



FY 2004-14

# Silver Spring TMD Commuting Patterns



Montgomery County  
Department of Transportation  
*Commuter Services Section*

# Silver Spring TMD Report

## Commuting Patterns: FY04-FY14

*Silver Spring Transportation Management District*

I. Executive Summary	3
II. Introduction	7
III. TMD Operations, Programs and Services	10
TMD History	10
Committee Membership	10
Marketing Programs	11
Employer Participation	12
Developer Participation	13
TMD Objectives	13
IV. TMD Commuting Profile	16
Commuter Survey Response Rate	16
Mode Choice	16
Average Vehicle Occupancy and Non-Driver	
Mode Share	18
Telework and Compressed Work Week	18
Transit Use and Pooling	19
Other Modes: Walking and Biking	20
Off-Peak Commuters	20
Home Origins of Silver Spring Commuters	20
V. Traffic, Parking and Transit Ridership Trends	22
Traffic Conditions	22
Parking	23
VI. Conclusions, Trends and Recommendations	23
Appendices	25
Glossary	27



# I. Executive Summary



# Silver Spring Transportation Management District Performance Highlights

## Executive Summary

### The Silver Spring Transportation Management District

This report describes the activities and performance of the Silver Spring Transportation Management District (TMD) from FY04 to FY14. Established in 1987 by the Montgomery County Council, Silver Spring is the first of five operating TMDs now spread throughout the county. A sixth TMD is being established in White Oak.

The TMD serves as a liaison among commuters, employers in the region, and the County government, to provide a wide range of transportation information and options for employees in the Silver Spring Central Business District (CBD). TMD staff, which includes Montgomery County Commuter Services (CSS) and contractors, conducts outreach to employers and employees, holds commuter events to encourage commuters to opt for greener transportation choices, and distributes materials to employers, including human resources offices, to ensure employees have all the information they need about taking public transportation to work or utilizing other alternatives to single-occupancy vehicle use.

The Silver Spring TMD boundaries are the same as those of the Silver Spring Central Business District (CBD).

In order to curb the strain of heavy traffic into the area, the Montgomery County Council established a specific traffic reduction goal for Silver Spring in which 46 percent of peak period commuters would travel to work in a way *other* than driving a car, expressed as “Non- Auto Driver Mode Share” (NADMS).<sup>1</sup>

Other general TMD goals include the following:

- *Reduce traffic congestion*
- *Increase transportation capacity*
- *Reduce air and noise pollution*
- *Promote bicycle and pedestrian access and traffic safety*

This report will provide an overview of TMD operations during the FY04-FY14 period. It will describe the TMD programs and services; explain ongoing TMD activities with employers; and show how Silver Spring employees are commuting to work through analysis of the Annual Commuter Survey. It includes an analysis of the transportation system, with a focus on public transportation, parking, traffic and intersection performance.

Highlights include:

- Consistent achievement of the **46 percent** NADMS for a majority of the decade
- A **27.5 percent** increase in number of off-peak commuters

Other highlights and key elements of the TMD operations are outlined on the following page and organized according to sections

**Over the decade, the Silver Spring TMD has consistently achieved its goal:**  
**46% Non-Auto Driver Mode Share Travel into the TMD During the Peak Periods**

<sup>1</sup> Non-Auto Drivers include carpool and vanpool passengers. Pool drivers are excluded from NADMS calculations. The Peak Period is defined as 7:00 AM – 9:00 AM



### a. TMD Operations, Programs and Services

- TMD staff continually surveyed employment sites during FY04-FY14, identifying previously unknown companies, establishing employer relationships and building the database of commuter information.
- By the end of FY14, **more than 80 Silver Spring employers** indicated that they had employed one or more Transportation Control Measures (TCMs) at their work sites.
- During the reporting period, **there was a steady climb in the number of companies** providing a transit benefit to their employees (“transit benefit” includes direct payment for transit or vanpool costs, pre-tax deduction from the paycheck, or some combination of the two). By the end of FY14, approximately 20 percent of the employers located in the TMD provided a transit/vanpool benefit. A significant percentage also had some form of telecommuting or flex schedule options in place, and offered other commuter benefits like bike racks and showers.
- The County introduced the **“FareShare”** transit/vanpool subsidy program for employers in FY01, and funding for the program continued during most of the reporting period until FY10, when the economic recession forced the County to suspend funding. FareShare funding was promoted to employers as “seed money” to encourage the continued provision of a transit and vanpool tax-free benefit to employees after the 12-month funding period ended. FareShare became “Super FareShare” in FY02 and later expanded to include multi-year funding for companies. By FY10, when the program was suspended, **46 companies** in the SSTMD had participated in the program, and nearly **700 employees** had benefited from the program.
- In FY03, County Council adopted Council Bill 32-02, amending Chapter 42A of the County Code to require employers with 25 or more employees to submit a **Traffic Mitigation Plan** (TMP) to the Montgomery County Department of Transportation (MCDOT). By the end of the reporting period, more than **70 employers** had filed TMPs and/or TMP Annual Reports detailing their progress in meeting the County mandates.
- An impressive **366 bicyclists** registered for the Silver Spring pit stop on Bike To Work Day 2014, a **44 percent** increase in participation over FY04. Inaugurated in the Washington region in 2001,

Bike To Work Day has become a multi-jurisdictional event that grows each year.

Discovery Communications graciously hosts the Silver Spring pit stop each year.

- Other regional and local events that the TMD takes part include: International Car Free Day, September 22<sup>nd</sup> of each year; and the annual Walk & Ride Challenge, promoting walking as a way to include exercise with commuting. Commuter participation in these events continues to grow, and they provide a platform to increase awareness and educate the public on issues related to the environment and sustainability.
- **Capital Bikeshare** came to Montgomery County in Fall 2013, making the County a partner in the regional effort to promote bike sharing as a viable and healthy adjunct to commuting. Silver Spring (the CBD and larger community) received 12 of the County’s initial 57 bikeshare stations. Capital Bikeshare does not provide a ridership breakdown for Silver Spring specifically, but ridership throughout the system has experienced growth each year and that trend is expected to continue.

### b. TMD Commuting Profile

- The TMD met or surpassed its goal of 46 percent NADMS during most of the reporting period, with one exception. The most recent results during the reporting period (FY11, FY12 & FY14) show non-drivers during the AM peak period achieving: 46 percent (2011) and 55 percent (2012). Results for the FY14 survey dipped to 39 percent NADMS, an unusually large change. The significant drop in FY14 was due to the lack of participation from the National Oceanographic and Atmospheric Administration (NOAA), the largest employer in Silver Spring and a heavy user of Metro. In previous years NOAA had been a reliable participant in the annual survey (*NOAA corrected the oversight and participated in later surveys. Reports for subsequent years show an increase in NADMS*).
- Employees responding to the survey in FY14 showed the following commuting modes: on average, **56.5 percent** drove alone during the peak period; **24.5 percent** used mass transit; **7.8 percent** participated in a carpool or vanpool (drivers+passengers); and **7.3 percent** used other modes such as walking or bicycling.

### c. Traffic, Parking and Transit Ridership Trends

- The Silver Spring Metro station has been a major transit hub in downtown Silver Spring since 1978, and also a major Red Line destination/departure point for the region. Major improvements for the station were first proposed in 1996, and construction began in 2008 on the new **Paul S. Sarbanes Transit Center**, a multi-modal hub serving rail (Metrorail & MARC), bus (Metrobus, Ride On, MTA), taxicab and bicycle commuters. Due to issues discovered during construction, the opening of the Transit Center was delayed. During the period covered in this report, bus commuters were served by the **Interim Operating Site (IOS)**, which included stops on the streets surrounding the construction zone – Wayne Avenue, Dixon Avenue and Bonifant Street. Taxicabs were staged along Ramsey Avenue. The IOS was widely considered a success, and commuters quickly adapted to finding their stops. Signage was clear and easy to follow, helping during Transit Center construction.
- Rail boarding and alighting data for the Washington Metropolitan Area Transit Authority (WMATA) indicate that the Silver Spring Metro Station is the **second busiest stop** on the Maryland Red Line, with **13,439** average weekday ridership for May 2014 (May is considered a typical commute month).
- There are **24 Metrobus and 20 Ride On** bus routes serving the Silver Spring Metro Station. Silver Spring is also served by three Maryland Transit Administration (MTA) buses, and the University of Maryland Shuttle. Ride On boarding/alighting data based on bus-to-rail and rail-to-bus transfers for May 2014, totaled 14,894/18,063, for a weekday average of **709 boardings and 860 alightings**. Metrobus boarding/alighting numbers during the



same month were 30,403/30,312, for a weekday average **1,448 boardings and 1,443 alightings**.

- Traffic counts were done at **45 intersections**. **Twenty-seven received Level of Service (LOS) “A”** for the morning peak period; one received a grade of “F”. During the evening peak period, **24 intersections were LOS “A”** and seven received a grade of “F” (see Page 21 for Level of Service definition).
- The public parking supply in downtown Silver Spring remains ample, with overall FY14 average usage for the TMD’s 9,551 spaces at **58 percent**, and no month during that year going above 62% of capacity.

### d. Emerging Trends and Next Steps

- The TMD will continue to focus on **expanding the use of telework and flexible schedules**. These initiatives work to decrease traffic congestion during peak hours and help employees who find it difficult to take public transportation. As part of its regular outreach to employers, TMD staff promotes the adoption of formal telework policies.
- With the introduction of bikesharing, TMD staff have another valuable item in the demand management toolbox. **Capital Bikeshare** will continue to be promoted heavily as a “first mile-last mile” link to transit and/or other destinations. The County is seeking additional funding for more bikeshare stations in the TMD in order to provide more density to the network.
  - During the time covered in this report, new transportation models, like **Uber and Lyft**, have emerged on the marketplace and challenge how jurisdictions will promote and regulate the new service. TMD staff will look for opportunities to integrate car services like these into its promotional efforts.
  - Response variability to the commuter survey presents challenges in data collection. TMD staff will continue to re-visit the survey process on a regular basis to identify areas for improved overall response rate, and will refine the instrument.



# II. Introduction

## Silver Spring





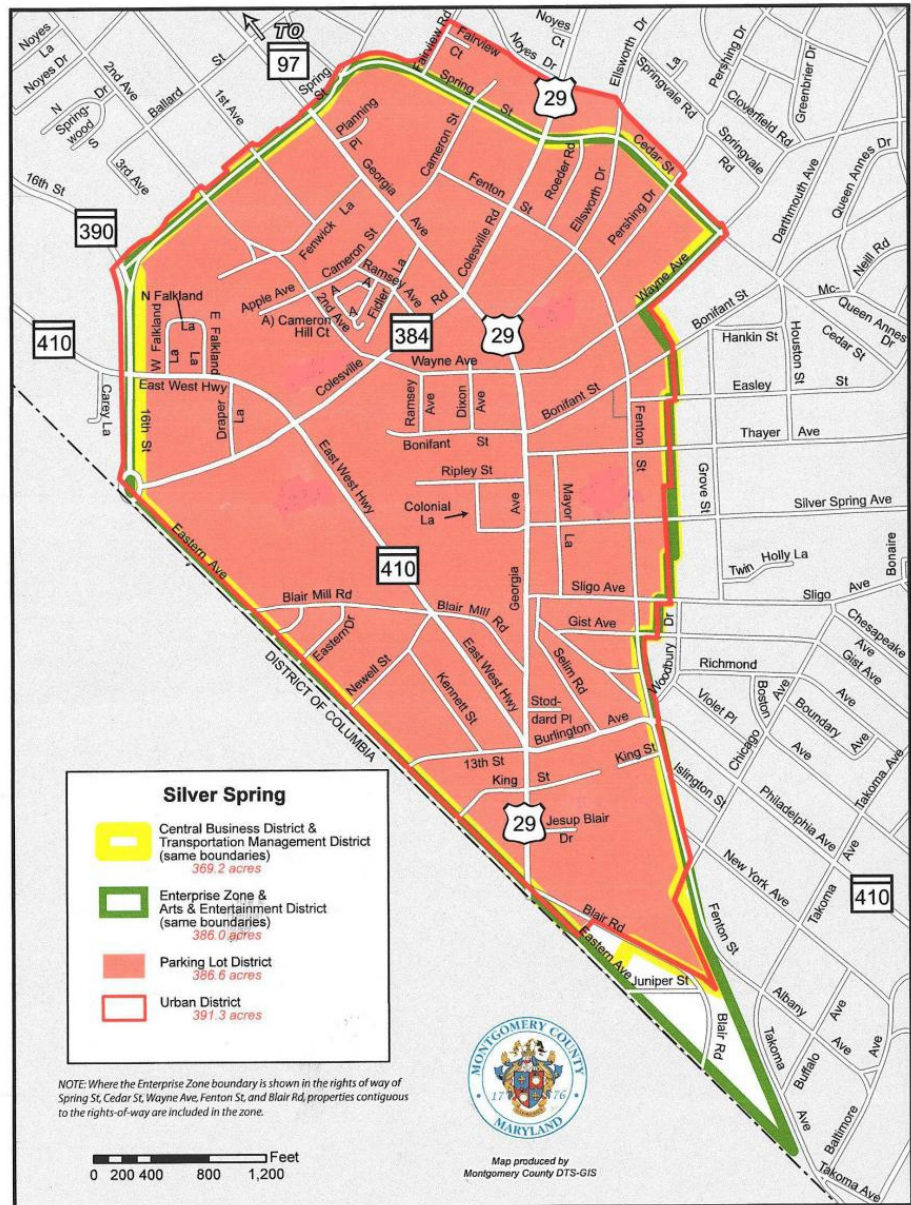
## Introduction: Origin of Silver Spring Transportation Management District

The Montgomery County Council formally established the Silver Spring Transportation Management District (TMD) in 1987, in order to address increased traffic and other transportation issues in the area. The TMD boundary is the same as the previously established Silver Spring Central Business District (CBD). Among the TMD's largest private-sector employers is Discovery Communications, which moved its world headquarters to Silver Spring from Bethesda in 2003. Other large private employers include United Therapeutics and Lockheed Martin. Silver Spring is also home to the National Oceanic and Atmospheric Administration (NOAA); with approximately 4,000 employees, NOAA is the largest single employer in the TMD.

Silver Spring became a national success story after undergoing an extensive revitalization in the early 2000s. By 2007, a \$1.8 billion town center endeavor brought dozens of new stores, hundreds of homes and housing units. The Silver Spring Transit Center created an efficient intermodal hub for public transportation, including Metrorail, MARC, Metrobus, Ride On, and other transit services.

In an effort to curb the negative effects of increased automobile traffic, decreased parking availability and growing concerns for safety of pedestrians and bicyclists, the TMD performs employer outreach and helps distribute information about alternative commuting choices. The purpose of the TMD is to evaluate transportation changes in the area, educate employers and employees about transportation options and their role in reducing traffic congestion, and address transportation issues. TMD staff and outreach team members are tasked primarily with reducing the percentage of Single-Occupancy Vehicles (SOVs) on the road.

Silver Spring TMD staff works with community stakeholders in an effort to engage equal participation from the government, private developers, employers, residential and non-residential property owners and the general public. They make use of marketing, education and incentive programs that encourage employers to promote alternatives to Single



Occupant Vehicle (SOV) use for their employees. Solo driving alternatives include use of public transportation (bus, subway and commuter rail), carpools and vanpools, biking and walking. Employers can also reduce the time and the need for some commutes by offering employees options such as flex-time and alternate work schedules, including compressed workweeks and telework. Staff working on behalf of the TMD meets directly with employers and employees to help them in developing their best alternative commute plans.

This report describes the TMD's operations, services, activities and performance. It presents comparisons of annual performance so that the progress can be clearly tracked and evaluated.



# III. TMD Operations, Programs & Services





### **TMD History**

The Silver Spring Transportation Management District (SSTMD) was created to mitigate traffic congestion in the Central Business District (CBD) during peak morning and evening commute times. The TMD also seeks other goals that increase the quality-of-life for the community, including the reduction of noise and air pollution and ensuring safety for pedestrians and bicyclists.

The Silver Spring TMD was established in 1987 as the first Montgomery County TMD. Silver Spring's success in achieving a 46 percent Non-Auto Driver Mode Share (NADMS) prompted the creation of other TMDs to follow in its footsteps.

Since then, a total of six TMDs have been established throughout the county – in Silver Spring, Friendship Heights, North Bethesda, Bethesda, Greater Shady Grove, and most recently, White Oak, which has been created through County legislation but has not yet become operational.

All of the TMDs share the same overarching goals, including decreasing traffic congestion, increasing pedestrian and bicyclist safety and improving air and noise pollution levels. But each TMD operates under specific goals for NADMS, depending on their current NADMS status and future development projections for the area. The SSTMD has been working towards a goal of 46 percent NADMS since its establishment in 1987 and has in recent years been very close to, or has surpassed that goal.

## **a. Operations**

### **TMD Staffing**

The Silver Spring TMD is managed by full-time staff working in Montgomery County Department of Transportation's, Commuter Services Section (CSS), with support from a contracted outreach team.

### **TMD Funding**

The Silver Spring TMD is funded primarily through parking management revenues, TMD fees on new development (10 cents/square ft. on commercial floor space), developer parking reduction program fees, state and regional grants and County General Fund revenues.

### **TMD Advisory Committee**

The Silver Spring TMD Advisory Committee, established to advise the County Executive and Montgomery County Department of Transportation (MCDOT) on TMD operations and suggest future endeavors, includes stakeholders from the business, development and residential communities.

#### **Silver Spring TMD Advisory Committee Members (FY 14)**

Voting Members	
<i>Jim Bunch – Kemp Mill/4 Corners/East Montgomery</i>	<i>Arnetta Haines – Social &amp; Scientific Systems</i>
<i>Molly King – The Blairs</i>	<i>Everton Latty – iDeal Decisions</i>
<i>Samantha Mazo (Co-Chair) – Linowes and Blocher</i>	<i>Wendy Melis – SWANA</i>
<i>Michael Meszaros – Digital Industry</i>	<i>Philip Olivetti – North &amp; West Sector Plan Area</i>
<i>Michael Price – Discovery Communications</i>	<i>Valerie Spencer – The MayaTech Corporation</i>
<i>Andrew Wexler – CBD Resident (Co-Chair)</i>	
Non-Voting & Ex Officio Members	
<i>Sandra L. Brecher – Chief, MC Commuter Services / Representing MCDOT Director</i>	<i>Matthew Folden – M-NCPPC</i>
<i>Reemberto Rodriguez – Silver Spring Regional Center</i>	<i>Sgt. Michael Ruane – Montgomery County Police</i>
Staff	
<i>Nakengi Byrd – MC Commuter Services</i>	<i>James Carlson – MC Commuter Services</i>

## b. TMD Marketing Programs

Most of the work of the TMD is conducted through outreach to employers, in order to encourage interest and cooperation in reaching TMD goals. The Silver Spring TMD capitalizes on a number of County, state and federal transportation marketing programs to encourage commuters to utilize public transportation and other commuting alternatives.

The TMD markets a variety of these programs at Commuter Information Day fairs, employer meetings and other transportation events. Commuter programs that are marketed include:

- **Maryland Commuter Tax Credit Program** – The Maryland Commuter Tax Credit program allows businesses operating in Maryland to claim a 50 percent tax credit for the cost of providing commuter benefits to its employees.
- **Guaranteed Ride Home** – The Metropolitan Washington Council of Governments (COG), an independent, nonprofit association that brings area leaders together to address major regional issues in the District of Columbia, suburban Maryland and Northern Virginia, offers commuters who use transit at least two times per week a free ride home or elsewhere for unexpected emergencies – for up to four times a year. The program is available in Maryland, Virginia and the District of Columbia.
- **Bike to Work Day** – The region-wide annual Bike to Work Day has included a morning “pit-stop” within the Silver Spring TMD since 2002. The annual event, complete with complimentary t-shirts for bicyclists who are registered, refreshments, and other giveaways, helps to encourage commuters to try biking to work.
- **Carpool/Vanpool Ride Matching Services** – COG helps match commuters, using a sophisticated web-based system, to existing carpools or vanpools that coincide with their normal route and commute patterns.
- **Telework, Flextime and Compressed Work Schedules Consulting** – CSS offers free support to employers who want to set up an alternate work schedule option for employees to reduce their commuting time and costs.
- **Traffic Mitigation Plans and Annual Reports** All businesses with more than 25 employees in TMD’s are required to submit Traffic Mitigation Plans and updated Annual Reports on their commuting patterns to the MCDOT. The TMPs assist employers in organizing their company goals and actions toward promoting alternative transportation to employees.
- **Walk and Ride** - This annual event encourages Silver Spring employees to realize how easy it is to incorporate walking into their daily routine combined with alternative commute modes other than driving alone and sitting in traffic. In FY12, participants from within the TMD reached 259, although the number of registrants dropped to 176 for FY14.
- **TRIPS Hotline** – Montgomery County Commuter Services’ TRIPS (which stands for “Transportation Resources, Information & Places to See”) personnel work directly with commuters who are seeking alternative transportation options, by helping them customize their personal public transportation route.
- **LEED Rating System Program** – Businesses and property owners that implement certain public transportation benefit measures can earn points toward achieving a LEED certification for Leadership in Energy and Environmental Design.

### *TMD Branding*

TMD staff worked closely with the original Silver Spring Advisory Committee of 1999 and with a graphic designer to create a unique logo that incorporated references to Silver Spring’s art deco identity. The logo, which appears on all marketing campaigns and other printed and promotional materials, gives the TMD a recognizable brand in the Silver Spring community. Although the TMD does have its own logo, as with the other TMDs, it is used in conjunction with Montgomery County’s over-arching “Better Ways to Work” branding.



### *Employer Meetings/Commuter Information Day Fairs*

Commuter Services and its marketing outreach contractors host regular **Commuter Information Day (CID) fairs** at employment sites (typically 3-4 per month), and meets with employer decision makers to promote alternative transportation programs. The fairs have taken place at a variety of locations that include large, private-sector employers,

government offices, multi-tenant buildings, retail spaces, education facilities, and a hospital. The fairs create opportunities to reach a diverse range of businesses and employees and to engage in personalized and informative discussions with individuals about commuter services and programs.

## c. Employer Participation

### *Traffic Mitigation Plans*

Employers with more than 25 employees (on the largest shift) are required under Chapter 42A of the County Code to submit a Traffic Mitigation Plan (TMP) to MCDOT, which has the following mandatory elements:

1. Point of contact designated to receive and distribute information
2. Information on transit/pooling and other alternatives posted regularly
3. Facilitate on-site TMD staff presentations to employees
4. Promote Guaranteed Ride Home to employees
5. Participate in the annual commuter survey
6. Provide information on Americans with Disabilities Act (ADA)
7. Have a permanent display w/bus schedules and other transportation information
8. Compile information on yearly TMP activities and submit an annual report to MCDOT

By the end of the reporting period, more than 70 Silver Spring employers had submitted TMPs to the County. In addition to the mandatory elements of the plan, employers are encouraged to have a number of voluntary strategies in place to encourage alternatives to solo driving.

All employers of any size in the Silver Spring TMD are encouraged to develop transportation programs that meet their employees full commuting needs. Businesses typically take into account their employees' needs in regard to car parking, but often disregard employees who choose alternative ways of commuting to work. The TMD works to make employers aware of the benefits of offering incentives – or at least a level playing field - for alternative travel modes, which result in more productive employees, less parking congestion, enhanced employee benefits, lower taxes and improved public image.

### *Transportation Benefits Coordinator*

TMD staff request each employer to designate a Transportation Benefits Coordinator (TBC), usually in the human resources department. The TBC serves as a liaison between the company and the TMD staff. Once a TBC is established for a particular company, TMD staff stays in contact with that designee and provides information on new programs and services, as well as commute events and activities for the TBC to disseminate to employees at that work site.

### *Employers Providing Transit Benefits*

Since cost is such an important factor in commuting decisions, one of the main goals for TMD staff and its outreach team is to help employers find a way to offer transit subsidies for employees who choose alternative commuting methods.

During the reporting period, the Washington Metropolitan Area Transit Authority (WMATA) discontinued use of paper Metrocheks and other forms of paper media and established its online “SmartBenefits” site, allowing employers to set up as a system to load transit/vanpool benefits remotely to employees' SmarTrip cards.

At the end of FY14, 81 Silver Spring companies were providing a transit benefit for their employees, representing 21 percent of employers who are active in the database.



**Sampling of Employers Offering Transit Benefits.**

<b>Company Name</b>	<b>Benefit Type</b>	<b>Employees</b>
<b><i>Large (25+ Employees)</i></b>		
<b>NOAA</b>	<b>Direct</b>	<b>4,000</b>
<b>Discovery</b>	<b>Direct</b>	<b>1,495</b>
<b>American Nurses Association</b>	<b>Pre-tax</b>	<b>204</b>
<b>United Therapeutics</b>	<b>Direct</b>	<b>200</b>
<b>Ullico</b>	<b>Direct</b>	<b>154</b>
<b>Danya International</b>	<b>Direct</b>	<b>197</b>
<b>AFI-Silver Theater</b>	<b>Direct</b>	<b>40</b>
<b>William Sired and Associates</b>	<b>Direct</b>	<b>30</b>
<b><i>Small (&lt;25 Employees)</i></b>		
<b>Moore &amp; Associates</b>	<b>Direct</b>	<b>21</b>
<b>Little Home Bakeries</b>	<b>Direct</b>	<b>4</b>
<b>Blair Mansion Inn</b>	<b>Direct</b>	<b>19</b>
<b>Statland &amp; Katz</b>	<b>Pre-tax</b>	<b>20</b>
<b>Center for Effective Public Policy</b>	<b>Direct</b>	<b>14</b>
<b>Solid Waste Association of America</b>	<b>Direct</b>	<b>21</b>
<b>Think Energy</b>	<b>Direct</b>	<b>10</b>
<b><i>Total (of all employers)</i></b>		<b><i>4,934</i></b>

From ACT Database

**d. Developer Participation**

The County currently has 25 Traffic Mitigation Agreements (TMAs) with a number of major downtown developments, including Discovery Communications, United Therapeutics, City Place, The Blairs, Silver Spring Gateway, and other sites producing new trip generation into the CBD. Although TMAs tend to differ in some details, all obligate the developer to cooperate with the County to reduce SOV use into the CBD by promoting transit, carpools and vanpools, and other solo driving alternatives.

**e. TMD Objectives**

The 2000 Silver Spring Sector Plan stated that the County's overall goal for the CBD is so "The downtown's core will re-emerge as the center of the community, with offices, shops, restaurants, and civic uses arranged along landscaped, pedestrian-friendly streets." Part of this overall goal included the creation of a formal TMD for Silver Spring and adherence to the overall NADMS goal of 46 percent peak-period travel.

***Annual Commuter Survey***

The TMD measures its progress in its goals for transit use and non-driver mode share by collecting data from an Annual Commuter Survey. The County distributes the survey each year to employers in the TMD to measure commuting patterns. It also serves as a source for information to develop future promotional efforts and alternative transportation services or incentives.

TMD staff send employers in the Silver Spring area the survey for distribution to their employees. It is primarily an online form, but paper surveys are also available, as are different language translations, should a company require it. The survey

offers a glimpse into the typical commuting patterns for area employees and provides an opportunity to promote alternatives to the use of SOVs.

Survey participation is required for employers in the TMD with 25 or more employees. Surveys include incentives each year, such as prize drawings for participants; employer liaisons (Transportation Benefit Coordinators) are also given incentives for encouraging employees to participate. Under the County Code, employers are asked to make a good faith effort to achieve at least an 80 percent response rate from their employees.

In addition to information such as mode share, mileage, work site arrival and departure times, the survey provides respondents with an application for carpool, vanpool or other transit information. Employer information from those applications are entered in the MWCOG regional rideshare database to obtain matching arrangements, in order to provide the participant with the information requested.

# III. TMD Commuting Profile





The Silver Spring TMD commuting profile is derived from the Annual Commuter Survey, in which employers and employees provide information on their commuting habits. The survey is the primary basis for evaluating the transportation activity for the TMD, as it reveals the peak hours of commuting, the mode of travel, the ratio between cars and passengers, and the home origins of Silver Spring commuters.

This system is especially useful for evaluating the TMD's status in reaching its goal of 46 percent NADMS. In addition to asking employees about their current commuting patterns, the survey also asks participants what benefits would make them more likely to commute to work using alternative means. The survey gathers information on employees' commuting patterns over the duration of a normal week in the office, in order to get an accurate picture of daily commuting patterns. The results are analyzed for the employer and for the TMD as a whole, in order to assess the TMD's progress toward achieving its goals in offering commuting benefits to their employees.

### a. Annual Commuter Survey Response Rate

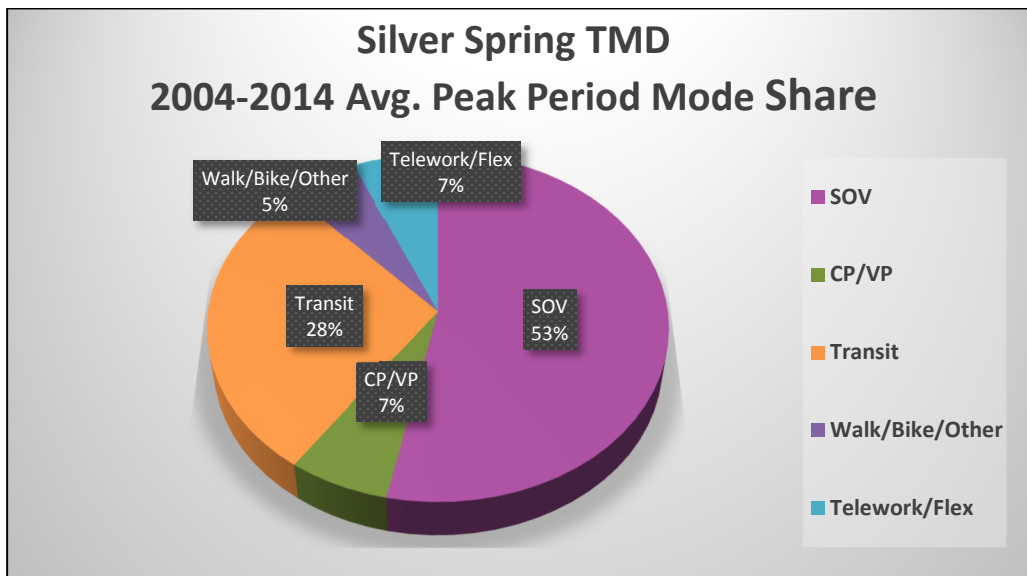
While employers with more than 25 employees in the TMD are required to distribute the County-issued Annual Commuter Survey to their staff, their employees complete the survey on a volunteer basis, leading to some variability in the numbers. Therefore, the TMD implements strategies to encourage as many area employees to respond as possible. The response rate is important to assess the accuracy of the survey and the data it presents. Another factor influencing the response rate includes "survey fatigue"; CSS designed the survey process after 2006 to reach all eligible TMD employers with under 250 employees on a 2-year cycle, allowing most employers to participate every other year. Employers with 250+ employees must participate each year. Years 2004-2006 included employers with 12-25 employees

<b>Survey Participation of TMD Employers</b>	<b>2004</b>	<b>2006</b>	<b>2008</b>	<b>2010</b>	<b>2012</b>	<b>2014</b>
<b>Surveys Distributed/Employees</b>	<b>9,213</b>	<b>7,828</b>	<b>4,039</b>	<b>3,385</b>	<b>6,854</b>	<b>2,664</b>
<b>Number of Surveys Returned</b>	<b>2,433</b>	<b>1,505</b>	<b>711</b>	<b>943</b>	<b>1,500</b>	<b>662</b>
<b>Employee Response Rate</b>	<b>26.4%</b>	<b>19.2%</b>	<b>17.6%</b>	<b>27.9%</b>	<b>21.9%</b>	<b>24.8%</b>

Data from Annual Commuter Survey Silver Spring, FY04-FY14

### b. Mode Choice and Average Auto Occupancy

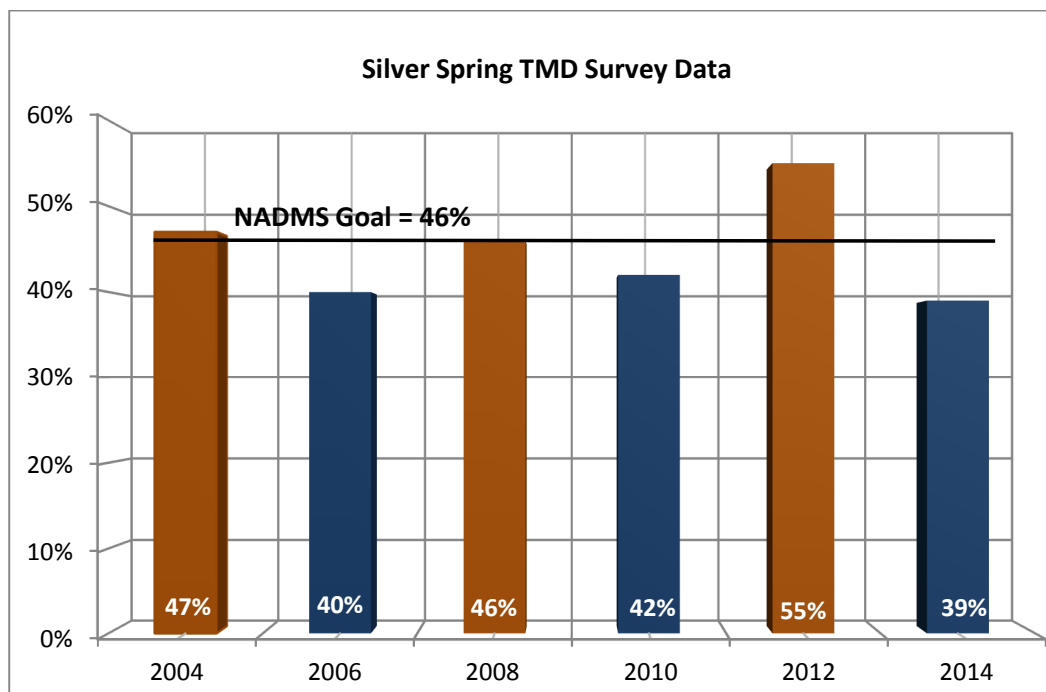
The primary way of measuring success in alleviating the burdens of SOV commuting is determining the NADMS of a given population. The survey also asks commuters to provide information regarding their current mode of commuting to work, whether it is driving alone in a car, walking, riding the bus, biking, riding the train or participating in car or vanpools (see next page).



Data from Annual Commuter Survey. Numbers rounded.

The Silver Spring TMD experienced a **15 percent** rise in use of public transportation from FY04-FY12. In FY04, **36 percent** of Silver Spring commuters came to work using non-driver means of transportation; while in FY12 **52 percent** of commuters came to work using non-driver means of transportation, surpassing the NADMS goal established in the original legislation approved by the Montgomery County Council.

Solid progress was made between FY04 and FY12. However, NADMS decreased to **39 percent**, in FY14 due to the lack of participation in the 2014 survey by NOAA, the largest downtown employer. A staff change at NOAA immediately prior to distribution of the survey resulted in the survey being overlooked. Going forward, NOAA has committed to continued participation. It should be noted that Federal agencies do not fall under the County Code requirements, so NOAA's participation is voluntary.



Annual Commuter Survey Silver Spring TMD FY04-FY12. \*2006 & 2008 numbers represent Over-All NADMS, not Peak-Period.

The TMD also measures the ratio of vehicles to vehicle passengers through Average Auto Occupancy (AAO). This measurement is calculated by dividing the number of persons commuting to work in a car or van by number of vehicles. Increases in this figure indicate more car/van pooling.

Average Auto Occupancy (AAO)	People per Vehicle
2004	1.03
2006	1.05
2008	1.04
2010	1.09
2012	1.07
2014	1.06

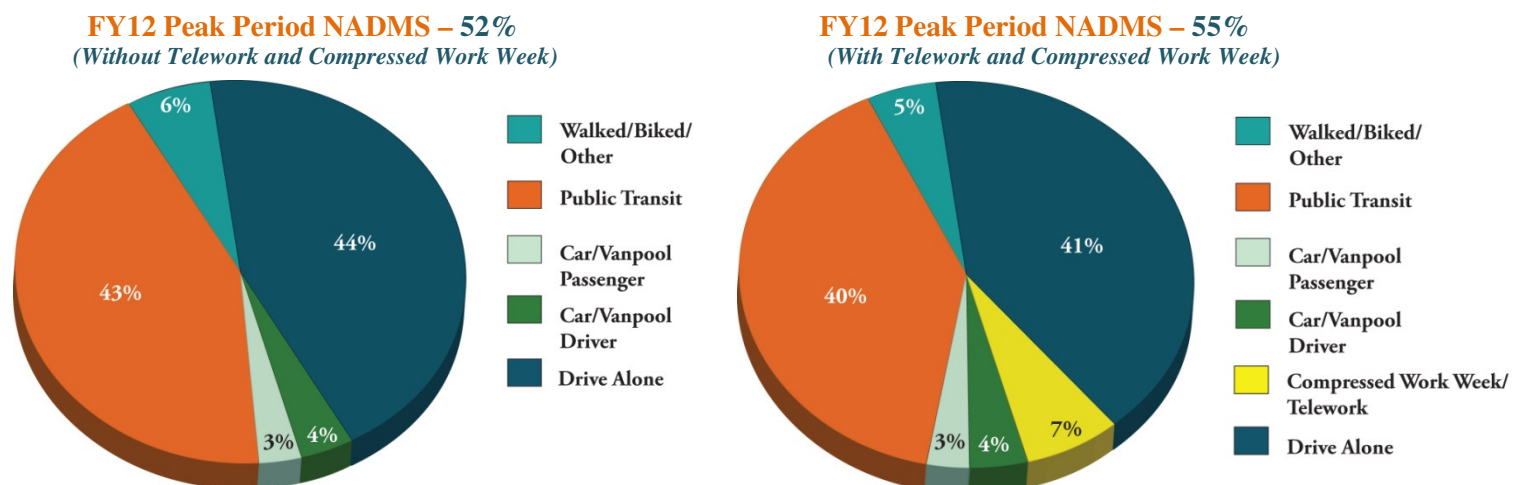
Data from Annual Commuter Survey Silver Spring TMD FY04-FY14.

### c. Other Work Schedules: Telework/Compressed Work Weeks

Since 2010, the TMD also has included a special designation in the survey for employees who work for companies located in the Silver Spring TMD, but do not commute as frequently to the area because their employers offer programs such as Telework and Compressed Work Week. Teleworking employees usually work from home or work at a telework site closer to home in order to alleviate the burdens of commuting long distances to work. Employees who take advantage of Compressed Work Week schedules work longer days in exchange for fewer working days per week, eliminating one or two days of commuting from a normal work schedule. TMD staff offer employers assistance with organizing official Teleworking or Compressed Work Week programs.

The NADMS calculation for the years prior to 2010 does not include Telework or Compressed Work Schedule. The inclusion of these numbers in future NADMS calculations will provide a better illustration of the entire commuting picture and will give credit to the many employers and employees who choose this means of lessening traffic congestion and improving area air quality.

The following charts show the difference in NADMS if Teleworking and Compressed Work Week is included:



Annual Commuter Survey Silver Spring TMD FY12. Numbers are adjusted for visual purposes.

## d. Public Transit and Pooling

From FY04 to FY12, Silver Spring experienced a **15 percent** increase in commuters using public transportation, including those who utilize Ride On buses, MARC trains and Metrorail to get to work.

The Silver Spring TMD hosts 20 Ride On routes and 24 Metrobus routes. The Silver Spring Metro Station is the second busiest on the Maryland Red Line and continued service at this high level during the delays in construction of the new transit center.

Total use of transit during this high point was approximately **52 percent** during the morning peak period.

Carpooling and vanpooling participation remained constant, at about **7 percent** of Silver Spring commuters.

### Public Transit Use FY12 % of Public Transit Users



**10%**  
Ride on



**14%**  
Metrorail



**20%**  
MARC



**8%**  
Metrobus



**7%**  
Car/Vanpool

Data from Annual Commuter Survey, Silver Spring TMD 2012;  
Peak year for NADMS in TMD.



### Silver Spring Metro Station

**13,269**  
average daily riders

Source - WMATA



## e. Walking and Biking

The Silver Spring TMD also works to support those who choose to walk or bike to work. Currently bicycling rates hover at **2 to 3 percent** for peak-period commuters, and has fluctuated between 3 and 5 percent over the FY04-FY14 period.

In recent years, the new Capital Bikeshare stations have also become a popular option for commuters in the Silver Spring TMD. In FY14, there were **4,398 trips** using Capital Bikeshare in the TMD, up from 2,347 in FY13.

## f. Off-Peak Commuters

The TMD also recognizes commuters who opt for alternative work schedules, which also help to alleviate traffic congestion. These employees choose to take part in a compressed work week, or design their work day to avoid peak-period commuting.

The following chart shows the Off-Peak Arrivals for FY04 – FY14:

Off-Peak Commuters in Silver Spring	2004*	2006	2008	2010	2012	2014
Off-Peak Arrivals	363	-	-	504	637	368
% Off-Peak Arrivals	15%	28.1%	30.5%	48%	42.5%	55.7%

Annual Commuter Survey Silver Spring TMD FY04-FY14. \*2004 data included non-peak departures in its calculation.

## g. Home Origins of Silver Spring Employees

Commuter data shows that most of the commuters that work in **Montgomery County** also live in the County, at around **50 percent**. This trend stayed relatively constant over the reporting period. The second highest home origin response is from Prince George's County, averaging about **12 percent**.

Jurisdictions	2004	2006	2008	2010	2012	2014
Montgomery Co. MD	46%	43.5%	45.1%	46.9%	51.1%	49.1%
Howard Co. MD	6%	6.5%	7.7%	8.2%	6.9%	6.0%
Prince George's Co. MD	16%	14.6%	13.1%	9.1%	8.3%	9.8%
Frederick Co. MD	2%	2.1%	3%	3.5%	3.4%	2.7%
Other MD Counties	5%	6.1%	8.4%	10.2%	9.5%	8.2%
District of Columbia	10%	11.5%	9.7%	10.1%	9.2%	9.5%
Fairfax Co. VA	Not Listed*	Not Listed*	Not Listed*	5.6%	4.9%	5.1%
Arlington Co. VA	Not Listed*	Not Listed*	Not Listed*	2.1%	1.9%	2.4%
Other VA Counties	13%*	12%*	10%	3.6%	3.2%	9.0%
West Virginia	-	-	-	.6%	1.2%	0.6%
Delaware	-	-	-	.1	-	-
Pennsylvania	-	-	-	-	.2	-
Other States					.5	0.6%

\*These counties are represented under the broader headings of "Other Md. Counties," "Other Va. Counties" and "Other."  
Data from Annual Commuter Survey Silver Spring TMD FY04-FY14.

# IV. Traffic, Parking, Ridership Trends





Improving the NADMS is an important measure of success in the TMD. It is also important to evaluate traffic and parking as part of the transportation environment, as these form a context for individual commuting choices. The County conducts traffic counts of major intersections during select years. This data is useful in determining the need for additional traffic controls and for assessing traffic congestion problems. (See Appendix)

Transit ridership data offers an indication of trends in use of public transportation as well as an indication of future needs for new transit routes. The table below shows average daily bus boarding and alighting transfer data for Ride On and Metrobus from May 2014 for the Silver Spring Transit Center:

	Bus to Rail Transfers	Rail to Bus Transfers
	TO: Silver Spring	FROM: Silver Spring
<b>Ride-On Routes</b>	860	709
<b>WMATA Routes</b>	1,443	1,448
<b>Ride-On &amp; WMATA</b>	2,303	2,157

Source: WMATA

Rail ridership data for the Silver Spring Metro (below) shows that average weekday usage held steady during the last five years for all periods of the service day. Data was collected during the month of May for years 2011-2014; October was used as a representative month for 2010:

	Weekday Riders				
	AM Peak	Midday	PM Peak	Evening	Late Night
<b>2010</b>	5,986	2,740	3,123	1,195	33
<b>2011</b>	6,040	2,837	3,252	1,287	54
<b>2012</b>	6,063	2,893	3,315	1,248	50
<b>2013</b>	6,047	2,669	3,117	1,175	43
<b>2014</b>	6,039	2,665	3,196	1,232	47
<b>5-Yr Avg</b>	<b>6,035</b>	<b>2,761</b>	<b>3,201</b>	<b>1,227</b>	<b>45</b>

Source: WMATA

## a. Traffic Conditions

To evaluate traffic conditions at Silver Spring intersections, a traffic investigator notes traffic volumes (numbers of cars crossing a given intersection) and turning movements (number of cars turning at a given intersection) using the Critical Lane Volume (CLV) method. With this method, the investigator is able to produce a Level of Service (LOS) rating which rates how freely traffic flows, and the level of congestion and delay. Ranks range from A to F, with A indicating free-flowing traffic and B-F indicating worsening intersection performance. The specifics of the CLV method are described below.

The Critical Lane Volume (CLV) method computes the maximum number of vehicles crossing the center point of an intersection during the morning or evening peak hour, using actual or projected turning movement volumes and existent or proposed lane geometry. Depending on the number of vehicles, the intersection is assigned a Level of Service (LOS) represented by a letter on a scale from A-F.

**Level of Service A** – Conditions of free unobstructed flow, no delays and all signal phases sufficient in duration to clear all approaching vehicles.

**Level of Service B** – Conditions of stable flow, very little delay and a few phases are unable to handle all approaching vehicles.

**Level of Service C** – Conditions of stable flow, delays are low to moderate, full use of peak direction signal phases is expected.

**Level of Service D** – Conditions approaching unstable flow, delays are moderate to heavy, significant signal time deficiencies are experienced for short durations during the peak traffic period.

**Level of Service E** -- Conditions of unstable flow, delays are significant, signal phase timing is generally insufficient and congestion exists for extended duration throughout the period.

**Level of Service F** – Conditions of forced flow, where full utilization of the intersection approach is prevented due to congestion from locations downstream.

Results from MCDOT's most recent intersection count in FY14 indicate that most of the major intersections in the Silver Spring TMD were performing better than the CLV maximum of 1,800 (or LOS of "F") for the Silver Spring Metro Policy Station Area, although there are some traffic concerns at the intersection of Georgia Ave (MD 94/US 29) and Colesville Rd (MD 384/US 29) (see Appendix for intersection & traffic count data).

## **b. Parking**

Montgomery County operates 10 public parking garages and six lots in Silver Spring. Parking utilization for those years in which data is available (2010-2014) indicates that parking capacity remains available within the TMD as a whole, with average fiscal year usage for FY14 ranging between 31 percent and 96 percent of capacity.

The total FY14 average usage for Silver Spring's 9,551 spaces was 58 percent overall, with no month during that year going above 62% of capacity.

There are, in addition to the public facilities, a number of private parking operations in the SSTMD. These will also be surveyed in future reports, as resources allow. (see Appendix for parking utilization data)



# V. Conclusions and Recommendations



- Silver Spring TMD has consistently achieved the goal of 46 percent NADMS during most years covered in this report. The survey instrument and process should be subject to continuous review and improvement, with TMD staff exploring more creative ways to encourage participation, both from employers and employees.
- The Silver Spring TMD should continue to focus on expanding the use of telework and flex-schedules. These initiatives work to decrease traffic congestion during peak hours and help employees who find it difficult to take public transportation. As part of its outreach to employers, TMD staff promotes the formation of formal telework policies among TMD employers.
- Creating better transportation resources is an important part of the TMD mission. Continuing and expanding efforts to market the TMD programs and services will help to encourage more employers and employees in the area to seek alternatives to driving alone. Re-introduction of the FareShare transit benefits program could help to increase the number of rail and bus users in the TMD.
- With the introduction of new innovations, such as Lyft and Uber, TMD staff is challenged to incorporate these new transportation network models into its list of strategies to encourage less SOV use.
- Capital Bikeshare will continue to expand regionally and within the TMD, and bicycling overall will be greatly enhanced by future plans to improve the trail and road infrastructure to accommodate more bike riders. TMD staff will continue to provide support for biking, bikeshare and improvements to bicycling facilities.



