

COUNTY OF
MENDOCINO

MARCH 14, 2023

California

1850

FACILITY NEEDS ASSESSMENT

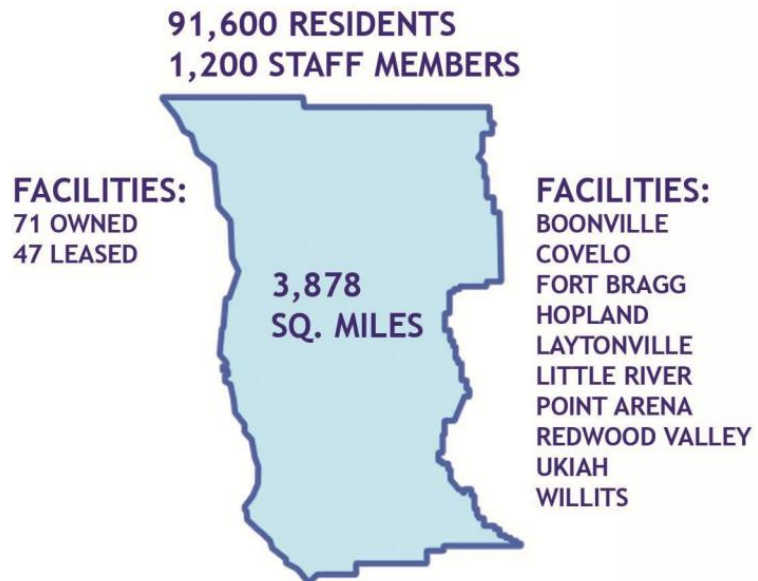
Prepared by: Nichols, Melburg & Rossetto Architects



INTRODUCTION

Mendocino County is making strong efforts to improve services, reduce facility operations costs and improve the overall condition of facilities owned by the County. An analysis of the 118 owned, leased and operated facilities led to proposing specific project investments to meet current and future needs. Analysis included onsite observations and assessments, discussions with County staff, review of photos and review of existing reports. The process involved identification of facilities the County should retain and renovate and those facilities that either are too expensive, too difficult or too inefficient to renovate and serve future needs. The location, number, size and condition of work environments and public facilities were defined. Opportunities for physical improvements took into consideration a wide range of planning factors.

Mendocino County provides services to the public including infrastructure management, social services including temporary assistance, benefits and building permits. The County government provides these services with the assistance of over 1,200 staff members and from more than 71 owned and 47 leased facilities. The majority of County services are located centrally to the County population in the City of Ukiah. Limited services are provided in various smaller communities with secondary hubs in Fort Bragg and Willits. Mendocino County serves more than 91,600 residents throughout the County's 3,878 square miles of area.



Facilities owned by the County are generally in poor condition. County facilities are at various levels of deterioration largely due to general deferred maintenance as well as Mendocino County's hard environmental conditions. The leased County service facilities also require significant improvements. The dispersion of County employees is not ideal with many instances of a lack of efficient work spaces. The County continues to invest in a wide range of projects to provide ADA compliant facilities and services at various locations.



The Facility Needs Assessment is comprised of three main components:

- 1. Facilities Strategic Plan**
- 2. Facility Condition Assessments**
- 3. Space Needs Assessments**

FACILITIES STRATEGIC PLAN

Illustrated throughout this document are Mendocino County's facility needs and recommended implementation action to be undertaken over the next 15 years. The proposed projects presented as solutions provide a future for Mendocino County that is aligned with current government operations and obligations for physical changes to better serve public needs.

The Strategic Plan combines the findings of the Condition Assessments and the Space needs Assessments into one document separated into three phases of facilities that will require action in the next 15 years.

The summary serves to inform community members of the benefits that expenditure on these much-needed capital projects would bring to Mendocino County. The Facilities Strategic Plan works to address County goals and objectives for facility investments and future improvements. Assessments of current working conditions and needs of various County departments were compiled. The facility condition assessments provide documentation of significant need to improve conditions at most County facilities. Now is the right time to make these physical improvements to Mendocino County's infrastructure. The condition of County facilities will continue to deteriorate and while existing facilities may be able to serve the County for the next five to ten years, eventually new construction will be required.

