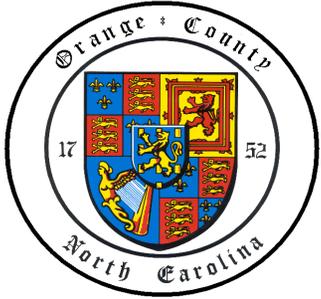


Stressed, Unused and Underutilized Assets and Storage Assessment

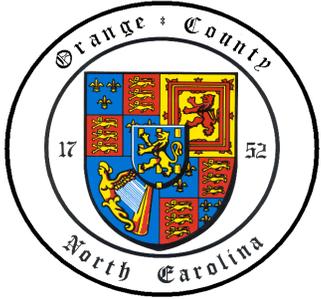


BOCC Work Session
March 11, 2014



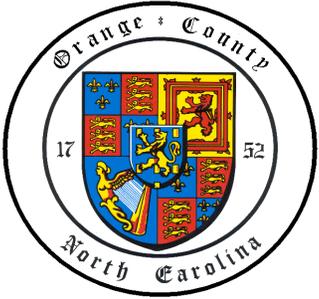
Board Update

- November 12, 2013 space use and facility report presented to Board
- Identified stressed, unused and under-utilized facilities and spaces
- Identified inefficient use of storage space in some locations
- Board requested additional information



Board Update

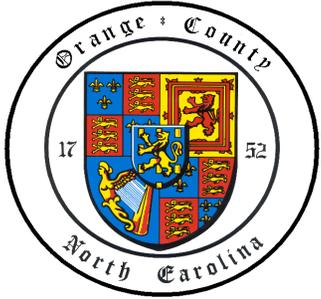
- This report presents:
 - Options, costs and considerations for:
 - use or disposition of financially stressed assets
 - use of available unused/underutilized space
 - Information regarding departmental storage practices, identified needs and policy recommendations
- Board feedback and guidance intended to guide development of CIP



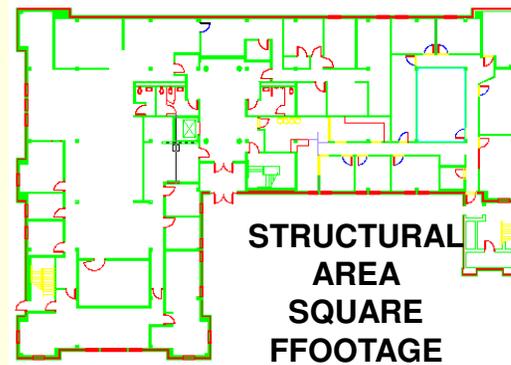
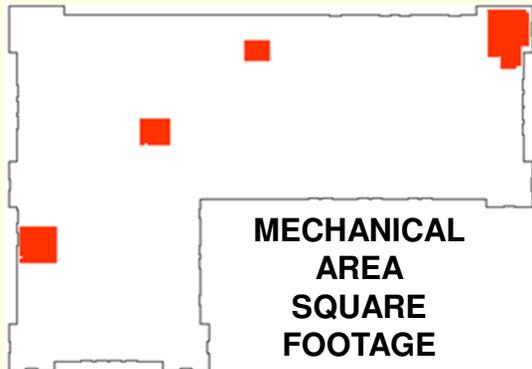
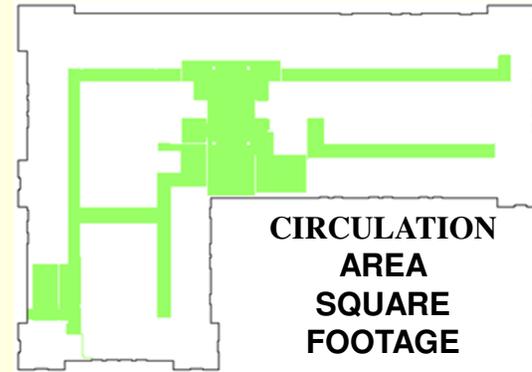
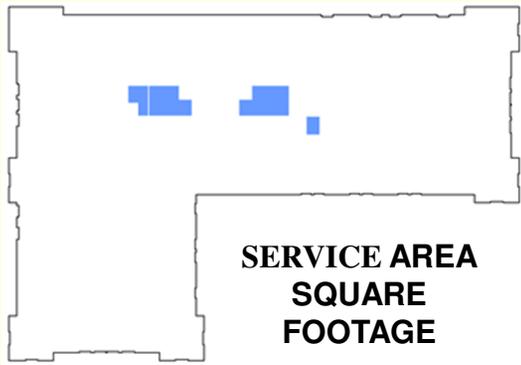
Industry Standard Space Definitions

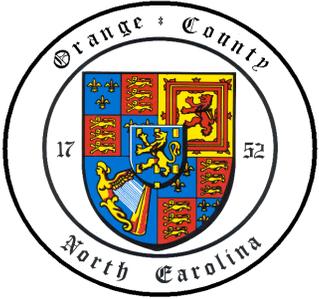


- Report primarily considers assignable square footage



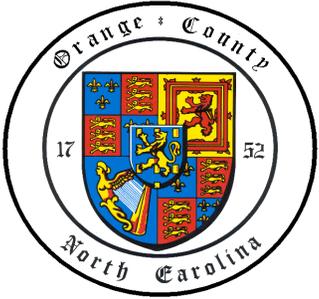
Industry Standard Space Definitions





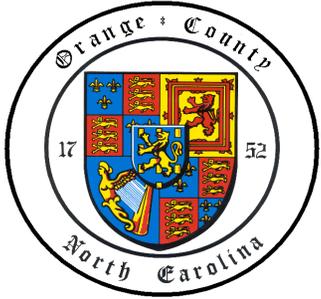
“Stressed Assets”

