

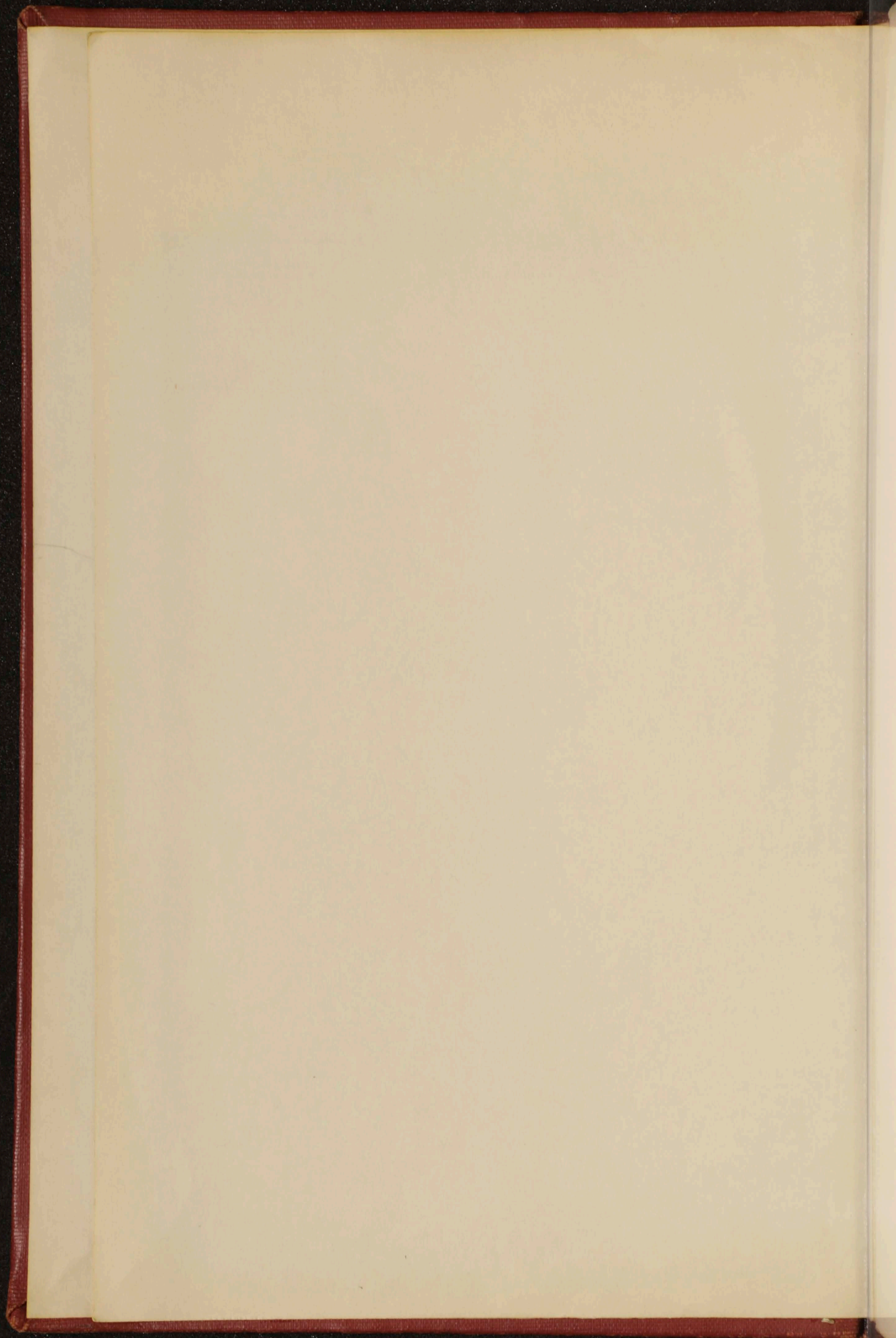
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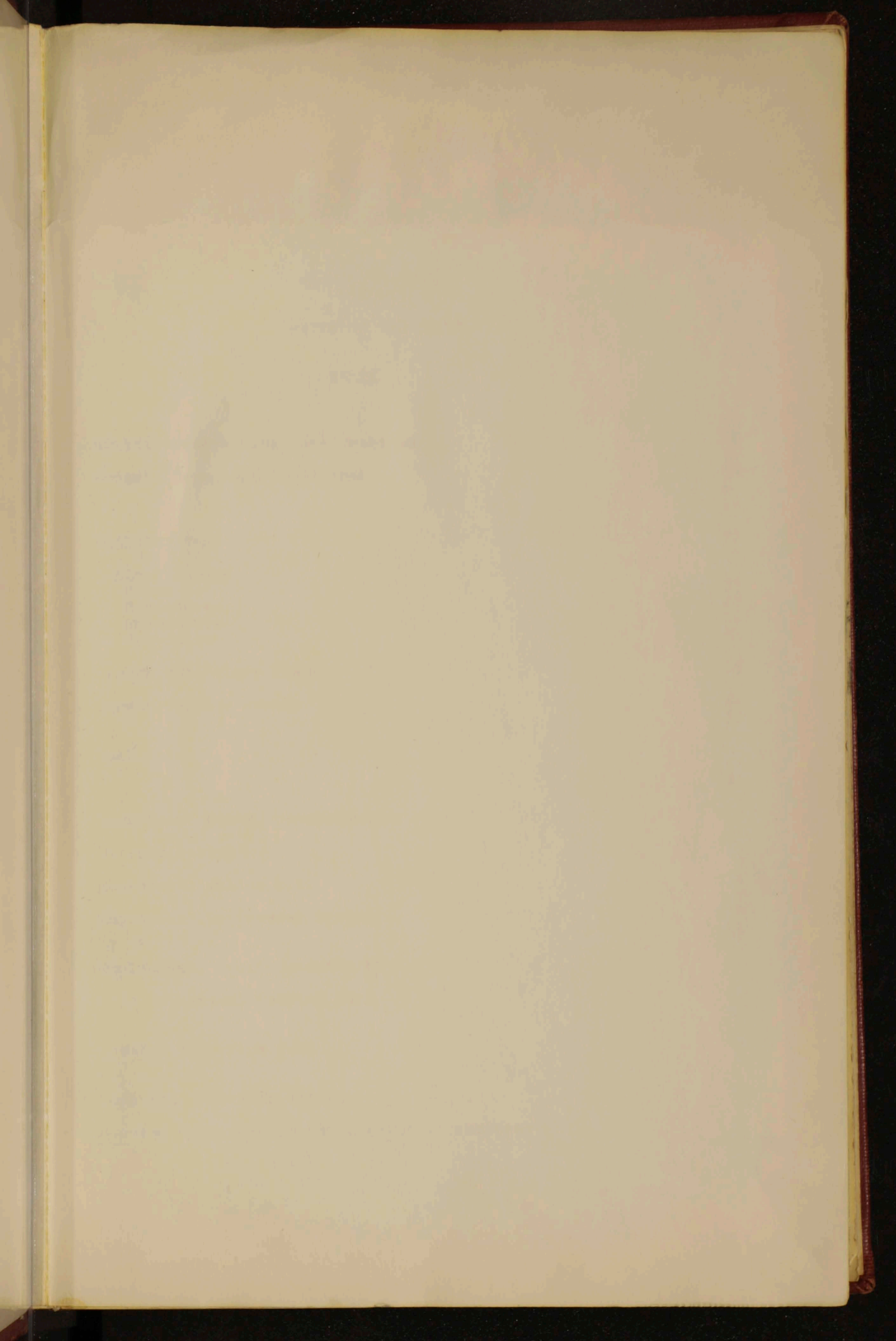
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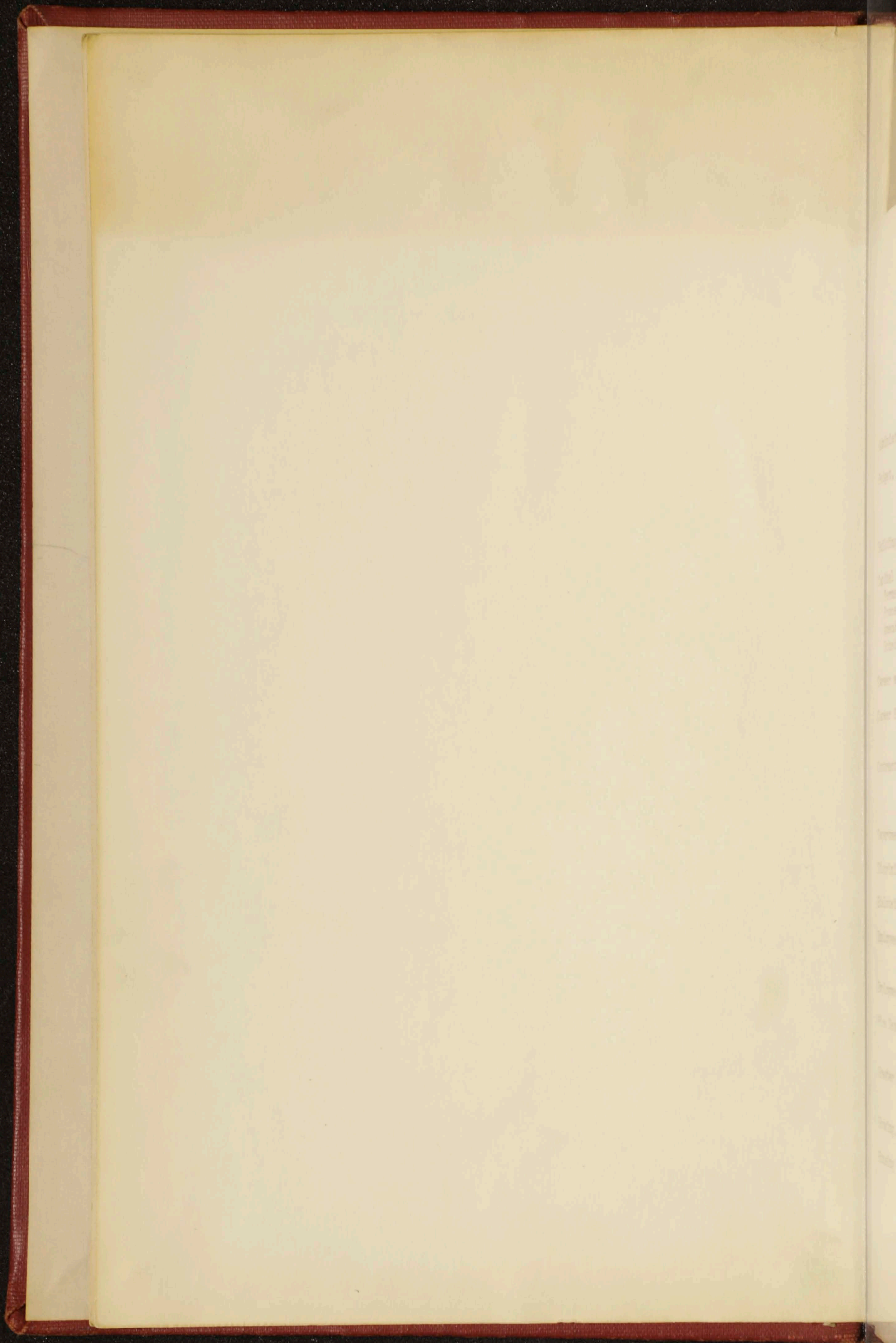
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NEW YORK CITY







May 29, 1963



EXECUTIVE ORDERS
1962-63

OFFICE OF THE MAYOR

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CITY OF NEW YORK

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RESOLUTION NO. 1
APPROVED AND PASSED BY THE BOARD OF ESTABLISHMENT, MAY 29, 1963

TO: ALL CITY DEPARTMENTS AND AGENCIES
FROM: HENRY F. WATSON, Mayor
SUBJECT: ATTORNEY GENERAL'S OPINION

I have appointed Eleanor M. Brown as Commissioner to the United Nations, with designated duties, functions, responsibilities and administrative matters, as set forth below.

The Commissioner to the United Nations will be responsible for:

1. Maintaining the role of the City as the headquarters of the United Nations and for this purpose, to coordinate with the U.S. Government and the U.N. Secretariat, all matters relating to the personnel, subject to the City, to the location and construction of the appropriate facilities in the U.S. Mission to the U.N., and subject always to the jurisdiction of the Mayor and the City Council.

2. Coordinating the various City services and facilities available to United Nations officials, employees and guests, from the various government departments, colleges of the City and

Inlet Page 5

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These records contain
information, some of
which is
of a confidential
nature, and should be
kept confidential to
the public.

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



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK CITY

January 23, 1952

RESISTANCE (THIS RESOLUTION AND RELATED MATTERS UNDER PAR. 23, 1952)

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: MATTERS OF CONNECTION TO THE UNITED NATIONS

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

The Commissioner for 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 U.N. officials and the individual delegates and U.N. personnel, subject to foreign, business, education and inspection of the appropriate officials in the U.S. Mission to the U.N., and subject finally to the instructions of the Mayor and/or the Department.

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

May 29, 1963



- 2 -

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 or 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



City of New York
Office of the Mayor
New York, N.Y.

January 21, 1902

Mr. J. P. Morgan

100 Wall Street

New York, N.Y.

Dear Mr. Morgan:

I have the honor to acknowledge the receipt of your letter of the 17th inst. in relation to the proposed purchase of the Manhattan Railway Company. I am sorry to hear that you are unable to reach an agreement with the Board of Transportation. I am sure that the Board will be able to reach a satisfactory arrangement with you. I am sure that the Board will be able to reach a satisfactory arrangement with you. I am sure that the Board will be able to reach a satisfactory arrangement with you.

May 29, 1963



- 2 -

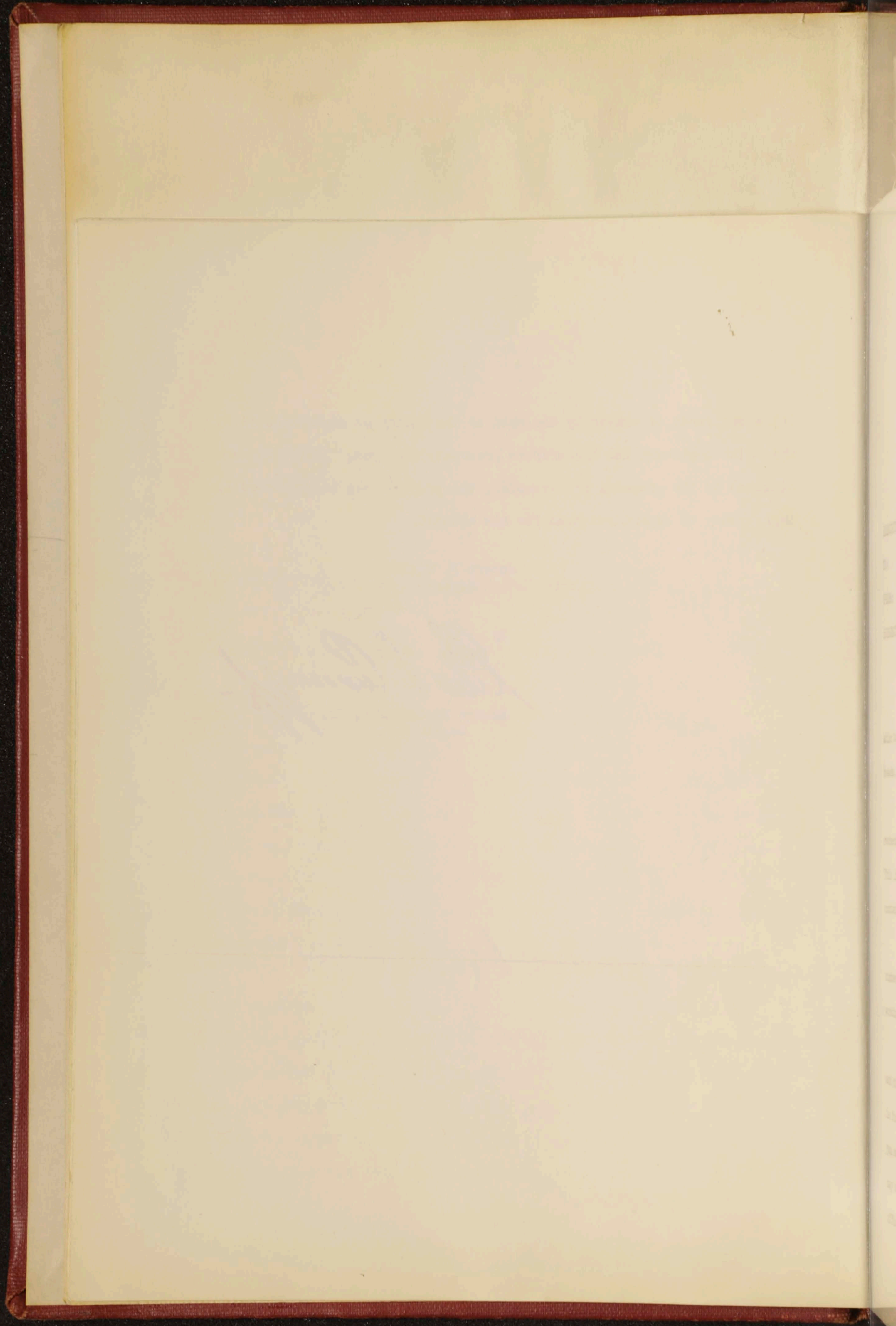
(b) a statement of waiver by the head of the agency or department in which the applicant for transfer is presently employed. If (b) is not attached to the proposal for transfer, the proposal may be forwarded to such agency or department head for his comment.

