



COUNTY OF MENDOCINO

General Services Agency

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Staff Report

Date: March 14, 2023
To: The Honorable Board of Supervisors
From: Janelle Rau, General Services Agency Director
Subject: Facility Condition Assessment / Facilities Conceptual Strategic Plan Draft

BACKGROUND

As a part of the Mendocino County Board of Supervisors' strategic planning initiative to help guide and prioritize direction to County departments and staff, the General Services Agency (GSA) staff was directed to engage a consulting firm to evaluate the County's facility use needs and facility conditions to support future planning and decision-making regarding county facilities and department operational needs.

SCOPE AND INTENT

The Scope of this effort included three areas of work: Space Needs Assessment, Facility Condition Assessment, and Conceptual Planning.

- The Space Needs Assessment covered each department's individual footprint based on current filled, allocated as well as future staffing headcount, operational space required for public interface, programs, storage, etc based on survey and interview responses received from departmental staff. This information, a tool in determining next steps to plan and implement any occupancy changes, was presented to the board in September 2022.
- The Facility Condition Assessment is a foundation-to-roof, analysis of each building's condition broken down to assess the useful remaining life of building systems and compliance with current standards. This tool will help staff prioritize maintenance and replacement projects as well as inform decision making when moving or consolidating departments.
- The Conceptual Facilities Strategic Planning brings together the space needs assessment and facility condition analysis data with the County's strategic planning direction to prepare evidence-based Capital Improvement recommendations to address immediate needs and provide the tools to anticipate and prepare for future needs.

The intent of this report is to prepare and advise the Board of Supervisors in setting their strategic goals and priorities regarding the existing facility conditions, how they may affect viable occupancy strategies, and determine the future of the County's owned real property portfolio. This presentation will focus on the Facility Condition Assessment and broad conclusions and recommendations developed with Nichols, Melburg & Rossetto during the Conceptual Planning phase to synthesize the space needs and facility condition.

RELATED FACTORS

Concurrent with this assessment process, the Board of Supervisors has been considering options for addressing a variety of program and facility priorities that will tie into the analysis and recommendations presented. The below factors were considered when analysing the County's owned and leased real property:

- The Board has provided direction to increase staffing for Planning and Building Services and the Cannabis program

- The State’s timelines to construct a new Courthouse building estimate completion within the next four years
- Receiving input from the Executive Office and Public Health to explore clinical and vaccination services in County owned properties
- Recent adoption of a telework policy for County employees
- Direction to identify adequate Emergency Operations Center space
- Direction to present an assessment of capital obligations and any opportunities for property surplus or to reduce the County’s mandated facilities maintenance obligations

METHODOLOGY

Accompanied by County Facilities Staff, Nichols, Melburg & Rossetto toured the entire portfolio of both County owned and leased Facilities (or a total of 118 facilities). The facilities were evaluated with a goal to outline the condition of each building. Each facility condition was broken down into seven (7) distinct building systems: Site, Exterior, Roof, Structure, Interior, MEP (mechanical, electrical, plumbing), and ADA Compliance. A 5-point scoring scale was used, with “1” being the lowest or critical, and “5” being the highest or excellent condition. Tallying the scores from each of the building systems rendered an overall building condition score. A planning status of “*Retain, Renovate, or Dispose*” was then determined based on the building’s condition, age, useful life expectancy, and estimated costs of renovations required. Planning Status determinations are classifications of the overall condition score of the building and NOT staff or consultant recommendations; the planning status suggests the likely direction as the County pursues more in depth planning for each program or facility.

SUMMARY FINDINGS

GSA and Nichols, Melburg & Rossetto staff will be presenting the Facility Condition Assessment data and analysis including the recommended planning status. High level findings are presented here:

- There are a significant number of County owned facilities that are exhibiting distressed systems due to many years of deferred maintenance. Without a significant recurring budget for maintaining the County’s Buildings, these assets will continue to deteriorate. The required improvements to each facility by categories of deferred maintenance and the number of facilities in each phase are as follows (and more thoroughly described in the attached Facility Condition Assessment):

Deferred Maintenance Item	Number of Facilities		
	Phase 1	Phase 2	Phase 3
Electrical Systems	2	7	5
Mechanical Systems	8	14	20
ADA Upgrades	18	15	12
Roof Replacement	18	14	13
Exterior / Weatherization	11	23	17

- A number of County owned and/or leased facilities are in a condition resulting in a planning status determination of “dispose” and planning for replacement or re-evaluation of service needs at these locations should begin immediately if not already under way:
 - Building No. 1 Boonville – Veterans Memorial Building – Page 9
 - Building No. 3 Covelo – Department of Transportation (DOT) Yard – Page 11
 - Building No. 4 Covelo – Justice Center – Page 13
 - Building No. 9 Fort Bragg – DOT Shop and Yard – Page 37
 - Building No. 227 Covelo – Community Building – Page 17
 - Building No. 398 Laytonville – Recycle Center – Page 53
 - Building No. 17 Little River – Little River Airport Wood Hanger – Page 57
 - Building No. 18 Point Arena – DOT Yard – Page 65
 - Building No. 30 Ukiah – Courthouse – Page 81
 - Building No. 31 Ukiah – Courthouse Annex – Page 83

- Building No. 39 Ukiah – Sheriff/Jail Admin – Page 97
- Building No. 53 Ukiah – DOT Modular – Page 117
- Building No. 347 Ukiah – Social Services-Family Center – Page 145

BOARD CONSIDERATIONS

It is recommended that based on the information detailed in the prior Space Needs Assessment, this staff report, and the accompanying Facility Condition Assessment and the Facilities Conceptual Strategic Plan, the Board consider the below possible direction:

Direct the Chief executive Officer or designee to collaborate with the public safety partners on long-term facilities planning, including Sheriff's Office Administration, Probation, District Attorney (and potentially others) including the development and funding of an architectural services agreement of up to \$325,000 to further analyze all Public Safety locations, space allocations and future needs, existing underutilized County facilities and related factors to develop a Public Safety strategic plan including but not limited to:

- The feasibility of relocating the District Attorney operations from the current Ukiah Courthouse, including the potential for relocating to Building No. 55 (Child Support Services / 107 S. State St., Ukiah).
- Final disposition, demolition and/or development of the current courthouse site.
- Providing functional and compliant work environment for Sheriff's office patrol, administration, jail administration, medical, programs and food service, in custody court appearances, pre-trial administration and other operations within the current sheriff's complex and other substations.
- Providing functional and compliant work environment for adult and child probation and related programs of the probation department.

Direct the Chief Executive Officer or designee to meet with County leadership to identify solutions to reduce the County's real property portfolio including an initial architectural services agreement of up to \$175,000 to further analyze underutilized buildings and obsolete buildings and facilities with a planning status determination of disposal, including but not limited to:

- Direct staff, where appropriate, to determine the options associated with the various facilities identified with a planning status of "disposal."
 - Staff will prepare estimates to prepare feasibility analysis associated with the potential disposal, decommissioning, or surplus of certain properties, including the relocation of services offered at the location, demolition or rebuild of the facility, or other options.
- Direct staff, where appropriate, to consider possible consolidation of services in County owned buildings where under-utilized space may be available and/or re-evaluation of how services are offered at remote satellite locations.
- Consider possible partnerships and co-locating with other community partners (either within County owned space or vacating owned space into other locations based on service delivery)
- Identify locations and facilities that could be vacated and surplus/disposed of.

Please refer to the following attachments for additional information and preliminary cost estimates:

- Facilities Needs Assessment Introduction
- Facilities Condition Assessment
- Facilities Conceptual Strategic Plan