

## Summary of Policy Considerations and Agency Recommendations

### The Legislature may consider the following policy changes:

- Prior to authorizing the sale of any property on the “five percent Underutilized Property Report,” require that OMES assess whether the property can be used to reduce private lease square footage before being sold and provide a copy of the assessment to the Long-Range Capital Planning Commission (LRCPC).
- Require any agency that fails to reach 60 percent actual utilization for three consecutive years to undergo an automatic space review by OMES to reevaluate the agency’s space.

### The Office of Management and Enterprise Services should:

- Exert the full scope of its statutory authority to oversee all use of real property.
- Require coordination between its Real Estate and Leasing Services and Human Capital Management division to confirm the accuracy of agencies’ duty station assignments for employees.
- Verify the quality and accuracy of the data submitted by agencies before publishing the Real Property Asset Report.
- Use actual space utilization analysis to submit a list to the Long-Range Capital Planning Commission of private leases that could be eliminated through relocation of personnel to State-owned building.
- Amend administrative rules to redefine “special space” as areas that are not ordinarily included in an office.
- Amend administrative rules to establish a uniform and consistent space allocation standard.
- Format the Real Property Report tool (Column H of the Real Property Asset Report) to include expanded property type categories that differentiate between customer-facing spaces, circulation space, spaces for utility and maintenance, restrooms, break rooms, kitchens, conference rooms, exercise areas, quiet rooms, podcast rooms, true office space and other special use rooms.
- Maximize actual utilization in State owned buildings to achieve a minimum 60 percent building capacity on a daily basis.
- Require all State agencies to submit regular intervals of badge swipe data to OMES to assist in assessing actual building utilization.
- Develop a rent strategy that accounts for natural economic fluctuations in the cost of managing State facilities.
- Allocate space based on the percentage of time an employee spends in the office, not status as part-time or full-time employee.
- Conduct unannounced site visits/space reviews to both confirm data and assess utilization.
- Require Human Capital Management to have Workday capture the percentage of time an employee reports in-office; examples include hybrid or fully remote.
- Upon executing any new lease or lease renewal for office space in the private sector, record within the property management database the cost of any value-added benefit included within the rental rate, such as utilities, furnishings, parking, space modifications, and maintenance.