May 29, 1963

CITY OF NEW YORK

EXECUTIVE ORDERS
1962-63

OFFICE OF THE MAYOR

INDEX

May 29, 1963

May 29, 1963

May 29, 1963

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

January 23, 1962

EXECUTIVE ORDER #1
(THIS RESCINDS AND REPLACES EXECUTIVE ORDER 108, DATED JAN. 23, 1962)

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: DUTIES OF COMMISSIONER TO THE UNITED NATIONS.

I have appointed Eleanor Clark French as Commissioner to the United Nations, with designated duties, functions, responsibilities and administrative relations, as set forth below.

The Commissioner to the United Nations will be responsible for:

1. Promoting the role of New York City as the headquarters of the United Nations; and for this, and related purposes, maintaining close liaison with the U.N. Secretariat and the individual delegates and U.N. personnel, subject to the policy, guidance, direction and instructions of the appropriate officials in the U.S. Mission to the U.N., but subject finally to the instructions of the Mayor and/or the Deputy Mayor.

2. Coordinating the municipal services and cooperation available to United Nations officials, delegates and personnel from the various government departments, exclusive of those services and

May 29, 1963

responsibilities already vested in the Department of Public Events. (The Commissioner of Public Events will continue to be responsible for receptions and hospitality for U.N. dignitaries. He will continue to serve as Chairman of the United Nations Committee of the City of New York and to fulfill the present functions of that office.)

3. Publicizing to and informing U.N. officials, delegates and personnel of services and cooperation available from the various City departments and agencies.

4. Conducting surveys and making studies of what might be done by the various municipal departments and agencies, the better to serve the personal and institutional needs of U.N. officials, delegates and personnel.

5. Mobilizing services, especially in the fields of education, health, hospitals and housing for maximum service, within reasonable and practicable limits to the officials, delegates and personnel of the U.N.

6. Preparing and submitting to the Mayor periodic reports of what the City, its departments and agencies are doing in support of the above purposes.

7. Mobilizing the assistance of voluntary neighborhood and community organizations for the furtherance of the above purposes.

May 29, 1963

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

January 29, 1962

EXECUTIVE ORDER # 2

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER

SUBJECT: INTER-AGENCY AND INTER-DEPARTMENTAL TRANSFERS OF PERSONNEL

Proselyting of personnel by one City department or agency from the ranks of others, at the expense of others, has become a not uncommon practice. This practice puts one department in the position of bidding against another. This is a disruptive practice. The City government is unitary, and the departments and agencies are simply component parts of it. Except under special circumstances in which the qualifications of a particular individual are clearly more suited to an assignment in one department of agency than in another, the policy will be to disapprove such transfers.

All agency and department heads and all personnel employed in such agencies or departments are instructed that all proposals for inter-agency and inter-departmental transfers must be submitted to the Office of the Deputy Mayor for his approval. Such proposals must be accompanied by: (a) full statements of justification by:(i) the individual seeking the transfer, and (ii) the department or agency head soliciting it, and

May 29, 1963

CITY OF NEW Y

(b) a statement of waiver by the head of the agency or department in which the applicant for transfer is presently employed. If (b) is not attached to the proposal for transfer, the proposal may be forwarded to such agency or department head for his comment.

Robert F. Wagner
Mayor

By

Edward F. Cavanagh, Jr.
Deputy Mayor

May 29, 1963

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

February 7, 1962

EXECUTIVE ORDER #3

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: EDW. F. CAVANAGH, JR., DEPUTY MAYOR

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

It is the policy of the Mayor that at all times he be able to establish prompt communication with Department and Agency heads.

Therefore, it has become necessary to supplement and to recheck the Central City Hall telephone list for current accuracy. This list is designed to expedite and to insure immediate telephone contact between the Mayor and all departments and agencies.

You are directed to provide this office with the telephone numbers where you can be contacted ordinarily, both during and after working hours.

In addition, you are directed to forward the names, titles, and similar telephone numbers of your executive staff members. It is further directed, that at times other than normal working hours you make certain that your phone contact be informed of where you may be located when you are not at the numbers forwarded to this office. If there will be no phone contact at the office or res-

May 29, 1963

CITY OF NEW YORK

idence phone numbers you have forwarded to this office and calls, for that reason, may not be received, you are directed in such cases to advise the City Hall telephone operator of your further contact points.

The enclosed form should be promptly filled out and returned, and this office must be advised regularly of any changes, if and when they occur.

ROBERT F. WAGNER
MAYOR

By direction of the Mayor

EDWARD F. CAVANAGH
DEPUTY MAYOR

May 29, 1963

Office of the Mayor
City of New York

February 7, 1962

EXECUTIVE ORDER NO. 4

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

This order and its supplement implement Section 343-8.0 of the Administrative Code of the City of New York which provides for equal employment opportunity in the policies and practices of contractors for goods and services paid for by the City, and set forth the jurisdiction and supervision of the Commission on Intergroup Relations with respect thereto.

II. POLICY

A. Qualified persons employed by or seeking employment with contractors of departments or agencies of the City of New York shall have equal employment, promotion and training opportunities regardless of race, creed, color or national origin.

B. Positive and affirmative steps shall be taken by officials of city departments and by contractors to promote and assure equal employment opportunities.

May 29, 1963

C. Compliance, hearing and complaint procedures are set forth in Supplement 1.

III. RESPONSIBILITIES

A. Liaison with the Commission on Intergroup Relations

Contract awarding agencies will provide such information and assistance as may be necessary in the performance of the Commission's duties under this directive and Local Law 55 of 1955.

B. Implementation of Contract Compliance Program

1. Contract awarding agencies shall:

a. Assure that all contracts and modifications contain the Administrative Code's non-discrimination provision.

b. Assure that contract agreements stipulate (1) that contractors will include non-discriminatory clauses in their subcontracts, and (2) that they will agree to an initial inspection and subsequent review by the Commission policies and practices as related to this directive.

c. Provide the Commission with names, addresses, contract numbers, work locations and other necessary information on all successful bidders.

d. Stipulate that contractors agree to the posting of such signs and notices as may be necessary to give full publicity to non-discrimination policies and practices.

May 29, 1963

IV. EFFECTIVE DATE

This directive is effective upon publication. Two copies of the departmental and agency implementing regulations or instructions shall be submitted to the Chairman, Commission on Intergroup Relations with a copy to the Office of the Mayor as soon as possible, but no later than sixty (60) days hereafter.

/s/ ROBERT F. WAGNER
Mayor of the City of New York

Supplement 1
Compliance, Hearing and Complaint Procedures

May 29, 1963

February 7, 1962
(Supplement 1)

COMPLIANCE, HEARING AND COMPLAINT PROCEDURES OF THE COMMISSION ON INTERGROUP RELATIONS IMPLEMENTING SECTION 343-8.0 OF THE ADMINISTRATIVE CODE OF THE CITY OF NEW YORK *

The Commission on Intergroup Relations shall make compliance reviews, receive and investigate all complaints and take such action thereon as it deems necessary and proper in accordance with the 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 of 1955, and in accordance with the provisions and requirements provided therein.

1. Compliance Review Procedure

A. The Commission on Intergroup Relations may, from time to time, within its discretion, make a review of the employment policies and practices

---

* (A) It shall be unlawful for any person engaged in the construction, alteration or repair of buildings or engaged in the construction or repair of streets or highways pursuant to the contract of the City, or engaged in the manufacture, sale or distrubution of materials, equipment or supplies pursuant to a contract with the City to refuse to employ or to refuse to continue in employment any person on account of the race, color or creed of such person.
(B) It shall be unlawful for any person or any servant, agent or employee of any person, described in subdivision (a) to ask, indicate or transmit orally or in writing, directly or indirectly, the race, color or creed or religious affiliation of any person employed or seeking employment from such person, firm or corporation.
(C) The wording of Section 343-8.0, subdivisions A and B, shall appear on all contracts entered into by the City, and disobedience thereto shall be deemed a violation of the contract. --Excerpts from Section 343-8.0 Administrative Code of the City of New York

May 29, 1963

CITY OF NEW YORK

and personnel administration records of any person coming under the jurisdiction of Section 343-8.0 of the Administrative Code of the City of New York. In the event that the Commission deems that the aforementioned section is being violated, it shall exercise its power as set forth in Section B1-5.0 of the Administrative Code of the City of New York and the Rules and Regulations of the Commission on Intergroup Relations, with a view toward conciliating and eliminating any discriminatory practice it finds to exist.

1 - Form and Filing:

The complaint shall be in writing. The original shall be signed by the complainant. A complaint filed by a group of persons 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.

2 - Contents:

A complaint shall contain the following:

(a) The full name and address of each complainant.

(b) The name and address of the employer or prospective employer against whom the complaint is made.

(c) A concise statement of the facts constituting the alleged discriminatory practice, policy or action.

3 - Time of Filing:

The complaint shall be filed by personal delivery at the office of the Commission on Intergroup Relations.

4 - Withdrawal of Complaint

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

May 29, 1963

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

February 6, 1962

EXECUTIVE ORDER #5

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: AMENDMENT OR MODIFICATION OF ADMINISTRATIVE CODE AND NEW CHARTER

Executive Order No. 103, the subject of which was "AMENDMENT OR MODIFICATION OF ADMINISTRATIVE CODE AND/OR NEW CHARTER." Of the 66 Departments only 18 have complied with the Order. Possibly through misunderstanding, most of the replies received stress amendment of the new Charter and only incidentally, recommend Administrative Code changes. Many changes will have to be made in the Code and relatively few in the new Charter.

For the foregoing reasons it is the purpose of this Order to re-state that which is clearly expressed in Order No. 103:

Chapters and sections of the Administrative Code are to be carefully examined to ascertain which of these require change in order to correlate them with the provisions of the new Charter and appropriate recommendations made therefor.

May 29, 1963

CITY OF NEW YORK

Such recommendations should refer specifically to sections, subsections and paragraphs of the Code to be amended; should be read in order to decide if any provision of the Code is to be repealed through supersession or because obsolete or temporary. Provisions to be transferred because a duty has been transferred from one department to another, should be noted.

The work of redrafting will be done by the Board of Statutory Consolidation. The material submitted by each department will be used by the Board as a final check on its own studies.

Executive Order No. 103 is modified to the extent that all copies of your comments shall be forwarded directly to Reuben A. Lazarus, Counsel, Board of Statutory Consolidation, Room 302, 52 Chambers Street, New York 7, N.Y.

It is urgent that this order be complied with immediately.

Robert F. Wagner
Mayor

By

Edward F. Cavanagh, Jr.
Deputy Mayor

May 29, 1963

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

February 13, 1962

EXECUTIVE ORDER NO. 6

TO: ALL AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

Based upon the recommendations made by the Board of Responsibility in its letter to me, dated February 8, 1962, Executive Memorandum #93, dated June 5, 1961, is hereby amended by removing therefrom the name of Astrove Plumbing & Heating Corp. from the list of disqualified bidders.

Robert F. Wagner

Robert F. Wagner
Mayor

May 29, 1963

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

February 15, 1962

EXECUTIVE ORDER NO. 7

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: SWITCHBOARDS, HOURS OF

It is the policy of the Mayor that agencies and departments which have extensive contact with the public should not shut down their switchboards until a reasonable hour, depending upon the public's need for access to such department or agency and the general need of the Mayor's office and other departments to conduct business with the agency in question.

For those departments and agencies which are not required by the nature of their jurisdictions and responsibilities to maintain a 24 hour switchboard, it is proposed that a 7 p. m. closing for their switchboards should meet the need.

The head of each agency or department is requested to submit to the undersigned a report of consideration given and action taken pursuant to this memorandum.

Robert F. Wagner
Mayor

By

Edw. F. Cavanagh, Jr.
Deputy Mayor

May 29, 1963

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

EDW. F. CAVANAGH, JR.
DEPUTY MAYOR

March 6, 1962 g

EXECUTIVE ORDER NO. 8

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: EDW. F. CAVANAGH, JR., DEPUTY MAYOR

SUBJECT: MAYOR'S MEDAL FOR OUTSTANDING CITY EMPLOYEES

You are cordially invited to attend the presentation of the Mayor's Medal for Outstanding City Employees by Mayor Wagner in a ceremony at City Hall on Thursday, March 15th, at 3:30 P.M.

This will mark the first such presentation. The Medal was established through Executive Order #100 of 1961 and is given annually to each of the two employees of the City whose work merits the highest recognition. Would you please inform your staff of this ceremony.

Edw. F. Cavanagh, Jr.
Deputy Mayor

May 29, 1963

CITY OF NEW YORK

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

March 9, 1962

EXECUTIVE ORDER NO. 9

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: RENTAL OF CITY OWNED PROPERTIES

A report issued by the City Administrator on December 1, 1961, reviewing the practices and procedures used in the rental of certain city-owned properties, revealed the need for changes to guarantee the best possible return to the City in renting City-owned properties.

The City Administrator recommended that regular periodic surveys of the City's rental properties be made by impartial professional real estate specialists to be hired by the Department of Real Estate, and that the reports of such consultants be submitted to the Commissioner of Real Estate.

A. It is directed that all agencies engaged in renting City-owned properties under their jurisdiction provide the Commissioner of Real Estate promptly with a listing of all such sites with all essential data regarding their present status, and such other information as he may from time to time require.

May 29, 1963

CITY OF NEW YORK

B. It is further directed that all agencies review real property now assigned to them for use in carrying out their functions and report to the Commissioner of Real Estate not later than April 15, 1962 any such property:

(1) not now used for departmental purposes, but held for future use. Include date of acquisition, purpose and proposed date of utilization.

(2) scheduled to be vacated by the department and its approximate release date to the Board of Estimate.

(3) no longer required for the department's function. These are to be released to the jurisdiction of the Board of Estimate by appropriate communication to the Secretary, Board of Estimate.

C. Necessary additional procedures for implementation of this order will be established, as needed.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

May 29, 1963

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

March 30, 1962

EXECUTIVE ORDER NO. 10

SUBJECT: ESTABLISHMENT OF A CITY RENT AND REHABILITATION ADMINISTRATION

WHEREAS, Subdivision 4 of Section 1 of Chapter 21 of the Laws of 1962 provides that on or before April 1st, 1962, "the mayor of each city having a population of one million or more shall establish or designate an official, bureau, board, commission or agency of such city (referred to * * * as the 'city housing rent agency') to administer the regulation and control of residential rents and evictions within such city unless such city, acting through its local legislative body, shall have enacted, prior to April first, nineteen hundred sixty-two, a local law or ordinance * * * prescribing a different method of establishing or designating a city housing rent agency and in such case such agency shall be established or designated in accordance with said local law or ordinance"; and

WHEREAS, there is pending in the City Council a proposed local law providing for the establishment of a city rent and rehabilitation administration which would constitute the city housing rent agency of the City of New York under the provisions of Chapter 21 of the laws of 1962 and any amendments thereto, and which proposed local law provides for the regulation and control of residential rents and evictions in this City; and

WHEREAS, the Committee on General Welfare of the City Council has held a number of public hearings on such proposed local law and has received the views thereon of interested groups and persons wishing to be heard; and

WHEREAS, the City Council is studying such views and is considering and deliberating upon such proposed local law and has not as yet taken final action thereon;

NOW, THEREFORE, pursuant to the powers vested in me by Chapter 21 of the Laws of 1962 and by law, I hereby order and direct as follows:

1. There shall be a City Rent and Rehabilitation Administration, which shall consist of the City Rent and Rehabilitation Administrator, and which shall be the city housing rent agency of the City of New York under the provisions of Chapter 21 of the Laws of 1962 and any amendments thereto. Such City Rent and Rehabilitation Administration (hereinafter referred to as

the "City Rent Agency") is hereby established to administer the regulation and control of residential rents and evictions in this City.

2. The City Rent Administrator may appoint three deputies and may determine their relative rank. The Administrator shall assign to such deputies their duties, and may, by instrument in writing filed in the City Rent Agency, designate any deputy or other officer or employee of such Agency to possess any of his powers and perform such of his duties, and for such time and under such conditions, as he may specify. During a vacancy in the office of the Administrator, or whenever by reason of illness or absence from the City he shall be prevented from attending to the duties of his office, the highest ranking deputy not absent or under disability shall act as the head of such Agency.

3. The Administrator may appoint a counsel, who shall be attorney and counsel for such Agency and shall have charge of and conduct all of its law business.

4. Such Agency shall request of the Temporary State Housing Rent Commission that all information, records and data in the possession of such Commission, relating to the regulation and control of residential rents and evictions in the City of New York be transferred to the City Rent Agency on May first, nineteen hundred sixty-two or as soon thereafter as may be practicable, and such Agency shall be authorized to receive and assume custody of all such information, records and data.

5. The City Rent Agency shall cooperate with Temporary State Housing Rent Commission in effectuating the purposes of Chapter 21 of the Laws of 1962 and any amendments thereto and any local laws enacted by the City for the regulation and control of residential rents and evictions, and may request and shall receive the cooperation of other City agencies in effectuating such purposes.

Robert F. Wagner

Mayor

May 29, 1963

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

April 4, 1962

EXECUTIVE MEMORANDUM 10A

From: Mayor Robert F. Wagner

To: Heads of all Departments and Agencies

Subject: The 1962 Greater New York Fund Campaign (May 1-June 30)

No life is charmed beyond the touch of trouble. When trouble comes, The Greater New York Fund, through its 425 participating agencies, extends its helping hand to ease the stress of countless New Yorkers, aiding and comforting the sick, the homeless, the handicapped, the troubled and the lonely.

The four million who are helped here in New York City come from every walk of life, and include many people we know.

The Fund is supported by the entire community and city employees are being asked to do their share. I, therefore, request that you and all your employees join together in a massive effort to raise money needed to support the Fund.

As my personal representative, I have asked Commissioner Frank J. Lucia of the Department of Sanitation, to assume full responsibility for The Greater New York Fund campaign among city employees.

I know that Commissioner Lucia can count on your active support.

Robert F. Wagner

Robert F Wagner

May 29, 1963

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

April 17, 1962

EXECUTIVE ORDER NO. 11

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: RULES GOVERNING CONDUCT OF OFFICERS AND EMPLOYEES DURING INVESTIGATION OF THEIR CONDUCT

Occasionally situations develop which require the presence of City officers or employees before City, County, State or Federal investigating officials or bodies. To keep the City administration informed of such matters and to insure proper action in each such case, the following policy is hereby established:

1. Any officer or employee of the City who is under disciplinary proceedings or who is under investigation by a City, County, State or Federal investigating body or official, or who is summoned to testify before such body or official, under penalty of forfeiting the salary and allowance which may be due him, shall not resign from his position without the approval of the head of the agency.

2. If notwithstanding the prohibition in paragraph 1, such officer or employee submits a resignation, it shall not be accepted by the agency head without prior consultation with and approval by the Mayor or a person designated by him.

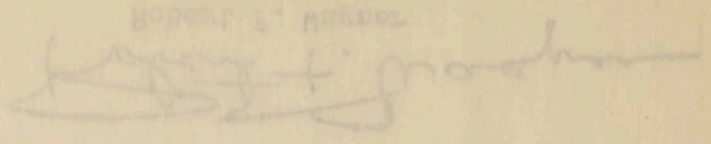
3. All officers and employees who are requested to submit to interview by or who are requested or summoned to appear before or to submit documentary evidence to or to furnish oral testimony before a City, County, State or Federal investigating official or body, or who shall perform any of these acts voluntarily, shall notify the head of the agency forthwith, in writing, of the circumstances.

4. The agency head shall, upon receipt of information covered in paragraph 3, immediately inform the Mayor or the person designated by him, orally and in writing of the matter.

5. The agency head shall incorporate the substance of paragraphs 1 and 3 in the agency's rules and regulations relating to the conduct of its officers and employees and shall bring these rules to the attention of its officers and employees.

Robert F. Wagner
Mayor

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



Robert J. Kubler
Joyce H.

May 29, 1963

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

April 26, 1962

EXECUTIVE ORDER NO. 12

TO: ALL AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

1. There is hereby created in the Office of the Mayor a position which shall be known as Assistant to the Mayor for Special Projects (Deputy for Special Projects). This Assistant shall serve without compensation but shall be reimbursed for such ordinary and necessary expenses as may be authorized by the Mayor or the Deputy Mayor and/or provided for by the Board of Estimate.

2. The Assistant for Special Projects shall report to the Deputy Mayor or directly to the Mayor, or through such officer as the Mayor may designate.

