



## Administrative Centers Task Group Charges

January 27, 2014

### Purpose:

To develop and implement a plan to increase the capacity of our administrative facilities to meet the needs of our members – today and in the future. Task group will develop criteria for decision making and use criteria to develop recommendations and a timeline for action and for each facility / property.

Once criteria are established, task group work will be divided into two primary phases:

- A. **Phase I** – For each facility and /or grounds adjacent to facility, recommendation to maintain /improve, sell, or buy/ rent
- B. **Phase II** – Recommended improvements to administrative service centers to increase capacity to serve our membership.

### Charges – The task group is charged with:

1. **Developing criteria for evaluation and decision-making for administrative facilities / grounds**, including consideration of location, function and square footage needed, facility conditions and intermediate to long-term costs.
2. **Conducting site visits at four primary administrative facilities and grounds** to evaluate and make recommendations based on criteria, including make an overall recommendation to maintain/improve location or to sell, buy or rent a facility. (Buy / rent option would only apply if a facility was being sold.)
3. **Develop a plan for the sale and purchase /rental** (if applicable) of identified administrative facilities, including identifying sale method, realtor and pricing.
4. **Develop a prioritized plan, timeline and estimated budget** to improve identified administrative facilities, including current year and future options.
5. **Provide communication with council board and membership** about key project features, cost, timeline and accomplishments.

### Composition:

1. Task group will be comprised of 4-6 members and/ or consultants with expertise in real estate, construction, technology and volunteer/ member needs.
2. Members must be available for day-time and /or Saturday meetings and must be willing to travel to various locations within the council jurisdiction.

### Projected Timeframe: March 2014 to December 2015

- **March / April 2014:** Develop general criteria and specific criteria for each facility/ grounds.  
Phase 1
- **April- May 2014:** Develop recommendations for sale and purchase /rental of specific facilities
- **June 2014:** Provide council board of directors with recommendations for facility sale/purchase/rental.
- **July – December 2014:** Market identifications for sale and identify suitable locations for purchase/ rent, if applicable. (Sale may require a longer period, but if no sale after six months, reconsider terms/sale method)

#### Phase 2

- **July – October 2014-** Develop and present administrative facility improvement priorities, plan, timeline and broad cost estimates
- **November 2014 – September 2015: Implement prioritized components of plan**, including (as needed for each site) complete detailed specifications and estimates, develop bid packages – as needed, select contractors and begin site work.

Accountability: To the Council CEO