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27           **WHEREAS**, the 2019 Strategic Administrative Occupancy Plan identified  
28 decreasing overall long-term occupancy costs and exercising improved  
29 stewardship of taxpayer dollars as a guiding principle; and

30           **WHEREAS**, Travis County established a goal of having 75 percent of its  
31 workforce work remotely, and the City can incorporate lessons learned from that  
32 initiative; and

33           **WHEREAS**, an analysis of the significant growth in remote work being  
34 done by City employees since the onset of the COVID-19 pandemic is desirable to  
35 help inform future strategic decision-making about the best use of City  
36 administrative office space and associated assets; **NOW, THEREFORE,**

37 **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

38           The City Council directs the City Manager to conduct a study of changes in  
39 office space occupancy rates at City facilities resulting from the implementation of  
40 part-time and or full-time remote working schedules for City employees, or other  
41 changes that resulted in new spatial needs. The study should collect and analyze:

- 42           • Data on the amount of office space that is no longer occupied on a full-  
43 time basis as was the case prior to the implementation of remote work  
44 schedules in 2020, disaggregated by department division.
- 45           • Data on unfulfilled office space needs of departments, disaggregated by  
46 division.
- 47           • Data on changes, or lack thereof, in facility maintenance, utilities, rent,  
48 or other ongoing expenses related to reduced on-site attendance by City  
49 employees due to remote work schedules.
- 50           • The feasibility of implementing potential cost saving measures including,  
51 but not limited to:

- coordination of remote work schedules to permit the shared use of office space,
  - repurposing of underutilized office space for other uses;
  - redevelopment or lease of City-owned land; and
  - reappraisal of plans to construct, purchase or rent new office space.
- Recommendations for the most effective method of providing for the office space needs of the City.
  - lessons learned from Travis County's initiative to have 75 percent of its employees work remotely.

**BE IT FURTHER RESOLVED:**

The City Manager shall provide a report to Council with the results of this study by September 29, 2022.

**ADOPTED:** \_\_\_\_\_, 2022    **ATTEST:** \_\_\_\_\_  
Myrna Rios  
City Clerk