

County of Santa Barbara
Space Utilization Report
North County Region
July 2014

This document as provided is an accurate and authoritative source concerning the subject matter covered. The information presented in this document is subject to change. Every effort will be made to make proper notice to those affected by such changes. This plan will be implemented with all available funds identified for those projects resulting from this document, but does not represent a commitment on the part of the County if those funds do not materialize as expected.

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First Draft: May 2012
Final: July 2014

Cover Picture
Santa Ynez Winery - Google Images

County of Santa Barbara

Space Utilization Report

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Acknowledgments

No major project is completed without the help of others, and thus this report would never have been completed without the cooperation and help of countless department staff. Over the course of developing this document many people gave freely of their knowledge about the subject matter; provided insight into how their respective departments function and heightened our general knowledge of overall county functional interactions. This Space Utilization *update* represents a broad look at how the county uses space, including: office space, storage space, operational field space, lease space and specialized functional space.



Executive Summary

Use of Standards

The creation of space allocation standards in 1999 has served the county well as new facilities or major remodels were undertaken. While the county continues to be challenged in delivering services to its constituents, the trend of “packing” employees into the smallest possible space has been somewhat turned back. Industry studies by the private sector like; Herman Miller, Steelcase, Knoll and others show that when employees have an appropriate amount of space in which to conduct their work, they tend to be happier about their work; be more productive and tend to be more connected to their work. Space allocation is not the only factor, working environment contributes about 75% to the “happiness rating” in these surveys. In other words, when there is natural light, natural air and the ability to see outdoors employees are generally happier at work.

The County of Santa Barbara has made great progress providing improved working conditions for its employees. The creation of these improved working environments is based largely upon the board adopted *Facility Policy Framework (Framework)*. The Framework is a broad policy document that was crafted in 2000 with the input of all the county departments, outside agency stakeholders’ and County Architect. The Framework set out eight broad facility goals and 47 supporting policy statements. Since its creation, the Framework has guided the design of all new buildings and major remodel efforts.

Advances since 2006 Space Utilization Study

Over the course of the last five years, process improvements have continued to increase the usefulness of a county-wide square footage database, a centralized Computer Aided Facility Management system, County Facility Design Guidelines, and greatly improved working conditions for most employees. We still have a ways to go and expect that over time all facilities will reflect the guidelines and goals of the Framework.

There have been three key documents contributing to the improved working conditions in Santa Barbara County: 1) is a focused Capital Improvement Program (CIP); 2) is the funding methods to deliver projects and, 3) the Framework and Space Utilization Reports. The CIP has over the years been focused illustrate facilities in a realistic way in order to understand department facility needs; in the long-term. The Framework and Space Studies (this study) help departments understand what they have and how much they might need now and years going forward.

Calculation Method

The *South County Space Utilization Report* and its companion the *North County Utilization Report* have been produced to illustrate a relative space allocation calculation method used to determine the represented needs base upon a scale of space. As the *Area Calculation Guidelines* section will indicate, the space can be calculated using a range. For the purposes of this report, the middle, or average was used to determine Current Need (CN) and Future Need (FN). The Current Occupied number was determined using the Square Footage Database application. The database holds information regarding departments by building and occupied area.

In 2006 the survey data was collected and entered into a series of Excel Worksheets. For this update, most data was imported to an Access database and verified using data from the Auditor, Human Resources and the County Executive Office of Budget and Management.

As with any study, the method used to calculate results is often more critical to understand than the results themselves. For the Space Utilization Report the *Building Owners and Managers Association International* (BOMA) standard has been adopted; refer to the Appendix for the space allocation standards. The *Standard Method for Measuring Floor Area in Buildings* is used and a short summary is provided here. It is generally acceptable to allow a one-digit variation in the calculated space for purposes of this study. Often this is a result of rounding that occurs in the calculation process. So as the figures are “rolled-up” from the detail to the summary tables, round does and will occur. Therefore, if the resulting summary is within a one-digit variance of the individual components; then the summary result is determined to be an acceptable representation of the need.

With the updated requirements of various codes and regulations, additional space must be provided for those with disabilities. The Space Allocation Standards have been updated to reflect these requirements with particular focus on those which might need to use a service animal in the workplace; whether a visitor or employee. The graphics have been updated to represent these requirements.

A navigation circle has been placed in many of the graphically illustrations to convey that provision must be made to allow for removal of architectural barriers.

A “tool kit” is provided for those planning office space remodels or installation of new furniture to insure that the appropriate amount of area is provided for those with mobility issues; and finally, where there may need to be a service animal, the various office configurations have been illustrated to show that a service animal can be accommodated within the space. Where the space is too small, a recommendation is made as to how the individual with a disability can be accommodated.



Figure 3: ADA Turn area, 48" minimum



Figure 2: Indicates Service Animal

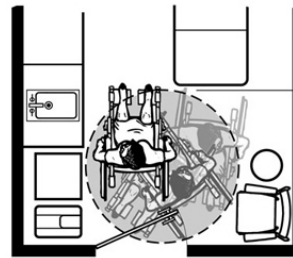


Figure 1: Example of inadequate turning area.

Introduction

Overview

In early 1999, the County Board of Supervisor's directed for the first time in 30 years, the assessment of the amount of space its staff occupied in the two geographic areas: the northern county and the southern area. The south county assessments preceded the north county assessments being completed by consulting architects. The Office of the County Architect developed the space utilization report documenting needs in North County.

