COMPREHENSIVE FACILITIES MASTER PLAN FOR PLACER COUNTY

The Design Partnership, Architects and Planners

in association with

The Institute for Law and Policy Planning

Volume 2: Appendix

July, 1993

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APPENDIX A: DEPARTMENTAL PROFILES

METHODOLOGY

In order to obtain detailed information at the departmental level, interviews and questionnaire methodologies were utilized. Draft departmental profiles were generated which were reviewed by the departments and revised. Departments profiled were:

GENERAL GOVERNMENT: EXECUTIVE
Board of Supervisors
County Executive
Clerk of the Board
County Counsel
Emergency Services

GENERAL GOVERNMENT: FINANCIAL
Assessor
Aditor/Controller
Treasurer/Tax Collector

GENERAL GOVERNMENT: ADMINISTRATIVE
Administrative Services
- Central Services
- Communications
- Procurement
- Revenue Services

Elections
Information Services
Personnel
Recorder

SPECIAL SERVICES
Libraries
Museum

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Current Space Use Worksheet — Dept. **Admin. Svcs. 3** Procurement Services
Abbr. DA.1 — Address 0

Current Staffing and space use		Specialized Spaces		Current Storage type	size	adequate?
		Now Have				
Direct.	0	Break/coffee area	1	*Admin. Svcs. 3*		
Admin.	0			Admin. files/repts		Y
Mgrs	1	Conference	1	supplies, forms, etc.		Y
Prof.	6	Copy	1	exhibits, evidence		
Support	2	Supply	1	financial records		
Field	0	Reception/waiting	0	computer tapes		
Other	0	Lab/wk.bench	0	microfiche		
Total Staff	9	Other	1	industrial equip.		
				specimens/lab equip.		
Extra Staffing Needs				tools/materials		
Staff w no wkst	N			other		
Extra Help	Y					
Extra Help #	1					
Other Wksts.	0					

Conference Rooms

Group size	Freq.	Duration	
Admin. Svcs. 3			
1 to 4	DAILY	1 HR	STAFF
5 to 8	WEEKLY	1 TO 8 HRS	STAFF/PUB
9 to 15	MONTHLY	1 TO 8 HRS	STAFF/PUB
16 to 30			
over 30			

Meeting space adequate? Y

Reception and Waiting — No. of visitors: 11 to 25 — Time: Equal thru day

Visitor Type	%				
Co. staff	50	Need recep. area	Y	Needs met?	Y
Pub. (prof.)	45	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	5	Visitor seating	Y/3		
Other	0	Counter/# visitors	Y/6		
		Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	N				
Outgrow in 2/5 yrs?	5	Acoustics	F	Security/conf.	F
Smaller,good des ok	Y	Interior finish	G	Temp	G
Bldg. Code problems?	Y	Layout	P	Ventilation	F
Have disabled access	N/N	Lighting	G		

Storage:		No. stand. drawers	72	Store other ways?	Y
Storage problem?	NO	Linear Ft of open shl	0	Cent or indv?	C
Computer		Link to IS main?	Y	No. terminals	9
		Impact of addl. comp	0	No. sufficient?	Y
Parking		Employees'	18		
Need pub. trans. acc	N	Visitors'	7		
Parking Adequate	Y	Co.owned veh.	1		
Spec. veh.or access	N	Max No. Vehicles	26		

ADMINISTRATIVE SERVICES

The MIS Department and Administrative Services departments (4 units) were combined in the spring of 1991 into a new Admin. Services Department consisting of MIS, Telecommunications, Procurement, Revenue Services. Central Services and Administrative Support Units. Although some of these units share space in the same building, this profile them out separately.

An organizational chart was provided. The department provides services to all departments of the county, but does not provide direct services to county residents.

Staffing and Growth Trends

Growth will be dependant on general population growth and overall staffing growth of the county. The department has recently been reorganized and a normal growth pattern is expected. Computers and phone/radio are high priority and may have medium growth - other divisions should only grow as workload increases due to population growth.

An additional support division may be added, and new requirements for county records management (currently ongoing) and other programs. Records management will be a growth area requiring space.

Adjacencies

Access to the CEO (E) - policy access. The department meets frequently with Customer Departments and CEO's staff.

Security

Tapes and microfiche/film must be stored in fire proof vaults.

Storage

Most computer records are automated - other areas are county-wide records management program currently being started in the department.

Current Facilities

Some efficiencies would occur if facilities were centralized. One to three new computers will be added to the computer room. There may also be major changes in the Central Services (Graphics/Printing) shop and in the records management area. Continued new computer technology and later, introduction of records storage, archives and retrieval equipment will impact departmental space needs.

Projected Growth

All divisions should grow in accordance with growth in other county departments, but with a time lag. Revenue Services growth is more a function of the laws and of the CEO's attitude toward fees which could in principle be collected (e.g., jail incarceration fees) but are not being collected at present.

For administrative convenience, all divisions should be located together. Consolidation would allow a common pool of support staff. The accounting staff serve both the divisions overall and Revenue Services. Revenue Services needs public access and should be close to the courts, especially the Muni Court.

D

Revenue and Reimbursements Office, 11491 B Ave., Dewitt Center, Building 17B
The Revenue and Reimbursements divisions collects fees and fines for probation, the courts, library fines, hotel taxes, Dewitt lease payments, and others. They do not collect property taxes. Welfare and Family Support do their own collections.

The division has a copy machine room. Other reception area needs: tables for work.

Visitors need work spaces for completing forms, writing checks, reviewing files. A private room is needed for interviews with clients regarding their accounts; this room should provide security for staff. Most payments come in the mail. Staff require access after normal working hours for periodic overtime.

The accounting and collection staff are currently separated which causes some logistics problems..

Additional Storage: Open files - 220 lf for current files and recently closed files; boxes (file) - in storage room. Approximately 125 boxes of closed accounts and 96 square feet of fire space for data output are located in inactive storage; Shelving - in storage - computer printout approx. 72 sq. ft.

Additional computer equipment would make the space more congested. Most of the workstations are already crowded.

Central Services, 11459 F Ave., Area F, Dewitt Center, Bldg. 304 A & B.
Central Services does most printing, although some specialized jobs are done by private firms, and handles both interoffice and US mail. The administrative copier contracts and coordinates, but do not actually perform copier maintenance. This location includes spaces for print services, quick copy services, mail services, paper and forms inventory, recycling administration, copier administration, and forms management.

Additional workstations: accounting, desktop publishing area accommodates IBM PC for shared use in Billing, Estimating, Spreadsheet, Word Processing at this time. All employees are cross-trained. In the case of Central Services workers, each day may bring a new assignment and work station.

Extra help: Two to four extra help personnel are utilized from various sources; GAIN, Summer Youth, Work experience, alternative sentencing, etc. to accommodate peak work loads. They are used in pool locations - Bindery and Mail Services.

Other specialized space = warehouse.

Reception: Visitors need workspaces for completing forms, explaining work required, reviewing files, receiving orders.

Deficiencies: Customers must walk down a driveway to access Central Services. Once inside, there is no reception area and customers sometimes enter production areas. Access through procurement is discouraged. Disabled access is limited via driveway.

Customer and employee access to Central Service is combined with vehicular traffic via a driveway, creating difficulties for foot traffic. Courier and delivery traffic in and out of Central Service creates a potential safety problem due to the location of the entrance and exit door. The door opens directly into the path of vehicular traffic to Mail Services.

Current office space is adequate for production, but limited for office and customer access. Modern high volume xerographic copiers will require somewhat less space. However, the additional production will need more floor space to accommodate increased paper volumes.

Current office environment is noisy and not conducive to any operations other than production work.

Additional storage: fixed shelving (plate and NEC storage); computer files (forms stored on floppies - forms management); boxes - orders over one year old. The warehouse has sufficient space for paper, forms, and equipment storage. Personnel lockers are required.

Computers: The division's three terminals includes "desktop publishing." Once computer management software is installed, an additional terminal would be required for shop floor data.

Access: County vehicle parking space is shared with Buildings and Grounds in a secured area near Central Services. The division needs a secured area with fenced and locked security (work order was attached). Procurement Services combined with Central Services adds up to 18 cars, leaving no customer or public parking available. The department requires loading and unloading access to Mail Services as well as loading dock access for paper supply and delivery shipments from Printing Services.

Procurement Services, 11459 F Ave., Area F, Dewitt Center, Bldg. 304 A & B.

One Typist Clerk is used as extra help for 320 hours annually. Currently, this person would share space with a Typist Clerk who alternates between two workstations.

Visitors need workspaces for completing forms, reviewing files, writing checks. Staff require access after normal working hours.

Deficiencies: space is poorly utilized; buyer's pool area is frequently noisy and is not conducive to analytical work. At least one PC is on the same circuit as Print Shop equipment.

Additional storage: mobile pendaflex files - 5; fixed shelving - 56 shelves; built-in cabinets - 5.

Communications Office, 11499 B Ave.

There is an additional work space at the telephone switch room at Dewitt which can be used to input information/data into the telephone management system.

Break and copy areas are shared. Conference room is part of division head's office space. There is a receptionist/secretarial desk; although there is no guest seating, this could be accommodated.

Staff require access after normal working hours.

Deficiencies: air conditioning is inadequate during very hot days. Mechanical is inadequate.

Additional storage: fixed shelving for binders (approx. 5 units of 3x4 feet)

If workspace were reorganized, additional computer terminals/equipment could be accommodated.

Parking is adequate off of the B Ave. lot. However, paving is needed between the lot and the building. Unpaved area could be paved and stripped for closer access.

Communications Shop, Auburn, 2809 2nd St.
The bay and benchroom are shared by three staff. Technicians require access after normal working hours.

Deficiencies: space limitations for storage, enclosed parking areas (fenced) for service vehicles and covered car port for large vehicles are needed. Proper ventilation is needed when vehicles are running in the bay area. Also, ventilation in the office area is poor.

A small conference room would be desirable onsite. Spaces outgrown: inventory areas, meeting area, office space.

Additional storage: file room - wooden shelving, division files, service records; 2 large open cabinets for service manuals.

Additional computer equipment would require more office space. A covered carport is required for large road vehicles when doing installations and service. Also required is an enclosed compound for locking up service vans at night. Need the bay for installation and service.

Tahoe Communications Shop, Admin. Svcs. 4, 2929 Lake Forest Drive
Staff (technician) requires access after normal working hours.

The roll-up door does not seal - causes space to be cold.

Additional storage: fixed shelving - 2 (10 lf).

Additional computer equipment would require workstation furnishings. Access is required into the Bay area.

Management Info. Svcs., Admin., 175 Fulweiler Ave., Dome 1

Additional workstations: Computer consoles for computer operators in computer room. Computer consoles for help desk personnel in computer room.

Visitors need work spaces for completing forms, submitting documents (correspondence, magnetic tapes) and picking up documents (correspondence, boxes of paper, magnetic tapes).

Staff (computer operation staff, all staff on occasion) and vendors require access after normal working hours.

Deficiencies: computer room space; forms storage (paper storage); onsite vendor space.

Additional storage: fixed shelving; cabinets (3'x6' shelves, 19 w/ 5 shelves each); cabinets (3'x4' 7 w/ 3 shelves each); tape storage (4'x6', 7 w/ 5 racks each); tape storage (3'x6', 6 w/ 5 racks each).

Additional computer equipment would have a major impact. Space does not exist to expand or add additional computer equipment in the computer room that houses the county's mainframe and mini-computers.

Loading access is required for computer equipment, paper forms delivery, user department staff to deliver and pick up materials.

Administrative Support, Building 321 A, 11548 E Avenue, DeWitt Center, Auburn
This location houses the accounting, clerical, and administrative support for the Deptartment of Administrative Services, including the Assitant Director.

Most employees have computer workstation or CRT entry terminal located behind their desks. One PC is in a common area for use by three accounting clerks, and one PC is located between the two typist clerks.

Extra help has been used extensively. However, they are usually accommodated at a vacant staff workstation (on vacation or sick leave), or at one of the PC stations.

Specialized Spaces: coffee area, conference, supply, reception (located in an open pool area.)

1-10 visitors on an average day. 100% staff from other departments.
Reception area required; is currently near entrance with bookshelves serving as divisions.

Visitor workstations not required.
Staff needs access after hours.

Deficiencies: Asst. Director and ASO do not have private office space. Restrom and coffee area are accessed through conference break room. The distance from Revenue Services is not efficient.

Spaces is not accessible to disabled access, but is not a problem because generally do not deal with public.

Temp: G Light: G Vent: F Acos:F Layout: F Interior: G Sec.: F

Conference Room: Weekly or 1-2 mo for staff needs.

Space should be adequate for next two years; five years is dependent on growth and organization structure.

Storage is a minor problem to telephone suport because of the volume of reports, and because of the number and volume of Revenue printouts, active storage is a problem.

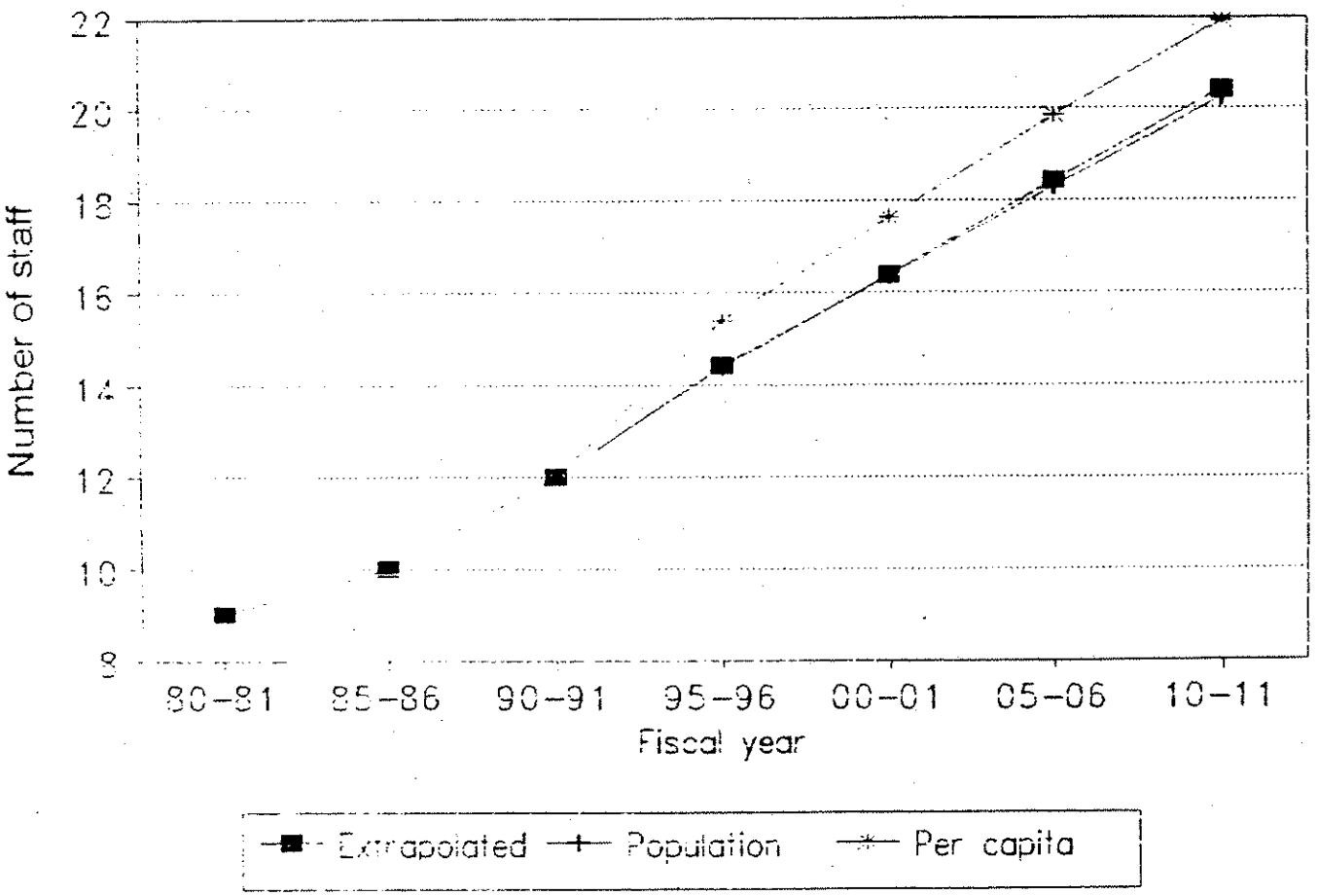
(Consultant's note: this still needs to be added to departmental database.)

Dept. has 10 terminals, some shared.

Parking: 10 employee, 3 visitors, 1-2 county owned autos or light trucks.
Because of distance to Revenue Services, Reports on boxes must be transported back and forth. Stairs and parking are problems in transporting information.

PLACER COUNTY

Admin Services Administration



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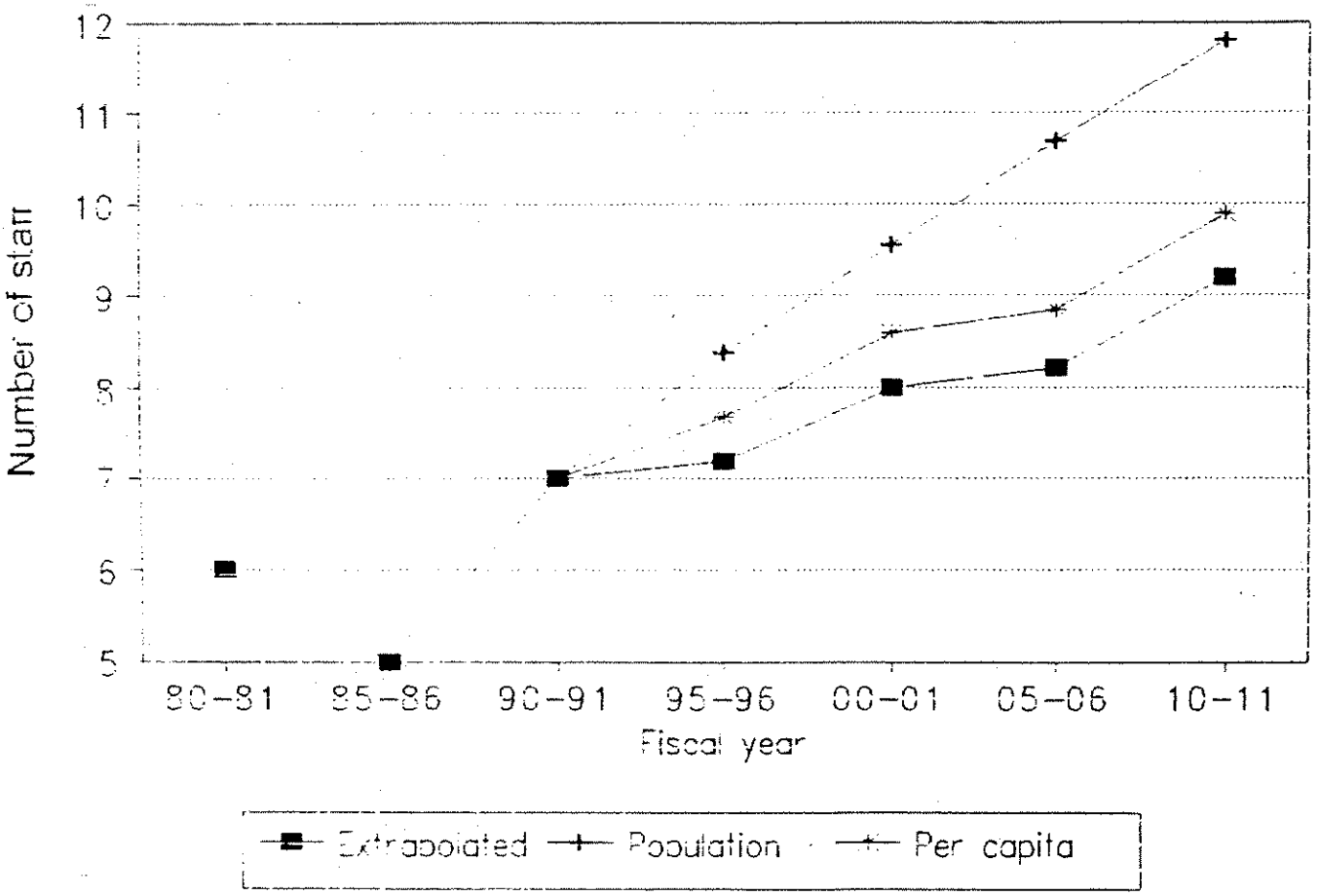
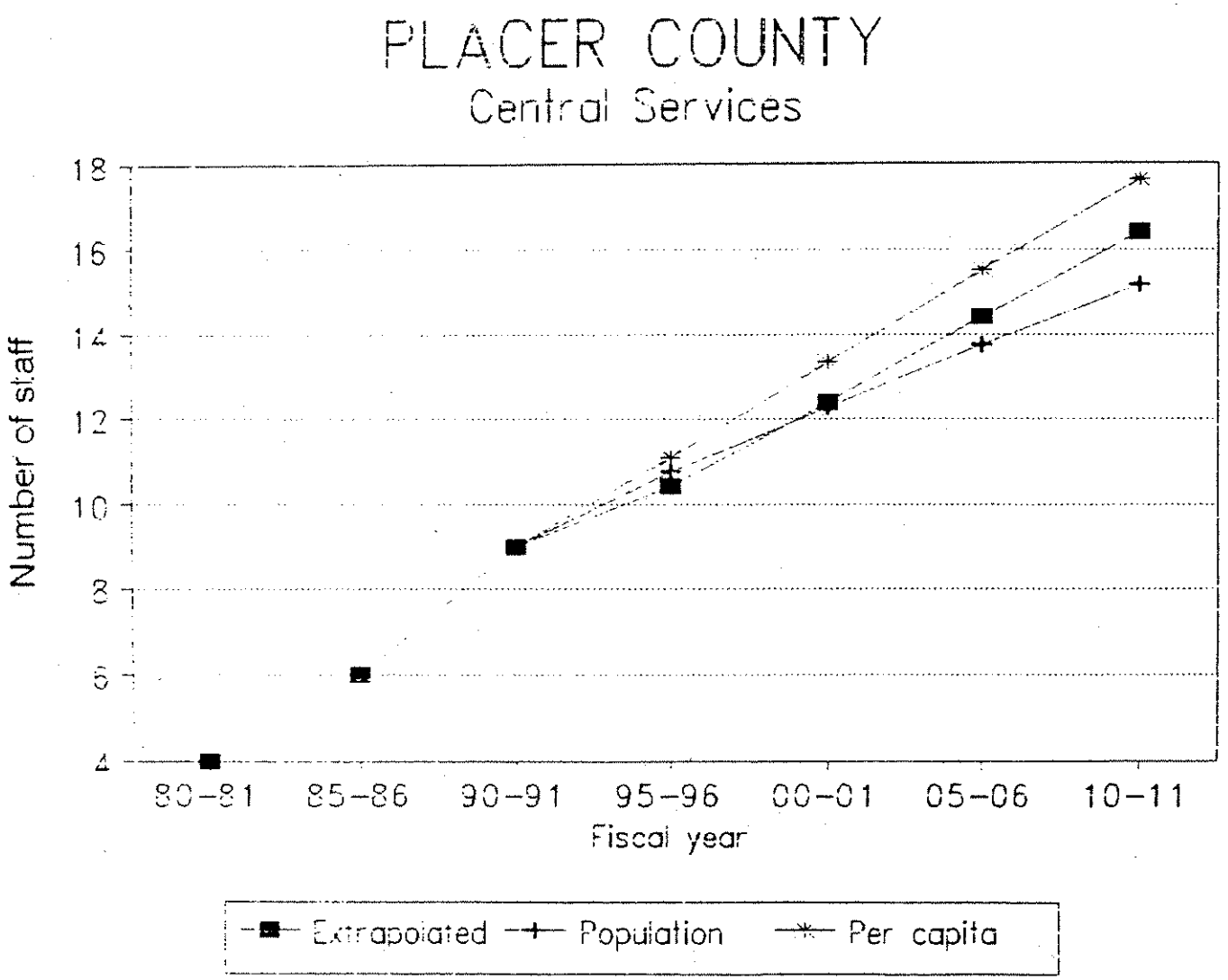
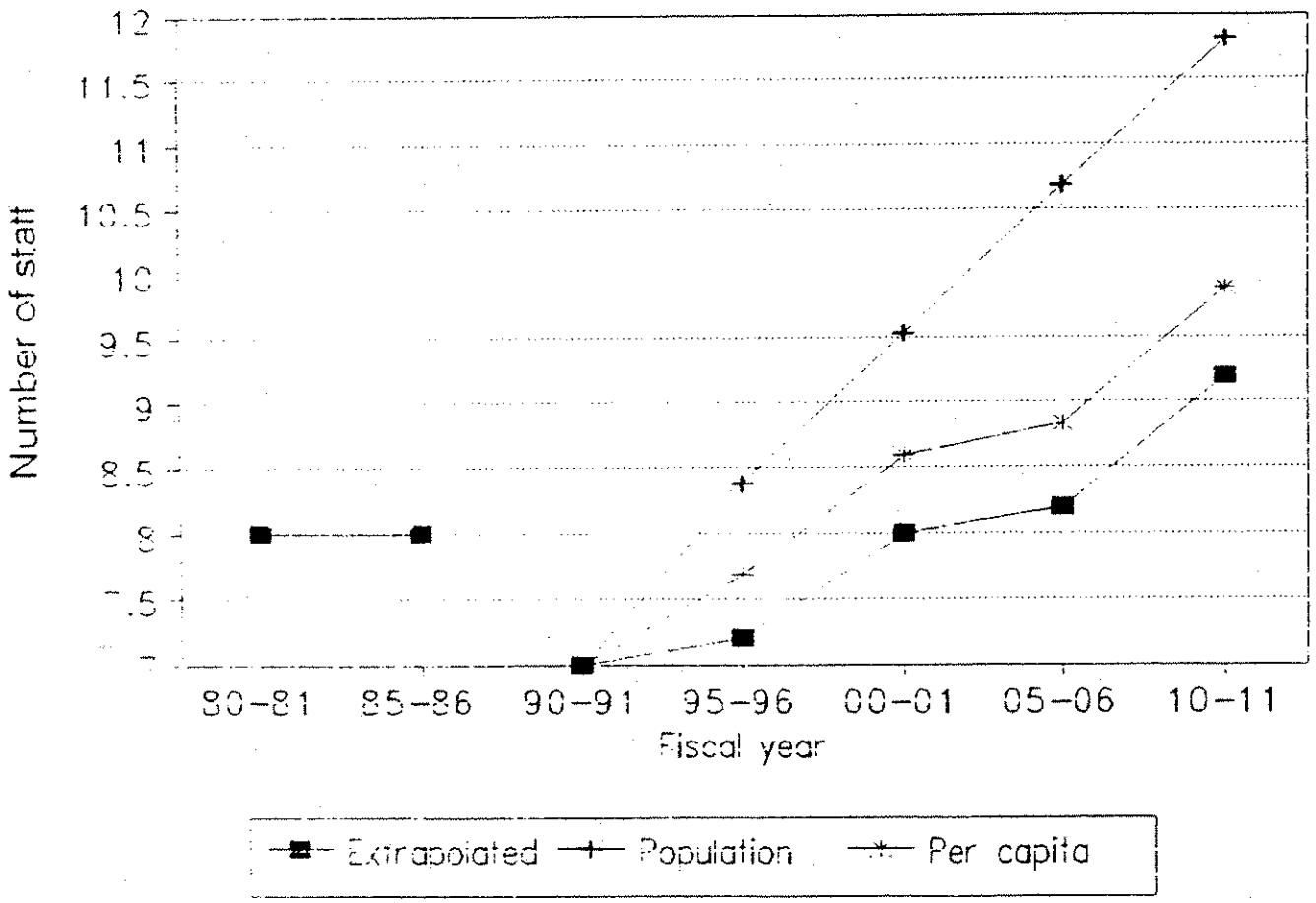
Revenue Services




PLACER COUNTY
Central Services
Number of staff
18
16
14
12
10
8
6
4
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

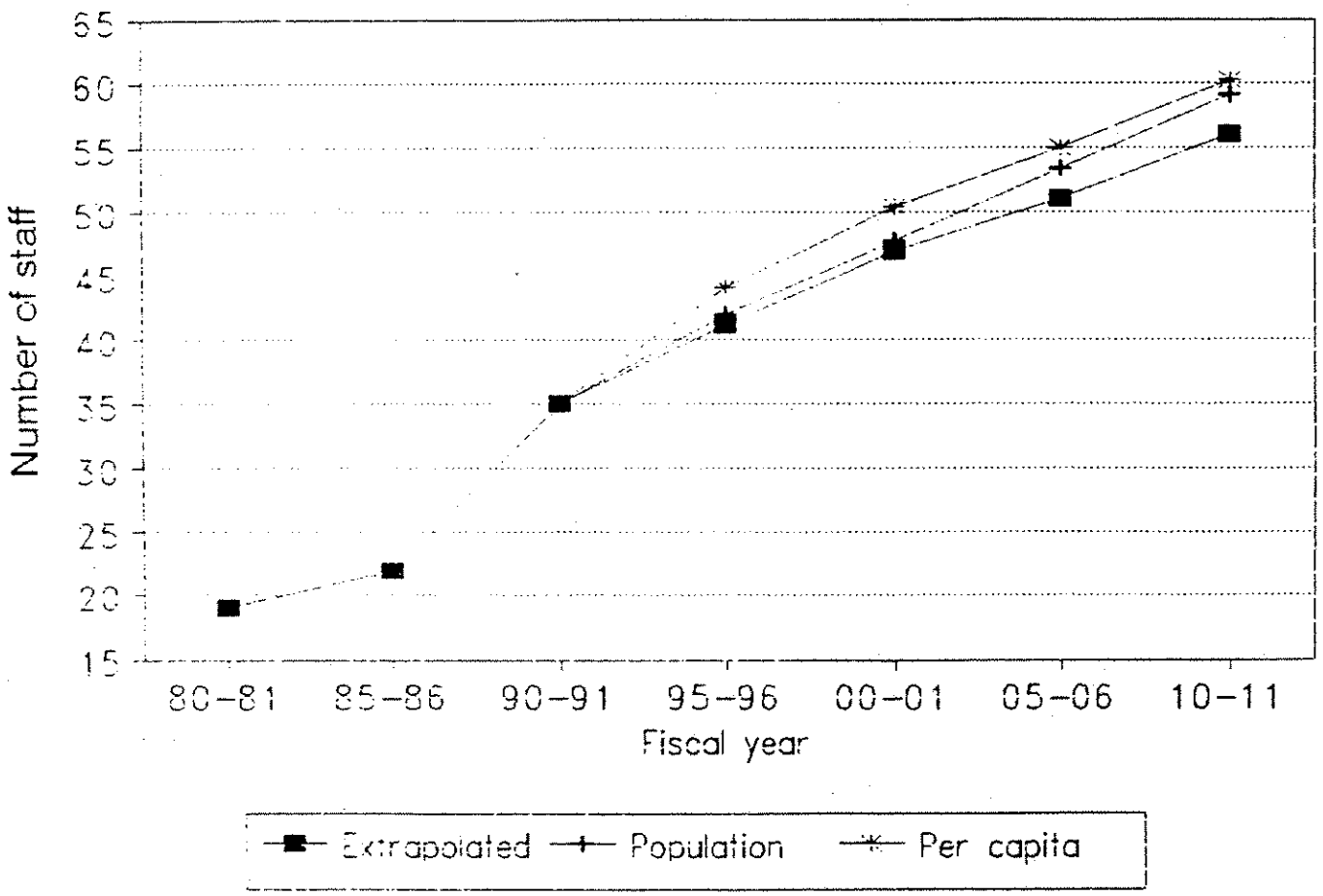
PLACER COUNTY

Procurement



PLACER COUNTY

Management Information Services (both locations)



Placer - Admin.Cent. Services

Current Space	6656

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125	1	125	1	125	2	250	2	250	2	250
Support staff	85	7	595	8	680	9	765	11	935	13	1105
Field staff	75										
Other	75										
Staff space		**9**	**870**	**10**	**955**	**12**	**1165**	**14**	**1335**	**16**	**1505**
Coffee area/break	50	1	50	1	50	1	50	1	50	1	50
Extra help	50	2	100	2	100	2	100	2	100	2	100
Sm.Conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320										
Print Services	550	1	550	1	550	1	550	1	550	1	550
Quick Copy Area	550	1	550	1	550	1	550	1	550	1	550
office supplies	200	1	200	1	200	1	200	1	200	1	200
Paper Storage	600	1	600	1	600	1	600	1	600	1	600
Reception	100	1	100	1	100	1	100	1	100	1	100
Darkroom	200	1	200	1	200	1	200	1	200	1	200
Desktop publishing	300	1	300	1	300	1	300	1	300	1	300
Print shop/bindery	800	1	800	1	800	1	800	1	800	1	800
Mailroom	800	1	800	1	800	1	800	1	800	1	800
Special & support spaces			**3650**		**3650**		**3650**		**3650**		**3650**
Total Net Prog.			**4520**		**4605**		**4815**		**4985**		**5155**
Dept.Gross (total program/.75)			**6,027**		**6,140**		**6,420**		**6,647**		**6,873**
Space factor per person			670		614		535		475		430

Placer - Admin. Svcs./Support

Current Space	2291

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200	1	200	1	200	1	200	1	200	1	200
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125	1	125	2	250	3	375	4	500	4	500
Support staff	85	7	595	8	680	10	850	12	1020	14	1190
Field staff	75										
Other	75										
Staff space		**10**	**1070**	**12**	**1280**	**15**	**1575**	**18**	**1870**	**20**	**2040**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50										
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	130	1	130	1	130	1	130	1	130	1	130
File Room	100	1	100	1.1	110	1.2	120	1.3	130	1.4	140
Reception	200	1	200	1	200	1.5	300	1.5	300	1.5	300
Counters	150										
Lab/Workbench	150										
Other	1200										
Other	250										
Special & support spaces			**880**		**890**		**1000**		**1010**		**1020**
Total Net Prog.			**1950**		**2170**		**2575**		**2880**		**3060**
Dept.Gross (total program/.75)			**2,600**		**2,893**		**3,433**		**3,840**		**4,080**
Space factor per person			260		241		229		213		204

Placer - Admin. Revenue Services

Current Space	1856

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125										
Support staff	85	6	510	7	595	8	680	10	850	12	1020
Field staff	75										
Other	75										
Staff space		**7**	**660**	**8**	**745**	**9**	**830**	**11**	**1000**	**13**	**1170**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50										
small conf.	200										
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	130										
File Room	100	1	100	1	100	1	100	1	100	1	100
Reception	200	1	200	1	200	1.5	300	1.5	300	1.5	300
Counters	150										
Lab/Workbench	150										
Interview areas	100	2	200	2	200	3	300	3	300	4	400
Other	250										
Special & support spaces			**750**		**750**		**950**		**950**		**1050**
Total Net Prog.			**1410**		**1495**		**1780**		**1950**		**2220**
Dept.Gross (total program/.75)			**1,880**		**1,993**		**2,373**		**2,600**		**2,960**
Space factor per person			269		249		264		236		228

Placer - Admin. MIS

Current Space	4344

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200										
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125	4	500	5	625	6	750	6	750	7	875
Support staff	85	16	1360	22	1870	24	2040	26	2210	28	2380
Field staff	75										
Other	75										
Staff space		**22**	**2310**	**29**	**2945**	**32**	**3240**	**34**	**3410**	**37**	**3705**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50										
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	100										
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150										
Fireproof safe	650	1	650	1	650	1	650	1	650	1	650
Other : Computer	300	1	300	1	300	1	300	1	300	1	300
Other: tape storag	50	1	50	1	300	1	300	1	300	1	300
Special & support spaces			**1700**		**1700**		**1700**		**1700**		**1700**
Total Net Prog.			**4010**		**4645**		**4940**		**5110**		**5405**
Dept.Gross (total program/.75)			**5,347**		**6,193**		**6,587**		**6,813**		**7,207**
Space factor per person			243		214		206		200		195

Placer - MIS Annex

Current Space	3570

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150					1	150	1	150	1	150
Professional	125	1	125	2	250	2	250	2	250	3	375
Support staff	85	12	1020	14	1190	15	1275	18	1530	20	1700
Field staff	75										
Other	75										
Staff space		**13**	**1145**	**16**	**1440**	**18**	**1675**	**21**	**1930**	**24**	**2225**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50										
small conf.	200										
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	100										
reception	250	1	250	1	250	1	250	1	250	1	250
counters	150	1	150	1	150	1	150	1	150	1	150
Lab/workbench	650										
Other : training	350	1	350	1	350	1.5	525	1.5	525	1.5	525
Other	50										
Special & support spaces			**1420**		**1420**		**1595**		**1595**		**1595**
Total Net Prog.			**2565**		**2860**		**3270**		**3525**		**3820**
Dept.Gross (total program/.75)			**3,420**		**3,813**		**4,360**		**4,700**		**5,093**
Space factor per person			263		238		242		224		212

Placer - Admin. Comm. Shop

Current Space	2362

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150										
Professional	125	1	125	1	125	1	125	1	125	1	125
Support staff	85	1	85	2	170	2	170	3	255	4	340
Field staff	75	4	300	4	300	5	375	5	375	6	450
Other	75										
Staff space		**6**	**510**	**7**	**595**	**8**	**670**	**9**	**755**	**11**	**915**
Coffee area/break	250	1	250	1	250	1	250	1	250	1	250
Extra help	50										
small conf.	200										
med. conf.	320										
large conf.											
copier	50										
office supplies	50	1	50	1	50	1	50	1	50	1	50
file area	75	1	75	1	75	1	75	1	75	1	75
reception	200										
counters	150										
Lab/workbench	100	2	200	3	300	3	300	3	300	4	400
Other: Svc. bays	350	2	700	2	700	3	1050	3	1050	4	1400
Other: tools, etc.	100	3	300	3.2	1120	3.4	1190	3.6	1260	3.8	1330
Special & support spaces			**1275**		**1375**		**1725**		**1725**		**2175**
Total Net Prog.			**1785**		**1970**		**2395**		**2480**		**3090**
Dept.Gross (total program/.75)			**2,380**		**2,627**		**3,193**		**3,307**		**4,120**
Space factor per person			397		375		399		367		375

Placer - Admin. Svs. - Procurement

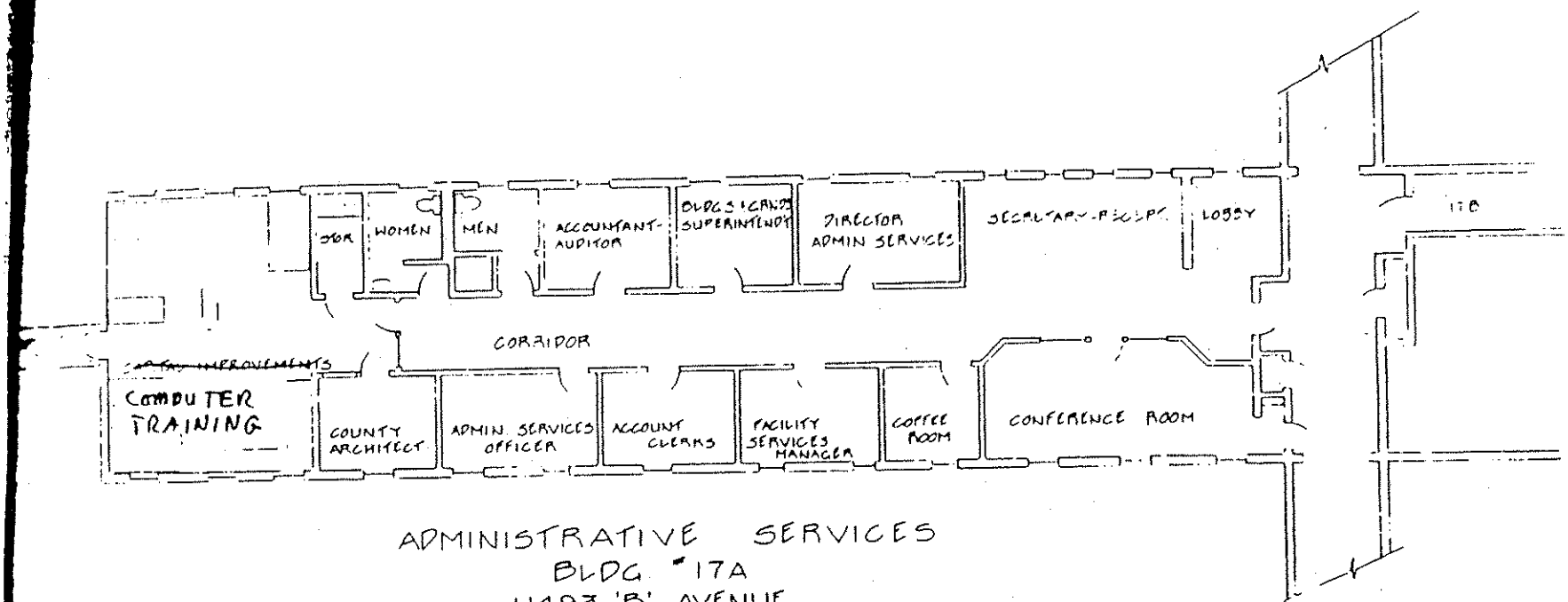
Current Space	2444

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125	1	125	1	125	1	125	1	125	1	125
Support staff	85	7	595	7	595	8	680	9	765	10	850
Field staff	75										
Other	75										
Staff space		**9**	**870**	**9**	**870**	**10**	**955**	**11**	**1040**	**12**	**1125**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50	1	50	1	50	1	50	1	50	1	50
small conf.	200										
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	100	1	100	1	100	1	100	1.5	150	1.5	150
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150	1	150	1	150	1	150	1	150	1	150
Lab./workbench	650										
Other	300										
Other	50										
Special & support spaces			**1170**		**1170**		**1170**		**1220**		**1220**
Total Net Prog.			**2040**		**2040**		**2125**		**2260**		**2345**
Dept.Gross (total program/.75)			**2,720**		**2,720**		**2,833**		**3,013**		**3,127**
Space factor per person			302		302		283		274		261

Placer - Administrative Services: Communications

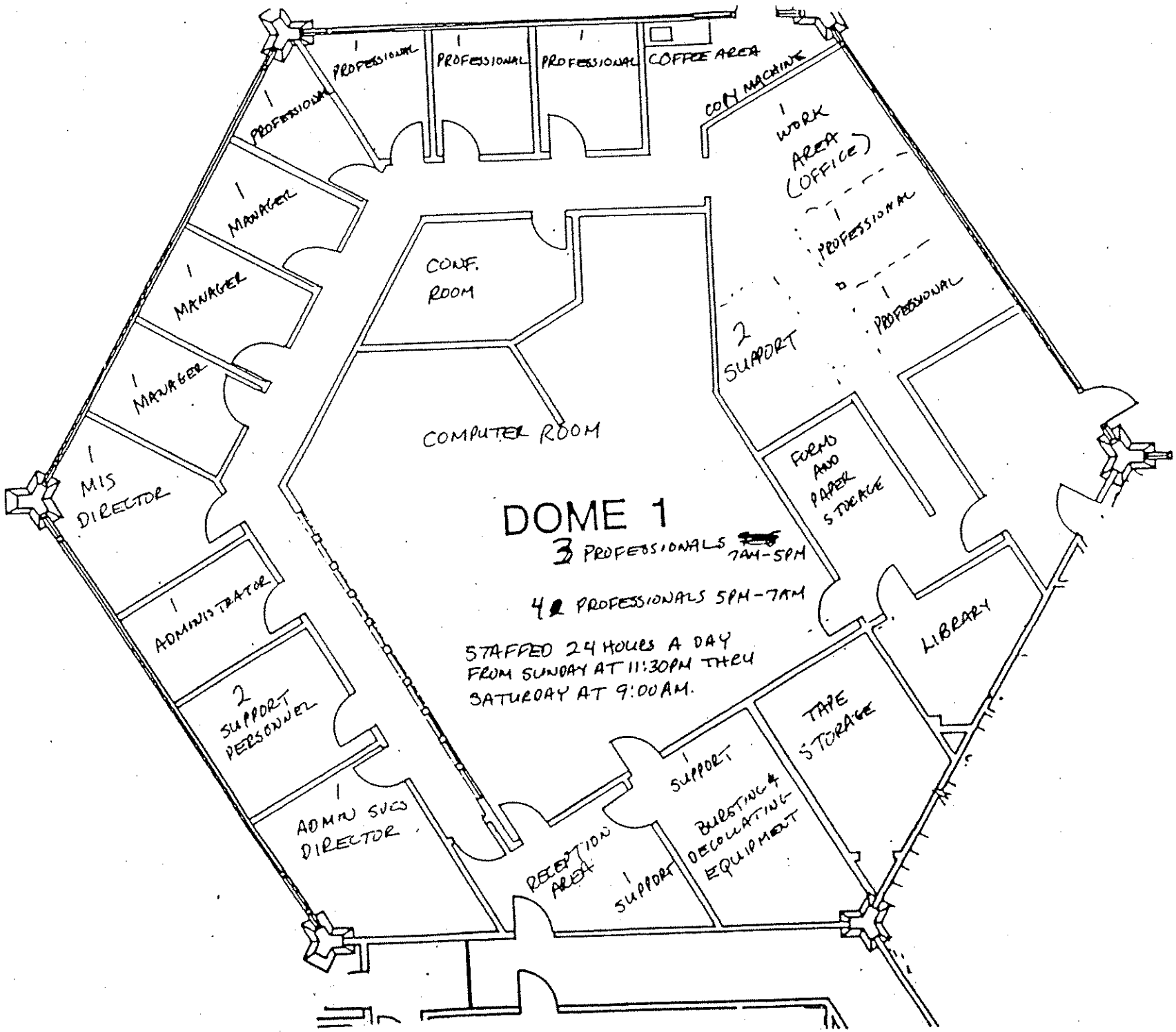
Current Space	468

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125										
Support staff	85	2	170	3	255	3	255	4	340	4	340
Field staff	75										
Other	75										
Staff space		**3**	**320**	**4**	**405**	**4**	**405**	**5**	**490**	**5**	**490**
Coffee area/break	200										
Extra help	50										
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100										
file area	100										
reception	200										
counters	150										
	650										
	300										
	50										
Special & support spaces			**250**		**250**		**250**		**250**		**250**
Total Net Prog.			**570**		**655**		**655**		**740**		**740**
Dept.Gross (total program/.75)			**760**		**873**		**873**		**987**		**987**
Space factor per person			253		218		218		197		197



ADMINISTRATIVE SERVICES
BLDG. #17A
11493 'B' AVENUE
DEWITT CENTER
AUBURN, CA.

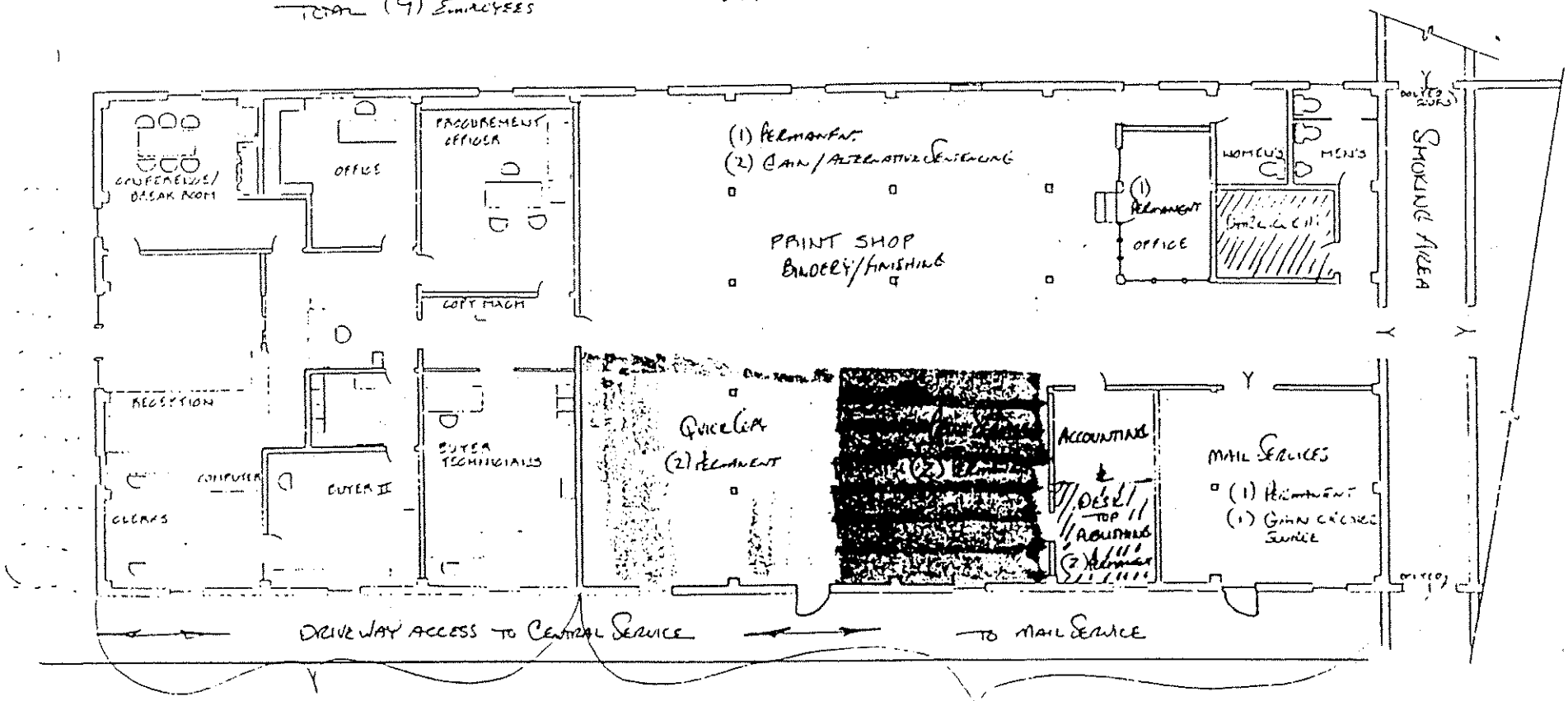
This is now
the MIS Annex


1 PROFESSIONAL
1 PROFESSIONAL
1 PROFESSIONAL
COFFEE AREA
COIN MACHINE
1 PROFESSIONAL
1 MANAGER
1 MANAGER
1 MANAGER
1 MIS DIRECTOR
1 ADMINISTRATOR
2 SUPPORT PERSONNEL
1 ADMIN SVCS DIRECTOR
CONF. ROOM
COMPUTER ROOM
1 WORK AREA (OFFICE)
1 PROFESSIONAL
1 PROFESSIONAL
2 SUPPORT
FORMS AND PAPER STORAGE
DOME 1
3 PROFESSIONALS 7AM-5PM
4 PROFESSIONALS 5PM-7AM
STAFFED 24 HOURS A DAY FROM SUNDAY AT 11:30PM THRU SATURDAY AT 9:00AM.
LIBRARY
TAPE STORAGE
1 SUPPORT
BURSTING & DECOLLATING EQUIPMENT
RECEPTION AREA
1 SUPPORT

PRINT SERVICE (2) PERMANENT
QUICK COPY (2) PERMANENT
MAIL SERVICE (1) PERMANENT
OFFICE SPACE (2) PERMANENT
BINDERY/FINISHING (1) PERMANENT
PRE-PRESS (1) PERMANENT

TOTAL (9) EMPLOYEES

COUNTY PURCHASING AGENT
PROCUREMENT SERVICES, CENTRAL SERVICES
BLDG # 304B
11459 F AVENUE AREA F
DEWITT CENTER

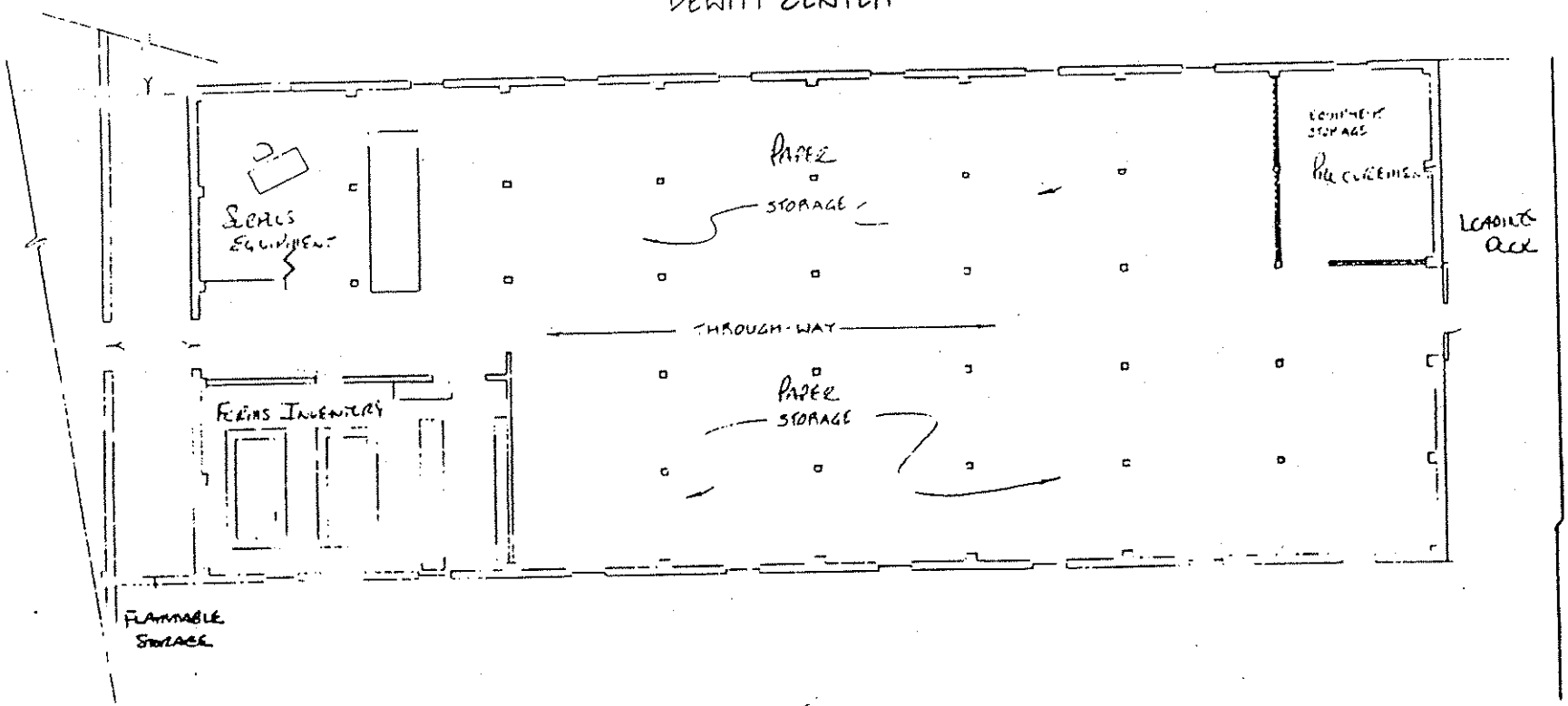


Procurement Services

2444

6656

CENTRAL STORES
BLDG # 304 A
11460 E AVENUE
DEWITT CENTER

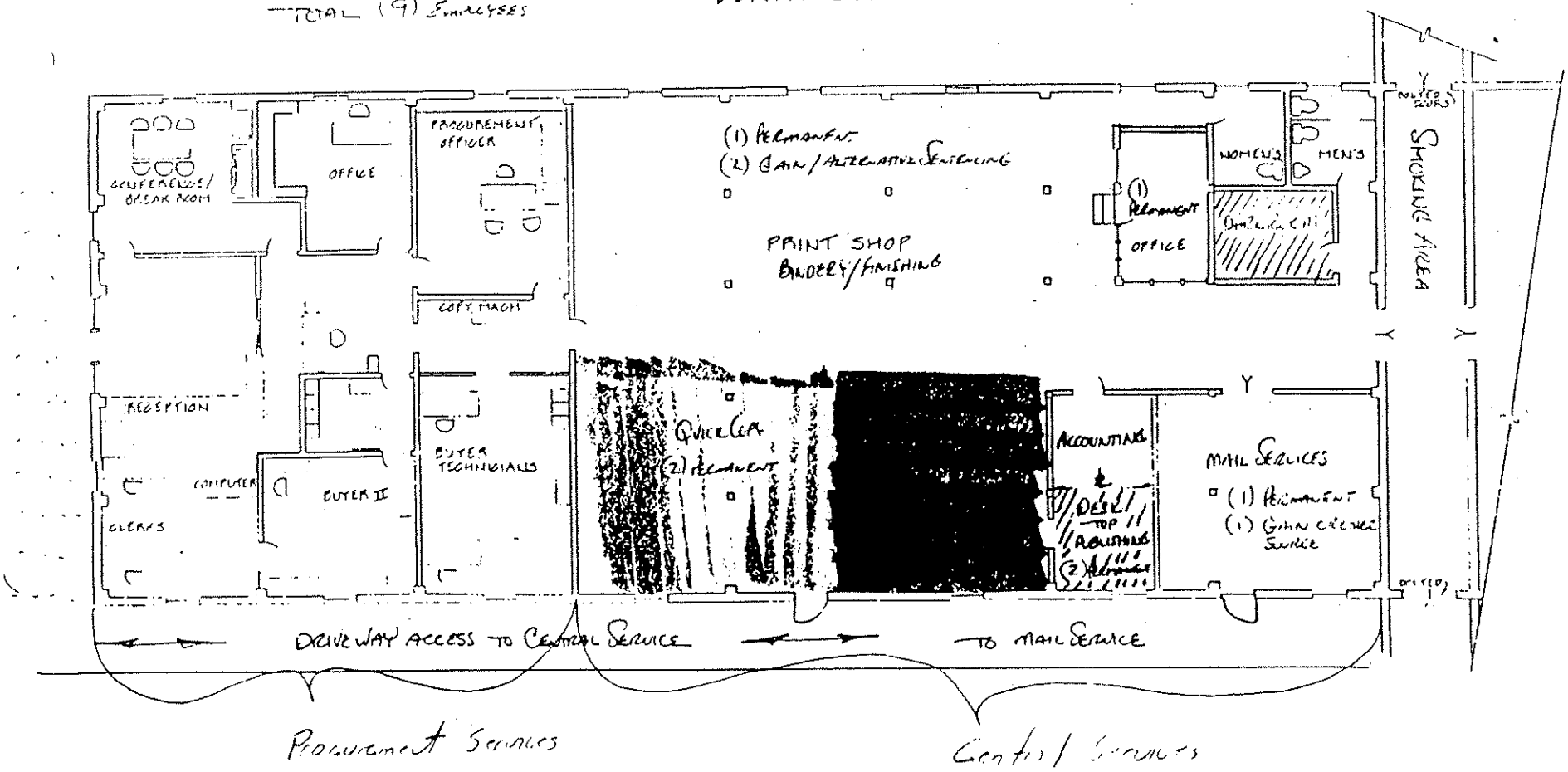


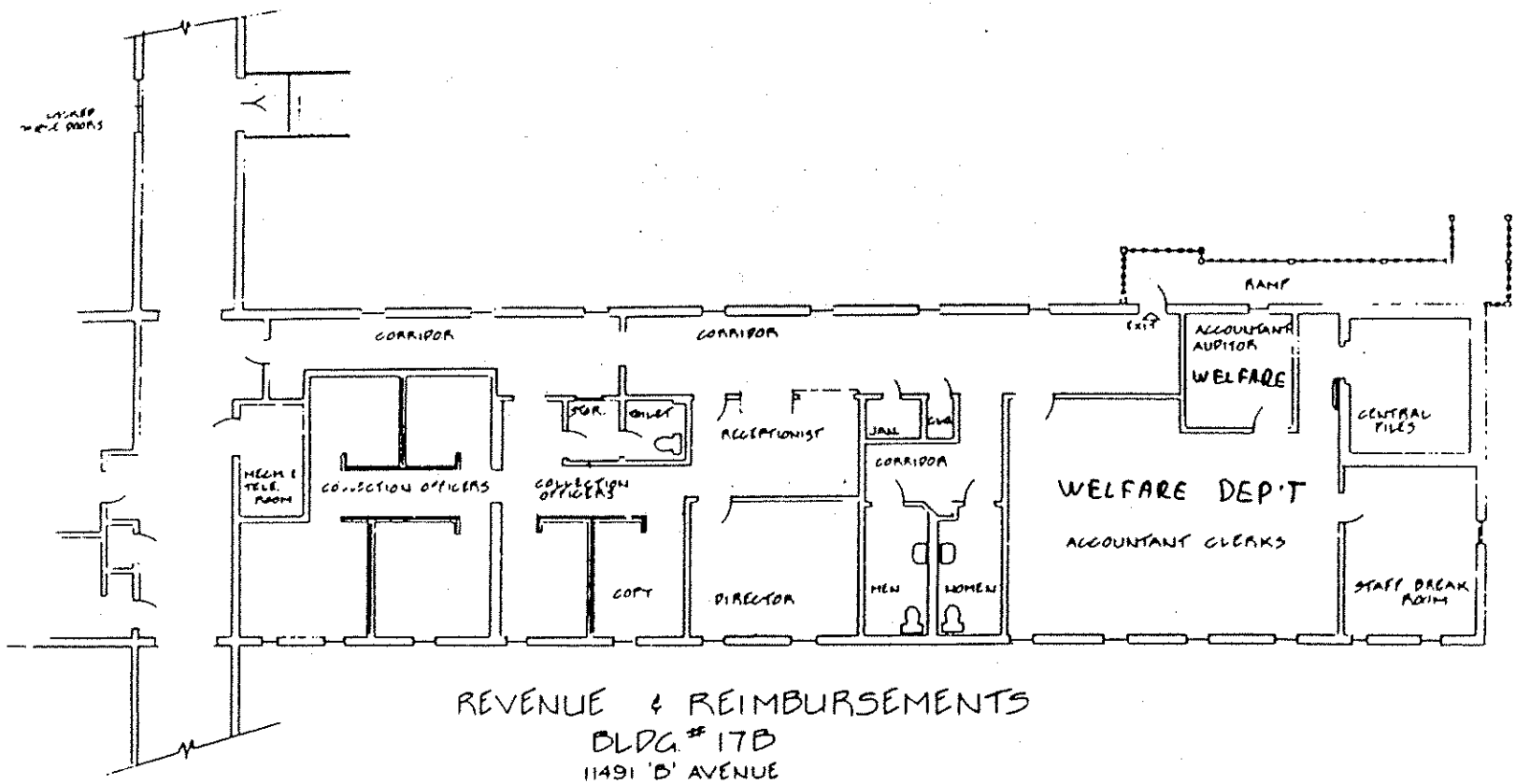
7

PRINT SERVICE (2) PERMANENT
QUICK COPY (2) PERMANENT
MAIL SERVICE (1) PERMANENT
OFFICE SPACE (2) PERMANENT
BINDERY/FINISHING (1) PERMANENT
PICK-PICKER (1) PERMANENT

TOTAL (9) EMPLOYEES

COUNTY PURCHASING AGENT
PROCUREMENT SERVICES, CENTRAL SERVICES
BLDG # 304B
11459 F AVENUE AREA F
DEWITT CENTER





REVENUE & REIMBURSEMENTS
BLDG. # 17B
11491 'B' AVENUE
DEWITT CENTER

Admin. Svcs. 1 Dept. Printout

Current Space Use Worksheet — Dept. **Admin. Svcs. 1** Revenue Reimbursement

Abbr. DA.1 — Address **11491 B Ave.**

Current Staffing and space use		**Specialized Spaces**		**Current Storage**		
		Now Have		**type**	**size**	**adequate?**
Direct.	0	Break/coffee area	1	*Admin. Svcs. 1*	*11491 B Ave.*	
Admin.	0			Admin. files/repts		N
Mgrs	1	Conference	0	supplies, forms, etc.		Y
Prof.	0	Copy	1	exhibits, evidence		
Support	6	Supply	2	financial records		N
Field	0	Reception/waiting	1	computer tapes		
Other	0	Lab/wk.bench	0	microfiche		Y
Total Staff	7	Other	0	industrial equip.		
				specimens/lab equip.		
Extra Staffing Needs				tools/materials		
Staff w no wkst	N			other		
Extra Help	Y					
Extra Help #	1					
Other Wksts.	Y					

Conference Rooms

Group size	**Freq.**	**Duration**		Meeting space adequate?	Y
Admin. Svcs. 1	*11491 B Ave.*				
1 to 4	DAILY	5 MIN.	STAFF		
5 to 8					
9 to 15					
16 to 30					
over 30					

Reception and Waiting — No. of visitors: 26 to 50 — Time: Equal thru day

Visitor Type	%				
		Need recep. area	Y	Needs met?	Y
Co. staff	20	Need recep.desk	Y	Visit. need wksp.?	Y
Pub. (prof.)	0	Visitor seating	Y/4		
Gen. Public	80	Counter/# visitors	Y/1		
Other	0	Other?	Y		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	N				
Outgrow in 2/5 yrs?	N	Acoustics	G	Security/conf.	G
Smaller,good des ok	Y	Interior finish	G	Temp	G
Bldg. Code problems?	N	Layout	G	Ventilation	F
Have disabled access	Y	Lighting	G		

Storage:		No. stand. drawers	4	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shl	220	Cent or indv?	C
Computer		Link to IS main?	Y	No. terminals	7
		Impact of addl. comp	0	No. sufficient?	Y
Parking		Employees'	7		
Need pub. trans. acc	Y	Visitors'	3		
Parking Adequate	N	Co.owned veh.	0		
Spec. veh.or access	Y	Max No. Vehicles	10		

Current Space Use Worksheet — Dept. **Admin. Svcs. 2** ~~Procurement~~ Central Services

Abbr. DA.1 — Address 0

Current Staffing and space use		**Specialized Spaces**		**Current Storage**		
				type	**size**	**adequate?**
		Now Have				
Direct.	0	Break/coffee area	0	*Admin. Svcs. 2*	*175 Fulweiler*	
Admin.	0			Admin. files/repts	4 letter draws	N
Mgrs	1	Conference	0	supplies, forms, etc.	26X40	
Prof.	1	Copy	1	exhibits, evidence		
Support	7	Supply	1	financial records		
Field	0	Reception/waiting	1	computer tapes		
Other	0	Lab/wk.bench	8	microfiche		
Total Staff	9	Other	1	industrial equip.		
		Workshop		specimens/lab equip.		
Extra Staffing Needs				tools/materials		
Staff w no wkst	Y			~~other~~ personnel lockers	18x48	
Extra Help	Y					
Extra Help #	4					
Other Wksts.	Y					

Conference Rooms

Group size	**Freq.**	**Duration**		Meeting space adequate?	Y
Admin. Svcs. 2	*175 Fulweiler*				
1 to 4	DAILY		PUBLIC/SALES		
5 to 8	MONTHLY	1 HR	STAFF		
9 to 15	2X/MONTH	2 HRS	STAFF		
16 to 30					
over 30					

Reception and Waiting — No. of visitors: 26 to 50 — Time: Equal thru day

Visitor Type	%				
		Need recep. area	Y	Needs met?	N
Co. staff	90	Need recep.desk	Y	Visit. need wksp.?	Y
Pub. (prof.)	10	Visitor seating	0		
Gen. Public	0	Counter/# visitors	Y		
Other	0	Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	N				
Outgrow in 2/5 yrs?	Y	Acoustics	P	Security/conf.	F
Smaller,good des ok	N	Interior finish	F	Temp	G
Bldg. Code problems?	Y	Layout	G	Ventilation	F
Have disabled access	Y	Lighting	F		

Storage:		No. stand. drawers	18	Store other ways?	Y
Storage problem?	NO	Linear Ft of open shl	0	Cent or indv?	I
Computer		Link to IS main?	Y	No. terminals	3
		Impact of addl. comp	NONE	No. sufficient?	N
Parking		Employees'	9		
Need pub. trans. acc	N	Visitors'	4		
Parking Adequate	N	Co.owned veh.	2		
Spec. veh.or access	Y	Max No. Vehicles	15		

Admin. Svcs. 8 Dept. Printout

Current Space Use Worksheet

Abbr. DA.1

Dept. **Admin. Svcs.8/MIS Annex**

Address **11493 B Ave.**

Current Staffing and space use	
Direct.	0
Admin.	0
Mgrs	1
Prof.	12
Support	0
Field	0
Other	0
Total Staff	13

Extra Staffing Needs	
Staff w no wkst	N
Extra Help	N
Extra Help #	0
Other Wksts.	Y

Specialized Spaces	**Now Have**
Break/coffee area	1
Conference	1
Copy	1
Supply	1
Reception/waiting	0
Lab/wk.bench	0
Other	0

Current Storage type	size	adequate?
Admin. Svcs. 8/MIS An	*11493 B Ave.*	
Admin. files/repts		
supplies, forms, etc.	2 shelves, 12'	Y
exhibits, evidence		
financial records		
computer tapes		
microfiche		
industrial equip.		
specimens/lab equip.		
tools/materials	10'x10' room	Y
other		

Conference Rooms

Meeting space adequate? Y

Group size	Freq.	Duration		
Admin. Svcs. 8/MIS A	*11493 B Ave.*			
1 to 4	DAILY	30 MIN	STAFF	PRIV. OFF.
5 to 8	2X/WK	2 HRS	STAFF/PI	SH. CONF. ROOM
9 to 15	WEEKLY	2 HRS	STAFF/PUBLIC	
16 to 30				
over 30				

Reception and Waiting

No. of visitors: 11 to 25 Time: Equal thru day

Visitor Type	%				
Co. staff	95	Need recep. area	N	Needs met?	0
Pub. (prof.)	5	Need recep.desk	0	Visit. need wksp.?	N
Gen. Public	0	Visitor seating	0		
Other	0	Counter/# visitors	0		
		Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	Y				
Outgrow in 2/5 yrs?	0	Acoustics	F	Security/conf.	P
Smaller,good des ok	Y	Interior finish	P	Temp	G
Bldg. Code problems?	N	Layout	P	Ventilation	G
Have disabled access	N/N	Lighting	G		

Storage:

Storage problem?	MIN	No. stand. drawers	20	Store other ways?	Y
		Linear Ft of open shl	0	Cent or indv?	I

Computer

Link to IS main?	Y	No. terminals	23
Impact of addl. comp	0	No. sufficient?	Y

Parking

Need pub. trans. acc	N	Employees'	13
Parking Adequate	Y	Visitors'	16
Spec. veh.or access	N	Co.owned veh.	1
		Max No. Vehicles	30

AG./WEIGHTS & MEASURES

The department enforces California Food & Agricultural Code and California Business and Professions Code pertaining to weights and measures. There are four operating divisions: Agriculture Department, Weights & Measures Department, Predatory Animal Control, Fish & Game Liaison Officer.

All residents of the county are served, regardless of incorporation status. Most of the clientele coming in to the office are from the agricultural community, and the department suggests that a location in the Lincoln area would more effectively meet their needs.

Staffing and Growth Trends
Operations are frequently affected by the state legislature.

Adjacencies
Farm Advisor (Extension Service) - E. As both the Agriculture department and the Farm Advisor deal with agriculture related clientele, being housed adjacent to each other aids the needs of the clientele. The department also has frequent meetings with the State Department of Food and Agriculture.

Storage
Records are retained for five years in the department. Off-site storage, microfilm and computer storage are not currently used.

Current Facilities
Main Office, 11477 E Ave., Dewitt Center, Auburn

Current space is adequate, and should remain so for the next five years. The warehouse/lab facility needs to be isolated from other offices as it is used for storage of pesticides, mixing of rodent baits and the testing of liquid propane gas meters.

A shower is needed in the lab as well as emergency eye washing facilities due to the mixing of rodenticides.

Additional workstations: permit desk for issuing pesticide permits.

Other reception areas: restrooms for handicapped. Restrooms currently available only when office is open.

Visitors need work spaces for completing forms and reports, and for writing checks. Public (Ag. Commission holds evening meetings) and staff (all county staff employed in the department) require access before and after normal working hours.

One end of the building houses elections employees on a periodic basis. Handicap access has caused problems for elderly ranchers who have to park and walk quite a distance. Front porch is dry-rotted and falling apart. Covered porch is used by trappers in summer for shade for hunting dogs/horses and used year-round for loading and unloading bait in paper bags brought over from the warehouse. Members of the public use it for loading and unloading new and used equipment brought in for testing. An outdoor boiler system makes heat regulation inadequate.

Because the room is one large open room, there is no convenient electrical outlet for plugging in overhead projects, VCRs etc. and long extension cords have to be used.

Additional storage: 2 map files, cabinet with 18 18x11 drawers, 60 box files, some with mobile shelving.

Parking: Department periodically uses El Dorado County weight truck (about the size of a garbage truck), and also a tow trailer and liquid petroleum gas trailer. A state representative stops by with a large boat and trailer when doing water weed surveys; a room is needed to turn around truck and small trailer. Turning room is also needed for a large truck about the size of a garbage truck occasionally borrowed from El Dorado County.

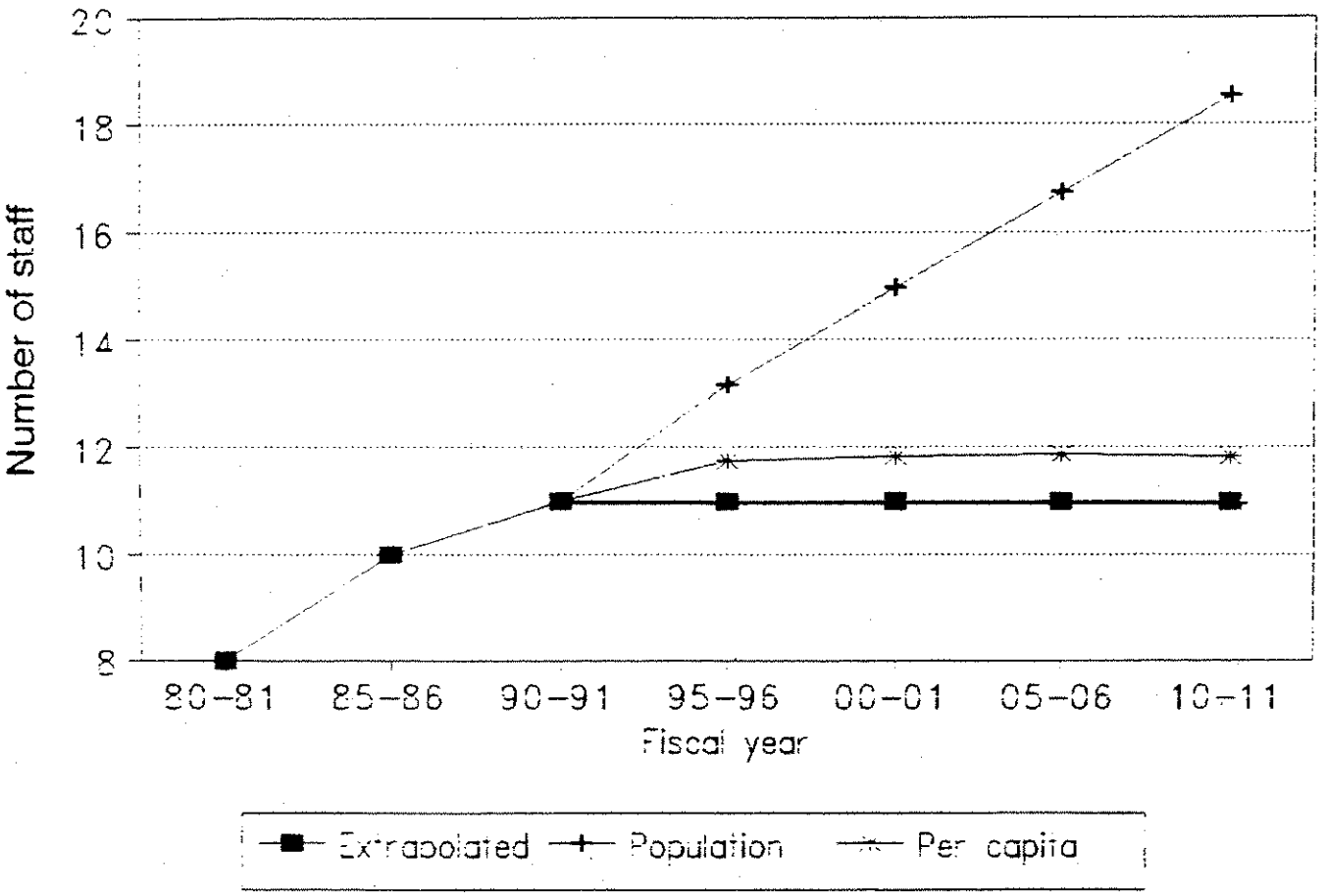
Laboratory and Equipment Storage, Dewitt Center, Building 307
This building is used to test weights and measures devices in a temperature controlled atmosphere, for mixing rodenticides, and for storage of various types of equipment for both Agriculture and Weights and Measures. There are no staff members assigned solely to this building.

Deficiencies: Size in general is not adequate for storage of testing equipment. Temperature controls must be maintained in the lab.

Presently sharing parking spaces with two other agencies. Agriculture Department vehicles were there first, but do not necessarily have priority over other departments.

PLACER COUNTY

Agricultural Commissioner



Placer - Agricultural Commissioner

Current Space	3715

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200	1	200	1	200	1	200	1	200	1	200
Manager	150										
Professional	125	4	500	4	500	4	500	4	500	4	500
Support staff	85	1	85	2	170	2	170	2	170	2	170
Field staff	75	2	150	2	150	2	150	3	225	3	225
Other	75	2	150	2	150	2	150	2	150	2	150
Staff space		**11**	**1385**	**12**	**1470**	**12**	**1470**	**13**	**1545**	**13**	**1545**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50										
small conf.	200										
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	100	1	100	1	100	1	100	1	100	1	100
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150										
Lab/workbench	100	2	200	2	200	2	200	2	200	2	200
Special & support spaces			**1170**		**1170**		**1170**		**1170**		**1170**
Total Net Prog.			**2555**		**2640**		**2640**		**2715**		**2715**
Dept.Gross (total program/.75)			**3,407**		**3,520**		**3,520**		**3,620**		**3,620**
Space factor per person			310		293		293		278		278

Placer Ag./Lab Eq. Stor. Dept. Printou

Current Space Use Worksheet

Dept. **Ag/Lab Eq. Storage**
Address **Bldg. 307**

Current Staffing and space use		**Specialized Spaces**		**Current Storage type**	**Size**	**Adequate?**
		Now Have				
Direct.	0	Break/coffee area	0			
Admin.	0					
Mgrs	0	Conference	0			
Prof.	0	Copy	0			
Support	0	Supply	0			
Field	0	Reception/waiting	0			
Other	0	Lab/wk.bench	1			
Total Staff	0	Other	2			
Extra Staffing Needs						
Staff w no wkst	0					
Extra Help	0					
Extra Help #	0					
Other Wksts.	0					

Conference Rooms

Group size	**Freq.**	**Duration**		Meeting space adequate?	0

Reception and Waiting

No. of visitors: 0 Time: 0

Visitor Type	%				
Co. staff	0	Need recep. area	0	Needs met?	0
Pub. (prof.)	0	Need recep.desk	0	Visit. need wksp.?	0
Gen. Public	0	Visitor seating	0		
Other	0	Counter/# visitors	0		
		Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	N				
Outgrow in 2/5 yrs?	5	Acoustics	0	Security/conf.	0
Smaller,good des ok	N	Interior finish	0	Temp	F
Bldg. Code problems?	0	Layout	0	Ventilation	0
Have disabled access	0	Lighting	0		

Storage:		No. stand. drawers	0	Store other ways?	0
Storage problem?	MAJ	Linear Ft of open shlf	0	Cent or indv?	0
Computer		Link to IS main?	0	No. terminals	0
		Impact of addl. comp.	0	No. sufficient?	0
Parking		Employees'	0		
Need pub. trans. access	0	Visitors'	0		
Parking Adequate	N	Co.owned veh.	8		
Spec. veh.or access	access?	Max No. Vehicles	0		

Ag./Wts. & Meas. Dept. Printout

Current Space Use Worksheet
Abbr. DA.1

Dept. Ag./WM Office
Address 11477 E Ave.

Current Staffing and space use		Specialized Spaces		Current Storage type	size
		Now Have			
Direct.	1	Break/coffee area	0		
Admin.	1				
Mgrs	0	Conference	1		
Prof.	4	Copy	1		
Support	1	Supply	1		
Field	2	Reception/waiting	1		
Other	2	Lab/wk.bench	1		
Total Staff	11	Other	1		
Extra Staffing Needs					
Staff w no wkst	Y				
Extra Help					
Extra Help #	0				
Other Wksts.	Y				

Conference Rooms

Group size	Freq.	Duration		Meeting space adequate?	Y
Ag/WM Office	*11477 E Ave.*				
1 to 4	DAILY	1 HR	STAFF/PU	PRIV. OFF.	
5 to 8	MONTHLY	3 HRS	PUBLIC/S	SH. CONF. ROOM	
9 to 15					
16 to 30					
over 30					

Reception and Waiting — No. of visitors: 11 to 25 — Time: Equal thru da

Visitor Type	%				
Co. staff	1	Need recep. area	Y	Needs met?	N
Pub. (prof.)	4	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	95	Visitor seating	Y/4		
Other	0	Counter/# visitors	Y/4		
		Other?	Y		

Subjective Assessment by Dept.

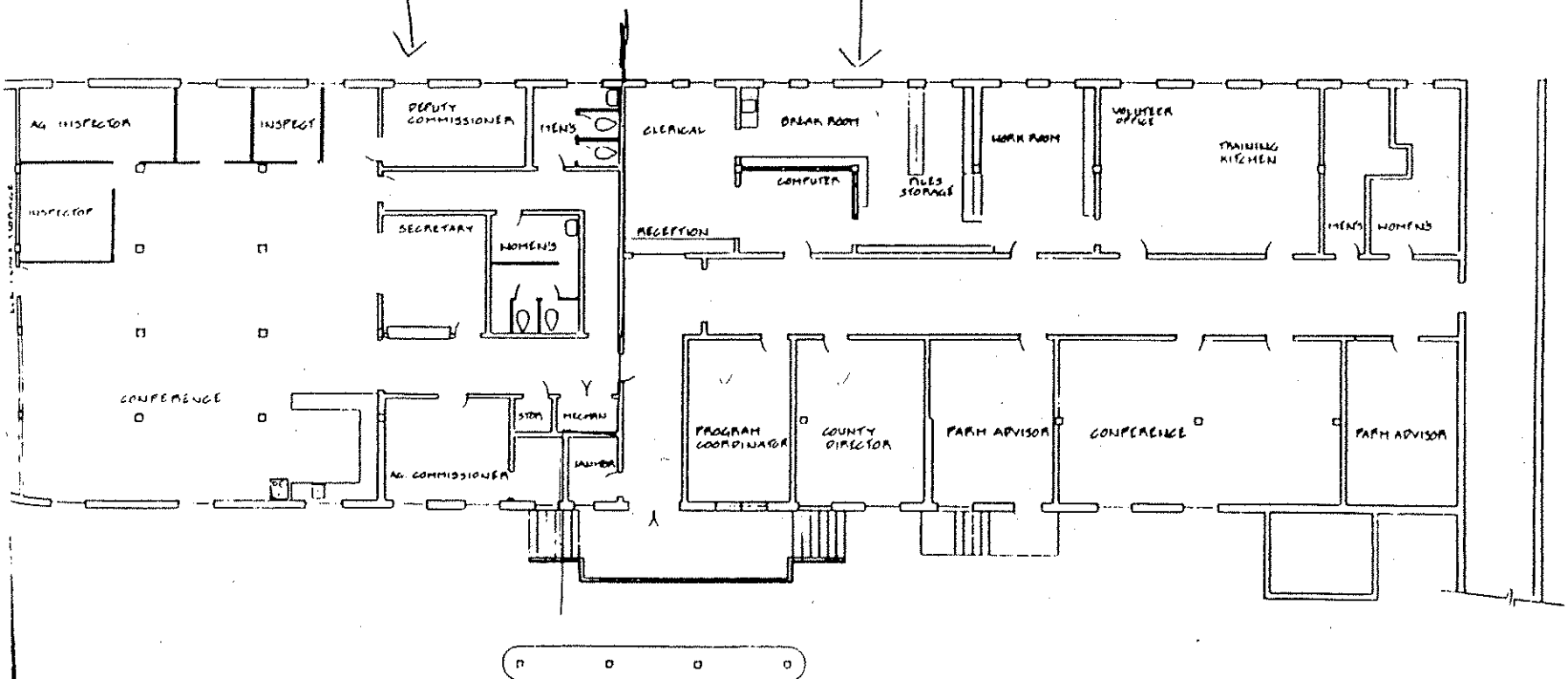
		Building Condition			
Outgrown space?	N				
Outgrow in 2/5 yrs?	5	Acoustics	P	Security/conf.	0
Smaller,good des ok	0	Interior finish	F	Temp	P
Bldg. Code problems?	Y	Layout	P	Ventilation	P
Have disabled access	N/Y	Lighting	F		

Storage:		No. stand. drawers	67	Store other ways?	Y
Storage problem?	0	Linear Ft of open shl	0	Cent or indv?	B
Computer		Link to IS main?	N	No. terminals	0
		Impact of addl. comp	0	No. sufficient?	0
Parking		Employees'	9		
Need pub. trans. acce	N	Visitors'	10		
Parking Adequate	N	Co.owned veh.	9		
Spec. veh.or access	Y	Max No. Vehicles	28		

AGRICULTURAL COMMISSIONER
WEIGHTS & MEASURES
FARM ADVISOR

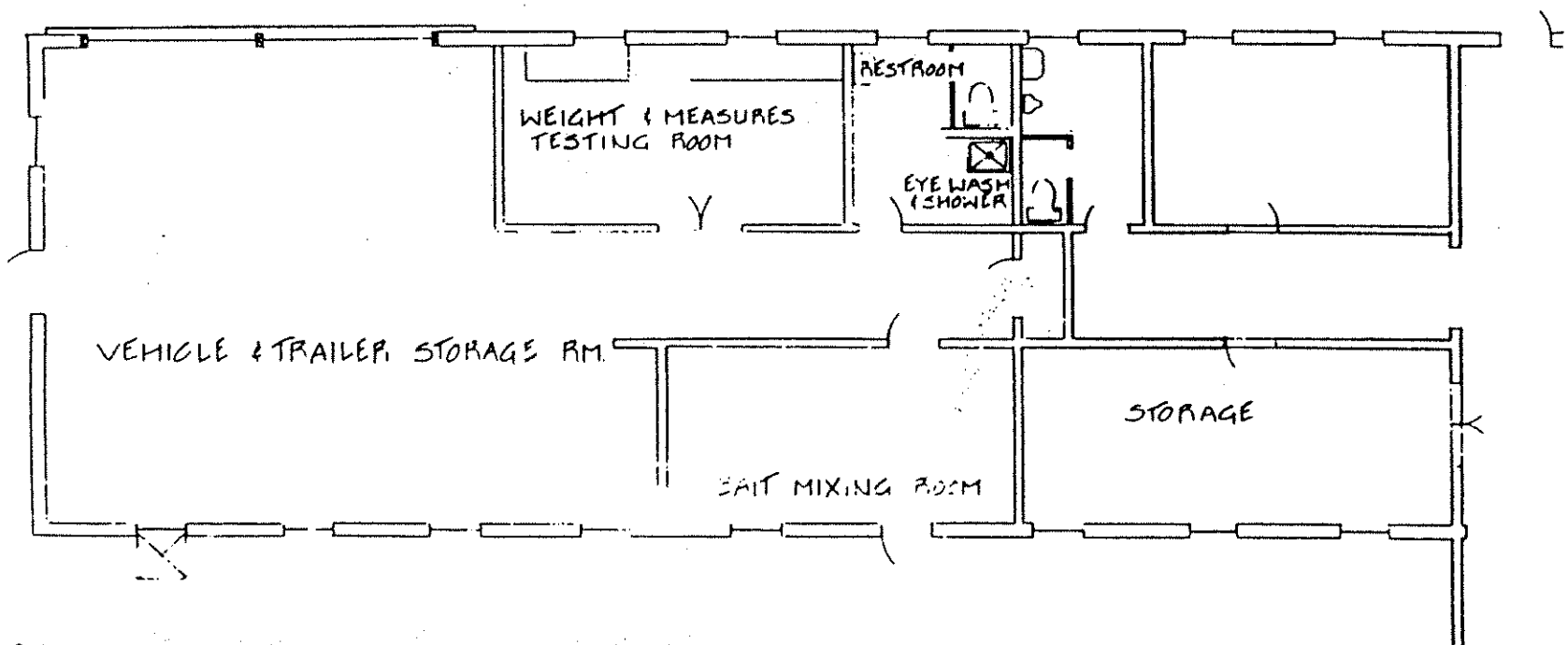
BLDG. # 306

11477 E AVENUE
DEWITT CENTER



AGRICULTURAL WEIGHTS & MEASURES TESTING LABORATORY BLDG. #307

2490



ASSESSOR

The Assessor locates, identifies and assesses all taxable property within its jurisdiction. The mission statement is not yet complete due to a current reorganization of the entire management level of the department. The department expects a workload increase of about three to five percent per year.

Staffing and Growth Trends

The changing mix of property types can dramatically impact the Assessor's workload. Factors include: amount of new commercial and/or industrial construction; increase in residential building activity; economic changes affecting recreational property and secondary housing market; any sustained turndown in the real estate market.

There are currently 63 staff members authorized for 1990-91 plus one extra-help employee who has been continuously employed for three years.

The department provides services to all property owners. Substantial changes in state property tax laws would change the manner in which the department operates. Additional duties related to tracking base year values, exemption programs and segregation of property types are expected. New data processing enhancements and other streamlining of operations may affect the department's workload.

Workload indicators are tracked by the number of building permits issued, number of documents affecting ownership processed, number of parcels created and number of unsecured assessments.

Adjacencies

Auditor (E/I); Treasurer/Tax Collector (E/I); Building Department (U): Planning Department (U); MIS (U).

Security

Current laws require certain appraisal information to be kept confidential. Security for many of these records is presently inadequate. There are also some problems with security for department personnel.

Storage

Records are stored for a minimum of seven years, as governed by state law and department operating needs. A comprehensive records purging program is currently being developed. Off-site computer tape storage is in the MIS vaults. Electronic storage media may also be obtained and could offset - even reduce - the storage of paper records.

Current Facilities

Main Office, Administrative Center, second floor, 145 Fulweiler Ave.
Three years ago, the County Architect reviewed the department's space needs and drew plans to increase the efficiency of the building. Current space is crowded, particularly in Appraisal and Auditor-Appraiser areas, and space for new staff is extremely limited. Separate offices, privacy areas and meeting areas are lacking. Anticipated computer terminals, desks and file cabinets will increase space needs.

Additional workstations: two computer stations for the CAD system. One computer station for the appraisal staff. Three clerical work stations for extra help. Conference room is shared. Other specialized spaces are CAD room and resource room.

Reception area: 4 stations for computer terminals and 2 large work tables. Visitors need work spaces for completing forms, preparing reports, reviewing files and viewing maps.

Storage: 236 file drawers. Fixed shelving - 270 lf or 80 sf; boxes - 10 boxes or 30 sf; index card file drawers - 30 sf; map files - 140 sf.

Storage Space, Dewitt Center, Auburn
This records location is used to store records.

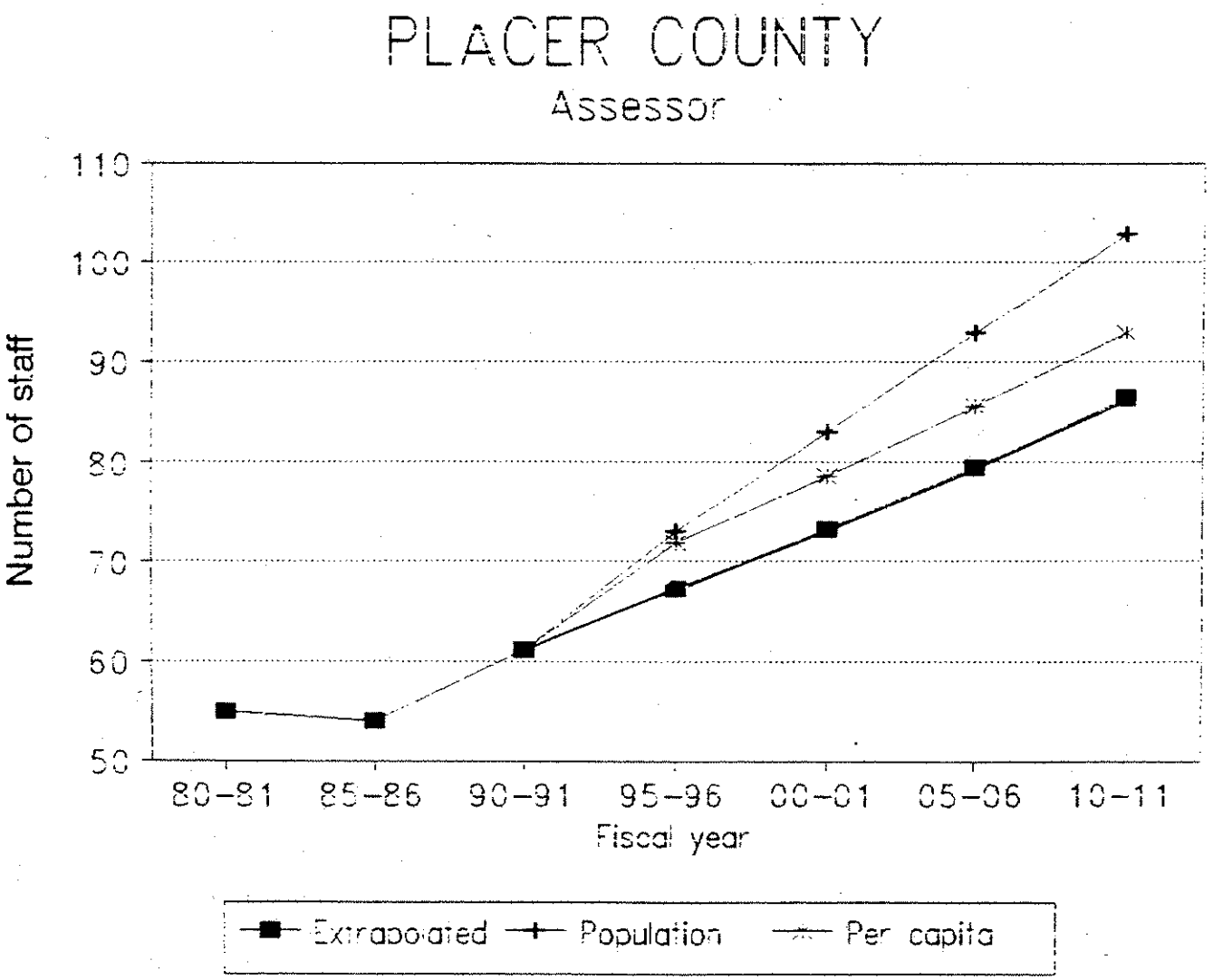
South Placer Office
The addition of a South Placer field office in Loomis (1,100 square feet) is scheduled for occupancy July 15, 1991. A projection was done for the South County office separately from other projections

Tahoe Office, 565 West Lake Blvd.
Full service office in Tahoe City is necessary to effectively service the eastern part of Placer County. Building is shared with Environmental Health, Road Department, and Building.

Additional workstations: shared computer station, shared copy room, shared coffee room, shared restrooms, shared supply room. Other specialized space = file room. Additional computer equipment would be absorbed into current space.

Reception Needs: Visitors need work spaces for completing forms, preparing reports, reviewing files and viewing maps.

Other storage: fixed shelving - 71 lf; boxes - 4; map files - three sets Assessor's maps, 22 books per set, 20 sf floor area.


PLACER COUNTY
Assessor
Number of staff
110
100
90
80
70
60
50
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - Assessor.Auburn

Current Space	9277

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Managers	200	3	600	3	600	3	600	3	600	3	600
Supervisors	150	6	900	6	900	6	900	6	900	6	900
Professional	125	23	2875	24	3000	25	3125	26	3250	31	3875
Support staff	85	24	2040	26	2210	27	2295	28	2380	30	2550
Field staff	75										
Other	75										
Staff space		**57**	**6715**	**60**	**7010**	**62**	**7220**	**64**	**7430**	**71**	**8225**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50	3	150	3	150	3	150	3	150	3	150
small conf.	200					1	200	1	200	1	200
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.											
copier	50	2	100	2	100	2	100	2	100	2	100
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	300	1	300	1	300	1	300	1	300	1	300
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150	2	300	2	300	2	300	2	300	2	300
CAD station	150										
Public work areas	600	1	600	1	600	1	600	1	600	1	600
Special & support spaces			**2270**		**2270**		**2470**		**2470**		**2470**
Total Net Prog.			**8985**		**9280**		**9690**		**9900**		**10695**
Dept.Gross (total program/.75)			**11,980**		**12,373**		**12,920**		**13,200**		**14,260**
Space factor per person			210		206		208		206		201

Placer - Assessor.South Cnty

Current Space	1000

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150			1	150	1	150	1	150	1	150
Professional	125			2	250	4	500	8	1000	10	1250
Support staff	85			3	255	5	425	7	595	9	765
Field staff	75										
Other	75										
Staff space				**6**	**655**	**10**	**1075**	**16**	**1745**	**20**	**2165**
Coffee area/break	50			1	50	1	50	1	50	1	50
Extra help	50										
small conf.	200			1	200	1	200	1	200	1	200
med. conf.	320										
large conf.											
copier	50			1	50	1	50	1	50	1	50
office supplies	50			1	50	1	50	2	100	2	100
file area	50			2	100	2	100	3	150	3	150
reception	100			1	100	1	100	1	100	1	100
counters	150										
	650										
	300										
	50										
Special & support spaces					**550**		**550**		**650**		**650**
Total Net Prog.					**1205**		**1625**		**2395**		**2815**
Dept.Gross (total program/.75)					**1,607**		**2,167**		**3,193**		**3,753**
Space factor per person			#DIV/0!		268		217		200		188

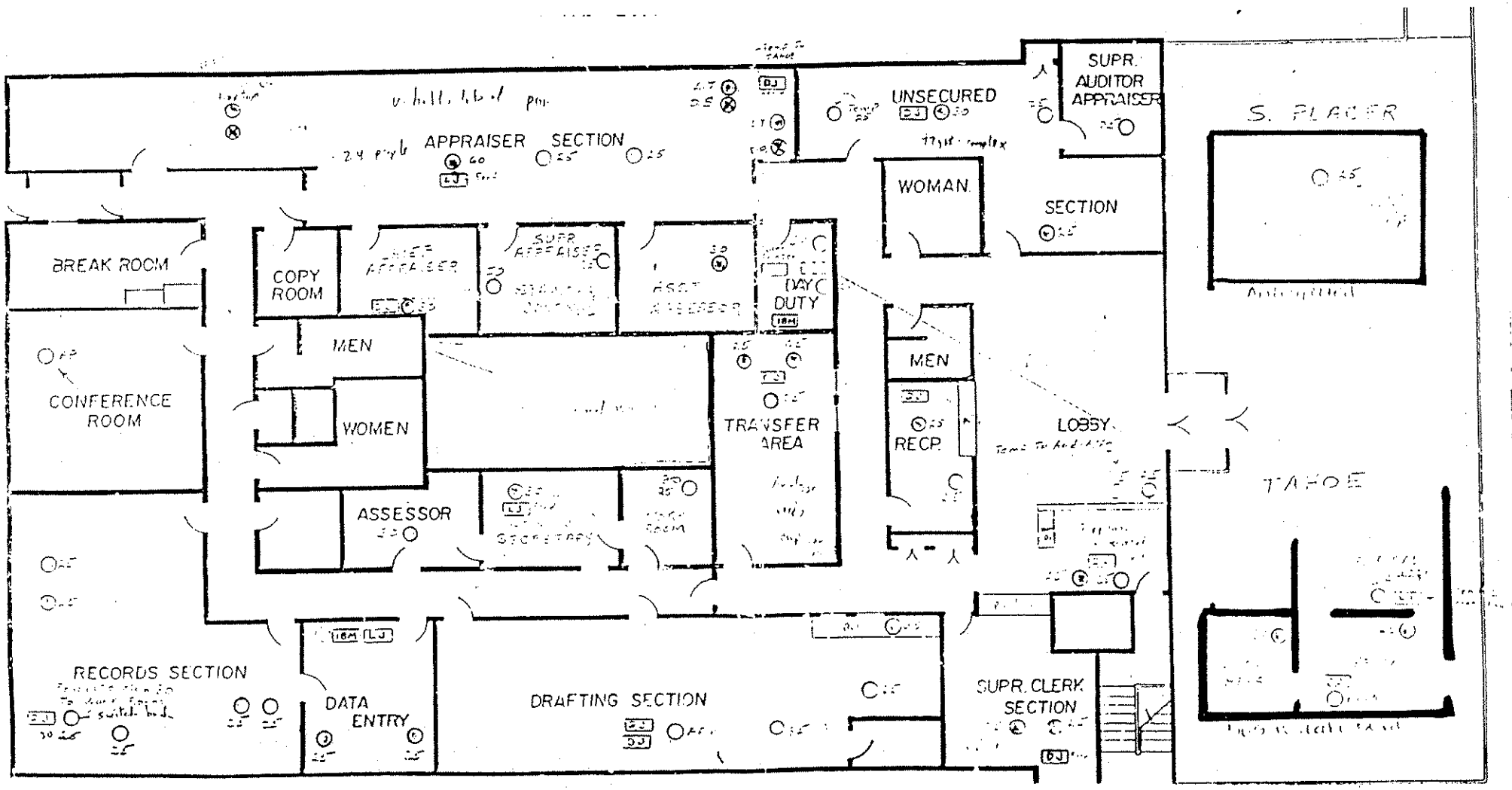
Placer - Assessor-Tahoe

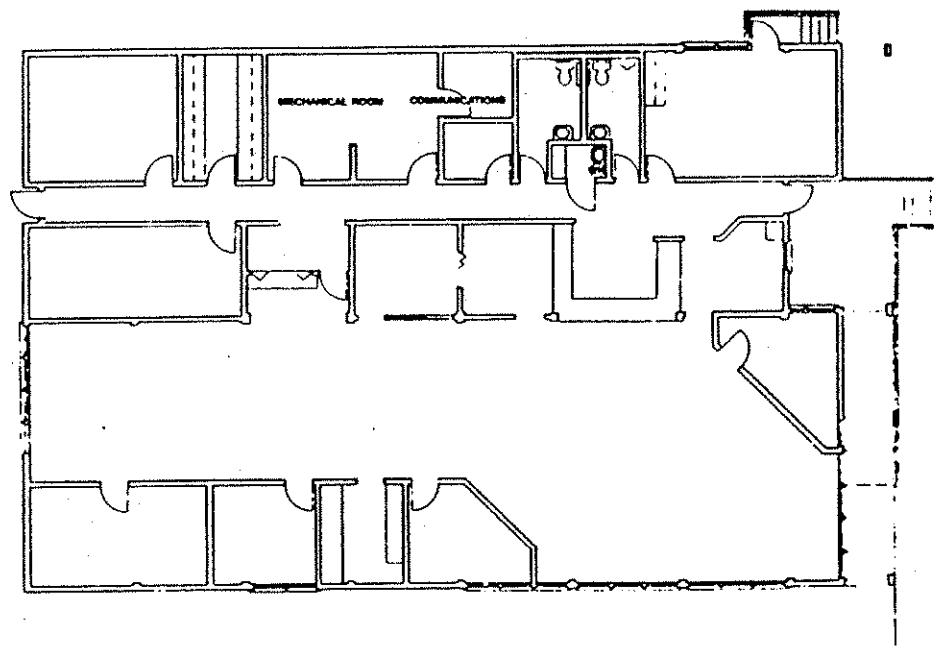
Current Space	1200

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125	3	375	3	375	4	500	4	500	5	625
Support staff	85	2	170	2	170	2	170	3	255	3	255
Field staff	75										
Other	75										
Staff space		**6**	**695**	**6**	**695**	**7**	**820**	**8**	**905**	**9**	**1030**
Coffee counter	25	1	25	1	25	1	25	1	25	1	25
Extra help	50										
small conf.	200										
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	25	1	25	1	25	1	25	1	25	1	25
file area	100	1	100	1	100	1	100	1	100	1	100
reception	50	1	50	1	50	1	50	1	50	1	50
counters	50	1	50	1	50	1	50	1	50	1	50
Special & support spaces			**300**		**300**		**300**		**300**		**300**
Total Net Prog.			**995**		**995**		**1120**		**1205**		**1330**
Dept.Gross (total program/.75)			**1,327**		**1,327**		**1,493**		**1,607**		**1,773**
Space factor per person			221		221		213		201		197

Projections assume break and additional conference space will be shared with other departments.

Existing
90-91 MIS Budget
90-91 Assessor Budget
91-92 Assessor Budget





TAHOE CITY ENVIRONMENTAL HEALTH

565 WEST LAKE BLVD. TAHOE CITY, CA.

SCALE 1/8" = 1'-0"

5520 SQ FT

Placer Assessor 1 Dept. Printo

Current Space Use Worksheet

Dept. **Assessor 1**
Address **145 Fulweiler**

Current Staffing and space use	
Direct.	1
Admin.	3
Mgrs	2
Prof.	23
Support	26
Field	0
Other	0
Total Staff	55

Extra Staffing Needs

Staff w no wkst	N
Extra Help	Y
Extra Help #	3
Other Wksts.	Y

Specialized Spaces	**Now Have**
Break/coffee area	1
Conference	1
Copy	2
Supply	1
Reception/waiting	1
Lab/wk.bench	0
Other	2

Current Storage type	**Size**	**Adequate?**
Assessor 1	*145 Fulweiler*	
Admin. files/repts		
supplies, forms, etc.	100 sf	
exhibits, evidence		
financial records		
computer tapes	60 sf	
microfiche	8 sf	
industrial equip.		
specimens/lab equip.		
tools/materials		
other	57 desks	N

Conference Rooms

Group size	**Freq.**	**Duration**	
Assessor 1	*145 Fulweiler*		
1 to 4	20X/WK	1 HR	STAFF/PUB
5 to 8	8X/WK	1 HR	STAFF
9 to 15	4X/WK	1 HR	STAFF
16 to 30	3X/WK	1 HR	STAFF
over 30	MONTHLY		

Meeting space adequate? N

Reception and Waiting

No. of visitors: 51 to 75

Time: Equal thru day

Visitor Type	%				
Co. staff	5	Need recep. area	Y	Needs met?	Y
Pub. (prof.)	10	Need recep.desk	Y/3	Visit. need wksp.?	Y
Gen. Public	85	Visitor seating	Y/12		
Other	0	Counter/# visitors	Y/3		
		Other?	Y		

Subjective Assessment by Dept.

Outgrown space?	Y
Outgrow in 2/5 yrs?	0
Smaller,good des ok	N
Bldg. Code problems?	Y
Have disabled access	Y

Building Condition

Acoustics	P	Security/conf.	P
Interior finish	G	Temp	F
Layout	P	Ventilation	P
Lighting	G		

Storage:

		No. stand. drawers	236	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	1300	Cent or indv?	B

Computer

Link to IS main?	Y	No. terminals	43
Impact of addl. comp.	0	No. sufficient?	Y

Parking

		Employees'	80
Need pub. trans. access	N	Visitors'	12
Parking Adequate	Y	Co.owned veh.	25
Spec. veh.or access	access?	Max No. Vehicles	92

Current Space Use Worksheet

Dept. **Assessor 2-Tahoe**
Address **565 W. Lake Blvd**

Current Staffing and space use

Direct.	0
Admin.	0
Mgrs	1
Prof.	3
Support	2
Field	0
Other	0
Total Staff	6

Extra Staffing Needs

Staff w no wkst	N
Extra Help	N
Extra Help #	0
Other Wksts.	Y

Specialized Spaces

Now Have	
Break/coffee area	1
Conference	1
Copy	1
Supply	1
Reception/waiting	1
Lab/wk.bench	0
Other	1

Current Storage

type	Size	Adequate?
Assessor-Tahoe	*565 W. Lake Blvd.*	
Admin. files/repts		
supplies, forms, etc.	50 sf	
exhibits, evidence		
financial records		
computer tapes		
microfiche	1 sf	
industrial equip.		
specimens/lab equip.		
tools/materials		
other		9

Conference Rooms

Group size	Freq.	Duration	
Assessor-Tahoe	*565 W. Lake Blvd.*		
1 to 4	5X/WK	1 HR	STAFF
5 to 8	2X/WK	2 HRS	STAFF
9 to 15			
16 to 30			
over 30			

Meeting space adequate? Y

Reception and Waiting

No. of visitors: 11 to 25 Time: 0

Visitor Type	%				
		Need recep. area	Y	Needs met?	Y
Co. staff	10	Need recep.desk	Y/2	Visit. need wksp.?	Y
Pub. (prof.)	10	Visitor seating	Y/2		
Gen. Public	80	Counter/# visitors	Y/2		
Other	0	Other?	0		

Subjective Assessment by Dept.

Outgrown space?	Y
Outgrow in 2/5 yrs?	0
Smaller,good des ok	N
Bldg. Code problems?	N
Have disabled access	Y

Building Condition

Acoustics	E	Security/conf.	E
Interior finish	E	Temp	E
Layout	E	Ventilation	E
Lighting	E		

Storage:

		No. stand. drawers	16	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	252	Cent or indv?	B

Computer

Link to IS main?	Y	No. terminals	3
Impact of addl. comp.	0	No. sufficient?	N

Parking

		Employees'	8
Need pub. trans. acces:	Y	Visitors'	3
Parking Adequate	Y	Co.owned veh.	4
Spec. veh.or access	access?	Max No. Vehicles	11

AUDITOR/CONTROLLER

The Auditor/Controller's Office provides financial accounting and reporting services, including property management accounting, accounting services for the Health Dept., grants and special accounting systems for the Welfare Dept., and general accounting and finance.

Staffing and Growth Trends

The need for the department's services would increase due to grants, capital projects, debt arrangements, state legislation implementation, (fee) parcel splits, transfers, jurisdictional changes, tax rate areas, tax processes, administrative changes and personnel. The department provides services to all residents of the county, regardless of incorporation status.

The departmental workload has increased because of substantial increases in a number of different factors, including the county's assessed value, the expansion of general government, document and warrant writing, the number of county employees, the number of correction documents, and the number of parcels The department anticipates a five to ten percent increase over the next five years.

The department may assume the following duties in the next few years: tax systems (technical and controlling functions), accounting standard (implementation of GAAFR compliance standards), changes (accountability of fixed assets). New systems and personal computer accessibility should improve accuracy and efficiency in the department. However, overall functions should not change.

Workload indicators are tracked.

Adjacencies

Treasurer/Tax Collector (E), Assessor (I), MIS, Personnel (I), CEO (I). The present location is near the Treasurer, Assessor and MIS. It is satisfactory although going outside for MIS records daily is problematic, because of the need to wheel large loads of paper between offices. The programmers being outstationed at Dewitt is not satisfactory in terms of efficiency and coordination. The department also meets frequently with state agencies and special committees.

Security

A study is currently in progress regarding the security needed for the office. Some documents are confidential. Warrants must be kept in a secure room. Personnel data and auditor's signature plates and stamps must be locked up.

Computer Needs

Storage and micrographic needs will continue to grow. More microfilming and microfiche will help. Additional terminals would only be needed if more staff were added.

Current Facilities

Administrative Center, 135 Fulweiler Ave., Auburn

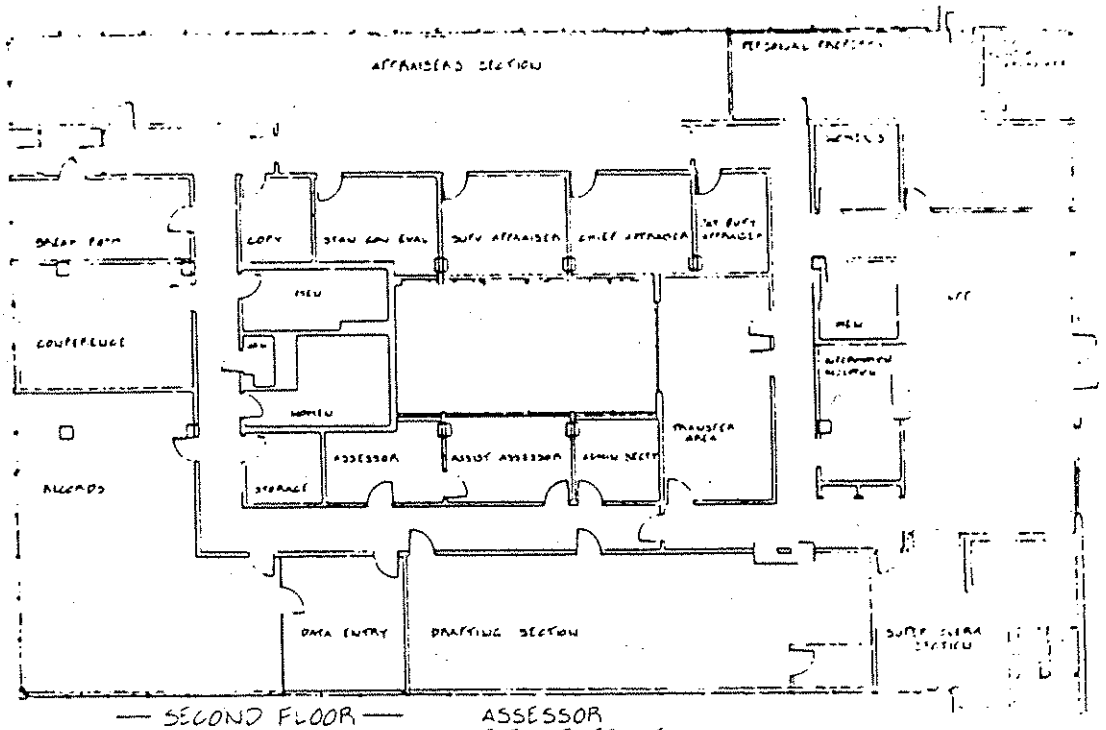
A modular unit was constructed in 1989; it provides space for 16 people. The main office added a private office, the lunch room was relocated, and partitions were added.The office would function better in one building. Modular units do not have restrooms or running water.

There will be a need for space for outside auditors if other space is not provided.

Additional workstations: A modular unit (1 computer station), 2 stations in the general accounting area, and 2 workstations in the accounts payable area. Extra help in accounts payable and property taxes are on an almost full time basis. In addition, seasonal help is used. Visitors need work spaces to complete forms, review files and do research.

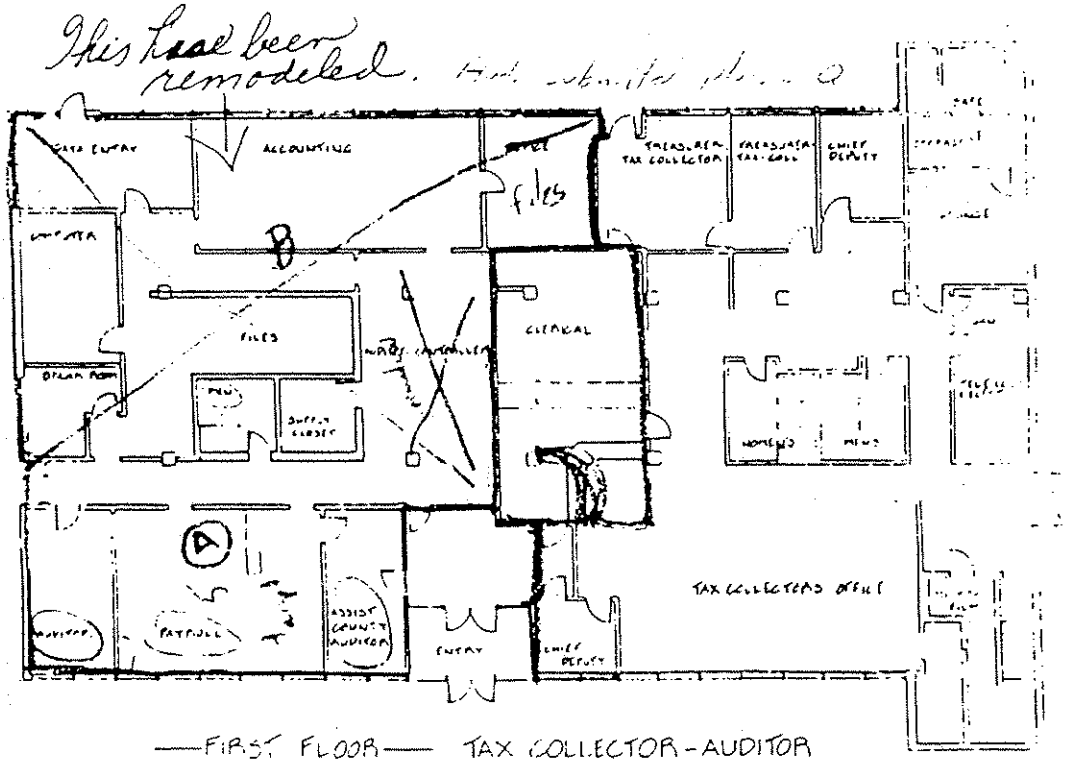
Record Storage: Record storage is shared with the Treasurer/Tax Collector. Records are retained for five to 15 years. Payroll records are stored indefinitely per legal requirements. Records are annually purged or sent to Dewitt Storage. Microfilm copies are kept at the Micrographic Department. PC backups are kept in the Treasurer's vault. A central records storage center may free up room for two employees.

Additional storage: Storage space is not adequate. 500 cubic feet of rolling files are shared with the Treasurer/Tax Collector which are adequate for one year of claims. Other current storage includes: 101 flipper units, 117 fiche storage, 1,022 storage boxes, 11 bookcases, 9 file cabinets, 3 tables, and 806 cubic feet of mobile book shelves. Storage needs in the future will equal just as much if not more than our current amount.



— SECOND FLOOR — ASSESSOR
145 FULWEILER AVE
AUBURN, CA

This has been remodeled.



—FIRST FLOOR— TAX COLLECTOR-AUDITOR
145 FULWEILER AVE
AUBURN, CA

Placer Auditor/Controller Dept. Printo

Current Space Use Worksheet

Dept. **Auditor/Controller**
Address **135 Fulweiler**

Current Staffing and space use		**Specialized Spaces**		**Current Storage**		
		Now Have		**type**	**Size**	**Adequate?**
Direct.	1	Break/coffee area	1	*Auditor/Controller*	*135 Fulweiler*	
Admin.	1			Admin. files/repts	LETTER	
Mgrs	3	Conference	0	supplies, forms, etc.	LETT/LEG	
Prof.	12	Copy	2	exhibits, evidence		
Support	17	Supply	2	financial records	LETT/LEG	
Field	0	Reception/waiting	1	computer tapes	5.25 AND 3.5	
Other	2	Lab/wk.bench	0	microfiche	4 X 6	
Total Staff	36	Other	2	industrial equip.		
Extra Staffing Needs				specimens/lab equip.		
Staff w no wkst	N			tools/materials		
Extra Help	Y			other		
Extra Help #	2					
Other Wksts.	Y					

Conference Rooms

Group size	**Freq.**	**Duration**		**Meeting space adequate?**	N
Auditor/Controller	*135 Fulweiler*				
1 to 4	3X/2K	1 HR.	STAFF		
5 to 8	1X/WK	1 HR	STAFF		
9 to 15	1X/WK	2 HRS	STAFF		
16 to 30	1X/MO	2 HRS	STAFF		
over 30					

Reception and Waiting No. of visitors: 11 to 25 Time: Peak hours

Visitor Type	%				
Co. staff	50	Need recep. area	Y	Needs met?	Y
Pub. (prof.)	30	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	0	Visitor seating	Y/4		
Other	20	Counter/# visitors	Y/2		
		Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	N				
Outgrow in 2/5 yrs?	5	Acoustics	F	Security/conf.	P
Smaller,good des ok	N	Interior finish	G	Temp	G
Bldg. Code problems?	Y	Layout	F	Ventilation	P
Have disabled access	Y	Lighting	F		

Storage:		No. stand. drawers	61	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	0	Cent or indv?	I
Computer		Link to IS main?	Y	No. terminals	38
		Impact of addl. comp.	0	No. sufficient?	0
Parking		Employees'	34		
Need pub. trans. access	Y	Visitors'	10		
Parking Adequate	N	Co.owned veh.	0		
Spec. veh.or access	access?	Max No. Vehicles	44		

BOARD OF SUPERVISORS

As elected representatives, the Board of Supervisors provide the county government with necessary public input for responsive legislative and executive policy making. All residents of the county are served, regardless of incorporation status.

Staffing and Growth Trends

A Typist Clerk position was transferred from Clerk of the Board (County Executive) office to the Board of Supervisors office. Increases in state mandates will increase the need for the board's services. Growth is expected by one or two positions over the next five years.

The Board Office on occasion will utilize extra help personnel (budgeted) to work on special constituent projects which generate mass mailings, etc.

Adjacencies

County Counsel (E); County Executive (E); Clerk/Board (E); Personnel (I). The board also meets frequently for Joint Planning Commission meetings and meetings with City Councils and the Placer County Water Agency.

Storage

Constituent concerns/complaints are kept for one year from final disposition, and an annual purge occurs. Marginal use is made of offsite storage, microfilm and computer storage.

Current Facilities

Board Offices and meeting room, Administrative Center, 175 Fulweiler Ave.

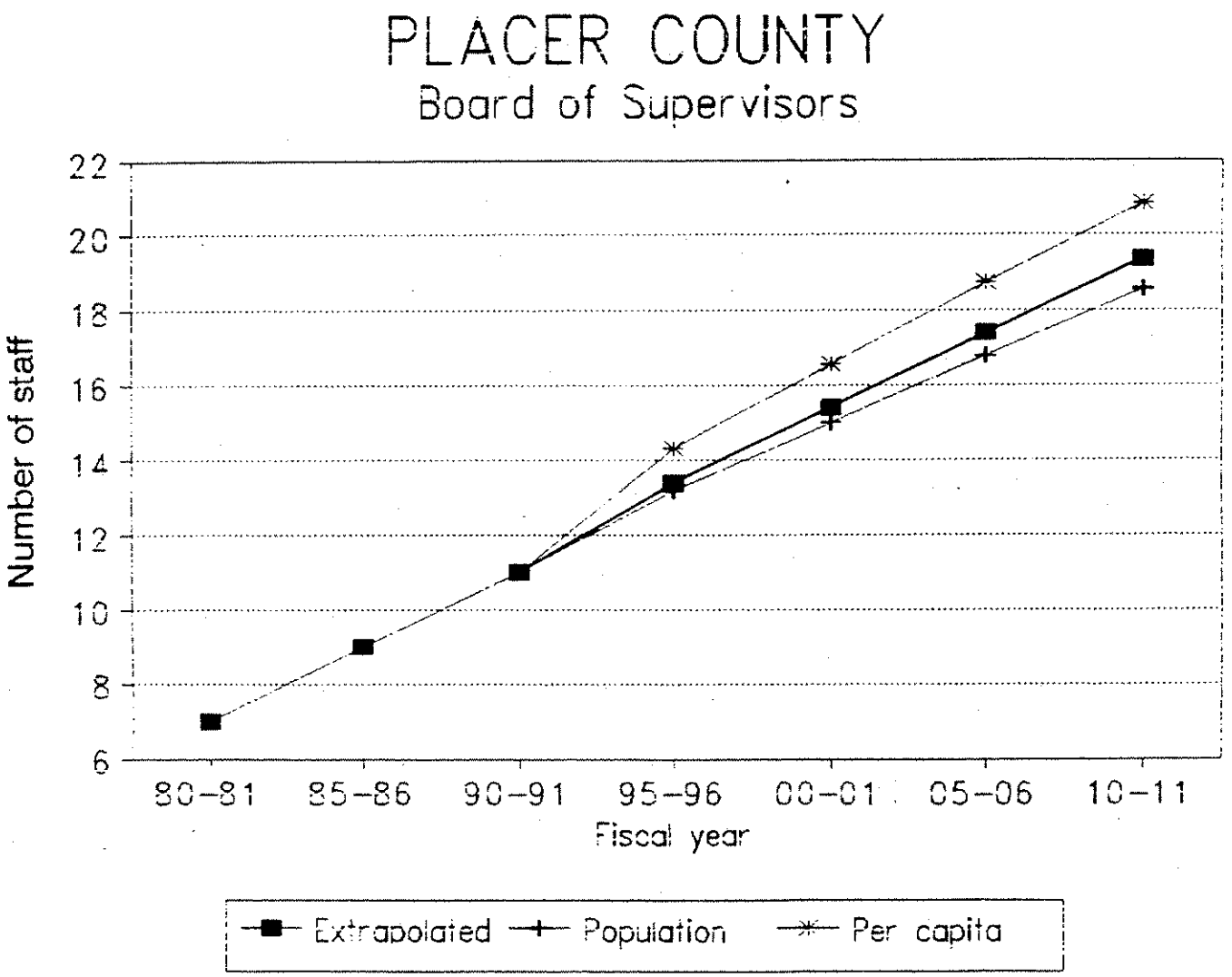
A South County Board of Supervisors' Office/Meeting Room might be appropriate.

Additional workstations: In addition to regular offices, the Board has a small conference room and a large public meeting space.

Visitors need work spaces: news media and department heads waiting for an agenda item. Public and staff require access after normal working hours.

Deficiencies: lack of sound insulation - privacy.

