

# SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors  
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**Agenda Number:**  
**Prepared on:** 2/23/05  
**Department Name:** General Services  
**Department No.:** 063  
**Agenda Date:** 3/1/05  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Ron Cortez, Director  
General Services Department

**STAFF CONTACT:** Robert Ooley, AIA County Architect (x3085)  
General Services Department

**SUBJECT:** Santa Barbara Countywide Space Plan Update- County Project No. ASP717

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## **Recommendation(s):**

That the Board of Supervisors set a hearing on March 8, 2005 (45 minutes) to receive an update on the Countywide Space Plan.

## **Alignment with Board Strategic Plan:**

*The recommendations are primarily aligned with Goal No. 2 Ensure the Public Health and Safety and Provide Essential Infrastructure.*

## **Executive Summary and Discussion:**

Current Work: The 2004-2005 Space Utilization Update process has been underway for over two months. This effort involves all departments completing staffing and space questionnaires. Almost all departments have returned the "first" draft of data, which means that they have verified where their staff is located and how many staff report to those locations. Our next step is to input that data into the space database, and return a first round projection of staff and space requirements to the departments. This process is an iterative process—which requires input and continued verification by senior departmental staff.

Prior to 1999-2000, the County of Santa Barbara had no formal plan for assigning, monitoring, or forecasting long or short term needs for its built and undeveloped space. On November 18, 1999, the County Administrator's office requested that the General Services Department begin a space planning process that would culminate in ongoing and comprehensive space planning for the County.

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The General Services Department formulated the following five phases to accomplish the Board's goal:

- Phase 1 – Project Initiation
- Phase 2- Standards and Operations
- Phase 3- Projections
- Phase 4 – Facility Evaluations
- Phase 5 – Transition Planning.

Phase I & II: This work is ongoing and will result in a comprehensive inventory of county-owned buildings and Department-occupied spaces. This information will be shown graphically and also tabulated into a matrix database. General Services, Facilities Maintenance staff will follow-up with site inspections for all buildings to verify actual occupied/assigned spaces for each Department, number of Department personnel in assigned spaces, as well as the general condition of the buildings, spaces and related systems.

Phase III: Involves a space planning process, which will deal with needs, options and recommendations. General Services will take the data compiled and evaluate it according to current generally accepted space standards. The Board adopted these standards in 1999. It will be important that the County reaffirm a “benchmark” of acceptable space standards for future planning purposes.

Phase IV & V: These phases are implemented during the Capital Improvement Program updates and Finance Plan Program updates.

**Mandates and Service Levels:**

No change on programs or service levels.

**Fiscal and Facilities Impacts:**

Funds for this project have been appropriated and are available in Fund 0001, Dept. 063, Program 1230, Account 7460.