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" L I N D S A Y ' S

M E M O R A N D A "

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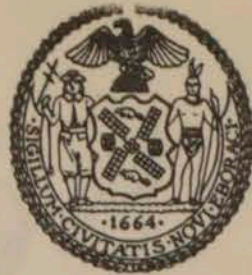


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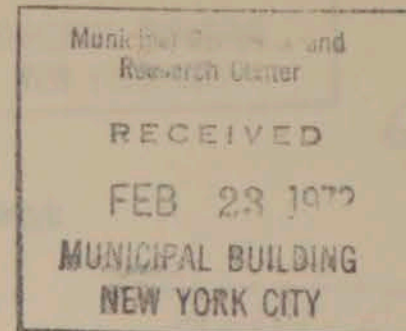


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CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, N. Y. 10007



ROBERT W. SWEET  
DEPUTY MAYOR

January 16, 1969

M E M O R A N D U M

TO: All Administrators, Deputy Administrators,  
Commissioners and Assistants to the Mayor

FROM: Robert W. Sweet, Deputy Mayor

RE: Playlots

*[Handwritten signature]*

A Council on Playlots has been established in order to ensure that playlots will be constructed rapidly and to avoid duplication of effort and red-tape. (A playlot is a vacant lot that has been cleared of debris, blacktopped and turned into temporary recreational space). The Council on Playlots will be responsible for coordinating the activities of all city agencies involved in the construction of playlots.

Jeffrey Haslett has been designated Co-ordinator for the Council on Playlots. City agencies should refer all requests for construction of playlots and all proposals and recommendations concerning playlots to Mr. Haslett. These will be handled in accordance with procedures developed by the Council.

Any matters pertaining to the construction of parks or permanent recreational areas will remain wholly within the jurisdiction of the Parks, Recreation and Cultural Affairs Administration.



TO: All Cabinet Members  
FROM: John V. Lindsay *JVL*  
SUBJECT: Jamaica Office of Planning and Development

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NEW YORK CITY

*69/2*

*3/11/69*

I announced on February 17 the creation of an Office of Jamaica Planning and Development and the appointment of G. Andrew Maguire as its Director.

The establishment of this new office indicates the high priority I place on the various public actions underway, planned, or in prospect for the Jamaica area of Queens, one of the most important residential, transit, and retail centers in the City. A coordinated and comprehensive approach to the future development of this area is needed.

Last year this Administration decided that York College -- a new four-year college of the City University -- will be located permanently in South Jamaica. We must assure that temporary facilities in Jamaica will be available for the college no later than this fall. Meanwhile, the processing of the permanent site must speedily move forward.

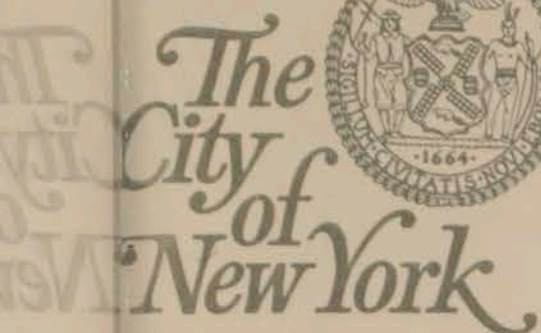
Other matters also require the City's attention. Sections of Jamaica have severe poverty problems. Public funds are available for development in South Jamaica and will be used subject to the community's determination of its own priorities. Plans are being made to extend rapid transit systems to serve more adequately the entire community. Promising possibilities exist for the expansion of business and employment opportunities in this major metropolitan sub-center. Where appropriate, we will seek further federal and state assistance consistent with our commitment to the revitalization of the Jamaica area.

The new Jamaica office, under Mr. Maguire, will coordinate and expedite actions of the administration in the Jamaica area. The office will be responsible for working out an overall plan and development program for the area in which City departments and agencies will participate. Thus, agencies responsible for planning, physical development, and public improvements are instructed to coordinate their efforts and programs through the Jamaica office. Agencies responsible for services will give maximum cooperation to Mr. Maguire and the newly created office.

Mr. Maguire will also carry liaison responsibilities for the City with the numerous public and quasi-public metropolitan and state agencies involved in matters pertaining to planning and physical development in the Jamaica area.

Jamaica has tremendous potential. Its citizens are energetic and interested in their community. The new Jamaica Office reflects my determination to achieve imaginative, effective, and orderly development there. I request your fullest cooperation.



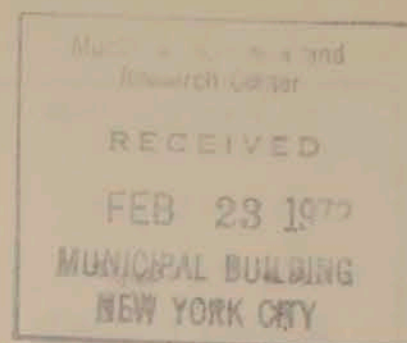


DEPARTMENT OF HIGHWAYS

40 WORTH STREET, NEW YORK, N. Y. 10013

Telephone: 566-3681

CONSTANTINE SIDAMON-ERISTOFF, Commissioner



69/3

March 11, 1969

M E M O R A N D U M

To: The Honorable John V. Lindsay  
Mayor, City of New York  
and Members of the Cabinet

RE: Richmond Parkway, Section 1  
Public Hearing

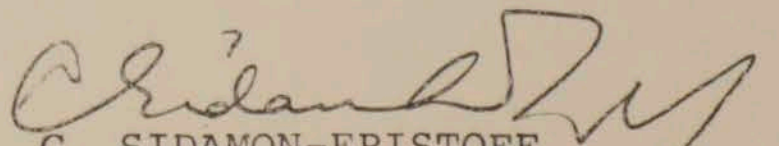
As you know the corridor public hearing for Section 1 of the Richmond Parkway has been set for Tuesday, March 25, 1969, 7:00 P.M. at Staten Island Community College, 715 Ocean Terrace, Staten Island.

This corridor hearing is the first of two which will be held in accordance with the latest Federal regulations relating to public hearings. All alternates studied will be presented and no particular alternate will be recommended by the State until the results of the public hearing are evaluated.

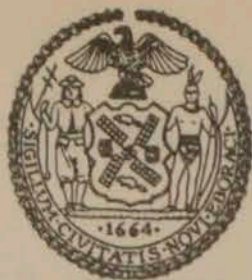
This will be the most important step to be taken since you ordered studies which culminated in the selection of Alternate 4 to avoid the Greenbelt Area in Staten Island.

By copy of this memo I have notified City agencies who will be interested in appearing at the hearing. The interested individuals or departments should contact me or Anthony Ameruso, P.E. at 566-5158 for full background information and necessary details.

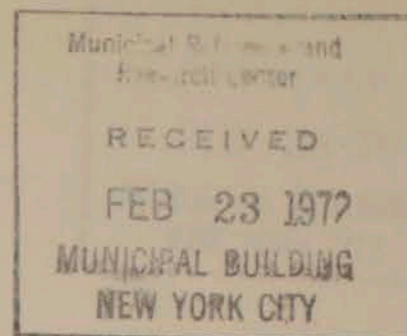
My office will be fully represented at the hearing.

  
C. SIDAMON-ERISTOFF  
Arterial Highway Coordinator





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



69/4

M E M O R A N D U M

March 25, 1969

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

FROM: Mayor John V. Lindsay *JVL*

SUBJECT: Greater New York Councils Boy Scouts of America

For several years the Boy Scouts of America has operated a Special Interest Exploring program for boys of high school age, particularly the sixteen to eighteen-year olds.

The Greater New York Councils, Boy Scouts of America, has organized Special Interest Explorer Posts under business, industrial, professional and governmental sponsorship. The program in these Explorer Posts is designed, in part, to help these young adults explore vocational opportunities in fields in which they have expressed an interest.

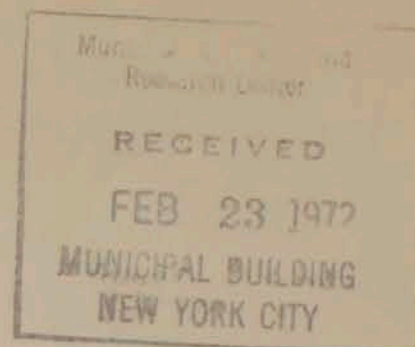
Educators in the public and private schools are co-operating and are involved in the program. The Police Department and the Fire Department of our City have had success with this program for several years, and I believe that a variety of the other agencies in our City government could do the same.

Mr. Grant Simmons, Jr., President of the Board of Simmons Company and Chairman of the Exploring Committee of the Greater New York Councils, Boy Scouts of America, has requested an opportunity to discuss this program with you. Either he or Mr. Edward Gardner, Director of Exploring in the Council, will contact you in the near future. I would appreciate your meeting them and giving consideration to their proposal.



Disciplinary Procedures

City of New York  
OFFICE OF THE MAYOR  
New York, N. Y. 10007



MEMORANDUM

May 12, 1969

TO: ALL AGENCY HEADS

FROM: JOHN V. LINDSAY, MAYOR

Attached to this memorandum is a communication from the Corporation Counsel to me outlining the procedures to be followed with respect to City employees suspected of incompetency or misconduct.

In all cases where there are allegations or indications of possible corruption or wrongdoing, the head of the particular agency involved should immediately report such information to the Department of Investigation before taking any action whatsoever in the matter. Every agency head shall instruct the personnel within his agency that they are to advise him immediately upon the receipt of any allegations or indications of corruption. The Department of Investigation will then advise the head of the agency as to the manner in which the matter should be handled.

If it is determined that the Department of Investigation should not conduct an inquiry, but that an inquiry or a disciplinary proceeding should be conducted by the agency itself, the guidelines set forth in Mr. Rankin's memorandum must be followed. These guidelines were developed as a consequence of the recent decisions in the cases of Gardner v. Broderick and Uniformed Sanitationmen Assn. Inc. v. Comm'r. In these cases, the Supreme Court ruled that a City employee can be discharged or otherwise disciplined for refusing to answer questions only if he is afforded all of his constitutional rights.

The responsibility for disciplining an employee who refuses to respond to questions as to his performance of official duties as well as the constitutional rights of City employees are too important to be adversely affected by failure to follow proper procedures. I therefore ask you to read Mr. Rankin's memorandum with great care and to follow the procedures he sets forth exactly. If you have any questions, he will be glad to help you.



TO: THE MAYOR

FROM: THE CORPORATION COUNSEL

RE: EFFECT OF GARDNER v. BRODERICK and  
UNIFORMED SANITATIONMEN ASSN. INC.  
v. COMM'R ON DISCIPLINARY PROCEEDINGS

The United States Supreme Court has ruled in Gardner v. Broderick and Uniformed Sanitationmen Assn. Inc. v. Comm'r that a municipal employee can be discharged or otherwise disciplined for refusing to answer questions, but only if certain procedural safeguards of his constitutional rights are strictly observed. Because of the impact of these cases on the manner in which City agencies should conduct inquiries into possible incompetency or misconduct by employees, I recommend that all City agencies be advised to adopt the following procedures:

A.  
General Procedure

Where it appears that any City employee may be guilty of corruption or wrongdoing, the Department of Investigation should be informed immediately. If the Department of Investigation determines that the agency itself should conduct the inquiry, the procedures set forth in this memorandum should be followed by the agency. If during such an inquiry it appears that the corruption or wrongdoing may be more serious or widespread than originally suspected, the Department of Investigation should be recontacted immediately.

B.  
In-Agency Inquiries

In many inquiries conducted by the agency it will be necessary to question an employee concerning the performance of his official duties. The following advice as to his constitutional rights (which contains a warning as to the consequences of his refusal to answer a proper question) must be timely given. The proper form of advice is as follows:

"I wish to advise you that you have all the rights and privileges guaranteed by the laws of the State of New York and the Constitutions of this State and of the United States, including the right not to be compelled to incriminate yourself. You have a right to have an attorney present if you wish."

(c) an employee in the state service holding a position in the non-competitive class other than a position designated in the rules of the state civil service commission as confidential or requiring the performance of functions influencing policy, who since his last entry into state service has completed at least five years of continuous service in the non-competitive class in a position or positions not so designated in the rules as confidential or requiring the performance of functions in-



"I wish further to advise you that if you refuse to answer any questions relating to the performance of your official duties, you will be subject to dismissal from your employment with the City. However, if you do answer questions, neither your answers nor any information or evidence which is gained by reason of such answers can be used against you in any criminal proceeding. You are advised, however, that if you knowingly make any false answers or deceptive statements, you may be subject to criminal prosecution and disciplinary action by reason thereof."

The rules as to when this advice must be given are as follows:

1) where the inquiry relates to possible corruption or wrongdoing by the employee, the warning should be given before the employee is questioned.

2) where the inquiry clearly relates only to incompetency or misconduct not amounting to corruption, the advice need be given only if an employee refuses to answer a question relating to his official duties and it is contemplated that a disciplinary charge will be based on this refusal. In such case, the employee should be given an opportunity to answer the question after the advice has been given.

If it appears that the inquiry may result in disciplinary proceedings based on the employee's answers to questions or on his refusal to answer, an exact stenographic record of the questioning of the employee should be made. In cases of refusal to answer, the Corporation Counsel should be consulted to ensure that proper procedures are followed in connection with any subsequent questioning and in connection with any disciplinary proceeding based on such refusal.

#### C. The Disciplinary Proceeding

If the employee's answers or his failure to answer or appear before a superior officer, the Department of Investigation, or before any other authorized body, court or officer, are to be made the basis of his discharge or other disciplinary penalty, formal charges must then be brought, a disciplinary hearing held, and the procedure set forth in Section 75 of the Civil Service Law carefully followed.

Where an employee who is not covered by Section 75 fails to appear before or answer questions put to him by a superior officer or other authorized person or body, the Corporation Counsel's advice should be sought as to what courses of action are appropriate as a matter of law. In order to determine whether an employee is covered by that statute, a copy of which is annexed, the statute should be carefully examined.

Department, or

(c) an employee in the state service holding a position in the non-competitive class other than a position designated in the rules of the state civil service commission as confidential or requiring the performance of functions influencing policy, who since his last entry into state service has completed at least five years of continuous service in the non-competitive class in a position or positions not so designated in the rules as confidential or requiring the performance of functions in-



An agency conducting a disciplinary proceeding under Section 75 must observe the following guidelines in addition to following the procedures set forth in that statute.

1) The employee must not be asked to waive any of his constitutional rights. One of the reasons the dismissals were invalidated in Gardner and Sanitationmen is that the employees were asked to waive their rights to immunity against criminal prosecution.

2) At the commencement of the disciplinary proceeding, the employee must be given the warning set forth on pp. 1-2 of this memorandum, even if he has previously announced his intention not to testify in his own behalf, and even if he is charged only with incompetence.

3) The hearing must be formally and carefully conducted and an exact stenographic or other record kept.

4) The employee must be given an opportunity to explain why he failed or refused to answer questions at the inquiry, or failed to appear, if such failure to appear or answer is the basis of the charges against him. He need not be asked the original questions again, although he may be. If the employee offers, at the disciplinary hearing, to answer the original inquiry questions, he should be allowed to do so. His willingness to answer the original questions at this subsequent proceeding does not necessarily eliminate the charge based on refusing to answer or appear at the inquiry. The extent and value of the employee's cooperation at the disciplinary hearing, however, should be taken into consideration in determining the nature and extent of the discipline, if any, to be imposed.

5) No charge against an employee for failure to answer questions should mention Section 1123 of the Charter. This section has been declared unconstitutional and should not be used as the basis of any action. Any reference to Article I, Section 6 of the New York State Constitution would also be inappropriate.

6) Any agency which does not already have a regulation under which refusal to cooperate in a proper inquiry constitutes a ground for dismissal, should adopt at once a regulation along the following lines.

"An employee who refuses or fails to appear to answer questions as to the performance of his official duties before this agency, the Department of Investigation, or any lawfully constituted court, officer or body, having authority to make inquiry relating thereto, or who, having appeared, refuses to answer questions specifically, narrowly and directly relating to the performance of his official duties, shall be subject to charges of misconduct therefor and if found guilty shall be subject to dismissal or other disciplinary action."

the position of private secretary, cashier or deputy of any official or department, or

(c) an employee in the state service holding a position in the non-competitive class other than a position designated in the rules of the state civil service commission as confidential or requiring the performance of functions influencing policy, who since his last entry into state service has completed at least five years of continuous service in the non-competitive class in a position or positions not so designated in the rules as confidential or requiring the performance of functions in-



7) Where the disciplinary hearing is concerned with matters which may constitute a crime, the Department of Investigation should be consulted before the commencement of the hearing. In some instances, it may be necessary to hold the disciplinary hearing prior to the criminal matter and it is essential that the conduct of the criminal case not be unnecessarily prejudiced by the departmental trial. The two areas of concern are (a) that the testimony of key witnesses be disclosed prematurely and (b) that if the employee is called as a witness by the agency, it may place the prosecutor in the difficult position of showing that incriminating evidence had in fact been obtained from other sources and not as a result of the employee's testimony. Thus, the transcript and all papers should be kept in a secure place and there should be no disclosure or publicity about what transpired without the approval of the Corporation Counsel and the Department of Investigation.

D.  
Conclusion

Strict adherence to the guidelines set forth in this memorandum is essential so as not to either jeopardize the employee's constitutional rights or the City's right to dismiss or otherwise discipline employees who are guilty of incompetence or misconduct, or who refuse to tell their superiors or other authorized persons or bodies how they are performing their official duties. Therefore, I emphasize the need to follow these procedures carefully so that these significant rights can be safeguarded.

SECTION 75 - CIVIL SERVICE LAW

§ 75. REMOVAL AND OTHER DISCIPLINARY ACTION

1. Removal or disciplinary action. A person described in paragraph (a) or paragraph (b), or paragraph (c) of this subdivision shall not be removed or otherwise subjected to any disciplinary penalty provided in this section except for incompetency or misconduct shown after a hearing upon stated charges pursuant to this section.

(a) (a) A person holding a position by permanent appointment in the non-competitive class of the classified civil service, or

(b) (b) a person holding a position by permanent appointment or employment in the classified service of the state or in the several cities, counties, towns, or villages thereof, or in any other political or civil division of the state or of a municipality, or in the public school service, or in any public or special district, or in the service of any authority, commission or board, or in any other branch of public service, who is an honorable discharged member of the armed forces of the United States having served therein as such member in time of war as defined in section eighty-five of this chapter, or who is an exempt volunteer fireman as defined in the general municipal law, except when a person described in this paragraph holds the position of private secretary, cashier or deputy of any official or department, or

(c) (c) an employee in the state service holding a position in the non-competitive class other than a position designated in the rules of the state civil service commission as confidential or requiring the performance of functions influencing policy, who since his last entry into state service has completed at least five years of continuous service in the non-competitive class in a position or positions not so designated in the rules as confidential or requiring the performance of functions in-



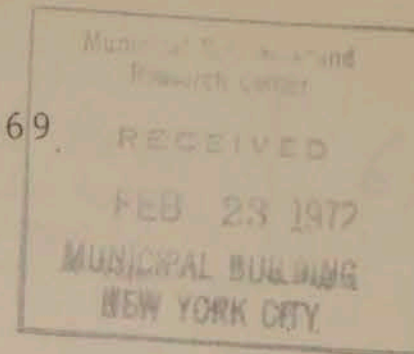
2. Procedure. A person against whom removal or other disciplinary action is proposed shall have written notice thereof and of the reasons therefor, shall be furnished a copy of the charges preferred against him and shall be allowed at least eight days for answering the same in writing. The hearing upon such charges shall be held by the officer or body having the power to remove the person against whom such charges are preferred, or by a deputy or other person designated by such officer or body in writing for that purpose. In case a deputy or other person is so designated, he shall, for the purpose of such hearing, be vested with all the powers of such officer or body and shall make a record of such hearing which shall, with his recommendations, be referred to such office or body for review and decision. The person or persons holding such hearing shall, upon the request of the person against whom charges are preferred, permit him to be represented by counsel, and shall allow him to summon witnesses in his behalf. The burden of proving incompetency or misconduct shall be upon the person alleging the same. Compliance with technical rules of evidence shall not be required.

3. Suspension pending determination of charges; penalties. Pending the hearing and determination of charges of incompetency or misconduct, the officer or employee against whom such charges have been preferred may be suspended without pay for a period not exceeding thirty days. If such officer or employee is found guilty of the charges, the penalty or punishment may consist of a reprimand, a fine not to exceed one hundred dollars to be deducted from the salary or wages of such officer or employee, suspension without pay for a period not exceeding two months, demotion in grade and title, or dismissal from the service; provided, however, that the time during which an officer or employee is suspended without pay may be considered as part of the penalty. If he is acquitted, he shall be restored to his position with full pay for the period of suspension less the amount of compensation which he may have earned in any other employment or occupation and any unemployment insurance benefits he may have received during such period. If such officer or employee is found guilty, a copy of the charges, his written answer thereto, a transcript of the hearing, and the determination shall be filed in the office of the department or agency in which he has been employed, and a copy thereof shall be filed with the civil service commission having jurisdiction over such position. A copy of the transcript of the hearing shall, upon request of the officer or employee affected, be furnished to him without charge.

4. Notwithstanding any other provision of law, no removal or disciplinary proceeding shall be commenced more than three years after the occurrence of the alleged incompetency or misconduct complained of and described in the charges provided, however, that such limitation shall not apply where the incompetency or misconduct complained of and described in the charges would, if proved in a court of appropriate jurisdiction, constitute a crime. As amended L.1960 c. 312; L.1962, c. 645; L.1965, c. 738, eff. March 30, 1967.



69/6  
May 26, 1969



M E M O R A N D U M

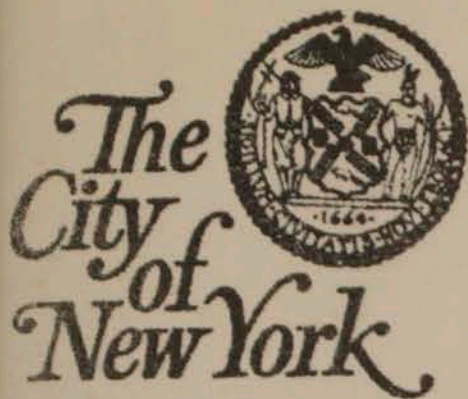
TO: STAFF, MAYOR'S OFFICE  
FROM: WILLIAM J. LEONARD, ASSISTANT CHIEF CLERK  
SUBJECT: SUMMER HOURS

In accordance with Section 6.8 of the Career and Salary Plan Leave Regulations and Department of Personnel Policy and Procedure Notice No. 10-69, a shortened work day from 9:00 A.M. to 4:00 P.M. is authorized for the period from June 16, 1969 to and including September 12, 1969, for those employees who have traditionally worked a shortened work day during the summer months. All sections must be kept open during normal working hours, at least on a skeleton staff basis, and vital operations adequately manned.

Section heads may require such employees to work as part of a skeleton staff, without compensatory time off, up to a maximum of one hour for every two weeks worked. Employees designated to work as part of a skeleton staff more than one hour for every two weeks worked shall be granted compensatory time off on an equal time basis for all such excess skeleton staff time worked. Weeks when employees are on paid leave for the full week shall not be considered as weeks worked for the purpose of determining the required amount of skeleton staff assignment.

During the period June 16th through September 12th, 1969, supper money will be paid only if an employee works 3 or more hours after the end of the scheduled work day.





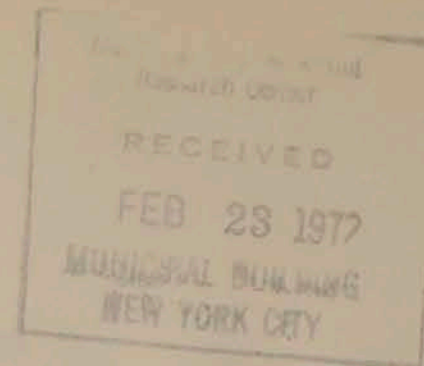
OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

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



69/7

MEMORANDUM

July 17, 1969

TO: Administrators, Commissioners, and Agency Heads

FROM: Timothy W. Costello  
Deputy Mayor-City Administrator

SUBJECT: Vendors of Data Processing Services

To provide information on firms which provide various data processing services that your agency may wish to contract for, the attached list of "Vendors of Data Processing Services" has been compiled. The list is by no means exhaustive, but should provide a means for developing competitive bids for data processing services.

Please inform the appropriate people in your agency of this list. This list will be updated from time to time.

*T.W.C.*  
T. W. C.

Enc.



VENDORS OF DATA PROCESSING SERVICES

- - - -

A Partial List

by

David Berger

Under the General Direction of

E. S. Savas  
Deputy City Administrator

Office of the Mayor  
Office of Administration  
Timothy W. Costello  
Deputy Mayor-City Administrator

June, 1969



Many firms which provide data processing services are interested in selling their services to the City. Departments which are approached by one firm are sometimes unaware that many other firms can provide similar services in this highly competitive field. In order to bring information about data processing services to the attention of all prospective City users of such services, this partial listing of vendors has been prepared.

The limitations of this listing must be emphasized:

1. It includes only vendors of data processing services whose literature reached the Office of Administration.
2. It does not include vendors of data processing equipment or supplies.
3. No effort was made to solicit literature, to canvass the industry, or to prepare a comprehensive "bidders list".
4. The literature from which the list was prepared may be outdated or not represent all that the vendor is able to do.
5. No attempt was made to evaluate the capabilities claimed by the vendors.
6. The services were often difficult to classify because they were ambiguously described or highly specialized.
7. Neither the presence nor the absence of the name of any firm from this list should be construed as a judgment about that firm.

The matrix on the following pages lists each vendor according to the services he offers. Each vendor is represented by a symbol for the actual name. The symbols are keyed to a list of names and addresses which follows the table. The address is either the New York office of the vendor, or, if there is no New York office, the principal business office.

