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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

January 4, 1954 RH

(#1)

MEMORANDUM TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

SUBJECT: Correspondence with officials of State, Federal and foreign governments

Correspondence with any official of a State or Federal Government agency, or with any official of a foreign country, must be done through the Mayor's Office. Only routine Police matters are excepted.

Please submit any such communications to the office of the Executive Secretary in complete form, with two carbon copies of the original attached. One carbon copy will be retained in the files of the Mayor's Office, and the other returned to the Department submitting the letter, with indication of the action taken.

It is of the utmost importance that this procedure be followed. No public statements concerning matters pending between this City and the State or Federal Governments will be made until approved by this office.

Robert F. Wagner, Jr.

ROBERT F. WAGNER, Jr.
Mayor

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

January 8th, 1954.
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#2

MEMORANDUM TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

RE: Answering Correspondence.

All correspondence will be answered in writing, either solely by acknowledgement or in such further manner as discretion may dictate. Also, inter-departmental correspondence between officials of the City should be accorded formal recognition of advice of receipt.

Robert F. Wagner Jr.
ROBERT F. WAGNER, Jr.
Mayor

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

January 28, 1954

EXECUTIVE MEMORANDUM No. 3 S

TO: THE HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: MAYOR ROBERT F. WAGNER

The American Red Cross will soon launch its 1954 annual appeal for funds. As you know, all agencies of the City are actively engaged in developing a civil defense program. The part played by the Red Cross in this program is of primary importance. Without the valued services of this fine organization, the problems of our City government would be greatly multiplied and expense upon the City would be much heavier.

The Red Cross is made up of you and me and our fellow citizens. In the past we have given time, work and blood and we will continue to do so. In addition to these items, the Red Cross seeks substantial funds this year. The truce in Korea has not lessened Red Cross tasks. There are still more than 3,000,000 men and women in uniform. In 1954 they will need Red Cross services as much as they did in 1953. Because of the important and patriotic nature of this campaign, I am making this personal appeal.

Therefore, I request that you, as head of your Department, cooperate actively by urging your employees to cooperate wholeheartedly in this worthy cause.

The campaign among the City workers this year will be headed by Commissioner Edward F. Cavanagh, Jr., of the Fire Department. Please help him in every way you can.

Robert F. Wagner
Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

March 1, 1954

EXECUTIVE MEMORANDUM # 4

FROM: THE MAYOR

TO: ALL CITY DEPARTMENTS AND AGENCIES

SUBJECT: BILLS BEFORE THE GOVERNOR

As the legislative session comes nearer to adjournment, a greater number of bills are being passed and sent to the Governor for executive action. Many of these bills affect the City and they are referred to appropriate City agencies for analysis and recommendation by my Legislative Representative in Albany.

Bills which go to the Governor while the Legislature is still in session are "10 day bills". This means that the Governor has only 10 days in which to act on such bills. It is essential, therefore, that City agencies submit their reports on such bills within 48 hours after receipt of notice that a particular bill is before the Governor so that I may have the benefit of your advice in making my recommendations to the Governor.

Reports on bills before the Governor are to be submitted in accordance with my Memorandum to you dated January 11, 1954, in relation to reports on pending State legislation.

Delay in replying to requests for reports on bills before the Governor for executive action may be detrimental to the City's interests. Accordingly, I anticipate and shall appreciate your prompt cooperation in reporting on bills before the Governor.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

March 18, 1954

(#5)

MEMORANDUM TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES.
SUBJECT : MONTHLY ADMINISTRATIVE REPORTS

As a further step in improving top management of the City's government, I am instructing the City Administrator, Dr. Luther Gulick, to request the head of each department and agency responsible to me to submit a monthly administrative report.

The City Administrator will fix the form that the report is to take and may change it from time to time as necessary. In general, it will provide a brief statistical summary of the most important aspects of the department's activities during the current month compared with previous months. Furthermore, it will provide an opportunity for each Commissioner to comment on the significance of the statistics reported as well as on administrative problems, either present or future, which he believes ought to be brought to my attention and to the attention of the City Administrator.

I am particularly interested in this latter aspect of the report because I hope it will be of assistance to me in planning the City's business and in solving or avoiding some of our administrative problems. For this reason, I trust that each Commissioner will give it his personal attention.

The first reports will be made for the month of March and are to be returned to the office of the City Administrator, 250 Church Street, by April 15th unless other arrangements are made with Dr. Gulick. Forms appropriate to your department will be sent to you within the next few days. These reports should be regarded by you as confidential.

Robert H. Connery of the City Administrator's office will be in immediate charge of these reports. His telephone number is COrtlandt 7 - 6343.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

March 24, 1954

EXECUTIVE ORDER #6

TO: Heads of all Departments and Agencies

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

SUBJECT: Designation of Honorable Peter Campbell Brown, Commissioner of Investigation, to conduct Security Risk clearances.

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

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

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

This order shall take effect immediately.

Robert F. Wagner

Robert F. Wagner

MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

March 26, 1954

EXECUTIVE MEMORANDUM #7 NEW YORK 7, N. Y.

FROM: THE MAYOR

TO: ALL CITY DEPARTMENTS AND AGENCIES

SUBJECT: BILLS BEFORE THE GOVERNOR

The Legislature has adjourned and approximately 900 bills are before the Governor for executive action. About 250 to 300 of these bills affect the City. They are referred to appropriate City agencies for analysis and recommendations by my Legislative Representative in Albany.

Bills which are now before the Governor are "thirty day bills". This means that the Governor has thirty days in which to approve or disapprove such bills. It does not mean that the City has thirty days in which to submit its recommendations to the Governor on bills affecting the City. It is essential, therefore, that City Agencies submit their reports on such bills within 72 hours after receipt of notice that a particular bill is before the Governor. In this way, I shall have the benefit of your advice and be in a position to make timely recommendations to the Governor. Time is of the essence especially with respect to bills which would adversely affect the Administration or Government of the City.

Delay in replying to requests for reports on bills before the Governor may prove detrimental to the best interests of the City. Accordingly, I anticipate and shall appreciate your prompt consideration in replying to requests for recommendations on bills before the Governor.

Please prepare all reports in accordance with my Memorandum to you dated January 11th, 1954.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

April 7, 1954

EXECUTIVE ORDER #7

TO: Heads of all Departments and Agencies

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

SUBJECT: Prior submission and review of any proposed local legislation.

I hereby direct that heads of all departments and agencies of the City of New York submit to me any proposed local legislation sufficiently in advance of its presentation to the City Council to permit the study and consideration such proposals may merit.

This order shall take effect immediately.

Robert F. Wagner

Robert F. Wagner
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

May 21, 1954

EXECUTIVE ORDER #9

TO: Heads of all Departments and Agencies

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

SUBJECT: Release of Municipal Employees enrolled in local Civil Defense

On June 14 and 15, 1954, a nation-wide Civil Defense test exercise will be held throughout the entire United States of America in cooperation with Canada. There can be no over-emphasis of the vital importance of civil defense to our national life. Full preparedness is essential. Every citizen must recognize and become aware of the tasks and needs of civil defense.

I hereby direct each department and agency of the City of New York to cooperate fully in this test, and hereby authorize the release of municipal employees who are enrolled in civil defense to perform such civil defense duties as are assigned to them during this exercise.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

MEMORANDUM #10

TO THE HEADS OF ALL DEPARTMENTS AND AGENCIES:

The Greater New York Fund campaign among city employees is about to start and I think it can be taken for granted that you are in full sympathy with the aims of the Fund. I know that in my experience during my two years as chairman of the Municipal Employees campaign, I found that executives and employees alike heartily endorsed and supported The Greater New York Fund.

I have assured The Greater New York Fund of the full support of the Municipal Governme nt in its campaign among city employees, and I am sure that you will organize a campaign for the Fund among the employees of your department, or if they have a departmental chest or welfare fund, you will submit a strong recommendation on behalf of the Fund to the committee responsible for making contributions.

The logic of the case for the Fund is undeniable, and to my mind far more persuasive than an emotional appeal based on the specific need of any particular group of the sick or needy, for the Fund embraces every kind of voluntary agency, and it can be said without fear of contradiction that there is no type of medical, health or social welfare service they do not provide.

Commissioner Henry L. McCarthy of the Department of Welfare has consented to serve as chairman of the drive among city employees, and I know that you will help the Commissioner in every way you can in this most necessary work.

Sincerely yours,

Robert F. Wagner

Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

May 24, 1954

TO THE HEADS OF ALL DEPARTMENTS AND AGENCIES:

Please clear through this office all requests by charitable organizations for permission to solicit funds in your department or agency.

Very truly yours,

William R. Peer

William R. Peer
Executive Secretary
to the Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

May 25, 1954

MEMORANDUM TO ALL DEPARTMENT HEADS

The Mayor's Trophy Game will be played this year between the Yankees and the Dodgers at Yankee Stadium on the night of June 14th. As you know, the entire proceeds from this annual event go to providing equipment for our youngsters on the sandlot teams.

It will be a good game and, you must admit, it couldn't be for a better cause.

The tickets are $2 and $3 and may be purchased at Room 1 in City Hall. All seats are reserved. As Friday, May 28th, is the only payday for City employees between now and the date of the game, Mr. Clinton W. Blume, Chairman of the Mayor's Trophy Game, has urged that this office communicate with you and request that this notice be posted in a conspicuous place in your Department so that your employees may make arrangements for purchasing their tickets.

Sincerely yours,

William R. Peer

William R. Peer

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

June 8, 1954

EXECUTIVE ORDER #11

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

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

SUBJECT: 1955 LEGISLATIVE PROGRAM

While the next regular session of the State Legislature will not convene until January 1955, I am calling to your attention the need for considering and initiating such legislative proposals as may be recommended by City Agencies on a continuing basis.

The formulation of a sound legislative program, and preparation of the specific implementing bills usually requires numerous preliminary conferences and analysis of the proposed legislation by several City agencies and sometimes outside agencies before a bill is in final form for introduction in the State Legislature. For this reason, it is most important that proposed legislation be submitted to me as soon as the need therefor is determined, rather than waiting for sometime in late Fall or after the Legislative Session convenes. Bills have sometimes been failed of enactment because of late submission which did not permit the necessary time for thorough legislative processing and final preparation.

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

Each proposed bill is to be accompanied by a detailed memorandum explaining the desirability and necessity of the proposed State legislation. This memorandum should also contain a complete statement of any previous history the proposed legislation may have.

The final date for submitting proposed legislation for inclusion in the City's 1955 legislative program is October 15, 1954. This date is to be regarded as deadline date; not a target date on which the proposed legislation is to be submitted.

Your cooperation in compliance with the terms of this directive is anticipated in order to obtain maximum results in the formulation, preparation and processing of the City's 1955 Legislative Program.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

June 10, 1954 bf

MEMORANDUM TO ALL COMMISSIONERS

You are hereby directed to survey the operations of your agency and determine to what extent you can curtail your activities without impairing essential services in the event of a transit strike.

This action is taken in accordance with the recommendations of my Committee on Planning and Operations set up to deal with the threatened transit strike. This Committee is made up of the Commissioners of Police, Fire, Health, Hospitals, Welfare, Purchase, Traffic, Marine & Aviation, Water Supply, Gas and Electricity, the Corporation Counsel, a representative of the five Borough Presidents and the City Administrator. The Chairman of the Committee is Police Commissioner, Francis W. H. Adams. He has been authorized to mobilize the City's activities in this connection. You will receive future directives from him.

