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College Park
Frederick
Frederick County
Gaithersburg
Greenbelt
Montgomery County
Prince George's
County
Rockville
Takoma Park
Alexandria
Arlington County
Fairfax
Fairfax County
Falls Church
Loudoun County
Manassas
Manassas Park
Prince William County

*Adjunct Member

Cooperative Forecasting and Data Subcommittee Meeting

Tuesday, February 10, 2015

1:30 p.m. to 3:30 p.m.

Ronald F. Kirby Training Center, 1st Floor, COG Building
777 North Capitol Street, NE, Suite 300, Washington, DC 20002

NOTE: CALL-IN NUMBER AND WEBINAR ADDRESS

1. Click the [link](#)
2. Use your email address and the password **cfds** to log in
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AGENDA

- **Welcome and Introductions**
1:30 p.m. – 1:40 p.m. *Chair, Joy Phillips, DC Office of Planning*
- **The Federal Government's Office Space Usage**
1:40 p.m. – 2:30 p.m. *Mina Wright, Office of Planning & Design Quality, U.S. General Services Administration*
- **Job Density Factors**
2:30 p.m. – 3:00 p.m. *COG/DCPS Staff and Subcommittee Members*

This topic was introduced by COG/DCPS staff during the December 9 meeting. Several terms have been used to refer to the factors –office space utilization, job density, employment /space conversion—but they refer to the ratios used to convert rentable (or gross) building area to an estimate of employees in a building.

- Introduction of Issue by COG/DCPS Staff
- Brief summary of anticipated work plans by jurisdictions
- Conversation
 - Jurisdictional Needs
 - Potential to coordinate work
 - Feedback for COG/DCPS staff
- Next Steps

- **Land Use/Employment Ratios** *COG/DCPS Staff and Subcommittee Members*
3:00 p.m. – 3:25 p.m.

On June 30, 1985 COG released a Technical Memorandum: *Relationship between Employment by SIC and Employment by Land Use Type*. This document provided percentages that could be used to breakout forecasted employment into the four categories used in the Cooperative Forecast: *Office, Retail, Industrial and Other*. As COG has not studied employment by land use since and the SIC system has been supplanted by NAICS, the Cooperative Forecasting and Data Subcommittee has asked COG to reconsider this topic.

- Introduction of Issue by COG/DCPS Staff
- Conversation
 - How ratios are currently used in forecast and what can be improved
 - Potential avenues of study
 - Working group roles and schedule
- **Next Steps/Other Areas of Interest**
3:25 p.m. – 3:30 p.m.
- **Adjourn** *Chair, Joy Phillips, DC Office Of Planning*

Next CFDS Meeting: Tuesday, March 10, 2015 TBD