

Department of Administrative Services



ENTERPRISE OFFICE AND PARKING SPACE
UTILIZATION SURVEY

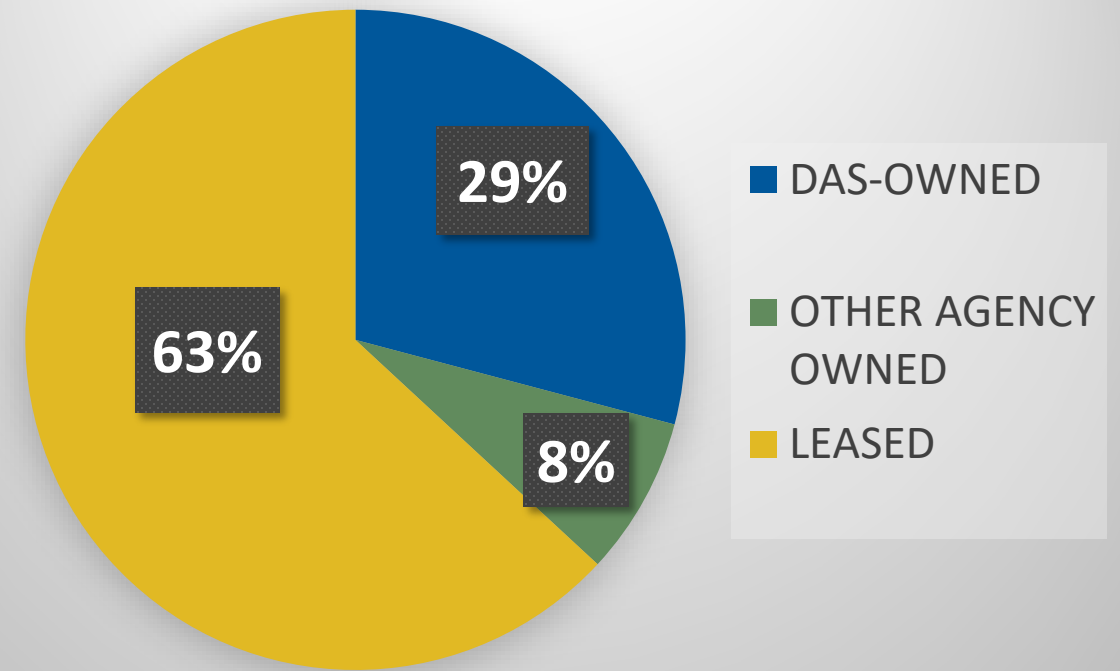
OFFICE REAL ESTATE PORTFOLIO



**Executive Branch owns or leases
approximately 8.5 million sf
statewide**

- DAS-owned: 2.5 million sf
- Private lease: 5.5 million sf
- Other agency-owned: 650,000 sf

2023 OFFICE FOOTPRINT



STATE EMPLOYEE WORK TYPE

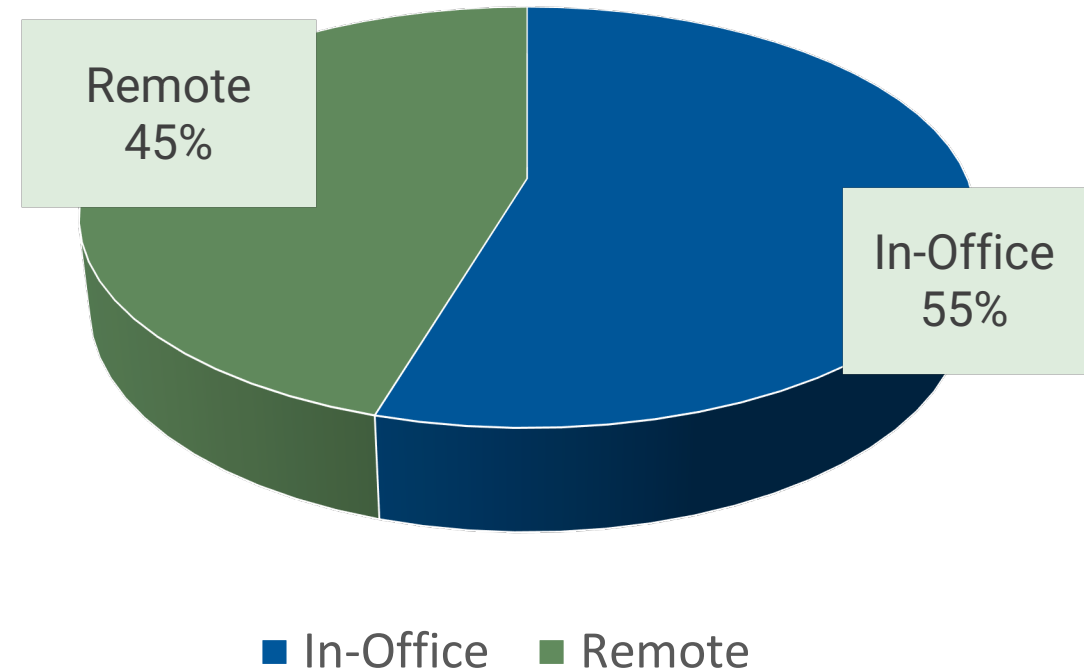


1st Quarter 2023 Workday:

- 55% In-Office
- 45% Remote*

* New Remote Work Policy removed "hybrid" work definition.

STATE EMPLOYEE WORKTYPE 2023



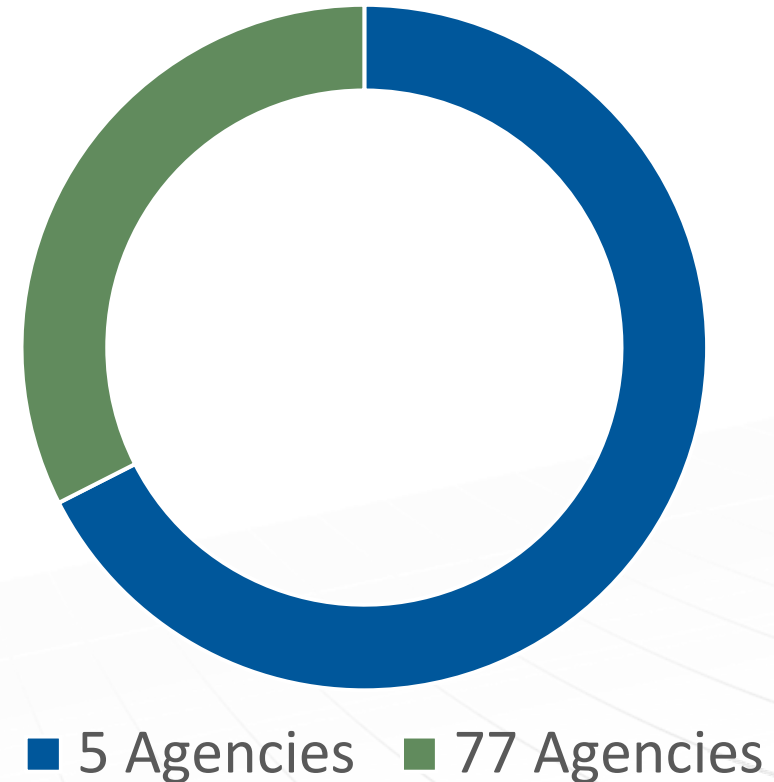
IN-OFFICE WORK



Five agencies represent 60% State's workforce and 68% of "In-Office" workforce:

