



EXECUTIVE ORDERS 1964-65 OFFICE OF THE MAYOR INDEX

American Municipal Association, Annual Congress	104
Anti-Poverty Operations Board .	141 160 163
Anti-Poverty Projects, Coordinating of	159
Appellate Division (First Dept.) Pensions	96 148
Architectural Design, Public Buildings	180
Archives and Records Management	123
Bidders, Disqualified List Addendum #1-4	129 132 138 138
Blood Credit Program	89
Board of Education Retirement System	110 156
Bronx Golden Jubilee Parade	120
Brooklyn Public Library, Pensions	102 154
Budget, Expense	169
Budget Appropriations, Administration of	161
" ", Modifications	83 111 112 133
" , Transfer of Funds	112 162
Building Violations-Emergency Repairs	134
Buildings, Public-Architectural Design	180
", Public-Demolition	174
Buildings Department-Housing Code Enforcement	135
Capital Budget Corrections	128

3



	Index	Page 2)
Capital Budget Procedures		107
Career Executive Roster		173
Centrex Telephone System		88
City Agencies-Purchasing (NY Products)		172
City Property "Holds"		84
Contractors-Disqualification	Addendum # 1 Addendum # 2 Addendum # 3	129 132 138 138
Compating Education Decomp	Addendum # 4	
Cooperative Education Program		87 108 117
Coordinator-Executive Program		157
" -Housing and Development		181
Council Against Poverty	Addendum #1	141 141
Council on Poverty & Poverty Operations Board		114
Counsel-for Indigent Criminal Defendants		178
Criminal Defendants (Indigent)-Counsel for	or	178
Cultural Institutions, Salary Adjustment		167
Day Care Centers Retirement System		113
Demolition-Obsolete Public Buildings		174
Department and Agency Heads (Acting)		106
Department Requests-State Aid		176
Deputy Mayor-Responsibilities		158
Drivers-City Motor Vehicles-Medical Exam	ination	179
" -Disabled-ID Cards		80



12

10

	Index Page 3
Drug Addiction-Mayor's Commission	182
Dwellings-Essential Services, Repairs	134
Economic Opportunity Committee	160
Education, Ed. of-Retirement System	163
Emergency Control Board, Members	110
Emergency Repair Action Committee	134
Employees Retirement System	94
Employment-Youth	118
Executive Program Coordinator	157
Executive Roster of Career Personnel	173
Expense Budget	105
Fire Department Pension Fund	90
	91 142 143
First Judicial District Retirement Fund	148
Fiscal Requirements-City Agencies	176
Government Trainee Program	119
Greater New York Fund Campaign	86 140
Grievances-Welfare Dept. Employees	164
Health DeptPensions	98 150
Health Insurance Membership-Retired City Employees	170
"Holds" on City Property	84
Hospital Cases-Investigating, Billing, Collecting	177
Housing and Development Coordinator	181
Housing Authority-Pensions	99 151



	and rugo 4
Housing Code Enforcement	135
Housing Inspections-Centralize	135
Housing Repairs (implementation of E0 134)	134
Indigent Patients-Reimbursement to City	165
Inspections, Housing-Centralize	135
Juvenile Detention Facilities (Youth House)	85
Labor Relations-Grievances	164
Legal Aid Society-Furnishing of Counsel	178
Legislation, State, Pending-Reporting	127
Legislative Meetings-Attendance	124
Legislative Program	121
Libraries Queens Borough-Pensions Brooklyn	102
Light Conservation	125
Management Institute (N. Y. U.)	136
Manpower Utilization	109
Mayor's Commission on Narcotic Addiction	182
Medical Care- Indigent Patients	165
Memorandum-For New Administration	175
Motor Vehicle Operators (City)-Medical Examination	179
Municipal Archives and Records Management	123
Municipal Cooperative Education Program	87 108 117
Narcotic Addiction-Mayor's Commission	182
New York City Council Against Poverty Addendum	#1 141 160 163

Index Pare Ju



	Index Page 5
New York Public Library Employees-Pensions	102 154
New York State Employees Retirement System	154
New York State Sales Tax-Effective 8/1/65	168
New York-Tokyo Sister-City Affiliation	166
New York Zoological Society-Retirement System	115
NYC Council Against Poverty	160
NYC Employees Retirement System	94 146
NYC Teachers' Retirement System	147
N. Y. UManagement Institute	136
Pensions	90-102 108 110 113 115 142-156
Personal Service-Transfer of Funds	112
Police Pension Fund	92 93 144 145
Policy Planning Coordinator	157
Poverty Council and Poverty Operations Board	114
Property-Non Payment of Taxes	131
Poverty Operations Board, Create	114
Poverty Projects-Coordinating of	159
Property-Public Purpose Use	131
Public Buildings-Demolition	174
" -Fine Art Ornamentation	180
" -Water Meters	171



Ind	ex Page 6
Purchasing-New York Products	172
Queens Borough Public Library-Pensions	102 154
Repairs, Emergency-Buildings, Dwellings	134
Retired Employees-Health Insurance	170
Roster of Career Executives	173
Salary Adjustment Plan	103 155 167
Salary Increases-Employees (RuleX) (see #s 111 & 11	2) 126
Sales Tax-New York State Effective 8/1/65	168
Sister-City Affiliation-New York-Tokyo	166
Special Vehicle Identification Cards	80
State Aid Legislative Program	176
Street Cleaning DeptPensions	97 149
Supreme Court (Queens)-fensions	81
Surrogate's Court (Kings)-Pensions	81
Teachers' Retirement System	95
Telephone System-Centrex	88 122
Tokyo-New York Sister City Affiliation	166
Traffic and Construction Coordinating Council	116
Trainee Program-City Government	119
Transit Authority Pensions	100 152
Transition Problems-New Administration	175
Triborough Bridge & Tunnel Authority-Pensions	101 102 153



	Index Page 7
Water Conservation Program	137
Water Meters-Public Buildings	171
Welfare Department-Hospital Cases	165 177
Youth House, Inc.	85
Youth Work Programs	118





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

January 8, 1964

EXECUTIVE ORDER NO. 80

TO	:	HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM	:	ROBERT F. WAGNER, Mayor of the City of New York
SUBJECT	:	SPECIAL VEHICLE IDENTIFICATION CARDS FOR DISABLED DRIVERS.

Effective immediately, the responsibility and authority for administering and controlling the issuance and renewal of special vehicle identification cards to disabled drivers of automobiles are hereby removed from the Police Department and vested in the Department of Traffic, subject to the certification of such disabled drivers by the Department of Health.

The Department of Traffic will receive applications for issuance or renewal of special identification cards, verify statements made in such applications as deemed necessary except for those dealing with physical disabilities, issue the cards or permits, and maintain the files and records of applications and issuances.

The Department of Health will assess the physical condition of each new applicant in verification of disability statements made in his application, and will certify to the Department of Traffic that the disabilities meet or fail to meet Department of Health standards justifying the issuance of a special vehicle identification card.

Cards may be renewed subject to the requirements of the Department of Traffic and the Department of Health. No new cards will be issued until April 1, 1964, during which period the Department of Traffic and the Department of Health will set up the necessary standards and procedures to implement



this order.

No special vehicle identification card outstanding on the effective date of this Executive Order shall be renewed until approved by the Department of Traffic and the Department of Health.

- 2 -

Cards presently in effect will remain in effect until April 1, 1964, unless earlier revoked by the Department of Traffic.

Wagner MAYOR



January 10, 1964

EXECUTIVE ORDER NO. 81

TO: SUPREME COURT IN THE COUNTY OF QUEENS (INCLUDING PROBATION DEPARTMENT THEREOF) SURROGATE'S COURT OF COUNTY OF KINGS

FROM: ROBERT F. WAGNER, MAYOR

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

By Executive Order Number 43 of May 29, 1963, adopted prior to June 1, 1963, the Mayor, pursuant to the provisions of the Administrative Gode of the City of New York, Section B3-36.1 thereof as last amended by the Laws of 1963 Chapter 518, directed that the benefits provided in paragraph 2 of such Order are specifically granted to all or some of the other-than-authority-members of the New York City Employees Retirement System.

The Mayor, in consideration of factors which in his judgment warrant that there be removed the exclusion from applicability of such Executive Order No. 43 set forth in subparagraph (a) of paragraph 4 thereof, which, pursuant to paragraph 5 was on a conditional basis, hereby certifies:

Pursuant to Administrative Code Section B3-36.1, the conditions have been satisfied prerequisite to applicability of such Executive Order No. 43 to other than authority members of the New York City Employees Retirement System who are officers and employees of:

- the Supreme Court in the County of Queens (including Probation Department thereof); or
- (2) the Surrogate's Court of the County of Kings

and that such benefits, with a reduced-rate-of-contribution factor of 5% shall be applicable during the 1963-1964 increased-take-home-pay period, to such members to whom they are hereby granted pursuant to such Executive Order No. 43.

ROBERT F. WAGNER

MAYOR



CITY OF NEW YORK OFFICE OF THE MAYOR



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

January 13, 1964

**EXECUTIVE ORDER NO. 82** 

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: AMENDMENT TO EXECUTIVE ORDER #107, DATED DECEMBER 22, 1961, SUBJECT: MAYOR'S EMERGENCY CONTROL PLAN.

The Emergency Control Board shall include the Commissioner of Health as a permanent member. Therefore Paragraph 1. "Emergency Control Board" shall read as follows:

1. EMERGENCY CONTROL BOARD

An Emergency Control Board is hereby established. The chairman shall be the Mayor. Members: the City Administrator, Commissioners of the Departments of Fire, Health, Hospitals, Police, Public Works, Sanitation, Traffic, Water Supply, Gas and Electricity, Chairman, New York City Transit Authority, and Director, Office of Civil Defense. In the event the Mayor is not present, the City Administrator shall act as chairman.

Robert F. Wagner Mayor



February 11, 1964

EXECUTIVE ORDER NO. 83

TO: THE HEADS OF ALL DEPARTMENTS AND AGENCIES FROM: ROBERT F. WAGNER, MAYOR SUBJECT: PROCESSING OF 1963-1964 EXPENSE BUDGET MODIFICATION REQUESTS

In order to facilitate preparation of the Executive Budget for the fiscal year 1964-1965 modifications of the 1963-1964 expense budget received in this office after March 1, 1964 will not be processed until after March 16, 1964, and will be effective subsequent to this date.

Pending modifications of the 1963-1964 expense budget which are not processed by March 1, 1964, will not be processed until after March 16, 1964.

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ROBERT F. WAGNER MAYOR

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

March 9, 1964

EXECUTIVE ORDER NO. 84

TO:	HEADS OF CITY DEPARTMENTS AND AGENCIES
FROM:	EDW. F. CAVANAGH, JR., DEPUTY MAYOR
SUBJECT:	CITY PROPERTY "HOLDS" FOR PUBLIC USE

Review of records and procedures relative to the acquisition, retention and disposition of real property of the City, has revealed the need for more effective management control of this function. To achieve such control, the following procedures will prevail and be used by all Municipal departments and agencies when the need for placing "holds" on City property for projects under their jurisdiction becomes necessary.

- Effective as of April 1st, all requests for "holds" on City properties, made by the various departments and now on file with the Department of Real Estate, are <u>cancelled</u>.
- Properties on which "holds" have been cancelled as above, will not be sold by the Department of Real



- 2 -

Estate during the 90-day period following such cancellation. Before the end of such 90-day period, departments requiring "holds" for public purposes consistent with their functions, must submit new requests for "holds" to the Site Selection Board.

- 3. Requests to "hold" properties must be submitted by the agency head and must contain complete substantiation for such requests, including capital project identification number if applicable.
- 4. Requests for "holds" for study purposes may be submitted to the Site Selection Board in the same form as prescribed in "3" above. Study holds will not ordinarily be granted for periods exceeding ninety days, and will automatically expire at the end of the period granted.
- 5. The Site Selection Board will refer all "hold" requests to its appropriate committees for review and recommended action by the Board. Departments will be notified of action taken.
- Approved "hold" requests will be valid for <u>one year</u> from the date of approval.
- 7. Departments wishing to extend a "hold" request beyond



- 3 -

the initial one-year period, must submit a new request before the expiration of the year. The Site Selection Board will consider such requests as new applications. Where no new request is submitted after a "hold" of one year, that hold will be automatically cancelled.

8. City properties approved and offered in printed brochures for public sale by the Board of Estimate through the Commissioner of Real Estate <u>will not</u> be withdrawn from such sale except by specific resolution approved by the Board of Estimate.

Nothing in this executive order is to be construed as negating or interfering with the City's policy of developing a land bank for various important municipal purposes. An orderly and continuous review of parcels held by the City will aid toward the achievement of this objective.

EDW. CAVANAGH F Deputy Mayor





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

February 28, 1964

EXECUTIVE ORDER NO. 85 TO: ALL CITY DEPARTMENTS AND AGENCIES FROM: ROBERT F. WAGNER, MAYOR SUBJECT: ADMINISTRATION OF JUVENILE DETENTION FACILITIES

The Office of Probation for the Courts of New York City, having been authorized by orders of the Appellate Divisions of the Supreme Court, First and Second Judicial Departments, to arrange for detention services for persons alleged or found to be juvenile delinquents or persons in need of supervision pursuant to the Family Court Act, is hereby assigned responsibility, subject to the supervisory authority of the Administrative Board of the Eudicial Conference and the aforesaid Appellate Divisions, to represent the City of New York in its relationships with Youth House, Inc., and shall

- give such general supervision to the performance of all aspects of detention care as to insure proper custody and protection of persons so detained;
- develop and establish policies regarding: admissions, standards of care, capacity, and related matters;
- 3. review budgetary requests.

In addition, the Office of Probation shall be empowered, within limits of appropriations made available, to operate detention



- 2 -

facilities or to contract for such services.

This Executive Order shall become effective on the lst day of March, 1964, concurrently with the orders of the Appellate Divisions of the Supreme Court, First and Second Judicial Departments, dealing with the duties of the Office of Probation for the Courts of New York City and effective the same date.

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ROBERT F. WAGNER MAYOR





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

March 31, 1964

XECUTIVE ORDER NO. 86

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"O: HEADS OF ALL DEPARTMENTS AND AGENCIES

PROM: MAYOR ROBERT F. WAGNER

UBJECT: THE 1964 GREATER NEW YORK FUND CAMPAIGN (MAY 1 - JUNE 30)

This year The Greater New York Fund Campaign among city employees will be held from May 1 to June 30. Since the Fund does not solicit gifts from individuals at home or in oublic places, but only on the job, this is the one opportunity that all employees have no contribute to the 425 voluntary hospitals, health and welfare agencies of the Fund. These agencies perform the vital community role of annually helping nearly 4,000,000 New For orkers of all faiths and races.

It is the responsibility of the entire community of New York to support the campaign brand that is why each city employee is being asked to do his share, like all other people of the work in our city.

As my personal representative, I have asked Dr. Theodore H. Lang to assume full responsibility for The Greater New York Fund Campaign among city employees.

For a first step, I would like you to appoint an executive in your organization to represent you and to serve as chairman for the drive among your employees. Please forward his name to Dr. Lang at the Department of Personnel by April 10, 1964.

Remember, this is New York's unified campaign to keep the City a leader in helping its fellow men. I am sure that we can count on your wholehearted assistance in support of The Greater New York Fund.

ROBERT F. WAGNER MAYOR





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

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JUN 29 1964

EXECUTIVE ORDER	#87
MEMORANDUM TO:	HEADS OF ALL AGENCIES AND DEPARTMENTS
FROM:	ROBERT F. WAGNER, MAYOR
SUBJECT:	EXPANSION OF THE MUNICIPAL COOPERATIVE EDUCATION AND WORK PROGRAM TO 2000 STUDENTS

#### I. INTRODUCTION

One element in our attack upon poverty in this City is the Municipal Cooperative Education and Work Program. We intend to expand this program from the 930 high school students now working for 55 City agencies and attending school on an alternate week basis to 2000 students with every City agency participating.

This important program focusing on young people from poor families with poor employment opportunities has as its aims:

To encourage the students to continue in high school until graduation. To train them for employment opportunities. To recruit employees for City positions.

- To accomplish necessary City work.

The results of the program, now in the third year of operation, have been outstanding. Each of the four objectives has been attained to a remarkable degree and the job performance of trainees as a group has been highly satisfactory.

While this is already the largest on-going work-study program helping students from low-income families, the needs of our community have led us to raise our goal to provide employment for 2000 students.

I hope that this program will encourage private industry to extend its well-established Cooperative Education Program to include the even greater number of potential dropouts.



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#### II. PROGRAM

A. I instruct each City agency under my jurisdiction, and urge all other City agencies, to participate in the Municipal Cooperative Education and Work Program to the maximum extent possible, consonant with good management and the overall needs of our community.

To achieve our goal of employing and training 2000 high school students each year I ask each City agency to review each job vacancy for possible allocation to the Program; to allocate as many jobs as is feasible to the Program; and to cooperate with the Department of Personnel and the Board of Education in the administration of the Program.

- B. I assign to the Department of Personnel the following responsibilities: to act as the representative and coordinator for the employer in all aspects of the Program; to engage actively in job development activities, including aiding agencies to identify positions appropriate for the Program; to provide liaison between employing agencies and the Board of Education and between employing agencies and the Bureau of the Budget; to assist agency training for supervisors and Cooperative Education trainees; to assist agency efforts to help Cooperative Education trainees adjust to work, develop good work habits, and obtain gainful employment after graduation from high school; to explore and develop avenues for the continued employment of trainees in the City service after graduation; and to audit and evaluate the Program and to report to me annually on its status.
- C. The Board of Education is responsible for the overall organization, administration, and supervision of the Cooperative Education and Work Program with respect to the selection, guidance, placement and supervision of students in line with the City objectives which were approved by the Board of Education, Department of Personnel, and the Ford Foundation when this project originated. These include drawing student participants from those upon whom economic and other pressures to drop out before finishing high school are strong, consideration being given to ability to complete high school, to perform the assigned tasks and to benefit from participation in the program.

Wage ROBERT F. WAGNER MAYOR



April 20, 1964

THE RECUTIVE ORDER NO. 88

TO: HEADS OF ALL CITY DEPARTMENTS, COURTS AND AGENCIES TRANSFERRING TO NEW CENTREX TELEPHONE SYSTEM.

In July of 1962, My Executive Order announced the installation a unified direct dialing system known as Centrex. Since that time Hirty-six departments have been cut over to this system. In June of this sar, the second phase of the Centrex installation will be cut over to inve many more City departments and agencies.

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

The Department of Public Works has been assigned the responsibility preparing a schedule of instructions for all employees in the Phase II it overs. Lectures will be conducted by the Telephone Company on the operation this new equipment. Each lecture will last about one hour and all of the resonnel in these departments <u>must</u> attend to insure the complete success this change in our communication system.

A schedule of dates and the time for each department to attend the course of instruction is attached. Please issue the necessary orders for tr your employees to attend.

Very truly yours,

ROBERT F. WAGNER MAYOR



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

May 27, 1964

EXECUTIVE ORDER NO. 89

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: ESTABLISHMENT OF BLOOD CREDIT PROGRAM FOR NEW YORK CITY EMPLOYEES

### I. Introduction

- A. On October 23, 1961 in Executive Order No. 97, I established an Administrative Board for Blood Credits to study the need for a coordinated City-wide Blood Credit Program to provide for the blood requirements of City employees and their families which would be consistent with the health and welfare of the whole community.
- B. Upon the recommendation of the Administrative Board for Blood Credits, and in accordance with Section 21d of Article two-a of the General City Law and subdivision 9 of Section 14 of the Insurance Law, I hereby establish the Blood Credit Program for New York City employees.
- C. I discharge the Administrative Board for Blood Credits with my appreciation for the completion of the assigned task.

#### Blood Credit Board

II.

- A. There shall be a Blood Credit Board consisting of the City Personnel Director, who shall serve as Chairman, the Commissioner of Health and the Commissioner of Hospitals.
- B. The members of the Board shall serve without additional compensation.
- C. Meetings of the Board shall be held annually or at the request of any member.
- D. The Blood Credit Board shall establish policies, rates, benefits, procedures, and promulgate rules and regulations which will enable the Program:
  - 1. To provide blood and related benefits to its beneficiaries;
  - 2. To be self-supporting to the maximum extent possible; and
  - 3. To strengthen the blood program for the entire community.



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E. The Blood Credit Board shall make blood credit arrangements with the Community Blood Council of Greater New York.

### III. Administration of the Blood Credit Program

- 2 -

The Department of Personnel shall be responsible for administration of the Program under the policy direction of the Blood Credit Board.

#### IV. Membership

- A. Membership in the Blood Credit Program shall be limited to employees of the City of New York and to employees of any agency, institution or corporation receiving financial support from the City of New York.
- B. Eligibility for membership shall be determined by the Blood Credit Board.

## V. City Agencies

- A. I instruct all agencies under my jurisdiction and request all others to cooperate with the Blood Gredit Program in the establishment and maintenance of this Program which is vital to the well being of the employees and to the very life of our City.
- B. Agency cooperation with the Blood Credit Program shall include:
  - Appointment of a Blood Credit Coordinator in the agency personnel office who shall act as liaison with the Blood Credit Program;
  - 2. Maintenance of membership records; and
  - 3. Providing such information as may be needed by the Blood Credit Program.
- C. Agencies which have viable programs with other blood collecting organizations have the option of joining the City of New York's Blood Credit Program or continuing their current arrangements.
- D. All new agency arrangements for blood shall be with the Blood Credit Program.

- Choque ROBERT F. WACHER

MAYOR



May 27, 1964

EXECUTIVE ORDER NO. 90 TO: FIRE DEPARTMENT PENSION FUND FROM: ROBERT F. WAGNER, MAYOR SUBJECT: REDUCTION OF CONTRIBUTIONS FOR MEMBERS OF THE FIRE DEPARTMENT PENSION FUND, ARTICLE 1

Pursuant to the provisions of Administrative Code, section B19-4.2, as added by L. 1964 c. 596, the Mayor, by this Executive Order adopted prior to June 1, 1964 hereby directs that beginning with the first full payroll period following July 1, 1964 and ending with the payroll period immediately prior to that the first day of which is nearest to June 30, 1965, the deduction from the pay, salary or compensation of each member of the Fire Department Pension Fund, Article 1, made pursuant to the provisions of Article 1 of Title B of Chapter 19 of the Administrative Code, shall be reduced by 2-1/2 per centum of such pay, salary or compensation.

Robert F. Wagner

Mayor



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

May 27, 1964

EXECUTIVE ORDER NO. 91

TO: FIRE DEPARTMENT PENSION FUND

FROM: ROBERT F. WAGNER, MAYOR

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

Pursuant to the provisions of Administrative Code, section B19-7.651, as amended by L. 1964, c. 636, the Mayor, by this Executive Order adopted prior to June 1, 1964, hereby directs that beginning with the first full payroll period following July 1, 1964 and ending with the payroll period immediately prior to that the first day of which is nearest to June 30, 1965, the contribution of each member of the Fire Department Pension Fund, Article 1-B made pursuant to section B19-7.65 of the Administrative Code, shall be reduced by 2-1/2 per centum of the compensation of such member.

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Robert F. Wagner Mayor



May 27, 1964

EXECUTIVE ORDER NO. 92

TO:POLICE DEPARTMENT PENSION FUNDFROM:ROBERT F. WAGNER, MAYORSUBJECT:REDUCTION OF CONTRIBUTIONS FOR MEMBERS OF THE<br/>POLICE PENSION FUND, ARTICLE 1

Pursuant to the provisions of Administrative Code section B18-3.2, as added by L. 1964 c. 634, the Mayor, by this Executive Order adopted prior to June 1, 1964, hereby directs that beginning with the first full payroll period following July 1, 1964 and ending with the payroll period immediately prior to that, the first day of which is nearest to June 30, 1965, the deductions from the pay, salary or compensation of each member of the Police Pension Fund, Article 1, made pursuant to the provisions of Article 1 of Title B of Chapter 18 of the Administrative Code, shall be reduced by 2-1/2 per cent of such pay, salary or compensation.

ROBERT F. WAGNER Mayor



May 27, 1964

EXECUTIVE ORDER NO. 93 '

TO:POLICE DEPARTMENT PENSION FUNDFROM:ROBERT F. WAGNER, MAYORSUBJECT:PENSION-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY<br/>FOR MEMBERS OF THE POLICE PENSION FUND, ARTICLE 2

1. Pursuant to the provisions of Administrative Code section B18-22.1, as amended by L. 1964, c. 622, the Mayor, by this Executive Order adopted prior to June 1, 1964, hereby directs that beginning with the first full payroll period following July 1, 1964 and ending with the payroll period immediately prior to that, the first day of which is nearest to June 30, 1965, the contribution of each member of the Police Pension Fund, Article 2, made pursuant to subdivion b or e of section B18-22.0 of the Administrative Code, exclusive of any increase thereof pursuant to subdivisions c and d of such section B18-22.0 or any reduction thereof pursuant to subdivision one of section 138-b of the Retirement and Social Security Law, shall be reduced by 2-1/2 per cent of the compensation of such member.

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

ROBERT F. WAGNER

Mayor



May 27, 1964

EXECUTIVE ORDER NO. 94

TO: ALL CITY AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME PAY PLAN FOR MEMBERS OF THE NEW YORK CITY EMPLOYEES' RETIREMENT SYSTEM FOR THE 1964-1965 FISCAL YEAR

Pursuant to the provisions of Administrative Code, section B3-36.1, as last amended by Laws 1964, Ch. 633, the Mayor hereby directs by this executive order adopted prior to June 1, 1964, as follows:

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

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

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

#### Executive Order No. 94

May 27, 1964

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

-2-

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

2. Effective during the period of time from and including the payroll period the first day of which is nearest to July 1, 1964 and to and including the payroll period immediately preceding that, the first day of which is nearest to June 30, 1965 (which total period of time is hereinafter referred to as the "1964-1965 increased take-home-pay period"), the governing provisions of subdivision 14 of such subdivision j, as hereby made applicable, and the provisions of subdivisions g, h and i of such section B3-36.1 shall be applicable to and for the benefit of all other-than-authoritymembers of the New York City Employees' Retirement System, execpt as otherwise provided in Paragraph 4 of this executive order.

# Executive Order No. 94 -3-

May 27, 1964

3. The Mayor hereby designates five percent as the reduced-rate-of-contribution factor to be used in computing the reduction of contributions of members entitled to benefits under the provisions of Paragraph 2 of this executive order.

4. (a) Except as otherwise provided in subparagraph (d) of this Paragraph 4, the Mayor hereby designates for conditional exclusion from the benefits provided by Paragraphs 2 and 3 of this executive order, any other-thanauthority members of the New York City Employees' Retirement System who are employed in positions or employments:

- (1) which are subject to prevailing rate determinations made within the purview of Sec. 220 of the Labor Law; or
- (2) to which wage accord determinations made by the Comptroller apply; or
- (3) to which wage agreements approved by the Board of Estimate or by the Mayor apply;

and who received or were entitled to receive increased-

Executive Order No. 94 -4-

May 27, 1964

take-home-pay benefits, pursuant to Administrative Code, §B3-36.1, on the last day of the 1963-1964 increased-takehome-pay period (as defined in Executive Order No. 43, issued on May 29, 1963), on the basis of a reduced-rate of-contribution factor of two and one-half percent.

(b) The exclusions from applicability set forth in items (1) and (2) of subparagraph (a) of this Paragraph 4 shall remain in effect with respect to each member so excluded, unless a prevailing rate determination or wage accord determination made or entered into after the date of this Executive Order specifically grants to such member the benefits provided by Paragraphs 2 and 3 of this Order, for all or a part of the 1964-1965 increased-take-home-pay period, by reducing his contributions by a reduced-rateof-contribution factor of 5%. In the event that such a prevailing rate determination or wage accord determination shall be made or entered into as to any such members, the Mayor shall, pursuant to Administrative Code §B3-36.1, certify by executive order that the conditions precedent

Executive Order No. 94

-5-

May 27, 1964

to applicability as to such members have been satisfied, and such benefits shall be applicable to such members at the rate of 5%, effective as of the date specified in such order, or if no such date is therein specified, then as of and beginning with the first day of the 1964-1965 increased-take-home-pay period and extending to and including the last day thereof.

(c) The exclusion from applicability set forth in item (3) of subparagraph (a) of this Paragraph 4 shall remain in effect with respect to each member so excluded, unless a wage agreement entered into after the date of this Executive Order specifically grants to such member, for all or a portion of the 1964-1965 increased-take-home-pay period, the benefits provided by Paragraphs 2 and 3 of this Order, by reducing his contributions by a reducedrate-of-contribution-factor of 5%. In the event that such wage agreement specifically grants such benefits to any such members for all or a portion of such period of time, the Mayor shall, pursuant to Administrative Code, §B3-36.1, Executive Order No. 94

-6-

May 27, 1964

certify by executive order that the conditions precedent to applicability with respect to the benefits so granted have been satisfied as to such members included within such agreement, and such benefits shall be applicable to such members at the rate of 5%, effective as of the date and for the term specified in such order, or if no such date and term are therein specified, then as of and beginning with the first day of the 1964-1965 increasedtake-home-pay period and extending to and including the last day thereof.

(d) Notwithstanding the foregoing provisions of this Paragraph 4, the benefits provided by Paragraph 2 of this order shall apply, with a reduced-rate-of-contribution factor of 2 1/2%, to each member conditionally excluded, under the provisions of subparagraph (a) of this Paragraph 4, from benefits computed on the basis of a reduced-rate-of-contribution factor of 5%; unless the conditions of such exclusion are satisfied, as specified in the applicable provisions of subparagraphs (b) and (c) of this Paragraph 4, so as to entitle such member to the Executive Order No. 94 -7-

May 27, 1964

benefits provided by such Paragraph 2, with a reducedrate-of-contribution factor of 5%.

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

MAYOR ROBERT



May 27, 1964

	EXECUTIVE ORDER NO. 95
то:	THE NEW YORK CITY TEACHERS' RETIREMENT SYSTEM
FROM:	ROBERT F. WAGNER, MAYOR
SUBJECT:	PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY PLAN FOR MEMBERS OF THE NEW YORK CITY TEACHERS' RETIREMENT SYSTEM FOR THE 1964-1965 FISCAL YEAR.

Pursuant to the provisions of Administrative Code, § B20-41.1, subdivision i, as amended by Laws 1964, Ch. 623 the Mayor hereby elects by this executive order, adopted, prior to June 1, 1964, that beginning with the payroll period, the first day of which is nearest to July first of the City fiscal year 1964-1965, and ending with the payroll period immediately prior to that the first day of which is nearest to June 30 of such 1964-1965 fiscal year, the provisions of paragraph four of such subdivision i and the provisions of subdivisions e and f of such Section B20-41.1, shall be applicable to and for the benefit of all contributors to the New York City Teachers' Retirement System.

ROBERT F. WAGNER M A Y O R


May 27, 1964

### EXECUTIVE ORDER NO. 96

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

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY PLAN FOR MEMBERS OF THE APPELLATE DIVISION, FIRST DEPARTMENT AND FIRST JUDICIAL DISTRICT RETIREMENT FUND FOR THE ONE-YEAR PERIOD BEGINNING JULY 1, 1964

1. Pursuant to the provisions of subd. 8 of Section 108 of the Judificary Law, as added by L. 1964, c. 638, the Mayor elects to provide that the deduction from the salary or compensation of any employee or officer made pursuant to Section 108 of the Judiciary Law, need not be made and that no contribution in lieu thereof need be made during the one year period commencing with July first, nineteen hundred sixty four.

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

ROBERT F. WAGNER MAYOR



May 27, 1964

EXECUTIVE ORDER NO. 97

TO: THE COMMISSIONER OF SANITATION

FROM: ROBERT F. WAGNER, MAYOR

PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY SUBJECT: PLAN FOR MEMBERS OF THE RELIEF AND PENSION FUND OF THE DEPARTMENT OF STREET CLEANING FOR THE ONE-YEAR PERIOD BEGINNING JULY 1, 1964

Pursuant to the provisions of Section G51-3.4 of the Administrative Code, as added by Chapter 638 of the Laws of 1964, the Mayor hereby elects to provide that the deduction from the pay, salary or compensation of any member of the Relief and Pension Fund of the Department of Street Cleaning, made pursuant to the provisions of Section G51-3.0, par. 2 of the Administrative Code, shall be reduced to zero per centum instead of three per centum during the one-year period commencing with July first, nineteen hundred sixty four.

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

ROBERT F. WAGNER

MAYOR



May 27, 1964

EXECUTIVE ORDER NO. 98

TO: THE BOARD OF ESTIMATE AND THE COMMISSIONER OF HEALTH

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME PAY PLAN FOR MEMBERS OF THE HEALTH DEPARTMENT PENSIONS FUND FOR THE ONE-YEAR PERIOD BEGINNING JULY 1, 1964

Pursuant to the provisions of Administrative Code, § G51-53.4, as added by L. 1964, c. 638, the Mayor hereby elects to provide that the deduction from the pay, salary, or compensation of each member of the Health Department Pension Fund made pursuant to Article 3 of Title G of chapter 51 of the Administrative Code need not be made and that no contribution in lieu thereof need be made by any such member during the one-year period commencing with July first, nineteen hundred sixty-four.

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

ROBERT F. WAGNER

MAYOR



May 27, 1964

### EXECUTIVE ORDER NO. 99

TO: THE NEW YORK CITY HOUSING AUTHORITY FROM: ROBERT F. WAGNER, MAYOR SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY PLAN FOR MEMBERS, OFFICERS AND EMPLOYEES OF THE NEW YORK CITY HOUSING AUTHORITY FOR THE 1964-1965 FISCAL YEAR

Pursuant to Section B3-36.1 of the Administrative Code, as last amended by Laws 1964, Ch. 633, I hereby approve the annexed resolution of the New York City Housing Authority and adopted by such Authority on May 20, 1964.

ROBERT F. WAGNER

MAYOR

## EXECUTIVE ORDER NO. 99

- 2 -

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

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

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

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

### EXECUTIVE ORDER NO. 99

RESOLUTION AUTHORIZING FOR THE 1964-1965 FISCAL YEAR INCREASED-TAKE-HOME-PAY BENEFITS FOR MEMBERS, OFFICERS AND EMPLOYEES OF THE AUTHORITY BY REDUCING THEIR CONTRIBUTION TO THE NEW YORK CITY EMPLOYEES' RETIREMENT SYSTEM

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

<u>Section 1.</u> (a) This resolution is adopted pursuant to the provisions of Administrative Code Section B3-36.1, as amended by Laws of 1964, Ch. 633.

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

- (1) wherever the word "sixtytwo" appears in such subdivision j, the word "sixtyfour" were substituted therefor;
- (2) wherever the word "sixtythree" appears in such subdivision j, the word "sixtyfive" were substituted therefor;
- (3) wherever "board of estimate" is referred to in such subdivision j, the word "mayor" were substituted therefor;
- (4) wherever such subdivision refers to adoption of a resolution by the board of estimate, such subdivision instead referred to adoption of an executive order by the mayor.

Section 2. From and including the payroll period the first day of which is nearest to July 1, 1964 to and including the payroll period immediately prior to that the first day of which is nearest to June 30, 1965, the benefits provided by the governing provisions of paragraph 14 of subdivision j, and the provisions of subdivisions g, h and i of .



May 27, 1964

## EXECUTIVE ORDER NO. 100

TO: THE NEW YORK CITY TRANSIT AUTHORITY FROM: ROBERT F. WAGNER, MAYOR SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY-PLAN FOR OFFICERS AND EMPLOYEES OF THE NEW YORK CITY TRANSIT AUTHORITY FOR THE 1964-1965 FISCAL YEAR

Pursuant to Section B3-36.1 of the Administrative Code, as last amended by Laws 1964, Ch. 633, I hereby approve the annexed resolution of the New York City Transit authority adopted by such Authority on May 26, 1964.

