



# AGENDA STAFF REPORT

Agenda Item

ASR Control 06-001993

**MEETING DATE:** 10/17/06

**LEGAL ENTITY TAKING ACTION:** Board of Supervisors

**BOARD OF SUPERVISORS DISTRICT(S):** All Districts

**SUBMITTING AGENCY/DEPARTMENT:** Resources and Development Management Department  
(Approved)

**DEPARTMENT CONTACT PERSON(S):** Bob Wilson (714) 834-2830  
Tony Ferrulli (714) 834-3790

**SUBJECT:** County Facilities Master Plan

<b>CEO CONCUR</b> Concur	<b>COUNTY COUNSEL REVIEW</b> N/A	<b>CLERK OF THE BOARD</b> Discussion 3 Votes Board Majority
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**Budgeted:** N/A                      **Current Year Cost:** N/A                      **Annual Cost:** N/A

**Staffing Impact:** No                      **# of Positions:**                      **Sole Source:** N/A

**Current Fiscal Year Revenue:** N/A

**Funding Source:** N/A

**Prior Board Action:** Facilities Master Plan Contract Approval 6/28/05; Contract Extension 4/25/06; Contract Extension 7/18/06

## RECOMMENDED ACTION(S)

1. Receive the County Facilities Master Plan (FMP) from M. Arthur Gensler Jr. & Associates, Inc. (Gensler) and direct Resource & Development Management Department (RDMD) Corporate Real Estate to distribute copies to all agencies and departments.
2. Approve the Workspace Design Guidelines in the FMP for use by all agencies and departments for space planning of new or reconfigured County-owned and leased facilities. Direct all agencies and departments to include discussions of conformance with these guidelines in any request to the Board or CEO for funding approval for leased or owned facilities requiring reconfiguration or addition to existing facilities or acquisition of new facilities.
3. Adopt the County Real Estate Database (CRED) as the central database of the County's real property inventory. Direct agencies and departments, under Corporate Real Estate guidance, to maintain their real property inventories on the CRED. Direct RDMD/Corporate Real Estate, in conjunction with agencies and departments, to develop and implement a plan and process for maintaining a space and occupancy inventory and asset management reporting functions as part of the CRED.

4. Direct RDMD/Corporate Real Estate to prepare for Board consideration development plan options with estimated construction and facility operation costs to optimize the use of the Civic Center Building 16. Direct that, at a minimum, the options include a plan for an optimal new replacement structure and parking garage, a separate plan for refurbishment and remodeling of the existing structure, and recommended occupancies for each option.
5. Direct the County Information Officer (CIO) in conjunction with RDMD/Corporate Real Estate to conduct a study of current and potential document imaging by County agencies and departments to (a) ascertain where file and document storage space and costs can be reduced, (b) to develop cost-effective standards, and (c) report back to the Board with findings, recommendations and priorities for County document imaging.
6. Direct RDMD/Real Estate and Asset Management, in conjunction with the CIO and agencies and departments, to (a) periodically conduct and maintain an inventory of current and future document storage requirements of County agencies and departments, and (b) prepare an optimal site plan for a new storage facility at 1119 Chestnut Street, Santa Ana.
7. Direct the Health Care Agency (HCA) to (a) research information from industry contacts in the medical community and from other sources on best practices, techniques and methodologies relative to laboratory construction and technology improvements for public health facilities, (b) use this information to ascertain those improvements recommended to be included in new public health facilities that may be developed on the current site at 1719-1729 W. 17th Street, Santa Ana, and (c) issue a request for proposal(s) to prepare a site plan with estimated construction and facility operation costs for Agency and Board consideration.
8. Direct the Health Care Agency/Animal Care Services to (a) update its existing Animal Care Services improvement and design plans to include best practices, techniques and methodologies relative to animal care, and (b) initiate with RDMD/Corporate Real Estate site planning for relocating the Animal Care Services to the County Operations Center, Santa Ana.
9. Direct RDMD/Corporate Real Estate to (a) prepare a master plan for development of the County Operations Center in Santa Ana to include certain County operations located at the Fruit Street Complex in Santa Ana and the Animal Care Services located in Orange, (b) initiate planning and coordinate with the City of Santa Ana, when appropriate, on potential uses of the vacated Fruit Street Complex site, and (c) return to the Board with options for development of the vacated site.
10. Direct RDMD/Corporate Real Estate and Housing and Community Services to initiate discussions with Caltrans for acquisition or joint development of County and Caltrans-owned parcels located at Santa Ana Boulevard and Interstate 5, and coordinate with the City of Santa Ana in discussion of possible development of housing or other uses for the site; and report back to the Board on the discussions and possible options.
11. Direct RDMD/Corporate Real Estate to work with the County Executive Office to (a) prepare a Request for Proposal (RFP) for developing options and estimated costs/revenues for other potential uses of the former MCAS El Toro 100 acre site and (b) return to the Board for approval of the RFP and to obtain further direction for the project.
12. Direct RDMD/Corporate Real Estate to monitor all County real property transactions that have lease/conveyance buyout provisions to ensure the County's property interests are protected and to return to the Board as needed to implement buyout provisions.

