



Strategic Facilities Plan, Agency Overview, & 2025 Governor's Budget Recommendations

House State Government Committee
February 11, 2025

Department of Administration

- Strategic Facilities Plan
- Admin Overview
- Implementation Update
- FY26-27 Governor's Budget Recommendations



Strategic Facilities Plan Background

- 16B.24 tasks Admin with helping agencies determine space based on their business needs
- Hired CBRE in October 2021 to assist with development of Strategic Facilities Plan
- Examined office space needs in hybrid work environment
- Refined space standards, developed strategies, and best practices for hybrid work environments
- Finalized and distributed plan in 2023



Core Questions the Plan Answers

How do we best serve Minnesotans?

- Starts with the mission and how best to deliver services
- Space planning follows agency assessment of services and functions
- Based on nature of the work, many functions are full time onsite

What type of space is needed to work effectively?

- Workspace to match the work employee is doing that day
- In the office => prioritize collaboration space, working and meeting together

How do we plan for variable and shared occupancy?

- No longer a 1:1 workspace to FTE ratio

Key Office Space Recommendations

- **New Space Standard: Sharing Model**

- 175-200 USF/person
- Move away from assigned workstations to shared workstations; 1.3:1 – 1.4:1 (staff to seat ratio) instead of 1:1
- 3 days/wk in office = assigned space; otherwise unassigned, shared space
- Provide variety of space types (huddle, collaboration, focus, etc.) to accommodate varying work activities in office location

- **Portfolio Approach**

- Prioritize backfilling state-owned facilities on Capitol complex to fully utilize state assets
- Selective demolition of buildings with systems beyond the end of the useful life



Shared Space Norms



Overflow space on all floors is available for all team members to utilize



All unassigned workstations are first come, first serve



All offices located in overflow spaces and offices not assigned to a team member 3+days/week in a neighborhood should remain available.



Clean Desk Policy



Standardized equipment in all unassigned workstations



Shared Supply Areas, Printers and Copiers

Timeline



Agency space reductions

Major space reductions to date (since 2020)