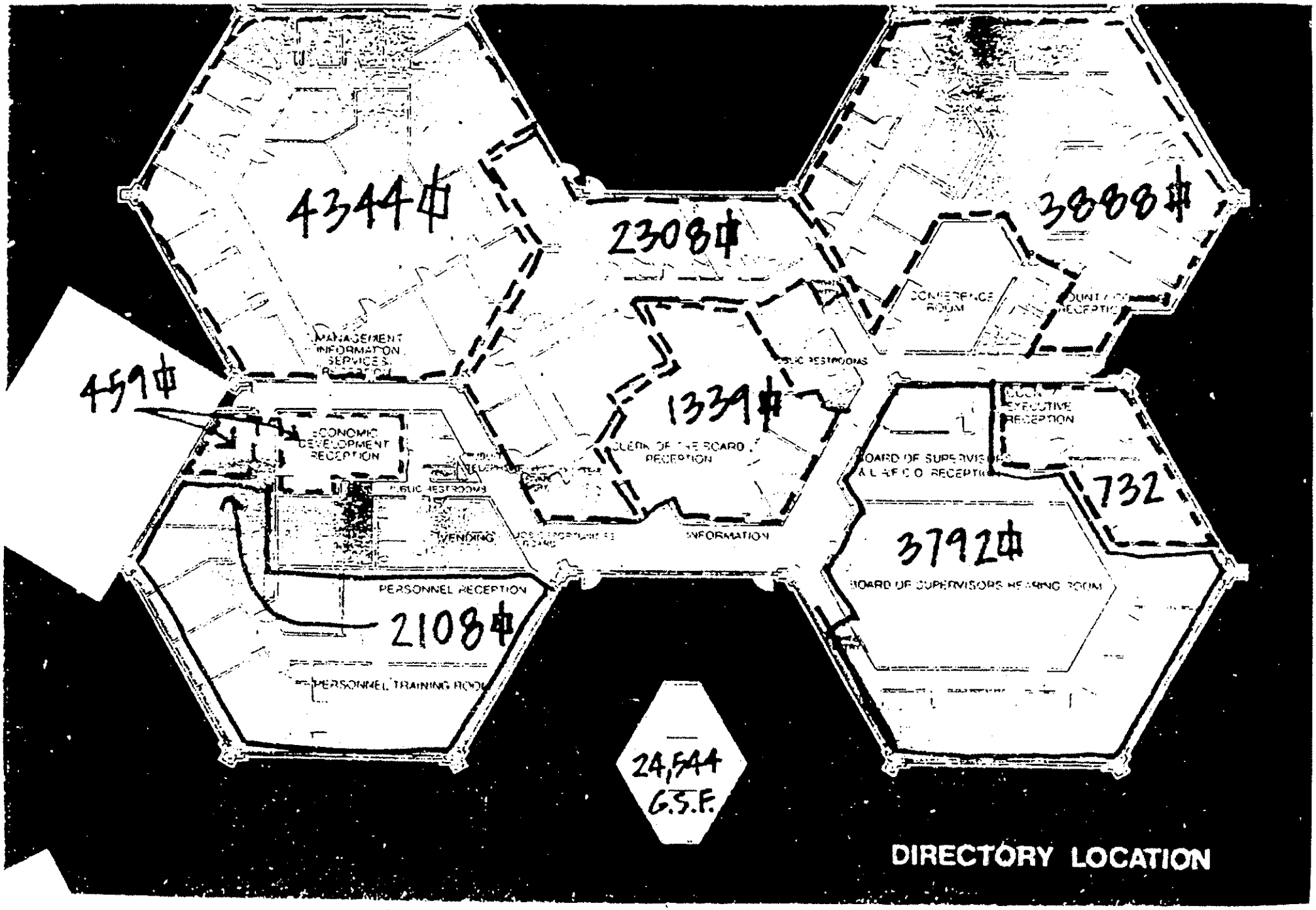
Parking: For large hearings, parking overflow at the Tax Collector is adequate.


PLACER COUNTY
Board of Supervisors
Number of staff
22
20
18
16
14
12
10
8
6
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - Board of Supervisors

Current Space	3792

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director/Bd.Mb.	300	1	300	1	300	1	300	1	300	1	300
Administrator	200	5	1000	5	1000	5	1000	5	1000	5	1000
Manager	150										
Professional	125	1	125	1	125	2	250	2	250	2	250
Support staff	85	3	255	5	425	5	425	7	595	10	850
Field staff	75	1	75	1	75	2	150	2	150	2	150
Other	75										
Staff space		**11**	**1755**	**13**	**1925**	**15**	**2125**	**17**	**2295**	**20**	**2550**
Coffee area/break	50	1	50	1	50	1	50	1	50	1	50
Extra help	50										
small conf.	200										
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conference	900										
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	50	1	50	1	50	1	50	1	50	1	50
file area	100										
reception	100	1	100	1	100	1	100	1	100	1	100
counters	150										
Lab/workbench	650										
Other: interview	300										
	50										
Special & support spaces			**570**		**570**		**570**		**570**		**570**
Total Net Prog.			**2325**		**2495**		**2695**		**2865**		**3120**
Dept.Gross (total program/.75)			**3,100**		**3,327**		**3,593**		**3,820**		**4,160**
Board Chambers	1200		1,200		1,200		1,200		1,200		1,200
no dept. gross											
Department Total			**4,300**		**4,527**		**4,793**		**5,020**		**5,360**
Space factor per person			282		256		240		225		208



DIRECTORY LOCATION

Placer Bd. Supv. Dept. Printout

Current Space Use Worksheet

Dept. **Bd. of Supervisors**
Address **175 Fulweiler**

Current Staffing and space use		**Specialized Spaces**		**Current Storage** type	Size	Adequate?
		Now Have				
Direct	1	Break/coffee area	1			
Admin.	5					
Mgrs	0	Conference	1			
Prof.	0	Copy	0			
Support	3	Supply	0			
Field	1	Reception/waiting	0			
Other	0	Lab/wk.bench	0			
Total Staff	10	Other	1			
Extra Staffing Needs						
Staff w no wkst	N					
Extra Help	Y					
Extra Help #	0					
Other Wksts.	Y					

Conference Rooms

Group size	**Freq.**	**Duration**		Meeting space adequate?	Y
Bd. of Supervisors	175 Fulweiler				
1 to 4	3X/DAY	1 HR	STAFF/PUBLIC		
5 to 8					
9 to 15					
16 to 30					
over 30	2X/WK	8 HRS	STAFF/PUBLIC		

Reception and Waiting No. of visitors: 26 to 50 Time: 0

Visitor Type	%	Need recep. area	Y	Needs met?	Y
Co. staff	40	Need recep.desk	Y	Visit. need wksp.?	Y
Pub. (prof.)	10	Visitor seating	Y/4		
Gen. Public	50	Counter/# visitors	0		
Other	0	Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	0	Acoustics	P	Security/conf.	G
Outgrow in 2/5 yrs?	5	Interior finish	G	Temp	P
Smaller,good des ok	N	Layout	G	Ventilation	P
Bldg. Code problems?	N	Lighting	G		
Have disabled access	Y				

Storage:

		No. stand. drawers	30	Store other ways?	N
Storage problem?	MIN	Linear Ft of open shlf.	0	Cent or indv?	I

Computer

		Link to IS main?	Y	No. terminals	4
		Impact of addl. comp.	0	No. sufficient?	N

Parking

		Employees'	10
Need pub. trans. access	0	Visitors'	30
Parking Adequate	Y	Co.owned veh.	2
Spec. veh.or access	access?	Max No. Vehicles	40

BUILDING DEPARTMENT

The department provides an ongoing program of public safety in building inspection. Public safety is promoted by providing safe and habitable structures through the enforcement of appropriate codes and ordinances. This is accomplished through review of applications, checking of plans and onsite inspection of construction.

An organizational chart was included.

Staffing and Growth Trends

The department has undergone some reorganization. In December, 1988, Planning and Building were combined into the Community Development Department. In November, 1990, Planning and Building were reorganized into separate departments.

As the county demographics change, there will be an increase in consumerism resulting in higher demand for services and higher quality in that service. In five years, the quantity of permits and the demand for professional services will create a 25 percent increase in present staff. Services are provided only to residents in unincorporated areas. However, growth of building permits (and staff) does not necessarily follow same curve as the population growth: there will be more at the front end, then taper off as houses are built. Staff growth is dependent on growth in unincorporated areas.

As the state and/or federal governments enact laws/regulations affecting construction codes and permit requirements, there is a need for additional training and staff. It is unlikely that the department will drop present activities; it is likely that duties will expand. Computers will change the way present functions are carried out, but will also require more work space. The need for conferences with builders and community/consumer groups will likely increase.

Extra help are hired in the summer (peak building months) as building inspectors. They share space in the inspectors' section. Clerical extra help share space in the general office section.

Adjacencies

Planning (E); Public Works (E); Environmental Health (E)
Given the volume of clientele using land development services, some thought should be given to conflicts with other agency/departments in regards to parking, foot traffic and office noise.

Record Storage

All building permits are permanent records, as are all construction plans for commercial buildings. Residential building plans are kept for 90 days beyond the final inspection and approval of the work. Records are purged daily. The department is currently in the process of microfilming older permits. It is expected that the backlog will be gone within four years.

Current Facilities

Main Office, DeWitt Center, 11424 B Ave., Auburn (Bldg. 103A)

A visitors' counter needs at least four work stations that can accommodate computers and a layout area for plans and applications. Currently, staff and public share restrooms. Conference rooms/areas for meetings with clients are also needed. The current break/lunch room for employees doubles as conference room.

In the past several years, space improvements have occurred in the existing DeWitt building, within the footprint of the building, that have made optimal use of the existing space. Additions have been proposed with justification, but have not been funded for a variety of reasons. Security and lighting should be considered in planning for parking.

Record Storage: in addition to standard filing cabinets, the department uses open face files for permits and plans. Cardboard boxes are used for older permits and plans. Record storage is a major problem. The building security is inadequate, and the fire and environmental safety conditions are less than satisfactory.

Computer Needs: the department expects to obtain additional computers in the next five years. There is not adequate space for existing computer equipment. More space would be needed for additional computer terminals. The Department currently uses computers for word processing, file maintenance. Field inspectors will use laptops. If the storage problem were resolved, the existing space could work with proper computer furniture.

Plan: Plan in book, page 29; basically ok. Some requested changes.

Tahoe Branch Office, 565 West Lake Blvd., Tahoe City

When support staff from the department or other agencies work in the Tahoe Office, there is no designated and separate space.

Tahoe Office break coffee area, conference room, copy and supply rooms and reception are shared with other departments. Since the conference room is shared by other departments, and since it is located away from work areas, it is difficult to use and continue necessary work functions. The public counter is shared. Problems arise relative to who should greet the applicant and provide direction.

Heating/cooling system is problematic, as are electrical outlets. The Plan checkroom has leaked.

Once a year, a long line forms to get limited number of permits available in the Tahoe area (63 permits in 1991).

Record Storage: open face files are used for permits and plans. Record storage is a major problem. The building security is inadequate, and the fire and environmental safety conditions are less than satisfactory.

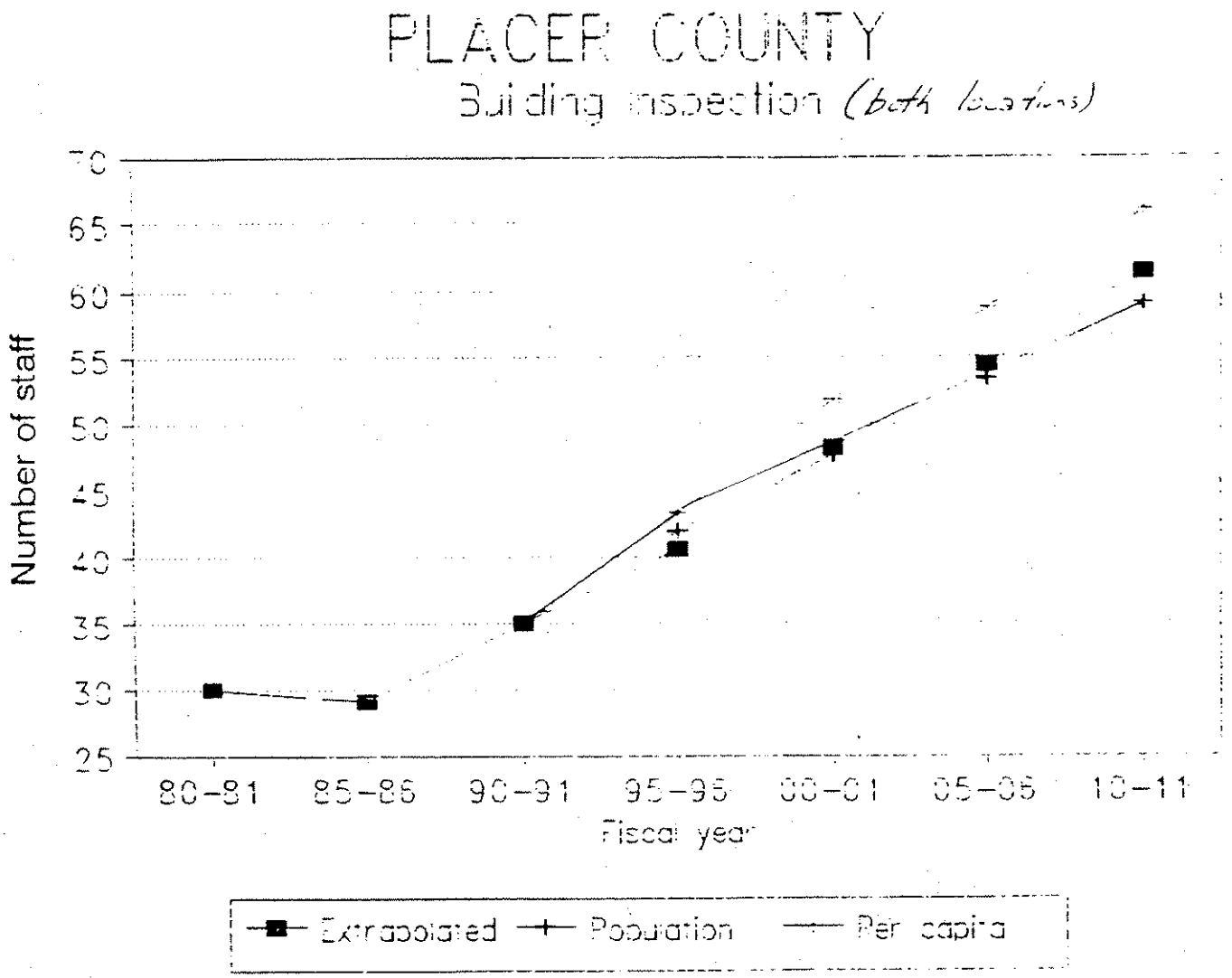
Computer Needs: more space would be needed for additional computer terminals. If the storage problem were resolved, the existing space could work with proper computer furniture.

Parking: parking lot needs snow removal in winter months.

Plan: Plan in book, page 117 ok - doesn't show space use/shared with Environmental Health, Public Works and Planning.

Projections

Perhaps, in the future, a district office in the Roseville area should be considered.


PLACER COUNTY
Building inspection (both locations)
Number of staff
70
65
60
55
50
45
40
35
30
25
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - Building.Auburn

Current Space	4560

	Unit	Current need - 1991		1996		2001		2006		2011	
Programmed	SF	Units	Prog.space	Units	Prog.space	Units	Prog.space	Units	Prog.space	Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200	2	400	2	400	2	400	2	400	2	400
Manager	150	2	300	2	300	2	300	3	450	3	450
Professional	125	5	625	6	750	7	875	8	1000	9	1125
Support staff	85	6	510	9	765	10	850	11	935	13	1105
Field staff	75	12	900	15	1125	17	1275	18	1350	19	1425
Other	75										
Staff space		**28**	**3035**	**35**	**3640**	**39**	**4000**	**43**	**4435**	**47**	**4805**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50	2	100	2	100	3	150	3	150	3	150
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	600	1	600	1	600	1.2	720	1.2	720	1.2	720
reception	200	1	200	1	200	1	200	1	200	1	200
counters	75	3	225	3	225	3	225	3	225	3	225
	650										
	300										
	50										
Special & support spaces			**1995**		**1995**		**2165**		**2165**		**2165**
Total Net Prog.			**5030**		**5635**		**6165**		**6600**		**6970**
Dept.Gross (total program/.75)			**6,707**		**7,513**		**8,220**		**8,800**		**9,293**
Space factor per person			240		215		211		205		198

Placer - Building.South County

Current Space

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150			1	150	1	150	1	150	1	150
Professional	125			3	375	3	375	4	500	5	625
Support staff	85			5	425	6	510	7	595	8	680
Field staff	75										
Other	75										
Staff space				**9**	**950**	**10**	**1035**	**12**	**1245**	**14**	**1455**
Coffee area/break	50			1	50	1	50	1	50	1	50
Extra help	50			3	150	3	150	3	150	3	150
small conf.	200			1	200	1	200	1	200	1	200
med. conf.	320										
large conf.											
copier	50			1	50	1	50	1	50	1	50
office supplies	50			1	50	1	50	1	50	1	50
file area	100			1	100	1	100	1	100	1	100
reception	75			1	75	1	75	1	75	1	75
counters	150			2	300	2	300	2	300	2	300
Special & support spaces					**975**		**975**		**975**		**975**
Total Net Prog.					**1925**		**2010**		**2220**		**2430**
Dept.Gross (total program/.75)					**2,567**		**2,680**		**2,960**		**3,240**
Space factor per person			#DIV/0!		285		268		247		231

Projections assume a shared break area and medium conference room.

Placer - Building.Tahoe

Current Space	1200

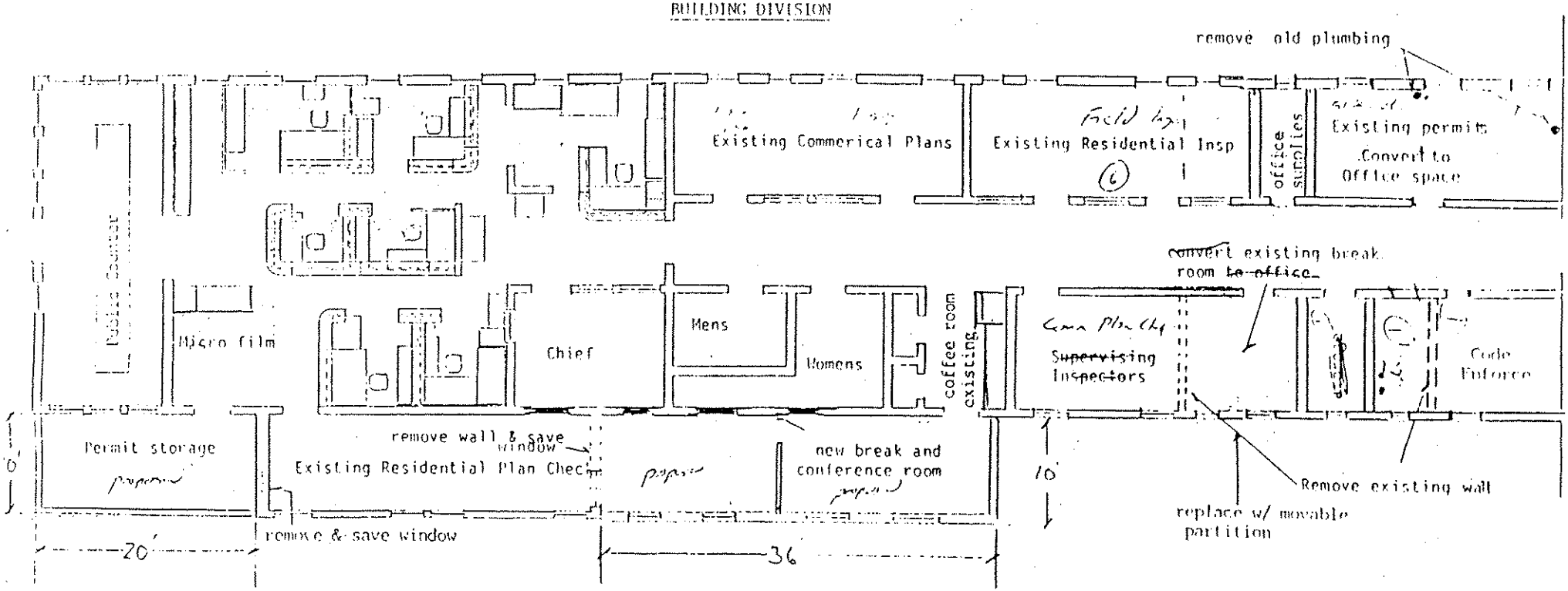
	Unit	current need - 1991		1996		2001		2006		2011	
Programmed	SF	Units	Prog.space	Units	Prog.space	Units	Prog.space	Units	Prog.space	Units	Prog.space
Director	300										
Administrator	200										
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125	2	250	3	375	3	375	4	500	5	625
Support staff	85	4	340	5	425	6	510	7	595	8	680
Field staff	75										
Other	75										
Staff space		**7**	**740**	**9**	**950**	**10**	**1035**	**12**	**1245**	**14**	**1455**
Coffee area/break	50	1	50	1	50	1	50	1	50	1	50
Extra help	50										
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	50	1	50	1	50	1	50	1	50	1	50
file area	100										
reception	75	1	75	1	75	1	75	1	75	1	75
counters	150	1	150	1	150	1	150	1	150	1	150
	650										
	300										
	50										
Special & support spaces			**575**		**575**		**575**		**575**		**575**
Total Net Prog.			**1315**		**1525**		**1610**		**1820**		**2030**
Dept.Gross (total program/.75)			**1,753**		**2,033**		**2,147**		**2,427**		**2,707**
Space factor per person			250		226		215		202		193

Projections assume a shared break area and medium conference room.

PROPOSED IMPROVEMENTS FOR

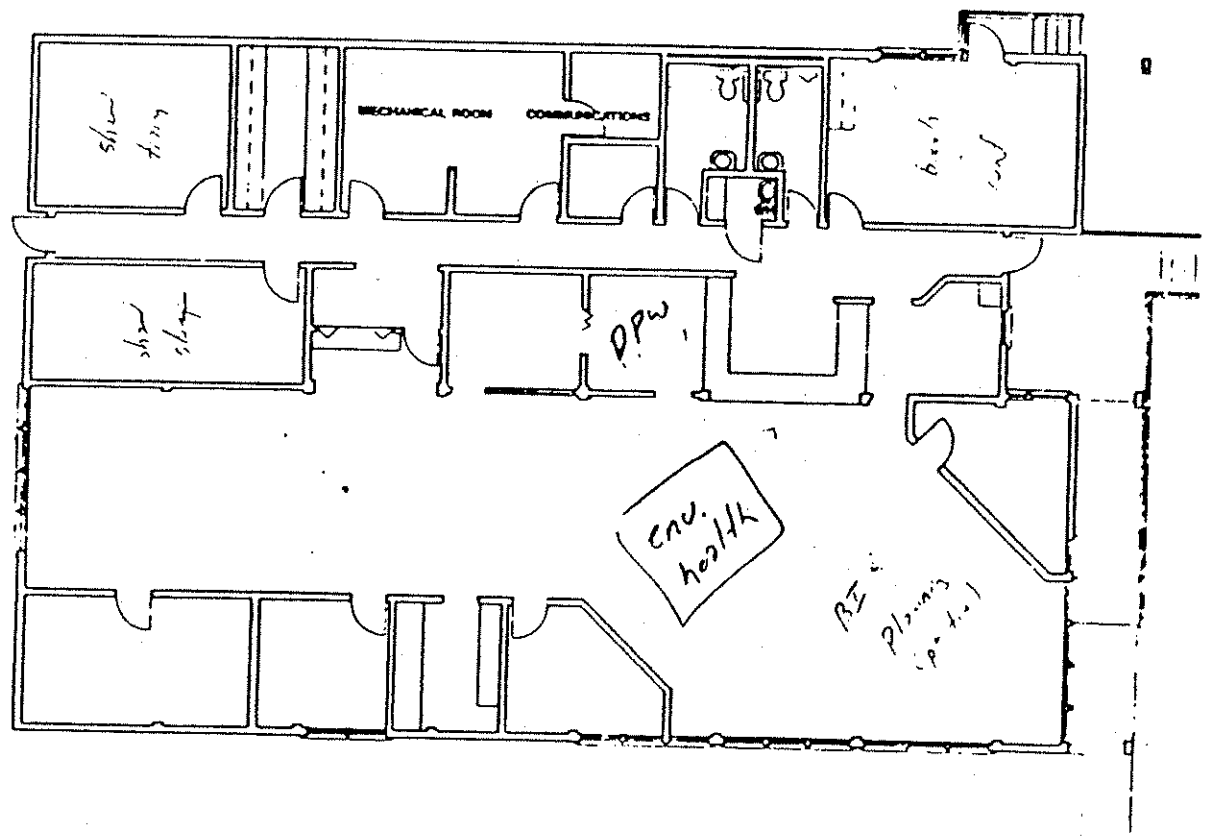
COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION



TOTAL SQUARE FOOTAGE OF NEW SPACE = 560 sq ft

size?



TAHOE CITY ENVIRONMENTAL HEALTH

Current Space Use Worksheet

Dept. Building Dept.
Address 11424 B Ave.

Current Staffing and space use		Specialized Spaces		Current Storage type	Size	Adequate?
		Now Have				
Direct.	1	Break/coffee area	1	*Building Dept.*	*11424 B Ave.*	
Admin.	2		0	Admin. files/repts.		N
Mgrs	2	Conference	0	supplies, forms, etc.		N
Prof.	5	Copy	1	exhibits, evidence		N
Support	6	Supply	1	fiancial records		N
Field	12	Reception/waiting	0	computer tapes		
Other	0	Lab/wk. bench	0	microfiche		N
Total Staff	28	Other		industrial equipment		
				specimens/lab equip.		
Extra Staffing Needs				tools/materials		N
Staff w/no wkst	N			other		N
Extra Help	Y					
Extra Help #	0					
Other Wksts.	N					

Conference Rooms

Group size	Freq.	Duration		Meeting space adequate?	N
Building Dept.	*11424 B Ave.*				
1 to 4	DAILY	20 MIN.	STAFF/PUB		
5 to 8	MONTHLY	1.5 HRS.	STAFF/PUB		
9 to 15	WEEKLY	1 HR.	STAFF		
16 to 30	WEEKLY	1 HR.	STAFF		
over 30					

Reception and Waiting

		No. of Visitors:	100+	Time: peak	
Visitor Type	%	Need recep. area	Y	Needs met?	N
Co. staff	2	Need recep. desk	0	Visit. need wkspc.?	Y
Pub. (prof.)	8	Visitor seating	Y		
Gen. Public	90	Counter/# visitors	Y		
Other	0	Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	Y				
Outgrow in 2-5 yrs?	Y	Acoustics	F	Security/conf.	P
Smaller, good des ok	N	Interior finish	G	Temp.	P
Bldg. Code problems?	Y	Layout	P	Ventilation	P
Have disabled access	Y	Lighting	F		

Storage		No. standing drawers	100	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shelf.	90	Cent or indv?	B
Computer		Link to IS main?	Y	No. terminals	18
		Impact of addl. comp.	MAJ	No. sufficient?	B
Parking		Employees'	27		
Need pub. trans. access	N	Visitors'	20		
Parking Adequate	Y	Co. owned veh.	15		
Spec. veh. or access	access?	Max No. Vehicles	47		

Placer Building Dept.2 Printout

Current Space Use Worksheet

Dept **Bldg: Dept. 2/Inspec**
Address **565 West Lake, Tahoe City**

Current Staffing and space use

Direct.	0
Admin.	0
Mgrs	1
Prof.	0
Support	2
Field	4
Other	0
Total Staff	7

Extra Staffing Needs

Staff w no wkst	N
Extra Help	N
Extra Help #	0
Other Wksts.	Y

Specialized Spaces

Now Have	
Break/coffee area	1
Conference	1
Copy	1
Supply	1
Reception/waiting	1
Lab/wk.bench	0
Other	0

Current Storage

type	Size	Adequate?

Conference Rooms

Group size	Freq.	Duration	
Bldg. Dept. 2/Inspect	*565 West Lake*		
1 to 4	DAILY	20 MIN.	STAFF/PUB
5 to 8	MONTHLY	1.5 HRS.	STAFF/PUB
9 to 15	WEEKLY	1 HR.	STAFF
16 to 30			
over 30			

Meeting space adequate? N

Reception and Waiting

No. of visitors: 0 Time: 0

Visitor Type	%				
Co. staff	0	Need recep. area	Y	Needs met?	N
Pub. (prof.)	0	Need recep.desk	0	Visit. need wksp.?	Y
Gen. Public	0	Visitor seating	Y/2		
Other	0	Counter/# visitors	Y/4		
		Other?	Y		

Subjective Assessment by Dept.

Outgrown space?	Y
Outgrow in 2/5 yrs?	Y
Smaller,good des ok	N
Bldg. Code problems?	Y
Have disabled access	Y

Building Condition

Acoustics	P	Security/conf.	P
Interior finish	G	Temp	P
Layout	P	Ventilation	P
Lighting	G		

Storage:

		No. stand. drawers	50	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	20	Cent or indv?	B

Computer

Link to IS main?	Y	No. terminals	2
Impact of addl. comp.	0	No. sufficient?	N

Parking

		Employees'	7
Need pub. trans. access	N	Visitors'	15
Parking Adequate	N	Co.owned veh.	5
Spec. veh.or access	access?	Max No. Vehicles	22

Multiple-site departments Department: Building

Reported staffing

	Budgeted Total	Site 1 Auburn	Site 2 Tahoe	Site 3	Site 4
Director		1			
Administrators		2			
Managers		2	1		
Professionals		5			
Support staff		6	2		
Field staff		12	4		
Other					
Total staff	35	28	7	0	0
- Discrepancy?	0				
Percent of total		80.0%	20.0%	0.0%	0.0%

Assumed distribution of future staffing

Total department:	1991	1996	2001	2006	2011	2011 Pct.
A. Unrestricted	35	41	48	54	61	
B. Population	35	42	48	53	59	
C. Per Capita	35	44	53	60	67	
D. Adjusted	35	42	48	54	59	
Unrestricted						
Auburn	28	32	38	42	47	77.2%
Tahoe	7	9	10	12	14	22.8%
	0					0.0%
	0					0.0%
Population						
Auburn	28	33	38	42	47	79.7%
Tahoe	7	9	10	11	12	20.3%
	0					0.0%
	0					0.0%
Per capita						
Auburn	28	35	43	48	53	79.2%
Tahoe	7	9	10	12	14	20.8%
	0					0.0%
	0					0.0%
Adjusted	28	35	39	43	47	79.7%
Auburn	7	7	9	11	12	20.3%
Tahoe	0					0.0%
	0					0.0%

COMMUNITY SERVICES

The department's primary function is administration of social service and housing programs. The department also serves an "integrating" function by providing staff and secretarial backup to facilitate interdepartmental committees and special projects. An organizational chart was included.

Staffing and Growth Trends

Changes in the economy will affect the need for this department's services. One additional staff person may be added if outside funding is available. Also, growth will depend on the department's role in county redevelopment activities. The department provides services to all residents of the county, regardless of incorporation status. State and federal laws have direct impact on the department's funding, but are difficult to predict.

Currently, staff are trying to simplify all procedures and computerize where possible. The department's office space was recently completely remodeled. A shared reception center, conference room, copy/fax services has been suggested in the past as a means of delaying the time that the department will outgrow its present space.

Adjacencies

County Counsel (U); CEO (U); Welfare (U); Planning (U)
The department meets frequently with the Department of Housing and Community Development, the Department of Economic Opportunity, and the Department of Social Services. Efficiency would be improved if the department was within walking distance of the County Counsel, CEO and Board, and operations would be more efficient if consolidated in a single location.

The county needs more conference/training facilities. Currently, the department must use the Loomis Library for Community Services Commission monthly meetings.

Current facilities need handicap access, a larger conference room, and onsite storage. Additional space will be needed if programs are added or expanded.

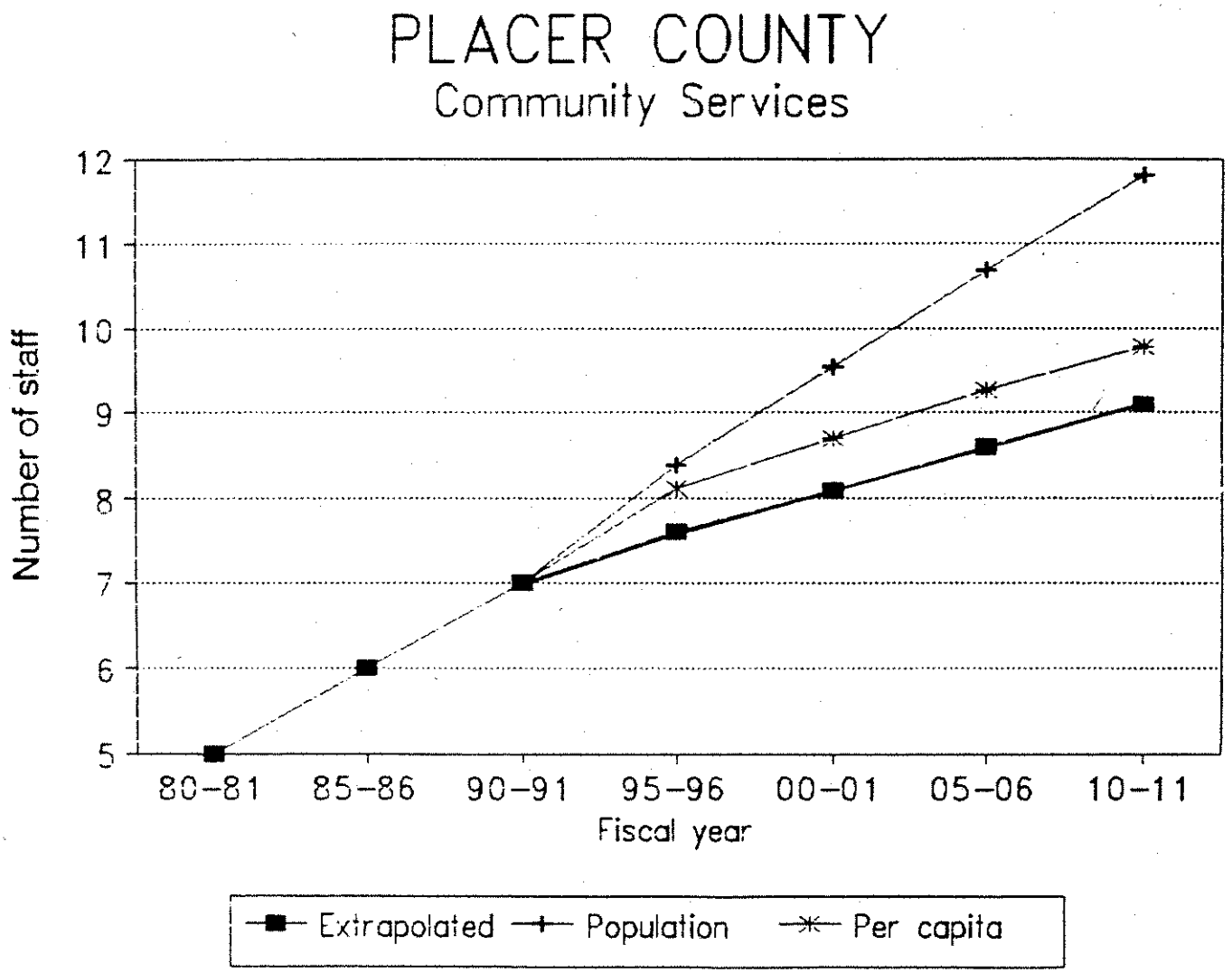
Storage

Records are stored for a minimum of three to five years. Records are purged and stored when office space and hall areas are used up. Most of the department's records can be destroyed after three years.

Besides filing cabinet drawers, records are stored in boxes at central storage and in the hallway of the department.

Computer Needs

There is room for more terminals and other computer equipment.


PLACER COUNTY
Community Services
Number of staff
12
11
10
9
8
7
6
5
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - Community Svs.

Current Space	3480

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200										
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125	2	250	2	250	3	375	3	375	4	500
Support staff	85	3	255	4	340	4	340	5	425	5	425
Field staff	75										
Other	75										
Staff space		**7**	**955**	**8**	**1040**	**9**	**1165**	**10**	**1250**	**11**	**1375**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50			1	50	1	50	1	50	1	50
small conf.	200										
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	100	1	100	1	100	1.5	150	1.5	150	1.5	150
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150										
Lab/workbench	650										
Other: interview	300										
	50										
Special & support spaces			**970**		**1020**		**1070**		**1070**		**1070**
Total Net Prog.			**1925**		**2060**		**2235**		**2320**		**2445**
Dept.Gross (total program/.75)			**2,567**		**2,747**		**2,980**		**3,093**		**3,260**
Space factor per person			367		343		331		309		296

Placer Community Svcs. Dept. Printout

Current Space Use Worksheet

Dept. **Community Svcs.**
Address **11481 B Ave., Ste. 6**

Current Staffing and space use

Direct.	1
Admin.	0
Mgrs	1
Prof.	2
Support	3
Field	0
Other	0
Total Staff	7

Extra Staffing Needs

Staff w no wkst	N
Extra Help	N
Extra Help #	0
Other Wksts.	N

Specialized Spaces

	Now Have
Break/coffee area	0
Conference	1
Copy	1
Supply	1
Reception/waiting	1
Lab/wk.bench	0
Other	0

Current Storage

type	Size	Adequate?
Community Svcs.	*11481 B. Ave.*	
Admin. files/repts	20 cabinets	Y
supplies, forms, etc.	5' X 7' room	Y
exhibits, evidence		
financial records	3 shelves	Y
computer tapes		
microfiche		
industrial equip.		
specimens/lab equip.		
tools/materials		
other		

Conference Rooms

Group size	Freq.	Duration	
Community Svcs.	*11481 B Ave.*		
1 to 4	WEEKLY	1.5 HRS	STAFF
5 to 8			
9 to 15	MONTHLY	2 HRS	STAFF/PUB
16 to 30	MONTHLY	3 HRS	PUBLIC
over 30			

Meeting space adequate? N

Reception and Waiting

No. of visitors: 11 to 25 Time: 0

Visitor Type	%				
		Need recep. area	Y	Needs met?	Y
Co. staff	0	Need recep.desk	Y	Visit. need wksp.?	N
Pub. (prof.)	1.	Visitor seating	Y/5		
Gen. Public	99	Counter/# visitors	Y		
Other	0	Other?	0		

Subjective Assessment by Dept.

Outgrown space?	0
Outgrow in 2/5 yrs?	0
Smaller,good des ok	0
Bldg. Code problems?	N
Have disabled access	N/Y

Building Condition

Acoustics	G	Security/conf.	G
Interior finish	G	Temp	P
Layout	E	Ventilation	P
Lighting	E		

Storage:

		No. stand. drawers	70	Store other ways?	Y
Storage problem?	MIN	Linear Ft of open shlf.	0	Cent or indv?	I

Computer

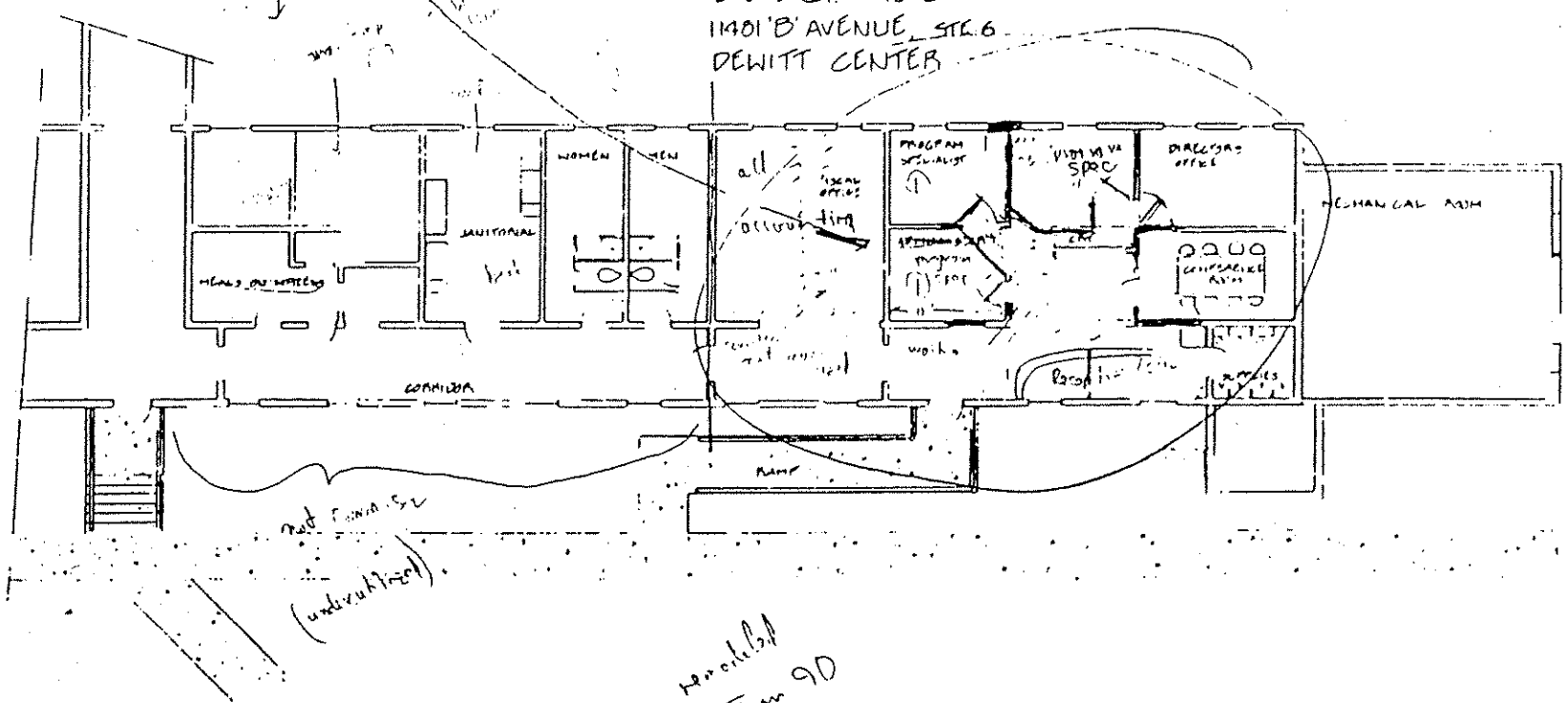
Link to IS main?	Y	No. terminals	5
Impact of addl. comp.	0	No. sufficient?	N

Parking

		Employees'	7
Need pub. trans. acces:	0	Visitors'	5
Parking Adequate	Y	Co.owned veh.	0
Spec. veh.or access	access?	Max No. Vehicles	12

THIS HAS BEEN CHANGED - ADMIN SERVICES will HAVE CURRENT LAY-OUT.

COMMUNITY SERVICES
BLDG. #18B
11401 'B' AVENUE, STE. 6
DEWITT CENTER



Remodeled
Jan 90

COUNTY CLERK/RECORDER

The County Clerk/ Recorder's office consists of two divisions: Clerk/Recorder and Registrar of Voters. This profile first discusses needs of the Clerk / Recorder functions, then needs of the Registrar functions. Primary functions are conducting Elections and voter registration, and campaign and candidate filings.

CLERK / RECORDER

The Clerk / Recorder's division consists of the Recorder, the Clerk, and the Micrographics Center. The Recorder records documents pertaining to land title, index and microfilm documents and makes them available to the public. Copy services are provided for official records and vital statistics for Placer County. The Clerk files fictitious name statements, notary bonds and miscellaneous papers; issues marriage licences and performs ceremonies; accepts passport applications and issues certified copies of confidential records. The Micrographics Center provides records management services for other county departments through microfilming. The Micrographics division has been in existence for two years.

In October, 1988 and in January 1990, Ex-Officio Clerk of the Court functions were transferred to Superior Court, Court Executive Officer. Ten employees were transferred in 1988 and seven employees were transferred in 1990.

Staffing and Growth Trends

General population growth is the largest factor in an increase in need for services. However, fluctuating financial patterns will impact the department. All residents of the county are served, regardless of incorporation status. The resort areas around Lake Tahoe cause an increased workload if present hotel facilities go to time share ownership.

In 1990, the Clerk/Recorder's Office automated. Prior to this automation, an increase in work volume required an increase in the number of employees. With the automation now in place, an increase in work volume should not necessarily increase the number of employees. The Clerk/Recorder's office anticipates an increase of 1.5 persons within the next five years.

Potential reorganizations should be considered when looking at adjacencies. In other counties, the Clerk/Recorder's Offices are being combined with Assessors, Tax Collectors, etc. The proposed County Records Center could be combined with the County Micrographics Center which is presently located in the Reorders Office, and functions jointly with the Recorders Micrographics operation, as they are both part of records management Micrographics staffing may increase with increased records management by other departments.

Adjacencies

Assessor (U); Public Works (U); Tax Collector (U); County Counsel (U); Records Center (U).

Current Facilities

<u>Clerk/Recorder's Office, 11960 Heritage Oak Pl, Ste. 15, Auburn</u>

The Clerk/Recorder is currently located in a leased facility. The lease is for five years, with a three year extension possible. In October, 1991, three years of the lease will have elapsed. Originally, the office was to stay off-site until a new facility was in place, and then it was to be relocated.

Additional computer disk space and some optical disk capabilities may delay the time until the department outgrows its current space.

Records: Recorded documents are retained indefinitely by state legal mandate. Clerk records are retained at differing time requirements. Again, requirements are state mandate. All records are stored on microfilm and the original rolls of film are stored off-site. Monthly trips to Tahoe storage facility are made. Off-site storage is at Tahoe City, in Secured Storage vault. Computer tapes are also stored at Tahoe secured storage.

Additional storage: microfilm records are stored in copy and public area in microfiche cabinets and microfilm roll cabinets; recorded maps are filed in nine map cabinets. Interim microfilm originals are kept in boxes on shelves in locked film room. Small card index files are still maintained for the Fictitious Business Name records until all data is captured on computer data base.

The conference room is shared. Other reception areas: area for public to view records and fill out forms. The public area will need to be expanded somewhat in the next five years.

A second shift is likely to be instituted for the Micrographics Department soon.

The leased facility has no public restrooms.

REGISTRAR OF VOTERS

Staffing and Growth Trends

General population growth relates to voter increase. If present trends continue, the department projects a possible increase of two full time staff, additional office and warehouse space (+25 percent in office, +50 percent in warehouse). The office provides services to all residents of the county, regardless of incorporation status, as well as to the military and persons receiving their mail out of county/country.

Operations are affected by actions of the legislature or state and federal agencies. If some proposed bills are passed, the division could have major changes to its operations, requiring additional staff and space, and changing the way some tasks are carried out.

Adjacencies

Elections/Warehouse (I); County Clerk (U). The office also meets frequently with the Secretary of State's Office - Elections Division, other counties it shares districts with, staff from the Superintendent of Schools and other county departments.

Operations could be made more efficient by moving warehouse operation to building directly behind elections. Warehouse and elections should be together. The present computer, which serves elections and recorders, would operate better if the two departments were physically next to each other, saving on T1 phone line connections.

A larger public counter area would allow better service to persons voting absentee, candidates, election night activity, etc.

Security

The division must be able to secure ballots, election computers, etc. Currently, there are intrusion and fire alarms to protect the computer area.

Storage

Some records are retained for 22 months (election material with federal issues on them) and five years for cancelled affidavits of registration per state and federal law. Records are regularly purged and sent to storage. If the laws change dealing with the use of optical disk storage being acceptable as originals, some storage area could be saved. The Heart Federal, Tahoe, secured storage vault is used for offsite storage. The division will be working with MIS to store backup tapes at MIS-DP center.

Current Facilities

<u>Elections, 11544 C Ave. (Building 212-A)</u>
This location is the primary preparation site for elections and the office of the County Clerk.

Some CRTs are shared during heavy workload periods. Extra help use space in the pool areas. Other specialized space: public viewing area, election night activity.

Visitors need work spaces for completing forms, preparing reports, reviewing files, writing checks and accessing computer for voter information. Staff and public require access after normal working hours.

The computer room area is too small, as is the public counter/service area. The building does not afford public viewing from one location.

Additional storage: fixed shelving - 6; mobile shelving - 14; map hangers - 1; index card file drawers - 4; boxes - 133. Storage is a major problem only at the warehouse. It is not a problem at the main office.

The computer system at the division is a stand alone system and is self supporting.
As the number of voters increases, the division will need more card readers to handle the number of cards they must count. This may require more computer room space.

Attached plan illustrates election night flowchart.

Handicapped access is available at the present site.

<u>Elections Warehouse, 11477 E Ave., #306</u>
The primary function at this location is storage of elections/voter registration materials.

An increase in voters would increase the need for services. With an approximate increase of 50 percent in warehouse space, an additional half to one permanent position would be required. Only a major change in the voting system would impact this area.

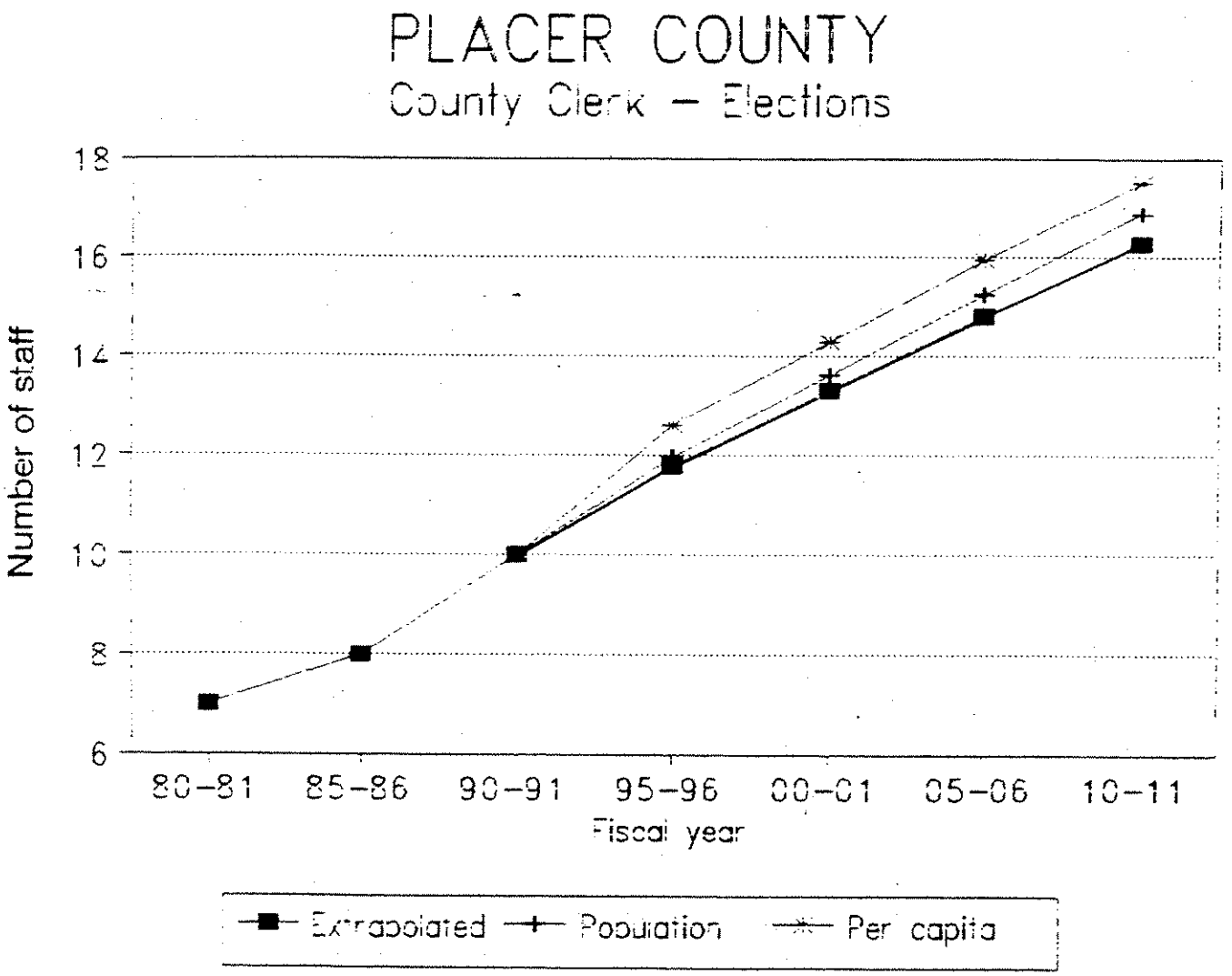
Election material for all federal elections (every two years) are stored for 22 months. Local elections material is stored for six months. The warehouse must be securable. This need is met at present. Consolidation into a single location would make operations more efficient.

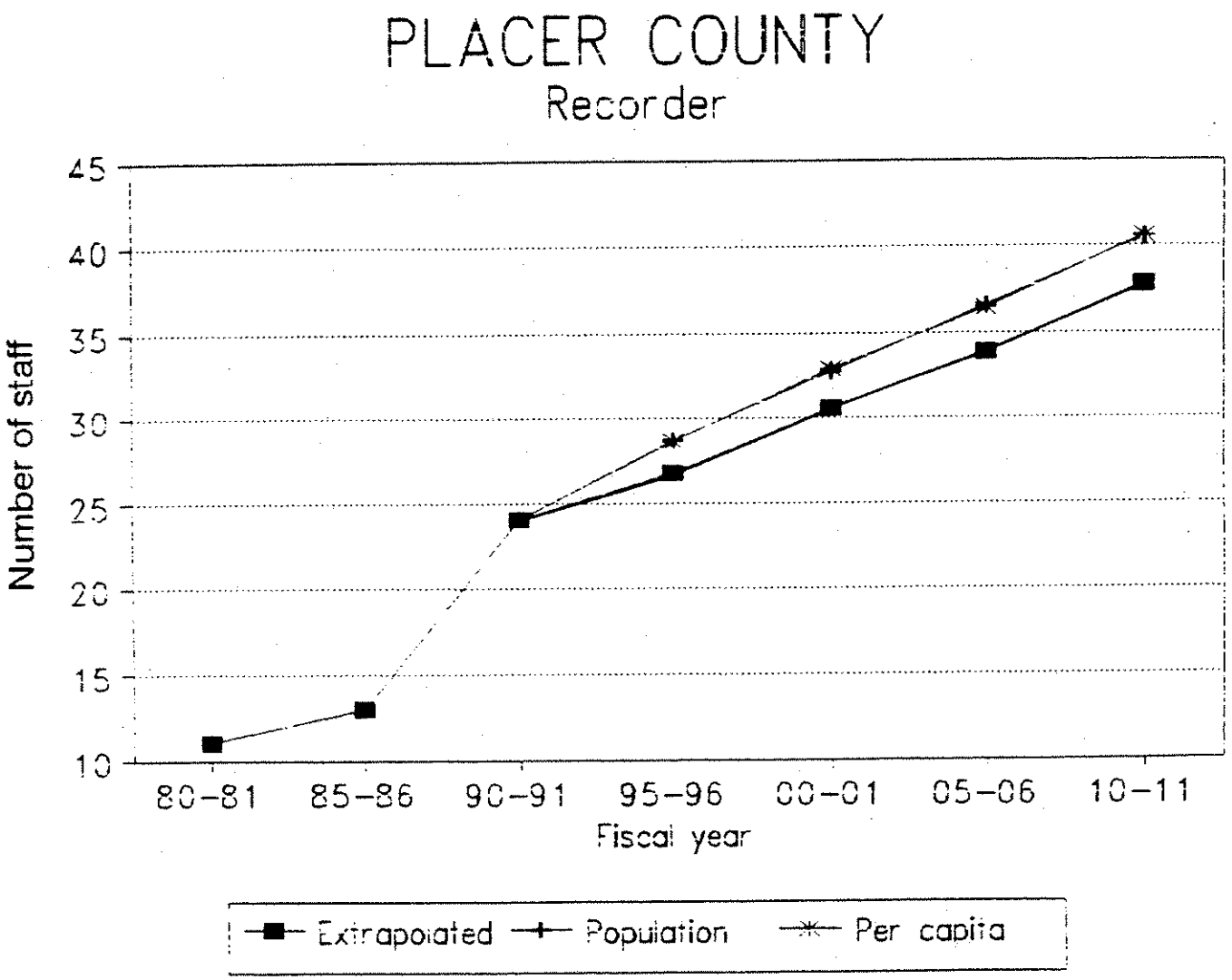
Extra help staff the warehouse. The number varies, depending upon size of election. It can range from two to 10.

Within two years, this space will be very cramped and inadequate. A large door is needed to allow pallets to be wheeled inside. The warehouse deals with fixed shelving and boxes. Storage for election materials is not adequate.

Satellite election and warehouse offices are needed in the county. This may be possible with future automation.

Official requests for space changes: 2/25/91, dept. requested relocation of election warehouse, as supply storage is critical.


PLACER COUNTY
County Clerk – Elections
Number of staff
18
16
14
12
10
8
6
80–81
85–86
90–91
95–96
00–01
05–06
10–11
Fiscal year
Extrapolated
Population
Per capita


PLACER COUNTY
Recorder
Number of staff
45
40
35
30
25
20
15
10
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - County Clerk / Recorder

Current Space	6387

	Unit	current need - 1991		1996		2001		2006		2011	
Programmed	SF	Units	Prog.space	Units	Prog.space	Units	Prog.space	Units	Prog.space	Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200										
Manager	150	2	300	2	300	3	450	4	600	4	600
Professional	125										
Support staff	85	21	1785	24	2040	28	2380	32	2720	39	3315
Field staff	75										
Other	75										
Staff space	**360**	**24**	**2385**	**27**	**2640**	**32**	**3130**	**37**	**3620**	**44**	**4215**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help											
small conf	200					1	200	1	200	1	200
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.											
copier	25	4	100	4	100	5	125	5	125	5	125
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	100	1	100	1.2	120	1.4	140	1.6	160	1.8	180
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150	4	600	4	600	5	750	6	900	7	1050
micrographics	600	1	600	1	600	1.5	900	1.5	900	1.5	900
indexing	300	1	300	1	300	1	300	1	300	1	300
public work areas	50	10	500	12	3600	14	4200	16	4800	18	5400
Special & support spaces			**2520**		**2540**		**3235**		**3405**		**3575**
Total Net Prog.			**4905**		**5180**		**6365**		**7025**		**7790**
Dept.Gross (total program/.75)			**6,540**		**6,907**		**8,487**		**9,367**		**10,387**
Space factor per person			273		256		265		253		236

Placer - County Clerk / Elections Office

Current Space	4800

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200	1	200	1	200	1	200	1	200	1	200
Manager	150										
Professional	125										
Support staff	85	8	680	10	850	12	1020	14	1190	16	1360
Field staff	75										
Other	75										
Staff space		**10**	**1180**	**12**	**1350**	**14**	**1520**	**16**	**1690**	**18**	**1860**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50			1	50	2	100	2	100	2	100
sm. conf.	200										
med. conf.	320	1	320	1	320	1	320	1	320	1	320
work area	900	1	900	1.2	1080	1.5	1350	1.7	1530	2	1800
copier	50	1	50	1	50	2	100	2	100	2	100
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	100										
reception	200	1	200	1	200	1.2	240	1.2	240	1.4	280
counters	150	2	300	2	300	2	300	3	450	3	450
computer area	150	1	150	1	150	1	150	2	300	2	300
public view area	600	1	600	1.2	720	1.2	720	1.3	780	1.4	840
Special & support spaces			**2820**		**3170**		**3580**		**4120**		**4490**
Total Net Prog.			**4000**		**4520**		**5100**		**5810**		**6350**
Dept.Gross (total program/.5)			**4,706**		**5,318**		**6,000**		**6,835**		**7,471**
Net to gross divided by .85 because of large amount of open work area and public view area											
Space factor per person			471		443		429		427		415

Placer - County Clerk / Elections Warehouse

Current Space	2100

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150										
Professional	125										
Support staff	85										
Field staff	75										
Other	75										
Staff space											
Coffee area/break	200										
Extra help	50	2	100	2	100	2	100	2	100	2	100
storage area	2000	1	2000		2525		3050		3575		4100
med. conf.	320										
large conf.											
copier	50										
office supplies	100										
file area	100										
reception	200										
counters	150										
micrographics	650										
indexing	300										
public work areas	50										
Special & support spaces			**2100**		**2625**		**3150**		**3675**		**4200**
Total Net Prog.			**2100**		**2625**		**3150**		**3675**		**4200**
Dept.Gross			**2,100**		**2,625**		**3,150**		**3,675**		**4,200**

Net is the same as gross because circulation factor not needed in warehouse space.
This projection will require more analysis of future needs.

Current Space Use Worksheet

Dept. Co. Clerk 2-Elec.WH
Address 11477 E Ave., #306

Current Staffing and space use

Direct.	0
Admin.	0
Mgrs	0
Prof.	0
Support	2
Field	0
Other	0
Total Staff	2

Extra Staffing Needs

Staff w no wkst	N
Extra Help	Y
Extra Help #	10
Other Wksts.	N

Specialized Spaces

Now Have	
Break/coffee area	0
Conference	0
Copy	0
Supply	1
Reception/waiting	0
Lab/wk.bench	0
Other	0

Current Storage

type	Size	Adequate?
Co. Clerk-Elec. Warehs	*11477 E Ave., #306*	
Admin. files/repts		
supplies, forms, etc.	100'	Y
exhibits, evidence		
financial records		
computer tapes		
microfiche		
industrial equip.		
specimens/lab equip.		
tools/materials		
other	900'	y

Conference Rooms

Group size	Freq.	Duration	Meeting space adequate?	0

Reception and Waiting

No. of visitors: 1 to 10 Time: Equal thru day

Visitor Type	%				
		Need recep. area	N	Needs met?	0
Co. staff	0	Need recep.desk	0	Visit. need wksp.?	N
Pub. (prof.)	0	Visitor seating	0		
Gen. Public	0	Counter/# visitors	0		
Other	100	Other?	0		

Subjective Assessment by Dept.

Outgrown space?	N
Outgrow in 2/5 yrs?	2
Smaller,good des ok	N
Bldg. Code problems?	N
Have disabled access	N

Building Condition

Acoustics	0	Security/conf.	F
Interior finish	G	Temp	F
Layout	G	Ventilation	F
Lighting	G		

Storage:

		No. stand. drawers	0	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	1000	Cent or indv?	C

Computer

Link to IS main?	N	No. terminals	0
Impact of addl. comp.	0	No. sufficient?	Y

Parking

		Employees'	8
Need pub. trans. acces	N	Visitors'	0
Parking Adequate	Y	Co.owned veh.	0
Spec. veh.or access	access?	Max No. Vehicles	8

Placer County Clerk 1 Dept. Printo

Current Space Use Worksheet

Dept. County Clerk 1-Elec
Address 11544 C Ave.

Current Staffing and space use		Specialized Spaces		Current Storage type	Size	Adequate?
		Now Have				
Direct.	1	Break/coffee area	1	Co. Clerk-Elections	11544 C Ave.	
Admin.	1			Admin. files/repts		Y
Mgrs	0	Conference	2	supplies, forms, etc.		Y
Prof.	0	Copy	1	exhibits, evidence		
Support	8	Supply	1	financial records		
Field	0	Reception/waiting	1	computer tapes		Y
Other	0	Lab/wk.bench	0	microfiche		
Total Staff	10	Other	1	industrial equip.		
				specimens/lab equip.		
				tools/materials		
				other		Y

Extra Staffing Needs

Staff w no wkst	N
Extra Help	Y
Extra Help #	0
Other Wksts.	N

Conference Rooms

Meeting space adequate? Y

Group size	Freq.	Duration	
Co. Clerk-Elections	11544 C Ave.		
1 to 4	3X/MO	45 MIN	STAFF/PUB
5 to 8	WKLY	2.5 HRS	STAFF
9 to 15			
16 to 30	3X/YEAR	5 HRS	PUBLIC
over 30			

Reception and Waiting

No. of visitors: 1 to 10 Time: Equal thru day

Visitor Type	%				
Co. staff	5	Need recep. area	Y	Needs met?	Y
Pub. (prof.)	25	Need recep.desk	0	Visit. need wksp.?	Y
Gen. Public	65	Visitor seating	Y/15		
Other	5	Counter/# visitors	Y/20		
		Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	N				
Outgrow in 2/5 yrs?	5	Acoustics	G	Security/conf.	F
Smaller,good des ok	N	Interior finish	G	Temp	G
Bldg. Code problems?	N	Layout	P	Ventilation	G
Have disabled access	Y	Lighting	G		

Storage:

		No. stand. drawers	7	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	0	Cent or indv?	i

Computer

Link to IS main?	N	No. terminals	10
Impact of addl. comp.	NONE	No. sufficient?	N

Parking

		Employees'	30
Need pub. trans. access	Y	Visitors'	8
Parking Adequate	N	Co.owned veh.	0
Spec. veh.or access	access?	Max No. Vehicles	38

Current Space Use Worksheet

Dept. **Co. Clerk 3/Recorder**
Address **11960 Heritage Oak Pl., Ste 15**

Current Staffing and space use

Direct.	1
Admin.	0
Mgrs	2
Prof.	0
Support	22
Field	0
Other	0
Total Staff	25

Extra Staffing Needs

Staff w no wkst	N
Extra Help	N
Extra Help #	0
Other Wksts.	N

Specialized Spaces

Now Have	
Break/coffee area	1
Conference	1
Copy	1
Supply	1
Reception/waiting	1
Lab/wk.bench	0
Other	0

Current Storage

type	Size	Adequate?
Co.Clerk/REcorder	*11960 Heritage Oak*	
Admin. files/repts	4 leg. drawer	Y
supplies, forms, etc.	4 5 ft shelves	Y
exhibits, evidence		
financial records	4 3x3 boxes	y
computer tapes	1 d ft shelf	y
microfiche		y
industrial equip.		
specimens/lab equip.		
tools/materials		
other		

Conference Rooms

Group size	Freq.	Duration		Meeting space adequate?	Y
Co. Clerk-Recorder	*11960 Heritage Oak*				
1 to 4	DAILY	30 MIN	STAFF		
5 to 8	WEEKLY	1 HR	STAFF		
9 to 15	WEEKLY	1 HR	STAFF/PUB		
16 to 30					
over 30					

Reception and Waiting No. of visitors: 51 to 75 Time: Peak hours

Visitor Type	%				
Co. staff	5	Need recep. area	Y	Needs met?	Y
Pub. (prof.)	10	Need recep.desk	0	Visit. need wksp.?	Y
Gen. Public	85	Visitor seating	0		
Other	0	Counter/# visitors	Y/6		
		Other?	Y		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	N				
Outgrow in 2/5 yrs?	5	Acoustics	G	Security/conf.	P
Smaller,good des ok	N	Interior finish	G	Temp	G
Bldg. Code problems?	N	Layout	G	Ventilation	G
Have disabled access	Y	Lighting	G		

Storage:

		No. stand. drawers	12	Store other ways?	Y
Storage problem?	MIN	Linear Ft of open shlf.	0	Cent or indv?	C

Computer

Link to IS main?	N	No. terminals	27
Impact of addl. comp.	0	No. sufficient?	Y

Parking

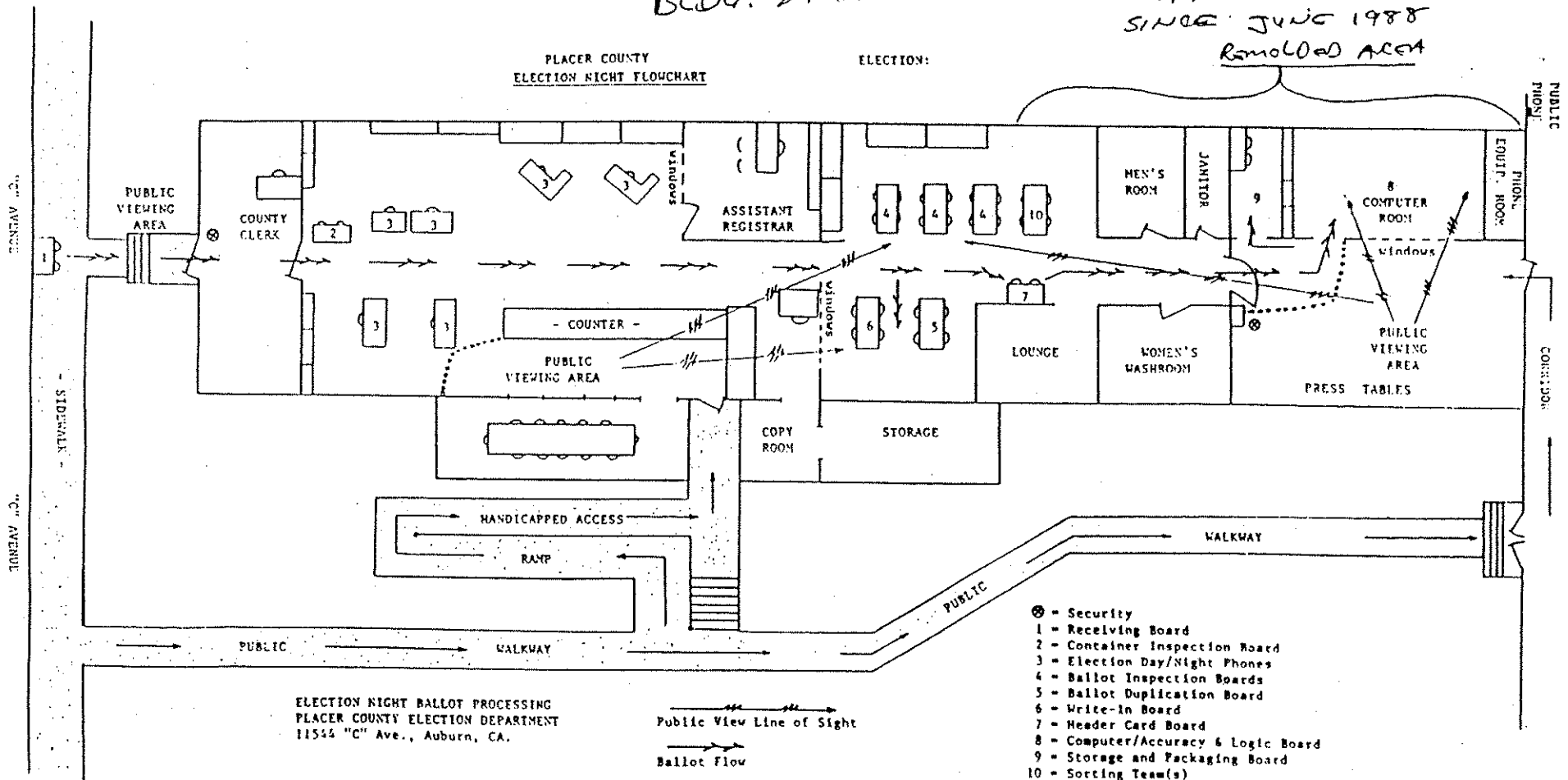
		Employees'	25
Need pub. trans. access	Y	Visitors'	10
Parking Adequate	N	Co.owned veh.	0
Spec. veh.or access	access?	Max No. Vehicles	35

Revised Floor Plan
BLDG. #212A - ELECTIONS

OFFICE SPACE
SINCE JUNE 1988
Remolded Area

PLACER COUNTY
ELECTION NIGHT FLOWCHART

ELECTION:



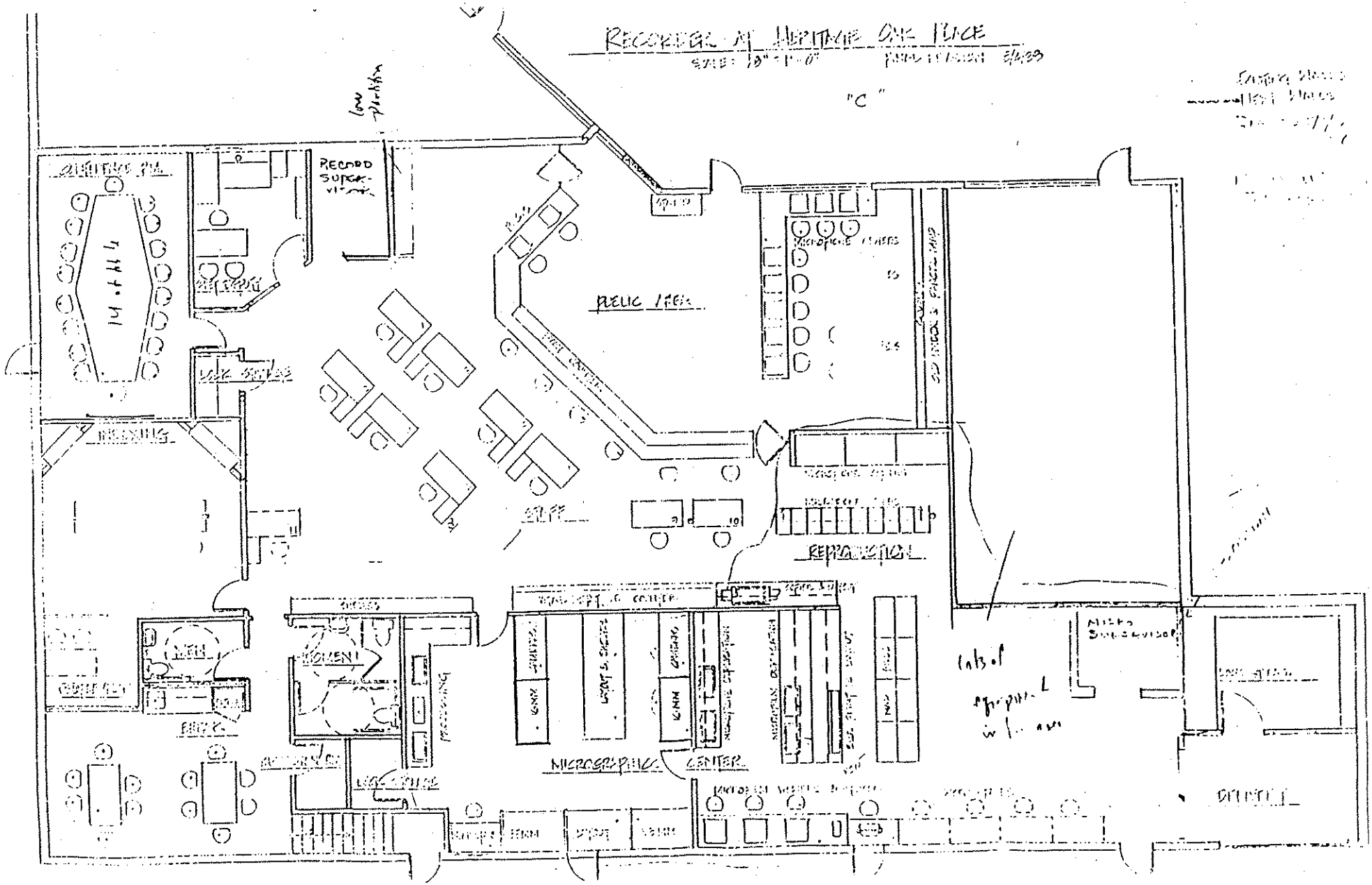
⊗ = Security
1 = Receiving Board
2 = Container Inspection Board
3 = Election Day/Night Phones
4 = Ballot Inspection Boards
5 = Ballot Duplication Board
6 = Write-In Board
7 = Header Card Board
8 = Computer/Accuracy & Logic Board
9 = Storage and Packaging Board
10 = Sorting Team(s)

ELECTION NIGHT BALLOT PROCESSING
PLACER COUNTY ELECTION DEPARTMENT
11544 "C" Ave., Auburn, CA.

Public View Line of Sight

Ballot Flow

Rev:8/31/88 Approved: 9/19/88


RECORDER AT HERITAGE OAK PLACE
"C"
RECORD SUPER-VISOR
PUBLIC AREA
STAFF
REPRODUCTION
MICROGRAPHICS CENTER
MICRO SUPERVISOR
MEN
WOMEN
PROCESSING
INDEXING
LOCK STORAGE
OFFICE

COUNTY COUNSEL

The department is responsible for all civil legal activities and risk management for Placer County. Services are provided to county departments and other public agencies but affect residents of both unincorporated and incorporated areas.

Staffing and Growth Trends

Unknown changes in state law may increase departmental responsibilities and result in office growth that is unrelated to population increases. Growth is expected by two staff persons and one private office over the next five years. Whether such changes will occur cannot be predicted with any degree of accuracy.

Adjacencies

Board of Supervisors (I); County Executive (I); Personnel (U).

Security and Confidentiality

All department records are potentially confidential. Security of department and records is of paramount importance.

Storage

Records are maintained for a minimum of seven years as paper copies, and indefinitely on microfiche. Records are periodically removed to off-site storage at DeWitt as office file space requires. Office is actively involved in converting records to microfilm.

Current Facilities

Administrative Center, Dome 5, 175 Fulweiler

Recent modifications to the domes provided additional office space for the department. Additional secretaries have space allocated in the present arrangement. Any additional attorneys or paralegals will require additional private office space. One additional private office may be required within five years. Otherwise, present facilities are expected to be adequate. Modern, well designed space would be desirable.

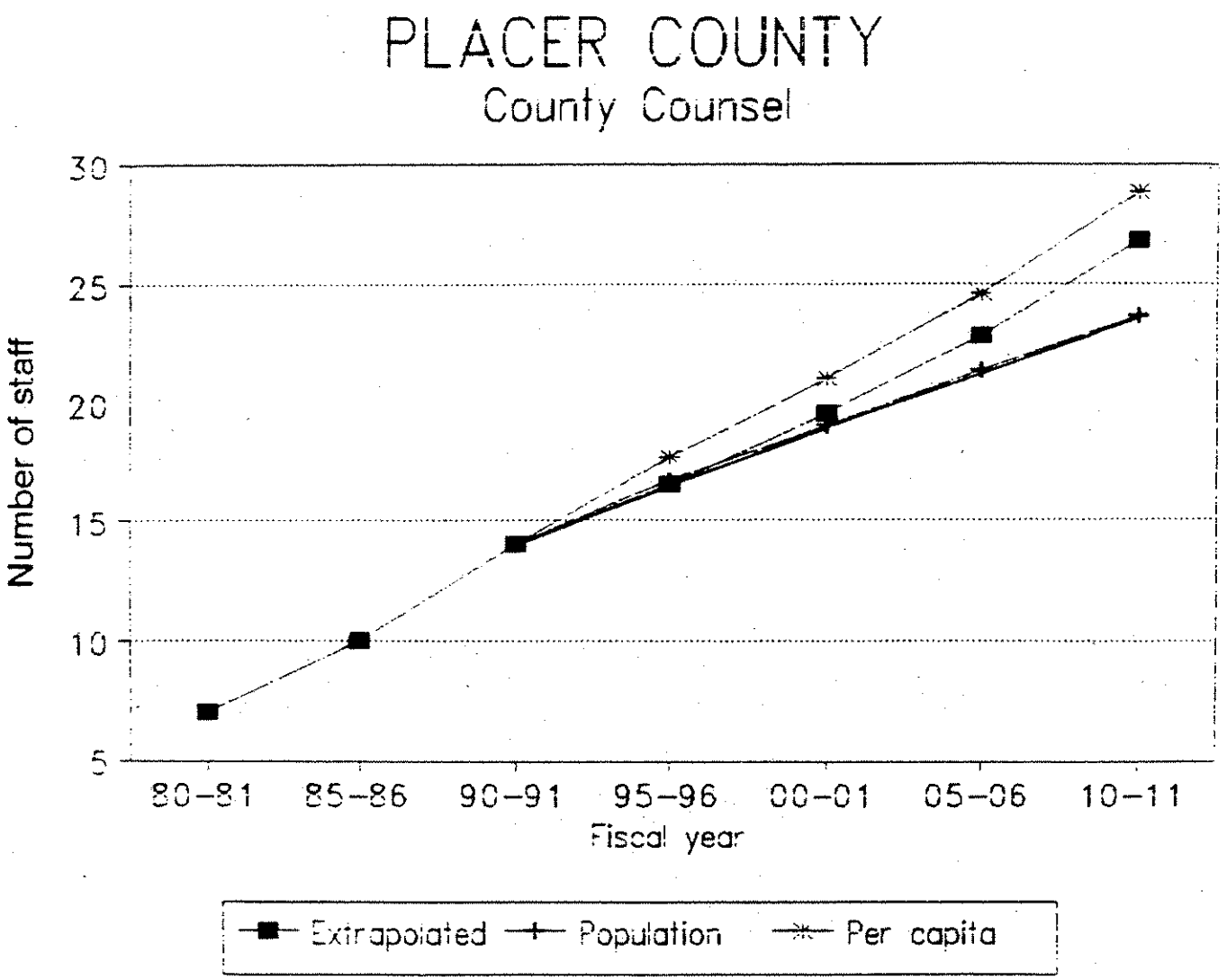
Additional workstations: There is one computer and microfiche reader station that is located in the department law library, available for use by all department staff.

The conference area is also used as a deposition room and meetings of small groups can also be held in office or deposition room. Library meetings are poor because of lack of privacy. Other specialized spaces include the law library and reception area.

Additional storage: 2 credenzas, fixed shelving, numerous boxes, 1 map case, 2 wood cabinets. 4600 lf of open file storage includes book shelves in individual offices which are used to house working files. It does not include book shelves used to house law books from the library. Shelving in the deposition room is also used to house some supplies.

Storage, DeWitt Center

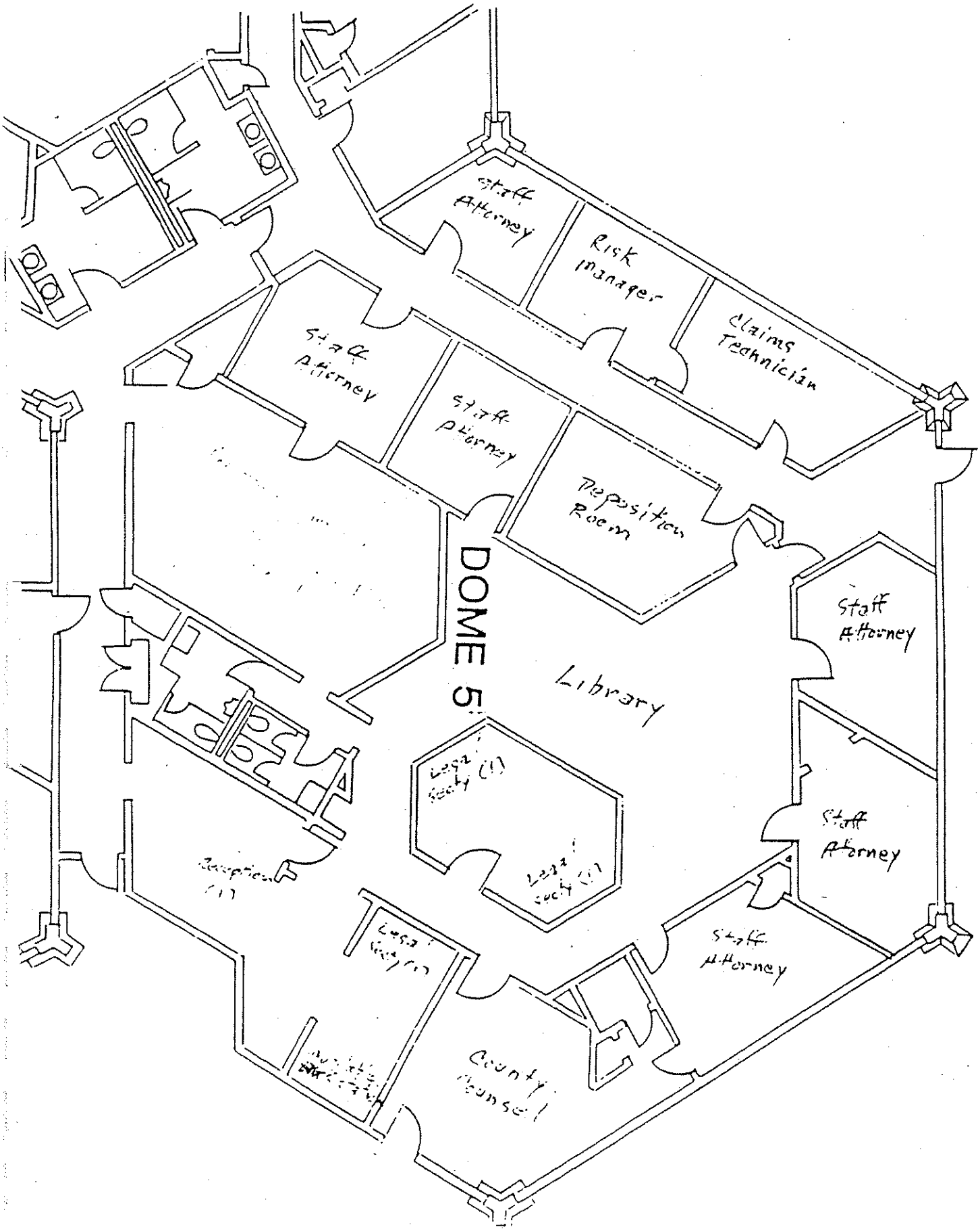
Information on this space was not available.


PLACER COUNTY
County Counsel
Number of staff
30
25
20
15
10
5
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - County Counsel

Current Space	3888

	Unit current need - 1991			1996		2001		2006		2011	
Programmed	SF	Units	Prog.space	Units	Prog.space	Units	Prog.space	Units	Prog.space	Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200										
Manager	150									1	150
Professional	125	7	875	8	1000	10	1250	12	1500	14	1750
Support staff	85	5	425	7	595	9	765	10	850	11	935
Field staff	75										
Other	75										
Staff space	**360**	**13**	**1600**	**16**	**1895**	**20**	**2315**	**23**	**2650**	**27**	**3135**
Coffee area/break	50	1	50	1	50	1	50	1	50	1	50
Extra help											
small conf	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320							1	320	1	320
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100	1	100	1	100	1	100	2	200	2	200
file area	100	1	100	1.5	150	2	200	2.25	225	2.5	250
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150	1	150	1	150	1	150	1	150	1	150
library	500	1	500	1	500	1.25	625	1.25	625	1.5	750
Special & support spaces			**1350**		**1400**		**1575**		**2020**		**2170**
Total Net Prog.			**2950**		**3295**		**3890**		**4670**		**5305**
Dept.Gross (total program/.75)			**3,933**		**4,393**		**5,187**		**6,227**		**7,073**
Space factor per person			303		275		259		271		262


Staff Attorney
Risk Manager
Claims Technician
Staff Attorney
Staff Attorney
Deposition Room
DOME 5
Library
Staff Attorney
Staff Attorney
Staff Attorney
Legal Secty (1)
Legal Secty (1)
Legal Secty (1)
Reception (1)
County Counsel

Placer County Counsel Dept. Printout

Current Space Use Worksheet

Dept. **County Counsel**
Address **175 Fulweiler**

Current Staffing and space use		**Specialized Spaces**		**Current Storage type**	**Size**	**Adequate?**
		Now Have				
Direct.	1	Break/coffee area	0	*County Counsel*	*175 Fulweiler*	
Admin.	0			Admin. files/repts	30" open shelv	Y
Mgrs	0	Conference	1	supplies, forms, etc.	1800 lf	N
Prof.	7	Copy	0	exhibits, evidence	coat closet	N
Support	5	Supply	0	financial records	60" open	Y
Field	0	Reception/waiting	0	computer tapes		
Other	0	Lab/wk.bench	0	microfiche	small box	Y
Total Staff	13	Other - library	1	industrial equip.		
				specimens/lab equip.		
				tools/materials		
				other		

Extra Staffing Needs

Staff w no wkst	N
Extra Help	N
Extra Help #	0
Other Wksts.	Y

Conference Rooms

Group size	**Freq.**	**Duration**	
County Counsel	*175 Fulweiler*		
1 to 4	OFTEN		STAFF
5 to 8	RARE		STAFF
9 to 15			
16 to 30			
over 30			

Meeting space adequate? Y

Reception and Waiting

No. of visitors: 1 to 10 Time: Equal thru day

Visitor Type	%				
Co. staff	98	Need recep. area	Y	Needs met?	Y
Pub. (prof.)	1	Need recep.desk	Y	Visit. need wksp.?	N
Gen. Public	1	Visitor seating	Y/2		
Other	0	Counter/# visitors	Y/1		
		Other?	0		

Subjective Assessment by Dept.

Outgrown space?	N
Outgrow in 2/5 yrs?	5
Smaller,good des ok	Y
Bldg. Code problems?	N
Have disabled access	Y

Building Condition

Acoustics	F	Security/conf.	G
Interior finish	G	Temp	F
Layout	F	Ventilation	F
Lighting	F		

Storage:

		No. stand. drawers	36	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	4600	Cent or indv?	B

Computer

Link to IS main?	Y	No. terminals	15
Impact of addl. comp.	NONE	No. sufficient?	Y

Parking

		Employees'	12
Need pub. trans. access	N	Visitors'	0
Parking Adequate	Y	Co.owned veh.	1
Spec. veh.or access	access?	Max No. Vehicles	12

COUNTY EXECUTIVE OFFICER

The County Executive Office provides administrative services to the Board of Supervisors by assisting in the coordination of day-to-day administrative matters, facilitating communications among the Board of Supervisors, department heads, public and other governmental agencies, developing and recommending policies and plans for the county, and providing financial management of county operations, serving as LAFCO Executive Officer, Public Information Officer, Safety Officer, and providing internal auditing. Projections were done for the office's divisions: CEO and Economic Development, Clerk of the Board, and Emergency Services.

Staffing and Growth Trends

Reorganizations include a transfer in 1988 of Land Development Coordinator to Community Development (position deleted in 1990). In 1990, Safety was transferred from Personnel to CEO. The LAFCO Executive Officer and Public Information Officer were transferred from the Board of Supervisors in 1991 and a secretary was added for LAFCO and the Clerk of the Board. The audit function could be transferred to Auditor/Controller, although there are no current plans to do so.

Organizational changes directed by the Board of Supervisors will cause growth. Department expects approximately 2 positions per year for the next five years (includes all divisions of CEO's office.) Additional Deputy CEOs may be added with line responsibilities for certain departments or functions. Office provides services to all residents of the county. The CEO's office must administratively respond to Federal and State program changes.

The operations would be more efficient if consolidated in a single location, but the office prefers to have proximity to line as well as administrative departments. Separate projecitons were done for locations at DeWitt and the Domes.

Adjacencies

Clerk of the Board of Supervisors (E); Economic Development (U); Emergency Services (U); Dewitt Annex office of CEO (U).

Security

Confidential personnel matters are held in a locked cabinet while in process, then transferred to county counsel.

Storage

Records are retained for approximately 2 years in active storage, 3 years in inactive storage, and some records are archived indefinitely. Retention time is determined by department protocol. Most records can be retrieved through originating department. Records are purged approximately every two years. The department does not now use offsite storage microfilm or computer storage.

Current Facilities

Main offices, Administrative Center, 175 Fulweiler Ave., Auburn

Remodeling the Domes, sharing larger offices could delay time the space is outgrown. More telecommuting (work at home) could allow for more shared office space.

Extra-help: One intern (part-time) works in any available office space.

Specialized spaces: Break, conference, copy shared with other departments in Domes. 1 supply space is in secretarial office, 1 in Library. Reception area is part of the Executive Secretary space. Other is library, which includes Clerk of BOS legal files, office supplies, and copiers.

Deficiencies: inherent inefficiencies of Domes and resultant office layouts. Layout limits staff interaction and takes clerks away from desks.

Office space is already insufficient. Dewitt annex space was added in January, 1991. Without other departments or divisions relocating space, staff additions will require moving part of core staff to Dewitt, or sharing offices, or remodeling existing space.

Records: Archive files are stored on open shelving in Dewitt storage area in cardboard boxes. Some boxes are without tops, some are archive quality. There are approximately 30 boxes in archives.

Dewitt Annex, 11584B, Building 117A, Auburn
This location houses executive staff outstationed from the Domes. This space was remodeled and staffed during the course of this study.

CEO/ECONOMIC DEVELOPMENT

The primary functions of the division are industrial site analysis and location assistance, small business financing and assistance, industrial bonds and administration of a 14-member commission. An organizational chart was included.

Staffing and Growth Trends

In 1982, the Building Department moved Economic Development from Dewitt Building Department to Newcastle site. Additions of programs and services required by the public could increase staff size. The department expects to add one employee in one year, and another employee in three years.

All residents of the county are served by the division, regardless of incorporation status. Grant funds and the administration of state programs affecting business attraction and expansion impact on the department's operations. It is anticipated that the following duties will be added: public real estate analysis and some economic analysis and modeling.

The department anticipates that computerization will reduce net space need. Workload indicators are not currently tracked, but will be starting in June, 1991.

Adjacencies

CEO (E), Planning (U), Assessor (U). The department also meets frequently with the Department of Commerce (Offices of Business Development, Local Development and Small Business) in Sacramento.

Current Facilities

The department should be adjacent to the Planning Department. Some consolidation of operations would be efficient; Tahoe is currently unserved, but Roseville is a suitable location due to levels of activity in South Placer County.

Extra help and interns use pool, workstation area. Workstation area accommodates two individuals. All specialized spaces are shared. Managers' offices are used as conference rooms/libraries. Reorganization of furniture could improve the reception area.

Access is required after normal working hours for commission meetings. Storage is in short supply. Meeting space is 80% adequate.

Security

Security is required for confidential records of companies looking to locate in Placer County, but who have not announced it.

Storage

Minutes of commission meetings and industrial bonds are stored for three to seven years per county protocol and state law. These records are purged every six months. Offsite storage, microfilm and computer storage are not currently used.

18 mobile shelves and 6 fixed shelves are used in addition to filing cabinets.

CEO/EMERGENCY SERVICES

The division's major function is to direct the county's response to large-scale emergencies and disasters and to develop and exercise emergency plans and procedures. Additional tasks include public education and county fire coordination.

Staffing and Growth Trends

Introduction of industry, expansion of road or rail transportation routes and construction of the Auburn dam will increase the need for the division's services. If responsibilities increase, one or two additional staff will be needed in the next five years. The 911 Dispatch centers may be merged with the division over the next few years. Services are provided to all residents, regardless of incorporation status. Federal funding has been declining, impacting on personnel and service growth in the division.

From a recent space/staffing study, two staff persons were added, and an area was remodeled into an office. Workload indicators are: number of emergency responses, plans developed or updated and training classes sponsored.

If the division expands, it may be useful to have a representative in Tahoe.

Adjacencies

911 Dispatch (E); Communications (I)
The division meets frequently with the State Office of Emergency Services; the Fire Chiefs Association and local professional organizations.

Current Facilities

Emergency Services, Dewitt Center, Building 7
The department has an Emergency Operations Center and communications room. After hours access is required by Search and Rescue (public), Emergency management Team: Reserve Deputy Training (staff), and Amateur Radio Operators (other).

Current staff accommodations are adequate. More storage/supplies space is needed, as is a receptionist area. The building is constructed of unreinforced masonry, which is extremely unsuitable during seismic activity, particularly for a County Emergency Operations Center.

Security

The Emergency Operations Center should be a secure site. The division requires a secure area for radiological training equipment.

Storage

Records are retained indefinitely; they are purged once per year. Off-site storage, microfilm and computer storage are not currently used. The division has a storage area that houses emergency shelter supplies and other equipment.

In addition to standard filing cabinet drawers, the division also has six bookcases, three cabinets, four large shelf racks, one open map file and four index card file drawers.

Storage, 1/2 of Building 305, Dewitt Center
Inactive records are stored at this facility.

CEO / CLERK OF THE BOARD

The principal responsibilities of the Clerk of the Board's Office are to maintain and publish the record of the proceedings of the Board of Supervisors; deliver authorized claims for payment to the Auditor after each board meeting; file and preserve all petitions, applications, and other records deposited with the office, and file each ordinance passed by the board.

Staffing and Growth Trends

Implementation of state laws could increase the need for the office's services. Natural disasters, and other factors under the board's jurisdiction would also increase the need for services.

Adjacencies

County Counsel; County Administrator, Board of Supervisors

Current Facilities

Administrative Center, 175 Fulweiler Ave, Auburn

Existing space is already used to maximum capacity.

Visitors need workspaces to complete forms, review and purchase publications, write checks, make deliveries, and for interviews.

Placer - CEO office

Current Space	5479

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200	1	200	1	200	1	200	1	200	1	200
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125	12	1500	13	1625	14	1750	15	1875	16	2000
Support staff	85	7	595	8	680	9	765	10	850	11	935
Field staff	75										
Other	75										
Staff space		**22**	**2745**	**24**	**2955**	**26**	**3165**	**28**	**3375**	**30**	**3585**
Coffee area/break	100	1	100	1	100	1	100	1	100	1	100
Extra workstation	75	1	75	1	75	1	75	2	150	2	150
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.											
copier	40	3	120	3	120	3	120	3	120	3	120
office supplies	85	1	85	1	85	1	85	1	85	1	85
file area	100	1	100	1	100	1.5	150	1.5	150	1.75	175
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150										
library	200	1	200	1	200	1	200	1	200	1	200
	300										
	50										
Special & support spaces			**1400**		**1400**		**1450**		**1525**		**1550**
Total Net Prog.			**4145**		**4355**		**4615**		**4900**		**5135**
Dept.Gross (total program/.75)			**5,527**		**5,807**		**6,153**		**6,533**		**6,847**
Space factor per person			251		242		237		233		228

Placer - Clerk of the Board

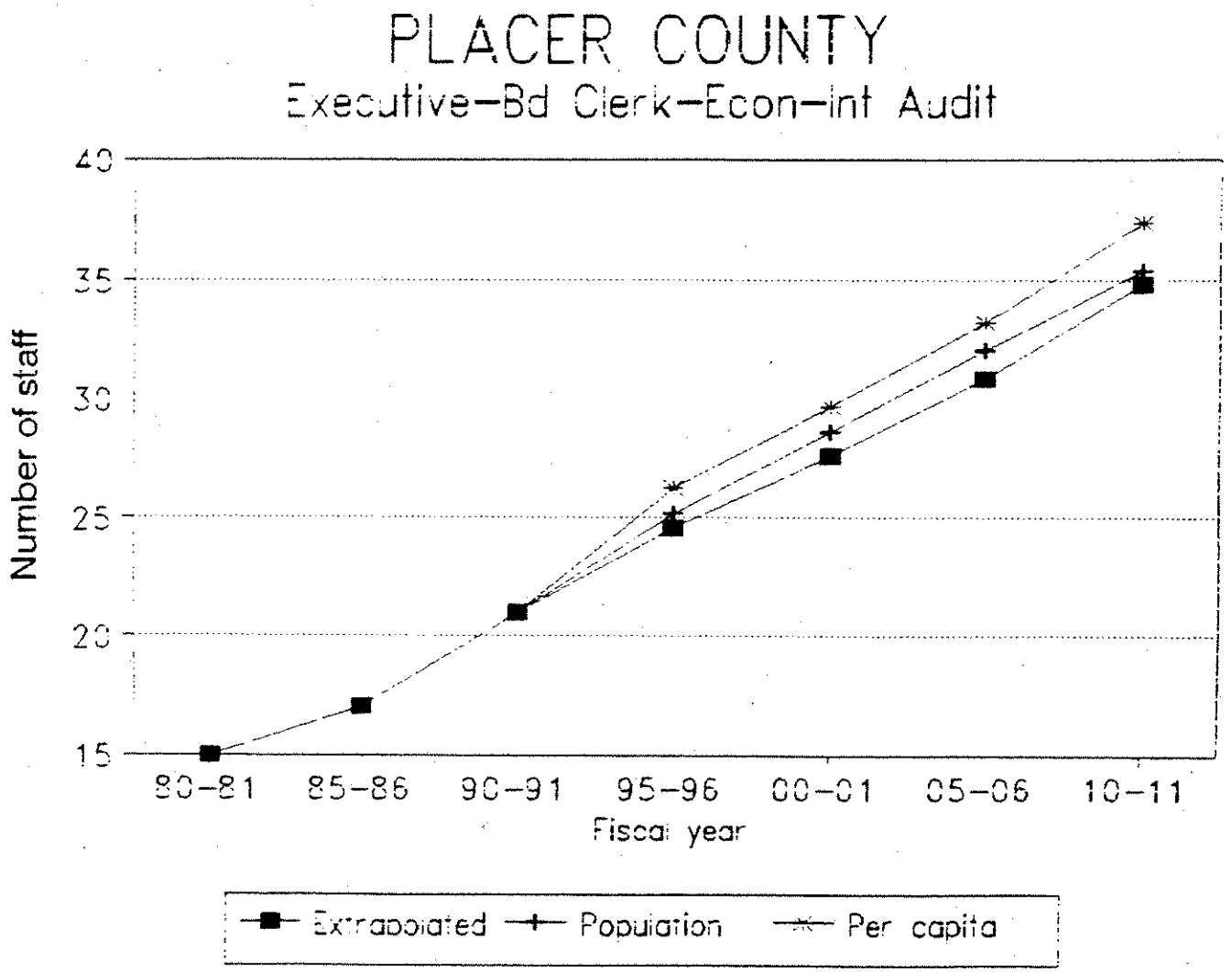
Current Space	1339

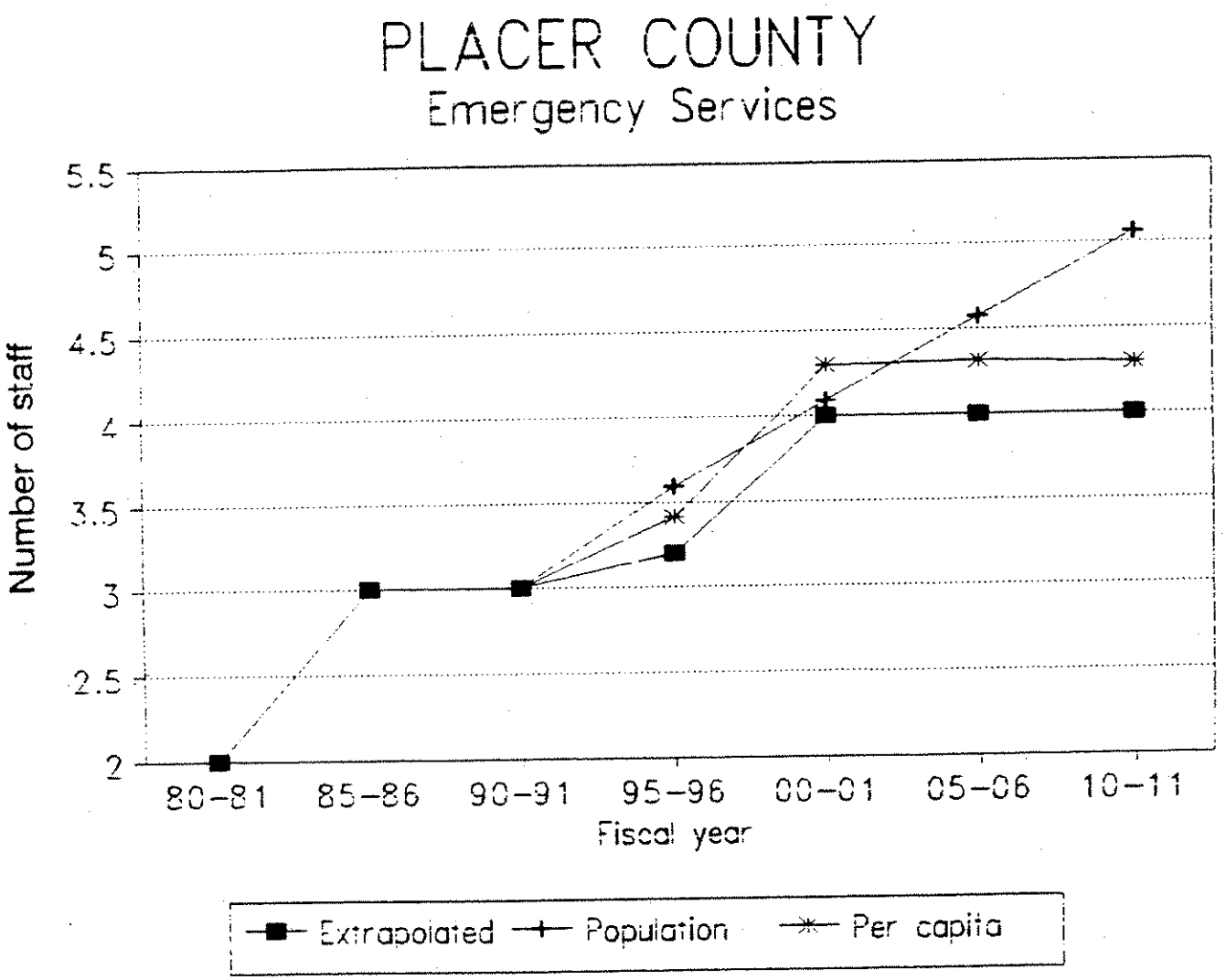
Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125										
Support staff	85	6	510	6	510	7	595	7	595	7	595
Field staff	75										
Other	75										
Staff space		**7**	**660**	**7**	**660**	**8**	**745**	**8**	**745**	**8**	**745**
Coffee area/break	35	1	35	1	35	1	35	1	35	1	35
Extra help	50										
small conf.	200										
med. conf.	320										
large conf.											
copier	50										
office supplies	100										
file area	100	1	100	1	100	1	100	1	100	1	100
reception	100	1	100	1	100	1	100	1	100	1	100
counters	100	1	100	1	100	1	100	1	100	1	100
Lab/workbench											
Press/Public	300	1	300	1	300	1	300	1	300	1	300
Other	50										
Special & support spaces			**635**		**635**		**635**		**635**		**635**
Total Net Prog.			**1295**		**1295**		**1380**		**1380**		**1380**
Dept.Gross (total program/.75)			**1,727**		**1,727**		**1,840**		**1,840**		**1,840**
Space factor per person			247		247		230		230		230

Placer - CEO.Emgcy Svs.

Current Space	2578

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200										
Manager	150										
Professional	125	2	250	2	250	2	250	2	250	2	250
Support staff	85	1	85	1	85	2	170	2	170	2	170
Field staff	75										
Other	75										
Staff space		**4**	**635**	**4**	**635**	**5**	**720**	**5**	**720**	**5**	**720**
Coffee area/break	50	1	50	1	50	1	50	1	50	1	50
Extra help	50										
small conf.	200										
med. conf.	320										
Emg.Center	900	1	900	1	900	1	900	1	900	1	900
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	85	1	85	1	85	1	85	1	85	1	85
file area	100										
reception	200										
counters	150	1	150	1	150	1	150	1	150	1	150
Lab/workbench	650										
Other: phone/radi	300	2	600	2	600	2	600	2	600	2	600
	50										
Special & support spaces			**1835**		**1835**		**1835**		**1835**		**1835**
Total Net Prog.			**2470**		**2470**		**2555**		**2555**		**2555**
Dept.Gross (total program/.75)			**3,293**		**3,293**		**3,407**		**3,407**		**3,407**
Space factor per person			823		823		681		681		681

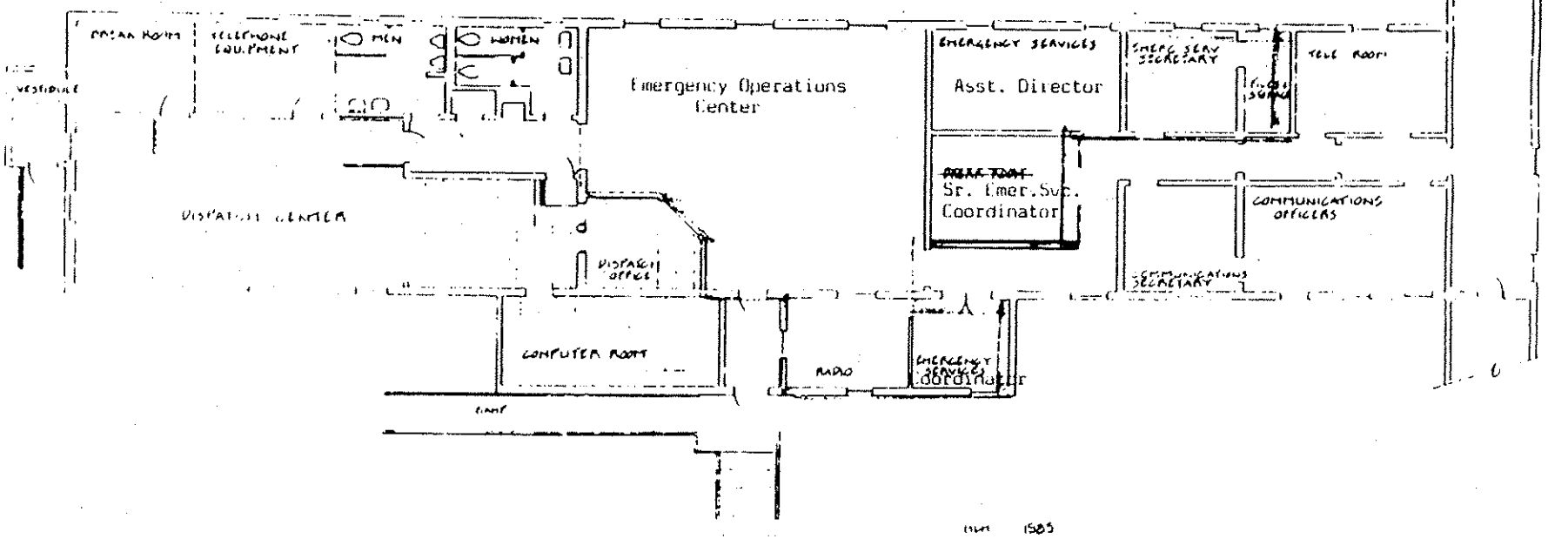

PLACER COUNTY
Executive-Bd Clerk-Econ-Int Audit
Number of staff
40
35
30
25
20
15
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

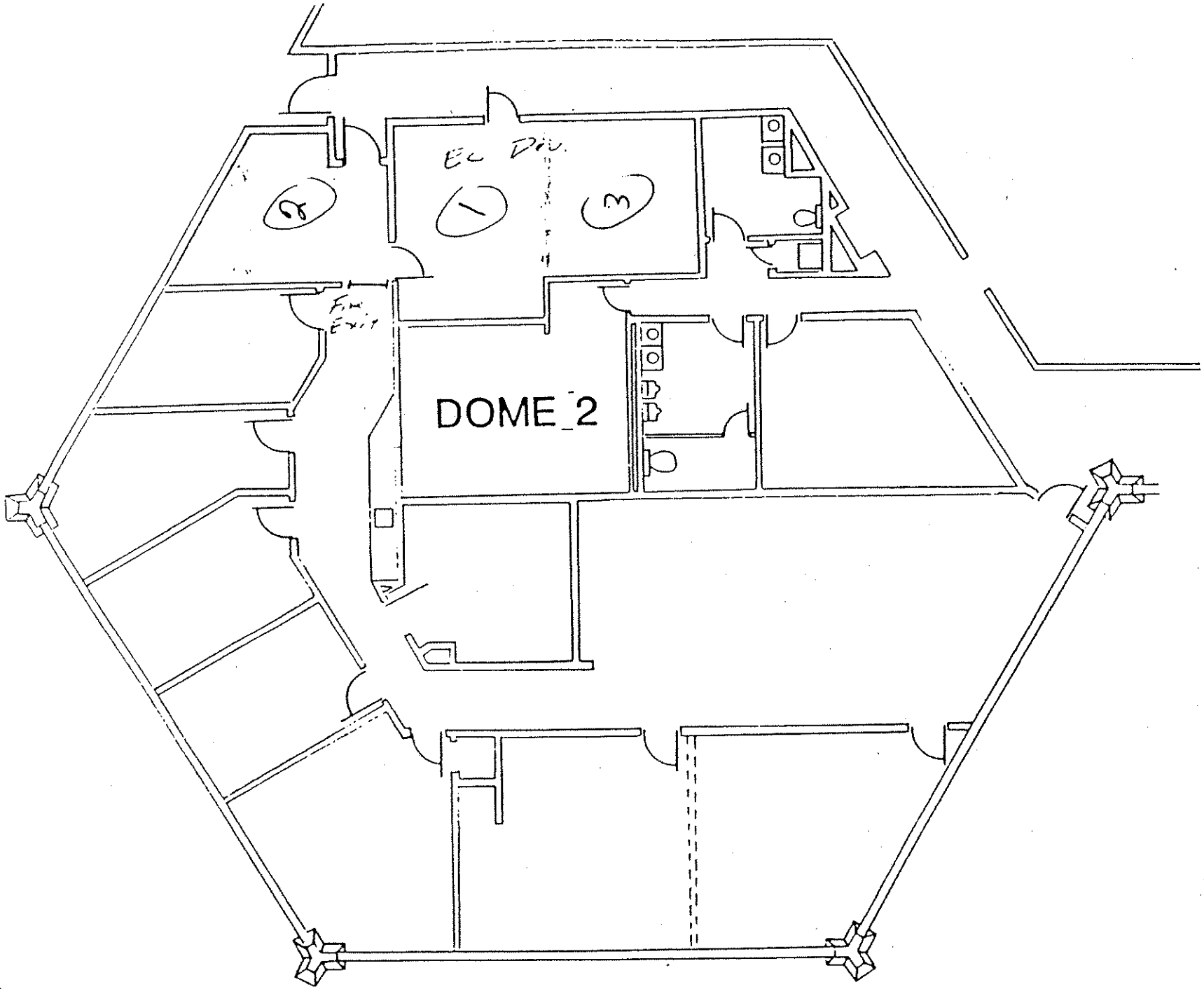

PLACER COUNTY
Emergency Services
Number of staff
5.5
5
4.5
4
3.5
3
2.5
2
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

COMMUNICATIONS - EMERGENCY SERVICES -
CIVIL DEFENSE

11495 'B' AVENUE
DEWITT CENTER

BLDG #7





DOME 2

Placer Co Exec Office Dept. Printout — is econ. develop. See changes on staff.

Current Space Use Worksheet

Dept. County Exec. Off.
Address 175 Fulweiler Ave., Dome #2

Current Staffing and space use		Specialized Spaces		Current Storage type	Size	Adequate?
		Now Have				
Direct.	1	Break/coffee area	0	Co. Exec. Officer	175 Fulweiler	
Admin.	0			Admin. files/repts		
Mgrs	0	Conference	1	supplies, forms, etc.		
Prof. Ex. Help only c ~~2~~		Copy	1	exhibits, evidence		
Support	1	Supply	1	financial records		
Field	0	Reception/waiting	1	computer tapes		
Other	0	Lab/wk.bench	0	microfiche		
Total Staff	2 ~~4~~	Other	1	industrial equip.		
				specimens/lab equip.		
Extra Staffing Needs				tools/materials		
Staff w no wkst	N			other	25 ft	N
Extra Help	Y					
Extra Help #	0					
Other Wksts.	N					

* Anticipate 3rd position in 91-92 (proj).

Conference Rooms

Group size	Freq.	Duration		Meeting space adequate?	N
Co. Executive Officer	175 Fulweiler				
1 to 4	1X/WK	1.5 HRS	PUBLIC		
5 to 8					
9 to 15					
16 to 30	MONTHLY	2 HRS	PUBLIC		
over 30					

Reception and Waiting — No. of visitors: 1 to 10 — Time: Equal thru day

Visitor Type	%				
Co. staff	10	Need recep. area	Y	Needs met?	Y
Pub. (prof.)	0	Need recep.desk	0	Visit. need wksp.?	N
Gen. Public	90	Visitor seating	Y/3		
Other	0	Counter/# visitors	0		
		Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	N				
Outgrow in 2/5 yrs?	N	Acoustics	G	Security/conf.	E
Smaller,good des ok	N	Interior finish	E	Temp	F
Bldg. Code problems?	N	Layout	F	Ventilation	F
Have disabled access	Y	Lighting	G		

Storage:

		No. stand. drawers	19	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	48	Cent or indv?	B

Computer

Link to IS main?	Y	No. terminals	2
Impact of addl. comp.	NONE	No. sufficient?	N

Parking

		Employees'	2
Need pub. trans. access	N	Visitors'	3
Parking Adequate	Y	Co.owned veh.	1
Spec. veh.or access	access?	Max No. Vehicles	5

Current Space Use Worksheet

			Dept.	CEO/Emerg. Svcs.	
			Address	11499 B Ave., Bldg. 7	
Staff		Direct.	1		
		Admin.	0		
		Mgrs	0		
		Prof.	2		
		Support	1		
		Field	0		
		Other	0		
		Total Staff	4		
Other workstations	N	Staff w/o wkst.?	N		
Extra help	N	how many extra help?	0		
Specialized Spaces		Break/coffee area	3		
		Conference	0		
		Copy	0		
		Supply	1		
		Reception	1		
		Lab/wk.bench	0		
		Other	1		
# visitors:				Time:	
1 to 10	0	51 to 75	0	Equal thru day	0
11 to 25	Y	76 to 100	0	Peak hours	0
26 to 50	0	100+	0	Other	0
Visitor type %:		Need recep'n area?	Y	Visitors need wk space?	N
Co. staff	33	Rec'ist/sec.desk?	Y	Need access after hours?	Y
Public (prof.)	33	Guest seating/#?	Y/2	Have disabled access?	Y
Gen Public	33	Counter/# vis.?	0	Any bldg. code probs.?	Y
Other	0	Other?	0		
		Needs Met?	N		
BUILDING CONDITION					
Ex/Gd/Fr/Pr		temp.	G	Bldg. code problems?	0
		ventilation	F	lighting	F
		layout	F	acoustics	F
		security	P	interior finish	P
Mtg. space ok?	N				
Outgrown pres. sp	N	Outgrow 2-5 yrs?	N	Smaller, good design ok?	N
STORAGE					
# stand. drawers	46	Have other storage?	Y	linear ft. of open shelf	0
cent. stor. or indiv.	B	Storage a problem?	MAJ		
COMPUTER				# comp. terminals	1
Have comp. link to IS main			Y	sufficient?	N
Impact of addl. comp.			MIN		
PARKING			MAX Number of Vehicles		
Need pub. trans. access	N		employees'	4	
Needs met?	0		visitors'	4	
Pkng. adeq.	Y		co.owned veh.	1	
Spec. veh.or access	N		Total	9	

DA/FAMILY SUPPORT

The department's primary function is the enforcement of child support orders , collection of child support on welfare and non-welfare recipients. This includes locating absent parents, enforcing orders, accounting regarding collection and reporting of payments, establishing paternity, and legal actions.

Staffing and Growth Trends

Additional mandates issued by the federal government would increase the need for services. The department provides services to all residents of the county, regardless of incorporation status. There is also an international reciprocal agreement on collection of child support. Workload indicators are tracked. Between two and five additional staff members are expected per year over the next five years.

An anticipated automated system is expected to significantly change the department's work function. If and when state automated system goes into effect, may impact space needs depending on requirements set forth by state mandates.

Adjacencies

Welfare (E). The department also meets frequently with the State Department of Social Services, the California Family Support Council, and the Department of Justice.

Client Needs

A suitable lobby or waiting area should be available, as entire families frequently come in for appointments.

Security

The department's specific security requirements are currently being satisfied.

Storage

Records are retained four years after children reach age of majority per federal law. Records are never purged or sent to storage. Off-site storage, microfilm and computer storage are not currently used.

Current Facilities

Main Office, DeWitt Center, Bldg. 116 A, 11572 B Ave., Auburn

The number of personnel has doubled since the department moved into this office. A remodel of spaces may be a very short term method to delay the time when the department will outgrow its current space.

Additional workstations: one computer station shared by four clerical staff. Extra help share space with permanent staff. A minimum of two secure interview rooms are required. Visitors need work spaces to complete forms and write checks. A lack of sufficient interview rooms results in a lack of privacy in interviews.

Spaces for files, supplies and office equipment, are inadequate. Storage space is needed for files which must be retained for a specific time period.

Filing cabinets are legal size. 3500 open cases are stored in fixed shelving. boxes and file drawers and approximately 3700 closed cases are stored in fixed shelving.

Electrical outlets are insufficient due to the new computer system equipment. More computer terminals would lessen work areas.

Tahoe Office: 5225 North Lake Boulevard, Carnelian Bay (P.O. Box 971, 95711)

Building is shared with Welfare Dept., and is used by Family Support two days per week.

Copy and reception areas are within one large room. Visitors need work spaces to complete forms and write checks. Other special space needs are reception area and an interview room for confidential interviews. Currently, interviews are conducted within hearing of other citizens, violating federal regulations.

Deficiencies: There is a lack of an interview room separation of staff from visitors and a division between reception and work area. Only one door exists. Telephone cords stretch across the room to work stations. Heat control is in another office. There are no window coverings. Lighting is insufficient for the space. Acoustics are bad due to open space high ceilings. The conference room lacks privacy.

Filing cabinets- 21 drawers, legal size. Additional storage: 430 cases stored in file drawers and boxes.

Roseville Office, 100 Stonehouse Court, Suite C & D, Roseville

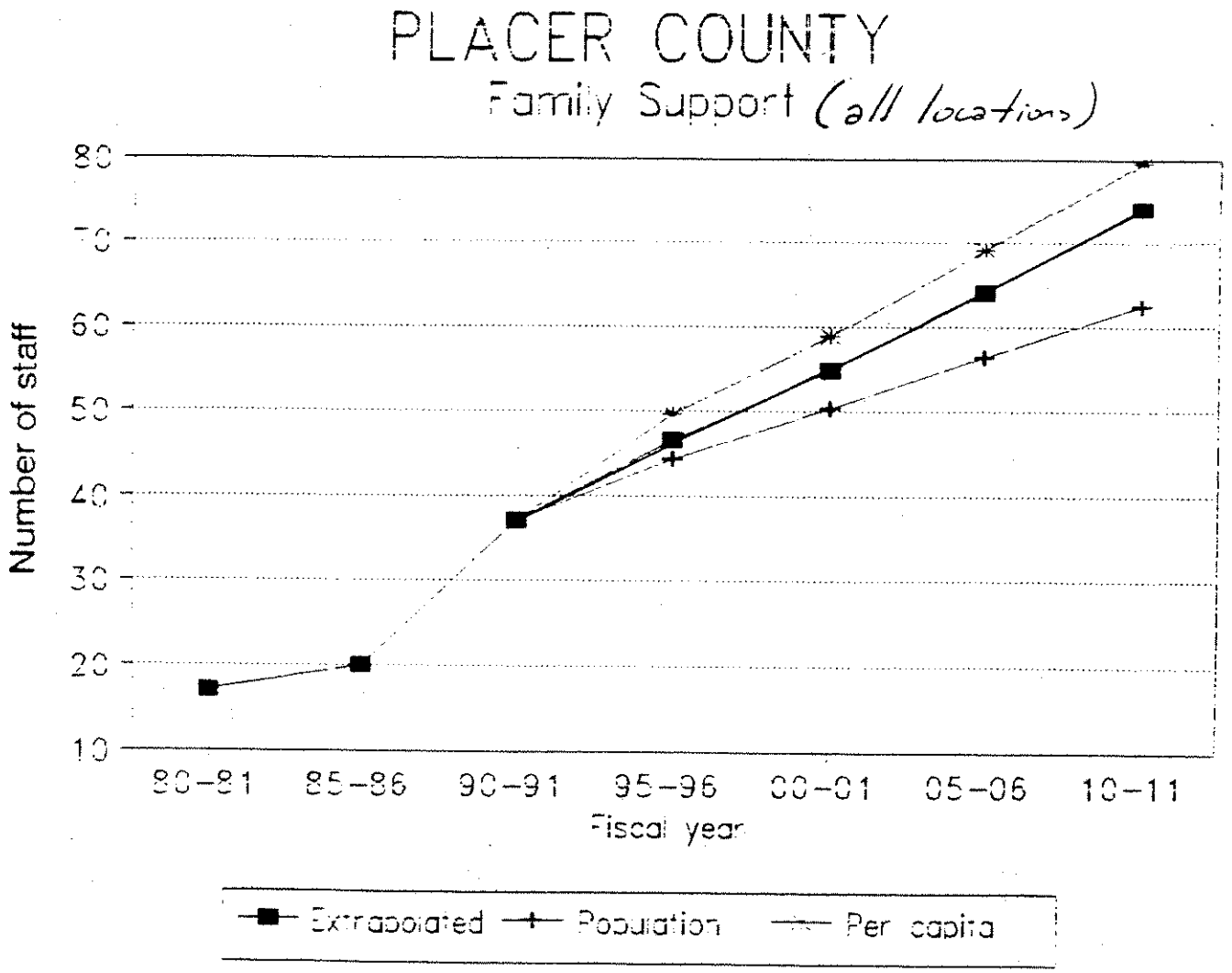
There is one extra help workstations in both legal and clerical. Break area is shared with legal typist clerk. Copy area is shared between legal and clerical. Conference area is used for training and meetings. Reception is part of clerical/interviewer work area. Other is an attorney office shared with paralegal. Other reception areas = secured interview rooms (min. 3).

Visitors need work spaces to complete forms and write checks.

Lack of space is critical; clerical working in the lunch room. Working spaces are severely lacking in legal and general work area. Space is not available for staff meetings or trainings. The space has been outgrown in the past year; additional personnel are expected to be housed in an already crowded area.

Record Storage: Legal file drawers, 35. 3400 open cases in fixed shelves, boxes and bookcases. Other storage space type: closed files and computer printouts.

Additional computer equipment would decrease work area. One handicapped parking space is needed, as is delivery access.