- Financially stressed assets
- Assets that are fully depreciated and where cost of needed improvements exceeds market value of asset
- Environment and Agriculture Center (EAC)



Unused/Underutilized Space

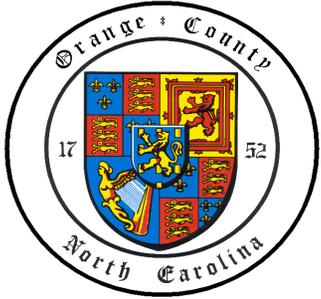
- Includes:
 - Unoccupied spaces
 - Space not used at highest purpose
 - Space occupied below recommended “density”
- EAC
- Government Services Annex (GSA)
- Whitted Center ‘A’ Building First Floor “Flex Space” (unassigned)
- Link Center First Floor
- Cedar Grove Center - wings



Stressed Asset

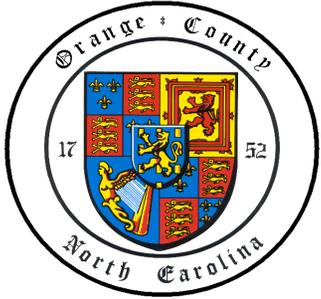


Environment & Agriculture Center



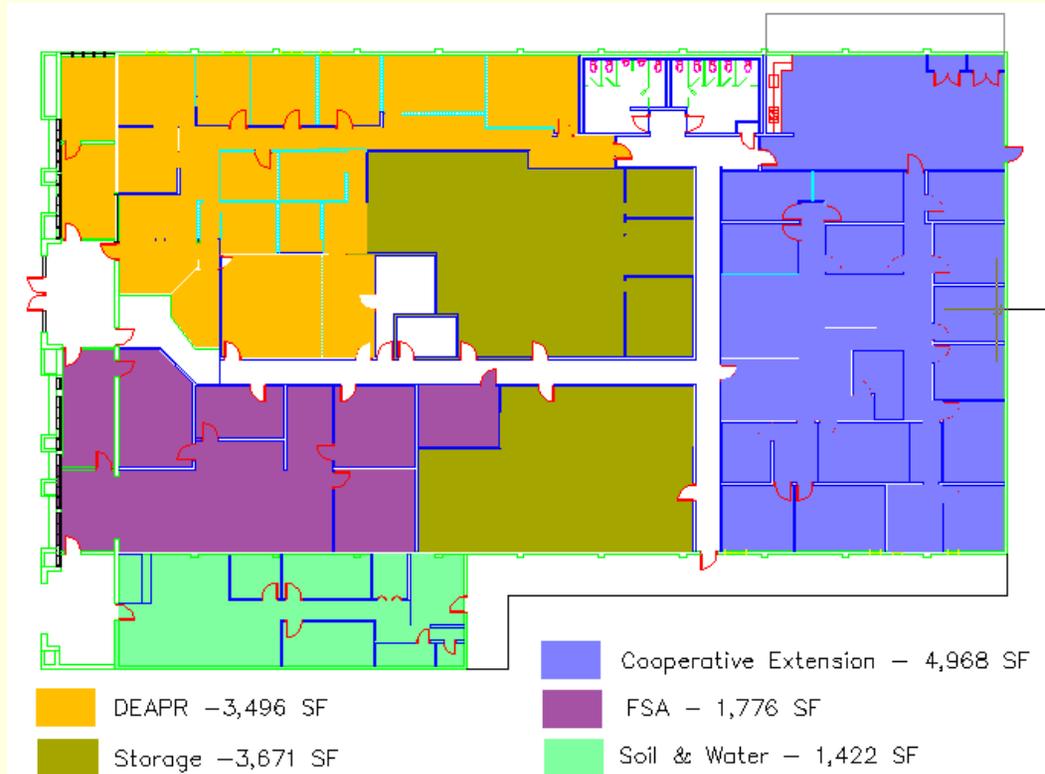
Stressed Asset - EAC

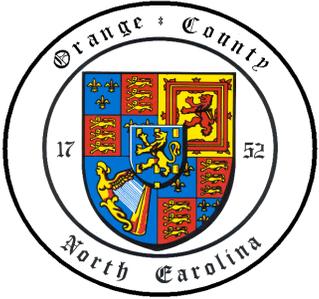
- Original construction 1960s
- County acquisition and renovation – 1980s
- Fully depreciated
- Requires ~ \$1,433,000 investment for roof, HVAC and/or parking area improvements/replacements
- Would require additional ~ \$80/square foot if existing spaces are upfit for other uses (~ 10,960 assignable square feet available) – approximate cost of \$876,800