- ADM
- MMB
- MNIT
- DOR
- MDA
- MDE
- MDH
- DEED
- MNSure

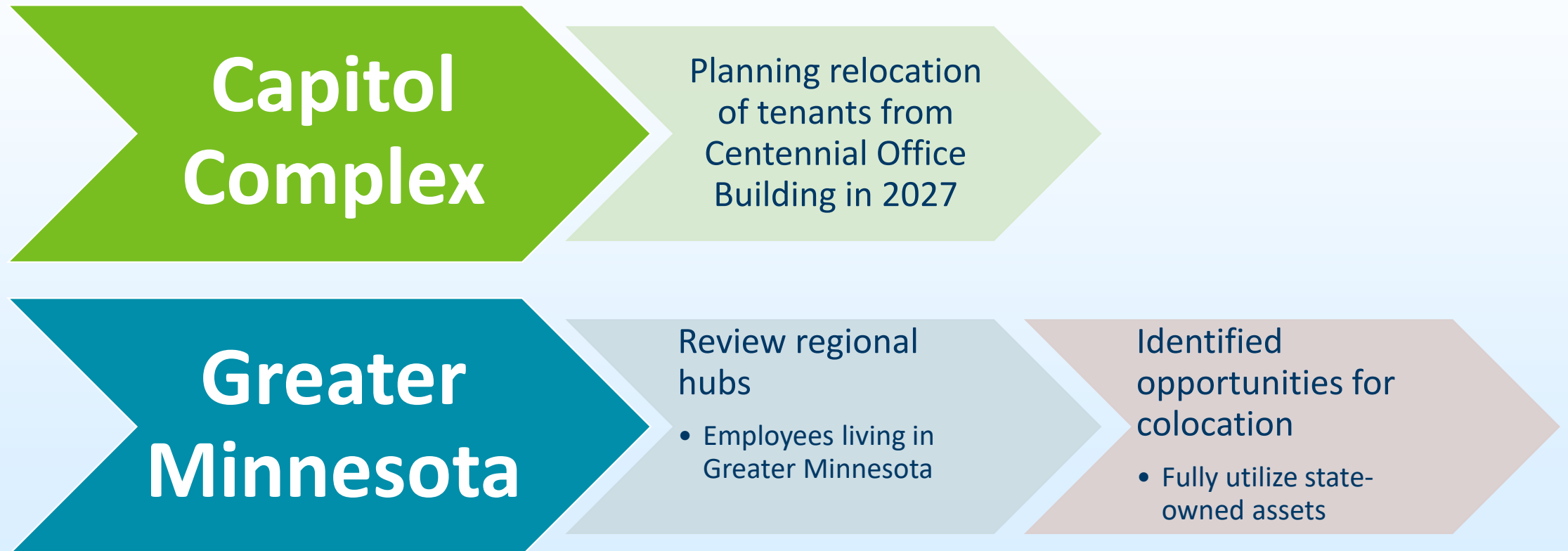
Major space reductions in process

- COM
- DNR
- DHS
- MnDOT

Major Upcoming Lease Expirations

- COR
- MPCA
- DLI
- MHFA

Additional Scope



Admin Overview

2/10/2025

Department of Administration mn.gov/admin

Making Government Work for Minnesotans



Valuable, essential data and accessibility services for the public



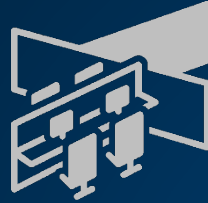
Cost-effective and transparent services to agencies