PLACER COUNTY
Family Support (all locations)
Number of staff
80
70
60
50
40
30
20
10
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - DA.FS.Tahoe

Current Space	368

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150										
Professional	125	2	250	2	250	2	250	2	250	2	250
Support staff	85										
Field staff	75										
Other	75										
Staff space		**2**	**250**	**2**	**250**	**2**	**250**	**2**	**250**	**2**	**250**
Coffee area/break	100										
Extra help	50										
small conf.	200										
med. conf.	320										
large conf.											
copier/supplies	75	1	75	1	75	1	75	1	75	1	75
office supplies	100										
file area	100										
reception	100	1	100	1	100	1	100	1	100	1	100
counters	150										
Lab/workbench	650										
Other: interview	65	1	65	1	65	1	65	1	65	1	65
	50										
Special & support spaces			**240**		**240**		**240**		**240**		**240**
Total Net Prog.			**490**		**490**		**490**		**490**		**490**
Dept.Gross (total program/.75)			**653**		**653**		**653**		**653**		**653**
Space factor per person			327		327		327		327		327

Placer - DA.FS.Roseville

Current Space	1122

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Sup.Off./legal/acct	55	9	495	21	1155	26	1430	30	1650	32	1760
Clerk/typ	37	7	259	24	888	26	962	28	1036	30	1110
senior clerk	120	1	120	1	120	1	120	1	120	2	240
Rec/paralegal	80	2	160	2	160	3	240	4	320	5	400
Attorneys	144	2	288	5	720	6	864	7	1008	8	1152
Other	75										
Staff space		**21**	**1322**	**53**	**3043**	**62**	**3616**	**70**	**4134**	**77**	**4662**
Coffee area/break	300	1	300	1	300	1	300	1	300	1	300
Extra help	50										
small conf.	200										
Training/conf	450	1	450	1	450	1	450	1	450	1	450
Employee lounge	20	1	20	1	300	1	20	1	20	1	20
supply	100	1	100	1	120	1	100	1	100	1	100
open files	600	1	600	1.2	720	1.4	840	1.6	960	1.8	1080
closed files	250	1	250	1.5	375	1.5	375	1.5	375	1.5	375
reception	200	1	200	1.5	300	1.5	300	1.5	300	1.5	300
Law Library	300	1	300	1	300	1	300	1	300	1	300
Workroom	300	1	300	1.5	450	1.5	450	1.5	450	1.5	450
Other: interview	65	4	260	8	520	10	650	11	715	12	780
	50										
Special & support spaces			**2780**		**3835**		**3785**		**3970**		**4155**
Total Net Prog.			**4102**		**6878**		**7401**		**8104**		**8817**
Dept.Gross (total program/.75)			**5,469**		**9,171**		**9,868**		**10,805**		**11,756**
Space factor per person			260		173		159		154		153

Detailed information as supplied by department on staffing levels and space needs.

Placer - DA.FS.Auburn

Current Space	2077

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200	1	200	1	200	1	200	1	200	1	200
Manager	150	3	450	3	450	4	600	4	600	4	600
Professional	125	2	250	5	625	5	625	7	875	9	1125
Support staff	85	15	1275	18	1530	19	1615	20	1700	22	1870
Field staff	75										
Other	75										
Staff space		**21**	**2175**	**27**	**2805**	**29**	**3040**	**32**	**3375**	**36**	**3795**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50	2	100	2	100	2	100	2	100	2	100
small conf.	200										
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.											
copier	40	2	80	2	80	2	80	2	80	2	80
office supplies	100	2	200	2	200	2	200	2	200	2	200
file area	100	1	100	1	100	1	100	1	100	1	100
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150	1	150	1	150	1	150	1	150	1	150
Lab/workbench	650										
Other: interview	65	2	130	2	130	2	130	2	130	2	130
	50										
Special & support spaces			**1480**		**1480**		**1480**		**1480**		**1480**
Total Net Prog.			**3655**		**4285**		**4520**		**4855**		**5275**
Dept.Gross (total program/.75)			**4,873**		**5,713**		**6,027**		**6,473**		**7,033**
Space factor per person			232		212		208		202		195

Current Space Use Worksheet

Dept. **DA/Family Support 1**
Address **11572 B Ave., 116A**

Current Staffing and space use		**Specialized Spaces**		**Current Storage** type	Size	Adequate?
		Now Have				
Direct.	0	Break/coffee area	2			
Admin.	1					
Mgrs	3	Conference	1			
Prof.	1	Copy	2			
Support	13	Supply	2			
Field	0	Reception/waiting	1			
Other	0	Lab/wk.bench	0			
Total Staff	18	Other	1			
Extra Staffing Needs						
Staff w no wkst	N					
Extra Help	Y					
Extra Help #	2					
Other Wksts.	Y					

Conference Rooms

Group size	Freq.	Duration	Meeting space adequate?	N

Reception and Waiting No. of visitors: 11 to 25 Time: Equal thru day

Visitor Type	%	Need recep. area	Y	Needs met?	N
Co. staff	2	Need recep.desk	2	Visit. need wksp.?	Y
Pub. (prof.)	1	Visitor seating	Y/8		
Gen. Public	96	Counter/# visitors	Y/4		
Other	1	Other?	Y		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	Y	Acoustics	G	Security/conf.	P
Outgrow in 2/5 yrs?	0	Interior finish	F	Temp	P
Smaller,good des ok	N	Layout	F	Ventilation	P
Bldg. Code problems?	Y	Lighting	F		
Have disabled access	Y				

Storage:					
		No. stand. drawers	68	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	294	Cent or indv?	B

Computer					
		Link to IS main?	Y	No. terminals	12
		Impact of addl. comp.	0	No. sufficient?	N

Parking			
		Employees'	18
Need pub. trans. access	Y	Visitors'	7
Parking Adequate	N	Co.owned veh.	2
Spec. veh.or access	access?	Max No. Vehicles	25

Current Space Use Worksheet

Dept. **DA/Family Support 3**
Address **100 Stonehouse Court**

Current Staffing and space use

Direct	0
Admin	0
Mgrs	1
Prof.	1
Support	12
Field	0
Other	0
Total Staff	14

Extra Staffing Needs

Staff w no wkst	N
Extra Help	Y
Extra Help #	3
Other Wksts.	Y

Specialized Spaces

Now Have	
Break/coffee area	1
Conference	0
Copy	1
Supply	1
Reception/waiting	1
Lab/wk.bench	0
Other	1

Current Storage

type	Size	Adequate?
DA/Family Support 3	*100 Stonehouse Ct*	
Admin. files/repts		
supplies, forms, etc.	12'x14'	N
exhibits, evidence		
financial records		
computer tapes		
microfiche	3'x3'	N
industrial equip.	6'x6'	N
specimens/lab equip.		
tools/materials	6'x6'	N
other	12'x8'	N

Conference Rooms

Group size	Freq.	Duration	
DA/Fam. Support 3	*100 Stonehouse*		
1 to 4	HRLY	1 HR	PUBLIC
5 to 8	WKLY	3 HRS	STAFF
9 to 15	MONTHLY	2 HRS	STAFF
16 to 30			
over 30			

Meeting space adequate? N

Reception and Waiting

No. of visitors: 26 to 50 Time: Equal thru day

Visitor Type	%				
Co. staff	1	Need recep. area	Y	Needs met?	N
Pub. (prof.)	1	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	98	Visitor seating	Y/10		
Other	0	Counter/# visitors	Y/5		
		Other?	Y		

Subjective Assessment by Dept.

Outgrown space?	Y
Outgrow in 2/5 yrs?	0
Smaller,good des ok	N
Bldg. Code problems?	Y
Have disabled access	Y

Building Condition

Acoustics	P	Security/conf.	P
Interior finish	F	Temp	P
Layout	P	Ventilation	P
Lighting	F		

Storage:

		No. stand. drawers	35	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	270	Cent or indv?	B

Computer

Link to IS main?	Y	No. terminals	0
Impact of addl. comp.	0	No. sufficient?	N

Parking

		Employees'	14
Need pub. trans. acces	Y	Visitors'	10
Parking Adequate	N	Co.owned veh.	3
Spec. veh.or access	access?	Max No. Vehicles	24

Current Space Use Worksheet

Dept. **DA/Family Support 2**
Address **5225 N. Lake Blvd.**

Current Staffing and space use

Direct	0
Admin.	0
Mgrs	0
Prof.	0
Support	2
Field	0
Other	0
Total Staff	2

Extra Staffing Needs

Staff w no wkst	N
Extra Help	N
Extra Help #	0
Other Wksts.	N

Specialized Spaces

Now Have

Break/coffee area	1
Conference	0
Copy	1
Supply	0
Reception/waiting	1
Lab/wk.bench	0
Other	0

Current Storage

type	Size	Adequate?
DA/Family Support 2	*5225 N. Lake Blvd.*	
Admin. files/repts		
supplies, forms, etc.	26x86	N
exhibits, evidence		
financial records		
computer tapes		
microfiche	30x28	N
industrial equip.		
specimens/lab equip.		
tools/materials		
other	leg. cab	N

Conference Rooms

Group size	Freq.	Duration		Meeting space adequate?	N
DA/Family Suport 2	*5225 N. Lake Blvd.*				
1 to 4	2 DAYS/WK	1 HR	PUBLIC		
5 to 8					
9 to 15					
16 to 30					
over 30					

Reception and Waiting No. of visitors: 1 to 10 Time: Peak hours

Visitor Type	%				
Co. staff	0	Need recep. area	Y	Needs met?	N
Pub. (prof.)	0	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	100	Visitor seating	Y/5		
Other	0	Counter/# visitors	Y/2		
		Other?	Y		

Subjective Assessment by Dept.

Outgrown space?	N
Outgrow in 2/5 yrs?	N
Smaller,good des ok	Y
Bldg. Code problems?	Y
Have disabled access	N/Y

Building Condition

Acoustics	F	Security/conf.	P
Interior finish	G	Temp	P
Layout	F	Ventilation	G
Lighting	P		

Storage:

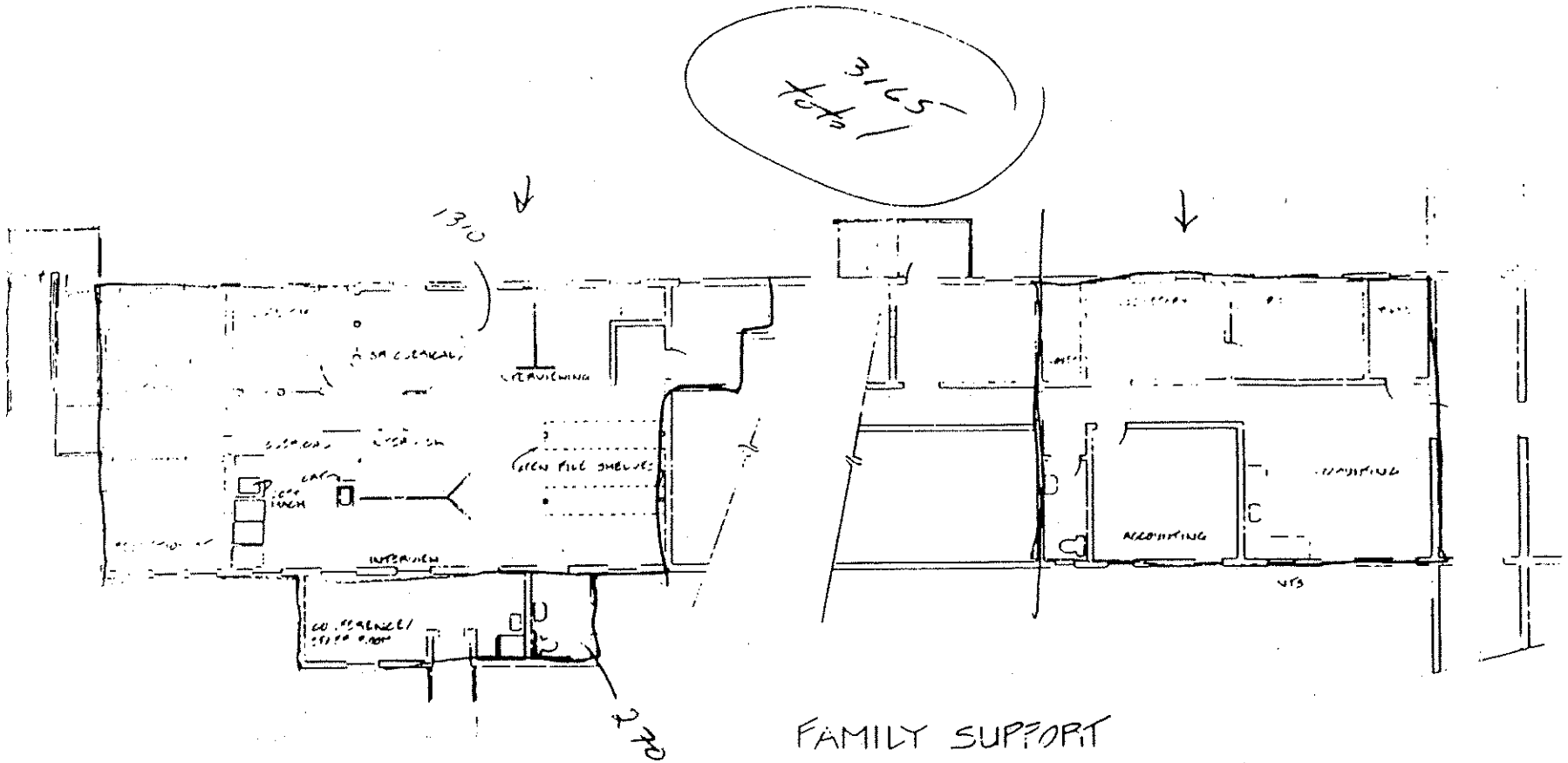
		No. stand. drawers	21	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf	0	Cent or indv?	B

Computer

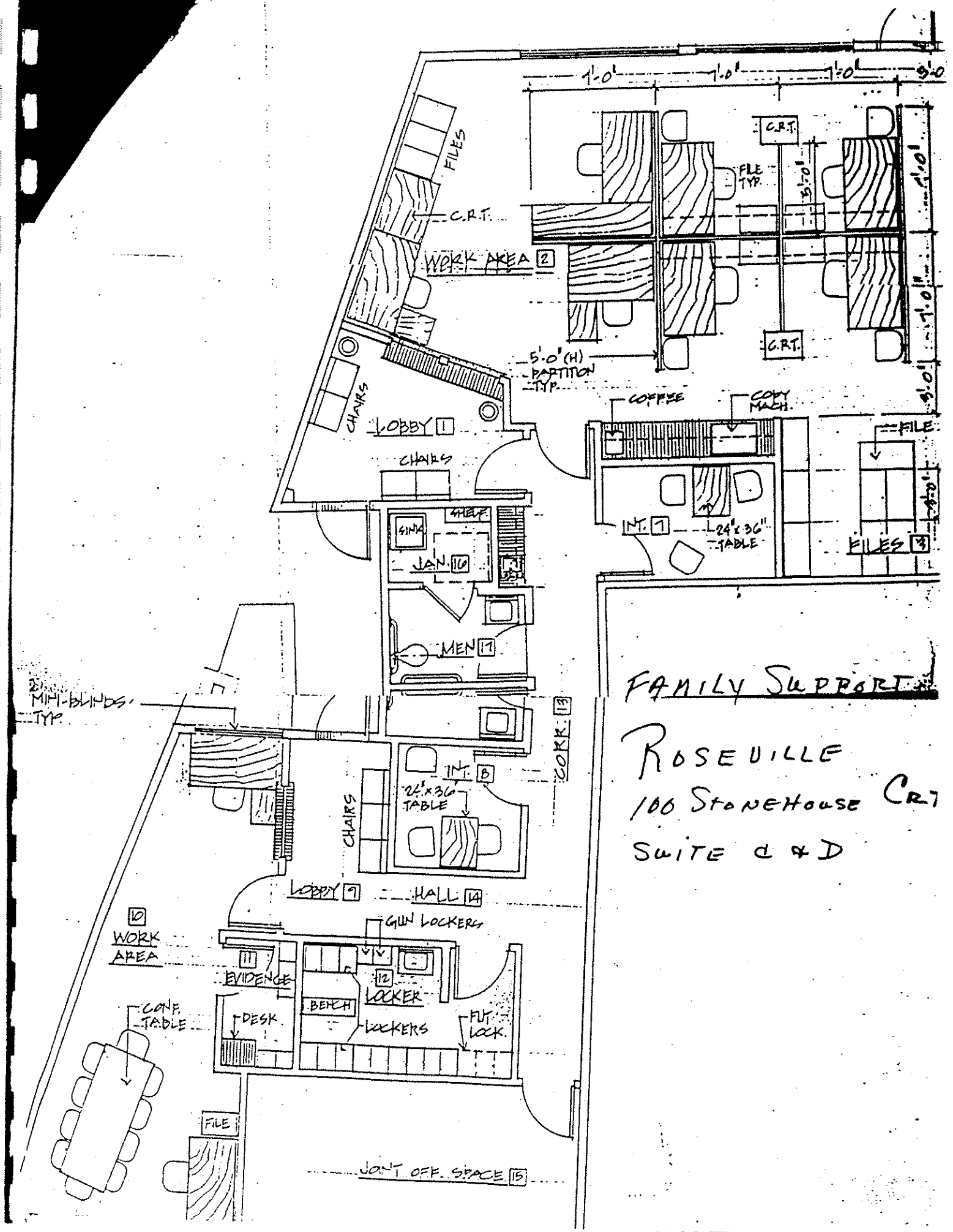
Link to IS main?	N	No. terminals	0
Impact of addl comp.	NONE	No. sufficient?	N

Parking

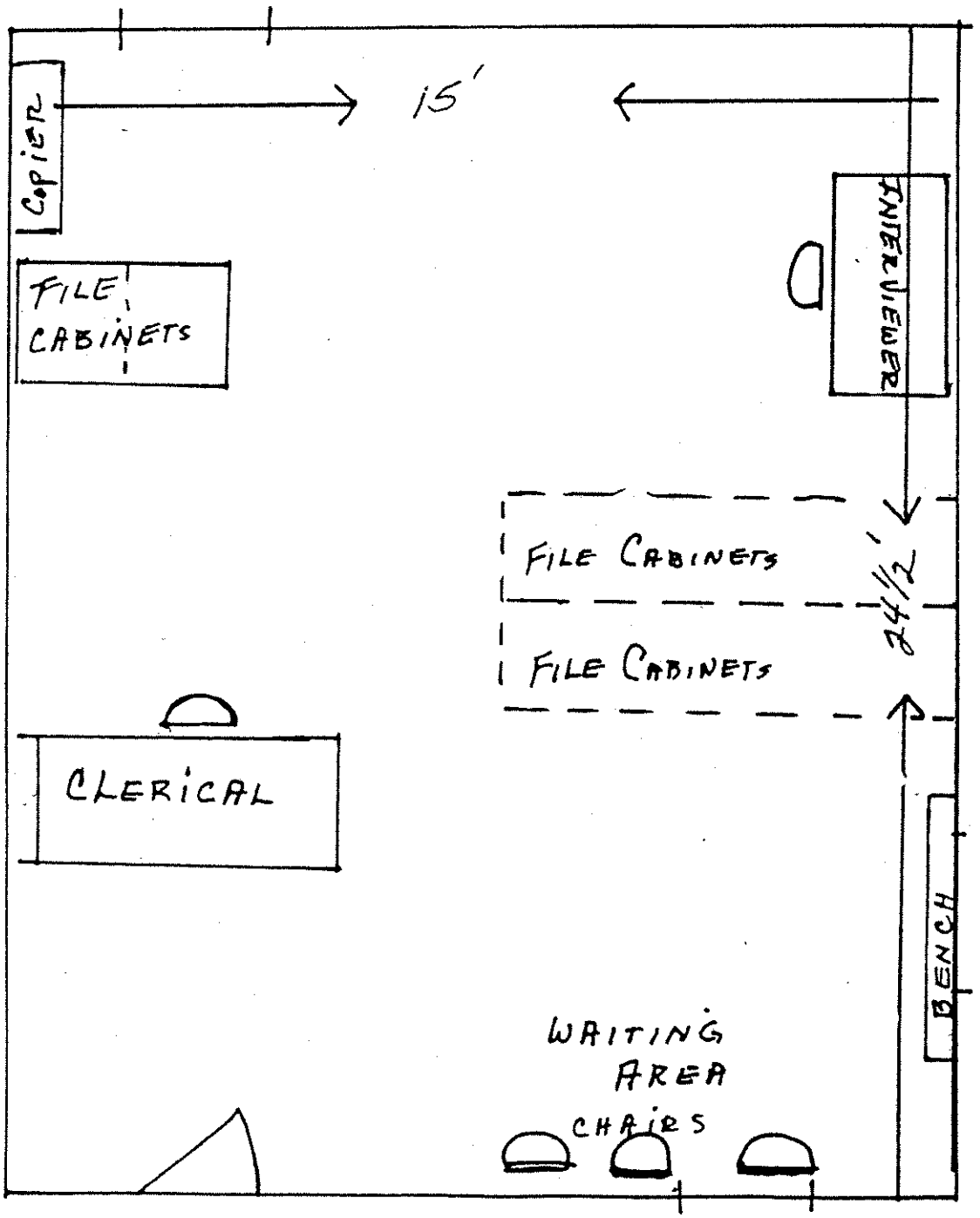
		Employees'	2
Need pub. trans access	Y	Visitors'	5
Parking Adequate	N	Co.owned veh.	1
Spec veh.or access	access?	Max No. Vehicles	



FAMILY SUPPORT
BLDG. #116A
11572 'B' AVENUE
DEWITT CENTER


FILES
C.R.T.
WORK AREA 2
CHAIRS
LOBBY 1
5'-0" (H) PARTITION TYP.
C.R.T.
FILE TYP.
C.R.T.
COFFEE
COPY MACH.
FILE
INT. 7
24"x36" TABLE
FILES 3
CHAIRS
SHELF
SINK
JAN. 16
MEN 17
MINI-BLINDS, TYP.
CORR. 13
INT. 8
24"x36" TABLE
CHAIRS
LOBBY 9
HALL 14
10
WORK AREA
GUN LOCKERS
11
EVIDENCE
12
LOCKER
CONF. TABLE
DESK
BENCH
LOCKERS
FLT. LOCK.
FILE
JOINT OFF. SPACE 15
FAMILY SUPPORT
ROSEVILLE
100 STONEHOUSE CRT
SUITE C & D

FAMILY SUPPORT- TAHOE
5225 NORTH LAKE BLVD
CARNELIAN BAY, CA 95711



FACILITY SERVICES

The department provides space and architectural planning; provides project development, management and construction services; general and preventive building maintenance services; custodial services; grounds and landscape maintenance services; and utility management services for all county departments. The department is also responsible for Parks development, maintenance and operations; County Service Area for landscapes for subdivisions; managing Veteran's Memorial halls and the DeWitt Center; and negotiating real property leases. Major divisions include Administration, Accounting and Support Service, Capital Improvements, Custodial Services, Grounds Services, Technical Maintenance Services, General Maintenance Services, and Facility Improvement Services and Parks. The department provides services to county departments (Capital Improvements); services to all county owned and occupied and county-leased buildings (Buildings and Grounds); planning and maintenance of parks and landscaping of county service areas (Parks).

Projections were due for the following budget units:

- Administration and Capital Improvements;
- Building and Grounds; and
- Parks.

Detailed analyses of current shop space and future needs was not included in the scope of this project. This profile shows current spaces and reports existing deficiencies identified by the department. Space projections show no increase. However, this issue must receive more clarification by the County.

Reorganizations

Reorganizations are as follows:

1982: Buildings and Grounds transferred from Public Works to General Services; GS renamed Department of Administrative Services.

1988: Parks Division transferred from the Planning to Administrative Services.

1989: Parks Division was transferred from the Administrative Services to new department, Parks and Museums. Communications Division transferred to Management Information Services from Administrative Services.

1991: Major reorganization of several departments. Administrative Services was reorganized to include divisions of Procurement, Revenue and Reimbursement, Central Services and MIS. (MIS was previously a dept. by itself). Newly formed department of Facility Services contains divisions of Administration, Capital Improvements, Parks, and Buildings and Grounds. Museums is a department by itself. (Facilitiy Services Administration is currently budgeted under Buildings and Grounds but is anticipated to become a separate division called Administration within the next fiscal year.)

Staffing and Growth Trends

Implementation of the comprehensive Facility Master Plan could, over the next seven to ten years, create need for additional department services. Decentralized services of other departments may create a demand for additional leased space and capital improvement staff and custodial and buildings and grounds staff support. An increasing jail population will likely require an additional expansion of the existing jail or a new facility in South Placer. Developing and implementing solutions to the problem of low income housing may impact the staff.

New Jail Facility in Tahoe City and the Jail expansion in Auburn will impact Building and Grounds staffing.

The department anticipates that growth over the next five years could include a 30 to 40 percent expansion of the Analysts staff/Architectural staff.

Buildings and Grounds - 10 to 30 percent increase.

Operations are frequently affected by actions of the Legislature or of state and federal agencies. funding for departments (Health, Welfare, Probation) are dependent upon state and federal funding sources and expansion or reduction of funding can affect their facility needs. Compliance with CEQA is growing in complexity. Hazardous Material and Environmental Code compliance promises to demand additional staff time. Increased development will increase the requirements for parks and landscaping County Service areas thereby requiring more staff for the Parks Division.

The county is beginning to review its position on asset management and (land) practices. The county may, in the near future, become more proactive with the marketing, sales and development of its surplus property. Possible development of new facilities may result in a reduction of the Capital Improvement projects over the long run. A computerized scheduling system is planned for this function.

Buildings and Grounds anticipates office automation and computerized preventative maintenance programs. The need for formalized monitoring has greatly increased in the last year in Buildings and Grounds.

Adjacencies

For efficient delivery of services, the department requires good proximity to all departments requesting services (I); and, County Counsel (U); County Executive (U); MIS/Communications (U); Procurement (U); Building Department (U); Buildings and Grounds (U); Capital Improvements (I).

The department also meets frequently with the following agencies: Board of Corrections; CalOSHA; U.S. Corps of Engineers; Excise Tax Board; Department of Transportation; California Youth Authority; State Fire Marshall; Federal EPA; State Water Quality Board; Contractor's License Board; Department of Health Services; Parks Commission.

Current Facilities

Building 301 and part of 302 have been identified as a potential location for the Facility Services Department. A program study by a consulting architect recently began analysis of the Building 301 and 302 relocation.

Some offices are large enough to accommodate additional staff. if the department remains in Building 210, a review of space utilization of each division should be performed to determine if greater efficiencies can be gained.

Possible purchase of a large format (blueprint) copier will need to be accommodated. For Buildings and Grounds, new grounds equipment, possible position for a 24-hour crew; additional vehicle parking/storage will have an impact on space needs.

Currently, Capital Improvements operations are centralized. For BG, consolidation would be more efficient.

Building and Grounds employees need to shower after any exposure to fiberglass, asbestos, cement, etc., as well as any other related products encountered in maintenance trades. The only shower available at this time is in the women's restroom.

Security
The department requires security (locked file cabinet)of all personnel records. Department also requires a security lock box for keys to county-wide buildings. Computers and equipment warrant better building security. For BG, more appropriate/secure storage is required for hazardous materials and county vehicles.

Records and Storage Needs
General and financial records are retained per county protocol. Records are purged and sent to county storage annually, except Buildings and Grounds, which are purged every two years. Capital Improvement Project Files and blueprints are sent to storage after two years of inactivity and are stored permanently. Original plans are kept forever. Leases are kept until two years after expiration, and then are sent to permanent storage. Financial records and terminated personnel files are kept permanently in storage.

The department could utilize microfilm for the majority of records in storage. Buildings and grounds uses computer storage; they have off-site storage in Buildings 207 and 302B.

Current Facilities
Facility Services, Main Office, 11476 C Ave., Building #210, DeWitt Center

The department has positions vacant or under recruitment for the following: 1 admin. (priv. office); 2 prof./Analyst (cubicle); and 1 support (pool).

11-25 visitors/copy and supply room same area.

Other workstations: CAD room has two computer work stations. Break area is shared with BG and is also used as a conference area. Other specialized space includes the Blueprint/flat file area.

Staff require access after normal working hours for overtime and emergency situations.

Deficiencies: No area for layout space; nonstandard office sizes are difficult for maximum utilization; top administrative offices have no windows; extra help workers have no space; poor acoustics; poor supply storage accommodations; difficult to locate; limited parking; no men's restroom within building; roof leaks in reception area. A larger conference room with better acoustics is needed. The flooring is uneven.

If more analysts, a county architect or administrative staff are added, presently designated space will not be adequate.

Analyst's cubicle space is 9'x11' (99 sf) and no reduction of space is possible. Other odd sized offices could be smaller and more efficient.

Additional storage: flat plan/map files - 20 drawers; roll storage for plans - 30 sf; bookshelves for catalogs/manuals - 150 lf; bookshelves for procedures/codes/phone books; bookshelves for financial reports and microfiche - 40 lf. Departmental records are centralized for Administration General

files/Personnel records. Capital Improvements uses both centralized and individual files. Current space for product samples (112 lf) is not adequate.

Additional computer equipment could be accommodated in existing workspaces and the department currently has a CAD room.

At most times, there are parking conflicts with the Food Bank and the Grand Jury. Parking on C Street is maximized. One possible solution would be to move all the county vehicles currently parked on C Avenue to the parking lot on B Avenue.

Buildings and Grounds, 11746 C Ave., Building 210, DeWitt Center
(Shipping and Receiving Address: 2819 2nd St., DeWitt Center)

This space includes the following functions:
- Building Maintenance Offices and Shops
- Grounds Maintenance Offices and Shops
- Custodial Maintenance Offices
- Central Supply
- Custodial Storage
- Grounds Equipment Storage

Additional workstations: 8 workstations - shared; 2 computer stations - shared; 1 supervisor work area - shared.

10-16 trustees share work space as "extra help" aside from the eight listed in general spreadsheet. No staff have fixed workstations except supervisors.

All specialized spaces are shared. Other reception are: shipping and receiving area.

Deficiencies: Areas are cold in winter, hot in summer. Ventilation and lighting are poor in some areas; there is no sound proofing between the shops and offices; the building is difficult to locate; shops are not designed efficiently; supply storage and shops are not convenient to each other, inadequate work areas. There is no HVAC in most areas; separate paint storage areas are needed. Ventilation is inadequate in the welding shop; shops and offices are in the same building and noise is a problem; there are inadequate chemical storage areas.

Current space has been outgrown. Separate offices are needed for privacy and more productive work hours.

Additional storage: desktop file storage; boxes; fixed shelving; card files; map files. Other type storage: hazardous materials.

Additional computer equipment would require increased space.

Special parking needs: 1 dump truck, 1 back hoe, 1 hi-ranger, 3-5 trailers, 2 tractors and 6 attachments, 7 pieces of various grounds maintenance equipment, which should have covered parking.

Access is required for a semi-truck - a loading dock or ramp.

As this operation grows in staff, more equipment space will be required.

Additional Custodial Areas

A number of the buildings also have custodial service closets. These have not been specifically addressed in the department needs, as these are normally incorporated into plans for new buildings.

Grounds Shop, Financial Center

Grounds Crew shop below the Finance Center is twenty years old. Dept. has requested, 1990-91 budget, funding for a new grounds shop. Vandalism and theft have occurred because shop is an enclosure with fencing on two sides. Equipment exposed to air and steam from boiler room, causing damage to equipment. Request is for a facility approximately 450 sf, primarily for strorage, plus carport. A break room, hot and cold running water, and toilet facilities would be necessary to make the shop a fully functioning facility, but could be eliminated to save costs.

Parks, 11476 C Ave., Building 210, Dewitt Center

(Shipping and Receiving Address: 2829 2nd St., Dewitt Center)

This space includes the following functions:
- Parks Administration
- Parks Maintenance and Equipment Storage

Workstations: 3 private office spaces -

Four staff members are in the field for the majority of the workday. There are also three "extra-help" personnel who are added for eight months of the year and spend the majority of the workday in the field.

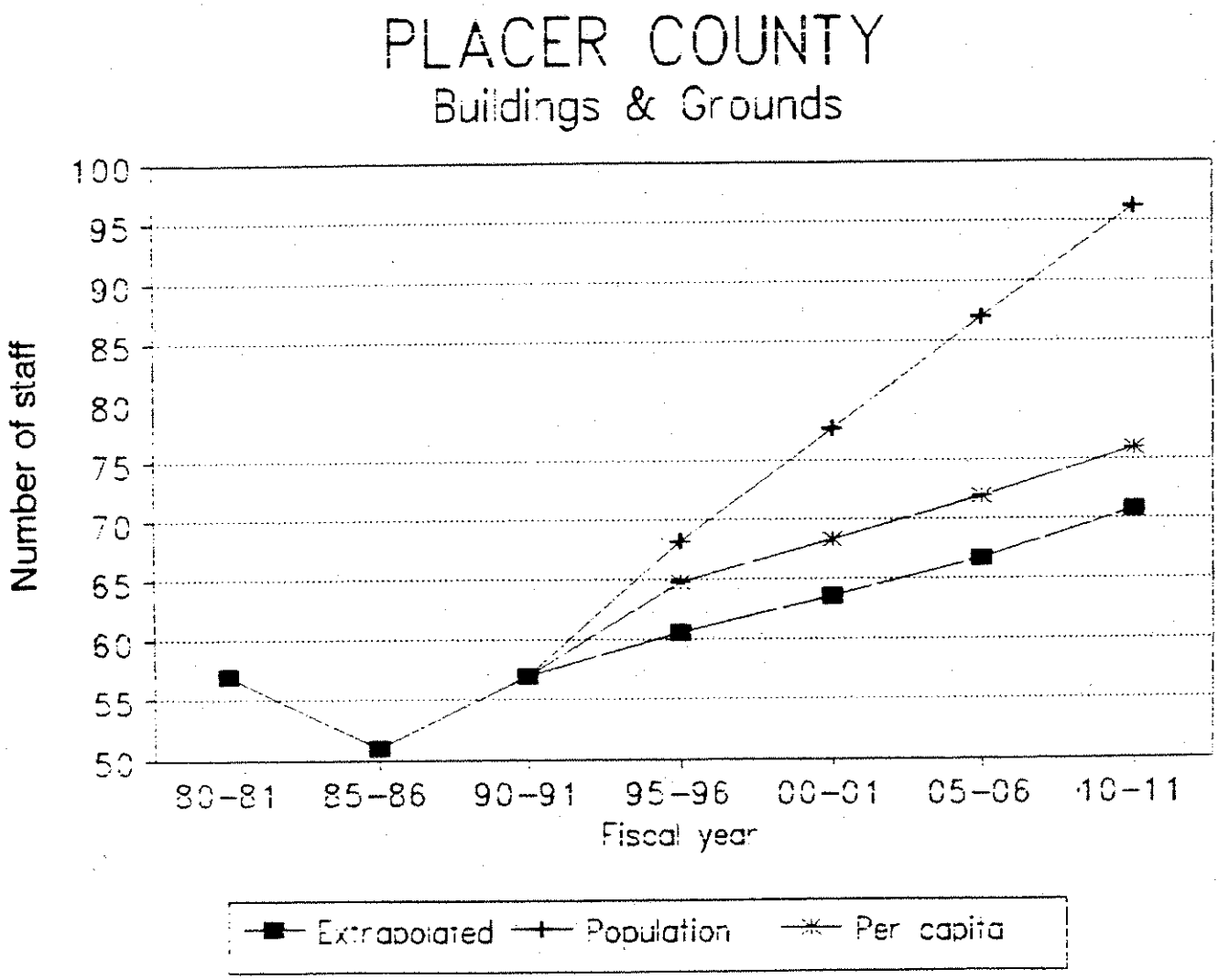
Office accommodations are adequate with a few minor deficiencies. The Museums division is moving out and will no longer be sharing space.

Deficiencies: The department receives an average of 11 to 25 visitors today, but there is no guest seating area. Equipment and materials storage should be in proximity to the shop area. The department reports that security is poor. Storage is cited as a major problem for equipment such as backhoes, tractors, riding mowers, trailers and tractor implements. This equipment is scattered in non-secure, shared storage space.

Space adjacent to Administrator's office can be and is frequently converted into a conference room.

Additional storage: bookcases, rolling map files, map file boxes, and one cabinet.

Parking: Parking is minimally adequate. The department cites a need for secure space to store trucks carrying tools. Currently, there is only room adequate for three vehicles.


PLACER COUNTY
Buildings & Grounds
Number of staff
100
95
90
85
80
75
70
65
60
55
50
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - Fac.Svs. Buildings & Grounds

Current Space	13708

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200	1	200	1	200	1	200	1	200	1	200
Manager	150	5	750	5	750	5	750	6	900	6	900
Professional	125										
Support staff	85	1	85	1	85	2	170	3	255	3	255
Field staff		65		69		73		78		86	
Other	75										
Staff space net		**72**	**1035**	**76**	**1035**	**81**	**1120**	**88**	**1355**	**96**	**1355**
Staff space Gross			**1,479**		**1,479**		**1,600**		**1,936**		**1,936**
Coffee area/break	750	1	750	1	750	1	750	1	750	1	750
Extra help	50										
small conf.	200										
lg. conf.	700	1	700	1	700	1	700	1	700	1	700
showers	800	2	1600	2	1600	2	1600	2	1600	2	1600
suplies & copier	100	1	100	1	100	1	100	1	100	1	100
file area	100	1	100	1	100	1	100	1	100	1	100
Stor. now@303B	3400	1	3400	1	3400	1	3400	1	3400	1	3400
Shops now@302	3400										
B.M. shop & stor	1184	1	1184	1	1184	1	1184	1	1184	1	1184
BM.elect.shop	256	1	256	1	256	1	256	1	256	1	256
BM.weld.shop	324	1	324	1	324	1	324	1	324	1	324
Central stores	799	1	799	1	799	1	799	1	799	1	799
BM. tools&supply	600	1	600	1	600	1	600	1	600	1	600
Grnds.shop	2400	1	2400	1	2400	1	2400	1	2400	1	2400
Special & support net			**12213**		**12213**		**12213**		**12213**		**12213**
Special gross			**13,570**		**13,570**		**13,570**		**13,570**		**13,570**
Total Net Prog.			**15,049**		**15,049**		**15,170**		**15,506**		**15,506**

Departmental Gross figured at /.7 for office, .9 for shops

Space factor per person

Field staff not assigned spaces. Reception assumed with Admin. Parking needed for 30 vehicles.

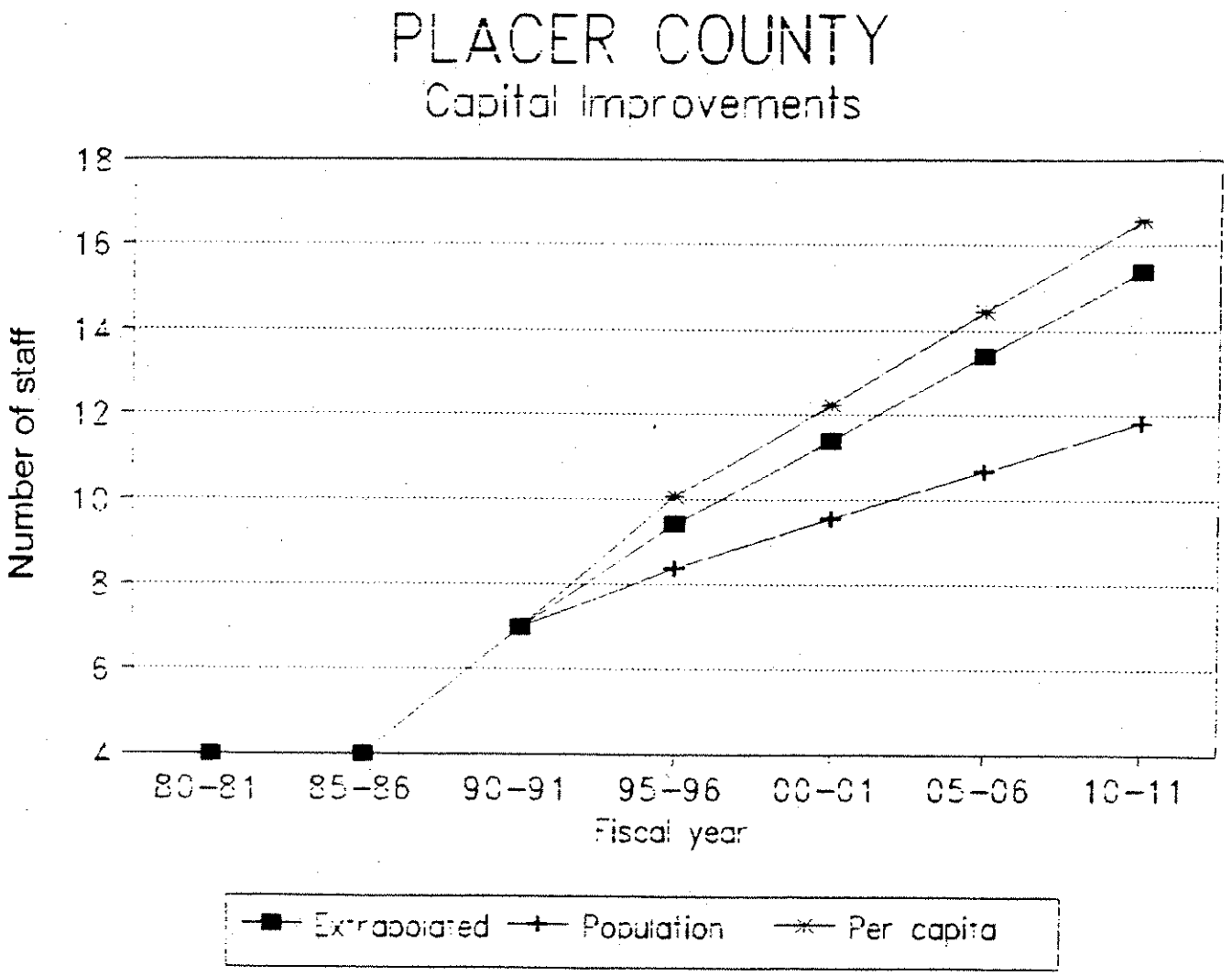
Numbers for Buildings 302 and 303B estimated

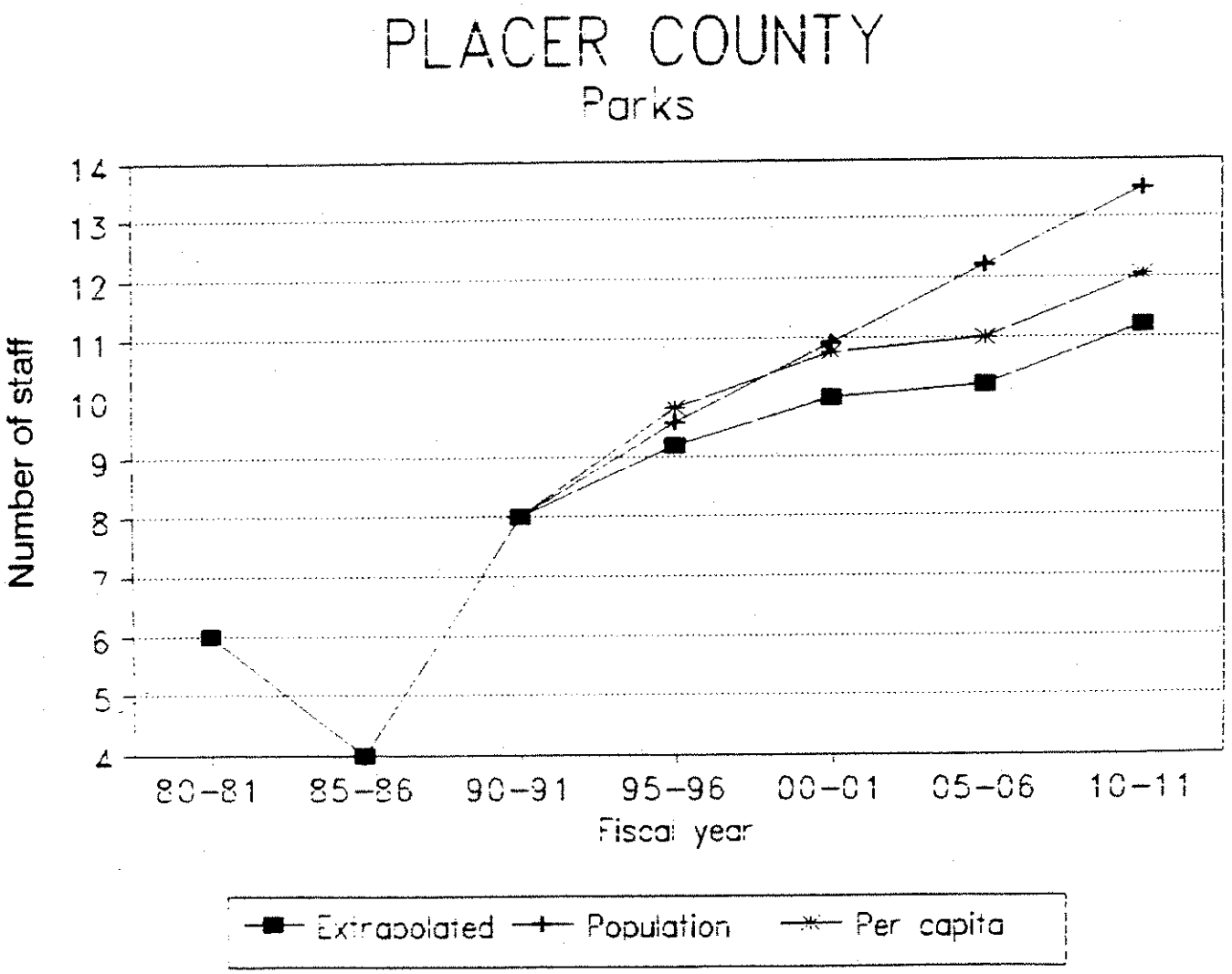
Placer - Facility Svs.Admin.&Cap.Impr.

Current Space	4452

	Unit	current need - 1991		1996		2001		2006		2011	
Programmed	SF	Units	Prog.space	Units	Prog.space	Units	Prog.space	Units	Prog.space	Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200	2	400	2	400	2	400	2	400	2	400
Manager	150										
Professional	125	8	1000	10	1250	11	1375	13	1625	15	1875
Support staff	85	5	425	6	510	8	680	9	765	11	935
Field staff	75										
Other	75										
Staff space		**16**	**2125**	**19**	**2460**	**22**	**2755**	**25**	**3090**	**29**	**3510**
Coffee area/break	200										
Extra help	50	10	500	12	600	14	700	16	800	18	900
small conf.	200										
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	150	2	300	2	300	2	300	2	300	2	300
reception	100	1	100	1	100	1	100	1	100	1	100
counters	75	1	75	1	75	1	75	1	75	1	75
Cad stations	200	2	400	2	400	2	400	2	400	2	400
blueprint	250	1	250	1	250	1	250	1	250	1	250
layout space	100	2	200	2	500	2	500	2	500	2	500
Special & support spaces			**2095**		**2195**		**2295**		**2395**		**2495**
Total Net Prog.			**4220**		**4655**		**5050**		**5485**		**6005**
Dept.Gross (total program/.75)			**5,627**		**6,207**		**6,733**		**7,313**		**8,007**
Space factor per person			352		327		306		293		276

Break area assummed shared with B& G.


PLACER COUNTY
Capital Improvements
Number of staff
18
16
14
12
10
8
6
4
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita


PLACER COUNTY
Parks
Number of staff
14
13
12
11
10
9
8
7
6
5
4
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - Fac.Svs.- Parks

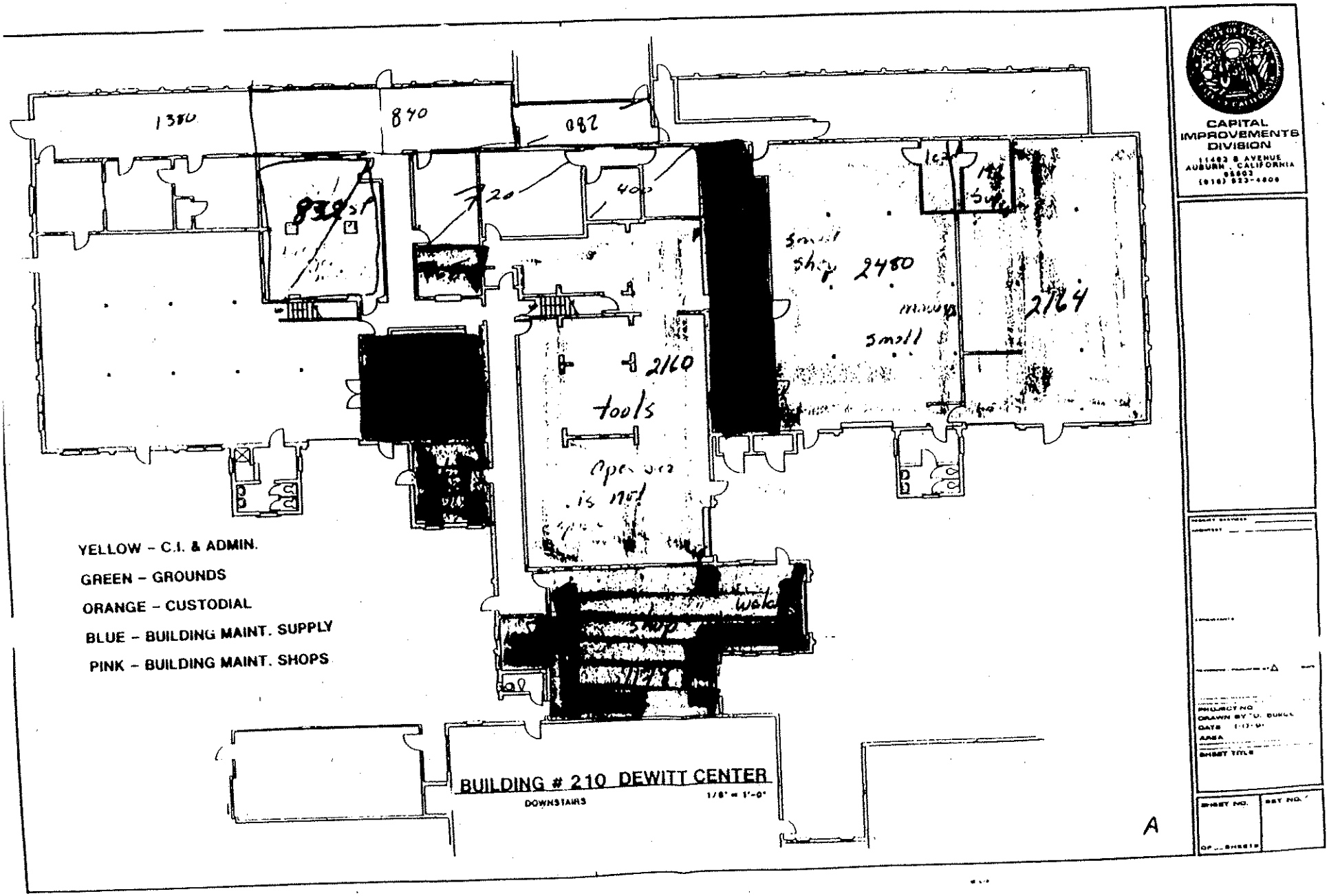
Current Space	5569

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200	1	200	1	200	1	200	1	200	1	200
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125										
Support staff	85	2	170	2	170	3	255	3	255	4	340
Field staff		7		7		8		9		10	
Other	75										
Staff space net		**11**	**520**	**11**	**520**	**13**	**605**	**14**	**605**	**16**	**690**
Staff space Gross			**743**		**743**		**864**		**864**		**986**
Coffee area/break	25	2	50	2	50	2	50	2	50	2	50
Extra help	50	12	600	12	600	12	600	12	600	12	600
small conf.	200										
med. conf.	320	1	320	1	320	1	320	1	320	1	320
showers	500										
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	25	1	25	1	25	1	25	1	25	1	25
file area	50	1	50	1	50	1	50	1	50	1	50
reception	200	1	200	1	200	1	200	1	200	1	200
Sign shop	400	1	400	1	400	1	400	1	400	1	400
Shop& equip.	2000	1	2000	1	2000	1	2000	1	2000	1	2000
Pesticide storage	350	1	350	1	350	1	350	1	350	1	350
Compressor	300	1	300	1	350	1	350	1	350	1	350
Paint & storage	400	1	400	1	400	1	400	1	400	1	400
Special & support net			**4045**		**4045**		**4045**		**4045**		**4045**
Special gross			**4,494**		**4,494**		**4,494**		**4,494**		**4,494**
Total Net Prog.			**5,237**		**5,237**		**5,359**		**5,359**		**5,480**

Departmental Gross figured at /.7 for office, .9 for shops

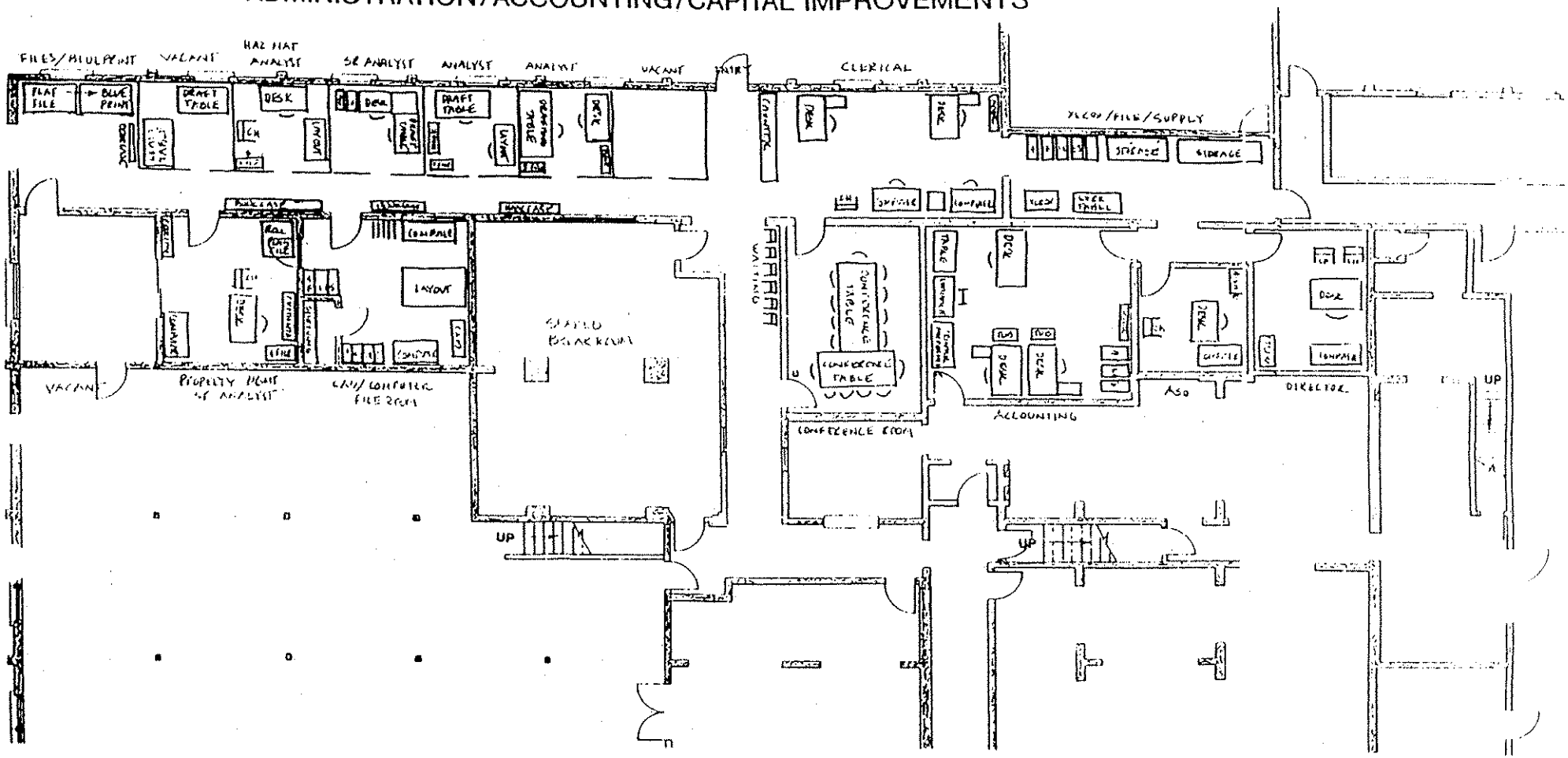
Space factor per person

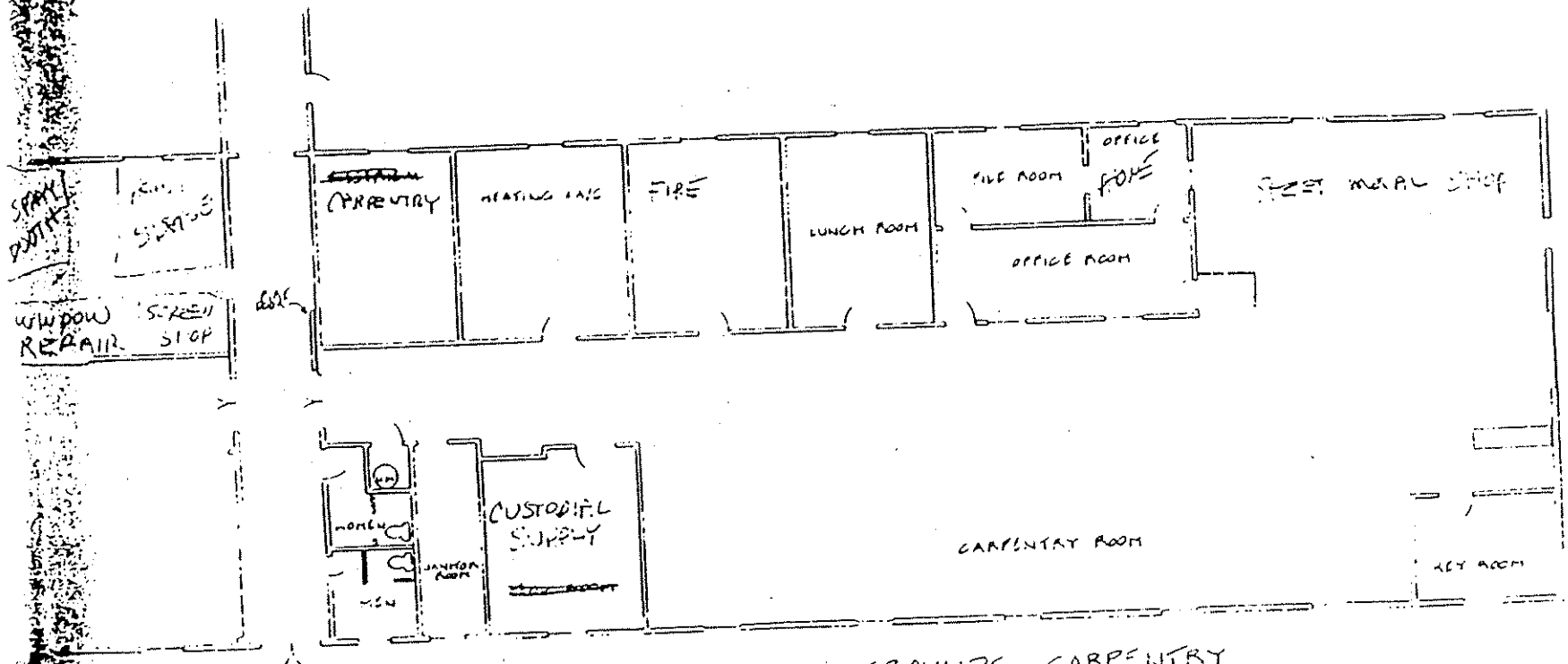
Large break area and showers shown with Bldg.Maint. division.


1380
840
082
720
400
small
shop 2480
2164
small
2160
tools
Open area
is not
walk
shop
YELLOW – C.I. & ADMIN.
GREEN – GROUNDS
ORANGE – CUSTODIAL
BLUE – BUILDING MAINT. SUPPLY
PINK – BUILDING MAINT. SHOPS
BUILDING # 210 DEWITT CENTER
DOWNSTAIRS
1/8" = 1'-0"
A
CAPITAL IMPROVEMENTS DIVISION
11483 B AVENUE
AUBURN, CALIFORNIA
95603
(916) 523-4806
PROJECT NO
DRAWN BY
DATE
AREA
SHEET TITLE
SHEET NO.
SET NO.
OF SHEETS

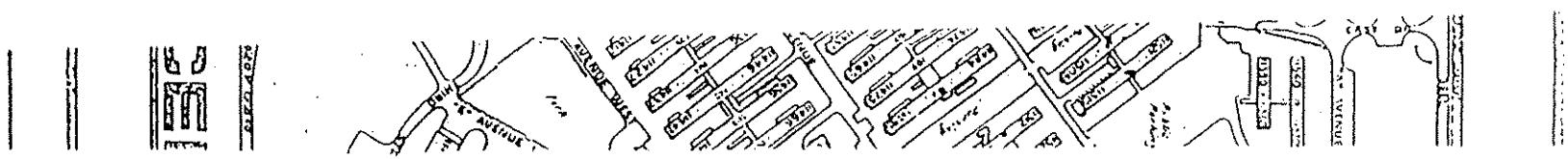
DEPARTMENT OF FACILITY SERVICES

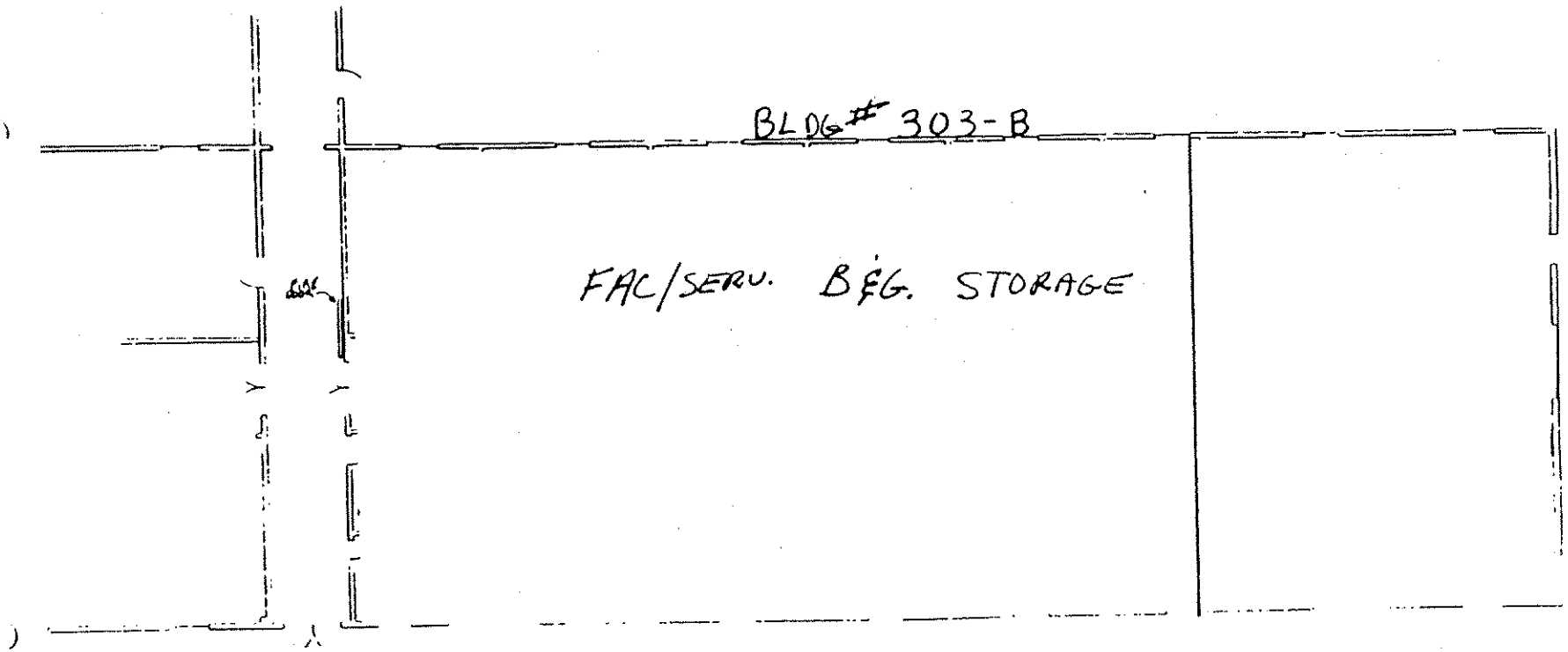
ADMINISTRATION/ACCOUNTING/CAPITAL IMPROVEMENTS



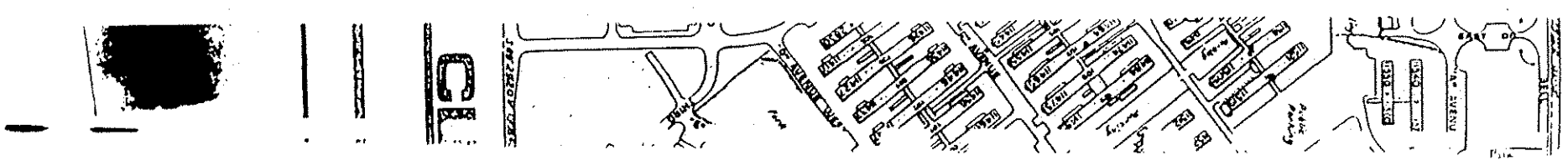


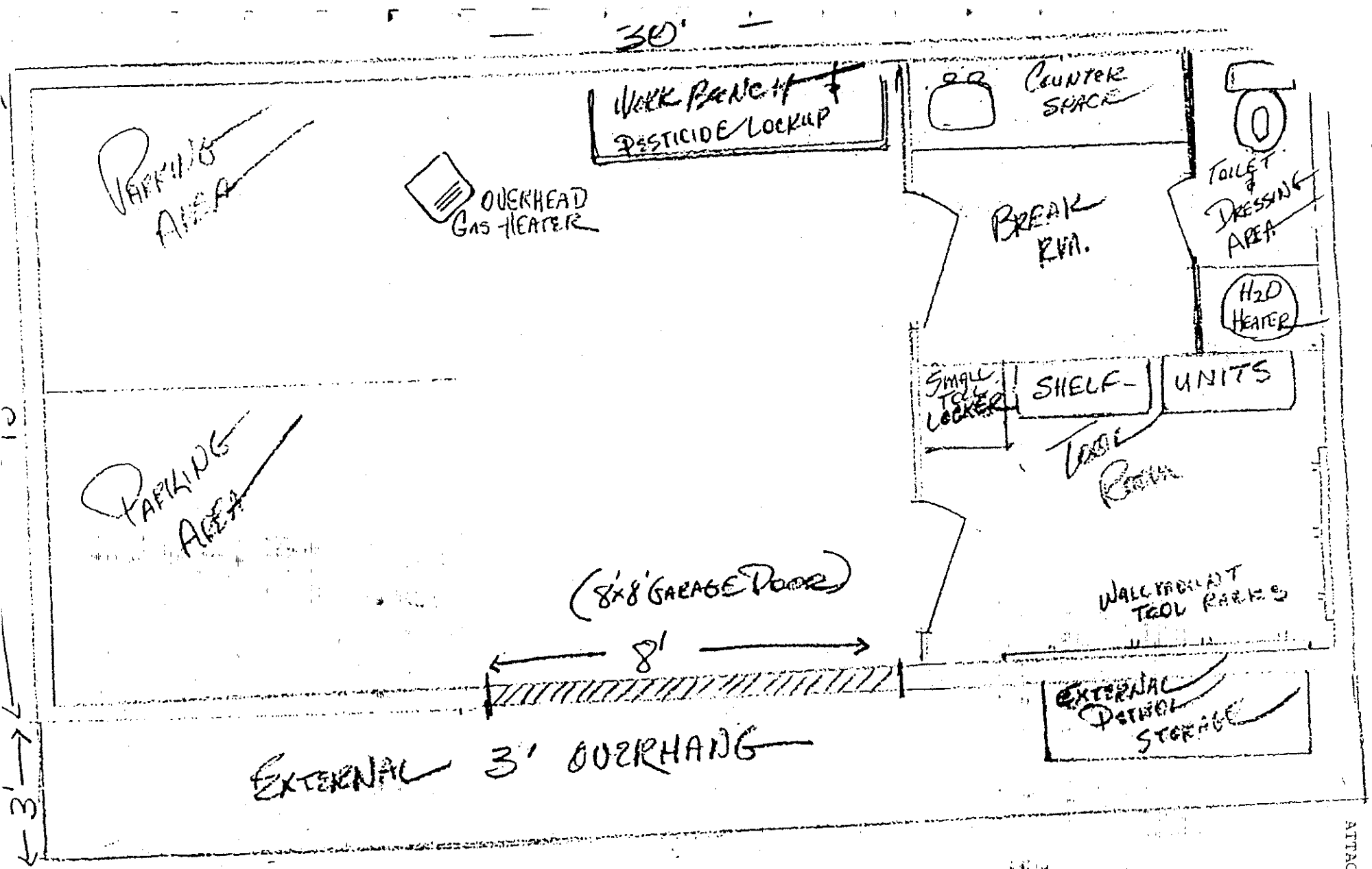
BUILDINGS & GROUNDS - CARPENTRY
BLDG # 302 A-F
11429 "F" AVENUE
SCOTT CENTER



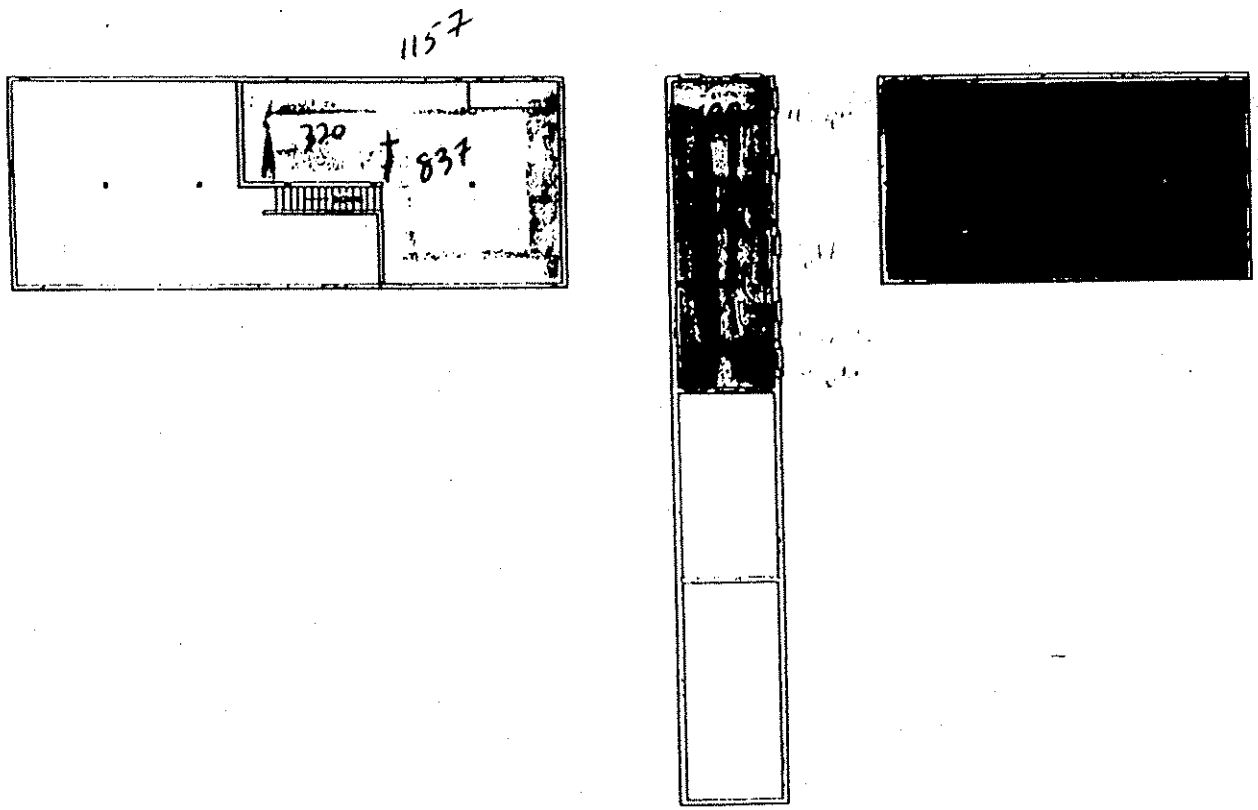


ATTACHMENT A





ATTACHMENT C



BUILDING # 210 DEWITT CENTER

UPSTAIRS

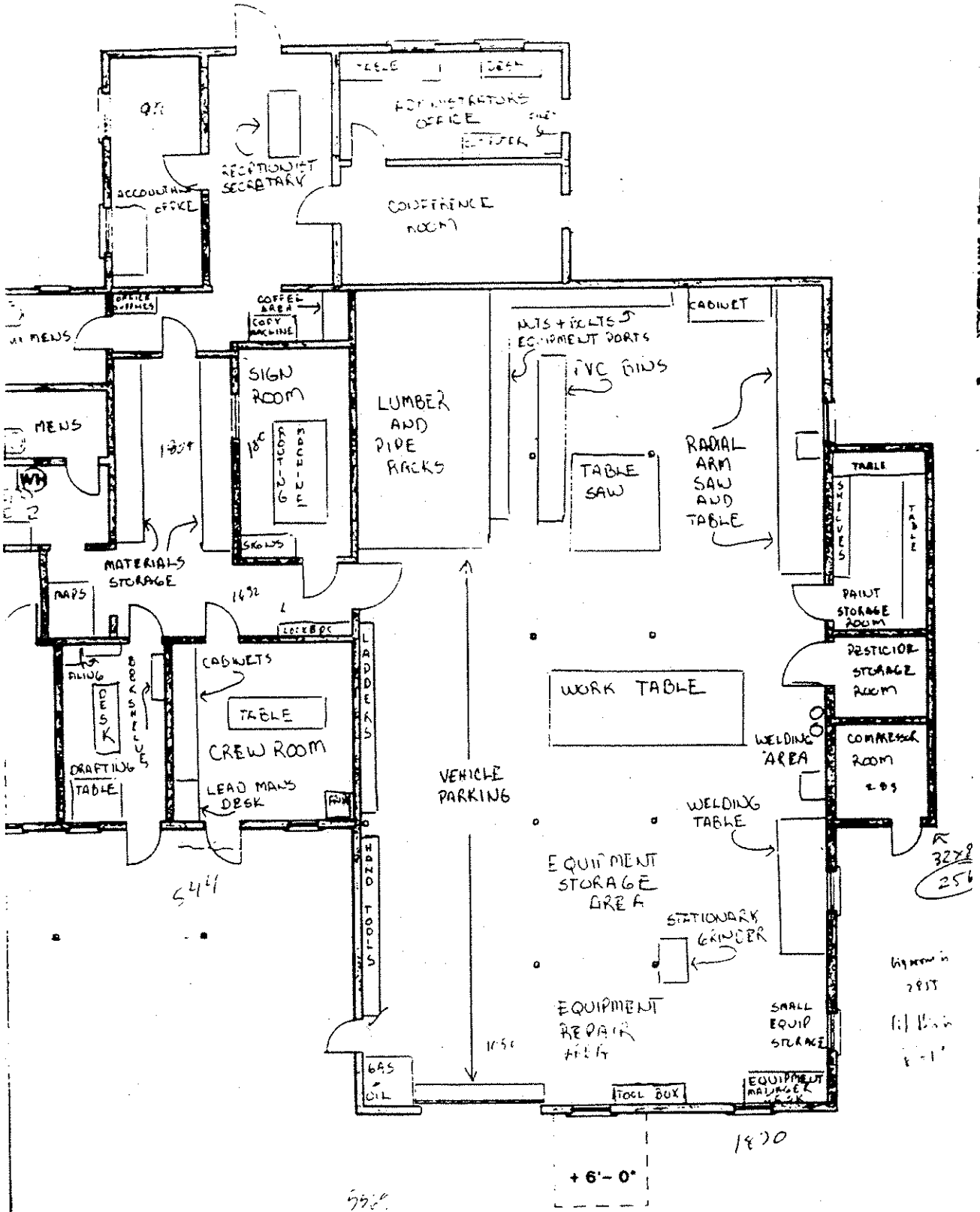
1/8" = 1'-0"

CAPITAL IMPROVEMENTS DIVISION

11483 B AVENUE
AUBURN, CALIFORNIA
95603
(916) 823-4806

PROJECT NO.
DRAWN BY
DATE
AREA
SHEET TITLE

SHEET NO.
SET NO.



Parks
Bldg. 2.0

FARM ADVISOR

The Farm Advisor's Office is the off-campus educational arm of the University of California. The primary function of the department is extension of education and research to youth and adults in the areas of Agriculture and Natural Resources, Family and Consumer Science and 4-H Youth. An organizational chart was not included.

Staffing and Growth Trends

The department is increasing programmatic focuses toward youth, family and issue-centered problem solving. An additional four to six more staff are expected on the youth/after school outreach over the next five years. Technologies and program sophistication is expected to increase.

All residents of the county are served, regardless of incorporation status. Use of volunteer extenders could increase. The department could anticipate a greater community focus as a resource center (publications, video and audio tape resources, etc.). Workload indicators are tracked.

The department is a unique cooperative effort among USDA, University of California, and Placer County. The county provides the facility, resources/supplies, and clerical support. The "authorized" staffing figure reflects the 2.0 county clerical. Funding for some staffing is provided directly through the University of California, so budget figures do not agree with actual staffing figures using the space. Additional staff members include three academic/professionals and others working on various programs. Although few work in the office on a full time basis, adult volunteers working under 4-H Youth, Master Gardener and Food Preserver, and Money Sense Programs equal about 80 employees.

Adjacencies

Agriculture Department (E)

Security

Security and privacy requirements are currently handled in academic and staff offices. Outside door access to the conference room is needed for after hours use by 4-H and other volunteer groups involved in Extension programs.

Computer Needs

Additional functions, perhaps in-house printing/publishing equipment, and enhanced teletip (call in for educational message) service could require major new equipment in the next five years, which could probably be accommodated within the existing space.

Storage

Records retention varies from three to five years; some records are stored longer. Purging occurs regularly and is an ongoing task. Visual media resources are housed at UC Davis.

Additional storage: fixed shelves - 16; mobile shelves - 35; map case - 1; steel/wood upright cabinets - 21; box items - numerous. Other storage is needed for paper, curriculum, literature. Currently, these are stored in hallways and restrooms.

Current Facilities
Office, 11477 E Ave., DeWitt Center, Auburn

Remodeling work and kitchen areas could delay the time when the department outgrows its current space. The department has put in mobile partitions at their own expense to increase cubicles for staff. A smaller, more modern and well designed space could work, depending on the facility. The warehouse collapsed during the winter of 1990-91.

Wheelchair and disabled access do not exist. Access and use of warehoused items is inefficient.

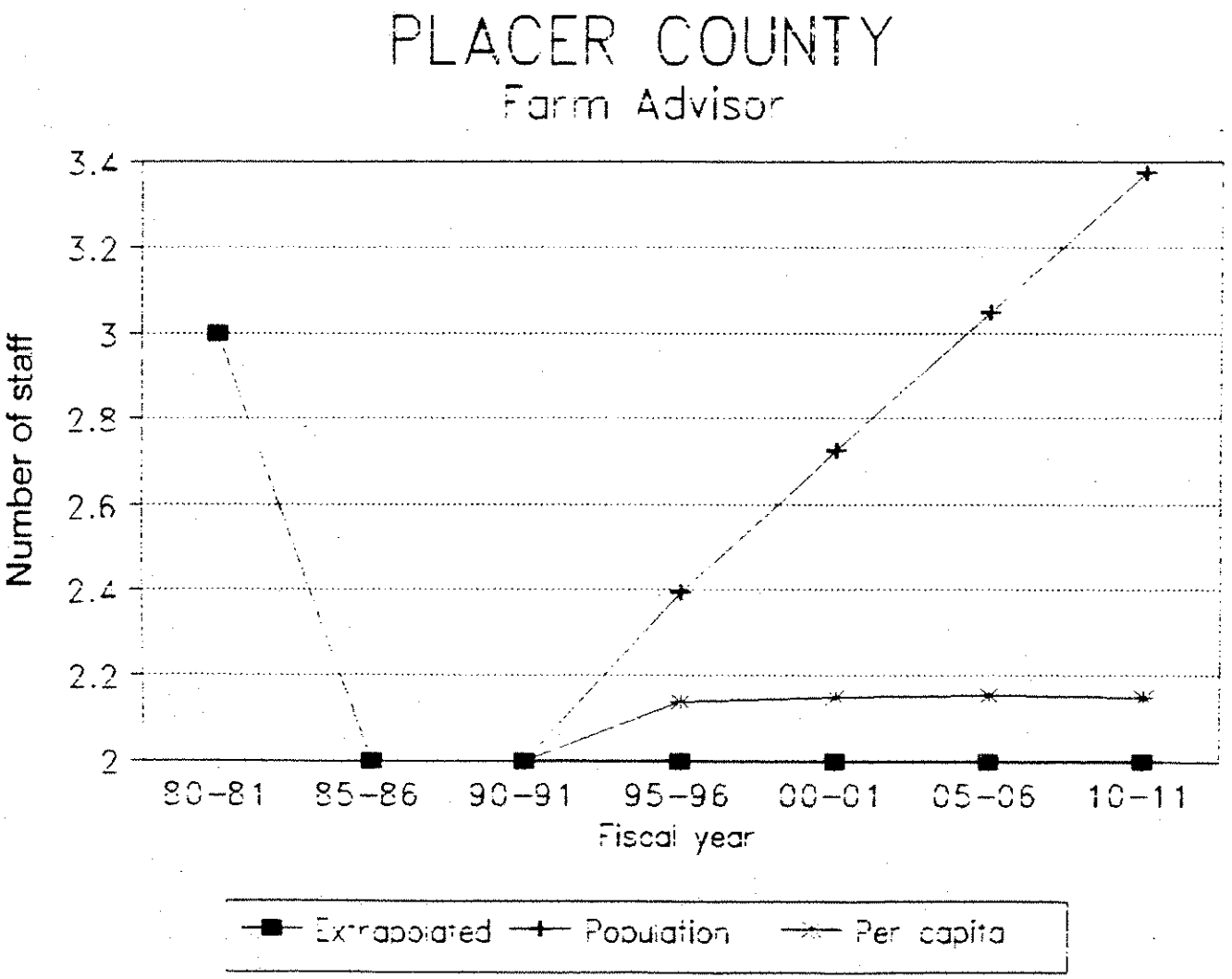
Additional workspaces: tables for collating; conference room tables also used for assembling/collating; additional computer stations are shared. Conference room is also a library. Other specialized space: kitchen (used by other departments).

Visitors need workspaces to complete forms, review and purchase publications, write checks, make deliveries, and for interviews. Because department professionals often hold private discussions and meetings with clients over confidential issues such as finances and personal background, space should be allotted for this purpose.

Parking: UPS and food supply vehicles need access/parking to the facility. Access is needed for unloading and loading materials and supplies to pickups and/or cars going to and from program sites (after school latchkey, youth education sites; 4-H camp and various events underway throughout the year).

Warehouse, Building 206, DeWitt Center, Auburn
The location is used to store paper and supplies.

This building is unimproved and was damaged by flood.


PLACER COUNTY
Farm Advisor
Number of staff
3.4
3.2
3
2.8
2.6
2.4
2.2
2
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

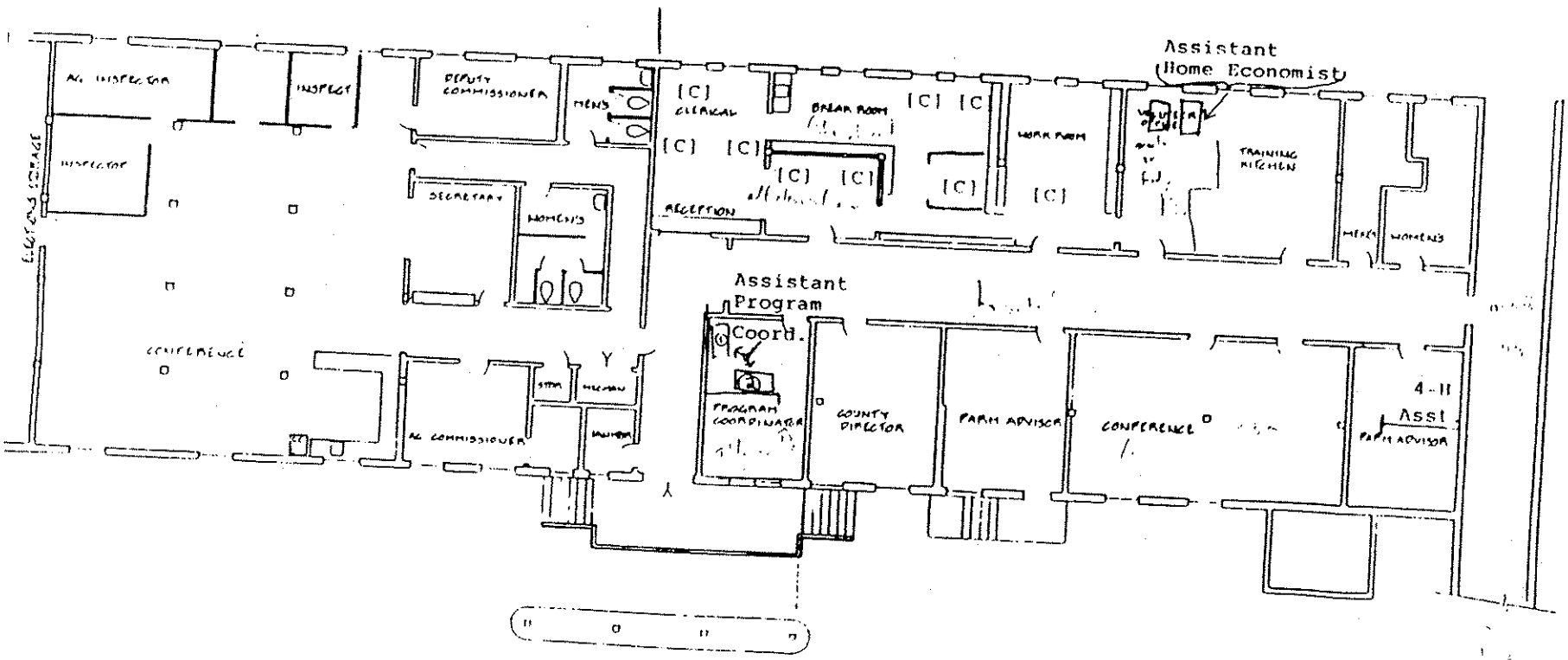
Placer - Farm Advisor (Co-op Extension)

Current Space	5110

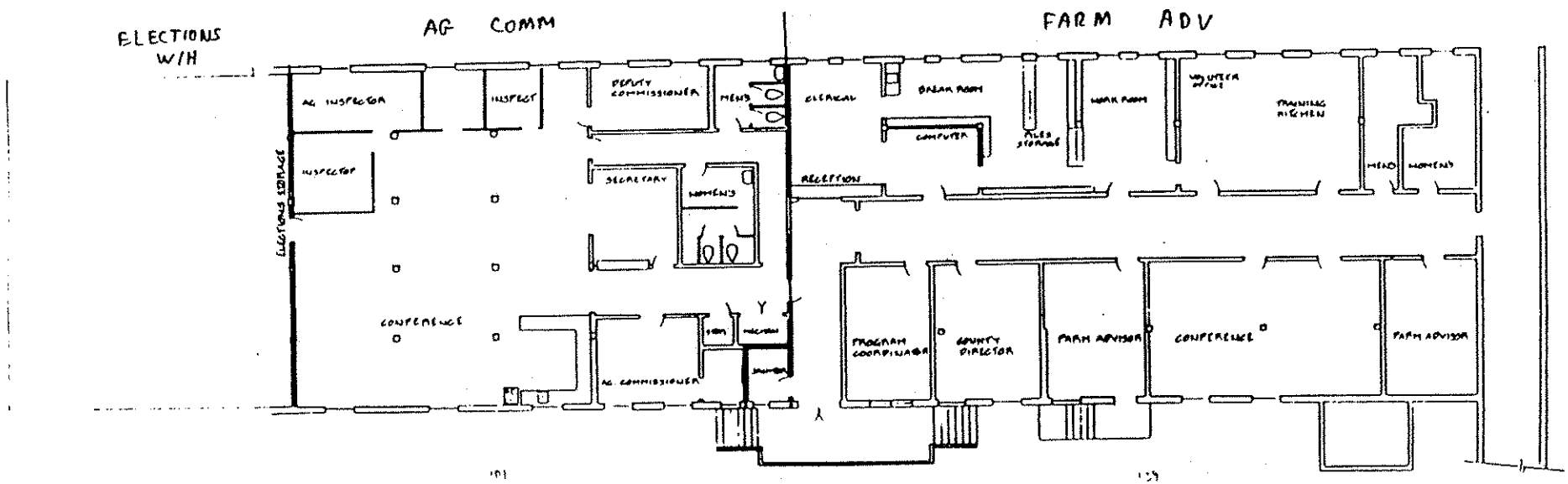
Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200										
Manager	150	4	600	4	600	4	600	4	600	4	600
Professional	125	2	250	3	375	3	375	4	500	4	500
Support staff	85	9	765	9	765	10	850	10	850	11	935
Field staff	75										
Other	75										
Staff space		**16**	**1915**	**17**	**2040**	**18**	**2125**	**19**	**2250**	**20**	**2335**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50	4	200	4	200	4	200	4	200	4	200
small conf.	200										
med. conf.	320	1	320	1	320	1	320	1	320	1	320
lg confer.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	150	1	150	1	150	1	150	1	150	1	150
file area	250	1	250	1	250	1	250	1	250	1	250
reception	150	1	150	1	150	1	150	1	150	1	150
counters	150	1	150	1	150	1	150	1	150	1	150
Lab	100	1	100	1	100	1	100	1	100	1	100
Training/kitchen	250	1	250	1	250	1	250	1	250	1	250
Other: reproductio	100	1	100	1	100	1	100	1	100	1	100
Classroom	900	1	900	1	900	1	900	1	900	1	900
Special & support spaces			**1820**		**1820**		**1820**		**1820**		**1820**
Total Net Prog.			**3735**		**3860**		**3945**		**4070**		**4155**
Dept.Gross (total program/.75)			**4,980**		**5,147**		**5,260**		**5,427**		**5,540**
Space factor per person			311		303		292		286		277

AGRICULTURAL COMMISSIONER
WEIGHTS & MEASURES
FARM ADVISOR
11477 E AVENUE
DEWITT CENTER

BLDG # 306



AGRICULTURAL COMMISSIONER
WEIGHTS & MEASURES
FARM ADVISOR BLDG. # 306
11477 E AVENUE
DEWITT CENTER



approx 7,100 ft²

approx 3,715 ft²

approx 5,110 ft²

Placer Farm/Home Adv. Dept. Printout

Current Space Use Worksheet

Dept: **Farm/Home Advis.**
Address: **11477 E Ave.**

Current Staffing and space use

Direct	1
Admin.	0
Mgrs	4
Prof.	2
Support	9
Field	0
Other	0
Total Staff	16

Extra Staffing Needs

Staff w/ no wkst	N
Extra Help	0
Extra Help #	0
Other Wksts.	Y

Specialized Spaces

	Now Have
Break/coffee area	1
Conference	1
Copy	2
Supply	2
Reception/waiting	1
Lab/wk.bench	0
Other	1

Current Storage

type	Size	Adequate?
Farm/Home Adv.	*11477 E Ave.*	
Admin. files/repts		Y
supplies, forms, etc.		N
exhibits, evidence		
financial records		N
computer tapes		
microfiche		
industrial equip.		
specimens/lab equip.		Y
tools/materials		N
other		N

Conference Rooms

Meeting space adequate? N

Group size	Freq.	Duration	
Farm and Home Adv	*11477 E Ave*		
1 to 4	DAILY	45 MIN	STAFF
5 to 8	WEEKLY	1 HR	STAFF
9 to 15	16X/MO	1.5 HRS	STAFF/PUB
16 to 30	10X/MO	3.5 HRS	STAFF/PUB
over 30	MONTHLY	2 HRS	PUBLIC

Reception and Waiting

No. of visitors: 0

Time: Peak hours

Visitor Type	%
Co. staff	5
Pub. (prof.)	5
Gen. Public	90
Other	0

Need recep. area	Y
Need recep.desk	Y
Visitor seating	Y/6
Counter/# visitors	Y/6
Other?	0

Needs met?	N
Visit. need wksp.?	Y

Subjective Assessment by Dept.

Outgrown space?	0
Outgrow in 2/5 yrs?	0
Smaller,good des ok	0
Bldg. Code problems?	Y
Have disabled access	N

Building Condition

Acoustics	F	Security/conf.	F
Interior finish	F	Temp	F
Layout	F	Ventilation	F
Lighting	G		

Storage:

Storage problem?	MAJ	No. stand. drawers	43	Store other ways?	Y
		Linear Ft of open shlf.	450	Cent or indv?	B

Computer

Link to IS main?	N	No. terminals	4
Impact of addl. comp	0	No. sufficient?	N

Parking

Need pub. trans. access	Y	Employees'	15
Parking Adequate	N	Visitors'	40
Spec. veh.or access	access?	Co.owned veh.	0
		Max No. Vehicles	55

HEALTH DEPARTMENT

The Placer County Health Department consists of the following eight divisions:

1. Animal Control Division
2. Alcohol and Drug Division
3. Administrative Services Division (this FMP study includes the Director of Health Services and administrative secretary in this category)
4. Public Health Nursing Division
5. Environmental Health Division
6. Mental Health Services Division
7. Medical Care Services Division
8. Public Health Laboratory Division
9. Air Pollution Control Division

The Health Department provides services to all residents of the county, regardless of incorporation status.

HEALTH / ADMINISTRATION

The Administrative Services division of the Health Department provides administrative, fiscal, management and medical support to the various divisions and programs. Services include budget preparation and monitoring, payroll, coordination of purchasing, claims and personnel, cost accounting, management analysis and health officer functions.

Staffing and Growth Trends

The following would increase the need for services: increased requirements and/or funding from the state; increased health and medical needs of existing county population; more centralized approach to financial and administrative service, with space permitting.

The department anticipates an incremental increase in accounting/fiscal staff, which has operated at the same level for approximately ten years. Current space limitation precludes more centralized departmental financial operations, which could add seven to ten positions to current staffing level (while decreasing other divisions by a corresponding amount).

Federal and state funding and reporting requirements will have major impact on personnel or service growth. Realignment of AB8 and Mental Health proposed for 91/92 FY would increase the importance of this division. Workload indicators are tracked; however, workload is based upon the size, complexity and activity levels of the other eight divisions within Health and Medical Services. Staff estimates could easily multiply several times if all divisions were centralized in one facility.

Adjacencies

All health divisions (E); other humans service departments (I); land development departments (U). The department also meets frequently with the State Department of Health Services (periodic), Placer County Health Council (monthly), Division Head (monthly), Sierra-Sacramento Valley Emergency Medical Services, and Placer County Emergency Medical Care Committee (monthly).

Operations would be more efficient if the department were consolidated. Administration could be more centrally located and include vital statistics and EMS.

Security
Security is required for: cash and checks to be secured (currently use a safe); departmental personnel records need more adequate security; staff need offices which permit private conversations and secure entrances and exits. Personnel clerk and secretary do not have confidential meeting areas.

Storage
Records are generally retained for three to five years, depending upon their nature, and as dictated by state and federal audit requirements. Personnel Records, confidential drug (employee) testing require security. Purging is performed as needed and at the conclusion of the fiscal year. Current storage is located in 107A (behind Air Pollution Control). Off-site storage, microfilm and computer storage are not currently used.

Current Facilities
Offices, 11484 B Ave., DeWitt Center, Building 109 A, Auburn

The division has maximized existing space by sharing offices, off-site records storage, purchasing of space-saving office furniture, and using hallways for staff workstations. Certain staff work at home with computers and others are on field assignment.

There is a need for an adequate conference room for meetings of up to 25 people; secure area for personnel records and a safe; large area for photocopying and assembling documents; area for fax machine, supply deliveries and departmental library for management. Sink, counter, coffee area and refrigerator are also needed, as is a lounge for female staff and legislative terminal workstation.

Ideal facility conditions would permit sufficient space for approximately 20 management, administrative and office support staff.

Additional workstations: computer station used for a legislative computer link-up with state capitol; possibly vital statistics deputy registrar, currently located in PHN. Extra help use workstations of permanent staff.

Other specialized spaces: safe and deliveries, both shared spaces. Break, conference and reception areas are shared.

Deficiencies: No private spaces for department head secretary and department's personnel officer; no current conference room dedicated to administrative meetings; no private area for file storage; no break area for staff; no area for assembling reports and documents; sharing offices is required. Electrical overloads occur, especially in warm weather. The facility is accessible for disabled persons, but through a circuitous, indirect route.

Additional storage: fixed shelving and file boxes are used extensively; an off-site area with a large office is presently filled with files stored for reference and legal purposes. Standard industry guidelines for a centralized administrative and financial headquarters for an organization of approximately 250-300 personnel would most likely be adequate.

All administrative staff should have a space for a computer terminal, but current space will not accommodate.

Access: Special access is required for centralized supplies deliveries for most divisions within the department. However, with a more adequate facility configuration, each division would have service access for deliveries.

Placer - Health Admin.

Current Space	2220

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200	2	400	2	400	2	400	2	400	2	400
Manager	150		0	0	0	0	0	0	0	0	0
Professional	125	1	125	1	125	1	125	2	250	2	250
Support staff	85	6	510	7	595	8	680	8	680	9	765
Field staff	75		0	0	0	0	0	0	0	0	0
Other	75		0	0	0	0	0	0	0	0	0
Staff space		**10**	**1335**	**11**	**1420**	**12**	**1505**	**13**	**1630**	**14**	**1715**
Coffee area/break	100	1	100	1	100	1	100	1	100	1	100
Extra help	50	0	0	0	0	0	0	0	0	0	0
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320		0	0	0	0	0	0	0	0	0
large conf.			0	0	0	0	0	0	0	0	0
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	200	1	200	1	200	1.2	240	1.2	240	1.4	280
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150		0	0	0	0	0	0	0	0	0
computer area	200	1	200	1	200	1	200	2	400	2	400
			0	0	0	0	0	0	0	0	0
	50		0	0	0	0	0	0	0	0	0
				0		0		0		0	
				0		0		0		0	
Special & support spaces			**1050**		**1050**		**1090**		**1290**		**1330**
Total Net Prog.			**2385**		**2470**		**2595**		**2920**		**3045**
Dept.Gross (total program/.75)			**3,180**		**3,293**		**3,460**		**3,893**		**4,060**
Space factor per person			318		299		288		299		290

Placer 1.Health Admin. Dept. Printout

Current Space Use Worksheet

Dept. **Health/Admin.**
Address **11484 B Ave., 109A**

Current Staffing and space use

Direct.	1
Admin.	2
Mgrs	0
Prof.	1
Support	4
Field	0
Other	0
Total Staff	8

Extra Staffing Needs

Staff w no wkst	N
Extra Help	Y
Extra Help #	0
Other Wksts.	Y

Specialized Spaces

Now Have	
Break/coffee area	1
Conference	1
Copy	1
Supply	1
Reception/waiting	1
Lab/wk.bench	0
Other	2

Current Storage

type	Size	Adequate?

Conference Rooms

Group size	Freq.	Duration		Meeting space adequate?	N
Health/Admin.	*11484 B Ave., 109A*				
1 to 4	SEVERALX/D.	2 HRS	STAFF		
5 to 8	DAILY	2 HRS	STAFF		
9 to 15	WEEKLY	2 HRS	STAFF		
16 to 30	MONTHLY	2 HRS.	PUBLIC		
over 30	3X/YEAR	4 HRS	STAFF		

Reception and Waiting No. of visitors: 1 to 10 Time: Equal thru day

Visitor Type	%				
Co. staff	90	Need recep. area	Y	Needs met?	N
Pub. (prof.)	10	Need recep.desk	Y	Visit. need wksp.?	N
Gen. Public	0	Visitor seating	Y/4		
Other	0	Counter/# visitors	0		
		Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	Y				
Outgrow in 2/5 yrs?	0	Acoustics	F	Security/conf.	P
Smaller,good des ok	N	Interior finish	F	Temp	P
Bldg. Code problems?	Y	Layout	F	Ventilation	F
Have disabled access	Y	Lighting	F		

Storage:

		No. stand. drawers	74	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	435	Cent or indv?	C

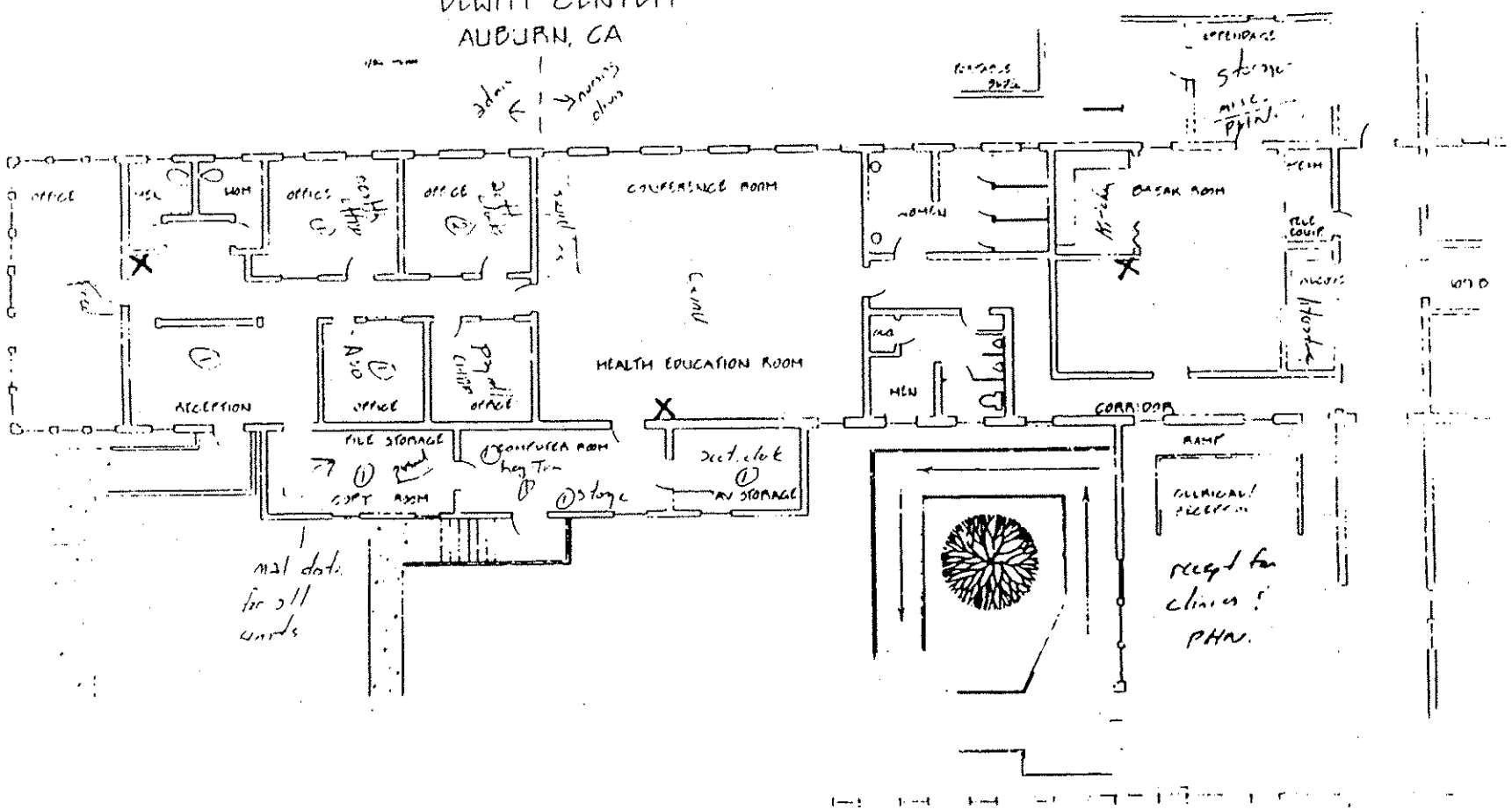
Computer

Link to IS main?	Y	No. terminals	9
Impact of addl. comp.	0	No. sufficient?	N

Parking

		Employees'	10
Need pub. trans. acces	N	Visitors'	5
Parking Adequate	N	Co.owned veh.	2
Spec. veh.or access	access?	Max No. Vehicles	15

PLACER COUNTY HEALTH DEPARTMENT
BLDG. #109 A
11484 'B' AVENUE
DEWITT CENTER
AUBURN, CA



HEALTH/ANIMAL CONTROL

The Animal Control division provides shelter for domestic animals and field services for rabies suppression and domestic animal control.

Staffing and Growth Trends

The department states that current shelter needs are for a facility twice as large. Additional space will be needed, calculated on a rate of 7.9 percent of the population growth over the next five years. All residents of the county are served, regardless of incorporation status. The division expects to increase educational programs to reduce surplus animal population.

A "Facility Needs" Plan for the Auburn facility has been done. Workload indicators are not yet tracked, but the division hopes to begin doing this in the near future. The County is now considering possibly contracting with the SPCA to administer this division. This would not affect space or staff needs.

Adjacencies

Health Administration (I), Jail (I), Nursing (I), Sheriff's Department (I). The department prefers to not be located near Health, Minimum Security Jail or Sheriff.

Visitor Needs

Visitors need work areas for completing forms, preparing reports, reviewing files, writing checks and adoption/owner counseling. Public require access after normal working hours (9-6 weekdays, 10-5 Saturdays, 1-3 Sundays). Staff need access seven days a week.

Storage and Records

Hard copy records are stored for many years. The division has asked County Counsel for a decision regarding their destruction. Storage is not computerized. Off-site storage, microfilm or computer storage are not currently used. Additional computer equipment would require more room.

Current Facilities

Auburn Animal Shelter, 11251 B Ave., Dewitt Center, Auburn

The division is already sharing space and is requesting temporary modular space and kennel remodels which will allow more space for animals. All work stations are shared. The facility does not have any private office. Additional staff, educational programs and space changes in euthanasia procedures are expected to significantly impact on space needs. This facility is presently undergoing some remodeling; the department reports, however, that space needs will still not be completely met.

Deficiencies: inadequate administrative space; inadequate kennel space; no public education space. Staff members handle toxics, animal waste and dead wild/domestic animals daily. Lack of sanitary conditions is a major concern. Currently, showers are not available and there is no employee break room. There is only one restroom, shared by men and women. There is a shortage of electrical outlets.

Storage: cardboard boxes in a storage room off site. A lot of storage is off-site, and the division hopes to become more automated in the near future with computer storage.

Parking: Parking space is adequate, but paved area is not. A secured area is required for vehicle storage with large delivery truck access.

Tahoe Office, 875 National Ave., Tahoe Vista

The Tahoe office processes approximately 12,000 animals each year in addition to running its administrative operations.
Additional workstations: 2 desks, a computer station and copy machine. Office space (8x11) includes two filing cabinets and a counter for the public. The coffee and supply room are one area (4x8) which includes a counter, double sink and the safe. Four workstations are needed for staff and one workstation for volunteers for a total of five.

Deficiencies: There is not enough room for staff and Supervisor. The office is next to the kennels and noise presents problems. There are two heaters in the kennel which are too low; cleaning persons can hit their heads on them. Insulation is poor; new suction fans are needed. Lack of sufficeint lighting is a safety hazard. The cement floors are cracked creating sanitation problems. The Supervisor does not currently have a private office. The department reports that remodeling the facility is not possible.

In 1987 the Humane Society of the United States sent Field Investigator, Kurt Lapham, to conduct an audit of the Tahoe facility and concluded it to be "totally inadequate. If the county is not willing to put the money into improving this facility I would consider closing the facility." He also recommended looking "into possibly increasing the staff of the program. [However,] the immediate concerns of [the field investigator] are the animal compartments on the vehicles and the Lake Tahoe facility." The vehicle question has since been addressed, while the facility remains entirely inadequate.

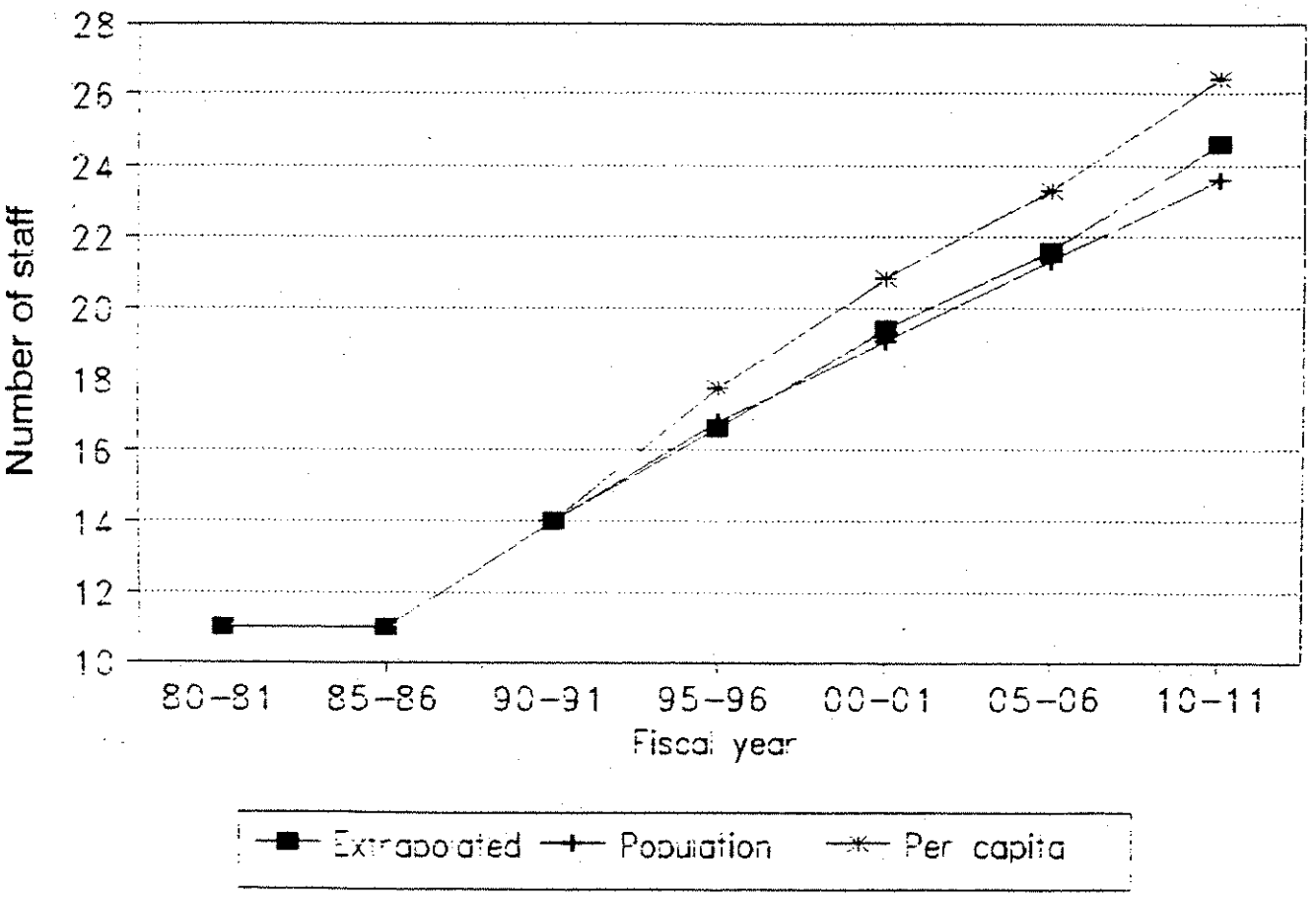
In addition to being found "inhumane" in the 1987 USHS audit, the facility is also undersized. Current population served is approximately 20,000. However, during peak tourist periods, population exceeds 72,000. Based on current population the current need is for twenty dog kennels, not including quarantine area. The department reports that the noise problem is created by the lack of separate male and female kennels; housing the dogs together results in constant noise problems while female animals are in heat. The facility now has 12 kennels. The number of cat kennels is adequate but should be separated into two sections: 1) strays and 2) adoptions. In addition there should be at least four quarantine kennels separated from the main area.

Storage: index card file drawer, two filing cabinets, fixed shelving. The restroom is used for storage. Storage is a major problem.

Parking: There should be parking close to the back door for loading access.

PLACER COUNTY

Domestic Animal Control



Current Space Use Worksheet

Dept. **Health/Animal Control 1**
Address **11251 B Ave.**

Current Staffing and space use

Direct.	1
Admin.	1
Mgrs	1
Prof.	0
Support	4
Field	6
Other	6
Total Staff	19

Extra Staffing Needs

Staff w no wkst	Y
Extra Help	Y
Extra Help #	0
Other Wksts.	Y

Specialized Spaces

Now Have	
Break/coffee area	0
Conference	0
Copy	0
Supply	0
Reception/waiting	1
Lab/wk.bench	0
Other	0

Current Storage

type	Size	Adequate?
Health/Animal Con	*11251 B Ave*	
Admin. files/repts	4 draw. cab	N
supplies, forms, etc.	8.5x11	N
exhibits, evidence	8.5 x 11	N
financial records	8.5x18	N
computer tapes		
microfiche	standard	N
industrial equip.		
specimens/lab equip.		
tools/materials	standard	N
other	various	N

Conference Rooms

Group size	Freq.	Duration
Health/Animal Cont	*11251 B Ave.*	
1 to 4		
5 to 8	DAILY	45 MIN
9 to 15	MONTHLY	1.5 HRS
16 to 30		
over 30	2X/YEAR	3 HRS

Meeting space adequate? N

Reception and Waiting

No. of visitors: 26 to 50 Time: Peak hours

Visitor Type	%				
Co. staff	0	Need recep. area	Y	Needs met?	N
Pub. (prof.)	0	Need recep.desk	Y/2	Visit. need wksp.?	Y
Gen. Public	90	Visitor seating	Y/4		
Other	0	Counter/# visitors	0		
		Other?	0		

Subjective Assessment by Dept.

Outgrown space?	Y
Outgrow in 2/5 yrs?	0
Smaller,good des ok	N
Bldg. Code problems?	Y
Have disabled access	N

Building Condition

Acoustics	P	Security/conf.	P
Interior finish	P	Temp	P
Layout	P	Ventilation	P
Lighting	P		

Storage:

		No. stand. drawers	24	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	0	Cent or indv?	C

Computer

Link to IS main?	Y	No. terminals	5
Impact of addl. comp.	0	No. sufficient?	N

Parking

		Employees'	10
Need pub. trans. access	N	Visitors'	15
Parking Adequate	Y	Co.owned veh.	8
Spec. veh.or access	access?	Max No. Vehicles	25

Current Space Use Worksheet

Dept. **Health/Animal Control 2**
Address **875 National Ave.**

Current Staffing and space use

Direct.	0
Admin.	0
Mgrs	1
Prof.	0
Support	1
Field	1
Other	0
Total Staff	3

Extra Staffing Needs

Staff w no wkst	Y
Extra Help	Y
Extra Help #	1
Other Wksts.	Y

Specialized Spaces

Now Have

Break/coffee area	1
Conference	0
Copy	0
Supply	0
Reception/waiting	0
Lab/wk.bench	1
Other	0

Current Storage

type	Size	Adequate?
Health/Animal Con	*11251 B Ave.*	
Admin. files/repts		N
supplies, forms, etc.		N
exhibits, evidence		N
financial records		N
computer tapes		N
microfiche		N
industrial equip.		N
specimens/lab equip.		N
tools/materials		N
other		

Conference Rooms

Group size	Freq.	Duration	Meeting space adequate?	N
Health/Animal Control	*11251 B Ave.*			
1 to 4	2X/MO	STAFF		
5 to 8				
9 to 15				
16 to 30				
over 30				

Reception and Waiting

No. of visitors: 0 Time: Equal thru day

Visitor Type	%				
Co. staff	0	Need recep. area	Y	Needs met?	N
Pub. (prof.)	0	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	50	Visitor seating	0		
Other	50	Counter/# visitors	Y/4		
		Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	Y	Acoustics	P	Security/conf.	0
Outgrow in 2/5 yrs?	0	Interior finish	P	Temp	F
Smaller,good des ok	N	Layout	P	Ventilation	P
Bldg. Code problems?	Y	Lighting	G		
Have disabled access	N				

Storage:

		No. stand. drawers	8	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf	0	Cent or indv?	I

Computer

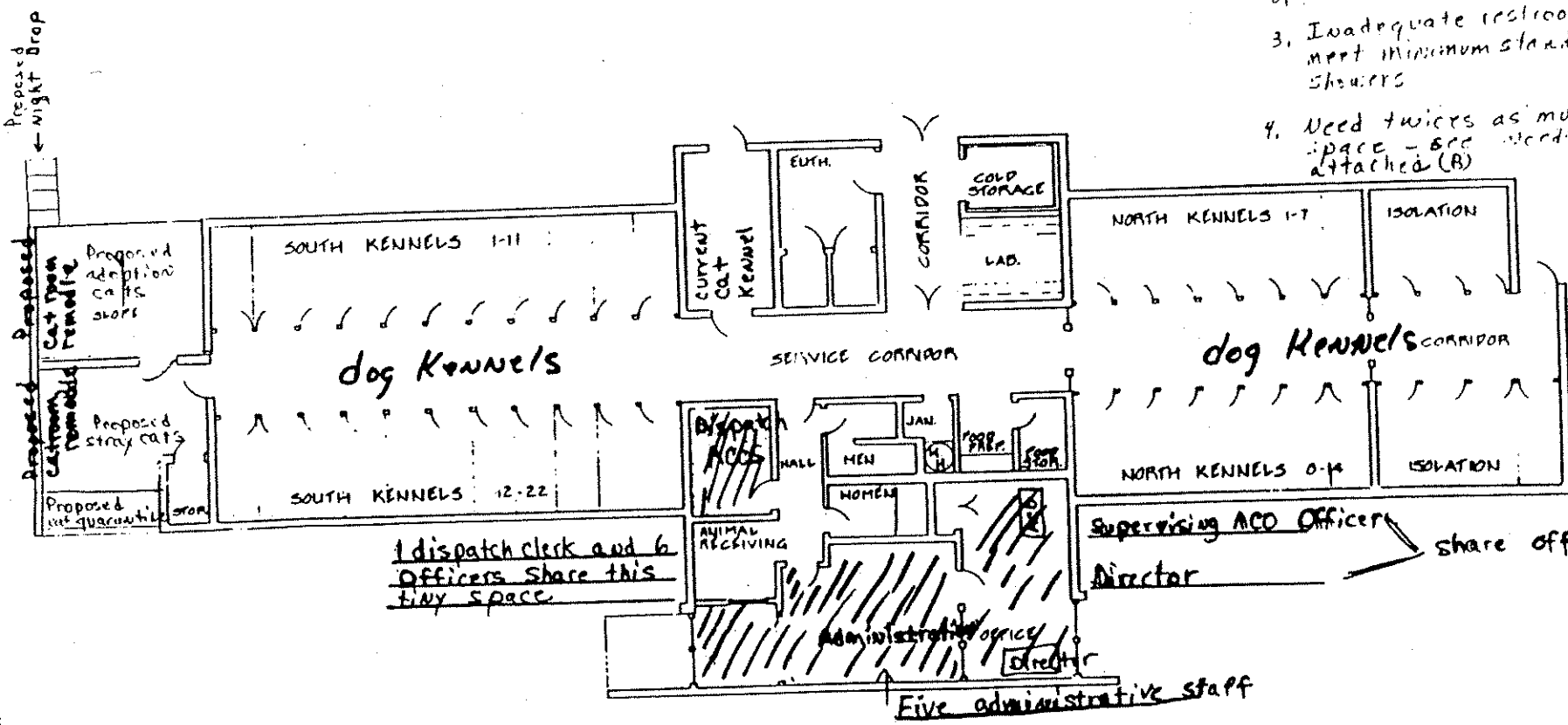
Link to IS main?	N	No. terminals	1
Impact of addl. comp.	0	No. sufficient?	Y

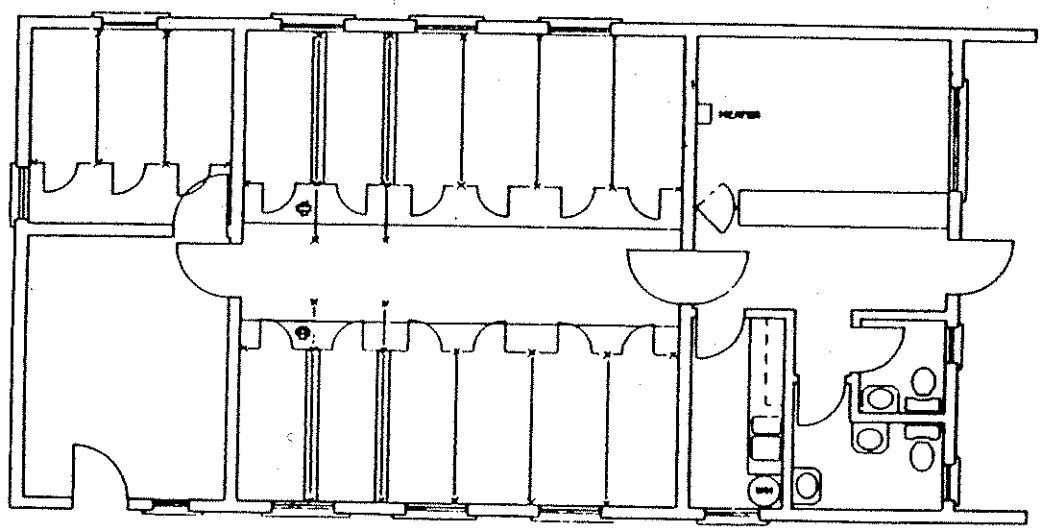
Parking

		Employees'	3
Need pub. trans. access	N	Visitors'	9
Parking Adequate	N	Co.owned veh.	3
Spec veh.or access	access?	Max No. Vehicles	12

ANIMAL CONTROL CENTER
11251 'B' AVENUE
DEWITT CENTER
AUBURN, CA.
BLDG #502

1. Inadequate office space need at least 3 private offices & a conference room
2. No break room
3. Inadequate restrooms, does not meet minimum standards & no showers
4. Need twicers as much kennel space - see needs analysis attached (B)





TAHOE VISTA ANIMAL SHELTER

875 NATIONAL AVENUE TAHOE VISTA, CA.

SCALE 1/4" = 1'-0"

1497.50 FT

HEALTH/ALCOHOL, DRUG AND TOBACCO PROGRAMS

The primary functions of this division are: administration; out-client counseling; education and training; community advisory meetings; conference development; evaluation and monitoring; grant writing and development; planning.

Staffing and Growth Trends

In 1989-90, the Alcohol, Drug and Tobacco Programs (ADTP) were separated from the Mental Health Division into an independent division. Staff increased from three to seven, plus consultant and four "shared" staff with Mental Health and PHN.

Increased funding and program prioritization by state and federal governments and a need to develop new programs (e.g., Adolescent Residential Treatment Program, Day Treatment Program) would increase the need for services. If current trends continue, it is anticipated that the program could double. However, contracted, vs. directly operated, programs must be considered. All residents of the county are served, regardless of incorporation status. The program will probably expand to include staff to coordinate perinatal programs and staff to increase direct counseling services.

Adjacencies

Division of Mental (I); Public Health Nursing (U); Medical Clinic (U); Laboratory (U); Health Administration (U). The division also meets frequently with state auditors/analysts; advisory boards, councils and coalitions; perinatal coalition plus committees; state and county Office of Education. The division prefers to be in a Health/Welfare Services complex as opposed to a law enforcement complex.

Security and Privacy

Need to keep client files in a confidential/locked area is satisfied. Private offices are required. However, the lack of building security for computer equipment is a concern.

Storage

Records are retained for seven years, per state law. Purging will be done every two years (office is new). Off-site storage, microfilm and computer storage are not used.

Current Facilities

Offices, 11533 C Ave., DeWitt Center, Building 112, Auburn

Continued remodeling may delay when the department outgrows current space.

Additional workstations: one complete station to be shared by several staff; one office to be shared by consultants, auditors, etc. Meeting spaces are adequate except for groups over eight. A new conference room is anticipated in three months. Up to 30 parking spaces can be required for large conferences.

Public and staff require access after normal working hours.

Deficiencies:

There is a lack of parking; conference room not yet built; restrooms not yet remodeled. Bathrooms are not up to Federal 504 code. There are not an adequate number of electrical outlets.

Storage and records: Storage boxes for older records. Additional computer equipment would require more furniture. There is a need for a room for older record storage.

Placer - Health.Alcohol, Drug and Tobacco

Current Space	4320

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200										
Manager	150	2	300	2	300	2	300	2	300	2	300
Professional	125	1	125	1	125	2	250	3	375	3	375
Support staff	85	3	255	4	340	4	340	5	425	6	510
Field staff	75										
Other	75	1	75	1	75	1	75	1	75	1	75
Staff space		**8**	**1055**	**9**	**1140**	**10**	**1265**	**12**	**1475**	**13**	**1560**
Coffee area/break	100	1	100	1	100	1	100	1	100	1	100
Extra help	50	5	250	5	250	6	300	7	350	8	400
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	130	1	130	1	130	1	130	1	130	1	130
file area	80	1	80	1	80	1.2	96	1.4	112	1.6	128
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150	1	150	1	150	1	150	2	300	2	300
library	250	1	250	1	250	1	250	1	250	1	250
	50										
Special & support spaces			**1410**		**1410**		**1476**		**1692**		**1758**
Total Net Prog.			**2465**		**2550**		**2741**		**3167**		**3318**
Dept.Gross (total program/.75)			**3,287**		**3,400**		**3,655**		**4,223**		**4,424**
Space factor per person			411		378		365		352		340

Current Space Use Worksheet

Dept. **Health/Alc. Drug**
Address 11533 C Ave., 112

Current Staffing and space use

Direct	1
Admin	0
Mgrs	2
Prof.	1
Support	3
Field	1
Other	0
Total Staff	8

Extra Staffing Needs

Staff w no wkst	N
Extra Help	N
Extra Help #	0
Other Wksts.	Y

Specialized Spaces

Now Have	
Break/coffee area	1
Conference	1
Copy	1
Supply	0
Reception/waiting	1
Lab/wk.bench	0
Other	1

Current Storage

type	Size	Adequate?
Health/Alc Drug	*11533 C, 112*	
Admin. files/repts	10x10 room	Y
supplies, forms, etc.	6x6 cabinet	Y
exhibits, evidence		
financial records		
computer tapes		
microfiche		
industrial equip.	3'x3' closet	
specimens/lab equip.		
tools/materials	10'x10' room	
other		

Conference Rooms

Meeting space adequate? Y

Group size	Freq.	Duration	
Health/Alc Drug	*11533 C Ave., 112*		
1 to 4	10X/WK	1.5 HRS	STAFF/PUB
5 to 8	2X/WK	2 HRS	STAFF/PUB
9 to 15	3X/MO	3 HRS	STAFF/PUB
16 to 30	4X/YR	3 HRS	BOTH
over 30	2X/YR	6 HRS	STAFF/PUB

Reception and Waiting

No. of visitors: 11 to 25 Time: Equal thru day

Visitor Type	%				
		Need recep. area	Y	Needs met?	Y
Co. staff	10	Need recep.desk	Y	Visit. need wksp.?	N
Pub. (prof.)	15	Visitor seating	Y/6		
Gen. Public	20	Counter/# visitors	0		
Other	55	Other?	0		

Subjective Assessment by Dept.

