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

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November 16, 1950

Memorandum No. 1

To: Heads of all City Departments and Agencies

It has come to my attention that certain City employees who come into daily contact with our citizens, and particularly small businessmen, have been soliciting gratuities on the eves of various holidays throughout the year. I want every Department head to issue instructions to all the employees under their jurisdiction that they are, under no circumstances, to solicit or encourage in any manner or form gratuities or honorariums from our taxpayers. The men and women of our City pay the bills of the municipal administration through their annual contributions to the City's revenues.

I fully realize that those who participate in this practice are few and feel they are not violating any rules or regulations, but merely succumbing to what evidently has been considered a custom. It isn't a pleasant custom, and it doesn't reflect credit on that great body of fine, decent, efficient municipal employees.

I further hope that our citizens will cooperate with me in my desire to put a stop to such a petty public annoyance.

I would like to take this opportunity, on the eve of my departure for a brief vacation, to extend my very best wishes for a pleasant Thanksgiving to all our municipal employees, and to the people of the City of New York.

Sincerely,

Vincent R. Impellitteri

VINCENT R. IMPELLITTERI
Mayor

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OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

December 14, 1950 bf

Memorandum No. 2

To: Heads of all City Departments and Agencies

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

Since Christmas Day and New Year's Day fall on a Monday this year, it is my desire that all personnel in your office be given a holiday on Saturday, December 23rd and Saturday, December 30th. This shall apply to all personnel, except those necessary for the proper protection of life, health and property.

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

Vincent R. Impellitteri

VINCENT R. IMPELLITTERI

MAYOR

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

January 18, 1951 D

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

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

Correspondence with any official of a State or Federal Government agency, or with any official of a foreign country, must be done through the Mayor's Office. Some Departments have failed to follow this procedure, as directed by a Memorandum of January 7, 1946. Only routine Police matters are excepted.

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

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

Vincent R. Impellitteri

VINCENT R. IMPELLITTERI

MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

February 15, 1951

MEMORANDUM NO. 4

TO: The Heads of All City Departments and Agencies

FROM: The Mayor

The American Red Cross has just opened its annual appeal for funds. As you know, all agencies of the City are actively engaged in developing a civil defense program. The part played by the Red Cross in this program is of primary importance. Without the valued services of this fine organization, the problems of your City government would be greatly multiplied and expense upon the City would be much heavier.

The Red Cross is made up of you and me and our fellow citizens. In the past we have given time and work and blood and we will continue to do so. In addition to these items, the Red Cross needs more money this year because it has a bigger job to do. Because of the important and patriotic nature of this drive I am making this personal appeal, since I feel that the Korean War and the need for blood on the battlefield justifies a unified response to the Red Cross appeal.

Therefore, I request that you, as head of your Department, cooperate actively by urging the people under you to lend what financial assistance they can to this worthy cause.

The campaign among the City workers is headed by Corporation Counsel John P. McGrath. Will you help him in every way you can?

Vincent R. Impellitteri

Mayor

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

February 15, 1951

MEMORANDUM NO. 4

TO: The Heads of All City Departments and Agencies

FROM: The Mayor

The American Red Cross has just opened its annual appeal for funds. As you know, all expenses of the City are assessed to the City Government and the Red Cross is one of the agencies to which the City contributes a certain amount of money.

The campaign among the City workers is headed by Corporation Counsel John P. Keating. All you have to do is to see that your department contributes its share.

Incidentally, I request that you be good enough to post this memorandum on the bulletin boards in your respective departments.

Regards to the Red Cross office.

Yours,

Vincent R. Impellitteri

VRI:mm

To the Staff - Pass around!

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OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

April 17, 1951 GS

MEMORANDUM #5

TO HEADS OF ALL CITY DEPARTMENTS AND AGENCIES:

Excuse from duty April 20, 1951, all City employees who are recognized members of veterans' organizations and who will furnish proof through their respective County Commanders of participation in the parade of welcome to General Douglas MacArthur on that day. Also make reasonable arrangements for as many other employees as possible to witness the ceremonies.

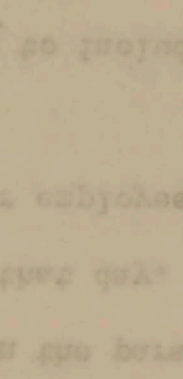
The above not to include members of the Police and Fire Departments or other essential emergency services.

Vincent R. Impellitteri

Vincent R. Impellitteri
Mayor

We shall keep the library open as it is a good viewing place for the Parade.
Which do you prefer to go down on the streets?

PRR



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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

June 8, 1951

Memorandum No. 6

To the Heads of All Mayor's Departments and Agencies:

Shortly, members of the Classification Staff, who are developing the Career and Salary Plan, will call upon you to present the tentative plan as it affects the classification of positions in your agency, to solicit your comments and suggestions regarding the plan, and to get certain information needed to bring the plan up to date as of June 2, 1951. Proposed salary schedules will not be considered at this time.

At this stage the tentative classification plan to be considered will be suitable only for discussion with you or such individuals as you may designate in your department or agency. Until the final plan is released by the Mayor's Committee on Management Survey it will be treated as confidential.

I know that I can count on you for the fullest cooperation in this highly important project. It is in the interest of the City, of your agency and your employees to make certain that the Classification Staff receives from you both your suggestions on the classification plan and the prompt completion of the facts needed from your agency. I trust that I am not setting too tight a schedule when I ask that you personally see to it that your agency completes its part of this job within ten days after you receive the request from the Classification Staff representative. This request for an interview with you will come within the next few days.

This is a matter which cannot wait.

Vincent R. Impellitteri

V. R. Impellitteri

Mayor

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OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

June 13, 1951

Memorandum No. 7

To the Heads of All City Departments and Agencies:

1. At my request the City Construction Coordinator's Office has established contact with the National Production Authority for the purpose of expediting priorities and the delivery of scarce materials required in connection with the construction program and the labor and material contracts throughout the city. The Construction Coordinator's Office is now prepared to help city departments requiring such priority aid.

   Commissioner Moses' office will, from time to time, submit to all city departments engaged in construction or in labor and material contracts, detailed data necessary to secure priority aid.

2. Priority and allocation assistance for the procurement of supplies, materials and equipment not involved in construction or in labor and material contracts will be handled by the Department of Purchase for those agencies for which it is functionally responsible.

Vincent R. Impellitteri

Vincent R. Impellitteri
Mayor

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OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

June 13, 1951

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Vincent R. Impellitteri
M a y o r

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

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July 16th, 1951.

MEMORANDUM NO. 7-A

To: The Heads of All City Departments and Agencies

From: The Mayor

In order to consolidate the necessary record keeping and expedite priority assistance for maintenance, repair, and operating supplies involving critical materials for all City agencies, I am amending Memorandum No. 7, originally issued June 13, 1951, as follows: The Department of Purchase will handle, in addition to their present responsibilities for the procurement of supplies, materials and equipment, priority assistance for the critical material necessary in those labor and material contracts for maintenance or repair of existing facilities except when they are concerned with new construction or alterations.

