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N.Y. City, Mayor  
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III

/ Executive orders /



Mayor's Executive Orders  
No. 55 - 88 (1972-1973)

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

EXECUTIVE ORDER NO. 55

FEBRUARY 1, 1972

DESIGNATION OF THE URBAN DESIGN GROUP AS  
PART OF THE DEPARTMENT OF CITY PLANNING.

WHEREAS, the Urban Design Council of the City of New York has recommended the establishment of an Urban Design Group as part of the New York City Department of City Planning; and

WHEREAS, such a group has been assembled, the necessary civil service positions created, and a record of specific accomplishments achieved; and

WHEREAS, it is the desire of the City Administration to insure the involvement of design professionals in governmental decisions on a continuing basis;

NOW, THEREFORE, by virtue of the power vested in me as Mayor of The City of New York, it is hereby ordered as follows:

SECTION 1. The Director of the Urban Design Group in the Department of City Planning shall advise the Director of the Department of City Planning on matters of urban design and shall have the following powers and duties, in addition to those assigned to him by the Director of the Department of City Planning.

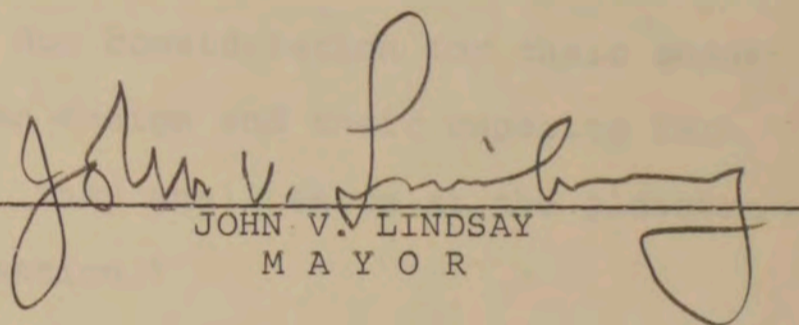
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- (a) To serve as Executive Director, with appropriate staff, to the Mayor's Council on Urban Design.
- (b) To make recommendations and assist the City agencies, including the Housing and Development Administration, the Municipal Services Administration, the Economic Development Administration and the Transportation Administration on matters affecting physical design and development in his capacity as Executive Director of the Urban Design Council.
- (c) To cooperate with the Mayor's Development Offices in the making of land use decisions and the implementation of such decisions in his capacity as Executive Director of the Urban Design Council.
- (d) To serve as the Mayor's representative to the Art Commission.

§2. City agencies responsible for matters involving physical design and development shall cooperate with the Director of the Urban Design Group in the performance of his functions and duties as herein above set forth.

§3. This order shall take effect immediately.

  
JOHN V. LINDSAY  
M A Y O R

Charter, §230 shall be required before approval by the Buildings





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

EXECUTIVE ORDER NO. 56

FEBRUARY 1, 1972

AMENDMENT OF EXECUTIVE ORDER NO. 62 (effective February 5, 1968)

WHEREAS, the Urban Design Council created by Executive Order No. 62, dated February 5, 1968, has recommended certain amendments in said Executive Order,

NOW, THEREFORE, by the power vested in me as Mayor of The City of New York, it is hereby ordered as follows:

SECTION 1. The following sections are hereby amended to read as follows:

"§3. Composition. The Urban Design Council shall consist of not less than nine nor more than sixteen individuals. They shall be appointed by the Mayor, with due consideration for their understanding of the problems of urban design and their capacity for giving clear, effective advice. They shall serve at the pleasure of the Mayor and without compensation."

"§5. Procedure. All actions of the Urban Design Council shall be by a majority of those present, with a quorum of five required. In other respects the Council shall establish its own rules of

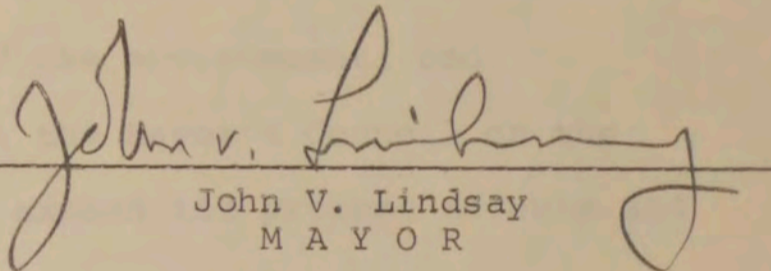
required by General City Law, §36 and New York City Charter, §230 shall be required before approval by the Buildings



procedure, provided it shall meet at least once a month, considering July and August a single month."

"§7. Executive Director. The Council will have an Executive Director to be appointed by the Mayor. The Executive Director may maintain an office with requisite secretarial and other assistance, the costs of which shall be paid by The City of New York within the amounts appropriated therefore and subject to the approval of the Director of the Budget."

§ 2. Effective Date. This order shall take effect immediately.

  
John V. Lindsay  
M A Y O R

required by General City Law, §36 and New York City Charter, §230 shall be required before approval by the Buildings





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

EXECUTIVE ORDER NO. 57

FEBRUARY 25, 1972

ESTABLISHMENT OF THE COUNCIL ON THE ENVIRONMENT  
OF NEW YORK CITY

WHEREAS, the problems of creating and maintaining a decent and healthful environment depends upon the efforts of every New Yorker; and

WHEREAS, it is in the interests of the City of New York that all concerned citizens be enlisted on a continuing basis in an effort to find solutions to the many problems of the environment; and

WHEREAS, it is desirable that the Mayor's Council on the Environment be enabled to continue to expand its present efforts and accomplishments; and

WHEREAS, to achieve these goals it will be in the public interest to include the present members of the Mayor's Council in the Council on the Environment established by this order;

NOW, THEREFORE, by virtue of the power vested in me as Mayor of the City of New York, it is hereby ordered as follows:

SECTION 1. There is hereby established in the office of the Mayor a Council on the Environment of New York City; which shall promote

Charter, §230 shall be required before approval by the Buildings



environmental concern among New Yorkers through publications and public conferences, as well as originating and developing new solutions to environmental problems by means of research and demonstration projects.

§ 2. The Mayor's Council on the Environment is hereby dissolved.

§ 3. The Mayor shall serve as Chairman of the Council. He shall designate a Co-Chairman who shall be a citizen residing in the City of New York, and such other officers as he deems appropriate.

§ 4. The Mayor shall appoint a Director of the Council, who shall serve at his pleasure.

§ 5. The duties and powers of the Director shall include but not be limited to, the following:

- (a) to confer with appropriate City, State, Federal, and private agencies concerned with the protection of the environment for the purpose of improving environmental protection programs and policies;
- (b) to confer with appropriate State, Federal and private agencies, including individuals, foundations and corporations, for the purpose of securing funds for the support of the Council;
- (c) to the extent that funds from non-tax levy sources specifically donated for the use of the Council permit, to conduct research, operate programs and conduct studies of pollution control and environmental improvement; and to contract on behalf of the Mayor's office to the extent permitted by law with other public or private agencies and engage consultants for such research programs and studies;
- (d) to prepare and publish such reports and sponsor such conferences as he deems appropriate;
- (e) to encourage joint activities among the separate agencies concerned with protection of the environment and to represent the overall interest and needs of the quality of life in New York City.

§ 6. Members of the Council.

- (a) The Mayor shall appoint the members of the Council. All members shall serve two year terms except that of the members initially appointed one-half the members

required by General City Law, §36 and New York City Charter, §230 shall be required before approval by the Buildings



shall serve for a term ending December 31, 1972 and the other half shall serve for a term ending on December 31, 1973. Vacancies occurring otherwise than by expiration of term shall be filled by the Mayor by an appointment to serve for the balance of the term.

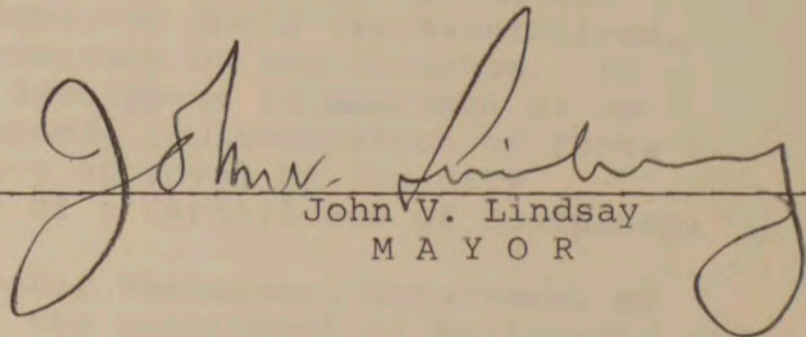
- (b) The membership of the Council shall include representatives from all public agencies substantially involved in protecting the environment.
- (c) The Council shall have no fewer than fifty and no more than one hundred and fifty members. The present members of the Mayor's Council in the Environment shall be appointed to serve as members.
- (d) At least three quarters of the Council members to be appointed shall be individuals who do not hold public office or employment.
- (e) The members of the Council shall serve without compensation.

§ 7. City agencies responsible for matters involving the environment shall cooperate with the Council on the Environment in the performance of its functions and duties as herein above set forth.

§ 8. The Director shall submit an annual report to the Mayor and the members of the Council.

§ 9. No expenditure shall be incurred by the Council, including but not limited to personnel expenditures and costs for the Director of the Council and other staff members, unless a sum sufficient to cover such expenditures shall have been raised from non-tax levy sources.

§ 10. This order shall take effect immediately.

  
John V. Lindsay  
M A Y O R

As required by General City Law, §36 and New York City Charter, §230 shall be required before approval by the Buildings





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

EXECUTIVE ORDER NO. 58

MAY 24, 1972

ESTABLISHMENT OF STATEN ISLAND PLANNED  
UNIT DEVELOPMENT IMPLEMENTATION COUNCIL

WHEREAS, The City Planning Commission has amended the zoning resolution to provide a new and important concept known as "Planned Unit Development"; and

WHEREAS, in order to encourage and facilitate this form of development in the City of New York and particularly in the Borough of Richmond it is necessary to create a special implementation agency.

NOW, THEREFORE, by virtue of the power vested in me as Mayor of the City of New York, it is hereby ordered as follows:

Section 1. In order to insure that Planned Unit Development (PUD) project applications are processed promptly and efficiently by City agencies, an Executive Planned Unit Development Implementation Council (hereinafter referred to as the Council) is hereby established for the Borough of Richmond. It is to be chaired by the Director of the Office of Staten Island Development. Its members shall consist of the Borough President of Richmond, the Chairman of the City Planning Commission, the Transportation Administrator, the Commissioners of the Buildings Department, Highway Department, Department of Water Resources, Fire Department, and Health Department, or their representatives. It shall meet as often as deemed necessary by the Chairman. It shall have the authority to invite developers to meetings as required. Its purpose is to assure speedy implementation of those projects from the time of preliminary approval by the City Planning Commission to the issuance of a Certificate of Occupancy.

§ 2. The Department of Water Resources, Department of Health, the Department of Highways, the Department of Buildings, and the Fire Department shall be the agencies responsible for review of Planned Unit Development, both in developments where the facilities (roads, sewers, etc.) are public, and in developments utilizing a single zoning lot where such facilities fall within private property. The Building Department will review all building plans, but shall be relieved of review of plans for, or inspection of installation of roads, sewers, and other site utilities, which shall be the responsibility of the other designated departments. Approvals by the other designated departments of plans for the roads, sewers and other site utilities, including but not limited to the plan approvals required by General City Law, §36 and New York City Charter, §230 shall be required before approval by the Buildings



Department of the building plans. Said agencies shall promptly review all Planned Unit Development applications as requested by the Council and indicate their comments to the Council and to the City Planning Commission, prior to the Planning Commissioner's final determination of such applications.

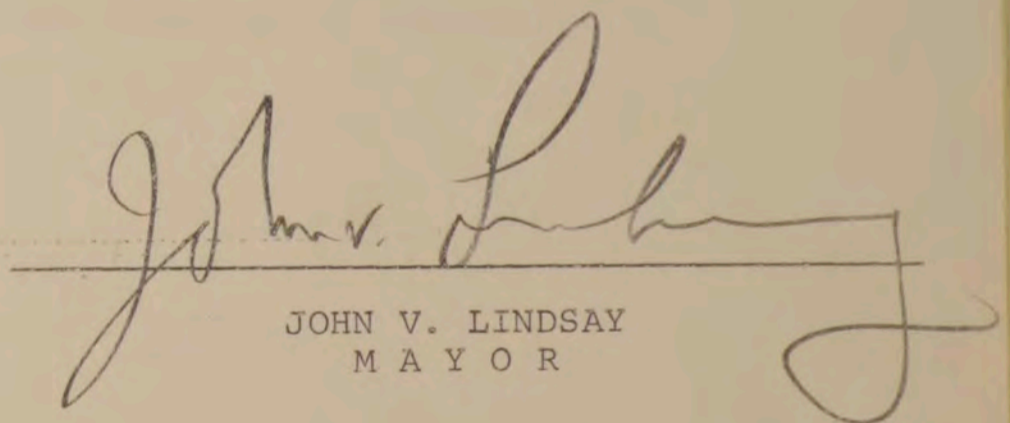
§ 3. The aforementioned agencies shall, in the case of a single zoning lot PUD, insure that development plan requirements as specified by the City Planning Commission and the Board of Estimate conform to city standards but refrain from redetermination of such questions as private street widths except as otherwise required by law.

§ 4. In order to insure maintenance of private roads, sewers and other common utilities, a developer shall submit proof of a homeowners or management association agreement with the ability to guarantee their operability. The City shall obtain compliance through satisfactory legal provisions at the time of City Planning Commission approval and the appropriate agencies noted above shall have the responsibility for enforcement of the maintenance provisions which relate to violations of health and safety.

§ 5. To the extent permitted by law, the Department of City Planning may approve minor changes in the building plans from the schematic plans approved by the City Planning Commission and the Board of Estimate, by letter to the Buildings Department and the Council but shall continue to review major changes as part of the zoning special permit procedure and refer them to the Board of Estimate after public hearing and approval by the Planning Commission. The Buildings Department may request the approval of the Council before processing a minor change approved by the City Planning Commission.

§ 6. All city agencies or departments responsible for approving Planned Unit Developments or any improvements or facilities proposed in connection therewith, whether public or private, including the Departments or Bureaus of City Planning, Buildings, Highways, Water Resources, Public Works, Traffic, Health, and Parks shall cooperate with the Chairman in the performance of his functions and duties as hereinabove set forth.

§ 7. This order shall take effect immediately.

  
JOHN V. LINDSAY  
M A Y O R





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

EXECUTIVE ORDER NO. 59

MAY 24, 1972

AMENDMENT TO EXECUTIVE ORDER NO. 2 (2nd) DATED JANUARY 21,  
1970 IN RELATION TO CONTRACT SCOPE CHANGE PROCEDURES FOR  
ON-THE-JOB TRAINING PROGRAMS

WHEREAS, on January 21, 1970, Executive Order No. 2 (2nd) was issued by the Mayor concerning, in part, certain procedures to be followed in connection with any change in the scope of a contract, wherein approval of the Budget Director is required; and

WHEREAS, on January 18, 1971, Executive Order No. 31 was issued by the Mayor concerning on-the-job training programs on City financed or assisted construction projects, to be implemented under the Direction of the Manpower and Career Development Agency; and

WHEREAS, in order to expeditiously advance on-the-job training programs it is necessary and desirable to change the scope of certain existing construction contracts, to include provision for such programs;

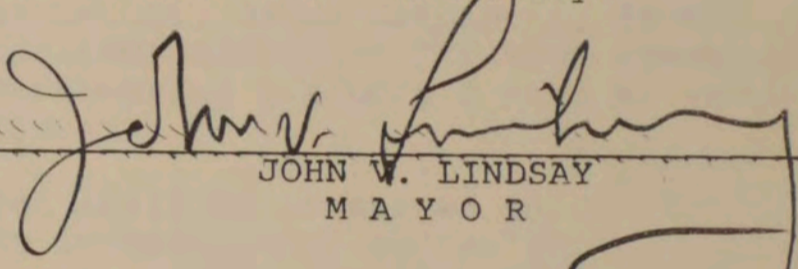
NOW, THEREFORE, by the power vested in me as the Mayor of the City of New York, it is hereby ordered as follows:



Section 1. Paragraph 3 of subdivision (a) of Section 3 of Executive Order No. 2 (2nd) dated January 21, 1970, is hereby amended to read as follows:

3. No change that involves a change in the scope of a contract (such as the size or character of a structure) shall be authorized until after review and approval by the Director of the Budget. However, in connection with changes in the scope of contracts involving on-the-job training programs of the Manpower and Career Development Agency, the Director of the Budget, in his discretion, may authorize an agency to approve such changes.

§2. This executive order shall take effect immediately.

  
JOHN W. LINDSAY  
MAYOR





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

EXECUTIVE ORDER NO. 60

MAY 25, 1972

AMENDMENT OF EXECUTIVE ORDER NO. 49  
(October 1, 1971)

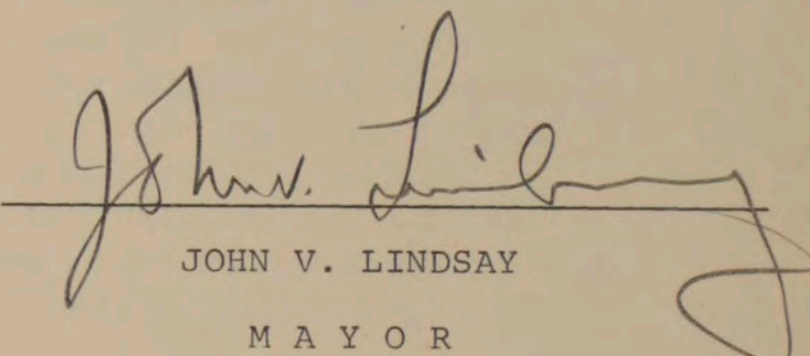
WHEREAS, it is necessary and desirable to amend Executive Order No. 49.

NOW, THEREFORE, by the power vested in me as Mayor of The City of New York, it is hereby ordered as follows:

Section 1. Executive Order No. 49, dated October 1, 1971, entitled "CONDUCT OF CENSUS CONCERNING THE COMPOSITION OF THE WORK FORCE OF CITY AGENCIES" is hereby amended by renumbering § 8 to § 9 (and by inserting therein a new § 8 to read as follows:

"§ 8. Nothing in this order shall be construed to require or allow the imposition of quotas in recruitment, assignment, hiring, or promotion in contravention of the requirements of law."

§ 2. This order shall take effect immediately.

  
JOHN V. LINDSAY

M A Y O R





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

EXECUTIVE ORDER NO. 61

JUNE 23, 1972

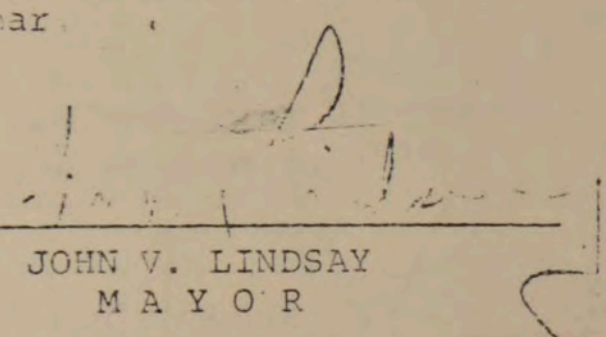
CONTINUATION OF SALARY ADJUSTMENT PLAN

WHEREAS, the New York City Board of Estimate, on June 21, 1962 (Cal. No. 525) adopted a salary adjustment plan for the City's 1962-1963 fiscal year, providing certain salary adjustments for specified categories of City employees and other public or quasi-public employees, who could not benefit from the increased-take-home-pay plan put into effect by the City for members of City-supported retirement systems; and

WHEREAS, such salary adjustment plan has been since continued by the City for each fiscal year as to which such increased-take-home-pay plan has been continued; and

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered

that 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 1972-1973 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, and the Cultural Institutions, provided such agencies provide the necessary funds from their existing appropriations. This salary adjustment plan is also continued for employees in the New York Zoological Garden and Brooklyn Botanic Garden whose wages are fixed in accordance with Section 220 of the Labor Law under the same terms and conditions provided by Executive Order No. 74 issued for the 1963-1964 fiscal year.

