one person in your department or agency who will be able to supply the necessary information. If your department or agency has no title search or examination requirements, you should advise Mr. Morris of this fact by letter.

John V. Lindsay



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



EXECUTIVE MEMORANDUM

TO: ALL ADMINISTRATORS AND COMMISSIONERS

FROM: JOHN V. LINDSAY, MAYOR

RE: FOLLOW-UP TO THE PUERTO RICAN COMMUNITY CONFERENCE,
APRIL 15-16, 1967

This conference produced a series of major recommendations to promote the progress of New York City's Puerto Rican population. The papers which emerged from the sessions are now being processed and will be sent to you within a few days. They affect the work and programs of virtually every city agency.

All recommendations of the conference are to get full and detailed consideration; they are to be implemented to the full extent of available resources; and this follow-up process is to begin now.

The conference committees, each responsible for specific subjects, stand ready to meet with the Administrators or Commissioners responsible for each subject area. I direct you to set up an initial meeting with the respective committee in your area of concern as soon as possible. At that meeting, you are to designate a liaison officer who will work with the committee on a continuing basis. I have included with this memorandum an appendix listing the conference committees and the Commissioners and Administrators responsible for each area.

By June 1, I request a report from you detailing:

- a) action taken;
- b) the extent to which each recommendation can be carried out with available resources;
- c) what action is required from city legislative bodies, state and federal agencies, for maximum implementation.

I shall need this report for a meeting I have scheduled with the overall planning committee of the conference on June 15. Thereafter, I would like to receive bi-monthly progress reports.

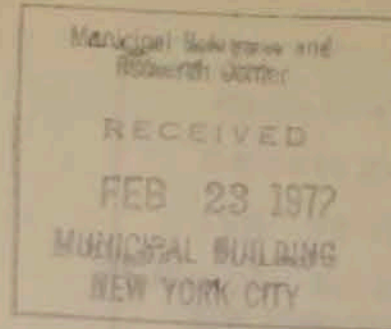
It is planned to hold another community conference next year to review the year's efforts, and to make further recommendations.

Coordination of the follow-up work will be handled by Miss Marta Valle, Assistant Deputy Administrator in the Human Resources Administration, who organized the conference. If you have questions, please call Miss Marta Valle at 566-4326 or 3907.

John V. Linder



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



67/19

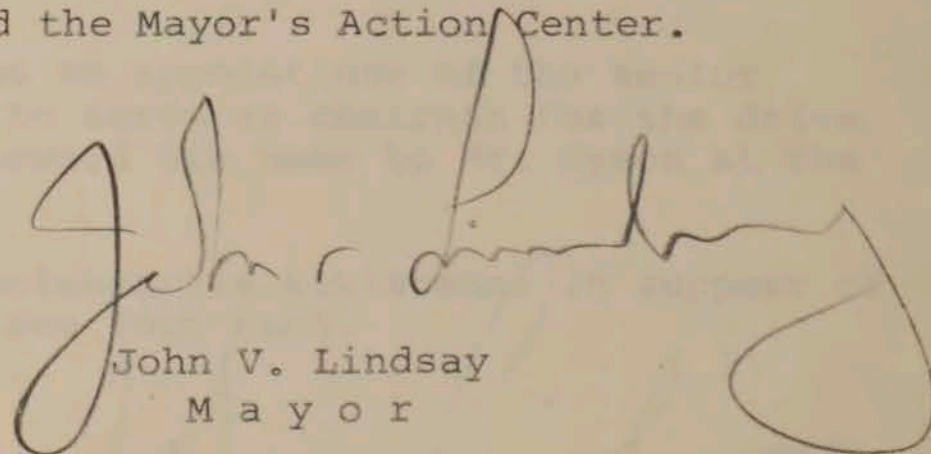
April 24, 1967

MEMORANDUM

TO: All Commissioners, Heads of Agencies
and Assistants to the Mayor

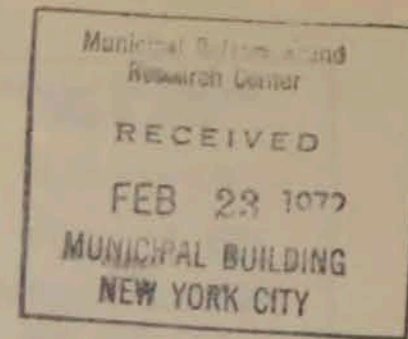
David Love is the Director of the newly formed Mayor's Action Center. Please instruct your personnel to give their utmost cooperation to him and his staff whenever the need arises.

Please have forwarded to David Love, Room 8, City Hall, the names and telephone numbers of the individuals designated by you to serve as a liaison between your agency and the Mayor's Action Center.


John V. Lindsay
M a y o r



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



67/30

April 25, 1967

TO: All Commissioners, Heads of Agencies
and Assistants to the Mayor

FROM: Mayor John V. Lindsay

SUBJECT: The 1967 Greater New York Fund Campaign

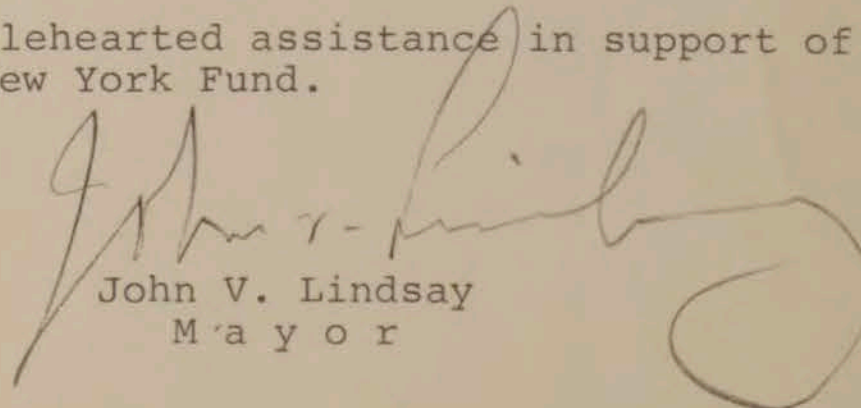
Once each year, all members of the Municipal Staff have the opportunity of helping support the 425 voluntary hospital, health and welfare agencies of the Greater New York Fund. As the largest grouping of voluntary agencies in the world, the agencies of the Greater New York Fund help 4,000,000 people in need each year, and is recognized as New York City's equivalent of the United Fund found in other cities.

This year the Greater New York Fund campaign among city employees will begin on May 1st. Since the Fund does not conduct any solicitation at home or in public places, but only "on-the-job," I urge all employees to take advantage of this program by being as generous as possible.

In order to coordinate our efforts, I have asked Mr. Cyril D. Tyson, Deputy Administrator of the Human Resources Administration to serve as my personal representative for the Greater New York Fund among the municipal agencies and employees. He will be working closely with Deputy Mayor Timothy W. Costello, who is serving as Public Service Division Chairman.

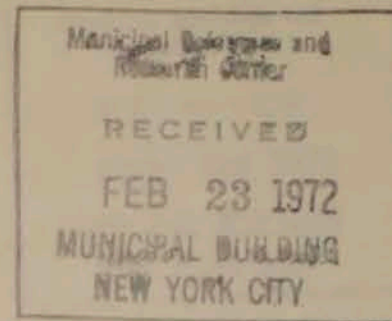
As a first step, I would like you to appoint one of the senior executives in your organization to serve as chairman for the drive among your employees. Please forward his name to Mr. Tyson at the Human Resources Administration.

I am sure I can count on your wholehearted assistance in support of the 425 agencies of the Greater New York Fund.


John V. Lindsay
M a y o r



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



67/21

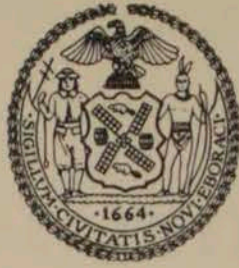
April 27, 1967

MEMORANDUM

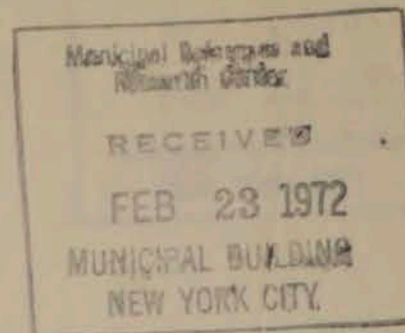
TO: All Commissioners, Heads of Agencies
and Assistants to the Mayor

FROM: Lynne Goree, Secretary to the Mayor

Would you kindly advise your staff that the
number on which to reach Miss Joan Gregory is 249-7177.
It has been requested by Mrs. Lindsay that no other
number be used.



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



67/22

SID DAVIDOFF
ASSISTANT TO THE MAYOR

April 28, 1967

TO: Heads of All Administrations, Departments
and Agencies.

FROM: SID DAVIDOFF
Assistant to the Mayor

The Executive Memorandum, dated February 2nd, concerning ap-
pointments has been accorded little response from some agencies.

I ask you to review again the outlined procedure. If this is
not adhered to it could cause a significant slowing up of that
agency's requests. May I ask you to comply with this request
immediately.

RECEIVED

FEB 23 1972

MUNICIPAL BUILDING
NEW YORK CITY

A P P E N D I X

CONFERENCE COMMITTEE

RESPONSIBLE CITY OFFICIAL

1. Education
Chairman: Hernan La Fontaine,
President Puerto Rican Educators
Association and Assistant Principal,
New York City Public School System
Mitchell Sviridoff
2. Recreation
Chairman: Gonzalo Plasencia,
Commissioner, National Federation
of Softball, Inc.
August Heckscher
3. Housing
Chairman: Roberto Casablanca,
Chairman of the Board, Puerto Rican
Citizens Committee on Housing.
Jason Nathan
4. Community Development
Chairman: Manuel Diaz Jr., Regional
Director, U.S. Equal Employment
Opportunity Commission.
George Nicolau
5. Cultural
Chairman: Miriam Colon, Actress
August Heckscher
6. Social Welfare
Chairman: George Morales, Director
Community Development Action
for Progress.
Mitchell Ginsberg
7. Administration of Justice
Chairman: Hon. Felipe N. Torres,
Justice of the Family Court
J. Lee Rankin
8. Consumer Education
Chairman: Mrs. Gladys R. Aponte
Project Director, Consumer Education
Project of Bedford Stuyvesant.
Timothy W. Costello
9. Civil Rights
Chairman: Gilberto Gerena-Valentin
President, Congress of Puerto Rican
Hometowns, Inc.; and Human Rights
Specialists, New York City Commission
on Human Rights.
Howard Leary
William Booth

10. Economic Development
Chairman: Nick Ortiz, Manager
Banco Popular.

Richard Lewisohn

11. Manpower
Chairman: Jose Morales, Jr.,
Executive Director,
Puerto Rican Community
Development Project, Inc.

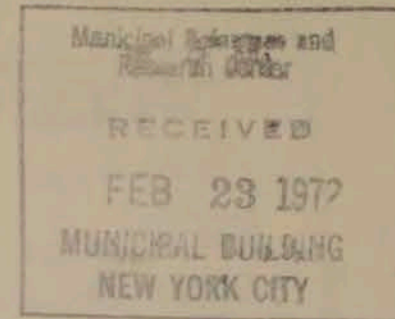
Samuel Ganz

12. Health
Chairman: Dr. Efren Ramirez
Coordinator of Addiction Program
of the City of New York.

Dr. Howard Brown



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



May 8, 1967

M E M O R A N D U M

TO: All Commissioners and Heads of Agencies
FROM: Mayor John V. Lindsay
SUBJECT: Labor Relations Agreement

The development of certain requirements and agreements under the City's labor relations procedures, directed by Herbert Haber, will from time to time necessitate follow-up instructions regarding their implementation.

I have, therefore, directed that Deputy Mayor Costello, after discussions with Mr. Haber, arrange for the issuance of a series of instructions on these matters. The intent of the instruction is to facilitate agency adaptation under the requirements of the agreements and to clarify the City's intent in implementing them.

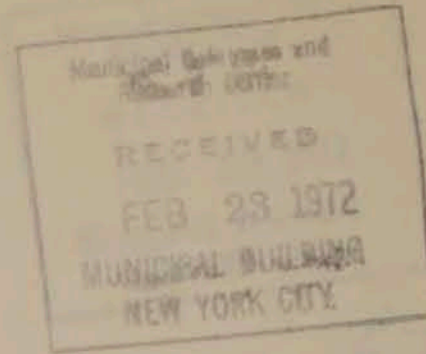
The first of these instructions relating to an agreement on motor vehicle operation by City employees is attached hereto. Subsequent numbered instructions will be issued directly by Dr. Costello.

JOHN V. LINDSAY
M a y o r

Att.



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



67/24

May 12, 1967

M E M O R A N D U M

TO: All Departments and Agencies
FROM: John V. Lindsay, Mayor
RE: Constitutional Convention

The final date for introduction of propositions to the Constitutional Convention is June 1, 1967.

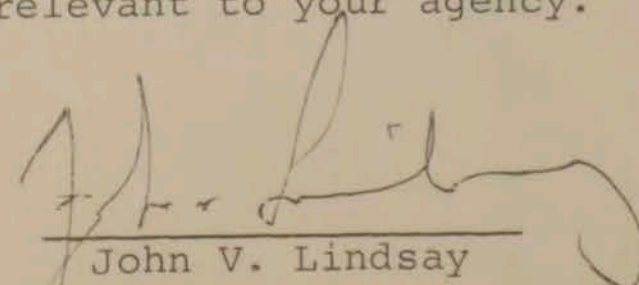
Accordingly, any proposals to be submitted to the Constitutional Convention must be forwarded to Deputy Mayor Robert W. Sweet at City Hall no later than May 24, 1967. These will then be transmitted to the Mayor's Task Force on the Constitutional Convention for evaluation. All proposals should be in form proper for submission and should be accompanied by supporting memoranda. Twenty copies of each should be forwarded.

All reports on propositions referred for comment by the office of the Legislative Representative should be made within five days of the receipt of the printed proposition to that office, 111 Washington Avenue, Albany, New York, with a carbon copy to Deputy Mayor Sweet.

All questions on the Constitutional Convention should be referred to the office of the Legislative Representative or to Deputy Mayor Sweet.

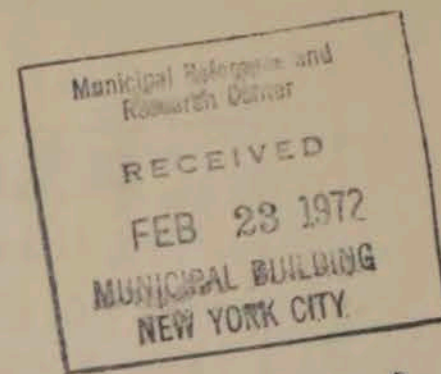
All requests to appear at hearings to be held by Committees of the Constitutional Convention should be made to the office of the Legislative Representative in Albany with a carbon copy to Deputy Mayor Sweet.