- Department of Corrections
- Department of Human Services
- Department of Transportation
- Oregon Health Authority
- Oregon State Department of Police

IN-OFFICE WORKFORCE



*Enterprise Office Utilization and
Parking Survey*

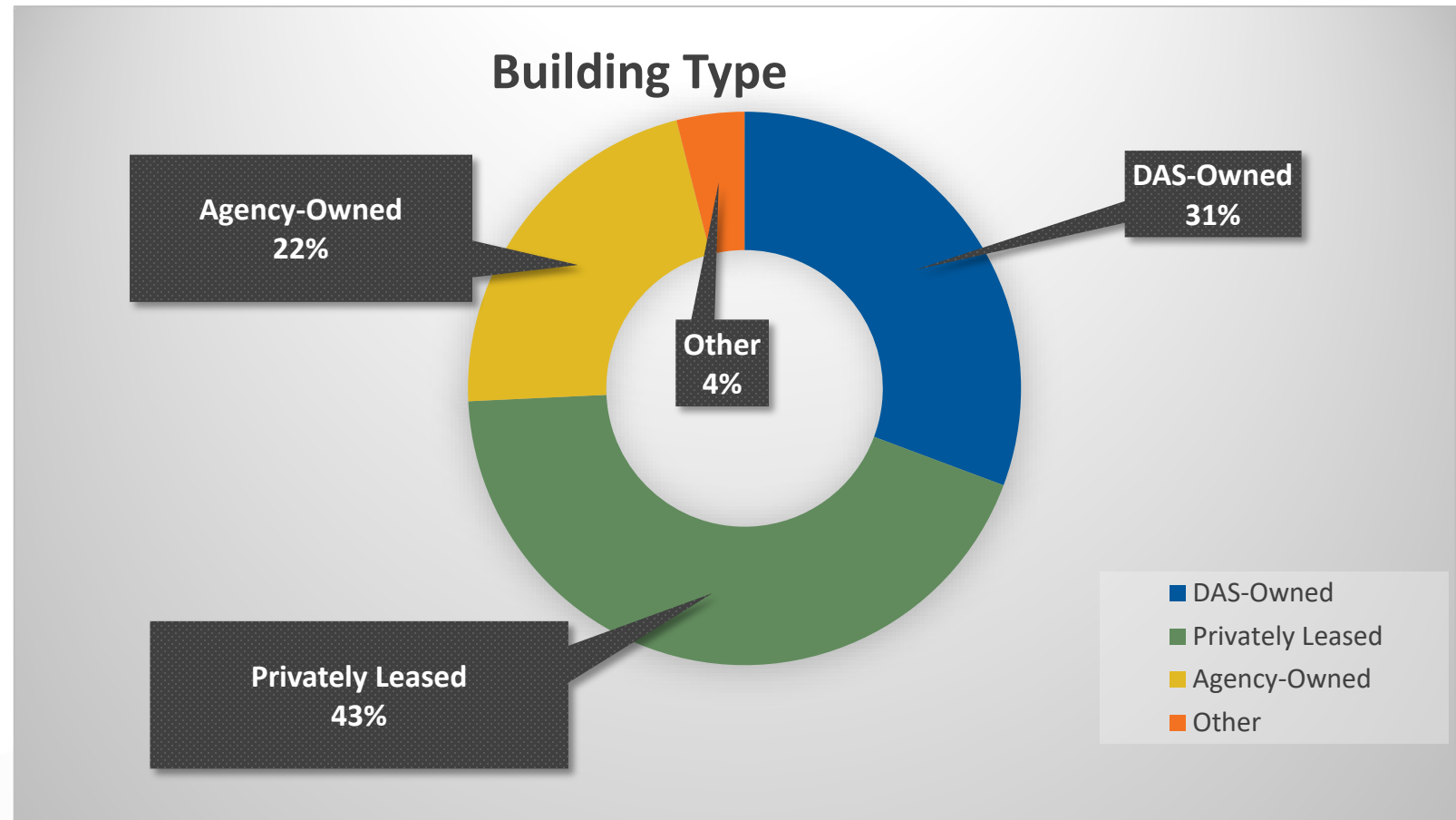
81 agencies responded



AGENCY DEMOGRAPHICS

Q: "Please indicate which type of building your agency currently occupies."

➤ 74% of responses were from DAS-owned and private lease portfolios.



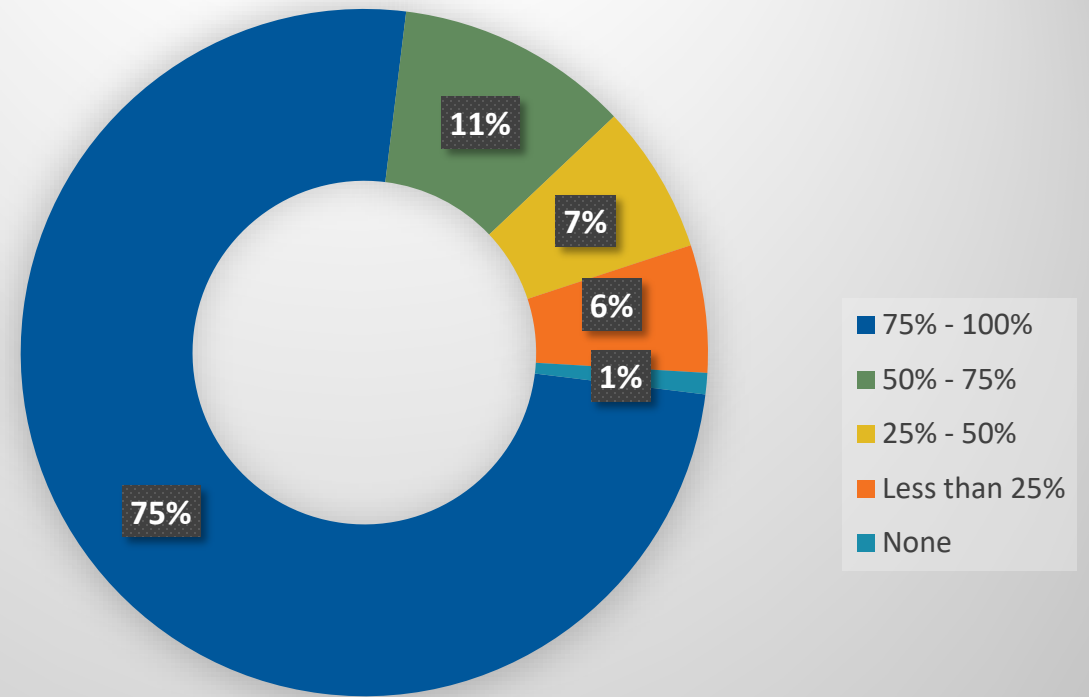


CURRENT OFFICE FOOTPRINT

Q: "Approximately what percentage of your agency's footprint is dedicated to office space?"

