

SPACE NEEDS ASSESSMENT REPORT

SEPTEMBER 2022







Mendocino County is making efforts to improve services, reduce facility operation costs and improve the overall condition of facilities owned by the County. 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. This assessment keeps a broad perspective on issues for the entire department; this initial report does not get into the issues or space inefficiency of one unit within the department.

Prior to gathering data for the needs assessment, with the assistance of the County advisory team, we determined what information would be critical for establishing the needs of each department. Work station standards were created for the County to assure parity between similar positions throughout the County. The result of these preliminary efforts established questionnaires for representatives from each department to complete. Three questionnaires were distributed to representatives.

- 1. The Space Requirements Survey focused on the organization and operations of the entire department.
- 2. The Workstation Survey addressed the space needs of each employee within the department.
- The Support Area Survey provided information on all other spaces that were not specifically a workstation for a county employee, such as conference rooms or copy rooms.

A representative from each department completed these questionnaires. The County advisory team and the Architecture team assisted with the completion of these questionnaires as needed. Upon completion of the questionnaires, the Architectural team toured each department's existing space to view current operations and get a better understanding of the needs of the department. The information provided in the questionnaires and information gathered during the tour of the departments were discussed during a meeting with each department representative. During these meetings we also discussed any additional current and future needs of the department.

The information gathered through these efforts was synthesized into an Architectural Space Program. This document identifies the space necessary for each department to operate effectively. This document assumes that each department was organized efficiently and all of the workstations are according to County standards. The information



contained in the Architectural Space Program tells the County what size of building would be required for each department, if the space was purpose-built for that department. In order to calculate the amount of gross building area needed for each department, the net usable area for each space was determined and then multiplied by two grossing factors. The grossing factors commonly used throughout the architectural industry are:

- 1. Departmental grossing factor: Accounts for circulation used between workstations and wall thicknesses within each department
- 2. Building grossing factor: This factor accounts for the exterior walls, building structure, mechanical and electrical spaces, circulation between departments, restrooms, janitorial closets, and vertical circulation within the building.

The Architectural Space Program is analyzed 5 different ways. This is represented by 5 columns for the number of employees in each department and the amount of space needed for the department to operate effectively. The first three columns are for the current needs of the department, the 4th column is a projection for the year 2032 (10 years) and the 5th column is a projection for the year 2042 (20 years). Since almost all departments are currently having a difficult time filling all of the allocated positions and there is a trend for County staff to work from home, the County team decided to focus on the first three columns of the Architectural Space Program on current (2022 staffing) as indicated below:

- Column 1 Allocated: This column assumes that all currently allocated positions are filled.
- Column 2 Filled: Only filled positions are included in this column. This does not account for how long the position has been unfilled. Some unfilled positions are anomalies and will be filled soon, but other positions have been vacant for several years and will never be filled.
- Column 3 Home: County staff has an increasing ability and desire to work remotely. This column determines the space needed for a department taking into account employees that works some portion of their time from home. We established a formula of 25% of the normal workstation size for an employee that works from home. This will allow for one 1 touch down station for every 4 employees. This column only counts filled positions within each department and it considers all work-from-home employees to be working remotely at least three days a week.



The space needed for each department in these three columns is compared to the actual area occupied by each department. The table on the following pages defines which departments have a need for more space to operate efficiently, as indicated with the red shading and a surplus of space, as indicated with the blue shading. This information does not take into account the condition of each building or the current efficiency of organization within each department. Almost every space toured during this assessment has some need for renovation or improvement to make the occupants operate more effectively. This assessment focuses on the total needs of each department compared to the actual area occupied. The County may want to take a deeper look into how the space occupied by the following departments can be improved:

The following departments are currently occupying at least 10% less than the space needed:

- 1. Emergency Operations Center The EOC currently occupies a portion of the Sheriff's Investigations building and the Donovan room is dedicated for use during an event. A larger dedicated space is necessary for the EOC and if designed properly some of the larger, open spaces could be used for training or meetings by other County departments when not in use by the EOC. In addition to the EOC planning staff, the PRRM staff could occupy the EOC building as their normal workstations since they are often the first staff assigned to the EOC during an event.
- 2. Cannabis Program This rapidly expanding department has outgrown their existing space. Cannabis does not have the same clientele as any other departments and could fairly easily occupy another space off of the main County Admin site, since space is limited.
- 3. District Attorney The DA currently occupies a portion of the courthouse. The space is very cramped and undersized. When the Courts move out of the existing courthouse, the DA will be the only occupant left in this building and the proximity of the existing space is not ideal in relation to the new courthouse site. The DA staff will need to cross two busy streets and walk several blocks to get to the new courthouse. Renovating or building a new DA's office closer to the new courthouse site should be a priority for the County. One possible solution is to renovate and add on to the building currently occupied by Child Support Services.
- 4. Probation The Ukiah, Adult supervision division of the probation department currently occupies a building that is too small for their current staffing. The building is shared by the Sheriff's IT staff and storage. The organization of the building is very inefficient and creates some potential unsafe areas for the probation officers meeting with clients in tight spaces.



- 5. County Clerk-Elections During election cycles the department makes accommodations for various equipment, volunteers and procedures. Additional flex space for this department could help them operate more efficiently.
- 6. Sheriff Coroner The Ukiah Sheriff's administration, Field Operations, Investigators and Jail Administration occupy a complex of buildings on Low Gap Road. The space is significantly too small for their needs and it is organized very poorly. The County should prioritize the development of a new or renovated facility for the sheriff's staff as well as the spaces within this complex that are utilized by the jail for programming, kitchen, laundry and medical. A more efficiently designed sheriff's office will allow the department to operate more efficiently.
- 7. Planning & Building Services The space used by the Planning and Building department was originally a hospital and has some odd, inefficient spaces. The department is making due with the space they have, but with a more efficiently designed space and additional workstations they could operate more efficiently. The Fort Bragg P&B unit on Fir St. needs a significant amount of additional space.

There are three buildings in particular that are under-utilized:

- 1. Child Support Services The method of operation for Child Support Services has dramatically changed in the past several years and their staff has declined in numbers. They do not plan on filling vacant positions and their need for space is considerably less than the size of the building that they currently occupy. This building is a great example of one that should be renovated to add another department and utilize the space more effectively. Or Child Support Services could be moved to another location and a larger department could be moved into this building.
- 2. 1120 S. Dora St The majority of the Ukiah staff for the Public Health and Behavioral Health and Recovery Services BHRS departments are in this building. The building was originally a hospital and the design of the building with wide hallways and patient rooms converted to offices create significant inefficiencies in how the space is utilized. Another major factor in the apparent inefficiency of this building is the number of unfilled positions and employees that work from home or are in the field with clients most of the day.
- 3. The Willits Justice Center This County owned building is currently vacant with the exception of the Willits Police Department, which occupies a portion of the first floor. This building could be used for a department that needs more space or sold, so that the County is not responsible for maintenance of the building. **Recommendations:**



Mendocino County is in a good position to consolidate or improve the efficiency in how the County's facilities are used. Looking at the entire inventory of facilities owned by the County; excluding the community buildings such as the Veteran's Halls or the existing Courthouse, compared to the current needs of all of the departments within the County the county has a surplus of 43,737 square feet of space (7% of the County space). If the County continues to have staff work from home and a method of having multiple staff use "café" space there may be a surplus of approximately 81,084 sf. (13%). As improvements are made to existing buildings, there should be an effort made to consolidate operations for some of the departments so that they can operate more efficiently in less space.

The public safety departments (Sheriff, Probation & District Attorney) are all in spaces that are too small for their needs. A priority to construct new facilities or renovate / expand existing facilities is essential for improving the operations of all three of these departments.

Facilities in Fort Bragg and Willits should be addressed to operate more effectively:

- Fort Bragg 120 Fir St., is filled past capacity.
- Fort Bragg Avilla Campus may be reorganized to be more efficient.
- Willits The Willits Justice Center is currently vacant with the exception of space leased to the Willits Police Department
- Willits the WISC building was mostly vacant when we toured the facility. Additional study of how this facility is utilized may be necessary

The Emergency Operations Center (EOC) should have a designated facility large enough to expand as necessary to handle any type of event. Several of the functions of the EOC are currently provided within the space of other departments. This model may still work, depending on the type of emergency. A space that is flexible to accommodate various needs and still be utilized on a day to day basis.

This space needs assessment should be used in concert with the facilities conditions report to improve the overall function and lifespan of Mendocino County's facilities. As staffing and service needs change the space needs of each department will change too, this assessment should be updated as the needs of each department change.



September 5, 2022

Summary of All County Departments

Nee	ds Assessment - Cond	ditic	one	d S	Spa	се					
Column		Α	В	С	D	Е	F	G	Н	I	J
				ff Co		00.40		Gross Square Footag			00.40
			2 (Curr	ent)	2032	2042	20)22 (Currer	nt)	2032	2042
No.		Allo- cated	Filled	Home	(10 -Yr)	(20 -Yr)	Allocated	Filled	Home	(10 -Year)	(20 -Year)
1020	Executive Office	37	31	26	43	48	11,862	10,789	8,533	12,762	13,456
-	Emergency Operations Center (EOC)	2	2	0	3	3	3,803	3,663	3,363	5,497	7,185
1960	Information Services	32	24	1	37	41	11,505	10,200	10,122	12,024	12,438
1410	County Clerk-Election	8	6	2	9	10	8,427	8,220	7,685	8,609	8,712
1120	Assessor	22	18	1	25	28	5,022	4,491	4,248	5,359	5,696
1110	Auditor-Controller	13	11	9	14	15	4,105	3,619	2,489	4,209	4,312
1130	Treasurer-Tax Collector	12	7	0	12	12	4,131	2,757	2,433	3,684	3,522
1320	Human Resources	21	16	8	25	30	6,464	5,388	4,392	7,799	8,641
1160	General Services	51	44	3	60	67	35,902	35,436	33,097	36,949	37,509
1210	County Counsel	12	12	12	13	13	4,922	4,922	2,895	4,841	4,679
2070	District Attorney	53	45	0	61	66	21,650	20,114	20,114	22,735	23,532
2080	Public Defender	28	26	0	31	33	10,034	9,548	9,548	10,588	11,039
2085	Alternate Defender	9	6	0	6	6	2,994	2,501	2,501	2,501	2,501
-	Grand Jury	1	1	0	1	1	2,184	2,184	2,184	2,184	2,184
2090	Child Support Services	34	19	11	19	19	6,869	4,896	3,953	4,734	4,572
2310	Sheriff - Coroner	183	147	0	211	216	41,697	39,979	40,614	43,513	43,835
	Jail	73	52	0	84	86	52,895	52,244	52,244	68,113	45,667
2560	Probation Department	50	39	8	54	62	15,688	13,903	12,804	16,219	17,399
	Juvenile Hall	25	17	0	32	32	12,419	12,185	12,185	18,852	18,852
2710	Agriculture & Farm Advisor	12	11	2	13	13	7,640	7,536	7,337	7,744	7,744
2810	Cannabis Program	23	12	0	27	32	5,557	4,118	4,118	6,030	6,606
2851	Planning and Building Services	60	50	8	72	85	18,079	16,475	15,358	19,531	21,060
2860	Animal Care	20	18	0	22	23	13,951	13,932	13,932	13,971	13,981
3010	Transportation	103	69	0	114	116	57,712	55,455	55,455	57,690	57,897
4010	Public Health	116	78	76	133	151	32,306	28,369	21,490	34,759	36,900
4050	Behavorial Health & Recovery Services	95	45	26	112	148	25,855	18,711	15,246	29,073	33,093
5010	Social Services	429	317	133	457	488	104,960	92,295	78,531	107,856	111,239
6110	Cultural Servcies Agency	42	36	4	51	53	80,871	80,325	80,037	85,100	87,376
FTE P	ersonnel	1,566	1,159	330	1,741	1,897					
TOTA	L BUILDING GROSS DESIGN ARE	EA_					609,503	564,255	526,908	652,925	651,628