The services are represented across the top of the matrix. The abbreviations are defined as follows:



- |              |   |  |
|--------------|---|--|
| Mgmt Sci     | - | Management Science, operations research, simulation, modeling  |
| S'vce Bur    | - | DP service bureau and/or equipment leasing   |
| Comm/TM Shar | - | Analysis, programming and/or software development for on-line, real-time, time-sharing, or communications-based systems; time-sharing service bureau |
| Prog         | - | Computer Programming services  |
| Conslt/Anal  | - | Management consulting, systems analysis  |
| Softwre Dev  | - | Development of software such as operating systems, compilers, assemblers   |
| Sci/Eng      | - | Specialists in scientific and engineering data processing  |
| Educ/Train   | - | Educational activities such as training, publishing, conducting seminars   |
| Prog pkg     | - | Vendors of various specialized, proprietary computer program "packages."   |
| Mgmt/Std     | - | Management of computer installations, advising on installation management, developing standards.   |



VENDOR SERVICES

| VENDOR SERVICES |            |             |                |             |                |                 |           |             |            |           |
|-----------------|------------|-------------|----------------|-------------|----------------|-----------------|-----------|-------------|------------|-----------|
| Vendor          | Mgmt. Sci. | S'vce. Bur. | Comm/ TM Shar. | Prog. Anal. | Consult. Anal. | Software Devel. | Sci/ Eng. | Edu. Train. | Prog. Pkg. | Mgmt/ Std |
| ACT             |            |             |                | X           | X              |                 |           |             |            |           |
| ADAMS           |            |             |                |             |                |                 |           | X           |            |           |
| ALPHA.          |            |             |                |             | X              |                 |           |             |            |           |
| ANAL.           |            |             |                | X           |                |                 |           |             |            |           |
| APPLD.          |            |             | X              |             |                |                 |           |             |            |           |
| ARAN            |            |             |                |             |                |                 | X         |             |            |           |
| ASSO            |            |             |                |             | X              |                 |           |             |            |           |
| AUER            |            |             |                |             | X              |                 |           | X           |            |           |
| BISAI           |            |             |                |             | X              |                 |           |             |            |           |
| BOOZ            |            |             |                |             | X              |                 |           |             |            |           |
| BRAD            |            |             |                | X           | X              |                 |           | X           |            |           |
| BRAND           |            |             |                |             | X              |                 |           | X           |            | X         |
| CAI             | X          | X           |                | X           | X              |                 |           | X           | X          |           |
| C&S             | X          |             | X              |             | X              | X               | X         |             |            |           |
| CDS             | X          |             |                |             | X              |                 |           |             |            |           |
| CEIR            | X          |             |                |             | X              | X               | X         | X           |            |           |
| CENT            | X          |             | X              | X           |                |                 | X         |             |            |           |
| CPC             |            |             |                | X           | X              |                 |           |             |            |           |
| CSC             | X          | X           | X              | X           | X              | X               | X         |             |            |           |
| CSI             |            | X           |                |             |                |                 |           |             |            |           |
| CONS            | X          |             |                |             | X              |                 | X         |             |            |           |
| CUC             |            |             |                |             |                |                 |           | X           |            |           |
| DATA            |            |             |                |             | X              |                 |           |             |            |           |
| DASOL           | X          |             |                |             | X              |                 | X         |             |            |           |
| DAVID           |            |             |                |             | X              |                 |           |             |            |           |
| DIEB            | X          | X           |                |             | X              |                 | X         | X           |            | X         |
| DIGI            | X          |             | X              | X           | X              | X               |           |             |            |           |
| DPC             |            | X           |                |             |                |                 |           |             |            |           |
| DPFG            |            | X           | X              |             |                | X               |           |             |            |           |
| DR              |            |             | X              |             |                |                 | X         |             |            |           |
| DSI             | X          | X           |                | X           | X              | X               |           |             |            |           |
| DISC            | X          |             |                |             | X              |                 |           |             |            |           |



VENDOR SERVICES

| Ven-<br>dor | Mgmt.<br>Sci. | S'vce.<br>Bur. | Comm/<br>TM Shar. | Prog. | Consult.<br>Anal. | Software<br>Devel. | Sci/<br>Eng. | Educ./<br>Train. | Prog.<br>Pkg. | Mgmt/<br>Std. |
|-------------|---------------|----------------|-------------------|-------|-------------------|--------------------|--------------|------------------|---------------|---------------|
| EBS         | X             | X              | X                 | X     | X                 |                    | X            |                  |               |               |
| ECDI        |               |                |                   |       |                   |                    | X            |                  |               |               |
| ERNST       | X             |                |                   |       | X                 |                    |              |                  |               |               |
| ESI         | X             |                |                   |       |                   |                    |              |                  |               |               |
| FAIM        | X             |                | X                 | X     | X                 |                    | X            |                  |               |               |
| GDC         |               | X              |                   | X     | X                 |                    |              |                  |               |               |
| CE          |               |                | X                 |       |                   |                    |              |                  |               |               |
| HOSP        |               |                | X                 |       | X                 |                    |              |                  |               |               |
| IBM         |               | X              |                   |       |                   |                    |              | X                | X             |               |
| IMF         |               |                |                   |       |                   |                    |              | X                |               |               |
| INNO        |               |                |                   |       | X                 |                    |              |                  |               |               |
| INTL        |               |                |                   | X     |                   |                    |              |                  |               |               |
| ITT         |               |                | X                 |       |                   |                    |              |                  |               |               |
| JOYNT       |               |                |                   | X     |                   |                    |              |                  |               |               |
| KETT        | X             |                |                   |       |                   | X                  | X            |                  |               |               |
| LMC         |               | X              |                   |       |                   |                    |              |                  |               |               |
| LOCK        | X             |                |                   | X     |                   | X                  | X            |                  | X             |               |
| MAUCH       |               | X              | X                 | X     | X                 |                    | X            |                  |               |               |
| MCDON       |               | X              |                   | X     | X                 |                    | X            |                  |               |               |
| MCMAN       |               |                |                   |       |                   |                    | X            |                  |               |               |
| MDC         |               |                |                   |       | X                 |                    | X            |                  | X             |               |
| MOLLE       |               |                |                   | X     | X                 |                    |              |                  |               |               |
| NELS        |               |                |                   |       | X                 |                    |              |                  |               |               |
| OCS         |               |                | X                 | X     | X                 |                    |              | X                |               | X             |
| ORI         | X             |                |                   | X     |                   | X                  |              |                  |               |               |
| PAWA        | X             |                |                   |       | X                 |                    | X            |                  |               |               |
| PENTA       | X             |                |                   | X     | X                 | X                  |              |                  |               |               |
| PERC        |               |                |                   |       |                   |                    |              | X                |               |               |







| <u>SYMBOL</u> | <u>NAME AND ADDRESS</u>   |
|---------------|---|
| ACT           | Advanced Computer Technique Corp.<br>555 Madison Avenue, N.Y. 10022             |
| ADAMS         | Adams Associates<br>128 The Great Rd., Bedford, Mass. 01730                     |
| ALPHA         | Alpha Computer Service Corp.<br>226 West 37th Street, N.Y. 10018                |
| ANAL          | Analysis & Programming Corp.<br>180 W. Putnam Avenue, Greenwich, Conn. 06830    |
| APPLD         | Applied Logic Corp.<br>One Palmer Square, Princeton, N.J. 08540                 |
| ARAN          | Dr. Sandord, Aranoff<br>Asst. Prof. Physics, Rutgers, Newark 07102              |
| ASSO          | Associated Management Consultants<br>P.O. Box 9110, San Francisco, Calif. 94129 |
| AUER          | Auerbach Corp.<br>121 No. Broad Street<br>Phil., Penn. 19107                    |
| BISAI         | Gerard J. Bisailon Associates<br>75 Whitney Avenue, New Haven, Conn.            |
| BOOZ          | Booz Allen & Hamilton Inc.<br>1625 Eye Street, N.Y. Washington, D.C. 20006      |
| BRAD          | Bradford Computer & Systems, Inc.<br>4 West 58th Street, N.Y. 10019             |
| BRAND         | Brandon Applied Systems, Inc.<br>30 E. 42nd Street, New York 10017              |
| C & S         | Communication & Systems, Inc.<br>6565 Arlington Blvd., Falls Church, Va. 22046  |
| CAI           | Computer Applications, Inc.<br>555 Madison Avenue, N.Y. 10022                   |
| CDS           | Computer Data Systems<br>200 Park Avenue, N.Y. 10017                            |
| CEIR          | C. E. I. R., Inc.<br>1180 Avenue of Americas, N.Y. 10036                        |



| <u>SYBOL</u> | <u>NAME AND ADDRESS</u>  |
|--------------|--|
| CENT         | Center For Mgt. Technology<br>59 East 54th Street, New York, N.Y. 10022        |
| CSC          | Computer Sciences Corp.<br>650 No. Sepalveda Blvd.<br>El Segunda, Calif. 90245 |
| CPC          | Compatibility Processing Corp.<br>Box 388, New York 10037                      |
| CSI          | Computer Sales, Inc.<br>128 Woodland Avenue, Yonkers 10703                     |
| CUC          | Computer Usage Education Inc.<br>51 Madison Ave., N.Y. 10010                   |
| DASOL        | Dasol Corp.<br>205 E. 42nd Street, N.Y.  |
| DATA         | Data Transformation Inc.<br>200 Park Avenue, N.Y.                              |
| DAVID        | Leon Davidson<br>64 Prospect Street, White Plains                              |
| DIEB         | The Diebold Group<br>430 Park Avenue, New York                                 |
| DIGI         | Digimatics<br>600 Old Country Rd.<br>Garden City, N.Y.                         |
| DISC         | The Systems Discipline Inc.<br>554 - 5th Avenue, N.Y. 10017                    |
| DPC          | Data Preparation Corp.<br>4040 Locust Street., Phil. Pa. 19104                 |
| DPFG         | Data Processing Financial & General Comp.<br>299 Park Avenue, N.Y.             |
| DR           | Directed Research Inc.<br>22 West 34th Street, N.Y. 10001                      |
| DSI          | Decision System, Inc.<br>East 66 Midland Avenue<br>Paramus, N.J. 07652         |
| EBS          | EBS Mgt. Consultants Incorp.<br>100 Church Street, N.Y. 10007                  |
| ECDI         | Electronic Computers Programming Inst.<br>Empire State Bldg., N.Y. 10001       |
| CONS         | Consad Research Corp.<br>250 B'way, N.Y. 10007                                 |



| <u>SYMBOL</u> | <u>NAME AND ADDRESS</u>  |
|---------------|--|
| ERNST         | Ernst & Ernst<br>Cleveland   |
| ESI           | Electric Sciences Institute<br>Whippany, N.J. 07981                                |
| FAIM          | FAIM Information Services, Inc.<br>521 - Fifth Avenue, N.Y. 10017                  |
| GDC           | GDC Data Systems, Inc.<br>33 Fort Hill Rd., Yonkers, N.Y. 10710                    |
| GE            | General Electric<br>570 Lexington Avenue, N.Y. 10022                               |
| HOSP          | Hospital Computer Applications, Inc.<br>Station Plaza East, Great Neck L.I., 11021 |
| IBM           | International Business Machines Corp.<br>59 Maiden Lane, New York                  |
| IMF           | Information Management Facilities, Inc.<br>425 Park Avenue, N.Y. 10022             |
| INNO          | Innovation Consultants, Inc.<br>4 East State Street, Doylestown, Pa. 18901         |
| INTL          | International Programming Corporation<br>9 East 41st Street, N.Y. 10017            |
| ITT           | ITT Data Services<br>P.O. Box 402, Paramus, N.J.                                   |
| JOYNT         | John B. Joynt & Associates, Inc.<br>10 Park Avenue, N.Y. 10016                     |
| KETT          | Kettelle Associates, Inc.<br>1770 Lancaster Pike, Phil.                            |
| LMC           | LMC Data Inc.<br>116 East 27th Street, N.Y. 10016                                  |
| LOCK          | Lockhead Aircraft Corp.<br>745 Chrysler Bldg., N.Y. 10017                          |
| MAUCH         | Mauchly Associates, Inc.<br>Montgomeryville, Pa. 18936                             |
| MCDON         | Mc Donnell Automation Center<br>Box 516, St. Louis, Mo. 63166                      |



| <u>SYMBOL</u> | <u>NAME AND ADDRESS</u>   |
|---------------|---|
| MCMAH         | McMahon Technology, Associates<br>P.O. Box 916,<br>Fort Lee, N.J. 07024                 |
| MDC           | Meridian Engineering, Inc.<br>2 Penn Center Plaza, Phil. Pa.                            |
| MOLLE         | Ed Mollette & Associates<br>400 Riverside Drive, New York                               |
| NELS          | Nelson Associates, Inc.<br>845 - 3rd Avenue, N.Y. 10022                                 |
| OCS           | Optimum Computers Systems, Inc.<br>120 West 31st Street, New York, N.Y. 10001           |
| ORI           | Operations Research Inc.<br>1400 Spring Street, Bethesda, Md.                           |
| PAWA          | Pinnell - Anderson - Wilshire & Assoc.<br>P.O. Box 313314, Dallas, Texas 75231          |
| PENTA         | Penta Computer Associates<br>445 Park Avenue, N.Y. 1022                                 |
| PERC          | Perception Industries<br>1140 Avenue of America, N.Y.                                   |
| RCA           | RCA EDP<br>Camden, N.J.   |
| REL           | Reliable Systems,<br>475 - 5th Avenue, New York   |
| REAL          | Realtime Systems, Inc.<br>866 - 3rd Avenue, N.Y. 10022                                  |
| SCORE         | Statistical Computing Operations & Research Eval. Inc<br>305 Madison Avenue, N.Y. 10017 |
| SDC           | Systems Development Corp.<br>Santa Monica, California                                   |
| SMI           | System & Mgmt. Innovation, Inc.<br>2 West 45th Street, N.Y. 10036                       |
| SSI           | Special Studies, Inc.<br>55 West 44th Street, New York                                  |
| TASC          | The Analytic Sciences Corp.<br>Lowell Avenue, Winchester, Mass. 01890                   |
| TBS           | TBS Computer Centers Corp.<br>1212 Avenue of Americas, N.Y. 10036                       |



SYMBOL

NAME AND ADDRESS

TECH

Techlease, Inc.  
6 East 45th Street, N.Y. 10017

TEL

N.Y. Telephone Co.  
393 - 7th Avenue, N.Y. 10001

UNIV.

Univac  
Sperry Rand Bldg., N.Y. 10019

WEB

Webster Computer Corp.  
200 Park Avenue, N.Y. 10017

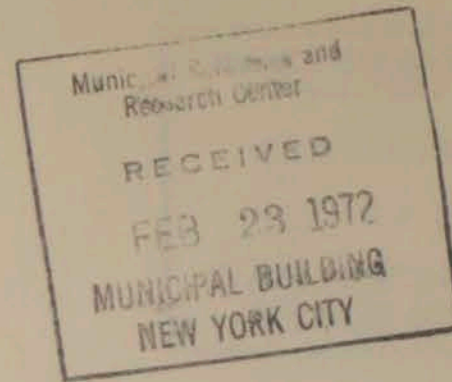
WELL

Wellington Systems Co.  
Chrysler Bldg., N.Y.





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



ROBERT W. SWEET  
DEPUTY MAYOR

M E M O R A N D U M

7/18/69

TO: ALL CITY ADMINISTRATIONS, DEPARTMENTS,  
AGENCIES AND BUREAUS

FROM: ROBERT W. SWEET, DEPUTY MAYOR

RE: DESIGN AND CONSTRUCTION OF MASS TRANSPORTATION  
PROJECTS FOR NEW SUBWAY ROUTES

The State, the City and the New York City Transit Authority are entering into agreements under the terms of which the Transit Authority is to design, equip and construct eight rapid transit routes and design five additional rapid transit routes in the City.

These projects will be financed by the City, with State aid of \$600 million from the proceeds of the transportation bond issue approved by the voters in 1967. Other mass transit projects presently being considered will be financed with City funds or such other funds as become available.

The design, and subsequent construction of the various subway routes will involve modification, relocation or restoration of City-owned facilities other than Transit. In order to reduce to a minimum the potential dislocation of such City facilities and resulting inconvenience to the people of New York City, it is important to coordinate the requirements of the various City agencies whose facilities may be affected by the Transit Authority project designs and construction. Mayor Lindsay accordingly has issued the following directive:

The Transportation Administration has been designated as the City Agency through which shall be routed for coordination all New York City Transit Authority dealings with the various City Administrations, departments, agencies and bureaus having jurisdiction over City-owned facilities other than Transit and affected by the design and construction projects.

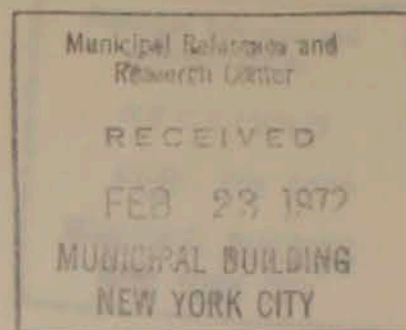
The purpose of this directive is to provide all City Administrations, departments, agencies and bureaus and the New York City Transit Authority with one central office through which matters of mutual concern relating to the subway projects may be coordinated.

July 18, 1969





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



68/9

July 25, 1969

ROBERT W. SWEET  
DEPUTY MAYOR

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES  
FROM: ROBERT W. SWEET, DEPUTY MAYOR  
SUBJECT: 1970 LEGISLATIVE PROGRAM

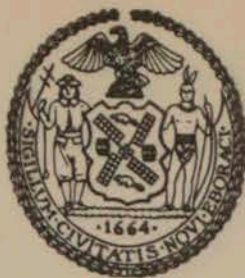
The 1970 legislative program for the City is now being formulated for the City Council, State Legislature and Congress. Since State legislation may be pre-filed as early as November 15, 1969 for the 1970 session, it is imperative that the City's program be formulized as soon as possible. All department and agency heads are requested to submit their legislative recommendations to me by August 15, 1969.

The following procedures will be followed with the expectation that the City's program can be completed by November 15th.

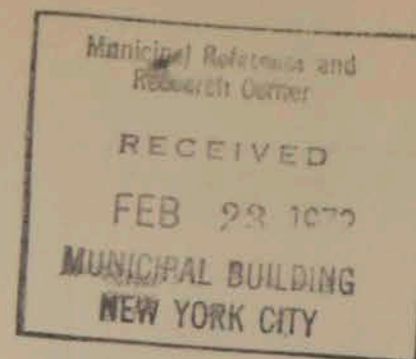
1. Prior to August 15, 1969, please furnish me with your legislative proposals. Please submit these to me in three separate lists -- one with City Council proposals, one with State legislation, and the third for Congressional proposals. These need only be in brief summary form so that a policy decision can be made as to whether a proposal should be advanced to the bill drafting stage. The summary should include: (a) purpose of the bill, (b) legislative history indicating whether the proposal had been previously introduced and the action taken, and (c) fiscal impact, if any.
2. This summary of legislative proposals will be reviewed by the Mayor's Legislative Coordinating Committee and you will be notified as to which proposals are acceptable as part of the City's program. This notice will also contain further information relating to the pre-filing procedure.
3. Prior to September 15, 1969, the Corporation Counsel's Office should be advised as to all legislative proposals which will require initial drafting by that office.
4. Prior to October 1, 1969, drafts of all legislation should be submitted for review.
5. Copies of all proposals and drafts submitted to me pursuant to this memorandum should also be submitted to Victor Marrero, Assistant to the Mayor, City Hall.

Robert W. Sweet  
Deputy Mayor





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



69/10

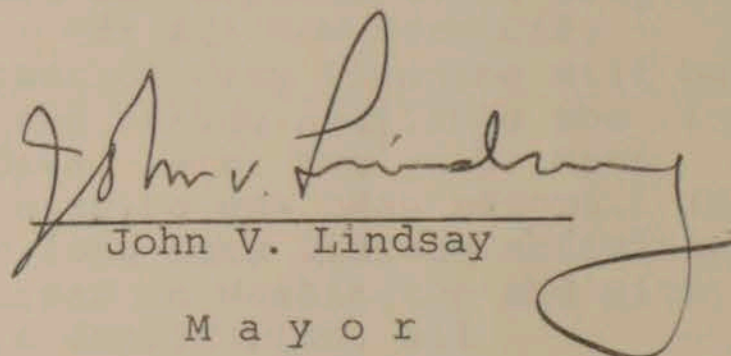
August 5, 1969

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 office 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 office 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.

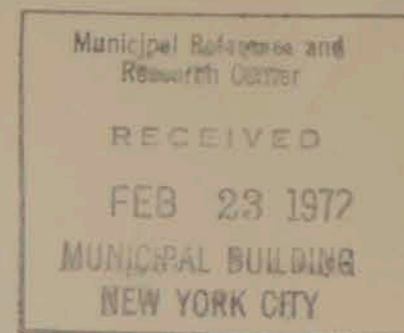
All heads of City departments or agencies shall submit to Deputy Mayor Robert W. Sweet and Victor Marrero, Assistant to the Mayor, in advance of publication, all statements of policy or position to be issued by his agency or department in connection with State legislation.

  
John V. Lindsay  
M a y o r





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



69/11

M E M O R A N D U M

August 5, 1969

TO: All Administrators and Commissioners  
FROM: John V. Lindsay *JVL*  
RE: Coordination for 1970 Census

Preparation for the forthcoming 1970 Census of Population and Housing requires extensive coordination between the United States Bureau of the Census and the City of New York. The Decennial Census is one of our prime sources of statistical data, used throughout the decade as the basis of program and policy decisions, as a base for the allocation of funds and as a benchmark for current population and income estimates and forecasts. We can have information available late in 1970 if adequate steps are taken now. I ask each City agency called upon to fulfill the requests for assistance made by the Bureau of the Census. The Bureau has requested that an area coordinator be appointed through whom their staff will conduct all relevant Census business.

Accordingly, I have designated the Department of City Planning to serve as Census Coordinator for all New York City departments and agencies. The Department of City Planning will be responsible for obtaining, processing and making available the extensive body of unpublished Census data. Mrs. Evelyn S. Mann will bear primary responsibility for carrying out this effort. In this role, Mrs. Mann will continue her long-term liaison activities with both the central office of the Bureau in Washington and with its New York Regional office. To avoid duplication, all correspondence with the Bureau, for information and other similar communications will be made through Mrs. Mann's office. The cooperation, advice and assistance of many persons throughout the City will be required in order to maximize our expenditure of time, effort and money.



Page 2

All Administrators and Commissioners

August 5, 1969

Each Administrator and Commissioner is requested to appoint a staff member who will act as an intra-agency coordinator and who will be the principal agency contact for work on the 1970 Census. Please send the name and telephone number of your agency representative to Mrs. Mann at 2 Lafayette Street on or before August 14. In addition, please list the names and telephone numbers of key staff whose work is significantly related to Census data.

A number of City agencies can make an important contribution to the success of the census-taking operation, beginning April 1, 1970. Selected agencies will be asked to participate in Bureau-City coordinated public relations and informational activities. Other agencies will be asked to assist the Regional office in locating space needed for the training of enumerators and for other Decennial Census operations.

*John R. Linberg*





OFFICE OF THE  
DEPUTY MAYOR

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

Municipal Reference and  
Research Center

RECEIVED

FEB 23 1970

MUNICIPAL BUILDING  
NEW YORK CITY

69/12

ROBERT W. SWEET  
DEPUTY MAYOR

To: All Administrators, Commissioners, Managers of Planning and  
Managers of Data Processing

August 11, 1969

From: Timothy V. Connelly, Deputy Mayor-Data Administration  
Subject: Computer-Generated Maps

TO: ADMINISTRATORS, COMMISSIONERS AND AGENCY HEADS

FROM: ROBERT W. SWEET

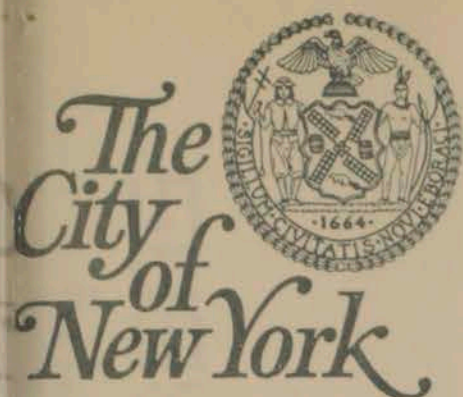
RE: LEGISLATIVE PROGRAM

This is a reminder that in order to complete our legislative program by the pre-filing day on November 15, 1969 it is imperative that we begin preparations now.

Memoranda briefly summarizing your agency's legislative proposals should be submitted to me by August 15th.

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

Municipal Relations and  
Research Office

RECEIVED

FEB 23 1972

MUNICIPAL BUILDING  
NEW YORK CITY

69/13

To: All Administrators, Commissioners, Date: Aug. 12, 1969  
Managers of Planning and  
Managers of Data Processing

From: Timothy W. Costello Subject: Computer-Generated  
Deputy Mayor-City Administrator Maps

As one of the GIST (Geographic Information System) activities being developed under Dr. E.S. Savas, this office is developing a capability for producing computer-generated maps. I believe this will be of value to a wide range of City operations.

Attached are three examples of maps produced recently using a standard computer printer. The technique used is suitable for displaying data which has been summarized in terms of well-defined geographic units such as health areas or planning districts.

The first map shows Manhattan health areas, shaded to indicate public assistance cases. The second map shows Long Island City, Queens, shaded by census tract to show concentration of fall-out shelters. The third map shows the concentration of manufacturing jobs in Brooklyn; data was plotted by contour lines based on postal zones.

We will shortly be able to produce maps of all boroughs showing data which has been summarized either by Health Area, by Community Planning District or by Police Precinct. Thus, if your agency had data summarized by any of these three districts, it could easily be arranged to produce a map displaying your information. Base maps showing other district lines can be provided if there is sufficient demand.

Our staff is available to discuss with you the feasibility of displaying your data using this method.

If you are interested in using this technique on a regular basis, it is available without cost. However we suggest that you designate someone in your agency who could be instructed in its use, preferably during the next five weeks.

Please call Bob Amsterdam, GIST Project Director if you would like more information on this (566-6776).



# THE ALLEN KELTHER









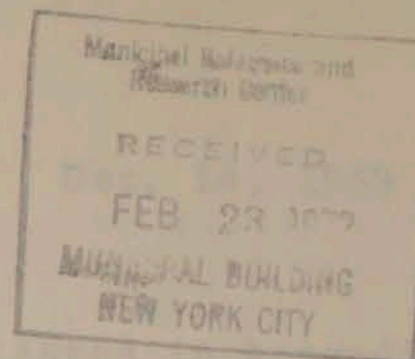
Legend

- Contour lines
- Elevation markers
- Geographical features
- Water bodies
- Urban areas
- Roads
- Railroads
- Airports
- Public buildings
- Religious buildings
- Educational institutions
- Medical facilities
- Government buildings
- Industrial areas
- Recreational areas
- Historical sites
- Monuments
- Statues
- Landmarks
- Points of interest
- Other features





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



69/14

ROBERT W. SWEET  
DEPUTY MAYOR

December 16, 1969

M E M O R A N D U M

TO: City Agency Heads

FROM: Robert W. Sweet, Deputy Mayor

RE: Applications for Federal Grants--Circular A-95 Procedures

In the U.S. Bureau of the Budget Circular A-95, the Federal Government has established new procedures for city agencies applying for funds under certain Federal programs. These procedures are known as the Project Notification and Review System.

Basically, the A-95 procedures require a city agency to give State and metropolitan clearinghouses an opportunity to review a proposed application before submitting the application to the federal government. The purpose of clearinghouse review is to ascertain if the proposed project is in conformance with state and metropolitan planning. If a clearinghouse finds that a proposed project is not in conformance with state or metropolitan planning, it may attempt to bring about conformance through either informal discussion or conferences. If it cannot bring about such conformance, or if the clearinghouse wishes to make written comments on the proposed application, the clearinghouse is entitled to attach advisory comments to the formal application submitted by the city agency to the Federal government. Any such comments will then be taken under advisement by the Federal agency.

The A-95 procedures are not, however, meant to become an infinitely lengthy digression in the process of seeking federal funds. Unless the city agency accedes to additional delay, it is entitled to submit its formal application to the Federal government within approximately 60 days of first notifying the clearinghouses. The period is approximately 90 days if the project falls under Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966. Furthermore, both clearinghouses intend to make the process of resolving problems as expeditious as possible.



TO: City Agency Heads  
Page 2

Dec. 16, 1969

Applications for funds under all programs listed in Appendix A must follow the procedure established in Circular A-95. Most of the programs listed were already subject to very similar review procedures under Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966. The Circular A-95 supersedes and modifies these prior procedures.

The specific steps a city agency must take are as follows:

- I. The city agency makes inquiries of the Federal agency granting the funds and obtains from the Federal agency tentative approval which is, of course, subject to modification in light of clearinghouse comment.
- II. City agency notifies both clearinghouses. The city agency prepares two letters of intent briefly summarizing the project. (The requirements governing the contents of the letters are set forth in Appendix B.) One letter is sent to the State clearinghouse and the other to the Metropolitan clearinghouse.
  - a) The State clearinghouse is:  
Office of Planning Coordination  
State of New York  
488 Broadway  
Albany, N.Y. 12207  
  
Mr. William Claflin  
Assistant Chief  
Bureau of Functional Coordination
  - b) The Metropolitan clearinghouse is the Tri-State Transportation Commission. The Commission is represented in New York City by the Metropolitan N.Y. District Office of the N.Y. State Office of Planning Coordination. Its address is:  
Office of Planning Coordination  
1841 Broadway, Room 711  
New York, N.Y. 10023  
  
Mr. Howard Quinn, District Director
- III. Clearinghouses review letter of intent. After receipt of the letter of intent, the clearinghouses have thirty days in which to consult with state and local agencies they think will be affected by the proposal and to respond to the city agency in one of three ways.



- b) The clearinghouse may notify the city agency that the proposal does not appear to be in conformance with state or metropolitan planning and that it may be interested in commenting on the proposed project or holding discussion and conferences with the city agency.
  - c) The clearinghouse may not communicate at all with the city agency during the thirty day period.
- IV. After complying with the letter of intent requirements, the city agency may be entitled to send its formal application directly to the federal agency or it may have to send this application first to the clearinghouse for comment--depending upon how the clearinghouse has responded to the letter of intent.
- a) If a clearinghouse tells the city agency that the proposal conforms to state and metropolitan planning, then the city agency does not need to send a formal application to that clearinghouse. If both clearinghouses respond in this way, then the city agency may send its formal application directly to the federal agency. If only one clearinghouse responds this way, then the city agency may not send its application to the federal agency until or unless it has completed the A-95 requirements for the other clearinghouse.
  - b) If a clearinghouse finds that the city agency's proposal does not conform to state and metropolitan planning, clearinghouse attempts to resolve the problem either in informal discussion with the city agency or by scheduling a conference with the city agency and the other agencies affected. (The metropolitan clearinghouse must schedule any conference within thirty days of receiving the letter of intent. The state clearinghouse has forty days.)
    - 1. Once a clearinghouse finds that the problems have been resolved and the proposal conforms to state and metropolitan planning, the city agency does not have to submit its formal application to that clearinghouse. It may submit its formal application to the federal agency, provided that it has completed its A-95 requirements for the other clearinghouses.



Dec. 16, 1969

2. If after conferences with a clearinghouse, the problems are not resolved, the city agency must submit its formal application to that clearinghouse for comment. Thirty days after the clearinghouse has received the application, the city agency may submit its formal application to the federal agency, provided that it has completed A-95 requirements for the other clearinghouse.
3. Even though a clearinghouse is trying to resolve problems and is holding conferences, if a city agency wishes to expedite its application to the federal agency, the city agency may (once it has complied with the letter of intent procedures) send its formal application to that clearinghouse for comment. Thirty days after the clearinghouse receives the application, the city agency is entitled to send its formal application to the federal agency, provided it has completed A-95 procedures for the other clearinghouse.

Since both clearinghouses will attempt to schedule conferences promptly and do not anticipate holding more than one conference on any given proposal, it is generally advisable for the city agency to wait until the clearinghouse has completed its attempts to resolve problems before sending its application to that clearinghouse and then to the federal agency.

- c. If a clearinghouse does not respond to the letter of intent within thirty days of receiving it, then the city agency is required to send its formal application to that clearinghouse for comment. Thirty days after the clearinghouse has received the formal application, the city agency may send the application to the federal agency, provided that it has completed A-95 requirements for the other clearinghouse.

