



**EXECUTIVE DEPARTMENT  
OFFICE OF THE GOVERNOR  
EXECUTIVE ORDER NUMBER JML 25-025**

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***REVIEW OF STATE LEASED BUILDINGS***

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**WHEREAS**, our state government has worked diligently in the past year to eliminate wasteful spending and to identify opportunities to improve government efficiency;

**WHEREAS**, it is incumbent upon and the responsibility of all state agencies to actively conserve, identify, and seek available office space in state owned or leased buildings;

**WHEREAS**, R.S. 39:127.2 requires each agency to submit to the Division of Administration, by July 1 of each year and update by January 1 of each year, a report identifying all office space in state-owned or leased buildings, including its location and square footage, as well as any unoccupied or underutilized office space in such buildings;

**WHEREAS**, R.S. 39:127.2 further requires, by no later than March 1, the Division of Administration submit to the Joint Legislative Budget Committee a report regarding the amount of office space in state owned or lease buildings, the amount of unoccupied or underutilized office spaces in state owned or lease buildings, and the amount of leased office space in buildings that are not considered state owned or leased;

**WHEREAS**, many state agency leases provide an option to extend the lease for an additional term under the same conditions, provided written notice is given to the lessor before the lease expiration;

**WHEREAS**, the Legislature has declared that the maximum utilization of state owned or leased buildings is a necessary cost efficiency;

**WHEREAS**, JML 24-176 established the Fiscal Review Program in order to continue to create efficiencies, cut costs, and empower our state employees to help find ways to modernize our government;

**WHEREAS**, the duties of the Fiscal Responsibility Program include the evaluation of all state contracts to determine if they are necessary to renew, modify, or terminate, identifying government waste and finding efficiencies that can be made to reduce the burdens on taxpayers;

**NOW THEREFORE, I, JEFF LANDRY**, Governor of the State of Louisiana, by virtue of the authority vested by the Constitution and laws of the State of Louisiana, do hereby order and direct as follows:

Section 1: Definitions

Unless the context of this Order clearly indicates otherwise, the words and terms used in this Order shall be defined as follows:

- A. "Agency" means a department, office, division, or agency of a state governmental entity, except those provided in R.S. 39:127(C) and (D);
- B. "Agency head" or "head of agency" means the chief executive or administrative officer of an agency who exercises supervision over the agency.
- C. "Lease" means any agreement, including but not limited to cooperative endeavor agreements, professional services contracts, and consulting services contracts which gives rise to relationships of landlord and tenant or lessor and lessee.
- D. "Office space" means all types of spaces, including those suitable to house an agency, its personnel, operations, equipment, or activities but does not include the space governed by the provisions of R.S. 49:150.1.
- E. "State leased building" means a public building, or a portion of a building, belonging to or under the control of the state of Louisiana and designed to house personnel, equipment, storage, or services of the various agencies of the state.

Section 2: No later than July 1, 2025, all agencies shall submit a report to the Division of Administration:

- A. The identity of any and all office space in state owned or leased buildings by location and square footage;
- B. The identity of any unoccupied or underutilized office space in state owned or leased buildings by location and square footage;
- C. Identify whether the office spaces is owned or leased.

D. For all state-leased buildings, the report shall include the lease amount, expiration date, and terms of any extension options.

Upon request, the Division of Administration shall make this information available to the Fiscal Responsibility Program.

Section 3: No automatic extensions of state leased buildings shall be allowed. Prior to executing a new lease, an amendment or exercising an option to extend a lease for a state-leased building, the Agency Head shall submit a certification to the Division of Administration containing the following:

- A. A statement explaining the justification of the new lease, extension or amendment;
- B. Verification of available budget to support the new lease, extension or amendment;
- C. The term of the lease;
- D. The estimated cost of the lease extension.

Upon request, the Division of Administration shall make this information available to the Fiscal Responsibility Program.

Section 4: All departments, commissions, boards, offices, entities, agencies, and officers of the State of Louisiana, or any political subdivision thereof, are authorized and directed to cooperate with the Fiscal Responsibility Program in implementing the provisions of this Order.

Section 5: This order is effective upon signature of the Governor, and it shall remain in effect until amended, modified, terminated or rescinded by the Governor, or until terminated by operation of law.



**IN WITNESS WHEREOF**, I have set my hand officially and caused to be affixed the Great Seal of the State of Louisiana in the City of Baton Rouge, on this 11<sup>th</sup> day of March, 2025.

  
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**Jeff Landry**  
**GOVERNOR OF LOUISIANA**

**ATTEST BY THE**  
**SECRETARY OF STATE**

  
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**Nancy Landry**  
**SECRETARY OF STATE**