

# **Nevada County**

## **2008 Capital Facilities Master Plan**



**Nevada County  
Information & General Services Department**

950 Maidu Avenue, Nevada City, California 95959  
530-265-1238 Fax 530-265-7112 [igs@co.nevada.ca.us](mailto:igs@co.nevada.ca.us)

### **Executive Summary:**

The ongoing sustainability of effective government operations relies on adequate and proper capital facilities. This plan outlines a strategy, current assessment, and tools for the County of Nevada to plan and manage its space needs. This document is the annual update to the Capital Facilities Master Plan created in 2006. In 2006 the County departed from the previous and traditional planning approach of outlining a 25-year capital plan which was updated about every ten years. These previous plans were labor intensive and expensive to produce. Due to their static "snap shot" planning approach, most were obsolete and useless less than three years from their publication date.

It is critical that the County approaches capital facility planning in a long term manner. This plan provides a long term horizon while staying dynamic and nimble to changing short term needs with annual updates. The Capital Facilities Master Plan is intended to be used as a tool, with re-evaluation and refinement occurring annually as new information, needs, and resources are identified. The implementation of this plan will allow the County to move forward toward meeting the need for new facilities and for improving and expanding existing facilities to meet changing needs.

The information provided includes:

- How much space each department will need
- Where that space needs to be located
- How the development of facilities will be phased to enable the County to fund the master plan
- Budgetary projections for capital improvements and maintenance

It is the County's preference to own facilities rather than lease them. There are some circumstances where leasing is the preferred option or when a temporary lease arrangement is optimal as an interim solution before ownership can be accomplished.

The following is a summary of major capital facility issues and opportunities.

### **Major Short Term Issues:**

The County faces several major pressing capital facilities issues.

- Jail Expansion: The Wayne Brown Correctional Facility is currently facing increasing inmate classification impacts. The current ability of the jail to handle a wide range of classifications greatly reduces the overall number of inmates that the facility can house. This last fall, the County presented to the Board of Supervisors a Jail Expansion Needs Assessment Study. The study analyzed the current jail capacity, operations, and classification issues and provided recommendations. In October 2007, the County took the next step in the process by releasing a request for proposals (RFP) for an economic feasibility study. This study will outline in detail the full construction and program/operations impacts of the required expansion project. Very rough estimates place the project at a \$15 million construction cost with \$2 million in additional annual operational costs. The State has a jail construction bond grant

program but there is no guarantee at this time that our county will qualify or receive funding from it.

- HEW Campus: The HEW campus is now vacant. This fall the Board was presented a Highest and Best Use Assessment Report for the property. The report outlined the many challenges that face this property:
  - \$1.45 million in structural repairs
  - \$180,000 in asbestos and lead paint removal
  - \$2.25 million for possible demolition
  - \$9.4 to \$10.7 million for possible renovation costs

The site has many other challenges with zoning, utilities, traffic impacts, and neighborhood issues. The Board of Supervisors has formed a working group of two Board members to work with staff and two Nevada City Council members. The group's goal is to develop several mutually beneficial options that maximize taxpayer value for the reuse of this property.

- Public Works Corporation Yard: The current corporation yard is located next to the Airport in the Loma Rica business park. This is prime economic development land that the Airport desires to develop and expand their services. The location is also challenging for Public Works heavy equipment deployment during the snow removal season. Public Works has fully utilized all areas of the parcel and must rent other land for materials storage. The County has had no success in finding a suitable parcel to relocate the yard over the past several years. It is difficult to locate an open flat parcel greater than 12 acres, located below the heavy snow line, and with relatively good access to a major highway. In addition, the "not in my back yard" perspective of homeowners not wanting a corporation yard as a neighbor adds to the challenge. We continue to search for a location.
- Health and Human Services Agency Building: Currently the Health and Human Services Agency (HHSA) departments and various programs are located in multiple County owned and leased properties. It is the desire of the agency for the purpose of better citizen services, economies of scale, and other cost savings to centralize all HHSA programs into one facility. It is estimated that a 60,000 square foot building would meet this need and it is the desire of the County to own such a building rather than lease. This is an option that the County has been exploring for over eight years.
- Courthouse Transfers to the State: State legislation in SB1732 requires the County to transfer a degree of equity ownership in our two Courthouses over to the State. For Nevada City, the State will own a majority of this building, while in Truckee, the County will retain majority ownership. The County and State have been working on the process for several years and the recent passage of SB10 now allows us to transfer our facility. At this time, the current State legislation to facilitate the transfers will expire in September 2009. New legislation may extend this date further out. The transfer agreement with the State will have long term financial and liability impacts on the County.

In addition to these major issues, the County's current facilities have a projected regular maintenance need of almost two million dollars over the next ten years.

- Maintenance needs over the next one to two years: \$395,000
- Maintenance needs over the next three to six years: \$961,000
- Maintenance needs over the next seven to ten years: \$538,000

### **Strategic Short Term Opportunities:**

The County also has a number of strategic opportunities for the future.

- Storage Facility: The County is currently paying \$60,000 per year for rental of storage space. This space is being used to store documents, records, and equipment by several county departments. A cost analysis study was completed that shows the County could build an environmentally controlled storage facility on the Rood campus. The environmentally controlled storage would be much better for sensitive paper based record retention and would provide closer access for departments. Project plans have been developed and Facilities Management staff is working with the CEO's office on financing options before taking this to the Board of Supervisors for project approval.
- Energy Plant Updates: The main HVAC units for the Rood Center and Jail are at or coming up on their functional operating end-of-life. In preparation for this event, the County applied for and received a California Energy Commission grant to perform an energy assessment of these buildings. The study concluded that replacing the current units with new energy efficient units would produce a ten year return on investment (cost recovery). The annual energy savings would cover the annual finance charges for the project. Facilities Management staff are developing a project plan and working with the CEO's office on financing options.
- Water Supplier: The County currently receives water service for the main government center from Nevada City. Since the campus is above their service plant, electric pumps must be used to supply the water. Nevada Irrigation District supplies water from above the Rood Center. By switching to NID, the County would not need to operate the pumps and could save \$15,000 per year in electricity costs. Facilities Management staff is working on a project plan.
- Capital Facility Impact Fees: AB1600 development impact fees can provide a method to help finance capital facility needs related to future population growth as our county grows in the decades to come. Currently the County must fund all population growth impacts on our facilities with traditional revenue sources. As the cities grow in population, that growth will have direct impacts on county service demands and needs. Currently there is no mechanism in place to mitigate future city growth impacts on county facility requirements. Development impact fees applied to new construction would assist the County in funding a variety of future needs such as new Libraries, Health and Human Services buildings, and a Public Safety Center for the Sheriff. The cities will need to partner with the County on any fee solution. The 1998 general plan update recommended implementing these fees. While current population growth trends

are very low, this is a long term issue with a 25+ year planning horizon and should be implemented before major long term development projects are approved.

- The Capital Facilities Subcommittee is exploring this issue and plans to bring it to the Board of Supervisors for further discussion.

### **Major Long Term Issues:**

The County should diligently plan now for long term impacts looking out 20 to 60 years into the future. While our county has not reached the population growth numbers as projected a decade ago, the population continues to grow. This growth will have direct impacts on future capital facility needs.

- Public Safety Center: The Sheriff envisions the future need for a consolidated public safety center for patrol, investigation, administration, and 911 dispatch staff. The County also will need a secondary backup emergency operations center.
- County Branch Libraries: Our four branch library locations are all currently in need of expansion. While this is listed under long term issues, some of these items will need to be addressed much sooner as funding opportunities provide. They are listed as long term as they are not viewed as "crises" at this time; however, Library advocates may view these needs at a higher state of urgency.
  - Grass Valley: The current Carnegie-era Grass Valley Library lacks expansion ability and has almost no patron parking. The City of Grass Valley may experience population growth as their special development districts are developed and other annexations take place. The current Library may not be able to meet the needs of this community for very long into the future.
  - Truckee: The Truckee Library is currently at maximum capacity and has no expansion ability remaining. The community has already explored options to find a larger facility. Truckee is a fast growing younger demographic population that will need a larger library soon.
  - Bear River: The current Branch is co-located with the high school. This area of the County makes up 25% or more of the population and is growing. Alta Sierra area residents must drive to Grass Valley for service. A dedicated Branch Library in the southern end of the County would better serve both areas.
  - Penn Valley: This branch is currently in 1200 square feet of retail space. Usage reports indicate a high community desire to have expanded hours and more material selection.
  - Nevada City: The original construction design included a 6,000 square foot expansion option which could be pursued to meet a growing need for more space. Currently, parking is inadequate.

- Truckee Area Jail: The Truckee area is the fastest growing area in the County. The current jail is extremely small and outdated. As this area grows over the coming decades, it is reasonable to conclude that a new County type 2 jail facility will be required. Talks of regional partnerships with Placer County have already taken place.
- General Administrative Space: The progress and use of technology combined with improved business processes and organizational modifications has assisted the County to reduce staffing levels even with population growth over the past five years. This approach works well with labor intensive (back office) business processes such as tax collecting, permitting, accounting, etc. However, direct public services such as Public Safety, Public Works, Human Services, Elections, and others do require more staff as population increases. These operations will need more general administrative space. It is reasonable to expect that the County will need 100,000 square feet of new general office space in the next 25 to 50 years.
- Animal Shelter: The current county Animal Shelter is at or close to maximum capacity. Planning for more space should begin now. The current location is legally limited to its current size and thus not expandable.

# Capital Facilities Master Plan

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## **A. Capital Facilities Policies**

### **Goals:**

1. Provide capital facilities that will serve the most pressing needs of the greatest number of County of Nevada citizens, and that will enable the County to deliver services cost efficiently to its constituents.
2. Preserve the physical integrity of the County's valuable capital assets.
3. Site and design capital facilities so that they will be considered assets to the communities in which they are located.
4. Maximize utility for County owned or leased property and generate highest return from the asset.
5. Incorporate sustainability principles and cost effective practices into the design and construction of County buildings and other types of capital facilities.

### **Policies:**

#### **1. Strategic Capital Investment**

- A. Plan capital investments strategically, in part by considering community, economic, traffic, and transportation needs when making discretionary investments for new facilities.
- B. Assess policy and fiscal implications of potential major new and expanded capital facilities, as part of the County's process for making capital investment choices. The assessment should apply standard criteria, including the consideration of issues such as a capital project's consistency with the Capital Facilities Master Plan, and its effects on County of Nevada's quality of life, the environment, accessibility, and economic opportunity.
- C. Emphasize the maintenance of existing facilities as a way to make efficient use of limited financial and physical resources where cost effective.
- D. Use maintenance plans for capital and leased facilities and a funding allocation plan for such maintenance, and revise these plans annually. In general, the County should not acquire accept donation of, or construct major new capital facilities unless the appropriation for the maintenance of the facility is evaluated and considered.

- E. Provide fiscal impact analyses and financial strategy of major capital projects considered for funding. Such analyses should include, but not be limited to, one-time capital costs, effective life-cycle operating and maintenance costs, revenues from the project, seeking of new revenue sources, and costs of not doing the project.
- F. Recommend major project specific capital decisions to the Board of Supervisors when time is available through the adoption of the County's operating and capital budgets.
- G. Recommend purchasing new facilities to the Board of Supervisors over leasing them where it makes specific program, location, and fiscal sense to do so.
- H. Combine project financing together when possible to be most cost effective during asset acquisitions.

## **2. Facility Siting**

- A. Encourage the location of new community-based capital facilities, such as libraries, clinics and human services facilities in areas of concentrated population.
- B. Seek to locate capital facilities where they are accessible to a majority of their expected users.
- C. Encourage quality development by requiring major County-funded capital improvement projects or projects proposed on County property located within the County of Nevada to be subject to a design review process of the County of Nevada.
- D. Consider topography and (net gross vs. net area) infrastructure issues when considering readily available sites first over condemnation.

## **3. Relations With Other Public Entities**

- A. Work with public, private, and non-profit entities toward coordinated capital investment planning, including coordinated debt financing strategies, to achieve the goals of the County of Nevada's Capital Facilities Master Plan.
- B. Work with public, private, or non-profit agencies to identify and pursue new co-location and joint-use opportunities for the community's use of public facilities for programs, services, and community meetings.
- C. Evaluate public properties when available.

#### **4. Regional Funding Policy**

- A. The County will work with other jurisdictions in surrounding counties to explore regional funding strategies for capital facilities, particularly for those that serve or benefit citizens throughout the region.

