



**Board of Directors Meeting**  
**April 9, 2024**  
**Via Videoconference**  
**4:00 pm – 5:00 pm**



# **PABC Board of Directors**

## **Meeting Agenda**

### **April 9, 2024**

#### **Board Approvals**

- Board Meeting Minutes of March 12, 2024

#### **Off-Street Parking** (David Morgan)

- Review of Metrics
- Projects and Updates
- New Business
  - Lot Cleaning and Snow Removal Vendor Recommendation
  - Franklin Street Garage Lease Extension Recommendation

#### **Capital Projects** (Na'Jah Jackson)

- Projects and Updates
- New Business - None

#### **On-Street Parking**

- Residential Permit Parking / Permits (Shamir Cole-Butler)
  - Review of Metrics
  - Financials
  - Projects and Updates
  - New Business - None
- Parking Meters (Norman Chase)
  - Review of Metrics
  - Financials
  - Projects and Updates
  - New Business - None
- Residential Reserved Disabled Parking (Michelle Thompson)
  - Review of Metrics
  - Projects and Updates
  - New Business - None
- Valet Regulations (Andre Poole)
  - Review of Metrics
  - Financials
  - Projects and Updates
  - New Business - None

#### **Parking Planning** (Fran Burnszynski)

- Review of Metrics
- Projects and Updates
- New Business
  - Harbor East & Harbor Point Demand Based Parking Meter Rate Recommendations

#### **Electric Vehicle Charging** (Tim von Stetten)

- Review of Metrics
- Projects and Updates
- New Business - None

#### **Administration** (Pete Little)

- Review of Metrics
- Financials
- Projects and Updates
- New Business
  - 401(k) Plan Changes

**Parking Authority of Baltimore City (PABC)  
Board of Directors' Meeting Minutes  
Tuesday, March 12, 2024**

**1. CALL TO ORDER**

Mr. Kay convened the meeting at 4:11 PM, via Teleconference.

**BOARD MEMBERS IN ATTENDANCE**

Henry Kay, Board Chair

Robert Cennane

Council Member Robert Stokes

**PABC STAFF PRESENT**

Nichelle Bolden, Executive Assistant/Contract Administrator

Fran Burnszynski, Parking Planning Manager

Norman Chase, Parking Meter Manager

Shamir Cole-Butler, Residential Permit Parking Manager

Sandra Downs, Chief Financial Officer

Na'Jah Jackson, Construction Manager

Tiffany James, Communications Manager

Peter Little, Executive Director

David Morgan, Off-Street Parking Manager

Candace Nue, Chief Operations Officer

Naomi Phillips, Accountant III

Connie Pierce, Human Resources Manager

Andre Poole, Valet Regulations Manager

David Rhodes, General Counsel

Timothy von Stetten, Electric Vehicle Manager

Brian Thompson, On-Street Parking Manager

Michelle Thompson, Residential Reserved Disabled Parking Manager

Mckenzie Wright, Deputy Chief Financial Officer

**VISITORS**

Patrick Szweg, Honk Mobile

Andreas, Flowbird

Anthony Cadell, Passport

Carlos Navares, Pay-by-Phone

Dillon Coats, Parkmobile

Jeff Nethery, Flowbird

Olivia Lawlor, Hotspot

Natalie Snow, Flowbird

Ryan Bernardi, Blinky

Sang Hwang, Pay-by-Phone

Sarah Dance, Pay-by-Phone

Tran Nguyen, Hotspot

Zach Toomey, Passport

## 2. **NOTATIONS**

Mr. Kay established attendance stating that he joined the meeting via Microsoft Teams with no people in the room joining him on the call. He called the names of Board members expected to be in attendance. Council Member Stokes stated that he was not alone. All other Board members present responded by saying “present and by myself,” indicating that no persons joined them on the call. Mr. Kay then called the names of the PABC staff members expected to be in attendance. Ms. Cole-Butler, Ms. Jackson, Ms. James, and Ms. Phillips responded by saying “present and in a shared space.” Ms. Downs responded by saying “present and Brian is with me.” All other staff members present responded by saying “present and alone,” indicating that no persons joined them on the call. Mr. Kay then called for visitors to introduce themselves. The meeting then proceeded with the agenda as written.

## 3. **BOARD APPROVALS**

Mr. Kay noted that the February Board of Directors’ meeting was cancelled due to lack of quorum, then asked if there were any questions or corrections for the minutes that circulated in advance of the meeting. Receiving no response, Mr. Cennane made a motion to approve the minutes for the January 9, 2024, Board Meeting. Council Member Stokes seconded the motion; and the motion was unanimously approved.

## 4. **OFF-STREET PARKING**

- Mr. Morgan reported that for January of 2024:
  - **Review of Metrics**
    - i. The Net Operating Income (“NOI”): The goal is to remain equal to the previous fiscal year-to-date. For January we were 1,339.82% above and for fiscal year 2024 we were 21.70% above.
    - ii. The 2024 fiscal year-to-date total revenues were higher by \$1,196,967 compared to FY 2023, an increase of 18.56%.
    - iii. The 2024 fiscal year-to-date total expenses are higher by \$657,581 compared to FY 2023, an increase of 16.60%.
    - iv. The 2024 fiscal year-to-date net income is higher by \$539,386 compared to FY 2023, an increase of 21.70%.

