



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Submitted on:
(COB Stamp)

Department Name: General Services
Department No.: 063
Agenda Date: August 19, 2025
Placement: Administrative Agenda
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Kirk Lagerquist, Director, General Services
Contact Info: Ted Teyber, Assistant Director, General Services (805) 568-3083
SUBJECT: Santa Barbara County Space Management Policy

DocuSigned by:
Kirk Lagerquist
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County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk; CEO; HR

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve the Santa Barbara County Space Management Policy;
- b) Rescind the July 1994 Office Space Assignment Policy; and
- c) Determine that the action is not a "project" under the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(5) because it is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item is before the Board to approve a new Santa Barbara County Space Management Policy, and to rescind the existing 1994 Office Space Assignment Policy. The Policy prescribes how Santa Barbara County departments and special districts are allocated building space -- ensuring that the County's owned and leased properties are utilized as efficiently as possible.

The proposed Space Management Policy provides that approval for space shall reside in the County Executive Office and General Services Department, with any leased space requiring approval by the County Debt Advisory Committee. The proposed Space Management Policy also includes details like establishing County-wide space standards and contemplates office workstation assignments for employees on a hybrid work schedule pursuant to the Hybrid Remote Work Policy.

Discussion:

The recommended actions update or establish policies for County allocation of space to departments and special districts. The full scope of these actions is set forth in the attachments. Below is a summary:

- Leases approved by CEO's office for budgetary impacts, General Services to confirm no existing suitable space available, and County Debt Advisory Committee.
- To balance providing all employees adequate workspace with efficient utilization of space, employees who do not work from their County work location at least three-days per week to be provided flexible or shared workstations on an as-needed basis, and not have dedicated assigned offices or workstations.
- Space not utilized by departments must be returned to Space Management Inventory for redistribution.
- Hoteling space throughout the County for use by departments.
- Non-profit use of County property where the use supports a core County purpose and provides services that are linked to a sponsoring County department's mission.

Background:

Since the 1994 Office Space Assignment Policy was adopted, the physical workplace has changed due to factors such as email becoming ubiquitous, digital phones and voicemail, the COVID-19 pandemic, and the County's adoption of the Hybrid Remote Work Policy in 2023. The existing Office Space Assignment Policy provides that space greater than 500 square feet shall be allocated by the Board of Supervisors, but fails to provide any detail or a framework for how to ensure space is allocated efficiently.

Fiscal and Facilities Impacts:

There are no direct costs associated with the approval of the Space Management Policy or rescission of the 1994 Office Space Assignment Policy. Indirectly, the proposed Policy is intended to result in cost savings by minimizing the need to construct new office space, minimizing lease costs, and reducing facilities costs associated with maintaining County office space. The proposed Space Management Policy does incorporate existing practices, such that department acquisitions or leases must be approved by the CEO for fiscal impacts, and that relocation costs for moving to new space is the responsibility of the requesting department.

Attachments:

Attachment A – Space Management Policy

Attachment B – Office Space Assignment Policy – July 1994

Authored by:

Ted Teyber, Assistant Director