



MONTGOMERY COUNTY DEPARTMENT OF PARKS
THE MARYLAND - NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MCPB
Item No. 4
Date: 11-29-2012

MEMORANDUM

DATE: November 21, 2012

TO: Montgomery County Planning Board

VIA: Mary Bradford, Director of Parks *Mary Bradford*
Rose Krasnow, Planning Director *Rose Krasnow*
Mike Riley, Deputy Director of Parks *Mike Riley*
Piera Weiss, Planning Deputy Director *Piera Weiss*

FROM: Michael Ma, Department of Parks *MM*
Luis Estrada, Planning Department

SUBJECT: Program of Requirements- M-NCPPC New Regional Headquarters Building

Staff recommends approval to transmit the Space Program to the County Council.

The attached report (Attachment A) is a revised Space Program for the proposed M-NCCPC Regional Headquarters Building in Montgomery County. It incorporated changes to the draft report that was presented to the Planning Board on November 15, 2012.

This staff memorandum provides staff responses to the four programming issues identified at the November 15 Planning Board meeting and staff's recommended changes. The revised Space Program recommends a consolidated facility of approximately 132,000 gross square feet to accommodate 355 employees, consisting of an initial staff of 337 persons and additional 18 positions for managing anticipated future work program needs in specific areas. It accommodates the Commissioners' Office, Associate General Counsels' Office, the Planning Department, administrative functions of the Department of Parks, the M-NCPPC Federal Credit Union, an optional day care facility, and associated support areas.

The Space Program is the first part of a Program of Requirements (POR) for a consolidated headquarters facility for the Commission's Park and Planning operations in Montgomery County. A complete POR will be scheduled for Planning Board review at a later date. If the Planning Board approves the revised Space Program, the Program will be transmitted to the County Council in early December for its review and consideration.

PROGRAMMING ISSUES

At the November 15 meeting, the Planning Board directed staff to address the following four issues:

- Location of Park Planning and Stewardship Division's Aquatics Lab
- Inclusion of Park Police administrative staff in the POR
- Provision of a child day care facility
- The projected staffing growth for the departments

Staff's response and recommendation are as follows:

I. Aquatics Lab

Planning Board Comments:

The Board questioned (1) the function of the lab, (2) its compatibility with the headquarters setting, and (3) the construction cost of the lab at this location. The Board asked if the lab can be located somewhere else, such as a leased commercial space.

Staff Recommendation: To include the lab space in the POR

Justification:

Function of the lab- The Aquatics Lab is part of Park Planning and Stewardship Division's (PPSD) **Resource Analysis Section**. One of the functions of the Section is the inventory and monitoring of aquatic macroinvertebrates, fish, and aquatic habitats in streams, ponds, and lakes in Montgomery County Parks. This monitoring involves collecting fish and macroinvertebrate specimens in the field, which are identified, catalogued and stored in solutions of ethanol and formalin in the lab.

Use of the lab- Although the fieldwork associated with biological monitoring is seasonal – benthic macroinvertebrates in the spring and fish in the summer – the lab is used year round to process data collected in the field. Benthic macroinvertebrates are brought back to the lab to be sub-sampled and identified using specialized stereoscopes. This is usually done throughout the winter. Field crews also use a water quality meter to collect data (water temperature, dissolved oxygen, pH, and specific conductivity) during each monitoring session, and the meter must be calibrated prior to each use. Lab facilities are required for the actual calibration, and well as storage of the calibration fluids.

Staff access to the lab- Because there is only one part-time, term-contract staff dedicated to biological monitoring and running the aquatics lab, it is important for the lab to be in close proximity to the rest of the Resource Analysis Section. There are four members of Resource Analysis who have biological monitoring responsibilities in addition to other work programs. Placing the lab at a different location will significantly affect these staff members' ability to manage other work programs, which include aquatic resource management, Parks' NPDES permit, ICC ES/CM mitigation, mandatory referral review, review of stream restoration and stormwater management projects, and resource mapping and GIS.

Adjacency need to other units- There is also a very important relationship between the work conducted in the Resource Analysis Section and work done by the rest of PPSD, in addition to work done by other divisions, that necessitates the Resource Analysis section be located with the rest of the Department. The inter- and intra-divisional coordination is done on a daily basis and involves review of plans and maps, which is not easily done remotely.

Compatibility of the lab operation- The lab has always been in an office setting. The operation of the lab does not involve any dangerous activities or hazardous materials. It has an independent HVAC system separated from the rest of the building. If the lab is properly built and situated in the building, such as a location near the loading dock, and good lab practices are followed, its visual and physical impact on other parts of the building is minimal.

Space Need- The space need of the lab, 300 - 350 square feet, is about the size of a small conference room. It represents a very small portion of the overall building program. It does not require a prime building location, such as space with natural light. It can be accommodated in the building's utility spaces.

Based on the lab's adjacency requirements, its small size, and low spatial requirements, staff recommends inclusion of the lab in the POR.

II. Park Police

Planning Board Comments:

The Board questioned whether it's appropriate to separate the police chief and division's administrative functions from the rest of the division staff.

Staff Recommendation: To include the police chief and division's administrative functions in the POR.

Justification:

The draft POR included 16 Park Police positions at the headquarters building with other Department's main functions:

- 1 Commander
- 1 Admin Support
- 2 Purchasing
- 2 Professional Standards
- 4 Administration
- 3 Management & Technology
- 3 M&T Building Facility

A lot of police departments have this structure, an admin section with the Office of the Police Chief, Internal Affairs, etc., housed with other government functions. This is done specifically for the benefit of having the sections of the Police Department that routinely work directly with other department divisions in the same work location. There is also a security benefit in having some police functions within the new headquarters. The presence of park police officers and patrol cars around the building or on the adjacent streets will bring a sense of security to the Commission employees and surrounding communities.

In addition, the Park Police division is currently located at Saddlebrook, which is a leased facility. The Department may lose the facility in the future. Inclusion of the administrative functions of the division in the new headquarters POR will afford the department flexibility in dealing with facility relocation in the future.

III. Additional Staffing Needs

Planning Board Comments:

In response to the County Council staff's concern about inclusion of a growth factor in the POR, the Planning Board directed staff to identifying future additional staffing needs with positions in specific areas or work programs instead of applying an across-board 15% growth rate to the entire agency.

Staff Response: Staff re-evaluated the additional staffing needs to manage anticipated future work program demands in individual areas and functions without applying the 15% growth factor to the entire agency. The following needs were identified:

Electronic Plan Review and Project Management Systems

Both Planning and Parks department are in the process of implementing new electronic plan review and project management systems to streamline the processes and increase work efficiency.

- **Plan Submittal Technician:** This position is needed to handle the increase in electronically submitted plans as ePlans becomes the only method to submit plans to the Planning Department.
- **Programming Analyst:** This position is to implement an electronic project management system for Park Development functions. The analyst will plan, coordinate, monitor and design custom software programs related to the system and its usage. In addition, this position will be instrumental in our continuing efforts to create a paperless process.

IT and Related Needs:

- **Security Specialist-** This position is needed for network, server, and Cloud security for the Commission.
- **Virtualization specialist-** This position is needed for managing the virtualization program in both Parks and Planning Departments.
- **IT support for ParkPASS-** This position is for the ParkPASS system, which supports the 24/7 automates on-line registration, facility booking and financial accounting system. As Enterprise Division adds new facilities, such as the Skate Park & Driving Range, or repurposes/expands existing facilities, such as Sports Pavilion, Splash Park, and tent pads, the need of IT support will increase.

ADA Compliance:

Project Manager: The Commission is required by the Justice Department to make park facilities in compliance with ADA requirements. The Department of Parks anticipates substantial workload increase to manage all the required improvement projects.

Legal Support:

- **Associate General Counsel:** The Board has already supported an additional attorney position (contract) for FY14 budget request.
- **Administrative Staff:** The Current administrative staff supports three attorneys and will need to support five attorneys. In addition, currently there is no administrative back-up for specialized legal support.

Functional Planning:

- **Interns:** They are volunteer or temporary (paid) positions that provide us a way to get special projects or value-added data. Space and IT support is needed to get this very low (or no) cost assistance. Because of the range of disciplines we deal with, we often have up to 3 interns.

- **Bicycle/ pedestrian Planner:** This position is needed to complete the Multimodal group with a specialization in bike and pedestrian planning.

Forest Conservation Enforcement:

- **Forest Conservation Inspector:** This position will be needed to complete the tri-annual review of conservation easements. The number of easements granted to the commission increase each month and they all need to be assessed to ensure compliance. Right now the inspectors have a difficulty in assessing the 850 individual easements that must be inspected each year.

Public Affairs and Community Partnerships:

- **Sponsorships Manager:** This position is needed to manage corporate sponsorships for the Department in coordination with the Foundation. This position is already budgeted for within the Foundation SRA and will be funded by sponsorship revenue.
- **Parks Marketing Manager:** This position will develop and implement targeted marketing and promotional efforts to support cultural resources, natural resources, Park Permits, Volunteer Services, and other non-Enterprise functions
- **Admin position:** This position would provide administrative support for corporate sponsorships, volunteer management, and public-private partnerships, and assist with Parks opening and other special events and Foundation dedication and donor events

Park Planning:

- **Cultural Resources Planner:** This position is to manage restoration of historic structures and coordinate completion of park master plans for historic sites.
- **Natural Resources Specialist:** This position is to develop and manage various NPDES related GIS databases, environmental review of stormwater retrofit and stream restoration projects.
- **Park and Trail Planning Planner:** This position will coordinate park and trail planning issues in sector plans and area master plans; and develop POR for urban parks.
- **Admin Staff:** This position is needed to assist with processing Planning Board packets, purchasing, contracting, petty cash management.

Based on the needs of the areas identified above, 18 positions were added to the overall staffing program.

IV. Child Day Care Facility

Planning Board Comments:

The Board questioned whether it's financially and physically appropriate to provide a child day care facility at the headquarters building.

Staff Recommendation: To include the child day care facility as an optional amenity in the POR. This facility needs to be further studied in the second phase of the POR to have a better understanding of its operational, financial, and design feasibilities. It may also need to be evaluated as a facility to be shared by all the county agencies at this location.

SPACE PROGRAM SUMMARY

The revised space program consists of the following five components: (1) the Commissioners' Office, (2) the Associate General Counsels' Office, (3) the Department of Parks, (4) the Planning Department, and (5) shared support space.

The staff complement of each department includes: (1) authorized positions in the current fiscal year budget, (2) seasonal, temporary, and intern needs, and (3) additional staffing needs. The program recommends a facility of approximately 132,000 gross square feet for 355 employees, consisting of an initial staff of 337 persons with additional 18 positions for managing anticipated future work program needs in specific areas. The program is summarized below:

Department	Authorized Position	Seasonal / intern	Total Current Position	Additional Staffing Needs	Total Capacity	Proposed Space (square feet)
Commissioners' Office	11	0	11	0	11	2,974
Legal	5	2	7	2	9	2,520
Planning	152	11	163	5	168	33,223
Parks	146	10	156	11	167	35,225
Shared/Support						57,390
Total	314	23	337	18	355	131,332

CONCLUSION

The revised Space Program addressed the Planning Board's concerns and comments. It quantifies the spatial needs for a consolidated regional headquarters building for the Commission, which will be further refined and modified in the next phase when qualitative design considerations are incorporated. If the Planning Board approves the report, the program will be transmitted to the County Council in early December.

Attachments:

- A. Program of Requirements for a New Regional Headquarters Building – Revised Phase I Draft Report

**A Program of Requirements (POR)
For
A New Regional Headquarters Building**



The Maryland-
National Capital
Park and Planning
Commission

REVISED PHASE I DRAFT REPORT
November 21, 2012

**The Maryland-National Capital Park and Planning Commission
6611 Kenilworth Avenue
Riverdale, Maryland 20737**

New Headquarters Office Building POR for M-NCPPC

Prepared by:

OKKS Studios

Drew Pasek, AIA, LEED AP, NCARB

Garrett M. Geraci, Assoc. AIA

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1. Executive Summary

The Commission

Since its creation in 1927, the Maryland-National Capital Park and Planning Commission (M-NCPPC) has overseen the planning of sensible development and the protection of public open space and recreation amenities for Montgomery and Prince George's Counties, the two Maryland counties which border the District of Columbia. During the Commission's 85 years of existence, the population within the two counties has increased to more than 1.8 million residents who enjoy a quality of life in a bi-county area rich in economic, racial, ethnic and geographic diversity.

Over the years, the M-NCPPC's mission has expanded to include: preserving, developing, maintaining, and promoting the regional system of parks, and to guiding and overseeing development in the two very diverse and urbanizing counties. The Commission has held itself to a high standard as a steward of both the natural and developed environment.

New Consolidated Headquarters Building

The Commission's park and planning operations in Montgomery County are currently headquartered separately in two buildings in Silver Spring. These two headquarters facilities are obsolete functionally and inadequate spatially. They no longer provide a productive work environment for employees or effectively support the agency's public service function.

In order to better prepare for and meet existing and future challenges, the Commission has engaged Oudens Knoop Knoop + Sachs Architects (OKKS) to assist in programming a new headquarters building for the Montgomery County portion of the M-NCPPC. The new headquarters facility will be an important visible representation of the philosophy and mission of the agency, and provide a quality work environment for its employees in a consolidated location to serve the public more effectively.

Programming Analysis

The OKKS design team prepared the following Phase I Draft Report for review by the M-NCPPC. This Draft POR Report serves as a basis for the development of the Final Program of Requirements (POR) document. The Report identifies the quantitative requirements of each division within the main departments and all shared support functions.

In the ensuing Phase II, this quantitative information will be further evaluated and supplemented with qualitative descriptions of the functionality and design considerations of individual spaces and the building as a whole. In addition, an organizational bubble and stacking diagram will be developed to verify and refine the space program. The results of the quantitative and qualitative analyses will be used to generate the final POR document.

Space Program

The information captured below serves as a synopsis of the Space Program content expressed in greater detail within Chapter 4 of this report. The Space Program analysis has been divided into the following five main sections:

1. Commissioners' Office
2. Associate General Counsels' Office
3. Department of Parks
4. Planning Department
5. Shared Support Spaces

Each of these sections have designated space allocations which have been gathered through a combination of the following items: primary personnel space (current employee count), specialty and support space exclusive to that division within the department, and shared support spaces which are utilized department-wide.

Space standard sizes originated from the Montgomery County September 1, 1998, Draft Administrative Procedure 5-12, Space Allocation document were used to help determine the size of individual offices and shared support space. Departures from this document were in response to meet current ADA-ABA accessibility guidelines for buildings and facilities. All spaces shall meet accessible requirements.

It is important to note that the employee count is expected to grow at a moderate rate due to the current economic climate. Two factors were considered to project an appropriate growth rate: (1) M-NCPPC

New Headquarters Office Building POR for M-NCPPC

division chiefs' estimate based on their individual division's work program needs and (2) historical data of staffing levels over the past 10 years. Based on these two factors, the Commission staff decided to apply a 15% growth rate to the space program, or about 1% a year for the next 15 years.

The draft Space Program recommends a consolidated facility of approximately 138,000 gross square feet for 388 employees, consisting of an initial staff of 337 persons with a 15% projected growth over the next 15 to 20 years. It accommodates the Commissioners' Office, Associate General Counsels' Office, the Planning Department, administrative functions of the Department of Parks, the M-NCPPC Federal Credit Union, a day care facility (not including dedicated staff), and associated shared support areas. The following table provides a space summary.

New Headquarters Office Building POR for M-NCPPC

M-NCPPC Space Summary

	Current Personnel Count (Authorized + Temp)	Associated Personnel S.F.	Additional Staffing Needs	Support Space	Square Footage Subtotal (Net Only)	Total Net Square Footage (Including Projected Growth per Dept.)
Commissioners' Office	11	1,565	0	914	2,479	2,479
Associate General Counsel	7	1,450	2	650	2,100	2,100
Department of Parks Subtotal	156	24,854	11	4,500	29,354	29,354
Planning Department Subtotal	163	25,286	5	2,399	27,685	27,685
Shared Support Spaces	0	0	0	36,377	36,377	47,825
TOTAL NET PROGRAM SPACE	337	53,155	18	44,840	97,995	109,443
Subtotal						109,443
Average Gross/Net Factor				20%	21,889	
TOTAL GROSS BUILDING REQUIREMENT						131,332
TOTAL PERSONNEL COUNT						355

As shown on each of the Space Program Summary charts within Chapter 3, the following formula was applied in processing base square footages for all spaces. This formula captures current employee populations, projected employee growth, dedicated space requirements, interior suite circulation factors, and general building core and circulation factors:

1. Determine the **personnel net area** requirement for individual space based on the function of the space, staff grade and responsibilities, and code requirements.
2. Add a 20% in-suite **circulation/layout** factor (10% for support areas) to the personnel net area which includes circulation and layout design needs within the work unit.
3. Add a 15% **average personnel projected growth** factor (for the next 15 to 20 years) to the gross square footage numbers (personnel office space only) to accommodate future growth.
4. Apply a 20% building-wide **gross-to-net** factor to the Total Net Square Footage to arrive at the total **gross square footage** for M-NCPPC, (which is inclusive of building wide circulation, mechanical space, bathrooms, and other miscellaneous items).

2. Programming Analysis

To prepare a complete Program of Requirements for the new regional headquarters building, OKKS and the M-NCPPC staff took a two-phase approach to analyze the space needs of the agency. The first phase focuses on a quantitative analysis of the program and produced a preliminary Space Program. In the second phase, the quantitative information is further developed and supplemented with qualitative descriptions of the functionality and design considerations of individual spaces and the building. In addition, an organizational bubble and stacking diagram will be developed to verify and refine the space program.

Phase I

Phase I consists of three parts: (1) the distribution and collection of programmatic questions, (2) program interview meetings with stakeholders, and (3) the compilation of resultant data into a report that includes square footage assumptions relating to grade and position. This report also includes a preliminary Space Program – an early assessment of anticipated space requirements of the new headquarters building necessary to accommodate stakeholders and the functions they perform to meet the M-NCPPC’s mission.

During the interview process, OKKS gathered information from M-NCPPC through a quantitative and qualitative analytical methodology. Survey questions delved into each division’s current facility, function, adjacency issues, work processes, equipment and storage needs, public interaction, and amenity space requests. Senior level M-NCPPC staff also provided OKKS with each division’s organizational structure and grade levels.

During the information gathering process, issues of space inefficiencies, inadequate storage and security, workflow management, and locational problems were identified and discussed. This Phase I collaboration—the compilation and analysis of data by OKKS along with valuable assistance from M-NCPPC managers— captures a wealth of critical information to use in charting the future course of the design of the new regional headquarters building for M-NCPPC.

Phase II

During the second phase, the quantitative data will be further refined and supplemented with qualitative descriptions and a visual blocking and stacking diagram will be developed. This visual representation of the Phase I data will help determine ideal division location and size, identify division adjacency priorities (inter-departmental as well as extra-departmental), shared-use spaces, and public engagement space requirements. Special needs and design considerations from each of the divisions will be closely

evaluated along with equipment and storage needs. The two phases will culminate in a final POR document containing a summary of the physical space needs for the New Headquarters Building.

Programming Worksheets

A Program Worksheet was prepared for individual Divisions in the following section to identify their particular space and function needs. It is composed of the following eight categories:

- Mission Statement: division specific mission statements
- General: personnel summary (both authorized and interns / flex staff / seasonal personnel listed) with associated grade levels.
- Capacity: total personnel count plus contingency for growth percentage
- Space Types: work spaces required by the division to function efficiently and effectively.
- Location/Adjacency: Required or preferred adjacencies with other divisions or teams.
- Design Issues & Special Requirements: Special requirements for spaces, equipment, security, needs, etc.
- Systems: Special support systems such as server connectivity, telephone answering systems, data monitoring systems, etc.
- Furniture & Equipment: any special furniture and equipment requirements for the division with private and general usages conveyed where indicated.

New Headquarters Office Building POR for M-NCPPC

Department: Commissioners

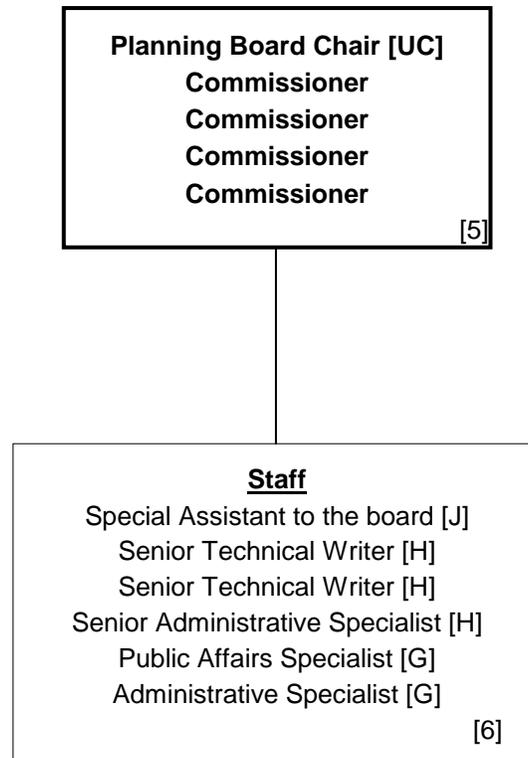
2.1. Commissioners' Office

Mission Statement	To provide support to the Planning Board in its performance of official duties. Activities include technical, administrative, and public support at meetings, to serve as primary point of contact for callers and visitors, and as a liaison to elected offices, community members, and staff; to prepare and post the PB's meeting agenda; to produce the Board's official meeting minutes and transcripts; to manage and respond to the Board's correspondence; to coordinate the Chair's schedule; and to manage the budget for the office.
General	Office Hours: 8:00 am – 7:00 pm (weekly Planning Board meetings can go until 10:00 pm or later) Current Location: Montgomery County Regional Office Silver Spring, Md. Authorized Staff Complement [11]: <ul style="list-style-type: none"> ▪ [1] Planning Board Chair ▪ [4] Commissioners ▪ [6] Staff ([1] Grade J / [3] Grade H / [2] Grade G)
Capacity	11
Space Types	<ul style="list-style-type: none"> ▪ Private Office ▪ Open Workstation Area ▪ Open Workspace/Production Area ▪ Open Area Storage ▪ Auditorium (Hearing Room) ▪ Pre-functions space between Hearing Room and Lobby ▪ Kitchen ▪ 3 File Rooms: Planning Board (Secure), Correspondence, & Technical Writing ▪ Small Conference Room (internal) ▪ Large Conference Room (20 people) ▪ Reception Area ▪ One TDY space (cubicle)
Location/ Adjacency	Required/Preferred Adjacencies: <ul style="list-style-type: none"> ▪ Commissioners' Office to be located adjacent to the Auditorium. ▪ Planning Board members to have private entry/exit to Auditorium. ▪ Kitchen to be adjacent to the Auditorium and accessible to the CO Department. ▪ Large Conference Room to be adjacent to Auditorium. ▪ Works closely with both Parks and Planning Departments.

New Headquarters Office Building POR for M-NCPPC

Design Issues & Special Requirements	<ul style="list-style-type: none"> ▪ Does not anticipate increase in staff in the next 10-15 years. ▪ Ample counter space and storage (pantry) should be provided in the Kitchen. ▪ Kitchen to have easy access to parking area for back-of-house functions. ▪ Public Bathrooms to be located near Auditorium and Kitchen. ▪ Additional workstation for visiting staff from other offices. ▪ Commissioners' Office to have private entrance/exit for parking. ▪ Reception Area to be easily accessible/located by the public (signage). ▪ Reception Area to house additional staff work area and 8 guest chairs with additional space to add guest chairs if necessary. ▪ Grade H to have additional production space. ▪ Storage Rooms can be combined to create larger storage area. ▪ Functional area for large printer/copier and general supplies. ▪ (2) Workstations (for Technical Writers) to be located away from office traffic and to have high panels for privacy. ▪ PCI Compliance – Have a Commission Purchase Card and a safe for the petty cash account. ▪ ACD System - one telephone line that is on a phone tree.
Systems	<ul style="list-style-type: none"> ▪ Teleconference System ▪ Specialized Software System ▪ Audio/Visual System ▪ Wi-Fi throughout
Furniture & Equipment	<p>Office</p> <ul style="list-style-type: none"> ▪ Chair Office: Conference Table (10 people) Panic Button ▪ Special Assistant Office: Conference Table (6 people) ▪ Administrative Specialist Office: Work Table <p>Large Conference (20 people)</p> <ul style="list-style-type: none"> ▪ Projector ▪ Computer ▪ Wi-Fi ▪ Teleconference Equipment <p>Kitchen</p> <ul style="list-style-type: none"> ▪ Refrigerator ▪ Sink ▪ Tables ▪ Dishwasher <p>Reception (internal)</p> <ul style="list-style-type: none"> ▪ 8 + Guest Chairs ▪ Panic Button <p>Other</p> <ul style="list-style-type: none"> ▪ Microfiche ▪ Audio/Video Recorder ▪ Large Printer/Copier <p>Auditorium</p> <ul style="list-style-type: none"> ▪ Panic Button

Organizational Chart – Commissioners’ Office



Capacity: 11

New Headquarters Office Building POR for M-NCPPC

Department: Associate General Counsel

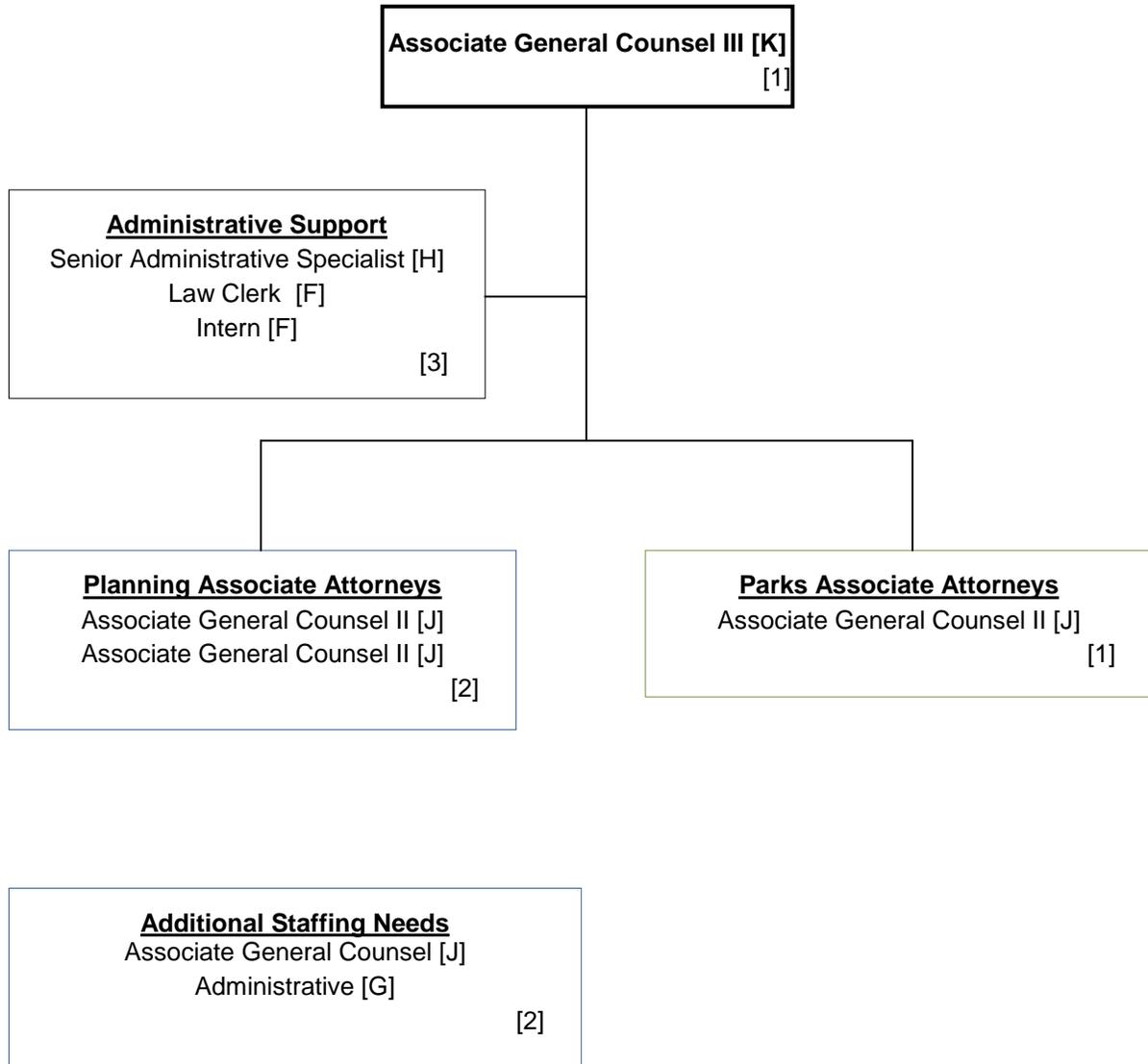
2.2. Associate General Counsel's Office

Mission Statement	To guide the Commission's internal corporate operations; to advise staff and the Planning Board in judicial and regulatory responsibilities; to advocate on the Commission's behalf in litigation before the State and Federal courts; and to participate in cross-functional teams assembled periodically to develop creative solutions to new challenges facing the Commission.
General	<p>Office Hours: 6:00 am – 8:00 pm (occasional nights and weekends) Current Location: Montgomery County Regional Office Silver Spring, Md.</p> <p>Authorized Staff Complement [5]:</p> <ul style="list-style-type: none"> ▪ [1] Associate General Counsel III ([1] Grade K) ▪ [3] Associate General Counsel II ([3] Grade J) ▪ [1] Administrative Specialist ([1] Grade H) <p>Interns / Flex Staff / Seasonal [2]:</p> <ul style="list-style-type: none"> ▪ [1] Law Clerk ([1] Grade F) ▪ [1] Intern [1] Grade F) <p>Additional Staffing Needs [2]:</p> <ul style="list-style-type: none"> ▪ [1] Associate General Counsel I/II ([1] Grade J) ▪ [1] Intern [1] Grade G)
Capacity	9
Space Types	<ul style="list-style-type: none"> ▪ Private Office ▪ Printer/Copy/Fax Area ▪ Waiting/Reception Area adjacent to workstation ▪ Large Multifunctional Space (Conference/Library) (Dedicated) ▪ One TDY office for visiting attorney
Location/ Adjacency	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> ▪ Associate General Counsel Department office to be adjacent to both Parks and Planning Chairs/Chief. ▪ One Associate Attorney to be located in Parks Department. ▪ Has interaction with all other departments with the exception of Management Services and Research.
Design Issues & Special Requirements	<ul style="list-style-type: none"> ▪ Anticipates 1 additional administrative position and 1 attorney to be added in the next 10-15 years. ▪ Reception/workstation needed for temporary paralegal position in Waiting Area. ▪ Secure limited access entry into suite.

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	<ul style="list-style-type: none">▪ Lockable offices.▪ Outside law firms visit frequently
Systems	<ul style="list-style-type: none">▪ Teleconference system
Furniture & Equipment	<p>General</p> <ul style="list-style-type: none">▪ 5-6 Lockable 5-drawer cabinets for confidential files▪ 2 lockable supply cabinets▪ 1 central fax/copy/scan within suite▪ Internal reception/waiting area adjacent to admin, within suite.<ul style="list-style-type: none">• Waiting chairs, tables, art.

Organizational Chart – Associate General Counsel



Capacity: 9

2.3. Department of Parks

The Montgomery County Department of Parks, part of the Maryland-National Capital Park and Planning Commission (M-NCPPC), oversees the acquisition, planning, development and management of more than 35,000 acres of parkland in Montgomery County. The award-winning park system is made up of more than 410 parks of natural, recreational, or historic significance, attracting more than 14 million visits annually, and significantly contributes to the high quality of life in Montgomery County.

Vision and Core Values

The vision of the Department is to create and maintain an enjoyable, accessible, safe and green park system that promotes a strong sense of community through shared spaces and experiences and is treasured by the people it serves. The Parks staff strives to protect and interpret the County's valuable natural and cultural resources; balance the demand for recreation with the need for conservation; and offer a variety of enjoyable recreational activities that encourage healthy lifestyles. The operation of the Department is guided by the following core values:

- Stewardship
Manage the county park system so it best meets the needs of current and future generations.
- Recreation
Offer a range of leisure activities that strengthen the body, sharpen the mind, and renew the spirit.
- Excellence
Deliver the highest quality product, service and experience possible.
- Integrity
Operate with an objective, honest, and balanced perspective.
- Service
Be courteous, helpful and accessible to each other and the public we serve.
- Education
Promote opportunities for continuous learning among staff and the public we serve.
- Collaboration
Work in cooperation with all stakeholders including residents, communities, public and private organizations, and policymakers, as well as interdepartmentally.
- Diversity

New Headquarters Office Building POR for M-NCPPC

Support and embrace the differences among our employees and the public we serve, and offer suitable programs, activities and services.

- Dedication

Commit to getting the job done the right way, no matter what it takes.

Organization

The Department of Parks consists of ten Divisions, nine of which are divided into two main groups: Administration and Operations. Each group is overseen by a Deputy Director. The two Deputy Directors and the Chief of the tenth Division, Park Police, report directly to the Director of Parks.

The Administration group handles the major administrative and park development functions of the Department, and includes four Divisions: (1) Management Services, (2) Park Development, (3) Park Planning and Stewardship, and (4) Public Affairs and Community Partnerships. The Operations Group is responsible for the maintenance of the park system and includes five Divisions: (1) Enterprise, (2) Facility Management, (3) Horticulture, Forestry, and Environmental Education, (4) Northern Parks, and (5) Southern Parks.

Existing Headquarters and Satellite Offices

The Department's headquarters is currently located at 9500 Brunett Avenue in Silver Spring. It houses the Director's office and the Administration group's four Divisions. Due to the nature of the Operations Group's functions, it has many satellite office/maintenance facilities throughout the County in order to meet the various maintenance needs of the entire park system. The Park Police Division is headquartered at the Saddlebrook facility on Layhill Road in Silver Spring. This facility also houses a major training facility for the Department, the Public Affairs and Community Partnerships Division's Exhibit Shop, the M-NCPPC Federal Credit Union, and an archive facility. The Park Planning and Stewardship Division's Cultural Resources and Natural Resources Sections also have satellite offices due to the nature of their operations.

The Department has occupied its current headquarters building since the mid-1970s. The headquarters building is located in a former Montgomery County public elementary school. An addition was completed in 1990 which added office space along the west side of the building and increased the total footprint of the building to approximately 24,200 square feet. To meet ongoing space demands, a 1,300-square-foot trailer, which houses staff from the Management Services Division, was added a few years ago along with a storage shed near the rear parking lot.

Over the past three years the main building has undergone a series of renovations to create additional staff office space. There are currently about 100 employees working at the headquarters facility. The building's entrance foyer, where the Park Permit office's customer service windows are located, is noticeably inadequate to serve its public functions, but there is no available space within the building to relocate or to expand in order to improve its ability to serve the public.

Staff Complement at New Headquarters Building

In addition to the Director's office and the four Administration Divisions that are currently situated at Parkside Headquarters, additional staff from other Divisions will also move into the new Headquarters building to improve the Department's overall operation and communication. The staff complement will include:

- Enterprise Division (Division Chief, Regional and Financial Operations only),
- Facility Management Division (Property Management Section and Service Center only),
- Management Services Division,
- Park Development Division,
- Park Planning and Stewardship Division (except for part of the Natural Resources and Cultural Resources staff),
- Park Police (administrative functions only), and
- Public Affairs and Community Partnerships Division (except for the Exhibit Shop).

In addition, the M-NCPPC Federal Credit Union will also be located in the building.

Space Program Analysis

The needs of the staff and their associated work programs were analyzed in the following section. A Program Worksheet was prepared for individual Divisions to identify their particular space and function needs.

New Headquarters Office Building POR for M-NCPPC

Department: Parks

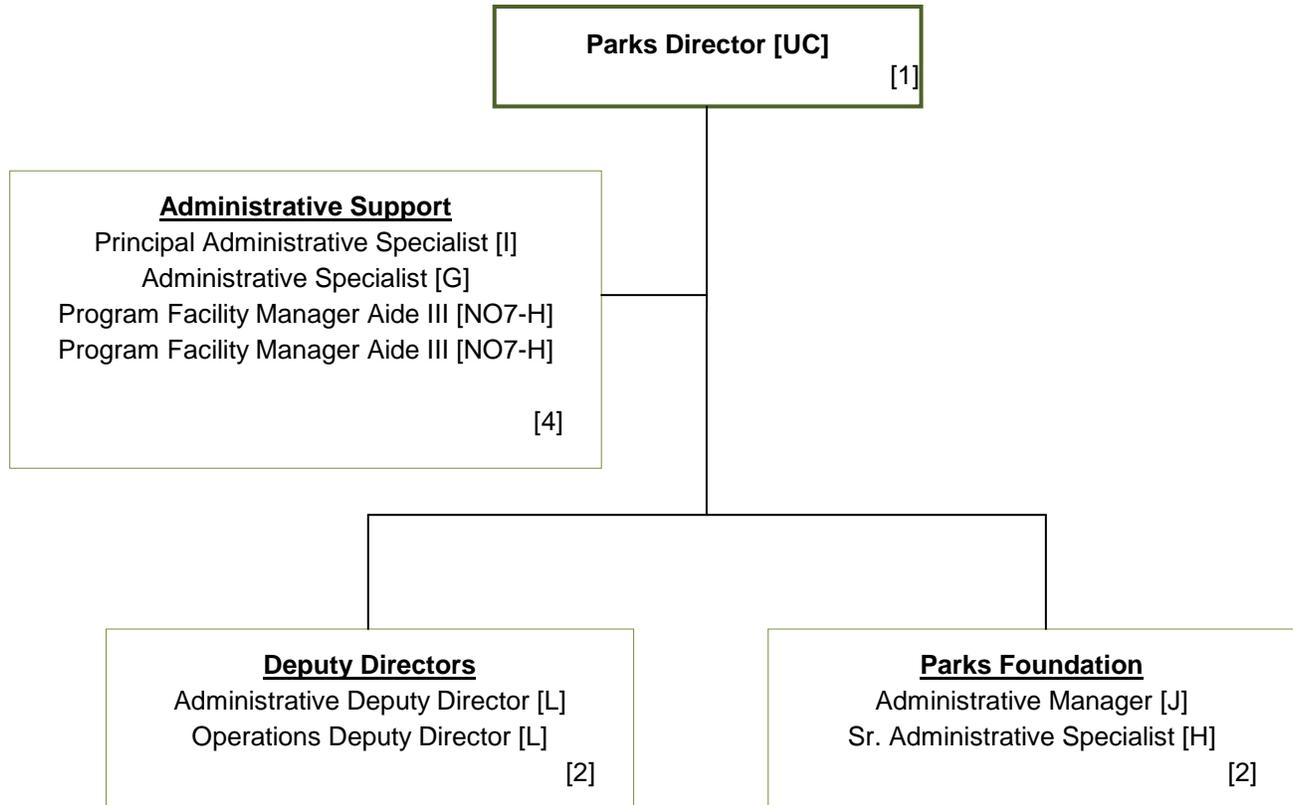
2.3.1. Director's Office

Mission Statement	To provide leadership and executive oversight for the Department's work program, policy, procedure, and strategic planning. Responsibilities include: advise Planning Board on matters of Park policy; liaison between public and local, state, and federal agencies; develop and manage internal policies and practices; and oversee work program of Park employees.
General	<p>Office Hours: 7:30 am to 6:30 pm Current Location: Parkside Headquarters, Director's Suite</p> <p>Authorized Staff Complement [9]:</p> <ul style="list-style-type: none"> ▪ [1] Director ([1] Grade UC - Appointed) ▪ [1] Administrative Deputy Director ([1] Grade L) ▪ [1] Operations Deputy Director ([1] Grade L) ▪ [1] Principal Administrative Specialist ([1] Grade I) ▪ [1] Administrative Specialist ([1] Grade G) ▪ [2] Courier, (Program Facility Manager Aide III, seasonal), provide TDY space ([2] Grade NO7-H) ▪ [1] Montgomery Parks Foundation Executive Director ([1] Grade J, term contract) ▪ [1] Montgomery Parks Foundation Senior Administration Specialist Manager ([1] Grade H)
Capacity	9
Space Types	<ul style="list-style-type: none"> ▪ Directorate private office ▪ Private office (other) ▪ Open office & TDY space (cubicle) ▪ Reception ▪ Conference (secure/non-secure)
Location/ Adjacency	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> ▪ Parks Divisions ▪ Associate General Counsel ▪ Budget ▪ Human Resources ▪ Public Affairs & Community Partnerships Division: ▪ Montgomery Parks Foundation
Design Issues & Special Requirements	<ul style="list-style-type: none"> ▪ Director and Deputy Director's private office [3] are to have additional exits which do not pass through the reception area. ▪ Large conference room to double as a remote emergency command center. ▪ Reception area. ▪ 4 assigned fleet vehicles. Currently: Director [1], courier [1], pool cars [2] to possibly be moved to Park development division.

New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> ▪ 4-5 TDY spaces ▪ Major need for deliveries to other satellites.
Systems	<ul style="list-style-type: none"> ▪ Teleconference system
Furniture & Equipment	<p>Office:</p> <ul style="list-style-type: none"> ▪ Directorate individual office (3) – Desk, computer, credenza, bookshelf, small conference table w/ chairs, or meeting area w/ sofa, chairs and coffee table. ▪ Other Individual office (4) – Desk, computer, files and bookshelf. ▪ Open Office <ul style="list-style-type: none"> • Administrative Specialist (Director’s Suite reception area) – Reception desk, bookshelf and file space. <p>Reception:</p> <ul style="list-style-type: none"> ▪ Waiting area - Couch end tables, 3 chairs, credenza and plants. ▪ Hidden file area – [4] five-drawer file cabinets (secured), 2 printers, safe and fax machine. <p>Conference:</p> <ul style="list-style-type: none"> ▪ Space for 16-20 people, Smart Board, cable TV, speaker phone, integrated video conferencing system

Organizational Chart – Parks – Director’s Office



Capacity: 9

New Headquarters Office Building POR for M-NCPPC

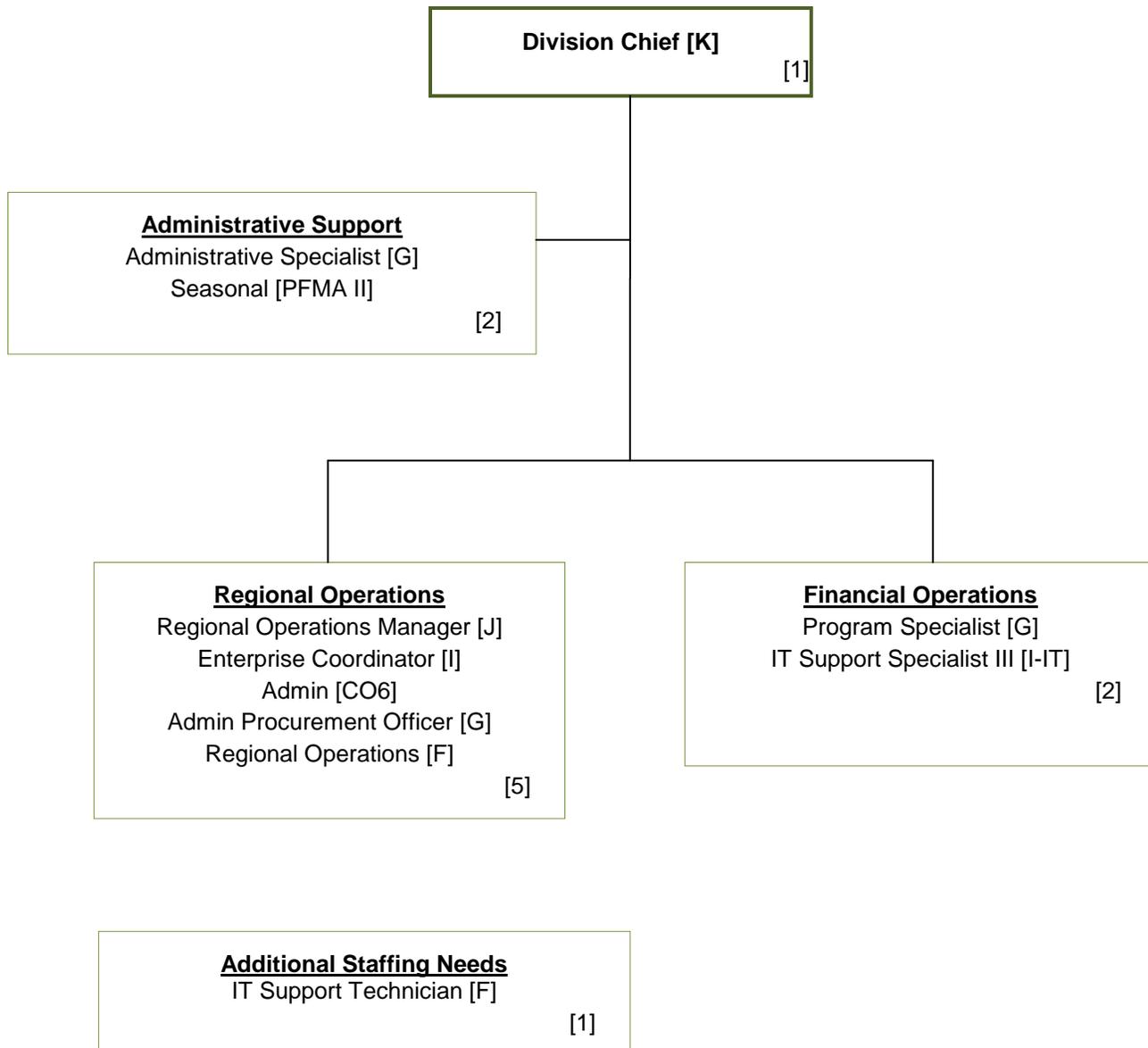
Department: Parks
2.3.2. Enterprise

Mission Statement	<p>To provide great and affordable recreation for all county residents. Responsibilities include managing revenue-generating programs and facilities, such as indoor tennis courts, ice skating rinks, splash park, mini-golf course, and event centers, and managing the Department’s ParkPASS program, which is an on-line registration, facility booking, and financial accounting system.</p> <p>The Division is a self-sustaining unit within the Department. In addition to providing services to the public and managing and maintaining the facilities, monitoring revenues and expenditures is significant as the division receives no public funding supports.</p>
General	<p>Office Hours: 6:00am – 6:00pm (Seven days per week) Current Location: Hillandale Office Building</p> <p>Authorized Staff Complement [9]:</p> <ul style="list-style-type: none"> ▪ [1] Chief ([1] Grade K) ▪ [2] Regional Operations ([1] Grade J / [1] Grade F) ▪ [1] Program Specialist ([1] Grade G) ▪ [1] Enterprise Coordinator ([1] Grade I) ▪ [1] Admin ([1] Grade CO6) ▪ [1] Admin Staff ([1] Grade G) Procurement Officer ▪ [2] Financial Operations ([1] Grade I-IT / [1] Grade G) <p>Interns / Flex Staff / Seasonal [1]:</p> <ul style="list-style-type: none"> ▪ [1] Seasonal ([1] PFMA II) <p>Additional Staffing Needs [1]:</p> <ul style="list-style-type: none"> ▪ [1] IT Support Technician ([1] Grade F)
Capacity	10
Space Types	<ul style="list-style-type: none"> ▪ Private offices ▪ Workstations ▪ Medium conference (shared) ▪ Training room (shared) ▪ Server room (ParkPASS) with emergency backup power
Location/ Adjacency	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> ▪ ParkPASS requires direct intake window ▪ Proximity of senior managers to ParkPASS staff ▪ Procurement officer with budget coordinator and ParkPASS administrator

New Headquarters Office Building POR for M-NCPPC

Design Issues & Special Requirements	<ul style="list-style-type: none">▪ ParkPASS – PCI compliance▪ Seasonal and career processing is done in the office; this includes access to tax information, salary, and evaluations. The office also processes fee reduction requests from patrons. This information contains tax forms and other financial.▪ Storage for seasonal equipment and supplies for regional facilities.▪ 3 assigned fleet vehicles (including [1] shuttle van)▪ POS training 10-12 times a month (comp and POs machine storage)
Furniture & Equipment	Office <ul style="list-style-type: none">▪ Increased storage for ParkPASS, office supplies, cleaning supplies▪ 10 lateral files▪ Copy/Fax (shared)▪ Equipment storage cabinet (secure) for training and POS supplies

Organizational Chart – Parks – Enterprise



Capacity: 10

New Headquarters Office Building POR for M-NCPPC

Department: Parks

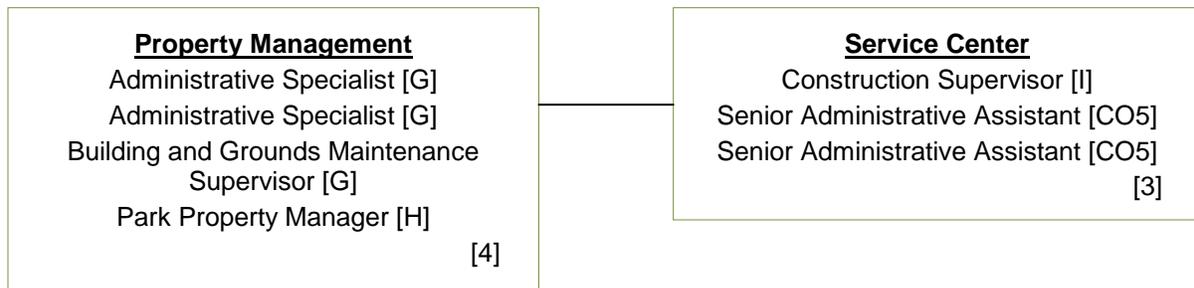
2.3.3. Facility Management

Mission Statement	<p><u>Service Center:</u> To provide a vehicle in which staff and community can funnel work requests into our work order management system for action. The Service Center inputs all data into the software package and maintains a tracking process for all requests.</p> <p><u>Property Management:</u> To administer and manage all leases, licenses, MOUs, curatorships, and all other legal agreements on Commission properties.</p>
General	<p>Office Hours: 7:00am – 7:00pm Current Location: Shady Grove</p> <p>Authorized Staff Complement [7]</p> <ul style="list-style-type: none"> ▪ [4] Property Management ([3] Grade G / [1] Grade H) ▪ [3] Service Center ([1] Grade I / [2] Grade CO5)
Capacity	7
Space Types	<ul style="list-style-type: none"> ▪ Private Office ▪ Workstation (cubicle) ▪ Copy/print space ▪ Team workspace ▪ Conference room (small) (shared) ▪ Transaction room ▪ Incident Command Center Large Conference room (War Room)
Location/ Adjacency	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> ▪ Property Management – presence near public intake <ul style="list-style-type: none"> • Enterprise Division, Facilities Management Division and appointed Attorney ▪ Service Center – Intake walk-up window • Permitting, Enterprise, Communications, and Park Police
Design Issues & Special Requirements	<ul style="list-style-type: none"> ▪ Property Management has 1 fleet vehicle assigned (one more expected) ▪ All Service Center employees are represented ▪ Service Center - dispatch space with a single counter that houses multiple staff who interact closely with each other ▪ PCI compliant ▪ If building is owned – building manager office and storage (custodial and tools) will be needed (perhaps under planning as well) ▪ Service Center – Requests for services (internal and external) such as Repairs, Maintenance, etc. Service requests are received through

New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none">phone or email.▪ Must be operable under emergency situation. Emergency generator for intake, call center, help desk, server room, and war room (incident command center) necessary.
Furniture & Equipment	<p>Office</p> <ul style="list-style-type: none">▪ Large area for copy/print▪ Space for 6 standing lateral file cabinets (secure), flat storage, plat plan storage (Prop mgmt.). 7-10 standing file cabinets for Service Center▪ Floor safe for rental deposits and lease payments▪ A key box to be used to house the PAB keys issued out to permit users.

Organizational Chart – Parks – Facility Management



Capacity: 7

New Headquarters Office Building POR for M-NCPPC

Department: Parks

2.3.4. Management Services

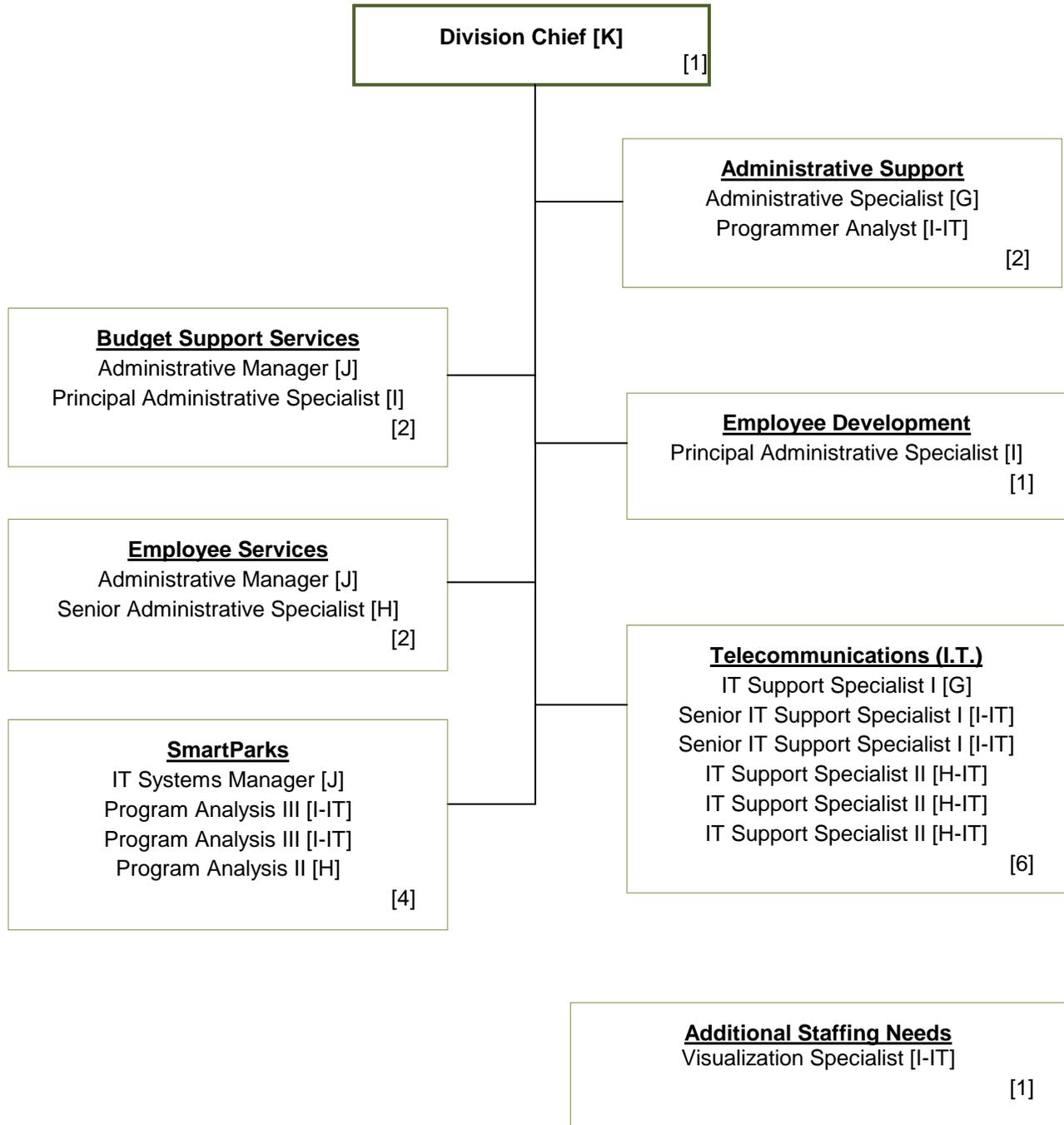
Mission Statement	To provide comprehensive support and oversight for financial management, personnel services, organizational development, and technology and telecommunications applications for the Department.
General	<p>Office Hours: 6:30am – 6:00pm Current Location: Parkside Headquarters, IT staff at Hillandale Office Building</p> <p>Authorized Staff Complement [18]:</p> <ul style="list-style-type: none"> ▪ Admin: <ul style="list-style-type: none"> • [1] Division Chief ([1] Grade K) • [2] Admin ([1] Grade G / [1] Grade I-IT) ▪ [2] Budget Support Services ([1] Grade J / [1] Grade I) ▪ [1] Employee Development ([1] Grade I) ▪ [2] Employee Services ([1] Grade J / [1] Grade H) ▪ [4] Smart Parks ([1] Grade J / [2] Grade I-IT / [1] Grade H /) ▪ [6] LAN/WAN/Telecommunications ([1] Grade G / [2] Grade I-IT / [3] Grade H-IT) <p>Additional Staffing Needs [1]:</p> <ul style="list-style-type: none"> ▪ [1] Virtualization Specialist ([1] Grade I-IT)
Capacity	19
Space Types	<ul style="list-style-type: none"> ▪ Private Office ▪ Workstation (cubicle) ▪ Copy/print space ▪ Team workspace ▪ Conference room (small) (shared)
Location/ Adjacency	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> ▪ Director's Office (most of dept.) ▪ IT Team (SmartParks and Prog. Analysis) ▪ Server room/data center (comp banks) (Secure) ▪ Comp storage/staging area for deliveries (Secure) ▪ Workstation/lab (cubicles) accommodate 3 PCs ▪ Fireproof Safe ▪ SmartParks public interaction is high (intake window)
Design Issues & Special Requirements	<ul style="list-style-type: none"> ▪ Finger Printing once a week Criminal justice (CJIS) Must approve ▪ Possible 24/7 IT service ▪ Ample work space for IT ▪ IT suite to be secure

New Headquarters Office Building POR for M-NCPPC

**Furniture &
Equipment**

- Standard office furniture and equipment (no special requirements).

Organizational Chart – Parks – Management Services



Capacity: 19

New Headquarters Office Building POR for M-NCPPC

Department: Parks

2.3.5. Public Affairs and Community Partnerships

Mission Statement	<p><u>Park Permits</u>: To promote and permit the public use of Public Park Facilities and amenities such as athletic fields, picnic shelters, community garden plots, campsites, etc.</p> <p><u>Park Information (Marketing)</u>: To provide public affairs and marketing support to the Department including graphic standards and design, publications, photography, media relations, social media, signage, and marketing planning</p> <p><u>Partnerships</u>: To promote, facilitate and manage community partnerships on behalf of the Department. This includes the public-private partnership program, sponsorships, and support for the Montgomery County Parks Foundation’s revenue-generating programs.</p> <p><u>Volunteer Services</u>: To manage and staff central volunteer database. Work with others in the field for volunteer needs and training (usually offsite)</p>
General	<p>Office Hours: 7:00am – 7:00pm (Customers: 8:30am – 5:00pm) Current Location: Parkside</p> <p>Authorized Staff Complement [18]:</p> <ul style="list-style-type: none"> ▪ [1] Chief ([1] Grade K) (Partnerships) ▪ [2] Admin ([1] Grade G / [1] Grade I) (Partnerships) ▪ [4] Volunteer Services ([1] Grade I / [3] Grade H) ▪ [6] Park Permits ([5] Grade CO6 / [1] Grade G supervisor funded through Enterprise through FY13 included) ▪ [5] Park Information ([1] Grade J / [1] Grade G / [3] Grade I) <p>Interns / Flex Staff / Seasonal [3]:</p> <ul style="list-style-type: none"> ▪ [3] Intern ([3] Grade F) <p>Additional Staffing Needs [3]:</p> <ul style="list-style-type: none"> ▪ [1] Sponsorships Manager ([1] Grade I) ▪ [1] Parks Marketing Manager ([1] Grade I) ▪ [1] Admin ([1] Grade F)
Capacity	24
Space Types	<p>Volunteer Services</p> <ul style="list-style-type: none"> ▪ Private office for supervisor ▪ Workstations ▪ Conference rooms (shared) ▪ Back-of-house intake near loading dock for volunteers to pick up/drop off supplies ▪ Team meeting space (internal) ▪ Storage area for volunteer supplies and equipment (banners, signs, tools, clothing, trash bags, etc.) <p>Park Permits</p> <ul style="list-style-type: none"> ▪ Booking and Reservation Office <ul style="list-style-type: none"> • Public walk-up windows • Front intake/information desk/ground floor (clear

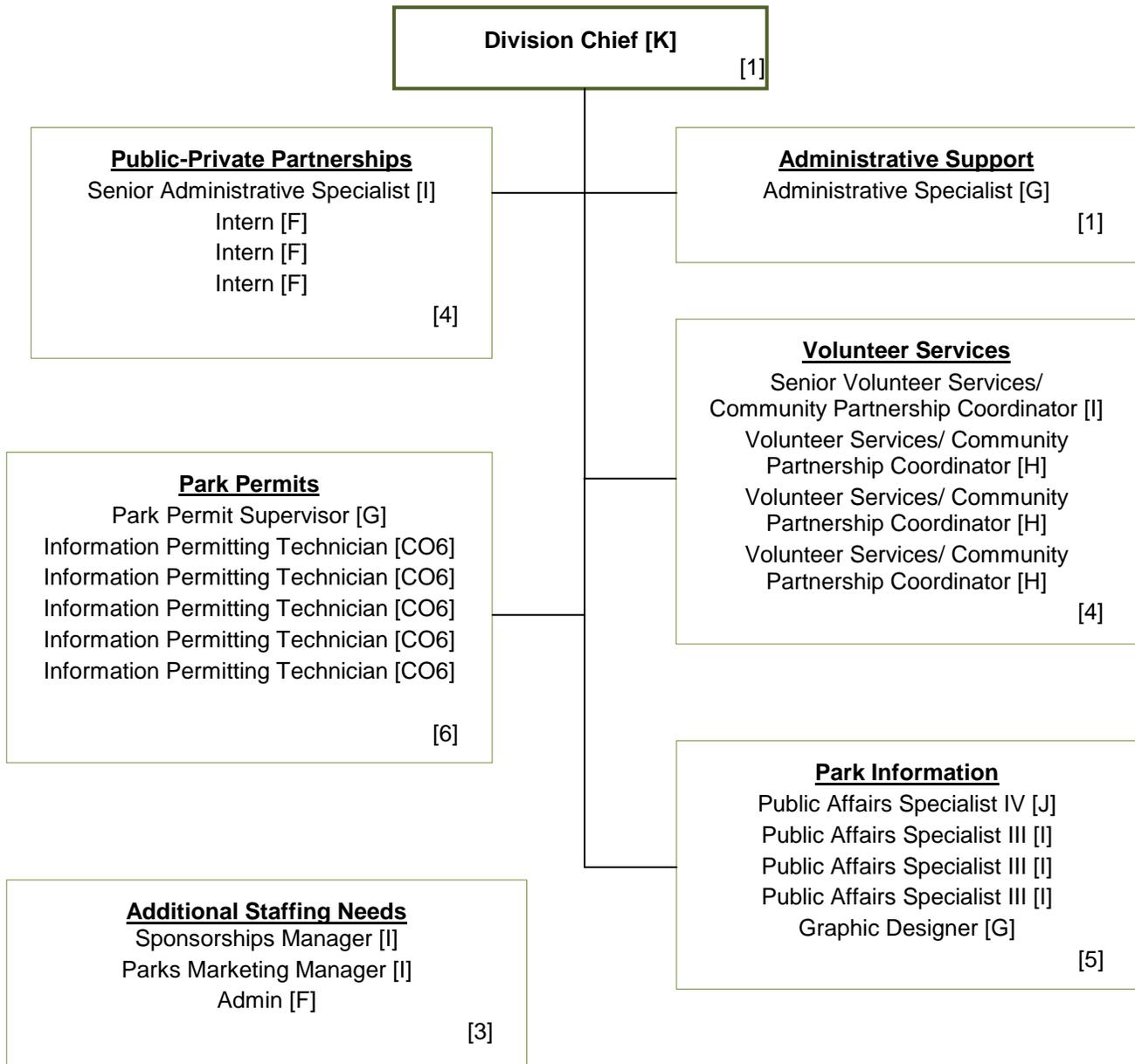
New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> identification) <ul style="list-style-type: none"> • Private office for supervisor • Work stations for technicians ▪ Conference rooms (shared) <p>Park Information (Marketing)</p> <ul style="list-style-type: none"> ▪ Private offices ▪ Conference rooms with smartboards and projectors (shared) ▪ Team meeting spaces (internal) ▪ TDY spaces
<p>Location/ Adjacency</p>	<p>Required/Preferred Adjacencies:</p> <p>Partnerships</p> <ul style="list-style-type: none"> ▪ Director's Office, Parks Foundation, Associate General Counsel, Property management. Chief to be located collectively with the administrative staff support for the Division as well as the partnerships manager. All of PACPD must be co-located. Unit does not require ground floor presence ▪ Property Management <p>Volunteer Services</p> <ul style="list-style-type: none"> ▪ Very high level of public interaction ▪ Meet with potential volunteers (near intake not mandatory) ▪ "Back of house" intake near loading dock for volunteers to pick up supplies. <p>Park Permits</p> <ul style="list-style-type: none"> ▪ High interaction with public ▪ Front intake / information desk / Ground floor (clear identification) ▪ Division Chief Director's Office ▪ Internal Call Center <p>Park Information (Marketing)</p> <ul style="list-style-type: none"> ▪ Director's Office ▪ PACPD Chief and administration ▪ Enterprise ▪ Park Planning and Stewardship ▪ PDD
<p>Design Issues & Special Requirements</p>	<p>Partnerships</p> <ul style="list-style-type: none"> ▪ Conference rooms with smartboards and projectors (shared)\ ▪ Utilizes fleet vehicles ▪ Access to copy/print/plotter area (shared) ▪ Some interaction with public <p>Volunteer Services</p> <ul style="list-style-type: none"> ▪ Access to copy/print/plotter area (shared) ▪ High level of public interaction <p>Park Permits</p> <ul style="list-style-type: none"> ▪ Booking and Reservation Office <ul style="list-style-type: none"> • PCI compliant (cash is collected and held) • TV monitors for waiting area • Kid-friendly waiting area

New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> • Minimum of two walk-up windows (one dedicated) ▪ High interaction with public ▪ All CO technicians are represented ▪ 5 dedicated customer parking spaces ▪ After hours/weekend security preferred ▪ Utilizes fleet vehicles <p>Park Information (Marketing)</p> <ul style="list-style-type: none"> ▪ Access to copy/print/plotter area (shared) ▪ Staging/pick-up/drop off area for loading/unloading event materials and publications ▪ Utilizes fleet vehicles ▪ Limited interaction with public
Systems	<ul style="list-style-type: none"> ▪ ACD System (Telephone)
Furniture & Equipment	<p>Partnerships</p> <ul style="list-style-type: none"> ▪ 2 tall lateral files (4' wide) <p>Volunteer Services</p> <ul style="list-style-type: none"> ▪ 3 tall lateral files (4' wide) <p>Park Permits</p> <ul style="list-style-type: none"> ▪ Booking and Reservation Office <ul style="list-style-type: none"> • Storage area within walk-up permit area windows for sports equipment (approximately 10-15 bags similar in size to average bag of golf clubs) • 4-5 vertical file cabinets • Scanner, fax machine (dedicated) • Copy/print area within walk-up permit area windows (internal, could be shared) • Fireproof safe • ACD system (telephone) ▪ Possible self-service kiosk ▪ After hours key-drop <p>Park Information (Marketing)</p> <ul style="list-style-type: none"> ▪ 3 tall lateral files (4' wide) ▪ Storage area for publications, event equipment (chairs, pop-up tents, tables, tablecloths, mobile brochure racks, etc.) located near loading area ▪ Secured storage area for A/V and electronic equipment for events (speakers, podium, microphones, etc.) located near loading area ▪ Self-service information kiosks inn lobby ▪ Specialized graphics and desktop publishing software

Organizational Chart – Parks – Public Affairs and Community Partnerships



Capacity: 24

New Headquarters Office Building POR for M-NCPPC

Department: Parks

2.3.6. Park Development

Mission Statement	<p>To acquire land, design, and construct parks and park facilities in an environmentally sustainable way to meet the needs of the citizens of Montgomery County.</p> <p><u>Administrative Section:</u> To provide internal and external customer support services with a spirit of excellence and productivity. (90% within division, 10% department wide)</p> <p><u>CIP Section:</u> To prepare and administer the Capital Improvement Program (CIP) and the capital budget; manage the State Program Open Space (POS) grants, and procure contracts for major capital projects. Section also assists with the administration of capital grants and prepare Division's operating budget.</p> <p><u>Acquisition Section:</u> To coordinate and manage all matters of acquisition and disposition of parkland, including maintaining land records.</p> <p><u>Design Section:</u> To design parks and individual park facilities with community input; provide technical review of design work by other agencies, developer or partner on parkland; and promote excellence, innovation and sustainability in design.</p> <p><u>Environmental Engineering Section:</u> To design new park facilities and rehabilitation of existing infrastructure; design water resources related restoration/enhancement projects in environmentally sensitive areas; conduct field reviews/inspections of infrastructure; provide technical review of design work by other agencies, developers or partners on parkland; provide technical support to other divisions related to deteriorating infrastructure; provide education support and presentations regarding Parks operations within environmentally sensitive areas; work in field with Construction Section to resolve issues during construction phase of projects.</p> <p><u>Construction Section:</u> To facilitate construction and inspection of Parks' CIP projects and ensure quality construction work by other agencies or private developers on parkland. The Section issues Park Construction Permits for work done by other agencies or private entities that impact parks and coordinates with Park Police on parkland encroachment enforcement.</p> <p><u>Architecture/Design-Build Section:</u> To manage park facility design and design-build projects, including new parks, renovation of existing facilities, and preservation work of historic structures; provide technical review of design work by other agencies, developers, and partners on parkland.</p>
General	<p>Office Hours: 6am-6pm (9am-5pm core) Current Location: Parkside Headquarters</p> <p>Authorized Staff Complement [46]:</p> <ul style="list-style-type: none"> ▪ [1] Chief ([1] Grade K) ▪ [3] Admin ([1] Grade F / [1] Grade CO5 / [1] Grade CO4) ▪ [5] CIP, Procurement and Budget ([1] Grade J / [2] Grade I / [2] Grade H) ▪ [2] Land Acquisition ([1] Grade J / [1] Grade H) ▪ [9] Design ([1] Grade J / [7] Grade I / [1] Grade G) ▪ [7] Environmental Engineering ([1] Grade J / [4] Grade I / [1] Grade G / [1] Grade H) ▪ [14] Construction ([1] Grade J / [6] Grade I / [4] Grade H / [3] Grade F) ▪ [5] Architecture/Design Build ([1] Grade J / [4] Grade I)

New Headquarters Office Building POR for M-NCPPC

	<p>Interns / Flex Staff / Seasonal [5]</p> <ul style="list-style-type: none"> ▪ [2] Interns ([2] Grade F) ▪ [1] ICC Environmental Monitor ([1] Grade H) ▪ [2] WSSC Coordinators ([1] Grade H / G) <p>Additional Staffing Needs [2]:</p> <ul style="list-style-type: none"> ▪ [1] Programmer / Analyst III ([1] Grade I-IT) ▪ [1] Project Manager II/I ([1] Grade I/H)
Capacity	53
Space Types	<ul style="list-style-type: none"> ▪ Private offices ▪ Workstations (cubicle) ▪ Team meeting spaces (internal) ▪ Central file room ▪ TDY Spaces ▪ Mudroom ▪ Design Technicians (G) need similar space as will Grade H
Location/ Adjacency	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> ▪ Park Planning & Stewardship Division staff ▪ All sections in the Division should be located in the same area. ▪ PDD's Design, Environmental Engineering and Construction sections and PPS' Natural Resources Stewardship section and Cultural Resources Stewardship section ▪ The Administrative section is the point of contact for visitors to the building. The section currently manages the Parkside Headquarters' office supply inventory and vehicle fleet. ▪ Frequent meetings with public: Land acquisition, design, construction, and architecture sections. ▪ Frequent internal interaction. <p>Secondary adjacencies:</p> <ul style="list-style-type: none"> • Director's Office, Associate General Counsel staff, and the Forest Ecologist in the Park Planning & Stewardship Division • Construction inspectors work on park permit and encroachment issues and work closely with Associate General Counsel, park region staff and Director's Office, although don't need to be located near these units. • Environmental Engineering section works collectively with PPS Resource Analysis section • Facilities Management
Design Issues & Special Requirements	<ul style="list-style-type: none"> ▪ 2 CO employee, represented ▪ Division also holds occasional public meetings or attends Planning Board meetings in the day and in the evenings. Various staff need access to the building on evenings and on weekends ▪ Central file room in close proximity to work areas for shared project files

New Headquarters Office Building POR for M-NCPPC

	<p>and flat file drawing storage. The existing central file room and plan storage areas are not large enough.</p> <ul style="list-style-type: none"> ▪ The existing central file room has a mobile filing system with six units with ten shelves per unit and will eventually need additional units as projects are completed and closed. The documents could be archived if there is an archive and digital filing policy. ▪ CADD room close to PDD with plotters, large scanners, high-quality graphic plotters, black & white copiers and plotters. Large format paper cutter, layout space for maps and drawings. Storage for paper rolls, ink cartridges and other graphic supplies. (Secure and Parks exclusive) ▪ Library to store product catalogs, books, and materials or product samples. The library could be incorporated into a flexible space or medium-sized meeting room. ▪ Open-style studio/workshop flexible space to be used for day-to-day discussions, design charities, and casual gatherings or meetings. This “door-free” open work space should be flexible and include a large work area and ample wall space for pinning up drawings. It could be part of other shared areas or a flexible TDY space for consultants or park employees from other offices. ▪ Large volume printing projects are outsourced, admin does internal publication services. ▪ The inspectors currently share a common office space of 15’ x 13’. They need to have individual offices with a small common team area. ▪ Survey staff needs 4 work stations with a small common team area, and a 10x10 secure equipment storage area with multiple outlets and shelving.
<p>Systems</p>	<ul style="list-style-type: none"> ▪ PDD manages the fleet vehicle system ([10] vehicles) for Parks. [8] Additional vehicles are assigned to various positions.
<p>Furniture & Equipment</p>	<p>Office</p> <ul style="list-style-type: none"> ▪ Design, Environmental, and Architecture individual offices: large computer monitors, layout tables for large format drawings, file cabinets, bookshelves and an extra chair for visitors ▪ Project managers, construction managers and design technicians should have work spaces that include double large computer monitors, a large enough (and deep enough) table immediately adjacent to the computer to lay out large format maps and working construction documents, and space for a phone nearby. Each space should include a file cabinet and a bookcase, as well as room for rolled drawing storage. Partitions between individual workspaces should allow for space to pin up drawings or images but not block views across the entire office space. It would be ideal if there was some flexibility in the design of each work space to accommodate individual preferences for drafting tables or extended desktop space. ▪ Supervisors of the design, environmental engineering and construction units require space for a large computer monitor, a large enough (and deep enough) table immediately adjacent to the computer to lay out large format drawings and space for a phone nearby. Work areas should include ample file storage space, bookshelves and several chairs for small meetings.

New Headquarters Office Building POR for M-NCPPC

General Team Space

- Standing files
- Flat files (file storage room)
- Storage space for equipment and contract file/bid proposals (secure)
- Graphic room
- Copy room (shared)
- Staging area for deliveries (internal)

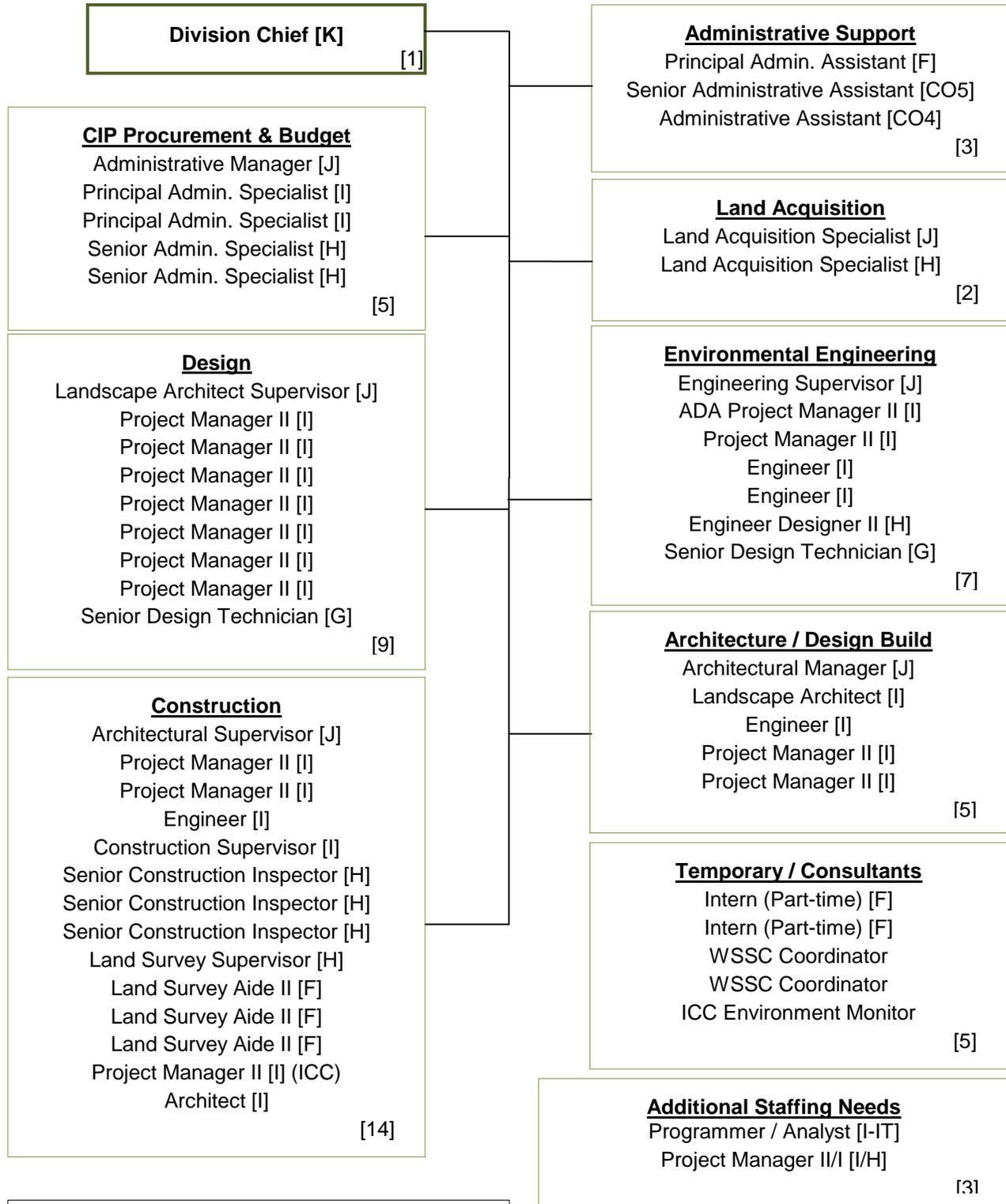
Conference

- [3] Small, Medium, and Large (shared)
- Possible multipurpose room
- Executive Conference room [<50 people] (shared)

Public Area/Other

- Possible awards case in reception area
- Possible storage area near loading dock
- Mudroom near loading dock/parking
- Space for office supplies inventory: should be easily accessible to the front receptionist area of Park Development, but it's not necessary to have all of the cabinets in close proximity to the front receptionist area
- Employee Lounge
- Shared Production Equipment (printers, plotters, copiers, etc.)

Organizational Chart – Parks – Park Development



Capacity: 53

New Headquarters Office Building POR for M-NCPPC

Department: Parks

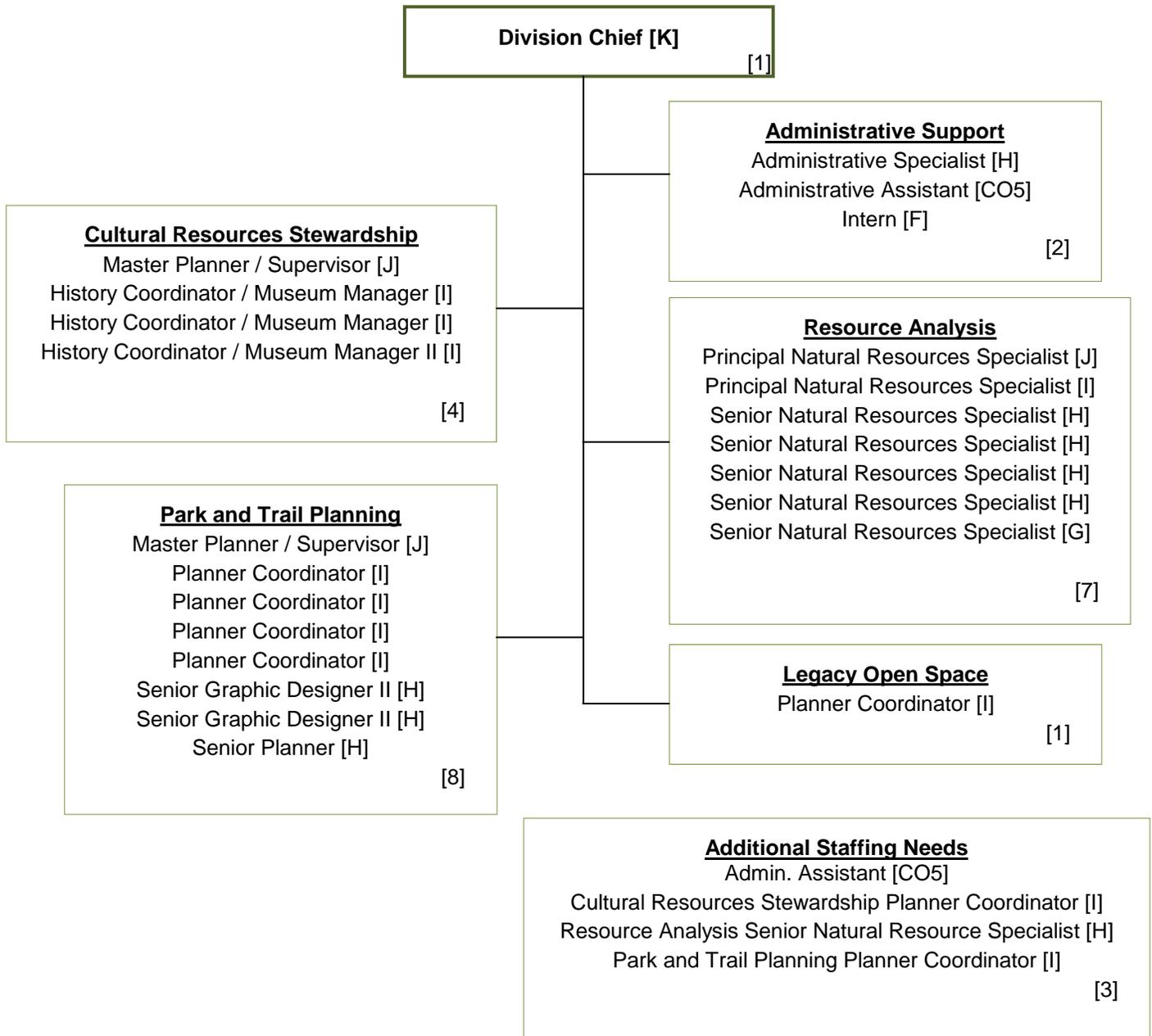
2.3.7. Park Planning and Stewardship

Mission Statement	To achieve the right balance of recreation and stewardship through a comprehensive park and trail planning program that is closely aligned with management and protection of our county's best natural and cultural resource on parkland.
General	<p>Office Hours: 6:30am – 8:00pm Current Location: Parkside Headquarters</p> <p>Authorized Staff Complement [23]:</p> <ul style="list-style-type: none"> ▪ [1] Chief ([1] Grade K) ▪ [2] Admin ([1] Grade H / [1] Grade CO5) ▪ [4] Cultural Resources Stewardship ([1] Grade J / [3] Grade I) ▪ [7] Resource Analysis ([1] Grade J / [1] Grade I / [4] Grade H / [1] Grade G) ▪ [8] Park and Trail Planning ([1] Grade J / [4] Grade I / [3] Grade H) ▪ [1] Legacy Open Space ([1] Grade I) <p>Intern / Flex Staff / Seasonal [1]:</p> <ul style="list-style-type: none"> ▪ [1] Intern ([1] Grade F) <p>Additional Staffing Needs [4]:</p> <ul style="list-style-type: none"> ▪ [1] Admin Assistant ([1] Grade CO5) ▪ [1] Cultural Resources Stewardship Planner Coordinator ([1] Grade I) ▪ [1] Resource Analysis Senior Natural Resource Specialist ([1] Grade H) ▪ [1] Park and Trail Planning Planner Coordinator ([1] Grade I)
Capacity	28
Space Types	<ul style="list-style-type: none"> ▪ Closed Office ▪ Workstation (cubicle) ▪ Team workspace ▪ Storage room ▪ Lab
Location/ Adjacency	<p>Required/Preferred Adjacencies: (desired order of priority)</p> <ul style="list-style-type: none"> ▪ All divisions within Park Planning and Stewardship Division ▪ Aquatics lab requires exterior access ▪ Park development division and director's office ▪ Trail Planning ▪ Volunteer Services ▪ Facilities Management ▪ Management Services
Design Issues &	<ul style="list-style-type: none"> ▪ 1 admin and 1 future represented employee. No separation stated.

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Special Requirements	<ul style="list-style-type: none"> ▪ 2 TDY spaces for interns required ▪ No more than one day of telework at a time ▪ Multiple high-end GIS and graphic program users ▪ No direct access to public needed ▪ Possible auditorium? ▪ Possible outdoor flexible space to showcase sports/fitness/trends as revolving exhibits ▪ Ability to educate public with learning/media/info space near intake ▪ Clear demarcation of each department to public ▪ Possible large meeting room accessible after hours, separate from main office area. ▪ Large areas for maps to be pinned up for short and long-term.
Systems	<ul style="list-style-type: none"> ▪ Wi-Fi throughout
Furniture & Equipment	<p>Office</p> <ul style="list-style-type: none"> ▪ Team workspace to layout documents/maps ▪ Conference space with large maps ▪ Central reference Library <p>Conference</p> <ul style="list-style-type: none"> ▪ [2] small ([1] dedicated), [1] medium, [1] large ▪ SMART board <p>Public Area/Other</p> <ul style="list-style-type: none"> ▪ [1] fleet vehicle (truck) assigned ▪ Aquatics Lab (secure) (exterior access and ventilation needed) ▪ Equipment storage room (secure) ▪ Central reference Library ▪ Loading Dock Storage (volunteer equipment storage) ▪ File cabinets (6)- 3' x 2' x 6' (ht.) ▪ Book cases (3) ▪ Lateral Files (2) – 3.5' x 4.5' x 1.5' (ht.)

Organizational Chart – Parks – Park Planning and Stewardship



Capacity: 28

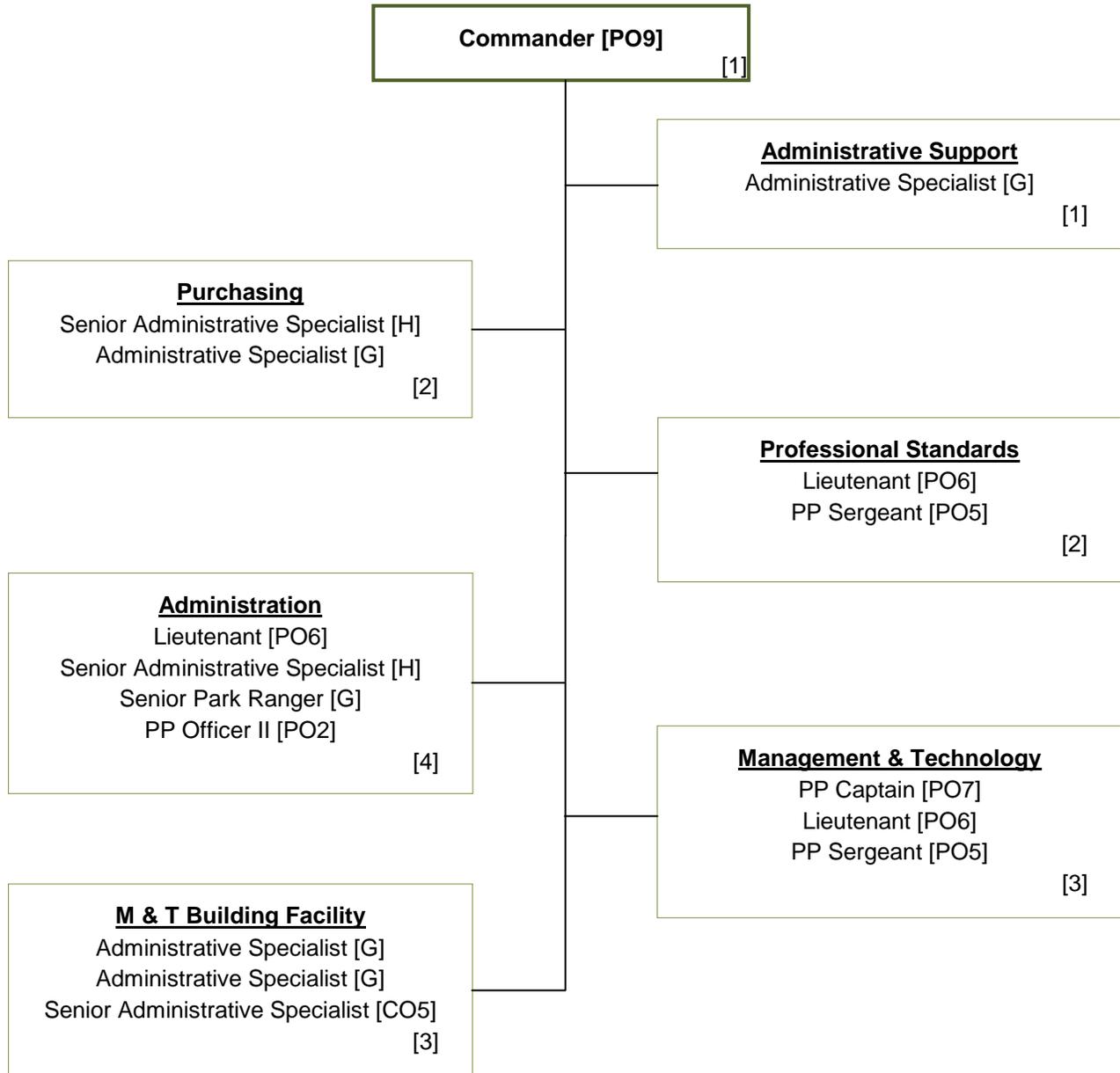
New Headquarters Office Building POR for M-NCPPC

Department: Parks

2.3.8. Park Police

Mission Statement	To provide quality police services through the prevention, detection, investigation of crime, and prosecution of criminals while providing a safe and enjoyable recreational environment. Park Police operate 24-hours a day, seven days a week throughout the park system of Montgomery County. The highly-visible patrol unit polices parkland 24 hours a day by car, foot, or bicycle.
General	Office Hours: 8:30am - 5:00pm Current Location: Saddlebrook Authorized Staff Complement [16]: <ul style="list-style-type: none"> ▪ [1] Commander ([1] Grade PO9) ▪ [1] Admin Support ([1] Grade G) ▪ [2] Purchasing ([1] Grade H / [1] Grade G) ▪ [2] Professional Standards ([1] Grade PO6 / [1] Grade PO5) ▪ [4] Administration ([1] Grade PO6 / [1] Grade H / [1] Grade G / [1] Grade PO2) ▪ [3] Management & Technology ([1] Grade PO7 / [1] Grade PO6 / [1] Grade PO5) ▪ [3] M & T Building Facility ([1] Grade CO5 / [2] Grade G)
Capacity	16
Space Types	<ul style="list-style-type: none"> ▪ Closed Office ▪ Workstation ▪ Secure Storage ▪ Med - Large conference room (shared outside of hard line)
Location/ Adjacency	Required/Preferred Adjacencies: <ul style="list-style-type: none"> ▪ Must have Secured space for entire division (hardline)
Design Issues & Special Requirements	<ul style="list-style-type: none"> ▪ Small conference room within division space. ▪ Temporary duty (TDY) workstation for local officer to use.
Furniture & Equipment	<ul style="list-style-type: none"> ▪ Standard office furniture and equipment.

Organizational Chart – Parks – Park Police



Capacity: 16

New Headquarters Office Building POR for M-NCPPC

Department: Parks

2.3.9. M-NCPPC Federal Credit Union

Mission Statement	N/A
General	Office Hours: 8:30am - 4:00pm Current Location: Saddlebrook Authorized Staff Complement [1]: <ul style="list-style-type: none"> ▪ [1] UC
Capacity	1
Space Types	<ul style="list-style-type: none"> ▪ Currently operates within a large room (220+ s.f.) with a customer transaction window ▪ Secure Storage
Location/ Agency	Required/Preferred Adjacencies: <ul style="list-style-type: none"> ▪ Accessible to M-NCPPC employees
Design Issues & Special Requirements	<ul style="list-style-type: none"> ▪ PCI compliance ▪ Secure transaction window ▪ Small meeting space with a table/chairs for customer consultation and loan application
Furniture & Equipment	<ul style="list-style-type: none"> ▪ Standard office furniture and equipment. ▪ Fireproof file storage

2.4. Planning Department

The Planning Department, under the direction of the Montgomery County Planning Board, manages physical growth, plans communities, protects open space and provides stewardship of natural, cultural and historic resources for Montgomery County. Subject to review and approval by the County Council, the Planning Department's work program focuses on current development trends, emerging land-use trends and issues, and monitoring economic changes in the County.

Consistent with County and state policies, the Department strives to ensure that smart growth practices are incorporated in all aspects of planning and that development is balanced with protection of open space, historic resources, and environmental resources. The Planning Department pursues its statutory work to ensure that Montgomery County makes the best uses of its resources. Planning Department staff provides recommendations, information, analysis and services to the Montgomery County Planning Board, the County Council, the County Executive, other government agencies, and the general public.

Organization

The Department operates in multi-disciplinary geographic teams with regulatory as well as community planning functions. This creates better integration and flexibility, and leads to faster and more balanced decision-making. Divisions include (mission statements for each are included in the pages that follow):

- Planning Area 1 – Communities between the Beltway's inner loop and the District of Columbia boundary
- Planning Area 2 – Communities along the I-270 Corridor, and East County
- Planning Area 3 – Agricultural Reserve and Rural | Suburban Communities
- Development Applications and Regulatory Coordination Division
- Functional Planning and Policy Division
- Center for Research and Information Services
- Office of the Planning Director/Planning Policy and Special Projects
- Management and Technology Services Division

Existing Headquarters

The Montgomery Regional Office (MRO) building, has been home to the Commissioners' Office and Planning Department since the oldest section of the structure was constructed in 1953. An addition to the original structure was erected in the 1980s that expanded the building to its current size, approximately

New Headquarters Office Building POR for M-NCPPC

42,500 square feet. More recently, the building underwent a number of interior renovations to accommodate staff reorganizations and to better utilize available interior space.

The Montgomery Regional Office (MRO) building, located at 8787 Georgia Avenue in Silver Spring, has been home to the Commissioners' Office and Planning Department since the oldest section of the structure was constructed in 1953. An addition was built in the late 1970s that expanded the building to its current size, approximately 42,500 square feet. More recently, the building underwent a number of interior renovations to accommodate staff reorganizations and to better utilize available interior space. There are currently about 156 employees working at the headquarters facility.

Staff Complement at New Headquarters Building

All Planning staff and public functions currently located at the MRO facility will be relocated to the new headquarters building.

Space Program Analysis

The needs of the staff and their associated work programs were analyzed in the following section. A Program Worksheet was prepared for individual Divisions to identify their particular space and function needs.

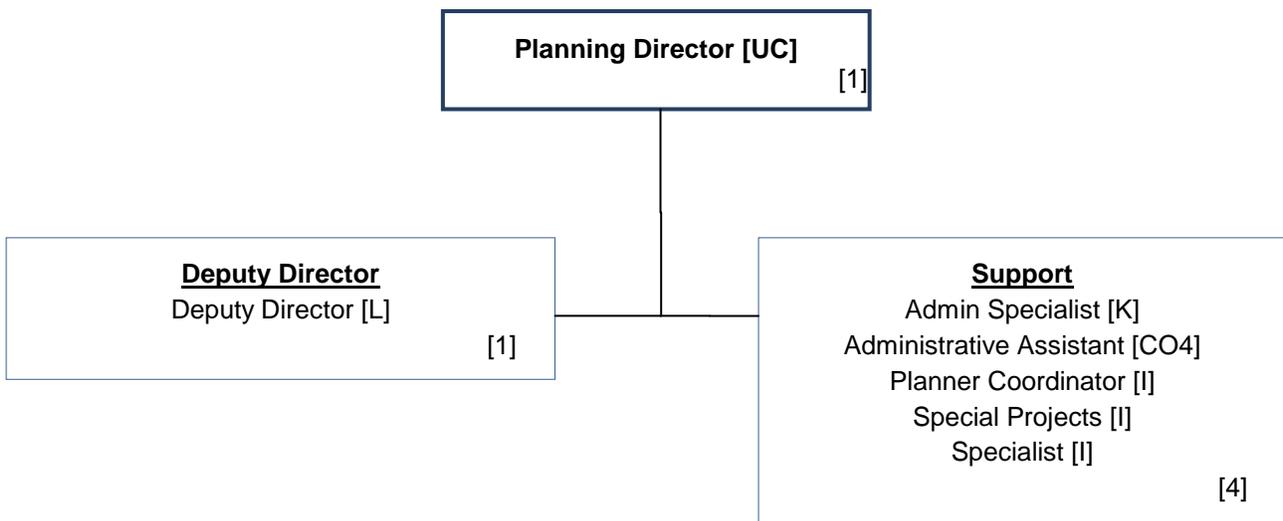
New Headquarters Office Building POR for M-NCPPC

Department: Planning

2.4.1. Director's Office

Mission Statement	To provide leadership and executive oversight for the Planning Department's work program, policy, procedures and strategic planning. Activities include liaison, coordination and communication with Montgomery County officials and local and regional government agencies. The Director is responsible for a semi-annual report to the County Council on the Planning Department's progress on the approved work program.
General	Office Hours: 8:00am – 5:00 pm Current Location: MRO Authorized Staff Complement [6]: <ul style="list-style-type: none"> ▪ [1] Director ([1] Grade UC) ▪ [1] Deputy Director ([1] Grade L) ▪ [1] Admin Specialist ([1] Grade K) ▪ [1] Admin Assist. ([1] Grade CO4) ▪ [1] Specialist ([1] Grade I) ▪ [1] Special Projects ([1] Grade I)
Capacity	6
Space Types	<ul style="list-style-type: none"> ▪ Private offices ▪ Workstations ▪ Waiting area ▪ Large conference room (shared) ▪ Medium Conference room (dedicated)
Location/ Adjacency	Required/Preferred Adjacencies: <ul style="list-style-type: none"> ▪ Near chair's office ▪ Near Planning Dept.
Design Issues & Special Requirements	<ul style="list-style-type: none"> ▪ One assigned vehicle ▪ 30 Person Multifunction space ▪ Community garden / green space ▪ Secure departure of staff (building)
Furniture & Equipment	Office <ul style="list-style-type: none"> ▪ Fax/Copy/Print (shared) ▪ Panic button at director and deputy desk

Organizational Chart – Planning – Director’s Office



Capacity: 6

New Headquarters Office Building POR for M-NCPPC

Department: Planning

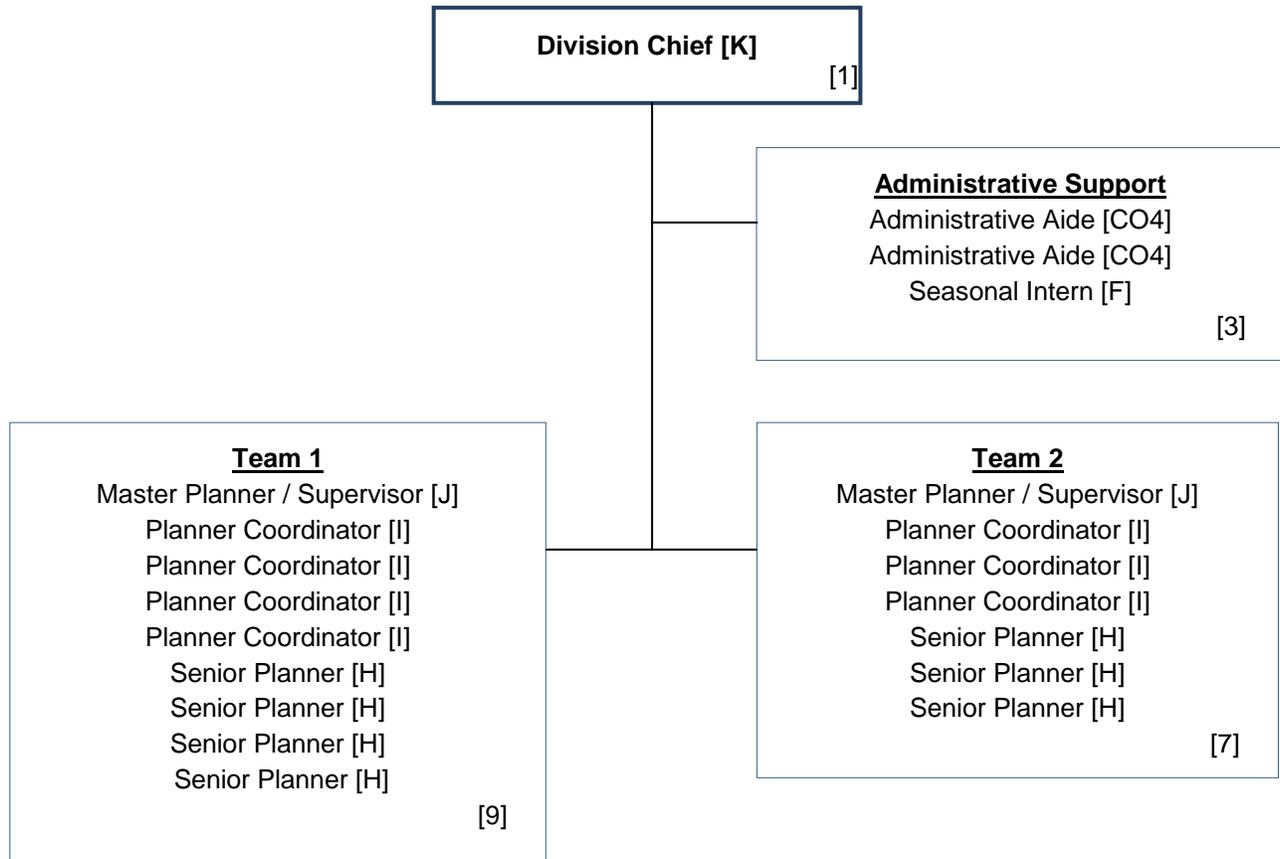
2.4.2. Area 1

Mission Statement	<p>To provide area planning and regulatory review of development applications for communities located between the Capital Beltway and the District Of Columbia border.</p> <p>Activities include development and implementation of Master and Sector Plans – local area amendments to the regional General Plan – that provide detailed land use and zoning recommendations for specific areas of the County; and review of development applications for consistency with adopted master plans, environmental impacts, design quality, and availability of public facilities.</p>
General	<p>Office Hours: 7:00am – 5:30 pm Current Location: MRO</p> <p>Authorized Staff Complement [19]:</p> <ul style="list-style-type: none"> ▪ [1] Chief ([1] Grade K) ▪ [2] Administrative Aide ([2] Grade CO4) ▪ [2] Master / Planner Supervisor ([2] Grade J) ▪ [7] Planner / Coordinator ([7] Grade I) ▪ [7] Senior Planner ([7] Grade H) <p>Interns / Flex Staff / Seasonal [1]:</p> <ul style="list-style-type: none"> ▪ [1] Seasonal Intern ([1] Grade F)
Capacity	20
Space Types	<ul style="list-style-type: none"> ▪ Private office ▪ Open office workstations ▪ Conference (shared) – [1] large and [1] medium ▪ Equipment storage closet ▪ Internal team workspace ▪ Internal workroom? (space to leave plans up for extended periods) ▪ Training space (shared)
Location/ Adjacency	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> ▪ Area 2 & Area 3 ▪ DARC ▪ Interaction with public by appointment
Design Issues & Special Requirements	<ul style="list-style-type: none"> ▪ Chief office to be STC rated, but near staff with admin aide. ▪ Large shared conference rooms. ▪ Area 1 workroom (need for extended display/presentations to be left up). ▪ Printers/fax machine and lockable supply cabinets to be centrally located in general team area, near light table. ▪ Workstations to have high panels to reduce noise. ▪ Possible future addition of 2-4 staff members and 2 interns. ▪ Large map used frequently, possibly near team space

New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> ▪ Central filing system (department wide) ▪ Possible acquisition of additional monitors, and possible virtual modeling equipment. ▪ [4] Additional TDY space is requested for outside agency representatives (DRC) who need a space to work beyond meeting times. ▪ Telework is expected to increase
<p>Furniture & Equipment</p>	<p>Conference/Meeting:</p> <ul style="list-style-type: none"> • SmartBoard • Projector <p>Internal:</p> <ul style="list-style-type: none"> • Equipment Storage (secure) – cameras, light meters, field equipment (near loading dock) • Internal file storage (currently an entire cubicle’s worth) • Rolled plan (tube) storage, board storage, and standard file storage • Equipment Storage (Secure) – cameras, light meters, field equipment (near loading dock) • Internal file Storage (currently an entire cubicle’s worth) • Rolled plan (tube) storage, board storage, and standard file storage. <p>Public Area/Other:</p> <ul style="list-style-type: none"> • Printers (shared) • Lockable supply cabinets • Fax machines • Light table (shared)

Organizational Chart – Planning – Area 1



Capacity: 20

New Headquarters Office Building POR for M-NCPPC

Department: Planning

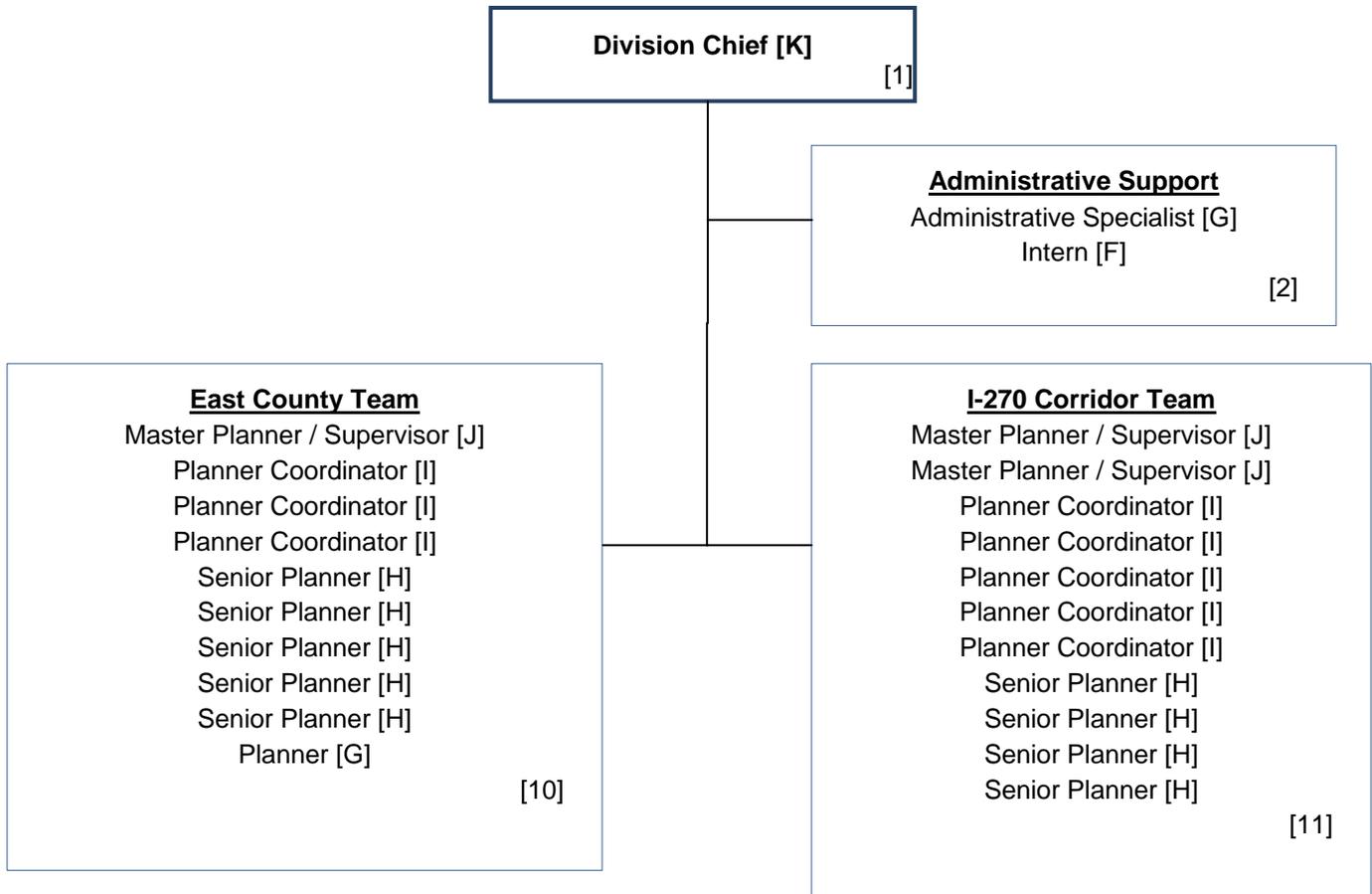
2.4.3. Area 2

Mission Statement	<p>To provide area planning and regulatory review of development applications for communities located along the I-270 corridor (up to Gaithersburg), and at the Eastern part of the County.</p> <p>Activities include development and implementation of Master and Sector Plans – local area amendments to the regional General Plan – that provide detailed land use and zoning recommendations for specific areas of the County; and review of development applications for consistency with adopted master plans, environmental impacts, design quality, and availability of public facilities.</p>
General	<p>Office Hours: 7:00 am - 6:30 pm Current Location: MRO</p> <p>Authorized Staff Complement [23]:</p> <ul style="list-style-type: none"> ▪ [1] Chief ([1] Grade K) ▪ [1] Administrative ([1] Grade G) ▪ [10] East County Team ([1] Grade J / [3] Grade I / [5] Grade H / [1] Grade G) ▪ [11] I-270 Team ([2] Grade J / [5] Grade I / [4] Grade H) <p>Interns / Flex Staff / Seasonal [1]:</p> <ul style="list-style-type: none"> • [1] Intern ([1] Grade F)
Capacity	24
Space Types	<ul style="list-style-type: none"> ▪ Private office ▪ Open office workstations ▪ Conference (shared) – [1] large and [1] medium ▪ Reception area in Area 2 suite ▪ Employee lounge (Building) ▪ Coat closet (Building) ▪ Equipment storage closet ▪ General team area
Location/ Adjacency	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> ▪ Area 1 & Area 3 ▪ Development Applications and Regulatory Coordination Division (DARC) ▪ Functional Planning
Design Issues & Special Requirements	<ul style="list-style-type: none"> ▪ Chief's office to be STC rated and located near Administrative. ▪ Large shared conference rooms. ▪ Area 2 workroom (need for extended display/presentations to be left up). ▪ Printers/fax machine and lockable supply cabinets to be centrally located in general team area, near light table.

New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none">▪ Work space and waiting space for external agency staff.▪ Workstations to have high panels to reduce noise.▪ Possible future addition of [2] staff members and [1] intern.▪ Large map used frequently, possibly near team space
Furniture & Equipment	<p>Conference/Meeting:</p> <ul style="list-style-type: none">▪ SmartBoard▪ Projector <p>Public Area/Other:</p> <ul style="list-style-type: none">▪ Printers▪ Lockable supply cabinets▪ Hanging files [13]▪ Fax machines▪ Light table (shared)

Organizational Chart – Planning – Area 2



Capacity: 24

New Headquarters Office Building POR for M-NCPPC

Department: Planning

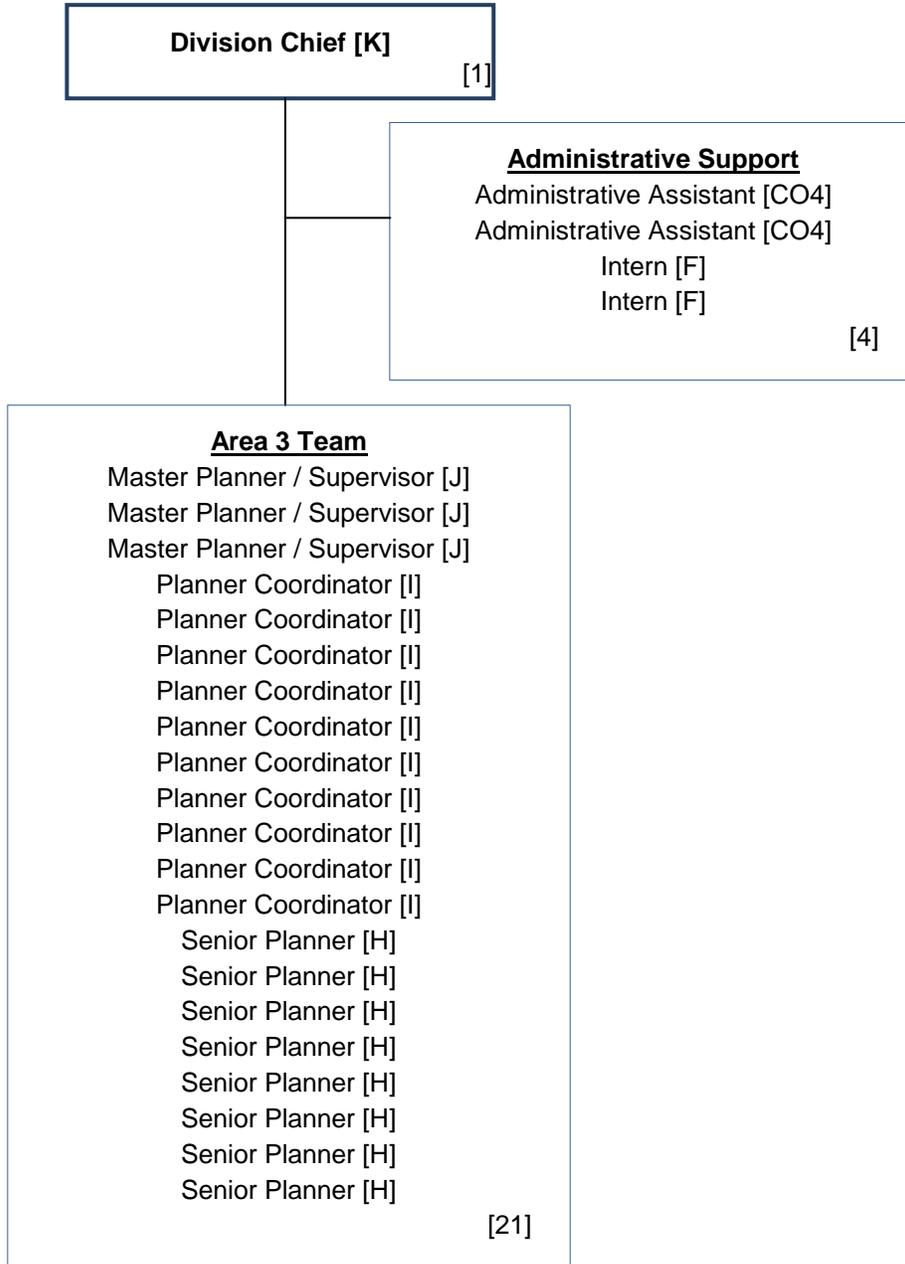
2.4.4. Area 3

Mission Statement	<p>To provide area planning and regulatory review of development applications for communities located within the Agricultural / Rural areas, and suburban communities along the eastern and western boundaries of the county.</p> <p>Activities include development and implementation of Master and Sector Plans – local area amendments to the regional General Plan – that provide detailed land use and zoning recommendations for specific areas of the County; and review of development applications for consistency with adopted master plans, environmental impacts, design quality, and availability of public facilities.</p>
General	<p>Office Hours: 8:00am – 6:30 pm Current Location: MRO</p> <p>Authorized Staff Complement [24]:</p> <ul style="list-style-type: none"> • [1] Chief ([1] Grade K) • [2] Admin. Assistant ([2] Grade CO4) • [3] Planner Supervisors ([3] Grade J) • [10] Planner / Coordinators ([10] Grade I) • [8] Senior Planners ([8] Grade H) <p>Interns / Flex Staff / Seasonal [2]:</p> <ul style="list-style-type: none"> • [2] Interns ([2] Grade F)
Capacity	26
Space Types	<ul style="list-style-type: none"> ▪ Private office ▪ Open office workstations ▪ Conference (shared) – [1] large and [1] medium ▪ Equipment storage closet ▪ Internal team workspace ▪ Internal workroom? (space to leave plans up for extended periods) ▪ Training space (shared)
Location/ Adjacency	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> ▪ Area 1 & Area 2 ▪ DARC ▪ Interaction with public by appointment
Design Issues & Special Requirements	<ul style="list-style-type: none"> ▪ Chief office to be STC rated, but near staff with admin aide. ▪ Large shared conference rooms. ▪ Area 1 workroom (need for extended display/presentations to be left up). ▪ Printers/fax machine and lockable supply cabinets to be centrally located in general team area, near light table. ▪ Workstations to have high panels to reduce noise.

New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> ▪ Possible future addition of [2-4] staff members and [2] interns. ▪ Large map used frequently, possibly near team space. ▪ Central filing system (department wide). ▪ Possible acquisition of additional monitors, and possible virtual modeling equipment. ▪ [4] Additional TDY space is requested for outside agency representatives (DRC) who need a space to work beyond meeting times. ▪ Telework is expected to increase. ▪ [1] represented employee (admin. assistant) - no separation needed or desired. ▪ Additional desired spaces in proximity to Area 3 include: restrooms and space for new mothers, space for cell phone use for visitors, informal meeting space for visitors. ▪ Dedicated stair access for employees desired.
<p>Furniture & Equipment</p>	<p>Conference/Meeting:</p> <ul style="list-style-type: none"> ▪ SmartBoard ▪ Projector <p>Internal:</p> <ul style="list-style-type: none"> ▪ Equipment storage (secure) – cameras, light meters, field equipment (near loading dock?) ▪ Internal file storage (currently an entire cubicle's worth) ▪ Rolled plan (tube) storage, board storage, and standard file storage <p>Public Area/Other:</p> <ul style="list-style-type: none"> ▪ Printers (shared) ▪ Lockable supply cabinets ▪ Fax machines ▪ Light table (shared) ▪ Shared display space ▪ Possible resource library

Organizational Chart – Planning – Area 3



Capacity: 26

New Headquarters Office Building POR for M-NCPPC

Department: Planning

2.4.5. Center for Research and Information Services

Mission Statement	To provide research and analysis in support of the agency's planning goals, and to promote an understanding of County land development and its associated socio-economic change.
General	<p>Office Hours: 6:30 am – 6:30 pm Current Location: MRO</p> <p>Authorized Staff Complement [18]:</p> <ul style="list-style-type: none"> ▪ [1] Division Chief ([1] Grade K) ▪ [1] Admin. ([1] Grade CO4) ▪ [8] GIS ([2] Grade J / [2] Grade I-IT / [2] Grade H-IT / [1] Grade G-IT / [1] Grade F) ▪ [8] Research ([3] Grade J / [2] Grade I / [2] Grade H / [1] Grade G) <p>Interns / Flex Staff / Seasonal [3]:</p> <ul style="list-style-type: none"> • [3] Interns ([3] Grade F)
Capacity	21
Space Types	<ul style="list-style-type: none"> ▪ Large Work Room (dedicated, 18 persons) ▪ Sound Proof Printer Area ▪ Small Research Library (shared) ▪ GIS Training Room (shared) ▪ Map Storage ▪ Kitchenette
Location/ Adjacency	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> ▪ GIS personnel should be grouped together. ▪ Research personnel should be grouped together. ▪ CRIS has most interaction with the community based planning teams.
Design Issues & Special Requirements	<ul style="list-style-type: none"> ▪ Anticipates 3 additional interns/temporary staff in the next 10-15 years, requiring workstations and computers. ▪ Department must be secure and have key/card access. ▪ Quiet environment essential for primary duties of analysis and software development. Would prefer a more “closed”/private environment. ▪ At least 1 shared workstation for computers with Specialized Software and Equipment (Test servers, access to aerial imagery, image processing software, computer repair, etc.) <ul style="list-style-type: none"> ▪ Sound proof printer area to house 60” plotters. ▪ Small research library should have computers and tables for reviews that are accessible to the public. ▪ Natural light available to all staff. ▪ Workstation desk to be situated so that occupant faces entry.

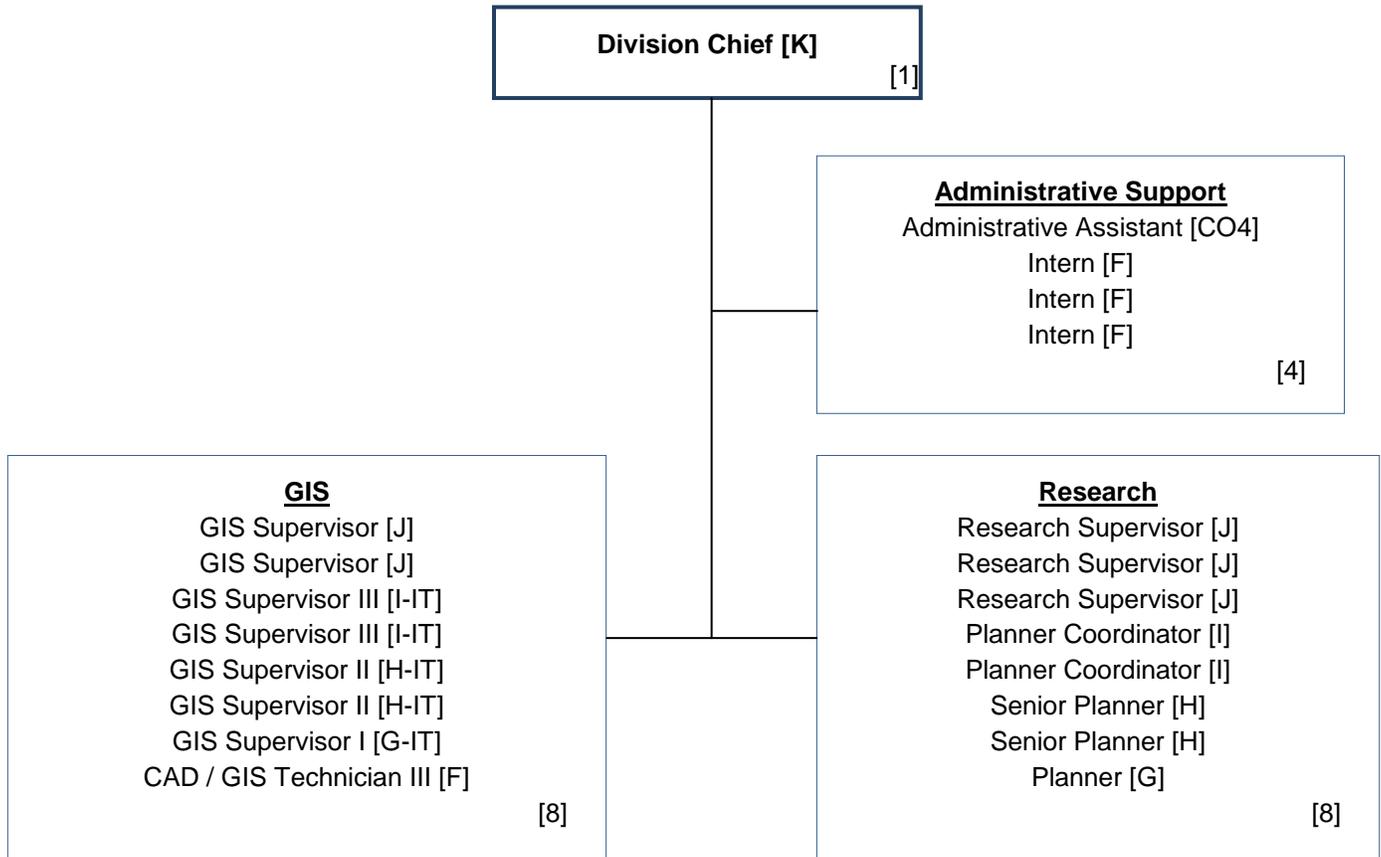
New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> ▪ Map Storage should be close to library. ▪ Group space to cut and prep paper maps. ▪ “Conversation Nook” in corridor or open work area, where noise won't disrupt those in workstations. ▪ Small Conference Room to also be used for cell phone use and as lactation room. ▪ GIS Training Room and Large Conference Room can serve as dual function if needed. ▪ Workstation space is needed to accommodate 3-4 temporary workers/interns. ▪ Server Room should be secure and temperature controlled.
<p>Systems</p>	<ul style="list-style-type: none"> ▪ Computer-based Training System ▪ Teleconference System ▪ Specialized Software System ▪ Audio/Visual System ▪ Department Controlled Network/Domain
<p>Furniture & Equipment</p>	<p>Office</p> <ul style="list-style-type: none"> ▪ Chief Office: Whiteboard, lockable cabinets, map display, small work/conference table w/ 2-4 chairs ▪ Research and GIS Managers Office's: Whiteboard, lockable cabinets, map display ▪ Staff Workstation: dual monitor/PC boxes/network drops, guest chair <ul style="list-style-type: none"> • Research Staff to receive additional storage <p>Large Conference</p> <ul style="list-style-type: none"> ▪ Projector ▪ Computer ▪ Wi-Fi ▪ Paper Map Display ▪ Audio/Visual Equipment ▪ Computer-based Training System Equipment ▪ Teleconference Equipment <p>Research Library</p> <ul style="list-style-type: none"> ▪ Computers ▪ Review Tables ▪ 4-6 Bookcases <p>GIS Training Room</p> <ul style="list-style-type: none"> ▪ 8-12 Computers ▪ Projector ▪ Wi-Fi ▪ Paper Map Display ▪ Audio/Visual Equipment ▪ Computer-based Training System Equipment ▪ Teleconference Equipment <p>Staff Lounge</p> <ul style="list-style-type: none"> ▪ Couches <p>General</p> <ul style="list-style-type: none"> ▪ Storage ▪ Files

New Headquarters Office Building POR for M-NCPPC

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| | <ul style="list-style-type: none">▪ Secure Storage for Laptops, Projectors, Drives, GIS Units Server Room <ul style="list-style-type: none">▪ 5-6 Server Racks |
|--|--|

Organizational Chart – Planning – Center for Research and Analysis



Capacity: 21

New Headquarters Office Building POR for M-NCPPC

Department: Planning

2.4.6. Development Applications and Regulatory Coordination

Mission Statement	<p>To manage all aspects of the intake of development applications, including noticing, street addressing, building permit sign-off, and plat review/recordation, and keeping accessible records that follow the life of the application from initial submittal to approval, enforcement, and bonds release. The division also chairs the Development Review Committee,</p> <p>Activities also include managing the Information Desk and providing the public with access to current and historic development application records, zoning maps, plats, and departmental publications. DARC also administers the Forest Conservation Inspection and Enforcement program.</p>
General	<p>Office Hours: 6 am – 6 pm Current Location: MRO</p> <p>Authorized Staff Complement [23]:</p> <ul style="list-style-type: none"> ▪ [1] Chief ([1] Grade K) ▪ [2] Supervisor ([2] Grade J) ▪ [3] Administrative Assistant ([1] Grade CO6 / [2] Grade CO5) ▪ [7] Planning Technician ([5] Grade G / [2] Grade F) ▪ [4] Inspector ([4] Grade H) ▪ [2] Senior Planner ([2] Grade H) ▪ [2] Planning Coordinator ([2] Grade I) ▪ [2] GIS Technician ([1] Grade G-IT / [1] Grade F) <p>Interns / Flex Staff / Seasonal [1]:</p> <ul style="list-style-type: none"> • [1] Intern ([1] Grade F) <p>Additional Staffing Needs [2]:</p> <ul style="list-style-type: none"> ▪ [1] Planning Technician ([1] Grade G) ▪ [1] Senior Planner ([1] Grade H)
Capacity	26
Space Types	<ul style="list-style-type: none"> ▪ Private Office ▪ Open Office Workstations ▪ Information Counter <ul style="list-style-type: none"> • Public Work Research Area included • Waiting Area ▪ Small Conference Room
Location/ Agency	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> ▪ DARC interacts with all divisions, but mostly with Areas 1, 2 & 3. The interaction with Functional Planning and Policy (FFP) and Management Services is limited to the intake of all documents and logging files. The Research Division does provide technical support to some staff

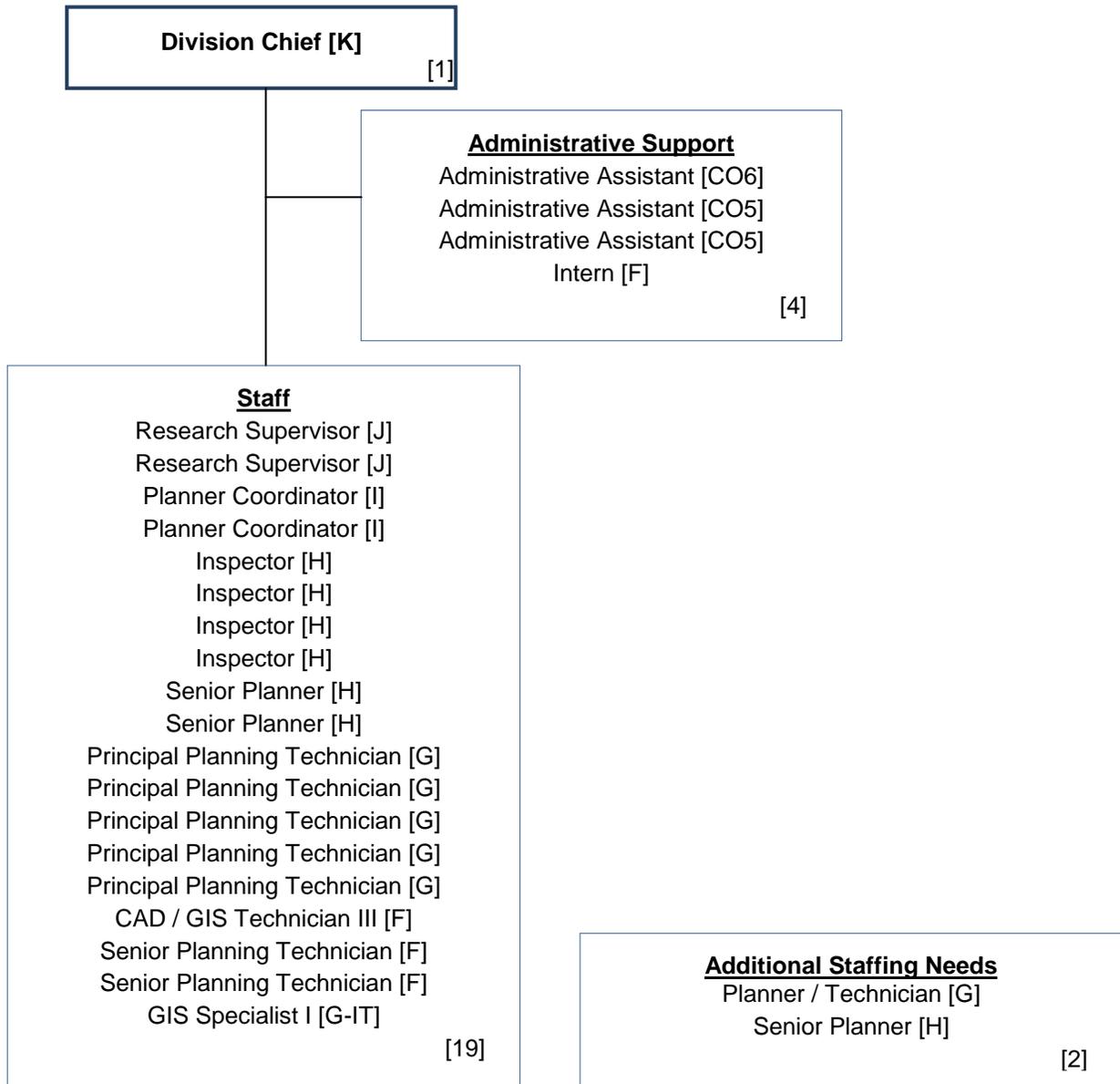
New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> members and maintains databases and GIS. ▪ DARC staff who conduct the intake of plans should be grouped together. ▪ Staff who reviews plats should be grouped together. ▪ Inspectors should be grouped together. ▪ The Information counter should be easily accessible to the public, without disrupting other divisions. ▪ Anticipates more interaction between the historic planning section and the information counter. ▪ 1 Administrative Assistant to be adjacent to Chief. Other 2 Administrative Assistants to be adjacent to print/scan/file area. ▪ Separate public research area and internal TDY space.
<p>Design Issues & Special Requirements</p>	<ul style="list-style-type: none"> ▪ Anticipates 5 additional staff in the next 15 years ([3] intake / [2] Senior planners) . ▪ Information Counter should follow ADA requirements and include: Microfiche readers with designated file space, terminals, hard copy records, sectional map amendment storage, publication sales and reference hard copies, location for the drop off of plans and other documents. ▪ Historical Records filing systems and storage should be in an enclosed, limited access area. ▪ General work area is to include plan/drawing assembly area. ▪ Work/research area for public use should be located near Information Counter. ▪ Possible combination team space for meetings and production. ▪ Each inspector has an assigned fleet vehicle [4]. ▪ Possible drop off area ▪ More storage is needed, vault size to increase significantly ▪ Approx. 25% anticipated extra storage space needed.
<p>Systems</p>	<ul style="list-style-type: none"> ▪ Wi-Fi throughout

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Furniture & Equipment	<p>Office/Workstation</p> <ul style="list-style-type: none">▪ Lockable Storage (position specific)▪ Large-file scanners (position specific) <p>Information Counter</p> <ul style="list-style-type: none">▪ Microfiche Reader (ADA)▪ Terminals▪ Files/Storage▪ Large Printers/Plotters▪ Kiosks (ADA)▪ Workstations▪ Public Copier▪ Safe▪ Cash Register <p>Historical Records Area (secure)</p> <ul style="list-style-type: none">▪ Vault – Plats and other permanent record storage▪ Flat files/storage plats sized 24" x 18"▪ Moveable space-saver files▪ Storage for:<ul style="list-style-type: none">- Old zoning map storage- Book storage (books will be archived after being replaced by GIS terminal – part of permanent record)- Master Plan Archives (copies of previous plans)- Development Plans of record- Environmental Maps and old Environmental Division microfiche records (FEMA)- Hanging File System (10-12 rows) <p>General Work Area</p> <ul style="list-style-type: none">▪ Small and Large Scale Printers/scanner stations▪ Light Table (shared)▪ Lockable Storage▪ Flat Files▪ Hanging files▪ Small conference room (exclusive) <p>Pantry</p> <ul style="list-style-type: none">▪ Microwave▪ Refrigerator
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Organizational Chart – Planning – Development Applications and Regulatory Coordination



Capacity: 26

New Headquarters Office Building POR for M-NCPPC

Department: Planning

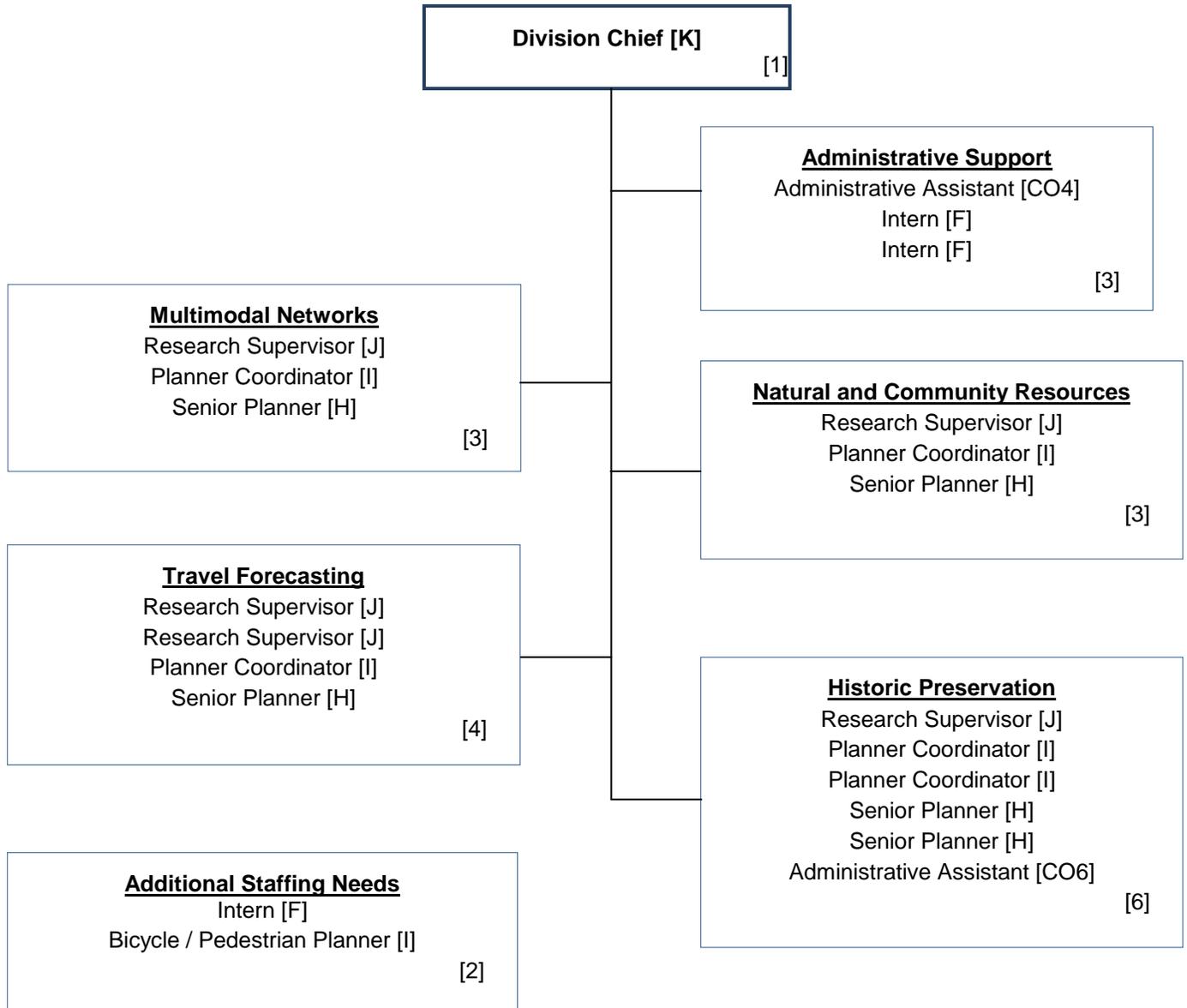
2.4.7. Functional Planning and Policy

Mission Statement	<p>To develop and maintain functional plans and policies for Transportation, Historic Preservation, Zoning and Environmental Planning for approval by the County Council, that preserve and enhance the county's environmental resources, economic potential, and social equity.</p> <p>Activities include serving as staff to the Planning Board and Historic Preservation Commission; executing the county's historic preservation program: performing identification, research and designation functions, regulatory review, tax credit and grant administration, and outreach and educational activities.</p>
General	<p>Office Hours: 7:00 am to 8:00 pm Current Location: MRO</p> <p>Authorized Staff Complement [18]:</p> <ul style="list-style-type: none"> ▪ [1] Chief ([1] Grade K) ▪ [1] Admin Support ([1] Grade CO4) ▪ [3] Multimodal Networks ([1] Grade J / [1] Grade I / [1] Grade H) ▪ [3] Natural and Community Resources ([1] Grade J / [1] Grade I / [1] Grade H) ▪ [4] Travel Forecasting ([2] Grade J / [1] Grade I / [1] Grade H) ▪ [6] Historic Preservation ([1] Grade J / [2] Grade I / [2] Grade H / [1] Grade CO6) <p>Interns / Flex Staff / Seasonal [2]:</p> <ul style="list-style-type: none"> • [2] Intern ([2] Grade F) <p>Additional Staffing Needs [2]:</p> <ul style="list-style-type: none"> ▪ [1] Intern ([1] Grade F) ▪ [1] Bicycle / Pedestrian Planner ([1] Grade I)
Capacity	22
Space Types	<ul style="list-style-type: none"> ▪ Private Office ▪ Open Office Workstations ▪ Shared public Conference (small – medium) ▪ Shared Internal Meeting Conference / Multifunction room (large) ▪ Open Research Team Area ▪ Open Flat File/Plan Review Area ▪ Shared Production space (plotters, copiers, etc.)
Location/ Adjacency	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> • Occasional consultation with Area teams, and public.
Design Issues &	<ul style="list-style-type: none"> ▪ Enclosed/more private work space with windows preferred.

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<p>Special Requirements</p>	<ul style="list-style-type: none"> ▪ Tall workstations for privacy in open office area. ▪ Shared/Central meeting space for meetings with outside agencies. ▪ Meeting space for public plan review meetings with 'Pin-up' surfaces for plans. ▪ Internal team meeting space (small, 8-10 people). ▪ Research space to be open in easily observed area. (possible shared library space) ▪ Flat file areas with space to layout/review plans. ▪ Plotters/printers are to be centrally located. ▪ Staff secured archive vault with climate control (long term use and day-to-day use). ▪ Office/Staff growth in the next 10-15 years: 3 staff positions and 2 interns. ▪ Separate file systems needed for transportation ▪ One shared fleet vehicle ▪ Historic Preservation division interacts with public for work permit reviews, would possibly need closer access to public than rest of department
<p>Furniture & Equipment</p>	<p>Conference/Meeting:</p> <ul style="list-style-type: none"> ▪ Smart Board, Projector <p>Public Area/Other:</p> <ul style="list-style-type: none"> ▪ Files: Flat files, 5-drawer lateral, 4-drawer vertical, bookshelves (Historic only, rest have shared storage space) ▪ Computer workstations, plotters, fax, copy/printer ▪ Built-in bookshelves

Organizational Chart – Planning – Functional Planning and Policy



Capacity: 22

New Headquarters Office Building POR for M-NCPPC

Department: Planning

2.4.8. Management & Technology Services

Mission Statement	<p>Management & Technology Services – To provide administrative management and oversight of budget, contracting and procurement, financial management, human resources, facilities, vehicle fleet, as well as publications, communications and information technology for the Planning Department. Oversees the IT, Production, and Facilities Management teams.</p> <p>IT Team – Responsible for assuring availability and adequacy of IT services, telephony, communications, software and network management for the Department of Planning and the Department of Parks.</p> <p>Production & Publications Teams – Responsible for overall communications strategies, including: production of publications, graphics and other supporting materials, as well as conducting community outreach and educational services and maintaining the Department’s website.</p> <p>Facilities Management – Responsible for maintaining the Department’s facilities to ensure the availability of a safe and secure work and public facility.</p>
General	<p>Office Hours: Management & Technology Services – 7:00 am to 5:30 pm IT Team – 6:30 am to 6:00 pm Production & Publications – 7:30 am to 6:30 pm General Use Space – The building is open to the public 9 am – 10 pm</p> <p>Current Location: MRO</p> <p>Management & Technology Services – 6 Staff on the 3rd Floor in Director’s Office Suite (1 Division Chief in private office and 5 staff in workstations); 2 Staff located in office on “3rd 1/2” Floor. IT Team – 2 Staff located on the 3rd Floor in Director’s Office Suite (1 IT Systems Manager in private office and 1 staff in workstation); 4 Staff on 1st Floor in locked workstation area Production & Publications – 7 Staff in 3rd Floor suite in workstations; 2 Staff on 1st Floor in workstations with Functional Planning and Policy (FPP) department.</p> <p>Authorized Staff Complement [21]: Admin</p> <ul style="list-style-type: none"> ▪ [1] Division Chief ([1] Grade K) ▪ [2] Senior Admin. Specialist ([2] Grade H) ▪ [1] Principal Admin. Assistant ([1] Grade CO6) ▪ [2] Principal Admin Specialist ([2] Grade I) ▪ [1] Building & Grounds Supervisor ([1] Grade H) <p>IT Team</p> <ul style="list-style-type: none"> ▪ [1] IT Systems Manager/Leader ([1] Grade J-IT) ▪ [3] Senior IT Support Specialist ([3] Grade I-IT) ▪ [1] IT Support Specialist ([1] Grade G-IT) ▪ [1] IT Support Tech ([1] Grade F-IT)

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	<p>Production & Publications</p> <ul style="list-style-type: none"> ▪ [1] Admin. Supervisor ([1] Grade J) ▪ [1] Planner Coordinator ([1] Grade I) ▪ [2] CAD/GIS Technician ([2] Grade F) ▪ [2] Graphics Designer III ([2] Grade G) ▪ [1] Senior IT Support Specialist ([1] Grade I-IT) ▪ [1] IT Support Specialist II ([1] Grade H-IT) <p>Interns / Flex Staff / Seasonal [1]:</p> <ul style="list-style-type: none"> • [1] Intern ([1] Grade F) <p>Additional Staffing Needs [1]:</p> <ul style="list-style-type: none"> ▪ [1] Security Specialist ([1] Grade I-IT)
Capacity	23
Space Types	<p>Management & Technology Services</p> <ul style="list-style-type: none"> ▪ Private Office ▪ Open Office Workstations ▪ Shared Conference/meeting Space ▪ Counseling Room <p>IT Team</p> <ul style="list-style-type: none"> ▪ Open Office Workstations ▪ Group Work Space (accommodate 3 PCs or laptops) ▪ Data Center ▪ Secure Storage ▪ Secure Computer Lab ▪ TDY Office Space (Temporary Duty) ▪ Help Desk <p>Production & Publications Teams</p> <ul style="list-style-type: none"> ▪ Private Office ▪ Open Office Workstations ▪ Shared Conference/meeting Space ▪ TDY Office Space (Temporary Duty) ▪ Exclusive Plotter Room <p>General Use Space</p> <ul style="list-style-type: none"> ▪ Lobby/Reception for Building ▪ Help Desk ▪ Print Shop ▪ Mail Room ▪ Loading Dock ▪ Ramp Storage Area ▪ Space for Vacancies ▪ Main File Room ▪ Lamp & Office Supply Staging ▪ Air filter staging ▪ Vault ▪ Housekeeping ▪ Auditorium ▪ Atrium CR

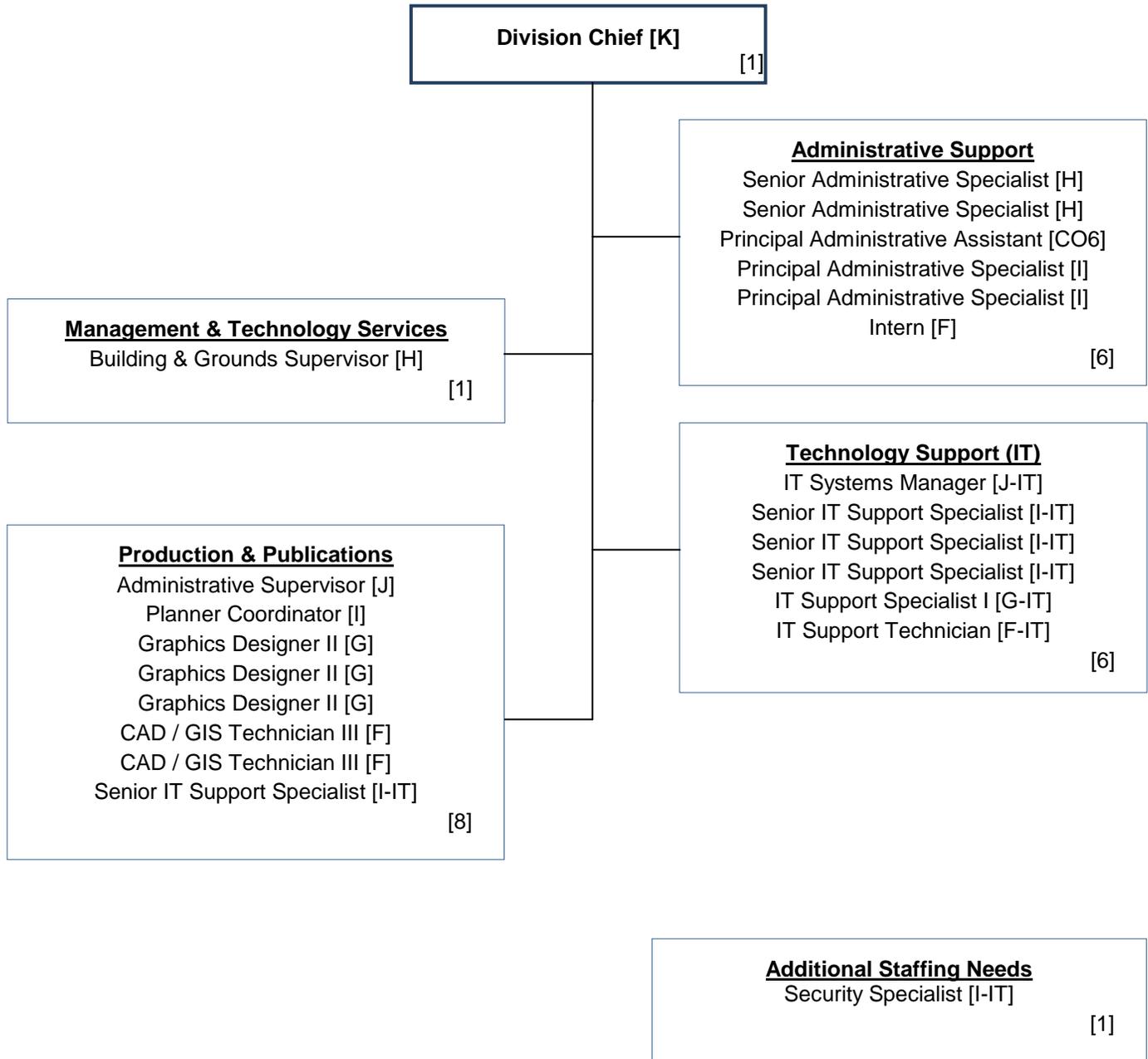
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	<ul style="list-style-type: none"> ▪ Third Floor CR ▪ Spring Street CR ▪ DARC CR ▪ Associate General Counsel CR ▪ Mezzanine CR ▪ First Floor CR, West ▪ First Floor CR, East ▪ Print Shop CR ▪ First Floor LR ▪ Mezzanine LR ▪ Kitchen
<p>Location/ Adjacency</p>	<p>Required/Preferred Adjacencies: Management & Technology Services</p> <ul style="list-style-type: none"> ▪ Co-located with Planning Department staff <p>IT Team</p> <ul style="list-style-type: none"> ▪ Near loading dock and mailroom <p>Production & Publications</p> <ul style="list-style-type: none"> ▪ Co-located with master-planning staff.
<p>Design Issues & Special Requirements</p>	<p>Management & Technology Services</p> <ul style="list-style-type: none"> ▪ Anticipates 2 additional staff in the next 10 years. ▪ Personal and other confidential records security. ▪ General office supplies room for entire department of planning <p>IT Team</p> <ul style="list-style-type: none"> ▪ Anticipates 2-4 additional staff in the next 10 years. ▪ All team members should be co-located. ▪ Utilizes fleet vehicles (2). ▪ Utilizes telework program. ▪ High security for Data Center and Computer Lab. Will migrate all existing systems to new building, including Fibernet and circuits from all carriers. ▪ One Data Center for Parks Department and one Data Center for Planning Department. ▪ Computer lab can be co-located. <p>Production & Publications</p> <ul style="list-style-type: none"> ▪ Anticipates 1 additional staff in the next 10 years. ▪ Occasionally Utilizes telework program. ▪ Special layout for Secure Equipment Room. ▪ Production must be separate from general office. ▪ Team work surface/space to accommodate 3 PCs or laptops to be in separate area. <p>General Use Space</p> <ul style="list-style-type: none"> ▪ Utilizes fleet vehicles (8) for use by all staff. ▪ Mailroom to be located centrally. ▪ Secure Storage included at Loading Dock.

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	<p>Other</p> <ul style="list-style-type: none"> ▪ Team discussion area in open office.
Systems	<p>Production & Publications</p> <ul style="list-style-type: none"> ▪ Specialized graphics & desktop publishing software
Furniture & Equipment	<p>Management & Technology Services</p> <ul style="list-style-type: none"> ▪ Secure Department filing system (for financial and records) ▪ Secure Personnel files <p>IT Team</p> <ul style="list-style-type: none"> ▪ Shelving ▪ Fireproof safe <p>Production & Publications</p> <ul style="list-style-type: none"> ▪ 42" Plotter ▪ CD burner ▪ 68" Cutting table ▪ [2] video cameras ▪ Tripods ▪ Audio mixers and recorders ▪ Microphone stands ▪ Lighting kits <p>Public Area/Other</p> <ul style="list-style-type: none"> ▪ Plotters ▪ CD Burner ▪ 68" Cutting Table

Organizational Chart – Planning – Management Services



Capacity: 23

2.5. Site Requirements and Characteristics

This POR document has generated information irrespective of a specific physical location. Though there are currently options being assessed, it is this document's charge to provide informative content that can be applied in a general manner to any selected site as a layer of evaluative assessment. Certain assumptions have been made regarding the following items: vehicular parking, loading dock space access, employee and general public safety, signage, and outdoor spaces.

Vehicular parking will be assumed to be adjacent, in some capacity, to the new building to accommodate handicapped parking, reserved parking for employees of a certain grade and a government vehicle pool. It is neither anticipated nor excluded that all employee and visitor parking must be adjacent to this building. This POR document does not assess any information regarding vehicle parking requirements or projections. Any information regarding required division vehicle quantity serves only as a placeholder for future design information and must be verified. All parking associated with the building shall meet current code and accessible requirements.

A loading dock shall be provided to serve the many capacities of a large office building and meet code requirements for such building. Additionally, the loading dock shall incorporate the many department related functions of providing a space for both employee and general public to obtain or transfer equipment to and from the building in a convenient manner. The back-of-house elevator and stair core space should be conveniently located for ease of circulation. The location of the loading dock shall facilitate building function while not negatively impacting the physical presence of the building which is critical in conveying M-NCPPC's mission. Security measures should be provided to monitor the use and control of access to this space. Overhead doors should be considered in isolating the loading dock space completely from the access driveway if the loading area is within the building footprint.

Employee and general public safety shall be primary in the future design of this building. Safety issues such as lighting, signage and security operations, to name a few, are critical and must be assessed, verified and managed effectively to assure the safety and protection of all occupants to this site. This POR does not address any site specific requirements that must be assessed and instituted for a successful mission.

M-NCPPC has requested the opportunity to capture exterior space in a manner that both upholds the mission of M-NCPPC and can serve in an educational capacity for the general public. This POR captures this request but cannot address site specific requirements based on absent site parameters. It is strongly encouraged, however, that future site specific designs incorporate this desire to provide both employees and the general public with a physical representation of M-NCPPC's mission. Exterior space can be captured through the use of at-grade site green "park" space as well as rooftop extensive or intensive greenroof planting.

2.6. Building Requirements and Characteristics

While this POR will not address design issues, it is critical that general building requirements and characteristics are addressed and incorporated into the future design. The following paragraphs will attempt to break down this future building into functional blocks of space that contain essential programmatic qualities.

General Lobby

The General Lobby should incorporate an information counter, educational display areas consisting of current projects of note, educational information and awareness, notification information for department educational programs for the public, and the like. It will also serve as both a waiting area during hearing sessions as well as be designed to incorporate additional occupancy for the Hearing Room when occupancy exceeds the Hearing Room limit. The lobby shall include multiple flat screen information monitors that will notify queuing patrons in-process as to where they are in the service order and the location that they should proceed to when called upon. The lobby should also provide a certain amount of seating to accommodate waiting patrons as well as a small entertainment area in a noise dampened area for patrons with young children. Self-help kiosks should be also incorporated to facilitate both the processing and way finding of visitors to the building. This space shall also serve to restrict public access to and provide a prominent visible location for the Park Police. In general, the lobby should convey an open and well lit area that can be educational and inspirational, equal to the objectives of M-NCPPC's mission.

Hearing Room

The Hearing Room shall be directly connected to both the General Lobby as well as the Commissioner's Office. The Hearing Room dais will provide a physical presence to both command the room as well as prevent access behind to the commissioners' seating by the general public. It shall not inhibit sightlines to the commissioners and allow unobstructed video recording. A private door behind the dais will securely connect to the Commissioner's Office and facilitate the ease of movement of the commissioners' into and out of the Hearing Room. The furniture in the general public seating area shall be reconfigurable. Fixed table areas shall be provided for meeting participants and staff. The room shall be wired for both video and audio recording to capture both the commissioners' comments as well as the general public comments. The room shall have electronic video display screens for each commissioner's station behind the dais (hidden from public view) as well as multiple strategically placed large electronic video display screens for the general public's viewing. The commissioners shall have the ability to switch their display screens between a personal computer function and viewing of the general public display information.

There will be one large, appropriately sized display screen near the dais that will be used for presenting witness evidence either independently or in conjunction with the other audio/video feeds. Audio/video feed shall also be provided to the adjacent Prefunction Room and be independently volume controlled. The General Lobby shall also have an on/off and volume controlled speaker system which provides live feed of the Hearing Room processions when required. The same video screens in the General Lobby can be switched over to the live Hearing Room coverage when not used for their standard purposes of displaying visitor queuing information. A Control Room shall be located between the Hearing Room and the adjacent Press Room. This room shall be used for electronic monitoring and recording of audio/visual information for both rooms. It shall accommodate two technicians who have the ability to also control the recalling of audio/visual electronic information and relaying of that information. The Hearing Room shall also accommodate all ADA-ABA requirements and incorporate an assisted listening system for patrons requiring listening augmentation devices.

Prefunction Area

A Prefunction Area will be provided immediately adjacent to the Hearing Room and located at the opposite side of the room from the dais. This area, while incorporated with the General Lobby, serves as a check-in station for presenters, overflow area for the Hearing Room, and time & date stamped exhibit recording area to facilitate the processing and recording of documented material to be used in hearing proceedings. An electronic sign-in location shall provide the commissioners notice as to when a presenter on the docket has arrived. The petitioner's table shall have an interface that allows the recorded presenter's information to be shown to both the commissioners and general public on the electronic display screens.

Commissioners' Break / Kitchenette / Conference Room

Immediate adjacency to the Hearing Room on the "secure" side of the dais shall be a Commissioners' Break/Kitchenette/Conference Room. This shall function as a general multi-purpose room for the Commissioners' use. Hearings typically occur over several hours and the commissioners will require meals during these long day to evening sessions. The kitchenette should include a serving island to facilitate the staging, heating and assembly of catered food. General short term storage should be provided within this space. Secured access from the loading dock is required in the back-of-house portion of this component to provide direct access to catering suppliers. Audio/video feeds should be provided from the Hearing Room to this room. This space should also incorporate an acoustically rated folding partition to segregate the eating / break room area from the conference area when required.

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Press Room

The Press Room is an all-purpose video/audio recording studio for small interviews and information presentations. The vision for this room is to be able to record educational and general public notifications which can then be incorporated into the M-NCPPC website or other electronic forms of distribution for furthering the mission of the agency. This acoustically rated room should be located adjacent to the Hearing Room and make use of the same audio equipment used for the Hearing Room where possible. The Control Room shall be located between the Hearing Room and the Press Room.

The Park Police

The Park Police shall have a secure and visible space off of the General Lobby. This suite shall be completely secure from public access and contain the M-NCPPC Federal Credit Union (FCU). While the Park Police and M-NCPPC FCU do not require adjacency, their security needs align and thus can find adjacency through commiserate requirements. Access to each suite shall be limited to the public by a small internal lobby area off of the General Lobby. This small lobby can be shared and will provide restricted access to either the FCU by way of a transaction counter or to the Park Police back-of-house work areas. A back-of-house access door from the Park Police suite shall have access, in conjunction with the Commissioner's Office, to a large Incident Command Conference Room. When an event occurs, this conference room shall become the information hub for monitoring and directing government response. It should incorporate all I.T. requirements set forth by the Park Police guidelines to facilitate informational inflow and outflow for monitoring and directing action responses. When not engaged in this manner, the Incident Command Conference Room shall serve as a shared conference room for the whole of M-NCPPC.

Circulation Space

Circulation zones shall be provided to meet all current applicable code requirements for building egress. It is intended that in the event of an emergency, the closest circulation space will be utilized by both government employees and the general public. During standard operations, however, one circulation zone shall be designated as general public and another separate circulation zone shall be designated as a restricted (back-of-house) government/employee circulation zone. Several operational functions within both the Planning Department and the Parks Department require direct access of employees from workstations and offices to government vehicles in a secure parking area. Transportation of equipment and materials within the building by employees should be restricted to this back-of-house circulation zone. This is required for security purposes, cleanliness issues and professional restrictive interaction with the general public. The core circulation space shall also incorporate separate bathroom facilities for the general public and the government.

Public Intake Lobby Space and Service Windows

It is preferable to have the main lobby and the public intake lobbies joined for the efficiency of space, however, most likely impractical due to the extremely expansive first floor footprint that would be required with all of the other programmatic needs on the ground floor. For the purposes of capturing the space, this report combines the square footage of the main lobby with these smaller intake lobbies. It will be the building designer's prerogative to determine the best layout of how these lobby spaces are arranged.

The Public Intake Lobby Space is designated as lobby space specifically assigned to both the Department of Parks and the Planning Department. This lobby space is immediately adjacent to the Service Window area that supports both departments. The Public Intake Lobby Space should be directly accessible to the General Lobby space for the ease of the visiting applicants. Depending upon the design and final building footprint, this intake function should be located immediately adjacent to the General Lobby or accessed directly by vertical circulation from the General Lobby space. The Service Window areas function as the primary interactive location between government employees and the general public applicants. The number of service windows has been accounted for based upon each department's need at this time. The Department of Parks shall have 8 dedicated windows, the Planning Department shall have 1 dedicated window, and 3 windows will be used as shared overflow stations depending upon the needs of the departments. These applicant service windows will be numbered and electronically connected to the service queuing system and electronic notification display screens located throughout the lobby areas.

Vault Storage

The Vault Storage space is a secure room that houses original copies of plats, county record documents, and various other sized and type record documents. These documents must be protected in the event of a fire or flooding and must also have security access control to provide access to only those with proper clearance.

Mud Room, Equipment Storage and Locker Rooms

The Mud Room and Locker Rooms shall be located near the back-of-house circulation zone which is restricted for employee use. The Mud Room shall serve as a cleaning room for the general employee population's use for the cleaning of equipment, tools, etc. that are coming back to the building from site visits. Divisions within the departments that have expressed a need have received Equipment Storage rooms conveniently located near the Mud Room and the loading dock. All equipment should be properly cleaned and maintained before returning to the Equipment Storage rooms. If additional drying of the equipment is needed, separate drying racks shall be provided either within the Mud Room or the Equipment Room depending upon the department's requirement and the final building design. Proper heating, cooling and ventilation shall be provided to these spaces.

Both male and female secure Locker Rooms shall also be provided for the employee population. These rooms shall contain a bathroom and shower facility for returning staff from worksites, building employees who have used the Health & Wellness Room, and for employees who run or are bicycle commuters.

Day Care Program

The Day Care Program is currently listed as an optional programmatic amenity. Several issues must be addressed by M-NCPPC regarding ownership, operations, budget, space requirements, capacity, and bonding issues. Guidelines for age and hour of care limitations shall be established by the approved organization or entity providing such service and adhere to all applicable codes and guidelines for such a facility. The allotted 6,000 square feet of space provided within this POR document serves as a placeholder for this amenity to accommodate roughly 60 children based upon the GSA July 2003 *Child Care Center Design Guide* that is still in use. It is critical to note that dependent upon finalizing the capacity of the center, an exterior exclusive space requirement of roughly 75 square feet of space per child for 50% of the licensed capacity of the center must be accommodated. At a minimum, this outdoor space cannot be less than 1,206 square feet according to this guideline. If this center accommodates 60 children, then it would require a dedicated green (and partially shaded) and securely controlled area of 2,250 square feet. A thorough investigative effort should be exercised specifically in the analysis of this amenity by M-NCPPC.

Nursing Room

A study conducted by the *Center for Prevention and Health Services* has shown that nursing or lactation rooms provide multiple benefits for both the employment facility as well as for the employee. This very small space programmatic use will serve to decrease employee absences, promote an earlier return from maternity leave, increase retention of female employees and reduce the risk of short- and long-term health issues for both women and children.

Health & Wellness Room

This exercise space shall be used by the employee population as a means of facilitating health and wellness in the workplace. It is intended that this room shall contain various workout station type equipment meant for a limited timeframe use.

Mail Room

The main building Mail Room shall be located near the loading dock. It shall serve as the primary sorting, processing and distribution location for all incoming and outgoing mail, parcels, packages, etc. for the

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building. It is intended that mail will be divided into department groups and then provided to the departments in separate smaller mail rooms located within the department suites for pickup by the employees of that department. The function of the mail room is such that it can also serve as a security screening location for packages when or if such examinations are required due to threat levels.

Training Room

A computer based Training Room shall be provided for the use of instructional classroom type education. The training room shall accommodate seating for approximately 16 people at workstations with a computer at each station. An internally adjacent equipment closet will provide supplemental storage of equipment and media that can be secured when not in use.

Conference Rooms

Conference Rooms are provided in an array of three sizes within this POR document. Small, medium and large conference rooms should be evenly distributed throughout the Department of Parks and Planning Department areas. Unless specifically called out under the "Specialty and Support Space" listing within a division's page, all conference rooms are meant to be considered shared space for all of M-NCPPC. The conference rooms shall also be located both within the general suite of the departments as well as within the general public areas to serve as impromptu meeting rooms for specific project discussions with applicants. The design and layout of these spaces will determine the most appropriate ratio of conference rooms that shall be provided within the general public zone.

3. Space Programming

New Headquarters Office Building POR for M-NCPPC

SPACE PROGRAMMING

New HQ (M-NCPPC) Summary								
Division	Current Personnel Count	Additional Staffing Needs	Total Personnel Count	Office Space (Personnel Only)	Dedicated Divison Storage	Special	Square Footage Subtotal	Total Net Square Footage (Including Projected Growth per Dept.)
Commissioners' Office	11	0	11	1,565	88	826	2,479	2,479
Associate General Counsel	7	2	9	1,450	0	650	2,100	2,100
Department of Parks								
Park Director's Office	9	0	9	1,752	165	430	2,347	2,347
Enterprise	10	1	11	1,584	308	0	1,892	1,892
Facility Management	7	0	7	898	165	132	1,195	1,195
Management Service	18	1	19	3,226	440	0	3,666	3,666
Public Affairs and Community Partnerships	21	3	24	2,582	550	0	3,132	3,132
Park Development	51	2	53	7,747	550	0	8,297	8,297
Park Planning and Stewardship	24	4	28	4,430	385	385	5,200	5,200
Park Police	16	0	16	2,635	990	0	3,625	3,625
M-NCPPC Federal Credit Union*	0	0	0	0	0	0	0	0
Department of Parks Subtotal	156	11	167	24,854	3,553	947	29,354	29,354
Planning Department								
Planning Director's Office	6	0	6	1,291	0	100	1,391	1,391
Area 1	20	0	20	2,976	253	0	3,229	3,229
Area 2	24	0	24	3,658	253	0	3,911	3,911
Area 3	26	0	26	3,811	253	0	4,064	4,064
Center for Research and Information	21	0	21	3,120	165	0	3,285	3,285
Development Applications and Regulatory Coordination	24	2	26	3,677	0	330	4,007	4,007
Functional Planning and Policy	20	2	22	3,401	165	0	3,566	3,566
Management & Technology Services	22	1	23	3,353	440	440	4,233	4,233
Planning Department Subtotal	163	5	168	25,286	1,529	870	27,685	27,685
Shared Support Spaces					3,905	32,472	36,377	47,825
TOTAL NET PROGRAM SPACE	337	18	355	53,155	9,075	35,765	97,995	109,443
Subtotal								109,443
Average Gross/Net Factor							20%	21,889
TOTAL GROSS BUILDING REQUIREMENT								131,332
TOTAL PERSONNEL COUNT								355

NOTES:

- 1) Individual Division Growth Contingencies are listed at 15% for every Division.
- 2) "Special" space totals refer to Kitchen, Conference Space, Hearing Room, Reception Space, etc., exclusive to each division. Please see "Specialty and Support Space" on each Division Programming Worksheet for specific information.
- 3) *M-NCPPC Federal Credit Union Staff member will not be included in total Personnel count. Credit Union space is incorporated into Building Amenities section of 'Shared Specialty and Support Space'

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Commissioners' Office

Position Title	Grade	Personnel Count
Admin		
Planning Board Chair	N/A	1
Commissioners		
Commissioner	N/A	4
Staff		
Special Assistant to the Board	J	1
Senior Technical Writer	H	2
Senior Administrative Specialist	H	1
Public Affairs Specialist	G	1
Administrative Specialist	G	1
Total Personnel		11

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Planning Board Chair	Closed Office	1	280	280	20%	336		
Commissioners								
Commissioner	Closed Office	4	64	256	20%	307		
Staff								
Special Assistant to the Board	Closed Office	1	168	168	20%	202		
Senior Technical Writer	Workstation	2	120	240	20%	288		
Senior Administrative Specialist	Workstation	1	120	120	20%	144		
Public Affairs Specialist	Workstation	1	120	120	20%	144		
Administrative Specialist	Workstation	1	120	120	20%	144		
Total		11		1,304		1,565	0	0

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Secure File Room	Closed Room	1	80	80	10%		88	
Kitchen	Open	1	360	360	10%			396
Small Conference Room (dedicated)	Closed Room	1	300	300	10%			330
Waiting/Reception	Open	1	100	100				100
Total				840		0	88	826

							Total SF Required
Sub-Total Space Required							2,479
Contingency for Growth Percentage added to Primary Personnel Space						0	0
Total Space Required						0	2,479
Building Gross to Net Factor 20%							496
TOTAL MASTER HOUSING GROSS							2,975

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Associate General Counsel

Position Title	Grade	Personnel Count
Admin		
Associate General Counsel III	K	1
Senior Administrative Specialist	H	1
Law Clerk / Paralegal	F	1
Intern	F	1
Planning Associate Attorneys		
Associate General Counsel II	J	2
Parks Associate Attorneys		
Associate General Counsel II	J	1
Additional Staffing Needs		
Associate General Counsel I/II	J	1
Administrative	G	1
Total Personnel		9

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Associate General Counsel III	Closed Office	1	224	224	20%	269		
Senior Administrative Specialist	Workstation	1	120	120	20%	144		
Law Clerk / Paralegal	Workstation	1	64	64	20%	77		
Intern	Workstation	1	64	64	20%	77		
Planning Associate Attorneys								
Associate General Counsel II	Closed Office	2	168	336	20%	403		
Parks Associate Attorneys								
Associate General Counsel II	Closed Office	1	168	168	20%	202		
Additional Staffing Needs								
Associate General Counsel I/II	Closed Office	1	168	168	20%	202		
Administrative	Workstation	1	64	64	20%	77		
Total		9		1,208		1,450	0	0

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Waiting/Reception Space	Open	1	100	100				100
Medium Conference/Multifunction	Closed/Multi	1	500	500	10%			550
Total				600		0	0	650

Total Space Required						Total SF Required
Sub-Total Space Required						2,100
Contingency for Growth Percentage added to Primary Personnel Space						0
Total Space Required						2,100
Building Gross to Net Factor 20%						420
TOTAL MASTER HOUSING GROSS						2,520

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Department: Parks
Park Director's Office

Position Title	Grade	Personnel Count
Admin		
Parks Director	UC	1
Principal Administrative Specialist	I	1
Administrative Specialist	G	1
Program Facility Manager Aide III	NO7-H	2
Parks Deputy Director	L	1
Parks Deputy Director	L	1
Parks Foundation		
Administrative Manager	J	1
Sr. Administrative Specialist	H	1
Total Personnel		9

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Parks Director	Closed Office	1	280	280	20%	336		
Principal Administrative Specialist	Workstation	1	140	140	20%	168		
Administrative Specialist	Workstation	1	120	120	20%	144		
Program Facility Manager Aide III	Workstation	2	64	128	20%	154		
Parks Deputy Director	Closed Office	1	252	252	20%	302		
Parks Deputy Director	Closed Office	1	252	252	20%	302		
Parks Foundation								
Administrative Manager	Closed Office	1	168	168	20%	202		
Sr. Administrative Specialist	Workstation	1	120	120	20%	144		
Total		9		1,460		1,752	0	0

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Waiting/Reception space	Open	1	100	100				100
Small Secure Conference	Closed Room	1	300	300	10%			330
Hidden File Storage	Closed Room	1	150	150	10%		165	
Total				550		0	165	430

Total Space Required									Total SF Required
Sub-Total Space Required									2,347
Contingency for Growth Percentage added to Primary Personnel Space							0	0	0
Total Space Required							0	0	2,347
Building Gross to Net Factor						20%			469
TOTAL MASTER HOUSING GROSS									2,816

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Department: Parks
Enterprise

Position Title	Grade	Personnel Count
Admin.		
Division Chief	K	1
Administrative Specialist	G	1
Seasonal	PFMA II	1
Regional Operations		
Regional Operations Mgr	J	1
Enterprise Coordinator	I	1
Principal Administrative Assistant	CO6	1
Program Specialist	G	1
Regional Operation Staff	F	1
Financial Operations		
IT Support Specialist III	I-IT	1
Administrative Specialist	G	1
Additional Staffing Needs		
IT Support Technician	F	1
Total Personnel		11

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin.								
Division Chief	Closed Office	1	224	224	20%	269		
Administrative Specialist	Workstation	1	120	120	20%	144		
Seasonal	Workstation	1	64	64	20%	77		
Regional Operations								
Regional Operations Mgr	Closed Office	1	168	168	20%	202		
Enterprise Coordinator	Workstation	1	140	140	20%	168		
Principal Administrative Assistant	Workstation	1	80	80	20%	96		
Program Specialist	Workstation	1	120	120	20%	144		
Regional Operation Staff	Workstation	1	64	64	20%	77		
Financial Operations								
IT Support Specialist III	Workstation	1	140	140	20%	168		
Administrative Specialist	Workstation	1	120	120	20%	144		
Additional Staffing Needs								
IT Support Technician	Workstation	1	80	80	20%	96		
Total		11		1,320		1,584	0	0

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Equipment Storage	Closed Room	1	80	80	10%		88	
Loading Dock Storage Room	Closed Room	1	200	200	10%		220	
Total				280		0	308	0

Total Space Required							Total SF Required
Sub-Total Space Required							1,892
Contingency for Growth Percentage added to Primary Personnel Space						0	0
Total Space Required						0	1,892
Building Gross to Net Factor 20%							378
TOTAL MASTER HOUSING GROSS							2,270

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Department: Parks

Facility Management

Position Title	Grade	Personnel Count
Admin		
Property Management		
Administrative Specialist	G	2
Building & Grounds Maint. Supervisor	G	1
Park Property Manager	H	1
Service Center		
Construction Supervisor	I	1
Senior Administrative Assistant	CO5	2
Total Personnel		7

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Property Management								
Administrative Specialist	Workstation	2	120	240	20%	288		
Building & Grounds Maint. Supervisor	Workstation	1	120	120	20%	144		
Park Property Manager	Workstation	1	120	120	20%	144		
Service Center								
Construction Supervisor	Workstation	1	140	140	20%	168		
Senior Administrative Assistant	Workstation	2	64	128	20%	154		
Total		7		748		898	0	0

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
File Storage	Closed Room	1	150	150	10%		165	
Transaction Room	Closed Room	1	120	120	10%			132
Total				270		0	165	132

Total Space Required									Total SF Required
Sub-Total Space Required									1,195
Contingency for Growth Percentage added to Primary Personnel Space							0	0	0
Total Space Required							0	0	1,195
Building Gross to Net Factor 20%									239
TOTAL MASTER HOUSING GROSS									1,434

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Department: Parks
Management Service

Position Title	Grade	Personnel Count
Admin		
Division Chief	K	1
Administrative Specialist	G	1
Programmer Analyst	I-IT	1
Budget Support Services		
Administrative Manager	J	1
Principal Administrative Specialist	I	1
Employee Development		
Principal Administrative Specialist	I	1
Employee Services		
Administrative Manager	J	1
Senior Administrative Specialist	H	1
SmartParks		
IT Systems Manager	J	1
Program Analyst III	I-IT	2
Program Analyst II	H	1
Telecommunications (I.T.)		
IT Support Sp I	G	1
Sr IT Support Sp.	I-IT	2
IT Support Sp II	H-IT	3
Additional Staffing Needs		
Virtualization Specialist	I-IT	1
Total Personnel		19

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Division Chief	Closed Office	1	224	224	20%	269		
Administrative Specialist	Workstation	1	120	120	20%	144		
Programmer Analyst	Workstation	1	140	140	20%	168		
Budget Support Services								
Administrative Manager	Closed Office	1	168	168	20%	202		
Principal Administrative Specialist	Workstation	1	140	140	20%	168		

New Headquarters Office Building POR for M-NCPPC

Employee Development								
Principal Administrative Specialist	Workstation	1	140	140	20%	168		
Employee Services								
Administrative Manager	Closed Office	1	168	168	20%	202		
Senior Administrative Specialist	Workstation	1	120	120	20%	144		
SmartParks								
IT Systems Manager	Closed Office	1	168	168	20%	202		
Program Analyst III	Workstation	2	140	280	20%	336		
Program Analyst II	Workstation	1	120	120	20%	144		
Telecommunications (I.T.)								
IT Support Sp I	Workstation	1	120	120	20%	144		
Sr IT Support Sp.	Workstation	2	140	280	20%	336		
IT Support Sp II	Workstation	3	120	360	20%	432		
Additional Staffing Needs								
Virtualization Specialist	Workstation	1	140	140	20%	168		
Total		19		2,688		3,226	0	0
Specialty and Support Space								
Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Building Maintenance/Housekeeping	Closed Room	1	200	200	10%		220	
Loading Dock Storage Room	Closed Room	1	200	200	10%		220	
Total				200		0	440	0
Total Space Required								Total SF Required
Sub-Total Space Required								3,666
Contingency for Growth Percentage added to Primary Personnel Space						0	0	0
Total Space Required						0	0	3,666
Building Gross to Net Factor 20%								733
TOTAL MASTER HOUSING GROSS								4,399

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Department: Parks

Public Affairs and Community Partnerships

Position Title	Grade	Personnel Count
Admin		
Division Chief	K	1
Administrative Specialist	G	1
Intern	F	3
Public-Private Partnerships		
Senior Administrative Specialist	I	1
Volunteer Services		
Sr Volunteer Svcs/Comm Part Coord	I	1
Volunteer Svcs/Comm Part Coord	H	3
Park Permits		
Park Permit Supervisor	G	1
Information Permitting Technician	CO6	5
Park Information		
Public Affairs Specialist IV	J	1
Public Affairs Specialist III	I	3
Graphic Designer	G	1
Additional Staffing Needs		
Sponsorships Manager	I	1
Parks Marketing Manager	I	1
Admin	F	1
Total Personnel		24

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Division Chief	Closed Office	1	224	224	20%	269		
Administrative Specialist	Workstation	1	120	120	20%	144		
Intern	Workstation	3	64	192	20%	230		
Public-Private Partnerships								
Senior Administrative Specialist	Workstation	1	140	140	20%	168		
Volunteer Services								
Sr Volunteer Svcs/Comm Part Coord	Workstation	1	140	140	20%	168		
Volunteer Svcs/Comm Part Coord	Workstation	3	120	360	20%	432		
Park Permits								
Park Permit Supervisor	Workstation	1	120	120	20%	144		
Information Permitting Technician	Workstation	5	80	400	20%	480		
Park Information								
Public Affairs Specialist IV	Closed Office	1	168	168	20%	202		
Public Affairs Specialist III	Workstation	3	120	360	20%	432		
Graphic Designer	Workstation	1	120	120	20%	144		

New Headquarters Office Building POR for M-NCPPC

Additional Staffing Needs								
Sponsorships Manager	Workstation	1	140	140	20%	168		
Parks Marketing Manager	Workstation	1	140	140	20%	168		
Admin	Workstation	1	64	64	20%	77		
Total		24		2,152		2,582	0	0

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
File Storage	Closed Room	1	150	150	10%		165	
Confidential Storage (Volunteer Serv)	Closed Room	1	150	150	10%		165	
Loading Dock Storage Room	Closed Room	1	200	200	10%		220	
Total				500		0	550	0

Total Space Required						Total SF Required
Sub-Total Space Required						3,132
Contingency for Growth Percentage added to Primary Personnel Space						0
Total Space Required						3,132
Building Gross to Net Factor 20%						626
TOTAL MASTER HOUSING GROSS						3,759

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Department: Parks

Park Development

Position Title	Grade	Personnel Count
Admin		
Division Chief	K	1
Principal Admin. Asst.	F	1
Sr. Administrative Asst.	CO5	1
Administrative Assistant	CO4	1
Intern	F	2
WSSC Coordinators	H / G	2
ICC Environmental Monitor	H	1
CIP, Procurement, & Budget		
Administrative Manager	J	1
Principal Admin. Specialist	I	2
Senior Admin Specialist	H	2
Land Acquisition		
Land Acquisition Specialist	J	1
Land Acquisition Specialist	H	1
Design		
Landscape Architect Supvr	J	1
Project Manager II	I	7
Senior Design Technician	G	1
Environmental Engineering		
Engineering Supervisor	J	1
ADA Project Manager II	I	1
Project Manager II	I	1
Engineer	I	2
Senior Design Technician	G	1
ICC Environmental Monitor	H	1
Construction		
Architectural Supervisor	J	1
Project Manager II	I	2
Engineer	I	2
Construction Supervisor	I	2
Sr. Constr. Inspector	H	3
Land Survey Supervisor	H	1
Land Survey Aide II	F	3
Architecture / Design Build		
Grade J	J	1
Landscape Architect	I	1
Architect	I	1
Project Manager II	I	2
Additional Staffing Needs		
Programmer / Analyst III	I/IT	1
Project Manager II/I	I/H	1
Total Personnel		53

New Headquarters Office Building POR for M-NCPPC

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Division Chief	Closed Office	1	224	224	20%	269		
Principal Admin. Asst.	Workstation	1	80	80	20%	96		
Sr. Administrative Asst.	Workstation	1	64	64	20%	77		
Administrative Assistant	Workstation	1	64	64	20%	77		
Intern	Workstation	2	64	128	20%	154		
WSSC Coordinators	Workstation	2	64	128	20%	154		
ICC Environmental Monitor	Workstation	1	64	64	20%	77		
CIP, Procurement, & Budget								
Administrative Manager	Closed Office	1	168	168	20%	202		
Principal Admin. Specialist	Workstation	2	140	280	20%	336		
Senior Admin Specialist	Workstation	2	120	240	20%	288		
Land Acquisition								
Land Acquisition Specialist	Closed Office	1	168	168	20%	202		
Land Acquisition Specialist	Workstation	1	120	120	20%	144		
Design								
Landscape Architect Supvr	Closed Office	1	168	168	20%	202		
Project Manager II	Workstation	7	140	980	20%	1,176		
Senior Design Technician	Workstation	1	120	120	20%	144		
Environmental Engineering								
Engineering Supervisor	Closed Office	1	168	168	20%	202		
ADA Project Manager II	Workstation	1	140	140	20%	168		
Project Manager II	Workstation	1	140	140	20%	168		
Engineer	Workstation	2	140	280	20%	336		
Senior Design Technician	Workstation	1	120	120	20%	144		
ICC Environmental Monitor	Workstation	1	120	120	20%	144		
Construction								
Architectural Supervisor	Closed Office	1	168	168	20%	202		
Project Manager II	Workstation	2	140	280	20%	336		
Engineer	Workstation	2	140	280	20%	336		
Construction Supervisor	Workstation	2	140	280	20%	336		
Sr. Constr. Inspector	Workstation	3	80	240	20%	288		
Land Survey Supervisor	Workstation	1	64	64	20%	77		
Land Survey Aide II	Workstation	3	64	192	20%	230		
Architecture / Design Build								
Grade J	Closed Office	1	168	168	20%	202		
Landscape Architect	Workstation	1	140	140	20%	168		
Architect	Workstation	1	140	140	20%	168		
Project Manager II	Workstation	2	140	280	20%	336		
Additional Staffing Needs								
Programmer / Analyst III	Workstation	1	140	140	20%	168		
Project Manager II/I	Workstation	1	120	120	20%	144		
Total		53		6,456		7,747	0	0
Specialty and Support Space								
File storage	Closed Room	1	300	300	10%		330	
Loading Dock Storage Room	Closed Room	1	200	200	10%		220	
Total				300		0	550	0
Total Space Required								Total SF Required
Sub-Total Space Required								8,297
Contingency for Growth Percentage added to Primary Personnel Space						0	0	0
Total Space Required						0	0	8,297
Building Gross to Net Factor 20%								1659
TOTAL MASTER HOUSING GROSS								9,957

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet
Department: Parks
Park Planning and Stewardship

Position Title	Grade	Personnel Count
Admin		
Parks Division Chief	K	1
Administrative Specialist	H	1
Administrative Assistant	CO5	1
Intern	F	1
Cultural Resources Stewardship		
Master Planner/Supervisor	J	1
History Coord./Museum Manager	I	2
History Coord./Museum Manager II	I	1
Resource Analysis		
Principal Natural Resources Specialist	J	1
Principal Natural Resources Specialist	I	1
Senior Natural Resources Specialist	H	4
Senior Natural Resources Specialist	G	1
Park and Trail Planning		
Master Planner/Supervisor	J	1
Planner Coordinator	I	4
Senior Graphic Designer II	H	2
Senior Planner	H	1
Legacy Open Space		
Planner Coordinator	I	1
Additional Staffing Needs		
Admin Assistant	CO5	1
CRS Planner Coordinator	I	1
RAS Natural Resource Specialist	H	1
P&TP Planner Coordinator	I	1
Total Personnel		28

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Parks Division Chief	Closed Office	1	224	224	20%	269		
Administrative Specialist	Workstation	1	120	120	20%	144		
Administrative Assistant	Workstation	1	80	80	20%	96		
Intern	Workstation	1	64	64	20%	77		
Cultural Resources Stewardship								
Master Planner/Supervisor	Closed Office	1	168	168	20%	202		
History Coord./Museum Manager	Workstation	2	140	280	20%	336		
History Coord./Museum Manager II	Workstation	1	140	140	20%	168		
Resource Analysis								
Principal Natural Resources Specialist	Closed Office	1	168	168	20%	202		
Principal Natural Resources Specialist	Workstation	1	140	140	20%	168		
Senior Natural Resources Specialist	Workstation	4	120	480	20%	576		
Senior Natural Resources Specialist	Workstation	1	120	120	20%	144		

New Headquarters Office Building POR for M-NCPPC

Park and Trail Planning								
Master Planner/Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	4	140	560	20%	672		
Senior Graphic Designer II	Workstation	2	120	240	20%	288		
Senior Planner	Workstation	1	120	120	20%	144		
Legacy Open Space								
Planner Coordinator	Workstation	1	140	140	20%	168		
Additional Staffing Needs								
Admin Assistant	Workstation	1	80	80	20%	96		
CRS Planner Coordinator	Workstation	1	140	140	20%	168		
RAS Natural Resource Specialist	Workstation	1	120	120	20%	144		
P&TP Planner Coordinator	Workstation	1	140	140	20%	168		
Total		28		3,692		4,430	0	0
Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Aquatics Lab	Closed Room	1	350	350	10%			385
File Storage Room	Closed Room	1	150	150	10%		165	
Loading Dock Storage	Closed Room	1	200	200	10%		220	
Total				4,392		0	385	385
Total Space Required								Total SF Required
Sub-Total Space Required								5,200
Contingency for Growth Percentage added to Primary Personnel Space						0	0	0
Total Space Required						0	0	5,200
Building Gross to Net Factor 20%								1040
TOTAL MASTER HOUSING GROSS								6,240

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet
Department: Parks
Park Police

Position Title	Grade	Personnel Count
Admin		
Commander	PO9	1
Administrative Specialist	G	1
Purchasing		
Sr. Administrative Specialist	H	1
Administrative Specialist	G	1
Professional Standards		
Lieutenant	PO6	1
PP Sergeant	PO5	1
Administration		
Lieutenant	PO6	1
Sr. Administrative Specialist	H	1
Sr. Park Ranger	G	1
PP Officer II	PO2	1
Management & Technology		
PP Captain	PO7	1
Lieutenant	PO6	1
PP Sergeant	PO5	1
M & T Building Facility		
Administrative Specialist	G	2
Sr. Administrative Assistant	CO5	1
Total Personnel		16

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Commander	Closed Office	1	224	224	20%	269		
Administrative Specialist	Workstation	1	120	120	20%	144		
Purchasing								
Sr. Administrative Specialist	Workstation	1	120	120	20%	144		
Administrative Specialist	Workstation	1	120	120	20%	144		
Professional Standards								
Lieutenant	Closed Office	1	168	168	20%	202		
PP Sergeant	Workstation	1	140	140	20%	168		
Administration								
Lieutenant	Closed Office	1	168	168	20%	202		
Sr. Administrative Specialist	Workstation	1	120	120	20%	144		
Sr. Park Ranger	Workstation	1	120	120	20%	144		
PP Officer II	Workstation	1	100	100	20%	120		
Management & Technology								
PP Captain	Closed Office	1	168	168	20%	202		
Lieutenant	Closed Office	1	168	168	20%	202		
PP Sergeant	Workstation	1	140	140	20%	168		

New Headquarters Office Building POR for M-NCPPC

M & T Building Facility								
Administrative Specialist	Workstation	2	120	240	20%	288		
Sr. Administrative Assistant	Workstation	1	80	80	20%	96		
Total		16		2,196		2,635	0	0
Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Secured Storage	Closed Room	1	450	450	10%		495	
Professional Standards Storage	Closed Room	1	450	450	10%		495	
Total				5,292		0	990	0
Total Space Required								Total SF Required
Sub-Total Space Required								3,625
Contingency for Growth Percentage added to Primary Personnel Space						0	0	0
Total Space Required						0	0	3,625
Building Gross to Net Factor		20%						725
TOTAL MASTER HOUSING GROSS								4,350

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Department: Parks
M-NCPPC Federal Credit Union*

Position Title	Grade	Personnel Count
Credit Union		
Credit Union Staff	UC	1*
Total Personnel		0

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Credit Union								
Credit Union Staff	Closed Office	1*	0	0	20%	0		
Total		0		0		0	0	0

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Total						0	0	0

Total Space Required						Total SF Required
Sub-Total Space Required						0
Growth Percentage added to Primary Personnel Space						0
Total Space Required						0
Building Gross to Net Factor 20%						0
TOTAL MASTER HOUSING GROSS						0

*Note: M-NCPPC Federal Credit Union Staff member will not be included in total Personnel count. Credit Union space is incorporated into Building Amenities section of 'Shared Specialty and Support Space'

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Department: Planning
Planning Director's Office

Position Title	Grade	Personnel Count
Admin		
Planning Director	UC	1
Deputy Director	L	1
Support		
Admin. Specialist	K	1
Administrative Assistant	CO4	1
Specialist	I	1
Special Projects	I	1
Total Personnel		6

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Planning Director	Closed Office	1	280	280	20%	336		
Deputy Director	Closed Office	1	252	252	20%	302		
Support								
Admin. Specialist	Closed Office	1	224	224	20%	269		
Administrative Assistant	Workstation	1	80	80	20%	96		
Specialist	Workstation	1	120	120	20%	144		
Special Projects	Workstation	1	120	120	20%	144		
Total		6		1,076		1,291	0	0

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Waiting/Reception Area	Open	1	100	100				100
Total				100		0	0	100

Total Space Required						Total SF Required
Sub-Total Space Required						1,391
Contingency for Growth Percentage added to Primary Personnel Space						0
Total Space Required						1,391
Building Gross to Net Factor 20%						278
TOTAL MASTER HOUSING GROSS						1,669

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Department: Planning

Area 1

Position Title	Grade	Personnel Count
Admin		
Chief	K	1
Administrative Support	CO4	2
Intern	F	1
Team 1		
Master Planner / Supervisor	J	1
Planner Coordinator	I	4
Senior Planner	H	4
Team 2		
Master Planner / Supervisor	J	1
Planner Coordinator	I	3
Senior Planner	H	3
Total Personnel		20

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Chief	Closed Office	1	224	224	20%	269		
Administrative Support	Workstation	2	80	160	20%	192		
Intern	Workstation	1	80	80	20%	96		
Team 1								
Master Planner / Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	4	120	480	20%	576		
Senior Planner	Workstation	4	120	480	20%	576		
Team 2								
Master Planner / Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	3	120	360	20%	432		
Senior Planner	Workstation	3	120	360	20%	432		
Total		20		2,480		2,976	0	0

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
File Storage	Closed Room	1	150	150	10%		165	
Equipment Storage	Closet	1	80	80	10%		88	
Total				2,710		0	253	0

Total Space Required									Total SF Required
Sub-Total Space Required									3,229
Contingency for Growth Percentage added to Primary Personnel Space							0	0	0
Total Space Required							0	0	3,229
Building Gross to Net Factor 20%									646
TOTAL MASTER HOUSING GROSS									3,875

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Department: Planning

Area 2

Position Title	Grade	Personnel Count
Admin		
Chief	K	1
Administrative Support	G	1
Intern	F	1
East County Team		
Master Planner Supervisor	J	1
Planner Coordinator	I	3
Senior Planner	H	5
Planner	G	1
I-270 Cooridor Team		
Master Planner Supervisor	J	2
Planner Coordinator	I	5
Senior Planner	H	4
Total Personnel		24

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Chief	Closed Office	1	224	224	20%	269		
Administrative Support	Workstation	1	80	80	20%	96		
Intern	Workstation	1	80	80	20%	96		
East County Team								
Master Planner Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	3	120	360	20%	432		
Senior Planner	Workstation	5	120	600	20%	720		
Planner	Workstation	1	120	120	20%	144		
I-270 Coordination Team								
Master Planner Supervisor	Closed Office	2	168	336	20%	403		
Planner Coordinator	Workstation	5	120	600	20%	720		
Senior Planner	Workstation	4	120	480	20%	576		
Total		24		3,048		3,658	0	0

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
File Storage	Closed Room	1	150	150	10%		165	
Equipment Storage	Closet	1	80	80	10%		88	
Total				230		0	253	0

Total Space Required							Total SF Required
Sub-Total Space Required							3,911
Contingency for Growth Percentage added to Primary Personnel Space						0	0
Total Space Required						0	3,911
Building Gross to Net Factor 20%							782
TOTAL MASTER HOUSING GROSS							4,693

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Department: Planning

Area 3

Position Title	Grade	Personnel Count
Admin		
Chief	K	1
Administrative Assistant	CO4	2
Interns	F	2
Area 3 Team		
Master Planner Supervisor	J	3
Planner / Coordinator	I	10
Senior Planner	H	8
Total Personnel		26

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Chief	Closed Room	1	224	224	20%	269		
Administrative Assistant	Workstation	2	80	160	20%	192		
Interns	Workstation	2	64	128	20%	154		
Area 3 Team								
Master Planner Supervisor	Closed Room	3	168	504	20%	605		
Planner / Coordinator	Workstation	10	120	1,200	20%	1,440		
Senior Planner	Workstation	8	120	960	20%	1,152		
Total		26		3,176		3,811	0	0

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
File Storage	Closed Room	1	150	150	10%		165	
Equipment Storage	Closet	1	80	80	10%		88	
Total				230		0	253	0

Total Space Required							Total SF Required
Sub-Total Space Required							4,064
Contingency for Growth Percentage added to Primary Personnel Space						0	0
Total Space Required						0	4,064
Building Gross to Net Factor 20%							813
TOTAL MASTER HOUSING GROSS							4,877

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Department: Planning

Center for Research and Information

Position Title	Grade	Personnel Count
Admin		
Chief	K	1
Administrative Support	CO4	1
Intern	F	3
GIS		
GIS Supervisor	J	2
GIS Specialist III	I-IT	2
GIS Specialist II	H-IT	2
GIS Specialist I	G-IT	1
CAD / GIS Technician III	F	1
Research		
Research Supervisor	J	3
Planner Coordinator	I	2
Senior Planner	H	2
Planner	G	1
Total Personnel		21

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Chief	Closed Office	1	224	224	20%	269		
Administrative Support	Workstation	1	64	64	20%	77		
Intern	Workstation	3	64	192	20%	230		
GIS								
GIS Supervisor	Closed Office	2	168	336	20%	403		
GIS Specialist III	Workstation	2	120	240	20%	288		
GIS Specialist II	Workstation	2	120	240	20%	288		
GIS Specialist I	Workstation	1	120	120	20%	144		
CAD / GIS Technician III	Workstation	1	80	80	20%	96		
Research								
Research Supervisor	Closed Office	3	168	504	20%	605		
Planner Coordinator	Workstation	2	120	240	20%	288		
Senior Planner	Workstation	2	120	240	20%	288		
Planner	Workstation	1	120	120	20%	144		
Total		21		2,600		3,120	0	0

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Additional Storage (Research staff)	Closed Room	1	150	150	10%		165	
Total				150		0	165	0

Total Space Required							Total SF Required
Sub-Total Space Required							3,285
Contingency for Growth Percentage added to Primary Personnel Space						0	0
Total Space Required						0	3,285
Building Gross to Net Factor 20%							657
TOTAL MASTER HOUSING GROSS							3,942

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Department: Planning

Development Applications and Regulatory Coordination

Position Title	Grade	Personnel Count
Admin		
Chief	K	1
Administrative Assistant	CO6	1
Administrative Assistant	CO5	2
Intern	F	1
DARC Staff		
Planner Supervisor	J	2
Planner Coordinator	I	2
Senior Planner / Inspector	H	6
Principal Planning Technician	G	5
CAD / GIS Technician III	F	1
Senior Planning Technician	F	2
GIS Specialist I	G-IT	1
Additional Staffing Needs		
Planning Technician	G	1
Senior Planner	H	1
Total Personnel		26

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Chief	Closed Office	1	224	224	20%	269		
Administrative Assistant	Workstation	1	100	100	20%	120		
Administrative Assistant	Workstation	2	80	160	20%	192		
Intern	Workstation	1	64	64	20%	77		
DARC Staff								
Planner Supervisor	Closed Office	2	168	336	20%	403		
Planner Coordinator	Workstation	2	120	240	20%	288		
Senior Planner / Inspector	Workstation	6	120	720	20%	864		
Principal Planning Technician	Workstation	5	120	600	20%	720		
CAD / GIS Technician III	Workstation	1	100	100	20%	120		
Senior Planning Technician	Workstation	2	80	160	20%	192		
GIS Specialist I	Workstation	1	120	120	20%	144		
Additional Staffing Needs								
Planning Technician	Workstation	1	120	120	20%	144		
Senior Planner	Workstation	1	120	120	20%	144		
Total		26		3,064		3,677	0	0

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Small Conference Room	Closed Room	1	300	300	10%			330
Total				300		0	0	330

Total Space Required									Total SF Required
Sub-Total Space Required									4,007
Contingency for Growth Percentage added to Primary Personnel Space								0	0
Total Space Required								0	4,007
Building Gross to Net Factor 20%									801
TOTAL MASTER HOUSING GROSS									4,808

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet
Department: Planning
Functional Planning and Policy

Position Title	Grade	Personnel Count
Admin		
Chief	K	1
Administrative Support	CO4	1
Intern	F	2
Multimodal Networks		
Planning Supervisor	J	1
Planner Coordinator	I	1
Senior Planner	H	1
Natural and Community Resources		
Planning Supervisor	J	1
Planner Coordinator	I	1
Senior Planner	H	1
Travel Forecasting		
Planning Supervisor	J	2
Planner Coordinator	I	1
Senior Planner	H	1
Historic Preservation		
Planning Supervisor	J	1
Planner Coordinator	I	2
Senior Planner	H	2
Administrative Assistant	CO6	1
Additional Staffing Needs		
Intern	F	1
Bicycle / Pedestrian Planner	I	1
Total Personnel		22

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Chief	Closed Office	1	224	224	20%	269		
Administrative Support	Workstation	1	80	80	20%	96		
Intern	Workstation	2	80	160	20%	192		
Multimodal Networks								
Planning Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	1	120	120	20%	144		
Senior Planner	Workstation	1	120	120	20%	144		
Natural and Community Resources								
Planning Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	1	120	120	20%	144		
Senior Planner	Workstation	1	120	120	20%	144		
Travel Forecasting								
Planning Supervisor	Closed Office	2	168	336	20%	403		
Planner Coordinator	Workstation	1	120	120	20%	144		
Senior Planner	Workstation	1	120	120	20%	144		

New Headquarters Office Building POR for M-NCPPC

Historic Preservation								
Planning Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	2	120	240	20%	288		
Senior Planner	Workstation	2	120	240	20%	288		
Administrative Assistant	Workstation	1	110	110	20%	132		
Additional Staffing Needs								
Intern	Workstation	1	80	80	20%	96		
Bicycle / Pedestrian Planner	Workstation	1	140	140	20%	168		
Total		22		2,834		3,401	0	0
Specialty and Support Space								
Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
File Storage (HP)		1	150	150	10%		165	
Total				150		0	165	0
Total Space Required								Total SF Required
Sub-Total Space Required								3,566
Contingency for Growth Percentage added to Primary Personnel Space						0	0	0
Total Space Required						0	0	3,566
Building Gross to Net Factor		20%						713
TOTAL MASTER HOUSING GROSS								4,279

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Department: Planning

Management & Technology Services

Position Title	Grade	Personnel Count
Admin		
Chief	K	1
Senior Administrative Specialist	H	2
Principal Administrative Assistant	CO6	1
Principal Administrative Specialist	I	2
Intern	F	1
Management & Tech. Services		
Construction Supervisor	I	1
Technology Support (I.T.)		
IT Systems Manager	J-IT	1
Senior IT Support Specialist	I-IT	3
IT Support Specialist I	G-IT	1
IT Support Technician	F-IT	1
Production & Publications		
Administrative Supervisor	J	1
Planner Coordinator	I	1
Graphics Designer III	G	2
CAD/GIS Technician	F	2
Senior IT Support Specialist	I-IT	1
IT Support Specialist II	H-IT	1
Additional Staffing Needs		
Security Specialist	I-IT	1
Total Personnel		23

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Admin								
Chief	Closed Office	1	224	224	20%	269		
Senior Administrative Specialist	Workstation	2	120	240	20%	288		
Principal Administrative Assistant	Workstation	1	110	110	20%	132		
Principal Administrative Specialist	Closed/Open	2	120	240	20%	288		
Intern	Workstation	1	64	64	20%	77		
Management & Technology Services								
Construction Supervisor	Workstation	1	120	120	20%	144		
Technology Support (I.T.)								
IT Systems Manager	Closed Office	1	168	168	20%	202		
Senior IT Support Specialist	Workstation	3	120	360	20%	432		
IT Support Specialist I	Workstation	1	120	120	20%	144		
IT Support Technician	Workstation	1	80	80	20%	96		

New Headquarters Office Building POR for M-NCPPC

Production & Publications								
Administrative Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	1	120	120	20%	144		
Graphics Designer III	Workstation	2	120	240	20%	288		
CAD/GIS Technician	Workstation	2	80	160	20%	192		
Senior IT Support Specialist	Workstation	1	120	120	20%	144		
IT Support Specialist II	Workstation	1	120	120	20%	144		
Additional Staffing Needs								
Security Specialist	Workstation	1	140	140	20%	168		
Total		23		2,794		3,353	0	0
Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Potter/Production room (Dedicated)	Multipurpose	1	400	400	10%			440
Housekeeping Storage	Closed Room	1	200	200	10%		220	
Loading Dock Storage Room	Closed Room	1	200	200	10%		220	
Total				800		0	440	440
Total Space Required								Total SF Required
Sub-Total Space Required								4,233
Contingency for Growth Percentage added to Primary Personnel Space						0	0	0
Total Space Required						0	0	4,233
Building Gross to Net Factor		20%						847
TOTAL MASTER HOUSING GROSS								5,079

New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet

Shared Specialty Support Space

Shared Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Hearing Room	Multipurpose	1	4,600	4,600	10%			5,060
Prefunction Room	Multipurpose	1	800	800	10%			880
Commissioners' Break/Kitch./Conf.	Closed Room	1	700	700	10%			770
Press Room	Closed Room	1	400	400	10%			440
Small Conference Room	Closed Room	12	300	3,600	10%			3,960
Medium Conference Room	Closed Room	5	500	2,500	10%			2,750
Large Conference Room	Closed Room	2	700	1,400	10%			1,540
Command Conference Room (ICC)	Closed Room	1	900	900	10%			990
Shared Team Work Area/Library	Open	10	400	4,000	10%			4,400
Copy/Print Space	Open	10	50	500	10%			550
Production / Print / Copy	Open	2	400	800	10%			880
Break Room / Kitchenette	Multi	2	360	720	10%			792
Coffee / Kitchenette	Multi	6	25	150	10%			165
Training Room	Closed Room	1	700	700	10%			770
Central File Room	Closed Room	2	750	1,500	10%		1,650	
Print Shop (Xerox)	Closed Room	1	400	400	10%			440
Mail Room (Loading Dock area)	Closed Room	1	500	500	10%			550
Vault	Closed Room	1	550	550	10%		605	
Mud Room (Loading Dock area)	Closed Room	1	200	200	10%			220
Locker Room (Loading Dock area)	Closed Room	2	350	700	10%			770
Loading Dock (with Trash Room)	Open	1	4,650	4,650	10%			5,115
I.T Server Room/Data Center	Closed Room	1	1,000	1,000	10%			1,100
I.T. Storage/Staging	Closed Room	1	1,500	1,500	10%		1,650	
I.T. Repair Lab	Closed Room	1	300	300	10%			330
Building Amenities								
M-NCPPC Fed. Credit Union	Closed Room	1	250	250	20%			300
Personal Use Room	Closed Room	2	64	128	20%			154
Day Care Program	Closed Room	1	6,000	6,000	20%			7,200
Health & Wellness Room	Closed Room	1	700	700	20%			840
Main Building Lobby (including Intake support counters)	Open	1	2840	2,840	20%			3,408
Total				36,488		0	3,905	32,472
Total Space Required								Total SF Required
Sub-Total Space Required (excluding Building Amenities)								36,377
Building Amenities Sub-Total								11,448
Total Space Required							0	47,825
Building Gross to Net Factor 20%								9,565
TOTAL MASTER HOUSING GROSS								57,390

4. Glossary of Terms

- TDY Space – Temporary Duty space (also referred to as hotel space) is typically a workstation used for the means of housing interim employees or users.
- PCI Compliance - Payment Card Industry data security standard is a set of requirements as established by the Security Standards Council. PCI accredited spaces are designed to ensure that all companies that process, store or transmit credit card information maintain a secure environment.
- ACD System – Automated Call Distribution system used for incoming call to a programmed call center answering system.
- CJIS Standard – Compliance with the Criminal Justice Information Services as established by the Department of Justice. These CJIS standards are required for designated fingerprinting areas.
- STC Rating - Sound Transmission Class is a single-number rating of a material's or an assembly's ability to resist airborne sound transfer. Typical office partition rating shall equal 50 STC.
- ICC – Incident Command Center