Vincent R. Impellitteri
Mayor

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

JUN 29 1951

MEMORANDUM NO.8

FROM: THE MAYOR

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

SUBJECT: STATE LEGISLATION

I attach for the guidance of all City departments and agencies a memorandum outlining a uniform procedure for the processing of City-sponsored State legislation.

Your particular attention is invited to the date (October 15) which is established as the target date for the submission of proposed legislation to this office.

Your close cooperation in compliance with the provisions of the established procedure is requested in order to obtain maximum results in the formulation and processing of the City's legislative program.

Vincent R. Impellitteri

Mayor.

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

JUN 29 1951

MEMORANDUM NO. 9

FROM: THE MAYOR

TO: HEADS OF ALL DEPARTMENTS AND AGENCIES

SUBJECT: STATE LEGISLATION

I attach for the guidance of all City departments and agencies a memorandum outlining a uniform procedure for the processing of City-sponsored State legislation.

Your particular attention is invited to the date (October 15) which is established as the target date for the submission of proposed legislation to this office.

Your close cooperation in complying with the provisions of the established procedure is requested in order to obtain maximum results in the formulation and processing of the City's legislative program.

Vincent R. Sellitto
M A Y O R

MEMORANDUM ESTABLISHING A UNIFORM PROCEDURE
FOR THE PROCESSING OF CITY'S LEGISLATIVE PROGRAM.

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

1. Sponsoring legislation beneficial to the City government.

2. Opposing legislation detrimental to the City government.

1. SPONSORING LEGISLATION BENEFICIAL TO THE CITY GOVERNMENT.

Proposed State legislation recommended by any City department or agency for sponsorship by the City Administration should be submitted to this office, attention of Mr. Victor F. Condello, Legislative Representative, not later than October 15 of each year.

Each proposed bill must be accompanied by a detailed memorandum supporting the need for the bill. The supporting memorandum must also contain a complete statement of any previous history of the proposed legislation. This history will include a reference to previous similar bills which were introduced in the Legislature, and also reference to similar proposed bills which were recommended by the departments but which were not accepted by the Administration for sponsorship.

Proposed bills, unless drafted or approved by the Corporation Counsel, should be submitted in triplicate. Bills drafted or approved by the Corporation Counsel should be submitted in 10 copies, 6 of which should be prepared with blue backs bearing the title of the bill. In either case, the

(more)

supporting memorandum is to be submitted in triplicate.

Since the formulation and processing of the City's legislative program normally involves conferences with and reports by several City officials and often State officials, it is suggested that department and agency heads recommending State legislation communicate with Mr. Condello as soon as the need for the legislation is determined.

Special attention is directed to the need for State legislation to extend or make permanent any law which is due to expire before an intervening legislative session.

2. OPPOSITION TO LEGISLATION DETRIMENTAL TO THE CITY GOVERNMENT.

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

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

Your memorandum should be in the following form:

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

RECOMMENDATION: (Here set forth either of the following:

(more)

Approved
Disapproved
Approved with qualification
Disapproved with qualification)

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

COMMENTS: (Comment in detail.)

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

The address of the Legislative Representative's office at Albany is: De Witt Clinton Hotel, Albany, New York; telephone, Albany 4-4605.

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

July 9th, 1951.

MEMORANDUM NO. 9

From: The Mayor

To: All Department Heads

I have appointed a Board of Management Improvement consisting of the following:

John P. McGrath, Corporation Counsel, Chairman
Charles Horowitz, Deputy Mayor
Thomas J. Patterson, Director of the Budget
Abraham D. Beame, Assistant Director of the Budget
Solomon A. Klein, Executive Assistant to the Deputy Mayor

The functions of the Board are as follows:

1. Put into effect recommendations resulting from studies made by the Mayor's Management Survey Committee and the Division of Analysis.

2. Obtain continuous and full cooperation from City agencies for the management program of the City through constant follow-up on the progress of surveys and installations and by providing technical assistance whenever necessary.

3. Keep the public informed of the progress of the management improvement program and the benefits accruing therefrom.

4. Assist the Mayor, through studies and recommendations, in resolving administrative problems which he may refer to the Board.

The Board will require reports from each department on management improvements initiated by the department or based on Mayor's Management Survey Committee and Division of Analysis studies.

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

July 9th, 1951.

MEMORANDUM NO. 9

From: The Mayor

To: All Department Heads

I have appointed a Board of Management Improvement consisting of the following:

John F. Moffatt, Corporation Counsel, Chairman
Charles Murphy, Deputy Mayor
Thomas J. Patterson, Director of the Budget
Abraham D. Beame, Assistant Director of the Budget
Solomon A. Klein, Executive Assistant to the Deputy Mayor

The functions of the Board are as follows:

1. Put into effect recommendations resulting from studies made by the Mayor's Management Survey Committee and the Division of Analysis.

2. Obtain continuous and full cooperation from city agencies for the management program of the City through constant follow-up on the progress of surveys and installations and by providing technical assistance whenever necessary.

3. Keep the public informed of the progress of the management improvement program and the benefits accruing therefrom.

4. Assist the Mayor, through studies and recommendations, in resolving administrative problems which he may refer to the Board.

The Board will require reports from each department on management improvements initiated by the department or based on Mayor's Management Survey Committee and Division of Analysis studies.

The Division of Analysis will be the working arm of the new Board and will continue to coordinate its work with the department analysis units.

I anticipate the fullest cooperation from every department in assisting the Board to carry out its objectives.

Vincent R. Impellitteri
Mayor

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

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July 20, 1951.

MEMORANDUM No. 10

TO HEADS OF ALL CITY DEPARTMENTS AND AGENCIES:

The New York Department of the American Legion will hold its Annual State Convention in New York City on August 9, 10, 11, 1951.

I desire that all employees who are members of the American Legion and who wish to participate in the Parade Saturday, August 11, 1951, be excused from duty.

Vincent R. Impellitteri

Vincent R. Impellitteri

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

August 17th, 1951.

Executive Memorandum No. 11

To: The Heads of All Mayor's Department and Agencies

From: The Mayor

Members of the Classification Staff, who are developing the Career and Salary Plan, have already presented the tentative plan as it affects the classification of positions in your agency and have asked that you set an early date for a conference to clear any comments you may have.

In order to complete the Career and Salary Plan it is necessary to fix September 1, 1951, as a cut-off date for such conferences. After September 1, 1951, the Classification Staff will not be able, because of time limitations, to consider further comments and suggestions.

It is essential that you cooperate in this matter so that the Classification Staff may have all data in time for its report of September 30, 1951, to the Mayor's Committee on Management Survey.