#### Section 204 Proposals.

The procedures are exactly the same as those set forth in paragraphs a through c above except that in the procedures described in paragraphs b2. and 3. and c. the metropolitan clearinghouse has sixty days instead of thirty days in which to comment on applications for funds from programs covered by Section 204 of the Demonstration Cities Act, unless the clearinghouse formally notifies the city agency that it intends to



TO: City Agency Heads  
Page 5

Dec. 16, 1969

comment on the application in a shorter period of time. (Section 204 programs are those not marked by an asterisk listed in Appendix A).

- V. Each formal application to a Federal agency must be accompanied by a statement from the city agency describing the action taken to comply with the Circular A-95 procedures and clearinghouse comments if any.



## APPENDIX A

### PROGRAMS SUBJECT TO CIRCULAR A-95 APPLICATION PROCEDURES

Programs unmarked by an asterisk are covered by Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966. The application procedure for these programs is slightly different from the Standard A-95 procedure and is described in paragraph IV(b) of the instructions.

Please note that not all projects under these programs are necessarily subject to the Circular A-95 procedures. Federal agencies are supposed to inform city agencies of any exclusions from coverage.

#### 1. Program coverage by function

##### a. Open space land

- (1) Department of Housing and Urban Development (HUD) -- Open space program (42 USC 1500-1500e)
- (2) Department of the Interior -- Outdoor recreation (16 USC 4601-4601-11)
- (3) Department of Transportation (DOT) -- Landscaping and scenic enhancement (23 USC 319(b))
- (4) Department of Agriculture (USDA) -- "Greenspan" program (7 USC 1838(i) (j))

##### b. Hospitals

- (1) Department of Health, Education, and Welfare (HEW) -- Hill-Burton hospital and health facilities construction program (42 USC 291-291j)
- (2) HEW -- Health research facilities construction (42 USC 292-292(i) as amended by P.L. 89-115)
- (3) HEW -- Community mental retardation facilities and mental health centers construction (42 USC 291k, 295-295e, 2661-2665, 2671-2677, 2691-2696)
- (4) HEW -- Vocational rehabilitation facilities construction (P.L. 89-333)
- (5) HEW -- Narcotic treatment center construction (P.L. 89-793, Title IV, section 402)



(6) Appalachian Regional Commission (ARC) -- Health facilities construction (multi-county demonstration) (40 USC App 202)

(7) HUD -- Hospital housing and other hospital facility loans (12 USC 1749)

c. Airports

(1) DOT -- Airport planning and construction (49 USC 1101-1120)

d. Libraries

(1) HEW -- Construction of regional medical libraries (42 USC 280b-3)

\* (2) HEW -- Library construction (20 USC 16)

e. Water supply and distribution

(1) HUD -- Basic water facilities construction (42 USC 3101-3108)

(2) USDA -- Rural water facilities construction (7 USC 1926(a))

f. Sewerage facilities and waste treatment

(1) ARC -- Sewage treatment works construction (40 USC App 212)

(2) HEW -- Solid waste disposal facilities construction (P.L. 89-272)

(3) Department of the Interior -- Waste treatment works construction (33 USC 466c-1)

(4) USDA -- Rural water and waste disposal facilities construction (7 USC 1926 (a))

(5) HUD -- Basic sewer facilities construction (42 USC 3101-3108)

g. Highways

(1) ARC -- Appalachian development highway system (40 USC App 201)

(2) DOT -- Highway planning, development and construction (23 USC)

h. Other transportation facilities

(1) DOT -- Urban mass transportation facilities construction (49 USC 1601-1604, 1607-1611)



i. Water development and land conservation

- (1) ARC -- Mining area restoration (40 USC App 205)
- (2) Department of Defense -- Beach erosion control and flood prevention (33 USC 426-426h)
- (3) Department of the Interior -- Irrigation and reclamation (43 USC 421b, 421c, 422a-k)
- (4) USDA -- Watershed protection and flood prevention (16 USC 1001-1009; 58 Stat. 887, excluding investigations and surveys under the provisions of 16 USC 1006)
- (5) USDA -- Loans for soil and water conservation, recreation, and shifts in land use (7 USC 1926a)

j. Law enforcement facilities

- (1) Department of Justice -- Law enforcement and safe streets program (P.L. 90-351; 82 Stat. 199-200)

k. Planning

- (1) HUD -- Comprehensive planning assistance (40 USC 461)
- (2) HUD -- Public works planning advances (40 USC 462)
- \* (3) HUD -- Community renewal programs (42 USC 1453(d))
- \* (4) DOT -- Urban mass transportation systems planning (49 USC 1601)
- \* (5) HEW -- Comprehensive areawide health planning (42 USC 246)
- \* (6) HEW -- Air pollution control planning (42 USC 1857c)
- \* (7) HEW -- Solid waste disposal planning (42 USC 3255)
- \* (8) HEW -- Juvenile delinquency prevention and control planning (P.L. 90-445; 82 Stat. 463)
- \* (9) Justice -- Law enforcement and crime control planning (P.L. 90-351; 82 Stat. 198-199)
- (10) Interior -- River basin pollution control and abatement planning (33 USC 466a)
- \* (11) Commerce -- Economic development district planning (42 USC 1351-2)



(12) USDA -- Comprehensive water and waste disposal planning  
(42 USC 3304)

\*(13) OEO -- Community action planning (42 USC 2781)

1. Miscellaneous

(1) HUD -- Public facility loan program (42 USC 1491-1497)

(2) HUD -- Advance acquisition of land (42 USC 3101-3108)

\*(3) HUD -- New communities (P.L. 90-448; 82 Stat. 513)

(4) Department of Commerce -- Public works and development facilities loans and grants (42 USC 3131-3136, 3141-3143)

(5) USDA -- Rural renewal loans (7 USC 1010-1011)

(6) USDA -- Resource conservation and development loans (7 USC 1010-1011 (Supp V))

\*(7) HEW -- Teaching facilities for medical, dental, and other health personnel (42 USC 293)

\*(8) HEW -- Expansion and improvement of nurse training (42 USC 296)

2. Program coverage by agency

a. Department of Housing and Urban Development

- (1) Open space program
- (2) Basic water and sewer facilities
- (3) Public facility loans
- (4) Public works planning advances
- (5) Comprehensive planning assistance
- (6) Advance acquisition of land
- \*(7) New communities
- (8) Hospital housing and other hospital facility loans
- \*(9) Community renewal programs (CRP)

b. Department of the Interior

- (1) Outdoor recreation
- (2) Waste treatment facilities
- (3) Irrigation and reclamation
- (4) River basin pollution control and abatement planning



c. Department of Transportation

5

- (1) Highway planning, development, and construction
- (2) Highway landscaping and scenic enhancement
- (3) Urban mass transportation facilities
- \* (4) Urban mass transportation systems planning
- (5) Airport planning and construction

d. Department of Health, Education, and Welfare

- (1) Hill-Burton hospital and health facilities
- (2) Health research facilities
- (3) Community mental health facilities and centers
- \* (4) Teaching facilities for medical, dental, and other health personnel
- \* (5) Expansion and improvement of nurse training
- (6) Vocational rehabilitation facilities
- (7) Regional medical libraries construction
- \* (8) Library construction
- (9) Solid waste disposal facilities
- \* (10) Solid waste disposal planning
- \* (11) Air pollution control planning
- (12) Narcotic treatment centers
- \* (13) Comprehensive areawide health planning
- \* (14) Juvenile delinquency prevention and control planning

e. Department of Agriculture

- (1) "Greenspan" program
- (2) Rural water and waste disposal facilities
- (3) Comprehensive water and sewer planning
- (4) Watershed protection and flood control
- (5) Soil and water conservation loans, recreation, and shifts in land use
- (6) Rural renewal
- (7) Resource conservation and development

f. Department of Commerce

- (1) Public works and economic development facilities
- \* (2) Economic development district planning

g. Department of Justice

- (1) Law enforcement facilities
- \* (2) Law enforcement and crime control planning

h. Department of Defense

- (1) Beach erosion control and flood prevention



i. Appalachian Regional Commission

- (1) Health facilities construction
- (2) Sewage treatment works
- (3) Appalachian development highway system
- (4) Mining area restoration

j. Office of Economic Opportunity

- \* (1) Community action planning



## APPENDIX B

### LETTER OF INTENT

Contents of letter of intent to apply for Federal grant which city agency sends to both State and Metropolitan clearinghouses.

1. At or near the top of the first page of the letter of intent, the words "PNRS (Project Notification and Review System) Letter of Intent".
2. Identity of applicant agency.
3. Geographic location of the project to be assisted.
4. A brief description of the proposed project by type, purpose, general size or scale, estimated cost, beneficiaries, or other characteristics which will enable the clearinghouses to identify State, interstate, or interregional agencies having plans, programs, or projects that might be affected by the proposed project.
5. Federal program and agency under which assistance will be sought.
6. Estimated date by which the city agency expects to file a formal application with the Federal agency.
7. Statement describing, if known, the proposed project's relationship to:
  - a) Comprehensive statewide or metropolitan planning.
  - b) Statewide or metropolitan functional planning.
8. Statement, where appropriate, describing means for coordination of the proposed project with other programs having common concern or interest.



DIAGRAM I

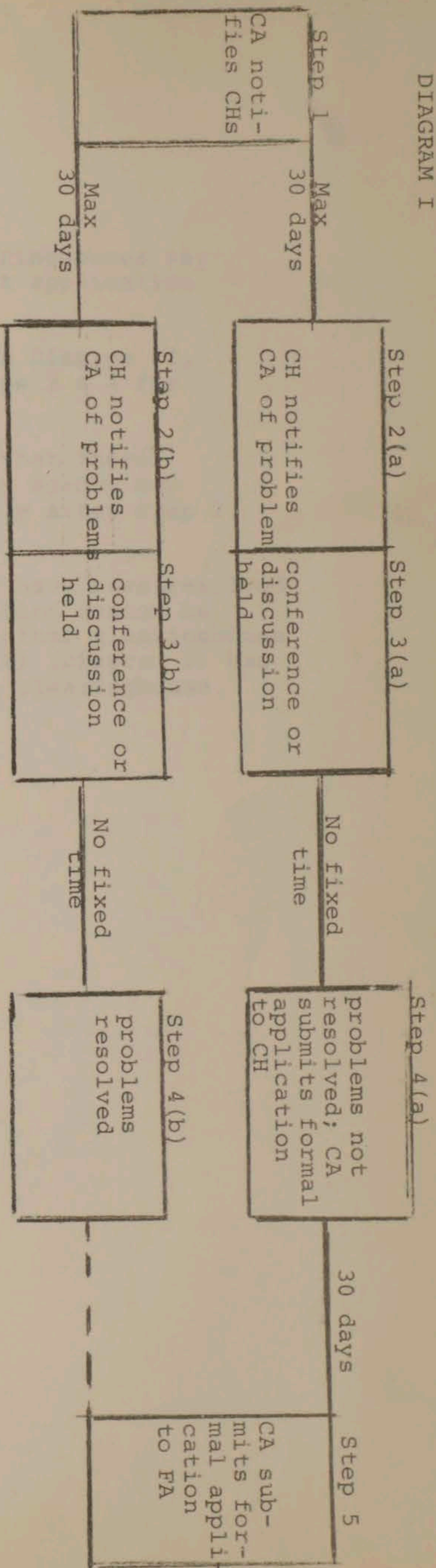
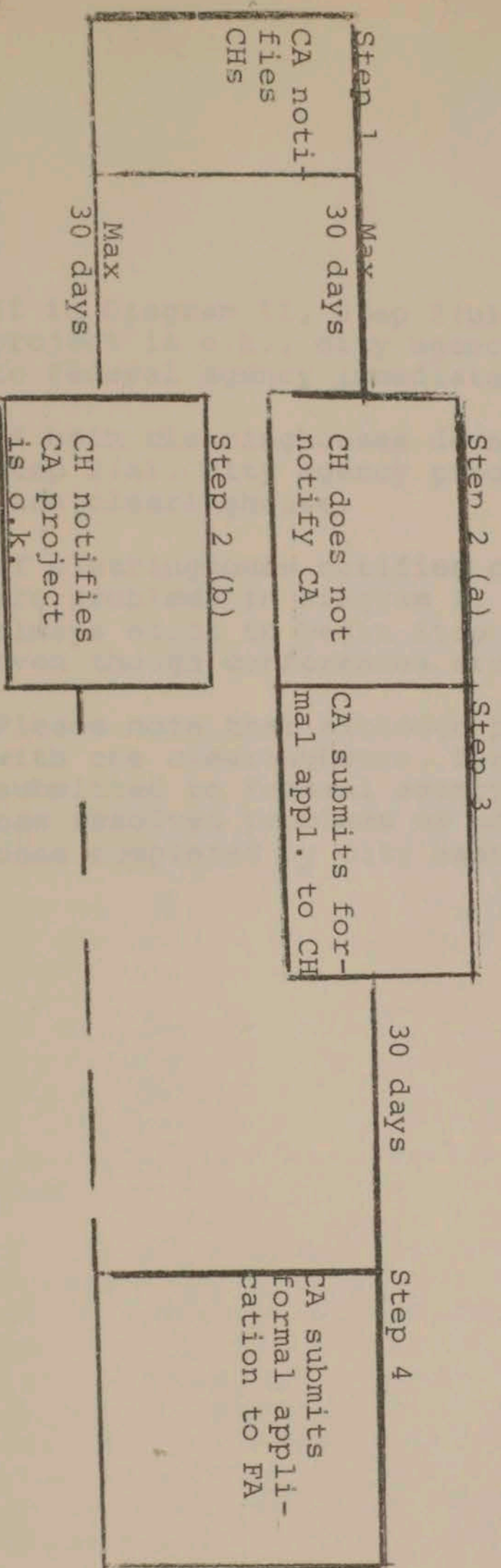


DIAGRAM II



\*The state clearinghouse has 40 days in which to schedule the conference

SEE EXPLANATORY NOTES ON NEXT PAGE.

Abbreviations:

CA=city agency  
CH=clearinghouse  
FA=federal agency

SEE EXPLANATORY NOTES ON NEXT PAGE.

CA=city agency  
CH=clearinghouse  
FA=federal agency



Notes:

- (1) If in Diagram II, Step 2(b), both clearinghouses say project is o.k., city agency may submit application to Federal agency immediately.
- (2) If both clearinghouses do not notify in Diagram II, Step 2(a), city agency proceeds to steps 3 & 4 for each clearinghouse.
- (3) If clearinghouse notifies city agency that there are problems in Diagram I, Step 2, city agency may always elect to begin Step 5 immediately after Step 2, even though conferences are being held.
- (4) Please note that although problems may have been resolved with one clearinghouse, formal application cannot be submitted to Federal agency until the other clearinghouse has resolved problems or until Step 4(a) (Diagram I) has been completed by city agency for that clearinghouse.





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

70/1

~~1970/1~~

M E M O R A N D U M

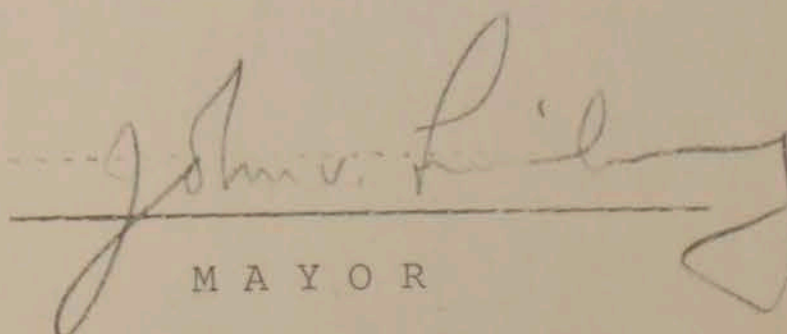
TO: ALL CITY DEPARTMENTS AND AGENCIES  
FROM: JOHN V. LINDSAY  
SUBJECT: OPERATION MAIN STREET

"Operation Main Street, N.Y.C." is a program designed to encourage, stimulate and foster the well-being, development and growth of borough neighborhood shopping streets by expanding and improving the various city activities and services supplied to such shopping streets.

The success of such program requires effective coordination of such activities and services. Accordingly, I hereby designate the Department of Commerce and Industry in the Economic Development Administration to serve as the coordinating agency for "Operation Main Street".

All mayoral agencies are directed, and other agencies are requested, to cooperate with the Department of Commerce and Industry in achieving the objectives of such program and to give the highest priority to the requirements of such program. Each agency shall designate a representative to serve as liaison with the Department of Commerce and Industry with adequate authority to take appropriate action. The names of such designees shall be submitted promptly to the Commissioner of Commerce and Industry.

Dated: January 27, 1970

  
MAYOR





THE CITY OF NEW YORK  
OFFICE OF THE MAYOR

70/2

EMANUEL S. SAVAS  
FIRST DEPUTY CITY ADMINISTRATOR

MEMORANDUM

250 BROADWAY  
NEW YORK, N. Y. 10007  
TELEPHONE: 566-6100

April 6, 1970

TO: All Administrators, Commissioners, and Agency Heads

The attached statement on computers from the Mayor is  
forwarded for your information.

Yours truly,

A handwritten signature in dark ink, appearing to read "E. S. Savas".

E. S. SAVAS  
First Deputy City Administrator

cc: Dr. Timothy W. Costello



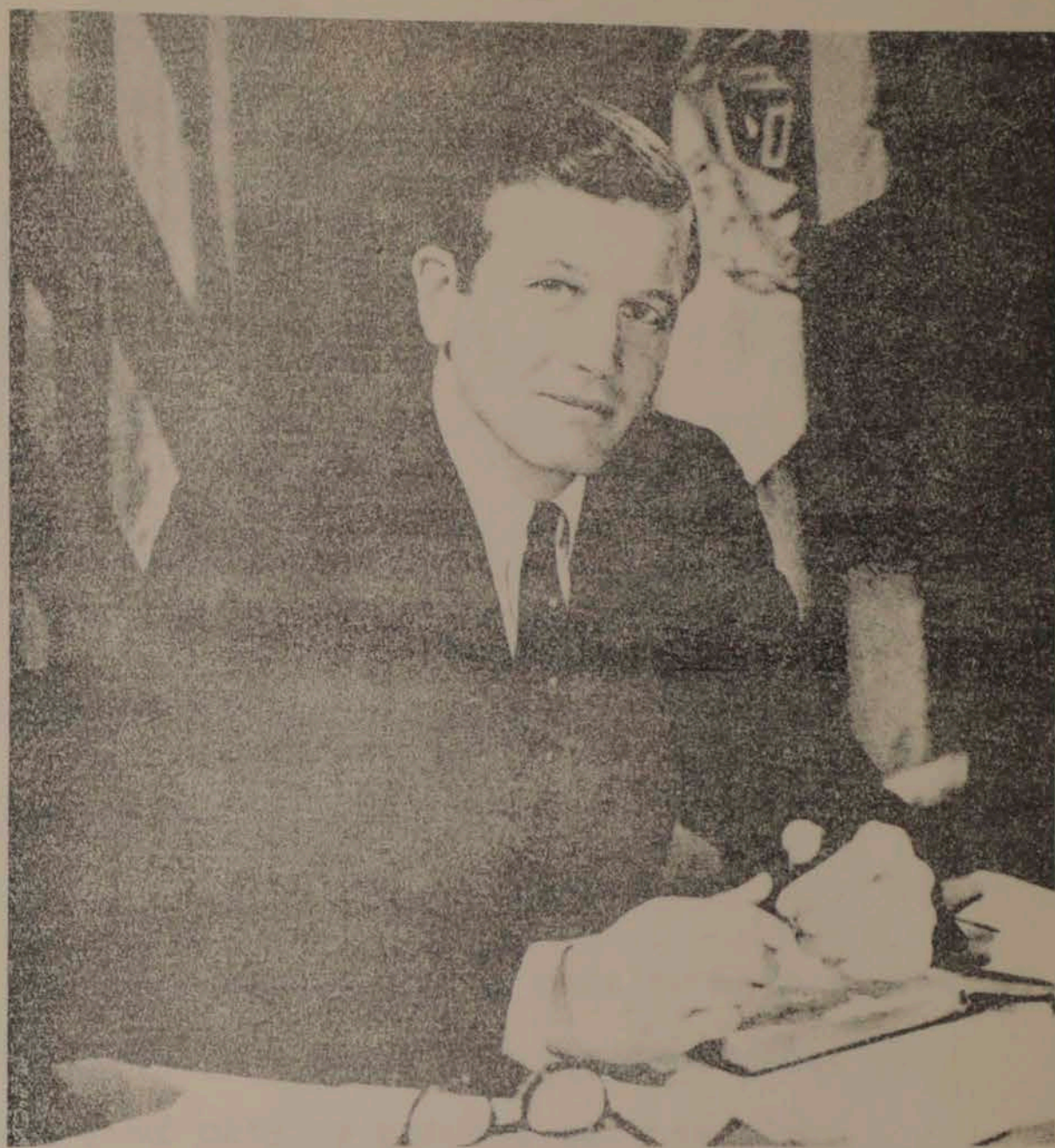
# Computer Capital Of The World

New York is cosmopolitan, so they say, and the computer industry attests to the fact. "The City" is a great consumer of EDP and related equipment: it is also a great market place and one of the most dynamic and desirable for job opportunities. Duplication, over-population, concentration seem to discourage no one, there just seems to be more and more every year. The reason is perhaps best summed up in this special statement for DSN by New York City's recently re-elected Mayor, and great believer in labor saving devices, John V. Lindsay:

New York City is the computer capital of the world, with more computers, computing power, and computer professionals than any other city on earth. In this bracing atmosphere, before the world's most critical and discerning audience, the challenge to city government is clear cut.

We must take full advantage of modern information technology to support, efficiently and effectively, municipal programs whose ultimate purpose is to serve the public.

We will spend \$29 million this year toward this goal. Except for the federal government, which spends \$3 billion annually, and the State of California, which spends more than \$40 million, New York is the largest government user of data processing. We have a total of 89 computers, of which 56 are used by students and



THE HONORABLE JOHN V. LINDSAY, MAYOR—NEW YORK CITY

faculty at all levels in our public education system—from elementary schools to graduate schools.

Of course, the important thing is not the number of computers but the way we use them. The City has advanced beyond the conventional clerical and bookkeeping uses which characterized the early days of computers. We are beginning to apply computers to improve public services directly: for faster dispatching of police cars when someone calls for help, finding jobs for the unemployed by matching applicants to available jobs, drilling students in arithmetic at computer-based instruction consoles in elementary schools, protecting the public by speeding up the disposition of criminal cases in the courts through automated scheduling pro-

cedures, continuously monitoring air quality in order to spot potential pollution episodes early enough to take remedial action, and speeding the flow of traffic by automatically measuring traffic conditions and adjusting signal lights.

But behind the glamorous facade of the computer, a lot of hard work and tough decisions are needed to keep up with the rapid pace of technical advances. We have had to change our organization, our civil service, our management approach, and the basic way we run our data processing business—and we still have a long way to go. The critical task is no longer a technical one, but one of tailoring systems to people and enabling our institutions to adapt to the new needs of urban government.





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

70/3

MICHAEL J. DONTZIN  
COUNSEL TO THE MAYOR

April 9, 1970

TO: ALL ADMINISTRATORS, COMMISSIONERS, AGENCY HEADS, MAYORAL  
STAFF, ETC.

FROM: MICHAEL J. DONTZIN, COUNSEL TO THE MAYOR

On Earth Day, April 22nd, the City should do its part to help reduce air pollution caused by automobiles. The Mayor has requested that you set a good example by not using your city or private car that day and using public transportation instead.

The Mayor has also requested that you instruct ALL personnel in your agency to do likewise except in absolute emergencies.

The City Hall Plaza parking area as well as all other municipal parking areas used for transient purposes will be closed on Earth Day.

MJD





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

70/4  
April 13, 1970.

M E M O R A N D U M

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

FROM: Mayor John V. Lindsay

Subject: "Share in America '70" U.S. Savings Bond Campaign

This year the City of New York will once again join with other city and state governments, industry and labor in a nation-wide "Share In America '70" U.S. Savings Bond campaign.

As part of the New York City "Share in America '70" campaign, we will offer all City employees the opportunity to join the Payroll Savings Plan for the systematic purchase of Series "E" Bonds, or to increase their present bond allotments. The campaign will be held during the period June 1-12, 1970. As you know, the interest rate on U.S. Savings Bonds was recently increased to 5% when held to maturity of 5 years and 10 months.

At this time it is 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. Increased purchases of Savings Bonds by millions of Americans contribute significantly to this objective by resulting in a wide-spread ownership of the public debt, at the same time providing financial security for themselves and their families.

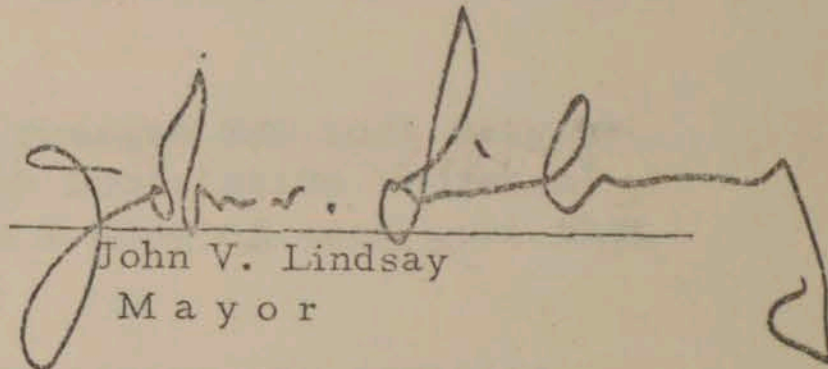
It is my pleasure to hereby appoint you Chairman of the drive in your administration. Would you please designate a senior official personally responsible to you as your Executive Bond Officer to assist you in organizing and conducting the drive within the depart-



- page 2 -

ments under your administration. It is imperative that you notify Deputy Mayor Timothy W. Costello, whom I have appointed Campaign Chairman, as soon as possible, but no later than April 15 the name of your designee. Dr. Costello is planning to meet with all Executive Bond Officers in the near future to organize the drive in all departments. You will be hearing from him shortly.

I would appreciate your prompt attention to this important matter. Many thanks for your support and cooperation.

  
John V. Lindsay  
Mayor





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

M E M O R A N D U M

April 23, 1970

TO: ALL COMMISSIONERS AND DEPARTMENT HEADS

FROM: JOHN V. LINDSAY, MAYOR

RE: COMMENTS ON BILLS BEFORE THE GOVERNOR

Some 1200 bills have passed the Legislature and are now before the Governor.

In order that the Governor may receive New York City's position with respect to these bills, my Legislative Representative, Richard A. Brown, will mail you a copy of each bill that might affect your department or agency.

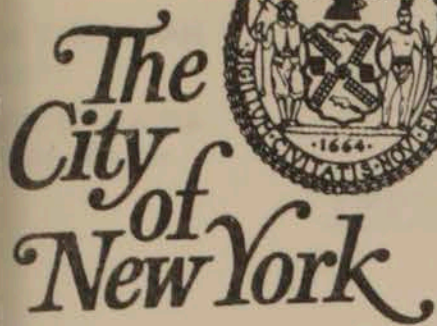
It is urgent that you mail your opinion and position within two (2) days after you receive the bill and that you address it directly to Richard A. Brown, Legislative Representative, Room 203, 111 Washington Avenue, Albany, N.Y., 12210. Delay in responding could result in the enactment of legislation 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. Brown 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 City is essential and will be greatly appreciated.

*John V. Lindsay*





OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

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

70/6

June 29, 1970

TO: Administrators, Commissioner & Agency Heads

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

SUBJECT: Annual DP Activity Report

It would be valuable for City agencies to have an annual summary of data processing progress throughout the City. This will enable those departments engaged in this activity not only to publicize your accomplishments, but also to reap the benefit of practical ideas which have been successful in other agencies.

Attached is a sample annual report from the Board of Education which is a good example of such a report. The organization of the report appears to cover accomplishments in all the pertinent DP areas:

- Systems development
- Equipment
- Operations
- Training
- Organization and Administration

Since we are on a fiscal year basis, it is appropriate to report our annual achievements for that period. I therefore request that you develop such a report for the period of 7/1/69 through 6/30/70 and deliver it to this Office no later than 9/1/70. The reports will be consolidated into a City-wide Annual DP Report, reproduced, and distributed to all City agencies.

Enc.



BUREAU OF MANAGEMENT INFORMATION AND DATA PROCESSING  
BOARD OF EDUCATION OF THE CITY OF NEW YORK  
65 COURT STREET, BROOKLYN, N.Y. 11201

WALTER W. WALDMAN  
Director

JOSEPH G. ENGELS  
Assistant Director

December 23, 1969

IMPROVEMENTS ACHIEVED IN MIDP DURING THE PAST YEAR

a. Systems Development

- 1) Acquired and installed a compatible operating system for the IBM 360/50 (COS 50) to process emulation jobs under multi-programming.
- 2) Terminated a project dependent on an abortive programming effort of the Service Bureau Corporation to incorporate IBM 1001 data transmission terminals which included the rental of 300 IBM 1001 units and associated key punch equipment acquired in June 1968.
- 3) Acquired the Mark IV file management system software from Informatics, Inc. to improve handling of automated files.
- 4) Established, staffed and implemented an Operating Systems group to develop third generation systems software for managing computer activity.
- 5) Began to install fully compiled applications programs on disk to decrease processing time.
- 6) Initiated system for planning Systems Development work and controlling work requests through the use of formal requests for services.
- 7) Collaborated with the Office of the Mayor in establishing citywide data processing standards which have been issued.
- 8) Issued the Request for Proposal for the Integrated Supply System and supervised the actions followed in source selection.

b. Equipment

- 1) Installed IBM 1050 equipment in 7 High Schools and provided DROS software for supporting Computer instruction using IBM System 360/30.

