#13 and #19 and #25 are missing.

#24 follows #26.

Mayor Lindsay's Memoranda
1972 - 1973

Index

Contract Cancellations

7777

The City of New York

OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767
TIMOTHY W. COSTELLO, *Deputy Mayor, City Administrator*

ADMINISTRATIVE MEMORANDUM

January 17, 1972

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: TIMOTHY W. COSTELLO, DEPUTY MAYOR-CITY ADMINISTRATOR

Official notification has been received from the Commissioner of Investigation that the following persons have refused to answer relevant questions concerning transactions with the City when subpoenaed to testify before the Department of Investigation:

RICHARD E. FARRELL of 143-34 84th Road, Jamaica, New York and the following corporations of which he is a member:

City-Wide Emergency Repair Corporation
Kew Gardens Plumbing & Heating Corporation
Farrell Holding Corporation
City-Wide Plumbing & Heating Corporation

MR. & MRS. ISADORE HANS of 47 Oakland Avenue, Yonkers, New York, and their nephew, JULIUS SCHURKMAN, of 16 Heathcote Drive, Albertson, New York, of the Irvrut Realty Corporation. In addition, MR. HANS is the owner of Atlantic Meats, Inc.

All contracts with the above firms or with any firm, partnership or corporation of which Richard E. Farrell, Mr. & Mrs. Isadore Hans and Julius Schurkman are a member, partner, director or officer shall be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named persons or firms submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

K. HAMILTON
MAYOR

January 19, 1972

TO: ALL AGENCY HEADS

FROM: EDWARD K. HAMILTON, Deputy Mayor

SUBJECT: MATERNITY LEAVE REGULATIONS

* * * * * * * * * * *

The Leave Regulations for Career and Salary Plan Employees (Section 5.0) permit a pregnant employee to work for such period beyond the 5th month of pregnancy "for which she secures agency medical approval to work and the approval of the agency head." I am advised that this discretion has been misunderstood in some cases, in that some agencies have adopted a blanket policy which prohibits pregnant employees from continuing to work beyond the end of the 7th month and, in some cases, beyond the end of the 5th month.

This is to inform you that in light of recent court developments and actions by federal agencies, I have directed the City Commission on Human Rights, the Department of Personnel and the Corporation Counsel's Office to propose new maternity regulations. These new regulations, will be forthcoming in the very near future. In the interim, it would be in the City's best interest if you would exercise the discretion granted by the present leave regulations to permit women to stay in their jobs as long as they are able to work and desire to do so.

Your cooperation pending the issuance of new regulations will help us immeasurably in protecting the City from a rapidly growing number of complaints filed with city, state, and federal anti-discrimination agencies and in protecting the rights of the women involved.

The City of New York

OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767
TIMOTHY W. COSTELLO, *Deputy Mayor, City Administrator*

22/3

January 19, 1972

ADMINISTRATIVE MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: TIMOTHY W. COSTELLO, DEPUTY MAYOR-CITY ADMINISTRATOR

Official notification has been received from the Director of the Office of Contract Compliance that the following firms have failed to take affirmative action and are found in non-compliance with Executive Order No. 71, as amended by Executive Order No. 23.

Smith, Kline and French Laboratories
1500 Spring Garden Street
Philadelphia, Pa. 19101

American Home Products Corporation (and subsidiaries)
685 Third Avenue
New York, New York 10017

Ayerst Laboratories
Division of American Home Products
685 Third Avenue
New York, New York 10017

Wyeth Laboratories
Division of American Home Products
685 Third Avenue
New York, New York 10017

All contracting agencies shall refrain from entering into further contracts or extensions or modifications of existing contracts of any noncomplying contractor until such contractor has satisfied the City Administrator that such contractor has established and will carry out personnel and employment policies in compliance with the provisions of this Executive Order. This shall not apply to the purchase of any non-competitive item for which these corporations are the only sources from which these items can be obtained.

In the event the above named firms submit bids for any

contract to be awarded by a City agency, the name of such bidder shall be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal. No. 3180A), as amended.

Requests for such a meeting of the Board of Responsibility should be addressed to Deputy Comptroller Joseph R. Perrini, and copies forwarded to the Corporation Counsel and the Director of the Office of Contract Compliance.

Timothy W. Costello
Deputy Mayor-City Administrator

The City of New York

OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767
TIMOTHY W. COSTELLO, *Deputy Mayor, City Administrator*

72/4

ADMINISTRATIVE MEMORANDUM

February 18, 1972

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: TIMOTHY W. COSTELLO, DEPUTY MAYOR-CITY ADMINISTRATOR

Official notification has been received, by way of the Office of the Commissioner of Investigation, that on November 23, 1971, MR. JOSEPH YOUNG of 149-47 22nd Avenue, Whitestone, New York, refused to sign a waiver of immunity when called to testify before a grand jury in connection with the District Attorney's investigation of the Municipal Loan Program.

Mr. Young, who has made an application for a loan under the Municipal Loan Program is an officer of the Wellington Construction Corporation and Clinton Units, Inc.

All contracts with the above firms or with any firm, partnership or corporation of which Joseph Young is a member, partner, director or officer may be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named person or firms submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal. No. 3180A), as amended.

Requests for such a meeting of the Board of Responsibility should be addressed to Deputy Comptroller Joseph J. Perrini, and copies thereof forwarded to the Corporation Counsel and the Commissioner of Investigation.

Timothy W. Costello
Timothy W. Costello
Deputy Mayor-City Administrator

The City of New York

OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767
TIMOTHY W. COSTELLO, *Deputy Mayor, City Administrator*

ADMINISTRATIVE MEMORANDUM

February 18, 1972

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: TIMOTHY W. COSTELLO, DEPUTY MAYOR-CITY ADMINISTRATOR

Official notification has been received from the Commissioner of Investigation that the following person has refused to answer relevant questions concerning transactions with the City when subpoenaed to testify before the Department of Investigation:

ABRAHAM GLANZER of 551 Bedford Avenue, Brooklyn, New York, and the Bushwick Holding Corporation of which he is a member.

All contracts with the above firm or with any firm, partnership or corporation of which Abraham Glanzer is a member, partner, director or officer may be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named person or firm submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate adopted on June 30, 1969 (Cal. No. 3180A), as amended.

Requests for such a meeting of the Board of Responsibility should be addressed to Deputy Comptroller Joseph J. Perrini, and copies thereof forwarded to the Corporation Counsel and the Commissioner of Investigation.

Timothy W. Costello
Deputy Mayor-City Administrator

The City of New York

OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767
TIMOTHY W. COSTELLO, *Deputy Mayor, City Administrator*

72/5

February 24, 1972

ADMINISTRATIVE MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: TIMOTHY W. COSTELLO, DEPUTY MAYOR-CITY ADMINISTRATOR

On January 19, 1972, I notified you, as to the Smith, Kline and French Laboratories and the American Home Products Corporation (and subsidiaries), that you should refrain from entering into further contracts or extensions or modifications of existing contracts until such contractor has satisfied the City Administrator that he has established and will carry out personnel and employment policies in compliance with the provisions of Executive Order No. 71, as amended by Executive Order No. 23.

Please be advised that these two corporations have satisfied me that they will carry out personnel and employment policies in compliance with the provisions of the Executive Order.

Accordingly, the directions contained in my letter of January 19, 1972, are hereby revoked.

Timothy W. Costello
Deputy Mayor-City Administrator

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

EDWARD K. HAMILTON
DEPUTY MAYOR

TO: ALL AGENCIES

FROM: EDWARD K. HAMILTON 3/13/72

RE: Change in Procedure for Approval of Travel Requests

Effective immediately, all requests for approval of travel expenses should be sent to the Director of the Budget. Only those involving expenses over $500 will be reviewed by the Deputy Mayor.

/S

The City of New York

OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767
TIMOTHY W. COSTELLO, *Deputy Mayor, City Administrator*

March 21, 1972

TO: All Agency Heads

FROM: Timothy W. Costello, Deputy Mayor-City Administrator TWC

SUBJECT: IncreasedParticipation in Work Staggering

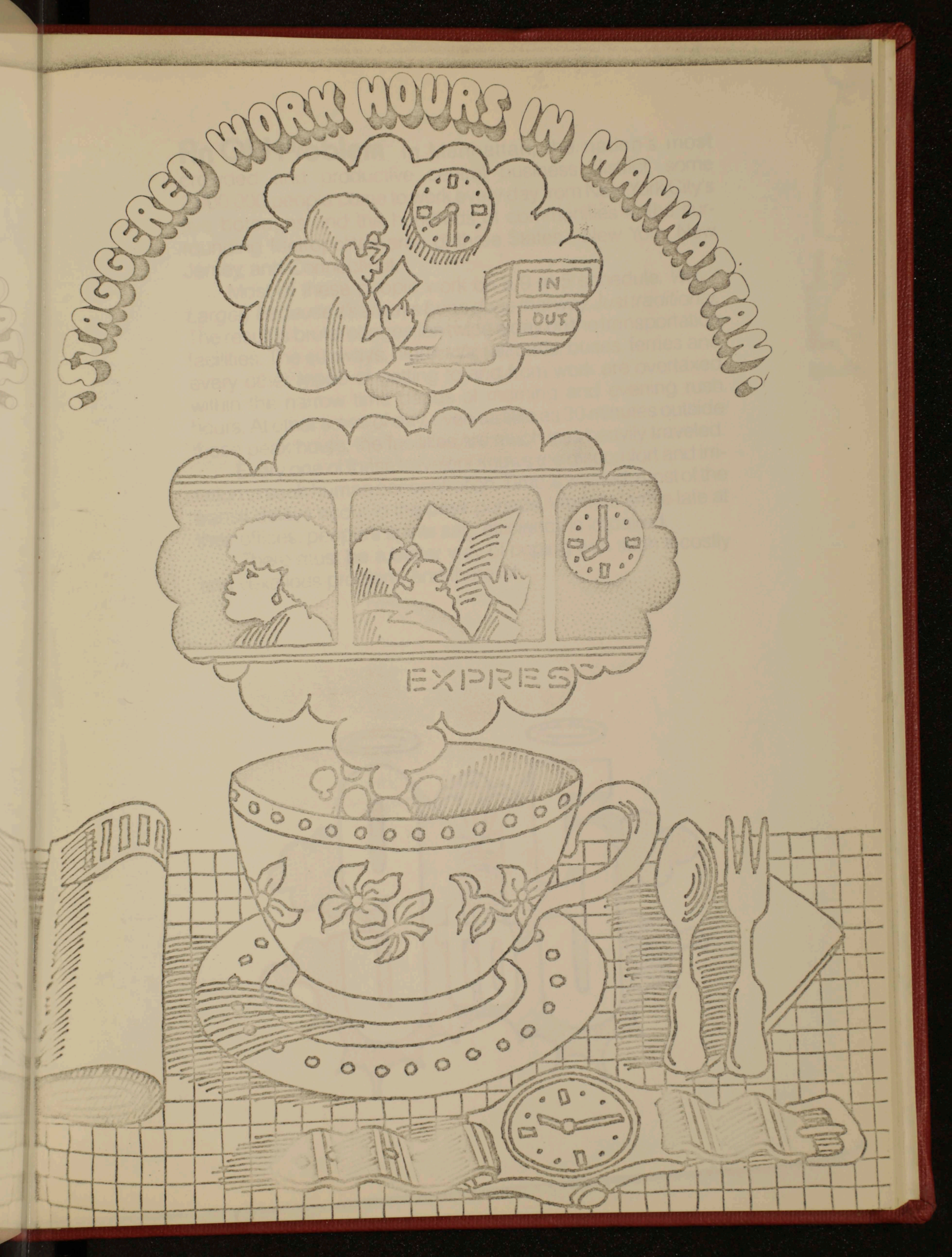
In an effort to accelerate and further expand employee participation in the New York City Work Staggering Program, I am requesting each agency head and administrator to explore the feasibility of shifting whole units, offices or bureaus working in lower Manhattan from 9-5 to 8:30-4:30.

This step is in line with my letter of December 6, 1971, calling on all city agencies to make an even greater effort to bring about increased participation of their employees and supervisors on a voluntary basis. The goal then, as now, is to significantly increase participation from the present 2,500 to at least 6,000 employees.

Agency heads should plan to alter the work schedules of employee groups under their jurisdiction, bearing in mind the need to: (1) consider the individual's desire to participate or not; (2) provide 9-5 coverage for each office, as these remain the city's official business hours; and (3) resolve union questions where they may arise with the Office of Labor Relations before detailed planning and actual implementation take place.

City employee participation to date has been highly favorable and there is every indication that it will continue given strong management support. Employees appreciate the transportation congestion problem in lower Manhattan from personal experience and are anxious to play a part in alleviating it. The result for all can be greater productivity and less personal wear and tear reaching the office and leaving it.

Within ten days of receipt of this letter, your representative should call either Mr. Sigmund G. Ginsburg, Assistant City Administrator (566-6719) or Mr. Allan Medoff (566-6751) to inform them of your implementation plans. Agencies should prepare those offices or employees concerned to change over to an 8:30-4:30 shift by no later than April 14, 1972.

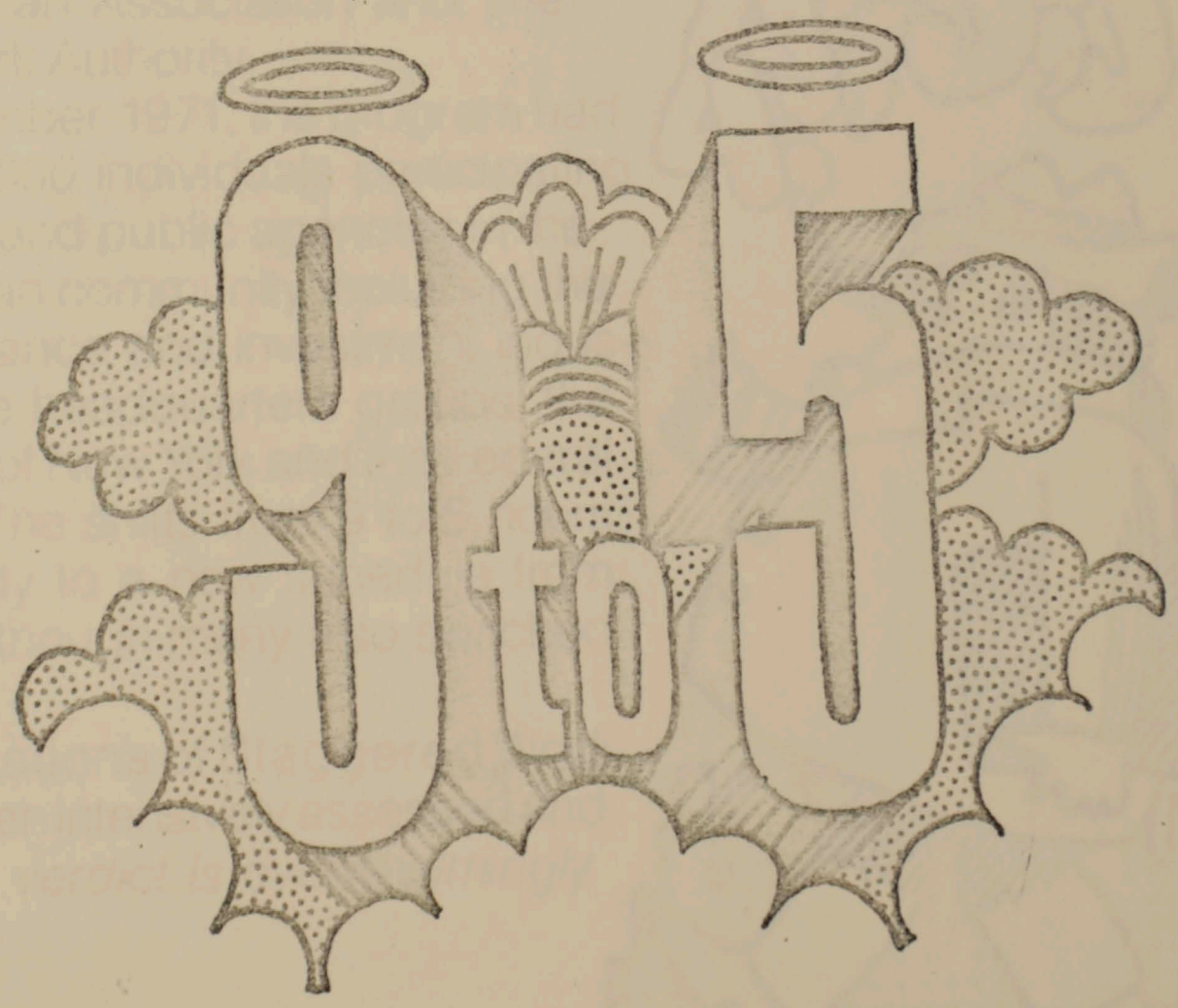

¡SCAGGERED WORK HOURS IN MANHATTAN!
IN
OUT
EXPRES

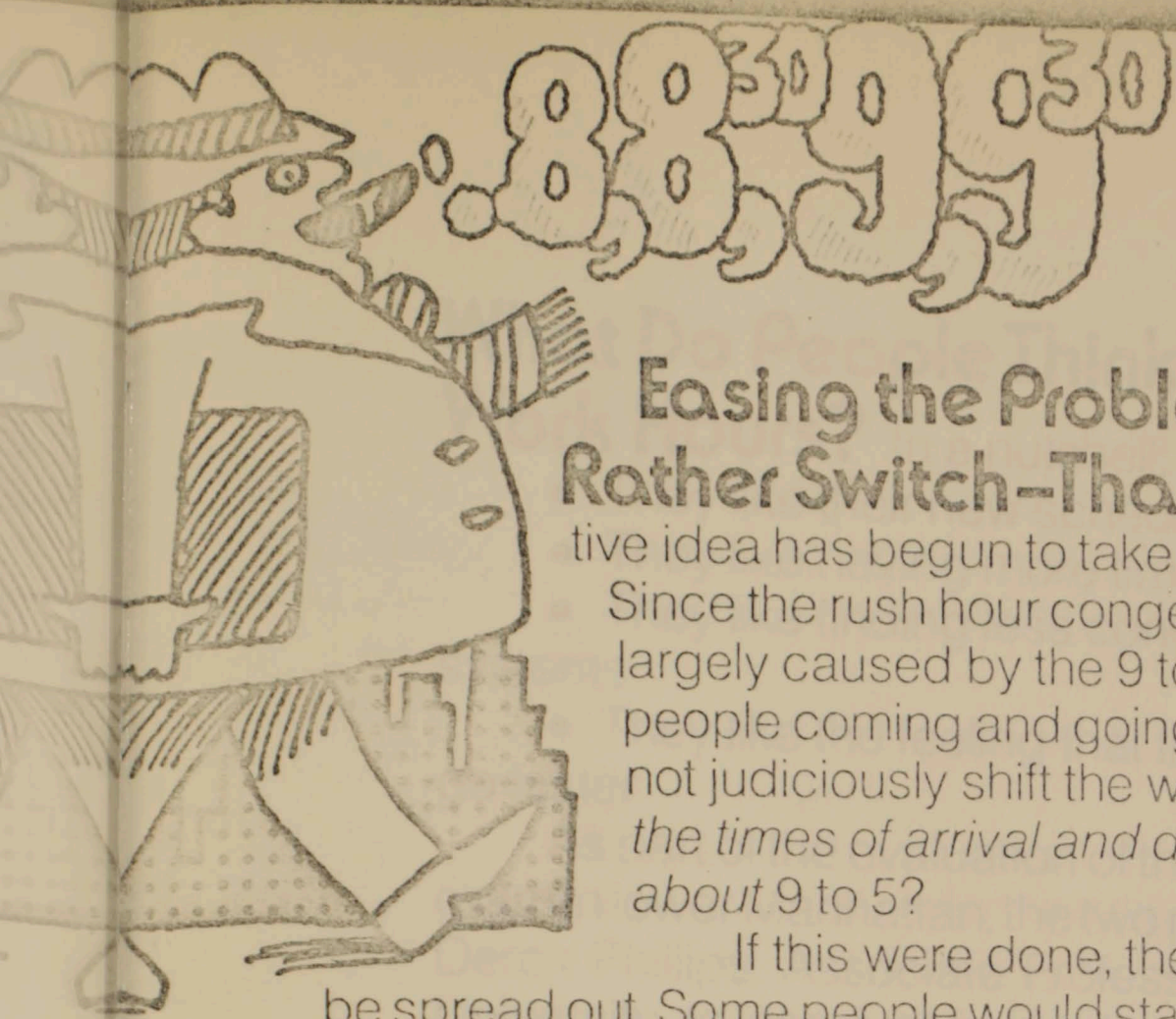
An Old Problem In Manhattan, the nation's most crowded and productive central business district, some 2,000,000 people come to work every day from New York City's five boroughs and the hundreds of communities in the surrounding Metropolitan area of three States—New York, New Jersey, and Connecticut.

Most of these people work on a 9 to 5 schedule. *Why? Largely because it's always been done that way. Just traditional.* The result is brutal congestion twice a day on the transportation facilities. The subways, highways, railroads, buses, ferries and every other mode of getting to and from work are overtaxed within the narrow time bands of morning and evening rush hours. At other times of day, even as little as 30 minutes outside these peak hours, the facilities are much less heavily traveled.

Every one of these travelers knows the discomfort and irritation in such human concentration. Time is wasted; most of the transit delays occur in the peak periods. Workers arrive late at their offices, people's spirits sag, efficiency is impaired.

There must be a better way of coping with such a costly and vexatious problem. And there is!





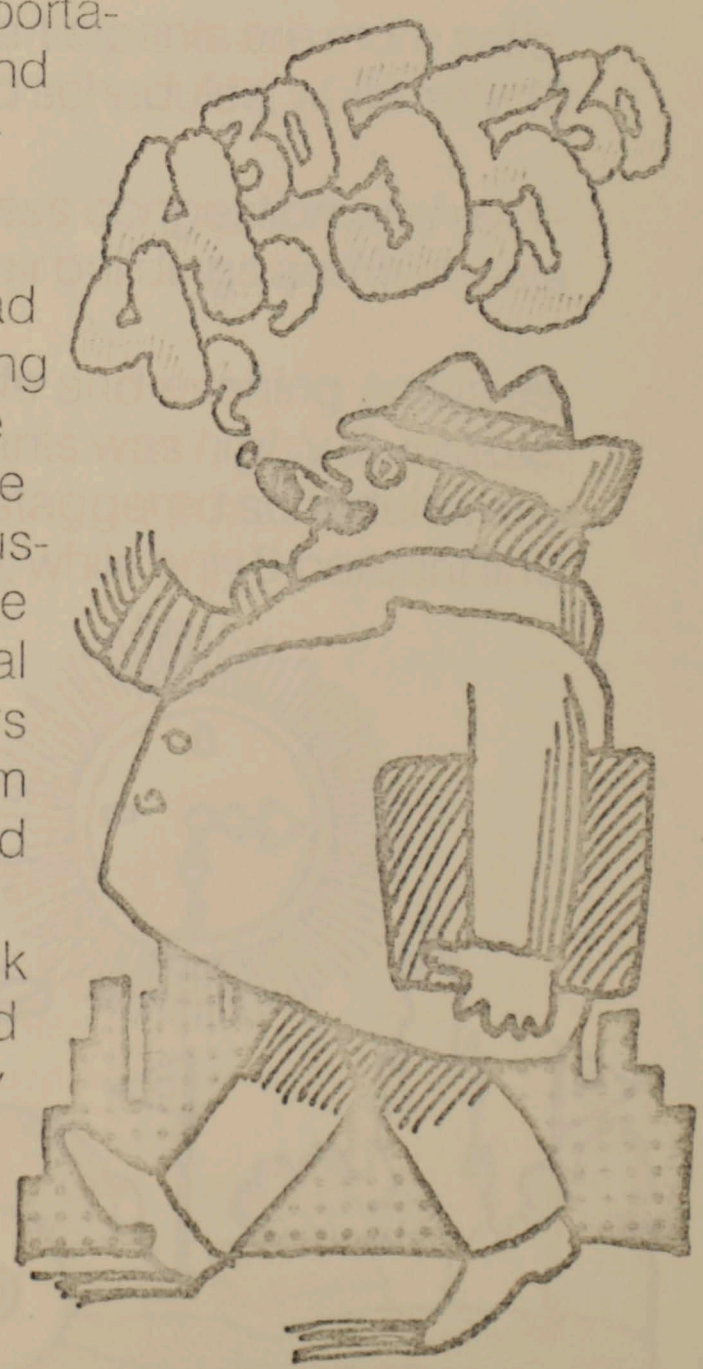
Easing the Problem: Wouldn't You Rather Switch–Than Fight? A constructive idea has begun to take hold all over Manhattan. Since the rush hour congestion in transportation is largely caused by the 9 to 5 work habit, with most people coming and going at the same hours, why not judiciously shift the work hours a bit? *Stagger the times of arrival and departure.* What's *so holy about* 9 to 5?

If this were done, the peak hours would thus be spread out. Some people would start a little earlier and leave earlier. Others might arrive later and depart later. And they could certainly expect to ride in greater comfort on their transportation systems, with a better chance for a seat.

The Staggered Work Hours Program began in lower Manhattan. In April, 1970, about 50,000 men and women from 45 private firms and government agencies in the downtown area began a new program of staggered work hours designed to determine in hard fact whether a shifting away from the traditional 9 to 5 schedule would relieve transportation congestion. This new program was and is jointly sponsored by the Downtown-Lower Manhattan Association and The Port of New York Authority.

By September, 1971, the program had more than *70,000* individuals participating from *116* firms and public agencies in the lower Manhattan community, including the banking, insurance and investment industries, corporate headquarters groups, the State and City of New York and the Federal Government. The shifts from 9 to 5 hours were principally to a new schedule from 8:30 to 4:30 although many also switched to 9:30 to 5:30.

The operations of Staggered Work Hours have been intensively assessed and analyzed. *The verdict is overwhelmingly favorable.*



What Do People Think of Staggered Work Hours?

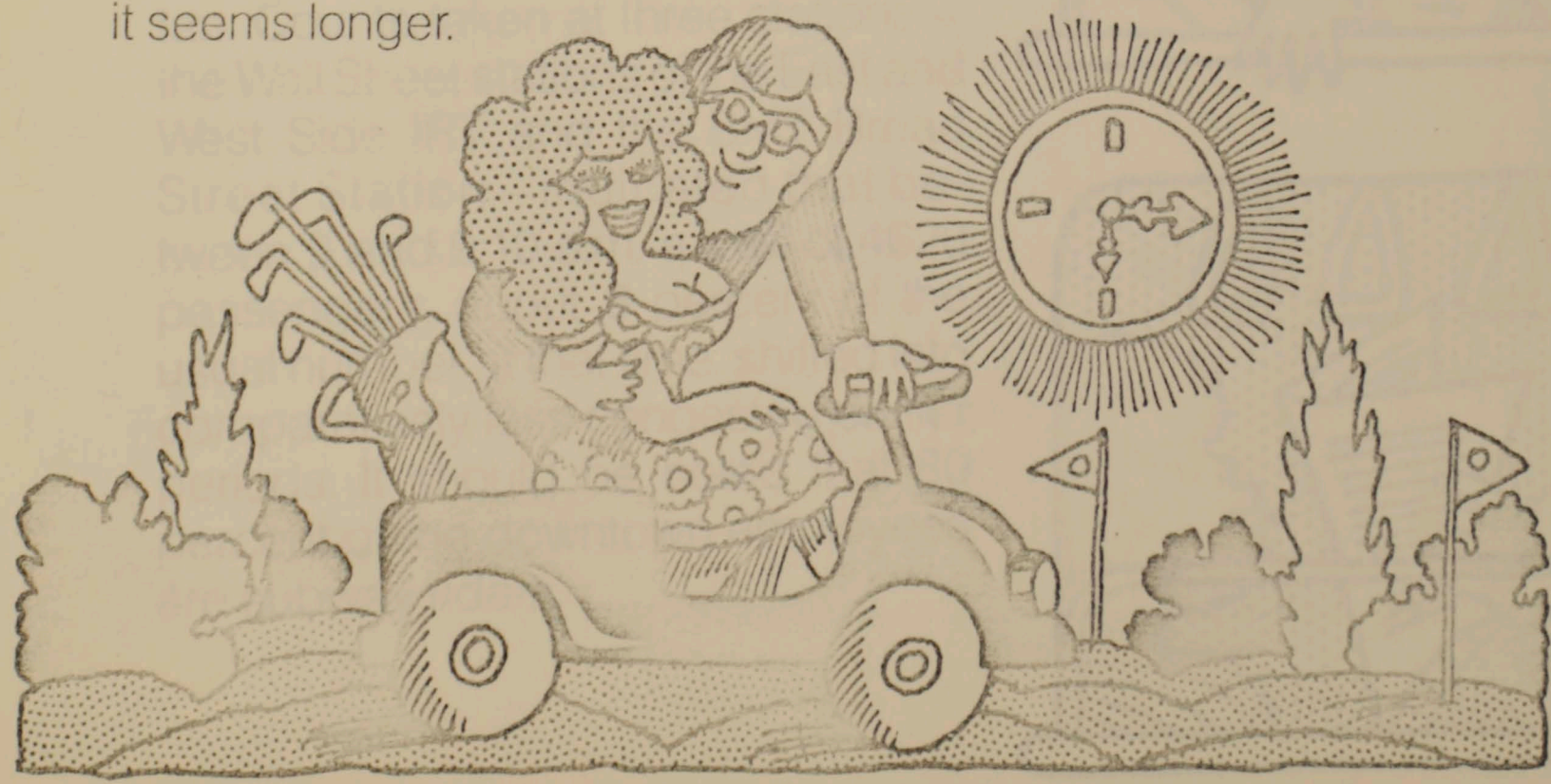
In a nutshell:

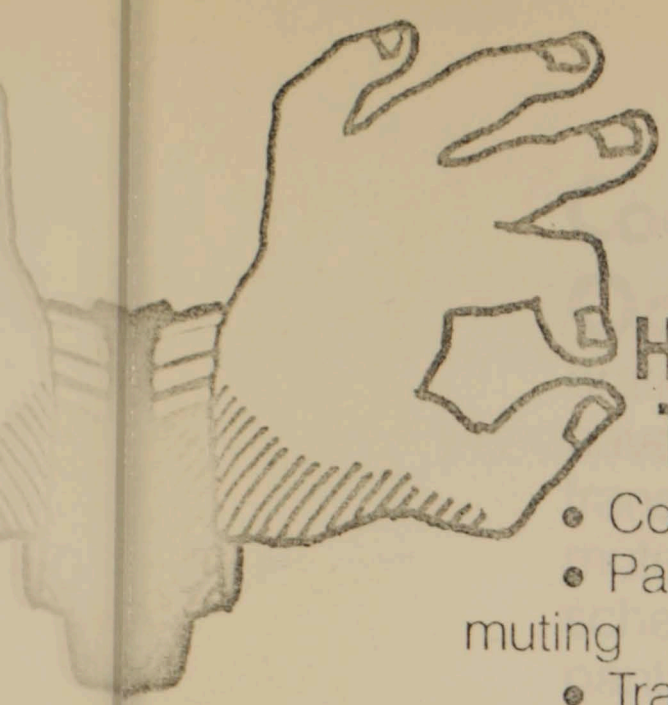
- They like their new schedules
- They like having more time with their families
- They like finding less congestion on transportation systems
- They like the feeling that their workday seems to go faster

As part of the evaluation of the Staggered Work Hours Program in lower Manhattan, the two project sponsors engaged Dr. Derek Phillips, Associate Professor of Sociology at New York University, to conduct in-depth opinion surveys. These were strictly anonymous, and sought to determine the genuine and unvarnished reactions of people to work schedule changes.

Here are the findings, in brief, as gathered from the opinion surveys completed by 27,500 men and women employed by the participating firms:

- Most significantly, *about 85% of the participants indicate a favorable overall reaction* to the Staggered Work Hours Program.
- More than 46 percent of the participants are *more satisfied with commuting* under staggered schedules, while only 10 percent are less satisfied.
- More than 40 percent found *less congestion and overcrowding* in elevators, in lobbies of their buildings and in streets around.
- In terms of effects on home life and evening activities, the response from almost all participants was *highly favorable.*
- Some 31 percent of those on staggered schedules say that their *work day now seems shorter,* while only 9 percent find it seems longer.





How Has Staggered Hours Affected Transportation?

- Congestion has been relieved at the peak "crush" hours
- Passengers indicate increased satisfaction with commuting
- Transportation operators improve service for those on new working hours

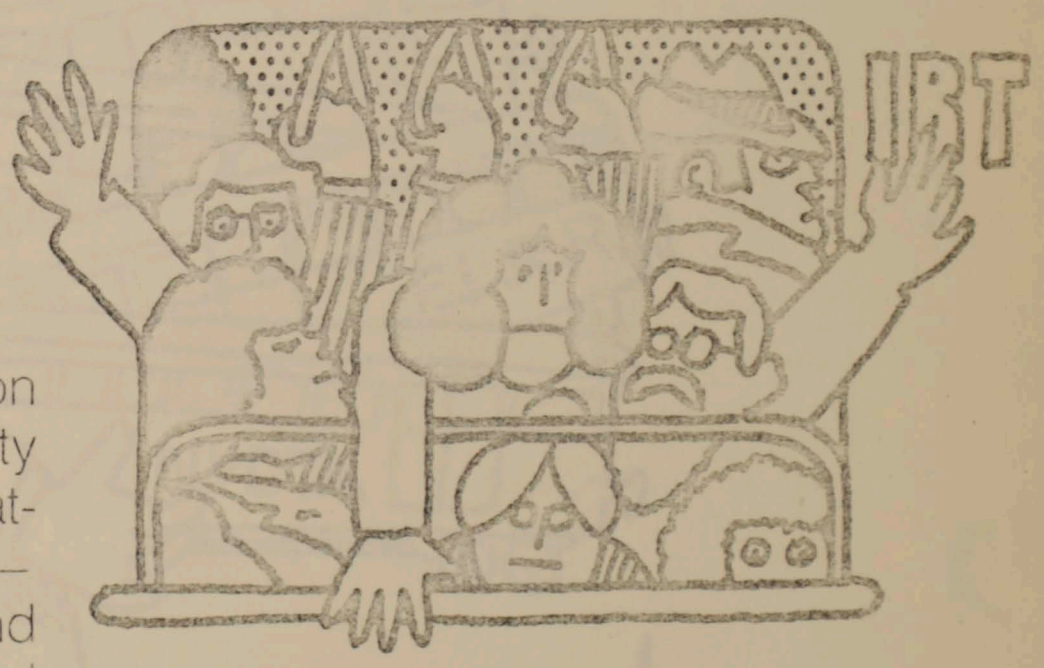
A significantly changed pattern in evening operations at the World Trade Center Terminal of the Port Authority Trans-Hudson (PATH), operating between Newark, Jersey City and Hoboken in New Jersey and Manhattan, provided the first indication that the Staggered Work Hours Program was achieving success.

Counts taken in October, 1971, showed that PATH's westbound travel in the peak 15 minutes from 5 to 5:15 p.m. is down by 1274 passengers (from 7498 to 6224), a congestion reduction of 17 percent since the program was instituted.

The passengers shifted to earlier periods where greater capacity was available. Traffic in the 4:30 to 4:45 period, for example, jumped by some 53 percent from 3100 to 4746 passengers.

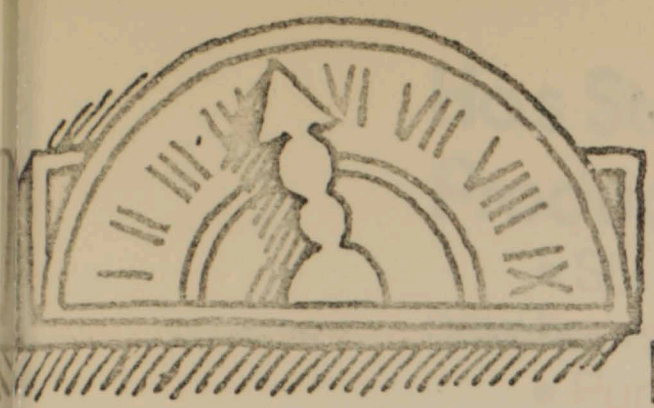
Such changes are very encouraging, since the project's chief aim is to provide improved levels of service on transportation systems.

Some reductions in congestion are also noted on the New York City subway lines serving lower Manhattan. Counts taken at three stations – the Wall Street stations of the East and West Side IRT and the BMT Broad Street Station – indicated that between 9 and 9:10 a.m. a total of 4620 passengers, about 6 percent of the usual number at that time, shifted into comparatively less congested earlier periods. It should be noted that 80 percent of the downtown employees are subway riders.



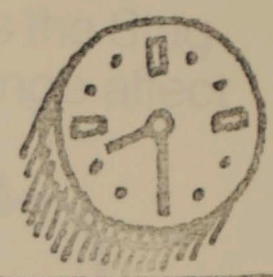
Cooperation From Transportation Operators

This shifting of passengers affected the operations of the areas transportation systems and many already have made adjustments in their schedules. After identifying transportation difficulties, the project sponsors met with commuter rail and transit systems operators to suggest certain schedule and service changes to better serve project participants. As a result, extra trains were added or service changes were made by PATH, the New York City Transit Authority, and the Erie-Lackawanna, Penn Central and Central Railroad of New Jersey commuter lines.

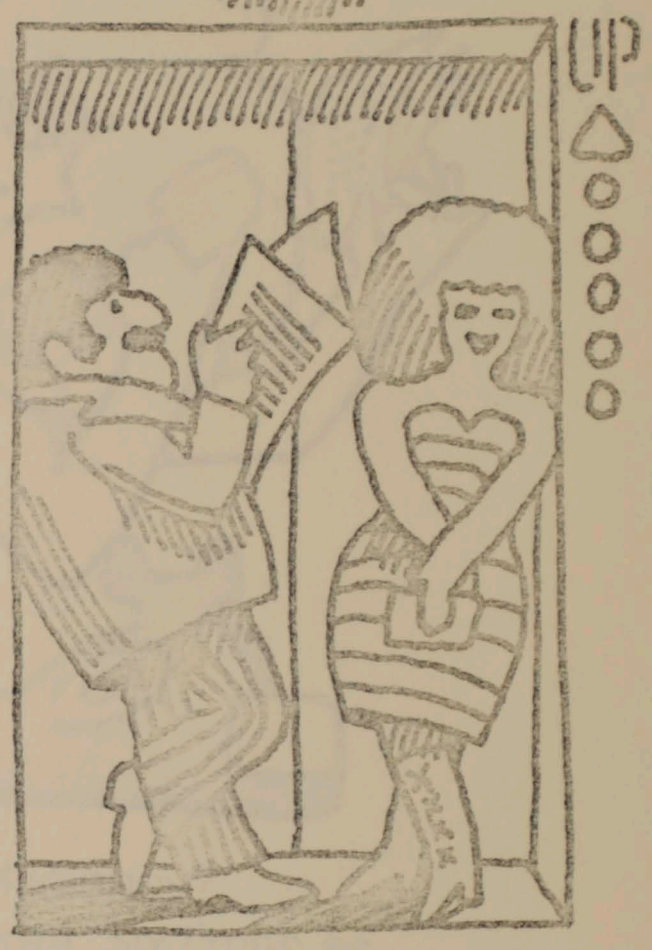


Have Elevator Operations Been Affected By Staggered Hours?

- Less waiting time for an elevator to arrive
- Less congestion in main lobbies

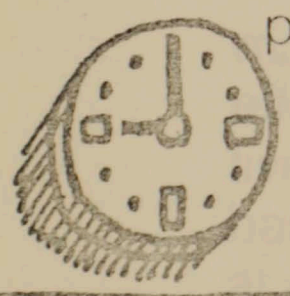


The Staggered Work Hours Program has also reduced waiting times and eased congestion in elevator operations. Studies conducted in three lower Manhattan buildings—the headquarters of Chase Manhattan, Federal Reserve, and Morgan Guaranty Trust Banks—showed substantial improvements.



Passenger counts taken at one-minute intervals during the morning peak period in the main lobbies of the three banks showed that prior to Staggered Work Hours, employees waited for elevators for an average of more than 2½ minutes during peak periods. After Staggered Work Hours began, this delay was reduced to about one minute.

Here is a dramatic example of improvement. In the main lobby of one of the banks, before the new program began, there were 110 people waiting in the lobby for elevator service at a peak *one-minute* period just before 9 A.M. After Staggered Work Hours were introduced, the maximum number of passengers waiting during any *one-minute* period declined to 37 at 8:20 A.M.



Has Staggered Hours Affected Productivity?

• Six times as many supervisors reported gains under the new hours than reported losses

• Punctuality of employees increased

Supervisory and managerial staff of the participating business firms and agencies were also asked to assess the Staggered Work Hours Program. How does such a change affect

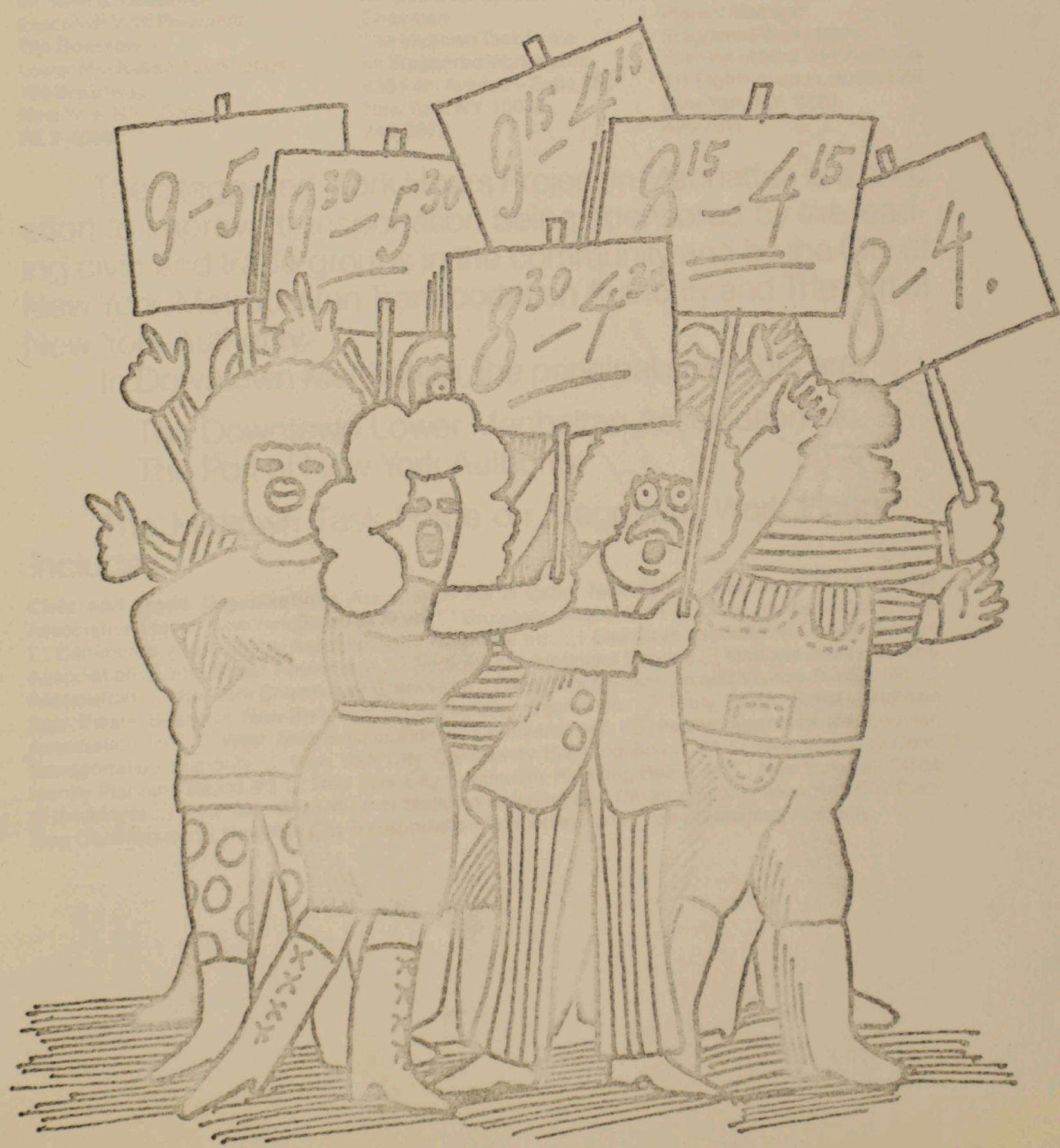
work effectiveness, punctuality and general efficiency?