  
\_\_\_\_\_  
JOHN V. LINDSAY  
MAYOR





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

EXECUTIVE ORDER NO. 62

June 23, 1972

Increased-take-home-pay plan during  
1972-1973 fiscal year, for officers  
and employees of the New York City  
Off-Track Betting Corporation

WHEREAS, since the City fiscal year 1960-1961, the City has provided, for successive periods of one fiscal year pursuant to statutes enacted by the State Legislature at the request of the City, an increased-take-home-pay plan applicable to officers and employees of City agencies who are members of the New York City Employees' Retirement System; and

WHEREAS, such plan makes possible a decrease in the pension contributions of City personnel without diminution or loss of pension rights, with the result that the take-home-pay of City personnel is increased; and

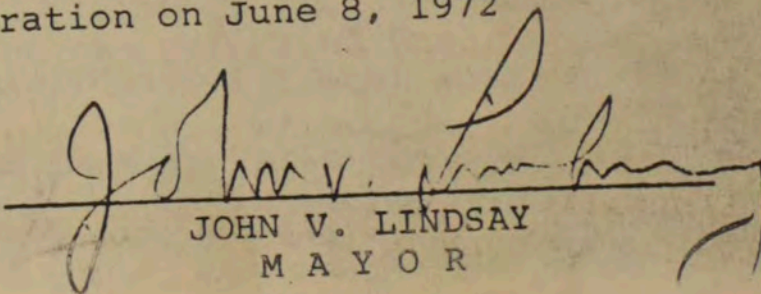
WHEREAS, by reason of the economic benefits conferred by such plan on City personnel, their morale, efficiency and productiveness are improved, with resulting substantial benefits to the functioning of the City government and enhancement of the welfare of the people of the City; and

WHEREAS, the New York City Off-Track Betting Corporation, by resolution adopted on June 8, 1972, has elected, subject to the approval of the Mayor, to provide such an increased-take-home-pay plan during the City's 1972-1973 fiscal year for the officers and employees of such Corporation who are members of the New York City Employees' Retirement System; and

WHEREAS, I have determined that it is in the best interests of the City, the Corporation and the officers and employees of the Corporation that such plans shall be so effectuated;

NOW THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered

that the annexed resolution of the New York City Off-Track Betting Corporation, adopted by such Corporation on June 8, 1972 is hereby approved.

  
JOHN V. LINDSAY  
MAYOR





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

EXECUTIVE ORDER NO. 63

June 23, 1972

Increased-take-home-pay  
plan during 1972-1973 fiscal  
year, for officers and employees  
of the New York City Health  
and Hospitals Corporation

WHEREAS, since the City fiscal year 1960-1961, the City has provided, for successive periods of one fiscal year pursuant to statutes enacted by the State Legislature at the request of the City, an increased take-home-pay plan applicable to officers and employees of City agencies who are members of the New York City Employees' Retirement System; and

WHEREAS, such plan makes possible a decrease in the pension contributions of City personnel without diminution or loss of pension rights, with the result that the take-home-pay of the City personnel is increased; and

WHEREAS, by reason of the economic benefits conferred by such plan on City personnel, their morale, efficiency and productiveness are improved, with resulting substantial benefits to the functioning of the City government and enhancement of the welfare of the people of the City; and

WHEREAS, the New York City Health and Hospitals Corporation, by resolution adopted on June 8, 1972 has elected, subject to the approval of the Mayor, to provide such an increased-take-home pay plan during the City's 1972-1973 fiscal year for the officers and employees of such Corporation who are members of the New York City Employees' Retirement System, and to confirm the increased-take-home-pay-plan provided for such officers and employees during such part of their membership in such Retirement System as falls within the period beginning on July 1, 1970 and ending on the date next preceding the date of commencement of the period of such increased-take-home-pay plan for the 1972-1973 fiscal year; and

WHEREAS, I have determined that it is in the best interests of the City, the Health and Hospitals Corporation and the officers and employees of the Corporation that such plans shall be so effectuated;





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

EXECUTIVE ORDER NO. 64

June 23, 1972

Continuation of increased-take-home-pay plan during 1972-1973 fiscal year, for certain City-paid officers and employees who are members of City-supported retirement system

WHEREAS, since the City fiscal year 1960-61, the City has provided, for successive periods of one fiscal year pursuant to statutes enacted by the State Legislature at the request of the City, an increased-take-home-pay plan applicable to City-paid officers and employees who are members of City-supported retirement systems; and

WHEREAS, under such plan the City makes possible a decrease in pension contributions of such personnel without diminution or loss of pension rights, with the result that the take-home-pay of such personnel is increased; and

WHEREAS, by reason of the economic benefits conferred by such plan on such personnel, their morale, efficiency and productiveness are improved, with resulting substantial benefits to the functioning of the City government and the welfare of the people of the City; and

WHEREAS, I have determined that it is in the best interests of the City and the above-mentioned officers and employees that such plan shall be continued during the 1972-1973 fiscal year;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered as follows:

OTHER-THAN-AUTHORITY-OR-PUBLIC-BENEFIT-CORPORATION MEMBERS OF THE NEW YORK CITY EMPLOYEES' RETIREMENT SYSTEM.

Section 1. For the purposes of this Section 1 and Sections 2, 3, and 4 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 "seventy-two" were substituted therefor;

(b) Wherever the word "sixty-three" appears in such subdivision j, the word "seventy-three" 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.

§ 2. Effective during the period of time from and including the payroll period the first day of which is nearest to July 1, 1972 and to and including the payroll period immediately preceding that, the first day of which is nearest to June 30, 1973 (which total period of time is hereinafter referred to as the "1972-1973 increased-take-home-pay period"), the governing provisions of Paragraph 14 of such subdivision j 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-authority-or-public-benefit-corporation members of the New York City Employees' Retirement System; provided, however, that the reduced rate of contribution to be used in computing the reduction of contributions shall be four per cent, except as otherwise provided in section three of this executive order.

§ 3. The reduced rate-of-contribution factor for all sanitation members for the 1972-1973 increased-take-home-pay period shall be five per cent.

§ 4. Since Section 7 of this Executive Order provides for members of the Police Pension Fund, Article 2, an increased-take-home-pay-plan for the 1972-1973 increased-take-home-pay-period pursuant to Paragraph 8 of Subdivision a of Section B18-22.1 of the Administrative Code, as added by Chapter 921 of the Laws of 1972, members of the Uniformed Correction Force who have elected optional retirement pursuant to such § B3-36.3 of the Administrative Code shall be entitled, with respect to the 1972-1973 increased-take-home-pay period, to the benefits of an increased-take-home-pay plan identical with that provided for the members of the Police Pension Fund, Article 2 for such period.



MEMBERS OF THE NEW YORK CITY TEACHERS'  
RETIREMENT SYSTEM WHO ARE EMPLOYEES OF  
THE BOARD OF EDUCATION AND THE BOARD OF  
HIGHER EDUCATION AND OTHER CONTRIBUTORS  
TO SUCH SYSTEM

§ 5(a) Beginning with the payroll period the first day of which is September first, nineteen hundred seventy-two and ending with the payroll period the last day of which is August thirty-first, nineteen hundred seventy-three, the contribution of each contributor who is an employee of the board of education or board of higher education of the city, exclusive of any increase in such contribution pursuant to section B20-24.0 or subdivision two of section B20-44.0 of the code or 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 five percentum of the salary of such contributor. The provisions of subdivisions e and f of section B20-41.1 shall be applicable to such contributor.

(b) Pursuant to subparagraph (j) of paragraph one of subdivision i of Section B20-41.1 of the Administrative Code, and paragraph two of such subdivision i, beginning with the payroll period the first day of which is nearest to July 1, 1972, and ending with the payroll period immediately prior to that, the first day of which is nearest to June 30, 1973, the provisions of paragraph four of subdivision i of such Section B20-41.1 and the provisions of subdivisions e and f of such section shall be applicable to and for the benefit of (1) all contributors who are transferred contributors and (2) all contributors other than contributors who are employees of the Board of Education of the City of New York or Board of Higher Education of such City.

MEMBERS OF THE POLICE PENSION FUND, ARTICLE 1.

§ 6. Pursuant to the provisions of Administrative Code Section B18-3.2, Subdivision g, as added by L. 1972, ch. 921, beginning with the payroll period, the first day of which is nearest to June 30, 1972, and ending with the payroll period immediately prior to that, the first day of which is nearest to June 30, 1973, 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 five per cent of such pay, salary or compensation.







## MEMBERS OF THE POLICE PENSION FUND, ARTICLE 2.

§ 7. (a) Pursuant to the provisions of Paragraph 8 of Subdivision a of Administrative Code Section B18-22.1, as added by L. 1972, ch. 921, beginning with the payroll period the first day of which is nearest to June 30, 1972, and ending with the payroll period immediately prior to that, the first day of which is nearest to June 30, 1973, 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 subdivision c or 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 five per cent of the compensation of such member.

(b) Such reduction shall be subject to waiver and withdrawal of waiver in the manner and in accordance with the terms and conditions specified in such Section B18-22.1.

## MEMBERS OF THE FIRE DEPARTMENT PENSION FUND, ARTICLE 1.

§ 8. Pursuant to the provisions of Subdivision g of Section B19-4.2 of the Administrative Code, as added by L. 1972, ch. 921, beginning with the payroll period, the first day of which is nearest to June 30, 1972, and ending with the payroll period immediately prior to that the first day of which is nearest to June 30, 1973, 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 five per centum of such pay, salary or compensation.

## MEMBERS OF THE FIRE DEPARTMENT PENSION FUND, ARTICLE 1-B.

§ 9. Pursuant to the provisions of Paragraph 8 of Subdivision a of Section B19-7.651 of the Administrative Code, as added by L. 1972, ch. 921, beginning with the payroll period, the first day of which is nearest to June 30, 1972, and ending with the payroll period immediately prior to that the first day of which is nearest to June 30, 1973, the contribution of each member of the Fire Department Pension Fund, Article 1-B made pursuant to Section B19-7.651 of the Administrative Code shall be reduced by five per centum of the Compensation of such member.



MEMBERS OF THE RELIEF AND PENSION FUND  
OF THE DEPARTMENT OF STREET CLEANING

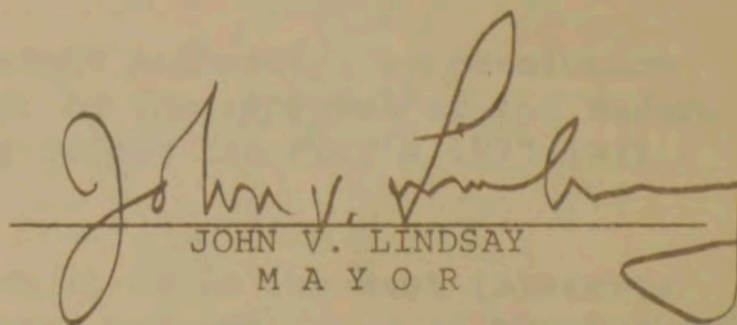
§ 10. The deduction from the pay, salary or compensation of any member of the Relief and Pension Fund of the Department of Street Cleaning, made pursuant to the provisions of Section G51-3.0, par. 2 of the Administrative Code, shall be reduced to zero percentum during the one-year period commencing July 1, 1972.

MEMBERS OF THE HEALTH DEPARTMENT PENSION FUND

§ 11. The deduction from the pay, salary or compensation of each member of the Health Department Pension Fund made pursuant to Section G-51-53.0 of the Administrative Code need not be made and no contribution in lieu thereof need be made by any such member during the one-year period commencing July 1, 1972.

NO IMPLICATION OF FURTHER CONTINUATION OF BENEFITS

§ 12. 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.

  
JOHN V. LINDSAY  
MAYOR



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

EXECUTIVE ORDER NO. 65

June 23, 1972

Continuation of increased-take-home-  
pay-plan during 1972-1973 fiscal year,  
for officers and employees of the New  
York City Transit Authority

WHEREAS, since the City fiscal year 1960-61, the New York City Transit Authority, with the approval of the City has provided, for successive periods of one fiscal year pursuant to statutes enacted by the State Legislature at the request of the City, an increased-take-home-pay plan applicable to officers and employees of the New York City Transit Authority who are members of the New York City Employees' Retirement System; and

WHEREAS, such plan makes possible a decrease in the pension contributions of Authority personnel without diminution or loss of pension rights, with the result that the take-home-pay of Authority personnel is increased; and

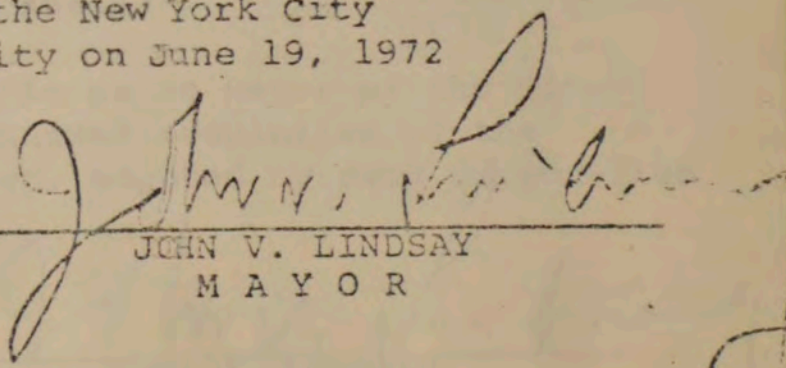
WHEREAS, by reason of the economic benefits conferred by such plan on Authority personnel, their morale, efficiency and productiveness are improved, with resulting substantial benefits to the functioning of the Authority and the City government and enhancement of the welfare of the people of the City; and

WHEREAS, the New York City Transit Authority, by resolution adopted June 19, 1972 has elected subject to the approval of the Mayor, to continue such increased-take-home-pay during the City's 1972-1973 fiscal year; and

WHEREAS, I have determined that it is in the best interests of the City, the Authority and the officers and employees of the Authority that such plan shall be so continued;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered

that the annexed resolution of the New York City Transit Authority, adopted by such Authority on June 19, 1972 is hereby approved.

  
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JOHN V. LINDSAY  
MAYOR





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

EXECUTIVE ORDER NO. 66

June 23, 1972

Increased-take-home-pay plan during  
1972-1973 fiscal year, for officers  
and employees of the New York City  
Housing Development Corporation

WHEREAS, since the City fiscal year 1960-1961, the City has provided, for successive periods of one fiscal year pursuant to statutes enacted by the State Legislature at the request of the City, an increased take-home-pay plan applicable to officers and employees of City agencies who are members of the New York City Employees' Retirement System; and

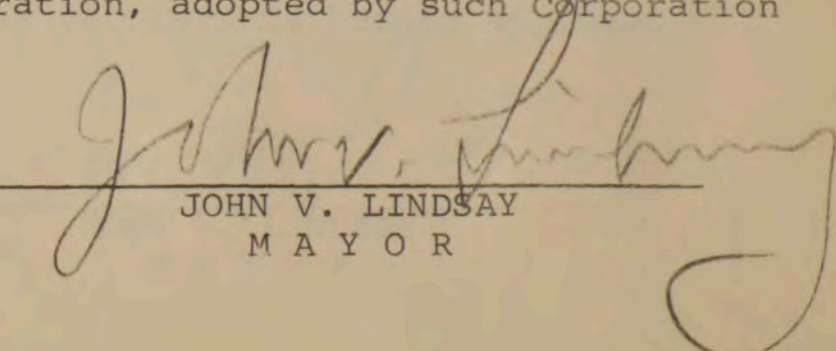
WHEREAS, such plan makes possible a decrease in the pension contributions of City personnel without diminution or loss of pension rights, with the result that the take-home-pay of City personnel is increased; and

WHEREAS, by reason of the economic benefits conferred by such plan on City personnel, their morale, efficiency and productiveness are improved, with resulting substantial benefits to the functioning of the City government and enhancement of the welfare of the people of the City; and

WHEREAS, the New York City Housing Development Corporation, by resolution adopted on June 19, 1972, has elected, subject to the approval of the Mayor, to provide such an increased-take-home-pay plan during the City's 1972-1973 fiscal year for the officers and employees of such Corporation who are members of the New York City Employees' Retirement System, and to confirm the increased-take-home-pay plan provided for such officers and employees during such part of their membership in such Retirement System as falls within the 1971-1972 fiscal year; and

WHEREAS, I have determined that it is in the best interests of the City, the Corporation and the officers and employees of the Corporation that such plans shall be so effectuated;

NOW THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered that the annexed resolution of the New York City Housing Development Corporation, adopted by such Corporation on June 19, 1972 is hereby approved.

  
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JOHN V. LINDSAY  
MAYOR





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

EXECUTIVE ORDER NO. 67

June 23, 1972

Continuation of increased-take-home-pay  
plan during 1972-1973 fiscal year,  
for members, officers and employees of  
the New York City Housing Authority

WHEREAS, since the City fiscal year 1960-61, the New York City Housing Authority with the approval of the City, has provided, for successive periods of one fiscal year pursuant to statutes enacted by the State Legislature at the request of the City, an increased take-home-pay plan applicable to members, officers and employees of the New York City Housing Authority who are members of the New York City Employees' Retirement System; and

WHEREAS, such plan makes possible a decrease in the pension contributions of Authority personnel without a diminution or loss of pension rights, with the result that the take-home pay of Authority personnel is increased; and

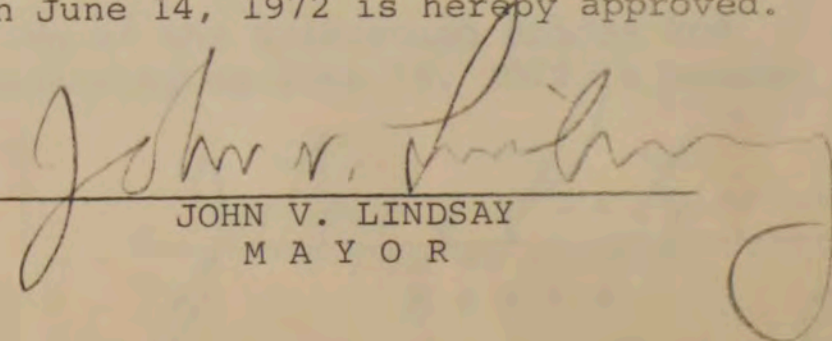
WHEREAS, by reason of the economic benefits conferred by such plan on Authority personnel, their morale, efficiency and productiveness are improved, with resulting substantial benefits to the functioning of the Authority and the City Government and enhancement of the welfare of the people of the City; and

WHEREAS, the New York City Housing Authority, by resolution adopted on June 14, 1972 has elected, subject to the approval of the Mayor, to continue such increased-take-home-pay plan during the City's 1972-1973 fiscal year; and

WHEREAS, I have determined that it is in the best interests of the City, the Authority and the members, officers and employees of the Authority that such plan shall be so continued;

NOW THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered

that the annexed resolution of the New York City Housing Authority, adopted by such Authority on June 14, 1972 is hereby approved.