13. Direct RDMD/Corporate Real Estate in regard to the South Justice Center property in Laguna Niguel to (a) consult with agencies and departments to ascertain if there are space requirements that may be met in new facilities developed on the site, (b) analyze the potential uses and revenue sources that may be developed from the site, (c) obtain preliminary entitlements for two office buildings on that part of the parcel not identified for Court or other uses that may be included in the site plan for future development, and (d) negotiate proposed terms of sale for a portion of the site to the City of Laguna Niguel for a city hall and initiate all necessary steps to finalize the proposal for Board consideration .
14. Direct the County Executive Office and RDMD/Corporate Real Estate to (a) monitor the progress of all County agency/department facility master planning, (b) report to the Board annually on the status and updates to the County's Facilities Master Plan, and (c) request that the Health Care Agency, the Social Services Agency, the Probation Department, the Public Defender, the Sheriff and the District Attorney prepare five and ten-year facility master plans.
15. Direct the County Executive Office and RDMD/Corporate Real Estate to form an agency/department Facility Master Planning Group to meet regularly to discuss projects and the progress of facility planning within the agencies and departments and to exchange ideas that would be useful in maximizing the implementation and benefits of the County's Facilities Master Plan.

#### **SUMMARY:**

The County Facilities Master Plan is submitted to the Board and RDMD/Corporate Real Estate submits recommendations to implement the plan.

#### **BACKGROUND INFORMATION:**

By previous actions, your Honorable Board directed that a contract be issued to M. Arthur Gensler, Jr. & Associates, Inc. (dba Gensler) to prepare a County Facilities Master Plan (FMP) to include recommendations relative to County facilities, land, and parking requirements for the next 5, 10, and 20 years. The FMP was to include recommendations for the use of facilities and land, e.g., to purchase, hold, sell, lease, develop, or redevelop, and a long-term strategy for creating campuses and other adjacencies to allow for improved delivery of County services. At this time, the FMP does not cover properties managed by Harbors, Beaches and Parks, the Road Division, the Flood Control District, or John Wayne Airport.

Gensler's study process included the active participation of County staff during several primary data collection and analysis activities, including electronic surveys, site and facility tours, agency and department staff interviews, cross-departmental focus groups, data validation, and informal discussions. Staff from County agencies and departments were afforded an opportunity to review their pertinent sections of the FMP.

Attached to this ASR are (1) a Facilities Master Plan Summary that summarizes Gensler's findings, recommendations, and financial analysis of the projects discussed in the FMP, (2) the County Facilities Master Plan, (3) the FMP Implementation Plan, and (4) the Workplace Design Guidelines. For the properties covered, the report presents an excellent overview and analysis of owned and leased facilities that will serve as the basis for maintaining an ongoing facility master planning process. Their findings and

recommendations were based primarily on evaluation of the projected space needs coupled with rigorous fiscal analysis and are presented in the attached summary.

RDMD/Corporate Real Estate and CEO have reviewed Gensler's findings and recommendations. In order to benefit from the broader perspective, staff distributed the entire draft report to Agencies and Departments most impacted by the recommendations and met with agency/department management to discuss the report. Based on the findings and recommendations and the subsequent review and discussions, staff has prepared recommendations to put County facility planning into immediate action. Listed below are the FMP recommendations, followed by background information and recommendations to initiate actions to implement the recommendation [indented]. These recommendations are also listed in the Recommended Actions for Board approval above.