Attachment



- 2) Introduced four IBM 2260-CRT's which were on hand and not previously used.
- 3) Discontinued rental of four sets of IBM 407/514 Electric Accounting Machines and transferred work to IBM 360/20.
- 4) Rented an additional IBM 360/20 to improve turnaround time in the EAM area.
- 5) Rented four Honeywell keytape machines to increase the production of input data.
- 6) Rented two additional seven track tape drives for IBM System 360/50 to improve turnaround time.
- 7) Shifted the second computer printer from the IBM System 360/50 to improve turnaround time.

c. Operations

- 1) Initiated full three shift operations on a scheduled basis in January 1969.
- 2) Improved magnetic tape requisitioning practices to eliminate chronic shortages.
- 3) Initiated the use of a formal production request system.
- 4) Initiated an internal production planning and control system, including a Job Plan and Control Schedule and monthly job status reports.
- 5) Initiated a job priority system for handling high priority requests in a dependable manner.
- 6) Obtained contractual service support in order to maintain weekend computer operations to meet peak loads.
- 7) Expanded coverage of the Student Scheduling application from 4 to 13 High Schools. Forty High Schools will be included by September 1970.



d. Training

- 1) Established two in-house training courses of eight weeks duration for supervisors and middle managers.
- 2) Accelerated technical training and accomplished a total of 458 man-days of training during the first 11 months of 1969.
- 3) Designated a single official in MIDP with responsibility for the training program planning and administration.

e. Organization and Administration

- 1) Developed and maintained a definitive organization and function chart.
- 2) Established a system, not previously maintained, for providing specific job descriptions for each individual.
- 3) Published formal administrative procedures to guide practices used in accomplishing Bureau work.
- 4) Established a formal system of project planning and progress review.
- 5) Prepared a descriptive "Fact Sheet" which describes the key features of the Bureau's operation to others.
- 6) Instituted frequent and regular staff and technical meetings to coordinate the handling of Bureau problems.
- 7) Initiated a regular monthly meeting with all supervisors and special meetings with an Advisory Committee of selected first-line supervisors.
- 8) Identified the excessive number of position vacancies as a basis for aggressive action in filling these vacancies. Bureau manning since September 1968 has risen from 178 to 214 with no significant increase in authorized positions.
- 9) Obtained the placement of additional "Help Wanted" advertisements and provided interviews for selected candidates. Actual hiring has been minimal due to the Civil Service wage structure.





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

70/7

RICHARD R. AURELIO  
DEPUTY MAYOR

M E M O R A N D U M

July 6, 1970

TO: Heads of All Departments and Agencies  
FROM: Richard R. Aurelio, Deputy Mayor  
RE: 1971 State Legislative Program

The 1971 State legislative program is now being formulated. Since legislation may be pre-filed in the Legislature as early as November 15, 1970 for the 1971 session, it is imperative that the City's program be prepared as soon as possible. Accordingly, all department and agency heads are requested to submit their legislative recommendations to me no later than August 1, 1970.

The following procedures will be followed with the expectation that the City's program can be completed by November 15:

1. Prior to August 1, 1970, there shall be furnished to me 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 bill drafting stage. The summary should include:
  - a) purpose of the bill
  - b) legislative history indicating whether the proposal has been previously introduced and the action taken, together with copies of such previously introduced legislation;
  - c) fiscal impact, if any, and
  - d) whether the proposal will require initial drafting by the Corporation Counsel's office.



Memo

To: All Heads  
From: RRA  
RE: 1971 State Legislative Program

7/6/70

- 2 -

2. The legislative proposals which are submitted will be reviewed by the Mayor's Legislative Coordinating Committee and the various departments and agencies will thereafter be notified as to which proposals are acceptable as part of the City's program. When necessary, representatives of the affected City agencies will meet with the Legislative Coordinating Committee prior to any policy decision by the Committee. The notice to the various departments and agencies will also contain further information relating to the pre-filing procedure.
3. The Corporation Counsel's Office should be advised no later than September 15, 1970 as to all approved legislative proposals which will require initial drafting by that office.
4. Drafts of all legislation prepared by the various departments and agencies should be submitted to me for final review by the Corporation Counsel's Office and the Legislative Coordinating Committee no later than October 1, 1970.
5. Copies of all proposals and drafts submitted to me pursuant to this memorandum should also be submitted to Richard A. Brown, the Mayor's Legislative Representative, Room 110, 52 Chambers Street, New York, N.Y. 10007.
6. A member of the Mayor's staff will be in contact with your office should a follow-up be necessary.

Richard R. Aurelio  
Deputy Mayor





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

70/8

July 9, 1970

MEMORANDUM TO: HEADS OF ALL AGENCIES -

FROM: John V. Lindsay, Mayor

SUBJECT: Administration of the Budget Appropriations for the  
Fiscal Year 1970-1971 and Prior Fiscal Years

There is attached hereto Executive Order #19 for the administration of budget appropriations for the 1970-1971 fiscal year. Your attention is particularly directed to section 7 (L) "Limitation on Expenditures" which states that "All balances of appropriations for which no contract liability is registered on the books of the Office of the Comptroller shall expire six months after the close of the 1970-1971 fiscal year and disposed of pursuant to law, except for encumbered balances in General Purchase Fund accounts, which shall expire one year after the close of the 1970-1971 fiscal year. The Department of Purchase shall accept no requisitions encumbering appropriations after June 30, 1971, and for purposes of efficient operation may set such date earlier in that month. Agencies shall place neither orders chargeable to, nor further encumbrances on, annual requirement contracts issued for the fiscal year 1970-1971, after June 30, 1971."

The same limitations on expenditures shall apply to the 1969-1970 fiscal year so that all balances of appropriations for which no contract liability is registered on the books of the Office of the Comptroller shall expire six months after the close of the 1969-1970 fiscal year and disposed of pursuant to law, except for encumbered balances in General Purchase Fund accounts, which shall expire one year after the close of the 1969-1970 fiscal year. Agencies shall place neither orders chargeable to, nor further encumbrances on, annual requirement contracts issued for the fiscal year 1969-1970.

In addition, effective immediately, no further vouchers are to be processed for payment to the Office of the Comptroller chargeable to appropriations made for the fiscal year 1968-1969 or prior fiscal years unless a contract liability is registered on the books of the Office of the Comptroller.





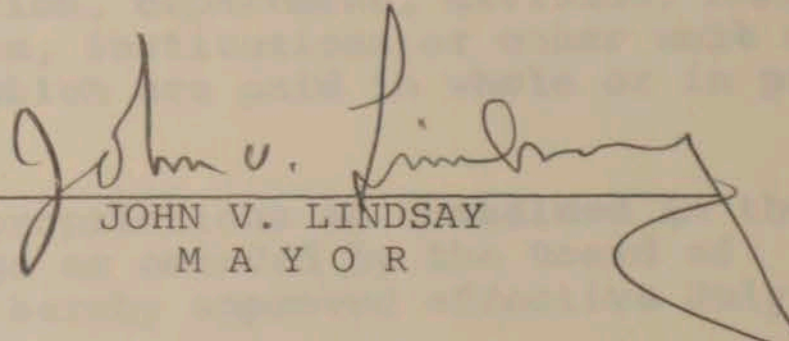
CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK 7, N.Y.

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The Expense Budget for the 1969-1970 fiscal period was financed by estimated state and federal aid totalling \$2.6 billion. Delay in receipt of state and federal reimbursement requires major temporary borrowing by the Comptroller with the result that the City must bear a greater interest cost to finance current operations. In addition, failure to realize these estimated revenues within the fiscal period places severe financial strains on the budget.

You are therefore directed to exert all your efforts to obtain these receivables still outstanding for the fiscal period 1969-1970 as quickly as possible covering all activities eligible for such aid. To provide better budgetary and fiscal controls in the current and future fiscal years, you are to submit monthly to the Director of the Budget a statement on the condition of these receivables, in duplicate. This form must be submitted by the 15th day after the end of the month. In addition, separate statements on the condition of receivables must be filed in duplicate for expenditures reimbursable from federal or state funds chargeable to authorizations provided for in the Capital Budget.

All agencies which are provided with funds in the expense and capital budgets must comply with the provisions of this memorandum.

  
JOHN V. LINDSAY  
M A Y O R





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

EXECUTIVE ORDER NO. 19

Administration of Budget Appropriations

WHEREAS, the New York City Charter empowers and charges the Mayor with the responsibility of administering the Expense Budget for the 1970-1971 fiscal year, and

WHEREAS, certain itemized information and supporting schedules of appropriations, as last modified as of March 15, 1970, were contained in the Mayor's 1970-1971 Budget message, in accordance with Section 117 (b) 2 of the New York City Charter, and it is necessary to provide for certain actions taken subsequent to March 15, 1970,

NOW, THEREFORE, in order to carry out and provide for an effective administration of the 1970-71 Expense Budget, it is hereby ordered as follows:

Section 1. The budget appropriations of all departments and agencies shall be administered during the fiscal year 1970-1971 under the terms of this executive order.

2. The term "Agency" as used in this executive order means any office, administration, department, division, bureau, board, commission, corporation, institutions or other unit of government, the expenses of which are paid in whole or in part from the City Treasury.

3. The schedules of appropriations as contained in the Mayor's 1970-71 Budget Message as amended by the Board of Estimate and the Council are hereby approved effective July 1, 1970.

4. (a) All actions taken in accordance with the New York City Charter, subsequent to March 15th, 1970, approving modifications of the supporting schedules as contained in the Mayor's 1970-71 Budget Message are hereby carried over effective July 1, 1970.





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

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(b) All actions taken in accordance with the New York City Charter, approving modifications which adjusted the rates of certain positions in accordance with the provisions of special pay plans, or reallocations as of January 1, 1969, July 1, 1969 and January 1, 1970 are hereby carried over effective July 1, 1970.

5. All the powers of budget modification, as granted in Section 124 (a) of the New York City Charter are hereby withdrawn from all agencies except as to the following: The Boards of Education and Higher Education, the Community Colleges, the Offices of the Borough Presidents, the Comptroller, the Board of Elections, the District Attorneys, the President of the Council and the City Council; provided that the Mayor may, as a condition of making these exceptions, require these agencies to cooperate with the Vacancy Control Board in realizing savings required to meet potential budget deficits that may arise during the fiscal year.

6. Those agencies not specifically excepted from the provisions of Section 5 herein providing for the withdrawal of the power of budget modifications shall be governed by the following special terms and conditions in the administration of budget appropriations:

(a) VACANCIES

- (1) The provisions of Executive Order No. 5 dated January 19, 1966 as modified by the memorandums on the subject of appointments dated February 2, 1967 and April 12, 1968 are hereby continued in full force and effect for these agencies for the fiscal year 1970-1971.



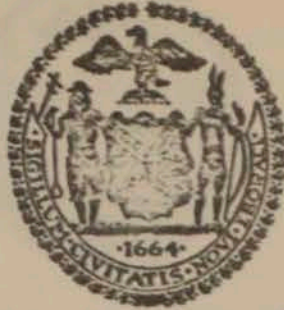


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- (2) The Vacancy Control Board, consisting of the Deputy Mayor, City Administrator, the Director of the Budget and the Personnel Director appointed on January 24, 1966 is hereby continued in operation for the purpose of investigating and recommending for approval by the Mayor of request for the filling of positions in these agencies.
- (3) The Vacancy Control Board is hereby authorized to act in such a manner as to give the various agencies maximum flexibility in filling vacancies, consistent with the responsibility of operating the City government within the amounts appropriated for the fiscal year 1970-1971. However, the head of agencies must cooperate with the Vacancy Control Board to the maximum extent possible in realizing savings required to meet potential budget deficits that may arise during the fiscal year.
- (4) A monthly report shall be sent to the Deputy Mayor stating the number of positions in the agency, the number of filled, the number of vacancies (both regular and leave of absence), the number pending establishment, and the positions each agency expects to fill. Accompanying this report should be a list of vacancies by code and line number, title, schedule line rate, and the rate at which the position will be filled. A duplicate copy of this information must be submitted to the Bureau of the Budget.





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- (5) All agencies shall forward to the Deputy Mayor monthly a listing of the positions that have been filled giving the code, the line number, the title, the schedule rate and the appointment rate. A duplicate copy of this listing must be submitted to the Bureau of the Budget.
- (6) The reports required by subsections (4) and (5) are necessary for review of requests for filling of vacancies by the Vacancy Control Board. Consideration of filling of vacancies shall be deferred in all cases where agencies have failed to comply until such time as the agency submit such reports.
- (7) Any increase in the rate provided for employees in Rule X of the competitive class shall be granted only upon approval of the Mayor.

(b) BUDGET MODIFICATION

Subject to the provisions of Civil Service Law or other applicable statutes, changes in schedules within units of appropriations, may be made as follows:

- (1) In accordance with the provisions of the Career and Salary Plan or any special pay plan, to adjust inequities, or to provide increments not provided in the schedules.
- (2) Modifications increasing a rate of compensation not in accordance with provisions increasing salary scales may not be done by the head of an agency unless





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approved by the Mayor, except that the head of an agency may grant a merit increase to an employee in the competitive class, within increment ranges, with at least one year of service in the title, and who is under the Career and Salary Plan. Such increase shall not exceed an adjustment equal to one increment in a fiscal year.

- (3) The provisions of subsection (b) (2) above shall not apply to employees included in collective bargaining agreements.
- (4) Any modification creating any position in excess of \$8,000 per annum in any schedule shall be done only upon approval of the Mayor.

7. All agencies shall be subject to the following general terms and conditions in the administration of budget appropriations.

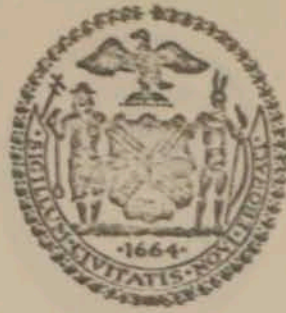
(a) CHANGES IN APPROPRIATIONS

Any change in appropriations by transferring funds between Personal Service and other than Personal Service shall be done only upon approval of the Mayor.

(b) CLASSIFICATION OF LABORERS

The provisions of Interpretive Memorandum #6, issued by the City Director of Labor Relations and dated June 26, 1969 on Classification of Laborers are to be fully complied with in filling vacant "A," "B," "C," "D," "E" positions of Laborer.





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(c) SUBMISSION OF REPORTS

For those agencies to which the provisions of Section 6 do not apply, the head of each such agency shall submit to the Director of the Budget on or before the 10th day following the end of each quarter a complete summarized list of vacancies existing on the last day of the preceding quarter, in each and every personal service appropriation in his agency.

(d) SCHEDULE MODIFICATIONS

Any modification changing any schedule as allowed by these terms and conditions shall be on a schedule basis, and not on a cash basis, unless otherwise directed by the Mayor.

(e) SALARY ADJUSTMENT AND INCREMENTS FOR POSITIONS COVERED BY CAREER AND SALARY PLANS

Salary adjustments and increments are to be provided in accordance with the provisions of a resolution adopted by the Board of Estimate on June 23, 1955 (Cal. No. 498), as amended.

(f) SALARY ADJUSTMENTS FOR POSITIONS UNDER COLLECTIVE BARGAINING AGREEMENTS OR SPECIAL PAY PLANS

Positions for which salary adjustments are provided in accordance with Collective Bargaining Agreements or Special Pay Plans are to be provided in accordance with the





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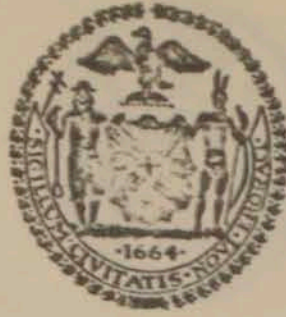
provisions of the personnel orders approved by the Mayor covering such positions.

(g) SKILLED AND UNSKILLED LABOR

(1) The supporting schedules contained in the Mayor's 1970-1971 Budget Message contain provisions for the employment of certain positions for a specific number of days. A payroll certificate shall be submitted in such form as the Comptroller may prescribe establishing the fact that employees of such positions are working the required number of days, and the compensation of employees not working such number of days shall be reduced proportionately. It is not the purpose of the condition to deduct compensation for absences due to vacation, sick leaves, holidays, weather or other permissible cause.

(2) No skilled laborer whose position is provided for in this budget at a prevailing rate and on per diem basis shall be permitted to work in excess of five days in any one week, or two hundred and fifty days in one year, except in case of seasonal work or in an emergency, and then only upon approval of the Mayor authorizing an increased number of days. The foregoing general provision shall be superseded by any special provision attached to any particular line or code in this budget.





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- (3) Where the number of days of employment is indicated, each day shall constitute eight (8) working hours for all titles, except the titles of Cable Splicer and Lineman (Departments of Traffic and Police), Lineman's Helper, Boilermaker, Boilermaker's Helper, Armature Winder, Bricklayer, Bridge Painter, Carpenter, Cement Mason, Compositor (Job) (Borough President of Queens), Core Drill Operator (Department of Public Works), Core Drill Operator's Helper, Electrician's Helper, Flagger, Glazier, (Public Works), Mason's Helper, Painter, Paver, Pipe Caulker, Plumber, Plumber's Helper, Rammer, Sheet Metal Worker, Sheet Metal Worker's Helper, Sign Painter, Steam Fitter, Steam Fitter's Helper, Thermostat Repairer, Tinsmith, Laborer (County Clerk's Offices), and Foreman of any of the skilled trades herein for which each day shall constitute seven (7) working hours, and Electrician, Foreman Electrician, Plasterer and Plasterer's Helper for which each day shall constitute six (6) working hours, unless otherwise specified.

(h) SNOW AND ICE REMOVAL

Funds provided for this purpose in Code 098-98-901 "Snow and Ice Removal" shall be allocated only upon approval of the Mayor and payment to all persons engaged in Snow and Ice Removal shall be made in accordance with the terms and conditions contained therein. All laborers or skilled mechanics and all other employees whose duties are appropriate thereto, shall upon request of the Commissioner of Sanitation be required to work, consistent with their





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titles, upon or in connection with snow removal, and if their compensation is fixed upon a per annum basis, no extra compensation shall be paid them for such work for that number of days upon which their per annum compensation is based. If any such employee shall fail or refuse to work upon or in connection with snow removal, his per annum compensation shall be reduced proportionately to the number of days during which he fails so to work.

(i) VACATION

(1) The vacation and leave allowances for employees who are under the Career and Salary Plan shall be in accordance with the resolution approved by the Board of Estimate on June 15, 1956 establishing "Leave Regulations for Employees who are under the Career and Salary plan." The vacation and leave allowances for all other employees shall be in accordance with regulations to be established by the Personnel Director and the Director of the Budget.

(2) Where the work of employees is seasonal in character the vacation shall be allowed during the slack season.

(j) MAINTENANCE CHARGES

(1) Incumbents receiving full or partial maintenance, are to receive full compensation and increments in accordance with the Career and Salary Plan and other special pay plans approved by the Board of Estimate. Such employees are to reimburse the City of New York in





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accordance with the schedules of charges heretofore approved by the Board of Estimate on February 23, 1956 (Cal. No. 217), or any amendments thereto, in the following manner:

(2) Charges shall be debited against the total compensation, the incumbent is entitled to (inclusive of increments and other differentials), and shall be paid for by the incumbent from such total compensation received.

(3) Administration for the collection of charges shall be the responsibility of department or agency employing the incumbent, subject to audit by the Comptroller.

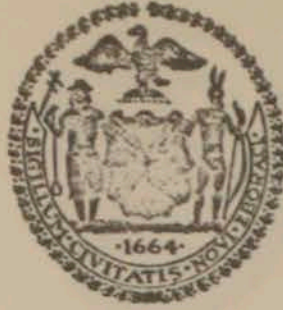
(k) PAYMENT OF OVERTIME FOR CITY EMPLOYEES

Payment of overtime for City Employees shall be paid in accordance with the general rules and regulations promulgated in accordance with the resolution of March 22, 1962 (Cal. No. 379) adopted by the Board of Estimate as amended by Personnel Order No. 54/68 dated June 21, 1968.

(l) LIMITATIONS ON EXPENDITURES

No liability is to be contracted for in excess of funds available for the purpose. The head of a department or other agency shall be held strictly accountable for exceeding appropriations without specific





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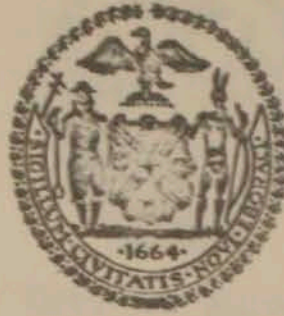
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itemized approval of the Mayor. All balances of appropriations for which no contract liability is registered on the books of the Office of the Comptroller shall expire six months after the close of the 1970-71 fiscal year and disposed of pursuant to law, except for encumbered balances in General Purchase Fund accounts, which shall expire one year after the close of the 1970-71 fiscal year. The Department of Purchase shall accept no requisitions encumbering appropriations after June 30, 1971, and for purposes of efficient operation may set such date earlier in that month. Agencies shall place neither orders chargeable to, nor further encumbrances on, annual requirement contracts issued for the fiscal year 1970-71, after June 30, 1971.

(m) SPECIFICATIONS

All contracts and open market orders except those of the Board of Education, for supplies, materials, and equipment, chargeable to appropriations classified as "Other Than Personal Service," shall be based upon specifications which have been approved by the Board of Standardization in accordance with the New York City Charter. In the absence of such Standard or Tentative Standard Specifications for the particular supplies, materials, or equipment required, contracts and open market orders shall be based upon specifications which are definite and certain and which permit of competition, as required by the New York City Charter or which comply with Section 12 of the regulations of the Board of Estimate adopted June 30, 1949 (Cal. No. 318-A).





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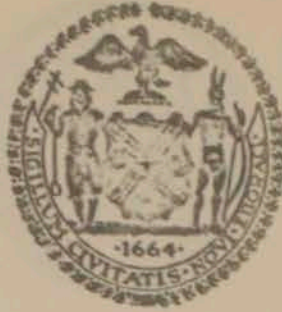
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- (2) The head of the agency awarding the contract shall, at the time the contract is transmitted to the Comptroller for registration, certify that such contract is based upon specifications which comply with the above provisions. All open market orders issued shall contain a certificate by the head of the agency issuing the orders that such order is based upon specifications which comply with the above provisions.
- (3) No contract chargeable to this budget shall, after an award is made, be cancelled nor shall any contract be modified in a manner materially affecting the substance thereof, unless such cancellation or such modification is approved by resolution of the Board of Estimate. This rule, however, shall not apply to a case where the terms of the contract reserve to the head of an agency the right to void a contract for default or abandonment of the work by a contractor.

(n) APPROVAL OF CONTRACTS

- (1) No contract or proposal for work to be performed chargeable to this budget, except for work to be performed for the Board of Education, the cost of which is estimated to be in excess of \$20,000 but not more than \$50,000 shall be advertised until such contract and specifications or proposal shall have been submitted to and approved by the Director of the Budget.





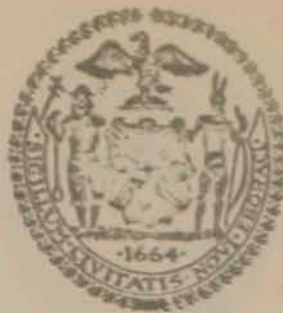
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No contract or proposal for work to be performed chargeable to this budget, for the Board of Education, the cost of which is estimated to be in excess of \$50,000 but not more than \$100,000 shall be advertised until such contract and specifications or proposal shall have been submitted to and approved by the Director of the Budget.

- (2) Contracts and specifications or proposals for work estimated to cost in excess of \$50,000, except for work to be performed by the Board of Education, shall be submitted to and approved by the Mayor before such contracts and specifications or proposals are advertised. Contracts and specifications or proposals for work to be performed for the Board of Education, estimated to cost in excess of \$100,000 shall be submitted to and approved by the Mayor before such contracts and specifications or proposals are advertised. When specifications have been approved by the Mayor, addenda-thereto may be approved by the Director of the Budget, provided, however, that the estimated cost is not increased or that the change is not material. The specifications for the supplies, materials, and equipment in such contracts shall comply with the requirements of Subsection "1" herein.





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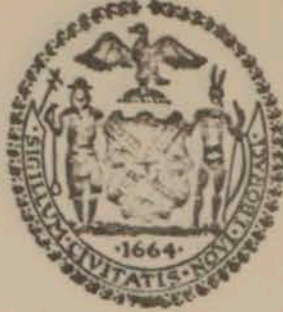
The Board of Education is authorized to advertise contracts and specifications or proposals the cost of which is estimated to be not more than \$50,000 without prior submission and approval by the Director of the Budget.

- (3) Contracts for professional services must be submitted to the Mayor for his approval.
- (4) The provisions of this subsection ("n"), (3) shall not apply to the Board of Education.
- (5) All contracts, in accordance with Section 343a of the New York City Charter to be awarded without public letting, must be submitted to the Mayor and approved by the Board of Estimate. Whenever the Board of Estimate exempts items from public letting, no further approval of the Mayor is required of such expenditure.

(o) TELEPHONE SERVICE AND TABULATING EQUIPMENT

- (1) Major modifications of telephone service contracts shall not be effective, except to the extent and in the manner approved by the Mayor.
- (2) No call directors, automatic switchboards, leased lines except for Civil Defense services, etc., shall be contracted for unless approved by the Mayor.





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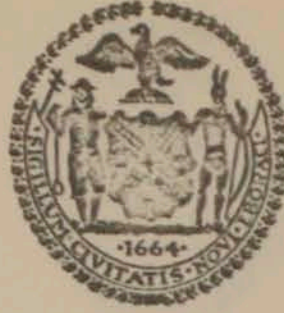
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(3) Telephone Service Orders issued by the New York Telephone Company will reflect the required installations, deletions and changes, but not the cost thereof. The using agency shall certify the charges reflected on the telephone bills and certify the bills for payment in accordance with the tariff chart. These certified bills are to be forwarded promptly to the Comptroller's Office for payment. If there are discrepancies holding up certification of a previous month's bill, an agency shall process subsequent monthly bills without delay where such bills can be certified. Where questionable toll charges appear on a bill, such charges shall be deducted from the bill on which they appear and the remainder of the bill processed for payment immediately.

(4) 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.

(5) The provisions of this subsection ("o") shall not apply to the Board of Education.





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(p) GENERAL PURCHASE FUND

Subject to the provisions of subsection "1" herein, the appropriations provided for the various agencies for supplies, materials, equipment, and certain contractual services are hereby made to the Department of Purchase to the extent of the amounts set forth in the amended schedules of the Mayor's Budget Message for this fiscal year and as also indicated in brackets opposite departmental appropriations for Other Than Personal Service, and the Comptroller is hereby authorized and directed to transfer from the respective appropriations the amounts stated in the said schedule to the General Purchase Fund herein established for the Department of Purchase. The balance remaining in the said appropriations, after the amounts stated in the said schedule have been transferred to the General Purchase Fund, shall be under the jurisdiction of and control of the various agencies.

Certain allowances set up in this budget which are payable from other than tax levy funds appropriated to agencies, subject to the provisions of law, for supplies, materials and equipment, shall be made upon requisitions for purchase by the Department of Purchase.





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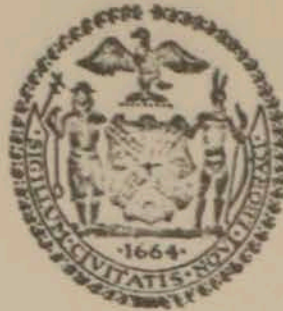
(q) AUTHORITY FOR PETTY CASH EXPENDITURES

Requests for permission to draw upon the Comptroller and the City Treasurer by requisition for such amounts as may be required to defray the cost of minor and incidental expenditures chargeable to appropriations included in the Budget for this fiscal year, may be made upon the Comptroller or vouchers filled by the agency for the amount required.

(r) FEES

Appropriations to the various agencies for Witness Fees and Expenses, Juror Fees and Expenses, and Stenographer Fees (including minutes) shall be subject to administration by the Comptroller is authorized and directed to adjust such accounts of the various agencies when necessary to provide for expenditures; but the total of such appropriations shall not be exceeded. In addition to the foregoing, the Comptroller is authorized to distribute the budget appropriations for Judgments and Claims to other Judgment and Claim Accounts, namely, Accounts 710 to 719, inclusive and between Account No. 465, Special Obligatory County Expenses Per State statutes, and Account No. 467, Services of Counsel Assigned by Courts. The Comptroller will distribute, in accordance with the Manual of Expense Accounts, appropriations for 902 Repaving of Street and 903, Demolition of Unsafe Buildings, as the Department of Highways, the Department of Parks and the Department of Buildings may direct with respect to their share of such appropriations.