- v. Some of the major factors for the revenue variance include an increase in transient revenue due to more daily parkers; and an increase in monthly contract revenue due to the timing of payments from large group accounts and the timing of billing during the implementation of Zephyre at the start of 2023, which shifted payments from the normal schedule causing invoices sent and due in January to be received in February. We anticipate returning to the previous schedule by April.
- vi. Some of the major factors for the expense variance include higher operating expenses due to increased payroll costs, increased Parking Access and Revenue Control Systems (PARCS) maintenance costs caused by the delayed approval of a purchase order for PARCS maintenance during the previous fiscal year, increased rent payments at leased locations; higher parking taxes due to higher revenues; higher license renewal expenses due to delayed invoicing for annual facility business licenses; and higher utility expenses due to the timing of billings.
- **Projects and Updates**
  - i. We continue to offer discounted rate all day coupons for those not ready to commit to monthly contracts.
  - ii. Rate adjustments that were approved by the PABC Board at the January meeting have been approved by the City's Board of Estimates (BoE) and implemented.
  - iii. The city's Department of General Services (DGS) was awarded a technical assistance grant from the Maryland Energy Administration to study the feasibility of solar canopies at parking garages and lots in the city. We are participating with them to help them conduct the study at several of our facilities. They will look at structural capacity and any savings that can be produced. If there is potential for a project, we will have to work with DGS to find funding for those projects.
  - iv. Debt service projections that were previously in the board packet have been removed from the facilities status report while our PABC finance department works with the city's

Treasury Department to get the data necessary to make the updates.

- v. The contract for the new parking access and revenue control system has been submitted to the BoE for approval. Mr. Morgan then thanked the board for providing interim approval of the payment and performance bonds, then moved to the new business item for formal approval.

- **New Business**

- New PARCS Performance and Payment Bonds Expense Approval**

- vii. The PABC Staff requests formal approval from the PABC Board of Directors for the payment and performance bonds associated with the contract with Precision Technology Solutions of Maryland (Precision) to install a TIBA Parking Access and Revenue Control System (PARCS) at all PABC manage facilities, at a not-to exceed cost of \$108,410.73.
    - viii. In September of 2023, the board approved for us to negotiate the contract with Precision at a not to exceed amount. However, the amount we were approved for did not include the cost of the performance and payment bonds. After reaching the agreement with Precision on the terms of the contract, the contract was reviewed by the City's Law Department, and it was determined that payment and performance bonds would be required. The payment and performance bonds will protect the city's investment and protect our advance payments if the vendor does not meet the installation and service requirements of the contract such as paying all their subcontractors and suppliers, and if the project is not completed.
    - ix. Council Member Stokes made the motion to approve the payment and performance bonds associated with the contract with Precision to install a TIBA Parking Access and Revenue Control System (PARCS) at all PABC managed facilities, at a not-to exceed cost of \$108,410.73. The motion was seconded by Mr. Cenname and the motion was unanimously approved.

- Interactions:

- i. There were no interactions to report for Off-Street Parking.

## 5. **CAPITAL PROJECTS**

- o Ms. Jackson reported that:
  - Market Center Garage – the project and all change orders are complete. The lighting upgrade project sponsored by DGS is complete. We are now receiving lighting upgrade estimates for the Marina and Caroline Street Garages.
  - Lexington Street Garage – We initiated Task One with DGS to investigate spalling concrete on the first floor. This item is in progress. We will discuss the replacement of the overhead door in new business.
  - Franklin Street Garage – We received an estimate for the lighting at this facility. However, we are still waiting for the Archdiocese to give us more direction before proceeding.
  - Penn Station Garage – We are awaiting the structural assessment of the plaza and of the garage expansion joint. We anticipate the estimate and the construction drawings this month. We are also coordinating with Mr. Tavon Braxton from the Department of Transportation (DOT) to procure a paving contract for the work on the repairs to the taxi lane at the plaza. We need consistent 60-degree days for the milling process. We are also experiencing a bit of conflict due to the scaffolding which we are also working to coordinate.
  - Elevator modernization - The Baltimore Street and Franklin Street Garages are prioritized for repair projects to begin in 2024. We are looking to secure the funding to proceed.
  - Sign replacement – We are working to upgrade the external signs at the Fleet and Eden Garage, the Fayette Street Garage, and signage throughout the St. Paul Street Garage. These items are in progress.
  - Little Italy Garage – We are determining if we have the funds to proceed with the recommended interior and exterior

repairs at an estimated cost of \$1.5 million. This item is in progress.