## **DISCUSSION OF RECOMMENDED ACTIONS:**

Recommended Action #1 - County Facilities Master Plan: Receive the County Facilities Master Plan (FMP) from M. Arthur Gensler Jr. & Associates, Inc. (dba Gensler) and direct Resource & Development Management Department (RDMD) Corporate Real Estate to distribute copies to all agencies and departments.

Gensler completed the FMP and complied with all terms of its contract with the County. Approval of this recommendation will allow the County to make its final contract payment to Gensler.

Recommended Action #2 - Workspace Design Guidelines: Approve the Workspace Design Guidelines in the FMP for use by all agencies and departments for space planning of new or reconfigured County-owned and leased facilities. Direct all agencies and departments to include discussions of conformance with these guidelines in any request to the Board or CEO for funding approval for leased or owned facilities requiring reconfiguration or addition to existing facilities or acquisition of new facilities.

Gensler's findings revealed that on the average County-owned space was slightly undersized and leased space was slightly oversized based on industry benchmarks. The approval and distribution of the Workspace Design Guidelines to agencies and departments will provide guidelines which the agencies and departments can use in efficient and cost-effective space planning of new facilities and reconfiguration of existing spaces. It should be emphasized that it is not expected that strict adherence to the guidelines can or should be accomplished due to the many variables associated with facility needs and design. These guidelines do serve as a benchmark when additions, reconfigurations or acquisitions are made.

Recommended Action #3 - County Real Estate Database: Adopt the County Real Estate Database (CRED) as the central database of the County's real property inventory. Direct agencies and departments, under Corporate Real Estate guidance, to maintain their real property inventories on the CRED. Direct RDMD/Corporate Real Estate, in conjunction with agencies and departments, to develop and implement a plan and process for maintaining a space and occupancy inventory and asset management reporting functions as part of the CRED.

Gensler recommends that the County implement a centralized real estate database to assist in managing the portfolio and communicating with agencies and departments. Adopting the existing County Real Estate Database as the central real estate inventory and instructing agencies and departments to add their real estate information on the database will give the Board of

Supervisors, the CEO, and real estate management essential asset management information with which to make real estate decisions. The central database, located on the County's Intranet, will allow the sharing of real estate information throughout the County. While the CRED is being expanded, RDMD/Corporate Real Estate will continue to implement improvements in the database so that it will provide more reporting and mapping capabilities. This will include a space and occupancy component that was considered by Gensler to be the first priority when considering the informational value of additional components to be added to the CRED.

Recommended Action #4 - Building 16, Civic Center, Santa Ana: Direct RDMD/Corporate Real Estate to prepare for Board consideration development plan options with estimated construction and facility operation costs to optimize the use of the Civic Center Building 16. Direct that, at a minimum, the options include a plan for an optimal new replacement structure and parking garage, a separate plan for refurbishment and remodeling of the existing structure, and recommended occupancies for each option.

Building 16 (approximately 36,000 square feet) in the Civic Center has been vacant for a number of years, and asbestos in the structure has made it very difficult to occupy the building for any purpose. Gensler recommends that the building be renovated and utilized. Gensler also notes a shortage of parking in the Santa Ana Civic Center. Subsequent discussions indicate that either renovation or demolition/new construction may be viable options depending on future needs in the area. In order to develop costs for various options, RDMD would likely issue a Request for Qualifications (RFQ) to obtain assistance for determining development possibilities and the optimal structure size and parking facility that could be built on the site. RDMD will then return to the Board for selection of a contractor to conduct the study. The consultant's final report with appropriate staff recommendations will be submitted to the Board for review and approval.

Recommended Action #5 - Document Imaging: Direct the County Information Officer (CIO) in conjunction with RDMD/Corporate Real Estate to conduct a study of current and potential document imaging by County agencies and departments to (a) ascertain where file and document storage space and costs can be reduced, (b) to develop cost-effective standards, and (c) report back to the Board with findings, recommendations and priorities for County document imaging.

Gensler states that there is an overall need for additional immediate access and long-term storage space in the County, noting that some agencies and departments are implementing file imaging programs to reduce storage space needs. Gensler recommends a cross-agency/department task force to focus on document imaging and electronic storage.