Vincent R. Impellitteri

Mayor

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

August 17th, 1951.

Executive Memorandum No. 11

To: The Heads of all Departments and Agencies

From: The Mayor

Members of the Classification Staff, who are developing the Career and Salary Plan, have already presented the Centralized plan as it affects the classification of positions in your agency and have asked that you set an early date for a conference to clear any comments you may have.

In order to complete the Career and Salary Plan it is necessary to fix September 1, 1951, as a cutoff date for such conferences. After September 1, 1951, the Classification Staff will not be able, because of time limitations, to consider further comments and suggestions.

It is essential that you cooperate in this matter so that the Classification Staff may have all data in time for the report of September 30, 1951, to the Mayor's Committee on Management Survey.

Mayor

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

September 12, 1951

EXECUTIVE MEMORANDUM NO. 12

TO: Heads of City Departments and Agencies

FROM: The Mayor

Attached is a copy of the report on city-owned passenger cars, made to me by the Board of Management Improvement.

I approve the findings and recommendations contained in it. I urge all heads of departments to examine and study same, and I direct their immediate compliance.

City cars are to be used for official business only, and assigned only to those public officials listed in this report as entitled to use such cars. Similarly, the use of official insignia must be limited as indicated in this report and in all other instances prohibited and, where heretofore otherwise issued, to be revoked forthwith.

The "Rules Governing the Assignment and Operation of City-owned Passenger Cars" are to be strictly observed and enforced.

With your cooperation, the estimated "total savings and improved services" of $492,361 will in no way impair the essential passenger car service required by the various departments of city government but will result in efficient, economical and successful operation.

Vincent R. Impellitteri

Mayor

C
O
P
Y

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

September 12, 1951

Dear ----------:

Attached hereto is a copy of the report on city-owned passenger cars made to me by the Board of Management Improvement, together with a directive sent by me to city departments and agencies under my jurisdiction.

These documents are forwarded to you for your information and guidance.

Very truly yours,

Vincent R. Impellitteri

(s) Vincent R. Impellitteri
Mayor

The above letter was sent to:

Hon. Lazarus Joseph, Comptroller

Hon. Joseph T. Sharkey, President of the Council

Hon. Robert F. Wagner, Jr., President, Borough of Manhattan

Hon. James J. Lyons, President, Borough of the Bronx

Hon. John Cashmore, President, Borough of Brooklyn

Hon. Joseph F. Mafera, President, Borough of Queens

Hon. Cornelius A. Hall, President, Borough of Richmond

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

November 23, 1951

EXECUTIVE MEMORANDUM No. 13

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: MAYOR VINCENT R. IMPELLITTERI

I have designated Dr. Marcus D. Kogel, Commissioner of Hospitals and Director of the Medical Emergency Division of Civil Defense, to organize and direct a program for full cooperation by municipal departments and agencies in the current appeal for accelerated contributions by City employees to the Joint Red Cross — Armed Forces Blood Program.

Mr. David F. Monaghan has been designated by the American Red Cross as voluntary liaison with City departments.

May I urge that you give Dr. Kogel and Mr. Monaghan every cooperation toward the end that the needs of our armed forces and our hospitals be met at this critical time. We on the home front must supply the blood that is needed to help save the lives of those who are fighting for the preservation of our principles and ideals.

Vincent R. Impellitteri

Mayor

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OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

EXECUTIVE ~~ORDER~~ MEMORANDUM NO. 14

TO: HEADS OF MUNICIPAL DEPARTMENTS AND AGENCIES

FROM: MAYOR VINCENT R. IMPELLITTERI

December 12, 1951

All City employees not required to remain on duty for the protection of health and welfare services, for taking care of patients in municipal hospitals and homes, and police, fire and other essential services, will be given time off Monday, December 24th, prior to Christmas, and Monday, December 31st, prior to New Year's Day.

Wherever it is necessary for an employee to put in a tour of duty on these days, compensatory time will be given such employee.

Execution of this order is left in the hands of the respective Commissioners and heads of municipal departments and agencies, who are to determine what services must be covered and where skeleton staffs must be maintained.

Vincent R. Impellitteri

Mayor

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

December 19, 1951

EXECUTIVE MEMORANDUM NO. 15

TO: HEADS OF MUNICIPAL DEPARTMENTS AND AGENCIES

FROM: MAYOR VINCENT R. IMPELLITTERI

As the Holiday Season approaches may I extend to you and to each and every member of your Department warmest greetings and good wishes.

The past year has been a difficult one and grave problems loom in the months ahead. However, the loyalty and devotion of our civil servants will see us through in our common goal of serving the people of our City.

Vincent R. Impellitteri
Mayor

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OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

December 20, 1951

EXECUTIVE MEMORANDUM NO. 17

TO: ALL MUNICIPAL DEPARTMENTS AND AGENCIES

FROM: MAYOR VINCENT R. IMPELLITTERI

There is a possibility of a strike which might affect deliveries of essential coal and fuel oil to buildings and services under your jurisdiction. The collective agreement between Local 553, Coal and Fuel Oil Drivers Union and the Coal Consumers' Protective Association expires at midnight, December 31, 1951.

Although the office of the Mayor will continue its effort to resolve this dispute by mediation, in the event a stoppage occurs the Departments should ascertain in advance how and to what extent such a stoppage would affect your services, and if so affected, a departmental agent should be designated to work out possible emergency measures with representatives of the Union and the Employers under the guidance of Daniel Kornblum, Director of the Division of Labor Relations.

Vincent R. Impellitteri

Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

February 6, 1952

EXECUTIVE MEMORANDUM NO. 18

TO: THE HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: MAYOR VINCENT R. IMPELLITTERI

The American Red Cross has just opened its annual appeal for funds. As you know, all agencies of the City are actively engaged in developing a civil defense program. The part played by the Red Cross in this program is of primary importance. Without the valued services of this fine organization, the problems of our City government would be greatly multiplied and expense upon the City would be much heavier.

The Red Cross is made up of you and me and our fellow citizens. In the past we have given time and work and blood and we will continue to do so. In addition to these items, the Red Cross needs more money this year because it has a bigger job to do. Because of the important and patriotic nature of this drive I am making this personal appeal, since I feel that the Korean War and the need for blood on the battlefield justify a united response to the Red Cross appeal.

Therefore, I request that you, as head of your Department, cooperate actively by urging the people under you to lend what assistance they can to this worthy cause.

The campaign among the City workers is headed by Fire Commissioner Jacob Grumet. Will you help him in every way you can?

Vincent R. Impellitteri

Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

February 21, 1952

EXECUTIVE MEMORANDUM NO. 19

TO: ALL CITY DEPARTMENTS AND AGENCIES

FROM: MAYOR VINCENT R. IMPELLITTERI

RE: BILLS BEFORE THE GOVERNOR

As the legislative session progresses, a greater number of bills are being passed and sent to the Governor for executive action. Many of these bills affect the City and they are referred to you for comments by my Legislative Representative in Albany.