Committees of the Constitutional Convention have scheduled hearings and you will be contacted either by Deputy Mayor Sweet or by the Corporation Counsel's office in connection with the presentation of positions which may be relevant to your agency.


John V. Lindsay
M a y o r



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



67/25

ROBERT W. SWEET
DEPUTY MAYOR

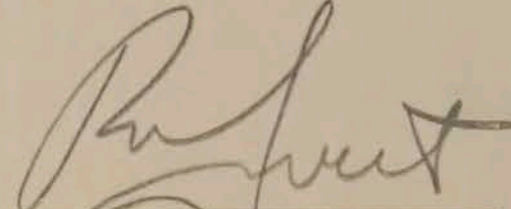
May 16, 1967

TO: All Commissioners, Heads of Agencies
and Assistants to the Mayor

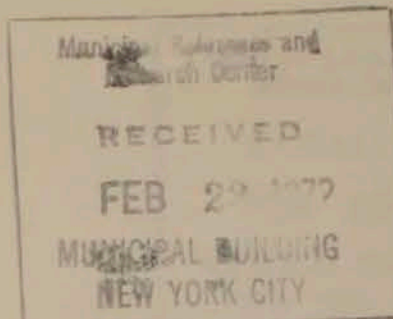
On Saturday, May 20th, the UN personnel and their children will visit Coney Island under the auspices of the Coney Island Chamber of Commerce. A special express subway train will pick up the UN personnel and their children at 35th Street and Sixth Avenue, at 11:30 A.M. sharp and will take them non-stop to Coney Island. There they will have lunch supplied by Nathan's Famous and will have the run of Astroland and all its rides.

All agency heads are invited to bring their children to join with the UN personnel in this day of fun. The Mayor has asked me to urge you to invite your family to join with the UN people for this day of enjoyment. It will be nice for you and your children to meet with the UN personnel and their children to demonstrate how much welcome they are in our City.

In the event you will attend, please complete the enclosed and promptly return it to Mrs. John L. Loeb, Commissioner, New York City Commission to the United Nations, 809 United Nations Plaza, New York, New York 10017.


Robert W. Sweet
Deputy Mayor

Enclosure



MEMORANDUM

May 17, 1967

TO: All Commissioners, Heads of Agencies
and Assistants to the Mayor

FROM: Dave Love, Director
Mayor's Action Center

The Mayor's Action Center, located in City Hall, is operated from 8 AM to 11 PM daily, and has replaced what was formerly called the Mayor's Information Center.

It is an "ombudsman-type" of operation in that it attempts to assist citizens of the city in their dealings with governmental agencies.

For this purpose a liaison is set up with every city agency. If for some reason you have not forwarded the name and telephone number of your liaison, please do so as soon as possible, so that we can expedite action on any problems or complaints that may arise within our dealings with your agency.

D.L.



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

Municipal Reference and
Research Unit
RECEIVED
FEB 23 1972
MUNICIPAL BUILDING
NEW YORK CITY

67/27

ROBERT W. SWEET
DEPUTY MAYOR

EXECUTIVE MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS, AGENCIES
AND ASSISTANTS TO THE MAYOR

FROM: ROBERT W. SWEET, DEPUTY MAYOR

RE: DEPARTMENTAL SPACE REQUESTS
MAYOR'S EXECUTIVE ORDER NO. 25

Enclosed you will find a copy of Executive Order No. 25 signed by the Mayor on August 1, 1966, which prescribes the procedure to be followed in the procurement of space for municipal departments and agencies.

I call to your attention that this Order places exclusive jurisdiction and responsibility for space procurement in the Commissioner of Real Estate. Under no circumstances should the head of any agency direct or permit staff to canvass for space or conduct negotiations, in any form, for space in either municipally or privately-owned buildings. Furthermore, offerings or communications received from property owners should be promptly forwarded to the Commissioner of Real Estate.

Your cooperation with this order will permit the Department of Real Estate to handle your space requests in an organized manner and permit it to obtain the most advantageous leasing terms available.

Please issue suitable instructions on this subject to your personnel.

May 22, 1967



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

EXECUTIVE ORDER NO. 25

August 1, 1966

Procurement of office and other space
for City Departments and Agencies

WHEREAS, this Administration has reviewed existing procedures for procuring and allocating office and other space for all City Departments and Agencies, and

WHEREAS, new procedures have been evolved to speed such procurement and allocation and to centralize responsibility for the control and administration of space requirements within the administration,

NOW, THEREFORE, by virtue of the authority vested in me as Mayor of the City of New York and subject to the powers vested in the Board of Estimate, it is hereby ordered as follows:

Section 1. Jurisdiction. The Commissioner of Real Estate is hereby given sole authority and responsibility for the procurement, assignment and allocation of space in the following categories:

(a) All municipally-owned buildings except those constructed for and used in their entirety by a particular department (i.e. police precinct, fire house, health center, etc.) Space becoming vacant in such buildings no longer required for departmental uses shall automatically come under the jurisdiction of the Department of Real Estate. Commissioners shall promptly notify the Department of Real Estate of such vacancies.

(b) Space in privately-owned buildings under lease to the City of New York.

§2. Procedure for requesting new or additional space. Requests for space shall be made in writing to the Commissioner of Real Estate accompanied by the following information:

(a) "A-B-C" forms in duplicate. Forms are obtainable from the Department of Real Estate.

(b) Certification by the Commissioner or Head of the Agency (on form supplied by Department of Real Estate) attesting that the program, personnel and facilities shown on "A-B-C" forms have been previously authorized by the Mayor and/or the Budget Director.

(c) If pertinent, the geographical area in which the space should be located together with a statement of requirements of the agency as to the type, quality and specialized facilities or installations in the space desired, date of occupancy, etc.

Upon receipt of the preceding information, the Department of Real Estate shall determine the amount of space required, whether the space can be supplied in a municipally-owned building under its jurisdiction, or procure the required space in a privately-owned building and negotiate the terms of a lease for such space, and thereafter, request confirmation from the Director of the Budget that funds for the payment of the rental and other charges under the lease are available. After receipt of confirmation from the Bureau of the Budget, the Department of Real Estate shall prepare and submit a Report and Resolution to the Board of Estimate to authorize the Commissioner of Real Estate to enter into and execute the proposed lease on behalf of the City of New York.

§3. Procedure for requesting Renewals and Extensions of Expiring Leases on Presently Occupied Space at Annual Rental of \$10,000 or less. Requests for renewals or extensions of leases on space with an annual rental of \$10,000 or less shall be initiated by letter to the Commissioner of Real Estate stating that:

August 1, 1966

- 3 -

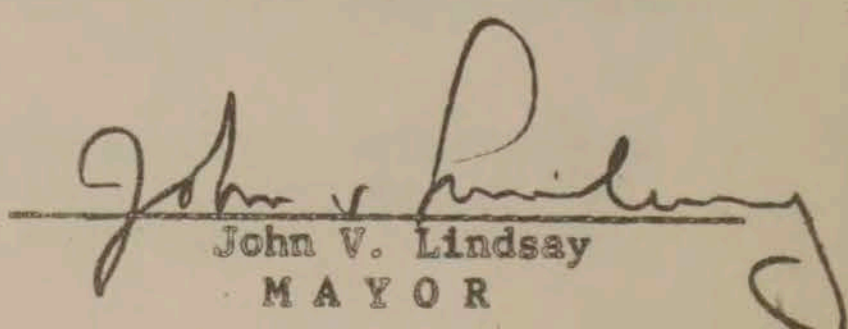
- (a) Continued occupancy of the space is required.
- (b) Departmental operations and personnel housed in the space have not changed materially since the inception date of the expiring lease or rental arrangement.
- (c) Any additional conditions or provisions which the Department desires be incorporated in the renewal agreement.
- (d) The desired term of the renewal.

The Department of Real Estate shall negotiate the renewal of the lease, or obtain substitute quarters, and obtain Board of Estimate authorization for the renewal of the lease.

§4. Procedure for requesting renewals and extensions of expiring leases on presently occupied space at annual rentals in excess of \$10,000. Such requests shall be processed in the same manner as requisitions for new or additional space as described in Paragraph 2 above.

§5. Inventory. The Commissioner of Real Estate shall maintain a current inventory of space occupied by City agencies in municipally and privately-owned buildings.

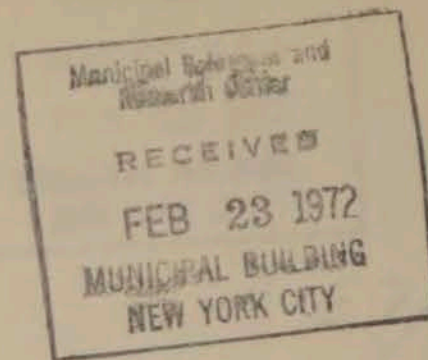
§6. Effective Date. This order shall take effect on August 1, 1966 and shall supersede Executive Order No. 24 issued 11-27-62.



John V. Lindsay
MAYOR



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



MEMORANDUM

TO: ALL DEPARTMENT AND AGENCY HEADS

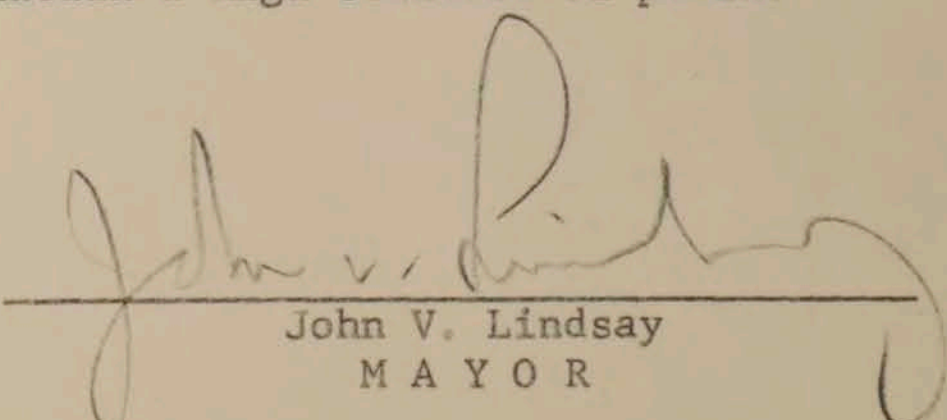
Date: June 1, 1967

With over 180 branches and an annual circulation of more than 32 million volumes, New York's three public library systems are outstanding, world-renowned public institutions. The City spends \$20 million annually to operate these libraries, but today they face problems of financing and staffing as they seek to provide the expanding facilities which the public requires.

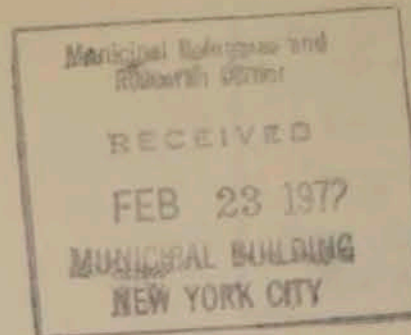
Now that I have created the Recreation and Cultural Affairs Administration, it is that Administration's responsibility to coordinate the City's efforts with respect to library needs.

August Heckscher, Administrator, is hereby designated as my representative on the Board of Trustees of the New York Public Library, and on the Boards of the Brooklyn Public Library and Queens Borough Public Library.

This action is intended to strengthen the relationship between the administration and the libraries with the view of enabling the libraries to maintain a high standard of public service.



John V. Lindsay
MAYOR



67/59

June 23, 1967

TO: All Administrators, Commissioners,
Department Heads and Assistants to the Mayor

FROM: Kathleen St. John, Secretary to the Mayor

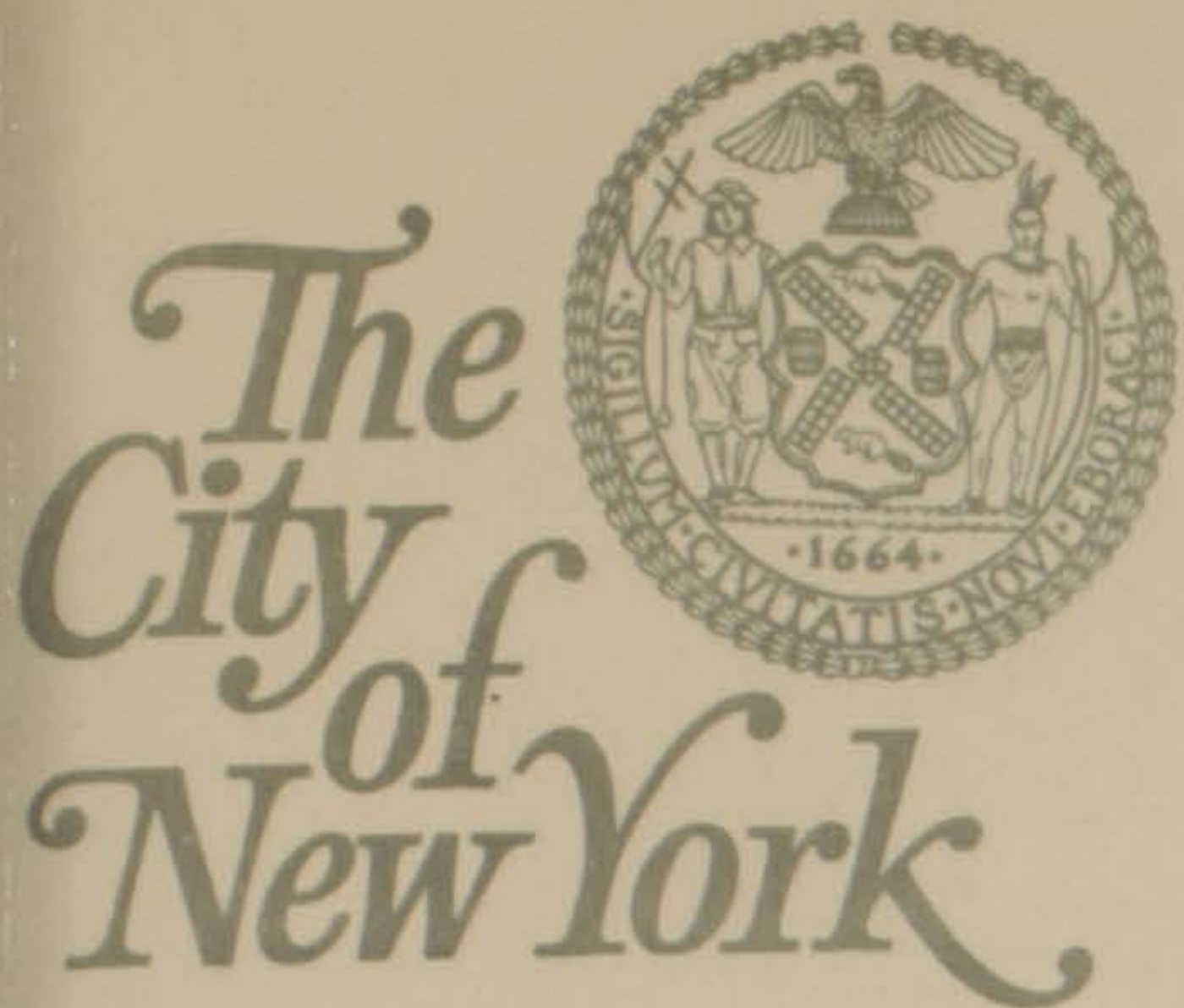
RE: Correspondence Procedure

In order to maintain an accurate record of what correspondence has been sent out over the Mayor's signature, we must ask you to adhere to the following procedure:

1. All letters requiring the Mayor's signature must be sent to this office for approval.
2. When preparing such documents, a white file copy, a yellow file copy and all backup must be attached. This will all be sent to the Mayor's central files and will be used as our permanent records. In addition, all file copies must have the name of the writer clearly in evidence.