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(s) TRAVEL EXPENSES

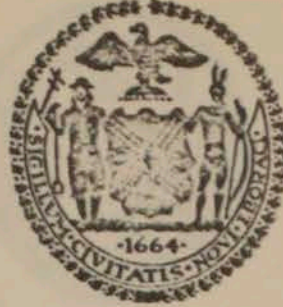
(1) Expenditures of the various agencies for travel expenses shall receive prior approval of the Deputy Mayor and those incurred for lodging and meals shall be limited to audit of the Comptroller to a maximum of \$32.00 per day for officials and for employees while traveling out-of-town on official business. Meals consumed while aboard a train or otherwise enroute are to be considered as part of the transportation cost.

(2) Claims for the reimbursement of all traveling expenses shall be submitted on the regularly authorized form and must be itemized and stated in chronological order. The expenses as incurred must be supported by receipted bills for every expense for which a receipt can be obtained.

(t) PURCHASE OF EQUIPMENT

All expenditures for the purchase of equipment through the General Purchase Fund shall be based on the schedules upon which the appropriation is predicated. The Director of the Budget shall file schedules with the Office of the Comptroller, the Department of Purchase and the agency. Agency heads upon notification to the Department of Purchase may make substitutions or additions in these schedules, except that variations or substitutions to provide for executive offices furnishings, rugs, drapes, air conditioners, motor vehicles (unless a similar vehicle is surrendered to the Division of Salvage of the Department of Purchase and such replacement is in accordance with the motor vehicle replacement standards) and items of a similar nature must be approved by the Mayor.





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(u) REPORTS ON STATE, FEDERAL AND OTHER GRANTS

(1) Any agency making an application for a State, Federal, Foundation or other grant shall submit a copy of such application to the Bureau of the Budget at the time the application is initiated.

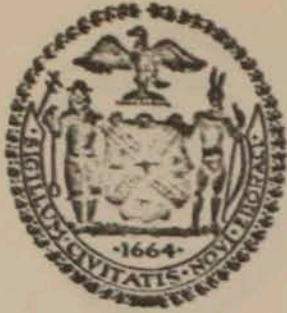
(2) Any agency making an application for a State, Federal, Foundation or other grant, receipt of which involves a commitment of City funds (for example, in the form of matching commitments of cash or personal services), shall submit a copy of such application to the Bureau of the Budget for its comments as to the availability of city funds before the application is filed.

(3) In addition to the above copy of the application, a report must be submitted on Form BB 11, "Report on Grants or Aid," (Executive Orders 86 and 89, issued in 1968), to the Bureau of the Budget, the Office of the Comptroller, the Finance Administration, and the Deputy Mayor-City Administrator.

Form BB 11 contains four parts: (1) Report on Application, (2) Report on Final Disposition of Application, (3) Report on Reimbursable Claim Filed, and (4) Report on Activities Not Receiving Reimbursement.

The report with Part I completed shall be submitted immediately after submission of the application.





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The report with Part I and Part II completed shall be submitted immediately after receipt of Notice of Disposition.

The report with Parts I, II, and III, shall be submitted immediately after filing claim.

The full report, including Part IV, is to be completed and submitted separately at the end of each quarter.

Form BB 11 "Report on Grants or Aid" can be obtained at Room 1222, Municipal Building, Bureau of the Budget.

(v) FORMS

It is necessary that the Director of the Budget maintain a Master Budget. Accordingly, all modifications and changes in units of appropriations shall be transmitted to the Director of the Budget on forms provided by that office (Revised form M).

(1) The Departmental Modification form submitted by a department in accordance with Section 124 (a) and Section 124 (b) of the New York City Charter shall be approved or validated, as appropriate, by the Director of the Budget or his authorized representative, and distributed as follows: two (2) copies to the Office of the Comptroller, one (1) copy returned to the Department for Payroll entry, and one (1) copy to be retained by the Bureau of the Budget and used to update the Master Budget..





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

- 21 -

(2) The Department Modification form submitted by a department in accordance with Section 124 (c) of the New York City Charter shall, after review and examination be attached to the necessary Calendar Memos and Reports for submission to the City Council and the Board of Estimate, and forwarded to the Mayor for his signature and processing. After action by the Mayor, the Board of Estimate and the City Council a certificate of the Budget Director shall be issued and distributed as follows: two (2) copies to the Office of the Comptroller, one (1) to the department, and one (1) to the Bureau of the Budget for updating the Master Budget.

(3) All modifications of appropriations, for which proportionate supplementary revenue such as state and federal aid is anticipated shall reflect the changes in such supplementary revenue in addition to the changes made in the tax levy.

(4) Personal Service expenditures, etc., made pursuant to this Executive Order are to be reported monthly to the Director of the Budget on forms provided by his office.

(w) DEPARTMENT QUARTERLY PERFORMANCE REPORTS

For the development of performance standards, and for analyses of work load data and manpower utilization, all agencies shall submit performance reports, in triplicate to the Director of the Budget on forms prescribed by the Director of the Budget.

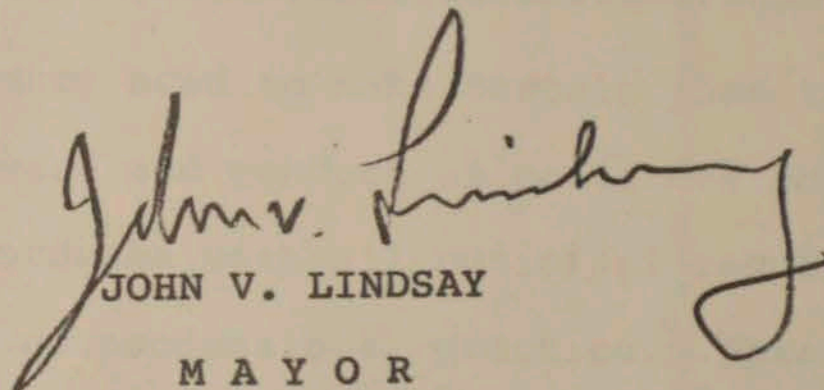




THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, N.Y. 10007

- 22 -

8. The Comptroller shall not authorize the payment of any compensation to any person appointed on or after July 1, of this year which is not in conformity with the provisions of this directive unless specifically authorized by the Mayor or his duly authorized representative.
9. This executive order shall take effect July 1, 1970.

  
JOHN V. LINDSAY  
MAYOR





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

nyc Contracts

70/8

August 14, 1970

MEMORANDUM TO:

All Agency Heads

FROM:

Mayor John V. Lindsay

SUBJECT:

Contracts for Professional Services

-----

It is important for each agency head to make certain that the practices of his agency in the award and conduct of contracts for professional services are in accordance with all municipal requirements and follow the highest standards of professional practice. This memorandum restates these requirements and summarizes New York City practices in the letting of professional services contracts which are not required by law to be awarded by public letting.

Four aspects of the award of professional services contracts are covered:

- I. Contractor selection procedures, including the use of an RFP (Request for Proposal) approach to obtain proposals from a number of qualified contractors.
- II. Contract approval.
- III. Issuance of letters of intent.
- IV. Publication of contract award procedures, to notify other



city agencies and the general public of the award of a contract.

- V. Making available the results of professional services contracts for public inspection, either in the form of final reports or as an annual summary of accomplishments.

Where it is not feasible for an agency to follow the practices described in this memorandum, the agency head should so advise me and should propose an alternative procedure that he intends to follow.

Agency heads are reminded to utilize professional services under contract only in cases where it is not possible or feasible to achieve the same objective by use of City staff. In general, professional services contracts are appropriate in the following instances:

1. Where special expertise not available in City staffs is required.
2. Where there is a "peak" service requirement or an urgent need to expand a public program rapidly and it would be inappropriate to expand City staff to meet the peak load.
3. Where program activities are temporary or have not yet been accepted as a continuing municipal activity. Such situations often arise in connection with Federal demonstration or research grants.

Agencies should consult with the Office of Administration and the Bureau of the Budget where there is any question as to whether an activity should be conducted by staff or under contract.



## I. PROCEDURES FOR SELECTION OF CONTRACTORS

### A. Architects and Engineers.

Contracts for architectural and engineering services, as defined in the State Education Law, should be awarded through the selection of an architect or engineer by the agency head and in accordance with procedures set forth in the Charter, the Administrative Code, and other pertinent laws and regulations. Payment for the services of architects and engineers should be in accordance with the standards and schedules issued by the Director of the Budget.

### B. Other Contractors.

In the case of all other professional services whose scope can be sufficiently defined and where there is more than one firm or organization capable of carrying out the project, work should be contracted for through a Request for Proposal (RFP) procedure as defined below. Payment for such professional services which are of a study or research nature should be made in accordance with the provisions of Budget Circular CS-15 and any modifications thereto issued by the Director of the Budget.

1. Upon determining that a contract for professional services is required to supplement the work of agency staff, an agency should prepare an RFP setting forth the services to be performed and any pertinent information relative to them such as time limit, professional qualifications, etc. The agency should then circulate the RFP to at least three qualified firms to obtain their proposals as to the scope, cost, and time to perform the desired services. A useful guide to follow in the preparation and issuance



of an RFP is Standard 05.20 of the New York City Data Processing Standards, available from the Office of Administration.

2. The agency head should designate a panel of at least three persons as an evaluation panel to review the proposals submitted by contractors in response to the RFP. In many instances, it will be appropriate to include on the panel representatives of the Budget Bureau and/or the Office of Administration who have experience and expertise in the subject matter of the RFP. The evaluation panel should rank the proposals in order of its preference after taking into account such factors as (a) responsiveness to the criteria and requirements set forth in the RFP, (b) qualifications of the proposed contractor, including prior experience and staff availability, and (c) anticipated cost to the City. In case the agency head declines to accept the recommendations of the evaluation panel, he should inform the Director of the Budget of his reasons for doing so and should describe the alternative method of selection he proposes to follow.
3. In cases where professional services are to be carried out under contract but where the RFP procedure is inappropriate for such reasons as (a) the scope of services cannot be sufficiently defined or detailed to allow preparation of an RFP, (b) the nature of the work is such as to require the professional ability or competence possessed by only a single individual or organization, or (c) the work is an



extension or continuation of work already in progress that is being satisfactorily performed, an agency may follow a sole source method of procurement. In the event that an agency head determines that, in a particular case, he must follow a sole source method of procurement he must obtain written approval from the Director of the Budget.

4. The agency shall advise the Office of Administration of its intention to undertake planned contractual activities and of the contractor the agency proposes to utilize. The Office of Administration shall advise the Mayor and the Director of the Budget on the following: (a) whether the work could more appropriately or effectively be done by available City staff, (b) whether the proposed contract calls for work previously accomplished under prior professional services contracts or by City agencies and (c) an evaluation of the proposed contractor's performance under prior contracts with New York City or other public agencies.

## II. CONTRACT APPROVAL

Once a contractor has been selected, the agency should proceed at once to prepare a contract and process it through the normal City channels, including review and approval by the Corporation Counsel, the Bureau of the Budget and the Mayor.

After these reviews and approvals, the signed contract should be registered with the Comptroller prior to the start of work by the contractor.

## III. LETTERS OF INTENT

In exceptional circumstances, it may be essential for a contractor



to initiate work on a project prior to approval and registration of a contract. In such cases, agency heads should follow the procedures set forth in Budget Circular CS-10, which sets forth limitations and requirements for issuance of letters of intent. Essentially, CS-10 requires that the letter of intent include (1) a description of the scope of work to be undertaken, (2) limitations on the time and costs to be incurred, (3) a clear statement of the limits of the City's liability, and (4) concurrence by the Director of the Budget.

In addition to the approval required in CS-10, all letters of intent shall also require concurrence by the Mayor.

Agencies must make no verbal commitments to contractors. All commitments must be in writing and in accordance with official procedures.

#### IV. PUBLICATION OF NOTICE OF CONTRACT AWARD.

Upon the award of any contract for professional services, the agency awarding the contract should forward a notice to the City Record at the same time that the contract is filed for registration in the Office of the Comptroller.

The notice to the City Record should contain:

1. Name of agency awarding the contract.
2. NAME of contractor.
3. A brief description of the work to be performed by the contractor.
4. The amount to be paid to the contractor for the work. Where the amount to be paid is not fixed in the contract the maximum or upset amount to be paid should be stated in the following way to indicate the type of funding:

|                           |            |
|---------------------------|------------|
| City Funds --             | \$xx,xxx   |
| Federal Funds --          | \$xx,xxx F |
| State funds --            | \$xx,xxx S |
| Private or other funds -- | \$ x,xxx P |



5. The type of contract should be designated by using one of the following categories:

Architectural or Engineering Design -- Contracts to design a particular building, structure, or facility such as a park, highway, sewer, etc.

General Planning -- Physical or other planning work such as economic feasibility or urban renewal studies that do not result in the design of a specific building or structure.

Management Improvement or Analysis -- Systems studies or other surveys or services designed to improve municipal operations.

Program Operations -- The conduct of a program or activity under contract, as in the case of an anti-poverty project carried out by a Community Corporation or the provision of stenographic services.

Appraisals or Surveys -- Appraisals of the value of land or facilities or engineering surveys.

Other -- all other professional services.

#### V. PUBLICATION OR RESULTS OF PROFESSIONAL SERVICES CONTRACTS

A. Publication of Final Reports: In accordance with the provisions of Section 1602.9 (g) of the city Charter and Administrative Code at least four copies of all final reports completed under a professional services contract (excluding architectural and engineering contracts) shall be promptly released for filing with the Municipal Reference and Research Center. If the head of the contracting agency believes that release of a final report would be detrimental to the public interest he shall promptly forward a copy of the report to the Mayor with a memorandum stating the reasons for his decision. Unless the Mayor



concur in the agency head's decision, four copies of the report shall be filed with the Municipal Reference and Research Center.

(b) Annual Report on Professional Services Contracts. In connection with the Annual Report of the Mayor provided for under Section 5 of the Charter, the Office of Administration shall prepare an annual review of work done for the City under professional services contracts awarded without public letting. The review shall include work done under professional services contracts in such areas as management analysis, management information and data systems, management evaluation, and project management. The review shall also summarize work accomplished under professional services contracts not intended to result in a final report or where a final report has not been produced within twelve months after the work has begun. The review shall include a listing of all professional services contracts (excluding architectural and engineering contracts) approved in the previous twelve months.





70/9

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

RICHARD R. AURELIO  
MAYOR

August 18, 1970

MEMORANDUM

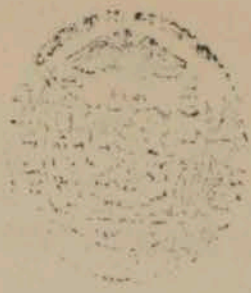
TO: ALL AGENCY HEADS  
FROM: RICHARD R. AURELIO  
RE: SECTION 1100 OF THE CITY CHARTER

I would like to direct your attention to Section 1100 of the New York City Charter which states that "every head of an administration or department.... who receives a salary from the City shall not engage in any other occupation profession or employment."

*Richard R. Aurelio*

RRR/js





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

70/10

RICHARD R. AURELIO  
CITY MAYOR

MEMORANDUM

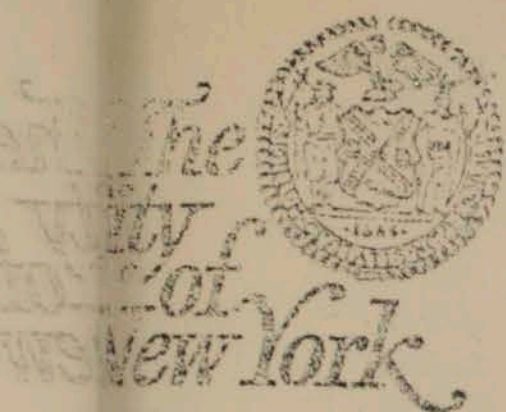
To: All Agency Heads  
From: Richard R. Aurelio  
RE: section 1100 OF THE CITY CHARTER

September 17, 1970

With further reference to my memorandum dated August 18, 1970 relating to outside employment, which I sent to all agency heads, I am attaching a copy of a letter from J. Lee Rankin to me with additional information which should be of interest to you.

*Richard R. Aurelio*  
RRA





LAW DEPARTMENT

MUNICIPAL BUILDING, NEW YORK, N. Y. 10007

J. LEE RANKIN, Corporation Counsel

September 15, 1970

Hon. Richard R. Aurelio  
Deputy Mayor of the  
City of New York  
City Hall  
New York, N. Y. 10007

Dear Mr. Aurelio:

You have requested my advice as to whether a City department head may continue to act as a director of a corporation after his appointment. Charter Section 1100, as amended, reads as follows:

"Every head of an administration, or department, or elected officer, except councilmen, who receives a salary from the City shall give his whole time to his duties and shall not engage in any other occupation, profession or employment."

In construing similar provisions of law applicable to other officers, the courts have held that such provisions do not bar outside activities which do not involve an active management of the business or profession and which do not require an officer to devote a substantial amount of his time thereto. (In Matter of Deuel, 127 App.Div.640, 1st Dept., 1908; Matter of Levy, 198 App.Div.326, 1st Dept., 1921; McQuade v. Stoneham, 263 N.Y.323.)

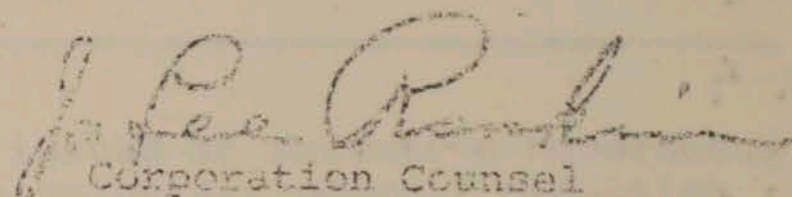
By parity of reasoning, my predecessors have ruled that a City department head may properly deliver a series of lectures at a university in the City while holding office; a two-hour lecture one morning a week; a course requiring three hours per week in the evening; membership on the Executive Committee of the New York World's Fair 1964 Corporation.



Following such reasoning and opinions, I have  
tried that a City Department Head may legally accept  
appointment to the faculty of Columbia University School  
of Public Health and Administrative Medicine, to perform  
an occasional lecture (for compensation) and "the equivalent  
of one day a week" on weekends as a consultant to the New  
York University Institute of Environmental Medicine.

These opinions have all been based upon the  
position of this office since December 1956, and under  
the above described cases, that occasional activities outside  
of official duties which do not require an officer to devote  
a substantial amount of his time thereto, such as the writ-  
ing of articles for publications, acting as a mediator in  
labor disputes, acting as an officer or director of a corpora-  
tion but without substantial business duties or as an execu-  
tive or trustee without substantial business duties, do not  
come within the prohibition of Section 1190 of the Charter.

Sincerely,

  
Corporation Counsel





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

70/11

M E M O R A N D U M

September 21, 1970

TO: Heads of All Administrations and Departments  
FROM: Richard R. Aurelio, Deputy Mayor  
RE: The United Fund of Greater New York

---

On July 31st, the Mayor issued an Executive Memorandum concerning the implementation of a voluntary payroll deduction plan for the United Fund of Greater New York.

In order for all City employees to have an opportunity to learn more about the United Fund and to take advantage of this new plan, it is necessary for the United Fund Campaign to get underway in the very near future. The launching of the campaign is dependent on coordinating all the United Fund representatives for the various Administrations and Departments. In his memorandum, the Mayor asked you to appoint a senior member of your executive staff to serve as United Fund Chairman for your Administration or Department. In addition, he or she was to enlist as Co-Chairman a representative of your major employee union. It is absolutely essential that you submit these names to me immediately if you have not already done so.

As Co-Chairman of the Municipal Campaign, Mr. Victor Gotbaum and I are calling a meeting for all representatives in the Board of Estimate Room of City Hall on October 2nd at 9:00 a.m. Please be sure that your staff representatives are present.





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

70/12

September 28, 1970

TO: All Administrators and Agency Heads  
From: Mayor John V. Lindsay *J.V.L.*  
SUBJECT: United Nations' 25th Anniversary Commemoration - City's role

This fall the United Nations is celebrating its 25th Anniversary. New York has a unique role as host city to the United Nations, whose presence makes our city a world diplomatic capital. As host city, New York bears a responsibility to appropriately commemorate this historic occasion.

I have created a Civic Committee, the honorary co-chairmen of which are Ambassadors George W. Ball, Arthur J. Goldberg, Henry Cabot Lodge, Jr., James J. Wadsworth, James Russell Wiggins, Charles W. Yost, and Mr. John D. Rockefeller, III. The Committee, drawn from all segments of the City, numbers approximately 350 people.

The 25th General Assembly session opened on September 15; this year, however, the main thrust will occur during the commemorative period which covers approximately 2 weeks: October 14 - 23, culminating on U.N. Day on October 24. Many heads of state will come to New York City during this period; estimates at present indicate that there will



be at least 60 heads of state, possibly the number will be as high as 90.

I am enlisting the cooperation and participation of all City departments on behalf of this commemoration.

Many of you have already received communications from Sarah Goddard concerning this commemoration and suggesting ways in which your department might participate and help with the City's role.

A special poster designed primarily to enhance the relationship between New York City and the United Nations will be available shortly. Printed media will be distributed by the Office of Economic Development, under the direction of Administrator Patton.

I would appreciate your cooperating with Sarah Goddard on ways in which your department can assist with the City's role in the U.N.'s 25th Anniversary period. She can be contacted at Mayor's Committee for the 25th Anniversary of the United Nations - 322 East 44th Street, New York, N.Y. 10017. Her phone number is 686-2280.





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

70/13

November 3, 1970

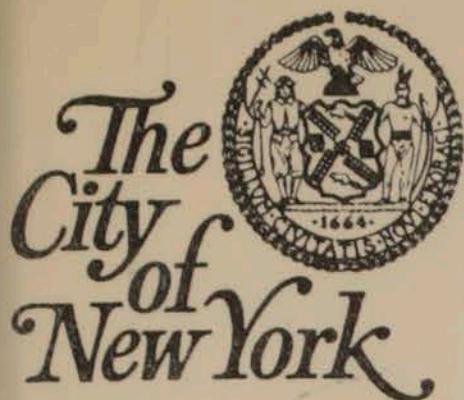
MEMORANDUM

TO: All Administrators and Commissioners  
FROM: John V. Lindsay, Mayor  
SUBJECT: Public Services Career Program

At the Cabinet meeting on Tuesday, October 13, Noel Klores reported on the imminent expected passage of the comprehensive manpower bill. This bill includes provision for Federal Financing of a Public Services Career Program. It could have a very substantial effect on New York City beginning next fiscal year. In order that we may prepare quickly for implementation of that bill, I have asked Administrator Sugarman to take responsibility for the development of a City-wide plan for implementation of the Public Services Career Program. He will be in touch with each Administrator in the near future. He will also work closely with the Directors of the Bureau of the Budget and Civil Service Commission in terms of the implications of the PSCP for the City's personnel situation.

I believe that the Public Services Career Program offers an extraordinary opportunity for the City to do a high quality job of involving additional low-income persons in productive employment and in creating for them the kinds of opportunities which are necessary if they are ever to achieve economic self-sufficiency. The real success of the program however, depends on your willingness and ability to provide the kind of back-up support and to devote the personal attention which is necessary to its success. I urge you to give full support to Administrator Sugarman in this effort.





OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator

70/14

November 12, 1970

MEMORANDUM

TO: Administrators, Commissioners and Agency Heads

FROM: Timothy W. Costello  
Deputy Mayor-City Administrator

SUBJECT: Bidding Procedures

This office is conducting a review to determine the feasibility of standardizing bidding procedures. We are also interested in determining if any or all of the bidding process can be administered in a central bidding facility.

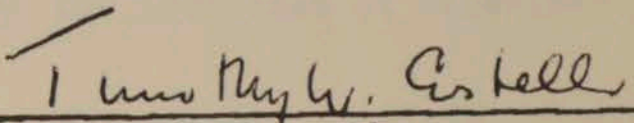
Accordingly, you are requested to furnish this office with the following information:

1. The number of bids you received in answer to your bid proposals in the last fiscal year - 1969/70.
2. The number of bids received for each broad category of service required, for example:
  - . Supplies and Materials
  - . Equipment
  - . Contractual Services
3. The place or places where bids are opened in your agency.
4. Are there any exceptions from the provisions of the Board of Estimate Regulations Relating to Contracts (Cal. No. 318-A) used to expedite the bidding process? Please describe.

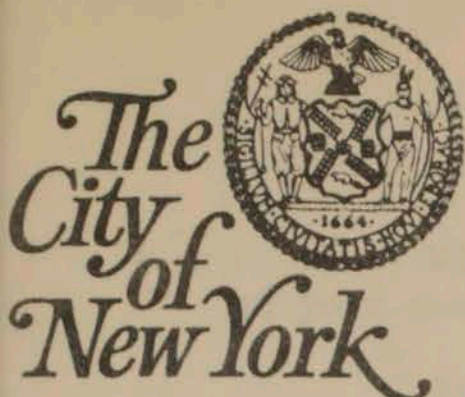


5. The methods and facilities employed to receive and safeguard bids according to Cal. No. 318-A, Sec. 8(e).
6. The methods and facilities employed for the opening of bids according to Cal. No. 318-A, Sec. 8(f).
7. Specifically, indicate any exceptions from 5 and 6 above that may be used to expedite the bidding procedure.
8. Are bids received for any broad category of service which could not be handled in a central bidding facility? Please describe.

Will you please let me know of any further comments you may have on the bidding procedures at this time. I would appreciate having your comments and the foregoing information on or before November 30, 1970.

  
Timothy W. Costello  
Deputy Mayor-City Administrator





OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

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

70/15

November 12, 1970

MEMORANDUM

TO: Administrators, Commissioners & Agency Heads

FROM: Timothy W. Costello  
Deputy Mayor-City Administrator

SUBJECT: Organization Charts

---

A Manual of Procedures: Executive and Staff Services was issued to your agency during September 1970. An additional step is planned to improve the manual to increase its usefulness to you and your staff officers, through the inclusion of organization charts.

A fundamental precept of sound management of any organization requires every employee and supervisor to understand the extent of his position, its responsibilities and its relationships to other positions and functions in the organization. In addition, in order to fulfill his responsibility as a member of management, every manager must know the lines of communication and control that operates within his administration, the relationships that exist between line and staff functions, and the need for inter-administration cooperation.

The organization chart is one of the best devices for portraying line and staff distinctions. It is used in every large organization to provide information about the manifold phases of the work and to illustrate who has the authority and the responsibility for the actual performance of the various functions of the agency.

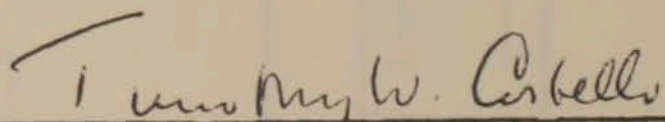
This information is extremely vital at all levels of municipal administrations and should be included in the Manual of Procedures: Executive and Staff Services.



Will you therefore please furnish this office with a copy of your current functional organization chart by November 30, 1970.

It is suggested that the following guidelines be followed in the preparation of these charts:

1. The primary chart should indicate the broad areas of responsibility of an Administration or a large department, such as the Police Department or the Fire Department. On a separate page give a brief description of each organizational component within the Administration.
2. A secondary chart should be prepared for each component department within the Administration. For large departments, a secondary chart should be prepared for each major division of the agency. On a separate page give a brief description of each organizational component to the bureau level.
3. Line and staff organizational units should be clearly delineated.
4. If possible, charts should be submitted on 8½x11" pages, sample charts attached for your information.
5. Charts should be signed by Head of Agency and dated.