## Appendix A

### Traffic and Intersection Count Data FY14

#### Silver Spring TMD

Intersection	Peak AM			Peak PM			Ped Count		Bike Count	
	CLV	LOS	Peak Hr	CLV	LOS	Peak Hr	AM	PM	AM	PM
16th St at Spring St	832	A	8:15-9:15	834	A	5:15-6:15	45	117	10	11
Selway Ln at Seminary Rd	729	A	7:15-8:15		A	5:30-6:30	45	87	14	9
Alley/Seminary Pl at Georgia Ave	1056	B	8:15-9:15	1155	C	5:15-6:15	103	127	7	13
Apple Ave-Ceron St at 2nd Ave	331	A	8:30-9:30	359	A	5:45-6:45	1538	1148	37	37
Blair Mill Rd/Newell St at East/West Hwy	486	A	7:30-8:30	455	A	5:30-6:30	216	421	n/a	n/a
Blair Rd-Eastern Ave at Georgia Ave	1035	B	7:30-8:30	1114	B	6:00-7:00	233	437	60	61
Bonifant St at Fenton St	625	A	8:30-9:30	1759	F	5:30-6:30	322	744	44	51
Burlington Ave/Georgia Ave-13th St at East West Hwy	1335	D	7:30-8:30	1340	D	5:15-6:15	253	155	n/a	n/a
Burlington Ave/Philadelphia Ave at Fenton St	812	A	7:30-8:30	971	A	5:30-6:30	163	181	14	6
Ceron St at Georgia Ave	989	A	8:15-9:15	1073	B	5:15-6:15	705	1399	17	27
Ceron St at Spring St	985	A	8:15-9:15	1218	C	4:45-5:45	242	253	14	16
Carroll Ave at Philadelphia Ave	684	A	7:30-8:30	1297	C	6:00-7:00	175	171	48	45
Cedar St at Wayne Ave	687	A	8:30-9:30	753	A	5:30-6:30	137	245	20	43
Colesville Rd at Dale Dr	1518	E	7:15-8:15	1634	F	4:45-5:45	40	74	13	18
Colesville Rd at East-West Hwy	1038	B	7:45-8:45	2006	F	5:30-6:30	1053	1919	21	39
Colesville Rd at Eastern Ave-16th St	1909	F	7:15-8:15	1772	F	5:00-6:00	127	168	n/a	n/a
Colesville Rd at Fenton St	1015	B	8:15-9:15	1362	D	5:30-6:30	945	1987	25	47
Colesville Rd at Franklin Ave	1178	C	7:00-8:00	1391	D	5:15-6:15	14	7	3	1
Colesville Rd at Georgia Ave	1475	E	8:00-9:00	1194	C	5:30-6:30	1282	3120	11	30
Colesville Rd at Spring St	1033	B	8:00-9:00	1171	C	5:00-6:00	340	427	9	11
Colesville Rd at Wayne Ave/2nd Ave	912	A	6:45-7:45	881	A	5:00-6:00	3415	4176	53	39
Georgia Ave at Columbia Blvd-Seminary Rd	1279	C	8:15-9:15	1514	E	5:30-6:30	56	51	20	24
Wayne Ave at Dale Dr	767	A	7:30-8:30	998	A	5:00-6:00	292	215	43	0
East-West Hwy at 16th St	1275	C	7:45-8:45	1280	C	5:15-6:15	549	484	11	29
Elkhart St/16th St at 2nd Ave	766	A	7:00-8:00	791	A	5:15-6:15	63	68	n/a	n/a
Fenton St at Ellsworth Dr	172	A	8:30-9:30	283	A	4:00-5:00	694	4691	5	7
Fenton St at Silver Spring St	642	A	7:45-8:45	842	A	5:00-6:00	162	483	24	42
Fenton St at Thayer Ave	631	A	8:30-9:30	853	A	5:15-6:15	366	493	35	69
Fenton St at Wayne Ave	732	A	8:30-9:30	971	A	5:30-6:30	721	1234	45	55
Fenwick Ln at 2nd Ave	223	A	8:00-9:00	254	A	5:00-6:00	189	254	14	30
Franklin Ave at University Blvd	1864	F	7:00-8:00	1762	F	5:00-6:00	65	36	6	0
Georgia Ave at Ellsworth Dr	696	A	7:30-8:30	542	A	5:15-6:15	411	1680	33	62
Georgia Ave at 16th St	1403	D	8:00-9:00	1970	F	6:00-7:00	34	33	10	8
Georgia Ave at Sligo Ave	667	A	7:45-8:45	845	A	5:30-6:30	70	127	4	4
Georgia Ave at Spring St	1523	E	8:15-9:15	2035	F	5:30-6:30	176	168	25	15
Georgia Ave at Wayne Ave	1092	B	8:30-9:30	988	A	5:45-6:45	1210	2361	29	30
Philadelphia Ave at Maple Ave	667	A	7:45-8:45	903	A	5:30-6:30	172	161	38	44
Piney Branch Rd at Philadelphia Ave	1175	C	7:45-8:45	1227	C	5:30-6:30	104	62	19	27
Piney Branch Rd at University Blvd	1217	C	7:30-8:30	1262	C	5:45-6:45	452	1087	2	20
Ramsey Ave at Fidler Ln	199	A	8:15-9:15	181	A	5:30-6:30	160	304	2	9
Spring St at 2nd Ave	635	A	8:15-9:15	947	A	4:45-5:45	349	471	36	45
Wayne Ave at Whole Foods Entrance	616	A	8:15-9:15	777	A	6:00-7:00	73	181	16	13
Cedar St at Pershing Dr	297	A	8:30-9:30	447	A	5:00-6:00	97	166	17	21
Georgia Ave at Bonifant St	712	A	8:00-9:00	712	A	5:00-6:00	1240	2386	40	55
Georgia Ave at Thayer Ave	654	A	7:30-8:30	678	A	5:00-6:00	360	301	7	11

**Appendix B**  
 Parking Utilization – Public Garages/Lots FY14  
 Silver Spring TMD

Garage / Lot	Short Term Capacity	Long Term Capacity	FY14 Utilization
Garage 2	118	1193	60%
Garage 4	30	249	47%
Garage 5/55	211	1539	34%
Garage 7	118	1239	73%
Garage/Lot 9	4	290	31%
Garage 16	0	144	39%
Garage 21	45	0	56%
Garage 58	48	1068	96%
Garage 60	0	1663	58%
Garage 61	0	1241	52%
Lot 2	65	M-NCPPC & PC	31%
Lot 3	21	122	60%
Lot 18	7	6	35%
Lot 20	8	31	79%
Lot 29	4	66	49%
Lot 38	15	6	42%

## Appendix C

### Commuter Survey FY04

#### Survey Responses

<b>Company</b>	<b>Number of Employees</b>	<b>Surveys Returned</b>	<b>Percent Returned</b>
Abacus Technology Corporation	30	13	43%
Acorn Media Publishing	26	23	88%
AIIM	28	9	32%
American Zoo & Aquarium Associates	30	22	73%
APS Healthcare System	333	78	23%
Atlantech Online, Inc.	30	17	57%
Atlis Systems, Inc.	50	13	26%
Bid 4 Assets	30	21	70%
Business Publishers, Inc.	35	14	40%
CD Publications	60	15	25%
Center to Protect Workers Rights	40	17	43%
CHF International	45	28	62%
Constella Group	175	82	47%
Crisfield's Seafood Restaurant	27	12	44%
D&R International	65	35	54%
D B Consulting	40	33	83%
Danya International, Inc.	80	47	59%
Department of Veteran's Affairs	130	49	38%
DHHS/PSC	140	103	74%
Discovery Communications	1,800	391	22%
Edgewood Management	72	25	35%
Entravision Communications	35	26	74%
Ferris Baker Watts, Inc.	90	15	17%
General Dynamics	32	17	53%
Grady Management, Inc.	35	24	69%
Health Care Management Group	73	37	51%
Humanitas	36	11	31%
ITEQ	25	16	64%
Johnson Bassin & Shaw	169	43	25%
Kay Management	38	27	71%
KBM Group	26	13	50%
MD State Parole & Probation	35	11	31%
MediaCybernetics	32	18	56%
Merchant Link LLC	71	37	52%
M-NCPPC	150	126	84%
M.O.S.T	37	10	27%
National Ready Mix Concrete	32	32	100%
NOAA	3,700	544	15%
Oleen Healthcare Information Management Group	27	9	33%
Palladian Partners, Inc.	50	30	60%
Pike & Fisher	32	13	41%
Quality Time Learning Center	75	35	47%
Sisters of Mercy of the Americas	25	11	44%
Social & Scientific Systems	310	5	2%
Southern Management Corp.	60	28	47%



**Appendix C**  
(continued)

<b>Company</b>	<b>Number of Employees</b>	<b>Surveys Returned</b>	<b>Percent Returned</b>
Strosnider's Hardware	37	20	54%
Tadger Cohen-Edelson Associates	50	29	58%
Technology Service Corp.	60	33	55%
The Kevric Company, Inc.	95	10	11%
The MayaTech Corporation	90	38	42%
Torti Gallas 7 Partners-CHK	140	90	64%
Westwood One, Inc.	80	23	29%
Whole Foods Market	200	5	3%
<b>Total</b>	<b>9,213</b>	<b>2,433</b>	

<b>Non-Auto Driver Mode Share (NADMS)</b>	<b>47%</b>
---	------------

<b>Average Auto Occupancy (AAO)</b>	<b>1.03</b>
-------------------------------------	-------------

**Appendix D**  
Commuter Survey FY06  
Survey Responses

<b>Company</b>	<b>Number of Employees</b>	<b>Surveys Returned</b>	<b>Percent Returned</b>
Acorn Media Group	26	25	96.2%
APS Healthcare	333	57	17.1%
Association of Public Health Labs	39	27	69.2%
Burlington Coat Factory	63	30	47.6%
Center to Protect Worker Rights	40	24	60.0%
CHF International	67	30	44.8%
Crisfield's Seafood Restaurant	27	7	25.9%
Crown Plaza	100	41	41.0%
D&R International	65	34	52.3%
D B Consulting Group	56	1	1.8%
Danya International	115	87	75.7%
Discovery Communications	1,450	384	26.5%
Edgewood Management Corp.	72	34	47.2%
Entravision Communications	35	16	45.7%
Ferris Baker Watts	90	24	26.7%
Grady Management Inc.	50	28	56.0%
IPM	30	25	83.3%
Johnson Bassin & Shaw, Inc.	169	64	37.9%
Kay Management Co.	38	30	78.9%
M.O.S.T	38	6	15.8%
Maryland Division of Parole and Probation	35	6	17.1%
MediaCybernetics	29	13	44.8%
NOAA	3,700	12	0.3%
Pike & Fischer	32	13	40.6%
RSIS	240	87	36.3%
Sanz School, Inc.	35	20	57.1%
Senior Service America, Inc.	57	45	78.9%
Southern Management Corporation	25	7	28.0%
Technology Services Corporation	92	46	50.0%
The Blairs	60	9	15.0%
Torti Gallas & Partners - CHK	140	61	43.6%
Ullico	220	110	50.0%
United States Postal Service (USPS)	120	48	40.0%
World Space	140	54	38.6%
<b>Total</b>	<b>7,828</b>	<b>1,505</b>	

<b>Non-Auto Driver Mode Share (NADMS)</b>	<b>40%</b>
---	------------

<b>Average Auto Occupancy (AAO)</b>	<b>1.05</b>
-------------------------------------	-------------

**Appendix E**  
Commuter Survey FY08

Survey Responses

<b>Company</b>	<b>Number of Employees</b>	<b>Surveys Returned</b>	<b>Percent Returned</b>
Acorn Media	28	28	100%
APS Health Care	333	41	12%
Atlantech Online	30	11	37%
C D Publications	40	10	25%
Center to Protect Worker Rights	40	10	25%
Crisfield's Seafood	27	13	48%
D B Consulting Group	100	1	1%
Danya International	115	40	35%
Dept. of Veteran's Affairs	130	63	48%
Discovery Communications	1450	25	2%
Ferris Baker Watts, Inc.	80	5	6%
Freewebs	55	30	55%
Grady Management	50	11	22%
International Partnership for Microbicides	37	37	100%
Kay Management	40	18	45%
M-NCPPC	150	57	38%
National Ready Mix Concrete Assoc.	42	26	62%
RSIS	240	25	10%
Sanz School	35	5	14%
Senior Service America	57	26	46%
Social and Scientific Systems	310	1	0%
Tadger Cohen-Edelson Assoc.	50	26	52%
Tastee Diner	80	25	31%
Technology Service Corporation	90	27	30%
The Blairs	60	17	28%
Torti Gallas & Partners	150	44	29%
Ullico	170	72	42%
United Therapeutics	50	17	34%
<b>Total</b>	<b>4039</b>	<b>711</b>	

<b>Non-Auto Driver Mode Share (NADMS)</b>	<b>46%</b>
---	------------

<b>Average Auto Occupancy (AAO)</b>	<b>1.04</b>
-------------------------------------	-------------



**Appendix F**  
Commuter Survey FY10

Survey Responses

<b>Company</b>	<b>Number of Employees</b>	<b>Surveys Returned</b>	<b>Percent Returned</b>
Acorn Media Group	26	25	96%
American Zoo & Aquarium Assoc.	23	20	87%
C D Publications	40	6	15%
Cameron Medical Group	10	3	30%
CHF International	100	24	24%
CPWR	30	16	53%
Crisfield's Seafood Rest.	27	13	48%
Danya International, Inc.	115	31	27%
Department of Veteran's Affairs	130	33	25%
Discovery Communications	1,517	382	25%
Grady Management, Inc.	50	17	34%
Hostelling International	20	1	5%
Kay Management	37	35	95%
Merchant Link LLC	104	18	17%
M-NCPPC	150	69	46%
Pulmonary Hypertension Association	28	28	100%
Social and Scientific Systems	531	103	19%
Tadger Cohen-Edelson Assoc.	76	15	20%
Technology Service Corporation	78	28	36%
The MayaTech Corporation	81	11	14%
Ullico	162	58	36%
United Therapeutics Corporation	50	7	14%
<b>Total</b>	<b>3,385</b>	<b>943</b>	

<b>Non-Auto Driver Mode Share (NADMS)</b>	<b>42%</b>
---	------------

<b>Average Auto Occupancy (AAO)</b>	<b>1.09</b>
-------------------------------------	-------------

## Appendix G

### Commuter Survey FY12

#### Survey Responses

<b>Company</b>	<b>Number of Employees</b>	<b>Surveys Returned</b>	<b>Percent Returned</b>
AFI-Silver Theatre	43	3	7.0%
Association of Public Health Laboratories	85	18	21.2%
CHF International	67	20	29.9%
Crisfield's Seafood Restaurant	27	8	29.6%
Discovery Communications	1,467	335	22.8%
Edutech Limited	50	9	18.0%
International Partnership for Microbicides	36	6	16.7%
Medtech Institute	70	8	11.4%
NOAA	4,000	676	16.9%
Pulmonary Hypertension Association	26	14	53.8%
The Blairs – North/South	55	40	72.7%
TV One, LLC	85	19	22.4%
M-NCPPC	142	97	68.3%
United Therapeutics	150	44	29.3%
ULLICO	154	67	43.5%
Clean Currents	22	15	68.2%
Philips	300	74	24.7%
Elysian Energy	35	19	54.3%
Family & Nursing Care	40	28	70.0%
<b>Total</b>	<b>6,854</b>	<b>1,500</b>	

<b>Non-Auto Driver Mode Share (NADMS)</b>	<b>55%</b>
---	------------

<b>Average Auto Occupancy (AAO)</b>	<b>1.06</b>
-------------------------------------	-------------

## Appendix H

### Commuter Survey FY14

#### Survey Responses

<b>Company</b>	<b>Number of Employees</b>	<b>Surveys Returned</b>	<b>Percent Returned</b>
AFI-Silver Theatre	43	18	41.9%
Atlantech Online	40	1	2.5%
Danya International	197	32	16.2%
Discovery Communications	1,467	325	22.2%
Easter Seals of Greater Washington/Baltimore	30	18	60%
Kay Management	37	37	100%
Sheraton Silver Spring	115	7	6.1%
Social and Scientific Systems	360	55	15.3%
The Blairs - North/South	44	36	81.8%
Webs, Inc.	65	34	52.3%
Zalco Realty	60	11	18.3%
CPWR	28	18	64.3%
Ullico	154	46	29.9%
Henry M. Jackson Foundation	24	24	100%
<b>Total</b>	<b>2,664</b>	<b>662</b>	

<b>Non-Auto Driver Mode Share (NADMS)</b>	<b>39%</b>
---	------------

<b>Average Auto Occupancy (AAO)</b>	<b>1.06</b>
-------------------------------------	-------------



## Appendix I Commuter Survey

### 2013 ANNUAL COMMUTER SURVEY

Montgomery County, with help from your employer, is conducting this survey to find ways to improve transportation services in the County. Your participation is valuable and your answers will be confidential. Please return the survey within 1 week to the person who gave it to you.



**ENTER TO WIN A TERRIFIC PRIZE!** Employees who complete the survey will be entered into a PRIZE DRAWING for great prizes! To enter, include your name and contact information at the end of the survey.

**THANK YOU – WE VALUE YOUR INPUT AND COMMENTS!**

1. 

Today's Date:	Employer/Organization Name:
Street Address of Regular Work Location:	Work Zipcode:

2. On the most recent day you worked at your regular work location, what time did you arrive at work and what time did you leave from work?

Arrive At Work \_\_\_\_\_ AM PM (*circle one*)      Leave From Work \_\_\_\_\_ AM PM (*circle one*)

3. Last week, how did you get TO work each day? For each day you worked at your regular work location, check the box in Section A, "How I traveled to work" for the type of transportation you used that day. If you used more than one type on any day, e.g., walked to a bus stop then rode the bus, check ONLY the box for the type you used for the longest distance part of your trip.

Section A How I traveled TO work	Days worked at regular work location last week						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Drove alone in a car, truck, or SUV							
Drove myself and others (carpool or vanpool driver)							
Rode with others (carpool or vanpool rider)							
Took Ride On							
Took Metrobus or commuter bus (e.g., Eyre, Dillon)							
Took Metrorail							
Took MARC or VRE commute train							
Walked or bicycled (entire trip from home to work)							
Other _____							

For each day you did not work or did not work at this location, check one box in Section B, "Why I was not at my regular work location." For any day you are not scheduled to work (e.g., Sunday), check "Regular day off."

Section B Why I was NOT at my regular work location	Days NOT at regular work location last week						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Compressed schedule (e.g., 9/80 schedule) day off							
Regular day off							
Teleworked, worked at home or telework center <u>all day</u>							
Meeting out of office, sick, vacation, or holiday <u>all day</u>							

4. If you carpooled or vanpooled last week, how many people, including yourself, were usually in the vehicle?

☐ I did not carpool or vanpool last week      \_\_\_\_\_ total number of people in the vehicle

5. Thinking back to one year ago, how did you USUALLY get to work? (If you used more than one type of transportation then, check the one you used most often).

☐ drive alone      ☐ carpool      ☐ vanpool      ☐ Ride On      ☐ Metrobus or commute bus  
☐ Metrorail      ☐ MARC or VRE      ☐ bicycle / walk      ☐ Other \_\_\_\_\_

Did you work at your current work location one year ago?      ☐ yes      ☐ no

6. What is your home zip code? \_\_\_\_\_



## Commuter Survey

Page 2

7. a. How many miles is it from your home to your regular work location? \_\_\_\_\_ miles  
 b. How long does it typically take you to travel from home to this location? \_\_\_\_\_ minutes  
 c. Last week, what was the longest time it took you to travel from home to work? \_\_\_\_\_ minutes

8. On days that you drive to work, even if you only drive occasionally, where do you park?

☐ I never drive to work

I park: ☐ in a lot/garage at my work location  
☐ in a public lot/garage off-site  
☐ on the street  
☐ other \_\_\_\_\_

8a. How much do you pay to park at this location?

☐ No charge, I park for free

\$ \_\_\_\_\_ per: day / month (circle one)

9. Does your employer offer to help pay the cost of commuting by transit or vanpool; if so, do you currently receive these benefits?

Pay for: (check one only)	Employer DOES NOT offer to pay cost	Employer offers to pay cost (check one only)	
		I DO NOT RECEIVE it	I DO RECEIVE it
Bus, Metrorail, or train			
Vanpool			

9a. How much do you receive each month?

☐ \$1-30 ☐ \$31-60 ☐ \$61-99 ☐ \$100+

10. Does your employer allow employees to pay the cost of commuting by transit or vanpool with pre-tax dollars through payroll deduction; if so, do you currently receive these benefits?

Pre-tax for: (check one only)	Employer DOES NOT allow a pre-tax deduction	Employer allows pre-tax deduction (check one only)	
		I DO NOT RECEIVE it	I DO RECEIVE it
Bus, Metrorail, or train			
Vanpool			

10a. How much do you receive each month?

☐ \$1-30 ☐ \$31-60 ☐ \$61-99 ☐ \$100+

11. Listed below are commuting services that could help you travel to work by carpool, vanpool, transit, or bicycle. For each service listed, please indicate if the service would encourage you to use the type of transportation noted. For example, check "Yes" for "Route/schedule information for transit," if that service would encourage you to use transit. If you already use the type of transportation noted, check the box "Use this type of transportation now."

Commuting Service	Would this service encourage you to carpool, vanpool, or use transit or bicycle to get to work?			
	Yes	Maybe	No	Use this type of transportation now
Assistance to form a <u>carpool or vanpool</u>				
Free parking for <u>carpools and vanpools</u>				
Monthly payment or reimbursement equal to your <u>vanpool</u> cost				
Monthly payment or reimbursement equal to your <u>transit</u> cost				
Pre-tax payroll deduction equal to your <u>transit</u> costs				
Pre-tax payroll deduction equal to your <u>vanpool</u> cost				
Guaranteed Ride Home in case of emergency for <u>carpool, vanpool and transit</u> users				
Route/schedule information for <u>transit</u>				
\$20 monthly subsidy for <u>bicycling</u> to work				
Secure locker or other storage for <u>bicycle</u>				



## Commuter Survey

Page 3



## 2013 ANNUAL COMMUTER SURVEY

**ENTER TO WIN A TERRIFIC PRIZE!** Employees who complete the survey will be entered into a PRIZE DRAWING for a digital camera and other great prizes! To enter, include your name and phone number at the end of the survey.

## THANK YOU FOR COMPLETING THE SURVEY!

If you would like to be entered into our prize drawing, please complete the information below. Prize drawing entry forms will be separated from the survey forms to maintain confidentiality.

Name \_\_\_\_\_ Employer Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Ext. \_\_\_\_\_

Email (if you would like to receive the Commuter Services e-Newsletter, transit updates, etc.) \_\_\_\_\_

Please add your suggestions and comments on how Commuter Services can serve you better:

---



---



---

If you would like to receive free information on carpooling, vanpooling, transit, the Guaranteed Ride Home program (GRH) or other alternatives to driving alone, please complete this section.

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Number/Street

Apt. #

City

State

Zip

County

Name of Employer/Agency \_\_\_\_\_

Work Address \_\_\_\_\_

Number/Street

Suite #

City

State

Zip

County

Work Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

I start work at \_\_\_\_\_ a.m. I can arrive \_\_\_\_\_ minutes **before** and \_\_\_\_\_ minutes **after** my normal time.

I stop work at \_\_\_\_\_ p.m. I can leave \_\_\_\_\_ minutes **before** and \_\_\_\_\_ minutes **after** my normal time.

**Please send me the following information / schedules** (check all that interest you)

☐ Commuter Rail: MARC/VRE ☐ Metrorail ☐ Metrobus ☐ MD Transit ☐ Guaranteed Ride Program ☐ SmartBenefits

☐ Ride On ☐ Park & Ride lots ☐ Local/commuter bus ☐ Car sharing (Zipcar / Connect by Hertz)

☐ Other \_\_\_\_\_

**Car / Vanpool Matchlist. I can / prefer to be a** (check all that interest you)

**Carpool:** ☐ Driver ☐ Rider ☐ Alternate Driver ☐ Neither

**Vanpool:** ☐ Driver ☐ Rider ☐ Alternate Driver ☐ Neither

For a carpool/vanpool, please specify pickup location(s): \_\_\_\_\_

List the closest landmark to your home (i.e., mall, shopping center, school): \_\_\_\_\_

 **Better Ways To Work!**  
Montgomery County Commuter Services

 Bethesda  
Transportation Solutions

 Friendship Heights TMD

 North Bethesda  
Transportation Center

 SILVER  
SPRING  
Transportation  
Management District

 Greater  
Shady Grove  
Transportation Management District



## Appendix J

### TMD Legislation

Resolution No.: 14-1511  
Introduced: September 24, 2002  
Adopted: November 26, 2002

COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND

---

By: Council President

---

Subject: Transportation Management District in the Silver Spring Central Business District  
Sector Plan Area

#### Background

1. County Code Sections 42A-21 through 42A-30 authorize the County to create Transportation Management Districts. These provisions allow flexibility in terms of appointing advisory committees, reporting annual performance of TMDs, and financing of TMD activities.
2. Code Section 42A-22 states that new development is important to stimulate the local economy and that focusing new development in high transit service areas is a County land use and economic development objective. Transportation demand management will help provide sufficient transportation capacity, reduce the demand for roads, promote traffic safety and pedestrian access, and help reduce vehicular emissions, energy consumption, and noise levels. Transportation demand management will equitably allocate responsibility for reducing single-occupancy vehicle trips among government, developers, employers, residential and non-residential property owners, and the public. Implemented in business districts, transportation demand management will also mitigate the traffic and parking effects of new development on nearby residential neighborhoods.
3. To realize the Silver Spring Central Business District (CBD) Sector Plan goal of achieving a significant shift of travel from drive-alone auto use, the Plan recommends that a Transportation Management Organization (TMO) be formed in the Silver Spring CBD Sector Plan area.

TMD Legislation  
Page 2

Resolution No. 14-151

**Action**

*The County Council for Montgomery County, Maryland, approves the following resolution:*

1. Under Code Section 42A-23 a Silver Spring Transportation Management District (TMD) is established. The Silver Spring TMD's boundary is the same as that of the Silver Spring central business district as defined in Code Section 59-C-6.12(c).
2. Under Code Section 42A-29(a) (1)-(2) the Department of Public Works and Transportation is hereby authorized to charge a Transportation Management Fee to each:
  - (a) applicant who files an application for commercial subdivision or optional method development approval in the [Friendship Heights] Silver Spring TMD after January 1, 1994, under the Annual Growth Policy;
  - (b) applicant for commercial subdivision or optional method development;
  - (c) previously approved subdivision and optional method development where participation in a transportation management district was a condition of approval;
  - (d) applicant for multi-unit residential development;
  - (e) successor in interest to any applicant or development listed in this paragraph; and
  - (f) owner of an existing commercial property in the Silver Spring TMD.
3. In addition to the use of the fees authorized in this resolution, the Department may use additional revenues from other sources to fund TMD services. Revenue that funds programs in the Silver Spring TMD may include fees on new and existing development, allocation of state or federal grant funds, transfers from the Silver Spring Parking Lot District, appropriations from the County's general revenues, and any other authorized source.
4. As authorized by Code Section 42A-23(e), the Executive may appoint a Silver Spring Transportation Management District Advisory Committee (SSTMDAC). The Advisory Committee must consist of 12 voting members and 4 nonvoting representatives.
  - (1) The Executive must appoint the voting members as follows:
    - (a) Three members nominated by the Silver Spring Chamber of Commerce;

TMD Legislation  
Page 3

Resolution No. 14-1511

- (b) Three members nominated by the Silver Spring Advisory Board, of which:
    - (1) one is a resident of the district;
    - (2) one is a resident of the North and West Silver Spring Master Plan Area; and
    - (3) one is a resident of the Four Corners Sector Plan Area, the East Silver Spring Master Plan Area, or the Takoma Park Master Plan Area;
  - (c) Three employers of fewer than 50 employees in the district; and
  - (d) Three employers of 50 or more employees in the district.
- (2) The non-voting members must be:
- (a) The Director or a designee of the Department of Public Works and Transportation;
  - (b) The Director or a designee of the Silver Spring Regional Services Center;
  - (c) The Director or a designee of the Department of Police; and
  - (d) A designee of the Montgomery County Planning Board.
5. Each SSTMDAC voting member serves for 3 years, beginning July 1. The County Executive may reappoint a member, subject to confirmation by the County Council. Current SSTMDAC members may continue to serve until their term expires and a successor is confirmed.
6. The SSTMDAC may advise the TMO, any employer, and any other party with whom the County contracts under this resolution and Section 42A-23(b) and the County government, on all aspects of programs, management, and finances relating to the transportation system and demand management in the Silver Spring TMD and its vicinity. Specifically, the SSTMDAC may:
- (a) propose guidelines for traffic mitigation plans;
  - (b) monitor the implementation of the traffic mitigation plans;
  - (c) evaluate progress in attaining the commuting goals specified in the Annual Growth Policy;



TMD Legislation  
Page 4

Resolution No. 14-1511

- (d) recommend government, private, or joint actions to facilitate attainment of the commuting goals specified in the Annual Growth Policy;
  - (e) advise the Director of DPWT on parking policies;
  - (f) review traffic patterns and control measures in the Silver Spring TMD and vicinity, including neighborhood parking and pedestrian access and safety; and
  - (g) submit comments and recommendations on the Director's report required under Code Section 42A-27.
7. DPWT must annually monitor transportation demand management in the Silver Spring TMD. The Director must cause a biennial report to be prepared under Code Section 42A-27. The Director must transmit the report to the Executive, the Silver Spring Transportation Management District Advisory Committee (SSTMDAC), and the Planning Board under Section 42A-27. The Director must recommend to the Executive corrective action if any peak period (as defined in Local Area Review Guidelines) commuting goals in the Annual Growth Policy are not met by the end of the fourth year after a TMD is created.

This is a correct copy of Council action.

  
Mary A. Edgar, CMC  
Clerk of the Council

## Appendix K

### County Code Chapter 42A:24 Employer Traffic Mitigation Plans

#### **Sec. 42A-24. Traffic mitigation plans.**

- (a) If an employer is subject to this Section, and if the Council by resolution or in the Growth Policy has approved the use of traffic mitigation plans in a given district, the Director must notify the employer by letter that the employer must submit a traffic mitigation plan meeting the requirements of this Section.
- (b) An employer who employs 25 or more employees in a district at any time within one year before receiving notice under subsection (a) must submit a traffic mitigation plan to the Director.
- (c) The traffic mitigation plan should be consistent with and contribute to the achievement of any commuting goals set in the Growth Policy. A traffic mitigation plan may include an alternative work hours program, carpool or vanpool incentives, subsidized transit passes, preferential parking, peak period or single-occupancy vehicle parking charges, improved bicycle and pedestrian access and safety, telework, and other transportation demand management measures.
- (d) Each employer must submit its traffic mitigation plan within 90 days after receiving notice under subsection (a). The Director may extend an employer's time to file a traffic mitigation plan for good cause.
- (e) (1) An employer may submit a consolidated traffic mitigation plan with other employers in the same building or building complex. An owner of a nonresidential building in a district may submit a consolidated traffic mitigation plan on behalf of one or more employers in the building.
- (2) A consolidated plan must be designed so that the action it requires satisfies this Section for employers covered by the plan.
- (f) (1) The Director may require an owner of a nonresidential building in a district to submit a traffic mitigation plan if:
- (A) the Director finds that a plan is necessary to achieve the purpose of this Article because of the owner's control of parking or common space or for similar reasons; and
  - (B) the Director notifies the owner of the building under subsection (a).
- (2) As specified in the notice, the owner's plan may cover all or some employers in the building. A plan submitted under this subsection may be in addition to one an individual employer must submit.
- (3) After receiving notice under this Section, an owner must submit a traffic mitigation plan that meets the requirements applicable to an employer.
- (g) (1) The Director may require an owner of a residential building or complex with at least 100 dwelling units, including a common ownership community as defined in Chapter 10B, in a district to submit a traffic mitigation plan if:
- (A) the Director finds that a plan is necessary to achieve the purpose of this Article because of the owner's control of parking or common space or for similar reasons; and
  - (B) the Director notifies the owner of the building under subsection (a).
- (2) After receiving notice under this Section, an owner of a residential building must submit a traffic mitigation plan that meets the requirements applicable to an employer.

Employer Traffic Mitigation Plans  
(cont.)

(h) The Director must offer to help employers and owners prepare traffic mitigation plans.

(i) The Director must:

(1) decide if each proposed plan meets the requirements of this Section; and

(2) help the employer or owner revise a plan which does not meet the requirements.

(j) The Director may require an employer or owner to resubmit a plan that is not consistent with any commuting goals set in the Growth Policy. The Director must not require an employer to submit a plan that meets the requirements of this Section more than once every 2 years. An employer must submit a report on transportation management measures used to implement a traffic mitigation plan to the transportation management organization based on a schedule the Director sets. (1993 L.M.C., ch. 47, § 1; [2002 L.M.C., ch. 34](#), § 1; [2004 L.M.C., ch. 2](#), § 2.)

**Editor's note**—See County Attorney Opinion dated [8/24/07](#) regarding the elements that dictate when an entity must pay the transportation management fee.

2002 L.M.C., ch. 34, § 2, Phase-in, states: (a) An employer that employs 50 or more employees and has received notice under Section 42A-24(a) must submit an initial traffic mitigation plan that meets the requirements of this Section to the Director by January 1, 2004. (b) An employer that employs 25 to 49 employees and has received notice under Section 42A-24(a) must submit an initial traffic mitigation plan that meets the requirements of this Section to the Director by January 1, 2005.



## Appendix L

## Employer Traffic Mitigation Plan

## SAMPLE TRAFFIC MITIGATION PLAN

Company/Organization <b>Global Solutions, Inc.</b>			
Address <b>8700 Colesville Rd, Suite 320</b>		City <b>Silver Spring</b>	State <b>MD</b>
		Zip <b>20910</b>	
Number of Full-time Employees <b>300</b>		Part-time Employees <b>0</b>	
Submitted by <b>Tom A. Jones</b>		Title <b>President</b>	
Signature		Date <b>March 31, 2014</b>	

Here's our plan to reduce gridlock in Montgomery County by offering the selected transportation benefits to our employees. In the first column, we've placed an *E* next to the strategies that we already have in place, and *N* next to the strategies that we will implement with this year's Traffic Mitigation Plan. In the last column, we've described our current or planned efforts.

E= Existing Strategy    N= New Strategy    \* Required Strategy

	Traffic Mitigation Strategy	Employer Description
* E	Contact person designated to receive and distribute information	Ellen Davis, Human Resources Director, 301-555-5555; edavis@globalsolutions.com. We will notify the TMD in writing of any changes in this information
* E	Information on transit/pooling/other commute alternatives distributed/ posted regularly (furnished by TMD)	Information on transportation services is posted in the employee break room.
* N	Facilitate TMD staff presentations to employees and HR/Administrative staff on commute information/alternatives on periodic basis	We hold an annual benefits seminar in the fall. We would like TMD Staff to attend to display information and answer employee questions
* N	Guaranteed Ride Home Promotion (free regional program offering emergency rides)	We promote the Guaranteed Ride Home program to our employees. We provide brochures to employees with their monthly transit benefit.
* N	Annual Commuter Survey distributed to employees (short survey of transportation- supplied by TMD)	[Please describe your approach to gaining 80 percent participation from your employees] We will distribute survey to our employees via e-mail from our company president. We will also send an e-mail reminder.
* N	ADA information provided (transportation services for people with disabilities)	We will provide disabled employees with information on the regional Metro Access program and Montgomery County's Same Day Access program.
* N	Permanent display area for TMD-provided bus schedules and other transportation information	We plan to install a transit map and brochure racks in our employee break room.
* N	Compile information on yearly TMP activities and submit Annual Report	We will maintain a file on the promotion and implementation of the strategies selected above and include in our Annual Report to DOT.
N	Attendance at free CSS-sponsored meetings/ workshops permitted for designated contact person	Ms. Davis will be permitted to attend four such meetings per year.
E	Information on commuting alternatives provided to new employees (TMD can provide materials and/or attend orientations)	We inform new employees of our transit subsidy program and provide Metro pocket guide and Ride On route maps to assist them in transit planning.
	Free or reduced rate parking for car/vanpools offered to employees	
	Preferred location and/or reserved parking for car/vanpools offered to employees	

Employer Traffic Mitigation Plan  
Page 2

### SAMPLE TRAFFIC MITIGATION PLAN

N	Provision of car sharing space in highly visible location within on-site parking facility.	We provide two car sharing spaces within our surface parking area near the building entrance
N	Provision of car sharing incentives, including paying part or all of membership costs, rental costs, or similar incentives.	We provide paid car sharing membership for all our employees and provide reduced-cost rental fees through an arrangement with the provider. We encourage use of car sharing vehicles when use of transit is not feasible for business or personal appointments.
N	Bike amenities at worksite, such as racks, lockers, and showers (TMD may be able to supply)	We will arrange to have bike racks installed in our garage.
	Transit/pedestrian amenities at worksite, e.g. sidewalks, benches, etc.	
	Carpool matching for employees (as part of free region-wide matching program, or can be on-site only)	
N	Alternative work schedules: ___ Flex Time ___ Jobsharing ___ Compressed Work Week <input checked="" type="checkbox"/> Telecommute/Teleworking	We have an informal telework program that allows some employees to telework in special circumstances. We have a formal telework program that started on MM/DD/YYYY and N employees currently participate in this program.
E	Tax-free monthly transit subsidies provided to employees, including Super Fare Share, Fare Share and Metrochek.	Our company participates in the County's subsidy program. We started our program on MM/DD/YYYY and N of our employees are currently participating in this program. The amount of the subsidy is \$NN.NN including the County portion.
N	Maryland State Commuter Tax Credit for employers	TMD Staff explained that we qualify for the State's 50 percent tax credit on our contributions to employees' commuting costs. This is worth up to \$50/month per participant in tax credits. We will apply for the tax credit this tax year.
	Pre-tax payroll deduction for transit costs offered to employees (Saves employer & employee money)	
	Transit passes/tokens offered for purchase at worksite (at full or reduced price)	
	Subsidize employee parking and transit equally (if employee parking is currently subsidized, offer equal subsidy for transit costs)	
	Ozone Action Days participation (regional program to alert people to dangerous air quality days)	
	Other : Please Indicate	

**Please attach to cover letter  
and submit to:**

Mr. Al R. Roshdieh., Acting Director  
Montgomery County Department of Transportation  
c/o Commuter Services  
101 Monroe Street, 10<sup>th</sup> Floor  
Rockville, MD 20850  
240-777-8391 (fax)

## Appendix M

### County Code Chapter 42A:25 Traffic Mitigation Agreements

#### **Sec. 42A-25. Traffic mitigation agreements.**

(a) Any proposed subdivision or optional method development in a district must be subject to a traffic mitigation agreement if the Planning Board and the Director jointly decide, under standards adopted by the Council for the adequacy of public transportation, that more transportation facilities or transportation demand management measures are necessary to meet any commuting goals set in the Growth Policy.

(b) A traffic mitigation agreement must specify transportation demand management measures that the applicant or a responsible party must carry out. The measures must be calculated to ensure that public transportation will be adequate to meet commuting goals set in the Annual Growth Policy.

(c) A traffic mitigation agreement may require:

- (1) naming a transportation coordinator;
- (2) limits on parking spaces;
- (3) peak period or single-occupancy vehicle parking charges;
- (4) preferential parking for carpools and vanpools;
- (5) subsidies for employees not using single-occupancy vehicles;
- (6) financial or other participation in building or operating on- or off-site transportation facilities or systems;
- (7) providing space on a periodic basis for marketing and promotional activities of the district;
- (8) designating permanent areas in prominent locations to display information on commuting options; or
- (9) other transportation demand management measures.

(d) A traffic mitigation agreement must be:

- (1) agreed to by the applicant, the Department, and the Planning Board;
- (2) made an express condition of any approval for subdivision under Chapter 50 or optional method development under Chapter 59;
- (3) subject to all other review and approval requirements of Chapter 50 and Chapter 59; and
- (4) recorded in the County's land records.

(e) A traffic mitigation agreement may:

- (1) require adequate financial security, including bonds, letters of credit, or similar guarantees;
- (2) bind future tenants of the development; and
- (3) specify liquidated damages, specific performance, or other contractual remedies, as appropriate.

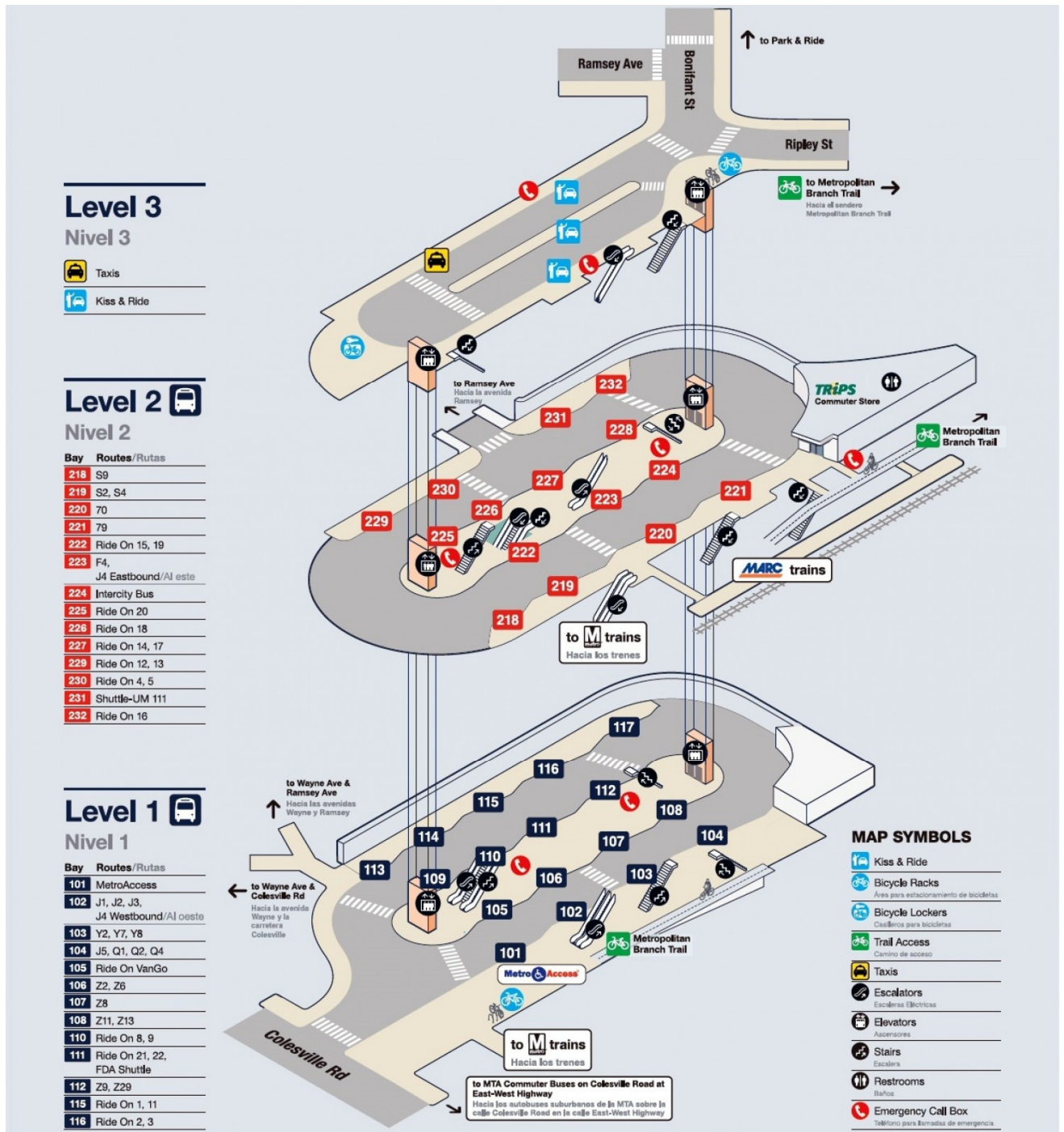
(f) The Department must enforce the terms of each traffic mitigation agreement. This does not limit the Planning Board's authority to revoke or otherwise enforce any approvals for subdivision under Chapter 50 or optional method development under Chapter 59. (1993 L.M.C., ch. 47, § 1; [2002 L.M.C., ch. 34, § 1](#); [2004 L.M.C., ch. 2, § 2](#).)

**Editor's note**—See County Attorney Opinion dated [8/24/07](#) regarding the elements that dictate when an entity must pay the transportation management fee.



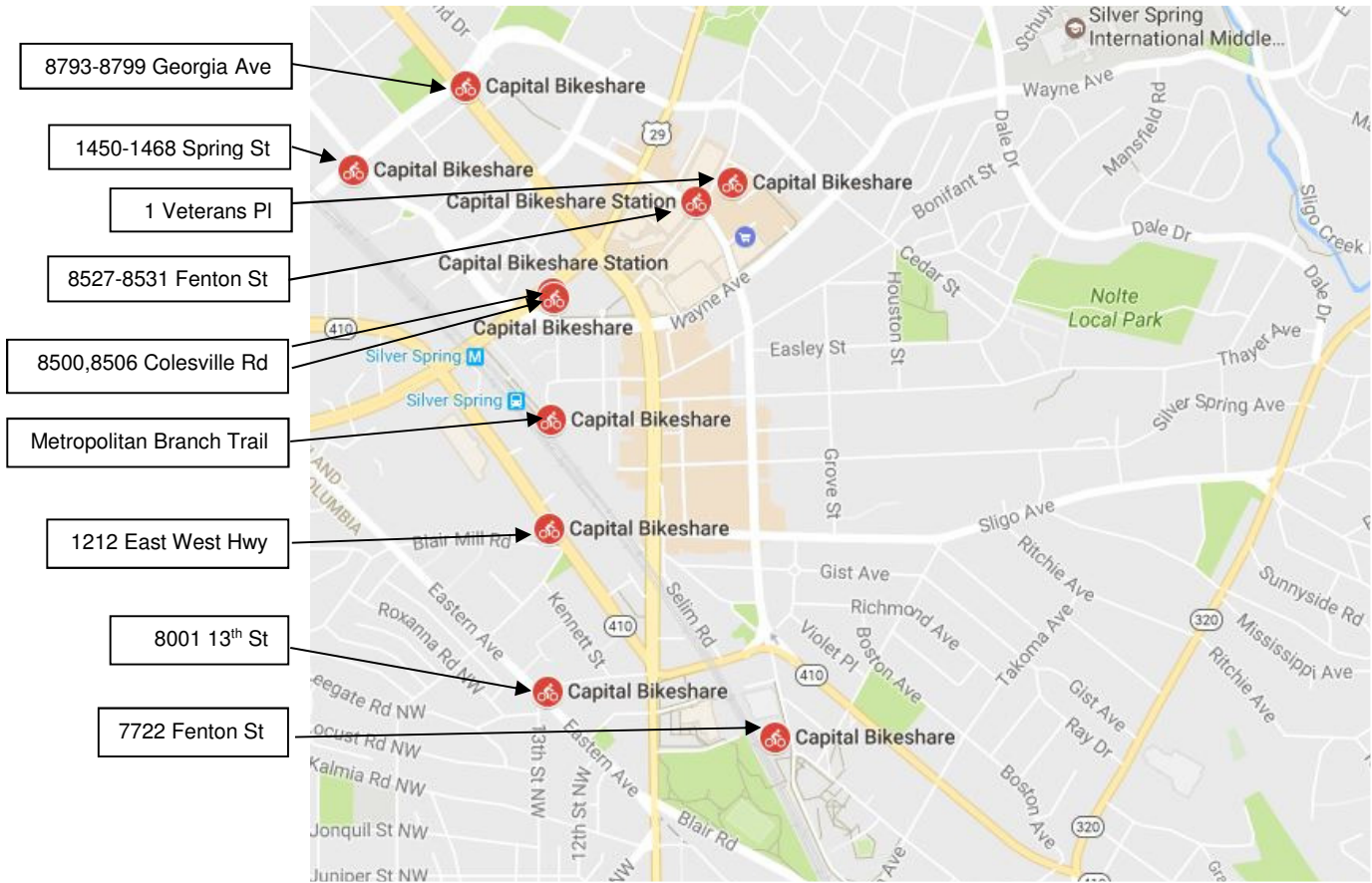
## Appendix N

## Bus and Rail Lines Serving Downtown Silver Spring



## Appendix O

### Silver Spring TMD Capital Bikeshare Network



## Glossary

AAO:	Average Auto Occupancy
CBD:	Central Business District
CID:	Commuter Information Day
CLV:	Critical Lane Volume
COG:	Council of Governments
CSS:	Commuter Services Section
IOS:	Interim Operating Site
LOS:	Level of Service
MCDOT:	Montgomery County Department of Transportation
NADMS:	Non-Auto Driver Mode Share
SOV:	Single Occupant Vehicle
TBC:	Transportation Benefits Coordinator
TMD:	Transportation Management District
TMP:	Traffic Mitigation Plan (employer)
TMAg:	Traffic Mitigation Agreement (developer)
TRiPS:	Transportation Resources, Information & Places to See
WMATA:	Washington Metropolitan Area Transit Authority