This Space Utilization *update* is being completed for both planning areas by the Office of the County Architect. The report looks at future space requirements through the year 2017. The purpose of this study is twofold: first, to re-evaluate standards for space allocation adopted in 2006 and their application to the allocation of space needs for each department. Secondly to understand the condition and amount of space available for space allocation.

The north county represents a wider geographic area than the south county and as a result the need for regional campuses is highlighted. For this reason, a new section has been added to the report, Regional Context, to address the unique issues related to dispersiveness of department services.

Background & Goals

Until 1999, Santa Barbara County had few written space planning policies and had not adopted procedures relative to the allocation and utilization of space within its facilities. Space allocation is typically based on perceived need, availability of funds, and existing space vacancies. The County has established a space management policy, generally referred to as the Facility Policy Framework. The Framework and its enabling Ordinance were adopted by the Board of Supervisors in 2001. The Framework is in-place to ensure that the following space management activities are adhered to:

1. Provide a logical and systematic framework for determining the County's facility and space needs.
2. Provide planning guidelines for management of growth and reduction or reassignment of County space over time.
3. Identify and match space needs with capital improvement requests.
4. Develop, administer and maintain an automated Facilities Management System.

Purpose of Study

The County should review their current space inventory countywide and projected needs in five-years (short term) to create a strategic plan that addresses specific choices about the use of buildings and lands owned or leased by County Government. The plan will quantify the number of employees and square footage of space required for each department based on data from completed departmental questionnaires. Over the next five years, it will provide the County with strategic planning information to be used in making choices regarding how County facilities and available land in the north county region are best utilized. It is expected that the Workplace Task Force will also develop implementation strategies based on the findings of this utilization report.

Departments Surveyed

The following is a list of the departments within the northern region survey area that have been interviewed for the purpose of obtaining the necessary data.

Policy & Executive

- Board of Supervisors
- County Executive Office
- County Counsel

Public Safety

- Fire
- Probation
- Sheriff

Resources & Facilities

- Agriculture Commission
- Community Services
- Planning and Development
- Public Works

Law & Justice

- District Attorney
- Public Defender
- Superior Court

Health & Public Assistance

- Public Health
- Alcohol, Drug and Mental Health
- Social Services
- Child Support Services

Support Services

- Auditor-Controller
- County Clerk-Recorder-Assessor
- General Services
- CEO-Human Resources
- Treasurer - Tax Collector

The project objective was to limit the scope of the report to the basic question: What additional space is needed by the County departments to meet the immediate and 5 year needs?

In 2000-2005 the major focus of the report was to evaluate the larger County buildings that contain the majority of staff and that provide the greatest amount of interface with the public. In this 2006-2011 update, storage buildings, parks maintenance buildings, and other utility buildings, were also reviewed as a major contributor to the County's overall operation.

The methodology used developed a means to help departments efficiently utilize real estate holdings while meeting public service missions. This is accomplished by identifying staff or special functions, and multiplying that by an adopted standard area. A space need can be determined which can be compared to the current existing condition. This comparison can then be used determine future space needs and space management.

Project Phases

The project has been divided into two phases. The initial phase of the work involved information gathering, which was followed by an analysis and documentation phase.

Phase 1 - Information Gathering

The Information Gathering process involves identifying the list of County owned and leased spaces in the north county region to be included in the study. From this list of properties, floor plans were used to determine the amount of area that is currently occupied by each department.

Area square footage guidelines were developed and applied to the assignable space for the calculation determining the amount of area needed by each department. Research was conducted which included various California counties, some cities and the Federal General Services Administration regarding space allocation standards used by those agencies. A chart can be found in the Area Calculation Guidelines section that compares these standards to the proposed guidelines range.

The number of County employees by department forms the basis for determining the area calculation for that department. This information was obtained from staff counts as provided by the Personnel Department and verified within the questionnaire and interview process. Additionally, the questionnaire and interview process was used to ascertain any exceptions in the space needs unique to each department. The number of conference rooms, storage requirements, and other utility spaces were determined as a result of this process.