By the Numbers



566

Full-time
equivalent
employees



27

Divisions



\$3.7B

Goods & services
purchased



10,000

Individuals with
developmental
disabilities and their
families served



68%

Reduced carbon
emissions since
2008



650

Property leases



320

Construction
projects



4,300

Stakeholders
trained or assisted
on data practices



2,300

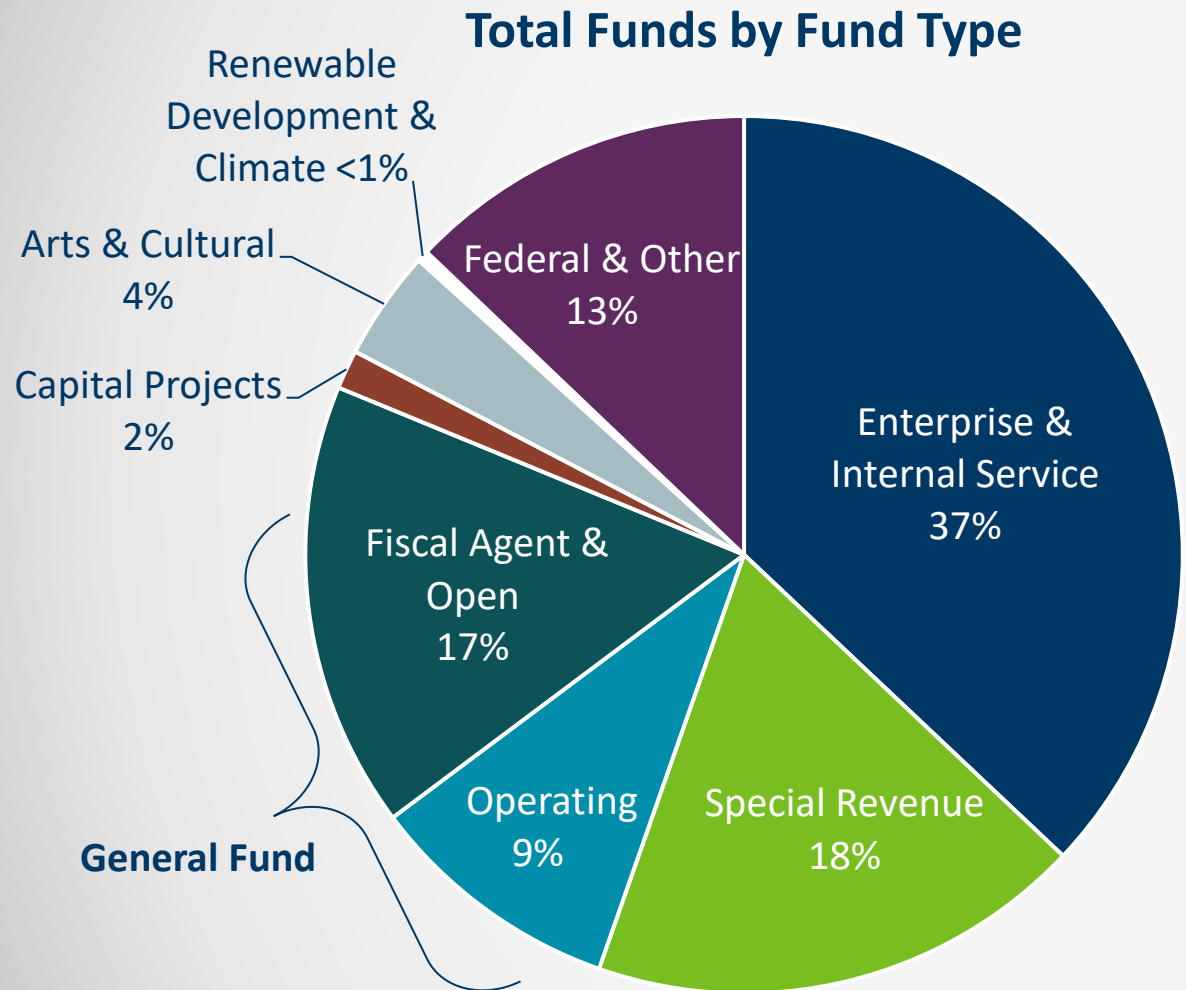
Fleet vehicles



\$22.4B

Insured state assets

Admin Budget FY 24-25



Fund	FY24-25 (000s)
Enterprise & Internal Service	\$298,317
Special Revenue	\$147,579
General:	
Operating	\$75,812
Fiscal Agent & Open	\$132,475
Capital Projects	\$11,600
Arts & Cultural	\$32,563
Renewable Development	\$3,372
Federal & Other	\$103,687
Total	805,405

Facilities, Real Estate, Property

- Facilities Management
- Central Mail Services
- Real Estate & Construction
- Leasing Services
- Enterprise Real Property Program
- Office of Enterprise Sustainability
- State Register
- Enterprise Fleet
- Surplus Services
- Risk Management



Contracting and Business Support

- Office of State Procurement
 - Office of Equity in Procurement
 - Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP Infuse)
 - Minnesota's Cooperative Purchasing Venture
- APEX Accelerator
- Small Agency Resource Team (SmART)