Outgrown space?	N
Outgrow in 2/5 yrs?	5
Smaller,good des ok	N
Bldg. Code problems?	Y
Have disabled access	Y

Building Condition

Acoustics	F	Security/conf.	P
Interior finish	G	Temp	F
Layout	F	Ventilation	G
Lighting	G		

Storage:

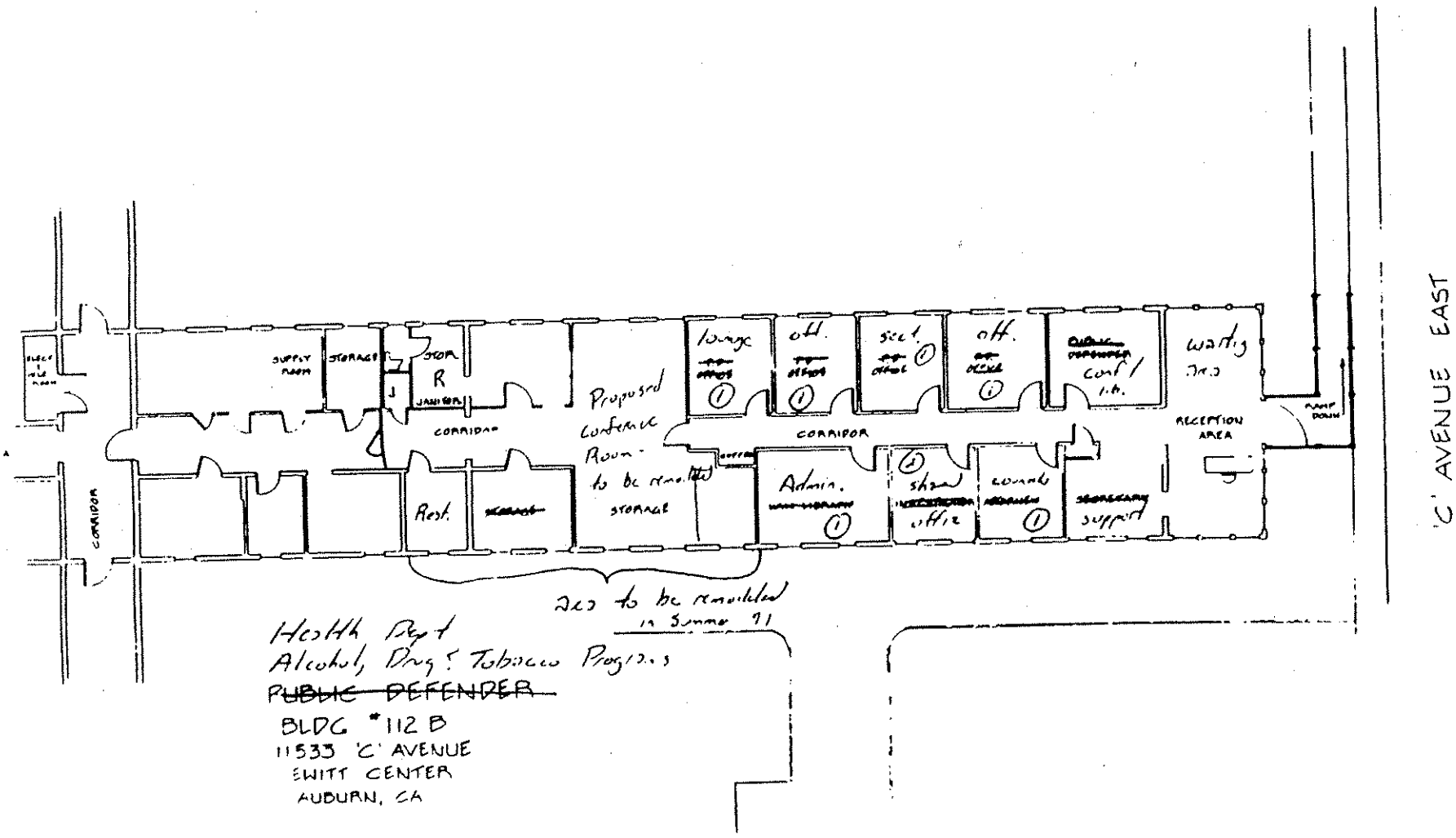
		No. stand. drawers	29	Store other ways?	Y
Storage problem?	MIN	Linear Ft of open shlf.	0	Cent or indv?	C

Computer

Link to IS main?	N	No. terminals	3
Impact of addl. comp.	MIN	No. sufficient?	N

Parking

		Employees'	10
Need pub. trans. access	Y	Visitors'	10
Parking Adequate	N	Co.owned veh.	0
Spec. veh.or access	access?	Max No. Vehicles	20


'C' AVENUE EAST
CORRIDOR
SUPPLY ROOM
STORAGE
STOR
R
JANITOR
CORRIDOR
Proposed Conference Room - to be remodeled
STORAGE
Rest.
lounge
off.
sect.
off.
conf / lib.
waiting area
RECEPTION AREA
CORRIDOR
Admin.
shared office
counsel
support
area to be remodeled in Summer 91
Health Dept
Alcohol, Drug & Tobacco Programs
~~PUBLIC DEFENDER~~
BLDG #112 B
11533 'C' AVENUE
EWITT CENTER
AUBURN, CA

HEALTH - AIR POLLUTION CONTROL

The Air Pollution Control Division is responsible for all air pollution control activities, including planning, engineering, enforcement, monitoring, rule development and agricultural burning.

Staffing and Growth Trends

Implementation of the California Clean Air Act mandates would increase the need for services, requiring additional staff and resources. Three to five additional planners/specialists, two additional clerical and one to two additional air pollution engineers are expected over the next five years. Reorganization is not expected, except for the possible regionalization with neighboring air pollution control districts.

Operations are frequently affected by actions of the legislature or state and federal agencies. As various assembly bills are implemented, additional responsibilities will be put upon the local APCOs resulting in the need for resources and staff. New duties/functions will be a direct result of the mandates of the California Clean Air Act (CCAA). The CCAA will result in more intense negotiations at the local jurisdictional level for implementation of the needed air pollution controls.

The air pollution control division keeps track of all permits issued and fees assessed on an internal basis.

Adjacencies

Environmental Health (U), Planning (U), Health Administration (U). The division also meets frequently with other APCOs (Sacramento, N. Sierra, El Dorado); CAPCOA; State Air Resources Board/Federal EPA.

Storage

Records are retained for a minimum of ten years (protocol). Records are not regularly purged. Currently, offsite storage, microfilm and computer storage are not used.

Current Facilities

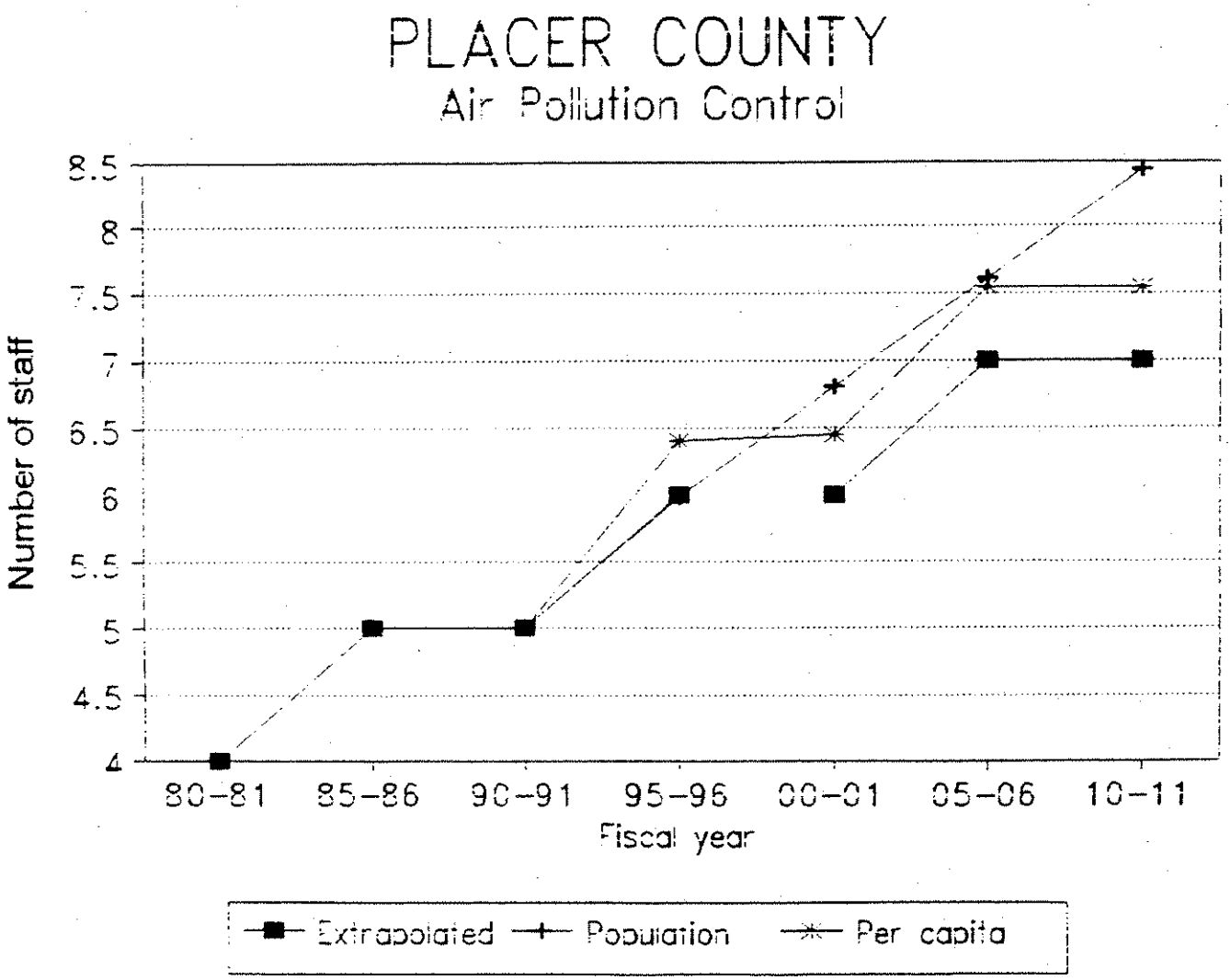
Auburn Offices, 11464 B Ave., De Witt Center

Currently, space is adequate. However, anticipated needed staff will result in the need for more space within one year.

Additional workstations: Air monitoring stations are located at Rocklin (Sierra College), Lincoln, Auburn, Colfax and Blue Canyon. (No staff - only equipment that operates unattended.) Additional equipment/staff will result in the need for more space.

Visitors and Meeting Space: Visitors need work spaces for filling out burn applications, paying fines, reviewing plans with staff, obtaining public information. Meeting space is adequate except for public hearings or workshops with groups greater than ten.

Additional storage - computer hard disk. All office storage is within existing file cabinets. There is presently a demand for more computer space.


PLACER COUNTY
Air Pollution Control
Number of staff
8.5
8
7.5
7
6.5
6
5.5
5
4.5
4
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - Health.Air Poll.Aub.

Current Space	3612

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200										
Manager	150										
Professional	125	3	375	3	375	3	375	3	375	5	625
Support staff	85	1	85	2	170	3	255	4	340	4	340
Field staff	75										
Other	75										
Staff space		**5**	**760**	**6**	**845**	**7**	**930**	**8**	**1015**	**10**	**1265**
Coffee area/break	75	1	75	1	75	1	75	1	75	1	75
Extra help	50										
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	300	1	300	1	300	1	300	1	300	1	300
reception	200										
counters	150	2	300	2	300	2	300	2	300	3	450
lab	500	1	500	1	500	1.5	750	1.5	750	2	1000
public workspace	100	2	200	2	200	2	200	2	200	3	300
computer	100	1	100	1	100	1	100	1	100	1	100
Special & support spaces			**1725**		**1725**		**1975**		**1975**		**2475**
Total Net Prog.			**2485**		**2570**		**2905**		**2990**		**3740**
Dept.Gross (total program/.75)			**3,313**		**3,427**		**3,873**		**3,987**		**4,987**
Space factor per person			663		571		553		498		499

Placer 1.Health Air Poll. Control Dept

Current Space Use Worksheet

Dept. **Health/Air Poll. Con**
Address **11464 B Ave.**

Current Staffing and space use

Direct.	1
Admin.	0
Mgrs	0
Prof.	3
Support	1
Field	0
Other	0
Total Staff	5

Extra Staffing Needs

Staff w no wkst	N
Extra Help	N
Extra Help #	0
Other Wksts.	Y

Specialized Spaces

Now Have

Break/coffee area	1
Conference	1
Copy	0
Supply	1
Reception/waiting	1
Lab/wk.bench	1
Other	0

Current Storage

type	Size	Adequate?
Health/Air Pollution	*11464 B Ave.*	
Admin. files/repts		Y
supplies, forms, etc.		Y
exhibits, evidence		
financial records		
computer tapes		
microfiche		
industrial equip.		
specimens/lab equip.		
tools/materials		Y
other		

Conference Rooms

Group size	Freq.	Duration	
Health/Air Pollution	*11464 B Ave.*		
1 to 4	WEEKLY	1 HR	PUBLIC
5 to 8	MONTHLY	2 HRS	STAFF
9 to 15	1X/2 MOS	2 HRS	PUBLIC
16 to 30			
over 30			

Meeting space adequate? Y

Reception and Waiting

No. of visitors: 1 to 10

Time: Equal thru day

Visitor Type	%
Co. staff	10
Pub. (prof.)	10
Gen. Public	80
Other	0

Need recep. area	Y
Need recep.desk	Y
Visitor seating	Y
Counter/# visitors	Y
Other?	0

Needs met?	Y
Visit. need wksp.?	Y

Subjective Assessment by Dept.

Outgrown space?	N
Outgrow in 2/5 yrs?	3
Smaller,good des ok	0
Bldg. Code problems?	N
Have disabled access	Y

Building Condition

Acoustics	G	Security/conf.	F
Interior finish	G	Temp	F
Layout	G	Ventilation	G
Lighting	G		

Storage:

Storage problem?	MIN

No. stand. drawers	12	Store other ways?	Y
Linear Ft of open shlf.	0	Cent or indv?	C

Computer

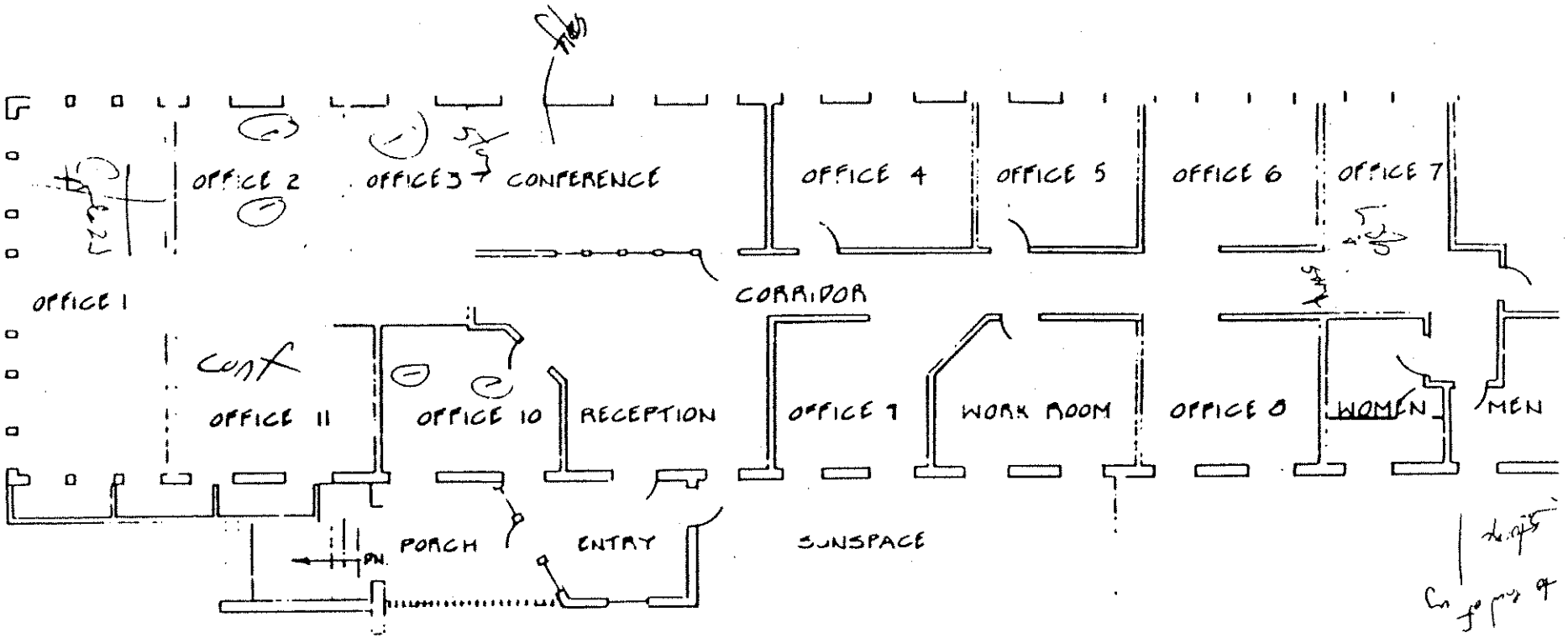
Link to IS main?	N	No. terminals	4
Impact of addl. comp.	0	No. sufficient?	N

Parking

Need pub. trans. acces:	N
Parking Adequate	Y
Spec. veh.or access	access?

Employees'	5
Visitors'	5
Co.owned veh.	3
Max No. Vehicles	10

Air Pollution



DEPT. OF GENERAL SERVICE
BLDG. #107 A
11464 'B' AVENUE
DEWITT CENTER
AUBURN, CA.

To be Revised
For Air Pollution Dept.

Get plans

HEALTH - ENVIRONMENTAL HEALTH

The Environmental Health division conducts evaluations to determine and prevent health hazards associated with land use, water, food, hazardous materials, sewage, and hazardous material emergency response.

Staffing and Growth Trends

Continued public concern about the environment, new regulations and mandates and diminished groundwater will increase the need for the division's services. The department estimates real growth would be three percent staffing each year. The county may choose to create a Department of Environmental Health.

All residents of the county are served, regardless of incorporation status. Operations are frequently affected by actions of the legislature or of state and federal agencies. The creation of a state EPA will cause more state oversight and probably increase the division's staffing. The division expects the following changes in duties/functions: 1) more active in noise pollution; 2) more active in EIR mitigation monitoring; 3) ground and surface water sampling and monitoring. The division also expects more planned activities in a prevention approach, rather than a reaction approach.

Adjacencies

Public Health Lab (I), Planning (E), Building Department (E), Public Works (I), Air Pollution (I). Development permit activities should be coordinated. The division also meets frequently with State Health, State Water Quality, State Solid Waste, State Toxics. The division would not like to be adjacent to Animal Control because of the noise.

Security

Complaints and disease investigations require security. This need is not currently met because of space and staffing.

Records and Storage

Records are not regularly purged, and off-site storage, microfilm and computer storage are not currently used. Additional computer equipment would require more space.

Current Facilities

The division can delay when it will outgrow current space by: 1) doubling up of office space; 2) computer use via modem from home; 3) branch offices; 4) electronic record-keeping.

A shower is required; the division currently has one. Lockers are needed for special clothes. Eyewash is needed in the laboratory. The division also needs Hazardous Materials emergency response equipment.

<u>Main Office, 11454 B, DeWitt Center, 106A and B, Auburn</u>

The number of visitors can be as high as 76-100 per day in the summer. Visitors need work spaces for a computer terminal, file review, completing applications and educational tapes. Staff need access after normal working hours.

<u>Deficiencies</u>: Small workspace for supervisors, poor reception area, difficulty in temperature controls. Door threshold can be a problem for persons with disabilities. The kitchen area is small; conference room has a walk through in it. Computer room is too small. There may be some electrical problems (sometimes, the power goes out).

The large meeting room is not isolated and gets foot traffic. Drafting table is in the conference room. A small isolated meeting room is needed to get people away from the front counter.

Storage: mobile shelving, fixed shelving, boxes, index card file drawers, map files. There is a need for secure file storage space.

Parking: An Emergency Response Van for Hazardous Materials requires a secured parking space.

Additional workstations: drafting table, computer station, map table, file room, kitchen, library, reception area, laboratory, and two storage rooms.

Other specialized space: library, storage rooms. Work spaces are required in the reception areas as consultants need to review files for environmental audit. Staff need access after normal working hours for emergency response.

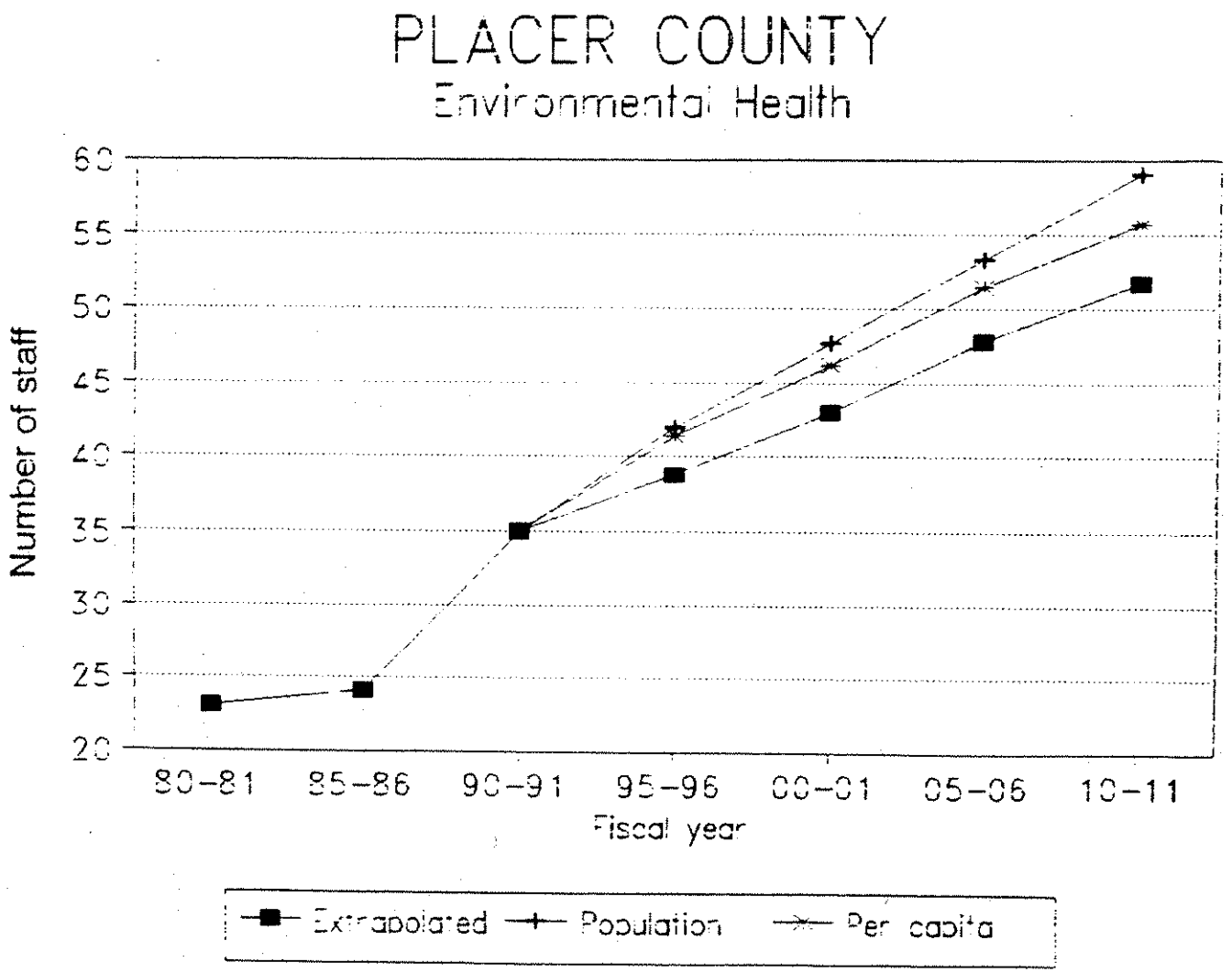
Tahoe Office, 565 West Lake Blvd., Tahoe City

All specialized spaces are shared. More space could be used for the reception area. Currently, there is a common counter with DPW and Building Department. Visitors need more counter space.

Deficiencies: Need more storage and file space;need more counter space; need ore separation between departments. Air and heating system are inadequate.

Additional storage: file cabinets and storage closet and bookcase. Other Office storage: refrigerator/freezer which is standard size.

Additional computer equipment would require additional space.


PLACER COUNTY
Environmental Health
Number of staff
60
55
50
45
40
35
30
25
20
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - Health.Envir.Health.Aub

Current Space	9740

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200										
Manager	150	4	600	4	600	4	600	5	750	5	750
Professional	125										
Support staff	85	10	850	12	1020	14	1190	14	1190	15	1275
Field staff	75	21	1575	24	1800	31	2325	33	2475	36	2700
Other	75										
Staff space		**36**	**3325**	**41**	**3720**	**50**	**4415**	**53**	**4715**	**57**	**5025**
Coffee area/break	350	1	350	1	350	1	350	1	350	1	350
Extra help	75	4	300	5	375	6	450	7	525	8	600
small conf.	200										
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.											
copier	50	2	100	2	100	2	100	2	100	2	100
office supplies	200	1	200	1	200	1	200	1	200	1	200
file area	400	1	400	1	400	1	400	1	400	1	400
reception	400	1	400	1	400	1	400	1	400	1	400
counters	150	3	450	3	450	3	450	4	600	4	600
Lab	200	1	200	1	200	1	200	1	200	1	200
Library	400	1	400	1	400	1	400	1	400	1	400
Public work area	100	1	100	1	100	2	200	2	200	2	200
Special & support spaces			**3120**		**3195**		**3270**		**3495**		**3570**
Total Net Prog.			**6445**		**6915**		**7685**		**8210**		**8595**
Dept.Gross (total program/.75)			**8,593**		**9,220**		**10,247**		**10,947**		**11,460**
Space factor per person			239		225		205		207		201

Placer - Health.Environmental Health. Tahoe

Current Space	1000

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125	1	125	1	125	2	250	2	250	3	375
Support staff	85	1	85	2	170	2	170	3	255	3	255
Field staff	75										
Other	75										
Staff space		**3**	**360**	**4**	**445**	**5**	**570**	**6**	**655**	**7**	**780**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50	1	50	1	50	2	100	2	100	3	150
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	75	1	75	1	75	1	75	1	75	1	75
file area	100	1	100	1.2	120	1.4	140	1.6	160	1.8	180
reception	200										
counters	150	1	150	1	150	1	150	1	150	1	150
	650										
	300										
	50										
Special & support spaces			**825**		**845**		**915**		**935**		**1005**
Total Net Prog.			**1185**		**1290**		**1485**		**1590**		**1785**
Dept.Gross (total program/.75)			**1,580**		**1,720**		**1,980**		**2,120**		**2,380**
Space factor per person			527		430		396		353		340

Current Space Use Worksheet

Dept. **Health/Env. Health 1**
Address **11454 B, 106A**

Current Staffing and space use		**Specialized Spaces**		**Current Storage type**	**Size**	**Adequate?**
		Now Have				
Direct	0	Break/coffee area	0.5	*Health/Env. Health*	*11454 B Ave., 106A*	
Admin	0			Admin. files/repts	4 file cabs	N
Mgrs	3	Conference	2	supplies, forms, etc.		N
Prof.	0	Copy	1	exhibits, evidence	1 locker	Y
Support	6	Supply	1	financial records	1 file cab	Y
Field	~~17~~ 17	Reception/waiting	1	computer tapes		
Other	0	Lab/wk.bench	0	microfiche	1 wktable	Y
Total Staff	~~28~~ 26	Other	0	industrial equip.		
				specimens/lab equip.	15'x20'	Y
Extra Staffing Needs				tools/materials	10'x10'	N
Staff w no wkst	N			other		
Extra Help	Y					
Extra Help #	4					
Other Wksts.	0					

Conference Rooms

Group size	**Freq.**	**Duration**		Meeting space adequate?	N
Health/Env. Health	*11454 B Ave., 106A*				
1 to 4	DAILY	1.5 HRS	STAFF/PUB		
5 to 8	WEEKLY	1 HR	STAFF		
9 to 15					
16 to 30	2X/MONTH	3 HRS	STAFF/PUB		
over 30	QUARTERLY	3 HRS	STAFF/PUB		

Reception and Waiting No. of visitors: 26 to 50 Time: Peak hours

Visitor Type	%	Need recep. area	Y	Needs met?	N
Co. staff	10	Need recep.desk	Y	Visit. need wksp.?	Y
Pub. (prof.)	0	Visitor seating	Y/5		
Gen. Public	90	Counter/# visitors	Y/3		
Other	0	Other?	Y		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	N				
Outgrow in 2/5 yrs?	3	Acoustics	F	Security/conf.	P
Smaller,good des ok	Y	Interior finish	F	Temp	P
Bldg. Code problems?	Y	Layout	P	Ventilation	P
Have disabled access	Y	Lighting	G		

Storage:		No. stand. drawers	61	Store other ways?	Y
Storage problem?	MIN	Linear Ft of open shlf.	0	Cent or indv?	B

Computer		Link to IS main?	Y	No. terminals	12
		Impact of addl. comp.	0	No. sufficient?	N

Parking		Employees'	38
Need pub. trans. access	N	Visitors'	15
Parking Adequate	N	Co.owned veh.	25
Spec. veh.or access	access?	Max No. Vehicles	53

Current Space Use Worksheet

Dept. **Health/Env. Health 2**
Address **11454 B Ave., B**

Current Staffing and space use

Direct.	1
Admin.	0
Mgrs	1
Prof.	0
Support	4
Field	4
Other	0
Total Staff	10

Extra Staffing Needs

Staff w no wkst	N
Extra Help	N
Extra Help #	0
Other Wksts.	Y

Specialized Spaces

Now Have	
Break/coffee area	1
Conference	1
Copy	1
Supply	1
Reception/waiting	1
Lab/wk.bench	1
Other	1

Current Storage

type	Size	Adequate?

Conference Rooms

Group size	Freq.	Duration

Meeting space adequate? Y

Reception and Waiting

No. of visitors: 1 to 10 Time: Equal thru day

Visitor Type	%				
Co. staff	90	Need recep. area	Y	Needs met?	Y
Pub. (prof.)	0	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	10	Visitor seating	Y/2		
Other	0	Counter/# visitors	Y/2		
		Other?	0		

Subjective Assessment by Dept.

Outgrown space?	N
Outgrow in 2/5 yrs?	N
Smaller,good des ok	Y
Bldg. Code problems?	Y
Have disabled access	N

Building Condition

Acoustics	G	Security/conf.	F
Interior finish	E	Temp	P
Layout	F	Ventilation	F
Lighting	E		

Storage:

Storage problem?	MIN	No. stand. drawers	36	Store other ways?	Y
		Linear Ft of open shlf	27	Cent or indv?	C

Computer

Link to IS main?	N	No. terminals	4
Impact of addl. comp.	MIN	No. sufficient?	0

Parking

Need pub. trans. access	0	Employees'	8
Parking Adequate	N	Visitors'	2
Spec. veh.or access	access?	Co.owned veh	6
		Max No. Vehicles	10

Current Space Use Worksheet

Dept. **Health/Env. Health 3**
Address **565 W. Lake Blvd.**

Current Staffing and space use

Direct.	0
Admin	0
Mgrs	1
Prof.	1
Support	1
Field	0
Other	0
Total Staff	3

Extra Staffing Needs

Staff w no wkst	N
Extra Help	Y
Extra Help #	1
Other Wksts.	N

Specialized Spaces

Now Have	
Break/coffee area	1
Conference	1
Copy	1
Supply	1
Reception/waiting	1
Lab/wk.bench	0
Other	0

Current Storage

type	Size	Adequate?

Conference Rooms

Group size	Freq.	Duration

Meeting space adequate? N

Reception and Waiting

No. of visitors: 1 to 10 Time: Equal thru day

Visitor Type	%				
Co. staff	5	Need recep. area	Y	Needs met?	N
Pub. (prof.)	20	Need recep.desk	0	Visit. need wksp.?	Y
Gen. Public	75	Visitor seating	0		
Other	0	Counter/# visitors	Y/2		
		Other?	0		

Subjective Assessment by Dept.

Outgrown space?	Y
Outgrow in 2/5 yrs?	0
Smaller,good des ok	N
Bldg. Code problems?	N
Have disabled access	Y

Building Condition

Acoustics	F	Security/conf.	F
Interior finish	G	Temp	G
Layout	F	Ventilation	F
Lighting	E		

Storage:

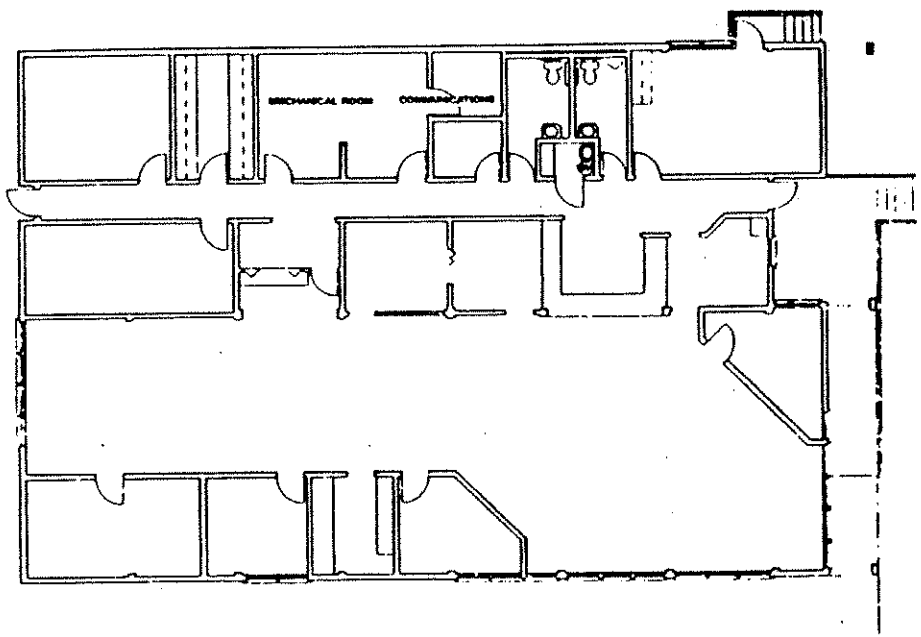
Storage problem?	MAJ	No. stand. drawers	44	Store other ways?	Y
		Linear Ft of open shlf	0	Cent or indv?	C

Computer

Link to IS main?	Y	No. terminals	1
Impact of addl. comp.	0	No. sufficient?	Y

Parking

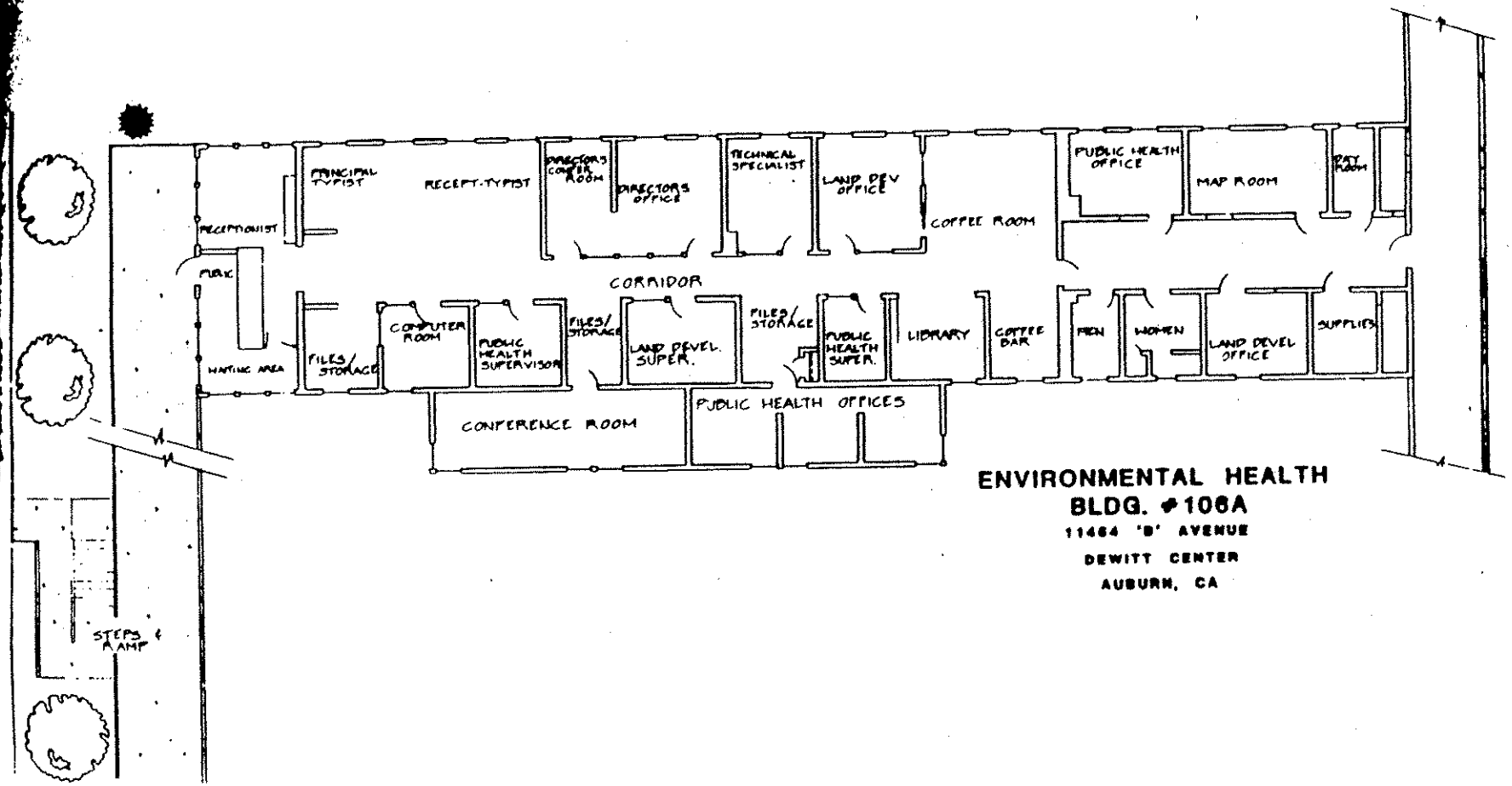
Need pub. trans. access	N	Employees'	3
Parking Adequate	N	Visitors'	0
Spec. veh.or access	access?	Co.owned veh.	2
		Max No. Vehicles	3



TAHOE CITY ENVIRONMENTAL HEALTH

565 WEST LAKE BLVD. TAHOE CITY, CA.

SCALE 1/8" = 1'-0"



ENVIRONMENTAL HEALTH
BLDG. #106A
11464 'B' AVENUE
DEWITT CENTER
AUBURN, CA

HEALTH - LAB

The Public Health Lab is responsible for the isolation and identification of microbial agents of communicable infectious diseases. the examination of environmental samples for contamination, the examination of urine samples for drugs of abuse, the coordination of the laboratory-testing components of various county departments and divisions.

Staffing and Growth Trends

The following would increase the need for services: newly discovered diseases and health risks; relocation of high-risk populations to the county (drug abusers, lower socioeconomic groups, etc.); increased emphasis on laboratory diagnosis of diseases and health risks due to improved technologies.

The lab has more than doubled its staff in the last ten years and experienced even greater increased space requirements. This growth rate is expected to continue over the next five years. All residents of the county are served, regardless of incorporation status. Residents of Yuba County are also served by contract. The division states that the Tahoe Branch Lab will definitely grow in scope and volume.

State and federal mandates regarding required test procedures and quality assurance programs that must be maintained have great impact on the division's operations. CLIA 88, a federal program to regulate labs, will be in effect in 1991 and most probably impact personnel and service growth.

The need for local virology testing is ever increasing. The lab will soon need to develop a more comprehensive virology program and test section. Also, the lab will find it necessary to enter the area of environmental hazardous materials testing to some degree.

Workload indicators are tracked. Data is in terms of time-based measurements called PTV (Procedure Time Value). The PTV totals are based on numbers of specimens and examinations. In the previous year, the lab performed approximately 150,000 PTVs.

Adjacencies

Public Health Nursing (E); Public Health Clinics (E); Environmental Health (I); Placer Medical Clinic (I). The division also meets frequently with the State Department of Health Services - Laboratory Division. Due to safety concerns, a laboratory should not be located in close proximity to high-traffic public areas.

Security

Laboratories require special attention in terms of both security and privacy. Due to the presence of both explosive and desired (e.g., analytical balances for drug use) pieces of equipment, security is essential, as is the safeguarding of sensitive specimens (e.g., urines for drug testing). Confidentiality of all patient records is also required. Currently, security is compromised due to the lack of protective window coverings and an alarm system. Patient record storage is less than adequate in terms of confidentiality.

Storage

Records are retained for three years as mandated by the state. Records are purged every three years. Off-site storage, microfilm are not used currently. Computer storage is now being used in some laboratory sections; more sections will follow in the near future.

Ventilation
The ventilation system in a medical lab is crucial in terms of design for safety reasons. Airflows must be isolated in certain test areas.

Current Facilities
Main Lab, 11475 C Ave.W, DeWitt Center, Bldg. 108B, Auburn
Currently, the lab space is maximized. Acquisition of large pieces of equipment could require additional space, although some undeveloped lab space is available. The chances of new equipment purchases is fairly good. Due to the severe constraints on the design and organization of medical labs for safety and efficiency reasons, solutions such as sharing spaces and functions with other facilities (to delay outgrowing space) is not feasible.

A safety shower is a necessity and a requirement. Currently, this is located in the open lab area. An isolated shower facility would be preferred. Lockers in a separate room are needed to insure the maintenance of personal belongings outside of infectious lab areas.

Backup electrical generation for emergency power outages is a fundamental aspect of medical labs that is currently unavailable. The effective separation of office, conference and break areas from the infectious lab is a fundamental requirement.

Break, conference and library are same area. Visitors need work spaces for completing lab forms for urine checks. Staff require access after normal working hours for lab test work - weekends, holidays.

Deficiencies: lack of separate lab rooms for separation of various types of infectious agent work; lack of adequate lab work bench areas; lack of adequate electrical service; lack of emergency back-up electrical generator. There is asbestos under the floor. Some plumbing drains are less than adequate size. There is a lack of adequate ventilation system in sterilization room.

Additional storage: boxes (5).

Access: An area is needed for parking large delivery trucks.

Tahoe Lab, Tahoe City
The Tahoe Branch Laboratory facility serves to provide services to the population in that area. While the building it is located in is not owned by the county, any county facility master plan must include this part of the Public Health Laboratory system.

Special Spaces: Break, copy and conference areas are shared with nursing staff. Other reception space is a counter for blood draws and specimen receipt.

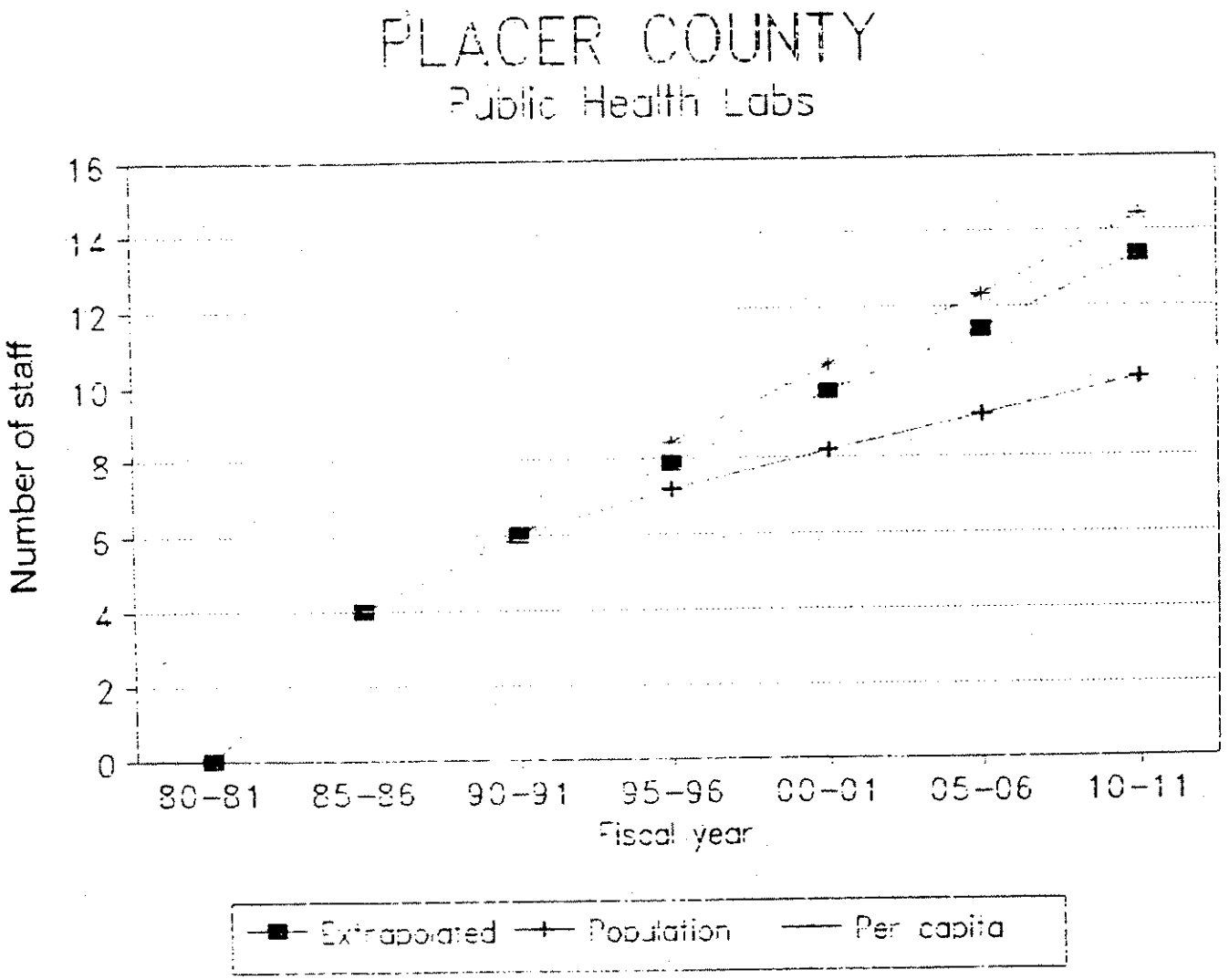
Deficiencies: Lack of natural gas lines for bunsen burners; lack of adequate space and hookups for a large autoclave; lack of fume hood for safe handling of chemicals. The division must use a portable heater in the winter, which is a safety concern. A large sliding glass door to the outside renders the lab easily accessible to intruders. There is no space outside the infectious lab area for consultations, etc. Lack of space to accommodate a biological safety cabinet for future expansion into additional testing programs.

Additional Storage: boxes (2-3), binders (2-3).

Access: An area is needed for parking large delivery trucks.

South County Site

A branch laboratory in the Rocklin-Roseville area would greatly improve service delivery in this rapidly-growing area of the county. Currently, transport of specimens or of clients in need of services is incomplete and inefficient.


PLACER COUNTY
Public Health Labs
Number of staff
0
2
4
6
8
10
12
14
16
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - Health.PH Lab.Aub.

Current Space	4020

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200										
Manager	150										
Professional	125	2	250	3	375	4	500	4	500	5	625
Support staff	85	2	170	3	255	3	255	4	340	5	425
Field staff	75										
Other	75										
Staff space		**5**	**720**	**7**	**930**	**8**	**1055**	**9**	**1140**	**11**	**1350**
Coffee area/break	100	1	100	1	100	1	100	1	100	1	100
Extra help	75	1	75	1	75	1	75	1	75	1	75
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
Supplies	300	1	300	1	300	1.2	360	1.2	360	1.4	420
Storage	400	1	400	1	400	1	400	1	400	1	400
reception	200	2	400	2	400	2	400	2	400	2	400
Lab space	1500	1	1500	1.2	1800	1.5	2250	2	3000	2.5	3750
Library	300	1	300	1	300	1	300	1	300	1	300
Public work	100	1	100	1	100	1	100	1	100	1	100
Special & support spaces			**3425**		**3725**		**4235**		**4985**		**5795**
Total Net Prog.			**4145**		**4655**		**5290**		**6125**		**7145**
Dept.Gross (total program/.75)			**5,527**		**6,207**		**7,053**		**8,167**		**9,527**
Space factor per person			1,105		887		882		907		866

Placer - Public Health Lab. Tahoe

Current Space	459

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150										
Professional	125	1	125	2	250	2	250	3	375	3	375
Support staff	85										
Field staff	75										
Other	75										
Staff space		**1**	**125**	**2**	**250**	**2**	**250**	**3**	**375**	**3**	**375**
Coffee area/break	200										
Extra help	50										
small conf.	200										
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	50	1	50	1	50	1	50	1	50	1	50
file area	100										
reception	200										
counters	150										
Lab Area	300	1	300	1	300	1	300	1	300	1	300
	300										
	50										
Special & support spaces			**400**		**400**		**400**		**400**		**400**
Total Net Prog.			**525**		**650**		**650**		**775**		**775**
Dept.Gross (total program/.75)			**700**		**867**		**867**		**1,033**		**1,033**
Space factor per person			700		433		433		344		344

Current Space Use Worksheet

Dept **Health/Laboratory 1**
Address **11475 C Ave.W, 108B**

Current Staffing and space use

Direct.	1
Admin.	0
Mgrs	0
Prof.	2
Support	2
Field	0
Other	0
Total Staff	5

Extra Staffing Needs

Staff w no wkst	Y
Extra Help	N
Extra Help #	0
Other Wksts.	N

Specialized Spaces

	Now Have
Break/coffee area	1
Conference	1
Copy	0
Supply	2
Reception/waiting	2
Lab/wk.bench	5
Other	1

Current Storage

type	Size	Adequate?
Health/Lab	*11475 C Ave.W, 108B*	
Admin. files/repts	4 draw. cab	N
supplies, forms, etc.	6'x10' cab	Y
exhibits, evidence	4 draw. cab.	N
financial records	2 draw. cab.	N
computer tapes	small cab.	N
microfiche		
industrial equip.		
specimens/lab equip.	various	N
tools/materials	cabinet	Y
other		

Conference Rooms

Group size	Freq.	Duration	
Health/Laboratory	*11475 C Ave.W, 108B*		
1 to 4	3X/DAY	30 MIN	STAFF
5 to 8	MONTHLY	1.5 HRS	STAFF
9 to 15	4X/YEAR	3 HRS	PUBLIC
16 to 30	2X/YR	1.5 HRS	PUBLIC
over 30			

Meeting space adequate? N

Reception and Waiting

No. of visitors: 1 to 10 Time: Equal thru day

Visitor Type	%				
Co. staff	90	Need recep. area	Y	Needs met?	Y
Pub. (prof.)	0	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	10	Visitor seating	0		
Other	0	Counter/# visitors	Y		
		Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space? Almost ✗					
Outgrow in 2/5 yrs?	Y	Acoustics	F	Security/conf.	F
Smaller,good des ok	N	Interior finish	P	Temp	G
Bldg. Code problems?	Y	Layout	G	Ventilation	F
Have disabled access	Y	Lighting	G		

Storage:

		No. stand. drawers	15	Store other ways?	Y
Storage problem?	MIN	Linear Ft of open shlf.	0	Cent or indv?	C

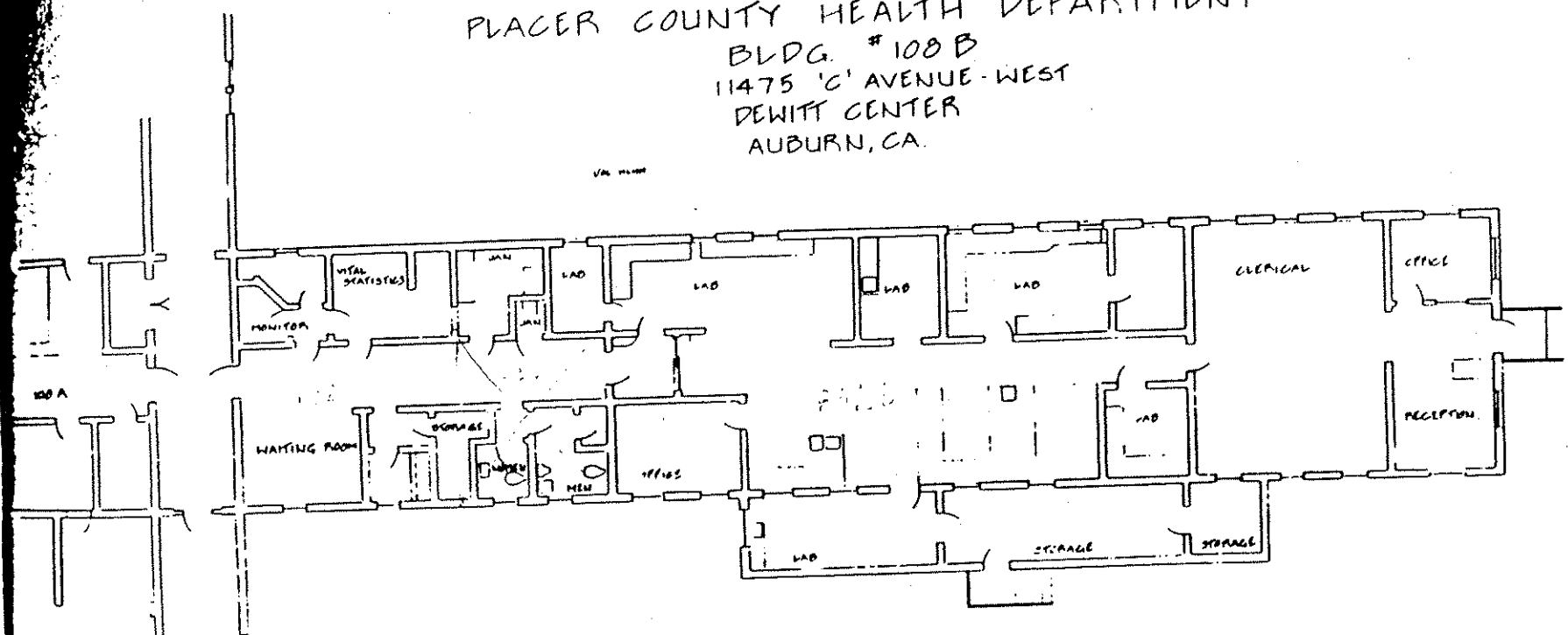
Computer

Link to IS main?	N	No. terminals	6
Impact of addl. comp.	0	No. sufficient?	Y

Parking

		Employees'	6
Need pub. trans. access	N	Visitors'	6
Parking Adequate	N	Co.owned veh.	0
Spec. veh.or access	access?	Max No. Vehicles	12

PLACER COUNTY HEALTH DEPARTMENT
BLDG. #100 B
11475 'C' AVENUE - WEST
DEWITT CENTER
AUBURN, CA.



Public Health Lab

Current Space Use Worksheet

Dep: **Health/Laboratory 2 Tahoe**
Address **Tahoe City**

Current Staffing and space use		Specialized Spaces		Current Storage type	Size	Adequate?
		Now Have				
Direct.	0	Break/coffee area	1	*Health/Lab Tahoe*	*Tahoe City*	
Admin.	0			Admin. files/repts	2 draw. cab	N
Mgrs	0	Conference	1	supplies, forms, etc.	3'x8'x2'	N
Prof.	1	Copy	1	exhibits, evidence		
Support	0	Supply	1	financial records		
Field	0	Reception/waiting	1	computer tapes		
Other	0	Lab/wk.bench	3	microfiche		
Total Staff	1	Other	0	industrial equip.		
				specimens/lab equip.	whole lab	Y
Extra Staffing Needs				tools/materials		
Staff w no wkst	0			other		
Extra Help	0					
Extra Help #	0					
Other Wksts.	N					

Conference Rooms

Group size	Freq.	Duration		Meeting space adequate?	N
Health/Lab Tahoe	*Tahoe City*				
1 to 4	MONTHLY	2 HRS	STAFF		
5 to 8					
9 to 15					
16 to 30					
over 30					

Reception and Waiting No. of visitors: 11 to 25 Time: Equal thru day

Visitor Type	%				
Co. staff	0	Need recep. area	Y	Needs met?	Y
Pub. (prof.)	0	Need recep.desk	0	Visit. need wksp.?	Y
Gen. Public	100	Visitor seating	0		
Other	0	Counter/# visitors	0		
		Other?	Y		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	N				
Outgrow in 2/5 yrs?	5	Acoustics	G	Security/conf.	F
Smaller,good des ok	N	Interior finish	G	Temp	P P
Bldg. Code problems?	N	Layout	G	Ventilation	G
Have disabled access	Y	Lighting	G		

Storage:		No. stand. drawers	0	Store other ways?	Y
Storage problem?	MIN	Linear Ft of open shlf	0	Cent or indv?	C

Computer		Link to IS main?	N	No. terminals	1
		Impact of add'l. comp	0	No. sufficient?	0

Parking		Employees'	1
Need pub. trans. access	N	Visitors'	2
Parking Adequate	Y	Co.owned veh	0
Spec. veh.or access	access?	Max No Vehicles	3

HEALTH/COUNTY MEDICAL CLINIC

The County Medical Care Clinic is a primary care clinic providing medical services for patients ranging in age from newborn to elderly.

Staffing and Growth Trends

An increase in indigent and Medi-Cal population would increase the need for services. With proper facility and staffing, the division could easily double the number of patients currently seen; there is a large Medi-Cal population not currently being served. Funding cuts each budget session (by legislature, state and federal agencies) impact on the department.

Workload indicators are tracked through patient statistics provided by the computer accounts receivable package. Increase patient census as population grows.

Adjacencies

The department meets frequently with other health divisions and the Welfare Department.

Security

Confidentiality is required for medical records.

Storage

Medical records must be kept seven years after patient becomes of legal age or is seen per state law. Medical malpractice recommends retention either on microfilm or storage indefinitely. The department anticipates obtaining rolling medical record files which will have an impact on the space needs. Records are purged tri-annually. Off-site storage, microfilm and computer storage are not used, but would be helpful.

Current Facilities

Main Clinic, 11583 C, Dewitt Center, Building 117A and B

Current space has been outgrown; remodeling plans are currently being proposed (see study by Piches Architects). These revisions will not expand space, just change usage. Total estimated cost is $95,370. Patient care demands will make space insufficient and inefficient. With a larger, modern, well-designed space, the division could accommodate anticipated patient growth. As patient load increases, facility will need to be laid out as efficiently as possible.

Extra help employees are usually located in "pool" work areas. Visitors need work spaces for completing forms, writing checks, making future appointments.

Deficiencies: Lack of medical records space, storage space, examination rooms, reception area, patient access counters. There are problems with plumbing, temperature, and ventilation. Break area and conference areas are small.

Storage: dozens of boxes, index card file drawers.

Tahoe Office, 3190 N. Lake Blvd., Tahoe City

This space is used for a primary care clinic one afternoon per week. The lunch room is also used as a conference room. Patient care demands will probably make space insufficient within five years. A larger, modern, well-designed space could accommodate anticipated patient growth.

Deficiencies: Lack of proper patient treatment facility for orthopedic care. Present telephone system needs modernization. More lighting is needed. Ventilation doesn't reach all areas.

Other Locations:

In addition to these two locations, there are several other locations used for Medical Clinics. Note that these spaces are shared with Public Health Nursing, and are covered in the Departmental Profile for PHN.

Placer - Health.Clinic.Aub.

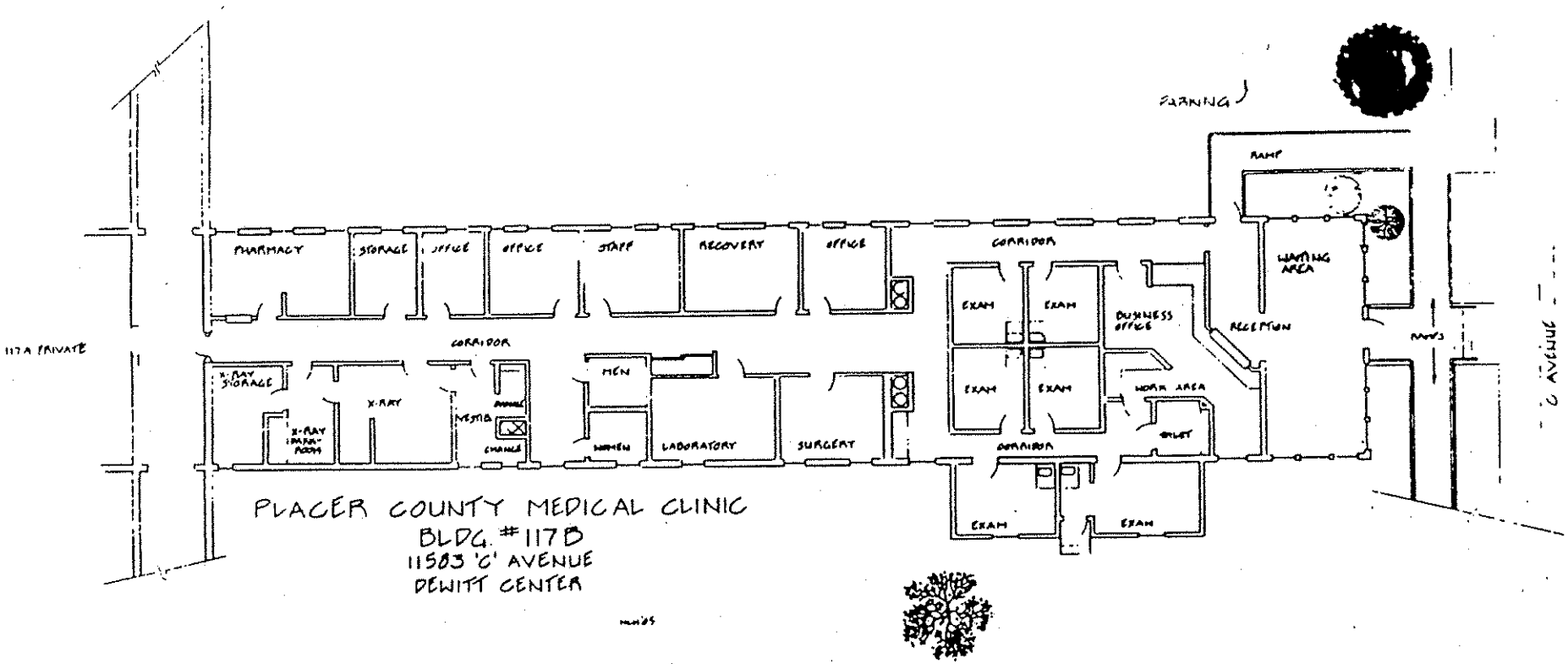
Current Space	4440

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125	8	1000	10	1250	11	1375	13	1625	14	1750
Support staff	85	15	1275	16	1360	18	1530	19	1615	23	1955
Field staff	75										
Other	75										
Staff space		**24**	**2425**	**27**	**2760**	**30**	**3055**	**33**	**3390**	**38**	**3855**
Coffee area/break	100	1	100	1	100	1	100	1	100	1	100
Extra help	50										
small conf.	200										
Pharmacy	100	1	100	1	100	1	100	1	100	1	100
X Ray	300	1	300	1	300	1	300	1	300	1	300
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	75	1	75	1	75	1	75	1	75	1	75
file area	150	1	150	1	150	1	150	1	150	1	150
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150										
Lab	150	1	150	1	150	1	150	1	150	1	150
Exam/Surger	100	5	500	5	500	5	500	5	500	5	500
	50										
Special & support spaces			**1625**		**1625**		**1625**		**1625**		**1625**
Total Net Prog.			**4050**		**4385**		**4680**		**5015**		**5480**
Dept.Gross (total program/.75)			**5,400**		**5,847**		**6,240**		**6,687**		**7,307**
Space factor per person			225		217		208		203		192

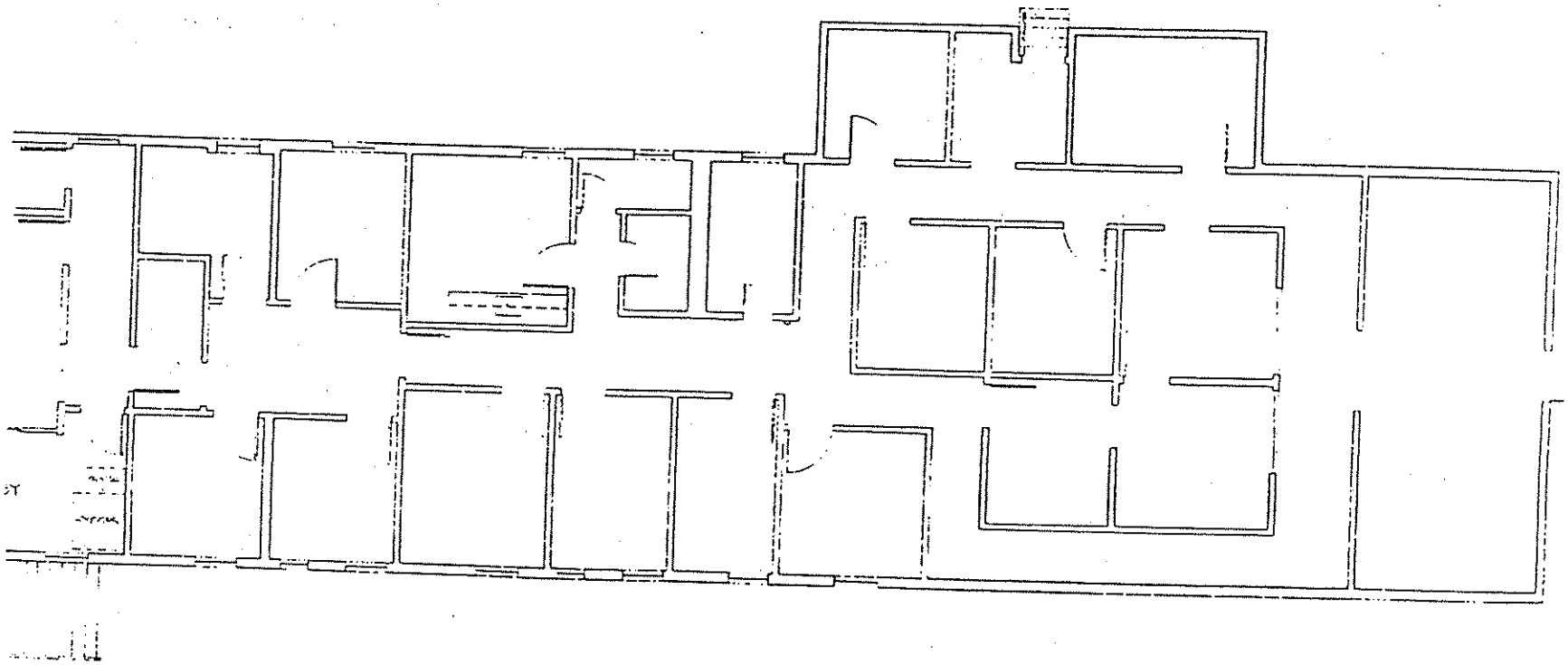
Placer - Health.Clinic.Tahoe

Current Space	2349

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150										
Professional	125	2	250	2	250	2	250	2	250	2	250
Support staff	85	2	170	2	170	2	170	2	170	3	255
Field staff	75										
Other	75										
Staff space		**4**	**420**	**4**	**420**	**4**	**420**	**4**	**420**	**5**	**505**
Coffee area/break	75	1	75	1	75	1	75	1	75	1	75
Extra help	50										
small conf.	200										
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	200	1	200	1	200	1	200	1	200	1	200
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150	1	150	1	150	1	150	1	150	1	150
Lab area	200	1	200	1	200	1	200	1	200	1	200
Exam rooms	150	3	450	3	450	3	450	3	450	3	450
	50										
Special & support spaces			**1425**		**1425**		**1425**		**1425**		**1425**
Total Net Prog.			**1845**		**1845**		**1845**		**1845**		**1930**
Dept.Gross (total program/.75)			**2,460**		**2,460**		**2,460**		**2,460**		**2,573**
Space factor per person			615		615		615		615		515


PARKING
RAMP
PHARMACY
STORAGE
OFFICE
OFFICE
STAFF
RECOVERY
OFFICE
CORRIDOR
EXAM
EXAM
BUSINESS OFFICE
WAITING AREA
RECEPTION
117A PRIVATE
CORRIDOR
X-RAY STORAGE
X-RAY
X-RAY DARK-ROOM
VESTIB
CHANGE
MEN
WOMEN
LABORATORY
SURGERY
EXAM
EXAM
WORK AREA
TOILET
CORRIDOR
EXAM
EXAM
'C' AVENUE
PLACER COUNTY MEDICAL CLINIC
BLDG. #117B
11583 'C' AVENUE
DEWITT CENTER

4440



BUILDING 117-A
CEWITT, AUBURN

Current Space Use Worksheet

Dept. **Health/Co. Med. Cl. 2**
Address **3190 N. Lake Blvd.**

Current Staffing and space use

Direct.	0
Admin.	0
Mgrs	0
Prof.	2
Support	2
Field	0
Other	0
Total Staff	4

Extra Staffing Needs

Staff w no wkst	N
Extra Help	Y
Extra Help #	0
Other Wksts.	0

Specialized Spaces

Now Have

Break/coffee area	1
Conference	0
Copy	1
Supply	1
Reception/waiting	1
Lab/wk.bench	1
Other	0

Current Storage

type	Size	Adequate?
Health/Co. Med. Cl.	*3190 N. Lake Blvd.*	
Admin. files/repts	ltr. legal	Y
supplies, forms, etc.	Various	N
exhibits, evidence		
financial records		
computer tapes		
microfiche		
industrial equip.		
specimens/lab equip.	various	Y
tools/materials		
other	letter	N

Conference Rooms

Group size	Freq.	Duration		Meeting space adequate?	N
Health/Co. Med. Clin.	*3190 N. Lake Blvd.*				
1 to 4	VARIES	45 MIN	STAFF		
5 to 8					
9 to 15					
16 to 30					
over 30					

Reception and Waiting

No. of visitors: 11 to 25 Time: Peak hours

Visitor Type	%				
		Need recep. area	Y	Needs met?	Y
Co. staff	0	Need recep.desk	Y	Visit. need wksp.?	Y
Pub. (prof.)	0	Visitor seating	Y/13		
Gen. Public	100	Counter/# visitors	Y/2		
Other	0	Other?	0		

Subjective Assessment by Dept.

Outgrown space?	N
Outgrow in 2/5 yrs?	Y
Smaller,good des ok	N
Bldg. Code problems?	N
Have disabled access	Y

Building Condition

Acoustics	F	Security/conf.	F
Interior finish	P	Temp	G
Layout	G	Ventilation	P
Lighting	F		

Storage:

		No. stand. drawers	8	Store other ways?	N
Storage problem?	MIN	Linear Ft of open shlf.	0	Cent or indv?	C

Computer

Link to IS main?	N	No. terminals	0
Impact of addl. comp.	NONE	No. sufficient?	0

Parking

		Employees'	4
Need pub. trans. access	Y	Visitors'	10
Parking Adequate	Y	Co.owned veh.	1
Spec. veh.or access	access?	Max No. Vehicles	14

Current Space Use Worksheet

Dept. **Health/Co. Med. Cl. 1**
Address **11583 C Ave., 117AB**

Current Staffing and space use

Direct.	0
Admin.	0
Mgrs	1
Prof.	8
Support	15
Field	0
Other	0
Total Staff	24

Extra Staffing Needs

Staff w no wkst	N
Extra Help	Y
Extra Help #	0
Other Wksts.	0

Specialized Spaces

Now Have

Break/coffee area	1
Conference	1
Copy	0
Supply	1
Reception/waiting	1
Lab/wk.bench	1
Other	0

Current Storage

type	Size	Adequate?
Health/Co. Med. Hlth.	*11583 C Ave. 117AB*	
Admin. files/repts	Ltr/Legal	Y
supplies, forms, etc.	various	N
exhibits, evidence		
financial records	various	N
computer tapes	various	N
microfiche		
industrial equip.		
specimens/lab equip.	various	N
tools/materials		
other		

Conference Rooms

Group size	Freq.	Duration	
Health/Co. Med. Clin	*11583 C, 117AB*		
1 to 4	MONTHLY	1.5 HRS	STAFF/PUB
5 to 8	WEEKLY	1 HR	STAFF
9 to 15			
16 to 30	MONTHLY	1 HR	STAFF
over 30			

Meeting space adequate? N

Reception and Waiting

No. of visitors: 76 to 100 Time: Equal thru day

Visitor Type	%				
Co. staff	0	Need recep. area	Y	Needs met?	N
Pub. (prof.)	1	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	99	Visitor seating	Y/40		
Other	0	Counter/# visitors	Y/4		
		Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	Y				
Outgrow in 2/5 yrs?	Y	Acoustics	F	Security/conf.	P
Smaller,good des ok	N	Interior finish	P	Temp	P
Bldg. Code problems?	Y	Layout	P	Ventilation	P
Have disabled access	Y	Lighting	G		

Storage:

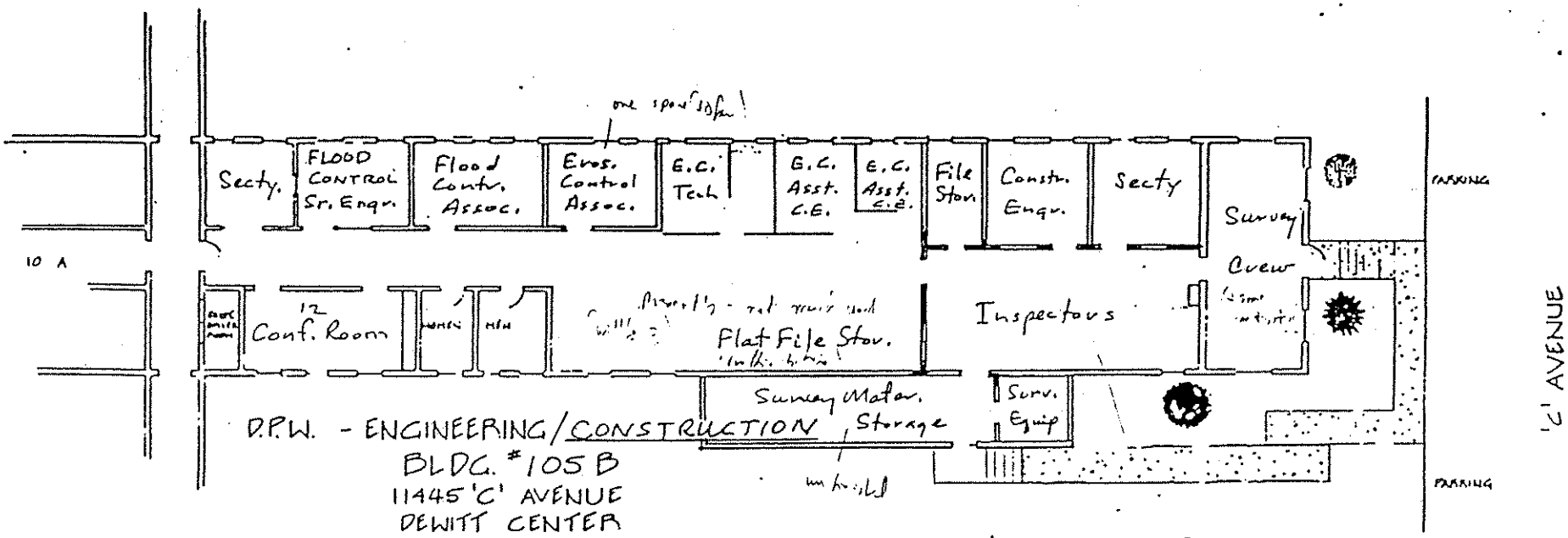
		No. stand. drawers	48	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	252	Cent or indv?	I

Computer

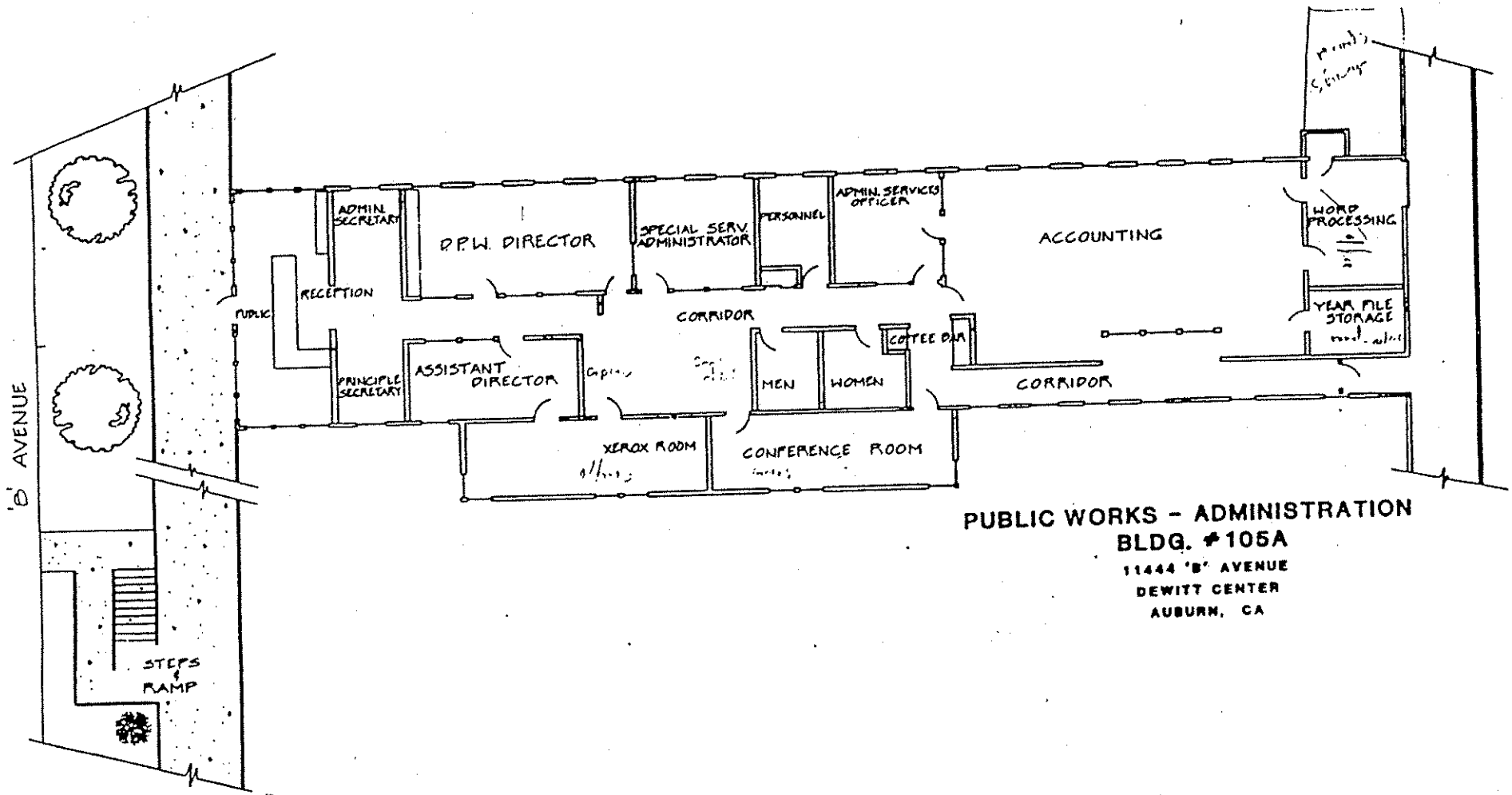
Link to IS main?	N	No. terminals	10
Impact of addl. comp.	NONE	No. sufficient?	N

Parking

		Employees'	22
Need pub. trans. access	Y	Visitors'	15
Parking Adequate	Y	Co.owned veh.	0
Spec. veh.or access	access?	Max No. Vehicles	37



D.P.W. - ENGINEERING/CONSTRUCTION
BLDG. #105 B
11445 'C' AVENUE
DEWITT CENTER
AUBURN, CA.



PUBLIC WORKS - ADMINISTRATION
BLDG. #105A
11444 'B' AVENUE
DEWITT CENTER
AUBURN, CA

HEALTH/MENTAL HEALTH

The mission of the division of Mental Health is the implementation of a community-based system of care that maximizes the ability of severely emotionally disturbed youth and seriously mentally ill adults to function as independently as possibly in the community.

Staffing and Growth Trends

Services have been curtailed over the past five years to the point that the population with mental health needs are severely underserved. If funding from the state increased, services would increase. It is unclear at this point how quickly the department will grow over the next five years; this is dependent upon the new state administration's philosophy.

The Mental Health Division is currently undergoing significant change and redirection of focus. Because of this the division recognizes the difficulty of accurately assessing space needs. Division reorganization depends on the funding dilemma for some changes. The current plan is to contract with a private provider for some of the inpatient services, reorganize the crisis services (Community Response), and to develop a crisis or residential transition program.

Current actual staffing is belied by a count of only county mental health employees. All of the service programs in the Mental Health division are augmented from other sources. These include, above all, educational staff who have joined the Children's Day Treatment and Adult Day Treatment programs. There are also mental health interns, numerous volunteers and contract agency staff from Sierra Family Health Services and the Mental Health Association.

Workload indicators include patient caseloads, client contacts, patient days and direct service hours.

Adjacencies

Education (I); Welfare (I); Probation (I); Pharmacy (U); Social Security (U). The department also meets frequently with the State Department of Mental Health. Children and Adolescent Day Treatment should not be next to the jail. Mental health facilities need to be readily accessible and adjacent to public transportation systems. Offices are currently decentralized and should continue to be located in Auburn, Roseville and Tahoe.

Security

Confidentiality is required for all patients and their records. In addition, there is a need for an updated security system for all clinic areas for staff and client safety.

Storage and Records

Client medical records are kept for seven years per state requirements. Administrative Records: Financial records are kept until audit settlement. Open back to FY 1983. Payroll forms are kept forever. Patient billing records are kept for four years. Off-site storage, microfilm and computer storage are not currently used, but microfilm would be useful. PCs and terminals are expected for each administrative and clinical staff.

Current Facilities

New facilities are anticipated for Roseville, Tahoe and inpatient services, and the Roseville and Tahoe clinics will be relocating. Each relocation required a study to determine current space needs as they exist today. Currently, every available space is used in the Auburn and Roseville clinics.

Showers and locker rooms are not currently available. However, they are needed by staff due to the unsanitary living conditions of some patients.

Main Offices, 11512 B Ave., Dewitt Center, Building 110 A&B, 111A, Auburn

Visitor Needs: Visitors need work spaces to complete forms and answer confidential questions. Access after normal working hours is needed for board meetings and flex time.

Special Studies: Space study for front office has been requested but as yet, no floor plans are available.

Deficiencies: Individual offices are required for clinical services. Staff are currently sharing offices or moving frequently to use vacant offices when seeing clients individually.

Additional storage: materials centralized in Auburn.

The department contracts with Yolo County for Patient Information Systems. Additional computer equipment would increase space needs.

Ambulance and emergency parking is required near START unit.

Inpatient Facility, 11512 B Ave., Dewitt Center, 111B, Auburn

Special inpatient facilities are needed for adolescent and elderly clients. The current inpatient facility is inadequate for its current capacity and function. Updated safety and security features are needed. Inpatient facility may either remodel or relocate.

Adjacencies: Drug and Alcohol (U); Welfare (U); Courts (I); Sheriff (I); MIA/Hospital ER (I). The department also meets frequently with the State Department of Mental Health; the State Department of Vocational Rehabilitation; the Alta California Regional Center and the Department of Health Services.

Special studies: START remodel.

Additional workstations: one support staff and five inpatient staff share a very small office.

Client Needs: Visitors need work spaces to complete forms and answer confidential questions. Public (clients, board meetings, law enforcement) and staff (for working flex hours and shifts) require access after normal working hours, as does an ambulance.

Deficiencies: More individual offices are required for clinical services. The inpatient facility needs a new layout. The inpatient facility is antiquated and inadequate, and there are problems with power, water, temperature, and noise. The long hallways cause isolation. There is also insufficient storage for clients' personal belongings while detained in the inpatient unit.

Additional storage and Records: 200 storage boxes.Additional computer equipment would increase the department's space needs.

Children's Services, Dewitt Center, Building 203B

Access to the facility is required after normal working hours.

Adjacencies: Education (I); Welfare (I); Probation (I).

Staffing: 1 manager (private office); 14 professional (6 private, 2 cubicle, 6 pool); 2 support personnel (pool).

Specialized Spaces: 1 conference area; 1 copy area; 1 supply area; 1 reception area; 3 other areas (specialized treatment areas).

Visitors: 26 to 50. Guest seating required = 6.

Deficiencies: More individual offices are required for clinical services. Temperature, lighting, ventilation and layout are poor;. Interior finish and security/confidentiality are fair. Acoustics are good. Present space has been outgrown. Staff are currently sharing offices or moving frequently to use vacant offices when seeing clients individually.

Storage: 50 standard filing cabinet drawers. Open file storage totals 150 linear feet. Storage for administrative files, reports and supplies, forms, etc. is inadequate. Storage is a major problem.

Computers: Total = 1.

Parking: Employees = 16; visitors = 35; county-owned vehicles = 2.

Roseville Office
Access to the facility is required after normal working hours.

Adjacencies: Welfare (I); Pharmacy (U); Social Security (U).

Staffing: 1 manager (private office); 9 professional (private); 2 support personnel (cubicle).

Specialized Spaces: 1 break area; 1 conference area; 1 copy area; 1 reception area.

Visitors: 26 to 50. Guest seating required = 10.

Deficiencies: More individual offices are required for clinical services. Temperature, lighting, ventilation, acoustics and interior finish are good. Security/confidentiality is fair. Present space has been outgrown. Staff are currently sharing offices or moving frequently to use vacant offices when seeing clients individually.

Storage: 14 standard filing cabinet drawers. Open file storage totals 75 linear feet. Storage for administrative files/reports and supplies/forms/etc. is inadequate. Storage is a major problem.

Parking: Employees = 10; visitors = 25; county-owned vehicles = 1.

Tahoe Office
The division could function effectively with a smaller but modern, well-designed space.

Adjacencies: Welfare (I); Pharmacy (U); Social Security (U).

Staffing: 2 professional (private).

Specialized Spaces: 1 reception area.

Visitors: 11 to 25. Guest seating required = 4.

Deficiencies: Temperature, lighting, ventilation, acoustics and interior finish are good. Security/confidentiality is fair.

Storage: 5 standard filing cabinet drawers. Open file storage totals 30 linear feet.

Parking: Employees = 4; visitors = 16; county-owned vehicles = 0.

Placer - Health.Mental Health.Auburn

Current Space	21027

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200	5	1000	5	1000	5	1000	6	1200	6	1200
Manager	150	2	300	4	600	4	600	5	750	5	750
Professional	125	37	4625	50	6250	55	6875	58	7250	63	7875
Support staff	85	12	1020	15	1275	18	1530	21	1785	24	2040
Field staff	75										
Other	75										
Staff space		**57**	**7245**	**75**	**9425**	**83**	**10305**	**91**	**11285**	**99**	**12165**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50	17	850	19	950	21	1050	23	1150	25	1250
small conf.	200	2	400	2	400	3	600	3	600	3	600
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.	900	1	900	1	900	1	900	1	900	1	900
copier	50	2	100	2	100	2	100	2	100	2	100
office supplies	300	1	300	1	300	1	300	1	300	1	300
file area	500	1	500	1.1	550	1.2	600	1.3	650	1.4	700
reception	300	2	600	2	600	3	900	3	900	3	900
interview	100	3	300	4	400	5	500	6	600	7	700
activities	300	2	600	2	600	2	600	3	900	3	900
inpatient	4500	1	4500	1.2	5400	1.4	6300	1.6	7200	1.8	8100
classroom	350	2	700	2	700	2	700	2	700	2	700
Special & support spaces			**9570**		**10720**		**12370**		**13820**		**14970**
Total Net Prog.			**16815**		**20145**		**22675**		**25105**		**27135**
Dept.Gross (total program/.75)			**22,420**		**26,860**		**30,233**		**33,473**		**36,180**
Space factor per person			393		358		364		368		365

Placer - Mental Health.Roseville

Current Space	4000

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150	1	150	1	150	1	150	2	300	2	300
Professional	125	9	1125	10	1250	12	1500	15	1875	18	2250
Support staff	85	2	170	5	425	7	595	8	680	9	765
Field staff	75										
Other	75										
Staff space		**12**	**1445**	**16**	**1825**	**20**	**2245**	**25**	**2855**	**29**	**3315**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50										
small conf.	200										
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	130	1	130	1	130	1	130	1	130	1	130
file area	200	1	200	1.1	220	1.2	240	1.3	260	1.4	280
reception	200	1	200	1	200	1	200	1	200	1	200
interview	100	2	200	3	300	4	400	5	500	6	600
Activity	400	2	800	2	800	3	1200	3	1200	3	1200
	300										
	50										
Special & support spaces			**2100**		**2220**		**2740**		**2860**		**2980**
Total Net Prog.			**3545**		**4045**		**4985**		**5715**		**6295**
Dept.Gross (total program/.75)			**4,727**		**5,393**		**6,647**		**7,620**		**8,393**
Space factor per person			394		337		332		305		289

Placer - Health.Mental Health.Tahoe

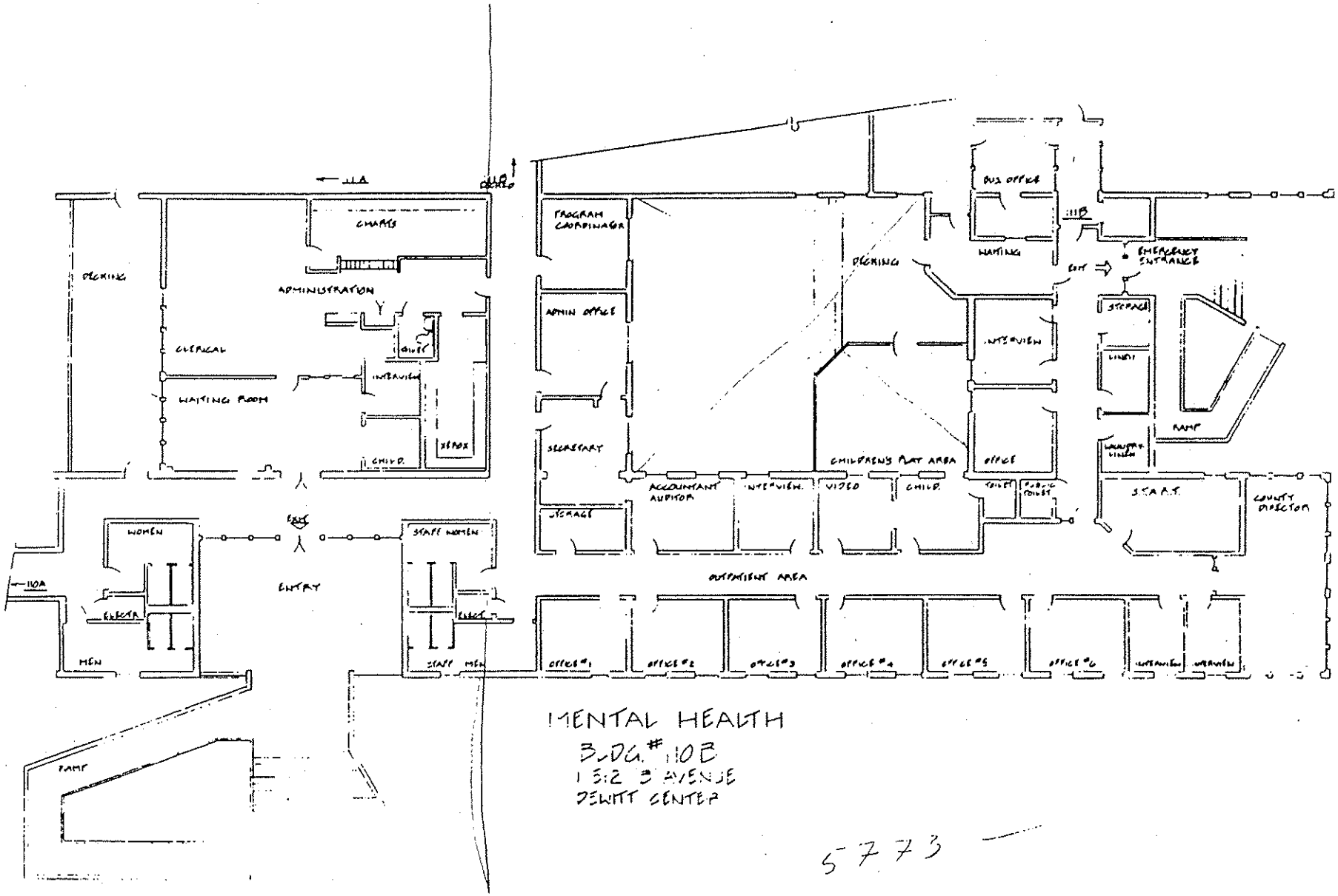
Current Space	500

	Unit	current need - 1991		1996		2001		2006		2011	
Programmed	SF	Units	Prog.space	Units	Prog.space	Units	Prog.space	Units	Prog.space	Units	Prog.space
Director	300										
Administrator	200										
Manager	150										
Professional	125	2	250	3	375	3	375	4	500	4	500
Support staff	85										
Field staff	75										
Other	75										
Staff space		**2**	**250**	**3**	**375**	**3**	**375**	**4**	**500**	**4**	**500**
Coffee area/break	50	1	50	1	50	1	50	1	50	1	50
Extra help	50										
small conf.	200										
med. conf.	320										
large conf.											
copier/supplies	75	1	75	1	75	1	75	1	75	1	75
office supplies	100										
file area	75	1	75	1	75	1	75	1	75	1	75
reception	150	1	150	1	150	1	150	1	150	1	150
counters	150										
	650										
	300										
	50										
Special & support spaces			**350**		**350**		**350**		**350**		**350**
Total Net Prog.			**600**		**725**		**725**		**850**		**850**
Dept.Gross (total program/.75)			**800**		**967**		**967**		**1,133**		**1,133**
Space factor per person			400		322		322		283		283

Placer - Health.Mental Health.Children's Auburn

Current Space	4488

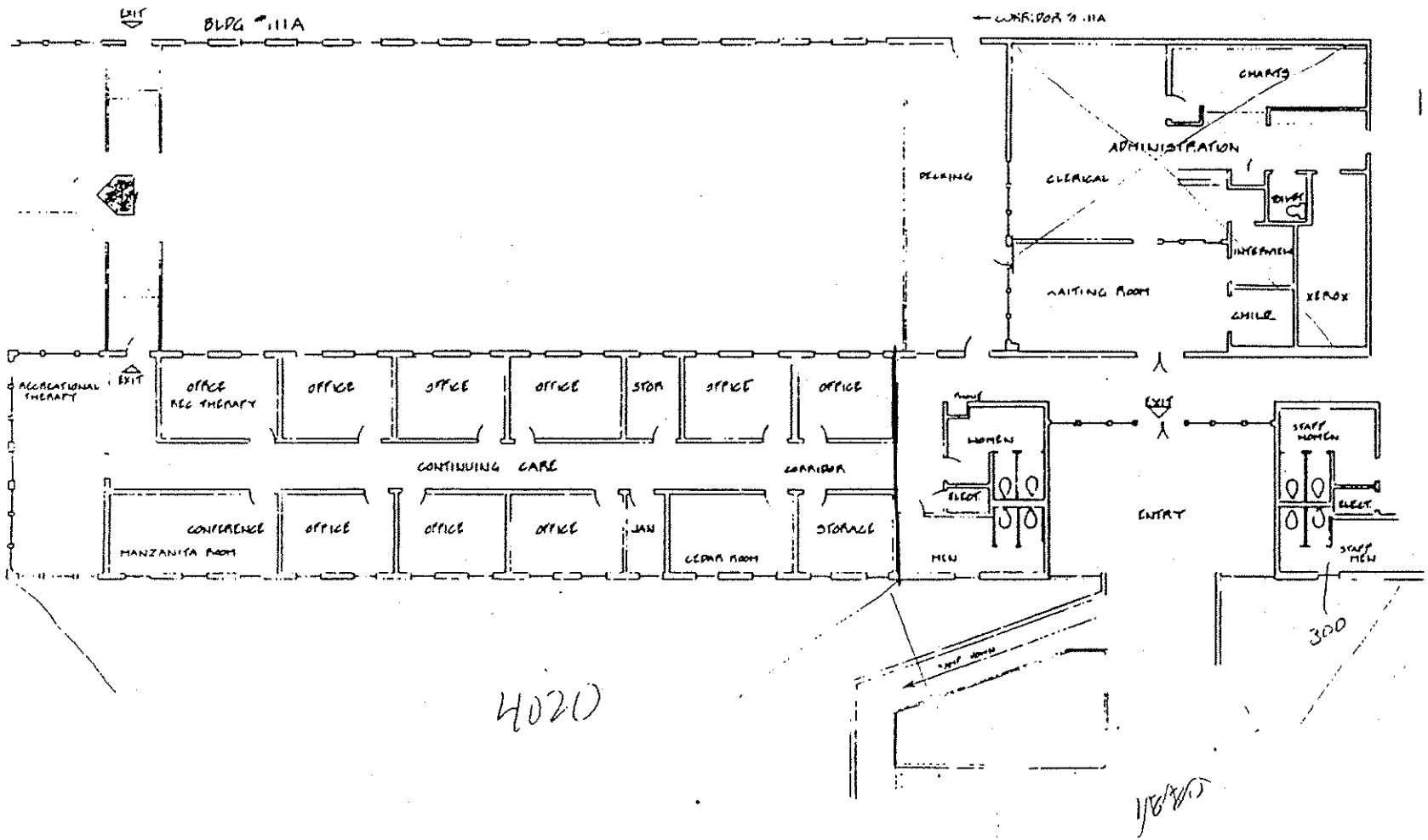
Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125	14	1750	15	1875	16	2000	16	2000	17	2125
Support staff	85	2	170	2	170	2	170	3	255	3	255
Field staff	75										
Other	75										
Staff space		**17**	**2070**	**18**	**2195**	**19**	**2320**	**20**	**2405**	**21**	**2530**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50										
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	75	1	75	1	75	1	75	1	75	1	75
file area	80	1	80	1	80	1	80	1	80	1	80
reception	150	1	150	1	150	1	150	1	150	1	150
classroom	300	2	600	2	600	2	600	2	600	2	600
lab	100										
kitchen	200	1	200	1	200	1	200	1	200	1	200
	50										
Special & support spaces			**1555**		**1555**		**1555**		**1555**		**1555**
Total Net Prog.			**3625**		**3750**		**3875**		**3960**		**4085**
Dept.Gross (total program/.75)			**4,833**		**5,000**		**5,167**		**5,280**		**5,447**
Space factor per person			284		278		272		264		259



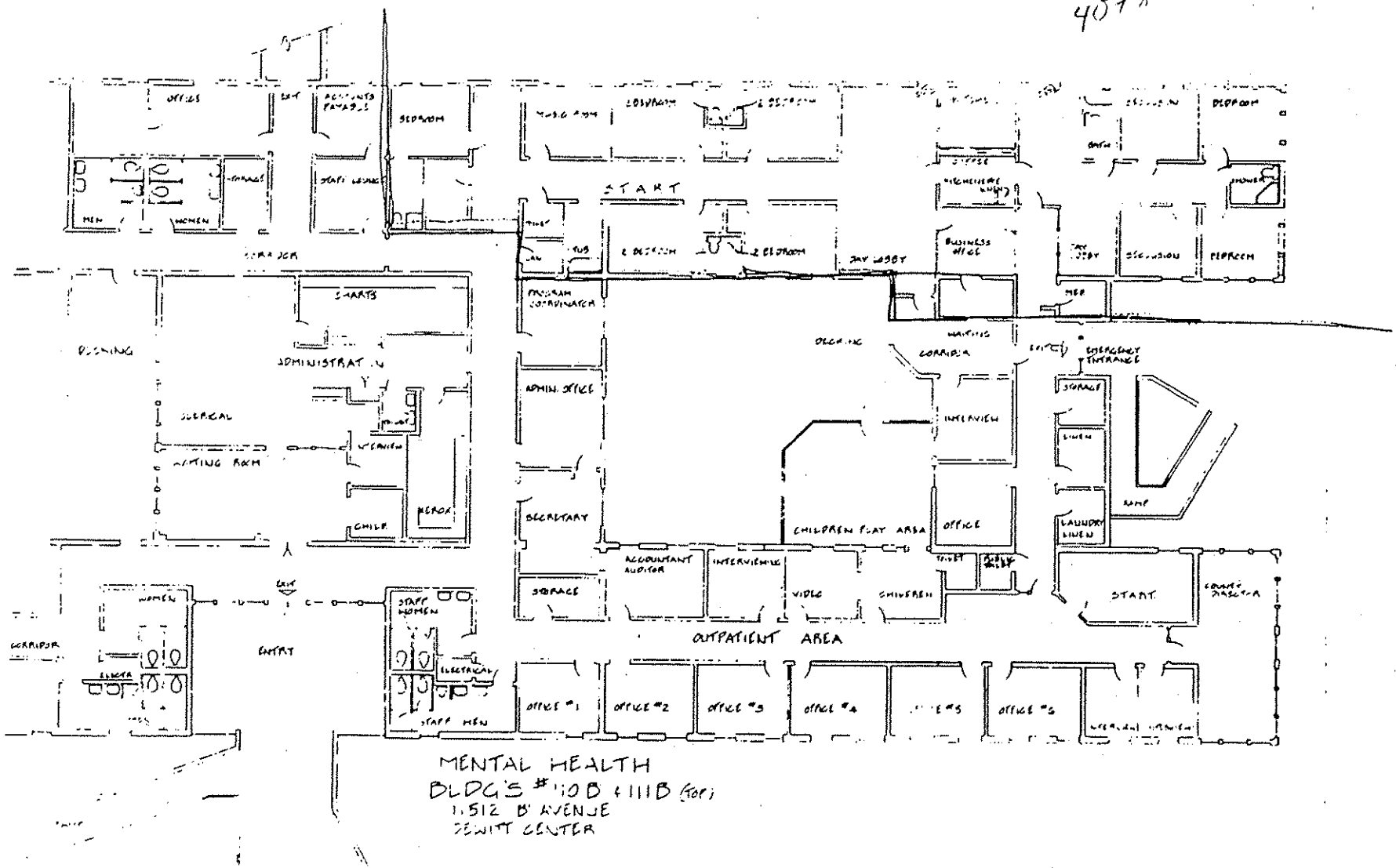
MENTAL HEALTH
BLDG. #110B
152 3 AVENUE
DEWITT CENTER

5773

MENTAL HEALTH
BLDG #110 A
1512 'B' AVENUE
DEWITT CENTER



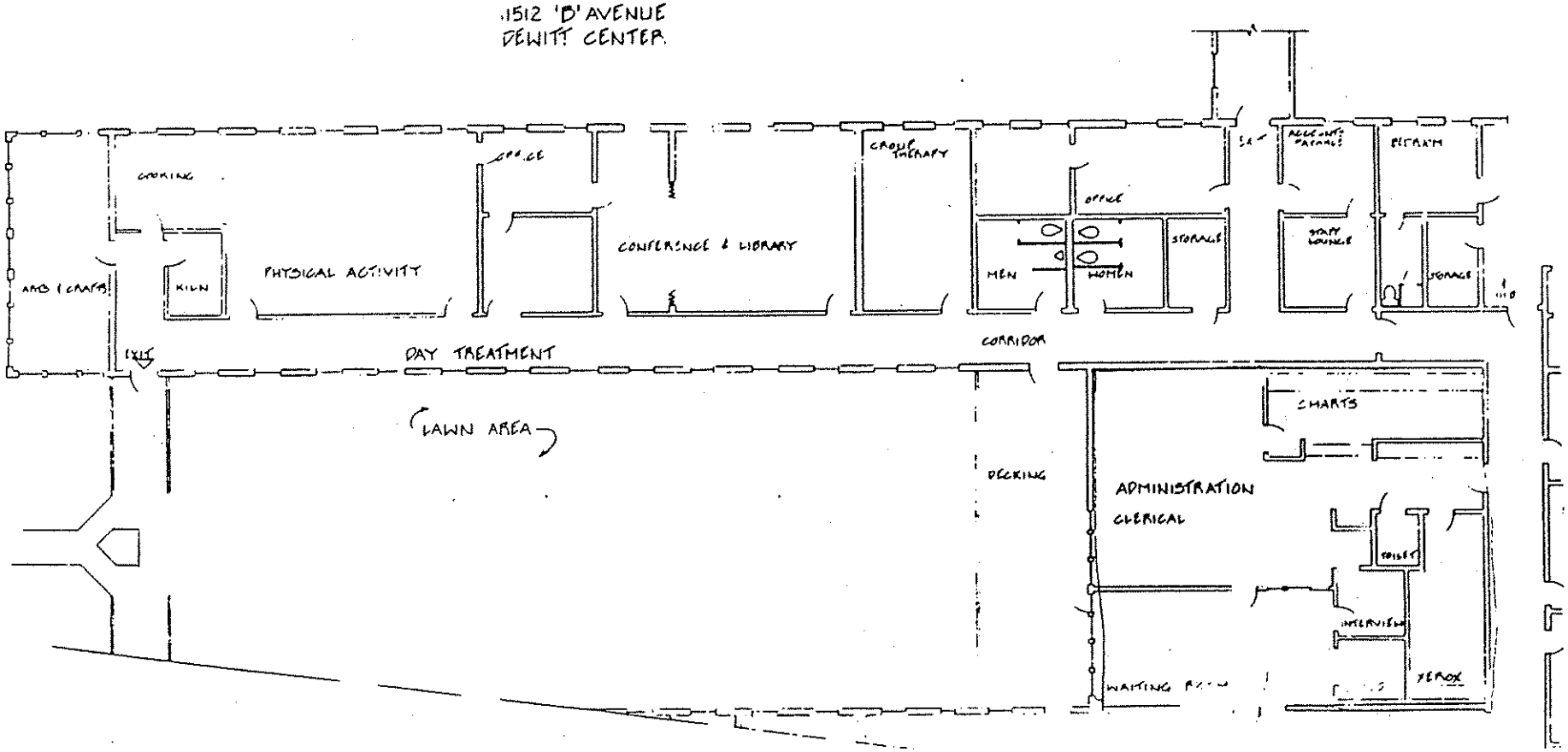
4058



MENTAL HEALTH
BLDG'S #110 B & 111B (top)
1,512 B' AVENUE
DEWITT CENTER

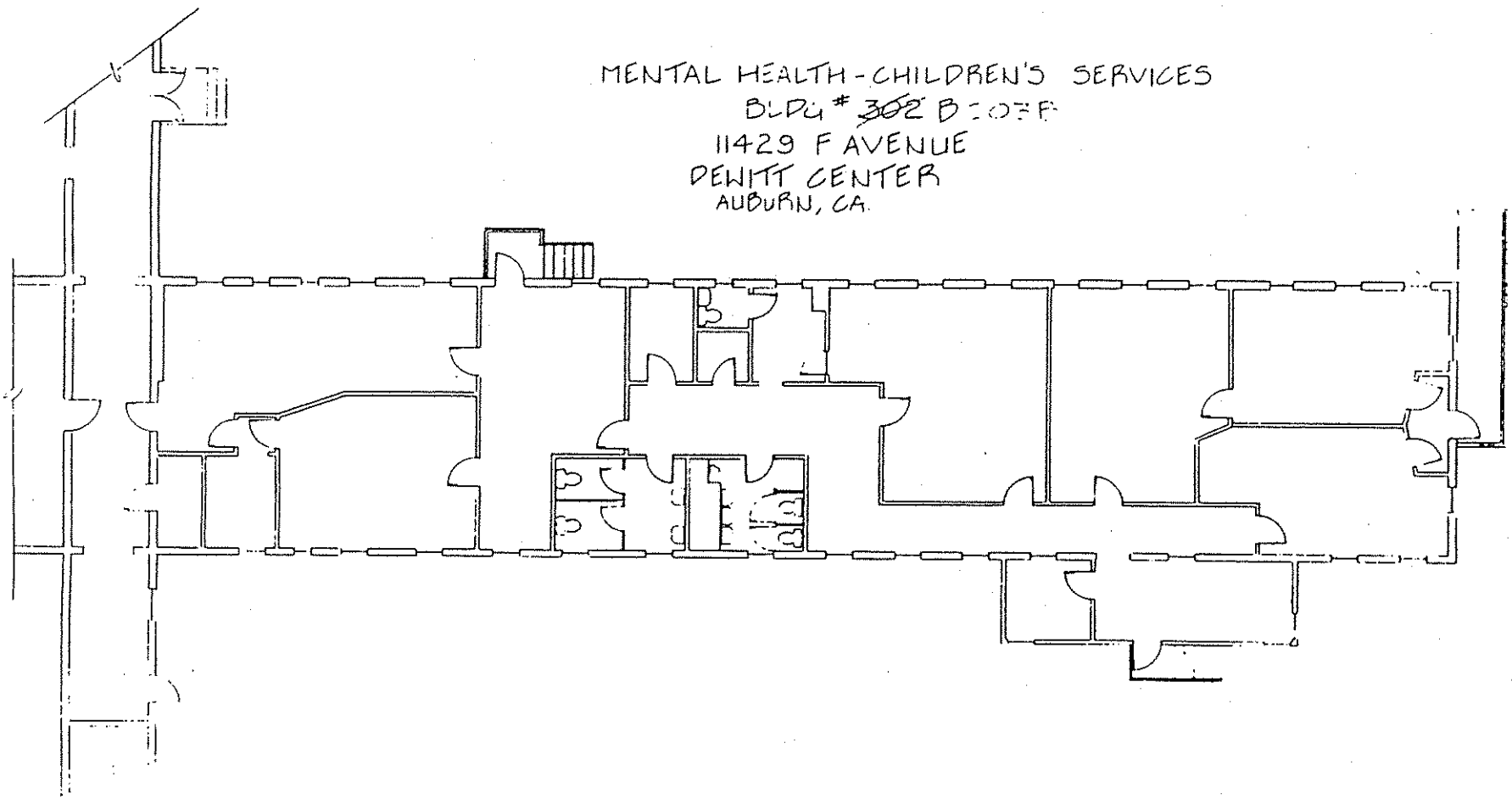
4860

MENTAL HEALTH
BLDG #111 A
1512 'B' AVENUE
DEWITT CENTER



19

MENTAL HEALTH - CHILDREN'S SERVICES
BLDG # ~~302~~ B 107 F
11429 F AVENUE
DEWITT CENTER
AUBURN, CA.



HEALTH - PUBLIC HEALTH NURSING

Public Health Nursing programs utilize nursing knowledge and skills to prevent disease, promote healthful behavior, relieve conditions adversely affecting the health and safety of individuals and groups. Service is family-centered (birth through death) and directed toward promoting each individual's independence and ability to make informed choices about their own health. Programs include: Field, SIDS, communicable disease, Adult Health, Occupational Health, CCS, FP, pregnancy counseling, IZ, well child, CHDP, WIC, EPSDT, teenage adolescent pregnancy, CPSP, MCH, Prevention Health Care for the Aging, tobacco prevention and AIDS.

Staffing and Growth Trends

The following would increase the need for services: Increased risk of communicable disease; increasing rate of high risk infants, children and families due to increased drug/alcohol use; greater numbers of disabled children due to drug/alcohol use; greater social needs of low income families, homeless; loss of medical care for low income families; increased sexual activity among teens; increased jail population; increasing aging population and other adult health needs.

Occupational Health seems to be changing and becoming one of the major functions of the Adult Health Services Program, increasing the need for more clinic flexibility.

Operations are frequently affected by actions of the legislature or state and federal agencies. Since at least 75 percent of funding comes from these agencies, it has major impacts on the division's ability to plan or provide services. If state money is severely cut and the county is unable to offer funding, Public Health Field Services may be cut. Currently, there are six FTE PHNs and three half-time PHNs to cover Field Services for the whole county. Additional field staff have not been hired in several years, and with population increases, many services have been given up in order to keep up with higher risk situations.

Some services are provided to individuals who live in other counties (El Dorado, Nevada, Sacramento). The department tracks workload indicators with various statistical reports from each program. If population growth continues, the division expects to grow at a rate of five percent per year.

With sophisticated computer and data processing equipment, the department hopes to streamline things like master indexing, statistics and other clerical duties.

Adjacencies

Health/Administration (U); Clinic (I). The division also meets frequently with State and Federal CHDP, Sacramento Regional Office (CCS), Federal WIC, Preventive Health care for the Aging - CD branch of Health Services, Community Services (federal), State Office of Family Planning, State TB, State Communicable Disease, State Health Services, SNAP Grant, State AIDS, MCH Branch, State Immunization and State AFLP.

Security

Drug testing, AIDS testing, CCS records, FP, PC and STD charts are all highly confidential and must be in secure locked areas.

Storage

Records are retained for five to ten years, for most records involving medical information. Length is determined by state and county laws (e.g., Field records at least seven years, STD - seven years, CHDP - three years, IZ - five years, TB/PPD - five years per Placer County Guide, WIC - three years, FP - seven years, CCS - five years.)

The division tries to purge or send records to storage once a year. However, clerical help shortage makes it difficult to do so. Also, it is very time consuming to retrieve closed records when clients often return for services. The department is currently using space in another building and also bathroom space for these records.

Current Facilities

Main Offices, DeWitt Center, Building 108 A, 109 A & B, Auburn

Relocation is planned for some programs and clinic activities to Building 118A and B. If the division gets the new space of Buildings 118A and B, they will have more space and the ability to increase services. Adult Health, Occupational Health and perhaps Vital Statistics or AIDS programs will move. 118B will become the new Nursing Conference Room for meetings and WIC Clinics.

Recently, 109B space was rearranged, affecting programs that need space (WIC, CHDP, Adult Health and Occupation Health and Nursing principal secretary).

Staff and public need access after normal working hours for classes and late clinics.

Special Spaces: Extra help use space available with no permanent station to go to. The break area is shared with other divisions. The conference room is also shared. Conference room size is adequate, but is so heavily used that it is not always available. Other areas are small and not always available. Conference room is also used weekly for WIC clinics and is also used for large clinics.

Deficiencies: Current space has been outgrown. There are too many educational programs for existing space. These programs require educational materials and equipment, as well as desk and office space. The department currently uses a bathroom for storage space. New computers are coming in and will add to existing space problems; for example, several computers have already been added to accommodate the new network and QS system..

Existing crowding means there is not enough table and desk space for staff, equipment, especially in area shared by several programs. Lack of privacy for Coordinators and lack of storage space. Program staff is separated which makes working together on projects and sharing client information with other staff difficult. Extra help must sit in the hall without privacy. When students are in the library once a week, it is chaotic. Secretarial areas and computer area do not accommodate two users, and another computer terminal in another location would be helpful. (Although currently no other place exists to put them.)

The division reports problems with carpeting, temperature,ventilation, noise, security, and maintenance. Client records cannot be locked up.

Additional storage: 2 bookshelves (60"x30") used to store current WIC records; 2 fixed bookshelves to store files and index file drawers (AH); 10 multiple boxes, 1 hanging file cabinet, 1 credenza, rolling file, index care file (2) and 1 fixed shelving unit (CHDP); fixed shelving (16 lf), mobile shelving with 31 file cabinet drawers, 6 rolling file cabinets, 86 index card file drawers (Nursing & Tapp); closed files in 8 cardboard file drawers and 1 box with files (AH); TB x-rays and charts in storage in lab area; business files of CHDP/WIC in 109A.

Waiting and Reception: Waiting and reception areas are not sufficient in size. Currently these areas are neither adequate as currently organized nor utilized It would be helpful to be more flexible with clinics

for both Adult Health and Occupational Health. OH is expanding quickly and clinic demands are increasing.

Additional storage: 4 paper file boxes; 4 file drawers of current index cards; 6 file drawers of destroyed index cards. Current, closed and to be destroyed cards are kept for one year. After closing charts, cards must be kept for seven years.

Access: Special access is required for deliveries and to load cars for clinics. A better hauling and lifting mechanism is needed for supplies.

Tahoe Offices, 3190 N. Lake Blvd., Tahoe City

An occupational therapist and a physical therapist work at Newcastle School for the handicapped. The Tahoe office houses a Public Health Nurse and a clerk typist. It also handles all clinic activity in the Tahoe area and the MIA clinic one half-day per week.

Additional workstations (Auburn): Typewriter in lab area used by RNs as well as volunteers. Computers in pool used by volunteers, RNs, NPs, clerk (right behind clerk). Two desks in hall used by part-time RNs. There are three to four part time personnel at only two desks.

Specialized spaces (Tahoe): Conference, copy, reception areas are shared. Other specialized spaces are counseling room (shared) and exam rooms. AHS gets 11-25 visitors; WIC gets 26-50; FP, ATS and STD receive 51-75. Push-button phones are needed in the reception area and in professional offices.

Visitors need work spaces to fill out face sheets, certification and medical history. Clients' charts should be in this building instead of Auburn. Stairs make part of the building inaccessible to disabled individuals. The department reports problems with temperature control and lighting.

In two years, space will be inadequate for Family Planning services. Space is small for current demand. Space is also inadequate for WIC and CHDP clinics.

Additional storage: IZ and TB cards in index file drawers.

A ramp is required for loading supplies and clinic equipment.

Rover Park Clinic, 110 Park Drive, Roseville

This building is a Veterans' Memorial Hall and not designed for providing Health Services. The Roseville area, due to great growth, needs additional clinic and office space for clinic and field services. Operations would be more efficient if consolidated in a single location.

Workload increases during July through September because of preschool demands. Flu Clinics are open from October and November. Clinics use a table in an open room to check clients in and use as space to fill out charts.

Access: When the clinic is busy and the park is in use, parking is scarce. A ramp for loading and unloading is required.

Deficiencies: The building does not have a ramp, causing difficulties in carrying equipment in and out, and difficulties for seniors and for mothers with babies and carriages. There are reported problems with heating and ventilation, maintenance, and lack of professional setting.

- Configuration and size of the building causes problems with lack of confidentiality and privacy.
- Small exam room is very crowded
- Space for certain testing is inadequate.
- Testing is done in the waiting room
- WIC uses big room with a stage. It is about five feet high with steps going up both sides. Children need to be watched closely so they don't fall off.

Colfax Veterans Memorial Hall, 22 W. Grass Valley Street, Colfax

The building is designed as a Veterans' Memorial Hall, not for providing Health services and/or education. WIC is currently the only clinic that is utilizing this area. They provide education and WIC vouchers. Visitors need work spaces for financial screening and filling out forms.

Deficiencies: The department reports problems with maintenance, heating and ventilation, Configuration and size of the space results in a lack of privacy and confidentiality. The department cannot store anything, so all equipment must be carried in for each clinic.
There is a door that opens onto a balcony that won't lock, which must be watched with the numerous children in the clinic.

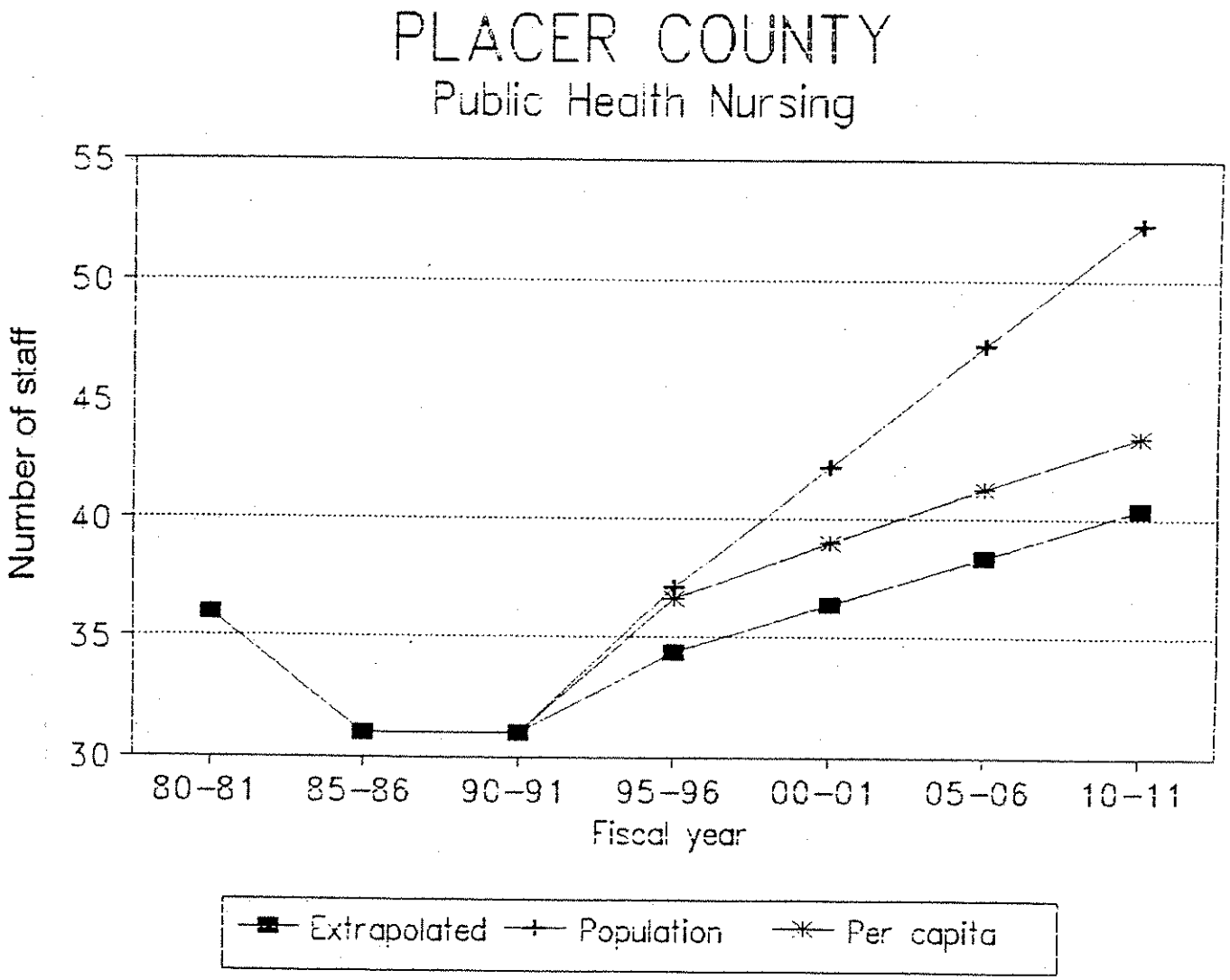
McBean Park Facility, 61 McBean Park Drive, Lincoln

This building is part of McBean Park which is a recreational area and not designed for services.

There is no reception area. A table in a large unsectioned room is used. No confidentiality available. Clinics need a counter away from where clients are waiting for financial screening, client concerns and sometimes counseling. Visitors need work spaces for completing forms and writing checks.

Deficiencies: The department reports problems with maintenance, heating and ventilation, Configuration and size of the space results in a lack of privacy and confidentiality. The department cannot store most surplus, so most equipment must be carried in for each clinic. In addition, children must be watched to prevent injuries on irregular concrete floor and protruding platform, and there are problems with flies in the spring and summer.

Building has ramp for loading and unloading clinic equipment and supplies.