➤ Roughly 70% - 75% of total square footage dedicated to office. This includes areas not currently being utilized due to remote work.

Percentage of Dedicated Office

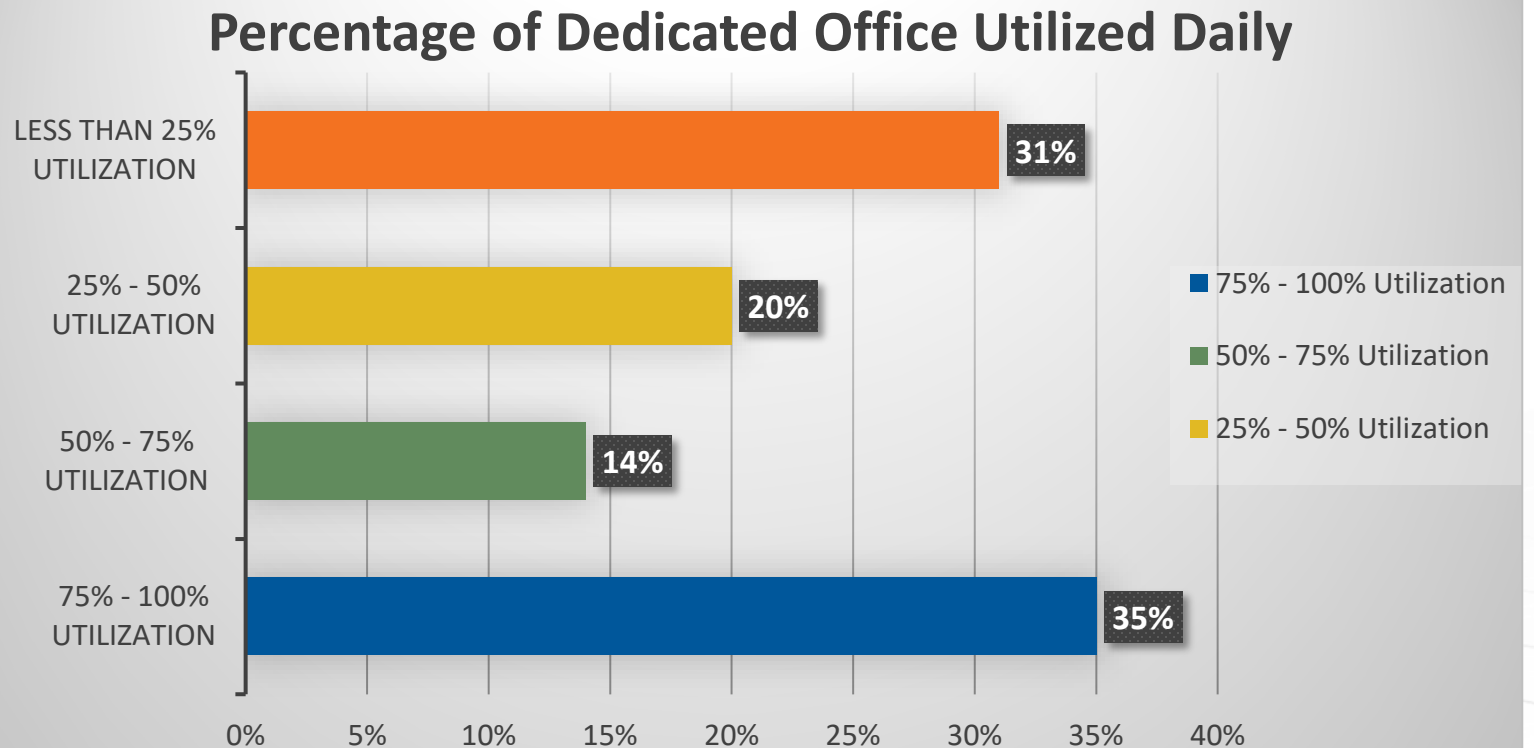




CURRENT OFFICE UTILIZATION

Q: "Approximately what percentage of that dedicated office space is utilized daily by employees?"

➤ More than half, 51%, of all agencies are utilizing less than 50% of their dedicated office space, with most utilizing less than 25%.