Robert F. Wagner
Mayor

By

A handwritten signature in cursive script, reading "Edward F. Cavanagh, Jr.", followed by a horizontal line.

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

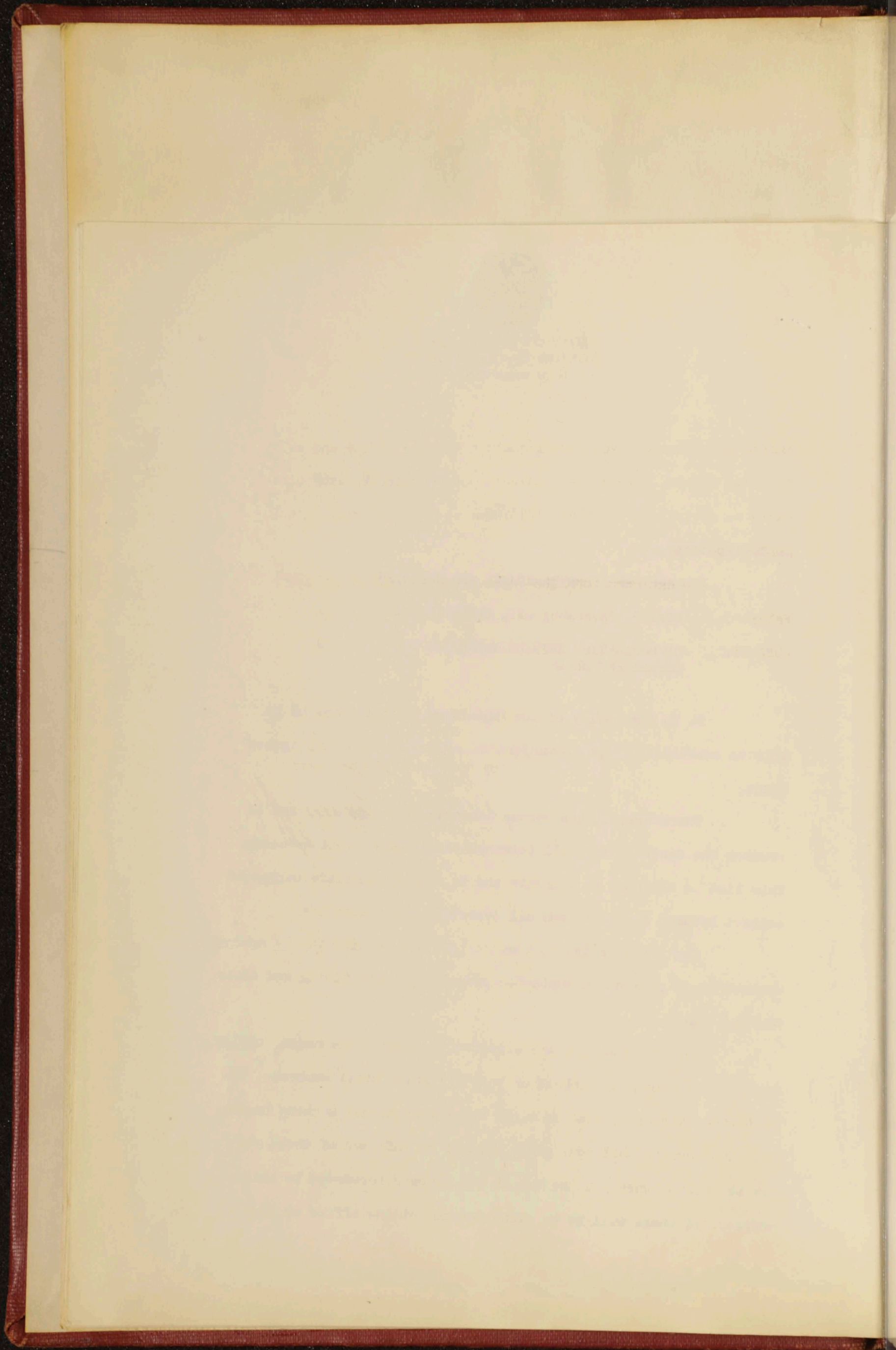
TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: EDW. F. CAVANAGH, JR., DEPUTY MAYOR
SUBJECT: COMMUNICATION BETWEEN THE MAYOR'S OFFICE AND
DEPARTMENT HEADS

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



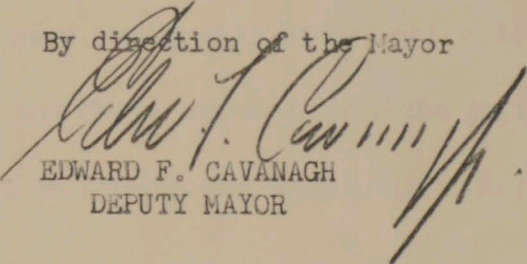
- 2 -

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

These three numbers you have forwarded to this office and
 the first number, not being received, the second number
 was received on the 11th day of the month of June, 1904.
 The enclosed form should be carefully filled out and
 returned, and this office must be advised of the
 change as soon as they occur.

Respectfully,
 J. W. ...

[Handwritten signature and illegible text]

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.

City of New York

January 1, 1952

EXECUTIVE ORDER NO. 1

TO ALL CITY DEPT. CHIEFS AND AGENCIES

FROM HENRY J. WADE, MAYOR

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

This order and its implementing regulations, sections 231-2.2 of the Administrative Code of the City of New York, are hereby issued for equal employment opportunity in the public and private sectors of the City and County of New York, and shall be the policy and program for the City and County of New York, and shall be the policy and program of the Commission on Intergroup Relations with respect to the public and private sectors of the City and County of New York.

II. POLICY

- A. Qualified persons shall not be discriminated against on the basis of race, color, religion, sex, or national origin in the public and private sectors of the City and County of New York.
- B. Positive and affirmative steps shall be taken by all City and County departments and by contractors to recruit, hire, and promote qualified persons and to provide equal employment opportunities.

May 29, 1963



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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.

Conducting research and original projects are central in
supplement 2

III. RESEARCH PAPER

A. Abstract and Introduction on Inter-group Relations
Contracting groups will provide with information on
negotiation as they occur in the performance of the Com-
mission's duties under the Executive and Local Law 1972

B. Implementation of Contract Compliance Program

1. Contract compliance program
A. Assess the contract and performance records of
Administrative Law's non-discrimination division
B. Assess the contract and performance records

(1) The contract will include non-discrimination
clauses in their contracts, and the contract will
to include the contract and management under the Com-
mission policies and practices as related to the dis-
crimination of the contract in with various contracts, the trial
process, with feedback and other necessary information
on all contracts and policies

4. The contract will include the contract of non-discrimination
and will be used to the contract of the full policy
and the contract of the contract and the contract

May 29, 1963



-3-

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

IV. EXECUTIVE SUMMARY

This document is intended to provide a summary of the experimental and analytical results of the investigation. The results of the investigation are presented in the following sections. The results of the investigation are presented in the following sections. The results of the investigation are presented in the following sections.

ROBERT T. WAGNER
Major in the Corps of Engineers

Department of the Army
Washington, D. C.

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 distribution 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



-2-

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.

and persons, who shall also receive of the Secretary of State
jurisdiction of the same, and of the same, and of the same, and of the same,
New York, in the event that the Commission should not be able to
conduct its business, it shall exercise the same as set forth
in the first section of the Administrative Code of the City of New York
the rules and regulations of the Commission of the City of New York
with a view toward conducting the same and otherwise as may be
found to exist.

Section 1 - Title and Purpose

The Commission shall be a writing. The original shall be
deposited in the Commission. A copy shall be made of a group
of papers shall be kept by each member of the group.
The original and two additional copies of the original
shall be filed with the Commission of the City of New York.

Section 2 - Composition

- The Commission shall consist of the following:
- (a) The full-time and part-time members of the Commission.
 - (b) The full-time and part-time members of the Commission.
 - (c) The full-time and part-time members of the Commission.

Section 3 - Term of Office

The Commission shall be organized and shall deliver its
report to the Commission of the City of New York.

Section 4 - Powers and Duties

The Commission of the City of New York shall have the power to
investigate and report to the Commission of the City of New York
upon all matters which may be referred to it.

May 29, 1963



CITY OF NEW YORK



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

February 6, 1962

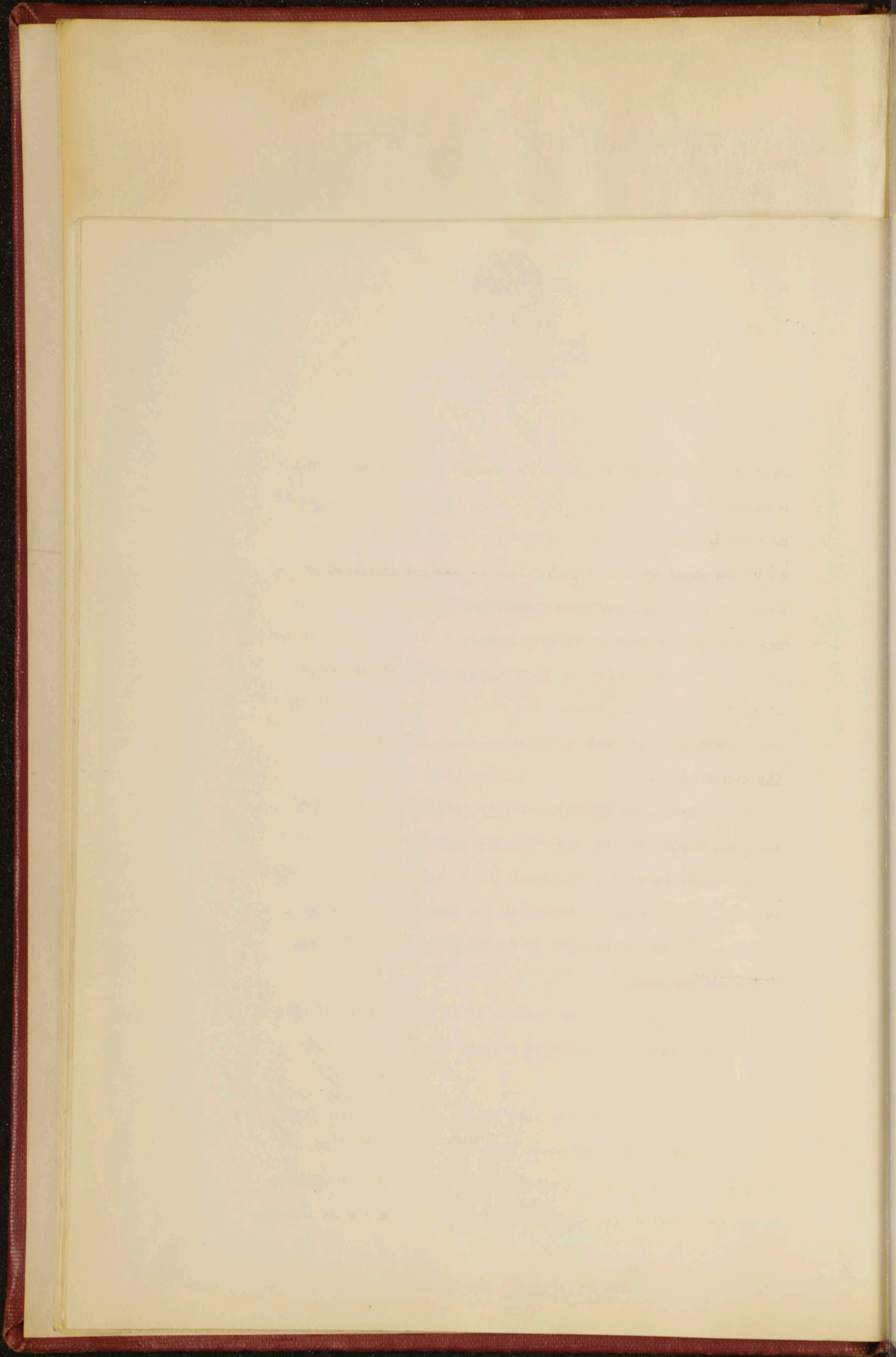
EXECUTIVE ORDER #5

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

- 2 -

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.

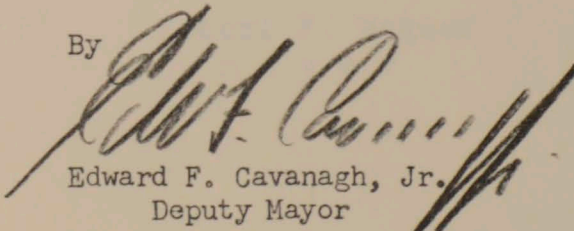
The work of redrafting will be done by the Board of Statutory Consolidation. The material submitted by each department will be used by the Board as a final check on its own studies.

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

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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.

A handwritten signature in cursive script that reads "Robert F. Wagner".

Robert F. Wagner
M a y o r

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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

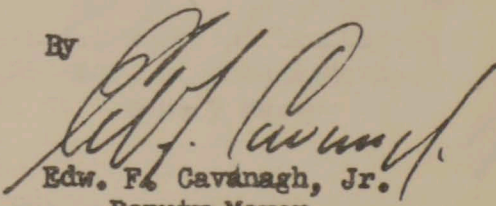
It is the policy of the Mayor that agencies and departments which have extensive contact with the public should not shut down their switchboards until a reasonable hour, depending upon the public's need for access to such department or agency and the general need of the Mayor's office and other departments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



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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

March 6, 1962 g

EXECUTIVE ORDER NO. 8

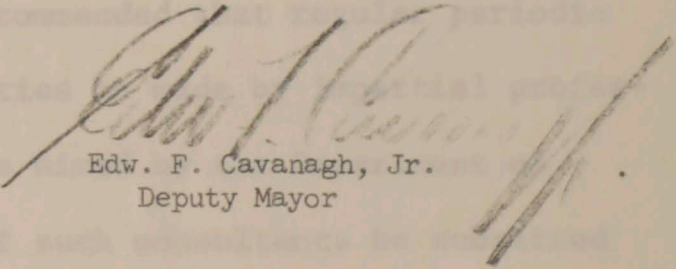
TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

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



CITY OF NEW YORK
COMMISSIONER OF THE BOARD OF HEALTH
NEW YORK CITY

March 1, 1901

EDWARD T. CAVANAH, JR.
DEPUTY MAYOR

RECEIVED

TO: BOARD OF HEALTH

FROM: EDWARD T. CAVANAH, JR., DEPUTY MAYOR

SUBJECT: REPORT ON THE BOARD OF HEALTH

In accordance with the provisions of the Charter of the City of New York, Chapter 19 of the Laws of 1897, the Board of Health has the honor to acknowledge the receipt of your report on the subject of the Board of Health, dated February 28, 1901.

This will be the first such report since the Board was established by Chapter 19 of the Laws of 1897, and it is very gratifying to find that the Board has done so much work in the past year. You please refer to the report of this Board.

EDWARD T. CAVANAH, JR.
DEPUTY MAYOR

May 29, 1963



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.



CITY OF NEW YORK

OFFICE OF THE COMMISSIONER OF HEALTH

NEW YORK, N. Y.

March 2, 1901

TO THE BOARD OF HEALTH

FROM THE COMMISSIONER OF HEALTH

SUBJECT: REPORT ON THE

PROGRESS OF THE

WORK OF THE

A report made by the Board of Health in the year 1900.

The Board of Health has the honor to acknowledge the

kindness of the Board of Health in presenting to the

Commissioner of Health the report on the progress of the

work of the Board of Health in the year 1900.

The Board of Health has the honor to acknowledge the

kindness of the Board of Health in presenting to the

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The Board of Health has the honor to acknowledge the

kindness of the Board of Health in presenting to the

Commissioner of Health the report on the progress of the

work of the Board of Health in the year 1900.

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.

A handwritten signature in cursive script, reading "Robert F. Wagner".

ROBERT F. WAGNER
MAYOR

The Commission on the Organization of the Executive Branch of the Government, established by Executive Order on July 1, 1947, has the honor to submit to you its report on the subject of the organization of the Executive Branch of the Government.

- (1) The Commission has found that the present organization of the Executive Branch is based on a system of departments, each headed by a cabinet member, and that this system has become increasingly unwieldy and inefficient as the number of departments has increased.
- (2) It is recommended that the Executive Branch be reorganized on a basis of functional departments, each headed by a member of the President's cabinet, and that the number of departments be reduced to a manageable number.
- (3) It is recommended that the President be empowered to create and abolish executive departments, and that he be empowered to appoint and remove the heads of these departments.

