



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

Department Name: General Service  
Department No.: 063  
For Agenda Of: March 27, 2007  
Placement: Administrative  
Estimated Tme: 1 hour at Hearing  
Continued Item: No  
If Yes, date from:  
Vote Required: No

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**TO:** Board of Supervisors  
**FROM:** General Services Robert Nisbet, Director (560-1011)  
Contact Info: Paddy Langlands, Assistant Director (568-3096)  
**SUBJECT:** **2006-2011 Space Utilization Report and sustainable architecture**

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**County Counsel Concurrence**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: N/A

**Other Concurrence:**

**Recommended Actions:**

**That the Board** of Supervisors set a hearing for Tuesday, April 3, 2007, (45 minutes) to receive the following:

1. staff presentation of the 2006-2011 Space Utilization Report, and
2. status report on the Sustainable Public Architecture Directive

The Board will be asked to consider the recommendation of adopting the Space Utilization Report.

**Summary Text:**

**2006-2011 Space Utilization Report**

Over the course of 15 months, General Services, working with department representatives, compiled department staffing information, office space utilization, storage and special needs requirements and operational space requirements for the purpose of calculating current and future space needs. The information is compiled in Excel worksheets and checked against the current budget. This 2006-2011 report is organized into an Executive Summary, South and North Regional reports and an Appendix. The Executive Summary is attached to this letter. The remaining documents are available from the County Architect upon request.

**Sustainable Public Architecture Directive**

On October 17, 2006, the Board directed General Services to draft county building development guidelines to implement sustainable ("green") goals into new and major remodeled facilities. As of March 2007, the County Architect has been working with agency and public stakeholders in drafting proposed guidelines. Once drafted and reviewed by the stakeholder group, a proposed amendment to Chapter 12A of the County Code will enable future projects to implement the facility goals.

**Background:**

**2006-2011 Space Utilization Report**

The review of how county departments are utilizing county facilities is a lengthy and detailed process. There are basically two major components to this review: first, the assessment of all county facilities and second, the assessment of all department staff. There are over 500 individual structures that house one or more county functions; not all of these structures house staff. Table 1, below, shows that the building inventory is currently 2.7 million square feet with 1.8 million square feet in the maintained system.

<b>Square Footage Type</b>	<b>Area in Square Feet</b>	<b>Percent of Total Gross</b>	<b>Estimate Value of Assets<sup>1</sup></b>
<i>Total Gross Square Footage</i>	2,787,812	100	\$1,115,124,800.00
Net Gross Square Footage	1,435,893	52	\$574,357,200.00
Maintained Square Footage	1,839,183	66	\$735,673,200.00

**Table 1: Building Square Footage**

The amount of area required by staff varies depending upon what type of job is being done. As an example, a heavy equipment operator does not require much in the way of office space; while a permit Plan Checker requires an area large enough to unfold oversized drawings. Table 2, below, indicates the amount of space required and is organized by Functional Groups. On the left of the table are the numbers generated during the 2000-2005 Reports. This is provided as a comparison to the current study.

Functional Group	<i>2000-2005 Projected Five-Year Need (05FN)</i>	Current Occupied (CO)	Current Need (CN)	Five Year Need (FN)
Policy & Executive	33,523	27,638	42,473	42,917
Law & Justice	290,895	158,463	238,079	273,001
Public Safety	211,066	439,550	629,792	658,534
Health & Public Assistance	503,721	514,431	577,626	617,299
Community Resources & Public Facilities	90,516	166,209	180,433	199,812
Support Services	114,590	129,602	133,054	139,842
<b>Total Space Needed</b>	<b>1,244,311</b>	<b>1,435,893</b>	<b>1,801,457</b>	<b>1,931,405</b>
<b>Total Current Space</b>	<b>761,778</b>		<b>1,435,893</b>	<b>1,435,893</b>
<b>Surplus (Deficit)</b>	<b>(482,533)</b>		<b>(365,564)</b>	<b>(495,512)</b>

**Table 2: Space Needs County-Wide**

<sup>1</sup> Clerk-Recorder-Assessor places the average improved property value at \$400 per square.  
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**Sustainable Public Architecture Directive**

With increased world-wide discussion on the need to minimize any man-made contribution to Global Warming, there is a growing movement in the US to reduce the CO2 emissions from the built environment. Locally the Community Environmental Council (CEC) has established a coalition working group of public agencies, private citizens and local business owners to explore ways to collectively reduce CO2 emissions. The effort to reduce building CO2 emission is being promoted by the American Institute of Architects and Architecture 2030 ([www.architecture2030.org](http://www.architecture2030.org)). The proposed Sustainable Public Architecture Directive will incorporate the Architecture 2030 goals in addition to the Leadership in Energy and Environmental Design (LEED). The reduction of energy consumption directly affects the operational costs of facilities. The reduction of CO2 emissions helps the environment.

The Board directed General Services to draft sustainable building guidelines that implement the objectives of the adopted *Facility Policy Framework*<sup>2</sup>. In addition, direction was given to explore ways to provide incentives to the private sector development community to also incorporate sustainable elements in private projects. Many of the cities in Santa Barbara County are also exploring ways to provide incentives to the private sector to incorporate sustainable elements into new projects. General Services is working with the Planning and Development Department to explore ways to include incentives in the permitting process for projects that identify sustainable elements in the development plans of new projects. Thus far, adding those incentives are likely to be in the energy code (Title 24) or in the form of one-time tax cuts related to energy savings. The County already provides permit fast tracking for projects that implement lower energy use of 25% of individual Title 24 energy budgets. The program has been in-place for over ten-years and well received by the development community. As the Sustainable Public Architecture Directive is being drafted, General Services will continue to work with community stakeholders, department representatives and the County Building Official. The document is expected to be completed by late Summer 2007.

**Performance Measure:**

Provide a safe and effective work environment.

**Fiscal and Facilities Impacts:**

N/A

**Fiscal Analysis:**

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ -	\$ -

Narrative: N/A

**Staffing Impacts:**

<sup>2</sup> Available online: <http://www.gs-cares.com/CapitalProjects/FacPolFramewk.asp>  
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**Legal Positions:**

**FTEs:**

**Special Instructions:**

Send Minute Order to General Services, Capital Projects

**Attachments:**

1. Executive Summary: 2006-2011 Space Utilization Report
2. Staff presentation

**Authored by:**

Grady Williams, P.E.(568-3083)

Robert Ooley, AIA (568-3085)

**cc:**