

# County of Santa Clara

## Facilities and Fleet Department

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Date: December 7, 2022

To: Honorable Members of the Board of Supervisors  
Jeffrey V. Smith, County Executive

From: Jeffrey D. Draper, Director, Facilities and Fleet Department

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*Jeffrey Draper*  
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Subject: Off-Agenda Report relating to Bascom Station/AACI and childcare at leased premises

At its June 28, 2022 Board of Supervisors (Board) meeting, Item No. 43, the Board directed the Administration to provide an off-agenda report to the Board by the end of 2022 on mutually agreeable arrangements with the Asian Americans for Community Involvement (AACI) to mitigate the impact of the move from the Moorpark site, including information regarding options for consideration related to childcare, inclusive of options for the Board to consider relating to building an onsite childcare licensed facility to serve Valley Medical Center employees reporting for work and/or potential onsite child supervision for clients served at the Bascom Avenue site; and the feasibility of having either of these options on the medical facility side or in the mixed-use portion of the development; and, an analysis of renovating and providing onsite childcare at the site located at 750 South Bascom Avenue and comparative cost analysis for Board consideration.

### **Mitigating the Impact of the Move to Bascom**

The Administration is in the process of identifying Health and Hospital System (HHS) and other related leases that are eligible to consolidate to the AACI building after Bascom Station is ready to receive clinical users decanting from AACI.

The AACI building is a three-story multi-tenant medical building with 105,526 rentable square feet. It is currently 100% occupied, of which 66.9% is leased to the County, 28.3% is owner-occupied, and the remaining 4.9% is leased to a single tenant.

The current AACI multi-suite configuration needs to be assessed regarding existing conditions, and the work required to adapt the facility for identified adjacencies. The programs that present as potential candidates for relocation include, but are not limited to:

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**County Executive:** Jeffrey V. Smith

PROGRAM	ADDRESS	SQUARE FEET	LEASE TERM
HHS EOD	700 Empey, Ste. 100	1,000	May 1, 2019 – April 30, 2024
EMS	700 Empey, Ste. 110	6,139	January 1, 2019 – December 31, 2024
Patient Access & Pulmonary Admin	770 S. Bascom	16,252	August 1, 2019 – August 31, 2024
California Children Services	720 Empey	8,944	December 31, 2024
Behavioral Health	828 S. Bascom, Ste. 180 & 200	10,069	July 31, 2026
Behavioral Health/Kidscope/CSTT clinic	828 S. Bascom, Ste. 110, 120 & 190	10,217	December 31, 2027
Behavioral Health	828 S. Bascom, Ste. 250	1,317	December 12, 2026
Behavioral Health	828 S. Bascom, Ste. 280	3,198	December 12, 2026
<b>TOTAL SQUARE FEET</b>		<b>57,136</b>	

The Facilities and Fleet Department (FAF) will continue to evaluate and refine program needs and space utilization as several of programs listed above were locked in long-term leases prior to best practices to optimize space utilization. Leasehold improvements may be required due to the AACI facility condition and programs identified for possible relocation, and if so, funding sources for the improvements would need to be identified.

In the interim, FAF and HHS continue to work with AACI to address recurring infrastructure issues operating from this building while the Bascom Station Project is underway.

### **Feasibility of Child Care**

The Office of Children’s and Families Policy and FAF are collaborating to address the feasibility of on-site childcare at both owned and leased County facilities as part of the overall County Childcare Policy Initiative. The steps to establish childcare operations at a leased or owned facility need to be consistent because the policy needs to be uniform.

At the October 27, 2022 Children, Seniors and Families Committee (CSFC) meeting, Item No. 16, the CSFC requested a report back relating to a framework/policy for ensuring that childcare is provided at facilities the County currently leases or owns, and that childcare is provided at future locations the County may lease/own.

An example of steps for establishing childcare operations could include:

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1. Establish pool of approved operators
2. Establish pool of approved childcare facility consultants
3. Submission of a Space or Capital Request for a new facility (leased or County-owned)
4. Assuming minimal space and safety criteria are met, determine whether there is a need for 0-4 childcare (for community and staff)
  - Type of childcare (drop in, full time), number of children, time of year (during school/summer)
  - Demand for childcare in the service area
  - Childcare requested by staff compatible with services at site
5. Solicit whether there are interested operators for the facility location
6. Identify and select an operator to contract with
7. Develop preliminary space program with operator. See section below for facility requirement details.
8. Identify facility options and evaluate feasibility of those options
  - Some factors of consideration
    - Is site permitted for childcare and/or (for leased facility) is landlord amenable to the use?
      - Construction schedule will be delayed if entitlements are needed
      - If entitlements are a condition of a lease, landlord may not agree
    - Sufficient interior and exterior square footage
    - Compatibility with co-located departments and surrounding uses
    - Availability of appropriate outdoor play areas
    - Site suitability for drop offs, ingress and egress, security
9. Develop rough order of magnitude cost estimates for feasible facilities
10. Select facility (if considering multiple sites)
11. Establish capital project with funding (may not be necessary if there is a separate funding source for childcare facilities)
12. Plan facility including detailed programming
13. Schematic Design
14. Design Development
15. Construction Documentation
16. Bidding and Negotiation
17. Construction Administration
18. Turn over to operator and user department

### *What a Childcare Facility Needs*

California's Child Care Licensing Program (CCL) requires a minimum of 35 square feet of secured indoor play space and a minimum of 75 square feet of secured outdoor play space per child for a facility to qualify for licensure. However, CCL requirements do not refer to best practices which add to the space needs of a quality childcare facility, nor do the requirements

include support spaces such as storage or restrooms (for staff or children). Some best practices that a high-quality childcare facility should feature are:

- Sleeping area separated from play area
- Bathrooms – separate for adults and children
- Kitchen and Laundry
- Staff break room
- Storage area
- Office and sick bay
- Lobby/drop off area
- Separation of children by age
- Separation from primary building use
- Convenient access to parking/drop off

The effects the best practices will have on a childcare facility's space needs will vary based on operator needs and on the number of children and staff.

The report back to the CSFC will provide more detail.

Cc: Chief Board Aides  
Greta Hansen, Chief Operating Officer  
James Williams, County Counsel  
Tiffany Lennear, Clerk of the Board  
Mary Ann Barrous, Agenda Review Administrator

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