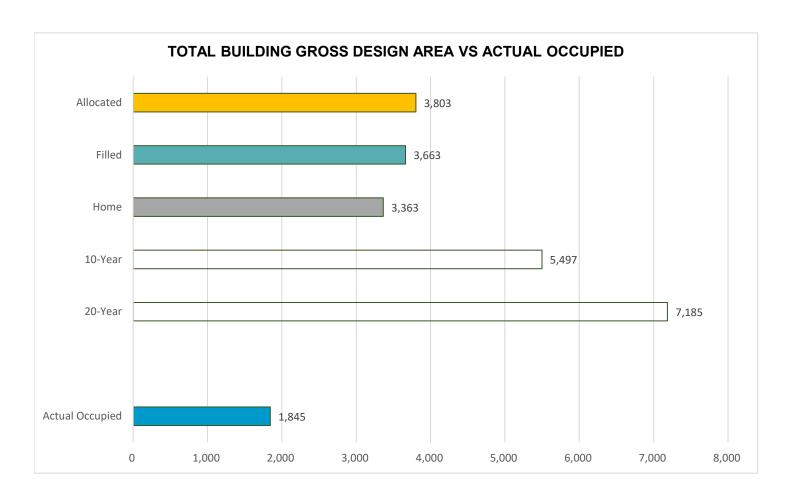
September 5, 2022

Summary of All County Departments

Space Needs compared to Actual space allocated									
Column									
No.		Actual Area	Diff Allocated	%	Diff Filled	%	Diff Home	%	
-	Emergency Operations Center (EOC)	1,845	-1,958	-106%	-1,818	-99%	-1,518	-82%	
2810	Cannabis Program	2,120	-3,437	-162%	-1,998	-94%	-1,998	-94%	
2070	District Attorney	11,468	-10,182	-89%	-8,646	-75%	-8,646	-75%	
2560	Probation Department	9,882	-5,806	-59%	-4,021	-41%	-2,922	-30%	
1410	County Clerk-Election	6,403	-2,024	-32%	-1,817	-28%	-1,282	-20%	
2310	Sheriff - Coroner	33,787	-7,910	-23%	-6,192	-18%	-6,827	-20%	
2085	Alternate Defender	2,260	-734	-32%	-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%	-131	-1%	
1320	Human Resources	5,190	-1,273	-25%	-198	-4%	799	15%	
2710	Agriculture & Farm Advisor	7,600	-40	-1%	64	1%	263	3%	
2860	Animal Care	14,100	149	1%	168	1%	168	1%	
1120	Assessor	4,553	-469	-10%	63	1%	306	7%	
1160	General Services	35,937	35	0%	501	1%	2,840	8%	
1210	County Counsel	5,036	115	2%	115	2%	2,141	43%	
3010	Transportation	59,436	1,724	3%	3,981	7%	3,981	7%	
-	Grand Jury	2,359	176	7%	176	7%	176	7%	
5010	Social Services	99,979	-4,981	-5%	7,684	8%	21,448	21%	
6110	Cultural Servcies Agency	87,264	6,393	7%	6,939	8%	7,227	8%	
1960	Information Services	11,231	-275	-2%	1,031	9%	1,109	10%	
1110	Auditor-Controller	4,110	5	0%	491	12%	1,621	39%	
1020	Executive Office	12,263	401	3%	1,474	12%	3,730	30%	
1130	Treasurer-Tax Collector	3,350	-781	-23%	593	18%	917	27%	
2080	Public Defender	11,780	1,746	15%	2,232	19%	2,232	19%	
4050	Behavorial Health & Recovery Services	23,688	-2,167	-9%	4,977	21%	8,442	36%	
	Juvenile Hall	15,764	3,345	21%	3,579	23%	3,579	23%	
4010	Public Health	45,150	12,844	28%	16,781	37%	23,660	52%	
2090	Child Support Services	12,968	6,099	47%	8,072	62%	9,015	70%	
	Willits Justice Center	16,000	16,000	100%	16,000	100%	16,000	100%	
TOTA	L BUILDING GROSS AREA	607,992	-1,511	0%	43,737	7%	81,084	13%	



Emergency Operations Center (EOC)



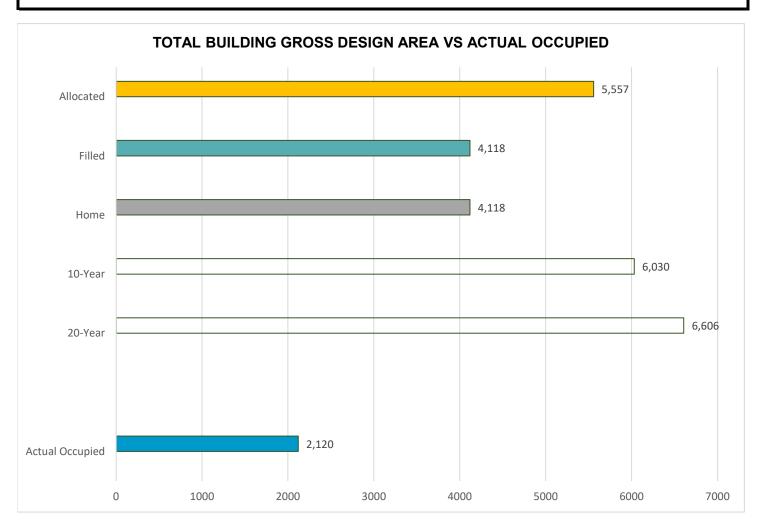
ACTUAL GROSS BUILDING AREA OCCUPIED

Building No.	48	SHERIFF TRAINING/PROGRAMS	951 Low Gap Rd Ukiah	1,845 sq ft
Dallaling 140.	70	OTILITATION ROOMAING	oo i Low Cap i ta., Ottali	1,070 09 11

Total 1,845 sq ft



2810 Cannabis



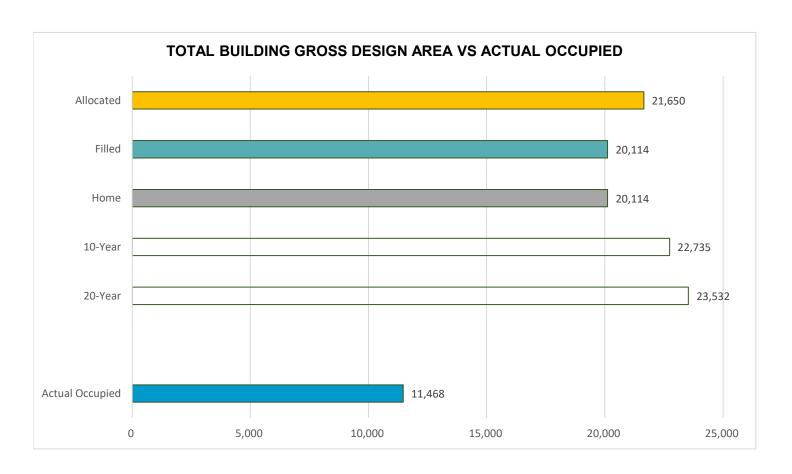
ACTUAL GROSS BUILDING AREA OCCUPIED

Building No. 26 **ADMINISTRATION WEST** 579 Low Gap Rd, Ukiah 2,120 sq ft

Total 2,120 sq ft



2070 District Attorney



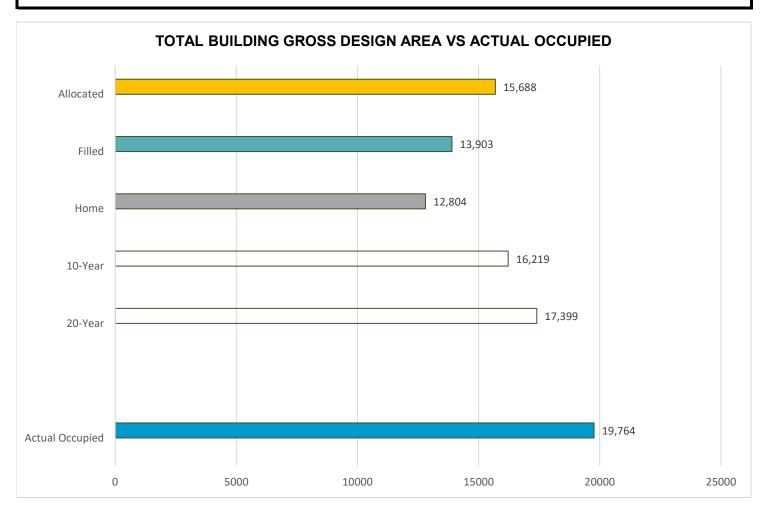
ACTUAL GROSS BUILDING AREA OCCUPIED

Building No. 10 FORT BRAGG JUSTICE CENTER 700 S. Franklin St., Fort Bragg 944 sq ft Building No. 30 COURTHOUSE 100 N State St, Ukiah 9,492 sq ft Building No. 55DA **DA INVESTIGATORS OFFICE** 107 S State St, Ukiah 1,032 sq ft

> Total 11,468 sq ft



2560 Probation



ACTUAL GROSS BUILDING AREA OCCUPIED

Building No. 2	26	ADMINISTRATION WEST 579 Low Gap Rd, Ukiah	220	sq ft
3	38	PROBATION & 911 589 Low Gap Rd., Ukiah	7,304	sq ft
•	10	FORT BRAGG JUSTICE CENTER 700 S. Franklin St., Fort Bragg	406	sq ft
3	3A	JUVENILE HALL 585 Low Gap Rd., Ukiah	2,172	sq ft

Total 10,102 sq ft



September 5 2022

Ukiah - Probation - Adults										-,	
Column	Α	В	С	D	Е	F	G	Н	I	J	K
		Staff Count Building Gross Design Area 22 (Current) 2032 2042 The Filled Home (10-Yr) (20-Yr) Allocated Filled Home (10-Year) (20			Building Gross D			1			
	2022	2 (Cur	rent)	2032	2042	ıal Bui Area	20	22 (Curre	nt)	2032	2042
No.	Allocat ed	Filled	Home	(10-Yr)	(20-Yr	Actu	Allocated	Filled	Home	(10-Year)	(20-Year)
1 Admin	7	6	2	7	7						
2 Clerical	5	4	0	6	7						
3 Field	12	8	2	11	13						
4 Courts	7	5	2	8	10						
5 PTR	4	3	2	5	6						
(FTE Personnel Count)	35	26	8	37	43	7,304	143%	124%	109%	146%	157%