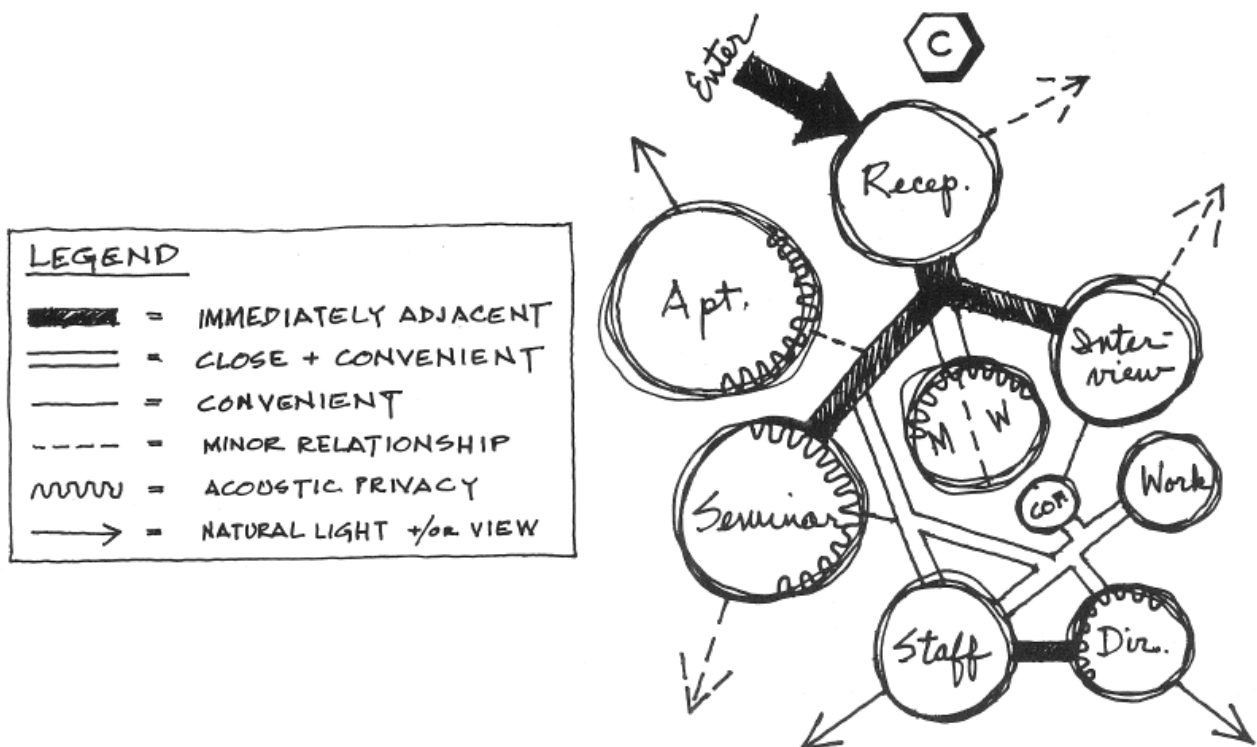
Further, the number used to calculate the area required for staff does not represent a pure statement of approved positions (FTE) for each department. But rather, an expressed space requirement, which is derived by adding all the positions together; including part-time, contract and outside vendors. In some cases departments have assigned staff to another department, the space required for these staff has been counted in their department numbers, not the host department assessments.

Phase 2 – Analysis and Documentation

The documentation and analysis phase involved the extraction and analysis of the data received from questionnaires, field research and interviews, and then computing the area requirements for each department based upon current and five year projected needs.

It should be noted that certain departments seem to have more than adequate space for their needs. However, because of the configuration of some of the existing buildings, some of the available space may not be utilized efficiently to yield additional usable space. Open workspace is ideal for setting up efficient workstations; the available area is constrained by the design of the existing buildings. Other buildings have generous public circulation areas, which may or may not yield additional usable space. An example of this is the Historic County Court House in Santa Barbara.

To develop a consistent means of evaluating space needs, an industry standard net “usable” area was determined for each building along with a general gross building area for each facility. The purpose of the report is not to suggest that space be taken away from any department that may appear to have more than adequate space. It is recommended that detailed space studies be implemented for those facilities that appear to have excess space in order to determine if additional usable space can be gained.



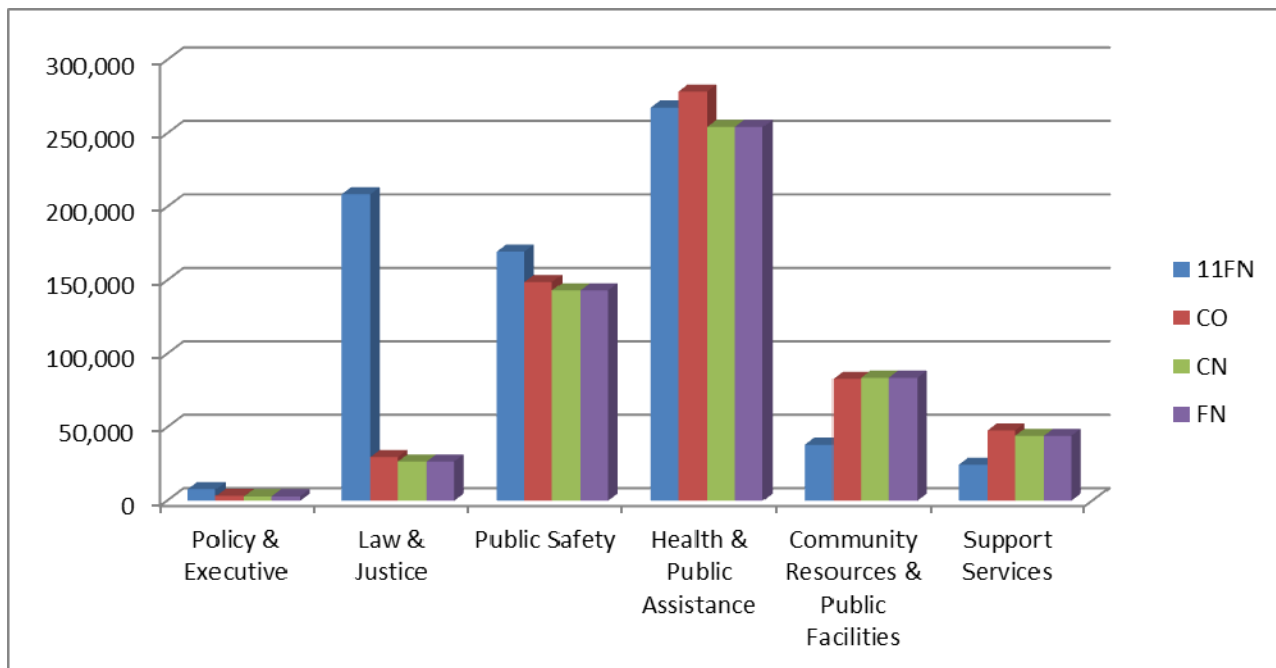
North County Summary

The north county current needs (CN) indicate a surplus of space for the first time in 10-years.