#### **5. Sustainable Design and Construction**

- A. Assess the sustainability of choices in developing capital projects, including financing, planning, design, utility, construction, management, renovation, maintenance and decommissioning.
- B. Consider environmental health in capital facilities development, including efficient use of energy, water, and materials; waste reduction; protection of environmental quality; and ecologically sensitive site selection and development.
- C. Consider social and health in capital facilities development, including protection of worker health, and improved indoor environmental quality, and support services.
- D. Consider local economic health in capital facilities development, including purchase of products and services from locally owned businesses (refer to the County Administrative Code) and support for local manufacture of sustainable product

#### **B. Inventory of Existing Public Capital Facilities**

The County of Nevada is largely rural with concentrated areas of development. The County provides facilities that are of a regional benefit. The County currently provides a good countywide system of facilities that are available and accessible for use by all County residents. An inventory of these facilities is also contained in Appendix A to this element.

Some of the 26 County facilities such as the Courthouse, HEW, Nevada City Library, and Grass Valley Library date back to the 1800's. From 1987 – 1995 the County increased its inventory of facilities by constructing the Eric Rood Building, Helling Library, Animal Shelter, Wayne Brown Correctional Facility and expanding the Joseph Building. Since 2001, the County has added the Carl Bryant Juvenile Hall and purchased both the former 49er Fire Station and the Laura Wilcox Memorial Building.

As the County of Nevada has continued to grow, the need for additional space has dictated the addition of 50,000 square feet of lease space in the western part of the County. As additional space is required, existing spaces are evaluated for maximum use before additional lease space is acquired. A small amount of County space in Truckee is leased out to non-profit organizations that may be converted to County use as needed.

### **C. Forecast of Future Needs for Capital Facilities**

Forecasting of future Capital Facilities needs is necessary for sound decision making ahead of desperate situations. Since long range forecasting over 10 years has proven inaccurate this plan works from a Capital Facilities Needs Plan that is updated annually. Forecasts of future needs should be based on: past and predicted population growth, current needs, Work Space Projections for Departments (as shown in Appendix D), projected lease rates, reimbursement of lease costs, regionalization of departments, financial projections, and other known growth trends such as inmate population in the correctional facilities, and any other documented patterns.

### **D. Capital Facilities Needs Plan**

As projects, locations and capacities of new or expanded capital facilities are contemplated the County shall incorporate the needs into the Capital Facilities Needs Plan (Appendix C). This plan is updated annually or as needed to prioritize the needs of the County. Upon consensus of a project, Facilities Management will be tasked with evaluation of needs, site selection, and evaluation of the project. Findings will be presented to the Capital Facilities Planning Committee for approval and then forwarded to the Board of Supervisors. Facilities Management will see the project through to fruition. Other potential non-maintenance capital improvements that the County may fund can also be found in Capital Facilities Needs Plan (Appendix C to this element).

Should anticipated funding not materialize, or should new needs be identified for which no funding is determined to be probable, the County will reassess it's Needs Plan separate from the annual assessment.

More importantly than new or expanded Capital facilities is the preservation of the existing County facilities. In order to maintain safe and healthy facilities and preserve their longevity, the County needs to be proactive in the maintenance and upgrading of these facilities. At budget preparation time, each facility shall be evaluated annually for the improvements necessary to extend the integrity of the facility and logged in the Major Maintenance Six Year Plan (Exhibit B).

### **E. Funding**

As part of the County's Capital Improvement process, the County considers whether probable funding will be sufficient to meet the currently identified needs for new or expanded County capital facilities to accommodate planned growth. Should anticipated funding not materialize, or should new needs be identified for which no funding is determined to be probable, the County will reassess its Six Year Plan separate from the annual assessment.

The County can pursue a number of co-funding and/or financing options that can ease the burden of up front capital outlays and thus facilitate its capital facilities objectives. On the financing side these options include:

1. *Lease/Purchase Financing*

A lease/purchase financing is a non voter-approved form of multi-year capital financing. Essentially, the County finances the acquisition of the facility by making lease payments over a specified term. Lease payments are broken into principal and interest components, like a loan amortization, and the interest to the investor is exempt from state and federal income tax (resulting in a lower rate). Upon making the final lease payment, or by exercising its purchase option prior to the end of the lease term, the County assumes unencumbered title to the facility. Lease /Purchase financings generally do not exceed a 15 year term.

2. *Certificates of Participation*

A certificate of participation (COP) financing is similar to a lease/purchase financing in most respects: a non-voter approved multi-year capital financing, tax-exempt interest to the investor, and secured by a lease agreement with the same essential terms and conditions as a lease/purchase financing.

The two main differences between a COP and a lease/purchase are the way that funds are raised and the potential term of the financing. Whereas a lease/purchase is funded from a single investor such as a bank, a COP is structured like a bond issue, with participation interests in the lease payments marketed to the general public. Interest rates are generally lower on a COP issue; however, there are significant costs of issuance that are not incurred in a lease/purchase financing (underwriter's discount, bond counsel, trustee, official statement printing, etc.). Another important difference between the two financing alternatives is the term. Lease/purchase financings generally do not exceed a 15 year term, while COP issues may be as long as 25 to 30 years and are tied to the useful life of the asset being financed. COP payments can be a general fund obligation or secured by other revenue streams.

3. *General Obligation Bonds*

A general obligation (GO) bond is a voter-approved means of multi-year capital financing for real property acquisition and improvements. Payments on the bonds are financed by property taxes. GO bonds are generally the most secure and lowest cost form of county government debt, however they also generally require approval by 67% of the voters. Exceptions are school/community college projects for which bonds can be issued with only 55% approval under Proposition 39. The life of the bond is usually 20 to 25 years. The County's interest rate on the bonds would be at market rates, which currently are very low. The interest earned from the bonds is tax exempt.

#### 4. *Development Impact Fees*

Development impact fees are one time fees imposed on new development projects as a condition of approval. The fees are used to pay for capital improvements related to the development. California law does not limit the types of facilities or infrastructure for which development impact fees may be charged. However, the agency charging the impact fee must demonstrate that the amount of the fee does not exceed the proportional cost of facilities needed to mitigate the impact of the development project paying the fees. Normally that requirement is met by preparing a “nexus” study showing the cost of facilities needed to serve the new development and the method by which those costs are allocated to various types and amounts of development. It is important to note that impact fees may not be used to correct existing deficiencies, or to subsidize capital facilities that benefit existing residents.

#### 5. *California Infrastructure and Economic Development Bank*

The California Infrastructure and Economic Development Bank (I-Bank) is a State of California financing authority that promotes the economic growth, quality of life and revitalization of California communities through low-cost financing of infrastructure and economic development projects. The I-Bank’s programs include the Infrastructure State Revolving Fund Program (SRF), which provides low-cost, long-term financing to local governments for a variety of public infrastructure projects. Eligible project categories include city streets, county highways, state highways, drainage, water supply and flood control, educational facilities, environmental mitigation measures, parks and recreational facilities, port facilities, public transit, sewage collection and treatment, solid waste collection and disposal, water treatment and distribution, defense conversion, public safety facilities, and power and communications facilities.

Loan terms may be for up to 30 years, with an interest rate based on 67% of Thompson’s Municipal Market Index for an “A” rated municipal security. Hence, the interest rate is approximately 2/3 of a tax-exempt rate (lease/purchase or COP).

There are various criteria used to determine eligibility for a loan, including the projects impact on job creation, the economic and demographic profile of the community, and environmental, housing and other public benefits to be derived from the project.

#### 6. *California Energy Commission*

The California Energy Commission provides loans for financing energy conservation measures at public facilities. Such energy conservation measures include lighting and ballasts, energy management systems, HVAC and other mechanical retrofits. While the County has accomplished retrofits on most existing building systems, it could investigate whether they can be reimbursed for the cost of these measures if they are included within the scope of a particular capital project.

Loans in an amount not to exceed \$2.5 million are offered with low interest rates over terms up to 15 years.

On the co-funding side, these options include:

1. *California State Proposition 14*

Through State Proposition 14, only a 35% local match is needed to fund library capital projects and the land can be used as a match.

2. *State Community Development Block Grant Program (CDBG)*

This program supports projects in cities with populations under 50,000 and counties with populations under 200,000. States administer the program and award grants to units of general local government that carry out development activities. Local projects must benefit low and moderate-income individuals.

## **F. Appendixes**

Appendix A – List of County owned facilities and map

Appendix B – Major Maintenance Six-Year Plan

Appendix C – Capital Facilities Needs Plan

Appendix D – Work Space Projections

## **G. Additional Resource**

Appendix E - Property Assessment Checklist

Facility Assessment Checklist

Disposition of Property Checklist

Employee Space Standards

# Appendix - A

## County Facilities as of 1-1-08

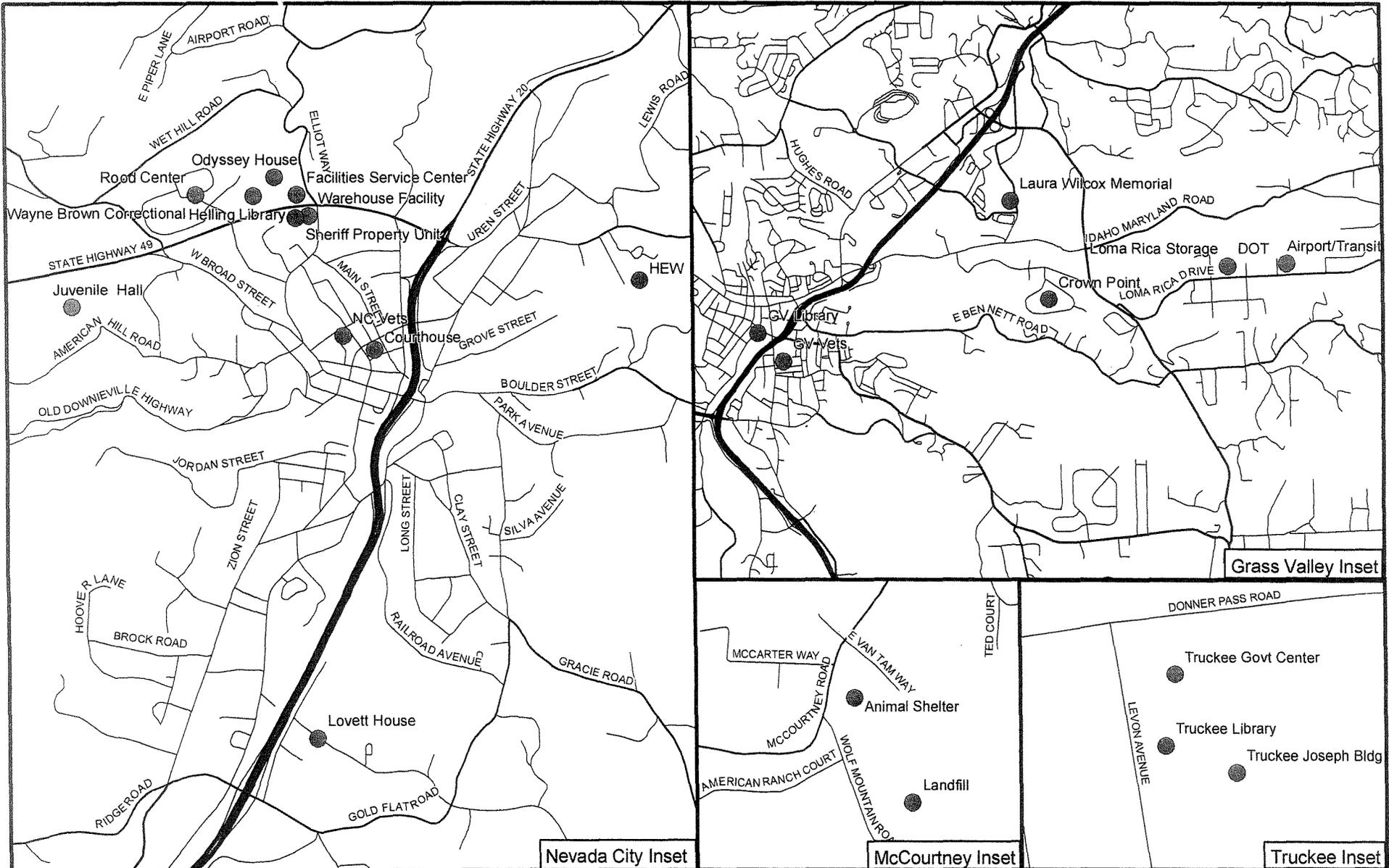
Building or Department	Purpose	Location	A.P.N.	Square Footage
1	911 Tower	Radio Communication	925 Maidu Ave, Nevada City	400
2	Airport Hangar	Leased out	13308 Nevada City Ave, Grass Valley	9,600
3	Airport/Transit	Airport, Transit	13059 John Bauer Ave., Grass Valley	2,992
4	Animal Shelter	Animal Control	14647 McCourtney Rd., Grass Valley	3,924
5	Annex	Courts, DA	201 Church St., Nevada City	40,024
6	Ball Field		925 Maidu Ave., Nevada City	0
7	Carl F. Bryan II J. H.	Juvenile Hall	15434 Highway 49, Nevada City	25,845
8	Courthouse	Courts, DA, Collections	201 Church St., Nevada City	28,792
9	Crown Point Facility	Behav. & Comm. Health	500 Crown Point Circle, Grass Valley	22,400
10	DOT	Shop	12548 Loma Rica Dr., Grass Valley	13,851
11	DOT	Office Trailer	12548 Loma Rica Dr., Grass Valley	1,408
12	Eric RoodGov't Center	Administration	950 Maidu Ave., Nevada city	103,400
13	Facilities Services Center	B&G, Fac. Management	10014 N. Bloomfield Rd., Nevada City	3,370
14	Facilities Services Center	B&G Shop	10014 N. Bloomfield Rd., Nevada City	1,000
15	G.V. Library	Library	207 Mill Street, Grass Valley	5,961
16	G.V. Vets	Vetern Services, Ag Comm	255 S. Auburn St., Grass Valley	28,908
17	H.E.W Storage	Vacant	10433 Willow Valley Rd., Nevada City	1,800
18	H.E.W.	Vacant	10433 Willow Valley Rd., Nevada City	34,374
19	HEW Health Clinic	Health Clinic	10433 Willow Valley Rd., Nevada City	2,160
20	Helling Library	Library	980 Helling Way, Nevada City	14,789
21	Landfill	DOTS	14691 McCourtney Rd, Grass Valley	4,069
22	Laura Wilcox Memorial	Child. Mental H., CPS	208 Sutton Way, Grass Valley	5,939
23	Loma Rica	Record Storage	12548 Loma Rica Dr., Grass Valley	4,640
24	N.C. Vets		415 Pine St., Nevada City	6,566
25	Odyssey House	BH house	10066 N Bloomfield Rd., Nevada City	2,998
26	Odyssey Storage	Storage	10066 N Bloomfield Rd., Nevada City	952
27	Progress House	BH House	145 Bost Ave, Nevada City	5,116
28	Pump House Rood	Fire, Generator, water	950 Maidu Ave, Nevada City	971
29	Sheriff's Property Unit	Evidence Storage	15076 Highway 49, Nevada city	5,905
30	S.P.U. Class Rm	Training	15076 Highway 49, Nevada city	960
31	Truckee Govt Center	Sheriff, IHHS, CSS	10879 Donner Pass Rd. Truckee	6,478
32	Truckee Joseph Bldg	Truckee Administration	10075 Levon Ave Truckee	23,732
33	Truckee Library	Library	10031 Levon Ave, Truckee	6,145
34	Warehouse Facility	Purchasing Surplus	10020 E. Broad St, Nevada City	2,621
35	Wastewater Plants	DOTS	Various	11,965
36	Wayne Brown Corr.	Jail	925 Maidu Ave, Nevada City	69,086
				<b>503,141</b>