  
JOHN V. LINDSAY  
M A Y O R





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

EXECUTIVE ORDER NO. 68

June 23, 1972

Continuation of increased-take-home-pay  
plan during 1972-1973 fiscal year, for  
officers and employees of the Triborough  
Bridge and Tunnel Authority who are members  
of the New York City Employees' Retirement System

WHEREAS, since the City fiscal year 1960-1961, the Triborough Bridge and Tunnel Authority, with the approval of the City, has provided, for successive periods of one fiscal year pursuant to statutes enacted by the State Legislature at the request of the City, an increased-take-home-pay plan applicable to officers and employees of such Authority who are members of the New York City Employees' Retirement System; and

WHEREAS, such plan makes possible a decrease in the pension contributions of such Authority personnel without diminution or loss of pension rights with the result that the take-home-pay of such Authority personnel is increased; and

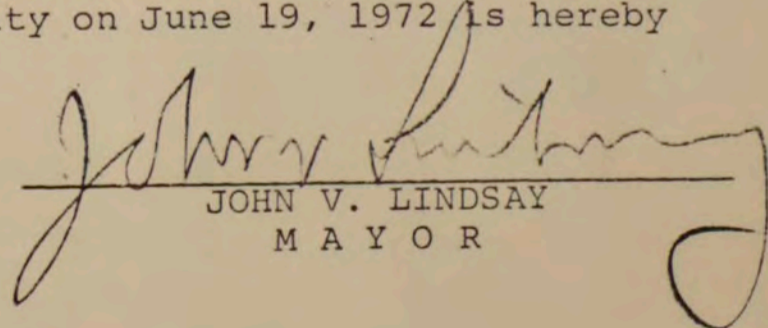
WHEREAS, by reason of the economic benefits conferred by such plan on Authority personnel, their morale, efficiency and productiveness are improved, with resulting substantial benefits to the functioning of the Authority and the City government and enhancement of the welfare of the people of the City; and

WHEREAS, the Triborough Bridge and Tunnel Authority, by resolution adopted on June 19, 1972, has elected, subject to the approval of the Mayor to continue such increased-take-home-pay-plan during the City's 1972-1973 fiscal year; and

WHEREAS, I have determined that it is in the best interests of the City, the Authority and the officers and employees of the Authority that such plan shall be so continued;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered

that the annexed resolution of the Triborough Bridge and Tunnel Authority adopted by such Authority on June 19, 1972 is hereby approved.

  
JOHN V. LINDSAY  
MAYOR





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

EXECUTIVE ORDER NO. 69

June 23, 1972

Continuation of increased-take-home pay plan  
during 1972-1973 fiscal year, for members of  
the Board of Education Retirement System

WHEREAS, since the City fiscal year 1960-61, the New York City Board of Education, with the approval of the City, has provided, for successive periods of one fiscal year pursuant to statutes enacted by the State Legislature at the request of the City, an increased-take-home-pay-plan applicable to members of the Board of Education Retirement System; and

WHEREAS, such plan makes possible a decrease in the pension contributions of such members without diminution or loss of pension rights, with the result that the take-home-pay of such members is increased; and

WHEREAS, by reason of the economic benefits conferred by such plan on such members, their morale, efficiency and productiveness are improved, with resulting substantial benefits to the administration of the affairs of the Board of Education and the City government and enhancement of the welfare of the people of the City; and

WHEREAS, the City, at the 1972 Session of the State Legislature, sponsored the enactment of Laws of 1972, Ch. 921 which authorizes the New York City Board of Education, with the approval of the Mayor, to continue such increased-take-home-pay plan during the City's 1972-1973 fiscal year; and

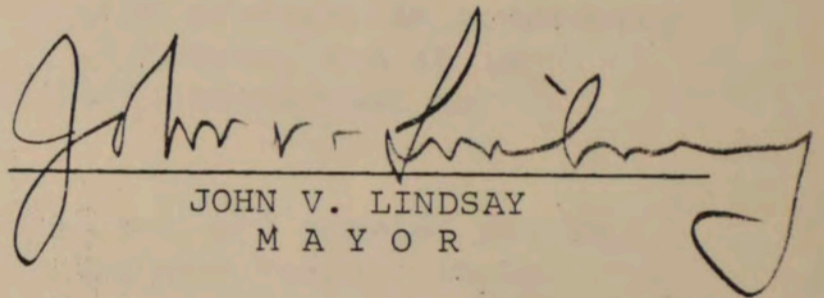
WHEREAS, the New York City Board of Education, by resolution adopted on June 9, 1972 has elected, subject to the approval of the Mayor, to continue such increased-take-home-pay plan during the City's 1972-1973 fiscal year; and

WHEREAS, I have determined that it is in the best interests of the City, the Board of Education and the members of the Board of Education Retirement System that such plan be so continued;



NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered

that the annexed resolution of the Board of Education, adopted on June 9, 1972, 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 1972-1973 analogous to that authorized by Laws 1962, Ch. 789, is hereby approved.



JOHN V. LINDSAY  
M A Y O R





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

EXECUTIVE ORDER NO. 70

JULY 20, 1972

ADMINISTRATION OF BUDGET APPROPRIATIONS

WHEREAS, the New York City Charter empowers and charges the Mayor with the responsibility of administering the Expense Budget for the 1972-1973 fiscal year, and

WHEREAS, certain itemized information and supporting schedules of appropriations, as last modified as of February 1, 1972, were contained in the Mayor's 1972-1973 Budget message, in accordance with Section 117 (b) 2 of the New York City Charter, and it is necessary to provide for certain actions taken subsequent to February 1, 1972.

NOW, THEREFORE, in order to carry out and provide for an effective administration of the 1972-1973 Expense Budget, it is hereby ordered as follows:

SECTION 1. The budget appropriations of all departments and agencies shall be administered during the fiscal year 1972-1973 under the terms of this executive order.

§2. The term "Agency" as used in this executive order means any office, administration, department, division, board, bureau, commission, corporation, institution or other unit of government, the expenses of which are paid in whole or in part from the City Treasury.

§3. Schedules of the appropriations contained in the Mayor's Message which accompanied the Executive Budget, or of such appropriations as amended by the City Council and Board of Estimate in adopting the Expense Budget for the 1972-1973 fiscal year are hereby approved.



§4. (a) All actions taken in accordance with the New York City Charter, subsequent to February 1, 1972, approving modifications of the supporting schedules as contained in the Mayor's 1972-1973 Budget Message are hereby carried over effective July 1, 1972.

(b) All adjustments of rates of positions in accordance with the provisions of special pay plans or reallocations effective but not implemented prior to June 30, 1972 are hereby included in the 1972-1973 Budget, effective July 1, 1972.

§5. All of the powers of budget modification, as granted in Section 124 (a) of the New York City Charter are hereby withdrawn from all agencies except for the following: The Boards of Education and Higher Education, the Community Colleges, the Offices of the Borough Presidents, The Comptroller, the Board of Elections, the District Attorneys, the President of the Council, the City Council, Health Services Administration, Transportation Administration, Human Resources Program, Addiction Services Agency, Municipal Services Administration, Environmental Protection Administration, Parks Recreation and Cultural Affairs Administration, Police Department, Fire Department, Housing and Development Administration, Economic Development Administration, Department of Social Services and Youth Services Agency; provided that the Mayor may, as a condition of making these exceptions, require these agencies to cooperate with the Vacancy Control Board in realizing savings required to meet potential budget deficits that may arise during the fiscal year, and to conform to the terms of the certificates governing quarterly budget apportionments.



§6. Those agencies not specifically excepted from the provisions of Section 5 herein providing for the withdrawal of the power of budget modifications shall be governed by the following special terms and conditions in the administration of budget appropriations:

(a) VACANCIES

- (1) The provisions of Executive Order No. 30 dated November 30, 1970 and of Executive Order No. 5 dated January 19, 1966 as modified by the memorandum on the subject of appointments dated February 2, 1967 are hereby continued in full force and effect for these agencies for the fiscal year 1972-1973.
- (2) The Vacancy Control Board, consisting of the Deputy Mayor, City Administrator, the Director of the Budget and the Personnel Director appointed on January 24, 1966 is hereby continued in operation for the purpose of investigating and recommending for approval by the Mayor of requests for the filling of positions in these agencies.
- (3) The Vacancy Control Board is hereby authorized to act in such a manner as to give the various agencies maximum flexibility in filling vacancies, consistent with the responsibility of operating the City government within the amounts appropriated for the fiscal year 1972-1973. However, the head of agencies must cooperate with the Vacancy Control Board to the maximum extent possible in realizing savings required to meet potential budget deficits that may arise during the fiscal year.



- (4) Requests for filling of vacancies and the processing of VCB certificates will be made in accordance with the instructions on the Bureau of the Budget circular dated January 9, 1971.
- (5) A monthly report shall be sent to the Deputy Mayor stating the number of positions in the agency, the number of filled, the number of vacancies (both regular and leave of absence), the number pending establishment, and the position each agency expects to fill. Accompanying this report should be a list of vacancies by code and line number, title, schedule line rates, and the rate at which the position will be filled. A duplicate copy of this information must be submitted to the Bureau of the Budget.
- (6) All agencies shall forward to the Deputy Mayor monthly a listing of the positions that have been filled giving the code, the line number, the title, the schedule rate and the appointment rate. A duplicate copy of this listing must be submitted to the Bureau of the Budget.
- (7) The reports required by Paragraphs (4) and (5) are necessary for review of requests for filling of vacancies by the Vacancy Control Board. Consideration of filling of vacancies shall be deferred in all cases where agencies have failed to comply until such time as the agency submit such reports.



- (8) Any increase in the rate provided for employees in Rule X of the competitive class shall be granted only upon approval of the Mayor.

(b) BUDGET MODIFICATION

Subject to the provisions of Civil Service Law or other applicable statutes, changes in schedules within units of appropriations may be made as follows:

- (1) In accordance with the provisions of the Career and Salary Plan or any special pay plan, or to provide increments not provided in the schedules.
- (2) Modifications increasing a rate of compensation not in accordance with provisions increasing salary scales may not be done by the head of an agency unless approved by the Mayor.
- (3) Any modification creating any position in excess of \$8,000 per annum in any schedule shall be done only upon approval of the Mayor.

§7. All agencies shall be subject to the following general terms and conditions in the administration of budget appropriations.

(a) CHANGES IN APPROPRIATIONS

Any change in appropriations by transferring funds between Personal Service and Other Than Personal Service shall be done only upon approval of the Mayor.



(b) CLASSIFICATION OF LABORERS

The provisions of Interpretive Memorandum #6, issued by the City Director of Labor Relations and dated June 26, 1969 on Classification of Laborers are to be fully complied with in filling vacant "A", "B", "C", "D", "E" positions of Laborer.

(c) SUBMISSION OF REPORTS

For those agencies to which the provisions of Section 6 do not apply, the head of each such agency shall submit to the Director of the Budget on or before the 10th day following the end 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 in his agency. For those agencies receiving a quarterly apportionment, the requirements of the Bureau of the Budget for expenditure and other reports must be complied with.

(d) SCHEDULE MODIFICATIONS

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.

(e) SALARY ADJUSTMENT AND INCREMENTS FOR POSITIONS COVERED BY CAREER AND SALARY PLANS

Salary adjustments and increments are to be provided in accordance with the provisions of a resolution adopted by the Board of Estimate on June 23, 1955 (Cal. No. 498), as amended.



(f) SALARY ADJUSTMENTS FOR POSITIONS UNDER  
COLLECTIVE BARGAINING AGREEMENTS OR  
SPECIAL PAY PLANS

Positions for which salary adjustments are provided in accordance with Collective Bargaining Agreements or Special Pay Plans are to be provided in accordance with the provisions of the personnel orders approved by the Mayor covering such positions.

(g) SKILLED AND UNSKILLED LABOR

(1) The supporting schedules contained in the Mayor's 1972-1973 Budget Message 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 the condition to deduct compensation for absences due to vacation, sick leaves, holidays, weather or other permissible cause.

(2) No skilled laborer whose position is provided for 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 superseded by any special provision attached to any particular line or code in this budget.



- (3) Where the number of days of employment is indicated, each day shall constitute such working hours as specified in the "Notes on Terms of Employment" in the Supporting Schedules contained in the Mayor's 1972-1973 Budget Message.

(h) SNOW AND ICE REMOVAL

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

(i) MAINTENANCE CHARGES

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:



- (1) 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.
- (2) Administration for the collection of charges shall be the responsibility of the department or agency employing the incumbent, subject to audit by the Comptroller.

(j) PAYMENT OF OVERTIME FOR CITY EMPLOYEES

Paid overtime is to be authorized for City employees by an Agency or Administration only when such paid overtime is approved by a certificate of the Mayor. Such overtime for City employees shall be paid in accordance with the general rules and regulations promulgated in accordance with the resolution of March 22, 1962 (Cal. No. 379) adopted by the Board of Estimate as amended by Personnel Order No. 54/68 dated June 21, 1968, and amendments to Personnel Order No. 54/68 dated November 19, 1970 and December 2, 1970.

(k) LIMITATIONS 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. All balances of appropriations for which no contract liability is registered on the books of the office of the Comptroller shall expire six months after the close of the 1972-1973 fiscal year and disposed of pursuant to law, except for encumbered balances in General Purchase Fund accounts, which shall expire one year after the close of the 1972-1973 fiscal year.



The Department of Purchase shall accept no requisitions encumbering appropriations after June 30, 1973, and for purposes of efficient operation may set such date earlier in that month. Agencies shall place neither orders chargeable to, nor further encumbrances on, annual requirement contracts issued for the fiscal year 1972-1973 after June 30, 1973.

(1) SPECIFICATIONS

- (1) All contracts and open market orders except those of the Board of Education, 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. 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).
- (2) 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.



- (3) 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 the Mayor or his duly authorized representative. 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.

(M) APPROVAL OF CONTRACTS

- (1) No contract or proposal for work to be performed chargeable to this budget, except for work to be performed for the Board of Education, the cost of which is estimated to be in excess of \$20,000 shall be advertised until such contract and specifications or proposal shall have been submitted to and approved by the Director of the Budget.

No contract or proposal for work to be performed chargeable to this budget, for the Board of Education, the cost of which is estimated to be in excess of \$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.

- (2) When specifications have been approved, addenda to such specifications also must be approved by the Director of the Budget. The specifications for the supplies, materials, and equipment in such contracts shall comply with the requirements of Subdivision "L" herein.



- (3) Contracts for professional services must be submitted to the Mayor for his approval.
- (4) The provisions of paragraph 3 of subdivision (m) of this section shall not apply to the Board of Education.
- (5) All contracts, in accordance with Section 343a of the New York City Charter to be awarded without public letting, must be submitted to the Mayor and approved by the Board of Estimate.
- (6) All contracts to be awarded in accordance with Section 349 of the New York City Charter must be approved by the Board of Estimate.

(N) TELEPHONE SERVICE AND TABULATING EQUIPMENT

- (1) Modifications of telephone service contracts shall not be effective without the approval of the Mayor, except that such modifications which incur additional costs not in excess of \$40 monthly plus the one-time installation charges, may be processed without the approval of the Mayor.



- (2) No call directors, automatic switchboards, leased lines except for Civil Defense services, etc., shall be contracted for unless approved by the Mayor.
- (3) Telephone Service Orders issued by the New York Telephone Company will reflect the required installations, deletions and changes, but not the cost thereof. The using agency shall certify the charges reflected on the telephone bills and certify the bills for payment in accordance with the tariff chart. These certified bills are to be forwarded promptly to the Comptroller's Office for payment. If there are discrepancies holding up certification of a previous month's bill, an agency shall process subsequent monthly bills without delay where such bills can be certified. Where questionable toll charges appear on a bill, such charges shall be deducted from the bill on which they appear and the remainder of the bill processed for payment immediately.
- (4) 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.



- (5) The provisions of subdivision (n) shall not apply to the Board of Education.

(O) GENERAL PURCHASE FUND

Subject to the provisions of subdivision "L" herein, the appropriations provided for the various agencies for supplies, materials, equipment, and certain contractual services are hereby 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.

(P) 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 or vouchers filled by the agency for the amount required.

(Q) 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 who 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 distribute the budget appropriations for Judgements and Claims to Other Judgement and Claim Accounts, namely, Accounts 710 to 719, inclusive.



(R) TRAVEL EXPENSES

Expenditures of the various agencies for travel expenses shall receive prior approval of the Deputy Mayor in those cases where such estimated expenditures will exceed \$500 for an employee. In cases where such estimated expenditures are less than \$500, such approval shall be received from the Bureau of the Budget. Those expenditures incurred for lodging and meals shall be itemized and stated in chronological order. The expenses as incurred must be supported by receipted bills for every expense for which a receipt can be obtained.

(S) PURCHASE OF EQUIPMENT

Expenditures for the purchase of executive offices furnishings, rugs, drapes, 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.

(T) REPORTS ON STATE, FEDERAL AND OTHER GRANTS AND AID

- (1) Any agency financed in whole or in part by the City of New York making an application for a State, Federal, Foundation or other grant or aid, shall submit to the Bureau of the Budget a "Grant Application Monitoring System Report" on Form BBG-10 prior to submitting such application to the grantor.



- (2) In addition, any agency financed in whole or in part by the City of New York making an application for a State, Federal, Foundation or other grant or aid, receipt of which involves a commitment of City funds (for example, in the form of matching commitments of cash or personal services), shall submit a copy of such application to the Bureau of the Budget for its comments as to the availability of City funds before the application is filed with the grantor.
  
- (3) In addition, any agency having any grant awards or aid shall submit quarterly reports on such grants or aid on Form BBG-1, "Quarterly Grant and Aid Report" in accordance with the instructions relating to such form and in accordance with the Budget Director's memorandum to all agency heads, entitled, "Grant and Aid Reporting". Such reports shall be submitted to the Bureau of the Budget not later than 30 days after the end of each quarter.

(U) FORMS

It is necessary that the Director of the Budget maintain a Master Budget. Accordingly, all modifications and changes in units of appropriations shall be transmitted to the Director of the Budget on forms provided by the Bureau of the Budget (Revised form M).



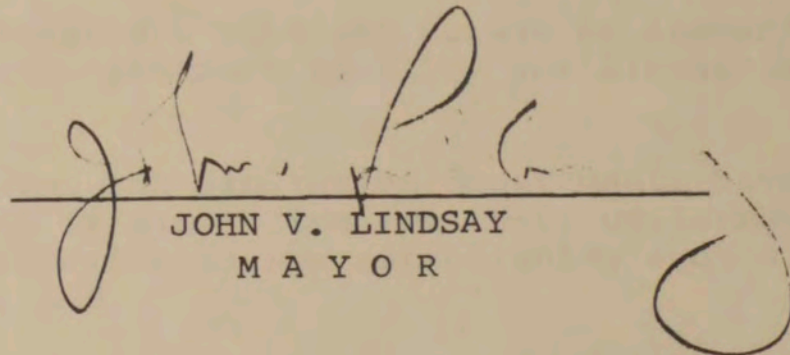
- (1) The Departmental Modification form submitted by a department in accordance with Section 124 (a) and Section 124 (b) of the New York City Charter shall be approved or validated, as appropriate, by the Director of the Budget or his authorized representative, and distributed as follows: two (2) copies to the Office of the Comptroller, one (1) copy returned to the Department for Payroll entry, and one (1) copy to be retained by the Bureau of the Budget and used to update the Master Budget.
- (2) The Department Modification form submitted by a department in accordance with Section 124 (c) of the New York City Charter shall, after review and examination be attached to the necessary Calendar Memos and Reports for submission to the City Council and the Board of Estimate, and forwarded to the Mayor for his signature and processing. After action by the Mayor, the Board of Estimate and the City Council, a certificate of the Budget Director shall be issued and distributed as follows: two (2) copies to the Office of the Comptroller, one (1) copy to the Bureau of the Budget for updating the Master Budget.



- (3) All modifications of appropriations, for which proportionate supplementary revenue such as state and federal aid is anticipated shall reflect the changes in such supplementary revenue in addition to the changes made in the tax levy.
- (4) Personal Service expenditures, etc., made pursuant to this Executive Order are to be reported periodically as required by the Director of the Budget on forms provided by his office.