3. The duties and functions of this position shall be those of a special project nature to be undertaken at the direction of the Mayor or the Deputy Mayor.

4. The Assistant for Special Projects may represent the Mayor at ceremonial and other functions when authorized or directed by him. When carrying out any of the functions specified in this Executive Order the Assistant shall be authorized to deal with other departments and agencies of the City Government under the jurisdiction of the Mayor.

5. The Honorable Charles Silver is hereby appointed Assistant for Special Projects under the terms of this Executive Order.

Robert F. Wagner

Robert F. Wagner
MAYOR

May 29, 1963

CITY OF NEW YORK

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

May 5, 1962

EXECUTIVE ORDER NO. 13

TO: COMMISSIONERS AND HEADS OF AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: HOUSING POLICY BOARD AND EXECUTIVE COMMITTEE

In order to effect the closest cooperation and coordination of all of the administrative agencies in the City government concerned with housing, the Housing Policy Board, which was created informally last year and which has been functioning constructively during that time, is hereby formally established.

The Housing Policy Board shall consist of the following members:

Chairman of the Planning Commission, as Chairman

Chairman and Members of the Housing and Redevelopment Board

Chairman and Members of the New York City Housing Authority

Commissioner of the Department of Real Estate

Commissioner of the Department of Buildings

Administrator of the City Rent and Rehabilitation Administration

Executive Assistant to the Mayor for Policy and Program Planning

May 29, 1963

CITY OF NEW YORK

Executive Order No. (cont'd.)

With a view toward accelerating the progress of the City's comprehensive housing program, there is hereby established within the Housing Policy Board an Executive Committee whose Chairman will be the Chairman of the City Planning Commission. Its other members will include the Chairman of the Housing and Redevelopment Board, the Chairman of the Housing Authority, the Commissioner of Real Estate, the Administrator of the City Rent and Rehabilitation Administration, the Executive Director of the City Commission on Human Rights, and the Mayor's Executive Assistant for Policy and Program Planning.

The Housing Policy Board and its Executive Committee (which will have the power to act for the entire Board at intervals between meetings of the Board) shall, subject to the overall direction of the Mayor, consider and pass upon policy questions in which more than one agency is involved, or in cases where only one agency is involved, in regard to any proposed major change from previously established policy, and shall submit its recommendations and views thereon to the Mayor.

The Housing Policy Board and the Executive Committee shall be charged with expediting the achievement of the goals of the Housing program as formulated by the Mayor, the Board of Estimate, and the City Council.

Robert F. Wagner

MAYOR

May 29, 1963

CITY OF NEW YORK

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

May 5, 1962

EXECUTIVE ORDER NO. 13 (As Corrected and Amended)

TO: COMMISSIONERS AND HEADS OF AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: HOUSING POLICY BOARD AND EXECUTIVE COMMITTEE

In order to effect the closest cooperation and coordination of all of the administrative agencies in the City government concerned with housing, the Housing Policy Board, which was created informally last year and which has been functioning constructively during that time, is hereby formally established.

The Housing Policy Board shall consist of the following members:

Chairman of the Planning Commission, as Chairman

Chairman and Members of the Housing and Redevelopment Board

Chairman and Members of the New York City Housing Authority

Commissioner of the Department of Real Estate

Commissioner of the Department of Buildings

Administrator of the City Rent and Rehabilitation Administration

Executive Assistant to the Mayor for Policy and Program Planning

Executive Director of the City Commission on Human Rights

Commissioner of the Department of Health

May 29, 1963

CITY OF NEW YORK

Executive Order No. 13 (As Corrected and Amended) (Cont'd)

With a view toward accelerating the progress of the City's comprehensive housing program, there is hereby established within the Housing Policy Board an Executive Committee whose Chairman will be theChairman of the City Planning Commission. Its other members will include the Chairman of the Housing and Redevelopment Board, the Chairman of the Housing Authority, the Commissioner of Real Estate, the Administrator of the City Rent and Rehabilitation Administration, and the Mayor's Executive Assistant for Policy and Program Planning.

The Housing Policy Board and its Executive Committee (which will have the power to act for the entire Board at intervals between meetings of the Board) shall, subject to the overall direction of the Mayor, consider and pass upon policy questions in which more than one agency is involved, or in cases where only one agency is involved, in regard to any proposed major change from previously established policy, and shall submit its recommendations and views thereon to the Mayor.

The Housing Policy Board and the Executive Committee shall be charged with expediting the achievement of the goals of the Housing program as formulated by the Mayor, the Board of Estimate, and the City Council.

Robert F. Wagner

MAYOR

May 29, 1963

CITY OF NEW YORK

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

May 9, 1962

EXECUTIVE ORDER NO. 14

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: REMOVAL OF CERTAIN CONTRACTING FIRMS FROM LIST OF DISQUALIFIED BIDDERS.

Executive Memoranda No. 93 and 93-S, dated June 5, 1961 and June 15, 1961, respectively, listed contracting firms the bids of which were not to be considered until further notice.

Executive Order No. 6, dated February 13, 1962 removed therefrom the name of Astrove Plumbing & Heating Corp.

The following additional names are hereby removed from the list of disqualified bidders:

Kayfield Construction Corporation
G & B Plumbing Corporation
Hirsch Electric Company, Inc.
H. Novinson Company, Inc.
Public Improvements, Inc.
H. Sand & Company, Inc.
H. Starkman & Bros.
S & M Plumbing Company, Inc.
Meyerbank Electric Company, Inc.
Raisler Corporation
Pipe and Engineering Co., Inc.
Daniel J. Rice Inc.

Robert F. Wagner

Robert F. Wagner
Mayor

May 29, 1963

CITY OF NEW YORK

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

June 14, 1962

EXECUTIVE ORDER NO. 14-A

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: REMOVAL OF CERTAIN CONTRACTING FIRMS FROM LIST OF DISQUALIFIED BIDDERS.

Executive Memoranda No. 93 and 93-S, dated June 5, 1961 and June 15, 1961, respectively, listed contracting firms the bids of which were not to be considered until further notice.

The following additional names are hereby removed from the list of disqualified bidders:

David Coyne & Co., Inc.
Acme Wire Works, Inc.
Progressive Electric Contracting Corp.
Afgo Engineering Corp.

Robert F. Wagner

Robert F. Wagner
Mayor

May 29, 1963

CITY OF NEW YORK

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

May 24, 1962

EXECUTIVE ORDER NO. 15

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: DESIGNATION OF JULIUS C.C. EDELSTEIN, EXECUTIVE ASSISTANT TO THE MAYOR, TO RECEIVE ORAL AND WRITTEN ADVICES WITH RESPECT TO EXECUTIVE ORDER NO. 11, DATED APRIL 17, 1962.

In accordance with paragraph 4 of Executive Order No. 11, dated April 17, 1962 on the policy established and Rules Governing Conduct of Officers and Employees during Investigation of Their Conduct, Julius C.C. Edelstein, Executive Assistant to the Mayor, is hereby designated by me to receive such oral and written advices.

Robert F. Wagner
Mayor

By

Edw. F. Cavanagh, Jr.
Deputy Mayor

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

May 29, 1963

CITY OF NEW YORK

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

May 25, 1962

EXECUTIVE ORDER NO. 16

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: CLARIFICATION OF CURRENT STATUS OF EACH PIECE OF CITY-OWNED PROPERTY

1. In order to review and verify the current status of each piece of City-owned property, it is directed that each Department, Commission, Board, and Agency upon whose request real estate has been withheld from sale, submit a report to the Office of the Deputy Mayor, specifying such property and identifying each parcel by tax block and lot. A statement of whether the set-aside continues to be required and justified should be part of the report.

2. It is directed that such reports be submitted no later than two weeks from the date of the issuance of this Order.

May 29, 1963

CITY OF NEW YORK

3. The request is made of the Offices of the Borough Presidents and of the independent agencies that they cooperate by submitting similar information to the Office of the Deputy Mayor.

Robert F. Wagner
Mayor

BY

Edw. F. Cavanagh, Jr.
Deputy Mayor

May 29, 1963

CITY OF NEW YORK

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

June 26, 1962

EXECUTIVE ORDER NO. 17

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: NEW MECHANISM FOR HANDLING COMMUNICATIONS IN THE MAYOR'S OFFICE

The following Executive Memorandum is designed to implement Executive Memorandum #87 dated March 6, 1961 as modified on February 9, 1962.

The handling of and response to communications received at City Hall constitutes one of the major functions of the Mayor's Office. In order that appropriate attention be given all communications, from ordinary or prominent citizens, organizations and official bodies, I am vesting new authority and authorizing the provision of personnel and equipment as follows:

As Special Assistant to the Mayor, Mrs. Ruth Farbman, in addition to special projects assigned by the Mayor, will, effective immediately, assume the supervision, direction and coordination of all activities in connection with the communications described in Executive Memorandum #87.

As director of communications and chief of the correspondence unit of the Mayor's Office, Mrs. Farbman, in consultation

May 29, 1963

CITY OF NEW YORK

as to policy and program with the Mayor's Executive Assistant, and as to public relations with the Mayor's Executive Secretary, and subject to the over-all approval of the Deputy Mayor and the Mayor, will be responsible for the full implementation of and compliance with the policies and practices set forth in Executive Memorandum #87.

The recently completed study of the mail system indicates the soundness of the system but points to many inadequacies in its implementation, both in City Hall and in some of the City agencies. The most glaring need is active central control, direction and supervision.

Consequently, there is to be established in the Mayor's Office a correspondence unit which, among other things, will itself answer many of the communications which are at present referred to other officers or offices for reply. Where appropriate, the agencies will be expected to supply the pertinent information on which replies can be based.

Among other changes in procedures and practices, the following are hereby promulgated:

(1) All City Hall staff and mayoral agencies are directed to observe and cooperate with the new communications machinery hereby established.

(2) Communications addressed to the Mayor will generally be replied to over his signature. All letters for the Mayor's signature will flow through and be coordinated by the correspondence unit or be originated there. Exceptions to the above

May 29, 1963

CITY OF NEW YORK

will be specified by Mrs. Farbman.

(3) The director of communications (Mrs. Farbman) will supervise the functions of the office administrator in so far as they include or involve communications, and will issue the necessary instructions to him.

(4) Trend mail will be so designated by the director of communications in consultation with the Executive Assistant to the Mayor.

(5) Trend mail is to be analyzed and reports thereon will be regularly prepared and submitted.

(6) The 30-day cumulative files will be thoroughly reviewed and questions relating to agency policy, practices, unmet needs, etc., arising from a study of these files, will be brought to the attention of the appropriate officials in City Hall for further action.

Robert F. Wagner

Robert F. Wagner
Mayor

May 29, 1963

CITY OF NEW YORK

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

September 7, 1962

EXECUTIVE ORDER 18

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

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

SUBJECT: 1963 LEGISLATIVE PROGRAM

The 1963 Legislative Program is now being formulated. All department and agency heads are directed to submit any proposals which they wish to have included in this program on or before October 15th. It is my intention as usual to prefile portions of this program.

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

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

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

May 29, 1963

CITY OF NEW YORK

September 7, 1962

EXECUTIVE ORDER 18 (continued)

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

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

Your cooperation in compliance with the terms of this directive is anticipated in order to obtain maximum results in the formulation, preparation and processing of the City's 1963 Legislative Program.

Robert F. Wagner

ROBERT F. WAGNER
Mayor

May 29, 1963

CITY OF NEW YORK

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

September 7, 1962

EXECUTIVE ORDER #19

TO: CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: ATTENDANCE AT LEGISLATIVE MEETINGS AND CONFERENCES

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

There will be no exceptions to this rule.

Robert F. Wagner

ROBERT F. WAGNER
Mayor

May 29, 1963

CITY OF NEW YORK

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

September 10, 1962

EXECUTIVE ORDER NO. 20

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: DESIGNATION OF COMMISSIONER RICHARD C. PATTERSON OF THE DEPARTMENT OF PUBLIC EVENTS AS CHIEF OF PROTOCOL FOR NEW YORK CITY.

Section 1077 Subdivision A of Chapter 47-A of the New York City Charter as amended provides that the Commissioner of the Department of Public Events shall have the following powers:

"... To take charge of, organize, manage and superintend all public ceremonies, celebrations, receptions, greetings of distinguished persons, parades and similar functions held under city auspices by order of the Mayor, unless otherwise directed by the Mayor."

Executive Order No. 1, 1962, provides: "... The Commissioner of Public Events will continue to be responsible for receptions and hospitality for U. N. dignitaries..."

In accordance with the provisions of the aforementioned law and also in clarification of the quoted paragraph of Executive Order No. 1, I hereby designate Richard C. Patterson, Commissioner of Public Events, as Chief of Protocol for New York City.

As Chief of Protocol, Commissioner Patterson will have direct responsibility for advising and assisting the Mayor in the fulfillment of New York City's obligations relating to State, National and International protocol.

His duties will include:

(1) The extension of official courtesies of the City of New York, under the rules of protocol, to dignitaries of other governments.

(2) Maintaining liaison with chiefs of protocol of all jurisdictions with which the City is required to deal officially.

May 29, 1963

CITY OF NEW YORK

(3) Gathering and maintaining up-to-date information on the rules of protocol applicable to all official ceremonies and receptions sponsored by the City of New York.

(4) Establishing suitable means for keeping the Mayor informed of important changes in such rules and formulas.

These functions will be carried out under the general supervision of the Mayor or the Deputy Mayor.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

May 29, 1963

CITY OF NEW YORK

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

October 8, 1962

EXECUTIVE ORDER NO. 21

TO: Heads of Departments and Mayoral Agencies

FROM: Deputy Mayor Edw. F. Cavanagh, Jr.

Whenever Heads of Departments or mayoral agencies (including Acting Heads of Departments) are considering plans to make an official trip requiring their absence from the city, the Mayor's office will be informed as far in advance as possible by written notification to the Deputy Mayor.

Official trips undertaken on city time and/or city expense shall not be made unless the reasons are consistent with the following policy:

An official trip of any representative of a city department or mayoral agency shall not be undertaken unless the purpose of the trip is such that (1) substantial benefits "actually essential" to the city will result, and (2) these benefits could not be realized in any other manner than by the trip of the official or his representative.

Trips to conventions,conferences, surveys and inspections that are principally routine affairs with only a general relationship to the business of the department or agency are not of a type described as "actually essential" to city business. Before an official trip is planned, a studied determination will be made that it is, (a) actually essential and, (b) the information or other benefit to be obtained could not, in any other manner, be made available to the interested department or agency.

May 29, 1963

CITY OF NEW YORK

Notification to the Deputy Mayor will include:

A. Reasons for (1) and (2) above.

B. Date of departure and return.

C. Contact points and telephone numbers at destination.

D. Designation of the acting head of department or agency where the trip is planned by the head of the department or agency.

BY ORDER OF THE MAYOR

Edw. F. Cavanagh, Jr.
Deputy Mayor

May 29, 1963

CITY OF NEW YORK

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

November 2, 1962

EXECUTIVE ORDER NO. 22

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: NEW YORK CITY CAREER SERVICE AWARDS PROGRAM

I. INTRODUCTION

I establish the New York City Career Service Awards to be given as tokens of the appreciation of the City of New York to long time employees of the City for their devoted and competent service.

II. RULES

A. All employees of any department or agency of the City of New York who are in the Classified Service may receive a Career Service Award following the 20th, 35th or 50th Anniversary of the date of their entrance into City service.

B. Employees who, on the date of this Executive Order, have passed any of these anniversaries are eligible to receive the appropriate Career Service Award.

C. Each department and agency head shall annually present the Career Service Awards for 20 and 35 years of service to the eligible employees of his department.

D. The Mayor shall annually present the Career Service Awards to eligible employees for 50 years of service.

E. The criteria for receiving the awards are:

(1) Number of years of service with the City.

(2) Satisfactory performance as judged by the employing department or agency head.

May 29, 1963

CITY OF NEW YORK

F. The Career Service Awards shall consist of a certificate signifying satisfactory and devoted performance and pins, buttons, charms or other suitable articles embossed with the Seal of the City of New York.

III. ADMINISTRATION

The Career Service Award Program shall be administered by the Department of Personnel which will set up additional rules and procedures consistent with this Executive Order as are necessary for the effective operation of the program. The Department of Personnel will assist agencies in setting up procedures and ceremonies for this award program.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

May 29, 1963

CITY OF NEW YORK

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

December 21, 1962

EXECUTIVE ORDER No. 23

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: STANDARD PROCEDURE FOR REPORTING ON PENDING STATE LEGISLATION

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

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

INSTRUCTION FOR REPORTING ON BILLS

A. Form of Report.

1. Reports on pending State legislation shall be made on the prescribed City forms. Form NYC 55 will be used for making a favorable recommendation. Form NYC 56 will be used for recommending disapproval. The detailed instructions on these forms with respect to their preparation and routing are to be carefully followed, except that all Albany mail should be addressed to the Legislative Representative as follows: Room 578, Sheraton Ten-Eyck Hotel, Albany, N.Y. These forms may be requisitioned from the Administrator of this office.

May 29, 1963

CITY OF NEW YORK

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

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

B. Time for Report.

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

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

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

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

May 29, 1963

CITY OF NEW YORK

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

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

C. Requests for comments by State Agencies and requests for appearances before legislative committees are to be forwarded to Mr. Ruggieri in strict accordance with Executive Order #19 of 1962.

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

Robert F. Wagner

ROBERT F. WAGNER
Mayor

May 29, 1963

CITY OF NEW YORK

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

November 27, 1962

EXECUTIVE ORDER NO. 24

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: SPACE REQUIREMENTS OF DEPARTMENTS AND AGENCIES RESPONSIBLE TO THE MAYOR.

It is directed that all requests for space required by city departments or agencies to house their functions be made in writing to the Director of the Budget. These requests will contain a general description of the functions to be housed, the total personnel involved, and any special equipment or other unique requirements that may be necessary to perform the particular function.

The Bureau of the Budget will confirm the need for the department or functional housing requested, including the number of personnel allocated to the activity. The request and the supporting data will, upon this initial approval, be forwarded to the Department of Real Estate, for processing and determination of the actual amount of space required, the approximate rental cost of same including the cost of alterations, and whether this activity should be housed in a public or a private building. This information will be communicated to the Bureau of the Budget for certification that the amount of space is reasonable and the necessary funds will be made available. Approval of the expenditure by the Bureau of the Budget will be authorization for the Department of Real Estate to enter into negotiations for the space in a private building or to allocate the space in a public building. (A lease for space in a private building must be approved by the Board of Estimate before it can be consummated.)

Under no circumstances will rental negotiations be entered into by a public official without prior consultation with the Commissioner of Real Estate. If the allocation of space in a public building entails substantial alteration expenditures, such

May 29, 1963

CITY OF NEW YORK

expenditures are a proper charge against the budget appropriations of the department or agency occupying such space. Before a decision is made to occupy public space requiring alteration, certification as to the availability of funds shall be made by the Bureau of the Budget.

It is further directed that the Commissioner of Real Estate proceed to inventory or update existing records of space now occupied by city departments or agencies for purposes of insuring efficient utilization of such property whether publicly or privately owned.

Commissioners of all agencies under my jurisdiction are reminded of their responsibility to report all office space no longer required for the proper housing of their functions to the Department of Real Estate, which will determine its disposition. Your cooperation with the Director of the Budget and the Department of Real Estate in providing any further data pertinent to the subject matter is of utmost importance.

Robert F. Wagner
Mayor

May 29, 1963

CITY OF NEW YORK

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

December 7, 1962

EXECUTIVE ORDER NO. 25

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: ORGANIZATION AND FUNCTIONS OF AGENCY PERSONNEL OFFICES

I. INTRODUCTION

Studies of the personnel management needs of the City and its agencies have indicated the necessity for continuing and extending our efforts to set up well organized, competently staffed personnel units in each agency to carry out effectively the many personnel functions and programs required for efficient operation. The recommendations below on the organization and functions of the personnel office in an operating agency have been developed to serve as a general guide to you in the organization of your agency's personnel management unit. They should be adapted to your individual needs as dictated by such considerations as the size and complexity of your agency, centralization or decentralization of your offices and other factors relating to the nature of your operations. It is essential, however, that an effective personnel unit be established and that the functions described be accepted as agency functions.

