

OFFICIAL RECORDS OF  
YUMA COUNTY RECORDER  
ROBYN S. POUQUETTE



**FEE #: 2009 – 02643**

01/30/2009 02:14 PAGES: 0005  
FEES: .00 .00 .00 .00 .00  
REQ BY: YUMA CO BD OF SUPERVISOR  
REC BY: Margie Gamache

Please return original document  
to the Board of Supervisors Office,  
ATTENTION: Christy Isbell, 373-1107  
*(Name & phone number)*

**TYPE OF DOCUMENT:**

**RESOLUTION NO. 09-05**

Adopting and establishing standards for office space design and  
construction for Yuma County and all Special Taxing District facilities.

**DOCUMENT APPROVAL:**

*(Check appropriate box, fill in blanks.)*

Approved by Yuma County Board of Supervisors:  
January 21, 2009, Item No. D1.



YUMA COUNTY BOARD OF SUPERVISORS  
And All Special Taxing Districts Boards of Directors

RESOLUTION NO. 09-05

Adopting and establishing standards for office space design and construction for Yuma County and All Special Taxing Districts facilities.

History: Adopted 01-21-09, #D1.

**WHEREAS;** The Mission Statement of this policy is to establish the effective and efficient occupancy of Yuma County facilities by providing established standards for office space design and construction; and

**WHEREAS;** The purpose of this policy is to specify authority relationships and the institutional framework for the development, design and construction of future Yuma County facilities and to provide for decision making guidelines for fiscal planning; and

**WHEREAS;** The provision of an Office Space Standard will maximize economies of scale, efficiency of operation and consistency of operational aspects for Yuma County facilities; and

**WHEREAS;** This will provide a framework that enables the County to identify and allocate costs of facility development, thus enabling administrators to make the most efficient use of resources at their disposal; and

**WHEREAS;** This policy shall supersede previous Yuma County policy regarding Office Space Standards;

**NOW, THEREFORE, BE IT RESOLVED** the Yuma County Board of Supervisors adopts this Office Space Standard as follows:

**1. Scope:**

It is the policy of Yuma County to provide for consistent methods of establishing office space requirements and design standards for all facility occupancy, development and construction.

The standards adopted in this policy are based upon the office space standards of the American National Standards Institute (ANSI) and Building Owners Management Association (BOMA), as adopted and specified by Yuma County.

The Board of Supervisors has delegated responsibility for implementing the provisions of this policy to the Yuma County Engineer and the General Services Director. The Yuma County Engineer and the General Services Director shall be responsible for ensuring uniform application and interpretation of this policy.

## **2. General Policy Information:**

All development, design and construction of Yuma County facilities shall, where practicable, comply with the Office Space Standards identified in Exhibit A, unless otherwise instructed by the Board of Supervisors and/or County Administrator.

Deviation from these standards for other than specific need(s) or specialty requirement(s) shall require the approval of the Board of Supervisors.

It is the intention of this Office Space Standard to provide facilities that are functional, efficient, aesthetically appealing and comply with fiscal limitations. The standards shall be periodically reviewed for correct specification based upon the needs of Yuma County. The Board of Supervisors has final authority and approval regarding permanent modification of the Office Space Standards.

### **EXHIBIT A**

#### **Yuma County Office Space Standards**

##### **DESCRIPTION GRADE/JOB LEVEL FUNCTION**

###### **Executive Offices (16'x20' Office)**

1. County Administrator
2. Deputy County Administrator
  - High level of people reporting and executive responsibility
  - Frequent public and high level employee interface
  - Private meeting space

###### **Agency Head/Department Director (12'x16' Office)**

1. Director
2. Chief Department Official
  - High level of people reporting and executive responsibility
  - Frequent public and high level employee interface
  - Extensive surface and storage requirements

###### **Manager (12'x12' Office)**

1. Assistant/Deputy Director
2. Small Department Director (less than 5 staff)
3. Manager
  - Moderate level of people reporting and manager responsibility
  - Frequent public and high level employee interface
  - Extensive surface and storage requirements
  - Operational responsibility

###### **Mid-Level Supervisor (10'x12' Office)**

1. Area Supervisor

2. Division Leader
  - Moderate to minimal level of people reporting and supervisor responsibility
  - Minimal public and high level employee interface

#### **Administration (10'x10' Office/Cubicle)**

1. Upper Level Admin
2. Analysts/Program Specialists
3. Coordinators
4. Senior Office Assistants
5. Administrative Technicians
6. Secretary
7. Accountant
  - Moderate to minimal level of people reporting and technical responsibility
  - Frequent public and high level employee interface
  - Very extensive surface and storage requirements

#### **Clerical Assistant (8'x 8' Cubicle)**

1. Office/Finance Assistant
2. Office Specialists
3. Clerk
4. General Clerical
  - Limited public employee interface
  - Standard surface and storage requirements

#### **Support Staff (6'X 8' Cubicle)**

1. Field Employees
  - Staff whose main work area is in the field or another location.
  - Mainly for minor clerical tasks at this location. (i.e. construction field inspection)
  - Limited storage requirements.
  - Minimal office time (0-3 hrs)

#### **Shared Workspace**

1. Individual Lockers
2. Shared workstation (8'x 8', 10'x10' or 12'x12')
  - Typically field employees with limited storage requirements. Minimal office time (0-1 hrs)

#### **Circulation Space**

1. Hallways/Corridors
2. Lobby's
3. Reception/Waiting Rooms
  - Typically programmed at 25% of total office space, except where high volume of public access may require up to 80% of total office space.

#### **Common Space**

1. Restrooms
2. Copy/Mail rooms

3. Storage rooms
4. Conference rooms
5. Break rooms
  - Typically based upon occupancy and programmed at approximately 80% of total office space, except where high volume of public access may require larger space.

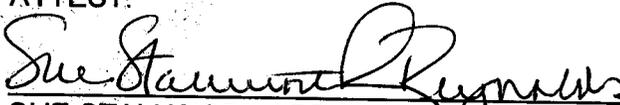
**Specialty Space**

1. Clinics
2. Courtrooms
3. Detention areas
4. Counseling rooms
5. Auditorium's
  - Typically programmed based upon specific needs assessment

Adopted this 5<sup>th</sup> day of January, 2009.

  
\_\_\_\_\_  
GREGORY S. FERGUSON, Chairman of the Board

ATTEST:

  
\_\_\_\_\_  
SUE STALLWORTH REYNOLDS, Clerk of the Board

APPROVED AS TO FORM:

  
\_\_\_\_\_  
County Attorney  
EDWARD P. FEHELEY, Deputy County Attorney

P:\resolutions\2009\Res 09-05 Office Space Standards Policy.doc

02643