



DATE: December 17, 2014

MEMO TO: MROSD Board of Directors

THROUGH: Stephen E. Abbors, General Manager

FROM: Ana Ruiz, Assistant General Manager

SUBJECT: Additional Administrative Office Space

This memorandum serves to inform the Board that the General Manager has identified a new Midyear Action Plan project to evaluate the long-term facility plan for the Administrative Office (AO) in response to the explicit need for expanded staff capacity, which is a conclusion coming from the Financial and Operational Sustainability Model study (FOSM), and the recognition that the AO can only house an additional 8 employees based on the existing layout. The proposed project addition would not impact this fiscal year's budget, as no funds are needed through end of March. Since the full project scope depends in part on additional findings of the FOSM and given current capacity constraints, work on this project would not begin until February 2015. A scope, schedule, and budget for subsequent project work that would continue into next fiscal year will be included as part of the FY2015-16 Action Plan and Budget, which will be coming to the Action Plan and Budget Committee in January and to the full Board in February 2015. The General Manager anticipates working closely with the Planning and Natural Resources Committee to receive early project direction, as well as develop and evaluate viable options for additional work space.

In the meantime, Real Property will be prepared to act quickly on new rental space in the existing satellite building (AO2) should it become available in the near future. Please be aware that staff will need to process such an opportunity and bring it before the Board in the same manner as A02 to take advantage of time-limited opportunities.

Project Name	Dept.	Reason for Addition	Scope	Completion Date	Budget
Administrative Office (AO) Long-term Facility Plan	PL	To prepare for anticipated FOSM recommendations for a new organizational structure and increased staffing, this project would analyze and evaluate the FOSM's findings and how they affect the current needs and challenges with staff growth and space constraints related to the existing AO facility.	Compile and update previous 2009 AO facility analyses completed based on the historical trends, market conditions, staffing, and department projected needs.  Present to the PNR Committee the analysis of existing and projected facility needs for the AO. Present a plan to analyze potential scenarios to address these facility needs in FY2015-16.	FY15-16	\$0 <i>Staff time only</i>