II. AGENCY RESPONSIBILITY

a. Each agency shall identify and group the functions which fall into the area of personnel management. Where the nature and scope of the functions and programs under personnel management warrant, a distinct management unit shall be set up to carry these out.

b. Each agency shall appoint an agency personnel officer who will serve in a staff capacity with responsibility for the personnel function. He shall report directly to the agency head or to an executive who reports directly to the agency head.

May 29, 1963

CITY OF NEW YORK

c. Personnel functions in an agency shall include: placement, classification, personnel and labor relations, training, safety, personal services budget, recruitment, selection, personnel records and payroll processing.

d. Wherever the personnel office is large enough, major personnel activities shall be assigned to separate and distinct subdivisions. For smaller agencies, two or more of the activities may be assigned to a single subdivision.

III. DEPARTMENT OF PERSONNEL RESPONSIBILITIES

The Department of Personnel has Charter responsibility, "to aid in the development of personnel divisions in the agencies of the City." In carrying out this responsibility it shall

a. Prepare and keep up to date for the guidance of all agencies a detailed statement of the functions and duties of an agency personnel unit.

b. Periodically and upon request review the activities of agency personnel units, discuss these with the personnel officers and make a report to the agency head of its findings.

c. Provide assistance to agencies in setting up effective personnel units.

d. Supply consultant services in the field of personnel management to agencies requesting such services.

e. Conduct training courses and special institutes to insure that each agency will have an adequate supply of trained and competent personnel people.

f. Submit to the Mayor an annual report on the status of personnel management in all City agencies, together with recommendations for improvement.

IV. BUDGETARY RESPONSIBILITY

Unless otherwise authorized, agency personnel offices are to be established within existing budgetary appropriations. Any proposed increase for this purpose must be submitted for consideration and approval by the Budget Director and Personnel Director.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

May 29, 1963

CITY OF NEW YORK

CITY OF NEW YORK

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

EXECUTIVE ORDER NO. 26 December 21, 1962

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: EDW. F. CAVANAGH, JR., DEPUTY MAYOR

SUBJECT: MODIFICATIONS IN PROCEDURES FOR HANDLING COMMUNICATIONS DIRECTED TO THE MAYOR

This memorandum contains information and instructions in connection with the handling of communications which are addressed to the Mayor and referred to you and other agencies for appropriate attention. Communications include, in addition to letters and telegrams addressed to the Mayor at City Hall, Gracie Mansion and Box 100, the currently used form of memorandum applicable to communications made by telephone or personal visits.

Agency heads and those members of their staffs having responsibility for any aspect of the handling of communications referred from the Mayor's Office should become familiar with and be prepared to implement fully the procedures herein listed.

First, for the record, it should be stated that the unprecedented number of expressions of appreciation for attention given to problems and views communicated to the Mayor, give testimony to the effectiveness of the mail system and procedures announced and described in Executive Memoranda #87, dated March 6, 1961 and February 9, 1962, and subsequent directives, including Executive Order #17. The Mayor's objectives remain as stated in these Orders. It is toward the fuller realization of

May 29, 1963

CITY OF NEW YORK

these objectives that new machinery and techniques have been developed.

In the very near future, a Data Processing System, the first of its kind, will be installed in the Mayor's Correspondence Division. It will relieve City Hall Staff of much of the routine processing and permit greater concentration on matters requiring special attention. It will also relieve agency staff of much of the previously required routine processing.

By use of the Data Processing System, the Mayor's Correspondence Division will be able to acknowledge the receipt of and handle all communications with greater speed, accuracy and control. Reports and analyses, not presently available, will be by-products of the new machinery. These include action reports showing agency activities, reports indicating action overdue, and reports on and analyses of citizens' views on major issues.

As will be noted in the detailed instructions, the return of original correspondence, as well as copies of agency's reply or report, will be eliminated except in special instances. The procedures herein set forth were developed to give the best possible service to our citizens and taxpayers and the cooperation of all agencies is needed, expected and appreciated.

PROCEDURES

1. As every communication arrives at the Mayor's Office, a coding sheet will be attached to it (see attached exhibit). A reference or identification number will be stamped on both the coding sheet and communication. This identification number is a

May 29, 1963

CITY OF NEW YORK

permanent number for each piece of correspondence and should be used when making any reference to it.

2. The coding sheet is divided into three parts - upper, middle and lower. The upper and lower are for the internal use of the Mayor's Correspondence Division. The middle area only is for your use. It is extremely important that your office confine its attention to this area exclusively.

3. In this middle section there are two subjects: Termination of Action and Explanation of Action. Choose one of the five alternatives in each category which describes the action taken in response to the communication. The number corresponding to the action taken should be written in the proper box. When using choice 5, briefly describe the circumstances not covered.

4. The coding sheet will be returned to the Mayor's Office as promptly as possible. (This procedure replaces the 30-day Cumulative File.)

5. Neither the original communication nor copy of reply or report need be sent back to City Hall, unless requested by Special Instruction.

6. Special Instructions:

a) "For your information only" indicates that the coding sheet need not be returned.

b) Other instructions should be followed as indicated.

7. If action on a communication is outside your jurisdiction, indicate this by writing "4" in the box provided in Explanation of Action, and return at once to the Mayor's Office. If the communication necessitates emergency action, notify the Control

permanent number for each place of correspondence and should be used when making any reference to it.

2. The coding sheet is divided into three parts - upper, middle and lower. The upper and lower are for the internal use of the Mayor's Correspondence Division. The middle area <u>only</u> is for your use. It is extremely important that your office confine its attention to this area exclusively.

3. In this middle section there are two subjects:

<u>Termination of Action</u> and <u>Explanation of Action</u>. Choose one of the five alternatives in each category which describes the action taken in response to the communication. The number corresponding to the action taken should be written in the proper box. When using codes 5, briefly describe the circumstances not covered.

4. The coding sheet will be returned to the Mayor's Office as promptly as possible. (This procedure replaces the 30-day Cumulative File.)

5. Neither the original communication nor copy of reply or report need be sent back to City Hall, unless requested by Special Instruction.

6. <u>Special Instructions</u>

a) "For your information only" indicates that the coding sheet need not be returned.

b) Other instructions should be followed as indicated.

7. If action on a communication is outside your jurisdiction, indicate this by writing "4" in the box provided in <u>Explanation of Action</u>, and return at once to the Mayor's Office. If the communication necessitates emergency action, notify the General

May 29, 1963

CITY OF NEW YORK

Desk (CO 7-1000, Ext. 738) immediately, and proceed as above.

8. Conversion to the Data Processing System is expected in January 1963, and <u>your compliance is effective starting from the day on which coding sheets are attached to communications referred to you</u>.

If any questions arise, Mr. Philip Shumsky (CO 7-1000, Ext. 710) should be consulted.

EDW. F. CAVANAGH, JR.
Deputy Mayor

OFFICE OF THE MAYOR

☐ REFERRAL

☐ PENDING

☐ TREND

IDENTIFICATION NUMBER

COM. TP. ☐ 10

REPLY ☐ 11

SPECIAL INSTRUCTIONS

☐ FOR YOUR INFORMATION ONLY

☐ SEND FINDINGS ON THIS MATTER TO:

☐ OTHER _____

DATA CARD

DEPT. 12 13 14 | SUB. 15 16 | FM. 40 | A/S 41 | A/W 42 | REF. 44 45 46 | 44 45 46 | 44 45 46

SUBJECT 18 – 78

INSERT CARD

12 – 51

THIS AREA ONLY FOR DEPARTMENT USE: WRITE CORRESPONDING NUMBER IN BOX.

TERMINATION OF ACTION → ☐ 15

1. WRITER NOTIFIED BY LETTER
2. WRITER NOTIFIED BY INTERVIEW
3. WRITER NOTIFIED BY PHONE CALL
4. WRITER NOT NOTIFIED
5. OTHER: _____

EXPLANATION OF ACTION → ☐ 16

1. REMEDIAL ACTION HAS BEEN TAKEN
2. FURTHER ATTENTION
3. WRITER'S CLAIMS UNSUBSTANTIATED
4. OUTSIDE OUR JURISDICTION OR SUGGESTED REFERRAL: _____
5. OTHER: _____

ACTION CARD

YR. 38 39 | MO. 40 | DAY 41 42 | BATCH 43 44

CITY OF NEW YORK

May 29, 1963

May 29, 1963

CITY OF NEW YORK

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

January 16, 1963

EXECUTIVE ORDER NO. 27

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: TERMS AND CONDITIONS OF THE CAPITAL BUDGET FOR 1963 AND THE FIRST-HALF OF 1964 - EXPENDITURE OF SPECIAL FUNDS AND CAPITAL FUNDS AUTHORIZED PRIOR TO JANUARY 1, 1963 - APPROVAL BY THE DIRECTOR OF THE BUDGET.

In pursuance of Section 3 of the New York City Charter the Director of the Budget is hereby authorized, empowered and directed, within his discretion to approve of expenditures chargeable to special funds or chargeable against unencumbered balances of appropriations of capital funds authorized prior to January 1, 1963; in accordance with the terms and conditions of the Capital Budget for 1963 and the First-Half of 1964. This order shall take effect on January 1, 1963 and shall continue in effect until withdrawn by executive order.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

January 16, 1963

EXECUTIVE ORDER NO. 27

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: TERMS AND CONDITIONS OF THE CAPITAL BUDGET FOR 1963 AND THE FIRST-HALF OF 1964 - EXPENDITURE OF SPECIAL FUNDS AND CAPITAL FUNDS AUTHORIZED PRIOR TO JANUARY 1, 1963 - APPROVAL BY THE DIRECTOR OF THE BUDGET.

In pursuance of Section 3 of the New York City Charter the Director of the Budget is hereby authorized, empowered and directed, within his discretion to approve of expenditures chargeable to special funds or chargeable against unencumbered balances of appropriations of capital funds authorized prior to January 1, 1962; in accordance with the terms and conditions of the Capital Budget for 1963 and the First-Half of 1964. This order shall take effect on January 1, 1963 and shall continue in effect until withdrawn by executive order.

ROBERT F. WAGNER
M A Y O R

May 29, 1963

CITY OF NEW YORK

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

January 16, 1963

EXECUTIVE ORDER NO. 28

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: CAPITAL BUDGET PROCEDURES

Pursuant to the provisions contained in the New City Charter, the following procedures are hereby established for the progressing of Capital Projects.

1. Initiation of Project - Any department desiring to progress a project contained in the Capital Budget must first submit a request, in writing, to the Mayor, for its initiation.

Such request shall set forth the line number, title and estimated cost of the project, and the appropriation required, together with such other pertinent information as the department may deem necessary.

Before the Mayor may formally approve the initiation of any such project, a public hearing must be held before the Board of Estimate. The date of such hearing is fixed and advertised by the Secretary of the Board. You are hereby directed to attend any such hearing affecting projects of your agency in person or by a duly authorized representative.

2. Procedures following initiation. - After formal approval by the Mayor of the initiation of a

May 29, 1963

CITY OF NEW YORK

project, the department is empowered to proceed with the capital project, except that separate and specific approvals must be obtained from the Mayor for the following:

a. Architectural contracts and the employment of departmental engineering staffs.

b. Preliminary construction Plans.

c. Final construction Plans.

d. Contracts for furnishings and equipment.

3. Site Selection - The New Charter provides by law a specific procedure for the selection of sites. All departments shall submit their requests for sites directly to the Site Selection Board. No applications for selection of sites shall be made until after the Mayor has formally approved initiation of the capital project.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

project, the department is empowered to proceed with the capital project, except that separate and specific approvals must be obtained from the Mayor for the following:

a. Architectural contracts and the employment of departmental engineering staffs.

b. Preliminary construction Plans.

c. Final construction Plans.

d. Contracts for furnishings and equipment.

3. Site Selection - The New Charter provides by law a specific procedure for the selection of sites. All departments shall submit their requests for sites directly to the Site Selection Board. No applications for selection of sites shall be made until after the Mayor has formally approved initiation of the capital project.

ROBERT F. WAGNER
MAYOR

May 29, 1963

CITY OF NEW YORK

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

January 23, 1963

EXECUTIVE ORDER NO. 29

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: NEW YORK - TOYKO SISTER-CITY AFFILIATION

New York and Tokyo established a permanent sister-city affiliation on February 29, 1960. Many committees of volunteers have been set up to effect this People-to-People Program to increase harmony through understanding between people of different countries. Mrs. Nathaniel Singer is the co-ordinator of the New York-Tokyo Sister-City Affiliation, which is under the auspices of the Department of Public Events at 625 Madison Avenue, New York 22, N. Y. TE 8-1800.

All matters concerning Tokyo should be referred to Mrs. Singer.

ROBERT F. WAGNER
MAYOR

May 29, 1963

CITY OF NEW YORK

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

February 13, 1963

EXECUTIVE ORDER NO. 30

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: REAL PROPERTY HOLDINGS OF DEPARTMENTS AND AGENCIES RESPONSIBLE TO THE MAYOR.

Effective July 1, 1963, the jurisdiction of all real property presently assigned to city departments and agencies but not required by them for city purposes will be transferred to the Commissioner of Real Estate.

The heads of all departments and agencies will be prepared to surrender by July 1, 1963 to the Commissioner of Real Estate as agent of the Board of Estimate all real property previously assigned by the Board but not now being utilized for the purposes authorized.

A listing and brief description of these properties will be prepared by each department or agency and forwarded without delay to the Commissioner of Real Estate. Under separate cover you are further directed to list vacant portions of real property within your jurisdiction that may be available for re-assignment to other public purposes or that may be considered for private lease or sale.

Subsequent to the date of this directive all requests for the assignment of real property shall be directed to the Commissioner of Real Estate.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

May 29, 1963

CITY OF NEW YORK

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

April 2, 1963

EXECUTIVE ORDER NO. 31

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: MAYOR ROBERT F. WAGNER

SUBJECT: THE 1963 GREATER NEW YORK FUND CAMPAIGN (MAY 1 - JUNE 30)

This year, commemorating the 25th Anniversary of the founding of The Greater New York Fund, our campaign among city employees will be held from May 1 to June 30. This is the one opportunity that all employees have to contribute to the 425 medical, health and welfare agencies of the Fund. These agencies perform the vital role of helping 4,000,000 New Yorkers each year by aiding and comforting the aged, the homeless, the sick, the handicapped and the troubled, including many people we know.

It is the responsibility of the entire community to support the campaign and that is why each city employee is being asked to do his share. Since the contributions are solicited only where people work, I sincerely hope you will render your full effort to this once-a-year appeal.

President Paul R. Screvane will serve as overall chairman for The Greater New York Fund this year in the Public Service Division. In addition, as my personal representative, I have asked Fire Commissioner Edward Thompson to assume full responsibility for the Greater New York Fund campaign among city employees.

As a first step, I would like you to appoint one of your executives to serve as chairman for the drive and to forward his name to Commissioner Thompson. I am sure that Commissioner Thompson can count on your wholehearted assistance in support of the Greater New York Fund.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

April 2, 1953

EXECUTIVE ORDER NO. 31

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: MAYOR ROBERT F. WAGNER

SUBJECT: THE 1953 GREATER NEW YORK FUND CAMPAIGN (MAY 1 - JUNE 30)

This year, commemorating the 25th Anniversary of the founding of The Greater New York Fund, our campaign among city employees will be held from May 1 to June 30. This is the one opportunity that all employees have to contribute to the 45 medical, health and welfare agencies of the Fund. These agencies perform the vital role of helping 1,000,000 New Yorkers each year by aiding and comforting the aged, the homeless, the sick, the handicapped and the troubled, including many people we know.

It is the responsibility of the entire community to support the campaign and that is why each city employee is being asked to do his share. Since the contributions are solicited only where people work, I sincerely hope you will render your full effort to this once-a-year appeal.

President Paul R. Screvane will serve as overall chairman for The Greater New York Fund this year in the Public Service Division. In addition, as my personal representative, I have asked Fire Commissioner Edward Thompson to assume full responsibility for the Greater New York Fund campaign among city employees.

As a first step, I would like you to appoint one of your executives to serve as chairman for the drive and to forward his name to Commissioner Thompson. I am sure that Commissioner Thompson can count on your wholehearted assistance in support of the Greater New York Fund.

ROBERT F. WAGNER
MAYOR

May 29, 1963

CITY OF NEW YORK

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

April 4, 1963

EXECUTIVE ORDER NO. 32

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: VACATE ORDERS

In pursuance of subdivision one of Section 1160-1.0 of the Administrative Code of the City of New York, the head of any agency issuing a vacate order requiring residential tenants to evacuate a building, shall notify the Commissioner of Relocation so that tenants affected may be properly relocated.

Wherever possible, such notification shall provide sufficient time before the effective date of the vacate order to enable the Department of Relocation to carry out its responsibility.

Robert F. Wagner

ROBERT F. WAGNER
Mayor

May 29, 1963

CITY OF NEW YORK

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

EDW. F. CAVANAGH, JR.
DEPUTY MAYOR

April 16, 1963

EXECUTIVE ORDER NO. 33

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: EDW. F. CAVANAGH, JR., DEPUTY MAYOR

SUBJECT: AMENDMENT TO NEW YORK CITY CAREER SERVICE AWARDS PROGRAM

I. INTRODUCTION

On November 2, 1962, Executive Order No. 22 was issued to establish the New York City Career Service Awards to be given as tokens of the appreciation of the City of New York to long-time employees of the City for their devoted and competent service.

Paragraph A, Section II of Executive Order No. 22 is hereby amended to read as follows;

II. RULES

A. All employees of any department or agency of the City of New York who are in the Classified Service, elective officers, officers and employees of the City Council and the heads of agencies are eligible to receive a Career Service Award following the 20th, 35th, or 50th Anniversary of the date of their entrance into City service.

EDW. F. CAVANAGH, JR.
DEPUTY MAYOR

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

May 29, 1963

CITY OF NEW YORK

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

April 15, 1963

EXECUTIVE ORDER NO. 34

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: EDW. F. CAVANAGH, JR., DEPUTY MAYOR

SUBJECT: RECOMMENDATIONS CONCERNING EXAMINATION OF CANDIDATES FOR THE POSITION OF DRIVER OF PUBLIC MOTOR VEHICLES

Attached herewith are the Recommendations of Dr. Ray E. Trussell, Commissioner of Hospitals, concerning examination of candidates for the position of driver of public motor vehicles which are to be followed in each Department.

EDW. F. CAVANAGH, JR.
DEPUTY MAYOR

May 29, 1963

CITY OF NEW YORK

Recommendations for Medical Procedure

For examination of Candidates for the Position of Driver of Public Motor Vehicles in the Department of Hospitals of New York City and for their Periodic Re-examinations, after Hire

Examination (To be recorded on suitable forms)

History (Special reference to anginal pain, dyspnea, edema, work capacity, syncopal attacks, or any history of cardiovascular dysfunction)

Height and weight

Urinalysis

Physical Examination (Include fundi and peripheral vessels) Blood pressure (Sitting and lying down)

Electrocardiogram

X-ray of Heart

Electroencephalogram, if cerebral involvement is suspected

Oscillometric examination of peripheral arteries, if disease is suspected in these areas

Examinations to be made by Consultants designated by the Department.
History and examination of personal physician welcomed, but not necessarily regarded as final.

Re-examinations

Annually for all drivers up to age 60; semi-annually thereafter

After absence of 3 weeks or more, due to illness

If examination reveals a defect calling for cessation of driving, an effort should be made to place the employee in gainful employment in another capacity, if possible in the same wage bracket, and consistent with the degree of physical disability.

May 29, 1963

CITY OF NEW YORK

Causes for Rejection, or Re-assignment from Duty as Driver of a Public Motor Vehicle, in the Department of Hospitals of the City of New York (Cardiovascular Diseases)

Coronary heart disease

Sclerosis (Without symptoms)

Angina Pectoris

Cardiac Infarction (History or electrocardiographic evidence)

Hypertension

Blood Pressure 180/100 (Persistent) or over.

