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EXECUTIVE ORDERS OF THE MAYOR 1946-1950

| CIPTEON | | |
|--|----------|--------------------|
| SUBJECT | NUMBER | DATE |
| Analysis, Division of, Budget Director's Office | 34 | 12/29/47 |
| Analysis, Division of, Municipal Management Program | 46 | 9/23/49 |
| Annual reports, printing restrictions rescinded | 7 | 5/7/46 |
| Appropriations cut | 2 | 3/21/42 |
| Athletic activities | 19 22 | 4/15/47 5/15/47 |
| Blood donors | 51 | 8/2/50 |
| Borough consolidation, anniversary | 39 | 6/3/48 |
| Budget Director, Division of Analysis | 34 | 12/29/47 |
| Budget reductions | 2 | 3/21/42 |
| Bulletin boards, number of | 20 | 5/1/47 |
| Career and Salary Plan | 52 | 8/1/50 |
| City jobs, welfare recipients | 25 | 7/12/47 |
| Collier's article on New York | 50 | 6/13/50 |
| Correspondence with other gov't agencies thru Mayor's Office | 1 | 1/7/46 |
| Disaster or Emergency Plan, city departments | 42 | 12/3/48 |
| Economy and Efficiency Suggestion Contest | 29 | 9/4/47 |
| Efficiency study | 49 | 1/10/50 |
| Fiftieth anniversary of Greater City of New York Committee established | 21 | 5/13/47 |
| Foster home program | 44 | 2/2/49 |
| Fuel oil, shortage of | 5 32 | 2/7/46 12/17/47 |

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| SUBJECT | NUMBER | DATE |
| Golden anniversary, borough consolidation | 39 | 6/3/48 |
| Greater New York, Fiftieth anniversary | 21 | 5/31/47 |
| Holiday Magazine, story on New York | 23 | 5/20/47 |
| Iron and steek scrap shortage | 11 | 9/19/46 |
| Leaves of absence | 10 12 15 26 27 28 31 33 40 43 53 | 8/26/46 9/16/46 12/12/46 8/11/47 8/18/47 8/19/47 12/11/47 12/29/47 8/17/48 12/9/48 8/4/50 |
| Legislation (State), requests by city agencies | 9 14 30 41 47 54 | 7/9/46 12/3/46 10/16/47 10/11/48 11/23/49 9/2/50 |
| Liaison between Mayor's executive sta and other city departments | ff 3 | 1/21/46 |
| Licenses, FM radio wave-length | 8A | 7/1/46 |
| Management Survey Committee, Career and Salary Plan | 52 | 8/1/50 |
| Mayor's Emergency Fuel Comm. | 32 | 12/17/47 |
| Mayor's Municipal Archives Committee, reactivated | 36 | 1/23/48 |
| N.Y. Daily News, FM radio licenses | 8A | 7/1/46 |
| Municipal Management Program, Division of Analysis Training | 46 | 9/23/49 |
| Off-street parking, city property | 17 | 2/17/47 Amended 2/19/47 |
| O.P.A., rally to save | 8 | 5/29/46 5/7/46 |
| Organizational Charts, departmental request | 2 | 7/10/46 |
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PAGE 3

| SUBJECT | NUMBER | DATE |
|---|------------|-----------------|
| Per/diem employees, paid holidays | 12 | 10/5/46 |
| Publicity - Collier's magazine articl Holiday magazine story | e 50 23 | 6/13/50 5/20/47 |
| Public improvements | 38 | 3/10/48 |
| Public Works Dept, study of useable space | 37 | 1/26/48 |
| Public relations & administration policy | 16 | 12/31/46 |
| Registration Week Proclamation | 55 | 10/4/50 |
| Reserves, Armed Forces, information to city employees | 45 | 5/12/49 |
| Residence, city jobs | 4 | 1/21/46 |
| Salary increase requests | 13 | 10/17/46 |
| Sites for public improvement procedur | re 38 | 3/10/48 |
| Snow duty, chauffeurs | 35 | 12/30/47 |
| Suggestion contest | 29 | 9/4/47 |
| Telephone procedure, city employees | 24 | 5/29/47 |
| Vaccinations urged | 18 | 4/14/47 |
| Voting - registration week | 55 | 10/4/50 |
| Welfare recipients, city jobs | 25 | 7/12/47 |

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

January 7, 1946

(#1)

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

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

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

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

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

WILLIAM O'DWYER

MAYOR

BART ALL TERMINAL BETTHERA GIA STREETS ACRE ETGRAN LIA TO EGAIN : OT DU INASON Correspondence with officials of Grate, States or Federal Government agency, or with any official of a foreign country, should be done through the layer's Flence submit any such communications to this office in complete form, with two caston copies the original actionizes one carbon copy will be see. wends ont has addition trought out to make out the next of returned to the Department subsitiing the letter with this proceedure be followed. All tomests to the proper competition asteers pending between this City and the Itims of Federal Covernostits then be inthe unital STATE OF STREET SOTAN

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January 25, 1946

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JUL 3 - 1946

MUNICIPAL BUILDING

Re: Hemorandum #2 - 1/10/46 (attached) CITY

Under date of January 10, 1946, the Mayor transmitted to all leas of departments Memorandum #2 requesting the preparation of an organization chart for each department along the lines indicated in the memorandum. This organization chart should have ben received at the office of the Mayor not later than January 18th.

HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

It has now come to my attention that some of the departments claim that the memorandum was not received by them. I am therefore enclosing another copy of Memorandum #2. The Mayor would appreciate it if all organization charts were in his hands not later than Friday, February 1, 1946. Please have the charts directed to my attention.

> PAUL L. ROSS Administrative Secretary to the Mayor

the same of the second but made and the fact of the second THE PERSON NAMED IN STREET, THE PARTY OF THE the original acting the corporation depression and wenter out the total of the Mayor's Office, and the other returned to the Department substitute the letter, with this procedure be followed. The persents to the process concerning matters pending between this time and the

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MUNICIPAL BUILDING NEW YORK CITY

January 10, 1946

LEMORANDUM NO. 2

TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

In order that I and my Executive Staff may have available for study, use and ready reference a summary of the functions and activities of each department, I should like you to have prepared and furnished to me within a week - one dozen photostat or duplicated copies of an organization chart of your department reflecting the following:

(1) a summary of the department's powers under the charter or statute creating the agency, (2) the separate divisions or bureaus by functions, with the name, title and salary of the bureau head, (3) the functions and responsibilities of each bureau, (4) the personnel (by total) assigned to each function, and (5) the budgetary total for each bureau, division or function as authorized in the 1945-46 Executive Budget. Where employees are shifted from one bureau to another or from one function to another during peak periods or emergency situations, please indicate generally in a footnote to the chart the frequency of such shifts, the nature of the activity and the number of employees affected.

If such a chart is already available for your department, will you please have it brought up to date and send the requisite number of copies to me.

Mayor

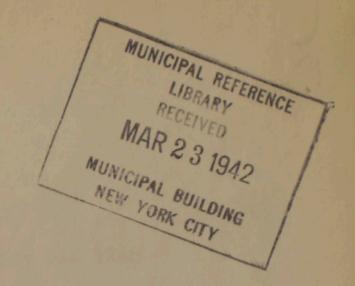
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CITY OF NEW YORK

OFFICE OF THE MAYOR



March 21, 1942

CORRECTED MEMORANDUM

TO: SUBSTITUTE MEMORANDUM TO HEADS OF ALL CITY DEPARTMENTS AND AGENCIES #2.

SUBJECT: Substituting my previous memorandum of this date pertaining to BUDGET REDUCTIONS.

It looks now as if I would have to make drastic cuts in all existing appropriations. Please inform me how you would spread reduction if I am compelled to make ten to twelve per cent cuts on existing totals of your present budget allowance.

Unless I hear from you by Tuesday morning I will exercise my own discretion. SUBMIT TWO ESTIMATES.

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Mayor

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CITY OF NEW YORK

OFFICE OF THE MAYOR

January 21, 1946.

MEMORANDUM NO. 3

TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

Mayor's Office - other than those in which general policies are developed - I will soon assign certain members of the Mayor's Executive Staff to maintain liaison with the departments and agencies. It is not intended thereby to give them any supervisory responsibility over any department nor in any way to reduce the authority of the department heads, nor will it relieve the latter of the responsibility for the conduct of the City business under their jurisdiction. It will be the function of these members of the Mayor's staff to familiarize themselves with the departments, their work and their problems. In that way, they will be able to handle expeditiously, in the Mayor's Office, all matters referred to the Mayor for action, as well as to follow-up such important items as the Mayor's Office may refer to a department for report or action.

Each department head should, within the next ten days, prepare and submit to me in triplicate, a memorandum outlining the overall situation in his department. It should cover among other things, the following:

- 1. A general statement of existing departmental policies. Comment upon such policies and suggest such changes as are considered desirable.
- 2. Efficiency of operations indicating the adequacy of facilities, and the condition of buildings used for public business; the sufficiency and condition of equipment, the distribution, by grade, title and assignment, of all personnel (by totals), whether any bureaus or divisions are overstaffed or understaffed, salary inequities in categories of employees (not in individual cases), if any, should be reported, as well as other unresolved grievances of substantial character.
- 3. A summary of your budgetary requests for 1946-47, only insofar as the same are designed to remedy any of the conditions you report and in what respects.
- 4. Such other recommendations as you may consider appropriate which will afford you the opportunity, if adopted, of operating at maximum efficiency.

William O'Dwyer

Mayor

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- d. The representative of the Department of Welfare shall arrange for food, shelter and clothing for evacuees.
- e. The Department of Welfare shall arrange for suitable emergency Reception Centers having sanitary and foodserving facilities, such as schools, armories, etc.

 Agencies concerned shall cooperate in spotting, surveying and inspecting such Reception Centers in all boroughs, and in arranging for their availability in case of emergency.
- f. The representative of the Department of Hospitals
 will provide hospitalization and ambulance service for
 the sick, injured and infirm also cots, blankets, etc.,
 as may be necessary.
- g. Auxiliary services such as the American Red Cross,
 Salvation Army, etc., will be requested for aid by
 the Department of Welfare representative.
- h. The police coordinator will arrange for the protection of premises in the evacuated area.
- i. When evacuated premises are again safe and suitable for occupancy, evacuees will be returned under the supervision of a representative of the Department of Welfare, assisted by the Police Department and other agencies as may be necessary.

11. Reports:-

1995 T

The police coordinator shall arrange to transmit initial and successive reports to Police Headquarters, Manhattan, by telephone, briefly describing the nature of the emergency; new

MEMORANDUM NO. 4

TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES SUBJECT: LYON'S RESIDENCE LAW

I should like to call your attention to the provisions of Sections B40-4.0 and B40-4.1 of the Administrative Code of the City of New York which reads as follows:

Section B40-4.0 Officers and employees to be residents. - a. Any office or position, compensation for which is payable solely or in part from funds of the city, shall be filled only by a person who is a citizen and bona fide resident a nd dweller of the city for at least three years.

b. A person who is not a citzen and bona fide resident or dweller of the city for three years, may be appointed to a temporary position for which peculiar or exceptional qualifications of a scientific, professional or technical character are necessary. In such cases, evidence in writing shall be furnished:

1. That the services or work to be performed cannot be properly performed by any available citizen and resident of the city.

2. That the non-resident person, proposed to be appointed is generally recognized as one possessing such exceptional qualifications in a high degree.

c. The consent of the mayor, the council, and the board of estimate, by a two-thirds vote of the voting power of each such body, shall be obtained before the appointment or employment of such non-resident shall be made. The mayor, the council and the board of estimate may require the municipal civil service commission to pass upon the appointment and certify:

1. Whether it be necessary, and

2. Whether for lack of an available citizen and actual resident the proposed non-resident be competent and necessary.

d. Nothing herein shall be construed to apply to an official or employee of the city, whose duties regularly require his attendance in places outside the city.

e. Any person, who after appointment or employment, shall become a resident and dweller outside the city, shall forfeit his or her employ-

ment or appointment and shall be removed therefrom.

f. This section shall not apply to employees of the department of marine and aviation, appointed on or before June thirtieth, nineteen hundred forty-four, each of whom at the time of his appointment shall have held a certificate of competency as an air traffic control tower operator with a rating qualifying him for service at the New York municipal airport La Guardia field, borough of Queens, issued by the civil aeronautics administration or the department of commerce of the United States, provided a copy of such certificate, is at the time of such appointment, on file in the office of the city clerk.

g. Any employee appointed pursuant to subdivision f hereof shall possess and be entitled to all the rights and privileges provided by law for

employees of the city.

h. Any employee appointed pursuant to subdivision f hereof who thereafter becomes a resident or dweller outside the city, or who fails to become a resident or dweller of the city within ninety days after such
appointment, shall forfeit his engagement or appointment and shall be
removed therefrom.

Section B40-4.1 Chaplains; residents. The provisions of section B40-4.0 of the administrative code of the city of New York shall not apply to the appointment of chaplains in the city of New York.

Please be guided by the provisions of the above sections in making appointments in your Department.

William O'Dwyer

Any employed accounted pursuant co subdiviscing a hereof shall persuant and to belified to the regots and pravilegos provided by day terms



COP

CITY OF NEW YORK

February 7, 1946

MEMORANDUM #5

To: ALL DEPARTMENT HEADS

From: THE MAYOR

When the fuel eil in all public buildings ever which you have supervision declines to a three-day supply, you will immediately close these buildings in order that the remaining quantity of fuel may be used to keep the pipes from bursting through freezing.

This does not apply to buildings essential to public health and safety.



CITY OF NEW YORK

A O

February 7, 1946

MEMORAHOUM #5

Te: ALL DEPARTMENT MEADS

From: THE MAYOR

When the fuel oil in all public buildings ever which yet have supervision declines to a three-day supply, you will immediately close those buildings in order that the remaining quantity of fuel may be used to keep the pipes from bursting through freezing.

This does not apply to buildings essential te public health and safety.

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miemo #6

May 7, 1946

TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

Dear Commissioner:

On this Sunday Afternoon, May 12th, at 2:00 P.M., at Lewisohn Stadium, 137th Street and Amsterdam Avenue, the Citizens' Committee to Save OPA will hold a Monster Rally to urge Congress to retain price and rent control without crippling changes. Mrs. Franklin D. Roosevelt and Chester Bowles will speak. The preservation of price and rent controls is especially necessary for the thousands of civil service workers who live on fixed incomes derived from a fixed municipal budget.

Please join me in sponsoring this meeting and urge each and every one of the employees of your department, not then engaged in official duties, to be present with his family and friends. We must let the Congress know in no uncertain terms that we want price and rent control continued.

Sincerely yours,

Mayor

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TEMORAPDUIT NO.

OFFICE OF THE MAYOR INY 17, 1946
NEW YORK 7, N. Y.

