



March 22, 2010

Honorable Board of Supervisors  
County of Alameda  
1221 Oak Street, Suite 536  
Oakland, California 94612-4305

Dear Board Members:

**SUBJECT: AUTHORIZE THE DIRECTOR OF THE GENERAL SERVICES AGENCY TO INSTITUTE A REAL PROPERTY PORTFOLIO MANAGEMENT EFFICIENCY, EFFECTIVENESS AND SUSTAINABILITY POLICY AND IMPLEMENTING PROCEDURES**

RECOMMENDATION:

- A. Approve and adopt the attached resolution that authorizes the Director of the General Services Agency (GSA) to institute a Real Property Portfolio Management Efficiency, Effectiveness and Sustainability Policy and Implementing Procedures; and
- B. Direct the Director, GSA, to work collaboratively with County Agencies and develop implementing procedures, standards, and practices regarding alternative work sites, furniture and space needs.

DISCUSSION/SUMMARY:

The acquisition, assignment, management and operation of leased and owned space for County Departmental operations in Alameda County is under the direction of the Director of GSA. On October 19, 2004 the County Administrator issued a memo to Agency and Department Heads titled "Requests for New Space -- Lease and Purchase of Buildings" urging them to hold the line on spending by carefully examining funds spent on acquisition of new space, furniture and related expenses.

Procedures were set in place whereby Agency/Department Heads were asked to submit a formal written request describing needs to their CAO analyst and a review process with the analyst looking at program changes, financial impacts and funding sources. With approval from the department analyst, GSA would then be informed to begin work on locating specific suitable properties -- first determining whether there was vacant owned or leased space available and making the best use of County resources to backfill vacant space before acquiring new facilities.


The procedures put in place have resulted in improved oversight of the program. However, due to the challenging financial times additional actions are now required by the County to formally centralize oversight and decision-making to ensure improvements in the management of real property assets and effective use of space. The CAO has requested GSA to review all pending and approved requests for space with new caveats. All requests will be evaluated against the County's utilization rate of 275 gross square feet per person, and all will be required to meet or exceed that goal within reasonable limits of the available space. Departments will be asked to minimize tenant improvements by taking space as-is and reusing existing furniture whenever possible. Departments will be required to develop, with GSA, a furniture standard that meets their needs and minimizes replacement costs. Furniture replacement will be evaluated on a case-by-case basis with a comparison of moving the existing workstations versus buying new.

In line with sustainability policies, GSA will work with departments in considering alternative workplace policies that would help reduce their space requirements in the future. GSA will develop standards for alternative work sites and identify locations around the County that could be utilized by County staff from varied agencies.

FINANCING:

There is no financial impact to the County for these acceptance and recording actions.

Respectfully submitted,

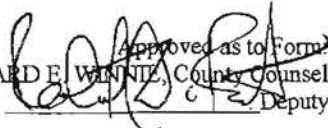


Aki K. Nakao  
Director, General Services Agency

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Attachment

cc: Susan S. Muranishi, County Administrator  
Patrick J. O'Connell, Auditor-Controller  
Richard E. Winnie, County Counsel

Approved as to Form  
RICHARD E. WAINTE, County Counsel  
By:  Deputy

THE BOARD OF SUPERVISORS OF THE COUNTY OF ALAMEDA, STATE OF CALIFORNIA

RESOLUTION NUMBER \_\_\_\_\_

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF ALAMEDA  
SUPPORTING A REAL PROPERTY PORTFOLIO MANAGEMENT EFFICIENCY,  
EFFECTIVENESS AND SUSTAINABILITY POLICY AND IMPLEMENTING PROCEDURES

BE IT RESOLVED by the Board of Supervisors of the County of Alameda

WHEREAS, The Board of Supervisors recognizes the importance of continuous improvement in management of the real property portfolio focusing on increased efficiencies, effectiveness and building fiscal and environmental sustainability into the real estate policy, practices and procedures of the County;

WHEREAS, it is the policy of the County of Alameda that all County Departments shall follow these policies, practices and procedures for the evaluation, acquisition and utilization of space, to house various activities and employees;

WHEREAS, the acquisition, assignment, management and operation of leased and owned space for County Departmental operations is centralized to encourage administrative and fiscal efficiencies under the direction of the Director of General Services;

WHEREAS, due to the necessity of conserving public funds especially in challenging financial times, the County desires to make continuous improvements in management of real property assets that encourage efficient and effective use of space;

WHEREAS, on October 19, 2004, the County Administrator issued a memorandum titled "Request for Space – Leased and owned Buildings" describing a process for requesting space from the General Services Agency; and,

WHEREAS, that policy has improved the oversight, acquisition, tenant improvement, and assignment of space for Departments within the County;

WHEREAS, other actions are now required to ensure further efficiencies in real property portfolio management;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Alameda that the following revised County of Alameda Real Property Portfolio Management Efficiency, Effectiveness and Sustainability Policy be established:

1. GSA shall now review all pending and approved space requests in consultation with departments and in consideration of but not limited to the following; review of all pending and approved requests for space, recertification of space uses and needs, attainment of standardized utilization rates of 275 gross square feet per person, implementation of County Facility Standards, minimization of tenant improvement expenditures, reuse of existing furniture where feasible, comprehensive review of new furniture, comprehensive review of workstation and moving expenses, and development and implementation of furniture standards that reduce replacement costs.

2. In support of Climate Action Plan objectives and furtherance of both fiscal and environmental sustainability goals, all Departments shall consider alternative workplace policies that will reduce operating costs associated with owned and leased real property, reduce space needs, and reduce emissions associated with employee commutes, while continuing to provide easily accessible and high quality services to the public.
3. Departments are encouraged to allow employees in appropriate jobs to make alternative work arrangements at alternate work locations and provide workplaces that may be shared by others to meet the aforementioned fiscal and environmental sustainability and efficiency objectives, the County will thereby save taxpayer funds and reduce environmental impacts.
4. GSA is charged with assisting Departments develop alternative work sites and standards for alternative work locations enabling access to quality public services.
5. GSA will assist and work collaboratively with Departments to implement efficient, effective and sustainable policies, procedures and practices through continuous improvement to this policy;

NOW THEREFORE BE IT FURTHER RESOLVED: that the Alameda County Board of Supervisors authorizes the General Services Agency (GSA) Director, as the Alameda County Real Estate Authority, to institute the new, revised County of Alameda Real Property Portfolio Management Efficiency, Effectiveness and Sustainability Policy and develop implementing procedures and practices and ensure compliance;

NOW THEREFORE BE IT FURTHER RESOLVED: This resolution shall take effect and be in force immediately upon the date of passage.

**THE FOREGOING** was **PASSED** and **ADOPTED** by the following vote of the Alameda County Board of Supervisors this 30TH day of March, 2010, to wit:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
**PRESIDENT, BOARD OF SUPERVISORS**

File: \_\_\_\_\_

Agenda No: \_\_\_\_\_

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