



# Mendocino County

## Legislation Details (With Text)

<b>File #:</b>	22-1130	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Approval	<b>Status:</b>		Agenda Ready	
<b>File created:</b>	9/6/2022	<b>In control:</b>		General Services Agency	
<b>On agenda:</b>	9/20/2022	<b>Final action:</b>			
<b>Title:</b>	Discussion and Possible Action Including Review and Direction to Staff on the Space Needs Assessment of County Owned Facilities (Sponsor: General Services)				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. Mendocino County Space Needs Assessment - Final, 2. Space Needs Assessment Staff Report				

Date	Ver.	Action By	Action	Result
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**To: Board of Supervisors**

**From: General Services**

**Meeting Date:** September 20, 2022

**Department Contact:** Janelle Rau **Phone:** 707-234-6050

**Department Contact:** Dan Mazzanti **Phone:** 707-234-6050

**Department Contact:** Doug Anderson **Phone:** 707-234-6050

**Item Type:** Regular Agenda

**Time Allocated for Item:** 1 Hour

### **Agenda Title:**

Discussion and Possible Action Including Review and Direction to Staff on the Space Needs Assessment of County Owned Facilities  
(Sponsor: General Services)

### **Recommended Action/Motion:**

Receive the report and provide direction as appropriate and recommended, including, but not limited to, directing staff to refer to the Space Needs Assessment when new requests for space are presented by County departments.

### **Previous Board/Board Committee Actions:**

As a part of the 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 by the Board of Supervisors in May 2021 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.

**Summary of Request:**

Last fall, GSA staff solicited proposals from Architects for space need analysis by department and facility assessment of the existing County sites and received six compelling proposals. After thorough evaluation, Nichols, Melburg & Rossetto (NM&R) based in Redding and Santa Rosa was selected thanks in part to their track record with similar efforts for other rural counties throughout northern California.

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

- The Space Needs Assessment covers each department's individual ideal footprint based on current filled, allocated as well as future staffing headcount, operational space required for public interface, program functions, storage, etc. based on survey and interview responses received from departmental and elected official staff. This information will be a critical tool in determining next steps to plan and implement any occupancy changes.
- 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 projects as well as inform decision making when moving or consolidating departments.
- The Conceptual Planning brings together space needs and facility condition data with the County's strategic planning direction to prepare an evidence-based Capital Improvement Plan to address immediate needs and provide the tools to anticipate and prepare for future needs.

The Intent of this assessment 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 whether the County's owned real property is being used efficiently from a space perspective. While NM&R continues to document the facility condition assessment, this presentation will focus on the space needs and utilization assessment.

Please refer to the attached staff report for additional information and potential direction for Board consideration.

**Alternative Action/Motion:**

Provide alternative direction to staff.

**Does This Item Support the General Plan?** Yes

**Strategic Plan Priority Designation:** An Effective County Government

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** N/A

**Fiscal Details:**

**source of funding:** N/A

**current f/y cost:** N/A

**annual recurring cost:** N/A

**budget clarification:** N/A

**budgeted in current f/y:** N/A

**if no, please describe:**

**revenue agreement:** N/A

**Agreement/Resolution/Ordinance Approved by County Counsel:** N/A

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**CEO Liaison:** Executive Office

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

Executed By: Atlas Pearson, Senior Deputy Clerk

Date: **SEPTEMBER 20, 2022**

Final Status: No Action Taken