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

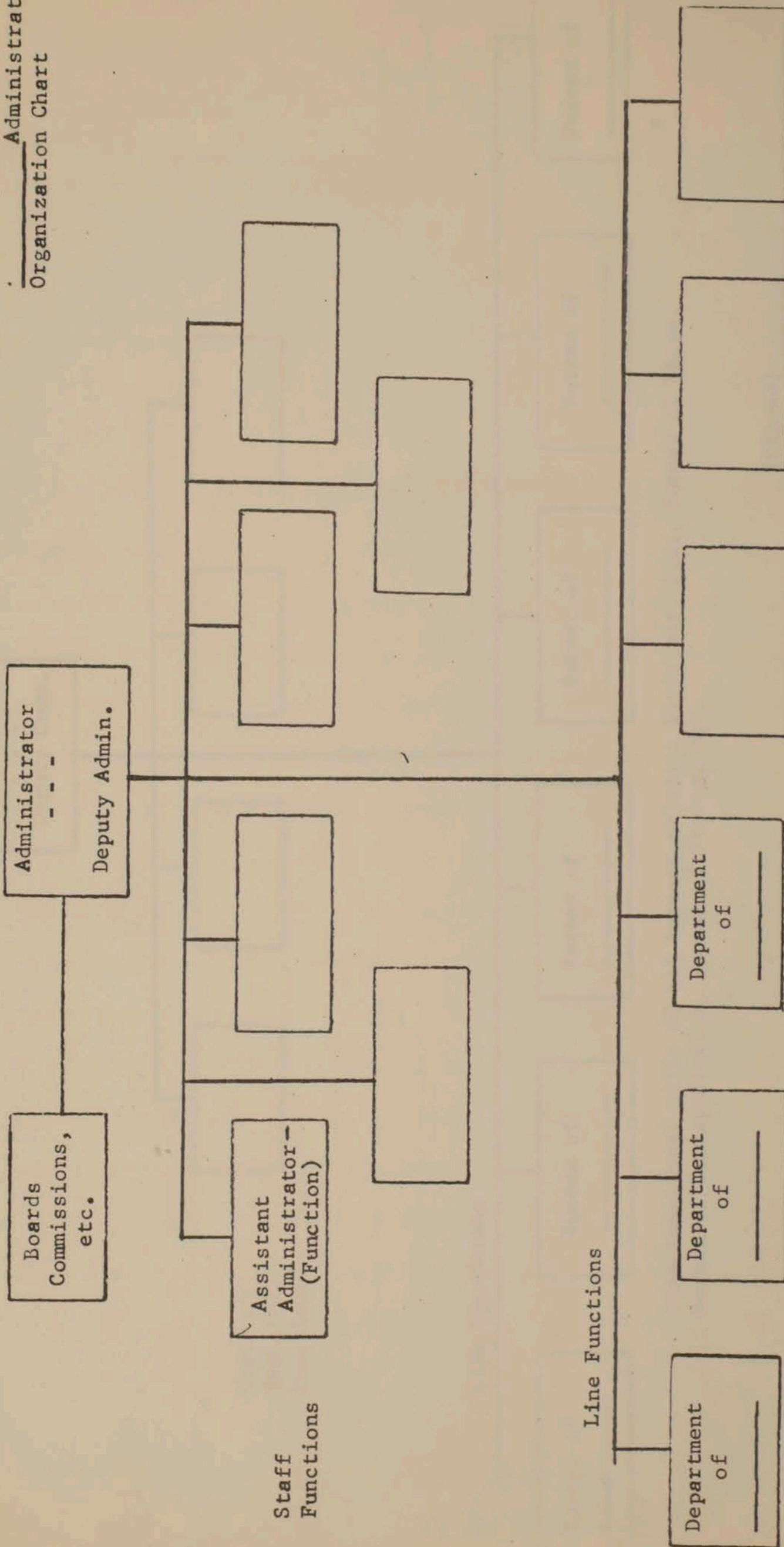
Attachment



Primary Chart

Top Margin - 1"

The City of New York  
Administration  
Organization Chart



(Signed) \_\_\_\_\_  
Administrator  
Date \_\_\_\_\_

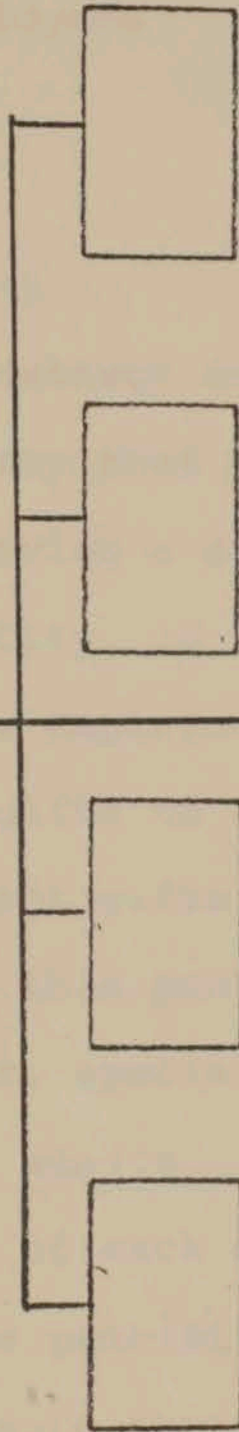


Secondary Chart

Top Margin - 1"

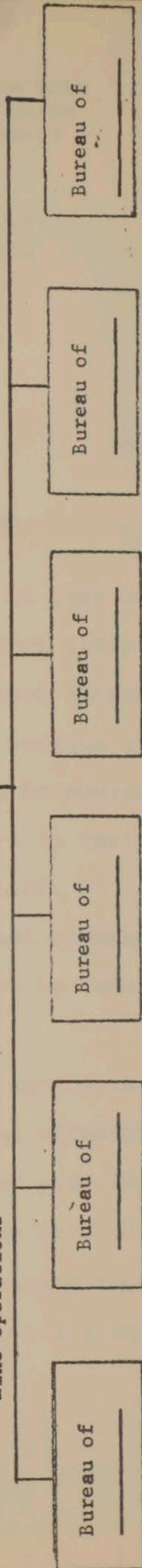
The City of New York  
Department of \_\_\_\_\_  
Organization Chart

Commissioner  
- - -  
Deputy Comm.



Staff or  
Technical  
Functions

Line Operations



Give Functional title of all Bureaus or major Divisions, i.e., Bureau of Shops,  
Bureau of Transportation, Bureau of Stores, etc.

(Signed)

Deputy Administrator/  
Commissioner

Date





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

70/16

To: Administrators, Commissioners and  
heads of all City departments and  
agencies

From: Mayor John V. Lindsay

Subject: Acceptance of gifts by  
City employees

December 7, 1970

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.

*John V. Lindsay*





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

70/17

RICHARD R. AURELIO  
DEPUTY MAYOR

MEMORANDUM

TO: ALL AGENCY HEADS  
FROM: RICHARD R. AURELIO  
SUBJECT: OUT-OF-TOWN TRAVEL REQUESTS

DECEMBER 18, 1970

Due to the financial crisis presently facing the City, we are going to have to drastically reduce out-of-town travel by City officials.

In the future, only the most necessary trips will be approved and the travel request form must contain a full explanation as to why the trip is essential.

All requests must be received by the Deputy Mayor's office 10 days in advance of the trip.

I would appreciate your fullest cooperation in communicating this information to all appropriate members of your staff.

*Richard R. Aurelio*





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

January 11, 1971

MEMORANDUM

TO: THE HEADS OF ALL CITY AGENCIES  
FROM: DEPUTY MAYOR RICHARD R. AURELIO

*→ missing from our files (MRRRC)*

In my memorandum of August 25, 1970, I called your attention to that provision in the Public Officers Law which requires that those holding a public office in the City government must be residents of the City.

I have asked the Corporation Counsel to prepare a summary of the standards established by the courts to determine residency and employee's status as a "public officer." I am enclosing the Corporation Counsel's memorandum to me which should assist you in securing compliance by members of your agency with the requirements of the law.

I expect that those persons in your agency who are subject to the provisions of the Public Officers Law must be "residents" of the City in accordance with the law. As a minimum, such persons should be paying the New York City Personal Income Tax on Residents. Other requirements for residency, as set forth in the Corporation Counsel's memorandum, should be complied with to the extent necessary to establish bona fide residence in New York City. Any questions concerning the applicability of the Public Officers Law to individual members of your agency should be promptly forwarded to the Corporation Counsel.

I have requested the Corporation Counsel to investigate those cases, involving possible non-compliance, which have been brought to my attention and to advise me by February 1, 1971, as to the status of those individuals.

*Richard R. Aurelio*



MEMORANDUM

TO: Hon. Richard R. Aurelio  
Deputy Mayor

FROM: J. Lee Rankin  
Corporation Counsel

You have asked me to provide you with general guidelines to assist City Officials in complying with Section 3 of the Public Officers Law which provides:

"No person shall be capable of holding a civil office who shall not, at the time he shall be chosen thereto ... be a citizen of the United States, a resident of the state, and if it be a local office, a resident of the political subdivision or municipal corporation of the state for which he shall be chosen, or within which the electors electing him reside, or within which his official functions are required to be exercised..."

The following discussion is intended to guide City Officials in complying with the statute. Of course, the applicability of the law to specific employees must depend upon the facts of the particular case.

I. General application of statute.

A. Section 3 of the Public Officers Law applies only to "public officers." Most city employees are not public officers. A public officer is generally defined as a person who exercises "a portion of the sovereign power." Any official who is charged by law with the exercise of certain governmental powers is a public officer. This would, of course, include the Heads of all City Agencies. Moreover, any person to whom official power is delegated is a public officer. This would include Deputies who have specific delegations of power from the Heads of Agencies or Deputies who are authorized by law to act on behalf of the Head of the Agency in the event of his absence.



B. The statute specifically exempts the following categories of public officers from the residency requirement:

1. Members of the police force.
2. Members of the Department of Sanitation.
3. Paid members of the uniformed force of the Fire Department.
4. Persons employed in the Department of Correction in the Correction Service of the classified civil service.
5. Officers and inspectors employed in the Department of Health.
6. A Commissioner of Deeds.
7. Probation Officers.

## II. The definition of "residency".

In interpreting the several residency requirements which exist in New York statutes, the courts of this state have consistently construed "residence" to mean domicile. Section 3 of the Public Officers Law has, similarly, been interpreted as requiring that the public officer maintain his "domicile" in the City of New York.

The standard definition of "domicile" means that a person is living in the locality with the intent of making that locality his fixed and permanent home. Thus, a person may have two or more residences, but he may have only one legal domicile. The fact that a person maintains a residence in New York City does not qualify him as a "resident" within the meaning of the Public Officers Law. Such qualification will depend upon certain factual standards which have evolved from the court decisions in this area of law.

## III. Tests of residency.

### A. The family home.

Among the most significant facts considered by the courts in evaluating a married man's declared domicile is the actual residence of his wife and family. It is generally assumed and expected that he maintains a regular abode with his family and that in most cases this is his domicile.



B. Other significant evidentiary tests.

Courts have cited the following factors as evidence of the place of domicile:

1. Where children attend school.
2. What possessions an individual keeps in each of his residences.
3. Where the individual spends most of his non-working time.
4. The individual's address as listed on bank records, driver's license, etc.

Domicile depends upon both residence and intention, but declarations of intention must be honest and consistent with general conduct. The question of domicile is one of fact and declarations of intention will be examined in conjunction with the evidentiary tests cited above. For example, if a person who lived and worked in another city was offered a City office, accepted such office and moved to New York City with the intention of remaining here, he may meet the residency requirement even though his decision to become a domiciliary was intimately connected with his acceptance of a position with the City. However, if a person living outside the City accepted a City office, leased an apartment or established a New York City address merely to satisfy the residency requirement, with no genuine intent to make the new location his domicile and to cease to have the old serve that purpose, and with no substantial change in his living habits, it may be found that he does not satisfy the residency requirement. The reality of the situation will be examined, not merely superficial appearances.

C. The factor of voting and paying City Income Taxes.

The fact that a person votes in a particular locality is of assistance in demonstrating that such locality is his domicile and, therefore, "residence" for purposes of the Public Officers Law. Nevertheless, the fact of voting is but one indication of domicile and courts generally hold that this must be accompanied by the other factors listed above to be sufficient to establish the place of voting as the legal domicile.



The fact that the individual pays the New York City Income Tax for residents does not conclusively establish domicile. Significantly, the definition of "resident" for purposes of the City Income Tax is not synonymous with "domiciliary." Thus, a person who is not domiciles in the City, but maintains a permanent place of abode in the City and spends in the aggregate more than 183 days of the year in the City is deemed to be a "resident" for purposes of the tax. Such a person might not be a "resident" under the Public Officers Law, if, under the above-mentioned tests, his domicile is outside of New York City. Nevertheless, the fact that the individual does pay a New York City Income Tax is an indication that he considers himself to be either a domiciliary or at least a resident within the requirements of the tax law.

IV. Is the maintenance of an apartment, plus voting and the paying of taxes sufficient to establish a New York City domicile?

By themselves these three factors would not be sufficient to establish New York City as an individual's domicile.

Each of the factors mentioned in sections III A and B would be considered to determine from the facts whether the location had actually become a domicile by intention and practice.





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

71/2

January 21, 1971

MEMORANDUM

FROM: RICHARD R. AURELIO  
Deputy Mayor

TO: ALL AGENCY HEADS

SUBJECT: APPROPRIATE METHOD OF TRANSMITTING INTER-AGENCY CORRESPONDENCE

---

Surveys by the Municipal Service Administration have shown that many letters sent between City offices have been delivered through the U.S. Mail, resulting in the unnecessary waste of money at a time when the City is facing a severe economic crisis.

An efficient and economical method for delivering internal communications between agencies exists in the Central Mail Depository System. All letters transmitted in the "N.Y.C. 35" brown multi-service envelope or in white envelopes, with the notation "For Internal Delivery" on them, can be sent through this Central Mail Depository System, located on the Fourteenth Floor of the Manhattan Municipal Building.

You are hereby directed to instruct all employees under your jurisdiction to employ this method for the transmission of inter-agency letters.

All mail room personnel should be instructed by their agency head to return internal correspondence, which is not properly enclosed, to its sender, with instructions to use the correct method of transmission. For your information, I am enclosing a list of agencies which utilize the Central Depository, together with their respective box numbers. Any agencies not on this list should contact Sanford E. Russell, Assistant Administrator for Management Planning in the Municipal Services Administration (x 3521) for information on the feasibility of obtaining a box.

Cooperation and compliance with this procedure will result in more rapid delivery of all communications and a substantial cost saving.

*Richard R. Aurelio*

RICHARD R. AURELIO  
Deputy Mayor



(Under the Supervision of the Dept. of Public Works)

BOX NOS.

PARTICIPATING DEPARTMENTS AND AGENCIES

|    |   |
|----|---|
| 2  | Administration, Office of   |
| 13 | Archives & Records Center, Municipal  |
| 1  | Assessors, Bureau of, Department of Finance   |
| 26 | Bronx, Borough President  |
| 9  | Brooklyn, Borough President   |
| 10 | Budget, Bureau of   |
| 3  | City Clerk  |
| 40 | City Register (All Counties)  |
| 14 | City Sheriff  |
| 28 | Office of Emergency Control Board Civil Defense   |
| 4  | Comptroller, Office of  |
| 43 | Council, The  |
| 25 | Criminal Court, N.Y. City   |
| 34 | Franchises, Bureau of, Board of Estimate  |
| 23 | Finance, Dept. of (Office of Treasurer)   |
| 5  | Fire Department   |
| 6  | Health Department   |
| 31 | Highways, Dept. of  |
| 35 | Hospitals, Dept. of (125 Worth St.)   |
| 39 | Housing and Development Administration  |
|    | Buildings, Dept. of (Related Agencies)  |
|    | Relocation, Dept. of  |
|    | Development, Dept. of   |
|    | Rent & Maintenance, Dept. of  |
| 42 | Human Resources Administration  |
|    | Addiction Services Agency   |
|    | Community Development Agency  |
|    | Social Services, Department of  |
|    | Manpower and Career Development Agency  |
|    | Youth Services Agency   |
| 17 | Law Department (Corporation Counsel)  |
| 37 | Department of Consumer Affairs (Licenses, Markets,<br>N.Y.C. Firearms Control Board)    |
| 15 | Manhattan, Borough President  |
| 36 | Marine & Aviation, Dept. of   |
| 8  | Mayor, Office of the  |
| 18 | Municipal Broadcasting System (WNYC)  |
| 16 | Parks, Dept. of   |
| 38 | Personnel, Dept. of (Civil Service Commission)  |
| 11 | Police Department   |
| 20 | Public Works, Dept. of, M.S.A. Administrator and Staff -<br>Bureau of Gas & Electricity |
| 12 | Purchase, Dept. of  |
| 32 | Queens, Borough President   |
| 29 | Real Estate, Dept. of   |
| 22 | Real Property Assessment Dept.  |
| 33 | Richmond, Borough President   |
| 21 | Standards & Appeals, Board of   |
| 27 | Traffic, Dept. of   |
| 19 | Transit Authority, New York City  |
| 41 | Transportation Administration   |
| 24 | Dept. of Water Resources - EPA - Administrator & Staff                                  |
| 7  | Correction, Dept. of  |





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

71/3

RICHARD R. AURELIO  
DEPUTY MAYOR

M E M O R A N D U M

TO: All Agency Heads

March 11, 1971

FROM: Richard R. Aurelio  
Deputy Mayor

Attached is the Board of Ethics opinion regarding the propriety of City officials holding positions in a political party.

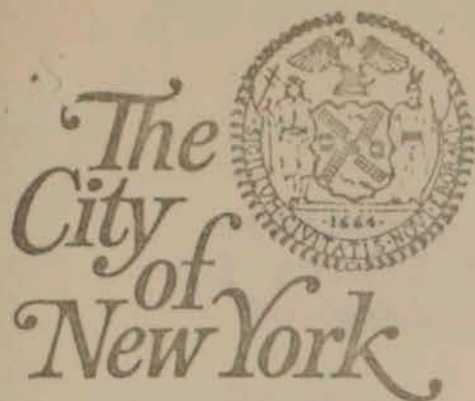
The Board recommends that all Administrators, heads of Departments and Commissioners be precluded from holding official positions in political parties - a policy which goes beyond either federal or state policy. The Mayor has accepted this recommendation as a policy of this Administration.

The Board also recommends that the Mayor and other elected officials who are elected to carry out politically-announced objectives should not be limited in their selection of personal aides on an executive level. This policy has also been reaffirmed by the Mayor.

Regarding City officials other than heads of departments and personal aides, not covered by the Board of Ethics opinion, the Mayor has decided to follow previous policy, spelled out in my report dated July 20, 1970, i.e., "that it be the policy of this Administration to judge each case individually before it is authorized. The single, inviolable condition should be that the political activity of any City official will not interfere, either as to the nature of the work done or time involved, with the performance of his position... Under no circumstances should political party responsibilities conflict with the official duties of a City official..."

*Richard R. Aurelio*





BOARD OF ETHICS

CITY HALL, NEW YORK, N. Y. 10007

Telephone: 566-4900

CLOYD LAPORTE  
*Chairman*

EDWIN L. WEISL, Sr.

BRUCE BROMLEY

J. LEE RANKIN  
*Corporation Counsel*

HARRY I. BRONSTEIN  
*Director of Personnel*

S. STANLEY KREUTZER  
*Counsel*

O P I N I O N      N O.      170

The Mayor requested an opinion of the Board concerning the propriety of City officials holding positions in a political party.

Although this assignment does not fall within our statutory jurisdiction, we shall, in response to the Mayor's request express our views.

The Citizens Union originally raised this question in a letter to the Mayor, which he transmitted to the Board.

The Citizens Union wrote:

"The issue recently has come up in connection with Liberal Party leaders now serving in high city government posts. In the past it has been raised in connection with city officeholders who held positions in the other political parties.

In October 1965, when you were a candidate for Mayor, you said, 'I don't think any political leaders ought to hold government positions.' You pledged that a 'flat rule' of your administration would be to bar party officials from public office.

We are not certain that an outright prohibition is necessary or desirable. Perhaps the policy should vary with the level of the public position or the party post.

What seems certain is that this complex issue needs



serious, thoughtful consideration. We therefore recommend that you request the Board of Ethics for a ruling as to the propriety of dual holding of public and party positions."

In the Federal area, this problem was dealt with by the Hatch Act which represented a considerable improvement over the political and governmental practices which existed at the time of its passage. (Title 5, U.S.C. Sections 1501-1508); Sections 7321-7327). When the challenge to the constitutionality of that law came before the Supreme Court of the United States, the Court said:

"We do not find persuasion in appellants' argument that such activities during free time are not subject to regulation even though admittedly political activities cannot be indulged in during working hours. The influence of political activity by government employees, if evil in its effects on the service, the employees or people dealing with them, is hardly less so because that activity takes place after hours." 330 U.S. 95 United Public Workers v Mitchell.

"The evident purpose of Congress in all this class of enactments has been to promote the efficiency and integrity in the discharge of official duties, and to maintain proper discipline in the public service. Clearly such a purpose is within the just scope of legislative power, and it is not easy to see why the act now under consideration does not come fairly within the legitimate means to such an end." 330 U.S. 96 thru 97.

While the Hatch Act is a Federal statute with limited application to municipal officials it is the most stringent legislative enactment dealing with political activity, on either a state or national level. The Supreme Court in the Mitchell case said that "Congress and the President are



responsible for an efficient public service. If, in their judgment, efficiency may be best obtained by prohibiting active participation by classified employees in politics as party officers or workers, we see no constitutional objection." 330 U.S. 99.

In addition to its application to Federal employees, the Hatch Act also applies to state and municipal employees "whose principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the U.S. or a Federal agency. The Federal statute exempts:

- (a) A state or municipal official who exercises no functions in connection with that activity; "or an individual employed by an educational or research institution, establishment, agency, or in part by a State or political subdivision thereof, or by a recognized religious, philanthropic, or cultural organization; . . ." (Title 5, U.S.C. Section 1501).
- (b) The Governor of a State, the Lieutenant Governor, the Mayor of a city and "a duly elected head of an executive department of a State or municipality who is not classified under a State or municipal merit or civil-service system; or an individual holding elective office." (Title 5, U.S.C. Section 1502).

The Hatch Act also exempts certain Federal appointees, as follows:

- "(1) An employee paid from the appropriation for the Office of the President;
- (2) The head or the assistant head of an Executive department or military department;



- (3) An employee appointed by the President, by and with the consent of the Senate, who determines policies to be pursued by the U.S. in its relations with foreign powers or in the nationwide administration of Federal laws . . . " (Title 5 U.S.C. Section 7324).

With the exceptions noted, the Federal law prohibits participation in partisan political management as well as partisan political activities. (Title 5, U.S.C. Sections 1502, 7323, 7324). Partisan political activity has been construed by the U.S. Civil Service Commission as "that which is identified with a state or national political party." The U.S. Civil Service Commission in a series of questions and answers on the subject of the Hatch Act has stated that as the general rule, employees who are covered by the Act must refrain from active participation in partisan political campaigns and are prohibited from holding any official position in a national or state political party. No restriction, however, was placed on participation in non-partisan elections, the right to register, to vote, or to express opinions on political questions and political candidates. (U.S. Civil Service Commission pamphlet G.C. 36 - 1970).

In defining its opinion, the U.S. Civil Service Commission stated:

"With regard to political questions and public issues, employees are entitled to express their views as citizens. The law, however, restricts them from engaging in political activity in connection with a question that is specifically identified with a national or State political party. Questions involving the government of their own



communities, for example, are not usually so identified. Employees are free to express their views and take action as individual citizens on such questions as referendum matters, changes in municipal ordinances and constitutional amendments. Issues involving highways, schools, housing and taxes are other examples of questions on which employees are usually free to take action. They can participate in meetings where these issues are discussed and they may join other citizens in presenting their views on such questions." (G.C. 36, U.S. Civil Service Commission).

In the Federal government there have been numerous instances of high officials even at cabinet level, who simultaneously held political office. This has also been true in the State, where public officials were State Chairman, County Chairman, State Committeeman and County Committeeman in our major political parties. We know of no State law which forbids or restricts an official in a political party from appointment or election to public office except as set forth in Section 73 of the Public Officers Law, which reads as follows:

"No party officer while serving as such shall be eligible to serve as a judge of any court of record, attorney-general, district attorney or assistant district attorney. As used in this subdivision, the term 'party officer' shall mean a member of a national committee, an officer or member of a state committee or a county chairman of any political party." (Public Officers Law Section 73).

In the City there is no restriction on the political activities of elected officials, although there are numerous Charter provisions on the subject of political activity. (Sections 439, 525, 819, 1107, 1108, et seq.). Care is taken, however, not to deny to any officer or employee of the City "any rights given or secured by section fifteen of the



civil rights law, including the right of officers and employees, as citizens, to appeal to the legislature or to any public officer, board, commission or other public body for the redress of their grievances as such officers and employees." (Section 1124 of the Charter)..

Deputy Mayor Timothy W. Costello issued an Order to "Administrators, Commissioners & Heads of Agencies" concerning the Hatch Act (Public Law 89-554 of 1966) which prohibits certain political activity and named twenty agencies which are the recipients of Federal loans or grants. The order dated August 4, 1970 said:

"A state or local officer or employee so prohibited may not use his official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office, may not directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes, and may not take an active part in political management or in political campaigns." (Administrative Order No. 24).

During the last election (fall of 1970), Deputy Mayor Aurelio, acting for the Mayor, issued the following memorandum to all officers and employees of the City.

"A number of inquiries have come to the Mayor's Office seeking guidelines in regard to political activity this Fall.

The Mayor has asked me to inform you that all Administrators and Commissioners are free to endorse publicly any candidate of their choice, and to participate on their own time in political activity, unless they are covered by the Federal Hatch



Act. This practice parallels the Federal policy of allowing Presidential appointees the right to participate in political activity, except as limited by the Hatch Act.

In all cases, the Administrator or Commissioner should make clear that he is acting as a voter of New York City and that his endorsement is in no way connected with his official responsibilities.

Those unfamiliar with the provisions and impact of the Hatch Act are urged to read Administrative Order No. 24, dated August 4, 1970, issued by the City Administrator's Office."

Ten specific activities are prohibited by the Hatch Act according to the General Counsel of the U.S. Civil Service Commission. They are as follows:

- "1. Campaigning for partisan candidates or political parties
2. Working to register voters for one party only
3. Making campaign speeches or engaging in other activity to elect a partisan candidate
4. Working in a campaign if any candidate represents a national or state political party or being a candidate
5. Collecting contributions or selling tickets to political fund-raising functions
6. Distributing campaign material in a partisan election
7. Organizing or managing political rallies or meetings
8. Holding office in a political club or party
9. Circulating nominating petitions
10. Campaigning for or against a candidate or slate of candidates in a partisan election."  
(See Poster 1970).



The Mayor requested Richard R. Aurelio, who was Chairman of the Fusion Advisory Council, to report on the question of public officials holding a political office. In his Report dated July 20, 1970, entitled "Administration policy regarding political leaders serving in city posts," Deputy Mayor Aurelio said:

"In 1966, when you assumed office, you established a rule barring political party officials from holding government positions.

That policy was necessary at the time because of practices that had been allowed to exist unchecked for many years and had given rise to a great many cases of flagrant abuse. Most notable was the practice of giving 'no show' jobs to political leaders in return for their support.

Once these cases had been weeded out, however, subsequent experience indicated that, in certain instances, city employees may serve political functions on their own time without any detriment to the public interest. Those who fight for political principles should clearly not be barred altogether from performing for those principles in the public service. In addition, there has been a growing number of young people of all political parties who are deeply interested in serving the city government and who are also active in their off-duty time in political organizations and activity. In my judgment, your Administration would not wish to discourage the constructive involvement of young people in the political and governmental processes.

For these reasons, I recommend that it be the policy of this Administration to judge each case individually before it is authorized. The single, inviolable condition should be that the political activity of any city official will not interfere, either as to the nature of the work done or time involved, with the performance of his position. Under no circumstances should political party responsibilities conflict with the official duties of a city official . . . ."



While the Hatch Act does not apply to local government generally, its approach is relevant. Elected officials and members of the President's cabinet are not restricted by that law from engaging in politics. The heads of important regulatory agencies such as the Interstate Commerce Commission, the Securities and Exchange Commission and the Federal Trade Commission are also free to engage in partisan political activity. In New York, there is no law or practice which prohibits appointees of the Governor such as heads of departments from holding a political party office; nor is there any in the City of New York.

Despite the fact that neither the federal nor state governments have restricted department heads against holding political party office, we believe the City should go further than either in that respect.

In our opinion the heads of agencies such as Police, Fire, Sanitation, Law, Personnel and City Planning should not hold office in a political party. As Mayor LaGuardia said, "There is no 'Republican' or 'Democratic' way to clean the streets." Nor is there any "Conservative" or "Liberal" or any other "political party way" to run a municipal department. We



recommend that all Administrators, heads of departments and commissions should be precluded from holding official positions in political parties.

With respect to elected officials, however, their right to participate in politics as party officers or otherwise should in no way be restricted. They are chosen by the electorate with the expectation that they will pursue the policies which they have advocated in their political campaigns and their actions are subject to review by their constituency whenever they seek elective office. As an elected official, the Mayor is expected to carry out political objectives and he should not be limited in his selection of personal aids on an executive level, such as the Deputy Mayors and Assistants to the Mayor.

These principles should also apply to corresponding appointees and assistants of the Comptroller, the President of the Council and each of the Borough Presidents, all of whom are elected to carry out politically announced objectives.

We wish to make it clear that the constitutional right to express opinions on political questions and political candidates must not be infringed. Even if our recommendation that Administrators and department heads be restricted from holding office in a political party is accepted, they should not be precluded from participating in the discussion



of public issues. For example, there should be no question about the right of a department head to reply to critics of his agency even in a political campaign. This principle has been expressed by the United States Supreme Court in the following terms:

"It is only partisan political activity that is interdicted. It is active participation in political management and political campaigns. Expressions, public or private, on public affairs, personalities and matters of public interest, not an objective of party action, are unrestricted by law so long as the Government employee does not direct his activities towards party success."  
United Public Workers v. Mitchell, 330 U.S., pp. 99-101.





71/4

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

March 15, 1971

TO : All Administrators & Commissioners  
FROM : John V. Lindsay

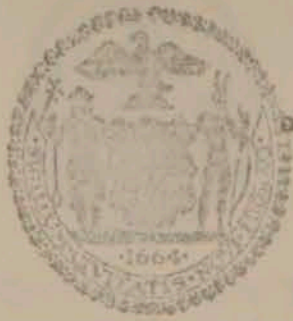
*J.V.L.*

I have appointed former Deputy Commissioner of the Department of Consumer Affairs Walter Hinckley, as my full-time City Hall housing expediter, with a mandate for facilitating private housing construction in New York City. Commissioner Hinckley reports directly to me and will be responsible for working with City agencies to insure the expeditious processing of all requests and applications relating to new private housing construction.