§8. In any case where the provisions of this executive order are not complied with, the Comptroller shall not authorize the payments of any compensation to any person appointed on or after July 1 of this year unless the Mayor or his duly authorized representative has specifically authorized such exception.

§9. This executive order shall take effect on July 1, 1972.

  
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JOHN V. LINDSAY  
MAYOR





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

EXECUTIVE ORDER NO. 71

JULY 17, 1972

POLICY AND PROGRAM ON ALCOHOLISM

WHEREAS, it has long been recognized that alcohol addiction has a serious impact on the health, welfare, and social life of the individual, his family, and his community; and

WHEREAS, the tragedy suffered by the millions of alcoholics has too long been ignored; and

WHEREAS, the use of alcoholic beverages by City employees is of immediate concern to the City, as an employer, when it results in a job-related problem; and

WHEREAS, Alcoholism has been recognized as any condition of abnormal behavior resulting directly or indirectly from the chronic and habitual use of alcoholic beverages; and

WHEREAS, the City has created a separate Bureau of Alcoholism Services and opened a comprehensive treatment facility for alcoholism, with others to follow; and

WHEREAS, the Police, Fire, and Sanitation departments have been conducting effective programs on alcoholism for their uniformed forces, and the Department of Correction is now establishing such a program for its uniformed forces; and

WHEREAS, experience indicates that employee alcoholism programs constitute an effective means for attacking this difficult problem; and

WHEREAS, it is essential and desirable that all City agencies participate in a unified program to combat alcoholism addiction in a humane and constructive manner;

NOW, THEREFORE, by the power vested in me as Mayor of The City of New York, it is hereby ordered as follows:



Section 1. Policy

- (a) The City government, as an employer, is concerned and will take appropriate action where the use of alcoholic beverages by an employee results directly or indirectly in a job-related problem.
- (b) A drinking problem exists when an employee's use of alcohol interferes with the competent or safe performance of his assigned duties or reduces his dependability.
- (c) It is City policy, in the case of an employee whose alcoholic ~~addiction~~ addiction is creating job-related problems, that the employing agency initiate non-disciplinary procedures under which the employee is offered rehabilitative assistance.
- (d) This policy statement shall not be interpreted as exempting alcoholic employees from disciplinary procedures which could normally be invoked.

§ 2. Applicability

The policies and program contained in this Order shall apply to all permanent City employees except members of the uniformed forces of the Police, Fire, Correction and Sanitation departments.

§ 3. Employee Alcoholism Program

- (a) City-Wide Program. The policies on alcoholism contained in this order shall be implemented under a City-wide Employee Alcoholism Program administered and coordinated by the Health Services Administration.
- (b) Health Services Administration. The Health Services Administrator shall be responsible for establishing, administering and coordinating the City-wide Employee Alcoholism Program. He shall seek to enlist, to the greatest extent possible, the active cooperation and participation of City agencies and of employee organizations, and shall issue such further directives and instructions to agencies as are required, consistent with the policies enunciated in this Order.

The Health Services Administration shall furnish agencies, as needed, such services as medical examinations, psychiatric and psychological evaluations, liaison with treatment facilities, training for supervisors and counselors, and consultation on program planning and administration.



- (c) Agency Programs. Each agency shall designate a program administrator responsible for administering an employee alcoholism program within his agency as an integral part of the City-wide Employee Alcoholism Program. Where feasible, the agency head shall designate an advisory committee to the program administrator composed of representatives of the agency's line and personnel operations and of employee organizations.

The agency shall conduct training programs for its supervisors and alcoholism counselors, where needed, with the cooperation of the City Department of Personnel and the Health Services Administration. It shall make available to its employees alcoholism counseling services, through designated counselors or members of its personnel office.

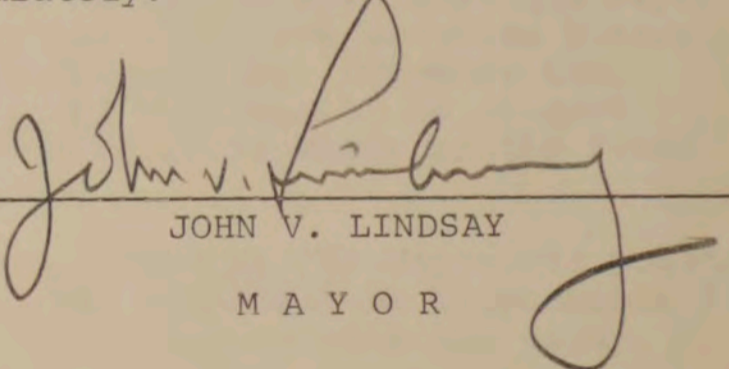
§ 4. Employees

- (a) No employee shall have his job security or promotion opportunities jeopardized by his request for counseling or referral assistance.
- (b) The confidential nature of medical records of employees with drinking problems shall be preserved in the same manner as all other medical records.
- (c) Where an employee has exhausted his sick and annual leave balances, granted at the discretion of the agency head, the agency head may, in his discretion, grant the employee a leave of absence without pay to undergo a prescribed program of treatment.

§ 5. Reports

The Health Services Administrator shall submit an annual report to the Mayor on the operations of the Employee Alcoholism Program. Agencies shall submit periodic reports to the Health Services Administrator, not fewer than once annually, on the operations of the employee alcoholism program in their agency.

- § 6. This Order shall take effect immediately.

  
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JOHN V. LINDSAY  
M A Y O R





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

EXECUTIVE ORDER NO. 72

SEPTEMBER 27, 1972

REORGANIZATION OF THE ADDICTION SERVICES AGENCY

WHEREAS, the Addiction Services Agency was created within the Human Resources Administration by Executive Order No. 57 dated December 22, 1967, and

WHEREAS, it is deemed in the public interest to remove the Addiction Services Agency from the Human Resources Administration and continue it for the present as a separate agency within the office of the Mayor, and

WHEREAS, the City Council will be requested to enact legislation transferring the functions of the Addiction Services Agency to the Health Services Administration, and

WHEREAS, it is deemed desirable that pending the enactment of such legislation that the Health Services Administrator, in the interests of greater efficiency, be in a position to coordinate the activities of the Addiction Services Agency with the health programs relating to drug addiction presently administered by the Health Services Administration.

NOW THEREFORE, by the power vested in me as Mayor of the City of New York, I hereby order as follows:

SECTION 1. There shall continue to be in the office of the Mayor a bureau or division which shall be known as the Addiction Services Agency. This agency shall continue to be headed by a Commissioner known as the Commissioner of Addiction Services. There shall continue to be in such agency three Deputy Commissioners, one of whom shall be known as the First Deputy Commissioner.

§2. There is hereby created in the office of the Mayor the position of Special Assistant for Drug Addiction Problems who shall be responsible for coordinating the activities of Addiction Services Agency with the drug



addiction programs of the Health Services Administration. Such position shall be unsalaried and shall be held by the Health Services Administrator.

§3. The Commissioner of Addiction Services shall have the following functions, powers and duties to enable him to deal effectively with addiction resulting from narcotics and dangerous drugs of any type:

- (a) Be responsible for development, operation, coordination and evaluation of:
  - (1) programs, including chemotherapy and drug free programs designed for the care, treatment and rehabilitation of persons addicted to narcotics and dangerous drugs of any type, referred to subsequently in this Order as addicts
  - (2) research and demonstration projects established to obtain information relating to the care, treatment and rehabilitation of addicts by agencies of the City of New York or by voluntary private agencies financed or otherwise supported in whole or in part by the City of New York
- (b) Report to the Mayor and the Special Assistant for Drug Addiction Problems on all matters pertaining to addicts, including research, demonstration, services, legislation, education, training and related matters including the status of City programs, and other programs sponsored in whole or in part by the City, providing care, treatment and rehabilitation of addicts.
- (c) Evaluate present and proposed research designs, demonstration projects, service programs and other requests related to addicts in New York City before public funds are made available.
- (d) Undertake or promote educational and prevention programs which will acquaint the public with the various problems of addiction resulting from narcotics and other dangerous drugs.
- (e) Undertake or promote training programs for persons in public, voluntary and private agencies dealing with addicts.
- (f) Represent the Mayor and the City of New York in matters related to addiction.
- (g) Participate in cooperative efforts of the Federal, State and regional governments to deal with the problems of addiction.

§4. This order rescinds and supersedes Executive Order No. 57 dated December 22, 1967.



§5. This order shall take effect immediately.

*John V. Lindsay*  
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JOHN V. LINDSAY  
M a y o r





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

EXECUTIVE ORDER NO. 73

JANUARY 15, 1973

AMENDMENT TO EXECUTIVE ORDER NO. 2 (2d)  
DATED JANUARY 21, 1970 IN RELATION TO THE  
AWARDING OF CONTRACTS UNDER THE EMERGENCY  
REPAIR PROGRAM UNDER PUBLIC EMERGENCY  
CONDITIONS AND IN SPECIAL CASES

WHEREAS, on January 21, 1970, Executive Order No. 2 (2d) was issued by the Mayor concerning the awarding of contracts under public emergency conditions and in special cases; and

WHEREAS, the Emergency Repair Program administered by the Department of Rent and Housing Maintenance must respond to emergency situations in residential dwellings caused by the lack of heat, hot or cold running water, electricity, effective sewerage disposal facilities, the extensive accumulation of rubbish, as well as other conditions dangerous to the life, health or safety of the tenants in such buildings and other persons in or near such buildings; and

WHEREAS, unless these dangerous conditions are corrected immediately, the occupants of these buildings and other persons within the vicinity of such buildings are subject to serious risk and hazards which directly affect their health and well being; and

WHEREAS, in order to accomplish expeditiously the correction of these dangerous conditions it is necessary and desirable to include special provisions for the immediate furnishing of services to correct such conditions;

NOW, THEREFORE, by the power vested in me as the Mayor of The City of New York, it is hereby ordered as follows:



Section 1. Section 1 of Executive Order No. 2 (2d) dated January 21, 1970 is hereby amended by adding thereto a new subsection, to be subsection (e), to read as follows:

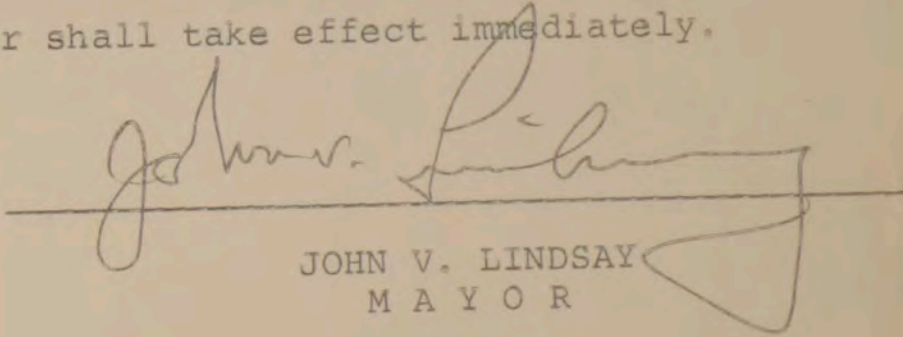
(e) Special Provisions for the Emergency Repair Program of the Department of Rent and Housing Maintenance.

With respect to the Emergency Repair Program administered by the Department of Rent and Housing Maintenance which provides for the immediate performance of services to correct conditions which are deemed an emergency because they are dangerous to human life and safety or detrimental to health, the Department of Rent and Housing Maintenance shall submit to the Administrator of the Housing and Development Administration a plan for the awarding of contracts in situations involving an expenditure of \$2,500 or less. The plan shall provide for but shall not be limited to the following:

1. A brief description of the nature of the problem, including the reason why it must be dealt with as an emergency, and a statement that departmental forces are inadequate to handle the situation; and
2. The solicitation by the Department of proposals from contractors for the furnishing of required services on a time and materials basis; and
3. The review of such proposals by the Department which shall then submit a list of recommended contractors to the Comptroller for approval and upon his approval establish a List of Approved Contractors; and
4. The awarding of contracts each involving an expenditure of not more than \$2,500 in specific emergency situations where a dangerous condition exists which requires immediate correction, in a manner set forth in the plan, to contractors whose names appear on the List of Approved Contractors.

Upon approval of the plan by the Administrator of the Housing and Development Administration and the Corporation Counsel, contracts may be awarded pursuant thereto and the provisions of subsections (b), (c) and (d) of this section shall not apply to such contracts. Any contract awarded involving an expenditure in excess of \$2,500 shall be subject to the provisions of subsections (b), (c) and (d) of this section.

§ 2. This executive order shall take effect immediately.

  
JOHN V. LINDSAY  
M A Y O R





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

EXECUTIVE ORDER NO. 74

January 23, 1973

AMENDMENT OF EXECUTIVE ORDER NO. 20  
ISSUED ON JULY 15, 1970 AND EXECUTIVE  
ORDER NO. 31 ISSUED ON JANUARY 18, 1971

WHEREAS, it is the policy of the City of New York that on City financed or assisted construction projects equal opportunity for and in employment be given to all qualified persons in accordance with the provisions of Executive Order No. 71 of April 2, 1968 and Executive Order No. 20 of July 15, 1970; and

WHEREAS, in order to carry out this goal it is necessary and desirable to amend Executive Order No. 20 of July 15, 1970 and Executive Order No. 31 of January 18, 1971;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered as follows:

Section 1. Section three of Executive Order No. 20, dated July 15, 1970, is hereby amended to read as follows:

(a) This order shall be implemented under the direction of the [Manpower and Career Development Agency] Office of the City Administrator which shall distribute to all agencies a directive embodying the provisions of this Executive Order and which shall establish an advisory committee of appropriate agencies to review its activities required by this order. The committee shall include, but not be limited to, the Municipal Service Administration, the Housing and Development Administration, the Board of Education of The City of New York, the Model Cities Administration, the Human Rights Commission, [The Office of the City Administrator], and the New York City Housing Authority.



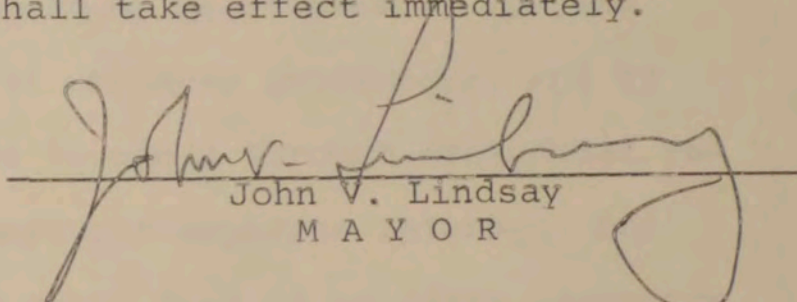
Among its duties, the [Manpower and Career Development Agency] Office of the City Administrator shall recruit, screen and place minority individuals in appropriate jobs and training programs pursuant to the provisions of this order.

(b) The [Manpower and Development Agency] Office of the City Administrator is authorized to adopt and promulgate rules, regulations and orders necessary for the implementation of the program set forth in this order.

§ 2. Section two of Executive Order No. 31, dated January 18, 1971, is hereby REPEALED.

§ 3. The provisions of Executive Order No. 31 as contained in all contracts awarded prior to the effective date of this order shall remain in full force and effect.

§ 4. This order shall take effect immediately.

  
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John V. Lindsay  
M A Y O R



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

EXECUTIVE ORDER NO. 75

March 22, 1973

TIME SPENT ON THE CONDUCT OF LABOR RELATIONS  
BETWEEN THE CITY AND ITS EMPLOYEES AND ON  
UNION ACTIVITY.

WHEREAS, existing policy of the City, enunciated by the New York City Collective Bargaining Law, seeks to promote harmonious relations between the City and its employees by providing machinery for the conduct of collective bargaining negotiations, for the orderly presentation and redress of employee grievances, and by recognizing the right of employees to speak through designated representatives in other areas of employer-employee interest, and

WHEREAS, experience has shown that it is often necessary and desirable for both government and its employees to carry on during working time the activities directly incident to the practical application of this policy, and

WHEREAS, to the extent that assigned working time necessarily and reasonably spent for these purposes serves to promote efficient operations and effective administration, and not to impede them, it is as much time devoted to the public interest as is the time spent in the performance of regularly assigned duties, and

WHEREAS, practices by employees and by the various departments pursuant to existing Executive Order No. 73 dated May 16, 1972



the New York City Collective Bargaining Law, and Executive Order No. 38 dated February 7, 1967 establishing the Office of Labor Relations require revision, updating, clarification and more detailed standardization of procedures governing the use of working time by employees in the conduct of Labor-Management Joint Activities in order to provide as nearly as possible for uniformly reasonable and consistent practices and to prevent abuses and interference with the effective performance of governmental operations, and

WHEREAS, it is also necessary to further clarify and standardize the applicability of City time and leave policy to time taken by an employee for the conduct of union activities for the essential and direct benefit of a labor organization,

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered that:

Section 1. The provisions of this Executive Order shall apply to all City departments and agencies with respect to the time spent in the conduct of Labor-Management Joint Activities and Union Activities:

§2. Labor-Management Joint Activities:

1. Employee representatives, duly designated by certified employee organizations, when acting on matters related only to the interests of employees in their certified bargaining units shall be permitted to perform the following functions, subject to the conditions set forth in this Executive Order, without loss of pay or other employee benefits:



- a. To investigate grievances, assist in their early resolution, and to process them at all levels = of the grievance procedure.
- b. To participate in meetings of departmental labor-management committees.
- c. To negotiate and confer with the City Director of Labor Relations and/or his representatives.
- d. To confer with and/or appear before departmental and other City officials and agencies, including the Board of Estimate, the City Council, the Civil Service Commission, and the Office of Collective Bargaining.
- e. To serve as employee members of a City Pension Board.
- f. To serve as members of the Municipal Labor Committee.
- g. To participate in fact-finding and other collective-bargaining impasse proceedings.
- h. To confer with and/or appear before any Federal wage regulatory agencies.
- i. To serve as members of authorized Safety Committees.
- j. To attend award, honor, graduation, and promotional ceremonies, as employee representatives.
- k. To attend funerals and memorial services of represented employees who are killed in the line of duty, as employee representatives.
- l. To attend any other activity for which time without loss of pay or other employee benefits is specifically provided for in the labor contract covering the employees' certified unit.
- m. Upon approval in writing by the City Director of Labor Relations to engage in any other activity which is not inconsistent with the provisions of this executive order.
- n. To attend meetings as a trustee of union welfare, security or annuity funds.



§3. Union Activities.

1. Employee representatives, duly designated by certified employee organizations, shall be permitted to take time off without pay for or to charge to their annual leave allowance or compensatory time credits, time spent in the following activities performed in behalf of an affected union and its members:

- a. Organization of and attendance at union meetings, conferences or conventions.
- b. Organizing and recruitment of union membership.
- c. Solicitation of members and keeping of membership records.
- d. Collection and/or recording of union dues.
- e. Preparation and/or distribution of union pamphlets, newspapers, circulars and other union literature.
- f. Administration of welfare, security and/or annuity funds.
- g. Appearance before, or conference with, members of or various committees of the New York State Legislature or of the Congress of the United States.
- h. Holding of press conferences and the preparation and distribution of press releases.
- i. Appearances in court.
- j. Pension counseling.
- k. Administrative or office work.
- l. Upon approval in writing by the City Director of Labor Relations any other activity not inconsistent with the provisions of this executive order.



§4. Regulatory provisions.

The provisions of this Order shall be applied in the following manner and under the following conditions:

1. Full and part-time assignments and leaves of absence without pay:

The City Director of Labor Relations, in conformity with the basic principles of this Order, shall determine:

- a. The number of employees if any, on full-time and/or part-time assignment, on a regular basis, with pay and benefits, permitted under Section 2 for the affected unit.
- b. The number of employees, if any, on full-time leave of absence without pay, permitted under Section 3, for the affected unit.

