

# Board Inquiry Form

Inquiry Number: 26

Board Member	
Carbajal	
Wolf	
Farr	
Gray	X
Lavagnino	

Department: General Services

Date: 06/10/12

Page(s) of Budget Book:

## Request/ Question:

Do we have a current "use of space" study so that we are assured that all of the space owned by the county is fully used and that the County is not leasing unnecessary space?

Response Prepared by: General Services

## Response:

The County's formal Space Utilization Report is a 5-year document. The current version is 2006 through 2011 and is out of date. The 2012 through 2017 update will be completed by the end of the calendar year. An objective of this updated document will be to account for vacant space and propose solutions to consolidate departments, eliminate unused space, and move departments out of leased space into County-owned space where feasible.

Please reference the first bullet point under the heading "Capital Projects" on Page D-173 of the budget which states:

Complete the revised Space Policy and Update the 2006-2011 Space Utilization Study with the goal of completing the 2012-2017 versions by the end of 2012. The revised document will include a new section on County leases and a goal to reduce leased space by 10% and County-owned building by 5%.