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N.Y. City. Mayor (Lindsay)

Un-numbered executive memoranda,  
1/1/66 - 5/13/68

May 13, 1968

LISTING OF UN-NUMBERED EXECUTIVE MEMORANDA  
ISSUED BY MAYOR'S OFFICE FROM JAN. 1, 1966

COMPILED BY:

PHILIP SHUMSKY.



EXECUTIVE MEMORANDA

January 6, 1966 - By Robert Price, Deputy Mayor  
1966 Legislative Program.

January 9, 1966 -- By John V. Lindsay, Mayor  
Legislative Program--Robert W. Sweet, Executive Assistant to the Mayor, to be notified, prior to attending or participating in any meeting, conference or discussion with any member of the City Council or the Board of Estimate or their staffs pertaining to matters pending before these bodies.

January 12, 1966- By Richard M. Rosen, Assistant to the Mayor  
Information re: the Albany Office of the Legislative Assistant to the Mayor.

January 17, 1966- By Robert Price, Deputy Mayor

Official trips. Approval for official trips must be obtained several days before the trip; Supplementing Executive Order No. 21, dated October 8, 1962. See also Un-numbered Executive Memorandum from Robert Price, Deputy Mayor, dated May 9, 1966.

January 19, 1966-By John V. Lindsay, Mayor

Budget Economy Review. Requesting 1965-1966 budget economy review.

January 21, 1966 -By Timothy W. Costello, Deputy Mayor -City Administrator.

Telephone Service. Supplementing relevant portions of Executive Order No. 161, dated, July 1, 1965- Terms and Conditions for Administration of 1965-1966 Budget Appropriations.

January 24, 1966- By Richard M. Rosen, Assistant to the Mayor

Supplementing Executive Order No. 2, dated January 10, 1966, requiring use of special form in seeking approval of the Mayor's Office for attendance at conferences or meetings called by State Committees or Departments concerning State Legislation.

January 24, 1966- by John V. Lindsay, Mayor.

Instructions for implementation of Executive Order No. 5. Appointment of a Vacancy Control Board to investigate and recommend for Mayor's approval, requests for the filling of certain positions in the City's service.

January 25, 1966 -By Timothy W. Costello, Deputy Mayor-City Administrator

Allocation of office space for use by City Departments and Agencies. Allocation of office space for use for new functions authorized by the Mayor, not specifically assigned to an established agency.

January 31, 1966- By Timothy W. Costello-Deputy Mayor-City Administrator

Vacancy Control Board- Procedure for filling of vacancies in cases of extreme urgency.

February 7, 1966- By John V. Lindsay, Mayor

Jim Carberry. Requesting designation of one person who would be a source of information and to give top priority to request of Jim Carberry for research, facts or drafts.

February 8, 1966- By John V. Lindsay, Mayor.

Comments on City Council Legislation. Requesting that comments on local legislation in response to a request by the City Council be forwarded to Robert W. Sweet, Executive Assistant to the Mayor, who will submit same to the Council.



EXECUTIVE MEMORANDA

February 10, 1966 - By John V. Lindsay, Mayor

Forwarding, for the information of heads of all Departments and Agencies a copy of a speech given by Leona Baumgartner at the Golden Anniversary Luncheon of the Women's City Club of New York.

February 14, 1966 - By Timothy W. Costello, Deputy Mayor-City Administrator

Vacancy Control Board. Notice of proper address for requests to fill vacancies.

February 24, 1966 - By John V. Lindsay, Mayor

Communications and Correspondence with Mayor's Office. Revokes Executive Order No. 26, dated December 21, 1962. Outlines new procedures for handling of communications and processing of correspondence.

February 28, 1966 - By John V. Lindsay, Mayor.

Announcing the appointment of Dr. Efrén Ramirez as Narcotics Coordinator for the City of New York in the City Administrator's Office (Press Release R 71-66)

March 1, 1966 - By John V. Lindsay, Mayor

Processing of 1965-1966 Expense Budget Modification Requests

March 24, 1966 - By John V. Lindsay, Mayor

Designating Werner H. Kramarsky, Assistant to the Mayor as representative of the Mayor to coordinate and integrate the processing of information and data for all departments and agencies.

March 29, 1966 - By John V. Lindsay, Mayor.

Loyalty Day Parade. Requesting cooperation with Parade Chairman, Michael J. Cashin, Veterans of Foreign Wars of the United States of America, to promote the participation of City employees.

April 6, 1966 - By John V. Lindsay, Mayor.