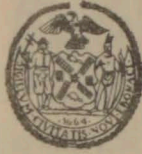
The Commission believes that these recommendations will result in a more efficient and economical organization of the Executive Branch of the Government.



May 29, 1963



CITY OF NEW YORK



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

Executive Order No. 10 (Contd)

March 30, 1962

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



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



City of New York
Office of the Mayor
New York, N.Y.

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May 29, 1963



CITY OF NEW YORK



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
M a y o r

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



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

April 17, 1962

EXECUTIVE ORDER NO. 11

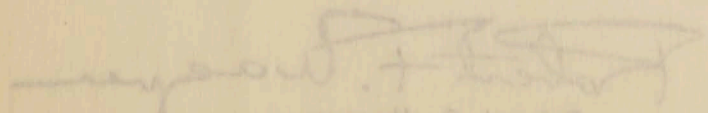
TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, Mayor

SUBJECT: WILLS 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 such cases, the following policy is hereby established:

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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 interviews by or who are requested or summoned to appear before or to testify voluntarily before 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.

May 29, 1963



CITY OF NEW YORK



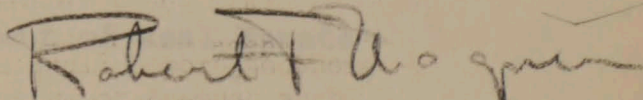
CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

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
MAYOR



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

April 22, 1954

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

DATE 11/15/83 BY SP-5 JAC/STW

1. This is to advise you that the Office of the Director of the Federal Bureau of Investigation has received information regarding the activities of the Communist Party, U.S.A., in the District of Columbia. This information was obtained from a confidential source who has provided reliable information in the past. It is requested that you advise the Bureau of any information you may have regarding the activities of the Communist Party, U.S.A., in the District of Columbia.

2. The Bureau is currently conducting an investigation of the activities of the Communist Party, U.S.A., in the District of Columbia. It is requested that you advise the Bureau of any information you may have regarding the activities of the Communist Party, U.S.A., in the District of Columbia.

3. The Bureau is currently conducting an investigation of the activities of the Communist Party, U.S.A., in the District of Columbia. It is requested that you advise the Bureau of any information you may have regarding the activities of the Communist Party, U.S.A., in the District of Columbia.

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5. The Bureau is currently conducting an investigation of the activities of the Communist Party, U.S.A., in the District of Columbia. It is requested that you advise the Bureau of any information you may have regarding the activities of the Communist Party, U.S.A., in the District of Columbia.

[Handwritten signature]
Special Agent in Charge
April 22, 1954

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



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Faint text on the right side, possibly a name or title.

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May 29, 1963



CITY OF NEW YORK

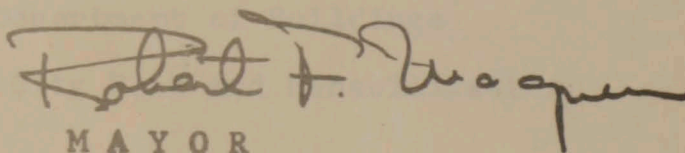
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Executive Order No. (cont'd.)

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.


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



DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE ASSISTANT SECRETARY FOR
REGULATORY AFFAIRS

Washington, D.C. 20201

EXHIBIT TO ORDER OF THE BOARD OF HEALTH AND HUMAN SERVICES

REGULATORY AFFAIRS DIVISION

REGULATORY AFFAIRS DIVISION

REGULATORY AFFAIRS DIVISION

In order to effect the above described amendments to the
regulations of the Department of Health and Human Services,
the following amendments are hereby proposed to the
regulations of the Department of Health and Human Services,
which are hereby proposed to the regulations of the
Department of Health and Human Services, and which are
hereby proposed to the regulations of the Department of
Health and Human Services.

The proposed amendments are hereby proposed to the
regulations of the Department of Health and Human Services.

Assistant Secretary for Regulatory Affairs

Department of Health and Human Services

Washington, D.C. 20201

REGULATORY AFFAIRS DIVISION

REGULATORY AFFAIRS DIVISION

REGULATORY AFFAIRS DIVISION

REGULATORY AFFAIRS DIVISION

REGULATORY AFFAIRS DIVISION

REGULATORY AFFAIRS DIVISION

May 29, 1963



CITY OF NEW YORK

-2-

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 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, 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

Exhibit to Order No. 11 (The ... and ...)

When a new ... is ...

The ... will have the power to ...

The ... will be ...

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.
Meyersbank Electric Company, Inc.
Raisler Corporation
Pipe and Engineering Co., Inc.
Daniel J. Rice Inc.

A handwritten signature in cursive script that reads "Robert F. Wagner".

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.

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.

A handwritten signature in cursive script that reads "Robert F. Wagner".

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.

May 24, 1962

EXECUTIVE ORDER NO. 15

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

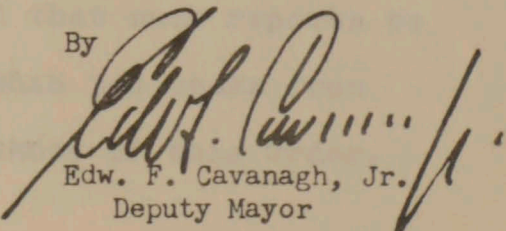
FROM: ROBERT F. WAGNER, MAYOR

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.



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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.



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

May 25, 1962

EXECUTIVE ORDER NO. 12

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
FROM: ROBERT F. WAGNER, Mayor
SUBJECT: CLARIFICATION ON 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 real estate contains to be reviewed 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



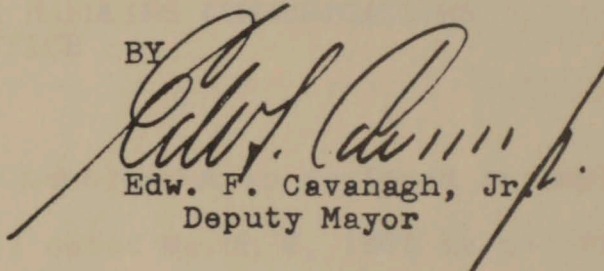
CITY OF NEW YORK

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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

The report is made at the Office
of the Foreign President and of the
General Secretary of the
in accordance with the instructions in the
Office of the Deputy Mayor.

Robert F. Wagner
Mayor

Deputy Mayor

OFFICE OF THE 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



CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
IN CHARGE

EXECUTIVE ORDER NO. 17

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: THE COMPTROLLER

SUBJECT: THE HANDLING OF THE BUDGETARY PROCESS

The following Executive Order is hereby issued to the
several departments and agencies of the City of New York
on February 2, 1911.
The handling of the budgetary process is hereby ordered
at City Hall, and the several departments and agencies of the
City of New York are directed to conform therewith.
The Comptroller is directed to see that the several
departments and agencies of the City of New York conform
with the provisions of this Executive Order.
All departments and agencies of the City of New York
are directed to conform with the provisions of this
Executive Order.
The Comptroller is directed to see that the several
departments and agencies of the City of New York conform
with the provisions of this Executive Order.
All departments and agencies of the City of New York
are directed to conform with the provisions of this
Executive Order.
The Comptroller is directed to see that the several
departments and agencies of the City of New York conform
with the provisions of this Executive Order.
All departments and agencies of the City of New York
are directed to conform with the provisions of this
Executive Order.

May 29, 1963



CITY OF NEW YORK

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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

-3-

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.

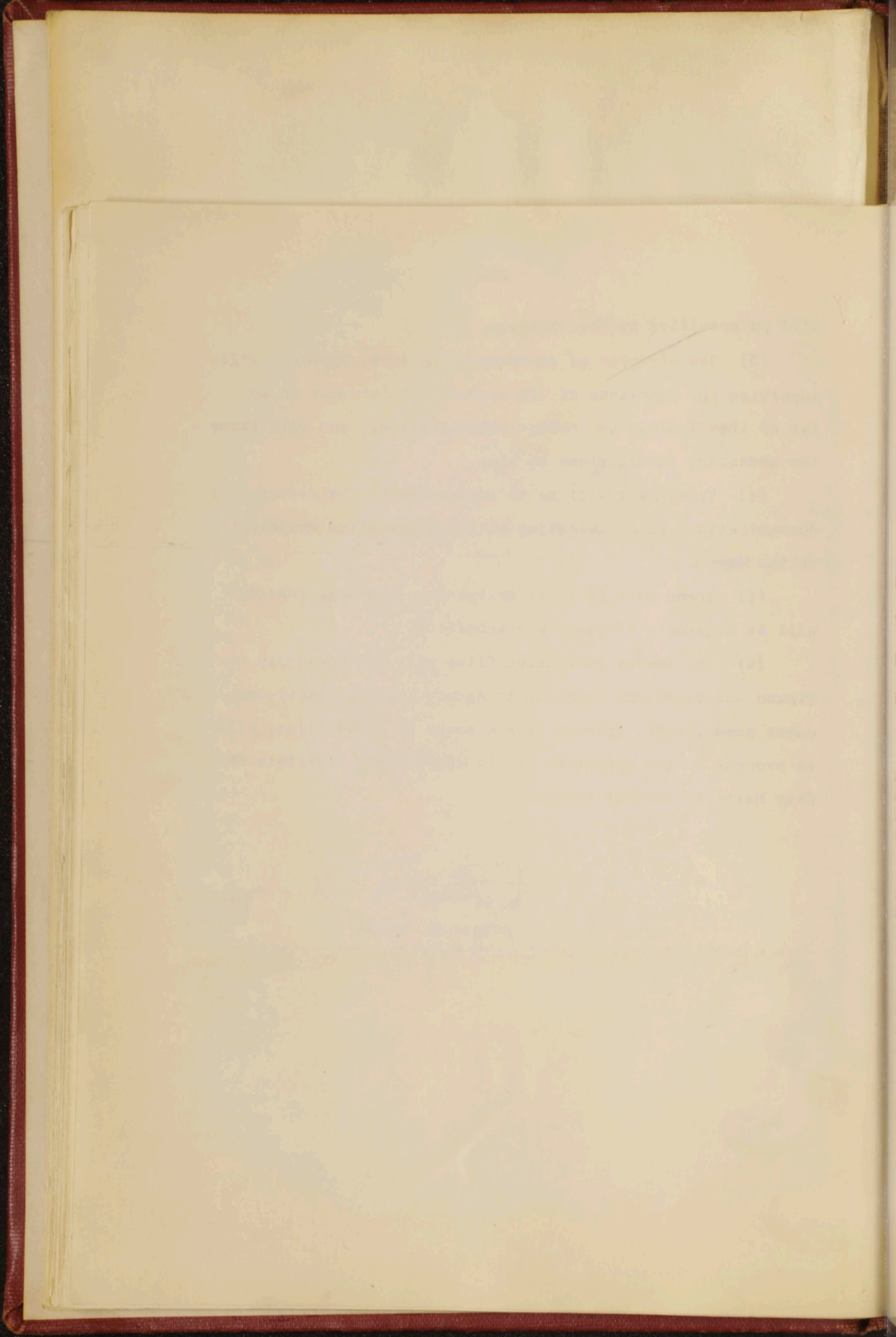
(4) Trend mail will be so designated by the director of communications in consultation with the Executive Assistant to the Mayor.

(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.

A handwritten signature in cursive script that reads "Robert F. Wagner".

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.

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.



CITY OF NEW YORK
OFFICE OF THE
COMMISSIONER OF HEALTH

[The following text is extremely faint and illegible due to the quality of the scan. It appears to be a formal document or report.]

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.

A handwritten signature in cursive script that reads "Robert F. Wagner".

ROBERT F. WAGNER
M a y o r



CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
NEW YORK 2 NY

September 1, 1951

EXHIBIT NO. 10

TO: THE COMPTROLLER

FROM: THE COMPTROLLER

RE: THE CITY OF NEW YORK

IN THE MATTER OF THE CITY OF NEW YORK

AND THE MATTER OF THE CITY OF NEW YORK

AND THE MATTER OF THE CITY OF NEW YORK

AND THE MATTER OF THE CITY OF NEW YORK

AND THE MATTER OF THE CITY OF NEW YORK

AND THE MATTER OF THE CITY OF NEW YORK

AND THE MATTER OF THE CITY OF NEW YORK

THE COMPTROLLER
NEW YORK 2 NY

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.

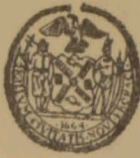
A handwritten signature in cursive script that reads "Robert F. Wagner".

ROBERT F. WAGNER
M a y o r

Enclosed I find
a copy of the
report of the
committee on
the subject of
the proposed
amendment to
the constitution
of the State
relating to
the election of
judges of the
supreme court
and judges of
the circuit and
county courts
and the
proposed
amendment to
the constitution
relating to
the election of
judges of the
supreme court
and judges of
the circuit and
county courts
and the
proposed
amendment to
the constitution
relating to
the election of
judges of the
supreme court
and judges of
the circuit and
county courts


ROBERT F. WAGNER
U. S. SENATOR
NEW YORK

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.

Faint, illegible text, possibly bleed-through from the reverse side of the page. The text is arranged in several paragraphs and appears to be a formal document or report. Some words are difficult to discern but seem to include "The following information", "is hereby", and "is submitted".

May 29, 1963



CITY OF NEW YORK

Executive Order No. 20

- 2 -

(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.

A handwritten signature in cursive script, reading "Robert F. Wagner".

ROBERT F. WAGNER
M A Y O R

Executive Order No. 22

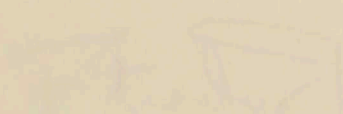
(2) Forwarding and retaining as-sets information on the files
of the City of New York, and all official correspondence and reports
relating to the same.

(3) Forwarding to the Bureau for handling the same.

Approved: _____

Special Agent in Charge, Federal Bureau of Investigation

The Bureau of Investigation, Washington, D. C.


ROBERT F. HOOVER
DIRECTOR

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.



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

October 5, 1953

EXHIBIT NO. 21

TO: Bureau of Departments and Municipal Agencies

FROM: Mayor John F. Kennedy, Jr.

Wherever heads of departments or municipal agencies (including heads of departments) are considering plans to make an official trip resulting in a 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 by city and/or city agencies shall not be made unless the persons are consistent with the following policy:

In official trip of any representative of a city department or municipal 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) those benefits will be realized in any other manner than by the trip of the official or his representative.

Plans for conventions, conferences, surveys and law sessions and other principal meetings shall only be undertaken if the business of the department or agency are of a type described as "actually essential" to city operations. Before an official trip is planned, a detailed determination will be made that it is actually essential and (b) the information or other benefits to be obtained will not, in any other manner, be made available to the interested department or agency.

May 29, 1963



CITY OF NEW YORK



City of New York
Office of the Mayor
New York, N.Y.

- 2 -

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.

I. INTRODUCTORY BY ORDER OF THE MAYOR

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 important services.

Edw. F. Cavanagh, Jr.
Deputy Mayor

II. RULES

- 1. All employees of any department or agency of the City of New York who are in the Classified Service pay schedule at Career Service Award following the 20th, 25th or 30th Anniversary of the date of their entrance into City service.
- 2. Employees who, on the date of this Executive Order, have passed any of these anniversaries are eligible to receive the appropriate Career Service Award.
- 3. Each department and agency head shall annually present the Career Service Awards for 20 and 25 years of service to the eligible employees of his department.
- 4. The Mayor shall annually present the Career Service Awards to eligible employees for 30 years of service.
- 5. 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.

Notified to the Deputy Mayor Will [unclear]

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

B. Date of departure and return.

C. Contact points and telephone numbers at destination.

D. Description 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

John P. Gavanagh, 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.



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 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 AWARD PROGRAM

I. INTRODUCTION

I establish the New York City Career Service Awards to be given to those of the representatives 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, 25th or 30th Anniversary of the date of their entrance into City service.
- B. Employees who, on the date of this Executive Order, have received any of these anniversaries are eligible to receive the appropriate Career Service Award.
- C. Each department and agency shall annually present the Career Service Awards for 20 and 25 years of service to the eligible employees of its department.
- D. The Mayor shall annually present the Career Service Awards to eligible employees for 30 years of service.
- E. The criteria for receiving the awards are:
 - (1) Number of years of service with the City.
 - (2) Outstanding performance as judged by the employing department or agency head.

May 29, 1963



CITY OF NEW YORK

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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.

5. The Career Service Award Program shall consist of a certificate
signifying satisfactory and devoted performance and also
honors, chairs or other suitable articles awarded with
the Seal of the City of New York.

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 committees for this award program.

Robert F. Wagner

ROBERT F. WAGNER
MAY 1952

NOTE: If your agency is not a signatory 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.



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

December 21, 1962

EXECUTIVE ORDER NO. 11

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 between January 1, 1963, the City's legislative representatives 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 25 will be used for making a favorable recommendation. Form NYC 26 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 518, Sheraton New York Hotel, Albany, N.Y. These forms may be replenished 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:

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

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

3. 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.

4. 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.