EAC Options

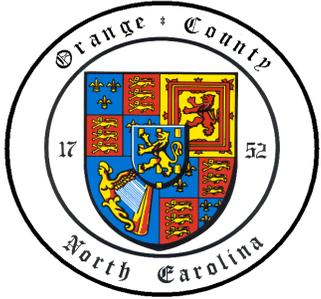
- Current occupancy – assignable square feet





EAC Options

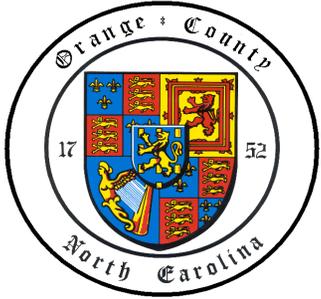
- “Status Quo” – existing use and/or occupants
 - Requires HVAC, roof, parking investments
- Convert remainder of facility to conditioned storage
 - Requires HVAC, roof investments
- Relocate occupants and storage and divest property and structures (may include ES sub-station and former car wash building)
- Relocate occupants and storage, deconstruct /demolish structures and divest property



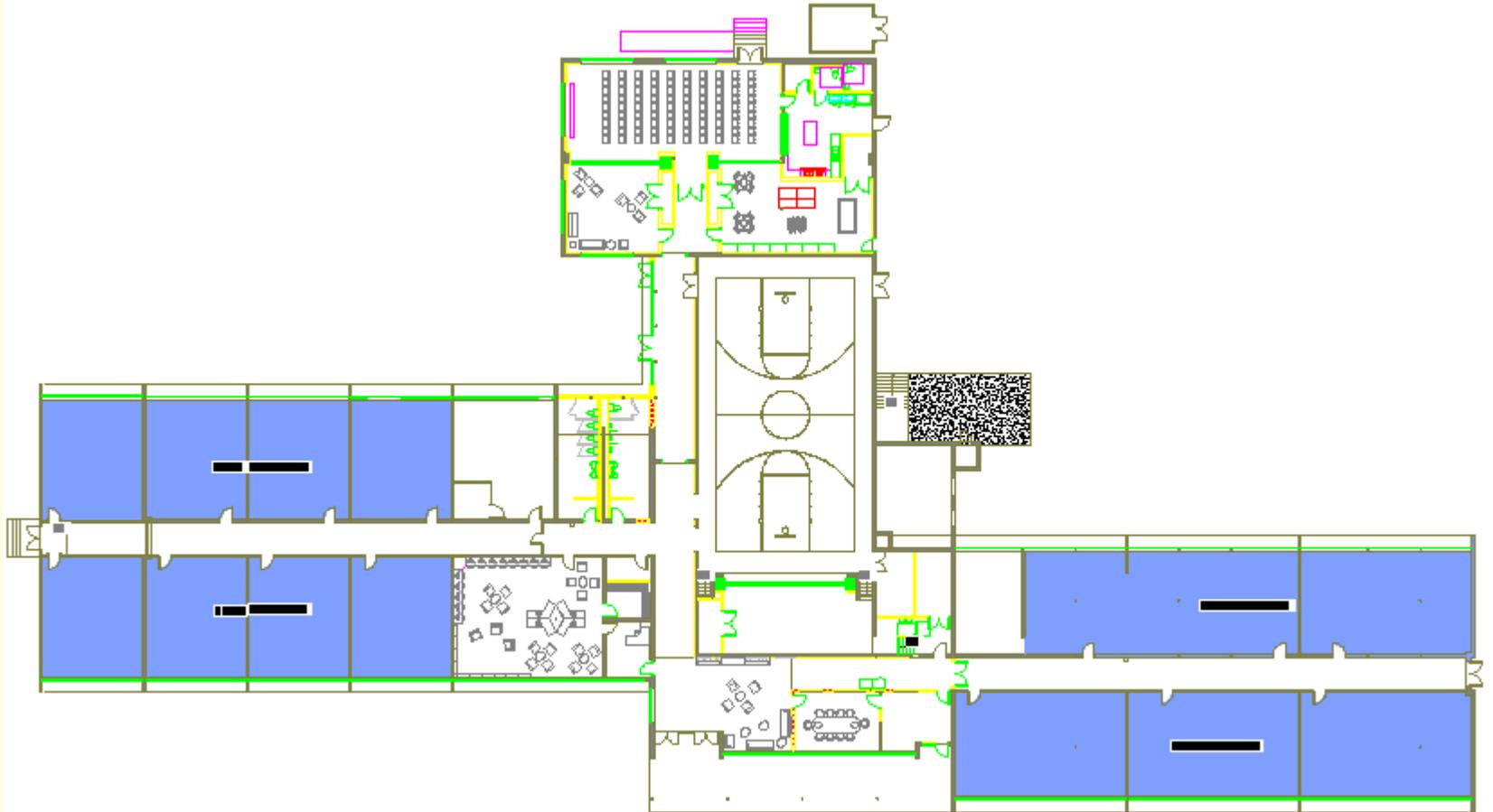
Underutilized Asset

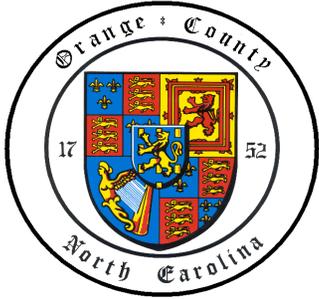


Cedar Grove Center



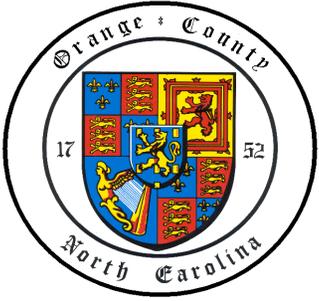
Underutilized Asset – Cedar Grove Center