Second Annual Institute for Municipal Management to be held at New York University, May 26, 1966.  
See also Memorandum of Timothy W. Costello, Deputy Mayor, dated April 30, 1966.

April 13, 1966 - By Robert Price, Deputy Mayor.

World Trade Center. Establishing a negotiating Committee to represent the City in dealing with the Port Authority on the proposed World Trade Center.

April 14, 1966 - By Lynn Goree, Secretary to the Mayor.

Requesting office, home and/or other emergency telephone number where heads of all City agencies can be reached at all hours.



April 14, 1966- By John V. Lindsay, Mayor

Requesting preparation of a draft letter for Mayor's signature when civil servants perform unusually effective services.

April 21, 1966-By John V. Lindsay, Mayor

Real Estate Holds. Directing each Department to send to William F. Tobin, Assistant to the Commissioner, Department of Real Estate, information on "official holds" of public land retained by the City.

April 30, 1966- By Timothy W. Costello, Deputy Mayor.

Second Annual Institute for Municipal Management. Implementation of un-numbered memorandum dated April 6, 1966.

May 9, 1966- By Robert Price, Deputy Mayor.

Request for approval of official out-of-town trips pursuant to the provisions of Executive Order 21 dated Oct. 8, 1962. Amending such Executive Order.

May 25, 1966- By John V. Lindsay, Mayor.

The Greater New York Fund Campaign

May 31, 1966-By John V. Lindsay, Mayor.

Motion Picture and Television Production Industries.

June 17, 1966 By

Announcing that Executive Order Numbers 18 to 23, all issued June 17, 1966, have been sent only to the subject agency affected.

June 30, 1966 -By John V. Lindsay, Mayor.

The Use of City Cars and Motor Vehicle Operators. Requesting all department and agency heads to name a Vehicular Control Manager to review the use of every city passenger car and motor vehicle operator assigned to his department or Agency. Announces intention of creating a Vehicular Control Board. See also Un-numbered Executive Memorandum dated August 5, 1966

July 8, 1966 - By John V. Lindsay, Mayor

The Task Force on municipal archives. Requesting cooperation with this newly formed committee under Chairmanship of Professor Richard B. Morris of Columbia University.

July 9, 1966- By John V. Lindsay, Mayor.

Requesting cooperation with Task Force on Municipal Archives.

July 14, 1966- By John V. Lindsay, Mayor.

Designating Thomas P. F. Hoving, Commissioner of Parks, as Mayor's representative on the Board of Trustees of the New York Public Library, Brooklyn Public Library and Queens Borough Public Library.



July 18, 1966 - By John V. Lindsay, Mayor

Space Inventory. Requesting an inventory of all buildings and properties with a view to possible economies of space utilization and surrender of un-needed space.

July 25, 1966-By John V. Lindsay, Mayor.

Federal Aid Survey. Announcing survey of all Federal Aid received by the City, by Murray Drabkin, Assisted by Jay Kriegel; requesting designation of a member of staff as Federal Programs Officer. Giving address and telephone number of New York City's Office in Washington, D. C. Requesting advance notice of trips to Washington, D. C. to meet with Federal officials and submission of advance copy, to Mr. Drabkin, of remarks or statement on same. See also Un-numbered Executive Memorandum dated Sept. 12, 1967 by Robert Price, Deputy Mayor; also Un-numbered Executive Memorandum dated September 19, 1966, by Mayor.

August 1966-By John V. Lindsay, Mayor.

The 1966-67 School Building and construction Program of the City of New York.

August 5, 1966-By John V. Lindsay, Mayor.

Instructions for implementation of memo dated June 30, referring to the use of city cars and motor vehicle operators. Appointment of Vehicular Control Board.

August 12, 1966-By Robert Price, Deputy Mayor.

Instructions for implementation of Memo. dated June 30, Referring to the use of city cars and motor vehicle operators. Announcing appointment of Dan Tessler as Executive Director of the Vehicular Control Board.

September 1966 By Robert Price, Deputy Mayor.

1967 Legislative Program. See also Un-numbered Executive Memorandum dated September 12, 1966 by Robert Price.

September 8, 1966 By John V. Lindsay, Mayor.

1966 U S Savings Bonds Campaign.

September 12, 1966- By Robert Price, Deputy Mayor.

1967 Legislative Program. Listing of Federal Programs Officers. See also Un-numbered Executive Memoranda dated July 25, 1966 and September 1966, respectively; also Memorandum of September 26, 1966.