### Nevada County Leased Properties

Department	Purpose	Location	Square Footage
Child Support	Child Support	840 East Main, G.V.	11,498
DCSS	Child Support	204 Durgan Flat Rd., Downieville	500
H.S.A.	APS	471 Sutton Way, G.V.	2,736
H.S.A.	W.I.C.	471 Sutton Way, G.V.	1,702
H.S.A.	CalWorks	117 New Mohawk, N.C.	2,256
H.S.A.	Transition Housing	11018 Cedar Ridge Dr., Cedar Ridge	1,700
Library	Literacy Council	117 New Mohawk, N.C.	1,125
Library	Satellite	Bear River High School	5,304
Library	Satellite	11336 Pleasant Valley Rd., P.V.	1,365
Library	Historical (Foley)	211 North Pine St., N.C.	5,466
Probation	Probation	109 1/2 Pine Street, N.C.	13,686
Public Defender	Public Defender	224 Main St., N.C.	4,000
Sheriff	Satellite Office	10556 Combie Rd., Auburn	170
Sheriff	Satellite Office	11352 Pleasant Valley Rd., P.V.	378
Sheriff		848 Gold Flat Road, N.C.	1,500
			<b>53,386</b>

### Nevada County Leased Out Properties

Description	Purpose	Location	Square Footage
Tree Cell Tower	Cell tower	Helling Library	1,500
Sierra Children's Services	Non-Profit	Joseph Building, Truckee	765
Western Gateway Park	Park District	Penn Valley	
LAFCO	Offices	Eric Rood Government Center	441
IHSS Public Authority	Offices	Truckee Sheriff Substation	762
Higgins Corners	CDF	Combie Rd. & Hwy 49	



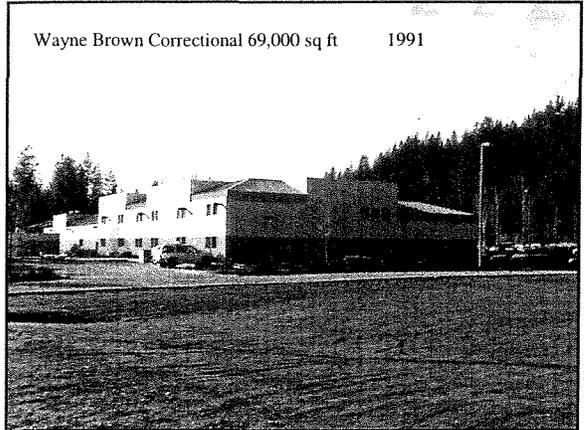
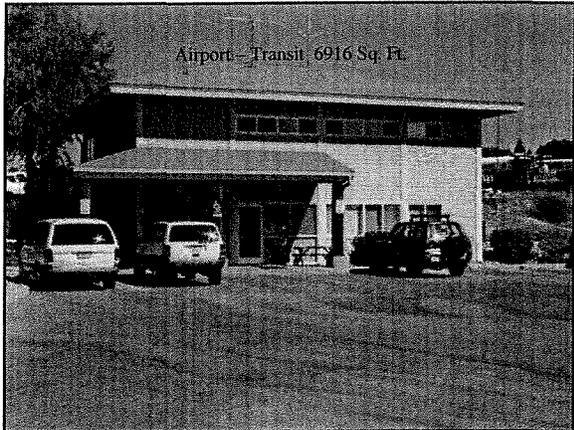
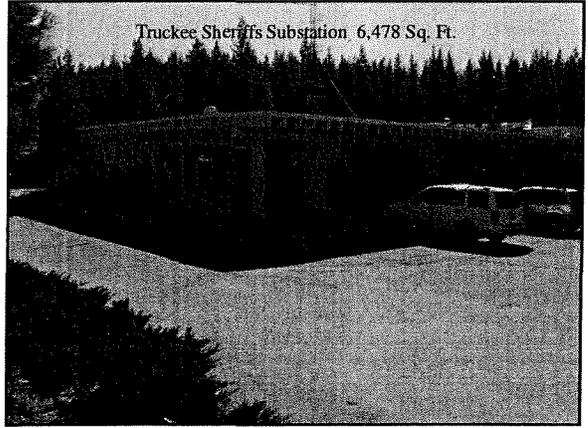
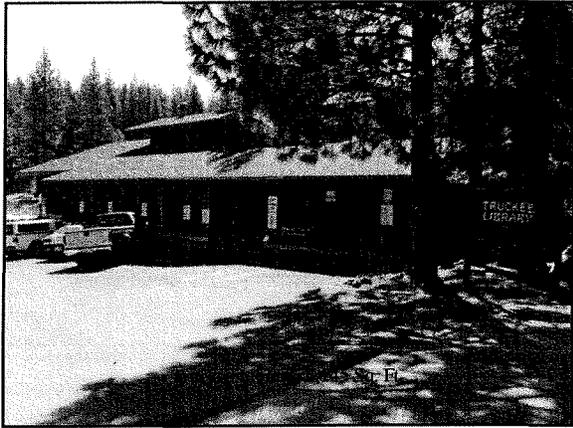
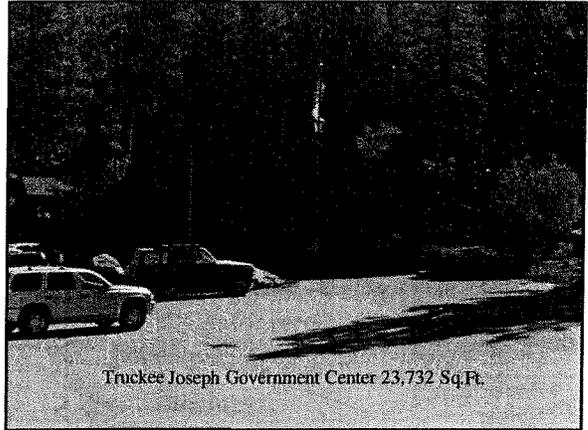
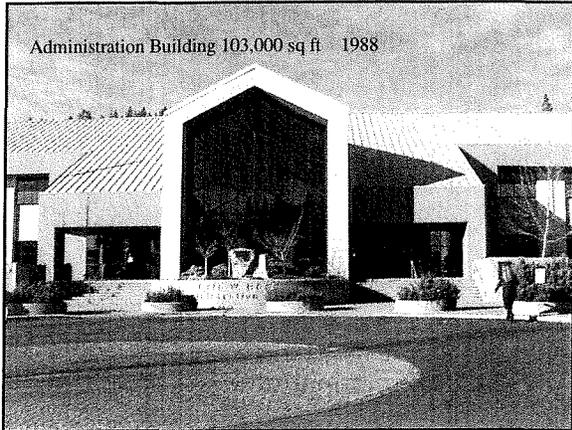
- Legend**
- County Buildings
  - ▬ Highway/Freeway
  - ▬ Arterials
  - ▬ Collectors
  - ▬ Local Roads