PLACER COUNTY
Public Health Nursing
Number of staff
55
50
45
40
35
30
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - PH Nursing.Auburn

Current Space	14643

	Unit	current need - 1991		1996		2001		2006		2011	
Programmed	SF	Units	Prog.space	Units	Prog.space	Units	Prog.space	Units	Prog.space	Units	Prog.space
Director	300	2	600	2	600	2	600	2	600	2	600
Administrator	200	4	800	4	800	4	800	4	800	4	800
Prog.Coord.	150	7	1050	7	1050	7	1050	8	1200	8	1200
Professional	125	22	2750	25	3125	27	3375	28	3500	29	3625
Support staff	85	16	1360	18	1530	19	1615	20	1700	21	1785
Field staff	75										
Other	75										
Staff space		**51**	**6560**	**56**	**7105**	**59**	**7440**	**62**	**7800**	**64**	**8010**
Coffee area/break	300	1	300	1	300	1	300	1	300	1	300
Extra help	75	17	1275	18	1350	20	1500	22	1650	24	1800
small conf.	200	1	200	1	200	2	400	2	400	2	400
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf./classro	900	1	900	1	900	1	900	1	900	1	900
copier	50	3	150	3	150	3	150	4	200	4	200
office supplies	250	1	250	1	250	1	250	1	250	1	250
file area	600	1	600	1.2	720	1.4	840	1.6	960	1.8	1080
reception	600	1	600	1	600	1	600	1	600	1	600
Lab	150	3	450	3	450	3	450	3	4	3	450
Exam	150	7	1050	7	1050	8	1200	9	1350	10	1500
Special & support spaces			**6095**		**6290**		**6910**		**6934**		**7800**
Total Net Prog.			**12655**		**13395**		**14350**		**14734**		**15810**
Dept.Gross (total program/.75)			**16,873**		**17,860**		**19,133**		**19,645**		**21,080**
Space factor per person			331		319		324		317		329

Placer - PH Nursing.Tahoe

Current Space	2349

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Prog.Coord.	150										
Professional	125	3	375	3	375	4	500	4	500	4	500
Support staff	85	1	85	1	85	1	85	1	85	1	85
Field staff	75										
Other	75										
Staff space		**4**	**460**	**4**	**460**	**5**	**585**	**5**	**585**	**5**	**585**
Coffee area/break	100	1	100	1	100	1	100	1	100	1	100
Extra help	75	6	450	6	450	7	525	7	525	8	600
small conf.	200										
med. conf./class	400	1	400	1	400	1	400	1	400	1	400
Medication	80	1	80	1	80	1	80	1	80	1	80
copier	50	1	50	1	50	1	50	4	200	4	200
office supplies	75	1	75	1	75	1	75	1	75	1	75
file area	100	1	100	1.2	120	1.2	120	1.4	140	1.4	140
reception	200	1	200	1	200	1	200	1	200	1	200
Lab	150	1	150	1	150	1	150	1	4	1	150
Exam	150	3	450	3	450	4	600	4	600	5	750
Special & support spaces			**2055**		**2075**		**2300**		**2324**		**2695**
Total Net Prog.			**2515**		**2535**		**2885**		**2909**		**3280**
Dept.Gross (total program/.75)			**3,353**		**3,380**		**3,847**		**3,879**		**4,373**
Space factor per person			838		845		769		776		875

Current Space Use Worksheet

Dept. **Health/PHN 1**
Address **11484 B, 109A and B**

Current Staffing and space use		**Specialized Spaces**		**Current Storage type**	**Size**	**Adequate?**
		Now Have				
Direct.	1	Break/coffee area	1	*Health/PHN*	*11484 B Ave., 109AB*	
Admin.	4			Admin. files/repts		Y
Mgrs	7	Conference	1	supplies, forms, etc.		N
Prof.	19	Copy	2	exhibits, evidence		N
Support	14	Supply	2	financial records		Y
Field	0	Reception/waiting	1	computer tapes		Y
Other	0	Lab/wk.bench	0	microfiche		Y
Total Staff	45	Other	0	industrial equip.		
				specimens/lab equip.		
Extra Staffing Needs				tools/materials		N
Staff w no wkst	Y			other		
Extra Help	Y					
Extra Help #	8					
Other Wksts.	Y					

Conference Rooms

Group size	**Freq.**	**Duration**		Meeting space adequate?	N
Health/PHN	*11484 B Ave., 109AB*				
1 to 4	10X/MO	1.5 HRS	STAFF		
5 to 8	10X/MO	2.5 HRS	STAFF		
9 to 15	2X/MO	3 HRS	STAFF/PUB		
16 to 30	MONTHLY	2 HRS	PUBLIC		
over 30	6X/MO	7 HRS	PUBLIC		

Reception and Waiting No. of visitors: 51 to 75 Time: Peak hours

Visitor Type	%	Need recep. area	Y	Needs met?	Y
Co. staff	15	Need recep.desk	Y	Visit. need wksp.?	N
Pub. (prof.)	5	Visitor seating	Y/20		
Gen. Public	80	Counter/# visitors	0		
Other	0	Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	Y				
Outgrow in 2/5 yrs?	0	Acoustics	F	Security/conf.	F
Smaller,good des ok	N	Interior finish	G	Temp	F
Bldg. Code problems?	Y	Layout	F	Ventilation	F
Have disabled access	Y	Lighting	G		

Storage:		No. stand. drawers	185	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	1552	Cent or indv?	I

Computer	Link to IS main?	N	No. terminals	10
	Impact of addl. comp.	MAJ	No. sufficient?	N

Parking		Employees'	46
Need pub. trans. access	Y	Visitors'	75
Parking Adequate	Y	Co.owned veh.	8
Spec. veh.or access	access?	Max No. Vehicles	121

Current Space Use Worksheet

Dept. **Health/PHN 2**
Address **3190 N. Lake Blvd.**

Current Staffing and space use

Direct.	0
Admin.	0
Mgrs	0
Prof.	3
Support	1
Field	0
Other	0
Total Staff	4

Extra Staffing Needs

Staff w no wkst	Y
Extra Help	Y
Extra Help #	6
Other Wksts.	N

Specialized Spaces

Now Have	
Break/coffee area	1
Conference	1
Copy	1
Supply	0
Reception/waiting	1
Lab/wk.bench	1
Other	1

Current Storage

type	Size	Adequate?
other		

Conference Rooms

Group size	Freq.	Duration		Meeting space adequate?	Y
Health/PHN	*3190 N. Lake Blvd.*				
1 to 4					
5 to 8					
9 to 15	1X/2 MOS	4 HRS	STAFF		
16 to 30					
over 30					

Reception and Waiting No. of visitors: 1 to 100 Time: Peak hours

Visitor Type	%				
Co. staff	0	Need recep. area	Y	Needs met?	Y
Pub. (prof.)	0	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	95	Visitor seating	Y/12		
Other	0	Counter/# visitors	Y		
		Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	N	Acoustics	F	Security/conf.	P
Outgrow in 2/5 yrs?	2	Interior finish	F	Temp	F
Smaller,good des ok	N	Layout	F	Ventilation	G
Bldg. Code problems?	Y	Lighting	F		
Have disabled access	N				

Storage:

		No. stand. drawers	8	Store other ways?	Y
Storage problem?	MIN	Linear Ft of open shlf.	0	Cent or indv?	C

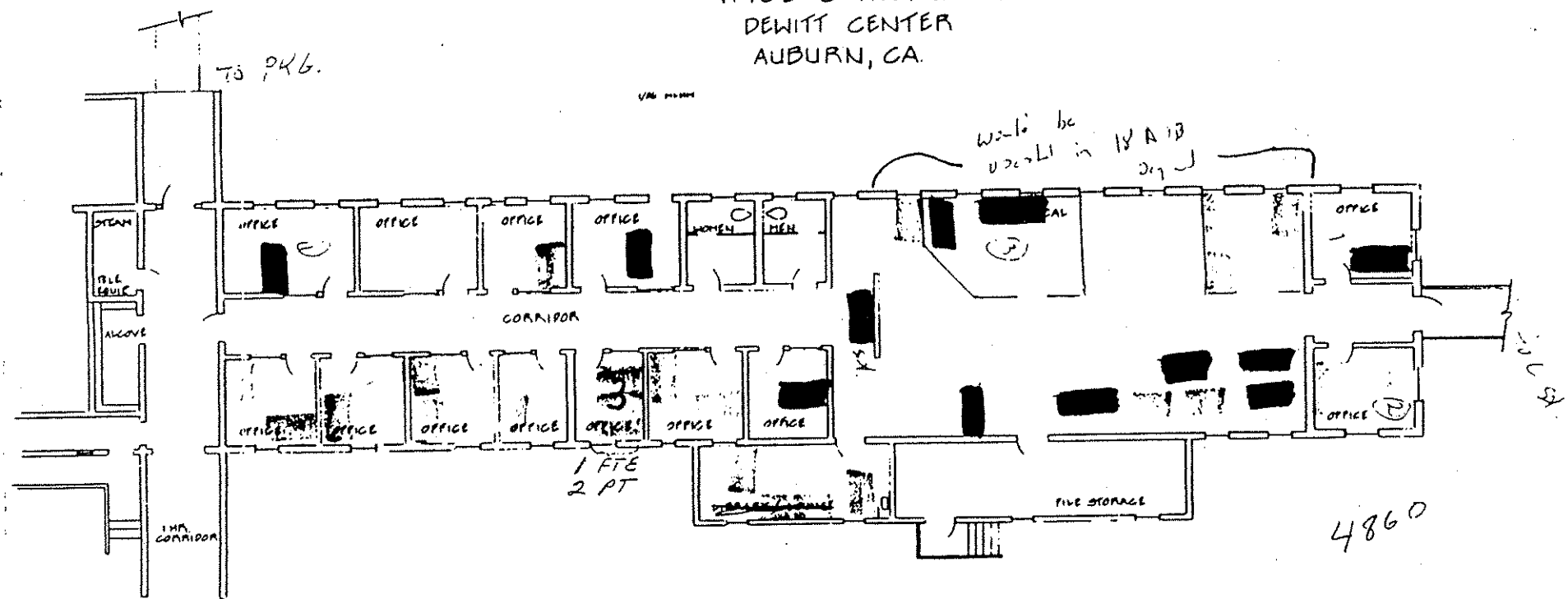
Computer

Link to IS main?	N	No. terminals	1
Impact of addl. comp.	0	No. sufficient?	N

Parking

		Employees'	8
Need pub. trans. access	Y	Visitors'	15
Parking Adequate	Y	Co.owned veh.	1
Spec. veh.or access	access?	Max No. Vehicles	23

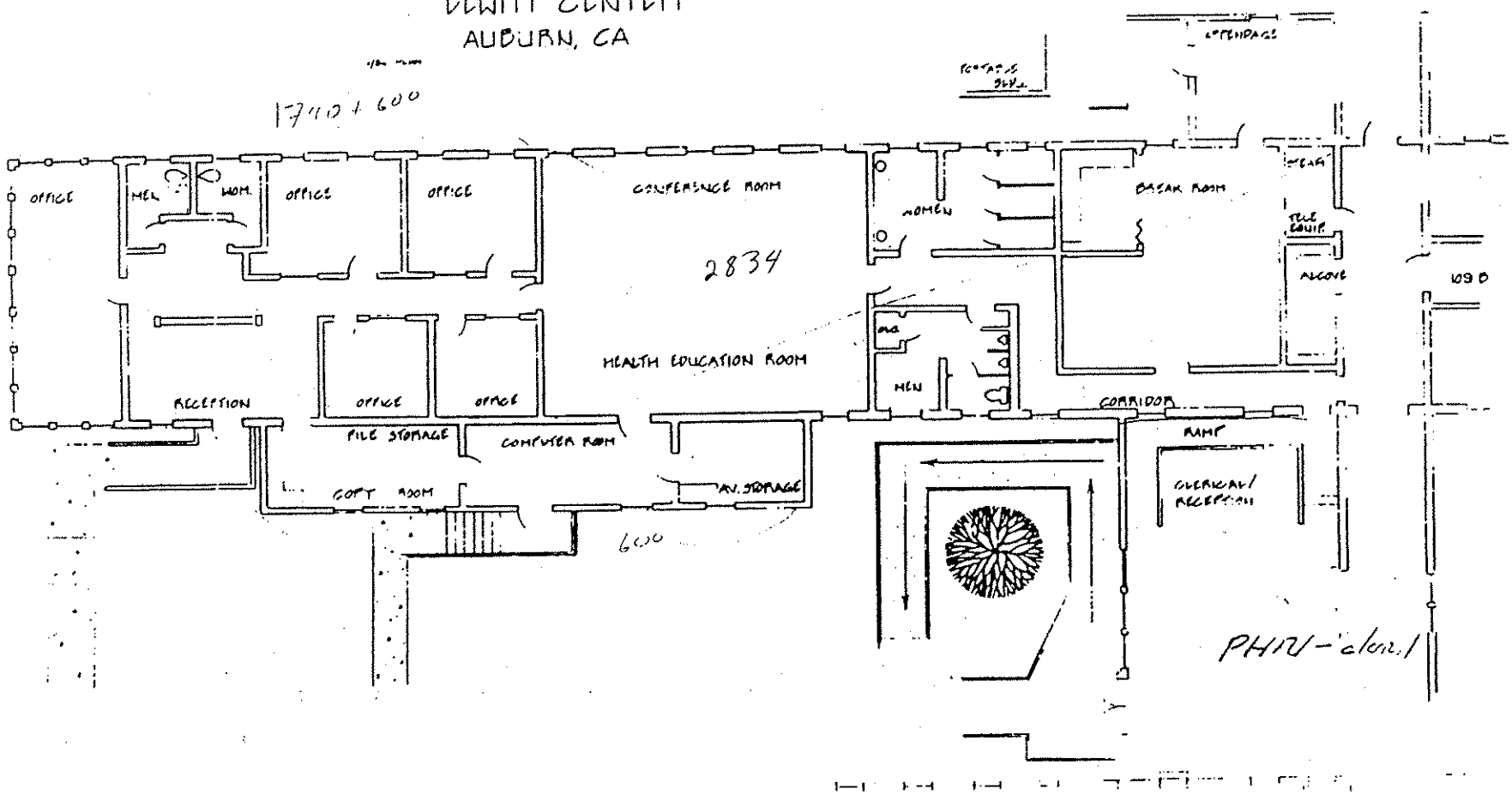
PLACER COUNTY HEALTH DEPARTMENT
BLDG. #109B
11405 'C' AVENUE WEST
DEWITT CENTER
AUBURN, CA.

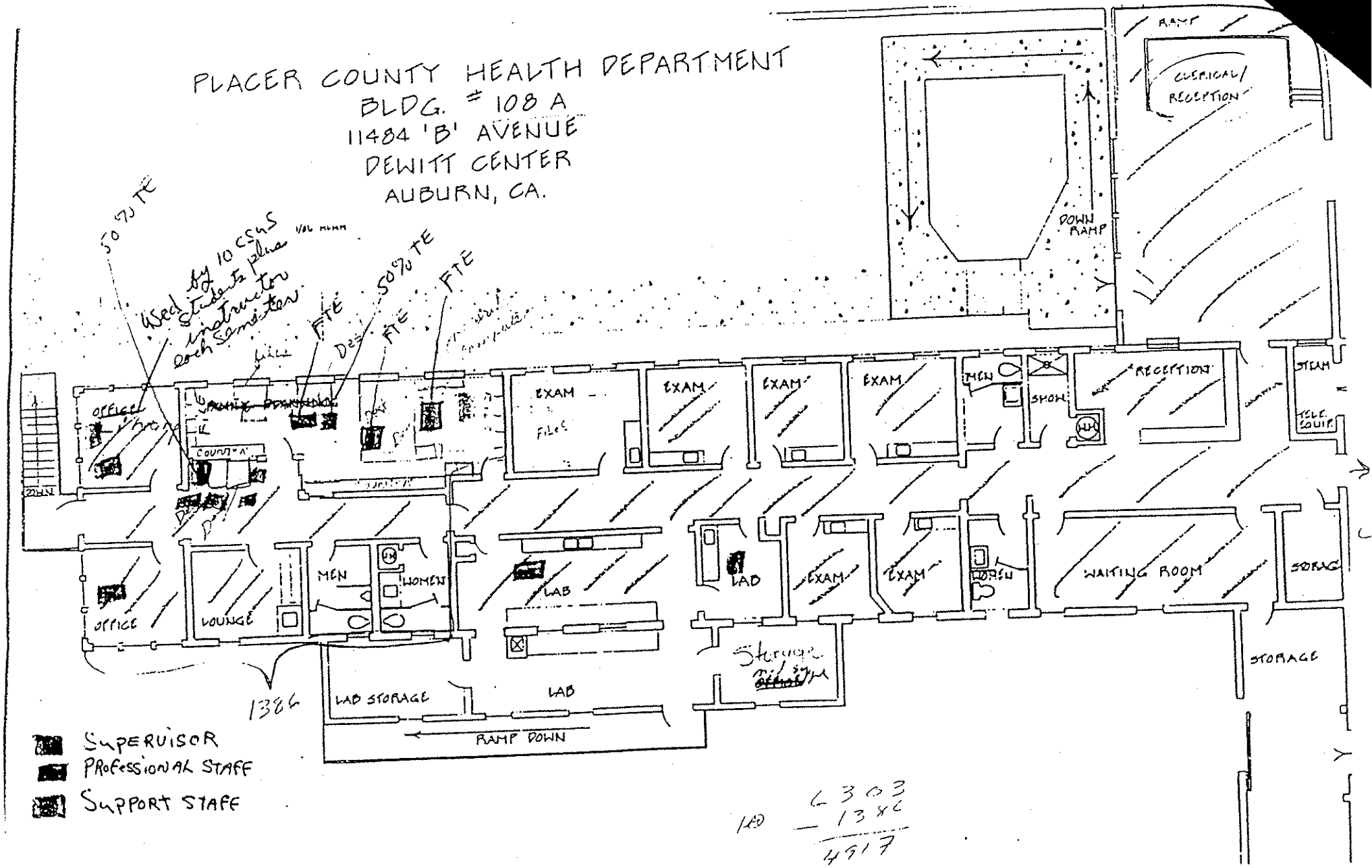


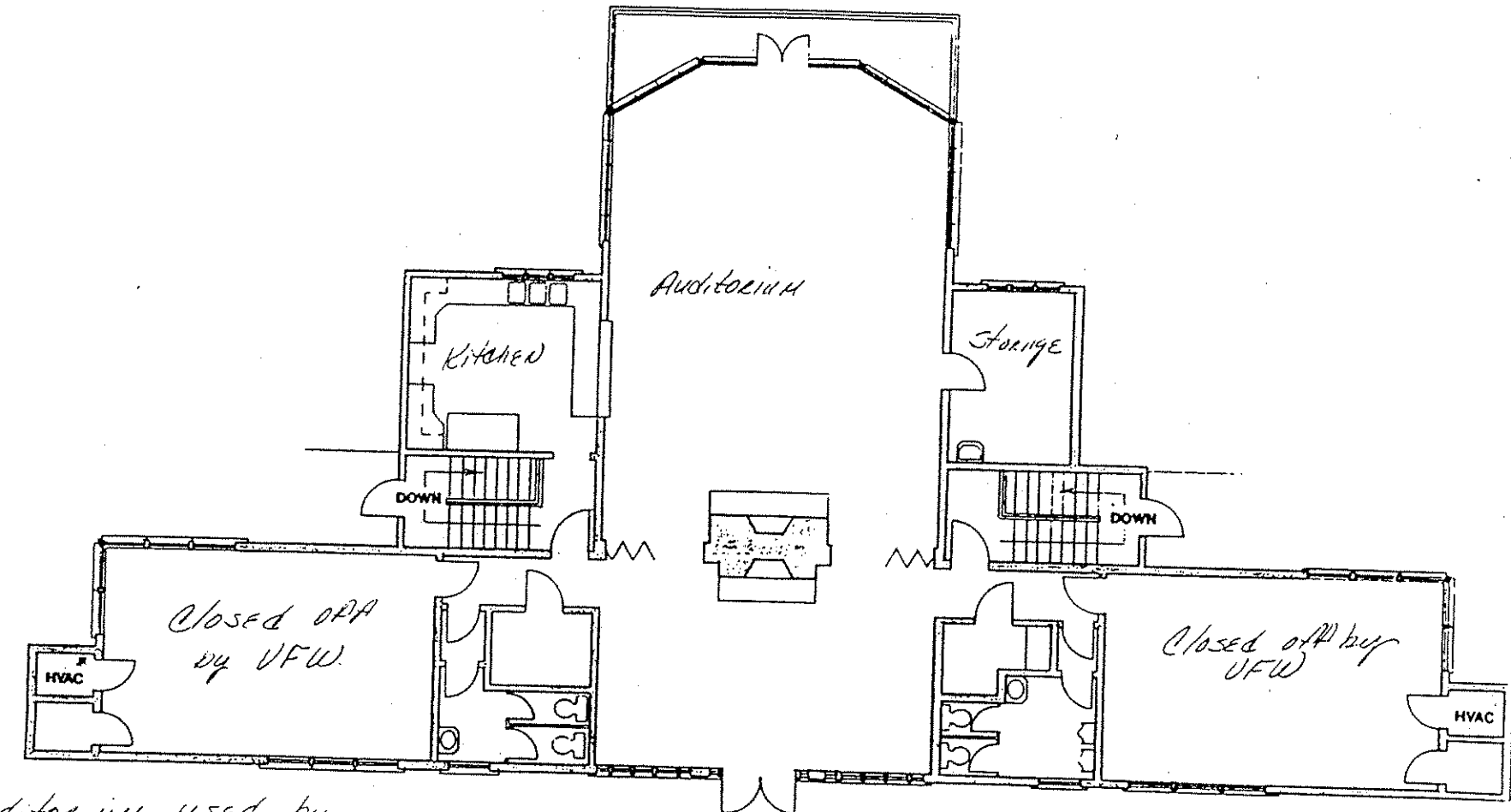
Director of Nursing – 1
Supervisors – 4
Program Managers – 7
Professionals – 12 FTE
Clerks – 7 FTE
Medical Assistants 7 FTE } Support Staff

Most professional staff share office space.

PLACER COUNTY HEALTH DEPARTMENT
BLDG. #109 A
11484 'B' AVENUE
DEWITT CENTER
AUBURN, CA



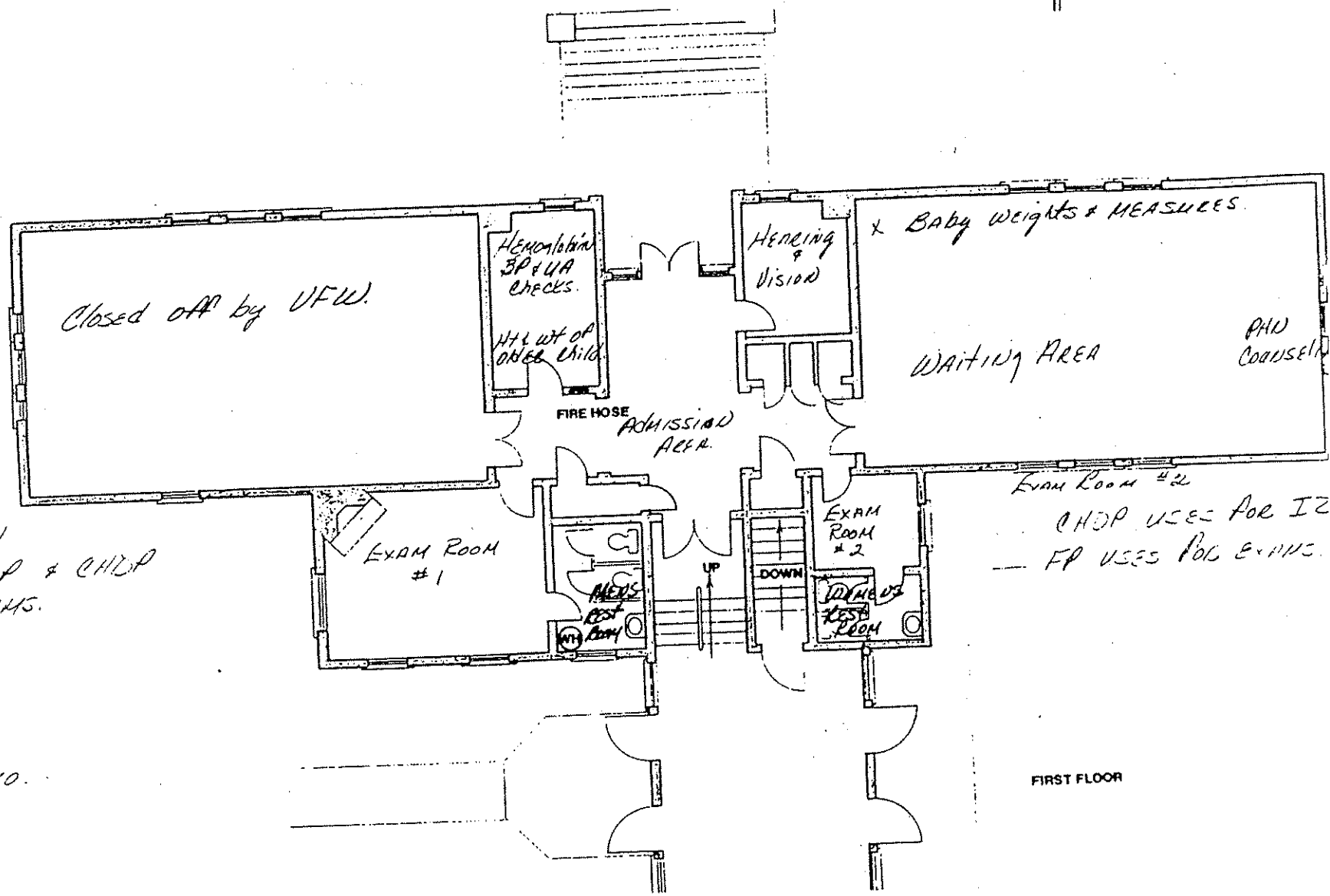

PLACER COUNTY HEALTH DEPARTMENT
BLDG. # 108 A
11484 'B' AVENUE
DEWITT CENTER
AUBURN, CA.
50% TE
Used by 10 CSUS students plus instructor each semester
FTE
50% TE
FTE
FTE
OFFICE
COUNTER
EXAM
FILES
EXAM
EXAM
EXAM
MEN
SHOW
RECEPTION
STEAM
TELE. EQUIP.
DOWN RAMP
RAMP
CLERICAL/ RECEPTION
OFFICE
LOUNGE
MEN
WOMEN
LAB
LAB
EXAM
EXAM
WOMEN
WAITING ROOM
STORAGE
STORAGE
Storage
LAB STORAGE
LAB
RAMP DOWN
1386
SUPERVISOR
PROFESSIONAL STAFF
SUPPORT STAFF
6303
- 1386
4917



Auditorium used by WIC 1X/MO.

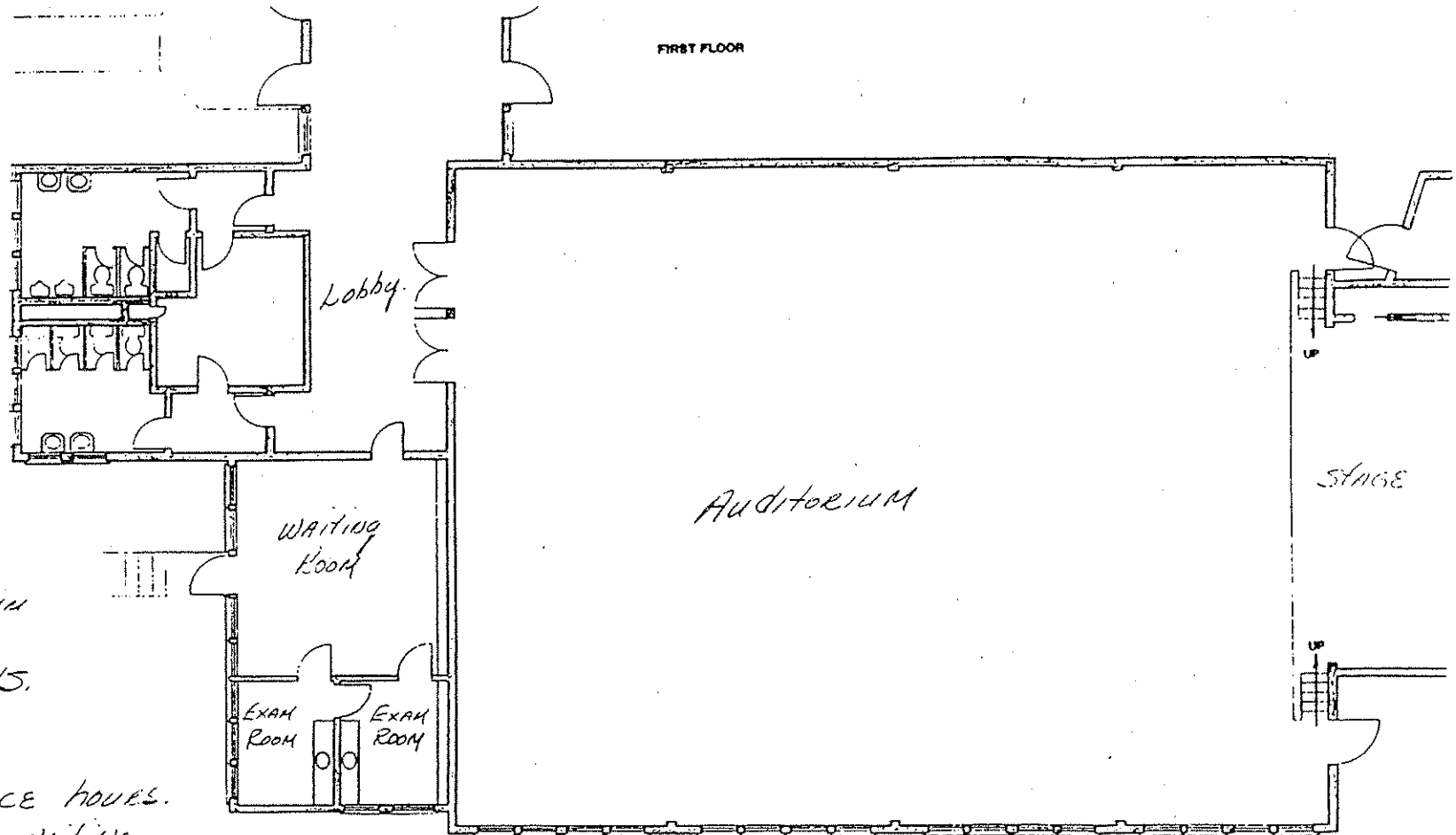
COLFAX MEMORIAL HALL

22 SUNSET CIRCLE COLFAX. CA.



FP - 2x/mo
ATS - 1x/mo
CHDP - 2x/mo.

Roseville Memorial Hall



Waiting Room

WH
1x/mo use waiting
2x/mo use Auditorium

AH
2x/mo for AHS.

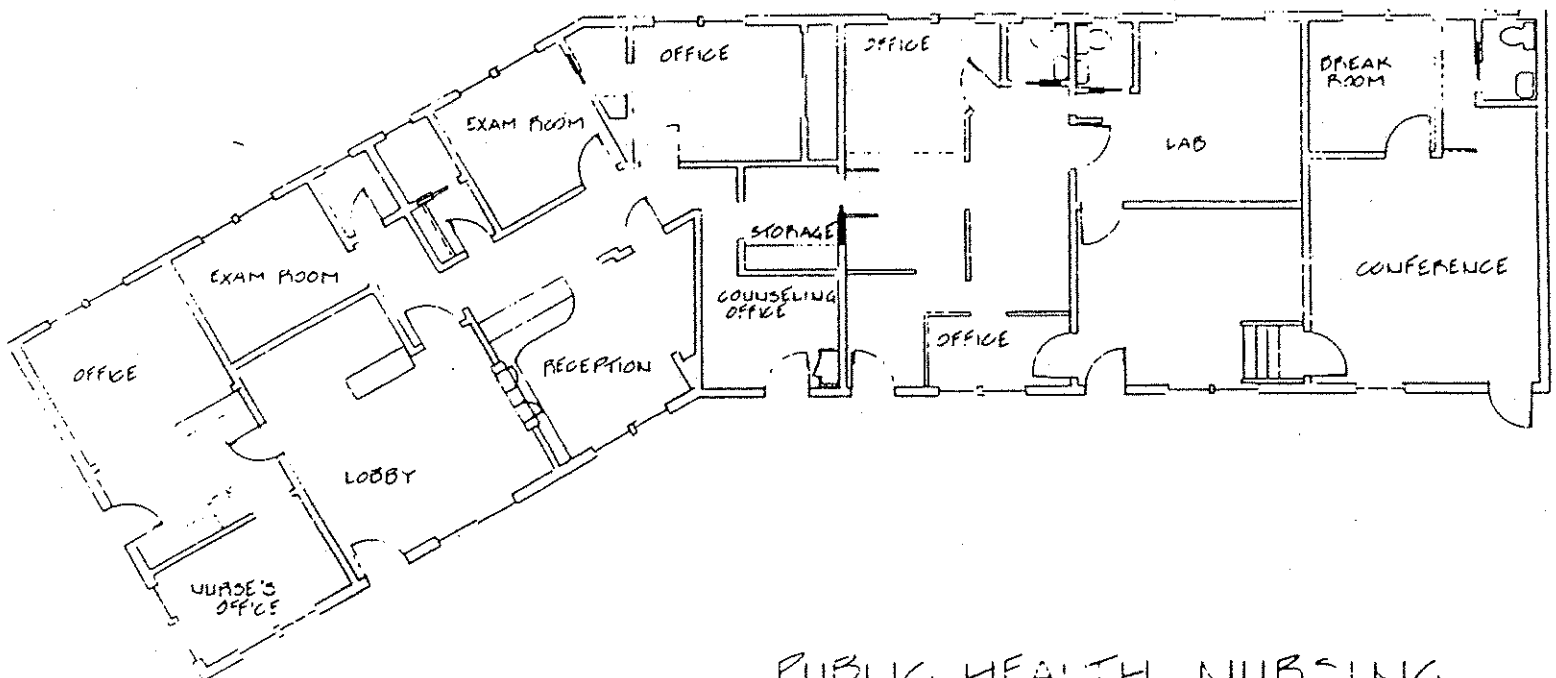
PHW
1x/week for office hours.
for pregnancy counseling.

ROSEVILLE MEMORIAL HALL

110 PARK AVE. ROSEVILLE, CA.

SCALE 1/8" = 1'-0"

11617 SQ FT INCLUDING BASEMENT

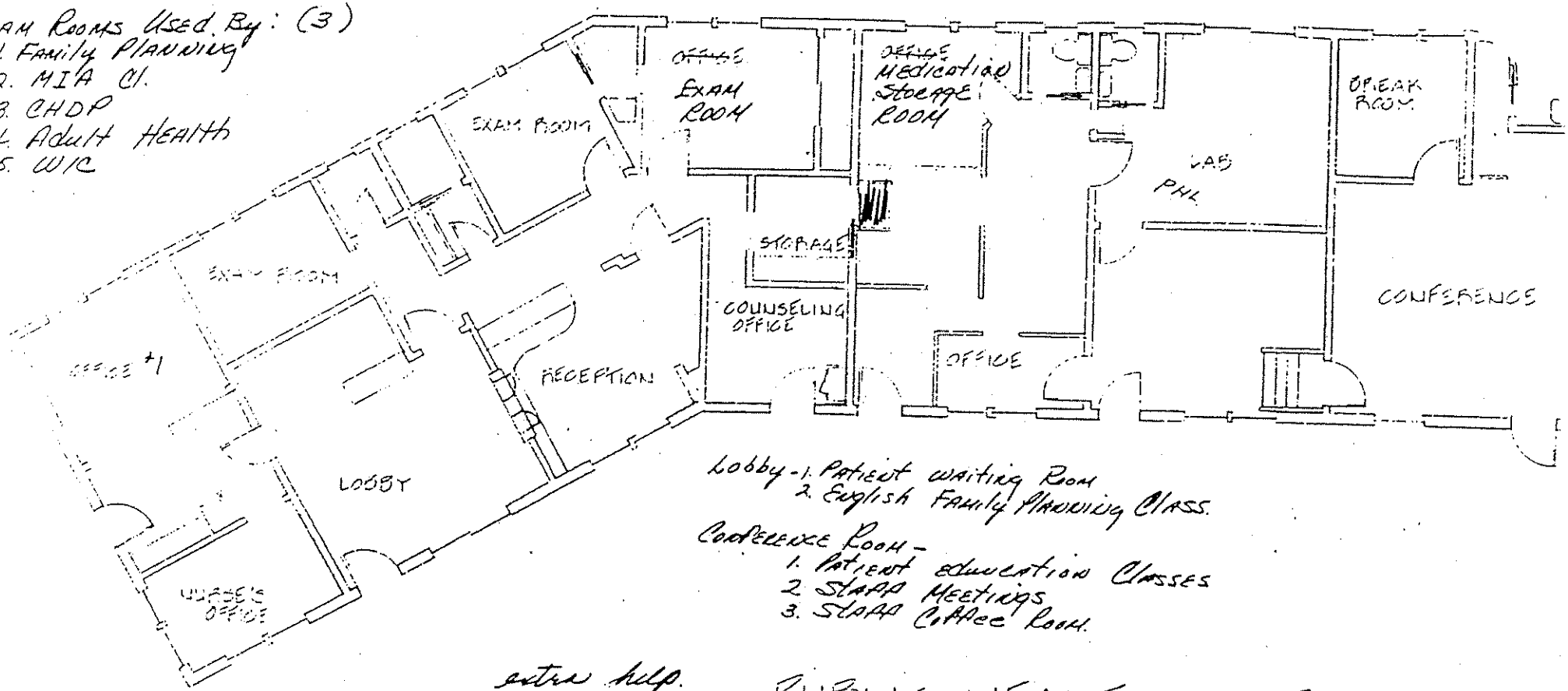


PUBLIC HEALTH NURSING
3190 NORTH LAKE BLVD.
DOLLAR POINT, MI.

COUNTY HEALTH DEPARTMENT

OFFICE #1 Spanish Family Planning Class.

Exam Rooms Used By: (3)
1. Family Planning
2. MIA Cl.
3. CHDP
4. Adult Health
5. WIC



Lobby - 1. Patient waiting Room
2. English Family Planning Class.

Conference Room -
1. Patient education Classes
2. Staff Meetings
3. Staff Coffee Room.

sed by ATS
AIDS Ed —

extra help.
1 PHN, 1 MD, 2 LPs., 3 RN's
clerical
1 microbiologist
1 foot high wall
stairs that need to be a RAMP

PUBLIC HEALTH NURSING
3190 NORTH LAKE BLVD.
DOLLAR POINT, CA.
1/8" = 1'-0"

Adjacencies
Management Info. Services (U); Treasurer (U); Auditor (U)
The department also meets frequently with the Mountain Valley Library System (Sacramento), and the California State Library (Sacramento).

Security
Patron registration and circulation records must be confidential. Currently, the library circulation system is operated on the county mainframe and information can be accessed by other system users.

Current Facilities
Siting criteria for libraries and general government buildings do not necessarily mesh. Facility needs for libraries must be reviewed in the context of the community served. A library long-range service and facility plan is currently being drafted.

Storage
Records are retained according to department/county protocol. Few records are required by state law. Current and prior year fiscal and purchase records are kept and purged annually. A small off-site storage area is used at the Dewitt Center. Old personnel/fiscal records are in boxes, both at the Main and in Dewitt storage (five boxes/year of records). There is a periodical backfile.

Parking
Special access is needed for delivery vehicles and bookmobile. Handicapped access is also needed.

Locations:
Main Library, 350 Nevada St., Auburn

Current Facilities: To delay outgrowing the current facilities, the department could find a new location for the Placer County Law Library, reutilize existing spaces more effectively, investigate compact shelving and utilize fax equipment to lessen collection storage needs.

The Main Library houses the Placer County Law Library. An alternate site for this collection is being sought, although no specific plans have been made.

A needs assessment of the Main Library was done by Ray Holt, Library Consultant in April 1989.

Other workstations are: terminal for cataloging; terminal dedicated to acquisitions, five circulation workstations, one collection maintenance terminal. There is a community meeting room. Public and staff require access to the facility after normal working hours.

There is inadequate private study space for the public. There is no small conference room and adequate workspace for the public. Readers' seats are inadequate. The Library Garden Theater should be a Parks-administered facility. Book stacks need to be stabilized. Both public and staff restrooms are in very poor condition. Facility is only partly accessible for disabled.

Space for technical processing of library materials is very inadequate; the department is trying to solve this problem by reconfiguring the building. Nonpublic workspace is scarce. There is a need for collection storage square footage.

Parking: Public Parking is shared with Office of Election and is inadequate. Special access is needed for delivery vehicles and bookmobile.

Computer Needs: Additional computer terminals would require reconfiguring space, particularly for public access.

Library Needs Assessment Study: In July, 1989, a needs assessment review was completed for the Auburn facility, by Raymond M. Holt and Associates. The needs assessment pointed out a number of problems, and provided preliminary recommendations for increasing the size of the library.

The study recommended constructing a two-story addition on the south side of the building of not less than 15,000 net square feet. (A one-story addition of about 5,000 SF was preliminarily designed by Lardner and Lardner Architects and Associates, Ltd.) All public services and collections should remain on the ground floor, except for some specialized collections or functions which may be housed on the second floor. The study also recommended three immediate modifications: the existing HVAC system should be remodeled or replaced, the existing lighting should be replaced, and the existing existing floor coverings replaced.

Colfax Branch Library, 2000 Church St., Colfax

Current Facilities: Colfax Branch is a rental facility that is cramped and in poor condition. There is no office space other than a small circulation desk area. Space will be extremely crowded in two years. The Colfax Branch Library is in a small, leased facility in poor condition and should be relocated to a larger, more modern building.

Storage: Colfax Branch uses an old Post Office safe for storage of records on fixed shelving.

Computer Needs: Colfax Branch: additional computer terminals would impact wiring and counter organization.

Foresthill Branch Library

The Foresthill Branch Library, adequate in size, is in a very poor location in the community and needs to be relocated.

Staffing and Space Projections

Planning and projections for libraries is very specialized. The following information for projections of space needs is based on information provided by the County Librarian. Projections for library space is based on a ratio of floor space per capita. A Nationally accepted guideline is .5 SF/Capita. In Placer, the average square footage for current library facilities is .28 (not including the proposed new facility in Granite Bay). The population figures labeled "build-out" are the ones derived from current county general plan projections; Lincoln and Roseville are not included. Consultants have used, as a basis for space projections, the .28 build-out figure.

Branch libraries are projected to be required in Meadow Vista/Christian Valley area and the Western Placer area to the west of Roseville and south of Lincoln. Facilities will not be planned until community populations reach at least 5,000 in a developed area.

Granite Bay: In August, 1991, the department will open a new branch (1,600 SF) in Granite Bay. This branch will be located in a commercial shopping center; and, although the location is excellent, the size of the building is not adequate for the community and will severely limit the types of services available at the facility. The library is currently applying for state grant funds to construct a permanent

facility for Granite Bay. To meet the current library average square footage per capita (.28 SF) and to serve the population of 13,000, the library should be 3,640 SF. To meet the community build-out population of 29,000, the library should be 8,120 SF. Note the current .28 average SF per capita is 56% below the state standard of .5 SF per capita.

Loomis Branch Library, 6050 Library Dr., Loomis

Current Facilities: Loomis Branch: staff and public require access to the building after normal working hours. Shelving is not sturdy, adjustable or stable. Community is outgrowing building. Lights are high in ceiling. Need more book, supply and reader's seating area. Space will be inadequate in five years.

Storage: The Loomis Branch has a card catalog and many small record boxes in various spaces.

Computer Needs: The Loomis Branch should have two to three computers within two years. Additional terminals/equipment would require wiring and additional work counters.

Parking: Loomis Branch: parking is adequate if Memorial Hall use does not conflict with library use.

Rocklin Branch Library, 5460 Fifth St., Rocklin

Current Facilities:With projected population growth in south Placer, the Rocklin Branch will need expansion or a satellite facility in the Stanford Ranch area.

Public and staff need access to the Rocklin Branch after normal working hours. Most serious deficiencies: lack of storage, lack of workspace, lack of readers' seats and shelf space. The branch does not meet the state library standards for its service population (19,000). Community will outgrow building in two years.

Storage: Rocklin Branch has two boxes of prior year's files. Also, 3" X 5" index card files containing patron registration cards and patron library cards.

Computer Needs: The Rocklin Branch will have four to five additional computers in the next two to three years. This will require additional wiring and counters.

Parking: Special access is needed for handicapped and delivery vehicles.

Tahoe City Branch Library, 740 N. Lake Blvd., Tahoe City

Current Facilities: The facility is very crowded with a long narrow floor plan which is not suitable to library operations. A staff room, more storage room, additional book stack space and reader seats are needed. The County has minimal control over maintenance costs of the exterior.

Storage: Tahoe City Branch: has fixed shelving and 12 drawer Index Card File.

Computer Needs: Tahoe City Branch: has one computer now, will have two to three more within two years. Additional terminals will require additional wiring and counters.

Parking: Tahoe City Branch: parking is shared with other tenants and there is much commercial overflow. In short, parking is tinadequate.

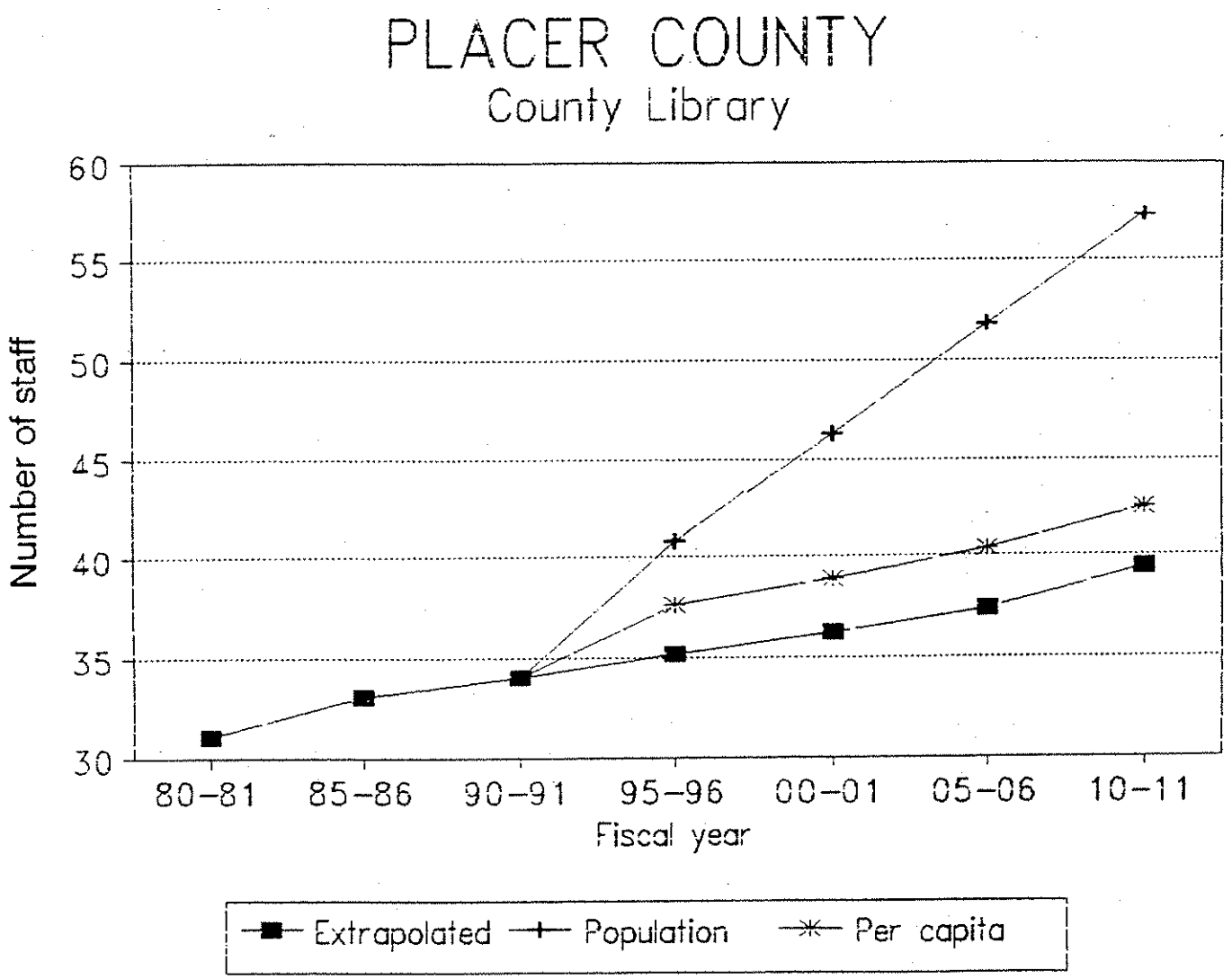
Placer - Library

Current Space	42775	Projection used in draft report:	1991	1996	2001	2006	2011
		Programmed:	42,775	55,725	58,275	75,614	76,894

Programmed	Unit SF	Current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150										
Professional	125										
Support staff	85										
Field staff	75										
Other	75										
Staff space											
Auburn	14,536	1	14536	1	14536	1	14536	1	30,825	1	30,825
Colfax	1,870	1	1870	1	1870	1	1870	1	4,200	1	4,200
Foresthill	1,280	1	1280	1	1280	1	1280	1		1	1,280
Loomis	3,500	1	3500	1	3500	1	3,500	1	3,500	1	3,500
Rocklin	5,264	1	5264	1	5264	1	5,264	1	5,264	1	5,264
Tahoe City	2,500	1	2500	1	2500	1	5,050	1	5,050	1	5,050
Applegate	1,800	1	1800	1	6,500	1	6,500	1	6,500	1	6,500
Dutch Flat	250	1	250	1	500	1	500	1	500	1	500
Grantie Bay	6,500	1	6500	1	14,500	1	14,500	1	14,500	1	14,500
Kings Beach	2,250	1	3,375	1	3,375	1	3,375	1	3,375	1	3,375
Penryn	1,313	1	1,900	1	1,900	1	1,900	1	1,900	1	1,900
Special & support spaces			42775		55725		58275		75614		76,894
Total Net Prog.			42775		55725		58275		75614		76894

Space factor per person

These projections are arbitrary in terms of phasing. Use .5/per capita as 2010 projection.


PLACER COUNTY
County Library
Number of staff
60
55
50
45
40
35
30
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

PLACER COUNTY LIBRARIES SPREADSHEET

Building	Address	Hrs. open/wk	SF	Current pop	Buildout pop	Current sf	.5 sf/cap	.28/Buildout	.5/2010	Staffing
Auburn (Main)	350 Nevada St.	60	34392	35700	61650	14536	17850	17262	30825	21.68
Applegate	18018 Applegate Rd.	26	1800	66000	13000	1800	3300	3640	6500	0.60
Colfax	2000 Church St.	28	1870	5000	15000	1870	2500	4200	7500	0.85
Dutch Flat	32770 Main St.	5	165	500	1000	165	250	280	500	0.16
Foresthill	24580 Main St.	24	1280	6200	14000	1280	3100	3920	7000	0.60
Granite Bay				13000	29000	1600	6500	8120	14500	
Kings Beach	301 Secline Dr.	20	1380	4500	8100	1205	2250	2268	4050	0.10
Loomis	6050 Library Dr.	39	3500	11000	17000	3500	5500	4760	8500	1.15
Penryn	2215 Rippey Rd.	20	500	2627	3800	500	1313	10064	1900	0.53
Rocklin	5460 Fifth St.	44	5264	19033	*93000	5264	9516	26040	46500	2.50
Tahoe City	740 N. Lake Blvd.	40	2500	5500	10100	2500	2750	2828	5050	1.10
Bookmobile	350 Nevada St.			10790	17000					

*Cost = $140/sf (1991).

Placer Library 1 Dept. Printout

Current Space Use Worksheet

Dept. **Library 1**
Address **350 Nevada St.**

Current Staffing and space use

Direct.	1
Admin.	0
Mgrs	0
Prof.	10
Support	5
Field	0
Other	0
Total Staff	16

Extra Staffing Needs

Staff w no wkst	6
Extra Help	Y
Extra Help #	7
Other Wksts.	Y

Specialized Spaces

Now Have

Break/coffee area	1
Conference	1
Copy	0
Supply	1
Reception/waiting	1
Lab/wk.bench	0
Other	1

Current Storage

type	Size	Adequate?
Libary 1	*350 Nevada*	
Admin. files/repts	8' X 14'	N
supplies, forms, etc.	8' X 14'	N
exhibits, evidence		
financial records	8' X 14'	N
computer tapes		
microfiche	5" X 6"	Y
industrial equip.		
specimens/lab equip.		
tools/materials		
other	30' X 30'	N

Conference Rooms

Group size	Freq.	Duration	
Library 1	*350 Nevada*		
1 to 4	DAILY	VARIES	STAFF/PUB
5 to 8	MONTHLY	1.5 HRS.	STAFF
9 to 15			
16 to 30	MONTHLY	2 HRS.	STAFF/PUB
over 30			

Meeting space adequate? N

Reception and Waiting

No. of visitors: 100+

Time: Peak hours

Visitor Type	%				
		Need recep. area	Y	Needs met?	Y
Co. staff	0	Need recep.desk	Y	Visit. need wksp.?	N
Pub. (prof.)	0	Visitor seating	0		
Gen. Public	98	Counter/# visitors	0		
Other	0	Other?	0		

Subjective Assessment by Dept.

Outgrown space?	N
Outgrow in 2/5 yrs?	2
Smaller,good des ok	N
Bldg. Code problems?	Y
Have disabled access	0

Building Condition

Acoustics	P	Security/conf.	P
Interior finish	F	Temp	P
Layout	F	Ventilation	P
Lighting	F		

Storage:

		No. stand. drawers	35	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	0	Cent or indv?	I

Computer

Link to IS main?	Y	No. terminals	13
Impact of addl. comp.	0	No. sufficient?	N

Parking

		Employees'	25
Need pub. trans. access	Y	Visitors'	10
Parking Adequate	N	Co.owned veh.	0
Spec. veh.or access	access?	Max No. Vehicles	35

Placer Library 2 Dept. Printout

Current Space Use Worksheet

Dept. **Library 2 (Colfax)**
Address **2000 Church**

Current Staffing and space use

Direct.	0
Admin.	0
Mgrs	0
Prof.	0
Support	2
Field	0
Other	0
Total Staff	2

Extra Staffing Needs

Staff w no wkst	N
Extra Help	N
Extra Help #	0
Other Wksts.	N

Specialized Spaces

Now Have	
Break/coffee area	0
Conference	0
Copy	0
Supply	1
Reception/waiting	0
Lab/wk.bench	0
Other	0

Current Storage

type	Size	Adequate?
Colfax Library	*2000 Church*	
Admin. files/repts		
supplies, forms, etc.	25 sq. ft.	N
exhibits, evidence		
financial records		
computer tapes		
microfiche		
industrial equip.		
specimens/lab equip.		
tools/materials		
other		

Conference Rooms

Group size	Freq.	Duration

Meeting space adequate? 0

Reception and Waiting

No. of visitors: 11 to 25 Time: Peak hours

Visitor Type	%
Co. staff	0
Pub. (prof.)	0
Gen. Public	100
Other	0

Need recep. area	N
Need recep.desk	0
Visitor seating	0
Counter/# visitors	0
Other?	0

Needs met?	0
Visit. need wksp.?	N

Subjective Assessment by Dept.

Outgrown space?	Y
Outgrow in 2/5 yrs?	0
Smaller,good des ok	0
Bldg. Code problems?	N
Have disabled access	Y

Building Condition

Acoustics	G	Security/conf.	P
Interior finish	P	Temp	G
Layout	P	Ventilation	G
Lighting	G		

Storage:

Storage problem?	MIN

No. stand. drawers	6	Store other ways?	Y
Linear Ft of open shlf.	0	Cent or indv?	C

Computer

Link to IS main?	N	No. terminals	0
Impact of addl. comp.	0	No. sufficient?	N

Parking

Need pub. trans. access	Y
Parking Adequate	Y
Spec. veh.or access	access?

Employees'	1
Visitors'	15
Co.owned veh.	0
Max No. Vehicles	16

Current Space Use Worksheet

Dept. **Library 3 (Loomis)**
Address **6050 Library**

Current Staffing and space use

Direct.	0
Admin.	0
Mgrs	0
Prof.	0
Support	3
Field	0
Other	0
Total Staff	3

Extra Staffing Needs

Staff w no wkst	0
Extra Help	N
Extra Help #	0
Other Wksts.	N

Specialized Spaces

Now Have	
Break/coffee area	0
Conference	0
Copy	0
Supply	1
Reception/waiting	0
Lab/wk.bench	0
Other	1

Current Storage type	Size	Adequate?
Loomis Library	*6050 Library*	
Admin. files/repts		
supplies, forms, etc.	8' X 8'	N
exhibits, evidence		
financial records		
computer tapes		
microfiche		
industrial equip.		
specimens/lab equip.		
tools/materials		
other		

Conference Rooms

Group size	Freq.	Duration

Meeting space adequate? 0

Reception and Waiting

No. of visitors: 26 to 50 Time: Peak hours

Visitor Type	%
Co. staff	0
Pub. (prof.)	0
Gen. Public	100
Other	0

Need recep. area	N
Need recep.desk	0
Visitor seating	0
Counter/# visitors	0
Other?	0

Needs met?	Y
Visit. need wksp.?	N

Subjective Assessment by Dept.

Outgrown space?	Y
Outgrow in 2/5 yrs?	0
Smaller,good des ok	0
Bldg. Code problems?	Y
Have disabled access	Y

Building Condition

Acoustics	E	Security/conf.	P
Interior finish	G	Temp	G
Layout	G	Ventilation	G
Lighting	F		

Storage:

Storage problem?	MAJ
No. stand. drawers	10
Linear Ft of open shlf.	0
Store other ways?	Y
Cent or indv?	C

Computer

Link to IS main?	N
Impact of addl. comp.	0
No. terminals	0
No. sufficient?	N

Parking

Need pub. trans. access	Y
Parking Adequate	Y
Spec. veh.or access	access?
Employees'	3
Visitors'	25
Co.owned veh.	0
Max No. Vehicles	28

Placer Library 4 Dept. Printout

Current Space Use Worksheet

Dept. **Library 4 (Rocklin)**
Address **5460 Fifth**

Current Staffing and space use		**Specialized Spaces**		**Current Storage type**	**Size**	**Adequate?**
		Now Have				
Direct.	0	Break/coffee area	0	*Rocklin Library*	*5460 Fifth*	
Admin.	0			Admin. files/repts	8' X 8'	N
Mgrs	0	Conference	0	supplies, forms, etc.	8' X 8'	N
Prof.	1	Copy	0	exhibits, evidence		
Support	3	Supply	1	financial records		
Field	0	Reception/waiting	0	computer tapes		
Other	0	Lab/wk.bench	0	microfiche		
Total Staff	4	Other	1	industrial equip.		
				specimens/lab equip.		
Extra Staffing Needs				tools/materials		
Staff w no wkst	N			other	8' X 8'	N
Extra Help	N					
Extra Help #	0					
Other Wksts.	N					

Conference Rooms

Group size	**Freq.**	**Duration**	Meeting space adequate?	0

Reception and Waiting No. of visitors: 76 to 100 Time: Peak hours

Visitor Type	%				
Co. staff	0	Need recep. area	N	Needs met?	0
Pub. (prof.)	0	Need recep.desk	0	Visit. need wksp.?	N
Gen. Public	100	Visitor seating	0		
Other	0	Counter/# visitors	0		
		Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	Y				
Outgrow in 2/5 yrs?	2	Acoustics	E	Security/conf.	F
Smaller,good des ok	N	Interior finish	G	Temp	E
Bldg. Code problems?	N	Layout	F	Ventilation	E
Have disabled access	Y	Lighting	G		

Storage:		No. stand. drawers	3	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	0	Cent or indv?	C
Computer		Link to IS main?	N	No. terminals	1
		Impact of addl. comp.	0	No. sufficient?	N
Parking		Employees'	4		
Need pub. trans. access	Y	Visitors'	12		
Parking Adequate	N	Co.owned veh.	2		
Spec. veh.or access	access?	Max No. Vehicles	16		

Current Space Use Worksheet

Dept. **Library 5 (Tahoe City)**
Address **640 N. Lake**

Current Staffing and space use

Direct.	0
Admin.	0
Mgrs	0
Prof.	0
Support	3
Field	0
Other	0
Total Staff	3

Extra Staffing Needs

Staff w no wkst	0
Extra Help	0
Extra Help #	0
Other Wksts.	0

Specialized Spaces

Now Have	
Break/coffee area	0
Conference	0
Copy	0
Supply	1
Reception/waiting	0
Lab/wk.bench	0
Other	0

Current Storage

type	Size	Adequate?
Tahoe City Library	*740 N. Lake*	
Admin. files/repts		
supplies, forms, etc.	8' X 8'	N
exhibits, evidence		
financial records		
computer tapes		
microfiche		
industrial equip.		
specimens/lab equip.		
tools/materials		
other	8' X 8'	N

Conference Rooms

Group size	Freq.	Duration

Meeting space adequate? 0

Reception and Waiting

No. of visitors: 51 to 75 Time: Peak hours

Visitor Type	%				
Co. staff	0	Need recep. area	N	Needs met?	0
Pub. (prof.)	0	Need recep.desk	0	Visit. need wksp.?	N
Gen. Public	100	Visitor seating	0		
Other	0	Counter/# visitors	0		
		Other?	0		

Subjective Assessment by Dept.

Outgrown space?	Y
Outgrow in 2/5 yrs?	Y
Smaller,good des ok	0
Bldg. Code problems?	N
Have disabled access	Y

Building Condition

Acoustics	F	Security/conf.	P
Interior finish	P	Temp	G
Layout	F	Ventilation	G
Lighting	F		

Storage:

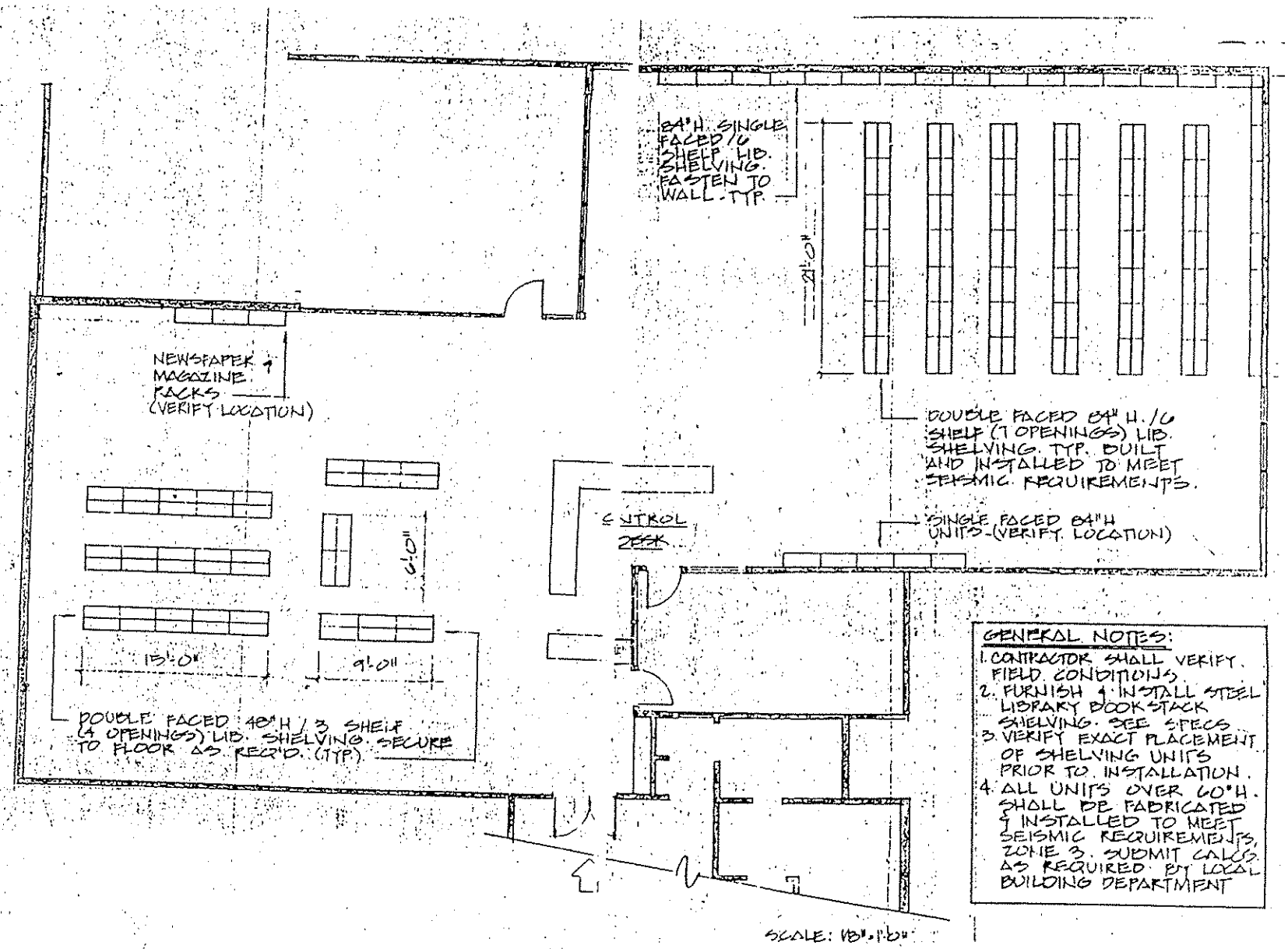
		No. stand. drawers	12	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	0	Cent or indv?	C

Computer

Link to IS main?	0	No. terminals	1
Impact of addl. comp.	0	No. sufficient?	N

Parking

		Employees'	2
Need pub. trans. access	Y	Visitors'	12
Parking Adequate	N	Co.owned veh.	0
Spec. veh.or access	access?	Max No. Vehicles	14



GENERAL NOTES:

1. CONTRACTOR SHALL VERIFY FIELD CONDITIONS.
2. FURNISH & INSTALL STEEL LIBRARY BOOKSTACK SHELVING. SEE SPECS.
3. VERIFY EXACT PLACEMENT OF SHELVING UNITS PRIOR TO INSTALLATION.
4. ALL UNITS OVER 60"H. SHALL BE FABRICATED & INSTALLED TO MEET SEISMIC REQUIREMENTS, ZONE 3. SUBMIT CALCS. AS REQUIRED BY LOCAL BUILDING DEPARTMENT

LIBRARY BOOKSHELVES	ROCKLIN BRANCH LIBRARY 5460 FIFTH ST.	PLACER COUNTY ADMIN. SERVICES	1

MUSEUMS

The major function of the department is to provide and maintain county museums and interpretive services to Placer County. The department also assists in the preservation of natural, prehistoric, historic and architectural resources throughout the county.

Staffing and Growth Trends

The Department of Museums and the Department of Parks were merged into a combined department in the spring of 1990. In spring, 1991, Parks was shifted to the newly formed Facilities Department. The Courthouse Museum's high visibility means a marked increase in museum visitation and growth of parks interpretation will also impact parks and acreage.

Funding is not from general fund revenues. The department provides services to all residents of the county, regardless of incorporation status. As the department is partially grant funded, legislation does have an affect on Parks and Museums. Legislation also affects Park Dedication fees.

The department tracks workload indicators.

Additional factors that will influence the growth of the department include the growth of regional museums; or, interpretive centers and kiosks that are either museum developed and operated or are in conjunction with other interpretive efforts. The department is increasingly becoming the primary exhibit design and construction function of the County; demand is growing disproportionately with current staff capabilities. This demand impacts not only staff but also exhibit shop needs.

Adjacencies

Museums Division (I) - separate from Admin. offices.
Close contact is maintained with all historical bodies, Community Service Areas, Municipal Advisory Counsels and many special interest organizations.

Security

Security is needed for all artifact records, environmental and cultural resource records and personnel records. Security of cash is also a concern.

Storage

Grant records are retained for five years per state and federal guidelines. The Museums Division has retained all department research and records on its 20,000 artifacts since the Museums origins in 1948. Two-year current files are maintained in the office. The remainder are in the collections management facility. Records are not regularly purged/sent to storage. Off-site storage, microfilm, and computer storage are not currently used.

Computer Needs

The department may be obtaining an Autocad unit and related drafting equipment.

Existing Locations

Space needs to be provided for history and preservation research facilities for the public and staff needs. Adequate and temperature and humidity controlled spaces for storing museum collections with laboratories for conserving and restoring the collections are a major department concern. Also, having adequate space for construction projects and exhibit preparation as well as for graphic arts design are department concerns.

Courthouse First Floor, 101 Maple St.

Since the reorganization and separation of the Parks Division, most of the museum staff (with the exception of Collections) has located to what will eventually be display spaces in the Courthouse. This is a short-term solution until construction is started on the Store/Visitors Center under a state grant. The department has recommended moving into the current SPCA building, the historic Oute Anne structure adjacent to the Courthouse.

Visitor Center and Tourism needs are not addressed nor are long-range parking plans for public visitation. Existing parking is already overloaded and if as art museum complex is constructed at the Courthouse, parking will not be adequate.

Staff office space is needed for those persons that address and evaluate environmental issues directly affecting other departments such as Planning and Public Works as well as developers and the public. These are tied directly to the cultural and natural resources that the department is inventorying.

There is a drafting table in the department director's office and a computer station in the "pool" office.

The Administrative Services Officer, Parks Administrator, Chief Museum Curator and Education Curator all spend some time at this site. Equipment room doubles as break/coffee area. Conference room is director's office. Other = library. The "pool" office is too crowded. Other space is needed to accommodate staff.

Conference space works well for small meetings (1 to 6 persons) and can handle an occasional larger meeting. The present facility is primarily intended to be a museum, and houses only two staff members. If museum space is funded, it will be more than adequate.

The department currently has no computers in the "pool" office. One is needed in the director's office, and perhaps an additional one in the pool office. There is room for a computer station in the Director's office but not in the pool office.

Visitors and staff could use public transit which currently comes at odd hours. Parking space is inadequate. There is one space for department director, and staff parks first come, first served. When the museum portion of the facility opens, parking will be totally inadequate. The department needs special access for loading and unloading artifacts.

Collections Management Facility, 11465 C Ave., DeWitt Center, Auburn
This is the location for preparation and storage of exhibits and collections.

An area with several tables for sorting and packing of artifacts is an additional workstation. The rest of the facility consists of shelving for the storage of museum artifacts. Extra help personnel, the other two curatorial staff and volunteers assist with projects here as needed. They use table areas. Client work

spaces are needed for completing forms and reviewing books and records. This space should be large enough for laying out a collection of artifacts.

Laboratory/work bench = work tables; other = library and artifact storage.

Staff reports problems with temperature and humidity control and electrical wiring..

Present office space is adequate. Storage space, however, is at capacity. Non file cabinet space includes file cabinets containing artifact records; a large bank of card files for such records. Old department records and artifacts are stored in boxes.

The facility is set up with a ramp and double doors for the loading and unloading of artifacts.

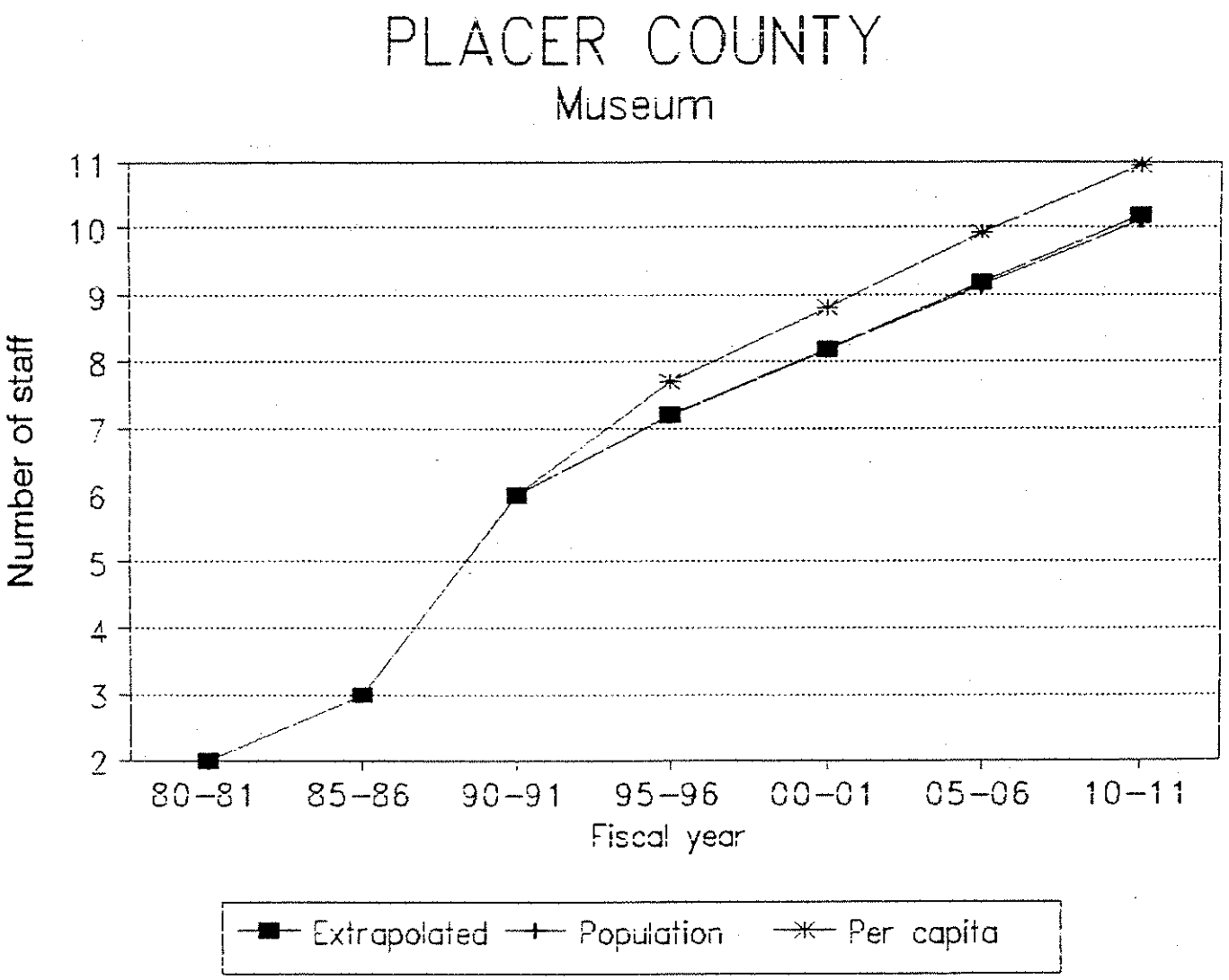
Collecitons storage space is at maximum capacity. The department is limited from collecting twentieth century artifacts and properly conserving the entire collection.

Exhibit construction is currently being done in a space that is inadequate. It is the lower wine building at the Bernhard Museum Complex. There is inadequate light, extremely high humidity and inadequate power sources to operate the equipment. There is also not enough space to do more than one project at a time.

Other Locations

Placer County also operates several other museums. Space and staffing needs for these facilities have not been projected in the course of this master plan, as special programming and planning must done that is outside the scope of this project. These facilities include:

- Gold Country Museum, 1273 High St.
- Bernhard Museum Complex, 291 Auburn-Folsom Rd.
- Griffith Quarry Museum, Corner of Taylor and Rock Springs Roads, Penryn
- Forest Hill Divide Museum, 24601 Harrison St., Foresthill
- Golden Drift Museum, Main Street, Dutch Flat


PLACER COUNTY
Museum
Number of staff
11
10
9
8
7
6
5
4
3
2
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - Museum Administration

Current Space	2000

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200										
Manager	150										
Professional	125	1	125	2	250	2	250	2	250	2	250
Support staff	85	3	255	4	340	5	425	6	510	7	595
Field staff	75	1	75	1	75	1	75	1	75	1	75
Other	75										
Staff space		**6**	**755**	**8**	**965**	**9**	**1050**	**10**	**1135**	**11**	**1220**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50	1	50	2	100	3	150	3	150	4	200
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	100										
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150										
Public research	300	1	300	1	300	1	300	1	300	1	300
Other	300										
Other	50										
Special & support spaces			**1100**		**1150**		**1200**		**1200**		**1250**
Total Net Prog.			**1855**		**2115**		**2250**		**2335**		**2470**
Dept.Gross (total program/.75)			**2,473**		**2,820**		**3,000**		**3,113**		**3,293**
Space factor per person			412		353		333		311		299

Placer - Museum Collection

Current Space	4000

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300		0	0	0	0	0	0	0	0	0
Administrator	200		0	0	0	0	0	0	0	0	0
Manager	150		0	0	0	0	0	0	0	0	0
Professional	125	1	125	1	125	1	125	1	125	1	125
Support staff	85	1	85	1	85	1	85	1	85	1	85
Field staff	75		0	0	0	0	0	0	0	0	0
Other	75		0	0	0	0	0	0	0	0	0
Staff space		**2**	**210**	**2**	**210**	**2**	**210**	**2**	**210**	**2**	**210**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50		0	0	0	0	0	0	0	0	0
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320		0	0	0	0	0	0	0	0	0
large conf.			0	0	0	0	0	0	0	0	0
copier	50		0	0	0	0	0	0	0	0	0
office supplies	50	1	50	1	50	1	50	1	50	1	50
file area	100		0	0	0	0	0	0	0	0	0
reception	200		0	0	0	0	0	0	0	0	0
counters	150		0	0	0	0	0	0	0	0	0
Lab/workbench	100	2	200	2	200	2	200	2	200	2	200
Other: Museum S	3000	1	3000	1	3000	1	3000	1	3000	1	3000
Other: tools, etc.	50	1	50	1	50	1	50	1	50	1	50
				0		0		0		0	
				0		0		0		0	
Special & support spaces			**3650**		**3650**		**3650**		**3650**		**3650**
Total Net Prog.			**3860**		**3860**		**3860**		**3860**		**3860**
Dept.Gross (total program/.75)			**5,147**		**5,147**		**5,147**		**5,147**		**5,147**
Space factor per person			2,573		2,573		2,573		2,573		2,573

Placer Parks/Museums 1 Dept. Printout

Current Space Use Worksheet

Dept. **Parks & Museums 1**
Address **101 Maple, First Floor**

Current Staffing and space use

Direct.	1
Admin.	0
Mgrs	0
Prof.	1
Support	3
Field	1
Other	0
Total Staff	6

Extra Staffing Needs

Staff w no wkst	Y
Extra Help	Y
Extra Help #	1
Other Wksts.	Y

Specialized Spaces

Now Have	
Break/coffee area	1
Conference	1
Copy	1
Supply	1
Reception/waiting	1
Lab/wk.bench	0
Other	1

Current Storage

type	Size	Adequate?
Parks & Museums 1	*101 Maple, 1st Fl*	
Admin. files/repts		Y
supplies, forms, etc.		N
exhibits, evidence		
financial records		
computer tapes		
microfiche		
industrial equip.		
specimens/lab equip.		
tools/materials		N
other		Y

Conference Rooms

Group size	Freq.	Duration		Meeting space adequate?	Y
Parks and Museums 1	*101 Maple, 1st Fl.*				
1 to 4	7X/WK	1.5 HRS	STAFF/PUB		
5 to 8					
9 to 15	1X/MO	2 HR	PUBLIC		
16 to 30					
over 30					

Reception and Waiting No. of visitors: 11 to 25 Time: Equal thru day

Visitor Type	%				
Co. staff	25	Need recep. area	Y	Needs met?	N
Pub. (prof.)	0	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	50	Visitor seating	Y		
Other	25	Counter/# visitors	0		
		Other?	0		

Subjective Assessment by Dept.

Outgrown space?	Y
Outgrow in 2/5 yrs?	Y
Smaller,good des ok	N
Bldg. Code problems?	N
Have disabled access	Y

Building Condition

Acoustics	G	Security/conf.	P
Interior finish	E	Temp	G
Layout	E	Ventilation	G
Lighting	G		

Storage:

		No. stand. drawers	15	Store other ways?	N
Storage problem?	MIN	Linear Ft of open shlf.	0	Cent or indv?	B

Computer

Link to IS main?	N	No. terminals	0
Impact of addl. comp.	0	No. sufficient?	N

Parking

		Employees'	8
Need pub. trans. access	Y	Visitors'	15
Parking Adequate	N	Co.owned veh.	0
Spec. veh.or access	access?	Max No. Vehicles	23

Current Space Use Worksheet

Dept. **Parks & Museums 3/Coll. Mgmt.**
Address **11466 C Ave.**

Current Staffing and space use

Direct.	0
Admin.	0
Mgrs	0
Prof.	1
Support	1
Field	0
Other	0
Total Staff	2

Extra Staffing Needs

Staff w no wkst	N
Extra Help	Y
Extra Help #	0
Other Wksts.	Y

Specialized Spaces

Now Have	
Break/coffee area	1
Conference	1
Copy	0
Supply	0
Reception/waiting	0
Lab/wk.bench	1
Other	1

Current Storage

type	Size	Adequate?
PM/Coll. Mgmt.	*11466 C Ave.*	
Admin. files/repts		
supplies, forms, etc.	3' X 5'	Y
exhibits, evidence		
financial records		
computer tapes		
microfiche		
industrial equip.		
specimens/lab equip.		
tools/materials	10' X 12'	N
other	3,500 SF	N

Conference Rooms

Group size	Freq.	Duration	
PM/Coll. Mgmt. Fac.	*11466 C Ave.*		
1 to 4	2X/WK	1.5 HRS	STAFF
5 to 8			
9 to 15	1X/MO	2.5 HRS.	STAFF
16 to 30			
over 30			

Meeting space adequate? N

Reception and Waiting

No. of visitors: 1 to 10 Time: Equal thru day

Visitor Type	%				
		Need recep. area	Y	Needs met?	N
Co. staff	10	Need recep.desk	0	Visit. need wksp.?	Y
Pub. (prof.)	10	Visitor seating	Y		
Gen. Public	30	Counter/# visitors	Y		
Other	50	Other?	0		

Subjective Assessment by Dept.

Outgrown space?	N
Outgrow in 2/5 yrs?	Y
Smaller,good des ok	N
Bldg. Code problems?	Y
Have disabled access	N

Building Condition

Acoustics	F	Security/conf.	G
Interior finish	F	Temp	P
Layout	F	Ventilation	P
Lighting	F		

Storage:

		No. stand. drawers	30	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	0	Cent or indv?	I

Computer

Link to IS main?	N	No. terminals	1
Impact of addl. comp.	0	No. sufficient?	N

Parking

		Employees'	3
Need pub. trans. acces	Y	Visitors'	3
Parking Adequate	N	Co.owned veh.	1
Spec. veh.or access	access?	Max No. Vehicles	6

PERSONNEL

The Personnel Department provides staff support to the Civil Service Commission; carries out various federal and state mandated programs, as well as any optional programs funded by the Board of Supervisors, such as employee training and development; serves the public by making them aware of employment opportunities with Placer County; and provides service to the Board of Supervisors and user departments as necessary. An organizational chart was included.

Staffing and Growth Trends

Reorganization: In 1985, Safety and Workers' Compensation transferred from Administrative Services. In 1991, Safety transferred to the CEO.

Career development and county employee retention could increase the need for services. Training has been designated as one of the top priorities by the county. The department expects a 30 percent growth over the next five years. A reorganization is possible based on consultant study of Personnel Department findings to be completed this year. The Training Center currently supports two permanent staff members.

The department provides services to all residents of the county, regardless of incorporation status. Also, all county employees, regardless of residence, are served. Operations are frequently affected by actions of the legislature or of state and federal agencies. Some changes are anticipated that would impact personnel/ service growth.

An increase in functions is expected over the next few years in the areas of career development programs and university extension programs in Auburn.

Adjacencies

County Executive Office (I); County Counsel (I); Auditor/payroll Division (I)
The department also meets with the Placer County Civil Service Commission (at least monthly) and the Gold Country Training Consortium.

Client Needs

Visitors need work spaces at reception areas to complete employment applications/ insurance forms, and to review personnel files.

Current Facilities

A training room is needed for the entire county and something that could serve as a multi-purpose room, holding approximately 500 people, with special equipment, such as a screen for video projection, storage space for tables, chairs, books, films, charts, a movable stage, sound system and kitchen area.

Public and staff need access to the facilities after normal working hours.

Most serious deficiencies: no room for growth, inadequate training facility. Training division is at Dewitt.

Security

The department, because of the nature of personnel issues, has some specific security and privacy requirements. These needs are currently being satisfied.

Storage
Records are retained for a minimum of three years; some are retained indefinitely. Retention time depends on county protocol and state law. Records are put onto microfiche annually. Microfiche duplicates are stored offsite.

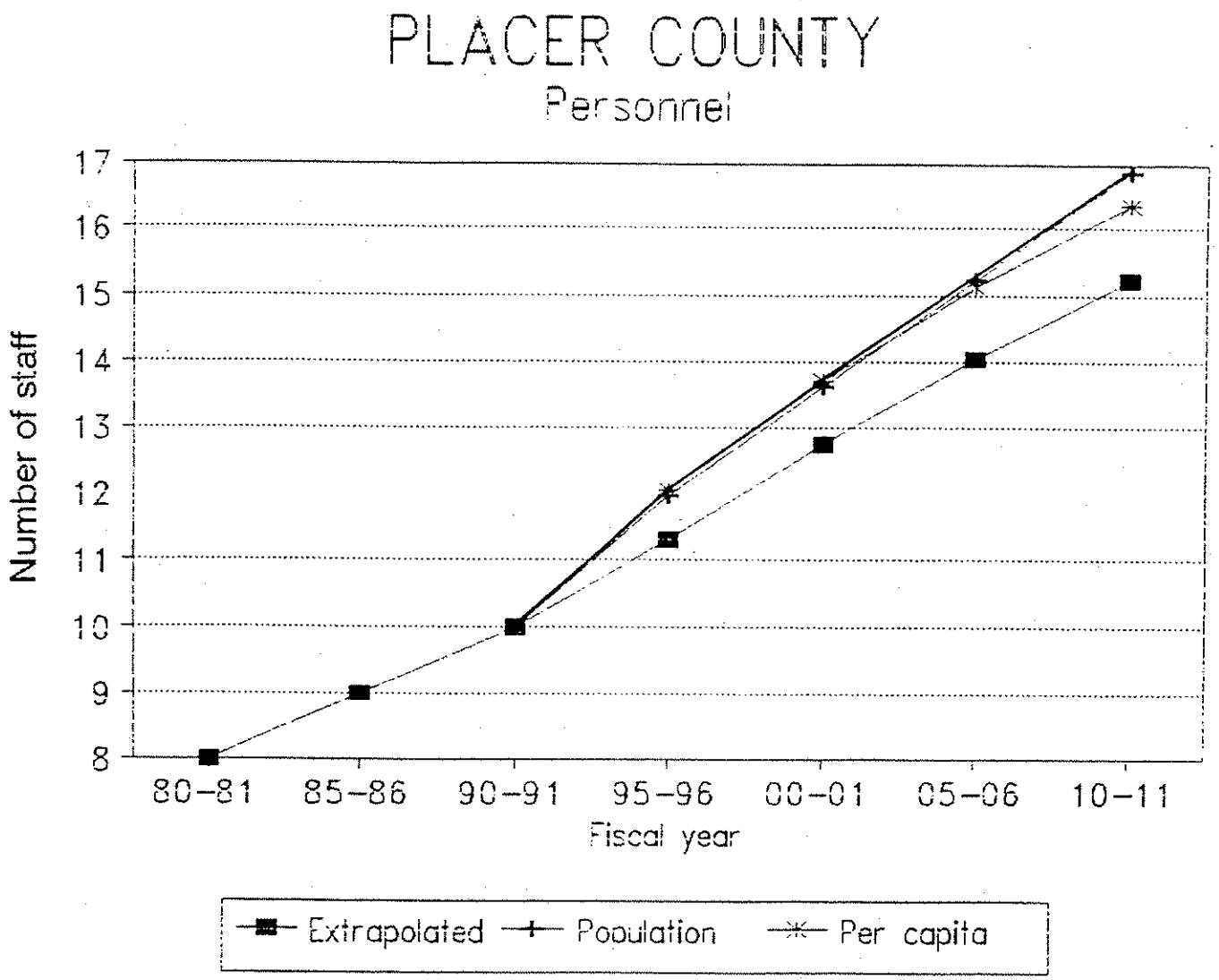
Storage is in mobile shelving equivalent to 55 file cabinets of space.

Computer Needs
Additional computer equipment would impact space needs in terms of "ergonomics."

Current Locations
Projections combine the two current locations.

Main Personnel Office, Administrative Center, 175 Fulweiler Ave., Dome 2, Auburn

Training Division, 11582 B Ave., Bldg. #117, Auburn


PLACER COUNTY
Personnel
Number of staff
17
16
15
14
13
12
11
10
9
8
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - Personnel

Current Space	2708

assumes 600 sf at DeWitt, 2100 at Domes

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200										
Manager	150	1	150	1	150	1	150	1	150	1	150
Professional	125	4	500	5	625	5	625	5	625	6	750
Support staff	85	7	595	8	680	10	850	11	935	12	1020
Field staff	75										
Other	75										
Staff space		**13**	**1545**	**15**	**1755**	**17**	**1925**	**18**	**2010**	**20**	**2220**
Coffee counter	25	1	25	1	25	1	25	1	25	1	25
Extra help	50	2	100	2	100	2	100	2	100	2	100
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320										
Training area	900	1	900	1	900	1	900	1	900	1	900
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	200	1	200	1	200	1	200	1	200	1	200
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150	2	300	2	300	2	300	2	300	2	300
Special & support spaces			**2075**		**2075**		**2075**		**2075**		**2075**
Total Net Prog.			**3620**		**3830**		**4000**		**4085**		**4295**
Dept.Gross (total program/.75)			**4,827**		**5,107**		**5,333**		**5,447**		**5,727**
Space factor per person			371		340		314		303		286

Large auditorium-type facility should be considered in shared space.

Placer Personnel Dept. Printout

Current Space Use Worksheet

Dept. **Personnel**
Address **175 Fulweiler**

Current Staffing and space use		**Specialized Spaces**		**Current Storage type**	**Size**	**Adequate?**
		Now Have				
Direct.	1	Break/coffee area	1	*Personnel*	*175 Fulweiler*	
Admin.	0			Admin. files/repts		Y
Mgrs	1	Conference	1	supplies, forms, etc.		Y
Prof.	4	Copy	1	exhibits, evidence		Y
Support	7	Supply	1	financial records		Y
Field	0	Reception/waiting	1	computer tapes		
Other	0	Lab/wk.bench	0	microfiche		Y
Total Staff	13	Other	0	industrial equip.		
				specimens/lab equip.		
Extra Staffing Needs				tools/materials		
Staff w no wkst	N			other		
Extra Help	Y			Admin. files/repts		
Extra Help #	1					
Other Wksts.	N					

Conference Rooms

Group size	**Freq.**	**Duration**		Meeting space adequate?	Y
Personnel	*175 Fulweiler*				
1 to 4	DAILY	AVG. HALF DAY	STAFF/PUB		
5 to 8	SEMI-WKLY	1.5 HRS	STAFF		
9 to 15					
16 to 30	12X/MO	2 HRS	STAFF		
over 30	12X/MO	4 HRS	STAFF		

Reception and Waiting No. of visitors: 100+ Time: Equal thru day

Visitor Type	%				
Co. staff	33.3	Need recep. area	Y	Needs met?	Y
Pub. (prof.)	0	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	66.6	Visitor seating	Y/6		
Other	0	Counter/# visitors	Y/4		
		Other?	0		

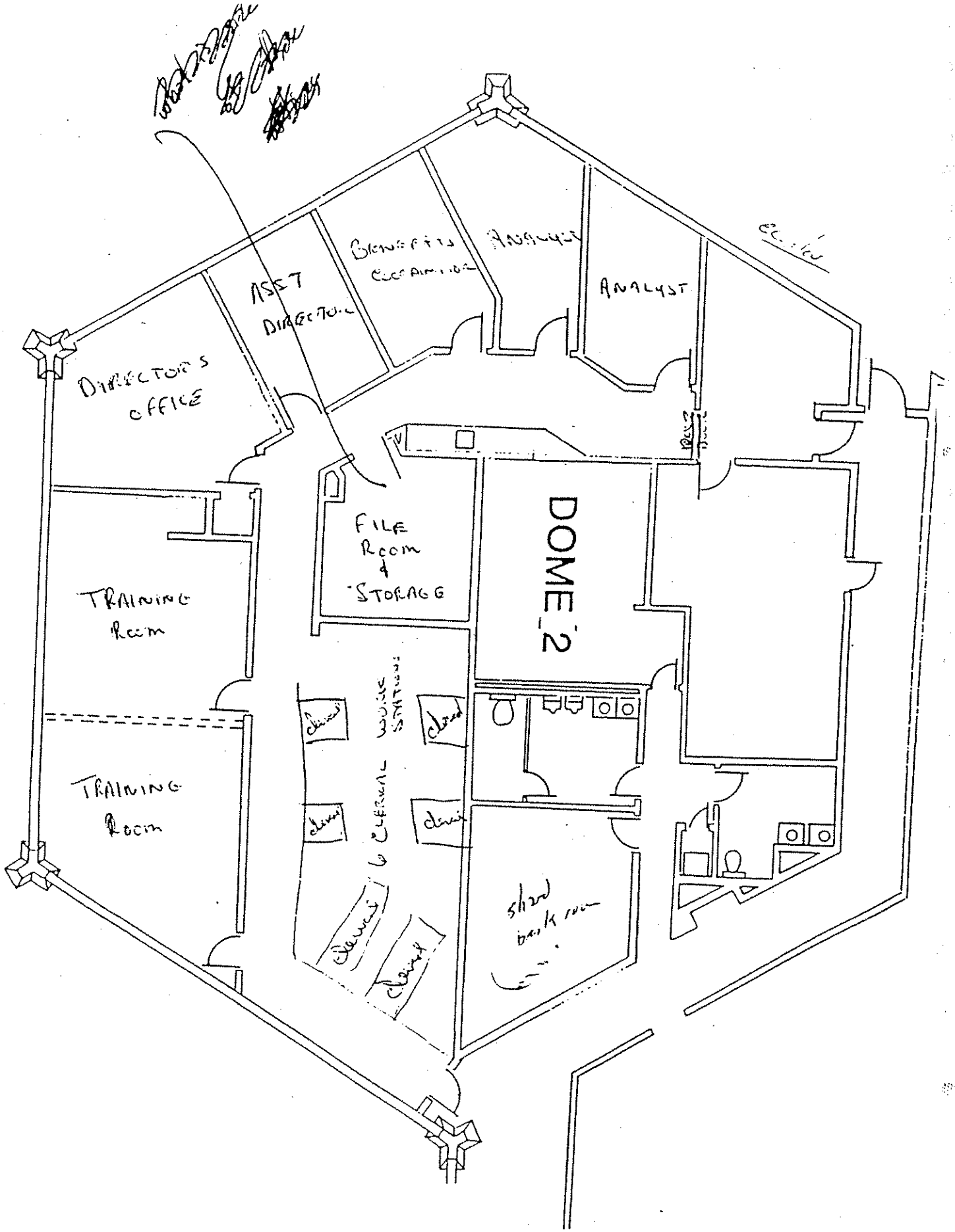
Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	Y				
Outgrow in 2/5 yrs?	Y	Acoustics	P	Security/conf.	F
Smaller,good des ok	N	Interior finish	G	Temp	P
Bldg. Code problems?	N	Layout	G	Ventilation	F
Have disabled access	Y	Lighting	G		

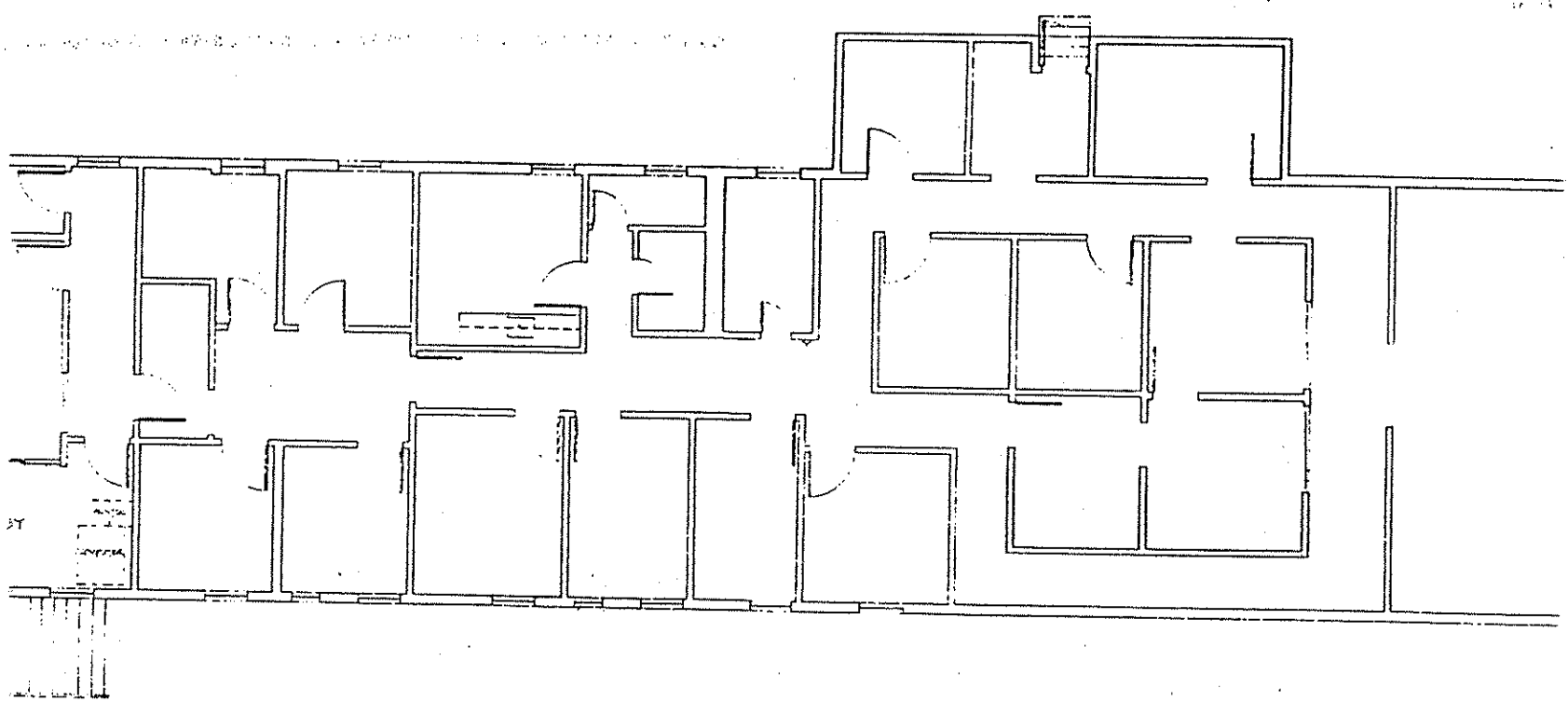
Storage:		No. stand. drawers	0	Store other ways?	Y
Storage problem?	NO	Linear Ft of open shlf.	0	Cent or indv?	C

Computer		Link to IS main?	Y	No. terminals	10
		Impact of addl. comp.	0	No. sufficient?	Y

Parking		Employees'	12
Need pub. trans. access	N	Visitors'	40
Parking Adequate	N	Co.owned veh.	5
Spec. veh.or access	access?	Max No. Vehicles	52



DIRECTOR'S OFFICE
ASST DIRECTOR
BENEFITS COORDINATOR
ANALYST
ANALYST
FILE ROOM & STORAGE
DOME 2
TRAINING ROOM
TRAINING ROOM
6 CLERICAL WORK STATIONS
closed
closed
closed
closed
closed
closed
shared back room



BUILDING 117-A
DEWITT, AUBURN

PLANNING

Summary

The division's mission is to provide the professional and technical framework for evaluating, guiding, managing and accommodating physical growth county-wide and in individual communities by developing and implementing ordinances, policies, regulations, studies and plans.

Staffing and Growth Trends

There have been two reorganizations of the department. In September, 1988, Building and Planning were combined into the Community Development Department. In September, 1990, Building and Planning were separated into independent departments.

Changes in state law and local ordinances, direction from the Board of Supervisors and Planning Commission, and fluctuations in the economy, interest rates, and availability of money could all increase the need for the department's services.

Staff levels from 1980-90 have shown a higher percentage increase than general population growth.

If the present level of 31.5 staff members is used for 1991 and increases were compatible with projected population there would be a need for:

37.5	employees	in 1996
42.5	"	in 2001
47.5	"	in 2006

Reorganization is not expected; however, an Assistant County Executive may be appointed to deal with the Land Development Departments.

The department provides services primarily to residents in unincorporated areas of the county. Some services are also provided to other county residents, regardless of incorporation status. The department can be affected by changes in state government. Changes in Planning will likely cause changes in the department's operation and require additional work. Annexations or incorporations, although uncertain at this time, could result in a reduction in the department's workload.

Workload indicators are tracked.

Adjacencies

Building (E); Code Enforcement (E); Public Works (I); Environmental Health (U); Co. Executive (U); County Counsel (I); Board of Supervisors (E)
The department also meets frequently with Municipal Court Advisory Committees and the Tahoe Regional Planning Agency.

Storage

Budget records are retained for five years per county policy. Permit records are retained forever, as called for by department policy. Records are purged or sent to storage once a year. The department is presently storing files in an archives building on C Street and in the Air Pollution file room. There are also plans to microfilm files under the Recorder's Office program when it can fit the department in. Computer storage is not used.

Computer Needs
Additional Computer workstations are expected. Digitized and computerized mapping systems may increase available space when fully implemented.

Existing Facilities
Main Office, Dewitt Center, Building 102A, 102B
Additional space would improve the efficiency of the department's operations; however, there are no planned moves/anticipated relocations. The time when the department outgrows its current space could be delayed by relocating the Planning Commission Hearing Room.

The department has a CADD workstation in the drafting area, two counter planner desks behind the counter, and a desk in the map room. Environmental Health staff are used as "extra help" and space is found wherever possible. It is felt that space should be provided for two extra help positions.

One large public counter would serve the department better than four smaller ones. However, the recommended area of 400 square feet for a drafting area is inadequate. The department presently has over 800 square feet for two drafting tables, the CADD workstation, as well as two large layout tables which are used constantly, and map storage.

The department requires a self-service space for counter maps, assessor's books, form storage, notice display, copy service, child wailing area. Public and staff require access to the office after normal working hours. The space lacks adequate file storage which is now spread out in five different locations. There is also a lack of library space and offices for planners; clerical work stations are crowded. The department also recommends space for a copier used by the public in the reception area.

Disabled access is remote and circuitous; access to Planning Commission hearing room is through private offices. Heating and cooling systems are inadequate; asbestos is present and structural features and electric hazards are unsafe.

Planning Commission, Board of Zoning Appeals and Zoning Administrator hearings occur five times per month and attract five to 15 people. The Planning Commission Hearing Room is not adequate. There should be space to accommodate at least 120 people.

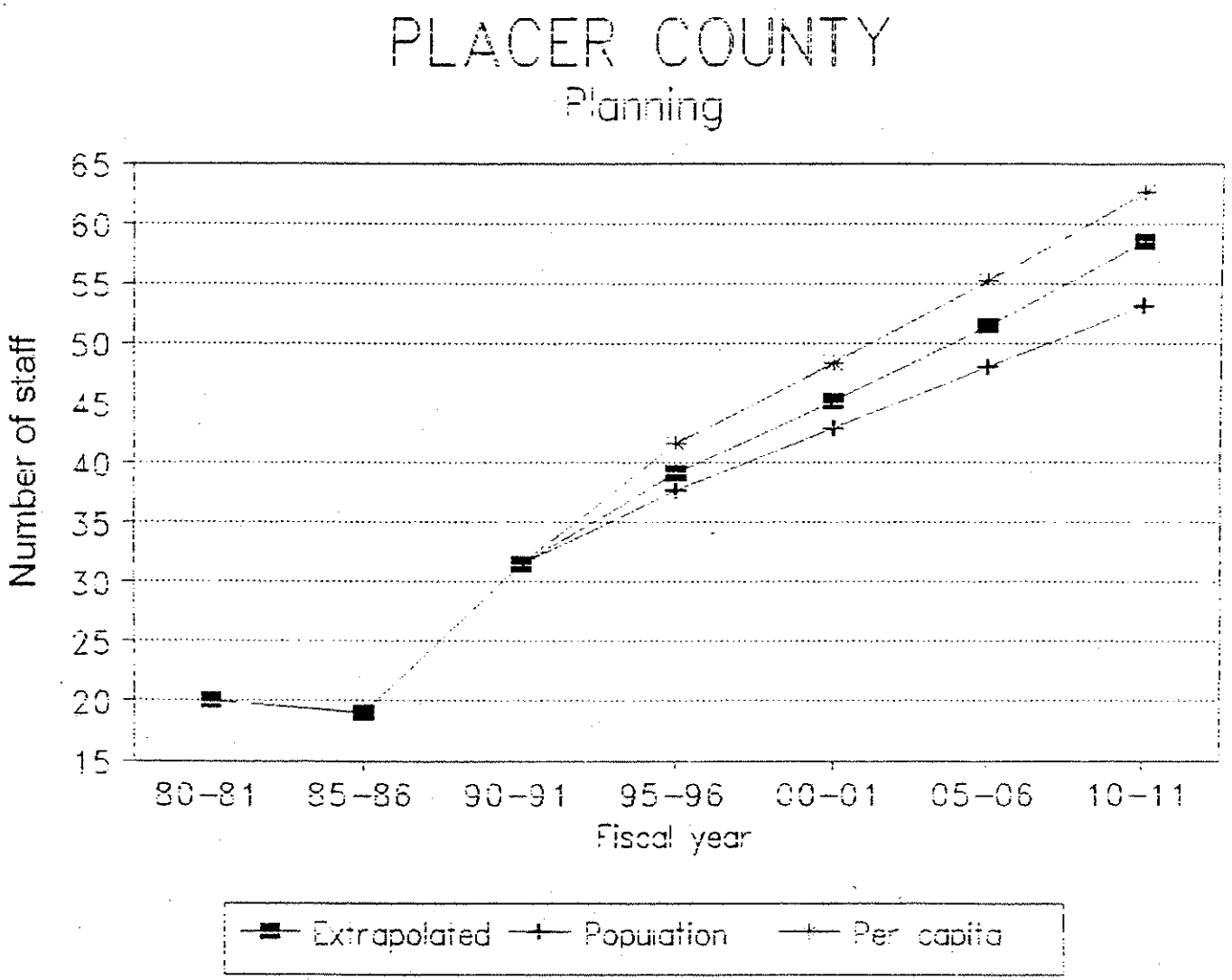
Storage: In addition to filing cabinets, the department has fixed shelving (five units, various sizes), mobile shelving (32 units, various sizes), boxes (145), Index card files (15 units), map files (nine units, various sizes) and credenzas/cabinets (eight units, various sizes).

File Storage, Dewitt Center, C Ave.

File Storage, Air Pollution Control Bldg.

Tahoe Office, Tahoe Administration Center

Currently, space is used by one Planner from Auburn who works in Tahoe office two days per week. The office is shared with Environmental Health, Building, and Air Pollution Control.


PLACER COUNTY
Planning
Number of staff
65
60
55
50
45
40
35
30
25
20
15
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

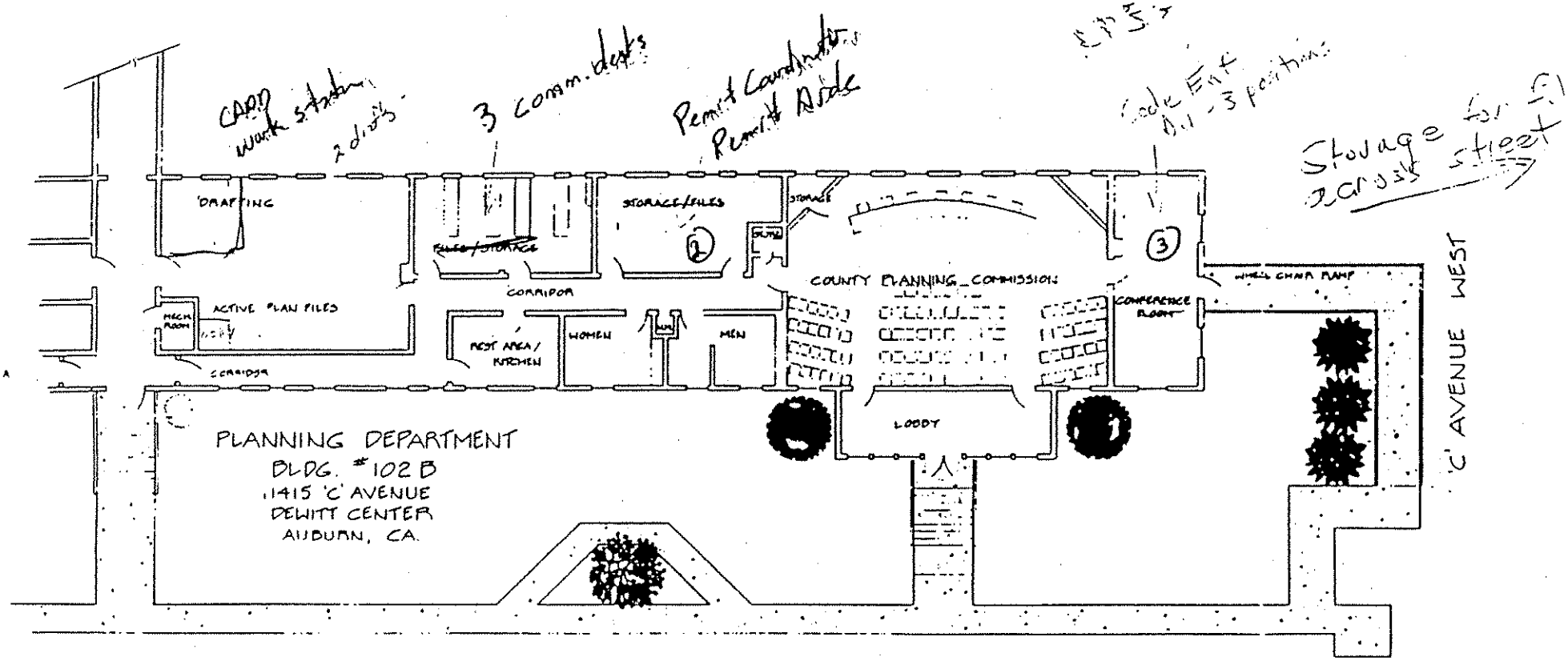
Placer - Planning

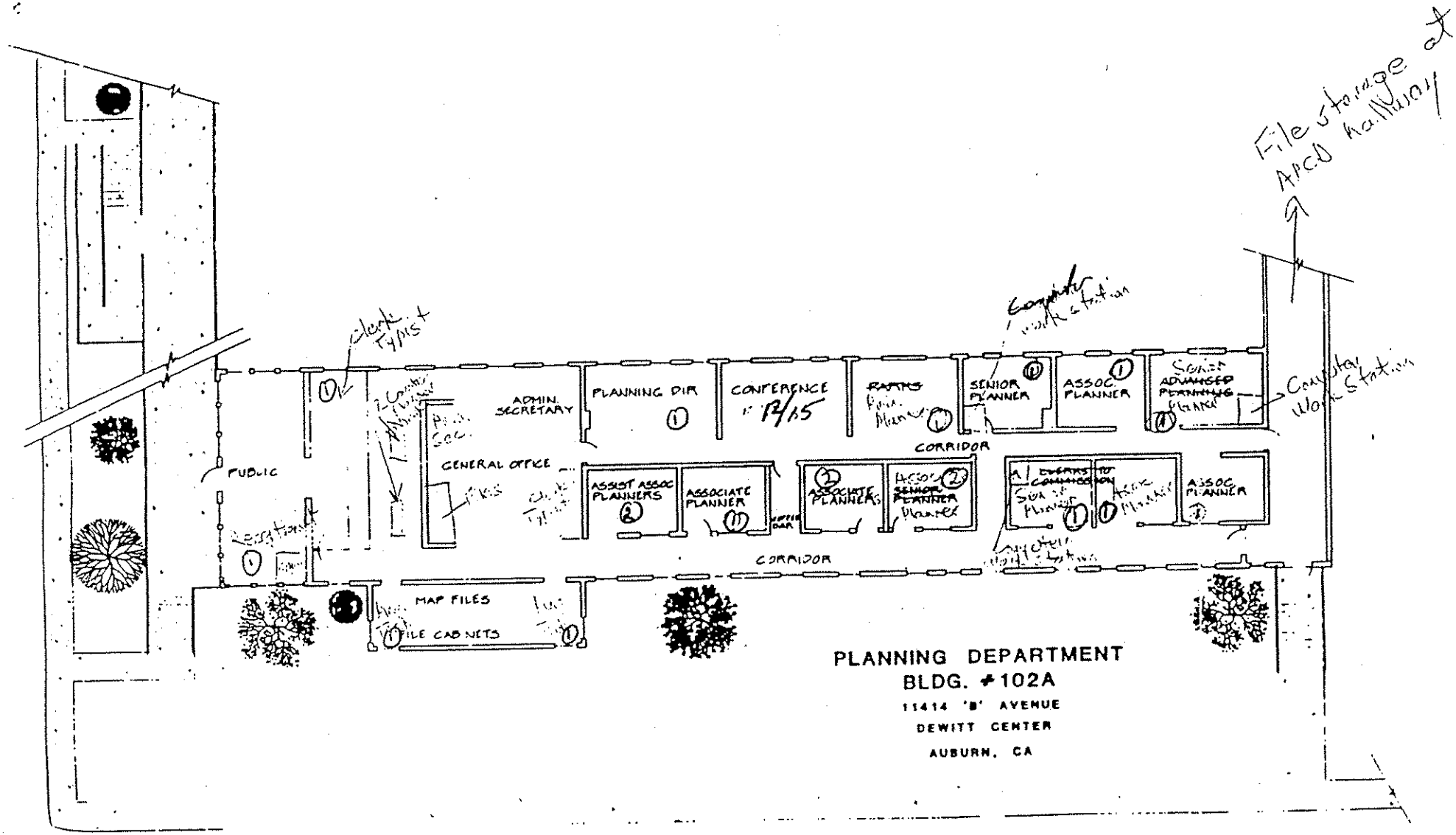
Current Space	8850

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200										
Manager	150	5	750	5	750	5	750	6	900	6	900
Professional	125	10	1250	13	1625	16	2000	18	2250	21	2625
Support staff	85	16	1360	20	1700	23	1955	26	2210	30	2550
Field staff	75										
Other	75										
Staff space		**32**	**3660**	**39**	**4375**	**45**	**5005**	**51**	**5660**	**58**	**6375**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50	2	100	2	100	2	100	2	100	3	150
small conf.	200	1	200	1	200	1	200	1	200	2	400
med. conf.	320	1	320	1	320	1	320	1	320	1	320
copier	50	2	100	2	100	2	100	3	150	3	150
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	300	1	300	1	300	1.5	450	1.5	450	1.5	450
reception	200	1	200	1	200	1	200	1	200	1	200
counters	400	1	400	1	400	1	400	1	400	1	400
library	200	1	200	1	200	1	200	1	200	1	200
Other: drafting	800	1	800	1	800	1	800	1	800	1	800
Public workspace	100	2	200	3	300	3	300	3	300	4	400
Public copier	75	1	75	1	75	1	75	2	150	2	150
Special & support spaces			**2920**		**2920**		**3070**		**3120**		**3370**

Total Net Prog.	**6580**	**7295**	**8075**	**8780**	**9745**
Dept.Gross (total program/.75)	**8,773**	**9,727**	**10,767**	**11,707**	**12,993**
Commission room (no dpt.grss.factc	1,800	1,800	1,800	1,800	1,800
Dept. Total	**10,573**	**11,527**	**12,567**	**13,507**	**14,793**
Space factor per person	274	249	239	230	224

Staffing levels should be examined in context of incorporated/non-incorporated population growth.


CADD work station
2 desks
3 comm. desks
Permit Coordinator
Permit Aide
Code Enf
Div - 3 positions
Storage for files across street
DRAFTING
FILES/STORAGE
STORAGE/FILES
STORAGE
DRYING
CORRIDOR
COUNTY PLANNING COMMISSION
WHEEL CHAIR RAMP
CONFERENCE ROOM
MECH ROOM
ACTIVE PLAN FILES
REST AREA/ KITCHEN
WOMEN
MEN
102 A
CORRIDOR
LOBBY
PLANNING DEPARTMENT
BLDG. #102 B
1415 'C' AVENUE
DEWITT CENTER
AUBURN, CA.
'C' AVENUE WEST
RICHARDSON DRIVE



PLANNING DEPARTMENT
BLDG. #102A
11414 'B' AVENUE
DEWITT CENTER
AUBURN, CA

Placer Planning Dept. Printout

Current Space Use Worksheet

Dept. **Planning**
Address **11414 B Ave., Bldg. 102A,B**

Current Staffing and space use

Direct.	1
Admin.	0
Mgrs	5
Prof.	10
Support	16
Field	0
Other	0
Total Staff	32

Extra Staffing Needs

Staff w no wkst	N
Extra Help	Y
Extra Help #	0
Other Wksts.	Y

Specialized Spaces

Now Have	
Break/coffee area	1
Conference	1
Copy	0
Supply	0
Reception/waiting	1
Lab/wk.bench	0
Other	1

Current Storage

type	Size	Adequate?
Planning	*11414 B Ave.*	
Admin. files/repts		N
supplies, forms, etc.		N
exhibits, evidence		
financial records		N
computer tapes		N
microfiche		N
industrial equip.		
specimens/lab equip.		
tools/materials		
other		

Conference Rooms

Group size	Freq.	Duration		Meeting space adequate?	N
Planning	*11414 B Ave.*				
1 to 4	10X/DAY	1 HR.	STAFF/PUB		
5 to 8	2X/DAY	1 HR.	STAFF/PUB		
9 to 15	1X/WK	1.5 HRS	STAFF/PUB		
16 to 30	RARE				
over 30					

Reception and Waiting

No. of visitors: 0 Time: Equal thru day

Visitor Type	%				
Co. staff	10	Need recep. area	Y	Needs met?	N
Pub. (prof.)	20	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	70	Visitor seating	Y/5		
Other	0	Counter/# visitors	Y/5		
		Other?	Y		

Subjective Assessment by Dept.

Outgrown space?	Y
Outgrow in 2/5 yrs?	0
Smaller,good des ok	N
Bldg. Code problems?	Y
Have disabled access	Y

Building Condition

Acoustics	P	Security/conf.	F
Interior finish	F	Temp	P
Layout	F	Ventilation	F
Lighting	G		

Storage:

		No. stand. drawers	52	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	55530	Cent or indv?	B

Computer

Link to IS main?	Y	No. terminals	19
Impact of addl. comp.	0	No. sufficient?	0

Parking

		Employees'	30
Need pub. trans. access	N	Visitors'	10 TO 100
Parking Adequate	Y	Co.owned veh.	1
Spec. veh.or access	access?	Max No. Vehicles	30

PUBLIC WORKS

Public Works has responsibility for Placer County roads, transportation development, inner-city transit systems, utilities, solid waste, airport, county service areas, property acquisition for county projects, portions of land development ordinance promulgation, automotive fleet operations, public works and land development facility planning, engineering, surveying, mapping; assessment district engineer, construction inspection and administration. This administrative division is also responsible for providing management and administration to four county-wide operations: Placer County Transportation Commission, Western Regional Sanitary Landfill Authority, Placer County Flood Control and Water Conservation District, and Highway 65 JPA.

Office functions:
- Administration Division
- Planning - Engineering / Special Districts
- Design / Construction & Flood Control
- Land Development Engineering (County Suveyor's office & records.)

While this profile lists all facilities currently occupied by Public Works, projections and evaluation of current space needs have been done only for the following administrative/office functions.

Corporation yards and outlying facilities require special planning and analysis that is outside the scope of this project. These facilities are listed here with comments by the department only to obtain a complete list of the current facilities. Projections for the non-office functions show no increase in space needs. However, in reality, additional space will be required as county population grows.

Staffing and Growth Trends

Prior to 1978, the Building Department and the Capital Improvements & Facilities portion of Administrative Services Department were part of Public Works. About 1979, the functions split off.

The following will increase the need for services: state mandated programs such as solid waste, increased services provided to existing residents when requested and funded, such as County Service Areas or Assessment Districts; additional transit service; regionalized approval to solutions of existing problems.

However, projections for staffing do not lend themselves to straight extrapolation, population or per capita calculations. One example is the Road Maintenance Division: on one hand, there are demands for higher levels of service, and on the other, a significant portion of county population growth will occur within incorporated areas, which do not require county services.

Staff growth is projected at between 4-5% per year. This growth is based on general population growth. When expansion of services is requested, growth could be as high as 8 percent. The department provides services to residents in unincorporated areas of the county only. However, the department supports four functions which are also county-wide: the advance transportation planning under the Placer County Transportation Commission; landfills under the Western Regional Sanitary Landfill Authority; flood control under the Placer County Flood Control and Water Conservation District; and Highway Interchanges under the Highway 65 Joint Powers Agreement.

Operations are affected by legislative and state/federal agency action. The department will probably assume new functions and duties in order to respond to the need to solve problems on a regional basis in lieu of the existing approach of local solutions. Government trends are moving towards the regionalized approach to solution of problems rather than localized solutions. This concept will dictate changes in the way the department currently operates. State mandates will also have an impact.

Continued automation will control the growth in space requirements. Population growth will dictate that services such as sewers, road maintenance and transit increase. As that occurs, there will be the need to acquire more equipment in order to provide the services requested.

At some point in the future all of the outlying offices, yards and shops will need the capability to assess the LAN. Many divisions within Public Works need the information produced/provided on CADD/GIS. There may be the need for a Public Works division that provides this information to the rest of the department.

Adjacencies
Planning (E); Building (E); Environmental Health (E); Assessor (I); Auditor (U)

In addition to other departments, it would be beneficial if all Public Works operations, exclusive of Tahoe and District Road Maintenance Yards, were physically adjacent. Should be adjacent or near CEO's office, Board of Supervisors, Personnel and County Counsel.

The department also meets frequently with Caltrans, State Water Quality Control Board, TRPA, Corp. of Engineers, LaHontan and State Water Resource Control Board.

The consolidation of functions which serve the public (land development, sewer permits, encroachment permits, etc.) should be in the same building to allow quick response to client need.

Storage
Records are retained a minimum of three years; maximum of forever. Document retention is controlled by state, county and federal requirements. Some divisions both purge and store records on an annual basis. Building 204 is shared with the County Recorder for storage.

Current Facilities
There are no planned moves of the department, except for the Tahoe Corporation Yard, although changes in the location of various divisions are continually evaluated to provide greater efficiency.

Engineers and surveyors are relying more on computer systems and CADs. These systems may become larger and will require special space considerations and work areas.

Operations such as utilities and Road Maintenance should and do have lockers. Utilities would require one safety shower per facility location.

Public Works: Main Office functions - Auburn

Administration, Dewitt Center, Bldg. 105A, 11444 B Ave. (PW-1)

Additional workstations: 1 computer workstation in pool accounting area; 1 drafting table for field staff. Extra help is used during peak loads and is assigned to the work table in Accounting Pool area. Conference room is shared with Spec. Dist. or Design Construction or Flood Control. Supply room is a cabinet wall area/storage room. Reception is a counter at the entrance to the building.

The department reports problems with heating and ventilation, lighting, and condition of building. Space could be better utilized. New paint and carpet were recently obtained.

With increased growth, it will be inevitable that more staff will be necessary to support Public Works activities; this may cause the division to outgrow present space. A smaller, but modern, well designed space may work. Currently, substantial space could be freed if partitioning were used instead of walls. Storage takes up considerable space.

Non-file drawer storage space includes: 10 mobile shelves (4'x8'), 7 book cases (5'x4'), 2 large supply cabinets (12'x8'), 8 microfiche files, 4 credenzas (3'x10').

Additional computer equipment would impact some smaller offices significantly. Other offices could absorb them with efficient furniture.

Public transit is not an identified need, but is a good idea. In addition to parking spaces required for employees and visitors, a space allocation is required to house a mini Public Works vehicle pool (three vehicles). Access is required for delivery of freight.

Land Development Engineering, 11425 C Ave., Auburn (PW-2)
Additional workstations include: mapping/addressing share computer stations and two large layout tables. Blueprint room and copy/reference rooms shared by several departments. Area listed as lab/work bench is for mapping/addressing. Other area is file storage and reference.

Receptionist area is shared with Special Dist./104A. Receptionist area is frequently too congested and noisy to conduct business at counter. Conference area is shared with Spec. Dist. (104A).

Visitors need work spaces to review or lay out plans and to revise plans. Public and staff require access after normal working hours for night meetings and overtime work. The facility is crowded and noisy; it is not conducive to productivity of employees.

Disabled access is provided through 11444 B Ave. and through the halls. There is a possible hazard in an earthquake as the building is made of unreinforced brick walls; electrical circuits are also frequently overloaded. Some offices are often hot while others are too cold. Windows sometimes fall out or won't lock.

Although meeting spaces are adequate, ventilation is poor. Present space will be outgrown in two years, depending on land development activity in the county. The department will need other work space within Dewitt Center. Storage of inactive records is inadequate.

In addition to filing cabinets, materials are stored in flat files (140 drawers), microfiche (28 drawers), shelves (4 @ 15" x 64"), book case shelves (113), a supply cabinet (7' x 3'), hanging map files (32 linear feet). Flat files are located in 105B in space intended for employee offices.

It may be possible to lay out an additional computer terminal within existing work station areas. It may require new furniture, etc.

Design/Construction & Flood Control, 11434 B Ave.,104B,105B, Auburn (PW-3)
Additional workstations include 1 CADD station shared by three design engineers and 1 drafting light table occasionally used by Engineers and Technicians.

Break/coffee area, conference and copy are shared spaces. Other is library and supply which is combined with the break/coffee area. A reception area is required for Flood Control only.

Deficiencies: Staff reports problems with parking, heating and ventilation, toilet facilities. A wall or partition is needed, as is more storage and a break room separate from the conference room. Toilet facilities get plugged up. Building 105B comments are all "good" as the facility is newly renovated.

In addition to filing cabinets, materials are stored in 210 fixed shelving, 10 boxes in storage room, building 105A, 7 hanging map files, 9 rolled map files, 5 credenzas, 135 boxes in storage C Ave. (archives).

Other storage is plan flat files which require extra space for drawers to open fully.

The Traffic Engineer has a computer link to Information Services. Will be expanding to the Network. Additional terminals would slightly impact space, except for additional CADD workstations which require 100+ square feet. Flood Control has access to the LAN.

Parking: Construction needs loading/unloading of surveying crew truck. Flood Control needs multiple spaces for large meetings. Special access is required to unload surveying supplies (lath, stakes).

DPW Planning-Engineering/Special Districts, 11434 B, 104A (PW-4)
Conference room is shared; blue print room in 104B is used. Reception counter is too small; needs more seating. Visitors need work spaces for making minor changes to plans before submittal. A layout table is needed. Staff and public require access after normal working hours for night meetings in the conference room and for overtime.

There is a lack of storage space and file cabinets; there is too much walk-by traffic and no room for expansion. Offices are accessible for disabled persons. However, wheelchair access to the conference room is difficult. Earthquake resistance is poor which is important as plans, records and personnel in this office will be needed in an emergency.