Bills which go to the Governor while the Legislature is still in session are "10 day bills". This means that the Governor has only 10 days in which to act on such bills. The City must necessarily express itself on such bills as promptly as possible. It is essential, therefore, that City departments and agencies submit their comments to Mr. Condello in Albany within 48 hours after receipt of notice that a particular bill is before the Governor.

Delay in replying to requests for such comments may be detrimental to the City's interests. Accordingly, I request your prompt cooperation in commenting on bills before the Governor.

Vincent R. Impellitteri

Mayor

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

May 1, 1952

MEMORANDUM NO. 20

TO: ALL CITY DEPARTMENTS AND AGENCIES

Nearly everything that can be said about The Greater New York Fund within the scope of a letter has been said time and again, and I think it can be taken for granted that you are in full sympathy with its aims. By the same token, it can also be assumed that you will, without any urging on my part, permit a drive to be made for the Fund among the employees of your department, or, if they have a departmental chest or welfare fund, that you will submit a strong recommendation in behalf of the Fund to the committee responsible for making contributions.

I realize that city employees are asked to contribute to many appeals, but The Greater New York Fund is the only one through which they may give impartially to the bulk of our local charities, sectarian as well as non-sectarian, large and small, thus contributing to the welfare of the community as a whole. It follows that the case for the Fund rests upon the fact that all health and welfare services are equally valid and equally important depending upon the needs of individuals, and that its participating agencies merit support in relation to the services which they provide the people of New York, regardless of size, influence, location or sponsorship.

The logic of the case for the Fund is undeniable, and to my mind far more persuasive than an emotional appeal based on the specific need of any particular group of the sick or needy, for the Fund embraces every kind of voluntary agency, and it can be said without fear of contradiction that there is no type of medical, health or social welfare service they do not provide.

Commissioner Henry L. McCarthy of the Department of Welfare has consented to serve as chairman of the drive among city employees. I know that you will help the Commissioner in every way you can in this most laudable work. I should also like to add that The Greater New York Fund will continue to be the overall agency covering employee solicitation for its participating agencies, and no endorsement will be given for individual drives by those agencies or by other agencies covering the same area.

Sincerely yours,

Vincent R. Impellitteri

Mayor

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y. June 12, 1952

MEMORANDUM NO. 21

TO: THE HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: THE MAYOR

SUBJECT: 1953 LEGISLATIVE PROGRAM

I attach for the guidance of all City Departments and Agencies a memorandum outlining a uniform procedure for the processing of City-sponsored State legislation.

Your particular attention is directed to the provisions in relation to the fiscal program, and to the date (October 15th) which is established as the final date for the submission of any proposed state legislation to this office.

I anticipate close cooperation in compliance with the provisions of the established procedure in order to obtain maximum results in the formulation and processing of the City's legislative program.

Vincent R. Impellitteri

VINCENT R. IMPELLITTERI
MAYOR

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MEMORANDUM OUTLINING UNIFORM
PROCEDURE FOR SPONSORING STATE
LEGISLATION BENEFICIAL TO THE
CITY GOVERNMENT.

Annual legislation sponsored by the City Administration falls into two general categories:

1. The fiscal program (any bills affecting financial affairs of the City) and

2. The Administrative program (any bills affecting the general administration of city departments other than fiscal).

Proposed fiscal legislation recommended by any city department or agency is to be submitted to this office, attention of Mr. Victor F. Condello, Legislative Representative, as soon as possible.

Proposed administrative legislation must be submitted not later than October 15th.

Each proposed bill must be accompanied by a detailed memorandum supporting the need for the legislation. Memoranda on fiscal bills should contain appropriate financial analysis such as estimates of increased revenues or reduced expenditures.

The supporting memorandum must also contain a complete statement of any previous history of the proposed legislation. This history will include a reference to previous similar bills which were introduced in the Legislature, and also reference to similar proposed bills which were recommended by the departments but which were not sponsored by the Administration.

Proposed bills, unless drafted or approved by the Corporation Counsel, should be submitted in triplicate. Bills drafted or approved by the Corporation Counsel should be submitted in 10 copies, 6 of which should be prepared with appropriate backs bearing the title of the bill. In either case, the supporting memorandum is to be submitted in triplicate.

II

Since the formulation and processing of the City's legislative program normally involves conference with and reports by several City agencies and very often State officials, it is suggested that department and agency heads recommending State legislation communicate with Mr. Condello, as soon as the need for the legislation is determined.

Special attention is directed to the need for State legislation to extend or make permanent any law which is due to expire before an intervening legislative session.

****

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

June 16, 1952

MEMORANDUM NO. 22

TO ALL CITY DEPARTMENTS AND AGENCIES

This year the annual Mayor's Trophy Game between the Yankees and Dodgers will be played on Monday evening, July 21, at the Yankee Stadium. Proceeds will again be spent on equipment for the City's young sandlot baseball players.

Last year, 72,729 people attended the game. This set a new record in baseball attendance at a benefit game. The net available for distribution was $91,298.33. We anticipate another heavy demand for tickets. I ask you to notify the employees of your department that reserved seats will go on sale in Room 1, City Hall, (Col. Edward G. Riekert's office) June 20. This location has been chosen largely for their convenience.

I know that many of them will want to see the game and support the cause for which it is played.

PLEASE CIRCULATE THIS MEMORANDUM.

Ticket prices (all reserved) $1.75, $2.00, $2.50, and $3.00.

Vincent R. Impellitteri
Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

July 8, 1952

MEMORANDUM NO. 23

TO ALL CITY DEPARTMENTS AND AGENCIES

This is a follow-up to Memorandum No. 22 dated June 16, 1952, wherein I announced the Mayor's Trophy Baseball Game between the Yankees and the Dodgers to be held Monday evening, July 21st, at the Yankee Stadium.

This is a most deserving community project from which all the proceeds will go for the City's young sandlot baseball players. It merits the support of every New Yorker.

Time is growing short and choice tickets are going fast. Please urge your employees who expect to attend this game to purchase their tickets immediately.

They are available in ROOM 1, City Hall, (Edward G. Riekert's office).

Ticket prices (all reserved) $1.75, $2.00, $2.50 and $3.00.

PLEASE CIRCULATE THIS MEMORANDUM TO ALL EMPLOYEES OF YOUR DEPARTMENT.

Vincent R. Impellitteri

Mayor

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

August 7, 1952

MEMORANDUM NO. 24

TO ALL CITY DEPARTMENTS AND AGENCIES:

On October 18, 1952, the National Safety Council will sponsor what promises to be one of the greatest parades in the history of our City -- the New York Green Cross Safety Parade -- which will proceed along Fifth Avenue from 95th Street to 62nd Street. Because of the importance of this event I am asking all City departments and agencies to cooperate with the New York Green Cross in making it a success. You will be hearing from parade director Demetrios Sazani regarding his plans for organization, and I ask that you give him your assistance.