Diastolic Blood Pressure 105, or over

In either case with lower readings but with complications

Cardiac Enlargement (By X-ray)

Abnormal Electrocardiogram (In judgment of special consultant)

Congenital Heart Disease

Aneurysm (In any vessel)

Valvular Heart Disease

Aortic Stenosis

Aortic Regurgitation

Mitral Stenosis and/or Regurgitation (If associated with cardiac enlargement and/or symptoms of cardiac insufficiency)

Carotid Sinus Syndrome (With syncope)

Cardiac Arrhythmia

Paroxysmal tachycardia (Auricular, A-V nodal, or ventricular)

Premature contractions, if associated with other evidences of organic heart disease

Atrial fibrillation (Paroxysmal or permanent)

Atrial flutter (Paroxysmal or permanent)

May 29, 1963

CITY OF NEW YORK

Heart Block

Incomplete - with dropped beats

Complete - with or without Adams-Stokes Syndrome

Congestive Heart Failure (Manifest or from history)

Cerebro-vascular Disease - with or without paralysis

Intermittent Claudication (Impaired peripheral arterial circulation)

May 29, 1963

CITY OF NEW YORK

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

December 28, 1964

MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: EDW. F. CAVANAGH, JR., DEPUTY MAYOR

SUBJECT: EXECUTIVE ORDER NO. 34 OF APRIL 15, 1963, CONCERNING EXAMINATION OF CANDIDATES FOR THE POSITION OF DRIVER OF PUBLIC MOTOR VEHICLES

Executive Order No. 34 issued April 15, 1963, forwarded the recommendations of Dr. Ray E. Trussell, Commissioner of Hospitals, concerning examination of candidates for the position of driver of public motor vehicles and their periodic re-examination, after hire.

In connection with such examination, should your Department's examining physician, after any periodic re-examination, recommend the discontinuance of employment of any person as a driver, such person, upon request, shall be permitted to appeal to a Medical Board which shall consist of the person's own physician, the Department's examining physician, and a third physician agreed upon by the other two.

The recommendation of such Medical Board shall be final and binding.

EDW. F. CAVANAGH, JR.
DEPUTY MAYOR

May 29, 1963

CITY OF NEW YORK

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

April 19, 1963

XECUTIVE ORDER NO. 35

O: HEADS OF ALL DEPARTMENTS AND AGENCIES

ROM: EDW. F. CAVANAGH, JR. DEPUTY MAYOR

UBJECT: TELEPHONE USER TRAINING FOR CENTREX

In July of 1962, an Executive Order from Mayor Wagner announced he conversion of our present telephone system to a unified direct inward ialing system known as CENTREX. Since that time, the preliminary work of nstalling the necessary equipment, surveying the present telephone arrange-ents and many other necessary details are nearing the completion date. In une of this year, the first phase of this new system will be completed and utover for our use.

To insure the complete effectiveness of the system, the Mayor nsists it is essential that each telephone user learn about the new elephone system.

The Department of Public Works, has been assigned the responsi-ility of preparing a training schedule for those employees located in the unicipal Building; Office of the Mayor, President of the Council at City all; Department of Sanitation - 125 Worth Street; Rent and Rehabilitation-80 Broadway; Department of Licenses; Board of Standards and Appeals, ommission on Human Rights located at 80 Lafayette Street. This training ill last about 1 hour and all of the Commissioners and personnel in

May 29, 1963

CITY OF NEW YORK

the above mentioned departments must attend. Therefore, please submit to Mr. W. J. Detmer, Director of Operations of the Department of Public Works, the names of your personnel so arrangements can be made to schedule them for their training by April 26, 1963.

The Mayor directs that this training be undertaken by all concerned to insure the complete success of our new communication system. Accordingly please give this matter your immediate attention.

EDW. F. CAVANAGH, JR.
DEPUTY MAYOR

May 29, 1963

CITY OF NEW YORK

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

April 9, 1963

EXECUTIVE ORDER NO. 36

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: HOUSING POLICY BOARD AND EXECUTIVE COMMITTEE

The authority, responsibility and functions of the Housing Policy Board and of the Housing Executive Committee, as set forth in Executive Order No. 13, dated May 5, 1962, are hereby continued and extended, save as modified below.

The Housing Policy Board shall consist of the the following members:

Chairman of the City Planning Commission.

Chairman and Members of the Housing and Redevelopment Board.

Chairman and Members of the New York City Housing Authority.

Commissioner of the Department of Real Estate.

Commissioner of the Department of Buildings.

Administrator of the City Rent and Rehabilitation Administration.

Commissioner of the Department of Health.

Commissioner of the Department of Hospitals.

Commissioner of the Department of Welfare.

Commissioner of the Department of Sanitation.

May 29, 1963

CITY OF NEW YORK

Executive Director of the City Commission on Human Rights.

Executive Director, Youth Board.

Executive Assistant to the Mayor for Policy and Program Planning.

The Housing Executive Committee, whose Chairman shall be Chairman of the Housing Policy Board, shall consist of the following.

Chairman of the City Planning Commission.

Chairman of the Housing and Redevelopment Board.

Chairman of the City Housing Authority.

Commissioner of the Department of Real Estate.

Administrator of the City Rent and Rehabilitation Administration.

Commissioner of the Department of Relocation.

Executive Assistant to the Mayor for Policy and Program Planning.

Chairman Milton Mollen of the Housing and Redevelopment Board is hereby designated as Chairman of the Housing Executive Committee and of the Housing Policy Board. He will serve at the pleasure of the Mayor. Under the terms of this Order his successor(s) will be appointed by announcement of the Mayor. No further amendment of this Order will be required for such succession.

The Housing Executive Committee, which shall serve as the Executive Committee of the Housing Policy Board, shall be charged with accelerating the progress of the City's housing program, coordinating that program, and furnishing coordinated implementation of it in all its component parts, subject to the specific and over-all direction of the Mayor.

In regard to any proposed significant change from previously established policy, the Housing Policy

May 29, 1963

CITY OF NEW YORK

Board and/or the Housing Executive Committee shall make recommendations and submit reports to the Mayor.

The Housing Policy Board and the Executive Committee shall be charged with expediting the achievement of the goal of the housing program as formulated by the Mayor, the City Council and the Board of Estimate.

Robert F. Wagner

MAYOR

May 29, 1963

CITY OF NEW YORK

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

April 25, 1963

EXECUTIVE ORDER NO. 37

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: REMOVAL OF CERTAIN CONTRACTING FIRM FROM LIST OF DISQUALIFIED BIDDERS.

Executive Memoranda No. 93 and 93-S, dated June 5, 1961 and June 15, 1961, respectively, listed contracting firms the bids of which were not to be considered until further notice.

The following name is hereby removed from the list of disqualified bidders:

Novak and Co., Inc.

Robert F. Wagner

ROBERT F. WAGNER
Mayor

May 29, 1963

CITY OF NEW YORK

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

May 16, 1963

EXECUTIVE ORDER NO. 38

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: RE: CAPITAL BUDGET AMENDMENTS

All requests by the head of any agency for amendments to the Capital Budget shall not be submitted to the City Planning Commission until submitted to the Office of the Mayor in the first instance for consideration.

Robert F. Wagner

ROBERT F. WAGNER
Mayor

May 29, 1963

CITY OF NEW YORK

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

May 24, 1963

EXECUTIVE ORDER NO. 39

TO: FIRE DEPARTMENT PENSION FUND

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: REDUCTION OF CONTRIBUTIONS FOR MEMBERS OF THE FIRE DEPARTMENT PENSION FUND ARTICLE 1

1. Pursuant to the provisions of Administrative Code, section B19-4.1, as added by L. 1963 c. 222, the Mayor, by this Executive Order adopted prior to June 1,1963, hereby directs that in the case of each member of the Fire Department Pension Fund, Article 1, in active service in the uniformed force of the Fire Department on or after the date of adoption of this Executive Order, and beginning with the first full payroll period following January 1, 1963 and ending with the payroll period immediately prior to that the first day of which is nearest to June 30, 1964, the deduction from the pay, salary or compensation of each such member made pursuant to the provisions of Article 1 of Title B of Chapter 19 of the Administrative Code, shall be reduced by 2-1/2 per centum of such pay, salary or compensation.

2. With respect to the period of time beginning with the first full payroll period following January 1, 1963 and ending with the payroll period immediately prior to that in which payrolls first reflect reductions in contributions pursuant to this Executive Order, the Fire Department Pension Fund, Article 1, as soon as is practicable after the termination of such period of time, shall refund to each member thereof entitled to a reduced rate of contribution under the provisions of paragraph one of this Executive Order, the

CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 2, N.Y.

May 24, 1963

EXECUTIVE ORDER NO. 39

TO: FIRE DEPARTMENT PENSION FUND

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: REDUCTION OF CONTRIBUTIONS FOR MEMBERS OF THE FIRE DEPARTMENT PENSION FUND ARTICLE 1

1. Pursuant to the provisions of Administrative Code, section B19-4.1, as added by L. 1963 c. 222, the Mayor, by this Executive Order adopted prior to June 1, 1963, hereby directs that in the case of each member of the Fire Department Pension Fund, Article 1, in active service in the uniformed force of the Fire Department on or after the date of adoption of this Executive Order, and beginning with the first full payroll period following January 1, 1963 and ending with the payroll period immediately prior to that the first day of which is nearest to June 30, 1964, the deduction from the pay, salary or compensation of each such member made pursuant to the provisions of Article 1 of Title B of Chapter 19 of the Administrative Code, shall be reduced by 2-1/2 per centum of such pay, salary or compensation.

2. With respect to the period of time beginning with the first full payroll period following January 1, 1963 and ending with the payroll period immediately prior to that in which payrolls first reflect reductions in contributions pursuant to this Executive Order, the Fire Department Pension Fund, Article 1, as soon as is practicable after the termination of such period of time, shall refund to each member thereof entitled to a reduced rate of contribution under the provisions of paragraph one of this Executive Order, the

May 29, 1963

CITY OF NEW YORK

amount by which the contributions paid by such member to such Pension Fund for such period of time exceeded the amount of his required contributions for such period under the provisions of this Executive Order.

Robert F. Wagner
Mayor

May 29, 1963

CITY OF NEW YORK

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

May 24, 1963

EXECUTIVE ORDER NO. 40

TO: FIRE DEPARTMENT PENSION FUND

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY FOR MEMBERS OF THE FIRE DEPARTMENT PENSION FUND ARTICLE 1-B

1. Pursuant to the provisions of Administrative Code, section B19-7.651, as added by L. 1963, c. 224, the Mayor, by this Executive Order adopted prior to June 1, 1963, hereby directs that in the case of each member of the Fire Department Pension Fund, Article 1-B, in active service in the uniformed force of the Fire Department on or after the date of adoption of this Executive Order, and beginning with the first full payroll period following January 1, 1963 and ending with the payroll period immediately prior to that the first day of which is nearest to June 30, 1964, the contribution of each such member made pursuant to section B19-7.65 of the Administrative Code, shall be reduced by 2-1/2 per centum of the compensation of such member.

2. With respect to the period of time beginning with the first full payroll period following January 1, 1963 and ending with the payroll period immediately prior to that in which payrolls first reflect reductions in contributions pursuant to this Executive Order, the Fire Department Pension Fund, Article 1-B, as soon as is practicable after the termination of such period of time, shall refund to each member thereof entitled to a reduced rate of contribution under the provisions of paragraph one of

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

May 24, 1963

EXECUTIVE ORDER NO. 46

TO: FIRE DEPARTMENT PENSION FUND

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY FOR MEMBERS OF THE FIRE DEPARTMENT PENSION FUND
ARTICLE I-B

1. Pursuant to the provisions of Administrative Code, section B19-7.65i, as added by L. 1963, c. 224, the Mayor, by this Executive Order adopted prior to June 1, 1963, hereby directs that in the case of each member of the Fire Department Pension Fund, Article I-B, in active service in the uniformed force of the Fire Department on or after the date of adoption of this Executive Order, and beginning with the first full payroll period following January 1, 1963 and ending with the payroll period immediately prior to that the first day of which is nearest to June 30, 1964, the contribution of each such member made pursuant to section B19-7.65 of the Administrative Code, shall be reduced by 2-1/2 per centum of the compensation of such member.

2. With respect to the period of time beginning with the first full payroll period following January 1, 1963 and ending with the payroll period immediately prior to that in which payrolls first reflect reductions in contributions pursuant to this Executive Order, the Fire Department Pension Fund, Article I-B, as soon as is practicable after the termination of such period of time, shall refund to each member thereof entitled to a reduced rate of contribution under the provisions of paragraph one of

May 29, 1963

CITY OF NEW YORK

this Executive Order, the amount by which the contributions paid by such member to such Pension Fund for such period of time exceeded the amount of his required contributions for such period under the provisions of this Executive Order.

Robert F. Wagner

Robert F. Wagner
Mayor

May 29, 1963

CITY OF NEW YORK

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

May 24, 1963

EXECUTIVE ORDER NO. 41

TO: POLICE DEPARTMENT PENSION FUND

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: REDUCTION OF CONTRIBUTIONS FOR MEMBERS OF THE POLICE PENSION FUND ARTICLE 1

1. Pursuant to the provisions of Administrative Code section B18-3.1, as added by L. 1963 c. 221, the Mayor, by this Executive Order adopted prior to June 1, 1963, hereby directs that in the case of each member of the Police Pension Fund, Article 1, in active service in the Police Force on or after the date of adoption of this Executive Order, and beginning with the first full payroll period following January 1, 1963 and ending with the payroll period immediately prior to that, the first day of which is nearest to June 30, 1964, the deductions from the pay, salary or compensation of each such member made pursuant to the provisions of Article 1 of Title B of Chapter 18 of the Administrative Code, shall be reduced by 2-1/2 per cent of such pay, salary or compensation.

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

May 24, 1963

EXECUTIVE ORDER NO. 41

TO: POLICE DEPARTMENT PENSION FUND

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: REDUCTION OF CONTRIBUTIONS FOR MEMBERS OF THE POLICE PENSION FUND ARTICLE I

1. Pursuant to the provisions of Administrative Code section 818-3.1, as added by L. 1963 c. 321, the Mayor, by this Executive Order adopted prior to June 1, 1963, hereby directs that in the case of each member of the Police Pension Fund, Article I, in active service in the Police Force on or after the date of adoption of this Executive Order, and beginning with the first full payroll period following January 1, 1963 and ending with the payroll period immediately prior to that, the first day of which is nearest to June 30, 1964, the deductions from the pay, salary or compensation of each member made pursuant to the provisions of Article 1 of Title 8 of Chapter 18 of the Administrative Code, shall be reduced by 2-1/2 per cent of such pay, salary or compensation.

May 29, 1963

CITY OF NEW YORK

2. With respect to the period of time beginning with the first full payroll period following January 1, 1963 and ending with the payroll period immediately prior to that in which payrolls first reflect reductions in contributions pursuant to this Executive Order, the Police Pension Fund, Article 1, as soon as is practicable after the termination of such period of time, shall refund to each member thereof entitled to a reduced rate of contribution under the provisions of paragraph one of this Executive Order, the amount by which the contributions paid by such member to such Pension Fund for such period of time exceeded the amount of his required contributions for such period under the provisions of this Executive Order.

Robert F. Wagner
Mayor

May 29, 1963

CITY OF NEW YORK

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

May 24, 1963

EXECUTIVE ORDER NO. 42

TO: POLICE DEPARTMENT PENSION FUND

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY FOR MEMBERS OF THE POLICE PENSION FUND ARTICLE 2

1. Pursuant to the provisions of Administrative Code section B18-22.1, as added by L. 1963, c. 223, the Mayor, by this Executive Order adopted prior to June 1, 1963, hereby directs that in the case of each member of the Police Pension Fund, Article 2, in active service in the Police Force on or after the date of adoption of this Executive Order, and beginning with the first full payroll period following January 1, 1963 and ending with the payroll period immediately prior to that, the first day of which is nearest to June 30, 1964, the contribution of each such member made pursuant to subdivision b or e of section B18-22.0 of the Administrative Code, exclusive of any increase thereof pursuant to subdivisions c and d of such section B18-22.0 or any reduction thereof pursuant to subdivision one of section 138-b of the Retirement and Social

May 29, 1963

CITY OF NEW YORK

Security Law, shall be reduced by 2-1/2 per cent of the compensation of such member.

2. Such reduction shall be subject to waiver and withdrawal of waiver in the manner and in accordance with the terms and conditions specified in section B18-22.1 of the Administrative Code.

3. With respect to the period of time beginning with the first full payroll period following January 1, 1963 and ending with the payroll period immediately prior to that in which payrolls first reflect reductions in contributions pursuant to this Executive Order, the Police Pension Fund, Article 2, as soon as is practicable after the termination of such period of time, shall refund to each member thereof entitled to a reduced rate of contribution under the provisions of paragraph one of this Executive Order, the amount by which the contributions paid by such member to such Pension Fund for such period of time exceeded the amount of his required contributions for such period under the provisions of this Executive Order.

Robert F. Wagner

Robert F. Wagner
Mayor

May 29, 1963

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

EXECUTIVE ORDER NO. 43

TO: ALL CITY AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME PAY PLAN FOR MEMBERS OF THE NEW YORK CITY EMPLOYEES' RETIREMENT SYSTEM FOR THE 1963-1964 FISCAL YEAR

Pursuant to the provisions of Administrative Code, section B3-36.1, as last amended by Laws 1963, Ch. 518, the Mayor hereby directs by this executive order adopted prior to June 1, 1963, as follows:

1. For the purposes of this executive order, the provisions of subdivision j of section B3-36.1 of the Administrative Code shall apply, subject to the terms and conditions specified in this executive order, in the same manner, to the same extent and with the same force and effect as if:

(a) wherever the word "sixty-two" appears in such subdivision j, the word "sixty-three" were substituted therefor;

(b) wherever the word "sixty-three" appears in such subdivision j, the word "sixty-four" were substituted therefor;

(c) wherever "board of estimate" is referred to in such subdivision j, the word "mayor" were substituted therefor; and

(d) wherever such subdivision refers to adoption of a resolution by the board of estimate, such subdivision instead referred to adoption of an executive order by the Mayor.

2. Effective during the period of time from and including the payroll period the first day of which is nearest to July 1, 1963 and to and including the payroll period immediately preceding that, the first day of which is nearest to June 30, 1964 (which total period of time is hereinafter referred to as the "1963-1964 increased take-home-pay period"), the governing provisions of subdivision 14 of such subdivision j, as hereby made applicable, and the provisions of subdivisions g, h and i of such section B3-36.1 shall be applicable to and for the benefit of all other-than-authority-members of the New York City Employees' Retirement System, except as otherwise provided in Paragraph 4 of this executive order.

3. The Mayor hereby designates five percent as the reduced-rate-of-contribution factor to be used in computing the reduction of contributions of members entitled to benefits under the provisions of Paragraph 2 of this executive order, except as otherwise provided in subparagraph (b) of Paragraph 4 hereof and except further that the Mayor hereby designates two and one half percent as the reduced-rate-of-contribution factor to be used in computing the reduction in contributions, pursuant to such Paragraph 2, in the case of all other-than-authority-members who are employed in positions or employments:

(1) which are subject to prevailing rate determinations made within the purview of Sec. 220 of the Labor Law; or

(2) to which wage accord determinations made by the Comptroller apply; or

(3) to which wage agreements approved by the Board of Estimate or by the Mayor apply;

and who received or were entitled to receive increased-take-home-pay benefits, pursuant to Administrative Code, §B3-36.1, during the fiscal year 1962-1963 on the basis of a reduced-rate-of-contribution factor of two and one-half percent.

4. (a) Except as otherwise provided in subparagraph (b) of this Paragraph 4, the benefits provided by Paragraph 2 of this executive order shall not apply to any other-than-authority members of the New York City Employees' Retirement System (other than justices, surrogates, official referees or any clerk of a county within the city and the officers, employees or subordinates of any such county clerk not appointed to perform duties in any of the courts hereinafter referred to) who are officers or employees of:

(1) the Supreme Court in the County of Queens (including the Probation Department thereof); or

(2) the Surrogate's Court of the county of Kings;

unless the benefits provided in such Paragraph 2 are specifically granted to all or some of such members by the Mayor on the basis of such considerations and factors as in the judgment of the Mayor, warrant such action. If such benefits are granted to any or all of such members, there shall be included in any executive order of the Mayor granting same, a certification, pursuant to Administrative Code Section B3-36.1, stating that the conditions prerequisite to applicability as to such members have been satisfied, and such benefits, with a reduced-rate-of-contribution factor of five percent,

shall be applicable, during the 1963-1964 increased-take-home-pay period, to the members to whom they are so granted.

(b) Notwithstanding the provisions of subparagraph (a) of this paragraph 4, the benefits provided by Paragraph 2 of this executive order shall apply, with a reduced-rate-of-contribution factor of two and one-half percent, to each member conditionally excluded from benefits under the provisions of subparagraph (a) of this paragraph 4, unless the conditions of such exclusion are satisfied so as to entitle such member to the benefits provided by such paragraph 2, with a reduced-rate-of-contribution factor of five percent.

