



# COUNTY OF HUMBOLDT

For the meeting of: 9/12/2023

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File #: 23-1186

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**To:** Board of Supervisors

**From:** Supervisor Mike Wilson

**Agenda Section:** Initiated by Board Member

**Vote Requirement:** Majority

**SUBJECT:**

Form an Ad Hoc Working Group to Review the County of Humboldt Facilities Master Plan (Supervisor Mike Wilson)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the formation of an Ad Hoc working group to review the County of Humboldt Facilities Master Plan; and
2. Appoint two Supervisors to the Ad Hoc working group to review the County of Humboldt Facilities Master Plan.

**SOURCE OF FUNDING:**

General Fund (1100)

**DISCUSSION:**

On Oct. 20, 2020, the Board of Supervisors adopted the County of Humboldt 2020 Facilities Master Plan (FMP). This document was created to form a framework of goals and priorities by which future major facilities projects should be assessed, as well as to identify a select number of key projects of need for further discussion and action.

There has been considerable change in the landscape of FMP related projects since that time. Construction cost volatility, local real estate market dynamics, and changing programmatic requirements suggest the need for a reevaluation of the previously adopted document and its future direction.

An Ad Hoc working group would provide valuable guidance on the strategic direction of the FMP. The task of the Ad Hoc Committee will be to direct staff on future efforts related to the FMP, with a focus on the following key elements:

Project Priorities

Capital Improvements Planning

Deferred Maintenance Planning

County Staffing required to execute the FMP

Project budgeting and funding sources

Project Delivery methods

Americans with Disabilities Act (ADA) Compliance

Energy Efficiency Projects

Impact of telework on the FMP

FINANCIAL IMPACT:

There are no financial impacts related to this item other than staff time to participate in Ad Hoc working group meetings. However, significant financial impact is expected in the execution of projects described in the FMP. Projects with significant financial impact would be brought before the Board for review and approval in accordance with established policies and procedures.

STAFFING IMPACT:

There are no staffing impacts related to this item other than staff time to participate in Ad Hoc working group meetings. However, significant modifications to existing staffing are expected during the execution of projects described in the FMP. These staffing impacts are anticipated to be both project-specific as well as departmental in nature, and will be presented to the Board for review and approval in future meetings related to the FMP.

STRATEGIC FRAMEWORK:

This action supports the following areas of your Board's Strategic Framework.

Core Roles: Provide for and maintain infrastructure

New Initiatives: Manage our resources to ensure sustainability of services

Strategic Plan: 4.3 - Create campus-like county facilities with co-located services that are desirable to work and be in, in consultation with the cities

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to form the requested Ad Hoc working group. However, this alternative is not recommended as it would not provide staff with direction on the many items for consideration under the Facilities Master Plan.

ATTACHMENTS:

2020 Humboldt County Facilities Master Plan

PREVIOUS ACTION/REFERRAL:

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Board Order No.: I-3

Meeting of: October 20, 2020

File No.: 20-1318