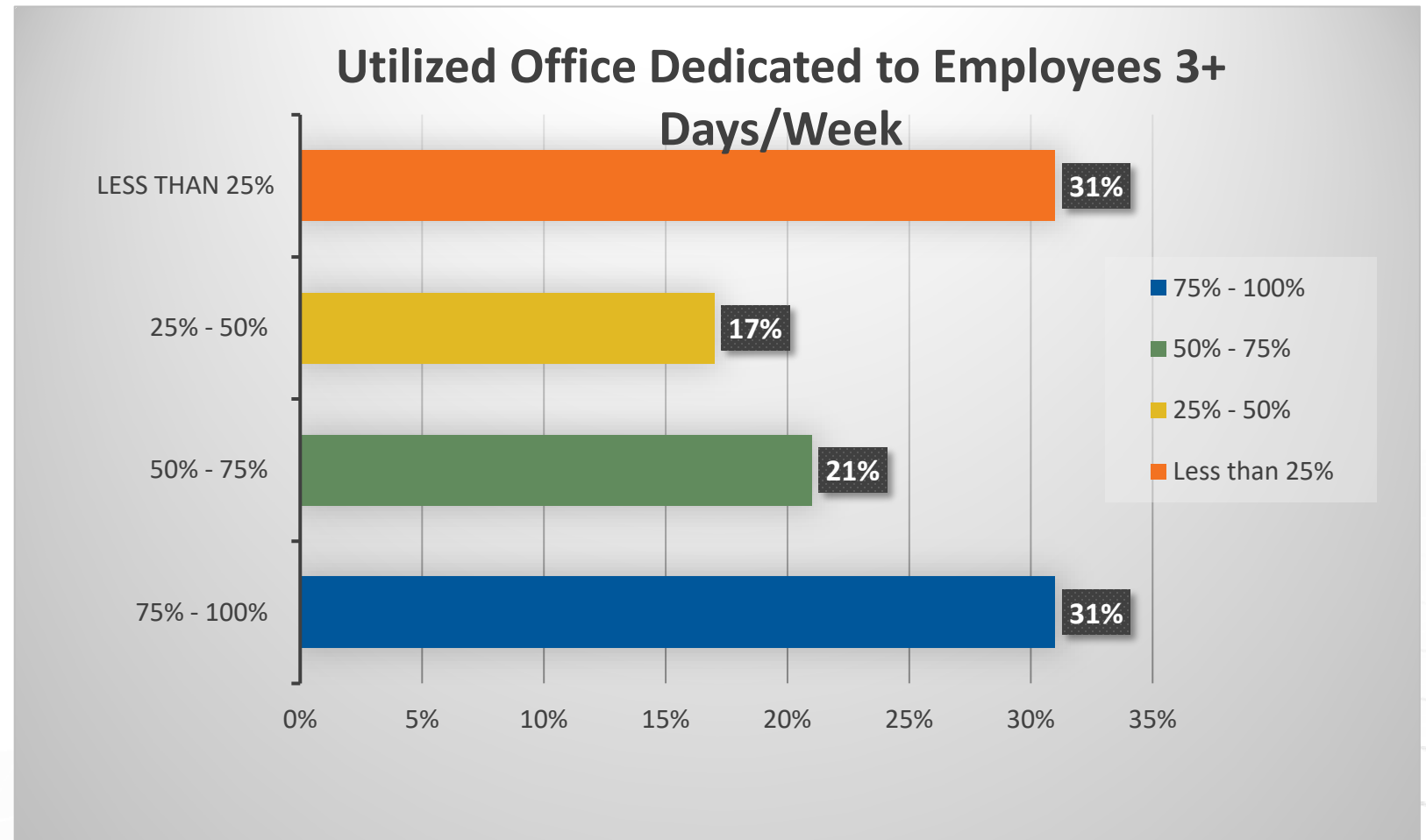


OFFICE DEDICATED TO STAFF 3+ DAYS/WEEK

Q: "Approximately what percentage of that utilized (office) space is designated for employees who perform in-office work 3 or more days per week?"

➤ Only 31% of agencies have utilization rates close to pre-pandemic levels.

➤ Data reveals a high percentage of agencies are occupying underutilized space.





CURRENT SPACE MANAGEMENT PRACTICES

- More than half of agencies offer unassigned/drop in space for staff.
- Most agencies utilize WorkDay for remote work agreements only.
- Only 16% using occupancy management technologies. Barriers noted are availability, security, and general IT issues.

Agencies that currently:	YES	NO
Offer “drop-in” or unassigned space for staff?	58%	42%
Use occupancy management software for booking and tracking space?	16%	78%
Use WorkDay for Remote Work Agreements	83%	11%
Use “Work Tag” function to capture time physically spent in office	14%	81%



REMOTE / IN-OFFICE POLICIES

Q: "Does your agency have an in-office policy that sets a standard cadence for when remote employees need to be onsite?"

Most Common Agency Responses

"Each division has a regular cadence based on the nature of the work."

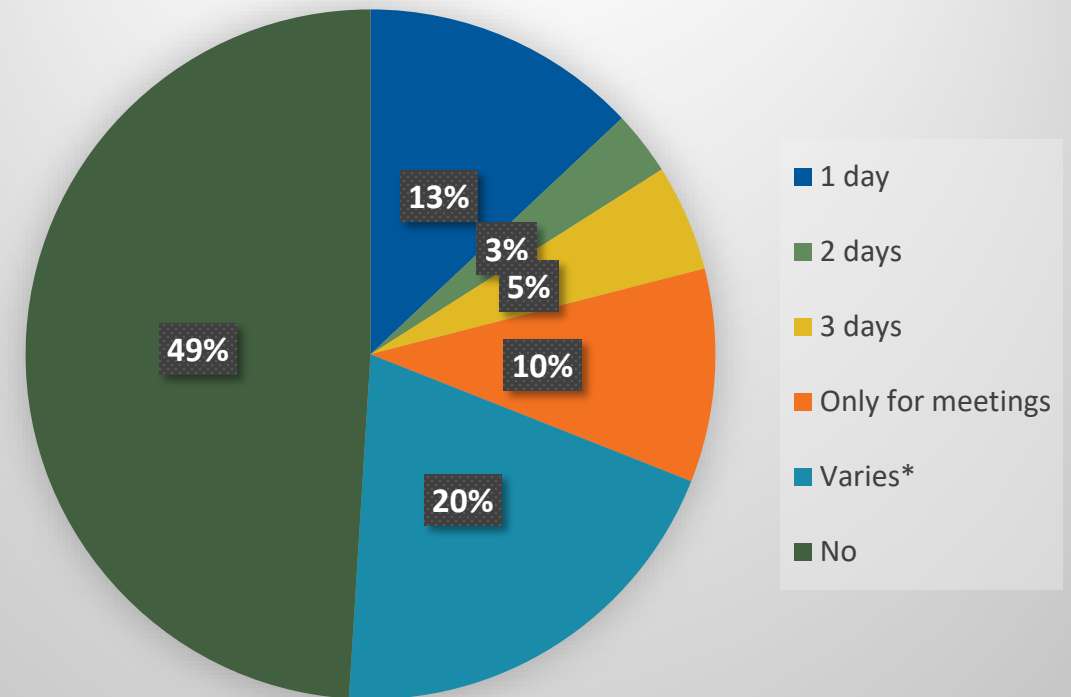
"Yes, for all-agency meetings."

"Depends on employee preference and type of work. Employees set their remote workdays."

"Remote workers must be in office minimum 8 days per year."

"No internal policy, we follow the DAS policy."