5. Pursuant to the provisions of Administrative Code, Section B3-36.1, the exlusions from applicability set forth in subparagraph (a) of paragraph 4 of this executive order are hereby declared to be conditional, and shall remain in effect unless the conditions for termination of such exlusion are satisfied as prescribed in such subparagraph (a).

6. The provisions of this executive order shall not imply any obligation, commitment or promise that the benefits herein granted shall be continued beyond the termination date thereof, as herein prescribed.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

May 29, 1963

EXECUTIVE ORDER NO. 44

TO: THE NEW YORK CITY TEACHERS' RETIREMENT SYSTEM

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY PLAN FOR MEMBERS OF THE NEW YORK CITY TEACHER'S RETIREMENT SYSTEM FOR THE 1963-1964 FISCAL YEAR.

Pursuant to the provisions of Administrative Code, §B20-41.1, subdivision i, as added by Laws 1963, Ch. 519, the Mayor hereby elects by this executive order, adopted, prior to June 1, 1963, that the provisions of paragraph four of such subdivision i and the provisions of subdivisions e and f of such Section B20-41.1, shall be applicable to and for the benefit of all contributors to the New York City Teachers' Retirement System.

Robert F. Wagner
ROBERT F. WAGNER
MAYOR

May 29, 1963

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

EXECUTIVE ORDER NO. 45

TO: APPELLATE DIVISION, FIRST DEPARTMENT AND FIRST JUDICIAL DISTRICT RETIREMENT FUND

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY PLAN FOR MEMBERS OF THE APPELLATE DIVISION, FIRST DEPARTMENT AND FIRST JUDICIAL DISTRICT RETIREMENT FUND FOR THE ONE-YEAR PERIOD BEGINNING JULY 1, 1963

1. Pursuant to the provisions of subd. 7 of Section 108 of the Judiciary Law, as added by L.1963, c.516, the Mayor elects to provide that the deduction from the salary or compensation of any employee or officer made pursuant to section 108 of the Judiciary Law, need not be made and that no contribution in lieu thereof need be made during the one-year period commencing with July first, nineteen hundred sixty-three.

2. The provisions of this executive order shall not imply any obligation, commitment or promise that benefits herein granted or provided for shall be continued beyond the termination date thereof, as herein prescrived.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

May 29, 1963

EXECUTIVE ORDER NO. 46

TO: THE COMMISSIONER OF SANITATION

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY-PLAN FOR MEMBERS OF THE RELIEF AND PENSION FUND OF THE DEPARTMENT OF STREET CLEANING FOR THE ONE- YEAR PERIOD BEGINNING JULY 1, 1963.

Pursuant to the provisions of Section G51-3.3 of the Administrative Code, as added by Chapter 516 of the Laws of 1963, the Mayor hereby elects to provide that the deduction from the pay, salary or compensation of any member of the Relief and Pension Fund of the Department of Street Cleaning, made pursuant to the provisions of Section G51-3.0, par. 2 of the Administrative Code, shall be reduced to zero per centum instead of three per centum during the one-year period commencing with July first, nineteen hundred sixty-three.

The provisions of this executive order shall not imply any obligation, commitment or promise that benefits herein granted or provided for shall be continued beyond the termination date thereof, as herein prescribed.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

May 29, 1963

EXECUTIVE ORDER NO. 47

TO: THE BOARD OF ESTIMATE AND THE COMMISSIONER OF HEALTH

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS - PROVIDING - FOR - INCREASED - TAKE - HOME PAY PLAN FOR MEMBERS OF THE HEALTH DEPARTMENT PENSION FUND FOR THE ONE-YEAR PERIOD BEGINNING JULY 1, 1963.

Pursuant to the provisions of Administrative Code, §G51-53.3, as added by L. 1963, c. 516, the Mayor hereby elects to provide that the deduction from the pay, salary, or compensation of each member of the Health Department Pension Fund made pursuant to Article 3 of Title G of chapter 51 of the Administrative Code need not be made and that no contribution in lieu thereof need be made by any such member during the one-year period commencing with July first, nineteen hundred sixty-three.

The provisions of this executive order shall not imply any obligation, commitment or promise that benefits herein granted or provided for shall be continued beyond the termination date thereof, as herein prescribed.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

May 29, 1963

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

EXECUTIVE ORDER NO. 48

TO: THE NEW YORK CITY HOUSING AUTHORITY

FROM: ROBERT F. WAGNER, Mayor

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY PLAN FOR MEMBERS, OFFICERS AND EMPLOYEES OF THE NEW YORK CITY HOUSING AUTHORITY FOR THE 1963-1964 FISCAL YEAR

Pursuant to Section B3-36.1 of the Administrative Code, as last amended by Laws 1963, Ch 518, I hereby approve the annexed resolution of the New York City Housing Authority adopted by such Authority on May 22, 1963.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

RESOLUTION AUTHORIZING FOR THE 1963-1964 FISCAL YEAR INCREASED-TAKE-HOME-PAY BENEFITS FOR MEMBERS, OFFICERS AND EMPLOYEES OF THE AUTHORITY BY REDUCING THEIR CONTRIBUTION TO THE NEW YORK CITY EMPLOYEES' RETIREMENT SYSTEM

IT IS HEREBY RESOLVED BY THE MEMBERS OF THE NEW YORK CITY HOUSING AUTHORITY, AS FOLLOWS:

Section 1. (a) This resolution is adopted pursuant to the provisions of Administrative Code Section B3-36.1, as amended by Laws of 1963, Ch. 518.

(b) For the purposes of this resolution, the provisions of subdivision j of section B3-36.1 of the Administrative Code shall apply, subject to the terms and conditions specified in this resolution, in the same manner, to the same extent and with the same force and effect as if:

(1) wherever the word "sixty-two" appears in such subdivision j, the word "sixty-three" were substituted therefor;

(2) wherever the word "sixty-three" appears in such subdivision j, the word "sixty-four" were substituted therefor;

(3) wherever "board of estimate" is referred to in such subdivision j, the word "mayor" were substituted therefor;

(4) wherever such subdivision refers to adoption of a resolution by the board of estimate, such subdivision instead referred to adoption of an executive order by the mayor.

Section 2. From and including the payroll period the first day of which is nearest to July 1, 1963 to and including the payroll period immediately prior to that the first day of which is nearest to June 30, 1964, the benefits provided by the governing provisions of paragraph 14 of subdivision j, and the provisions of subdivisions g, h and i

of Administrative Code section B3-36.1, as amended, shall be applicable to and for the benefit of all Members, officers and employees of the Authority who are members of the New York City Employees' Retirement System, the reduced-rate-of-contribution factor to be five per centum.

Section 3. The provisions of this resolution shall not imply any obligation, commitment or promise that the benefits herein granted shall be continued beyond the termination date thereof, as hereinabove prescribed.

Section 4. The Controller of the Authority is hereby authorized and directed to do and perform all acts necessary to carry out and implement this resolution.

Section 5. This resolution is subject to approval by the Mayor of the City of New York.

May 29, 1963

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

EXECUTIVE ORDER NO. 49

TO: THE NEW YORK CITY TRANSIT AUTHORITY

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY-PLAN FOR OFFICERS AND EMPLOYEES OF THE NEW YORK CITY TRANSIT AUTHORITY FOR THE 1963-1964 FISCAL YEAR

Pursuant to Section B3-36.1 of the Administrative Code, as last amended by Laws 1963, Ch. 518, I hereby approve the annexed resolution of the New York City Transit Authority adopted by such Authority on May 28, 1963.

Robert F. Wagner
ROBERT F. WAGNER
MAYOR

WHEREAS, Chapter 518 of the Laws of 1963 amended the Administrative Code in relation to the New York City Employees' Retirement System so as to authorize the New York City Transit Authority with the approval of the Mayor of the City of New York, to provide a pensions-providing-for-increased-take-home-pay plan, during the fiscal year 1963-1964, for its officers and employees who are members of said retirement system; and

WHEREAS, the Authority has determined to extend benefits analagous to those authorized during the fiscal year 1962-1963 by L. of 1962, c. 787 to certain of its officers and employees;

RESOLVED, by the New York City Transit Authority as follows:

1. For the purposes of this resolution, the provisions of subdivision j of section B3-36.1 of the Administrative Code shall apply, subject to the terms and conditions specified in this resolution, in the same manner, to the same extent and with the same force and effect as if:

   (a) wherever the word "sixty-two" appears in such subdivision j, the word "sixty-three" were substituted therefor;

   (b) wherever the word "sixty-three" appears in such subdivision j, the word "sixty-four" were substituted therefor;

   (c) wherever "board of estimate" is referred to in such subdivision j, the word "mayor" were substituted therefor; and

   (d) wherever such subdivision refers to adoption of a resolution by the board of estimate, such subdivision instead referred to adoption of an order by the Mayor.

2. Effective during the period of time from and includ- the payroll period the first day of which is nearest to July 1, 1963 and to and including the payroll period immediately preceding that, the first day of which is

nearest to June 30, 1964 (which total period of time is hereinafter referred to as the "1963-1964 increased-take-home-pay period"), the governing provisions of subdivision 14 of such subdivision j, as hereby made applicable, and the provisions of subdivisions g, h and i, of such section B3-36.1 shall be applicable to and for the benefit of all officers and employees of the Transit Authority who are members of the New York City Employees' Retirement System, except that the Authority hereby designates for conditional exclusion from the applicability of such provisions all members in positions or employments:

(a) to which wage agreements approved by the Authority apply; and

(b) which are in the uniformed transit police force; and

(c) bearing the title of Senior Stationary Engineer.

3. (a) Except as otherwise provided in subparagraph (b) of this paragraph three, the reduced-rate-of-contribution factor with respect to all members to whom benefits are granted by paragraph two of this resolution shall be five per cent.

(b) A reduced-rate-of-contribution factor of two and one-half per cent shall be used in computing the reduction in contributions, pursuant to this resolution in the case of all employees of the Authority who are employed in positions or employments:

(1) which are subject to prevailing rate determinations made within the purview of Section 220 of the Labor Law; or

(2) to which wage accord determinations made by the City Comptroller apply;

and who received or were entitled to receive increased take-home-pay benefits during the fiscal year 1962-1963 on the basis of a reduced-rate-of-contribution factor of two and one-half per cent.

4. (a) The exclusion from applicability set forth in subparagraph (a) of paragraph two of this resolution shall remain in effect with respect to each member so excluded,

unless a wage agreement approved by the Authority, which agreement presently exists or which is entered into after the date of this resolution specifically grants to such member, for all or a portion of the period of time mentioned in paragraph two of this resolution, benefits under subdivisions g, h, i and j, of the Administrative Code, §B3-36.1, by reducing their contributions by a reduced-rate-of-contribution-factor of either 2-1/2% or 5%. In the event that such wage agreement specifically grants such benefits for all or a portion of such period of time, the Authority shall, pursuant to Administrative Code, §B3-36.1, certify by resolution approved by the Mayor that the conditions precedent to applicability with respect to the benefits so granted have been satisfied as to such members included within such agreement, and such benefits shall be applicable to such members at the rate of 2-1/2% or 5%, whichever is specified in such resolution, effective as of the date and for the term specified therein, or if no such date and term are therein specified, then as of and beginning with the first day of the 1963-1964 increased-take-home-pay period and extending to and including the last day thereof.

(b) In the event that any such benefits are so granted to any such members for a term of effectiveness ending before the last day of the 1963-1964 increased-take-home-pay period, and any subsequent wage agreement specifically grants such benefits to such members for the whole or any part of the remainder of such period, the Authority shall similarly certify, by resolution approved by the Mayor, as to satisfaction of the conditions precedent to applicability, and such benefits shall be applicable to such members at the rate of 2-1/2% or 5%, whichever is specified in such resolution, effective as of the date and for the term specified therein.

(c) The exclusion from the applicability set forth in subparagraph (b) of paragraph two of this resolution shall remain in effect with respect to each member so excluded unless an agreement is entered into by such member with the Transit Authority providing that in the event that legislation is enacted which enables such member

to participate in a plan affording retirement benefits substantially similar to those currently provided by Article 2, of Title B, of Chapter 18 of the Administrative Code and such member becomes entitled to receive such benefits, then on the effective date of the commencement of participation of such member in retirement system membership, which includes such benefits, all rights of such member to receive benefits under the pensions-providing-for-increased-take-home-pay plan set forth in this resolution shall terminate and such member waives such rights for any period subsequent to such date. In the event that any such member in the uniformed transit police force enters into such agreement, the Authority and the Mayor shall, pursuant to the Administrative Code §B3-36. 1, certify that the conditions precedent to applicability as to such member have been satisfied and the benefits provided by this resolution shall be applicable to such member with a reduced-rate-of-contribution factor of 5% during the 1963-1964 increased-take-home-pay period, subject, however, to earlier termination and waiver of such benefits, as provided in such agreement.

(d) The exclusion from applicability set forth in subparagraph (c) of paragraph two of this resolution shall remain in effect unless a prevailing rate determination, or wage accord determination made or entered into after the date of this resolution specifically grants to such members all or part of the benefits under subdivisions g, h, i and j, of the Administrative Code, §B3-36. 1, by reducing their contributions by reduced-rate-of-contribution factor of either 2-1/2% or 5%. In the event that such a prevailing rate determination or wage accord determination shall be made as to any such members, the Authority shall, pursuant to Administrative Code §B3-36. 1, certify by resolution approved by the Mayor that the conditions precedent to applicability as to any such member have been satisfied, and such benefits shall be applicable to any such member at the rate of 2-1/2% or 5%, whichever is specified in such resolution, effective as of the date specified therein, or if no such date is therein specified, then as of and beginning with the first day of the 1963-1964 increased-take-home-pay period and extending to and including the last day thereof.

5. The provisions of this resolution shall not imply any obligation, commitment or promise that benefits herein granted or provided for shall be continued beyond the termination date thereof, as herein prescribed.

6. This resolution shall not take effect unless approved by the Mayor.

NEW YORK CITY TRANSIT AUTHORITY
By

Paul J. Keleti
Acting Secretary
May 28, 1963

May 29, 1963

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

EXECUTIVE ORDER NO. 50

TO: THE TRIBOROUGH BRIDGE AND TUNNEL AUTHORITY

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY PLAN FOR OFFICERS AND EMPLOYEES OF THE TRIBOROUGH BRIDGE AND TUNNEL AUTHORITY FOR THE 1963-1964 FISCAL YEAR

Pursuant to Section B3-36.1 of the Administrative Code, as last amended by Laws 1963, ch. 518, I hereby approve the annexed resolution of the Triborough Bridge and Tunnel Authority adopted by such Authority on May 29, 1963.

Robert F. Wagner
ROBERT F. WAGNER
MAYOR

RESOLVED, That pursuant to the provisions of subdivision j, paragraph 7 of Section B3-36.1 of the Administrative Code of The City of New York as added by Chapter 787 of the Laws of 1962, as amended by subdivision m, paragraph 2 of the said Section of the said Code as added by Chapter 518 of the Laws of 1963, Triborough Bridge and Tunnel Authority hereby elects to provide by this resolution adopted prior to June 1, 1963:

(1) that the governing provisions of paragraph 14 of subdivision j, with a reduced rate of contribution factor of 5%, and subdivisions g, h, and i of Section B3-36.1 of the Administrative Code shall apply to and for the benefit of all members of the New York City Employees' Retirement System who are officers or employees of Triborough Bridge and Tunnel Authority, except that there shall be excluded from such application all officers and employees of the Authority employed in the titles of Bridge and Tunnel Officer, Bridge and Tunnel Sergeant, Bridge and Tunnel Lieutenant, Bridge and Tunnel Captain, Attendant, Assistant Bridge Operator, Assistant Bridge and Tunnel Maintainer, Bridge and Tunnel Maintainer, Cleaner (men), Laborer, Garage Helper, General Mechanic, Handyman (Grade 2), Motor Vehicle Operator and Senior Bridge and Tunnel Maintainer unless prior to July 1, 1963 the Authority approves and executes a collective bargaining agreement or collective bargaining agreements providing for specific grants to such excluded officers and employees of the benefits provided in this paragraph (1). In the event that such collective bargaining agreement or agreements shall be approved and executed as hereinabove provided, the benefits provided in this paragraph (1) shall be applicable to such members of such retirement system who are affected thereby beginning on the date or dates specified in such collective bargaining agreement or agreements.

(2) that pursuant to the provisions of Section B3-36.1 of the Administrative Code, the exclusion under paragraph (1) of this resolution of officers and employees of

Triborough Bridge and Tunnel Authority employed in the titles therein set forth is hereby declared to be conditional and shall remain in effect unless the conditions for termination of such exclusion are satisfied as prescribed in such paragraph (1); and be it further

RESOLVED, That such election unanimously adopted by the Members of the Authority is subject to the approval of the Mayor of The City of New York as required pursuant to said Section B3-36.1 of said Administrative Code.

I hereby certify that the foregoing is a true and exact copy of a Resolution adopted by Triborough Bridge and Tunnel Authority at its meeting held on May 29, 1963.

M. McKnight

Secretary

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

June 1, 1963

EXECUTIVE ORDER NO. 51

TO: THE TRIBOROUGH BRIDGE AND TUNNEL AUTHORITY, NEW YORK PUBLIC LIBRARY, BROOKLYN PUBLIC LIBRARY AND QUEENS BOROUGH PUBLIC LIBRARY

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: INCREASED-TAKE-HOME-PAY BENEFITS, FOR THE 1963-1964 FISCAL YEAR, FOR OFFICERS AND EMPLOYEES OF THE TRIBOROUGH BRIDGE AND TUNNEL AUTHORITY, THE NEW YORK PUBLIC LIBRARY, THE BROOKLYN PUBLIC LIBRARY AND THE QUEENS BOROUGH PUBLIC LIBRARY WHO ARE MEMBERS OF THE NEW YORK STATE EMPLOYEES' RETIREMENT SYSTEM.

1. I hereby approve the annexed resolution of the Triborough Bridge and Tunnel Authority electing, as a participating employer, to provide increased-take-home-pay benefits to officers and employees of such Authority who are members of the New York State Employees' Retirement System, beginning with the payroll period commencing on March 28, 1963, and the annexed resolutions of the New York Public Library, the Brooklyn Public Library and the Queens Borough Public Library whereby such Libraries elect as participating employers, to provide increased-take-home pay benefits to officers and employees of such Libraries who are members of the New York State Employees' Reitrement System, beginning with the payroll period commencing on April 1, 1963.

2. The City of New York shall provide the funds in support of such benefits for those officers and employees who are paid from funds provided by the City of New York.

Robert F. Wagner
ROBERT F. WAGNER
MAYOR

RESOLVED, That pursuant to provisions of subdivision c, and within the conditions set forth in subdivision a, of Section 70-a of the Retirement and Social Security Law as amended by Chapter 54 of the Laws of 1963, Triborough Bridge and Tunnel Authority hereby elects as a participating employer in the New York State Employees' Retirement System to continue to make contributions to the pension accumulation fund for the purpose of providing death benefits and pensions-providing-for-increased-take-home-pay; and be it further

RESOLVED, That such reduction in each member's rate of contribution shall take effect beginning with the payroll period beginning March 28, 1963 it being the intent of this resolution that the reductions in the contributions of such members hereby provided, pursuant to Chapter 54 of the Laws of 1963, shall succeed without interruption, the reductions provided for such members, pursuant to Chapter 104 of the Laws of 1962, by the resolution of the Authority approved by resolution of the Board of Estimate on May 24, 1962 (Calendar No. 364-i).

I hereby certify that the foregoing is a true and exact copy of a Resolution adopted by Triborough Bridge and Tunnel Authority at its meeting held on May 29, 1963.

M. M. Wright

Secretary

THE NEW YORK PUBLIC LIBRARY

RESOLUTION

BE IT RESOLVED, That pursuant to the provisions of Section 70-a of the Retirement and Social Security Law, as amended by L. 1963, c. 54, The Board of Trustees of The New York Public Library does hereby elect as a participating employer with respect to the New York State Employees' Retirement System to make contributions to the pension accumulation fund pursuant to such Section 70-a, as so amended, for the purpose of providing death benefits and pensions-providing-for-increased-take-home-pay; and be it further

RESOLVED, That the reductions, pursuant to such Section 70-a, as so amended, in the contributions of members of such Retirement System in the employ of The New York Public Library, shall be made beginning with the payroll period commencing on April 1, 1963; it being the intent of this resolution that the reductions in the contributions of such members hereby provided, pursuant to L. 1963, c. 54, shall succeed without interruption, the reductions provided for such members, pursuant to L. 1962, c. 104, by the resolution of this Board of Trustees approved by resolution of the Board of Estimate on May 24, 1962 (Cal. No. 364-j).

BROOKLYN PUBLIC LIBRARY
GRAND ARMY PLAZA • BROOKLYN 38, NEW YORK • STERLING 3-2300

May 31, 1963

Honorable Board of Estimate
City of New York
Municipal Building
New York 7, New York

Gentlemen:

Following is the resolution approved by the Board of Trustees of the Brooklyn Public Library at a special meeting on Friday, May 31, 1963:

BE IT RESOLVED,

That pursuant to the provisions of Section 70-a of the Retirement and Social Security Law, as amended by L. 1963, c. 54, The Board of Trustees of the Brooklyn Public Library does hereby elect as a participating employer with respect to the New York State Employees' Retirement System to make contributions to the pension accumulation fund pursuant to such Section 70-a, as so amended, for the purpose of providing death benefits and pensions-providing for-increased-take-home-pay; and be it further

RESOLVED THAT the reductions, pursuant to such section 70-a, as so amended, in the contributions of members of such Retirement System in the employ of the Brooklyn Public Library, shall be made beginning with the pay roll period commencing on April 1, 1963; it being the intent of this resolution that the reductions in the contributions of such members provided, pursuant to L. 1963, c. 54, shall succeed without interruption, the reductions provided for such members, pursuant to L. 1962, c. 104, by the resolution of this Board of Trustees approved by resolution of the Board of Estimate on May 24, 1962 (Cal. no. 364-j).

Charles J. Mylod
President

THIS IS TO CERTIFY that the foregoing is a true copy of the resolution approved by the Board of Trustees of the Brooklyn Public Library at its special meeting on May 31, 1963 and that the foregoing signature is that of the President of the Board, Charles J. Mylod.

Irving Engel

Irving Engel
Secretary, pro tem

The Queens Borough Public Library

HAROLD W. TUCKER
CHIEF LIBRARIAN

89-14 PARSONS BLVD
JAMAICA 32, NEW YORK

May 16, 1963

Honorable Robert F. Wagner
Mayor of the City of New York

At a regular meeting of the Board of Trustees of the Queens Borough Public Library, held at Jamaica, New York, on Thursday, May 16, 1963, the following action was taken:

(EXTRACT FROM MINUTES)

BE IT RESOLVED, That pursuant to the provisions of Section 70-a of the Retirement and Social Security Law, as amended by L. 1963, c. 54, The Board of Trustees of the Queens Borough Public Library does hereby elect as a participating employer with respect to the New York State Employees' Retirement System to make contributions to the pension accumulation fund pursuant to such Section 70-a, as so amended, for the purpose of providing death benefits and pensions-providing-for-increased-take-home-pay; and be it further

RESOLVED, that the reductions, pursuant to such Section 70-a, as so amended, in the contributions of members of such Retirement System in the employ of the Queens Borough Public Library, shall be made beginning with the payroll period commencing on April 1, 1963; it being the intent of this resolution that the reductions in the contributions of such members hereby provided, pursuant to L. 1963, c. 54, shall succeed without interruption, the reductions provided for such members, pursuant to L. 1962, c. 104, by the resolution of this Board of Trustees approved by resolution of the Board of Estimate on May 24, 1962 (Cal. No. 364-j).

A TRUE COPY

Cornelius B. Hermann
President

ATTESTED TO BY:

Julius Granvier
Secretary

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

June 6, 1963

EXECUTIVE ORDER NO. 52

TO: THE BOARD OF EDUCATION

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED TAKE-HOME-PAY PLAN FOR MEMBERS OF THE BOARD OF EDUCATION RETIREMENT SYSTEM FOR THE 1963-1964 FISCAL YEAR

Pursuant to Section 2575, subdivision 5 of the Education Law, as added By Laws 1963, Ch. 517, I hereby approve the annexed resolution of the Board of Education, adopted on June 5, 1963, amending the provisions governing the Board of Education Retirement System to the extent necessary to put into effect a pensions-providing-for-increased-take-home-pay plan for the fiscal year 1963-1964 analogous to that authorized by Laws 1962, Ch. 787.

Robert F. Wagner
ROBERT F. WAGNER
MAYOR

June 5, 1963

TO THE BOARD OF EDUCATION:

Mrs. Shapiro and Gentlemen:

Re: BOARD OF EDUCATION RETIREMENT SYSTEM

I present the following preambles and resolutions:

WHEREAS, Chapter 517 of the Laws of 1963 authorized the Board of Education to adopt a resolution amending the provisions governing the Board of Education Retirement System to the extent necessary to put into effect a pension-providing-for-increased-take-home-pay plan analagous to that authorized by Chapter 787 of the Laws of 1962 which resolution shall not take effect until and unless it is approved by the Mayor of the City of New York; and

WHEREAS, The Board of Education has determined to adopt a resolution pursuant to said Law putting such a plan into effect with respect to the period beginning with the payroll period the first day of which is nearest to July one, nineteen hundred sixty three and ending with the payroll period immediately prior to that, the first day of which is nearest June thirtieth, nineteen hundred sixty-four; now therefore be it

RESOLVED by the Board of Education as follows:

1. That Section 29 of the Rules and Regulations of the Board of Education Retirement System is hereby amended to read as follows:

Section 29. Pensions-providing-for-increased-take-home-pay.

a. Beginning with the payroll period the first day of which is nearest to July first, nineteen hundred sixty-one, and ending with the payroll period immediately prior to that, the first day of which is nearest to June thirtieth, nineteen hundred sixty-[three] four, the contribution of each member, other than [a] any member excluded under the terms of subdivision h or subdivision i of this section, and other than any member with respect to whom it is otherwise provided in subdivision j of this section, to the annuity savings fund, exclusive of any increase thereof made pursuant to Section four-a, the second and ninth unnumbered paragraphs of Subdivision (one) of section eight, or Subdivision (five) of section ten, and before any reduction thereof pursuant to subdivision one of section one hundred thirty-eight-b of the retirement and social security law, shall be reduced by an amount equal to five percentum of his compensation. If such rate of contribution, exclusive of any increase thereof [,] made pursuant to Section four-a, the second and ninth unnumbered paragraphs of Subdivision (one) of section eight, or Subdivision (five) of Section ten, and before reduction thereof pursuant to subdivision one of section one hundred thirty-eight-b of the retirement and social security law, and before reduction thereof pursuant to the provisions of this section, is equal to or less than five percentum, such rate shall be discontinued. The methods of computation and the deductions from compensation prescribed by the third, fourth, fifth, sixth, seventh, eighth, tenth and eleventh unnumbered paragraphs of Subdivision (one) of Section eight, Subdivision (four) of section eleven, Subdivision (five) of Section twelve and Subdivision (five) of section fourteen shall be appropriately modified in the case of a member for whom a rate of contribution is otherwise fixed pursuant to this subdivision.

b. With respect to each member not excluded under the terms of subdivision h or subdivision i of this section, contrubutions shall be made by the Retirement Board, during the period for which the provisions of this section are applicable to such member, to the contingent reserve fund or the pension fund, as the case may be, at a rate fixed by the actuary which shall be computed to be sufficient to provide a death benefit and a pension-providing-for-increased-take-home-pay, which is or may become payable on account of such member. Such rate of contribution with respect to the pension fund shall be in addition to the rate of contribution provided for in the first and second unnumbered paragraphs of subdivision (five) of section eight of these rules and regulations and the pension-providing-for-increased-take-home-pay shall not be included in the computation of the contribution payable to the pension fund pursuant to the first and second unnumbered paragraphs of subdivision (five) of such section eight. The death benefit and pension-providing-for-increased-take-home-pay as provided for in this section shall be based on a reserve-for-increased-take-home-pay.

c. On retirement of such member, pursuant to the provisions of subdivision (two) of section ten, subdivision (five) or (six) of section eleven or sections twelve, fourteen, sixteen or eighteen of these rules and regulations, such member shall receive, in addition to the pension to which he may be entitled under any such section, a pension-providing-for-increased-take-home-pay, which is the actuarial equivalent of the reserve-for-increased-take-home-pay to which he may then be entitled. Upon the death of any such member under such circumstances that an ordinary death benefit is payable under the provisions of section twenty of these rules and regulations, an amount equal to the reserve-for-increased-take-home-pay, if any, accumulated with respect to such member shall be paid to his estate, or if any beneficiary has been designated by him to receive any payment of an ordinary death benefit pursuant to the provisions of such section twenty, to such beneficiary. Upon the death of any such member under such circumstances that an accidental death benefit is payable under the provisions of section twenty-one of these rules and regulations, the reserve for increased-take-home-pay, if any, accumulated with respect to such member shall be paid in a lump sum to the dependent or dependents as to whom the pension is credited by the retirement board under the provisions of section twenty-one of these rules and regulations. Where more than one dependent is granted such a pension, under the provisions of such section twenty-one, such lump sum payment shall be distributed among such dependents in the same proportions as such pension. On the retirement of any such member or upon his death in the performance of duty, the reserve-for-increased-take-home-pay accumulated in the contingent reserve fund with respect to such member shall be transferred to the pension reserve fund.

d. Where a member's rate of contribution is reduced pursuant to the provisions of this section, such member may by written notice duly acknowledged and filed with the retirement system within one year after such reduction or within one year after he last became a member, whichever is later, elect to waive such reduction. One year or more after the filing thereof, a member may withdraw any such waiver by written notice duly acknowledged and filed with the retirement system. Where a member makes an election to waive such reduction, he shall contribute to the retirement system as otherwise provided in these rules and regulations. Any such member who waives any reduction or discontinuance of his contribution in accordance with the provisions of this subdivision shall be entitled to a pension-providing-for-increased-take-home-pay and death benefits to the same extent as if such waiver had not been made.

e. Any reduction or discontinuance of a member's contribution, as the case may be, made pursuant to the provisions of this section, shall take precedence over the member's privilege under subdivision one of section one hundred thirty-eight-b of the retirement and social security law, to decrease his annuity contribution for the

purpose of paying his contributions for old-age, survivors and disability insurance coverage or the tax imposed upon him pursuant to the federal insurance contributions act.

f. For the purposes of Subdivision (four) of section seven, subdivision (four) of section eight, subdivision (three) of section ten and section nineteen of these rules and regulations, the pension-providing-for-increased-take-home-pay provided for in this section, shall be deemed to be included within the term "pension" as used in any such sections, and the reserve-for-increased-take-home-pay shall be deemed to be included within the term "pension reserve" as used in any such sections.

g. (1) For the purpose of section twenty-three of these rules and regulations, the term "pension" and the term "retirement allowance" as used in such section shall be deemed to include the pension-providing-for-increased-take-home-pay, if any.

(2) For the purpose of section sixteen of these rules and regulations, the term "retirement allowance as computed under (1) and (2)" as used in subdivision (two) of such section shall be deemed to include the pension-providing-for-increased-take-home-pay, if any.

h. The provisions of this section, with respect to the period beginning with the payroll period, the first day of which is nearest to July first, nineteen hundred sixty-one and ending with the payroll period immediately prior to that, the first day of which is nearest to June thirtieth, nineteen hundred sixty-two, shall not apply to:

(1) any member in a position or employment: (a) which is subject to prevailing rate determinations made within the purview of section two hundred twenty of the labor law, or (b) to which wage accord determinations made by the Comptroller apply; or (c) to which wage agreements approved by the Board of Estimate apply; unless a prevailing rate determination, wage accord determination or wage agreement made or entered into after the effective date of this section, and prior to the commencement of the payroll period last above mentioned in this subdivision h specifically grants to such member benefits not in excess of those provided by this section. In the event that such prevailing rate determination, wage accord determination or wage agreement grants benefits to such members, the benefits provided in the determination or the agreement shall be applicable to such members as of and beginning with the payroll period, the first day of which is nearest to July first, nineteen hundred sixty-one or as of any other date specified in such prevailing rate determination, wage accord determination or wage agreement, and ending with the payroll period immediately prior to that the first day of which is nearest to June thirtieth, nineteen hundred sixty-two; or

(2) any member who received benefit under subdivision h of section 28 of these rules and regulations but does not receive the benefits of this section in accordance with the terms of sub-items (a), (b) or (c) of item (1) of this subdivision h; provided however, that any such member described in this item (2) shall continue to receive the benefit granted pursuant to subdivision h of section 28 of these rules and regulations during the period, beginning with the payroll period, the first day of which is nearest to July first, nineteen hundred and sixty-one and ending with the payroll period immediately prior to that the first day of which is nearest to June thirtieth, nineteen hundred sixty-two.

i. The provisions of this section, with respect to the period beginning with the payroll period, the first day of which is nearest to July first, nineteen hundred sixty-two and ending with the payroll period immediately prior to that the first day of which is nearest to June thirtieth, nineteen hundred sixty-three, shall not apply to:

(1) any member in a position or employment (a) which is subject to prevailing rate determinations made within the purview of section two hundred twenty of the labor law; or (b) to which wage accord determinations made by the Comptroller apply; or (c) to which wage agreements approved by the Board of Estimate apply; unless a prevailing rate determination, wage accord determination or wage agreements made or entered into after the effective date of this paragraph "i" specifically grants to such member benefits not in excess of those provided by this section.

In the event that prevailing rate determinations or wage accord determination granting such benefits is made or entered into, a confirmatory resolution shall be adopted by the Board of Education and the Board of Estimate certifying that the conditions prerequisite to applicability have been satisfied as to the members to whom such determination applies and the benefits provided in such determination shall be applicable to such members beginning with the date specified in such determination, or if no such date is therein specified, as of and beginning with the payroll period, the first day of which is nearest to July first, nineteen hundred sixty-two, and ending with the payroll period immediately prior to that, the first day of which is nearest to June thirtieth, nineteen hundred sixty-three. In the event that such a wage agreement granting such benefits is entered into, it shall be certified by resolution of the Board of Education and of the Board of Estimate, that the conditions prerequisite to applicability have been satisfied as to the members included within such agreement, and the benefits provided in such agreement shall be applicable to such members beginning with the date specified in such agreement, or if no such date is therein specified, beginning with the payroll period, the first day of which is nearest to July first, nineteen hundred sixty-two and ending with the payroll period immediately prior to that, the first day of which is nearest to June thirtieth, nineteen hundred sixty-three; or

(2) any member who received benefits under subdivision "h" of section 28 of these rules and regulations but does not receive the benefits of this section by reason of the terms of sub-item (a), (b) or (c) of item (1) of this subdivision "i", provided, however, that any such member described in this item (2) shall continue to receive the benefits granted pursuant to subdivision "h" of Section 28 of these rules and regulations during the period beginning with the payroll period, the first day of which is nearest to July first, nineteen hundred sixty-two and ending with the payroll period, immediately prior to that the first day of which is nearest to June thirtieth, nineteen hundred sixty-three.

The exclusions from applicability set forth in item(2) of this subdivision "i" are hereby declared to be absolute, except as otherwise provided in such item(2). The exclusions from applicability set forth in item (1) of this subdivision "i" are hereby declared to be conditional, and shall remain in effect unless the conditions for termination of such exclusion are satisfied as prescribed in such item (1).

j. Any member who received or was entitled to receive benefits under this section or section 28 of these rules and regulations, consisting of a reduction of his contribution by an amount equal to two and one-half percent of his compensation, during the period beginning with the payroll period, the first day of which is nearest to July first, nineteen hundred sixty-two and ending with the payroll period immediately preceding that, the first day of which is nearest to June thirtieth nineteen hundred sixty-three, shall during the period beginning with the payroll period, the first day of which is nearest to July first, nineteen hundred sixty-three and ending with the payroll period immediately preceding that, the first day of which is nearest to June thirtieth, nineteen hundred sixty-four, receive the benefits providedfor by subdivision "a" of this section, except that the contribution of such member shall be

reduced by an amount equal to two and one-half percent of his compensation.

2. The provisions of this resolution shall not imply any obligation, commitment or promise that the benefits herein granted or provided for shall be continued beyond the termination date thereof, as herein prescribed.

3. This resolution shall take effect upon the date of approval thereof by the Mayor; and be it further

RESOLVED, That, copies of the preamble and resolutions be, and the same are hereby, transmitted to the Mayor for his approval and that copies hereof also be transmitted to the New York City Teachers' Retirement Board.

NOTE: Matter underlined is new; matter in brackets to be deleted.

Respectfully submitted,

CALVIN E. GROSS
Superintendent of Schools

Secretary, Board of Retirement

June 28, 1963

Executive Order # 55

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

EDW. F. CAVANAGH, JR.
DEPUTY MAYOR

June 3, 1963

EXECUTIVE ORDER NO. 53

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: EDW. F. CAVANAGH, JR. DEPUTY MAYOR

SUBJECT: PURCHASE OF REAL OR PERSONAL PROPERTY BY CITY EMPLOYEES

In an accompanying Memorandum, the Board of Ethics has rendered an opinion in answer to communications of city employees concerning proposed purchases of real estate. This Executive Order relates to both real and personal property.

All officers and employees of the city are hereby directed to refrain from purchasing any property from the city. The purchase of real estate as well as personal property by employees whose salary is payable in whole or in part from the city treasury, is prohibited by Section 1106 of the Charter and any employee or officer who violates this provision of law is subject to fine, suspension or removal from office and may be subject to prosecution for a misdemeanor.

The Memorandum Opinion from the Board of Ethics is attached and all department and agency heads are directed to bring this Executive Order and the Memorandum Opinion to the attention of all employees and officers under their jurisdiction immediately.

Edw. F. Cavanagh, Jr.
Deputy Mayor

June 28, 1963

Executive Order # 55

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

May 29, 1963

EXECUTIVE ORDER NO. 54

TO: NEW YORK CITY DEPARTMENT AND AGENCY HEADS

FROM: MAYOR ROBERT F. WAGNER

SUBJECT: ADDITIONAL ACTION PROGRAMS ON EQUAL RIGHTS AND OPPORTUNITIES AND FREEDOM FROM DISCRIMINATION

Both by law and by Mayoral direction, every agency and department is under mandate to advance the cause of equal rights and equal opportunity. Many departments and agencies are actively engaged in a wide range of major efforts against conditions arising from past or present segregation, discrimination, prejudice and bigotry. For some agencies it is their primary problem and function. By any count, we have been doing much more on these fronts than any other city. However, it should be clear from even a cursory reading of the current news that whatever we have been doing in the field of human rights until today is still not enough for tomorrow.

It is therefore directed, as a matter of major priority, that every executive department and agency proceed without delay to: (1) Review, reassess and summarize all present programs and activities pertaining to the above, and submit such a review and reassessment to me without delay.

June 28, 1963

Executive Order # 55

(2) Make recommendations for expansions, extensions and intensifications of present programs. (Present budgetary limits must be adhered to, but suggestions involving the shifting of expenditures within the agency and of phasing expenditures so that present budgetary limits will not be exceeded are invited).

(3) Submit for consideration for immediate implementation new programs designed to advance the goals referred to, which can be undertaken without budgetary shifts, changes or increases.

(4) Propose new feasible programs even though involving new expenditures; such recommendations, however, must be accompanied by suggestions as to how such programs could be financed, to the maximum extent possible, by internal savings.

(5) Instructions (1), (2), (3) and (4) are to be conceived of as primarily oriented toward services and work among, with and for the general public. Internal personnel policies are referred to in Instruction (6) below.

(6) With regard to internal personnel policies --- hiring, promotion and advancement --- each head of agency is requested to submit a comprehensive memorandum of review and assessment of program and progress as far as equal opportunity for all is concerned; observations with regard to further moves and progress are invited.

(7) In the light of pertinent laws, executive orders and policies, those departments and agencies engaged in or associated with extensive purchase or contract activities are requested to submit reports of status and progress --- and recommendations of

steps necessary for further progress --- with respect to compliance with laws, orders and policies on non-discrimination on the part of private firms doing business with the city or with city support or assistance.

(8) Instructions (1), (2), (3), (4), (6) and (7) are to be carried out in separate memoranda addressed to me.

.....

