

# Use of City Buildings and Facilities

Scope Statement – August 26, 2020

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## Background

Including City Hall, Kansas City government owns about 670 buildings and facilities and nearly 1,900 parcels throughout Kansas City. City buildings and facilities are used as office and meeting spaces, storage for city equipment and materials, and locations to provide services to the public. Some city property is leased to private companies, other government agencies, and non-profit agencies<sup>1</sup>, while other property may be vacant. The city also leases some property from other entities for city use.

## Why audit city building and facility use?

On August 20, 2020, the City Council passed [Resolution 200679](#) directing the city auditor to conduct an audit of the city's management of city real estate related to the use of facilities by city departments and staff. City Hall currently has some vacant or underutilized floors and there may be other underutilized city buildings and facilities. Evaluating how city buildings and facilities are used could identify ways to improve how these properties are used resulting in potential long-term savings, additional revenues, or other efficiencies.

Additionally, the nature of where city employees work is changing. In response to the COVID-19 pandemic, the city instituted a telework program in March 2020. By May 2020, about 890 city employees were registered for teleworking. Changes in where city employees work due to telecommuting could also have an impact on the city's current and future office space needs and associated costs.

## Audit objectives

In accordance with the Resolution, our objectives are to:

- Identify the occupancy, space utilization, and vacancies of all city buildings and city hall.
- Identify the occupancy of all city leased space including the term of the lease, yearly cost of the lease, and termination costs.
- Evaluate the impact and cost of combining the occupants of the city leased buildings into the vacant floors of city hall.
- Evaluate space needs if the city permanently adopts a telecommuting policy.
- Evaluate whether city-owned buildings could be leased or sold.

## Audit methods

We will interview city staff, survey departments, conduct site visits, examine city property information and databases, and review studies and other literature related to facility use. We will compile and evaluate space and occupancy data on city-owned property, property leased for use by the city, and city property leased to third parties. We plan to exclude the city's enterprise funds (Aviation and Water Services departments) and non-office space in the Fire and Police departments from this audit.

## Anticipated release date

We plan to issue the audit report by December 2, 2020, as directed by the Resolution.

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<sup>1</sup> [Leasing City-Owned Property](#), Office of the City Auditor, Kansas City, Missouri, April 2015.