


FROM	NAME & TITLE	Frank J. Murphy, P.E., Acting Director	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	Department of Transportation 417 E. Fayette Street, 5th Floor		
	SUBJECT	Dockless Vehicle Program 2019- Administrative Expenses and Permit Fees		

TO

The Honorable President and Members
of the Board of Estimates
Room 204, City Hall

DATE: June 13, 2019

Dear Mr. President and Members:

ACTION REQUESTED OF THE BOARD OF ESTIMATES

Your Honorable Board is requested to approve the permit fees and performance bond to be charged to Dockless Vehicle for Hire providers who are awarded permits by the Department of Transportation.

AMOUNT OF MONEY AND SOURCE OF FUNDS

This program is at no cost to the Department of Transportation, these are fees to be charged to Dockless Vehicle providers. The fees outlined below are calculated to pay for the program administration.

BACKGROUND/EXPLANATION

Following the Dockless Vehicle Pilot Program from August 15, 2018 to February 28, 2019, City Council Bill 19-0324 established an annual permit for Dockless Vehicles for Hire to be administered by DOT. The cost of administration is to be charged to providers as outlined in the newly adopted City Code:

Article 31 Section 38-6 (C): COST RECOVERY. THE COST OF PROGRAM ADMINISTRATION SHALL BE CHARGED TO THE PROVIDERS THROUGH THE IMPOSITION OF FEES ESTABLISHED BY THE DEPARTMENT AND APPROVED BY THE BOARD OF ESTIMATES.

Accordingly, the program administration fees have been calculated as program expenses and divided by 4, the number of permits which DOT will award for the first annual permit.

CALCULATION OF FEES

Dockless Vehicle Program 2019- Administrative Expenses and Permit Fees		
Program Expense	Cost to Program	Fee per vendor (4)
Program Staff (consultant from on call contractor) <i>\$70 x 30 hours x 50 weeks</i>	\$105,000	\$26,250
Resident Mobility Advisors <i>\$1,000 x 6 meetings (stipends + meal)</i>	\$6,000	\$1,500
Community Education <i>\$5,000 Print Materials/designs</i> <i>\$14,000 Ad placement</i> <i>\$10,000 Micro-grants (5)</i>	\$29,000	\$7,250
Evaluation <i>Data storage and analysis</i>	\$20,000	\$5,000
Shared Mobility Corrals <i>Construction of 20 Shared mobility corrals x \$1,000</i>	\$20,000	\$5,000
Micro-Mobility ROW infrastructure <i>Upgrades to micro-mobility lanes</i>	\$100,000	\$25,000

Dockless Vehicle Program 2019- Administrative Expenses and Permit Fees
June 13, 2019


	TOTAL	\$280,000	\$70,000
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MBE/WBE PARTICIPATION


Not applicable.

APPROVED BY:

APPROVED BY THE BOARD OF ESTIMATES:



Frank J. Murphy, P.E., Acting Director
Department of Transportation



Clerk JUN 26 2019 Date

FJM/BS:vb

cc: Brenda Simmons
 Theo Ngongang
 Meg Young