- Fire Suppression Systems – We are investigating the fire suppression systems at all our facilities. We asked the Baltimore City Fire Department and Fireline to assist us with testing the suppression systems so we can ensure the garages are up to code. This item is in progress.
- Interactions:
  - i. There were no interactions to report for Capital Projects.
- **New Business**
  - Lexington Street Garage Overhead Door Replacement Expense Approval**
    - i. This item received preliminary approval and PABC staff is now requesting formal approval from the PABC Board of Directors to use capital repair funds to have Overhead Door of Baltimore (ODB) replace the overhead roll-up door of the vehicle exit lane at the Lexington Street Garage in the amount of \$28,469.00.
    - ii. In 2023, the garage experienced various malfunctions with the entrance and exit overhead garage doors. In December of 2023, the garage operator noted both doors were inoperable for various reasons. January 1, the entry door was repaired and returned to service. However, due to extensive damage to various components the exit door requires replacement.
    - iii. Council Member Stokes made the motion to approve the use of capital repair funds to have Overhead Door of Baltimore (ODB) replace the overhead roll-up door of the vehicle exit lane at the Lexington Street Garage in the amount of \$28,469.00. The motion was seconded by Mr. Cennamo and the motion was unanimously approved.
- Interactions:



- i. In response to Mr. Kay's question, Mr. Little responded that the request must be approved by the BoE before a start date for the work can be determined.

## 6. **ON-STREET PARKING**

### **A RESIDENTIAL PERMIT PARKING / PERMITS (RPP)**

- o Ms. Cole-Butler reported that for January:
  - **Review of Metrics**
    - i. Customer satisfaction: The goal is satisfaction (1.0 or higher on a 0 – 2.0-point scale). For the previous full month, PABC achieved a 0.89 on a 2.0-point scale and maintained a 1.28 in the previous 12 months.
  - **Financials**
    - i. The 2024 fiscal year-to-date revenues as of January are \$265,860.00. This is \$26,270.00 less when compared to the same period in FY 2023. The decrease in revenue is attributed to the decline in renewal requests for the applicable months.
  - **Projects and Updates**
    - i. We are in contract negotiations with Paylock, and we are working on the implementation plan for this project.
    - ii. We are also working on a database scrub after discovering several addresses that required deletion.
  - **New Business**
    - i. There were no new business items for RPP.
- o Interactions:
  - i. There were no interactions to report for RPP.

### **C PARKING METERS**

- o Mr. Chase reported that for December 2023 and January 2024:
  - **Review of Metrics**
    - i. The percent of Demand-Based Blocks in the Target Occupancy Range: The goal is 75%. For both December and January, 32% of the blocks were in

the occupancy range. The previous 12 months, 34% of the blocks were in the occupancy range.

- ii. IPS Parking Meter Uptime: The goal is 98%. For both December and January, PABC accomplished 99% meter uptime. The previous 12 months PABC accomplished 99% meter uptime.
- iii. Cale Parking Meter Uptime: The goal is 98%. For both December and January, Cale meter uptime was 99%. The previous 12 months PABC accomplished 99% meter uptime.
- iv. IPS Multi-Space Parking Meter Uptime: The goal is 98%. For both December and January, IPS Multi-Space parking meter uptime was 99%. The previous 12 months PABC accomplished 99% meter uptime.

- **Financials**

- i. For the month of December, Fiscal year-to-date combined parking meter revenues were \$718,442.00, compared to the month of December 2023, which represents a decrease of \$832,255.00 or 14%.
- ii. For the month of January, Fiscal year-to-date combined parking meter revenues were \$763,803.00, compared to the month of January 2023, which represents a decrease of \$79,504.00 or 9%.
- iii. Through the sixth month of FY24 parking meter revenues are \$223,269.00 less than for the same period in FY23, a decrease of 5%.
- iv. Through the seventh month of FY24 parking meter revenues are \$302,772.00 less than for the same period in FY23, a decrease of 5%.

- **Projects and Updates**

- i. There were no projects and updates to report for Parking Meters.

- **New Business**

- Mobile Parking Payment and Text to Pay Parking  
Provider Recommendations**

- i. Mr. Chase turned the meeting over to Mr. Thompson to report on the new business.
    - ii. The Parking Authority and the City of Baltimore seek to expand the meter parking payment options to include three mobile parking payment services and one SMS text to pay service. It is important to note that these services will be provided at no cost to the City or to PABC.
    - iii. Service providers will charge parkers a per transaction convenience fee not to exceed \$0.35 per transaction.
    - iv. An evaluation panel was formed which included key members from the Department of Transportation Safety Division, Baltimore City Information and Technology, Waterfront Partnership, and the Parking Authority. The panel met weekly to evaluate each vendor's proposal, including their project team, references and qualifications, information security, user experience, app design, administrative experience, real time data communication, and implementation schedule. After an extensive evaluation process and careful consideration, we have chosen to partner with FlowBird, Pay-by-Phone, and ParkMobile for mobile payment services; and we have chosen FlowBird as the exclusive SMX text to pay service.
    - v. As for those who were not chosen, a few did not meet the minimum requirements at the time of the evaluation. Those requirements were that the vendor must be in business for at least three years, active in at least 5 municipalities for at least the last two years, three of those municipalities must have at least 5,000 on-street spaces, the vendor could not have been terminated by a governmental entity within the previous five years, not in bankruptcy, and also in

good standing with the state of Maryland, City of Baltimore, and the Parking Authority. Some other disqualifying factors were the absence of a 24-hour call center, a per transaction charge to PABC, inability to offer Android or Apple Pay at the time of the evaluation, and proposing an abnormally quick implementation schedule in comparison to the other proposals.