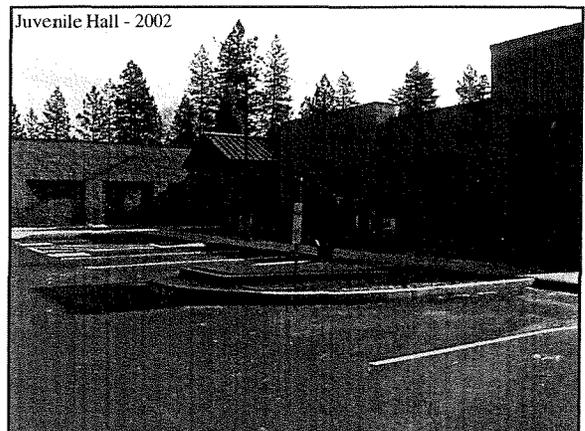
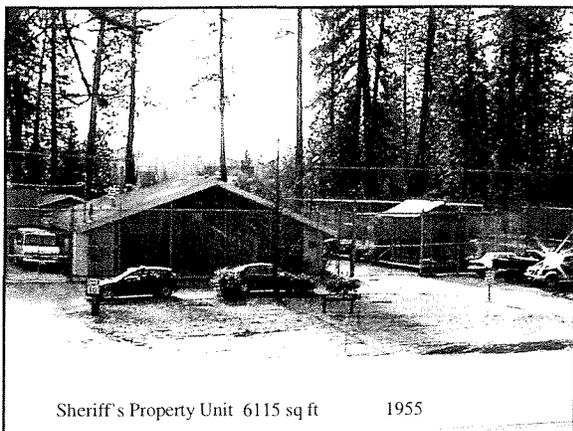
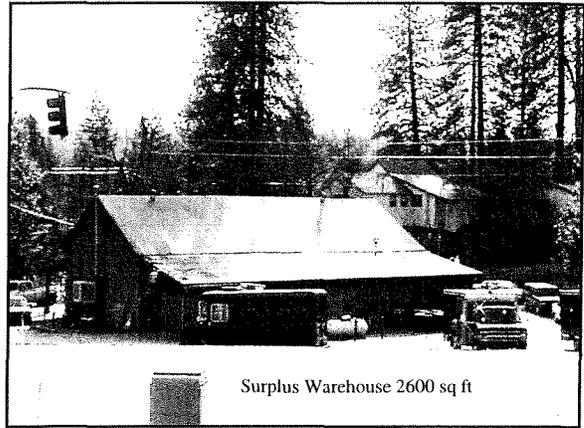
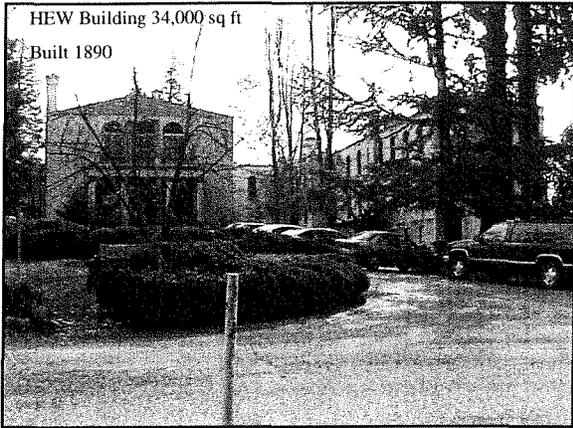
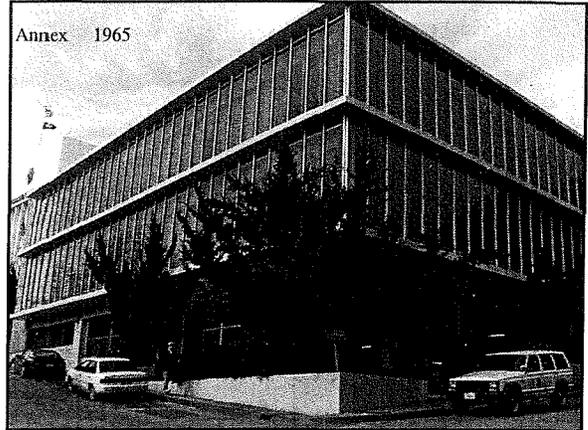
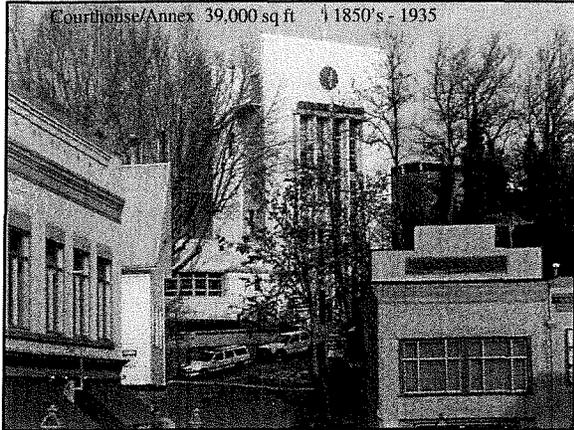
## Nevada County Buildings

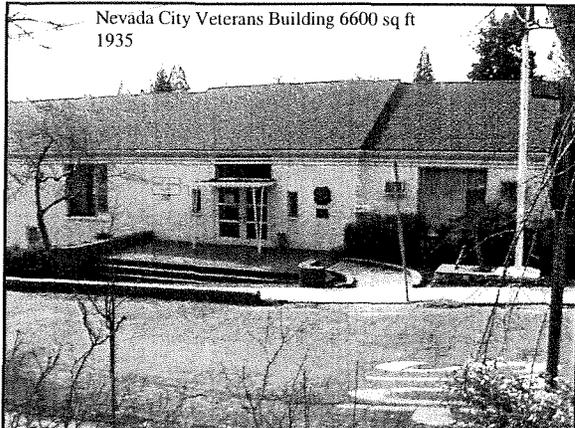
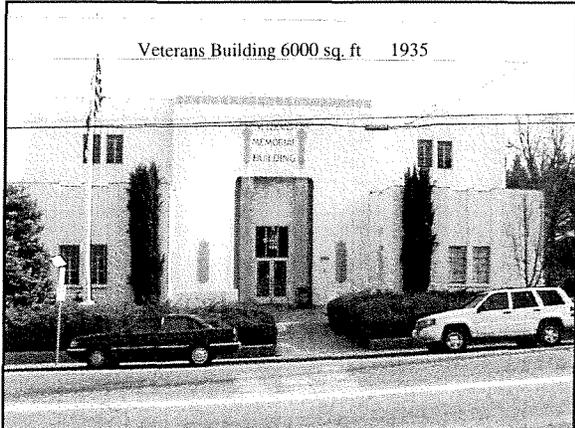
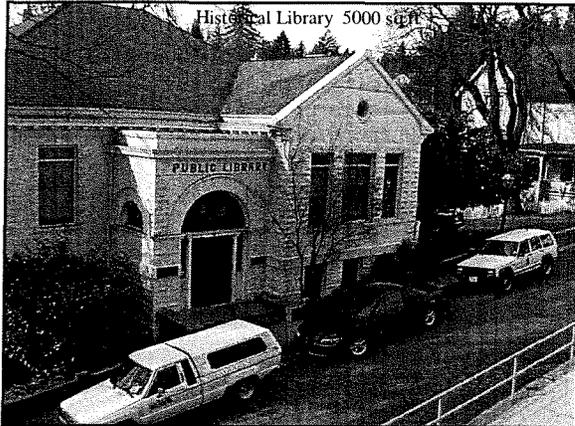
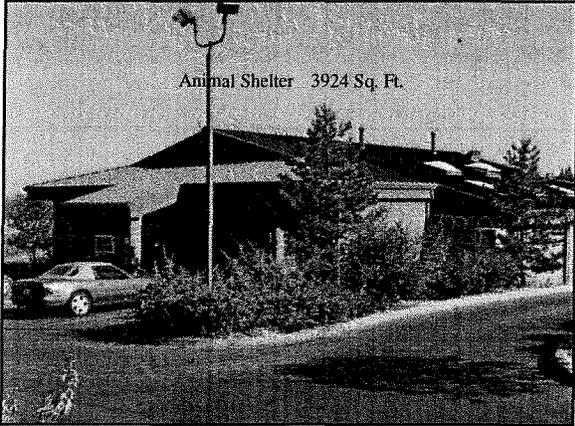
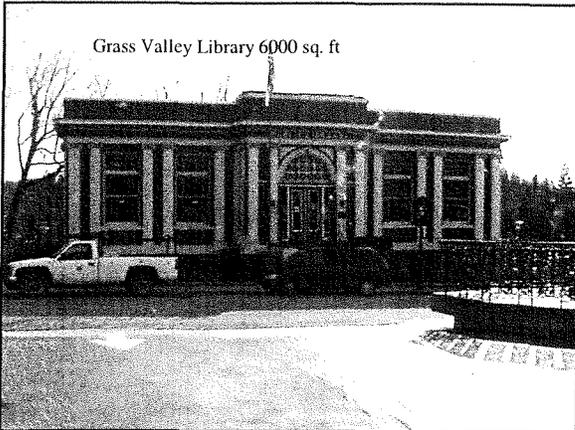
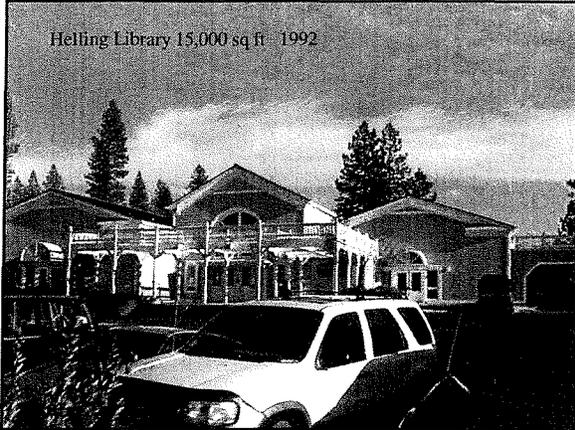
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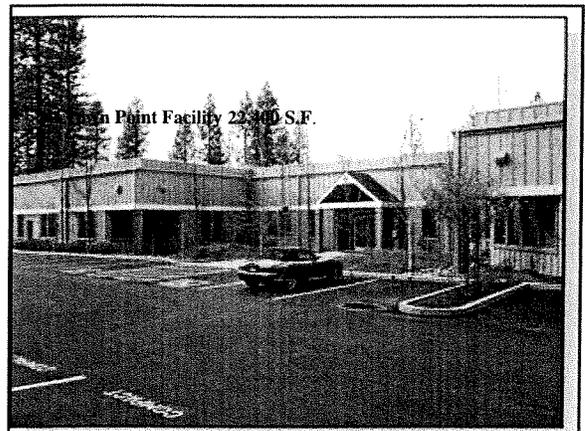
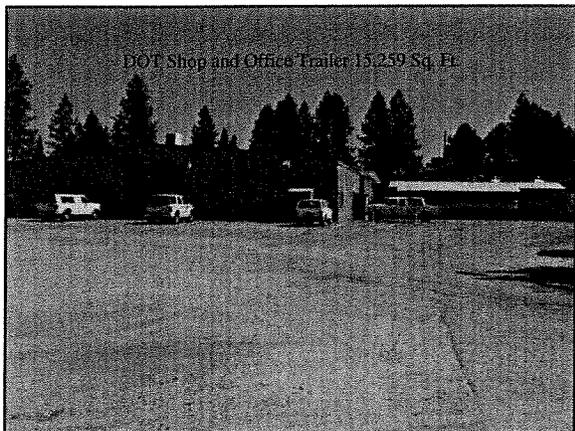
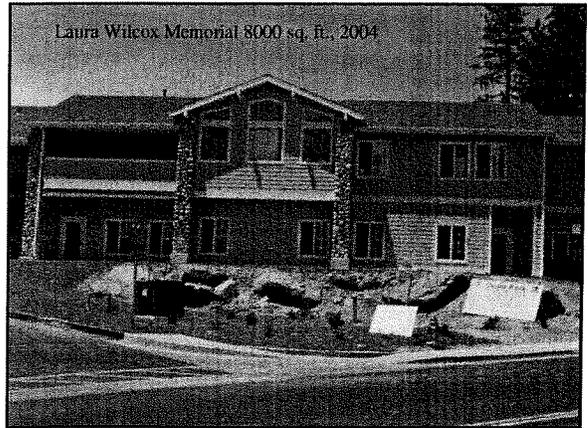
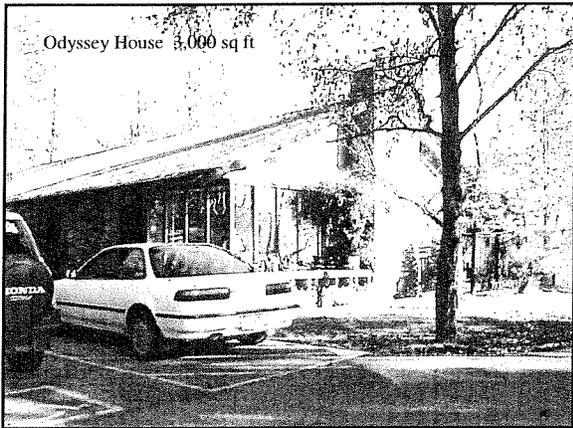
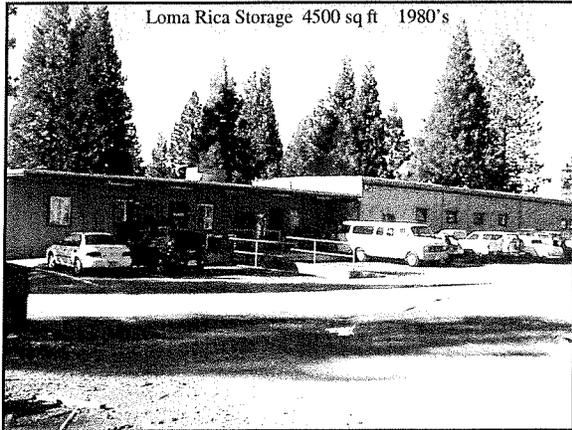
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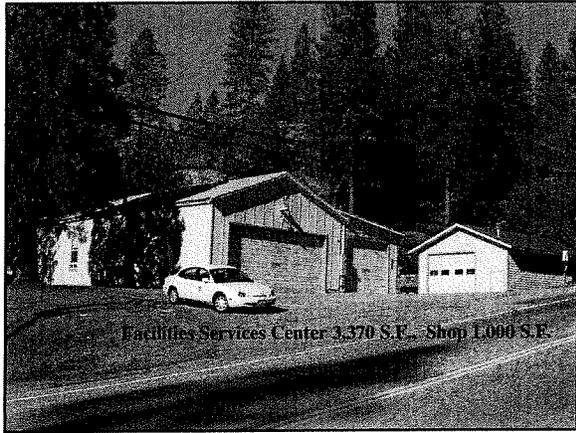












Facilities Services Center 3,370 S.F. - Shop 1,000 S.F.

