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OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 54

MARCH 16, 1976

UTILIZATION OF REAL PROPERTY

Whereas, It is the policy of The City of New York to utilize its resources in the most effective and efficient manner in providing its required services; and

Whereas, Continuing pressures on the City budget require that all avenues of improving the utilization of its resources be examined; and

Whereas, The surrender by agencies of surplus City-owned vacant land, public structures, and/or the release of unoccupied or under utilized space within such structures aids our economy efforts by permitting the sale and return to the tax rolls or reassignment of such space to other agencies now housed in rental space; and

Whereas, The release by agencies of unoccupied or underutilized space in leased properties aids our economy efforts by permitting the renegotiation of existing leases or reassignment of such space to other agencies requiring additional space or moving from higher cost rental space; and

Whereas, The revised Charter of The City of New York assigns to the Municipal Service Administration extensive powers and duties in the acquisition, selling, leasing and managing of utilization of space; and

Whereas, As a result of an analysis of the present information system and reporting procedures for the utilization of space made by the Office of Management and Budget, such agency recommends that certain management practices be established.

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

*Section 1: Role of the Commissioner of Real Estate*

The Commissioner of Real Estate is hereby designated as the space manager for The City of New York with the authority and responsibility to carry out all functions with respect to the assignment of space.

All requests for space are to be submitted to the Commissioner. After the determination of the availability of agency funds for agency requests for space by the Office Management and Budget, the Commissioner is hereby empowered to be the final decision maker on all assignments of space, including the determination of the actual amount and location of space. These requests for space may include requests for new space, requests for renewal of existing space and requests for rearrangement of space whether made by the agency or recommended by the Bureau of Space Management of the Department of Real Estate. The Commissioner's decisions are final and binding.

*§ 2. Bureau of Space Management*

The Department of Real Estate is to expand its Bureau of Space Management. The functions of the unit are:

(a) To develop and undertake comprehensive and continuing programs to manage utilization of space owned or leased by the City.

(b) To establish space allocation standards.

(c) To conduct surveys of space utilization.

(d) To ensure full and proper utilization of all space owned or leased by the City.

(e) To ensure that space is properly designed to meet the functional requirements of the requesting agency at a reasonable cost considering both space allocation and improvement.

(f) To analyze and recommend to the Commissioner of Real Estate appropriate disposition of all agency requests for space.

(g) To establish and maintain current records of the utilization of all space owned or leased by the City.

(h) To supervise and approve all alterations of space leased by the City.

(i) To provide guidance to the agencies in accomplishing the objectives of this Executive Order.

*§ 3. Agency Space Utilization Control and Information System*

Each agency is to establish and maintain a space utilization control and information system. The objectives of the system are:

(a) To provide current basic data on agency space utilization.

(b) To ensure that space is being used for the intended purpose and in conformity with the space allocation standards established by the Department of Real Estate.

(c) To review agency requests for additional space or changes in present space arrangements.

Further, each agency is to designate a Space Management Coordinator to cooperate with the Commissioner of Real Estate in implementing space management programs. In order to provide rapid and smooth communication and progress, each agency is to authorize its Coordinator to respond fully and promptly, without further agency approvals, to all requests for data on space utilization from the Commissioner of Real Estate.

*§ 4. Analysis of Present Usage of Space*

Each agency is to conduct an analysis of its present usage of City-owned and leased space, with a view towards consolidation or rearrangement to achieve optimum space utilization under current conditions.

(a) Specific criteria, as established by the First Deputy Mayor, are to be applied in the evaluation of agency space utilization.

(b) Properties may be classified only as: Fully utilized and necessary for agency functions; scheduled to be vacated; or underutilized but deemed necessary for future agency functions.

(c) Any unneeded City-owned vacant buildings or land identified by this analysis are to be surrendered to the Board of Estimate. Any unneeded space within occupied City-owned buildings identified by this analysis is to be released to the Department of Real Estate. Properties thus surrendered will be sold or made available to other City agencies by the Department of Real Estate. Space thus released will be made available to other City agencies by the Department of Real Estate.

(d) Any unneeded leased space identified by this analysis is to be released to the Department of Real Estate. Space thus released will be made available to other City agencies or the lease renegotiated by the Department of Real Estate.

(e) The results of this analysis are to be reported through the reports specified in Sections 7 and 8 of this Executive Order.