If the above is not followed, all correspondence will be sent back to the originator for completion. If it is not possible to determine from where the documents originated, they will be held until confirmation is received.

I'd appreciate your passing this on to your staff. Thank you.



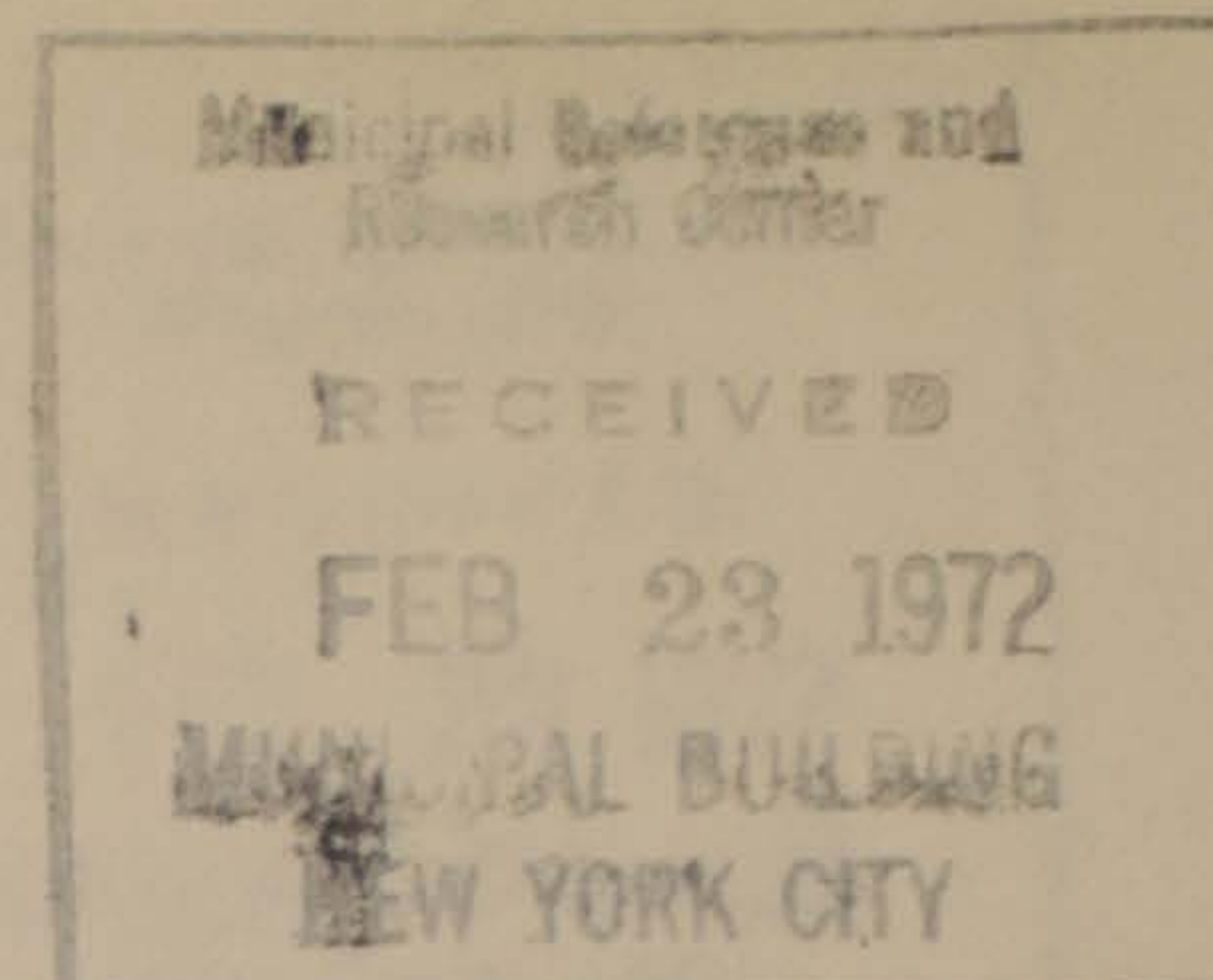
OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator



67/30

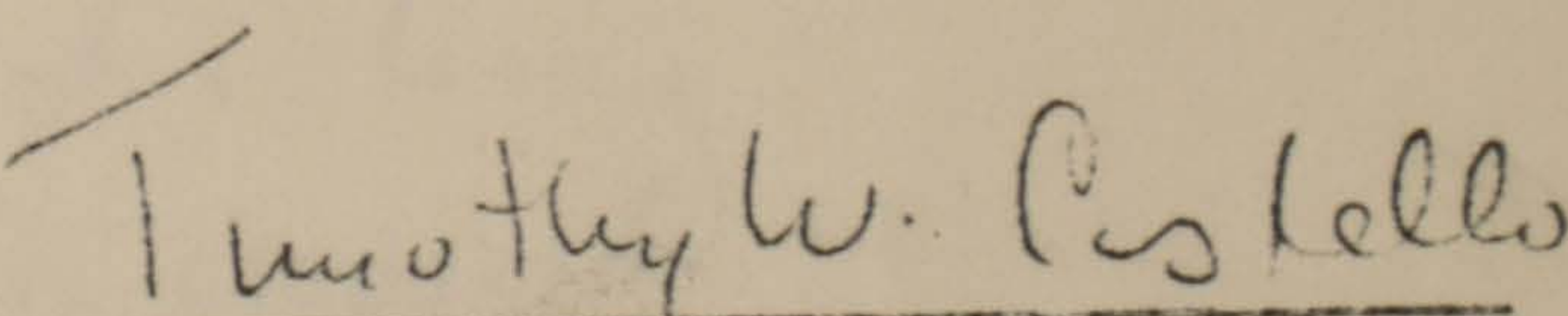
July 10, 1967

TO : ALL DEPARTMENTS AND AGENCIES
FROM : Dr. Timothy W. Costello
Deputy Mayor-City Administrator
SUBJECT: Labor Relations

During the past few months, city labor management discussions have covered the driving of crew-served motor vehicles by crew members who do not have the title of Motor Vehicle Operator - an arrangement most favorable to efficient and economical administration.

One condition necessary to the accomplishment of this desirable arrangement is strict adherence to the companion requirement that city agencies assign only motor vehicle operators to drive vehicles which are not crew served. Administrative Order No. 8 carried instructions designed to eliminate all out-of-title assignments to drive motor vehicles, since the practice of making such assignments hampers the city's effort to fulfill the requirements of the labor agreements.

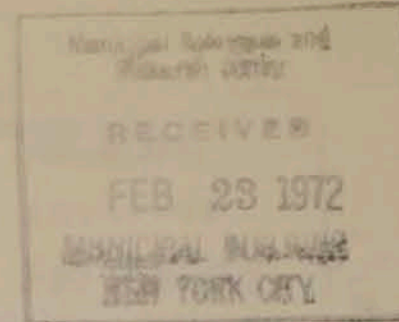
I wish therefore to reemphasize the importance of the instructions concerning out-of-title drivers assignments contained in Administrative Order No. 8; and the requirement that all agencies comply at once with these instructions. There is no justification for out-of-title assignment of even one employee as a motor vehicle operator.



Timothy W. Costello
Deputy Mayor-City Administrator



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



67/31

August 11, 1967

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

During the month of September, the City of New York will join with industry and labor in the national "Share-In-Freedom" U.S. Savings Bonds campaign. Employees will be offered the opportunity to purchase the new U. S. Savings Note called "Freedom Shares", along with the familiar Series "E" Bonds, through our Payroll Savings Plan.

"Freedom Shares" earn 4.74%, compounded semi-annually when held to maturity of 4½ years and may be purchased through the Payroll Savings Plan only by regular buyers of Series "E" Bonds.

To assist in the organization and conduct of the Drive within your department would you please appoint as your Executive Bond Officer a senior official personally responsible to you. Please notify Deputy Director of Finance, Julius J. Richman, whom I have designated Campaign Chairman, as soon as possible, but no later than August 18, the name of your designee. Commissioner Richman will provide Executive Bond Officers with additional details of the campaign.

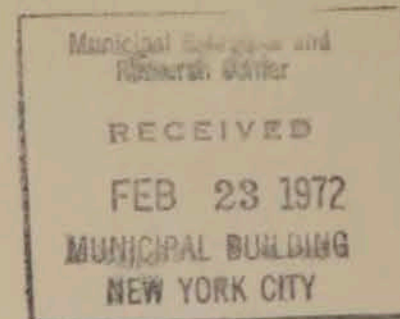
I am interested in the success of this program and know that I can count on your support.

Sincerely,

JOHN V. LINDSAY
Mayor



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



67/32

M E M O R A N D U M

9/22/67

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: ROBERT W. SWEET, DEPUTY MAYOR
SUBJECT: 1968 LEGISLATIVE PROGRAM

The 1968 legislative program for the City is now being formulated for the City Council, State Legislature and Congress. All department and agency heads are requested to formulate and submit their legislative recommendations by October 15, 1967.

Consistent with previous policy of utilizing the City's home rule powers to the fullest extent, and since there will be no change in these powers until a new Constitution is adopted and becomes effective, State legislation should be recommended only to enact legislative measures which cannot be adopted by Local Law.

The following procedures will be followed with the expectation that the City's program can be completed by December 1st.

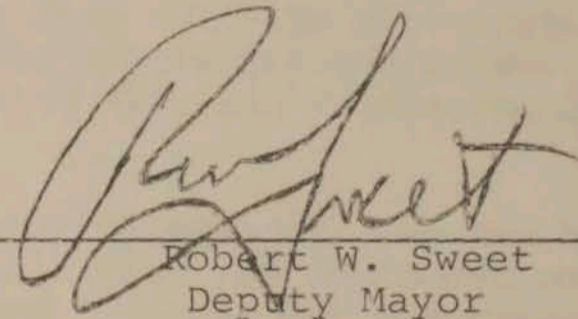
1. Prior to October 15, 1967, please furnish me with a list of your legislative proposals. These need only be in brief summary form so that a policy decision can be made as to whether a proposal should be advanced to the draft stage.
2. Prior to October 15, 1967 the Corporation Counsel's Office should be advised as to all legislative proposals which will require initial drafting by that office.
3. Prior to November 15, 1967, drafts of all legislation (other than those being drafted by the Corporation Counsel's Office) should be submitted for review.
4. Copies of all proposals and drafts submitted to me pursuant to this memorandum should also be submitted to:

Charles A. Rubano
Legislative Consultant to the Mayor
City Hall

Norman Redlich
Executive Assistant Corporation Counsel
Room 1656, Municipal Building

Fioravante G. Perrotta
Executive Assistant to the Mayor
City Hall

Murray Drabkin
Special Assistant to the Mayor
1730 K Street, N.W.
Suite 319
Washington, D.C.

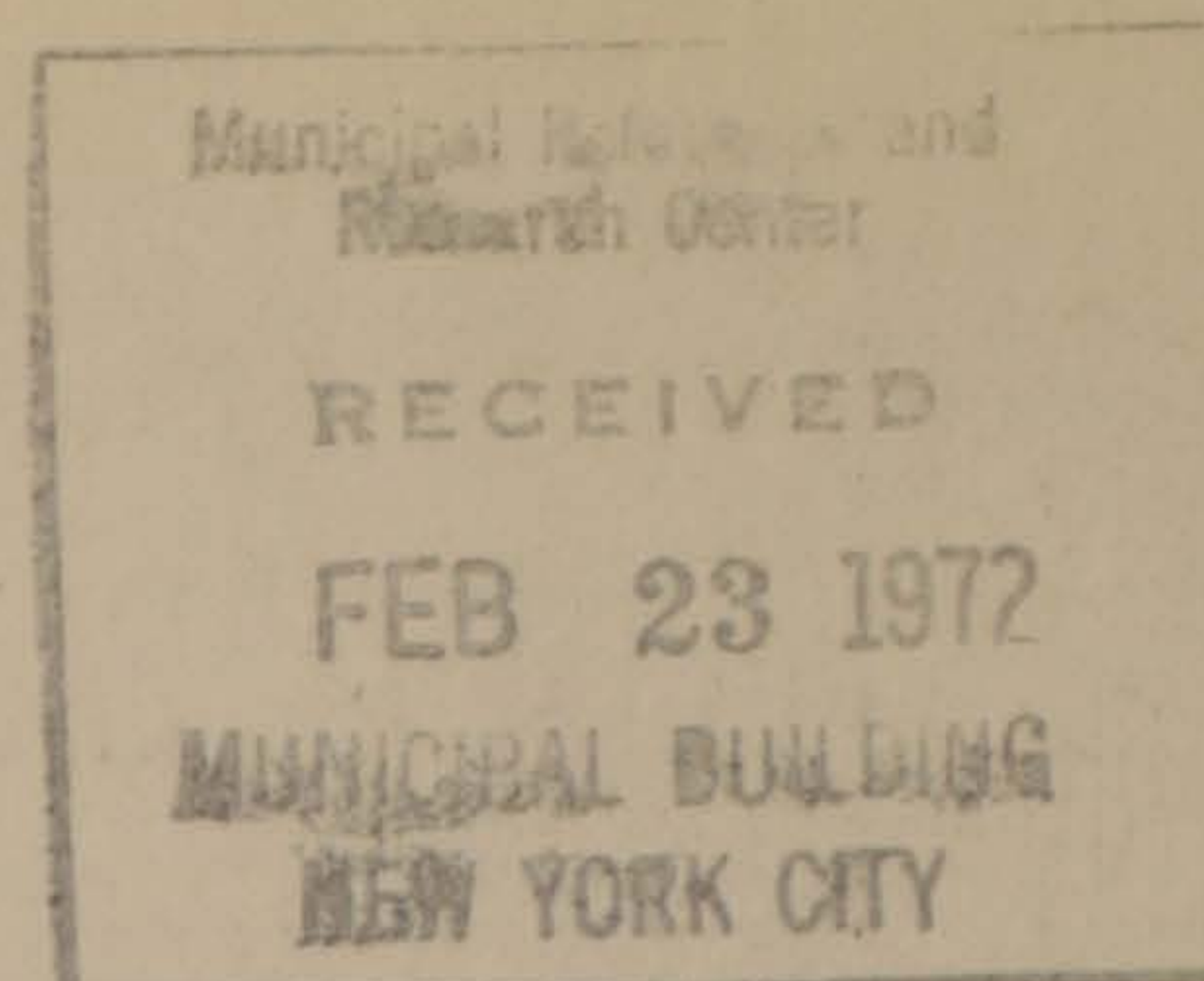


Robert W. Sweet
Deputy Mayor

September 22, 1967



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



67/33

September 22, 1967

TO: Administrators, Commissioners, agency heads, Assistants to the Mayor,
and all deputies.