TO: UEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES
SUBJECT: AUNUAL REPORTS UNDER SECTION 892 OF THE CHARTER

Please be advised that Executive Order No. 9 of March 5, 1942, relating to the printing of annual reports is no longer in effect.

You may print your annual report within your budgetary appropriation therefor. Please submit your report to this office prior to printing.

In the event that you desire to print an annual report and have no budgetary appropriation or have one which you believe inadequate for the purpose and want increased, you must secure the approval of the Budget Director for the funds before printing.

MAYOR

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

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JUL 3 - 1946

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May 29, 1946

MEMORANDUM:

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FRO:

THE MAYOR

TO:

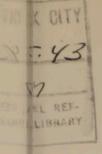
HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

On next Wednesday afternoon, June 5th, at 5:00 P.M., at City Hall Plaza, the Joint Committee of Civil Service Employees will join the Citizens' Committee to Save OPA in holding a meeting to urge Congress to retain price and rent controls. I feel that the preservation of price and rent controls is especially necessary for the thousands of Civil Service workers who live on fixed incomes derived from a fixed municipal budget.

I would appreciate your cooperation in making it possible for each and every one of the employees of your Department not then engaged in official duties to be present, allowing them sufficient time to get to the meeting from their place of work. It would be very helpful if you facilitated in every way possible the work of the representatives of the Joint Committee in distributing circulars of the meeting and, in other ways, indicating to the employees of your Department your personal interest in this important problem.

Mayor

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CITY OF NEW YORK

OFFICE OF THE MAYOR

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JUL 3-1946

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MEMORANDUM NO. 82

July 1, 1946.

FROM: Th

Thomas L. J. Corcoran, Deputy Mayor

TO:

Heads of all Mayor's Departments and Agencies

SUBJECT:

Assistance to applicants for FM Radio Station Licenses

Supplementing Memorandum dated June 24, 1946, with respect to cooperation with the New York Daily News' application for an FM Radio Wave-length, please be advised that the Mayor requests that the same cooperation and assistance should be made available to all responsible applicants for such FM Radio Licenses.

Should any such applicant canvass your Department to ascertain what public information you can make available through the utilization of such radio facilities, you are to furnish the applicant with the necessary information.

The Mayor believes the City government will be able to avail itself of the services of any of these stations to which licenses may be granted, from time to time in the public interest.

(Signed) Thomas L. Cor

Deputy Mayor

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NEW YORK 7, N. Y.

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NEW YORK CITY

MEMORANDUM NO. 9

July 9, 1946

FROM: Thomas L. J. Corcoran, Deputy Mayor

TO: Heads of all Mayor's Departments and Agencies

SUBJECT: State legislation for Departments and Agencies

and agency heads must be in final form for introduction no later than December 15, 1946, two weeks before the convening of the 1947 legislative session. Since the preparatory work usually involves many conferences and many drafts, I would suggest that you communicate with me on any proposed legislation for your department as soon as you can.

No proposed legislation will be considered after December 15, 1946, except legislation of an emergency nature where the emergency has occurred after that date. The staff will leave for Albany at about that date to make preparations for the session.

The time of the staff during the session is fully consumed in advocating the City's bills and examining the effect on the government of the City of some five thousand bills which are introduced annually and opposing those which are detrimental. The staff will have no time for conferences on proposed legislation or bill drafting during the session.

Thomas L. J. Corcoran

Deputy Mayor

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CITY OF NEW YORK

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

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MUNICIPAL BUILDING NEW YORK CITY

MEMORANDUM NO. 10

AUGUST 26, 1946

FROM: Thomas L. J. Corcoran, Deputy Mayor

To: Heads of all Mayor's Departments and Agencies

SUBJECT: Granting Leaves of Absence with pay to city employees who are official delegates to Conventions of Veterans' Organizations.

The Board of Estimate adopted a resolution on January 17, 1946 (Cal. No. 62), as follows:

"Whereas, Under Section B40-9.0 of the Administrative Code of The City of New York, the Board of Estimate is empowered by resolution to authorize the head of any agency to grant to an employee in any such agency a leave of absence, with pay, for the purpose of attending a convention or encampment of any organization composed of veterans of wars in which the United States has participated; and

"Whereas, the Army and Navy Union of the United States of America, United Spanish War Veterans, Veterans of Foreign Wars of the United States, American Legion, Disabled American Veterans of the World War, Army and Navy Legion of Valor of the United States, Jewish War Veterans of the United States, Military Order of the Purple Heart, Catholic War Veterans, Italian War Veterans, and other veteran organizations will hold their several State and National conventions and encampments during the summer and fall of the year 1946; therefore, be it

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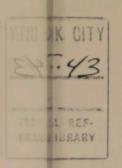
"Resolved, By the Board of Estimate, that the heads of all City Departments be authorized to grant leave of absence, with pay, to an employee of any such department who is a member of any of the aforesaid organizations and who has been designated as an official delegate to attend such a convention or encampment, the leave of absence to include traveling time, on condition that the employee who takes advantage of the leave of absence shall, upon request of the head of his department, furnish a certificate from an authorized official of the organization of which he is a member and official delegate certifying that he was in attendance at the convention or encampment for which leave of absence was granted."

Will you please follow the directives contained in the resolution with respect to the National Convention of the American Legion to be held in San Franciso, California, from September 30th to October 4th, 1946, and with respect to all other veterans' organization conventions which come within the terms of the resolution.

Thomas . J. Corcoran

Deputy Mayor

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

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MUNICIPAL BUILDING NEW YORK CITY

MEMORANDUM NO. 11

September 19, 1946.

FROM:

William O'Dwyer, Mayor

TO:

Heads of all Departments, Boards, and Agencies

SUBJECT: Shortage of Iron and Steel Scrap

The Civilian Production Administration is presently conducting a nation-wide drive to increase the flow of iron and steel scrap to the mills. In connection with its campaign, the CPA has sent a letter to the Governor, from which the following excerpts are quoted:

"Steel production is absolutely dependent on scrap and the present acute shortage of iron and steel scrap now threatens to reduce materially the output of the steel industry. Unless increased supplies of scrap can be secured promptly, many open-hearth furnaces will shut down for lack of scrap.

".....The scope of the drive does not encompass scrap in the homes throughout the nation, but it is intended to strike at the large deposits of scrap which can quickly be placed in the material pipeline."

Governor Dewey has requested the cooperation of all municipalities within the State in this national campaign.

During the war years New York City established an enviable record in the many scrap drives that were conducted by the federal war agencies. I feel confident that our city will again heed the plea of the Federal authorities in order that there may be no slowing down in the production of the steel so urgently needed at the present time.

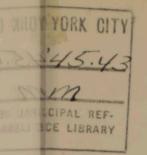
I appeal to all departments, boards, and agencies immediately to survey their own facilities and to make every possible effort to

1.

release iron and steel scrap for prompt disposal.

Inasmuch as most salvage operations of the City are conducted through the Department of Purchase, I have designated that agency as the focal point for this drive. Please give Commissioner Pleydell and his staff every cooperation to the end that all available iron and steel scrap starts moving to the mills quickly.

Mayor Kelylo





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

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OCT 9 - 1946

MUNICIPAL BUILDING NEW YORK CITY

MEMORANDUM NO. 12

October 5, 1946.

FROM: William O'Dwyer, Mayor

TO: Heads of all Departments, Boards and Agencies

SUBJECT: Applicability of Section 63 of the Public Officers
Law to Per Diem Employees.

The attached copy of memorandum by the Corporation Counsel to me, dated September 16, 1946, is for your guidance on the rights of per diem employees with respect to Armistice Day and Memorial Day under Section 63 of the Public Officers Law.

Mayor Filly 9

MEMORANDUM

TO: The Mayor

FROM: The Corporation Counsel

Attention: Thomas L. J. Corcoran, Deputy Mayor

Your communication of September 5, 1946 and the documents thereto annexed, relates to the applicability of section 63 of the Public Officers Law, and particularly its applicability to per diem employees. The statute referred to, as last amended by Laws of 1946, Chapter 481, provides:

"It shall be the duty of the head of every public department and of every court of the state of New York, of every superintendent or foreman on the public works of said state, of the county officers of the several counties of said state, of the town officers of the various towns in this state, and of the head of every department, bureau and office in the government of the various cities and villages in this state, to give leave of absence with pay for twenty-four hours on the thirtieth day of May, or such other day as may, according to law, be observed as Memorial day, and the eleventh day of November, known as Armistice day, to every person in the service of the state, the county, the town, the city or village, as the case may be, who served in the army or the navy or marine corps of the United States in the war of the rebellion, or who served in the regular or volunteer army or the navy or the marine corps of the United States during the war with Spain or during the insurrection in the Philippine Islands, or who served in the army or navy or marine corps of the United States during world war I or world war II, or who served in the army or navy of a foreign country allied with the United States during world war I or world war II, or who served in the regular army or navy or marine corps of the United States, and who was honorably discharged from such service. All such veterans who are compensated on a per diem, hourly, semi-monthly or monthly basis, with or without maintenance, shall also be entitled to leave of absence with pay under the provisions of this section and no deduction in vacation allowance or budgetary allowable number of working days shall be made in lieu thereof. A refusal to give such leave of absence to one entitled thereto shall be neglect of duty."

As to City employees paid on a weekly or annual basis, the terms of the statute clearly require that they receive leave of absence with full pay on Memorial Day and Armistice Day.

Upon various occasions in the past, this office has passed upon the applicability of section 63 to various classes of per diem employees. On July 26, 1921, the then Corporation Counsel was asked:

"(1) Whether per diem employees who were not required to work on Memorial Day last are entitled to pay for that day, merely because of the fact that they are members of private organizations of war veterans who paraded with the militia?"

The Corporation Counsel replied (59 Opinions of Corporation Counsel, pp. 144-145):

"The purpose of this act seems to be to require that the veterans therein designated shall be given a leave of absence or holiday on Memorial Day with pay in any event. The fact that the persons mentioned in your question marked (1) would not have been employed, and would not have received any pay on that day, in my opinion is not controlling, and they will be entitled to pay for such day."

Under date of April 9, 1937, the then Corporation Counsel, in an opinion addressed to the Comptroller in regard to the subject, said (84 Opinions Corporation Counsel, pp. 258-259):

"I desire to point out, however, that where a per diem employee is regularly employed five days a week and Memorial Day or Armistice Day happens to fall on a day when such employee would not ordinarily be required to work, he would not be entitled to leave of absence with pay. To hold otherwise would result in compensating such employee for six days in one week, whereas provision is required to be made for only five. Such is not the intent of the Law. Since Memorial Day, May 30, 1936, fell on a Saturday, this limitation should be borne in mind in passing on the present claims."

At the time the two opinions last referred to were issued by the Corporation Counsel, section 63 of the Public Officers Law read substantially as follows:

"It shall be the duty of the head of every public department and of every court of the State of New York, of every superintendent or foreman on the public works of said state, of the county officers of the several counties of said state, to give leave of absence with pay for twenty-four hours of the thirtieth day of May, or such other day as may, according to law, be observed as Memorial Day, and the eleventh day of November, known as Armistice Day, to every person in the service of the state, the

county, the city or village, as the case
may be, who served in the army or the navy or marine
corps of the United States in the war of the
rebellion, or who served in the regular or
volunteer army or the navy or the marine
corps of the United States during the war with
Spain or during the insurrection in the
Phillipine Islands, or who served in the
army or navy or marine corps of the United
States during the world war, or who has
served in the regular army or navy or marine
corps of the United States, and who was
honorably discharged from such service. A
refusal to give such leave of absence to one
entitled thereto shall be neglect of duty."

It will be noted that although section 63 of the Public Officers Law did not specifically provide for per diem employees when the two opinions last referred to were issued. The Corporation Counsel, on each occasion, determined that per diem employees were nevertheless entitled to its benefits. The language of the opinion of April 9, 1937, however, might be so construed as to withhold from veteran per diem employees compensation for Memorial Day and Armistice Day if such employees were "not ordinarily required to work" on such days, so that the mere circumstance that those days are legal holidays would operate to deprive per diem employees of the benefits of the statute. I do not believe that such was the intention of the 1937 opinion. If it were, then in my opinion, it would not be a correct interpretation of the statute.

I think that it should be assumed that the purpose of the amendment to section 63 so as to specifically include per diem employees was designed for the purpose of guaranteeing such employees a day's pay, regardless of whether or not their departments are in operation on the two holidays referred to in the statute. I do not believe, however, that per diem employees who are seasonal workers and are not in fact on the City's payroll during the period of the year when the Armistice Day or Memorial Day holiday occurs, would be entitled to a day's pay for each of those days. Thus, if a per diem employee was engaged on a seasonal task which lasted from December to April, such an employee would not be entitled to a day's pay for Armistice Day and Memorial Day, since during those days he would not actually be in the employ of the City. Nor do I believe that if an employee works a five day week which does not include Saturdays, he would be entitled to an extra day's pay if

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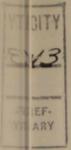
Memorial Day or Armistice Day fell on a Saturday. (Note, that when a legal holiday falls on Sunday, the succeeding Monday is regarded as a holiday under General Construction Law Section 24).

In the cases stated, the employee would be absent on the holidays not because the days are Memorial Day or Armistice Day but, in the one case, because the employee is not working for the City when the holidays occur or, in the other case, because the days are Saturdays.

On the other hand, if an employee is working for the City during the weeks when Armistice Day or Memorial Day occurs, he is entitled to those days off with pay, regardless of the fact that his work closes down because of those holidays. The mere fact that there is no work for him to do on those holidays cannot operate to deprive him of his right to a day's pay, if the reason that there is no work is because it is Armistice Day or Memorial Day.

(signed) JOHN J. BENNETT

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

October 17, 1946

MEMORANDUM NO. 13

FROM: William O'Dwyer, Mayor

TO: Heads of all Departments, Boards and Agencies

SUBJECT: Requests from City employee groups for general salary increases.

There have been a variety of requests from City employee groups for general salary increases based on the rise in the cost of living. Since such general increases can only be granted within the framework of the City's financial ability to pay, it is my desire, at this time, to have such requests handled on an over-all, City-wide basis.

Therefore, in connection with such requests for general salary increases, the following procedure shall be observed:

- 1. They shall be taken up with the respective Commissioners or Department Heads.
- 2. The Commissioners or Department Heads shall thereupon examine the requests.
- 3. Thereupon, such requests together with such comments and recommendations as the Commissioner or Department Head may desire to make, shall immediately be referred to the Special Temporary Committee, which I am hereby creating, and which shall consist of Budget Director Thomas Patterson, Commissioner William Reid, and a representative of the Division of Labor Relations of the City. This Committee shall expeditiously make a full report to me which shall indicate whether and what City funds are available to meet such requests and the extent to which such requests may and should be adopted.

This Committee shall confine its deliberations solely to the matter of requests for general salary increases and shall not consider any individual salary adjustments.

Upon the completion of its task, the Committee shall cease to function.

