

## **Executive Order No. 2016-06**

**WHEREAS**, centralized management of real property across state government is essential as it allows for uniform and comprehensive management of the State's real estate portfolio; and

**WHEREAS**, pursuant to Proviso 118.2 of the Fiscal Year 2015-2016 Appropriations Act, the General Assembly has expressed its intent to establish a comprehensive central real property and facility management process to plan for the needs of state government agencies and to achieve maximum efficiency and economy in the use of state-owned or state-leased real properties; and

**WHEREAS**, pursuant to Proviso 118.2 of the Fiscal Year 2015-2016 Appropriations Act, the General Assembly has, with certain exceptions, further directed that title to all property held by or acquired by state agencies or departments be titled in the name of the State and be held under the control of the Department of Administration; and

**WHEREAS**, the Department of Administration is designated by law as the central broker and management authority for much of the real property of the State's agencies and departments; and

**WHEREAS**, the Department of Administration has developed a comprehensive strategic plan for the ownership and management of the real property of state government, which provides for, among other things, the continued centralization of real estate management under the Department, the disposition of obsolete and surplus properties, and the reduction of the square footage that state agencies occupy in leased and owned facilities; and

**WHEREAS**, as part of implementing the comprehensive strategic plan, surplus real property will be sold and the proceeds of such sales will be distributed according to Proviso 93.25 of the Fiscal Year 2015-2016 Appropriations Act, which provides that a certain portion of the net proceeds of any sale shall be returned to the agency for which the property is owned, controlled, or assigned and shall be used by that agency for nonrecurring purposes; and

**WHEREAS**, to achieve uniform and comprehensive management of the State's real estate portfolio, attain maximum efficiency and economy in the use of real property, and optimize the use of the proceeds from the sale of surplus real property, it is necessary that state agencies operate under a singular directive.

**NOW, THEREFORE**, pursuant to the powers conferred upon me by the Constitution and Statutes of the State of South Carolina, I hereby order the Department of Administration to implement the comprehensive strategic plan for the ownership and management of real property as follows:

(1) Cabinet Agencies are encouraged to use funds received from the sale of surplus real property pursuant to Proviso 93.25 of the Fiscal Year 2015-2016 Appropriations Act for nonrecurring real property needs in cooperation with the Department of Administration and in accordance with the State's comprehensive strategic plan for the ownership and management of real property.

(2) Cabinet Agencies and the Department of Administration shall begin to review commercial leases 18-24 months prior to expiration and shall evaluate ways to consolidate agency leases and reduce overall square footage needs.

(3) Cabinet Agencies must work with the Department of Administration to implement space standards in leased and owned facilities to achieve an overall target density of 210 square feet per person unless otherwise approved by the Department.

(4) Cabinet Agencies shall comply with the Department of Administration's site selection criteria in selecting leased or owned space.

(5) Cabinet Agencies shall enter into the South Carolina Enterprise Information System (SCEIS) the maintenance and operations expenditures for leased and owned facilities in a manner determined and directed by the Department of Administration.

(6) Real property management of state-owned or state-leased facilities shall be centralized within the Department of Administration, and Cabinet Agencies must begin working with the Department to schedule and facilitate the transfer of real estate management, maintenance and support of these facilities.

(7) Cabinet Agencies shall provide the Department of Administration a list of current contracts related to facilities management, maintenance, and support and shall not renew or enter into any new contracts related to facilities management, maintenance, and support without prior approval from the Department of Administration.

(8) The Department of Administration shall work with Cabinet Agencies to develop plans to address ongoing and deferred maintenance for all state-owned real property.

(9) Cabinet Agencies shall annually update and submit an inventory of state land and buildings to the Department of Administration by June 30th of each fiscal year in the manner prescribed by the Department. Cabinet Agencies must include in their submissions an Annual Portfolio Assessment Report as provided in the Agency Disposition Evaluation Model with recommendations for dispositions. Final disposition decisions shall lie with the Department of Administration.

**FURTHER**, while this Order relates only to agencies under my direct authority, it is strongly suggested that all agencies and departments of the state follow the directives contained herein.

**GIVEN UNDER MY HAND AND THE  
GREAT SEAL OF THE STATE OF SOUTH  
CAROLINA, THIS 25th DAY OF JANUARY,  
2016.**

**NIKKI R. HALEY  
Governor**