



ARAPAHOE COUNTY

Countywide Facilities Space Utilization Update

May 12, 2025



Discussion Topics

- Prior Space Utilization Presentation
 - History
 - Requests
- Purpose of Spacy Study
 - Opportunities
 - Tools
 - Factors to Consider
 - Framework
- Initial Project Recommendations
- Where are We Now?
- Future/Current Space Utilization Projects
- Approval of Space Utilization Request Process



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History:

On October 24, 2023, Facilities and Fleet Management (FFM) presented the Countywide Facilities Master Plan to the Arapahoe County Board of County Commissioners (BoCC). During that presentation, the following topics were presented and discussed:

- Countywide Facilities Master Plan
- Notable Expiring Leases
- Initial Project Recommendations

Requests from 2023:

- Approval for FFM's use of the Facilities Master Plan as a framework for long- range County planning
- Endorsement of FFM continuing to act as facilitator/planning agent for development of future space modification plans/ budget requests as brought forward by stakeholders for consideration through existing budget processes

Both requests approved by BoCC with 5-0 vote on October 24, 2023



Purpose of the Space Study (2023)

Identify Opportunities to:

- Consolidate leased space into owned space where feasible
- Consolidate occupancy within facilities where feasible when space is underutilized
- Best leverage County assets to serve residents into the future
- Centralizing services to optimize County's position to serve its residents

Provide the tools to:

- Assess and program space needs when presented
- Track space-availability based on completed projects and/or shifts in operating paradigm and remote work practices



Factors to Consider:

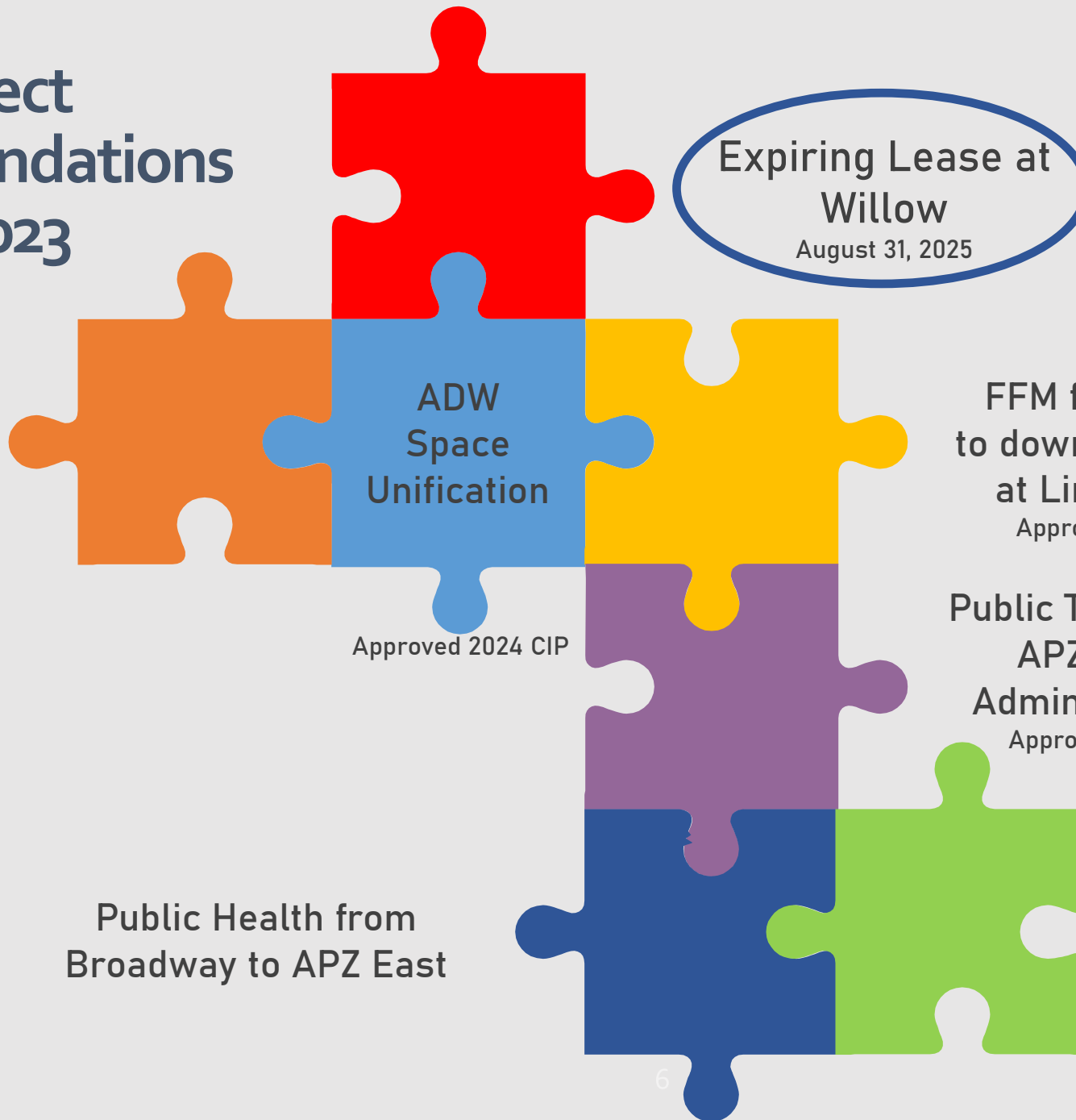
- Aging Infrastructure
- Population Locations Served are Changing
- How We Use Spaces Are Evolving
- Funding is Constrained