(Signed) WILLIAM O'DWYER

Mayor.

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

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December 3, 1946.

AEMORANDUM NO. 14

FROM: The Mayor

TO: Heads of all Mayor's Departments and Agencies
SUBJECT: State Legislation for Departments and Agencies

Proposed state legislation requested by any department or agency should be in final form for introduction not later than December 20, 1946, before the convening of the 1947 legislative session.

Since the preparatory work usually involves conferences and drafts, I suggest that departments and agencies communicate with my office on proposed legislation as soon as possible.

I want to have all proposed legislation in form for introduction by December 20, 1946, as my staff will leave for Albany at about that date to make preparations for the session. Of course, this does not apply to emergency legislation, where the emergency arises after December 20, 1946. The time of the staff during the session is fully consumed in advocating the City's program bills, and in examining the effect on the government of the City of some five thousand bills which are introduced annually, and opposing those which are detrimental. Consequently, the staff will have little time for conferences on proposed legislation or bill drafting during the session.

I have appointed Mr. Harold L. Porzstein, my legal aide, as legislative representative. He can be reached either at City Hall or

at the DeWitt Clinton Hotel, Room 1100, Albany 1, N.Y., telephone Albany 4-4605.

During the session Mr. Herzstein will send you bills as they are introduced and printed, for your comments. Since the legislative sessions under the present state administration are invariably short, the committee and floor action on bills is unusually rapid. I, therefore, request you to forward your comments as soon as possible in each instance. Send the original and two copies to the Albany office and four copies to City Hall. The comments should be on standard letter size paper, $8\frac{1}{2} \times 11^{11}$, and should be in the following form:

Name of Department or Agency

Date

Introductory Number
Print Number
(Name of house in which introduced)
(Name of Introducer)

RECOMMENDATION: (Here set forth either of the following:

Approved
Disapproved
Approved with Qualification
Disapproved with Qualification)

EFFECT: (Here set forth your understanding of effect of bill in brief)

COMMENTS: (Comment in detail)

Commissioner of Department or Chairman of Board.

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William O'Dwyer

Mayor

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December 12, 1946

MEMORANDUM NO. 15

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

At this season of the year, most of the members of your staff will desire an opportunity to do their Christmas shopping. It is my desire that you arrange that this opportunity be afforded to all who desire it by granting the necessary time off from duty.

I desire also, on Tuesday, December 24th and Tuesday, December 31st, that only a bare, skeleton staff be kept on duty. This shall apply to all personnel except those necessary for the proper protection of life, health and property.

Please accept for yourself and extend to all the members of your staff my very best rishes for a Merry Christmas and a Happy New Year.

Mayor.

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OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

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December 31, 1946.

MEMORANDUM NO. 16

TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

Early in 1946 the heads of all City

Departments received oral instructions from me to clear
all matters of public relations in which administration

policy was involved with William J. Donoghue, Executive

Secretary to the Mayor.

The order is hereby renewed.

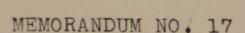
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OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

February 17, 1947.



TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

Under date of February 11, 1947, Commissioner Wallander, Chairman of the Mayor's Special Traffic Committee, wrote the Mayor as follows:

"At a meeting of the Mayor's Special Traffic Committee held on February 3, 1947, it was generally recognized that suitable off-street automobile parking facilities are urgently needed in the congested sections of the City.

"The present program for future building calls for the construction or alteration of many city-owned buildings. It is very likely that many of these plans have been prepared for several years and do not include provisions for needed off-street loading and parking space, and the Committee feels that it would be a worthy precedent for the City to review all completed plans for future city-owned buildings with a view towards including such facilities.

"It is, therefore, requested that His Honor, the Mayor, direct all City Departments having plans for future buildings to revise them where necessary, in order to include off-street parking and loading facilities."

The Mayor desires that programs for future buildings include provisions for needed off-street loading and traffic space wherever possible.

Deputy Mayer.

February 18, 1947. Today Cars of Tabrary 11, 1867, Constablina theyou, district the provider bearing the forms for



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

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April 14, 1947.

MEMORANDUM NO. 18

TO: PRESIDENT, CITY COUNCIL
THE COMPTROLLER
THE BOROUGH PRESIDENTS
HEADS OF ALL DEPARTMENTS & INDEPENDENT AGENCIES

The Mayor has urged all citizens to be vaccinated. He is particularly anxious that every city employee be vaccinated as soon as possible. This will be a powerful example to citizens generally to follow suit.

Please therefore immediately communicate with Dr. Israel Weinstein, Commissioner of Health so that the necessary arrangements may be made.

Please communicate to this office when vaccinations have been completed, giving number vaccinated.

John J. Bennett Deputy Mayor.



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APR 17 1947

NEW YORK CITY

EIUOJ LOUIS COHEN,

MEMORANDUM NO. 19

April 15, 1947.

To: Heads of all City Departments and Agencies

Subject: Athletic Activities

The Mayor has directed me to formulate a plan for City employee participation in various athletic activities, namely:

Baseball Track
Basketball Field
Softball Golf
Handball Tennis
Bowling Swimming
Horseshoe Pitching

You are requested to circularize your department and list all who desire to participate in such activities, so that various teams may be organized in your department to compete in tournaments to be arranged by the Mayor's Committee on Athletic Activities.

Every effort will be made to make the competition pleasant and interesting to all participating. Suitable prizes will be arranged for the winners.

Your prompt cooperation will be appreciated.

Kindly advise what teams have been formed and the number of employees to compete in each one of the sports listed above. Please forward that information to Arthur A. Lynch, Deputy City Treasurer, Secretary of this Committee, Room 503, Municipal Building.

Louis Cohen Chairman

of the Mayor's Committee on Athletic Activities

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

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May 1, 1947

MEMORANDUM NO. 20

TO: Heads of all Departments including Independent Agencies and Borough Presidents

Please submit to this office the total number of employee bulletin boards in your department.

This information is requested so that sufficient copies may be furnished you of any notices which are sent out from City Hall with the request that they be posted on your bulletin boards.

JOHN J. BENNETT Deputy Mayor

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May 2 19 47 The Honorable John J. Bennett Deputy Mayor City Hall . New York 7, N.Y. Dear Sir: In answer to your Memorandum No. 20 we wish to inform your office that this Library has one employee bulletin board. Very truly yours, Librarian Rebecca B. Rankin

secretary and our descriptions have been expense and article. Armed attention.



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

May 13, 1947

Memorandum No. 21

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

FROM: WILLIAM J. DONOGHUE, EXECUTIVE SECRETARY TO THE MAYOR

Mayor O'Dwyer has designated the

Honorable Grover A. Whalen as Chairman of a Committee

to plan appropriate ceremonies for the celebration of

the Fiftieth Anniversary of the Greater City of New York,

which occurs in 1948.

Mr. Whalen will, from time to time, undoubtedly require the assistance of your department. Will you please cooperate with him.

Executive Secretary to the Mayor

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THATISTANT TO THE MAYOR

May 15, 1947.

MEMORANDUM NO. 22

To: Heads of all City Departments and Agencies

Subject: Athletic Activities

This is to advise you that there will be a meeting of the Mayor's Committee on Athletic Activities at two o'clock on Monday, May 19th, at the Mayor's Office, City Hall, New York.

Please have the person who has been appointed to represent your Department attend this meeting.

Chairman

of the

Mayor's Committee on Athletic Activities

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CITY OF NEW YORK

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

May 20, 1947 RH

MUNICIPAL BUILDING NEW YORK CITY

Memorandum No. 23

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

FROM: WILLIAM J. DONOGHUE, EXECUTIVE SECRETARY TO THE MAYOR

The magazine Holiday is in the process of developing a comprehensive study, to be liberally illustrated, of the City of New York, its departments and their functions, and many other phases of our community activities.

A representative of this magazine bearing proper credentials will undoubtedly communicate with you during the course of the next few weeks. It is the Mayor's wish that the representative be extended full cooperation because he feels that such an undertaking will be of great public interest.

If during the course of this project's operations any questions of policy arise or any point is raised which you think should be cleared by this office, do not hesitate to communicate with me or refer Holiday's representative to me. At all events, the Mayor wants these writers and photographers to get full cooperation and assistance.

Executive Secretary to the Mayor

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OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

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May 29, 1947

MEMORANDUM NO. 24

TO: THE HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES FROM: JOHN J. BENNETT, DEPUTY MAYOR

There have been complaints that some City employees refuse to give their names to telephone callers when requested to do so. All employees dealing with the public by telephone should identify themselves by name and departmental unit when answering.

Also, an increasing number of telephone calls to the Mayor's office are being received from people who say they have been referred from other departments. In future, please direct your employees to refrain from referring to this office any calls except by your direction. In all other cases, callers should be referred to the department having jurisdiction over the subject of the call.

JOHN J. EENNETT Deputy Mayor.

John J. Januall



CITY OF NEW YORK

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

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July 12, 1947

MEMORANDUM NO. 25

TO: THE HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES FROM: JOHN J. BENNETT, DEPUTY MAYOR

It has been brought to the attention of the Mayor that from time to time jobs were available in various City Departments for which persons receiving assistance from the Department of Welfare could qualify. The Department of Welfare, however, was not informed of these opportunities until after the jobs were filled.

The Mayor directs, therefore, that whenever jobs become available in City Departments, for which persons receiving assistance from the Department of Welfare could qualify, notification thereof shall be sent to the Central Employment Unit of the Department of Welfare, 902 Broadway, New York 10, N. Y., attention of Mrs. Helen Rosenbaum (Gramercy 5-3500, Ext. 98 or 317).

Deputy Mayor.



CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

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August 11, 1947

MEMORANDUM NO. 26

TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

The American Legion will hold its annual convention in New York City from August 28th to August 31st, 1947.

I desire that all employees who are members of the American Legion who wish to attend the convention be granted leaves of absences with pay on these dates.

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



August 18, 1947

MEMORANDUM NO. 27

TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

The American Legion Auxiliary will hold its annual convention in New York City from August 28th to August 30th, 1947.

I desire that all employees who are members of the American Legion Auxiliary who wish to attend the convention be granted leaves of absence with pay on these dates.



OFFICE OF THE MAYOR NEW YORK 7, N.Y. MUNICIPAL REFERENCE LIBRARY RECEIVED

AUG 20 1947

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CORRECTED MEMO

August 19, 1947

MEMORANDUM NO. 28

TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

The American Legion Auxiliary will hold its annual convention in New York City from August 28th to August 31st, 1947.

I desire that all employees who are members of the American Legion Auxiliary who wish to attend the convention be granted leaves of absence with pay on these dates.

William O'Dwyer

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CITY OF NEW YORK

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

MEMORANDUM NO. 29

September 4, 1947

TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

Last June I called your attention to the fact that \$2,500 in 72 cash prizes were offered to civil service employees for suggested ways to promote greater municipal efficiency and economy. The employees in several departments and boards have responded in a manner which reflects the interest and cooperation of their heads.

At a time when there is need for municipal economies, the responsibility of all department heads in securing the utmost cooperation of the civil service in constructive suggestions should be apparent.

The contest ends on September 30th next. Will you please do all in your power to stimulate entries among employees under your jurisdiction and advise this office of the steps you take to that end.

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sufficient faulities to b dependent and padiented children who need care away from their own homes? Secause of the certious and to secure outlieren ouer etay shortage of loster homes, backer and young outlieren ouer etay in hospitals, shelters, and other temporary facilities. wen a ou was of evaliate to thentraged and beforth evad I foster home program which will supplement the work of the the state of the s literature to each of your staff members and by permitting the display of posters and other illostrative material, as well os in any other way possible. Additional material will be sent to you by the Department of Wolfare at your requests

MEMORANDUM NO. 30

October 16, 1947

FROM:

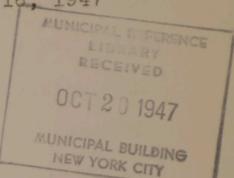
THE MAYOR

TO:

HEADS OF ALL DEPARTMENTS AND AGENCIES

SUBJECT:

1948 STATE LEGISLATION



This office is now making preparations for the 1948 session of the State Legislature.

There are two phases to the administration's interest in State legislation, as follows:

- 1. Sponsoring legislation necessary or beneficial to the City Government and introduced at its request.
- 2. Opposing legislation detrimental to the City government.

Please observe the following instructions with respect to each of the enumerated phases:

1. SPONSORING LEGISLATION NECESSARY OR BENEFICIAL TO THE CITY GOVERNMENT AND INTRODUCED AT ITS REQUEST:

ment or agency should be in final form for introduction and submitted to this office not later than December 15, 1947. Such proposed legislation must be accompanied by a detailed memorandum stating the situation to be remedied by the legislation and the respect in which the legislation will achieve that end. Proposed bills and supporting memoranda must be submitted in original and nine copies.

Since the preparatory work usually involves conferences and drafting, department and agency heads are to communicate with Mr. Harold L. Herzstein of my office on proposed

legislation promptly.

All proposed legislation is to be in form for introduction by December 15, 1947, as the staff will leave for Albany on or about that date to make preparations for the session. Of course, this does not apply to emergency legislation, where the emergency arises after December 15, 1947.

2. OPPOSING LEGISLATION DETRIMENTAL TO THE CITY GOVERNMENT

During the session Mr. Herzstein will send you bills as they are introduced and printed, for your comments. Since the legislative sessions under the present state administrations are invariably short, the committee and floor action on bills is unusually rapid. Therefore, forward your comments as soon as possible in each instance. Send the original and three copies to the Albany office and three copies to City Hall. The comments should be on standard letter size paper, $8\frac{1}{2}$ x ll", and should be in the following form:

Name of Department or Agency

Date

Introductory Number
Print Number
(Name of house in which introduced)
(Name of Introducer)

State same information for the companion bill, if any.

RECOMMENDATION: (Here set forth either of the following:
Approved
Disapproved
Approved with Qualification
Disapproved with Qualification)

EFFECT: (Here set forth your understanding of effect of bill in brief)

COMMENTS: (Comment in detail)

Commissioner of Department or Chairman of Board

The address and telephone number of the Albany office will be the same as in past years: Room 1100, De Witt Clinton Hotel, Albany 1, New York. Telephone: Albany 4-4605.

WILLIAM O'DWYER M a y o f



CITY OF NEW YORK

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

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NEW YORK CITY

December 11, 1947

MEMORANDUM NO. 31

TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

At this season of the year, most of the members of your staff will desire an opportunity to do their Christmas shopping. It is my desire that you arrange that this opportunity be afforded to all who desire it by granting the necessary time off from duty.

I desire also, on Wednesday, December 24th and Wednesday, December 31st, that only a skeleton staff be kept on duty. This shall apply to all personnel except those necessary for the proper protection of life, health and property.

Please accept for yourself and extend to all the members of your staff my very best wishes for a Merry Christmas and a Happy New Year.