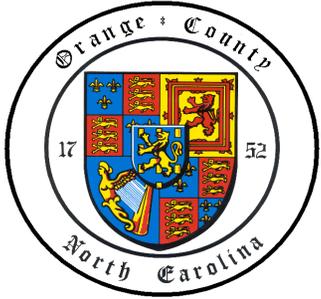
Cedar Grove Center “wing” options

- “Moth ball” for potential future use (several upgrades required to meet current code);
- Make minor modifications to allow use as minimally conditioned storage space;
- Renovate for use as fully-conditioned storage space;
- Renovate for use as office space for one or more of the departments currently housed at EAC
- Has adequate space to house all EAC occupants



Cedar Grove Center “wing” options

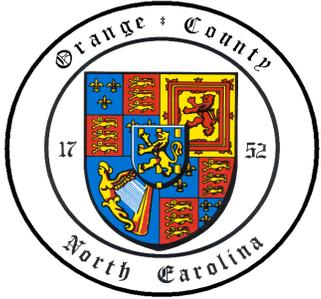
- Would require ~ \$2,100,000 for upfit
 - Additional \$800,000 for septic system if office and associated use selected
-



Underutilized space

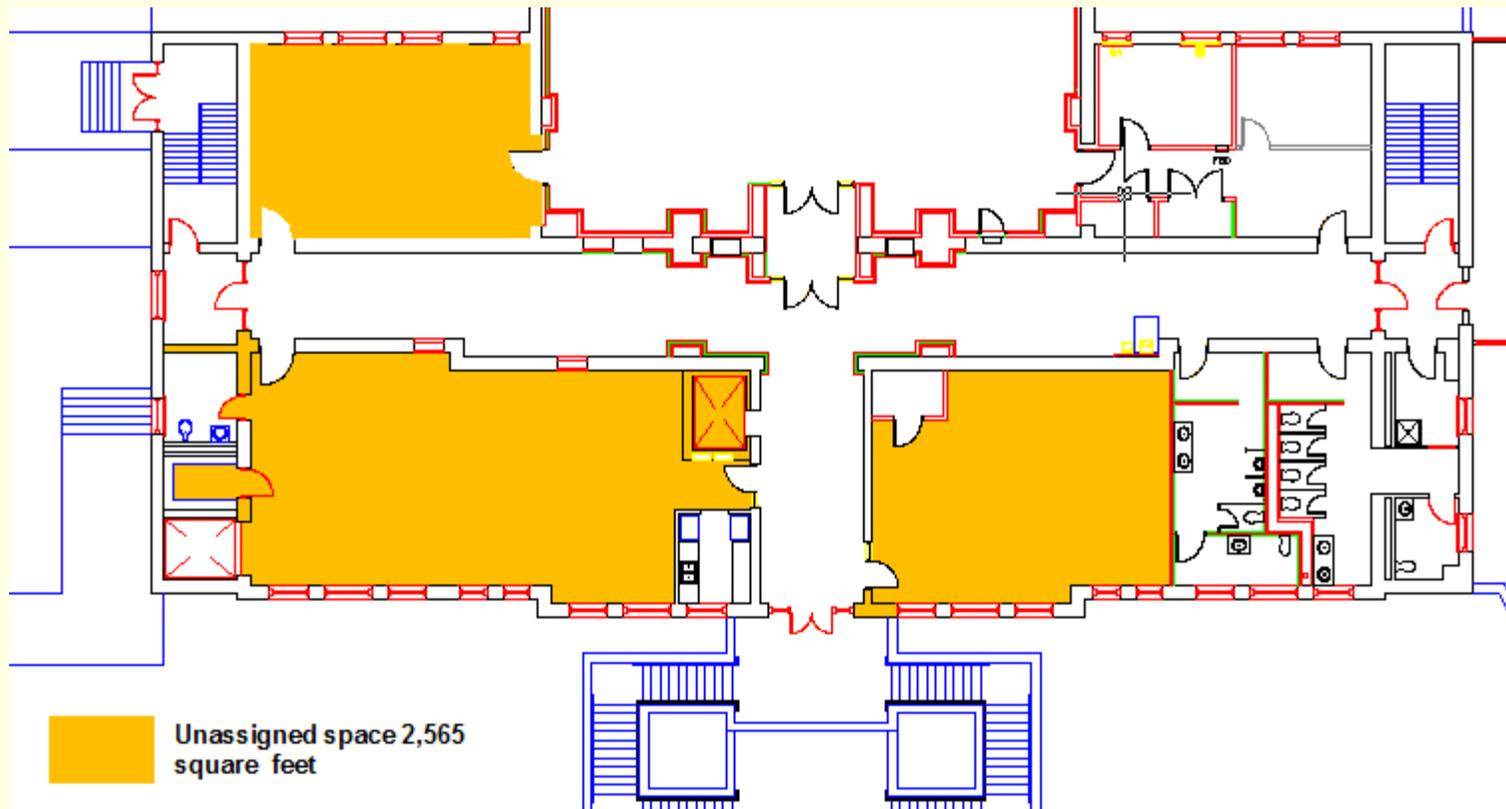


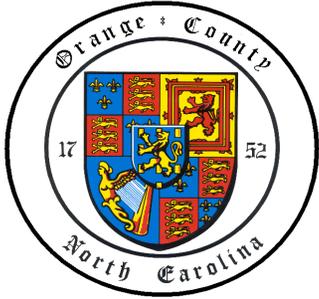
Whitted Center



Underutilized space – Whitted Center

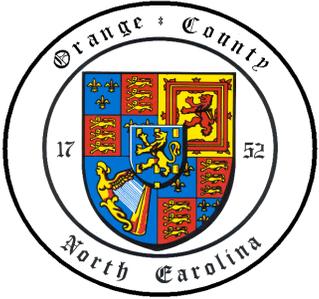
