

ATTACHMENT 1

REAL ESTATE MASTER PLAN

There is a need in Contra Costa County for a Real Estate Master Plan to provide a vision for real estate and facility management and oversight. The Master Plan will provide a much needed framework to assist in property and facility operation. The Master Plan should also include a strategy that will guide County staff in the location of County services, and the use of County-owned and leased buildings throughout the county.

An effective Real Estate Master Plan can ¹:

- Give the County a clear understanding of existing conditions in the occupancy and operation of its buildings and other real property;
- Consider current demographic and economic conditions and use that information to forecast future geographic population trends.
- Allow the County to focus on its real estate needs to create vision and goals for the future;
- Determine the need for accessible, responsive, and effective County services, and a strategy for the location of County facilities to meet that need;
- Identify opportunities for best practices and methodology in the creation of new policies and the management of County real estate assets;
- Identify new revenue sources and opportunities to reduce the County's real estate costs, including a strategy of co-locating various departments;
- Provide portfolio analysis, in coordination with the County's Facilities Life-cycle Investment Program (FLIP), that can be used to create a strategic property leasing, acquisition, and disposition plan;
- Add value to the County's real estate holdings;
- Maximize efficiency related to real estate and facilities, and minimize inefficiencies related to independent departments pursuing facility or real estate proposals not part of an overall County vision;
- Provide an opportunity to identify how sustainability and "green" practices can be implemented in the management of County facilities;

¹ Some of the information in this summary was extracted from the County of Alameda Real Estate Master Plan completed by Gensler Team in 2009.

ATTACHMENT 1

- Enhance employee productivity and satisfaction by creating modern and efficient facilities in which to work;
- Coordinate facilities management with modern technology and transportation systems and planning;
- Create a basis on which new funding sources can be found, including from new bond financing, lease/lease-back opportunities, grants, and potential reimbursement from state, federal and other public sources;

A Real Estate Master Plan for Contra Costa County can best be accomplished by engaging real estate planning consultants familiar with the public sector who can coordinate and lead County staff with the development of the Master Plan. A team of County staff should also be coordinated that can work cooperatively with the Master Plan consultants. That County team should include members from the County Administrator's Office and the Public Works Real Estate Division, among others.