New staff positions cannot be accommodated in current office space. Increasing state mandates for Transportation Planning and Coordination, Solid Waste and Sewer District will greatly increase staff (4 people in FY 91-92; 4 by FY 95-96). Also, staff will increase due to population growth. Individual spaces are important for this division due to the type of work. Partitions would not work; additional office space is needed.

In addition to filing cabinets, materials are stored in flat files for maps (6 drawers); 15 drawers are in boxes in long-term storage; hanging map files (3 with 10 hangers each).

The division has one computer link to Information Services, with 12 on order. Additional terminals would fit into a normal office space (100 sq. ft.) Handicap and delivery truck access is required.

Public Works: Main Office functions - Tahoe

Tahoe Administration, 565 West Lake Blvd, Tahoe City (PW-5)
Break area, conference, copy, supply and reception are shared by four county departments. Crowding sometimes occurs during storm conditions with extra help. There are no doors.

The common conference room sometimes presents scheduling problems. Storage includes one horizontal filing cabinet, and one 4-drawer. No other storage is used.

PW functions not located with main office

Space projections were not done for the following maintenance and utility spaces.

Road Maintenance Administration/PCT, 11448 F Ave., Auburn (PW-15)
Fluctuations occur daily for bus drivers in the office building for both Transit and the CTSA. Road Department personnel also frequent the office, visiting the administrators. Bus drivers do not have fixed workstations.

Lack of space is a serious deficiency. The building is very crowded for three operating programs. Each program needs its own building. Crowding creates a noisy work area. The office is used as a Communication Center during heavy storms. It should have an auxiliary generator. Transit, CTSA and Roads require access after normal working hours.

Too many employees per division share this building. Each needs a separate building. A larger area is needed.

Additional storage is on fixed shelving (ten shelves).
Parking is required for ten buses.

Automotive Maintenance, 11448 F Ave., Auburn (PW-15)

The division has many shared areas for component repair and overhaul, as well as special machine areas and equipment. There are no permanent staff at this division.

Visitors need work spaces to complete vehicle defect reports. Staff require access after hours for repair and parts. More storage is needed for vehicle parts and materials. Constant safety upgrades are needed. Space needed for a conference area.

Office automation has added a great deal of unanticipated furniture which has clogged the office area. Shop space may also become a problem with fleet growth. Additional storage is in over 40 boxes and shelving. Provisions have been made for the majority of additional computer equipment requested in the budget.

Special Needs: Automotive and Heavy Equipment parking and storage for vehicles which require maintenance. Also, employee parking area (County staff who obtain pool vehicles); parking area for pool vehicles; storage area for vehicles which are surplus and to be sold. Facility around service station must be large enough for eight fuel dispensing pumps. Access is required for a low-bed tractor trailer.

Tahoe Road Maintenance, 2501 N. Lake Blvd., Tahoe City (PW-6)
Break, conference and supply areas are shared with garage personnel.

Heating is poor in both buildings

Total area is too small for equipment and materials. Staff needs access after normal working hours. There are 20 employees in the space, including snow removal crews.

The division requires fuel facilities for county cars. Access to fuel at the Administrative Building (Burton Creek Road) is needed.

Tahoe Automotive, 2905 Rose Ave. (PW-7)
Visitors need work spaces to complete vehicle defect reports. Staff require access after normal working hours for breakdowns of equipment.

Space is cramped with no parking. Heating is inadequate and there is no storage space. Shop space has been outgrown. Additional storage is parts storage (10) 4' x 8' storage bins.

TART buses are 35' in length and are two of the six county owned units. They need parking spaces. Also required is ample parking for equipment and vehicles to be repaired.

Tahoe Area Regional Transit (TART), 2985 Lake Forest Rd. Leased facility (PW-8)

The division has a storage building adjacent to the Tahoe Automotive facility. Break, copy, supply, reception and driver's lounge are all for transit. Staff (bus drivers and supervisor) require access after normal working hours.

Need specialized space for a drivers' lounge. Reception area space also needed.

Parking, building insulation and covered bus parking are inadequate, as are material and equipment storage. Contaminated dirt is stored in front of the building which is blocking parking (this is a short-term problem with the landlord). Building is very old.

Employee parking and bus parking are inadequate. The bus parking area should be well-lighted and have an electrical set up for one block heater per vehicle.

Road Maintenance, 11428 F Ave., Auburn (PW-14)

Staff requires access after normal working hours. Under cover parking is deficient. Work space is adequate, but poorly designed. Ceiling heights are too low for many operations; ventilation in several areas is not adequate. Office space for Supervisors is inadequate; storage space is inadequate.

A better designed office would be effective, but size cannot be small. Supply storage is very small; needs to be at least four times as large and include special space for supplies.

Parking is required for 25 special need dump trucks and large equipment. Access is required for deliveries by large vehicles.

Foresthill Road Maintenance, 22700 Foresthill Rd (PW-9)
Break and conference areas are combined. Lighting in office and work areas is deficient. Oil storage may need work. Staff requires access after normal working hours.

There is not enough room for all personnel to meet in a conference area. Nor is there enough room for a foreman and assistant in a work area to each have their own work space. At least one private office is needed. Specialized space for supplies needed.

The division also has 11 pieces of heavy road equipment. Access to garage bays is very poor. At times, only one vehicle can be in the garage at a time because of poor access.

Colfax Road Maintenance, 1133 So. Auburn Rd (PW-10)
Break and conference room are combined.

Specialized space for supplies needed.

The division has 20 pieces of heavy equipment.

Roseville Road Maintenance, Junction Blvd. off Washington Blvd (PW-12)
Lighting, heating and cooling are major deficiencies in Building B, as are ventilation and wiring.

Specialized space for supplies needed.

Parking is required for 12 pieces of heavy equipment.

Lincoln Road Maintenance, 201 Oak Tree Lane (PW-13)
Deficiencies: The department reports serious problems from flooding, and lack of insulation, heat and air conditioning.

Parking is required for 11 pieces of heavy equipment.

Utilities/Soils Lab - Granite Bay, Seven Cedars Road, Roseville (PW-16)
Lighting, electrical and heating/air conditioning all need improvement. A basic remodel is necessary. The division requires parking for dump trucks with backhoes on trailer and a hydro vac-10 wheel truck.

Utilities/Soils Lab (2), 11472 E Ave., 305B, (PW-17)
Deficiencies: locker room not large enough; in need of two more offices; crew room - senior service workers room too small; new lighting and ventilation. Lack of special space for a conference area.

When a new foreman is added to the crew an additional office will be required. The department anticpates that a clerk/typist will also be added soon.

Additional storage: fixed shelving (8' x 4' x 1'), portable (5 x 4 x 1), 2 boxes, 2 index card files and 2 map files.

Parking is needed for heavy equipment, trucks, Hydro-vac units, vans, service trucks and portable equipment (generators, pumps, etc.). Should be close for accessibility for work crews and maintenance. A loading dock is required for Soils Lab (adequate currently).

Placer - PW.Admin.Tahoe

Current Space	1000

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200										
Manager	150	1	150	1	150	2	300	2	300	3	450
Professional	125										
Support staff	85	2	170	3	255	3	255	4	340	4	340
Field staff	75										
Other	75										
Staff space		**3**	**320**	**4**	**405**	**5**	**555**	**6**	**640**	**7**	**790**
Coffee area/break	50	1	50	1	50	1	50	1	50	1	50
Extra help	50	2	100	3	150	3	150	4	200	4	200
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	50	1	50	1	50	1	50	1	50	1	50
file area	75	1	75	1.2	90	1.2	90	1.4	105	1.4	105
reception	75	1	75	1	75	1	75	1	75	1	75
counters	75	1	75	1	75	1	75	1	75	1	75
	650										
	300										
	50										
Special & support spaces			**675**		**740**		**740**		**805**		**805**
Total Net Prog.			**995**		**1145**		**1295**		**1445**		**1595**
Dept.Gross (total program/.75)			**1,327**		**1,527**		**1,727**		**1,927**		**2,127**
Space factor per person			442		382		345		321		304

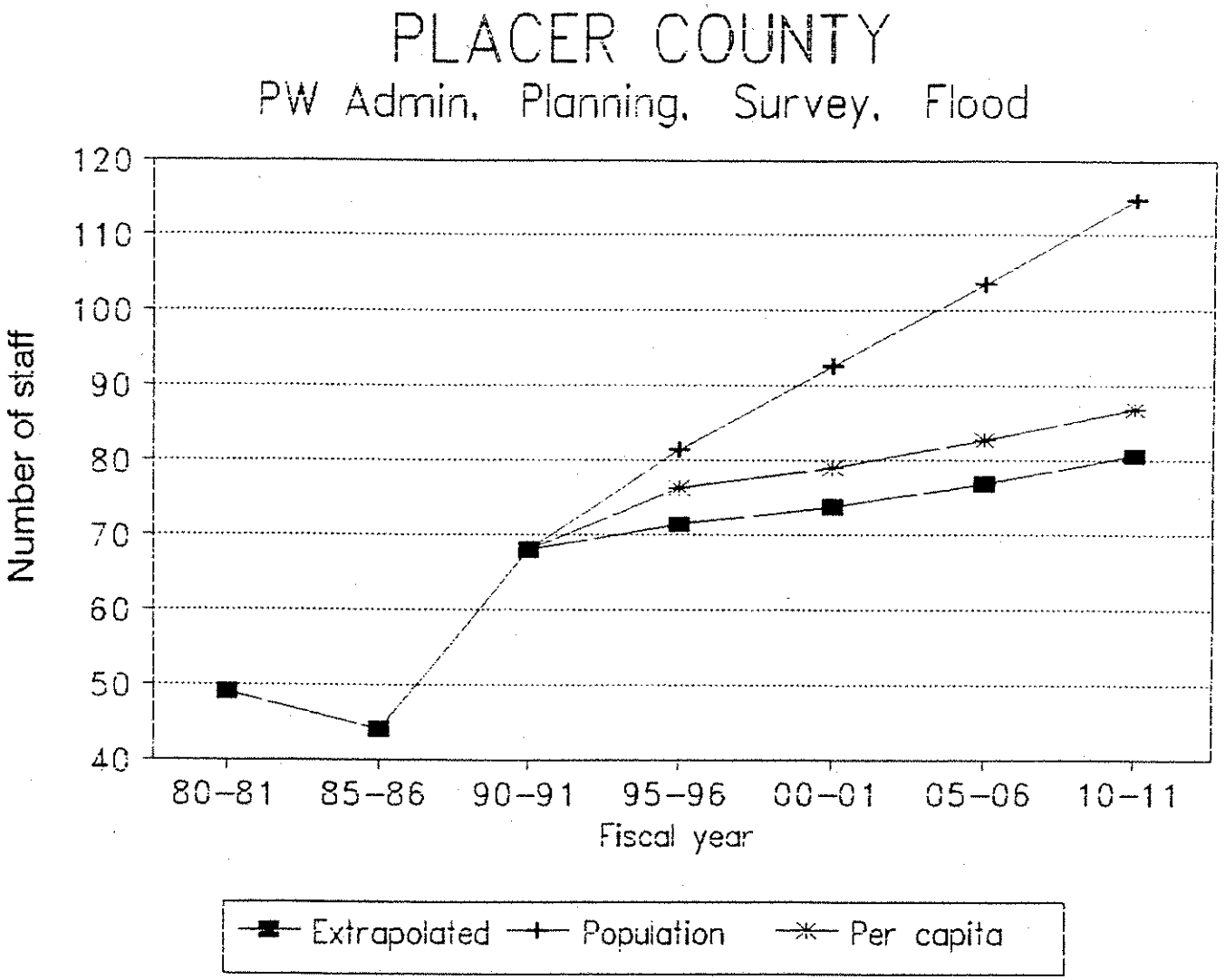
Placer - PW Admin.

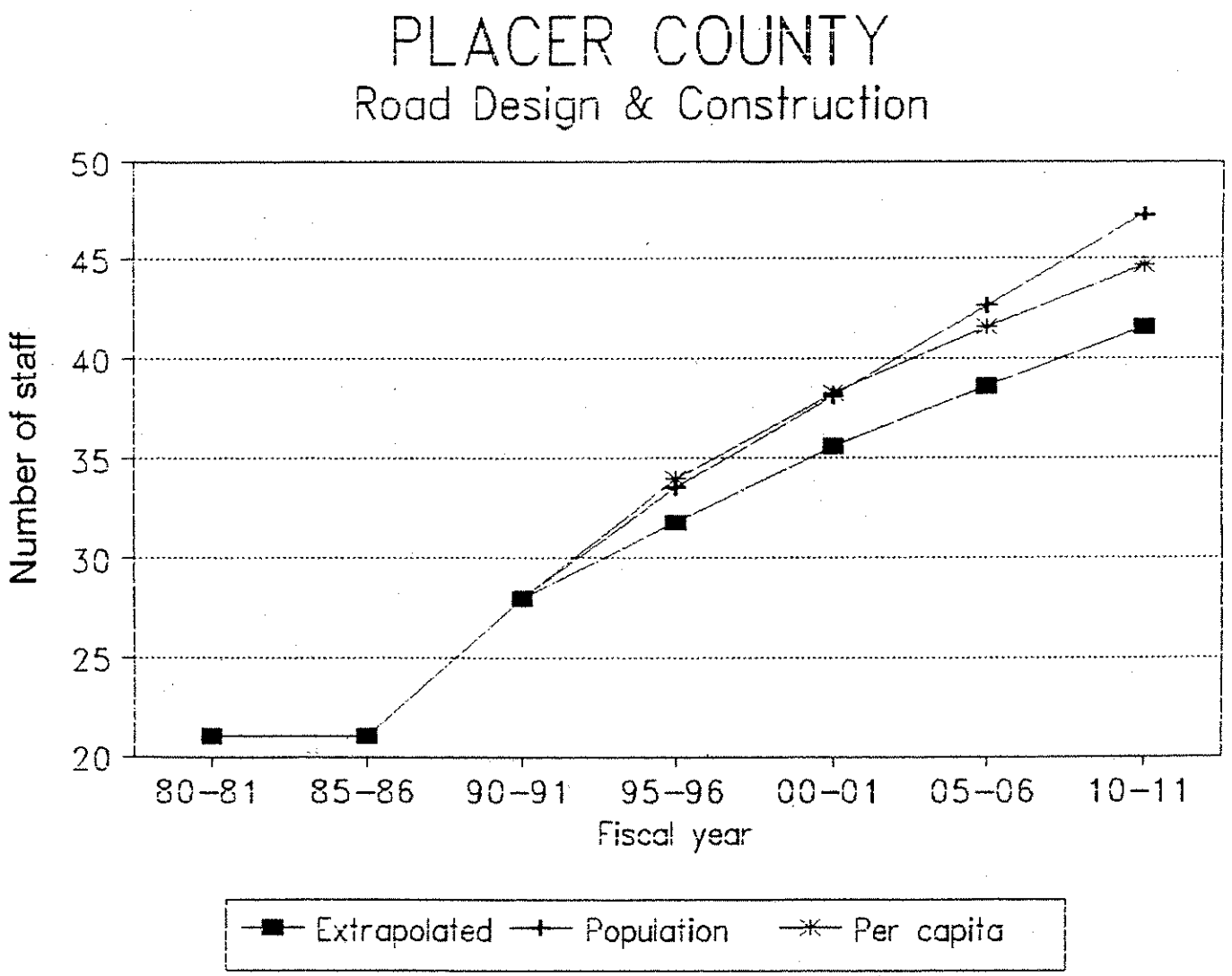
Current Space	23102

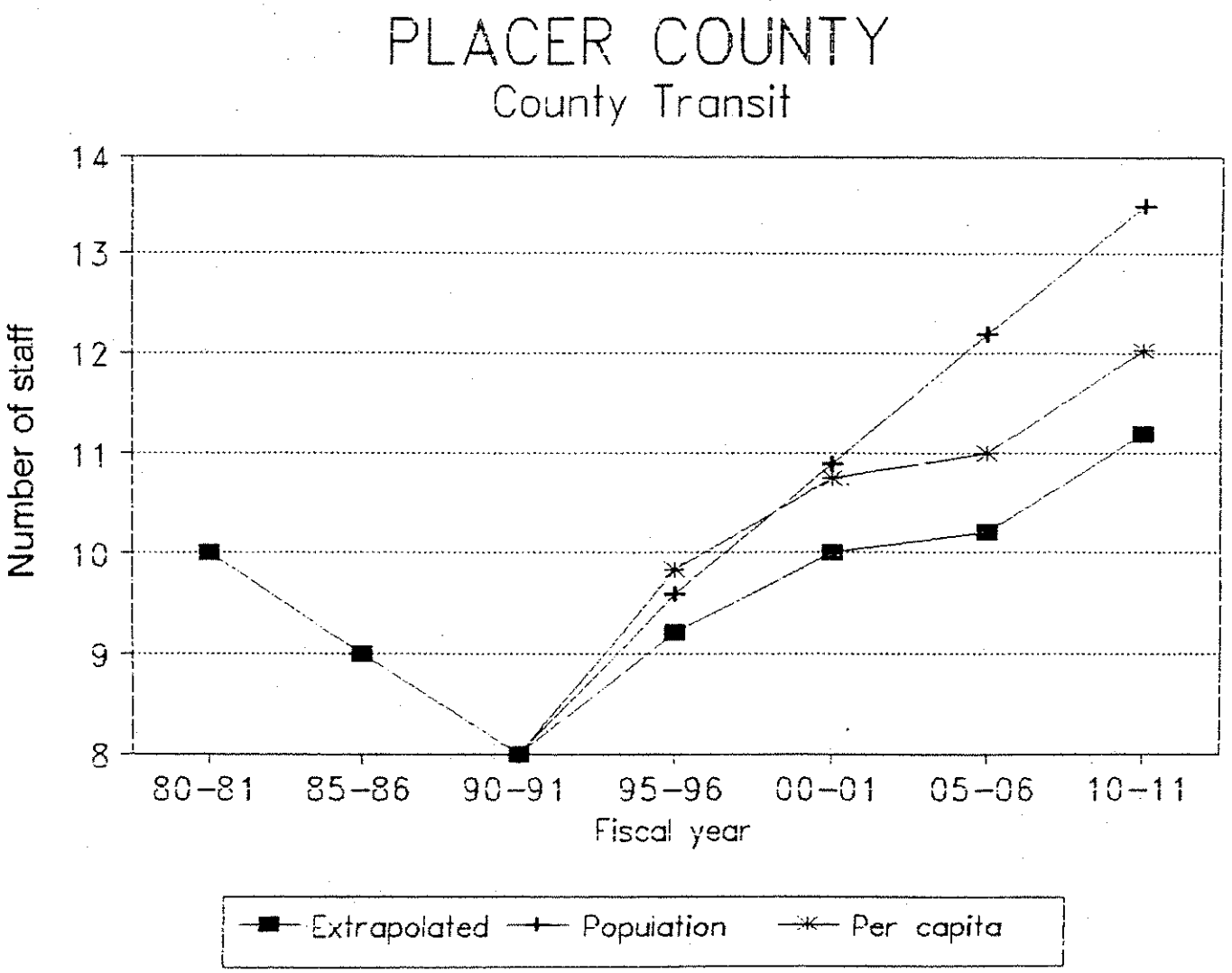
Programmed	Unit SF	urrent need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200	17	3400	18	3600	18	3600	18	3600	19	3800
Manager	150	9	1350	10	1500	11	1650	12	1800	15	2250
Professional	125	30	3750	33	4125	38	4750	45	5625	51	6375
Support staff	85	23	1955	28	2380	33	2805	37	3145	42	3570
Field staff	75	16	1200	20	1500	24	1800	32	2400	40	3000
Other	75										
Staff space		**96**	**11955**	**110**	**13405**	**125**	**14905**	**145**	**16870**	**168**	**19295**
Coffee area/bre	350	1	350	1	350	1.2	420	1.2	420	1.2	420
Extra help	50	4	200	4	200	6	300	6	300	6	300
small conf.	200	2	400	2	400	2	400	3	600	3	600
med. conf.	320	1	320	1	320	1	320	1	320	1	320
Drftng/layout	135	6	810	7	945	8	1080	9	1215	10	1350
copier	50	6	300	6	300	7	350	7	350	7	350
office supplies	200	1	200	1	200	1	200	1	200	1	200
file area	350	3	1050	3.2	1120	3.3	1155	3.4	1190	3.5	1225
reception	300	1	300	1	300	1	300	1	300	1	300
counters	85	5	425	6	510	7	595	8	680	9	765
Tool storage	64	8	512	8	512	9	576	10	640	11	704
Computer sts.	85	2	170	3	255	4	340	5	425	6	510
Library	225	1	225	1	225	1	225	1.5	337.5	1.5	337.5
Blueprint room	300	1	300	1	300	1.5	450	1.5	675	1.5	1012.5
Special & support spaces			**5562**	**45.2**	**5937**	**53**	**6711**	**58.6**	**7652.5**	**62.7**	**8394**

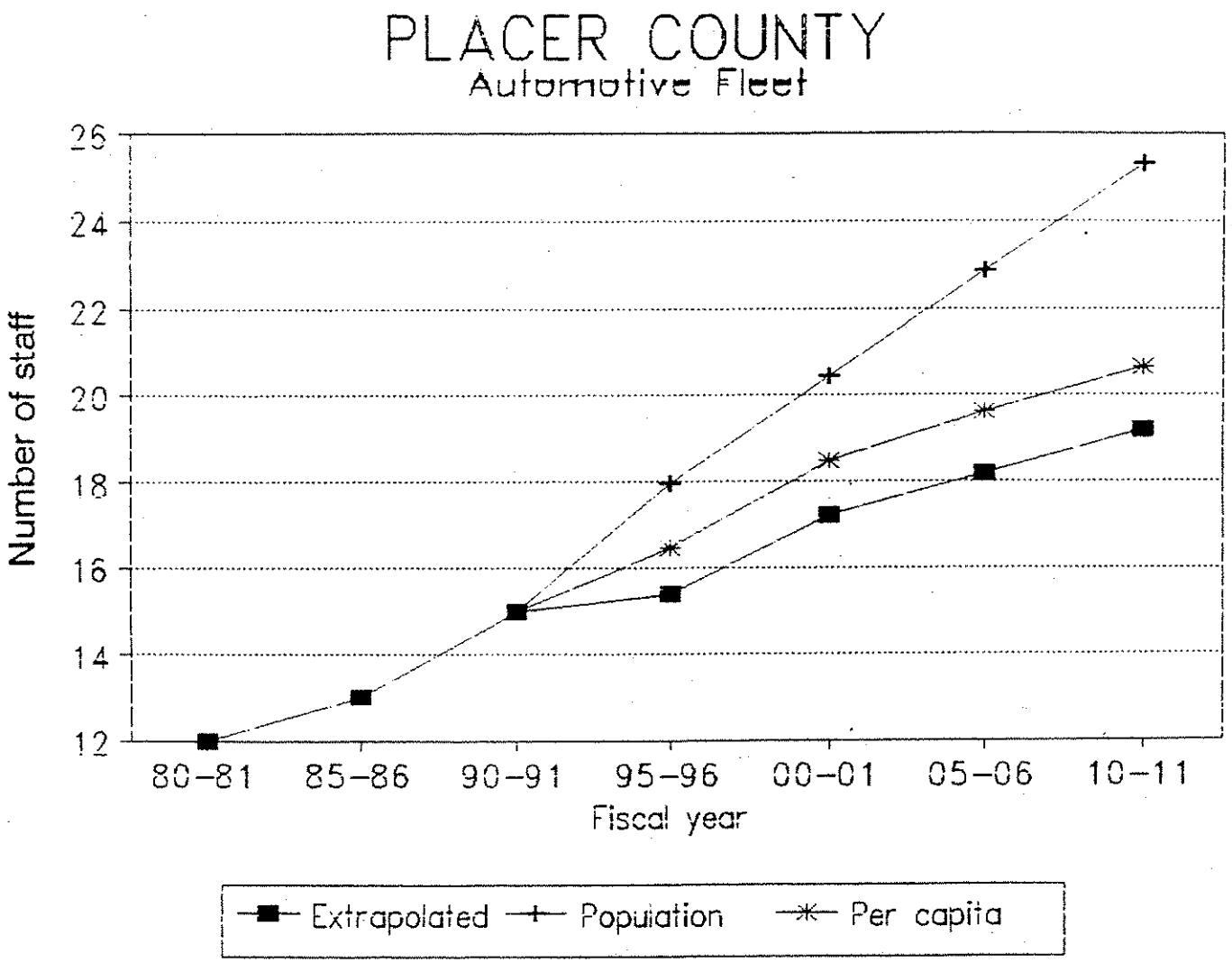
Total Net Prog.	**17517**	**19342**	**21616**	**24522.5**	**27689**
Dept.Gross (total program/.75	**23,356**	**25,789**	**28,821**	**32,697**	**36,919**
Space factor per person	243	234	231	225	220

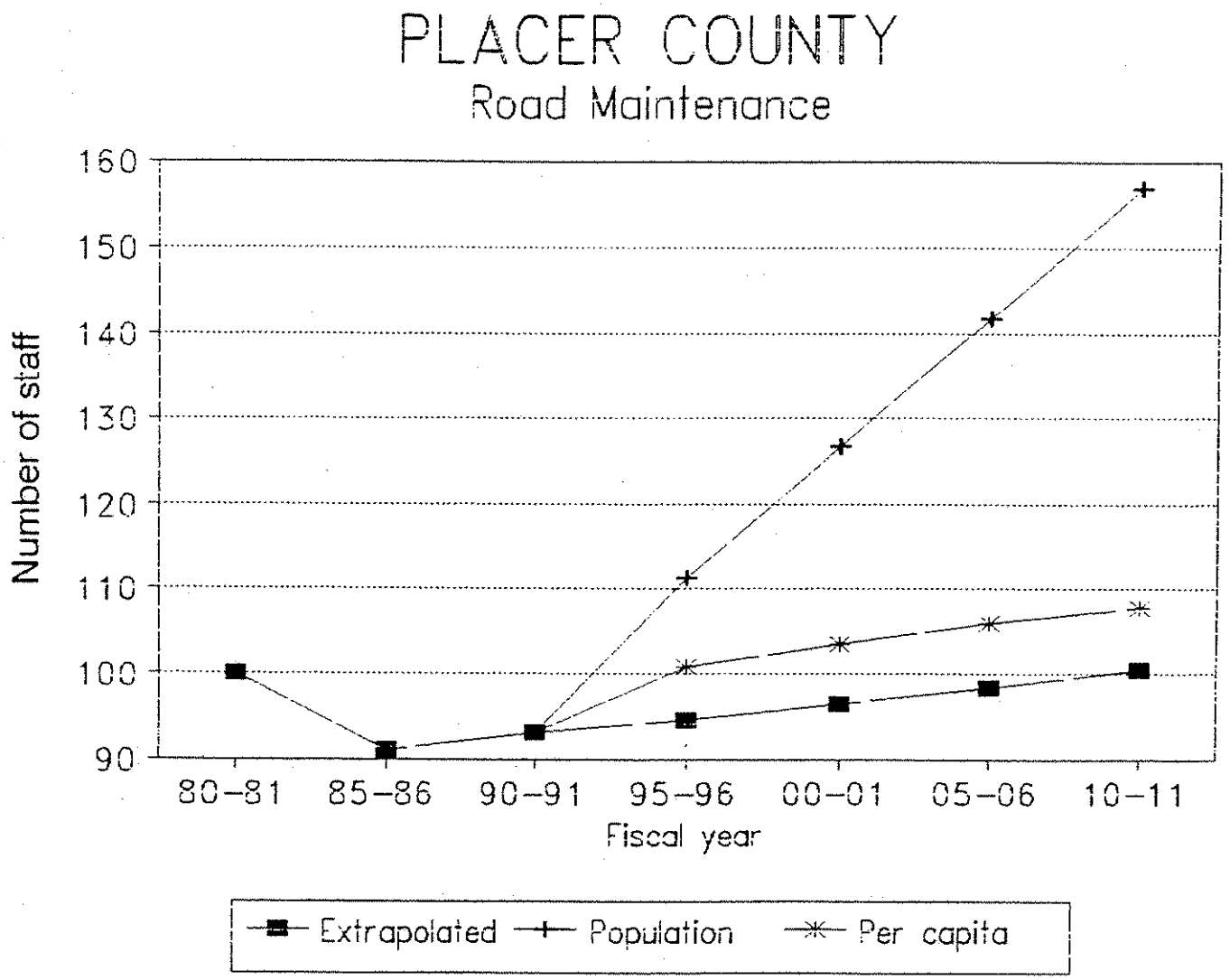
This combines Admin, Planning, Survey, Flood and Road Design

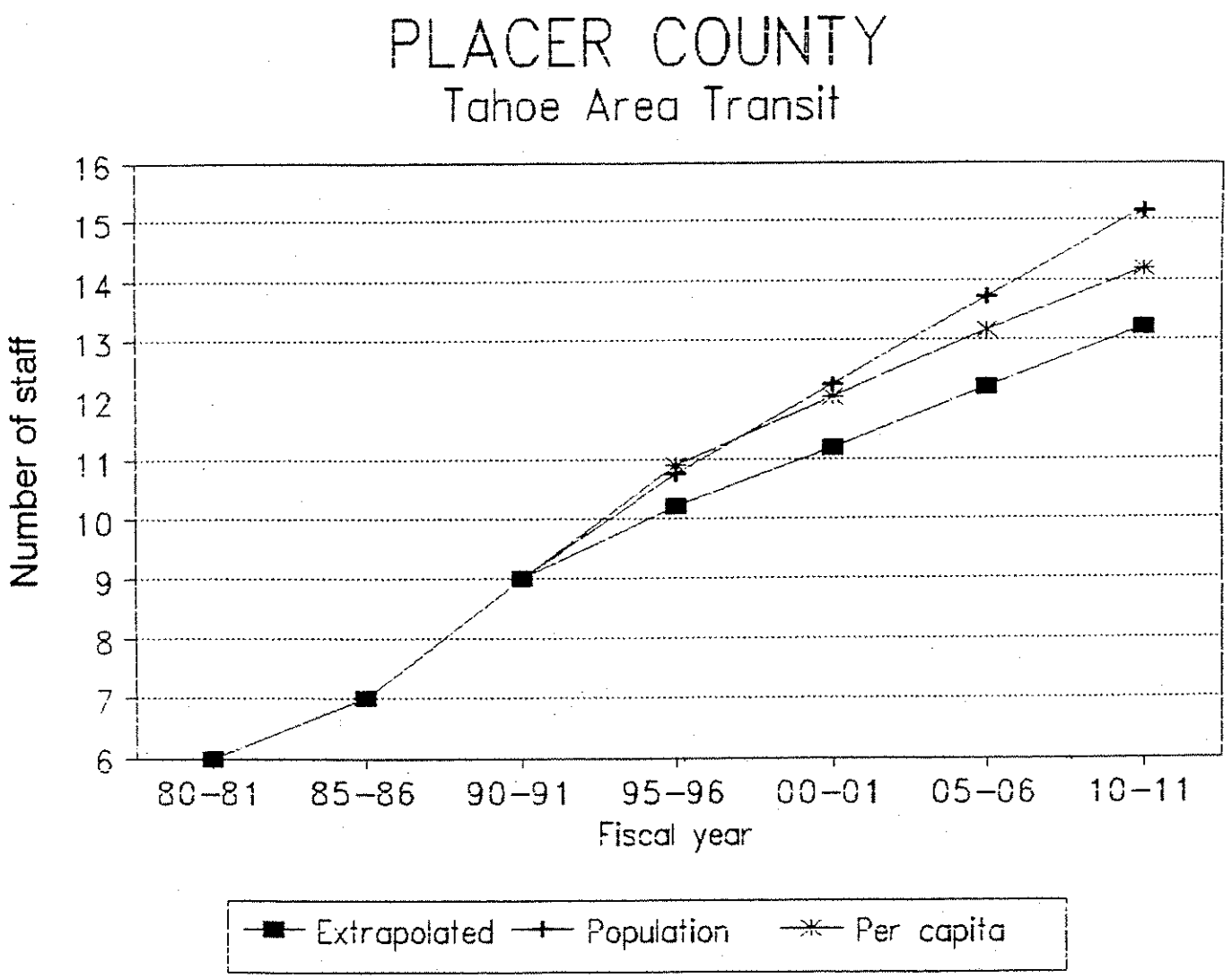

PLACER COUNTY
PW Admin, Planning, Survey, Flood
Number of staff
120
110
100
90
80
70
60
50
40
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

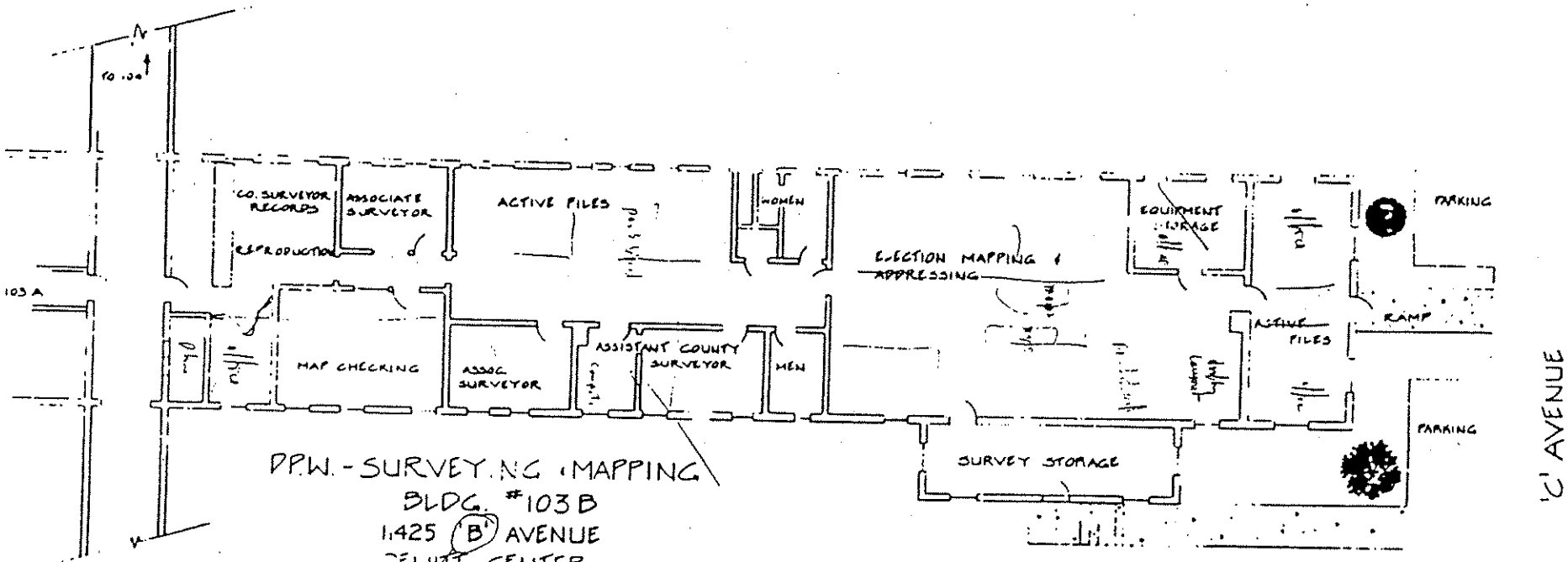

PLACER COUNTY
Road Design & Construction
Number of staff
50
45
40
35
30
25
20
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita


PLACER COUNTY
County Transit
Number of staff
14
13
12
11
10
9
8
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita


PLACER COUNTY
Automotive Fleet
Number of staff
26
24
22
20
18
16
14
12
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita


PLACER COUNTY
Road Maintenance
Number of staff
160
150
140
130
120
110
100
90
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita


PLACER COUNTY
Tahoe Area Transit
Number of staff
16
15
14
13
12
11
10
9
8
7
6
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita



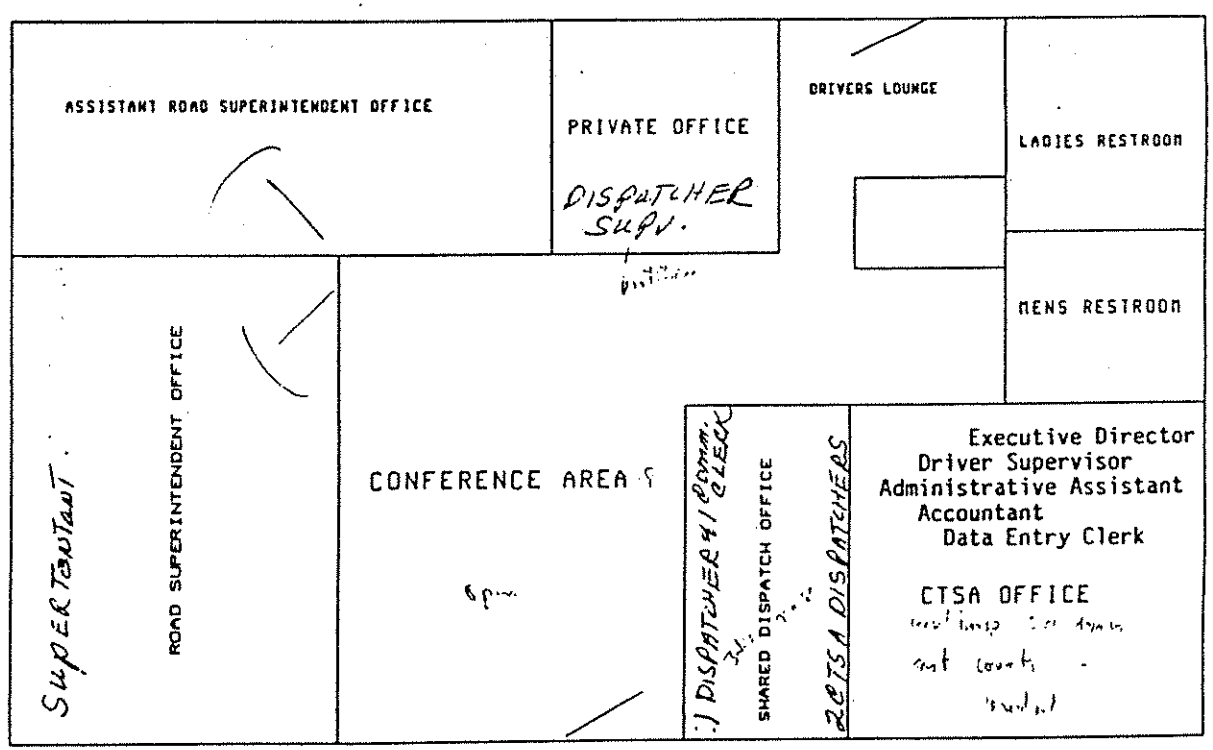
DPW. - SURVEYING & MAPPING
BLDG. #103 B
1,425 'B' AVENUE
DEWITT CENTER
AUBURN, CA.

'C'? All shared

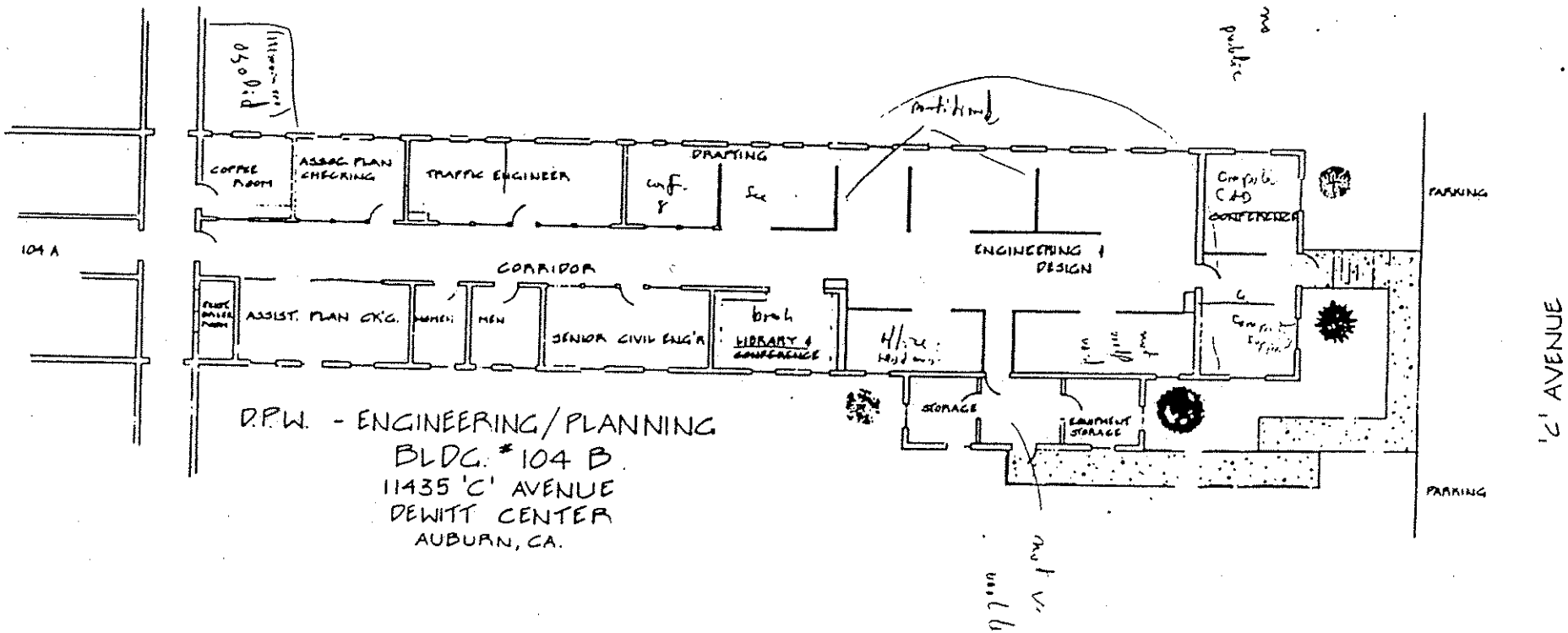
not much public

Roads

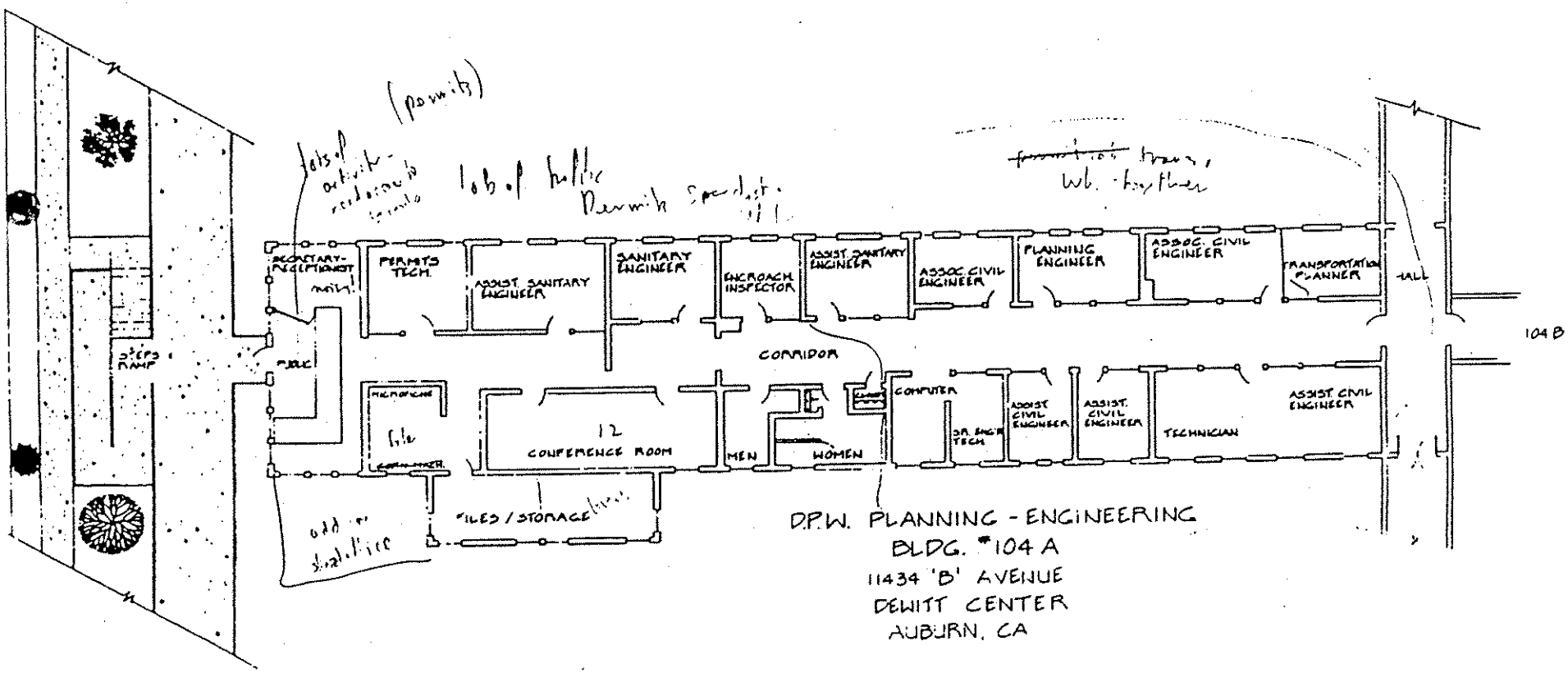
F AVENUE

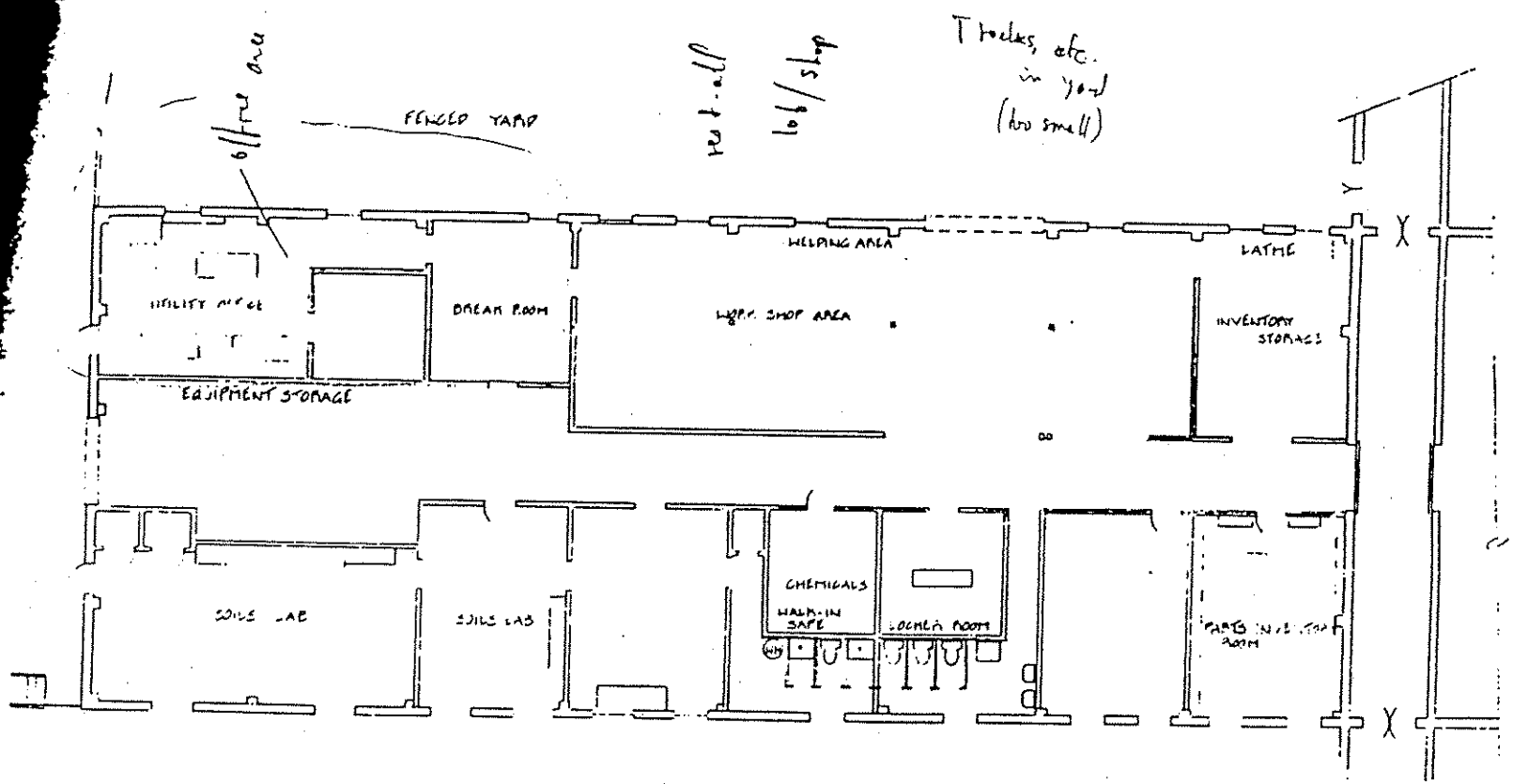


NO SCALE

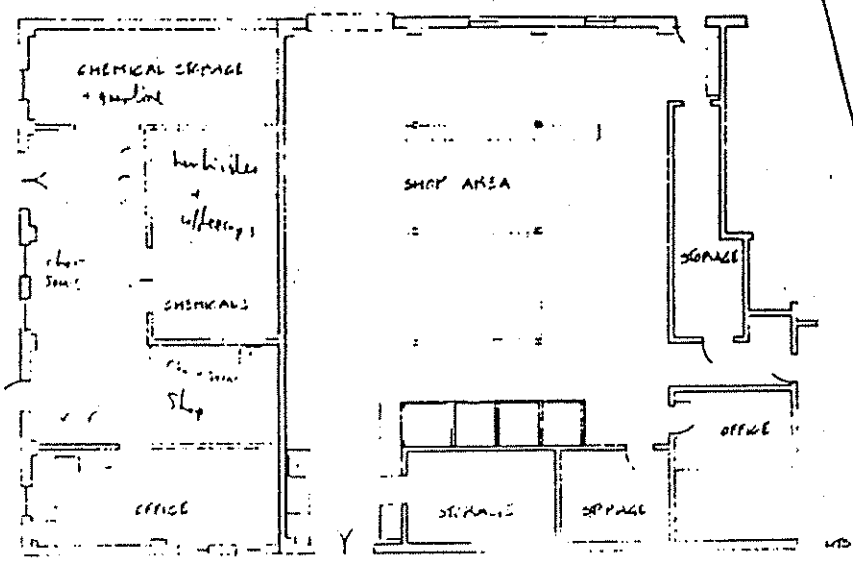


D.P.W. - ENGINEERING/PLANNING
BLDG. # 104 B
11435 'C' AVENUE
DEWITT CENTER
AUBURN, CA.


(permits)
lots of activity - reduce to [illegible]
lots of traffic
Permits Specialist
~~permits~~ trans, Wh. Gather
SECRETARY-RECEPTIONIST
PERMITS TECH.
ASSIST. SANITARY ENGINEER
SANITARY ENGINEER
ENCROACH. INSPECTOR
ASSIST. SANITARY ENGINEER
ASSOC. CIVIL ENGINEER
PLANNING ENGINEER
ASSOC. CIVIL ENGINEER
TRANSPORTATION PLANNER
HALL
104 B
STEPS RAMP
PUBLIC
CORRIDOR
MICROFICHE
file
12
CONFERENCE ROOM
MEN
WOMEN
COMPUTER
SR. ENG'R TECH
ASSIST. CIVIL ENGINEER
ASSIST. CIVIL ENGINEER
TECHNICIAN
ASSIST. CIVIL ENGINEER
FILES / STORAGE
add on shelf/fire
D.P.W. PLANNING - ENGINEERING
BLDG. #104 A
11434 'B' AVENUE
DEWITT CENTER
AUBURN, CA

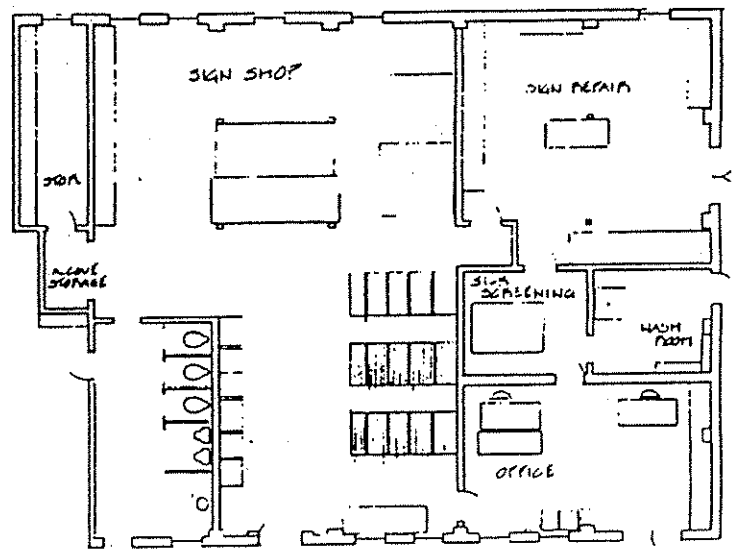


SOILS LAB & SPECIAL DISTRICT'S LAB
BLDG. #305A
11472 E AVENUE
DEWITT CENTER



DPW CHEMICAL STORAGE
BLDG #420A

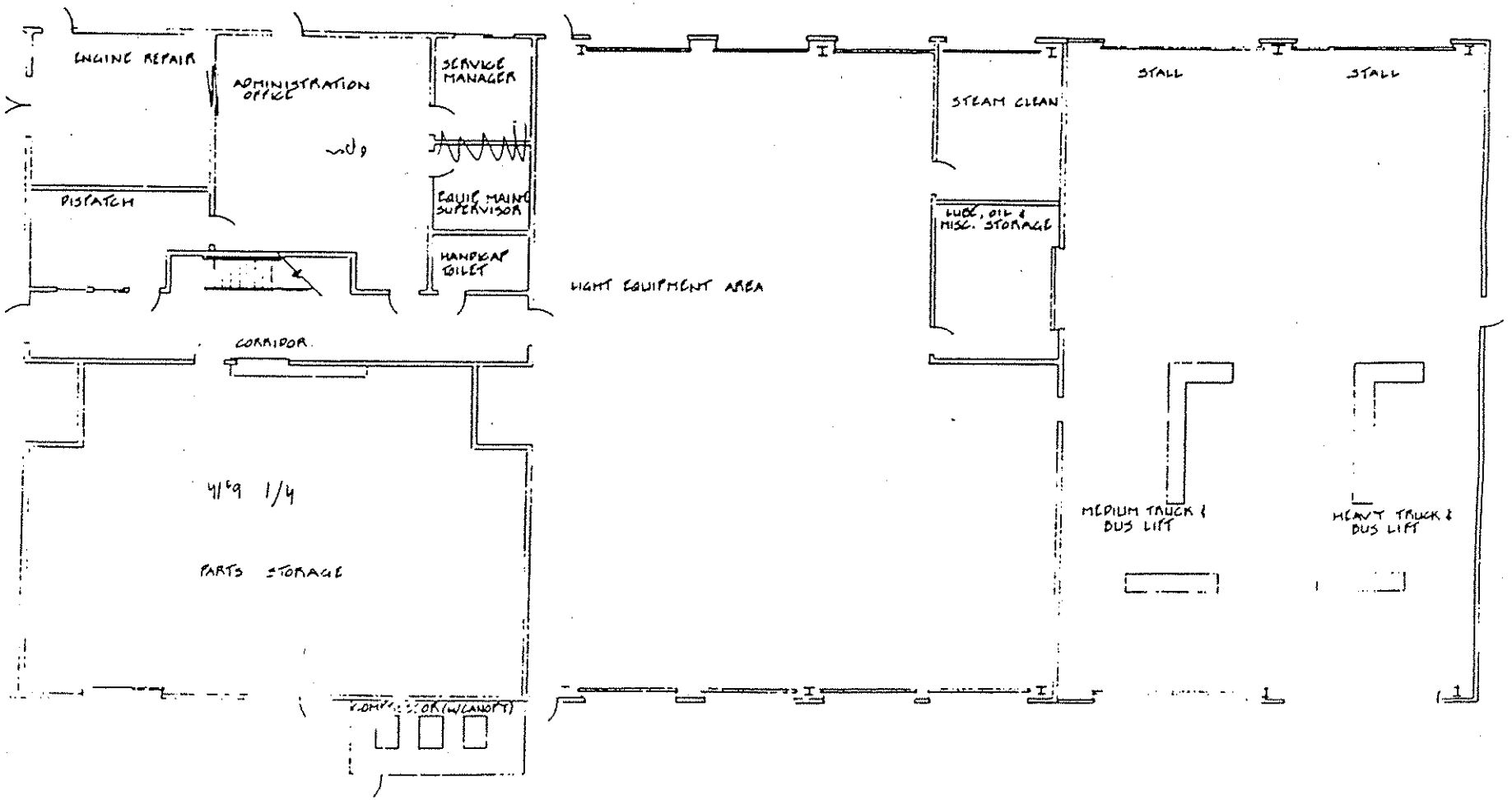
BRIDGE CREW
420 B

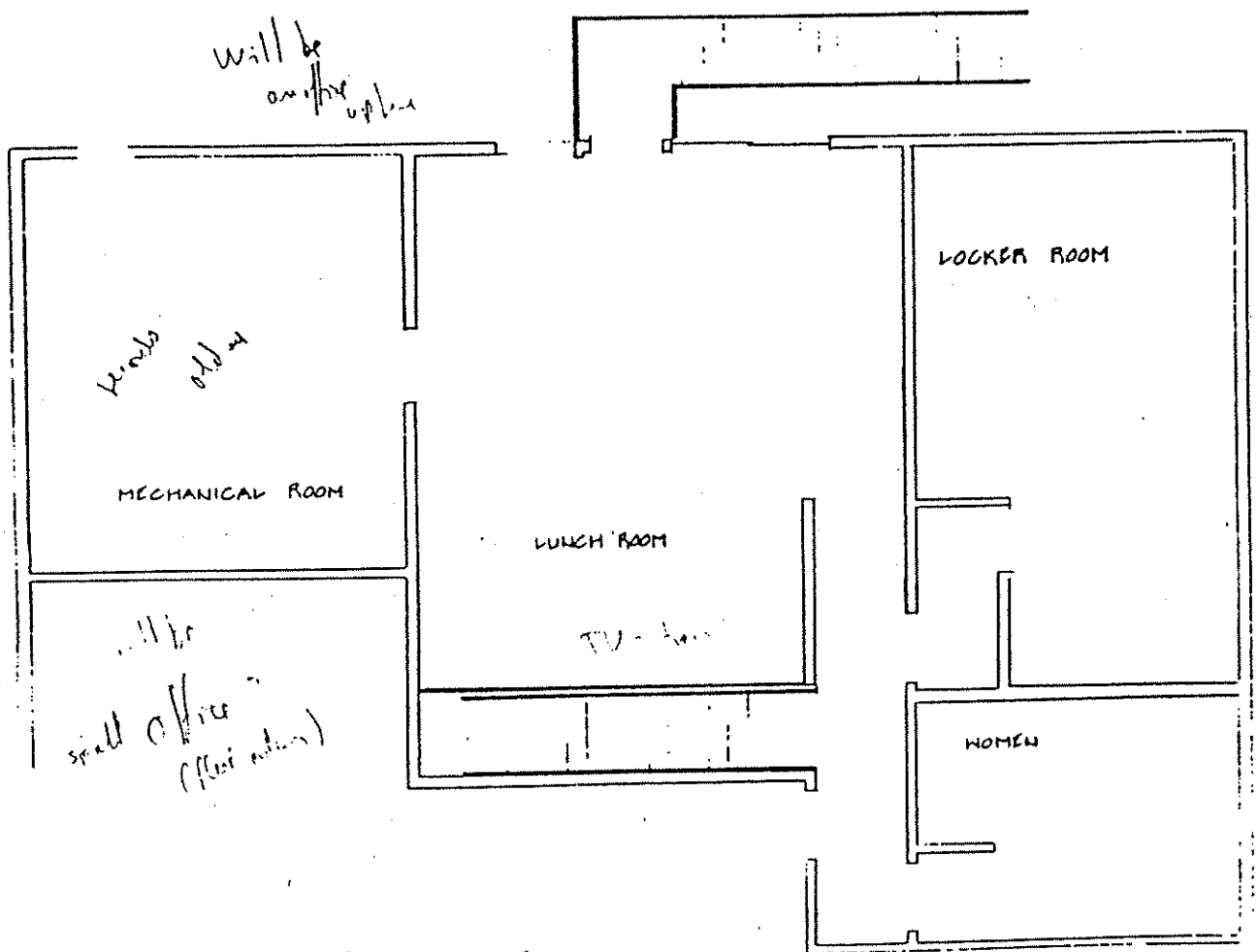


TRAFFIC SIGNS & SAFETY DEPARTMENT
BLDG # 420C

11432 F AVENUE
DEWITT CENTER

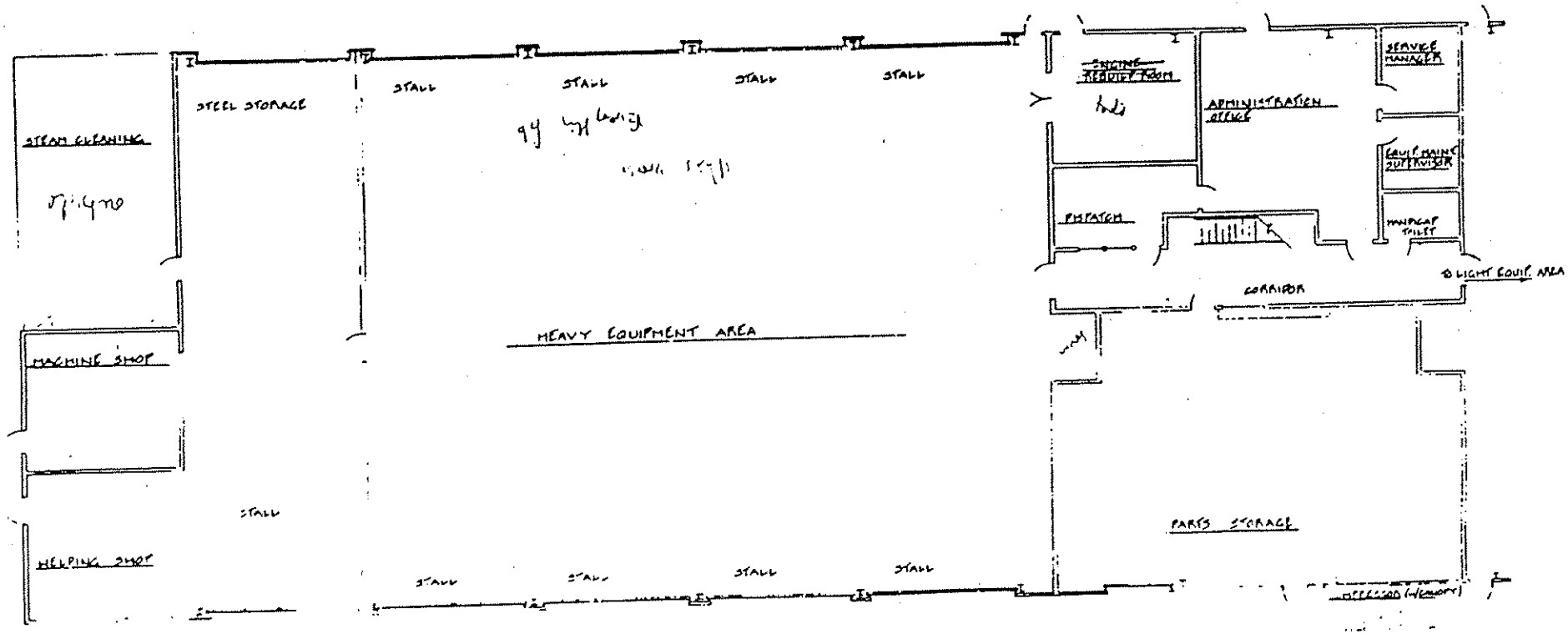
EQUIPMENT MAINTENANCE SHOP
1440 'F' AVENUE
DEWITT CENTER





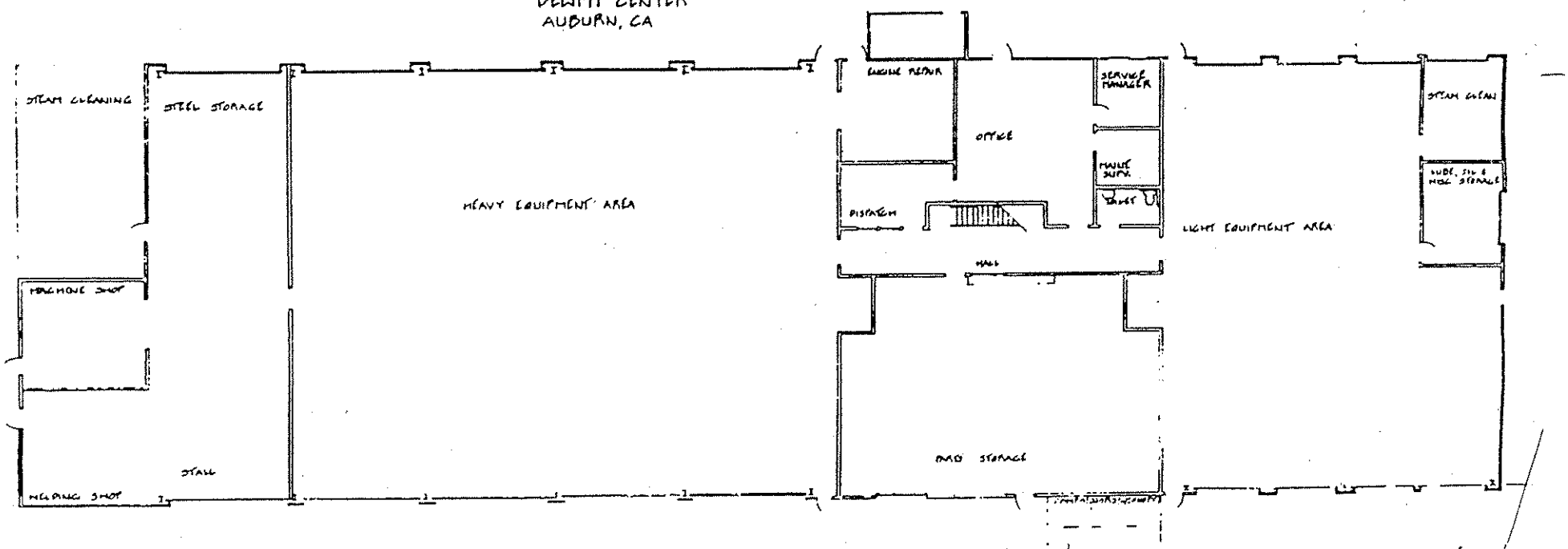
MAINTENANCE GARAGE
SECOND FLOOR

EQUIPMENT MAINTENANCE SHOP
11440 'F' AVENUE
DEWITT CENTER



EQUIPMENT MAINTENANCE SHOP

DEWITT CENTER
AUBURN, CA



TREASURER/TAX COLLECTOR

The Tax Collection division is responsible for the colleciton of secured and unsecured property taxes, delinquent taxes, land sales and business licenses. The Treasury division is responsible for receiving and dispersing funds for all departments, school and special districts who are required to deposit with the County Treasurer. The Treasurer acts as trustee for all bond issues of the county. The Treasurer may invest idle funds in the Treasury.

Staffing and Growth Trends

Increased assessed valuations and special assessment districts will increase the need for the department's services. Workload indicators are tracked as follows: tax bills; deposit permits, journal entries; warrants processing, and number of investments; bond issues; business licenses; mobile home certificates; state tax deferrals for senior citizens. The department anticipates four more employees over the next five years.

The department provides business license services to residents in unincorporated areas of the county only and tax collection services are provided to all residents of the county, regardless of incorporation status. There are no anticipated changes in government requirements that would impact personnel or service growth.

Adjacencies

Assessor (I); Auditor/Controller (E); Planning (I); Health (I); MIS (I). The department should also be close to all departments needing Treasury Services (U), as well as the State Controller (Division of Fiscal Affairs).

Security

The department states that current security needs relative to receiving money are not being met (i.e. bulletproof glass, video cameras, hold-up alarms and burglar alarms).

Current Facilities

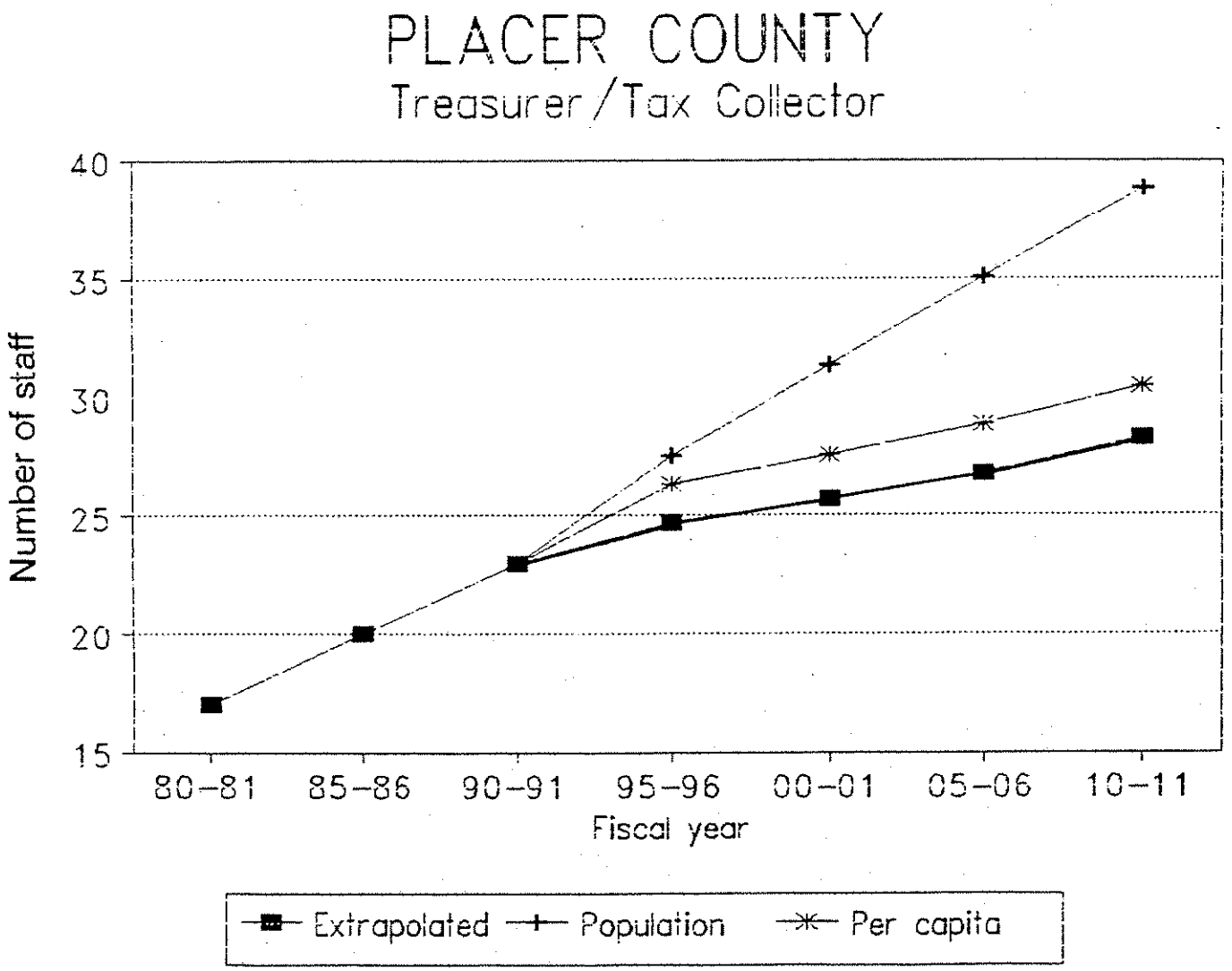
Finance Center, 137 Fulweiler Ave., Auburn

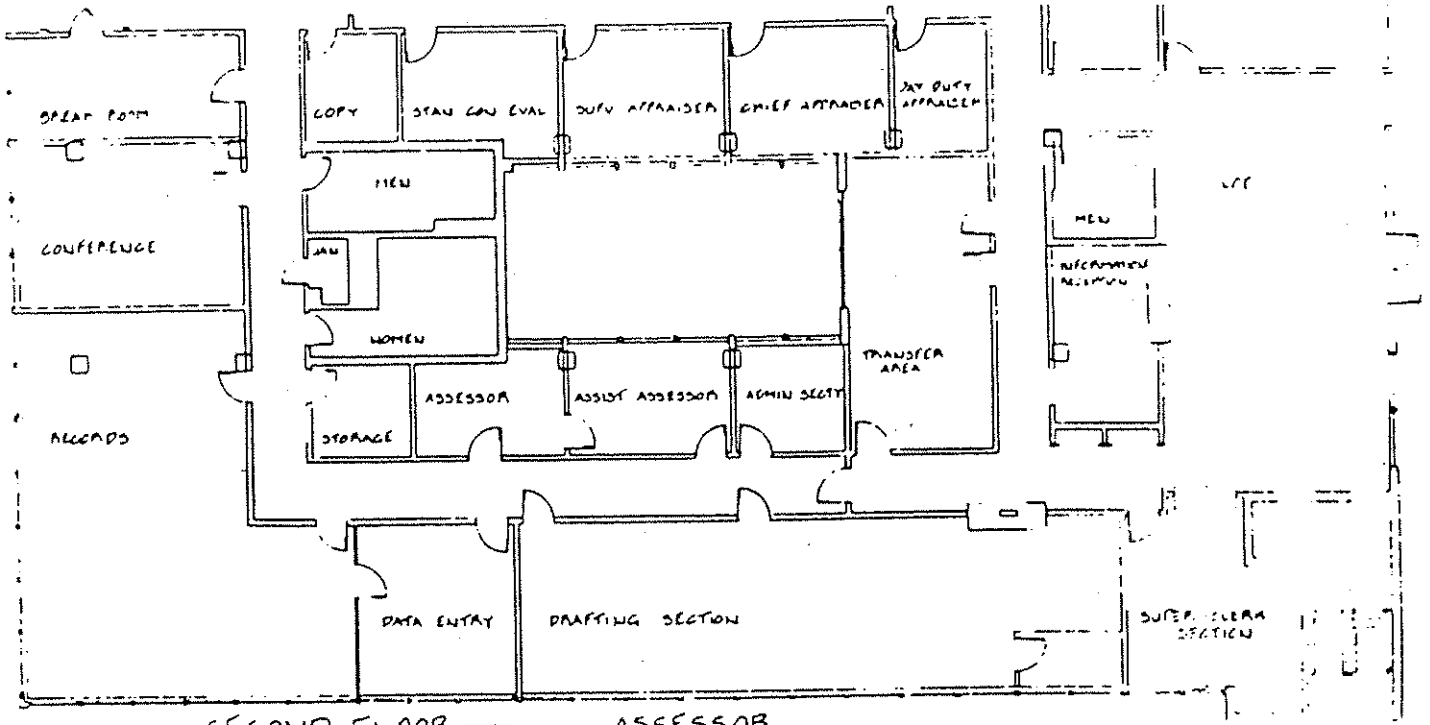
The existing office and counter space is crowded, configuration is difficult, records storage space is not adequate, and there are some problems with security for receiving money. Remodeling to change the configuration of the public counter and more efficient use of storage would delay the time that the department will outgrow its current space. Increased use of more proficient equipment would also help.

Storage: Records are retained for twelve years for tax rolls per state law. Records are purged or sent to storage annually. Off-site storage, microfilm and computer storage are not currently used.

Other workstations: Extra help work at tables. Visitors need work spaces for researching data and completing forms, Title Co. personnel and general public to access public records for research. Shared conference area is not on site. The present number of computers (34) will be reduced to 28 over the next year.

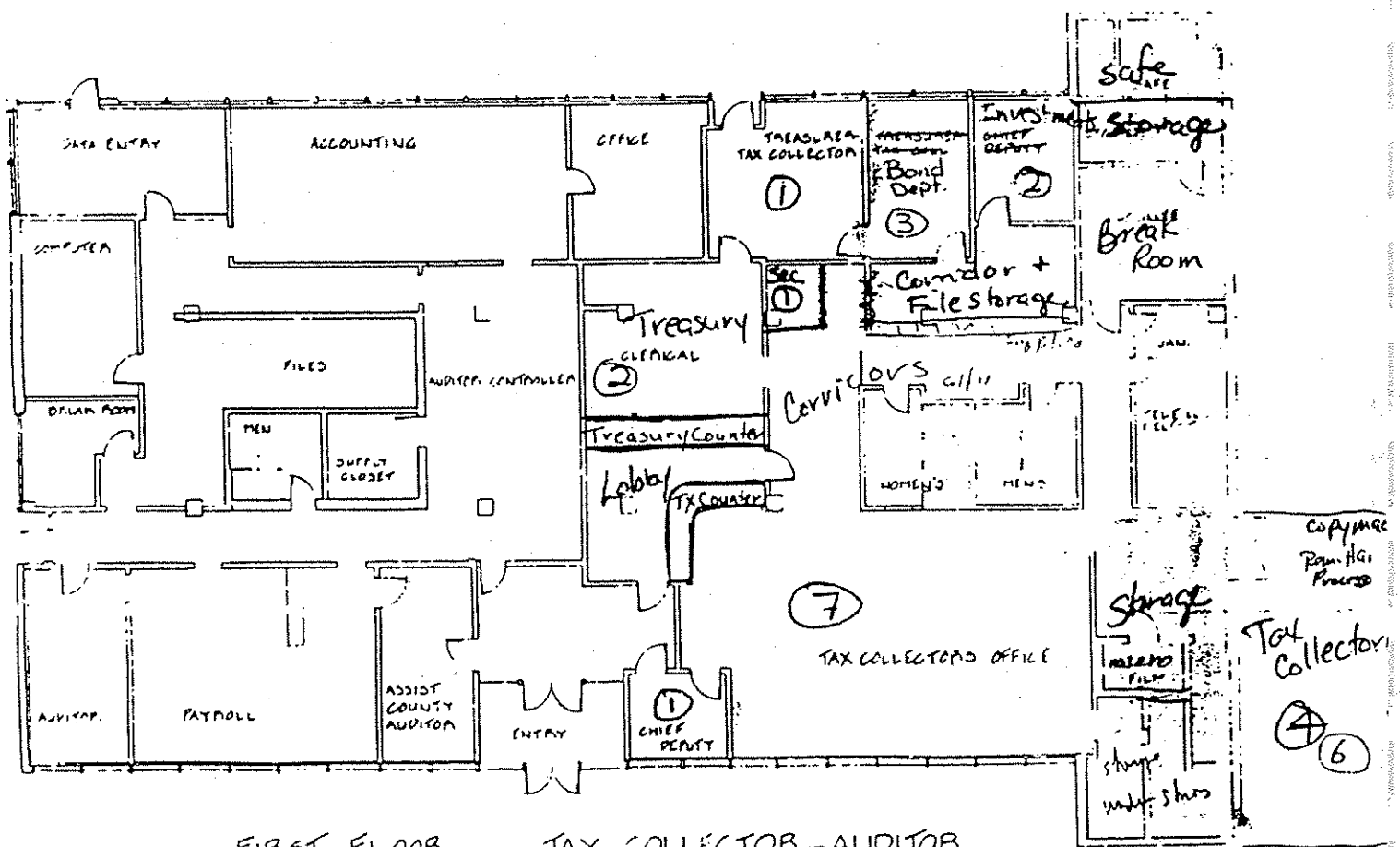
Additional storage: shelving, boxes, nonstandard filing cabinets. Records are dispersed throughout. Due to lack of proper spacing, space has been developed where available.


PLACER COUNTY
Treasurer/Tax Collector
Number of staff
40
35
30
25
20
15
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita



— SECOND FLOOR —

ASSESSOR
145 FULWEILER AVE.
AUBURN, CA



—FIRST FLOOR— TAX COLLECTOR-AUDITOR
145 FULWEILER AVE.
AUBURN, CA.

Placer - Treasurer-Tax Collector

Current Space	4,196

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200	2	400	2	400	2	400	2	400	2	400
Manager	150	3	450	3	450	4	600	4	600	4	600
Professional	125										
Support staff	85	17	1445	19	1615	20	1700	23	1955	26	2210
Field staff	75										
Other	75										
Staff space		**23**	**2595**	**25**	**2765**	**27**	**3000**	**30**	**3255**	**33**	**3510**
Coffee area/break	100	1	100	1	100	1	100	1	100	1	100
Extra help	50										
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.											
copier	50	2	100	2	100	2	100	2	100	2	100
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	100	1	100	1	100	1	100	1	100	1	100
reception	120	1	120	1	120	1	120	1	120	1	120
counters	75	2	150	2	150	2	150	2	150	2	150
vault	400	1	400	1	400	1	400	1	400	1	400
Special & support spaces			**1590**		**1590**		**1590**		**1590**		**1590**
Total Net Prog.			**4185**		**4355**		**4590**		**4845**		**5100**
Dept.Gross (total program/.75)			**5,580**		**5,807**		**6,120**		**6,460**		**6,800**
Space factor per person			243		232		227		215		206

Placer Treasurer/Tax Coll. Dept. Print

Current Space Use Worksheet

Dept. **Treasurer/Tax Coll**
Address **137 Fulweiler**

Current Staffing and space use

Direct.	1
Admin.	2
Mgrs	3
Prof.	0
Support	16
Field	0
Other	0
Total Staff	22

Extra Staffing Needs

Staff w no wkst	N
Extra Help	Y
Extra Help #	5
Other Wksts.	Y

Specialized Spaces

Now Have

Break/coffee area	1
Conference	1
Copy	1
Supply	1
Reception/waiting	1
Lab/wk.bench	0
Other	0

Current Storage

type	Size	Adequate?
Treasurer/Tax Coll	*137 Fulweiler*	
Admin. files/repts		N
supplies, forms, etc.		N
exhibits, evidence		
financial records		N
computer tapes		
microfiche		N
industrial equip.		
specimens/lab equip.		
tools/materials		
other		

Conference Rooms

Group size	Freq.	Duration	
Treasurer/Tax Coll	*137 Fulweiler*		
1 to 4	5X/WK	15 MIN	PUBLIC
5 to 8	3X/MO	1 HR	PUBLIC
9 to 15			
16 to 30	4X/YR	2 HRS	STAFF
over 30			

Meeting space adequate? N

Reception and Waiting

No. of visitors: 100+ Time: Peak hours

Visitor Type	%				
Co. staff	5	Need recep. area	Y	Needs met?	N
Pub. (prof.)	5	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	85	Visitor seating	Y/2		
Other	5	Counter/# visitors	Y/20		
		Other?	0		

Subjective Assessment by Dept.

Outgrown space?	N
Outgrow in 2/5 yrs?	5
Smaller,good des ok	N
Bldg. Code problems?	Y
Have disabled access	Y

Building Condition

Acoustics	F	Security/conf.	P
Interior finish	F	Temp	P
Layout	P	Ventilation	P
Lighting	P		

Storage:

Storage problem?	MAJ	No. stand. drawers	50	Store other ways?	Y
		Linear Ft of open shlf.	0	Cent or indv?	I

Computer

Link to IS main?	0	No. terminals	34
Impact of addl. comp.	MIN	No. sufficient?	0

Parking

Need pub. trans. access	Y	Employees'	23
Parking Adequate	N	Visitors'	30
Spec. veh.or access	access?	Co.owned veh.	5
		Max No. Vehicles	53

VETERANS SERVICE

Primary functions are counseling and assisting veterans and their family members in their requests for benefits the U.S. Department of Veterans Affairs and/or the California Department of Veterans Affairs.

Staffing and Growth Trends

Any military action that will increase the veteran population will increase the need for the department's services, as would action at any level of government which might affect veterans' rights and privileges. No accelerated growth is expected over the next five years. However, the office anticipates increasing numbers of field visits and the Veterans Service officer will be attending an increased number of training seminars. The department serves all veterans and/or family members seeking assistance.

The department plans to introduce use PCs to automate its manual operation.

Workload indicators are recorded. A daily log is kept of the number of interviews conducted, claims filed, claims reopened, referrals received, referrals verified and powers of attorney conveyed. Monthly and quarterly reports are furnished to the California Department of Veterans Affairs from which county subvention is determined.

Adjacencies

California Department of Veterans Affairs, U.S. Department of Veterans Affairs, Placer County Veterans Advisory Council. The current location of the facility is ideal for the operations unique to the office.

Security

The department has no unusual physical security or privacy requirements other than those covered under the Confidentiality Act of 1974. The VSO is investigating adding a bell or warning device when someone enters the building especially when only one person is there.

Storage

Nearly all records from the inception of the office (1942) are stored therein. However, the office is currently in the process of reducing the number of unnecessary records maintained. The department is not aware of any requirement to maintain most records beyond one year; an audit is performed yearly by the California Department of Veterans' Affairs.

The office does not currently make use of either onsite or offsite microfilm storage. All the VSO's files will be data based on the PCs. Active files will be stored onsite; inactive ones will be transferred to the county's record holding area.Data Processing has positively influenced space demands by allowing the department to keep backup copies of forms and correspondence on disk.

Current Facilities

Office, Dewitt Center, 2995 First St., Building 27, Auburn

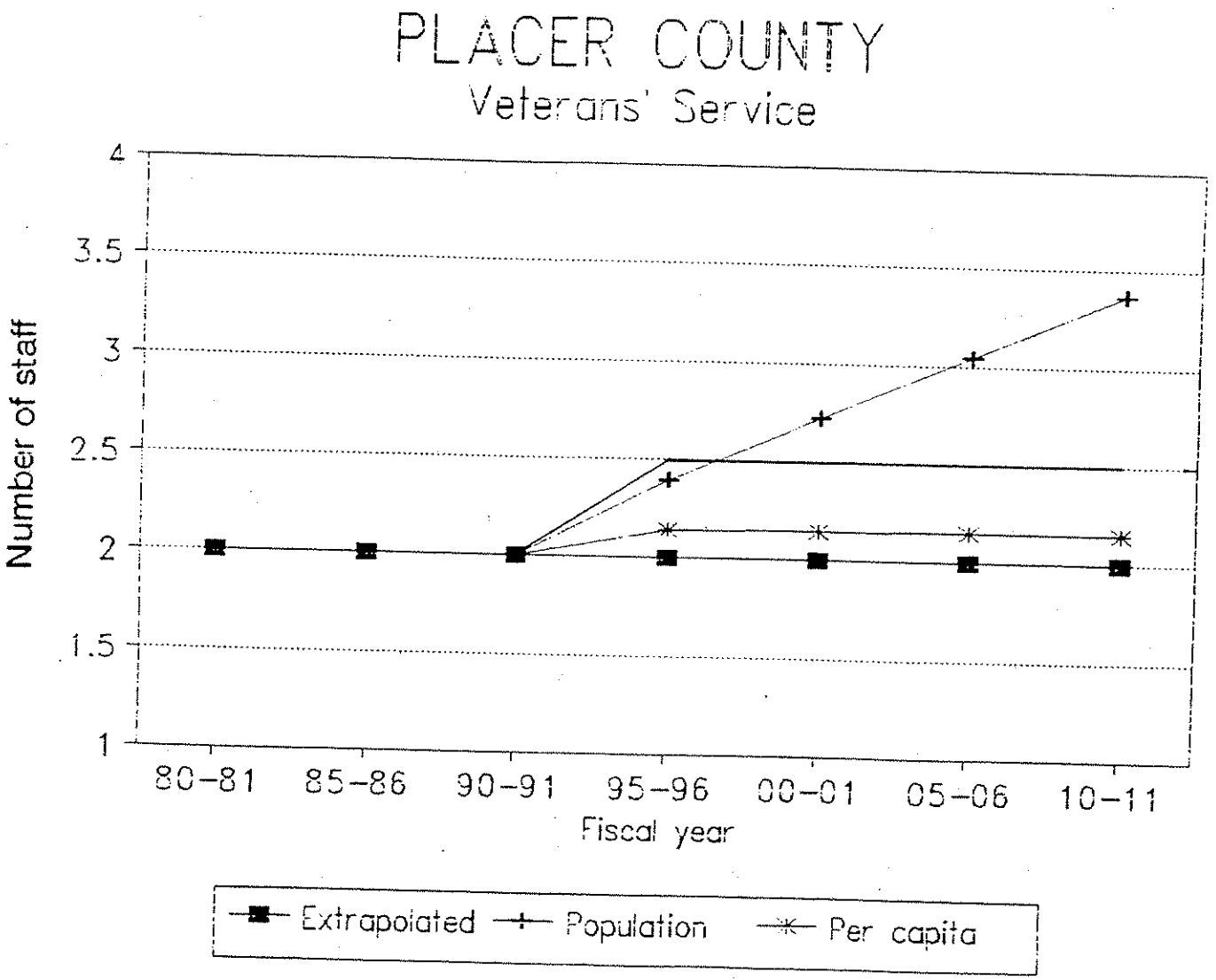
Introduction of data processing equipment is probably the single most important step in delaying overtaxing of available space. The department anticipates current facilities will suffice for another decade.

Additional workstations: A room containing a desk, a copier and chairs is used as a utility room for making copies, storage and occasionally for interviewing (if extraordinary privacy is requested).

Other specialized space: Interviewing and counseling rooms/offices for other visitors and veterans.

Deficiencies: The department comments on the number of maintenance projects needed, including upgrades of wall and floor surfaces and utilities.

Additional storage: The department plans to install frequently used forms on the PCs. A Veteran population data base can be developed from the information contained in the files. PCs will provide support for correspondence, records and reports, budget data, Advisory Council Support, and electronic transfer of information resulting in significant space savings.

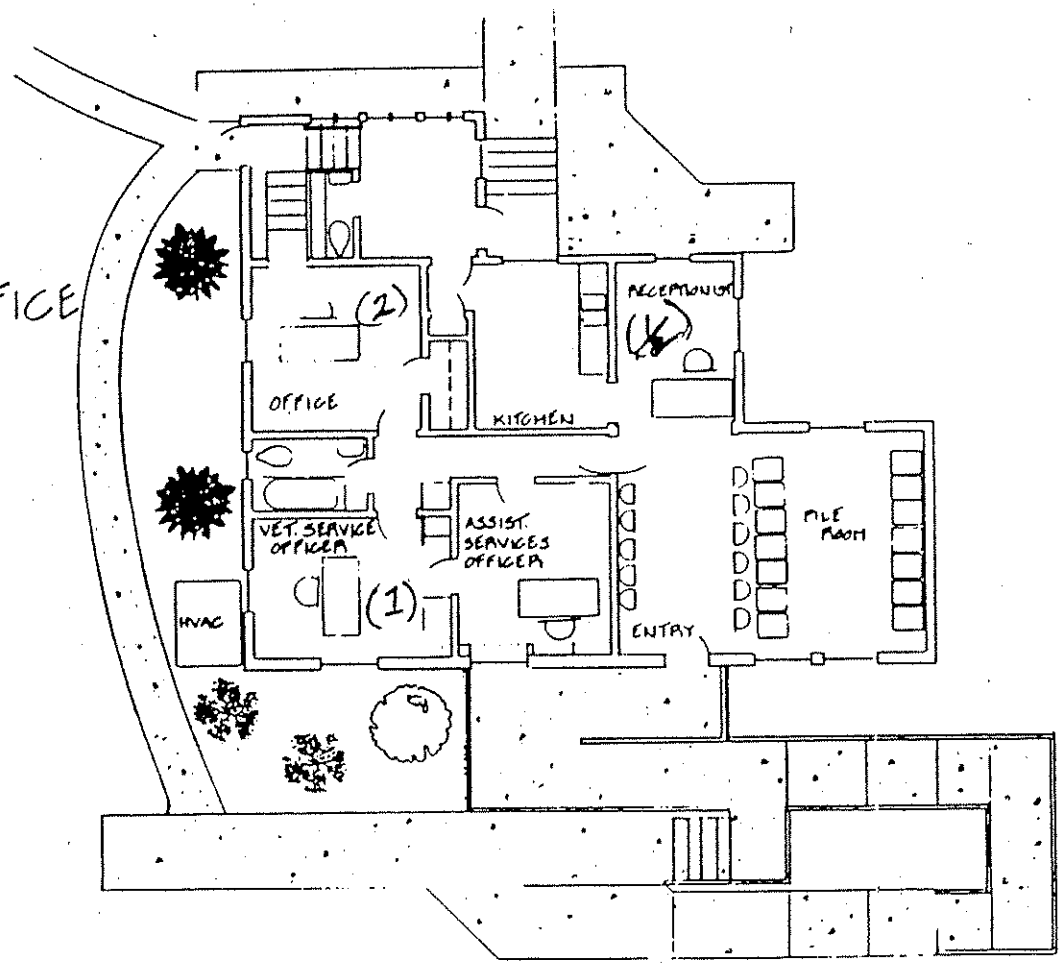

PLACER COUNTY
Veterans' Service
Number of staff
4
3.5
3
2.5
2
1.5
1
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - Veterans' Services

Current Space	1382

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200										
Manager	150										
Professional	125	1	125	1	125	1	125	2	250	2	250
Support staff	85	1	85	1	85	1	85	1	85	1	85
Field staff	75										
Other	75										
Staff space		**3**	**510**	**3**	**510**	**3**	**510**	**4**	**635**	**4**	**635**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50										
small conf.	200										
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	50	1	50	1	50	1	50	1	50	1	50
file area	100	1	100	1	100	1	100	1	100	1	100
reception counters	100	1	100	1	100	1	100	1	100	1	100
Special & support spaces			**500**		**500**		**500**		**500**		**500**
Total Net Prog.			**1010**		**1010**		**1010**		**1135**		**1135**
Dept.Gross (total program/.75)			**1,347**		**1,347**		**1,347**		**1,513**		**1,513**
Space factor per person			449		449		449		378		378

VETERAN'S SERVICE OFFICE
BLDG. # 27
2995 FIRST STREET
DEWITT CENTER



If y / PP/D

Placer Veterans Svcs. Dept. Printout

Current Space Use Worksheet

Dept. **Veterans Services**
Address **2995 First St.**

Current Staffing and space use		**Specialized Spaces**		**Current Storage type**	**Size**	**Adequate?**
		Now Have				
Direct.	1	Break/coffee area	1	*Veterans Service*	*2995 First St.*	
Admin.	0			Admin. files/rcpts	8.5x11 & lega	Y
Mgrs	0	Conference	0	supplies, forms etc.	standard	Y
Prof.	0	Copy	1	exhibits, evidence		
Support	1	Supply	0	financial records		
Field	0	Reception/waiting	1	computer tapes		
Other	0	Lab/wk.bench	0	microfiche		
Total Staff	2	Other	2	industrial equip.		
				specimens/lab equip.		
Extra Staffing Needs				tools/materials		
Staff w no wkst	N			other		
Extra Help	N					
Extra Help #	0					
Other Wksts.	Y					

Conference Rooms

Group size	**Freq.**	**Duration**		Meeting space adequate?	Y
Veterans Services	*2995 First St.*				
1 to 4	DAILY	15 MIN	STAFF		
5 to 8					
9 to 15					
16 to 30	MONTHLY	3.5 HRS	PUBLIC		
over 30					

Reception and Waiting No. of visitors: 11 to 25 Time: Equal thru day

Visitor Type	%				
Co. staff	1	Need recep. area	Y	Needs met?	Y
Pub. (prof.)	1	Need recep.desk	Y	Visit. need wksp.?	N
Gen. Public	1	Visitor seating	Y/8		
Other	97	Counter/# visitors	0		
		Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	N				
Outgrow in 2/5 yrs?	N	Acoustics	G	Security/conf.	F
Smaller,good des ok	Y	Interior finish	F	Temp	G
Bldg. Code problems?	Y	Layout	G	Ventilation	G
Have disabled access	Y	Lighting	F		

Storage:		No. stand. drawers	72	Store other ways?	Y
Storage problem?	NO	Linear Ft of open shlf.	100	Cent or indv?	C

Computer		Link to IS main?	N	No. terminals	0
		Impact of addl. comp.	0	No. sufficient?	0

Parking		Employees'	3
Need pub. trans. access	Y	Visitors'	4
Parking Adequate	Y	Co.owned veh.	0
Spec. veh.or access	access?	Max No. Vehicles	7

WELFARE

Welfare and Social Services provides three primary services. These are social services, income maintenance, and the GAIN program. Social services include programs such as child protective services, adult protective services, and in-home supportive services. Income maintenance programs include AFDC, Food Stamps, General relief. GAIN is a work-training program.

The department is currently in the process of adding computer terminals to enable eligibility workers to access on-line capabilities of the computer system. Because of the way the department's space is configured, each worker will need to have a computer terminal. There is no space for shared workstations.

Staffing and Growth Trends

Social Services has a staff of approximately 30 social workers, and approximately 65-70 homemakers and aides that work on a part-time basis and do not currently have any office space. (Five supervisors do have offices, however.)

Currently GAIN is located in Penryn; this program may be shrinking because of funding changes and state budget problems.

Income maintenance programs will have some possible expansion for programs such as homeless relief and special relief. (This division currently has approximately 65 eligibility workers.) Services are provided through offices in Auburn, Roseville, Peryn and Tahoe.

The Children's Receiving Home is a multi-disciplinary approach to child welfare problems, and involves representatives from Placer County courts, Dept. of Education, Probation Department, and health Department. The Children's Receiving Home is the first project, and additional programs could be started.

The juvenile treatment center may be privatized in the next five years. The County is planning to remodel two wings of the minimum security jail. Although the space would be owned by the county, the services would be provided under contract with a private provider (because funding sources will provide 90% of funds this way).

Fraud Investigations was moved to Welfare from the DA's office. One staff was added. The Public Guardian moved to Welfare in 1981, and another staff position was added. CMSP was moved to the Health Department, and one staff was transferred with an additional three positions eliminated.

Economy/homelessness, child abuse incidents, state and federal legislation and/or regulation/court cases will all increase the need for the department's services. Growth is expected to be 15 to 20 percent over the next five years. The department does not expect reorganization over the next few years, although there has been some discussion regarding a merger with Community Services. CMSP may be coming back to Welfare.

All residents of the county are served regardless of incorporation status.

Social services are growing statewide, partially because of child services. There has also been an increase in Adult Protective Services. Funding is the biggest variable. In Placer, welfare has been fairly stable until the last couple of years. This may be due in part in immigration of lower income population, and a big impact from illegal aliens, particularly in the Tahoe area. Welfare is feeling pressure to expand services and staffing in all offices.

It is possible that the department will assume a Public Administrator function. Service levels to the homeless will be expanding over the next few years. Functions may be carried out differently in the future, due primarily to proposed statewide automated system.

The department tracks workload indicators via caseload, expenditure, and time monitoring.

Adjacencies

Family Support (I), Mental Health (U), Superior Courts (U), Community Services (U), County Counsel (U), Health (U). The department also meets frequently with SDSS/SDHS at 744 P Street in Sacramento.
Adjacencies: Since the courts moved from Dewitt, there has been some problems with adjacencies. Some social workers are in court every day, especially with juvenile cases.

Operations would be internally more efficient if consolidated in a single location, but less effective in service delivery to the public.

Security

Records are confidential in locked building. Current needs are partially satisfied.

Storage

Records are retained for an average of three to five years; often, court cases require longer retention. Records are regularly purged or sent to storage. Although offsite storage, microfilm and computer storage could be used, they are not currently. An online computer system is in the works.

Computer

The state is currently researching case data automation. Although there is currently a discussion going on regarding the best system, one system could be picked and implementation started as soon as 1992. Child Welfare System, statewide, provides assistance to county and monitor.

Other

Handicap access and bathrooms are required for clients to meet civil rights. There are a large number of female employees; child care is a factor. There should be a family visitation site for foster children.

Current Facilities

Dewitt Center, 11519 B Ave., Auburn. Buildings 15A, 15B, 16A, 16B

Further expansion into Wing 17B is anticipated, as is expansion in the Roseville and Tahoe offices. Remodeling and rearrangement of work stations may, in a limited fashion, help to delay outgrowing current space. Computer equipment will be obtained for most employees within the next five years.

There are CDS Inquiry terminals in all buildings except 17B. There is one workstation in 15A, 2 in 15B, 3 in 16A, and 2 in 16B.

Break areas: 1 in 16A is Welfare only. The one at 17B is shared.

Reception needs are only partially met. The department has one window (counter) so a long line often develops.

Visitors need work spaces to complete forms.

The department has outgrown present office space. They have had to move a unit to 17B as there is no room for case management staff. The configuration of the building does not allow for the most efficient use of space; however, major remodeling would be required to change it. Both heat and air are inconsistent from one area to the next. Windows can be opened to help with ventilation. Outside doors can be locked to improve security/confidentiality.

There are no meeting spaces to accommodate more than 15 people.

Storage: There are too many filing cabinet drawers to count. Each private office has at least 2 file cabinets and some cubicles. For welfare case files, open shelf filing is used in a combination of book shelves, bricks and boards, shelving units and vertical file holders. For inactive cases, the department has a mobile fixed shelving system that holds several years of cases. For cases older than that, 100 feet of the hallway is used with three levels of shelving.

More file cabinets could be used for administrative files and reports, but there is not enough room. Storage is a continuing problem.

Within two years the department will be changing the way it conducts business due to implementation of the statewide automation . Case information will be maintained on a computer. The department will be operative with much less paper, therefore, storage requirements will decrease. Implementaiton of SAWS will also impact space needs and building layout.

Roseville Office, Welfare 2, 100 Stonehouse Ct., Ste. A, Roseville
This office provides eligibility services to residents of south Placer County.

Additional workstations: 5 computer stations. Newly hired staff not yet assigned do not have fixed workstations (no predetermined space available - will make "as do").

Other specialized spaces: 2 janitor and mail room; 1 vault; 1 (large) closed files storage; 4 restrooms (public and private, which are inadequate); 1 telephone equipment room; 7 interview rooms; 1 training room.

Other reception area: teller window for food stamp sales.

Visitors need workspaces for completing forms. Access is required after normal working hours for public (meetings) and staff (meetings and overtime).

Deficiencies: insufficient office space for family visits (CPS). Interview rooms, auditors, visiting departmental staff (e.g., SIU, cubicle work stations for six staff members, closed file storage, space for expansion). Facility is overcrowded due to wear and age; confidentiality is good; employee entrances are not secure. Community and caseload growth have resulted in inadequate space. Modern, well designed space will be helpful in addition to more space.

Additional storage: open file storage (amount is inadequate). Other type storage space: children's toys, diapers, rubber gloves.

Additional computer equipment would negatively impact space needs. However, the department anticipates the future need for many more terminals and additional computer equipment, so space needs must be considered.

Penryn Office, (Welfare 3), 3268 Penryn Rd., Ste. 200, Penryn
This office houses employment programs, including GAIN.

Additional workstations: 1 pool computer station; 1 typewriter station; 2 classrooms.

Specialized spaces are not shared upstairs; shared with PCOE downstairs. Other specialized space: storage/files. Other: reception area, display area for resources.

Visitors need work spaces for completing forms, preparing reports, reviewing files and writing checks.

Deficiencies: file storage, private interview space, copy machine space. The driveway is narrow; inadequate warning system on septic; floor conduits exposed; separation in floor; work area not appropriate for VDTs. Single thermostats for unconnected space. No work stations.

Storage of files/supplies a problem. Additional storage: storage closet (fixed, metal, 24 x 2.5)

If computer equipment were added, VDT workspace design would remain an issue.]

Local/secure space for overnight parking of county vehicles is required. Access is required for bus turnaround.

Tahoe Office, Welfare 4, 5225 North Lake Blvd., Carnelian Bay
This office houses eligibility workers and social service workers for the Tahoe-Placer County area.

Additional workstations: 3 interview stations; 3 computer stations; 2 conference tables used for meetings.

1 break area is shared with Family Support. Reception area is shared with Social Security Dept. Quarterly. A front counter would be more conducive to reception.

Visitors need work spaces for completing application forms.

Deficiencies: There is a lack of formalized reception counter and a need for centralized clerical office space to accommodate computers, copier, terminals and clerical work stations. Restroom facilities are not accessible for disabled persons. The facility does not have air conditioning. Rooms are not well soundproofed. Clerical equipment should be centralized.

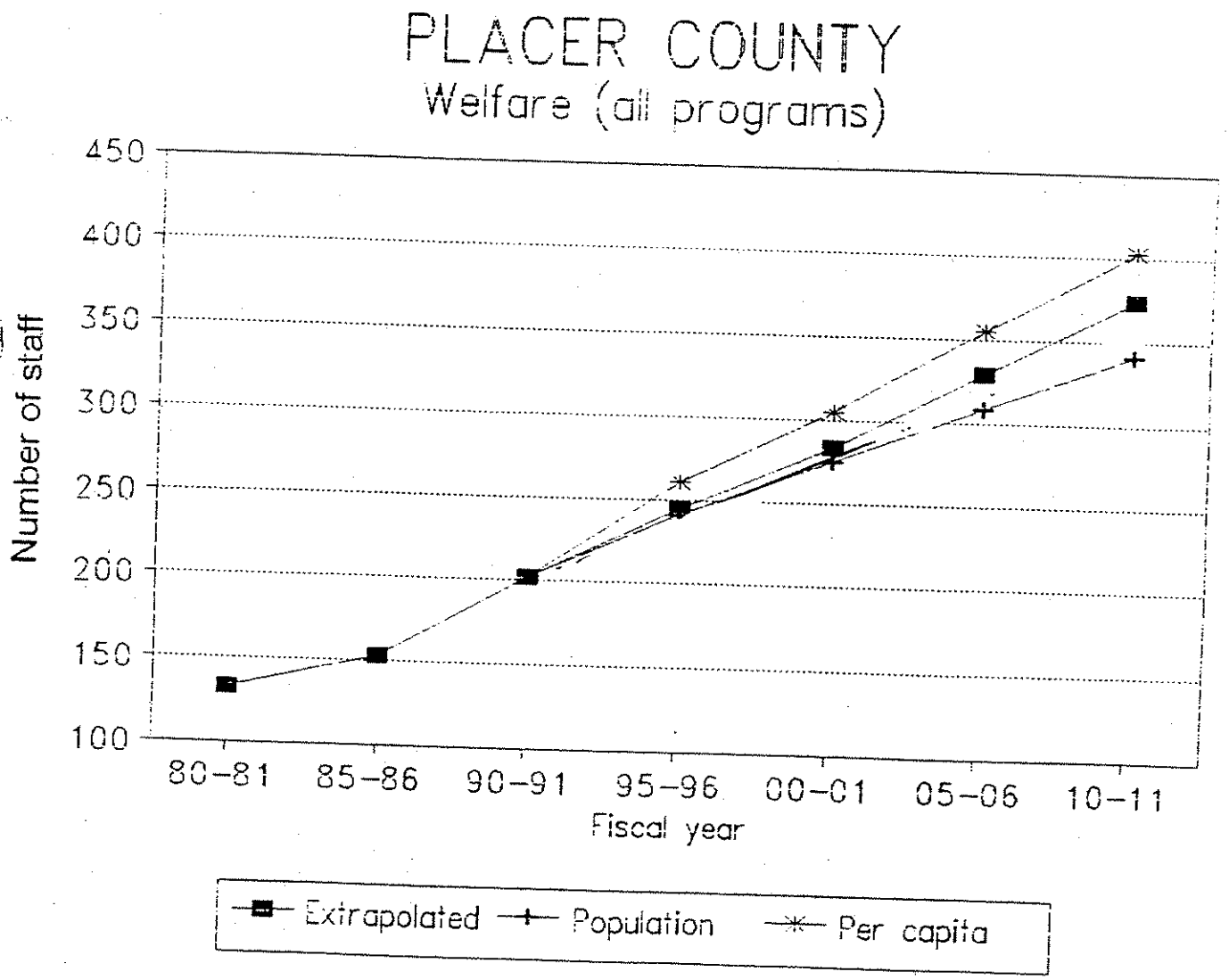
Interview space for more than two persons is currently lacking. Families being served are sometimes cramped. Redesign would be helpful, but additional space would still be needed.

Additional storage: case files of approximately 600 are maintained on shelves. Forms are stored in boxes and on shelves. Other records are stored on shelves.

Four new computer terminals will be required in the near future. Orders for a computer link to Information Services are currently being processed. Additional computer equipment would require additional space.

Access is required for a garbage truck and snow removal equipment in winter.

In Tahoe, Welfare is negotiating to rent space from the Nazarene church. Mental Health will share the space. An architect has been hired to draw remodeling plans.


PLACER COUNTY
Welfare (all programs)
Number of staff
450
400
350
300
250
200
150
100
80-81
85-86
90-91
95-96
00-01
05-06
10-11
Fiscal year
Extrapolated
Population
Per capita

Placer - Welfare.Auburn

Current Space	21027

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300	1	300	1	300	1	300	1	300	1	300
Administrator	200	3	600	3	600	3	600	3	600	3	600
Manager	150	11	1650	12	1800	12	1800	13	1950	13	1950
Professional	125	49	6125	54	6750	58	7250	60	7500	63	7875
Support staff	85	28	2380	32	2720	37	3145	38	3230	43	3655
Field staff	75	4	300	8	600	11	825	13	975	14	1050
Other	75		0	0	0	0	0	0	0	0	0
Staff space		**96**	**11355**	**110**	**12770**	**122**	**13920**	**128**	**14555**	**137**	**15430**
Coffee area/break	200	2	400	2	400	2	400	2	400	2	400
Extra workstation	50	5	250	5	250	5	250	6	300	6	300
small conf.	200	1	200	1	200	2	400	2	400	2	400
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.			0	0	0	0	0	0	0	0	0
copier	50	2	100	2	100	2	100	2	100	2	100
office supplies	100	2	200	2	200	2	200	2	200	2	200
file area	100	5	500	5	500	6	600	6	600	6	600
reception	200	2	400	2	400	2	400	2	400	2	400
counters	150	5	750	5	750	5	750	5	750	5	750
Lab/workbench	650		0	0	0	0	0	0	0	0	0
Other: interview	100	6	600	6	600	6	600	6	600	6	600
Other: public	50	3	150	3	300	3	300	3	300	3	300
				0		0		0		0	
				0		0		0		0	
Special & support spaces			**3720**		**3720**		**4020**		**4070**		**4070**

Total Net Prog.	**15075**	**16490**	**17940**	**18625**	**19500**
Dept.Gross (total program/.75)	**20,100**	**21,987**	**23,920**	**24,833**	**26,000**

Space factor per person	209	200	196	194	190

Number of interview rooms not anticipated to increase due to implementation of SAWS.

Placer - Welfare South County (Stonehouse)

Current Space	12280

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200	1	200	1	200	1	200	1	200	1	200
Manager	150	4	600	4	600	5	750	5	750	6	900
Professional	125	38	4750	40	5000	42	5250	60	7500	76	9500
Support staff	85	22	1870	26	2210	36	3060	46	3910	59	5015
Field staff	75	3	225	5	375	7	525	10	750	13	975
Other	75										
Staff space		**68**	**7645**	**76**	**8385**	**91**	**9785**	**122**	**13110**	**155**	**16590**
Coffee area/break	200	1	200	1	200	2	400	2	400	2	400
Extra workstation	50	2	100	2	100	3	150	3	150	3	150
small conf.	200	2	400	2	400	2	400	3	600	3	600
med. conf.	320	1	320	1	320	1	320	1	320	2	640
large conf.											
copier	50	2	100	2	100	2	100	3	150	3	150
office supplies	50	2	100	2	100	2	100	2	100	2	100
file area	400	1	400	1	400	1.5	600	1.5	600	2	800
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150	2	300	2	300	3	450	3	450	3	450
Lab/workbench	650										
Other: interview	100	2	200	2	200	3	300	4	400	4	400
Other: public	50										
Special & support spaces			**2320**		**2320**		**3020**		**3370**		**3890**
Total Net Prog.			**9965**		**10705**		**12805**		**16480**		**20480**
Dept.Gross (total program/.75)			**13,287**		**14,273**		**17,073**		**21,973**		**27,307**
Space factor per person			195		188		188		180		176

Placer - Welfare Penryn

Current Space	3266

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300		0	0	0	0	0	0	0	0	0
Administrator	200	1	200	1	200	1	200	1	200	1	200
Manager	150	2	300	2	300	2	300	2	300	2	300
Professional	125	8	1000	8	1000	9	1125	10	1250	11	1375
Support staff	85	6	510	7	595	8	680	8	680	9	765
Field staff	75		0	0	0	0	0	0	0	0	0
Other	75		0	0	0	0	0	0	0	0	0
Staff space		**17**	**2010**	**18**	**2095**	**20**	**2305**	**21**	**2430**	**23**	**2640**
Coffee area/break	100	1	100	1	100	1	100	1	100	1	100
Extra help	50		0	0	0	0	0	0	0	0	0
small conf.	200		0	0	0	0	0	0	0	0	0
med. conf.	320	1	320	1	320	1	320	1	320	1	320
large conf.			0	0	0	0	0	0	0	0	0
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100	1	100	1	100	1	100	1	100	1	100
file area	100	1	100	1	100	1	100	1	100	1	100
reception	200	1	200	1	200	1	200	1	200	1	200
counters	150		0	0	0	0	0	0	0	0	0
Lab/workbench	650		0	0	0	0	0	0	0	0	0
Other: interview	100		0	0	0	0	0	0	0	0	0
Other: public	50		0	0	0	0	0	0	0	0	0
				0		0		0		0	
				0		0		0		0	
Special & support spaces			**870**		**870**		**870**		**870**		**870**

Total Net Prog.	**2880**	**2965**	**3175**	**3300**	**3510**
Dept.Gross (total program/.75)	**3,840**	**3,953**	**4,233**	**4,400**	**4,680**
Space factor per person	226	220	212	210	203

Placer - Welfare.Tahoe

Current Space	2500

Programmed	Unit SF	current need - 1991 Units	Prog.space	1996 Units	Prog.space	2001 Units	Prog.space	2006 Units	Prog.space	2011 Units	Prog.space
Director	300										
Administrator	200	1	200	1	200	1	200	1	200	1	200
Manager	150	2	300	2	300	2	300	2	300	2	300
Professional	125	4	500	6	750	8	1000	9	1125	11	1375
Support staff	85	2	170	3	255	5	425	6	510	7	595
Field staff	75										
Other	75										
Staff space		**9**	**1170**	**12**	**1505**	**16**	**1925**	**18**	**2135**	**21**	**2470**
Coffee area/break	200	1	200	1	200	1	200	1	200	1	200
Extra help	50										
small conf.	200	1	200	1	200	1	200	1	200	1	200
med. conf.	320										
large conf.											
copier	50	1	50	1	50	1	50	1	50	1	50
office supplies	100										
file area	100										
reception	200										
counters	150	1	150	1	150	1	150	1	150	1	150
Lab/workbench	650										
Other: interview	100	1	100	1	100	1	100	1	100	1	100
Other: computer	75	1	75	1	100	1	100	1	100	1	100
Special & support spaces			**700**		**700**		**700**		**700**		**700**
Total Net Prog.			**1870**		**2205**		**2625**		**2835**		**3170**
Dept.Gross (total program/.75)			**2,493**		**2,940**		**3,500**		**3,780**		**4,227**
Space factor per person			277		245		219		210		201

Current Space Use Worksheet — Dept. Welfare 1
Abbr. DA.1 — Address 11519 B Ave.

Current Staffing and space use		Specialized Spaces		Current Storage type	size	adequate?
		Now Have				
Direct.	1	Break/coffee ar	2	*Welfare*	*11519 B Ave.*	
Admin.	3			Admin. files/repts	file cabs	Y
Mgrs	11	Conference	1	supplies, forms, etc.	built in bksh.	Y
Prof.	49	Copy	0	exhibits, evidence		
Support	28	Supply	1	financial records	file cabinets	N
Field	4	Reception/waiti	1	computer tapes		
Other	0	Lab/wk.bench	0	microfiche		
Total Staff	96	Other	0	industrial equip.		
				specimens/lab equip.		
Extra Staffing Needs				tools/materials		
Staff w no wks	Y			other		
Extra Help	N					
Extra Help #	0					
Other Wksts.	Y					

Conference Rooms

Group size	Freq.	Duration		Meeting space adequate	N
Welfare	*11519 B Ave.*				
1 to 4	DAILY	2 HRS	STAFF		
5 to 8	BIWKLY	3 HRS	STAFF		
9 to 15	4X/WK	2 HRS	PUBLIC		
16 to 30					
over 30					

Reception and Waiting — No. of visitors: 0 — Time: 0

Visitor Type	%				
Co. staff	1	Need recep. are	Y	Needs met?	0
Pub. (prof.)	0	Need recep.des	Y	Visit. need wksp.?	Y
Gen. Public	99	Visitor seating	Y/30		
Other	0	Counter/# visit	Y/3		
		Other?	0		

Subjective Assessment by Dept.

		Building Condition			
Outgrown space?	Y				
Outgrow in 2/5 y	0	Acoustics	P	Security/conf.	F
aller,good des ok	0	Interior finish	P	Temp	F
Bldg. Code probl	0	Layout	P	Ventilation	F
Have disabled ac	Y	Lighting	G		

Storage:		No. stand. draw	0	Store other ways?	Y
Storage problem?	0	Linear Ft of op	0	Cent or indv?	I
Computer		Link to IS main	Y	No. terminals	30
		Impact of addl.	0	No. sufficient?	N
Parking		Employees'	96		
Need pub. tran	N	Visitors'	30		
Parking Adequ	Y	Co.owned veh.	12		
Spec. veh.or a	N	Max No. Vehic	138		

Placer Welfare 2 Dept. Printout

Current Space Use Worksheet

Dept. **Welfare 2**
Address **100 Stonehouse Ct., Ste. A**

Current Staffing and space use

Direct.	1
Admin.	1
Mgrs	8
Prof.	6
Support	16
Field	40
Other	0
Total Staff	72

Extra Staffing Needs

Staff w no wkst	Y
Extra Help	N
Extra Help #	0
Other Wksts.	Y

Specialized Spaces

Now Have	
Break/coffee area	2
Conference	2
Copy	2
Supply	3
Reception/waiting	1
Lab/wk.bench	0
Other	17

Current Storage

type	Size	Adequate?
Welfare 2	*100 Stonehouse Ct.*	
Admin. files/repts	3'x4'	N
supplies, forms, etc.	848'	N
exhibits, evidence		
financial records	Inc. in lf open files	
computer tapes		
microfiche		
industrial equip.		
specimens/lab equip.	1 file drawer	Y
tools/materials	44'	N
other		

Conference Rooms

Group size	Freq.	Duration	
Welfare 2	*100 Stonehouse Ct.*		
1 to 4	DAILY	1 HR	STAFF/PUBLIC
5 to 8	DAILY	1 TO 2 HRS	STAFF/PUBLIC
9 to 15	4X/WK	1 TO 2 HRS	STAFF/PUBLIC
16 to 30	2X/WK	1 TO 4 HRS	STAFF/PUBLIC
over 30	WEEKLY	4 TO 8 HRS	STAFF/PUBLIC

Meeting space adequate? N

Reception and Waiting

No. of visitors: 76 to 100 Time: peak

Visitor Type	%				
Co. staff	7	Need recep. area	Y	Needs met?	Y
Pub. (prof.)	2	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	90	Visitor seating	Y/50		
Other	1	Counter/# visitors	Y		
		Other?	Y		

Subjective Assessment by Dept.

Outgrown space?	Y
Outgrow in 2/5 yrs?	0
Smaller,good des ok	N
Bldg. Code problems?	N
Have disabled access	Y

Building Condition

Acoustics	G	Security/conf.	F
Interior finish	F	Temp	G
Layout	F	Ventilation	G
Lighting	G		

Storage:

Storage problem?	MAJ	No. stand. drawers	87	Store other ways?	Y
		Linear Ft of open shlf.	1709.5	Cent or indv?	I

Computer

Link to IS main?	Y	No. terminals	21
Impact of addl. comp.	NEG	No. sufficient?	N

Parking

Need pub. trans. access	Y	Employees'	72
Parking Adequate	N	Visitors'	50
Spec. veh.or access	access?	Co.owned veh.	12
		Max No. Vehicles	122

Current Space Use Worksheet

Dept. **Welfare 3**
Address **3268 Penryn Rd., Ste. 200**

Current Staffing and space use

Direct.	0
Admin.	0
Mgrs	1
Prof.	3
Support	3
Field	10
Other	0
Total Staff	17

Extra Staffing Needs

Staff w no wkst	N
Extra Help	N
Extra Help #	0
Other Wksts.	Y

Specialized Spaces

Now Have	
Break/coffee area	1
Conference	2
Copy	0
Supply	0
Reception/waiting	1
Lab/wk.bench	0
Other	1

Current Storage

type	Size	Adequate?
Welfare 3	*3268 Penryn, Ste. 200*	
Admin. files/repts		
supplies, forms, etc.	50 sf	N
exhibits, evidence	15 sf	N
financial records		
computer tapes		
microfiche		
industrial equip.		
specimens/lab equip.		
tools/materials		
other		

Conference Rooms

Group size	Freq.	Duration	
Welfare 3	*3268 Penryn, Ste. 200*		
1 to 4			
5 to 8			
9 to 15			
16 to 30	DAILY	3 TO 6 HRS	PUBLIC
over 30			

Meeting space adequate? Y

Reception and Waiting

No. of visitors: 51 to 75

Time: Equal thru day

Visitor Type	%				
		Need recep. area	Y	Needs met?	Y
Co. staff	2	Need recep.desk	Y	Visit. need wksp.?	Y
Pub. (prof.)	8	Visitor seating	Y		
Gen. Public	90	Counter/# visitors	Y		
Other	0	Other?	Y		

Subjective Assessment by Dept.

Outgrown space?	N
Outgrow in 2/5 yrs?	N
Smaller,good des ok	Y
Bldg. Code problems?	Y
Have disabled access	Y

Building Condition

Acoustics	E	Security/conf.	F
Interior finish	E	Temp	F
Layout	G	Ventilation	0
Lighting	G		

Storage:

		No. stand. drawers	5	Store other ways?	Y
Storage problem?	MAJ	Linear Ft of open shlf.	80	Cent or indv?	I

Computer

Link to IS main?	N	No. terminals	11
Impact of addl. comp.	0	No. sufficient?	N

Parking

		Employees'	16
Need pub. trans. access	Y	Visitors'	40
Parking Adequate	Y	Co.owned veh.	3
Spec. veh.or access	access?	Max No. Vehicles	56

Placer Welfare 4 Dept. Printout

Current Space Use Worksheet

Dept. **Welfare 4**
Address **5225 North Lake Blvd.**

Current Staffing and space use

Direct.	0
Admin.	0
Mgrs	1
Prof.	1
Support	7
Field	0
Other	0
Total Staff	9

Extra Staffing Needs

Staff w no wkst	N
Extra Help	N
Extra Help #	0
Other Wksts.	Y

Specialized Spaces

Now Have	
Break/coffee area	2
Conference	0
Copy	0
Supply	0
Reception/waiting	1
Lab/wk.bench	0
Other	0

Current Storage

type	Size	Adequate?
Welfare 4	*5225 North Lake Blvd.*	
Admin. files/repts	file cab	Y
supplies, forms, etc.	3x5	N
exhibits, evidence		
financial records		
computer tapes		
microfiche		
industrial equip.	20 lf	N
specimens/lab equip.		
tools/materials	3x5	N
other		

Conference Rooms

Group size	Freq.	Duration	
Welfare 4	*5225 North Lake Blvd.*		
1 to 4	HOURLY	1 TO 1.5 HRS	STAFF/PUBLIC
5 to 8	2X/WK	1 TO 1.5 HRS	STAFF/PUBLIC
9 to 15	2X/WK	3 HRS	STAFF/PUBLIC
16 to 30			
over 30			

Meeting space adequate? N

Reception and Waiting

No. of visitors: 11 to 25 Time: peak

Visitor Type	%				
Co. staff	2	Need recep. area	Y	Needs met?	Y
Pub. (prof.)	5	Need recep.desk	Y	Visit. need wksp.?	Y
Gen. Public	93	Visitor seating	Y/10		
Other	0	Counter/# visitors	0		
		Other?	0		

Subjective Assessment by Dept.