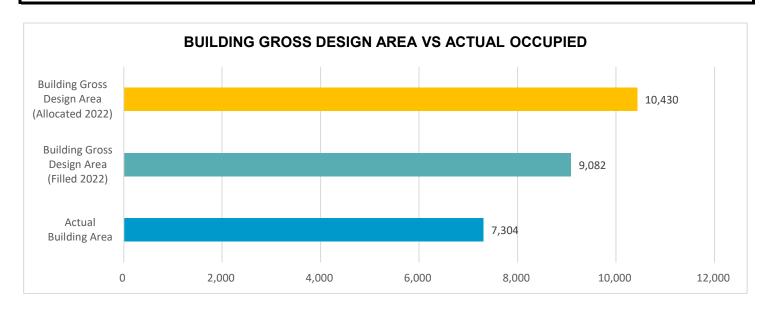
GROSS DESIGN AREA

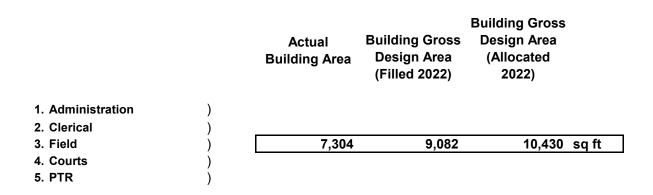
10,430 9,082 7,983 10,637 11,492



AUGUST 29, 2022

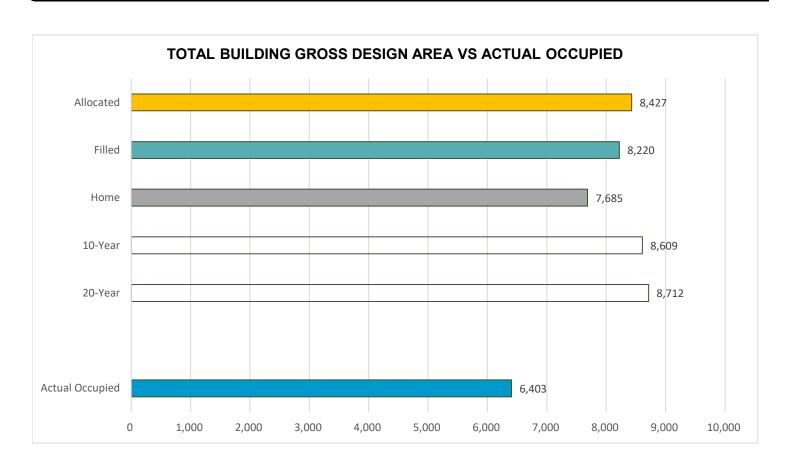
Ukiah - Probation - Adults







1410 County Clerk - Election



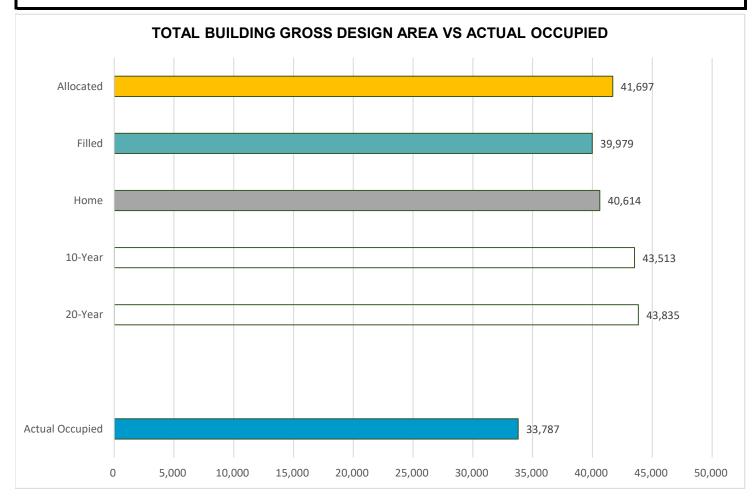
ACTUAL GROSS BUILDING AREA OCCUPIED

Building No. 28 ADMINISTRATION CENTER 501 Low Gap Road, Ukiah 60 ADMIN CTR STORAGE 501 Low Gap Road, Ukiah

6,050 sq ft 353 sq ft



2310 Sheriff-Coroner



ACTUAL GROSS BUILDING AREA OCCUPIED

Building No.	10	FORT BRAGG JUSTICE CENTER 700 S. Franklin St., Fort Bragg	4,900	sq ft
	10A	FB FACILITIES SHOP 700 S. Franklin St., Fort Bragg	360	sq ft
	38	PROBATION & 911 589 Low Gap Rd., Ukiah	5,117	sq ft
	39	SHERIFF/JAIL ADMIN 951 Low Gap Rd., Ukiah	11,555	sq ft
	48	SHERIFF TRAINING/PROGRAMS 951 Low Gap Rd., Ukiah	2,559	sq ft
	68	SHERIFF SUBSTATION RV(VACANT) 8215 East Road, Redwood Valley	816	sq ft
	63	SUBSTATION 470 E. Valley St., Willits	2,900	sq ft
Subtotal (Own	ed)		28,207	sq ft
Building No.	390	SHERIFF 76091 Covelo Rd, Covelo	450	sq ft
	370	SHERIFF MENDOCINO SUBSTATION 45035 Main St., Mendocino	330	sq ft
	371	SHERIFF ID/EVIDENCE 215 W. Perkins St., Ukiah	4,800	sq ft
Subtotal (Leas	sed)		5,580	sq ft

Total 33,787 sq ft



September 5, 2022

Ukiah	Sheriff's	Dept.
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Col	umn	Α	В	С	D	Е	F	G	Н		J	K
			Sta	ıff Co	unt		Building rea	Building Gross Design Area				1
		2022	2 (Cur	rent)	2032	2042	ıal Bui Area	2022 (Current)			2032	2042
No.		Allocat ed	Filled	Home	(10-Yr)	(20-Yr	Actual Ar	Allocated	Filled	Home	(10-Year)	(20-Year)
1	Administration	14	10	0	16	16		5,702	5,404	5,404	5,806	5,806
2	Jail Admin	68	48	0	79	81		5,484	4,978	4,978	5,702	5,856
3	Field Operations	24	21	0	26	28		9,321	8,771	9,224	9,613	9,678
4	Investigative Services	8	8	0	9	10		2,932	2,932	2,932	3,230	3,334
5	Fiscal	4	4	0	4	4		1,189	1,189	1,189	1,189	1,189
(FTI	E Personnel Count)	118	91	0	134	139	15,959					<u>.</u>

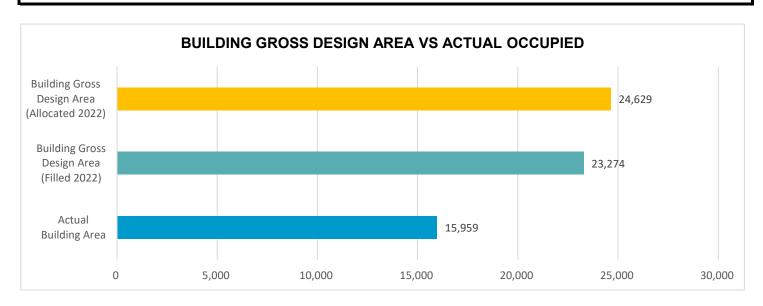
GROSS DESIGN AREA

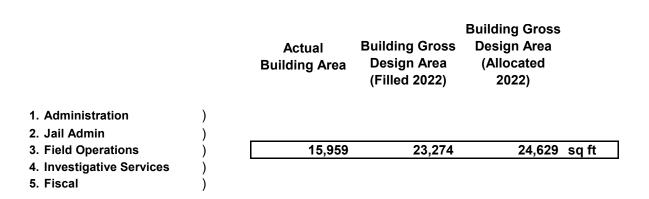
154% 149% 146% 160% 162% 24,629 23,274 23,727 25,541 25,863



AUGUST 29, 2022

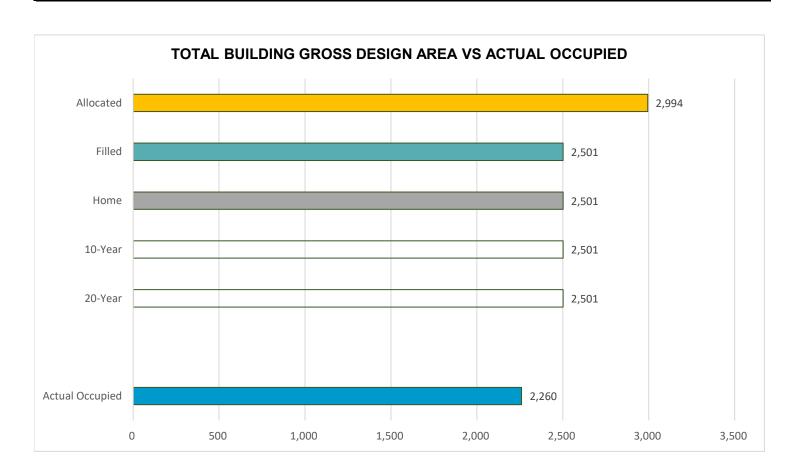
Ukiah Sheriff's Dept.







2085 Alternate Defender



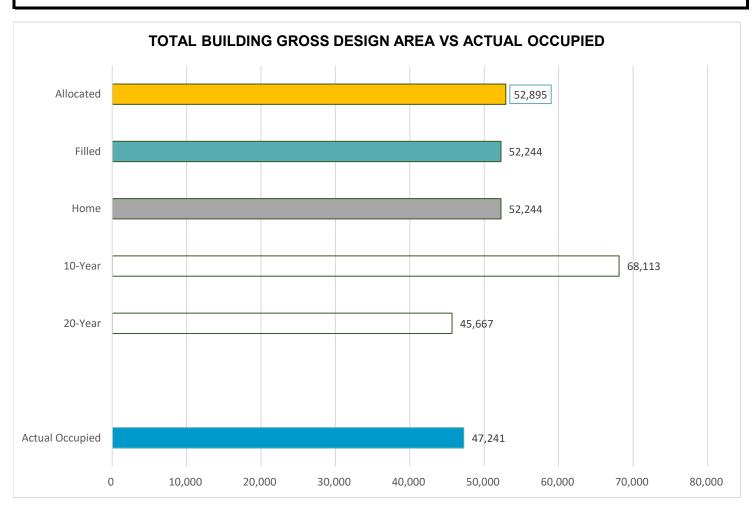
ACTUAL GROSS BUILDING AREA OCCUPIED

Building No. 35 ALTERNATE DEFENDER 880 N. Bush St., Ukiah 2,260 sq ft

> Total 2,260 sq ft



JAIL



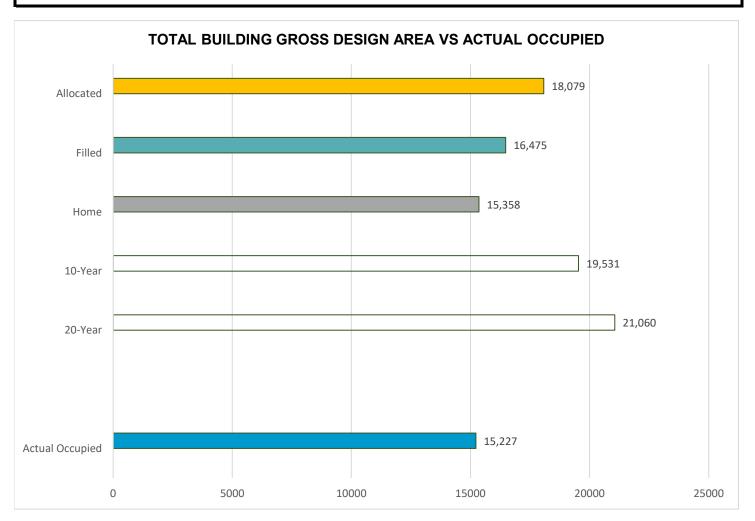
ACTUAL GROSS BUILDING AREA OCCUPIED

Building No. 39 SHERIFF/JAIL ADMIN 951 Low Gap Rd., Ukiah	5,546 sq ft
43 MAXIMUM SECURITY/MAIN JAIL 931 Low Gap Rd., Ukiah	17,300 sq ft
45 ADULT DETENSION FACILITY (B#2 NEW JAIL) 975 Low Gap R	Rd., Ukiah 22,645 sq ft
47 JAIL KITCHEN/LAUNDRY 951 Low Gap Rd., Ukiah	4,700 sq ft
48 SHERIFF TRAINING/PROGRAMS 951 Low Gap Rd., Ukiah	2,596 sq ft