Results were also quite positive in this area. Six times as many supervisors reported gains rather than losses in work effectiveness. Almost 22 percent reported increased effectiveness at work, while less than 4 percent thought efficiency had declined. The majority of organizations found no change at all.

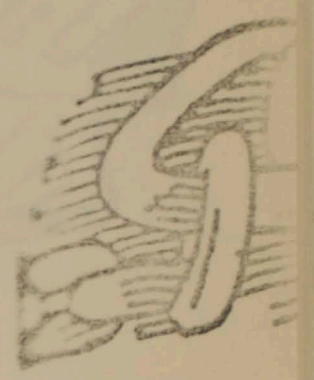
As for employee punctuality, almost 80 percent of the supervisors report that their people are arriving on time or earlier when compared to their former schedules while only 11 percent found increased tardiness.

Most Preferred Work Schedule Despite the 9 to 5 tradition, the survey of downtown Manhattan workers finds that 8:30-4:30 is actually the most popular schedule with those who responded. Second is 8:45-4:45, and third are three schedules of about equal popularity: 8 to 4, 8:15-4:15, and 9 to 5.

Further analysis provides considerable insight on the flexibility of workers. At least 70 percent of the respondents indicated, that after being assigned to one of seven given schedules beginning as early as 8:00 or as late as 9:30 A.M., they would be willing to stick with that schedule.



Where Do We Go From Here? Staggered Work Hours is a program that is catching on in all the business districts of Manhattan. The 1972 goal of the Staggered Work Hours Program in lower Manhattan is enlarged participation – a total of 120,000 people on new working hours in the business and governmental community. After the success in lower Manhattan, a similar project has started in Midtown Manhattan under the auspices of the Midtown Task Force on Staggered Work Hours. As more and more employers and employees learn of the benefits of Staggered Work Hours, the results in greater personal comfort, better use of our transportation systems, and improved business will become increasingly evident.



For more information on how *you* or *your company* can participate, communicate with:

Downtown
Mr. John B. Goodman
Executive Vice President
The Downtown-
Lower Manhattan Association
120 Broadway
New York, N.Y. 10005
RE 2-4090

Midtown
Mr. Gustav S. Eyssell
Chairman
The Midtown Task Force
on Staggered Work Hours
630 Fifth Avenue – Suite 352
New York, N.Y. 10036
245-8973

Project Manager
Brendan O'Malley
Project Manager
Staggered Work Hours
The Port of New York Authority
111 Eighth Avenue, Room 1557
New York, N.Y. 10011
620-7611

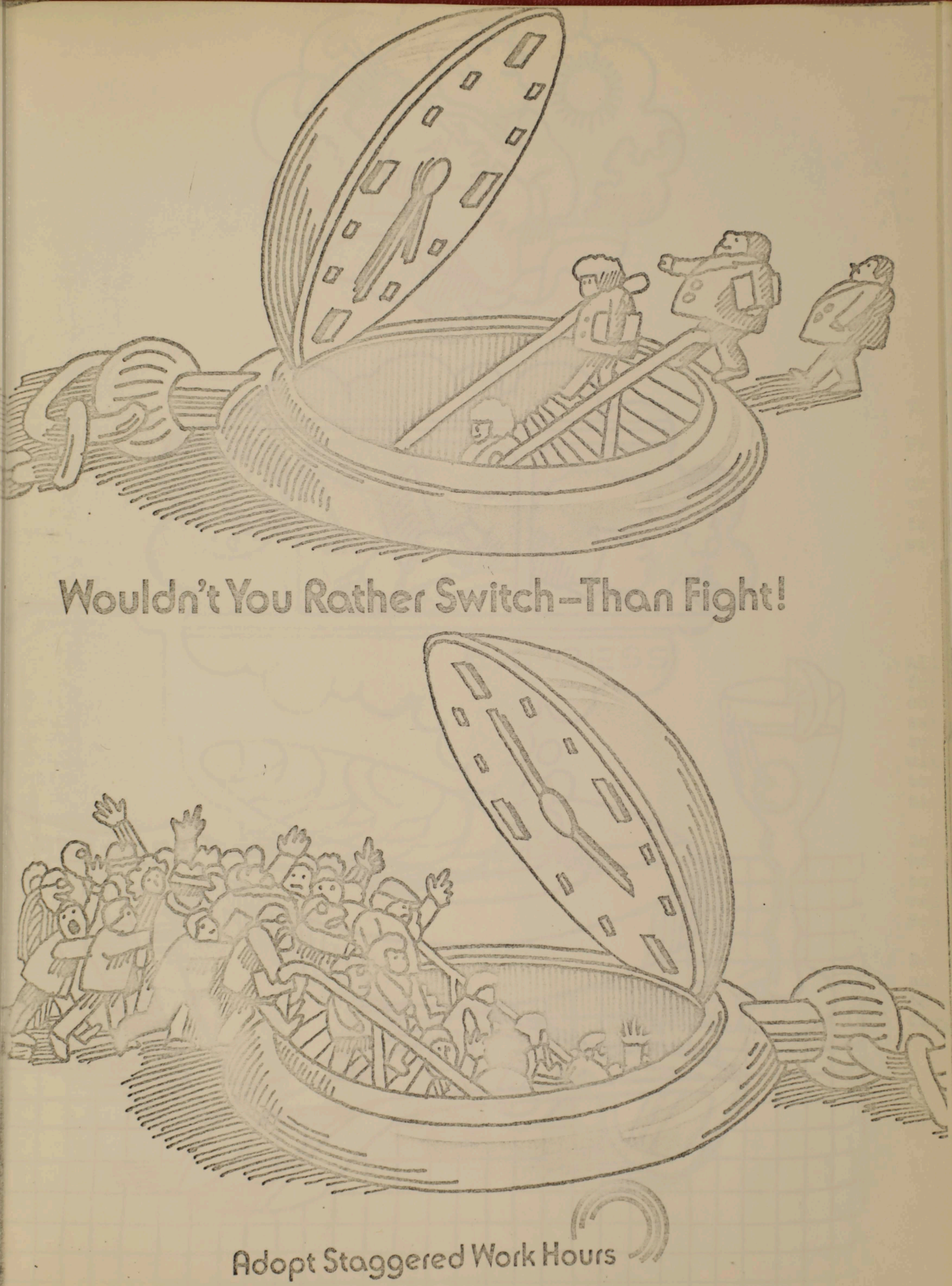
The Staggered Work Hours Project in Manhattan is a civic effort to improve transportation being sponsored by the leading civic and trade groups in the community and by the City of New York, Metropolitan Transportation Authority and The Port of New York Authority.

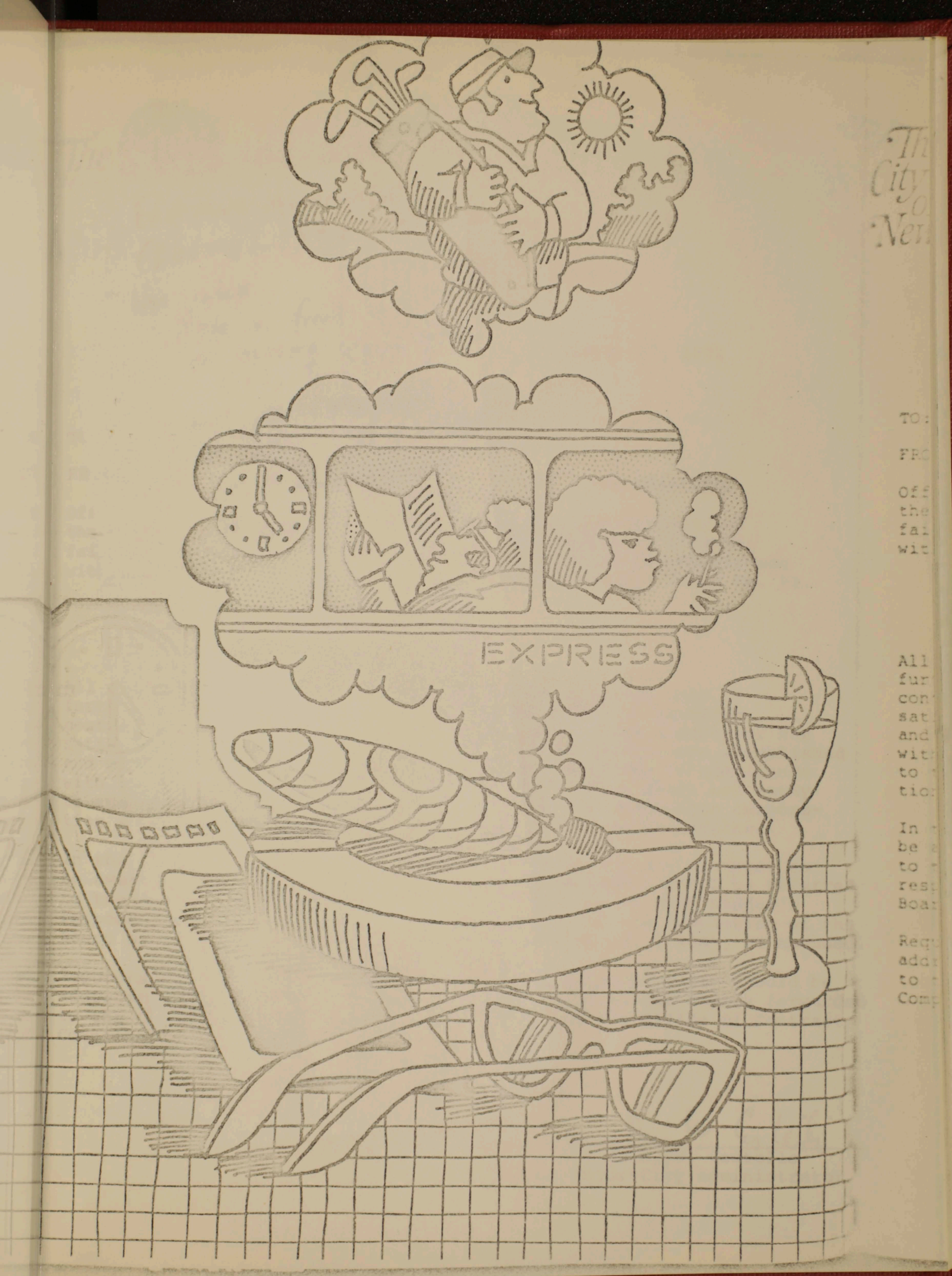
In Downtown Manhattan, the principal sponsors are:

The Downtown-Lower Manhattan Association Inc.
The Port of New York Authority.