In general, the north county is experiencing a faster population growth than that of the south county. As a result, facility and county staff growth is also increasing in the area. Another factor to consider is the continued aging of the facilities in the area. The table below summarizes the three locations in the north county: Lompoc, Santa Maria and Other Locations; followed by a summary table of each of these areas. Additional tables detail the requirements by Functional Groups.

Functional Group	2006-2011 Projected Five-Year Need (11FN)	Current Occupied (CO)	Current Need (CN)	Forecast Need (FN)
Policy & Executive	7,813	3,334	2,953	2,953
Law & Justice	208,543	29,685	26,665	26,665
Public Safety	169,531	148,822	143,169	143,169
Health & Public Assistance	267,574	278,415	254,318	254,318
Community Resources & Public Facilities	38,079	82,875	83,651	83,651
Support Services	24,433	47,780	44,135	44,135
Total Space Needed	<u>715,973</u>	<u>590,911</u>	<u>554,891</u>	<u>554,891</u>
Total Current Space (CO)	590,941			
Surplus (Deficit)	(125,032)		36,020	36,020

FN: Future Need CO: Current Occupied CN: Current Need

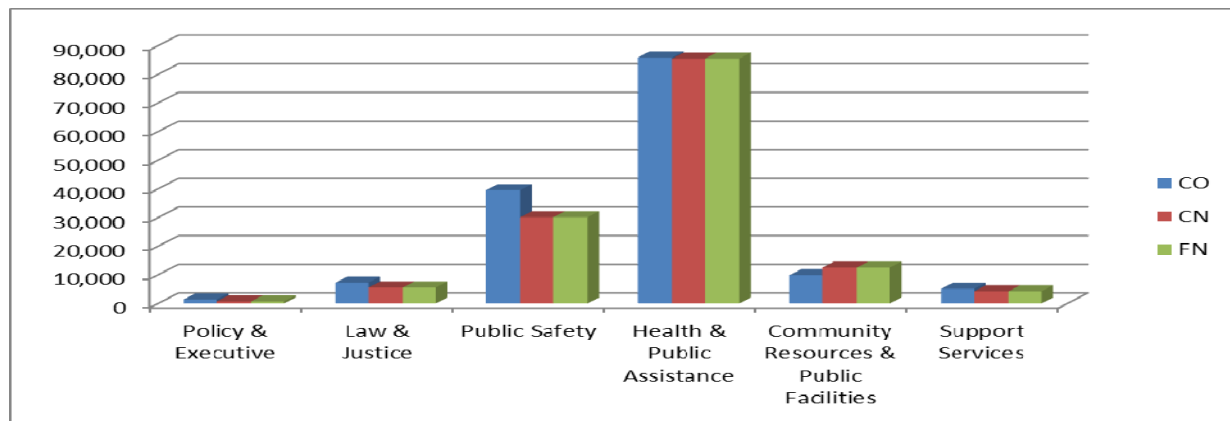


Summary - Lompoc

The facilities and departments in this area are primarily location in downtown Lompoc with few in outlying areas around Lompoc.

Functional Groups	CO	CN	FN	Utilization Rate % of CN to CO	Utilization Rate % of FN to CN
Policy & Executive	1,442	760	760	.53	1.0
Law & Justice	7,270	5,586	5,586	.77	1.0
Public Safety	39,531	30,122	30,122	.76	1.0
Health & Public Assistance	85,892	85,501	85,501	.99	1.0
Community Resources & Public Facilities	9,871	12,536	12,536	1.27	1.0
Support Services	5,166	4,274	4,274	.83	1.0
Total	149,172	138,779	138,779	.93	1.0

FN: Future Need CO: Current Occupied CN: Current Need



Reference Tables Only

	(CO)	(CN)	(FN)
<i>2006-2011 Functional Summary</i>			
<i>Policy and Executive</i>	606	1,370	1,445
<i>Law and Justice</i>	18,123	27,360	36,538
<i>Public Safety</i>	13,866	21,535	30,535
<i>Health and Public Assistance</i>	59,140	84,629	120,406
<i>Community Resources and Public Facilities</i>	676	652	652
<i>Support Services</i>	3,020	3,265	3,365
<i>Total</i>	95,431	138,811	192,941