Vincent R. Impellitteri

Mayor

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

August 12, 1952.H

MEMORANDUM NO. 25

TO ALL CITY DEPARTMENTS AND AGENCIES:

Subject: National American Legion Convention
Time: August 25 - 28, 1952
Place: New York City

Section B40-9.0 of the Administrative Code of the City of New York provides that the heads of all City Departments be authorized, provided that the essential services are not impaired, to grant leaves of absence, with pay, to an employee of any such department who has been designated as an official convention delegate or alternate.

Each delegate and alternate to the National American Legion Convention requesting leave of absence with pay shall upon request of the head of his department furnish a certificate from an authorized official of the American Legion showing that he is a duly elected delegate or alternate and upon his return to the office, shall present a certificate declaring that he was in attendance at the Convention.

Vincent R. Impellitteri
Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

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November 16, 1952

MEMORANDUM NO. 26

FROM: THE MAYOR

TO: ALL CITY DEPARTMENTS AND AGENCIES

SUBJECT: STANDARD PROCEDURE FOR REPORTING ON PENDING STATE LEGISLATION.

During the course of the legislative session, the City's Legislative Representative in Albany, Victor F. Condello, acting on my behalf, will refer pending bills to appropriate City departments and agencies for their detailed analysis and recommendations in accordance with the following standard procedure.

Attached to this memorandum are sample copies of a standard NYC Form 55 and 56 which are prescribed for use in reporting on all pending State legislation. Form NYC 55 will be used for reporting recommended approvals. Form NYC 56 will be used for reporting recommended disapprovals. Complete instructions for their preparation appear on the forms.

Consistent with the policy of my recent directive to you, in which I emphasized the need to think along lines of "necessity and economy", I particularly urge you to report promptly and fully on any legislative proposals which would either mandate City expenditures or curtail revenues.

Strict adherence to the established procedure for the preparation and submission of reports on pending bills is essential to the attainment of our paramount objectives in the Legislature: defeating all proposed state laws which would be detrimental to the City; advocating the passage of beneficial legislation.

An initial supply of NYC Forms 55 and 56 will be sent to you under separate cover. Additional forms may be obtained on requisition to Mr. Condello at City Hall.

Vincent R. Impellitteri

MAYOR

YC 55-20M-925185(52) 114

THE CITY OF NEW YORK

REPORT ON STATE LEGISLATION—*APPROVED*

Use a **separate** form for **each** bill. If necessary, continue on a blank sheet showing introductory and print numbers and pertinent item numbers.
Submit in **Duplicate** to **Legislative Representative** as follows:
Original to Room 1100, De Witt Clinton Hotel, Albany, N. Y.
Duplicate to Office of the Mayor, City Hall, New York 7, N. Y.

To: **THE MAYOR**
Att. **The Legislative Representative**

From: Reporting Agency.....

1. IDENTIFYING DATA (as printed on face of bill)

SENATE INT. NO. PRINT NO. , INTRODUCER

ASSEMBLY INT. NO. PRINT NO. , INTRODUCER

TITLE OF THE BILL (Abbreviate if necessary)

2. ESTIMATED COST OR INCOME
(Indicate sum total of estimated mandated expenses, revenue losses or income to City)

Expenses or Loss	Income

3. STATUS OF THE BILL (as printed above bill's title or rubber stamped on bill)

IN COMMITTEE ☐ ADVANCING ON CALENDAR ☐ BEFORE THE GOVERNOR ☐

4. EFFECT OF BILL AND REASONS FOR RECOMMENDATION
(**a.** Describe legal effect of the bill and outline reasons for your recommendations. **b.** Include detailed analysis of any estimate shown in Item 2. **c.** Cite introductory and print numbers of identical or similar bills of current and prior years reported on by your agency and its recommendations thereon.)

SIGNATURE OF AUTHORIZED OFFICER TITLE DATE

NYC 56—20M-925185(52) 114

THE CITY OF NEW YORK

REPORT ON STATE LEGISLATION—*DISAPPROVED*

Use a **separate** form for **each** bill. If necessary, continue on a blank sheet showing introductory and print numbers and pertinent item numbers.
Submit in **Duplicate** to **Legislative Representative** as follows:
Original to Room 1100, De Witt Clinton Hotel, Albany, N. Y.
Duplicate to Office of the Mayor, City Hall, New York 7, N. Y.

To: **THE MAYOR**
Att. **The Legislative Representative**

From: Reporting Agency.....

1. IDENTIFYING DATA (as printed on face of bill)

SENATE INT. NO. PRINT NO. , INTRODUCER

ASSEMBLY INT. NO. PRINT NO. , INTRODUCER

TITLE OF THE BILL (Abbreviate if necessary)

2. ESTIMATED COST OR INCOME
(Indicate sum total of estimated mandated expenses, revenue losses or income to City)

Expenses or Loss	Income

3. STATUS OF THE BILL (as printed above bill's title or rubber stamped on bill)

IN COMMITTEE ☐ ADVANCING ON CALENDAR ☐ BEFORE THE GOVERNOR ☐

4. EFFECT OF BILL AND REASONS FOR RECOMMENDATION
(**a.** Describe legal effect of the bill and outline reasons for your recommendations. **b.** Include detailed analysis of any estimate shown in Item 2. **c.** Cite introductory and print numbers of identical or similar bills of current and prior years reported on by your agency and its recommendations thereon.)

SIGNATURE OF AUTHORIZED OFFICER ..... TITLE ..... DATE .....

THE CITY OF NEW YORK

REPORT ON STATE LEGISLATION—DISAPPROVED

(Use a separate form for each bill. If necessary, continue on a blank sheet showing introductory line only in order and provide that number.)

Submit in Duplicate to Legislative Representative as follows:

Original to Room 1100, 30 West Broadway, Albany, N. Y.

Duplicate to Office of the Mayor, City Hall, New York 7, N. Y.

THE MAYOR
Att. The Legislative Representative

From: Reporting Agency

IDENTIFYING DATA (as printed on face of bill)

SENATE INT. NO. PRINT NO. INTRODUCER

ASSEMBLY INT. NO. PRINT NO. INTRODUCER

TITLE OF THE BILL (Abbreviate if necessary)

2. ESTIMATED COST OR INCOME
(Indicate sum total of estimated mandatory expense, revenue losses or income to City)

Expenditure	Income

STATUS OF THE BILL (as printed above bill's title or rubber stamped on bill)

IN COMMITTEE ☐ ADVANCED ON CALENDAR ☐ BEFORE THE GOVERNOR ☐

EFFECT OF BILL AND REASONS FOR RECOMMENDATION
(a. Describe legal effect of the bill and outline reasons for your recommendation. b. Include detailed analysis of any estimate shown in Item 2. c. Cite introductory and print numbers of identical or similar bills of current and prior years reported on by your agency and its recommendations thereon.)