Time for Report

1. 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 time limits for reports on bills are as follows:

PERIOD OF TIME AFTER TRANSMITTAL OF BILL TO CITY AGENCY WITHIN WHICH REPORT THEREON IS DUE IN ALL CASES

STATUS OF BILL

STATUS OF BILL	PERIOD OF TIME AFTER TRANSMITTAL OF BILL TO CITY AGENCY WITHIN WHICH REPORT THEREON IS DUE IN ALL CASES
In Committee	5 days
Advancing on Calendar	5 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.

A handwritten signature in cursive script that reads "Robert F. Wagner".

ROBERT F. WAGNER
M a y o r

In any instance where the above time schedule cannot be met and the bill is reported on matters to be referred to the interests of the City, Mr. Wagner 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 H-3602, H-3603, H-3604 and H-3605.

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. Wagner in strict accordance with Executive Order 619 of 1961.

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. Wagner at the Sheraton Ten-Lover Hotel, Albany, New York.



ROBERT F. WAGNER
ALBANY

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



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

November 27, 1962

EXHIBITIVE GROUP NO. 22

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT T. 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 continue 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 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 expenditures 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

- 2 -

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
Robert F. Wagner
M a y o r

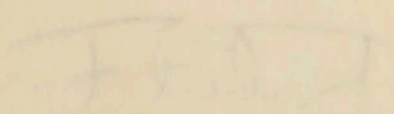
II. AGENCY RESPONSIBILITY

- 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 program under personnel management differs, 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.

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 allocation, 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

- 2 -

- 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.

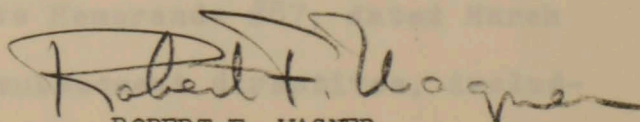
III. DEPARTMENT OF PERSONNEL RESPONSIBILITIES

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
MAYOR

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

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

b. However, the personnel officer in large agencies may be assigned to other activities, for example, to coordinate and direct sub-divisional, for example, activities, or to act as a liaison with other divisions.


III. DEPARTMENT OF PERSONNEL RESPONSIBILITIES

The Department of Personnel has "primary responsibility" for the development of personnel divisions in the agencies of the City. It carries out this responsibility in that:

- 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 them 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. Assist in the form of annual reports on the status of personnel management in all city agencies, together with recommendations for improvement.

IV. SUPPLEMENTARY RESPONSIBILITIES

Unless otherwise indicated, agency personnel officers are to be authorized within existing budgetary appropriations. The proposed program for this purpose may be submitted for consideration and approval by the Budget Director and Personnel Director.


 ROBERT T. WARREN
 MAYOR

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



CITY OF NEW YORK
Office of the Mayor
New York, N.Y.

December 1, 1952

MEMORANDUM FOR THE RECORD

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT W. WAGNER, Mayor

SUBJECT: ORGANIZATION AND FUNCTIONS OF CITY PERSONNEL OFFICE

I. INTRODUCTION

Members of the personnel management needs of the City and the agencies have indicated the necessity for a centralized and coordinated effort to be set up and operated, consistently with the City Charter, which is now being revised and which will be adopted by the City Council. The proposed office is to be organized and operated in the personnel office of the City of New York, which has been designated as the City Personnel Office. It is the intention of the Mayor to have this office be a general office for the City of New York, which will be responsible for the personnel management of the City and its agencies. It is essential, however, that an effective personnel management system be established and that the functions described be assigned to the personnel office.

II. AGENCY RESPONSIBILITY

- a. Each agency shall identify and group the functions which fall into the area of personnel management, which are the nature and scope of the functions and programs which personnel management services, a distinct management unit shall be set up to carry these out.
- b. Each agency shall appoint an agency personnel officer who will serve as a staff officer 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



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

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NEW YORK CITY

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

RECEIVED
FEB 10 1951
U.S. DEPARTMENT OF JUSTICE
NEW YORK OFFICE

OFFICE OF THE MAYOR
NEW YORK, N.Y.

February 9, 1951

EXECUTIVE ORDER NO. 22

TO: STATE OF ALL CITY DEPARTMENTS AND AGENCIES
FROM: EDW. J. CAVANAGH, JR., DEPUTY MAYOR
SUBJECT: REORGANIZATION OF THE MAYOR'S OFFICE
COMMISSIONERS 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 should, in addition to letters and telegrams addressed to the Mayor at City Hall, be sent to the Mayor's Office, currently used for the handling of communications to the Mayor, and by telephone or personal visits. Agency heads are to be made aware of their staff's having responsibility for any aspect of the handling of communications referred from the Mayor's Office should be coordinated 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 assistance given to problems and views communicated to the Mayor, testimony to the effectiveness of the staff system and procedures announced and described in Executive Order No. 22, dated March 6, 1951 and February 9, 1951, and subsequent Executive Orders, including Executive Order No. 23, The Mayor's objectives remain as stated in these Orders. It is toward the latter mentioned of

May 29, 1963



CITY OF NEW YORK

- 2 -

permanent number for each piece of correspondence and should be 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

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 Conference 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 Conference 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 which events, and reports on the analysis of citizens' views on city 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 allocated 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. At every communication arrives at the Mayor's Office, a routing sheet will be attached to it (see attached exhibit). A reference or identification number will be stamped on both the routing sheet and communication. This identification number is a

May 29, 1963



CITY OF NEW YORK

- 3 -

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 Mayer'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 Mayer'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 Mayer's Office. If the communication necessitates emergency action, notify the Control

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

5. 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 continue its attention to this area exclusively.

6. 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 codes 5, briefly describe the circumstances not covered.

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

8. Retain the original communication non copy of reply or report need be sent back to City Hall, unless requested by Special Inspector.

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

May 29, 1963



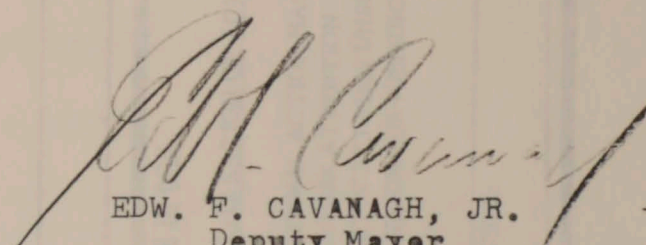
CITY OF NEW YORK

- 4 -

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

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

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


EDW. F. CAVANAGH, JR.
Deputy Mayor

Desk (OO 7-1000, Ext. 738) immediately, and proceed as above.
8. Conversion to the Data Processing System is expected in
January 1967, and your attention is directed to the fact that
any on which coding sheets are attached to communications referred
to you.

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



EDW. P. CAVANAGH, JR.
Deputy Mayor

May 29, 1963



CITY OF NEW YORK

OFFICE OF THE MAYOR

IDENTIFICATION NUMBER

- REFERRAL
- PENDING
- TREND

COM. TP. REPLY 11

10

DATA CARD

DEPT.	SUB.	FM.	A/S	A/W	REF.
<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 44
					<input type="checkbox"/> 45
					<input type="checkbox"/> 46

INSERT CARD

12

SUBJECT

78

51

SPECIAL INSTRUCTIONS

- FOR YOUR INFORMATION ONLY
- SEND FINDINGS ON THIS MATTER TO:
- OTHER

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. MO. DAY BATCH

38 39 40 41 42 43 44

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 NEW YORK CITY

FEDERAL BUREAU OF INVESTIGATION
 U.S. DEPARTMENT OF JUSTICE
 WASHINGTON, D.C. 20535

NAME: _____
 SSN: _____
 DATE OF BIRTH: _____
 SEX: _____
 RACE: _____
 HAIR: _____
 EYES: _____
 HEIGHT: _____
 WEIGHT: _____
 BUILD: _____
 COMPLEXION: _____
 MARKS: _____
 SCARS: _____
 TATTOOS: _____
 SPECIAL FEATURES: _____
 OCCUPATION: _____
 EDUCATION: _____
 RELIGION: _____
 POLITICAL AFFILIATION: _____
 MILITARY SERVICE: _____
 FOREIGN TRAVEL: _____
 EMPLOYMENT HISTORY: _____
 CRIMINAL RECORD: _____
 CHARACTER REFERENCES: _____
 INVESTIGATIVE NOTES: _____

OTHER:

1. OCCASION OF IDENTIFICATION OR RECORDED FINGERPRINT
2. ADDRESS AT TIME OF IDENTIFICATION
3. ADDRESS AT PRESENT
4. PRESENT ADDRESS
5. PRESENT OCCUPATION
6. PRESENT EMPLOYER
7. PRESENT PHONE NUMBER
8. PRESENT MAILING ADDRESS
9. PRESENT TELEPHONE NUMBER
10. PRESENT TELETYPE NUMBER
11. PRESENT TELEFAX NUMBER
12. PRESENT FACSIMILE NUMBER
13. PRESENT INTERNET ADDRESS
14. PRESENT E-MAIL ADDRESS
15. PRESENT WEBSITE ADDRESS
16. PRESENT SOCIAL MEDIA ADDRESS
17. PRESENT VIDEO ADDRESS
18. PRESENT AUDIO ADDRESS
19. PRESENT IMAGE ADDRESS
20. PRESENT DOCUMENT ADDRESS
21. PRESENT OTHER ADDRESS

IDENTIFICATION OF SUBJECT →

THIS VERY CARD IS TO BE DRAWN UP BY THE AGENT CONCERNING THE SUBJECT IN BOX

NAME: _____
 SSN: _____
 DATE OF BIRTH: _____
 SEX: _____
 RACE: _____
 HAIR: _____
 EYES: _____
 HEIGHT: _____
 WEIGHT: _____
 BUILD: _____
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 SCARS: _____
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 RELIGION: _____
 POLITICAL AFFILIATION: _____
 MILITARY SERVICE: _____
 FOREIGN TRAVEL: _____
 EMPLOYMENT HISTORY: _____
 CRIMINAL RECORD: _____
 CHARACTER REFERENCES: _____
 INVESTIGATIVE NOTES: _____

OTHER:

1. OCCASION OF IDENTIFICATION OR RECORDED FINGERPRINT
2. ADDRESS AT TIME OF IDENTIFICATION
3. ADDRESS AT PRESENT
4. PRESENT ADDRESS
5. PRESENT OCCUPATION
6. PRESENT EMPLOYER
7. PRESENT PHONE NUMBER
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19. PRESENT IMAGE ADDRESS
20. PRESENT DOCUMENT ADDRESS
21. PRESENT OTHER ADDRESS

IDENTIFICATION OF SUBJECT →

THIS VERY CARD IS TO BE DRAWN UP BY THE AGENT CONCERNING THE SUBJECT IN BOX

IDENTIFICATION NUMBER: _____
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 MILITARY SERVICE: _____
 FOREIGN TRAVEL: _____
 EMPLOYMENT HISTORY: _____
 CRIMINAL RECORD: _____
 CHARACTER REFERENCES: _____
 INVESTIGATIVE NOTES: _____

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
MAYOR



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, 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 accounts
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
MAYOR

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



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

January 18, 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 programming of Capital Projects.

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

Such request shall set forth the title, 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 Estimates. The date of such hearing is fixed and advertised by the Secretary of the Board. You are hereby directed to advise any such department affecting projects of your agency in person or by a duly authorized representative.

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

May 29, 1963



CITY OF NEW YORK



CITY OF NEW YORK
Office of the Mayor
New York N.Y.

- 2 -

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

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
 ROBERT F. WAGNER
 MAYOR

May 29, 1963



CITY OF NEW YORK



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

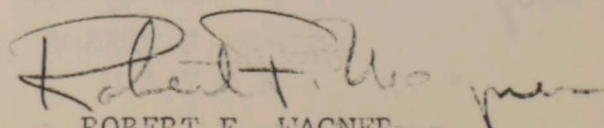
January 23, 1963

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



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

January 23, 1963

EXECUTIVE ORDER NO. 29

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: ROBERT F. WAGNER, MAYOR
SUBJECT: NEW YORK - TOKYO SISTER-CITY AFFILIATION

New York and Tokyo established a permanent sister-city affiliation on February 19, 1960. This affiliation consists of no less than one hundred people in each city. 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
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.

A handwritten signature in cursive script, reading "Robert F. Wagner".

ROBERT F. WAGNER
MAYOR



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

February 11, 1963

EXECUTIVE ORDER NO. 2

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
FROM: ROBERT F. WAGNER, Mayor
SUBJECT: REAL PROPERTY SOLDERS OR DEPARTMENTAL AGENCIES
RESPONSIBLE TO THE MAYOR

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

The heads of all departments and agencies will be required 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 furnished without delay to the Commissioner of Real Estate. Such agencies cover the Board's interest in the real estate of real property which has not previously been reported to the Board for re-assignment to other public purposes or that may be considered for private lease or sale.

In compliance with 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
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

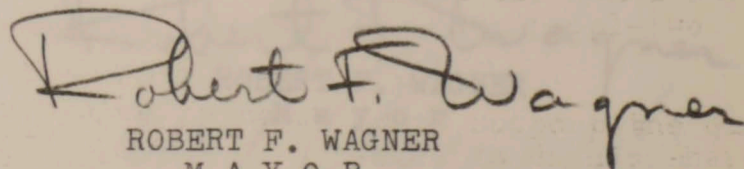
SUBJECT: THE 1963 GREATER NEW YORK FUND CAMPAIGN (MAY 1 - JUNE 30)

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
MAYOR



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, 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 452 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 crippled, 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. Sorvemo 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

I. INTRODUCTION

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 re-located.

II. RULES

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
M a y o r

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

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

April 14, 1953

EXECUTIVE ORDER NO. 32

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: VACANT ORDERS

In pursuance of subdivision one of Section 1180-A of the Administrative Code of the City of New York, the heads of any agency issuing a vacant order requiring residential tenants to evacuate a building, shall notify the Commissioner of Relocation so that tenants affected may be properly re-

located. Whenever possible, such notification shall provide sufficient time before the effective date of the vacant 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

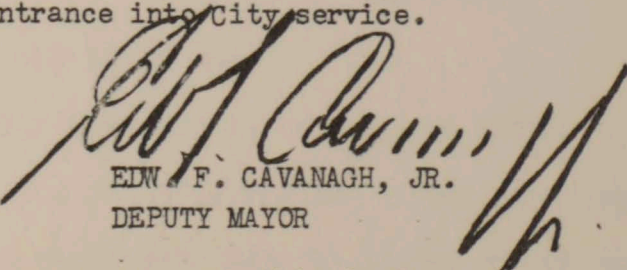
I. INTRODUCTION

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.



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

EDW. F. CAVANAGH, JR.
DEPUTY MAYOR

April 10, 1965

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 AWARD PROGRAM

I. INTRODUCTION

On November 5, 1962, Executive Order No. 22 was issued to establish the New York City Career Service Award to be given as tokens of 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, 25th, or 30th 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.

MUNICIPAL REFERENCE
LIBRARY
RECEIVED
APR 18 1963
MUNICIPAL BUILDING
NEW YORK CITY

April 15, 1963

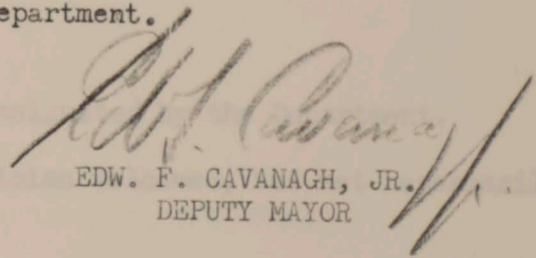
EXECUTIVE ORDER NO. 34

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

RECEIVED
MAY 15 1963
MAY 15 1963
MAY 15 1963



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

April 15, 1963

EXECUTIVE ORDER NO. 34

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: MAYOR JOHN V. L. SAVANOH, JR., DEPUTY MAYOR

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

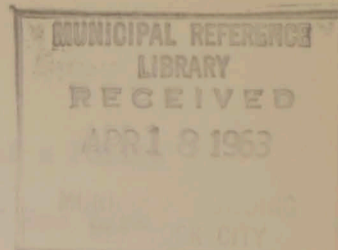
Attached herewith are the recommendations of Dr. E. F. Trussell, Commissioner of Hospitals, concerning examination of candidates for the position of driver of public motor vehicles. These recommendations are to be followed in each department.

[Handwritten Signature]
JOHN V. L. SAVANOH, 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.

