

Recommendations:

- Establish space standards, which are sized according to the type of use.
- When applied universally to space needs, savings may be achieved from spending on a reduced footprint, in both initial capital costs and year-over-year operating expenses, as well as making sure adequate space is allocated to serve County constituents.
- CBRE recommends that the new standards are applied to all new construction, major space remodeling and agency relocations across the portfolio.
- Centralize the management of County facilities.
- **Implement a Technology Platforms to Improve Property Management Performance.** One single source allows data to be readily available when and where it is needed by various user groups; such as accounting groups and property managers, to develop real property goals and strategy, as well as inform decision maker.
- Develop Skills, Training, Tools and Processes to Enhance Portfolio Performance. Successful centralization of real estate functions requires a thorough review of staffing, training, tools and processes. Doing so will determine gaps that hinder implementation and identify opportunities for improvement.
- Utilize the 30 year Facilities Condition Assessment (FCA) Data, to implement long term capital expense planning. Facility Condition Assessments (FCA), are a best practice approach to identify the overall condition of building assets. The FCA process helps to

identify deferred maintenance needs and creates the baseline by which future expenditures can be forecast.

