

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 56.00	Issue 3	Page 1 of 6
WORK SPACE REQUESTS	Effective Date July 1, 2012		

1. Purpose
 - 1.1 To establish a policy on the allocation of City work space.
 - 1.2 To establish procedures to request work space.
 - 1.3 To establish space standards for City work space.
2. Scope
 - 1 This regulation applies to all City departments.
3. City Work Space: All City-owned and City-leased space where personnel conduct City business, including but not limited to space in office buildings, warehouses, trailers, and operations yards.

(Supersedes Administrative Regulation 56.00, Issue 2, effective April 1, 1998)

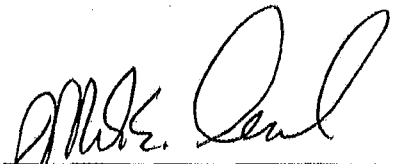
Authorized by:


CHIEF OPERATING OFFICER


CITY ATTORNEY


CITY CLERK


HUMAN RESOURCES


FINANCIAL
MANAGEMENT

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4. Responsibility

4.1 On behalf of the Mayor, the Real Estate Assets Director is responsible for:

- a. Equitable distribution of available workspace among City programs.
- b. Approving or denying departments' requests for work space from the prospective impact on the City's workspace portfolio.
- c. Amending work space standards when required to maximize the effective use of City workspace.

4.2 Financial Management

Approve or deny space request based on economic impact.

4.3 Real Estate Assets Department

- a. Review department requests for the changes to department's work space allocation.
- b. Assist City departments in the leased space acquisition process.
- c. Represent City in negotiations for the acquisition of commercial space.
- d. Prepares lease agreement documents.
- e. Prepares and routes Request for Council Action (1472) pertaining to leased space requests.
- f. Assist Departments in relocation planning.
- g. Liaison with landlord for tenant improvement work, and advise/assist departments on relocation procedures.
- h. Administer leases and monitors lessor compliance with lease agreements.
- i. Make determination for the disposition of departmental assigned space no longer required.

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4.4 City Departments

- a. Adhere to the procedures and guidelines contained within this regulation.
- b. Notify Real Estate Assets Department when allocated work space is no longer required.

5. Policy

- 5.1 City-owned work space is to be used to the greatest extent feasible and the leasing of space is to be discouraged except when it is in the best interest of the City.
- 5.2 Approval will be given to only those work space changes which are economical to the City, promote increased productivity by City employees and improve service to the public, or when necessary to comply with local, state, or federal law.
- 5.3 In instances where a department(s) has a need to acquire or share space occupied by another department(s), the terms of the arrangement need to be developed between the affected departments. The terms should address all the concerns to facilitate the proposed relocation. Typical concerns are: 1) who pays for the relocation-related costs; 2) who pays the rent of the new space and for how long; and 3) critical dates, including a proposed move schedule. The basic terms of the arrangement must accompany the initial request for space. READ will prepare a document for signature for all approved requests.

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- 5.4 Department requests for leased space for the coming fiscal year should be submitted for approval prior to submitting the fiscal year budget so that funding can be proposed and approved in the department's budget request.
- 5.5 To maintain as much consistency as possible throughout the City and to maximize the use of floor space, allocation of office space to individuals within departments will be accomplished according to Attachment 1 in this AR. Nonetheless, in determining work space allocation, the actual work being done based on the job responsibilities of each position and the space necessary to accomplish it, will be the primary determinant of space allocation.
- 5.6 Requests for exception to this regulation, including mid-year work space requests, should be addressed to the Chief Operating Officer for approval via the Asset Manager, Real Estate Assets Department, Corporate Services Division ("CSD").

6. Procedure by Responsible Department

Action

Initiating Department

1. Review this administrative regulation to assess space needed. Complete form at Attachment 3 as appropriate.
2. As space allocation is critical to both efficiency and quality of the work environment, departments will solicit employee input into this process.
3. Submit Space Request form signed by Department Director to Real Estate Assets Department to the attention of the Asset Manager, CSD. A short memo should accompany the request and should contain the following minimum information:
 - a. Business case for space request.
 - b. Description of space requirement.
 - c. Proposed funding for space.
 - d. Contact Person.