In making such determinations, the City Director of Labor Relations shall consider:

- a. The number of employees in the unit.
- b. The number of titles in the unit.
- c. The grievance activity in the unit.
- d. The dispersion of the unit in affected work locations.
- e. The nature and level of the unit's function.
- f. The presence of safety problems in the unit.

2. Ad hoc assignments:

The head of each agency, in consultation with and with the approval of the City Director of Labor Relations shall establish reasonable limits on the number of employee representatives who may be permitted and the amount of time required to participate on an ad hoc basis in the activities enumerated under Section 2 and 3 of this Order.



3. General provisions

a. The head of the agency in which the affected union representative is employed shall continue to make the necessary administrative determinations, subject to the approval of the City Director of Labor Relations, under both Sections 2 and 3, including but not limited to those set forth below. The agency head:

- (1) Shall make all full and part-time individual assignments and grant leaves-without-pay as authorized in writing by the City Director of Labor Relations and shall grant ad hoc assignments pursuant to this Order.
- (2) Shall require, receive, check, certify and maintain time records and payrolls for all employees assigned pursuant to Section 2 of this Order covering all hours so assigned. Sick leave, annual leave, etc., shall be charged in accordance with established agency procedure.
- (3) Shall require, receive, check, certify and maintain regular activity reports for all employees assigned pursuant to Section 2 of this Order covering all hours so assigned.
- (4) Shall be responsible for employee compliance with the requirements of this Order.

2. The City Director of Labor Relations shall review the agency time and activity records of all such employees to insure compliance with this order.

3. All time spent on the conduct of labor relations granted pursuant to this Order including ad hoc, full and part-time assignments, and leaves of absence without pay, must be approved in advance by authorized officials.

4. Organizing, planning, directing, or participating in any way in strikes, work stoppages, or job actions of any kind, are excluded from the protection or coverage of this Order. Any em-



employees assigned on a full or part-time basis or granted leave of absence without pay pursuant to this Order who participate in such excluded activity may have such status suspended or terminated by the City Director of Labor Relations.

5. Employee representatives who are assigned to labor-management joint activities under Section 2 of this Order and are paid out of union or other private funds for the time so spent shall not also be paid by the City for such time. An employee who is granted a full or part-time assignment with pay and benefits pursuant to this Order shall be required to submit an affidavit to the head of the agency in which he is employed certifying that he is not receiving any compensation for the same time for which he is paid by the City.

6. Employees assigned or granted time or leave-without-pay pursuant to this Order to represent a certified unit may not be incumbents in a title represented by another union.

7. Only employees who are elected or appointed to an official position in the union represented may be assigned on a full-or-part-time basis or granted leave without pay pursuant to this Order. Such assignment or leave shall be cancelled immediately upon termination of the employee's official union status.

8. Employees assigned on a full or part-time basis or granted time pursuant to this Order shall not receive overtime, shift differential, compensatory time, meal allowances or holiday premium pay while so assigned.



9. Employee representatives who are granted a leave of absence without pay pursuant to this Order shall continue to have their seniority rights preserved, the right to take promotional examinations, full pension rights for the time on such leave-of-absence without pay and shall be entitled to salary increments.

10. Employees assigned on a full-time or part-time basis or granted leave without pay pursuant to this Order shall at all times conduct themselves in a responsible manner.

11. Upon request of any agency or certified union, the City Director of Labor Relations shall be empowered to issue interpretations of this Order.

12. The Department of Personnel and the Office of Labor Relations shall take all appropriate and necessary steps to make present rules and regulations consistent with this Executive Order.

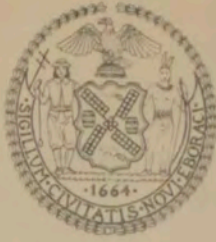
§5. Executive Order No. 38 dated May 16, 1957 and any other Orders issued on these subjects inconsistent with the provisions of this Order are hereby rescinded. Nothing contained in this Order shall be deemed to have the effect of changing the character of any subject matter hereof which is a managerial prerogative and as a non-mandatory subject of collective bargaining.

§6. This Order shall take effect immediately.

s/ John V. Lindsay  
JOHN V. LINDSAY  
M A Y O R

As amended by Executive Order No. 6,  
dated January 21, 1974.





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

EXECUTIVE ORDER NO. 76

MARCH 23, 1973

MONETARY LUMP SUM PAYMENT IN LIEU OF ACCRUED ANNUAL  
LEAVE AND/OR COMPENSATORY TIME TO EMPLOYEES WHOSE  
SERVICES ARE TERMINATED OTHER THAN BY RETIREMENT.

WHEREAS, Section 92 of the General Municipal Law permits the Mayor of the City of New York to provide for lump sum payment of the monetary value of accumulated and unused vacation time or compensatory time allowances standing to the credit of its officers and employees at time of their separation from the service;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered that:

SECTION 1. Employees and officers, other than those covered under the Mayor's Personnel Order No. 76/70 of October 13, 1970 and the Mayor's Personnel Order No. 41/72 of September 5, 1972, with unused creditable vacation and/or compensatory time allowances standing to their credit consistent with existing City-wide rules and/or regulations, whose employment is terminated other than by retirement, subject to the written approval of the agency head, may be paid the monetary value of accumulated and unused vacation time and/or compensatory time allowances standing to their credit for such time as may be due them. The monetary value so paid shall not exceed the salary rate earnable in the year of termination and shall not be creditable for computing a retirement allowance.

§ 2. The Director of the Budget of the City of New York is hereby designated and empowered to transfer such necessary funds that may be required in accordance with Section 124a and/or b of the City Charter for the payment to such terminated employees of the monetary value of accumulated and unused vacation time or compensatory time allowed standing to the credit of such employees.

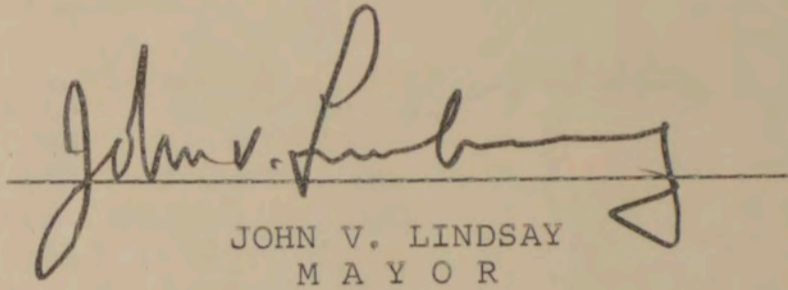
§ 3. The Comptroller of the City of New York is hereby requested to make payments of the funds due the affected employees.

§ 4. The Comptroller of the City of New York, the Director



of the Budget, the City Personnel Director and all other officers or agencies of the City having any jurisdiction over the matters provided in this Order are hereby requested, pursuant to the powers vested in them, to take the steps necessary to effectuate the provisions of this Order.

§ 5. This Order shall take effect immediately.

  
JOHN V. LINDSAY  
M A Y O R





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

EXECUTIVE ORDER NO. 77

APRIL 4, 1973

AMENDMENT TO EXECUTIVE ORDER NO. 12  
MAY 25, 1970 IN RELATION TO THE  
PAYMENT FOR THE USE AND SUPPLY OF  
WATER BY HOSPITALS, ORPHAN ASYLUMS  
AND OTHER CHARITABLE INSTITUTIONS  
WHICH ARE ELIGIBLE TO RECEIVE RE-  
IMBURSEMENT FROM EITHER THE  
UNITED STATES, THE STATE OF NEW YORK  
OR THE CITY OF NEW YORK, OR ANY  
AGENCY THEREOF.

WHEREAS, Section 1 of Executive Order No. 12 dated May 25, 1970 provides that pursuant to the provisions of Chapter 167 of the Laws of 1970, all institutions, societies or corporations which are eligible to receive reimbursement from either the United States, the State of New York or the City of New York, or any agency thereof shall not be exempt from payments for the use and supply of water; and

WHEREAS, no determination as to such eligibility for reimbursement has yet been made; and

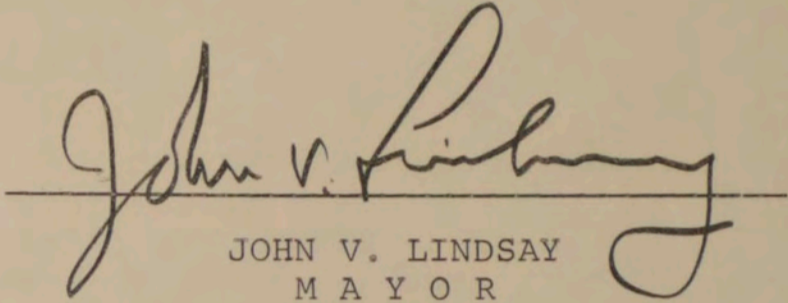
WHEREAS, Section 1 of such Executive Order is applicable only after eligibility for such reimbursement has been established, but the exact time of such applicability is not set forth.

NOW, THEREFORE, by the power vested in me as the Mayor of the City of New York, it is hereby ordered that Section 1 of Executive Order No. 12 dated May 25, 1970 be amended to read as follows:

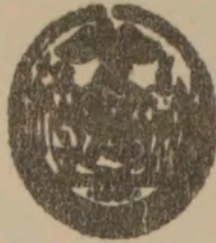
Section 1. Pursuant to the provisions of Chapter 167 of the Laws of 1970, all institutions, societies or corporations which are eligible to receive reimbursement, in whole or in part for payments made for the use and supply of water, from either the United States, the State of New York or the City of New York, or any agency thereof, shall not be exempt from such payments to the extent to which they are eligible for reimbursement, beginning with the year immediately following the year in which such eligibility shall be established.



§ 2. The effective date of this Executive Order shall be retroactive to and shall be deemed to have been in full force and effect from and after July 1, 1972.

  
JOHN V. LINDSAY  
M A Y O R





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



EXECUTIVE ORDER NO. 78

APRIL 4, 1973

REGULATIONS GOVERNING CASH PAYMENTS FOR  
UNUSED ACCRUED ANNUAL LEAVE AND UNUSED  
ACCRUED COMPENSATORY TIME ON DEATH OF CER-  
TAIN UNIFORMED FORCES EMPLOYEES WHILE IN  
THE CITY'S EMPLOY

WHEREAS, contracts for the period January 1, 1971 to June 30, 1973 between the City of New York and the respective exclusive bargaining representatives of employees in the classes of positions listed below, including details that are part of the respective bargaining units, provided, effective January 1, 1971, that certain cash payments for unused accrued annual leave and unused accrued compensatory time shall be made if such an employee dies while employed by the City:

Patrolman  
Policewoman  
Sergeant  
Surgeon  
Lieutenant  
Captain

NOW, THEREFORE, by virtue of the authority vested in me as Mayor of the City of New York, it is hereby ordered that the following Regulations Governing Cash Payments for Unused Accrued Annual Leave and Unused Accrued Compensatory Time on Death of such an Employee while in the City's employ be and the same are hereby established:

SECTION 1. Effective January 1, 1971, the beneficiary designated under the Retirement System or, if no beneficiary is so designated, the estate of such an employee who dies while employed by the City shall receive payment in cash for the following as a death benefit:

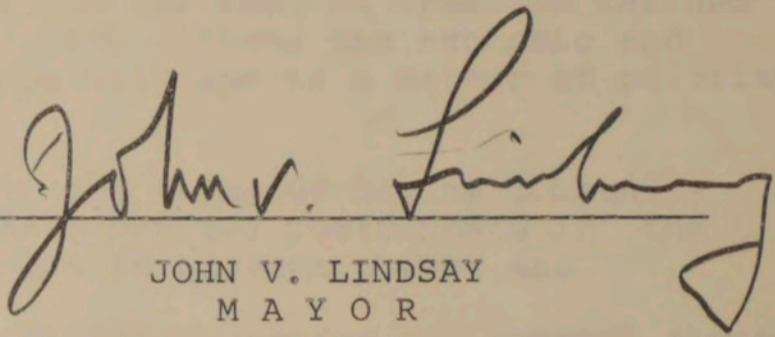
- a. All unused accrued leave up to a maximum of 54 days credit.
- b. All unused accrued compensatory time earned subsequent to January 1, 1971 which is verifiable by official Department records up to a maximum of two hundred (200) hours.



SECTION 2. Payments in accordance with Section 1 shall be based on the annual regular salary rate of the employee at the time of death. The hourly rate of pay for compensatory time shall be determined by the fractional part of such salary rate as follows:

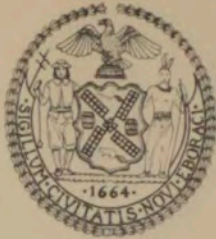
Predicated on a basic work week of 40 hours:

$$\frac{1}{261 \times 8} \quad \text{or} \quad \frac{1}{2088}$$

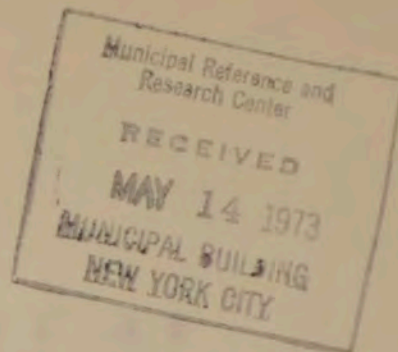
  
A handwritten signature in cursive script, reading "John V. Lindsay", is written over a horizontal line. The signature is fluid and extends to the right of the line.

JOHN V. LINDSAY  
M A Y O R





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



EXECUTIVE ORDER NO. 79

April 9, 1973

BLOCK SECURITY PROGRAM

WHEREAS, the problem of crime and the fear of crime in residential and commercial areas in the City of New York affects the economic and social well-being of all residents of the City and is a matter of priority concern; and

WHEREAS, experience has proven the value of having community groups and block, tenant and merchant associations participate in the development of self-help security programs to prevent crime; and

WHEREAS, the City government should encourage and support these self-help block and neighborhood security plans; and

WHEREAS, \$5,000,000 has been authorized in the City Capital Budget for 1973-74 for a "Block Security Program" under the supervision and control of the Police Department; and

WHEREAS, a bill has been submitted to the Legislature which would enable the City to borrow money to fund the "Block Security Program".

NOW, THEREFORE, by the power vested in me as the Mayor of the City of New York, it is hereby ordered and declared as follows:

Section 1. I hereby proclaim the establishment of a Block Security Guidelines Board to consist of six members: the Director of the Bureau of the Budget, as Chairman, the Chairman of the City Planning Commission, the Director of the Office of Neighborhood Government, the Director of the Criminal Justice Coordinating Council, the Commissioner of the Police Department, and the Economic Development Administrator.

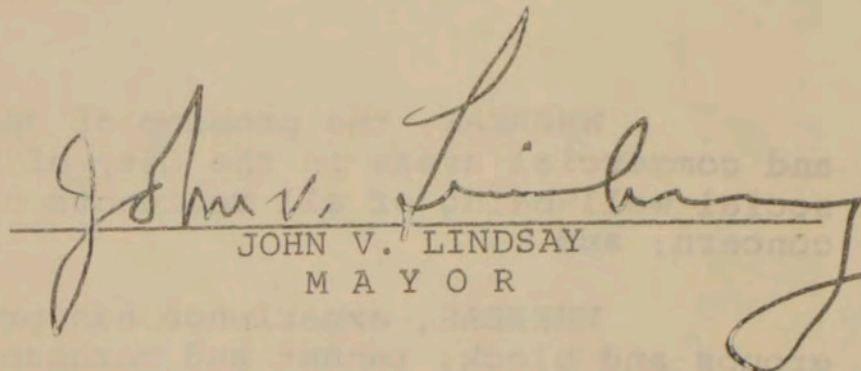
§ 2. I hereby direct that there be established in the Police Department a Block Security Program subject to the policy guidelines to be promulgated from time to time by the Block Security Guidelines Board.



§ 3. I hereby direct all administrations, departments and agencies of the City to cooperate fully with the Police Commissioner and his assistants and all personnel of his Department in their efforts to effectuate the Block Security Program.

§ 4. I call upon all persons in the City of New York to cooperate with the Police Commissioner to the same end.

§ 5. This order shall take effect immediately.

  
JOHN V. LINDSAY  
MAYOR





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

EXECUTIVE ORDER NO. 80

MAY 23, 1973

CREATION OF NEIGHBORHOOD PRESERVATION PROGRAM

WHEREAS, preservation of City neighborhoods is critically important for the welfare of all the people of the City of New York and must be given highest priority among governmental actions; and

WHEREAS, it is the policy of the City that existing housing stock and residential neighborhoods be maintained and, where necessary, rehabilitated to provide decent, safe and sanitary housing for the people of the City;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered as follows:

Section 1. Creation and Goals of Neighborhood Preservation Program.

There is hereby established a Neighborhood Preservation Program

(a) To prevent the deterioration and abandonment of housing in transitional neighborhoods.

(b) To preserve, coordinate and concentrate maintenance efforts by the City in designated neighborhoods.

(c) To promote private investment in housing in those neighborhoods.

(d) To coordinate governmental and community activities for neighborhood preservation through decentralized neighborhood offices and to provide adequate public investment to support coordinated improvement programs.

(e) To promote community involvement in all such activities.

§ 2. Designation of Neighborhoods

(a) The Housing and Development Administration and City Planning Commission will conduct studies in consultation with Community Boards and



other community representatives to determine which neighborhoods should be designated as Neighborhood Preservation Areas and will develop appropriate programs for each neighborhood so designated.

(b) The City Planning Commission shall adopt resolutions, following public hearing, designating neighborhoods as Neighborhood Preservation Areas in accordance with the criteria set forth below.

§ 3. Criteria for Designating Neighborhoods

Areas meeting the following criteria will be eligible for neighborhood designation.

(i) Where the existing housing stock is now essentially sound and attractive; and where private financial institutions and property owners have recently begun to withdraw financing;

(ii) Where the housing stock has deteriorated but is in need of moderate rehabilitation only;

(iii) Where there have been recent increases in adverse housing indicators;

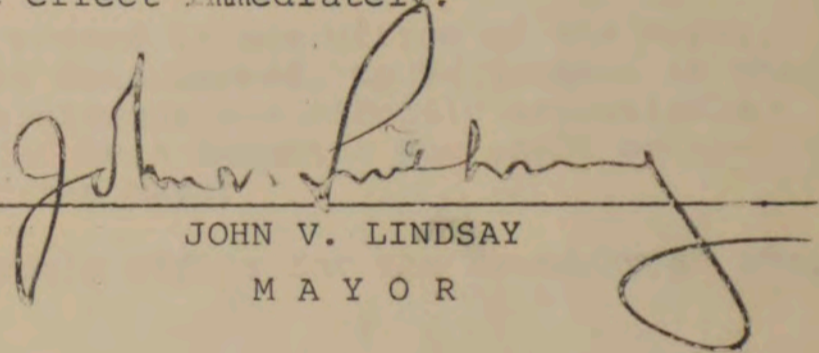
(iv) Where existing unique community resources distinguish the neighborhood.

§ 4. Implementation of Programs

The programs developed are to be coordinated by Area Housing Offices established by the Housing and Development Administration within the designated neighborhoods.

§ 5. Effective Date

This Executive Order shall take effect immediately.

  
JOHN V. LINDSAY  
M A Y O R





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

EXECUTIVE ORDER NO. 81

June 29, 1973

ESTABLISHMENT OF THE NEW YORK CITY  
MAYOR'S OFFICE FOR THE HANDICAPPED

WHEREAS, the City of New York has had a deep concern with the problems and needs of the handicapped including the need to utilize their skills and abilities and in pursuance of that concern, on April 8, 1968, I created the Mayor's Advisory Committee on the Handicapped, so that I might be informed of these problems and needs; and

WHEREAS, our experience with the Advisory Committee has demonstrated that City services need to be broadly expanded in order to meet these problems and needs and to facilitate the right of the handicapped to fair employment, access to public accommodations and decent housing; and

WHEREAS, our handicapped citizens are making positive contributions to the life of the City and it is necessary and desirable to help them make their full potential contribution to society by utilizing their vast reservoir of talent; and

WHEREAS, in order to meet these needs it is necessary to provide for greater cooperation, communication and coordination of our services to the handicapped on a City-wide basis;

NOW, THEREFORE, by the power vested in me as the Mayor of the City of New York, it is hereby ordered as follows:

Section 1. There shall be created in the Office of the Mayor, the New York City Mayor's Office for the Handicapped, to be located in the Office of the Deputy Mayor - City Administrator and directly accountable to the Mayor. The Office shall be headed by a Director who shall be appointed by and serve at the pleasure of the Mayor.

