



## EXECUTIVE SUMMARY

September 14, 2011

**Project: Program Analysis for  
CITY HALL  
College Park, Maryland**

- 1. Introduction:** This Program Analysis is an effort to derive the general qualitative and quantitative spatial needs for a combined facility proposed to house the Mayor and Council, Administrative, Finance, Information Services, Human Resources, Planning and Public Services Departments for the time period from the present to 10 years into the future.

Growth and change within each division and department over this 10-year time frame will result from several external stimuli:

- An increase in individual Departmental responsibilities (e.g. increasing needs in access and distribution of public information, different types of inspections)
- An increase in basic workload (e.g. more work generated for law enforcement and for the Permits Department as the City population increases)
- An increase in the need for confidentiality within Departments (in particular Human Resources and Administration), requiring greater segregation of public and inter-departmental interaction, and greater security for storage of records
- An increasing need for small meeting spaces for meetings requiring a "neutral" or no-threatening atmosphere
- A change in technology relating to information gathering, recording or retaining data, and overall record retention (e.g. enhancement of the Information Systems components, creation of a separate IT Department, and increasing pressure to scan records for ease of storage and retrieval)

This last group of stimuli may result in an actual decrease in required area since one of the fastest growth areas for each Department is growth in retained records. Scanning files to computer files, and moving hard copies to a secured location off-site could result in a substantial decrease in on-site storage areas.

- 2. Process:** The procedure used for development of the results is typical for this type of analysis:
  - Conduct Interviews with personnel

- Research existing spatial configurations and utilization
  - Research other documents pertaining to future growth and change, and relationship to the space needs
  - Analyze existing needs versus spaces provided, and projected needs
  - Provide a final tabulation
3. **Results:** Data sheets have been developed for each of the existing personnel and existing and proposed areas for each department tabulated on several spreadsheets, yielding a proposed building gross area of 23,000 square feet in the next 10 years.
4. **General Comments:**
- The City needs to finalize development of a document processing system, and then include that system, either within this proposed facility or at an alternative location. These Departments generate a great deal of paper records, many of which need to remain accessible to the community they serve for years after the work is completed.
  - The large desks in the existing spaces allow for a very generous work area in the typical office space, but a lack of sufficient storage for records (file cabinet or bookcase) generally pushes the occupant to use a larger portion of the desk space for storage than necessary. A more modest desk with additional filing will produce a more efficient working atmosphere.
  - New office space may be arranged more efficiently and effectively than the spaces now occupied by the employees within this study. Shared spaces may include Conference Rooms, public and internal rest rooms, a break area, a Recycling Room and other support spaces. Several of the Departments will need a small individual Conference Room for internal use.
  - The spaces now occupied by the people relocating to this proposed building are generally smaller than each person needs to accomplish their daily tasks. These spaces have been furnished to accommodate the existing office, rather than to fit the individual's needs. We have attached a series of possible furniture layouts for different office sizes. Providing space larger than needed to accomplish goals results in increases in initial construction cost as well as increases in utility and maintenance costs. Providing spaces smaller than required results in a loss of efficiency of the individual.

**AREA SUMMARY**

Project No: 11-11

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**PROGRAM of SPACES - Existing & Proposed Areas**

<u>DEPARTMENT</u>	Net to Gross Multiplier by department	<u>EXISTING</u>		<u>PROPOSED</u>	
		Net	Gross	Net	Gross
				Net x 1.33	
Administrative	1.53	605	927	1540	2048.2
Council and Mayor	1.17	2307	2702	3060	4069.8
Finance	1.36	801	1093	1350	1795.5
Human Resources	1.53	243	372	720	957.6
Information Systems	1.50	342	513	610	811.3
Planning	1.48	871	1285	1105	1469.65
Public Services	1.27	1637	2082	2320	3085.6
Shared Spaces	1.14	787	900	1670	2221.1
Support Spaces	2.35	1976	4653	4126	5487.58
	Subtotal	9569	14527	16501	21946.3
	Area Required			16501	21946.3
	Say			17000	23000
Ground Floor			4249		
First Floor			4193		
Second Floor			4056		
Subtotal Gross Square Feet			12498		
Annex			2029.1		
Total Gross Square Feet			14527		