



Mendocino County Board of Supervisors Agenda Summary

Item #:

To: Board of Supervisors

From: General Services

Meeting Date: March 14, 2023

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 Acceptance of Report and Direction to Staff Regarding the Facility Condition Assessment of County Owned Facilities and Facilities Strategic Planning Concepts
(Sponsor: General Services Agency)

Recommended Action/Motion:

Accept the report and provide direction to staff regarding the Facility Condition Assessment of County Owned Facilities and Facilities Strategic Planning Concepts as appropriate; and direct staff to refer to the Facility Condition Assessment and Facilities Strategic Planning Concepts in development of the new Capital Improvement Plan.

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. The first phase of this facility use needs assessment was presented to the Board in September 20, 2022.

Summary of Request:

In late 2021, GSA staff solicited proposals from Architects for space need analysis by department and facility condition 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, presented last September, covered 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

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determining next steps to plan and implement any occupancy changes.

- The Facility Condition Assessment, presented here, 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 component also presented here 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 presentation of the facilities condition assessment and planning concepts in conjunction with last year's space needs assessment is to prepare and advise the Board of Supervisors in setting their strategic goals and priorities regarding the use and maintenance of our existing facilities as well as the County should structure its occupancy strategies as the community's criminal justice framework evolves and service delivery models change in the post pandemic era.

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:

<https://mendocino.legistar.com/LegislationDetail.aspx?ID=5841925&GUID=DEDBDC31-7E52-461C-AE8E-536B29189B03&Options=ID|Text|Attachments|Other|&Search=facility+use+assessment>

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

CEO Liaison: Executive Office

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Senior Deputy Clerk

Final Status: No Action Taken

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