§ 2. The New York City Mayor's Office for the Handicapped shall perform the following:

(a) It shall be responsible for developing and formulating City policies relating to all the handicapped; and shall serve as a public spokesman for the needs, aspirations and problems faced by the handicapped.

(b) It shall coordinate and analyze existing City programs for



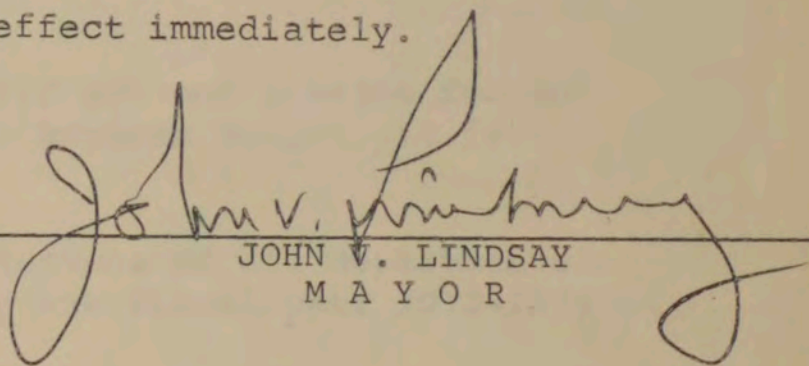
the handicapped and plan, develop, and promote additional programs; and shall act as liaison between the City and public and private agencies in the development of programs for the handicapped.

(c) It shall provide a means of communication among the handicapped, the Mayor, public and private agencies and the community at large; and shall propose City and State legislation founded upon the needs of the handicapped as ascertained by the Office.

(d) It shall compile data on the number of handicapped persons within the City in order to accurately determine their needs; and provide direct services to the handicapped through an information and referral service; develop research and demonstration programs; and locate funding sources, public and private.

§ 3. The functions, powers and duties delegated to the Mayor's Advisory Committee on the Handicapped contained in Executive Order No. 72, dated April 8, 1968 are hereby withdrawn and the Committee is abolished. The heads of all City agencies are hereby directed to cooperate with the New York City Mayor's Office for the Handicapped.

§ 4. This order shall take effect immediately.

  
JOHN V. LINDSAY  
M A Y O R





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

EXECUTIVE ORDER NO. 82

JULY 26, 1973

ADMINISTRATION OF BUDGET APPROPRIATIONS

WHEREAS, the New York City Charter empowers and charges the Mayor with the responsibility of administering the Expense Budget for the 1973-1974 fiscal year, and

WHEREAS, certain itemized information and supporting schedules of appropriations, as last modified as of February 15, 1973, were contained in the Mayor's 1973-1974 Budget Message, in accordance with Section 117 (b) 2 of the New York City Charter, and it is necessary to provide for certain actions taken subsequent to February 15, 1973.

NOW, THEREFORE, in order to carry out and provide for an effective administration of the 1973-1974 Expense Budget, it is hereby ordered as follows:

SECTION 1. The budget appropriations of all departments and agencies shall be administered during the fiscal year 1973-1974 under the terms of this executive order.

S2. The term "Agency" as used in this executive order means any office, administration, department, division, board, bureau, commission, corporation, institution or other unit of government, the expenses of which are paid in whole or in part from the City Treasury.

S3. Schedules of the appropriations contained in the Mayor's Message which accompanied the Executive Budget, or of such appropriations as amended by the City Council and Board of Estimate in adopting the Expense Budget for the 1973-1974 fiscal year are hereby approved.



§4. (a) All actions taken in accordance with the New York City Charter, subsequent to February 15, 1973, approving modifications of the supporting schedules as contained in the Mayor's 1973-1974 Budget Message are hereby carried over effective July 1, 1973.

(b) All adjustments of rates of positions in accordance with the provisions of special pay plans or reallocations effective but not implemented prior to June 30, 1973 are hereby included in the 1973-1974 Budget, effective July 1, 1973.

§5. All of the powers of budget modification, as granted in Section 124 (a) of the New York City Charter are hereby withdrawn from all agencies except for the following: The Boards of Education and Higher Education, the Community Colleges, the Offices of the Borough Presidents, The Comptroller, the Board of Elections, the District Attorneys, the President of the City Council, the City Council, Health Services Administration, Transportation Administration, Human Resources Program, Addiction Services Agency, Finance Administration, Municipal Services Administration, Environmental Protection Administration, Parks Recreation and Cultural Affairs Administration, Police Department, Fire Department, Housing and Development Administration, Economic Development Administration, Department of Social Services and Youth Services Agency; provided that the Mayor may, as a condition of making these exceptions, require these agencies to cooperate with the Vacancy Control Board in realizing savings required to meet potential budget deficits that may arise during the fiscal year, and to conform to the terms of the certificates governing quarterly budget apportionments.

§6. Those agencies not specifically excepted from the provisions of Section 5 herein providing for the withdrawal of the power of budget modifications shall be governed by the following special terms and conditions in the administration of budget appropriations:



(a) VACANCIES

- (1) The provisions of Executive Order No. 30 dated November 30, 1970 and of Executive Order No. 5 dated January 19, 1966 as modified by the memorandum on the subject of appointments dated February 2, 1967 are hereby continued in full force and effect for these agencies for the fiscal year 1973-1974.
- (2) The Vacancy Control Board, consisting of the Deputy Mayor, City Administrator, the Director of the Budget and the Personnel Director appointed on January 24, 1966 is hereby continued in operation for the purpose of investigating and recommending for approval by the Mayor of requests for the filling of positions in these agencies.
- (3) The Vacancy Control Board is hereby authorized to act in such a manner as to give the various agencies maximum flexibility in filling vacancies, consistent with the responsibility of operating the City government within the amounts appropriated for the fiscal year 1973-1974. However, the head of agencies must cooperate with the Vacancy Control Board to the maximum extent possible in realizing savings required to meet potential budget deficits that may arise during the fiscal year.
- (4) Requests for filling of vacancies and the processing of VCB certificates will be made in accordance with the instructions on the Bureau of the Budget circular dated January 9, 1971.



- (5) A monthly report shall be sent to the Deputy Mayor stating the number of positions in the agency, the number of filled, the number of vacancies (both regular and leave of absence), the number pending establishment, and the position each agency expects to fill. Accompanying this report should be a list of vacancies by code and line number, title, schedule line rates, and the rate at which the position will be filled. A duplicate copy of this information must be submitted to the Bureau of the Budget.
- (6) All agencies shall forward to the Deputy Mayor monthly a listing of the positions that have been filled giving the code, the line number, the title, the schedule rate and the appointment rate. A duplicate copy of this listing must be submitted to the Bureau of the Budget.
- (7) The reports required by Paragraphs (4) and (5) are necessary for review of requests for filling of vacancies by the Vacancy Control Board. Consideration of filling of vacancies shall be deferred in all cases where agencies have failed to comply until such time as the agency submit such reports.
- (8) Any increase in the rate provided for employees of the competitive class, employed pursuant to Rule X of the Rules and Regulations of the New York City Civil Service Commission, shall be granted only upon approval of the Mayor.



(b) BUDGET MODIFICATION

Subject to the provisions of Civil Service Law or other applicable statutes, changes in schedules within units of appropriations may be made as follows:

- (1) In accordance with the provisions of the Career and Salary Plan or any special pay plan, or to provide increments not provided in the schedules.
- (2) Modifications increasing a rate of compensation not in accordance with provisions increasing salary scales may not be done by the head of an agency unless approved by the Mayor.
- (3) Any modification creating any position in excess of \$8,000 per annum in any schedule shall be done only upon approval of the Mayor.

§7. All agencies shall be subject to the following general terms and conditions in the administration of budget appropriations.

(a) CHANGES IN APPROPRIATIONS

Any change in appropriations by transferring funds between Personal Service and Other Than Personal Service shall be done only upon approval of the Mayor.

(b) CLASSIFICATION OF LABORERS

The provisions of Interpretive Memorandum #6, issued by the City Director of Labor Relations and dated June 26, 1969 on Classification of Laborers are to be fully complied with in filling vacant "A", "B", "C", "D", "E" positions of Laborer.



(c) SUBMISSION OF REPORTS

For those agencies to which the provisions of Section 6 do not apply, the head of each such agency shall submit to the Director of the Budget on or before the 10th day following the end 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 in his agency. For those agencies receiving a quarterly apportionment, the requirements of the Bureau of the Budget for expenditure and other reports must be complied with.

(d) SCHEDULE MODIFICATIONS

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.

(e) SALARY ADJUSTMENTS AND INCREMENTS FOR POSITIONS COVERED BY CAREER AND SALARY PLANS

Salary adjustments and increments are to be provided in accordance with the provisions of a resolution adopted by the Board of Estimate on June 23, 1955 (Cal. No. 498), as amended.

(f) SALARY ADJUSTMENTS FOR POSITIONS UNDER COLLECTIVE BARGAINING AGREEMENTS OR SPECIAL PAY PLANS

Positions for which salary adjustments are provided in accordance with Collective Bargaining Agreements or Special Pay Plans are to be provided in accordance with the provisions of the personnel orders approved by the Mayor covering such positions.



(g) SKILLED AND UNSKILLED LABOR

- (1) The supporting schedules contained in the Mayor's 1973-1974 Budget Message 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 the condition to deduct compensation for absences due to vacation, sick leaves, holidays, weather or other permissible cause.
- (2) No skilled laborer whose position is provided for 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 forty-nine 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 superseded by any special provision attached to any particular line or code in this budget.
- (3) Where the number of days of employment is indicated, each day shall constitute such working hours as specified in the "Notes on Terms of Employment" in the Supporting Schedules contained in the Mayor's 1973-1974 Budget Message.



(h) SNOW AND ICE REMOVAL

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

(i) MAINTENANCE CHARGES

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:



- (1) 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.
- (2) Administration for the collection of charges shall be the responsibility of the department or agency employing the incumbent, subject to audit by the Comptroller.

(j) PAYMENT OF OVERTIME FOR CITY EMPLOYEES

Paid overtime is to be authorized for City employees by an Agency or Administration only when such paid overtime is approved by a certificate of the Mayor. Such overtime for City employees shall be paid in accordance with the general rules and regulations promulgated in accordance with the resolution of March 22, 1962 (Cal. No. 379) adopted by the Board of Estimate as amended by Personnel Order No. 54/68 dated June 21, 1968, and amendments to Personnel Order No. 54/68 dated November 19, 1970 and December 2, 1970.

(k) LIMITATIONS 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. All balances of appropriations for which no contract liability is registered on the books of the Office of the Comptroller shall expire six months after the close of the 1973-1974 fiscal year and disposed of pursuant to law, except for encumbered balances in General Purchase Fund accounts, which shall expire one year after the close of the 1973-1974 fiscal year.



The Department of Purchase shall accept no requisitions encumbering appropriations after June 30, 1974, and for purposes of efficient operation may set a date earlier in that month. Agencies shall place neither orders chargeable to, nor further encumbrances on, annual requirement contracts issued for the fiscal year 1973-1974 after June 30, 1974.

(L) SPECIFICATIONS

- (1) All contracts and open market orders except those of the Board of Education, 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. 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).
- (2) 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.



- (3) 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 the Mayor or his duly authorized representative. 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.

(m) APPROVAL OF CONTRACTS

- (1) No contract or proposal for work to be performed chargeable to this budget, except for work to be performed for the Board of Education, the cost of which is estimated to be in excess of \$20,000 shall be advertised until such contract and specifications or proposal shall have been submitted to and approved by the Director of the Budget.

No contract or proposal for work to be performed chargeable to this budget, for the Board of Education, the cost of which is estimated to be in excess of \$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.



- (2) When specifications have been approved, addenda to such specifications also must be approved by the Director of the Budget. The specifications for the supplies, materials, and equipment in such contracts shall comply with the requirements of Subdivision (L) herein.
  - (3) Contracts for professional services must be submitted to the Mayor for his approval.
  - (4) The provisions of paragraph 3 of subdivision (m) of this section shall not apply to the Board of Education.
  - (5) All contracts, in accordance with Section 343 (a) of the New York City Charter to be awarded without public letting, must be submitted to the Mayor and approved by the Board of Estimate.
  - (6) All contracts to be awarded in accordance with Section 349 of the New York City Charter must be approved by the Board of Estimate.
- (n) TELEPHONE SERVICE AND TABULATING EQUIPMENT
- (1) Modifications of telephone service contracts shall not be effective without the approval of the Mayor, except that such modifications which incur additional costs not in excess of \$40 monthly plus the one-time installation charges, may be processed without the approval of the Mayor.



- (2) No call directors, automatic switchboards, leased lines except for Civil Defense services, etc., shall be contracted for unless approved by the Mayor.
- (3) Telephone Service Orders issued by the New York Telephone Company will reflect the required installations, deletions and changes, but not the cost thereof. The using agency shall certify the charges reflected on the telephone bills and certify the bills for payment in accordance with the tariff chart. These certified bills are to be forwarded promptly to the Comptroller's Office for payment. If there are discrepancies holding up certification of a previous month's bill, an agency shall process subsequent monthly bills without delay where such bills can be certified. Where questionable toll charges appear on a bill, such charges shall be deducted from the bill on which they appear and the remainder of the bill processed for payment immediately.
- (4) 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.



- (5) The provisions of subdivision (n) shall not apply to the Board of Education.

(o) GENERAL PURCHASE FUND

Subject to the provisions of subdivision (L) herein, the appropriations provided for the various agencies for supplies, materials, equipment, and certain contractual services are hereby 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.

(p) 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 or vouchers filled by the agency for the amount required.

(q) 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 who 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 distribute the budget appropriations for Judgements and Claims to Other Judgement and Claim Accounts, namely, Accounts 710 to 719, inclusive.



(r) TRAVEL EXPENSES

Expenditures of the various agencies for travel expenses shall receive prior approval of the Deputy Mayor in those cases where such estimated expenditures will exceed \$500 for an employee. In cases where such estimated expenditures are less than \$500, such approval shall be received from the Bureau of the Budget, except where agency self-approval is permitted by a blanket certificate issued to the agency, such self-approval being conditional upon compliance with the terms and conditions specified therein.

Expenditures incurred for lodging and meals shall be itemized and stated in chronological order, and shall be supported by receipted bills for every expense for which a receipt can be obtained.

(s) PURCHASE OF EQUIPMENT

Expenditures for the purchase of executive office furnishings, rugs, drapes, 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.

(t) REPORTS ON STATE, FEDERAL AND OTHER GRANTS AND AID

- (1) Any agency financed in whole or in part by the City of New York making an application for a State, Federal, Foundation or other grant or aid, shall submit to the Bureau of the Budget a "Grant Application Monitoring System Report" on Form BBG-10 prior to submitting such application to the grantor.



- (2) In addition, any agency financed in whole or in part by the City of New York making an application for a State, Federal, Foundation or other grant or aid, receipt of which involves a commitment of City funds (for example, in the form of matching commitments of cash or personal services), shall submit a copy of such application to the Bureau of the Budget for its comments as to the availability of City funds before the application is filed with the grantor.
- (3) In addition, any agency having any grant awards or aid shall submit quarterly reports on such grants or aid on Form BBG-1, "Quarterly Grant and Aid Report" in accordance with the instructions relating to such form and in accordance with the Budget Director's memorandum to all agency heads, entitled, "Grant and Aid Reporting". Such reports shall be submitted to the Bureau of the Budget not later than 30 days after the end of each quarter.
- (u) NEW FACILITIES FUNDS IN THE HEALTH AND HOSPITALS CORPORATION

Funds included in the expense budget for the New York City Health and Hospitals Corporation reserved for New Facilities (within Programs IIa and IIb "Hospital Care Services including Corporate Administration") can be expended only upon the approval of the Director of the Budget. This approval will include a maximum annualized spending rate authority for appropriate uses.



(v) FORMS

It is necessary that the Director of the Budget maintain a Master Budget. Accordingly, all modifications and changes in units of appropriations shall be transmitted to the Director of the Budget on forms provided by the Bureau of the Budget (Revised Form M).

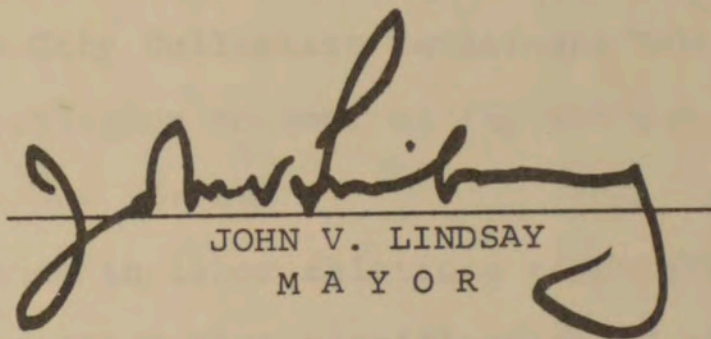
- (1) The Departmental Modification form submitted by a department in accordance with Section 124 (a) and Section 124 (b) of the New York City Charter shall be approved or validated, as appropriate, by the Director of the Budget or his authorized representative, and distributed as follows: two (2) copies to the Office of the Comptroller, one (1) copy returned to the Department for Payroll entry, and one (1) copy to be retained by the Bureau of the Budget and used to update the Master Budget.
- (2) The Department Modification form submitted by a department in accordance with Section 124 (c) of the New York City Charter shall, after review and examination be attached to the necessary Calendar Memos and Reports for submission to the City Council and the Board of Estimate, and forwarded to the Mayor for his signature and processing. After action by the Mayor, the Board of Estimate and the City Council, a certificate of the Budget Director shall be issued and distributed as follows: two (2) copies to the Office of the Comptroller, one (1) copy to the Bureau of the Budget for updating the Master Budget.



- (3) All modifications of appropriations, for which proportionate supplementary revenue such as state and federal aid is anticipated shall reflect the changes in such supplementary revenue in addition to the changes made in the tax levy.
- (4) Personal Service expenditures, etc., made pursuant to this Executive Order are to be reported periodically as required by the Director of the Budget on forms provided by his office.

§8. In any case where the provisions of this executive order are not complied with, the Comptroller shall not authorize the payment of any compensation to any person appointed on or after July 1 of this year unless the Mayor or his duly authorized representative has specifically authorized such exception.

§9. This executive order shall take effect on July 1, 1973.

  
JOHN V. LINDSAY  
M A Y O R

kmc





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

July 26, 1973

EXECUTIVE ORDER NO. 83

AMENDING EXECUTIVE ORDER NO. 52 DATED SEPTEMBER 29, 1967  
IN RELATION TO THE CONDUCT OF LABOR RELATIONS BETWEEN THE  
CITY OF NEW YORK AND ITS EMPLOYEES

Whereas, Executive Order 52 was issued in 1967 in order to effectuate the recommendations of the 1966 Tripartite Committee on Labor Relations which made comprehensive recommendations for procedures to govern collective bargaining in the public service and in particular to meet the need for independent and impartial tribunals to settle impasses arising in contract negotiations to resolve grievances, and to determine representation issues; and

Whereas, subsequently the New York City Collective Bargaining Law was amended by Local Law No. 1 of 1973 in relation to some of the subject matters encompassed by Executive Order No. 52; and

Whereas, the five years of experience in labor relations since the issuance of Executive Order No. 52 have shown that clarification of the Order is desirable; and

Whereas, in order to effectuate such changes it is necessary to amend Executive Order No. 52;

Now, therefore, by the power vested in me as Mayor of The City of New York, it is hereby ordered as follows:



Section one: ~~Section one~~ of Executive Order No. 52 dated September 29, 1967 is hereby amended to read as follows:

§ 1. DECLARATION OF POLICY.