Instructions for Medical Examiners

For examination of Candidates for the position of Driver of Motor Vehicles in the Department of Highways of the State of New York and for their periodic re-examination, the following instructions should be observed:

Examination (To be recorded on suitable form)

History (Special reference to unusual past, present, and future capacity)

Synopsis of cases, or any history of cardiovascular diseases

Height and weight

Analysis

Physical Examination (Include fundi and peripheral vessels) (Blood pressure)

(Sitting and lying down)

Electrocardiogram

Test of heart

Electroencephalogram, if cerebral involvement is suspected

Qualitative examination of peripheral arteries, if disease is suspected

in these cases

Examinations to be made by Consultants designated by the Department

History and examination of personal physician advised, but not necessarily reported as final

Examinations

usually for all drivers up to age 60; and annually thereafter

After issuance of 3 years or more, one to fifteen

If examination reveals a defect calling for cessation of driving, an effort

should be made to place the applicant in suitable equipment in motor vehicle

If possible in the case of trucks, the applicant with the proper equipment

should be

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)

Causes for detection, or investigation, for the purpose of a public
health, in the Department of Health of the City of New York

(Cardiovascular Diseases)

Coronary heart disease

Myocarditis (Infectious)

Pericarditis

Cardiac hypertrophy (History or electrocardiographic evidence)

Hypertension

Diastolic blood pressure 100/110 (persistent) or over

Diastolic blood pressure 105, or over

In either case with lower readings but with evidence

Cardiac hypertrophy (X-ray)

Abnormal electrocardiogram (In judgment of special consultant)

Congenital heart disease

Aneurysm (In any vessel)

Valvular heart disease

Pericarditis

Acute myocarditis

Myocardial infarction (In association with evidence)

Myocardial infarction (In association with evidence)

Coronary artery disease (In any branch)

Coronary artery disease

Myocardial infarction (Autopsy, A-V block, or evidence)

Myocardial infarction (In association with other evidence)

Myocardial infarction (In association with other evidence)

Myocardial infarction (In association with other evidence)

Myocardial infarction (In association with other evidence)

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)

Heart Block

Ischemic - with ST-T changes

Complete - with or without Adams-Stokes Syndrome

Conductive Heart Failure (usually of long history)

Cerebro-vascular Disease - with or without peripheral

laboratory Classification (Special 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

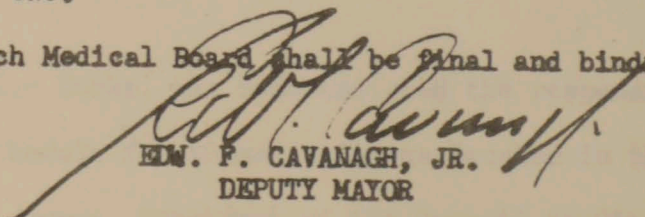
MEMORANDUM

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

CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
NEW YORK

TO THE COMPTROLLER OF THE CITY OF NEW YORK
FROM THE COMPTROLLER OF THE CITY OF NEW YORK
RE: [Illegible Title]

[Illegible body text]

[Illegible signature and name]

May 29, 1963



CITY OF NEW YORK



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

April 19, 1963

EXECUTIVE ORDER NO. 35

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM: EDW. F. CAVANAGH, JR. DEPUTY MAYOR
SUBJECT: TELEPHONE USER TRAINING FOR CENTREX

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

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

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

May 29, 1963



CITY OF NEW YORK

- 2 -

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.

SUBJECT: 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.

The Housing Policy Board or Committee, as set forth in the May 3, 1962, the Bureau is modified below:

Edw. F. Cavanagh, Jr.
EDW. F. CAVANAGH, JR.
DEPUTY MAYOR

The Housing Policy 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
- Administrator of the Department of Social Services
- Director of the Department of Buildings
- Administrator of the City and Community Development
- Commissioner of the Department of Health
- Commissioner of the Department of Hospitals
- Commissioner of the Department of Welfare
- Commissioner of the Department of Institutions

the above mentioned departments and agencies. The following is a list of the
 Mr. A. L. ... Director of ... of the ... of ...
 the name of your ... as ...
 for their ... by ...
 It is ... that this ... be ... by all ...
 ... to ... the ... success of our ... system.
 ... please ... this ... your ...

[Handwritten Signature]
 ...
 ...

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.



CITY OF NEW YORK
Office of the Mayor
New York 1 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 2, 1962, are hereby continued and extended, save as modified below.

The Housing Policy Board shall consist of the following members:

- Chairman of the City Planning Commission.
- Chairman and Members of the Housing and Rehabilitation 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

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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

Executive Director of the City Commission on Human Rights.

Executive Director, Town 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 Recreation.

Executive Assistant to the Mayor for Policy and Program Planning.

Chairman Milton Miller 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. Upon the term of this Order his successor(s) will be appointed by announcement of the Mayor. No further announcement of this Order will be required for such successor.

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 facilitating coordinated implementation of it in all its component parts, subject to the specific and overall 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

3

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

EXECUTIVE ORDER NO. 37

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

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

Resolutions Nos. 92 and 93-A, dated June 2, 1951 and June 13, 1954, respectively, listed contracting firms the bids of which were not to be considered until further notice.

The following firms are hereby removed from the list of disqualified firms:

Robert F. Wagner
ROBERT F. WAGNER
MAYOR

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 achieve-
ment 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.

May 16, 1963

EXECUTIVE ORDER NO. 37

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
M a y o r



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

April 23, 1961

EXECUTIVE ORDER NO. 37

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 Nos. 93 and 93-2, dated June 2,
1961 and June 15, 1961, respectively, listed contracting firms
the bids of which were not to be considered until further
notice.

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

Neven and Coy, 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
M a y o r

CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 100

May 16, 1963

EXECUTIVE ORDER NO. 8

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
MAYOR

May 29, 1963



CITY OF NEW YORK



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

Executive Order No. 39

May 24, 1963

amount by which the contributions to such Pension Fund for such period of time exceeded the amount of his required contributions for such period under EXECUTIVE ORDER NO. 39

May 24, 1963

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 N.Y.

May 24, 1953

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 I

1. Pursuant to the provisions of Administrative Code, section 219-4.1, as added by L. 1952 of 222, the Mayor, by this Executive Order adopted prior to June 1, 1953, hereby directs that in the case of each member of the Fire Department Pension Fund, Article I, 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, 1953 and ending with the payroll period immediately prior to that first day of which is nearest to June 30, 1954, the deduction from the pay, salary or compensation of each such member and pursuant to the provisions of Article I of Title 2 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, 1953 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, 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



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK - 2 -

Executive Order No. 39

May 24, 1963

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.

TO: FIRE DEPARTMENT PENSION FUND

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-PAY-FOR MEMBERS OF THE FIRE DEPARTMENT PENSION FUND
ARTICLE 1-B
Robert F. Wagner
Mayor

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, 1965, 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

Executive Order No. 39 - 1 - May 20, 1953

amount by which the contributions paid by each 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
New York

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, N.Y.

May 28, 1953

EXECUTIVE ORDER NO. 40

TO: FIRE DEPARTMENT PENSION FUND

FROM: ROBERT F. WAGNER, Mayor

SUBJECT: PROVISIONS 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 819-7.651, as added by L. 1953, c. 324, the Mayor, by this Executive Order adopted prior to June 1, 1953, 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, 1953 and ending with the payroll period immediately prior to that the first day of which is nearest to June 30, 1954, the contribution of each such member made pursuant to section 819-7.65 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, 1953 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



Executive Order No. 40 - 2 - MAYOR May 24, 1963

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.

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: REDUCTION OF CONTRIBUTIONS TO POLICE PENSION FUND

Robert F. Wagner
M a y o r

1. Pursuant to the provisions of Administrative Code section 218-3.1, 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 fall 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 such compensation of such member shall pursuant to the provisions of Article 1 of Title 3 of Chapter 18 of the Administrative Code, shall be reduced by 2-1/2 per cent of such pay, salary or compensation.

Executive Order No. 40 - 1 - May 24, 1953

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 reported contributions for such period under the provisions of this Executive Order.

Robert V. Wagner

Robert V. Wagner
Mayor

May 29, 1963



CITY OF NEW YORK



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

Executive Order No. 41

May 24, 1963

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 such compensation of each/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 N.Y.

May 28, 1953

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

I. Pursuant to the provisions of Administrative Code section 218-3.1, as added by L. 1952 c. 221, the Mayor 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, 1953 and ending with the payroll period immediately prior to that, the first day of which is nearest to June 30, 1954, the deductions from the pay, salary or compensation of each member made pursuant to the provisions of Article I of Title 2 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

Executive Order No. 41

- 2 -

May 24, 1963

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
M a y o r

May 24, 1963

- 1 -

Executive Order No. 41

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 I, 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 reduced 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



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

May 26, 1963

EXECUTIVE ORDER NO. 41

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 218-22.1, as added by L. 1963, c. 283, 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 of section 218-22.0 of the Administrative Code, exclusive of any increase thereof pursuant to subdivisions c and d of such section 218-22.0 or any reduction thereof pursuant to subdivision one of section 138-b of the Retirement and Social

May 29, 1963



CITY OF NEW YORK

Executive Order No. 42

- 2 -

May 24, 1963

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.

A handwritten signature in cursive script that reads "Robert F. Wagner".

Robert F. Wagner
M a y o r

May 24, 1963

Executive Order No. 43

Security law, shall be reduced by 2-1/2% per cent of the con-
tribution of each member.

1. Each reduction shall be subject to waiver and
withdrawal of waiver in the manner and in accordance with the
terms and conditions specified in section 818-22.1 of the

Administrative Code.

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 5, as soon as is practicable after the termination of
such period of time, shall refer to each member thereof

entitled to a reduced rate of contribution under the provi-
sions of paragraph one of this Executive Order, the amount by
which the contributions paid by such member to such Pension
Fund for each period of time exceeds the amount of his re-
duced contributions for such period when the provisions of

this Executive Order.



Robert F. Wagner
Mayor
N.Y.C.

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.

NEW YORK

1900

THE ALL CITY ASSOCIATION

ROBERT F. WALKER, PRESIDENT

MEMORANDUM FOR THE BOARD OF DIRECTORS

RE: THE PROPOSED CHANGES IN THE BY-LAWS

Reference is made to the resolution of the Board of Directors passed at its last meeting by which the Board was authorized to consider and report upon the proposed changes in the By-Laws of the Association. The Board has the honor to acknowledge the receipt of the report of the Committee on the subject of the proposed changes in the By-Laws of the Association, and to advise the Board of the results of its consideration of the same.

- (1) That the proposed changes in the By-Laws of the Association are in accordance with the wishes of the members of the Association, and that the same are necessary for the proper management of the Association.
- (2) That the proposed changes in the By-Laws of the Association are in accordance with the wishes of the members of the Association, and that the same are necessary for the proper management of the Association.
- (3) That the proposed changes in the By-Laws of the Association are in accordance with the wishes of the members of the Association, and that the same are necessary for the proper management of the Association.
- (4) That the proposed changes in the By-Laws of the Association are in accordance with the wishes of the members of the Association, and that the same are necessary for the proper management of the Association.
- (5) That the proposed changes in the By-Laws of the Association are in accordance with the wishes of the members of the Association, and that the same are necessary for the proper management of the Association.

May 29, 1963

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.

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- (1) which are stated in...
- (2) to which are...
- (3) to which are...
- (4) to which are...
- (5) to which are...

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May 29, 1963

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,

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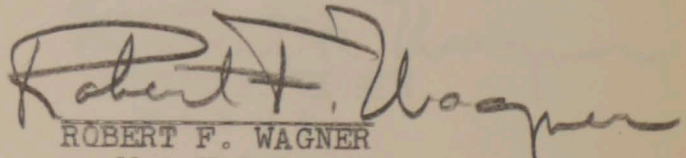
May 29, 1963

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 exclusions 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
exclusion 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
M A Y O R

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

May 29, 1963

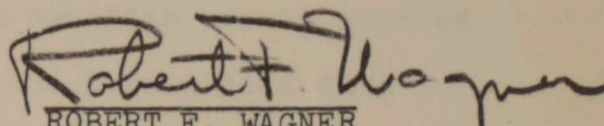
EXECUTIVE ORDER NO. 44

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 1, 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 1 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
MAYOR

May 29, 1963



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

EXECUTIVE ORDER NO. 45

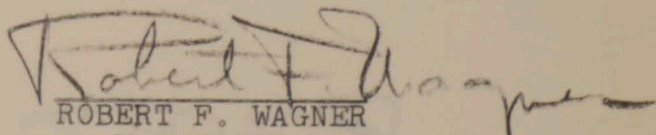
TO: APPELLATE DIVISION, FIRST DEPARTMENT AND FIRST JUDICIAL
DISTRICT RETIREMENT FUND

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 prescribed.


ROBERT F. WAGNER
MAYOR

NOV 27 1953



CITY OF NEW YORK
OFFICE OF THE CLERK
NEW YORK

EXECUTIVE ORDER NO. 10

TO: APPOINTMENT OF FIRST ASSISTANTS TO THE JUDICIAL
DEPARTMENT

FROM: ROBERT W. WAGNER, Mayor

SUBJECT: REVISIONS TO THE REGULATIONS GOVERNING THE
MEMBERS OF THE JUDICIAL DEPARTMENT AND
FIRST ASSISTANTS TO THE JUDICIAL DEPARTMENT
MADE BY THE BOARD OF JUDICIAL APPOINTMENTS
ON JULY 1, 1953

1. Pursuant to the provisions of article 7 of the
Judiciary Law, as amended by chapter 100 of the
Laws of 1952, the Board of Judicial Appointments
has the honor to advise that the regulations
governing the members of the Judicial Department
and first assistants to the Judicial Department
made and adopted by the Board of Judicial
Appointments on July 1, 1953, are hereby
approved.

2. The provisions of this executive order shall apply
to any obligation, contract or promise that has been
entered into or provided for shall be modified in accordance
with the provisions of this executive order.


ROBERT W. WAGNER
MAYOR



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

May 29, 1963

EXECUTIVE ORDER NO. 46

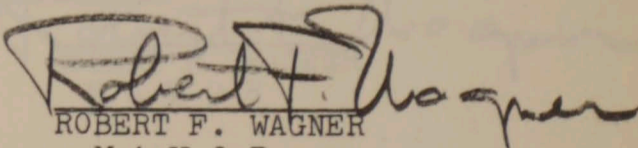
TO: THE COMMISSIONER OF SANITATION

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
M A Y O R



City of New York
Office of the
New York State

May 28, 1953

TO: THE COMMISSIONER OF LABOR

FROM: ROBERT F. WAGNER, JR.

SUBJECT: PENSION-FUND-ADMINISTRATION-
PAY-PLAN FOR MEMBERS OF THE HEALTH AND UNEMPLOYMENT
FUND OF THE DEPARTMENT OF LABOR
THE ONE-YEAR PERIOD BEGINNING JUNE 1, 1953

Pursuant to the provisions of Section 502 of the
Administrative Code, as added by Chapter 514 of the Laws of 1952, the
New York State Board of Labor Relations, the Labor Relations Board,
and the Commission of Labor Relations, in their capacity as
the Department of Labor, have determined that the provisions
of Section 502-5.0, sub-section 5.0.1, of the Administrative Code, shall be revised
to read as set forth in the attached draft of the one-year period
commencing with this date, which is hereby approved and
The provisions of the Administrative Code, which are hereby
approved, shall be effective on the date of the Labor Relations Board,
or provided for shall be amended in the Labor Relations Board,
as herein prescribed.

ROBERT F. WAGNER, JR.
COMMISSIONER OF LABOR



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

May 29, 1963

EXECUTIVE ORDER NO. 47

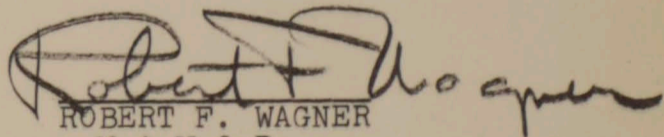
TO: THE BOARD OF ESTIMATE AND THE
COMMISSIONER OF HEALTH

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, §51-53.3,
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
MAYOR

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

May 29, 1963

EXECUTIVE ORDER NO. 117

TO: THE BOARD OF ESTIMATES AND THE
COMMISSIONER OF HEALTH

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS - PROVIDING FOR AN INCREASE IN
TAXES - 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, Section 23.3,

as added by L. 1962, c. 216, the Mayor hereby directs to provide that the

deduction from the pay, salary, or compensation of each member of the Health

Department Pension Fund made pursuant to Article 9 of Title 24 of Chapter

21 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 on July 1, 1963, and ending on June 30, 1964.

The provisions of this executive order shall not apply

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
MAYOR
NEW YORK

May 29, 1963

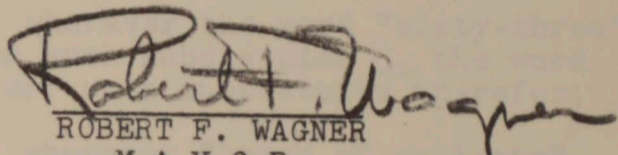


CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

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
M A Y O R

MAY 22, 1951



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

EXECUTIVE ORDER NO. 18

TO: THE NEW YORK CITY HOUSING AUTHORITY

FROM: ROBERT F. WAGNER, Mayor

SUBJECT: PROVISIONS PROVIDING FOR IMPROVEMENT-TAKE HOME-TAX YEAR FOR
MEMBERS, OFFICERS AND EMPLOYEES OF THE NEW YORK CITY
HOUSING AUTHORITY FOR THE 1950-1951 FISCAL YEAR

Pursuant to Section 87-30.1 of the Administrative Code, as
last amended by Law 1950, Ch. 28, I hereby approve the annexed reso-
lution of the New York City Housing Authority adopted by such
Authority on May 22, 1951.


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 RE-
DUCING 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 con-
ditions 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

RESOLUTION AUTHORITY FOR THE YEAR
1961 FISCAL YEAR UNDER THE
FAY BENNETT FOR HOUSING, ORDINANCE
AND EMPLOYERS OF THE CITY OF NEW
YORK CITY HOUSING AUTHORITY TO THE NEW
YORK CITY HOUSING AUTHORITY, SETTLEMENT BY

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

Section 1. (a) This resolution is adopted pursuant
to the provisions of paragraph 1 of section 2, as
enacted by Law of 1951, Ch. 215.

(b) For the purposes of this resolution,
the provisions of subdivision 1 of section 2 of the
Administrative Code shall apply, subject to the terms and con-
ditions specified in this resolution, to the same extent, to
the same extent and with the same force and effect as if

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

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

(3) wherever "board of estimate"
is referred to in such subdivision 1,
the word "board" were substituted
therefor;

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

Section 2. From and including the fiscal year
the first day of which is January 1, 1961 to and
including the fiscal year immediately prior to that the
first day of which is January 1, 1962, the benefits
provided by the governing provisions of paragraph 1 of
subdivision 1, and the provisions of subdivisions 2, 3 and 4

of Administrative Code section B3-3b.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.

of Administrative Code Section 87-10.1, 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 1. The provisions of this resolution shall not apply to any collection, assessment or payment that the benefits herein provided shall be contingent upon the retention of such benefits, as hereinafter provided.

Section 2. The Controller of the Authority is hereby authorized and directed to do and execute all acts necessary to carry out and implement this resolution.

Section 3. 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.

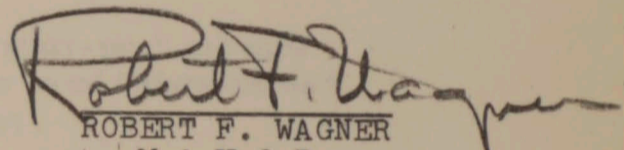
EXECUTIVE ORDER NO. 49

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
MAYOR

MAY 25, 1953



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

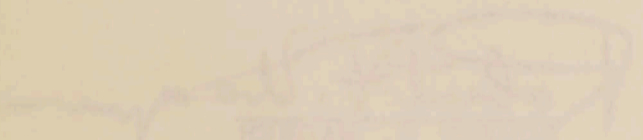
RESOLUTION NO. 103

TO: THE NEW YORK CITY TRANSIT AUTHORITY

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PERIODIC-ADJUSTING-FARE-INCREMENTATION-PROGRAM-PLAN
FOR CANTONMENT AND SUPPLIES OF THE NEW YORK CITY
TRANSIT AUTHORITY FOR THE 1953-1954 FISCAL YEAR

Resolved, that Section 21-221 of the Administrative Code, as
last amended by Law 1951, c. 418, I hereby approve the proposed
provision of the New York City Transit Authority, approved by such
Authority on May 20, 1953.


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 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

WHEREAS, Chapter 275 of the Laws of 1957 amended the Administrative Code in relation to the New York City Employees Retirement System so as to require the New York City Transit Authority with the approval of the Mayor in the City of New York to provide a pension-providing system for its officers and employees plan, during the term year 1958-1959, for its officers and employees who are members of said retirement system and

WHEREAS, the Authority has determined to extend benefits analogous to those authorized during the fiscal year 1957-1958 by L. of 1957, c. 275 to certain of its officers and employees.

RESOLUTION of the New York City Board of Estimate and

follows:

1. For the purpose of this resolution, the provisions of resolution of Article 32-32.1 of the Administrative Code shall apply, subject to the following conditions: (a) that in this resolution, the word "member" shall mean and with the same effect as the word "member" in the Administrative Code and

(b) wherever the word "any-time" appears in such resolution, the word "any-time" shall mean and with the same effect as the word "any-time" in the Administrative Code.

(c) wherever the word "any-time" appears in such resolution, the word "any-time" shall mean and with the same effect as the word "any-time" in the Administrative Code.

(d) wherever the word "any-time" appears in such resolution, the word "any-time" shall mean and with the same effect as the word "any-time" in the Administrative Code.

(e) wherever the word "any-time" appears in such resolution, the word "any-time" shall mean and with the same effect as the word "any-time" in the Administrative Code.

A. Effective during the period of time from and including the first day of the month of January, 1958, and including the first day of the month of January, 1959, and including the first day of the month of January, 1960, the first day of which is immediately preceding 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,

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(12) ...

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

The provisions of this resolution shall not apply to
any other person or persons that herein
mentioned shall be subject to the same
provisions as herein provided.

The resolution shall not be subject to approval by
the Mayor.

NEW YORK CITY TRANSIT AUTHORITY
BY

Paul J. Wilson
Acting Secretary
March 1951

May 29, 1963

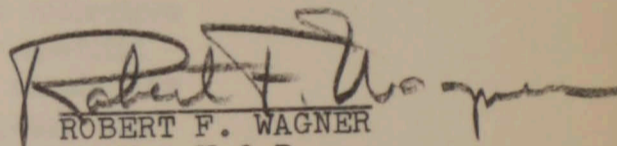


CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

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
MAYOR

May 29, 1953



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

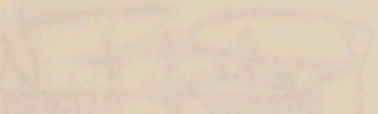
EXECUTIVE ORDER NO. 50

TO: THE TRIBOROUGH BRIDGE AND TUNNEL AUTHORITY

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PROVISIONS PROVIDING FOR INCREASED-TAXED HOME-OWNERS
PLAN FOR CHANGES TO EMPLOYERS OF THE
TRIBOROUGH BRIDGE AND TUNNEL AUTHORITY FOR
THE 1953-1954 FISCAL YEAR

Pursuant to Section 25-101 of the Administrative Code,
as last amended by Laws 1951, c. 215, I hereby approve the amended
resolution of the Triborough Bridge and Tunnel Authority adopted
by such Authority on May 29, 1953.


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. Mc Knight

Secretary

Thoroughly investigate and report to the Authority
in the fifteen days next following a hearing held
at the office of the Authority in effect unless the
conditions for investigation of such employee are
satisfied as prescribed in such paragraph (1); and
be it further

RESOLVED, That such charges be immediately referred to the
Members of the Authority in subject to the approval of the Mayor of
The City of New York or referred pursuant to said Section 24-28.1
of said Administrative Code.

I hereby certify that the foregoing
is a true and exact copy of a
Resolution adopted by the Board of
Bridge and Tunnel Authority at its
meeting held on May 13, 1963.

Secretary



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

June 1, 1963

EXECUTIVE ORDER NO. 51

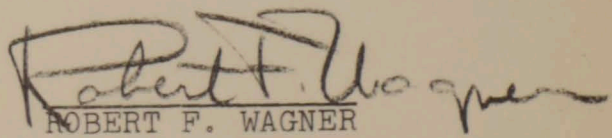
TO: THE TRIBOROUGH BRIDGE AND TUNNEL
AUTHORITY, NEW YORK PUBLIC LIBRARY,
BROOKLYN PUBLIC LIBRARY AND QUEENS
BOROUGH PUBLIC LIBRARY

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' Retirement 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
M A Y O R

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. Knight

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).

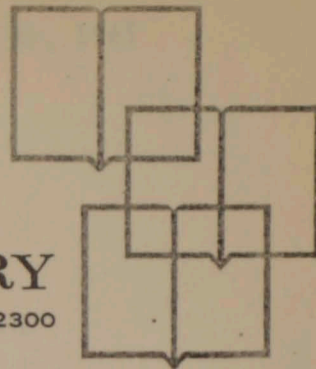
RESOLUTION

RESOLVED, That the Board of Trustees of the New York Public Library do hereby certify that the following is a list of the books which have been added to the collection of the library since the last meeting of the Board of Trustees, held on the 15th day of December, 1911.

RESOLVED, That the Board of Trustees of the New York Public Library do hereby certify that the following is a list of the books which have been added to the collection of the library since the last meeting of the Board of Trustees, held on the 15th day of December, 1911.

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

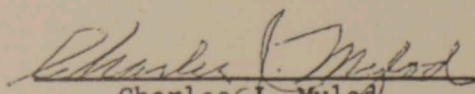
Gentlemen:

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

The Queens Borough Public Library

THIS IS TO CERTIFY that the foregoing is a true copy of the resolution approved by the Board of Trustees of the Queens 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 Engg
Irving Engg
Secretary, pro tem

THIS IS TO CERTIFY that the following is a true and correct copy of the minutes of the Board of Education for the month of May, 1963, as held at the regular meeting on May 11, 1963, at the Board Room, 100 North 1st Street, Chicago, Illinois.

[Signature]
Secretary, etc. etc.

The Board of Education met in regular session on May 11, 1963, at 8:00 A.M. in the Board Room, 100 North 1st Street, Chicago, Illinois. Present were the following members: [List of names]

The minutes of the meeting held on May 4, 1963, were read and approved. A report was received from the Superintendent of Schools, [Name], regarding the progress of the [Project/Program].

There was a discussion regarding the [Topic], and it was decided to [Action]. The Board then adjourned until the next meeting on May 18, 1963.

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

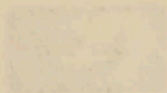
Cornelius B. Herrmann
President

ATTESTED TO BY:

Julius Franer
Secretary

The Queens Borough Public Library

100-10351-1000



100-10351-1000

100-10351-1000

100-10351-1000

EXHIBIT

100-10351-1000

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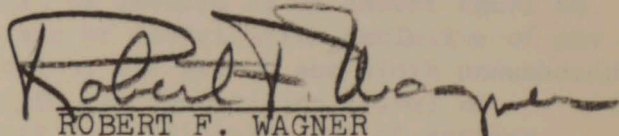
CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

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 RETIRE-
MENT 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
M A Y O R



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

June 4, 1963


EXECUTIVE ORDER NO. 52

TO: THE BOARD OF EDUCATION

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PROVISIONS PROVIDING FOR THE BOARD OF EDUCATION
TAKING HOME-PAY PLAN FOR MEMBERS
OF THE BOARD OF EDUCATION
FIRST YEAR FOR THE 1963-1964
FISCAL YEAR

Reference is made to Section 2825, Subsection 2 of the Education Law, as added by Law 1963, Ch. 217, which authorizes the Board of Education to provide for the payment of home-pay plans to its members. The Board of Education, acting on June 2, 1963, adopted a resolution authorizing the Board of Education to provide for the payment of home-pay plans to its members to the extent necessary to put into effect a pension-providing program for the fiscal year 1963-1964. This resolution is hereby authorized by Law 1963, Ch. 217.


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 (c) 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.

Mr. Charles C. ...

MR. BOARD OF EDUCATION

I present the following resolutions for your consideration:

RESOLUTION NO. 1. That the Board of Education be authorized to ...

RESOLUTION NO. 2. That the Board of Education be authorized to ...

RESOLUTION NO. 3. That the Board of Education be authorized to ...

RESOLUTION NO. 4. That the Board of Education be authorized to ...

RESOLUTION NO. 5. That the Board of Education be authorized to ...

RESOLUTION NO. 6. That the Board of Education be authorized to ...

RESOLUTION NO. 7. That the Board of Education be authorized to ...

RESOLUTION NO. 8. That the Board of Education be authorized to ...

RESOLUTION NO. 9. That the Board of Education be authorized to ...

RESOLUTION NO. 10. That the Board of Education be authorized to ...

RESOLUTION NO. 11. That the Board of Education be authorized to ...

RESOLUTION NO. 12. That the Board of Education be authorized to ...

RESOLUTION NO. 13. That the Board of Education be authorized to ...

RESOLUTION NO. 14. That the Board of Education be authorized to ...

RESOLUTION NO. 15. That the Board of Education be authorized to ...

RESOLUTION NO. 16. That the Board of Education be authorized to ...

RESOLUTION NO. 17. That the Board of Education be authorized to ...

June 5, 1963

b. With respect to each member not excluded under the terms of subdivision h or subdivision i of this section, contributions 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.

proposed to amend the constitution of the United States and to provide for the election of the President and Vice President by direct vote of the people.

The proposed amendments are as follows: 1. The President and Vice President shall be elected by direct vote of the people in the following manner: The electors in each State shall be chosen in the manner provided by the laws of that State, but the number of electors in any State shall not be less than the number of Senators from that State and not more than the number of Representatives to which that State is entitled.

2. The electors in each State shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot. The electors shall meet in their respective States on the first Monday after the second Wednesday in November, and shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot.

3. The electors shall meet in their respective States on the first Monday after the second Wednesday in November, and shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot. The electors shall meet in their respective States on the first Monday after the second Wednesday in November, and shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot.

4. The electors shall meet in their respective States on the first Monday after the second Wednesday in November, and shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot. The electors shall meet in their respective States on the first Monday after the second Wednesday in November, and shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot.

5. The electors shall meet in their respective States on the first Monday after the second Wednesday in November, and shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot. The electors shall meet in their respective States on the first Monday after the second Wednesday in November, and shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot.

6. The electors shall meet in their respective States on the first Monday after the second Wednesday in November, and shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot. The electors shall meet in their respective States on the first Monday after the second Wednesday in November, and shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot.

7. The electors shall meet in their respective States on the first Monday after the second Wednesday in November, and shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot. The electors shall meet in their respective States on the first Monday after the second Wednesday in November, and shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot.

8. The electors shall meet in their respective States on the first Monday after the second Wednesday in November, and shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot. The electors shall meet in their respective States on the first Monday after the second Wednesday in November, and shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot.

9. The electors shall meet in their respective States on the first Monday after the second Wednesday in November, and shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot. The electors shall meet in their respective States on the first Monday after the second Wednesday in November, and shall vote for President and Vice President by ballot, and the names of the electors shall be written on the ballot.

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 provided for 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

Section 1. The provisions of this act shall be in full force and effect from and after the date of the passage of this act.

Section 2. The provisions of this act shall be in full force and effect from and after the date of the passage of this act.

Section 3. The provisions of this act shall be in full force and effect from and after the date of the passage of this act.

CHAS. E. SMITH
Governor of New York

Section 4. This act shall be in full force and effect from and after the date of the passage of this act.

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

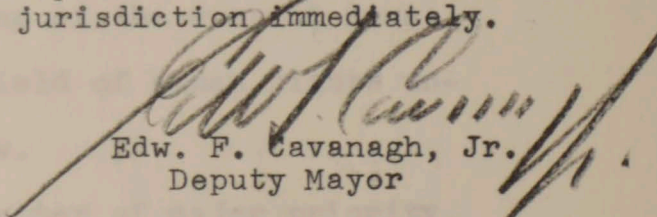
FROM: EDW. F. CAVANAGH, JR. DEPUTY MAYOR

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



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

HON. F. CAVANAH, JR.
DEPUTY MAYOR

June 3, 1963

EXECUTIVE ORDER NO. 55

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: HON. F. CAVANAH, JR., DEPUTY MAYOR

SUBJECT: PROGRAM OF REAL OR PERSONAL PROPERTY OF CITY EMPLOYEES

In an accompanying Memorandum, the Board of Ethics has requested an opinion in order to communicate to city employees concerning proposed purchase 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 shall be prohibited in whole or in part from the city treasury, as provided 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 respectively.

Hon. F. Cavanah, Jr.
Deputy Mayor

Secretary

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.

...of his commission...
...of his commission...



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

May 29, 1963

EXECUTIVE ORDER NO. 24

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 Mayor's 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 discrimination arising from past or present segregation, discrimination, prejudice and bigotry. For some agencies it is their primary problem and function. By my command, 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 for (1) Review, reassess and determine 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-

(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

...by its present and to the ... of his organization ...
The provisions of this regulation shall not apply to ...
of the ...

(2) Make recommendations for expansion, extensions and
interruptions of present programs. Present budgetary limits
must be observed, but suggestions involving the shifting of ex-
penditures within the agency and of passing expenditures to the
present budgetary limits will not be accepted (see 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 of priorities,
(4) Propose new feasible programs even though involving
new expenditures; such recommendations, however, must be accom-
panied 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 con-
sidered of an primarily oriented toward activities and work done
with and for the general public. Internal personnel policies
are referred to in instruction (5) below.

(6) With regard to internal personnel policies
during promotion and advancement -- each head of agency is re-
quested to submit a comprehensive memorandum of review and recom-
mendations of progress as far as equal opportunity for all
is concerned; observations with regard to further action and pro-
cess are invited.

(7) In the light of present 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

June 28, 1963

Executive Order # 55

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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

... to present and to see the... of his...
The provision of this... shall... by...
...

... with respect to compliance
... on the part of
... with city support or
...

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and housing opportunities -- which are not now generally known even
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these instructions be submitted to me no later than July 1. Each
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June 28, 1963

Executive Order # 55

To Heads of All City Departments & Agencies

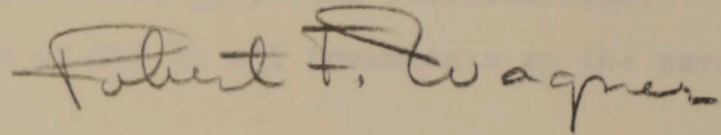
From Robert F. Wagner, Mayor

Subject: Special Pay Plan for the Career & Salary Plan
for the period from January 1, 1963 to December 31, 1963

Special Pay Plan for the Career & Salary Plan (Career Vehicle Operators)
for the period from January 1, 1963 to December 31, 1963

-4-

be submitted later than July 30, 1963.