- vi. Mr. Thompson indicated that he would not be taking specific questions from vendors during the meeting. He offered to be available to schedule a separate debriefing with vendors.
  - vii. Mr. Kay opened the floor to questions from the PABC Board of Directors. Hearing none, Mr. Thompson requested approval to contract with Flowbird, Pay-by-Phone, and Park Mobile to provide mobile parking payment services and to contract with Flowbird to provide SMS text to pay parking services at no cost to PABC or to the City.
  - viii. Council Member Stokes made the motion to approve PABC to contract with Flowbird, Pay-by-Phone, and Park Mobile to provide mobile parking payment services and to contract with Flowbird to provide SMS text to pay parking services at no cost to PABC or to the City. The motion was seconded by Mr. Cennane and the motion was unanimously approved.
  - ix. Mr. Thompson thanked the following PABC members for their input and guidance throughout the process: Mr. Norman Chase, Ms. Natalie Pride, Ms. Nichelle Bolden, Ms. Shamir Cole Butler, Ms. Candace Nue, Ms. Sandra Downs, Mr. David Rhodes, and Mr. Peter Little.
- o Interactions:
    - i. In response to Mr. Kay's question, Mr. Rhodes explained that the threshold for an expenditure under PABC for a contract that needs to go to the BoE is

\$25,000. If there is no expenditure from PABC then there is no need for approval by the BoE.

**D RESIDENTIAL RESERVED DISABLED PARKING (RRDP)**

- Ms. Michelle Thompson reported that:
  - **Review of Metrics**
    - i. For January 2024:
      - a. We received 28 applications for new service; 28 applications were processed and or responded to within 30 days.
      - b. There were 187 applications received for renewal of service; 180 of those applications were processed and or responded to within 30 days.
      - c. There were 1,644 applications for new services received in the past 12 months; 1,643 of the applications were responded to and processed within 30 days.
      - d. There were 4,550 renewal of service applications received in the past 12 months; 4,550 of those completed renewal applications were processed and responded to within 30 days.
      - e. Currently there are 3,782 residents receiving RRDP permit spaces.
      - f. There were 21 removals completed for this reporting month.
  - **Projects and Updates**
    - i. The RRDP is currently working in the testing phase of the implementation of Salesforce and the CityWorks integration project. We have discovered some issues with the workflow, and we will be meeting with the vendor to resolve the issue sometime next week.
  - **New Business**

- i. There were no new business items for RRDP.
- o Interactions:
  - i. There were no interactions to report for RRDP.

## E VALET REGULATIONS

- o Mr. Poole reported that for January:
  - **Review of Metrics**
    - i. Number of Complaints about Valet Operators/ Operations: The goal is 10 or fewer per month. For January, there were 2 complaints. Through January, there was an average of 0.5 complaints per month for the previous 12 months.
  - **Financials**
    - i. Total Valet revenues to report for January 2024 were \$29,345.00.
    - ii. The total Valet revenues for Fiscal year-to-date through January 2024 were \$100,420.00.
  - **Projects and Updates**
    - i. There are 40 total Valet Parking Zones in good standing.
    - ii. There are 29 total Valet Operators licensed and in good standing.
    - iii. There is 1 valet operator license application pending from Velocity Parking LLC., and,
    - iv. There is 1 valet parking zone application pending, and in progress. This is for the Prim and Proper Restaurant located at 206 E. Redwood Street.
  - **New Business**
    - i. There are no new business items to report for Valet Regulations.
- o Interactions:

- i. There are no interactions to report for Valet Regulations.

## 8. **PLANNING**

- o Mr. Burnszynski reported that for January:
  - **Review of Metrics**
    - i. Percent of Tasks and Projects closed/completed on time: The goal is 90%. For January we were at 90%. For the previous full month, PABC closed/completed 90% of tasks and goals on time.
  - **Projects and Updates**
    - i. Parking studies:
      - a. We are working on the Harbor East and Harbor Point study for the meter demand. We anticipate being completed this week and will present our findings to the Board at the April meeting.
      - b. The Central Business District will begin in April. This is a larger area and will be conducted over a two-month period. We are looking to present our findings to the Board in June.
      - c. Mount Vernon will begin the new meter rates on March 30.
      - d. We are collaborating with Council Members and other stakeholders on the Johns Hopkins and Northeast Market demand-based rate setting. We anticipate presenting this report to the PABC Board within the next few months.
      - e. Lastly, we are also working on meter conversions with the meter shop and with the sign shop.
- o Interactions:
  - i. There were no interactions to report for Planning.
- **New Business**

### **Federal Hill Demand-Based Parking Meter Rate Setting Recommendations**

- i. We conducted a study of Federal Hill. Highlights of the report can be found on pages 46 through 57 of the board packet.
- ii. There are 25 non-split rate blocks, which are the blocks that are the same rate throughout the course of the day; and 22 split rate blocks, which are more in the core of the area toward Cross Street Market. Of those block faces that are the same rate throughout the day, the non-split rate block faces, 68% of them are decreasing in rate, 28% will remain the same, and 4% will increase in rate.
- iii. For the split rate blocks that have a different rate in the day than in the evening, 27% will have a decrease in the rate during the day, 27% will remain the same, and 46% will have an increase to the rate. In the evening, in the core area, 9% will have a decrease in the rate, 27% would remain the same, and 64% would have an increase in the rate.
- iv. This represents a range of rates from \$0.50 an hour to \$2.75 an hour in the core area, in the evening.
- v. We observed the mode in the non-split rate area throughout the day to be \$1.25, and for the split rate area to be \$1.75.
- vi. There were 6 block faces in each category. At night there was a common mode of \$2.75.
- vii. We noticed that there is a variation in the weekend rate versus the evening rate. However, we have determined it best to include the entire weekend of Friday and Sunday and not just the busiest day of Saturday in the study to obtain a fuller scope.
- viii. PABC Staff requests that the PABC Board of Directors approve the demand-based parking meter rate setting recommendations for the Federal Hill area to adjust