# **Appendix B**

## **Facility Maintenance**

### **Summary of Condition of County Buildings**

In 2007, Facilities Management conducted a study of the physical condition of County facilities. The study was based on a grading system of good, fair, or poor developed by the Army Corp of Engineers and the University of Illinois to describe the condition of the facility. Age, original application, current use, current condition, and life expectancy were taken into consideration.

### **Current Conditions**

#### **Structural Envelope**

Currently, the County of Nevada facility structures are in good, sound shape. The roofing and painting projects identified in the evaluation will be completed in FY 2008-2009. These weatherization projects protect the interior structure from deterioration and receive the highest priority in funding.

#### **Heating and Cooling Systems**

The overall condition of the HVAC equipment in the County is poor. The equipment at the Eric Rood Center and the Wayne Brown Correctional Facility are in need of replacement as detailed in a 2007 California Energy Commission Report. With the decommissioning of the HEW, transfer of the Courthouse and Annex, and removal of the boiler at the Grass Valley Veterans Building, we will have eliminated all of our poor efficiency, high maintenance, heating systems. As long as the County continues to replace existing systems as they become unserviceable with new high efficiency equipment, we should be able to raise our rating to good.

#### **Interior Finishes**

The interior finishes have a rating of fair to poor. This is an area that needs more attention as past improvements have been geared more to structure and system improvement. There is a need to refresh the existing facilities not only in the common areas but also in staff areas. Improvement needs include flooring, painting, doors, ceilings, and lighting. In the last part of FY 2007-2008, we will prepare a refresh program for all facilities.

#### **Energy Efficiency**

Renovation or improvement projects made to County facilities always involves the consideration of utilizing high efficiency equipment and the possibility of alternate energy sources such as Co Generation, Solar, and other sources. Although we have been looking at many of these sources, we have not found them to be financially beneficial to our County. Currently, the County has almost all facilities converted to T-8 high efficient lighting.

## FY2007-2008 Project Status for County Facilities

Status as of 12/5/2007	Building	Project
In progress	Airport - Transit	Replace sheet vinyl flooring in Transit
Planned	Animal Shelter	Interior Painting, complete
In progress	Nevada City Vets	Interior Painting Kitchen & Downstairs
Complete	Odyssey House	Remodel Men's Restroom
Complete	Sheriff's Prop. Unit	Replace Roofing
Complete	Helling library	Brush Clearing
Complete	Animal Shelter	Brush Clearing
Complete	Rood	Replace Concrete Pad at Sheriff
Complete	Rood	Replace Carpet in Assessors Office
Complete	Progress house	Replaced wooden stairs
Complete	Historical Library	Replace Roofing
In progress	Grass Valley library	Install Roof Ladder
In progress	Grass Valley library	expand footing on boiler room
Complete	Helling library	Install HVAC controls
Complete	Grass Valley library	Install HVAC controls
In progress	Truckee library	Install HVAC controls
In progress	juvenile Hall	Install HVAC controls
Complete	Animal Shelter	Parking lot expansion
Complete	Animal Shelter	Parking lot drainage
In progress	Joseph Center	HVAC replacement
In progress	Grass Valley Vets Building	Auditorium Heating
In progress	Grass Valley Vets Building	Kitchen Hood replacement
In progress	Grass Valley Vets Building	Farm advisor HVAC
In progress	Grass Valley Vets Building	AG Commis and VSO office HVAC
In progress	Grass Valley Vets Building	Auditorium Painting
On Hold	Grass Valley Vets Building	Auditorium window replacement
In progress	Grass Valley Vets Building	Auditorium Floor refinish
In progress	Grass Valley Vets Building	Auditorium Stage curtain replacement
In progress	Grass Valley Vets Building	Auditorium stage and sound system
In progress	Grass Valley Vets Building	Dinning hall HVAC
In progress	Airport - Transit	Interior Refresh
Complete	Airport - Transit	Septic expansion

## 2007-2008 Building Evaluation Identified Projects

Already Budgeted	Building	Project	Cost Est.
		<b>Projects in the next 1 -2 years</b>	
FY0708	Airport - Transit	Replace sheet vinyl flooring in Transit	\$4,000
		Change T-12 lighting to T-8	\$3,000
FY0708	Animal Shelter	Interior Painting, complete	\$10,000
		Paint exterior	\$5,000
		Install Disabled access	\$5,000
		Repair asphalt at rear entrance	\$15,000
		Replace water heater	\$3,000
		Epoxy Paint Kennel Floor	\$15,000
	Eric Rood	Paint H.S.A. area	\$8,000
		Replace wall coverings main lobby & halls	\$35,000
		Replace HVAC units (8)	\$432,843
	Foley Hist. Library	Paint Facia	\$7,000
	Grass Valley Library	Replace Ramp	\$30,000
		Paint exterior	\$25,000
	Grass Valley Veterans	Replace Windows in Auditorium	\$70,000
		Attic Insulation	\$30,000
	Joseph Center	Parking Lot Overlay - Partial	\$75,000
		Replace HVAC Units old section (6)	\$107,000
	Loma Rica Storage	Paint Exterior	\$8,000
		Replace HVAC units	\$18,000
FY0708	Nevada City Vets	Interior Painting Kitchen & Downstairs	\$2,000
		Replace VCT @ stairs & Lobby	\$4,000
FY0708	Odyssey House	Remodel Men's Restroom	\$5,000
	Odyssey Storage	Paint Exterior	\$3,000
	Progress House	Interior Painting	\$15,000
		Replace flooring, all	\$15,000
		Replace Restroom Counters	\$3,000
		Replace Water Heaters (2)	\$2,000
FY0708	Sheriff's Prop. Unit	Replace Roofing	\$15,000
FY0708	S.P.U. Classroom	Paint Exterior	\$15,000
FY0708	Truckee Gov't. Cntr.	Replace Roof	\$50,000
	Truckee Library	Exterior Painting	\$10,000
	Wayne Brown Corr.	Replace HVAC units, all	\$438,035
		<b>Total</b>	<b>\$1,482,878</b>
		<b>Projects in the next 3 - 6 years</b>	
	Airport Hanger	Replace 2 - 5 gallon water heaters	\$1,000
	Airport - Transit	Replace HVAC gas pack units (2)	\$12,000
		Replace 20 gallon water heater	\$600
	Animal Shelter	Replace exhaust fan	\$1,500
		Replace HVAC units (2)	\$12,000
	Carl F. Bryan II J.H.	Interior Painting (Office Area)	\$5,000
	Crown Point	Replace water heater (4 total)	\$2,000
	Eric Rood	Carpet DOTS	\$20,000
	Fac. Serv. Cntr. Shop	Replace heater	\$1,000
	Foley Hist. Library	Exterior Painting	\$5,000
		Replace floor coverings	\$10,000
		Lighting upgrade to T-8	\$3,000
		Restroom upgrade	\$1,500

Grass Valley Library	Replace Windows	\$14,000
	Interior Painting	\$4,000
Helling Library	Replace HVAC Units (10)	\$60,000
	Replace Water Heaters (2)	\$1,400
Joseph Center	Replace Water Heaters (2)	\$1,400
	Replace carpet in department areas	\$20,000
	Refresh Ceiling Tiles in offices	\$1,500
Nevada City Vets	Replace HVAC units (4)	\$24,000
	Replace vinyl flooring	\$3,000
	Replace Water Heater	\$700
Odyssey House	Interior Painting	\$4,000
	Replace Water Heater (1)	\$700
Sheriff's Prop. Unit	Replace Water Heaters (2)	\$1,400
Truckee Gov't. Cntr.	Replace HVAC units (4)	\$24,000
	Replace Carpet in hallway	\$1,000
	Replace Ceiling Tiles in Dispatch	\$500
	Replace Water Heaters 219 gal., 20 gal.	\$3,000
Truckee Library	Replace HVAC units (3)	\$18,000
	Replace Water Heater	\$700
Warehouse Facility	Replace lighting to T-8	\$3,000
Wayne Brown Corr.	Paint Salley Port metals	\$2,500
	Exterior Painting	\$50,000
	Replace Carpet in N Section, Admin	\$60,000
	<b>Total</b>	<b>\$373,400</b>
	<b>Projects in the next 7 - 10 years</b>	
Carl F. Bryan II J.H.	Replace Carpet	\$10,000
Crown Point	Exterior Painting	\$15,000
	HVAC Units (15 total)	\$75,000
Facilities Serv. Cntr.	Replace Roofing	\$10,000
Foley Hist. Library	Replace HVAC unit (1)	\$6,000
	Paint Interior	\$5,000
	Replace Water Heater	\$700
Grass Valley Library	Replace HVAC unit (4)	\$24,000
Grass Valley Vets	Replace Water Heater (2)	\$1,400
Helling Library	Interior Painting	\$5,000
Joseph Center	Replace HVAC units new section (9)	\$54,000
	Parking lot overlay	\$200,000
Laura Wilcox Mem.	Paint Exterior	\$10,000
	Paint Interior	\$8,000
Nevada City Vets	Replace acoustical ceiling	\$5,000
Odyssey House	Replace HVAC unit (1)	\$6,000
	Replace wall coverings	\$6,000
Progress House	Replace HVAC units (2)	\$12,000
Sheriff's Prop. Unit	Replace HVAC units (3)	\$18,000
	Interior Painting	\$4,000
Warehouse Facility	Replace Roofing	\$10,000
Wayne Brown Corr.	Paint Exterior	\$20,000
	<b>Total</b>	<b>\$495,100</b>

## Recap Countywide Building Evaluation 2007-2008

Facility	Roofing		Roofing-2		Roof Metals		Exterior Painting		HVAC		Exhaust Fans		Exterior Siding		Landscaping		Hardscape		Interior Painting		Wall Coverings		Floor Coverings		Lighting		Ceilings		Restrooms		Water Heaters		Security & Safety									
	Condition	Service Life	Condition	Service Life	Condition	Service Life	Condition	Service Life	Condition	Service Life	Condition	Service Life	Condition	Service Life	Condition	Service Life	Condition	Service Life	Condition	Service Life	Condition	Service Life	Condition	Service Life	Condition	Service Life	Condition	Service Life	Condition	Service Life	Condition	Service Life	Condition	Service Life								
911 Tower		20		20		20		10		10				50																												
Airport Hanger		20				20		15		10				20						10																						
Airport / Transit		20				20		10		5				25						10				15																		
Animal Shelter		20				20		5		2		3		30					4		2			8			10															
Carl F. Bryan II Juvenile Hall		20		25		25		10		15		15		50					20		5			8			10															
Crown Point Facility		10				10		10		8				25					20		10		15		10		15															
Eric Rood Facility		15		15		15		15		2		17		25							5		4		10		10															
Eric Rood Pump House		15		20		20		8						50																												
Facilities Services Center		8				8		10		15				20										10		10		25														
F.S.C. Shop		15				15		10		5				20													20															
Foley Historical Library		30				10		2		9				50						8		50		5		5		20														
Grass Valley Library		12				12		2		7				50										12		10		25														
Grass Valley Veterans		20				20		15		15				50										10		10		15														
Helling Library		15		15		15		10		5				15										15		10		10														
Laura Wilcox Memorial Bldg		30				30		6		15				25										12		10		10														
Loma Rica		15				20		2		2				20										2		10		10														
Nevada City Veterans		25				25		10		7				30										3		10		7														
Odyssey House		10				10		6		8				20										15		10		20														
Odyssey Storage		15				15		2						20																												
Progress House		18				18		15		7				15										2		10		15														
Sheriff's Property Unit		30				15		1		7				30										5				12														
S.P.U. Classroom		10				10		0		10				7																												
Truckee Government Center		1						15		5				50										4		10		15														
Truckee Joseph Building		30				20		15		6				20										8		10		10														
Truckee Library		25				25		1		5				20										10		10		20														
Warehouse Facility		9				10		10		17				15														20														
Wayne Brown Correctional		12		12		15		7		2		2		20														10														

- Notes:
1. Condition is rated using a green, amber, red color spectrum with a plus and minus to each color.
  2. Service life is how long before it needs to be replaced
  3. Service life may be less or more in different facilities due to amount of usage.

## Appendix C

### Capital Facilities Needs Plan

Department	Current Footage	Space Needs	2008 request
<b>Short Term Needs (1-3 Years)</b>			
Child Support Services	12,758	10,000	The existing lease will expire 6/30/08. New space will need to be obtained or lease extended.
Wayne Brown Addition	69,086	91,086	Needs Assessment completed 4/07. Expansion of existing jail may be necessary to allow for proper classification
District Attorney office	4,358	6,000	The District Attorney space is severely over crowded and does not meet County space standards. New space has been obtained.
Department of Social Services		60,000	It is the departments desire to have all Human Services Agencies at the same location. This will provide for better management and customer services.
DOT Corporate Yard	6 acres	12 acres	The current location is in a poor in relationship to access to the snow line, and size of the yard. Moving the yard will also allow for revenue generating expansion of the airport property.
County Wide Storage Facility		6,500	The County is in need of 6500 sq ft of storage space for County Departments. Currently the County is leasing nine storages units and incurs a cost of over \$50,000 per year.
Decommission HEW Probation Lease Space			The best use assessment has been completed. A committee has been formed to make recommendations to the Board of Supervisors. Lease expires 6/30/08
<b>Long Term Needs</b>			
Sheriff Admin Facility	9,322	15,000	New Sheriff Facility
Library Grass Valley	6,044		Construct new Grass Valley Branch
Library Nevada City	15,000	21,000	Expand the existing facility and parking
Library Truckee	5,000	12K-15K	Expansion of existing space or new location
CPS	3,250	4,000	Additional space in 2-5 years
Animal Shelter			Shelter has reached capacity and needs remodel or expansion to accommodate the number of animals

# Appendix D

## Nevada County Workspace Projections

### Projected Population and Population Growth

	2007	2010	2020	2030	2040	2050
Population Projections*	99,766	102,649	114,451	123,940	130,404	136,113
% of change in population	0	2.9%	11.5%	8.3%	5.2%	4.4%

\* Source: June 2001 report of the Demographic Research Unit of the State of California Department of Finance.

ALL S.F. IS BASED ON AN AVERAGE DETERMINED SQUARE FOOTAGE: 121 s.f.

#### Administration

	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Current Location							
Eric Rood Admin. Ctr.	3,265	9	9.26	10.32	11.18	11.76	12.28
Additional Required Workspaces (Cumulative)			0.26	1.32	2.18	2.76	3.28
Adjusted Additional Square Footage Requirements			31	160	264	334	397

#### Agricultural Commissioner (CDA)

	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Current Location							
Grass Valley Vets	1,106	4.5	4.63	5.16	5.59	5.88	6.14
Additional Required Workspaces (Cumulative)			0.13	0.66	1.09	1.38	1.64
Adjusted Additional Square Footage			16	80	132	167	198

#### Assessor

	Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Current Location							
Eric Rood Admin. Ctr.	5,178	28.75	29.58	32.98	35.72	37.58	39.22
Truckee	910	1.75	1.80	2.01	2.17	2.29	2.39
Total	6,088	30.50	31.38	34.99	37.89	39.87	41.61
Additional Required Workspaces (Cumulative)			0.83	4.23	6.97	8.83	10.47
Adjusted Additional Square Footage			101	512	843	1068	1267

# Nevada County Workspace Projections

## Auditor-Controller

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Eric Rood Admin. Ctr.	2,726	16	16.46	18.36	19.88	20.91	21.83
Additional Required Workspaces (Cumulative)			0.46	2.36	3.88	4.91	5.83
Adjusted Additional Square Footage			56	285	469	595	705

## Aviation

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Airport	1,496	2.6	2.68	2.98	3.23	3.40	3.55
Additional Required Workspaces (Cumulative)			0.08	0.38	0.63	0.80	0.95
Adjusted Additional Square Footage			9	46	76	97	115

## Board of Supervisors

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Eric Rood Admin. Ctr.	862	5	0	0	0	0	0
Truckee	150						
Total	1,012						

Note: Unlike all other organizational units, no growth in the number of Supervisors based on population growth is projected.

Additional Required Workspaces (Cumulative)	0	0	0	0	0
Adjusted Additional Square Footage	N/A	N/A	N/A	N/A	N/A

# Nevada County Workspace Projections

## Child Support Services

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Hughes Rd./East Main	12,758	38	39.10	43.59	47.21	49.67	51.84
Courthouse (Collections)	434	2	2.06	2.29	2.48	2.61	2.73
Truckee	682	2	2.06	2.29	2.48	2.61	2.73
Downieville	500	2	2.06	2.29	2.48	2.61	2.73
Total	14,374	44	45.27	50.48	54.66	57.51	60.03
Additional Required Workspaces (Cumulative)			1.27	6.48	10.66	13.51	16.03
Adjusted Additional Square Footage			154	784	1290	1635	1940

## Clerk of the Board

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Eric Rood Admin. Ctr.	2,358	7	7.20	8.03	8.70	9.15	9.55
Additional Required Workspaces (Cumulative)			0.20	1.03	1.70	2.15	2.55
Adjusted Additional Square Footage			24	125	205	260	309

## Community Development Agency

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Eric Rood Admin. Ctr.	11,703	76.5	78.71	87.76	95.04	99.99	104.37
Additional Required Workspaces (Cumulative)			2.21	11.26	18.54	23.49	27.87
Adjusted Additional Square Footage			267	1363	2243	2843	3372

# Nevada County Workspace Projections

## Farm and Home Advisors (Ag Ext)

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Grass Valley Veterans Building	960	1	1.03	1.15	1.24	1.31	1.36
Additional Required Workspaces (Cumulative)			0.03	0.15	0.24	0.31	0.36
Adjusted Additional Square Footage			3	18	29	37	44

## County Clerk Recorder

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Clerk-Recorder - Eric Rood Admin. Ctr.	2,813	11.5	11.50	11.83	13.19	14.29	15.03
Elections - Eric Rood Admin Ctr.	2,672	4.5	4.63	5.16	5.59	5.88	6.14
Total	5,485	16	16.13	16.99	18.78	20.17	21.17
Additional Required Workspaces (Cumulative)			0.13	0.99	2.78	4.17	5.17
Adjusted Additional Square Footage			16	120	337	504	626

## Courts

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required	
			2005	2005
Nevada County Court House		94		97
Additional Required Workspaces (Cumulative)				3
Adjusted Additional Square Footage			Note: Court Space responsibility is being assumed by the State.	

## County Counsel

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Eric Rood Admin. Ctr.	3,194	8.3	8.54	9.52	10.31	10.85	11.32
Additional Required Workspaces (Cumulative)			0.24	1.22	2.01	2.55	3.02
Adjusted Additional Square Footage			29	148	243	308	366

# Nevada County Workspace Projections

## District Attorney

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
100 Union Street	5,991	24.5	25.21	28.11	30.44	32.02	33.43
Temporary Employees		2	2.00				
Truckee	1,053	3.5	3.60	4.02	4.35	4.57	4.78
Total	7,044	30.00	30.81	32.12	34.78	36.60	38.20
Additional Required Workspaces (Cumulative)			0.81	2.12	4.78	6.60	8.20
Adjusted Additional Square Footage			98	257	579	798	992

## Facilities Management

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
FSC (Admin and Facilities Management)	3,370	12	12.35	13.77	14.91	15.69	16.37
Truckee	477	1	1.00	1.00	1.00	1.00	1.00
ERAC, Courthouse, Misc. (Custodial)	0	7	7.20	8.03	8.70	9.15	9.55
Total	3,847	20	20.55	22.80	24.60	25.83	26.92
Deduct Field Staff		-8.00					
Total Office Staff		12.00	12.35	13.77	14.91	15.69	16.37
Additional Required Workspaces (Cumulative)			0.35	1.77	2.91	3.69	4.37
Adjusted Additional Square Footage Requirements			42	214	352	446	529

## Human Resources

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Eric Rood Admin. Ctr.	2,437	10	10.29	11.47	12.42	13.07	13.64
Additional Required Workspaces (Cumulative)			0.29	1.47	2.42	3.07	3.64
Adjusted Additional Square Footage			35	178	293	372	441

# Nevada County Workspace Projections

## Human Services Agency

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Eric Rood Admin. Ctr.	14,427	77.18	79.41	88.54	95.88	100.88	105.30
Crown Point	21,592	70.52	72.56	80.90	87.61	92.18	96.21
Joseph Center	6,899	14.57	14.99	16.71	18.10	19.04	19.88
Sierra Nevada Memorial Hospital	64	1	1.03	1.15	1.24	1.31	1.36
New Mohawk	1,125	8	8.23	9.18	9.94	10.46	10.91
Brunswick Plaza	1,702	5	5.14	5.74	6.21	6.54	6.82
Champion Mine	**	2.25	2.32	2.58	2.80	2.94	3.07
Laura Wilcox Building	6,839	25.13	25.86	28.83	31.22	32.85	34.29
Total	52,648	203.65	209.54	233.63	253.00	266.19	277.84
Additional Required Workspaces (Cumulative)			5.89	29.98	49.35	62.54	74.19
Adjusted Additional Square Footage			712	3627	5971	7567	8978

\*\* Workspace supplied by California School System

## Information Services

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Eric Rood Admin. Ctr.	5,903	37.00	38.07	42.45	45.97	48.36	50.48
Eric Rood - HSSA	140	1.00	1.03	1.15	1.24	1.31	1.36
Grass Valley @ CSS	80	1.00	1.03	1.15	1.24	1.31	1.36
ERAC (Central Services**)	189	1	1.03	1.15	1.24	1.31	1.36
Total	6,312	40.00	41.16	45.89	49.69	52.28	54.57

\*\* Does not include Print Shop contracted staff

Additional Required Workspaces (Cumulative)	1	6	10	12	15
NOTE: IS was assigned to General Services in Vitetta Study					
Adjusted Additional Square Footage	140	712	1173	1486	1763

# Nevada County Workspace Projections

## Library

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Madelyn Helling	14,789	12.45	12.81	14.28	15.47	16.27	16.99
Doris Foley	5,466	1.09	1.12	1.25	1.35	1.42	1.49
Grass Valley	5,961	8	8.23	9.18	9.94	10.46	10.91
Truckee	6,145	4.44	4.57	5.09	5.52	5.80	6.06
South County	5,304	0.05	0.05	0.06	0.06	0.07	0.07
Penn Valley	1,365	0.57	0.59	0.65	0.71	0.75	0.78
New Mohawk (Lit)	1,125	2	2.06	2.29	2.48	2.61	2.73
	40,155	28.6	29.43	32.81	35.53	37.38	39.02
		Deduct Field Staff					
		-20.85					
		Total Office Staff	7.97	8.89	9.63	10.13	10.57
Additional Required Workspaces (Cumulative)			0.22	1.14	1.88	2.38	2.82
Adjusted Additional Square Footage			27	138	227	288	342

## Probation\*\*

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required					
			2008	2010	2015	2020	2025	
North Pine St.	13,686	44.75	46.04	51.34	55.59	58.49	61.05	
Juvenile Hall	25,845	27	27.78	30.97	33.54	35.29	36.84	
Truckee	813	3	3.09	3.44	3.73	3.92	4.09	
	Total	40,344	71.75	76.91	85.75	92.86	97.71	101.98
Additional Required Workspaces (Cumulative)			5.16	14.00	21.11	25.96	30.23	
Adjusted Additional Square Footage			624	1694	2555	3141	3658	

\*\* Includes Juvenile Hall and Victim Witness

## Public Defender

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Berliner Building	4,000	13.00	13.38	14.91	16.15	16.99	17.74
Additional Required Workspaces (Cumulative)			0.38	1.91	3.15	3.99	4.74
Adjusted Additional Square Footage			45	232	381	483	573