■ Unassigned “flex” space





Underutilized space – Whitted Center

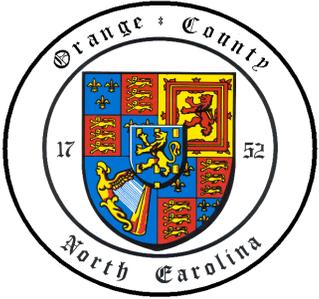
- Whitted 'A' building -
- Approximately 2,565 SF of assignable space
- Opportunities include:
 - Move DEAPR staff from EAC
 - Move DEAPR staff from Central Rec
 - free up Central Rec space for programming
 - Other
- ~ \$205,000 to upfit for office and associated use



Underutilized Asset

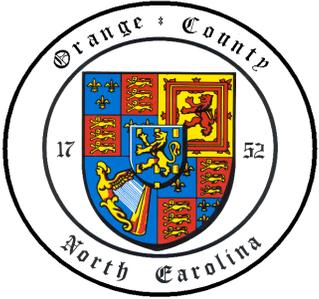


Government Services Annex



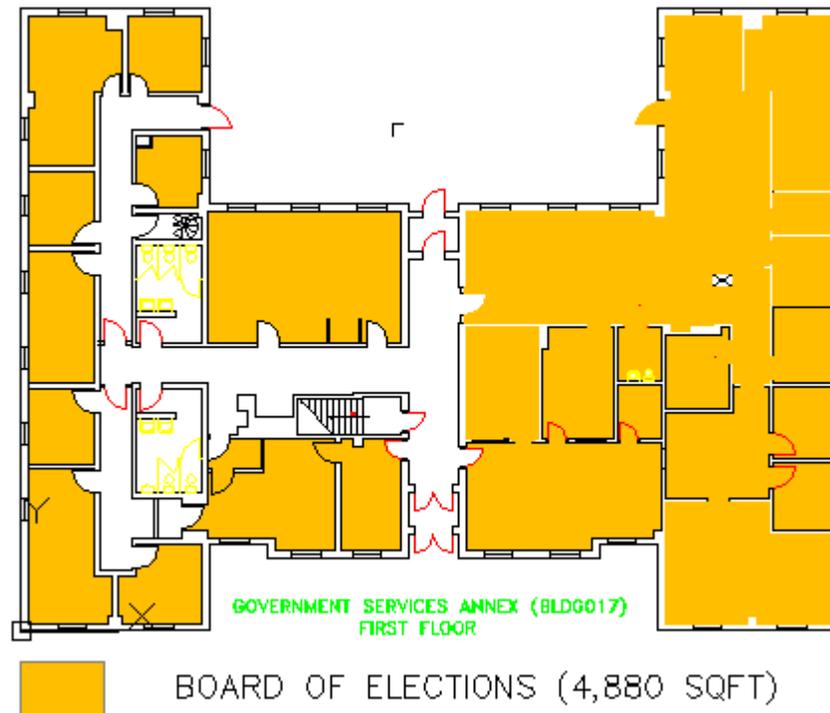
Underutilized Asset - GSA

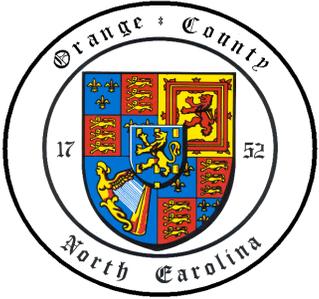
- Significant use of class 'B' office space for storage
- Items can be stored more efficiently
- Off-site storage more economical and would free up valuable office space
- Opportunity to house County department(s), business incubator space, third-party leased space, etc.