Construction of new housing to help ease the City's serious housing shortage is a goal which should be given your highest priority. Please inform your immediate offices and departments of Mr. Hinckley's appointment and instruct that he be given full and prompt cooperation in his dealings with matters in your area.

# # #





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

7/1/5

March 22, 1971

M E M O R A N D U M

TO: All Agency Heads  
FROM: John V. Lindsay  
RE: Performance and Payment Bonds

-----

In order to encourage greater participation by small and minority-owned businesses in City construction projects, I hereby instruct all agency heads, pursuant to a recently adopted amendment to the Board of Estimate Rules and Regulations governing construction contracts, to dispense with the requirement of performance and payment bonds on construction contracts of less than \$50,000, unless posting of such bond is absolutely critical to the protection of the interests of the City of New York.

The Economic Development Administration stands ready to provide all agency heads with lists of minority contractors and their performance records.

*John V. Lindsay*  
J. V. L.





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

7/1/6

MEMORANDUM

March 25, 1971

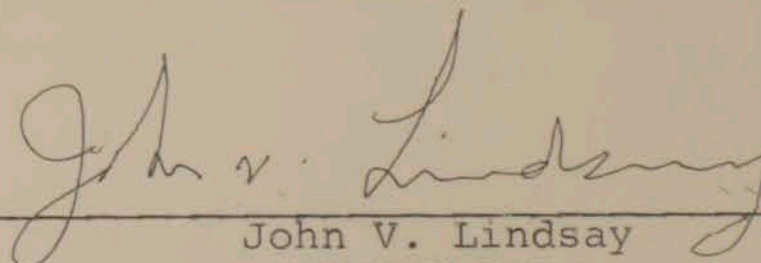
TO: HEADS OF ALL DEPARTMENTS AND AGENCIES  
FROM: JOHN V. LINDSAY, MAYOR

Official notification has been received from the Commissioner of Investigation that the following person has refused to answer relevant questions concerning transactions with the City when subpoenaed to testify before the Department of Investigation:

VINCENT FIRPO, Lancaster Hauling Inc., Firpo Express and Van Service, Surfside Center, Inc.

In the event the above-named person or firms submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 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  
MAYOR





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

7/1/7

RICHARD R. AURELIO  
DEPUTY MAYOR

March 26, 1971

M E M O R A N D U M

To: All Agency Heads

From: Richard R. Aurelio,  
Deputy Mayor

John Berenyi is undertaking a high-priority project for this office to document certain aspects of New York City's quality of life.

Please afford John every assistance he requires.

*Richard R. Aurelio*





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

MEMORANDUM

April 1, 1971

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: TIMOTHY W. COSTELLO *TC*  
Deputy Mayor - City Administrator

Official notification has been received from the Commissioner of Investigation that the following person has refused to answer relevant questions concerning transactions with the City when subpoenaed to testify before the Department of Investigation:

VINCENT FIRPO, Lancaster Hauling Inc., Firpo Express and Van Service, Surfside Center, Inc.

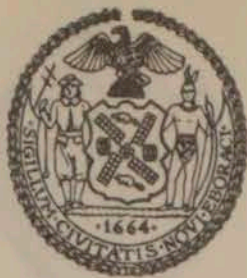
In the event the above-named person or firms submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate 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.

*Timothy W. Costello*  
Timothy W. Costello

Deputy Mayor - City Administrator





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

71/90

NDIR RICHARD R. AURELIO  
DEPUTY MAYOR

MEMORANDUM

TO: Agency Heads

April 1, 1971

FROM: Richard R. Aurelio  
Deputy Mayor

Principal responsibility for enforcement of the Law Against Discrimination and the Mayor's Executive Orders regarding equal employment opportunities in City government rests with the City's Commission on Human Rights. The Commission has an ongoing program designed to insure that minority group members, women, and other groups are fairly treated.

In view of this, I will be writing to Manhattan Borough President Percy Sutton and Councilwoman Carol Greitzer, informing them of the activities of the Commission and the results of a recent survey of women in City government. Accordingly, it will not be necessary for you to reply to the letter that they have sent you.

*Richard R. Aurelio*





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

7/1/10

RICHARD R. AURELIO  
DEPUTY MAYOR

MEMORANDUM

TO: Agency Heads

April 5, 1971

FROM: Richard R. Aurelio  
Deputy Mayor

In line with my memorandum of April 1, I am sending you a copy of a letter I have sent to Manhattan Borough President Percy Sutton and Councilwoman Carol Greitzer on the City's efforts to insure equal employment opportunities and public service.

Any problems that may arise in your agency regarding the enforcement of the Law Against Discrimination and the Mayor's Executive Orders on equal opportunity should be discussed with Mrs. Eleanor Holmes Norton, Chairman of the City's Commission on Human Rights.

*Richard Aurelio*





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

CHARLES R. AURELIO  
DEPUTY MAYOR

April 5, 1971

Hon. Percy E. Sutton  
Hon. Carol Greitzer  
2050 Municipal Building  
New York, New York 10007

Dear Mr. Sutton and Mrs. Greitzer:

Because of the existence of a Citywide approach to the compiling of data relating to City employment of racial and ethnic groups and women and to the operation of affirmative action programs, I am replying on behalf of this Administration to your letter of March 23, 1971 which was addressed to individual City agencies.

For some years now, the City Commission on Human Rights has had a continuing responsibility to conduct periodic surveys of City agencies and to ascertain the extent of equal job opportunity. In fact, several extensive surveys have been done and have been the basis for improvement by individual agencies.

The Mayor ordered the latest such survey involving the status of women in City government to be undertaken last summer by the Office of the Deputy Mayor/City Administrator and the Commission on Human Rights. This was the first survey of the female labor force in the history of City government. The Mayor released that part of the survey that had been completed as of September 25, 1970 when he opened the CCHR hearings on women's rights, and he will release the completed study shortly in conjunction with the report and recommendations of those hearings. At the time of the hearings, the Mayor instructed City agencies to engage in affirmative programs where weaknesses in providing equal job opportunity for women exist and instructed the City Commission on Human Rights to help each agency design such programs. CCHR will proceed shortly on an agency-by-agency basis as soon as the report and recommendations from its women's rights hearing are in.



Hon. Percy E. Sutton  
Hon. Carol Greitzer  
Municipal Bldg.  
New York, N.Y.

4/5/71

- 2 -

Surveys of City employment of racial and ethnic groups have been done by the City since the early sixties. The Mayor has ordered a new survey to be done by the Office of the Deputy Mayor/City Administrator and the Commission on Human Rights. He is involving the Deputy Mayor's Office in the racial and ethnic survey, as he did with the women's survey, because of that office's expertise in scientific sociological surveys in an attempt to upgrade the accuracy of the data received so that it can be more useful to us.

Moreover, the Mayor has ordered a single, coordinated survey instead of one by individual agencies in keeping with past practices that have proved most efficient and the necessity of assuring scientifically accurate data. I am sure you will appreciate that a useful survey depends upon the establishment of a scientific design defining methodology, criteria, and other matters to insure the validity and accuracy of the results. This is especially necessary when what is being studied are matters of racial and ethnic identification which are often difficult to assess and involve individual sensibilities.

Accordingly, the Mayor has informed all City agencies that the Office of the Deputy Mayor/City Administrator and the City Commission on Human Rights will prepare a survey of racial and ethnic groups similar to the one just completed of women in City government. Further, when the survey is completed, he has asked the Commission on Human Rights to work with each agency to design an affirmative action program to cure any specific weaknesses. The Commission regularly performs these tasks with private industry and as a result, along with the Office of the Deputy Mayor/City Administrator, is the only agency in City government with the accumulated expertise to do a valid racial and ethnic survey and take corrective action.

It has been the Mayor's strong belief that the City require of itself at least what it requires of private industry. We expect the City Commission to use the techniques that have brought dramatic rises in equal opportunity in private industry to design affirmative action programs for City agencies that may have any lingering problems. We will make available to you the results of the current survey as soon as they



Hon. Percy E. Sutton  
Hon. Carol Greitzer  
Municipal Bldg.  
New York, N.Y.

4/5/71

- 3 -

are completed and will inform you of the design for the affirmative action programs as they are formulated. I would suggest that should you desire further information before then, that you communicate with Human Rights Commissioner Eleanor Holmes Norton, who has continuing responsibility for this matter.

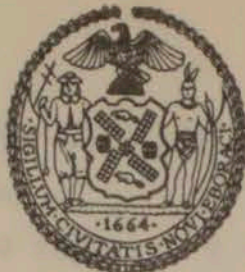
We appreciate the concerns evidenced in your letter to City agencies and trust that you will recognize the procedure the Mayor has ordered as the most efficient one for getting the results you and we desire.

Sincerely,



Richard R. Aurelio  
Deputy Mayor





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

7/1/71

GRANDER RICHARD R. AURELIO  
DEPUTY MAYOR

M E M O R A N D U M

April 23, 1971

TO: All Administrators and Agency Heads

FROM: Deputy Mayor Richard R. Aurelio

On April 19, Mayor Lindsay announced a number of reductions in City expenditures to take effect May 1. A copy of that announcement is attached.

One of the Mayor's orders was to drastically reduce the number of City drivers for Administrators and Commissioners, using pool drivers when a vehicle is absolutely necessary. This office will be in touch with each of the agencies to discuss this matter in the next two weeks.

Your attention is also directed to the Mayor's order that overtime will be eliminated for all City employees effective May 1 except in uniformed services or when specifically approved by the Budget Director.

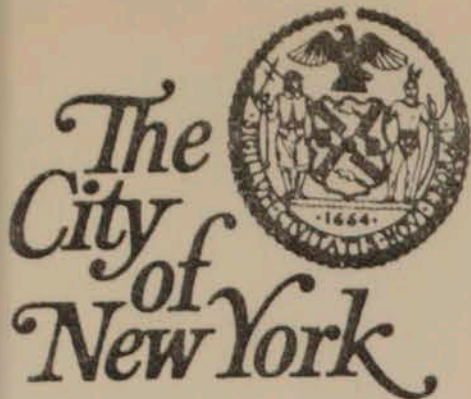
Further, that printing of all annual reports, newsletters, the Green Book, and other City publications is suspended unless specifically excepted by this office.

The task of cutting the City's public information personnel by 30% has been assigned to Tom Morgan, working with each Administrator. The job of cutting the City's community relations personnel by 30% has been assigned to Sid Davidoff, working with agency heads and with Jim Cavanagh, Deputy Budget Director.

In other cases covered by the Mayor's announcement, the Bureau of the Budget and the Administrators involved will carry out the Mayor's directions. The Bureau of the Budget will be responsible for reporting to the Mayor on the progress made in implementing these reductions no later than May 15.

*Richard R. Aurelio*





OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator

7/1/72

ADMINISTRATIVE MEMORANDUM

May 3, 1971

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: TIMOTHY W. COSTELLO, DEPUTY MAYOR-CITY ADMINISTRATOR

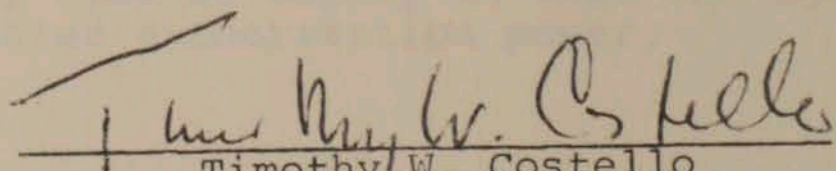
Official notification has been received from the Commissioner of Investigation that the following person has refused to answer relevant questions concerning transactions with the City when subpoenaed to testify before the Department of Investigation:

ANTHONY P. GALLO, North Bay Construction Corporation, Deandi Realty Corporation and Mediterranean Marble Corporation.

All contracts with the above firms or with any firm, partnership or corporation of which Anthony P. Gallo is a member, partner, director or officer shall be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named person or firms submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal. No. 3180A), 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.

  
Timothy W. Costello  
Deputy Mayor-City Administrator





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

MEMORANDUM

TO: Heads of All Administrations,  
Departments and Agencies

FROM: John V. Lindsay  
M A Y O R 5/6/71

SUBJECT: Control of Overtime Payments Having an  
Impact on Retirement Benefits.

The base period on which retirement benefits are calculated was shortened for most City employees, effective July 1, 1968, from five years to one year, thus creating the possibility that a substantial amount of extra compensation creditable for retirement purposes in the year preceding retirement could distort the suppositions on the basis of which the City accrues its pension reserves.

In order to maintain the fiscal integrity of the Retirement System, it is therefore directed that:

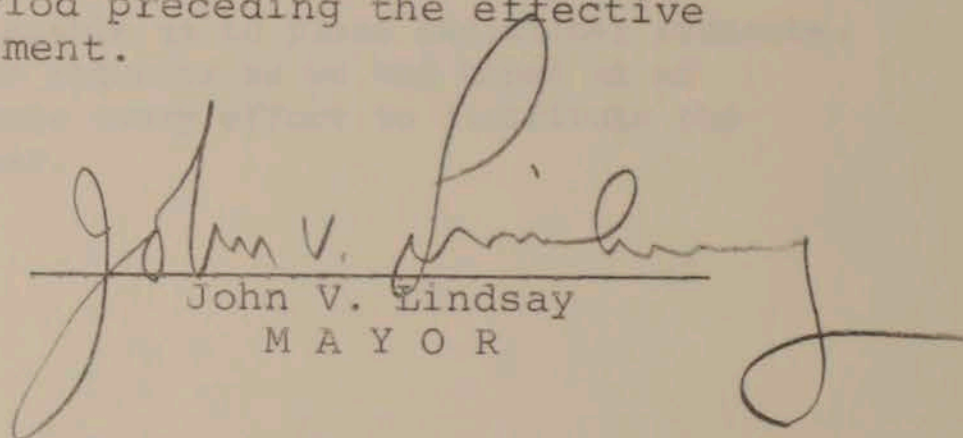
1. One year prior to the earliest date at which an employee is eligible for service retirement, agency officials charged with the responsibility for authorizing overtime work shall be advised of this fact by the agency personnel office and shall not authorize such employee to work overtime compensable in cash if it is in excess of the average annual number of hours of cash overtime worked in the three preceding years by all persons in the job title in the agency. Should it become necessary in a serious emergency for such an employee to work overtime, the necessary authorization can be granted only by the agency head or deputy to whom the agency head has granted authorization power.



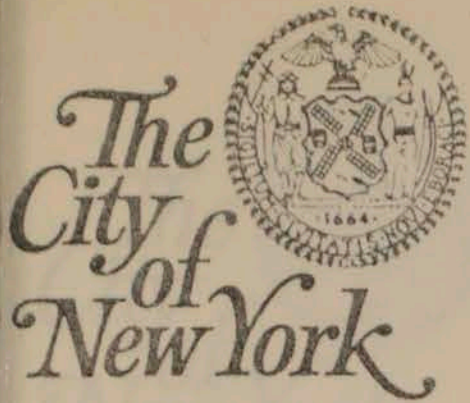
2. Where such an employee has worked the equivalent of more than three days of overtime compensable in cash payment during a three-month period, the agency personnel office shall report this to the agency official who authorized the overtime. This official shall prohibit future assignments of overtime to this employee until the conditions set forth in paragraph A above have been met.

3. These restrictions shall not obtain where the employee approaching retirement eligibility is functioning as part of a work crew and the entire crew is directed to work overtime.

4. The Mayor's Committee on Pensions shall be furnished, for its review and recommendations, quarterly reports listing by agency and civil service title pension applicants whose cash overtime payments exceed 5% of their average annual rate of compensation for the 12-month period preceding the effective date of their retirement.

  
John V. Lindsay  
M A Y O R





OFFICE OF THE MAYOR

Office of Administration

THE URBAN CORPS

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-3952

MARTIN ROSE, Executive Director

71/14

May 11, 1971

M E M O R A N D U M

TO: All Urban Corps Agency Coordinators

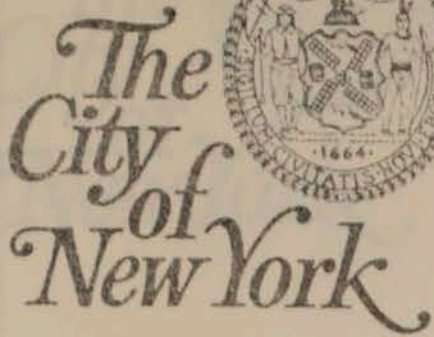
FROM: Martin Rose, Executive Director, New York City Urban Corps *MR*

The attached memo from Dr. Costello is self-explanatory. We find, however, that additional steps will have to be taken.

1. All interns will be limited to working 30 hours a week during the summer program.
2. The summer program in addition to starting two weeks late on June 21 will end on August 29. In previous summers, some interns worked in September.

Although these restrictions will enable us to place additional students, we will not be able to fill as many job requests as we had hoped at an earlier date. Nevertheless, we will make every effort to distribute the available interns on an equitable manner.





OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator

7/1/75

~~7/1/75~~

May, 1971

INFORMATIONAL COPY

TO: All Commissioners and Administrators

FROM: Dr. T. W. Costello, Deputy Mayor-City Administrator

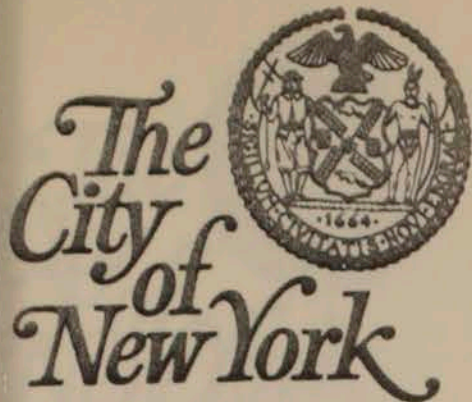
tlc

As you well know, the serious financial condition of the City has resulted in the elimination of a number of programs and severe budget cuts in many others. The Urban Corps will be operating this coming fiscal year with a budget cut of 50 per cent.

In order to place as many students as possible we are starting our summer program two weeks later than in previous years. Therefore, no intern will be allowed to begin work until June 21, which is the official start of the summer program.

We are also forced to limit the number of students that we can accept from each college and thus, the number of interns we can assign to each agency. We will attempt to meet the City's overall needs as well as those of the interns as best we can in our straitened condition. Martin Rose, Executive Director of the Urban Corps, will be in touch with the Urban Corps coordinator in your agency to discuss this summer's program and its constraints.





OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator

7/1/16

MEMORANDUM

May 18, 1971

TO: Administrators, Commissioners, and Agency Heads

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

SUBJECT: Alternatives to Current Service-Delivery Systems

For some months, this Office has been evaluating certain municipal services to determine whether the private sector can provide those services more efficiently and/or more effectively. We are enlarging the scope of our review and are asking for your cooperation with the members of our staff who are conducting this study.

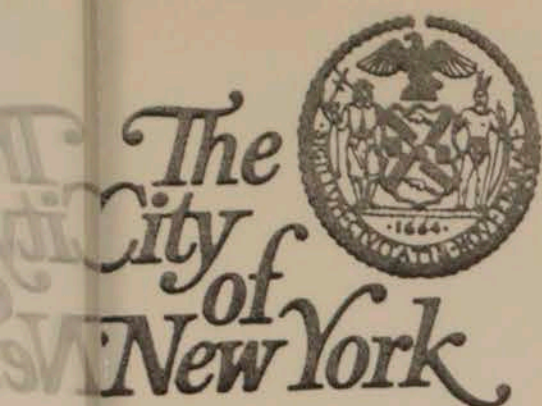
Please prepare a listing of services under your jurisdiction which are delivered to the public by:

- (a) agency personnel (number involved, cost for personnel and for OTPS) and
- (b) private firms under contract to the City (number of contractor personnel, if known, and cost).

Further, we would appreciate your suggestions as to which public services currently provided by agency personnel might be effectively and efficiently performed by existing commercial enterprises, and, conversely, which of your services now being contracted out through commercial channels might better be provided directly by your agency. Please note that internal consultant and administrative services, etc., are not included within the scope of this survey at this time.

Please send your suggestions and the data requested to Dr. E. S. Savas, First Deputy City Administrator, no later than June 15. Your prompt cooperation is appreciated.





OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator

May 21, 1971

ADMINISTRATIVE MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: TIMOTHY W. COSTELLO, DEPUTY MAYOR-CITY ADMINISTRATOR

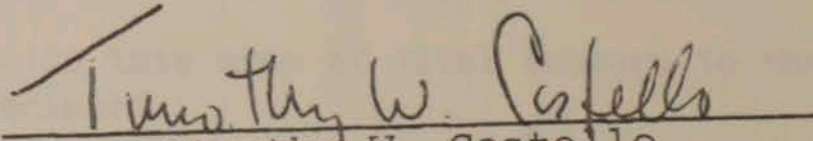
Official notification has been received from the Commissioner of Investigation that the following person has refused to answer relevant questions concerning transactions with the City when subpoenaed to testify before the Department of Investigation.

JACOB KAUFMAN, Shamrock Demolition Corporation.

Each contract with this contractor and all firms, partnerships or corporations with whom he is associated shall be cancelled or terminated subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named person or firms submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Section 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.

  
Timothy W. Costello  
Deputy Mayor-City Administrator





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

7/1/18

MEMORANDUM

June 10, 1971

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

Almost 1200 bills are now awaiting executive action following adjournment of the Legislature early yesterday morning.

In order that the Governor may receive New York City's position with respect to these bills, my Legislative Representative, Richard A. Brown, will mail you a copy of each bill that might affect your department or agency.

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 Richard A. Brown, Legislative Representative, Room 203, 111 Washington Avenue, Albany, New York, 12210. Delay in responding could result in the enactment of legislative 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. Brown 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 City is essential and will be greatly appreciated.

*John V. Lindsay*





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

7/1/71

EXECUTIVE MEMORANDUM

July 28, 1971

TO: HEADS OF ALL ADMINISTRATIONS AND DEPARTMENTS  
FROM: MAYOR JOHN V. LINDSAY  
RE: THE UNITED FUND OF GREATER NEW YORK

Once each year Municipal employees, like all people who work in New York City have the opportunity of helping support the 425 voluntary hospital, health and welfare agencies of the United Fund of Greater New York.

These agencies are dealing with critical problems in the lives of all of our people, drug addiction, cancer, heart disease, adoption, day care, blind, hospitals and many many others. They serve over 4,000,000 of our fellow New Yorkers each year at a total operating cost of over one billion dollars.

In recognition of the vital role of the Fund in New York City, we have adopted a year-round voluntary payroll giving plan, so that city employees by a modest gift each payday can contribute their "fair share" to benefit the entire city.

Comptroller Beame fully supports this effort and is creating the necessary procedures for smooth and efficient operation of this contribution program.

Deputy Mayor Richard R. Aurelio and Mr. Victor Gotbaum, Executive Director of District Council #37 of the American Federation of State, County and Municipal Employees will again serve as Co-Chairmen of the Municipal Campaign.

The Campaign will be conducted this fall with authorized deductions being made early in 1972, therefore to effectively organize this campaign, I ask that you appoint a senior member of your executive staff to serve as United Fund Chairman for your Administration or Department. He or she should enlist as Co-Chairman a representative of your major employee union. The names of these United Fund Chairmen and Co-Chairmen should be forwarded to Deputy Mayor Aurelio within the next two weeks.

I know I can count on your wholehearted support.





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

7/1/20

M E M O R A N D U M

August 2, 1971

TO: ALL ADMINISTRATORS AND AGENCY HEADS  
FROM: RICHARD R. AURELIO

---

Annexed is a proposed policy statement concerning the outside activities of professionals in City government holding top executive and administrative positions.

Before submitting this recommendation to the Mayor for his approval, I would appreciate your reviewing the memorandum. I would specifically like to have your comments on any hardships, inequities or omissions which would result in your agency should the Mayor accept this recommendation and implement it. Please send such comments to my office no later than Friday, August 6.

*Richard R. Aurelio*



Section 1. In addition to the City Charter and Administrative Code relating to conflict of interest and other applicable provisions of law, all Administrators, Deputy Administrators, Assistant Administrators, Commissioners, Deputy Commissioners, departmental Counsel, members of the Mayor's executive and personal staff and salaried full-time Chairman of City Commissions, who are licensed to engage in or practice a profession, shall be prohibited from in any way engaging in the private practice of their respective professions during their term of service for the City. However, this shall not preclude any of the above from teaching, writing, or accepting occasional lecture engagements on their own time; provided that these activities do not interfere with their duties.

Section 2. In order to effectively carry out the policy set forth in Section 1, all persons holding positions enumerated therein, shall remove, or cause to be removed, his name from any private firm or company listing, directory, circular, card or stationery, which shall identify him as a present member of such firm or company.





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

MEMORANDUM

August 3, 1971

TO: HEADS OF ALL ADMINISTRATIONS AND DEPARTMENTS

FROM: DEPUTY MAYOR RICHARD R. AURELIO

On July 29, Mayor Lindsay issued an Executive Memorandum announcing the 1971 United Fund Campaign for all Municipal employees.

The Mayor has given the United Fund his complete endorsement and has appointed me as the Co-Chairman of the Campaign. In the Memorandum, the Mayor has asked the heads of each Administration and Department to appoint a senior member of their executive staff to serve as Campaign Chairman and a representative of their major employee union to serve as Co-Chairman. Please have Chairmen's names in my office by August 12.

I have asked Mr. Stephen Briganti, Division Director of the United Fund, to contact you for an appointment. He will meet with you concerning the campaign and will need only a few minutes of your time to brief you on what is necessary to run an effective campaign.

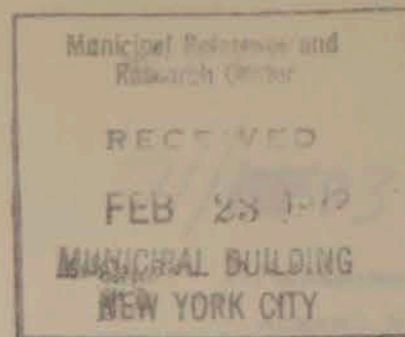
Please lend your complete support in helping us make this a most successful campaign.

*Richard R. Aurelio*





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



71/23

August 23, 1971

TO: All Administrators and Agency Heads  
FROM: John V. Lindsay, Mayor

I have designated the Mayor's Labor Policy Committee, chaired by Deputy Mayor Richard Aurelio, to coordinate the formulation and implementation of all City policy which may be affected by the President's Order on the stabilization of prices, rents, wages, and salaries.

City agencies should neither make direct inquiries to the Office of Emergency Preparedness, nor should any agency, without consulting Corporation Counsel or the Budget Bureau, make interpretations, either internally or to the public, of regulations or issues under the jurisdiction of the Office of Emergency Preparedness or the President's Cost of Living Council.

All City inquiries on these matters should be directed to Norman Redlich, First Assistant Corporation Counsel, 566-4517, or Jim Ruth, Assistant Budget Director, 566-5713.

The Department of Consumer Affairs will continue to transfer public inquiries to the local Internal Revenue Service.

Any procedural questions should be directed to Steven Isenberg, 566-0088, Assistant to the Mayor, who will serve as the director of the Mayor's Labor Policy Committee's task force on the City's Stabilization Policies and relationship with the Office of Emergency Preparedness.

*John V. Lindsay*





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

71/23  
111 WASHINGTON AVENUE  
ALBANY, N. Y. 12210  
ROOM 203

52 CHAMBERS STREET  
NEW YORK, N. Y. 10007  
ROOM 110

URANDIR RICHARD A. BROWN  
LEGISLATIVE REPRESENTATIVE

September 15, 1971

M E M O R A N D U M

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: RICHARD A. BROWN, LEGISLATIVE REPRESENTATIVE

RE: 1972 State Legislative Program

The 1972 State Legislative Program is now being prepared. Unlike other years, the Rules of the Senate and Assembly provide that bills introduced during the 1971 session which were not acted upon by the Governor will be deemed to be reintroduced for the 1972 session. This means that those program bills which did not pass both houses during 1971 will appear as active bills in the first issue of the 1972 Legislative Index.

It is imperative that I be informed by October 15, 1971 whether you are continuing support of the 1971 bills sponsored by your department or agency or affecting your area of responsibility which did not become law. The bills and your comments will be reviewed by the Mayor's Legislative Coordinating Committee prior to their reacceptance as part of the City's program.

Your evaluation and study of 1971 bills carried over to the 1972 legislative session should include determining if the bills require rewording as the result of other bills enacted into law and if any change is needed as to the effective date of the bill. Similarly, bills which were vetoed and which you desire reintroduced should be carefully examined in light of the Governor's Disapproval Memorandum and a new draft together with legislative memorandum should be submitted.



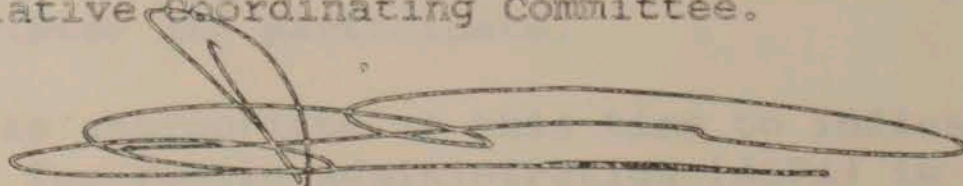
New proposals not introduced at the 1971 session must be submitted to me by October 15th in brief summary form so that a policy decision can be made as to whether a proposal should be advanced to the bill drafting stage. This summary should include:

1. purpose of the bill;
2. legislative history indicating whether the proposal has been previously introduced and the action taken, together with copies of such previously introduced legislation;
3. fiscal impact, if any, and
4. whether the proposal will require initial drafting by the Corporation Counsel's office.