SIGNATURE OF AUTHORIZED OFFICER TITLE DATE

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

November 17, 1952

EXECUTIVE MEMORANDUM NO. 27

TO HEADS OF MUNICIPAL DEPARTMENTS AND AGENCIES

FROM MAYOR VINCENT R. IMPELLITTERI

All City employees not required to remain on duty for the protection of health and welfare services, for taking care of patients in municipal hospitals and homes, and police, fire and other essential services, will be given time off Friday, November 28th, the day after Thanksgiving, Friday, December 26th, the day after Christmas, and Friday, January 2nd, the day after the New Year.

Wherever it is necessary for an employee to put in a tour of duty on these days, compensatory time will be granted.

Execution of this order is left in the hands of the respective Commissioners and heads of municipal departments and agencies, who are to determine what services must be covered and where skeleton staffs must be maintained.

Vincent R. Impellitteri

Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

January 5, 1953

EXECUTIVE MEMORANDUM NO. 28

TO HEADS OF MUNICIPAL DEPARTMENTS AND AGENCIES

After considerable investigation and much experience in the matter, it is the recommendation of The Civil Defense Commission of The City of New York that the regular Municipal Departments which have emergency divisions functioning under the Civil Defen se program of The City of New York have all Civil Defense matters assigned exclusively to one Deputy Commissioner, or other ranking executive, of such departments.

The Commission suggests that each head of Department assign such an individual from his executive staff and the name of the official so designated be forwarded to both the Civil Defense Commission and the Director of Civil Defense.

The Commission believes it is necessary for the proper functioning of Civil Defense in The City of New York to have a top line of authority and responsibility in the various emergency divisions.

Vincent R. Impellitteri

Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

January 9, 1953
S

EXECUTIVE MEMORANDUM No. 29

TO: THE HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: MAYOR VINCENT R. IMPELLITTERI

The American Red Cross will soon launch its 1953 annual appeal for funds. As you know, all agencies of the City are actively engaged in developing a civil defense program. The part played by the Red Cross in this program is of primary importance. Without the valued services of this fine organization, the problems of our City government would be greatly multiplied and expense upon the City would be much heavier.

The Red Cross is made up of you and me and our fellow citizens. In the past we have given time and work and blood and we will continue to do so. In addition to these items, the Red Cross needs more money this year because it has a bigger job to do. Because of the important and patriotic nature of this drive I am making this personal appeal, since I feel that the Korean War and the need for blood on the battlefield, plus the many other community services of the Red Cross, justify a united response to the 1953 appeal.

Therefore, I request that you, as head of your Department, cooperate actively by urging your employees to cooperate wholeheartedly in this worthy cause.

The campaign among the City workers this year will be headed by Commissioner Edward F. Cavanagh, Jr., of the Department of Marine and Aviation. Please help him in every way you can.

Vincent R. Impellitteri
Mayor

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

January 16, 1953

EXECUTIVE MEMORANDUM #30

TO: HEADS OF MUNICIPAL DEPARTMENTS AND AGENCIES

FROM: MAYOR VINCENT R. IMPELLITTERI

I have authorized the Municipal Civil Service Commission, through its newly organized Classification Bureau, in cooperation with the Bureau of the Budget, to re-survey all work already completed in connection with the development of a proper and integrated Career and Salary Plan for all civil service employees. I have instructed them that a plan must be established as expeditiously as the results of their study warrant.

The Head of each agency shall cooperate with all its resources in making this final plan a reality. He shall name a Personnel Officer whose major duties shall be principally devoted to working with the Classification Bureau on all problems of classification and salary relative to positions in his agency.

The Heads of agencies shall advise the Municipal Civil Service Commission not later than January 21st of the name of their Personnel Officer who will be responsible, as both the representative of the department and its liaison officer, for all problems in this re-survey.

I know that each of the other elected officials is as interested as I am in achieving the adoption of a proper Career and Salary Plan. I urge their complete cooperation.

I am attaching a copy of the report of the President of the Civil Service Commission and the Director of the Budget, which I have approved so that the Heads of all agencies may be informed of the scope of this program.

Vincent R. Impellitteri
MAYOR

December 9, 1952

Honorable Vincent R. Impellitteri
Mayor, City of New York
City Hall
New York 7, New York

Dear Mr. Mayor:

Your Honor has directed that a Career and Salary Plan be established for civil service employees and that immediate action be taken to develop the job classification and establish the rates of pay which will serve to implement it. The elements of the plan, specified in your communication of October 10, 1952 to the President of the Civil Service Commission, were:

(1) Creation of a new Classification Bureau within the Civil Service Commission.

(2) Development of a realistic schedule of job classifications and appropriate salaries, giving due consideration to the recommendations of Griffenhagen and Associates and the recommendations and criticisms derived from comments of interested employee and civic groups, as well as information derived from field review of positions, and from the cooperative contributions of departmental officials responsible for personnel.

Your Honor laid down the policy that no employee be adversely affected, and that, in matters where further policy determinations were to be made, your Board of Management Improvement was to be consulted. Your Honor designated the Municipal Civil Service Commission and the Bureau of the Budget

as the agencies responsible for implementation of the Career and Salary Plan, directing that reports of progress be submitted to you covering the establishment of its several essentials. In accordance with these instructions, the first such report is respectfully submitted.

CLASSIFICATION BUREAU

We have determined initially the staff required and the personnel cost of the new Classification Bureau. These are detailed in the attached Appendix "A". It has been agreed that, upon appointment of the bureau's administrative staff, it will begin work immediately to organize itself, formulate its procedures, and then address itself to substantive matter. As staff additions are required they will be provided, but full use will be made of the qualified personnel within the Civil Service Commission, the Bureau of the Budget, and other city agencies. Each major city agency is to provide for a Personnel Unit headed by a personnel officer. The unit will expedite the agency's part in this classification program and will train an adequate number of personnel in the principles and methods of job classification.

The new Classification Bureau will have the overall responsibility for continuing survey, investigation and research relative to the classification of positions and their place in the classified service. Its immediate task will be

the re-survey of all positions covered by the Griffenhagen report with a view toward their final classification and integration into the Career and Salary Plan.

PRINCIPLES

Among the important major principles which will guide the Classification Bureau are several already enunciated by Your Honor. These are:

(1) That the salary of no employee will be reduced.

(2) That there will be no abridgment of employee rights now guaranteed in present civil service titles.

(3) That employees will have the right of appeal on class allocation, on compensation, or on any other action of the Classification Bureau affecting their interest.

(4) Positions now covered by Section 220 of the Labor Law will be excluded.

(5) Sections of the plan will be installed as they are developed, wherever possible.

