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EXECUTIVE ORDER NO. 19
July 29, 1974

SUBMISSION OF SPACE REQUESTS BY MAYORAL AGENCIES

Whereas, Executive Order No. 24, entitled "Space Requirements of Departments and Agencies Responsible to the Mayor", was issued by Mayor Robert F. Wagner on November 27, 1962; and

Whereas, It is desirable to reinstitute the procedures established by such Executive Order; and

Whereas, The provisions contained in such Executive Order must be updated to reflect current conditions;

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. 24, dated November 27, 1962 and entitled "Space Requirements of Departments and Agencies Responsible to the Mayor" is hereby repealed.

§ 2. All requests for space by Mayoral agencies, including all lease renewals, or space in privately-owned facilities to be developed to City specifications or pursuant to a lease with the City ("Construction Lease Facilities"), shall, prior to any further action, be made in writing to the Director of the Budget. These requests will be made on "Space Requisition" forms supplied by the Department of Real Estate and shall provide a general description of the functions to be housed, the total personnel involved, and any special equipment of other unique requirements that may be necessary to perform the particular function.

§ 3. The Bureau of the Budget will determine whether the space requested is justified. If the request is for the development of a Construction Lease Facility, the Bureau of the Budget will further determine whether a Construction Lease Facility would provide a more adequate or economical means of housing and functions of the requesting agency than leasing space in existing privately owned facilities.

§ 4. Except where the Bureau of the Budget has determined that a Construction Lease Facility should be developed, the request, supporting data, and the Bureau of the Budget's determination will be forwarded to the Department of Real Estate. Said Department will determine the actual amount of space necessary, whether such space is available in existing City-owned facilities or in existing privately owned facilities, the location, and the approximate rental cost thereof (including the cost of alterations). This information will be communicated to the Bureau of the Budget for certification so that the necessary funds may be made available. Approval by the Bureau of the Budget will be considered as authorization for the Department of Real Estate to enter into negotiations for space in an existing privately-owned facility or to allocate the space in a City-owned facility.

§ 5. Where the Bureau of the Budget has determined that the development of a Construction Lease Facility is the most appropriate way to meet the agency's request for space, the Bureau of the Budget shall so notify the Department of Real Estate and the affected agency. Such notification will be considered as authorization for the Department to enter into negotiations for the acquisition of an appropriate site or (if the Department determines to acquire by condemnation) to prepare estimates of condemnation costs, and for the affected agency to enter into negotiations with a developer.

§ 6. Under no circumstances, will any negotiations for the lease of space in a privately-owned facility, or the development of a Construction Lease Facility (or for the acquisition of a site therefor) be entered into without prior consultation with the Commissioner of Real Estate and the Bureau of the Budget. If the allocation of space in an existing City-owned facility entails substantial alteration expenditures, such expenditures are a ~~prorata~~ charge against the budget appropriations of the department or agency occupying such space. Before a decision is made to occupy any City-owned space requiring alteration, certification as to the availability of funds shall be made by the Bureau of the Budget.

§ 7. The Commissioner of Real Estate shall proceed to inventory or update existing records of space now occupied by City departments or agencies for purposes of insuring efficient utilization of such property whether publicly or privately owned.

§ 8. This Executive Order shall take effect immediately.
ABRAHAM D. BEAME, Mayor.

*Repealed by Exec. Order No. 54,
1976*