# Nevada County Workspace Projections

## Sheriff/Coroner

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Eric Rood Admin. Ctr.	9,792	91.00	93.63	104.39	113.05	118.95	124.15
Animal Control (McCourtney)	3,924	9.00	9.26	10.32	11.18	11.76	12.28
Courthouse	7,506	6.00	6.17	6.88	7.45	7.84	8.19
Truckee	4,148	18.00	18.52	20.65	22.36	23.53	24.56
WBCF	69,086	76.00	78.20	87.19	94.42	99.34	103.69
Old Juvenile Hall	6,366	2.00	2.06	2.29	2.48	2.61	2.73
Gold Flat	1,500	5.00	5.14	5.74	6.21	6.54	6.82
<b>Total</b>	<b>102,322</b>	<b>207.00</b>	<b>212.98</b>	<b>237.47</b>	<b>257.16</b>	<b>270.57</b>	<b>282.41</b>
Deduct Field Staff		<u>-112.00</u>					
<b>Total Office Staff</b>		<b>95.00</b>	<b>97.75</b>	<b>108.98</b>	<b>118.02</b>	<b>124.17</b>	<b>129.61</b>
Additional Required Workspaces (Cumulative)			2.75	13.98	23.02	29.17	34.61
Adjusted Additional Square Footage			332	1692	2785	3530	4188

## Transit

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Air Port	1,496	22.5	23.15	25.81	27.95	29.41	30.70
Deduct Field Staff		<u>-15.5</u>					
<b>Total Office Staff</b>		<b>7</b>	<b>7.20</b>	<b>8.03</b>	<b>8.70</b>	<b>9.15</b>	<b>9.55</b>
Additional Required Workspaces (Cumulative)			0.20	1.03	1.70	2.15	2.55
Adjusted Additional Square Footage			24	125	205	260	309

# Nevada County Workspace Projections

## Transportation/Sanitation

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Eric Rood Admin. Ctr.	5,975	35.00	36.01	40.15	43.48	45.75	47.75
DOT Yard - Loma Rica	16,700	41.00	42.18	47.03	50.93	53.59	55.94
McCourtney Transfer Station	881	13.00	13.38	14.91	16.15	16.99	17.74
Lake Wildwood	6,497	21.00	21.61	24.09	26.09	27.45	28.65
Total	30,053	110.00	113.18	126.19	136.65	143.78	150.08
Deduct Field Staff		-50.38					
Total Office Staff		59.62	61.34	68.40	74.07	77.93	81.34
Additional Required Workspaces (Cumulative)			1.72	8.78	14.45	18.31	21.72
Adjusted Additional Square Footage			208	1062	1748	2215	2628

## Treasurer-Tax Collector

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Eric Rood Admin. Ctr.	2,643	10	10.29	11.47	12.42	13.07	13.64
Additional Required Workspaces (Cumulative)			0.29	1.47	2.42	3.07	3.64
Adjusted Additional Square Footage			35	178	293	372	441

## Veterans Services Office

Current Location	Existing Square Footage	Existing Staff	Projected Staff Workstations Required				
			2008	2010	2015	2020	2025
Grass Valley Veterans Building	721	2	2.06	2.29	2.48	2.61	2.73
Additional Required Workspaces (Cumulative)			0.06	0.29	0.48	0.61	0.73
Adjusted Additional Square Footage			7	36	59	74	88

# Nevada County Workspace Projections

## Workspace Projections

	<b>2007</b>	<b>2010</b>	<b>2020</b>	<b>2030</b>	<b>2040</b>	<b>2050</b>
Population Projections	99,766	102,649	114,451	123,940	130,404	136,113
% of change in population	0	2.9%	11.5%	8.3%	5.2%	4.4%
Total Projected Staffing Levels	988.90	1,015	1,128	1,222	1,286	1,343
Total Additional Required Square Footage		3,038	13,785	22,753	28,882	34,268

**NOTES:**

- 1) Courts were not considered in this report since the State of California will be accepting space responsibility.
- 2) Field staff were deducted from staffing levels. The increase in field staff will not effect additional square footage requirements.
- 3) No consideration was given for special needs square footage.
- 4) "Cumulative Required Square Footage" does not include common areas such as rest rooms, conference rooms, fire corridors, etc.
- 5) Staffing levels were compiled utilizing the "Authorized Personnel Staffing Resolution Fiscal Year 2006/2007" as of June 1, 2007.

	<b>2005</b>	<b>2007</b>
Total Existing County Owned Square footage	454,588	497,180
Total Existing County Leased Square footage	60,174	65,338
Total County Occupied Square Footage	514,762	562,518



# Appendix E

## Additional Resources

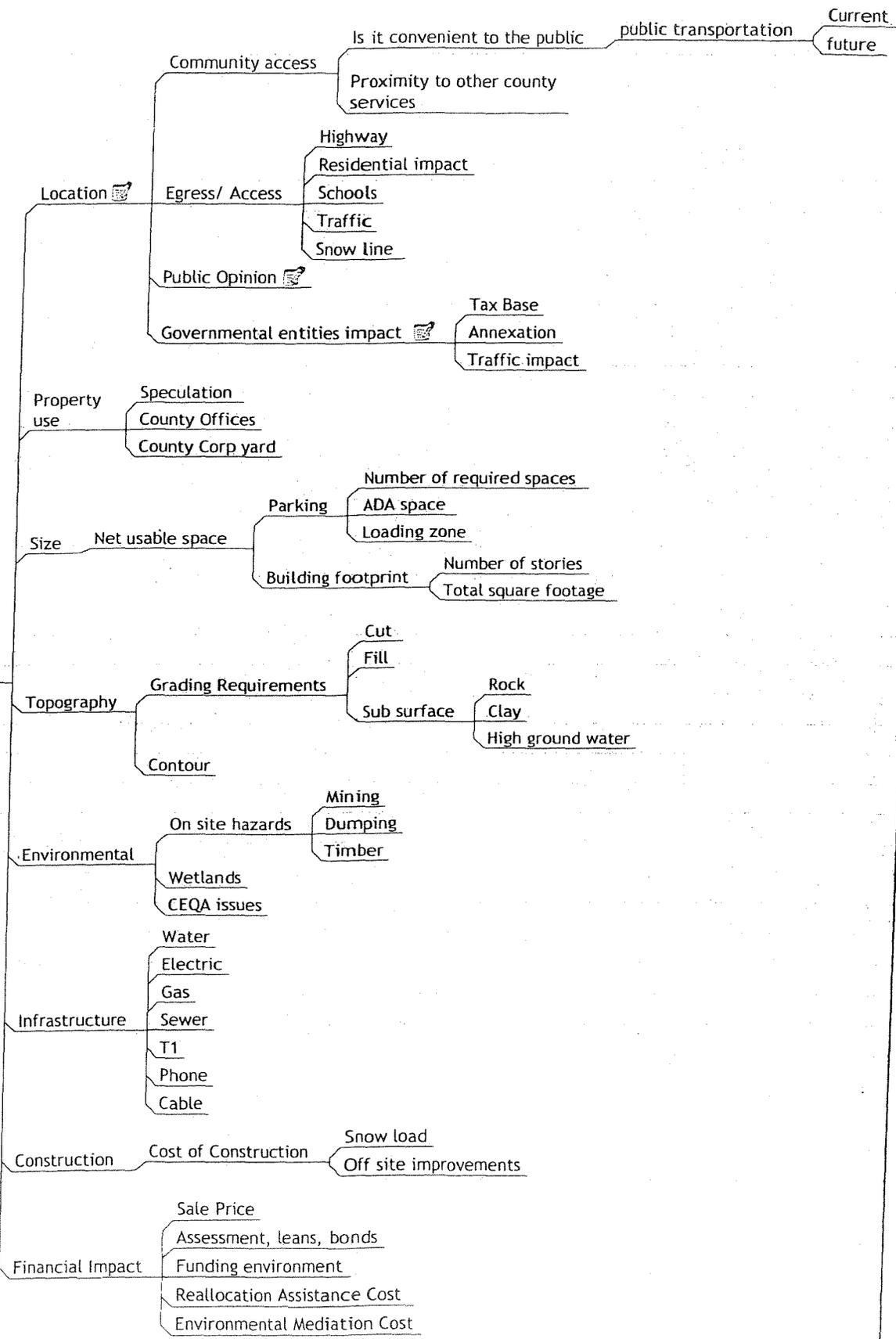
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# Property Assessment

## Checklist

**Aquisition of Property**

**Land**



## Land Acquisition Worksheet

Property Description			
Address			
Property Use			
Acreage			
Main Topics	Sub Topics	Score	Scoring Notes
Location	Convenient to the public		5= Center of county population    1= Distance greater then 5 miles of center of population
	Convenient to other County services		5= Less the 1 mile from Rood Facilities    1= More then 5 miles from Rood Center
Public Concerns	Public opinion		5= 95% in favor of project    1= 50%in favor of project
Other Gov. Entities	Tax Base		5= No effect on city or county tax base,    1= Major impact on county city tax base
	Annexation		5= No plans to Annex by city.    1= City is going to annex
	Traffic Impact		5= Infrastructure to handle additional traffic    1= No infructure to handle additional traffic
Egress Access	Highways		5= Within 5 miles of HWY.    More then 5 miles from HWY
	County/ City Roads		5= Paved, well maintained roads to site.    1 = Roads to site will need improvement
	Residential Impact		5= No impact to residential sites.    1= Facility is next to multiple residential sites
	Schools		5= No school within 1 mile of site.    1= School next to site
	Traffic		5= Infrastructure can handle County load.    1= County impact will overwhelm existing



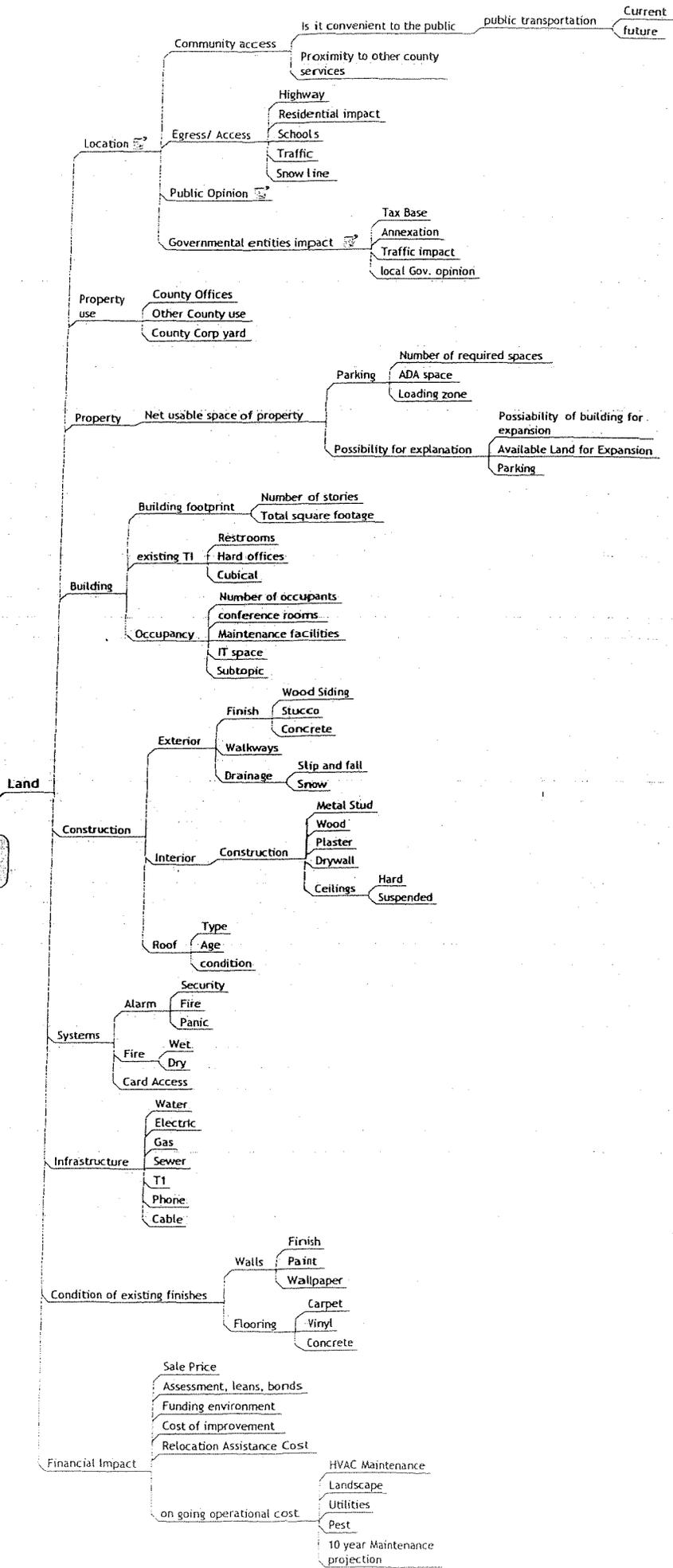
Main Topics	Sub Topics	Score	Scoring Notes
Infrastructure	Water	5= At site.	1= More the .5 miles with total cost bore by County
	Electric	5= At site.	1= More the .5 miles with total cost bore by County
	Gas	5= At site.	1= More the .5 miles with total cost bore by County
	Sewer	5= At site.	1= More the .5 miles with total cost bore by County
	T1	5= At site.	1= More the .5 miles with total cost bore by County
	Phone	5= At site.	1= More the .5 miles with total cost bore by County
	Cable	5= At site.	1= More the .5 miles with total cost bore by County
Construction	Constructability	5= Simple Governmental design. 1= Extensive design engineering required	
	Snow line	5= Below snow line. 1= Extensive design costs due to snow load	
	Offsite improvement	5= Minimal offsite improvements. 1= Extensive offsite improvements	
	Onsite improvements	5= Minimal onsite improvements. 1= Extensive onsite improvements	
Finical Impact	Sale Price	5= Below market value. 1= Price exceeds market value	
	Assessments, Leans, bonds	5= No costs 1= Excessive costs	
	Funding Conditions	5= Advantageous Market	1=Tight market, high rates,
		<b>Total</b>	0

Instructions: Identify a Building of interest. Score each topic and sub topic as described in the Scoring Notes. Total possible score is 205 points. Any score under 2 needs to have special consideration as to impact on the project. This is only a tool to view the possible advantages and short falls of a proposed property. Subtopics may be weighted or discounted as needed.