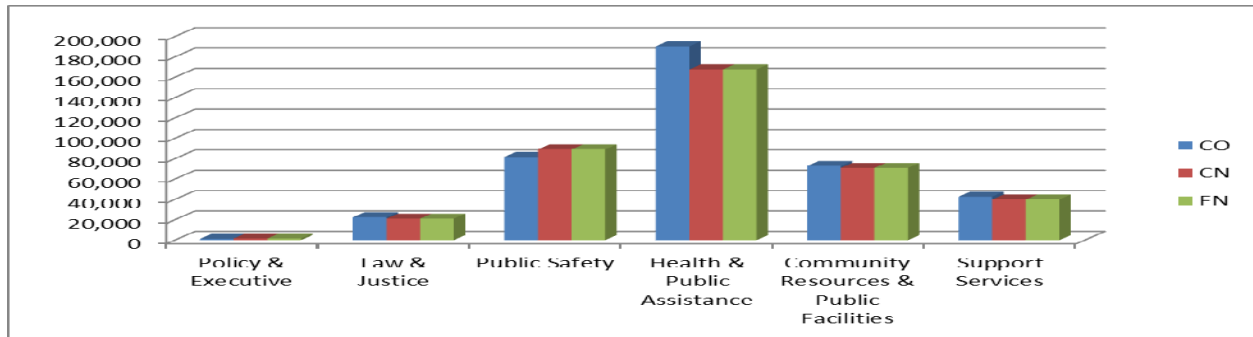
	(CO)	(CN)	(FN)
<i>2000-2005 Functional Summary</i>			
<i>Policy and Executive</i>	750	1,274	1,274
<i>Law and Justice</i>	10,505	11,057	14,647
<i>Public Safety</i>	23,739	33,521	34,641
<i>Health and Public Assistance</i>	75,591	91,275	100,817
<i>Community Resources and Public Facilities</i>	334	630	936
<i>Support Services</i>	2,361	2,775	2,875
<i>Total</i>	113,280	140,532	155,190

Summary - Santa Maria

This area has the by far many more locations than anywhere else in the county. There are three main facility locations with many satalight locations. The area is also the fastest growing area of the county as well as the central coast of California. The greatest needs for county facilities are in this region. Of the greatest need, Public Health and Public Safety lead the departments. With the overcrowding of the main jail facility in the south county a new facility to accommodate the holding population is required in this area. Public and Mental Health are both in critical need to accommodate additional patient loads.

Functional Groups	CO	CN	FN	Utilization Rate % of CN to CO	Utilization Rate % of FN to CN
Policy & Executive	1,288	1,617	1,617	1.25	1.0
Law & Justice	22,415	21,079	21,079	.94	1.0
Public Safety	81,713	89,118	89,118	1.09	1.0
Health & Public Assistance	190,486	167,564	167,564	.88	1.0
Community Resources & Public Facilities	72,780	70,869	70,869	.97	1.0
Support Services	42,614	39,861	39,861	.94	1.0
Total	411,296	390,108	390,108	.95	1.0

FN: Future Need CO: Current Occupied CN: Current Need



Reference Tables Only

	(CO)	(CN)	(FN)
<i>2006-2011 Functional Summary</i>			
<i>Policy and Executive</i>	1,938	5,001	5,001
<i>Law and Justice</i>	78,474	135,324	164,324
<i>Public Safety</i>	47,901	52,204	63,704
<i>Health and Public Assistance</i>	107,280	152,150	182,927
<i>Community Resources and Public Facilities</i>	19,385	18,706	23,906
<i>Support Services</i>	10,607	15,891	17,391
Total	265,585	379,276	457,253

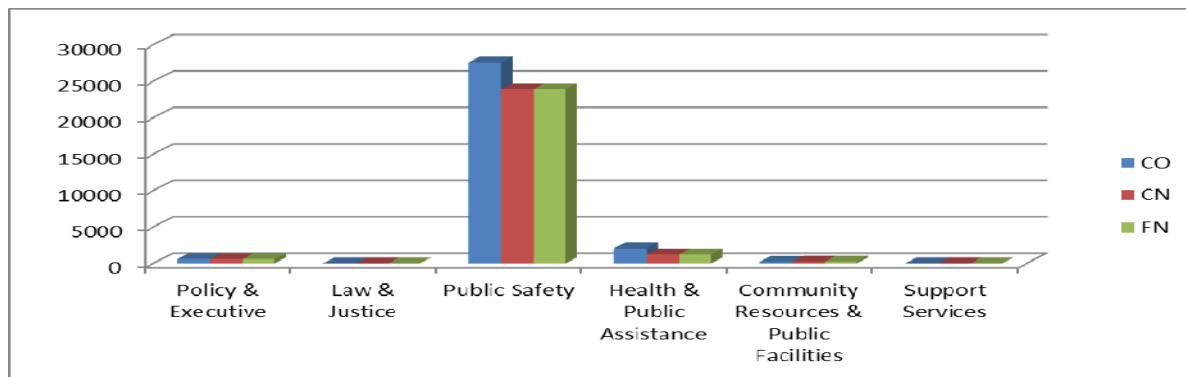
	(CO)	(CN)	(FN)
<i>2000-2005 Functional Summary</i>			
<i>Policy and Executive</i>	1,938	8,204	8,204
<i>Law and Justice</i>	81,951	132,691	151,691
<i>Public Safety</i>	108,054	114,681	118,181
<i>Health and Public Assistance</i>	168,253	163,999	175,626
<i>Community Resources and Public Facilities</i>	60,402	27,908	30,908
<i>Support Services</i>	22,192	20,529	22,029
Total	442,790	468,012	506,639

Summary - Other Areas

The numbers below contain needs in Santa Ynez, Buellton, Solvang and New Cuyama.