It is the purpose of this memorandum to stimulate thinking and consideration of our present programs and of possible major forward strides toward our goals. Although the achievement of our purpose is not to be sought in new public relations approaches, there may certainly be included in the reports submitted to me, pursuant to these instructions, ways and means of making better known to the public at large and to the groups most immediately affected, existing programs, services and availabilities --- such as jobs, job-training and housing opportunities --- which are not now generally known even to those who stand to benefit from these programs.

Following the submission of the reports referred to, suitable coordination will be arranged so that an appropriate over-all program or a series of them can be promulgated.

(9) It is requested that preliminary memoranda based on these instructions be submitted to me no later than July 1. Each such memorandum should include a statement as to when the final memorandum will be submitted. In no event shall these final reports

June 28, 1963

Executive Order # 55

be submitted later than July 30, 1963.

Robert F. Wagner

MAYOR

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

June 28,1963

Executive Order # 55

To Heads of all City Departments & Agencies

From Robert F. Wagner, Mayor

Subject: Special Pay Plan of the Career & Salary Plan
(Motor Vehicle Operators)

Special Pay Plan of the Career & Salary Plan (Motor Vehicle Operators) for the periodJanuary 1,1963 to December 31,1964

1) Grant eachincumbent on the payroll January 1, 1963 a reallocation adjustment.

2) Grant regular increment or 1/2 increment in accordance with the Career & Salary Plan regulations governing reallocations.

3) Grant a special bonus of $60 to all incumbents on the payroll January 1, 1963

4) Provide a grade adjustment to the reallocated minimum of January 1, 1963, if necessary.

5) On July 1,1963 provide a special bonus of $300, which bonus is in addition to any increments due.

Special Provisions

1) The fifth step of the increment scale is not to be a bar to the granting of any special bonus during the effective period of this plan.

2) No employee is to exceed the maximum of the new salary grade, by application of the special pay plan.

3) All other general rules and regulations of the Career & Salary Plan are to apply to these incumbents.

4) Those who are considered to be appointed as of January 1,1963 are to receive the special bonus of $60 on January 1, 1963 and the additional special bonus of $300 on July 1,1963. No appointees after this date (January 1, 1963) are to receive a ny special bonus

Robert F. Wagner
Mayor

EXECUTIVE ORDERS NO. , 56

~~These~~ IS orders dealt with internal matters in a specific agencies and ~~were~~ AS not released to any but the agencies concerned

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

June 28, 1963

EXECUTIVE ORDER NO. 57

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: CONTINUATION OF SALARY ADJUSTMENT PLAN.

The salary adjustment plan adopted by the Board of Estimate on June 21, 1962 (Cal. No. 525) for the 1962-1963 fiscal year is hereby continued for the 1963-1964 fiscal year, including the same terms and conditions. In addition to the City employees covered by the plan, the salary adjustment plan is continued for officers and employees of public authorities, Boards of Education and Higher Education, the Community Colleges, the Cultural Institutions and including prevailing rate employees of the American Museum of Natural History, provided such agencies provide the necessary funds from their existing appropriations.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

June 28, 1963

EXECUTIVE ORDER NO. 58

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: GRANTING OF INCREMENT CREDIT FOR PROMOTIONS EFFECTED PRIOR TO JULY 26, 1963

The effective date for increment credit purposes for promotion made from Civil Service Lists shall be July 1st, 1963, providing such promotions are effected prior to July 26, 1963.

Sincerely,

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

1963

EXECUTIVE ORDER NO. 59

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: TERMS AND CONDITIONS FOR ADMINISTRATION OF BUDGET APPROPRIATIONS

The powers of Section 124a of the New York City Charter concerning budget modifications are hereby withdrawn from all agencies and departments, except the Boards of Education and Higher Education, and the Community Colleges, the Offices of the Borough Presidents and Comptroller, the Board of Elections, District Attorneys, the City Council, the Courts, Office of Probation, and the Departments of Health, Hospitals and Correction.

In accordance with Section 123c of the New York City Charter the budget appropriations of all other departments and agencies shall be administered during the fiscal year 1963-1964 under the terms of this directive.

Pursuant to the provisions of Section 123a of the New York City Charter the schedules of appropriations as contained in the Mayor's Message and as amended by the Board of Estimate are hereby approved effective July 1, 1963.

In accordance with Section 117b (2) of the New York City Charter the itemized information in the aforementioned supporting schedules of the Mayor's Message have included modifications to March 15th. Subsequent action of the Board of Estimate approving modifications are hereby carried over effective July 1st.

TERMS AND CONDITIONS FOR ADMINISTRATION OF BUDGET APPROPRIATIONS

1. DEFINITIONS: The term "Agency" as used in this directive means any office, department, division, bureau, board, commission, corporation, institution or other unit of government, the expenses of which are paid in whole or in part from the City Treasury.

2. VACANCIES:

(a) All vacancies, expect those in the unclassified or exempt service or in the uniformed forces of the Police, Fire, and Sanitation services may be filled by an agency head at the minimum entrance rate of the title, or at the step rate provided by the Career and Salary Plan regulations. Vacancies in the non-competitive class of those positions in the Career and Salary Plan may also be filled at the minimum entrance rate of the title. All other vacancies, except those included in subparagraph C shall be approved by the Mayor.

(b) Vacancies in the uniformed force of the Police, Fire, and Sanitation services shall be filled in accordance with filling schedules approved by the Mayor.

(c) Filling of positions ordinarily filled by promotion shall be done in accordance with the presently approved policy and shall be effective in the following manner:

A-1. The number of filled positions in lower titles which are evaluated to the title being considered for promotion, less the number of filled positions in the title under consideration that are evaluated to lower titles;

2. Plus the number of vacancies of the next lower title which are evaluated up to the title being considered;

3. Plus the number of vacancies of higher titles whichhave been evaluated down to the title being considered;

4. Plus the number of vacancies of the title being considered that are found to be properly evaluated in that title.

The net number resulting from the above would then be eligible for promotion.

5. When vacancies occur in positions evaluated to a promotional title in an agency where the number of employees in the title exceeds the number of positions evaluated to the title, such vacancies, shall be filled alternately by promotion and by reassignment, the first such vacancy to be filled by promotion. In this way 50% of such vacancies will be filled by promotion. No promotions are to be made unless the required reassignment is made.

6. Vacancies of positions ordinarily filled by promotion resulting from the establishment of new positions created as the result of need for an expanded staff shall be filled by promotion exclusively.

(d) The head of each agency shall submit to the Director of the Budget on or before the 5th day of each quarter a complete summarized list of vacancies existing on the last day of the preceding quarter, in each and every personal service appropriation of his agency.

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

(a) In accordance with the provisions of the Career and Salary Plan or any special pay plan, to adjust inequities, to provide increments not provided in the schedules, etc.

b) Modification increasing or decreasing a rate of compensation not in accordance with provisions of salary plans concerning annual adjustments or not in accordance with provisions increasing or descreasing salary scales, or increasing the number of days, or period of time provided for any position, shall not be done unless approved by the Mayor, except that the Head of an Agency may grant a merit increase to an employee in the competitive class within increment ranges, not to exceed an adjustment equal to one increment in a fiscal year to an incumbent with at least one year of service in the title

c) Any modification creating any position in any schedule shall be done only upon approval of the Mayor, except that the title of a position may be changed with the approval of the Department of Personnel to another title more appropriate, providing it is in the same or lower salary scale.

d) Any changes in appropriations by transferring Other Than Personal Service Funds to Personal Service or vice-versa shall be done only upon approval of the Mayor.

e) Any modification changing any schedule as allowed by these terms and conditions shall be on a schedule basis, and not on a cash basis.

4. SALARY ADJUSTMENTS AND INCREMENTS FOR POSITIONS COVERED BY CAREER AND SALARY PLANS: Salary adjustments and increments are to be provided in accordance with the provisions of a resolution adopted by the Board of Estimate on June 23, 1955 (Cal. No. 498), as amended.

5. SALARY ADJUSTMENTS AND INCREMENTS FOR POSITIONS UNDER SPECIAL PAY PLANS: Positions for which annual adjustments are provided in accordance with Special Pay Plans are to be provided in accordance with the provisions of the resolutions adopted by the Board of Estimate approving such Salary Plans.

6. SKILLED AND UNSKILLED LABOR:

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

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

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

7. SNOW AND ICE REMOVAL: Funds provided for this purpose in Code 098-901 "Snow and Ice Removal" shall be allocated only upon approval of the Mayor and payment to all persons engaged in Snow and Ice Removal shall be made in accordance with the terms and conditions contained therein. All laborers or skilled mechanics and all other employees whose duties are appropriate thereto, shall upon request of the Commissioner of Sanitation be required to work, consistent with their titles, upon or in connection with snow removal, and if their compensation is fixed upon a per annum basis, no extra compensation shall be paid them for such work for that number of days upon which their per annum compensation is based. If any such employee shall fail or refuse to work upon or in connection with snow removal, his per annum compensation shall be reduced proportionately to the number of days during which he fails so to work.

8 VACATIONS:

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

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

9. MAINTENANCE CHARGES:

a) Incumbents receiving full or partial maintenance, are to receive full compensation and increments in accordance with the Career and Salary Plan and other special pay plans approved by the Board of Estimate. Such employees are to reimburse the City of New York in accordance with the schedules of charges heretofore approved by the Board of Estimate on February 23, 1956 (Cal. No. 217), or any amendments thereto, in the following manner:

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

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

10. PAYMENT OF OVERTIME FOR CITY EMPLOYEES: Payment of overtime for City employees shall be paid in accordance with the general rules and regulations promulgated in accordance with the resolution of June 22, 1961 (Cal. No. 515) adopted by the Board of Estimate.

11. LIMITATION ON EXPENDITURES: No liability is to be contracted for in excess of funds available for the purpose. The head of a department or other agency shall be held strictly accountable for exceeding appropriations without specific itemized approval of the Mayor.

12. SPECIFICATIONS:

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

b) The head of the agency awarding the contract shall, at the time the contract is transmitted to the Comptroller for registration, certify that such contract is based upon specifications which comply with the above provisions. All open market orders issued shll contain a certificate by the head of the agency issuing the orders that such order is based upon specifications which comply with the above provisions.

(c) No contract chargeable to this budget shall, after an award is made, be cancelled nor shall any contract be modified in a manner materially affecting the substance thereof, unless such cancellation or such modification is approved by resolution of the Board of Estimate. This rule, however, shall not apply to a case where the terms of the contract reserve to the head of an agency the right to void a contract for default or abandonment of the work by a contractor.

13. APPROVAL OF CONTRACTS:

a) No contract or proposal for work to be performed, chargeable to this Budget, the cost of which is estimated to be in excess of $5,000 but not more than $50,000 shall be advertised until such contract and specifications or proposal shall have been submitted to and approved by the Director of the Budget. Contracts and specifications or proposals for work estimated to cost in excess of $50,000 shall be submitted to and approved by the Mayor before such contracts and specifications or proposals are advertised. When specifications have been approved by the Board of Estimate, addenda thereto may be approved by the Director of the Budget, provided, however, that the estimated cost is not increased or that the change is not material. The specifications for the supplies, materials, and equipment in such contracts shall comply with the requirements of Subdivision No. 12.

b) All contracts, in accordance with Section 343a to be awarded without public letting, must be submitted to the Mayor and approved by the Board of Estimate. Contracts for professional services must be submitted to the Mayor for his approval.

14. TELEPHONE SERVICE AND TABULATING EQUIPMENT.

a) Major modifications of telephone service contracts shall not be effective, except to the extent and in the manner approved by the Mayor.

b) No call directors, automatic switchboards, leased lines except for Civil Defense services, etc., shall be contracted for unless approved by the Mayor.

c) All contracts for the rental of tabulating and auxiliary tabulating equipment shall be restricted to the equipment provided for under the contract in force when this budget takes effect. Modifications or proposals involving additional equipment shall not be effective except and in the manner approved by the Mayor.

15. GENERAL PURCHASE FUND: Subject to the provisions of paragraph 12 of these terms and conditions the appropriations herein provided for the various agencies for supplies, materials, equipment and certain contractual services are made to the Department of Purchase to the extent of the amounts set forth in the amended schedules of the Mayor's Budget Message for this fiscal year and as also indicated in brackets opposite departmental appropriations for Other Than Personal Service and the Comptroller is hereby authorized and directed to transfer from the respective appropriation the amounts stated in the said schedule to the General Purchase Fund herein established for the Department of Purchase. The balance remaining in the said appropriations, after the amounts stated in the said schedule have been transferred to the General Purchase Fund, shall be under the jurisdiction of and control of the various agencies. Certain allowances set up in this budget which are payable from other than tax levy funds appropriated to agencies, subject to the provisions of law, for supplies, materials and equipment, shall be made upon requisitions for purchase by the Department of Purchase.

16. AUTHORITY FOR PETTY CASH EXPENDITUTES: Requests for permission to draw upon the Comptroller and the City Treasurer by requisition for such amounts as may be required to defray the cost of minor and incidental expenditures chargeable to appropriations included in the Budget for this fiscal year, may be made upon the Comptroller on vouchers filed by the agency for the amount required.

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

18. TRAVEL EXPENSES:

a) Appropriations to the various agencies for travel expenses shall receive prior approval of the Deputy Mayor and those incurred for lodging and meals shall be limited by audit of the Comptroller to a maximum of $15.00 per day for officials and for employees while traveling out-of-town on official business.

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

EXECUTIVE ORDER NO. 59

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

GENERAL

19. PURCHASE OF EQUIPMENT: All expenditures for the purchase of equipment shall be based on the schedules upon which the appropriation is predicated. Any variations or substitutions must be approved by the Mayor.

20. In order to expedite the payment of the July 1st payrolls funds for the carryover and for applying the January 1, 1963, reallocations have been provided as follows:

(a) Funds required for Career and Salary Plan adjustments and Prevailing Rate adjustments have been provided from Code 098-05-019 Career and Salary Plan, and Code 098-03-019 Prevailing Rates.

(b) Other funds for the foregoing purpose have been provided from existing appropriations, and reimbursement of these amounts will be submitted to the Board of Estimate and the City Council as soon as the actual needs are determined.

1. a) The Director of the Budget is hereby designated custodian of the master budget. Accordingly, for information of the Director of the Budget all modifications and changes in units of appropriations shall be transmitted to the Director of the Budget on forms provided by his office.

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

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

3. The Comptroller shall not authorize the payment of any compensation to any person appointed on or after July 1 of this fiscal year which is not in conformity with the provisions of this directive.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

June 28, 1963

EXECUTIVE ORDER NO. 60

TO: OFFICES OF THE BOROUGH PRESIDENTS, COMPTROLLER, CITY COUNCIL, BOARD OF EDUCATION, BOARD OF HIGHER EDUCATION, NEW YORK CITY COMMUNITY COLLEGE OF APPLIED ARTS AND SCIENCES, BOARD OF ELECTIONS, OFFICES OF THE DISTRICT ATTORNEYS, OFFICE OF PROBATION, DEPARTMENTS OF HEALTH, HOSPITALS AND CORRECTION AND COURTS.

FROM: ROBERT F. WAGNER, MAYOR

Effective July 1, 1963. I am allowing you to exercise the powers of Section 124a of the New York City Charter, without any limitation, except those provided by law, on the expenditure of funds appropriated to your agency.

Pursuant to the provisions of Section 123a of the New York City Charter the schedules of appropriations as contained in the Mayor's Message, and as amended by the Board of Estimate are hereby approved, effective July 1, 1963.

In accordance with Section 117b (2) of the New York City Charter the itemized information in the aforementioned supporting schedules of the Mayor's Message have included modifications to March 15th. Subsequent action of the Board of Estimate approving modifications are hereby carried over effective July 1, 1963.

The Director of the Budget has been designated custodian of the master budget. Accordingly, for informational purpose, all modifications and changes in units of appropriations shall be transmitted monthly to the Director of the Budget on forms provided by his office. In addition, all appointments, expenditures etc. are to be reported monthly to the Director of the Budget, on the forms supplied by his office.

For the development of performance standards and for analyses of work load data, and manpower utilization, you are to submit performance reports to the Director of the Budget, on the forms prescribed, and at the intervals required.

All budget requests presently pending in the office of the Director of the Budget will be filed, as you have now been granted the power to administer your budget appropriations.

Any items requiring my approval, or action by the Board of Estimate and the City Council should be resubmitted.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

June 28, 1963

EXECUTIVE ORDER NO. 61

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: SPECIAL SCHEDULES, CAPITAL BUDGET PROJECTS

Certain appropriations in the Capital Budget for 1963 contain amounts for engineering and other services as part of the project cost. Schedules of these amounts, are hereby approved. Effective July 1, 1963.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

June 24, 1963

EXECUTIVE ORDER NO. 62

TO: NEW YORK BOTANICAL GARDEN

FROM: ROBERT F. WAGNER
MAYOR

SUBJECT: EXCLUSION OF CERTAIN EMPLOYEES FROM CULTURAL INSTITUTIONS RETIREMENT SYSTEM

The By-Laws of The Cultural Institutions Retirement System provide in Section 2, Subdivision (1)(b) that with the prior written consent of the Mayor upon written notice to the Committee a Cultural Institution may exclude from Membership in the System any employee who is a member of another retirement system to which the Cultural Institution contributes on such member's behalf.

The New York Botanical Garden was one of the Institutions approved for membership in the System as of July 1, 1962. The New York Botanical Garden has requested that 28 employees in professional and high administrative classifications be excluded from membership in The Cultural Institutions Retirement System because they are presently members of TIAA and the cost of their retirement plan is borne entirely by the Cultural Institutions.

The Committee has received such notice from the Botanical Garden. I hereby concur in the recommendation of the Committee in excluding employees in the following classifications:

Officers, directors, curators, research associates and assistants, staff associates and specialists, botanists, and business managers.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK
OFFICE OF THE MAYOR

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

June 28, 1963

EXECUTIVE ORDER NO. 63

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: ESTABLISHMENT OF MAYOR'S COUNCIL ON EXPANDED EMPLOYMENT OPPORTUNITY AND TRAINING

A principal objective of this Administration is to encourage and promote the achievement of more jobs, higher levels of income, and expanded and equal opportunity for employment for all the working people of this City. The work of many City departments and agencies is directed toward this objective. To stimulate and coordinate measures directed toward this goal, the following is hereby provided:

1. A Council on Expanded Employment Opportunity and Training (to be known as the Mayor's Council on Expanded Employment Opportunity and Training) is hereby established in the Office of the Mayor.

2. The purpose of this Council, under the direction of the Mayor, is to (a) expand, strengthen, expedite and coordinate existing City agency programs in manpower training and utilization and economic development; (b) initiate and stimulate the creation of new and necessary programs in these fields within a unified policy framework in a coordinated and integrated manner; (c) give fundamental emphasis in all such programs to the achievement of equal participation and opportunity for members of minority and disadvantaged groups in employment and training in all sectors of the City's economy, including the government sector, and (d) carry out such other special projects and project functions as the Mayor may, from time to time, assign.

3. The specific duties of the Council shall be (a) to prepare and submit to the Mayor recommendations for

the establishment of over-all policies for the achievement of the above purposes, and specifically in reference to vocational training, expanded and equal job opportunity and economic development; (b) under the Mayor's direction, to coordinate and integrate programs and projects which will help achieve the aforementioned purposes; (c) to assist the Mayor in representing the City Government in dealings with Federal and State agencies concerned with these activities, and to help coordinate such dealings.

4. The Council shall be composed of the following:

(a) The Superintendent of Schools.
(b) The Commissioner of Welfare.
(c) The Commissioner of Labor.
(d) The Commissioner of Commerce and Industrial Development.
(e) The Director of Personnel.

The Deputy Mayor for Administration and the Executive Assistant for Policy and Program Planning shall be ex-officio members of the Council.

The positions of chairman and vice chairman of the Council shall rotate on an annual basis among the full-time members of the Council.

5. All proposals which are to be or have been submitted to Federal and State agencies for financial and other forms of assistance in the fields of economic and manpower utilization will be referred to the Council for its comment and recommendation to the Mayor.

6. There is established an Advisory Committee to consist of the heads of other City Departments and Agencies involved in the purposes and programs described in this Order. Members of this Committee will meet with the Council and participate in its deliberations when it is sitting as a Policy Board. Individual members will meet with the Council when the subject matter involves or affects the jurisdiction of the Department or Agency concerned. This Committee will include the head or duly designated representative of the following agencies, and such others as are designated by the Mayor from time to time:

(a) The Bureau of the Budget.
(b) The Commission on Human Rights.
(c) The Youth Board.