# Facility Assessment Checklist

# Aquisition of New Building



## Building Acquisition Worksheet

Property Description			
Address			
Property Use			
Building Sq Ft			
Acreage			
<b>Main Topics</b>	<b>Sub Topics</b>	<b>Score</b>	<b>Scoring Notes</b>
Location	Convenient to the public		5= Center of county population 1= Distance greater then 5 miles of center of population
	Convent to other County services		5= Less the 1 mile from Rood Facilities 1= more then 5 miles from Rood Center
	Accessible to public Transportation		5= Location on existing routes 1= No current or planned public transportation routes
	Below Snow line		5= Below snow line 1= Above snow line
Public Concerns	Public opinion of impact of new facility		5= 95% in favor of project 1= 50%in favor of project
Other Gov. Entities	Tax Base		5= No effect on city or county tax base, 1= Major impact on county city tax base
	Annexation		5= No plans to Annex by city. 1= City is going to annex
	Traffic Impact		5= Infrastructure in place for additional traffic 1= No infrastructure to handle additional traffic
Egress Access	Highways		5= Within 5 miles of HWY. More then 5 miles from HWY
	County/ City Roads		5= Paved, well maintained roads to site. 1= Roads to site will need improvement
	Residential Impact		5= No impact to residential sites. 1= Facility is next to multiple residential sites
	Schools		5= No school within 1 mile of site. 1= School next to site
	Traffic		5= Infrastructure can handle county load. 1= County impact will overwhelm existing
	Snow line		5= Below snow line. 1= Above snow line.
	Traffic impact with future development		5= Additional development will not impact traffic. 1= Any additional development will impact

Main Topics	Sub Topics	Score	Scoring Notes
Land Size	Net usable space		5= 100% usable. 1= 50% useable.
	Allowable space for building expansion		5= Allowable space for future expansion. 1= No Room for additional expansion
	Allowable space for parking		5= Allowable space exceeds space standards. 1= Does not meet allowable space standards
Topography	Contour		5= Parcel is flat and level. 1= Hills and valleys that will impact access
	Subsurface		5= Clay and sand. 1 = Rock and boulders.
	Ground water		5= No visible ground water. 1= Visible water or vegetation
Environmental	Mining		5 = No evidence of mining. 1= Mine tailings or open mine shafts
	Dumping		5 = No evidence of dumping. 1= Dump site
	Wetlands		5= No visible wetlands. 1= Visible wetlands reducing net usable space
Health and Safety	Asbestos		5= No Asbestos 1= Asbestos in building
	Lead paint		5= No lead paint 1= Exposed lead paint
	Mold Issues		5= Tight building, no mold 1=Moisture and visible mold in building
Infrastructure	Gas		5= At site. 1= All electric Building
	Sewer		5= At site. 1= Septic system
	T1		5= At site. 1= Not available

Main Topics	Sub Topics	Score	Scoring Notes
Building	Meets County needs		5= Design meets County current and future needs 1= With improvement will meet current need
	Occupancy load/ Parking spaces		5= Maximum number of county staff per sq ft 1= Min number of county staff per sq ft
	Restrooms, Hard offices, Cubical		5= Existing build out 1= Shell facility all needs to be added
	IT and Maintenance Spaces		5= Existing build out 1= Shell facility all needs to be added or not existing
	Type of Construction		5= Simple Governmental design. 1= Extensive current or future maintenance required
	ADA accessible		5= Meets current standards for ADA 1= Unable to meet current standards with improvements
	Condition of exterior foundation walls and roof		5= Good foundation, walls and roof 1= Poor foundation, walls, and roof
	Improvement needed for County ops		5= No improvements needed 1= Building is a shell only
Building systems	Fire, Security System, Card Access		5 = Current systems installed 1= No existing systems
	Fire sprinkler		5 = Existing system 1= No existing system
	Electrical Distribution		5= Adequate for current needs and expansion 1= Need to be upgraded
Financial Impact	Sale Price		5= Below market value. 1= Price exceeds market value
	Assessments, Leases, bonds		5= No costs 1= Excessive costs
	Funding Conditions		5= Advantageous Market 1=Tight market, high rates,
	<b>Total</b>	0	

Instructions: Identify a Building of interest. Score each topic and sub topic as described in the Scoring Notes. Total possible score is 220 points. Any score under 2 needs to have special consideration as to impact on the project. This is only a tool to view the possible advantages and short falls of a proposed property. Subtopics may be weighted or discounted as needed.

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# Disposition of Property

## Checklist

**Disposition of Property**

Impact to County  
Other possible county uses  
Other agency uses

Identify the property  
Survey Land  
Survey Facility

Identify possible uses  
Existing  
If improved  
Development

Planning / Zoning issues  
Determine Best possible zoning for the property  
Current Zoning  
Restrictions

Obtain appraisal  
Current value  
Improved value  
rezoned value  
Subtopic

Offset cost  
environmental cleanup cost  
Relocation Assistance Cost  
Improvement costs

Listing  
Agency  
contract terms  
length of time Listed  
Market conditions  
Lending environment  
urgency

Disposition  
Sell price  
length of escrow  
conditions



# Employee Space Standards



# RESOLUTION No. 05-200

## OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

### RESOLUTION ESTABLISHING GUIDELINES FOR OFFICE SPACE AND MODULAR FURNITURE POLICIES

WHEREAS, it is essential that the County utilize all of its existing office space to its fullest capacities from both a fiscal and prudent prospective; and

WHEREAS, the standard established by the State of California is a reasonable guideline for County purposes; and,

WHEREAS, modular office furniture has been proven to require less office space and to be more flexible in redesigns.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA that the County shall use the State of California office space policy as a guideline for office space planning and shall use modular furniture where feasible and cost effective.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 24th day of May, 2005, by the following vote of said Board:

Ayes: Supervisors Nate Beason, Sue Horne, John Spencer, Robin Sutherland & Ted S. Owens.  
Noes: None.

ATTEST:

Absent: None.

CATHY R. THOMPSON  
Clerk of the Board of Supervisors

Abstain: None.

By: Cathy R. Thompson

Ted S. Owens, Chair

DATE	COPIES SENT TO
05/27/05	CEO (2)
	CDA
	A-C*
	GS*

# Workspace Guidelines And Modular Furniture Policy Staff Report

April 20, 2005

Prepared by Mike Quintana, Facilities Project Manager

**Employee Work Space Policy:** It is essential that the County utilize all of its existing office space to its fullest capacities from both a fiscal and prudent prospective. General Services has reviewed employee workspace standards established by different agencies including the State of California, State of California Trial Courts Facilities Guidelines, G.O.S.S. (a Canadian government office space standard), and the counties of Placer and San Diego. They all vary in some degree as to their recommended space guideline and make different allowances for common areas, shared work spaces, conference rooms, etc.

The standard established by the State of California is a reasonable guideline for our purposes. The State of California standard allows for different space requirements for private offices, modular furniture and conventional furniture, with modular furniture requiring less space. Space requirements are established by the position held; executives receiving 300 sq. ft. private offices, assistant executives 200 sq. ft. private offices, middle managers 150 sq. ft. private or open offices, working professionals 64 sq. ft. modular, and clerical 64 sq. ft. modular. A 1.35 % factor for common area is added to these office space amounts. This policy also provides for special circumstances requiring other spaces such as computer rooms, interview rooms, and mailrooms that are in addition to the regular office space.

The adoption of employee workspace guidelines would be a cost saving benefit to the County in the cost of lease space, the construction costs of new construction, energy and maintenance costs. Savings from reduced lease and construction costs for smaller spaces could be invested into modular furniture, thereby maximizing the space efficiency.

Since the time Supervisor Sutherland proposed space guidelines to the Capital Facilities Planning Committee, General Services staff have used these guidelines for developing workspace for departments that were installing new modular furniture, remodeling, or moving into new office space. For example, these guidelines have been used in further evaluating the space needs for an HSA facility, the Laura Wilcox Building, the remodeling of the IS office space, and other proposed office redesigns.

**Modular Furniture Acquisition Policy:** A key component to maximizing the use of office space is modular furniture. The State office space policy quantifies additional space savings when modular furniture is used. On October 28, 2002, the Purchasing Agent issued a notice to all departments regarding the purchase of modular furniture. This notice established the cost of modular workstations, the role of the Purchasing and Facilities Management divisions, and the adherence to Green Procurement policies when it is cost effective. It has become the practice of most departments to use modular furniture whenever new or replacement furniture is needed.

**Conclusion:** To aid in the planning, design, lease, and remodel of space occupied by County departments, it is recommended that the Board of Supervisors adopt as a guideline the employee workspace policy that the State of California has developed. The policy will help insure diligence in making the most and best use of County facilities. The policy is to be considered a "guideline", since there are circumstances such as architectural barriers, existing departmental divisions, availability of lease space, etc. that will effect the total space allowed. It is further recommended that the County use modular furniture in office space as is practical in accordance with the State policy.



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**SAM - Chapter 1300 Design Services Section**

**1321.14 STATE SPACE ALLOWANCES STANDARDS**  
(New 3/00)

The DSS is responsible for developing and implementing planning and design standards and determining space needs for state-owned and leased facilities. The following table delineates the maximum space allowances and space types for each job category. The allowances indicate net square feet and do not include space for circulation and special requirements. These allowances are general guidelines and can be modified as necessary to meet specific job requirements of agency employees.

STATE SPACE ALLOWANCES STANDARDS		Maximum Net Square Feet by Space Type				
Job Category	EXAMPLES OF TYPICAL JOB TITLES	* CF Private	* CF Open	* CF Group	*MSF Open	*MSF Group
Executive	Cabinet Secretary, Agency Administrator, Board Chairperson, Department Director, Commissioner	300				
Administrators	Deputy Director, Assistant Director, Executive Secretary, Department/ Division Chief, Branch/Office Chief, Board Member	200				
Managers	Bureau Chief, Deputy or Assistant Chief, Section Head,	150				
Managers	Dept. Administrative Officer or Fiscal Officer, middle managers	150	150		112	
Supervisors	Supervisor of large unit (10 or more)		125		96	
Supervisors	Supervisor of small unit (9 or less), Asst. Unit Supervisor, First-line Supervisors.		110		96	
Attorneys	Attorney	150	100	100	80	80
Technical Professionals	Architect, Engineer			100	80	80
Working Professionals	Analyst, Accountant, Social Service Worker, Business Service Officer, Correctional Officer, Referee		100	100	64	64
Clerical Supervisors	Clerical Supervisor		75		64	
Clericals	Account Clerk, Office Technician, Office Assistant, Stock Clerk		75	60	64	40

**\*Definition of Terms**

**CF Conventional Furniture:** Freestanding furniture used to make up a workstation, whether in traditional open office design.

**MSF Modular Systems Furniture:** System of interconnecting acoustical panels and hang-on components used to make up a workstation. Used in open office design.

**Private One** person, individual, hardwall constructed office for classifications indicated. The RESD staff is available to work with agencies to prepare justifications for exceptions to these standards.