Total 52,787 sq ft



Planning and Building Services 2851



ACTUAL GROSS BUILDING AREA OCCUPIED

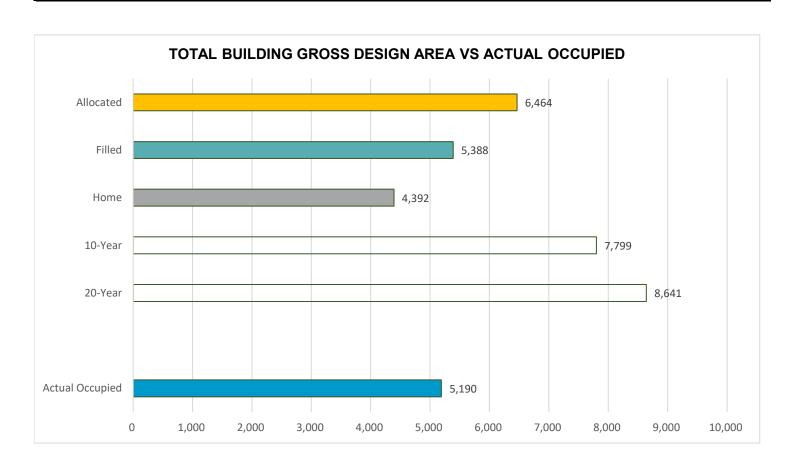
Building No. 24 PUBLIC HEALTH, PLANNING, ENV HEALTH 120 W. Fir St., Fort Bragg 2,928 sq ft 28PE ADMINISTRATION CENTER 860 N. Bush, Ukiah 11,570 sq ft 60 ADMINISTRATION CENTER STORAGE 501 Low Gap Rd., Ukiah 729 sq ft

> **Total** 15,227 sq ft



AUGUST 3, 2022

1320 Human Resources



ACTUAL GROSS BUILDING AREA OCCUPIED

Building No. 28 **ADMINISTRATION CENTER** 501 Low Gap Road, Ukiah

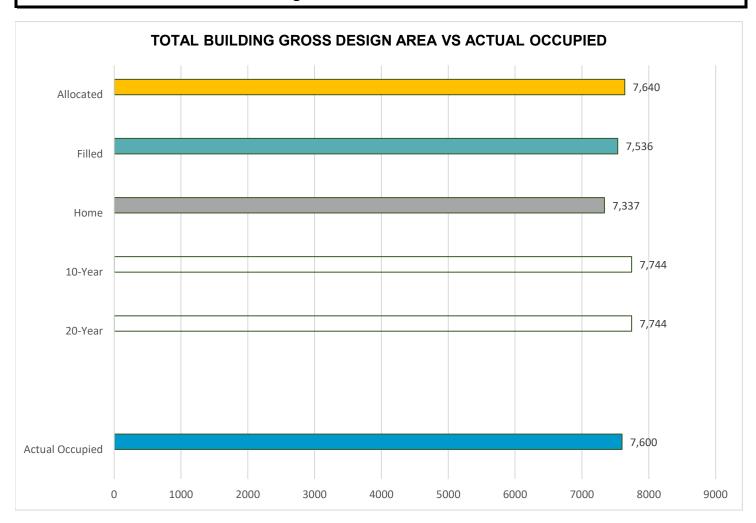
5,190 sq ft

Total	5 190 eaft



AUGUST 3, 2022

2601 Agriculture / 6210 Farm Advisor



ACTUAL GROSS BUILDING AREA OCCUPIED

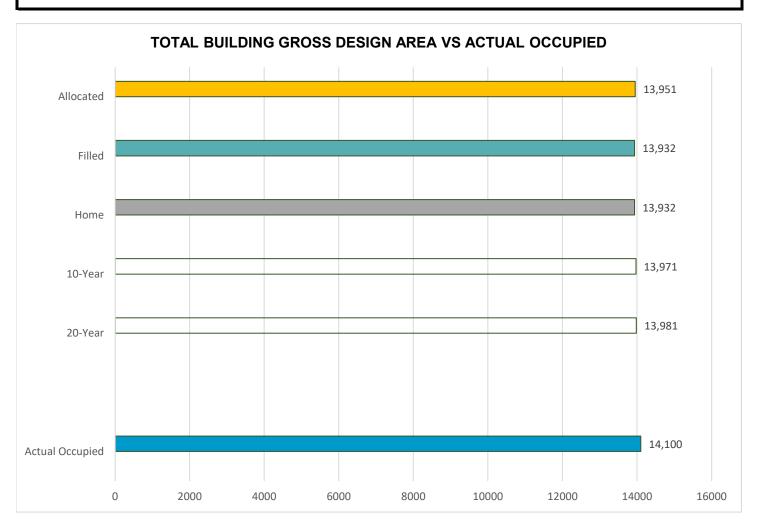
Building No. 36 AGRICULTURE/FARM ADVISOR 890 N. Bush St., Ukiah

7,600 sq ft

Total	7,600	sq ft



2860 Animal care



ACTUAL GROSS BUILDING AREA OCCUPIED

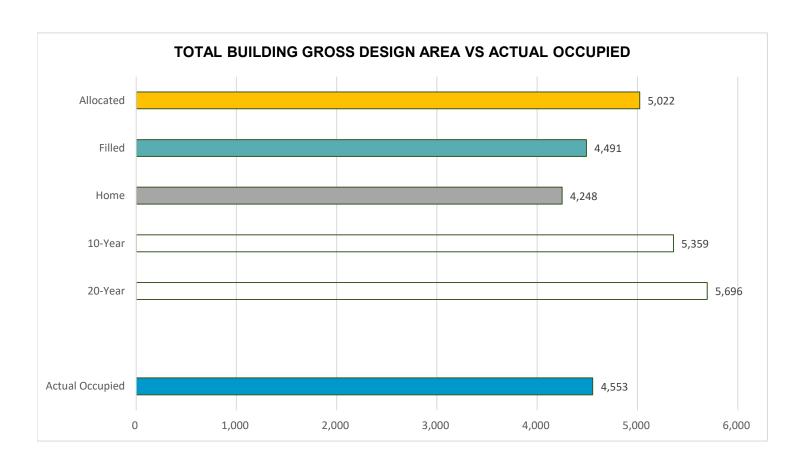
Building No. 27 ANIMAL CONTROL FACILITY 298 Plant Rd., Ukiah 11,100 sq ft (Owned)

6 FORT BRAGG ANIMAL SHELTER 19701 Summers Ln., Fort Bragg 3,000 sq ft (Owned/Leased)

> Total 14,100 sq ft



1120 Assessor

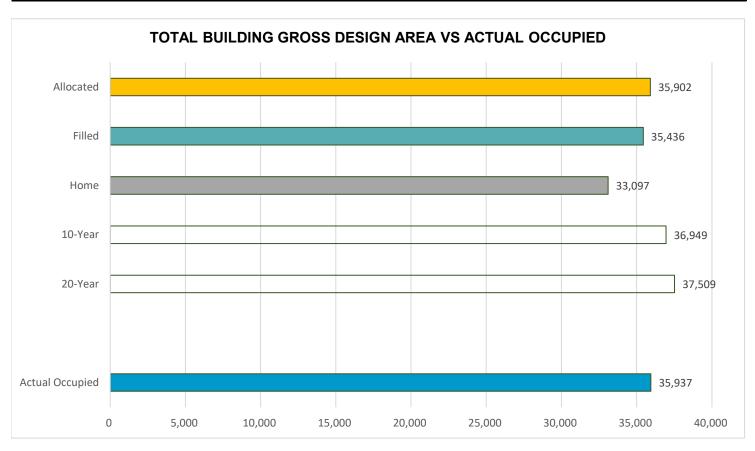


ACTUAL GROSS BUILDING AREA OCCUPIED

Building No.	28	ADMINISTRATION CENTER	501 Low Gap Road, Ukiah	4,553 sq ft
		Total	4,553 sq ft	



1160 General Services



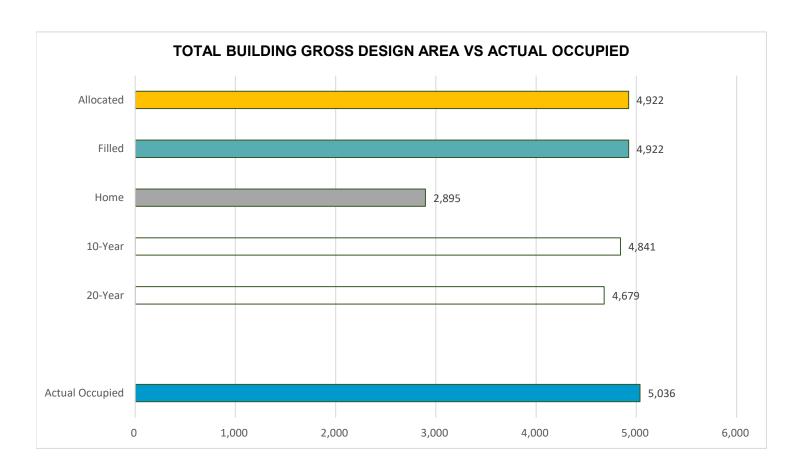
ACTUAL GROSS BUILDING AREA OCCUPIED

Building No.	10A	FB FACILITIES SHOP 700 S. Franklin St., Fort Bragg	2,240 sq ft
	28	ADMINISTRATION CENTER 501 Low Gap Road, Ukiah	480 sq ft
	32	CENTRAL SERVICES & FLEET 841 Low Gap Road, Ukiah	24,148 sq ft
	42	FACILITIES 851 Low Gap Road, Ukiah	9,069 sq ft

Total 35,937 sq ft



1210 County Counsel



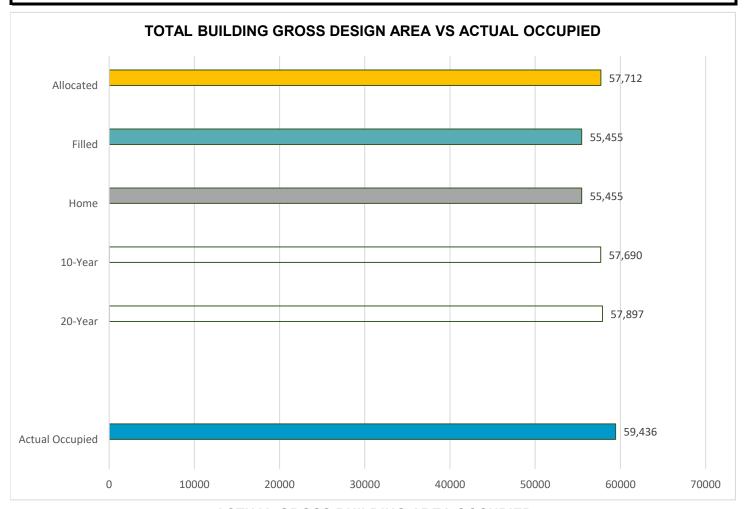
ACTUAL GROSS BUILDING AREA OCCUPIED

Building No. 28 ADMINISTRATION CENTER 501 Low Gap Road, Ukiah 3,578 sq ft 60 ADMIN CENTER STORAGE 501 Low Gap Road, Ukiah 1,458 sq ft

