

RESOLUTION NO. 20220616-087

WHEREAS, remote work, also called telework or working from home, allows employees to work from locations other than a central place of work, such as an office building; and

WHEREAS, in response to the COVID-19 pandemic, in March 2020 the City began a phased transition to remote work for a significant number of employees to ensure continued operation of critical City services and to protect the health and safety of employees; and

WHEREAS, after evaluating data, work environments, and various other health and safety factors organization-wide reintegration plans for the City were postponed in the Fall of 2020 and authority to establish remote work schedules for employees was delegated to individual department directors by the City Manager; and

WHEREAS, flexibility to determine appropriate remote work schedules for employees remains at the discretion of department directors; and

WHEREAS, the amount of office space needed to accommodate employees who have remote work schedules is less than that required for an onsite fulltime workforce; and

WHEREAS, a reduction in the amount of office space required for City employees that could potentially be achieved by coordinating remote work schedules presents an opportunity to generate significant costs savings and further the City's climate goals; and

WHEREAS, Resolution No. 20200507-061 directed the City Manager to update the City's telecommuting policies and consider other conservation lessons learned during the pandemic; and

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

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

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

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

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

- Data on the amount of office space that is no longer occupied on a full-time basis as was the case prior to the implementation of remote work schedules in 2020, disaggregated by department division.
- Data on unfulfilled office space needs of departments, disaggregated by division.

- Data on changes, or lack thereof, in in facility maintenance, utilities, rent, or other ongoing expenses related to reduced on-site attendance by City employees due to remote work schedules.
- The feasibility of implementing potential cost saving measures including, 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: June 16, 2022 **ATTEST:** Stephanie Huff
Myrna Rios
City Clerk