Functional Groups	CO	CN	FN	Utilization Rate % of CN to CO	Utilization Rate % of FN to CN
Policy & Executive	604	576	576	.95	1.0
Law & Justice	0	0	0	0	0
Public Safety	27,578	23,929	23,929	.87	1.0
Health & Public Assistance	2,067	1,253	1,253	.61	1.0
Community Resources & Public Facilities	224	246	246	1.1	1.0
Support Services	0	0	0	0	0
Total	30,473	26,004	26,004	.85	1.0

FN: Future Need CO: Current Occupied CN: Current Need



Reference Tables Only

	(CO)	(CN)	(FN)
<i>2006-2011 Functional Summary</i>			
<i>Policy and Executive</i>	606	1,538	1,538
<i>Law and Justice</i>	5,000	13,426	15,426
<i>Public Safety</i>	12,984	21,667	24,267
<i>Health and Public Assistance</i>	2,127	3,162	3,460
<i>Community Resources and Public Facilities</i>	30,109	4,790	9,187
<i>Support Services</i>	0	0	0
<i>Total</i>	50,826	44,583	53,878

	(CO)	(CN)	(FN)
<i>2000-2005 Functional Summary</i>			
<i>Policy and Executive</i>	606	1,538	1,538
<i>Law and Justice</i>	5,000	13,426	15,426
<i>Public Safety</i>	7,608	18,079	22,961
<i>Health and Public Assistance</i>	1,503	3,852	4,508
<i>Community Resources and Public Facilities</i>	1,930	6,931	8,431
<i>Support Services</i>	0	0	0
<i>Total</i>	16,647	43,826	52,864

Space Needs Summary

Located in the Other Locations of Santa Barbara County are the departments comprised of the following functional groups: Policy & Executive, Law & Justice, Public Safety, Health & Public Assistance, and Community Resources and Facilities.

The reporting tables in this report have been modified since the 2000-2005 Report. Rather than summarize by Functional Component in total, we summarize by Department by Functional Component. The format of the table (indicated below) illustrates current report numbers (2006-2011) and prior report numbers (2000-2005). The reader will see all current period figures in **bold** and prior period figures in *italics*. What follows the Functional Component Summaries is a Regional Summary. The Regional Summary is a summary of totals from each of the following tables. In some cases there is no data in the table. This occurs for two reasons: 1) the department has no presences in the reporting area or 2) was not part of the prior period reporting. In a few cases, departments were not included in the 2000-2005 report period because their space utilization is primary non-office facilities. All department space is being report in the 2006-2011 report period. However, again in a few cases, departments did not complete the survey document in a way that produced data by region as requested. The departments failing to do so have been indicated by an asterisks (*) in the following tables.

Functional Component	2012-2017			2006-2011 <i>(reference only)</i>		2000-2005 <i>(reference only)</i>	
	Current Occupied (CO)	Current Need (CN)	Future Need (FN)	CO	FN	CO	FN
Department Name*	###	###	###	###	###	###	###

Prior-year Space Utilization numbers are for reference only.

- 2000-2005 numbers did not include all space or all departments.
- 2006-2011 numbers included all the buildings, but not all the departments. As an example, Fire was not included – pending the result a department wide study.

Policy & Executive

The departments in this category require 932 more square feet than what they currently occupy. That number will not grow over the next five years. The additional square footage is to accommodate current needs, which by the very nature of this group does not experience the same kind of growth as the other functional groups. When this group reaches its current need, the only potential space requirements past the five-year needs would be for storage retention.

Functional Component	<u>2012-2017</u>			<u>2006-2011</u> <i>(reference only)</i>		<u>2000-2005</u> <i>(reference only)</i>	
	CO	CN	FN	CO	FN	CO	FN
Space Need							
Board of Supervisors	2,824	2,395	2,395	3,294	8,468	3,150	8,023
County Executive Office ³	255	303	303	0	285	0	285
County Counsel ³	255	255	255	0	0	0	0
Total	3,334	2,953	2,953	3,294	8,753	3,150	8,308

Law & Justice

In the Other Areas, the only component of the Law & Justice Functional Group is the Court. The projection of space for the Court has dropped based upon the standard that the Administrative Office of the Courts (AOC) applies to space allocation. No other detailed analysis was conducted of the Courts needs because those needs are now tracked by the AOC.

Functional Component	<u>2012-2017</u>			<u>2006-2011</u> <i>(reference only)</i>		<u>2000-2005</u> <i>(reference only)</i>	
	CO	CN	FN	CO	FN	CO	FN
Space Need							
District Attorney	18,095	16,696	16,696	7,139	5,251	17,198	41,438
Public Defender	11,590	9,969	9,969	3,366	9,396	6,690	18,201
Courts ¹	0	0	0	68,605	136,041	77,745	144,545
Total	29,685	26,665	26,665	79,110	150,688	101,633	204,184

Public Safety

The departments in this category require 7,543 more square feet than what they currently occupy. That number will grow to over 9,539 in the next five years. The amount of growth is about equal for each of the departments in this group: Fire and Sheriff.

