



# Parking District Services

## APPROVED FY23 BUDGET

\$25,991,554

## FULL TIME EQUIVALENTS

48.73

 CHRIS CONKLIN, DIRECTOR

## MISSION STATEMENT

The mission of Parking District Services is to:

- Support the role of public parking in commercial areas throughout the County, as parking management is an important tool for achieving public objectives of economic development and transportation management;
- Support the comprehensive development of the Silver Spring, Bethesda, and Wheaton central business districts and promote their economic growth and stability by supplying a sufficient number of parking spaces to accommodate that segment of the public demand which is neither provided for by development nor served by alternative travel modes;
- Promote and complement a total transportation system through the careful balance of rates and parking supply to encourage the use of the most efficient and economical transportation modes available; and
- Develop and implement parking management strategies designed to maximize the usage of the available parking supply in order to enhance the economic development of specific central business districts.

## BUDGET OVERVIEW

The total approved FY23 Operating Budget for the Parking Districts is \$25,991,554, an increase of \$1,412,219 or 5.75 percent from the FY22 Approved Budget of \$24,579,335. Personnel Costs comprise 20.80 percent of the budget for 53 full-time position(s) and no part-time position(s), and a total of 48.73 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 79.20 percent of the FY23 budget.

In addition, this department's Capital Improvements Program (CIP) requires Current Revenue funding.

## COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following are emphasized:

- ◆ **A Growing Economy**
- ◆ **Easier Commutes**
- ◆ **Effective, Sustainable Government**

## INITIATIVES

- ★ Management of the Bethesda facility improvements to include payment system upgrades (including pay by plate in the Woodmont Corner, Garage 11), machine location plan, and sign replacements.
- ★ Installation of new LED light fixtures in additional parking garages to improve lighting and energy efficiency.
- ★ Expansion of the Electric Vehicle Charging Station program in existing and additional facilities.
- ★ Explore opportunities to install solar photovoltaic systems on garage rooftops within the Parking Lot Districts that can provide discounted electricity to lower and moderate income (LMI) communities in the County as well as County owned facilities.

## PROGRAM CONTACTS

Contact Jose Thommana of the Parking Districts at 240.777.8732 or Felicia Hyatt of the Office of Management and Budget at 240.777.2763 for more information regarding this department's operating budget.

## PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable), with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY22 estimates reflect funding based on the FY22 Approved Budget. The FY23 and FY24 figures are performance targets based on the FY23 Approved Budget and funding for comparable service levels in FY24.

## PROGRAM DESCRIPTIONS

### ☀ Parking Enforcement

The Parking Enforcement program provides for the enforcement of parking laws within the Parking Lot Districts (PLDs) and Transportation Management Districts (TMDs) primarily to promote business activity, ensure public safety, and ensure the smooth flow of traffic. The program also conducts Residential Permit Parking (RPP) enforcement in all RPP zones within the County. In addition to citation issuance, the program is also responsible for the processing and management of citation payments.

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Number of DOT issued parking citations	126,352	102,400	117,800	125,100	132,500
Percent of DOT issued parking citations contested	6.31%	1.15%	5.70%	5.70%	5.70%
Number of Americans with Disabilities Act (ADA) citations issued	91	31	88	93	99

FY23 Approved Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>2,822,260</b>	<b>4.24</b>
Increase Cost: Bethesda Parking Enforcement Contractual Increase	363,000	0.00
Increase Cost: Silver Spring Parking Enforcement Contractual Increase	237,000	0.00
Increase Cost: Wheaton Parking Enforcement Contractual Increase	56,000	0.00
Restore: Bethesda Parking Enforcement: Restoration of Costs to Pre-COVID-19 Levels	30,000	0.00

FY23 Approved Changes	Expenditures	FTEs
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(18,707)	0.00
<b>FY23 Approved</b>	<b>3,489,553</b>	<b>4.24</b>

## ☀ Parking Fixed Costs

The Parking Fixed Costs program primarily funds the debt service payments and the lease payments.