September 15, 1966- By John V. Lindsay, Mayor.

Appointing members of a new New York City Council against Poverty.

September 16, 1966-By John V. Lindsay, Mayor.

Designating additional members to the New York City Council against Poverty.



September 19, 1966- By John V. Lindsay, Mayor.

Requesting that Murray Drabkin of New York City's Office in Washington, D. C. be informed when planning to go to Washington for any reason. See also Un-numbered Memoranda dated July 25, 1966 and September 1966, respectively.

September 21st, 1966-By Robert Price, Deputy Mayor.

Civilian Review Board. Schedule of series of briefings on same.

September 26, 1966-By Robert Price, Deputy Mayor

1967 Legislative Program. Addition to Memorandum of September 12, 1966

October 4, 1966- By John V. Lindsay, Mayor.

Manhattan Civic Center. Designating Public Works Commissioner William C. Mattison as the coordinator of all phases of the planning and construction of the Manhattan Civic Center. See also Un-numbered Executive Memorandum by Mayor, dated February 20, 1967.

October 10, 1966-By John V. Lindsay, Mayor

Representatives to the Board of Standardization. Directing the Health Services Administrator to appoint a representative from the Department of Hospitals to attend meetings of the Board of Standardization.

October 21, 1966- By Robert Price, Deputy Mayor.

Civilian Review Board. Schedule of series of briefings on same.

November 2, 1966-By John V. Lindsay, Mayor.

The Mayor's Amusement-Resort Advisory Committee. Requesting cooperation with this group and that they be invited to discussions or hearings related to municipal activities in the concerned resort area.

November 9, 1966-By Richard M. Rosen-Assistant to the Mayor (Legislative Representative)

1967 State Legislative Program.

November 23, 1966-By Murray Drabkin, Special Assistant to the Mayor.

Federal Aid Applications. Requesting that each agency submit a copy of application for Federal Assistance to Mr. Drabkin, prior to filing same with Federal Agencies.

November 28, 1966- By James W. Smith, Assistant to the Mayor.

United Negro College Fund Campaign

December 1, 1966-By John V. Lindsay, Mayor.

Acceptance of Gifts by City Employees. Requesting that City employees be instructed that acceptance of gifts of any kind from persons or firms having a direct or indirect interest in business dealings with the City, is prohibited by Section 1106 of the New York City Charter.



EXECUTIVE MEMORANDA

December 7, 1966- By Richard Rosen, Assistant to the Mayor and Legislative Representative.

Forms used in reporting on proposed State Legislation. Advising that supply of Forms, N. Y. C. 55 and N. Y. C. 56, may be obtained from Mr. Jack Friedberg, Room #106.

December 28, 1966- By Richard M. Rosen, Assistant to the Mayor.

Standard Procedure for Reporting on Pending State Legislation.

January 6, 1967- By Richard M. Rosen, Assistant to the Mayor.

Drafting Legislative Memoranda.

January 17, 1967- Alfonso Troche, Assistant Press Secretary.

Encourages all of those who may not already have done so to attend a showing of "The Ox-Cart", the first professionally staged, English language production of a play by a Puerto Rican author ever presented on or off Broadway.

January 23, 1967- By John V. Lindsay, Mayor.

Application for Federal Aid and State Aid. Procedures to be followed on same. See also Un-numbered Executive Memorandum by Mayor, dated February 17, 1967.

January 27, 1967- By John V. Lindsay, Mayor.

Disaster Preparedness Program. New York University announcing that New York University has been designated by the Federal Government to establish a program in New York City for the training of members of all municipal agencies in the performance of special duties during and subsequent to a natural disaster or civil defense emergency.

January 30, 1967- By John V. Lindsay, Mayor.

The City's Tow Away Program. Urging that use be made of the City's excellent public transportation facilities--subways, buses or taxicabs-- whenever making a trip into mid-Manhattan.

February 2, 1967- By John V. Lindsay, Mayor.

Appointments. Modifying previous instructions for the implementation of Executive Order No. 5., filling of vacancies. See also Un-numbered Executive memorandum by Mayor, dated April 12, 1968.

February 9, 1967- By Paul J. Curran, Legislative Representative.

Cut-off date for introduction of State Legislation; Supporting memoranda.

February 9, 1967- By Paul J. Curran, Legislative Representative

Correction to above memorandum.

February 10, 1967- By John V. Lindsay, Mayor.