It is hereby declared to be the policy of the City to engage in collective bargaining with certified or designated organizations of its employees; to enter into written collective bargaining agreements on matters within the scope of collective bargaining with (certified employee) such organizations; to utilize the services of the office of collective bargaining to settle impasses in contract negotiation and to determine representation issues; and to refer unresolved grievances with certified or designated employee organizations to impartial arbitration.

Section two: Sections two, three, four, six, seven, eight and nine of subdivisions a, c, and d of section five of such order are hereby REPEALED.

Section three: Such order is further amended by adding thereto a new section, to be section two, to read as follows:

§ 2. DEFINITIONS.

Except as the context clearly indicates otherwise:

a. The meaning of all terms of this Executive Order shall be as defined in § 1173-3.0 of Chapter 54 of the Administrative Code of the City of New York unless otherwise indicated in this order.

b. The term "mayoral agency employee" shall mean employees of mayoral agencies who are eligible for collective bargaining pursuant to the New York City Collective Bargaining Law.

Section four: Subdivision b of section five of such order is hereby renumbered section three and amended to read as follows:

§ 3. MATTERS WITHIN THE SCOPE OF COLLECTIVE  
BARGAINING.

The City will bargain on matters within the scope of collective bargaining even though such matters require action by a body, agency, or official other



than the Mayor or the head of a mayoral agency. The City will also bargain upon the question of whether the City should request such a body, agency or official to take such action or support such a request. In no event, however, shall an impasse panel recommend that the City make or support such a request. The City's duty to bargain on other matters within the scope of collective bargaining shall not be diminished by reason of the existence of orders, rules or regulations promulgated by heads of mayoral agencies. For purposes of this (subdivision) section the City Civil Service Commission shall not be deemed a mayoral agency.

Section 5. Such order is further amended by adding thereto two new sections, to be sections four and five, to read as follows:

§ 4. AUTHORITY OF BARGAINING REPRESENTATIVE.

The City Director of Labor Relations shall have the exclusive authority to negotiate on all matters within the scope of collective bargaining. No agreement, contract or understanding shall be made except by the City Director of Labor Relations nor shall any such agreement, contract or understanding be enforceable unless in writing and executed by the required parties. Where inconsistent with other Executive Orders the provisions of this section shall apply.

§ 5. GRIEVANCE PROCEDURES.

a. (1) The following grievance procedure shall be applicable to all mayoral agency employees who are eligible for collective bargaining under the New York City Collective Bargaining Law except:

- (A) members of the police force of the Police Department  
and
- (B) All other employees in a bargaining unit for which the collective bargaining representative recognized or certified to bargain on wages, hours and working



conditions has executed a written collective bargaining agreement containing a grievance procedure.

(2) General Procedure.

Step 1. An employee's grievance shall be presented verbally or in writing by the grievant or his representative to the supervisor in the division or branch of the department where the grievance is claimed to have occurred (but not necessarily to the grievant's immediate supervisor), not later than 120 days after the date on which the grievance arose. Discussion and consideration of the grievance may be assisted by higher level supervisors, who may be called in for this purpose.

Step 2. If a grievance is not resolved at Step 1 within two working days after its presentation, the grievant may appeal to the office of the department or agency in charge of personnel; or person designated by the commissioner or head of the department or agency to represent him in the adjustment of grievances, by filing a written statement of such grievance with such official or person, within seven working days after presentation of the grievance at Step 1. A copy of the grievance must be sent to the employee's supervisor who initially passed upon the grievance. The grievance shall be considered and passed upon within five working days after such filing. The grievant and his representative and the department or agency representative shall work for a satisfactory adjustment of the grievance through conference, negotiation and agreement. The determination of the department or agency representative passing upon the grievance shall be in writing, copies of which shall be transmitted to the grievant or his representative upon issuance.

Step 3. The grievant shall have the right to appeal such determination to the commissioner or the head of the department or agency concerned by filing a written statement of such an appeal with the commissioner or department head within five working days after the decision in Step 2 has been issued. The



Commissioner or department head, the departmental designee, and the grievant and his representative shall work for a satisfactory resolution of the grievance through conference, negotiation and agreement. Such conference shall be held at an appropriate time consistent with the requirements of the department or agency. The determination of the commissioner or department head shall be issued within ten (10) working days after receipt of the appeal and shall be in writing, copies of which shall be transmitted to the grievant or his representative upon issuance.

Step 4. An appeal from an unsatisfactory decision at Step 3 shall be presented by the employee and/or the certified employee organization to the City Director of Labor Relations, in writing, within ten (10) working days of the receipt of the Step 3 decision. Copies of such appeals shall be sent to the agency head. The City Director of Labor Relations, or his designee, shall review all appeals from Step 3 decisions and shall answer such appeals within twenty (20) working days or, if a hearing is held, within twenty (20) days of the hearing of the appeal.

b. For purposes of subdivision a of this section, the term "grievance" shall mean (A) a dispute concerning the application of interpretation of the terms of (i) a written, executed collective bargaining agreement; or (ii) a determination under Section two hundred twenty of the Labor Law affecting terms and conditions of employment; (B) a claimed violation, misinterpretation, or misapplication of the written rules or regulations of the mayoral agency by whom the grievant is employed affecting the terms and conditions of his or her employment; and (C) a claimed assignment of a grievant to duties substantially different from those stated in his or her job classification. The term "grievant" shall include all grievants in the case of a group grievance.

c. Any employee may present his or her own grievance through the first



grievance procedure either personally or through an appropriate representative or an organization of which he or she is a member, provided, that where an employee organization has been certified as the exclusive bargaining agent for the employee unit, a grievance may be presented and processed either by such certified employee organization or by the individual employee, but not through any other employee organization.

d. An employee organization certified for the unit of which the grievant is a member shall have the right to bring grievances unresolved at Step 4 of the general procedure to impartial arbitration. As a condition to such right the grievant and such organization shall be required to file with the Director of the Office of Collective Bargaining a written waiver of the right, if any, of said grievant and of said organization to submit the underlying dispute of any other administrative or judicial tribunal except for the purpose of enforcing the arbitrator's award. In addition, the City shall have the right to bring directly to arbitration any dispute concerning any matter defined herein as a grievance. The City shall commence such arbitration by submitting a written request therefore to the Office of Collective Bargaining. A copy of the notice requesting impartial arbitration shall be forwarded to the opposing party. The arbitration shall be conducted in accordance with the consolidated Rules of the Office of Collective Bargaining. The costs and fees of such arbitration shall be borne equally by the certified employee organization and the City. The City and the employee organization which is party to the particular grievance shall each pay 50 per cent of the fees and expenses of the arbitrator and of related incidental costs to the handling of such arbitration.

e. In cases of grievances falling within subdivision b of this section, the arbitrator's decision and order or award, shall be limited to the application and interpretation of the collective bargaining agreement, determination under section two hundred twenty of the Labor Law, rule, regulation, or job



classification involved and the arbitrator shall not add to, subtract from or modify any such agreement, determination, rule, regulation or job classification. An arbitrator's award shall be final and binding, and enforceable in any appropriate tribunal in accordance with article seventy-five of the Civil Practice Law and Rules, except that awards as to grievances concerning assignment of employees to duties substantially different from those stated in their job classifications shall be final and binding and enforceable only to the extent permitted by law. An arbitrator may provide for and direct such relief as he determines to be necessary and proper, subject to the limitations set forth above and any applicable limitations of law.

f. The availability of grievance or arbitration procedures hereunder shall not justify a failure to follow orders.

Section six. Section ten of such order is hereby renumbered to be section six and amended to read as follows:

§6. PROTECTION OF EMPLOYEES IN THE EXERCISE OF THEIR RIGHTS.

There shall be no discrimination against any employee because (he) such employee exercises the right of self-organization, presents a grievance, or gives testimony or information in any hearing or conference relating to any matter presented or arising under this Executive Order.

Section seven. Section eleven of such order is hereby renumbered to be section seven and amended to read as follows:

§ 7. PRIOR EXECUTIVE ORDERS.

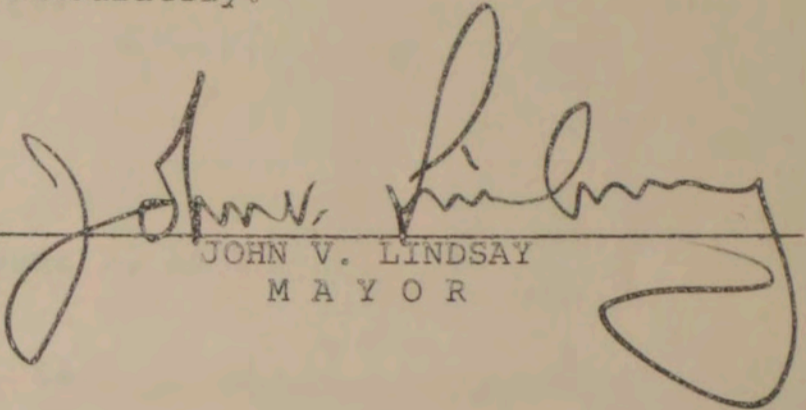
The Executive Order on the Conduct of Labor Relations Between the City of New York and Members of the Police Force of the Police Department issued March 29, 1963, is hereby superseded. Executive Order No. 49, on the Conduct of Labor Relations Between the City of New York and its Employees, issued March 31, 1959, is hereby superseded insofar as it applies to mayoral agency employees and Executive Order 52 of September 29, 1967 is hereby



is superseded except as amended and set forth herein

Section eight. EFFECTIVE DATE.

This Executive Order shall take effect immediately.



JOHN V. LINDSAY  
MAYOR





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

August 2, 1973

EXECUTIVE ORDER NO. 84

ESTABLISHMENT OF THE MAYOR'S OFFICE

FOR VETERAN ACTION

WHEREAS, The City of New York is deeply concerned with the problems and needs of veterans and especially Vietnam era veterans, including the need for employment, housing, medical care and educational, vocational and drug addiction counseling; and

WHEREAS, many of the Vietnam era veterans in the City are either unemployed, on public assistance or receiving unemployment compensation, or are without adequate housing, and the incidence of drug addiction or alienation from the civilian community among such veterans has increased; and

WHEREAS, the City of New York has an obligation to provide a variety of services in order to reorient discharged servicemen and to help reinvolve them with the civilian community; and

WHEREAS, our experience with the New York City Division of Veteran's Affairs has demonstrated that the services now available to the veteran must be broadly expanded in order to meet these current problems and needs;

NOW, THEREFORE, by the power vested in me as the Mayor of the City of New York, it is hereby ordered as follows:



Section 1. There shall be created in the office of the Mayor, the Mayor's Office for Veteran Action, to be located in the Office of the Deputy Mayor/City Administrator. The Deputy Mayor/City Administrator shall serve ex-officio as Director of the Office and is delegated the power to exercise or delegate any of the functions, powers and duties vested in the Mayor's Office for Veteran Action by this Executive Order. There shall also be a Deputy Director who shall serve with the title of Commissioner.

§ 2. The Mayor's Office for Veteran Action shall have the following functions, powers and duties:

a) It shall be the City's veteran service agency for the purposes of Article 17 of the Executive Law.

b) It shall coordinate the services provided by the City to veterans and shall work with other City agencies providing veterans services in order to provide a means for centralizing or coordinating the delivery of such services.

c) It shall provide comprehensive information and counseling on veterans' rights, services and benefits.

d) It shall research, evaluate and develop programs to assist veterans, and shall serve as the City's spokesman in Albany and Washington for the needs and problems of the veteran.

e) It shall inform veterans with respect to and shall prepare proposals for legislation and administrative regulations dealing with veteran services and rights.

f) It shall provide counseling and referral services which shall include:

1. general counseling to aid veterans with their overall problems, including veteran's benefits counseling;

2. employment counseling and referral including job development through employment training programs, medical examinations, testing and



referral;

3. drug counseling and referral to drug treatment programs;
4. educational and vocational counseling;
5. counseling as to rights and benefits under the law and legal or other referral;
6. housing information and referral.

g) It shall serve as a direct means of communication between the City and the public and private agencies dealing with veterans.

h) It shall act as liason on behalf of the City with such agencies and shall assess the nature and effectiveness of veteran's services provided by other governmental agencies in New York City, in order that the City may determine needed areas of improvement in such services.

i) It shall send counselors into the community who will seek out veterans in order to determine the nature of any problems they may have and assist in the resolution of such problems by referral of veterans to the Mayor's Office for Veteran Action or another appropriate service agency.

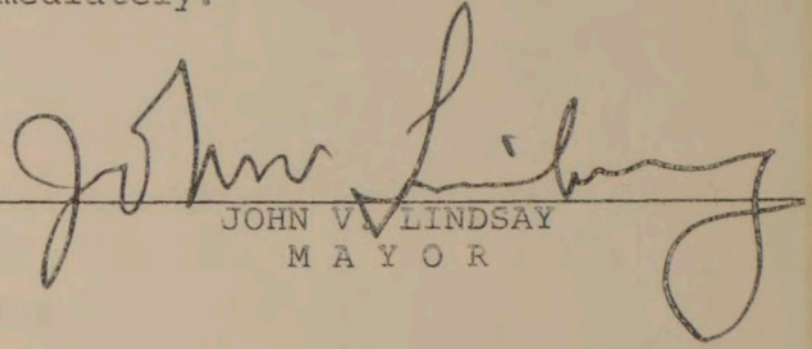
§ 3. All the functions, powers and duties heretofore delegated to or exercised by the New York City Division of Veterans Affairs or its director shall be performed within the Mayor's Office for Veteran Action and the Director of the Mayor's Office for Ve teran Action is hereby delegated the power to exercise or delegate any of such functions, powers and duties. The Director shall exercise such functions, powers and duties in continuation of their exercise by the New York City Division of Veterans Affairs and its director. The functions, powers and duties heretofore delegated to or exercised by the New York City Division of Veterans Affairs or its director are hereby withdrawn.

§ 4. Except to the extent that they may be inconsistent with this Order, All determinations, authorizations, regulations, writings, certificates,



orders, directives, contracts, agreements and other actions made, issued or entered into with respect to any function, power or duty affected by this Order and not revoked, superseded, or otherwise made inapplicable before the effective date of this order shall continue in full force and effect until amended, modified or terminated by appropriate authority.

§ 5. This Order shall take effect immediately.

  
JOHN V. LINDSAY  
MAYOR





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

OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 85

SEPTEMBER 13, 1973

In relation to The Establishment of District Service Cabinets

WHEREAS, the delivery of government services to the people of the City of New York is a primary government function;

WHEREAS, in a city of this size it is desirable and necessary that there be coordinated delivery of government services at the local level; and

WHEREAS, the activities of the Office of the Mayor carried out through the Neighborhood Action Program and the Urban Action Task Force demonstrated the feasibility of increasing the responsiveness of city agencies in delivering services to communities and local neighborhoods; and

WHEREAS, subsequently, integrated delivery of services at the local level has been shown to be effective in the Neighborhood Government experiment which provided for the appointment of District Managers and of District Service Cabinets composed of local agency officials in certain districts within the City; and

WHEREAS, operating city agencies have successfully delegated broad authority to their local District Officers enabling them to more effectively service the needs of the community and respond promptly to community concerns; and

WHEREAS, the experimental program of broader participation of Community Boards in government budget formulation and in site selection has already produced improved services and increased responsiveness; and



WHEREAS, it is therefore desirable and in the public interest to coordinate city government activities in all Community Planning Districts so as to insure the integrated delivery of services at the local level and to provide a means whereby city government can respond to recommendations from Community Boards and other local organizations;

NOW, THEREFORE, by virtue of the powers vested in me as Mayor of the City of New York, it is hereby ordered as follows:

Section 1. District Service Cabinets

There is hereby authorized the establishment of District Service Cabinets in Community Planning Districts of the City where appropriate, composed of District Officers and a District Manager or Cabinet Chairman. District Service Cabinets shall be so established under this Order upon designation of the District Manager or Cabinet Chairman.

a. The District Officers shall be specifically designated by the heads of the following agencies:

Department of City Planning

Environmental Protection Administration

Fire Department

Housing and Development Administration

Human Resources Administration

Health Services Administration

Parks, Recreation and Cultural Affairs Administration

Police Department

Transportation Administration, and such other agencies as may be determined by the Mayor upon recommendation of the Office of Neighborhood Government.

b. A District Manager or other official shall be designated by the Mayor to serve as Chairman of each District Service Cabinet.

§ 2. Powers and Functions of the District Service Cabinets, the District Manager or Cabinet Chairman, and District Officers

a. Each District Service Cabinet shall:

1. coordinate the delivery of all city services for the planning district;

2. review and comment upon agency policies and program submitted to it;



services;

3. respond to community proposals for changes in local
4. make periodic recommendations to agency heads for methods of improving service delivery;
5. submit periodic reports evaluating service needs and the effectiveness of local service delivery to the Mayor; and
6. develop an annual operational plan for those services administered by Cabinet members at the district level.

b. Each District Manager or Cabinet Chairman shall:

1. be responsible to the Mayor, through the Office of Neighborhood Government, for insuring the effective integration of agency services;

2. be responsible for the implementation of district program priorities identified in consultation with the District Service Cabinet and community and elected leaders;

3. convene periodic meetings of the District Service Cabinet;

4. receive reports from members of the District Service Cabinet on current agency operations and programs within the district;

5. review the operations of the District Service Cabinet and make periodic recommendations to the Mayor and to the heads of agencies with respect to the integration of municipal services;

6. meet with community leaders, civic organizations, and local elected officials to identify community needs, and to report upon progress of the District Service Cabinet; and

7. develop an annual operational plan with the District Service Cabinet for submission to the Mayor through the Office of Neighborhood Government;

c. The District Officers for each city agency shall:

1. represent their respective agencies on matters brought before the District Service Cabinet;

2. plan and administer the allocation of agency resources within the district according the guidelines promulgated by the agency head, and coordinate agency service operations with those of other agencies providing services in the district to promote the integration of service delivery;

3. be responsible for the resolution of agency related problems identified by the District Manager or Cabinet Chairman and the District Service Cabinet;



4. inform the District Manager or Cabinet Chairman of proposed changes in agency program policy or operations for review and comment;
5. make periodic recommendations to the agency head on methods of improving delivery of services;
6. represent the agency in discussions with community organizations; and
7. work with the District Manager or Cabinet Chairman to develop an annual operational plan for interagency action to improve service delivery within the district.

§ 3. Agency Implementation.

- a. Each City agency covered by this order shall prepare guidelines for implementing the provisions of this Order and provide the agency's District Service Officers with appropriate authority to carry out their functions on behalf of the agency and to represent the agency on appropriate policy matters and resource decisions in the District Service Cabinet.
- b. Each such agency shall designate an official at the policy-making level, who shall be responsible for central implementation of the agency's functions in districts, for integration of services on a citywide basis, and for coordination with other agencies through the Office of Neighborhood Government.

§ 4. Implementation of New Programs.

The Director of the Bureau of the Budget, the Director of the City Planning Department and the heads of agencies covered by this Order shall prepare specific guidelines for policy review by the District Manager or Cabinet Chairman and District Service Cabinets of proposed new agency programs in each District prior to any formal agency action, in such matters as:

~~\_\_\_\_\_~~ boundary lines coterminous with those of other agencies,

- b. capital budget allocations,
- c. design scopes for capital projects,
- d. location of capital projects,
- e. rental of space for use by such City agencies, and
- f. the use of private contractors to operate City-funded service programs.

§ 5. Other City Officials.