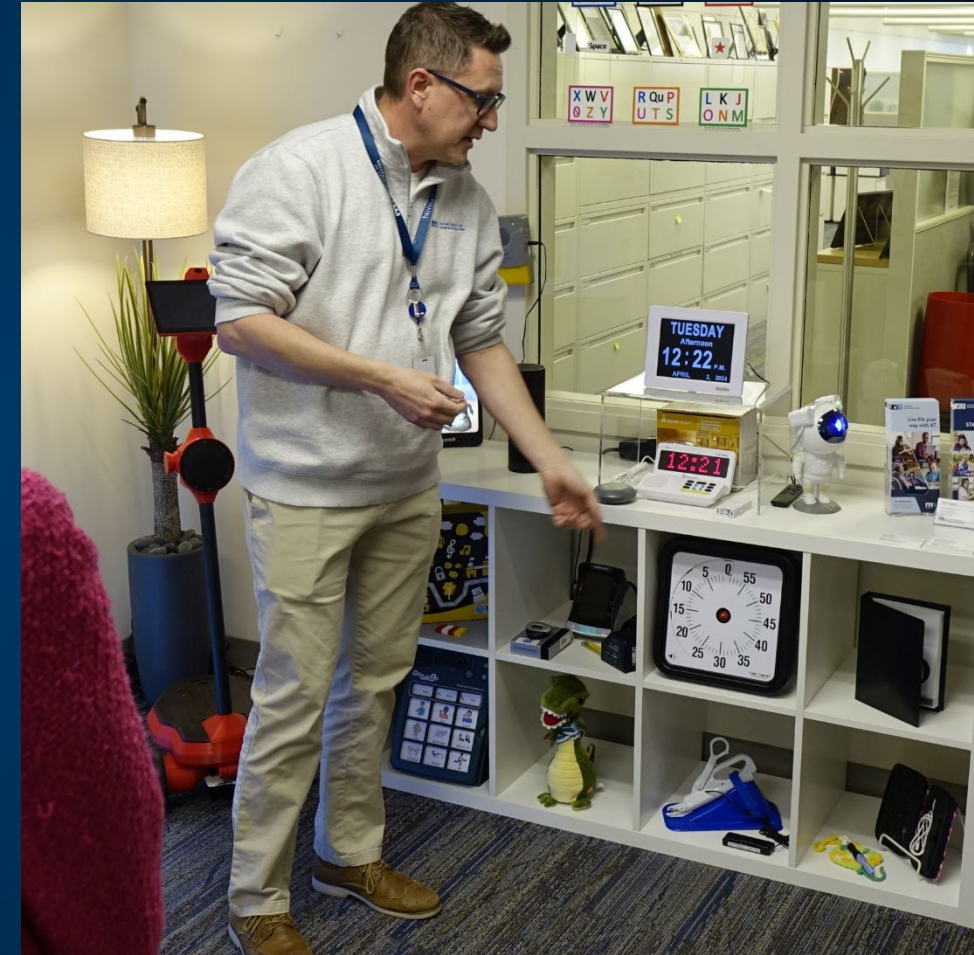
Infrastructure and Cultural Resources

- Office of the State Archaeologist
- State Historic Preservation Office
- Minnesota Advisory Council on Infrastructure



Accessibility, Information, & Resolution Services

- Council on Developmental Disabilities
- System of Technology to Achieve Results (STAR) Program
- State Demographic Center
- Office of Grants Management
- Data Practices Office
- Enterprise Translations Office
- Office of Collaboration and Dispute Resolution





Implementation Update and FY 2026-2027 Governor's Budget Recommendations

FY24-25 Appropriations

- Across the agency, the FY24-25 appropriation supported:
 - Capacity for increased service demands and inflationary costs
 - New investments to improve grants management and language translations
 - One time funding investments for asset preservation, self insurance, and research



Operating Adjustment

Operating Adjustment

- \$301K in FY26
- \$610K in FY27 & ongoing
- Compensation, rent, utilities, IT

In Lieu of Rent

- \$1.01M in FY26
- \$1.865M in FY 27
- \$2.95M in FY 28 & ongoing
- Covers maintenance and operations for entities that do not pay for their leased spaces.



Budget Related Policy

Leveraging Federal Funds for Renewable Energy Projects and EV Purchases

- \$0 in FY26
- Establish account with resources for agencies' renewable energy generation and energy storage improvements
- Apply for and receive federal cash rebates for renewable energy and storage projects and EV fleet purchases



Budget Savings and Corrections

Unassigned fiscal agent funding

- (\$500K) in FY 26 and ongoing
- FY24 Public TV block grant was designated as onetime in law.
- Funding appropriated ongoing.

Insulin Repayment Program Corrections

- \$0 in FY26
- Properly identify account for Insulin Repayment program

Thank you