rates based on the established criteria that if occupancy rate is higher than 85% then the parking meter rate may be adjusted up, if occupancy is lower than 75% then parking meter rates may be adjusted down, and if occupancy is between 75% to 85% then the rate would remain the same.

- ix. Councilman Stokes made the motion to approve the demand-based parking meter rate setting recommendations for the Federal Hill area to adjust rates based on the established criteria that if occupancy rate is higher than 85% then the parking meter rate may be adjusted up, if occupancy is lower than 75% then parking meter rates may be adjusted down, and if occupancy is between 75% to 85% then the rate would remain the same. The motion was seconded by Mr. Cennamo and the motion was unanimously approved.

- o Interactions:
  - ii. There were no interactions to report for Planning.

## 9. **ELECTRIC VEHICLE CHARGING**

- o Mr. von Stetten reported that:
  - **Review of Metrics**
    - i. Electric Vehicle Charging Location Uptime: The goal is 97%. For the month of January, the uptime rate was 100%.
  - **Projects and Updates**
    - i. BGE Smart Program –
      - a. The demand for BGE EV chargers continues to increase. In the reporting month of January, the total number of charging sessions, which is the number of times drivers plugged in and activated a charger, was 1,641, which is a 15% increase from December.
      - b. The BGE EVSmart program has 15 EV charging sites located on city property. We have 11 new sites that have been released to BGE and are in

various stages of engineering and design or permitting.

- c. The most popular EV charging location continues to be the Pennsylvania Avenue lot.
  - d. The utilization data for all EV charging stations show an increasing trend in the number of charging sessions per month. We are seeing two general traits across the high utilization stations. The first trait is that they have a combination of both level 2 and DC fast chargers. Examples are the Pennsylvania Ave. lot and the Waverly lot. The second trait is that they are in areas with dense housing and within walking distance to various amenities. Examples include 700 South Sharp Street in Federal Hill, Riverside Park, and Union Square Park.
  - e. Data showing locations with little to no charging sessions are due to repairs at those locations. Those sites have been fully repaired and are back operational.
- ii. Grants
    - a. We are moving closer to the installation of the new EV chargers as part of the Volkswagen settlement grant. The purchasing agreement with Blink charging is scheduled for the March 20, BoE meeting. We are looking to complete the EV installation projects at the Lexington Street and West Street garages soon.
    - b. We are reviewing several other opportunities available through MDOT as well as the Federal Department of Energy.
- iii. EV charging regulations - we continue to collaborate with DOT and the Mayor's Office of Government Relations to schedule the introduction of our EV charging legislation. We have a few last questions to resolve before moving forward.

- **New Business**

- i. There were no new business items to report for Electric Vehicle Charging.
- Interactions:
  - i. In response to Mr. Kay's question, Mr. von Stetten explained that the Pennsylvania Ave EV charging station is in the north parking lot of the Avenue Market closest to Laurens Street.

## **10. ADMINISTRATION**

- Mr. Little reported that for January:
  - **Review of Metrics**
    - i. Team Turnover Rate: The goal is 10% or less. For the month of January, the turnover rate was 0%. For the previous 12 months through January the turnover rate was 2%.
    - ii. Overtime Hours as a Percent of Total Hours Worked: The goal is 0.5% or less. For the month of January, the overtime hours as a percentage of total hours worked was 0.00%. For the previous 12 months, the overtime hours as a percentage of total hours worked was 0.17%.
    - iii. Percent of Invoices Paid within 30 Days of Receipt: The goal is 98%. For the month of January 100% of invoices were paid within 30 days of receipt. For the previous 12 months, 100% of invoices were paid within 30 days of receipt.
    - iv. Operating at or Below Budget: Goal is a "Yes." For the month of January, "Yes," PABC operated below budget. PABC also operated below budget for the fiscal year-to-date 2024.
    - v. Fiscal Year-to-Date 2024 Administrative expenses through January were below budgeted by \$1.3 million due employee events costs, outside legal costs, advertising costs, tuition reimbursement costs,

conference fees, uniforms cost, consultants cost, utilities costs, equipment costs, and software, and software license costs, that were budgeted but not yet spent; and lower than budgeted mileage reimbursement, mobile phone, postage office, renovation, office supplies, printing, system maintenance, merchant services, equipment warranty, and equipment repair costs.

- **Projects and Updates**

- i. There were no new projects and updates to report for Administration.