Functional Component	<u>2012-2017</u>			<u>2006-2011</u> <i>(reference only)</i>		<u>2000-2005</u> <i>(reference only)</i>	
	CO	CN	FN	CO	FN	CO	FN
Space Need							
Fire ²	33,409	35,860	35,860	3,600	10,172	3,160	9,222
Probation	69,596	68,501	68,501	11,953	14,955	37,126	61,237
Sheriff	45,817	38,808	38,808	8,186	9,574	30,399	46,741
Total	148,822	143,169	143,169	23,739	34,701	70,685	117,200

¹ The responsibility for court space will transfer to the California Judicial Council sometime in 2006 or 2007 in compliance with SB1732. No space analysis was undertaken for the Courts in this report. Refer to other sources for the required area for Court Operations.

² Fire was not studied in the 2000-2005 Report. As of 2005 a Fire Facilities Master Plan was underway therefore Fire data in this report is in complete.

Health & Public Assistance

The departments in this category currently require an additional 1,091 square feet more than what they currently occupy. This figure is down from the 2000 report primarily due to how we calculated the required area. As you can see the group increased their current occupied by some 564 square feet.

Functional Component	2011-2017			<i>2006-2011 (reference only)</i>		<i>2000-2005 (reference only)</i>	
	CO	CN	FN	CO	FN	CO	FN
Space Need							
Alcohol, Drug & Mental Health	44,921	45,014	45,014	15,025	23,427	25,470	53,988
Child Support Services	10,249	7,929	7,929	5,000	8,087	13,759	24,753
Public Health	68,549	103,256	103,256	30,409	31,460	58,270	93,552
Social Services	154,696	98,119	98,119	25,157	37,843	70,424	135,548
Total	278,415	254,318	254,318	75,591	100,817	167,923	307,841

Community Resources & Public Facilities

The departments in this category have 2,860 more square feet than what they currently require and occupy. However in five-years this group will require 3,257 additional square feet to accommodate their projected growth.

Functional Component ³	2012-2017			<i>2006-2011 (reference only)</i>		<i>2000-2005 (reference only)</i>	
	CO	CN	FN	CO	FN	CO	FN
Space Need							
Agriculture Commission	7,596	7,883	7,883	334	936	14,562	18,002
Community Services	13,220	13,284	13,284	0	0	1,472	3,483
Planning & Development ³	12,369	10,495	10,495	0	0	3,160	17,514
Public Works*	49,690	51,989	51,989	0	0	8,754	7,698
Total	82,875	83,651	83,651	334	936	27,948	46,697

Support Services

As a whole, the departments in this category currently occupy more space that they need. That number will not grow within the next five years. There are two departments within this group that did post growth numbers; the Clerk-Recorder-Assessor and the Treasurer. The General Services Department may not have projected their need accurately with respect to storage.

Functional Component ³	2012-2017			<i>2006-2011 (reference only)</i>		<i>2000-2005 (reference only)</i>	
	CO	CO	FN	CO	FN	CO	FN
Space Need							
Auditor-Controller ³	305	305	305	500	285	250	285
Clerk-Recorder-Assessor	10,601	7,207	7,207	6,431	9,714	9,024	8,832
General Services ³	29,124	28,866	28,866	15,310	9,666	2,800	7,371
Human Resources ³	0	0	0	186	186	186	186
Treasurer-Tax Collector & Public Guardian	7,747	7,757	7,757	2,126	4,582	1,803	5,053
Total	47,777	44,135	44,135	24,553	24,433	14,063	21,727

³ Some departments require no space in the area; they are shown with (0).

Department Assessments

Departments Surveyed

Buellton

- Fire
- Planning & Development
- Sheriff

New Cuyama

- Public Health
- Sheriff
- Public Works
- Fire

Solvang

- Agriculture Commission
- Courts
- Public Health
- Sheriff
- 3rd District Supervisor

Summaries of the responses to the individual department questionnaires are contained in this section. The assessments indicate location(s) of the department(s) along with the amount of square feet it currently occupies. Not every facility that the departments occupy will be represented. These summaries addressed the spaces accommodating administrative staff, support spaces and in some cases operational space, like: storage facilities. The Department Assessments reflect the responses to the initial questionnaire and interviews with the department during the report process.

A list of current space needs, based on the department's staff, is calculated according to the range of space assignment guidelines mentioned in the *Area Calculation Guidelines* section of this report. Additional space requests taken from the Questionnaires are added to the square footage suggested for the department's staff and an average 20% of that total is added to allow for secondary circulation, including walls and corridors, with the result being the current area needed for the department.

Space Standards as Guidelines

The proposed space standards are to be viewed as general planning guidelines.

Five-Year Growth Projections

Also included are the projected needs for staff changes in the next five years, which were obtained from the questionnaire. That square footage is added to the current area needed and the total is the amount of space needed in five years. A bar chart illustrates the data in visual form with the current space occupied (CO) in square feet, additional space expressed as current need (CN) based on the previously mentioned calculations, and the five-year (FN) projected space demands.

“Surplus Space”

Some departments may appear to have a surplus of space. A number of factors can contribute to a space appearing to be cramped, including an inefficient office layout, old filing systems, or large furniture. Detailed space planning to facilitate efficient space utilization may help to alleviate problems for those departments.

Because of the wide area covered by the departments in this section Other Locations, we have organized the information by those locations with a summary at the end of this section.