FROM: Dan Tessler, Assistant to the Mayor

SUBJECT: Transportation Bond Issue

Mayor Lindsay has asked that you give over as much as possible of your own public exposure - between now and election day - to discussion and support of the transportation bond issue. More than half the electorate is unaware of the issue's nature and purpose. Since voters are not likely to approve major spending or borrowing programs which they don't understand, a major educational effort is necessary.

Whatever the main purpose of your appearance, you may be able to present one or two points concerning the bond issue. In any event, you should bring some bond issue literature, mention it, and leave it for the group.

It would be helpful if you would actively seek opportunities to address civic, fraternal, and religious groups. Please alert me to any possibilities, so that I can try to send a speaker. If you want to speak but have no forum, let me know.

We should not become fundraisers for the main effort conducted by Action for Transportation in New York State, Inc., 50 Rockefeller Plaza. However, if you are approached by individuals or corporations wishing to contribute, you might inform them that checks can be made payable to the Action group.

Information pertinent to the bond issue follows. I've tried to keep it short, and I hope you will take the time to brief yourselves.

For additional information, literature, scheduling, etc., please call me at 566-5165.

THE TRANSPORTATION BOND ISSUE

- Date: November 7, 1967 is election day.
- Ballot: Bond issue will appear as Proposition One. The proposed Constitution will appear as Proposition Four.
- Purpose: Gain permission to borrow \$2.5 billion for investment in New York State transportation.
- Proceeds: \$1 billion for mass transit
\$1 1/4 billion for highways
\$250 million for aviation
- Supporters: Non-partisan approval of the State Legislature, by votes of 136-10 in Assembly and 55-1 in Senate; Mayor Lindsay; Governor Rockefeller; Senators Javits and Kennedy; New York Times; New York Post; WCBS-TV; WNEW radio; Lower Manhattan Association; Fifth Avenue Association; East Side Association; Chambers of Commerce; Regional Plan Association; NYS AFL-CIO; Greater New York Teamsters Council; Greater New York Building Trades Council; Central Building Trades and Labor Council; and hundreds more.

- Selling Points: 1. The investment, and therefore the bond issue, is needed now in order to
- a. protect and expand our economy; moving goods and people more efficiently stimulates business expansion; the bond issue proceeds alone will generate 184,000 jobs.
 - (1) New York City is the nation's financial, corporate, and communications center; New York State is the nation's leading manufacturing center (most manufacturing establishments, greatest variety manufactured goods, most manufacturing employees).
 - b. beat increases in construction costs, which will double before 1990, and rising land acquisition costs.
 - c. avoid the transportation crisis which will otherwise result from
 - (1) A 1/3 increase in NYS population in 1990 (to 23.5 million)
 - (2) A 60 per cent increase in registered vehicles by 1990 (to 10 million)
 - (3) A 50 per cent increase in intra-state travel miles by 1990.
 - (4) A 300 per cent increase in air passengers by 1977 (to 320 million).
- If congestion in transportation facilities is as apparent today, imagine the results of

2. The \$2.5 billion bond issue, plus federal and local monies, will yield a 10-year investment in New York State transportation of \$5,350,000,000. About \$2 billion will be committed to mass transit, primarily in the New York City metropolitan area.

a. Rails vs. highways in urbanized areas: although New York City will receive 30 per cent of the bond issue funds allotted to highways, the City's main benefit will come in the mass transit area.

- (1) Four million people daily move in and out of Manhattan's central business district.
- (2) If rail commuters were to use highways, 50 new lanes of tunnels or bridges would be needed, at a cost of \$5 billion.
- (3) A single subway track under the East River carries 60,000 people per hour. One lane of highway moves only 3,300 people per hour.
- (4) A rail line uses 25% of the land needed for a 6-lane road, but carries five times as many travelers. Rail systems minimize disruption of communities, and maximize real estate tax.

3. The State Legislature will decide which projects are funded, after considering recommendations from the Governor and local authorities. Possible projects include the following:

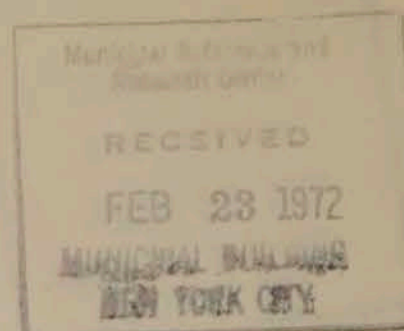
- a. new or extended subway lines in all boroughs, and a modernized Staten Island Rapid Transit;
- b. subway station renovation;
- c. more air-conditioned buses and subway cars;
- d. east side and downtown Manhattan access for commuter trains;
- e. modern, high speed service on Long Island and New Haven Railroads;
- f. new general (private) aviation facilities to ease the commercial aviation traffic jam at existing airfields;
- g. new or improved expressways, parkways, and streets.
- h. (NOTE: for radio and tv, emphasize) according to Governor Rockefeller's public statement, no portion of the bond issue proceeds will be used to finance the proposed Westchester-Nassau bridge across Long Island Sound, or the construction of a fourth jetport, which will be financed separately.

Transit fares: Bond issue proceeds may be used for capital projects only, not to meet operating expenses. Therefore, prospects for retaining the 20 cent fare are neither strengthened nor jeopardized by approval of the bond issue.

1. Effective March 1, 1968, The Metropolitan Transportation Authority will consolidate planning and policy for the NYC Transit Authority, Manhattan and Bronx Surface Transit Operating Authority, Triborough Bridge and Tunnel Authority, and Long Island Railroad. MTA will be able to transfer surplus monies from one agency to offset deficits in another, (e.g. TBTA surplus against NYCTA deficit), and New York City will be able to directly subsidize Transit Authority.



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



67/34

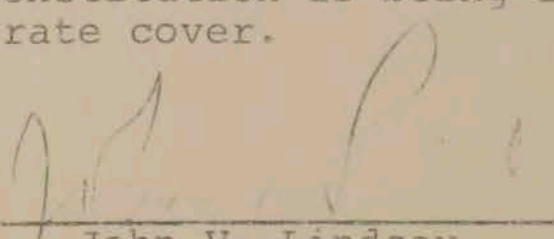
M E M O R A N D U M

TO: HEADS OF ALL CITY AGENCIES
FROM: MAYOR JOHN V. LINDSAY
SUBJECT: COMMENTS ON NEW CONSTITUTION

As you know, the Corporation Counsel was the Chairman of the Mayor's Task Force on the Constitutional Convention, which submitted its report to me on May 8, 1967. Most of the recommendations of the Task Force were subsequently adopted by me and introduced at the Constitutional Convention.

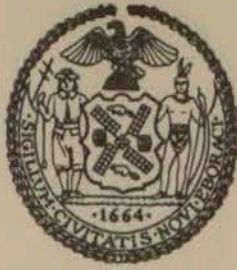
Throughout the Convention proceedings, the City has taken a position on the various proposals as they were being considered by the delegates. Now that the Convention has completed its work, I have asked the Corporation Counsel to prepare an analysis of the entire new Constitution in order to assist me in formulating the City's position on the Constitution as it is to be presented to the voters in November.

I ask that you forward to Corporation Counsel J. Lee Rankin, with copy to Deputy Mayor Robert W. Sweet, your comments on those aspects of the new Constitution which relate to the work of your department. Mr. Rankin should have these comments no later than Friday, October 10, 1967. A copy of the new Constitution is being forwarded to you from Albany under separate cover.

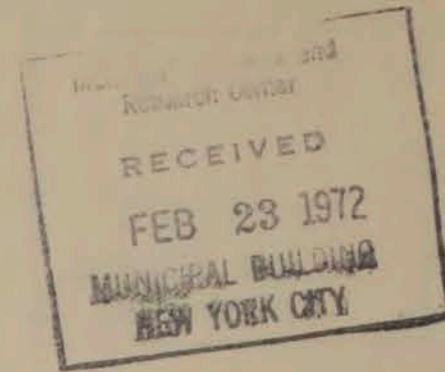


John V. Lindsay
M a y o r

September 28, 1967



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



MEMORANDUM FOR ROBERT W. SWEET
DEPUTY MAYOR

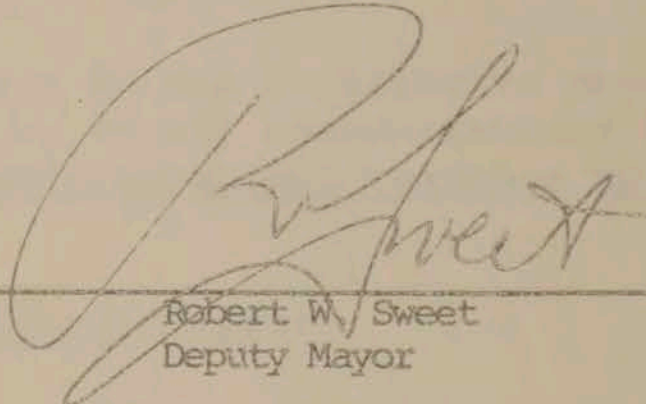
MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT W. SWEET, DEPUTY MAYOR

SUBJECT: 1968 LEGISLATIVE PROGRAM

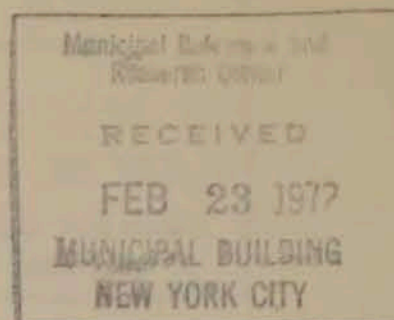
At your earliest convenience please designate a legislative liaison officer. That officer should be completely familiar with your department or agency's legislative program and be available for consultation with the Mayor's legislative representatives on the local, state and federal levels. Please send the name of such person to me no later than October 17th with copies to Fioravante G. Perrotta, Murray Drabkin, Norman Redlich, Robert Blum and Charles Rubano.


Robert W. Sweet
Deputy Mayor

October 10, 1967



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



67/36

Anthony P. Savarese
Legislative Representative

111 Washington Ave., Room 203
Albany, New York, 12210

December 29, 1967

To: All City Departments and Agencies
From: Anthony P. Savarese
Mayor's Legislative Representative
Re: 1968 Legislative Program and Related Matters

I am happy to have the opportunity to work with you in furtherance of the City's legislative interests in the coming Legislative Session. If my office can be of any help to you in this connection, feel free to call us.

Since "time" is of prime concern in the legislative process, I must ask you please to give top priority to all communications from this office. We must have your earliest convenient response to our inquiries, in the City's interest.

(1) The Mayor's 1968 Legislative Program:

All legislation approved by the offices of Deputy Mayor Robert W. Sweet and Mr. Fred Perrotta, Executive Assistant to the Mayor, which you have prepared in final form for introduction should be submitted to us without delay. (We require 35 copies of the bill and 35 copies of the supporting memorandum.) A member of my staff has been assigned to assist you in any way you deem appropriate.

(2) Comments on Pending Legislation:

From time to time this office will request your opinion on pending legislation. Forms NYC 55 and NYC 56, issued to all departments

Municipal Liaison and
Research Office

RECEIVED

FEB 23 1972

MUNICIPAL BUILDING
NEW YORK CITY -2-

by the Mayor's Office, should be used for your reply. (These forms may be obtained from Mr. Andrew Conti of the Mayor's Office, in Room 106, 52 Chambers Street, New York City.) And again, I urge your earliest convenient attention to these requests.

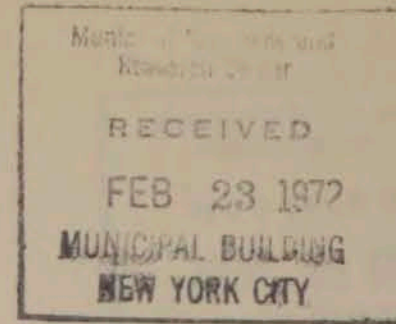
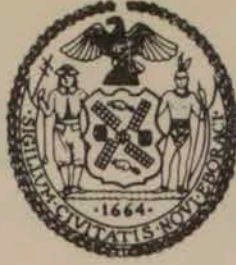
Any requests from other sources for comments on State Legislation should be referred for reply to the City's Legislative Representative's Office, at 111 Washington Avenue, Albany, N.Y. If you have comments thereon, we will be pleased to receive them.

(3) For your convenience, our telephone references are:

In New York City - 566-5143 and 566-5301

In Albany - CA6-7500, a New York City tie-line number.





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

68/1

HARRY J. O'DONNELL
PRESS SECRETARY

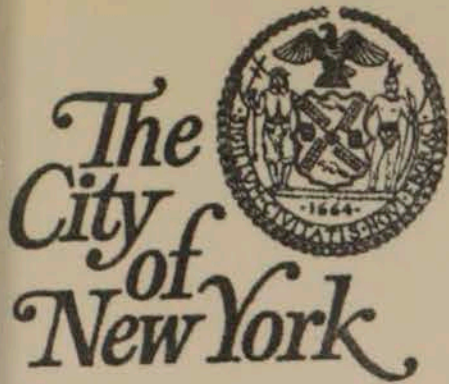
January 4, 1968

MEMORANDUM RE: INFORMATION TELEPHONE NUMBERS
FROM: HARRY J. O'DONNELL
TO: ALL CITY DEPARTMENTS AND AGENCIES

I have learned from representatives of the New York Telephone Company of instances where city departments have announced a special telephone number where the public can call for information without making the proper arrangements for sufficient lines to handle the number of calls. As a result callers are inconvenienced by repeated busy signals and call the Mayor's Office to complain that they have been given a number to call but can't get through.