DIRECTIVES

Mindful that the new Classification Unit would require certain specific directives, we set forth those relative to its purposes, procedures, schedule of progress, and cooperation to be expected from all city agencies. These directives appear in the following sections of this report.

A. Purpose

The Classification Bureau of the Civil Service Commission is directed:

(1) To establish a Career and Salary Plan that is realistic, appropriate and current.

(2) To establish a uniform standard of job definitions or specifications by a complete statement of qualifications and duties to be performed for every class.

(3) To establish a pay plan based on current rates of compensation for similar work with full consideration of relationships of various classes to each other based on the principle of equal pay for equal work.

(4) To establish a progressive promotional program as part of the Career and Salary Plan.

(5) To eliminate out-of-title assignments.

(6) To publish all definitions of classes, for the guidance of departmental administrators in their assignment and use of personnel, for the comprehension by employees of the scope of their duties and their lines of promotions, and for the guidance of prospective civil servants in their training for city service.

(7) To establish, and provide the methods and procedures for a continuing appraisal and study of the final Career and Salary Plan.

(8) To recommend and effect revision of those laws or statutes which are not consonant with proper personnel or classification practice, or which impede establishment of a proper Career and Salary Plan.

(9) To establish appropriate employee appeals procedures on actions taken in the final Career and Salary Plan.

B. Procedures

Procedures will be adopted by the Classification Bureau which will provide for:

(1) Evaluation of the recommendations of the report of Griffenhagen and Associates on the basis of its technical value, its practicability, its application, and its appropriateness.

(2) Full consideration of the recommendations and criticisms of employee organizations, civic groups and departmental administrators.

(3) Sifting and weighing of all testimony presented before the Formal Hearings Board.

(4) Development of the classification plan.

a. Examination of all duties performed in each department in various occupational categories.

b. Study of position description forms.

c. Analysis of duties both by the Classification Bureau and by departmental administrators, and discussions between both.

d. Preparation of tentative class definitions and classification structure for examination, review and criticism by departments, civic and employee organizations and any other interested groups.

e. Analysis of suggestions, recommendations, and criticisms of tentative class definitions, specifications, and classification structure.

f. Establishment of final classification plan.

(5) Development of the salary plan.

a. Examination of all relevant salary data collected by Griffenhagen and Associates on the basis of recency, relevancy, and validity.

b. Evaluation of all evidence relative to recruitment and job value, with particular attention to employee and civic organization testimony regarding the comparison of Griffenhagen and Associates' recommendations, with the salary provisions and job classifications now in existence.

c. Research and evaluation of pay scales for classes in new classification plan through salary information questionnaires, personal interviews, and study of pay plans for private and public agencies and the ascertaining of current rates of pay for comparable positions.

d. Continuing discussions with departments, employee and civic organizations relative to tentative salary proposals.

e. Recommendation of final salary plan.

(6) Installation of Career and Salary Plan.

a. Immediate installation, where possible, of parts of the plan.

b. Recommendation of necessary legislation or program for its institution in parts or a complete plan.

c. Allocation of positions to new titles and classes in partially or fully completed plan.

d. Establishment of table of equivalencies for employees now possessing certain rights.

e. Development of appropriate employee appeals procedures.

C. Schedule of Progress

The Civil Service Commission will render periodic public reports of work being accomplished, and the relationship of progress to estimated completion time of the entire task.

D. Cooperation of all City Agencies

All city agencies will participate by:

(1) Cooperating with the Classification Unit in making available all information relative to departmental organization, relationship of positions to such organization, duties to be performed, qualifications required for the proper performance.

(2) Coordinating and substantiating all such information from various departmental supervisors.

(3) Arranging for conferences with head of agency and Classification Unit on all results of the analysis of positions or field surveys and on preliminary and tentative class definitions and pay scales.

- - - - - -

It is our considered opinion that the establishment of the Classification Bureau represents the essential organizational step in our progress toward a complete and equitable Career and Salary Plan. As each succeeding objective is achieved, Your Honor will be fully informed through the medium of further reports.

Respectfully,

Paul P. Brennan
President, Municipal Civil Service Commission

Abraham D. Beame
Director of the Budget

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

January 27, 1953

EXECUTIVE MEMORANDUM NO. 31

TO : HEADS OF ALL DEPARTMENTS AND AGENCIES

FROM: MAYOR VINCENT R. IMPELLITTERI

I have instructed the Director of the Budget to prepare a report covering all the management improvements made in city agencies since the inauguration of this program in 1948.

Departments have transmitted schedules covering those improvements made during the years 1951 and 1952 to my Board of Management Improvement. However, to enable the Budget Director to compile the required information, those improvements which were made during the years 1948, 1949 and 1950 will be needed.

Accordingly, you are directed to report to the Director of the Budget those improvements made in your department covering the period from January 1, 1948 to December 31, 1950. I urge the complete cooperation of all agency heads in the transmission of this material. The reports must be available not later than February 10, 1953. Standard forms for reporting are attached. Additional forms may be obtained from the Bureau of the Budget.

Vincent R. Impellitteri
Mayor

THE CITY OF NEW YORK

CITY DEPARTMENTS' MANAGEMENT REPORT

Department _____

To: Director of the Budget, City of New York

1. Improvement: (Descriptive Title only - Use separate form for each project) .

2. Installation: Completed ( ), In Progress ( )

3. Year Installation was Initiated _____.

4. Nature of Results Achieved: Lower Costs ( ) Increased Quantity of Services ( ), Improved Quality of Services ( ), Improved Employee Welfare ( ), Additional Revenue ( ), Other:

5.

Savings:	*Annual Savings Realized	*Potential Annual Savings
Personal Services	$	$
Non-Personal Services	_____	_____
Gross Annual Savings	$	$
Less: Additional Costs*	_____	_____
Net Annual Savings	_____	_____

(*Indicate one time saving or cost by letter b)

6. Was Realized Savings above reflected in the Annual Budget? Yes ( ) No ( ). If yes, what year? _____.

7. Will Potential Savings above be reflected in Annual Budget? Yes ( ) No ( ). If yes, what year? _____.

8. Description of Results:

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CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

March 4, 1953.

EXECUTIVE MEMORANDUM NO. 32

FROM: THE MAYOR

TO: ALL CITY DEPARTMENTS AND AGENCIES

SUBJECT: BILLS BEFORE THE GOVERNOR.

As the legislative session comes nearer to adjournment, a great number of bills are being passed and sent to the Governor for executive action. Many of these bills affect the City and they are referred to you for comments by my Legislative Representative in Albany.

Bills which go to the Governor while the Legislature is still in session are "10 day bills". This means that the Governor has only 10 days in which to act on such bills. It is essential, therefore, that City agencies submit their reports to Mr. Condello in Albany within 48 hours after receipt of notice that a particular bill is before the Governor. Reports on bills before the Governor are to be submitted in accordance with my Memorandum No. 26, dated November 16, 1952.