> Total 5,036 sq ft



3010 Transportation



ACTUAL GROSS BUILDING AREA OCCUPIED

Building No. 1 DOT YARD BOONVILLE 14000 Hwy 128, Boonville	1,800	sq ft
3 DOT YARD 23290 Airport Rd., Covelo	3,000	sq ft
5 ROUND VALLEY AIRPORT 22830 Airport Rd., Covelo	600	sq ft
9 DOT YARD 120 E. Bush St., Fort Bragg	4,000	sq ft
14 DOT YARD 1825 Branscomb Rd., Laytonville	2,500	sq ft
16 MENDOCINO CO. AIRPORT/OFFICE 43001 Airport Rd., Little River	1,000	sq ft
17 MENDOCINO CO. AIRPORT WOOD HANGAR 43001 Airport Rd., Little River	1,300	sq ft
17A MENDOCINO CO. AIRPORT METAL HANGAR 43001 Airport Rd., Little River	4,500	sq ft
18 DOT YARD 43401 Eureka Hill Rd., Point Arena	4,400	sq ft
23 DOT YARD 751 Hearst-Willits Rd., Willits	5,700	sq ft
37/A-E DEPT OF TRANSPORTATION 340 Lake Mendoncino Dr, Ukiah	28,676	sq ft
53 DOT MODULAR 340 Lake Mendoncino Dr, Ukiah	1,440	sq ft

58,916 sq ft (Owned) Subtotal





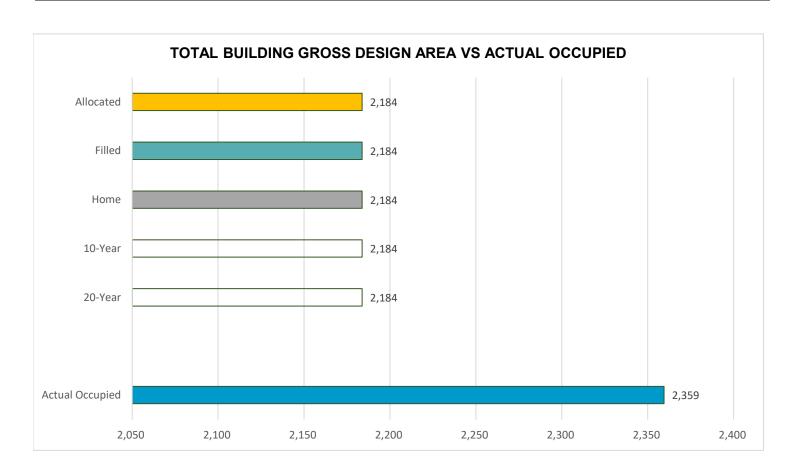
3010 Transportation	
Building No. 407 DOT STORAGE 151 E. Lake Mendocino Dr #C-63, Ukiah	200 sq ft
413 DOT STORAGE 151 E. Lake Mendocino Dr #O-105, Ukiah	200 sq ft
424 DOT STORAGE 151 E. Lake Mendocino Dr #C-125, Ukiah	120 sq ft
Subtotal 520 sq ft (Leased)	

Total 59,436 sq ft



AUGUST 3, 2022

2060 Grand Jury



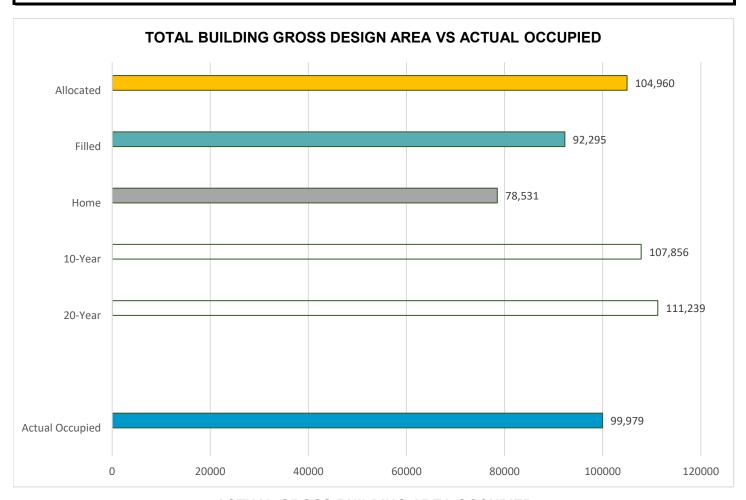
ACTUAL GROSS BUILDING AREA OCCUPIED

Building No. 28 **ADMINISTRATION CENTER** 501 Low Gap Road, Ukiah 2,359 sq ft

> Total 2,359 sq ft



5010 Social Services



ACTUAL GROSS BUILDING AREA OCCUPIED

Building No. 7A AVILA COASTAL CENTER 790 S. Franklin St., Fort Bragg	1,150 sq ft
7B AVILA COASTAL CENTER 778 S. Franklin St., Fort Bragg	1,536 sq ft
7C AVILA COASTAL CENTER 764 S. Franklin St., Fort Bragg	4,368 sq ft
7D AVILA COASTAL CENTER 752 S. Franklin St., Fort Bragg	1,440 sq ft
41/41A SOCIAL SERVICES (SOUTH YOKAYO) 747 S. State St., Ukiah	17,928 sq ft
51 SOCIAL SERVICES MODULAR 757 S. State St., Ukiah	2,880 sq ft
54 SOCIAL SERVICES-CFS 727 S. State St., Ukiah	14,606 sq ft
54A SOCIAL SERVICES-CFS STORAGE SHED 727 S. State St., Ukiah	140 sq ft
57 VETERANS SERVICES OFFICE (DSS) 405 Observatory Ave., Ukiah	1,418 sq ft
61 WISC-DSS 472 E. Valley St., Willits	11,520 sq ft
62 WISC-PH/MH/DSS 474 E. Valley St., Willits	3,934 sq ft
64 WISC-NCO/WAG 476 E. Valley St., Willits	1,164 sq ft
66 SOCIAL SERVICES (NORTH YOKAYO) 737 S. State St., Ukiah	17,768 sq ft

Subtotal (Owned)

79,852 sq ft



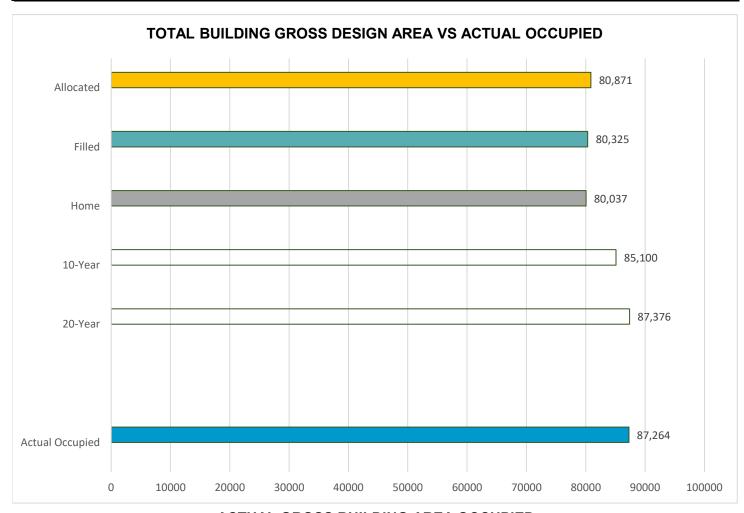
5010 Social Services

Building No. 330 HHSA-CAREER POINT/CALWORKS 2550 N. State St. Ste. 3, Ukiah	7,685	sq ft (Leased)
347 SOCIAL SERVICES-FAMILY CENTER 10 A/B Cherry St., Ukiah	2,600	sq ft (Leased)
368 SOCIAL SERVICES-STORAGE 275 Cherry St., Unit D, Ukiah	1,920	sq ft (Leased)
431 SS SAFE PASSAGES 208 Dana Street, Fort Bragg	196	sq ft (Leased)
441 SS PELICAN STORAGE WAREHOUSE 31020 Boice Lane, Fort Bragg	1,020	sq ft (Leased)
442/443/444/445/446/448/449/453/454		
SS PELICAN STORAGE FACILITY 17700 N. HWY 1, Fort Bragg	2,152	sq ft (Leased)
402/403/404 SOCIAL SERVICES STORAGE 151 E Lake Mendocino Dr., Ukiah	600	sq ft (Leased)
410-2/423/425/427-8/432/436		
SOCIAL SERVICES STORAGE 749-C S. State St., Ukiah	720	sq ft (Leased)
414/434-5 SOCIAL SERVICES STORAGE 275 Cherry St., Unit E, Ukiah	2,840	sq ft (Leased)
437 SOCIAL SERVICES UVMC OFFICE 260 Hospital Dr., #101, Ukiah	80	sq ft (Leased)
452 HHSA NEW BEGINNINGS PROGRAM 524 Low Gap Rd., Ukiah	224	sq ft (Leased)
409 SOCIAL SERVICES 45 Hazel St., Room #104, Willits	90	sq ft (Leased)
Subtotal (Leased) 20,127 sq ft		

99,979 sq ft Total



6110 Cultural Services Agency



ACTUAL GROSS BUILDING AREA OCCUPIED

15 LIBRARY 225 Main Street, Point Arena 4,794 35 ALTERNATE DEFENDER 880 N. Bush St., Ukiah 250	sq ft sq ft
35 ALTERNATE DEFENDER 880 N Bush St. Ukiah 250	sq ft
200 ALIERWATE DEI ENDER COOTT. Busin Ct., Chian	
Subtotal 10,544 sq ft (Owned)	
Building No. 336 ROUND VALLEY BRANCH LIBRARY 23925 Howard St., Covelo 7,200	sq ft (Leased)
Building No. 21 LIBRARY 390 E. Commercial St., Willits 7,000	sq ft
22 MUSEUM 400 E. Commercial St., Willits 9,600	sq ft
22A MUSEUM EXHIBITION CTR/CLASSROOMS 400 E. Commercial St., Willits 11,000	sq ft
22B MUSEUM ARTIFACTS STORAGE 400 E. Commercial St., Willits 13,500	sq ft
29 LIBRARY 105 N. Main St., Ukiah 14,000	sq ft
52 MUSEUM RESTORATION BUILDING 400 E. Commercial St., Willits 14,420	sq ft