To insure the best possible service to the public I ask that you contact Mr. Philip C. Hitchins, N. Y. Telephone Company account manager for the City, at 394-6900, prior to publicizing any information type telephone number. Mr. Hitchins will assist you in setting up an arrangement best suited to serve the public.

#



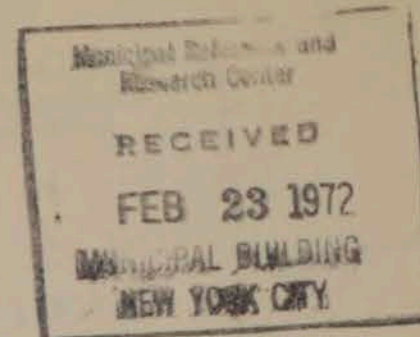
OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, *Deputy Mayor, City Administrator*



68/2

February 16, 1968

To: All Administrators, Deputy Administrators, Assistant Administrators, Commissioners, Deputy Commissioners, and Assistant Commissioners

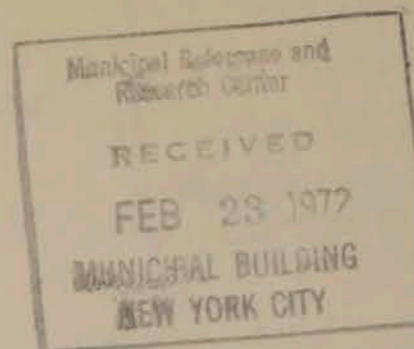
The Mayor's executive office, this office, and the Bureau of the Budget are jointly undertaking a major project with respect to the organization, management, and use of the City's data-processing resources, and will develop an action-oriented plan to enable the City to take full advantage of modern information technology. The scope and intent of this project was described in a document entitled "An Action Program for Information Systems for the City of New York," which you received from me several months ago.

This project is underway and we are being assisted by the consulting firm of Touche, Ross, Bailey & Smart. You can expect to be called upon to devote some of your personal time as well as some modest amount of departmental effort to this important effort.

Timothy W. Costello
Timothy W. Costello
Deputy Mayor-City Administrator

cc: Mr. Robert W. Sweet
Mr. Frederick O'R. Hayes

MEMORANDUM



68/3

February 27, 1968

TO: All Agencies


FROM: Timothy W. Costello
Deputy Mayor - City Administrator

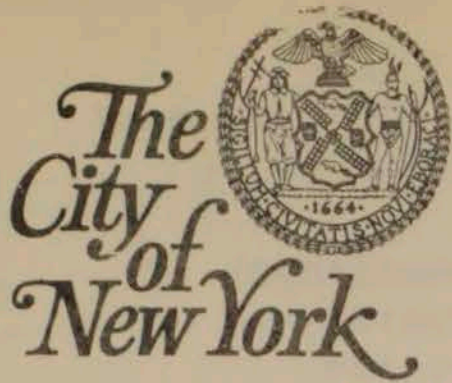
SUBJECT: Impending Retirements of Employees

New pension benefits have been negotiated for employees in the New York City Employees Retirement System in collective bargaining with District Council 37 - AFSCME - AFL - CIO, effective July 1, 1968.

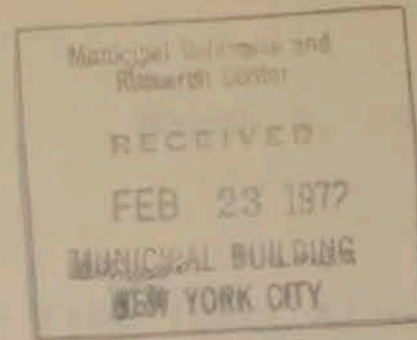
All employees who retire for service between January 1, 1968 and June 30, 1968 are eligible to receive the new benefits.

Please advise members of your staff on terminal leave, or contemplating service retirement to proceed with their original plans. They will receive the new benefits.


TIMOTHY W. COSTELLO



DEPARTMENT OF PURCHASE
MUNICIPAL BUILDING, NEW YORK, N. Y. 10007
Telephone:



March 5, 1968
NOTICE NO. 531

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

SUBJECT: PASSENGER CARS AND STATION WAGONS

The Vehicular Control Board letter of February 21, 1968 announced a change in the City of New York passenger car replacement cycle, revised vehicle specifications and related subjects. This communication supplements and further details procedure implementing the policy change as stated in Page 3, Section B, of that letter.

Following is the procedure established for the distribution of new vehicles (passenger cars and station wagons) and the receipt of relinquished vehicles at the Central Vehicle Staging Area, 280 Avenue "C" and at the Salvage Section Piers 31 and 33, East River:

1. All agencies receiving purchase orders for new vehicles must submit to the Chief of Salvage a relinquishment (Form 23-BS-154) for vehicles being replaced.
2. The agencies will be informed when new vehicles are ready for release and appointments will be scheduled for surrender of vehicles being replaced and delivery of new vehicles.
3. No new vehicles will be delivered to any agency until it has complied with the provisions of Executive Order No. 61, dated February 5, 1968, and has surrendered surplus vehicles as called for in Section 1 of that directive.
4. No new vehicles will be delivered unless the vehicle being replaced has been surrendered to the receiving officer at 280 Avenue "C" or Piers 31 and 33, East River, and authorization for release of new vehicle has been furnished.
5. Relinquished vehicles must be accompanied by:
 - A. A vehicle condition report (Form 24-CW-414) in triplicate. Distribution of copies to be as follows:

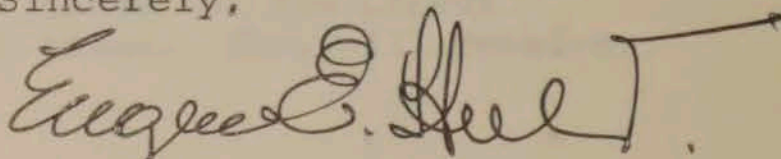
Original - Salvage Unit, Department of Purchase
Second - Automotive Consultant, Department of Purchase
Third - Receipted and retained by the agency relinquishing vehicle

March 5, 1968

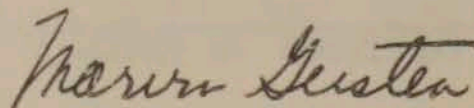
5. (continued)
 - B. Attached to condition report, Transfer Part (Part 4) of motor vehicle registration, signed by agency representative leaving space for the name of transferee blank.
6. Agency representatives will be required to sign a receipt for new vehicles and will receive official papers required for motor vehicle registration or re-registration. Registration, re-registration and transfer of plates shall be the responsibility of and must be performed by the receiving agency.
7. Relinquished vehicles - 1962 model and older shall be delivered to Department of Purchase Salvage Pier 31, East River, Manhattan, foot of Pike Slip or Pier 33, East River, Manhattan, foot of Rutgers Slip. (Note requirement for accompanying vehicle condition report and signed Transfer Part (Part 4) of Motor Vehicle Registration)
8. Relinquished vehicles - 1963 model and later shall be delivered to staging area at 280 Avenue "C", Manhattan. (Note requirement for accompanying vehicle condition report and signed Transfer Part (Part 4) of Motor Vehicle Registration)
9. Vehicle Condition Report (Form 24-CW-414) will be checked for completeness and accuracy. A physical check of each car will be made against the condition as stated by the agency in its report.

Your cooperation in following this procedure will be appreciated. If there are any questions please contact Mr. Gus Cohen at 566-4156 or Mr. Dave Long at 566-2030. Thank you.

Sincerely,



Eugene E. Hult
Commissioner of Public Works



Marvin Gersten
Commissioner of Purchase

The
City
of
New York



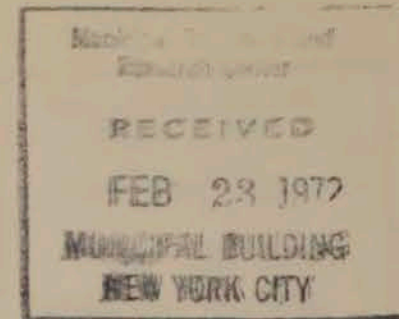
OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator



March 7, 1968

TO: All Agencies

FROM: Timothy W. Costello
Deputy Mayor-City Administrator

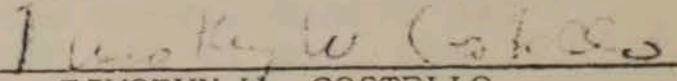
SUBJECT: Impending Retirements of Employees

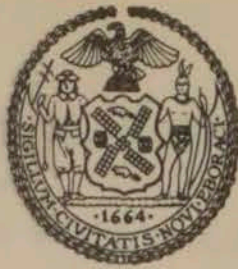
The following enlarges on our memorandum of February 27, 1968.

New pension benefits have been negotiated for employees in the New York City Employees Retirement System in collective bargaining with District Council 37 - AFSCME - AFL - CIO, effective July 1, 1968.

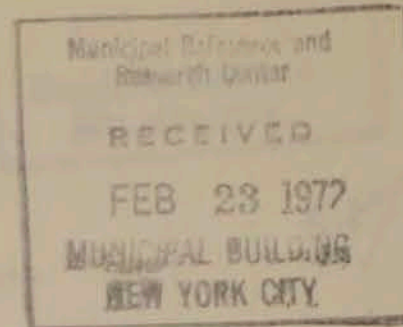
All employees who retire for service between January 1, 1968 and June 30, 1968 are eligible to receive the new benefits provided in the Career Pension Plan if they meet the service requirement.

Please advise members of your staff on terminal leave or contemplating service retirement who are eligible for the Career Pension Plan to proceed with their original plans. They will receive the new benefits.


TIMOTHY W. COSTELLO



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



M E M O R A N D U M

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
FROM: JOHN V. LINDSAY, MAYOR
SUBJECT: APPOINTMENTS

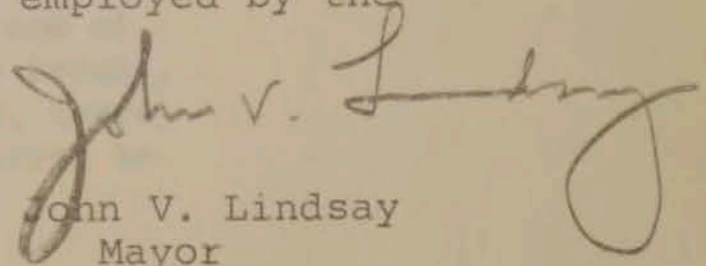
April 12, 1968

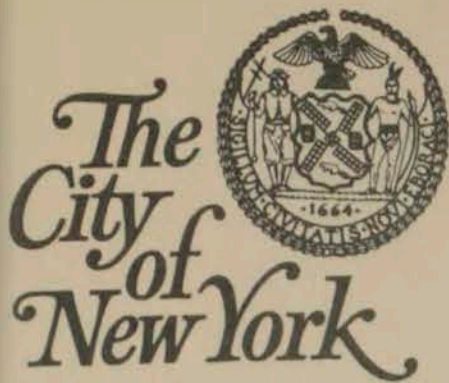
In order to ensure the high quality and integrity of appointments at the policy making level, I am modifying my instructions dated February 2, 1967 (Executive Order No. 37) and January 19, 1966 (Executive Order No. 5), by the addition of the following paragraph, to be I-D:

If the appointment is to a position with a salary of \$13,000 or more a year, certification by the Commissioner of Investigation that the prospective employee has satisfactorily completed the Department of Investigation's personal history questionnaire must be secured prior to submission of any request for a certificate to fill a vacancy pursuant to Executive Order #5 or a request for a budget modification.

Certification may be secured by submitting the name, home address, date of birth, position, and salary of the prospective employee to the Commissioner of Investigation who will arrange to have the questionnaire completed by the prospective employee. The Commissioner of Investigation will then certify to the head of the administration, department or agency that the questionnaire has been satisfactorily completed and if not, the reasons therefor.

These procedures need not be followed when the prospective employee is already employed by the City.


John V. Lindsay
Mayor



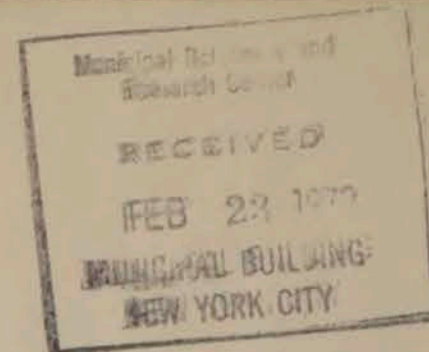
OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator



68/7

M E M O R A N D U M

May 1, 1968

To: All Department Heads of Contract Letting Agencies

From: Timothy W. Costello, Deputy Mayor
City Administrator

Subject: Contract Compliance, Equal Employment Opportunity

Your attention is directed to the Mayor's Executive Order No. 71, dated April 2, 1968 providing for Equal Employment Contract Compliance by all contractors accepting contracts with the City of New York. The Executive Order was published in the City Record of April 10, 1968.

Section 2 of the Executive Order provides that, except for contracts exempted in accordance with Section 4 thereof, all City contracting agencies shall include in every City contract the provisions of Section 2 designated a (1) through (6), b and c.

Since Executive Order No. 71 takes effect on May 2, 1968, all City contracts effective after May 1, 1968 must contain the sections referred to.

It is requested that the provisions of Section 2 be inserted in your contracts under the heading "Equal Employment Compliance", immediately after the provisions required by 220-e of the Labor Law and Section 343-8.0 of the Administrative Code which you now include in your contracts.

For your convenience we enclose the provisions of Section 2 of Executive Order No. 71. Please be sure they are included in your contracts. Your attention is also directed to Section 9 of the Executive Order which provides as follows:

"9. Bidding and Award of City Contracts

- a. Every City contract, and the bidding documents therefor, unless exempted from the provisions of this Executive Order pursuant to Section 4 hereof, shall contain provisions requiring bidders, therefor to submit to the contracting agency, prior to

the award of such contract, a program of affirmative action to provide for equal employment opportunity in accordance with the intent and purpose of this Executive Order, in such form and substance as may be required by rule, regulation or order of the City Administrator".

Forms for this purpose will be distributed shortly. Contractors are meanwhile required to provide the following information:

1. Name and location of company.
2. Name of ranking official responsible for equal employment opportunity.
3. Number of persons currently employed.
4. Classification of persons employed in all areas (e.i. clerks, supervisors, managers, maintenance, etc.).
5. Number of minority group members in each category.
6. Efforts previously taken by the company to increase the number of minority employees.
7. What the company plans to do in addition to its current efforts to increase the number of minority representation. What results are expected a) immediately, b) in the future.
8. A written commitment of the number of minority members to be employed a) if construction, by craft b) if manufacturer or other business, by title.

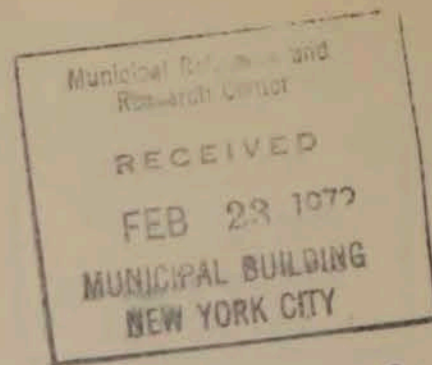
For Construction Contracts

1. Projection of total manpower by craft.
2. Name of sub-contractors and crafts they will be employing on site.

I will be calling a meeting with you and those you have designated responsible for the implementation of our Compliance Program in the immediate future. Any questions you may have should be directed to Mr. James D. Norton (566-6761 or 6745), of this office, the Director of the Compliance Program.



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



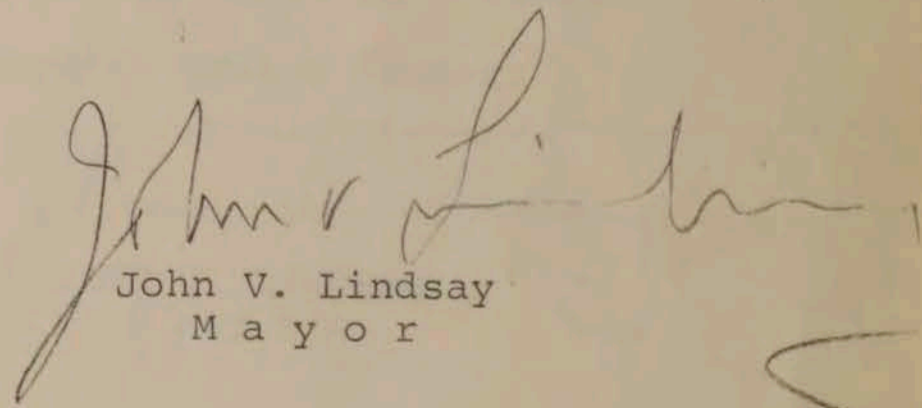
June 20, 1968

TO: ADMINISTRATORS, COMMISSIONERS AND
AGENCY HEADS

RE: ACTION ON REQUESTS FROM COUNCILMEN

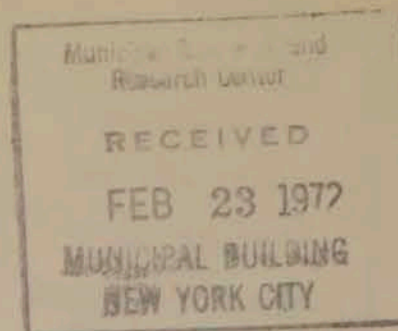
In order that speedy response may be provided to all requests for service or information received from members of the City Council, or from the Borough Presidents, I should like to have you designate a member of your staff to serve as Service Liaison to the City Council and Board of Estimate. Please advise my Assistant, Robert M. Blum (Room 122, 52 Chambers Street), of the name and address of your liaison officer, so that he can transmit that information to the President and Majority and Minority Leaders of the City Council, and Borough Presidents.

As before, dealings with members of the City Council or with the Borough Presidents should be reported to Mr. Blum or to Assistant to the Mayor, Werner H. Kramarsky, respectively.


John V. Lindsay
M a y o r



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



68/9

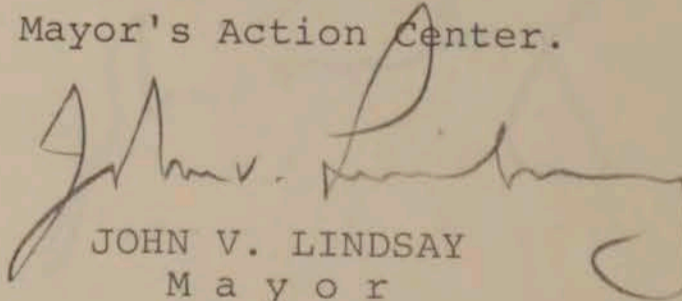
M E M O R A N D U M

July 9, 1968

TO: All Administrators, Commissioners, Heads of
Agencies and Assistants to the Mayor

Sheldon Brosoff is the new Director of the
Mayor's Action Center. Please instruct your personnel
to give their utmost cooperation to him and his staff
whenever the need arises.

Please have forwarded to Sheldon Brosoff,
Room 8, City Hall, the names and telephone numbers of
the individuals designated by you to serve as a liaison
between your agency and the Mayor's Action Center.


JOHN V. LINDSAY
M a y o r



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

Municipal Science and
Research Center
RECEIVED
FEB 23 1979
MUNICIPAL BUILDING
NEW YORK CITY

68/10

July 17, 1968

TO: Administrators, Commissioners
and Assistants to the Mayor

FROM: Mayor John V. Lindsay

SUBJECT: Merv Griffin Special - WNEW-TV
Wednesday, July 17, 1968, 8:30 p.m.

Last week I participated in the taping of a Merv Griffin Special TV Show - filmed in Harlem at 115th St. and Lenox Avenue. The theme of the show is "Give a damn," the campaign currently being used by the New York Urban Coalition and our Mayor's Urban Action Task Force to raise jobs and money for the current drive.

Those who have seen the film clips are most enthusiastic. This show will be aired on WNEW-TV today, July 17, at 8:30 p.m. on Channel 5. Please notify your staff. It is interesting viewing.

Please call Anthony Savarone, 212-242-2145, Deputy Mayor, Office of Corporation Counsel (ext. 2124) or Marilyn Shapiro, 212-242-2124 if the Mayor's Office can be of assistance in preparation of your legislative program or if there are any questions as to procedure.



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

68/11
RECEIVED
FEB 23 1972
MUNICIPAL BUILDING
NEW YORK CITY

C, 9/68

ROBERT W. SWEET
DEPUTY MAYOR

TO: Administrators, Commissioners, Agency Heads
FROM: DEPUTY MAYOR ROBERT W. SWEET
RE: 1969 Legislative Program

In order to properly prepare the Mayor's 1969 Legislative Program, it is imperative that counsel within each Administration, in cooperation with the Corporation Counsel and the Albany Legislative Office, meet the following deadlines:

Immediately

Departments who have not met the July fifteenth deadline should immediately submit to the Legislative Coordinating Committee bills from the 1968 session, appropriately amended and up-dated, with supporting memoranda.

Copies of these bills should be sent to the Office of the Albany Legislative Representative and to Marilyn Shapiro, Mayor's Office.

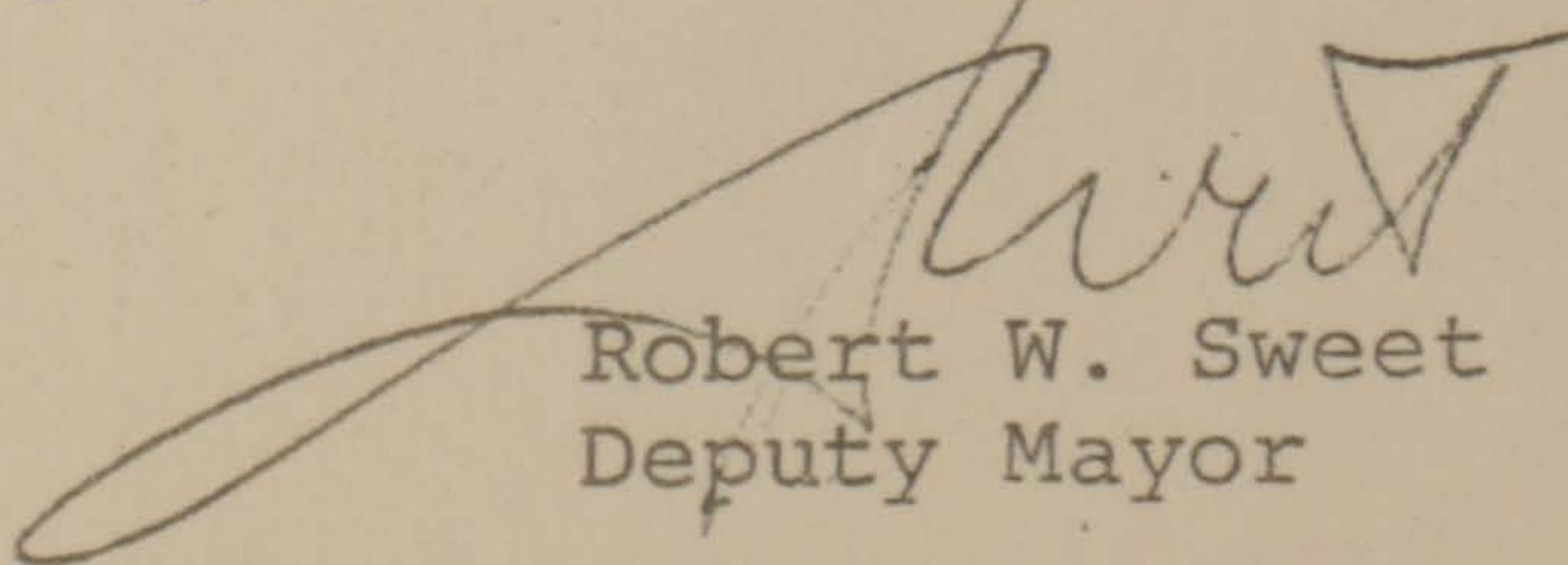
September 9

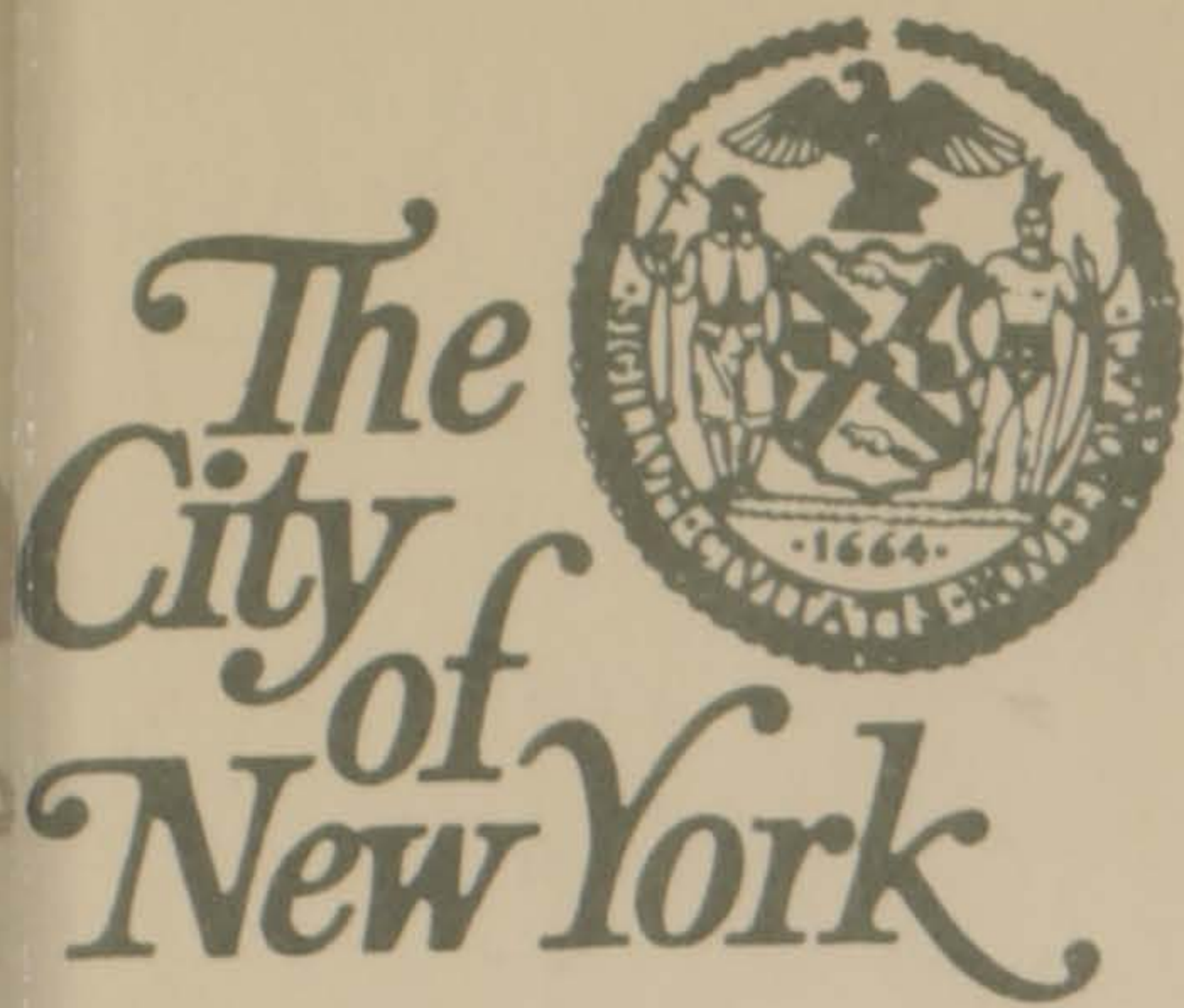
Submission to the Legislative Coordinating Committee of descriptions of new legislative proposals. Please send 10 copies of the new proposals to Marilyn Shapiro, Mayor's Office.

October 1

Submission to the Mayor's Office and the Albany Office of 35 copies of approved legislative drafts and supporting memoranda.

Please call Anthony Savarese (ext. 5145), Judy Grad, Office of Corporation Counsel (ext. 3194) or Marilyn Shapiro (ext. 2156) if the Mayor's Office can be of assistance in preparation of your legislative program or if there are any questions as to procedure.


