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TTY USERS CALL VIA MD RELAY

January 4, 2010

Presiding Officers of the Maryland General Assembly
State House
Annapolis, MD 21401

**RE: Final Report of the Task Force to Study Locations in Prince George's
County Best Suited for Use By State Agencies ("Task Force")**

Dear President Miller and Speaker Busch:

I am writing in my capacity as the Chairman of the above-referenced Task Force. On behalf of its members, I am submitting the Final Report for the Task Force. Please feel free to contact me if you have any concerns regarding this request and thank you in advance for your consideration.

Regards,

A handwritten signature in black ink, appearing to read "Earl Adams, Jr.", written over a horizontal line.

Earl Adams, Jr.

cc: Members of the Task Force

January 4, 2010

The Honorable Thomas V. Mike Miller, Jr.
President of the Senate
H-107 State House
Annapolis MD 21401-1991

The Honorable Michael E. Busch
Speaker of the House
H-101 State House
Annapolis MD 21401-1991

**RE: Final Report of the Task Force to Study Locations in Prince George's
County Best Suited for Use By State Agencies**

Dear President Miller and Speaker Busch:

Pursuant to State Government Article, Section 2-1246, the Task Force to Study Locations in Prince George's County Best Suited for Use by State Agencies (the "Task Force") respectfully submits this final report on its activities and findings. The enacting legislation requires that the Task Force study and make recommendations concerning locations in Prince George's County best suited for use by State agencies; which State agencies are expected to relocate to the County; and how to encourage a State agency to relocate to the County.

The Task Force held three meetings during 2009 at the Prince George's County Economic Development Corporation's offices in Largo, Maryland. (See Appendix A for meeting agendas). The members of the Task Force were:

Appointed by the Governor: Earl Adams, Jr. and Thomas Hickey.
Appointed by Senate President: C. Anthony Muse and Douglas J.J. Peters.
Appointed by House Speaker: Benjamin S. Barnes and Marvin E. Holmes, Jr.
Appointed by Prince George's County Executive: Kwasi G. Holman
Appointed by Prince George's County Council: Councilwoman Camille Exum
Representing Maryland-National Capital Park & Planning Commission: Alvin McNeal
Ex officio: Michael A. Gaines, Sr., designee of Secretary of General Services; Floyd Wilson, designee of Prince George's County Executive.

The Task Force members agreed to the topics of each meeting during the first organizational meeting. The subsequent two meetings included presentations by the Maryland Department of General Services ("DGS") regarding office space needs for all state agencies; Prince George's County on the acreage and leasable square feet available in the County; and two State agencies that could reasonably relocate given their facility requirements. Due to funding limitations, a planned bus tour of the County did not occur.

To answer its first charge — identifying the best location in Prince George's County suited to support a State agency — representatives from Prince George's County provided data to the Task Force on the available real estate across the County.

Prince George's County has more than 17 million square feet of existing, non-owner-occupied Class A and B office space in buildings with at least 20,000 square feet. Approximately 3.5 million square feet of this space is vacant. Additionally, more than 10 million square feet of Class A office space is proposed throughout the County in the coming years. Moreover, the County has 15 Washington Metropolitan Area Transit Authority (WMATA) stations and nine MARC stations. Within a half-mile of the 15 WMATA stations, there is approximately 2,500 acres of land available for development.

Based on this information, the Task Force did not make a specific finding on a site to locate a State agency. Rather, it was clear that there is an abundance of land to build and square footage to lease in the County. As a result, it will not be difficult to identify a location for a potential site. Finally, the Task Force also concluded that any site in the County should attempt to address the following goals:

- The ability for the State agency to contribute to the surrounding community;
- Ample available housing for relocated employees;
- Access to public transportation; and
- “Green” or “Smart” buildings should be a priority.

State Agency Presentations

DGS gave a presentation on the square footage needs of all State's agencies. (See Appendix B). It included information on the amount of office space currently leased and owned by the State. Incidentally, the State currently leases approximately 473,832 square feet of office space in Prince George's County, though it does not own any office space in the jurisdiction. The presentation also provided information on lease expiration and the 5-year strategic plans of several agencies.

Based on DGS's presentation, the Task Force identified State agencies whose headquarters could be relocated based on several factors, including the status of its current location, a need to align the location with service delivery and actual lease expiration dates. Accordingly, two State agencies were asked to present to the Task Force: Department of Housing and Community Development (DHCD) and the Military Department.