In-Office Policies





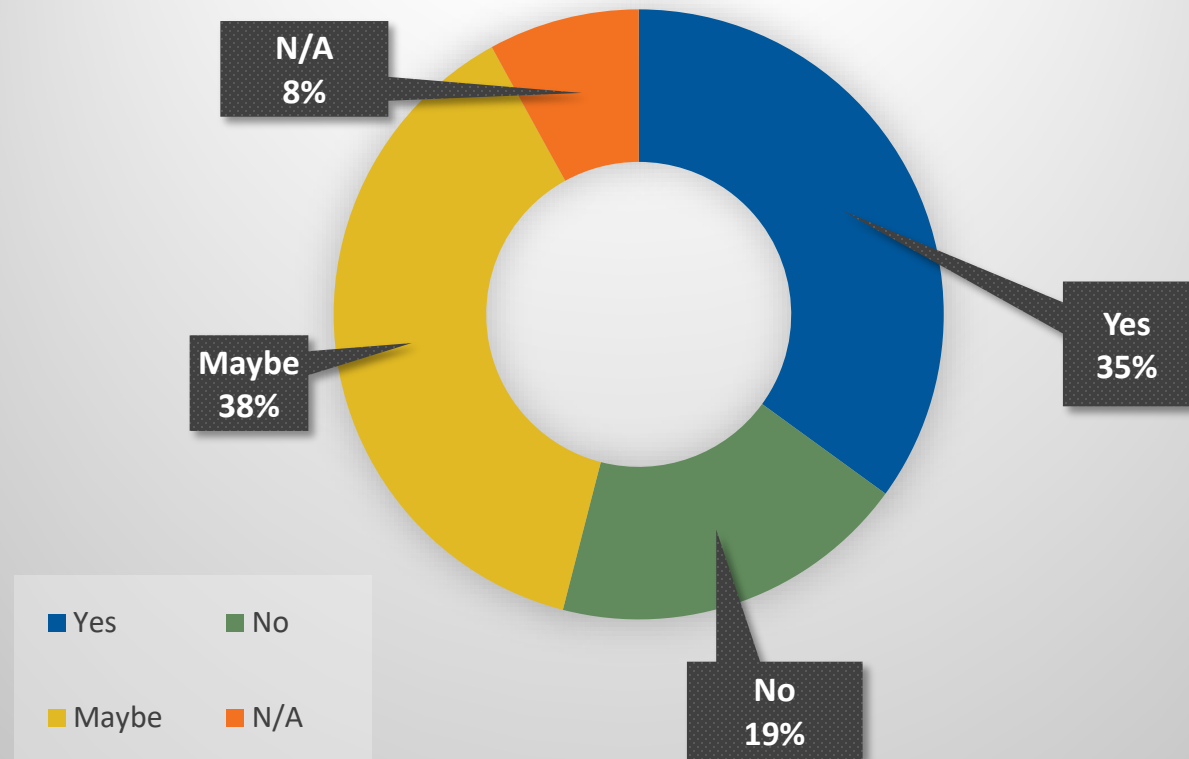
CURRENTLY SHARING SPACE

Q: "Is your agency currently sharing space with another user/agency now?"

58% - NO
42% - YES

Q: "If feasible, is your agency open to sharing your underutilized office space or co-locating with a small user such as a compatible board, commission, or other state agency?"

Open to Sharing Current Underutilized Space



FUTURE CO-LOCATION & DESK SHARING



- Most agencies responded “maybe” in higher percentages due to uncertainty over future state policies around remote work.

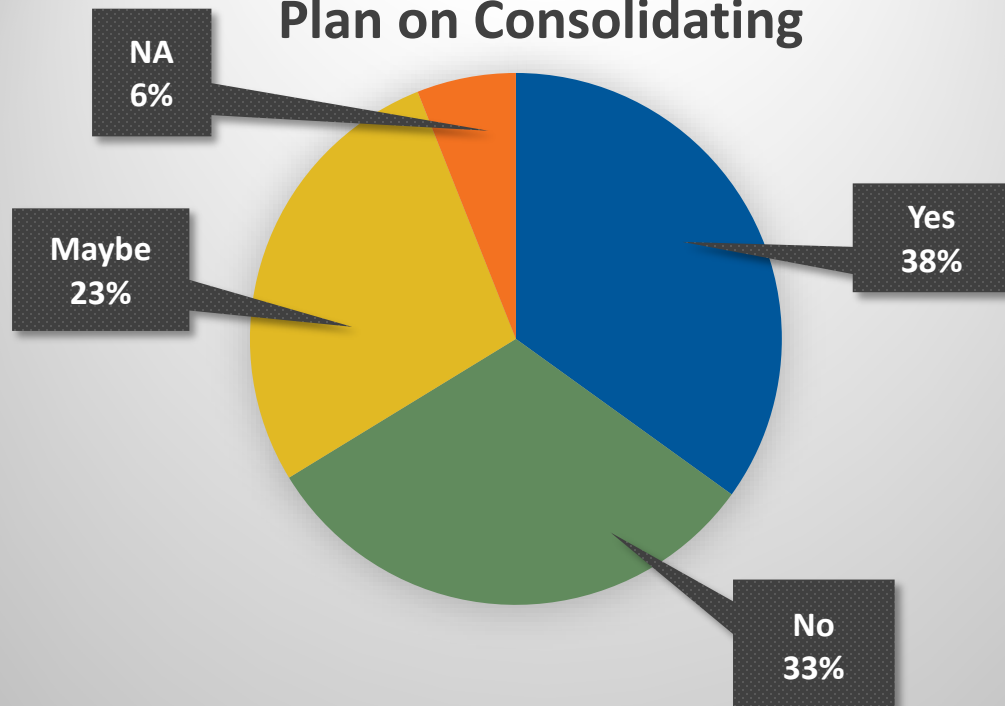
Is your agency willing to....	YES	NO	MAYBE	NA
Move your office(s) for a co-location opportunity if beneficial?	27%	41%	32%	
Use the “shared desk” approach to office space?	49%	19%	28%	4%
Use “shared desk” approach both within your agency as well as with other compatible boards, commissions, and other agencies?	16%	31%	40%	13%

FUTURE DOWNSIZING?



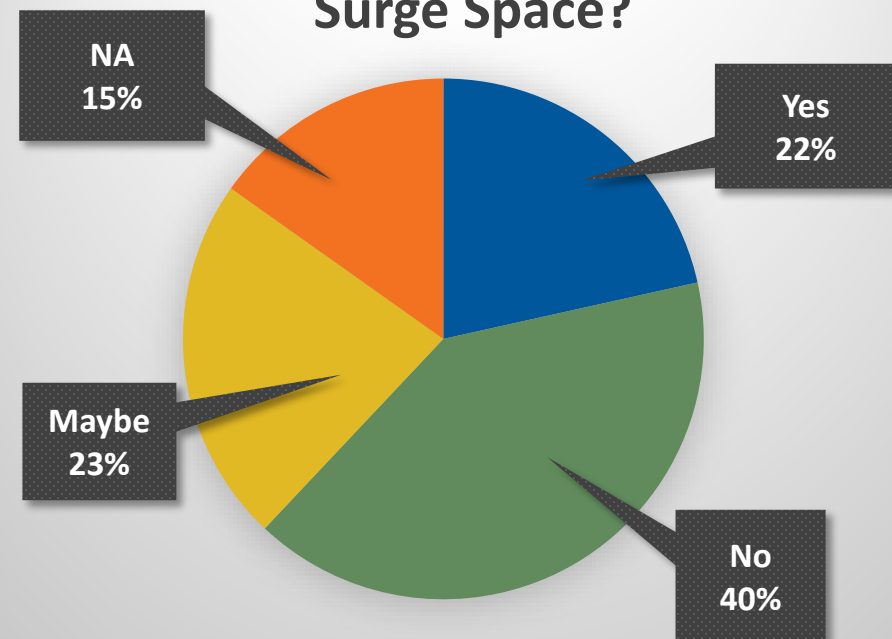
Q: "Does your agency anticipate consolidating your total office footprint to support a hybrid workforce?"