While I am optimistic and believe that some way will be found to avoid the strike, each Department must be prepared to act in the event of an emergency. Accordingly, you are authorized and directed to take such steps as are required and to arrange leaves and vacations for all such staff as can be spared until further notice, in the event that the strike materializes on June 14th. The essential purpose is to eliminate unnecessary transportation.

In case of doubt on any matter, you are instructed to deal with Commissioner Adams or with anyone he may designate.

Robert F. Wagner, Jr.

ROBERT F. WAGNER
MAYOR

COPY

CITY of NEW YORK

Office of The Mayor

New York 7, N. Y.

June 17, 1954

EXECUTIVE MEMORANDUM # 12

TO: Heads of All Departments and Agencies

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

SUBJECT: Unloading and Distributing of Furniture To Be Used in New Buildings

On March 1st I appointed a Citizens' Fact-Finding Committee to advise the City on the merits of the jurisdictional dispute that had affected construction on City Hospital projects. They were requested to analyze and report to me the practices that prevail in private industry with reference to the unloading and distributing of furniture to be used in new buildings.

The Citizens' Committee composed of Peter Eller, Chairman of Board of Governors of the Building Trades Employers' Association; Max Foley, Engineer and Partner in firm of Voorhees, Walker, Foley and Smith and John J. Brennan, Secretary-Treasurer of the Building and Construction Trades Council, who all have wide experience in the building and construction field, held extensive hearings and conducted a thorough examination of the private building industry in town.

Attached is their report. It is a most comprehensive study of this problem. Their recommendations, which I expect your department to follow, should prove of great value to the City and should help you in solving some of the problems of your department.

(Signed) Robert F. Wagner
MAYOR

Copy

In the matter of the dispute between - Department of Hospitals -and- Local 814, Van Drivers, Helpers & Packers, IBT, A.F.L.	Fact-Finding Committee Report

Construction on Bellevue Hospital Nurses' Home was halted on February 24, 1954 by a work stoppage emanating from a dispute over the jurisdictional rights of Local 814, Van Drivers, Helpers and Packers, I.B.T., A.F. of L., over the unloading and distributing of furniture to be used in new buildings. The Building and Construction Trades' Council honored the picket line that was established.

The dispute was terminated at your request pending a study by a Fact-Finding Committee of the merits of the jurisdictional rights of Local 814. On March 1st, you appointed a Fact-Finding Committee with instructions to conduct a study of the practices that apply in the private construction industry in the City of New York and to suggest recommendations to the City on how the City may most efficiently comply with the best practices of private industry. Your Fact-Finding Committee has conducted an exhaustive study of this phase of the private construction industry. We have studied the briefs submitted to us by Local 814 and by various City Departments who would be affected by any recommendation made by this Committee. We held hearings at which all parties concerned were able to present their points of view.

We find that in private industry, the traditional practices are - (1) purchase contracts for furniture specify that such furniture be delivered

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to the site by the vendor and that he is responsible for its unloading and installation at its final destination; (2) that in some instances, the construction contract calls for the delivery and installation of furniture at its final destination. The leading builders in town and the most prominent individuals engaged in the furniture business, point out that either of the preceding two methods provide for more efficient handling of the furniture moving operation and experience shows that there is considerably less damage and time lost for the handling if the furniture is under control of an experienced contractor with skilled help. The Committee has examined the present practice of the various City departments in its furniture handling operation. We find that only the Board of Education contracts, which state that furniture shall be delivered within the building and placed in the rooms to be designated in the distribution schedule, comply with the practices existing in private industry. We find that these practices result in greater efficiency, more capable handling of the furniture with little or no additional cost. In fact, we think it possible savings in cost may result.

Accordingly, the Committee recommends that the City adopt the afore-mentioned practices that have proven successful over the years in private industry. We also recommend that the City specify in its furniture bids and purchase contracts the following: "The Vendor shall not employ in the delivery, unloading and installation of furniture any man or means whose employment may cause strike, stoppages or other similar troubles by workmen employed either by the Contractor, his subcontractors, by other contractors or their subcontractors, or by other workmen whose services might affect the progress of the work on the site where the furniture is to be delivered ahd installed."

We believe that the adoption of our recommendations will bring

the various City Departments into full conformity with the prevailing practices of private industry including the rulings on jurisdiction as determined by the Building and Construction Trades' Council.

Respectfully submitted,

(Signed) Peter W. Eller
Peter Eller

(Signed) Max Foley
Max Foley

(Signed) John J. Brennan (per HMc)
John Brennan

Dated: May 21, 1954

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

June 30, 1954

TO: Heads of all Departments and Agencies

FROM: Hon. Robert F. Wagner, Mayor

SUBJECT: EXECUTIVE ORDER - #13

The Department of Commerce and the Mayor's Reception Committee, in the Office of the Mayor, are hereby consolidated into a single division to be known as the Department of Commerce and Public Events. This order shall take effect July 1, 1954.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

M E M O R A N D U M

October 6, 1954

TO: ALL DEPARTMENTS AND AGENCIES

FROM: THE DEPUTY MAYOR

Reference is made to the Mayor's Executive Order #11, dated June 8th, 1954. This order outlined the procedure to be followed in submitting proposed State legislation to be included in the City's 1955 legislative program and established October 15th, as the date for submitting such bills to this office.

The purpose of this memorandum is to again call the matter to your attention for appropriate action. Where for sound reason the October 15th date cannot be met, you are requested to notify this office of the legislative proposals under consideration and estimated date by which they will be submitted to this office.

It is also requested that departments and agencies not contemplating the recommendation of any State legislation, so notify this office.

HENRY EPSTEIN
DEPUTY MAYOR.

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

November 9, 1954

TO: Heads of all Departments and Agencies

FROM: Hon. Robert F. Wagner, Mayor

SUBJECT: EXECUTIVE ORDER #14

Veterans of the Korean War now in the employ of the City are to be extended the same holiday privileges on Armistice Day as are granted by law to veterans of World War I and II.

The existing state law (Section 63 of the Public Officers Law) accords such privileges only to veterans who "served in the Army or the Navy or Marine Corps of the United States . . . during World War I or during World War II". This order is designed to remedy this omission so that veterans of our armed forces who served in the Korean War need not be denied Armistice Day holiday privileges until the state law is properly amended.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

January 10, 1955.

EXECUTIVE ORDER #15

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES

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

SUBJECT: STANDARD PROCEDURE FOR REPORTING ON PENDING STATE LEGISLATION

During the course of the legislative session, the City's Legislative Representative in Albany, Victor F. Condello, will refer pending bills to appropriate City departments and agencies for their detailed analysis and recommendations in accordance with the following standard procedure.

Reports on pending state legislation should be made on the prescribed standard forms. Form NYC 55 will be used for reporting recommended approvals. Form NYC 56 will be used for reporting recommended disapprovals.

The detailed instructions for the preparation and routing of these forms, as they appear on the printed form, are modified as follows: the original report will be referred to Victor F. Condello, DeWitt Clinton Hotel, Albany, N. Y.; a duplicate copy of the report shall be referred to Warren Moscow, Assistant to the Mayor at City Hall.

Strict compliance with the procedure set forth and prompt submission of reports on pending State legislation is necessary so that the City Administration may oppose any proposed State laws which would be detrimental to the City and advocate the passage of beneficial legislation.

Supplies of NYC forms 55 and 56 may be obtained on requisition to the Chief Clerk of this office.

ROBERT F. WAGNER, JR.
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

January 14, 1955 bf

EXECUTIVE MEMORANDUM # 16

FROM: THE MAYOR

TO: COMMISSIONERS AND HEADS OF AGENCIES

SUBJECT: THE PERSONNEL COUNCIL AND PERSONNEL MANAGEMENT IN THE AGENCIES

Efficient operation of our City service requires a constructive approach in personnel administration, both in the central personnel agency and in the individual departments.

The first step in my personnel program was the preparation and submittal to Albany of a Bill under which a new Department of Personnel would be established, headed by a Personnel Director who would also serve as Chairman of the City Civil Service Commission. This Bill, which became Chapter 354 of the Laws of 1954, makes it a responsibility of the Personnel Director "....to aid in the development of personnel divisions in agencies of the City; to consult with any interested parties in such agencies and to convene the personnel officers of such agencies from time to time as a Personnel Council to consider personnel matters of city-wide concern."

In order to effectuate these aims, all agencies are instructed to enlist immediately the advice and assistance of the Personnel Director in the development of a sound departmental personnel management program.

The Personnel Director has been directed to establish a Personnel Council comprising representatives of all agencies for a closer coordination and relationship between the various agencies and the Department of Personnel.

The Personnel Director will contact you for all details necessary to implement the execution of this order. I expect your full cooperation with him.

Robert F. Wagner

MAYOR

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

February 23, 1955

EXECUTIVE MEMORANDUM # 17

FROM: THE MAYOR

TO: COMMISSIONERS AND HEADS OF ALL AGENCIES CONCERNED WITH SCHOOL CONSTRUCTION

SUBJECT: THE 1955 SCHOOL BUILDING AND CONSTRUCTION PROGRAM OF THE CITY OF NEW YORK

The most expeditious handling of the multitudinous duties relating to the school building program of the City of New York is vitally necessary to a successful culmination of our building plans.

Since the City has allocated a record amount of $105 million for school construction purposes, there is a dire need that all agencies and interested parties in such agencies give top priority to the duties of this program.

An additional feature of this comprehensive program is the allocation in a fiscal year of $20 odd million for the modernization and repair of school buildings.

In order to effectuate the aims and objectives of this vast school construction program, the agencies are instructed to give very careful consideration to planning and personnel in attaining this common objective. The closest cooperation and coordination in the relationships between the various agencies and the departments is essential to the execution of this order. I expect the fullest cooperation of all agencies and heads concerned with the school construction program.

Robert F. Wagner

MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

February 28, 1955

ECUTIVE ORDER NO. 18

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

O: ALL CITY DEPARTMENTS AND AGENCIES

UBJECT: REPORTING ON BILLS TO THE GOVERNOR FOR EXECUTIVE ACTION.

As the legislative session nears adjournment, a greater number f bills are being passed and sent to the Governor for executive action. Many f these bills affect the City and they are referred to you for comments by ictor F. Condello, Legislative Representative in Albany.

Bills which go to the Governor for executive action while the egislature is still in session are "10 day bills". This means that the overnor has only 10 days in which to act on such bills, and he anticipates eceipt of my recommendations not more than 5 days after the bill reaches him. t is essential, therefore, that City agencies submit their reports on such ills within 48 hours after receipt of notice from Mr. Condello that a articular bill is before the Governor. Reports on bills before the Governor re to be submitted in strict compliance with my Executive Order NO. 15, ated January 10, 1955.

Delay in replying to requests for such comments may be detrimental o the City's interests. Accordingly, I expect your prompt cooperation in eporting on all bills before the Governor.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

February 14, 1955

EXECUTIVE ORDER # 19

TO: Heads of all Departments and Agencies

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

SUBJECT: Designation of Honorable Charles H. Tenney, Commissioner of Investigation, to conduct security risk clearances.

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

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

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

This order shall take effect immediately.

Robert F. Wagner

Robert F. Wagner
Mayor

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

February 14, 1955

TO: HEADS OF MUNICIPAL DEPARTMENTS AND AGENCIES

FROM: MAYOR ROBERT F. WAGNER

You are invited to attend a meeting that will be held in the Council Chamber of City Hall on Friday, February 25th at 10:30 A.M. at which I will discuss, among other things, the hearings that will take place in connection with the overall program on the conduct of labor relations between the City and its employees.

It is important that you be present together with your deputy or assistant in charge of labor relations.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

M E M O R A N D U M

March 10, 1955

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: THE DEPUTY MAYOR

All memoranda and communications on State Legislation which previously had been submitted to Mr. Warren Moscow of this office in accordance with my memorandum dated February 7, 1955 will, from this date on, be forwarded to Mr. Jack Lutsky, Legal Aide to the Mayor.

HENRY EPSTEIN
DEPUTY MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

March 14, 1955

MEMORANDUM #20

FROM: MAYOR ROBERT F. WAGNER

TO: THE HEADS OF ALL DEPARTMENTS AND AGENCIES

SUBJECT: The 1955 Campaign of The Greater New York Fund -(Apr 25-June 29)

As Mayor, I have a certain missionary zeal in this cause, since I am in a better position than most to appreciate the extent to which the welfare of the city is involved in the hospitals, health, and social welfare agencies participating in the Fund. Without their cooperation, the work of our departments would be greatly hampered since they maintain a wide range of essential services that we are neither authorized nor equipped to provide.

The purpose of this memorandum is to emphasize that the Fund's appeal is not "just another campaign." It has a special and prior claim on all of us, as it is to meet our basic community needs. In our support of the Fund we are assuring the continuation of services which we ourselves, our families, or our neighbors will be using during the year.

I realize full well that city employees are asked to contribute to many causes. These appeals are all for worthwhile and important undertakings. But I urge special consideration for The Greater New York Fund because of its all-inclusive, local character and because our first responsibilities are to meet the problems and needs of this, our own community. While we should do our share for national and international causes, their dramatic appeal may tend to overshadow our own community needs - needs which are so close to our every-day life that we may not see them in their true perspective.

I have designated my assistant, Mrs. Anna Arnold Hedgeman, as Chairman of the Municipal Employees Group for The Greater New York Fund, and I ask that you give her the fullest measure of your support and assistance in making 1955 a most successful year for the Fund.

Sincerely yours,

Robert F. Wagner

Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

April 6, 1955

EXECUTIVE ORDER NUMBER 21

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

TO: ALL CITY DEPARTMENTS AND AGENCIES

RE: BILLS BEFORE THE GOVERNOR FOR EXECUTIVE ACTION

The City's Legislative Representative in Albany, acting on my behalf, will be referring to you for comment and recommendations bills which have been passed by the Legislature and which are before the Governor for executive action.

You are urged to reply to all such requests for recommendation as soon as possible so that I may transmit my recommendations to the Governor. In view of the impending Holiday Season, several days of the "thirty day bill period" will be lost. Accordingly, it is most important that your reports on bills before the Governor be submitted within seven (7) days after receipt of such request from Mr. Condello. If no reply is received within seven (7) days, it will be assumed that the bill would have no adverse affect on the City.

All reports on such legislation must be made in strict compliance with my Executive Order Number 15, dated January 15th, 1955, this Executive Order, and in no other manner. Inquiries that you may receive for recommendations on legislation from other than an authorized City Source shall be replied to in accordance with the standard City procedure outlined herein and the inquirer should be so advised.

I shall expect your cooperation in compliance with the provisions of this Executive Order.

ROBERT F. WAGNER
MAYOR

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

June 2, 1955

EXECUTIVE ORDER NUMBER 22

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

TO: THE CITY ADMINISTRATOR, THE DIRECTOR OF THE BUDGET, AND THE OFFICERS AND EMPLOYEES OF THE DIVISION OF ANALYSIS

RE: TRANSFER OF DIVISION OF ANALYSIS

The Division of Analysis, Bureau of the Budget, together with its functions and staff, is hereby transferred to the Division of Administration.

The City Administrator, the Director of the Budget and officers and employees of the City under the jurisdiction of the Mayor, who are involved will take such action as is required to effectuate this realignment.

Robert F. Wagner
ROBERT F. WAGNER
MAYOR

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

WILLIAM R. PEER
EXECUTIVE SECRETARY
TO THE MAYOR

June 3, 1955

MEMORANDUM TO ALL DEPARTMENT HEADS - No. 23

The Mayor's Trophy Game will be played this year between the GIANTS and the YANKEES at Yankee Stadium on the night of June 27th (Monday).

As you know, the entire proceeds from this annual event go to providing equipment for our youngsters on the sandlot teams.

It will be a good game, you must admit, it could not be for a better cause.

Tickets are NOW ON SALE at City Hall. Prices -- $2.10 and $3.15. All seats are reserved. If you will designate a representative of your Department to handle the requests of your employees we will try to arrange that all sales will be in one section.

Edward G. Riekert of my office is in charge of ticket sales. Your representative can contact him direct.

PLEASE CIRCULATE THIS MEMORANDUM.

Sincerely yours,

William R. Peer

William R. Peer

CITY OF NEW YORK

Office of the Acting Mayor

New York 7, N. Y.

June 9, 1955

EXECUTIVE ORDER #24

TO: Heads of all Departments and Agencies

FROM: Hon. Abe Stark, Acting Mayor of the City of New York

SUBJECT: Release of Municipal Employees enrolled in local Civil Defense

On June 15 and 16, 1955, a nation-wide Civil Defense test exercise will be held throughout the entire United States of America in cooperation with Canada. There can be no over-emphasis of the vital importance of civil defense to our national life. Full preparedness is essential. Every citizen must recognize and become aware of the tasks and needs of civil defense.

I hereby direct each department and agency of the City of New York to cooperate fully in this test, and hereby authorize the release of municipal employees who are enrolled in civil defense to perform such civil defense duties as are assigned to them during this exercise.

ABE STARK
ACTING MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

August 3, 1955

EXECUTIVE ORDER # 25

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

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

SUBJECT: 1956 LEGISLATIVE PROGRAM

While the next regular session of the State Legislature will not convene until January 1956, I am again calling to your attention the need for considering and initiating such legislative proposals as may be recommended by City Agencies on a continuing basis and as early as possible.

The formulation of a sound legislative program, and preparation of the specific implementing bills usually requires numerous preliminary conferences and analysis of the proposed legislation by several City agencies and sometimes outside agencies before a bill is in final form for introduction in the State Legislature. For this reason, it is most important that proposed legislation be submitted to me as soon as the need therefor is determined, rather than waiting for sometime in late Fall or after the Legislative Session convenes. This is especially true if a Joint Legislative Committee or Temporary State Committee has been created to study a particular subject. Bills have sometimes failed of enactment because of late submission which did not permit the necessary time for thorough legislative processing and final preparation.

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

Each proposed bill is to be accompanied by a detailed memorandum explaining the desirability and necessity of the proposed State legislation. This memorandum should also contain a complete statement of any previous history proposed legislation may have.

The final date for submitting proposed legislation for inclusion in the City's 1956 legislative program is October 15, 1955. This date is to be regarded as deadline date; not a target date on which the proposed legislation is to be submitted.

In the interest of facilitating the proper administrative coordination of all agencies and personnel involved in the drafting of specific bills and supporting memoranda, it is suggested that you confer with Victor F. Condello, Assistant to the Mayor, prior to the submission of any proposed legislation to this office.

Your cooperation in compliance with the terms of this directive is anticipated in order to obtain maximum results in the formulation, preparation and processing of the City's 1956 Legislative Program.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

August 26, 1955

EXECUTIVE ORDER # 26

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

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

SUBJECT: ASSIGNMENT OF PASSENGER CARS, DRIVERS, AND USE OF CITY EMBLEMS.

On September 12, 1951 Executive Order Number 12 was issued by the Mayor's Office on the "Assignment of Passenger Cars, Drivers, and Use of City Emblems". This Order resulted from a study made by the then Board of Management Improvement and contained recommendations for the use of City passenger cars together with discontinuance of the assignments of specific automobiles. A copy of this report accompanied the Executive Order referred to above.

It is my intention that the recommendations contained in that report be strictly adhered to. Therefore, you are hereby directed to take the necessary steps to insure strict compliance with the original directive.

In order that I may be apprised of the actions you have taken, will you please submit to the Director of the Budget, by not later than September 15, 1955, a detailed report of the actions you have taken to conform with this directive?

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

October 11, 1955

EXECUTIVE ORDER #27

TO: INFORMATION OF HEADS OF ALL DEPARTMENTS AND AGENCIES

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

SUBJECT: TELEVISION

During my administration I have, as you know, been most anxious to make the people of our City aware of the various services which are maintained for them and the numerous ways in which we constantly strive to make New York City a better place in which to live, to work and to find recreation.

In furtherance of this objective many City Commissioners as well as myself have appeared on television discussion programs. While I believe these programs have accomplished many good results, I realize that there is a large segment of the viewing public devoted only to dramatized shows. I am sure you have noted the tremendous appeal of many commercial programs based on stories culled from the records of various governmental agencies -- federal, state and municipal. New York should provide material for stories of even greater appeal. I have, therefore, decided to grant permission to New York TV Productions, Inc. to prepare scripts and produce television films for showing as regularly scheduled half hour productions over commercial television channels. I hereby direct you and the members of your staff to extend the utmost cooperation and courtesy to the producers of these films, and in that connection to grant them access to files, case histories and records, and to assist them in the actual shooting of films in such manner as furnishing equipment and personnel.

In order to coordinate the activities of all City agencies, I have designated my Executive Secretary, William R. Peer, to serve as the City's representative in this project. His experience and background will enable him to review the scripts and work out any problems which may arise in a manner most convenient to all concerned.

Executive Order #27 October 11, 1955

The producers of these television films for their part understand that the primary purpose of this whole program must be the education, enlightenment and instruction of the people, with entertainment, as such, a secondary consideration. They have pledged to keep their operations to a minimum of interference with the normal routine of City business.

The officials of the New York TV Productions, Inc. are aware that many of the City's records and files are confidential and therefore not available for examination by them. However, discussions of incidents with experienced personnel in your department will undoubtedly provide a plot which can be the framework for a story, without divulging the confidential aspects of the file. It should, therefore, not be too difficult to provide their script writers with material sufficient for their purposes while preserving the identity, civil rights and actual details of our case records. The extent of your cooperation must, of course, always be limited by law and by established policy.

Many examples of the great value of this program will occur to you, especially as it involves the work of your own department and the very laudable objective of public awareness of the important functions performed by it. I am certain that you will also realize that any such undertaking must of necessity be a long-range project, perhaps extending over a decade, and you will appreciate that the producers of the films will anticipate a long-range relationship with the City and its various departments and agencies, and you will be guided in your cooperation accordingly.

I am aware that you and the employees of your department are fully occupied with the normal business of operating a City agency so that the presence of outsiders and making files accessible to them and furnishing them with equipment and personnel may well be a burden, if only temporarily. However, I believe the objectives to be attained in educating our people to know, use and appreciate the facilities we maintain, will make any inconvenience worthwhile.

Robert F. Wagner

Mayor

Executive Order #27 October 11, 1955

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Robert F. Wagner

Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

October 26, 1955 gdp

M E M O R A N D U M

TO: ALL DEPARTMENTS AND AGENCIES

FROM: THE DEPUTY MAYOR

Reference is made to the Mayor's Executive Order #25 dated August 2, 1955, which outlined the procedure to be followed in submitting proposed State legislation to be included in the City's 1956 legislative program, and established October 15th, as the date for submitting such bills for consideration by this office.

The purpose of this memorandum is to again call the matter to your attention for appropriate action. In cases where the October date was not met, you are requested to notify Victor F. Condello, Assistant to the Mayor, of any legislative proposals presently under consideration by your agency, and the estimated date by which they will be submitted to this office.

It is further requested that departments and agencies not contemplating the recommendation of any State legislation, so notify Mr. Condello.

HENRY EPSTEIN
DEPUTY MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

HENRY EPSTEIN
DEPUTY MAYOR

October 31, 1955 lg

MEMORANDUM

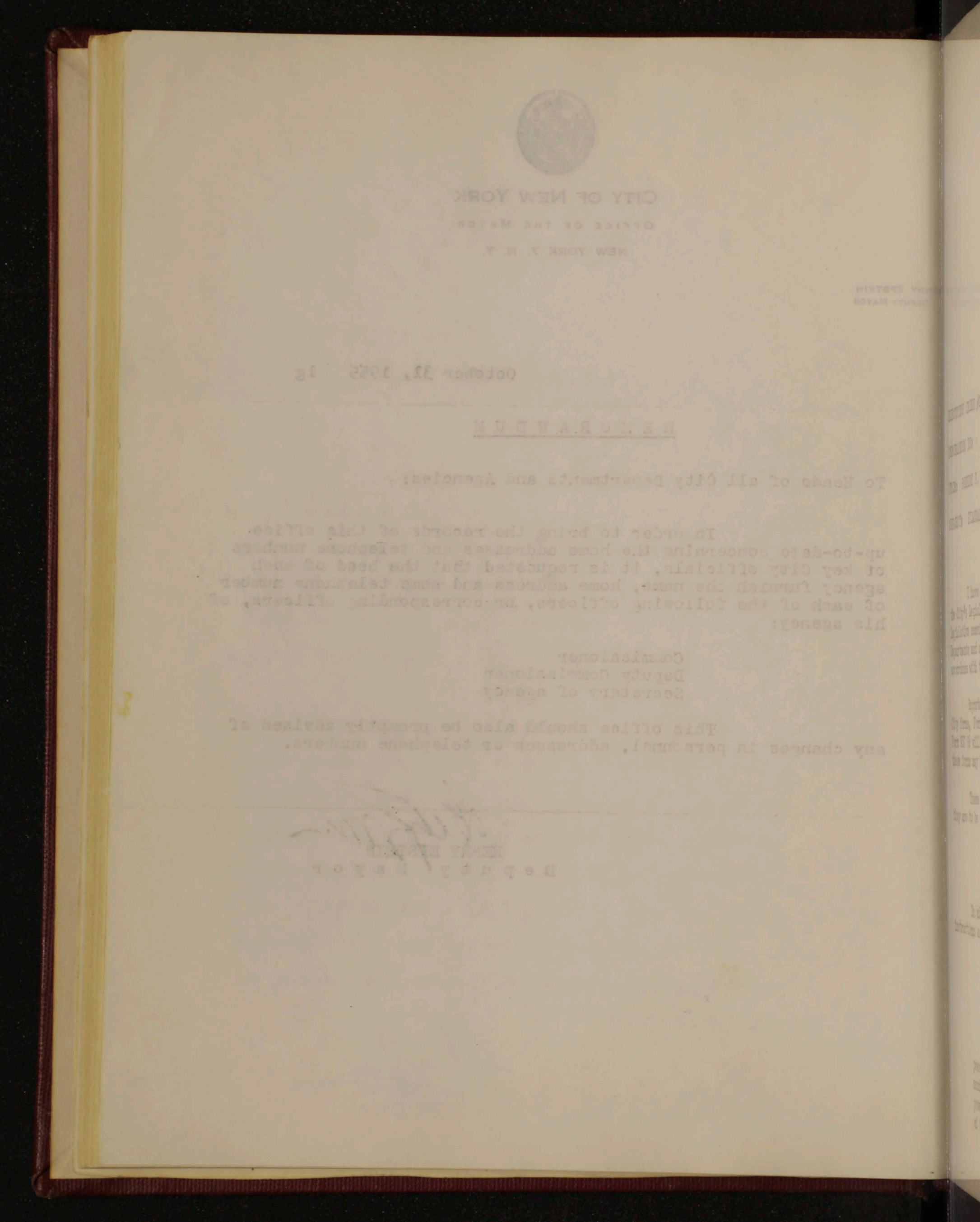
To Heads of all City Departments and Agencies:

In order to bring the records of this office up-to-date concerning the home addresses and telephone numbers of key City officials, it is requested that the head of each agency furnish the name, home address and home telephone number of each of the following officers, or corresponding officers, of his agency:

Commissioner
Deputy Commissioner
Secretary of agency

This office should also be promptly advised of any changes in personnel, addresses or telephone numbers.

HENRY EPSTEIN
Deputy Mayor



CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

January 1, 1956 gdp

EXECUTIVE ORDER #28

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: STANDARD PROCEDURE FOR REPORTING ON PENDING STATE LEGISLATION

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

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

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

SUPPLEMENTARY INSTRUCTIONS
AS TO REPORTING ON BILLS

In addition, please comply with the following supplementary instructions as to reporting on bills:

1. When Reports Are Due:

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

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

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

The due dates for reports on bills are as follows:

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

2. Importance of Prompt Transmission of Reports on Bills Before the Governor

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

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

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

3. Reports on Bills Sponsored by City Agencies, or Commented on By Such Agencies prior to Introduction.

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

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

4. Reports on Bills Identical With Bill On Which Reports Were Previously Filed.

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

5. Envelopes Containing Reports to Bear Identifying Description.

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

6. Requests Addressed By State Agencies, Directly to City Agencies, for Comments on Legislation.

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

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

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

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

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

Robert F. Wagner

ROBERT F. WAGNER, MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

March 6, 1956

EXECUTIVE ORDER # 29

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PROPOSED INSTRUCTION TO CITY AGENCIES

A number of cases have been called to my attention of City employees who have been handicapped through illness or injury, received rehabilitation training by competent medical agencies, been declared by competent medical authorities to be employable, but who were not reassigned to duty in their respective agencies,

As a matter of policy, such employees who are competent to perform the duties of their position, should be restored to their regular duties or to other duties appropriate to the titles they hold. Within limits fixed by existing law and civil service rules, where an employee cannot perform the duties of his regular title, he should be given every opportunity for transfer to a position with duties which he is able to perform. Such policy is in line with the most progressive thinking in industry and government, as evidenced by the expression of public policy in Section 25-b of the Civil Service Law, which encourages the hiring of physically handicapped applicants in civil service positions where they are competent to perform the required duties.

The policy has proven beneficial to the employee whose usefulness is continued thereby, to the agency which will have experienced persons assigned to duties which they are physically able to perform, and to the public generally.

In order to enable you to carry out this policy, I have been assured that the City will have available the services of the Department of Physical Medicine of the Bellevue Medical Center to review doubtful cases and to consult and advise thereon.

I am further asking the Personnel Director to have this matter taken up with the Personnel Council, so that the representatives of the various agencies can give serious consideration to this problem and to the development of recommendations to implement this policy.

Further information concerning this policy, and related laws and rules will come from the City Personnel Director.

ROBERT F. WAGNER, MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

March 20, 1956 if

EXECUTIVE MEMORANDUM

FROM: MAYOR ROBERT F. WAGNER

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

SUBJECT: The 1956 Campaign of the Greater New York Fund (April 23 - June 29)

The Greater New York Fund is the nearest approach we have to a community chest in New York City, embracing every type of medical, health and social welfare agency, sectarian and non-sectarian, large and small, providing all types of medical, health, and social welfare services for millions of people of every condition, race and creed. It offers to employee groups the same advantages as a community chest, since there are so many of these agencies, 425 in all, that no one could afford to contribute to each of them individually, but by giving once a year to the Fund, one can help to support all of them, and thus contribute to the welfare of the city as a whole.

We, perhaps, more than any other group in the community, have come to know what an extremely necessary and valuable service the Fund renders. Surely our staffs will want to be as generous as their business counterparts in the community by participating 100% in the 1956 campaign.

I have assured The Greater New York Fund of the full support of the Municipal Government in its campaign among city employees, and I am sure that you will organize a campaign for the Fund among the employees of your department, or if your department has a community chest or welfare fund, you will submit a strong recommendation on behalf of the Fund to the committee responsible for making contributions.

I have designated my assistant, Mrs. Anna Arnold Hedgeman, as Chairman of the Municipal Employees Group for The Greater New York Fund, and I ask that you give her the fullest measure of your support and assistance in making 1956 a most successful year for the Fund.

Robert F. Wagner

Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

May 2, 1956

EXECUTIVE ORDER NO. 30
FROM: THE MAYOR
TO: COMMISSIONERS AND HEADS OF AGENCIES
SUBJECT: PERFORMANCE STANDARDS AND WORK LOADS

As you know, we have made great strides in improving and refining our budgetary system from the conventional line type to a program and line type system.

In the budget for the coming fiscal year, practically all city agencies are now presented on a combined program and line basis. In addition, for the first time, there are included in this budget, work load performance data for the operating programs of fifteen city agencies.

In order to proceed in a systematic manner and to coordinate this budget development on a city-wide basis we created this past year, with the approval of the Board of Estimate, a separate unit in the Bureau of the Budget. This unit, known as the Performance Standards and Research Unit, has for its mission the overall planning, general direction, installation and coordination of this city-wide performance standards development program. This program must, of necessity, be an agency cooperative project with the Bureau of the Budget providing the necessary guidance, assistance, advice and training for the joint evaluation of standards, work measurement techniques, records and reports.

In general, the program which is to be established on a permanent basis in all agencies, includes the identification and definition of departmental activities; the selection and defining of meaningful and measurable performance or work units for each activity; the installation of simple but adequate record keeping systems to obtain data on input and output in terms of the work units selected; the study and analysis of the data obtained for the development of performance standards; and the installation of necessary reporting systems to provide for supervisory, executive and management control and decision regarding each program.

As you can well see this is a gigantic task , broad in scope and requiring technical knowledge and study together with patience and understanding. I cannot impress upon you too strongly the need of your top level support and direction.

To fully implement this program you should designate one of your top key administrators to oversee the administration of this activity in your agency including the submission of quarterly reports as required under the terms and conditions of the 1956-57 Budget. You should also assign an individual to assist the administrator to coordinate and carry out this program at all levels of operation and to act as liason with the Bureau of the Budget. The Budget Director will contact you to set up a meeting with these key employees to discuss the details of the program with them.

Upon the assignment of your coordinator, the Bureau of the Budget in cooperation with the Personnel Department will, in groups representing approximately fifteen agencies, conduct a two week training course for these employees during the month of June, 1956.

I know you appreciate the value and importance of this program at all levels of administration. I also know that I can depend on your continued cooperation.

ROBERT F. WAGNER
Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

July 24, 1956

AMPLIFICATION OF
EXECUTIVE ORDER NO. 30

FROM: THE MAYOR
TO: COMMISSIONERS AND HEADS OF AGENCIES
SUBJECT: DEPARTMENTAL REPORTING

Several department heads have asked me to clarify agency responsibility with respect to departmental reporting.

Executive Order No. 30, dated May 2, 1956, dealt with one phase of this subject, performance standards and workloads.

In my Second Annual Report, made public in March of this year, improvement of departmental reporting was set forth as one of our goals for 1956. We pledged "to complete installation in all city departments of a revised management reporting system, and simultaneously to encourage the development of performance yardsticks in the departments. These advances will make possible objective appraisal of the efficiency of municipal agencies, provide essential tools for management improvements, and assist in the establishment of a program performance budget for the City."

The task falls into two parts, one being developed by the City Administrator's Office, the other by the Bureau of the Budget.

The management reporting system devised by the City Administrator is intended to provide a means by which the Mayor, the City Administrator, and the department head can, through periodic operational reports, keep apprised of accomplishments and progress with respect to the primary mission of the agency, and the effectiveness of its administrative management.

The Bureau of the Budget has initiated a procedure covering reporting on performance standards and workload data which is essential for budgetary controls and evaluation. This procedure is outlined in Executive Order No. 30.