1000 ROBERT F. WAGNER MAYOR

### TXECUTIVE ORDER NO. 100

V HEREAS, Chapter 633 of the Laws of 1964 amended the Administrative Code in relation to the New York City Employees' Retirement System so as to authorize the New York City Transit Authority to provide a pensions-providing-for-increased-take-home-pay plan, during the fiscal year 1964-1965, for its officers and employees who are members of said retirement system; and

WHEREAS, the Authority has determined to extend benefits analogous to those authorized during the fiscal year 1963-1964 by L. of 1963, c. 518 to certain of its officers and employees;

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

- For the purposes of this resolution, the provisions of subdivision j of section B3-36.1 of the Administrative Code shall apply, subject to the terms and conditions specified in this resolution, in the same manner, to the same extent and with the same force and effect as if:
  - (a) wherever the word "sixty-two" appears in such subdivision j, the word "sixty-four" were substituted therefor;
  - (b) wherever the word "sixty-three" appears in such subdivision j, the word "sixty-five" were substituted therefor;
  - (c) wherever "board of estimate" is referred to in such subdivision j the word "mayor" were substituted therefor; and
  - (d) wherever such subdivision refers to adoption of a resolution by the board of estimate, such subdivision instead referred to adoption of an order by the Mayor.
- 2. Effective during the period of time from and including the payroll period the first day of which is nearest to July 1, 1964 and to and including the payroll period immediately preceding that, the first day of which is nearest to June 30, 1965 (which total period of time is hereinafter referred to as the "1964-1965 increasedtake-home-pay period"), the governing provisions of subdivision 14 of such subdivision j, as hereby made applicable, and the provisions of subdivisions g, h and i of such section B3-36.1 shall be applicable to and for the benefit of all officers and employees of the Transit Authority who are members of the New York City

Employees' Retirement System, except as otherwise provided in paragraph 4 of this resolution.

- 3. The Authority hereby designates five percent as the reduced-rate-of-contribution factor to be used in computing the reduction of contributions of members entitled to benefits under the provisions of paragraph 2 of this resolution.
- 4. (A) Except as otherwise provided in subparagraph (D) of this paragraph 4, the Authority hereby designates for conditional exclusion from the benefits provided by paragraphs 2 and 3 of this resolution:
  - (a) All members
    - who are subject to prevailing rate determinations made within the purview of section 220 of the Labor Law, or
    - (2) to whom wage accord determinations made by the City Comptroller apply;

and who received or were entitled to receive increased-take-home-pay benefits, pursuant to Administrative Code, section E3-36.1, on the last day of the 1963-1964 increased-take-home-pay period (as defined in the resolution of this Authority dated May 28, 1963), on the basis of a reduced-rate-of-contribution factor of two and one-half percent; and

- (b) All members who are in the uniformed transit police force.
- (B) The exclusions from applicability set forth in item (a) of subparagraph (A) of this paragraph 4 shall remain in effect with respect to each member so excluded, unless a prevailing rate determination or wage accord determination made or entered into after the date of this resolution specifically grants to such member the benefits provided by paragraphs 2 and 3 of this resolution, for all or a part of the 1964-1965 increased-take-home-pay period, by reducing his contributions by a reduced-rateof-contribution factor of five percent. In the event that

-2-

such a prevailing rate determination or wage accord determination made or entered into as to any such members, the Authority shall, pursuant to Administrative Code, section B3-36.1, certify by resolution approved by the Mayor that the conditions precedent to applicability as to such members have been satisfied, and such benefits should be applicable to such members at the rate of five percent, effective as of the date specified in such resolution, or if no such date is therein specified, then as of and beginning with the first day of the 1964-1965 increased-takehome-pay period and extending to and including the last day thereof.

- (C) The exclusion from applicability set forth in item (b) of subparagraph (A) of this paragraph of this resolution shall remain in effect except for any member in the uniformed transit police force who does not elect on or before September 30, 1964 or within the time limited therefor by statute, optional retirement pursuant to section E3-36.3 of the Code. In such event the Authority shall, pursuant to Administrative Code, section B3-36.1 certify by resolution approved by the Mayor that the conditions precedent to applicability as to any such member have been satisfied, and such benefits shall be applicable to any such member at the rate of five percent, effective as of and beginning with the first day of the 1964-1965 increased -take-home-pay period and extending to and including the last day thereof.
- (D) Notwithstanding the foregoing provisions of this paragraph 4, the benefits provided by paragraph 2 of this resolution shall apply, with a reduced-rateof-contribution factor of two and one-half percent, to each member conditionally excluded, under provisions of subparagraph (A) of this paragraph 4, from benefits computed on the basis of a reducedrate-of-contribution factor of five percent; unless the conditions of such exclusion are satisfied, as specified in the applicable provisions of subparagraphs (E) and (C) of this paragraph 4, so as to entitle such member to benefits provided by paragraph 2, with a reduced-rate-of contribution factor of five percent.

-3-

### EXECUTIVE ORDER NO. 100

- 5. The provisions of this resolution shall not imply any obligation, commitment or promise that benefits herein granted or provided for shall be continued beyond the termination date thereof, as herein prescribed.
- 6. This resolution shall not take effect unless approved by the Mayor.

NEV YORK CITY TRANSIT AUTHORITY By

> Howard J. Valinoti Acting Secretary May 26, 1964

#### Howard J. Valinoti

In Testimony Whereof, I have hereunto subscribed my hand and affixed the seal of the New York City Transit Authority, this 26th day of May , 19 64

Inanda Vickno Acting Secretary.



May 27, 1964

### EXECUTIVE ORDER NO. 101

THE TRIBOROUGH BRIDGE AND TUNNEL AUTHORITY MONFROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY PLAN FOR OFFICERS AND EMPLOYEES OF THE TRIBOROUGH BRIDGE AND TUNNEL AUTHORITY FOR THE 1964-1965 FISCAL YEAR

Pursuant to Section B3-36.1 of the Administrative Code, as last amended by Laws 1964, ch. 633, I hereby approve the annexed resolution of the Triborough Bridge and Tunnel Authority adopted by such Authority on May 26, 1964.

ROBERT F. WAGNER

MAYOR

EXECUTIVE ORDER NO. 101

RESOLVED, That pursuant to the provisions of subdivision j, paragraph 7 of Section B3-36.1 of the Administrative Code of The City of New York as added by Chapter 787 of the Laws of 1962, as amended by subdivision m, paragraph 2 (b) of the said Section of the said Code as added by Chapter 633 of the Laws of 1964, Triborough Bridge and Tunnel Authority hereby elects to provide by this resolution adopted prior to June 1, 1964 that the governing provisions of paragraph 14 of subdivision j, with a reduced rate of contribution factor of 5%, and subdivisions g, h, and i of Section B3-36.1 of the Administrative Code shall apply to and for the benefit of all members of the New York City Employees' Retirement System who are officers or employees of Triborough Bridge and Tunnel Authority; and be it further

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

I hereby certify that the foregoing is a true and exact copy of a Resolution adopted by Triborough Bridge and Tunnel Authority at its meeting held on May 26, 1964.

madelin me Kayht Secretary



May 27, 1964

## EXECUTIVE ORDER NO. 102

TO :

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

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: INCREASED-TAKE-HOME-PAY-BENEFITS, FOR THE 1964-1965 FISCAL YEAR, FOR OFFICERS AND EMPLOYEES OF THE TRIBOROUGH BRIDGE AND TUNNEL AUTHORITY, THE NEW YORK PUBLIC LIBRARY, THE BROOKLYN PUBLIC LIBRARY, AND THE QUEENS BOROUGH PUBLIC LIBRARY WHO ARE MEMBERS OF THE NEW YORK STATE EMPLOYEES' RETIREMENT SYSTEM.

1. I hereby approve the annexed resolution of the Triborough Bridge and Tunnel Authority electing, as a participating employer, to provide increased take home pay benefits to officers and employees of such Authority who are members of the New York State Employees' Retirement System, beginning with the payroll period commencing on March 26, 1964, and the annexed resolutions of the New York Public Library, the Brooklyn Public Library and the Queens Borough Public Library whereby such Libraries elect as participating employees of such Libraries who are members of the New York State Employees' Retirement System, beginning with the payroll period specified in such resolutions.

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

baque ROBEPT F. WAGNER,

MAYOR

RESOLVED, That pursuant to provisions of subdivision c, and within the conditions set forth in subdivision a, of Section 70-a of the Retirement and Social Security Law as amended by Chapters 185 and 186 of the Laws of 1964, Triborough Bridge and Tunnel Authority hereby elects as a participating employer in the New York State Employees' Retirement System to continue to make contributions to the pension accumulation fund for the purpose of providing death benefits and pensions-providing-for-increased-takehome-pay on the basis of a reduction, pursuant to such section, of the contributions of each member by five per centum (5%) of his compensation; and be it further

RESOLVED, That such reduction in each member's rate of contribution shall take effect beginning with the payroll period beginning March 25, 1964, it being the intent of this resolution that the reductions in the contribution of such members hereby provided pursuant to Chapters 185 and 186 of the Laws of 1964, shall succeed without interruption, the reductions provided for such members, pursuant to Chapter 54 of the Laws of 1963, by the resolution of the Authority approved by Executive Order No. 51 of the Mayor of The City of New York dated June 1, 1963.

I hereby certify that the foregoing is a true and exact copy of a Resolution adopted by Triborough Bridge and Tunnel Authority at its meeting held on May 26, 1964.

Madeline Mi Knight Secretary

### THE NEW YORK PUBLIC LIBRARY

True copy of resolution adopted by the Trustees of The New York Public Library, Astor, Lenox, and Tilden Foundations, at their meeting of April 8, 1964.

> BE IT RESOLVED, That pursuant to the provisions of Section 70-a of the Retirement and Social Security Law, as amended by L. 1964, chs. 185 and 186, The Board of Trustees of The New York Public Library does hereby elect as a participating employer with respect to the New York State Employees' Retirement System to make contributions to the pension accumulation fund pursuant to such Section 70-a, as so amended, for the purpose of providing death benefits and pensions-providing-for-increased-take-home-pay, on the basis of a reduction, pursuant to such section, of the contributions of each member by five per centum of his compensation; and be it further

RESOLVED, That such reductions, pursuant to such Section 70-a, as so amended, in the contributions of members of such Retirement System in the employ of The New York Public Library, shall be made beginning with the payroll period commencing on April 1, 1964 in the case of such members who are on monthly payrolls, and shall be made beginning with the payroll period commencing on April 6, 1964 in the case of such members who are on bi-weekly payrolls, it being the intent of this resolution (a) that the reductions in the contributions of such members hereby provided, pursuant to L. 1964, chs. 185 and 186, shall succeed without interruption, the reductions provided for such members, pursuant to L. 1963, c. 54, by the resolution of this Board of Trustees approved by Executive Order No. 51 issued by the Mayor on June 1, 1963; and (b) to recognize for the purpose of providing such reductions without interruption, that where any such member was shifted from a monthly payroll basis to a bi-weekly payroll basis during the period of effectiveness of such resolution approved by Executive Order No. 51, such reductions under such resolution terminated with respect to such member as of April 5, 1964. EXECUTIVE ORDER NO. 102



April 22, 1964

Honorable Robert F. Wagner, Mayor City of New York City Hall New York, New York 10007

BROOKLYN PUBLIC

GRAND ARMY PLAZA . BROOKLYN, N. Y.

Dear Mr. Mayor:

Following is the resolution approved by the Board of Trustees of the Brooklyn Public Library at a regular meeting on April 21, 1964.

BE IT RESOLVED,

That pursuant to the provisions of Section 70-a, of the Retirement and Social Security Law, as amended by L. 1964, chs. 185 and 186, The Board of Trustees of the Brooklyn Public Library does hereby elect as a participating employer with respect to the New York State Employees' Retirement System to make contributions to the pension accumulation fund pursuant to such Section 70-a, as so amended, for the purpose of providing death benefits and pensions-providing for-increased-take-home-pay; on the basis of a reduction, pursuant to such section, of the contributions of each member by five per centum of his compensation; and be it further

11238

RESOLVED THAT such reductions, pursuant to such Section 70-a, as so amended, in the contributions of members of such Retirement System in the employ of the Brooklyn Public Library, shall be made beginning with the pay roll period commencing on April 1, 1964; it being the intent of this resolution that the reductions in the contributions of such members provided, pursuant to L. 1964, chs. 185 and 186, shall succeed without interruption, the reductions provided for such members, pursuant to L. 1963, c. 54, by the resolution of this Board of Trustees approved by Executive Order No. 51 issued by the Mayor on June 1, 1963.

Charles J. Mylod

President

EXECUTIVE ORDER NO. 102



# BOROUGH PUBLIC LIBRARY

89-14 PARSONS BOULEVARD - JAMAICA 32 NEW YORK

REpublic 9-1900

HAROLD W TUCKER - CHIEF LIBRARIAN April 23, 1964

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

> At a regular meeting of the Board of Trustees of the Oueens Borough Public Library, held at Jamaica, New York, on Thursday, April 23, 1964. the following action was taken:

(EXTRACT FROM MINUTES)

BE IT RESOLVED. That pursuant to the provisions of Section 70-a of the Retirement and Social Security Law, as amended by L. 1964, chs. 185 and 186, the Board of Trustees of the Queens Borough Public Library does hereby elect as a participating employer with respect to the New York State Employees' Retirement System to make contributions to the pension accumulation fund pursuant to such Section 70-a, as so amended, for the purpose of providing death benefits and pensions-providing-for-increasedtake-home-pay, on the basis of a reduction, pursuant to such section, of the contributions of each member by five per centum of his compensation; and be it further

RESOLVED, that such raductions, pursuant to such Section 70-a, as so amended, in the contributions of members of such Retirement System in the employ of the Queens Borough Public Library, shall be made beginning with the payroll period commencing on April 1, 1964; It being the intent of this resolution that the reductions in the contributions of such members hereby provided, pursuant to L. 1964, chs. 185 and 186, shall succeed without interruption, the reductions provided for such members, pursuant to L. 1963, c. 54, by the resolution of this Board of Trusters approved by Executive Order #51 issued by the Mayor on June 1. 1963.

A TRUE COPY

Jenes Il Barone ATTESTED TO BY

Honorable Robert F. Wagner, Mayor

April 22, 1964 Page two

THIS IS TO CERTIFY that the foregoing is a true copy of the resolution approved by the Board of Trustees of the Brooklyn Public Library at its regular meeting on April 21, 1964 and that the foregoing signature is that of the President of the Board, Charles J. Mylod.

Harold 1. Baily Secretary



June 3, 1964

ECUTIVE ORDER NO. 103

:): HEADS OF ALL DEPARTMENTS AND AGENCIES

:1: ROBERT F. WAGNER, MAYOR

TO THIT: CONTINUATION OF SALARY ADJUSTMENT PLAN.

The salary adjustment plan adopted by the Board of Estimate on une 21, 1962 (Cal. No. 525) for the 1962-1963 fiscal year is hereby intinued for the 1964-1965 fiscal year, including the same terms and onditions. In addition to the City employees covered by the plan, the ilary adjustment plan is continued for officers and employees of iblic authorities, Boards of Education and Higher Education, the immunity Colleges, the Cultural Institutions and including prevailing ite employees of the American Museum of Natural History, provided such iencies provide the necessary funds from their existing appropriations.

O ROBERT F. WAGNER MAYOR



May 25, 1964

EXECUTIVE ORDER NO, 104

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: AMERICAN MUNICIPAL ASSOCIATION: ANNUAL CONGRESS

It you have any ideas for resolutions to be submitted to the American Municipal Association, which is meeting in annual convention this summer, please draft and submit them to the Executive Assistant for Policy and Program Planning, Mr. Julius C. C. Edelstein, no later than June 3. The resolutions which are determined to be appropriate for submission by the Mayor will need to be submitted to the Resolutions Committee of the A.M.A. by June 10.

> Robert F. Wagner M A Y O R

By Edw. F. Cavanagh, Jr.

Edw. F. Cavanagh, J Deputy Mayor

John tin Robert F. Wagner Mayor

June 9, 1964

EXECUTIVE ORDER NO. 105

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES SUBJECT: 1964-1965 EXPENSE BUDGET

The Expense Budget for 1964-1965 contains budget reductions, epproximately 6%, deducted from the amounts appropriated.

In accordance with the explanatory note setting forth these ordesreductions you are required to submit schedules explaining how you ex-

As the new City Charter requires that appropriations be made by program, activity, etc., it was necessary for the sake of expediency, to arbitrarily assign these reductions to programs. You have not bound by these amounts, but may reassign them in whole or in spart to other programs, activities, etc., as you see fit.

In the message which accompanied my executive budget, I is stated that these reductions were to be applied in a manner to insure a minimum of inconvenience to the public. I urge each of you to be mindful of this and effect the required savings in areas that will isomot adversely affect essential city services.

The schedules required are to be submitted to me on or of before June 22, 1964.

Between now and the time I officially approve your adda schedules, prudence should be exercised in filling vacancies, so as downot to mitigate against attainment of these savings.

Robert F. Wagner Mayor





CITY OF NEW YORK OFFICE OF THE MAYOR June 16, 1964 NEW YORK 7. N. Y.

EXECUTIVE ORDER NO. 106

TO: ALL DEPARTMENT AND AGENCY HEADS

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

On occasions when a department or agency head is absent from his department or agency by reason of illness, hospitalization, vacation, leave of absence, official or unofficial business out of the City, he will designate from his official staff an acting head of the department or agency. Notice of the designation will be immediately forwarded to the Office of the Mayor, and should include the name of the acting commissioner or designated agency head and other pertinent information relating to the designee's address and telephone number. It should also include the same information relating to the location of the department or agency head.

In addition, in the case of absence from the City, the requirements of Executive Order No. 21 dated October 8, 1962 will be followed.

> ROBERT F. WAGNER M A Y O R

By Order of the Mayor

EDW. F. CAVANAGH, JR. DEPUTY MAYOR



June 18, 1964

Hon. Edward F. Cavanaygh Deputy Mayor City Hall New York, N.Y. 10007

Dear Mayor Cavanaugh:

I will be on vacation from July 3 to August 16, 1964. Miss Thelma E. Smith, Deputy Librarian, will be in charge during my absennee

My summer address 1s:

Buck Island Lake Placid, New York

Miss Smith can reach me by phone if it is necessary.

The home address of the Deputy Librarian is:

Thelms E. Smith 45 Parade Place Brocklyn, N.Y. 11226 Tel. EU 2-5792

Yours truly,

Eugene J. Bockman Librarian

EJB/1k cc: J.C.C. Edelstein



June 15, 1964 bf

EXECUTIVE ORDER NO. 107

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: CAPITAL BUDGET PROCEDURES

Pursuant to the provisions of the New York City Charter, the Mayor hereby issues the following rules and regulations for Capital Projects:

1. Requests to initiate projects in accordance with Section 228.

- (a) Projects with amounts in Table 1 require initiation by the Mayor.
- (b) Any department desiring to progress a project must first submit a request, in writing to the Mayor, for its initiation.

Such request shall set forth the line and project designation, the title, and the amount indicated in the capital budget for the project, together with such pertinent information as the department may deem necessary.

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

2. The Mayor, upon initiation of a Capital Project, will certify to the Comptroller the amount of obligations to be used for financing the Capital Budget which amount will be the amount indicated therefor in said Capital Budget.

3. Upon certification to the Comptroller of the amount of obligation to be used for financing the project, the department is empowered to proceed with the Capital Project, except that separate and specific approvals must be obtained from the Mayor for:

- (a) Architectural or Engineering contracts and the employment of departmental engineering staffs.
- (b) Preliminary plans.

- (c) Contract documents (plans, specifications, etc.) and estimate of cost for construction, and
- (d) Forms of contract or expenditure approval for furnishings and equipment.

4. Whenever the Board of Estimate had exempted matters from public letting chargeable to capital funds, no further approval by the Mayor is required of the expenditure notwithstanding the requirements included in the certificate of the Mayor certifying the amounts of obligations to be used for financing the involved capital project. The resolution adopted by the Board of Estimate should include the code and project to which the work is chargeable.

5. In pursuance of Section 3 of the New York City Charter the Director of the Budget is hereby authorized, empowered and directed, within his discretion to approve of expenditures chargeable to special funds or chargeable against unencumbered balances of appropriations of capital funds authorized prior to January 1, 1963, and to transfer funds within accounts thereof within the related capital project and the Comptroller is authorized and empowered to make such transfer.

6. Agencies for which funds are appropriated shall keep separate accounts for each of the purposes approved under a project, as subaccounts within over-all accounts established by the Comptroller, and amounts approved for different purposes shall not be commingled by such agency. When requested by the Director of the Budget, the agency shall furnish an accounting of each purpose approved.

7. Request for site selections shall be submitted directly to the Site Selection Board. After approval thereof the Secretary of the Site Selection Board will forward the matter to the Mayor for appropriate action.

Exceptions are areas which are part of the approved City Map, namely, streets, parks and public places and areas which are part of the approved Water Front Plan. Requests for acquisition of streets, parks and public places, and areas which are part of the Water Front Plan, shall be submitted to the Mayor.

No applications for the selection of sites or acquisitions of streets, parks and public places, or areas which are part of the Water Front Plan, shall be made until after the Mayor has formally approved initiation of the capital project.

This order shall take effect on July 1, 1964, and shall continue in effect until withdrawn by executive order, and supersedes Orders 27 and 28 dated January 16, 1963, which are hereby withdrawn.

ROBERT F. WAGNER M A Y O R

June 26, 1964

XECUTIVE ORDER NO. 108

CO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

ROBERT F. WAGNER, MAYOR

UBJECT: EXPANSION OF THE MUNICIPAL COOPERATIVE EDUCATION AND WORK PROGRAM TO 2000 STUDENTS

### I. INTRODUCTION

One element in our attack upon poverty in this city is the Municipal Cooperative Education and Work Program. We will proceed now to expand this demonstration program from the 930 high school students now working for 55 city agencies and attending school on an alternate week basis to 2000 students with every city agency participating.

This important program focusing on young people from poor families with poor employment opportunities has as its aims:

- 1. To encourage the students to continue in high school until graduation.
- 2. To train them for employment opportunities.
- 3. To recruit employees for city positions.
- 4. To accomplish necessary city work.

The results of the program, in its present proportions in the two years of operation, have been outstanding. Each of the four objectives has been attained to a remarkable degree and the job performance of the trainees as a group has been highly satisfactory.

We must now expand this program to provide employment for 2000 students in this work-study program to help students from low-income families.

I hope that this program will encourage private industry to extend its well-established Cooperative Education Program to include an even greater number of potential dropouts.

### I. PROGRAM

A. I hereby instruct each City agency under my jurisdiction, and urge all other City agencies, to participate in the Municipal Cooperative Education and Work Program to the maximum extent possible.

To achieve our goal of employing and training 2000 high school students each year, I ask each City agency to review each job vacancy for possible allocation to the Program; to allocate as many jobs as is feasible to the Program; and to cooperate with the Department of Personnel and the Board of Education in the administration of the program.

B. I assign to the Department of Personnel the following responsibilities: to act as the representative and coordinator for the employer in all aspects of the Program; to engage actively in job development activities, including aiding agencies to identify positions appropriate for the Program; to provide liaison between employing agencies and the Board of Education and between employing agencies and the Bureau of the Budget; to assist agency training for supervisors and Cooperative Education trainees; to assist agency efforts to help Cooperative Education trainees adjust to work, develop good work habits and obtain gainful employment after graduation from high school; to explore and develop avenues for the continued employment of trainees in the City service after graduation; and to audit and evaluate the Program and to report to me annually on its status.

C. The Board of Education is responsible for the overall organization, administration and supervision of the Cooperative Education and Work Program with respect to the selection, guidance, placement and supervision of students in line with the City objectives which were approved by the Board of Education, Department of Personnel, and the Ford Foundation when this project was initiated. These include drawing student participants from among those upon whom economic and other pressures to drop out before finishing high school are strong, consideration being given to ability to complete high school, to perform the assigned tasks and to benefit from participation in the program.

ROBERT F. WAGNER M A Y O R



June 26, 1964

EXECUTIVE ORDER NO. 109

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TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: RESTRUCTURING JOBS TO PROVIDE GREATER UTILIZATION OF MANPOWER RESOURCES

### I. INTRODUCTION

The City and nation are engaged in continuing and expanding programs to reduce unemployment and to increase job opportunities as part of a war on poverty. Yet we know that in our classified service many professional and technical jobs are vacant.

It should be possible and feasible to redesign job structures for professional and technical positions so as to employ a greater number of unskilled or semi-skilled people in duties for which they are fully competent, without impairing our technical, professional and other highly-skilled services.

Therefore, I hereby instruct each City agency under my jurisdiction, and ask all other agencies, to undertake job restructuring programs to meet the above goal where feasible.

- II. AGENCY RESPONSIBILITY:
  - A. Proceed promptly to study functions performed by professional, technical and other skilled employees for the purpose of determining those job tasks which can be performed by personnel with lesser skills.
  - B. On the basis of this study, reassign functions and duties and restructure jobs to maximize the utilization of persons with lesser skills.
  - C. Proceed promptly to study existing organization and procedures and determine the extent to which these can be modified without increasing costs or decreasing efficiency so as to reduce the need for highly-trained employees and to increase the utilization of unskilled and semi-skilled people.
  - D. Submit specific proposals to the Office of the City Administrator, the Bureau of the Budget, the Department of Personnel or other appropriate agency.
  - E. Submit status reports to the Department of Personnel, monthly

for the first six months, and quarterly thereafter.

III. RESPONSIBILITIES OF STAFF AGENCIES:

A. The Office of the City Administrator, the Bureau of the Budget, and the Department of Personnel shall collaborate and establish work teams to provide guidance and assistance to all agencies participating.

- B. The City Administrator, the Director of the Budget and the Personnel Director shall meet as the directorate of this program at least once a month for the first si: months, and quarterly thereafter.
- C. The Department of Personnel will supply the Secretariat for the Directorate, serve as clearing house for the program and receive and analyze the status reports from agencies. The Directorate will submit a consolidated report to the Mayor, a comprehensive one to be submitted no later than six months from the present date.

ROBERT F. WAGNER MAYOR

710





June 29, 1964

## EXECUTIVE ORDER NO. 110

TO: THE BOARD OF EDUCATION

FROM: ROBERT F. WAGNER, MAYOR

BJECT: PENSIONS-PROVIDING-FOR-INCREASED TAKE-HOME-PAY PLAN FOR MEMBERS OF THE BOARD OF EDUCATION RETIREMENT SYSTEM FOR THE 1964-1965 FISCAL YEAR

Pursuant to Section 2575, subdivision 6 of the Education Law, added By-Laws 1964, Ch. 635, I hereby approve the annexed resolution the Board of Education, adopted on June 24, 1964, amending the povisions governing the Board of Education Retirement System to the metent necessary to put into effect a pensions-providing-for-increasedin-the the fiscal year 1964-1965 analogous to that thorized By-Laws 1963, Ch. 517.

MAYOR



### CO THE BOARD OF EDUCATION:

June 3, 1964

trs. Shapiro and Gentlemen:

## Re: BOARD OF EDUCATION RETIREMENT SYSTEM

I present the following preambles and resolutions:

WHEREAS, Chapter 635 of the Laws of 1964 authorized the Board of Education to dopt a resolution amending the provisions governing the Board of Education Retireent System to the extent necessary to put into effect a pension-providing-foracreased-take-home-pay plan analagous to that authorized by Chapter 517 of the ws of 1963 which resolution shall not take effect until and unless it is approved of the Mayor of the City of New York; and

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

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

entropy Pensions-providing-for-increased-take-home-pay.

a. Beginning with the payroll period the first day of which is nearest to July irst, nineteen hundred sixty-one, and ending with the payroll period immediately rior to that, the first day of which is nearest to June thirtieth, nineteen hundred ixty-frour/ five, the contribution of each member, other than any member xcluded under the terms of subdivision h or subdivision i of this section, and other han any member with respect to whom it is otherwise provided in subdivision J indivisions j and k of thisssettion, to the annuity savings fund, exclusive of any ncrease thereof made pursuant to Section four-a, the second and ninth unnumbered aragraphs of Subdivision (one) of section eight, or Subdivision (five) of ection ten, and before any reduction thereof pursuant to subdivision one of section ne hundred thirty-eight-b of the retirement and social security law, shall be educed by an amount equal to five percentum of his compensation. If such rate of montribution exclusive of any increase thereof made pursuant to Section four-a, see second and ninth unnumbered paragraphs of Subdivision (one) of section eight, or and before reduction thereof pursuant to abdivision one of section one hundred thirty-eight-b of the retirement and social curity law, and before reduction thereof pursuant to the provisions of this section, s equal to or less than five percentum, such rate shall be discontinued. The methods f computation and the deductions from compensation prescribed by the third, fourth, 15th, sixth, seventh, eighth, tenth and eleventh unnumbered paragraphs of ubdivision (one) of Section eight, Subdivision (four) of section eleven, Subdivision Five) of section twelve and Subdivision (five) of section fourteen shall be opropriately modified in the case of a member for whom a rate of contribution is therwise fixed pursuant to this subdivision.

Page 2

June 3, 1964

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

c. On retirement of such member, pursuant to the provisions of subdivision (two) ection-ten, subdivision (five) or (six) of section eleven or sections twelve, steen, sixteen or eighteen of these rules and regulations, such member shall nive, in addition to the pension to which he may be entitled under any such idon, a pension-providing-for-increased-take-home-pay, which is the actuarial Ivalent or the reserve-for-increased-take-home-pay to which he may then be entitled. 1 the death of any such member under such circumstances that an ordinary death afit is payable under the provisions of section twenty of these rules and regulais, an amount equal to the reserve-for-increased-take-home-pay, if any, implated with respect to such member shall be paid to his estate, or if any ificiary has been designated by him to receive any payment of an ordinary death fit pursuant to the provisions of such section twenty, to such beneficiary. I the death of any such member under such circumstances that an accidental death fit is payable under the provisions of section twenty-one of these rules and alations, the reserve for increased-take-home-pay, if any, accumulated with peet to such member shall be paid in a lump sum to the dependent or dependents as in whom the pension is credited by the retirement board under the provisions of tion twenty-one of these rules and regulations. Where more than one dependent is ited such a pension, under the provisions of such section twenty-one, such lump payment shall be distributed among such dependents in the same proportions as i relision. On the retirement of any such member or upon his death in the permance of duty, the reserve-for-increased-take-home-pay accumulated in the ingent reserve fund with respect to such member shall be transferred to the no sion reserve fund.

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

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

June 3, 1964

### Page 3

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

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

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

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

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

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

(2) any member who received benefit under subdivision h of section 23 of these rules and regulations but does not receive the benefits of this section in accordance with the terms of sub-items (a), (b) or (c) of item (1) of this subdivision h; provided however, that any such member described in this item (2) shall continue to receive the benefit granted pursuant to subdivision h of section 28 of these rules and regulations during the period, beginning with the payroll period, the first day of which is nearest to July first, nineteen hundred and sixty-one and

ending with the payroll period immediately prior to that the first day of which is nearest to June thirtieth, nineteen hundred sixty-two.

### Page 4

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

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

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

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

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

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

### Page 5

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

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

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

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

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

Respectfully submitted,

JOHN J. FERRIS Secretary, Board of Retirement




June 29, 1964

CUTIVE ORDER NO. 111

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

UBJECT: TERMS AND CONDITIONS FOR ADMINISTRATION OF BUDGET APPROPRIATIONS

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

In accordance with Section 123c of the New York City Charter the get appropriations of all departments and agencies except those mentioned the preceeding paragraph shall be administered during the fiscal year 1964-1965 er the terms of this directive.

Pursuant to the provisions of Section 123a of the New York City rter the schedules of appropriations as contained in the Mayor's Message and amended by the Board of Estimate and the City Council are hereby approved lective July 1, 1964.

In accordance with Section 117b (2) of the New York City Charter itemized information in the aforementioned supporting schedules of the or's Message have included modifications to March 15th. Subsequent actions, accordance with the provisions of the New York City Charter approving ifications are hereby carried over effective July 1st. Further actions in ordance with provisions of the New York City Charter approving modifications ch adjusted the rates of positions reallocated as of January 1, 1964, are o incorporated in the aforementioned supporting schedules, effective July 1st.

# TERMS AND CONDITIONS FOR ADMINISTRATION OF BUDGET APPROPRIATIONS

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

2. VACANCIES:

(a) All vacancies except those in the unclassified or exempt service or in the uniformed forces of the Police, Fire and Sanitation services, or experts, Consultants, etc., may be filled by an agency head at the minimum entrance rate of the title, or at the step rate provided by the Career and Salary Plan regulations, or in the case of a transfer at the incumbent's present rate of pay. In the case of reinstatement of a former employee the agency head may grant the salary previously attained. Vacancies in the non-competitive class where such positions are in the Career and Salary Plan may also be filled at the minimum entrance rate of the title. The filling of all other vacancies, except those included in sub-paragraph c shall be approved by the Mayor.



UTIVE ORDER NO. 111

- (b) Vacancies in the uniformed force of the Police, Fire and Sanitation services, shall be filled at the minimum entrance rate of the title in accordance with filling schedules approved by the Mayor. Heads of such agencies may reinstate an employee at the rate previously attained.
- (c) Filling of positions ordinarily filled by promotion shall be done in accordance with the presently approved policy and shall be effective in the following manner:
- A-1. The number of filled positions in lower titles which are evaluated to the title being considered for promotion, less the number of filled positions in the title under consideration that are evaluated to lower titles;
  - 2. Plus the number of vacancies of the next lower title which are evaluated up to the title being considered;
  - 3. Plus the number of vacancies of higher titles which have been evaluated down to the title being considered;
  - 4. Plus the number of vacancies of the title being considered that are found to be properly evaluated in that title.

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

- 5. When vacancies occur in positions evaluated to a promotional title in an agency where the number of employees in the title exceeds the number of positions evaluated to the title, such vacancies, shall be filled alternately be promotion and by reassignment, the first such vacancy to be filled by promotion. In this way 50% of such vacancies will be filled by promotion. No promotions are to be made unless the required reassignment is made.
- 6. Vacancies of positions ordinarily filled by promotion resulting from the establishment of new positions created as the result of need for an expanded staff shall be filled by promotion exclusively.
- (d) The head of each agency shall submit to the Director of the Budget on or before the 5th day of each quarter a complete summarized list of vacancies existing on the last day of the preceding quarter, in each and every personal service appropriation of his agency.

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

- (a) In accordance with the provisions of the Career and Salary Plan or any special pay plan, to adjust inequities, or to provide increments not provided in the schedules;
- (b) Modification increasing or decreasing a rate of compensation not in accordance with provisions of salary plans concerning annual adjustments or not in accordance with provisions increasing or decreasing salary scales, or increasing the number of days, or period of time provided for any position,



CUTIVE ORDER NO. 111

- (b) shall not be done unless approved by the Mayor, except that the Head of an Agency may grant a merit increase to an employee in the competitive class within increment ranges, not to exceed an adjustment equal to one increment in a fiscal year to an incumbent with at least one year of service in the title.
- (c) Any modification creating any position in any schedule shall be done only upon approval of the Mayor, except that the title of a position may be changed with the approval of the Department of Personnel to another title more appropriate, providing it is in the same or lower salary scale.
- (d) Any change in appropriations by transferring Other Than Personal Service Funds to Personal Service shall be done only upon approval of the Mayor. The transfer of Personal Service balances to Other Than Personal Service appropriations shall be done only upon approval of the Board of Estimate and the City Council.
- (e) Any modification changing any schedule as allowed by these terms and conditions shall be on a schedule basis, and not on a cash basis, unless otherwise directed by the Mayor.

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

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

- 6. SKILLED AND UNSKILLED LABOR:
  - (a) The supporting schedules contain provisions for the employment of certain positions for a specific number of days. A payroll certificate shall be submitted in such form as the Comptroller may prescribe establishing the fact that employees of such positions are working the required number of days, and the compensation of employees not working such number of days shall be reduced proportionately. It is not the purpose of this condition to deduct compensation for absences due to vacation, sick leaves, holidays, weather or other permissible cause.
  - (b) No skilled Laborer whose position is provided in this budget at a prevailing rate and on per diem basis shall be permitted to work in excess of five days in any one week, or two hundred and fifty days in one year, except in case of seasonal work or in an emergency, and then only upon approval of the Mayor authorizing an increased number od days. The foregoing general provision shall be superseded by any special provision attached to any particular line or code in this budget.



UTIVE ORDER NO. 111

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

. SNOW AND ICE REMOVAL: Funds provided for this purpose in Code 098-98-901 w and Ice Removal" shall be allocated only upon approval of the Mayor and ent to all persons engaged in Snow and Ice Removal shall be made in accordance the terms and conditions contained therein. All laboreres or skilled anics and all other employees whose duties are appropriate thereto, shall request of the Commissioner of Sanitation be required to work, consistent their titles, upon or in connection with snow removal, and if their comation is fixed upon a per annum basis, no extra compensation shall be paid for such work for that number of days upon which their per annum compenon is based. If any such employee shall fail or refuse to work upon or onnection with snow removal, his per annum compensation shall be reduced ortionately to the number of days during which he fails so to work.