Plan on Consolidating



Q: "Is your agency willing to downsize your space if there was "surge" space available?"

Surge Space?

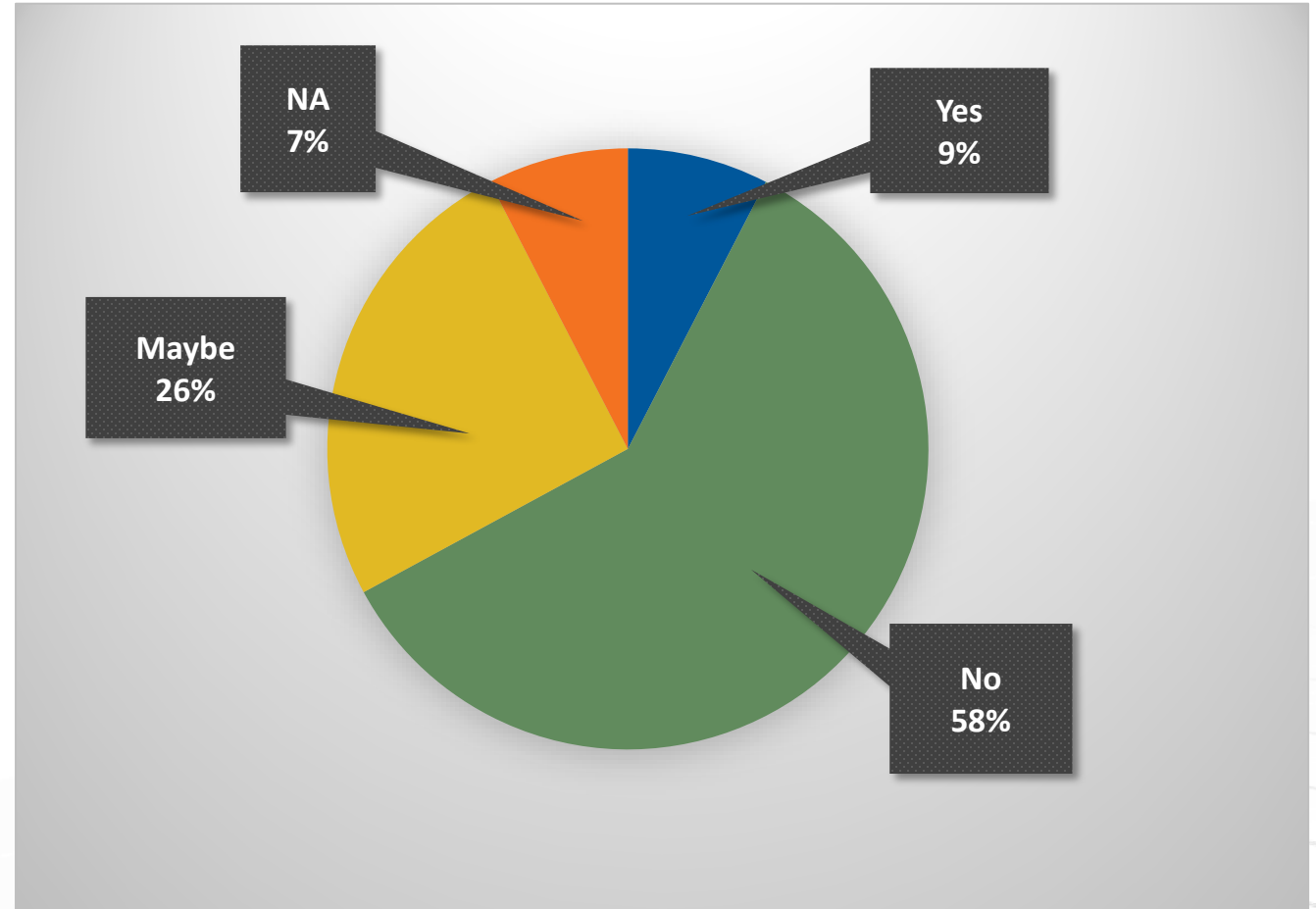


SPLITTING BUSINESS GROUPS FOR CO-LOCATION OPPORTUNITIES?



Q: *"Is your agency willing to disperse your programs' physical locations to leverage a co-location, smaller space or other opportunity?"*

- Most agencies seem interested in downsizing and co-locating, but not splitting business groups. The higher percentage of "Maybe" responses might be due to uncertainty around future remote work status.



FUTURE AGENCY NEEDS AND SERVICES



Agency Needs	YES	NO	MAYBE	NA
Does your agency need different types of space, either existing or new, to accommodate a remote workforce?	32%	53%	10%	5%
Does your agency anticipate needing more space in the current or upcoming biennia due to program growth?	10%	75%	15%	
Would your agency be interested in a free third-party service to assist in determining your hybrid office space needs?	27%	32%	38%	3%
Are you interested in exploring “all-agency” drop-in space around the state that could either augment or potentially eliminate your need for current or future field offices?	32%	42%	26%	

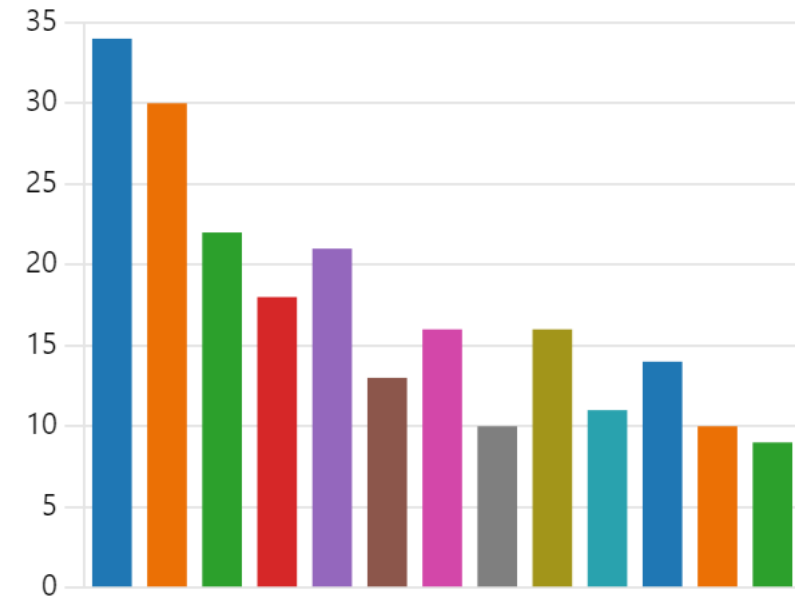


ALL-AGENCY DROP-IN SPACE

Areas where agencies would be interested in all-agency drop-in space.