The Midtown Task Force on Staggered Work Hours includes:

Civic and Trade Organizations Association For A Better New York ☐ Avenue of the Americas Association Inc. ☐ New York Board of Trade ☐ Broadway Association ☐ Clean Air Week Committee ☐ Commerce and Industry Association of New York Inc. ☐ East Side Association ☐ Fifth Avenue Association ☐ 14th Street Association ☐ Midtown Development Council ☐ Midtown Realty Owners Association ☐ New York Chamber of Commerce ☐ New York Convention and Visitors Bureau Inc. ☐ Real Estate Board of New York Inc. ☐ Rockefeller Center Inc. ☐ Thirty Fourth Street – Midtown Association Inc. ☐ West Side Association of Commerce Inc. ☐ **Public Agencies** Metropolitan Transportation Authority ☐ New York City Community Planning Board #4 ☐ New York City Community Planning Board #5 ☐ New York City Community Planning Board #6 ☐ New York City Office of the Mayor ☐ New York City Office of Midtown Planning and Development ☐ New York City Planning Commission ☐ New York City Transportation Administration ☐ Port of New York Authority.


Wouldn't You Rather Switch—Than Fight!
Adopt Staggered Work Hours


EXPRESS

The City of New York

OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767
TIMOTHY W. COSTELLO, *Deputy Mayor, City Administrator*

-7278

March 27, 1972

ADMINISTRATIVE MEMORANDUM

TO: Heads of all departments and agencies

FROM: Timothy W. Costello, Deputy Mayor-City Administrator

Official notification has been received from the Director of the Office of Contract Compliance that the following firm has failed to take affirmative action and is found in non-compliance with Executive Order No. 71, as amended by Executive Order No. 23.

Deltown Foods, Incorporated
170 Saw Mill River Road
Yonkers, New York 10701

All contracting agencies shall refrain from entering into further contracts or extentions or modifications of existing contracts of any noncomplying contractor until such contractor has satisfied the City Administrator that such contractor has established and will carry out personnel and employment policies in compliance with the provisions of this Executive Order. This shall not apply to the purchase of any non-competitive item for which this corporation is the only source from which these items can be obtained.

In the event the above named firm submits bids for any contract to be awarded by a City Agency, the name of such bidder shall be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5 (c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal no. 3180A), as amended.

Requests for such a meeting of the Board of Responsibility should be addressed to Deputy Comptroller Joseph R. Perrini, and copies forwarded to the Corporation Counsel and the Director of the Office of Contract Compliance.

Timothy W. Costello
Deputy Mayor-City Administrator

The City of New York

OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767
TIMOTHY W. COSTELLO, *Deputy Mayor, City Administrat*

72/#9

ADMINISTRATIVE MEMORANDUM

March 27, 1972

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: TIMOTHY W. COSTELLO, DEPUTY MAYOR-CITY ADMINISTRATOR

Official notification has been received, by way of the Office of the Commissioner of Investigation, that on January 10, 1972, MR. ABRAHAM BORG of 5521 Avenue K, Brooklyn, New York, refused to sign a waiver of immunity when called to testify before a grand jury in connection with the District Attorney's continuing investigation of the Municipal Loan Program.

Mr. Borg, who has made an application for several loans under the Municipal Loan Program is an officer, director or partner in the following named companies:

242 E. 80th Street Corp.
Budner Realty Corp.
Halbor Realty Company
312 West 93rd Street Corp.
316 West 93rd Street Corp.
251-5 West 97th Street Corp.
251-255 West 97th Street Corp.
254-6 West 98th Street Corp.
343-7 Halbor Inc.
343-347 Halbor Inc.
325 W. 93rd Street Corp.
206 West 95th Street Corp.

All contracts with the above firms or with any firm, partnership or corporation of which Abraham Borg is a member, partner, director or officer may be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named person or firms submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal. No. 3180A), as amended.

Requests for such a meeting of the Board of Responsibility should be addressed to Deputy Comptroller Joseph J. Perrini, and copies thereof forwarded to the Corporation Counsel and the Commissioner of Investigation.

Timothy W. Costello
Timothy W. Costello
Deputy Mayor-City Administrator

The City of New York

OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767

TIMOTHY W. COSTELLO, *Deputy Mayor, City Administrator*

March 28, 1972

TO: Administrators, Commissioners, and Agency Heads

FROM: Timothy W. Costello
Deputy Mayor-City Administrator

SUBJECT: Guidelines for the Establishment of Service and Complaint Response Standards Within City Agencies

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Administrative Order No. 28, May 24, 1971, pursuant to Mayoral Directive, outlined the consolidation of Citizen Action, Information, and Complaint Services in this Office. It also indicated that we would, in the future, "initiate such actions as may be necessary to insure that the public receives accurate information with regard to rights and services and that complaints are dealt with in an efficient and expeditious manner."

After monitoring and analysis of complaints received by the Mayor's Action Center, and after review of service and complaint response systems in agencies, we have developed the attached "Guidelines for the Establishment and Monitoring of Service and Complaint Response Standards."

The implementation of these Guidelines will be monitored by a special task force in this Office, the Citizen Feedback Unit. The Citizen Feedback Unit will assist agencies in evaluating service and complaint response systems and will help develop and implement improvements in current practices. The prime goal of these Guidelines, and of the Citizen Feedback Unit, is improved and increased responsiveness to valid citizen requests and complaints within a reasonable time period.

We have found that complaint handling in the City is generally characterized by: (a) inconsistent procedures among and within agencies; (b) lack of controls to insure that a complaint is resolved within a reasonable time; and (c) lack of statistical, geographical, or performance analysis of complaints that would provide valuable information about the problems generating complaints.

The establishment of Service and Complaint Response Standards has three specific objectives:

1. To provide Agency Heads and Officials throughout each agency pertinent and timely information in regard to service delivery performance, problems, and trends, so that effective remedial action can be taken promptly and service delivery improved;

2. To provide the Office of the Mayor with a city-wide overview of the status of service delivery problems, including information about remedial action taken, trends, and potential crises; and

3. To ensure a response to all citizen communications, within a reasonable period of time, and to reduce the number of misdirected service requests (by providing public service information both to citizens and to City employees.)

The Guidelines include specific details on the setting of service response standards, on the establishment of systems for handling citizen requests and complaints, and on the many organizational, personnel, and procedural aspects and mechanisms involved. We believe the Guidelines provide a most valuable management tool for agency heads and for the Mayor, and will significantly improve response to citizen complaints and requests.

By April 15th, please notify this Office (attn. Citizen Feedback Unit) of the name of an appropriate management level official whom you are designating to coordinate your agency's implementation of these Guidelines. By May 1st, please submit to the Citizen Feedback Unit a detailed statement of existing and proposed procedures for handling citizen complaints and requests in accordance with the attached Guidelines document. Agencies should also be prepared to participate in training seminars, as outlined, by June 1st.

For further information, please contact Mr. John Kaiser at 566-6731 or Mr. Peter Tropp at 566-6730.

Contract Cancellations

72/311

The City of New York

OFFICE OF THE MAYOR

Office of Administration

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 566-6767

TIMOTHY W. COSTELLO, *Deputy Mayor, City Administrator*

ADMINISTRATIVE MEMORANDUM

April 5, 1972

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: TIMOTHY W. COSTELLO, DEPUTY MAYOR-CITY ADMINISTRATOR

Official notification has been received from the Commissioner of Investigation that on February 24, 1972, MS. REGINA ACKERMAN of 88 Morton Street, Brooklyn, New York, refused to answer questions relevant to certain transactions being investigated by the Department of Investigation.

Ms. Ackerman, who has made an application for a loan under the Municipal Loan Program, is an officer and director of the 343 East 5th Street Corporation.

All contracts with the above firm or with any firm, partnership or corporation of which Regina Ackerman is a member, partner, director or officer may be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named person or firm submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal. No. 3180A), as amended.

Requests for such a meeting of the Board of Responsibility should be addressed to Deputy Comptroller Joseph J. Perrini, and copies thereof forwarded to the Corporation Counsel and the Commissioner of Investigation.

Timothy W. Costello

Timothy W. Costello
Deputy Mayor-City Administrator

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
OFFICE OF ADMINISTRATION

BROADWAY
N. Y. 10007

TEL. 566-6767

72/#4/20

ADMINISTRATIVE MEMORANDUM

April 14, 1972

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: EDWARD A. MORRISON, DEPUTY MAYOR-CITY ADMINISTRATOR

Official notification has been received from the Commissioner of Investigation that on March 24, 1972, MR. JULIO T. MULKAY of 291 Lathrop Avenue, Staten Island, New York, refused to answer questions relevant to certain transactions being investigated by the Department of Investigation.

Mr. Mulkay is an officer of the J.T. Mulkay Construction Corporation, whose principal place of business is at 1571 Lexington Avenue, New York, New York 10029.

All contracts with the above firm or with any firm, partnership or corporation of which Julio T. Mulkay is a member, partner, director or officer may be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named person or firm submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal. No. 3180A), as amended.

Requests for such a meeting of the Board of Responsibility should be addressed to Deputy Comptroller Joseph J. Perrini, and copies thereof forwarded to the Corporation Counsel and the Commissioner of Investigation.

Edward A. Morrison
Deputy Mayor-City Administrator

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
OFFICE OF ADMINISTRATION

110 BROADWAY
NEW YORK, N. Y. 10007

TEL. 566-6767

April 19, 1972

ADMINISTRATIVE MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: EDWARD A. MORRISON, DEPUTY MAYOR-CITY ADMINISTRATOR

On March 27, 1972, this Office notified you that you should refrain from entering into new contracts or extensions or modifications of existing contracts with Deltown Foods, Inc., until it has satisfied this Office that it has established and will carry out personnel and employment policies in compliance with Executive Order No. 71.

Please be advised that Deltown Foods, Inc., has now satisfied this Office that it will establish and carry out satisfactory personnel and employment policies.

Accordingly, the directions in my letter of March 27, 1972 are hereby revoked.

Edward A. Morrison
Deputy Mayor-City Administrator

The City of New York

OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767
EDWARD A. MORRISON, *Deputy Mayor-City Administrator*

75/15

ADMINISTRATIVE MEMORANDUM

April 25, 1972

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: EDWARD A. MORRISON, DEPUTY MAYOR-CITY ADMINISTRATOR

Official notification has been received from the Commissioner of Investigation that on April 10, 1972, DR. JOSEPH RAGUSEO of 59 Park Avenue, Merrick, Long Island, New York, refused to answer questions relevant to certain transactions being investigated by the Department of Investigation.

Dr. Raguseo is a licensed chiropractor with offices at 4025 Laconia Avenue, Bronx, New York, and 91-24 168th Street, Queens, New York.

All contracts with the above offices, or with any firm, partnership or corporation of which Dr. Joseph Raguseo is a member, partner, director or officer may be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named person or offices, submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal. No. 3180A), as amended.