Underutilized Asset - GSA

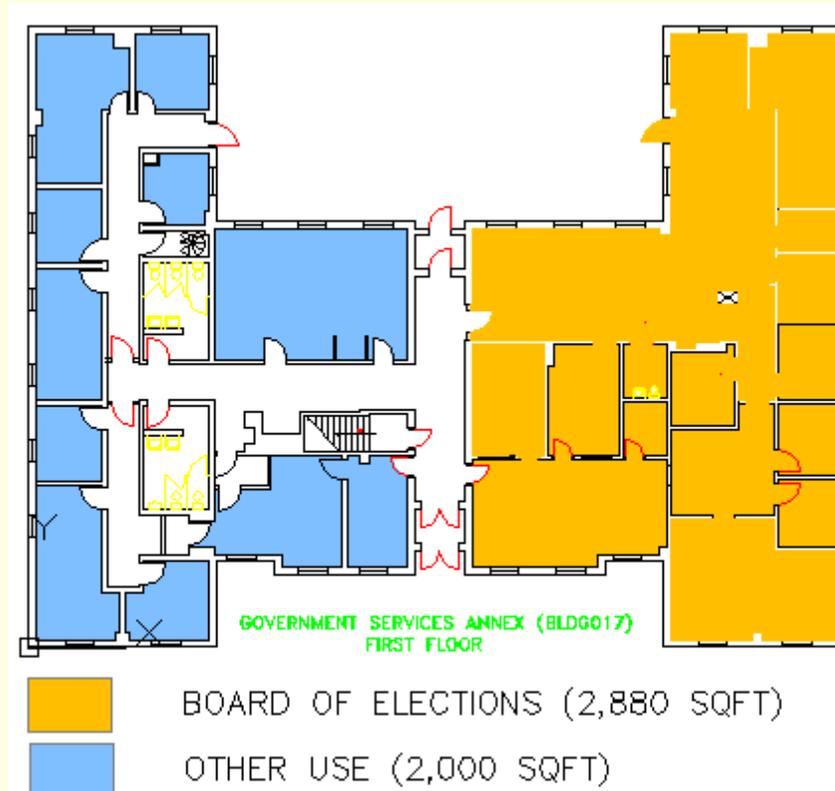
- Current occupancy – assignable square feet

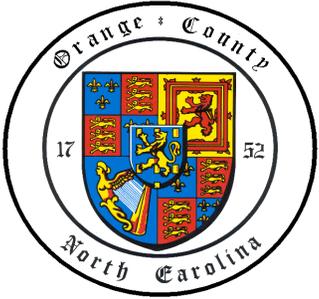




Underutilized Asset - GSA

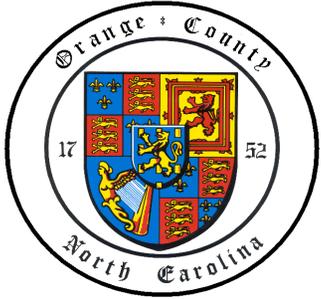
- Potential occupancy – assignable square feet





Underutilized Asset - GSA

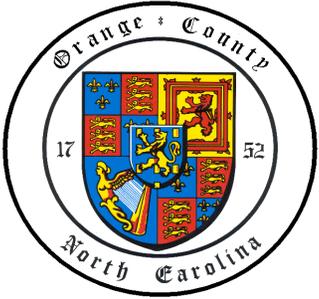
- Required for any continued use:
 - ~ \$350,000 required for HVAC system replacement
 - ~ \$400,000 to address floodplain issues
- Required if interior space to be modified for other uses:
 - ~ \$390,000 for extensive upfit of all assignable square footage (4,875 @ \$80/square foot)