WILLIAM O'DWYER

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NEW YORK 7, N, Y,

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MEMORANDUM NO. 32

December 17, 1947

To: Heads of all City Departments

The Police Commissioner, as Chairman of the Mayor's Emergency Fuel Committee, recommends strongly, in view of the oil shortage this winter, that "the Mayor direct the heads of all City Departments that the heat within their buildings be fixed at a temperature not greater than that advocated by the Health Commissioner." The temperature suggested by the Health Commissioner is 65 degrees.

The Mayor directs that the heads of all city agencies comply and cooperate with the foregoing recommendation and take all other possible steps to conserve fuel.

JOHN J. BENNETT Deputy Mayor



OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

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December 29, 1947

MM ORANDUI No. 33

TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGRECIES

The Payor directs that previous orders emanating from this office providing for the maintenance of a skeleton staff in City departments on Wednesday, December 31st and Friday, January 2d be revoked. The Mayor expects full time attendance in all departments on these days.

JOIN S. BUNETT

Deputy Tay or

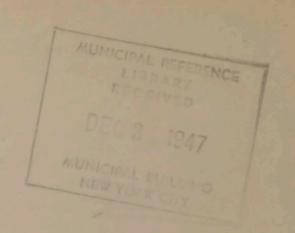
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CITY OF NEW YORK

NEW YORK 7, N. Y.



MEMORANDUM NO. 34

December 29, 1947

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

On June 2, 1947, I issued an order creating a Division of Analysis in the Budget Director's Office. It was my aim that this Division would, in cooperation with the various city departments, work out methods to promote efficiency in organization and procedures and help in the solution of specific problems confronting any department.

In order to obtain the best possible team work to accomplish these purposes, you are requested to create in your department a small unit to work in close cooperation with the Analysis Division. This unit should serve a two-fold purpose: first, it should suggest to the Commissioner possible studies which will improve department efficiency. The Commissioner should then forward these suggested studies to the Analysis Division for its aid in making such survey. Second, it should work in cooperation with the Analysis Division to carry out the objectives of such completed surveys.

In view of the importance of this function, you are urged to designate those individuals who, in your opinion, are best fitted to analyze the organization, procedures and personnel within your department and to suggest improvements therein. This unit should include the budget officer for your department who will be able to apply the experience of this unit in preparing proper budget estimates.

A suitable training program, under the supervision of the Division of Analysis, will be instituted to assist such individuals.

As soon as you have created such an analysis unit, will you please forward their names, together with the designation of the person in charge of such unit and of the budget officer, to Mr. Abraham D. Beame, Assistant Director of the Budget and Head of the Analysis Division.

Very truly yours,

William O'Dwyer

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CITY OF NEW YORK OFFICE OF THE MAYOR NEW YORK 7, N.Y. MUNICIPAL REFERENCE LIBRARY RECEIVED

DEC 31 1947

MUNICIPAL BUILDING

December 30, 1947

TO THE HEADS OF ALL DEPARTMENTS.

Memorandum No. 35:

officials who do not require their official cars for emergency use will forthwith garage them and have their chauffeurs report for snow duty.

WILLIAM O'DWYER Mayor



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

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WILLIAM OFFICE



OFFICE OF THE MAYOR NEW YORK 7, N.Y. MUNICIPAL REFERENCE LIBRARY RECEIVED

JAN 2 4 1948

MUNICIPAL BUILDING NEW YORK CITY

January 23, 1948

MEMORANDUM # 36

TO: HEADS OF ALL CITY DEPARTMENTS

I have today reactivated the Mayor's Municipal Archives Committee. The Committee is made up of the following:

Miss Rebecca B. Rankin, Librarian, Chairman Hon. Robert F. Wagner, Jr., Chairman, City Planning Commission

Hon. Frederick H. Zermuhlen, Commissioner, Department of Public Works

Hon. William M. Ellard, Director of Real Estate

Hon. John P. McGrath, Corporation Counsel

Hon. Murray W. Stand, City Clerk Hon. Henry W. Ralph, City Register.

I desire that the Committee meet at once to plan for the prompt disposition of unnecessary papers and records, and to study and recommend methods, including microfilming, and preserving necessary papers and records at a minimum use of space.



CITY OF NEW YORK

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

MUNICIPAL REFERENCE LIBRARY RECEIV D

JAN 27 1948

MUNICIPAL BUILDING

January 26th, 1948

MEMORANDUM NO. 37

TO THE HEADS OF ALL CITY DEPARTMENTS:

At my direction, Frederick H. Zurmuhlen, Commissioner of the Department of Public Works, is making a study of usable office space in the Municipal Building, Manhattan, as well as other City buildings throughout the five Boroughs.

In order to accomplish the desired end, you are requested to give full cooperation to representatives of the Commissioner of Public Works in this work.

MAYOR

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N, Y,

MEMORANDUM NO. 38

FROM:

THE MAYOR

TO:

THE HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

In connection with requests for the selection and acquisition of sites for public improvements, my attention has been called to the fact that numerous city agencies are perpetuating the informal procedure that was adopted during the war years in connection with the so-called "Post-War Public Works Program."

The City Planning Commission has a very definite procedure for the selection and acquiring of sites for public improvements. It is described in the attached pamphlet. You are hereby directed that all site matters now pending, and future site requests, are to be made pursuant to the formal procedure outlined in this pamphlet entitled, "Rules of Procedure for the Conduct of Business of the City Planning Commission." The pertinent section concerning sites is on Page 5.

Mayor MA

(Enc.)

March 10th, 1948.

acquisition of eites for public improvements, my attention has been called to the fact that numerous city agencies are perpetuating the informal procedure that was edorated during the war years in connection with the de-balled "roskellar." The City Planning Cosmission has a very definite procedure for the salestion and acquiring of sizes for public Approvements. It is described in the attached parties and hending, and future site requests, are to be made pursuant to the formal procedure outlined in this pamphlet entitled, "Rules of Procedure for the Conduct of Eustness of Procedure for the Conduct of Eustness of the Commission." The pertinent section

RULES OF PROCEDURE

For the Conduct of the Business

of the

CITY PLANNING COMMISSION

of

THE CITY OF NEW YORK



WILLIAM O'DWYER

Mayor

CITY PLANNING COMMISSION

2700 Municipal Building, New York 7, N. Y.

ROBERT F. WAGNER, JR., Chairman, GOODHUE LIVINGSTON, JR., NEWBOLD MORRIS, ROBERT MOSES, LAWRENCE M. ORTON, JOHN C. RIEDEL, CLEVELAND RODGERS, Commissioners. Francis J. Bloustein, Secretary.

Regular public meetings are held in Room 16, City Hall, Manhattan, twice monthly on Wednesdays at $2:30\,\mathrm{P.}$ M.

PRICE LIST OF MAPS, PUBLICATIONS AND SERVICES Zoning Maps, Forms and Services

| Zoning Maps, Forms and Services | |
|--|--|
| Use District Maps, 35 Sheets with Index Map, Book Form. Height District Maps, 35 Sheets with Index Map, Book Form. Area District Maps, 35 Sheets with Index Map, Book Form. Individual Zoning Sheets, each. Subscription to Zoning Amendments for One Year. Forms—Notice of Filing Zoning Petition, Poster Giving Notice of Filing Zoning Petition, Proof of Service, each. Zoning Resolution (as amended to February 25, 1946). | \$4.50 4.50 4.50 .25 5.00 |
| Other Maps of The City of New York | |
| Wall Map—Dated July 1, 1940, Scale 2,000 feet=1 inch (Approx. 8x8 feet) Mounted on Muslin, Equipped for Hanging | \$13.00 3.00 5.00 .35 1.50 2.00 |
| | .50 |
| Other Publications and Services | |
| Mailing Calendars of Commission's meetings in advance, one year's service Pamphlet Minutes of meetings, issued monthly and mailed for one year with index Bound and indexed volumes of Minutes, each year. Annual Reports, 1940, 1939, 1938, each. Major Reports, plus indices, 1941, 1940\$1.00; 193950; 193825 Reprinted individually in pamphlets, when adopted, depending on length, each. Public Libraries Program (Illustrated). | 5.00 6.00 8.00 .50 |
| Master Plan Pamphlets | |
| Major Airports (Report and Map) Areas for Clearance, Replanning and Low Rent Housing (Report and Map) Arterial Highways and Major Streets (Report and Map) Brooklyn Civic Center and Downtown Area (Report and Maps) Existing Parks (Report and Tables) Existing Schools (Report and Tables). Health Center Districts and Facilities (Report and Map) Sanitation Facilities (Report and Map) Sewage Treatment Plant Sites and Tributary Areas (Report and Map) | .10 .10 .25 .25 .25 .25 .10 .10 |

Sold only at City Planning Commission, Room 2700, Municipal Bullding, New York 7, New York. Inquiries regarding these maps, publications and services should be addressed to the Secretary.

All payments are required by law to be made in advance, by cash, money order, or other remittance payable to The Treasurer of the City of New York. We regret that postage stamps cannot be accepted. It is recommended that purchases be made over the counter whenever convenient, as delivery is not guaranteed.

to estatules of Procedure for the Conduct of the Business of the Commission, Including Added Rules for Submission of Subdivision Plat Plans

A—GENERAL RULES

101. The regular public meetings of the Commission shall be held twice monthly in Wednesdays at 2.30 p. m. in Room 16, City Hall, unless otherwise ordered.

102. Special public meetings may be called by the Chairman or by four members.

103. A quorum shall consist of four members.

104. Final action by the Commission shall be by the affirmative vote of not less than mour members at a meeting open to the public.

105. Except by unanimous consent, matters upon which public hearings are required by law shall lie over until a regular meeting following the public hearing.

106. The order of business at regular public meetings shall be as follows:

(a) Roll call.

(b) Approval of minutes of previous meetings.

(c) Adoption of reports.

(d) Fixing dates for future hearings.

(e) Hearings.

Matters not on the calendar shall be considered only by unanimous consent. 108. The Chair shall direct a roll call upon every proposition to be acted upon, and Itall votes shall be taken by the ayes and nays.

109. The vote upon every proposition voted upon shall be recorded in the minutes. 110. At public hearings those opposed to a proposition shall be heard first and then

or hose in favor thereof, unless otherwise ordered.

111. City employees designated by the Commission shall be the only persons assigned tiwithin the guard rail of the dais during public meetings.

112. All reports, whether from members of the Commission or staff of the Depart-

summent of City Planning, shall be incorporated in the record.

113. All proposals scheduled for public hearings shall be duly advertised in accordonance with Charter provisions.

B-THE SECRETARY TO THE COMMISSION NOTICES, CALENDARS, MINUTES AND COMMUNICATIONS

201. Notice of all special meetings shall be given to each member by the Secretary. 202. The Secretary shall prepare a calendar of the business to be presented and considered at each public meeting. The matters thereon shall be arranged in the order represcribed by the order of business (Rule 106), and shall be properly classified. The Secretary shall also keep a record of undetermined matters, which have been laid over. 203. The Secretary shall close the calendar at 4 p. m. on the Thursday before

seach Wednesday meeting.

204. The Secretary shall cause the minutes of each public meeting to be printed in THE CITY RECORD and shall thereafter cause the same to be printed and bound in volumes toof convenient size, with an index thereto.

205. At the request of any member, minutes and a record of votes at executive meet-

mings shall be taken.

206. All communications, petitions and reports intended for consideration shall be be addressed to the Commission and delivered at or mailed to the Secretary's office and shall occonsist of an original accompanied by nine copies.

207. The Secretary shall transmit to the Board of Estimate and other City departaffected thereby true copies of all reports and resolutions adopted.

C—PLAT PLANS

301. Procedure for the Submission of Preliminary Layout, and Plat Plans.

(a) Whenever a subdivision of land is proposed to be made the owner shall first submit to the President of the Borough in which the land is situated and to the Comm mission a preliminary layout and subsequently a plan as specified in Sections 303 and 108 304 of these rules and regulations.

(b) Two copies (prints) of the preliminary layout shall be submitted to the Borough President and two copies to the Commission. The preliminary layout will then be studied in relation to the City Map and the Master Plan. Consideration will be given to the factors of topography, drainage, zoning, arteries of travel, parks, play-grounds, school sites, parking sites and other facilities essential to a balanced community

(c) After having investigated the preliminary layout, the Borough President and the City Planning Commission, through their representatives, will discuss the preliminary layout with the owner. Following such discussion the Commission will communicate in writing with the owner and will set forth:

(1) The specific changes, if any, required to be made on the plat plan,

(2) The extent of construction or improvements or the amount of the performance bond which will be required pursuant to Section 305 (b) as a prerequisite to the approval of the plat plan to be subsequently submitted. Actual improvements or a performance bond under Section 305 (b) are not required until after the public

(d) The owner, following receipt of this communication with respect to the pre-(d) The owner, following receipt of this communication with respect to the pre-liminary layout and changes to be made therein, shall within six months from the date of the written communication of the Commission, submit to the President of the Borough in which the property is located an original cloth tracing and six cloth white prints of the proposed plat plan together with an affidavit of ownership, including a statement of liabilities or encumbrances against the property. Where the property is encumbered by mortgages, and the city is prepared to accept the dedication of land for street or other public purposes, a satisfactory consent of the mortgagees to the dedication shall be submitted.

(e) Tentative approval of the preliminary layout is to be considered merely as a general approval of the subdivision submitted.

302. General requirements for the Subdivision of Land.

(a) The proposed subdivision shall conform to the approved City Map and to

the Master Plan so far as adopted, or as either is proposed to be amended with due consideration being given to the suggestions contained in Section 306.

(b) In areas for which there have been no approved tentative or final city maps or a master plan, the locations and widths of proposed streets shall be such as to harmonize with any adopted or proposed plan of street development in adjoining areas.

(c) Streets shall have a minimum width of 60 feet. Wider streets will be required.

(c) Streets shall have a minimum width of 60 feet. Wider streets will be required

where existing or anticipated public use makes it advisable.

(d) Blocks shall not exceed 1,000 feet in length.(e) Blocks longer than 800 feet shall be provided with a pedestrian street not less than 20 feet in width entirely across the block near its center. Such pedestrian street shall be dedicated to public use.

(f) Streets shall intersect as nearly at right angles as practicable.
(g) Minimum center line radii of local streets shall be 100 feet; of secondary thoroughfares 200 feet. Curved streets, especially those with reverse curves, shall be so designed as to make possible desirable land subdivision and street facilities. Short tangents and small radii might properly be replaced by curves of lesser degree and

(h) Between reverse curves there shall be a tangent at least 100 feet long.

(i) Dead end (cul-dc-sac) streets shall not be longer than 300 feet and roadway areas for turning around shall be at least 70 feet in diameter with an additional sidewalk area surrounding the roadway areas at least 10 feet in width.

(j) All lots shall have frontage on a public street or in special circumstances on a private street having access to a public street. Lots shall have side lines as nearly normal to the center lines of the streets on which they face as is practicable.