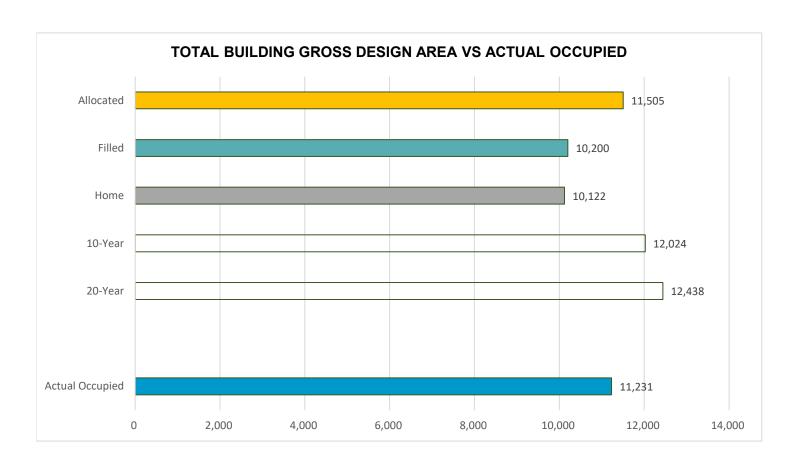
69,520 sq ft (Owned/Leased) Subtotal

Total 87,264 sq ft



AUGUST 3, 2022

1960 Information Services



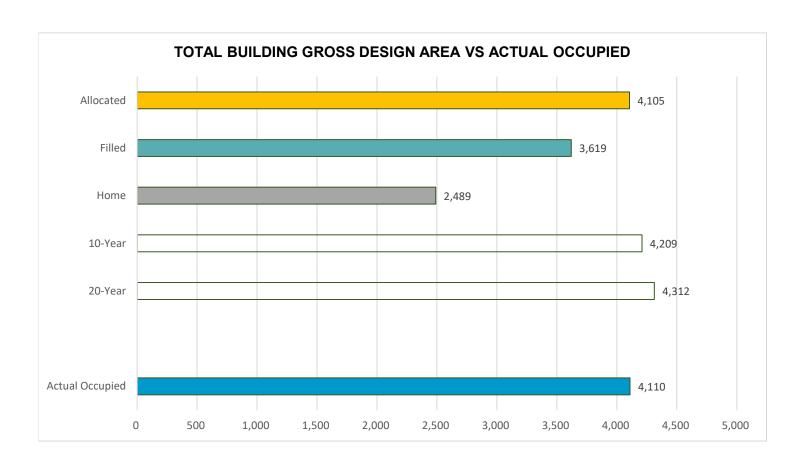
ACTUAL GROSS BUILDING AREA OCCUPIED

Building No. 28 **ADMINISTRATION CENTER** 501 Low Gap Road, Ukiah 11,231 sq ft

> Total 11,231 sq ft



1110 Auditor - Controllor



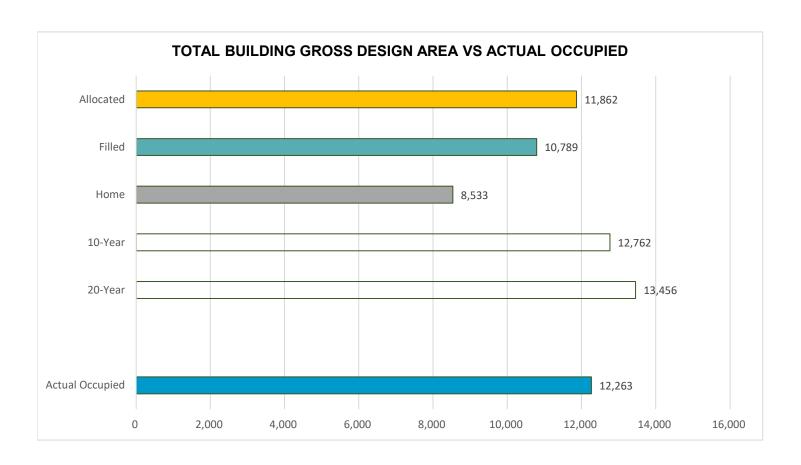
ACTUAL GROSS BUILDING AREA OCCUPIED

Building No. 28 ADMINISTRATION CENTER 501 Low Gap Road, Ukiah 3,580 sq ft 60 ADMIN CENTER STORAGE 501 Low Gap Road, Ukiah 530 sq ft

> Total 4,110 sq ft



1020 Executive Office



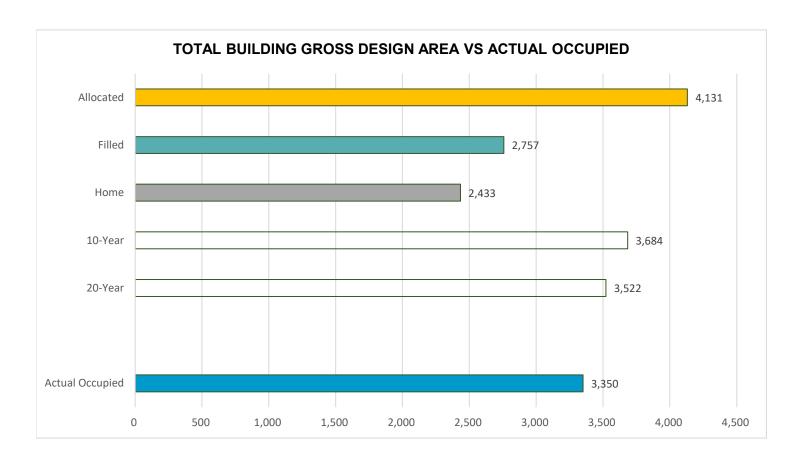
ACTUAL GROSS BUILDING AREA OCCUPIED

Building No.	26	ADMINISTRATION WEST 579 Low Gap Rd, Ukiah	1,440 sq ft
	28	ADMINISTRATION CENTER 501 Low Gap Road, Ukiah	9,605 sq ft
	35	ALTERNATE DEFENDER 880 N. Bush St., Ukiah	865 sq ft
	60	ADMIN CENTER STORAGE 501 Low Gap Road, Ukiah	353 sq ft
		·	

Total 12,263 sq ft



1130, 2012 Treasurer/Tax Collector, Court AB233 Program



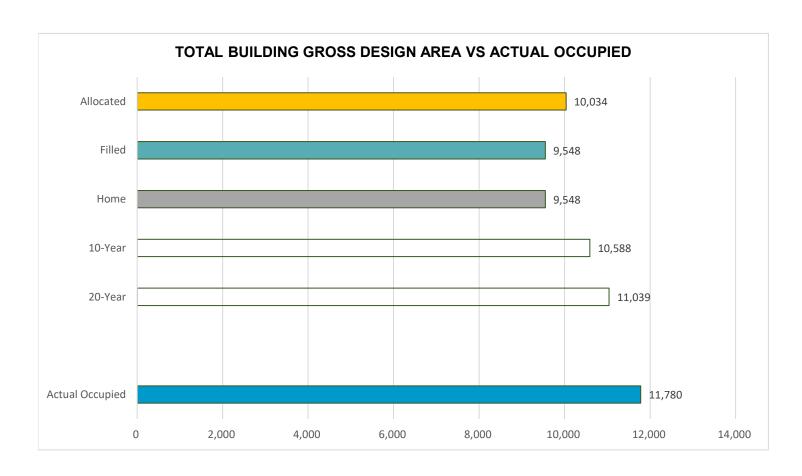
ACTUAL GROSS BUILDING AREA OCCUPIED

Building No. 28 ADMINISTRATION CENTER 501 Low Gap Road, Ukiah 3,174 sq ft 60 ADMIN CENTER STORAGE 501 Low Gap Road, Ukiah 177 sq ft

> Total 3,350 sq ft



2080 Public Defender



ACTUAL GROSS BUILDING AREA OCCUPIED

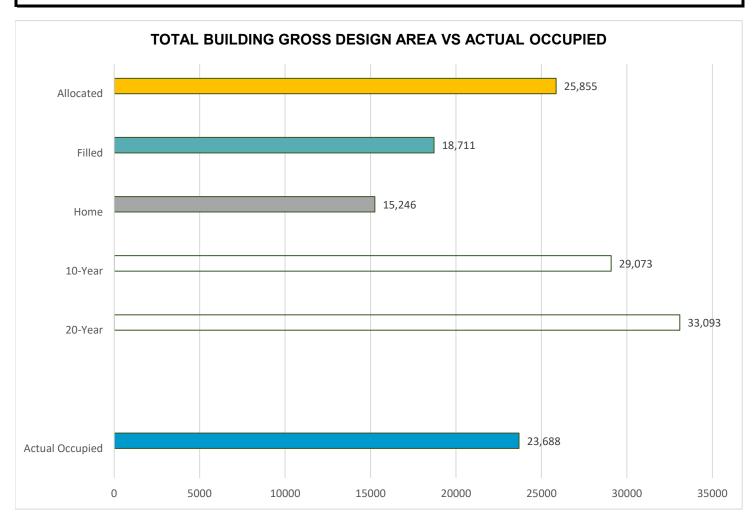
Building No. 31 COURTHOUSE ANNEX 175 S School St., Ukiah FORT BRAGG JUSTICE CENTER 700 S. Franklin Building No. 10

10,460 sq ft (Owned) 980 sq ft (Leased) 340 sq ft

Total 11,780 sq ft



Behavioral Health and Recovery Services (BHRS)



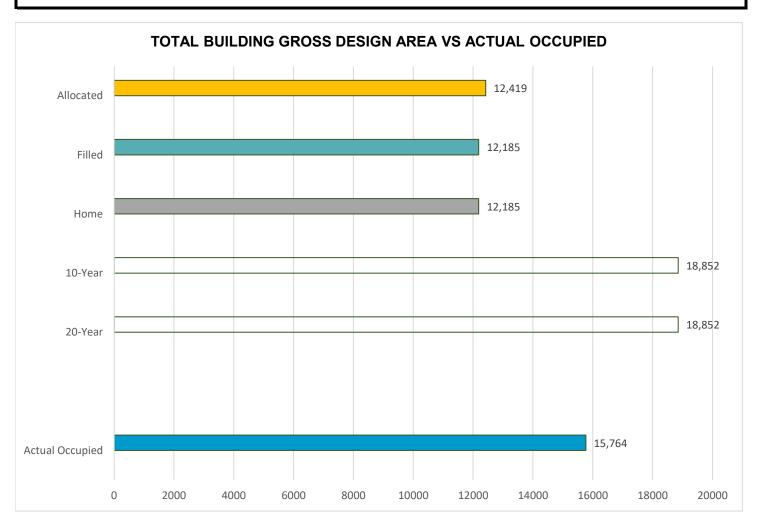
ACTUAL GROSS BUILDING AREA OCCUPIED

Building No.	7A	AVILA COASTAL CENTER 790 S. Franklin St., Fort Bragg	2,488	sq ft
	56MH	MENTAL HEALTH 1120 S. Dora St., Ukiah	16,710	sq ft
	67	MENTAL HEALTH TRAINING CENTER 8207 East Road, Redwood Valley	2,376	sq ft
	62	WISC-PH/MH/DSS 474 E. Valley St., Willits	2,114	sq ft

23,688 sq ft Total



Juvenile Hall



ACTUAL GROSS BUILDING AREA OCCUPIED

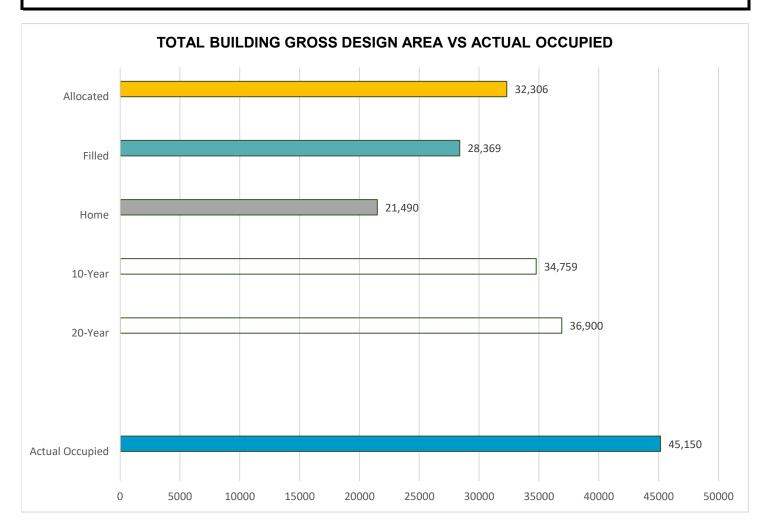
Building No. 33B-E JUVENILE HALL 585 Low Gap Rd., Ukiah