Document imaging is essential to reduce the County's space usage and cost for storing its files and documents. This recommendation directs the CIO and RDMD/Corporate Real Estate to conduct a study of current systems in place and research existing technologies that may be available to standardize and expand the process throughout the County, especially in those areas where reductions in space and storage costs can be achieved. Once the results of the study are completed, the CIO will report its findings and recommendations to the Board.

Recommended Action #6 - Chestnut Storage Facility: Direct RDMD/Corporate Real Estate in conjunction with the CIO and agencies and departments, to (a) periodically conduct and maintain an inventory of current and future document storage requirements of County agencies and departments, and (b) prepare an optimal site plan for a new storage facility at 1119 Chestnut Street, Santa Ana.

As reported by Gensler and confirmed by RDMD/Corporate Real Estate, the County continues to require owned and leased space to store its files and paper documents. The County Records

Center at the County Operations Center no longer has the capacity to store all the documents required. Gensler recommends that a new storage facility be built on the site to replace the old, outdated storage facility.

RDMD/Corporate Real Estate will request that the Board retain an Architect-Engineer (A/E) to prepare an optimal site plan for a new storage facility on the site. Development of the plan would include coordination with the CIO on document imaging and refinement of present and future physical storage requirements of agencies and departments.

Recommended Action #7 – 17th Street Facility, Santa Ana: Direct the Health Care Agency (HCA) to (a) research information from industry contacts in the medical community and from other sources on best practices, techniques and methodologies for public health facility laboratory construction and technology improvements, (b) use these practices, techniques and methodologies to ascertain those improvements to be included in a new public health facilities that may be developed at 1719-1729 W. 17th Street, Santa Ana, and (c) issue a request for proposal(s) to prepare a site plan with estimated construction and facility operation costs for Agency and Board consideration.

Sections of the Health Care Agency's Public Health Services Function are located at 1719-1729 W. 17th Street in Santa Ana. The 9.22-acre site has an 83,795 square foot public health facility built in 1955 and a 17,602-square foot laboratory constructed in 1983. Gensler's findings are that the facility is deteriorating and upgrades are no longer practical.

Gensler, HCA and RDMD/Corporate Real Estate recommend that the 17th Street facility be rebuilt. As an initial step, HCA should ascertain what facilities and laboratory technologies would be required to meet quality public health standards. The second step will be to issue an RFQ for an A/E to assess feasibility and prepare a site plan with several options for facilities and parking. As recommended by Gensler, possible revenue-generating uses on the front of the site facing 17th Street should be included in the options. These uses could include, for example, private, compatible medical retail or wholesale services. The results of the solicitation will be returned to the Board for award of contract.

Recommended Action #8 - Health Care Agency, Animal Care Services: Direct the Health Care Agency/Animal Care Services to (a) update its existing Animal Care Services improvement and design plans to include best practices, techniques and methodologies relative to animal care, and (b) initiate with RDMD/Corporate Real Estate site planning for relocating the Animal Care Services to the County Operations Center, Santa Ana.

The existing HCA/Animal Care Services site and facilities are inadequate and the Sheriff Department is in need of the land for Theo Lacy Facility visitor parking. HCA/Animal Care Services and other County staff have, for the past several years, searched unsuccessfully for a replacement site. Acquisition of a site at the former Tustin Marine Corps Air Station has not progressed and the Health Care Agency now concurs with the Gensler recommendation that a replacement facility be located at the County Operations Center at Grand and McFadden Avenues

in Santa Ana. The first step will be to update the facility design to include new animal care technologies that have been developed since the initial design was completed in 2004. The new design will be such that, if the Tustin site becomes available prior to commencing construction at the County Operations Center, the facility can be located at the Tustin site. Once the designs are finalized, the plans will be included in the County Operations Center site plan as discussed in Recommended Action #9 below.

Recommended Action #9 - County Operations Center, Santa Ana: Direct RDMD/Corporate Real Estate to (a) prepare a master plan for development of the County Operations Center in Santa Ana to include certain County operations located at the Fruit Street Complex in Santa Ana and the Animal Care Services located in Orange, (b) initiate planning and coordinate with the City of Santa Ana, when appropriate, on potential uses of the vacated Fruit Street Complex, and (c) return to the Board with options for development of the vacated site.