(k) Interior lots running through from street to street shall be avoided.
(1) Street gradients shall be held within a range of 0.5 per cent to 6.0 per cent.

All changes in street gradients shall be connected by satisfactory curves sufficient to assure a minimum sight distance of 300 feet.

(m) Subdivisions shall indicate lands to be dedicated to public use for park, playground, off-street parking space, and other public purposes. In general there shall be provided 10 per cent of the area of the subdivision as a minimum for such purposes exclusive of property shown within street lines. Easements shall be provided where

necessary for sewer and water facilities.

(n) No plat of a proposed subdivision shall be entitled to approval unless it is possible to supply water and sewerage facilities.

(o) Exceptions and modifications of these general requirements will under justifiable conditions be authorized by the Commission.

(p) Subdividers who contemplate laying out private streets or driveways otherwise than in accordance with these regulations should consult with the Commission or its staff prior to preparing such layouts in order to avoid difficulties which might otherwise arise if such streets are subsequently offered for dedication or cession.

303. The Preliminary Layout shall be expected to include:

(a) Name of subdivision and notation that the property is within the City of New

York, together with the name of the borough in which it is situated.

(b) Names and addresses of the owner or owners, mortgagees, lienors, encumbrancers and surveyor.

(c) Date prepared.

(d) Scale to which the layout has been drawn which should be not more than 100 feet to one inch, preferably 80 feet to one inch.

(e) A compass orientation or north point.(f) Boundary line of the land to be subdivided.

(g) Lines, names and widths of all streets which physically exist or are shown on filed or private maps; public and private easements; waterways and railroads; and other services in and immediately surrounding the tract.

(h) Proposed streets or existing streets to be retained and other property divisions shall be indicated by full lines. Existing or filed streets to be eliminated shall be desig-

nated by dashed lines.

(i) The relation of the tract to surrounding developments, recorded ownership of all contiguous properties, the prevailing drainage system, and such city services as transit lines, schools, and utilities.

(j) Contours at 5 foot intervals of elevation based upon a datum satisfactory to the

Borough President.

(k) Approximate grades to which streets are to be improved, and profiles and cross-sections where required.

(1) Areas other than streets to be dedicated to public use for parks, playgrounds

and other purposes shall be so designated.

(m) Private streets, parks, playgrounds, and similar areas not to be dedicated to public use shall be so designated. A statement shall be submitted, describing provisions for maintenance and use of such private streets, playgrounds and similar areas not to be dedicated to public use.

(n) Location and size of any existing sewers, temporary connections, water mains

or culverts on the property to be subdivided.

(o) Established zoning district boundaries affecting the property.

(p) Any private existing or proposed restrictions to be embodied in the deeds of sale.

(q) Lots shall be indicated and numbered consecutively. Areas shown on the plan but not intended to be subdivided shall be clearly marked "OUT" or "OMITTED."

(r) Approximate location of all existing or proposed buildings.

(s) Sufficient data to determine the location, length, and bearing of every street, lot, and boundary line and, where necessary, to develop coordinates. Distances or ties to adjoining streets shall be shown and shall conform with block dimensions on the city map.

304. The Plat Plan shall be expected to include:

(a) Items required on the preliminary layout under Section 303 (a), (b), (c),

(d), (e), (f), (g), (h), (i), (k), (1), (m), (p), (q) and (s).

(b) Certification and seal of a land surveyor licensed to practice in the State of New York to the effect that all data used in making the survey and preparing the plan are related to and in conformity with the coordinate and monument systems of the Borough in which the property is located, and that the plan has been made from an actual survey.

(c) The following note shall appear on all plat plans: "Property shown within street lines or herein designated for other public uses and located within the exterior boundaries of the subdivided area is hereby dedicated to public use for street or other

public purposes, unless otherwise designated."

- (d) Mortgagees and other encumbrancers and lienors affecting the property in such proposed plat plan shall be required to join in the consent to the dedication of areas for public use for street and other public purposes and to the creation of any private easements in and to streets, sewers, water and other services and facilities.
 - 305. Public Hearing and Report on Proposed Plat Plan by the Commission.
- (a) Upon approval of the Borough President, the proposed plat plan will be transmitted to the Commission.

(b) Approval of the plat plan may be given subject to compliance with the following

conditions:

(1) Street areas located within the confines of the proposed plat plan shall be graded, curbed, flagged, and paved and shall be provided with street lighting standards, water supply, and sewer facilities satisfactory to the city agencies concerned. Dimensions of roadway and sidewalk areas shall conform generally with the pro-

visions of the resolution, adopted by the Board of Estimate April 8, 1926 as amended In lieu of such actual improvements the owner may be permitted to submit a satisfactory performance bond sufficient to defray the cost of the above noted improvements as estimated by the Borough President and other appropriate agencies in accordance with Section 301 (c) 2, which bond shall be approved by the Corporation Counsel as to form.

(2) Preparation of plan in form prescribed in Section 304.

(3) Physical monuments satisfactory to the Borough President shall be installed at all intersections of street lines.

(c) Upon approval by the Borough President, the proposed plat plan will be advertised for a public hearing similar to those provided for changes in the master plan and city map.

(d) After closing the public hearing, the Commission will give the plat plan final consideration and report its recommendation to the Board of Estimate.

306. Suggestions to the Subdivider in the Preparation of the Plat Plan.

In the subdivision of large areas the Commission will encourage the development of master blocks or units laid out in such manner as to harmonize with the general character of the neighborhood; or with that which is proposed in the Master Plan of the City or with that which is determined in conference, if the Master Plan does not describe such local character. Generally, the design of such subdivisions shall conform as nearly as practicable with topographical conditions, drainage requirements and other controlling factors, and shall stress the proper location of arterial streets, or neighborhood streets proposed to discourage through vehicular traffic, and of public places or parks. The proposed to discourage through vehicular traffic, and of public places or parks. The design shall include such treatment and form as will best lend itself to the nature of the design shall include such treatment and form as will best lend itself to the nature of the neighborhood envisioned. The excessive application of a rectangular or other formal pattern is not desirable for streets which are intended primarily for local residential purposes. The planning of local streets, however, should not ignore the problems resulting from contemplated land use and from the constructing and maintaining of services. Arterial highways should be provided for through traffic but local streets should be arranged for the carrying of local traffic. Streets should be planned so as to facilitate communication between the home, the school, the shopping center, the community center, and transit facilities. A combination of radial and circumferential streets can often be and transit facilities. A combination of radial and circumferential streets can often be an aid in achieving this purpose. It is also advisable to provide off-street parking spaces in front of stores, shopping centers, and other similar developments to avoid interference with through traffic.

307. Consultation with Commission.

It is expected that those who are affected by these regulations will confer freely with the Commission or its staff.

308. Definitions:

(a) "Subdivision"—A parcel of land divided into blocks, lots or plots for immediate one or or future use or sale or for building development, in such a way as to create one or more streets, or to alter the location of one or more existing streets.

(b) "Preliminary Layout"—A plan of a subdivision submitted to the Borough Presi-

dent and the City Planning Commission for the purpose of discussion and consideration.

(c) "Plat Plan"—A final subdivision map presented to the Borough President and

the City Planning Commission with the intention of its being submitted for filing in the offices of record

(d) "City Map"—The official or filed map of the City of New York as adopted in accordance with the provisions of Sections 198 and 199 of the New York City Charter.

(e) "Master Plan"—The plan adopted in accordance with the provisions of Sections

197 and 199 of the New York City Charter.

D—CAPITAL IMPROVEMENTS

401. All capital projects shall be presented in such form and contain such information as may be required by the City Planning Commission prior to the date for sub-

E-MASTER PLAN

501. General Submission. All matters submitted for inclusion in or comparison with the master plan shall be presented in such form and contain such information as may be required by the Commission during the development and subsequent revision of the master plan. All matters shall be fully and clearly presented and shall be accompanied by such of the following material, titled to indicate its scope and intent, as is practicable and reasonably required for adequate consideration:

(a) Descriptive Material. A statement setting forth the nature, purpose and extent of the proposal; the needs for which the improvement was initiated; its relationship to existing facilities, if any; and its co-ordination with any existing long-range

The statement shall clearly indicate the objectives of the improvement, the local or city-wide advantages, the general social and economic benefits to be derived

therefrom, etc.

(b) **Graphic Material.** Plans, elevations, profiles, sections, sketches, perspectives and other instruments sufficient to indicate clearly the location, nature and extent of the proposal. All maps, plans, profiles, sections and other drawings shall contain such dimensions, grades, roadway treatment, walks and other controlling data as are essential to a comprehensive study. Maps and plans shall be submitted in conformity with the following:

(1) Existing conditions to be retained shall be shown by solid black lines of single

strength.

(2) Existing conditions to be eliminated shall be shown by dashed black lines of single strength.

(3) Proposed or new conditions shall be shown by solid red lines.

(4) When feasible, areas comprehended by proposed conditions shall be shaded

or hatched.

(c) Cost Estimates. Estimated costs shall be included with each project even if only approximate and should indicate any additional costs that will be involved for annual maintenance, operation or additional permanent improvements as a part of a long-range program; whether the improvement will be revenue producing and, if so, to what extent; and, the recommended apportionment of cost of the improvement and proposed source of funds for the project.

502. Sites. (a) The department or agency desiring a site for a public building or improvement should submit to the City Planning Commission and the Bureau of Real

Estate, as far as practicable, the following:

(1) Brief statement setting forth the scope and purpose of the project and the needs for which the improvement was initiated, its coordination with the department's long-

range program, if any, and the general benefits to be derived from same.

(2) Map or plan showing the extent of the project or area to be served such as City, Borough, departmental district, local area, precinct or any other geographical or administrative subdivision. (Suitable maps will be furnished by the City Planning Commission upon request.)

(3) General data on the area map which bear an evident relation to the services to be rendered. Such data might include general population, school population, mortality rates, property uses, existing facilities, transportation or any other specific factors which should be taken into consideration.

(4) Sources of funds for site acquisition and schedules in which they have been

included for current year.

(5) Any other relevant data which the department or agency feels might be of

assistance to the Commission in relating the project to the Master Plan.

(b) The City Planning Commission will confer with the department or agency with a view to determining an appropriate general area or areas within which the site itself for the improvement should be located.

(c) Subsequent to this conference, the Commission, pursuant to Section 197b of the New York City Charter, will hold a public hearing on the adoption, as a part of the Master Plan, of the selected area or areas as the area or areas within which the im-

provement is recommended to be located.

(d) Following the public hearing, the City Planning Commission will hold a second conference with the department or agency if information brought out at the public hearing makes this desirable. The Commission will then formally adopt as part of the Master Plan the area or areas as modified after the public hearing and second conference. The Commission will transmit to the department or agency and to the Bureau of Real Estate copies of its report, which will include:

(1) Suitable maps showing the area or areas within which the improvement is

recommended to be located.

(2) General statement setting forth its reasons for selection of the area or areas and their limitations as related to other proposed or contemplated improvements, changes or developments in the particular district originally submitted.

(3) Additional maps or other data when necessary indicating previously adopted parts of the Master Plan and other long-range programs for the area suggested, showing existing facilities and other factors which might affect this improvement and other

proposed future projects.

(e) The department or agency, after study and consideration of the adopted area or areas, should then confer with the Bureau of Real Estate on the selection of a specific site or sites within the adopted area or areas. The Bureau of Real Estate should then advise and negotiate with reference to such sites as are deemed appropriate by the department or agency, and report particulars to the department or agency together with a schedule of options obtained.

(f) The department or agency should then submit to the Bureau of Real Estate its preferences in order of priority, and the Bureau of Real Estate should then negotiate for the various sites and submit to the department or agency the final results of these negotiations

(g) The department or agency should then submit its formal request to the Board of Estimate for the acquisition of the particular site agreed upon.

(h) This request would then customarily be referred by the Board of Estimate to the City Planning Commission, the Director of Real Estate and the Director of the Budget. It is assumed that with these steps accomplished, the Commission will usually be able to certify that the site is in conformity with the Master Plan, and no further public hearing will be necessary. The site, upon its acquisition, will be a part of the Master Plan, and the remainder of the adopted area will no longer be part of the Plan.

503. Exceptions: The Commission in appropriate cases that do not affect the

503. Exceptions: The Commission, in appropriate cases that do not affect the Master Plan so far as adopted and are not anticipated to have a material bearing on parts of the Master Plan hereafter adopted, may make modifications and simplifications

in the above procedure appropriate to particular projects.

F—PETITIONS REQUESTING A CHANGE OF ZONE PURSUANT TO SECTION 201 OF THE CHARTER

601. A petition requesting a change of a building zone map should be addressed to the Commission, rather than to an individual, and must contain the original signatures of the petitioners and nine copies, which may be typewritten, including the signatures, and must state clearly and concisely:

(a) The change desired.(b) The reasons therefor.

(c) The boundaries of the proposed change.
(d) A description of the property of each petitioner by block and lot number

(e) Each signed sheet shall contain the same heading.

602. All signatures to a petition must be duly acknowledged before a notary Individual acknowledgments may be taken or a subscribing witness may witness and acknowledge the signatures of one or more petitioners. In the case of corporate petitioners, the corporate name shall be signed by an officer thereunto duly authorized, the corporate seal shall be affixed and a corporate form of acknowledgment executed.

603. Petitions containing the duly acknowledged signatures of the owners of at least 50 per cent of the area sought to be changed will be noticed for hearing. Petitions

containing the duly acknowledged signatures of the owners of not less than 20 per cent of the area sought to be changed will be considered to determine whether the public interest requires the initiation by the Commission of a proceeding for such change

in zone

604. At least three identical posters, not less than 81/2 by 11 inches in size, describing the proposed change and stating that all persons interested in the change will be notified of the date fixed by the Commission for a public hearing on the matter, provided they file written requests for such notice with the Secretary to the Commission must be conspicuously exhibited for at least one week within one month prior to the submission of the petition. These posters must be placed not more than 200 feet apart along the entire length of the frontages sought to be changed and on any streets in the rear less than 300 feet distant therefrom. A copy of this poster must be submitted with the petition.

A notice containing information similar to that contained in the poster must be sent by registered mail, return receipt requested, to every property owner within the area sought to be changed, the area immediately adjacent thereto for a distance of 100 feet, and the area directly opposite thereto for a distance of 100 feet from such opposite frontage. Return receipt cards and a copy of the notice must be submitted with the

petition.

606. A list containing the names of all owners to whom notices are sent, together with information concerning the location and extent of their property, must be submitted with the petition.

607. A sworn statement from the petitioner or his representative, stating that posters

have been exhibited and notices sent by registered mail to affected property owners, as required by these rules, must be submitted with the petition.

608. Forms for the petition, the sworn statement (proof of service), posters and notices are available at the office of the Commission where they may be obtained at a cost of three cents each, or the petitioner may prepare and use similar forms of his own.