Department of Housing and Community Development

DHCD was asked to present because a substantial proportion of its operations are focused in Prince George's County. As such, the Task Force felt that relocating it to the County was reasonable. Currently, the agency is located in Crownsville, Maryland and has close to 400 employees. Appendix C includes a redacted summary of the agency's space needs.

Military Department

The Military Department was asked to present based on an understanding that the agency is undergoing an internal review of its current location at the 5th Regiment Armory in Baltimore, City. The Military Department could benefit from newer facilities to accommodate both its military and administrative operations. Appendix D includes a redacted summary of the agency's space needs.

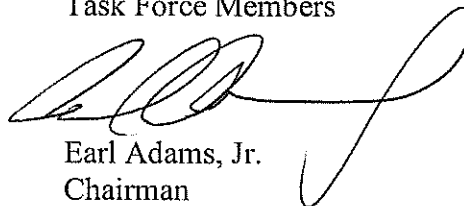
Both presentations were comprehensive and thorough. The Task Force determined that based on the information it received from Prince George's County there are several locations in the County that meet both of the agencies' facility requirements.

Strategies for Encouraging State Agencies to Relocate

The Task Force acknowledged that given the current fiscal climate in the State it would be difficult for a State agency to relocate at this time. Nevertheless, it made the following recommendations for encouraging the State to relocate a State agency to the County:

1. The State should formally engage the Prince Georges County Economic Development Corporation ("EDC") to assist in indentifying potential locations and developing creative financing options necessary to fund the relocation of an agency to the County.
2. The State should engage its federal delegation to ensure that adequate funding is available to assist the Military Department in relocating its headquarters from the 5th regiment armory.
3. The State should consider relocating the Department of Housing and Community Development to a smart site in Prince Georges County to ensure better alignment with its operations.
4. As the State considers consolidating agencies as part of its portfolio management project, Prince Georges County should be considered as a potential site for consolidation of agencies where appropriate.

Respectfully submitted on behalf of the
Task Force Members



Earl Adams, Jr.
Chairman

Cc: Task Force Members

Appendix A

January 12, 2009

- I. Welcome
- II. Introductory Remarks
- III. Discussion Items
 - A. Purpose of Task Force (i.e., goals/desired outcome from meeting)
 - B. Approaches/Strategies for addressing three objectives:
 - (1) Identify locations in Prince George's County best suited for use by State agencies;
 - (2) Identify which State agencies are expected to relocate to Prince George's County; and
 - (3) Identify methods of encouraging State agencies to relocate to County.
 - C. Future meetings/work plan
- IV. Closing Remarks

June 8, 2009

- I. Welcome
- II. Introductory Remarks
- III. Discussion Items
 - A. Purpose of Task Force (i.e., goals/desired outcome from meeting)
 - B. Presentations from Department of General Services
 - C. Discussion
- IV. Closing Remarks

October 13, 2009

- I. Welcome/Introductory Remarks
- II. Discussion Items
 - A. "State Center" Project summary
 - B. Agency Presentations
 - (1) Military Department
 - (2) Department of Housing and Community Development
 - C. County Inventory - Land/Office space
 - D. Open discussion
- III. Next Steps – Final Report (December 1, 2009)
- IV. Closing Remarks

Appendix B

<u>AGENCY</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>SQUARE FOOTAGE</u>	<u>TERMINATION DATE</u>	<u>FULL TIME EMPLOYEES</u>
1 Juvenile Services	120 W. Fayette Street	Baltimore	55,534	1/31/09	236
2 Office of the Attorney General	200 St. Paul Place	Baltimore	110,095	9/30/10	315
3 Public Safety Headquarters	300 E. Joppa Rd.	Towson	16,562	10/9/10	80
4 Workers's Compensation	10 E. Baltimore Street	Baltimore	54,607	11/30/10	128
5 Administrative Hearings	11101 Gilroy Road	Hunt Valley	54,041	12/3/11	
6 Dept. of the Environment	1000 S. Monroe St.	Baltimore	229,700	8/30/12	865
7 State Lottery Administration	1800 Washington Blvd.	Baltimore	49,771	11/30/12	172
8 Retirement Agency	120 E. Baltimore Street	Baltimore	60,851	12/31/14	191