The County Operations Center consists of 30 acres of various County facilities including 11 vacant acres. This is the County's largest vacant parcel of land in central Orange County. The central Santa Ana location makes it an acceptable site for relocation of the Animal Care Services from Orange and certain RDMD operations that are now located at the Fruit Street Complex in Santa Ana. With Board approval of this recommendation, RDMD/Corporate Real Estate will issue an RFQ for the master plan and return to the Board for award of contract.

Once the RDMD operations at the Fruit Street Complex are relocated, the site will be available for other uses. The Fruit Street Complex is occupied by RDMD/Facilities Operations, Architecture & Engineering Project Management, Construction Management, the Materials Testing Laboratory, and Transportation Fleet Services. The facilities are old and need to be replaced, but the facilities are located on very valuable property. The City of Santa Ana has expressed an interest that the Fruit Street Complex site be developed in a manner that emphasizes the area as an important gateway to the City, and County staff recommends that the County continue to work with the City to develop plans for redevelopment of the site. RDMD will return to the Board with possible options for redevelopment and how the process will go forward. Any relocation of the Fruit Street Complex operations will depend on revenue generated from the disposition and/or development of the site.

Recommended Action #10 - Santa Ana Boulevard Parcel/Caltrans, Santa Ana: Direct RDMD/Corporate Real Estate and Housing and Community Services to initiate discussions with Caltrans for acquisition or joint development of County and Caltrans-owned parcels located at Santa Ana Boulevard and Interstate 5, and coordinate with the City of Santa Ana in discussion of possible development of housing or other uses for the site; and report back to the Board on the discussions and possible options.

The Board previously declared a small triangular shaped parcel of land (0.85 acres) located at Santa Ana Boulevard and the I-5 Freeway in Santa Ana as surplus County property. Although the City of Santa Ana has expressed some interest in purchasing the site in the past, negotiations have not progressed. The County's parcel is adjacent to a vacant Caltrans parcel consisting of approximately 1.5 acres. If the parcels are combined, the resulting site would be approximately 2.35 acres, which is much more attractive for potential development or sale than the .85-acre site alone. Gensler recommends that the County pursue acquisition of the Caltrans property and that the combined site be sold for market-rate multi-family housing or developed as housing in conjunction with the Housing and Community Services Department.

RDMD/Corporate Real Estate recommends discussion with Caltrans on possible approaches that

would result in the sale of the entire site as one parcel or possible development of the site for commercial use, housing or other use. Input from the City of Santa Ana would be included in the development of any options for the site. Upon Board approval of this recommendation, RDMD/Corporate Real Estate will initiate discussions with Caltrans and report back to the Board on the feasibility for development or sale of a combined site.

Recommended Action #11 - El Toro Marine Corps Air Station, Irvine: Direct RDMD/Corporate Real Estate to work with the CEO to (a) prepare a Request for Proposal (RFP) for developing options and estimated costs/revenues for potential uses of the 100 acre site, and (b) return to the Board for approval of the RFP and to obtain further direction for the project.

Per a memorandum of understanding, the County anticipates receiving several parcels of land from the City of Irvine at the former El Toro Marine Corps Air Station, including the 100 acre site. Gensler estimates the value of the 100 acre site at approximately \$40 per square foot or \$174 million for the entire site and recommends that market research be conducted to identify a potential mix of uses for the property. The value of the property will escalate as surrounding parcels are developed.

Due to the increasing interest and variety of ideas being proposed for use of this site, RDMD/Corporate Real Estate recommends that an RFP be issued to conduct a market study to determine the possible optional uses and marketing strategies for the site. The study will include projected uses by County agencies and departments as identified and supported by CEO, by other government entities, and by the private commercial and residential sector. Options may include sale of a portion or the entire site. RDMD/Corporate Real Estate will develop an RFP to allow the consultant wide-range in developing options and marketing proposals to present to the Board. RDMD/Corporate Real Estate will return to the Board for approval of the RFP and the scope of work prior to issuance of the solicitation. Once the contract has been awarded by the Board and the study completed, the Board will have options to consider for this property.

