



Colusa, Sutter and Yolo Regional Child Support Agency Leadership Advisory Committee

To: RCSA Leadership Advisory Committee
From: Colin S. Anderson, Regional Assistant Director
Subject: Yuba City Office Move (Agenda Item #7)
Date: May 26, 2021

The Yuba City location of the Regional Child Support Agency (RCSA) is located at 543 Garden Hwy # A, Yuba City, CA, also known as Holly Oak Square. The Child Support program has been at this location since 1990 and currently occupies 5,500 square feet. There is a subset of Health and Human Service Department (HHSD) functions located in this same strip center, adjacent to Child Support. The Child Support lease at Holly Oak Square expired on October 1, 2018, making it a month to month arrangement. During the term of the lease, the cost was adjusted annually based on the Consumer Price Index (CPI). In 2020, the landlord increased the monthly cost per square foot at \$1.36. The current location of Child Support is not proximate to other County Services or the Sutter Superior Court (a partner with whom Child Support works closely). At our last meeting, the LAC renewed its commitment to continue to have physical locations within each of the three county jurisdictions, staff identified four options for the LAC's consideration. As such the LAC directed staff to pursue option 3 and Option 4 which are outlined below:

Option 3 - Work with Sutter County to reserve space at 850 Gray Street for Child Support. With the pandemic and changes to employee work patterns, locations and space needs, there may be an opportunity to reconsider moving Child Support to 850 Gray. If this is the chosen option, negotiation with the existing landlord will be necessary for the next several years until the build out is complete.

Option 4 - Work with a broker to secure and lease new space in Yuba City, using Yolo County contracting, etc. Now that we are a Regional Child Support Agency, and we will be transitioning the allocation and contracts to Yolo County, we could use this opportunity to enter a new lease negotiated by Yolo, located in Yuba City for Child Support Services.

RCSA staff have worked on both options since the last meeting. Here are the results of those efforts:

Option 3 – Has been determined to not be a viable option by Sutter County.

Option 4 – RCSA staff spent significant time and energy pursuing what we perceived to be a viable property to lease at 669 Plumas St in downtown Yuba City. This property offered 3,448 square feet of



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formerly retail space. (This smaller footprint is in line with our thinking that we could reduce the square footage needed at this location. See smaller footprint section below for details.) The broker representing the owner was contacted and we viewed the property. Kevin Yarris, Director of Yolo County General Services was contacted and brought along Frank Babcock Yolo County Project Manager. Project Manager Babcock was able to take measurements and produce a space plan to accommodate the space needs of the Yuba City staff. (See Attachment # 1 below) While the location and space seemed ideal, the broker eventually explained to us that he did not think a government office was the appropriate use for the space despite the City's acknowledgement that there were no zoning or planning restrictions that would prevent us from occupying the space. Two other properties were pursued but were determined to not meet our needs.

After consulting with Sutter County General Services Director, the RCSA used the existing contract to hire Turton Commercial Real Estate to assist us in the real estate search. Turton's has found some interesting options for us to explore. An appointment has been made for Monday May 24, 2021 to view some of these opportunities. We will have more to report out as we explore these options.

Smaller footprint – The COVID 19 pandemic has brought many changes and challenges to all our lives. It has also forced us to think differently on how we do business. After talking with and surveying staff, we found that most staff enjoy working from home on a full and/or part-time basis. Furthermore, our analysis of productivity and job function while teleworking demonstrates this as a viable option. There are a small number of staff who prefer to work in the office for a variety of reasons including job function, circumstances at home, or quality of internet. In our survey, we asked: Would you prefer to work in the office full-time? Would you prefer a mix of in-office and teleworking? Would you prefer all teleworking? The results of the survey are as follows: All in office = 4; Mix of office and telework = 28; All teleworking = 24. Six staff did not respond to the survey. As you can see from the results most of the staff are interested in teleworking beyond the pandemic which supports the direction to reduce our office square footage. We are estimating approximately 3,500 square feet for the Yuba City office which could accommodate 10 – 11 staff and 3 Managers/Supervisors/Attorneys on any one day.