The two respective reporting systems are inter-related. In the installation of these systems, it will be necessary for every department to coordinate its internal reporting procedures and the assignment of reporting personnel to furnish the City Administrator and the Budget Director with the information each needs to carry out his part of the assigned task.

I request that your agency give fullest cooperation to both offices.

Robert F. Wagner
Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

June 26, 1956

EXECUTIVE ORDER # 31

TO: HEADS OF MUNICIPAL DEPARTMENTS AND AGENCIES

FROM: MAYOR ROBERT F. WAGNER

The Board of Estimate on Friday, June 15, Calendar No. 407 approved the attached resolution relating to "Leave Regulations for Employees Who Are Under the Career and Salary Plan". These regulations are to be placed into effect on July 1, 1956. Any questions regarding the interpretation of these Regulations should be addressed to the Department of Personnel.

Robert F. Wagner

MAYOR

CAL. NO. 407
OF 6.15.56

LEAVE REGULATIONS FOR EMPLOYEES WHO ARE UNDER THE CAREER AND SALARY PLAN

RESOLVED, By the Board of Estimate, that the following leave regulations be, and the same are hereby established effective July 1, 1956.

1. APPLICABILITY OF REGULATIONS

1.0 These regulations shall apply to incumbents of positions subject to the Career and Salary Plan approved by the Board of Estimate on July 9, 1954 except: per diem, per hour, per session, per job, per entry, per abstract, per summons, per folio and piece work employees, and incumbents of lump sum compensation positions, of positions where the rate is fixed by contract, agreement or honorarium, and of positions in agencies which are in the Career and Salary Plan upon their own election under the terms of the Career and Salary Plan Resolution.

1.1 Each of the aforementioned agencies excepted from these regulations shall submit to the City Personnel Director and Budget Director within a period of six months from the effective date of these regulations, a statement as to whether these regulations are acceptable to it, and, if not, to submit leave regulations for its employees under the Career and Salary Plan.

The City Personnel Director shall report thereon to this Board.

2. ANNUAL LEAVE ALLOWANCE

2.0 A combined vacation, personal business and religious holiday leave allowance shall be established which shall be known as "annual leave allowance".

2.1 Annual leave allowance shall be granted to permanent employees who work a five day week, as follows:

CATEGORY	ANNUAL LEAVE ALLOWANCE	MONTHLY ACCRUAL
Employees on staff prior to the effective date of these regulations	27 work days (five weeks & two days)	$2\frac{1}{4}$ days
Employees appointed after said effective date who have completed 15 years of service	27 work days (five weeks & Two days)	$2\frac{1}{4}$ days
Employees appointed after said effective date who have completed eight years of service	25 work days (five weeks)	2 days, plus one additional day at the end of the vacation year.
All other employees	20 work days (four weeks)	1 2/3 days

2.2 There shall be a pro-rating of the above allowances for employees with different work-weeks.

2.3 For the earning of annual leave credits, the time recorded on the payroll at the full rate of pay, and the first six months of absence while receiving Workmen's Compensation payments shall be considered as time "served" by the employee.

2.4 Calculation of annual leave credits for vacation purposes shall be based on a year beginning May 1st, hereafter known as a "vacation year". All annual leave allowance of an employee to an employee's credit on April 30th and not used in the succeeding vacation year may be carried over from said vacation year to the next succeeding vacation year only, with the approval of the agency head; and any such time not used within the prescribed period shall be added to the employee's sick leave balance.

2.5 The normal unit of charge against annual leave allowance for vacation and personal business shall be one-half day. Smaller units of charge are authorized for time lost due to tardiness and religious observance. The agency head is authorized to make such other exceptions as are warranted.

2.6 Earned annual leave allowance shall be taken by the employees at the time convenient to the department. In exceptional and unusual circumstances, an agency head may permit use of annual leave allowance before it is earned, not exceeding two weeks.

2.7 Where certification of eligible lists permits, provisional and temporary employees shall have the same annual leave benefits as regular employees except that they may not be permitted to use annual leave allowances for other than religious holidays until they have completed four months of service.

2.8 Penalties for unexcused tardiness may be imposed by the head of each agency in conformance with established rules of the agency. As a minimum, however, all unexcused tardiness both in the morning and upon return from lunch shall be charged to the annual leave allowance.

2.9 Terminal leave with pay upon retirement may be allowed in the discretion of the agency head not to exceed one month for every ten years of service, pro-rated for a fractional part thereof. The agency head shall be guided in this matter by the character of service rendered and by the manner and extent of use of sick leave credits by the employee.

3. SICK LEAVE ALLOWANCE

3.0 Sick leave allowance of one day per month of service shall be credited to permanent employees, provisional employees and temporary employees and shall be used only for personal illness of the employee.

3.1 Sick leave allowance shall be cumulative up to a maximum of 180 work-days. After this maximum is reached, no more sick leave credits may be earned by the employee except to the extent of restoring credits subsequently drawn for sick leave and thereby building up accruals again to the maximum of 180 work-days. Existing balances to the credit of employees at the time of adoption of these regulations shall remain to their credit. The City Personnel Director shall study and submit to the Mayor, Board of Estimate, Civil Service Commission, the City Administrator and the Budget Director, within a six month period, recommendations concerning treatment of employees of agencies where no accumulation or a limited accumulation of sick leave allowance had been permitted or recorded heretofore.

3.2 Sick leave may be granted in the discretion of the agency head and proof of disability must be provided by the employee, satisfactory to the agency head. Presentation of a physician's certificate in the prescribed form may be waived for absences up to and including three consecutive work days. In a case of a protracted disability, such certificate shall be presented to the agency head at the end of each month of continued absence.

3.3 The normal unit for computation of sick leave shall be not less than one-half day. The agency head may authorize smaller units of charge in exceptional and unusual circumstances. Credits cannot be earned for the period an employee is on leave of absence without pay. For the earning of sick leave credits, the time recorded on the payroll at the full rate of pay, and the first six months of absence while receiving Workmen's Compensation payments shall be considered as time "served" by the employee.

3.4 In the discretion of the agency head, employees, except provisional and temporary employees, who have exhausted all earned sick leave and annual leave balances due to personal illness may be permitted to use unearned sick leave allowance up to the amount earnable in one year of service, chargeable against future earned sick leave.

3.5 At the discretion of the agency head, permanent employees may also be granted sick leave with pay for three months after ten years of City Service, after all credits have been used. In special instances, sick leave with pay may be further extended, with the approval of the agency head. The agency head shall be guided in this matter by the nature and extent of illness and the length and character of service.

4. OTHER AUTHORIZED ABSENCES WITH PAY

4.0 Absence of permanent employees, provisional employees and temporary employees for the reasons indicated below, shall be excusable in the discretion of the agency head without charge to sick leave or annual leave balances, upon submittal of evidence satisfactory to the agency head:

(a) Absence not to exceed four work-days in the case of death in the immediate family. Family shall be defined for this purpose as spouse; natural, foster, step parent, child, brother or sister; or any relative residing in the household.

(b) For Jury Duty. Leave for jury duty shall be granted to the employee provided that he endorses his check for jury duty to the City.

(c) For Court Attendance Under Subpoena or Court Order. Leave to attend court shall be granted when neither the employee nor anyone related to him has a personal interest in the case, and where said attendance at court is not related to any other employment of the employee.

(d) Absence required because of Health Department ruling with respect to quarantine.

(e) For attendance at New York City Civil Service examination, or for official investigation interview or appointment interview in relation to the resulting eligible list.

(f) For attendance of delegates and alternates at State or National conventions of veterans' organizations and volunteer firemen's organizations.

4.1 Prior notice to and authorization by the agency head is required for absence under (b), (c), (e) and (f) of Section 4.0. The employee shall give notice to the agency as soon as possible in all other cases.

4.2 Agency heads shall grant any leave of absence with pay required by law.

5. LEAVES OF ABSENCE WITHOUT PAY

5.0 Maternity Leave. Existence of pregnancy shall be reported by the employee, in writing, to the head of agency not later than the completion of the fourth month of pregnancy. Maternity leave of absence, commencing not later than the completion of the fifth month of pregnancy, shall be granted for a period of twelve months, and, upon application of the employee, may be extended by the agency head for an additional period, not to exceed six months. Total leave for this purpose shall not exceed eighteen months. An employee on maternity leave may be required to report for physical examination before resuming service.

5.1 Leaves of absence without pay for reasons not covered in the foregoing rules may be granted to permanent employees by the agency head not to exceed one year. Extension of such leave may be granted by an agency head not to exceed an additional period of one year. Further extensions may be granted by an elected official, in an agency headed by such official, or by the Board of Estimate for agencies headed by appointed officials.

5.2 Agencies shall grant any leave of absence without pay, such as military leave, required by law.

6. MISCELLANEOUS PROVISIONS

6.0 The regular holidays with pay shall be:

New Year's Day	Independence Day	Veteran's Day
Lincoln's Birthday	Labor Day	Thanksgiving Day
Washington's Birthday	Columbus Day	Christmas Day
Decoration Day	Election Day	

6.1 Daily time records shall be maintained showing the actual hours worked by each employee.

6.2 Upon transfer of a permanent employee, or appointment from an eligible list with continuous service in another City agency, sick leave and annual leave balances shall be transferred with the employee.

6.3 Upon reinstatement of an employee to a permanent position, unused sick leave and vacation balances at the time of resignation or layoff, shall be restored to his credit.

6.4 Subject to limitations of Regulation 2.7 above, the annual leave allowance and the sick leave allowance herein granted shall be applicable to part-time employees on a pro-rata basis.

6.5 The agency head is authorized to establish rules relating to leave not inconsistent with these regulations, to meet the specific needs of his agency.

6.6 The City Personnel Director is authorized to interpret these regulations upon request of an agency head or an interested employee or group of employees.

6.7 In an emergency, the City Personnel Director and the Director of the Budget shall be jointly empowered to make pro tempore rulings modifying or suspending the

provisions of these regulations subject to submission to the Board of Estimate within sixty days for approval.

7. ABSENCE DUE TO INJURY INCURRED IN THE PERFORMANCE OF OFFICIAL DUTIES

7.0 The agency head is empowered to grant leave of absence with pay not to exceed one calendar year to an employee not covered by Workmen's Compensation, who is physically disabled in the performance of official duties, upon receipt of a waiver of damages against the City. The agency head may have the injured employee examined by a physician employed by the City in order to determine the extent of the employee's disability and the approval of said physician from a medical viewpoint shall be required for time granted with pay under this rule. The agency head may require periodic medical examinations of the disabled employee to ascertain the need for continued leave of absence with pay. Notwithstanding the provisions of 2.3 and 3.3, annual and sick leave shall accrue during the first six months only of such absence, and shall be credited upon the employee's return to duty.

7.1 The agency head is empowered to grant leave of absence with pay for the first week's absence of an employee covered by Workmen's Compensation who is physically disabled in the performance of official duties.

AND BE IT FURTHER RESOLVED, For an agency whose presently existing rules permit the use of sick leave credits of an employee in connection with terminal leave with pay upon retirement, the agency be authorized to grant an employee on staff prior to the effective date of these regulations but who retires subsequent thereto, either terminal leave with pay as specified in Regulation 2.9 above or terminal leave with pay calculated under such presently existing agency rules, whichever is the most liberal for the employee; provided that the sick leave balance used in the application of the agency formula not exceed the sick leave balance to the credit of the employee at the time these regulations go into effect.