Recommended Framework: (approved by the BoCC on October 24, 2023)

- Consolidation/Elimination
- Lease/Property-Driven
- Condition
- Statutory/Unfunded Mandates
- Operational
- Available Funding

Initial Project Recommendations October 2023

Public Health
from Willow
to Lima ADW B
& Aurora South
Approved 2025 CIP



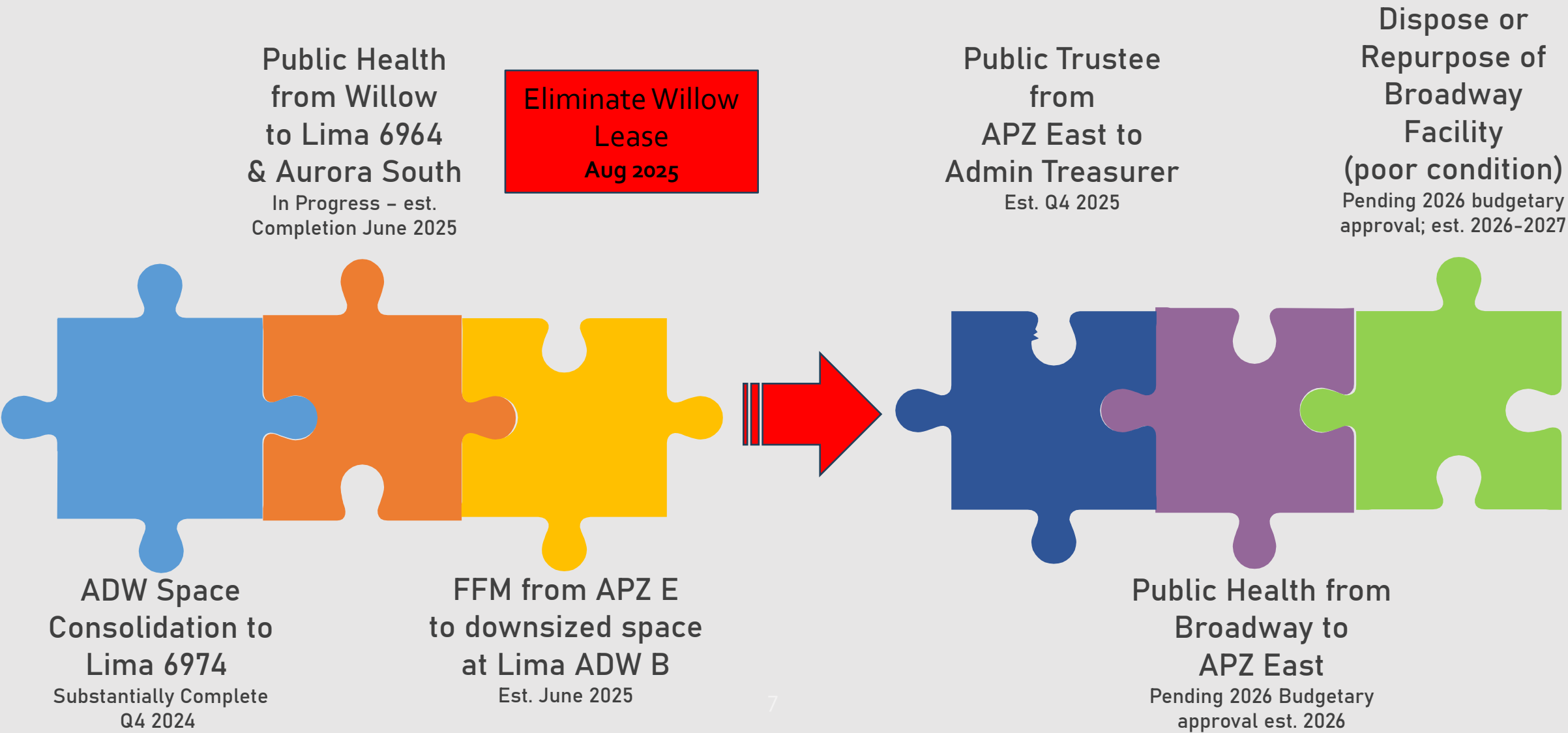
FFM from APZ E
to downsized space
at Lima ADW B
Approved 2025 CIP