Outgrown space?	Y
Outgrow in 2/5 yrs?	0
Smaller,good des ok	N
Bldg. Code problems?	Y
Have disabled access	Y

Building Condition

Acoustics	P	Security/conf.	P
Interior finish	F	Temp	G
Layout	F	Ventilation	F
Lighting	G		

Storage:

Storage problem?	MED	No. stand. drawers	50	Store other ways?	Y
		Linear Ft of open shlf.	300	Cent or indv?	I

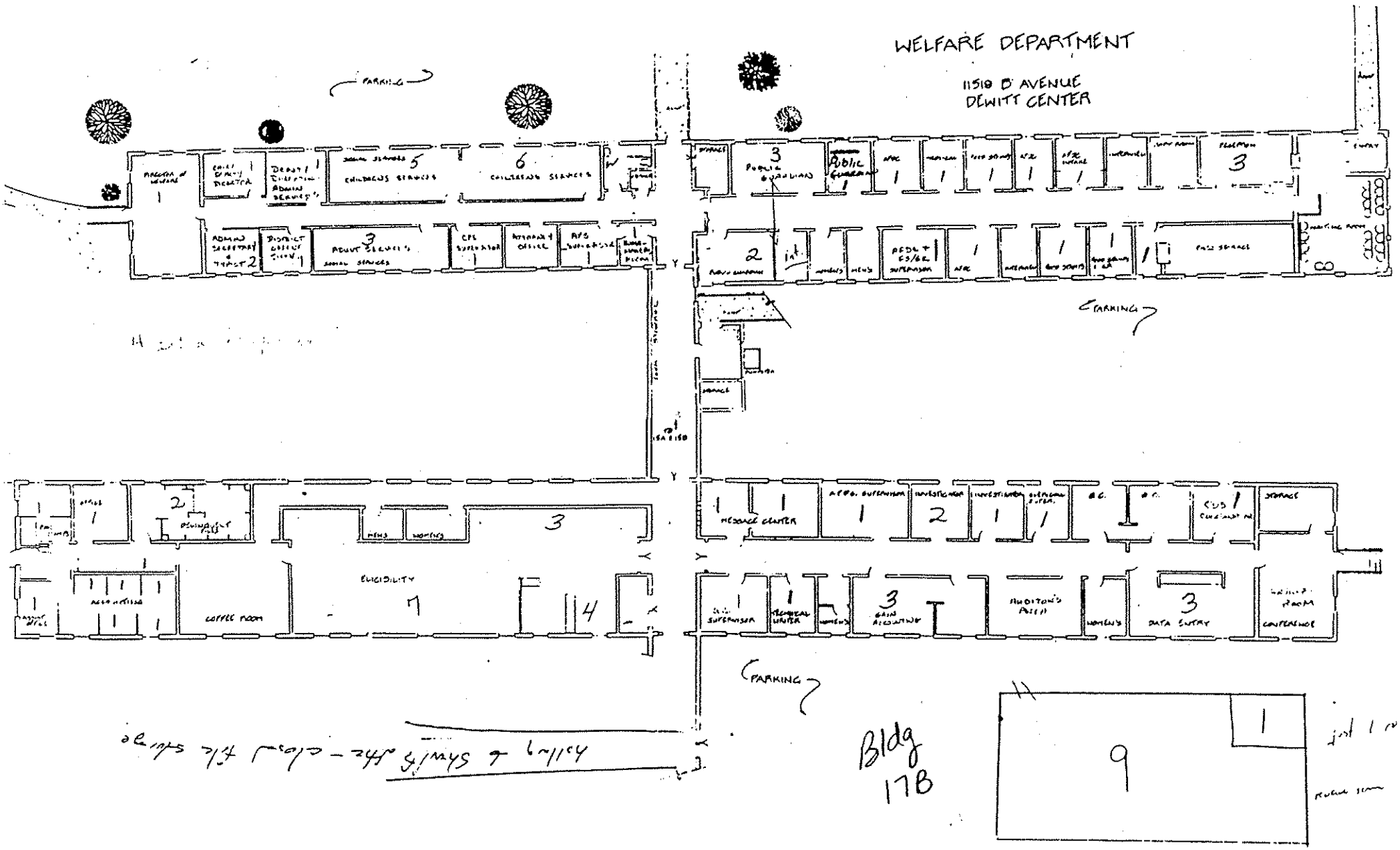
Computer

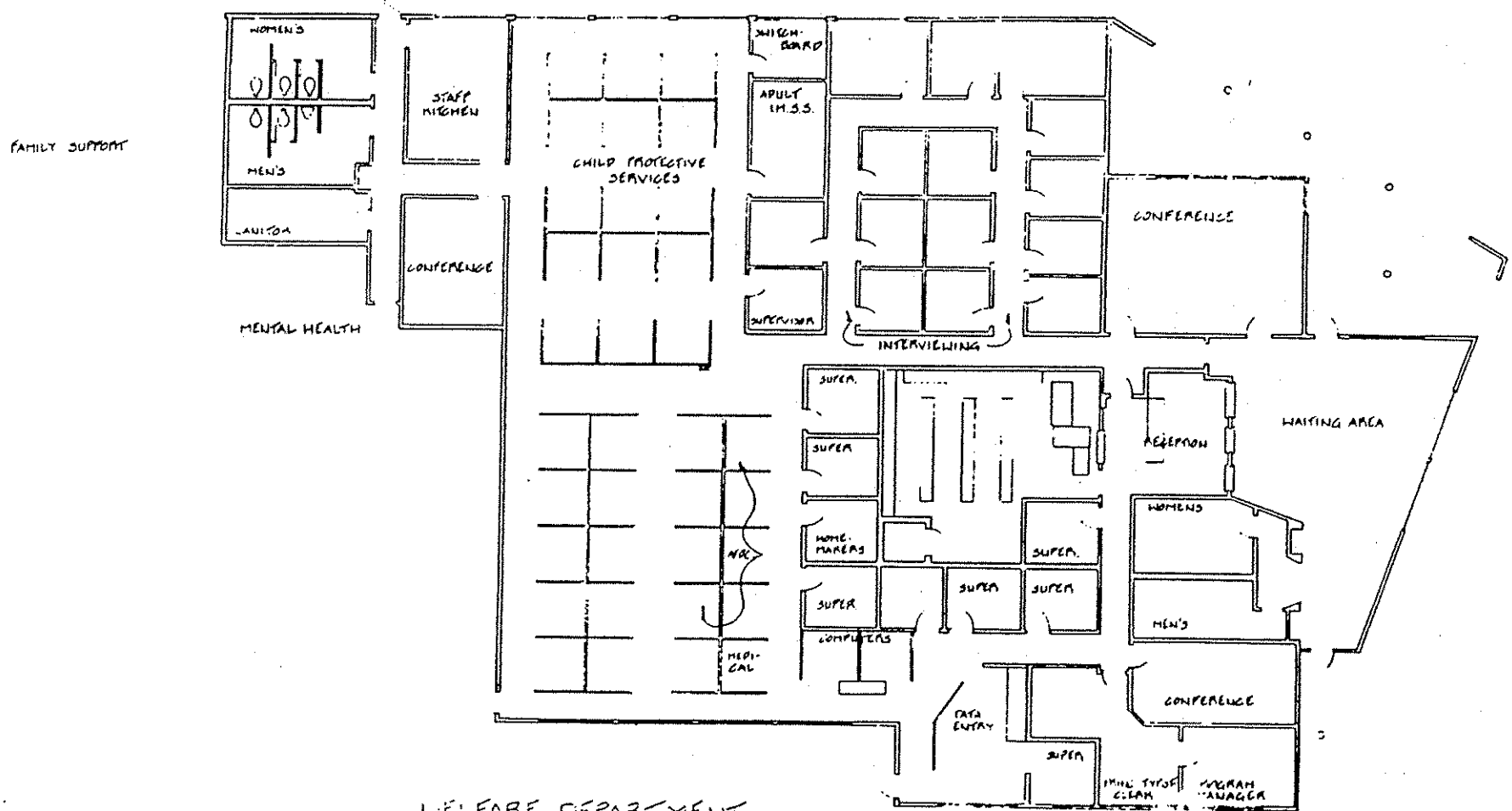
Link to IS main?	Y	No. terminals	0
Impact of addl. comp.	0	No. sufficient?	N

Parking

Need pub. trans. acces	Y	Employees'	11
Parking Adequate	N	Visitors'	10
Spec. veh.or access	access?	Co.owned veh.	3
		Max No. Vehicles	21

96 Auburn Employees





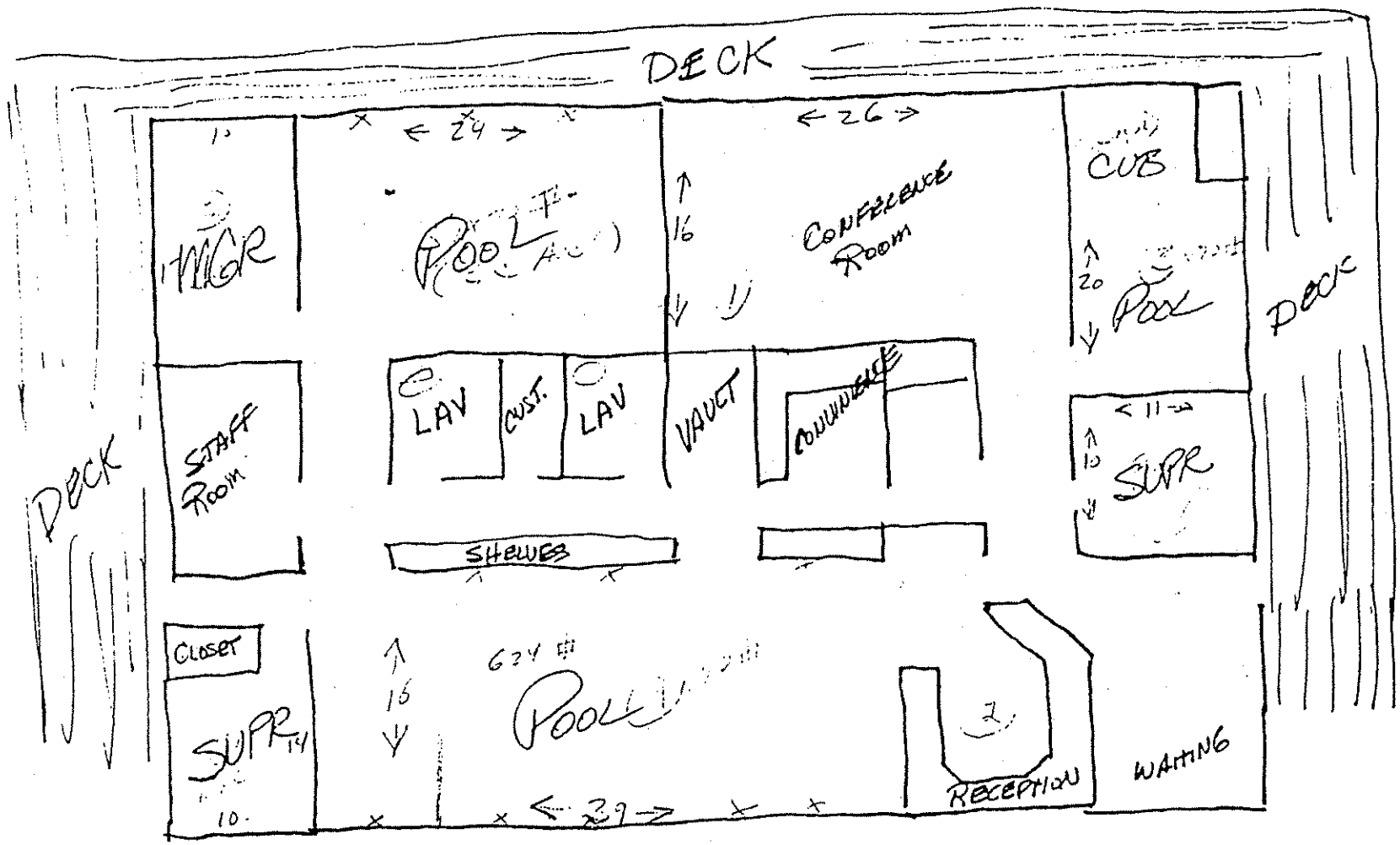
WELFARE DEPARTMENT
— SUITE A —
100 STONEHOUSE COURT
ROSEVILLE CA

approx dimensions

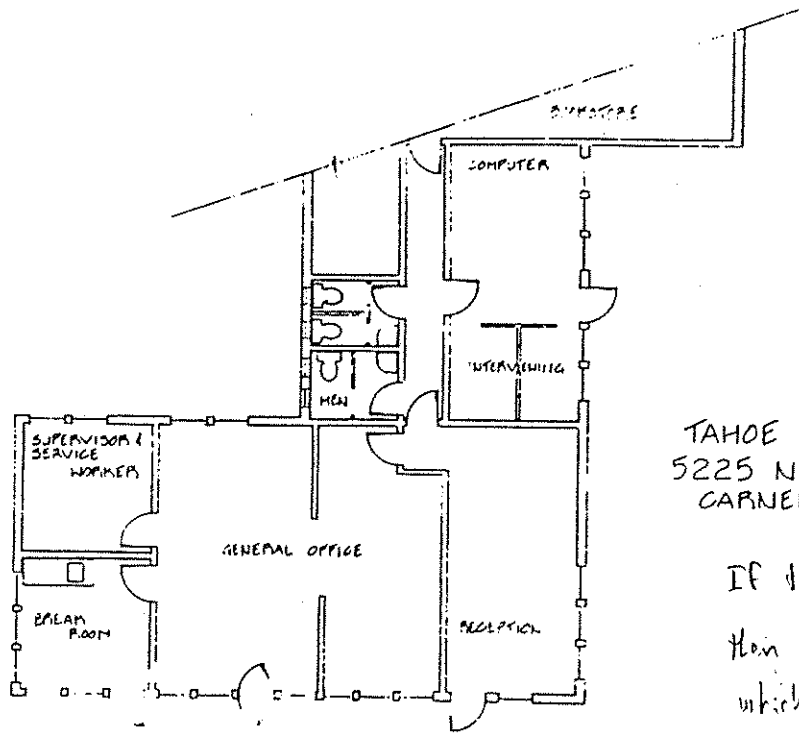
w: 10 + 24 + 26 + 11 = 71

l: 70 + 10 + 16 = 46

total area = 3,266



FLOOR, NOT SHOWN, IS IN SCALE AND IS A CLASSROOM



TAHOE WELFARE DEPARTMENT
5225 NORTH LAKE BLVD
CARNELIAN BAY, CA.

If this is 5,340 sq. ft. as LP claims, then each stall in the restroom is 47 sq ft, which I doubt. (5' wide x 9' long)

APPENDIX B: SPACE PROJECTIONS

METHODOLOGY

Space projections were done for the years 1991, 1996, 2001, 2006, and 2011. In this detailed appendix, projections are broken down by location as well. A summary of the space projections is contained in Section 3.2, "Staffing and Space Needs by Department". The methodolgy for determining these projections is described in the proceeding Appendix, and were arrived at on a department by department basis.

Copyright 1992

SPACE ALLOCATIONS : CURRENT

LAND USE DEPARTMENTS	AUBURN DeWitt	AUBURN Fulweiler	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Health: Air Pollution	3,612	0	0	0	0	0
Building	4,560	0	0	0	0	1,480
Community Services	3,480	0	0	0	0	0
Planning	8,850	0	0	0	0	0
Public Works Admin	23,102	0	0	0	0	1,180
Facility Services:Admin	4,452	0	0	0	0	0
Buildings & Grounds	13,708	0	0	0	0	0
Parks	5,569	0	0	0	0	0
TOTAL	67,333	0	0	0	0	2,660
SPECIAL SERVICES						
Museum Collection	4,869	0	0	0	0	0
Museum Admin.	0	0	1,605	0	0	0
TOTAL	4,869	0	1,605	0	0	0
AG. & ANIMAL DEPT.						
Agri: Wts & Measures	3,715	0	0	0	0	0
Dom. Animal Control	5,455	0	0	0	0	1,497
Farm Advisor	5,110	0	0	0	0	0
TOTAL	14,280	0	0	0	0	1,497
GEN GOV: EXECUTIVE						
Board of Supervisors	0	3,792	0	0	0	0
Clerk of the Bd.	0	1,339	0	0	0	0
County Counsel	0	3,888	0	0	0	0
County Executive	1,980	3,499	0	0	0	0
Emergency Serv.	2,578	0	0	0	0	0
TOTAL	4,558	12,518	0	0	0	0

SPACE ALLOCATIONS : CURRENT

GEN GOV: FINANCIAL	AUBURN DeWitt	AUBURN Fulweiler	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Auditor/Controller	0	5,791	0	0	0	0
Assessor	0	9,277	0	1,000	0	1,200
Treasurer/Tax Collector	0	4,196	0	0	0	0
Recorder	0	0	6,387	0	0	0
TOTAL	0	19,264	6,387	1,000	0	1,200

GEN GOV: OTHER						
Admin Serv/Support	2,291	0	0	0	0	0
Central Services	6,656	0	0	0	0	0
Communications Office	468	0	0	0	0	0
Elections	4,800	0	0	0	0	0
Management Info. Serv.	3,570	4,344	0	0	0	0
Personnel	0	2,708	0	0	0	0
Procurement	2,444	0	0	0	0	0
Revenue Serv.	1,856	0	0	0	0	0
TOTAL	22,085	7,052	0	0	0	0

HEALTH & HUMAN SERVICE DEPTS.						
Health Admin.	2,220	0	0	0	0	0
Health: Alcohol & Drug	4,320	0	0	0	0	0
Health: Environmental	9,740	0	0	0	0	1,000
Health: Lab	4,020	0	0	0	0	459
Health: Med. Clinic	4,440	0	0	0	0	2,349
Health: Child Mental	4,488	0	0	0	0	0
Health: Adult Mental	21,027	0	0	4,000	0	500
Health: P.H. Nursing	14,643	0	0	0	0	2,349
Veteran's Service	1,382	0	0	0	0	0
Welfare	21,027	0	0	12,280	3,266	2,500
DA. FS.	2,077	0	0	1,122	0	368
TOTAL	89,384	0	0	17,402	3,266	9,525

SPACE ALLOCATIONS : CURRENT

GEN GOV: WAREHOUSE/MAINTEN.	AUBURN DeWitt	AUBURN Fulweiler	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Communications Shop	2,362	0	0	0	0	550
Agriculture Warehouse	4,000	0	0	0	0	0
Elections Warehouse	2,100	0	0	0	0	0
TOTAL	8,462	0	0	0	0	550
JUDICIAL						
Shared Services	0	0	0	0	0	N/A
Superior Court	23,680	0	0	0	0	N/A
Municipal Court	13,110	0	0	8,020	0	N/A
Jury Services	0	0	0	0	0	N/A
District Attorney	10,440	0	0	2,500	0	N/A
Public Defender	0	0	0	300	0	N/A
Probation Dept	4,640	0	0	0	0	N/A
Sheriff's Dept	18,090	0	0	1,130	0	N/A
Law Library	0	1,010	0	0	0	N/A
Court Holding Area	560	0	0	280	0	N/A
Juvenile Services	0	0	14,300	0	0	N/A
Adult Detention/Jail	68,500	0	0	0	0	N/A
TOTAL	139,020	1,010	14,300	12,230	0	N/A
GRAND TOTALS (by location)	349,991	39,844	22,292	30,632	3,266	15,432

JUDICIAL SATELLITE	30,070
GRAND TOTAL (all County)	**491,527**

Note 1: Corporation Yards and other storage not included in "All Placer Grand Total"
Note 2: All judicial information is based on Lionakis-Beaumont's Criminal Justice Master Plan. Judicial areas shown reflect the Lionakis-Beaumont net departmental areas plus a 75% efficiency factor to obtain gross departmental square feet.

SPACE ALLOCATIONS : 1991

LAND USE DEPARTMENTS	AUBURN DeWitt	AUBURN Fulewiler	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Health: Air Pollution	3,313	0	0	0	0	0
Building	6,707	0	0	0	0	1,753
Community Services	2,567	0	0	0	0	0
Planning	10,573	0	0	0	0	0
Public Works Admin	23,356	0	0	0	0	1,327
Facility Services:Admin	5,627	0	0	0	0	0
Buildings & Grounds	15,049	0	0	0	0	0
Parks	5,237	0	0	0	0	0
TOTAL DGSF	72,429	0	0	0	0	3,080
SPECIAL SERVICES						
Museum Collection	5,147	0	0	0	0	0
Museum Admin.	0	0	2,473	0	0	0
TOTAL DGSF	5,147	0	2,473	0	0	0
AG. & ANIMAL DEPT.						
Agri: Wts & Measures	3,407	0	0	0	0	0
Dom. Animal Control	9,000	0	0	0	0	5,000
Farm Advisor	4,980	0	0	0	0	0
TOTAL DGSF	17,387	0	0	0	0	5,000
GEN GOV: EXECUTIVE						
Board of Supervisors	0	4,300	0	0	0	0
Clerk of the Bd.	0	1,727	0	0	0	0
County Counsel	0	3,933	0	0	0	0
County Executive	0	5,527	0	0	0	0
Emergency Serv.	3,293	0	0	0	0	0
TOTAL DGSF	3,293	15,487	0	0	0	0

SPACE ALLOCATIONS : 1991

GEN GOV: FINANCIAL	AUBURN DeWitt	AUBURN Fulewiler	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Auditor/Controller	0	7,193	0	0	0	0
Assessor	0	11,980	0	1,000	0	1,3
Treasurer/Tax Collector	0	5,580	0	0	0	0
Recorder	0	0	6,540	0	0	0
TOTAL DGSF	0	24,753	6,540	1,000	0	1,32

GEN GOV: OTHER						
Admin Serv/Support	2,600	0	0	0	0	
Central Services	6,027	0	0	0	0	0
Communications Office	760	0	0	0	0	0
Elections	4,706	0	0	0	0	
Management Info. Serv.	3,420	5,347	0	0	0	0
Personnel	0	4,827	0	0	0	0
Procurement	2,720	0	0	0	0	
Revenue Serv.	1,880	0	0	0	0	0
TOTAL DGSF	22,113	10,174	0	0	0	

HEALTH & HUMAN SERVICE DEPTS.						
Health Admin.	3,180	0	0	0	0	
Health: Alcohol & Drug	3,287	0	0	0	0	0
Health: Environmental	8,593	0	0	0	0	1,58
Health: Lab	5,527	0	0	0	0	70
Health: Med. Clinic	5,400	0	0	0	0	2,460
Health: Child Mental	4,833	0	0	0	0	
Health: Adult Mental	22,420	0	0	4,727	0	80
Health: P.H. Nursing	16,873	0	0	0	0	3,353
Veteran's Service	1,347	0	0	0	0	
Welfare	20,100	0	0	13,287	3,840	2,49
DA. FS.	4,873	0	0	5,469	0	653
TOTAL DGSF	96,433	0	0	23,483	3,840	12,03

SPACE ALLOCATIONS : 1991

GEN GOV:WAREHOUSE/MAINT	AUBURN DeWitt	AUBURN Fulewiler	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Communications Shop	2,380	0	0	0	0	550
Agriculture Warehouse	4,000	0	0	0	0	0
Elections Warehouse	2,100	0	0	0	0	0
TOTAL DGSF	8,480	0	0	0	0	550
JUDICIAL						
Shared Services	9,716	0	0	4,862	0	2,110
Superior Court	27,298	0	0	0	0	0
Municipal Court	13,262	0	0	12,698	0	5,320
Jury Services	2,230	0	0	980	0	0
District Attorney	10,056	0	0	2,566	0	700
Public Defender	5,130	0	0	300	0	560
Probation Dept	10,694	0	0	1,692	0	1,160
Sheriff's Dept	34,516	0	0	2,462	0	4,378
Law Library	3,024	0	0	0	0	0
Court Holding Area	950	0	0	950	0	0
Juvenile Services	24,149	0	0	0	0	0
Adult Detention/Jail	124,552	0	0	0	0	3,340
TOTAL DGSF	265,577	0	0	26,510	0	17,568
GRAND TOTALS (by location)	490,859	50,414	9,013	50,993	3,840	21,996

JUDICIAL SATELLITE	7,330
GRAND TOTAL (all County)	**634,445**

Note 1: Corporation Yards and other storage not included in Grand Total
Note 2: All Judicial information is interpolated from Lionakis-Beaumont's Criminal Justice Master Plan, October 1991

SPACE ALLOCATIONS : 1996

LAND USE DEPARTMENTS	AUBURN DeWitt	AUBURN Fulweiler	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Health: Air Pollution	3,987	0	0	0	0	
Building	7,513	0	0	2,567	0	2,03
Community Services	2,747	0	0	0	0	0
Planning	11,527	0	0	0	0	
Public Works Admin	25,789	0	0	0	0	1,52
Facility Services:Admin	6,207	0	0	0	0	0
Buildings & Grounds	15,049	0	0	0	0	
Parks	5,237	0	0	0	0	
TOTAL DGSF	78,056	0	0	2,567	0	3,56
SPECIAL SERVICES						
Museum Collection	5,147	0	0	0	0	0
Museum Admin.	0	0	2,820	0	0	
TOTAL DGSF	5,147	0	2,820	0	0	0
AG. & ANIMAL DEPT.						
Agri: Wts & Measures	3,520	0	0	0	0	
Dom. Animal Control	10,000	0	0	0	0	3,500
Farm Advisor	5,147	0	0	0	0	
TOTAL DGSF	18,667	0	0	0	0	3,500
GEN GOV: EXECUTIVE						
Board of Supervisors	4,527	0	0	0	0	
Clerk of the Bd.	1,727	0	0	0	0	0
County Counsel	4,393	0	0	0	0	
County Executive	5,807	0	0	0	0	
Emergency Serv.	3,293	0	0	0	0	0
TOTAL DGSF	19,747	0	0	0	0	

SPACE ALLOCATIONS : 1996

GEN GOV: FINANCIAL	AUBURN DeWitt	AUBURN Fulweiler	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Auditor/Controller	7,513	0	0	0	0	0
Assessor	12,373	0	0	1,607	0	1,200
Treasurer/Tax Collector	5,807	0	0	0	0	0
Recorder	6,907	0	0	0	0	0
TOTAL DGSF	32,600	0	0	1,607	0	1,200

GEN GOV: OTHER						
Admin Serv/Support	2,893	0	0	0	0	0
Central Services	6,140	0	0	0	0	0
Communications Office	873	0	0	0	0	0
Elections	5,318	0	0	0	0	0
Management Info. Serv.	10,006	0	0	0	0	0
Personnel	5,107	0	0	0	0	0
Procurement	2,720	0	0	0	0	0
Revenue Serv.	1,993	0	0	0	0	0
TOTAL DGSF	35,050	0	0	0	0	0

HEALTH & HUMAN SERVICE DEPTS.						
Health Admin.	3,293	0	0	0	0	0
Health: Alcohol & Drug	3,400	0	0	0	0	0
Health: Environmental	9,220	0	0	2,566	0	1,720
Health: Lab	6,207	0	0	805	0	867
Health: Med. Clinic	5,847	0	0	0	0	2,460
Health: Child Mental	5,000	0	0	0	0	0
Health: Adult Mental	26,860	0	0	5,393	0	967
Health: P.H. Nursing	17,860	0	0	0	0	3,380
Veteran's Service	1,347	0	0	0	0	0
Welfare	21,987	0	0	14,273	3,953	2,940
DA. FS.	5,713	0	0	9,171	0	653
TOTAL DGSF	106,734	0	0	32,208	3,953	12,987

SPACE ALLOCATIONS : 1996

GEN GOV:WAREHOUSE/MAINT	AUBURN DeWitt	AUBURN Fulweiler	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Communications Shop	2,627	0	0	0	0	5
Agriculture Warehouse	4,000	0	0	0	0	
Elections Warehouse	2,625	0	0	0	0	0
TOTAL DGSF	9,252	0	0	0	0	5
JUDICIAL						
Shared Services	21,074	0	0	5,192	0	2,1
Superior Court	42,844	0	0	0	0	-
Municipal Court	15,100	0	0	14,676	0	5,32
Jury Services	2,230	0	0	980	0	
District Attorney	12,152	0	0	3,036	0	7
Public Defender	5,454	0	0	2,162	0	56
Probation Dept	13,688	0	0	2,378	0	1,1
Sheriff's Dept	44,992	0	0	2,764	0	4,4
Law Library	3,404	0	0	0	0	
Court Holding Area	950	0	0	950	0	
Juvenile Services	24,141	0	0	0	0	
Adult Detention/Jail	128,462	0	0	38,546	0	5,01
TOTAL DGSF	314,491	0	0	70,684	0	19,3
GRAND TOTALS (by location)	619,744	0	2,820	107,066	3,953	41,10

JUDICIAL SATELLITE	7,460
GRAND TOTAL (all County)	**782,146**

Note 1: Corporation Yards and other storage not included in Grand Total
Note 2: All judicial information is interpolated from Lionakis-Beaumont's Criminal Justice Master Plan, October 1991

SPACE ALLOCATIONS : 2001

LAND USE DEPARTMENTS	AUBURN DeWitt	AUBURN Fulweiler	AUBURN Other	S.CNTY Other	PENRYN	TAHO
Health: Air Pollution	4,062	0	0	0	0	
Building	8,220	0	0	2,680	0	2,1
Community Services	2,980	0	0	0	0	
Planning	12,567	0	0	0	0	
Public Works Admin	28,821	0	0	0	0	1,7
Facility Services:Admin	6,733	0	0	0	0	
Buildings & Grounds	15,170	0	0	0	0	
Parks	5,359	0	0	0	0	
TOTAL DGSF	83,912	0	0	2,680	0	3,87
SPECIAL SERVICES						
Museum Collection	5,147	0	0	0	0	
Museum Admin.	0	0	3,000	0	0	
TOTAL DGSF	5,147	0	3,000	0	0	
AG. & ANIMAL DEPT.						
Agri: Wts & Measures	3,520	0	0	0	0	
Dom. Animal Control	12,000	0	0	0	0	4,50
Farm Advisor	5,260	0	0	0	0	
TOTAL DGSF	20,780	0	0	0	0	4,50
GEN GOV: EXECUTIVE						
Board of Supervisors	4,793	0	0	0	0	0
Clerk of the Bd.	1,840	0	0	0	0	0
County Counsel	5,187	0	0	0	0	0
County Executive	6,153	0	0	0	0	0
Emergency Serv.	3,407	0	0	0	0	0
TOTAL DGSF	21,380	0	0	0	0	0

SPACE ALLOCATIONS : 2001

GEN GOV: FINANCIAL	AUBURN DeWitt	AUBURN Fulweiler	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Auditor/Controller	7,967	0	0	0	0	
Assessor	12,920	0	0	2,167	0	1,49
Treasurer/Tax Collector	6,120	0	0	0	0	0
Recorder	8,487	0	0	0	0	
TOTAL DGSF	35,494	0	0	2,167	0	1,495

GEN GOV: OTHER						
Admin Serv/Support	3,433	0	0	0	0	
Central Services	6,420	0	0	0	0	0
Communications Office	873	0	0	0	0	
Elections	6,000	0	0	0	0	
Management Info. Serv.	10,947	0	0	0	0	0
Personnel	5,333	0	0	0	0	
Procurement	2,833	0	0	0	0	
Revenue Serv.	2,373	0	0	0	0	0
TOTAL DGSF	38,212	0	0	0	0	

HEALTH & HUMAN SERVICE DEPTS.						
Health Admin.	3,460	0	0	0	0	
Health: Alcohol & Drug	3,655	0	0	0	0	0
Health: Environmental	10,247	0	0	2,680	0	1,98
Health: Lab	7,053	0	0	850	0	86
Health: Med. Clinic	6,240	0	0	0	0	2,460
Health: Child Mental	5,167	0	0	0	0	
Health: Adult Mental	30,233	0	0	6,647	0	96
Health: P.H. Nursing	19,133	0	0	0	0	3,847
Veteran's Service	1,347	0	0	0	0	
Welfare	23,920	0	0	17,073	4,233	3,50
DA. FS.	6,027	0	0	9,868	0	653
TOTAL DGSF	116,482	0	0	37,118	4,233	14,27

SPACE ALLOCATIONS : 2001

GEN GOV:WAREHOUSE/MAINT	AUBURN DeWitt	AUBURN Fulweiler	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Communications Shop	3,193	0	0	0	0	55
Agriculture Warehouse	4,000	0	0	0	0	
Elections Warehouse	3,150	0	0	0	0	
TOTAL DGSF	10,343	0	0	0	0	55
JUDICIAL						
Shared Services	22,756	0	0	5,970	0	2,11
Superior Court	48,250	0	0	0	0	
Municipal Court	19,318	0	0	18,768	0	5,32
Jury Services	2,230	0	0	980	0	
District Attorney	13,308	0	0	3,444	0	70
Public Defender	6,034	0	0	2,404	0	560
Probation Dept	15,046	0	0	2,690	0	1,160
Sheriff's Dept	50,616	0	0	2,836	0	4,602
Law Library	3,838	0	0	0	0	0
Court Holding Area	950	0	0	950	0	0
Juvenile Services	24,149	0	0	0	0	0
Adult Detention/Jail	133,436	0	0	46,430	0	5,010
TOTAL DGSF	339,931	0	0	84,472	0	19,462
GRAND TOTALS (by location)	671,681	0	3,000	126,437	4,233	44,153

JUDICIAL SATELLITE	7,460
GRAND TOTAL (all County)	**856,964**

Note 1: Corporation Yards and other storage not included in Grand Total
Note 2: All Judicial information is interpolated from Lionakis-Beaumont's Criminal Justice Master Plan, October 1991

SPACE ALLOCATIONS : 2006

GEN GOV: FINANCIAL	DeWitt	AUBURN Ful.	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Auditor/Controller	8,400	0	0	0	0	
Assessor	13,200	0	0	3,193	0	1,60
Treasurer/Tax Collector	6,460	0	0	0	0	
Recorder	15,754	0	0	0	0	
TOTAL DGSF	43,814	0	0	3,193	0	1,6

GEN GOV: OTHER						
Admin Serv/Support	3,840	0	0	0	0	
Central Services	6,647	0	0	0	0	
Communications Office	987	0	0	0	0	
Elections	6,835	0	0	0	0	
Management Info. Serv.	11,513	0	0	0	0	
Personnel	5,447	0	0	0	0	
Procurement	3,013	0	0	0	0	
Revenue Serv.	2,600	0	0	0	0	
TOTAL DGSF	40,882	0	0	0	0	

HEALTH & HUMAN SERVICE DEPTS.						
Health Admin.	3,893	0	0	0	0	
Health: Alcohol & Drug	4,223	0	0	0	0	
Health: Environmental	10,947	0	0	2,960	0	2,12
Health: Lab	8,167	0	0	895	0	1,03
Health: Med. Clinic	6,687	0	0	0	0	2,46
Health: Child Mental	5,280	0	0	0	0	
Health: Adult Mental	33,473	0	0	7,620	0	1,13
Health: P.H. Nursing	19,645	0	0	0	0	3,87
Veteran's Service	1,513	0	0	0	0	
Welfare	24,833	0	0	21,973	4,400	3,78
DA. FS.	6,473	0	0	10,805	0	65
TOTAL DGSF	125,134	0	0	44,253	4,400	15,05

SPACE ALLOCATIONS : 2006

LAND USE DEPARTMENTS	AUBURN DeWitt	AUBURN Fulweiler	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Health: Air Pollution	4,137	0	0	0	0	0
Building	8,800	0	0	2,960	0	2,427
Community Services	3,093	0	0	0	0	0
Planning	13,507	0	0	0	0	0
Public Works Admin	32,697	0	0	0	0	1,927
Facility Services:Admin	7,313	0	0	0	0	0
Buildings & Grounds	15,506	0	0	0	0	0
Parks	5,359	0	0	0	0	0
TOTAL DGSF	90,412	0	0	2,960	0	4,354
SPECIAL SERVICES						
Museum Collection	5,147	0	0	0	0	0
Museum Admin.	0	0	1,605	0	0	0
TOTAL DGSF	5,147	0	1,605	0	0	0
AG. & ANIMAL DEPT.						
Agri: Wts & Measures	3,620	0	0	0	0	0
Dom. Animal Control	14,000	0	0	0	0	1,497
Farm Advisor	5,427	0	0	0	0	0
TOTAL DGSF	23,047	0	0	0	0	1,497
GEN GOV: EXECUTIVE						
Board of Supervisors	5,020	0	0	0	0	0
Clerk of the Bd.	1,840	0	0	0	0	0
County Counsel	6,227	0	0	0	0	0
County Executive	6,533	0	0	0	0	0
Emergency Serv.	3,407	0	0	0	0	0
TOTAL DGSF	23,027	0	0	0	0	0

SPACE ALLOCATIONS : 2006

GEN GOV:WAREHOUSE/MAINT	DeWitt	AUBURN Ful.	AUBURN Other	S.CNTY Other	PENRYN	TAHO
Communications Shop	2,362	0	0	0	0	5
Agriculture Warehouse	4,000	0	0	0	0	
Elections Warehouse	3,675	0	0	0	0	
TOTAL DGSF	10,037	0	0	0	0	5
JUDICIAL						
Shared Services	23,876	0	0	6,212	0	2,1
Superior Court	53,386	0	0	0	0	
Municipal Court	20,748	0	0	20,326	0	5,32
Jury Services	2,248	0	0	980	0	
District Attorney	14,522	0	0	3,814	0	7
Public Defender	7,162	0	0	2,634	0	56
Probation Dept	16,672	0	0	2,778	0	1,1
Sheriff's Dept	55,928	0	0	2,992	0	4,6
Law Library	4,340	0	0	0	0	
Court Holding Area	950	0	0	950	0	
Juvenile Services	24,149	0	0	0	0	
Adult Detention/Jail	134,923	0	0	50,657	0	5,01
TOTAL DGSF	358,903	0	0	91,343	0	19,5
GRAND TOTALS (by locations)	720,403	0	1,605	141,749	4,400	42,5

JUDICIAL SATELLITE	7,460
GRAND TOTAL (all County)	**918,199**

Note 1: Corporation Yards and other storage not included in Grand Total
Note 2: All Judicial information is based on Lionakis-Beaumont's Criminal Justice Master Plan, October 1991

SPACE ALLOCATIONS : 2011

LAND USE DEPARTMENTS	AUBURN DeWitt	AUBURN Fulweiler	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Health: Air Pollution	4,212	0	0	0	0	0
Building	9,293	0	0	3,240	0	2,707
Community Services	3,260	0	0	0	0	0
Planning	14,793	0	0	0	0	0
Public Works Admin	36,919	0	0	0	0	2,127
Facility Services:Admin	8,007	0	0	0	0	0
Buildings & Grounds	15,506	0	0	0	0	0
Parks	5,480	0	0	0	0	0
TOTAL DGSF	97,470	0	0	3,240	0	4,834
SPECIAL SERVICES						
Museum Collection	5,147	0	0	0	0	0
Museum Admin.	0	0	3,293	0	0	0
TOTAL DGSF	5,147	0	3,293	0	0	0
AG. & ANIMAL DEPT.						
Agri: Wts & Measures	3,620	0	0	0	0	0
Dom. Animal Control	16,000	0	0	0	0	1,965
Farm Advisor	5,540	0	0	0	0	0
TOTAL DGSF	25,160	0	0	0	0	1,965
GEN GOV: EXECUTIVE						
Board of Supervisors	5,360	0	0	0	0	0
Clerk of the Bd.	1,840	0	0	0	0	0
County Counsel	7,073	0	0	0	0	0
County Executive	6,847	0	0	0	0	0
Emergency Serv.	3,407	0	0	0	0	0
TOTAL DGSF	24,527	0	0	0	0	0

SPACE ALLOCATIONS : 2011

GEN GOV: FINANCIAL	AUBURN DeWitt	AUBURN Fulweiler	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Auditor/Controller	9,160	0	0	0	0	[illegible]
Assessor	14,260	0	0	3,753	0	1,77[illegible]
Treasurer/Tax Collector	6,800	0	0	0	0	0
Recorder	10,387	0	0	0	0	0
TOTAL DGSF	40,607	0	0	3,753	0	1,773

GEN GOV: OTHER						
Admin Serv/Support	4,080	0	0	0	0	0
Central Services	6,873	0	0	0	0	0
Communications Office	987	0	0	0	0	0
Elections	7,471	0	0	0	0	0
Management Info. Serv.	12,300	0	0	0	0	0
Personnel	5,727	0	0	0	0	0
Procurement	3,127	0	0	0	0	0
Revenue Serv.	2,960	0	0	0	0	0
TOTAL DGSF	43,525	0	0	0	0	0

HEALTH & HUMAN SERVICE DEPTS.						
Health Admin.	4,060	0	0	0	0	0
Health: Alcohol & Drug	4,424	0	0	0	0	0
Health: Environmental	11,460	0	0	3,240	0	800
Health: Lab	9,527	0	0	945	0	1,033
Health: Med. Clinic	7,307	0	0	0	0	2,573
Health: Child Mental	5,447	0	0	0	0	0
Health: Adult Mental	36,180	0	0	8,393	0	1,133
Health: P.H. Nursing	21,080	0	0	0	0	4,373
Veteran's Service	1,513	0	0	0	0	0
Welfare	26,000	0	0	27,307	4,680	4,22[illegible]
DA. FS.	7,033	0	0	11,756	0	653
TOTAL DGSF	134,031	0	0	51,641	4,680	14,792

SPACE ALLOCATIONS : 2011

GEN GOV:WAREHOUSE/MAINT	AUBURN DeWitt	AUBURN Fulweiler	AUBURN Other	S.CNTY Other	PENRYN	TAHOE
Communications Shop	4,120	0	0	0	0	550
Agriculture Warehouse	4,000	0	0	0	0	0
Elections Warehouse	4,200	0	0	0	0	0
TOTAL DGSF	12,320	0	0	0	0	550
JUDICIAL						
Shared Services	25,756	0	0	7,220	0	2,110
Superior Court	56,866	0	0	0	0	0
Municipal Court	25,900	0	0	25,156	0	5,320
Jury Services	2,338	0	0	980	0	0
District Attorney	16,032	0	0	4,384	0	700
Public Defender	7,922	0	0	3,104	0	560
Probation Dept	18,282	0	0	3,218	0	1,160
Sheriff's Dept	60,568	0	0	3,032	0	4,686
Law Library	4,890	0	0	0	0	0
Court Holding Area	950	0	0	950	0	0
Juvenile Services	27,674	0	0	0	0	0
Adult Detention/Jail	142,357	0	0	69,223	0	7,030
TOTAL DGSF	389,536	0	0	117,267	0	21,566
GRAND TOTALS (by locations)	772,323	24,527	3,293	175,901	4,680	45,480

JUDICIAL SATELLITE	7,460
GRAND TOTAL (all County)	**1,033,664**

Note 1: Corporation Yards and other storage not included in Grand Total
Note 2: All information is interpolated from Lionakis-Beaumont's Criminal Justice Master Plan, October 1991

APPENDIX C: PARKING PROJECTIONS & TRANSPORTATION STUDIES

THE PARKING STUDY

Two sources of information were examined in determining parking requirements for each agency: requirements from Auburn Municipal Code and Placer County Zoning Ordinance; and information provided by departments on the departmental profiles.

Auburn Municipal Code and Placer County Zoning Ordinance

Both codes were examined to provide preliminary planning guidelines concerning the required number of parking spaces per major government function. Some interpretation of the codes was required to produce "average" general numbers for preliminary planning purposes. (For example, in the County code there were different parking requirements for the same function in differently zoned areas.) The parking requirements set forth by these codes that apply to County spaces are as follows:

General professional office	1 car per 400 DGSF (Auburn and County)
Social worker office	1 car per 300 DGSF (County)
Medical office	1 car per 200 DGSF (County)
Warehouse space	1 car per 1500 DGSF (County)
	1 car per 1000 DGSF (Auburn)

The standards we have used in our site strategy option analysis (Part 5) are:

General Government	1 car per 400 DGSF
HSA/HRA	1 car per 200 DGSF
Justice	1 car per 200 DGSF
Warehouse space	1 car per 1500 DGSF.

Please note that when the final master plan strategy is picked and further developed, the code evaluations and resultant parking requirements will be further refined.

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APPENDIX C: PARKING PROJECTIONS & TRANSPORTATION STUDIES

Departmental Profile Data

A summary of the parking data extracted from the departmental profiles is shown in tables B and C. The questionnaire that provided the information for the departmental profiles was:

> *"What is the maximum number of vehicles -- county owned, employees' private and visitors' (clients, people from other departments, others) -- that need to be parked near your department/division at one time?"*

Employee parking requirements were considered in two categories: Assigned/Reserved and General Employee. Assigned/reserved stalls are generally limited to key personnel, such as judges, board members, and department heads. With the exception of the assigned/reserved stalls, all other employee parking should be pooled. Personnel assigned reserved stalls were subtracted from the total projected personnel of each department. Staff requirements reflect the total number of departmental staff, less those assigned stalls. This number was then multiplied by a 90% parking demand utilization rate. This assumes 5% of the staff is on leave on any given day (illness, vacation, travel) and does not require parking. It is also assumed that approximately 5% will typically use other forms of transportation (public, car pools, etc.).

Calculation of parking requirements for visitors was based on the number reported by departments for the peak number of visitors. For some departments, Consultants modified these numbers for the projections: if no response for visitor parking was given consultants estimated a figure; if the number seemed to reflect unusual peak demand, the figure was modified downward. As a number of visitors generally contact more than one function during a visit, the visitor number was then multiplied by 90%.

Comparison and Synthesis of Methodologies

While the generic parking requirements summarized above were used for the strategy options, the final master plan parking need is analyzed in more detail.

To determine the parking need by Agency for the selected master plan, a matrix (Table A) was developed which summarizes the county requirements and the need suggested in the profiles and the syntheses ultimately used in the scenarios. There are significant differences between projected needs as determined by Municipal Code, and needs as determined from the departmental profiles. Consultants believe that the parking rates, as requested by the staff in the questionnaire, are probably above the actual need. At the same time, the minimum zoning requirements seem inadequate in comparison. To accommodate these differences, averages between the two sets of data were utilized. The projections for 1991, 1996, 2001, 2006, and

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2011 are shown on pages 4-8 of this section. We summarize them below. (Please note that the average shown is *not* the raw average of the total vehicles required by code and of those needed per department profiles. We have taken an average *ratio* of vehicles/gross square foot, and have multiplied that by gsf to derive the figures shown.)

Year	Vehicles Needed Per Municipal Code	Vehicles Needed Per Profile Data	Average Needed
1991	2,437	3,833	2,962
1996	2,806	3,940	3,184
2001	4,729	6,153	5,185
2006	3,264	4,814	3,754
2011	3,549	5,360	4,104

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PARKING PROJECTION
1991

Agency	DGSF	Zoning			Dept. Profile Data			Average		
		Ratio		Vehicles	Ratio		Vehicles	Ratio		Vehicles
GEN GOV: EXECUTIVE	18,780	1/	400	47	1/	186	101	1/	293	64
GEN GOV: OTHER	32,287	1/	400	81	1/	188	172	1/	294	110
GEN GOV: FINANCE										
Auburn	31,293	1/	400	78	1/	158	198	1/	279	112
Tahoe	1,327	1/	400	3	1/	147	9	1/	274	5
South County	1,300	1/	400	3	1/	186	7	1/	293	4
GEN GOV: WHSE/MAINT	8,480	1/	1500	6	1/	1,413	6	1/	1,457	6
LAND USE										
Auburn	72,728	1/	400	182	1/	287	253	1/	344	212
Tahoe	3,080	1/	400	8	1/	123	25	1/	262	12
South County	0	1/	400	0			0	1/		
AGRICULTURE & ANIMAL										
Auburn	17,387	1/	400	43	1/	193	90	1/	297	59
Tahoe	3,000	1/	400	8	1/	250	12	1/	325	9
JUSTICE *	266,532	1/	200	1,333	1/	141	1,887	1/	171	1,562
HEALTH & HUMAN SERV										
Auburn	96,433	1/	200	482	1/	144	669	1/	172	560
Tahoe	12,039	1/	200	60	1/	129	93	1/	165	73
South County	23,483	1/	200	117	1/	74	316	1/	137	171
SPECIAL SERVICE	7,620	1/	400	19	1/	331	23	1/	366	21
TOTALS	595,769			2,451			3,861			2,980

* A vehicle number is not yet available from department profile data.
We are temporarily substituting the zoning requirements number.

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PARKING PROJECTION
1996

Agency	DGSF	Zoning			Dept. Profile Data			Average		
		Ratio		Vehicles	Ratio		Vehicles	Ratio		Vehicles
GEN GOV: EXECUTIVE	19,747	1/	400	49	1/	173	114	1/	287	69
GEN GOV: OTHER	35,050	1/	400	88	1/	172	204	1/	286	123
GEN GOV: FINANCE										
Auburn	32,600	1/	400	82	1/	153	213	1/	277	118
Tahoe	1,327	1/	400	3	1/	147	9	1/	274	5
South County	1,607	1/	400	4	1/	230	7	1/	315	5
GEN GOV: WHSE/MAINT	9,252	1/	1500	6	1/	1,322	7	1/	1,411	7
LAND USE										
Auburn	78,056	1/	400	195	1/	270	289	1/	335	233
Tahoe	3,560	1/	400	9	1/	108	33	1/	254	14
South County	2,567	1/	400	6	1/	92	28	1/	246	10
AGRICULTURE & ANIMAL										
Auburn	18,667	1/	400	47	1/	190	98	1/	295	63
Tahoe	3,500	1/	400	9	1/	219	16	1/	309	11
JUSTICE *	314,163	1/	200	1,571	1/	200	1,571	1/	200	1,571
HEALTH & HUMAN SERV										
Auburn	106,734	1/	200	534	1/	133	800	1/	167	640
Tahoe	12,987	1/	200	65	1/	113	115	1/	156	83
South County	32,208	1/	200	161	1/	69	466	1/	135	239
SPECIAL SERVICE	7,967	1/	400	20	1/	266	30	1/	333	24
TOTALS	679,992			2,828			4,000			3,215

* A vehicle number is not yet available from department profile data.
We are temporarily substituting the zoning requirements number.

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PARKING PROJECTION
2001

Agency	DGSF	Zoning			Dept. Profile Data			Average		
		Ratio		Vehicles	Ratio		Vehicles	Ratio		Vehicles
GEN GOV: EXECUTIVE	21,380	1/	400	53	1/	162	132	1/	281	76
GEN GOV: OTHER	38,212	1/	400	96	1/	165	232	1/	282	135
GEN GOV: FINANCE										
Auburn	35,494	1/	400	89	1/	154	230	1/	277	128
Tahoe	1,493	1/	400	4	1/	136	11	1/	268	6
South County	2,167	1/	400	5	1/	181	12	1/	290	7
GEN GOV: WHSE/MAINT	10,343	1/	1500	7	1/	1,293	8	1/	1,396	7
LAND USE										
Auburn	83,912	1/	400	210	1/	192	438	1/	296	284
Tahoe	3,874	1/	400	10	1/	105	37	1/	252	15
South County	2,680	1/	400	7	1/	86	31	1/	243	11
AGRICULTURE & ANIMAL										
Auburn	20,780	1/	400	52	1/	198	105	1/	299	70
Tahoe	4,000	1/	400	10	1/	250	16	1/	325	12
JUSTICE *	674,633	1/	200	3,373	1/	200	3,373	1/	200	3,373
HEALTH & HUMAN SERV										
Auburn	116,482	1/	200	582	1/	133	879	1/	166	701
Tahoe	14,274	1/	200	71	1/	108	132	1/	154	93
South County	37,118	1/	200	186	1/	67	553	1/	134	278
SPECIAL SERVICE	8,147	1/	400	20	1/	240	34	1/	320	25
TOTALS	1,074,989			4,754			6,223			5,222

* A vehicle number is not yet available from department profile data.
We are temporarily substituting the zoning requirements number.

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PARKING PROJECTION
2006

Agency	DGSF	Zoning			Dept. Profile Data			Average		
		Ratio		Vehicles	Ratio		Vehicles	Ratio		Vehicles
GEN GOV: EXECUTIVE	23,027	1/	400	58	1/	159	145	1/	279	82
GEN GOV: OTHER	40,882	1/	400	102	1/	157	261	1/	278	147
GEN GOV: FINANCE										
Auburn	37,427	1/	400	94	1/	150	250	1/	275	136
Tahoe	1,607	1/	400	4	1/	134	12	1/	267	6
South County	3,193	1/	400	8	1/	168	19	1/	284	11
GEN GOV: WHSE/MAINT	10,982	1/	1500	7	1/	1,220	9	1/	1,360	8
LAND USE										
Auburn	90,412	1/	400	226	1/	239	379	1/	319	283
Tahoe	4,354	1/	400	11	1/	99	44	1/	249	17
South County	2,960	1/	400	7	1/	80	37	1/	240	12
AGRICULTURE & ANIMAL										
Auburn	23,047	1/	400	58	1/	204	113	1/	302	76
Tahoe	4,500	1/	400	11	1/	225	20	1/	313	14
JUSTICE *	357,369	1/	200	1,787	1/	200	1,787	1/	200	1,787
HEALTH & HUMAN SERV										
Auburn	125,134	1/	200	626	1/	131	952	1/	166	755
Tahoe	15,058	1/	200	75	1/	103	146	1/	152	99
South County	44,253	1/	200	221	1/	64	691	1/	132	335
SPECIAL SERVICE	8,260	1/	400	21	1/	223	37	1/	312	27
TOTALS	792,465			3,295			4,902			3,798

* A vehicle number is not yet available from department profile data.
We are temporarily substituting the zoning requirements number.

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PARKING PROJECTION
2011

Agency	DGSF	Zoning			Dept. Profile Data			Average		
		Ratio		Vehicles	Ratio		Vehicles	Ratio		Vehicles
GEN GOV: EXECUTIVE	24,527	1/	400	61	1/	150	164	1/	275	89
GEN GOV: OTHER	43,525	1/	400	109	1/	150	291	1/	275	158
GEN GOV: FINANCE										
Auburn	40,607	1/	400	102	1/	145	281	1/	272	149
Tahoe	1,773	1/	400	4	1/	127	14	1/	263	7
South County	3,753	1/	400	9	1/	156	24	1/	278	13
GEN GOV: WHSE/MAINT	12,320	1/	1500	8	1/	1,120	11	1/	1,310	10
LAND USE										
Auburn	97,470	1/	400	244	1/	223	438	1/	311	313
Tahoe	4,834	1/	400	12	1/	93	52	1/	246	20
South County	3,240	1/	400	8	1/	75	43	1/	238	14
AGRICULTURE & ANIMAL										
Auburn	25,160	1/	400	63	1/	211	119	1/	306	82
Tahoe	5,000	1/	400	13	1/	208	24	1/	304	16
JUSTICE *	387,998	1/	200	1,940	1/	200	1,940	1/	200	1,940
HEALTH & HUMAN SERV										
Auburn	134,031	1/	200	670	1/	130	1,028	1/	165	811
Tahoe	16,372	1/	200	82	1/	100	164	1/	150	109
South County	51,641	1/	200	258	1/	62	831	1/	131	394
SPECIAL SERVICE	8,440	1/	400	21	1/	206	41	1/	303	28
TOTALS	860,691			3,583			5,465			4,154

* A vehicle number is not yet available from department profile data.
We are temporarily substituting the zoning requirements number.

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Next Steps in Parking Analysis

Although parking is projected as part of this study, a detailed parking study was not conducted. It will be necessary to carry out such an analysis for each site when the selected master plan is implemented. Issues addressed in such a study should include:

1) How should County-owned vehicles be accounted for? If, for example, a field staff member drives to the office in his own car and parks it, then leaves in a county vehicle, should he or she be counted for two spaces?

2) What will be the impact of county car pooling policies? Changes in county policies regarding employee parking could reduce parking demand. These include encouragement of car pooling and use of public transportation or other alternative programs. Visitor demand could be affected by scheduling of peak demand, as well as other factors.

3) What are current transportation and parking patterns? A detailed car count analysis needs to be done at existing sites, and a survey of employee patterns should be done.

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PARKING PROJECTIONS & TRANSPORTATION STUDIES

Table B : Parking - by ratio to staff
Parking spaces estiamted max. reported ratio to staff

	1991	1996	2001	2006	2011	Ratio
GG: Executive						
Board of Supervisors	44.0	52.0	60.0	68.0	80.0	4.0
CEO Clerk of the Board	7.0	7.0	8.0	8.0	8.0	1.0
County Counsel	13.0	16.0	20.0	23.0	27.0	1.0
CEO Office	28.6	31.2	33.8	36.4	39.0	1.3
CEO Emergency Services	8.0	8.0	10.0	10.0	10.0	2.0
Total	100.6	114.2	131.8	145.4	164.0	
GG: Finance						
Assessor	68.4	72.0	74.4	76.8	85.2	1.2
Auditor/Controller	40.8	43.2	45.6	49.2	55.2	1.2
County Clerk Recorder	33.6	37.8	44.8	51.8	61.6	1.4
Treasurer/Tax Collector	55.2	60.0	64.8	72.0	79.2	2.4
Total	198.0	213.0	229.6	249.8	281.2	
GG: Other						
Admin. Svcs. Admin. Support	14.0	16.8	21.0	25.2	28.0	1.4
Admin. Svcs. Central Services	11.7	13.0	15.6	18.2	20.8	1.3
Admin. Svcs. Communications	6.0	8.0	8.0	10.0	10.0	2.0
County Clerk Elections Office	18.0	21.6	25.2	28.8	32.4	1.8
Admin. Svcs. MIS Annex	28.6	35.2	39.6	46.2	52.8	2.2
Admin. Svcs. MIS Central	22.0	29.0	32.0	34.0	37.0	1.0
Personnel	52.0	60.0	68.0	72.0	80.0	4.0
Admin. Svcs. Procurement	12.6	12.6	14.0	15.4	16.8	1.4
Admin. Svcs. Rev. Sys.	7.0	8.0	9.0	11.0	13.0	1.0
Total	171.9	204.2	232.4	260.8	290.8	
SPECIAL SERVICES						
Museum Admin.	21.0	28.0	31.5	35.0	38.5	3.5
Museum Coll.	2.0	2.0	2.0	2.0	2.0	1
Total	23.0	30.0	33.5	37.0	40.5	

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PARKING PROJECTIONS & TRANSPORTATION STUDIES

Table B : Parking - by ratio to staff

	1991	1996	2001	2006	2011	Ratio
LAND USE (AUB)						
Building Auburn	47.6	59.5	66.3	73.1	79.9	1.7
Community Services	11.9	13.6	15.3	17.0	18.7	1.7
Fac. Svs. Admin.	35.2	41.8	48.4	55.0	63.8	2.2
Fac. Svs. Bldg & Grnds	79.2	83.6	89.1	96.8	105.6	1.1
Health Air Pol.	10.0	12.0	14.0	16.0	20.0	2.0
Fac. Svs. Parks	38.5	38.5	45.5	49.0	56.0	3.5
Planning	51.2	62.4	72.0	81.6	92.8	1.6
PW Admin.Aub.	153.6	176.0	200.0	232.0	268.8	1.6
Total	427.2	487.4	550.6	620.5	705.6	
HSA/HRA AUB						
DA.FS.Aub	29.4	37.8	40.6	44.8	50.4	1.4
Health.Admin.	16.0	17.6	19.2	20.8	22.4	1.6
Health.Mental Health.Adult	228.0	300.0	332.0	364.0	396.0	4
Health.Al&Drug	18.4	20.7	23.0	27.6	29.9	2.3
Health.Mental Health.Child	20.4	21.6	22.8	24.0	25.2	1.2
Health.Env.Health.Aub.	36.0	41.0	50.0	53.0	57.0	1.0
Health.Lab.Aub.	11.0	15.4	17.6	19.8	24.2	2.2
Health.Med.Clinic.Aub.	36.0	40.5	45.0	49.5	57.0	1.5
Health.PHN.Aub.	137.7	151.2	159.3	167.4	172.8	2.7
Veteran's Svs.	11.1	11.1	11.1	14.8	14.8	3.7
Welfare Auburn	124.8	143.0	158.6	166.4	178.1	1.3
Total	668.8	799.9	879.2	952.1	1,027.8	
AGRICULTURE						
Ag.Wts & Ms.	18.7	20.4	20.4	22.1	22.1	1.7
Farm Advisors	54.4	57.8	61.2	64.6	68.0	3.4
Health.An.Cont.Aub.	16.9	19.5	23.4	26.0	28.6	1.3
Total	90.0	97.7	105.0	112.7	118.7	
GG: WHSE/MAINT						
Admin.Svs.Comm.shop	6.0	7.0	8.0	9.0	11.0	1
County Clk.Elec.Whs.	0.0	0.0	0.0	0.0	0.0	1
Total	6.0	7.0	8.0	9.0	11.0	
S.CNTY FINANCE						
Assessor.S.Cnty	0.0	7.2	12.0	19.2	24.0	1.2
Total	0.0	7.0	12	19	24	

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PARKING PROJECTIONS & TRANSPORTATION STUDIES

Table B : Parking - by ratio to staff

	1991	1996	2001	2006	2011	Ratio
S.CNTY LAND USE						
Building.S.Cnty	0.0	27.9	31.0	37.2	43.4	3.1
Total	0.0	27.9	31.0	37.2	43.4	
S.CNTY.HSA/HRA						
DA.FS.S.Cnty	73.5	185.5	217.0	245.0	269.5	3.5
	0.0	2.0	2.0	2.0	2.0	1.0
	0.0	4.0	4.0	4.0	4.0	2.0
Health.Mental Health.S.Cnty	18.0	24.0	30.0	37.5	43.5	1.5
Welfare.S.Cnty	224.4	250.8	300.3	402.6	511.5	3.3
Total	315.9	466.3	553.3	691.1	830.5	
FIN.TAHOE						
Assessor.Tahoe	9.0	9.0	10.5	12.0	13.5	1.5
Total	9.0	9.0	10.5	12.0	13.5	
LAND USE: TAHOE						
Building.Tahoe	21.7	27.9	31.0	37.2	43.4	3.1
PW.Admin.Tahoe	3.6	4.8	6.0	7.2	8.4	1.2
Total	25.3	32.7	37.0	44.4	51.8	
AGRICULT: TAHOE						
Health.An.Cont.Tahoe	12.0	16.0	16.0	20.0	24.0	4
Total	12.0	16.0	16.0	20.0	24.0	
HSA/HRA: TAHOE						
DA.FS.Tahoe	35.7	45.9	49.3	54.4	61.2	1.7
Health.Lab.Tahoe	3.0	6.0	6.0	9.0	9.0	3
Health.Med.Clinic.Tahoe	14.0	14.0	14.0	14.0	17.5	3.5
Health.Mental Health.Tahoe	2.6	3.9	3.9	5.2	5.2	1.3
Health.Env.Health.Tahoe	3.0	4.0	5.0	6.0	7.0	1
Health.PHN.Tahoe	16.0	16.0	20.0	20.0	20.0	4
Welfare.Tahoe	18.9	25.2	33.6	37.8	44.1	2.1
Total	93.2	115.0	131.8	146.4	164.0	

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PARKING PROJECTIONS & TRANSPORTATION STUDIES
Table C: Reported County Owned Vehicles

The following table presents the number of spaces required for County Owned Vehicles, as reported in questionnaire responses.

Department	Address	County owned trucks/autos
Admin. Svcs. 1	11491 B Ave.	3
Admin. Svcs. 4/Shop	2929 Lake Forest Blvd.	1
Admin. Svcs. 5/Shop	2809 2nd St.	5
Admin. Svcs. 6/Comm.	11499 B Ave.	2
Admin. Svcs. 7/MIS Admin.	175 Fulweiler Ave.	1
Admin. Svcs. 8/MIS Annex	11493 B Ave.	1
Admin. Svcs./GS	175 Fulweiler Ave.	2
Agriculture/ W&M Office	11477 E Ave.	9
Agriculture/Lab Eq. Storage	Bldg. 307	8
Assessor	145 Fulweiler Ave.	25
Assessor - Tahoe	565 W. Lake Blvd.	4
Auditor-Controller	135 Fulweiler Ave.	0
Board of Supervisors	175 Fulweiler Ave.	2
Building Dept./Inspection	565 West Lake, Tahoe City	5
Building Department	11424 B Ave.	15
CEO/Emergency Svcs.	11499 B Ave., Bldg. 7	1
Co. Clerk/Elections Whse.	11477 E. Ave., #306	0
Co. Clerk/Recorder	11960 Heritage Oak Pl., Ste. 1	0
Colfax Library	2000 Church	0
Community Services	11481 B Ave., Ste. 6	0
County Clerk-Elec.	11544 C Ave.	0
County Counsel	175 Fulweiler Ave.	1
County Executive Office	175 Fulweiler Ave., Dome #2	1
DA/Family Support	11572 B Ave., 116A	2
DA/Family Support	5225 N. Lake Blvd.	1
DA/Family Support	100 Stonehouse Court	3
Facility Services/Bldgs. & Grds.	2819 2nd St.	40
Facility Services	11476 C Ave.	0
Farm/Home Advisor	11477 E Ave.	0
Health/Admin.	11484 B Ave., 109A	2
Health/Air Poll. Control	11464 B Ave.	3
Health/Alcohol & Drug	11533 C Ave., 112	0
Health/Animal Control	11251 B Ave.	8
Health/Animal Control	875 National Ave.	3
Health/Co. Medical Clinic	3190 N. Lake Blvd.	1
Health/Env. Health	11454 B, 106A	31
Health/Env. Health	565 W. Lake Blvd.	2
Health/Co. Medical Clinic	11583 C Ave., 117AB	0
Health/Co. Medical Clinic	3190 N. Lake Blvd.	1
Health/Env. Health	11454 B, 106A	31

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PARKING PROJECTIONS & TRANSPORTATION STUDIES

Table C: Reported County Owned Vehicles

Health/Env. Health	565 W. Lake Blvd.	2
Health/Lab - Tahoe	Tahoe City	0
Health/Laboratory	11475 C Ave. W, 108B	0
Health/Mental Health	11429 F Ave.	3
Health/Mental Health 2	11512 B Ave., 110AB, 111AB	2
Health/PHN	11484 B, 109A and B	8
Health/PHN	3190 N. Lake Blvd.	1
Health/PHN	110 Park Drive	0
Health/PHN	22 W. Grass Valley St.	0
Health/PHN	61 McBean Park Dr.	0
Library	350 Nevada St.	0
Library - Loomis	6050 Library	0
Library - Rocklin	5460 Fifth	2
Library - Tahoe City	640 N. Lake	0
Parks & Museums	101 Maple, First Floor	0
PM/Bernhard	291 Auburn-Folsom Rd.	1
PM/Collections Mgmt.	11466 C Ave.	1
PM/DeWitt Center	2829 2nd St.	5
PM/Forest Hill	24601 Harrison St.	0
PM/Gold Co. Museum	1273 High St.	0
PM/Golden Drift	Main St., Dutch Flat	0
PM/Griffith Quarry	Taylor/Rock Springs Rds.	0
Personnel	175 Fulweiler	5
Planning	11414 B Ave., Bldg. 102A, B	1
Public Works/Admin.	11444 B Ave.	5
PW/Colfax Rd. M.	1133 So. Auburn Rd.	3
PW/Design & Constr.	11434 B, 104B, 105B	13
PW/Foresthill	22700 Foresthill Rd.	4
PW/Land Devel. Eng.	11425 C Ave.	3
PW/Lincoln Rds.	201 Oak Tree Lane	4
PW/Planning-Eng.	11434 B, 104A	5
PW/Road Maintenance	11428 F Ave.	16
PW/Roads Admin.	11448 F Ave.	12
PW/Roseville Roads	Junction Blvd./Washington	5
PW/Tahoe Admin.	565 West Lake Blvd.	4
PW/Tahoe Auto	2905 Rose Ave.	6
PW/Tahoe Roads	2501 N. Lake Blvd.	35
PW/TART	2985 Lake Forest Rd.	6
PW/Utilities/Soils	Seven Cedars Rd.	7
PW/Utilities/Soils 2	11472 E Ave., 305B	23
Treasurer/Tax Collector	137 Fulweiler	5
Veterans' Services	2995 First St.	0
Welfare 1	11519 B Ave.	12
Welfare 2	100 Stonehouse Ct., Ste. A	12
Welfare 3	3268 Penryn Rd., Ste. 200	3
Welfare 4	5225 North Lake Blvd.	3
Total Reported Number of County-Owned Vehicles		**397**

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APPENDIX C: PARKING PROJECTIONS & TRANSPORTATION STUDIES

Table : Parking - by ratio to staff
Parking spaces estiamted max. reported ratio to staff

	1991	1996	2001	2006	2011	Ratio
GG: Executive						
Board of Supervisors	44	52	60	68	80	4
CEO Clerk of the Board	7	7	8	8	8	1
County counsel	13	16	320	23	27	1
CEO Office	28.6	31.2	33.8	36.4	39	1.3
CEO Emergency Services	8	8	10	10	10	2
Total	101	114	132	145	164	9
GG: Finance						
Assessor	68.4	72	74.4	76.8	85.2	1.2
Auditor/Controller	40.8	43.2	45.6	49.2	55.2	1.2
County Clerk Recorder	33.6	37.8	44.8	51.8	61.6	1.4
Treasurer/Tax Collector	55.2	60	64.8	72	79.2	2.4
Total	1948	213	230	250	281	
GG: Other						
Admin. Svcs. Admin. Support	14	16.8	21	25.2	28	1.4
Admin. Svcs. Central Services	11.7	13	15.6	18.2	20.8	1.3
Admin. Svcs. Communications	6	8	8	10	10	2
County Clerk Elections Office	18	21.6	25.2	28.8	32.4	1.8
Admin. Svcs. MIS Annex	28.6	35.2	39.6	46.2	52.8	2.2
Admin. Svcs. MIS Central	22	29	32	34	37	1
Personnel	52	60	68	72	80	4
Admin. Svcs. Procurement	12.6	12.6	14	15.4	16.8	1.4
Admin. Svcs. Rev. Sys.	7	8	9	11	13	1
Total	172	204	232	261	291	
SPECIAL SERVICES						
Museum Admin.	21	28	31.5	35	38.5	3.5
Museum Coll.	2	2	2	2	2	1
Total	23	30	34	37	41	

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	1991	1996	2001	2006	2011	Ratio
LAND USE (AUB)						
Building Auburn	47.6	59.5	66.3	73.1	79.9	1.7
Community Services	11.9	13.6	15.3	17	18.7	1.7
Fac. Svs. Admin.	35.2	41.8	48.4	55	63.8	2.2
Fac. Svs. Bldg & Grnds	79.2	83.6	89.1	96.8	105.6	1.1
Health Air Pol.	10	12	14	16	20	2
Fac. Svs. Parks	38.5	38.5	45.5	49	56	3.5
Planning	51.2	62.4	72	81.6	92.8	1.6
PW Admin.Aub.	153.6	176	200	232	268.8	1.6
Total	253	289	332	379	438	
HSA/HRA AUB						
DA.FS.Aub	29.4	37.8	40.6	44.8	50.4	1.4
Health.Admin.	16	17.6	19.2	20.8	22.4	1.6
Health.Mental Health.Adult	228	300	332	364	396	4
Health.Al&Drug	18.4	20.7	23	27.6	29.9	2.3
Health.Mental Health.Child	20.4	21.6	22.8	24	25.2	1.2
Health.Env.Health.Aub.	36	41	50	53	57	1
Health.Lab.Aub.	11	15.4	17.6	19.8	24.2	2.2
Health.Med.Clinic.Aub.	36	40.5	45	49.5	57	1.5
Health.PHN.Aub.	137.7	151.2	159.3	167.4	172.8	2.7
Veteran's Svs.	11.1	11.1	11.1	14.8	14.8	3.7
Welfare Auburn	124.8	143	158.6	166.4	178.1	1.3
Total	669	800	879	952	1,028	
AGRICULTURE						
Ag.Wts & Ms.	18.7	20.4	20.4	221.	22.1	1.7
Farm Advisors	54.4	57.8	61.2	64.6	68	3.4
Health.An.Cont.Aub.	16.9	19.5	23.4	26	28.6	1.3
Total	90	98	105	113	119	
GG: WHSE/MAINT						
Admin.Svs.Comm.shop	6	7	8	9	11	1
	0	0	0	0	0	1
County Clk.Elec.Whs.	0	0	0	0	0	1
Total	6	7	8	9	11	
S.CNTY FINANCE						
Assessor.S.Cnty	0	7.2	12	19.2	24	1.2
Total	0	7	12	19	24	

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	1991	1996	2001	2006	2011	Ratio
S.CNTY LAND USE						
Building.S.Cnty	0	27.9	31	37.2	43.4	3.1
Total	0	28	31	37	43	
S.CNTY.HSA/HRA						
DA.FS.S.Cnty	73.5	185.5	217	245	269.5	3.5
	0	2	2	2	2	1
	0	4	4	4	4	2
Health.Mental Health.S.Cnty	18	24	30	37.5	43.5	1.5
Welfare.S.Cnty	224.4	250.8	300.3	402.6	511.5	3.3
Total	316	466	553	691	831	
FIN.TAHOE						
Assessor.Tahoe	9	9	10.5	12	13.5	1.5
Total	9	9	11	12	14	
LAND USE: TAHOE						
Building.Tahoe	21.7	27.9	31	37.2	43.4	3.1
PW.Admin.Tahoe	3.6	4.8	6	7.2	8.4	1.2
Total	25	33	37	44	52	
AGRICULT: TAHOE						
Health.An.Cont.Tahoe	12	16	16	20	24	4
Total	12	16	16	20	24	
HSA/HRA: TAHOE						
DA.FS.Tahoe	35.7	45.9	49.3	54.4	61.2	1.7
Health.Lab.Tahoe	3	6	6	9	9	3
Health.Med.Clinic.Tahoe	14	14	14	14	17.5	3.5
Health.Mental Health.Tahoe	2.6	3.9	3.9	5.2	5.2	1.3
Health.Env.Health.Tahoe	3	4	5	6	7	1
Health.PHN.Tahoe	16	16	20	20	20	4
Welfare.Tahoe	18.9	25.2	33.6	37.8	44.1	2.1
Total	93	115	132	146	164	

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APPENDIX C: PARKING PROJECTIONS & TRANSPORTATION STUDIES

Reported County Owned Vehicles

The following table presents the number of spaces required for County Owned Vehicles, as reported in questionnaire responses.

(Note that the 200 vehicles reported under Public Works/Vehicle Maintenance may be counting the same twice as those reported by other departments.)

Department	Address	Number of county owned trucks/autos
Admin. Svcs. 1	11491 B Ave.	3
Admin. Svcs. 4/Shop	2929 Lake Forest Blvd.	1
Admin. Svcs. 5/Shop	2809 2nd St.	5
Admin. Svcs. 6/Comm.	11499 B Ave.	2
Admin. Svcs. 7/MIS Admin.	175 Fulweiler Ave.	1
Admin. Svcs. 8/MIS Annex	11493 B Ave.	1
Admin. Svcs./GS	175 Fulweiler Ave.	2
Agriculture/ W&M Office	11477 E Ave.	9
Agriculture/Lab Eq. Storage	Bldg. 307	8
Assessor	145 Fulweiler Ave.	25
Assessor - Tahoe	565 W. Lake Blvd.	4
Auditor-Controller	135 Fulweiler Ave.	0
Board of Supervisors	175 Fulweiler Ave.	2
Building Dept./Inspection	565 West Lake, Tahoe City	5
Building Department	11424 B Ave.	15
CEO/Emergency Svcs.	11499 B Ave., Bldg. 7	1
Co. Clerk/Elections Whse.	11477 E. Ave., #306	0
Co. Clerk/Recorder	11960 Heritage Oak Pl., Ste. 1	0
Colfax Library	2000 Church	0
Community Services	11481 B Ave., Ste. 6	0
County Clerk-Elec.	11544 C Ave.	0
County Counsel	175 Fulweiler Ave.	1
County Executive Office	175 Fulweiler Ave., Dome #2	1
DA/Family Support	11572 B Ave., 116A	2
DA/Family Support	5225 N. Lake Blvd.	1
DA/Family Support	100 Stonehouse Court	3
Facility Services/Bldgs. & Grds.	2819 2nd St.	40
Facility Services	11476 C Ave.	0
Farm/Home Advisor	11477 E Ave.	0
Health/Admin.	11484 B Ave., 109A	2
Health/Air Poll. Control	11464 B Ave.	3
Health/Alcohol & Drug	11533 C Ave., 112	0
Health/Animal Control	11251 B Ave.	8

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Health/Animal Control	875 National Ave.	3
Health/Co. Medical Clinic	11583 C Ave., 117AB	0
Health/Co. Medical Clinic	3190 N. Lake Blvd.	1
Health/Env. Health	11454 B, 106A	31
Health/Env. Health	565 W. Lake Blvd.	2
Health/Lab - Tahoe	Tahoe City	0
Health/Laboratory	11475 C Ave. W, 108B	0
Health/Mental Health	11429 F Ave.	3
Health/Mental Health 2	11512 B Ave., 110AB, 111AB	2
Health/PHN-	11484 B, 109A and B	8
Health/PHN	3190 N. Lake Blvd.	1
Health/PHN	110 Park Drive	0
Health/PHN	22 W. Grass Valley St.	0
Health/PHN	61 McBean Park Dr.	0
Library	350 Nevada St.	0
Library - Loomis	6050 Library	0
Library - Rocklin	5460 Fifth	2
Library - Tahoe City	640 N. Lake	0
Parks & Museums	101 Maple, First Floor	0
PM/Bernhard	291 Auburn-Folsom Rd.	1
PM/Collections Mgmt.	11466 C Ave.	1
PM/DeWitt Center	2829 2nd St.	5
PM/Forest Hill	24601 Harrison St.	0
PM/Gold Co. Museum	1273 High St.	0
PM/Golden Drift	Main St., Dutch Flat	0
PM/Griffith Quarry	Taylor/Rock Springs Rds.	0
Personnel	175 Fulweiler	5
Planning	11414 B Ave., Bldg. 102A, B	1
Public Works/Admin.	11444 B Ave.	5
PW/Auto Maintenance	11448 F Ave.	200
PW/Colfax Rd. M.	1133 So. Auburn Rd.	3
PW/Design & Constr.	11434 B, 104B, 105B	13
PW/Foresthill	22700 Foresthill Rd.	4
PW/Land Devel. Eng.	11425 C Ave.	3
PW/Lincoln Rds.	201 Oak Tree Lane	4
PW/Planning-Eng.	11434 B, 104A	5
PW/Road Maintenance	11428 F Ave.	16
PW/Roads Admin.	11448 F Ave.	12
PW/Roseville Roads	Junction Blvd./Washington	5
PW/Tahoe Admin.	565 West Lake Blvd.	4
PW/Tahoe Auto	2905 Rose Ave.	6
PW/Tahoe Roads	2501 N. Lake Blvd.	35
PW/TART	2985 Lake Forest Rd.	6
PW/Utilities/Soils	Seven Cedars Rd.	7
PW/Utilities/Soils 2	11472 E Ave., 305B	23
Treasurer/Tax Collector	137 Fulweiler	5
Veterans' Services	2995 First St.	0
Welfare 1	11519 B Ave.	12
Welfare 2	100 Stonehouse Ct., Ste. A	12
Welfare 3	3268 Penryn Rd., Ste. 200	3
Welfare 4	5225 North Lake Blvd.	3
Total Number of County-Owned Vehicles		597

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TRANSPORTATION

Highway 49-Bypass

The Placer County Public Works Agency has undertaken an analysis of alternative routes for a future bypass of Highway 49. The alternatives under review as outlined in "Working Paper 2, Alignment Evaluation" (The Spink Corporation/EIP Associates/Fehr and Peers Associates, August 22, 1991) have been narrowed down to:

- a link off I80 south of Highway 49 from Ophir Road to Bell Road (Alternative "C")
- a link off I80 north of Highway 49, along Bell Road, turning north after the Tunnel Wise Canal and linking with Highway 49 (Alternative "F")
- a link off I80 north of Highway 49, initiating between Luther and Bell Roads and adjoining Highway 49 at Elder's corner (Alternative "G").

The primary impact of these alternatives on the master plan will be on the DeWitt site. Access to this site will be facilitated by all three options, most significantly by Alternative "C", which is proposed to pass to the immediate west of DeWitt. The additional advantage of Alternative "C", is the more direct link it provides from the rapidly growing South County.

Route 102 Study

A recent study for Caltrans (DKS Associates, February, 1991) assessed possible "reliever" routes to I80 near Sacramento. Four routes are being reviewed that link Highways 70/99 near the Sacramento Metro Airport to I80 north of Roseville. Two of those options cross Highway 49 north of DeWitt. If either of these two options are implemented, the accessibility of the DeWitt site will be greatly enhanced.

Light Rail

The County is considering the implementation of a light rail system along the existing Southern Pacific Rail Road corridor. A potential "rail head" might occur near the intersection of Fulweiler and Nevada Streets, which would enhance public transportation accessibility to the Fulweiler site. Alternatively, the location of a station at this intersection would increase the general traffic load and result in the need for road expansion and parking dedicated specifically to rail commuters.

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D. BUILDING DATA

INTRODUCTION

Approxiamately 80 buildings were inspected between January and February of 1991. The following data sheets are based on visual assessment the the buildings. Notes reguarding code compliance are observations by the architect. If an area was not accessible no information is marked on the data sheet.

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PLACER COUNTY

BUILDING NAME THE DOMES (1-5)
ADDRESS 175 FULWEILER AVE.
CITY AUBURN
DESCRIPTION OF USE SUPERVISORS, CEO, PERSONNEL, CO. COUNSEL, DATA SVCS.

SITE DATA

Parking: no. spaces 150 [ ] site access [ ] loading [ ] other [ ]
Neighborhood: residential [X] commercial [X] industrial [ ] undev. [X] other [X]
Comments: CEMETARY ACROSS (TO EAST) STREET SCHOOL, NURSERY

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [X] cem.plast. [ ] mtl. [ ] wood [ ] other [X] GLASS
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [ ] other [X] MEMBRANE
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [ ] other [X]
Comments: GEODESIC DOMES - 5 LINKED STRUCTURES

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments: SMOKE DETECTORS

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [X] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [X] lay-in [ ] acoust. [ ] gyp/plst. [ ] other [ ]
Comments: SPRAYED-ON ACOUSTIC/THERMAL INSULATION - EXPOSED INSIDE

GENERAL COMMENTS

Approx. area Number of Floors [ ] Floor Heights 8' Approx. age 20 YRS
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [X] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [Y] toilet fac. [Y] no. fix [ ]
COMMENTS: SOME 96" WIDE CORRIDORS

PLACER COUNTY

THE DOMES

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	X		
Roof/ceiling insulated?	X		
Doors weatherstripped?	X		
Windows weatherstripped?	X FIXED		
Water heater/pipes insulated?	X		
Vestibules?		X	
Southern exposure have shading devices?	X		
Tinted or reflective glass?	X		
Floor insulated?		X	
Slab on grade?	X		

Comments

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS N.	S.	E.	W.
Estimated percentage of glazing ABOUT 70% (TYP.)				

Comments

MECHANICAL SPACE

Ceiling Height 8' +

Plenum space N

Crawl space N

Flat Roof? Yes ☐ No ☒

Comments

COMMENTS AND CONCLUSIONS

BLDG. FORM LIMITS REMODELING FLEXIBILITY.

PLACER COUNTY

BUILDING NAME TAX COLLECTOR / AUDITOR
ADDRESS 145 FULWEILER AVE
CITY AUBURN
DESCRIPTION OF USE TAX COLLECTOR / AUDITOR / ASSESSOR

SITE DATA

Parking: no. spaces 300 [ ] site access [ ] loading [Y] other [ ]
Neighborhood: residential [ ] commercial [ ] industrial [ ] undev. [ ] other [ ]
Comments: ADJ. TO JAILS

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [X] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [X] sloping tile [ ] sloping mtl. [ ] other [ ]
Structural Systems: conc. frm. [X] stl.frm. [ ] load bearing [ ] wd. frm. [ ] other [ ]
Comments: 60's CIVIC BLDG.

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments: DOORS UNRATED

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [X] wood [ ] other [ ]
Partitions: Movable [X] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [X] acoust. [X] gyp/plst. [ ] other [ ]
Comments: SOME SPRAY-ON ACOUST. CLG.

GENERAL COMMENTS

Approx. area Number of Floors 2 Floor Heights 14 + Approx. age 25 YRS
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [X] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [Y] toilet fac. [N] no. fix [ ]
COMMENTS: NOT IN COMPLIANCE

PLACER COUNTY

TAX COLLECTOR/
AUDITOR

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☐	☒
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☒	☐	☐
Water heater/pipes insulated?	☐	☐	☒
Vestibules?	☒	☐	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☒	☐	☐
Floor insulated?	☐	☐	☒
Slab on grade?	☐	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing	30	30	30	30

Comments _____

MECHANICAL SPACE

Ceiling Height 8'

Plenum space Y

Crawl space N/A

Flat Roof? Yes ☒ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

INTERIOR UNUSED COURTYARD SPACE
FIRST FL. CROWDED
FILES IN CORRIDOR
FILING SHELVES NOT BRACED

PLACER COUNTY

BUILDING NAME COUNTY LIBRARY
ADDRESS 350 NEVADA ST.
CITY AUBURN
DESCRIPTION OF USE LIBRARY ✓

SITE DATA

Parking: no. spaces 95 [ ] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [ ] industrial [ ] undev. [ ] other [X]
Comments: CO. ADMIN. CENTER, SCHOOL, NURSERY NEARBY

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [ ] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [X] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [X] acoust. [ ] gyp/plst. [ ] other [ ]
Comments:

GENERAL COMMENTS

Approx. area Number of Floors 1 Floor Heights [ ] Approx. age 20 ±
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [X] underutilized [ ]
Building Flexibility: can be exp. [X] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [N] toilet fac. [N] no. fix [ ]
COMMENTS: ACCESS NOT IN COMPLIANCE W/ CURRENT CODES

PLACER COUNTY

COUNTY MAIN LIB.

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☒	☒
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☒ FIXED	☐	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒ VERTICAL FINS	☐	☐
Tinted or reflective glass?	☒	☐	☐
Floor insulated?	☐	☐	☒
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 8' & 12'

Plenum space Y

Crawl space N

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

EXTREMELY NICE LANDSCAPING, NICE ENTRANCE

STANDING SEAM METAL ROOF

BOOK SHELVES NOT BRACED

FLOOR-TO-CEILING GLASS NOT TEMPERED

LIBRARY 2.2

PLACER COUNTY

BUILDING NAME BLDG. #1. DE WITT
ADDRESS 11500 A AVE
CITY AUBURN
DESCRIPTION OF USE SHERIFF'S ADMIN. & OPERATIONS

SITE DATA

Parking: no. spaces [12] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [ ] industrial [ ] undev. [ ] other [X]
Comments: DE WITT

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping ~~mtl.~~ WD. [X] other [ ]
Structural Systems: conc. frm. [X] stl.frm. [ ] load bearing [ ] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [X]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [X] no [ ]
Comments: STEAM RADIATORS, SMOKE DET. RECENTLY INSTALLED; POOR AIR DISTR.; EXPOSED DUCTS.

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [X] wood [X] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [X] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [X] gyp/plst. [ ] other [ ]
Comments: FINISHES WORN

GENERAL COMMENTS

Approx. area Number of Floors [2] Floor Heights [10'] Approx. age [45]
Building Condition: * good [ ] req. min. remod. [ ] req. maj. remod. [ ] req. replc [X]
Building Utilzation: crowded [X] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [X]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]
COMMENTS: * SEE DEWITT SUMMARY REPORT

PLACER COUNTY

DEWITT #1

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☐	☒
Vestibules?	☒	☐	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated? CRAWL SPACE	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS N.	S.	E.	W.
Estimated percentage of glazing	30	30	30	30

Comments

MECHANICAL SPACE

Ceiling Height 9'

Plenum space NO

Crawl space YES

Flat Roof? Yes ☐ No ☒

Comments

COMMENTS AND CONCLUSIONS

ATTICS VENTILATED, MECH. SYSTEMS UPGRADED

ASBESTOS TILE FLOORS. ASBESTOS PIPE INSUL.

PLACER COUNTY

BUILDING NAME BLDG. #7, DE WITT
ADDRESS 11499 'B' AVE
CITY AUBURN
DESCRIPTION OF USE COMMUNICATIONS, EMERGENCY SVCS

SITE DATA

Parking: no. spaces [24] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [ ] industrial [ ] undev. [ ] other [X]
Comments: PARKING SHARED W/ #8

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [X] sloping tile [ ] sloping mtl. [ ] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [X] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [X] no [ ]
Comments: NO PANIC HARDWARE

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [ ] wood [ ] other [X] *
Partitions: Movable [X] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [X] acoust. [X] gyp/plst. [ ] other [ ]
Comments: * COMPUTER FLOOR

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [8] Approx. age [45]
Building Condition: good [ ] req. min. remod. [ ] req. maj. remod. [X] req. replc [ ]
Building Utilzation: crowded [X] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [X]
Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [X]
COMMENTS: NOT IN COMPLIANCE

PLACER COUNTY

DEWITT BLDG #7

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☒	☐	☐
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☒	☐	☐
Floor insulated?	☐	☐	☒
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 8'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☒ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

SEE GENERAL DE WITT REPORT.

CONTINUED #7

PLACER COUNTY

BUILDING NAME BLDG. #8, DE WITT
ADDRESS 11500 'A' AVE. (BLDG. #8, DE WITT)
CITY AUBURN
DESCRIPTION OF USE SHERIFF'S OPERATIONS

SITE DATA

Parking: no. spaces [50] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [ ] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping ~~mtl.~~ WD. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [X] hv/ac [ ] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [X]
dead-ends: [ ] yes [X] no [ ]
Comments: DARK; LIFE SAFETY CODE VIOLATIONS

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [X] wood [X] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [X] lay-in [ ] acoust. [ ] gyp/plst. [ ] other [ ]
Comments: WAREHOUSE CONVERTED TO OFFICE SPACE, 8' HIGH GYP. BD. PARTITIONS

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [ ] Approx. age [45]
Building Condition: good [ ] req. min. remod. [ ] req. maj. remod. [X] req. replc [ ]
Building Utilzation: crowded [X] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [X] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]
COMMENTS: NO HANDIC. TOIL.

PLACER COUNTY

DEWITT #8

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☐	☒
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☒	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☐	☒
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☒ ~~skylights~~ CLERESTORY

ELEVATIONS

	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 18'

Plenum space N

Crawl space Y

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

PROPANE TANKS 6' FROM BLDG.

SHERIFF BLDG #8 P.2

PLACER COUNTY

BUILDING NAME BLDGS. 15A/B, 16A/B, DE WITT
ADDRESS 11519 'B' AVE.
CITY AUBURN
DESCRIPTION OF USE WELFARE DEPT.

SITE DATA

Parking: no. spaces [60] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [ ] industrial [ ] undev. [ ] other [X]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping ~~mtl.~~ WD. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments: ROOF VENTS ADDED

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [X] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [X] no [ ]
Comments: BROKEN LIGHT FIXTURES; EXPOSED PIPES & CONDUITS; BROKEN SMOKE DETECTORS

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [X] lay-in [X] acoust. [ ] gyp/plst. [ ] other [ ]
Comments: DISMAL BUT ADEQUATE

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [8'] Approx. age [45]
Building Condition: good [ ] req. min. remod. [ ] req. maj. remod. [ ] req. replc [X]
Building Utilzation: crowded [X] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [X]
Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]
COMMENTS: H.C. NOT IN COMPLIANCE

PLACER COUNTY

DEWITT 15 of 16

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☒
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped? (SOME)	☒	☒	☐
Water heater/pipes insulated?	☒	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☐	☒
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS N.	S.	E.	W.
Estimated percentage of glazing	25	25	0	0

Comments _____

MECHANICAL SPACE

Ceiling Height 8' COMM. / 10' OFFICE

Plenum space 2'-3'

Crawl space Y

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

SOME CORRIDORS USE FOR STORAGE
GENERAL COMMENTS BLDGS. #15 - 18: RIDGE & EVE VENTS,
VENT. CRAWL SPACE; EXTERIOR WOOD (STAIRS, CANOPIES) ROTTED;
HANDL. RAILS NOT IN COMPLIANCE. CORRIDORS - EXPOSED
PIPES & CONDUITS. SPRINKLERS IN CORRIDOR NOT IN
COMPLIANCE, ELECT. PANELS IN CORRIDORS, STORAGE
IN CORRIDOR; DOOR HARDWARE NOT IN COMPLIANCE.

WELFARE #15 A 2

PLACER COUNTY

BUILDING NAME BLDG. # 17A DE WITT
ADDRESS 11493 'B' AVENUE
CITY AUBURN
DESCRIPTION OF USE ADMIN. SVCS. OFFICES (FORMER USE)

SITE DATA

Parking: no. spaces [ ] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [ ] industrial [ ] undev. [ ] other [X]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping ~~mtl.~~ W.D. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [X]
dead-ends: [ ] yes [ ] no [X]
Comments: STEAM RADIATORS

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [X] gyp/plst. [ ] other [ ]
Comments:

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [9'] Approx. age [45]
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [X] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [X] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [X] no. fix [ ]
COMMENTS: H.C. NOT IN COMPLIANCE

PLACER COUNTY

BLDG 17A

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	X	X	
Roof/ceiling insulated?			X
Doors weatherstripped?	X		
Windows weatherstripped?	X	X	
Water heater/pipes insulated?	X		
Vestibules?		X	
Southern exposure have shading devices?	X		
Tinted or reflective glass?		X	
Floor insulated?		X	
Slab on grade?		X	

Comments _____

GLAZING

[X] double glazing [X] single glazing

[ ] skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 9'

Plenum space Y

Crawl space Y

Flat Roof? Yes [ ] No [X]

Comments _____

COMMENTS AND CONCLUSIONS

SEE GENERAL DE WITT REPORT.

PLACER COUNTY

BUILDING NAME BLDG. # 17 B, DE WITT
ADDRESS 11491 'B' AVE
CITY
DESCRIPTION OF USE REVENUE & REIMBURSEMENTS OFFICES

SITE DATA

Parking: no. spaces [ ] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [ ] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping ~~mtl~~ WD [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [ ]
Comments: SMOKE DETECTORS

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [X] gyp/plst. [ ] other [ ]
Comments: TAPE AT CARPET SEAMS; A/C TILES FALLING OFF

GENERAL COMMENTS

Approx. area Number of Floors 1 Floor Heights 10 Approx. age 45
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [X] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [X] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [X] toilet fac. [ ] no. fix [ ]
COMMENTS: H.C. ACCESS NOT IN COMPLIANCE

PLACER COUNTY

17B

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☒ ?	☐	☐
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☐	☐	☐
Windows weatherstripped?	☒	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☒ NORTH SIDE double glazing ☐ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10'

Plenum space Y

Crawl space Y

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

SEE GENERAL DE WITT REPORT.

#173 P.2

PLACER COUNTY

BUILDING NAME BLDG. #18A DE WITT
ADDRESS 11483 'B' AVE.
CITY AUBURN
DESCRIPTION OF USE COMMUNICATIONS (PARTIAL)

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☐ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☒
dead-ends: ☐ yes ☒ no ☐
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☐ carpet ☒ wood ☐ other ☐
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust. ☒ gyp/plst. ☐ other ☐
Comments: COSMETIC DAMAGE - LEAKS, CRACKS

GENERAL COMMENTS

Approx. area Number of Floors 1 Floor Heights 10' Approx. age
Building Condition: good ☐ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☒
Building Utilzation: crowded ☐ adequate ☐ underutilized ☒
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☒
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☐ toilet fac. ☐ no. fix ☐
COMMENTS: H.C. ACCESS NOT IN COMPLIANCE

PLACER COUNTY

18A

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☒	☒	☐
Water heater/pipes insulated?	☒	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☐	☒
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☒ double glazing S.W. ONLY ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10'

Plenum space Y

Crawl space Y

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

SEE GENERAL DE WIT REPORT.

PLACER COUNTY

BUILDING NAME BLDG. # 18 B, DE WITT
ADDRESS 11491 'B' AVE
CITY AUBURN
DESCRIPTION OF USE REVENUE & REIMBURSEMENTS

SITE DATA

Parking: no. spaces [ ] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [ ] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping ~~mtl.~~ w/o [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [ ]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [X] gyp/plaster [X] masonry [X] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [X] other [ ]
Comments: REMODELED 1970'S. INTERIOR BRICK WALL.
RUBBER BASE MISSING IN CORRIDOR

GENERAL COMMENTS

Approx. area Number of Floors 1 Floor Heights Approx. age 45
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [ ] underutilized [X]
Building Flexibility: can be exp. [ ] easily remod. [X] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]
COMMENTS: HANDIC. ACCESS/TOIL. / SH NOT IN COMPLIANCE

PLACER COUNTY

18B

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	X		
Roof/ceiling insulated?			X
Doors weatherstripped?		X	
Windows weatherstripped?	X	X	
Water heater/pipes insulated?	X		
Vestibules?		X	
Southern exposure have shading devices?	X		
Tinted or reflective glass?		X	
Floor insulated?			X
Slab on grade?		X	

Comments _____

GLAZING

[X] double glazing [X] single glazing

[ ] skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10'

Plenum space Y

Crawl space Y

Flat Roof? Yes [ ] No [ ]

Comments _____

COMMENTS AND CONCLUSIONS

SEE GENERAL DEWITT REPORT

#: 83 02

PLACER COUNTY

BUILDING NAME BLDG. # 27 DE WITT
ADDRESS 2995 FIRST STREET
CITY AUBURN
DESCRIPTION OF USE VETERAN'S SERVICE OFFICE

SITE DATA

Parking: no. spaces [12] site access [Y] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [ ] industrial [ ] undev. [ ] other [X]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [X] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping ~~met.~~ WD [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [X] other [ ]
Comments: ORIGINALLY RESIDENTIAL - TYPE BLDG. NICE SHIP LAP SIDING; EXTERIOR ENTR. CANOPY.

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments: SMOKE DETECTORS

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [ ] masonry [ ] wood [X] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [X] other [ ]
Comments: WOOD PANELING

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [ ] Approx. age [ ]
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [ ] underutilized [X]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [X] toilet fac. [X] no. fix [ ]
COMMENTS: TOIL. NOT HANDIC.-ACCESSIBLE.

PLACER COUNTY

BLDG 27

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☐	☒
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☐	☒
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 8'

Plenum space Y

Crawl space BASEMENT

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

NICE SMALL BLDG.

BUILDING NAME PLANNING DEPT
ADDRESS DEWITT - BLDG "102 A"
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [ ] site access [X] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [X] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [ ]
Comments: STEAM RADIATORS (UNUSED)

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [X] other [ ]
Partitions: Movable [X] gyp/plaster [ ] masonry [X] wood [X] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [X] other [ ]
Comments: ASBESTOS SPRAY ON CEILING
NICE INTERIORS

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [ ] Approx. age [ ]
Building Condition: good [ ] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [X] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]
COMMENTS: EFFICIENT FLOOR PLAN

PLACER COUNTY

PLANNING DEPT
BLDG "102A"

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☒	☒	☒
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☒	☒	☐
Water heater/pipes insulated?	☒	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☒ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10'

Plenum space Yes

Crawl space Yes

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

102-117 DOUBLE GLAZING ALONG LOBBY

HANDICAPPED ACCESSIBLE - RAMP TO ALL UNITS

PLACER COUNTY

BUILDING NAME PLANNING DEPT
ADDRESS DEWITT - BUILDING "102B"
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☒ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☒ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☒ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☒ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☒ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☒ no ☐ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☐
Comments: STEAM RADIATORS

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☐ carpet ☒ wood ☒ other ☐
Partitions: Movable ☒ gyp/plaster ☐ masonry ☒ wood ☒ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust. ☐ gyp/plst. ☒ other ☐
Comments: HALLWAYS CROWDED WITH STORAGE

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☒ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☒ adequate ☐ underutilized ☐
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☐ toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

PLANNING DEPT.
BLDG "102B"

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☒	☐	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☒	☐	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

AT SOUTHWEST

☒ double glazing ☐ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 9' & 10'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

PLACER COUNTY

BUILDING NAME BUILDING INSPECTION

ADDRESS DENITT - BLDG "103A"

CITY

DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☒ loading ☐ other ☐

Neighborhood: residential ☐ commercial ☒ industrial ☐ undev. ☐ other ☐

Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☒ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐

Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☒ other ☐

Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☒ wd. frm. ☐ other ☐

Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☐ hv only ☐ none ☐ other ☐

Lighting: incand. ☐ fluorescent ☒ h.i.d ☐

Fire Safety: sprinkeled ☐ yes ☒ no ☐ protect. exits: ☐ yes ☐ no ☐

dead-ends: ☐ yes ☐ no ☒

Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☒ carpet ☒ wood ☐ other ☐

Partitions: Movable ☒ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐

Ceiling: exposed ☐ lay-in ☒ acoust. ☐ gyp/plst. ☒ other ☐

Comments: DOORS MISSING IN CORRIDOR -
CORRIDORS USED AS STORAGE

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐

Building Condition: good ☒ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐

Building Utilzation: crowded ☒ adequate ☐ underutilized ☐

Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐

use can't be changed because of configuration ☐

Building Accommod.: h.c. access ☐ toilet fac. ☐ no. fix ☐

COMMENTS:

PLACER COUNTY

BLDG 103A

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☒	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 8' @ CORRIDOR

Plenum space 10' @ OFFICE

Crawl space _____

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

TALL FILE SYSTEM NOT BRACED – HAZARDOUS

PLACER COUNTY

BUILDING NAME DEPT. OF PUBLIC WORKS
ADDRESS DEWITT- BUILDING 103B
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [ ] site access [X] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [X] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [ ]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [X] gyp/plaster [X] masonry [X] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [X] other [ ]
Comments: ASBESTOS SPRAYED CEILING

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [ ] Approx. age [ ]
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [X] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]
COMMENTS:

PLACER COUNTY

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☒	☐	☐
Vestibules?	☒	☐	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

SPRINKLER VALVE EXPOSED IN ROOM

PLACER COUNTY

BUILDING NAME DEPT. OF PUBLIC WORKS
ADDRESS DEWITT - BLDG 104A & 104B
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☒ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☒ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☒ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☒ no ☐ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☒
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☐ carpet ☒ wood ☐ other ☐
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☒ acoust. ☒ gyp/plst. ☐ other ☐
Comments: RATED CORRIDOR HAS MORE THAN 25% WINDOWS — NOT IN COMPLIANCE WITH U.B.C.

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☒ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☒ underutilized ☐
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☐ toilet fac. ☐ no. fix ☐
COMMENTS: WELL ORGANIZED

PLACER COUNTY

BLDG 104A & 104B

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 8' CORRIDOR

Plenum space 10' OFFICE

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

PLACER COUNTY

BUILDING NAME DEPT. OF PUBLIC WORKS
ADDRESS DEWITT - BLDGS 105A & 105B
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [ ] site access [X] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [ ]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [X] other [X]
Comments: CORRIDORS, WALLS JOGGED, NOT IN COMPLIANCE W/ CODE
ASBESTOS

GENERAL COMMENTS

Approx. area Number of Floors [ ] Floor Heights [ ] Approx. age [ ]
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [X] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]
COMMENTS:

PLACER COUNTY

BLDG 105A & B

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height _____

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

HIGH VOLTAGE SWITCH BOARD IN CORRIDOR BETWEEN 105 & 104

105B RECENTLY REMODELED - VERY NICE, H.C. TOILETS, LAY IN CEILING, CARPET

PLACER COUNTY

BUILDING NAME ENVIRONMENTAL HEALTH
ADDRESS DEWITT - BLDGS 106 A & B
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [ ] site access [X] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [X] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [X] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [ ] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [X] acoust. [ ] gyp/plst. [X] other [X]
Comments: ASBESTOS IN OFFICE.
TOO MUCH GLAZING IN CORRIDOR

GENERAL COMMENTS

Approx. area Number of Floors [ ] Floor Heights [ ] Approx. age [ ]
Building Condition: good [ ] req. min. remod. [X] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [X] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [X] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [X] no. fix [ ]
COMMENTS: HANDICAPPED ACCESSIBLE

PLACER COUNTY

BLDGS 106A & B

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☒	☐	☐
Water heater/pipes insulated?	☒	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 8' & 10'

Plenum space _____ Flat Roof? Yes ☐ No ☐

Crawl space _____

Comments _____

COMMENTS AND CONCLUSIONS

106B H.C. TOILETS - RECENTLY REMODELED
MOVABLE PARTITIONS - NICE

PLACER COUNTY

BUILDING NAME AIR POLLUTION
ADDRESS DEWITT - BLDGS 107A & 107B
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☒ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☒ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☒ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☐ hv only ☐ none ☐ other ☐
Lighting: incand. ☒ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☒ no ☐ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☒ no ☐
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☐ carpet ☐ wood ☒ other ☐
Partitions: Movable ☐ gyp/plaster ☐ masonry ☐ wood ☒ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust. ☐ gyp/plst. ☐ other ☐
Comments: NEVER REMODELED - 107B
107A SAME AS 106

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☐ req. min. remod. ☐ req. maj. remod. ☒ req. replc ☐
Building Utilzation: crowded ☐ adequate ☐ underutilized ☐
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☐ toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 8' & 10'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

107B - USED AS ARCHIVES & STORAGE
- FIRE HAZARD
- FREE STANDING STORAGE SHELVES NOT SECURED

PLACER COUNTY

BUILDING NAME HEALTH DEPT
ADDRESS DEWITT - BLDGS 108A & B
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [ ] site access [X] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [X] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [X] no [ ]
Comments: 108A HAS POOR LIGHTING & POOR VENTILATION

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [X] other [ ]
Comments: ASBESTOS CEILING

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [ ] Approx. age [ ]
Building Condition: good [ ] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [X] toilet fac. [X] no. fix [ ]
COMMENTS: 108A IS ADEQUATE - 108B IS CROWDED

108A HAS H.C. TOILET - NOT IN COMPLIANCE W/ CODE

PLACER COUNTY

BLDGS 108 A&B

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

AT LOBBY

☒ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 8' & 10'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

108A - LOBBY RECENTLY REMODELED
- NEW GYP. BOARD CEILING
- H.C. NOT IN COMPLIANCE W/ CODE

108B - LAB HAS BUILT IN EQUIP - SPECIALIZED CASE WORK
- CORRIDOR USED AS LOBBY
- POOR HARDWARE IN COMPLIANCE W/ CODE

PLACER COUNTY

BUILDING NAME HEALTH DEPT
ADDRESS DEWITT - BLDG 109 A & B
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [ ] site access [X] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [X] yes [X] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [X] no [ ]
Comments: STEAM RADIATORS
SPRINKERS NOT IN COMPLIANCE W/ CODE

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [X] wood [ ] other [ ]
Partitions: Movable [X] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [X] gyp/plst. [X] other [ ]
Comments: ASBESTOS CEILING

GENERAL COMMENTS

Approx. area Number of Floors [ ] Floor Heights [ ] Approx. age [ ]
Building Condition: good [ ] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [X] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [X] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]
COMMENTS: BATHROOMS NOT IN COMPLIANCE W/CODE

PLACER COUNTY

BLDG 109 A&B

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☒ SOUTHWEST double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 8' & 10'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

PLACER COUNTY

BUILDING NAME MENTAL HEALTH
ADDRESS DEWITT - BUILDING 110A - 111B
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☒ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☒ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☒ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☒ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☒ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☐ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☒ no ☐ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☐
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☒ carpet ☒ wood ☐ other ☐
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust. ☐ gyp/plst. ☒ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☒ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☐ underutilized ☒
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☐ toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

10A-11B

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☒	☐	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☒	☐	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height _____

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- NICE & EFFICIENT REMODEL
- QUESTIONABLE EXITING & NO RATED DOORS
- ALL WINDOWS SINGLE GLAZING

PLACER COUNTY

BUILDING NAME JOB TRAINING
ADDRESS DEWITT - BLDG 112A
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☐ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☒ yes ☐ no ☐ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☐
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☒ carpet ☒ wood ☐ other ☐
Partitions: Movable ☒ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust. ☐ gyp/plst. ☒ other ☐
Comments: ASBESTOS CEILING

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☒ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☐ underutilized ☒
Building Flexibility: can be exp. ☐ easily remod. ☒ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☐ toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

BLDG 112A

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 8'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

25% NEVER DEVELOPED - USED AS STORAGE

PLACER COUNTY

BUILDING NAME ALCOHOL, DRUG, TOBACCO
ADDRESS DEWITT - BLDG 112B
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [ ] site access [X] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [X] yes [ ] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [ ]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [X] other [ ]
Comments: SPRAYED ON ASBESTOS CEILING

GENERAL COMMENTS

Approx. area Number of Floors [ ] Floor Heights [ ] Approx. age [ ]
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [ ] underutilized [X]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]
COMMENTS:

PLACER COUNTY

BLDG 112 B

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

50% NEVER DEVELOPED - USED AS STORAGE

PLACER COUNTY

BUILDING NAME: DISTRICT ATTORNEY
ADDRESS: DEWITT - BUILDING 115 A & B
CITY:
DESCRIPTION OF USE:

SITE DATA

Parking: no. spaces [ ] site access [X] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [X] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [ ]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [ ] other [ ]
Comments: SPRAY ON ASBESTOS CEILING

GENERAL COMMENTS

Approx. area Number of Floors [ ] Floor Heights [10'] Approx. age [ ]
Building Condition: good [ ] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [X] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [X] toilet fac. [ ] no. fix [ ]
COMMENTS: NOT IN COMPLIANCE W/ CODE

PLACER COUNTY

BLDG #5 A&B

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☒ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

- TWO WINGS COMBINED, WELL ORGANIZED YET CROWDED
- CORRIDORS USED FOR STORAGE
- FIRE ALARM SYSTEM
- EXITING PROBLEMS

PLACER COUNTY

BUILDING NAME FAMILY SUPPORT
ADDRESS DEWITT - BLDG 116A
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☐ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☐ hv only ☒ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☒ no ☐ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☐
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☐ carpet ☒ wood ☐ other ☐
Partitions: Movable ☒ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust ☐ gyp/plst. ☐ other ☐
Comments: SPRAY ON ASBESTOS ON CEILING
POOR VENTILATION

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☐ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☒ adequate ☐ underutilized ☐
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☒ toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

BLDG 116A

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 8' & 10'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- FILE SHELVES NOT BRACED
- REMODELED IN 70's
- IMPROPER EXITING

PLACER COUNTY

BUILDING NAME MEDICAL CLINIC
ADDRESS DEWITT - BUILDING 117A & B
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [ ] site access [X] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [X] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [X] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [ ]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [ ] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [ ] other [ ]
Comments: ROLL DOWN SHUTTER @ COUNTER YET NO RATED DOOR

GENERAL COMMENTS

Approx. area Number of Floors [ ] Floor Heights [ ] Approx. age [ ]
Building Condition: good [ ] req. min. remod. [X] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [ ] underutilized [X]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]
COMMENTS: BLDG 117B IS ADEQUATELY UTILIZED

PLACER COUNTY

BLDG 117A & B

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- X-RAY ROOM HAS NO LEAD SHIELDING @ DOOR
- RECENTLY REMODELED
- LOTS OF MED. EQUIP NOT UP TO O.S.H.P.P. CODE

PLACER COUNTY

BUILDING NAME PUBLIC EMPLOYEES ORGANIZATION
ADDRESS DEWITT - 201A
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [ ] site access [X] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [X] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [X] fluorescent [ ] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [X] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [ ]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [X] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [X] other [ ]
Comments: SPRAYED ASBESTOS ON CEILING

GENERAL COMMENTS

Approx. area Number of Floors [ ] Floor Heights [ ] Approx. age [ ]
Building Condition: good [ ] req. min. remod. [X] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [X] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]
COMMENTS:

PLACER COUNTY

BLDG 201A

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

PLACER COUNTY

BUILDING NAME ELECTIONS
ADDRESS DEWITT- BUILDING 212A
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☒ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☒ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☒ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☒ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☒ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☒ no ☐ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☒ no ☐
Comments: EXPOSED DUCTS - NEW HVAC SYSTEM

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☒ carpet ☒ wood ☐ other ☐
Partitions: Movable ☒ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust. ☐ gyp/plst. ☒ other ☐
Comments: RECENTLY REMODELED (1979)

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☐ req. min. remod. ☒ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☐ underutilized ☒
Building Flexibility: can be exp. ☐ easily remod. ☒ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☒ toilet fac. ☐ no. fix ☐
COMMENTS: RAMP IN COMPLIANCE (W/CODE), BUT ENTRY NOT

PLACER COUNTY

BLDG 212A

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☒	☐	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☒	☐	☐
Water heater/pipes insulated?	☒	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☒ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 9'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- OPEN OFFICE PLAN - FLEXIBLE
- DOUBLE GLAZING @ SW
- CLIMATICALLY CNT. FOR COMPUTERS

PLACER COUNTY

BUILDING NAME PROBATION DEPARTMENT
ADDRESS DEWITT BLDG 214 A
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [ ] site access [X] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [X] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [ ]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [X] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [X] other [ ]
Comments:

GENERAL COMMENTS

Approx. area Number of Floors [ ] Floor Heights [10'] Approx. age [ ]
Building Condition: good [ ] req. min. remod. [X] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [X] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [X] toilet fac. [ ] no. fix [ ]
COMMENTS: NICE ENTRANCE WITH HANDICAPPED ACCESSABLE RAMP

PLACER COUNTY

214A

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☒	☐	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☒	☐	☐
Water heater/pipes insulated?	☒	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☒ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 9'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

LARGE LOBBY - NICE

PLACER COUNTY

BUILDING NAME BUILDINGS & GROUNDS
ADDRESS DEWITT · BLDG 302 B
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☒ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☒ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments: WOOD BEAMS ON BRICK PILASTERS

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☒ hv/ac ☐ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☒
Comments:

INTERIOR FINISHES

Floors: conc. ☒ vinyl ☐ carpet ☐ wood ☐ other ☐
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☒ lay-in ☐ acoust. ☐ gyp/plst. ☐ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors 1 Floor Heights 12' Approx. age
Building Condition: good ☒ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☐ underutilized ☒
Building Flexibility: can be exp. ☒ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☒ toilet fac. ☒ no. fix ☐
COMMENTS: NOT IN COMPLIANCE W/ CODE

PLACER COUNTY

302 B

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☒	☐	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 12'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☒ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

WAREHOUSE TYPE CONSTRUCTION

PLACER COUNTY

BUILDING NAME CENTRAL STORES
ADDRESS DEWITT - BLDG 304 A
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [8] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [ ] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [ ] other [ ]
Comments: POST & BEAM

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [ ] none [X] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [ ]
Comments: NO HEATING SYSTEM

INTERIOR FINISHES

Floors: conc. [X] vinyl [ ] carpet [ ] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [X] lay-in [ ] acoust. [X] gyp/plst. [ ] other [ ]
Comments: ALMOST NO INTERIOR ROOMS

GENERAL COMMENTS

Approx. area Number of Floors [ ] Floor Heights [ ] Approx. age [ ]
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [ ] underutilized [X]
Building Flexibility: can be exp. [X] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [X] toilet fac. [ ] no. fix [ ]
COMMENTS:

PLACER COUNTY

304A

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☒	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 12'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

LARGE OPEN WAREHOUSE

PLACER COUNTY

BUILDING NAME _____
ADDRESS PURCHASING AGENT / PROCUREMENT SVS
CITY DEWITT 3C4B
DESCRIPTION OF USE _____

SITE DATA

Parking: no. spaces [8] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments: _____

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [ ] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [ ] other [ ]
Comments: _____

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments: _____

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [X] wood [ ] other [ ]
Partitions: Movable [X] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [X] lay-in [ ] acoust. [ ] gyp/plst. [ ] other [ ]
Comments: _____

GENERAL COMMENTS

Approx. area **Number of Floors** [1] **Floor Heights** [ ] **Approx. age** [ ]
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [X] underutilized [ ]
Building Flexibility: can be exp. [X] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [X] toilet fac. [ ] no. fix [ ]
COMMENTS: _____

PLACER COUNTY

304B

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☒	☐	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☐	☐
Vestibules?	☒	☐	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10' - 12'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- NICE ENTRANCE - LARGE LOBBY
- LARGE PRINTING SPACE IN BACK
- WELL ORGANIZED
- NATURAL LIGHTING IN REAR

PLACER COUNTY

BUILDING NAME SOILS LAB
ADDRESS DEWITT : BUILDING 305A
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☒ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☒
Comments: NEW HV/AC SYSTEM

INTERIOR FINISHES

Floors: conc. ☒ vinyl ☐ carpet ☐ wood ☐ other ☐
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☒ lay-in ☐ acoust. ☐ gyp/plst. ☐ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☐ req. min. remod. ☒ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☐ underutilized ☒
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☐ toilet fac. ☒ no. fix ☐
COMMENTS: NOT IN COMPLIANCE W/ CODE

PLACER COUNTY

BLDG 305A

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☐	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☐	☐
Floor insulated?	☐	☐	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height _____

Plenum space _____

Crawl space _____

	Yes	No
Flat Roof?	☐	☐

Comments _____

COMMENTS AND CONCLUSIONS

- FLAMMABLE STORAGE IN CORRIDOR
- OFFICE IN FRONT -

PLACER COUNTY

BUILDING NAME AGRICULTURAL COMMISSIONER
ADDRESS WEIGHTS & MEASURES
CITY DEWITT - BLDG 306
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☒ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☒ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☒
Comments: NEW HV/AC SYSTEM · POST & BEAM CONST.

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☒ carpet ☒ wood ☐ other ☐
Partitions: Movable ☒ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust. ☐ gyp/plst. ☒ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☐ req. min. remod. ☒ req. maj. remod. ☒ req. replc ☐
Building Utilzation: crowded ☒ adequate ☐ underutilized ☒
Building Flexibility: can be exp. ☒ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☐ toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

BLDG 306

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height _____

Plenum space _____ Flat Roof? Yes ☐ No ☐

Crawl space _____

Comments _____

COMMENTS AND CONCLUSIONS

- STAIRS & WOOD CANOPY HAVE ROTTED
- LARGE SPACE NEVER REMODELED

PLACER COUNTY

BUILDING NAME VOLUNTEER CENTER
ADDRESS DEWITT - 312 A
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☐ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☒ no ☐ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☒
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☐ carpet ☒ wood ☐ other ☐
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust. ☐ gyp/plst. ☒ other ☐
Comments: SPRAY ON ASBESTOS CEILING

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☒ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☐ underutilized ☒
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☐ toilet fac. ☒ no. fix ☐
COMMENTS: NOT H.C. ACCESSIBLE

PLACER COUNTY

3/2A

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☒	☐	☐
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☐	☒
Vestibules?	☐	☐	☒
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☐	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

PARTIALLY REMODELED NICE SPACE

PLACER COUNTY

BUILDING NAME MULTI-PURPOSE SENIOR CENTER
ADDRESS DEWITT - BLDG 313A & B, 314B
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☒ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☒ no ☐ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☐
Comments: NEW HV/AC SYSTEM

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☒ carpet ☒ wood ☐ other ☐
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☒ acoust. ☐ gyp/plst. ☐ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☐ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☒ underutilized ☐
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☒ toilet fac. ☒ no. fix ☐
COMMENTS: TOILETS IN COMPLIANCE W/ CODE

PLACER COUNTY

3/3 A/B 3/4 B

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☒	☐	☐
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☒	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☒	☐	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☐	☒
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☒ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- EXCELLENT REMODEL - UP TO CODE / DOORS RATED
- NICE STUCCO FACADE

PLACER COUNTY

BUILDING NAME ARTS & CRAFTS 314A
ADDRESS DEWITT - BLDG 314A
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☐ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☒ hv/ac ☐ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☒ no ☐ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☒
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☒ carpet ☐ wood ☐ other ☐
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust. ☐ gyp/plst. ☒ other ☐
Comments: SPRAYED ASBESTOS CEILING

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights 10' Approx. age ☐
Building Condition: good ☐ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☒ underutilized ☐
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access NO toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

BLDG 314A

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☐	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☐	☐
Tinted or reflective glass?	☐	☐	☐
Floor insulated?	☐	☐	☐
Slab on grade?	☐	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height _____

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- LARGE ARTS & CRAFTS ROOM
- CONNECTED TO SENIOR CENTER
- COULD BE BETTER UTIRIZED

PLACER COUNTY

BUILDING NAME CREDIT UNION
ADDRESS DEWITT - BUILDING 418
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☒ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping ~~mtl.~~ ☒ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☒
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☐ carpet ☒ wood ☐ other ☐
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust. ☐ gyp/plst. ☒ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☒ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☐ underutilized ☐
Building Flexibility: can be exp. ☒ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☒ toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

BLDG 418

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☐	☐
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☒	☐	☐
Water heater/pipes insulated?	☒	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☒	☐	☐
Floor insulated?	☐	☐	☐
Slab on grade?	☐	☐	☐

Comments _____

GLAZING

☒ double glazing ☐ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height _____

Plenum space _____

Crawl space _____

	Yes	No
Flat Roof?	☐	☐

Comments _____

COMMENTS AND CONCLUSIONS

PLACER COUNTY

BUILDING NAME AUBURN ROAD DISTRICT OFFICE
ADDRESS DEWITT - BUILDING 423
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☐ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☐ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☐
Comments:

INTERIOR FINISHES

Floors: conc. ☒ vinyl ☐ carpet ☐ wood ☐ other ☐
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust. ☐ gyp/plst. ☐ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☐ req. min. remod. ☐ req. maj. remod ☒ req. replc ☐
Building Utilzation: crowded ☐ adequate ☒ underutilized ☐
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☒ toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

BLDG 423

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☒	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☐	☐
Tinted or reflective glass?	☐	☐	☐
Floor insulated?	☒	☐	☐
Slab on grade?	☐	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- OLD WAREHOUSE/SHOP/GARAGE
- ROOFING SHINGLES USED AS SIDING ON ADD ON SPACE

PLACER COUNTY

BUILDING NAME ROAD DEPT TRANSIT
ADDRESS DEWITT - BLDG 419
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☐ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☒ no ☐
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☐ carpet ☒ wood ☐ other ☐
Partitions: Movable ☒ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☒ acoust. ☐ gyp/plst. ☐ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☒ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☒ adequate ☐ underutilized ☐
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☐ toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

BLDG 419

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☒	☐	☐
Water heater/pipes insulated?	☐	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☒ double glazing ☐ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 9'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- CROWDED BUT EFFICIENT
- OLD BUT WELL MAINTAINED

PLACER COUNTY

BUILDING NAME CHEMICAL STORAGE / BRIDGE CREW / TRAFFIC SIGNS
ADDRESS DEWITT - BLDGS 420A, B, & C
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☐ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☐ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☐
Comments:

INTERIOR FINISHES

Floors: conc. ☒ vinyl ☐ carpet ☐ wood ☐ other ☐
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☒ lay-in ☐ acoust. ☐ gyp/plst. ☐ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☐ req. min. remod. ☒ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☒ underutilized ☐
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☒ toilet fac. ☒ no. fix ☐
COMMENTS: NOT IN COMPLIANCE W/ CODE

PLACER COUNTY

BLDG 42C A,B,C

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

ELEVATIONS

	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height _____

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- LOTS OF CHEMICALS - HAZARDOUS WITH POOR VENTILATION
- SOME OFFICE AREAS
- LARGE OPEN SPACES

PLACER COUNTY

BUILDING NAME ANIMAL CONTROL CENTER
ADDRESS DEWITT - BUILDING 802
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [12] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [ ] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [X] sloping tile [ ] sloping mtl. [ ] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments:

INTERIOR FINISHES

Floors: conc. [X] vinyl [X] carpet [ ] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [X] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [X] lay-in [X] acoust. [ ] gyp/plst. [X] other [ ]
Comments:

GENERAL COMMENTS

Approx. area Number of Floors [ ] Floor Heights [ ] Approx. age [5-6 YRS]
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [X] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [Y] toilet fac. [X] no. fix [ ]
COMMENTS: NOT IN COMPLIANCE W/ CODE

PLACER COUNTY

BLDG 502

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☐	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☒	☐	☐
Water heater/pipes insulated?	☐	☐	☒
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☐	☐
Floor insulated?	☐	☐	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☒ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height _____

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- NEW C.M.U. BLDG
- WELL MANAGED - NO CHANGES RECOMMENDED

PLACER COUNTY

BUILDING NAME AUBURN VETERAN'S MEMORIAL HALL
ADDRESS 100 EAST ST
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [60] site access [ ] loading [ ] other [ ]
Neighborhood: residential [X] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [X] hv/ac [ ] hv only [ ] none [ ] other [ ]
Lighting: incand. [X] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [X] wood [X] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [ ] other [ ]
Comments: BEAUTIFUL HALL

GENERAL COMMENTS

Approx. area Number of Floors [2] Floor Heights [10'-16'] Approx. age [50?]
Building Condition: good [ ] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [ ] underutilized [X]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [X] toilet fac. [X] no. fix [ ]
COMMENTS: RAMP NOT IN COMPLIANCE W/ CODE

PLACER COUNTY

60 EAST ST.

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☐	☒
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10' & 12'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

- WELL MAINTAINED - BEAUTIFUL STRUCTURE
- ANTIQUATED HEATING SYSTEM
- NEW ROOF

PLACER COUNTY

BUILDING NAME: BERNHARD HOUSE
ADDRESS: 291 AUBURN FOLSOM RD
CITY:
DESCRIPTION OF USE:

SITE DATA

Parking: no. spaces [24] site access [ ] loading [ ] other [ ]
Neighborhood: residential [X] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [X] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping ~~mtl~~ WD [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [X] other [ ]
Comments: STONE FOUNDATION

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [ ] none [ ] other [ ]
Lighting: incand. [X] fluorescent [ ] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments: SMOKE DETECTORS

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [X] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [X] other [ ]
Comments:

GENERAL COMMENTS

Approx. area Number of Floors [2+] Floor Heights [9'] Approx. age [75 YRS]
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [X]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [✓] toilet fac. [ ] no. fix [ ]
COMMENTS: RAMP

PLACER COUNTY

291 AUBURN FOLSOM RD

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☐	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 9'

Plenum space _____

Crawl space BASEMENT

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- BEAUTIFUL OLD HOUSE CONVERTED INTO MUSEUM
- NICE PORCH WRAPPING AROUND 2 SIDES
- WELL MAINTAINED

PLACER COUNTY

BUILDING NAME GOLD COUNTRY FAIRGROUNDS MUSEUM
ADDRESS 1273 HIGH ST, AUBURN
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☐ conc./stone ☒ cem.plast. ☐ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping ~~mtl.~~ WP ☒ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments: WD. TIMBER ROOF STRUCTURE

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☒ fluorescent ☐ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☒
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☐ carpet ☒ wood ☐ other ☐
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☒ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust. ☐ gyp/plst. ☐ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age ☐
Building Condition: good ☒ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☒ underutilized ☐
Building Flexibility: can be exp. ☒ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☒ toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

1273 HIGH ST, AUBURN

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☐	☒
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☒	☒
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☐	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing	30	0	5	5

Comments _____

MECHANICAL SPACE

Ceiling Height 16' - 24' (PEAK OF ROOF)

Plenum space _____ Flat Roof? Yes ☐ No ☒

Crawl space _____

Comments _____

COMMENTS AND CONCLUSIONS

- HISTORIC BLDG

PLACER COUNTY #10 1

BUILDING NAME KINGS BEACH LIBRARY
ADDRESS 301 SECLINE AVE.
CITY KINGS BEACH, CA. (546-2021)
DESCRIPTION OF USE PUBLIC LIBRARY

SITE DATA

Parking: no. spaces [7] site access [ ] loading [ ] other [ ]
Neighborhood: residential [X] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [X] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] WOOD SH. other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [X] other [ ]
Comments: CONCRETE FND, WALL + FRAMING FROM PREEXISTING STRUCTURE

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [X] none [ ] other [ ]
Lighting: incand. [X] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X] STICKERS NOT VISABLE
Comments: "VERY COMFORTABLE"

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [X] other [ ]
Comments: NEW - VERY GOOD CONDITION

GENERAL COMMENTS

Approx. area 1433 SQ.FT. Number of Floors [1] Floor Heights [AVE. FLR.TO CLG. 10'-0"] Approx. age [2 1/2]
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [X] underutilized [ ]
Building Flexibility: can be exp. [X] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [1] no. fix [1]
COMMENTS: REMODELED RESIDENCE - BOOK SPACE LIMITED

PLACER COUNTY

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☐	☒
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☒	☐	☐
Water heater/pipes insulated?	☐	☐	☒
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒ 2' EAVE	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☒	☐	☐
Slab on grade?	☐	☒	☐

Comments "VERY COMFORTABLE"

GLAZING

☒ double glazing ☐ single glazing

☒ skylights SOUTH FACING

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing	0	40%	20%	20% ±

Comments

MECHANICAL SPACE

Ceiling Height 8'-0"

Plenum space 2'x6' FURNACE ROOM

Crawl space 3'-0" ±

Flat Roof? Yes ☐ No ☒

Comments

Can passive or active solar technology be effectively employed? Explain

EXISTING SOLAR EXPOSURE VERY GOOD -

PLACER COUNTY

BUILDING NAME LINCOLN MUNI COURT
ADDRESS 453 G. STREET
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☒ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☒ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☒ wd. frm. ☐ other ☐
Comments: OLD BRICK BUILDING

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☒
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☒ carpet ☒ wood ☐ other ☒ TILE
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☒ acoust. ☐ gyp/plst. ☐ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors 1 Floor Heights 8' Approx. age 100YRS
Building Condition: good ☐ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☐ underutilized ☒
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☒ toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

453 G STREET

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☐	☐
Slab on grade?	☐	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 8'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

INHABITS OLD STORE FRONTS

PLACER COUNTY

BUILDING NAME LOOMIS LIBRARY
ADDRESS 6050 , LOOMIS
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [30] site access [ ] loading [ ] other [ ]
Neighborhood: residential [X] commercial [ ] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [X] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping ~~mtl.~~ WD [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [ ] other [ ]
Comments: POST & BEAM CONSTRUCTION

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [X] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [X] mtl. [ ] other [ ]
Ceiling: exposed [X] lay-in [ ] acoust. [ ] gyp/plst. [ ] other [ ]
Comments:

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [10'-20'] Approx. age [20 YRS]
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [Y] toilet fac. [X] no. fix [ ]
COMMENTS: NOT IN COMPLIANCE W/ CODE

PLACER COUNTY

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☐	☒
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☒	☐	☐
Water heater/pipes insulated?	☐	☐	☒
Vestibules?	☒	☐	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☐	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☒ double glazing ☐ single glazing

☒ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10' - 20'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

- 1970's STYLE LIKE SKI LODGE
- GRANITE FIREPLACE
- NICE LIGHTING
- BEAUTIFUL VERTICAL ENTRY
- REDWOOD INT. & EXT.