Robert W. Sweet
Deputy Mayor



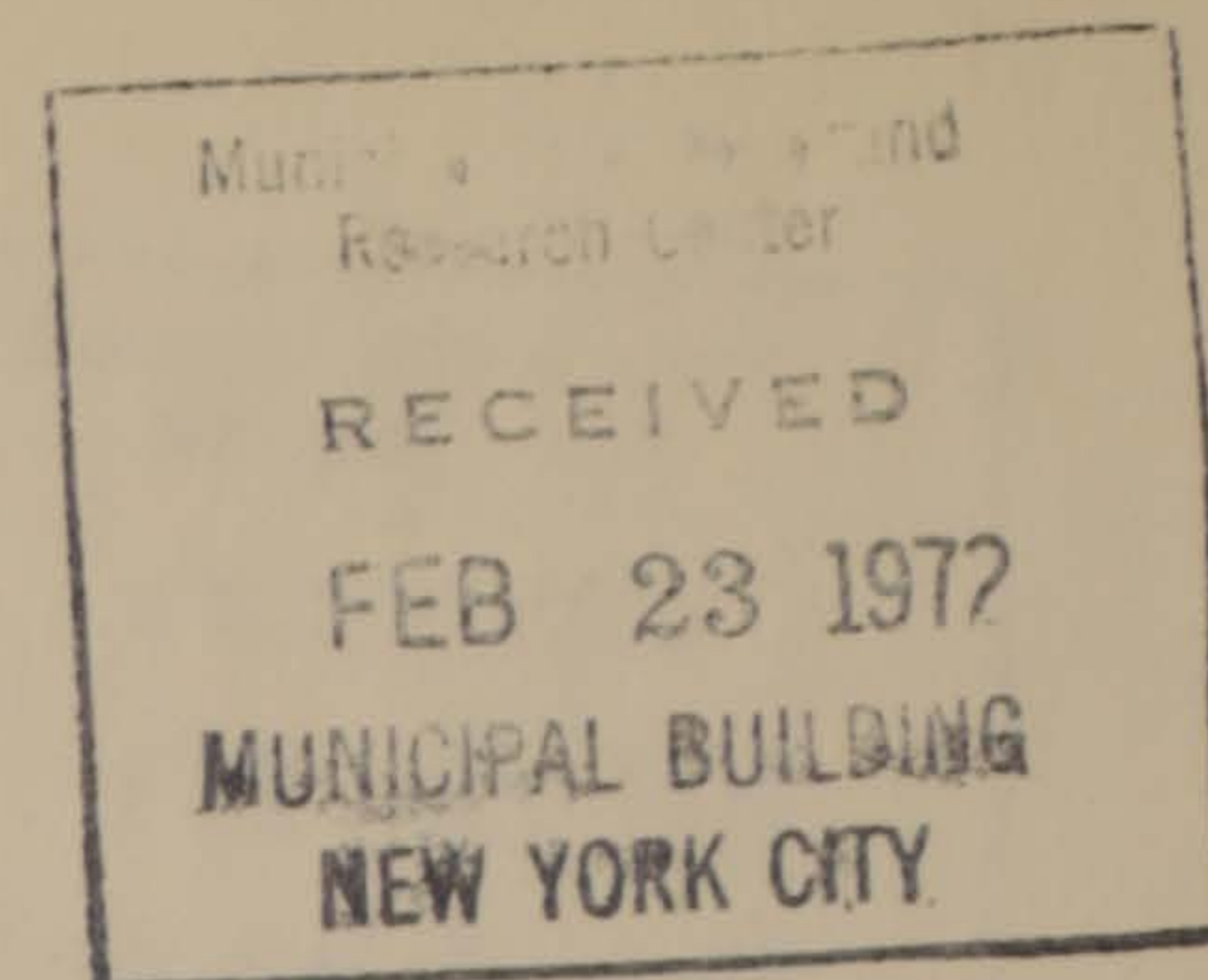
OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator



September 5, 1968

MEMORANDUM

TO: Heads of Administrations, Departments and Agencies

FROM: Timothy W. Costello, Deputy Mayor-City Administrator

SUBJECT: Cost Determination Program

In my Administrative Order No. 13 of August 6, I informed you of the establishment of a city-wide Cost Determination Program in compliance with the Mayor's Executive Order No. 86 of July 19, 1968, and requested that you designate an official of your agency who would be responsible for carrying out this program.

A meeting of agency designees will be held on Monday, September 16 at 2:30 p.m. in Conference Room "A" of my office. The purpose of this meeting is to discuss the policies and procedures involved in fulfilling the requirements of Executive Order No. 86 and the Cost Determination Program.



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

Municipal Reference and
Research Center
RECEIVED
FEB 23 1972
MUNICIPAL BUILDING
NEW YORK CITY.

68/13

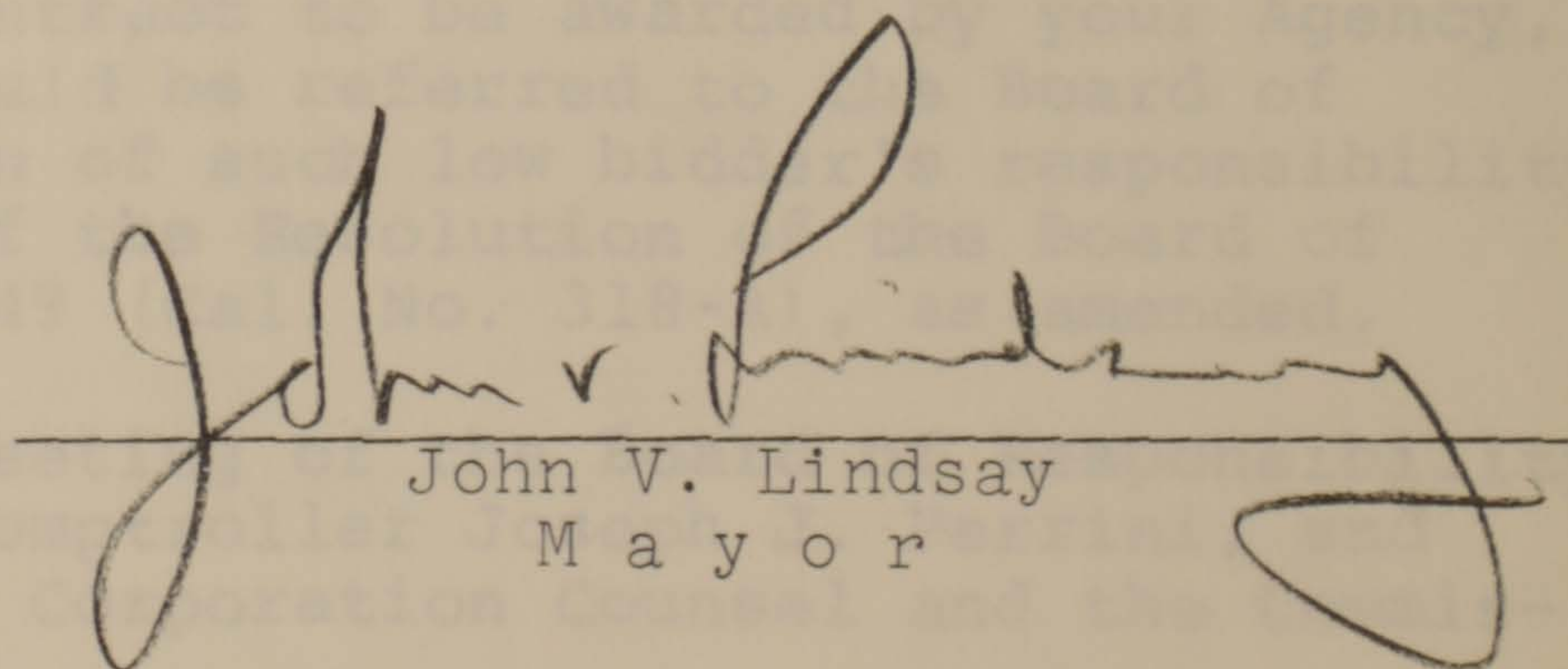
September 18, 1968

TO: ADMINISTRATORS, COMMISSIONERS AND AGENCY HEADS

RE: ATTENDANCE AND PARTICIPATION AT LEGISLATIVE HEARINGS AND
ISSUANCE OF STATEMENTS IN CONNECTION WITH STATE LEGISLATION.

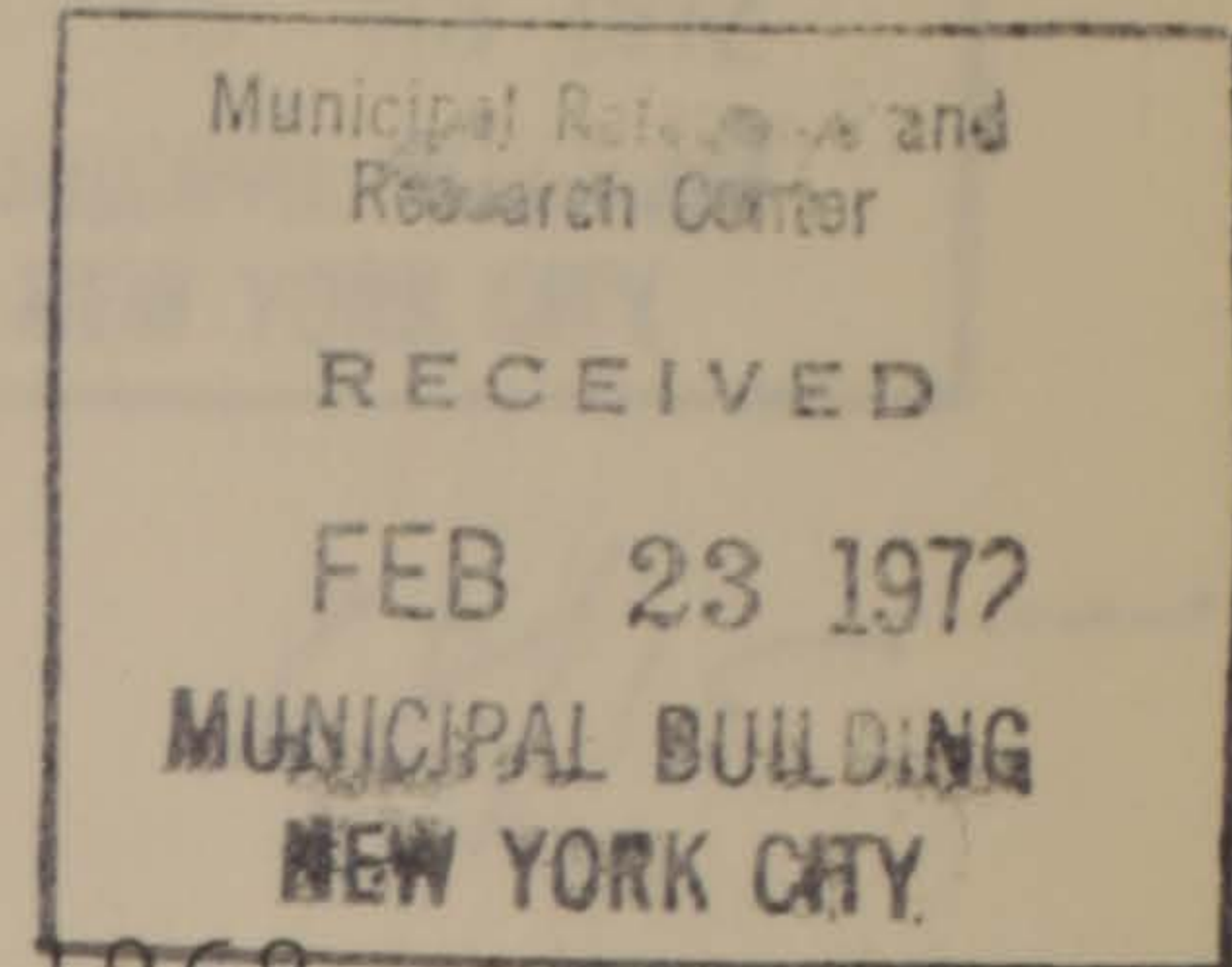
In order to enable the Mayor's State Legislative Representative to coordinate the activities of City agencies in dealing with the State Legislature, State departments and agencies, I direct that all heads of City departments or agencies shall give the Mayor's Legislative Representative reasonable advance notice of the agency's or department's desire or intention to attend or participate in conferences, hearings or meetings of State legislative committees, State departments or agencies, or with State legislators or the staffs of any of these, concerning State legislation.

All heads of City departments or agencies shall submit to Anthony P. Savarese, the Mayor's Legislative Representative, and Lance Liebman, Assistant to the Mayor, in advance of publication, all statements of policy or position to be issued by his agency or department in connection with State legislation.


John V. Lindsay
M a y o r



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



September 27, 1968

68/14

MEMORANDUM

TO: ALL CITY AGENCIES
FROM: MAYOR JOHN V. LINDSAY

The Grand Jury of New York County returned indictments, filed on August 13th and 19th, 1968, against the following corporations and individuals charging them with a conspiracy to rig bids on certain contracts let by various private utility companies:

VINCENT PETER DiNAPOLI, TULLY & DiNAPOLI, INC., FRANCIS JORDAN, POIRIER & McLANE CORPORATION, ALFRED KORSEN, SLATTERY CONTRACTING COMPANY, INC., HENRY FRIED, MACKAY CONSTRUCTION CORP., THEODORE GALLUCCI, JR., SAMUEL GALLUCCI & SONS, INC., JOSEPH J. HAGGERTY, SR., THE SICILIAN ASPHALT PAVING COMPANY, SAMUEL AVIRON, LIPSETT INCORPORATED, ROBERT CRIMMINS, THOMAS CRIMMINS CONTRACTING COMPANY, ARTHUR CIPOLLA, YONKERS CONTRACTING CO., INC., GULL CONTRACTING CO., INC., DELEE GENERAL CONSTRUCTION CORP., CASPER HELBOCK COMPANY, INC., ERNEST MUCCINI, SR., ERNEST MUCCINI, JR., OAKHILL CONTRACTING CO., INC., SIDNEY ROSENWASSER, S.T. GRAND, INC., ROBERT E. LEE

In the event that any of the above named defendants appear as low bidder for any contract to be awarded by your Agency, the name of such low bidder should be referred to the Board of Responsibility for determination of such low bidder's responsibility in accordance with Sec. 5 (c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal. No. 318-A), as amended.

Requests for such a meeting of the Board of Responsibility should be addressed to Deputy Comptroller Joseph J. Perrini, and copies thereof forwarded to the Corporation Counsel and the Commissioner of Investigation.

