

Board Adopted Space Study and Utilization Criteria

Board Adopted in 2001:

1. **Co-location** of departments with similar functions and/or those that serve the same customer base
2. **Consolidation** of County operations to as few sites as may be practicable in an attempt to gain operational efficiency and customer access
3. **Owning** facilities in which County operations are located, as opposed to leasing, except where there exists a compelling business reason to do so

Board Adopted in 2005:

4. **Building and maintaining facilities and spaces according to sustainable practices** and high performance building standards (Board adopted Environmental Responsibility Goals)

Board Adoption in 2013:

5. Evaluation of the relative cost and benefit of facilities use where those facilities are stressed –“fully and/or practically depreciated”. This principle is necessary in order to manage the facility to its highest and best use while planning and providing for the potentially displaced space need.

1. Basis of Study:

The study will include a review of the use of all County buildings, along with a description of the space needs of each County department and other users of County buildings (e.g. District Attorney).

These assessments will serve as a fundamental work product and will form the basis for the scope of the study:

- a. **Management and Staff Assessment and Input.** The Metrics of this Assessment are as follows:
 - i. Management evaluation and comment
 - ii. Staff evaluation, collected and documented by the user questionnaire established in 2001
- b. **Physical Assessment and Inventory.** The Metrics of this Assessment are as follows:
 - i. Physical report (staff and consultant)
 - ii. Maintenance and utility report (staff)
 - iii. Identification of stressed and under-utilized assets
 - iv. Valuation of stressed and under-utilized assets through a Net Present Value Calculation (staff)
- c. **Departmental Space Needs Programming housed within stressed or under-utilized assets (staff and consultant)**

2. Scope of Study:

The scope of the study will be based upon the before-mentioned Basis of Study data, analysis, and conclusions and will be framed by:

- a. **Space needs required no later than 2020; as well as beyond 2020 – based upon:**
 - i. management and staff assessments,
 - ii. facility assessments,
 - iii. identified stressed or underutilized assets,
 - iv. identified Board, management, and departmental needs;
- b. **Board adopted strategic planning initiatives**

3. Options and Recommendations:

The criteria and decision factors for recommended space study action that are suggested for Board adoption are as follows:

- a. Making decisions based upon the before-mentioned guiding principles:
 - Consolidation
 - Centralization
 - Ownership
 - Sustainable building operation and programming
 - Cost and benefit analysis
- b. Minimizing under-utilized spaces
- c. Formulating reasonable, defensible courses of action for stressed facilities
- d. Providing exceptional facilities for County service delivery
- e. Meeting longstanding, publicly supported needs
- f. Recognizing, anticipating, and planning for growth (and contraction) trends

4. Timeline and Horizon:

Staff will recommend space need prioritization, scheduling and funding sources to the Board for comment and adoption each fall prior to the annual Capital Investment Planning process.

This space study framework is recommended to be fully updated every 5th year, with annual status reports to be presented to the Board each fall before the budget season. These updates may serve as a vehicle to recognize and address the trends and strategic directions and receive Board guidance outside of the budget process.

This space study framework will be used for a systematic study of County facility space needs in 2013.