- **New Business**

- Cobblestone Agreement Expense Approval**

- i. Ms. Bolden presented and requested approval from the PABC Board of Directors to renew the hosting agreement with CobbleStone Systems Corporation for another year, at a cost of \$11,432.40.
    - ii. To align with the Parking Authority's goals to reduce paper files and streamline workflow we researched ways to organize and automate our contracting system and found Cobblestone, a cloud-based contract management system that provides contract, vendor, and E-procurement management.
    - iii. The system was implemented in April of 2015. We have 5 user licenses which allow for reading, writing, and editing abilities with all others having read only access.
    - iv. Cobblestone allows the creation of vendor accounts and records of various contracting types. Each record tracks the terms of the agreement, effective dates, expiration dates, tasks, emails, workflows, and allows for easy uploading of contracts for storage, which eliminates lost and misplaced files.
    - v. The amounts paid since 2015 are listed in the memo. Per the agreement with Cobblestone the rate of escalation shall not exceed 8% per year. We are

bringing this renewal to the board because the amount now exceeds the \$10,000 PABC threshold.

- vi. Council Member Stokes made the motion to approve to renew the hosting agreement with CobbleStone Systems Corporation for another year, at a cost of \$11,432.40. The motion was seconded by Mr. Cenname and the motion was unanimously approved.

#### **PABC Procurement Policy Revisions Recommendations**

- vii. Mr. Little requested the approval from the PABC Board of Directors to revise the Parking Authority's Procurement Policy as tracked on the copy included in the board packet.

- viii. There are four revisions to this policy which are:

- a. To increase the dollar amount threshold requiring board of directors' approval of expenditures from \$10,000 to \$25,000.
- b. To increase the possible term of any agreement for goods or services from 7 years to 10 years.
- c. To allow the utilization of cooperative purchasing agreements for the procurement of goods or services.
- d. To allow the utilization of the Baltimore City DGS process for the procurement of capital repairs at parking facilities.

- ix. Council Member Stokes made the motion to approve the revisions of the Parking Authority's Procurement Policy as tracked on the copy included in the board packet. The motion was seconded by Mr. Cenname and the motion was unanimously approved.

- o Interactions:

- i. There were no interactions to report for Administration.

#### **11. MOTION TO ADJOURN**

Council Member Stokes made the motion to adjourn. The motion was unanimously approved. The public meeting adjourned at approximately 4:53 p.m.

**NEXT BOARD MEETING:**

➤ April 9, 2024

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Councilman Robert Stokes,  
Board Secretary**



Off-Street Facilities

Metrics

Department, Division, or Section	Metric	Goal	Previous Full Month	Previous 12 Months	Fiscal Year-to-Date
Off-Street Parking	Net Operating Income	Equal to previous fiscal year-to-date	20.46%	N/A	23.18%

Off-Street Facilities



## Off-Street Facilities

Fiscal year 2024 YTD total revenues were higher by \$1,192,676 compared to Fiscal year 2023, an increase of 15.83%.

Fiscal year 2024 YTD total expenses are higher by \$523,055 compared to Fiscal year 2023, an increase of 11.26%.

Fiscal year 2024 YTD total net income is higher by \$669,621 compared to Fiscal year 2023, an increase of 23.18%.

Some of the major factors for the revenue variance include:

- An increase in monthly contract revenue due to the timing of payments from large group accounts and the timing of billings during implementation of Zephire at the start of 2023.
- An increase in transient revenue due to more daily parkers.

Some of the major factors for the expense variance include:

- Higher operating expenses due to increased payroll costs, increased PARCS maintenance costs caused by the delayed approval of a purchase order for PARCS maintenance during the previous fiscal year, and increased rent payments at leased locations.
- Higher license renewal expense due to delayed invoicing for annual facility business licenses.
- Higher parking taxes due to higher revenues.

## Revenue and Expense Detail

Month	Monthly Revenue	Transient Revenue	Special Event	Revenue	Parking Tax / Licenses Fees	Utilities	Operating Expenses	Security	Management Fee	Expenses	Net Income
Mar-23	\$ 903,119	\$ 643,354	\$ 11,624	\$ 1,558,097	\$ 241,745	\$ 47,722	\$ 303,411	\$ 31,728	\$ 5,342	\$ 629,948	\$ 928,149
Apr-23	\$ 481,473	\$ 569,893	\$ 12,520	\$ 1,063,887	\$ 182,012	\$ 73,243	\$ 373,251	\$ 19,549	\$ 3,042	\$ 651,096	\$ 412,790
May-23	\$ 523,358	\$ 640,143	\$ 7,785	\$ 1,171,285	\$ 187,268	\$ 14,179	\$ 317,115	\$ 22,913	\$ 3,042	\$ 544,518	\$ 626,768
Jun-23	\$ 447,879	\$ 621,639	\$ 7,410	\$ 1,076,928	\$ 172,949	\$ 11,736	\$ 414,709	\$ 29,187	\$ 3,042	\$ 631,623	\$ 445,305
Jul-23	\$ 536,371	\$ 574,637	\$ 15,099	\$ 1,126,107	\$ 184,232	\$ -	\$ 296,232	\$ 10,876	\$ 3,042	\$ 494,382	\$ 631,725
Aug-23	\$ 529,466	\$ 584,415	\$ 13,587	\$ 1,127,468	\$ 168,102	\$ 38,468	\$ 577,626	\$ 36,970	\$ 3,042	\$ 824,207	\$ 303,261
Sep-23	\$ 500,494	\$ 586,134	\$ 13,110	\$ 1,099,737	\$ 196,039	\$ 861	\$ 290,213	\$ 37,873	\$ 3,042	\$ 528,028	\$ 571,710
Oct-23	\$ 511,899	\$ 610,142	\$ 18,270	\$ 1,140,312	\$ 268,840	\$ 18,685	\$ 439,066	\$ 24,121	\$ 3,042	\$ 753,754	\$ 386,558
Nov-23	\$ 427,559	\$ 542,742	\$ 17,373	\$ 987,674	\$ 184,118	\$ 48,438	\$ 497,647	\$ 25,262	\$ 3,042	\$ 758,506	\$ 229,168
Dec-24	\$ 433,234	\$ 550,902	\$ 20,700	\$ 1,004,836	\$ 152,384	\$ 74,691	\$ 382,517	\$ 26,335	\$ 3,042	\$ 638,967	\$ 365,869
Jan-24	\$ 629,235	\$ 512,459	\$ 16,560	\$ 1,158,254	\$ 185,255	\$ 75,127	\$ 374,960	\$ 15,022	\$ 3,042	\$ 653,406	\$ 504,848
Feb-24	\$ 527,089	\$ 543,667	\$ 11,432	\$ 1,082,188	\$ 177,464	\$ 873	\$ 331,357	\$ 36,774	\$ 3,042	\$ 549,510	\$ 532,678
Total	\$ 6,451,175	\$ 6,980,128	\$ 165,470	\$ 13,596,773	\$ 2,300,407	\$ 404,023	\$ 4,598,105	\$ 316,609	\$ 38,800	\$ 7,657,945	\$ 5,938,829