FACILITY CONDITION ASSESSMENTS

The facility condition assessment process involved analysis of all County owned and leased spaces. The assessment team visited each facility and observed the physical condition of building elements including site exterior envelope, roofing, structure, interior elements and mechanical, electrical and plumbing systems. County facilities staff accompanied the assessment team on most visits and provided further historical and condition information about specific aspects or issues including those that could not be physically observed by the project team. No destruction of finishes took place during assessments. Two-page assessment reports for each of the facilities were prepared. A rating system was used to outline conditions of each building element on a 5-point



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scale, with “1” given to a component in critical condition and a “5” given to a component in excellent condition or newly installed. Each assessment report includes a building description supplying general building information such as year built (if available) and square footage. A condition checklist outlining the ratings of assessed elements is included along with a summary of findings and a summary of recommendations. A selection of photos taken during the assessment process makes up the remainder of each assessment report. Below is an example Report for Building 26, Admin West.

ADMINISTRATION WEST
579 Low Gap Road, Ukiah, CA 95482

LOCATION PLAN

BUILDING PHOTOS

Ownership
County Owned
County Leased

Planning Status
Retain
Renovate
Dispose

Average Building Condition
Excellent
Good
Fair
Poor
Critical

BUILDING DESCRIPTION
Year Built: 1927
Area: 3,780 Sq. Ft.
Use: Civic Administration
Type of Construction: Wood Frame
Type of Roof: Spray Polyurethane Foam (SPF)
Electrical Panel: Zinsco

CONCLUSION
The Administration West building will require extensive repairs and improvements to the exterior, interior, roof, electrical and plumbing systems as well as ADA upgrades. Given the condition of the building, it appears that complete renovation will be necessary to bring it up to date.

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ADMINISTRATION WEST
579 Low Gap Road, Ukiah, CA 95482

CONDITION

Category	1	2	3	4	5	NA
SITE						
EXTERIOR						
ROOF						
STRUCTURE						
INTERIOR						
MEP						
COMPLIANCE						
ADA						

FINDINGS & RECOMMENDATIONS

AC paving at rear of building is severely damaged, resurface.

Exterior siding trim are missing from wall, accessibility repair and repaint. Underlath of eaves at rear of building appears to have some dry rot damage. Replace dated windows w/ no screens. Replace dated window w/ no screens. Modify main exterior door to be code compliant.

Abundant amount of patch and repair work, replace roof. Roof curb appears to have not been replaced when RSI was replaced. Provide half guard to gutters, due to amount of surrounding trees.

Ceilings appear to contain asbestos, ceiling tiles. Flooring shows signs of wear and/or rot. Silestone walls show signs of water damage, repair and repaint. Modify public counter to be code compliant. Convert work with handwashing fixtures require time and line clearance. Existing storage/office space converted to non-compliance restroom.

MSU was replaced in 2017 with FRMSE unit. Replace existing Zinsco electrical panels.

See summary
See summary
See summary

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CRITICAL
SCORE: 1

POOR
SCORE: 2

FAIR
SCORE: 3

GOOD
SCORE: 4

EXCELLENT
SCORE: 5

Facility Condition Rating System

Five Key components of Deferred maintenance reviewed:

1. **ADA Compliance** – General review of accessibility for each facility. A comprehensive County-wide review of ADA compliance should be undertaken and a Transition / Barrier removal plan should be implemented.
2. **Electrical Systems** – The assessment team reviewed the type of electrical panels to prioritize the replacement of dangerous and obsolete equipment
3. **Mechanical Systems** – The assessment team reviewed the type and approximated ages of mechanical systems at each facility.
4. **Roofing Systems** - The type approximate age of roofing systems was recorded. Additional information was collected from Facilities on how often certain roofs require repairs.
5. **Exterior / Weatherization Systems** – The overall exterior systems conditions were reviewed.