STATE OWNED HEADQUARTER LOCATIONS

<u>AGENCY</u>	<u>ADDRESS</u>	<u>City</u>	<u>SQUARE FOOTAGE</u>	<u>TERMINATION DATE</u>	<u>FULL TIME EMPLOYEES</u>
1 Department of General Services	301 W. Preston St.	Baltimore	397,500	N/A	625
2 Department of General Services	Central Services	Annapolis	39,140	N/A	
3 Department of Housing & Comm. Dev.	100 Community Place	Crownsville	106,611	N/A	390
4 Department of Budget Management	45 Calvert Street	Annapolis	48,967	N/A	234
5 Department of Budget Management	Preston Street	Baltimore	76,248	N/A	233
6 Assessment & Taxation	Preston Street	Baltimore	43,874	N/A	204
7 Health and Mental Hygiene	Preston Street	Baltimore	369,277	N/A	1,776
8 Executive Department	Preston Street	Baltimore	15,880	N/A	21
9 Dept. of Labor, Licensing and Regulation	500 N. Calvert	Baltimore	59,282		1,000
9 Dept. of Labor, Licensing and Regulation	1100 N. Eutaw St.	Baltimore	158,594	N/A	
10 Office of Planning	301 W. Preston Street	Baltimore	22,899	N/A	195
11 Military Department	Armory	Baltimore	223,106	N/A	280
12 Department of Natural Resources	Taves Complex	Annapolis	213,136	N/A	1,650

LEASES EXPIRING 1/1/2010 - 12/30/2010 - 7,000 NUSF & UP

	<u>AGENCY</u>	<u>ADDRESS</u>	<u>City</u>	<u>SQUARE FOOTAGE</u>	<u>TERMINATION DATE</u>	<u>FULL TIME EMPLOYEES</u>
1	DPSCS - Multiple Units	115 Sudbrook Lane	Pikesville	19,731	2/14/2010	96
2	DHR-Social Service Admin	130 Chartley Drive	Reisterstown	13,500	5/7/2010	31
3	DPSCS-Parole & Probation	3027 E. Madison Street	Baltimore	7,930	5/14/2010	29
4	DPSCS-Parole & Probation Day Report	979 Rollins Ave.	Rockville	7,706	6/11/2010	20
5	DHR-Social Service Admin	100 E. All Saints Street	Frederick	46,152	7/31/2010	No Info Available
6	DHR-Social Service Admin	1400 E. North Avenue	Baltimore	100,467	8/5/2010	141
7	EXEC. Crime Control & Prevention	300 E. Joppa Road	Towson	12,283	9/14/2010	43
8	DPSCS - Internal Investigation Unit	8510 Corridor Road	Savage	7,884	11/30/2010	No Info Available
9	DPSCS - Parole & Probation	100 W. Franklin St.	Hagerstown	6,998	12/8/2010	25

Appendix C
Maryland Department of Housing and Community Development
Facilities Requirements

Square Footage: 100,000 square feet (sf) estimate (useable space), to include

- 500 parking spots for 350 employees, visitors and State vehicles; including 25 handicapped parking spaces
- Large conference room of 6,000 sf that can be divider into to two separate spaces, with adjacent storage for tables, chairs and sound equipment. The full room should accommodate 200 to 300 people with the capability for various table/chair arrangements.
- Six conference rooms of 400 sf and eight conference rooms of 600 sf.
- A storage area of 7,000 sf for the storage of files, copier paper, tools, equipment, supplies and the temporary storage of surplus furniture/equipment and record retention boxes awaiting disposition.
- Climate-controlled Information Technology (IT) server room of 800 sf with raised floor and halon fire suppression
- Loading dock with 400 enclosed sf to receive large deliveries and store recycling containers, climate-controlled telecommunications room of 800 sf.
- Office area including mail room and large copier room on ground floor for Facilities and Fleet Services (Facilities) of 3,000 sf at or above and a 1200 sf IT training room for computer training/demonstrations and Continuity of Operations Plan (COOP) usage.
- Large generator to power the IT server room, telecommunications equipment, the IT training room and the Facilities offices, which are currently used as a COOP hot spot for the Governor's Office
- Cafeteria onsite with inside and outside eating areas, at or above ground level

Appendix D

Maryland Military Department Facilities Requirements

Site: 40 + Acres; Meets requirement for HQ building footprint, employee and military vehicle parking, storage and maintenance outbuilding, fueling facility, storm water management pond, environmental easements, Anti-Terrorism/Force Protection standoff distances from roads and highways, and emergency generator site.

Target: Area for the location is within the Annapolis, Baltimore, Washington D.C. triangle

- Easy, quick access to major (Interstate or similar) highway

Building Square Footage: 221,100 total square feet (estimate)

- 188,600 sq. ft. of federally funded military space for 350 military personnel, and
- 32,500 sq. ft. state funded space for 116 state personnel

Parking: 7,830 squares yards of vehicle parking

- 5,100 square yards of military vehicle parking and 2,730 square yards of employee parking