Public Trustee from
APZ East to
Admin Treasurer
Approved 2025 CIP

Public Health from
Broadway to APZ East

Dispose or Repurpose
Broadway Facility
(poor condition)

Initial Project Recommendations - Where Are We Now?





Other Space Utilization Projects - Where Are We Now?

Completed Space Utilization Projects/Proposals:

- **911 Backup Call-Center at Admin** – Complete Q1 2024
- **Human Services Family Time Rooms (10 new rooms at CentrePoint)** – Complete Q4 2024
- **DA Diversion at APZ South** – Complete Q4 2024
- **AD Works Space Consolidation at Lima Plaza** – Substantially complete Q4 2024 (closeout in progress)

Space Utilization Projects/Proposals on the Horizon:

- **Clerk & Recorder Call Center at Admin** – Phase 2 will be submitted for 2026 CIP consideration
- **Aurora DMV** – Currently researching options for relocation with C&R
- **DA Revere Space Needs** – Design fee proposal received
- **ACSO Training Space Needs (Central)** – Currently researching options with ACSO
- **Altura Plaza**
- **Open Spaces Maintenance Shop Space Needs (Central and East)**
- **Byers Vacant Property Development (ACSO, DMV, other?)**
- **Create a County-Wide Vacancy Plan (open desk plan)**



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Space Utilization Process Request

- Space utilization requests from all departments and elected offices should be submitted to FFM via the Space Request Form. (form link on FFM intranet page)
- FFM will evaluate the requests and per the approved criteria presented to the BoCC on October 24, 2023.
- FFM will act as facilitator/planning agent for development of requested space modification plans and will assist the department or office with conceptual planning and development of budget requests for future projects.

General guidelines:

- FFM will initiate discussions regarding underutilized space only to meet a need presented through this process or an emerging operational requirement.
- Departments and elected offices will utilize this process and will not initiate space discussions or occupy spaces not previously allocated to them on their own.
- Capital projects will be developed through approved Finance protocols for budgetary approval.

Current Request:

Approval of FFM's space utilization request process to be used county-wide for space requests.



Questions?