PLACER COUNTY

BUILDING NAME LOOMIS MEMORIAL HALL
ADDRESS 5995 HORSESHOE BAR RD.
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments: NO ON SITE PARKING

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☐ conc./stone ☐ cem.plast. ☒ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☒ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☒
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☒ carpet ☒ wood ☒ other ☐
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☒ lay-in ☐ acoust. ☐ gyp/plst. ☐ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors 1 Floor Heights 10'-18' Approx. age 30 YRS
Building Condition: good ☐ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☐ underutilized ☒
Building Flexibility: can be exp. ☐ easily remod. ☒ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☒ toilet fac. ☒ no. fix ☐
COMMENTS: NOT IN COMPLIANCE W/ CODE

PLACER COUNTY

5995 HORSESHOE

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☒	☐	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☐	☒
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☐	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height _____

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

- LARGE BLDG
- CURRENTLY USED BY MUNI CT
- INTERIOR COSMETIC REPAIRS NEEDED

PLACER COUNTY

BUILDING NAME WELFARE DEPT.
ADDRESS 100 STONEHOUSE COURT
CITY ROSEVILLE
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☐ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☒ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☒
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☐ carpet ☐ wood ☐ other ☐
Partitions: Movable ☒ gyp/plaster ☒ masonry ☐ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust. ☐ gyp/plst. ☐ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors 1 Floor Heights 9 Approx. age
Building Condition: good ☒ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☒ adequate ☐ underutilized ☐
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☐ toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

WELFARE DEPT

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☐	☐
Roof/ceiling insulated?	☐	☐	☐
Doors weatherstripped?	☐	☐	☐
Windows weatherstripped?	☐	☐	☐
Water heater/pipes insulated?	☐	☐	☐
Vestibules?	☐	☐	☐
Southern exposure have shading devices?	☐	☐	☐
Tinted or reflective glass?	☐	☐	☐
Floor insulated?	☐	☐	☐
Slab on grade?	☐	☐	☐

Comments _____

GLAZING

☐ double glazing ☐ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height _____

Plenum space _____ Flat Roof? Yes ☐ No ☐

Crawl space _____

Comments _____

COMMENTS AND CONCLUSIONS

- UNBRACED FILE SHELVES
- UNRATED DOORS IN CORRIDOR

PLACER COUNTY

BUILDING NAME APPLEGATE LIBRARY
ADDRESS 15820 APPLEGATE RD
CITY CLIPPER GAP
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [6] site access [ ] loading [ ] other [ ]
Neighborhood: residential [X] commercial [ ] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [X] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping ~~mtl.~~ WD [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [X] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments: MINOR ELEC WORK NEEDED

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [X] lay-in [ ] acoust. [ ] gyp/plst. [ ] other [ ]
Comments:

GENERAL COMMENTS

Approx. area Number of Floors [ ] Floor Heights [ ] Approx. age [ ]
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [X] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]
COMMENTS: BATHROOM USED AS STORAGE

PLACER COUNTY

15820 APPLEGATE RD

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☒	☐	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☒	☐	☐
Water heater/pipes insulated?	☒	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☐	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 9'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

- RESIDENTIAL TYPE BUILDING
- PLYWOOD EXTERIOR

PLACER COUNTY

BUILDING NAME COLFAX JUSTICE CENTER
ADDRESS 10 CULVER ST
CITY COLFAX
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [6] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [ ] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [X] other [ ]
Roof Construction: flat built-up [X] sloping tile [ ] sloping ~~mtl.~~ WD [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [X] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [X] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [X] acoust. [ ] gyp/plst. [ ] other [ ]
Comments:

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [8'] Approx. age [20 YRS]
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [ ] underutilized [X]
Building Flexibility: can be exp. [ ] easily remod. [X] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]
COMMENTS:

PLACER COUNTY

COLFAX JUSTICE

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☒	☐	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☐	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☒ skylights

CLERESTORT

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 8'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- NARROW CORRIDORS

PLACER COUNTY

BUILDING NAME COLFAX LIBRARY
ADDRESS 2 WEST CHURCH & MAIN
CITY COLFAX
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [0] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [ ] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [ ] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [X] acoust. [ ] gyp/plst. [ ] other [ ]
Comments:

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [111] Approx. age [ ]
Building Condition: good [ ] req. min. remod. [X] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [X] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]
COMMENTS:

PLACER COUNTY

2 WEST CHURCH

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☐	☒
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 11'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- LEASED
- NICE CORNER BLDG - NEEDS WORK (LEAKS)

PLACER COUNTY

BUILDING NAME COLFAX MEMORIAL HALL
ADDRESS 22 SUNSET CIRCLE
CITY COLFAX
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☐ conc./stone ☐ cem.plast. ☒ mtl. ☐ wood ☐ other ☐
Roof Construction: flat built-up ☒ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☒
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☐ carpet ☐ wood ☒ other ☐
Partitions: Movable ☐ gyp/plaster ☐ masonry ☒ wood ☐ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust. ☐ gyp/plst. ☒ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors 2 Floor Heights 16' Approx. age 20 YRS
Building Condition: good ☒ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☐ underutilized ☐
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☒ toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

22 SUNSET CIRCLE

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☒	☐	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☒	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☐	☐
Tinted or reflective glass?	☒	☐	☐
Floor insulated?	☐	☐	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height _____

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

-LARGE OUT OF PLACE BLDG

PLACER COUNTY

BUILDING NAME FOREST HILL COMMUNITY CENTER
ADDRESS 24590 MAIN ST
CITY FOREST HILL
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [10] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [X] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping ~~mtl.~~ WP [X] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [X] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [ ]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [X] acoust. [ ] gyp/plst. [X] other [ ]
Comments:

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [ ] Approx. age [ ]
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [X] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [Y] toilet fac. [ ] no. frx [ ]
COMMENTS:

PLACER COUNTY

24580 MAIN ST

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☒	☐	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☒	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☒	☐	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 8'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☒

Comments _____

COMMENTS AND CONCLUSIONS

- SHERRIFF, LIBRARY & COMMUNITY CENTER UNDER 1 ROOF
- RECENTLY UPDATED – PANIC HARDWARE & MOST IN CODE
- STOREFRONT EXTERIOR, NEEDS COSMETIC WORK
- EXTERIOR WOOD ROTTING

PLACER COUNTY

BUILDING NAME FOREST HILL MEMORIAL HALL
ADDRESS 24601 HARRISON ST
CITY FOREST HILL
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☐ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☒ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping ~~mtl.~~ WD ☒ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☒ fluorescent ☐ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☒
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☐ carpet ☐ wood ☒ other ☐
Partitions: Movable ☐ gyp/plaster ☐ masonry ☐ LOGS wood ☒ mtl. ☐ other ☐
Ceiling: exposed ☒ lay-in ☐ acoust. ☐ gyp/plst. ☐ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights ☐ Approx. age 50 YRS
Building Condition: good ☒ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☐ underutilized ☒
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access N toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

24601 HARRISON

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☒	☐
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 10'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- BEAUTIFUL LOG CABIN
- PIER FOOTINGS

PLACER COUNTY

BUILDING NAME FOREST HILL MUSEUM
ADDRESS 24601 HARRISON ST
CITY FOREST HILL
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☐ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☒ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☒ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☒ other ☐
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☒ hv only ☐ none ☐ other ☐
Lighting: incand. ☒ fluorescent ☐ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☒
Comments:

INTERIOR FINISHES

Floors: conc. ☒ vinyl ☐ carpet ☐ wood ☐ other ☐
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☒ mtl. ☐ other ☐
Ceiling: exposed ☐ lay-in ☐ acoust. ☐ gyp/plst. ☒ other ☐
Comments:

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights 9' Approx. age 5YRS.
Building Condition: good ☒ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☐ underutilized ☐
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☐ toilet fac. ☐ no. fix ☐
COMMENTS:

PLACER COUNTY

FOREST HILL MUSEUM

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☒	☐	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☒	☐	☐
Water heater/pipes insulated?	☒	☐	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☒	☐	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 9'

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

- WELL DESIGNED BLDG - ALL UP TO CODE
- LARGE ATTIC WITH DORMERS

PLACER COUNTY

BUILDING NAME ROSEVILLE MUNI COURT
ADDRESS 300 TAYLOR ST
CITY ROSEVILLE
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [68] site access [ ] loading [ ] other [ ]
Neighborhood: residential [X] commercial [ ] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [X] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [X] sloping tile [ ] sloping mtl. [ ] other [ ]
Structural Systems: conc. frm. [X] stl.frm. [ ] load bearing [ ] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [X] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [X] acoust. [ ] gyp/plst. [ ] other [ ]
Comments:

GENERAL COMMENTS

Approx. area Number of Floors [ ] Floor Heights [ ] Approx. age [20]
Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [X] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [Y] toilet fac. [X] no. fix [ ]
COMMENTS:

PLACER COUNTY

300 TAYLOR

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated? THICK CONC		X	
Roof/ceiling insulated?	X		
Doors weatherstripped?	X		
Windows weatherstripped?	X		
Water heater/pipes insulated?			X
Vestibules?	X		
Southern exposure have shading devices?			
Tinted or reflective glass?			
Floor insulated?			
Slab on grade?			

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 9'

Plenum space _____

Crawl space LARGE

Flat Roof? Yes ☒ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

1960's STYLE CONCRETE BOX

PLACER COUNTY

BUILDING NAME VISITOR INFO. CENTER
ADDRESS 661 NEWCASTLE RD
CITY NEWCASTLE
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces ☐ site access ☐ loading ☐ other ☐
Neighborhood: residential ☐ commercial ☐ industrial ☐ undev. ☐ other ☐
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry ☐ conc./stone ☐ cem.plast. ☐ mtl. ☐ wood ☒ other ☐
Roof Construction: flat built-up ☐ sloping tile ☐ sloping mtl. ☐ other ☐
Structural Systems: conc. frm. ☐ stl.frm. ☐ load bearing ☐ wd. frm. ☐ other ☐
Comments: EXPOSED BEAM CEILING

BUILDING SYSTEMS

Mechanical Systems: unit heaters ☐ hv/ac ☐ hv only ☐ none ☐ other ☐
Lighting: incand. ☐ fluorescent ☒ h.i.d ☐
Fire Safety: sprinkeled ☐ yes ☐ no ☒ protect. exits: ☐ yes ☐ no ☐
dead-ends: ☐ yes ☐ no ☐
Comments:

INTERIOR FINISHES

Floors: conc. ☐ vinyl ☐ carpet ☒ wood ☐ other ☐
Partitions: Movable ☐ gyp/plaster ☒ masonry ☐ wood ☒ mtl. ☐ other ☐
Ceiling: exposed ☒ lay-in ☐ acoust. ☐ gyp/plst. ☐ other ☐
Comments: POOR VENTILATION

GENERAL COMMENTS

Approx. area Number of Floors ☐ Floor Heights 12'-18' Approx. age 6
Building Condition: good ☒ req. min. remod. ☐ req. maj. remod. ☐ req. replc ☐
Building Utilzation: crowded ☐ adequate ☐ underutilized ☒
Building Flexibility: can be exp. ☐ easily remod. ☐ maj. work to change ☐
use can't be changed because of configuration ☐
Building Accommod.: h.c. access ☐ toilet fac. ☐ no. fix ☐
COMMENTS: TOILETS NOT IN COMLIANCE WITH CODE

PLACER COUNTY

661 NEWCASTLE

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	X		
Roof/ceiling insulated?			
Doors weatherstripped?	X		
Windows weatherstripped?	X		
Water heater/pipes insulated?		X	
Vestibules?		X	
Southern exposure have shading devices?		X	
Tinted or reflective glass?		X	
Floor insulated?			
Slab on grade?	X		

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height _____

Plenum space N

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

PLACER COUNTY

BUILDING NAME PENRYN LIBRARY
ADDRESS 2215 PIPPEY RD
CITY PENRYN
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [0] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [ ] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [ ] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [X] h/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [X] no [ ]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [ ] masonry [ ] wood [X] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust. [X] gyp/plst. [ ] other [ ]
Comments:

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [ ] Approx. age [75]
Building Condition: good [ ] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [X] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [N] toilet fac. [ ] no. fix [ ]
COMMENTS: TOILETS NOT IN COMPLIANCE W/ CODE

PLACER COUNTY

PENRYN LIBRARY

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☒	☐
Roof/ceiling insulated?	☐	☒	☐
Doors weatherstripped?	☐	☒	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☒	☐
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☐	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height _____

Plenum space _____

Crawl space _____

Flat Roof?	Yes	No
	☐	☐

Comments _____

COMMENTS AND CONCLUSIONS

BEAUTIFUL HISTORIC BLDG

PLACER COUNTY

BUILDING NAME LINCOLN MEMORIAL HALL
ADDRESS 541 5TH St
CITY
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [0] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [X] sloping mtl. [ ] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [ ] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [ ]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [ ] wood [X] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [X] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [ ] acoust [ ] gyp/plst. [ ] other [ ]
Comments:

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [10'] Approx. age [70 YRS]
Building Condition: good [ ] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [X] toilet fac. [ ] no. fix [ ]
COMMENTS: NOT IN COMPLIANCE W/CODE

PLACER COUNTY

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☐	☒
Roof/ceiling insulated?	☐	☐	☐
Doors weatherstripped?	☐	☐	☐
Windows weatherstripped?	☐	☐	☐
Water heater/pipes insulated?	☐	☐	☐
Vestibules?	☐	☐	☐
Southern exposure have shading devices?	☐	☐	☐
Tinted or reflective glass?	☐	☐	☐
Floor insulated?	☐	☐	☐
Slab on grade?	☐	☐	☐

Comments _____

GLAZING

☐ double glazing ☐ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height _____

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

COMMENTS AND CONCLUSIONS

BEAUTIFUL OLD BRICK BUILDING

PLACER COUNTY

BUILDING NAME LOOMIS SHERIFF SUB-STATION
ADDRESS 6140 HORSESHOE BAR RD
CITY LOOMIS
DESCRIPTION OF USE

SITE DATA

Parking: no. spaces [10] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [ ] industrial [ ] undev. [ ] other [ ]
Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [ ] other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [ ] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [ ] lay-in [X] acoust. [ ] gyp/plst. [ ] other [ ]
Comments:

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [8'] Approx. age [ ]
Building Condition: good [ ] req. min. remod. [X] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [X] adequate [ ] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [ ] toilet fac. [✓] no. fix [ ]
COMMENTS: NOT ADEQUATE

PLACER COUNTY

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	X		
Roof/ceiling insulated?	X		
Doors weatherstripped?	X		
Windows weatherstripped?	X		
Water heater/pipes insulated?		X	
Vestibules?		X	
Southern exposure have shading devices?		X	
Tinted or reflective glass?		X	
Floor insulated?		X	
Slab on grade?	X		

Comments _____

GLAZING

[X] double glazing [ ] single glazing

[ ] skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height 8'

Plenum space _____

Crawl space _____

Flat Roof? Yes [ ] No [ ]

Comments _____

COMMENTS AND CONCLUSIONS

- BROKEN A/C SYSTEM
- LEASED

PLACER COUNTY #116

BUILDING NAME T.A.R.T. GARAGE (RENTED)

ADDRESS 2905 ROSE AVE. (581-6365)

CITY LAKE FOREST, CA.

DESCRIPTION OF USE GENERAL OFFICE & DISPATCH

SITE DATA

Parking: no. spaces [lot] site access [ ] loading [X] other [ ]

Neighborhood: residential [X] commercial [X] industrial [X] undev. [ ] other [ ]

Comments: NO DELINEATED PARKING & 7 BUS.

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [ ] cem.plast. [ ] mtl. [X] wood [X] other [ ]

Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] other [ ]

Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [X] other [ ]

Comments: REMODELED EXISTING STRUCTURE 30 YRS-40 YRS

BUILDING SYSTEMS

Mechanical Systems: unit heaters [X] hv/ac [ ] hv only [ ] none [ ] other [ ]

Lighting: incand. [ ] fluorescent [X] h.i.d [ ]

Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [X]

dead-ends: [ ] yes [ ] no [X]

Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [X] wood [ ] other [ ]

Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [X] mtl. [ ] other [ ]

Ceiling: exposed [ ] lay-in [X] acoust. [X] gyp/plst. [ ] other [ ]

Comments: INTERIOR FINISHES IN GOOD CONDITION

GENERAL COMMENTS

Approx. area 2906 SQ.FT. Number of Floors [1] Floor Heights [7'-8" FLR TO CLG.] Approx. age [5-6 REMODELED]

Building Condition: good [ ] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]

Building Utilzation: crowded [ ] adequate [X] underutilized [ ]

Building Flexibility: can be exp. [ ] easily remod. [X] maj. work to change [ ]

use can't be changed because of configuration [ ]

Building Accommod.: h.c. access [ ] ± toilet fac. [X] no. fix [1]

COMMENTS: EXISTING STRUCTURE VERY OLD

PLACER COUNTY

T.A.R.T. GARAGE

ENERGY DATA

INSULATION	Yes	No	Not Accessible
Walls insulated?	☐	☐	☒
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☐	☐	☒
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☐	☒	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☐	☐	☒
Slab on grade?	☐	☐	☒

Comments "GET VERY COLD" - "HEAT HAS TO BE TURNED UP ALWAYS TO GET BUILDING WARM"

GLAZING

☒ double glazing DOORS ONLY

☐ skylights

☒ single glazing

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing	0%	35%	2%	<10%

Comments SUN EXPOSURE VERY GOOD

MECHANICAL SPACE

Ceiling Height N/A

Plenum space

Crawl space

Flat Roof? Yes ☐ No ☐

Comments

Can passive or active solar technology be effectively employed? Explain

NEEDS INSULATION - SUN EXPOSURE OK

PLACER COUNTY

LEA [illegible] BLDG - SYR. INCREMENTS

BUILDING NAME TAHOE CITY ADMIN. BLDG (ENVIRON. HEALTH) #117

ADDRESS

CITY

DESCRIPTION OF USE GENERAL OFFICE SPACE

SITE DATA

Parking: no. spaces 20± site access [ ] loading [ ] other [ ]

Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]

Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [X] other [ ]

Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] T&G other [ ]

Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [X] other [ ]

Comments: RAISED CONC FLOOR W/ ELECTRICAL BUSWAYS BELOW

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [X] hv only [ ] none [ ] other [ ]

Lighting: incand. [ ] fluorescent [X] h.i.d [ ]

Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] ? no [ ]

dead-ends: [ ] yes [ ] no [X]

Comments: AC DISCONNECTED DURING REMODEL 6 YRS. AGO. - SINCE RECOUPLED?

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [ ] other [ ]

Partitions: Movable [X] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]

Ceiling: exposed [ ] lay-in [ ] acoust. [X] gyp/plst. [ ] other [ ]

Comments: COMPLETE UPGRADE DURING REMODEL, 6 YRS. AGO.

GENERAL COMMENTS

Approx. area 5500 FT² Number of Floors 1 Floor Heights 9' Approx. age 15 YRS.

Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]

Building Utilzation: crowded [ ] adequate [X] underutilized [ ]

Building Flexibility: can be exp. [ ] easily remod. [X] maj. work to change [ ]

use can't be changed because of configuration [ ]

Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]

COMMENTS: A WELL BUILT BLDG IN GOOD REPAIR

PLACER COUNTY

ENVIRON HEALTH

ENERGY DATA

INSULATION	Yes	No	Not Accessible	
Walls insulated?	☒	☐	☐	
Roof/ceiling insulated?	☒	☐	☐	
Doors weatherstripped?	☒	☐	☐	
Windows weatherstripped?	☐	☒	☐	
Water heater/pipes insulated?	☐	☐	☒	
Vestibules?	☐	☒	☐	
Southern exposure have shading devices?	☐	☐	☐	☒ N/A
Tinted or reflective glass?	☐	☒	☐	
Floor insulated?	☐	☐	☒	
Slab on grade?	☐	☐	☐	☒ RAISED SLAB

Comments PREVIOUSLY BUILT FOR PACIFIC BELL ∴ MORE THAN ADEQUATE BUS DUCTS UNDER SLABS.

GLAZING

☒ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments

MECHANICAL SPACE

Ceiling Height 6'+

Plenum space

Crawl space

Flat Roof? Yes ☒ No ☐

Comments

Can passive or active solar technology be effectively employed? Explain

BUILDING HAS ITS LONG AXIS RUNNING EAST-WEST and A SLAB FLOOR ∴ PRIMARY FOR PASSIVE and ACTIVE SOLAR APPLICATIONS.

PLACER COUNTY #118

BUILDING NAME TAHOE CITY LIBRARY
ADDRESS 740 N. LAKE BLVD. (583-3382)
CITY TAHOE CITY, CA.
DESCRIPTION OF USE PUBLIC LIBRARY

SITE DATA

Parking: no. spaces ~~27~~ 21 [X] site access [ ] loading [ ] other [ ]
Neighborhood: residential [ ] commercial [X] industrial [ ] undev. [ ] other [ ]
Comments: PARKING INADEQUATE SUMMERS

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [X] other [ ]
Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] WD. SHINGLES other [ ]
Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [X] other [ ]
Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [X] none [ ] other [ ]
Lighting: incand. [ ] fluorescent [X] h.i.d [ ]
Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [X] no [ ]
dead-ends: [ ] yes [ ] no [X]
Comments: APPEARS TO BE VERY SOUND

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [X] wood [ ] other [ ]
Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]
Ceiling: exposed [X] lay-in [ ] acoust. [ ] gyp/plst. [X] other [ ]
Comments: VERY GOOD CONDITION

GENERAL COMMENTS

Approx. area 2624 SQ.FT. Number of Floors 1 Floor Heights FLR TO CLG 8'-0"± Approx. age 14
Building Condition: good [✓] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]
Building Utilzation: crowded [ ] adequate [X] underutilized [ ]
Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]
use can't be changed because of configuration [ ]
Building Accommod.: h.c. access [✓] toilet fac. [2] no. fix [4]
COMMENTS: UNDERSIZED FOR BOOKS

PLACER COUNTY

TAHOE CITY LIBRARY

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☐	☑
Roof/ceiling insulated?	☐	☐	☑
Doors weatherstripped?	☑	☐	☐
Windows weatherstripped?	☑	☐	☐
Water heater/pipes insulated?	☐	☐	☑
Vestibules?	☒	☒	☐
Southern exposure have shading devices?	☐	☐	☐
Tinted or reflective glass?	☐	☑	☐
Floor insulated?	☑	☐	☑
Slab on grade?	☐	☐	☐

Comments GENERALLY VERY COMFORTABLE

GLAZING

☐ double glazing ☑ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing	0%	40%	20%±	20%±

Comments

MECHANICAL SPACE

Ceiling Height 8'-0"

Plenum space 4' x 6' CLOSET

Crawl space 3'-0"

Flat Roof? Yes ☐ No ☐

Comments

Can passive or active solar technology be effectively employed? Explain

SUN EXPOSURE OK FOR WHAT IS AVAILABLE. - LIBRARY IS LOWER FLR. OF 2 STORY BUILDING

PLACER COUNTY

BUILDING NAME TAHOE VISTA ANIMAL SHELTER

ADDRESS 875 NATIONAL AVENUE (546-4269)

CITY TAHOE VISTA, CA.

DESCRIPTION OF USE ANIMAL SHELTER (APPROX. 15 CAGES)

SITE DATA 8-10

Parking: no. spaces [ ] site access [ ] loading [X] other [ ]

Neighborhood: residential [ ] commercial [ ] industrial [X] undev. [ ] other [ ]

Comments: 4 'OFFICIAL' SPACES + 4-6

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]

Roof Construction: flat built-up [ ] sloping tile [X] sloping mtl. [ ] ASPHALT other [ ]

Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [ ] other [ ]

Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [X] hv/ac [ ] hv only [ ] none [ ] other [ ]

Lighting: incand. [ ] fluorescent [X] h.i.d [ ]

Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]
STICKERS NOT VISIBLE

dead-ends: [ ] yes [ ] no [X]

Comments: DBL. MTL DOORS BETWEEN OFFICE + CAGES - 1 BROKEN

INTERIOR FINISHES

Floors: conc. [X] vinyl [X] carpet [ ] wood [ ] other [ ]

Partitions: Movable [ ] gyp/plaster [ ] masonry [X] wood [ ] mtl. [ ] other [ ]

Ceiling: exposed [ ] lay-in [X] acoust. [X] gyp/plst. [ ] other [ ]

Comments: PAINTED MASONRY BLOCKS

GENERAL COMMENTS

Approx. area 1497 SQ.FT. Number of Floors 1 Floor Heights FLR. TO CLG. 8'-2" Approx. age 15

Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]

Building Utilzation: crowded [X] adequate [ ] underutilized [ ]

Building Flexibility: can be exp. [X] easily remod. [X] maj. work to change [ ]
STRUCTURALLY SOUND
use can't be changed because of configuration [ ]

Building Accommod.: h.c. access [ ] ± toilet fac. 2 no. fix 2

COMMENTS: "CROWDED FOR STAFF + ANIMALS"

PLACER COUNTY

TAHOE VISTA
ANIMAL SHELTER

ENERGY DATA

INSULATION

	Yes	No	Not Accessible	
Walls insulated?	☐	☒	☐	
Roof/ceiling insulated?	☒	☐	☐	
Doors weatherstripped?	☐	☒	☐	
Windows weatherstripped?	☐	☐	☐	N/A
Water heater/pipes insulated?	☐	☐	☒	
Vestibules?	☐	☒	☐	
Southern exposure have shading devices?	☐	☐	☐	N/A
Tinted or reflective glass?	☐	☒	☐	
Floor insulated?	☐	☐	☒	
Slab on grade?	☒	☐	☐	

Comments "BUILDING GETS COLD VERY QUICKLY, TAKES A LONG TIME TO HEAT UP"

GLAZING

☒ double glazing ☐ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing	<10%	<10%	<10%	0%

Comments

MECHANICAL SPACE

Ceiling Height N/A

Plenum space N/A

Crawl space N/A

Flat Roof? Yes ☐ No ☐

Comments W/H IN KITCHENETTE - ONE HEATING UNIT IN OFFICE - TWO HANGING IN KENNEL SPACES

Can passive or active solar technology be effectively employed? Explain

YES. STRUCTURE APPEARS TO BE SOUND - NEEDS SOUTH ELEVATION GLAZING & INSULATION

PLACER COUNTY #120

BUILDING NAME TAHOE D.P.W. GARAGE

ADDRESS

CITY

DESCRIPTION OF USE SMALL OFFICE BLDG w/ LARGE VEHICLE MAINTAINANCE SHED

SITE DATA

Parking: no. spaces [ ] site access [ ] loading [ ] [X] UNDETERMINED other [ ]

Neighborhood: residential [X] commercial [ ] industrial [ ] undev. [ ] other [ ]

Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [ ] cem.plast. [ ] mtl. [X] wood [ ] other [ ]

Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [X] other [ ]

Structural Systems: conc. frm. [ ] stl.frm. [X] load bearing [ ] wd. frm. [ ] other [ ]

Comments: A "BUTLER" BLDG

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [X] none [ ] other [ ]

Lighting: incand. [ ] fluorescent [X] h.i.d [ ]

Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [X]

dead-ends: [ ] yes [ ] no [X]

Comments:

INTERIOR FINISHES

Floors: conc. [X] vinyl [ ] carpet [ ] wood [ ] other [ ]

Partitions: Movable [ ] gyp/plaster [ ] masonry [ ] wood [ ] mtl. [X] other [ ]

Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [ ] other [X] METAL

Comments:

GENERAL COMMENTS

Approx. area 2000 FT² Number of Floors [1] Floor Heights 12 PLATE Approx. age 25

Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]

Building Utilzation: crowded [ ] adequate [X] underutilized [ ]

Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]

use can't be changed because of configuration [X]

Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [X]

COMMENTS: BASICALLY A MOVEABLE METAL BLDG

PLACER COUNTY

D.P.W.

ENERGY DATA

INSULATION	Yes	No	Not Accessible	
Walls insulated?	☒	☐	☐	
Roof/ceiling insulated?	☒	☐	☐	
Doors weatherstripped?	☐	☒	☐	
Windows weatherstripped?	☐	☒	☐	
Water heater/pipes insulated?	☐	☐	☒	
Vestibules?	☐	☒	☐	
Southern exposure have shading devices?	☐	☐	☐	☒ N/A
Tinted or reflective glass?	☐	☒	☐	
Floor insulated?	☐	☐	☒	
Slab on grade?	☒	☐	☐	

Comments _____

GLAZING

☐ double glazing ☐ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments MAXIMUM GLAZING ON ALL ELEVATIONS

MECHANICAL SPACE

Ceiling Height _____

Plenum space _____

Crawl space _____

Flat Roof? Yes ☐ No ☐

Comments _____

Can passive or active solar technology be effectively employed? Explain

NO

PLACER COUNTY (12 YEAR LEASE) #121

BUILDING NAME PUBLIC HEALTH NURSING

ADDRESS 3190 N. LAKE BLVD. (583-2327)

CITY DOLLAR POINT, CA.

DESCRIPTION OF USE PUBLIC HEALTH FACILITIES, SEMINARS & CLASSES

SITE DATA

Parking: no. spaces [14] site access [ ] loading [ ] other [ ]

Neighborhood: residential [X] commercial [X] industrial [ ] undev. [ ] other [ ]

Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [X] other [ ]

Roof Construction: flat built-up [ ] sloping tile [X] sloping mtl. [ ] WD. SHINGLES other [ ]

Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [X] other [ ]

Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [X] hv/ac [ ] hv only [ ] none [ ] other [ ]

Lighting: incand. [ ] fluorescent [X] h.i.d [ ]

Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [X]

dead-ends: [ ] yes [ ] no [X]

Comments: HOLLOW CORE EXIT DOORS.

INTERIOR FINISHES

Floors: conc. [ ] vinyl [X] carpet [X] wood [ ] other [ ]

Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [X] mtl. [ ] other [ ]

Ceiling: exposed [X] lay-in [X] acoust. [X] gyp/plst. [ ] other [ ]

Comments:

GENERAL COMMENTS

Approx. area Number of Floors [1] Floor Heights [10' AVE. FLR TO CLG.] Approx. age [30]

Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]

Building Utilzation: crowded [X] adequate [ ] underutilized [X]

Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]

use can't be changed because of configuration [ ]

Building Accommod.: h.c. access [X] TOP LEVEL toilet fac. [4] no. fix [4]

COMMENTS: BUILDING UTILIZATION VARIES W/ PROGRAMS

VERY CROWDED 4-5 DAYS/MONTH

PLACER COUNTY

P.H.N.

ENERGY DATA

INSULATION

	Yes	No	Not Accessible	
Walls insulated?	☐	☐	☒	
Roof/ceiling insulated?	☐	☒	☐	
Doors weatherstripped?	☐	☒	☐	
Windows weatherstripped?	☐	☒	☐	
Water heater/pipes insulated?	☐	☐	☒	
Vestibules?	☐	☒	☐	
Southern exposure have shading devices?	☐	☐	☐	N/A
Tinted or reflective glass?	☐	☒	☐	
Floor insulated?	☐	☐	☒	
Slab on grade?	☐	☒	☒	

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing	<10%	0%	<10%	<20%

Comments 4' COVERED WALKWAY SHADES ALL WEST ELEVATION WINDOWS

MECHANICAL SPACE

Ceiling Height _____ N/A

Plenum space _____

Crawl space 3'-0"

Flat Roof? Yes ☐ No ☐

Comments _____

Can passive or active solar technology be effectively employed? Explain

EXISTING PASSIVE SOLAR GAIN IS MINIMAL. — BUILDING IS NOT OWNED BY THE COUNTY (12 YR. LEASE)

PLACER COUNTY

#122/123

BUILDING NAME TAHOE JUSTICE CENTER

ADDRESS

CITY

DESCRIPTION OF USE JAIL, COURTS, DA and SHERIFF ADMIN.

SITE DATA

Parking: no. spaces [30] site access [ ] loading [ ] other [ ]

Neighborhood: residential [X] commercial [ ] industrial [ ] undev. [ ] other [ ]

Comments: FRAGILE ENVIRONMENTAL SITE

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [X] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [ ] other [ ]

Roof Construction: flat built-up [ ] sloping tile [ ] sloping mtl. [ ] [X] wood shingles other [ ]

Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [X] wd. frm. [X] other [ ]

Comments:

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [ ] none [ ] other [ ]

Lighting: incand. [X] fluorescent [X] h.i.d [ ]

Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [X]

dead-ends: [ ] yes [ ] no [X]

Comments: ALL SYSTEMS BEING TOTALLY REPLACED DURING 91-92 REMODEL

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [ ] wood [ ] other [ ]

Partitions: Movable [ ] gyp/plaster [ ] masonry [ ] wood [ ] mtl. [ ] other [ ]

Ceiling: exposed [ ] lay-in [ ] acoust. [ ] gyp/plst. [ ] other [ ]

Comments: ALL FINISHES BEING REPLACED DURING 91-92 REMODEL

GENERAL COMMENTS

Approx. area 11,000 Number of Floors [2] Floor Heights [10] Approx. age [30]

Building Condition: good [ ] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]

Building Utilzation: crowded [ ] adequate [ ] underutilized [ ]

Building Flexibility: can be exp. [ ] easily remod. [ ] maj. work to change [ ]

use can't be changed because of configuration [ ]

Building Accommod.: h.c. access [ ] toilet fac. [ ] no. fix [ ]

COMMENTS: BUILDING BUILT IN 3 SEPARATE PHASING IN 1960

PLACER COUNTY

TAHOE JUSTICE CENTER

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☒	☐	☐
Roof/ceiling insulated?	☒	☐	☐
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☒	☐	☐
Water heater/pipes insulated?	☐	☐	☒
Vestibules?	☒	☐	☐
Southern exposure have shading devices?	☐	☐	☐ ☒ N/A
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☒	☐	☐
Slab on grade?	☒	☐	☐

Comments _____

GLAZING

☒ double glazing ☐ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing				

Comments _____

MECHANICAL SPACE

Ceiling Height TOTALLY INADEQUATE

Plenum space _____ Flat Roof? Yes ☐ No ☐

Crawl space _____

Comments TO BE REMODELED DURING 91-92 REMODEL

Can passive or active solar technology be effectively employed? Explain

YES.— LONG AXIS OF BLDG FACES SOUTH

PLACER COUNTY (RENTED FROM NAZARENE CHURCH) #124

BUILDING NAME TAHOE WELFARE DEPARTMENT

ADDRESS 5225 N. LAKE BLVD. (546-5906)

CITY CARNELIAN BAY, CA.

DESCRIPTION OF USE OFFICE SPACE + SPACE FOR CLIENT INTERACTION

SITE DATA

Parking: no. spaces [11] site access [ ] loading [ ] other [ ]

Neighborhood: residential [X] commercial [X] industrial [ ] undev. [ ] other [ ]

Comments:

BUILDING CONSTRUCTION

Ext. Wall Const: masonry [ ] conc./stone [ ] cem.plast. [ ] mtl. [ ] wood [X] other [ ]

Roof Construction: flat built-up [ ] sloping tile [X] sloping mtl. [ ] WD. SHINGLE other [ ]

Structural Systems: conc. frm. [ ] stl.frm. [ ] load bearing [ ] wd. frm. [X] other [ ]

Comments: CONC. BLOCK FND.

BUILDING SYSTEMS

Mechanical Systems: unit heaters [ ] hv/ac [ ] hv only [X] none [ ] other [ ]

Lighting: incand. [ ] fluorescent [X] h.i.d [ ]

Fire Safety: sprinkeled [ ] yes [ ] no [X] protect. exits: [ ] yes [ ] no [ ]

STICKERS NOT VISIBLE

dead-ends: [ ] yes [ ] no [X]

Comments:

INTERIOR FINISHES

Floors: conc. [ ] vinyl [ ] carpet [X] wood [X] other [ ]

Partitions: Movable [ ] gyp/plaster [X] masonry [ ] wood [ ] mtl. [ ] other [ ]

Ceiling: exposed [ ] lay-in [X] acoust. [X] gyp/plst. [ ] other [ ]

Comments: EVERYTHING IN RELATIVELY GOOD CONDITION

GENERAL COMMENTS

Approx. area ~~NOT AVAILABLE~~ 4750SF. Number of Floors [2] Floor Heights [10'-8'] FLR. TO FLR. Approx. age [2]

Building Condition: good [X] req. min. remod. [ ] req. maj. remod. [ ] req. replc [ ]

Building Utilzation: crowded [X] 1ST FLR. adequate [ ] underutilized [X] 2ND FLR.

Building Flexibility: can be exp. [ ] easily remod. [X] maj. work to change [ ]

use can't be changed because of configuration [ ]

Building Accommod.: h.c. access [X] 1ST FLR ONLY toilet fac. [4] no. fix [8]

COMMENTS:

PLACER COUNTY

TAHOE WELFARE

ENERGY DATA

INSULATION

	Yes	No	Not Accessible
Walls insulated?	☐	☐	☒
Roof/ceiling insulated?	☐	☐	☒
Doors weatherstripped?	☒	☐	☐
Windows weatherstripped?	☐	☒	☐
Water heater/pipes insulated?	☒	☐	☒
Vestibules?	☐	☒	☐
Southern exposure have shading devices?	☒ 4' EAVE	☐	☐
Tinted or reflective glass?	☐	☒	☐
Floor insulated?	☒	☐	☒
Slab on grade?	☐	☒	☐

Comments _____

GLAZING

☐ double glazing ☒ single glazing

☐ skylights

	ELEVATIONS			
	N.	S.	E.	W.
Estimated percentage of glazing	8%	25%	10%	50%

Comments MOST WINDOWS SET UP FOR STORM WINDOWS

MECHANICAL SPACE

Ceiling Height 7'-8"

Plenum space 8'×10' FURNACE RM.

Crawl space 3'-0"

Flat Roof? Yes ☐ No ☐

Comments _____

Can passive or active solar technology be effectively employed? Explain

EXISTING EXPOSURE & GLAZING O.K. (COULD USE STORM WINDOWS)

E. SPACE STANDARDS

INTRODUCTION

This appendix summarizes space standards for office areas and pool areas. The numbers are presented as a range, as individual deferences can occur and some flexibility is desirable. The standards reflect a hybrid of information utilizing the State of California, Office of Project Development and Management (OPDM), the State Administrative Manual, and McDonnell Douglas.

In addition to the standards presented here, there are a number of areas for which standards have been purposely omitted. Court and court-related functions are the subject of the Criminal Justice Facility Master Plan. Standards for specialized facilities, such as laboratories, printing shops, computer are too numerous to include in a county-wide master plan.

Conventional Offices

Conventional offices refer to the enclosed offices that were very common prior to the institutionalization of office landscape systems. The following chart summarizes areas typically provided for conventional office space.

Areas for Conventional Office Spaces

	Source		
Position	State Adm. Manual	McDonnell Douglas	Modified OPDM
Official	250-350	-	250-300
Administrator	150-200	192	150-200
Manager	125-150	120	125-250
Supervising Professional	95-150	100	95-150
Professional	70-125	100	95-125
Support	60-120	100 max	80-125

Landscape Offices

Space standards can very, depending on whether furnishings are planned to be conventional or as landscape office layout. In a landscape layout, interview and meeting rooms must also be provided for, as confidential transactions and meetings or activities often require visual or

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sound barriers. Landscape offices require an average of 20-45 percent less space than conventional offices, i.e. for supervising professionals 95-150 s.f. of conventional or 70-80 s.f. of landscape. The upper end of these ranges should be used when computer equipment is utilized. However, the equipment cost for landscape furniture can be substantial. It is also essential to remember that if locating offices in narrow or small rooms, not amenable to landscape furnishings, the projected space savings are invalid. OPDM does not use landscape or open office standards in areas of less than 5,000 square feet.

Offices should be provided to all individuals with privacy requirements. This typically includes the categories of official, administrator, manager, supervising professional, and professionals such as lawyers and social workers who require private conferencing space (unless interview rooms are provided elsewhere).

Any department with a large number of clerical staff could utilize a landscaped office systems. Departments that could appropriately use open landscape systems include Personnel, Assessor, Planning, and Public Works.

Support Spaces

The following are the standards used for some support spaces.

Space	Area (s.f.)
Break Room/Lounge (8-10 persons)	120
Copy Room	100
Small Conference Room/Interview Room	150-200
Medium Conference Room (12-16 persons)	240-320
Large Conference Room (42-50 persons)	750-900

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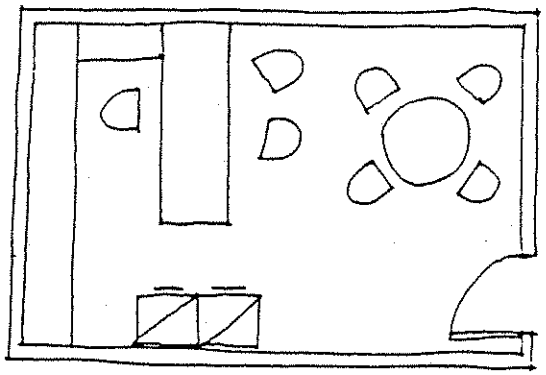
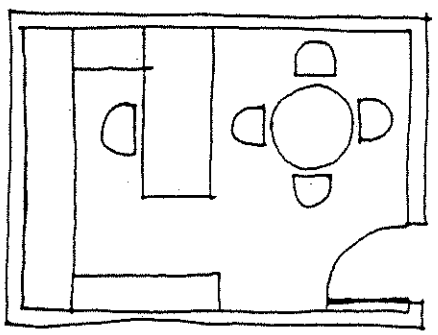
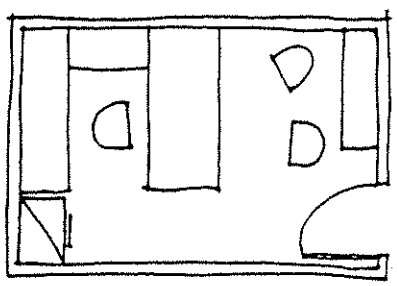


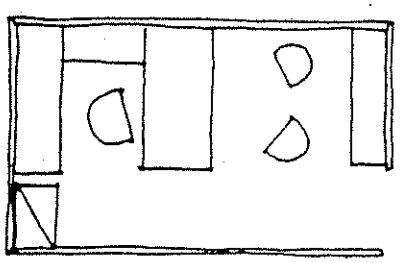
OFFICIAL'S OFFICE
LEVEL 3
300 S.F.



ADMINISTRATOR'S OFFICE
LEVEL 3
200 S.F.



MANAGER'S OFFICE
LEVEL 2
150 S.F.



SUPERVISING PROFESSIONAL
LEVEL 2
(OPEN OFFICE)
150 S.F.

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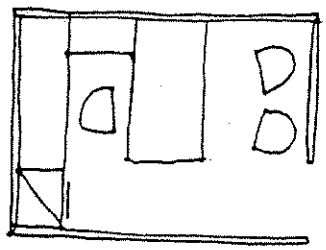
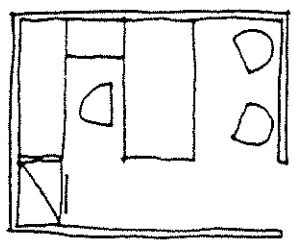
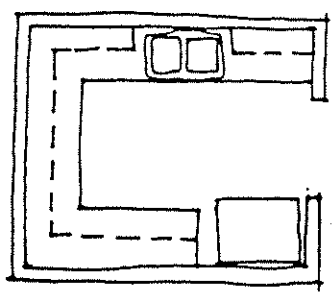


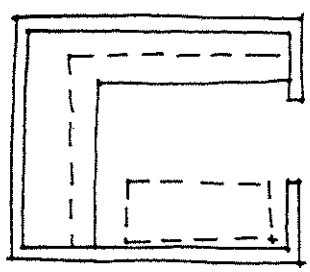
PROFESSIONAL'S OFFICE
LEVEL 2
(OPEN OFFICE)
120 S.F.



SUPPORT
LEVEL 1
(OPEN OFFICE)
100 S.F.



BREAK ROOM
120 S.F.



COPY ROOM
100 S.F.

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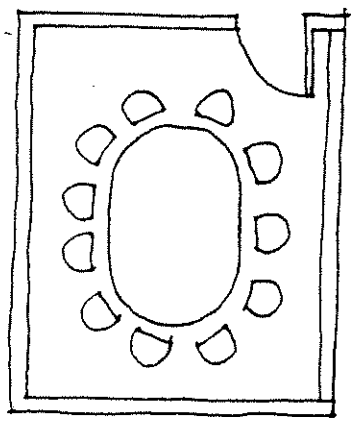
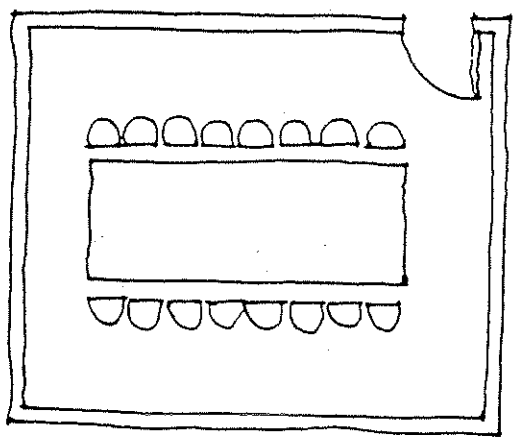
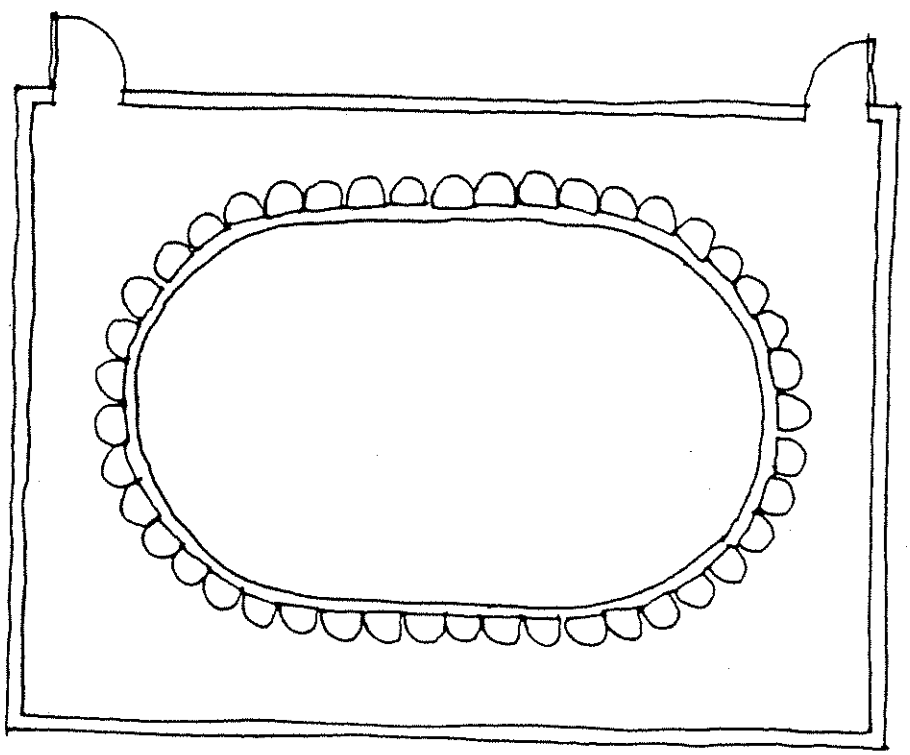
SMALL CONFERENCE ROOM
200 S.F.



MEDIUM CONFERENCE ROOM
320 S.F.



LARGE CONFERENCE ROOM
900 S.F.



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New Construction Costs

To obtain building construction costs, the BGSF is multiplied by a cost per square foot factor appropriate for the building type to determine the construction budget. These factors for new construction are as follows:

Building Type	Cost per Square Foot
general office (1-2 stories)	$125/sf
general office (3 or more stories)	$135/sf
courts	$160/sf
auto maintenance	$100/sf
clinic space	$140/sf
parking structure	$40/sf
surface parking	$4/sf.

Sitework costs are preliminarily calculated based on an affected area of twice the building footprint plus on-grade parking area. The unit cost factor is preliminarily assumed at $3.50 per s.f. Both areas affected and unit costs (which will vary for different sites according to topography, soil conditions, and other local factors) will be adjusted as scenarios are detailed. Other site costs referenced in the strategies were:

Roads:

Widen 2-lane road to 3 lanes	$120 per linear foot (excl. util/landscape

Utilities:

8" water line	$30/lf
4" water line	$20/lf
30" storm line	$100/lf
18" storm line	$50/lf
12" sewer line	$30/lf
6" sewer line	$20/lf
4" gas line	$30/lf.

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Remodeling Costs

Remodeling costs are based on a percentage of new construction cost depending what level of remodeling would be necessary. Light remodeling is 25%, Medium remodeling 45%, and Heavy remodeling 67% of new construction cost. Some departments are a mixed use of functions with varying construction costs so we have interpolated these costs proportional to the use to arrive at the reasonable unit cost for remodeling.

The following is a partial listing of some of the cost data used to develop cost projections.

Cost to remodel a restroom $10,000 to $30,000

Cost of ramp	$35,000
Cost of seismic upgrade	$26/sf (does not include architectural; assumes "K" frame upgrade to unreinforced masonry building
Asbestos Abatement	$150,000 currently spent per year at DeWitt $16,000,000 for complete clean-up at DeWitt
General remodeling costs	$45/sf recommended by county plus $4-7 for landscape plus $5 for sprinklers
Relocation	lease in Auburn is $1/sf/mo; for 5,000 sf it is $5,000 each move / bldg is $2,500 each way (does not include computer network)

Maintenance/Energy Costs

Boiler energy cost, exist.	$100,000 for 115,000 sf ($.86/sf) (existing)
Energy cost, new building	$.15 per square foot per month (assumes 2-story building)
Maintenance, new building	$80 per square foot per 40 years (assume approx. 140,000 gsf bldg.)

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APPENDIX G: PROJECTION METHODOLOGY

Consultants have made three sets of staffing projections. A summary table showing each of these projections is provided on the following three pages.

- The first, or "unrestricted", set of projections was made by manually extrapolating the growth of the last few years to the year 2010 and then interpolating for the intervening years. A manual rather than a mathematical technique such as regression was used because the irregularities in the early 1980s would have distorted the extrapolation. Also, different departments resumed "normal" growth at different times, which would have entailed a different baseline period for each.

  Note that the staffing data from which these projections are made were taken from the county's Proposed Budget documents. Except for FY 1989-90 and 1990-91 they are the "Actual" figures for the second preceding fiscal year; for 1989-90 they are "Actual Estimated" and for 1990-91 they are "Recommended by C.E.O.". Also, the budgets list FTE staffing rather than the actual number of bodies, and when it is the case that part-time workers do not share space, the projected square footages will be too low. Consultants have not discovered a good way to uncover the historical records which will allow rectifying this type of error.

- The other two staffing projections are based on expected population growth. The projections labelled "Method 2: Proportional to Population D" shows growth from the 1990-91 staffing figures in strict proportionality to those population figures.

- The staffing series designated as "Method 3: Restricted, Population Series B" is derived from the unrestricted series by imposing a limit of 950 employees per 100,000 county population. First, the per capita unrestricted total is calculated (using, in this case, population series D). This number is divided into 950 to give a factor which is applied uniformly to reduce the unrestricted staffing for each department. Although Justice agencies ere not included in this projection, for purposes of per capita staffing, it was assumed that Justice staffing levels would stay in the same proportion as existing levels.

Preferred Methodology

In general, Consultants prefer the projections restricted by per capita considerations (Method 3) as they take into account both the historical rates of growth and the overall budgetary limitations.

The following pages present staffing projections based on the per capita constraints, organized by the County's functional groups. The projections are no more than Consultants' expectations of what the actual staffing will be. They should not be taken as indicating level of "need" for the various services provided. When translated into space "needs," this should be taken to mean that the departments will need approximate the amounts of space indicated if their staffing grows at the rate projected. If staff

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grows faster, then more space will be needed, and for many, if not most, departments, service delivery would be improved if the current staffing levels could be expanded.

Adjustments to Projections

In many cases, the methodologies described in the preceding section present a valid projection for each department. However, in some cases, this information does not take into account significant events which can be predicted by the department in the short-term future (approximately five years). For some specific departments, the methodology used is a modification of these methods.

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Table 1

A. Unrestricted projections	Fiscal Year						
Department	80-81	85-86	90-91	95-96	00-01	05-06	10-11
GG Admin Services Admin Support	6	7	13	13	14	14	15
GG Board of Supervisors	7	9	11	13	15	17	19
GG Buildings & Grounds	57	51	57	61	64	67	71
GG Facilities Svcs/Cap Improvements	7	7	16	20	23	26	29
GG Central Services	4	6	9	10	12	14	16
GG Communications	3	7	9	12	15	18	21
GG Community Development	0	0	5	5	6	6	6
GG County Clerk - Elections	7	8	10	12	13	15	16
GG County Counsel	7	10	14	17	20	23	27
GG County Library	31	33	34	35	36	37	39
GG Executive-Bd Clerk-Econ-Int Audit	15	17	21	25	28	31	35
GG Emergency Services	2	3	3	3	4	4	4
GG Management Information Services	19	22	35	41	47	51	56
GG Museum	2	3	6	7	8	9	10
GG Parks	6	4	8	9	10	10	11
GG Personnel	8	9	10	11	13	14	15
GG Procurement	8	8	7	7	8	8	9
GG Recorder	11	13	24	27	31	34	38
GG Revenue Services	6	5	7	7	8	8	9
FI Assessor	55	54	63	70	75	80	86
FI Auditor-Controller	31	32	34	36	38	40	42
FI Tax Collector	8	11	12	13	14	14	15
FI Treasurer	9	9	11	12	12	13	13
H Agricultural Commissioner	8	10	11	11	11	11	11
H Community Services	5	6	7	8	8	9	9
H Domestic Animal Control	11	11	14	17	19	22	25
H Family Support	17	20	37	47	55	64	74
H Farm Advisor	3	2	2	2	2	2	2
H Health Administration	5	6	9	10	10	11	11
H Medical Care	0	19	23	25	26	28	29
H Public Health Nursing	46	44	44	47	50	52	55
H Mental Health-Drug-Alcohol	4	69	78	93	108	123	138
H Veterans' Service	2	2	3	3	3	3	3
H Welfare (all programs)	133	153	202	245	284	329	374
H Environmental Health	23	24	36	39	43	48	52
H Public Health Lab	0	4	6	8	10	11	13
H Air Pollution	4	5	5	6	6	7	7
PW Automotive Fleet	12	13	15	15	17	18	19
PW Building Inspection	30	29	35	41	48	54	61
PW County Transit	10	9	8	9	10	10	11
PW Planning	20	19	32	39	45	51	58
PW PW Admin, Planning, Survey, Floo	49	44	68	71	74	77	81
PW Road Design & Construction	21	21	28	32	36	39	42
PW Road Maintenance	100	91	93	94	96	98	100
PW Tahoe Area Transit	6	7	9	10	11	12	13
Total (does not include Justice)	818	936	1,183	1,337	1,485	1,633	1,793

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B. Proportional to population = 320,679 in 201 1 (Series D')

Type	Department	Fiscal Year 80-81	85-86	90-91	95-96	00-01	05-06	10-11
GG	Admin Services Admin Support	6	7	13	15	18	20	24
GG	Board of Supervisors	7	9	11	13	15	17	20
GG	Buildings & Grounds	57	51	57	66	77	89	104
GG	Facilities Svcs/Cap Improvements	7	7	16	19	22	25	29
GG	Central Services	4	6	9	10	12	14	16
GG	Communications	3	7	9	10	12	14	16
GG	Community Development	0	0	5	6	7	8	9
GG	County Clerk - Elections	7	8	10	12	14	16	18
GG	County Counsel	7	10	14	16	19	22	26
GG	County Library	31	33	34	40	46	53	62
GG	Executive-Bd Clerk-Econ-Int Audit	15	17	21	24	28	33	38
GG	Emergency Services	2	3	3	3	4	5	5
GG	Management Information Services	19	22	35	41	47	55	64
GG	Museum	2	3	6	7	8	9	11
GG	Parks	6	4	8	9	11	13	15
GG	Personnel	8	9	10	12	14	16	18
GG	Procurement	8	8	7	8	9	11	13
GG	Recorder	11	13	24	28	32	38	44
GG	Revenue Services	6	5	7	8	9	11	13
FI	Assessor	55	54	63	73	85	99	115
FI	Auditor-Controller	31	32	34	40	46	53	62
FI	Tax Collector	8	11	12	14	16	19	22
FI	Treasurer	9	9	11	13	15	17	20
HW	Agricultural Commissioner	8	10	11	13	15	17	20
HW	Community Services	5	6	7	8	9	11	13
HW	Domestic Animal Control	11	11	14	16	19	22	26
HW	Family Support	17	20	37	43	50	58	67
HW	Farm Advisor	3	2	2	2	3	3	4
HW	Health Administration	5	6	9	10	12	14	16
HW	Medical Care	0	19	23	27	31	36	42
HW	Public Health Nursing	46	44	44	51	59	69	80
HW	Mental Health-Drug-Alcohol	4	69	78	91	105	122	142
HW	Veterans' Service	2	2	3	3	3	4	5
HW	Welfare (all programs)	133	153	202	235	273	317	368
HW	Environmental Health	23	24	36	42	49	56	66
HW	Public Health Lab	0	4	6	7	8	9	11
HW	Air Pollution	4	5	5	6	7	8	9
PW	Automotive Fleet	12	13	15	17	20	24	27
PW	Building Inspection	30	29	35	41	47	55	64
PW	County Transit	10	9	8	9	11	13	15
PW	Planning	20	19	32	37	43	49	57
PW	PW Admin, Planning, Survey, Flood	49	44	68	79	92	107	124
PW	Road Design & Construction	21	21	28	33	38	44	51
PW	Road Maintenance	100	91	93	108	126	146	170
PW	Tahoe Area Transit	6	7	9	10	12	14	16
	Total (does not include Justice)	818	936	1,183	1,375	1,597	1,856	2,157

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C. Per capita restricted, population = 320,679 i n 2011 (Series D')

		Per capita =	960			Fiscal Year			
Type	Department		80-81	85-86	90-91	95-96	00-01	05-06	10-11
GG	Admin Services Admin Support		6	7	13	13	15	15	17
GG	Board of Supervisors		7	9	11	14	16	19	22
GG	Buildings & Grounds		57	51	57	62	67	74	82
GG	Facilities Svcs/Cap Improvements		7	7	16	21	25	29	34
GG	Central Services		4	6	9	11	13	16	19
GG	Communications		3	7	9	12	15	19	24
GG	Community Development		0	0	5	5	6	7	7
GG	County Clerk - Elections		7	8	10	12	14	16	19
GG	County Counsel		7	10	14	17	21	25	31
GG	County Library		31	33	34	36	38	41	46
GG	Executive-Bd Clerk-Econ-Int Audit		15	17	21	25	29	34	40
GG	Emergency Services		2	3	3	3	4	4	5
GG	Management Information Services		19	22	35	42	49	56	65
GG	Museum		2	3	6	7	9	10	12
GG	Parks		6	4	8	9	11	11	13
GG	Personnel		8	9	10	12	13	15	18
GG	Procurement		8	8	7	7	8	9	11
GG	Recorder		11	13	24	27	32	37	44
GG	Revenue Services		6	5	7	7	8	9	11
FI	Assessor		55	54	63	72	79	88	100
FI	Auditor-Controller		31	32	34	37	40	45	49
FI	Tax Collector		8	11	12	13	14	16	18
FI	Treasurer		9	9	11	12	13	14	15
HW	Agricultural Commissioner		8	10	11	11	12	12	13
HW	Community Services		5	6	7	8	9	9	11
HW	Domestic Animal Control		11	11	14	17	20	24	29
HW	Family Support		17	20	37	48	58	71	86
HW	Farm Advisor		3	2	2	2	2	2	2
HW	Health Administration		5	6	9	10	11	12	13
HW	Medical Care		0	19	23	25	27	30	34
HW	Public Health Nursing		46	44	44	48	52	57	64
HW	Mental Health-Drug-Alcohol		4	69	78	95	114	136	160
HW	Veterans' Service		2	2	3	3	3	3	3
HW	Welfare (all programs)		133	153	202	250	299	363	434
HW	Environmental Health		23	24	36	40	45	53	60
HW	Public Health Lab		0	4	6	8	10	13	16
HW	Air Pollution		4	5	5	6	6	8	8
PW	Automotive Fleet		12	13	15	16	18	20	22
PW	Building Inspection		30	29	35	41	51	60	71
PW	County Transit		10	9	8	9	11	11	13
PW	Planning		20	19	32	40	48	57	68
PW	PW Admin, Planning, Survey, Flood		49	44	68	73	78	85	94
PW	Road Design & Construction		21	21	28	32	38	43	48
PW	Road Maintenance		100	91	93	96	102	108	116
PW	Tahoe Area Transit		6	7	9	10	12	13	15
	Total (does not include Justice)		818	936	1,183	1,366	1,565	1,799	2,079

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STRATEGIES NOT RECOMMENDED

INTRODUCTION

A wide range of master plan alternatives were considered during the planning process. The more thoroughly investigated of those that were eliminated from consideration during are summarized below.

MASTERPLAN STRATEGY - JUVENILE HALL SITE - NEW ADMINISTRATION CENTER

A. Satellite Services

It is assumed that these facilities will expand in their current satellite locations. Availability of space at these locations has not been confirmed.

B. Jail & Selected Judiciary Facilities at South County

A site has not been selected for these functions. Possibilities include the Roseville Fairground site (may not be suited for jail functions) or the newly developed area to the northeast of Roseville.

C. All Functions Except Administration/Finance at DeWitt

Gross Site Area:	200 Acres
Jurisdiction:	Unincorporated Placer County, Auburn Sphere of influence
Existing Zoning:	Northern portion along Bell Road (approx. 1/3 of site) is zoned Residential-Professional (R-P). South-central portion along Atwood Road (approx. 1/3 of site) is zoned Heavy Commercial (C-3). Extreme east and west portions (approx. 1/3 of site) are zoned Farming Combining Development Reserve (F-DR).
Actual Use:	Medium-Density Residential along northern edge (R-P). Office Building (OB) in central portion with Commercial (C-2) interspersed throughout. Industrial (IND) along the southern edge with open space (F) along both east and west edges.
General Plan:	Northern 1/3 of site is designated Low-Medium Residential (LMDR). Southern portion along Atwood Road (approx.1/3 of site) is designated Industrial (IND). Eastern/western extremes are designated Public (P).

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STRATEGIES NOT RECOMMENDED

Proposed Use: Medium-High Density Residential is recommended along northern edge, Commercial-Office Building along eastern edge, and Office Building in central portion. The western edge is recommended to be open space (relocation of Juvenile Hall) and light industrial along the sothern edge.

Assets: Potential to create a County focal point and increase property value (which parcels could then be sold for County profit).

Constraints: Acquisition of adjacent land to provide direct connection to Highway 49. Demolition of existing buildings includes the removal of hazardous material (asbestos).

Existing Buildings: 725,070 g.s.f

Developable Area:

40% of 2,901,096 g.s.f.(R-P)	=1,160,438 g.s.f.
100% of 2,901,096 g.s.f. (C-3)	=2,901,095 g.s.f.
25% of 2,901,096 g.s.f. (F)	= 725,274 g.s.f.
TOTAL DEVELOPABLE AREA	= 4,786,807 g.s.f.

Required Building Area (year 2011): Projected area required = 591,854 g.s.f.

Required Parking: For Office Building requirement : 1 space for 400 g.s.f. (assumed this ratio since it is the maximum required of the building uses).
591,854/400=1480 cars; 1480 cars * 350 = 518,000 g.s.f.

Analysis:

Total Area Required for Parking =	518,000 g.s.f.
Total Area Required for Building =	591,854 g.s.f.
TOTAL AREA REQUIRED	**= 1,109,854 g.s.f.**
TOTAL AREA AVAILABLE	**= 4,786,807 g.s.f.**

Conclusion: **Expansion is easily acommodated on this site in either one-story or two-story structures.**

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D. Juvenile Hall as New Administration Center

Gross Site Area:	7.8 acres 339,768 gross square feet
Jurisdiction:	Auburn Municipal (if utilized)
Existing Zoning:	Commercial (C-3)
Actual Use:	Medium Density Multiple-Family Residential (R-3)
General Plan:	Commercial (C)
Proposed Use:	Office Building (OB) (compatible with C)
Assets:	near Interstate 80 exit near shopping center underutilized
Constraints:	narrow access road some steep slopes limited expansion
Existing Buildings:	to be demolished
Developable Area:	50% of 339,768 g.s.f. = 169,884 g.s.f
Required Building Area (year 2011):	111,555 g.s.f.
Required Parking:	1 car per 400 d.g.s.f. each, or 111,555/400 = 279 cars; 279 cars * 350 = 97,650 g.s.f.

Analysis:

Total Area Required for Parking =		97,650 g.s.f.
Footprint Required for Building =		55,778 g.s.f.
TOTAL AREA REQUIRED	**=**	**153,428 g.s.f.**
TOTAL AREA AVAILABLE	**=**	**169,889 g.s.f.**

Conclusion: **Juvenile Hall site could accommodate administration/finance functions currently at Fulweiler, if existing structures are demolished. Plans for expansion beyond 2011 would necessitate a 2-story structure.**

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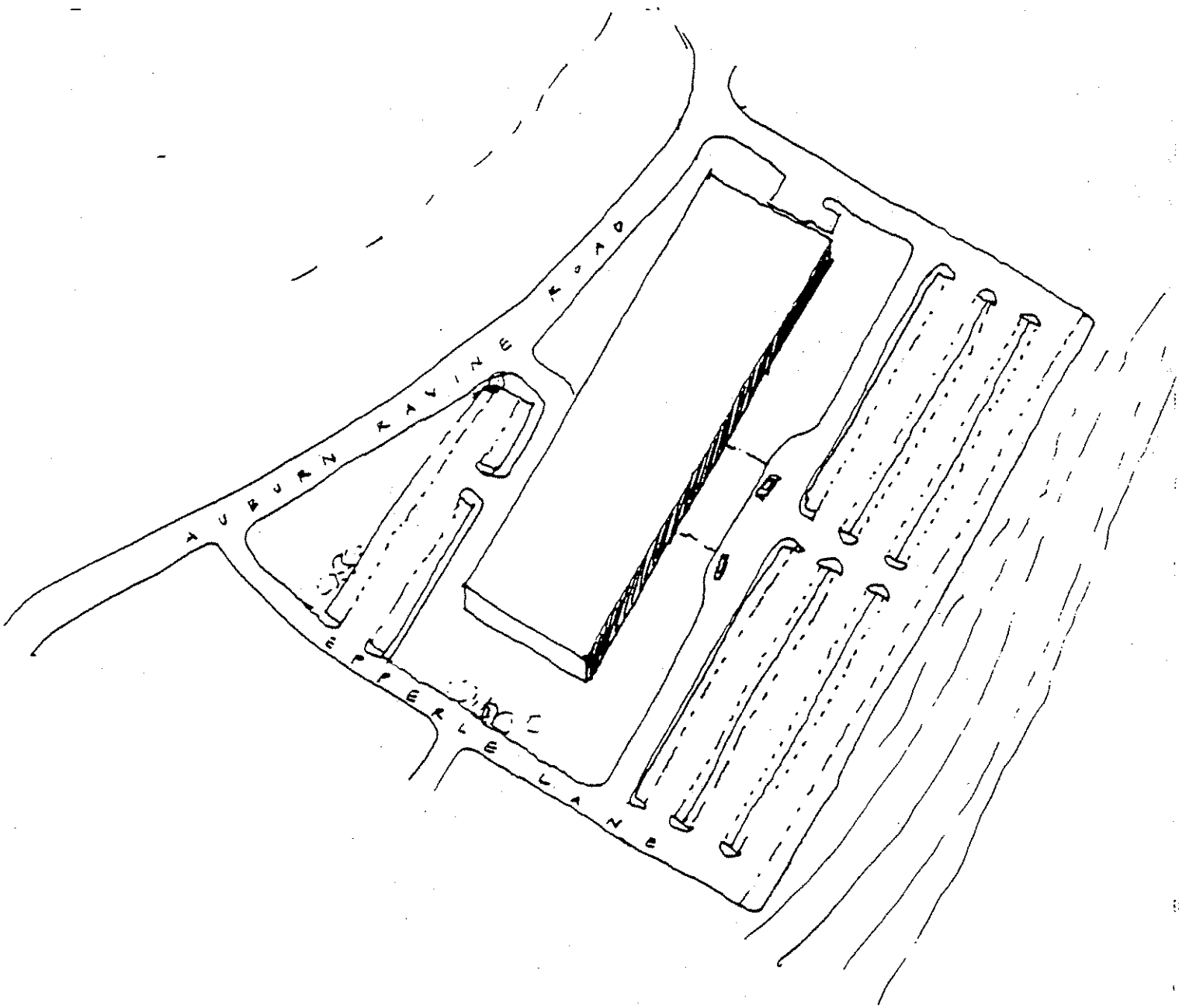
STRATEGIES NOT USED

JUVENILE HALL



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STRATEGY : CENTRALIZED AT DEWITT/RECONFIGURATION OF CORP. YARD

Alternatives: Within this strategy are several scenarios for developing the Dewitt site. However since the County has emphasized the desire to maintain the current configuration of the Corporation Yard, these alternatives have not been considered. The idea behind each of the three alternatives was to create a campus for the County facility with a boulevard entrance off Bell Road and a secondary entrance off Atwood. Each scheme also focuses on providing green space giving a sense of serenity which commercial developments often lack.

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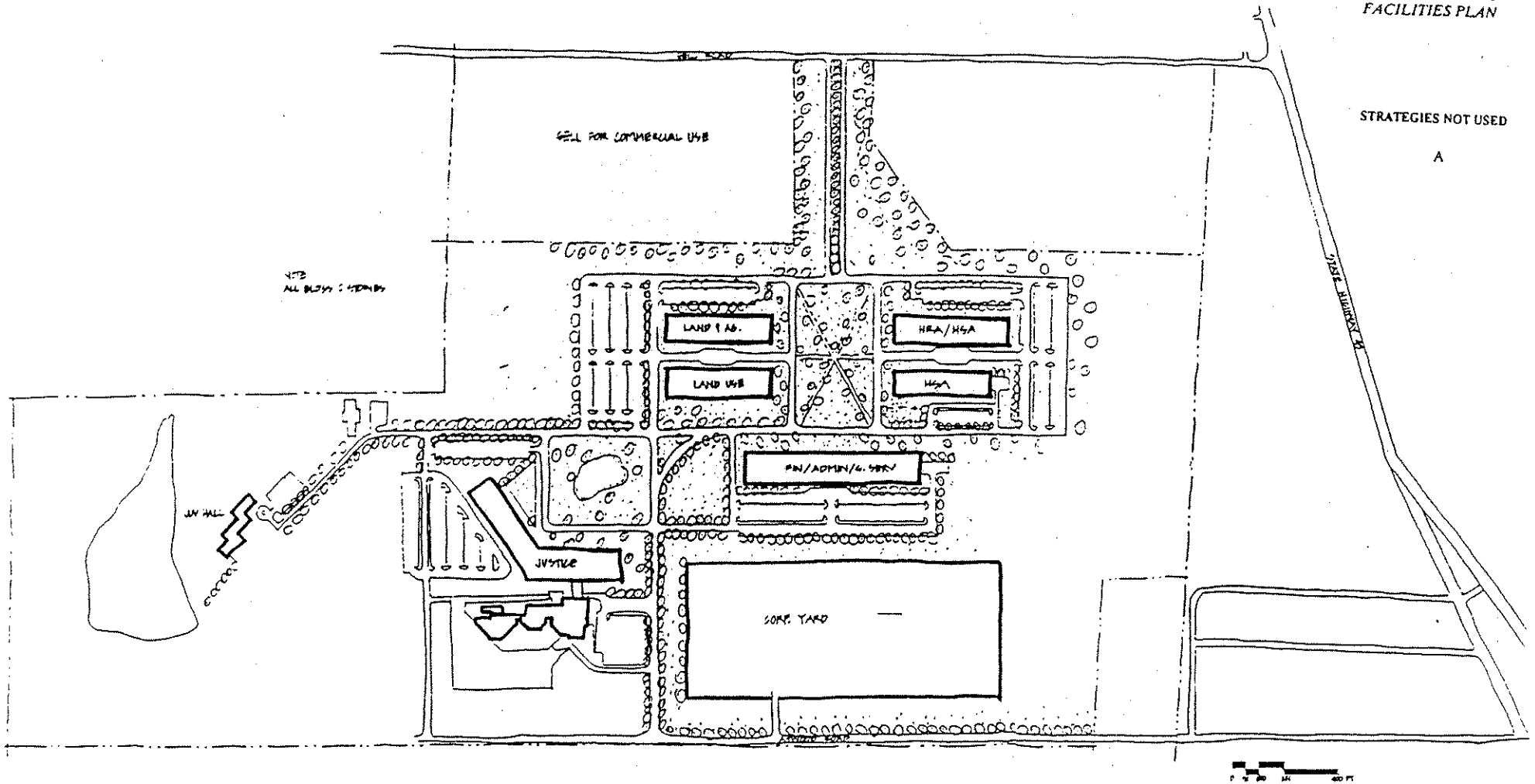

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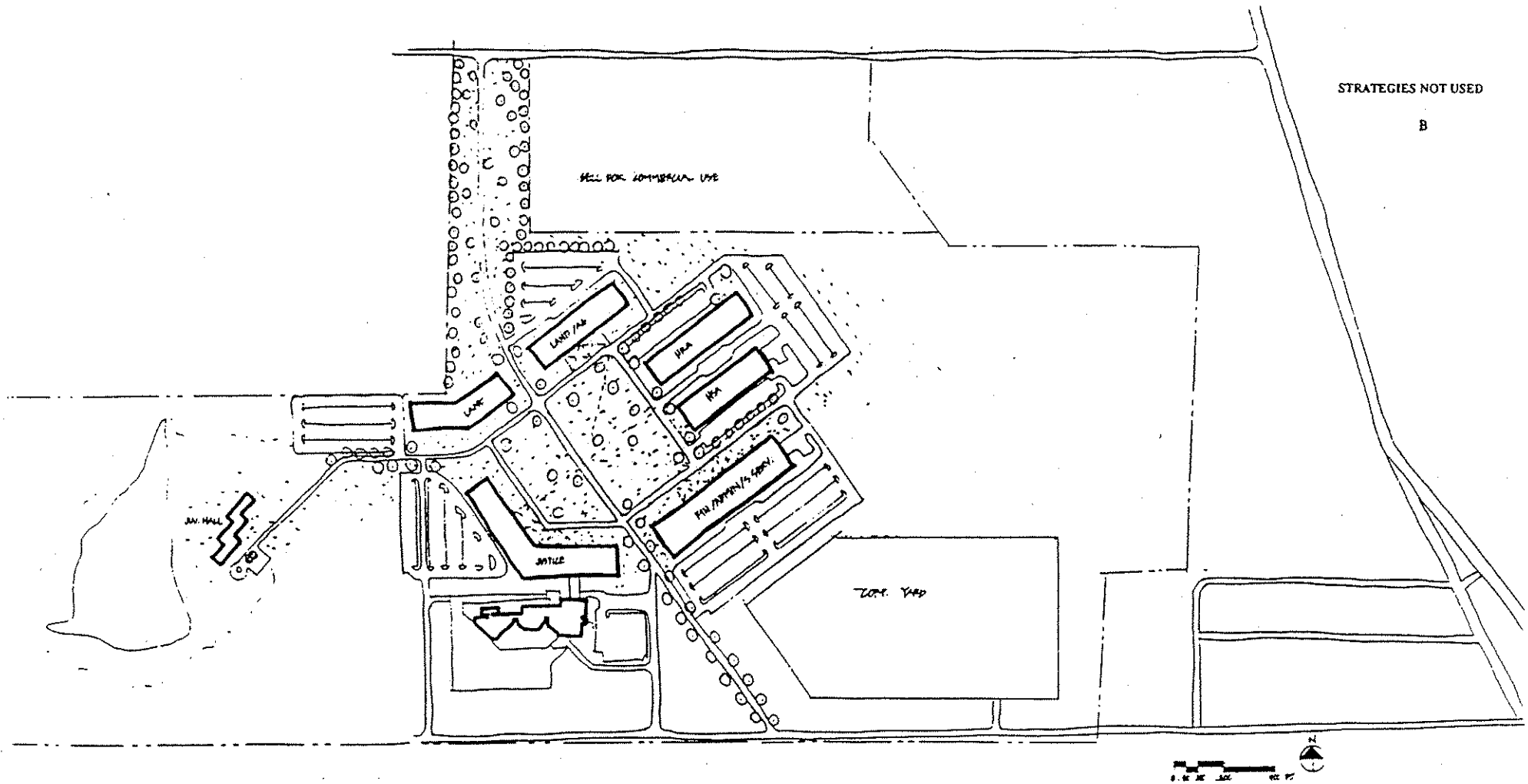

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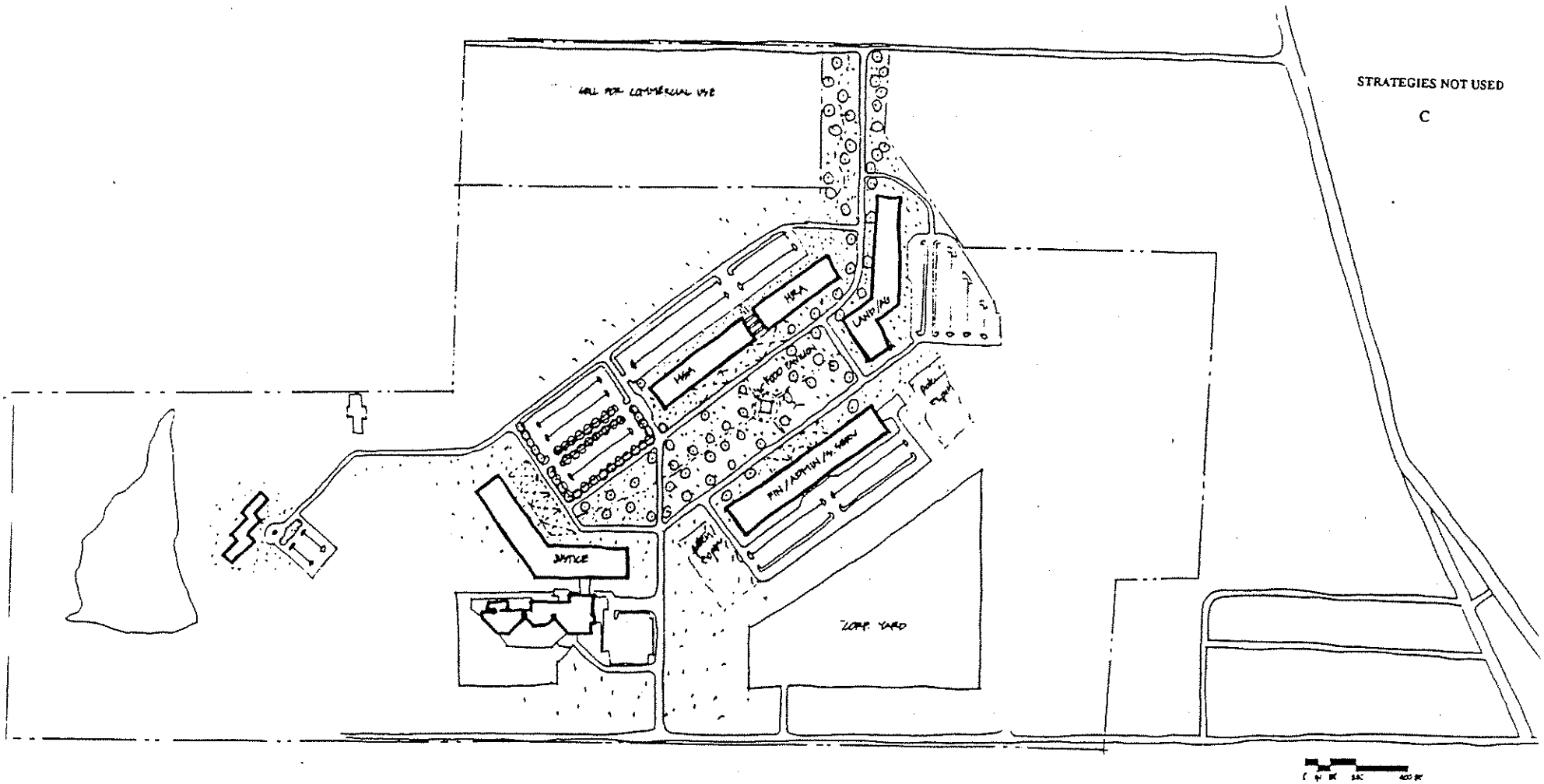

STRATEGY : CENTRALIZED AT FULWIELER

Alternative: At the Fulweiler site the County has indicated that it prefers to retain the education buildings which are demolished in this alternative. The advantage of this scheme is the centralized entrance and a more organized plan than that shown with the retention of the education buildings. In addition, this site has room for expansion.

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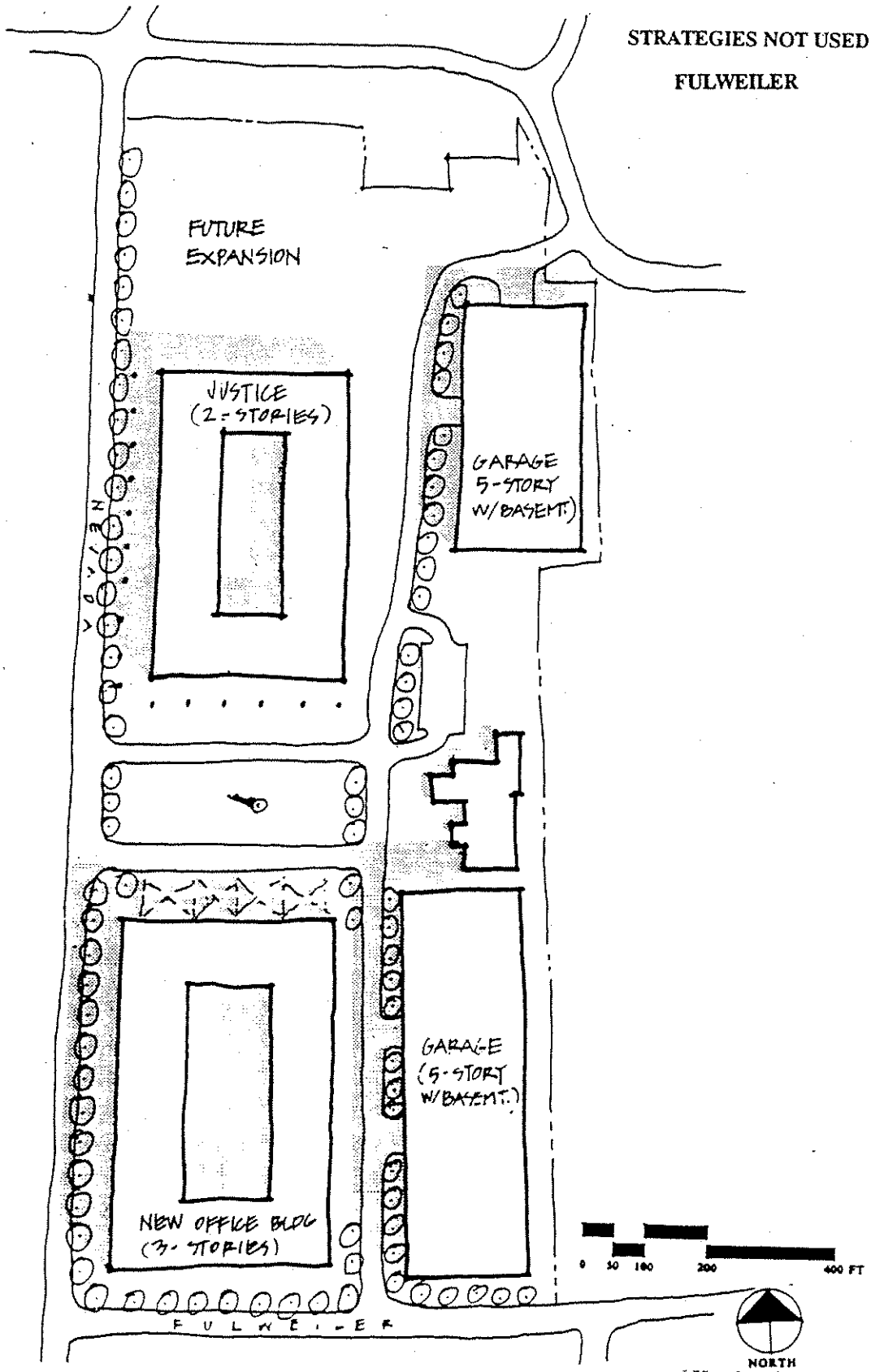
STRATEGIES NOT USED

FULWEILER



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I. FINANCIAL ANALYSIS

The following is a financial model, sent to the County by Public Financial Management in August, 1991. Its purpose was to test the County's available revenues to pay for facilities. The figures in the model are highly hypothetical and should be referred to only as a way of analyzing the construction of the model.

The projections were based on actual revenues for 1991. Revenues were projected 20 years into the future utilizing per capita and percentage of population growth factors.

The model focuses on the implication of instituting Phase 1 of the master plan and is based on the assumption that 50% of the General Fund would be available to the project. The County has projected that the remaining 50% would come from other sources, such as state grants. Based on this it was determined that it would be very difficult to finance Phase 1 unless one of the following steps were taken:

1. reduce the scope of the project
2. increase the contribution from the General Fund
3. increase State and Federal funding
4. stage the phasing in smaller increments.

In March of 1992, it was decided to abandon further financial analysis of the master plan until more concrete steps could be taken toward its actualization.

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Table 1
Placer County, California
Facilities Master Financial Plan
Revenue Summary
Oct-27-92

Expenditure/Revenue Assumptions:		
Earnings Rate	5.00%	
Population Growth Rate	1.87%	
Assessed Value Growth Rate	6.00%	(Actual 10.9)
% Contribution to Facilities Fund	50.00%	

*All Revenues and Expenditures are calculated on a Per Capita Basis	Dollars Per Capita	1991 Actual	1992 Forecast	1993 Forecast	1994 Forecast	1995 Forecast	1996 Forecast	1997 Forecast	1998 Forecast	1999 Forecast	2000 Forecast
Assessed Value	59,457	10,465,587,065	11,093,522,289	11,759,133,626	12,464,681,644	13,212,562,542	14,005,316,295	14,845,635,273	15,736,373,389	16,680,555,792	17,681,389,140
Property Taxes	263	46,222,770	47,065,236	47,963,795	48,858,746	49,770,397	50,699,056	51,645,046	52,608,686	53,590,306	54,590,243
Other Revenue Sources:											
Licenses and Permits	22	3,923,402	3,996,606	4,071,161	4,147,144	4,224,526	4,303,351	4,383,646	4,465,440	4,548,761	4,633,635
Fines, Forfeitures and Penalties	8	1,379,847	1,405,390	1,431,613	1,458,325	1,485,536	1,513,254	1,541,490	1,570,252	1,599,552	1,629,397
Use of Money and Property	21	3,708,234	3,777,426	3,847,908	3,919,706	3,992,843	4,067,345	4,143,238	4,220,548	4,299,297	4,379,517
Aid from Governmental Agencies	227	39,974,322	40,720,199	41,479,993	42,253,964	43,042,377	43,845,500	44,663,609	45,496,983	46,345,906	47,210,670
Charges for Current Services	53	9,362,940	9,537,642	9,715,604	9,896,887	10,081,552	10,269,662	10,461,283	10,656,479	10,855,317	11,057,865
Miscellaneous Revenues	10	1,832,248	1,866,434	1,901,259	1,936,735	1,972,872	2,009,684	2,047,182	2,085,380	2,124,291	2,163,928
Lease Payment Savings	0	0	0	0	238,000	238,000	238,000	238,000	238,000	238,000	238,000
Reserve Fund Earnings	0	0	0	0	1,400,896	1,400,896	1,400,896	1,400,896	1,400,896	1,400,896	1,400,896
Other Financing Sources	2	392,036	399,351	406,802	414,393	422,125	430,001	438,025	446,198	454,523	463,004
Equity Transfers In	3	532,492	542,428	552,549	562,859	573,361	584,059	594,957	606,059	617,367	628,886
Total Other Sources	346	61,105,319	62,245,477	63,406,909	66,228,906	67,434,087	68,661,753	69,912,326	71,186,233	72,483,910	73,805,800
TOTAL REVENUES	609	107,328,089	109,330,713	111,370,704	115,087,655	117,204,484	119,360,811	121,557,372	123,794,919	126,074,216	128,396,042
EXPENDITURE SUMMARY											
Expenditures											
General Government	147	25,801,437	26,282,863	26,773,273	27,272,833	27,781,714	28,300,090	28,828,136	29,366,040	29,913,976	30,472,140
Public Protection	215	37,916,680	38,624,184	39,344,648	40,078,980	40,826,809	41,588,593	42,364,590	43,155,067	43,960,293	44,780,543
Public Assistance	186	32,669,842	33,279,425	33,900,383	34,532,927	35,177,273	35,833,642	36,502,259	37,183,351	37,877,151	38,583,897
Health and Sanitation	42	7,336,459	7,473,349	7,612,794	7,754,840	7,899,537	8,046,934	8,197,080	8,350,029	8,505,831	8,664,541
Public Ways and Facilities	0	0	0	0	0	0	0	0	0	0	0
Recreation and Cultural Services	4	772,983	787,408	802,098	817,064	832,310	847,840	863,660	879,775	896,190	912,912
Education	0	86,554	95,209	104,730	115,203	126,724	139,396	153,336	168,669	185,536	204,090
Existing Net Debt Service Obligations (General Fund Only)	8	1,408,140	558,200	514,100	513,900	526,000	519,700	254,900	0	0	0
TOTAL EXPENDITURES	602	105,992,095	107,100,617	109,052,226	111,085,747	113,170,366	115,276,194	117,163,963	119,102,930	121,338,979	123,618,123
Excess (Deficit) of Revenues Over Expenditures		1,335,994	2,230,096	2,318,478	4,001,908	4,034,117	4,084,616	4,393,409	4,691,989	4,735,237	4,777,919
Beginning Fund Balance		0	0	0	1,159,239	841,715	1,175,344	866,964	1,329,740	1,016,254	1,351,364
Ending Fund Balance		0	0	1,159,239	3,160,193	2,856,774	3,217,652	3,063,669	3,675,735	3,383,873	3,740,324
CONTRIBUTION TO FACILITIES FUND											
New Facilities Debt Service		0	0	0	10,612,062	10,612,062	16,019,235	16,016,771	16,019,851	16,017,460	16,020,412
Beginning Facilities Fund Balance		0	0	0	1,188,220	(7,422,888)	(16,017,891)	(29,994,819)	(43,814,685)	(57,488,742)	(71,138,584)
Deposit to Facilities Fund		0	0	1,159,239	2,000,954	2,017,059	2,042,308	2,196,705	2,345,995	2,367,618	2,388,960
Withdrawal from Facilities Fund		0	0	0	10,612,062	10,612,062	16,019,235	16,016,771	16,019,851	16,017,460	16,020,412
Earnings on Facilities Fund		0	0	28,981	0	0	0	0	0	0	0
Ending Facilities Fund Balance		0	0	1,188,220	(7,422,888)	(16,017,891)	(29,994,819)	(43,814,685)	(57,488,742)	(71,138,584)	(84,770,036)

Table 1
Placer County, California
Facilities Master Financial Plan
Revenue Summary
Oct-27-92

Expenditure/Revenue Assumptions:

*All Revenues and Expenditures are calculated on a Per Capita Basis	Dollars Per Capita	2001 Forecast	2002 Forecast	2003 Forecast	2004 Forecast	2005 Forecast	2006 Forecast	2007 Forecast	2008 Forecast	2009 Forecast	2010 Forecast	2011 Forecast
Assessed Value	59,457	18,742,272,488	19,868,808,838	21,058,817,368	22,322,346,410	23,661,687,195	25,081,388,428	26,586,271,732	28,181,448,038	29,872,334,918	31,664,675,013	33,564,555,514
Property Taxes	263	55,808,838	56,648,438	57,703,396	58,780,078	59,876,850	60,994,088	62,132,168	63,291,486	64,472,438	65,675,421	66,900,852
Other Revenue Sources:												
Licenses and Permits	22	4,720,094	4,808,168	4,897,881	4,989,270	5,082,364	5,177,196	5,273,796	5,372,200	5,472,439	5,574,549	5,678,564
Fines, Forfeitures and Penalties	8	1,659,800	1,690,770	1,722,318	1,754,455	1,787,191	1,820,538	1,854,507	1,889,110	1,924,359	1,960,265	1,996,842
Use of Money and Property	21	4,481,234	4,544,475	4,629,270	4,715,647	4,803,638	4,893,267	4,984,570	5,077,578	5,172,318	5,268,826	5,367,139
Aid from Governmental Agencies	227	48,091,569	48,988,905	49,902,984	50,834,119	51,782,627	52,748,834	53,733,069	54,735,669	55,756,977	56,797,341	57,857,117
Charges for Current Services	53	11,264,193	11,474,370	11,688,469	11,906,583	12,128,727	12,355,036	12,585,587	12,820,400	13,059,614	13,303,292	13,551,517
Miscellaneous Revenues	10	2,204,305	2,245,435	2,287,332	2,330,011	2,373,488	2,417,773	2,462,888	2,508,841	2,555,653	2,603,339	2,651,914
Lease Payment Savings	0	238,000	238,000	238,000	238,000	238,000	238,000	238,000	238,000	238,000	238,000	238,000
Reserve Fund Earnings	0	1,400,896	1,400,896	1,400,896	1,400,896	1,400,896	1,400,896	1,400,896	1,400,896	1,400,896	1,400,896	1,400,896
Other Financing Sources	2	471,843	480,444	489,408	498,540	507,842	517,318	526,971	536,803	546,820	557,023	567,416
Equity Transfers In	3	640,821	652,574	664,750	677,154	689,789	702,659	715,770	729,126	742,730	756,589	770,706
Total Other Sources	346	76,152,355	76,524,035	77,921,309	79,344,655	80,794,559	82,271,517	83,776,033	85,308,621	86,869,606	88,460,121	90,080,110
TOTAL REVENUES	609	130,761,191	133,170,471	135,624,705	138,124,733	140,671,409	143,265,603	145,908,201	148,600,108	151,342,242	154,135,542	156,980,962
EXPENDITURE SUMMARY												
Expenditures												
General Government	147	31,040,716	31,619,902	32,209,894	32,810,896	33,423,111	34,046,749	34,682,024	35,329,153	35,988,356	36,659,859	37,343,892
Public Protection	215	45,818,099	46,467,245	47,334,273	48,217,476	49,117,164	50,033,636	50,967,208	51,918,200	52,886,937	53,873,749	54,878,974
Public Assistance	188	39,303,830	40,037,198	40,784,248	41,545,238	42,320,424	43,110,076	43,914,463	44,733,859	45,568,543	46,418,802	47,284,926
Health and Sanitation	42	8,828,212	8,990,899	9,156,659	9,329,550	9,503,629	9,680,956	9,861,592	10,045,599	10,233,036	10,423,976	10,618,476
Public Ways and Facilities	0	0	0	0	0	0	0	0	0	0	0	0
Recreation and Cultural Services	4	929,946	947,298	964,973	982,979	1,001,320	1,020,004	1,039,036	1,058,423	1,078,172	1,098,290	1,118,782
Education	0	224,499	248,949	271,844	298,808	328,889	361,558	397,713	437,485	481,233	529,356	582,292
Existing Net Debt Service Obligations (General Fund Only)	8	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	602	125,941,302	128,309,489	130,723,890	133,184,946	135,694,336	138,252,979	140,862,037	143,522,718	146,236,280	149,004,032	151,827,341
Excess (Deficit) of Revenues Over Expenditures		4,819,889	4,860,982	4,901,015	4,939,787	4,977,073	5,012,624	5,046,164	5,077,390	5,105,963	5,131,510	5,153,620
Beginning Fund Balance		1,037,596	1,372,349	1,058,142	1,392,368	1,077,526	1,411,008	1,095,303	1,427,779	1,110,916	1,442,065	1,123,690
Ending Fund Balance		3,447,540	3,802,840	3,508,650	3,862,259	3,566,064	3,917,320	3,618,388	3,966,474	3,663,897	4,007,820	3,700,500
CONTRIBUTION TO FACILITIES FUND												
New Facilities Debt Service		18,017,259	18,018,388	18,020,442	18,019,946	18,017,588	18,017,931	18,020,538	18,017,030	18,016,260	18,019,383	18,019,935
Beginning Facilities Fund Balance		(84,770,036)	(96,377,351)	(111,965,248)	(125,535,182)	(139,085,234)	(152,614,288)	(166,125,905)	(179,623,359)	(193,101,694)	(206,564,973)	(220,018,601)
Deposit to Facilities Fund		2,409,945	2,430,491	2,450,508	2,469,894	2,488,538	2,506,312	2,523,082	2,538,695	2,552,981	2,565,755	2,576,810
Withdrawal from Facilities Fund		18,017,259	18,018,388	18,020,442	18,019,946	18,017,588	18,017,931	18,020,538	18,017,030	18,016,260	18,019,383	18,019,935
Earnings on Facilities Fund		0	0	0	0	0	0	0	0	0	0	0
Ending Facilities Fund Balance		(96,377,351)	(111,965,248)	(125,535,182)	(139,085,234)	(152,614,288)	(166,125,905)	(179,623,359)	(193,101,694)	(206,564,973)	(220,018,601)	(233,461,726)

Table 2
Placer County, California
Facilities Master Financial Plan
Capital Project Funding
1990 Costs Inflated at 4% Annually

	1991 Budgeted	1992 Proposed	1993 Proposed	1994 Proposed	1995 Proposed	1996 Proposed	1997 Proposed	1998 Proposed	1999 Proposed	2000 Proposed	2001 Proposed
CRIMINAL JUSTICE SERVICES											
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees											
Total Revenues	0	0	0	0	0	0	0	0	0	0	0
Expenditures											
Construction	0	0	0	27,796,953	28,908,832	0	0	0	0	0	0
Professional Services	0	0	0	5,559,404	5,781,780	0	0	0	0	0	0
Total Net Cost of Criminal Justice Services	0	0	0	33,356,357	34,690,612	0	0	0	0	0	0
SATELLITE CONSTRUCTION											
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees											
Total Revenues	0	0	0	0	0	0	0	0	0	0	0
Expenditures											
Construction	0	0	0	4,875,946	0	0	0	0	0	0	0
Professional Services	0	0	0	975,192	0	0	0	0	0	0	0
Total Net Cost of Satellite Construction	0	0	0	5,851,138	0	0	0	0	0	0	0
PARKING & SITE PREPARATION											
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees											
Total Revenues	0	0	0	0	0	0	0	0	0	0	0
Expenditures											
Construction	0	0	0	8,331,639	0	0	0	0	0	0	0
Professional Services	0	0	0	1,666,332	0	0	0	0	0	0	0
Total Net Cost of Parking & Site Demolition	0	0	0	9,997,971	0	0	0	0	0	0	0
DEMOLITION											
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees											
Total Revenues	0	0	0	0	0	0	0	0	0	0	0
Expenditures											
Construction	0	0	0	14,779,245	0	0	0	0	0	0	0
Professional Services	0	0	0	2,955,856	0	0	0	0	0	0	0
Total Net Cost of Demolition	0	0	0	17,735,101	0	0	0	0	0	0	0
TOTAL NET COSTS	0	0	0	102,577,267	70,327,332	0	0	0	0	0	0
					172,904,618		0		0		0

Table 2
Placer County, California
Facilities Master Financial Plan
Capital Project Funding
1990 Costs Inflated at 4% Annually

	2002 Proposed	2003 Proposed	2004 Proposed	2005 Proposed	2006 Proposed	2007 Proposed	2008 Proposed	2009 Proposed	2010 Proposed	2011 Proposed
CRIMINAL JUSTICE SERVICES										
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees										
Total Revenues	0	0	0	0	0	0	0	0	0	0
Expenditures										
Construction	0	0	0	0	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0	0	0	0	0
Total Net Cost of Criminal Justice Services	0	0	0	0	0	0	0	0	0	0
SATELLITE CONSTRUCTION										
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees										
Total Revenues	0	0	0	0	0	0	0	0	0	0
Expenditures										
Construction	0	0	0	0	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0	0	0	0	0
Total Net Cost of Satellite Construction	0	0	0	0	0	0	0	0	0	0
PARKING & SITE PREPARATION										
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees										
Total Revenues	0	0	0	0	0	0	0	0	0	0
Expenditures										
Construction	0	0	0	0	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0	0	0	0	0
Total Net Cost of Parking & Site Demolition	0	0	0	0	0	0	0	0	0	0
DEMOLITION										
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees										
Total Revenues	0	0	0	0	0	0	0	0	0	0
Expenditures										
Construction	0	0	0	0	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0	0	0	0	0
Total Net Cost of Demolition	0	0	0	0	0	0	0	0	0	0
TOTAL NET COSTS	0	0	0	0	0	0	0	0	0	0
		0		0		0		0		0

Table 2
Placer County, California
Facilities Master Financial Plan
Capital Project Funding
1990 Costs Inflated at 4% Annually

	1991 Budgeted	1992 Proposed	1993 Proposed	1994 Proposed	1995 Proposed	1996 Proposed	1997 Proposed	1998 Proposed	1999 Proposed	2000 Proposed	2001 Proposed
LAND USE COMPLEX											
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees											
Total Revenues	0	0	0	0	0	0	0	0	0	0	0
Expenditures											
Construction	0	0	0	8,300,811	8,300,811	0	0	0	0	0	0
Professional Services	0	0	0	1,660,166	1,660,166	0	0	0	0	0	0
Total Net Cost of Land Use Complex	0	0	0	9,960,978	9,960,978	0	0	0	0	0	0
SPECIAL SERVICES											
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees											
Total Revenues	0	0	0	0	0	0	0	0	0	0	0
Expenditures											
Construction	0	0	0	1,229,741	1,229,741	0	0	0	0	0	0
Professional Services	0	0	0	245,949	245,949	0	0	0	0	0	0
Total Net Cost of Special Services	0	0	0	1,475,690	1,475,690	0	0	0	0	0	0
AGRICULTURAL & ANIMAL											
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees											
Total Revenues	0	0	0	0	0	0	0	0	0	0	0
Expenditures											
Construction	0	0	0	1,298,468	1,298,468	0	0	0	0	0	0
Professional Services	0	0	0	259,694	259,694	0	0	0	0	0	0
Total Net Cost of Agricultural & Animal	0	0	0	1,558,163	1,558,163	0	0	0	0	0	0
FINANCE & ADMINISTRATION											
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees											
Total Revenues	0	0	0	0	0	0	0	0	0	0	0
Expenditures											
Construction	0	0	0	8,447,559	8,447,559	0	0	0	0	0	0
Professional Services	0	0	0	1,689,516	1,689,516	0	0	0	0	0	0
Total Net Cost of Finance & Administration	0	0	0	10,137,075	10,137,075	0	0	0	0	0	0
HEALTH & HUMAN SERVICES											
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees											
Total Revenues	0	0	0	0	0	0	0	0	0	0	0
Expenditures											
Construction	0	0	0	10,420,675	10,420,675	0	0	0	0	0	0
Professional Services	0	0	0	2,084,140	2,084,140	0	0	0	0	0	0
Total Net Cost of Health & Human Services	0	0	0	12,504,815	12,504,815	0	0	0	0	0	0

Table 2
Placer County, California
Facilities Master Financial Plan
Capital Project Funding
1990 Costs Inflated at 4% Annually

	2002 Proposed	2003 Proposed	2004 Proposed	2005 Proposed	2006 Proposed	2007 Proposed	2008 Proposed	2009 Proposed	2010 Proposed	2011 Proposed
LAND USE COMPLEX										
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees										
Total Revenues	0	0	0	0	0	0	0	0	0	0
Expenditures										
Construction	0	0	0	0	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0	0	0	0	0
Total Net Cost of Land Use Complex	0	0	0	0	0	0	0	0	0	0
SPECIAL SERVICES										
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees										
Total Revenues	0	0	0	0	0	0	0	0	0	0
Expenditures										
Construction	0	0	0	0	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0	0	0	0	0
Total Net Cost of Special Services	0	0	0	0	0	0	0	0	0	0
AGRICULTURAL & ANIMAL										
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees										
Total Revenues	0	0	0	0	0	0	0	0	0	0
Expenditures										
Construction	0	0	0	0	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0	0	0	0	0
Total Net Cost of Agricultural & Animal	0	0	0	0	0	0	0	0	0	0
FINANCE & ADMINISTRATION										
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees										
Total Revenues	0	0	0	0	0	0	0	0	0	0
Expenditures										
Construction	0	0	0	0	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0	0	0	0	0
Total Net Cost of Finance & Administration	0	0	0	0	0	0	0	0	0	0
HEALTH & HUMAN SERVICES										
Sale of Real Estate Assets	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0
Capital Fund Development Fees										
Total Revenues	0	0	0	0	0	0	0	0	0	0
Expenditures										
Construction	0	0	0	0	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0	0	0	0	0
Total Net Cost of Health & Human Services	0	0	0	0	0	0	0	0	0	0

Table 3
Placer County, California
Facilities Master Financial Plan
Summary of Debt Ratios

	1991 Budgeted	1992 Estimated	1993 Estimated	1994 Estimated	1995 Estimated	1996 Estimated	1997 Estimated	1998 Estimated	1999 Estimated	2000 Estimated	2001 Estimated
Total Principal Outstanding											
Existing Debt	360,000	355,000	335,000	360,000	400,000	425,000	220,000	0	0	0	0
Proposed Debt				203,915,000	203,915,000	197,595,000	190,905,000	183,810,000	176,265,000	168,290,000	159,795,000
County Population	176,020	179,304	182,650	186,058	189,530	193,068	196,668	200,338	204,076	207,884	211,763
Assessed Property Value	10,465,587,065	11,093,522,289	11,759,133,626	12,464,681,644	13,212,562,542	14,005,316,295	14,845,635,273	15,736,373,389	16,680,555,792	17,681,389,140	18,742,272,486
Direct Net Debt Per Capita	$2.05	$1.98	$1.83	$1,097.91	$1,076.01	$1,025.66	$971.81	$917.50	$863.82	$809.54	$754.59
Direct Net Debt to Assessed Value	0.00%	0.00%	0.00%	1.64%	1.54%	1.41%	1.29%	1.17%	1.06%	0.95%	0.85%
Ending Capital Fund Balance	0	0	1,166,220	(7,422,888)	(16,017,891)	(29,994,819)	(43,814,885)	(57,488,742)	(71,138,584)	(84,770,036)	(98,377,351)
Ending Capital Fund Balance as % of Revenues	0.00%	0.00%	1.07%	-6.45%	-13.67%	-25.13%	-36.04%	-46.44%	-56.43%	-66.02%	-75.23%
Ending Capital Fund Balance as % of Expenditures	0.00%	0.00%	1.09%	-6.68%	-14.15%	-26.02%	-37.40%	-48.27%	-58.63%	-68.57%	-78.11%
Moody's Medians 1992.											
Counties of Population 100,000-249,999											
Direct Net Debt Per Capita	202										
Direct Net Debt to Estimated Full Value *	0.60										

* Estimated Full Value (EFV) refers to the "true" or "fair" market value of all taxable property within the boundaries of the unit of government.

Table 3
Placer County, California
Facilities Master Financial Plan
Summary of Debt Ratios

	2002 Estimated	2003 Estimated	2004 Estimated	2005 Estimated	2006 Estimated	2007 Estimated	2008 Estimated	2009 Estimated	2010 Estimated	2011 Estimated
Total Principal Outstanding										
Existing Debt	0	0	0	0	0	0	0	0	0	0
Proposed Debt	150,755,000	141,125,000	130,860,000	119,910,000	108,215,000	95,710,000	82,340,000	68,035,000	52,725,000	36,335,000
County Population	215,714	219,739	223,839	228,016	232,270	236,604	241,019	245,516	250,097	254,764
Assessed Property Value	19,868,808,838	21,058,817,368	22,322,346,410	23,661,687,195	25,081,388,426	26,586,271,732	28,181,448,036	29,872,334,918	31,664,675,013	33,564,555,514
Direct Net Debt Per Capita	$698.86	$642.24	$584.62	$525.88	$465.90	$404.52	$341.63	$277.11	$210.82	$142.62
Direct Net Debt to Assessed Value	0.76%	0.67%	0.59%	0.51%	0.43%	0.36%	0.29%	0.23%	0.17%	0.11%
Ending Capital Fund Balance	(111,965,248)	(125,535,182)	(139,085,234)	(152,614,286)	(166,125,905)	(179,623,359)	(193,101,694)	(206,564,973)	(220,018,601)	(233,461,726)
Ending Capital Fund Balance as % of Revenues	-84.08%	-92.56%	-100.70%	-108.49%	-115.96%	-123.11%	-129.95%	-136.49%	-142.74%	-148.72%
Ending Capital Fund Balance as % of Expenditures	-87.26%	-96.03%	-104.43%	-112.47%	-120.16%	-127.52%	-134.54%	-141.25%	-147.66%	-153.77%

Moody's Medians 1992:
Counties of Population 100,000-249,999
Direct Net Debt Per Capita
Direct Net Debt to Estimated Full Value *

Table 4
Placer County, California
Facilities Master Financial Plan
Debt Capacity

	1990 Actual	1991 Budgeted	1992 Estimated	1993 Estimated	1994 Estimated	1995 Estimated	1996 Estimated	1997 Estimated	1998 Estimated	1999 Estimated	2000 Estimated
Total Available General Fund Revenues											
Existing Net Direct Debt (Principal Only)											
CSAC Fin. Corp. (through 1997)	395,000	360,000	355,000	335,000	360,000	400,000	425,000	220,000			
Total	395,000	360,000	355,000	335,000	360,000	400,000	425,000	220,000	0	0	0
Total Existing Net Direct Debt (General Fund Cost Only)											
CSAC Fin. Corp. (through 1997)	648,500	588,900	558,200	514,100	513,900	526,000	519,700	254,900			
Total	648,500	588,900	558,200	514,100	513,900	526,000	519,700	254,900	0	0	0

Table 4
Placer County, California
Facilities Master Financial Plan
Debt Capacity

	2001 Estimated	2002 Estimated	2003 Estimated	2004 Estimated	2005 Estimated	2006 Estimated	2007 Estimated	2008 Estimated	2009 Estimated	2010 Estimated	2011 Estimated
Total Available General Fund Revenues											
Existing Net Direct Debt (Principal Only)											
CSAC Fin. Corp. (through 1997)											
Total	0	0	0	0	0	0	0	0	0	0	0
Total Existing Net Direct Debt (General Fund Cost Only)											
CSAC Fin. Corp. (through 1997)											
Total	0	0	0	0	0	0	0	0	0	0	0

Table 8
Placer County, California
Facilities Master Financial Plan
Option 1, Centralized at DeWitt
Summary of Lease Revenue Debt Obligations

1994 Lease Revenue Bonds	
Par Amount of Bonds	203,915,000
Interest Rate	6.87%
Term (years)	20
Construction Proceeds	161,082,806
Debt Service Reserve Fund	20,391,500
Capitalized Interest	20,418,420
% Funded from General Fund	85.56%

	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Principal Outstanding	203,915,000	203,915,000	197,595,000	190,905,000	183,810,000	176,285,000	168,290,000	159,795,000	150,755,000	141,125,000	130,860,000
Annual Principal Payment	0	0	6,320,000	6,690,000	7,095,000	7,525,000	7,995,000	8,495,000	9,040,000	9,630,000	10,265,000
Annual Interest Payments	13,804,483	13,804,483	13,804,483	13,431,583	13,030,183	12,597,388	12,130,838	11,627,153	11,083,473	10,495,873	9,860,293
Total Debt Service	13,804,483	13,804,483	20,124,483	20,121,583	20,125,183	20,122,388	20,125,838	20,122,153	20,123,473	20,125,873	20,125,293
Debt Service Reserve Fund Earnings	1,400,898	1,400,898	1,400,898	1,400,898	1,400,898	1,400,898	1,400,898	1,400,898	1,400,898	1,400,898	1,400,898
Total Net Debt Service	12,403,584	12,403,584	18,723,584	18,720,684	18,724,284	18,721,491	18,724,941	18,721,256	18,722,576	18,724,976	18,724,396
General Fund Debt Service	10,612,082	10,612,082	16,019,235	16,016,771	16,019,851	16,017,460	16,020,412	16,017,259	16,018,388	16,020,442	16,019,846
Non-General Fund Debt Service	1,791,504	1,791,504	2,704,331	2,703,915	2,704,435	2,704,031	2,704,530	2,703,997	2,704,188	2,704,535	2,704,451

Table 6
Placer County, California
Facilities Master Financial Plan
Option 1, Centralized at DeWitt
Summary of Lease Revenue Debt Obligations

			2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
1994 Lease Revenue Bonds		Principal Outstanding	119,910,000	108,215,000	95,710,000	82,340,000	68,035,000	52,725,000	36,335,000	18,790,000	0	0	0	0	0	0
Par Amount of Bonds	203,915,000															
Interest Rate	6.87%	Annual Principal Payment	10,950,000	11,695,000	12,505,000	13,370,000	14,305,000	15,310,000	16,390,000	17,545,000	18,790,000	0	0	0	0	0
Term (years)	20	Annual Interest Payments	9,172,538	8,427,938	7,620,983	6,751,885	5,816,985	4,814,635	3,735,280	2,579,785	1,334,090	0	0	0	0	0
Construction Proceeds	191,062,806															
Debt Service Reserve Fund	20,391,500	Total Debt Service	20,122,538	20,122,938	20,125,983	20,121,885	20,120,985	20,124,635	20,125,280	20,124,785	20,124,090	0	0	0	0	0
Capitalized Interest	20,418,420	Debt Service Reserve Fund Earnings	1,400,898	1,400,898	1,400,898	1,400,896	1,400,898	1,400,898	1,400,898	1,400,898	21,792,398	0	0	0	0	0
% Funded from General Fund	85.58%															
		Total Net Debt Service	18,721,641	18,722,041	18,725,088	18,720,989	18,720,089	18,723,739	18,724,384	18,723,889	(1,668,308)	0	0	0	0	0
		General Fund Debt Service	16,017,588	16,017,931	16,020,534	16,017,030	16,016,280	16,019,383	16,019,935	16,019,511	(1,427,345)	0	0	0	0	0
		Non-General Fund Debt Service	2,704,053	2,704,111	2,704,551	2,703,959	2,703,829	2,704,356	2,704,449	2,704,378	(240,961)	0	0	0	0	0

Table 7a
Placer County, California
Facilities Master Financial Plan
Allocation of Debt Service Costs

1994 Lease Revenue Bonds:	Project Cost	Percent of Total Issuance	General Fund Share	Non-General Fund Share	General Fund Cost Share	Non-General Fund Cost Share	
Land Use Complex	19,921,955	11.52%	87.48%	12.52%	17,427,726	2,494,229	
Special Services	2,951,380	1.71%	100.00%	0.00%	2,951,380	0	
Agricultural & Animal	3,116,325	1.80%	100.00%	0.00%	3,116,325	0	
Finance & Administration	20,274,149	11.73%	100.00%	0.00%	20,274,149	0	
Health & Human Services	25,009,630	14.46%	100.00%	0.00%	25,009,630	0	
Criminal Justice Services	68,046,969	39.36%	75.00%	25.00%	51,035,227	17,011,742	
Satellite Construction	5,851,138	3.38%	75.00%	25.00%	4,388,354	1,462,785	
Subtotal	145,171,546	83.96%			124,202,790	20,968,756	
Parking and Site Preparation	9,997,971	5.78%	85.56%	14.44%	8,554,264	1,443,707	
Demolition	17,735,101	10.26%	85.56%	14.44%	15,174,152	2,560,949	
Total Cost	172,904,618	100.00%			147,931,207	24,973,411	172,904,618
					85.56%	14.44%	

Table 7b
Placer County, California
Facilities Master Financial Plan
Allocation of Debt Service Costs

	New Area Square Footage	General Fund Percentage	Building Cost Percentage
Finance and Administration			
Administration Services/Supplies	3,401	100.00%	3,401
Administration Services/General	0		0
Treasurer/Tax Collector	6,065	100.00%	6,065
Auditor/Controller	8,115	100.00%	8,115
Assessor	14,055	100.00%	14,055
Recorder	8,457	100.00%	8,457
Elections	5,747	100.00%	5,747
Elec. Warehouse	4,200	100.00%	4,200
Management Information Service	6,516	100.00%	6,516
MIS Annex	6,316	100.00%	6,316
Personnel	5,405	100.00%	5,405
County Executive	4,695	100.00%	4,695
County Executive Annex	3,255	100.00%	3,255
County Counsel	5,326	100.00%	5,326
Clerk of the Board	1,400	100.00%	1,400
Board of Supervisors	5,035	100.00%	5,035
Communications Office	525	100.00%	525
Communications Shop	4,321	100.00%	4,321
Emergency Service	3,437	100.00%	3,437
Revenue Service	2,186	100.00%	2,186
Central Services	9,991	100.00%	9,991
Procurement	2,744	100.00%	2,744
Total	**111,192**		**111,192**
		Weighted Average General Fund Contribution	**100.00%**

Table 7c
Placer County, California
Facilities Master Financial Plan
Allocation of Debt Service Costs

	New Area Square Footage	General Fund Percentage	Construction Cost Funding Percentage	
Land Use Departments				
Building	8,925	100.00%	8,925	
Planning	13,803	100.00%	13,803	
Public Works Offices	23,507	75.00%	17,630	
Automotive Fleet	14,935	100.00%	14,935	
County Transit	3,105	0.00%	0	
Buildings and Grounds	15,440	100.00%	15,440	
Facility Services/C.I.	6,462	100.00%	6,462	
Air Pollution	3,912	0.00%	0	
Environmental Health	12,890	100.00%	12,890	
Total	**102,979**		**90,085**	
	Weighted Average General Fund Contribution			**87.48%**
Special Services				
Museum Collection	4,980	100.00%	4,980	
Museum Administration	2,235	100.00%	2,235	
Parks	6,830	100.00%	6,830	
Total	**14,045**		**14,045**	
	Weighted Average General Fund Contribution			**100.00%**
Agriculture & Animal Department				
Agriculture Commissioner	3,715	100.00%	3,715	
Agriculture Warehouse	4,000	100.00%	4,000	
Domestic Animal Control	10,474	100.00%	10,474	
Farm Advisor Warehouse	4,000	100.00%	4,000	
Farm Advisor	5,710	100.00%	5,710	
Total	**27,899**		**27,899**	
	Weighted Average General Fund Contribution			**100.00%**

Table 7d
Placer County, California
Facilities Master Financial Plan
Allocation of Debt Service Costs

	New Area Square Footage	General Fund Percentage	Building Cost Percentage
Health and Human Services			
Health Administration	3,030	100.00%	3,030
Public Health Clinic	6,660	100.00%	6,660
Public Health Nursing	22,475	100.00%	22,475
Public Health Lab	10,723	100.00%	10,723
Mental Health/Drug	47,385	100.00%	47,385
Veterans Service	1,382	100.00%	1,382
Welfare	25,377	100.00%	25,377
Community Services	3,795	100.00%	3,795
Family Support	6,405	100.00%	6,405
Total	**127,232**		**127,232**
		Weighted Average General Fund Contribution	**100.00%**

Table 8a
Placer County, California
Facilities Master Financial Plan
Sources and Uses

Sources	
Bond Proceeds	203,915,000
Total Sources	203,915,000
Uses	
Construction Costs	161,062,806
Costs of Issuance	2,039,150
Debt Service Reserve Fı	20,391,500
Capitalized Interest	20,418,420
Contingency	3,124
Total Uses	203,915,000
Average Annual Debt Se	20,123,500

Table 8b
Placer County, California
Facilities Master Financial Plan
Construction Fund

Initial Deposit Date	7/1/93	Investment Rate	6.87%
First Draw Date	7/1/93	Project Cost	172,904,618
Last Draw Date	7/1/95	Initial Deposit	161,062,806

Draw Date	Beginning Balance	Construction Draw	Investment Rate	Investment Earnings	Net Draw	Ending Balance
7/1/93	161,062,806	7,204,359	6.87%	922,085	6,282,275	153,899,457
8/1/93	154,785,605	7,204,359	6.87%	886,148	6,318,211	147,622,256
9/1/93	148,472,259	7,204,359	6.87%	850,004	6,354,355	141,308,911
10/1/93	142,122,562	7,204,359	6.87%	813,652	6,390,707	134,959,213
11/1/93	135,736,304	7,204,359	6.87%	777,090	6,427,269	128,572,955
12/1/93	129,313,273	7,204,359	6.87%	740,318	6,464,041	122,149,924
1/1/94	122,853,259	7,204,359	6.87%	703,335	6,501,024	115,689,910
2/1/94	116,356,049	7,204,359	6.87%	666,138	6,538,221	109,192,700
3/1/94	109,821,427	7,204,359	6.87%	628,728	6,575,631	102,658,079
4/1/94	103,249,180	7,204,359	6.87%	591,102	6,613,258	96,085,831
5/1/94	96,639,090	7,204,359	6.87%	553,259	6,651,100	89,475,741
6/1/94	89,990,939	7,204,359	6.87%	515,198	6,689,161	82,827,590
7/1/94	83,304,509	7,204,359	6.87%	476,918	6,727,441	76,141,160
8/1/94	76,579,578	7,204,359	6.87%	438,418	6,765,941	69,416,229
9/1/94	69,815,925	7,204,359	6.87%	399,696	6,804,663	62,652,576
10/1/94	63,013,327	7,204,359	6.87%	360,751	6,843,608	55,849,978
11/1/94	56,171,561	7,204,359	6.87%	321,582	6,882,777	49,008,212
12/1/94	49,290,399	7,204,359	6.87%	282,188	6,922,172	42,127,050
1/1/95	42,369,616	7,204,359	6.87%	242,566	6,961,793	35,206,268
2/1/95	35,408,984	7,204,359	6.87%	202,716	7,001,643	28,245,635
3/1/95	28,408,272	7,204,359	6.87%	162,637	7,041,722	21,244,923
4/1/95	21,367,251	7,204,359	6.87%	122,328	7,082,032	14,203,902
5/1/95	14,285,688	7,204,359	6.87%	81,786	7,122,574	7,122,339
6/1/95	7,163,349	7,204,359	6.87%	41,010	7,163,349	0
		172,904,618				

Table 8c
Placer County, California
Facilities Master Financial Plan
Capitalized Interest

Initial Deposit Date	7/1/93	Investment Rate	6.87%
First Draw Date	7/1/93	Par Amount	203,915,000
Last Draw Date	7/1/95	Initial Deposit	20,418,420

Period Ending	Beginning Balance	Capitalized Interest Earnings	Total Funds Available	61.20% Net Draw	Ending Balance
7/1/93	20,418,420	0	20,418,420	0	20,418,420
1/1/94	20,418,420	701,373	21,119,792	4,223,958	16,334,736
7/1/94	16,334,736	561,098	16,895,834	4,223,958	12,251,052
1/1/95	12,251,052	420,824	12,671,875	4,223,958	8,167,368
7/1/95	8,167,368	280,549	8,447,917	4,223,958	4,083,684
1/1/96	4,083,684	140,275	4,223,958	4,223,958	0