#### . VACATIONS:

- (a) The vacation and leave allowances for ecmployees who are under the Career and Salary Plan shall be in accordance with the resolution approved by the Board of Estimate on June 15, 1956, establishing "Leave Regulations for Employees Who Are Under the Career and Salary Plan". The vacation and leave allowances for all other employees shall be in accordance with regulations to be established by the Personnel Director and the Director of the Budget.
- (b) Where the work of employees is seasonal in character the vacation shall be allowed during the slack season.

#### . MAINTENANCE CHARGES:

(a) Incumbents receiving full or partial maintenance, are to receive full compensation and increments in accordance with the Career and Salary Plan and other special pay plans approved by the Board of Estimate.

Such employees are to reimburse the City of New York in accordance with the schedules of charges heretofore approved by the Board of Estimate on February 23, 1956 (Cal. No. 217), or any amendments thereto, in the following manner:

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

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

-4-



CUTIVE ORDER NO. 111

- 10. PAYMENT OF OVERTIME FOR CITY EMPLOYEES: Payment of overtime for City employees shall be paid in accordance with the general rules and regulations promulgated in accordance with the resolution of March 22, 1963 (Cal. No. 379) adopted by the Board of Estimate.
- 11. LIMITATION ON EXPENDITURES: No liability is to be contracted for in excess of funds available for the purpose. The head of a department or other agency shall be held strictly accountable for exceeding appropriations without specific itemized approval of the Mayor.
- 12. SPECIFICATIONS:
- (a) All contracts and open market orders for supplies, materials, and equipment, chargeable to appropriations classified as "Other Than Personal Service", shall be based upon specifications which have been approved by the Board of Standardization in accordance with the New York City Charter; or in the absence of such Standard or Tentative Standard specifications for the particular supplies, materials, or equipment required. Contracts and open market orders shall be based upon specifications which are definite and certain and which permit of competition, as required by the New York City Charter or which comply with Section 12 of the regulations of the Board of Estimate adopted June 30, 1949 (Cal. No. 318-A).
- (b) The head of the agency awarding the contract shall, at the time the contract is transmitted to the Comptroller for registration, certify that such contract is based upon specifications which comply with the above provisions. All open market orders issued shall contain a certificate by the head of the agency issuing the orders that such order is based upon specifications which comply with the above provisions.
- (c) No contract chargeable to this budget shall, after an award is made, be cancelled nor shall any contract be modified in a manner materially affecting the substance thereof, unless such cancellation or such modification is approved by resolution of the Board of Estimate. This rule, however, shall not apply to a case where the terms of the contract reserve to the head of an agency the right to void a contract for default or abandonment of the work by a contractor.

#### 13. APPROVAL OF CONTRACTS:

(a) No contract or proposal for work to be performed for repairs chargeable to this budget, the cost of which is estimated to

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

5



#### ECUTIVE ORDER NO. 111

(b) All contracts, in accordance with Section 343a, to be awarded without public letting, must be submitted to the Mayor and approved by the Board of Estimate. Whenever the Board of Estimate exempts items from public letting, no further approval of the Mayor is required of such expenditure. Contracts for professional services must be submitted to the Mayor for his approval.

## 14. TELEPHONE SERVICE AND TABULATING EQUIPMENT

- (a) Major modifications of telephone service contracts shall not be effective, except to the extent and in the manner approved by the Mayor.
- (b) No call directors, automatic switchboards, leased lines except for Civil Defense services, etc., shall be contracted for unless approved by the Mayor.
- (c) All contracts for the rental of tabulating and auxiliary tabulating equipment shall be restricted to the equipment provided for under the contract in force when this budget takes effect. Modifications or proposals involving additional equipment shall not be effective except and in the manner approved by the Mayor.
- 15. GENERAL PURCHASE FUND: Subject to the provisions of paragraph 12 of these terms and conditions the appropriations herein, provided for the various agencies for supplies, materials, equipment, and certain contractual services are made to the Department of Purchase to the extent of the amounts set forth in the amended schedules of the Mayor's Budget Message for this fiscal year and as also indicated in brackets opposite departmental appropriations for Other Than Personal Service and the Comptroller is hereby authorized and directed to transfer from the respective appropriations the amounts stated in the said schedule to the General Purchase Fund herein established for the Department of Purchase. The balance remaining in the said appropriations, after the amounts stated in the said schedule have been transferred to the General Purchase Fund, shall be under the jurisdiction of and control of the various agencies. Certain allowances set up in this budget which are payable from other than tax levy funds appropriated to agencies, subject to the provisions of law, for supplies, materials and equipment, shall be made upon requisitions for purchase by the Department of Purchase.
- 16. AUTHORITY FOR PETTY CASH EXPENDITURES: Requests for permission to draw upon the Comptroller and the City Treasurer by requisition for such

amounts as may be required to defray the cost of minor and incidental expenditures chargeable to appropriations included in the Budget for this fiscal year, may be made upon the Comptroller on vouchers filled by the agency for the amount required.

17. FEES: Appropriations to the various agencies for Witness Fees and Expenses, Juror Fees and Expenses, and Stenographer Fees (including minutes) shall be subject to administration by the Comptroller and the Comptroller is authorized and directed to adjust such accounts of the various agencies when necessary to provide for expenditures; but the total of such appropriations shall not be exceeded. In addition to the foregoing, the Comptroller is authorized to

6



#### CUTIVE ORDER NO. 111

distribute the budget appropriations for Judgments and Claims to other Judgment and Claims Accounts, namely, Accounts 710 to 719, inclusive and between Account No. 465, Special Obligatory County Expenses Per State Statutes, and Account No. 467, Services of Counsel Assigned by Courts. The Comptroller will distribute, in accordance with the Manual of Expense Accounts, appropriations for 902, Repaving of Street and 903, Demolition of Unsafe Buildings, as the Department of Highways, the Department of Parks and the Department of Buildings may direct with respect to their share of such appropriations.

## 18. TRAVEL EXPENSES:

- (a) Expenditures of the various agencies for travel expenses shall receive prior approval of the Deputy Mayor and those incurred for lodging and meals shall be limited to audit of the Comptroller to a maximum of \$15,00 per day for officials and for employees while traveling out-of-town on offical business.
- (b) Claims for the reimbursement of all traveling expenses shall be submitted on the regularly authorized form and must be itemized and state in chronological order, the expenses as incurred supported by receipted bills for every expense for which a receipt can be obtained.

#### GENERAL

- 19. PURCHASE OF EQUIPMENT: All expenditures for the purchase of equipment through the General Purchase Funds shall be based on the schedules upon which the appropriation is predicated. The Director of the Budget shall file schedules with the Office of the Comptroller, the Department of Purchase and the agency. Agency heads upon notification to the Department of Purchase may make substitutions or additions in these schedules, except that variations or substitutions to provide for executive office furnishings, rugs, drapes, electric typewriters, air conditioners, motor vehicles (unless a similar vehicle is surrendered to the Division of Salvage of the Department of Purchase and such replacement is in accordance with the motor vehicle replacement standards) and items of a similar nature must be approved by the Mayor.
- 20. (a) The Director of the Budget is hereby designated custodian of the master Budget. Accordingly, for information of the Director of the Budget all modifications and changes in units of appropriations shall be transmitted to the Director of the Budget on forms provided by that office.

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

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

7 -



EXECUTIVE ORDER NO. 111

23. The Comptroller shall not authorize the payment of any com-pensation to any person appointed on or after July 1 of this year which is not in conformity with the provisions of this directive.

ROBERT F. WAGNER

MAYOR





June 29, 1964

EXECUTIVE ORDER NO. 112

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

FROM: ROBERT F. WAGNER, MAYOR

Effective July 1, 1964. I am allowing you to exercise the powers of Section 124a of the New York City Charter, without any limitation, except those provided by law, on the expenditure of funds appropriated to appropriated to

Any changes in appropriations by transferring Other Than Personal Service Funds to Personal Service shall be done only upon approval of the Mayor, the transfer of Personal Service balances to Other Than Personal Service appropriations shall be done only upon approval of the Board of Estimate and the City Council.

Pursuant to the provisions of Section 123a of the New York Nity Charter the schedules of appropriations as contained in the Mavor's Message, and as amended by the Board of Estimate and the Nity Council are hereby approved, effective July 1, 1964.

In accordance with Section 117b (2) of the New York City Charter the itemized information in the aforementioned supporting schedules of the Mayor's Message have included modifications to March 15th. Subsequent actions, in accordance with the provisions of the New York City Charter, approving modifications are hereby carried over effective July 1, 1964. Further actions in accordance with provisions of the New York City Charter approving modifications which adjusted the rates of positions reallocated as of January 1, 1964, are ilso incorporated in the aforementioned supporting schedules, effective July 1.

#### 3PECIFICATIONS:

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

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



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

#### APPROVAL OF CONTRACTS:

- No contract or proposal for work to be performed chargeable to a) this Budget, except those of the Board of Education, the cost of which is estimated to be in excess of \$5,000 but not more than \$50,000 shall be advertised until such contract and specifications or proposal shall have been submitted to and approved by the Director of the Budget. Contracts and specifications or proposals for work estimated to cost in excess of \$50,000 shall be submitted to and approved by the Mayor before such contracts and specifications or proposals are advertised. When specifications have been approved by the Mayor, addenda thereto may be approved by the Director of the Budget, provided, however, that the estimated cost is not increased or that the change is not material. The specifications for the supplies, materials, and equipment in such contract shall comply with the requirements of the paragraph of this Executive Order pertaining to specifications.
- b) All contracts, in accordance with Section 343a to be awarded without public letting, must be submitted to the Mayor and approved by the Board of Estimate. Whenever the Board of Estimate exempts items from public letting, no further approval is required of such expenditure. Contracts for professional services must be submitted, to the Mayor for his approval.

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

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

#### intervals required.

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June 29, 1964

DECUTIVE ORDER NO. 113

TO: THE DAY CARE COUNCIL, INC.

MORT FROM: ROBERT F. WAGNER M A Y O R

IDEMBJECT: ADMISSION OF INSTITUTIONS TO CULTURAL INSTITUTIONS RETIREMENT SYSTEM

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

The Day Care Centers of the City of New York through the Day Care Locuncil, Inc. have applied for membership in the System effective ly 1, 1964 and the Committee approved their application for entry at s meeting held on June 10, 1964.

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

ROBERT F. WAGNER

MAYOR



June 30, 1964

#### XECUTIVE ORDER NO. 114

HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

ROM: ROBERT F. WAGNER, MAYOR

UBJECT: CREATION OF MAYOR'S COUNCIL ON POVERTY AND POVERTY OPERATIONS BOARD

By this Executive Order, there is hereby formalized and established, with functions defined, certain governmental mechanisms to facilitate, expedite and energize the prosecution of "The War Against Poverty," in recognition of the fact that a prolonged and sustained undertaking is required.

The functions and purposes of this mechanism shall be to plan, organze, coordinate, stimulate and conduct those efforts of the City Government which are or may be designed to reduce the proportions and impact of poverty by attacking its root causes as well as manifestations including (a) discrimimation in all its pertinent forms; (b) unemployment; (c) underemployment; (d) lack of vocational training; (e) lack of basic literacy; (f) family disorganization; (g) lack of job opportunities; (h) remediable physical, mental or emotional handicaps; (i) slum conditions; (j) lack of training in homemaking and housekeeping essentials; (k) consumer exploitation; (l) neighbormood disorganization; and (m) intergroup tensions.

The mechanism created under the terms of this Order is designed to (a) mobilize and concentrate the maximum of both governmental and nonovernmental resources; (b) arouse, mobilize and coordinate the directions of citizen effort; and (c) seek, channel and utilize maximum fiscal and other issistance from the Federal and State Governments and from private foundations and other sources of such support for the efforts to be undertaken, for the purposes above stated.

In mounting and prosecuting such efforts, chief emphasis is to be given to those undertakings which will: (a) provide training and increase educational and vocational skills and capacities; (b) promote and expand employment opportunities; (c) combat discrimination in all forms and all their effects, specially with regard to education, training, employment and housing; (d) promote constructive and dynamic neighborhood conditions and forces; (e) improve housing; and (f) otherwise stimulate, motivate and channel the energies of the impoverished and socially handicapped for self-improvement which must inevitably result in immeasurable social benefits, including reductions in tiscal burdens upon the City, State and Federal Governments.

## THE MAYOR'S COUNCIL AGAINST POVERTY

A. There is hereby created THE MAYOR'S COUNCIL AGAINST POVERTY (hereinafter referred to as The Council) whereof the Mayor shall be and serve as Chairman, to consist of all agencies and officials of the City Government

concerned or involved with the functions and purposes above-stated. The Council shall absorb and replace the Mayor's Council on Expanded Employment of Opportunity and Training.

## B. The functions of the Council shall be as follows:

(1) In general, the Council shall function as the Mayor's cabinet in the war against poverty in matters and policy related to poverty.

(2) To plan and stimulate agency planning and formulate governmental policies and programs, within the limits of the authority of the individual and collective members of the Council, bearing on the purposes described in this Executive Order; and to make pertinent policy and other recommendations to the City Council, the Board of Estimate, the Board of Education, the Board of Higher Education, the Transit Authority, and other agencies of the Government -- mayoral and non-mayoral -- possessed of functions related, directly or indirectly, to the purposes of this Executive Order.

(3) To coordinate all the ongoing programs of the City Government and the programs to be established in such a manner as best to serve the stated purposes of this Executive Order.

C. The Council shall be constituted as follows:

(1) The Mayor's Council on Expanded Employment Opportunity and Training, including all its members, functions and staff, shall be absorbed into and made an integral part of the Mayor's Council Against Poverty. (Superintendent of Schools, Commissioner of Welfare, Commissioner of Labor, Commissioner of Commerce and Industrial Development, Director of Personnel, City Administrator, Mayor's Executive Assistant for Policy and Program Planning.)

(2) The members of the Interdepartmental Health Council shall be considered as members of the Poverty Council, but shall ordinarily be represented in the Poverty Council by one member.

(3) The members of the Housing Executive Committee shall be members of the Poverty Council, but shall ordinarily be represented in the Poverty Council by one member.

(4) In addition, the following are designated as members of the Council: Corporation Counsel, Director of the Budget, Chairman of the Commission on Human Rights, Commissioner of Police, Commissioner of Sanitation, Commissioner of Public Works, Commissioner of Parks, Commissioner of Markets, Commissioner of Correction, Executive Director of the Youth Board, Chairman of the City Planning Commission, Chairman of the Board of Higher Education.

(5) All other heads of appropriate agencies and departments, not named herein, shall be kept informed of the proceedings of the Council and may be requested to attend appropriate sessions of the Council or to participate in undertakings under Paragraph (4) above or in those authorized under Paragraph C of Part II of this Order.

D. There is hereby authorized to be created a Citizens' Advisory Panel, with related special panels on Labor, Business, Real Estate, and such others as the Mayor may establish for special purposes, consisting of outstanding individuals and representatives of organizations appropriate to the purposes of this Executive Order, whose functions shall include (1) to study, review, comment and make recommendations on such matters as may be referred to it or them by the Mayor, the Council of the Operations Board (as established in Part II of this Order), or on any other matter related to the war against poverty; and (2) to assist, counsel and function in the mobilization of citizens' participation and involvement in the poverty effort, on both a city-wide and neighborhood level.

The Advisory Panel, or any of the related special panels, may be convened, consulted or communicated with as a whole or in ad hoc parts, so as to facilitate discussion of special and specialized subjects, and to make maximum use of citizen talent and resources, without uncily imposing on the time of the Panel or Panels as a whole.

E. There is also hereby authorized to be created, with functions parallel to those in (D), a Public Officials' Advisory Panel to consist of such elected officials as the Mayor may designate and agree to serve on this Panel.

F. In addition to the chairmanship of the Council, the following posts are created:

(1) The post of Co-Chairman, who shall serve as Chairman in the Mayor's absence and behalf. The Co-Chairman of the Council shall also serve as Coordinator of Operations and Chairman of the Operations Board.

(2) The post of Vice-Chairman, who shall serve as Chairman in the absence of the Mayor and the Co-Chairman. The Vice Chairman of the Council shall serve also as Vice Chairman of the Operations Board.

(3) The post of Planning Coordinator, who shall serve also as Secretary of the Operations Board.

#### II.

#### THE POVERTY COUNCIL OPERATIONS BOARD

A. There is hereby created a POVERTY OPERATIONS BOARD (heretofore and hereinafter referred to as the Operations Board) which shall consist of individuals designated in Section L of this part of this Executive Order.

B. The Operations Board shall serve as the action arm of the Council, in regard to programs properly within the purview of the Council, or as may be directed by or on behalf of the Mayor.

C. Subject to the direction of the Council, the Operations Board is authorized to organize and arrange the organization of inter-agency task groups to undertake specific programs, or to perform specific planning or study tasks, to advance the purposes as set forth in this Order, and to coordinate such undertakings with others in the City's war against poverty.

D. Under the direction of the Mayor, the Operations Board shall supervise the allocation or expenditure of such moneys as may be specifically allocated to the Poverty Program in the City Budget, or be allocated for the same purposes by agencies of the Federal or State Governments (unless these allocations are specifically earmarked for a particular city agency by the Federal or State agencies concerned).

The Operations Board is hereby given such supervisory and coordina-E. tory jurisdiction as the City Government has or may have with regard to neighborhood action and planning groups and programs (to the extent that such groups are engaged or involved in activities covered by this Executive Order), including the negotiation of contracts and, subject to the direction of the Mayor, the allocation and channelling of funds allocated or appropriated for such purposes. The Operations Board is authorized to represent the City Government with respect to any negotiations involving Federal or other grants to such neighborhood action groups, in regard to activities defined or referred to in this Executive Order.

F. Under the direction of the Mayor, the Operations Board is responsible for applying for and securing grants, allocations, loans or assignments of services or other aids under the terms of the Federal Government's Economic Opportunity Act of 1964, or any other federal or state act providing such aids for these or related programs.

G. Under the direction of the Mayor, the Operations Board shall be responsible for seeking and negotiating for, and obtaining similar aids or supports from private foundations, private business firms, or similar sources for these or related purposes.

H. Under the direction of the Mayor, the Operations Board shall represent the City Government, or approve of the representation of the City Government, in any contacts or negotiations with federal or stat. agencies seeking new or increased grants or allocations for purposes covered by this Executive Order, except for those contacts and negotiations which are following accustomed channels for already approved or ongoing programs.

I. The Operations Board shall be responsible for the promotion and stimulation of neighborhood councils and groups and contacts therewith in areas and neighborhoods in which programs and activities under the jurisdiction of the Council and/or Operations Board are being or are to be conducted.

J. All the contacts and negotiations authorized in Paragraphs D through H shall be conducted by the Board through the Operations Coordinator or by officials designated or approved by him, or in his behalf, or as the Mayor shall otherwise authorize or direct.

K. The Operations Board is authorized to make recommendations to the Mayor, to the Board of Education or to other non-mayoral agencies, as appropriate, with regard to budget.

L. The following individuals are designated as members of the Operations Board: Paul R. Screvane, James R. Dumpson, Julius C. C. Edelstein, Bernard Donovan, Edward R. Dudley, Maxwell Lehman, William F. Shea, James McFadden, Theodore H. Lang, Arthur J. Rogers.

M. The officers of the Board and their functions are as follows:

(1) The Chairman of the Operations Board (and Coordinator of Operations) shall be Mr. Paul Screvane. He shall serve as chief executive officer, be in control of its staff and be responsible for the proper discharge of its functions.

(2) The Vice-Chairman shall be Mr. James R. Dumpson, who will discharge Mr. Screvane's functions in his absence and such other functions as may be assigned to him.

(3) The Secretary of the Board shall be Mr. Julius C. C. Edelstein, who will prepare reports to the Council and the Advisory Panels, and assist the Chairman in the discharge of the executive functions of the Board, as they may require. N. Subject to the direction of the Mayor, the Operations Board, or its Chairman, will submit and publish such reports as may further the oppurposes of this Executive Order

O. Subject to the authorization of the Mayor, the Operations Board as alis authorized to hire or otherwise secure such staff, obtain such space, and correprodure such other factions as the Chairman may direct.

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Filest, tragmen MAYOR





July 1, 1964

CUTIVE ORDER NO. 115

TO: NEW YORK ZOOLOGICAL SOCIETY

MOR FROM: ROBERT F. WAGNER M A Y O R

DEBJECT: ADMISSION OF INSTITUTIONS TO CULTURAL INSTITUTIONS RETIREMENT SYSTEM

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

The New York Zoological Society has applied for membership in System effective July 1, 1964 and the Committee approved their Dication for entry at its meeting held on June 29, 1964.

In order to make the application fully effective, I hereby prove admission of this institution to the Retirement System, in cordance with the terms approved by the <u>Pension</u> Committee.

ROBERT F. WAGNER M A Y O R



#### EXECUTIVE ORDER NO. 118

TO:

Date: July 15, 1964

July 7, 1964

EXECUTIVE ORDER NO. 116 HEADS OF ALL CITY DEPARTMENTS AND AGENCIES ROBERT F. WAGNER, MAYOR FROM: SUBJECT: TRANSFER OF TRAFFIC AND CONSTRUCTION COORDINATION Reference is made to my Executive Memorandum of October 3, 1960 and to my remarks of October 18, 1960 at the Organization Meeting of the Traffic and Construction Coordinating Council, copies of which are attached hereto. When the Council was originally organized in the Office of the Mayor, Highway activities were divided among five autonomous Borough Agencies.

The new Charter, which became effective January 1, 1963 has centralized all Highway and Permit activities in one Department under the jurisdiction of the Mayor.

It is therefore directed that the Chairmanship of the Traffic and Construction Coordinating Council be transferred to the Department of Highways.

The prime objective of this coordination is to reduce to a minimum the disruption of civic life caused by the construction and reconstruction, both public and private, which affect all our residents and visitors.

All City Departments and Agencies, insofar as their activities affect our Highways and Streets, are requested to cooperate with the Department of Highways and participate in the operation of this Council, so that the objectives of this Coordination may be realized.

The usual good cooperation of Authorities and Agencies not under the direct jurisdiction of this Office, and of Public and Private Utilities is anticipated.

ROBERT F. WAGNER MAYOR

Date: July 15, 1964

## EXECUTIVE ORDER NO. 118



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

July 10, 1964

EXECUTIVE ORDER NO. 117

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: EXPANSION OF THE MUNICIPAL COOPERATIVE EDUCATION AND WORK PROGRAM TO 2000 STUDENTS

Executive Order 87 of April 17, 1964, is superseded by Executive Order 108 of June 26, 1964.

E. Wagner

ROBERT F. WAGNER M A Y O R



Date: July 15, 1964

#### EXECUTIVE ORDER NO. 118

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PREPARATION OF PROJECTS TO GIVE EMPLOYMENT OPPORTUNITIES TO YOUTH

#### I. INTRODUCTION

It is the fixed purpose of the City of New York to eradicate poverty and, in particular, to increase the capability and raise the work potential of the unemployed of our City.

To that end I have established a Mayor's Council on Poverty and a Poverty Operations Board (see Executive Order No. 114). The Congress is presently considering the Economic Opportunity Act of 1964 to implement the President's War on Poverty. It is expected that this Bill will be enacted sometime this summer, before Congress adjourns. Portions of the Act (Title I, Parts A and B) relate to programs for youth. These will enable us to institute constructive programs to help the youth of this City.

The Poverty Operations Board has recommended that in order to make maximum use of the opportunities which the Bill will give us to aid young people in need of a future, it is essential that we develop at once substantial, coordinated work programs.

Therefore, I instruct each City agency under my jurisdiction and ask all other agencies to study and to develop concrete proposals for useful and desirable work projects which may be instituted for youth under the provisions of The Economic Opportunity Act. The pertinent provisions of the Act are digested in II of this Order.

II. DIGEST OF PROVISIONS OF THE ECONOMIC OPPORTUNITY ACT OF 1964 - TITLE I, PARTS A AND B

> Title I - Youth Programs Part A - Job Corps

PURPOSE - Provide basic education, vocational training and work experience for boys 16 through 21 years old at residential centers. Provide useful work (conservation or other).

METHODS - 2 year maximum enrollment at conservation oriented camps or residential training centers (100 to 200 residences expected). Federal, State, local agency or private organization to provide facilities and services. Federal, State or local public education agency to provide education and vocational training. Maximum stipend at \$50 per month plus allowance for dependents and all expenses paid.

DIMENSIONS	People:	30,000-40,000
NATIONALLY	Money :	\$190,000,000
(FIRST YEAR)	Financing:	Up to 100% by Federal Government

## Title I - Youth Programs Part B - Work-Training Programs

- PURPOSE Provide useful work experience in work-training programs for unemployed youths (male and female) to increase employability or allow to continue or resume schooling (age 16 through 21).
- METHODS State, local agencies or non-profit private organizations to provide work in conservation, development of natural resources or recreation areas, or other service in public interest that would not otherwise be provided. Coordination where possible with public education and vocational training. Compensation will be dependent upon work done, geographical area and proficiency. (Work that will displace workers or work on a facility for sectarian schooling or worship excluded.)

## DIMENSIONS People: 140,000 NATIONALLY Money: \$150,000,000 (FIRST YEAR) Federal Financing: 90% 1st 2 years, 75% thereafter.

#### III. AGENCY RESPONSIBILITY

A. Study the entire operation of each agency to uncover constructive projects or other employment opportunities which fall within the purview of Title I, Parts A and B of the Act, keeping in mind the fact that the youth to be placed are relatively unskilled. B. Prepare specific proposals for these projects which appear to be most feasible and desirable. Each agency head is to reply to Personnel Director, Theodore, Lang, by August 15, 1964. The reply should describe the specific proposals in some detail including estimated numbers of youth to be employed based upon full-time employment and the kinds of training and experience that they would gain.

### IV. STAFF AGENCIES RESPONSIBILITY

The Office of the City Administrator, the Bureau of the Budget, and the Department of Personnel shall collaborate in:

- A. Providing guidance and assistance to agencies in drawing up proposals.
- B. Reviewing and coordinating project proposals.
- C. Recommending procedures for effectuating the program.
- D. Preparing and recommending to the Poverty Operations Board and to the Mayor's Poverty Council a complete program for the City, under the terms of this Order, by August 30, 1964.

The will be invited shortly by Poverty Operations Coordinator Paul R. Screvane to a Commissioner's meeting at which means for effectuating this Order will be fully discussed. Pending notification of this meeting, inquiries concerning this Order may be directed to Dr. Theodore Lang, Director of Personnel.

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## INSTRUCTIONS FOR SUBMISSION OF POVERTY PROJECT PROPOSALS

Information that must be in each proposal:

- A. Brief description of the nature of the project.
- B. Number of full-time jobs to be created (on a per annum basis).
- C. Statement of skills that will be developed by participants.

General criteria for projects:

- A. Will meet a community need.
- B. Work is not now budgeted.
- C. Will not result in displacement of employed workers.
- D. Must aid participants by providing training or experience to increase skills or motivating them to return or stay in school,

Form of submission of proposals - Instructions to Agencies.

- A. Each proposal on a separate sheet of paper.
- B. Heading should contain the name of the agenay submitting it (even if it is for implementation by other agencies).
- C. Number the proposals from one agency consecutively starting with No. 1.
- D. In quadruplicate.
- E. Signed by liaison man, agency head or his deputy.





July 28, 1964

EXECUTIVE ORDER NO. 119

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: OPERATING AND MAINTENANCE TRAINEES IN CITY GOVERNMENT

It is the fixed purpose of the City of New York to increase job and career opportunities for all its people and in particular for young people who have had difficulty in obtaining meaningful employment.

To advance this objective, I instruct the Department of Personnel, in cooperation with the Bureau of the Budget, to institute prior to January 1, 1965, a pilot trainee program in selected operating and maintenance work areas in City government and ask the Board of Education to give its assistance in the development and administration of the related and supplemental training required in the program.

I instruct each City agency under my jurisdiction and ask all other agencies of City government to cooperate in the establishment and administration of this program with the Department of Personnel and to recommend to the Department of Personnel appropriate areas for the extension of the program.

I direct that the program be initially instituted in the following job areas:

Maintenance Man Sewage Treatment Worker Traffic Device Maintainer

#### former . acculter

Robert F. Wagner M A Y O R





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

September 15, 1964

EXECUTIVE ORDER NO. 120

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: EDWARD F. CAVANAGH, JR, DEPUTY MAYOR

SUBJECT: BRONX GOLDEN JUBILEE PARADE

All City Department and Agency Heads are requested to cooperate with Parade Chairman, John J. Cannon, of the Bronx Golden Jubilee Committee which is sponsoring the Bronx Golden Jubilee Parade to be held on Wednesday, September 30, 1964, starting at 1:00 P.M. on the Grand Concourse and 175th Street, so as to promote the participation of City employees.

Per annum employees subject to the Career and Salary Plan Leave Regulations who may be spared from their work in order to march in the Bronx Golden Jubilee Parade may be excused without charge to annual leave balances.







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

September 17, 1964

EXECUTIVE ORDER #1.21

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

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

SUBJECT: 1965 LEGISLATIVE FROGRAM

The 1965 Legislative Program is now being formulated. All department and agency heads are directed to submit any proposals which they wish to have included in this program on or before October 15th. It is my intention as usual to prefile portions of this program.

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

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

No proposed bill will be accepted for processing up-

less it is accompanied by a supporting memorandum stating in detail the purpose of the bill and the reason for requesting ic. The memorandum should also contain a complete statement of any previous legislative history, and an estimate of any fiscal significance the bill may have.



September 17, 1964

# EXECUTIVE ORDER #121 (continued)

Thirty-five copies of each proposed bill and supporting memorandum, are to be submitted to Paul E. Bragdon, Assistant to the Mayor, as soon as possible.

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

Four cooperation in compliance with the terms of this directive is anticipated in order to obtain maximum results in the formulation, preparation and processing of the City's 1965 Legislative Program.

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ROBERT F. WAGNER Mayor







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

September 17, 1964 bf

EXECUTIVE ORDER NO. 122

TO: HEADS OF ALL CITY DEPARTMENTS, COURTS AND AGENCIES LOCATED WITHIN THE BROOKLYN CIVIC CENTER.

SUBJECT: NEW CENTREX TELEPHONE INSTALLATION.

In July of 1962, the City embarked on a program to have a unified, modern, direct dialing telephone system installed to serve the many City agencies located south of Canal Street, Manhattan. To date, some sixty-five City agencies with about 15,000 employees located in thirty buildings are being served by this system, known as Centrex.

A similar system is being planned to serve the City agencies in the Brooklyn Civic Center area. Representatives of the New York Telephone Company and the Department of Fublic Works will visit departmental offices in this area to survey the present telephone equipment and to ask questions of each extension user. The main purpose of such a survey is to insure the smoothness of the conversion from one system to the other. I request that you give them your complete cooperation.

You are further requested to submit, by September 30, 1964, the name of a qualified, responsible person who will coordinate this changeover for your agency, to Mr. Walter J. Detmar, Jr., Director, Bureau of Operating Services, Department of Public

Works, Room 1450, Municipal Building, New York, N. T. 10007.



ROBERT F. WAGNER M A Y O R



September 21, 1964 bf

## EXECUTIVE ORDER NO. 123

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

A recent study by the City Administrator has indicated the need for updating and strengthening the organization and procedures of the City-wide archives and records management program to meet the present and future requirements of the City Government.

I have therefore approved the following actions to improve the administration of the City-wide archives and records management programs:

- 1. Discontinuation, effective immediately, of the Mayor's Municipal Archives Committee. This Committee, which was established by the Mayor's Memorandum #36 on January 23, 1948, has constructively fulfilled its mission and is now inactive.
- 2. Administration and operation of the Municipal Archives and Records Center by the New York Public Library.

At my request the New York Public Library will shortly

issue a Manual of Standards and Procedures for the guidance of all City departments and agencies in the effective administration of the City-wide archives and records management programs.

ROBERT F. WAGNER MAYOR

November 30, 1964



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

October 23, 1964

EXECUTIVE ORDER #124

TO: CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: ATTENDANCE AT LEGISLATIVE MEETINGS AND CONFERENCES

No City department or agency shall permit a representative to attend or participate in any meeting, conference or discussion pertaining to State legislation with a State official, member of the State Legislature, a Legislative Committee or State agency unless notification is given to, and approval is received from Paul E. Bragdon, Assistant to the Mayor, prior to attendance at such meeting.

There will be absolutely no exceptions to this rule.

ROBERT F. WAGNER Mayor



November 30, 1964

EXECUTIVE ORDER NO. 125 TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES FROM: ROBERT F. WAGNER, MAYOR SUBJECT: CONSERVATION OF ELECTRIC POWER

In a governmental structure as large as that of the City of New York, the expenditure of any small amount of money, for any one item, mounts into millions of dollars when viewed in the scope of City-wide operations. This is true of money allocated wisely. It is also true of waste. And the necessary expenditures of the City are so great that it is imperative to crack down on wasteful practices when and where they appear.

In this connection, I call the attention of all City officials and employees to the matter of conservation of electric power. There is probably nothing less productive than the electricity used to light a vacated office. The overall cost of light and power in Cityowned or operated structures comes to \$15 million per year.

In an effort to reduc waste in this area, I directed a study by an Interagency Committee on Light Conservation, composed of the Budget Director, the Commissioner of Water Supply, Gas & Electricity and the Commissioner of Public Works. Their report reveals that very substantial sums can be saved. For example, in the City's 860 elementary and high-school buildings alone, the turning off of lights in vacated classrooms alone during the luncheon recess will save \$120,000 a year. There are more than 5,000 additional public structures in which similar, but as yet unestimated, savings can be achieved in the same manner.



EXECUTIVE ORDER NO. 125

The floodlighting of public buildings and places is desirable, both from the point of view of civic beauty and safety. But in only a few of these places is floodlighting after midnight necessary. In those cases, exceptions for security purposes can be made. In other instances, time switches can be installed, shutting off the lights automatically at midnight.

-2-

There are many places where electric current can be saved, with no blanket rule except that the lights and other appliances should and must be turned off when they are not needed. This requires employee education and supervision.

Previous drives of this kind have concentrated on employee education alone. I direct, now and in the future, that an intensive program of supervision accompany the educational campaign. And by supervision, I mean room-by-room policing by all the City's operating agencies. They are directed hereby to assign light wardens for each public building, who will make a regular patrol of all rooms, after the close of business each day, to check the turning off of fans, air-conditioners and other appliances, as well as lighting.

Each light warden should be provided with a centerpunched card, to be slipped on the operating levers of all switches found in the "On" position. The cards should carry a message such as:

> "This switch was found ON after office was closed. That means electricity was wasted. Please turn off all equipment the use of which is not required when office is vacant."

These cards should be printed in two distinctive colors - one to be used for a first offense, and the second as a final warning. In the case of a third violation, the matter should

be referred to the agency head for disciplinary action of the negligent parties.

This program is a business-like program, and in putting it into effect, the City means business. I direct all agency heads to implement it at the earliest possible date, but no later than January 1, 1964.

-3-

Supervision of this order will be under the direction of The Interagency Committee on Light Conservation.

Robert F. Wagner Mayor





November 30, 1964

EXECUTIVE ORDER NO. 126

- TO: HEADS OF AGENCIES OPERATING UNDER EXECUTIVE ORDER NOS. 111 and 112
- FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: CHANGE IN PROVISIONS OF EXECUTIVE ORDERS NOS. 111 and 112.

Add new paragraph as follows:

Any increases in the rate provided for employees in Rule X of the competitive class shall be granted only upon approval of the Mayor.

ROBERT F. WAGNER MAYOR







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

December 18, 1964

EXECUTIVE ORDER NO. 127

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: STANDARD PROCEDURE FOR REPORTING ON PENDING STATE LEGISLATION

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

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

## INSTRUCTIONS FOR REPORTING ON BILLS

A. Form of Report.

1. Reports on pending State legislation shall be made on the prescribed City forms. Form NYC 55 will be used for making a favorable recommendation. Form NYC 56 will be used for recommending disapproval. The detailed instructions on these forms with respect to their preparation and routing are to be carefully followed, except that all Albany mail should be addressed to the Legislative Representative as follows: Room 599, Ten Eyck Hotel, Albany, N. Y. These forms may be requisitioned from the Administrator of this office.



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

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

B. Time for Report.

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

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

			AFTER TRANSMITTAL Y AGENCY WITHIN WHICH		
ST	STATUS OF BILL		IS DUE IN ALBANY		
	In Committee	5	days		
	Advancing on Calendar	2	days		
	"10 day" bill (passed by both Houses and sent to the Governor before adjournment				
	of the Legislature)		days		
	"30 day" bill (sent to Governor af				
1B	adjournment of the Legislature)	5	days		

2. In order to give the Legislature or the Governor sufficient

time to adequately consider my recommendations concerning such bills it is essential that the above specified time schedule for reports be strictly followed.

-2-


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

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

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

C. Requests for comments by State Agencies and requests for appearances before legislative committees are to be forwarded to Mr. Bragdon in strict accordance with Executive Order #124 of 1964.

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

ROBERT F. WAGNER Mayor





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



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

December 28, 1964

EXECUTIVE ORDER NO. 128

TO: MEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: CORRECTIONS TO CERTIFICATE APPROVAL

Pursuant to Sections 8, 123 and 228 of the New York City Charter, the Mayor hereby authorizes the Director of the Budget or his duly authorized representative to make corrections to approvals by Certificate of Mayor in connection with the administration of the Budget and Capital Budget, provided such change does not materially affect the substance thereof.

This order shall continue in effect until withdrawn by executive order.

ROBERT F. WAGNER MAYOR





to

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



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

January 4, 1965

EXECUTIVE ORDER NO. 129

TO: MEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

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

Executive Memoranda Nos. 93 and 93-S, dated June 5, 1961 and June 15, 1961, respectively, listed contracting firms the bids of which were not to be considered until further notice.

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

Dierks Heating Co., Inc.

Robert F. Wagner

Mayor





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

Executive Order nol30 never published.





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



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

January 26, 1965

EXECUTIVE ORDER NO. 131

HEADS OF ALL DEPARTMENTS AND AGENCIES TO:

FROM: ROBERT F. WAGNER, MAYOR

PROPERTY ACQUIRED ON ACCOUNT OF NON-PAYMENT OF TAXES SUBJECT: AND APPROVED FOR USE FOR PUBLIC PURPOSE. PROCEDURE AND PAYMENT.

Subdivision 2 of Section 67 of the Charter provides that the Board of Estimate has the "power with approval of the Mayor to assign to use for any public purposes any City property, for whatsoever purpose originally acquired, which it may find to be no longer required for such purpose and may assign space in any City building to any agency".

The Board of Estimate pursuant to said Section 67, from time-totime assigns to agencies City-owned property which was acquired on account of non-payment of taxes.

A condition of such assignment is that the agency must provide departmental funds in payment thereof in an amount equal to the value of the property, as appraised by the Commissioner of Real Estate, for deposit in the Real Property Fund Account pursuant to Section 415 (1) 43.0 of the Administrative Code.

Accordingly, pursuant to Section 228-c of the charter, the Mayor hereby authorizes the Comptroller to pay the required amount into said account whenever the Board of Estimate assigns such property, with the approval of the Mayor, to an agency for public purposes.

Further, with respect to property acquired on account of non-payment of taxes, whenever the Mayor directs the Corporation Counsel to acquire property for a public purpose, the proceedings shall include any property acguired by the City for non-payment of taxes, together with a proposed award therefor, which shall be paid by the Comptroller and deposited in the Real Property Fund Account.

Pert Haque Robert F. Wagner Mayor



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



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

January 26, 1965

EXECUTIVE ORDER NO. 132

- TO: HEADS OF ALL DEPARIMENTS AND AGENCIES
- FROM: ROBERT F. WAGNER, MAYOR

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

Executive Memoranda Nos. 93 and 93-S, dated June 5, 1961 and June 15, 1961, respectively, listed contracting firms the bids of which were not to be considered until further notice.

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

Cartmel-Morris, Inc. Endres Flumbing Corp. A. Rosen & Sons C. K. Rehner, Inc. Forsythe Plumbing and Heating Corp.

> Robert F. Wagner Mayor

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

February 8, 1965

EXECUTIVE ORDER NO. 133

TO:	THE HEADS OF ALL DEPARTMENTS AND AGENCIES	
FROM:	ROBERT F. WAGNER, MAYOR	
SUBJECT:	PROCESSING OF 1964-1965 EXPENSE BUDGET MODIFICATION	
	REQUESTS	

In order to facilitate preparation of the Executive Budget for the fiscal year 1965-1966, modifications of the 1964-1965 expense budget received in this office after March 1, 1965 will not be processed until after March 16, 1965, and will be effective subsequent to this date.

Pending modifications of the 1964-1965 expense budget which are not processed by March 1, 1965, will not be processed for until after March 16, 1965.

Wagner

ROBERT F. WAGNER M A Y O R

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

March 19, 1965

EXECUTIVE ORDER NO. 134

ALL HEADS OF CITY DEPAREMENTS AND AGENCIES TO:

ROBERT F. WAGNER, MAYOR FROM:

SUBJECT: ESTABLISEMENT OF A FROGRAM OF EMERGENCY REPAIR FOR DWELLINGS LACKING ESSENTIAL SERVICES.

On January 29, 1965, the Board of Health of the City of New York adopted a resolution designating as public nuisances dangerous to life and health certain dwellings within the City which, by virtue of neglect by the owner and/or repeated violation of laws relative to housing maintenance, lack certain essential services such as running water, sewage disposal facilities, electricity, or heat, or which contain other conditions which present an immediate danger to life and health of the occupants. The resolution orders the immediate abatement of such nuisances by those responsible under law for so doing or, in the event they should fail to do so, authorized the Board of Health to take such steps as may be required to abate the nuisances.

On January 31, 1965, the Anti-Poverty Operations Board voted, subject to the approval of the Mayor, an allocation of \$1 million, as a revolving fund to finance such repairs as may be required by the Board of Health in abating such muisances. That recommendation was approved and the funds were sammarked.

These actions constitute the basis for undertaking emergency repairs to eliminate conditions dangerous to life and health in residential housing where it has been impossible to cause the owners or other responsible persons to do so.

The responsibility for implementing this program is hereby assigned to the Housing Executive Committee of the City of New York, in concert with the Anti-Poverty Operations Board. The Housing Executive Committee shall establish an appropriate inter-agency task force for this purpose, and shall establish appropriate procedures for the functioning of the task force.

Executive Order No. 134 (Contd)

March 19, 1965

All heads of City Departments and Agencies are directed to cooperate with the Housing Executive Committee and its Chairman, the Coordinator of Housing and Development, and with the Anti-Poverty Operations Board, and its Chairman, in the furtherance of this program, and to assign such staff members as may be required to insure the effectiveness of the program.

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Appropriate liaison with and reports by the Housing Executive Committee to the Anti-Poverty Operations Board shall be provided.

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250 BROADWAY NEW YORK, N. Y. 10007

TEL. 566-6767

IMPLEMENTATION OF EXECUTIVE ORDER NO. 134

October 28, 1965

HEADS OF CITY DEPARTMENTS AND AGENCIES TO:

JOHN V. CONNORTON, DEPUTY MAYOR - CITY ADMINISTRATOR FROM: JULIUS C. C. EDELSTEIN, CHAIRMAN, HOUSING EXECUTIVE COMMITTEE

PROCEDURE FOR EMERGENCY REPAIRS OF BUILDINGS AND RECOUPMENT SUBJECT: OF EXPENSES

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

#### Authority -

Emergency housing repairs to privatelyowned dwellings are undertaken under long-established authority made operative by the Board of Health Resolution of January 29; 1965. On January 31, 1965, the Anti-Poverty Operations Board allocated, with the Mayor's approval, \$1 million as a revolving fund to finance such repairs. The Memorandum of the Coordinator of Housing and Development pursuant to the Mayor's Executive Order #134, March 19, 1965 created an Emergency Repair Action Committee chaired by the Department of Health's representative.

The Board of Health Resolution adopted January 29, 1965 made a finding that a category of dwellings was dangerous to life and health and constituted a public nuisance. That Resolution, published as pre-scribed by the Administrative Code, §564-21.0(c) served as notice to all those responsible to abate such nuisances and empowered the Department of Health by all necessary measures to abate such nuisances forthwith.

Department of Health Resolution January 29, 1965 - The Resolution defines those nuisances in deteriorated buildings.

1.(a) which have been seriously neglected by the owner (b) against which there are repeated violations of NYC Health Code or Multiple Dwelling Law or other provisions of the housing maintenance laws

and

2. which have one or more of the following conditions: no running water a no effective sewage disposal facilities bo no electricity Co

- d. no heat after represed violations
- e. no heat because of inoperative boiler, furnace or distribution facilities such that in Department of Health's opinion they pre-
- f. sent immediate danger to life and health of occupants or those living in adjacent buildings.

Organization -

The Administrative Code § 564-20 permits "Any agency of the City

/to be/ authorized to act as agent of the /Health/ department in executing such order." The Chairman of the Emergency Repair Action Committee is authorized pursuant to the Coordinator's Memorandum to require the assistance of any City department or agency he deems necessary.

The Emergency Repair Action Committee consists of representatives of the following departmenta:

> Health (chairman) Buildings Real Estate Relocation

The secretary of the committee is designated by the Housing Executive Committee.

### Procedures -

Accordingly, the following procedures for the designation of buildings, the undertaking of emergency repairs and the recoupment of monies expended from the revolving fund are promulgated.

A. Emergency Repairs -

1. Referrals for emergency repairs from city agencies, on weekdays between 9 a.m. and 5 p.m., shall be made to the Department of Buildings' Coordinator

of Emergency Repair Inspections at 566-5168. At all other times, the referral shall be made to the Central Complaint Bureau - WO 4 3000.

2. The Department of Buildings' Coordinator or inspector assigned to night emergency duty will observe the procedures contained in that department's Procedure No. 7-1965, as amended, attached hereto.

The Department of Huildings' Goordinator shall give written notification to the Secretary of the Emergency Repair Action Committee of the buildings referred to the Chairman together with complete photocopy of the ownership registration cards.

4. The Chairman of the Committee or his representative shall issue appropriate verbal orders to the Department of Real Estate or undertake such alternative actions as may be deemed advisable, then confirm in writing and retain file copy.

5. The Department of Real Estate or other City Agency, as ordered, shall cause the necessary work to be undertaken and file a written report of work done, with the Department of Health.

- 3 -

6. The Department of Real Estate or other City Agency, as ordered, shall require contractors to submit in quadruplicate itemized statement of work, material, labor, supervision and costs thereof. A copy shall be forwarded to the Department of Health to be filed with original order. Where a department incurs any expense in carrying out the emergency repairs, a written statement of the incurred costs shall be forwarded to the Department of Health to be filed with the original order.

7. The Department of Real Estate shall make final inspection and determine if the work is satisfactory and cost of repairs reasonable. Written report in duplicate shall be forwarded to the Department of Health, which shall review and submit to Corporation Counsel for appropriate action.

### B. Recoupment of Funds Expended

The Secretary of the Emergency Action Repair Committee is to coordinate

#### recoupment procedures.

1. After notification that a building is receiving emergency housing repairs

- a. Rent and Rehabilitation District Offices shall forward to the Secretary, the control status of the building, including:
  - dated ownership information
  - status of pending building-wide proceedings
  - rent structure
  - apartment designations and tenants' names, as available.
- b. Department of Real Estate inspector during routine visits to building is to obtain and supply to Secretary names and apartment designations of tenants in occupancy, as conveniently available.
- c. Where actual or estimated emergency housing repairs are over \$50, Corporation Counsel is to obtain title search.

2. Semi-monthly, the Department of Real Estate shall report to

the Department of Health, Corporation Counsel and Secretary, actions taken and expenditures.

3. Three weeks after emergency housing repairs are commenced, Secretary is to mail copy of demand (Exhibit A) to all possible responsible parties as then known, e.g. landlord, landlord's officers, agents.

4. Where a landlord is unable to arrange repayment, secretary is to strive to obtain landlord's consent to tenants' payment of rent to City. THE CITY OF NEW YORK DEPARTMENT OF BUILDINGS

PROCEDURE NO. 7-1965

To: Borough Superintendents

Date: August 17, 1965

Immediately

Director of Operations

Subject: Dwellings to be Considered for Emergency Repairs

For: Borough Clerk Chief Inspectors (Housing & Buildings) All Field Inspectors

#### A. Purpose

1. To establish a uniform method of reporting the lack of essential services in a dwelling to be considered for emergency repairs.

#### B. General Information

- 1. The Mayor's Executive Order Number 134 caused an Emergency Repair Action Committee to be created to implement a program of emergency action by the City to restore in dwellings certain essential services such as running water, sewage disposal facilities, electricity, heat, or to abate other conditions that present an immediate danger to life and health of the occupants.
- 2. In order to perform properly this department's function in the emergency repair action program, field inspectors when inspecting a building to be considered for emergency repairs will report on Form ER-1 (copy attached) and if emergency repairs are warranted, notify the Chief Inspector by telephone.
- 3. The Chief Inspector will telephone the information to the Departmental Coordinator of Emergency Repair inspections and the Coordinator will advise the Chairman of the Emergency Repair Action Committee.

#### C. Forms Used

Inspectors Report of Violation (Buildings)

36 1006Y

Soft "S" (Housing)

ER-1 (new)

Report of Lack of Essential Services in Dwellings to be Considered for Emergency Repairs.

### D. Detailed Procedure

1. The Departmental Coordinator of Emergency Repair Inspections (Presently the Supervisor of the Receivership Squad, Supervising Inspector Jackson)

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Page 2-

Procedure No. 7-1965

8/17/65

- a. The Departmental Coordinator will receive requests from other agencies for inspections of dwellings to be considered for emergency repairs or for reinspections of dwellings undergoing emergency repairs.
- b. The Coordinator will notify the Chief Inspector (Housing or Buildings depending on the occupancy) of the borough in which the dwelling is located and arrange for an inspection or reinspection of the dwelling involved.
- c. The Coordinator will reserve two copies of the inspectors report (Form ER-1 on initial inspection, Form 36 or 1006Y on reinspection). One copy will be forwarded to the Chairman of the Emergency Repair Action Committee (Mr. Abraham Abrahamson of the Health Department), and one copy for the Coordinator's file.
- d. When a dwelling warrants emergency repairs, the Coordinator will be informed by telephone by the Chief Inspector of the borough in which the dwelling is located. The Coordinator will immediately telephone the information to The Chairman of the Emergency Repair Action Committee (Mr. Abraham Abrahamson -Health Department.)
- 2. The Chief Inspector (Housing or Buildings)
  - a. The Chief Inspector will receive requests from the Departmental Coordinator of Emergency Repair Inspections, for inspection of dwellings to be considered for or undergoing emergency repairs.
  - b. The Chief Inspector will cause the dwelling involved to be inspected and forward the reports to the Coordinator.
    - (1) For initial inspection, have inspector prepare three copies of Form ER-1, forward two copies to Coordinator and have one copy filed in case folder. (Check approved or disapproved box on bottom of form, sign and date form before forwarding.)
    - (2) For reinspections, forward two copies of Inspector's report (Form 1006Y or Form 26) to Coordinator.

c. When the Chief Inspector is informed by telephone by a field inspector that a dwelling lacks certain essential services, and is to be considered for emergency repairs, he shall immediately telephone the information to the Departmental Coordinator (Supervising Housing Inspector Jackson - Manhattan office 566-5168). The Chief Inspector shall forward two copies of the Inspector's report (Form ER-1) to the Coordinator the morning of the next working day.

3. The Field Inspector (Housing or Buildings)

a. When inspecting a dwelling to be considered for emergency repairs, either as a result of a specific referral or conditions discovered in the course of a routine inspection shall:

Page 3-

# Procedure No.7- 1965

- (1) If emergency repair action is warranted, telephone the Chief Inspector at once and inform him of the conditions.
- (2) Prepare three copies of Form ER-1 and forward to Chief Inspector the next working day. (Answer all questions on top of form pertaining to ownership, occupancy and arrangement; answer questions pertaining to the essential services inspected (A to F on Form ER-1) check appropriate recommendation box; sign and date form in the space provided.)
- (3) Fill out Inspection Report Form as per current practice reporting on all violations pending and additional violations reported, if any, and forward report for processing.
- b. When reporting on a reinspection of a dwelling undergoing emergency repairs, prepare two copies of Inspection Report (Form 1006Y or Form 36) and submit same to Chief Inspector.
- 4. Inspector Assigned to Night Emergency Duty
  - a. When inspecting a dwelling to be considered for emergency repairs shall:
  - \*(1) If emergency repairs are warranted, telephone the information at once to the "Health Department Poison Control Center" (566-8020 or 8021).
  - \*NOTE: (As revised by Intradepartmental Memorandum dated October 20, 1965.)
  - (2) Submit three copies of the Emergency Repair Form ER-1 to his Chief Inspector the morning of the next working day.
  - (3) Fill out inspection report form as per current practice reporting all the violations found at the time of inspection.

with ten

8/17/65

Joseph Ferro Director of Operations

cc: Commr. Gribetz Dep. Commr. Kane Act. Dep. Commr. Riley Asst. Dir. of Opers. Schneider Exec. Engr. Asst. Cohen Act. Exec. Hsg. Asst. Dell'Aira Ch. Insp. Const. (Opers.) Breiner Counsels Risi & Beck Secy. to Dept. Davila Secy. to Commr. Reiss Sr. Civ. Engr. Nissen Admins. Reilly & Cavanagh Analysis Unit: Statistical Unit Coordinator Healy

Borough Superintendents: for distribution to boro, personnel

5. Five working days after mailing of copy of demand, if satisfactory payment not received or arranged:

- a. Department of Real Estate to conspicuously post at building copy of letter to landlord (Exhibit A)
- b. Department of Real Estate is to conspicuously post at building copy of demand on tenants (Exhibit B)
- c. Where expenses are over \$150, Department of Real Estate is to mail demand to tenants by name or apartment designation where name unknown, demanding payment set forth in Exhibit B, with copy to landlord as then known. The Department shall maintain records of payment, issue appropriate receipts and account for monies received.
- d. Corporation Counsel is to make appropriate appearances if landlord brings proceeding to remove tenants or action to collect rent paid pursuant to demand.

6. Rent and Rehabilitation Administration District Office shall notify owner and tenants of hearing on any pending building wide proceeding to facilitate emergency program, obtain tenants' cooperation and understanding of program and if needed serve legal demand, order and affidavit of expenses as required by Administrative Code.

7. Where payments refused or unsatisfactory, the Corporation Counsel, if deemed appropriate, is to commence Civil Court Action against landlord (joining suit for penalty for violations) to enforce collection. When judgment is secured, a transcript shall be conspicuously posted at building and served upon tenants together with demand and affidavit of expenses incurred in executing order.

JCHN V. CONNORTON DEPUTY MAYOR

JULIUS C. C. EDELSTEIN, CHAIRMAN HOUSING EXECUTIVE COMMITTEE

HADFORM Ex-1 (8/65)

2

### THE CITY OF NEW YORK DEPARTMENT OF BUILDINGS

### REPORT OF INSPECTION OF A DWELLING IN WHICH OCCUPANTS LACK ESSENTIAL SERVICES TO BE CONSIDERED FOR EMERGENCY REPAIRS

IS INST PREM	IISES				BOROUGH D	ATE	_
TREM OWNER	RIS (RECEIVERIS) NAME				ADDRESS		
	DING VACANT (ABANDONED): YES	NO			RENT STRUCTURE		
DESC	RIPITION OF BUILDING: MULTIPLE DWELLING		I OR 2	FAMILY	NO. OF UNITS S	TATE OF REPAIR	
	PANCY: NO. OF UNITS OCCUPIED;						
	RINTENDENT'S NAME						
in a start of the							-
E (A)(A)	WATER INSPECTED	YES	NO	(D)	HEAT INSPECTED	YES	NO
	ADEQUATE WATER SUPPLIED THROUGHOUT TOILETS FLUSHING DEFECTIVE PIPING				ADEQUATE HEAT PROVIDED ADEQUATE HOT WATER PROVIDED ADEQUATE FUEL ON HAND	Ξ	=
c (6) (8)	SEWAGE DISPOSAL INSPECTED	YES	NO	(٤)	HEATING SYSTEM INSPECTED	YES	
	WASTE AND SEWER LINE LEAKING OR BROKEN CELLAR FLOODED TOILETS OPERATING	-			DESCRIBE HEATING SYSTEM DESCRIBE DEVIOUS DEFECTS		NO
(a) (c)	PLUMBING FIXTURES OPERATING DESCRIBE;	YES			GAS SUPPLIED THROUGHOUT GAS APPLIANCE USED FOR HEATING CO TEST POSITIVE UNCAPPED OR BROKEN GAS LINES DESCRIBE:	Ξ	
	SUPPLIED IN APARTMENTS SUPPLIED IN PUBLIC PARTS HAZARDOUS WIRING		=	(F)	OTHER HAZARDOUS CONDITIONS		NO
	RECOMMENDATION (CHECK ONE)				DESCRIBE:		NO
					instance , analy moder court has	ACCESSION CONTRACTOR	





## THE CITY OF NEW YORK OFFICE OF THE MAYOR OFFICE OF HOUSING AND DEVELOPMENT COORDINATOR

**Temporary Location 2 LAFAYETTE STREET** NEW YORK, N. Y. 10007

RE: Building Amount Expended for Emergency Repairs: Commencing: Pursuant to Administrative Code of The City of New York, Chapter 22, Board of Health Resolution January 29, 1965, and Mayor's Emergency Order No. 134 creating an Emergency Repair Action Committee

#### Gentlemen:-

Our records indicate that you are the owner of record of the above building.

Chapter 22 of the Administative Code of The City of New York makes the owner liable for the monies expended for Emergency Housing Repairs and in accordance with the authorities set forth.

Payment should be made by check or money order to the Department of Real Estate, New York City.

Write the address of the building on the money order or check.

Mail to the attention of the undersigned as Secretary of the Inter-Agency Emergency Repair Action Committee in the enclosed self-addressed envelope. If full payment cannot be made at this time, partial payment should be made with statement as to when the balance will be received.

Under the authorities cited, the City is empowered to bring Civil Court action and/or place a lien against the property and foreclose.

Your prompt communication with the undersigned will avoid incurring additional expenses.

Very truly yours,

BRUCE GOULD Secretary to the Inter-Agency Emergency Repair Action Committee Telephone: 566-5313

EXHIBIT "A"



# THE CITY OF NEW YORK OFFICE OF THE MAYOR OFFICE OF HOUSING AND DEVELOPMENT COORDINATOR

Temporary Location 2 LAFAYETTE STREET NEW YORK, N. Y. 10007

Re: Emergency Housing Repairs Amount spent by The City of New York \$ Building DEMAND FOR RENT PAYMENT

#### Dear Tenant:

The Department of Health of The City of New York has had emergency housing repairs made at the building in which you live. The landlord who is responsible for the maintenance of the building has been asked to pay for this work, but our records show that payment has not been credited.

Demand is made upon you under the Authority vested in the Department of Health by Chapter 22 of the Administrative Code of The City of New York for payment of all the rent you now owe by check or money order (not cash) made out to: DEPARTMENT OF HEALTH Send your check or money order with the enclosed notice. A RECEIPT WILL BE SENT YOU.

KEEP THAT RECEIPT! It is proof that payment of your rent has been made to the Department of Health. The law provides that you cannot be dispossessed if you make this rent payment to the Department of Health.

PRINT on the back of the check or money order:

1.		You	r	name
		and Constraint		

- 2. Your address
- 3. Your apartment number

A copy of this letter is being mailed to the landlord or his agent at the address on the bottom of this letter. If you have been paying your rent to someone else, please write that on the notice which you are returning with your check or money order.

Every effort is being made to expedite the emergency housing

repairs which remains your landlord's responsibility. We request your assistance in maintaining the building. MAKE your rent payment to the Department of Health until notified by the City to again make payments to the landlord. You will be billed each month.

Your failure to make the payment demanded will result in your becoming personally liable to the Department for the amount of rent which you fail to pay.

Copy mailed to landlord or agent: Very truly yours,

BRUCE GOULD Secretary to the Inter-Agency Emergency Repair Action Committee EXHIBIT "B" Telephone: 566-5313



# THE CITY OF NEW YORK OFFICE OF THE MAYOR OFFICE OF HOUSING AND DEVELOPMENT COORDINATOR

MILTON MOLLEN COORDINATOR Temporary Location 2 LAFAYETTE STREET NEW YORK, N. Y. 10007

TO: ALL HEADS OF CITY DEPARTMENTS AND AGENCIES

FROM: MILTON MOLLEN, COORDINATOR OF HOUSING AND DEVELOPMENT

RE: MAYOR'S EXECUTIVE ORDER NUMBER 134

Mayor's Executive Order Number 134 provides that the Housing Executive Committee shall be responsible for establishing an appropriate inter-agency task force to implement a program of emergency action by the City to restore essential services to dwellings in the City where there is a serious danger to the health or safety of the occupants of such dwellings, and where it has not been possible to cause the owner or other responsible person to do so.

Pursuant to that order and by authority of the Housing Executive Committee:

1. An Emergency Repair Action Committee is hereby created,

to consist of representatives of the following Departments:

Health

Buildings

Real Estate

Relocation

The Chairman of this Committee shall be the representative 2. of the Department of Health. The Committee shall meet at such times as he shall designate.

The Chairman of the Committee is authorized to require the presence at meetings, and assistance of, representatives of any other City departments or agencies which he may deem necessary.

3. Each Commissioner of the foregoing Departments shall designate in writing a permanent member and alternate of the Committee. Such written designation shall be filed with the Chairman of the Housing Executive Committee.

4. All Departments shall refer to the Chairman of the Committee any buildings deemed appropriate for action pursuant to this program. All proposals for action under this program, from whatever source, shall be transmitted to the Chairman of the Committee. He may direct:

- The Department of Real Estate to submit a) an estimate of cost of repairs.
- The Department of Buildings to submit a report Ъ) of the soundness of the structure and a list of pending violations.
- The Department of Health to submit a report of c)

the applicability of the resolution of the Board

of Health of January 29, 1965.

And any other Department to submit an approd)

2

priate report.

5. At the call of the Chairman, the Committee shall determine whether emergency repairs are indicated, or whether alternate solutions shall be considered, such as, but not limited to, receivership action and/or vacating.

6. Upon such determination, the Department of Health may order, pursuant to the resolution of January 29, 1965, the Commissioner of Real Estate to cause such repairs to be made and/or may undertake such alternate actions as may be deemed desirable.

7. As required, the Committee may call upon the Departments of Real Estate, Relocation, or Health, New York City Housing Authority, or Housing and Redevelopment Board to assign staff to daily oversee the maintenance of each building for such period of time as the Committee shall determine. The names of such staff shall be transmitted to the Chairman of the Committee. In the event the building is reported not being property maintained, the Chairman of the Committee shall convene the Committee for appropriate action.

8. The Commissioner of the Department of Real Estate shall submit to the Commissioner of Health an itemized statement of expendi-

3

tures made in carrying out his orders for repairs.



CITY OF NEW YORK

EXECUTIVE ORDER NO. 135

March 19, 1965

To: Heads of All City Departments and Agencies From: Hon. Robert F. Wagner, Mayor of the City of New York Subject: Elimination of Duplicate Inspections

The City is currently involved in a massive effort to bring about better housing conditions through more effective housing code enforcement.

It has been found that several city agencies have overlapping responsibilities in the housing code enforcement area. These include the Departments of Buildings, Health, Fire, Water Supply, Gas & Electricity and Sanitation. This situation has resulted in duplication of inspections by these agencies and confusion on the part of citizens.

In order to remedy this situation, I direct that the following steps be taken:

A. The inspection activities of the D.W.S.G.&E. relating to citizen complaints of water leaks within buildings shall be transferred to the Department of Buildings.

B. The inspection activities of the Department of Sanitation relating to citizen complaints of garbage and rubbish in backyards, alleyways, roofs and public halls shall be transferred to the Department of Buildings. C. The inspection activities of the Fire Department relating to citizen complaints of unsatisfactory housing conditions which, however, do not affect the immediate safety of the public and/or the personnel of the Fire Department shall be transferred to the Department of Buildings. Examples of these are:

- 2 -

Insect infestation, holes in walls, and broken locks on hallway doors.

D. The jurisdiction of the Department of Health over the following functions in dwellings, and certain personnel, records and equipment assigned to them, shall be transferred to the Department of Buildings:

- Investigation of complaints of inadquate heat in buildings when the outside temperature falls to 55°F., or below.
- Investigations of complaints of unsanitary conditions in the public parts of buildings and yards, courts and areaways.
- Investigation of complaints alleging no water in buildings.
- 4. Detection of rodent and insect infestation and conducive conditions.

5. Detection of defective house drains and seeping or collected sewage in buildings.

 Inspection of coal-fired heating and hot water plants, chimneys and flues for escape of coal gas.  Checking of gas appliances in dwelling units for detection and measurement of emitted carbon monoxide.

- 3 -

N.B. Nothing contained herein shall in any way interfere with or reduce the powers of the Board of Health in any matters affecting public health.

In order properly to perform the functions which are to be centralized in the Department of Buildings, varying degrees of skill are required of inspection personnel. Because of this, it will be necessary in some cases, to train inspection personnel for the proper performance of new tasks. Action on the transfer of these functions to the Department of Buildings will begin immediately. The entire transfer is to be completed by July 1, 1965.

The Office of the City Administrator is empowered to work out all the necessary details with the affected agencies in order to carry this project through to successful conclusion.

The cooperation of all concerned in this matter is anticipated.

ROBERT F. WAGNER





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

March 23, 1965

EXECUTIVE ORDER No. 136 TO: HEADS OF ALL DEPARTMENTS AND AGENCIES FROM: ROBERT F. WAGNER, MAYOR SUBJECT: ALL-DAY INSTITUTE FOR MANAGEMENT

Your attention is called to the All-Day Institute to be held at New York University, Washington Square, on Thursday, April 29th, sponsored by the Professional Association of Public Executives of the City of New York and the Metropolitan Area and Municipal Association of Management Analysts.

The Institute complements the Management Development Program instituted by my administration. It will examine in detail the problems that face municipal management today. Outstanding experts will address the sessions and head the panels.

I am certain that your administrative personnel will benefit by attending the Institute.

Attendance by such administrative personnel should

be considered part of their official duties.

Full details will be sent to you shortly by Purchase

Commissioner Roger J. Browne, Coordinator of the Institute.





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

April 7, 1965

EXECUTIVE ORDER NO. 137 TO: HEADS OF ALL DEPARTMENTS AND AGENCIES FROM: ROBERT F. WAGNER, MAYOR SUBJECT: WATER CONSERVATION PROGRAM

I am advised by the Commissioner of Water Supply, Gas and Electricity that there is no immediate danger of a water shortage but that the water supply situation can become critical in the fall if present drought conditions persist.

I am, therefore, directing city agencies to take certain immediate steps to conserve water. They are as follows:

1. The Park Department is directed to curtail the watering of park areas and municipal

 3. City Departments are ordered to repair all defective water fixtures in public buildings.

-2-

4. The installation of hydrant harnesses to lock hydrant nozzle caps in order to prevent the illegal opening of hydrants during summer months is ordered.

5. The Police Department is directed to enforce the laws governing the unauthorized opening of hydrants.

6. The Board of Education is requested to carry on an educational campaign of water conservation for the city's one million pupils.

7. The New York City Housing Authority is requested to take all appropriate measures to conserve water in housing developments under their jurisdiction.

8. The New York City Transit Authority is

requested to reduce by fifty percent the amount of water used in subway, car and bus washing operations. 9. Upstate communities drawing water from the city's system are requested to conform to all regulations being instituted by the city. 10. The use of automatic sprinklers or other means of watering lawns and gardens is prohibited except on Saturdays between 6 A.M. and 9 A.M. and 8 P.M. - 11 P.M.

The use of hoses or other devices for flushing sidewalks or filling pools is prohibited.

-3-

Fohent F. Wagner

ROBERT F. WAGNER M A Y O R



April 8, 1965

EXECUTIVE ORDER NO. 138

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: DISQUALIFICATION OF CONTRACTING FIRMS

Section 103-b of the General Municipal Law provides that upon the refusal of any person, when called before a grand jury (a) to testify concerning any transaction or contract had with the State, City, or any of their agencies, (b) to sign a waiver of immunity against subsequent criminal prosecution or (c) to answer any relevant question concerning such transaction or contract, such person, and any firm, partnership or corporation of which he is a member, partner, director or officer shall be disqualified from submitting bids or entering into any contracts with any municipal corporation for a period of five years after such refusal. The officer conducting the investigation before the grand jury is required to advise the various governmental agencies involved.

Whenever a City Department or City Agency has been officially informed by a District Attorney of the names of any firm, partnership or corporation, of which a member, partner, officer or director who has so refused, the Department or Agency shall take the following action:

1. Each contract with such firm, partnership or corporation 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.

2. Such person, and any firm, partnership or corporation of which he is a member, partner, director or officer, shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with the Department or Agency for goods, work or services for a period of five years after such refusal.

### This order shall take effect immediately.

Robert F. Wagner Mayor

HEADS OF ALL CITY DEPARTMENTS AND AGENCIES TO:

ROBERT F. WAGNER, MAYOR FROM:

FUNCTION AND COMPOSITION OF NEW YORK CITY COUNCIL SUBJECT: TATTON CODDODATTON



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

April 8, 1965

5/24/65

EXECUTIVE ORDER NO. 138 ADDENDUM NO. 1

HEADS OF ALL DEPARTMENTS AND AGENCIES TO:

FROM: ROBERT F. WAGNER, MAYOR

DISQUALIFICATION OF CERTAIN CONTRACTING FIRMS SUBJECT:

Official notification has been received from the District Attorney of New York County that the following persons have refused to sign waivers of immunity when subpoenaed to testify before the Grand Jury of New York County.

- 1. Max Gerben, of Gerben Contracting Corp., 2031 129th Street, College Point, New York.
- 2. Jerry Jerome, of Jered Contracting Corp., 1 East 42nd Street, New York 17, N. Y.
- 3. John Loconsolo, of Jack Loconsolo & Co., Inc., 2660 Coney Island Avenue, Brooklyn 23, N. Y.
- 4. Sam Spector, of Dunrite Painting & Decorating Co., 1475 Seabury Place, New York 60, N.Y.
- 5. Arnold Marcus of Marcus Decorating Co., 30 Church Street, New York 7, N. Y.
- 6. Melvin M. Bloom and Howard Bloom of Surf Painting Co., Inc., 3838 Flatlands Avenue, Brooklyn 34, N. Y.
- 7. Samuel Garfinkel of Garfinkel Decorating Company, Inc., 90-50 Parsons Boulevard, Jamaica 32, N. Y.
- 8. Abraham Kaplan of Abraham Kaplan Co., Inc., 1847 Utica Avenue, Brooklyn, N. Y.
- 9. Benjamin Fishbein of Benay Painting Co., also known as the East River Painting Co., 157A Sherman Avenue, New York 34, N. Y.

In accordance with the policy set forth in Executive Order No. 138 all City Departments and Agencies are directed to take the necessary appropriate action immediately.



TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: FUNCTION AND COMPOSITION OF NEW YORK CITY COUNCIL



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

April 27, 1965

5/24/65

EXECUTIVE ORDER NO. 138 ADDENDUM NO. 2

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: DISQUALIFICATION OF CERTAIN CONTRACTING FIRMS

Official notification has been received from the District Attorney of New York County that the following persons have refused to sign waiwers of immunity when subpoenaed to testify before the Grand Jury of New York County:

- Vincent B. Turecamo, of Ryan and Turecamo, Inc., 275 Madison Avenue, New York, N. Y.
- George Campbell, of George Campbell Painting Corp., 40-11 149th Street, Flushing, New York
- Norman Straus, of Hubbard Painting Decorating, 172 Neptune Avenue, Brooklyn 35, New York
- 4. Meyer Peskim, of Pelham Painting Co., Inc., 524 Southern Boulevard, Bronx 55, New York

In accordance with the policy set forth in Executive Order No. 138 all City Departments and Agencies are directed to take the necessary appropriate action immediately.

Robert F. Wagner Mayor

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: FUNCTION AND COMPOSITION OF NEW YORK CITY COUNCIL



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

May 18 . 1965

5/24/65

EXECUTIVE ORDER NO. 138 - ADDENDUM NO. 3

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: DISQUALIFICATION OF CERTAIN CONTRACTING FIRMS

Official notification has been received from the District Attorney of Kings County that the following persons have refused to sign waivers of immunity when subpoenaed to testify before the Grand Jury of Kings County:

Nicholas F. Gozo, Jr., 2572 Coyle St. Brooklyn, N. Y.

