
COMMONWEALTH OF VIRGINIA



OFFICE OF THE GOVERNOR

Executive Order 75

MANAGING THE COMMONWEALTH'S REAL ESTATE HOLDINGS

The Governor's Commission on Efficiency and Effectiveness recommended that the Commonwealth engage in an enterprise-wide review of its real estate management practices, with the aim of identifying savings opportunities and improving management practices.

In 2003, an independent study commissioned by the Department of General Services suggested numerous opportunities for cost savings for the Commonwealth through greater collaboration and portfolio management of state-owned real property.

The 2004 General Assembly enacted Chapters 750 and 997 relating to the management and use of state-owned real property. This legislation sets forth additional requirements for the management and cost-effective use of state-owned real property.

Therefore, in view of the importance of this issue and by virtue of the authority granted to me by Article V of the Constitution of Virginia and by Chapter 1 of Section 2.2 of the Code of Virginia, I hereby direct the establishment of an integrated real estate portfolio management system for the agencies and institutions of the Executive Department.

Implementation

The Secretary of Administration shall direct a system-wide reengineering of the Commonwealth's real estate processes, including acquisitions, sales, easements and leases, with extensive collaboration with related agencies. A new unified and fully integrated real estate portfolio management system shall be established based on the following enterprise-wide goals: increase collocation and bargaining power, decrease

total and per-person space allocations, reduce total costs, maintain agency security and operational needs, and augment or maintain agency functional space and real property services.

The new comprehensive real estate portfolio management program for leased and owned property shall include strategic planning, transaction management, project and construction management, lease administration, facilities and space management, and integrated management information and data systems. The Secretary of Administration shall submit a specific reengineering plan to me by December 15, 2004.

No later than July 23, 2004, every state agency and institution shall submit to the Secretary of Administration information on all current, pending, and proposed real estate assets, as directed by the Secretary of Administration. To support accurate analysis and strategic recommendations, the Secretary of Administration will develop a consolidated database of real estate information that has been verified and validated.

The Secretary of Administration shall also conduct an immediate examination of the state's leased property portfolio to identify specific cost-saving opportunities. The Secretary of Administration shall provide quarterly progress reports to me beginning on September 1, 2004.

The Real Estate Agency Roundtable

I hereby establish the Real Estate Agency Roundtable, chaired by the Secretary of Administration, as a pivotal component of this real estate portfolio management initiative. It shall be comprised of the directors of major state agencies that lease or own real property, and representatives of smaller state agencies that are customers of state real estate services. The Roundtable will articulate the needs of these customer groups and provide input on alternative methodologies and systems of real estate management.

Each state agency and every state officer and state employee shall cooperate with, and provide assistance to, the Secretary of Administration in the implementation of this Executive Order.

This Executive Order shall be effective immediately upon its signing and shall remain in full force and effect unless amended or rescinded by further Executive Order.

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Given under my hand and the Seal of the Commonwealth of Virginia, this 22nd day of June 2004.

Mark R. Warner, Governor

Attest:

Secretary of the Commonwealth