CITY OF NEW YORK
OFFICE OF THE MAYOR

(d) The City Planning Commission.
(e) The Board of Higher Education.

7. Subject to the approval of the Mayor, the Council is empowered to organize and encourage such citizens committees as may assist in the achievement of the goals set forth in this Order.

Robert F. Wagner
MAYOR

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

June 24, 1963

EXECUTIVE ORDER NO. 64

TO: HILLCREST CENTER FOR CHILDREN AND YOUTH HOUSES, INC.

FROM: ROBERT F. WAGNER
MAYOR

SUBJECT: ADMISSION OF INSTITUTIONS TO CULTURAL INSTITUTIONS RETIREMENT SYSTEM

Section 1, Subdivision (6) of The Cultural Institutions Retirement System By-Laws provides that, with the approval of the Mayor and the Committee, any cultural institution as defined in the By-Laws receiving financial support from The City of New York may participate in the System.

Hillcrest Center for Children and Youth Houses, Inc. have applied for membership in the System effective July 1, 1963 and the Committee approved their application for entry at its meeting held on June 12, 1963.

In order to make the application fully effective, I hereby approve admission of these institutions to the Retirement System.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

June 24, 1963

EXECUTIVE ORDER NO. 65

TO: QUEENS BOTANICAL GARDEN SOCIETY, INC.

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: ADMISSION OF INSTITUTION TO CULTURAL INSTITUTIONS RETIREMENT SYSTEM

Gentlemen:

On February 25, 1963, the City appropriated funds for the support of the Queens Botanical Garden Society, Inc. This institution has requested membership in the System subject to the approval of the Mayor and the System.

Section 1, Subdivision (6) of The Cultural Institutions Retirement System By-Laws provides that, with the approval of the Mayor and the Committee, any cultural institution as defined in the By-Laws receiving financial support from The City of New York may participate in the System.

As the Committee has approved the application of the Queens Botanical Garden Society, Inc., I hereby approve their admission to the Retirement System.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

July 9, 1963

EXECUTIVE ORDER NO. 66

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: CHANGES AND CORRECTIONS IN EXECUTIVE ORDERS 58 and 59.

I In order to provide sufficient time for agencies to make promotions of employees without the loss of the July 1st increment date, the following change in Executive Order 58 is approved:

Change the date on line 3 of paragraph one to read "August 23, 1963."

II To correct a typographical error in line 10 of paragraph thirteen (a) of Executive Order 59 the following change is approved:

Change "Board of Estimate" to read "Mayor."

III To clarify the provisions of paragraph two (a) of Executive Order 59 the following addition is approved to be inserted on line 3, after Sanitation services; "or experts, consultants etc."

IV To clarify the provisions of paragraph two (a) of Executive Order 59 the following addition is approved to be inserted on line 5, after regulations:

"or if a former employee is reinstated he may be granted the salary previously attained."

V To clarify the provision of paragraph two (b) of Executive Order 59 the following addition is approved, to be inserted on line 3 after Mayor:

"Reinstatement of former employees may be made by an agency head at the salary previously attained by the employee."

Robert F. Wagner
ROBERT F. WAGNER
MAYOR

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

July 9, 1963

EXECUTIVE ORDER NO. 67

TO: OFFICES OF THE BOROUGH PRESIDENTS, COMPTROLLER, CITY COUNCIL, BOARD OF HIGHER EDUCATION, NEW YORK CITY COMMUNITY COLLEGE OF APPLIED ARTS AND SCIENCES, BOARD OF ELECTIONS, OFFICES OF THE DISTRICT ATTORNEYS, OFFICE OF PROBATION, DEPARTMENTS OF HEALTH, HOSPITALS AND CORRECTION AND COURTS.

FROM: Robert F. Wagner, Mayor

Subject: Amendment to Executive Order No. 60

I In order to provide a standard procedure for the processing of contracts, the following material is to be inserted between paragraphs 3 and 4 of Executive Order 60:

SPECIFICATIONS:

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

b) The head of the agency awarding the contract shall, at the time the contract is transmitted to the Comptroller for registration, certify that such contract is based upon specifications which comply with the above provisions. All open market orders issued shall contain a certificate by the head of the agency issuing the orders that such order is based upon specifications which comply with the above provisions.

c) No contract chargeable to this budget shall, after an award is made, be cancelled nor shall any contract be modified in a manner materially affecting the substance thereof, unless such cancellation or such modification is approved by resolution of the Board of Estimate. This rule, however, shall not apply to a case where the terms of the contract reserve to the head of any agency the right to void a contract for default or abandonment of the work by a contractor.

APPROVAL OF CONTRACTS:

a) No contract or proposal for work to be performed chargeable to this Budget, except those of the Board of Education, the cost of which is estimated to be in excess of $5,000 but not more than $50,000 shall be advertised until such contract and specifications or proposal shall have been submitted to and approved by the Director of the Budget. Contracts and specifications or proposals for work estimated to cost in excess of $50,000 shall be submitted to and approved by the Mayor before such contracts and specifications or proposals are advertised. When specifications have been approved by the Mayor, addenda thereto may be approved by the Director of the Budget, provided, however, that the estimated cost is not increased or that the change is not material. The specifications for the supplies, materials, and equipment in such contracts shall comply with the requirements of the paragraph of this Executive Order pertaining to specifications.

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

EXECUTIVE ORDER NO. 67 (Cont'd)

() All contracts, in accordance with Section 343a to be awarded without public letting, must be submitted to the Mayor and approved by the Board of Estimate. Contracts for professional services must be submitted to the Mayor for his approval.

II To provide a standard method of processing budget modifications, and to simplify the reporting system required of agencies by Executive Order 60, the following changes are approved:

On line 3 of paragraph four eliminate the word "monthly"

On line 5 of paragraph four eliminate the work "appointments" and substitute "personal service".

Robert F. Wagner
ROBERT F. WAGNER
MAYOR

CITY OF NEW YORK
OFFICE OF THE MAYOR

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

August 13, 1963

EXECUTIVE ORDER NO. 68

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: SPACE REQUIREMENTS OF DEPARTMENTS AND AGENCIES RESPONSIBLE TO THE MAYOR.

The procedure for processing requests for real property space requirements of the various departments and agencies under my jurisdiction as outlined in Executive Order No. 24 dated November 27, 1962 is hereby amended to include the following paragraphs:

> "All requests for space, whether funds are to be provided under the Mayor's Expense Budget or from Capital Budget appropriations, shall be processed through the Department of Real Estate as agent for the Board of Estimate. In the case of requests initiated by the Board of Education, the need for the housing requested, including the number of personnel allocated to the activity, will be confirmed by the chief fiscal officer of the Board of Education."

Issuance of this Executive Order is intended to clarify and implement procedures necessary to meet the new city charter requirements governing capital as well as expense budgets.

Robert F. Wagner
Mayor

CITY OF NEW YORK
OFFICE OF THE MAYOR

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

September 9, 1963

EXECUTIVE ORDER #69

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

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

SUBJECT: 1964 LEGISLATIVE PROGRAM

The 1964 Legislative Program is now being formulated. All department and agency heads are directed to submit any proposals which they wish to have included in this program on or before October 15th. It is my intention as usual to prefile portions of this program.

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

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

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

CITY OF NEW YORK
OFFICE OF THE MAYOR

September 9, 1963

EXECUTIVE ORDER #69

Thirty-five copies of each proposed bill and supporting memorandum, are to be submitted to Bernard J. Ruggieri, Assistant to the Mayor, as soon as possible.

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

Your cooperation in compliance with the terms of this directive is anticipated in order to obtain maximum results in the formulation, preparation and processing of the City's 1964 Legislative Program.

Robert F. Wagner
ROBERT F. WAGNER
Mayor

CITY OF NEW YORK
OFFICE OF THE MAYOR

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

September 9, 1963

EXECUTIVE ORDER #70

TO: CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: ATTENDANCE AT LEGISLATIVE MEETINGS AND CONFERENCES

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

There will be no exceptions to this rule.

Robert F. Wagner

ROBERT F. WAGNER
Mayor

CITY OF NEW YORK
OFFICE OF THE MAYOR

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

October 9, 1963

EXECUTIVE ORDER NO. 71

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PROMULGATION OF RULES AND REGULATIONS

No City department, agency or board having rule-making power, may promulgate or adopt any rule or regulation relating to building construction, alteration, or installation of equipment which by design becomes part of a structure or is necessary for its maintenance without first submitting such rule or regulation to the Office of the Deputy Mayor for Administration.

Robert F. Wagner

ROBERT F. WAGNER
Mayor

CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 2, N.Y.

October 9, 1963

EXECUTIVE ORDER NO. 71

TO: HEADS OF ALL CITY DEPARTMENTS
AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PROMULGATION OF RULES AND REGULATIONS

No City department, agency or board having rule-making power, may promulgate or adopt any rule or regulation relating to building construction, alteration, or installation of equipment which by design becomes part of a structure or is necessary for its maintenance without first submitting such rule or regulation to the Office of the Deputy Mayor for Administration.

ROBERT F. WAGNER
M a y o r

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

EXECUTIVE ORDER NO. 72

TO: HEADS OF ALL AFFECTED DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: MOTOR VEHICLE OPERATORS - PAYMENTS TO WELFARE FUND

By virtue of the powers vested in me by the New York City Charter, and pursuant to the resolution adopted by the Board of Estimate on December 20, 1962 (Cal. No. 458), and in accordance with the terms of an agreement entered into on September 30, 1963 between the City of New York and District Council, No. 37, A.F.S.C.M.E., AFL-CIO, implementation of the terms of Paragraph 4 of the aforementioned Board of Estimate resolution is hereby ordered.

(1) Payments to the District Council 37 Welfare Fund are hereby authorized on the pro-rata basis not to exceed $50 per year for each employee in the title of Motor Vehicle Operator, whether a union member or not, employed as a Motor Vehicle Operator, as follows:

(2) ALL AFFECTED CITY DEPARTMENTS AND AGENCIES, EXCEPT THE NEW YORK CITY HOUSING AUTHORITY, THE NEW YORK CITY TRANSIT AUTHORITY with respect to affected positions paid from the Operating Budget, THE BOARD OF EDUCATION.

The heads of affected departments and agencies are directed to submit vouchers in accordance with paragraph (1) of this order to the Office of the Comptroller for audit and payment. Vouchers are to cover the periods January 1, 1963 to June 30, 1963, July 1, 1963 to October 25, 1963, and every four weeks thereafter until December 31, 1964. Charges for this purpose are to be made to the respective year's budget, Code 098-744-01, Supplementary Employee Welfare Benefits.

(3) NEW YORK CITY HOUSING AUTHORITY, NEW YORK CITY TRANSIT AUTHORITY (OPERATING BUDGET POSITIONS).

Payments in accordance with paragraph (1) of this order are to be submitted to the Office of the Comptroller for audit and transmittal to the payee. Payments are to cover the periods January 1, 1963 to June 30, 1963, July 1, 1963 to October 25, 1963, and every four weeks thereafter until December 31, 1964. Charges for this purpose are to be financed by the respective Authority.

(4) THE BOARD OF EDUCATION
a) JANUARY 1, 1963 TO JUNE 30, 1963

Vouchers in accordance with paragraph (1) of this order are to be submitted to the Office of the Comptroller for audit and payment. Charges for this purpose are to be made to the 1962-1963 Budget, Code 098-744-01, Supplementary Employee Welfare Benefits.

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

b) JULY 1, 1963 TO DECEMBER 31, 1964

Payments in accordance with paragraph (1) of this order are to be submitted to the Office of the Comptroller for audit and transmittal to the payee. Payments are to cover the periods July 1, 1963 to October 25, 1963, and every four weeks thereafter until December 31, 1964. Charges for this purpose are to be financed within the Board of Education's appropriations for the respective fiscal year.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

EXECUTIVE ORDER NO. 73

TO: Offices of the Borough Presidents, Comptroller, City Council, Board of Higher Education, New York City Community College of applied Arts and Sciences, Board of Elections Office of the District Attorneys Office of Probation, Departments of Health, Hospitals, Correction and the Courts

FROM: Robert F. Wagner, Mayor

SUBJECT: Amendment to Executive Order No. 60

The following addition is to be added after the word "agency" in the first paragraph.

Any changes in appropriations by transferring Other Than Personal Service Funds to Personal Service or vice-versa shall be done only upon approval of the Mayor.

Sincerely,

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

EXECUTIVE ORDER NO. 73

TO: Offices of the Borough Presidents
Comptroller, City Council, Board of
Higher Education, New York City
Community College of Applied Arts
and Sciences, Board of Elections
Office of the Bicentennial Commission
Office of Probation, Department of
Health, Hospitals, Correction and
the Courts

FROM: Robert F. Wagner, Mayor

SUBJECT: Amendment to Executive Order No. 60

The following addition is to be made after the word "agency" in the first paragraph:

Any changes in appropriations by transferring Other Than Personal Service funds to Personal Service or vice-versa shall be done only upon approval of the Mayor.

Sincerely,

ROBERT F. WAGNER
MAYOR

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

EXECUTIVE ORDER NO. 74

TO: American Museum of Natural History, New York Zoological Garden and Brooklyn Botanic Garden

FROM: Robert F. Wagner, Mayor

SUBJECT: Extension of Salary Adjustment Plan to certain positions in the Cultural Institutions.

The salary adjustment plan adopted by the Board of Estimate on June 21, 1962 (Calendar No. 525) and continued for the 1963-1964 fiscal year by Executive Order No. 57 is hereby extended effective July 1, 1963 to employees in the above named agencies whose wages are fixed in accordance with Section 220 of the Labor Law without any limitation on the maximum salary which may be provided, excepting that the minimum guarantee provided in the Salary Plan shall not be included, and further provided that such agencies shall provide the necessary funds for this purpose from existing appropriations.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

November 4, 1963

EXECUTIVE ORDER NO. 75

TO: HEADS OF DEPARTMENTS AND AGENCIES LISTED UNDER THIS ORDER

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: DIRECT INWARD DIALING TELEPHONE SYSTEM - CENTREX - PHASE II

In June 1963 some thirty City Departments were placed on a unified, modern, direct dialing system that afforded better and faster service to the public in its communications with City offices. This new communications set-up, known as Centrex, provided the City with its own Central Office. Each office telephone extension become a private telephone, and may be reached by direct dialing of 566 followed by the four digit extension number, or the caller is still able to reach his party with the assistance of the City's own telephone operators.

With the new system, the public is able to reach City personnel faster and directly. If the called telephone, dialed directly, is busy or does not answer, there is no charge for the call. At present, incoming calls to your agency goes through a switchboard. Under the CENTREX system, most calls will be dialed directly.

A telephone traffic survey has disclosed that calls to City agencies, at peak traffic hours, 75 per cent of the callers had sufficient information so that their calls could easily have been dialed directly to the extension.

The second phase of the work of installing the CENTREX telephone system covering more City locations south of Canal Street, is expected to start about June 1, 1964 and be completed on a progressive basis. Your department will be included in Phase II.

A representative of the Telephone Company and the Department of Public Works will be visiting your department in the very near future to survey your present telephone equipment, and ask various questions of each extension user. The main purpose of such a visit is to insure the smoothness of the conversion from one system to the other. I request you give them your complete cooperation.

You are to submit, by November 15, 1963, the name of a qualified, responsible person who will coordinate this changeover for your agency, to Mr. Walter J. Detmar, Jr., Director of Operating Services, Department of Public Works, Room 1458, Municipal Building, New York, N.Y. 10007.

Robert F. Wagner
MAYOR

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

December 23, 1963

EXECUTIVE ORDER NO. 76

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: STANDARD PROCEDURE FOR REPORTING ON PENDING STATE LEGISLATION

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

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

INSTRUCTIONS FOR REPORTING ON BILLS

A. Form of Report.

1. Reports on pending State legislation shall be made on the prescribed City forms. Form NYC 55 will be used for making a favorable recommendation. Form NYC 56 will be used for recommending disapproval. The detailed instructions on these forms with respect to their preparation and routing are to be carefully followed, except that all Albany mail should be addressed to the Legislative Representative as follows: Room 578, Ten-Eyck Hotel, Albany, N.Y. These forms may be requisitioned from the Administrator of this office.

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

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

B. Time for Report.

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

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

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

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

In any instance where the above time schedule cannot be met and the bill to be reported on appears to be harmful to the interests of the City, Mr. Ruggieri should be notified immediately and advised as to the probable date on which he will receive the report. The telephone numbers of the City's office in Albany are Area Code 518, 434-4605 and 463-2005.

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

C. Requests for comments by State Agencies and requests for appearances before legislative committees are to be forwarded to Mr. Ruggieri in strict accordance with Executive Order #70 of 1963.

I request that you acknowledge receipt of this Executive Order and indicate the name, title and home telephone numbers of two officers who, in addition to the head of the agency, are authorized to sign legislative reports and to discuss pending legislation. A copy of this acknowledgment should be sent to Mr. Ruggieri at the Ten-Eyck Hotel, Albany, New York.

Robert F. Wagner

ROBERT F. WAGNER
Mayor

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

December 23, 1963

EXECUTIVE ORDER NO. 77

TO: HEADS OF DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: TENANT RELOCATION AND PROPERTY MANAGEMENT FOR URBAN RENEWAL PROJECTS (TITLE 1)

Intensive discussions and consultations have been held with the Federal Housing and Home Finance Agency and the State Division of Housing and Community Renewal concerning the method of allocation of costs for relocating tenants and managing properties in Urban Renewal projects. This matter was also reviewed with the members of the Board of Estimate and the leadership of the City Council on November 4, 1963 at City Hall.

As a result of these discussions it has been agreed by all of the representatives of the various government agencies, in the interest of humane relocation, maximum economy in new housing, and control of existing properties, that it shall be the policy of The City of New York to assume the direct management of property acquired in condemnation, relocation of site tenants and demolition of structures. The responsibility for management of property and demolition of structures will be in the Department of Real Estate. Relocation of site tenants will be carried out by the Department of Relocation. The Housing and Redevelopment Board will continue to co-ordinate these activities and provide the necessary liaison with the other governmental agencies.

Under the terms of the agreed policy the costs of management, relocation (other than bonuses, relocation allowances and finders' fees) and demolition will be charged to Gross Project Costs and borne by the Federal, State and City Governments. Since this will eliminate these costs from

project development costs, it will result in reduced rental and carrying charges for middle-income housing.

The new policy shall apply to all future projects in urban renewal areas, except for Battery Park, and any other project where special circumstances require special treatment.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

December 23, 1963

EXECUTIVE ORDER NO. 78

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECTS: CONSULTANT REPORTS TO BE FILED WITH THE MUNICIPAL REFERENCE LIBRARY

The Municipal Reference Library has had difficulty acquiring from the departments and agencies consultant reports and studies contracted for by the City. Because the Library is the official depository for all city documents it is imperative that each agency head forward to the Chief Librarian at least one copy of each consultant study or report as soon as it has been completed.

The value of having complete sets of all consultant reports on file in the Municipal Reference Library can be appreciated by all agencies. Department copies, after a period of time, are not always available for consultation. The Library copy remains on file permanently and will be available for study or review.

All heads of departments and agencies are hereby directed to forward copies of all consultant reports or studies as soon as they are received by the contracting agency.

This order shall not apply to classified consultant reports which are not released publicly or considered temporarily confidential.

Robert F. Wagner

ROBERT F. WAGNER
MAYOR

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

December 26, 1963

Executive Order No. 79

TO: HEADS OF AGENCIES OPERATING UNDER EXECUTIVE ORDER NO. 59

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: CHANGE IN "GENERAL PROVISIONS" OF EXECUTIVE ORDER 59

In the first paragraph entitled "Purchase of Equipment" the following sentence is to be eliminated "Any variations or substitutions must be approved by the Mayor" and the following sentence is to be added to the paragraph "Agency Heads upon notification to the Department of Purchase may make substitutions in these schedules, except that variations or substitutions to provide for executive office furnishings, rugs, draps, electric typewriters, air conditioners, motor vehicles (unless a similar vehicle is surrendered to the Division of Salvage of the Department of Purchase and such replacement is in accordance with the motor vehicle replacement standards) must be approved by the Mayor.

ROBERT F. WAGNER
MAYOR