Brotherhood Conference of Delegates from Religious and Fraternal Organizations comprised of employees in New York City Civil Service. Requesting that authorization for time off from their duties for those accredited delegates attending this Conference, be granted.



February 17, 1967-By John V. Lindsay, Mayor.

Federal Aid, Requesting Information on Federal grants made since July 1, 1966 and a summary of aid applications pending.

February 20, 1967-By John V. Lindsay, Mayor.

Manhattan Civic Center.

Designating Richard H. Buford, Director of Lower Manhattan Development as coordinator of all phases of the planning and construction of the Manhattan Civic Center.

April 4, 1967-By John V. Lindsay, Mayor.

Honorarium for speaking engagements, participation in seminars, or other public appearances.

Directing the return of same or sending of same to a private charity.

April 5, 1967- By John V. Lindsay, Mayor.

Stage Legislation. Comments on bills before the Governor.

April 14, 1967- By John V. Lindsay, Mayor.

Title Searches. Requesting the designation of one person in department or agency who will be able to supply information to G. Michael Morris, City Register, who is investigating the land title search and examination requirements of all city departments and agencies.

April 24, 1967- By John V. Lindsay, Mayor.

Requesting cooperation with David Love, Director of the newly formed Mayor's Action Center, and also the names and telephone numbers of individuals designated to serve as a liaison between the department and the Mayor's Action Center.

April 25, 1967- By John V. Lindsay, Mayor.

The 1967 Greater New York Fund Campaign

April 27, 1967-By Lynn Goree, Secretary to the Mayor.

Requesting that staff be advised that the number with which to reach Miss Joan Gregory is 249-7177

April 28, 1967- By Sid Davidoff, Assistant to the Mayor.

Requesting review of outlined procedures of Executive Memorandum, dated February 2nd, 1967 concerning appointments and filling of vacancies.

April (?) By John V. Lindsay, Mayor.

Follow-up to the Puerto Rican Community Conference, April 15-16, 1967. Requesting a report by June 1, 1967. Information to be obtained from Miss Marta Valle, Assistant Deputy Administrator in the Human Resources Administration.



May 8, 1967- By John V. Lindsay

Labor Relations Agreement.

Deputy Mayor-City Administrator to issue series of instructions in implementation of Labor Relations agreement. Attaching Administrative Order No. 8, dated May 8, 1967 re: Agreement Regarding Motor Vehicle Operation.

May 12, 1967- By John V. Lindsay, Mayor.

Constitutional Convention.

May 16, 1967- By Robert W. Sweet, Deputy Mayor.

Inviting all agency heads to participate in visit to Coney Island, under the auspices of the Coney Island Chamber of Commerce, of U. N. personnel and their children.

May 17, 1967- By Dave Love, Director, Mayor's Action Center.

Requesting establishment of liaison with those agencies that do not have same.

May 18, 1967- By Lynne Gores, Secretary to the Mayor.

Transmitting a list of all agency heads, commissioners and deputies along with their office and home telephone numbers.

May 22nd, 1967- By Robert W. Sweet, Deputy Mayor.

Departmental Space Requests; Encloses copy of Mayor's Executive Order No. 25.

June 1, 1967- By John V. Lindsay, Mayor.

Designating August Heckscher, Administrator of the Recreation and Cultural Affairs Administration as Mayor's representative on the Boards of Trustees of the City Library Systems.

June 23, 1967- By Kathleen St. John, Secretary to the Mayor.

Correspondence Procedure.

August 11, 1967- By John V. Lindsay, Mayor.

United States Savings Bonds Campaign.

September 22nd, 1967- By Robert W. Sweet, Deputy Mayor.

1968 Legislative Program.

September 28, 1967- By John V. Lindsay, Mayor.

Comments on New constitution.

October 10, 1967- By Robert W. Sweet, Deputy Mayor.

1968 Legislative Program.

October 31, 1967- By John V. Lindsay, Mayor.

Amendment of the effective date of Executive Order 52, issued October 2, 1967.



EXECUTIVE MEMORANDA

January 4, 1968- By Harry J. O'Donnell, Press Secretary.

Information-type and special telephone numbers for use by public; requesting City agencies establishing same to contact Mr. Philip C. Hitchins, New York Telephone Company Account Manager for the City.

April 12, 1968- By John V. Lindsay, Mayor.

Modification of Executive Order No. 5, dated January 19, 1966 and Executive Memorandum Instructions issued Feb. 2, 1967 relating to positions, the salary of which is \$13,000 or more a year.

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