Underutilized Asset –

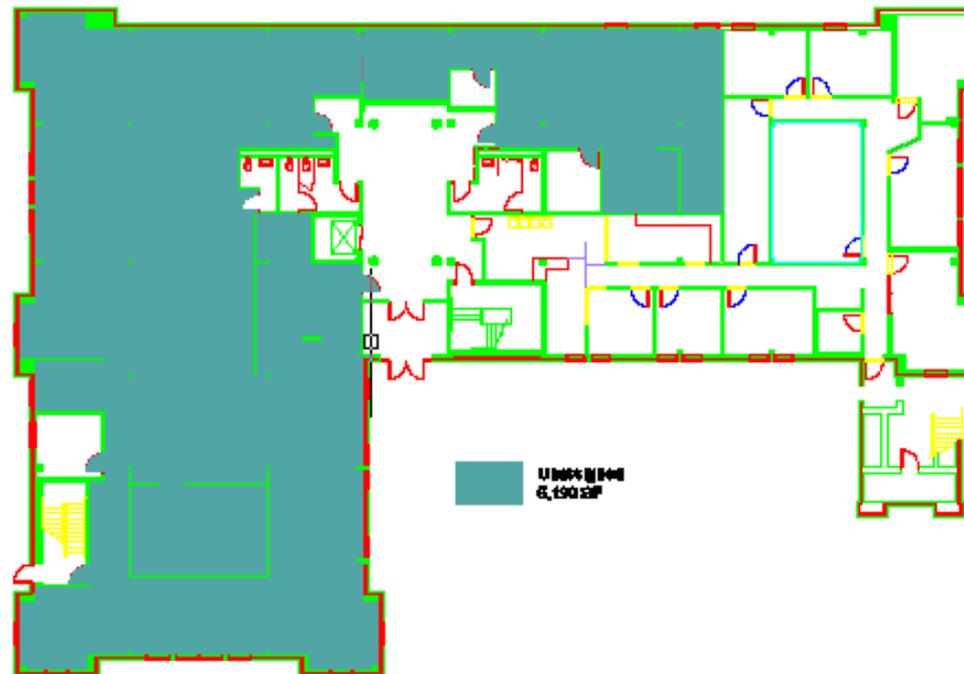


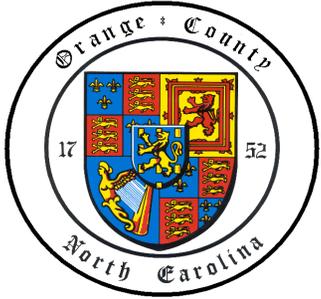
Link Government Services Center



Underutilized Asset – Link GSC

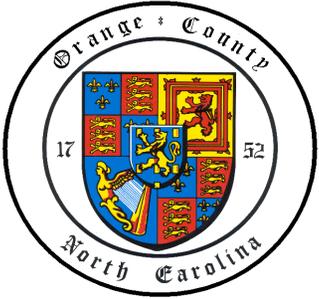
- Unassigned space - ~ 4,680 unassigned square feet





Underutilized Asset – Link GSC

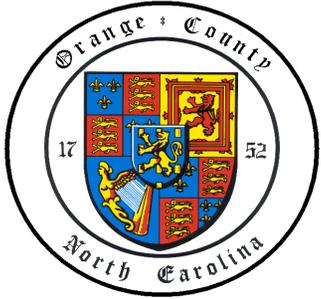
- Available to house additional County department(s);
- Available for future growth of current occupying departments;
- ~ \$819,000 to upfit all available unassigned square footage (restroom upgrades, air distribution modifications, sprinkler activation, etc.)



Underutilized Asset

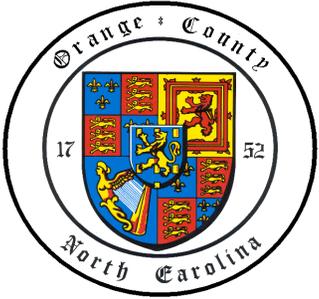


Former AMS North Administration Building



Former AMS North Administration Building

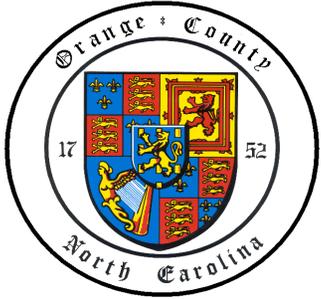
- Minor upfits completed early 2014 for use by Orange Public Transportation
 - Relocated from modular unit leased at \$600 per month
-



Underutilized Asset



Public Defender/129 King St

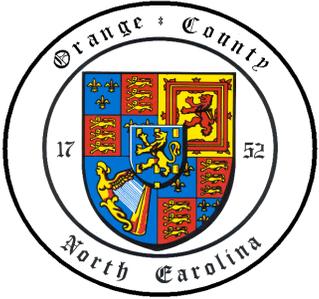


Public Defender/129 King St.

- Former Purchasing and Central Services Building
- Public Defender relocated from leased space in Fall 2011
- Building includes ~ 1,360 square feet of unconditioned low-bay warehouse space
- Accessibility issues

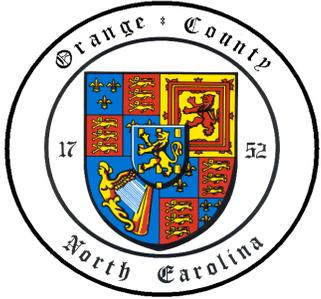


Storage Assessment



Storage Needs

- Records
- Tools & Equipment
 - Office – Printers, copiers, etc.
 - Service delivery – AMS, Animal Services, Emergency Services
- Supplies
 - Service delivery – medical, food, books, etc.
 - Office
- Surplus property



Storage Space – “Off-Site”

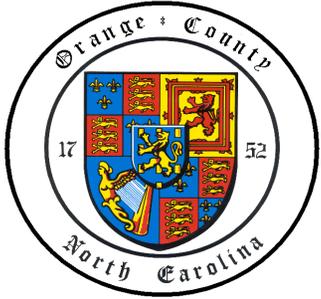
- EAC – Revere Road





Storage Space – “Off-Site”

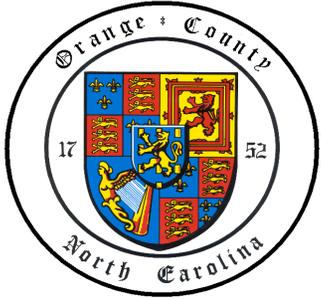
- EAC – Revere Road
 - Dedicated records storage
 - Twenty-nine individual “lockers”
 - Standardized storage for file boxes only
 - Equipped with shelving units
 - Secure, managed space
 - Conditioned space



Storage Space – “Off-Site” – cont’d

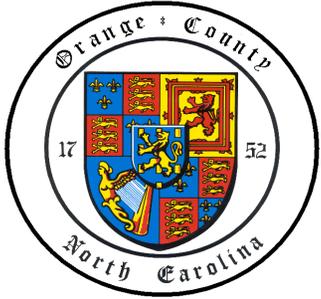


Former car wash – Revere Road



Storage Space – “Off-Site” – cont’d

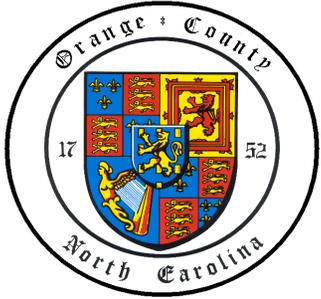
- Former car wash – Revere Road
 - Unconditioned space
 - Four individual “bays”
 - To be equipped with shelving units to maximize capacity
 - Secure space