FY23 Approved Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>3,528,665</b>	<b>0.00</b>
Technical Adj: Fixed Costs Realignment	688,271	0.00
Technical Adj: Bond Refinance	(803,200)	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(84,452)	0.00
<b>FY23 Approved</b>	<b>3,329,284</b>	<b>0.00</b>

## ☀ Parking Operations

The Parking Operations program has overall responsibility for the management of County-owned garages and lots with over 20,000 parking spaces, which represent at least a fifty percent market share of available parking spaces. This program has overall responsibility for the collection and processing of all parking revenue, including revenue from individual meters, automated pay stations, cashiered facilities, parking permits, and parking fines. The program also includes renovating and improving existing parking facilities to ensure the preservation and integrity of the parking system and its continued service to the public. Moreover, the program is responsible for the maintenance of parking facilities that includes: snow and ice removal; janitorial services; equipment maintenance for elevators, electrical systems, heating, ventilation, and air conditioning systems (HVAC); facility repairs for maintenance of damaged glass, asphalt, concrete, plumbing, painting, and space stripes; and grounds-keeping services. Furthermore, this program provides a comprehensive meter maintenance program to ensure all meter devices function properly. Augmenting the public safety mission of the Montgomery County Police Department, this program also provides contract security guard services for parking facilities to detect and report theft, vandalism, and threats to personal security.

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Parking Management revenue generated (\$ millions)	\$30.2	\$16.5	\$29.8	\$38.6	\$40.8
Parking Management operating expenditures (\$ millions)	\$25.6	\$19.5	\$23.7	\$24.4	\$25.1
Parking Management cost efficiency (ratio of expenses to revenues)	85%	118%	80%	63%	62%
Customer satisfaction rate for Parking Lot Districts (PLDs) (scale of 1-5) <sup>1</sup>	4.5	N/A	N/A	4.7	N/A

<sup>1</sup> Rating on a scale of 1 to 5 with the number 5 representing highest score. Scores from prior years are not shown due to a significant change in survey methodology in FY18.

FY23 Approved Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>17,435,916</b>	<b>39.59</b>
Restore: Bethesda Full Restoration of Operational Costs from COVID-19 Savings Plan Reductions	803,200	0.00
Increase Cost: Bethesda Citation Processing and Meter Collection Contract Increases	289,000	0.00
Increase Cost: Silver Spring Citation Processing and Meter Collection Contract Increase	188,000	0.00

FY23 Approved Changes	Expenditures	FTEs
Restore: Silver Spring Restoration of Costs to Pre-COVID-19 Levels	131,000	0.00
Restore: Bethesda Parking Operations: Restoration of Costs to Pre-COVID-19 Levels	69,000	0.00
Increase Cost: Wheaton Citation Processing and Meter Collection Contract Increase	44,000	0.00
Restore: Wheaton Restoration of Costs to Pre-COVID-19 Levels	7,000	0.00
Technical Adj: Property Leases Realignment	(688,271)	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	123,780	0.00
<b>FY23 Approved</b>	<b>18,402,625</b>	<b>39.59</b>

## Parking Services General Administration

The General Administration program provides executive direction and support functions for parking programs that include human resources, information technology, fiscal/procurement services, and the redevelopment of real property to promote the economic growth and stability of associated urban districts. The program's responsibilities are for drafting and releasing Requests for Development Proposals; generating property appraisals; negotiations and overseeing the execution of General Development Agreements; and Purchase Sales Agreements, including related development documents. The program also leads project management efforts including design and construction of PLD real property as part of mixed-use redevelopment projects.