15,764 sq ft

Total	15.764 sa ft
i iolai	13.707 30 11



4010 Public Health



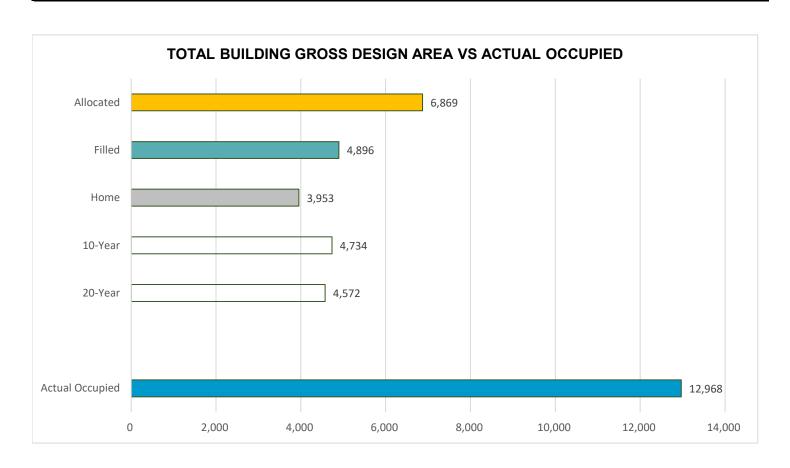
ACTUAL GROSS BUILDING AREA OCCUPIED

Building No.	24	PUBLIC HEALTH, PLANNING, ENV HEALTH 120 W. Fir St., Fort Bragg	2,072	sq ft
	28PE	ADMINISTRATION CENTER 860 N. Bush, Ukiah	4,641	sq ft
	49	PH DISASTER TRAILER 405 Observatory Ave., Ukiah	720	sq ft
	56PH	PUBLIC HEALTH 1120 S. Dora St., Ukiah	32,437	sq ft
	58	VETERANS SERVICES GARAGE 405 Observatory Ave., Ukiah	672	sq ft
	59	PH STORAGE WAREHOUSE 1120 S. Dora St., Ukiah	2,016	sq ft
	62	WISC-PH/MH/DSS 474 E. Valley St., Willits	2,592	sq ft

Total 45,150 sq ft



2090 Child Support Services



ACTUAL GROSS BUILDING AREA OCCUPIED

Building No. 55 CHILD SUPPORT SERVICES 107 S. State St, Ukiah

12,968 sq ft

Total	12.968 sa ft
IOLAI	12.300 SUIL



Individual Building Analysis

The following pages include an analysis of individual buildings that are used by multiple departments. The Buildings included in this analysis are:

- 1. Ukiah Administration Center Building 28
- 2. Ukiah Public Health / Mental health Building 56
- 3. Willits WISC Building Buildings 61 & 62
- 4. Fort Bragg 120 Fir St. Building 24
- 5. Fort Bragg Avila Coastal Center Buildings 7A, B, C & D

Each Building analysis includes a summary of the departments that currently have space in each building. The summary includes the staff working in these buildings and the Building Gross Design Area necessary for the staff of each department to work effectively. The Design Area included on the table is broken down into the same 5 categories for each department: Current Allocated positions, current filled positions with the work from home multipliers included, projections for space needs 10 years and 20 years in the future. Also included in the summary table is the actual building area currently occupied by each department.

After each summary page of Actual vs. Design Area there are two graphs for each building. The first graph compares the current Building Gross Design Area for filled positions in the department and the Actual Building Area occupied by each department. The second graph compares the current Building Gross Design Area for filled positions with the space reduction multiplier for staff that area working remotely and the Actual Building Area occupied by each department.



UKIAH Administration Building

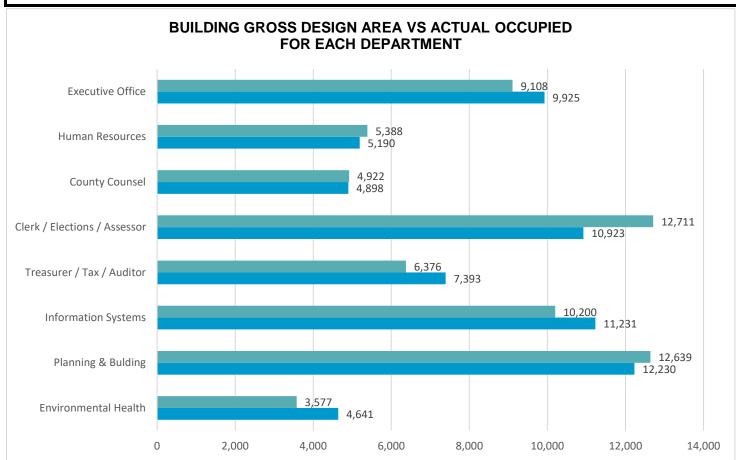
Col	umn	Α	В	С	D	Е	F	G	Н	l	J	K
			Sta	ff Co	unt		Building rea	E	Building (Gross De	sign Area	1
		2022	2 (Cur	rent)	2032	2042	al Bui Area	20	22 (Curre	nt)	2032	2042
No.		Allocat ed	Filled	Home	(10-Yr)	(20-Yr	Actual	Allocated	Filled	Home	(10-Year)	(20-Year)
1	Executive Office	19	15	13	20	22	9,925	10,076	9,108	7,573	10,284	10,653
2	Human Resources	21	16	8	25	30	5,190	6,464	5,388	4,392	7,799	8,641
3	County Counsel	12	12	12	13	13	4,898	4,922	4,922	2,895	4,841	4,679
4	Clerk / Elections / Assessor	30	24	3	34	38	10,923	13,449	12,711	11,933	13,968	14,408
5	Treasurer / Tax / Auditor	25	18	9	26	27	7,393	8,236	6,376	4,922	7,893	7,834
6	Information Systems	32	24	1	37	41	11,231	11,505	10,200	10,122	12,024	12,438
7	Planning & Bulding	48	39	7	59	70	12,230	14,113	12,639	11,619	15,435	16,731
8	Environmental Health	20	15	15	21	25	4,641	3,992	3,577	2,143	4,186	4,601
(FTE	E Personnel Count)	207	163	68	235	266	66,432					

GROSS DESIGN AREA

84% 110% 98% 120% 115% 72,757 64,920 55,598 76,428 79,986



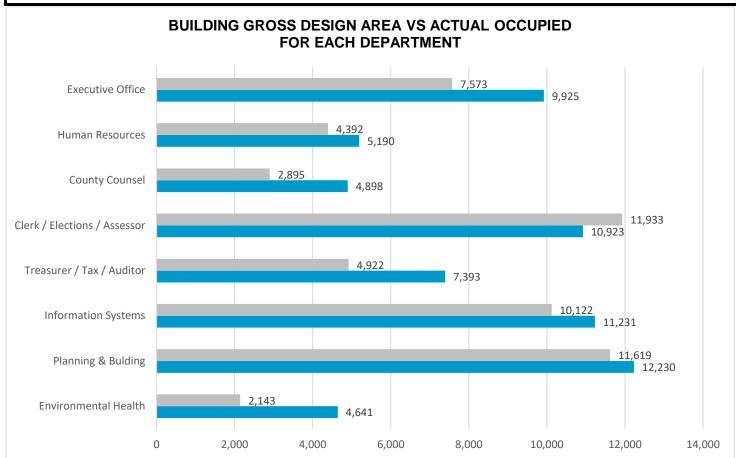
UKIAH Administration Building



	Actual Building Area	Building Gross Design Area (Filled 2022)	
1. Executive Office	9,925	9,108	
2. Human Resources	5,190	5,388	
3. County Counsel	4,898	4,922	
4. Clerk / Elections / Assessor	10,923	12,711	
5. Treasurer / Tax / Auditor	7,393	6,376	
6. Information Systems	11,231	10,200	
7. Planning & Bulding	12,230	12,639	
8. Environmental Health	4,641	3,577	



UKIAH Administration Building



	Actual Building Area	Building Gross Design Area (Home 2022)	
1. Executive Office	9,925	7,573	
2. Human Resources	5,190	4,392	
3. County Counsel	4,898	2,895	
4. Clerk / Elections / Assessor	10,923	11,933	
5. Treasurer / Tax / Auditor	7,393	4,922	
6. Information Systems	11,231	10,122	
7. Planning & Bulding	12,230	11,619	
8. Environmental Health	4,641	2,143	

Total	66,432 sq ft

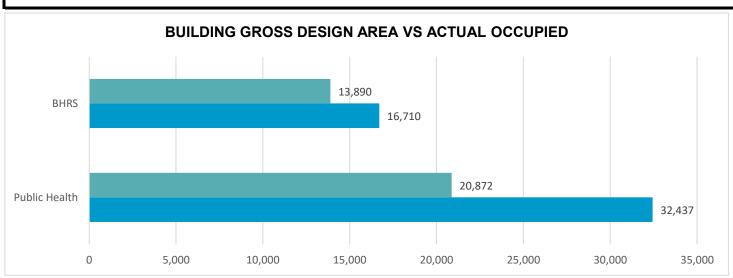




		Uki	ah P	ublic	: Неа	alth / BH	IRS				
Column	Α	В	С	D	Е	F	G	Н		J	K
	Staff Count		Actual Building Area	ı	Building Gross Des			sign Area			
	2022	2 (Cur	rent)	2032	2042	ial Bui Area	20	22 (Curre	nt)	2032	2042
No.	Allocat ed	Filled	Home	(10-Yr)	(20-Yr	Actu	Allocated	Filled	Home	(10-Year)	(20-Year)
1 Public Health	100	66	64	114	130	32,437	24,394	20,872	15,295	26,257	28,191
2 BHRS	78	35	25	89	115	16,710	20,166	13,890	10,502	21,945	24,708
(FTE Personnel Count)	178	101	89	203	245	49,147					
	<u>"</u>						91%	71 %	52 %	98%	108%
GROSS DESIGN AREA							44,560	34,762	25,798	48,201	52,899



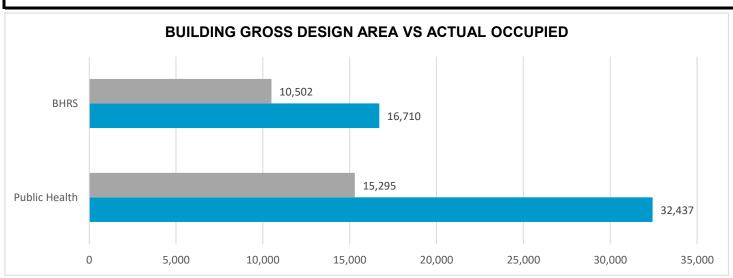
Ukiah Public Health / BHRS



	Actual Building Area	Building Gross Design Area (Filled 2022)
1. Public Health	32,437	20,872
2. BHRS	16,710	13,890
Total	49,147	34,762 sq ft



Ukiah Public Health / BHRS



	Building Area	Design Area (Home 2022)
1. Public Health	32,437	15,295
2. BHRS	16,710	10,502



W	ISC	BU	IIL	DI	N	G

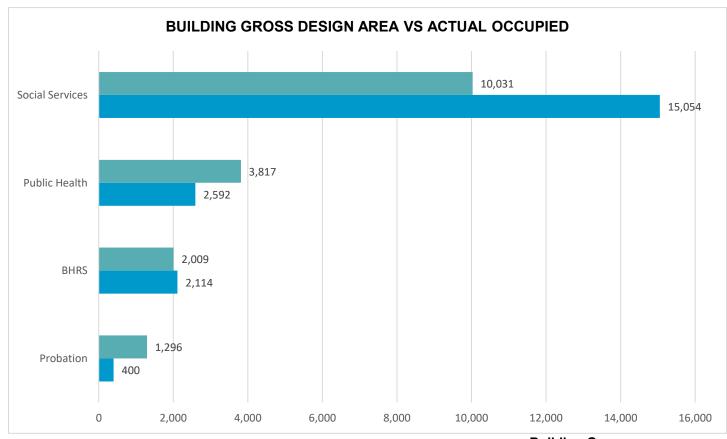
Col	umn	Α	В	С	D	Е	F	G	Н	I	J	K
			Sta	ıff Co	unt		uilding a	i	Building (Gross De	sign Area	1
		2022	2 (Cur	rent)	2032	2042	ımı	20	22 (Curre	nt)	2032	2042
No.		Allocat ed	Filled	Home	(10-Yr)	(20-Yr	#	Allocated	Filled	Home	(10-Year)	(20-Year)
1	Social Services	46	31	7	51	57	15,054	11,645	10,031	9,190	12,163	12,785
2	Public Health	6	4	4	7	8	2,592	4,024	3,817	3,399	4,267	4,371
3	BHRS	9	5	0	12	17	2,114	2,425	2,009	2,009	3,024	3,548
4	Probation	4	4	0	4	5	400	1,296	1,296	1,296	1,296	1,458
(FTE	E Personnel Count)	65	44	11	74	87	20,160					

