



## MEMORANDUM

**TO:** Mayor and Council Members

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

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

**DATE:** November 9, 2022

**SUBJECT:** Update on City Office Space Occupancy Rate (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.

As the September 22, 2022 update on this resolution stated, Financial Services Department staff completed compiling survey responses from all City departments regarding administrative office occupancies and was in the process of seeking additional clarifications from departments while security teams from the Building Services Department conducted physical head counts as part of their daily tours of facilities.

Staff requires additional time to verify all departments are accurately accounted for in each City facility plus follow-up review on various survey responses. Additionally, staff is awaiting information from our partners at Travis County regarding their 75% teleworking goal. Staff expects to have a final response to Mayor and Council by early December 2022.

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  
Michael Gates, Real Estate Officer, Financial Services Department  
Darrell Alexander, Building Services Officer, Building Services Department