Revenues are based on actual collections.





## Off-Street Parking Facilities Major Variances

### Baltimore Street Garage -

- FY2024 YTD revenues are higher than those for the same period in FY2023 by \$205,221. Monthly contract revenues are higher by \$124,598 due to the timing of payments from group accounts.
- FY2024 YTD expenses are higher than those for the same period in FY2023 by \$14,964. Operating expenses are higher by \$37,735 due to the timing of billing for PARCS maintenance from the previous FY.
- FY2024 YTD net income is higher than that for the same period in FY2023 by \$190,256. (49.78%).

### Caroline Street Garage -

- FY2024 YTD revenues are higher than those for the same period in FY2023 by \$115,721. Monthly contract revenues are higher by \$70,496 due to the timing of payments from group accounts.
- FY2024 YTD expenses are lower than those for the same period in FY 2023 by \$15,897. Operating expenses are lower by \$35,906 due to reduced maintenance expenses.
- FY2024 YTD net income is higher than that for the same period in FY2023 by \$131,619 (51.28%).

### Fleet & Eden Garage -

- FY2024 YTD revenues are higher than those for the same period in FY2023 by \$28,689. Monthly contract parking revenue is higher by \$36,208 due to the timing of billings during Zephyre implementation in January 2023.
- FY2024 YTD expenses are higher than those for the same period in FY2023 by \$72,943. Operating expenses are higher by \$57,404 due to the timing of billing for PARCS maintenance from the previous FY.
- FY2024 YTD net income is lower than that for the same period in FY2023 by \$44,254 (-29.11%).

### Franklin Street Garage -

- FY2024 YTD revenues are higher than those for the same period in FY2023 by \$53,723. Monthly contract parking revenues are higher by \$31,316 due to the timing of billings during Zephyre implementation in January 2023.
- FY2024 YTD expenses are higher than those for the same period in FY2023 by \$87,869. Operating expenses are higher by \$57,360 mainly due to increased annual rent payments.
- FY2024 YTD net income is lower than that for the same period in FY2023 by \$34,146 (-23.54%).

### Lexington Street Garage -

- FY2024 YTD revenues are higher than those for the same period in FY2023 by \$270,791. Monthly contract parking revenues are higher by \$253,851 due to the timing of payments from group accounts.
- FY2024 YTD expenses are higher than those for the same period in FY2023 by \$92,562. Parking taxes are higher by \$47,055 due to higher revenues.
- FY2024 YTD net income is higher than that for the same period in FY2023 by \$178,228 (62.94%).

### Little Italy Garage -

- FY2024 YTD revenues are higher than those for the same period in FY2023 by \$55,532. Transient parking revenue is higher by \$74,312 due to more daily parkers.
- FY2024 YTD expenses are higher than those for the same period in FY 2023 by \$35,006. Operating expenses are higher by \$18,701 due to the timing of billing for PARCS maintenance from previous FY.
- FY2024 YTD net income is higher than that for the same period in FY2023 by \$20,525 (7.66%).

### Market Center Garage -

- FY2024 YTD revenues are higher than those for the same period in FY2023 by \$88,612. Monthly contract parking revenue is higher by \$66,763 due to the timing of payments from large group accounts.
- FY2024 YTD expenses are higher than those for the same period in FY2023 by \$54,261. Operating expenses are higher by \$78,981 due to the timing of billing for PARCS maintenance from the previous FY.
- FY2024 YTD net income is higher than that for the same period in FY2023 by \$34,350 (22.98%).