The City Council representative elected from any portion of the designated districts, the Borough President and the Chairman of the Community Board shall be invited to serve as ex officio members of the District Cabinets.

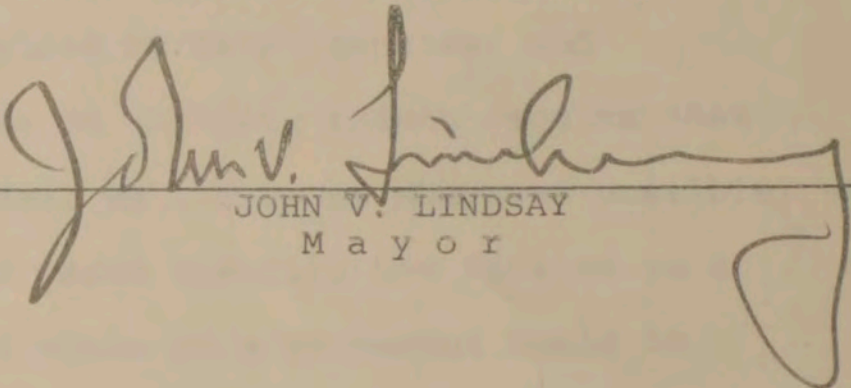


§ 6. Office of Neighborhood Government

The Director of the Office of Neighborhood Government, established in the Office of the Mayor, shall:

- a. coordinate the operations of the agencies covered by this Order, the Bureau of the Budget, the City Planning Commission, and the Corporation Counsel in implementing and extending the integration of services in each district;
- b. work with state, federal and private agencies to secure their cooperation in, and support for, the policies and provisions of this Order;
- c. work with Community Planning Boards and local civic organizations to encourage their participation in making the District Service Cabinet program responsive to community needs; and
- d. submit periodic reports to the Mayor evaluating the program with recommendations for necessary measures to improve its effectiveness.

§ 7. This Executive Order shall take effect immediately.

  
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JOHN V. LINDSAY  
M a y o r





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

EXECUTIVE ORDER NO. 86

SEPTEMBER 18, 1973

PRODUCTIVITY PROGRAM

WHEREAS, it is the policy of the City of New York to maintain and improve the quality of services provided by City agencies; and

WHEREAS, continuing pressures on the City budget require that productivity of City programs and personnel be increased wherever possible; and

WHEREAS, during the past two years the City has carried on a productivity program, the continuance of which on a permanent basis is necessary and desirable;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered as follows:

Section 1. Creation and Goals of Productivity Program

There is hereby established a City-wide productivity program

- (a) to maintain and increase the productivity of City programs and personnel;
- (b) to promote the efficient use of the City's resources;
- (c) to develop quantitative measures of productivity;
- (d) to evaluate the productivity of City programs and personnel on continuing basis;
- (e) to publish regular reports on City productivity objectives and accomplishments.



§ 2. Implementation

- (a) The Deputy Mayor for the executive office or such other officials as the Mayor may designate pursuant to section 3 of the Charter, shall be responsible for establishing, administering and coordinating the City-wide Productivity Program. He shall seek to enlist, to the greatest extent possible the active cooperation and participation of City agencies and of employee organizations, and shall issue such further directives and instructions to agencies as are required to effectuate this Order.
- (b) Not later than the fifteenth day of August of each year, said Deputy Mayor, or other officials so designated under subdivision (a) of this section, shall submit to the Mayor a program setting forth the productivity objectives and standards to be met during the current fiscal year, for such agencies and in such units of measure as he may deem appropriate.

§ 3. Compilation and Analysis of Productivity Data

- (a) Bureau of the Budget. The Director of the Bureau of the Budget or such officer of the Bureau as the Director shall designate, shall, after consultation with each agency included in the Productivity Program, recommend to the Mayor and Deputy Mayor productivity objectives and standards; collect, compile and analyze quantitative productivity data for each agency; and monitor and report on agency productivity performance,



productivity impact of program innovations, and such other matters as may be relevant to achieving the goals of the Productivity Program.

- (b) City Agencies. Each agency shall furnish to the Director or his designate such information as he may deem necessary to fulfill his responsibilities under this section.

§ 4. Publication of Productivity Program

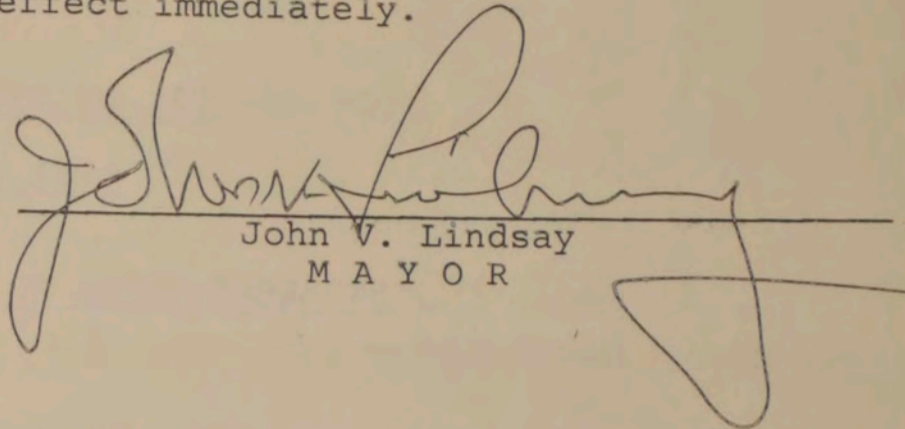
- (a) Quarterly Reports. At least once during each quarter, the Deputy Mayor, or other designated officials shall submit to the Mayor and shall make public a status report on the Productivity Program, which shall set out the progress made in achieving the objectives or standards for the current fiscal year. Such data shall be provided in comparable units of measure for the corresponding quarter of the preceding two years.
- (b) Annual Summary. During the first quarter of each fiscal year, the Deputy Mayor or other designated officials shall submit to the Mayor and shall make public a summary setting forth the results of the Productivity Program for the preceding fiscal year, which shall include an explanation of programs contributing to productivity improvements during the preceding year.
- (c) Objectives and Standards. During the first quarter of each fiscal year the Mayor shall make



public the Productivity Program objectives  
and standards previously submitted to the Mayor  
pursuant to section 2 (b) of this order.

§ 5. Effective Date

This Order shall take effect immediately.



John V. Lindsay  
M A Y O R





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

EXECUTIVE ORDER NO. 87

October 18, 1973

ENVIRONMENTAL REVIEW OF MAJOR PROJECTS

Whereas, the improvement of our urban environment is critically important to the overall welfare of the people of the City;

Whereas, the development and growth of the City can and should be reconciled with the improvement of our urban environment;

Whereas, it is the continuing policy of the City that environmental factors be considered before governmental approval is given to proposed activities that may significantly affect our urban environment;

Whereas, it is essential to the implementation of this policy that the Mayor or his designated representative be informed of the environmental consequences of proposed activities which require the approval of the government of the City of New York and any alternatives by which any adverse environmental consequences could be reduced or eliminated; and

Whereas, the establishment of specific procedures for the comprehensive review by the Environmental Protection Administration of the environmental consequences of proposed activities will help to ensure that environmental factors are adequately and timely considered;

Now, therefore, by the power vested in me as Mayor of the City of New York, it is hereby ordered as follows:

Section 1: Policy.

It is established as the policy of the City of New York that the Environmental Protection Administration shall have adequate opportunity for timely review and comment upon the environmental consequences of any activity requiring the approval of the government of the City where such activity may have a significant impact on the physical aspects of the urban environment.

In addition, in order to further effectuate the policies established in this order, the Executive Memorandum of October 1960, as amended by Execu-



tive Order No. 116 of July 1964, is hereby further amended to add the Environmental Protection Administrator as a member of the Mayor's Traffic and Construction Coordinating Council for the purpose of providing environmental evaluation of highway and street construction activities.

Section 2: Major Projects Requiring Environmental Review.

A major project that may have a significant impact on the urban environment (hereinafter "major project") shall be defined as follows:

(i) the construction of a new building with more than twenty floors;

(ii) the construction of a new residential building with forty-two or more dwelling units and the construction on contiguous blocks by one developer (or group of developers as part of a single plan) of 10 or more residential buildings with 3 or more dwelling units per building or 25 or more one or two family homes;

(iii) mapping or designation of right-of-way for an expressway, parkway, or arterial highway;

(iv) the construction of an electric generating facility capable of generating more than 10,000 kilowatts, other than a steam electric generating facility subject to Article VIII of the Public Service Law, or any plant capable of generating more than 100,000 lbs. of steam per hour;

(v) the construction of, or allocation of land for, a solid waste disposal facility, a water treatment plant, or any sewage treatment plant, except septic tanks for 1 or 2 family dwellings or portable package treatment plants;

(vi) the construction of, or allocation of land for, a parking lot or garage for more than 50 vehicles to be used for public or patron parking;

(vii) the construction of new port facilities encompassing more than 10 acres in combined land building area;

(viii) the construction of, addition to, or discontinuance of a rapid transit railroad route or franchise bus route;

(ix) the construction of air rights over a street or roadway, other than construction of a vehicle overpass or a pedestrian overpass less than 15 feet in width;

(x) the construction of any new factory to be used for heavy manufacturing as defined in category M3 of the New York City Zoning Resolution; and



(xi) the construction of any new building or facility (other than a residence, commercial office building or factory) designed to accommodate more than 1000 people at capacity.

The Administrator of the Environmental Protection Administration (hereinafter "Administrator") shall review the definition of major projects with other agencies of the City of New York to determine whether such definition should be modified, and to inform the Mayor accordingly.

Section 3: Environmental Review Procedure

(a) Prior to granting the first approval or permit for a major project after the effective date of this order, or submitting enabling proposals for a major project to the Board of Estimate or City Council, a Department, Commission or Administration of the City of New York (hereinafter "agency") shall submit in writing to the Administrator the information requested in an environmental information form. For all private development projects, the agency shall submit the environmental information form to the Administrator within five working days of the receipt of a formal application for approval from the proponent. The environmental information form and guidelines identifying the agencies that will ordinarily be granting the first approval or permit for a major project under the terms of this order shall be issued by the Administrator as soon as possible after the effective date of this order. An agency shall be exempt from this procedure if the project is subject to the terms of the National Environmental Policy Act and the environmental impact statement has been previously filed.

(b) The Administrator, shall take the following action within 10 working days after receipt of the information requested in the environmental information form, provided that the 10 day period shall be extended for an additional 10 working days if the Administrator requests such extension from the agency submitting the form within 10 working days after receipt of the form:

(i) inform the agency submitting the form that the project has been evaluated based on the information submitted, as not having a significant adverse impact on the environment and that additional information is not required, or

(ii) inform the agency submitting the form that additional information is not required if an environmental impact statement will be required under the National Environmental Policy Act and the filing of such a statement will provide for a timely assessment of the environmental impact of the project, or

(iii) require the agency to submit additional information according to guidelines supplied by the Administrator. These guidelines shall be designed to determine adherence to the relevant standards and criteria set forth in Federal, state and local environmental laws and regulations.



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(iii) require the agency to submit additional information according to guidelines supplied by the Administrator. These guidelines shall be designed to determine adherence to the relevant standards and criteria set forth in Federal, state and local environmental laws and regulations.



(c) The Administrator, within 30 working days after receipt of the information requested in subsection (b) (iii) of Section 3, shall submit to the agency reviewing the project and to the Mayor, or his designated representative, a written assessment of the project, based on the information submitted, that shall include the Administrator's opinion as to the following:

(i) the probable impact, if significant, of the proposed project on air quality, water quality, noise levels, refuse disposal, sewage disposal or water supply;

(ii) any standards or criteria of Federal, state and local environmental laws and regulations relating to air quality, water quality, noise levels, refuse and sewage disposal and water supply that the project would probably not satisfy, and

(iii) any conditions that should be included in the approval or permit for the project to permit further evaluation of, or reduce or eliminate, any potentially significant adverse impact of the project on air quality, water quality, noise levels, refuse disposal, sewage disposal or water supply.

(d) An agency may grant the first approval or permit for a major project provided that:

(i) the project has been evaluated by the Administrator as not having a significant adverse impact on the environment; or

(ii) the granting of the approval or permit is subject to the conditions set forth in the environmental assessment submitted by the Administrator; or

(iii) such agency has given written notice 10 working days before granting approval to the Mayor, or his designated representative, and the Administrator setting forth its justification for granting the approval or permit; or

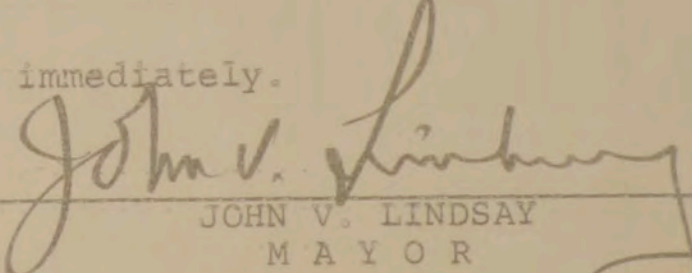
(iv) the Administrator has not evaluated the project within the time periods specified herein and the agency has given 5 working days written notice to the Administrator of its intention to issue the permit or approval after the 5 working day period has elapsed.

Section 4: Rules and Regulations.

The Administrator shall promulgate such Rules and Regulations as are necessary to implement this order.

Section 5: Effective Date.

This order shall take effect immediately.

  
\_\_\_\_\_  
JOHN V. LINDSAY  
MAYOR



ENVIRONMENTAL REVIEW FORM

I. Submitting Agency

Agency \_\_\_\_\_

Contact \_\_\_\_\_

(name)

(title)

Address \_\_\_\_\_

Phone \_\_\_\_\_

Official City \_\_\_\_\_

Action Pending \_\_\_\_\_

II. Applicant

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

FOR EPA Use Only

Date Received \_\_\_\_\_

Action \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

III. Project Location (applicable to parts V-VIII)

Street Address \_\_\_\_\_

Borough \_\_\_\_\_

Block # \_\_\_\_\_

Lot \_\_\_\_\_

IV. Project Description (attach additional sheet if necessary)



V. Structures

1. Zoning \_\_\_\_\_
2. # of Stories \_\_\_\_\_
3. # of Dwelling Units (residential only) \_\_\_\_\_
4. Type: \_\_\_\_\_
  - Industrial
  - Residential
  - Commercial Office
  - Other \_\_\_\_\_ specify \_\_\_\_\_

VI. Plants for Generating Electricity  
or Steam for Distribution

1. Electric: # of Kilowatts \_\_\_\_\_
2. Steam: # of pounds/hr. \_\_\_\_\_

5. Heating:

- On-site boilers
- Purchased steam
- Electric

6. Air Rights:

Dimensions of roadway covering \_\_\_\_\_  
Description of structural geometry  
(attach separate sheet)

VII. Parking

1. # of spaces \_\_\_\_\_
2. Will a staging area be provided to prevent cars from queuing up on street? \_\_\_\_\_

VIII. Transportation

- Franchised Bus Route
- Rapid Transit Route

Location \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Guideline for Submitting Environmental

Review Information Under Executive Order # \_\_\_\_\_

Pursuant to the City Environmental Executive Order # \_\_\_\_\_, the following agencies are responsible for submitting the environmental review form, except if there is evidence that such information has been previously submitted.

<u>Agency</u>	<u>Project Type</u>
1. City Planning Commission	a. Private development with zoning change, map change, or special permit. b. Programs with Federal, State or City funding. c. City housing and park mapping.
2. Site Selection Board	a. City projects (except housing and parks). b. Waterfront Construction (city).
3. Ports and Terminals	Waterfront Construction (private).
4. Dept. of Buildings	Private development without zoning variance.
5. Board of Standards and Appeals	Private development with zoning variance.
6. Transportation Administration	a. Subway and bus routes. b. Mapping or designation of right-of-way of highways.
7. Landmarks Commission	Landmark site.
8. Office of the Mayor Development Offices	Recommendation to the Mayor on any of the above project types.





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

EXECUTIVE ORDER #88.

NOVEMBER 12, 1973.

ESTABLISHMENT OF THE HISPANIC CRIMINAL JUSTICE TASK FORCE

WHEREAS, at least one-fifth of those persons who become involved as defendants and complainants in the City's criminal justice system are of Hispanic origin;

WHEREAS, many Hispanic defendants and complainants are not sufficiently fluent in English to comprehend fully the processes of arrest, adjudication, incarceration, and post-conviction supervision;

WHEREAS, this situation may result in curtailment of the rights of Hispanic New Yorkers and hamper their access to important remedial services;

WHEREAS, the special problems of Hispanic persons who become involved in the criminal justice system cannot be solved without clear identification of specific problem areas and concrete recommendations for reform in each agency of the system;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered as follows:

Section 1. There is hereby established a Hispanic Criminal Justice Task Force, which shall gather and analyze data on the problems experienced by Hispanic persons in their dealings with criminal justice agencies, and recommend changes to improve services to Spanish-speaking persons who become involved in the criminal justice system.

Section 2. The Mayor shall appoint a Chairman who shall serve for a 15-month term, commencing November 1, 1973. The Chairman shall designate such other officers as he deems appropriate.

Section 3. The Chairman shall appoint an Executive Director of the Task Force, who is accountable to the Chairman and the Task Force. The Executive Director will recruit and select the staff of the Task Force.

Section 4. The Task Force shall have the following duties, responsibilities, and powers:



(a) to address itself to the problems which confront the City's Hispanic population in dealing with the criminal justice system;

(b) to gather and analyze data on the language-related problems of Hispanic persons who become involved in the City's criminal justice system;

(c) to formulate measures and programs to alleviate the language, cultural, and other barriers which exist between Hispanic defendants, victims, and community members, and criminal justice agencies and personnel;

(d) to work with the officials of appropriate agencies, both public and private, to implement reforms it has reviewed and approved.

Section 5. (a) The Task Force shall serve for a minimum period of fifteen months;

(b) The Mayor shall appoint the members of the Task Force to serve for fifteen-month terms, commencing November 1, 1973;

(c) The Task Force shall have 21 members, to be composed of sixteen representatives of the Hispanic community and five administrators of criminal justice agencies.

(d) The members of the Task Force shall serve without compensation, but shall be reimbursed for reasonable expenses incurred in the course of their official duties.

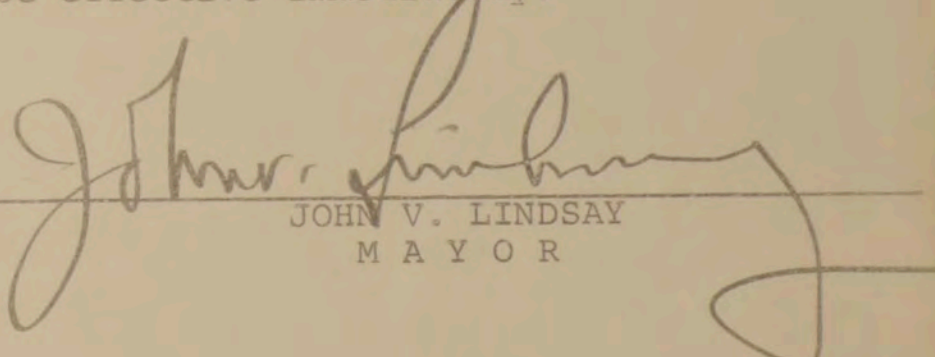
Section 6. All City agencies shall furnish the Task Force and its Executive Director with such reports and information as the Task Force may deem necessary to carry out the functions and purposes of their office.

Section 7. The Task Force shall submit interim reports to the Mayor on or before March 1, 1974 and September 1, 1974.

Section 8. The Task Force shall submit a Final Report to the Mayor within 30 days after the expiration of its term.

Section 9. The Task Force shall be empowered to carry out any and all activities related to this mandate.

Section 10. This order shall be effective immediately.

  
JOHN V. LINDSAY  
MAYOR