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

July 6th, 1956

EXECUTIVE ORDER # 32

TO: Heads of all Departments and Agencies

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

SUBJECT: RELEASE OF MUNICIPAL EMPLOYEES ENROLLED IN LOCAL CIVIL DEFENSE

A nation wide Civil Defense test "OPERATION ALERT 1956", will be held for an entire week beginning Friday, July 20th, 1956. New York City's participation is such that municipal employees who are enrolled in Civil Defense are needed from 12:55 P.M. Friday, July 20th, 1956 until 11:00 P.M., July 21st, 1956.

I do not need to over-emphasis the vital importance of Civil Defense, nor the necessity for full cooperation and preparedness. Every citizen should understand the tasks and the needs of Civil Defense.

I hereby direct each department and agency of the City of New York to cooperate fully in this test, and hereby authorize the release of municipal employees who are enrolled in Civil Defense, to perform such Civil Defense duties as are assigned to them during the exercise on the aforementioned days, July 20th, 1956 and July 21st, 1956.

Robert F. Wagner

MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

July 25, 1956

EXECUTIVE ORDER #33

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

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

SUBJECT: 1957 LEGISLATIVE PROGRAM

While the next regular session of the State Legislature will not convene until January 1957, I am again calling to your attention the need for considering and initiating such legislative proposals as may be recommended by City Agencies on a continuing basis and as early before the convening of the 1957 legislative session as is possible.

The formulation of a sound legislative program, and preparation of the specific implementing bills usually requires numerous preliminary conferences and analysis of the proposed legislation by several City agencies and sometimes outside agencies before a bill is in final form for introduction in the State Legislature. For this reason, it is most important that proposed legislation be submitted to me as soon as the need therefor is determined, rather than waiting for sometime in late Fall or after the Legislative Session convenes. This is especially true if a Joint Legislative Committee or Temporary State Commission has been created to study a particular subject, or if the legislation involves State or City funds. Bills have sometimes failed of enactment because of late submission which did not permit the necessary time for thorough preparation prior to introduction.

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

Each proposed bill is to be accompanied by a detailed memorandum explaining the desirability and necessity of the proposed State legislation. This memorandum should also contain a complete statement of any previous history proposed legislation may have.

The final date for submitting proposed legislation for inclusion in the City's 1957 legislative program is October 15, 1956. This date is to be regarded as deadline date; not a target date on which the proposed legislation is to be submitted.

In the interest of facilitating the proper administrative coordination of all agencies and personnel involved in the drafting of specific bills and supporting memoranda, it is suggested that you confer with Victor F. Condello, Assistant to the Mayor, prior to the submission of any proposed legislation to this office.

Your cooperation in compliance with the terms of this directive is anticipated in order to obtain maximum results in the formulation, preparation and processing of the City's 1957 Legislative Program.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

December 13, 1956

EXECUTIVE ORDER # 34

To: Heads of all City departments and agencies

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

Subject: Departmental labor activities

I have today designated a committee consisting of Charles Preusse, Richard C. Patterson, Jr., and Nelson Seitel, immediately to study practices in private industry and business with respect to time allowances permitted for performance of appropriate union duties by shop stewards and other union officials in their employ.

Pending the report and recommendations of this Committee, you are hereby directed to require all employees in your department to perform the full duties within the scope of their departmental titles. Specific requests for time away from such duties is to be granted only when necessary for the handling of grievances and the discharge of such other functions and responsibilities as may be needed to maintain and promote harmonious labor relations in your department.

Robert F. Wagner

Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

January 1, 1957

EXECUTIVE ORDER # 35

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: STANDARD PROCEDURE FOR REPORTING ON PENDING STATE LEGISLATION

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

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

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

SUPPLEMENTARY INSTRUCTIONS
AS TO REPORTING ON BILLS

1. When Reports are due:

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

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

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

The due dates for reports on bills are as follows:

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

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

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

Accordingly, in order to obtain adequate consideration for my recommendations for executive approval or disapproval of bills, it is essential

that my views be presented to the Governor as soon as possible after the bill reaches him.

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

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

When you receive a request for a report on a bill which was originally recommended by your Agency, or which was referred to you for comment prior to introduction, a detailed report is not necessary. Such a referral is made to inform you that the bill has been introduced and to give you a final opportunity to submit any further comment on the bill, as introduced, which you may deem necessary. If you deem further comment to be unnecessary, a short acknowledging report on the appropriate form is all that will be expected.

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

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

5. Envelopes containing Reports to bear identifying description

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

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

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

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

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

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

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

ROBERT F. WAGNER, MAYOR

5. Envelopes containing Reports to bear identifying designation

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

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

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

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

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

ROBERT F. WAGNER, MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, January 11, 1957 lg

MEMORANDUM

TO: ALL CITY AGENCIES

FROM: VICTOR F. CONDELLO, Assistant to the Mayor

Re: 57-#96 Certified mail legislation

The Joint Legislative Committee on Interstate Cooperation is conducting a survey to determine whether certified mail may be used as an acceptable alternative to registered mail, in cases where the present law requires or authorizes the use of registered mail to give notice. It is the thinking of the Joint Legislative Committee that in many such cases, certified mail, which is cheaper, could be substituted for an acceptable alternative.

Please let me know in what cases your agency is required to use registered mail and whether or not the use of certified mail would be acceptable to you. Also kindly furnish me with an estimate of the annual cost incurred by your agency through legally required use of registered mail, if you can arrive at such a figure. In addition, I would like to receive from you the citations of the statutes which require your agency to use registered mail.

As the Joint Legislative Committee anticipates sponsoring this legislation at this session, if practicable, I would very

Please reply on the prescribed form for comments on legislation by City agencies in accordance with the Mayor's Executive Order dated January 1, 1957, using the above file reference number instead of the usual introductory numbers.

Thank you for your cooperation.

Victor J. Condello

Please reply on the prescribed form for comments on legislation by City agencies in accordance with the Mayor's Executive Order dated January 1, 1957, using the above file reference number instead of the usual introductory numbers.

Thank you for your cooperation.

Walter J. Lonergan

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

February 26, 1957 bf

Executive Order # 36

From: The Mayor

To: Heads of all City Departments and Agencies

Subject: Designation of Coordinator and Assistant Coordinator

You are hereby advised that William Calise and Sidney A. Lichtman have been appointed Coordinator of Census and Assistant Coordinator of Census respectively, for the purpose of the special interim census to be conducted in all boroughs of the city.

You are hereby directed to extend the full cooperation of your agency to the Coordinator and Assistant Coordinator to the end that the said Census may be efficiently and expeditiously completed.

Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

March 12, 1957 js

Executive Order # 37

TO: Heads of all City Departments and Agencies

FROM: The Mayor

SUBJECT: Polio Vaccination Program for City Employees

The Department of Health is prepared to provide City employees and their families with the opportunity of being vaccinated against paralytic polio. The City furnishes vaccine free only to those under twenty and to needy adults. Each employee must therefore pay for the cost of the vaccine, which is 80 cents per dose. Two doses will be given this spring, approximately one month apart. The third dose will be given next winter. The administrative costs will be borne by the City.

The injections will be given in the basement of City Hall. In order to plan effectively, it will be necessary to know approximately how many of your employees and members of their families want the vaccinations. It will also be necessary for you to designate a person with whom detailed arrangements can be made concerning schedules, method of payment, etc.

Dr. Leona Baumgartner, Commissioner of Health, 125 Worth Street, New York City, will appreciate hearing from you as soon as feasible. If City Hall is not easily accessible to your employees group, the Health Department will try to work out other suitable arrangements.

Robert F. Wagner

MAYOR

MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

March 20, 1957

EXECUTIVE MEMORANDUM

FROM: MAYOR ROBERT F. WAGNER

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

SUBJECT: The 1957 Campaign of the Greater New York Fund
(April 29 - June 28)

The Greater New York Fund is one of the best things that has ever happened to our city. Its 425 agencies help over 3,000,000 of our people each year through the local Health and Welfare Agencies and Hospitals. The organizations aided by the Fund are all voluntary and non-profit in their operation.

Employees can contribute to the Fund only at their place of business since there is no solicitation at home or elsewhere.

I ask you to cooperate with my assistant, Mrs. Anna Arnold Hedgeman, who will act for me, as Municipal Employee Chairman, in organizing The Greater New York Fund campaign in your agency.

Robert F. Wagner

MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

May 16, 1957

EXECUTIVE ORDER NO. 38

To: Heads of all City Departments and Agencies

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

Subject: Time Spent on the Conduct of Labor Relations Between the City and Its Employees and on Union Activity

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BASIC PRINCIPLES

Existing policy of the City, enunciated in the Interim Order of July 21, 1954, and developed by established practice, seeks to promote harmonious relations between the City and its employees by providing machinery for the orderly presentation and redress of employee grievances, by encouraging joint agency-employee consultation and conference on matters of mutual concern affecting terms and conditions of employment and the efficiency of departmental operations, and by recognizing the right of employees to speak through designated representatives in other areas of employer-employee interest.

Experience has shown that it is often necessary and desirable for both government and its employees to carry on during working time the activities directly incident to the practical operation of this policy. To the extent that working time necessarily and reasonably spent for these purposes serves to promote efficient operations and effective administration, and not to impede them, it is as much time devoted to the public interest as is the time spent in the performance of regularly assigned duties.

Increased acceptance in practice by the employees and by the various departments of this policy has now made it necessary to formulate general standards to govern the conduct by both sides of labor relations on working time in order to provide as nearly as possible for uniform and reasonable practices and to prevent abuses and interference with the effective performance of governmental operations. At the same time, it is also necessary to clarify the applicability of City time and leave policy to time taken by employees for the conduct of activities for the essential and direct benefit of labor organizations or their members.

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

May 24, 1957

EXECUTIVE ORDER No. 38

To: Heads of all City Departments and Agencies

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

Subject: Time Spent on the Conduct of Labor Relations between the City and Its Employees and on Union Activity

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BASIC PRINCIPLES

Enabling policy of the City, enunciated in the Internal Order of July 21, 1955, and detailed by established practices, seeks to promote harmonious relations between the City and its employees by providing machinery for the orderly presentation and hearing of employee grievances, by encouraging joint agency-employee consultation and conference on matters of mutual concern affecting terms and conditions of employment and the efficiency of departmental operations, and by recognizing the right of employees to speak through designated representatives in other areas of employee-employer interest.

Experience has shown that it is often necessary and desirable for both government and its employees to confer on during working time the activities directly incident to the practical operation of this policy. To the extent that working time reasonably and reasonably spent for these purposes serves to promote efficient operations and effective administration, and not to impede them, it is in such time devoted to the public interest as is the time spent in the performance of regularly assigned duties.

Increased acceptance in practice by the employees and by the various departments of this policy has now made it necessary to formulate general standards to govern the conduct by both sides of labor relations on working time in order to provide as nearly as possible for orderly and reasonable practices and to prevent abuses and interference with the effective performance of governmental operations. At the same time, it is also necessary to clarify the applicability of City time and leave policy to time taken by employees for the conduct of activities for the essential and direct benefit of labor organizations or their members.

STANDARDS

Accordingly, these basic standards shall govern the practices in each department:

1.

1. During normal working hours, employee representatives duly designated by employee organizations acting on matters related to the interests of employees of their own respective departments shall be permitted, subject to the conditions set forth below, without loss of pay:

a. To investigate grievances and to process them at all levels of the grievance procedure.

b. To participate in meetings of the departmental joint labor relations committees.

c. To negotiate with and appear before departmental and other city officials and agencies including the Board of Estimate; the City Council, the Department of Personnel, and the several appeals boards dealing with career and salary plan matters.