**Bar graph is not in percentages but number of responses for each area.*

Portland Metro	34
Salem Metro	30
Eugene Metro	22
Medford	18
Bend-Redmond	21
Klamath Falls	13
Pendleton - LaGrande	16
Columbia River Gorge	10
North Oregon Coast	16
Central Oregon Coast	11
Southern Oregon Coast	14
Southeastern Oregon	10
Umatilla	9



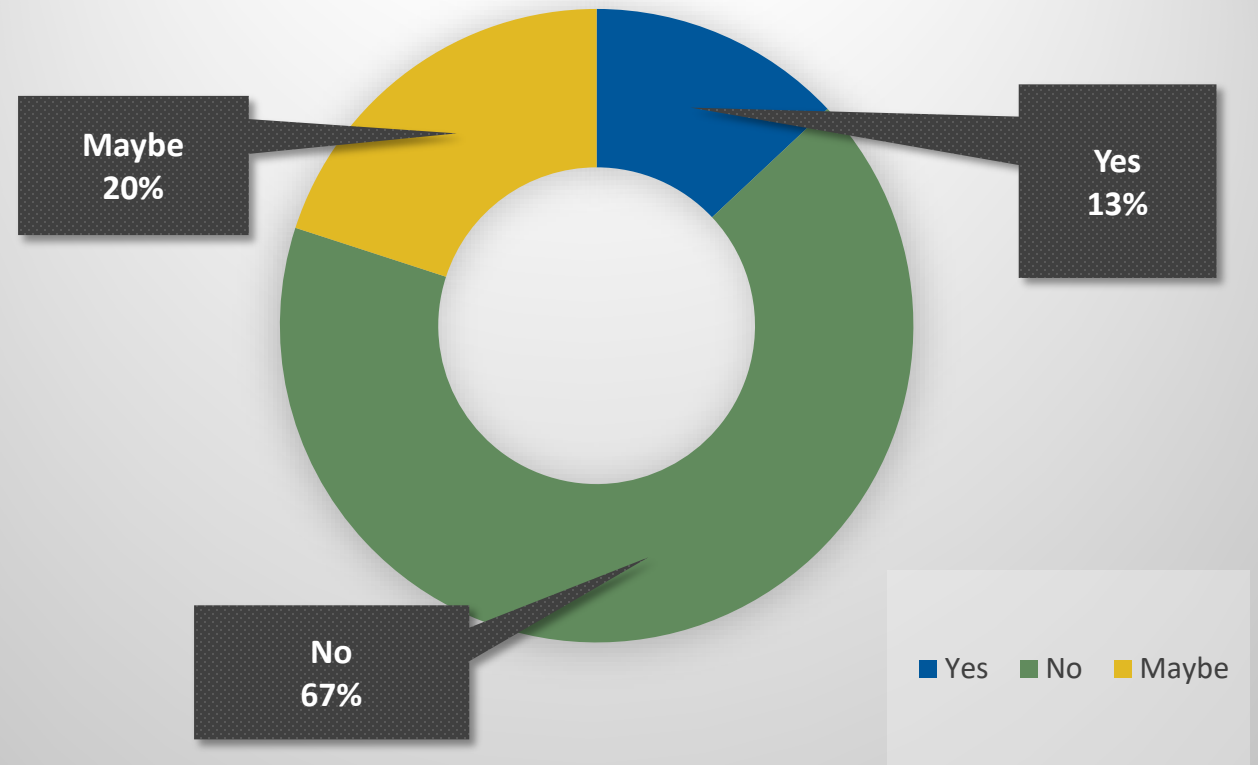


CO-LOCATION IN AGENCY-OWNED BUILDINGS

Q: "If you are an agency that owns your own real estate, are you willing to consider co-locating other compatible agencies within your building?"

Most "no" responses were due to the survey form not having NA as an option. Most agencies that responded to this survey do not own their own real estate.

Co-location in Agency-Owned Buildings



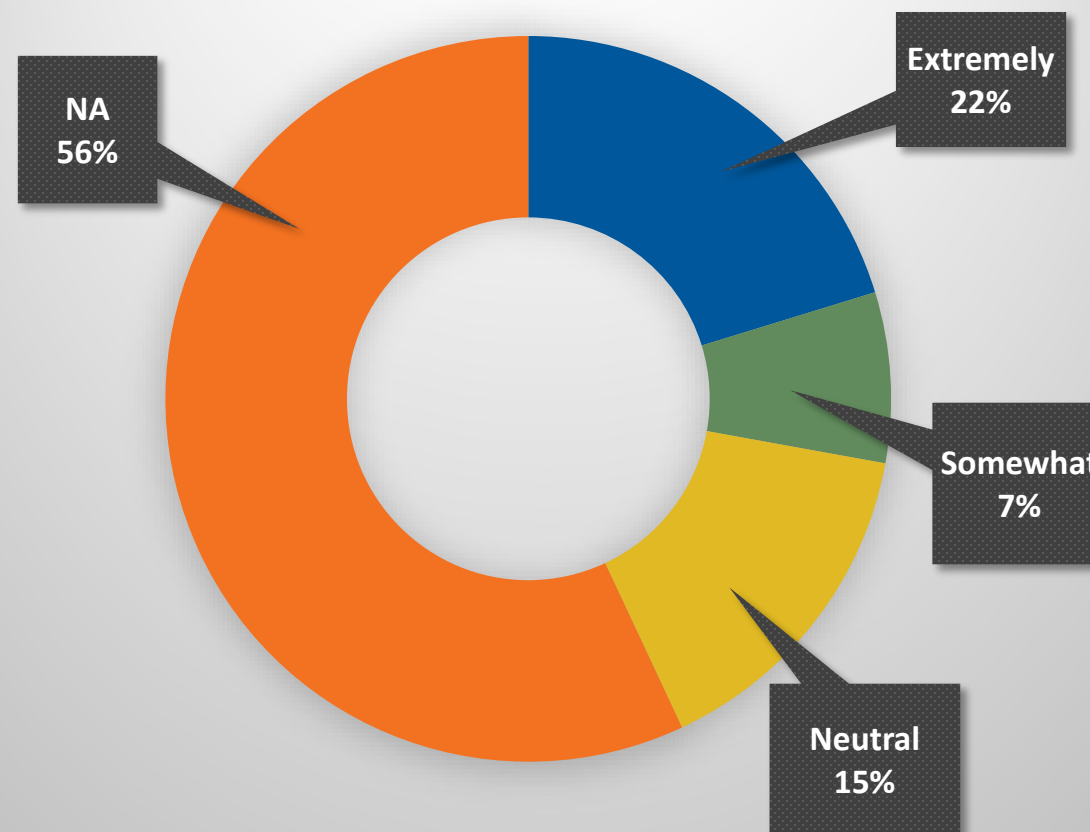


INTERESTED IN ONSITE CHILDCARE

Q: ***“For agencies in state-owned buildings: How beneficial does your agency view possible onsite childcare facilities?”***

