



# Mendocino County

## Legislation Text

---

File #: 21-0520, Version: 1

---

**To: Board of Supervisors**

**From: Executive Office**

**Meeting Date:** May 4, 2021

**Department Contact:** Carmel J. Angelo

**Phone:** 4441

**Department Contact:** Janelle Rau

**Phone:** 4441

**Item Type:** Regular Agenda

**Time Allocated for Item:** 30 min

**Agenda Title:**

Discussion and Possible Action Regarding Initiating the Process for a County Wide Facilities Space Needs Assessment

(Sponsor: Executive Office)

**Recommended Action/Motion:**

Provide direction to the Executive Office to initiate a competitive process regarding the preparation and development of a County Wide Facilities Space Needs Assessment and to return to the Board with fiscal estimates associated with the project costs.

**Previous Board/Board Committee Actions:**

The Board of Supervisors has adopted the Five Year Capital Improvement Plan; however, the County has not conducted a comprehensive County wide space needs assessment.

In 2011, in an effort to reduce the County's overall carbon footprint and to achieve fiscal efficiencies, the former General Services Agency was directed by the Board to physically consolidate various County employees who reside in leased facilities into County owned facilities. This direction resulted in more than 17 individual moves, consolidations, and reduction in leased space that realized substantial savings (estimated at the time at approximately \$1 million annual savings). Several reports were made to the Board of Supervisors in 2011 regarding these moves and consolidations.

Since that time, the Chief Executive Office has considered this previous Board direction when analyzing office space allocations. However, due to various operational needs, several additional facilities have been purchased and/or leased over the past several years, resulting in operations moved into owned and/or leased facilities; all of which resulting in an increased real property footprint. Lacking a facility space needs assessment, space needs requests are handled on a "first come first serve basis" and are assessed based upon the operational needs of the requesting department. Additionally, the pandemic proved that the County can move forward with a partial remote workforce. This adds a dimension to our need for a space assessment.

**Summary of Request:**

The County of Mendocino is one of the largest employers in the Mendocino County, with a staff approximately 1,100 +/- employees. The County currently has facilities and office space located in Ukiah (54), Fort Bragg (8),

Point Arena (3), Booneville (2), Hopland (1), Willits (8), Covelo (7), Laytonville (1), and Redwood Valley (2), for a total of 86 facilities/representing approximately 694,000 square feet of owned and leased space. The operational needs of County departments and programs have dramatically changed over time and outgrown the original design of many of the County's owned buildings, leading to space constraints, utilization of space inconsistent with the building design, and expansion at times beyond occupational safety standards. This has resulted in a demand for space that exceeds the current space available in particular service delivery locations. Further, due to many contributing factors, including deferred maintenance and staffing limitations/resource reductions, the County has not modernized many of its owned real property in a consistent manner.

Based on the factors stated above, and in order to effectively manage and administer the County's real property and to accommodate the current and future space needs of the various operations and services provided by the County, an analysis of all County owned facilities needs is required. To achieve this, the Executive Office is recommending the preparation and development of a county wide facilities space needs assessment that will provide insight into the County's current space allocations, consider current and future operational needs, including the potential reduction in office space needed as a result the County's telework program, and to provide a high-level forecast of the square footage required by the County. This assessment would enable the County to evaluate our current and future space needs and to strategically address operations, both in terms of required square footage and the optimal adjacencies for departments to support their service delivery as we implement our Capital Improvement Plan.

The addition of a facilities space needs assessment will allow the County to envision the future of how we provide County services as we improve our buildings and facilities today. Once this assessment is finalized, it will be used as a companion resource with the Capital Improvement Plan and facility condition assessments when evaluating the County's capital assets and presenting recommended improvements to the Board.

In considering the various competing operational space needs, staff is recommending no decisions be made regarding moving or reallocating staff until such time as a space assessment can be finalized.

**Alternative Action/Motion:**

Provide alternative direction to staff.

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** n/a

**Fiscal Details:**

**source of funding:** Unknown

**current f/y cost:** Estimate \$100,000

**annual recurring cost:** none

**budgeted in current f/y:** No

**if no, please describe:**

**revenue agreement:** N/A

**budget clarification:** Facility needs assessments are typically performed by architectural firms. A study of tl size and complexity is estimated to take some time given the number of facilities, rural nature of our County, a number of operations to consider. Staff may approach the project in phases, with funding to be requested annu once the total project estimate is better refined. Facilities will be seeking an identified funding source from the and Executive Office fiscal team.

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

---

**CEO Liaison:** Executive Office

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

Executed By: Atlas Pearson, Deputy Clerk I

Date: May 6, 2021

Final Status: **Approved**