Storage Space – “Off-Site” – cont’d

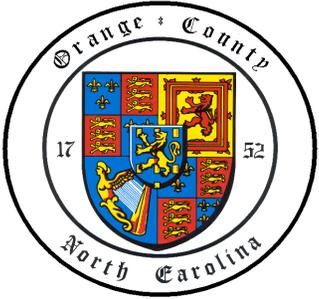


510 Meadowlands – Emergency Services



Storage Space – “Off-Site” – cont’d

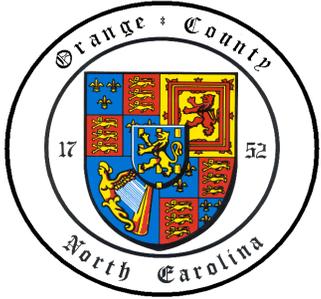
- 510 Meadowlands – Emergency Services
 - Heated warehouse
 - High bay storage racks – count/linear feet
 - Managed by Emergency Services staff
 - Loading dock access



Storage Space – Off-Site – cont'd

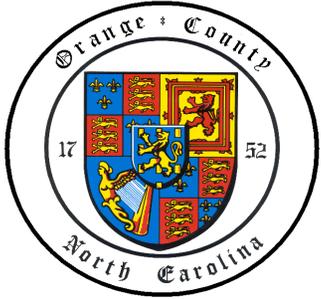


Former Motor Pool – Highway 86 N



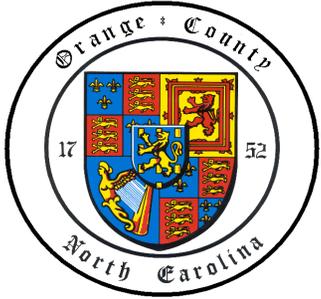
Storage Space – Off-Site – cont'd

- Former Motor Pool – Highway 86 N
 - AMS tools, equipment and supplies
 - Rack storage to maximize use
 - Second level could be added to increase storage capacity
 - Heated warehouse



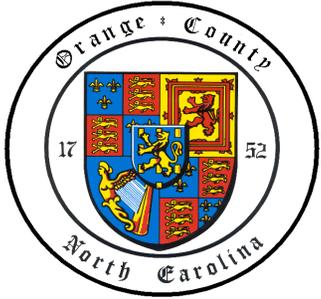
Departmental Storage Survey Findings

- Fifteen departments make use of the “off-site” conditioned storage lockers located at the EAC on Revere Road for records storage;
- Three departments store items in the unconditioned space at 510 Meadowlands Road;
- Twenty departments indicated that there are regulatory requirements for records retention for records for their departments;



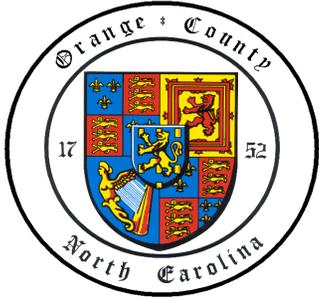
Departmental Storage Survey

- Fifteen departments indicated that they routinely retain records beyond the required retention period for their department/agency;
- Eighteen departments indicated that electronic storage of at least some of the records they are required to retain is acceptable (would have additional unbudgeted cost implications for IT scanning project);



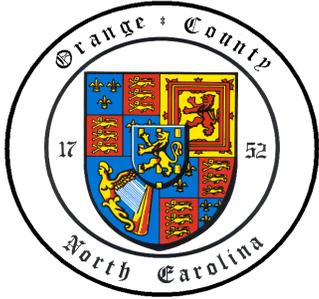
Departmental Storage Survey

- Seventeen agencies indicated that off-site storage of required records is acceptable;
- Several departments currently use office space for storage of records, equipment, etc.



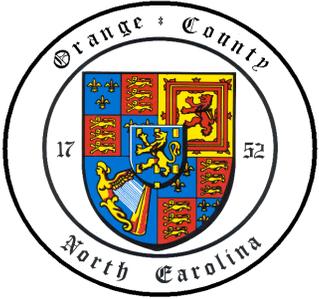
Storage Use Recommendations

- Written policy for storage of records and other items requiring storage that will ensure:
 - Frequently accessed records and other items housed “locally” stored within departments; infrequently accessed records and items efficiently stored in off-site storage locations;
 - Regulatory requirements for records retention are met;
 - County needs/wishes for retention of records with historical significance are maintained



Storage Use Recommendations – cont'd

- Written policy for storage of records and other items requiring storage that will ensure:
 - Records not maintained for historical reference routinely destroyed and/or recycled at end of retention period;
 - Non-record items stored as efficiently as possible based on frequency of access, type of storage required (conditioned versus unconditioned), etc.
 - Designated office space not used for records or equipment storage;



Discussion

- “The County Manager recommends the Board receive and discuss the space study follow up information and provide guidance to the County Manager and staff in anticipation of the FY2014-15 Capital Investment Planning process.”