G—SUSPENSION OF RULES

701. The suspension of any of these rules may be ordered by unanimous vote.

CITY OF NEW YORK OFFICE OF THE MAYOR THE HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

PROCLAMATION

WHEREAS Saturday, June 12th, has been set aside as a day of special observance to open the official program of commemoration of the Golden Anniversary of the consolidation of the five boroughs of the City of New York, Manhattan, Brooklyn, Queens, Bronx and Richmond, and

WHEREAS the agencies and bureaus of the municipal government in cooperation with industry and civic groups will on this day present a giant pageant of civic progress in the form of a parade dramatizing the theme "NEW YORK AT WORK" 1898-1948, and

WHEREAS this parade will emphasize the services and functions daily performed by the municipal government in providing for the efficient operation of the metropolis and for the safety and well-being of its citizens, and

WHEREAS it is fitting on this day that the people of the City of New York pause to reflect upon the past five decades of achievements made possible by consolidation and to take inspiration therefrom for even greater progress and expansion in the future,

NOW, THEREFORE, I, WILLIAM O'DWYER, Mayor of the City of New York, do hereby proclaim Saturday, June 12, 1948,

MUNICIPAL MOBILIZATION DAY

and do declare it an official holiday for city employees so that they may participate in the demonstration; and I do also urge that all business firms and their employees recognize the significance of this milestone in the city's history and assist in making this parade a stirring and impressive symbol of civic pride and achievement.

> IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of New York to be affixed this third day of June, 1 9 4 8.

By:

MEMORANDUM NO. 39

FROM:

TO:

THE MAYOR

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OFFICE OF THE MAYOR NEW YORK 7, N.Y. MUNICIPAL REFERENCE LIBRARY RECEIVED

AUG 20 1948

MUNICIPAL BUILDING NEW YORK CITY

MEMORANDUM NO. 40

TO ALL CITY DEPARTMENTS AND AGENCIES

For your information and guidance, the Mayor
has asked me to transmit a memorandum, dated August 12, 1948,
prepared by the Corporation Counsel, concerning the granting
of military leaves of absence for city employees who are
members of the National Guard, Naval militia or the
reserves.

(SIGNED) JOHN J. BENNETT

Deputy Mayor

August 17, 1948

MEMORANDUM

Re: Military leaves of absence for city employees who are members of the National Guard, Naval Militia or a federal reserve corps.

It appears that some confusion exists as to the law which governs the granting of military leaves of absence to city employees who are members of the National Guard, Naval Militia or of a federal reserve corps. The purpose of this memorandum is to summarize briefly the appropriate statutes.

Two provisions of the Military Law entitle city employees who are members of the National Guard, Naval Militia or of a federal reserve corps to military leaves of absence (Mil. Law §§ 43 and 245). These sections, as last amended by L. 1948 c. 201, eff. March 12, 1948, provide as follows:

Military Law § 245

A city officer or employee who, on or before April 1, 1942, is a member of the National Guard, Naval Militia or a member of the reserve corps or force in the federal military, naval or marine service

MERCHARDUR NO. 40 19401 ,SI thegua bedeb , cobratorou a time cent of om Louise can perpered by the Corporation Coursel, somewhite the giventiting of military leaves of observe its oity employees who leve members of the National Guard, Naval militis ow the (BICHER) - LOUR J. ENGLES August 17, 1948

- (2) the first 30 days of military duty in any one calendar year shall be deemed ordered, notwithstanding the fact that orders therefor are or may be issued with the employee's consent; (this provision added by L. 1948 c. 201)
 - (3) for the first 30 days of such duty the employee shall receive his full city salary;
 - (4) if the period of ordered military duty exceeds 30 days in any one calendar year, then for the balance of such ordered military duty the employee shall receive such part of his city salary as equals the excess, if any, of his military salary.

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duty is any one calendar year analy be deemed ordered, notwill standing the fact that ordered, notwill standing the feet that ordere therefor are or may be issued alto thur employee's consent; (this provision added by I. 1948 of 201)

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duty exceeds 30 days in any one calendar, year, then for the balance of such ordered military duty the employee and that the capity of the capity of the capity of the cales of the cale of t

Military Law 8 43

A city officer or employee who, after
April 1, 1942, became or becomes a member of
the National Guard, Naval Militia or of the
reserve corps or force in the federal military
naval or marine service

- (1) may absent himself from his city employment while engaged in ordered military duty;
- (2) the first 30 days of military duty in any one calendar year shall be deemed ordered, notwithstanding the fact that orders therefor are or may be issued with the employee's consent (this provision added by L. 1948 c. 201);
- (3) during such absence the employee shall receive his full city salary for a period or periods not exceeding 30 days in any one calendar year.

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Prior to the enactment of Chap. 201 L. 1948, the Corporation Counsel and the Attorney General had consistently ruled that in order to be eligible for the benefits of either section 43 or 245 Military Law, the duty performed by a city employee must be ordered and not voluntary. It is apparent, however, that as of March 12, 1948, the effective date of Chap. 201 of the L. of 1948, these sections were amended so as to enable an employee, otherwise eligible, to absent himself for a 30-day leave of absence with full pay for the purpose of performing voluntary military duty. For periods of military duty in excess of 30 days however, the duty performed must still be ordered and not voluntary in order to entitle a city employee to further benefits under either section of law.

In this connection, it should be noted that for periods of ordered military duty in excess of 30 days,
Mil. Law § 245, which section applies to public employees
who acquired a guard, militia or reserve status on or
before April 1, 1942, provides that a city employee shall
be paid the excess, if any, of his city over his military
pay. Military Law § 43 which applies to public employees
who acquired a guard, militia or reserve status after April 1,
1942, has no such provision for military differential — it
merely provides for a continued leave of absence while the

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employee is on ordered military duty.

(SIGNED) JOHN P. MC GRATH

Corporation Counsel

August 12, 1948



CITY OF NEW YORK

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

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OCT 1 5 1948

MUNICIPAL BUILDING NEW YORK CITY

October 11, 1948

MEMORANDUM NO. 41

FFOM:

THE MAYOR

TO:

HEADS OF ALL DEPARTMENTS AND AGENCIES

SUBJECT:

1949 STATE LEGISLATION

This office is now making preparations for the 1949 session of the State Legislature.

There are two phases to the administration's interest in State legislation, as follows:

- 1. Sponsorship of legislation necessary or beneficial to the City Government and introduction at its request.
- 2. Opposition to legislation detrimental to the City Government.

Please observe the following instructions with respect to each of the enumerated phases:

1. SPONSORSHIP OF LEGISLATION NECESSARY OR BENEFICIAL TO THE CITY GOVERNMENT AND INTRODUCTION AT ITS REQUEST:

Proposed State legislation requested by any department or agency should be in final form for introduction and submitted to this office not later than December 15, 1948.

Each proposed bill must be accompanied by a detailed memorandum stating the situation to be remedied by the bill and the respect in which the bill will achieve that end. The supporting

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It appears that some confusion estate as to the the law in the same of the lattons the granting of military leaves of the lattons and services of the lattons of the lattons of the services of this memorandum is to summarize oriefly the appropriate statutes.

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A city officer or employee who, on or before before a statistic it was a member of the Methonal Cuard, Navel Militie or a member of the federal of the reserve corps or force in the federal military, navel or marine service

memorandum should also contain a statement of any previous legislative history of the proposed legislation. Proposed bills and supporting memoranda must be submitted in quadruplicate.

Since the preparatory work usually involves conferences and drafting, department and agency heads are to communicate with Mr. Harold L. Herzstein of my office on proposed legislation promptly.

2. OPPOSITION TO LEGISLATION DETRINENTAL TO THE CITY GOVERNMENT:

During the session Mr. Herzstein will send you bills as they are introduced and printed, for your comments. Since the legislative session is short, committee and floor action on bills is unusually rapid. Therefore, forward to Mr. Herzstein as soon as possible your comments in each instance and indicate any previous legislative history of the bill. Send the original and two copies to the Albany office and two copies to City Hall. The comments should be on standard letter-size paper, $8\frac{15}{2}$ x ll, and should be in the following form:

Name of Department or Agency

Date

(Name of house in which introduced) (Name of introducer) Introductory Number Print Number

State same information for the companion bill, if any.

RECOMMENDATION: (Here set forth either of the following:

Approved
Disapproved
Approved with Qualification
Disapproved with Qualification)

EFFECT: (Here set forth your understanding of

effect of bill in brief)

COMMENTS: (Comment in detail)

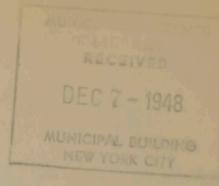
Commissioner of Department or Chairman of Board

The address and telephone number of the Albany office will be the same as in past years: Room 1100, DeWitt Clinton Hotel, Albany 1, New York; telephone, Albany 4-4605.

Mayor



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



MEMORANDUM NO. 42

December 3, 1948 GS

To the Administrative and Executive Heads of all Departments, Bureaus and Agencies

Attached hereto is a copy of a plan dated November 16, 1948, designed to Coordinate the Activities of all Departments and Agencies involved at the scene of a Disaster or Emergency.

This plan has been formulated by the Mayor's Board of Planning and Operations and has been reviewed, discussed and approved by the various department heads, as well as public service corporations, public welfare organizations and other cooperating agencies.

Administrative heads of Departments, Bureaus and Agencies shall promulgate such rules or adopt such measures as are necessary for the activation of this plan and instruction of employees concerned in its provisions.

Very truly yours,

William O'Dwyer

Mayor.

. 1949 session of the State Legislature.
There are two phease to the administration to the sessions. 1. Sponserable of legislation necessary incompression was a the colors of the constant . . drenout sit is noticubouted but Please observe the following instruction of the community Proposed State legislation reignested by any departs the noliterestal art small forth forth younge to been set provided to this diles not later than Described to betailed to see a detailed to monorement

THE MAYOR'S BOARD OF PLANNING AND OPERATIONS
NEW YORK CITY

Coordination Of The Activities Of City Departments
And Cooperating Agencies At The Scene Of Emergencies

In the event of a sudden disaster or emergency, endangering, or likely to endanger the life or health of a considerable number of people, it is of the utmost importance that the activities of city departments, boards, offices and cooperating agencies be closely coordinated at the scene of the emergency.

Upon notification of such an emergency the administrative and executive heads of departments and agencies concerned shall promptly report to the scene.

To insure prompt notification, the administrative and executive heads of all departments, boards and agencies will supply their home address and telephone number to the Communications Division (Telegraph Bureau) of the Police Department. If leaving the city, such officials shall report their out-of-town address and telephone number to the Bureau of Planning and Operations of the Police Department.

The following procedure, in so far as practicable, will be followed at the scene of an emergency:

- 1. Coordinating Officer:- The police commanding officer at the scene shall act as coordinator. It shall be his duty to:
 - a. Establish a headquarters and display the official green flag or lantern thereat.
 - b. Upon briefly surveying the scene and adjacent area to determine conditions, he shall cause notification to be made to the heads of departments and agencies affected, giving his headquarter's location.
 - c. Establish an Information and Press Center at or near the scene for the convenience of the press, inquiring relatives, officials, etc.

Mr.

d. Advise police officers and officials on duty at the scene of the location of this center and direct that representatives of the press, radio, inquiring relatives and others be referred thereto for information. Administrative and Executive Heads of Departments shall:a. Upon arrival at the scene, ascertain from the police coordinator existing conditions and latest developments. b. Upon making a survey of the scene, consult with other officials and determine any additional action or precaution necessary. c. Keep the police coordinator informed of action taken, directed, or recommended. Parking: - Official passenger cars will be parked outside 3. police lines, in such a manner as to avoid congestion or interference with the movement of emergency vehicles or equipment. Persons in Charge of Emergency Service Crews shall:a. Report as soon as practicable to the police coordinator the number and kind of personnel and equipment present at the scene. b. Cooperate closely with the officer in charge of rescue work, and with other emergency units. Report information obtained concerning entrapped persons, dead bodies, injured, and evacuated persons to the Police Coordinator. Rescue of Entrapped or Endangered: -In case of fire the superior fire officer present shall be in charge. In other cases the superior police officer present shall be in charge.

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All agencies shall cooperate and coordinate their efforts in this work. d. The officer in charge shall frequently report progress to the police coordinator. First Aid Station:-6. The police coordinator shall assist the representative of the Department of Hospitals in establishing a first aid station when necessary, and shall cooperate in maintaining order thereat. b. Medical units, ambulance attendants, and rescue workers will assist police officers in securing identification of dead bodies and the pedigree of injured persons. Temporary Morgue:-7. The police coordinator will cooperate with the Medical Examiner in establishing a Temporary Morgue, if necessary -which should be separate from the First Aid Station. Dead bodies will be identified if possible, tagged, respectably covered and cared for. (Note: The Medical Examiner has authorized the removal of dead bodies in an emergency to a temporary place of shelter.) A police officer will take charge of uncared for property of a deceased or unconscious person. 8. Surveys of the Scene and Adjacent Areas:-Inspectors and officers of the Departments of Health; a. Housing and Buildings; Water Supply, Gas and Electricity; Police; Fire; Borough Presidents' Office, etc., will be directed to conduct careful surveys of the scene and adjacent area to determine the extent of damage, area affected, and potential hazards. Report will be made to the police coordinator on these b. matters together with action taken or recommended in connection therewith.

PREL .

C 440 - 4 -9. Shut-off of Gas, Steam, Water, Etc .:a. May be directed by a responsible official when deemed necessary. b. Householders and occupants will be notified in advance when practicable, or as soon as possible thereafter, and shall be instructed to shut off outlets. c. Occupants and householders will again be notified before such services are restored. d. The police coordinator will direct and supervise all such notifications. Employees of all departments will cooperate as directed by him. 10. Evacuations:a. May be ordered when deemed necessary by authorized representatives of the Department of Health, or Housing and Buildings, in collaboration with the police coordinator and the representatives of the Department of Welfare, Fire and Hospitals. b. Serious consideration will be given to: -1. Area to be ovacuated. 2. Approximate number of persons involved. 3. Sick, aged, infirm and children. 4. Probable period of evacuation. 5. Temporary shelter, food and clothing, if necessary. 6. Transportation, if necessary. 7. Necessary instructions to be given evacuees on such matters as: clothing to carry, securing of gas and water outlets, securing of premises, etc. c. The police coordinator shall assist the Department of Welfare representative in supervising evacuation operations.

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- d. The representative of the Department of Welfare shall arrange for food, shelter and clothing for evacuees.
- e. The Department of Welfare shall arrange for suitable emergency Reception Centers having sanitary and foodserving facilities, such as schools, armories, etc.