FY23 Approved Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>792,494</b>	<b>4.70</b>
Shift: Net Gross Charges from County Attorney's Office	21,735	0.20
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(44,137)	0.00
<b>FY23 Approved</b>	<b>770,092</b>	<b>4.90</b>

## BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Approved FY23	%Chg Bud/App
<b>PARKING DISTRICT - BETHESDA</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	1,667,831	1,794,147	1,537,077	1,852,010	3.2 %
Employee Benefits	497,662	547,471	463,213	523,373	-4.4 %
<b>Parking District - Bethesda Personnel Costs</b>	<b>2,165,493</b>	<b>2,341,618</b>	<b>2,000,290</b>	<b>2,375,383</b>	<b>1.4 %</b>
Operating Expenses	6,203,110	7,703,780	8,058,010	9,229,315	19.8 %
Debt Service Other	934,343	3,104,200	2,301,400	2,301,000	-25.9 %
<b>Parking District - Bethesda Expenditures</b>	<b>9,302,946</b>	<b>13,149,598</b>	<b>12,359,700</b>	<b>13,905,698</b>	<b>5.7 %</b>
<b>PERSONNEL</b>					
Full-Time	29	29	29	29	—
Part-Time	0	0	0	0	—
FTEs	20.39	20.39	20.39	20.59	1.0 %
<b>REVENUES</b>					

## BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Approved FY23	%Chg Bud/App
Investment Income	14,360	6,870	12,720	75,930	1005.2 %
Miscellaneous Revenues	118,124	284,120	337,980	6,615,120	2228.3 %
Parking Fees	7,122,217	12,734,065	10,928,956	16,699,827	31.1 %
Parking Fines	1,744,822	2,762,500	2,899,572	3,087,500	11.8 %
Property Rentals	363,065	75,000	75,000	75,000	—
Property Tax	(8,208)	0	0	0	—
<b>Parking District - Bethesda Revenues</b>	<b>9,354,380</b>	<b>15,862,555</b>	<b>14,254,228</b>	<b>26,553,377</b>	<b>67.4 %</b>

### PARKING DISTRICT - SILVER SPRING

#### EXPENDITURES

Salaries and Wages	1,732,201	1,998,361	1,589,740	2,021,555	1.2 %
Employee Benefits	518,846	620,400	480,114	613,344	-1.1 %
<b>Parking District - Silver Spring Personnel Costs</b>	<b>2,251,047</b>	<b>2,618,761</b>	<b>2,069,854</b>	<b>2,634,899</b>	<b>0.6 %</b>
Operating Expenses	6,940,799	7,324,060	7,792,560	7,856,988	7.3 %
<b>Parking District - Silver Spring Expenditures</b>	<b>9,191,846</b>	<b>9,942,821</b>	<b>9,862,414</b>	<b>10,491,887</b>	<b>5.5 %</b>

#### PERSONNEL

Full-Time	21	21	21	21	—
Part-Time	0	0	0	0	—
FTEs	24.72	24.72	24.72	24.72	—

#### REVENUES

Investment Income	13,983	6,140	12,390	73,960	1104.6 %
Miscellaneous Revenues	(5,339)	20,000	38,268	20,000	—
Parking Fees	4,803,366	10,561,331	8,169,831	13,743,892	30.1 %
Parking Fines	959,199	1,613,036	1,846,745	1,808,036	12.1 %
Property Rentals	42,675	0	0	0	—
Property Tax	(5,997)	0	0	0	—
<b>Parking District - Silver Spring Revenues</b>	<b>5,807,887</b>	<b>12,200,507</b>	<b>10,067,234</b>	<b>15,645,888</b>	<b>28.2 %</b>

### PARKING DISTRICT - WHEATON

#### EXPENDITURES

Salaries and Wages	288,990	298,672	260,730	306,848	2.7 %
Employee Benefits	81,966	91,329	77,030	88,308	-3.3 %
<b>Parking District - Wheaton Personnel Costs</b>	<b>370,956</b>	<b>390,001</b>	<b>337,760</b>	<b>395,156</b>	<b>1.3 %</b>
Operating Expenses	953,627	1,096,915	1,096,915	1,198,813	9.3 %
<b>Parking District - Wheaton Expenditures</b>	<b>1,324,583</b>	<b>1,486,916</b>	<b>1,434,675</b>	<b>1,593,969</b>	<b>7.2 %</b>