M A Y O R

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

Robert F. Wagner
Mayor

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 period January 1, 1963 to December 31, 1964

- 1) Grant each incumbent 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

Special provisions

1) Grant a special bonus of \$50 to all employees on the payroll January 1, 1953.

2) Provide a grade adjustment to the recommended minimum of January 1, 1953, if necessary.

3) On July 1, 1953, provide a special bonus of \$500, which bonus is to be added to any increments due.

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

5) Grant an adjustment in the payroll February 1, 1953, as follows:

Special Pay Plan: For Career & Salary Plan which provides for the period January 1, 1951 to December 31, 1952.

Subject: Special Pay Plan of the Career & Salary Plan.

From Robert F. Wagner, Mayor.

The Board of all City Departments & Agencies.

Special provisions

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

2) An employee is to exceed the maximum of the new salary plan by application of the special pay plan.

3) All other general rules and regulations of the City of New York are to apply to these increments.

4) Those who are considered to be appointed as of January 1, 1953 are to receive the special bonus of \$50 on January 1, 1953 and the additional special bonus of \$500 on July 1, 1953. No employee shall receive this special bonus of \$500 and to receive a special bonus January 1, 1953.

Robert F. Wagner
Mayor

EXECUTIVE ORDERS NO. ~~48~~, 56

¹⁵ These orders dealt with internal matters in ^aspecific 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.

A handwritten signature in cursive script, appearing to read "Robert F. Wagner".

ROBERT F. WAGNER
MAYOR

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

June 28, 1953

EXECUTIVE ORDER NO. 58


TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, Mayor

SUBJECT: GRANTING OF INDEMNITY CREDIT FOR PROSECUTIONS EXPENDED PRIOR

TO JULY 31, 1953

The effective date for indemnity credit purposes for prosecutions made from Civil Service Class shall be July 31, 1953, providing such prosecutions are allocated prior to July 31, 1953.


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
MAYOR

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

June 22, 1963

EXECUTIVE ORDER NO. 27

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 (Ord. No. 252) for the 1962-1963 fiscal year is hereby continued for the 1963-1964 fiscal year, including the same rates 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 College of the City of New York, including prevailing rate employees of the Museum of Natural History, provided such agencies provide the necessary funds from their existing appropriations.

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, except 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.

OFFICE OF THE COMPTROLLER

INVESTIGATION

REPORT OF THE COMPTROLLER

ON THE

ADMINISTRATION OF THE

The purpose of this report is to provide a detailed account of the activities of the various departments and agencies of the City of New York during the fiscal year 1935-1936. It is intended to serve as a basis for the annual report of the City and to provide information to the public regarding the operations of the City government.

In accordance with Section 117 of the New York City Charter, the Comptroller is required to submit a report to the Board of Estimate and Apportionment and to the City Council regarding the financial condition of the City at the close of each fiscal year.

For the purpose of this report, the Comptroller has reviewed the accounts of all departments and agencies of the City and has prepared this report in accordance with the provisions of the Charter.

In accordance with Section 117 of the New York City Charter, the Comptroller is required to submit a report to the Board of Estimate and Apportionment and to the City Council regarding the financial condition of the City at the close of each fiscal year.

GENERAL INFORMATION

1. DEFINITIONS: The term "agency" as used in this report means any office, department, 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.

(a) All agencies, except those in the category of "non-departmental agencies," are required to submit to the Comptroller a statement of their financial condition at the close of each fiscal year. This statement shall be in the form prescribed by the Comptroller and shall include a statement of the assets and liabilities of the agency, a statement of the income and disbursements of the agency, and a statement of the net change in the assets and liabilities of the agency during the fiscal year.

(b) The statement of the financial condition of an agency shall be submitted to the Comptroller by the chief executive officer of the agency and shall be accompanied by such supporting documents as may be required by the Comptroller.

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

EXECUTIVE ORDER NO. 59

(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 which have 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 decreasing 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.

Notification increasing or decreasing a rate of compensation
not in accordance with provisions of salary plan concerning
annual adjustments or not in accordance with provisions for
increasing or decreasing salary grades, 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 the same range,
not to exceed an adjustment of one percent in a fiscal
year or an equivalent with at least one year of service in the
city.

Any notification creating any position in any schedule shall
be done only upon approval of the Mayor, except that the list
of a position may be changed with the approval of the Mayor,
and of the Board of Estimate to amend the same, provided
it is in the same or lower salary grade.

Any change in compensation by transferring over from
Personal Service Grade to Personal Service or vice versa shall
be done only upon approval of the Mayor.

Any notification changing any schedule as allowed by these
rules and conditions shall be on a schedule basis, and not
on a case basis.

1. SALARY ADJUSTMENTS AND INCREASES FOR POSITIONS COVERED BY
CAREER AND SALARY PLAN: Salary adjustments and increases are
to be provided in accordance with the provisions of a resolution adopted by
the Board of Estimate on July 22, 1981 (Vol. 50, 1981), as amended.

2. SALARY ADJUSTMENTS AND INCREASES 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 resolution adopted by the Board of Estimate regarding
Special Salary Plans.

ARTICLE 10 - SCHEDULES AND POSITIONS

a) The reporting structure of a position for the purposes
of certain positions for a specific number of days, a payroll
classification shall be indicated in the position as the reporting
and reporting structure. The reporting structure of such
positions are defined by the number of days, and the
classification of employees not working such number of days
shall be defined proportionately. It is not the purpose of
this provision to define compensation for positions due to
vacation, sick leave, holidays, weather or other applicable
cases.

b) No other laborer whose position is provided in this budget
at a prevailing rate and no pay plan shall be detailed
to work in excess of five days in any one week, or two weeks
and fifty days in any 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 provision
shall be suspended in any special provision relating
to any particular line of work 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 098-109-898-901 "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 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.

MAINTENANCE SERVICE

1. The Board of Health and Safety shall be responsible for the maintenance of all public buildings and structures owned by the City of New York. The Board shall also be responsible for the maintenance of all public buildings and structures owned by the City of New York in accordance with the provisions of Chapter 10 of the City of New York Code of Ordinances, as amended.

2. The Board shall be authorized to enter into contracts with private contractors for the maintenance of public buildings and structures. The Board shall also be authorized to employ and discharge employees for the maintenance of public buildings and structures.

3. The Board shall be authorized to purchase and lease equipment and materials for the maintenance of public buildings and structures. The Board shall also be authorized to sell and dispose of surplus equipment and materials.

10. PAYMENT OF OVERTIME FOR CITY EMPLOYEES: Payment of overtime for city employees shall be made in accordance with the provisions of the City of New York Code of Ordinances, as amended, and the provisions of the City of New York Civil Service Law, as amended.

11. LIMITATION ON CONTRACTS: No contract for the maintenance of public buildings and structures shall be entered into by the Board of Health and Safety for an amount exceeding the amount of the budget for the fiscal year in which the contract is entered into, unless the Board of Health and Safety has first obtained the approval of the Board of Estimate and Taxation.

12. SPECIFICATIONS: All contracts for the maintenance of public buildings and structures shall be subject to the specifications and standards established by the Board of Health and Safety. The Board shall also be authorized to amend the specifications and standards established by the Board of Health and Safety.

13. The Board shall be authorized to enter into contracts for the maintenance of public buildings and structures for a period of not more than one year, unless the Board has first obtained the approval of the Board of Estimate and Taxation.

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

EXECUTIVE ORDER NO. 59

- (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.

City of New York
Office of the Mayor
New York City

OFFICE ORDER NO. 29

(a) The contract chargeable to this budget shall, after an award is made, be cancelled and 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 remain to be held in an agency the right to void a contract for extension 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, 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, contracts thereunder 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 Section 22.

(b) All contracts, in accordance with Section 22 to be awarded without public bidding, shall be submitted to the Mayor and approved by the Board of Estimate. Contracts for professional services shall be submitted to the Mayor for his approval.

TERMINATION OF CONTRACTS

(a) Major modifications of a contract shall not be effected except in the manner and to the extent approved by the Mayor.

(b) No call provision, automatic withdrawal clause or other provision, except for call balance services, shall be contained in any contract approved by the Mayor.

(c) All contracts for the rental of equipment and auxiliary facilities shall be contained in the equipment provided for under the contract in force when the subject matter of the contract is provided 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 EXPENDITURES: Requests for permission to draw upon the Comptroller and the City Treasurer by requisition for such amounts as may be required to defray the cost of minor and incidental expenditures chargeable to appropriations included in the Budget for this fiscal year, may be made upon the Comptroller 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

- (d 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.

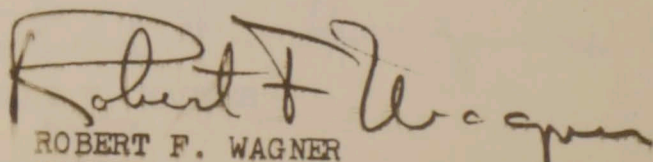
- (b) Other funds for the foregoing purpose have been provided from existing appropriations, and reimbursement of these amounts will be submitted to the Board of Estimate and the City Council as soon as the actual needs are determined.

- (a) 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.

- (d) 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
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
MAYOR

June 22, 1955

CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK CITY

EXECUTIVE ORDER NO. 60

TO: OFFICES OF THE BOROUGH PRESIDENTS, COMPTROLLER, CITY COUNCIL,
BOARD OF EDUCATION, BOARD OF ALTERNATE DISPUTE RESOLUTION, NEW YORK CITY
COMMUNITY COLLEGE OF APPLIED ARTS AND SCIENCES, BOARD OF
ELECTIONS, OFFICE OF THE DISTRICT ATTORNEY, OFFICE OF
PROVISION, DEPARTMENTS OF HEALTH, HOSPITALS AND CONSTRUCTION
AND COURTS.

FROM: ROBERT F. WAGNER, MAYOR

Effective July 1, 1955, I am allowing you to exercise the powers
of Section 125 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 125 of the New York City
Charter the schedules of expenditures are contained in the Mayor's
Message, and as amended by the Board of Estimate are hereby approved,
effective July 1, 1955.

In accordance with Section 125 (2) of the New York City Charter
the itemized information in the aforementioned schedules of the
Mayor's Message have included expenditures for the year 1955. Expenditures
of the Board of Estimate appearing in the schedules and which are
effective July 1, 1955.

The Director of the Budget has been designated custodian of the
Mayor's Budget. Accordingly, for the purpose of this order, all expenditures and
commitments in units of expenditures shall be transferred 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 uniform standards and procedures of
work load data, and necessary utilization, you are to submit your own
reports to the Director of the Budget, on the forms provided, and at the
intervals required.

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

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

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
MAYOR



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

June 28, 1965

EXECUTIVE ORDER NO. 61

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, Mayor

SUBJECT: SPECIAL SCHEDULES, CAPITAL BUDGET PROJECTS

Capital appropriations in the Capital Budget for 1965 contain amounts for engineering and other services as part of the project cost. Schedules of these amounts, as hereby approved, effective July 1, 1965.

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
M A Y O R

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
M A Y O R



CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
NEW YORK

June 21, 1943

EXECUTIVE ORDER NO. 22
TO: NEW YORK HISTORICAL SOCIETY
FROM: ROBERT F. WALKER
COMPTROLLER

SUBJECT: EXCLUSION OF CERTAIN EMPLOYEES FROM HISTORICAL SOCIETY
RETIREMENT SYSTEM

The Board of the Historical Society, New York, has advised that it has approved the proposed plan for the retirement of its employees. The Board has also advised that it has approved the proposed plan for the retirement of its employees. The Board has also advised that it has approved the proposed plan for the retirement of its employees.

The New York Historical Society was one of the institutions approved for membership in the System as of July 1, 1943. The New York Historical Society has requested that 20 employees in professional and clerical positions be excluded from membership in the System. The Board has approved this request because they are presently members of the System and the cost of their retirement plan is borne entirely by the Historical Society.

The Board has also advised that it has approved the proposed plan for the retirement of its employees. The Board has also advised that it has approved the proposed plan for the retirement of its employees. The Board has also advised that it has approved the proposed plan for the retirement of its employees.

Witness my hand and the seal of the City of New York, this 21st day of June, 1943.

ROBERT F. WALKER
COMPTROLLER



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

CITY OF NEW YORK
OFFICE OF THE MAYOR

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

June 28, 1966

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 earnings, 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 estimate and coordinate resources 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, coordinate and direct existing City agency programs in response to the needs and economic development of the City; (b) estimate and coordinate the resources of the City and State to carry out such programs; (c) give fundamental emphasis to all such programs to the achievement of equal employment and equal opportunity for members of minority and disadvantaged groups; (d) estimate and coordinate the resources of the City's economy, including the government, private, and non-profit sectors, to carry out such other social projects and projects as the Mayor may, from time to time, require.
3. The Council shall be composed of the Council shall be (a) to prepare and submit to the Mayor recommendations for



CITY OF NEW YORK
OFFICE OF THE MAYOR

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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.

The establishment of such a council for the advancement of the above purposes, and specifically in relation to vocational training, expanded and equal job opportunities and economic development, will ensure the Mayor's Administration to coordinate and direct its programs and policies which will help achieve the above purposes. The Mayor is recommending the City Government, in cooperation with Federal and State agencies concerned with these activities, and to help coordinate such activities.

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 functions and programs described in this Order. Members of this Committee will meet with the Council and participate in the deliberations which are being held by the 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 shall include the head or duly designated representatives 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 Affairs.
- (c) The Youth Board.



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

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- (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 CLERK

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

7. Subject to the approval of the Mayor, the Council is authorized to organize and appoint a committee to assist in the selection of the plan not 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
M A Y O R

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
M A Y O R

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

June 24, 1953

EXECUTIVE ORDER NO. 64

FOR HILBERT CENTER FOR OPTIMISM AND YOUTH HOUSES, INC.

FROM: ROBERT F. WAGNER
MAYOR

SUBJECT: ADMISSION OF INSTITUTIONS TO OPTIMISM
RETIREMENT SYSTEM

Section 1, Subdivision (b) of the Optimal Institution Retirement System By-Laws provides that, with the approval of the Mayor and the Council, any voluntary institution as defined in the By-Laws receiving financial support from the City of New York may participate in the System.

Hilbert Center for Optimism and Youth Houses, Inc. have applied for membership in the System effective July 1, 1953 and the Council approved their application for entry at the meeting held on June 18, 1953.

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

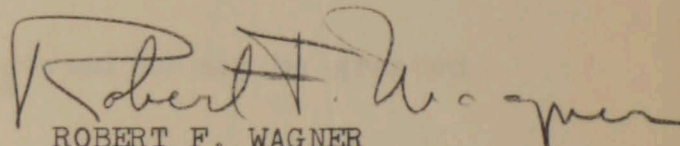
SUBJECT: ADMISSION OF INSTITUTION TO CULTURAL INSTITUTIONS
RETIREMENT SYSTEM

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
MAYOR



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

June 28, 1963

EXECUTIVE ORDER NO. 62

TO: QUEENS BOTANICAL GARDEN SOCIETY, INC.

FROM: ROBERT F. WAGNER, MAYOR

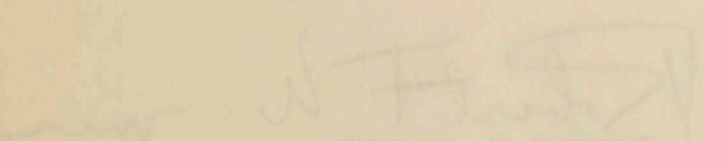
SUBJECT: ADMISSION OF INSTITUTION TO CULTURAL INSTITUTIONS
RETIREMENT SYSTEM

Gentlemen:

On February 22, 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 (b) 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
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."

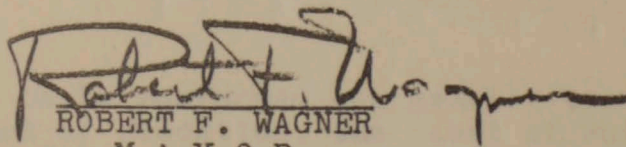
III To clarify the provisions of paragraph two (a) of Executive Order 59 the following addition is approved to be inserted on line 3, after Sanitation services; "or experts, consultants etc."

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
MAYOR

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

JULY 2, 1931

TO: CHIEFS OF ALL BUREAUS AND AGENCIES

FROM: ROBERT T. MCGRAW, COMPTROLLER

SUBJECT: CHANGES AND CORRECTIONS IN EXECUTIVE ORDERS NO. 45

I In order to provide uniformity in the application of rules and regulations of employees under the Civil Service Law, the following changes in Executive Order No. 45 are approved:

Change the date of the Civil Service Law to read "Chapter 27, Laws of 1927."

II To correct a typographical error in the 10th paragraph of Article 1 (a) of Executive Order No. 45, the following change is approved:

Change "month" to "quarter" in the 10th paragraph.

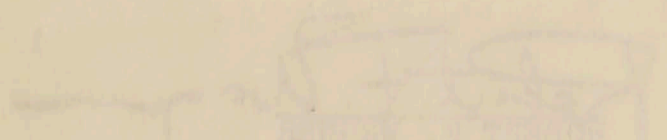
III To clarify the provisions of Executive Order No. 45, the following changes are approved, to be inserted in Article 1 after the following articles, as amended, respectively:

IV To clarify the provisions of Executive Order No. 45, the following changes are approved, to be inserted in Article 2 after the following articles, as amended, respectively:

"In a former employee is defined to mean an employee of the City of New York who has been discharged from service."

V To clarify the provisions of Executive Order No. 45, the following changes are approved, to be inserted in Article 3 after the following articles, as amended, respectively:

"Reinstatement of former employees shall be made by an agency head at the rate previously established by the employee."


ROBERT T. MCGRAW
COMPTROLLER



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.

July 2, 1953

EXECUTIVE ORDER NO. 67

TO: OFFICE OF THE BOARD OF ESTIMATES AND ACCOUNTS, CITY BOARD OF ESTIMATES AND ACCOUNTS, NEW YORK CITY COMMUNITY COLLEGE BOARD OF ESTIMATES AND ACCOUNTS, BOARD OF EDUCATION, OFFICE OF THE DISTRICT ATTORNEY, OFFICE OF THE COMMISSIONER OF HEALTH, HOSPITALS AND COMMISSION AND BOARD.

FROM: Robert F. Wagner, Mayor

Subject: Amendment to Executive Order No. 50

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 50:

SPECIFICATIONS:

- a) All contracts and open market orders for supplies, materials, and equipment, hereinafter referred to as "contracts," shall be based upon specifications which have been approved by the Board of Estimates and Accounts in accordance with the New York City Charter, or in the absence of such standards or specifications, the specifications for the purchase of supplies, materials, or equipment required, contracts and open market orders shall be based upon specifications which are detailed 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 Estimates adopted June 30, 1949 (S.S. 318-1).
 - b) The head of the agency executing the contract shall, at the time the contract is transmitted to the Comptroller for certification, 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 order 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 modification or such modification is approved by resolution of the Board of Estimates. 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 Estimates, the cost of which is estimated to be in excess of \$5,000, nor any contract or proposal shall be advertised until such contract and modification or proposal shall have been submitted to and approved by the Mayor, or in the absence of such contract and specifications or proposal, and approved by the Mayor, in excess of \$50,000 shall be submitted to and approved by the Mayor. When specifications have been approved by the Mayor, and when the estimated cost is not in excess of \$5,000, the Mayor is not authorized to advertise such contract or proposal until such contract and specifications or proposal have been approved by the Mayor, and when the estimated cost is not in excess of \$5,000, the Mayor is not authorized to advertise such contract or proposal until such contract and specifications or proposal have been approved by the Mayor, and when the estimated cost is not in excess of \$5,000, the Mayor is not authorized to advertise such contract or proposal until such contract and specifications or proposal have been approved by the Mayor.



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

-2-

EXECUTIVE ORDER NO. 67 (Cont'd)

- IIA (i) 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.
- III 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
 M A Y O R

AREA

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

EXECUTIVE ORDER NO. 67 (1907)

All contracts, in accordance with section 22-a to be awarded without public bidding, must be approved by the Board of Estimate, Comptroller for Professional Services must be submitted to the Mayor for his approval.

To provide a standard method of appointment of professional consultants, and to simplify the recording system, the following changes are ordered:

On line 3 of paragraph four eliminate the word "and".

On line 5 of paragraph four eliminate the word "and" and substitute "personal services".

[Handwritten signature]
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

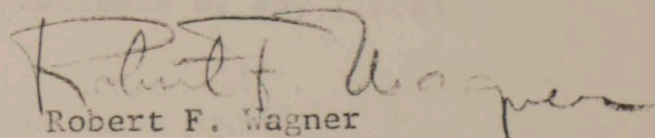
EXECUTIVE ORDER NO. 68

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
M a y o r

CITY OF NEW YORK

CITY OF NEW YORK
OFFICE OF THE MAYOR
New York City

August 12, 1963

EXECUTIVE ORDER NO. 68

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES


FROM: ROBERT F. WALKER, Mayor

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

The procedure for processing requests for space requirements of the various departments and agencies was previously outlined in Executive Order No. 12 dated November 13, 1962 as 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 soon as the Board of Estimate. In the case of requests initiated by the Board of Education, the need for the amount 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 improve procedures necessary to meet the new city charter requirements for available capital as well as expense budgets.


Robert F. Walker
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

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

September 9, 1953

EXECUTIVE ORDER 453

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

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

SUBJECT: 1953 LEGISLATIVE PROGRAM

The 1953 legislative program is now being formulated. All departments 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 to send to the Legislature portions of this program.

Included in the preparation of specific bills to implement such a program requires conferences, analysis and study before a bill is finally introduced. It is most important that you start planning your program immediately. This is especially true in the legislative process of State laws.

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

The proposed bill will be accepted for presentation to the Legislature as a separate bill. In order to facilitate the purpose of the bill and the reason for its passage, the amendments should also contain a complete statement of the 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
M a y o r

CITY OF NEW YORK

September 2, 1933

EXECUTIVE ORDER NO. 10

That the Board of Health be authorized to investigate and report to the Board of Health the results of its investigation of the health conditions in the City of New York, and to make such recommendations as it may deem proper for the improvement of the health of the City of New York.

That the Board of Health be authorized to employ such personnel as it may deem necessary for the purpose of carrying out the provisions of this Executive Order.

That the Board of Health be authorized to make such expenditures as it may deem necessary for the purpose of carrying out the provisions of this Executive Order.

Frank J. Murphy
 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
M a y o r

CITY OF NEW YORK



OFFICE OF THE
COMMISSIONER OF
THE CITY OF NEW YORK

September 2, 1901

EXECUTIVE ORDER NO. 10

TO: THE COMMISSIONER OF THE CITY OF NEW YORK

FROM: ROBERT W. WALKER, Mayor

SUBJECT: ATTORNEYS AT LAW - FEE SCHEDULE

The City Department of Public Works has
recommended to the Board of Estimate and
Appeals a schedule of fees for attorneys
called by a legislative committee of the City
prior to the passage of a law, and that the
Commissioner of the City of New York
be authorized to issue the following order.
There will be no objection to this order.

Robert W. Walker

ROBERT W. WALKER
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
M a y o r



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
MAYOR



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 COMPTROLLER
NEW YORK, N.Y.

RESOLUTION NO. 12

TO: BOARD OF ALL APPOINTED OFFICERS AND AGENTS

FROM: ROBERT F. WAGNER, Mayor

SUBJECT: MOTOR VEHICLE OPERATORS - PAYMENTS TO WELFARE FUND

By virtue of the power vested in me by the New York City Charter, and pursuant to the resolution adopted by the Board of Estimate on December 30, 1952 (Cal. No. 454), and in accordance with the terms of an agreement entered into on September 10, 1952 between the City of New York and District Council, No. 17, A.F. of M. E., AFL-CIO, I have adopted the plan of the terms of Paragraph 4 of the aforementioned Board of Estimate resolution as hereby ordered.

(1) Payments to the District Council 17 Welfare Fund are hereby authorized on the pro-rata basis not to exceed \$25 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 APPOINTED CITY DEPARTMENT AND AGENCIES, EXCEPT

THE NEW YORK CITY TRIBUTARY AUTHORITY AND 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, 1953 to June 30, 1953; July 1, 1953 to October 31, 1953; and every four weeks thereafter until December 31, 1953. Charges for this purpose are to be made to the respective budget. Code 055-211-01, Supplemental Employee Welfare Benefits.

(3) NEW YORK CITY TRIBUTARY AUTHORITY, THE NEW YORK CITY TRIBUTARY AUTHORITY TO UNDERWRITE

Payments in accordance with paragraph (1) of this order are to be submitted to the Office of the Comptroller for audit and payment. Vouchers are to cover the periods January 1, 1953 to June 30, 1953; July 1, 1953 to October 31, 1953; and every four weeks thereafter until December 31, 1953. Charges for this purpose are to be financed by the respective Authority.

(4) THE BOARD OF EDUCATION

AS JANUARY 1, 1953 TO JUNE 30, 1953

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 1953-1954 Budget. Code 055-211-01, Supplemental Employee Welfare Benefits.



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

-2-

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.

A handwritten signature in cursive script that reads "Robert F. Wagner".

ROBERT F. WAGNER
MAYOR



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 2 NY

REPORT OF THE BOARD OF EDUCATION

REPORT OF THE BOARD OF EDUCATION FOR THE YEAR 1957-1958. This report is submitted to the Office of the Mayor for review and transmission to the Mayor. The report covers the period July 1, 1957 to October 31, 1958, and every four weeks thereafter until December 31, 1958. Charges for this purpose are to be financed within the Board of Education's appropriation 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,

A handwritten signature in cursive script that reads "Robert F. Wagner".

ROBERT F. WAGNER
MAYOR



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

RESOLUTIVE ORDER NO. 13

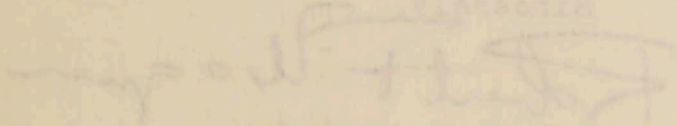
TO: Offices of the Borough Presidents
Comptroller, City Council, Board of
Higher Education, New York City
Community College of Applied Arts
and Sciences, Board of Elections
Office of the District Attorney
Office of Probation, Department of
Health, Hospitals, Correction and
the Courts

FROM: Robert F. Wagner, Mayor

SUBJECT: Amendment to Executive Order No. 50

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.

Respectfully,

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
MAYOR



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

EXECUTIVE ORDER NO. 1

TO: Assistant Director of Health, New York Zoological
Garden and Brooklyn Botanic Garden

FROM: Robert T. Wagner, Mayor

SUBJECT: Extension of Salary Adjustment Plan to certain positions in
the Zoological Gardens

The salary adjustment plan adopted by the Board of Estimate and
Appeals in Executive Order No. 10, dated June 21, 1955, and amended by
Executive Order No. 11, dated July 1, 1955, is hereby extended to certain
positions in the Zoological Gardens which were not included in the
original plan. The extension of the plan to these positions is
authorized by the Board of Estimate and Appeals in Executive Order
No. 12, dated July 1, 1955. The extension of the plan to these
positions is hereby ordered. The extension of the plan to these
positions shall be effective as of the date of the original plan, and
shall be subject to the same conditions and provisions as the original
plan. The extension of the plan to these positions shall provide the necessary
funds for this purpose from existing appropriations.

Robert T. Wagner
ROBERT T. 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 system, known as Centrex, provided the City with its own Central Office. Each office telephone extension became 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 and 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 Walter J. Detmar, Jr., Director of Operating Services, Department of Public Works, Room 1458, Municipal Building, New York, N.Y. 10007.

Robert F. Wagner
M A Y O R



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 1905

November 1, 1905

EXHIBIT NO. 12

TO: HEADS OF DEPARTMENTS AND AGENCIES CONCERNED WITH THIS ORDER

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: DIRECT INWARD DIALING TELEPHONE SYSTEM - PART II

In June 1905, some thirty City Departments were given a unified direct dialing system that allowed them to call other departments in the City. This was accomplished by the City Telephone Company, which was then known as the City Telephone Company. The system was installed in the City Telephone Company's office and was used by the City Telephone Company to call other departments in the City. The system was installed in the City Telephone Company's office and was used by the City Telephone Company to call other departments in the City.

With the new system, the public is able to call City departments directly and directly. It is called telephone dialing. It is a very simple system and is very easy to use. It is a very simple system and is very easy to use. It is a very simple system and is very easy to use.

A telephone dialing system was installed in the City Telephone Company's office and was used by the City Telephone Company to call other departments in the City. The system was installed in the City Telephone Company's office and was used by the City Telephone Company to call other departments in the City.

The second phase of the work of installing the direct dialing system in the City Telephone Company's office was completed in a progressive manner. The work was completed in a progressive manner and was completed in a progressive manner.

A representative of the Telephone Company and the Department of Public Works will be visiting your department in the very near future to discuss the present telephone system and ask various questions of each department. The main purpose of such a visit is to learn the needs of each department and to make the necessary arrangements for the installation of the direct dialing system.

You are so advised, by November 1, 1905, the name of a qualified person who will coordinate the changes in the City Telephone Company's office and will coordinate the changes in the City Telephone Company's office and will coordinate the changes in the City Telephone Company's office.

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. 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.



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



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

December 22, 1963

EXHIBITIVE ORDER NO. 28
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, various bills will be introduced. It is the responsibility of the City's legislative representatives to review pending bills or appropriate city departments and agencies for written reports of analysis and recommendations.

In order that the Administration may be in a position to oppose any proposed laws which would be detrimental to the City or to support the passage of beneficial legislation, certain 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 in the prescribed City form. Form NYC 25 will be used for recommending a favorable recommendation. Form NYC 26 will be used for recommending a disapproval. The detailed instructions on these forms will be sent 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 526, Ten-Story Hotel, Albany, N.Y. These forms may be registered from the Administration 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:

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

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.



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

2. If you receive a report for a violation of the law which is identical to a violation reported on a previous report, you may file a new report if the violation is a new one. If the violation is a repeat violation, you may file a new report only if the violation is a new one. The violation must be a new one, and you must have a good reason for filing a new report.

3. The time for filing a report is from the time the violation is committed until the time the report is filed. The time for filing a report is from the time the violation is committed until the time the report is filed.

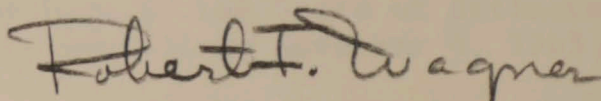
PERIOD OF TIME AFTER VIOLATION	STATUS OF VIOLATION
1 day	In violation
2 days	Advancing in violation
3 days	Violation of the law
4 days	Violations of the law

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
M a y o r



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



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



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

December 15, 1953

EXECUTIVE ORDER NO. 27

TO: HEADS OF DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, Mayor

SUBJECT: URBAN RENEWAL PROGRAMS (TITLE I)
TENANT RELOCATION AND PROPERTY MANAGEMENT FOR

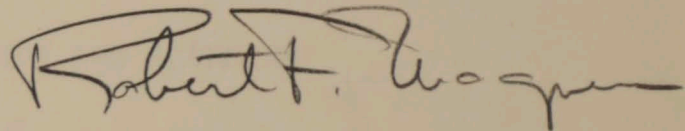
Intensive discussions and consultations have been held with the Federal Housing and Home Finance Agency and the State Division of Housing and Community Renewal concerning the method of allocation of costs for relocation, tenant and property management in Urban Renewal projects. This matter was also reviewed with the members of the Board of Estimates and the leadership of the City Council on November 4, 1953 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 tenant relocation, tenant 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 Housing and Community Renewal. The Housing and Community Renewal 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 housing relocation allowances and funds) and demolition will be shared by the Federal Government and the City of New York. This will include the costs of

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
M A Y O R



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

proposed development project, to be located in the
City of New York, and to be carried out by the

The City of New York is hereby authorized to
in order to carry out the project, and to
other persons who are interested in the project.

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.

A handwritten signature in cursive script that reads 'Robert F. Wagner'.

ROBERT F. WAGNER
MAYOR



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



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

December 12, 1943

EXECUTIVE ORDER NO. 12

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT T. WAGNER, Mayor

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

The Municipal Reference Library has had difficulty in securing from the departments and agencies consultant reports and studies conducted for the City. Because the Library is the official depository for all City documents it is imperative that such reports be turned 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. Consultant studies, after a period of time, are not always available for consultation. The library copy remains in the permanent file and will be available for study or reference.

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

This order shall not apply to classified consultant reports which are not released publicly or classified confidentially.

Robert T. Wagner
ROBERT T. WAGNER
MAYOR



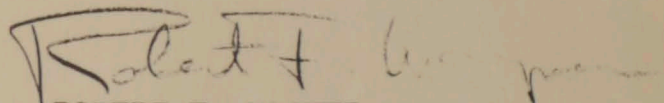
CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N.Y.

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



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



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

December 26, 1957

Executive Order No. 79

TO: BOARD OF APPOINTMENT, CIVIL SERVICE COMMISSION

FROM: ROBERT F. WAGNER, Mayor

SUBJECT: CHANGE IN "MILWAUKEE" GROUP, FIVE YEAR

In the first paragraph entitled "Composition of Board" the following sentence is to be amended "any variation of composition 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 Personnel may make substitutions in these positions, except that variations in the positions to provide for essential office functions, such as clerical typewriter, stenographer, interpreter, and other similar positions, shall be considered in the light of the Department of Personnel and such substitutions shall be subject to the approval of the Mayor."

[Handwritten signature and initials]

