

MANAGEMENT MEMO

	NUMBER: 01-18
SUBJECT: LOCATION OF STATE OWNED AND LEASED OFFICES	DATE ISSUED: SEPTEMBER 12, 2001 EXPIRES: Until Rescinded or Superseded
REFERENCES:	ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES

Background

The State of California owns, purchases, builds and leases millions of square feet of office space worth billions of dollars. Given the significant impact of the state's commercial real estate investment, the state should have a written policy to guide the development and location of both new state owned office buildings and state leased office space. This written policy encompasses many past practices, as well as a few new initiatives related to excellence in art and architecture and sustainable building programs.

The policy should meet the needs of the entity to be housed in terms of the function it serves, including accessibility for customers and employees. It should comply with taxpayer concerns that public monies be spent with both public goals and cost efficiencies in mind. It should reduce to the extent feasible traffic congestion and air pollution, and it should support sound growth patterns in California's population centers. It should promote green, sustainable, and energy-efficient construction methods, pursuant to the Governor's Sustainable Building Executive Order and best practices in use at the time. It should be consistent with the Excellence in Public Buildings Initiative. New state office buildings should embody public architecture and art of the highest level, integrating artistic values at the beginning of the design process.

The DGS Directive on Locating State Offices

As the state's chief real estate manager, the Department of General Services (DGS), acting on its own behalf and on behalf of its numerous client state agencies, shall consider and weigh each of the following factors, along with existing and applicable statutory requirements and state policies in establishing the location of state offices:

1. The nature of the state tenant agencies' facility requirements, program needs, and the geographic location of the populations they serve, consistent with the cost-effective use of state revenues;
2. Whether the need for state facilities is continuing and long-term, in which case ownership shall be preferred over leasing;
3. Whether existing state owned property is available for, and appropriate to, addressing state facility needs, in which case it shall receive first consideration; and
4. The implementation of sound and smart growth policies, including the following:

- Locating in a central city, or area of similar character immediately adjacent thereto, in order to strengthen California's population centers;
- Locating in proximity to public transit corridors, consistent with California Government Code Section 15808.1;
- Locating in proximity to available and affordable housing;
- Developing a collaborative process between the community and the state;
- Seeking the advice and recommendations of local elected officials and their staff;
- Communicating with residents, property owners, and businesses regarding local concerns;
- Demonstrating sensitivity to building design, scale, and environmental concerns;
- Exploring opportunities to utilize, compatible with their preservation, structures of historic, cultural or architectural significance;
- Optimizing pedestrian access to retail and commercial facilities;
- Exploiting objectively viable opportunities for mixed use; and
- Excluding from the foregoing leased properties those under 10,000 square feet, those leases for a period less than three years firm term, and those leases up for extension or renewal.

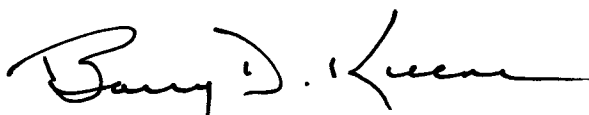
ENERGY EFFICIENCY AND SUSTAINABLE BUILDING PRACTICES

Pursuant to the Governor's Executive Order D-16-00, the DGS shall site, design, deconstruct, construct, renovate, operate, and maintain state buildings that are models of energy, water, and materials efficiency, while providing healthy, productive and comfortable indoor environments and long-term benefits to Californians.

Excellence in Public Buildings

Consistent with the Governor's Sustainable Building Executive Order and other important public policies, the DGS and the State Architect shall work with the California Arts Council and other relevant state entities and community organizations to create a process that ensures that state buildings are durable, cost-effective, accessible to the disabled, and environmentally sound and sustainable, as well as reflective of the views and values of their customers and the surrounding community. State buildings should also be "leadership buildings", demonstrating excellence in architecture, art, and urban design. They should instill pride and confidence in state government by the public as well as the employees. As John Ruskin said many years ago, "When we build, let us think that we build forever."

The Deputy Director of the DGS Real Estate Services Division is Mike Courtney. Mike can be reached at (916) 322-7034 or by e-mail at Mike.Courtney@dgs.ca.gov if you have any questions regarding the implementation of this directive.



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