



## Metro Parking Garages Fund

The Metro Parking Garages Fund was created in FY 2020 to manage the operations of the County-owned Metro Parking Garages, located at the Loudoun Gateway and Ashburn Stations. The Department of General Services administers this fund. The first two years of operations will be at least partially funded by a transfer from the Transportation District Fund (TDF), consisting of local gasoline tax, because revenue service of Phase Two of the Dulles Corridor Metrorail Project is not anticipated to begin until sometime in FY 2021. Subsequent years will be funded with revenues generated from parking garage operations. This fund will provide resources for day-to-day operations, preventative, and long-term maintenance.

### Revenues, Expenditures, and Changes in Fund Balance<sup>1</sup>

	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2021 Proposed	FY 2022 Projected
<b>Beginning Fund Balance</b>	\$0	\$0	\$0	\$0	\$0
<b>Revenues</b>					
Parking Garage Revenue	\$0	\$0	\$0	\$1,778,901	\$2,688,665
Transfer from Transportation District Fund	0	0	1,145,850	592,806 <sup>2</sup>	0
<b>Total – Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,145,850</b>	<b>\$2,371,707</b>	<b>\$2,688,665</b>
<b>Expenditures</b>					
Personnel	\$0	\$0	\$93,118	\$188,777	\$194,440
Operating and Maintenance	0	0	1,024,832	1,479,430	1,494,224
Capital Outlay	0	0	27,900	701,500	1,000,000
<b>Total – Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,145,850</b>	<b>\$2,371,707</b>	<b>\$2,688,665</b>
<b>Estimated Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Percent Change	0%	0%	0%	0%	0%
<b>FTE<sup>3</sup></b>	<b>0</b>	<b>0</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>

<sup>1</sup> Sums may not equal due to rounding.

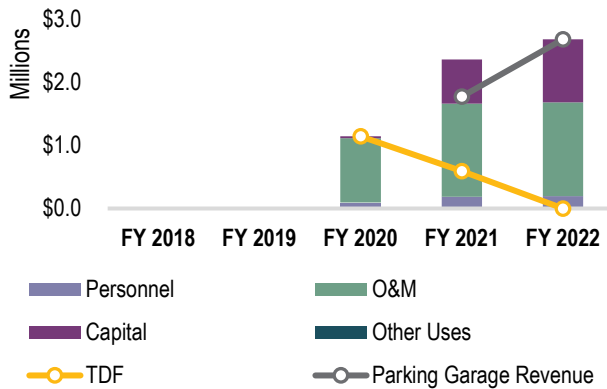
<sup>2</sup> Transfer from TDF consists of prior year gas tax.

<sup>3</sup> The personnel expenses associated with two staff members are budgeted in this fund. One, previously approved, position (1.00 FTE) and one proposed position (1.00 FTE) are also located in this fund.



# Metro Parking Garages Fund

## Revenue and Expenditure History



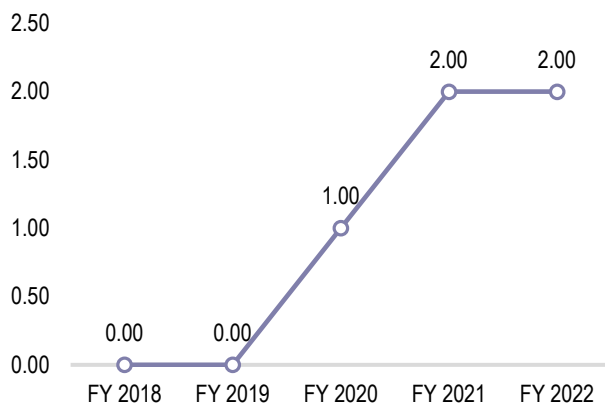
### Revenue/Local Tax Funding

As shown, the Metro Parking Garages Fund will be funded by a combination of a transfer from the TDF and revenue from garage operations in FY 2021. Currently, the utilization of local tax funding is not anticipated in FY 2022.

### Expenditure

The majority (65 percent) of the expenditures in the Metro Parking Garages Fund are dedicated to operating and maintenance costs, primarily to fund daily operations.

## Staffing/FTE History



FY 2020: 1.00 FTE contract manager.

The Metro Parking Garages Fund was created in the FY 2020 Adopted Budget. In FY 2018, the Board endorsed a hybrid option to manage the garages. This option involves a minimal County staff presence and a primary contract for the day-to-day management of the garages. The majority of expenditures budgeted in this fund are operating and maintenance costs, primarily to cover the cost of the operations contract, utilities, and ancillary contracts. Personnel costs comprise about four percent of total expenditures. In FY 2020 and FY 2021, the TDF provided revenues for operation, in the form of local gasoline tax, to operate the fund. In FY 2021, when Metrorail begins service in Loudoun, revenue from the garages is expected to cover much of the operations.

In the winter of FY 2020, one of two parking garages, Ashburn South, was turned over to Loudoun County. The second parking garage, Loudoun Gateway, is anticipated to be turned over to Loudoun County in the spring of FY 2020. Metrorail service is not projected to begin prior to Fall 2020. This provides an interim year where a baseline operations and safety presence is needed, but the full scope of the operations contract is not. In FY 2020, the primary driver of expenditures is an interim contract for baseline operations and security. This baseline contract provides basic day-to-day management services to the garages, including light staffing for janitorial, and onsite safety security determined necessary by the facilities interim status. In FY 2021, when Metrorail opens and revenue service begins, this contract will be expanded to provide parking ambassador services, routine and preventative maintenance, and full building and property management services.



## Metro Parking Garages Fund

The FY 2021 Proposed Budget includes one metro parking operations manager (1.00 FTE) to oversee daily operations and monitor customer service and responsiveness to issues.

### Capital Facility Openings

The FY 2021 Proposed Budget includes 1.00 FTE for an operations manager for the Metro Parking Garages. This position will oversee daily operations as well as closely monitor customer service and responsiveness to issues that arise. This includes the management of the maintenance program at the Metro Garages. This position will be responsible for working with various departments to ensure effective interoperability related to the success of the Parking Garage programs.

General Services Capital Facility Openings: Metro Parking Operations Manager						
Personnel:	O&M:	Capital:	Reallocation:	Revenue:	LTF:	FTE:
\$95,660	\$9,320	\$11,500	\$0	\$116,480	\$0	1.00
Details			Overview			
<b>Service Level:</b>	Current Service Level Request		<ul style="list-style-type: none"> <li>This request is related to the Metro Silver Line.</li> <li>The Metro Parking Operations Manager position is critical in order to oversee daily operations as well as closely monitor customer service and responsiveness to issues that arise. The O&amp;M programs will fail absent this dedicated oversight.</li> <li>This position will be responsible for working with various departments to ensure effective interoperability related to the success of the Parking Garage programs.</li> <li>Position will be funded through the Metro Garages Fund.</li> </ul>			
<b>Mandates:</b>	Not mandated, but necessary for compliance with federal, state, or local laws					
<b>PM Highlight:</b>	None					
<b>Program:</b>	Facilities					
<b>Positions:</b>	1 Parking Operations Manager					
<b>Theme:</b>	Capital Facility Openings					
<b>One-time Costs:</b>	\$7,045					
<b>Recurring Costs:</b>	\$109,435					