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Financial Management

1. Review request for financial and budget impact.
2. Approve, sign and return to READ with comments.

Real Estate Assets Department

1. Contact requesting department to acquire details for comprehensive analysis.
2. Conduct search for space; develop alternatives.
3. Inform Financial Management (FM) of budget/cost implications, and other pertinent information.
4. Upon approval of costs by FM meet with Contact Person assigned by Initiating Dept. to create budget and timeline.
5. For space in existing owned or leased buildings, READ provides Contact Person with appropriate building/City approved vendor names and numbers for all aspects of the move and/or reconfiguration.
6. For acquisition of new space READ may engage a real estate broker to negotiate lease or purchase and sale agreement and provide oversight for any tenant improvements.
7. READ is responsible for preparing and routing Request for Council Action (1472), as required.

7. Office Space Guidelines

- 7.1 Workplace Standards - Attachment 1 is taken from a study by Gensler Architects and provides square footage allocations by space type that bring the City's workspace guidelines in line with current standards across the public and private sectors. A sample allocation table showing how the six types of spaces were allocated under the existing City structure is provided to illustrate the application of the guidelines.

The sample allocation tables will be updated by READ to reflect any reorganization in the

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City's departmental structure over time and will be available upon request.

7.2 Type Office Space

- a. Private Offices: A fully enclosed area with floor-to-ceiling walls.
- b. Open Office Space: Open office space has no fixed partitions and is easily reconfigured.

Administering Department

Real Estate Assets Department

Attachments

- 1 - Workplace Standards
- 2 - Office Space Requests (Diagram)
- 3 - Office Space Questionnaire

Attachment 1

New Workplace Standards

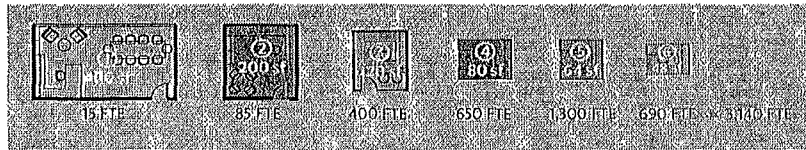
Recommended Allocations (for planning purposes only):

Three Private Office Sizes

1. 400 USF Private Offices for senior executives and elected officials
2. 200 USF Private Offices for senior management staff
3. 120 USF Private Offices for staff requiring confidentiality

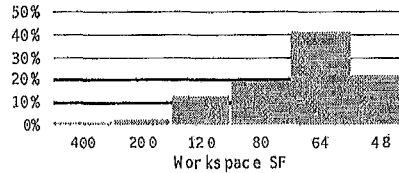
Three Open Office Sizes

4. 80 USF Workstations for staff requiring large layout space
5. 64 USF Workstations for most technical and administrative staff
6. 48 USF Workstations for clerical staff and field staff



Space is allocated based upon what people do instead of their title.

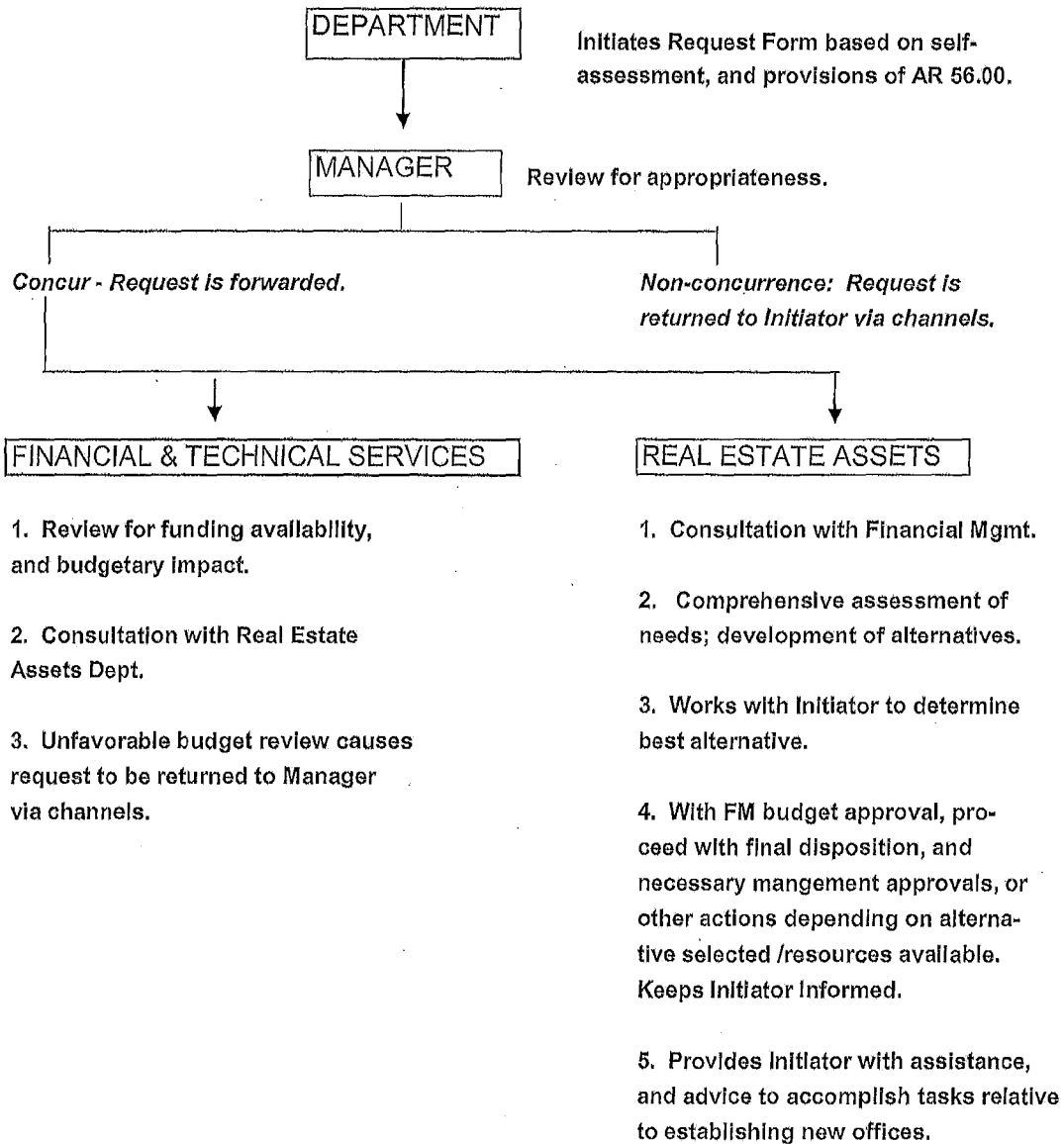
Distribution of Space Types



Gensler

Attachment 2

PROCESS FOR OFFICE SPACE REQUESTS



Attachment 3

WORK SPACE REQUEST

To:	Real Estate Assets Department, Corporate Services Division
From:	(Dept. Name)
Request:	Check all that apply: Construction: ____ Additional Space: ____ Department Move: ____ Reconfigure: ____ Maintenance/Improvements: ____
Requirements:	
Budgeted Amount for Move/Construction:	\$ _____
Department Contact:	Name: Phone: Email:
FM Department Liaison:	Name: Phone: Email:
Authorized Dept. Signature:	Name: Title: Signature:
Cost Analysis by READ:	\$ _____ Attach detail and route to FM Dept. Liaison
Authorized FM Signatures for Approval and route to READ	Name: Title: Signature: Date:
READ Signature for Approval:	Name, Title: Signature: Date: