



Staff REPORT

Meeting Date: 04/9/19

District Space Analysis

To: IVCS D Board of Directors

From: IVCS D General Manager

RE: Isla Vista Community Services District Space Analysis

Background: With the Isla Vista Community Services District growing its services and space to manage, the Board asked me to prepare a space analysis. This analysis includes our current spaces and how they are being used along with a brief description of the full space needs for the District's services. Staff is seeking direction from the Board based on this analysis to prepare a "District Space Plan" for consideration at a future meeting.

Current District Space:

Suite 101A - District Office

- Main workspace for District employees and interns
- Space for 3 desks and conference table for interns
- Contains district computer, records, and other sensitive documents
- Currently used for Policy Committee meetings
- 293 sq Ft

Suite 101B - Americorps Home for Good Office

- A partitioned section of the District Office
- District holds an MOU with United Way of Northern Santa Barbara County to use the office to provide services to houseless population
- 2 desks and supplies to conduct coordinated entry
- Used by Americorps members on a regular schedule during the week (changing each quarter)
- Rental Housing Mediation Office Hours take place 2:30-5pm on Tuesdays
- 82 sq ft

Suite 101C - Survivor Resource Center



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- District currently has a Facility Use Agreement with Standing Together to End Sexual Assault to use the space to respond to calls from those seeking their services in Isla Vista
- Not yet furnished, but will be furnished as a counseling room
- The District recently invested in painting and carpeting the room
- The room has poor noise obstruction (currently using white-noise machines) and needs to get rekeyed on its exterior facing door.
- 206 sq ft

Suite 201A - New Space

- ~ 80 sq ft
- Access to upstairs common area: conference room, kitchen, break room, patio

Suite 202B - New Space

- ~ 300 sq ft
- Access to upstairs common area: conference room, kitchen, break room, patio

Suite 102 - IVCR

- Currently the only public multi-purpose room in Isla Vista for events, meetings, and service delivery and heavily used by the community
- Has a dedicated bathroom and storage room
- District gives a grant to IV Youth Projects to hire an "Isla Vista Community Room Coordinator" to manage reservations, develop programming, and outreach.

976 EMB DEL MAR - IVCC

- Planned to come online between August 2019 and November 2019
- Will become the largest public multi-purpose space in Isla Vista, can relieve IVCR for more dedicated uses

District Space Needs:

Program 2000 - Operations



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- Desk space for 2 management employees
- Ideally a space for private meetings
- 4-5 interns
- 3 hours on the 2nd and 4th Tuesday of each month for Board meetings
- Policy Committee meetings once a month ~2 hours
- Space for Home for Good program with Americorps

Program 3001 - IVCC/IVCR

- Desk space for 2 staff and space for some supply storage
- Largely non-confidential meetings

Program 3003 - Sexual Assault Services

- Space for Survivor Resource Center
- Space must be private and have noise abatement and a comfortable/neutral atmosphere
- If used for other purposes, the space must be able to be vacated within short notice (30 minutes)

Program 4001 - Mediation

- 2-3 hours of office hours space per week
- At least 1, but ideally 2, private rooms to conduct mediations on a reliable/regular basis

Program 5000 - Public Safety

- None currently

Program 6000 - Parking

- None currently

Program 7001 - Beautification/Graffiti Abatement

- Desk space for program manager to perform duties
- Storage space for equipment
- Location to park bike carts
- Space for weekly team meeting/coordination