#### PERSONNEL

Full-Time	3	3	3	3	—
Part-Time	0	0	0	0	—
FTEs	3.42	3.42	3.42	3.42	—

## BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Approved FY23	%Chg Bud/App
<b>REVENUES</b>					
Investment Income	921	280	820	4,890	1646.4 %
Miscellaneous Revenues	(3,416)	0	(357)	0	—
Parking Fees	877,549	1,254,220	1,458,903	1,876,250	49.6 %
Parking Fines	216,005	404,600	330,768	452,200	11.8 %
Property Tax	81	0	0	0	—
<b>Parking District - Wheaton Revenues</b>	<b>1,091,140</b>	<b>1,659,100</b>	<b>1,790,134</b>	<b>2,333,340</b>	<b>40.6 %</b>

### DEPARTMENT TOTALS

<b>Total Expenditures</b>	<b>19,819,375</b>	<b>24,579,335</b>	<b>23,656,789</b>	<b>25,991,554</b>	<b>5.7 %</b>
<b>Total Full-Time Positions</b>	<b>53</b>	<b>53</b>	<b>53</b>	<b>53</b>	<b>—</b>
<b>Total Part-Time Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
<b>Total FTEs</b>	<b>48.53</b>	<b>48.53</b>	<b>48.53</b>	<b>48.73</b>	<b>0.4 %</b>
<b>Total Revenues</b>	<b>16,253,407</b>	<b>29,722,162</b>	<b>26,111,596</b>	<b>44,532,605</b>	<b>49.8 %</b>

### FY23 APPROVED CHANGES

	Expenditures	FTEs
<b>PARKING DISTRICT - BETHESDA</b>		
<b>FY22 ORIGINAL APPROPRIATION</b>	<b>13,149,598</b>	<b>20.39</b>
<b>Other Adjustments (with no service impacts)</b>		
Restore: Bethesda Full Restoration of Operational Costs from COVID-19 Savings Plan Reductions [Parking Operations]	803,200	0.00
Increase Cost: Bethesda Parking Enforcement Contractual Increase [Parking Enforcement ]	363,000	0.00
Increase Cost: Bethesda Citation Processing and Meter Collection Contract Increases [Parking Operations]	289,000	0.00
Restore: Bethesda Parking Operations: Restoration of Costs to Pre-COVID-19 Levels [Parking Operations]	69,000	0.00
Increase Cost: Annualization of FY22 Compensation Increases	50,009	0.00
Increase Cost: FY23 Compensation Adjustment	32,886	0.00
Restore: Bethesda Parking Enforcement: Restoration of Costs to Pre-COVID-19 Levels [Parking Enforcement ]	30,000	0.00
Shift: Net Gross Charges from County Attorney's Office [Parking Services General Administration]	21,735	0.20
Increase Cost: Risk Management Adjustment	11,668	0.00
Increase Cost: Printing and Mail Adjustment	936	0.00
Decrease Cost: Motor Pool Adjustment	(5,759)	0.00
Decrease Cost: Annualization of FY22 Personnel Costs	(29,424)	0.00
Decrease Cost: OPEB Adjustment	(35,510)	0.00
Decrease Cost: Retirement Adjustment	(41,441)	0.00
Technical Adj: Bond Refinance [Parking Fixed Costs]	(803,200)	0.00
<b>FY23 APPROVED</b>	<b>13,905,698</b>	<b>20.59</b>

## FY23 APPROVED CHANGES

Expenditures FTEs

### PARKING DISTRICT - SILVER SPRING

	FY22 ORIGINAL APPROPRIATION	9,942,821	24.72
<b><u>Other Adjustments (with no service impacts)</u></b>			
Technical Adj: Fixed Costs Realignment [Parking Fixed Costs]		688,271	0.00
Increase Cost: Silver Spring Parking Enforcement Contractual Increase [Parking Enforcement ]		237,000	0.00
Increase Cost: Silver Spring Citation Processing and Meter Collection Contract Increase [Parking Operations]		188,000	0.00
Restore: Silver Spring Restoration of Costs to Pre-COVID-19 Levels [Parking Operations]		131,000	0.00
Increase Cost: Annualization of FY22 Compensation Increases		52,307	0.00
Increase Cost: FY23 Compensation Adjustment		34,995	0.00
Increase Cost: Risk Management Adjustment		8,407	0.00
Decrease Cost: Motor Pool Adjustment		(5,759)	0.00
Decrease Cost: OPEB Adjustment		(25,720)	0.00
Decrease Cost: Annualization of FY22 Personnel Costs		(33,651)	0.00
Decrease Cost: Retirement Adjustment		(37,513)	0.00
Technical Adj: Property Leases Realignment [Parking Operations]		(688,271)	0.00
	<b>FY23 APPROVED</b>	<b>10,491,887</b>	<b>24.72</b>