Requests for such a meeting of the Board of Responsibility should be addressed to Deputy Comptroller Joseph J. Perrini, and copies thereof forwarded to the Corporation Counsel and the Commissioner of Investigation.

Edward A. Morrison
Deputy Mayor-City Administrator

The City of New York

OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767
EDWARD A. MORRISON, *Deputy Mayor-City Administrator*

72/076

ADMINISTRATIVE MEMORANDUM

May 3, 1972

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: EDWARD A. MORRISON, DEPUTY MAYOR-CITY ADMINISTRATOR

Official notification has been received, by way of the Office of the Commissioner of Investigation, that on February 23, 1972, MR. HAROLD THURMAN of 2072 Oliver Way, Merrick, New York, refused to sign a waiver of immunity when called to testify before a grand jury in connection with the District Attorney's continuing investigation of the Municipal Loan Program.

Mr. Thurman, who has made an application for several loans under the Municipal Loan Program is an officer, director or partner in the following named companies, which list 2380 Hempstead Turnpike, East Meadow, New York, as their principal place of business.

Stenac Corporation
Stenac Construction Corp.
Rehabilitation Construction Co.
First Rehabilitation Corp.
Second Rehabilitation Corp.
Third Rehabilitation Corp.
Fourth Rehabilitation Corp.
Fifth Rehabilitation Corp.
Sixth Rehabilitation Corp.
Thurman-Brown Corporation
Horizon Shores, Incorporated
723 East 6th Street Associates
231 East 2nd Street Associates
259 7th Street Associates
236-242 Associates
123 East 6th Street Associates

All contracts with the above firms or with any firm, partnership or corporation of which Harold Thurman is a member, partner, director or officer may be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named person or firms submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal. No. 3180A), as amended.

Requests for such a meeting of the Board of Responsibility should be addressed to Deputy Comptroller Joseph J. Perrini, and copies thereof forwarded to the Corporation Counsel and the Commissioner of Investigation.

Edward A. Morrison
Deputy Mayor-City Administrator

OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767
EDWARD A. MORRISON, *Deputy Mayor-City Administrator*

ADMINISTRATIVE MEMORANDUM

June 27, 1972

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: EDWARD A. MORRISON, DEPUTY MAYOR-CITY ADMINISTRATOR

Official notification has been received from the Commissioner of Investigation that on June 8, 1972, MR. VICTOR DEGUIDA of 25-06 72nd Street, Jackson Heights, New York, refused to answer questions relevant to certain transactions being investigated by the Department of Investigation.

Mr. DeGuida is the president of Vic's Oil Burner Service, Inc., at the same address.

All contracts with the above firm or with any firm, partnership or corporation of which Victor DeGuida is a member, partner, director or officer may be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named person or firm submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal. No. 3180A), as amended.

Requests for such a meeting of the Board of Responsibility should be addressed to Deputy Comptroller Joseph J. Perrini, and copies thereof forwarded to the Corporation Counsel and the Commissioner of Investigation.

Edward A. Morrison
Deputy Mayor-City Administrator

CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N. Y. 10007

RICHARD A. BROWN
LEGISLATIVE REPRESENTATIVE

August 1, 1972

MEMORANDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: RICHARD A. BROWN, LEGISLATIVE REPRESENTATIVE

RE: 1973 State Legislative Program

The 1973 State Legislative program is now being formulated. Bills may be pre-filed as early as November 15, 1972 for the 1973 session.

Since it is essential that the City's legislative program be prepared as soon as possible, the following procedures have been established in the expectation that much of that program may be introduced before the commencement of the next session on January 3, 1973.

1. All department and agency heads are requested to submit their legislative recommendations to me no later than September 1, 1972. These need only be in a brief summary form so that a policy decision can be made as to whether a proposal should be advanced to the bill drafting stage. As in prior years, the summary should include:

a) purpose of the bill;

b) legislative history indicating whether the proposal has been previously introduced and the action taken, together with a copy of such previously introduced legislation;

c) fiscal impact, if any, and

d) whether the proposal will require initial drafting by the Corporation Counsel's Office.

2. The legislative proposals submitted in summary form will be reviewed by the Mayor's Legislative Coordinating Committee and the various departments and agencies will thereafter be notified as to which proposals are acceptable as part of the City's program. When necessary, representatives of the affected City agencies will meet with the Legislative Coordinating Committee prior to any policy decision by the Committee. The notice to the various departments and agencies will also contain further information relating to the pre-filing procedure.

3. Upon receipt of notice of approval, drafts of the bills along with supporting memoranda should be prepared and submitted to me for final review, prior to introduction, by the Corporation Counsel's Office, the Bureau of the Budget and the Legislative Coordinating Committee.

4. A member of my staff will be in contact with your office should a follow-up be necessary.

Richard A. Brown
Legislative Representative

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

MEMORANDUM

August 3, 1972

TO: HEADS OF ALL ADMINISTRATIONS AND DEPARTMENTS

FROM: MAYOR JOHN V. LINDSAY

RE: THE UNITED FUND OF GREATER NEW YORK

---

ce each year municipal employees, like all people o work in New York City, have the opportunity of elping support the 425 voluntary hospital, health d welfare agencies of the United Fund of Greater w York.

ese agencies are dealing with critical problems in e lives of all of our people - drug addiction, can- r, heart disease, adoption, day care, blindness, hos- tal care and many, many others. They serve over ,000,000 of our fellow New Yorkers each year at a tal operating cost of over one billion dollars.

recognition of the vital role of the Fund in w York City, we have adopted a year-round voluntary ving plan so that City employees - by a modest gift ch pay day - can contribute their "fair share" to nefit the entire City.

ptroller Beame fully supports this effort and is eating the necessary procedures for smooth and effi- ent operation of this contribution program.

.ty Mayor Edward Hamilton and Mr. Victor Gotbaum,
.tive Director of District Council #37 of the
.can Federation of State, County and Municipal
.yees will again serve as Co-Chairmen of the
.cipal campaign.

campaign will be conducted this fall with author-
deductions being made early in 1973. Therefore,
effectively organize this campaign, I ask that you
int a senior member of your executive staff to
e as United Fund chairman for your Administration
epartment. He or she should enlist as Co-Chairmen
presentative of your major employee union. The
s of these United Fund Chairmen and Co-Chairmen
ld be forwarded to Deputy Mayor Hamilton within
next three weeks.

ow I can count on your wholehearted support.

* * *

73/~~33~~21

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

D K. HAMILTON
MAYOR

October 11, 1972

MEMORANDUM

: ALL AGENCY HEADS

OM: DEPUTY MAYOR EDWARD K. HAMILTON

JECT: USE OF IMPREST FUNDS

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This is the first in a series of memoranda designed to ear up any question which may have arisen with respect to oper use of imprest funds and any similar petty cash counts.

Henceforth, it is City policy that payments from imprest ds in lieu of salary may be made only under the following ditions:

1. Where the City has received services from an employee duly appointed under regular City processes, but which employee has not received a paycheck for reasons beyond his control.
2. The amount of the payment is no larger than the amount due the employee for services actually rendered before the date of payment.
3. The agency head has approved the use of imprest funds.
4. Upon receipt of his first paycheck, the employee must immediately reimburse the imprest fund.

Under no other circumstances is it permissible to make payments loans in lieu of salary from imprest funds.

If any further interpretation of this rule is required, it ld be sought from the Corporation Counsel's office.

The City of New York

OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767

EDWARD A. MORRISON, *Deputy Mayor-City Administrator*

ADMINISTRATIVE MEMORANDUM

November 1, 1972

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: EDWARD A. MORRISON, DEPUTY MAYOR-CITY ADMINISTRATOR

Official notification has been received from the Commissioner of Investigation that on September 20, 1972, MR. EDWARD GABAY of 21 Hillside Court, Sufferin, New York, refused to answer questions relevant to certain transactions being investigated by the Department of Investigation.

Mr. Gabay, who has made an application for a loan under the Municipal Loan Program, is the Secretary of M&G Management Corporation, and is an officer, director or partner in Trio Film Effects, Inc. and Samuel Gabay Outlet, Inc., all of these listing 89 First Avenue, New York, N.Y. as their business address.

All contracts with the above firms or with any firm, partnership or corporation of which Edward Gabay is a member, partner, director or officer may be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named person or firms submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal.No. 3180A), as amended.

Requests for such a meeting of the Board of Responsibility should be addressed to Deputy Comptroller Joseph J. Perrini, and copies thereof forwarded to the Corporation Counsel and the Commissioner of Investigation.

Edward A. Morrison

Edward A. Morrison
Deputy Mayor-City Administrator

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

EDWARD K. HAMILTON
MAYOR

November 20, 1972

MEMORANDUM TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: EDWARD K. HAMILTON, DEPUTY MAYOR

RE: ABUSES OF TELEPHONE FACILITIES

* * * * * * * * * * * * * * *

I have learned from representatives of the New York Telephone Company of instances where people in City departments have moved their own telephones instead of placing orders for the moves through proper channels. Because wiring has been left exposed across floors, accident hazards have been created.

To insure restoration of these facilities to standard wiring by the Telephone Company, would you please instruct your people to place orders with your department's telephone coordinator.

There have also been instances reported in which employees have left telephone receivers off the hook for extended periods. This ties up equipment serving 566 and 433 and is one source of slow dial tones. Please see that instructions are issued to all employees which make clear that this practice will not be tolerated.

The City of New York

OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767
EDWARD A. MORRISON, *Deputy Mayor-City Administrator*

72/38 26

ADMINISTRATIVE MEMORANDUM

December 5, 1972

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: EDWARD A. MORRISON, DEPUTY MAYOR-CITY ADMINISTRATOR

Official notification has been received from the Commissioner of Investigation that on November 17, 1972, MR. LAWRENCE HOUSTON of 392 Central Park West, New York, N.Y., refused to answer questions relevant to certain transactions being investigated by the Department of Investigation.

Mr. Houston is the President of Urbanomics Corporation of 200 West 57th Street, New York, N.Y., which held consulting contracts with the City's Youth Services Agency.

All contracts with the above firm or with any firm, partnership or corporation of which Lawrence Houston is a member, partner, director or officer may be cancelled or terminated, subject only to payment of any monies owing for goods delivered or work done prior to such cancellation or termination.

In the event the above-named person or firm submit bids for any contract to be awarded by a City agency, the name of such bidder should be referred to the Board of Responsibility for determination of such bidder's responsibility in accordance with Sect. 5(c) of the Resolution of the Board of Estimate adopted on June 30, 1949 (Cal. No. 3180A), as amended.

Requests for such a meeting of the Board of Responsibility should be addressed to Deputy Comptroller Joseph J. Perrini, and copies thereof forwarded to the Corporation Counsel and the Commissioner of Investigation.

Edward A. Morrison
Deputy Mayor-City Administrator

The City of New York

OFFICE OF THE MAYOR
Office of Administration
250 BROADWAY, NEW YORK, N. Y. 10007
Telephone: 566-6767
EDWARD A. MORRISON, *Deputy Mayor-City Administrator*

M E M O R A N D U M

To: Urban Corps Agency Co-ordinators

From: Debbie Sale
Director, High School Volunteer Program

Re: High School Volunteer Program Conferences of December 6 and 7 (1972?)