Alfred DiGrazia, 2717 Avenue Z, Brooklyn, New York

In accordance with the policy set forth in Executive Order No. 138 all City Departments and Agencies are directed to take the necessary appropriate action immediately.

Robert F. Wagner Mavor



TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: FUNCTION AND COMPOSITION OF NEW YORK CITY COUNCIL



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

June 7, 1965 bf

5/24/65

EXECUTIVE ORDER NO. 138 - ADDENDUM No. 4

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: DISQUALIFICATION OF CERTAIN CONTRACTING FIRMS

Official notification has been received from the District Attorney of New York County that the following person after signing a waiver of immunity gave some testimony but then refused to answer further relevant questions before the Grand Jury of New York County:

> Eli Smith, of Smith Decorating Co., Inc., 327 Canal Place, Bronx, New York

In accordance with the policy set forth in Executive Order No. 138 all City Departments and Agencies are directed to take the necessary appropriate action immediately.

A read Fil Robert F. Wagner Mayor

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: FUNCTION AND COMPOSITION OF NEW YORK CITY COUNCIL



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

April 14, 1965

5/24/65

EXECUTIVE ORDER NO. 139

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: AMENDMENT TO EXECUTIVE ORDER NO. 137, SUBJECT: WATER CONSERVATION PROGRAM

Executive Order No. 137, dated April 7, 1965 is amended as follows:

Provision 10 is hereby amended to allow those who celebrate the Sabbath on Saturday to water their lawns on Sunday between the hours of 6 A.M and 9 A.M. and 8 P.M. and 11 P.M.

FOR THE MAYOR Edw. F. Cavanagh,



TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: FUNCTION AND COMPOSITION OF NEW YORK CITY COUNCIL



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

April 29, 1965

5/24/65

EXECUTIVE ORDER NO. 140 TO: HEADS OF ALL DEPARTMENTS AND AGENCIES FROM: MAYOR ROBERT F. WAGNER SUBJECT: THE 1965 GREATER NEW YORK FUND CAMPAIGN (May 1 - June 30)

This year The Greater New York Fund Campaign among city employees will be conducted from May 1 to June 30. Every city employee should be encouraged to contribute to this once-a-year, on the job solicitation which supports the 425 voluntary hospital, health and welfare agencies of the Fund.

No one is asked to contribute to the Fund at any time or place except at work. For this reason, it is important that each person is given an opportunity to support this community-wide effort.

As my personal representative, I have asked Commissioner Herman Badillo to assume full responsibility for The Greater New York Fund campaign among city employees.

For a first step, I would like you to appoint one of your executive assistants to represent you and serve as chairman for the drive among your employees.

Please forward his name to Commissioner Badillo at the Department of Relocation by May 10, 1965.

All contributions are utilized by the 425 agencies to serve all New Yorkers in time of need. I am sure I can count on your wholehearted assistance in support of The Greater New York Fund.

> ROBERT F. WAGNER M A Y O R
## EXECUTIVE ORDER NO. 141

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: FUNCTION AND COMPOSITION OF NEW YORK CITY COUNCIL AGAINST POVERTY, ECONOMIC OPPORTUNITY CORPORATION, AND ANTI-POVERTY OPERATIONS BOARD.

Executive Order No. 114, establishing and defining the functions of the Mayor's Council Against Poverty, and the Poverty Operations Board, is hereby rescinded.

5/24/65

The purpose of this Order is to:

- (a) Reconstitute and expand the authority of the Mayor's Council Against Poverty as a new body, with broad citizen representation constituting a cross-section of all City elements, of which government would be one, with special emphasis, however, on providing representation for those groups most burdened with poverty and discrimination, hence constituting the "target population."
- (b) Expand the means and channels of participation by the poor in the development of policy, programs and planning for the City's efforts to combat and eradicate poverty; and

(c) Define the duties and functions of the new policymaking body, to be known as the New York City Council Against Poverty, as the repository of authority over programs and activities financed by the Federal

Government under the terms of the Economic Opportunity Act of 1964.
(d) Redefine the duties, functions and scope of the Anti-Poverty Operations Board (referred to as the Poverty Operations Board in Executive Order No. 114); and (e) Provide for the establishment of a corporation with non-governmental as well as governmental representation for the purpose of contracting with the Federal Government for the conduct of operation under the Economic Opportunity Act of 1964, to discharge administrative and operational functions subject to the policy determinations of the New York City Council Against Poverty.

The general functions and purposes of these bodies shalled be to plan, organize, coordinate, stimulate and conduct efforts which the are or may be designed to reduce the proportions and impact of poverty by attacking its root causes as well as its manifestations, including (a) discrimination in all its pertinent forms; (b) unemployment; (c) underemployment; (d) lack of vocational training; (e) lack of basic literacy; (f) family disorganization; (g) lack of job opportunities; (h) remediable physical, mental or emotional handicaps (i) slum conditions; (j) lack of training in homemaking and housekeeping essentials; (k) consumer exploitation; (l) lack of the ability to assert legal rights; (m) neighborhood disorganization; and (n) inter-group tensions.

-2-

The mechanism described in this Order is designed to (a) the mobilize and concentrate the maximum of both governmental and nongovernmental resources; (b) arouse, mobilize and coordinate the directions of citizen effort; and (c) seek, channel and utilize maximum fiscal and other assistance from the Federal and State Governments and a from private foundations and other sources of such support for the efforts to be undertaken, for the purposes above stated.

In mounting and prosecuting such efforts, chief emphasized

is to be given to those undertakings which will: (a) provide training and and increase educational and vocational skills and capacities; (b) promote and expand employment opportunities; (c) combat discriminations in all forms and all its effects, especially with regard to education training, employment and housing; (d) promote constructive and dynamic neighborhood conditions and forces; (e) improve housing conditions; a (f) otherwise stimulate, motivate and channel the energies of the impoverished and socially handicapped, for self-improvement which musuum inevitably result in immeasurable social benefits, including reductions in fiscal burdens upon the City, State and Federal Governments.

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# NEW YORK CITY COUNCIL AGAINST POVERTY

I

A. The body created by Executive Order No. 114 as the Mayor's Council Against Poverty is hereby disbanded, and a new organization to be entitled the New York City Council Against Poverty (hereinafter referred to as the Council), with new membership, is created in its place, with such duties and functions as are described herein.

B. Dr. Arthur C. Logan is designated as Chairman of the Council. He shall be its Convenor and Executive Officer, pending such action as may be taken under Paragraph D below. In addition, there shall be a Vice-Chairman, who shall serve as Chairman in the absence of the Chairman. The Honorable Paul R. Screvane is hereby designated Vice-Chairman of the Council.

C. Membership of the Council shall be as selected by the Mayor, pending such action as may be taken under Paragraph D. The membership is so composed as to provide a broad-based representation of all sectors and elements of the City, both governmental and non-governmental, concerned or involved with the functions and purposes above described. These shall include City Government agency heads and officials,

representatives of labor, industry, business groups, religious groups, voluntary and social welfare agencies, neighborhood groups, and ethnic groups. In addition, there shall be two representatives to be designated by a procedure to be approved by the Council, by each Community Committee of a Community Progress Center to be established under the City's Community Action Program; such representatives shall be members of the "target population," and shall serve, in each case, at the pleasure of the Community Committee. The total membership of

the Council shall not exceed 100 members. A list of members
designated pursuant to this Order is attached hereto as Appendix A.
 D. The Council may, at its option, incorporate as a
membership corporation, requiring the election of such officers,
including a Board of Directors, as provided by law for a membership
corporation and as specifically provided in the By-Laws of the
Corporation. The By-Laws shall include provision for the vesting of
authority in the committees specified and as referred to in Paragraphs
F and G.

If the Council does not choose to incorporate, it shall, under its present format, adopt By-Laws, providing, among other things, for its permanent organization and the vesting of authority in the committees specified and as referred to in Paragraphs F and G.

E. The duties and functions of the Council shall be as follows:

-4-

- To serve as the repository of ultimate authority values over all programs and activities under the Economic Opportunity Act of 1964.
- 2. To have final authority over all project applications to the Office of Economic Opportunity, including project review, renewals and amendments planning and programming.
- 3. To establish policy and policy guidance for the operations and functions of the Economic Opportunity Corporation.
- 4. To give final approval for the submission by the end Economic Opportunity Corporation of all proposals under the Economic Opportunity Act of 1964.
- 5. To develop and establish policy for programs and activities under the Economic Opportunity Act of 1964, including policy for the efforts designed to attack the root causes of poverty as described herein, and policy for the coordination, development, and reinforcement of programs and activities planned or conducted pursuant to the Economic Opportunity Act of 1964.

F. There shall be created an Executive Committee of the Council, with membership selected or elected from the membership of the Council, as provided by its By-Laws, but in any event, to consist of three numerically equal components: (a) city officials; (b) citizen and voluntary social agency representatives, and (c) representatives reflecting and representing the interests of the poverty-stricken areas in the City, plus the chief executive officer of the Council or the Council Corporation, as the case may be.

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The Executive Committee shall act for the Council between meetings, except as provided by the By-Laws or as directed by the Council.

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There shall be vested in the Executive Committee the authority to make recommendations to the Council on project applications, project review, project renewals and amendments, planning and programming. The Executive Committee will review the recommendations of the Planning and Coordination Committee provided for in Paragraph G, or as further or otherwise provided by direction of the Council or by the By-Laws of the Council or the Council Corporation, as the case may be.

G. There shall be a standing committee of the Council known as the Planning and Coordination Committee, whose members shall be members of the Council. This Committee shall pass expert judgment upon project applications and planning and programming proposals for all programs and activities under the Economic Opportunity Act of 1964. The evaluations and recommendation of this Committee shall be transmitted to the Executive Committee, except as otherwise provided by the By-Laws or directed by the Council or the Council Corporation, as the case may be.

The Council may employ such staff as it finds necessary for carrying out its functions and duties.



## ANTI-POVERTY OPERATIONS BOARD

A. The Poverty Operations Board created by Executive Order No. 114 is renewed in its existence by this Order, but shall be entitled the Anti-Poverty Operations Board (hereinafter referred to as the Board). Its duties and functions are modified as described herein.

13b:

B. It shall be a primary responsibility of the Board to encourage, promote, advance, and require to the full extent of its powers, the coordination of all government services which are directly related to the efforts against poverty; actively to seek the elimination of duplicating efforts, services and personnel; and to relate, to the maximum degree possible, the pertinent efforts of mayoral agencies to those of non-mayoral agencies such as the Board of Education, the Board of Higher Education, and the New York City Housing Authority. It shall also cals be the prime responsibility of the Board to maintain all necessary cass liaison with the Council, with neighborhood groups and with voluntary agencies, both City-wide and neighborhood, and to promotecome and arrange for the closest possible relationship of projects and programs funded or operated by the Board with those funded or operated pursuant to the Economic Opportunity Act of 1964.

C. In order to promote the purposes of Paragraph B, the Board is authorized to contract with the Economic Opportunity Corporation, described hereinafter, or with any voluntary agency or other organization, for the conduct of programs or performance of functions approved and funded by the Board. The Board shall encourage appropriate City Agencies to do likewise.

-6-

II.

D. The general purpose of the Board, as a City governmentadate entity, shall be to coordinate, supervise, plan and operate antipoverty activities in the City of New York financed by the City, State or Federal Government either through public or private agencies and groups, exclusive of activities conducted pursuant to the Economic Opportunity Act of 1964. E. The following individuals are continued as members of the Board: Paul R. Screvane, President of the City Council; James R. Dumpson, Commissioner of Welfare; Julius C. C. Edelstein, Executive Assistant for Program and Policy Planning; Herman Badillo, Commissioner of Relocation; Bernard E. Donovan, Acting Superintendent of Schools; William F. Shea, Budget Director; James R. McFadden, Acting Commissioner of Labor; Theodore H. Lang, Director of Personnel; Arthur J. Rogers, Executive Director of Youth Board; Milton Mollen, Coordinator of Housing; John V. Connorton, Deputy Mayor=City Administrator.

F. The officers of the Board and their functions are as follows:

- The Chairman of the Board (and Coordinator of Operations) shall be Mr. Paul R. Screvane. He shall serve as chief executive officer, be in control of staff and be responsible for the proper discharge of its functions.
- 2. The Vice-Chairman shall be Mr. James R. Dumpson, who will discharge Mr. Screvane's functions in his absence and such other functions as may be assigned to him.
- 3. The Executive Secretary of the Board shall be Mr. Julius C. C. Edelstein, who will prepare reports to the Mayor, and assist the Chairman in the discharge of the executive functions of the Board, as he may require.

G. The special functions and duties of the Board shall be:

-7-

1. To organize and arrange the organization of inter-agency task groups to undertake specific programs, or to perform specific planning or study tasks, to advance the purposes as set forth

in this Order.

2.

Under the direction of the Mayor, to supervise the allocation or expenditure of such monies as may be specifically allocated to the Anti-Poverty Program in the City Budget, or be allocated for the same purposes by agencies of the Federal or State Governments (unless these allocations are specifically earmarked for a particular city agency by the State agencies concerned), exclusive of funds allocated by the Federal Government under the Economic Opportunity Act of 1964. The Board is authorized to make recommendations to the Mayor, to the Board of Education or to other non-mayoral agencies, as appropelet riate, with regard to specific provisions in the budgets of such agencies and to specific programs being conducted by such agencies, as to the relationship of such budgeted items or programs to any phase of the anti-poverty effort.

3. To fund, to arrange for the operation of, or to operate such programs and activities as will advance the purposes of this Executive Order, in cases where such programs are not likely to be funded or operated under the terms of the Economic Opportunity Act of 1964, or, where having merit, as judged by the Board, such programs have failed to receive approval or funding under the terms of the Economic Opportunity Act of 1964.

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To exercise such supervisory and coordinating jurisdiction as the 4. City Government has or may have with regard to neighborhood action and planning groups and programs, including the negotiation of contracts and, subject to the direction of the Mayor, the allocation and channeling of funds allocated or appropriated for such purposes. The Board is authorized to represent the City Government with respect to a to any negotiations involving State, Federal or other grants to such neighborhood action groups, in regard to activities defined or re-

-8-

- ferred to in this Executive Order except for negotiations involving grants under the Economic Opportunity Act of 1964.
- To maintain contacts with, and cooperation between neighborhood 5. councils, agencies and groups through which programs and activities under the jurisdiction of the Board are being or are to be conducted.

Subject to the direction of the Mayor, the Board; or its Chairman, will submit and publish such reports as may further the purposes of this Executive Order.

-9-

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7. Subject to the authorization of the Mayor, the Board is directed to hire or otherwise secure such staff; obtain such space, and procure such other facilities as the Chairman may direct.

The Board will provide technical assistance or funds to agencies, neighborhood groups or organizations involved in planning, developing or operating programs which will advance the purposes of this Executive Order and the anti-poverty program.

#### III

## ECONOMIC OPPORTUNITY CORPORATION

A. The Anti-Poverty Operations Board is hereby directed to submit proposed legislation to the State Legislature creating a public corporation; to serve as the operational and administrative arm of the New York City Council Against Poverty. The Board of Directors of the Corporation shall consist of the eleven members of the Anti-Poverty Operations Board, designated in Paragraph II-E of this Order, and of six additional individuals including four representing and reflecting the interests of the "target population." The following non-governmental persons have been designated to serve as members of the Board of Directors of the Corporation, in addition to the eleven governmental officials, and they shall be so named in the proposed legislation creating the Corporation: Rev. John B. Ahearn, Archdiocesan Commission for Community Planning; Robert Carter, Esq., General Counsel; NAACP; Mrs. Almira Coursey, school teacher and executive member of the Central Brooklyn Coordinating Council; Joseph Monserrat, Director, Migration Department, Office of Commonwealth of Puerto Rico; Dr. Francisco Trilla, President,

Puerto Rican Forum; Joseph Willen, Executive Vice President, Federation of Jewish Philanthropies.

B. The functions of the Corporation will be as follows:

1. It shall serve as the administrative and operational arm of the New York City Council Against Poverty for federally financed anti-poverty programs under the Economic Opportunity Act of 1964 except for those programs otherwise assigned by decision of the Federal Government.

- 2. It shall coordinate, promote and stimulate specific programs or the planning for programs under the Economic Opportunity Act of 1964, under the overall policy guidance and direction of the Council.
- 3. Under the overall audit of the City Comptroller, the Corporation shall supervise the allocation or expenditure of such monies as may be granted or contracted to it by the Federal Government under the terms of the Economic Opportunity Act of 1964 for anti-poverty programs in the City.
- 4. The Corporation shall have coordinating and audit control over any programs conducted by neighborhood action and planning groups which are funded through the Corporation by grant pursuant to the Economic Opportunity Act of 1964.
- 5. The Corporation will be responsible for applying for and securing grants, allocations, loans or assignments of services or other aids under the terms of the Economic Opportunity Act of 1964, provided that nothing herein shall be construed to restrain direct applications by voluntary agencies, neighborhood groups, etc., to the Office of Economic Opportunity for direct grants or other aids, as authorized by federal law.
- 6. The Corporation shall be responsible for implementing those federally financed anti-poverty activities referred to in Paragraph 1 not otherwise assigned to other groups or agencies. This responsibility shall include leasing, acquiring, receiving and contracting for any real or personal property or any interest therein, necessary for implementation, operation and administration of these activities.
- 7. The Corporation shall be the employing and reimbursing entity, sub-

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ject to the policy directions and recommendations of the Community Committee as described in the Community Action Program, for all employees, agents, consultants, program enrollees and trainees employed bays or served in any anti-powerty activity described in Paragraph 1, except those delegated or contracted to other groups and agencies. The Corporation shall provide technical assistance to any agencies, neighborhood groups or organizations involved in planning, developing, put or operating programs which are, or are proposed for, assistance under the Economic Opportunity Act of 1964. Application for financial assistance under the Act will be submitted to the Corporation for technical review and any necessary technical assistance prior to being forwarded to Planning and Coordination Committee of the Council.

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Robert F. Wagner Mayor



#### APPENDIX A

### NEW YORK CITY COUNCIL AGAINST POVERTY

Sixteen additional persons will be named from the "target population" in the areas covered by the six Progress Centers, plus HARYOU-ACT and Mobilization for Youth. These members will be selected from the communities according to a procedure to be approved by the Council.

Dr. Arthur C. Logan, Chairman Health Insurance Plan Center

The Hon, Paul R. Screvane Vice Chairman President of City Council

The Rev John B. Ahern Commission for Community Planning

Mr. J. Alexander Allen Executive Director Urban League of Greater New York

The Rev. Anthony F. Antinello Assistant Superintendent of Schools Diocese of Brooklyn

The Hon. Herman Badillo Commissioner of Relocation

Mr. David Barry City Mission

Mr. Bertram Beck Mobilization for Youth

Mr. Graenum Berger Federation of Jewish Philanthropies of New York

Mr. Richard J. Bernhard

The Hon. Louis Broido Commissioner of Commerce and Industrial Development

Mr. John S. Burke, Jr. President

Dr. John V. Connorton Deputy Mayor - City Administrator

Mrs. Almira Coursey

Dr. Bernard Donovan Acting Superintendent of Schools

The Hon. James R. Dumpson Commissioner of Welfare

The Hon. Julius C. C. Edelstein Executive Assistant to the Mayor

Mr. Irving Mitchell Felt President, Federation of Jewish Philanthropies of New York

Msgr. Edmund Fogarty Department of Child Care Catholic Charities, Archdiocese of New York

Dr. Cecil Gloster Central Brooklyn Coordinating Council

Mr. Ralph C. Gross Executive Vice President Commerce & Industry Association of New York

Miss Helen M. Harris Executive Director United Neighborhood Houses

Rev. Edler G. Hawkins

B. Altman & Co.

Robert Carter, Esq. Counsel, NAACP

Mr. Winslow Carlton Chairman of the Board Mobilization for Youth

William Chisholm, Esq. Chairman of the Board Bedford-Stuyvesant Youth-in-Action Mrs. Thomas B. Hess

Mr. Maurice J. Hexter Vice President Federation of Jewish Philanthropies of New York

Dr. George James Commissioner of Health Dr. Robert Kennedy Catholic Charities

Mr. John J. Keppler Executive Vice President Federation of Protestant Welfare Agencies

Dr. Theodore H. Lang Director Department of Personnel

Mrs. Trude Lash Citizens Committee for Children

Mr. Gayle Lathrop Executive Vice President Young Men's Christian Association

The Hon. James J. McFadden Acting Commissioner Department of Labor

Mr. Joseph Monserrat Director Commonwealth of Puerto Rico

The Hon. Milton Mollen Coordinator of Housing & Development

Dr. George S. Moore President First National City Bank

Mr. Theodore Pearson President Federation of Protestant Welfare Agencies

Mrs. Jack I. Poses

Dr. Marvin E. Perkins Commissioner, New York City Mental Health Board Mr. Arthur J. Rogers Executive Director New York City Youth Board

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Dr. Gustave Rosenberg Chairman Board of Higher Education

The Hon, William F. Shea Director of the Budget

Mr. David Sher President, The Community Councilion of Greater New York

Mrs. George Stewart President Day Care Council of New York

Dr. Francisco Trilla Chairman, Board of Directors The Puerto Rican Forum

Dr. Ray E. Trussell Commissioner of Hospitals

Rev. M. Moran Weston St. Phillips Episcopal Church

Mr. Joseph Willen

Mrs. Mary Tarcher Director Legal Aid Society

Mrs. P. M. H. Savory







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

May 28,1965

EXECUTIVE ORDER NO. 141 - ADDENDUM

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUGJECT: FUNCTION AND COMPOSITION OF NEW YORK CITY COUNCIL AGAINST POVERTY, ECONOMIC OPPORTUNITY CORPORATION, AND ANTI-POVERTY OPERATIONS BOARD.

The effective date of Executive Order No. 141 is May 24, 1965.

ROBERT F. WAGNER



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-2-

Dr. Robert Kennedy Catholic Charities

Mr. John J. Keppler

Mr. Arthur J. Rogers Executive Director New York City Youth Board





June 18, 1965

EXECUTIVE ORDER NO. 142

- TO: FIRE DEPARTMENT PENSION FUND
- FROM: ROBERT F. WAGNER, MAYOR

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

Pursuant to the provisions of Administrative Code, section B19-4.2, subdivision b, as added by L. 1965 c. 382, the Mayor, by this Executive Order adopted prior to June 19, 1965 hereby directs that beginning with the first full payroll period following July 1, 1965 and ending with the payroll period immediately prior to that the first day of which is nearest to June 30, 1966, the deduction from the pay, salary or compensation of each member of the Fire Department Pension Fund, Article 1, made pursuant to the provisions of Article 1 of Title B of Chapter 19 of the Administrative Code, shall be reduced by 2-1/2 per centum of such pay, salary or compensation.

ROBERT F. WAGNER MAYOR





June 18, 1965

EXECUTIVE ORDER NO. 143

TO: FIRE DEPARTMENT PENSION FUND

FROM: ROBERT F. WAGNER, MAYOR

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

Pursuant to the provisions of Administrative Code, section B19-7.651, subdivision a, paragraph 3 as added by L. 1965, c. 382, the Mayor, by this Executive Order adopted prior to June 19, 1965, hereby directs that beginning with the first full payroll period following July 1, 1965 and ending with the payroll period immediately prior to that the first day of which is nearest to June 30, 1966, the contribution of each member of the Fire Department Pension Fund, Article 1-B made pursuant to section B19-7.65 of the Administrative Code, shall be reduced by 2-1/2 per centum of the compensation of such member.

ROBERT F. WAGNER Mayor





June 18, 1965

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- TO: POLICE DEPARTMENT PENSION FUND
- FROM: ROBERT F. WAGNER, MAYOR
- SUBJECT: REDUCTION OF CONTRIBUTIONS FOR MEMBERS OF THE POLICE PENSION FUND, ARTICLE 1

Pursuant to the provisions of Administrative Code section B18-3.2, Subdivision b, as added by L. 1965 c. 382, the Mayor, by this Executive Order adopted prior to June 19, 1965, hereby directs that beginning with the first full payroll period following July 1, 1965 and ending with the payroll period immediately prior to that, the first day of which is nearest to June 30, 1966, the deductions from the pay, salary or compensation of each member of the Police Pension Fund, Article 1, made pursuant to the provisions of Article 1 of Title B of Chapter 18 of the Administrative Code, shall be reduced by 2-1/2 per cent of such pay, salary or compensation.

ROBERT F. WAGNER Mayor





June 18, 1965

EXECUTIVE ORDER NO. 145

TO: POLICE DEPARTMENT PENSION FUND

FROM: ROBERT F. WAGNER, MAYOR

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

1. Pursuant to the provisions of Administrative Code section B18-22.1, subdivision a, paragraph 3, as added by L. 1965, c. 382, the Mayor, by this Executive Order adopted prior to June 19, 1965, hereby directs that beginning with the first full payroll period following July 1, 1965 and ending with the payroll period immediately prior to that, the first day of which is nearest to June 30, 1966, the contribution of each member of the Police Pension Fund, Article 2, made pursuant to subdivision b or e of section B18-22.0 of the Administrative Code, exclusive of any increase thereof pursuant to subdivisions c and d of such section B18-22.0 or any reduction thereof pursuant to subdivision one of section 138-b of the Retirement and Social Security Law, shall be reduced by 2-1/2 per cent of the compensation of such member.

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

ROBERT F. WAGNER MAYOR





June 18, 1965

XECUTIVE ORDER NO. 146

ALL CITY AGENCIES 20:

ROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSION-PROVIDING-FOR-INCREASED-TAKE-HOME PAY PLAN FOR MEMBERS OF THE NEW YORK CITY EMPLOYEES' RETIREMENT SYSTEM FOR THE 1965-1966 FISCAL YEAR

Pursuant to the provisions of Administrative Code, section 33-36.1, as last amended by Laws 1965, Ch. 382, the Mayor hereby directs by this executive order adopted prior to June 19, 1965, as follows:

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

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

> (b) wherever the word "sixty-three" appears in such subdivision j, the word "sixty-six" were substituted therefor:

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

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

Section 2. Effective during the period of time from and including the payroll period the first day of which is nearest to July 1, 1965 and to and including the payroll period immediately preceding that, the first day of which is nearest to June 30, 1966 (which total period of time is hereinafter referred to as the "1965-1966 increased takehome-pay period"), the governing provisions of subdivision 14 of such subdivision j, as hereby made applicable, and the provisions of subdivision g, h and i of such section B3-36.1 shall be applicable to and for the benefit of all other-than-authority-members of the New York City Employees' Retirement System, except as otherwise provided in Section 4 of this executive order.



-2-

xecutive Order No. 146

June 18, 1965

Section 3. The Mayor hereby designates five percent as the educed-rate-of-contribution factor to be used in computing the reduction f contributions of members entitled to benefits under the provisions of ection 2 of this executive order.

Section 4. (a) Except as otherwise provided in subdivision e of his section 4, the Mayor hereby designates for conditional exclusion from he benefits provided by sections 2 and 3 of this executive order:

(1) Any other-than-authority members of the New ork City Employees' Retirement System who are employed in positions or mployments:

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

(b) to which wage accord determinations made

(c) to which wage agreements approved by the mayor apply;

nd who received or were entitled to receive increased-take-home-pay enefits, pursuant to Administrative Code, section B3-36.1, on the last sy of the 1964-1965 increased-take-home-pay period (as defined in executive Order No. 94, issued on May 27, 1965), on the basis of a reducedate-of-contribution factor of two and one-half percent; and

(2) All members of the Uniformed Correction Force, as defined in Laws 1964, Chapter 954,

(b) The exclusions from applicability set forth in ubparagraphs (a) and (b) of paragraph (1) of subdivision a of this section 4 shall remain in effect with respect to each member so excluded, mless a prevailing rate determination or wage accord determination made rentered into after the date of this Executive Order specifically grants is such member the benefits provided by sections 2 and 3 of this Order, or all or a part of the 1965-1966 increased-take-home-pay period, by educing his contributions by a reduced-rate-of-contribution factor of 5%. in the event that such a prevailing rate determination or wage accord letermination shall be made or entered into as to any such members, the Mayor hall, pursuant to Administrative Code §E3-36.1, certify by execucive order a that the conditions precedent to applicability as to such members have been atisfied, and such benefits shall be applicable to such members at the rate if 5%, effective as of the date specified in such order, or if no such date a therein specified, then as of and beginning with the first day of the 1965-966 increased-take-home-pay period and extending to and including the last lay thereof .

(c) The exclusion from applicability set forth in subparagraph c) of paragraph (1) of subdivision a of this section 4 shall remain in offect with respect to each member so excluded, unless a wage agreement intered into after the date of this Executive Order specifically grants to luch member, for all or a portion of the 1965-1966 increased-take-home-pay beriod, the benefits provided by sections 2 and 3 of this Order, by reducing its contributions by a reduced-rate-of-contribution-factor of 5%. In the svent that such wage agreement specifically grants such benefits to any such members for all or a portion of such period of time the Mayor shall, pursuant to Administrative Code, §B3-36.1, certify by executive order that the



-3-

xecutive Order No. 146

June 18, 1965

onditions precedent to applicability with respect to the benefits so manted have been satisfied as to such members included within such greement, and such benefits shall be applicable to such members at the rate of 5%, effective as of the date and for the term specified in such order, or if no such date and term are therein specified, then as of ind beginning with the first day of the 1965-1966 increased-take-home-pay period and extending to and including the last day thereof.

(d) The exclusion from applicability set forth in maragraph (2) of subdivision a of this section 4 shall remain in effect except with respect to any member of the Uniformed Correction Force, is defined by Laws 1964, Ch. 954, who does not elect, within the time imited therefor by such Chapter 954, an optional plan of retirement sursuant to such Chapter. In the case of each such member who does not make such election, the Mayor shall, pursuant to Administrative Code, section B3-36.1, certify by executive order that the conditions precedent a co applicability as to such member have been satisfied, and the benefits of sections 2 and 3 of this Order shall be applicable to such member, with a reduced-rate-of-contribution factor of five per cent, effective from the commencement of the 1965-1966 increased-take-home-pay period. In the case of any such member who was a member of such Uniformed Correction Force immediately prior to July 1, 1965, such benefits shall be effective from the commencement of the 1965-1966 increased-take-home-pay period, and in the case of any such member who is appointed to such Uniformed Correction Force on or after July 1, 1965, such benefits shall be effective as of the date of the commencement of his membership in the New York City Employees' Retirement System or as of the date of the commencement of his service in the Uniformed Correction Force, whichever is later.

(e) Notwithstanding the foregoing provisions of this section 4, the benefits provided by section 2 of this order shall apply, with a reduced-rate-of-contribution factor of 2 1/2%, to each member conditionally excluded, under the provisions of subdivision a of this Section 4, from benefits computed on the basis of a reduced-rate-ofcontribution factor of 5%; unless the conditions of such exclusion are satisfied, as specified in the applicable provisions of subdivisions b,c and d of this Section 4, so as to entitle such member to the benefits provided by such section 2, with a reduced-rate-of-contribution factor of 5%.

(f) Notwithstanding the provisions of section 3 of this Order, the Mayor, pursuant to Laws 1965, Ch. 382, hereby designates two and one-half per cent as the reduced-rate-of- contribution factor to be used in computing the reduction of contributions, pursuant to section 2 of this Order, of members of the Uniformed Force of the Department of Sanitation, as defined in Subdivision a of Administrative Code, section B3-36.2.

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

MAYOR



June 18, 1965

EXECUTIVE ORDER NO. 147

TO: THE NEW YORK CITY TEACHERS' RETIREMENT SYSTEM

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY PLAN FOR MEMBERS OF THE NEW YORK CITY TEACHERS' RETIREMENT SYSTEM FOR THE 1965-1966 FISCAL YEAR.

Pursuant to the provisions of Administrative Code, § B20-41.1, subdivision i, as amended by Laws 1965, Ch. 382, the Mayor hereby elects by this executive order, adopted, prior to June 19, 1965, that beginning with the payroll period, the first day of which is nearest to July first of the City fiscal year 1965-1966, and ending with the payroll period immediately prior to that the first day of which is nearest to June 30 of such 1965-1966 fiscal year, the provisions of paragraph four of such subdivision i and the provisions of subdivisions e and f of such Section B20-41.1, shall be applicable to and for the benefit of all contributors to the New York City Teachers' Retirement System.

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ROBERT F. WAGNER MAYOR





June 18, 1965

EXECUTIVE ORDER NO. 148

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TO: APPELLATE DIVISION, FIRST DEPARTMENT AND FIRST

JUDICIAL DISTRICT RETIREMENT FUND

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY PLAN FOR MEMBERS OF THE APPELLATE DIVISION, FIRST DEPARTMENT AND FIRST JUDICIAL DISTRICT RETIRIEMENT FUND FOR THE ONE-YEAR PERIOD BEGINNING JULY 1, 1965

1. Pursuant to the provisions of subd. 9 of Section 108 of the Judiciary Law, as added by L. 1965, c. 382, the Mayor elects to provide that the deduction from the salary or compensation of any employee or officer made pursuant to Section 108 of the Judiciary Law, need not be made and that no contribution in lieu thereof need be made during the

one-year period commencing with July first, nineteen hundred sixty-five.

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

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ROBERT F. WAGNER MAYOR





June 18, 1965

EXECUTIVE ORDER NO. 149

TO: THE COMMISSIONER OF SANITATION

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY PLAN FOR MEMBERS OF THE RELIEF AND PENSION FUND OF THE DEPARTMENT OF STREET CLEANING FOR THE ONE-YEAR PERIOD BEGINNING JULY 1, 1965

Pursuant to the provisions of Section G51-3.4 of the Administrative Code, as amended by Chapter 382 of the Laws of 1965, the Mayor hereby elects to provide that the deduction from the pay, salary or compensation of any member of the Relief and Pension Fund of the Department of Street Cleaning, made pursuant to the provisions of Section G51-3.0, par. 2 of the Administrative Code, shall be reduced to zero per centum instead of three per centum during the one-year period commencing with July first, nineteen hundred sixty-five.

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



ROBERT F. WAGNER M A Y O R



June 18, 1965

EXECUTIVE ORDER NO. 150

- TO: THE BOARD OF ESTIMATE AND THE COMMISSIONER OF HEALTH
- FROM: ROBERT F. WAGNER, MAYOR
- SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME PAY PLAN FOR MEMBERS OF THE HEALTH DEPARTMENT PENSIONS FUND FOR THE ONE-YEAR PERIOD BEGINNING JULY 1, 1965

Pursuant to the provisions of Administrative Code, Section G51-53.4, as amended by L. 1965, c. 382, the Mayor hereby elects to provide that the deduction from the pay, salary, or compensation of each member of the Health Department Pension Fund made pursuant to Section G51-53.0 of the Administrative Code need not be made and that no contribution in lieu thereof need be made by any such member during the one-year period commencing with July first, nineteen hundred sixty-five.

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

ROBERT F. WAGNER

MAYOR



June 18, 1965

EXECUTIVE ORDER NO. 151

TO: THE NEW YORK CITY HOUSING AUTHORITY FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY PLAN FOR MEMBERS, OFFICERS AND EMPLOYEES OF THE NEW YORK CITY HOUSING AUTHORITY FOR THE 1965-1966 FISCAL YEAR

Pursuant to Section B3-36.1 of the Administrative Code, as last amended by Laws 1965, Ch. 382, I hereby approve the annexed resolution of the New York City Housing Authority adopted by such Authority on June 16, 1965.

Aut Thoque

ROBERT F. WAGNER

MAYOR



RESOLUTION AUTHORIZING FOR THE 1965-1966 FISCAL YEAR INCREASED-TAKE-HOME-PAY BENEFITS FOR MEMBERS, OFFICERS AND EMPLOYEES OF THE AUTHORITY BY REDUCING THEIR CONTRIBUTION TO THE NEW YORK CITY EMPLOYEES' RETIREMENT SYSTEM

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

Section 1. (a) This resolution is adopted pursuant to the provisions of Administrative Code Section B3-36.1, as amended by Chapter 382 of the Laws of 1965.

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

- (1) wherever the word "sixty-two" appears in such subdivision j, the word "sixty-five" were substituted therefor;
- (2) wherever the word "sixty-three"
   appears in such subdivision j,
   the word "sixty-six" were sub stituted therefor;
- (3) wherever "board of estimate" is referred to in such subdivision j, the word "mayor" were substituted therefor;
- (4) wherever such subdivision refers to adoption of a resolution by the board of estimate, such subdivision instead referred to adoption of an executive order by the mayor.