The legislative proposals which are submitted will be reviewed by the Mayor's Legislative Coordinating Committee and the various departments and agencies will thereafter be notified as to which proposals are acceptable as part of the City's program. When necessary, representatives of the affected City agencies will meet with the Legislative Coordinating Committee prior to any policy decision by the Committee. The notice to the various departments and agencies will also contain further information relating to the pre-filing procedure which, as you know, begins on November 15th.

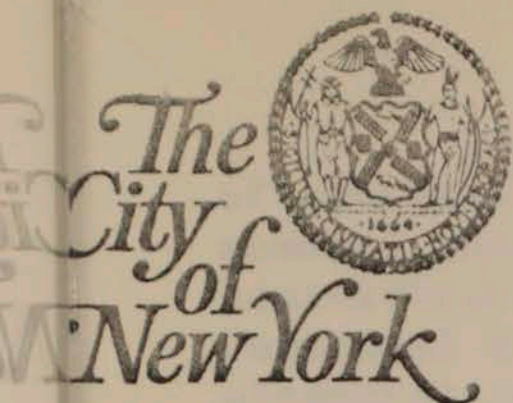
The Corporation Counsel's Office should be advised no later than November 1st, 1971 as to all approved legislative proposals which will require initial drafting by that office.

Drafts of all legislation prepared by the various departments and agencies should be submitted to me no later than November 15, 1971 for final review by the Corporation Counsel's Office and the Legislative Coordinating Committee.



RICHARD A. BROWN  
Legislative Representative





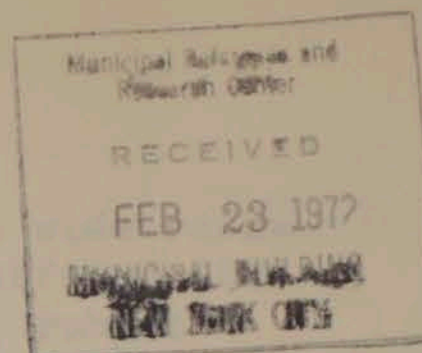
OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator



7/1/24

September 17, 1971

MEMORANDUM

TO: All Administrators, Commissioners and Agency Heads

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

SUBJECT: 1972 National Conference of the American Society for  
Public Administration - Joining ASPA

I am pleased to inform you that the 1972 National Conference of the American Society for Public Administration will be held in New York City at the Statler-Hilton Hotel, March 21-25, 1972. I shall serve as Conference Chairman and we expect about 2000 individuals involved in public administration at all levels of government and in all functional and program fields, from throughout the country to attend -government administrators, teachers, researchers, consultants, students and civic leaders.

I can assure you that the 1972 National Conference on Public Administration will be stimulating, far-ranging and most beneficial both in terms of program content and meeting conference attendees. We expect to have an outstanding group of prominent national and local officials, and expert professors and practitioners as speakers, panelists and participants.

I know that many New York City officials will be asked to become involved and I hope that you will be able to do so, to personally attend, and to make arrangements for some of your staff members to register and participate.

I think it is appropriate at this time to indicate that the American Society for Public Administration (ASPA) is conducting a major drive to expand its present 14,000 membership. ASPA is a national organization, founded in 1939, for those interested in improving administration of the public service at all levels of government. It accomplishes this through the exchange, development, and dissemination of information about public administration.



The attached brochure will indicate the wide range of professional services and personal benefits offered ASPA members including: Public Administration Review, Public Administration News and Views, Public Administration Recruiter, Personnel Exchange, low cost group life insurance and supplemental hospital payment plan. There are four levels of involvement - individual, local, regional and national. Other society services include: affiliation with various professional groups; a special section of the society, Conference of Minority Public Administrators; Blue Ribbon Task Forces; a Minority Fellowship Program, etc. In addition, the New York Chapter of ASPA provides an excellent opportunity to meet fellow administrators and to participate in workshops and discussion groups.

I hope that you will circulate and post the attached information about ASPA and that you and your staff will consider joining - annual membership dues: (tax-deductible) - \$25; for those under 29, an introductory membership (full-services) - \$10.

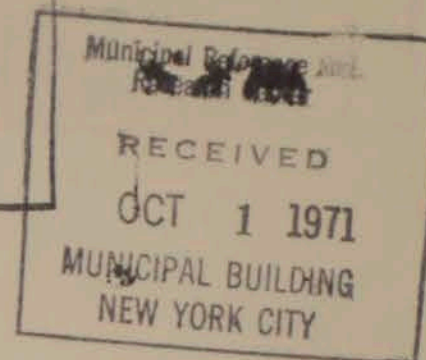
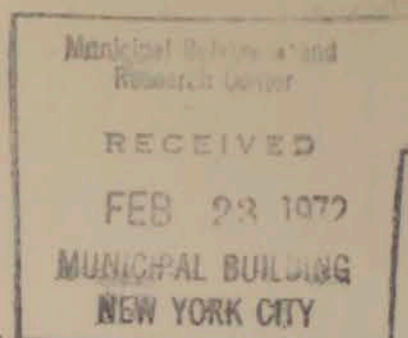
For further information and application forms please contact, Assistant City Administrator Sigmund G. Ginsburg, 566-6719.

Enc.





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



71/25

September 30, 1971

TO: ALL AGENCY HEADS  
FROM: HON. JOHN V. LINDSAY, MAYOR  
RE: Urban Analysis Center

*J.V.L.*

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An appropriation was provided in the 1971-72 capital budget Project HN-21F to finance research and development studies of interest to City agencies by the City University of New York and private universities located within the City.

In response to this appropriation, City University has established a Center for Urban Analysis to coordinate studies to be done by its staff. Studies proposed to the Center by City agencies, the City Council, the Board of Estimate or other branches of the University will be reviewed by a policy committee to be jointly designated by City University and the City.

Studies of interest to City agencies that would be carried out by a private college or university will not be handled through CUNY's Center for Urban Analysis. Instead, they will be done via individual contracts between the agency and the institution, coordinated through the Bureau of the Budget. Proposals for such studies should be made directly to the Director of the Budget.



In order to assure an early start on this effort, I urge each administrator to prepare by October 30th preliminary proposals for special studies that can be accomplished through the Urban Analysis Center during the next six to twelve months. Each agency should give special priority to studies that will also qualify for Federal and non-City support.

I have asked the Budget Director to coordinate the development and review of these proposals. Proposals should be submitted to the University Policy Committee with copy to the Budget Director by October 30th.

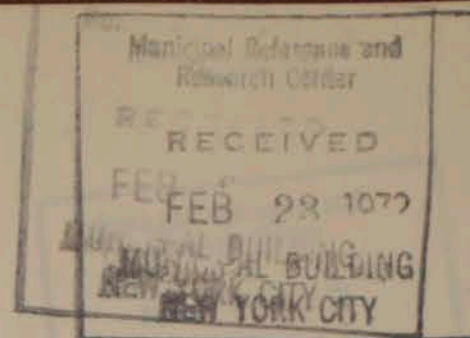
The Mayor has asked me to ask you to bring this memorandum to the attention of all those in your agency who are affected in order to insure its immediate implementation.

7/1/57  
See 7/1/57 following





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



71/26

MICHAEL J. DONTZIN  
COUNSEL TO THE MAYOR

October 13, 1971

MEMORANDUM TO: ALL ADMINISTRATORS AND AGENCY HEADS  
FROM: MICHAEL J. DONTZIN

The Mayor has asked me to ask you to bring this memorandum to the attention of all those in your agency who are affected in order to insure its immediate implementation.

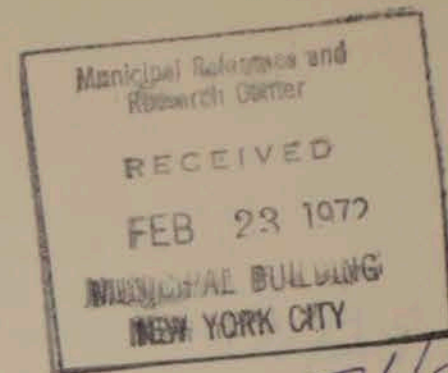
*Michael J. Dontzin*

*See 71/27, following*





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



October 13, 1971

MAYORAL MEMORANDUM

TO: ALL ADMINISTRATORS AND AGENCY HEADS

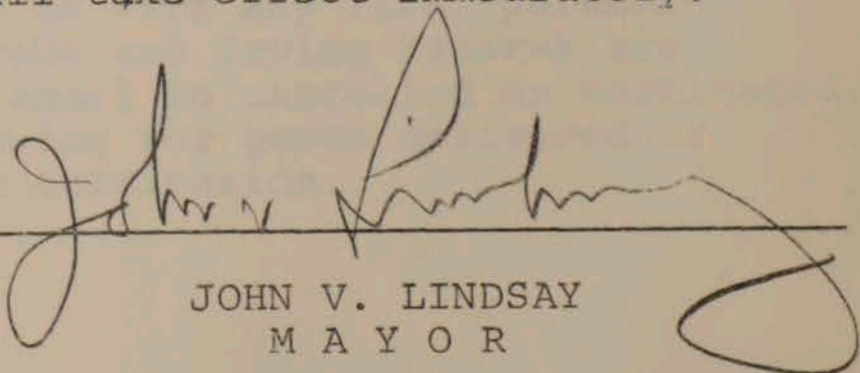
RE: POLICY STATEMENT CONCERNING THE OUTSIDE ACTIVITIES OF PROFESSIONALS  
IN CITY GOVERNMENT HOLDING EXECUTIVE AND ADMINISTRATIVE POSITIONS.

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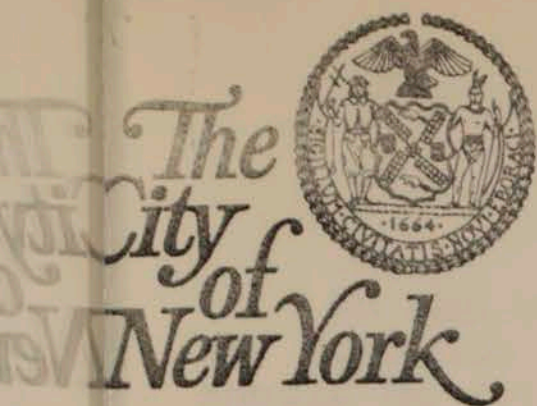
SECTION 1. In addition to the City Charter and Administrative Code relating to conflict of interest and other applicable provisions of law, all Administrators, Deputy Administrators, Assistant Administrators, Commissioners, Deputy Commissioners, full-time departmental Counsel, members of the Mayor's executive and personal staff and salaried full-time Chairmen of City Commissions, who are licensed to engage in or practice a profession, shall be prohibited from in any way engaging in the private practice of their respective professions during their term of service for the City. However, this shall not preclude any of the above from teaching, writing, or accepting occasional lecture engagements on their own time; provided that these activities do not interfere with their duties.

§ 2. In order to effectively carry out the policy set forth in Section 1, any person holding positions enumerated therein, shall remove, or cause to be removed, his name from any identification with a private firm, or company listing, directory, circular, card or stationery.

§ 3. This directive shall take effect immediately.

  
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

71/28

ADMINISTRATIVE MEMORANDUM

November 18, 1971

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: TIMOTHY W. COSTELLO, DEPUTY MAYOR-CITY ADMINISTRATOR

Official notification has been received from the Commissioner of Investigation that the following persons have refused to answer relevant questions concerning transactions with the City when subpoenaed to testify before the Department of Investigation.

ROBERT JACOBS of 798 Westwood Avenue, Staten Island, New York and IRVING KANAREK of 860 East 13th Street, Brooklyn, New York, and the following corporations of which they are members:

Sterman, Kanarek & Jacobs  
Eastway Construction Corp.  
Amboy Estates Corp./Anscott  
Realty Corp.  
Dellarey Realty Corp.  
East Community Corp.  
Eastern States Realty Corp.  
Elida Realty Corp.  
Elvio Realty Corp.  
Equality Management Corp.  
G.J.M.E. Realty Corp.  
I.G.B. Limited Partnership  
I.J.A. Realty Corp.

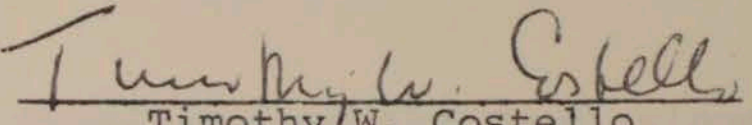
J.O.G. Rehabilitation Corp.  
Livonia Community Corp.  
Local Housing Corp.  
Monela Realty Corp.  
Powell Community Corp.  
Quality Management  
Rehab Holding Corp.  
S.C.R.O. Realty Corp.  
Styrene Crystal Products, Inc.  
Wantaugh Estates Corp.  
Eastern States Realty Corp.  
X&S Equality Realty Corp.

All Contracts with the above firms or with any firm, partnership or corporation of which Robert Jacobs and Irving Kanarek are a member, partner, director or officer shall be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.



In the event the above-named persons or firms submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal. No. 3180A), 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.

  
Timothy W. Costello  
Deputy Mayor-City Administrator





OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator

71/29

ADMINISTRATIVE MEMORANDUM

November 18, 1971

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES  
FROM: TIMOTHY W. COSTELLO, DEPUTY MAYOR-CITY ADMINISTRATOR

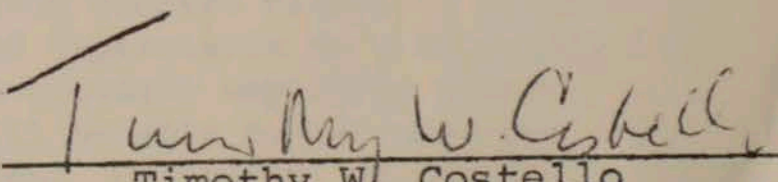
Official notification has been received from the Commissioner of Investigation that the following persons have refused to answer relevant questions concerning transactions with the City when subpoenaed to testify before the Department of Investigation:

NATHAN KAYE of Inner City Plumbing & Heating Company, 88-11 63rd Drive, Rego Park, New York, and DR. MARVIN MOSNER of 2340 East 28th Street, Brooklyn, New York.

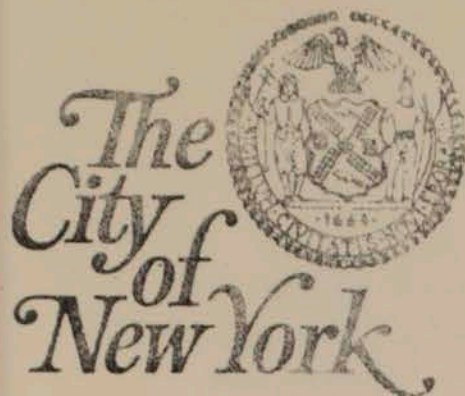
All contracts with the above firm or with any firm, partnership or corporation of which Nathan Kaye and Dr. Marvin Mosner are a member, partner, director or officer shall be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named persons or firms submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for such determination of such bidder's responsibility in accordance with Sect. 5 (c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal. No. 3180A), 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.

  
Timothy W. Costello  
Deputy Mayor-City Administrator





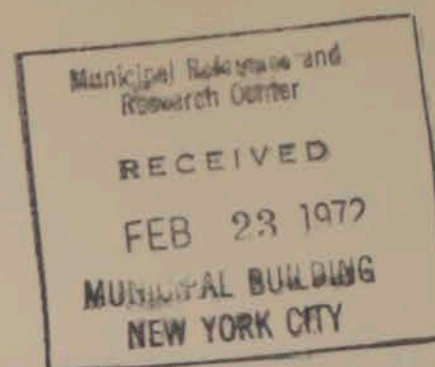
OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator



71/30

MEMORANDUM

December 6, 1971

TO: Administrators, Commissioners, Agency Heads

FROM: Timothy W. Costello  
Deputy Mayor-City Administrator

SUBJECT: Implementation of Expanded Voluntary Work Staggering

Last December the Mayor announced a voluntary work staggering program for City employees aimed at reducing rush hour congestion in lower Manhattan (south of Canal Street). He asked City agencies to consider having office employees who work a 9-5 shift to report instead for an 8:30-4:30 shift.

During the ensuing months, questionnaire responses from 31% of the more than 2,500 employees and supervisors who participated have been evaluated. Results indicate that the experiment has been a huge success by all standards. In most cases the reaction even exceeded highly favorable responses of business employees who have been participating in the Downtown Lower Manhattan Association Program. For example, the reaction to the staggered work hours program by City employees surveyed found 98.5% favorable; of City supervisors, 92.3% favorable; and of DLMA employees, 90.8% favorable. In terms of whether as a result of the Program congestion was reduced in elevators, building lobbies, and in streets around their own offices, 74.5% of City employees, 70.8% of City supervisors and 47.1% of DLMA employees surveyed agreed that there had been a reduction. Of the new hours preferred on a permanent basis, 80% of City employees and 82% of City supervisors surveyed favored an 8:30-4:30 shift.

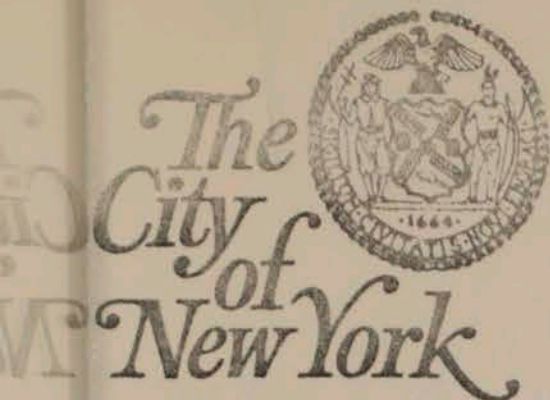
In light of the overwhelming success of the experiment I am now calling upon all city agencies to make an even greater effort to bring about increased participation of their employees and supervisors on a voluntary basis. It is our hope that by taking steps to re-schedule employees working in lower Manhattan to 8:30 A.M.-4:30 P.M. we will be able to increase participation by approximately 150% to 6,000 employees. Of course, if you decide that there would be adverse effects in shifting hours we would not expect your participation. If a shift is made, sufficient coverage would have to be maintained until 5 P.M. and only those employees who volunteer would be involved.



Please plan to have the shifts take place on or before January 31. I would appreciate receiving by January 14, a report of (a) your plans, including the name of your designated representative, (b) how many employees not presently on the 8:30-4:30 shift will go on the new time schedule, and (c) the total number of employees who have been shifted during our original program and are now in the enlarged program. Following our previous pattern, by May 1, we will be sending you questionnaires for distribution to those participating in order to evaluate the expanded program.

Your assistance and support is critical to the success of what I believe is an important step in relieving rush hour congestion as well as improving employee morale.





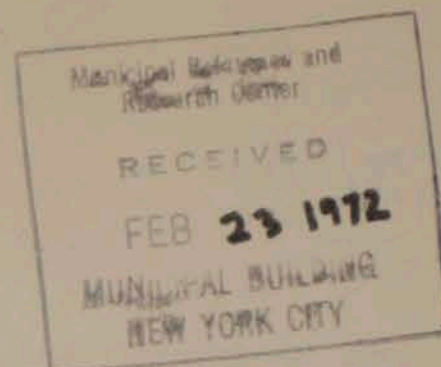
OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator



71/301

December 17, 1971

TO: All Administrators, Commissioners  
and Agency Heads

FROM: T. W. Costello *TC*

SUBJECT: Pricing Policies

Many agencies provide products and services (such as directories, searches, public record lists) for sale to the public. Some of these products and services are required by law; others are byproducts of the agency's operations. In a number of instances, prices are set by law (e.g., a list must be made available at the cost of reproducing it). When this is not the case, pricing policies vary greatly.

It has come to my attention that many agencies have not made a recent review of their costs and policies. Even where the pricing policy is set by law, price revision may be in order so that selling prices may be brought in line with current costs. Also it is probable that there are products and services now being provided free for which there should be a fee.

In view of the City's critical need for increased revenue, please review the practices and current fees of your agency and advise me by January 31, 1972, of your findings and your plans for revision.



CITY OF NEW YORK  
MUNICIPAL SERVICE ADMINISTRATION



INTRA-ADMINISTRATION MEMORANDUM

Date: December 28, 1971

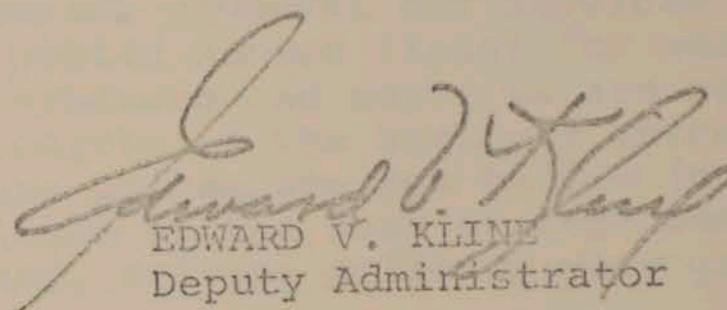
To: See Distribution Below

From: Edward V. Kline, Deputy Administrator

Ext. No.

Subject: Pricing Policies

Please review the attached memorandum from the Office of the Deputy Mayor and advise me by January 21, 1971 on any material applicable to your office, with suggestions for any revised pricing policies which you consider to be warranted.

  
EDWARD V. KLINE  
Deputy Administrator

Milton Musicus, Administrator  
Alfred C. Maevis, Comm. of Public Works  
Ira Duchan, Comm. of Real Estate  
Marvin Gersten, Comm. of Purchase  
Arthur G. Corr, Inspector General  
Sidney Burstein, Asst. Administrator, Legal Affairs  
William J. Siegrist, Asst. Administrator, Management Planning  
William H. Welling, Asst. Administrator, Admin. Services  
Joseph Polser, Asst. Administrator, Public Affairs  
Sheldon Hoffman, Acting Director, Municipal Broadcasting System  
Alexander A. Alfier, Director, Office of Data Processing  
James Katsaros, Dir., Municipal Archives & Records Center  
Eugene J. Bockman, Dir., Municipal Reference & Research Center  
Ivins E. Cornelius, Dir., Municipal Telephone Service  
Henry M. Christman, Dir., the City Record





OFFICE OF THE MAYOR

*Office of Administration*

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

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

December 17, 1971

TO: All Administrators, Commissioners  
and Agency Heads

FROM: T. W. Costello *TC*

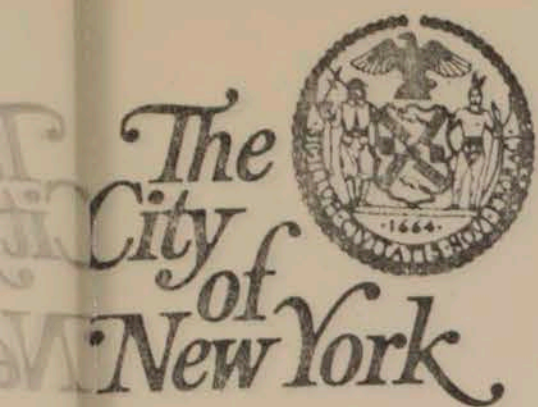
SUBJECT: Pricing Policies

Many agencies provide products and services (such as directories, searches, public record lists) for sale to the public. Some of these products and services are required by law; others are byproducts of the agency's operations. In a number of instances, prices are set by law (e.g., a list must be made available at the cost of reproducing it). When this is not the case, pricing policies vary greatly.

It has come to my attention that many agencies have not made a recent review of their costs and policies. Even where the pricing policy is set by law, price revision may be in order so that selling prices may be brought in line with current costs. Also it is probable that there are products and services now being provided free for which there should be a fee.

In view of the City's critical need for increased revenue, please review the practices and current fees of your agency and advise me by January 31, 1972, of your findings and your plans for revision.





OFFICE OF THE MAYOR

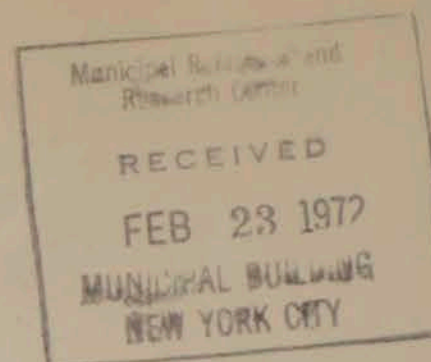
Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, Deputy Mayor, City Administrator

ADMINISTRATIVE MEMORANDUM



71/32

December 27, 1971

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES  
FROM: TIMOTHY W. COSTELLO, DEPUTY MAYOR-CITY ADMINISTRATOR

Official notification has been received from the Commissioner of Investigation that the following persons have refused to answer relevant questions concerning transactions with the City when subpoenaed to testify before the Department of Investigation.

DAVID LEBER of 108 Lakeside Drive, Lawrence, Long Island, New York, and HERBERT ZABELL of 1104 Marc Drive, North Woodmore, Long Island, New York, and the following corporations of which they are members:

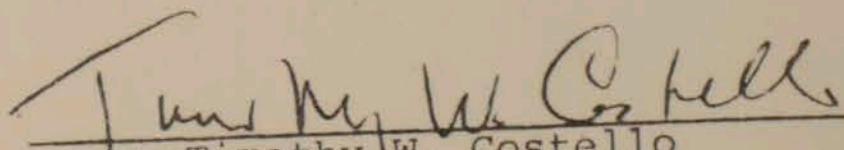
Marra Construction Corp.  
Andor Properties Corp.  
1050 Anderson Corp.  
1050 Anderson Avenue Corp.  
1050 Anderson Company

Highbridge Credit Corp.  
312 Construction Corp.  
Decker Clarke Corp.  
606 Construction Corp.  
606 Anderson, Inc.

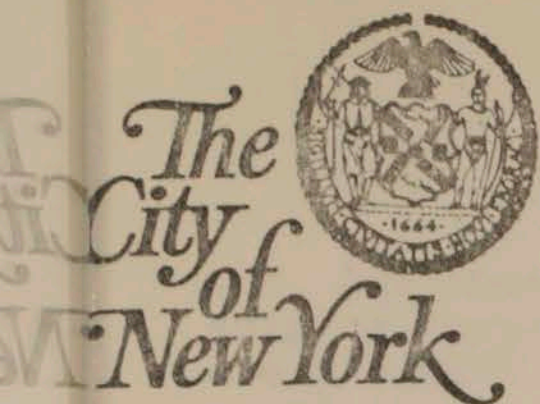
All Contracts with the above firms or with any firm, partnership or corporation of which David Leber and Herbert Zabell are a member, partner, director or officer shall be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named persons or firms submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal.No. 3180A), 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.

  
Timothy W. Costello  
Deputy Mayor-City Administrator





OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

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

ADMINISTRATIVE MEMORANDUM

December 27, 1971

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: TIMOTHY W. COSTELLO, DEPUTY MAYOR-CITY ADMINISTRATOR

Official notification has been received from the Commissioner of Investigation that the following persons have refused to answer relevant questions concerning transactions with the City when subpoenaed to testify before the Department of Investigation.

MELVIN WEINTRAUB of 119 Longvue Terrace, Yonkers, New York and GERALD WEINTRAUB of 360 East 72nd Street, New York, New York, and the following corporations of which they are members:

KTO Realty Corp.  
LRC Realty Corp.  
Trauma Third Realty Corp.  
Bar Sel Realty Corp.  
Fox Sel Realty Corp.  
Vixen Realty Corp.  
Possum Realty Corp.  
Fox Second Realty Corp.  
Shark Realty Corp.  
1445 Boston Road Corp.  
120 St. & 7th Ave. Realty Corp.  
1084 Home St. Corp.  
Bumble Bee Realty Corp.  
Morelite Construction Corp.  
A & M Realty Corp.  
371 Beekman Realty  
Bo Bradhurst Realty Corp.  
60 West 119th Street Corp.  
Berlac Realty Corp.

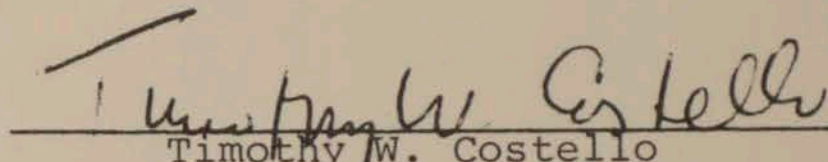
Voleur Realty Corp.  
Gerbil Realty Corp.  
Fresno Realty Corp.  
Delmar Associates, Inc.  
168 Lenox Corp.  
976 Fox Street Corp.  
440 West 164 St. Corp.  
1835 - 7th Avenue Corp.  
Dromedary Realty Corp.  
G.R.A.W. Associates, Inc.  
My Owne Properties, Inc.  
991 Amsterdam Ave. Corp.  
1451 Boston Road Corp.  
Tortoise Realty Corp.  
4141 DeKalb Corp.  
153 Lenox Corp.



All contracts with the above firms or with any firm, partnership or corporation of which Melvin Weintraub and Gerald Weintraub are a member, partner, director or officer shall be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named persons or firms submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal. No. 3180A), 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.

  
Timothy W. Costello  
Deputy Mayor-City Administrator