JOHN V. LINDSAY
M a y o r



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

RECEIVED
FEB 23 1972
MUNICIPAL BUILDING
NEW YORK CITY

68/15

ROBERT W. SWEET
DEPUTY MAYOR

MEMORANDUM

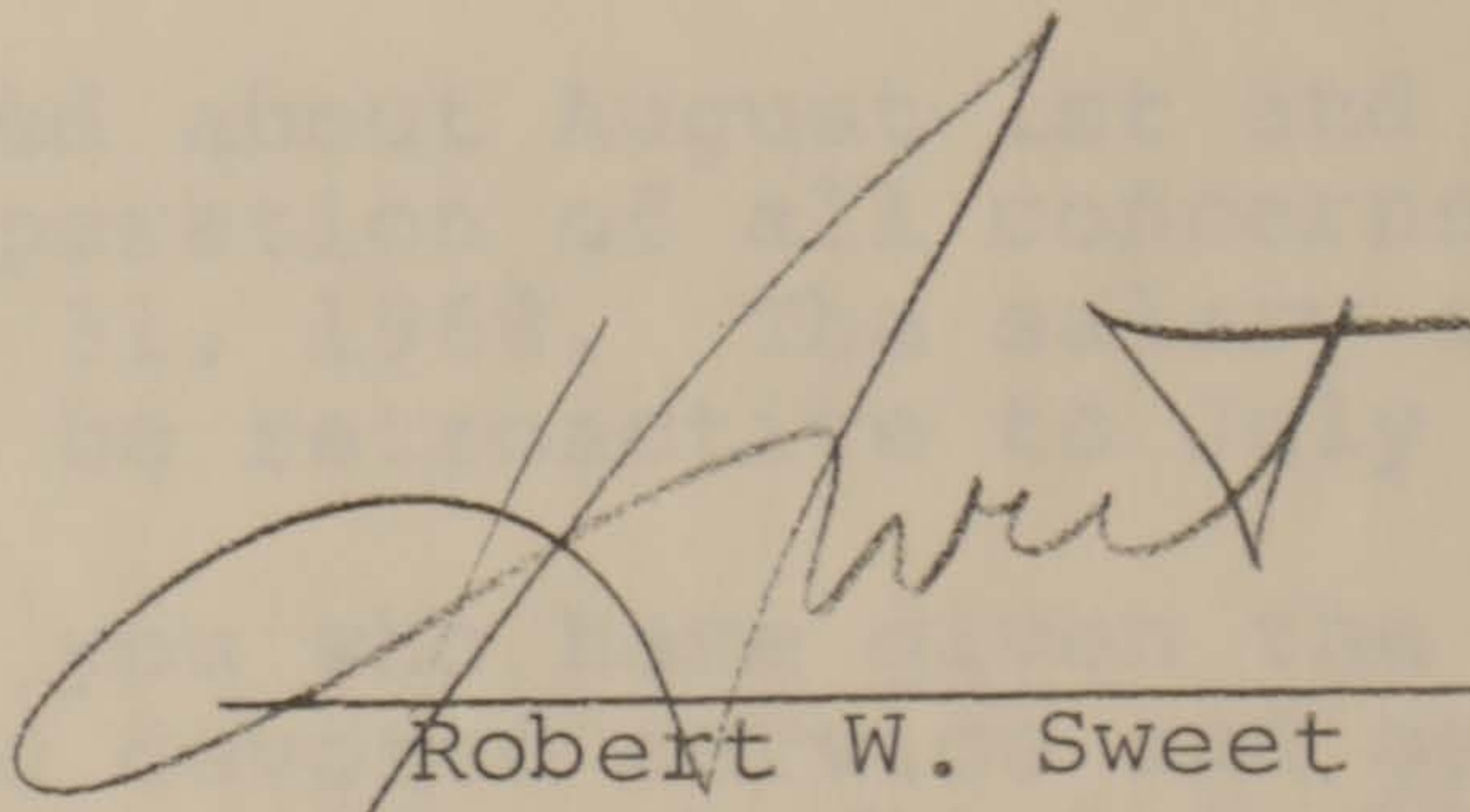
TO: ADMINISTRATORS, COMMISSIONERS, AND ASSISTANTS TO THE MAYOR

FROM: DEPUTY MAYOR ROBERT W. SWEET

It has been brought to my attention that various city agencies are becoming active in initiating or developing parks and recreation facilities.

The Parks, Recreation and Cultural Affairs Administration has sole responsibility for planning and coordinating and building such facilities. In most instances they will inherit ultimate responsibility for maintaining them.

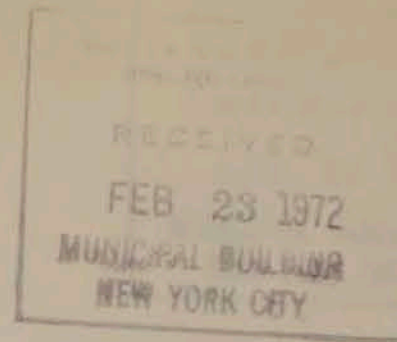
All plans for mini-parks, recreation lots, etc., must be approved by the PRCA Administrator. All inquiries and expressions of interest in this field, as well as information on possible sites, potential donors or interested community groups must be communicated to him promptly. Coordination in this field is essential to avoid duplication and make the best use of available resources. This policy must be followed by all agencies and personnel.


Robert W. Sweet
Deputy Mayor

September 30, 1968



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



68/16

October 21, 1968

MEMORANDUM

TO: ALL COMPETITIVE CLASS MANAGERIAL EMPLOYEES

FROM: MAYOR JOHN V. LINDSAY

I have become increasingly concerned that our salaries for outstanding management employees in the competitive class have not kept pace with those resulting from collective bargaining and with the increasing cost of living. We are not alone in this situation as is demonstrated by recent federal actions.

To remedy this situation, I have approved a Managerial Pay Plan which provides for establishing equitable assignment rates for all competitive class managerial positions and an annual percentage across-the-board economic adjustment to keep the plan current. The Director of the Budget, and the Personnel Director have been assigned the responsibility to develop and implement the detailed plan subject to review by the Management Salary Committee which consists of the two Deputy Mayors, the Director of the Budget, the Personnel Director, and the Director of Labor Relations, and subject to my final approval.

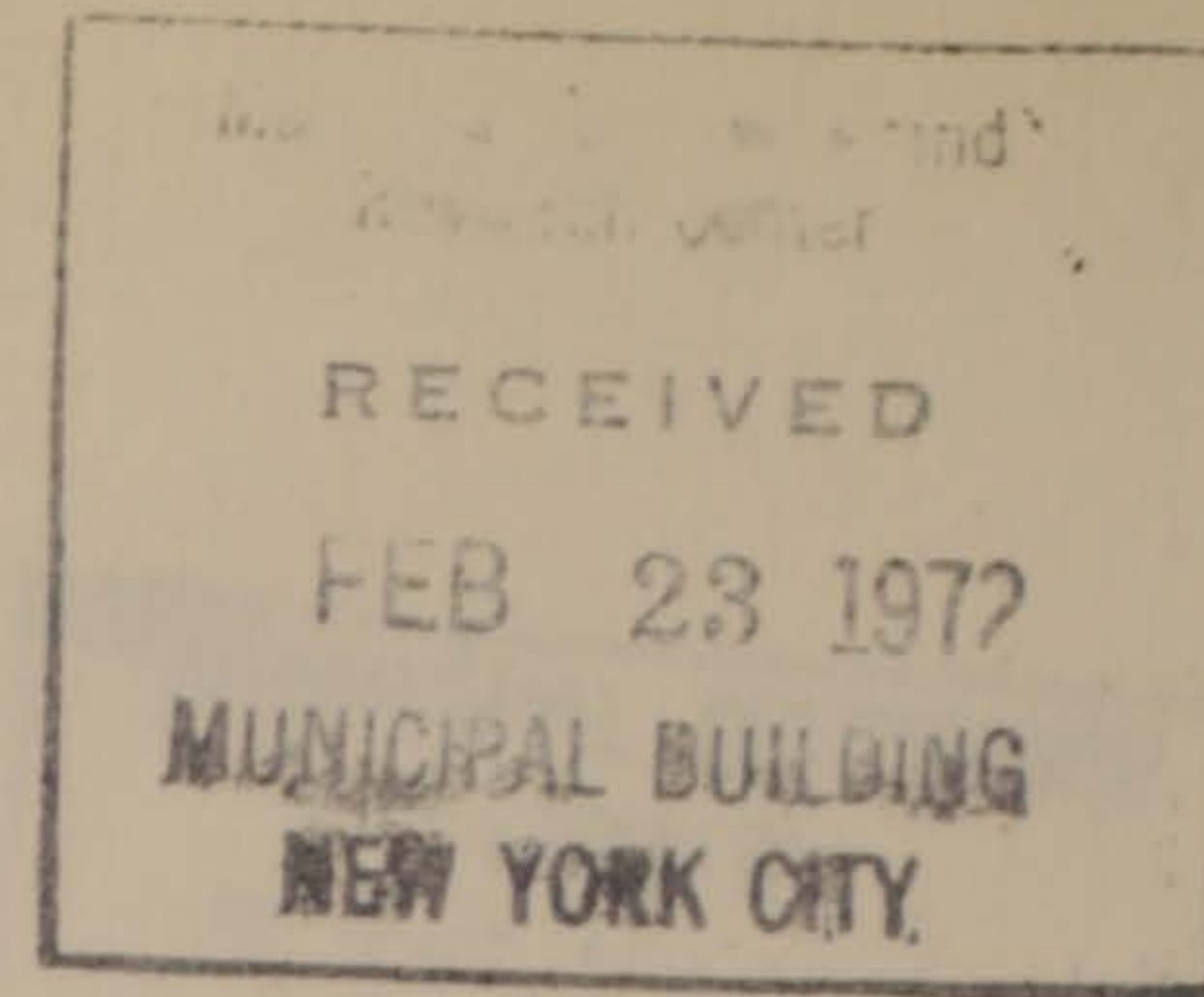
Work was started about August 1st and is well along. We expect, with the cooperation of all concerned, to meet our target date of December 31, 1968. The salary adjustments for employees on staff will be retroactive to July 1, 1968.

I thank all of you who have given the City so many years of outstanding and devoted service and assure you that you will be pleased by the new Managerial Pay Plan.

John V. Lindsay



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



68/17

M E M O R A N D U M

December 9, 1968

TO: All Commissioners, Heads of Departments and
Agencies, and Assistants to the Mayor

FROM: Mayor John V. Lindsay *JVL*

Commissioner Joseph Forstadt and Commissioner
Marvin Gersten have been appointed Chairmen of the newly
formed Urban Action Task Forces in the Crown Heights and
East Flatbush sections of Brooklyn.

Please designate a representative of your agency
at the appropriate level for attendance at these Task
Force meetings in compliance with Exec. Order #73. The
name, title, address and phone number of this individual
should be sent to:

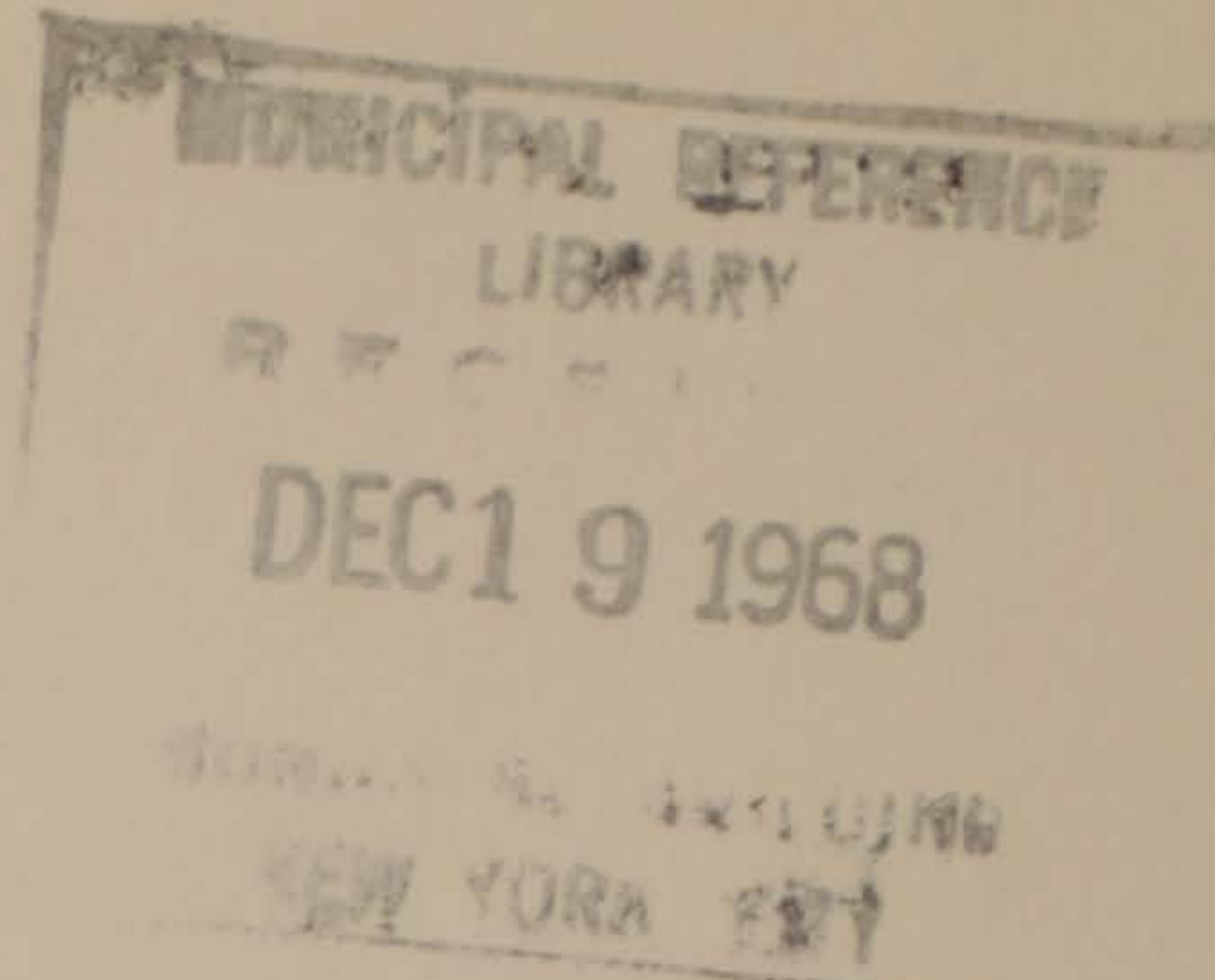
If it pertains to Crown Heights:
Commissioner Joseph Forstadt
Acting Commissioner., Department of Licenses
80 Lafayette Street, New York, N. Y. 10013

If it pertains to East Flatbush:
Commissioner Marvin Gersten
Department of Purchase
Municipal Building
New York, N. Y. 10007

Copies of the names of those designated should be
sent to Barry Gottehrer, Assistant to the Mayor and
Chairman of the Urban Action Task Force.



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



68/18

TO: Administrators, Commissioners and
Heads of all City Departments and
Agencies

FROM: Mayor John V. Lindsay *JVL*

SUBJECT: Acceptance of gifts by
City employees

December 16, 1968

MEMORANDUM

Please instruct every employee in your administration, department, or agency that the acceptance of gifts of any kind, from persons or firms having a direct or indirect interest in business dealings with the City, is prohibited by Section 1106 of the New York City Charter. Your employees should also be advised that it is improper for them to offer gifts to their superiors in their own agency or for supervisors to accept gifts from their staff.

Although this prohibition against acceptance of gifts applies throughout the year, special measures must be taken to prevent violations during the holiday season.

The head of each department or agency is responsible for the enforcement of this prohibition. Firm and effective steps should be taken by you to insure that no employee of your department solicits or accepts any gift which violates Section 1106 of the Charter. It is requested that the contents of this memorandum be discussed personally with the heads of each group, section, district or other subdivision in your department.

#