



## MEMORANDUM

**TO:** Mayor and Council Members

**FROM:** Kimberly Olivares, Deputy Chief Financial Officer *KSO*

**THROUGH:** Veronica Briseño, Assistant City Manager

**DATE:** September 28, 2022

**SUBJECT:** Update on City Office Space Occupancy Rate Study (Resolution No. 20220616-087)

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This memo serves as an update regarding [Resolution No. 20220616-087](#) which directs the City Manager to conduct a study of changes in office space occupancy rates at City facilities resulting from the implementation of remote working schedules for City employees.

Financials Services Department staff recently completed compiling survey responses from all City departments regarding administrative office occupancies. To ensure accurate data, staff is seeking additional clarifications from departments while security teams from the Building Services Department (BSD) are conducting physical head counts as part of their daily tours of facilities. The BSD is also completing the compiling of utility use data for administrative office facilities. The responsive report for this Resolution is anticipated to be provided to Council by the middle of October.

If you have additional questions, please contact me at [Kimberly.Olivares@austintexas.gov](mailto:Kimberly.Olivares@austintexas.gov).

cc: Spencer Cronk, City Manager  
Ed Van Eenoo, Chief Financial Officer  
Darrell Alexander, Chief Building Official