2. The general standards here set forth shall be applied and adopted in each department in the following manner and under these conditions:

a. The head of each agency, in consultation with employee groups and in conformity with the basic principles here enunciated, shall establish reasonable limits on the number of employee representatives who may be permitted to participate in each of the enumerated activities on working time.

b. The head of each agency, in consultation with employee groups and in conformity with the basic principles here enunciated, shall establish reasonable limits on the amount of working time that may be spent on each of the enumerated activities.

c. Working time spent in such activities shall be approved in advance by authorized department officials, and a record kept of all such time.

d. An employee representative who engages in such activities during his regular working hours and is paid out of union or other private funds for the time so spent shall not also be paid by the City for such time.

11.

1. Employee representatives should be permitted, during normal working hours, to take time off without pay or chargeable to their annual leave allowance for the following types of activity in behalf of unions and their members:

a. Attendance at union meetings or conventions;

b. Organizing and recruitment;

c. Solicitation of members;

d. Collection of union dues;

e. Distribution of union pamphlets and circulars and other literature.

Time spent in the above activities shall be approved in advance by authorized department officials.

2. An employee elected or appointed to a union office which requires him to devote all or a substantial part of his time to his union duties should be placed on leave of absence without pay, subject to the provisions of the uniform leave regulations approved by resolution of the Board of Estimate on June 15, 1956, and other leave regulations.

3. The Department of Personnel and the Department of Labor shall take all appropriate and necessary steps, including the preparation of necessary changes in present rules and regulations and in existing law, to assure the preservation of seniority rights, the right to take promotional examinations, entitlement to salary increments, and pension arrangements for employee representatives who take time off without pay, including extended leaves of absence, for union activities, and otherwise to make said rules and regulations consistent with this executive order.

This order shall become effective immediately and shall supersede all other orders heretofore issued on these subjects which are inconsistent with the principles and standards here set forth.

111.

The substance of this Executive Order shall be reviewed one year from the effective date hereof.

Robert F. Wagner

/S/ Robert F. Wagner
Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

May 21, 1957 1g

EXECUTIVE MEMORANDUM

FROM: MAYOR ROBERT F. WAGNER

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

RE: Constitutional Convention

The Temporary State Commission on the Constitutional Convention is scheduled to hold a public hearing in New York City on Friday, June 14th for the purpose of receiving proposals for Constitutional revision from interested groups.

I intend to prepare and submit a statement to the Commission on behalf of the City Administration. In preparation for such a statement I would very much appreciate receiving your comments as to any specific areas of the Constitution which, in your opinion, require revision from the City's point of view.

Will you please send any comments and suggestions you may have in this regard to my office, attention of Victor F. Condello, so that they will reach here not later than Monday, June 3rd.

Robert F. Wagner

Mayor

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

May 21, 1957 i

EXECUTIVE ORDER # 39

To: Heads of all City Departments and Agencies

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

Subject: The Special Census of the City of New York

The Special Census of the City of New York is now drawing to a conclusion.

We are anxious that the City of New York have the most complete count possible and that not a single eligible person be missed.

Accordingly, I direct that a canvass be made of every employee on your rolls to determine if he or she and the family members were counted in the Special New York City Census.

I further direct that you instruct a representative of your department to pick up the census canvass forms at the Office of the Special Census Bureau, 425 Avenue of the Americas (at 10th Street) on Friday, May 24, 1957, between the hours of 11:00 AM and 5:00 PM. Your representative shall bring with him a statement on which will be shown the name of the department and the number of canvass forms required.

Upon completion of the canvass, all census forms are to be returned to the Office of the Special Census Bureau, 425 Avenue of the Americas, together with the Department Report Form.

For your information and guidance, attached hereto is a Procedural Guide.

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Robert F. Wagner
Mayor

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

May 21, 1957

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Upon completion of the canvass, all census forms are to be returned to the Office of the Special Census Bureau, 425 Avenue of the Americas, together with the Department Report Form.

For your information and guidance, attached hereto is a Procedural Guide.

Robert F. Wagner
Mayor

PROCEDURAL GUIDE

TO: ALL DEPARTMENT HEADS AND SUPERVISING EMPLOYEES

1. Census Canvass Forms are to be picked up at the Office of the Special Census Bureau, 425 Avenue of the Americas (at 10th Street) on Friday, May 24, 1957, between the hours of 11:00 AM and 5:00 PM Departmental representatives calling at the above address shall bring with them a statement showing the name of the department and the total number of Census Canvass Forms required by the department.

2. Upon receipt of the Census Canvass Form in the department, each employee is to be given a form with instructions to answer the questions thereon and to return it to his supervisor. Please point out to employees that the lower portion of the form need be filled out only if all three (3) of the questions have been answered "No".

3. When all the forms have been returned the departmental head will cause the forms to be separated into three (3) groups: "No", Yes", and "Doubtful"; will enter the totals of each group on the Departmental Report appearing below.

4. Each of the three (3) groups referred to above will then be banded and together with the Departmental Report delivered to the Office of the Special Census Bureau, 425 Avenue of the Americas (at 10th St.)

Return this Report with
Census Canvass Forms to
Office of the Special Census Bureau,
425 Avenue of the Americas

DEPARTMENT REPORT
CANVASS - NEW YORK CITY EMPLOYEES

Department _____

Total Distributed _____ Total "No" _____ Total "Yes" _____

Total "Doubtful" _____

Date _____

_____
Department Head

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

May 29, 1957 bm

EXECUTIVE ORDER # 40

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PERMANENT PERSONAL REGISTRATION - CENTRAL REGISTRATION

The system of Permanent Personal Registration is being put into effect in New York City for the first time this year.

The installation of this system entails a great many administrative changes, preparation of an extensive new set of permanent registration records and a vast amount of clerical work.

The cooperation of each voter can do much to ease the transition from the annual registration system to the permanent system.

On May 1st, which was the first day for central registration, I called this to the attention of the public and urged New York City voters to register during the central registration period beginning May 1st and ending August 28, 1957, instead of waiting until the 11 day local registration period this fall which commences September 28, 1957.

I feel that City employees should set an example in cooperating with the program of making the transition from the annual registration system to the Permanent Registration system as smooth as possible.

Everyone desiring to register under the Permanent Personal Registration system may do so at the Borough Office of the City Board of Elections in the Borough of his residence. These offices are open in each Borough from 9 A.M. to 5 P.M. each weekday and until noon on Saturdays. In addition, a number of branch registration offices in each Borough will soon be established. Their locations will be publicized as soon as they are ready to function.

The locations of the Borough Offices of the Board of Elections are as follows:

Manhattan Office

400 Broome St.
New York 13, N.Y.
Tel. No. CAnal 6-2600

Bronx Office

Tremont and 3rd Avenues
New York 57, N.Y.
Tel. No. TRemont 8-1186

Brooklyn Office

Municipal Building, Room 600
Brooklyn 1, N.Y.
Tel. No. TRiangle 5-7100

Queens Office

120-55 Queens Boulevard
Kew Gardens 24, N.Y.
Tel. No. BOulevard 8-5000

Richmond Office

313 Borough Hall
Staten Island 1, N.Y.
Tel. No. St. George 7-1955

I urge every City employee who can possibly do so to register during the central registration period. This will simplify and expedite the large task of permanently registering our voters. It will help avoid delays and inconvenience in registering and voting and will set a good example for our City voters to do likewise.

Accordingly, I direct that a representative of each Department be designated to obtain from the Board of Elections a Permanent Personal Registration worksheet, a copy of which should be distributed to each member of your Agency. The advance preparation of this PPR worksheet will eliminate unnecessary delay when registering. I also direct that this executive memorandum be called to the attention of the members of your Agency and that they be urged to register during the central registration period.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

The locations of the Borough Offices of the Board of Elections are as follows:

Manhattan Office

400 Broome St.
New York 12, N.Y.
Tel. No. CAnal 6-2500

Bronx Office

Fremont and 3rd Avenues
New York 57, N.Y.
Tel. No. TRemont 8-1186

Brooklyn Office

Municipal Building, Room 600
Brooklyn 1, N.Y.
Tel. No. TRianglé 5-7100

Queens Office

120-55 Queens Boulevard
New Cordia 24, N.Y.
Tel. No. BOwland 8-5000

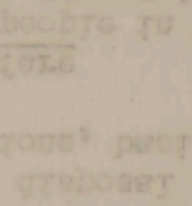
Richmond Office

Borough Hall
Staten Island 1, N.Y.
Tel. No. GE. George 7-1955

I urge every City employee who can possibly do so to register during the central registration period. This will simplify and expedite the large task of permanently registering our voters. It will help avoid delays and inconvenience in registering and voting and will set a good example for our City voters to do likewise.

Accordingly, I direct that a representative of each department be designated to obtain from the Board of Elections a Departmental Registration workbook, a copy of which should be distributed to each member of your agency. The workbook procedure of this department will eliminate unnecessary delay when registering. I also direct that this executive memorandum be called to the attention of the members of your agency and that they be urged to register during the central registration period.

ROBERT F. WAGNER
M A Y O R



CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

June 7, 1957

EXECUTIVE ORDER NO. 41

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

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

SUBJECT: PROHIBITING DISCRIMINATION IN EMPLOYMENT, BY CITY DEPARTMENTS OR AGENCIES, AGAINST CITY EMPLOYEES BECAUSE OF RACE, RELIGION OR NATIONAL ORIGIN

- -

1 - INTRODUCTION

It is the purpose of this Executive Order to assure and protect all employees of The City of New York against discrimination, based on race, creed, color, national origin or ancestry, in the recruitment, assignment, promotion or other aspects of employment by city departments or agencies.

2 - STATEMENT OF POLICY

a - There shall be no discrimination by any city department, agency, or official representative thereof against any employee of The City of New York because of race, creed, color, national origin or ancestry, or because of any complaint, grievance or appeal brought under the provisions of this order.

b - The Commission on Intergroup Relations shall receive and investigate all complaints and shall take such action thereon as it deems necessary and proper in accordance with the procedures established by the Commission pursuant to chapter 1 of the Administrative Code of the City of New York as amended by local law No. 55 adopted July first, 1955, and in accordance with the provisions and requirements provided therein.

3 - COMPLAINT PROCEDURE

Any employee or group of employees of The City of New York, claiming to have been discriminated against because of race, creed, color, national origin or ancestry by any department, agency or official representative thereof, may file a complaint with The Commission on Intergroup Relations of The City of New York. The filing of a complaint, under this procedure, does not abridge the right of the complainant to file a complaint with the New York State Commission Against Discrimination.

a. Form and Filing:

The complaint shall be in writing. The original shall be signed by the complainant. A complaint filed by a group of employees shall be signed by each person of such group. The original and two additional copies of the complaint shall be filed with the Commission on Intergroup Relations.

b. Contents:

A complaint shall contain the following:

1. The full name and address of each complainant, his Civil Service Title and salary grade.

2. The name of the department or agency, the office or unit where employed and the city officials involved.

3. A concise statement of the facts constituting the alleged discriminatory practice, policy or action.

c. Time of Filing:

The complaint shall be filed within six months after the alleged act of discrimination.

d. Manner of Filing:

The complaint may be filed by personal delivery, or by mail addressed to the office of the Commission on Intergroup Relations.

e. Withdrawal of Complaint:

A complaint or any part thereof may be withdrawn only with consent of the Commission on Intergroup Relations, and upon such conditions as it may deem proper.

/S/ Robert F. Wagner
Mayor

4. Form and Filing:

The complaint shall be in writing. The original shall be signed by the complainant. A complaint filed by a group of employees shall be signed by each person of such group. The original and two additional copies of the complaint shall be filed with the Commission on Intergroup Relations.

