



Agenda Date: 12/19/2006

Agenda Placement: 9B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Michael Stoltz for Robert Peterson - Director  
Public Works  
**REPORT BY:** Michael Stoltz, Deputy Director of Public Works, 299-1365  
**SUBJECT:** Agreement with STAUBACH to provide Strategic Space Management Plan

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with STAUBACH - NORTHERN CALIFORNIA, INC., for a maximum of \$395,000 for the term December 19, 2006 through June 30, 2007 for development of a Strategic Space Management Plan.

### **EXECUTIVE SUMMARY**

A strategic space plan is necessary to meet present and future space needs for the County of Napa. This strategic plan will provide:

1. space management analysis of current space deficiencies and a forecast of square footage required to house the present workforce of the County, time horizons of 5, 10 and 20 years, and a build out scenario;
2. analysis of where the County should locate a major portion of its functional programs in an attempt to obtain more value for the dollar invested; and
3. analysis of how best to leverage current county real estate assets to acquire and build additional real estate assets.

STAUBACH - NORTHERN CALIFORNIA, INC., (STAUBACH) has been selected based upon a Request for Qualifications process where it was deemed far superior in the categories of:

- | demonstrated understanding of project requirements and potential problem areas
- | project approach, work program and quality assurance program, and
- | overall quality and responsive completeness of submittal

STAUBACH is a leading global real estate advisory firm that delivers cost-effective solutions for the users of office, industrial, and retail space. Its public sector group works solely with the government institutions.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Capital Improvement Program
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The development of a strategic space plan is prudent to ensure that the County government can meet its own internal infrastructure needs.
Is the general fund affected?	Yes
Future fiscal impact:	Future fiscal impact will be the capital improvement program implemented as a result of the strategic plan.
Consequences if not approved:	Without a strategic plan, the County's future efforts will be more incremental in nature.
Additional Information:	None

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

A Facilities Master Plan was provided to the County by Ross Drulis in 2001. Elements of the 2001 Facilities Master Plan have been implemented including the construction of the new Sheriff Building, construction of the expanded Juvenile Justice Center, and demolition of the Sullivan Building.

Public Works has completed an internal analysis that compared space standards as recommended in the 2001 Facility Plan in contrast to present conditions. This analysis indicates the County is currently deficient in its space requirements by approximately 100,000 square feet. This space shortage primarily impacts the functions of Administration, Community Resources/Infrastructure, Law/Justice and Human Services. The County is presently, through independent studies, reviewing its space requirements for Adult Corrections and the Library.

The County also has a lease/purchase agreement for 3075 California Blvd. where the County may exercise an option to purchase in March 2012. In addition to the lease/purchase for 3075 California Blvd, the County also leases approximately 45,000 square feet primarily for Health and Human Services, Information Technology Services and Agriculture Commissioner and U.C. Cooperative functions.

The County also owns certain properties where there is potential interest by the private sector to purchase these properties. These properties include 1111 1st Street (Carithers Building), 933 Water Street, and the City block bounded by Third Street/Fourth Street/Coombs St. and Randolph Street.

STAUBACH will complete the following tasks:

1. Confirmation of present needs and methodology to forecast needs for 5, 10, and 20 years, and ultimate build-out scenario;
2. Analysis of potential campus site locations that could be developed in an economically and environmentally sustainable manner. This analysis will include:
  - | cost differences between potential site locations and service delivery implications
  - | potential for future growth at alternative campus locations
  - | campus location options for functional work groups, including central campus for most county departments
  - | critical time frames given program delivery goals and objectives
  - | possible use of existing sites for (in part or whole) affordable housing projects to support the community's low cost housing needs
3. Analysis of potential to leverage certain county assets so we can build elsewhere;
4. Analysis of temporary leased space requirements;
5. Other financial strategies that do not involve utilization of debt capacity; and
6. Alternative timetable scenarios that map out the sequence and timing of events of options developed

In this process STAUBACH will consult with department heads and other key county staff in the needs assessment process. A Policy Advisory Committee (PAC) will also be formed to provide guidance to STAUBACH. The County Executive Officer, Assistant County Executive Officer, Auditor-Controller, County Counsel, Directors of Health and Human Services, Conservation, Development and Planning, and Public Works, Chief Probation Officer and the Deputy Director of Public Works will be members of the PAC. Based upon the guidance from the PAC, STAUBACH will meet with the Board of Supervisors at the following phases of this project to ensure that the Board is in agreement with the direction of the development of the strategic plan:

- | Project Mobilization
- | Demand/Supply Analysis and Goal Setting
- | Strategic Plan Scenario Development, Direction and Analytic Framework
- | Selection of preferred Strategic Plan and Implementation

The agreement may be amended in the future based upon unanticipated issues raised at the mobilization stage.

## **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton