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MEMORANDUM

TO: Jeff Irwin, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

DATE: May 3, 2006

SUBJECT: Comprehensive Space Review Community Engagement Plan

BACKGROUND:

In January of this year the Board approved a comprehensive approach to a review of the County's space needs that will result in a twenty year space plan presented at the end of 2006. This comprehensive space review began in March with an overview of space management and planning. As part of the comprehensive review and planning for County wide space needs, the Support Services space planning team is proposing an engagement strategy for gathering input from community partners that will provide additional information into the space review process and recommendations.

DISCUSSION:

The following is a proposed schedule for the engagement process:

May 3	Present proposed engagement plan
May 17	Update on Public Safety and Justice Space Needs
June 7	Space Needs for Health Community of Interest and ETCS
June 8	Space Plan Engagement discussion
June-August	Update Space Plan and Community Engagement
Sept 7	Present Space Plan information and feedback gathered from Community partners
Sept 21	Present options for specific Space Plan decisions
Oct 5	Present Administration recommendations for Twenty Year Space Plan
Oct	Review Recommendations with partners
November	Funding Recommendations
December	Approve Projects and funding

On June 8th the Board will have the opportunity to review and shape the proposed questions for community engagement and decide on strategic partners to engage in the discussion. The community feedback gained through these proposed sessions will provide input into the options and recommendations presented to the Board in September. The attached plan provides details on the proposed questions and steps involved in the engagement process.

ATTACHMENTS /APPENDICES:

- Comprehensive Space Review Engagement Plan

Comprehensive Space Review Engagement Plan

Audience: Internal (BOC) and External Partners

Background:

As part of the review and planning for County wide space needs being conducted in 2006 it is proposed that a process be included to engage community partners in a discussion that surfaces questions, concerns and priorities as well as a process for organizing the information to be usable by the Board of Commissioners in their decisions regarding space needs.

Proposed Process:

There are 2 basic areas that will be the primary focus of input regarding space planning, Public Safety and Justice and Human Services. These are areas in which input from strategic partners and other community members will add the most value into the overall space plan discussion. The following questions represent those areas of interest.

Public Safety and Justice

Courts:

- What should a new 14A1 District Court look like?
- Should the Juvenile Division of the Family Court be centrally located with other areas of Family Court? If not, where should it be located?
- How should the existing Trial Court building downtown be improved?

Jail:

- Should there be a Jail Expansion? If so, how large should it be expanded?
- Should the current infrastructure of the jail be brought up to the standards that would be used in an expansion?
- What alternative sanctions or diversion methods should be funded in order to reduce jail population?

Human Services

- Should 555 Towner be converted to a Health campus and delivery center?
- Where should ETCS be located?
- What diversion methods should be funded in order to reduce jail population?

Process Steps

Step I: Administration presents draft of Space Engagement plan to Ways and Means (**May 3**)

Step II: Presentation on the space needs for Public Safety and Justice (**May 17**)

Step III: Presentation on the Health Community of Interest/Towner campus and ETCS space needs (**June 7**)

Step IV: Board of Commissioners engage in a facilitated discussion of the proposed questions, adding other questions that would be important to get community feedback, and generating a list of the partners and other community members to solicit feedback from. This list would include standing groups such as the Police Services Steering Committee, Police Chiefs, CJCC, judiciary, affected departments, HSCC, WIA and CSA Boards, WCHO and WHP Boards and other advocates that could be reached in group discussion. June working session (**June 8**)

Step V: The engagement of these groups in a facilitated conversation would take place over the summer months: June/July to gather and compile answers to the same set of questions.

Step VI: Report on Space Plan information and feedback from community partners (**Sept. 7**)

Step VII: Space plan options reported to Board (**Sept 21**)

Step VIII: Specific recommendations are presented to Board (**Oct 5**)

Step IX: Recommendations are reviewed by partner groups to give comments or ask additional questions (**Group members invited to sessions in October**)

Step X: Recommendations for Funding and Approval Twenty year Space Plan and funding (**November/December**)

Schedule of working sessions and Ways and Means presentations during space review process:

May 17	Update on Public Safety and Justice Space Needs
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