### PARKING DISTRICT - WHEATON

	FY22 ORIGINAL APPROPRIATION	1,486,916	3.42
<b><u>Other Adjustments (with no service impacts)</u></b>			
Increase Cost: Wheaton Parking Enforcement Contractual Increase [Parking Enforcement ]		56,000	0.00
Increase Cost: Wheaton Citation Processing and Meter Collection Contract Increase [Parking Operations]		44,000	0.00
Increase Cost: Annualization of FY22 Compensation Increases		7,905	0.00
Restore: Wheaton Restoration of Costs to Pre-COVID-19 Levels [Parking Operations]		7,000	0.00
Increase Cost: FY23 Compensation Adjustment		5,355	0.00
Increase Cost: Risk Management Adjustment		1,448	0.00
Decrease Cost: Motor Pool Adjustment		(2,880)	0.00
Decrease Cost: Annualization of FY22 Personnel Costs		(3,224)	0.00
Decrease Cost: OPEB Adjustment		(3,670)	0.00
Decrease Cost: Retirement Adjustment		(4,881)	0.00
	<b>FY23 APPROVED</b>	<b>1,593,969</b>	<b>3.42</b>

## PROGRAM SUMMARY

Program Name	FY22 APPR Expenditures	FY22 APPR FTEs	FY23 APPR Expenditures	FY23 APPR FTEs
Parking Enforcement	2,822,260	4.24	3,489,553	4.24
Parking Fixed Costs	3,528,665	0.00	3,329,284	0.00

## PROGRAM SUMMARY

Program Name	FY22 APPR Expenditures	FY22 APPR FTEs	FY23 APPR Expenditures	FY23 APPR FTEs
Parking Operations	17,435,916	39.59	18,402,625	39.59
Parking Services General Administration	792,494	4.70	770,092	4.90
<b>Total</b>	<b>24,579,335</b>	<b>48.53</b>	<b>25,991,554</b>	<b>48.73</b>

## FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

Title	FY23	FY24	FY25	FY26	FY27	FY28
<b>PARKING DISTRICT - BETHESDA</b>						
<b>EXPENDITURES</b>						
<b>FY23 Approved</b>	<b>13,906</b>	<b>13,906</b>	<b>13,906</b>	<b>13,906</b>	<b>13,906</b>	<b>13,906</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>101</b>	<b>101</b>	<b>101</b>	<b>101</b>	<b>101</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>13,906</b>	<b>14,006</b>	<b>14,006</b>	<b>14,006</b>	<b>14,006</b>	<b>14,006</b>
<b>PARKING DISTRICT - SILVER SPRING</b>						
<b>EXPENDITURES</b>						
<b>FY23 Approved</b>	<b>10,492</b>	<b>10,492</b>	<b>10,492</b>	<b>10,492</b>	<b>10,492</b>	<b>10,492</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>108</b>	<b>108</b>	<b>108</b>	<b>108</b>	<b>108</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>10,492</b>	<b>10,600</b>	<b>10,600</b>	<b>10,600</b>	<b>10,600</b>	<b>10,600</b>
<b>PARKING DISTRICT - WHEATON</b>						
<b>EXPENDITURES</b>						
<b>FY23 Approved</b>	<b>1,594</b>	<b>1,594</b>	<b>1,594</b>	<b>1,594</b>	<b>1,594</b>	<b>1,594</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>1,594</b>	<b>1,611</b>	<b>1,611</b>	<b>1,611</b>	<b>1,611</b>	<b>1,611</b>