Recommended Action #12 - County Lease/Conveyances: Direct RDMD/Corporate Real Estate to monitor all County real property transactions that have lease/conveyance buyout provisions to ensure the County's property interests are protected and to return to the Board as needed to implement buyout provisions.

A County lease/conveyance transaction is one in which the County leases facilities for a period of time and then has the option to acquire the property for a specified sum at the end of the lease term. As noted by Gensler, the County has several lease/conveyance properties that are in its portfolio. RDMD/Corporate Real Estate recommends that it be assigned responsibility for monitoring these transactions to ensure the County's property interests are addressed in a timely fashion. The following properties will need attention during the next six years.

*1501 E. Saint Andrew Place, Santa Ana:* This 66,106-square foot building is the headquarters of the Orange County Public Library and is also occupied by CEO/Information Technology. On June 27, 2006, the Board approved exercising the County's right to purchase the property for \$3,590,000 with a close of escrow date of December 21, 2006. This saves the County \$3,268,365 in lease payments.

*1770 N. Broadway, Santa Ana:* The County's Housing and Community Services Department (HCS) headquarters consists of 49,975 square feet and will be available for acquisition for \$100 in November 2009. HCS will need to begin planning for this

acquisition, including determining how state and federal funding will be affected by the transfer of this building from a County-leased to a County-owned facility and the resulting budget impact, what capital improvements will be needed to bring the facility up to date and into the future, and will it be better to keep the site or sell it and acquire a new facility to consolidate all of HCS programs under one roof.

*888 N. Main Street, Santa Ana:* The Social Services Agency Headquarters consists of 108,231 square feet and the County will have the option to acquire the facility in 2012 for \$100. SSA has already begun preparation for this acquisition and will be presenting a plan to the Board to implement capital improvements.

*800-840 Eckoff Street, Orange:* This 154,900-square foot facility is occupied by the Social Services Agency/Children Services and the Sheriff Department Communication Division. The County has the option to acquire the facility in December 2009 for \$100. The Children Services program is gradually outgrowing this facility and SSA will be looking at options for acquiring a larger facility. The County should give consideration to several options for the existing facility, including selling the property and purchasing another larger facility, selling the site and entering into another lease/conveyance-type transaction, or possibly expanding the current facility. All of these options will be reviewed and brought to the Board in advance of the acquisition date.

RDMD/Corporate Real Estate will be working with County agencies and departments to ensure that thorough analyses and reviews of options are undertaken in a timely fashion and regular reports are provided to the County Executive Officer. The remaining lease/conveyance properties are far in the future, including 2021 for the District Attorney Headquarters at 401 Civic Center in Santa Ana; 2025 for the Child Support Services Headquarters at 1015/1055 N. Main Street, Santa Ana; and 2025 for the Social Services Agency Santa Ana Regional Center at 1928 S. Grand Avenue, Santa Ana.

Recommended Action #13 - South Justice Center, Laguna Niguel: Direct RDMD/Corporate Real Estate to (a) consult with agencies and departments to ascertain if there are space requirements that may be met in new facilities developed on the site, (b) analyze the potential uses and revenue sources that may be developed from the site (c) obtain preliminary entitlements for two office buildings on that part of the parcel not identified for Court or other uses that may be included in the site plan for future development, and (d) negotiate proposed terms of sale for a portion of the site to the City of Laguna Niguel for a city hall and initiate all necessary steps to finalize the proposal for Board consideration.

While a site plan has been developed for the South Justice Center, Gensler recommends and staff concurs that a thorough review of projected needs in South County for the Probation Department, the Public Defender, the District Attorney, the Health Care Agency, and the Social Services Agency be reviewed. Negotiations and planning with the City of Laguna Niguel on the possible acquisition of a portion of the site for a city hall are underway, but Board reaffirmation of the concept is requested. As part of the environmental impact reporting and approval process for the site, RDMD also is obtaining the entitlements for two office buildings that may be added to a portion of the site now undesignated for any specific development should office space be required.

In addition, CEO and RDMD will be evaluating potential additional revenue generation from the site for possible funding sources for the development of the South County Justice Center.