GROSS DESIGN AREA

96% 85% **79**% 103% 110% 19,389 17,153 15,894 20,750 22,162



WISC BUILDING

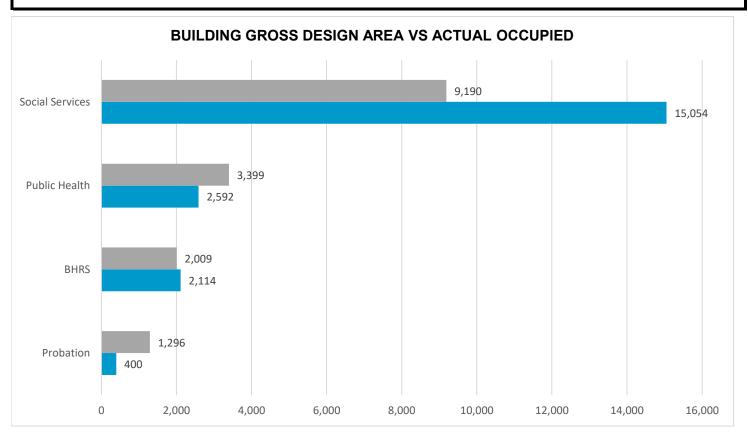


	Actual Building Area	Building Gross Design Area (Filled 2022)
1. Social Services	15,054	10,031
2. Public Health	2,592	3,817
3. BHRS	2,114	2,009
4. Probation	400	1,296
F		

20,160 Total 17,153 sq ft



WISC BUILDING



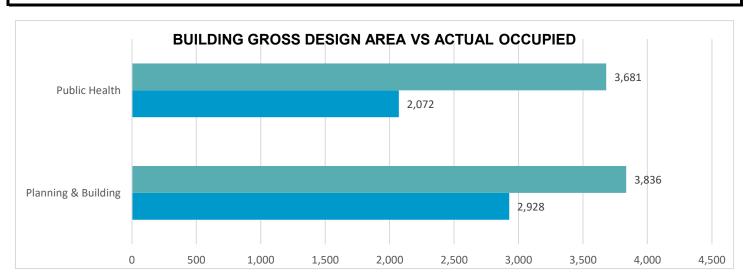
	Actual Building Area	Building Gross Design Area (Home 2022)
1. Social Services	15,054	9,190
2. Public Health	2,592	3,399
3. BHRS	2,114	2,009
4. Probation	400	1,296
Total	20,160	15,894 sq ft



			F	ort E	3rag	g - 12	20 Fir St					·
Column		Α	В	С	D	Е	F	G	Н	I	J	K
			Sta	ıff Co	unt		Actual Building Area	E	Building (Gross De	sign Area	1
		2022	2 (Cur	rent)	2032	2042	ial Bui Area	20	22 (Curre	nt)	2032	2042
No.		Allocat ed	Filled	Home	(10-Yr	(20-Yr	Actu	Allocated	Filled	Home	(10-Year)	(20-Year)
1 Public He	ealth	10	8	8	12	13	2,072	3,888	3,681	2,796	4,235	4,338
2 Planning	& Building	12	11	1	13	15	2,928	3,966	3,836	3,739	4,095	4,329
(FTE Personne	el Count)	22	19	9	25	28	5,000					
			-	-	•	-		157%	150%	131%	167%	173%
GROS	S DESIGN AREA							7,854	7,517	6,535	8,330	8,667



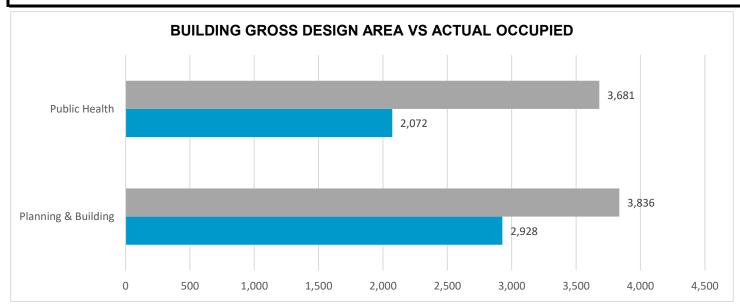
Fort Bragg - 120 Fir St.



	Actual Building Area	Building Gross Design Area (Filled 2022)	
1. Public Health	2,072	3,681	
2. Planning & Building	2,928	3,836	
Total	5 000	7.517 sq.ft	



Fort Bragg - 120 Fir St.



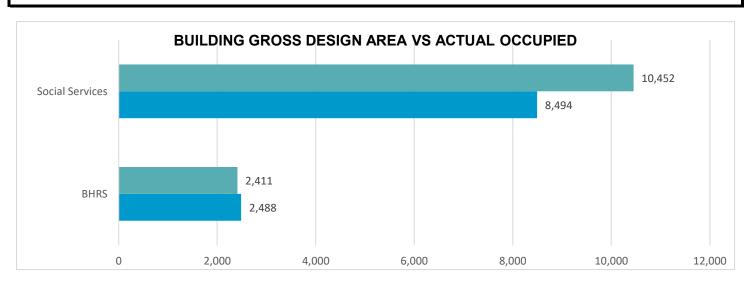
	Actual Building Area	Building Gross Design Area (Home 2022)
1. Public Health	2,072	3,681
2. Planning & Building	2,928	3,836
Total	5,000	7,517 sq ft



		Foi	rt Br	agg ·	- Avi	la Camp	us			eptember	-,
Column	Α	В	С	D	Е	F	G	Н	Ĺ	J	K
		Sta	iff Co	unt		Actual Building Area	ı	Building (Gross De	sign Area	1
	2022	2 (Cur	rent)	2032	2042	al Bui Area	20	22 (Curre	nt)	2032	2042
No.	Allocat ed	Filled	Home	(10-Yr	(20-Yr	Actu	Allocated	Filled	Home	(10-Year)	(20-Year)
1 Social Services	44	35	16	49	55	8,494	11,385	10,452	9,155	11,904	12,526
2 BHRS	8	5	1	11	16	2,488	2,780	2,411	2,333	3,499	4,128
(FTE Personnel Count)	52	40	17	60	71	10,982					
	ш						1 29 %	117%	105%	140%	152%
GROSS DESIGN AREA							14,165	12,863	11,487	15,403	16,654



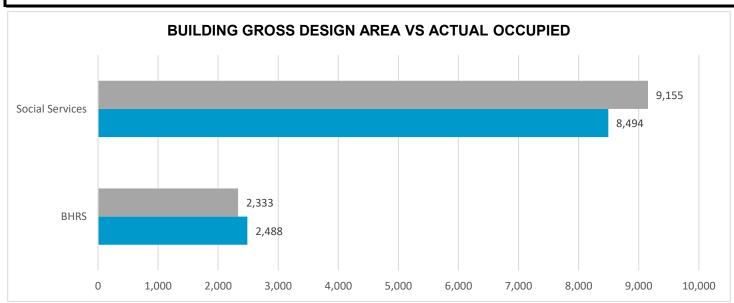
Fort Bragg - Avila Campus



	Actual Building Area	Building Gross Design Area (Filled 2022)
1. Social Services	8,494	10,452
2. BHRS	2,488	2,411



Fort Bragg - Avila Campus



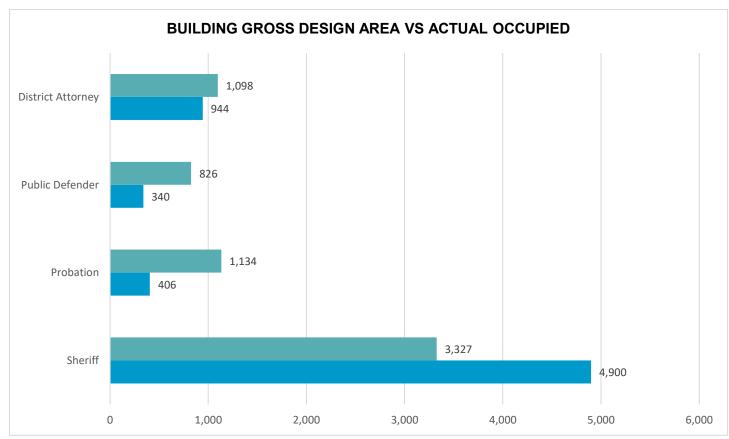
	Actual Building Area	Building Gross Design Area (Home 2022)
1. Social Services	8,494	9,155
2. BHRS	2,488	2,333
Total	10,982	11,487 sq ft



		Fo	rt Br	agg	Justi	ice Cent	ter				
Column	Α	В	С	D	Е	F	G	Н	I	J	K
		Sta	iff Co	unt		Actual Building Area	E	Building (Gross De	sign Area	1
	2022	2 (Cur	rent)	2032	2042	ial Bui Area	202	22 (Curre	nt)	2032	2042
No.	Allocat ed	Filled	Home	(10-Yr)	(20-Yr	Actu	Allocated	Filled	Home	(10-Year)	(20-Year)
1 District Attorney	3	3	0	3	3	944	1,098	1,098	1,098	1,098	1,098
2 Public Defender	1	1	0	2	2	340	826	826	826	930	930
3 Probation	3	3	0	4	5	406	1,134	1,134	1,134	1,296	1,458
4 Sherriff	16	14	0	20	20	4,900	3,483	3,327	3,418	3,911	3,911
(FTE Personnel Count)	23	21	0	29	30	6,590					
		•		•			99%	97%	98%	110%	112%
GROSS DESIGN AREA							6.542	6.386	6.477	7.235	7.397



Fort Bragg Justice Center



	Actual Building Area	Building Gross Design Area (Filled 2022)
1. District Attorney	944	1,098
2. Public Defender	340	826
3. Probation	406	1,134
4. Sheriff	4,900	3,327

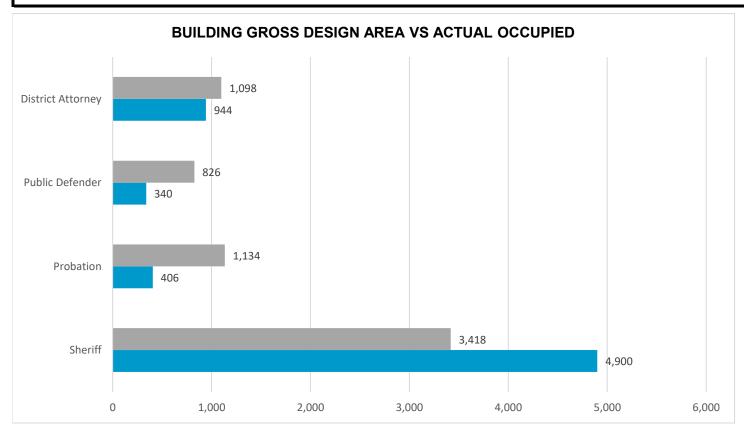
Total

6,386 sq ft

6,590



Fort Bragg Justice Center



	Actual Building Area	Building Gross Design Area (Home 2022)
1. District Attorney	944	1,098
2. Public Defender	340	826
3. Probation	406	1,134
4. Sheriff	4,900	3,418
Total	6,590	6,477 sq ft