 Agencies concerned shall cooperate in spotting, surveying and inspecting such Reception Centers in all boroughs, and in arranging for their availability in case of emergency.
- f. The representative of the Department of Hospitals
 will provide hospitalization and ambulance service for
 the sick, injured and infirm also cots, blankets, etc.,
 as may be necessary.
- g. Auxiliary services such as the American Red Cross,
 Salvation Army, etc., will be requested for aid by
 the Department of Welfare representative.
- h. The police coordinator will arrange for the protection of premises in the evacuated area.
- i. When evacuated premises are again safe and suitable for occupancy, evacuees will be returned under the supervision of a representative of the Department of Welfare, assisted by the Police Department and other agencies as may be necessary.

11. Reports:-

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The police coordinator shall arrange to transmit initial and successive reports to Police Headquarters, Manhattan, by telephone, briefly describing the nature of the emergency; new

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developments; area affected; numbers dead, injured, rescued or evacuated; nature and extent of property damage; departments and agencies represented at the scene; any special measures adopted; and other pertinent information.

The police coordinator will submit a final report in writing to the Police Commissioner, which, in addition to a summary of the above, will contain a location list showing the estimated property damage.

12. The cooperation of public service corporations in this program is essential to effectively coordinate the efforts of all agencies at the scene of emergency.

The following sample types of emergencies will serve to illustrate the various agencies involved.

Type of Emergency

1 70

Residential building callapse

Flooded area

Power Failure (area)

Agencies Involved

Police, Health, Hospitals, Housing & Buildings, Fire, Medical Examiner, Sanitation, W.S.G. & E., Welfare, Borough President, Corporation Counsel, District Attorney, Comptroller WNYC Radie, Public Works, Public Utilities.

Police, Fire, Housing & Bldgs, Welfare, Health, Sanitation, Hospitals, Marine & Aviation, W.S.G.&E., Berough President, Transportation, Port N.Y. Authority, Coast Guard, Armories, Education, Corporation Counsel, WNYC Radio, Comptibiler, Parks, Public Works, Armories

Police, W.S.G.&E., Fire Housing & Bldgs., Parks, Transportation, WNYC Radio, Borough President, Corporation Counsel, Port M.Y. Auth. Coast Guard, Education, Welfare, Hospitals, Correction, Public Utilities.

OFF Y ., 7 1 , . 1 +

Ferryboat collision

Train wreck

Water-main break

SUBMITTED NOVEMBER 16, 1948

Police, Marine and Aviation, Fire, Hospitals, Sanitation, W.S.G.& E., Welfare, WNYC Radio, Corporation Counsel, Port of N.Y. Authority, Coast Guard, Navy.

Police, Fire, Hospitals, Medical Examiner, Sanitation, Transportation, WNYC Radio, District Attorney, W.S.G. & E., Borough President, Public Works, Corporation Counsel, District Attorney, Welfare, Public Utilities.

Police, W.S.G. & E., Borough President, Transportation, Sanitation, Housing & Bldgs, Health, Fire, Comptroller, Corporation Counsel, Public Works, Welfare, Public Utilities.

APPROVED
DECEMBER 3, 1948

MAYOR OF NEW YORK

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

December 9, 1948 GS

MEMORANDUM NO. 43

TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

At this season of the year, most of the members of your staff will desire an opportunity to do their Christmas shopping. It is my desire that you arrange that this opportunity be afforded to all who desire it by granting the necessary time off from duty.

I desire also, on Friday, December 24th, and Friday, December 31st, that only a skeleton staff be kept on duty. This shall apply to all personnel except those necessary for the proper protection of life, health and property.

Please accept for yourself and extend to all the members of your staff my very best wishes for a Merry Christmas and a Happy New Year.

WILLIAM O'DWYER

Mayor



CITY OF NEW YORK

OFFICE OF THE MAYOR



February 2, 1949 D

MEMORANDUM NO. 44

FROM: THE MAYOR

TO: THE HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

For some time I have been concerned about the lack of sufficient facilities for dependent and neglected children who need care away from their own homes. Because of the serious shortage of foster homes, babies and young children must stay in hospitals, shelters, and other temporary facilities.

I have directed the Department of Welfare to set up a new foster home program which will supplement the work of the private agencies which are now giving this service.

The new program is ready to begin. Its success will depend on finding foster parents who are able and willing to take children into their homes.

In your Department there undoubtedly are many employees who may be interested in taking a child. I urge you to assist the Department of Welfare by distributing the attached literature to each of your staff members, and by permitting the display of posters and other illustrative material, as well as in any other way possible. Additional material will be sent to you by the Department of Welfare at your request.

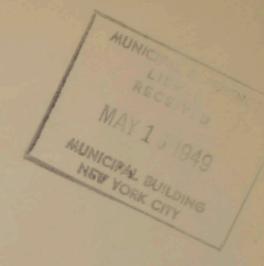
Mayor huyer

sufficient faulities to b dependent and padiented children who need care away from their commissions and councillates of the continues out tage of foats, backer and young outlittee must evar and populate tamporary facilities. wen a ou was of eralley to thentraged and beforth evad I foster home program which will supplement the work of the the state of the s literature to each of your staff members and by permitting the display of posters and other illostrative material, as well os in any other way possible. Additional material will be sent to you by the Department of Wolfare at your requests.



CITY OF NEW YORK

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



May 12, 1949 GS

MEMORANDUM NO. 45

TO HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

The Mayor has requested me to forward the enclosed circulars relating to the organized reserve for the information of the employees of your department.

JOHN J. BENNETT Deputy Mayor

PERIORARDUM NO. 45 for the information of the employees of your depart.

HEADQUARTERS 373RD MAJOR PORT (TC) ORC

EXTENSION 776

NEW YORK PORT OF EMBARKATION BROOKLYN, N. Y.

ADVANTAGES OF THE ORGANIZED RESERVE

- a. Every year of active duty gives the individual 2%% of the pay of his grade, on retirement at 60, provided he has twenty years total of qualifying service.
- b. Every year of inactive service gives him 1/26, provided he qualifies by meeting minimum requirements.
- c. Wherever he goes, he can continue his Reserve affiliation.
- d. His war time status is assured, if war comes.
- e. He starts at the grade he won in the last war.
- f. Depending on his unit, he may receive from one to four days pay of his grade each month with pay for summer camp, a total of perhaps several hundred dollars a year
- g. Technical schools of the army are open to him, on a pay status.
- h. Promotion is now fairly rapid.
- i. Men without prior military service are also eligible.
- j. Women, with war time service, are eligible.

ADVANTAGES OF THE 373RD MAJOR PORT (OVERSEAS) ORGANIZED RESERVE

- a. Based on the Brooklyn Army Base, with all its training facilities available.
- b. Headquarters and attached units have their schedules so arranged that the Reservist may select any night in the week as his 'army night'.
- c. The Headquarters, 373rd Port, and many of its attached units, are designated as '18 Division Striking Force' units, which carry the highest priorities for 'everything'.
- d. Officers and non-commissioned officers of great experience in World War II.
- e. While attendance at summer camp is an obligation, arrangements can be made so that prior plans of new personnel need not be interfered with by the camp program this year.

ENLISTMENT

Applicants should go, preferably Monday evening, or any day time, to the Headquarters, 373rd Port, 4th Floor, Building A, Army Base, Brooklyn (Sea Beach express to 59th Street)

NOTE: An overseas Port usually has a strength of 10,000 to 30,000, depending on its mission, has all branches of the service represented, offers peace time training helpful in civilian life.

HEADQUARTERS

NEW YORK PORT OF EMBARKATION

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- 2. Every year, of active daty gives the indevidual 25% of the pay of his giode, on retirement as 60, provides he has twenty years total of qualifying survives
 - b. Every year of inactive service gives him is, provided he qualifies by neet
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Wolff: An overseat Port usually has a strength of 10 000 to 30,000, depending on its classion, has all branches of the service represented, offers peace time training helpful in civilian life.

HEADQUARTERS
373LD MAJOR PORT (TC) ORC
New York Port of Embarkation
Brooklyn, New York

EARNING AND SERVING

THE RESERVE PAYS OFF! The 373rd Transportation Major Port and its affiliated units now have vacancies for all grades of former enlisted men and women of all branches of the service. Men and women who are interested in and want to actively serve in the Organized Reserve program are needed.

Meetings every Monday night at the Brooklyn Army Base, First Avenue and 58th Street, Brooklyn (Sea Beach Express to 59th Street via BMT; Third Avenue Bus to 58th Street), from 6:45 to 8:45 p.m.

There's a unit to fit your skill - a night to make it right for you

Harbor Craft Companies

Amphibious Truck Companies

Transportation Port Companies

Yes, you "do earn while you serve." YOU get a day's pay, plus longevity, for attendance at most regularly scheduled meetings. Check this pay list and set your sights:

| Master Sergeant | \$5.50 | Private First Class | \$3.00 |
|----------------------|--------|---------------------|--------|
| Sergeant First Class | 4.50 | Private | 2.67 |
| Sergeant | 3.83 | Recruit | 2.50 |
| Corporal | 3.33 | | |

NOTE: Current legislation now pending to increase these amounts.

The Reserve program provides retirement credit for active Reservists. Your former years of war service count toward this retirement plan. These benefits are yours at the age of 60 if you have completed 20 years or more of satisfactory service. Compare this with your Federal Social Security payments and you will find a 50% gain in benefits at NO COST TO YOU. Better than any insurance policy (which you pay for).

Vacancies and promotions are here NOW! You'll be eligible to qualify for a commissionin the Reserve Corps, besides taking advantage of the many educational benefits the Reserve offers to you.

And, you really get the full benefit of a day's pay. No need to spend fancy prices for your meal on meeting nights. You can eat your meal right here at the Port - excellent food, the cost for a full-course dinner is only 35¢ per person.

We're at the Port every Monday night. Why not stop in and learn for yourself the advantages the 373rd offers to you. Or, come in at any time during the week, you'll find us on the 4th floor of Building "A" at the Army Base. If you can't visit with us soon, just call GEdney 9-5400, Ext. 303, and we'll give you the answers to any questions you may have.

OF (OF DEA BUSINESS and women of all branches of the service, ifor and women who are inversely por you distract a color of dight a - filter your fill of time a aterest darbor Craft Comments 4 MAR X Amphiblious Truck Companies ... Transportation Fort Companies Les, you at the action of together, you convoid you action of the continue of 1 Corplant First Class 4.50 Private First Class 23.00 Sorgeon Interpret signapol . . convent lugislation not pinerent to instruct the acquist instruct accounts. Total letter total page of the solving court total the complete start to start total trail or not or not of the court total start food federal solving a convict. Court of the court federal solving a convict federal solving a court total solving as the court total then any tesurence policy (which you gay lor). This or idialis ad il wor lard and record has corosees. worse of the Post overs Santhy algebra Mile and other and the extent for yourself the adventages the 373rd offers to you. Or, come in at one the daring the woot, you is in the the the first line of bulled the its fine of bulled the its fine the case of the case that is not the case of the c

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N, Y.

September 23, 1949.

MEMORANDUM NO. 46

My dear Commissioner:

The Municipal Management Program, being conducted by the Division of Analysis and the departmental analysis units, is now an established part of our day to day operations. The results thus far achieved are most gratifying.

In order to attain the ultimate goal to which this program is directed, it is essential that those engaged in this work be kept continually aware of latest developments and techniques. This can best be accomplished by regular training programs.

I have, therefore, made arrangements with the City College for the conduct of courses to be open, at this time, only to those city employees engaged in the Management Program. It would include those in the Division of Analysis of the Bureau of the Budget and in the various departmental analysis units.

These courses will be provided by City College without cost to those attending. The college will grant certificates upon successful completion. The details of the training program are set forth in the attached circular.

Since the advanced management training to be covered in these courses will be of immeasurable assistance to all within your analysis unit; I would urge that you encourage them to participate. Please submit to Mr. Abraham D. Beame, Assistant Director of the Budget, not later than . September 28th, the names of those who will attend. Arrangements should also be made for these persons to be excused in sufficient time for them to attend the scheduled sessions.

I know I can count on your cooperation in this matter.

Very truly yours,

Mayor

THE CITY COLLEGE
AND
DIVISION OF ANALYSIS
BUREAU OF THE BUDGET

PROGRAM OF ADVANCED TRAINING FOR MANAGEMENT ANALYSTS

The Training and Education Section of the Division of Analysis, in cooperation with the Evening and Extension Division of the City College School of Business and Civic Administration, will conduct a 60 hour program of advanced training for analysts engaged in the Management Improvement Program of the City of New York.

The following is the Schedule of Courses, which will consist of 30 weekly sessions of two hours each.

Time : Classes will meet each Tuesday from 5 to 7 P.M.

First Session: Tuesday, October 4, 1949, at 5 P.M.

Place : Room 1207, School of Business and Civic Administration, City College, Lexington Avenue and 23rd Street, New York City.

Instructors: Instructors will include members of the faculty of the School of Business and Civic Administration, practicing management engineers and representatives of prominent commercial and industrial organizations.

DESCRIPTION OF COURSES

- 1. Introduction Review of progress and objectives of the Management Improvement Program. Purposes, objectives of the advanced training program, methods to be used, etc.
- 2. The Management Survey Principles, techniques and tools used in conducting management surveys, obtaining and compiling factual data, analyzing data and developing recommendations. Practical applications will be developed through discussion of specific projects.
- 3. Charting Techniques of constructing and drawing the various types of charts used in management analyses and reports, including organization, process, work flow, procedure, forms distribution, and layout charts. Practical

THE CITY COLLEGE
AND
DIVISION OF ANALYSIS
BUREAU OF THE BUDGET

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applications will be developed and illustrated in class sessions and work assignments.

- Report Writing Selection, organization, arrangement and presentation of content, methods of recording data during survey, preparation of analysis sheets and outlines, mechanics of writing, form and style of final reports. Problems involved in reviewing, editing, revising and "polishing" reports. Practical applications and illustrations will be developed and presented through discussion of selected survey reports and specific report writing assignments.
- 5. Form Design and Control Principles and techniques of form design and control; tools and methods used; selection of papers, carbon, typography, inks; reproduction. Practical applications will be developed through class discussion and specific project assignments.
- Ose of Statistics in Management Analysis Use and application of statistical methods and techniques in the compilation, analysis and projection of data; sampling; graphic presentation. Selected projects will be used in developing and illustrating practical applications.
- 7. Work Measurement and Standards Purposes and techniques of measuring work performance and establishing standards, selection of units of measurement, development and installation of reporting systems; relationship to budgeting and cost control. Practical applications will be illustrated and developed through class discussion of existing systems and specific work assignments.
- 8. Production Planning and Control Principles and techniques of planning, coordinating, scheduling, dispatching and controlling production and work requirements for efficient and economical attainment of objectives. Tools and methods used. Practical applications will be developed and illustrated through class discussions and specific work assignments.

A review and examination period will be held at the end of each of the two semesters comprising the training program. This will serve to integrate the subject matter covered and to evaluate and appraise the results and effectiveness of the program. It will also provide a basis for the issuance of individual certificates for successful completion of this course of study.

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7. N. Y.