5. Contents:

A complaint shall contain the following:

1. The full name and address of each complainant, his Civil Service title and salary grade.

2. The name of the department or agency, the office or unit where employed and the city officials involved.

3. A concise statement of the facts constituting the illegal discriminatory practice, policy or action.

6. Time of Filing:

The complaint shall be filed within six months after the alleged act of discrimination.

7. Manner of Filing:

The complaint may be filed by personal delivery, or by mail addressed to the office of the Commission on Intergroup Relations.

8. Withdrawal of Complaint:

A complaint at any part thereof may be withdrawn only with consent of the Commission on Intergroup Relations, and upon such conditions as it may deem proper.

/s/ Robert F. Wagner
Mayor.

Statement of Mayor Robert F. Wagner accompanying Executive Order #41, dated June 7, 1957.

This Executive order is promulgated pursuant to the provisions of Local Law 55 (1955) which established the Commission on Intergroup Relations and empowered the Commission to receive and investigate complaints and to initiate its own investigations of discrimination against any person, group of persons, organizations, or groups, whether practiced by private persons, associations, groups, and, after consultation with the Mayor by city officials or city agencies.

My administration has always sought in every way to prevent any discrimination whatsoever, by any official or agency, against any employee of our city on the basis of race, color or creed. This executive order merely provides regular machinery whereby any city employee who may believe that his employment rights are conditioned in any way because of race, religion or national origin shall have the right and opportunity, formally, in accordance with established procedures, to seek adjustment within "the family" of city departments. The order therefore provides for appeals to the New York City Commission on Intergroup Relations and sets forth the procedure to be followed.

In effect, this executive order provides additional protections for the rights of employees of the City of New York.

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

August 13, 1957

EXECUTIVE ORDER NO. 42

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

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

SUBJECT: VACCINE FOR ASIATIC FLU

I have been advised by the Department of Health that there is a possibility of a widespread outbreak of Asian strain influenza in New York City this fall or winter. It cannot be predicted when it may arrive. Although the disease is mild, lasting 3 - 5 days, 10 - 20% of the population may be stricken. Among groups working closely together or in crowded circumstances the percentage attacked may be higher.

A specific vaccine has been developed which, it is believed, will provide protection against this particular strain of influenza virus. The vaccine will, however, be in short supply for several months. Because of this, the United States Public Health Service is recommending that particular consideration be given to the vaccination of those whose services are imperative for the care of the sick and those needed to maintain essential functions.

The City of New York, along with other major employers, will offer vaccine to its workers in essential services. The Department of Health will purchase the vaccine needed to vaccinate essential City employees, provide technical guidance to other City agencies and provide such other assistance as may be required.

Agency heads are requested to submit promptly to my office the categories of personnel, together with the number in each category, considered necessary for the maintenance of essential services and for whom vaccination is desired. These requests will be reviewed by a Special Committee I will appoint to establish priorities of essential workers, should allocation of the scarce vaccine be necessary.

Each Department should attempt to take care of the vaccination of its own workers. If help is needed call the Department of Health, Dr. Morris Greenberg, WOrth 4-3800, extension 322.

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

AUGUST 26, 1957

EXECUTIVE MEMORANDUM IN CONNECTION WITH EXECUTIVE ORDER NO. 42

As announced in Executive Order No. 42, the Committee appointed by me to establish priorities for the use of influenza vaccine among City employees met today. The Committee consists of Deputy Mayor John Theobald, City Administrator Charles F. Preusse, Commissioners Harold A. Felix, Morris A. Jacobs, and Leona Baumgartner, chairman.

The priorities established are as follows:

1. Services directly concerned with the care of the sick, firemen and police.

2. Services for protection of health and safety
Staff of Health Department field services such as clinics and child health stations; staff of the Chief Medical Examiner; the staffs of institutions and shelters which provide full time care for children; correction officers.

3. Basic utilities
Key workers required to maintain and operate the water supply and sewage disposal systems, the subway system and buses, communications, basic sanitation and emergency services.

4. Education and Welfare
Teachers and key people in the school system, in public assistance, the staffs of day care centers, group care programs and similar services.

5. Other municipal services

The priorities do not exclude employees but do set a time schedule for those for whom the vaccine will be made available first. The vaccine will be in short supply for some weeks, at least. It is expected that only enough vaccine for those in group one will be available before early October. Enough vaccine for most employees is expected by the end of October.

The Advisory Committee to the Department of Health of experts on influenza will meet on September 10. The advisability and practicality of extending the vaccination program to other groups in the population will be considered by this expert committee and Health Department officials at that time.

ROBERT F. WAGNER
Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

August 28, 1957

EXECUTIVE ORDER NO. 43

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

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

SUBJECT: CHECK-OFF OF UNION DUES

It has been brought to my attention that difficulties have developed in some departments in administering procedures established by the Comptroller for the check-off of union dues.

When the Board of Estimate adopted resolutions permitting the check-off, they did so with the full assurance to the participating unions of the full cooperation of every department concerned. Explicit procedures were subsequently sent to each department by the Comptroller to insure prompt and accurate processing of check-off authorizations as well as revocations. There should, therefore, be no problem in any department on this score.

Accordingly, you are directed herewith to make certain that the payroll section of your department is following the procedures established by the Comptroller. You are also directed to have the necessary instructions issued to insure that your payroll section is cooperating in every way possible with the unions participating in the check-off.

Any questions or problems should be referred to Deputy Mayor John J. Theobald.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK August 30, 1957

EXECUTIVE ORDER #44

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

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

SUBJECT: 1958 LEGISLATIVE PROGRAM

In order properly to prepare the City's 1958 Legislative program, I am again calling to your attention the need for considering and initiating such legislative proposals as may be recommended by City Agencies on a continuing basis and as early before the convening of the 1958 legislative session as is possible.

The formulation of a sound legislative program, and preparation of the specific implementing bills usually requires numerous preliminary conferences and analysis of the proposed legislation by several City agencies and sometimes outside agencies before a bill is in final form for introduction in the State Legislature. For this reason, it is most important that proposed legislation be submitted to me as soon as the need therefor is determined, rather than waiting for sometime in late Fall or after the Legislative Session convenes. This is especially true if a Joint Legislative Committee or Temporary State Commission has been created to study a particular subject, or if the legislation involves State or City funds. Bills have sometimes failed of enactment because of late submission which did not permit the necessary time for thorough preparation prior to introduction.

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

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK AUGUST 30, 1957

EXECUTIVE ORDER #41

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

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

SUBJECT: 1958 LEGISLATIVE PROGRAM

In order properly to prepare the City's 1958 legislative program, I am again calling to your attention the need for considering and initiating such legislative proposals as may be recommended by City Agencies on a continuing basis and as early before the convening of the 1958 legislative session as is possible.

The formulation of a sound legislative program, and preparation of the specific implementing bills usually requires numerous preliminary conferences and analysis of the proposed legislation by several City agencies and sometimes outside agencies before a bill is in final form for introduction in the State Legislature. For this reason, it is most important that proposed legislation be submitted to me as soon as the need therefor is determined, rather than waiting for sometime in late fall or after the Legislative Session convenes. This is especially true if a Joint Legislative Committee or Temporary State Commission has been created to study a particular subject, or if the legislation involves State or City funds. Bills have sometimes failed of enactment because of late submission which did not permit the necessary time for thorough preparation prior to introduction.

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

EXECUTIVE ORDER #44 August 30, 1957

Each proposed bill is to be accompanied by a detailed memorandum explaining the desirability and necessity of the proposed State legislation. This memorandum should also contain a complete statement of any previous history proposed legislation may have.

The final date for submitting proposed legislation for inclusion in the City's 1958 legislative program is October 15, 1957. This date is to be regarded as deadline date; not a target date on which the proposed legislation is to be submitted. Legislation which would affect City or State finances in any way should be submitted immediately.

Your cooperation in compliance with the terms of this directive is anticipated in order to obtain maximum results in the formulation, preparation and processing of the City's 1958 Legislative Program.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

September 4, 1957

EXECUTIVE ORDER NO. 45

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

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

SUBJECT: CAMPAIGN AGAINST JUVENILE DELINQUENCY

Because of the continuing menace of juvenile delinquency, the City of New York has decided to mobilize all its resources in an intensive fight against the spread of adolescent lawlessness.

I have appointed Ralph W. Whelan, executive secretary of the New York City Youth Board, as coordinator of the program to integrate the efforts of all agencies, both public and private, in order to intensify social services in potentially hazardous areas.

All heads of city departments and agencies involved are hereby directed to extend their fullest cooperation to insure the success of this program. Only in this manner can the full weight of city services be joined with the efforts of voluntary community agencies to eliminate the menace of irresponsible adolescent delinquency.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

September 4, 1957

EXECUTIVE ORDER NO. 45

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

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

SUBJECT: CAMPAIGN AGAINST JUVENILE DELINQUENCY

Because of the continuing menace of juvenile delinquency, the City of New York has decided to mobilize all its resources in an intensive fight against the spread of adolescent lawlessness.

I have appointed Ralph W. Whalen, executive secretary of the New York City Youth Board, as coordinator of the program to integrate the efforts of all agencies, both public and private, in order to informally social services in potentially hazardous areas.

All heads of city departments and agencies involved are hereby directed to extend their fullest cooperation to insure the success of this program. Only in this manner can the full weight of city services be joined with the efforts of voluntary community agencies to eliminate the menace of irresponsible adolescent delinquency.

ROBERT F. WAGNER
M A Y O R

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

September 9, 1957 bf

Executive Order No. 46

From: The Mayor

To: Commissioners and Heads of Agencies

Subject: Performance Standards Council

On May 2, 1956, in my Executive Order No. 30, I informed you of the creation of a performance standards development unit in the Bureau of the Budget and requested that you appoint a top level administrator to oversee the standards program in your agency, and to designate a coordinator to carry out the details at all levels of your departmental operations.

I am gratified with the progress made since the establishment of this program. The step-by-step installation schedule, wherein all city agencies are being integrated into the program is advancing most satisfactorily. We have now reached the point in the organization and installation stage of this program where a formalized channel of communication should be established to provide for an exchange of information and experiences, to resolve mutual problems, to generate ideas, and to enlist the judgment of all involved.

To achieve these objectives, I am hereby establishing a Performance Standards Council under the direction of the Director of the Budget. This council should be comprised of the key administrators and coordinators previously designated by you to carry out the program. The council will be convened periodically as required either as a full committee or in functional group sections. Sub-committees will be formed to treat with special area problems and research as required.

I should like to talk to the Commissioners and the Heads of all City Agencies as well as their designated administrators and coordinators about the launching of this program at the Board of Estimate Chambers at City Hall on September 17, 1957, at 3 P.M.

As I have mentioned previously, I am most pleased with the progress we have made thus far, and I again want to express my appreciation to you and your employees for the effort and cooperation given in the development of this program.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

EXECUTIVE ORDER #47 November 26, 1957

To: HEADS OF ALL DEPARTMENTS AND AGENCIES

From: JOHN J. THEOBALD, DEPUTY MAYOR OF THE CITY OF NEW YORK

Subject: 1958 LEGISLATIVE PROGRAM

In Executive Order #44 dated August 30, 1957 the Mayor outlined to all City departments and agencies a procedure for submitting proposed legislation for inclusion in the City's 1958 legislative program.

It is now requested that each department and agency advise this office if any further legislation, not already sent to this office as of this date, is necessary. In such case, please send a brief outline of each proposal still under consideration.

Agencies not contemplating the submission of any legislation will also please notify this office to that effect.

John J. Theobald

JOHN J. THEOBALD
Deputy Mayor