Delay in replying to requests for such comments may be detrimental to the City's interests. Accordingly, I expect your prompt cooperation in reporting on bills before the Governor.

Vincent R. Impellitteri

VINCENT R. IMPELLITTERI
MAYOR.

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

May 19, 1953

Executive Memorandum No. 33

To the Heads of All Mayor's Departments and Agencies:

Plans for instituting Career and Salary studies in the City's new classification program are being developed by the Municipal Civil Service Commission in accordance with an earlier directive issued by this office.

In order to expedite these procedures, arrangements have been made for a meeting of the heads and delegated representatives of all departments and agencies on Tuesday, May 26, 1953 at 11:00 A. M. in the Mayor's Reception Room at City Hall, which I plan to address on the subject of classification and compensation in our civil service.

You and the members of your personnel staff whom you have designated to act in your behalf as liaison officers representing your department in classification conferences and negotiations with the Municipal Civil Service Commission are requested to be present on this occasion.

Vincent R. Impellitteri

Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

June 1, 1953

EXECUTIVE MEMORANDUM NO. 34

FROM: MAYOR VINCENT R. IMPELLITTERI

TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

I have learned that, although the 1953 campaign of the Greater New York Fund has been under way since April 28, municipal departments have so far been slow to respond.

I shall regard it as a personal favor if you will lend your full cooperation to Commissioner Henry L. McCarthy of the Department of Welfare, who this year is serving his second successive term as Municipal Chairman for this worthy cause.

There is no need, I think, for me to elaborate on the case for the Fund. It would be impossible to do justice to it within the scope of this memorandum. I am confident that if the Fund's story is effectively presented to the employees of your department, their contributions will be generous.

Vincent R. Impellitteri

Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

June 2, 1953.

EXECUTIVE MEMORANDUM No. 35
FROM: MAYOR VINCENT R. IMPELLITTERI
TO: HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

This year the annual Mayor's Trophy Game between the Yankees and Dodgers will be played on Monday evening, June 29, at the Yankee Stadium. Proceeds will again be spent on equipment for the City's young sandlot baseball players.

Last year, despite bad weather, more than 50,000 people attended the game, and the previous year more than 72,000 attended it. The net available for distribution from these two games was $165,000. We anticipate another heavy demand for tickets this year. I ask you to notify the employees of your department that reserved seats will go on sale in Room 1, City Hall, (Col. Edward C. Riekert's office) June 2. This location has been chosen largely for their convenience. I know that many of them will want to see the game and support the excellent cause for which it is played.

Ticket prices (all reserved seats): $1.75, $2.00, $2.50, and $3.00.

PLEASE CIRCULATE THIS MEMORANDUM.

Vincent R. Impellitteri

Mayor

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OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

July 20, 1953

MEMORANDUM NO. 36

TO ALL CITY DEPARTMENTS AND AGENCIES:

On October 17, 1953 the National Safety Council will sponsor what promises to be one of the greatest parades in the history of our City - the New York Green Cross Safety Parade - which will proceed along Fifth Avenue from 95th Street to 62nd Street. Because of the importance of this event I am asking all the City Departments and agencies to cooperate with the New York Green Cross in making it a success. You will be hearing from parade director Demetrios A. Sazani regarding his plans for organization and I ask that you give him your assistance.

Vincent R. Impellitteri

Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

July 24, 1953
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MEMORANDUM NO. 37

TO ALL CITY DEPARTMENTS AND AGENCIES:

Tickets for the $4.80 and $3.60 seats at the Marine Theatre at Jones Beach State Park for Michael Todd's "A Night in Venice" are available to all city employees at half price on the evenings of Sunday, Monday, Tuesday, Wednesday, and Thursday. Cheaper seats are available at the regular prices, and all regular prices prevail on Friday and Saturday nights.

Employees get the benefit of the 50% discount for themselves and those in their party -- family or friends -- by presenting their identification card at the ticket window at Jones Beach. Departments that would like to make up theatre parties of 50 or more can have seats reserved for their group if they will notify in advance the Theatre Manager, Mr. Hal Grossman, at WAntagh 2 - 7906.

For those who wish to go together in buses these are available for round trips from Times Square at a price of $4.50 including both the bus fare and a $4.80 seat for the show. However, there must be exactly 45 persons as the bus drivers will not contract for fewer seats at this price -- and 45 is the bus capacity.

Vincent R. Impellitteri

VINCENT R. IMPELLITTERI
Mayor

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

August 17, 1953

MEMORANDUM NO. 38

TO: THE HEADS OF ALL CITY DEPARTMENTS AND AGENCIES

FROM: THE MAYOR

SUBJECT: 1954 LEGISLATIVE PROGRAM

My memorandum to you dated June 12th, 1952, established the uniform procedure for the initiation of City-sponsored legislation for the 1953 session of the State Legislature. The same procedure is to be followed in recommending Special City legislation for the 1954 legislative session.

Your attention is invited to the fact that October 15th, is established as the final date for the submission of any proposed State legislation to my office, attention of Victor F. Condello, Legislative Representative. However, since the formulation and processing of the City's legislative program usually requires numerous preliminary conferences and analysis of the proposed legislation by several City and sometimes State officials before it is in final acceptable form, I suggest that department heads recommending state legislation communicate with Mr. Condello as early as possible. Experience demonstrates that many bills fail of enactment because of late submission and last minute hurried drafting which does not permit time for thorough preparation. Accordingly, the October 15th date should be regarded only as a deadline; not the date on which legislation is to be submitted.

Your close cooperation in compliance with the provisions of this Memorandum and Memorandum #21 is anticipated in order to obtain maximum results in the formulation and processing of the City's 1954 legislative program.

Very truly yours,

Vincent R. Impellitteri

VINCENT R. IMPELLITTERI
MAYOR

CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK 7, N. Y.

November 24, 1953

EXECUTIVE MEMORANDUM NO. 39

TO HEADS OF MUNICIPAL DEPARTMENTS AND AGENCIES

FROM ACTING MAYOR JOSEPH T. SHARKEY

After consultation with Mayor Vincent R. Impellitteri by telephone at Miami Beach and in line with the action taken in his executive memorandum No. 27 on November 17, 1952, which action was confirmed by the Board of Estimate in Calendar No. 8 dated December 18, 1952, I have issued the following executive memorandum:

All City employees not required to remain on duty for the protection of health and welfare services, for taking care of patients in municipal hospitals and homes, and police, fire and other essential services, will be given time off Friday, November 27th, the day after Thanksgiving.

Wherever it is necessary for an employee to put in a tour of duty on these days, compensatory time will be granted.

Execution of this order is left in the hands of the respective Commissioners and heads of municipal departments and agencies, who are to determine what services must be covered and where skeleton staffs must be maintained.

Joseph T. Sharkey

Acting Mayor

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