The following is a description of the points covered during the conferences held during the 1st week of December to introduce the High School Volunteer Program to the city and cultural agencies of New York.

1-Stanley Litow, Director of the Urban Corps introduced Debbie Sale and Sheila Koren of the H.S.V.P. to the Agency Coordinators present and gave a short history of the H.S.V.P.

The H.S.V.P. has been operating on a limited basis for the past two years within the office of the Urban Corps. During that period, it has involved approximately 700 public, private, and parochial H.S. students. The program has operated year round with an expanded program during the summer months. In September, 1972, Deputy Mayor Edward Morrison designated the H.S.V.P. an independent "special program" within the Mayor's Office of Administration. The program has an expanded staff and increased job development, recruitment and placement potential. Experience with the program has illustrated the desire of students to serve and their usefulness to the agencies in which they serve. Approximately 250 students have been placed since September 1 with 150 more waiting to be placed.

2-There are generally four goals for student volunteers.

a-They gain a means of examining career objectives in an actual work situation.

b-They will have had work experience when they begin to hunt for their first paying job.

c-They want to do something to make this a better world and New York a better city. Many of these students are perhaps more idealistic than are college students at this time.

d-They gain personal pride in having done a task well and having sumed responsibility.

3-Students are strictly volunteers; they receive no salaries or ipends. No cost is incurred by the agencies in which they are placed.

4-Students do receive reimbursement for transportation, but this administered entirely by the H.S.V.P. staff. The volunteer fills t a bi-weekly time sheet indicating the periods during which he or e worked. The volunteer's supervisor initials the time sheet, and e volunteer submits it to the H.S.V.P. for payment. He or she ceives a check directly from the H.S.V.P. for the amount requested. nds for transportation reimbursement come from private grants to the .S.V.P.

5-Agency supervisors generally deal with groups of students rather an individuals. Volunteers are not assigned to shadow individuals but handle special projects or serve as additional staff members.

6-Many requests are made by agencies for clerical assistance. rtain students specifically request clerical work and are immediately laced to fill general clerical requests. Most volunteers prefer not do clerical work unless they are thoroughly intergrated into the ograms of a specific agency. As long as a supervisor will take time explain precisely why the clerical work the volunteer is asked to is important to the success of a particular project, the volunteer willing to do this work. For example, volunteers placed in legal d offices have not minded typing briefs as long as they were informed to the specifics and import of the cases of which the briefs were a rt.

7-Volunteers much prefer working in their own neighborhoods. ooklyn, Queens, the Bronx, and Richmond have proved more difficult oblems with regard to finding volunteer opportunities than has nhattan. City agencies, such as the Police and Fire Department, ich have divisions in every city neighborhood can prove invaluable solving this problem.

8-No workman's compensation is available for volunteers. Workman's mpensation is based on potential earnings. Since volunteers earn thing, they do not qualify for compensation.

9-Certain agencies train or orient the H.S students assigned to eir agency. In some cases, the sink or swim approach is used. lunteers tend to be more effective and better integrated into their bs when they receive at least a minimal orientation. This can be complished by orienting monthly or bi-monthly all students who have en referred during that time period.

10-The H.S.V.P. is willing to send each supervisor or personnel department a form for each volunteer assigned to that agency so the agency may have their names on file in case of future inquiries. Each agency would have the option of availing itself of this service.

11-Agencies which request volunteers should have most and hopefully all their requests met. Student response to the program has so far been overwhelming. We can see limitless numbers of student volunteers available for community service. As you know, the Urban Corps is limited as to the dollar amount available to students from the City and Federal Governments. Since the H.S.V.P. is not a paid program, it does not face such limitations.

12-Most students are available to work after school hours (usually after 1:30 or 3:30) or on Saturdays. Certain students have release time during the day.

13-Approximately 1/5 of the students participating in the H.S.V.P. are receiving some accademic or service credit for their participation.

14-Requests for volunteers should be specific. Students indicate their interests and time available and the H.S.V.P. attempts to match these with the agency which can best utilize and expand his or her particular skills. Specific requests not only make this easier but insure fewer misplacements.

We were encouraged by your enthusiastic response and look forward to working with you in the future.

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

EDWARD K. HAMILTON
DEPUTY MAYOR

December 8, 1972

TO: ALL AGENCIES

FROM: EDWARD K. HAMILTON - DEPUTY MAYOR

SUBJECT: LATENESS AND SICK LEAVE

All agency heads are requested to submit the following information to Edward M. Dreyfus at City Hall no later than December 15, 1972.

For the period May 1, 1971 to April 30, 1972 on a monthly and quarterly basis and for the period May 1, 1972 to December 1, 1972 on a monthly basis, indicate:

A. Sick Leave

(1) The average number of days of sick leave taken by employees in the agency.

(2) The average number of days of sick leave taken by employees excluding all illnesses of a duration of more than three consecutive days.

(3) The average number of days of sick leave taken by employees excluding all illnesses of a duration of more than five consecutive days.

(4) The average number of days of sick leave taken by employees who were absent due to illness for a period of more than five consecutive days.

B. Lateness

The average number of days employees are late and the average duration of such lateness.

With reference to sick leave and lateness, describe the policy of the agency and any corrective measures taken or proposed to be taken to eliminate abuses.

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

December 20, 1972

EDWARD K. HAMILTON
MAYOR

M E M O R A N D U M

TO: ALL CITY DEPARTMENT AND AGENCY HEADS

FROM: EDWARD K. HAMILTON

RE: CITY COUNCIL LEGISLATION ON OFFICE OF LABOR RELATIONS AND MUNICIPAL LABOR CONTRACTS

The City Council may consider legislation to transfer responsibilities of the Office of Labor Relations to the Budget Bureau and to require City Council review of all municipal labor contracts. Carter Burden has asked some agency heads for their comments on the proposals. You are requested to please direct any responses to the office of Deputy Mayor-City Administrator Edward A. Morrison.

cc: Edward A. Morrison

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

M E M O R A N D U M

EDWARD K. HAMILTON
DEPUTY MAYOR

June 28, 1973

TO: ADMINISTRATORS/COMMISSIONERS

FROM: EDWARD K. HAMILTON, DEPUTY MAYOR

RE: FUND FOR THE CITY OF NEW YORK TRANSITION STUDY

The Fund for the City of New York is undertaking a Transition Study in order to assist the incoming administrators and commissioners during their first months. A portion of their findings will be reported in "fact books" describing the function, the organizational structure and the budgets of your Departments.

Also included in the fact books will be a list of the important issues and a calendar of critical decisions and appointments to be made during the first months of the new term.

A staff member from the Transition Study will contact your office in the near future to arrange an interview with you and your staff. They will be assisted by a mayoral assistant an assistant budget director.

I would appreciate any help that you and your staff can give them.

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CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N. Y. 10007

BROWN
REPRESENTATIVE

September 1, 1973

M E M O R A N D U M

HEADS OF ALL DEPARTMENTS AND AGENCIES

RICHARD A. BROWN, LEGISLATIVE REPRESENTATIVE

1974 STATE LEGISLATIVE PROGRAM

The 1974 State Legislative Program is now being prepared. The of the Senate and Assembly provide that bills introduced during 973 session which were not acted upon by the Governor will be d to be reintroduced for the 1974 session. Accordingly those program which did not pass both houses during 1973 will appear as active in the first issue of the 1974 Legislative Index.

It is imperative that I be informed by October 1st whether you ontinuing support of the 1973 bills sponsored by your department or y or affecting your area of responsibility which did not become law. ills and your comments will be reviewed by the Mayor's Legislative inating Committee prior to their reacceptance as part of the City's am.

Your evaluation and study of 1973 bills carried over to the 1974 lative session should include determining if the bills require rding as the result of other bills enacted into law and if any change eded as to the effective date of the bills. Similarly, bills which vetoed and which you desire reintroduced should be carefully ex- d in light of the Governor's Disapproval Memorandum and a new draft ther with legislative memorandum should be submitted.

New proposals not introduced at the 1973 session must be sub- d to me by October 1st in brief summary form so that a policy sion can be made as to whether a proposal should be advanced to the drafting stage. This summary should include:

1. purpose of the bill;

2. legislative history indicating whether the proposal

has been previously introduced and the action taken, together with copies of such previously introduced legislation;

3. fiscal impact, if any, and

4. whether the proposal will require initial drafting by the Corporation Counsel's office.

The legislative proposals which are submitted will be reviewed the Mayor's Legislative Coordinating Committee and the various partments and agencies will thereafter be notified as to which proposals e acceptable as part of the City's program. When necessary, representives of the affected City agencies will meet with the Legislative Coinating Committee prior to any policy decision by the Committee. The tice to the various departments and agencies will also contain further formation relating to the pre-filing procedure which, as you know, gins on November 15th.

The Corporation Counsel's Office should be advised no later than vember 1st, 1973 as to all approved legislative proposals which will quire initial drafting by that office.

Drafts of all legislation prepared by the various departments d agencies should be submitted to me no later than November 15, 1973 r final review by the Corporation Counsel's Office and the Legislative ordinating Committee.

Richard A. Brown
Legislative Representative

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

November 5, 1973

M E M O R A N D U M

TO: ALL DEPARTMENT AND AGENCY HEADS

FROM: EDWARD X. HAMILTON

RE: CONSERVATION OF ENERGY AND CONTINGENCY PLANS IN CASE OF FUEL SHORTAGES

Because of the consequences that the growing shortages of oil, gasoline and electricity will have on municipal operations, it is important that steps be taken to conserve energy and that each agency develop contingency plans to be put into effect in case of massive shortages.

At the request of the Mayor, therefore, I am requesting that you submit no later than November 14, 1973, the following information to Milton Musicus, Chairman of the Mayor's Interdepartmental Committee on Public Utilities, Room 1800 Municipal Building, New York, N.Y. 10007:

1. The steps being taken to reduce the levels of heating and lighting in offices or facilities occupied by your agency or in City buildings under your jurisdiction. These include lowering thermostats to at least 72 degrees; fixing leaky hot water faucets; preventing drafts and leakage of heat by using weather stripping and insulation; using office and corridor lights only when and where necessary; and, keeping heating equipment such as boilers, radiators, and thermostats in good condition.

2. The steps being taken to reduce the use of automobile and trucks under your jurisdiction.

3. The steps being taken to urge your employees to use mass transportation and to form car pools in traveling to and from work.

4. The steps that your agency will take to reduce the use of fuels and electricity in case severe shortages develop. These steps are to be listed in increasing order of stringency, including phased curtailment of operations and hours of work.

5. The name of the member of your agency whom you delegate to deal with the energy problem and to coordinate all of your agency efforts in procuring adequate fuel supplies and in consuming energy.

I have also directed the Chairman of the Mayor's Interdepartmental Committee on Public Utilities, together with the Environmental Protection Administrator, the Director of the Mayor's Emergency Control Board, and the Commissioner of the Department of Purchase, to review all agency plans and to submit to me recommendations for a comprehensive plan for conservation of energy by all City agencies and steps to be taken in case of severe shortages of fuel in the City during the coming winter.