



## Legislation Details (With Text)

**File #:** 16-1129      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 10/26/2016      **In control:** Board of Supervisors

**On agenda:** 12/13/2016      **Final action:** 12/13/2016

**Title:** Air Quality Management District (AQMD) recommending the AQMD Board of Directors/Board of Supervisors, provide approval to the District and the Chief Administrative Office's Facilities Division to move forward with the process of constructing an office for AQMD to allow the District to provide convenient customer service as well as efficient District operations. direct staff to proceed with the due diligence work, including CEQA review, in regards to designing and building a new facility for AQMD on the vacant land next to Building C to allow the District to provide convenient customer service as well as efficient District operations.

**FUNDING:** AQMD Permit Revenues, Penalty Revenue, State Grant Administration Funds, Motor Vehicle Emission Reduction Program Administration Funds.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. A - Proposed AQMD Building Location - 12-13-16, 2. A - Revised Proposed AQMD Building Location - 12-13-16, 3. B - AQMD Conceptual Floor Plan - 12-13-16

Date	Ver.	Action By	Action	Result
12/13/2016	1	Board of Supervisors	Approved	Pass

Air Quality Management District (AQMD) recommending the AQMD Board of Directors/Board of Supervisors, ~~provide approval to the District and the Chief Administrative Office's Facilities Division to move forward with the process of constructing an office for AQMD to allow the District to provide convenient customer service as well as efficient District operations.~~ direct staff to proceed with the due diligence work, including CEQA review, in regards to designing and building a new facility for AQMD on the vacant land next to Building C to allow the District to provide convenient customer service as well as efficient District operations.

**FUNDING:** AQMD Permit Revenues, Penalty Revenue, State Grant Administration Funds, Motor Vehicle Emission Reduction Program Administration Funds.

### DEPARTMENT RECOMMENDATION

Air Quality Management District (AQMD) recommending the Board provide direction to the District and the Chief Administrative Office's Facilities Division (Facilities) to move forward with the process of constructing an office for AQMD to allow the District to provide convenient customer service as well as efficient District operations.

### DISCUSSION / BACKGROUND

After the relocation of AQMD to the temporary buildings to accommodate the Building A renovation, it was determined that the Human Resources department would be relocating into the space formerly occupied by AQMD when building renovations are complete. Procurement and Contracts will move into the space vacated by Human Resources. These relocations will provide appropriate privacy for human resources matters and consolidate the CAO divisions into one building. These relocations

have made it necessary to find a new location for AQMD that will provide convenience for the District's customers and provide sufficient space and facilities for the District to operate efficiently.

Several leased office and commercial spaces in the vicinity were identified. Although several were adequate for the District, most were located a significant distance from the County government center. Commercial land was also researched and identified, but the parcels were significantly larger than needed for the District. Through collaboration with Facilities staff, the inventory of County-owned property was examined. A strip of land located to the southwest of the existing Building C was identified as a location preferred by Facilities and AQMD. This location provides AQMD's customers with a convenient location near Building C, as many of the district's customers are also working with the Community Development Agency to obtain grading permits for their projects. Additionally, this location provides easy access to existing electricity, water, sewer and propane gas sources. Staying on the County's "campus" also optimizes staff efficiency, as administrative and fiscal staff need to deliver and pick up documentation, as well as conduct transactions with departments located in Buildings A and B on a daily basis.

~~Recent discussions between AQMD, Facilities, and the El Dorado County Water Agency (Water Agency) have identified the possibility of the Water Agency co-locating with AQMD to reduce costs to both the District and Agency. Currently the Water Agency leases its office in Shingle Springs at a cost of \$3,654/month. If co-location is determined to be appropriate, and the lease rate is favorable for the Water Agency, the Water Agency would pay monthly lease payments to AQMD for the use of its share of the building. If the Water Agency finances any building construction costs, or potential affiliated costs (such as added parking, land costs, etc.), the monthly lease payments to AQMD would be waived until the cost is offset. Lease amounts and conditions would be subject to an agreement approved by both the AQMD Board and the Water District's Board.~~

If this item is approved, AQMD will continue to work with Facilities who will retain appropriate professionals (design engineers, architects, builders) to obtain estimates for a building. The building size needed is estimated to be approximately 3,500 square feet. This size will allow for future growth as well as the possibility to provide rental space for other outside agencies or County departments. The agencies will share conference rooms, reception area, break room, restroom facilities and copy/production areas. The final sizing will be determined through the design engineering and architectural design phase of the project.

In approximately March 2017, AQMD will be temporarily relocating from the swing space trailer to the area vacated by Procurement and Contracts in Building B. It is estimated that AQMD will need to move from that location in September of 2017 to accommodate Phase 3 of the Buildings A and B renovations. Facilities staff is aware of this timeline and have made this project a priority with a target completion date of September 2017 in order to allow AQMD to remain operational and efficient through this transition and eliminate (or minimize) any additional unnecessary moves.

## **ALTERNATIVES**

Because of the relocation of the County's Human Resources division, a new permanent location must be identified for the Air Quality Management District.

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Chief Administrative Office - Facilities Division

### **CAO RECOMMENDATION**

Approve the recommendation of the AQMD.

### **FINANCIAL IMPACT**

Financial impact is not fully known at this time. Further research based on Board direction will allow cost estimates to be calculated. The Air Quality Management District has funding available to design and construct the new building.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

Dave Johnston, Air Pollution Control Officer  
x7578