Understanding Department Scorecards

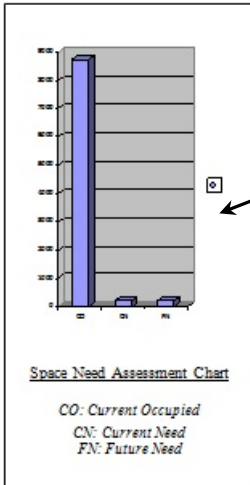
Each department completed surveys regarding their current and future space needs. That information has been summarized onto a “scorecard” (illustrated below). The scorecard indicates all space occupied and required by the department in three forms: facility locations, worksheet, chart and summary text. Detail information is available in the Office of the County Architect for review and further study.

Board of Supervisors—General

Space Scorecard

The following square footage is a combination of the space requests of the divisions contained in the facilities at 105 East Anapamu Street.

General text about department. Refer to the Facility Scorecards for specific information on that facility.



Graphical illustration of department space utilization.

Staff Area Requirements				
Office Type	People		Current Need (if calculation)	Total Current
	Current (staff count)	Future (staff count)		
1	0	1	0	1
2	0	0	0	0
3	0	0	0	0
4	0	0	0	0
5	0	0	0	0
6	0	0	0	0
A	1	1	57	57
B			10	6
C				83
Subtotal				

Support Area Requirements				
Storage				
A	General Storage		10	
B	Special Storage		0	
C	Warehouse Storage		0	
Subtotal				
10				

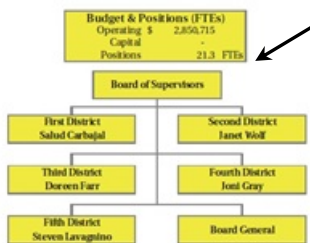
General Support				
A	Recpt Waiting ContRM		40	
B	Active Archive Special Files		20	
C	Equip Video Interview		16	
D	BrkRM Library Training		20	
E	Copier Printer Mail RM		10	
F			0	
G			0	
H			0	
Subtotal				
106				

Calculated Space Requires (Staff & Support)				
Category				
A	Net Assignable Support Area			179
B	Circulation Building Envelope			18
C	Gross Assignable Area			197
Subtotal				
197				

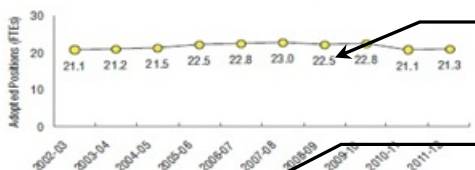
Reference				
Year	Reported Occupied Space	Reported Current Need	Reported Future Need	
2008	0	0	0	
2009	13318	13318	13318	
2010	13318	13318	13318	

Summary of space calculations from detailed, individual department and division surveys by facility.

Organizational chart.



Survey results from prior years for reference only.



Staffing trends over time.

QUESTIONNAIRE SUMMARY

The greatest need of the department is long-term storage. There are a number of remote locations for records storage and none of them easily accessible.
 The office operations are centralized and function well.

Summary of survey comments. See survey documents for full comments. (on file with the County Architect)

Glossary of Terms

Assignable Area

Is a portion of the facility that can be assigned to the occupant of that space? It includes the interior walls, building columns and projections, but excludes exterior walls, major vertical penetrations, building core and service areas, primary and secondary circulation.

Building Penetrations

Penetrations may include elevators, flues, ducts, shafts or stairs. Dumbwaiters are not included because they usually service just the departments where they are located and not for the use of the general public. Areas with sloping walls will have measurements taken at the floor plane.

Common Space

Includes portions of the building designed to support the functional office space, like: restrooms, primary circulation areas and area for building mechanical and electrical systems.

Gross Square Footage

Is the sum of all floor areas on all levels that are totally enclosed within the building outer walls (or envelope), it includes cornices, pilasters and buttresses that extend beyond the external wall face. Where there is a basement space, that area is measured to the outside wall plane.

Occupied Area

Includes the area taken from the interior walls, building columns and projections and secondary circulation.

Primary Circulation

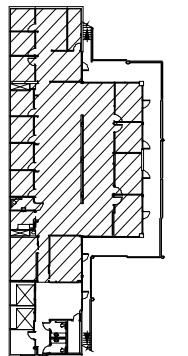
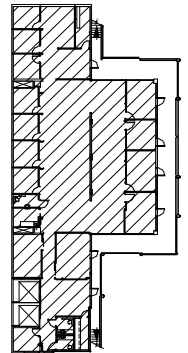
Includes the portion of a building that is a public lobby or corridor or is required for access for all occupants on a floor to stairs, elevators, toilet rooms and building entrances.

Private Office

A space totally enclosed within fixed walls that provide visual, audible and secure separation from other spaces within the general office layout.

Rentable Area

Is a term used whether the building is leased or owned. It is measured to the inside finished surface of permanent outer building walls, excluding any major vertical penetrations of the floor.



Secondary Circulation

Is the portion of the building required for access to some subdivision of space that is not defined as primary circulation.

Usable Area

Excludes exterior walls, major vertical penetrations, primary circulation, building core and building service areas. *Usable Area* is based on the “Standard Classification for Building Floor Area Measurements for Facility Management” published by the American Society for Testing and Materials.