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MUNICIPAL BUILDING NEW YORK CITY

November 23, 1949,

MEMORANDUM NO. 47

FROM: THE MAYOR

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

SUBJECT: 1950 STATE LEGISLATION

In order to establish a uniform procedure for the processing of State legislation during the coming session of the Legislature, it is requested thall heads of City agencies be guided by this memorandum,

There are two phases to the Administration's interest in State legislation:

- 1. Sponsoring legislation beneficial to the City Government.
- 2. Opposing legislation detrimental to the City Government.

SPONSORING LEGISLATION BENEFICIAL TO THE CITY GOVERNMENT:

Proposed State legislation recommended by any department of agency should be in final form for introduction and submitted to this office not later than December 15, 1949.

Each proposed bill must be accompanied by a detailed memorandum stating the situation to be remedied by the bill and the respect in which the bill will achieve that end. The supporting memorandum should also contain a statement of any previous legislative history of the proposed legislation.

TO LEAST THE STATE OF CITY OF NEW YORK MAXAM SHE SO SERVED there are two places to the Castrastantian's deserge out era event. 2. Opposing legislation detrinochal to agency should be in first fore for introduction and sage befreten mil beletonesses ad Jam Ille becopying done to which the bill will active that end, . The supporting manuscribus provide a state contract of any previous legislative bistory

Proposed bills should be mimeographed and submitted in fifteen copies. The supporting memoranda should be submitted in quadruplicate:

Since the preparatory work usually involves conferences and drafting, it is suggested that department and agency heads communicate promptly with Mr. Victor F. Condello of my office on proposed State legislation.

OPPOSITION TO LEGISLATION DETRIMENTAL TO THE CITY GOVERNMENT:

During the session Mr. Condello will refer legislative bills to you for analysis as to what effect their enactment would have on the City Government. You are urged to give these bills your prompt attention. Send the original and one copy of your memorandum to Mr. Condello at the Albany office and two copies to me at City Hall. DO NOT COMMENT ON MORE THAN ONE BILL IN EACH MEMORANDUM.

Your memorandum should be in the following form:

RE: (House, Introductory and Print Nos. of the bill, viz: Sen. I. 100, P. 101)

RECOMMENDATION: (Here set forth either of the following:

Approved
Disapproved with Qualification
Disapproved with Qualification.

EFFECT: (Here set forth your understanding or effect of bill in brief)

COM ENTS: (Comment in detail)

The address and telephone number of the Albany office will be the same as in past years: Room 1100, DeWitt Clinton Hotel, Albany 1, New York, telephone, Albany 4-4605.

WILLIAM O'DWYER Mayor

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N, Y,

December 9, 1949 HB

MEMORANDUM NO. 48

TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

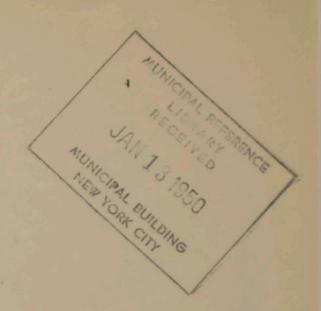
At this season of the year, most of the members of your staff desire an opportunity to do their Christmas shopping. It is my desire that you arrange that this opportunity be afforded to all who desire it by granting the necessary time off from duty.

Please accept for yourself and extend to all the members of your staff my very best wishes for a Merry Christmas and a Happy New Year.

Mayor



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



January 10, 1950

MEMORANDUM NO. 49

TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

As of this date, I have appointed a special committee representing business, labor, civic organizations and the city government generally, to conduct a comprehensive survey of the entire municipal government in an effort to achieve the greatest amount of efficiency and economy possible, consistent with the maintenance of adequate public services in future years.

You are hereby requested to cooperate to the fullest extent with Comptroller Lazarus Joseph, Chairman of the Committee. You are further requested to communicate in writing with Comptroller Joseph, Room 530 Municipal Building, New York 7, N. Y. to signify your intention of extending every cooperation to the committee.

illiam O'Dwyer

alty government generally, to conduct a decembersive surecy . .

January 13, 1950 Comptroller Lazarus Joseph 530 Muricipal Building New York 7, New York Dear Mr. Comptroller: In response to the Mayor's Memorandum Number 49 dated January 10, 1950, I wish to assure you of our complete cooperation to you in the conduct of a survey of the city government. The full resources of the Municipal Reference Library are at your command and available for any research which may be needed. We have the reports of previous surveys and investigations as made by similar Committees in the past, and the files of the annual and quarterly reports of the various City departments. I have just written a textbook describing the organization of each department and agency of the City and this "Guide to Municipal Government of The City of New York" 1950 edition will be off the press by February 1. I shall forward a copy to you as soon as it is ready. Respectfully yours, Rebecca B. Rankin Librarian CM

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MEMORANDUM NO. 50



CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.



June 13, 1950 S

10: Heads of All Mayor's Departments and Agencies

I would like to call your attention to an article entitled NEW YORK, NEW YORK --- IT'S A WONDERFUL TOWN, to appear in the July 1st issue of CCLLIER'S, scheduled to go on the newsstands Thursday, June 22nd.

The article, written by Karl Schriftgiesser, is an outstanding piece of promotional literature for the City of New York. All of us who are proud of our City, particularly those responsible for its operation, should read this story.

Mr. Schriftgiesser's article should serve as an excellent sales manual for all of us who would like to tell the rest of the world exactly why New York is a truly wonderful town to live in, to work in, to visit.

I hope you will post this note on your bulletin boards so that all personnel of your Department will have the opportunity of knowing in advance of one of the most informative and entertaining articles ever written about our City.

> William O'Duyer Мауог

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

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MUNICIPAL BUILDING NEW YORK CITY

August 2, 1950

MEMORANDUM NO. 51

TO HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

Because an ample supply of blood for transfusions and other medical purposes will be an important factor in civilian defense and because we can anticipate a call for blood for the armed services, I have named Dr. Samuel Frant, First Deputy Commissioner of the Department of Health, chairman of a municipal employees committee and instructed him to begin enrolling blood donors immediately among City employees. Dr. Frant will work with the Red Cross Blood Program which will handle the actual collection of blood from donors and process it.

You may know that for two years the Blood Program has been collecting blood and has been supplying a substantial amount of blood to our municipal and voluntary hospitals to meet the blood needs of our civilian ill and injured. Some City departments have been participants in the program and have received blood through it for their sick and injured workers. This phase of the program will continue and Dr. Frant will explain how the blood donors in your department may be assured of an adequate supply when they or members of their families are in need of blood.



Memorandum No. 51 -2-August 2, 1950 The effort to collect blood will be inaugurated at brief ceremonies on the steps of City Hall on Friday, August 11, at noon, and I am requesting you to co-operate with Dr. Frant both in making these ceremonies a success, and, still more important, I urge you to co-operate with him in seeing that every employee in your department who can give blood participate in this Blood Donor Program. Mayor

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AUG 7-1950

MUNICIPAL BUILDING NEW YORK CITY

NEW YORK 7. N. Y.

MEMORANDUM NO. 52

TO: HEADS OF ALL MAYOR'S DEPARTMENTS AND AGENCIES

As of this date, a contract has been entered into by the City designating Griffenhagen & Associates to work with my Committee on Management Survey in the development of a career and salary plan for all positions in the City service, except those in the uniform forces of the police and fire departments, teaching positions of the Boards of Education and Higher Education, operating positions in the Board of Transportation, and positions of employees covered by section 220 of the Labor Law.

This undertaking is one of vital importance to the City and its employees.

The consultants under Mr. Griffenhagen's direction will need a substantial amount of information, advice and assistance from you and the employees in your agency. Mr. Griffenhagen and his staff will have offices on the 11th floor at 250 Church Street in the offices of the Committee on Management Survey. You will receive direct communications in the next few days from him indicating specifically the type of help he will need. You are hereby directed to comply with such requests and to give this organization your complete cooperation.

WILLIAM O'DWYER

Mayor.

OFFICE OF THE MAYOR

NEW YORK 7, N. YARGUSE 14 1950

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NEW YORK 7. N. Y.

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MUNICIPAL BUILDING

August 4, 1950

MEMORANDUM NO. 53

TO ALL CITY DEPARTMENTS AND AGENCIES

SUBJECT: Leaves of Absence for City Employees entering the Armed Forces.

There is transmitted herewith memorandum prepared by the Corporation Counsel concerning leaves of absence for City employees entering the Armed Forces.

I hereby authorize and direct you, during the period of emergency, to grant leaves of absence without pay to those City employees who volunteer for and perform active military duty as members of the United States Armed Forces on or after June 24, 1950, where the granting of such leaves would not be detrimental to the carrying on of vital municipal services.

I hereby further authorize and direct that each employee of the City of New York who engages in voluntary or ordered military duty be granted pay for accrued vacation running from the time of his last vacation to the date of inception of military service. Such vacation pay allowance shall not exceed the regular vacation period granted such employees by your department for a full year's service, but in no instance shall such allowance exceed thirty days.

WILLIAM O'DWYER
Mayo

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MEMORANDUM

TO: The Mayor

FROM: The Corporation Counsel

RE: Leaves of Absence for City Employees entering the Armed Forces

Except for public employees who are members of the Federal Reserve forces, National Guard or Naval Militia, there is no provision of law which entitles public employees to a leave of absence for the purpose of voluntering for active military duty. The exception is as follows:

Members of the various Federal Reserve forces,

National Guard, Naval Militia, etc., whether in officer or
enlisted status, are guaranteed a leave of absence with pay
for 30 days each year. This is true whether or not the assignment to military duty was consented to by the employee, since
duty up to 30 days is deemed ordered military duty (Military

Taw § § 245 and 170).

Public employees ordered to military duty on an in-

Members of the Reserve forces restored to military duty ...

Without their consent; members of the National Guard,

Naval Militia mobilized by the President; those inducted pursuant to the 1950 Selective Service Extension Act are entitled

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to the full protection of the Military Law given employees
who served in World War II. They must get leaves of absence
for the duration of military duty and their civil service status,
including rights to promotion, seniority and pension credit
are fully protected by Military Law § 246.

Although there is no statutory requirement that public employees, Reservists, Guardsmon or otherwise be given leaves of absence to perform voluntary military duty, such leaves may be granted in the discretion of the appointing officers pursuant to Administrative Code \$B40-8.0 and similar statutes. Such leaves of absence give these employees job protection but no other rights such as salary, pension credit, etc. Special legislation by the State would be necessary to give these employees who volunteer for active military duty the full protection now afforded to public employees ordered to military duty.

Differentials between civil and military pay are payable only to Reservists, Guardsmen or militiamen ordered to military duty and who were members of such organizations prior to April 1, 1942 (Military Law §§ 245 and 170).

Oharles F. Preusse (Sgd.)
ACTING CORPORATION COUNSEL

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OFFICE OF THE MAYOR

NEW YORK 7. N. Y.

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NEW YORK CITY

September 2,1950.

MEMORANDUM NO. 54

FROM:

THE ACTING MAYOR

TO:

HEADS OF ALL DEPARTMENTS AND AGENCIES

SUBJECT:

1951 STATE LEGISLATION

In order to establish a uniform procedure for the processing of State legislation during the 1951 session of the State Legislature, it is requested that all heads of City departments and agencies be guided by this memorandum.

There are two phases to the Administration's interest in State legislation:

- 1. Sponsoring legislation beneficial to the City Government.
- 2. Opposing legislation detrimental to the City Government.

1. SPONSORING LEGISLATION BENEFICIAL TO THE CITY GOVERNMENT

Proposed State legislation recommended by any City department or agency for sponsorship by the City Administration should be submitted to this office, attention of Mr. Victor F. Condello, Legislative Representative, not later than November 30, 1950.

Each proposed bill must be accompanied by a detailed memorandum stating the situation to be tremedied by the bill and

CITY OF NEW YORK

SEPTEMBER 2,1980.

SEPTEMBER 2,1980.

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in State legislation:

- 1. Sponsoring legislation beneficial to
- 2. Opposing legislation detrimental to

1. DECKET SECTION DESCRIPTION OF THE PROPERTY OF THE PROPERTY

Proposed State legislation recommended by any City Administration should be substituted to this office, attention of the Victor P. Soudallo, Legislative Representative, not later than November 30, 1950.

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the respect in which the bill will achieve that end. The supporting memorandum must also contain a complete statement of any previous history of the proposed legislation. This legislation will include a reference to previous similar bills which were introduced in the Legislature at the request of the City, and also reference to similar proposed bills which were recommended by the departments but which were not accepted by the Administration for sponsorship.

Proposed bills and supporting memoranda are to be submitted in triplicate.

Since the formulation of the City's legislative program may involve conferences and extensive bill drafting, it is suggested that department and agency heads recommending legislation communicate promptly with Mr. Condello.

Special attention is directed to the need for State legislation to extend or make permanent any law which is due to expire in the year 1951 or early 1952.

2. OPPOSITION TO LEGISLATION DETRIMENTAL TO THE CITY COVERNMENT

During the session, Mr. Condello will refer legislative bills to you for analysis as to what effect their enactment would have on the City Government. You are urged to give these bills your prompt attention, especially when you are of the opinion that enactment of the bill would be detrimental to the City Government. Send the original and one copy of your memorandum to Mr. Condello at the Albany office and two copies to me at City Hall.

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DO NOT COMMENT ON MORE THAN ONE BILL IN EACH MEMORANDUM.

Your memorandum should be in the following form:

RE: (House, Introductory and Print Nos. of the bill, viz: Sen. I. 100, P. 101)

RECOMMENDATION: (Here set forth either of the following:

Approved
Disapproved
Approved with qualification
Disapproved with qualification)

EFFECT: (Here set forth your understanding or effect of bill in brief.)

COMMENTS: (Comment in detail.)

SIGNATURE: (Signature and title of person signing the report.)

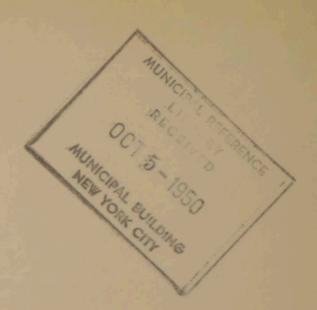
The address and telephone number of the Legislative Representative's office at Albany will be the same as in past years: Room 1100, DeWitt Clinton Hotel, Albany, New York; telephone, Albany 4-4605.

VINCENT R. IMPELKITTERI ACTING MAYOR

never and and control of the de students represented the real there at an event has an it it we would be entire a tentileter outgoth pages from 1100; Darries Officered Miles, Anniel Monte



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



October 4, 1950 D

Memo No. 55

To: Heads of All City Departments and Agencies

I enclose a copy of my Proclamation of Registration Week with the request that you make its contents known to the employees of your Department. I know you agree with me that a large vote this year throughout the country is important to us all. Here in New York we should do our part and we can do our part by urging all the people of the City to register during the week of October 9th.

Sincerely,

VINCENT R. IMPELLITTERI

ACTING MAYOR

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