Oregon Department of Human Services
Department of Early Learning and Care
Oregon Board of Parole
Oregon Board of Physical Therapy
Oregon Liquor and Cannabis Commission
Oregon Department of Land Conservation and Development
Oregon Health Authority
SOS-Secretary of State
Employment Relations Board
LUBA-Land Use Board of Appeals
DOJ-Justice, Department of
OED-Employment Dept.
Oregon Department of Education

Interest in On-site Childcare





GENERAL AGENCY CONCERNS

Q: "What are your main concerns around planning your space to accommodate a hybrid workforce?"

Most cited concern was possible reversal of remote work.

- **Budget to adapt space**
- Need for Board room to host public meetings
- Would like to share receptionist
- Expansion and contraction of the workforce.
- **Uncertainty about leadership changing remote work**
- Computer access when co-locating
- Security and/ or confidentiality sharing space
- Having plan in place to support lease timeline/exp.
- Not knowing all the options out there to make sound decisions.
- Staff reaction to losing "own space".
- Reduction of real estate footprint being temporary
- Anticipate reversal of remote work
- Time and expense to change current space
- Policies associated with space planning
- Offsite storage, safety and security.
- Union
- For multi-agency space getting network to function.
- Striking a balance between quiet and collaborative spaces.
- Higher than necessary facility costs, change management, culture and expectations.
- Unfavorable lease requirements



SUPPORT NEEDED FROM DAS?

Q: "What kind of support or resource from DAS would be most helpful for you as you are thinking about planning for a hybrid workforce?"

Most cited needs are in **BOLD**

- Security assistance for staff in office.
- **Learning which spaces are available in DAS buildings.**
- Possible offsite location for Board or public meetings.
- The services we receive already; lease negotiations, space planning, etc.
- Space planning
- None
- New building
- Our agency found Work Reimagined resources extremely helpful.
- **Consultation on developing a plan that will align with expiration of current lease.**
- **Clearly stated policy regarding long-term use of and support of remote and hybrid work.**
- Guidance on expectations.
- **Clear direction.**
- Parking options
- **Sharing data on ways to optimize a hybrid workforce.**
- Provide a list of available locations/examples/options.
- **Help knowing what other agencies are looking to partner.**
- DAS space planners provide excellent support
- Input lessons learned related to other completed projects in state-owned buildings.
- Current services are adequate.
- Contracting/rental agreements/options of what is out there, help with creative solutions.
- **Free consultation with designers.**

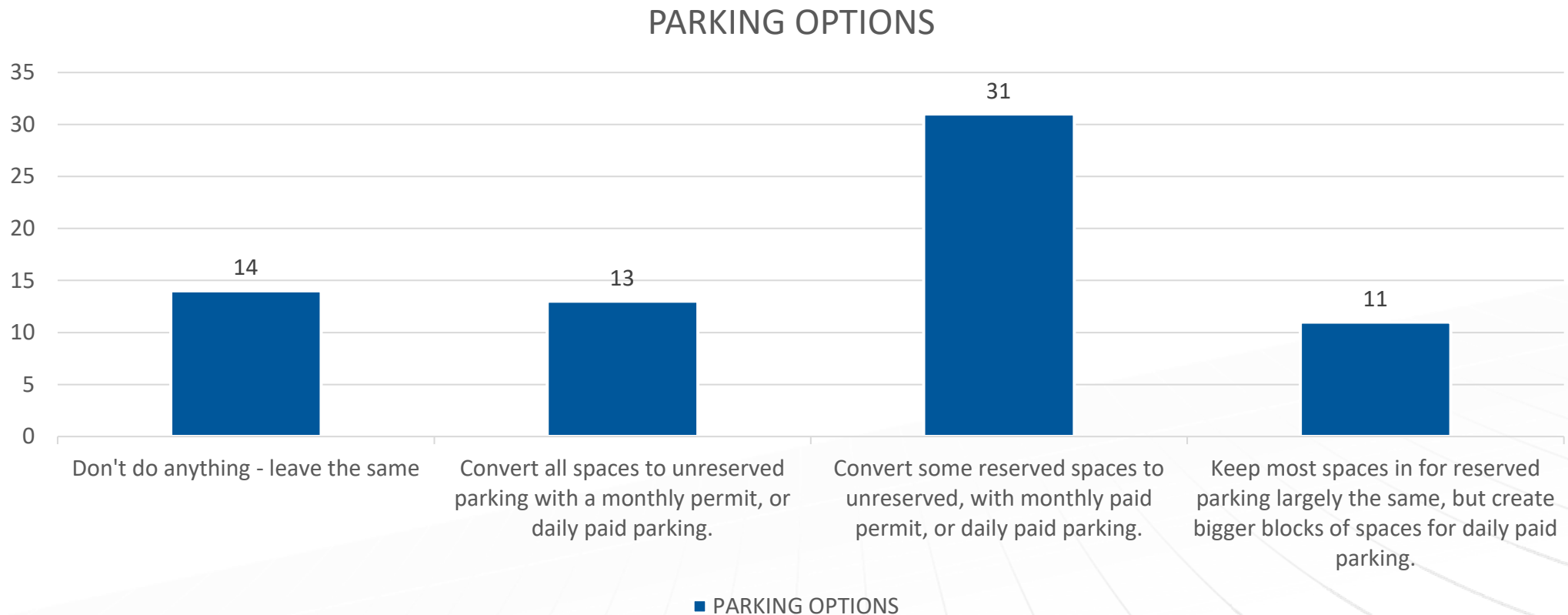
PARKING!!



PARKING OPTIONS



Agencies were asked to select all parking options they'd be open to. **Answers are in number or responses not percentages.*



REMOTE WORKERS AND RESERVED PARKING



Q: "Generally, would your remote workers who still retain parking spaces be willing to give them up if there were more unreserved parking space options available to them for the occasions they come into the office?"

