

Approved as to Form:  
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By Andrew J. Massey, Deputy  
Andrew J. Massey

**THE BOARD OF SUPERVISORS OF THE COUNTY OF ALAMEDA, STATE OF CALIFORNIA**

RESOLUTION NUMBER 2022-\_\_\_\_\_

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF ALAMEDA REVISING THE GENERAL SERVICES AGENCY REAL PROPERTY PORTFOLIO MANAGEMENT EFFICIENCY, EFFECTIVENESS, AND SUSTAINABILITY POLICY AND IMPLEMENTING PROCEDURES**

**BE IT RESOLVED** by the Board of Supervisors of the County of Alameda

**WHEREAS**, The Board of Supervisors recognizes the importance of continuous improvement in management of the real property portfolio focusing on increased efficiencies, effectiveness, building fiscal, and environmental sustainability into the Real Estate policy, practices and procedures of the County;

**WHEREAS**, it is the policy of the County of Alameda that all County Departments shall follow these policies, practices and procedures for the evaluation, acquisition and utilization of space, to house various activities and employees;

**WHEREAS**, the acquisition, assignment, management, and operation of leased and owned space for County Departmental operations is centralized to encourage administrative and fiscal efficiencies under the direction of the Director of General Services Agency (GSA);

**WHEREAS**, due to the necessity of conserving public funds, especially in challenging financial times, the County desires to make continuous improvements in management of real property assets that encourage efficient and effective use of space;

**WHEREAS**, on October 19, 2004, the County Administrator issued a memorandum titled "Request for Space – Leased and owned Buildings" describing a process for requesting space from the General Services Agency; and,

**WHEREAS**, that policy has improved the oversight, acquisition, tenant improvement, and assignment of space for Departments within the County;

**WHEREAS**, on March 30, 2010, the Board of Supervisor did resolve to authorize the Director of the General Services Agency to institute a Real Property Portfolio Management Efficiency, Effectiveness and Sustainability Policy and Implementing Procedures; and

**WHEREAS**, the Director of the General Services Agency did work collaboratively with County Agencies and develop implementing procedures, standards and practices regarding alternative work sites, furniture and space needs; and

**WHEREAS**, renewed actions, decreased County work site footprints and commitments are now required to ensure further efficiencies in real property portfolio management;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Alameda that the following revised County of Alameda Real Property Portfolio Management Efficiency, Effectiveness and Sustainability Policy be established:

1. GSA shall now review all pending and approved space requests in consultation with Departments and in consideration of but not limited to the following; review of all pending and approved requests for space,

recertification of space uses and needs, attainment of standardized utilization rates of no more than 200 gross square feet per person, implementation of County Facility Standards, minimization of tenant improvement expenditures, reuse of existing furniture where feasible, comprehensive review of new furniture, comprehensive review of workstation and moving expenses, and development and implementation of furniture standards that reduce replacement costs.

2. In support of Climate Action Plan objectives and furtherance of both fiscal and environmental sustainability goals, all Departments shall consider alternative workplace policies that will reduce operating costs associated with owned and leased real property, reduce space needs, and reduce emissions associated with employee commutes, while continuing to provide easily accessible and high-quality services to the public.
3. Departments are encouraged to allow employees in appropriate jobs to make alternative work arrangements at alternate work locations and provide workplaces that may be shared by others to meet the fiscal and environmental sustainability and efficiency objectives, the County will thereby save taxpayer funds and reduce environmental impacts.
4. GSA is charged with assisting Departments to develop alternative work sites and standards for alternative work locations enabling access to quality public services.
5. GSA will assist and work collaboratively with Departments to implement efficient, effective and sustainable policies, procedures and practices through continuous improvement to this policy;

The Alameda County Board of Supervisors authorizes the GSA Director, as the Alameda County Real Estate Authority, to revise the County of Alameda's Real Property Portfolio Management Efficiency, Effectiveness and Sustainability Policy and update implementing procedures and practices and ensure compliance;

This resolution shall take effect and be in force immediately upon the date of passage.

**THE FOREGOING** was **PASSED** and **ADOPTED** by the following vote of the Alameda County Board of Supervisors this 4th day of October 2022, to wit:

AYES:

NOES:

ABSENT:

**PRESIDENT, BOARD OF SUPERVISORS**

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