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SPACE NEEDS ASSESSMENT

An analysis of the space needs for each department was performed to gain an understanding of what is necessary for each department to provide services efficiently. The space needs assessment compares the space needed for each department and the actual area occupied. Information was gathered with the assistance of staff from each department using the following methods:

- 1. Space Requirement Surveys** – Three types of surveys were completed by a representative from each department: general information, Workstation survey (for each type of staff work space needed) and a Support Area Survey.
- 2. Staff Interviews** – Upon completion of the Space Requirement Survey, a staff representative from each department was interviewed to go through the information provided in the surveys and discuss future needs of the department.
- 3. Tours of existing facilities** – After the staff interviews the space needs assessment team toured the existing facilities with a staff representative.

The result of the space needs assessment efforts is an Architectural Space Program. This document defines the spaces necessary for each department to function properly and adds grossing factors to determine the amount of gross building area should be needed for each department. This area is compared to the actual amount of area occupied as a measure of how efficiently each department is organized at their current facilities.

ARCHITECTURAL SPACE PROGRAM
September 5, 2022

Summary of All County Departments								
Space Needs compared to Actual space allocated								
Column								
No.	Actual Area	Diff Actual	%	Diff Total	%	Diff Total	%	
-	Emergency Operations Center (EOC)	1,845	-1,964	-106%	-1,814	-99%	-1,519	-82%
2810	Cannabis Program	2,120	-3,437	-162%	-1,966	-94%	-1,999	-94%
2070	District Attorney	11,468	13,182	89%	-8,644	-75%	-8,044	-75%
2560	Probation Department	9,892	-5,906	-59%	-4,021	-41%	-2,922	-30%
1410	County Clerk-Election	8,498	-2,024	-24%	-1,817	-20%	-1,295	-15%
2310	Sheriff - Coroner	33,982	-2,930	-9%	-8,195	-24%	-6,857	-20%
2085	Alternate Defender	2,290	-754	-33%	-241	-11%	241	11%
	Jail	47,241	-5,654	-12%	-5,003	-11%	-5,003	-11%
2851	Planning and Building Services	15,227	-2,852	-19%	-1,249	-8%	1,131	-1%
1320	Human Resources	5,190	-1,273	-25%	-196	-4%	799	15%
2710	Agriculture & Farm Advisor	7,620	-43	-1%	84	1%	263	3%
2860	Animal Care	14,102	149	1%	168	1%	168	1%
1120	Assessor	4,553	-460	-10%	63	1%	309	7%
1160	General Services	35,637	35	0%	501	1%	2,844	8%
1210	County Counsel	5,036	115	2%	115	2%	2,141	43%
3010	Transportation	69,436	1,724	3%	3,981	7%	3,981	7%
-	Grand Jury	2,359	176	7%	176	7%	176	7%
5810	Social Services	89,079	-4,981	-5%	7,684	8%	21,444	24%
6110	Cultural Services Agency	87,264	-6,939	-8%	6,939	8%	7,227	8%
1960	Information Services	11,221	-276	-2%	-1,031	-9%	1,109	10%
1110	Auditor-Controller	4,110	5	0%	491	12%	1,601	39%
1020	Executive Office	12,263	401	3%	1,474	12%	3,739	30%
1130	Treasurer-Tax Collector	3,350	-781	-23%	593	18%	917	27%
2080	Public Defender	11,780	1,748	15%	2,233	19%	2,233	19%
4050	Behavioral Health & Recovery Services	23,088	-2,167	-9%	4,977	21%	8,442	36%
	Juvenile Hall	32,064	3,346	11%	3,076	10%	3,076	10%
4010	Public Health	45,193	12,844	28%	15,761	37%	23,060	52%
2090	Child Support Services	12,065	6,099	47%	8,072	62%	8,019	70%
	Willits Justice Center	16,000	16,000	100%	16,000	100%	16,000	100%
TOTAL BUILDING GROSS AREA		807,992	-1,511	0%	43,731	7%	81,084	13%