Recommended Action #14 - Implementation of County Facility Master Plan: Direct the County Executive Officer and RDMD/Corporate Real Estate to (a) monitor the progress of all County agency/department facility master planning, (b) report to the Board annually on the status and updates to the County's Facilities Master Plan, and (c) request that the Health Care Agency, the Social Services Agency, the Probation Department, the Public Defender, the Sheriff and the District Attorney prepare five and ten-year facility master plans.

The Board has taken an important step by contracting with Gensler to prepare a County Facilities Master Plan. Gensler has shown the importance of having a central planning process with which to manage the County's real estate portfolio and has identified properties that must be addressed in the short and long-term planning processes. In order to continue the planning process, staff recommends that the CEO and RDMD/Corporate Real Estate monitor the progress of the implementation of real estate projects and directives approved by the Board and work with agencies and departments to see that facility decisions are made with consideration given as to how the projects fit into the overall County short and long-term facility plans. The facility planning process is important to ensure that the County's funds are efficiently allocated and expended for priorities established by the Board, to ensure that the facility needs of the County are met in a timely manner, and to ensure that space needs are met and property transactions are handled in a cost effective manner.

CEO and RDMD/Corporate Real Estate recommend that the Board direct the CEO to request that the Health Care Agency, Social Services Agency, Probation Department, Sheriff, District Attorney, and Public Defender develop five and ten-year master facility plans, working with RDMD/Corporate Real Estate to ensure that these plans are consistent with County-wide facility master planning. These agencies and departments are the ones with the largest holdings of County property or are agencies and departments in which growth needs to be planned to ensure that space is acquired in a coordinated manner. These agencies and departments are all involved in facility planning activities, however, it is important that the processes be coordinated and incorporated in the overall County facility master plan process. RDMD/Corporate Real Estate will monitor these plans and work with all agencies and departments to ensure that their facility planning is included in the overall County facility master plan process.

CEO and RDMD/Corporate Real Estate will report to the Board each year on the progress and updates to the FMP, the status of current projects and future facility plans, and the status of the County's facility inventory.

Recommended Action #15 - Master Facility Planning Group: Direct the County Executive Officer and RDMD/Corporate Real Estate to form an agency/department Facility Master Planning Group to meet regularly to discuss projects and the progress of facility planning within the agencies and departments and to exchange ideas that would be useful in maximizing the implementation and benefits of the County's Facilities Master Plan.

In the FMP Gensler noted, "Communication among departments is crucial to the successful implementation and ongoing effectiveness of the Facilities Master Plan." It is recommended that the Board instruct the CEO and RDMD/Corporate Real Estate to form a Facility Master Planning Group made up of managers from agencies and departments. The group would meet quarterly to discuss their agency/department facility planning and how their individual plans are or can be incorporated into the County's overall FMP. The meetings can also provide a forum for an exchange of ideas on facility financing, vacancy opportunities, facility problems, etc.

## **FUTURE ACTIVITIES:**

The adoption of the recommended actions and the subsequent products resulting from their implementation along with the processes and data developed as part of the FMP should form a basis for an on-going program that will result in best management and utilization of the County's Real Property assets. As staff brings back the work products and information to the Board for consideration, additional recommendations may be made to enhance or augment the program and improve the information available to the Board.

## **LEGAL REQUIREMENTS**

CEQA Compliance: The subject activity is not a project as defined by CEQA pursuant to Section 15378(b)(5) of the CEQA Guidelines.

General Plan: Not Applicable.

## **FINANCIAL IMPACT:**

Final payment is \$140,400 of the \$585,000 contract. This contract was funded with unused FY 2004-2005 Capital Projects Budget and is encumbered under 100-036-P526-1900.

- The Gensler report indicates that if all aspects of the plan are implemented the total cost over 20 years would be \$641 million.
- The FY 2006-07 Adopted Budget contains \$2.5 million for potential plans and studies related to the recommendations in this report.
- Projects approved in the recommended actions will be incorporated into the Capital Improvement Plan section of the County's Strategic Financial Plan.

## **STAFFING IMPACT:**

N/A

## **EXHIBIT(S):**

Exhibit A - Facilities Master Plan Summary

Exhibit B - County Facilities Master Plan

Exhibit C - FMP Implementation Guide

Exhibit D - Workspace Design Guidelines