

**DRAFT - 2021 Facilities Plan (as of 5/24/21)**

**Facility Plan Goal**

***Enhance the functionality of DRC facilities to better support staff, volunteers, and service provision***

**2021 Facility Committee Activity**

* *Committee Membership*: Terry Teale (former Facilities Committee member, volunteer), Mickey Lahmann (DRC Board Chair), Curt Gavigan (Board Member), Oriana Noel Lewis (DRC Staff), Jennifer Miller (DRC Staff)
* *Committee Discussion and Findings*:
	+ The DRC needs more office, training, mediation, etc. space very soon to accommodate increased staffing and services.
	+ The DRC is approximately three years into a five-year lease in the current space.
	+ The DRC's current leased space is approximately 2,363 square feet with current rent of $3,103 per month.
	+ The law office occupying space in the current DRC building is moving out of their space in June with that lease ending in September. The Rants Group plans to advertise that space for lease beginning July 1 unless the DRC requests to occupy that space.
	+ The law firm's current leased space is approximately 3,600 square feet with current rent of approximately $4,000 per month.
	+ Two other spaces in the building leased by Ace Handyman and a therapist are leased through February 2022 and May 2023, respectively.
* *Committee Consensus Recommendations for Immediate Action*: The Committee recommends that the DRC immediately pursue the opportunity to expand its leased footprint in the current building to include occupying the soon to be vacant law office space in addition to the current DRC space. Building on improvements the building owner had already planned for the law office space, as part of this negotiation the Committee also recommends exploring the possibility of building modifications (such as wall removal) that may make that space better suit DRC needs.
* *Facility Committee Next Steps*:
	+ Short Term (2021):
		- Conduct walk throughs of potentially available additional space in the current DRC building.
		- Conduct outreach to staff, volunteers, and the community.
		- Prepare a facilities proposal for Board consideration.
	+ Longer Term Next Steps (2021 and beyond):
		- Engage in conversations with select property managers to understand potential opportunities at other buildings for a DRC space that could host 40-hour trainings.
		- Identify opportunities to fill unused meeting space if a future DRC facility has expanded meeting/training space.
		- Evaluate management requirements for a potential future independent DRC facility.
		- Monitor the impact of any additional space that may be occupied in 2021 and whether that may address long term needs.
		- Continue outreach to staff, volunteers, and the community about long term needs and options.

**June 2021 Facility Committee Proposal to the Board**

**Authorize the Facilities Committee to negotiate lease terms to expand its leased footprint in the current building to include occupying the soon to be vacant law office space in addition to the current DRC space.**