Section 2. From and including the payroll period the first day of which is nearest to July 1, 1965 to and including the payroll period immediately prior to that the first day of which is nearest to June 30, 1966, the benefits provided by the governing provisions of paragraph 14 of subdivision j, and the provisions of subdivisions g, h and i of Administrative Code Section B3-36.1, as amended, shall, except as hereinafter provided, be applicable to



and for the benefit of all Members, officers and employees of the Authority who are members of the New York City Employees' Retirement System, the reduced-rate-of-contribution factor to be five per centum.

Section 3. (a) Except as otherwise provided in subdivision (c) of this section 3, the Authority hereby designates for conditional exclusion from the benefits provided by section 2 of this resolution all members of the Housing Police Service.

(b) The exclusion from applicability set forth in subdivision (a) above shall remain in effect except with respect to any member of the Housing Police Service who does not elect within the time limited therefor by Chapter 971 of the Laws of 1964 an optional plan of retirement pursuant to such Chapter. In the case of each such member who does not make such election the Authority will, pursuant to Administrative Code Section B3-36.1, as amended, certify by resolution, approved by the Mayor, that the conditions precedent to applicability as to such member have been satisfied and the benefits of section 2 of this resolution shall be applicable to such member with a reduced-rate-of-contribution factor of five per centum. In the case of any such member who was a member of the Housing Police Service immediately prior to July 1965, such benefits shall be effective from the commencement of the payroll period the first day of which is nearest to July 1, 1965, and in the case of any such member who was appointed to the Housing Police Service on or after July 1, 1965, such benefits shall be effective as of the date of commencement of membership in the New York City Employees' Retirement System, or as of the commencement of his service in the Housing Police Service, whichever is later.

(c) Notwithstanding the foregoing provisions of this section 3, the benefits provided by section 2 of this resolution shall apply, with a reduced-rate-of-contribution factor of two and one-half per centum, to each member conditionally excluded under subdivision (a) of this section 3 from the benefits provided by section 2 of this resolution, provided, however, that in the case of any such member who was in such Housing Police Service on June 27, 1965 and who elects within the time limited therefor, an optional plan of retirement pursuant to such Chapter 971, such benefits shall apply with a reduced-rate-of-contribution factor of five per centum for the period commencing June 27, 1965 and ending . June 30, 1965.



Section 4. The provisions of this resolution shall not imply any obligation, commitment or promise that the benefits herein granted shall be continued beyond the termination date thereof, as hereinabove prescribed.

Section 5. The Controller of the Authority is hereby authorized and directed to do and perform all acts necessary to carry out and implement this resolution.

the Mayor of the City of New York.

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June 18, 1965

EXECUTIVE ORDER NO. 152

TO:	THE NEW YORK CITY TRANSIT AUTHORITY
FROM:	ROBERT F. WAGNER, MAYOR
UBJECT:	PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY-PLAN FOR OFFICERS AND EMPLOYEES OF THE NEW YORK CITY TRANSIT AUTHORITY FOR THE 1965-1966 FISCAL YEAR.

Pursuant to Section B3-36.1 of the Administrative Code, as last amended by Laws 1965, Ch. 382, I hereby approve the annexed resolution of the New York City Transit Authority adopted by such Authority on June 16, 1965.

lican WAGNER

MAYOR





# NEW YORK CITY TRANSIT AUTHORITY 370 JAY STREET BROOKLYN, N.Y. 11201

TELEPHONE ULSTER 2-5000

MEMBERS MEPH E. O'GRADY, CHAIRMAN N J. GILHOOLEY MEL T. SCANNELL WALTER L. SCHLAGER, JR. GENERAL MANAGER SIDNEY BRANDES GENERAL COUNSEL LLOYD PETERSON SECRETARY

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June 16, 1965

From: New York City Transit Authority

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

Subject: Approval of Transit Authority Resolution for Pensions-Providing-for-Increased-Take-Home-Pay

Transmitted herewith for your approval, in accordance with Administrative Code, §B3-36.1, is a certified copy of a resolution adopted this day by this Authority, granting pensions-providing-for-increased-take-home-pay for certain officers and employees of this Authority who are members of the New York City Employees' Retirement System.

Your approval is respectfully requested.

NEW YORK CITY TRANSIT AUTHORITY By

LLOYD PETERSON

Lloyd Peterson Secretary



WHEREAS, a chapter of the Laws of 1965 amended the Administrative Code in relation to the New York City Employees' Retirement System so as to authorize the New York City Transit Authority to provide a pensions-providing-forincreased-take-home-pay plan, during the fiscal year 1965-1966, for its officers and employees who are members of said retirement system; and

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

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

- For the purposes of this resolution, the provisions of subdivision j of section B3-36.1 of the Administrative Code shall apply, subject to the terms and conditions specified in this resolution, in the same manner, to the same extent and with the same force and effect as if:
  - (a) wherever the word "sixty-two" appears in such subdivision j, the word "sixty-five" were substituted therefor;
  - (b) wherever the word "sixty-three" appears in such subdivision j, the word "sixty-six" were substituted therefor;
  - (c) wherever "board of estimate" is referred to in such subdivision j, the word "mayor" were substituted therefor; and
  - (d) wherever such subdivision refers to adoption of a resolution by the board of estimate, such subdivision instead referred to adoption of an order by the Mayor.
- 2. Effective during the period of time from and include the payroll period the first day of which is nearest to July 1, 1965 and to and including the payroll period immediately preceding that, the first day of



which is nearest to June 30, 1966 (which total period of time is hereinafter referred to as the "1965-1966 increased-take-home-pay period"), the governing provisions of subdivision 14 of such subdivision j, as hereby made applicable, and the provisions of subdivisions g, h and i of such section B3-36.1 shall be applicable to and for the benefit of all officers and employees of the Transit Authority who are members of the New York City Employees' Retirement System, except as otherwise provided in paragraph 4 of this resolution.

3. The Authority hereby designates five percent as the reduced-rate-of-contribution factor to be used in computing the reduction of contributions of members entitled to benefits under the provisions of paragraph 2 of this resolution; provided, however, that in the case of each member of the Uniformed Transit Police Force who has elected an optional retirement plan pursuant to Section B3-36.3 of the Administrative Code, such reduced-rate-of-contribution factor shall be two and one-half percent.

- 4. (A) Except as otherwise provided in subparagraph (C) of this paragraph 4, the Authority hereby designates for conditional exclusion from the benefits provided by paragraphs 2 and 3 of this resolution, all members:
  - who are subject to prevailing rate determinations made within the purview of section 220 of the Labor Law, or
  - (2) to whom wage accord determinations made by the City Comptroller apply;

and who received or were entitled to receive increased-take-home-pay benefits, pursuant to Administrative Code, section B3-36.1, on the last day of the 1964-1965 increased-take-home-pay period (as defined in the resolution of this Authority dated May 26, 1964), on the basis of a reducedrate-of-contribution factor of two and one-half



- (B) The exclusions from applicability set forth in subparagraph (A) of this paragraph 4 shall remain. in effect with respect to each member so excluded, unless a prevailing rate determination or wage accord determination made or entered into after the date of this resolution specifically grants to such member the benefits provided by paragraphs 2 and 3 of this resolution, for all or a part of the 1965-1966 increased-take-home-pay period, by reducing his contributions by a reduced-rate-ofcontribution factor of five percent. In the event that such a prevailing rate determination or wage accord determination-is made or entered into as to any such members, the Authority shall, pursuant to Administrative Code, section B3-36.1, certify by resolution approved by the Mayor that the conditions precedent to applicability as to such members have been satisfied, and such benefits should be applicable to such members at the rate of five percent, effective as of the date specified in such resolution, or if no such date is therein specified, then as of and beginning with the first day of the 1965-1966 increased-take-home-pay period and extending to and including the last day thereof.
- (C) Notwithstanding the foregoing provisions of this paragraph 4, the benefits provided by paragraph 2 of this resolution shall apply, with a reducedrate-of-contribution factor of two and one-half percent, to each member conditionally excluded, under provisions of subparagraph (A) of this paragraph 4, from benefits computed on the basis of a reduced-rate-of-contribution factor of five percent; unless the conditions of such exclusion are satisfied, as specified in the applicable provisions of subparagraph (B) of this paragraph 4, so as to entitle such member to benefits provided by paragraph 2, with a reduced-rate-of-contribution factor of five percent.
- 5. The provisions of this resolution shall not imply any obligation, commitment or promise that benefits herein granted or provided for shall be



continued beyond the termination date thereof, as herein prescribed.

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

NEW YORK CITY TRANSIT AUTHORITY By

> Lloyd Peterson Secretary June 16, 1965

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

June 18, 1965

EXECUTIVE ORDER NO. 153

TTO: THE TRIBOROUGH BRIDGE AND TUNNEL AUTHORITY

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PENSIONS-PROVIDING-FOR-INCREASED-TAKE-HOME-PAY PLAN FOR OFFICERS AND EMPLOYEES OF THE TRIBOROUGH BRIDGE AND TUNNEL AUTHORITY FOR THE 1965-1966 FISCAL YEAR

Pursuant to Section B3=36.1 of the Administrative Code, as last amended by Laws 1965, ch. 382, I hereby approve the annexed resolution of the Triborough Bridge and Tunnel Authority adopted by such Authority on June 18, 1965.

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ROBERT F. WAGNER MAYOR



# TRIBOROUGH BRIDGE AND TUNNEL AUTHORITY

TRIBOROUGH STATION, BOX 35

NEW YORK, N. Y. 10035 TELEPHONE TRAFALGAR 6-9700

MEMBERS: ROBERT MOSES, CHAIRMAN GEORGE V. MCLAUGHLIN, VICE CHAIRMAN WILLIAM J. TRACY, VICE CHAIRMAN

ER J. REIDY UTIVE DIRECTOR IR S. HODGKISS XECUTIVE DIRECTOR ILM S. LEBWOHL COUNSEL LINE MCKNIGHT HECRETARY

June 18, 1965

Hon. Robert F. Wagner Mayor of The City of New York City Hall New York, N.Y. 10007

Dear Sir:

Enclosed are certified copies of two resolutions adopted by the Board of the Triborough Bridge and Tunnel Authority on June 18, 1965 with reference to pension fund contributions for employees of the Authority.

Pursuant to Chapter 382 of the Laws of 1965, these resolutions require the approval of the Mayor before the election of Triborough Bridge and Tunnel Authority to participate in the increase in take-home pay provided for Members of The New York City Employees' Retirement System can become effective. Similar resolutions were approved by Executive Order of the Mayor in 1964.

Very truly yours,

/s/ ARTHUR S. HODGKISS

Arthur S. Hodgkiss Deputy Executive Director

Enclosures



RESOLVED, That pursuant to the provisions of subdivision j, paragraph 7 of Section B3-36.1 of the Administrative Code of The City of New York as added by Chapter 787 of the Laws of 1962, as amended by subdivision m of the said Section of the said Code, Triborough Bridge and Tunnel Authority hereby elects to provide by this resolution adopted prior to June 19, 1965:

(1)

that the governing provisions of paragraph 14 of subdivision j, with a reduced rate of contribution factor of 5%, and subdivisions g, h and i of Section B3-36.1 of the Administrative Code shall apply to and for the benefit of all members of the New York City Employees' Retirement System who are officers or employees of Triborough Bridge and Tunnel Authority, except that there shall be excluded from such application all officers and employees of the Authority employed in the titles of Bridge and Tunnel Officer, Bridge and Tunnel Sergeant, Bridge and Tunnel Lieutenant, Bridge and Tunnel Captain, Assistant Bridge Operator, Assistant Bridge and Tunnel Maintainer, Bridge and Tunnel Maintainer, Cleaner, (men), Laborer, Garage Helper, General Mechanic, Handyman (Grade 2), Motor Vehicle Operator and Senior Bridge and Tunnel Maintainer, unless prior to July 1, 1965 the Authority approves and executes a collective bargaining agreement or collective bargaining agreements providing for specific grants to such excluded officers and employees of the benefits provided . in this paragraph (1). In the event that such collective bargaining agreement or agreements shall be approved and executed as hereinabove provided, the benefits provided in this paragraph (1) shall be applicable to such members of such retirement system who are affected thereby beginning on the date or dates specified in such collective bargaining agreement or agreements, which date or dates shall be selected in conformity with the applicable provisions of such subdivision j and shall be set forth in the applicable certifying resolution of the Authority.



(2) that pursuant to the provisions of Section B3-36.1 of the Administrative Code, the exclusion under paragraph (1) of this resolution of officers and employees of Triborough Bridge and Tunnel Authority employed in the titles therein set forth is hereby declared to be conditional and shall remain in effect unless the conditions for termination of such exclusion are satisfied as prescribed in such paragraph (1); and be it further

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

I hereby certify that the foregoing is a true and exact copy of a Resolution adopted by Triborough Bridge and Tunnel Authority at its meeting held on June 18, 1965.

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

June 18, 1965

EXECUTIVE ORDER NO. 154

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

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: INCREASED-TAKE-HOME-PAY-BENEFITS, FOR THE 1965-1966 FISCAL YEAR, FOR OFFICERS AND EMPLOYEES OF THE TRIBOROUGH BRIDGE AND TUNNEL AUTHORITY, THE NEW YORK PUBLIC LIBRARY, THE BROOKLYN PUBLIC LIBRARY, AND THE QUEENS BOROUGH PUBLIC LIBRARY WHO ARE MEMBERS OF THE NEW YORK STATE EMPLOYEES " RETIREMENT SYSTEM.

1. I hereby approve the annexed resolution of the Triborough Bridge and Tunnel Authority electing, as a participating employer, to provide increased take home pay benefits to officers and employees of such Authority who are members of the New York State Employees' Retirement System, beginning with the payroll period commencing on March 24, 1965, and the annexed resolutions of the New York Public Library, the Brooklyn Public Library and the Queens Borough Public Library whereby such Libraries elect as participating employees, to provide increased-take-home-pay-benefits to officers and employees of such Libraries who are members of the New York State

Employees' Retirement System, beginning with the payroll period specified in such resolutions.

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



# TRIBOROUGH BRIDGE AND TUNNEL AUTHORITY

TRIBOROUGH STATION, BOX 35

NEW YORK, N. Y. 10035 TELEPHONE TRAFALGAR 6-9700

MEMBERS: ROBERT MOSES, CHAIRMAN GEORGE V. MCLAUGHLIN, VICE CHAIRMAN WILLIAM J. TRACY, VICE CHAIRMAN

ETER J. REIDY GUTIVE DIRECTOR HUR S. HODGKISS EXECUTIVE DIRECTOR IAM S. LEBWOHL COUNSEL ELINE MCKNIGHT SECRETARY

June 18, 1965

Hon. Robert F. Wagner Mayor of The City of New York City Hall New York, N.Y. 10007

Dear Sir:

Enclosed are certified copies of two resolutions adopted by the Board of the Triborough Bridge and Tunnel Authority on June 18, 1965 with reference to pension fund contributions for employees of the Authority.

Pursuant to Chapter 382 of the Laws of 1965, these resolutions require the approval of the Mayor before the election of Triborough Bridge and Tunnel Authority to participate in the increase in take-home pay provided for Members of The New York City Employees' Retirement System can become effective. Similar resolutions were approved by Executive Order of the Mayor in 1964.

Very truly yours,

/s/ ARTHUR S. HODGKISS

Arthur S. Hodgkiss Deputy Executive Director

Enclosures



RESOLVED, That pursuant to provisions of subdivision c, and within the conditions set forth in subdivision a of Section 70-a of the Retirement and Social Security Law as amended by Chapter 25 of the Laws of 1965, Triborough Bridge and Tunnel Authority hereby elects as a participating employer in the New York State Employees' Retirement System to continue to make contributions to the pension accumulation fund for the purpose of providing death benefits and pensions-providingfor-increased-take-home-pay on the basis of a reduction, pursuant to such section, of the contributions of each member by five per centum (5%) of his compensation; and be it further

RESOLVED, That such reduction in each member's rate of contribution shall take effect beginning with the payroll period beginning March 24, 1965, it being the intent of this resolution that the reductions in the contribution of such members hereby provided pursuant to Chapter 25 of the Laws of 1965, shall succeed without interruption, the reductions provided for such members, pursuant to Chapters 185 and 186 of the Laws of 1964, by the resolution of the Authority, approved by Executive Order No. 102 of the Mayor of The City of New York dated May 27, 1964.

I hereby certify that the foregoing is a true and exact copy of a Resolution adopted by Triborough Bridge and Tunnel Authority at its meeting held on June 18, 1965.

Malline. Mi Kaikt Secretary



# BROOKLYN PUBLIC LIBRARY

GRAND ARMY PLAZA . BROOKLYN, N. Y. 11238 . STERLING 9-1212

June 11, 1965

The Honorable Robert F. Wagner, Mayor City of New York City Hall New York, New York 10007

Dear Mayor Wagner:

Following is the resolution approved by the Board of Trustees of the Brooklyn Public Library at a regular meeting on May 18, 1965.

BE IT RESOLVED,

That pursuant to the provisions of Section 70-a of the Retirement and Social Security Law, as amended by L. 1965, Ch. 25, The Board of Trustees of the Brooklyn Public Library does hereby elect as a participating employer with respect to the New York State Employees' Retirement System to make contributions to the pension accumulation fund pursuant to such Section 70-a, as so amended, for the purpose of providing death benefits and pensions-providing for-increased-take-homepay; on the basis of a reduction, pursuant to such section, of the contributions of each member by five per centum of bis compensation; and be it further

RESOLVED THAT such reductions, pursuant to such Section 70-a, as so amended, in the contributions of members of such Retirement System in the employ of the Brooklyn Public Library, shall be made beginning with the pay roll period commencing on April 1, 1965; it being the intent of this resolution that the reductions in the contributions of such members provided, pursuant to L. 1965, Ch. 25, shall succeed without interruption, the reductions provided for such members, pursuant to L. 1964, Chs. 185 and 186, by the resolution of this Board of Trustees approved by Executive Order No. 102 issued by the Mayor on May 27, 1964.

Charles J. Mylod

Charles J. Mylo President



Honorable Robert F. Wagner, Mayor

June 11, 1965 Page two

THIS IS TO CERTIFY that the foregoing is a true copy of the resolution approved by the Board of Trustees of the Brooklyn Public Library at its regular meeting on May 18, 1965 and that the foregoing signature is that of the President of the Board, Charles J. Mylod.

Aulan Mur

William C. Mattison Secretary





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# EENS BOROUGH PUBLIC LIBRARY

89-14 PARSONS BOULEVARD - JAMAICA 32 NEW YORK HAROLD W. TUCKER - CHIEF LIBRARIAN

April 15, 1965

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

> At a regular meeting of the Board of Trustees of the Queens Borough Public Library, held at Jamaica, New York, on Thursday, April 15, 1965 the following action was taken:

(EXTRACT FROM MINUTES)

BE IT RESOLVED, That pursuant to the provisions of Section 70-a of the Retirement and Social Security Law, as amended by L. 1965, c. 25, the Board of Trustees of the Queens Borough Public Library does hereby elect as a participating employer with respect to the New York State Employees' Retirement System to make contributions t) the pension accumulation fund pursuant to such Section 70-a, as so amended, for the purpose of providing death benefits and pensions-providing-for-increased-take-home-pay, on the basis of a reduction, pursuant to such section, of the contributions of each member by five per centum of his compensation; and be it further

RESOLVED, that such reductions, pursuant to such Section 70-a, as so amended, in the contributions of members of such Retirement System in the employ of the Queens Borough Public Library, shall be made beginning with the payroll period commencing on April 1, 1965; it being the intent of this resolution that the reductions in the contributions of such members hereby provided, pursuant to L. 1965, c. 25, shall succeed without interruption, the reductions provided for such members, pursuant to L. 1964, chs. 185 and 186, by the resolution of this Board of Trustees approved by Executive Order #102 issued by the Mayor on May 27, 1964.

A TRUE COPY President ATTESTED TO BY:



# The Trustees of The New York Public Library

Astar, Lenox and Tilden Foundations

#### OFFICE OF THE SECRETARY FIFTH AVENUE & 42ND STREET New York 18, N. Y.

May 13, 1965

Mr. Bernard Friedlander Corporation Counsel's Office Room 1649, Municipal Building New York, N. Y.

Dear Mr. Friedlander:

This is to certify that the Trustees of The New York Public Library, at a meeting on May 12, 1965 at which a quorum was present, adopted the following resolution:

BE IT RESOLVED, That pursuant to the provisions of . Section 70-a of the Retirement and Social Security Law, as amended by L. 1965, ch. 25, The Board of Trustees of The New York Public Library does hereby elect as a participating employer with respect to the New York State Employees' Retirement System to make contributions to the pension accumulation fund pursuant to such Section 70-a, as so amended, for the purpose of providing death benefits and pensions-providing-for-increased-take-home-pay, on the basis of a reduction, pursuant to such section, of the contributions of each member by five per centum of his compensation; and be it further

RESOLVED, That such reductions, pursuant to such Section 70-a, as so amended, in the contributions of members of such Retirement System in the employ of The New York Public Library, shall be made beginning with the payroll period commencing on April 1, 1965 in the case of such members who are on monthly payrolls, and shall be made beginning with the payroll period commencing on April 12, 1965 in the case of such members who are on bi-weekly payrolls, it being the intent of this resolution (a) that the reductions in the contributions of such members hereby provided, pursuant to L. 1965, ch.425, shall succeed without interruption, the reductions provided for such members, pursuant to L. 1964, chs. 185 and 186, by the resolution of this Board of Trustees



May 13, 1965

Mr. Bernard Friedlander Corporation Counsel's Office

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approved by Executive Order No. 102 issued by the Mayor on May 27, 1964; and (b) to recognize for the purpose of providing such reductions without interruption, that where any such member was shifted from a monthly payroll basis to a bi-weekly payroll basis during the period of effectiveness of such resolution approved by Executive Order No. 102, such reductions under such resolution terminated with respect to such member as of April 11, 1965.

Very truly yours,

telahabu Bethuel M. Webster

Secretary

BMW/rl+







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

June 24, 1965

EXECUTIVE ORDER NO. 155

TO:	HEADS OF ALL DEPARTMENTS AND AGENCIES
FROM:	ROBERT F. WAGNER, MAYOR
SUBJECT:	CONTINUATION OF SALARY ADJUSTMENT PLAN

The salary adjustment plan adopted by the Board of Estimate on June 21, 1962 (Cal. No. 525) for the 1962-1963 fiscal year is hereby continued for the 1965-1966 fiscal year, including the same terms and conditions. In addition to the City employees covered by the plan, the salary adjustment plan is continued for officers and employees of public authorities, Board of Education and Higher Education, the Community Colleges, the Cultural Institutions and including prevailing rate employees of the American Museum of Natural History, provided such agencies provide the necessary funds from their existing appropriations.

ROBERT F. WAGNER MAYOR





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

June 18, 1965

EXECUTIVE ORDER NO. 156

TO: THE BOARD OF EDUCATION

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: MENSIONS - PROVIDING-FOR-INCREASED TAKE-HOME-PAY PLAN FOR MEMBERS OF THE BOARD OF EDUCATION RETIREMENT SYSTEM FOR THE 1965-1966 FISCAL YEAR

Pursuant to Section 2575, subdivision 7 of the Education Law, as added by Laws 1965, Ch. 382, I hereby approve the annexed resolution of the Board of Education, adopted on June 14, 1965, amending the provisions governing the Board of Education Retirement System to the extent necessary to put into effect a pensions-providing-for-increased-take-home-pay plan for the fiscal year 1965-1966 analogous to that authorized by Laws 1962, Ch. 787.

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ROBERT F. WAGNER M A-Y O R



TO THE BOARD OF EDUCATION:

June 14, 1965

Mrs. Shapiro and Gentlemen:

## Re: BOARD OF EDUCATION RETIREMENT SYSTEM

## I present the following preambles and resolutions:

WHEREAS, Chapter 38 V of the Laws of 1965 authorized the Board of Education to adopt a resolution amending the provisions governing the Board of Education Retirement System to the extent necessary to put into effect a pension-providing-forincreased-take-home-pay plan analagous to that authorized for the fiscal year 1962-1963 by Chapter 787 of the Laws of 1962 which resolution shall not take effect until and unless it is approved by the Mayor of the City of New York; and

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

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

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

a. Beginning with the payroll period the first day of which is nearest to July first, mineteen hundred sixty-one, and ending with the payroll period immediately prior to that, the first day of which is nearest to June thirtieth, nineteen hundred sixty-/five/six, the contribution of each member, other than any member excluded under the terms of subdivision h or subdivision i of this section, and other than any member with respect to whom it is otherwise provided in subdivisions j. /and/ k and 1 of this section, to the annuity savings fund, exclusive of any increase intereof made pursuant to section four-a, the second and ninth unnumbered paragraphs of Subdivisions (one) of section eight, or Subdivision (five) of section ten, and before any reduction thereof pursuant to Subdivision one of section one hundred thirty-eight-b of the retirement and social security law, shall be reduced by an amount equal to five percentum of his compensation. If such rate of contribution exclusive of any increase thereof made pursuant to section four-a, the second and minth unnumbered paragraphs of Subdivision (one) of section eight, or Subdivision (five) of section ten, and before reduction thereof pursuant to Subdivision one of cection one hundred thirty-eight-b of the retirement and social security law, and before reduction thereof pursuant to the provisions of this section, is equal to or less than five percentum, such rate shall be discontinued. The methods of computation and the deductions from compensation prescribed by the third, fourth, fifth, sixth, seventh, eighth, tenth and eleventh unnumbered paragraphs of Subdivision (one) of section eight, Subdivision (four) of section eleven, Subdivision (five) of section twelve and Subdivision (five) of section fourteen shall be appropriately modified in the case of a member for whom a rate of contribution is otherwise fixed pursuant to this subdivision.



#### Page 2

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

c. On retirement of such member, pursuant to the provisions of subdivision (two) section ten, subdivision (five) or (six) of section eleven or sections twelve, urteen, sixteen or eighteen of these rules and regulations, such member shall scive, in addition to the pension to which he may be entitled under any such mtion, a pension-providing-for-increased-take-home-pay, which is the actuarial mivalent of the reserve-for-increased-take-home-pay to which he may then be entitled. on the death of any such member under such circumstances that an ordinary death mefit is payable under the provisions of section twenty of these rules and regulaons, an amount equal to the reserve-for-increased-take-home-pay, if any, sumulated with respect to such member shall be paid to his estate, or if any meficiary has been designated by him to receive any payment of an ordinary death mefit pursuant to the provisions of such section twenty, to such beneficiary. ion the death of any such member under such circumstances that an accidental death mefit is payable under the provisions of section twenty-one of these rules and julations, the reserve for increased-take-home-pay, if any, accumulated with spect to such member shall be paid in a lump sum to the dependent or dependents as when the pension is credited by the retirement board under the provisions of ntion twenty-one of these rules and regulations. Where more than one dependent is unted such a pension, under the provisions of such section twenty-one, such lump a payment shall be distributed among such dependents in the same proportions as ith jension. On the retirement of any such member or upon his death in the permance of duty, the reserve-for-increased-take-home-pay accumulated in the "tingent reserve fund with respect to such member shall be transferred to the usion reserve fund.

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

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

#### Page 3

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

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

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

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

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

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

(2) any member who received benefit under subdivision h of section 23 of these rules and regulations but does not receive the benefits of this section in the cordance with the terms of sub-items (a), (b) or (c) of item (1) of this sublivision h; provided however, that any such member described in this item (2) shall continue to receive the benefit granted pursuant to subdivision h of section 28 of these rules and regulations during the period, beginning with the payroll period, the first day of which is nearest to July first, nineteen hundred and sixty-one and ending with the payroll period immediately prior to that the first day of which is nearest to June thirtieth, nineteen hundred sixty-two. i. The provisions of this section, with respect to the period beginning with the payroll period, the first day of which is nearest to July first; nineteen hundred sixty-two and ending with the payroll period immediately prior to that the first day of which is nearest to June thirtieth, nineteen hundred sixty-three, shall not apply to:

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

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

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

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

j. Any member who received or was entitled to receive benefits under this

#### Page 4

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

#### Page 5

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

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

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

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

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

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

4, 1965

true copy of a report and resolution (s)

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Respectfully submitted,





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



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

June 23, 1965

EXECUTIVE ORDER NO. 157

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: ESTABLISHMENT OF THE POSITION OF COORDINATOR OF EXECUTIVE PROGRAM AND POLICY PLANNING

In order to assist me in properly carrying out the many functions of my office, I have established the position of Coordinator of Executive Program and Policy Planning.

The Coordinator shall report directly to the Mayor.

He shall perform such duties, in cooperation with the two Deputy Mayors, as the Mayor may assign.

I have designated Julius C. C. Edelstein to fill the position of Coordinator of Executive Program and Policy Planning.

It is anticipated that the Coordinator will receive the full cooperation of all concerned. Any assignments made by Executive Order to the Executive Assistant for Policy and Program Planning shall be transferred to this new office.

Robert Hagner.

ROBERT F. WAGNER Mayor



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

June 28, 1965

EXECUTIVE ORDER NO. 158

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: DEPUTY MAYORS' RESPONSIBILITIES

Pursuant to the provisions of Section 3 of the New York City Charter, there are hereby established two offices in the Office of the Mayor:

- 1. Executive Office
- 2. Office of Administration

Each of such offices shall be headed by a Deputy Mayor who shall be referred to respectively as the Deputy Mayor for the Executive Office and the Deputy Mayor for Administration.

I. Duties and Responsibilities of the Deputy Mayor for the Executive Office.

A. He shall have the responsibility for the supervision of all activities of the Mayor's Executive Office and its staff.

B. He shall regularly convene meetings of all Staff Assistants in the Executive Office of City Hall and they shall report to him on their activities and projects. He shall keep fully informed of the discharge of the responsibilities of the Staff Assistants.

1. The Budget Director, who shall report directly to the Mayor, will nevertheless keep the Deputy Mayor advised on major budgetary projects and keep him informed on budgetary matters relating to the Executive Office.

2. The Executive Secretary to the Mayor in charge of public information service shall report directly to the Mayor, but that officer shall be responsible to the Deputy Mayor for the

Executive Office, for supervision and for conforming with the procedure outlined in Paragraph "B" above.

C. He shall supervise all legislative matters affecting the City on a local, state or federal level. D. He shall be policy advisor to the Mayor; and in connection therewith he shall deal with all City agencies, consulting with department heads as necessary and keep informed on the day-to-day activities of all departments and ag noies.

-2-

E. He shall represent the Mayor on the Board of Estimate and any other boards, committees, commissions or groups of which the Mayor is a member, when so directed by the Mayor.

F. He shall when designated by the Mayor, represent the Mayor at ceremonial functions of the City which the Mayor must participate in by virtue of his office.

G. He shall supervise community relations services in the. Office of the Mayor concerning:

 Day-to-day relationships with the public, including individuals, civic groups, business groups, labor organizations, ethnic and religious groups, parent-teacher organizations and professional groups;

2. Complaints and requests for services and the referral of such matters to appropriate City agencies;

3. Development and operation of central speakers bureau, utilizing the services of the Mayor's staff and departmental representatives in order to provide speakers to all interested citizen groups.

H. He shall be responsible for any other functions designated by the Mayor which are necessary to assist the Mayor in the performance of the Mayor's official duties.

II. Duties and Responsibilities of the Deputy Mayor for Administration.

A. He shall supervise and coordinate the administration and management of all City agencies, except the Law Department and the Department of Investigation.

B. He shall be the Mayor's principal management officer and shall make management decisions independently, subject only to review and approval by the Mayor. The management function will frequently call for consultation with the Deputy Mayor for the Executive Office, on matters related to the Mayor's policies, and with the Budget Director on matters related to the City's expense and capital budgets. Both the Deputy Mayor for the Executive Office and the Budget Director shall maintain continuing liaison with the Deputy Mayor for Administration, conveying to him, for recommendation to the Mayor, or for necessary action, all matters reaching their sttention that have an impact on the management of City agencies. Conversely the Deputy Mayor for Administration will confer with the Deputy Mayor for the Executive Office in matters concerning policy and with the Budget Director on matters concerning the budget.

C. He shall also be known as the City Administrator in the carrying out of his duties hereinabove referred to and also, more specifically, he shall perform the following:

1. Prepare annual and all such other reports as the Mayor shall require. 2. Procure such information and reports from agencies under the jurisdiction of the Mayor is are necessary to perform the functions of the City Administrator. He may require any agency, or any officer or employee, to furnish data and information and to answer inquiries pertinent to his surveys and studies.

3. Conduct a continuous study of the work of the agencies under the jurisdiction of the Mayor; rate the performance of agencies; and carry out the installation of recommended changes and improvements.

4. Establish management standards for the agencies under the jurisdiction of the Mayor.

5. Analyze and report to the Mayor concerning impending policy decisions affecting the management of the City and its agencies.

6. Maintain liaison with civic and community groups in matters of governmental management.

7. Maintain a continuous review and evaluation of departmental programs, to see that these programs are properly related to a master plan of municipal activities, and that they are developed with a view toward their most effective, efficient and aconomical implementation.

ROBERT F. WAGNER MAYOR

-3-



June 30, 1965

EXECUTIVE ORDER NO. 159

TOS HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

ROBERT F. WAGNER, MAYOR FROM8

COORDINATING ANTI-POVERTY PROJECTS FOR CITY AGENCIES SUBJECT :

In connection with our continuing and expanding efforts to up-grade and increase the skills of unemployed and under-utilized people in our city, there are many programs, and we can expect there will be many more, involving job placements in City agencies for the purpose of providing for training, work experience and employment opportunities. It is essential for efficient and effective operations that these programs constitute an integrated and coordinated effort.

To achieve this end, I assign to the Department of Personnel the following responsibilities:

- 1. To serve as central coordinating agency for all activities, involving City agencies as employers, which are established to provide opportunities for training, work experience, and employment for unemployed and under willised persons.
- 2. To ensure that City agency participation in job development and placement activities, work experience and supervision programs is planned and carried out so as to support and advance our overall objectives.
- 3. To provide consultative services and assistance. particularly in personnel management and related areas, to agencies in the development and operation of such projects.
- 4. To continue to carry out the functions assigned to it in previous Executive Orders devoted to our Anti-Poverty efforts (Executive Order No. 109 - Restructuring Jobs to Provide Greater Utilization of Manpower Resources, Executive Order No. 87 - Expansion of The Municipal Cooperative Education and Work Program to 2000 Students, and Executive Order No. 119 - Operating and Maintenance Trainees in City Government),
- 5. To report to me on the extent and effectiveness of City agency participation in such programs.

I hereby instruct agencies under my jurisdiction and ask all other agencies to participate in all our efforts to the maximum extent feasible and to cooperate with the Department of Personnel in carrying out its assigned responsibilities by a

- Developing appropriate programs. 10
- Discussing and getting clearance for proposed 2. work projects prior to making any commitments.
- 3. Adhering to such procedures as are instituted for the maintenance of programs.
- Lo Reporting on the status of programs.

ROBERT MAYOR

#### EXECUTIVE ORDER NO. 160

7/1/65

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: FUNCTION AND COMPOSITION OF NEW YORK CITY COUNCIL AGAINST POVERTY, ECONOMIC OPPORTUNITY COMMITTEE, AND ANTI-POVERTY OPERATIONS BOARD.

This Executive Order Supersedes Executive Order No. 141. The changes from Executive Order No. 141 are designed principally to modify and clarify Title III of Executive Order No. 141.

Executive Order No. 114, establishing and defining the functions of the Mayor's Council Against Poverty, and the Poverty Operations Board, is hereby rescinded.

The purpose of this Order is to:

- (a) Reconstitute and expand the authority of the Mayor's Council Against Poverty as a new body, with broad citizen representation constituting a cross-section of all City elements, of which government would be one, with special emphasis, however, on providing representation for those groups most burdened with poverty and discrimination, hence constituting the "target population."
- (b) Expand the means and channels of participation by the poor in the development of policy, programs and planning for the City's efforts to combat and eradicate poverty; and
- (c) Define the duties and functions of the new policy-making body, to be known as the New York City Council Against

Poverty, as the repository of authority over programs and activities financed by the Federal Government under the terms of the Economic Opportunity Act of 1964.
(d) Redefine the duties, functions and scope of the Anti-Poverty Operations Board (referred to as the Poverty Operations Board in Executive Order No. 114); and (e) Provide for the establishment of a committee with non-governmental as well as governmental representation for the purpose of contracting with the Federal Government for the conduct of operations under the Economic Opportunity Act of 1964, to discharge administrative and operational functions subject to the policy determinations of the New York City Council Against Foverty.

-2-

The general functions and purposes of these bedies shall be to plan, organize, coordinate, stimulate and conduct efforts which are or may be besigned to reduce the proportions and impact of powerty by attacking its root causes as well as its manifestations, including (a) discrimination in all its pertinent forms; (b) unemployment; (c) underemployment; (d) lack of vocational training; (e) lack of basic literacy; (f) family disorganization; (g) lack of job opportunities; (h) remediable physical, mental or emotional handicaps' (i) slum conditions; (j) lack of training in homemaking and housekeeping essentials; (k) consumer exploitation; (l) lack of the ability to assert legal rights; (m) neighborhood lisorganization; and (n) inter-group tensions.

The mechanism described in this Order is designed to (a) mobilize and oncentrate the maximum of both governmental and non-governmental resources; (b) arouse, obilize and coordinate the directions of citizen effort; and (c) seek, channel and tilize maximum fiscal and other assistance from the Federal and State Governments and from private foundations and other sources of such support for the efforts to be indertaken, for the purposes above stated.

In mounting and prosecuting such efforts, chief emphasis is to

s given to those undertakings which will: (a) provide training and increase

tocational and vocational skills and capacities; (b) promote and expand employment mortundties; (c) combet discrimination in all forms and all its effects, especially "th regard to education, training, employment and housing; (d) promote constructive in dynamic neighborhood conditions and fortes; (e) improve housing conditions; and (\*) otherwise stimulate, motivate and channel the energies of the impoverished and locially handicapped, for self-improvement which must inevitably result in immeasurable social benefits including reductions, in fiscal burdens upon and City, State and Federal Governments." in fiscal burdens upon the dity, and a set

NEW YORK CITY COUNCIL AGAINST BOWERIN

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A. The body created by Executive Order No. 114 as the Mayor's Council Against Poverty is hereby disbanded, and a new organisation to be entitled the New York City Council Against Poverty (hereinafter referred to as the Council), with new membership, is created in its place, with such duties and functions as are described herein.

B. Dr. Arthur C. Logan is designated as Chairman of the Council. He shall be its Gonvenor and Executive Officer, pending such action as may be taken under Paragraph D below. In addition, there shall be a Vice-Chairman, who shall serve as Chairman in the absence of the Chairman. The Honorable Paul R. Screvene is hereby designated Vice-Chairman of the Council.

C. Nembership of the Council shall be as selected by the Mayor, pending such action as may be taken under Paragraph D. The membership is so composed as to provide a broad-based representation of all scators and elements of the City, both governmental and non-governmental, conserned or involved with the functions and purposes above described. These shall include City Government agency heads and officials, representatives of labor, industry, business groups, religious groups, voluntary and social welfare agencies, neighborhood groups, and ethnic groups. In addition, there shall be two representatives to be designated by a procedure to be approved by the Council, by each Community Committee of a Community Progress Center to be established under the City's Community Action Progrem; such representatives shall be members of the "target

population," and shall serve, in each case, at the pleasure of the Community Committee. The total membership of the Council shall not exceed 100 members. A list of members designated pursuent to this Order is attached hereto as Appendix A.

D. The Council may, at its option, incorporate as a membership corporation, requiring the election of such officers, including a Beard of Directors, as provided by law for a membership corporation and as specifically provided in the By-Laws of the Corporation. The By-Laws shall include provision for the westing of suthority in the committees specified and as referred to in Peregraphs F and C. If the Council does not choose to incorporate, it shall, inder its present format, adopt By-Laws, providing, among other things, for its permanent organization and the vesting of authority in the committees specified and as referred to in Paragraphs F and G.

-4-

E. The duties and functions of the Council shall be as follows:

- To serve as the repository of ultimate authority over all programs and activities under the Economic Opportunity Act of 1964.
- 2. To have final authority over all project applications to the Office of Economic Opportunity, including project review, renewals and amendments, planning and programming.
- 3. To establish policy and policy guidance for the operations and functions of the Economic Opportunity Committee.
- 4. To give final approval for the submission by the Economic Opportunity Committee of all proposals under the Economic Opportunity Act of 1964.
- 5. To develop and establish policy for programs and activities under the Economic Opportunity Act of 1964, including policy for the efforts designed to attack the root causes of poverty as described herein, and policy for the co-ordination, development, and reinforcement of programs and activities planned or conducted pursuant to the Economic

### Opportunity Act of 1964.

F. There shall be created an Executive Committee of the Council, with membership selected or elected from the membership of the Council, as provided by its By-Laws, but in any event, to consist of three numerically equal components: (a) city officials;
(b) citizen and voluntary social agency representatives, and
(c) representatives reflecting and representing the interests of the powerty-stricken areas in the City, plus the chief executive officer of the Council or the Council Corporation, as the case may be.

The Executive Committee shall act for the Council between meetings, except as provided by the By-Laws or as directed by the Council.

There shall be vested in the Executive Committee the authority to make recommendations to the council on project applications, project review, project renewals and amendments, planning and programming. The Executive Committee will review the recommendations of the Planning and Coordination Committee provided for in Paragraph G, or as further or otherwise provided by direction of the Council or by the By-Laws of the Council or the Council Corporation, as the case may be.

G. There shall be a standing committee of the Council known as the Planning and Coordination Committee, whose members shall be members of the Council. This Committee shall pass expert judgment upon project applications and planning and programming proposals for all programs and activities under the Economic Opportunity Act of 1964. The evaluations and recommendation of this Committee shall be transmitted to the Executive Committee, except as otherwise provided by the By-Laws or directed by the Council or the Council Corporation, as the case may be.

The Council may employ such staff as it finds necessary for carrying out its functions and duties.

H. All action heretofore taken by the Council is hereby validated and ratified.

- 5 -



### ANTI-POVERTY OPERATIONS BOARD

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II.

A. The Poverty Operations Board created by Executive Order No. 114 is renewed in its existence by this Order, but shall be entitled the Anti-Poverty Operations Board (hereinafter referred to as the Board). Its duties and functions are modified as described herein.

B. It shall be a primary responsibility of the Board to encourage, promote, advance, and require to the full extent of its powers, the coordination of all government services which are directly related to the efforts against poverty; actively to seek the elimination of duplicating efforts, services and personnel; and to relate, to the maximum degree possible, the pertinent efforts of mayoral agencies to those of non-mayoral agencies such as the Board of Education, the Board of Higher Education, and the New York City Housing Authority. It shall also be the prime responsibility of the Board to maintain all necessary liaison with the Council, with neighborhood groups and with voluntary agencies, both City-wide and neighborhood, and to promote and arrange for the closest possible relationship of projects and programs funded or operated by the Board with those funded or operated pursuant to the Economic Opportunity Act of 1964.

C. In order to promote the purposes of Paragraph B, the Board is authorized to contract with the Economic Opportunity Committee, described hereinafter, or with any voluntary agency or other organization, for the conduct of programs or performance of functions approved and funded by the Board. The

Board shall encourage appropriate City Agencies to do likewise. D. The general purpose of the Board, as a City governmental entity, shall be to coordinate, supervise, plan and operate antipoverty activities in the City of New York financed by the City, State or Federal Government either through public or private agencies and groups, exclusive of activities conducted pursuant to the Economic Opportunity Act of 1964. 5. The following individuals are continued as members of the Board: Paul R. Screvane, President of the City Council; James R. Dumpson, Commissioner of Welfare; Julius C. C. Edelstein, Executive Assistant for Program and Policy Planning; Herman Eadillo, Commissioner of Relocation; Bernard E. Donovan, Acting Superintendent of Schools; William F. Shea, Budget Director; James R. McFadden, Acting Commissioner of Labor; Theodore H. Lang, Director of Personnel; Arthur J. Rogers, Executive Director of Touth Board; Milton Mollen, Coordinator of Housing; John V. Connorton, Deputy Mayor-City Administrator.

F. The officers of the Board and their functions are as follows:

- 1. The Chairman of the Board (and Coordinator of Operations) shall be Mr. Paul R. Screwane. He shall serve as chief executive officer, be in control of staff and be responsible for the proper discharge of its functions.
- 2. The Vice-Chairman shall be Mr. James R. Dumpson, who will discharge Mr. Screvane's functions in his absence and such other functions as may be assigned to him.
- 3. The Executive Secretary of the Board shall be Mr. Julius C. C. Edelstein, who will prepare reports to the Mayor, and assist the Chairman in the discharge of the executive functions of

-7---

## the Board, as he may require.

- G. The special functions and duties of the Board shall be:
  - 1. To organize and arrange the organization of

inter-agency task groups to undertake specific programs, or to perform specific planning or study tasks, to advance the purposes as set forth in this Order. Onder the direction of the Mayor, to supervise the allocation of supenditure of such monies as may be specifically allocated to the Anit-Poverty Program in the City Budget, or be allocated for the same purposes by agencies of the Federal or State Covernments (unless these allocations are specifically earmarked for a particular city agency by the State agencies concerned), exclusive of funds allocated by the Federal Government under the Economic Opportunity Act of 1964. The Board is authorised to make recommendations to the Mayor, to the Ecord of Education or to other non-mayoral agencies, as appropriate, with regard to specific provisions in the budgets of such agencies and to specific programs being conducted by such agencies, as to the relationship of such budgeted items or programs to any phase of the anti-poverty effort.

To fund, to arrange for the operation of, or to operate such programs and activities as will advance the purposes of this Executive Order, in cases where such programs are not likely to be funded or operated under the terms of the Exonomic Opportunity Act of 1964, or, where having merit, as judged by the Board, such programs have failed to receive approval or funding under the terms of the Economic Opportunity Act of 1964.

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5.

To exercise such supervisory and coordinating jurisdiction as the City Government has or may have with regard to neighborhood action and planning groups and programs, including the negotiation of contracts and, subject to the direction of the Mayor, the allocation and channeling of funds allocated or appropriated for such purposes. The Board is authorized to represent the City Government with respect to any negotiations involving State, Federal or other grants to such neighborhood action groups, in regard to activities defined or referred to in this Executive Order except for negotiations involving grants under the Exonomic Opportunity Act of 1964. To maintain contracts with, and cooperation between neighborhood councils, agencies and groups through which programs and activities under the jurisdiction of the Board are being or are to be conducted.

-8-

- 6. Subject to the direction of the Mayor, the Board, or its Chairman, will submit and publish such reports as may further the purposes of this Executive Order.
- Subject to the authorization of the Mayor, the Board is directed to Hire or otherwise secure such staff, obtain such space, and procure such other facilities as the Chairman may direct.
- 8. The Board will provide technical assistance or funds to agencies, neighborhood groups or organizations involved in planning, developing or operating programs which will advance the purposes of this Executive Order and the anti-poverty program.

#### III

## ECONOMIC OPPORTUNITY COMMITTEE

A. The Economic Opportunity Committee is hereby created to serve as the operational and administrative arm of the New York City Council Against Poverty. The membership of the Committee shall consist of the eleven members of the Anti-Poverty Operations Board, designated in Paragraph II-E of this Order, and of six additional individuals including four representing and reflecting the interests of the "target Population." The following non-governmental persons have been designated to serve as members of the Committee, in addition to the eleven governmental officials: Rev. John B. Ahern, Archdiocesan Commission for Community Planning; Robert Carter, Esq., General Counsel NAACP; Mrs. Almira Coursey, school teacher and executive member of

the Central Brooklyn Co-ordinating Council; Joseph Monserrat, Director, Migration Department, Office of Commonwealth of Puerto Rico; Dr. Francisco Trilla, President, Puerto Rican Forum; Joseph Willen, Executive Vice-President, Federation of Jewish Philanthropies. The officers of the Committee and their functions are as follows: 1. The Chairman of the Committee shall be Paul R. Screvane. 2. The Vice-Chairman shall be Joseph Monserrat. 3. The Executive Secretary shall be Julius C. C. Edelstein. 4. The Treasurer shall be Rev. John B. Ahern. apply for and secure on behalf of the Committee grants, allocation loans, or assignments of services or other aids under the terms of the Economic Opportunity Act of 1964.

B. The functions of the Committee will be as follows:

1. It shall serve as the administrative and operational arm of the New York City Council against Poverty for federally financed anti-poverty programs under the Economic Opportunity Act of 1964 except for those programs otherwise assigned by decision of the Federal Government.

It shall coordinate, promote and stimulate specific programs or the planning for programs under the Economic Opportunity Act of 1964, under the overall policy guidance and direction of the Council. Under the overall audit of the City Comptroller, the Committee shall supervise the allocation or expenditure of such monies as may be granted or contracted to it by the Federal Government under the terms of the Economic Opportunity Act of 1964 for anti-poverty programs in the City.

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6.

The Committee shall have coordinating and audit control over any programs conducted by neighborhood action and planning groups which are funded through the Committee by grant pursuant to the Economic Opportunity Act of 1964.

The Committee will be responsible for applying for and securing grants, allocations, loans or assignments of services or other aids under the terms of the Economic Opportunity Act of 1964, provided that nothing herein shall be construed to restrain direct applications by voluntary agencies, neighborhood groups, etc., to the Office of Economic Opportunity for direct grants or other aids, as authorized by federal law.

The Committee shall be responsible for implementing those federally financed anti-poverty activities referred to in Paragraph 1 not otherwise assigned to other groups or agencies. This responsibility shall include leasing, acquiring, receiving and contracting for any real or personal property or any interest therein, necessary for implementation, operation and administration of these activities. The Committee shall be the employing and reimbursing entity, subject to the policy directions and recommendations of the Community Committee as described in the Community Action Program, for all employees, agents, consultants, program enrollees and trainees employed or served in any anti-poverty activity described in Paragraph 1, except those delegated or contracted to other groups and agencies.

8. The Committee shall provide technical assistance to any agencies, neighborhood groups or organizations involved in planning, developing, or operating programs which are, or are proposed for, assistance under the Economic Opportunity Act of 1964. Application for financial assistance under the Act will be submitted to the Committee for technical review and any necessary technical assistance prior to being forwarded to Planning and Coordination Committee of the Council.

C. The functions, duties and powers of the Committee may be assigned to any other appropriate group or agency subject to the approval of the Mayor.

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MAYOR

Dated June 30,1965

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- 11 -


# APPENDIX A

# NEW YORK CITY COUNCIL AGAINST POVERTY

Sixteen additional persons will be named from the "target population" in the areas covered by the six Progress Centers, plus HARYOU-ACT and Mobilisation for Youth. These members will be selected from the communities according to a procedure to be approved by the Council.

Dr. Arthur G. Logan, Chairman Health Insurance Plan Center

The Hon. Faul R. Screvane Vice Chairman President of City Council

The Rev. John B. Ahern Commission for Community Planning

Mr. J. Alexander Allen Executive Director Urban League of Greater New York

The Rev. Anthony F. Antinello Assistant Superintendent of Schools Mr. Irving Mitchell Felt Dioceae of Brooklyn

The Hon. Herman Badillo Commissioner of Relocation

Mr. David Barry City Mission

Mr. Bertram Beck Mobilization for Youth

Mr. Graenum Berger Pederation of Jewish Philanthropies Mr. Ralph C. Gross of F i York

Nr. Richard J. Bernhard

The Mon. Louis Broido Commissioner of Commerce and Industrial Development

Mr. John S. Burks, Jr. President

Dr. John V. Connorton Deputy Mayor - City Administrator

Mrs. Almira Coursey

Dr. Bernard Donovan Superintendent of Schools

The Hon. James R. Dumpson Commissioner of Welfare

The Hon. Julius C. C. Edelstein Executive Assistant to the Mayor

President, Federation of Jewish Philanthropies of New York

Magr. Edmund Fogarty Department of Child Care Catholic Charities, Archdiocese of New York

Dr. Cecil Gloster Central Brooklyn Coordinating Council

Executive Vice President Commerce & Industry Association of New York

Miss Helen M. Harris Executive Director United Neighborhood Houses

Rev. Edler G. Hawkins

B. Altman & Co.

Robert Carter, Esq. Commagl, NAACP

Mr. Wizelow Carlton Chairman of the Board

William Chisholm, Esq. Chairman of the Board Bedford-Stuyvesant Youth-in-Action

Mrs. Thomas B. Hess

Mr. Maurice J. Hexter Vice President Federation of Jewish Philanthropies of New York

Dr. George James Commissioner of Health

#### Dr. Robert Kennnedy Catholic Charities

Mr. John J. Keppler Executive Vice President Federation of Protestant Welfare Board of Higher Education Agencies

Dr. Theodore H. Lang Director Department of Personnel

Mrs. Trude Lash Citizens Committee for Children

Mr. Gayle Lathrop Mrs. George Stewart Executive Vice President President Young Men's Christian Association Day Care Council of New York

The Hon. James J. McFadden Acting Commissioner Department of Labor

Mr. Joseph Monserrat Director Commonwealth of Puerto Rico

The Hon. Milton Mollen Coordinator of Housing & Development St. Phillips Episcopal Church

Dr. George S. Moore President First National City Bank

Mr. Theodore Pearson President Federation of Protestant Welfare Agencies

Mrs. Jack I. Poses

Dr. Marvin E. Perkins Commissioner, New York City Mental Health Board

Mr. Arthur J. Rogers Executive Director New York City Youth Board

Dr. Gustave Rosenberg Chairman

The Hon. William F. Shea Director of the Budget

Mr. David Sher President, The Community Council of Greater New York

Dr. Francisco Trilla Chairman, Board of Directors The Puerto Rican Forum

Dr. Ray E. Trussell Commissioner of Hospitals

Rev. M. Moran Weston

Mr. Joseph Willen

Mrs. Mary Tarcher Director Legal Aid Society Mrs. P. M. H. Savory

-2-





ECUTIVE ORDER NO. 161

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: TERMS AND CONDITIONS FOR ADMINISTRATION OF BUDGET APPROPRIATIONS

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

In accordance with Section 123c of the New York City Charter the dget appropriations of all departments and agencies except those mentioned the preceeding paragraph shall be administered during the fiscal year 55-1966 under the terms of this directive.

Pursuant to the provisions of Section 123a of the New York City arter the schedules of appropriations as contained in the Mayor's Message d as amended by the Board of Estimate and the City Council are hereby approved effective July 1, 1965.

In accordance with Section 117b (2) of the New York City Charter itemized information in the aforementioned supporting schedules of the yor's Message have included modifications to March 15th. Subsequent actions, accordance with the provisions of the New York City Charter approving ifications are hereby carried over effective July 1st. Further actions in cordance with provisions of the New York City Charter approving modifications ich adjusted the rates of certain positions reallocated as of July 1, 1964; huary 1, 1965; and July 1, 1965, are also incorporated in the aforementioned ipporting schedules, effective July 1st.

TERMS AND CONDITIONS FOR ADMINISTRATION OF BUDGET APPROPRIATIONS

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

2. VACANCIES: (a) All vacancies except those in the unclassified or exempt service or in the uniformed forces of the Police, Fire and Sanitation services or experts, Consultants, etc., may be filled by an agency head at the minimum entrance rate of the title, or at the step rate provided by the Career and Salary Plan regulations, or in the case of a transfer at the incumbent's present rate of pay. In the case of reinstatement of a former employee the agency head may grant the salary previously attained. Vacancies in the non-competitive class where such positions are in the Career and Salary Plan may also be filled at the minimum entrance rate of the title. The filling of all other vacancies, except those included in sub-paragraph c shall be approved by the Mayor.



ECUTIVE ORDER NO. 161

- (b) Vacancies in the uniformed force of the Police, Fire and Sanitation services, shall be filled at the minimum entrance rate of the title in accordance with filling schedules approved by the Mayor. Heads of such agencies may reinstate an employee at the rate previously attained.
- (c) Filling of positions ordinarily filled by promotion shall be done in accordance with the presently approved policy and shall be effective in the following manner:
- A-1. The number of filled positions in lower titles which are evaluated to the title being considered for promotion, less the number of filled positions in the title under consideration that are evaluated to lower titles;
  - 2. Plus the number of vacancies of the next lower title which are evaluated up to the title being considered;
  - 3. Plus the number of vacanies of higher titles which have been evaluated down to the title being considered;
  - 4. Plus thenumber of vacancies of the title being considered that are found to be properly evaluated in that title.

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

- 5. When vacancies occur in positions evaluated to a promotional title in an agency where the number of employees in the title exceeds the number of positions evaluated to the title, such vacancies, shall be filled alternately by promotion and by reassignment, the first such vacancy to be filled by promotion. In this way 50% of such vacancies will be filled by promotion. No promotions are to be made unless the required reassignment is made.
- Vacancies of positions ordinarily filled by promotion resulting from the establishment of new positions created as the result of need for an expanded staff shall be filled by promotion exclusively.
- (d) Any increases in the rate provided for employees in Rule X of the competitive class shall be granted only upon approval of the Mayor.

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

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

- (a) In accordance with the provisions of the Career and Salary Plan or any special pay plan, to adjust inequities, or to provide increments not provided in the schedules;
- (b) Modification increasing or decreasing a rate of compensation not in accordance with provisions of salary plans concerning annual adjustments or not in accordance with provisions increasing or decreasing salary scales, or increasing the number of days, or period of time provided for any position, shall not be done unless



Cont'd) (ECUTIVE ORDER NO. 161

- (b) approved by the Mayor, except that the Head of an Agency may grant a merit increase to an employee in the competitive class within increment ranges, not to exceed an adjustment equal to one increment in a fiscal year to an incumbent with at least one year of service in the title.
- (c) Any modification creating any position in any schedule shall be done only upon approval of the Mayor, except that the title of a position may be changed with the approval of the Department of Personnel to another title more appropriate, providing it is in the same or lower salary scale.
- (d) Any change in appropriations by transferring Other Than Personal Service Funds to Personal Service shall be done only upon approval of the Mayor. The transfer of Personal Service balances to Other Than Personal Service appropriations shall be done only upon approval of the Board of Estimate and the City Council.
- (e) Any modification changing any schedule as allowed by these terms and conditions shall be on a schedule basis, and not on a cash basis, unless otherwise directed by the Mayor.

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

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

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

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



CECUTIVE ORDER NO. 161

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

7. SNOW AND ICE REMOVAL: Funds provided for this purpose in Code 8-98-901 "Snow and Ice Removal" shall be allocated only upon approvalof e Mayor and payment to all persons engaged in Snow and Ice Removal shall made in accordance with the terms and conditions contained therein. All borers or skilled mechanics and all other employees whose duties are approiate thereto, shall upon request of the Commissioner of Sanitation be reired to work, consistent with their titles, upon or in connection with ow removal, and if their compensation is fixed upon a per annum basis, no tra compensation shall be paid then for such work for that number of days on which their per annum compensation is based. If any such employee all fail or refuse to work upon or in connection with snow removal, his r annum compensation shall be reduced proportionately to the number of ys during which he fails so to work.

8. VACATIONS:

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

#### 9. MAINTENANCE CHARGES:

- (a) Incumbents receiving full or partial maintenance, are to receive full compensation and increments in accordance with the Career and Salary Plan and other special pay plans approved by the Board of Estimate. Such employees are to reimburse the City of New York in accordance with the schedules of charges heretofore approved by the Board of Estimate on February 23, 1956 (Cal. No. 217), or any amendments thereto, in the following manner:
- (b) Charges shall be debited against the total compensation, the incumbent is entitled to (inclusive of increments and other differentials), and shall be paid for by the incumbent from such total compensation received.
- (c) Administration for the collection of charges shall be the responsibility of department or agency employing the incumbent, subject to audit by the Comptroller.

11



CUTIVE ORDER NO. 161

- 10. PAYMENT OF OVERTIME FOR CITY EMPLOYEES: Payment of overtime for City employees shall be paid in accordance with the general rules and regulations promulgated in accordance with the resolution of March 22, 1963 (Cal. No. 379) adopted by the Board of Estimate.
- 11. LIMITATION ON EXPENDITURES: No liability is to be contracted for in excess of funds available for the purpose. The head of a department or other agency shall be held strictly accountable for exceeding appropriations without specific itemized approval of the Mayor.

#### 12. SPECIFICATIONS:

- (a) All contracts and open market orders for supplies, materials, and equipment, chargeable to appropriations classified as "Other Than Personal Service", shall be based upon specifications which have been approved by the Board of Standardization in accordance with the New York City Charter; or in the absence of such Standard or Tentative Standard specifications for the particular supplies, materials, or equipment required. Contracts and open market orders shall be based upon specifications which are definite and certain and which permit of competition, as required by the New York City Charter or which comply with Section 12 of the regulations of the Board of Estimate adopted June 30, 1949 (Cal. No. 318-A).
- (b) The head of the agency awarding the contract shall, at the time the contract is transmitted to the Comptroller for registration, certify that such contract is based upon specifications which comply with the above provisions. All open market orders issued shall contain a certificate by the head of the agency issuing the orders that such order is based upon specifications which comply with the above provisions.
- (c) No contract chargeable to this budget shall, after an award is made, be cancelled nor shall any contract be modified in a manner materially affecting the substance thereof, unless such cancellation or such modification is approved by resolution of the Board of Estimate. This rule, however, shall not apply to a case where the terms of the contract reserve to the head of an agency the right to void a contract for default or abandonment of the work by a contractor.

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

-5-



#### CUTIVE ORDER NO. 161

- (b) All contracts, in accordance with Section 343a, to be awarded without public letting, must be submitted to the Mayor and approved by the Board of Estimate. Whenever the Board of Estimate exempts items from public letting, no further approval of the Mayor is required of such expenditure. Contracts for professional services must be submitted to the Mayor for his approval.
- 14. TELEPHONE SERVICE AND TABULATING EQUIPMENT
- (a) Major modifications of telephone service contracts shall not be effective, except to the extent and in the manner approved by the Mayor.
- (b) No call directors, automatic switchboards, leased lines except for Civil Defense services, etc., shall be contracted for unless approved by the Mayor.
- (c) All contracts for the rental of tabulating and auxiliary tabulating equipment shall be restricted to the equipment provided for under the contract in force when this budget takes effect. Modifications or proposals involving additional equipment shall not be effective except and in the manner approved by the Mayor.
- 15 GENERAL PURCHASE FUND: Subject to the provisions of paragraph 12 of these terms and conditions the appropriations herein, provided for the various agencies for supplies, materials, equipment, and certain contractual services are made to the Department of Purchase to the extent of the amounts set forth in the amended schedules of the Mayor's Budget Message for this fiscal year and as also indicated in brackets opposite departmental appropriations for Other Than Personal Service and the Comptroller is hereby authorized and directed to transfer from the respective appropriations the amounts stated in the said schedule to the General Purchase Fund herein established for the Department of Purchase. The balance remaining in the said appropriations, after the amounts stated in the said schedule have been transferred to the General Purchase Fund, shall be under the jurisdiction of and control of the various agencies. Certain allowances set up in this budget which are payable from other than tax levy funds appropriated to agencies, subject to the provisions of law, for supplies, materials and equipment, shall be made upon requisitions for purchase by the Department of Purchase.
- 16. AUTHORITY FOR PETTY CASH EXPENDITURES: Requests for permission
  - to draw upon the Comptroller and the City Treasurer by requisition for such amounts as may be required to defray the cost of minor and incidental expenditures chargeable to appropriations included in the Budget for this fiscal year, may be made upon the Comptroller on vouchers filled by the agency for the amount required.
- 17. FEES: Appropriations to the various agencies for Witness Fees and Expenses, Juror Fees and Expenses, and Stenographer Fees (including minutes) shall be subject to administration by the Comptroller and the Comptroller is authorized and directed to adjust such accounts of the various agencies when necessary to provide for expenditures; but the total of such appropriations shall not be exceeded. In addition to the foregoing, the Comptroller is authorized to

-6-



UTIVE ORDER NO. 161

distribute the budget appropriations for Judgments and Claims to other Judgment and Claims Accounts, namely, Accounts 710 to 719, inclusive and between Account No. 465, Special Obligatory County Expenses Per State Statutes, and Account No. 467, Services of Counsel Assigned by Courts. The Comptroller will distribute, in accordance with the Manual of Expense Accounts, appropriations for 902, Repaving of Street and 903, Demolition of Unsafe Buildings, as the Department of Highways, the Department of Parks and the Department of Buildings may direct with respect to their share of such appropriations.

- 18. TRAVEL EXPENSES:
- (a) Expenditures of the various agencies for travel expenses shall receive prior approval of the Deputy Mayor and those incurred for lodging and meals shall be limited to audit of the Comptroller to a maximum of \$15.00 per day for officials and for employees while traveling out-of-town on offical business.
- (b) Claims for the reimbursement of all traveling expenses shall be submitted on the regularly authorized form and must be itemized and state in chronological order, the expenses as incurred supported by receipted bills for every expense for which a receipt can be obtained.

#### GENERAL

- 19. PURCHASE OF EQUIPMENT: All expenditures for the purchase of equipment through the General Purchase Funds shall be based on the schedules upon which the appropriation is predicated. The Director of the Budget shall file schedules with the Office of the Comptroller, the Department of Purchase and the agency. Agency heads upon notification to the Department of Purchase may make substitutions or additions in these schedules, except that variations or substitutions to provide for executive office furnishings, rugs, drapes, electric typewriters, air conditioners, motor vehicles (unless a similar vehicle is surrendered to the Division of Salvage of the Department of Purchase and such replacement is in accordance with the motor vehicle replacement standards) and items of a similar nature must be approved by the Mayor.
- 20. (a) The Director of the Budget is hereby designated custodian of the master Budget. Accordingly, for information of the Director of the Budget all modifications and changes in units of appropriations shall be transmitted to the Director of the Budget on forms provided by that office.
  - (b) Personal Service expenditures, etc., made pursuant to this directive are to be reported monthly to the Director of the Budget on forms provided by his office.
- 21. DEPARTMENT QUARTERLY PERFORMANCE REPORTS: For the development of performance standards, and for analyses of work load data and manpower utilization, all agencies shall submit performance reports, in triplicate to the Director of the Budget on forms prescribed by the Director of the Budget.



#### UTIVE ORDER NO. 161

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

F

ROBERT F. WAGNER MAYOR





July 1, 1965

### EXECUTIVE ORDER No. 162

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

FROM: ROBERT F. WAGNER, MAYOR

Effective July 1, 1965, I am allowing you to exercise the powers of Section 124a of the New York City Charter, without any limitation, except those provided by law, on the expenditure of funds appropriated to your agency.

Any changes in appropriations by transferring Other Than Personal Service Funds to Personal Service shall be done only upon approval of the Mayor, the transfer of Personal Service balances to Other Than Personal Service appropriations shall be done only upon approval of the Board of Estimate and the City Council.

Any increases in the rate provided for employees in Rule X of the competitive class shall be granted only upon approval of the Mayor.

Pursuant to the provisions of Section 123a of the New York City Charter the schedules of appropriations as contained in the Mayor's Message, and as amended by the Board of Estimate and the City Council are hereby approved, effective July 1, 1965.

In accordance with Section 117b (2) of the New York City Charter the itemized information in the aforementioned supporting schedules of the Mayor's Message have included modifications to March 15th. Subsequent actions, in accordance with the provisions of the New York City Charter, approving modifications are hereby carried over effective July 1, 1965. Further actions in accordance with provisions of the New York City Charter approving modifications which adjusted the rates of certain positions reallocated as of July 1, 1964; January 1, 1965; and July 1, 1965, are also incorporated in the aforementioned supporting schedules, effective July 1.

#### SPECIFICATIONS:

b)

 All contracts, and open market orders for supplies, materials and equipment chargeable to appropriations classified as "Other Than Personal Service", shall be based upon specifications which have been approved by the Board of Standardization in

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

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



issuing the orders that such order is based upon specifications which comply with the above provisions.

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

#### APPROVAL OF CONTRACTS:

- No contract or proposal for work to be performed chargeable to a) this Budget, except those of the Board of Education, the cost of which is estimated to be in excess of \$5,000 but not more than \$50,000 shall be advertised until such contract and specifications or proposal shall have been submitted to and approved by the Director of the Budget. Contracts and specifications or proposals for work estimated to cost in excess of \$50,000 shall be submitted to and approved by the Mayor before such contracts and specifications or proposals are advertised. When specifications have been approved by the Mayor, addenda thereto may be approved by the Director of the Budget, provided, however, that the estimated cost is not increased or that the change is not material. The specifications for the supplies, materials, and equipment in such contract shall comply with the requirements of the paragraph of this Executive Order pertaining to specifications.
- b) All contracts, in accordance with Section 343a to be awarded without public letting, must be submitted to the Mayor and approved by the Board of Estimate. Whenever the Board of Estimate exempts items from public letting, no further approval is required of such expenditure. Contracts for professional services must be submitted to the Mayor for his approval.

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

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

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

- 2 -

ROBERT F. WAGNER MAYOR



July 23, 1965

July 1, 1965

EXECUTIVE ORDER NO. 163

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT : FUNCTION AND COMPOSITION OF NEW YORK CITY COUNCIL AGAINST POVERTY, ECONOMIC OPPORTUNITY COMMITTEE, AND ANTI-POVERTY OPERATIONS BOARD.

Executive Order No. 160 is amended, for clarification as follows:

On page 3, paragraph b, of Title I, in the first sentence, eliminate after the word "officer", the words "pending such action as may be taken under paragraph below."

ROBERT F. WAGNER MAYOR





July 23, 1965



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

July 21, 1965

EXECUTIVE ORDER NO. 164

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: GRIEVANCES OF EMPLOYEES IN CERTAIN TITLES IN THE DEPARTMENT OF WELFARE

With respect to employees in the Department of Welfare in titles covered by the collective bargaining contracts entered into by the City and Local 371, AFSCME, and District Council 37, AFSCME and the Social Service Employees Union (Independent), for the period 1/1/65 to 12/31/66, and in accordance with the terms thereof, the following provisions shall govern grievance procedures as an alternate to Step 4 of paragraph 7 of Executive Order 49 of the Mayor, issued March 31, 1958:

If, after completion of Step 3 of the grievance steps provided in Executive Order No. 49, the grievance or complaint has not been resolved within the Department of Welfare, the grievant, or the union on his behalf, may appeal from said step 3 determination to an arbitrator for decision as provided hereinafter.

The union or the grievant, as the case may be, to invoke this alternative fourth step, must file with the Commissioner of Welfare, a notice of its or his request for arbitration, in writing within fived ays of receipt of the step 3 decision. Within three days thereafter the Commissioner shall designate a representative to meet with the union or the grievant, as the case may be, for the purpose of agreeing upon an impartial arbitrator. In the event that they are unable to agree on such arbitrator at said meeting, the arbitrator shall be designated in accordance with the rules of the American Arbitration Association for the designation of labor arbitrators. The expenses of such arbitration, includ-



July 23, 1965

-2-

#### July 21, 1965

ing but not limited to the arbit ator's fee, and stenograhical fees, will be shared equally by the Department of Welfare and the Union involved. When the union does not elect to invoke arbitration but the grievant does, or when the union is not directly involved with the grievant, then the grievant shall share such expense equally with the Department of Welfare as indicated.

Where the grievant presents his own grievance, and is not represented by the Certified union, he may not be represented by any minority organization.

The Certified Union shall be entitled in all cases to copies of the appeal together with notice of all hearings and shall have the right to be present in all such cases and present its views at the hearings and receive copies of all final decisions.

On the hearing, conference or consideration of such grievance, the arbitrator may require the presence, in addition to representatives of the Department of Welfare, of representatives of the Bureau of the Budget, the Department of Personnel, and such other departments as may be involved, if deemed necessary to the proper disposition of the issues.

The decision of the arbitrator in the form of a report and recommendation shall befurnished to the Mayor for his final determination.

The final determination of the Mayor shall be communicated, in writing, to the grievant, to the Department of •Welfare, to any other appropriate official department, and to the union for implementation.

Where an election is not made pursuant to this alternative step, the provisions of Step. No. 4 as set forth in the above mentioned Executive Order shall be, nevertheless, available to a grievant in the manner and under the circumstances provided therein.

ROBERT F. WAGNER M A Y O R



July 23, 1965



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

July 26, 1965 CT

EXECUTIVE ORDER NO. 165

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: FINANCIAL INVESTIGATION OF MEDICALLY INDIGENT PATIENTS

In order to comply with the provisions of law recently adopted under Chapter 287, Laws of 1965 which provide for reimbursement by the State of New York for medical care services rendered to patients who are medically indigent, and in order to eliminate the possibility of duplication of effort, the following action is ordered effective immediately:

- Action shall be taken to transfer the functions and staff of the investigative unit of the Division of Collections, Department of Hospitals, to the Department of Welfare to achieve this purpose.
- The Department of Welfare will assume all functions in relation to the financial investigations of patients treated by the Department of Hospitals and by voluntary hospitals caring for city charge patients.
- 3. The Department of Welfare shall refer promptly to the Department of Hospitals for collection those hospital claims for patients judged able to pay for whom payment has not been received.

Robert F. Wagner

MAYOR



July 23, 1965



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

July 26, 1965

EXECUTIVE ORDER NO. 166

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: NEW YORK-TOKYO SISTER-CITY AFFILIATION

This order supersedes Executive Order No. 29, subject as above, dated January 23, 1963.

New York and Tokyo established a permanent sister-city affiliation on February 29, 1960. Many committees of volunteers have been set up to effect this People-to-People Program to increase harmony through understanding between people of different countries.

The New York-Tokyo Sister-City Affiliation is under the auspices of the Department of Public Events, and is now located at 250 Broadway, New York 10007 (telephone 566-2930). All matters concerning Tokyo should be referred to this office.

Toher

Robert F. Wagner Mayor



July 23, 1965

XECUTIVE ORDER NO. 167

- TO: American Museum of Natural History, New York Zoological Garden and Brooklyn Botanic Garden
- FROM: Robert F. Wagner, Mayor
- SUBJECT: Continuation of Salary Adjustment Plan for certain positions in the Cultural Institutions.

Executive Order No. 155, dated June 24, 1965 is hereby amended y adding the following paragraph:

This salary adjustment plan is also continued for employees in he American Museum of Natural History, New York Zoological Garden and rooklyn Botanic Garden whose wages are fixed in accordance with Section 20 of the Labor Law under the same terms and conditions provided by xecutive Order No. 74.

ROBERT F. WAGNER M A Y O R







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

July 30, 1965

EXECUTIVE ORDER #168

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

RE: SALES TAX

On August 1, 1965 the State administered sales tax will become effective. In the City of New York such tax is 5% (3% local - 2% State).

The Tax Law, §1101(b)(8)(E), provides that every political subdivision of the State is liable for the collection of the sales tax "when such entity sells services or property of a kind ordinarily sold by private persons." Thus, the City of New York is liable for the collection of the sales tax on such items as beach locker rentals, sale of surplus equipment, meals over \$1, etc. Accordingly, I direct every City department and agency

to collect the applicable sales tax on all items falling within the purview of the statute.



Exec. Order #168 (cont.)

If any agency or department has a question as to what constitutes a taxable transaction, the Legal Bureau of the Department of Finance, telephone No. 566-8940, should be contacted immediately.

All sales tax receipts shall be transmitted promptly after receipt to the Treasury Division, Department of Finance, on forms which will be forwarded to each department and agency by the Director of Finance. The reporting and transmission of sales tax receipts to the State will then be done collectively for all city departments and agencies by the Director of Finance.

ROBERT F. WAGNER, MAYOR

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By Edward F. Cavanagh, H. Deputy Mayor



August 12, 1965

EXECUTIVE ORDER NO. 169

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

SUBJECT: 1965-1966 EXPENSE BUDGET

The Expense Budget for 1965-1966 again contains provisions for savings to be effected in various personal service schedules which are deducted from the total of such schedules.

In accordance with the explanatory note setting forth these reductions you are required to submit schedules explaining how you expect to realize these savings.

Such savings may be reassigned in whole or in part to other programs, activities, etc., as you see fit, based on your evaluation of where these savings can best be achieved. The savings should be realized in areas that will not adversely affect essential city services so as to linsure a minimum of inconvenience to the public.

The schedules required are to be submitted to me on or before September 1, 1965.

In the administration of your agencies during this fiscal year, prudence should be exercised in filling vacancies and modifying your personal service schedules so as not to mitigate against attainment of these savings.

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ROBERT F. WAGNER M A Y O R



CITY OF NEW YORK OFFICE OF THE MAYOR



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

August 24, 1965

EXECUTIVE ORDER NO. 170

TO: Heads of all City Departments and Agencies

FROM: Robert F. Wagner, Mayor

SUBJECT: Continuance of Group Health Insurance Membership of City Employees on Retirement

The City's health insurance program has been expanded over the past several months so that it provides a choice of plans for large segments of City employees with whom collective bargaining negotiations were recently completed. Other groups of employees may be granted this choice as negotiations are completed with their representatives.

As a further extension of my program for fostering health insurance coverage for City employees, arrangements have been made with the various health insurance carriers to continue such coverage on the retirement of employees enrolled in a City sponsored plan. While the retiree will bear the full cost of the premium payments, through deductions from his pension allowance, there will be substantial benefits for him since he would be entitled to the lower group rate, and he will be able to obtain coverage not available to direct payment subscribers. Two groups of retirees are to be covered under this program:

<u>Group I</u> - Employees enrolled under the choice of health plans at the time of retirement who retire after January 1, 1965, and those enrolled under the regular (HIP-Blue Cross) plan at the time of retirement who retire after July 1, 1965. These retirees will retain their membership in the group of active City employees.

<u>Group II</u> - Employees who retired prior to January 1, 1965 or July 1, 1965, depending on whether they were under the choice of health plans, and who continued their coverage by direct payments to the insurance carrier. These retirees will be formed into a group separate from active City employees.

The Personnel Director, as administrator for the City's health insurance program, is hereby authorized and directed to establish regulations and procedures for implementing this policy on continuing health insurance coverage for eligible retirees. All department and agency heads are requested to cooperate with the Personnel Director in carrying out this program.



CITY OF NEW YORK OFFICE OF THE MAYOR

September 17, 1965

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#### EXECUTIVE ORDER NO. 171

- TO : All Mayoral Agencies and the Board of Education, Board of Higher Education, New York City Housing Authority, New York City Transit Authority, Port of New York Authority and Triborough Bridge and Tunnel Authority
- FROM : Robert F. Wagner, Mayor
- SUBJECT: INSTALLATION OF WATER METERS ON MAINS LEADING TO PUBLIC BUILDINGS AND FACILITIES AND REPAIRS OF WATER LEAKS IN SUCH BUILDINGS
- I. In order to formulate plans to cope with the existing water shortage and to provide for additional sources of water supply to meet the needs of the City in the future, one necessary step is the measurement of the amounts of water consumed by the various categories of facilities. In line with this objective:
  - a. All mayoral agencies are directed to have water meters installed as promptly as possible on all mains leading into City-owned public buildings, including hospitals, office buildings, garages and park installations.
  - b. The following non-mayoral agencies, namely: the Board of Education, Board of Higher Education, New York City Housing Authority, New York City Transit Authority, Port of New York Authority and Triborough Bridge and Tunnel Authority, are requested to have such water meters installed as promptly as possible on mains leading to all buildings, facilities and installations owned by them respectively.
- II. In order to help conserve our rapidly dwindling water supply:
  - a. All mayoral agencies are directed to check all City-owned

jurisdictions for water leaks and to have such leaks repaired immediately.

b. The following non-mayoral agencies: the Board of Education, Board of Higher Education, New York City Housing Authority, New York City Transit Authority, Port of New York Authority and Triborough Bridge and Tunnel Authority, are requested to check all buildings, facilities and installations owned by them respectively and to have such leaks repaired immediately.

ROBERT F. WAGNER M A Y O R

EXECUTIVE ORDER NO. 181

HEADS OF ALL CITY DEPARTMENTS AND AGENCIES



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

September 30, 1965

EXECUTIVE ORDER NO. 172

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: SUPPORT OF LOCAL INDUSTRY

Local industry supplies tax revenue and employment to residents of our city. It must and should be encouraged.

Purchases made by the City of New York are subject to open competitive bidding. However, it is important that in requisitioning furniture, equipment and supplies through the Department of Purchase, New York products be designated, whenever specifications warrant, as a basis for such competition.

Your prompt cooperation with this directive will be

greatly appreciated.

ROBERT F. WAGNER MAYOR

EXECUTIVE ORDER NO. 181

HEADS OF ALL CITY DEPARTMENTS AND AGENCIES



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

October 29, 1965

EXECUTIVE ORDER NO. 173

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: CAREER EXECUTIVE ROSTER

#### I. Introduction

Experience has indicated that the effectiveness of the governmental operations in New York City depends in large measure on the caliber of our career executives.

The difficult problem of selecting, developing and utilizing executives is crucial to all organizations. There is a shortage of executive talent and that shortage is likely to continue. We have been cognizant of this in our establishment of the Executive Program and other activities to foster good management. And while it has been our policy in filling high-level administrative, technical and managerial positions in the City to consider our existing pool of employees as a primary source of supply we have had no formal, systematic program in this area.

Accordingly, I order the establishment of a program to identify, classify and select present employees of the City who are capable of filling the higher level posts as they become available. This new program is "The Career Executive Roster".

## Declaration of Policy

It is the policy of the City of New York to promote the most effective use of its existing manpower pool to fill positions which require highly developed managerial and administrative abilities. This will be accomplished through the establishment of a Career Executive Roster which shall be consulted prior to making appointments from outside the city service.

The Career Executive Roster will be directed toward fulfilling the following objectives:

- To provide departments and agencies with an opportunity 1. to consider City-wide executive resources in connection with filling key positions.
- To locate highly qualified individuals to be used in 2. short term consulting or special project assignments.

#### EXECUTIVE ORDER NO. 181

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HEADS, OF ALL CITY DEPARTMENTS AND AGENCIES

3. To assist in staffing new or expanded agencies.

- 2 -

- 4. To provide a city-wide executive career ladder.
- 5. To assist in the staffing of hard-to-fill positions.
- To provide information necessary for the conduct and evaluation of executive training and development efforts.

#### III. Program

- A. A Career Executive Roster, consisting of a comprehensive inventory of the top career staff in New York City government, will be maintained to assist in filling vacancies which occur.
- B. Every top career official in the City who wishes to participate will be included in the Career Executive Roster.
- C. The appropriate names on the Roster together with descriptions and evaluations of training and experience will be considered by appointing officers prior to making administrative and executive level appointments from outside of the city service.

#### IV. Assignment of Responsibility

- A. <u>Department of Personnel</u>
  - Shall promulgate, in conformance with this Executive Order, rules for the establishment and maintenance of a Career Executive Roster.
  - Shall set up and maintain the Executive Roster. In carrying out this responsibility it shall seek the cooperation of agency heads.
  - 3. Shall provide assistance to agency heads in selecting employees to fill vacant administrative and executive level positions

by providing them with the names and backgrounds of persons on the Career Executive Roster with appropriate training and experience.

The Department of Personnel shall inform the Deputy Mayor-City Administrator of the names, titles, and current assignments of the candidates selected for consideration, and the nature of the position for which they are being considered. The Deputy Mayor-City Administrator may add his comments to the report submitted to the agency head.

- 4. Shall keep agency heads informed of the status of the Career Executive Roster and its availability.
- 5. Shall evaluate the use made of the Career Executive Roster and institute programs to increase its usefulness.

#### EXECUTIVE ORDER NO. 181

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HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

# B. Other City Agencies

- 1. Each agency under my jurisdiction shall:
  - a. Cooperate fully with the Department of Personnel in establishment, maintenance and use of the Career Executive Roster.

- 3 -

- b. Keep a current list of its top career employees on the Career Executive Roster.
- c. Request recommendations from the Career Executive Roster and consult with the Department of Personnel before making appointments at executive and administrative levels from outside of the city service.
- d. Before getting in touch with any person whose name is submitted from the Career Executive Roster, shall clear his availability with his agency head.
- e. Restrict to the agency head or immediate deputy, information submitted and shall keep confidential all information given to them relating to persons recommended.
- 2. I ask all agencies of City government not under my jurisdiction to cooperate with the Department of Personnel in the establishment and maintenance of this program.

leque ROBERT F. WAGNER

BERT F. WAG MAYOR



EXECUTIVE ORDER NO. 181

HEADS OF ALL CITY DEPARTMENTS AND AGENCIES



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

November 4, 1965

EXECUTIVE ORDER NO. 174

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: PROCEDURE FOR DEMOLITION OF OBSOLETE PUBLIC BUILDINGS

In order to beautify the city generally, make land available for necessary parks and playgrounds in congested areas, and provide appropriate sites for public and private redevelopment, you are requested to comply with the following procedure for the demolition of obsolete City-owned buildings.

I hereby call on those agencies involved in the preparation of the 1966-67 capital budget of the City of New York to broaden the description of the line presently dealing with "Demolition of unsafe buildings" to include the demolition of obsolete city-owned buildings.

I further direct the formation of a Committee to formulate demolition priorities for obsolete city-owned buildings. The Committee shall be composed of the heads of the Bureau of the Budget, the City Planning Commission, the Department of Real Estate, and the Department of Public Works. Requests for demolition of obsolete cityowned buildings may be made by members of the Committee as well as affected Agencies, to the Chairman of the City Planning Commission, who shall serve as Chairman of the Committee.

MAYOR

Demolition work under this program shall be administered by the Department of Real Estate.

EXECUTIVE ORDER NO. 181

HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FOR IMMEDIATE RELEASE THURSDAY, NOVEMBER 18, 1965

#### CITY OF NEW YORK OFFICE OF THE MAYOR

Mayor Robert F. Wagner today made public an executive order to all City departments directing them to prepare a memorandum reporting any foreseeable problems of transition between now and when the new Administration takes office January 1.

Attached is a copy of the Mayor's executive order and a letter from Mayor-Elect Lindsay to Mayor Wagner requesting such action:



EXECUTIVE ORDER NO. 181

HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

November 17, 1965

EXECUTIVE ORDER NO. 175

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

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

By order of the Mayor, will you prepare a memorandum reporting any foreseeable problems of transition within your department relating to the present administration, or the new administration which will take office January 1, 1966.

-2-

It is important that you include in the memorandum a description of each existing or projected program requiring decision and action by the present administration before January 1, 1966, or the new administration before April 1, 1966, and a list of the dates on which such action must be taken. Negative reports, if pertinent, are directed.

Please include a very brief statement of the operating or administrative function of your department or agency.

The memorandum should not exceed ten pages in length and must be received by this office no later than November 29, 1965.

> EDW. F. CAVANAGH, JR. Deputy Mayor

November 17, 1965

Ke a two Order

Dear Bob:

I would appreciate it if you would ask the operating head of each department, authority, commission, committee and agency in the City to prepare for my use a memorandum on the problems of transition in their department which includes:

-3-

(a) A description of each existing or projected program requiring decision and action by the present administration before January 1, 1966, or the new administration before April 1, 1966, and a list of the dates by which action must be taken.

(b) An outline of areas where economies or increased efficiency of operation could be achieved and the steps necessary to achieve these results.

I ask that these memoranda be not more than 10 pages in length and that they be sent to me by November 30th.

Let me once again express my appreciation to you for your cooperation during this transition period.

Sincerely,

John V. Lindsay



November 17, 1965

KE WIND

Dear Bob:

I would appreciate it if you would ask the operating head of each department, authority, commission, committee and agency in the City to prepare for my use a memorandum on the problems of transition in their department which includes:

-3-

(a) A description of each existing or projected program requiring decision and action by the present administration before January 1, 1966, or the new administration before April 1, 1966, and a list of the dates by which action must be taken.

(b) An outline of areas where economies or increased efficiency of operation could be achieved and the steps necessary to achieve these results.

I ask that these memoranda be not more than 10 pages in length and that they be sent to me by November 30th.

Let me once again express my appreciation to you for your cooperation during this transition period.

Sincerely,

John V. Lindsay



EXECUTIVE ORDER NO. 181

HEADS OF ALL CITY DEPARTMENTS AND AGENCIES



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

November 19, 1965

EXECUTIVE ORDER NO. 176 TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES FROM: EDW. F. CAVANAGH, JR. DEPUTY MAYOR

The City's requests for state aid are, as you know, customarily submitted to the Governor on or about December 1, so that he may consider them in preparing his budget. These requests, of course, represent the requirements for state aid of various departments.

Accordingly, the Mayor herewith directs the various agency and department heads to prepare a brief statement of their respective department's current problems which might be considered for submission to Albany.

Will you, therefore, forward to this office no later than November 29, a report of the fiscal requirements related to the state aid legislative program in so far as it affects your department or agency.

> EDW. F. CAVANAGH, JR Deputy Mayor

EXECUTIVE ORDER NO. 181

HEADS OF ALL CITY DEPARTMENTS AND AGENCIES



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

November 19, 1965

EXECUTIVE ORDER NO. 177

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: INVESTIGATING, BILLING & COLLECTING FOR HOSPITAL CASES

Executive Order No. 165 is modified to assign to the Department of Welfare, in addition to its responsibility for investigating medically indigent patients, responsibility for the billing and collecting related to services provided to patients in municipal hospitals, and for any legal actions related thereto.

Action shall be taken to:

- Transfer all functions and staff of the Division of Collections, Department of Hospitals, to the Department of Welfare.
- 2. Transfer all functions and staff of the Hospitals Section of the Managing Attorney's Division, Office of the Corporation Counsel. to the Department of

Welfare. (Upon disposition by the Department of Welfare of the backlog cases now in this section, the personnel will be considered available for assignment to other appropriate vacant positions).

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Robert F. Wagner M A Y O R

EXECUTIVE ORDER NO. 181

HEADS OF ALL CITY DEPARTMENTS AND AGENCIES



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

November 27, 1965

#### EXECUTIVE ORDER NO. 178

SUBJECT: FURNISHING OF COUNSEL TO INDIGENT CRIMINAL DEFENDANTS WITHIN THE CITY OF NEW YORK

Pursuant to the provisions of Article 18-B of the County Law (§§ 722-722e added by Chapter 878 of the Laws of 1965), I hereby designate the Legal Aid Society of the City of New York to furnish counsel to persons within the City of New York charged with a crime (as defined in County Law, §722-a) who are financially unable to obtain counsel within the meaning of County Law §722. The terms and conditions for the rendition of such services, subject to the provisions of the foregoing statute, shall be as provided in an agreement to be entered into by the Society and the City; provided, however, that for the services to be rendered by the Society during the period from December 1, 1965, up to and including June 30, 1966, the City shall pay such Society the sum of Three Hundred Thousand (\$300,000) dollars, in such installments and at such times as shall be provided for in such agreement. This sum is in addition to the Four Hundred Thousand (\$4.10,000) dollars heretofore paid by the City to the Society for the period from July 1, 1965 to June 30, 1966.

2. In those cases where by reason of a conflict of interest or other appropriate reason provided in the above-mentioned agreement. the Legal Aid Society declines to represent any such defendant, such defendant shall be represented by counsel furnished pursuant to the joint plan of the Association of the Bar of the City of New York and the New York County Lawyers' Association, as set forth in the communications by such bodies to the Mayor, dated November 11 and 12, 1965; provided that such joint plan is approved by the Judicial Conference of the State of New York; and provided, further, that any portion of such joint plan providing for any activity or facilities imposing or seeking to impose any expense or charge upon the City, other than as provided for by §§722-b and 722-c of the County Law, shall not be effective unless approved by the Mayor

-2-

EXECUTIVE ORDER NO. 181

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

Exec. Order #178 (cont.)

3. The Director of the Budget is hereby authorized to promulgate rules and regulations for the implementation of this executive order in conformity with applicable law.

4. The provisions of the foregoing plan for providing counsel through the Legal Aid Society may be terminated by the City acting by executive order of the Mayor, or by the Legal Aid Society, by giving sixty (60) days notice to the other party in such manner as shall be provided for in the above-mentioned agreement.

 This executive order shall take effect December 1, 1965.

Robert F. Wagner Mayor


EXECUTIVE ORDER NO. 181

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES



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

December 8, 1965

EXECUTIVE ORDER NO. 179

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: MEDICAL EXAMINATION OF DRIVERS OF CITY MOTOR VEHICLES

Experience during the two years of operation under Executive Order 34, dated April 15, 1963, indicates a need for modification of the procedures established. Executive Order 34 dated April 15, 1963, and Deputy Mayor Cavanagh's memorandum of December 28, 1964, relating to appeals, are hereby superseded. The following procedures shall govern medical examinations for drivers of City motor vehicles:

1. Candidates for the position of Motor Vehicle Operator, and other positions for which a driver's license is required, shall be subject to a medical examination by the Department of Personnel, and prior to appointment, by the appointing agency.

2. Prior to assigning any other employees to driving a City vehicle as an important part of their duties, they shall be subject to a medical examination by the employing agency.

3. Employees in the title of Motor Vehicle Operator, and other employees who drive City vehicles as an important part of their duties, shall be subject to periodic medical re-examination in accordance with

standards established by the City Personnel Director. These shall not be more stringent than the then current standards for candidates for the position of Motor Vehicle Operator.

4. Motor Vehicle Operators who, after a medical examination, are found medically unfit to drive may appeal such determination to the City Civil Service Commission.

5. All Departments and Agencies shall follow the attached procedures for medical examinations and for actions to be taken with regard to employees found medically unfit to drive City motor vehicles.

6. Until further notice, the Department of Hospitals will conduct the medical examinations for any City agency which does not have its own medical staff. Agencies requiring this medical assistance shall apply to the Department of Hospitals. The Department of Hospitals shall establish a procedure and schedule of the examinations which will be adhered to by all concerned.

EXECUTIVE ORDER NO. 181

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

STANDARDS FOR MEDICAL EXAMINATIONS AND RE-EXAMINATIONS FOR MOTOR VEHICLE CLERATORS AND OTHER DRIVERS OF CITY MOTOR VEHICLES

-2-

1. New York City Civil Service Commission Medical and Physical Standards for Applicants for the position of Motor Vehicle Operator. The public announcement for the position will describe the medical tests, standards, and causes for rejection for the position of Motor Vehicle Operator. The advertisement will include a statement that periodic medical examinations will be given after appointment. Candidates who pass the Department of Personnel screening medical examination will be certified to fill Motor Vehicle Operator positions.

2. Complete Medical Examination at time of appointment as Motor Vehicle Operator, whether permanent or provisional.

- a. The appointing agency will be responsible for arranging for the prescribed medical examination.
- b. All agencies will use the current Medical and Physical Standards for Notor Vehicle Operator, approved by the City Civil Service Commission. (Copy of current standards attached.)
- c. Agencies which have medical services will examine their own appointees. If the Agency's medical service has no laboratory facilities, the appointee may be referred to the Department of Hospitals for the other tests indicated.

- Agencies which do not have medical service will refer their appointees to the Department of Hospitals C. for the complete medical examination.
- If the appointee is considered medically unfit by the examining physician for the appointing agency, e. the appointing agency will notify the Medical Examining Division of the Department of Personnel who will then review the medical facts and will make the final determination as to whether the applicant should be rejected.

## EXECUTIVE ORDER NO. 181

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HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

f. If, upon review, the Medical Examining Division of the Department of Personnel considers the appointee medically unfit, the appointee may, if he wishes, appeal such determination to the City Civil Service Commission.

3. Periodic Re-examination of Employees in Motor Vehicle Operator positions.

- a. The scope and standards for the medical re-examination shall be established in accordance with Paragraph 3 (page 1) of this Executive Order.
- b. Frequency of re-examinations.
  - Motor Vehicle Operators under age 40 will be re-examined every 3 years.
  - (2) Motor Vehicle Operators 40 to 60 years of age will be re-examined every 2 years.
  - (3) Motor Vehicle Operators 60 years of a ge and over will be re-examined yearly.
  - (4) After an illness resulting in an absence of three or more weeks, the Motor Vehicle Operator shall have a complete medical examination.

4. Examination of Drivers in titles other than Motor Vehicle Operator (Employees, permanent or provisional, who drive City Vehicles as an important part of their duties.)

> a. Screening examination of applicants. The medical and physical standards established for the particular position will be used by the Department

of Personnel Medical Examining Division's physician.

- b. Examination of employees assigned to drive City vehicles. Prior to assigning an employee to a job which requires driving a City vehicle, agencies should have the employee examined in accordance with the standards and procedures established for the position of Motor Vehicle Operator.
- c. Periodic re-examination of employees assigned to drive City vehicles. Agencies should arrange to have employees in this category re-examined on the same basis as Motor Vehicle Operatore.

EXECUTIVE ORDER NO. 181

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

ACTIONS TO HE TAKEN BY ALL DEPARTMENTS AND AGENCIES WITH RESPECT TO DRIVERS OF CITY MOTOR VEHICLES ADJUDGED TO HE LEDICALLY UNFIT TO PERFORM THE DUTIES OF THE POSITION

-4-

Every effort should be made to continue the employment, in appropriate positions, consonant with the public welfare, of drivers of motor vehicles who are found to be medically unfit to perform the duties of the position on the basis of the medical re-examination. In accordance with this policy, first priority and preferred action shall be 1a. or 2a. below.

1. If the employee has more than 10 years of member service in the retirement system, one or more of the following actions may be taken with the concurrence of the employee:

- a. Limited assignment, for the duration of the incapacity if appropriate and feasible within the agency's staffing requirements and work responsibilities.
- b. Referral to the Rehabilitation Service of the Department of Hospitals for guidance and counsel, if rehabilitation seems to be a possibility.
- c. Leave with or without pay in accordance with the City Leave Regulations.
- d. Referral for ordinary disability, service retirement, or accidental disability retirement if the facts warrant such referral to the appropriate retirement agency.
- e. Transfer in accordance with the Rules of the City Civil Service Commission. If the employee is transferred to lower level position, he shall be paid the salary of

the lower level position at the step level in accordance with Paragraph 2.7 of the Pay Plan Regulations.

2. If the employee has fewer than 10 years of member service in the retirement system, one or more of the following actions may be taken with the concurrence of the employee:

- a. Limited assignment, for the duration of the incapacity, if appropriate and feasible within the agency's staffing requirements and work responsibilities.
- b. Referral to the Rehabilitation Service of the Department of Hospitals for guidance and counsel, if rehabilitation seems to be a possibility.

## EXECUTIVE CRDER NO. 181

HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

c. Leave with or without pay in accordance with the City Leave Regulations.

-5-

- d. Request the Board of Estimate, or head of the appropriate retirement system if other than the Board of Estimate, for leave without pay in accordance with the appropriate section of the Administrative Code to permit employee to reach 10 years of member service for ordinary disability retirement.
- e. Referral to the appropriate retirement agency for possible accidental disability retirement if the facts warrant such referral.
- f. Transfer in accordance with the Rules of the City Civil Service Commission. If the employee is transferred to a lower level position, he shall be paid the salary of the lower level position at the step level in accordance with Paragraph 2.7 of the Pay Plan Regulations.

3. If the employee does not agree to any of the actions proposed by the department or agency in accordance with the alternatives listed under 1 and 2 above, he may be dismissed for medical incapacity to perform the duties of the position.

4. In classes of positions other than Motor Vehicle Operator, every effort should be made to assign the employee to a position, in the same class, which does not require driving.

ROBERT F. WAGNER



## EXECUTIVE ORDER NO. 181

HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

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## THE CITY OF NEW YORK DEPARTMENT OF PERSONNEL CITY CIVIL SERVICE COMMISSION

Medical and Physical Standards for Motor Vehicle Operator-Examination No. 9417

Vehicle Operator—Examination No. 9417
The following shall be causes for rejection:

ALCOHOL—Excessive use of.
ALLERGY—Severe allergies resulting in skin eruptions, asthina, hay fever, etc.
BACK INJURY—History of, with recurrence within the last five years.
BLOOD PRESSURE—Systolic higher than 160 or diastolic higher than 90. History of continued treatment for high blood pressure.
CHEST X-RAY—Will be required of all applicants. Presence of active tuberculosis or other serious condition revealed by X-Ray.
COLOR VISION—Defective perception of red, green and yellow.
DEFORMITIES—Any deformaties of hands, feet or spine which in the opinion of the Examining Physician would prevent satisfactory driving.
DIABETES MELLITUS—History of.
DRUGS—Excessive use of, such as the ampletamines, barbiturates or tranquilizers or use of narcotics.

phetamines, barbiturates or tranquinzers or use of narcotics. 10. EPILEPSY, fainting spells, blackouis or convulsions—History of. 11.,GENITO-URINARY—Presence of lesions, discharge, orchitis, varicoccle or hypertrophy of prostate gland may reject. 12. HEARING—Inability to hear whispered voice with either ear, Use of hearing aid is not allowed. Presence of any disease interfering with hearing.

allowed. Presence of any disease interfering with hearing.
1.3. HEART—Significant cardiac abnormality. Tachycardia, a rate of more than 100 after a period of rest. History of heart disease.
14. HEIGHT—For appointment to Police Department, 5 feet 7 inches in bare feet is required.
15. HERNIA—Presence of until corrected. Use of truss is not allowed.
16. MENTAL HOSPITAL CONFINEMENT or PSYCHIATRIC CARE—History of, will require psychiatric examination in order to determine employability.
17. NEUROLOGICAL CONDITION or MUS-CULAR CONDITION—Any such condition involving weakness or paralysis of extremities.
18. STRENCTH—Inability to hit a 35-pound weight to a full arm's length overhead with one hand and a 30-pound weight with the other, one at a time.

at a time, 19. ULCER—History of treatment for peptic, gastric or duolenal ulcer within the past 5 years. 20. VARICOSE VEINS—Presence of enlarged,

gastric or duodenal infer within the past 5 years.
20. VARICOSE VEINS—Presence of enlarged, intil corrected.
21. VENEREAL DISEASE—Presence of.
22. VISION—Minimum of 20/30 vision, with each eye separately, eyeglasses allowed. Minimum of 20/100 with each eye without eyeglasses. No chronic inflammation of lids or conjuctiva or presence of any disease interfering with vision.
21. ANY DISEASE, INJURY or ABNOR-MALITY, which in the opinion of the Examining Physician tends to impair health or prevent per-formance of duties.
The following shall be contributory causes for rejection i.e., each one by itself shall not be a cause for rejection:
1. Chronic cough.
2. Excessive weight.
Prior to appointment, applicants may be given a Blood Pressure examination, Urinalysis, Wasser-man, Hematocrit and, where indicated, additional tests such as Blood Glucose, Blood Cholesterol or Electrocardiogram.

Electrocardiogram.

Dated, April 14, 1964. CITY CIVIL SERVICE COMMISSION, TARA-DORE II. LANG, Chairman; GEORGE GREGORY, JR., and ANTHONY MAURIELLO, Commissioners. FRANK A. SCHARFER, Secretary. J6

EXECUTIVE ORDER NO. 181

O: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES



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

December 13, 1965 g

EXECUTIVE ORDER NO. 180

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES HAVING JURISDICTION OVER CONSTRUCTION OF PUBLIC BUILDING CAPITAL PROJECTS

FROM: ROBERT F. WAGNER, MAYOR

SUBJECT: ALLOCATION OF A PRESCRIBED PORTION OF THE CONSTRUCTION COSTS OF PUBLIC BUILDING CAPITAL PROJECTS TO FINE ARTS ORNAMENTATION

In order to expand this Administration's policy of commitment to enriching the cultural climate of New York, you are directed to give maximum emphasis to the esthetic aspects of architectural design in all public building capital projects erected under your jurisdiction. In addition to providing such excellence of design, you are directed to apply a sum of not less than 1/2 percent and no more than 1 percent of the total construction cost of such buildings, where appropriate and as conceived by the architect, to creations or items representing the use of fine arts. The artistic features so provided for such projects shall include but shall not be limited to ornamental arrangements and effects created through the use of sculpture, bas-reliefs, mosaics. frescoes, murals, prints, tapestries, stained glass, paintings or fountains (which are sculptural and/or decorative), provided that each of such items shall be designed to enhance the setting of the project and to achieve effects which are esthetic and not structural or utilitarian.

It is anticipated that you will appoint an official in your department to effectuate this order with the architect assigned. You shall consult with the architect in selecting the artists for such works of art. The artist is to participate in the planning, as appropriate.

-2-

In carrying out this order your objective should be not to seek the lowest cost only but to acquire the greatest value for the money available, including quality and beauty.

tert J. Z. Mayor

Executive Arder



EXECUTIVE ORDER NO. 181

TOx	HEADS OF ALL CITY DEPARTMENTS AND AGENCIES
FROM	ROBERT F. WAGNER, MAYOR
SUBJECT	GREATION OF THE OFFICE OF HOUSING AND DEWELOPHERING GOOD

The present administration of New York City has established as major goals the achievement of better housing for all segments of the City's population; the creation of expanded job opportunities through the establishment of industrial parks and facilities; and the improvement and expansion of parks and recreational facilities so as to afford suitable environmental conditions for all who live and work in our City.

Much has been accomplished towards the attainment of these goals. Urban renewal and low- and middle-income housing programs have been instituted and are being carried out on a scale that far surpass any other city in the nation; housing rehabilitation programs designed to save neighborhoods and preserve the existing housing stock have been instituted and are in progress; building orde inspection and enforcement activities have been greatly expanded and intensified; a program for the development of urban industrial parks is being implemented; a massive program of land acquisition for parks, waterfront and other representional activities is underway; and one of the most humans and efficient relocation programs of contemporary times is in progress. New agencies, such as the Housing and Redevelopment Board, the Department of Relocation, the Rent and Rehabilitation Administration and a Department of Commerce and Industrial Development, were needed and presented in order to initiate the progress of these programs.

To provide coordination in the planning and execution of the program carried out by the various agencies concerned, a Housing Folicy Board and a Housing Executive Committee were established. To provide tighter coordination, greater integration of planning, more centralized budget review, and greater precision in timing of projects and activities, supervision of these programs by a single executive responsible to the Mayor is desirable. Accordingly, under the powers vested in me by Section three of the Charter of the City of New York, I hereby establish the office of HOUSING AND DEVELOPMENT COORDINATOR OF THE CITY OF NEW YORK. The Housing and Development Goordinator shall be directly responsible to the Mayor for overseeing the planning, coordinating, timing, budgeting and expediting of urban renewal, housing, code enforcement, industrial development, relocation and community development programs and projects. In such capacity, he shall also serve as Chairman of the Housing Policy Board and Chairman of the Housing Executive Committee.

In general, the duties and responsibilities of the Housing and Development Coordinator shall include, in addition to any other which the Mayor may prescribe, the following:

- Development of City-wide coordinated and integrated urban renewal, industrial and community development and redevelopment programs with the cooperation of the Housing Executive Committee.
- 2. Evaluate and advise the Mayor on the progress of urban renewal, housing, industrial and community development and redevelopment programs and make recommendations regarding those programs.
- 3. Exercise leadership at the direction of the Mayor in Improving the efficiency and expediting the progress of such programs.
- 4. To conduct continuing studies of all aspects of housing, industrial and community development activities.
- 5. To provide technical assistance and information to other agencies of City, State and Federal government and to act as a clearing house for such agencies, the press and citizens groups.

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6. To formulate for the Mayor's local approval State and Federal legislative programs necessary or desirable to implement, improve and expedite on-going programs, as well as to establish new ones.

7. To act as lisison with State and Federal officials in the transaction of any and all business relating to the aforementioned powers and duties.

To carry but the shows responsibilities, the Souring and Development Coordinator shall have the following powers and divises

- a. To formulate an annual budget for housing, industrial and community development, for recommendation to the Mayor, after consideration with the Housing Executive Committee.
- b. Review and make recommendations to the Mayor concerning the planning, scope, scheduling and execution of all urban renewal, housing, code enforcement, industrial or community development, relocation programs and related activities.
- c. Review and recommend to the Mayor all applications from City agencies for Federal or State funds for urban renewal, housing, industrial or community development, rehabilitation or redevelopment purposes.
- d. Review and make recommendations to the Mayor concerning proposals to designate or establish urban renewal, neighborhood conservation or community renewal or similar areas.
- e. Evaluate all applications for building permits for residential construction in excess of 200 units with respect to the relationship of such construction to the activities of the Housing and Redevelopment Board and the Housing Authority.
- f. Review and make recommendations to the Mayor, prior to their promulgation, of all major policies of other City agencies relating to urban renewal, housing, code enforcement, relocation and industrial and community development.
- g. Evaluate the activities of the Departments of Relocation and Real Estate related to the temporary operation of properties

-3-

acquired by the City for public purposes, under receivership proceedings and otherwise, and make recommendations therete. h. Prepare an annual legislative program of State legislation for recommendation to the Mayor relating to urban renewal, housing, code enforcement, relocation and industrial and community development.

i. Promote such inter-relationships, timing and coordination of the activities of the various City agencies so as to achieve maximum efficiency and avoid duplication of effort in the execution of programs for which he is responsible. d. Organize the office into such departments, bureaus or divisions as he deems necessary and so isable to carry out the aforesaid responsibilities and duties. The Goordinator of Housing and Development may appoint such deputies or assistants and employ such office , employees and consultants as may be required to perform the work of the office within the appropriations therefore.

This Executive Order shall be retroactive to and effective from January 16, 1965.

ROBERT MAYOR

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