Marina Garage -

- FY2024 YTD revenues are higher than those for the same period in FY2023 by \$27,951. Transient parking revenues are higher by \$18,672 due to more daily parkers.
- FY2024 YTD expenses are lower than those for the same period in FY2023 by \$59,233. Operating expenses are lower by \$71,737 due to reduced maintenance costs.
- FY2024 YTD net income is higher than that for the same period in FY2023 by \$87,184 (110.16%).

Penn Station Garage –

- FY2024 YTD revenues are higher than those for the same period in FY2023 by \$250,613. Transient revenues are higher by \$225,528 due to increased rail travel.
- FY2024 YTD expenses are higher than those for the same period in FY2023 by \$181,770. Operating expenses are higher by \$114,893 due to increased rent payments and the timing of billing for PARCS maintenance from previous FY.
- FY2024 YTD net income is higher than that for the same period in FY2023 by \$68,842 (15.27%).

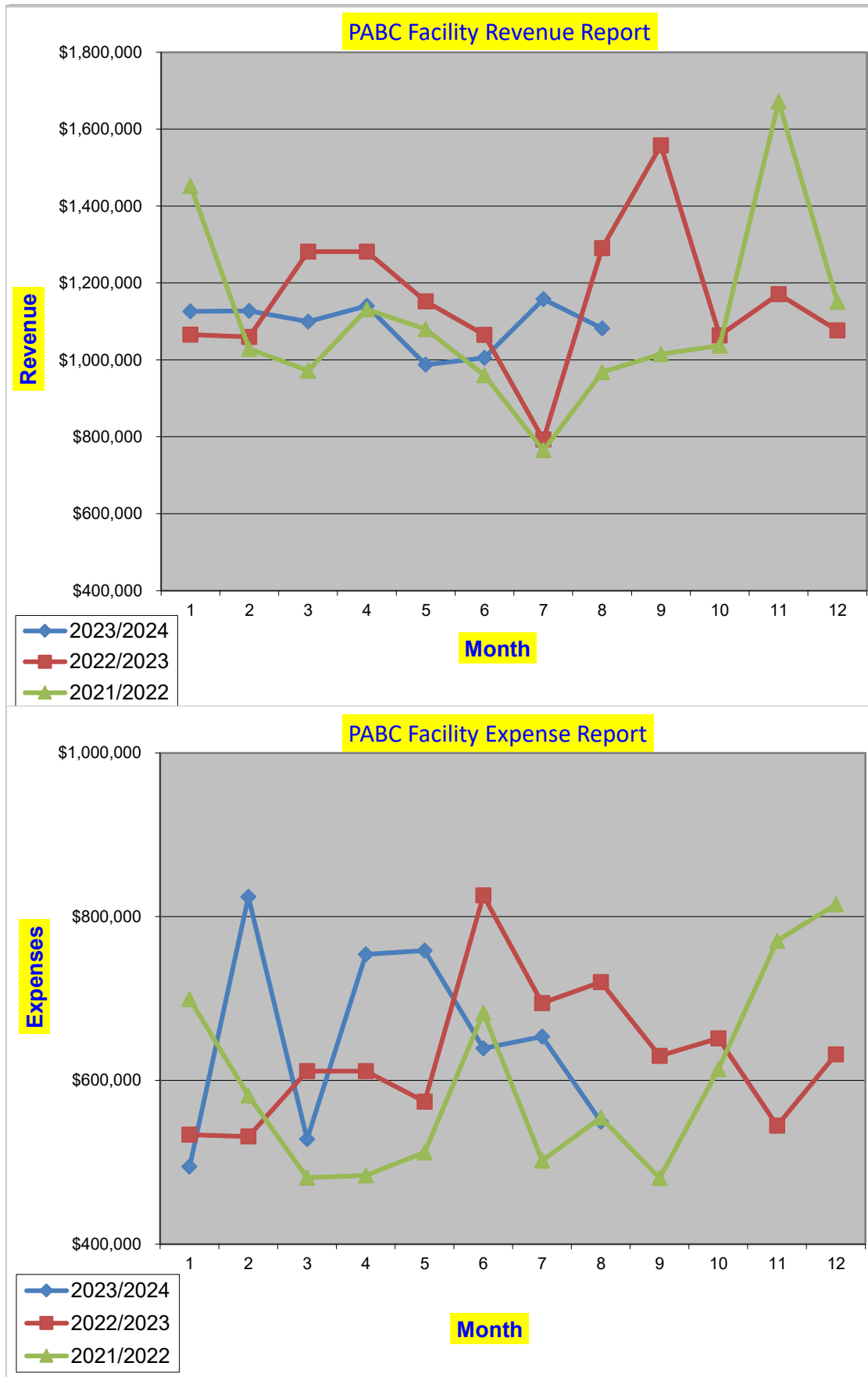
St Paul Street Garage -

- FY2024 YTD revenues are higher than those for the same period in FY2023 by \$120,671. Monthly contract parking revenues are higher by \$89,715 due to the timing of billings during Zephyr implementation in January 2023.
- FY2024 YTD expenses are higher than those for the same period in FY2023 by \$51,646. Operating expenses are higher by \$40,302 due to the timing of billing for PARCS maintenance from previous FY.
- FY2024 YTD net income is higher than that for the same period in FY2023 by \$69,024 (28.75%).

West Street Garage -

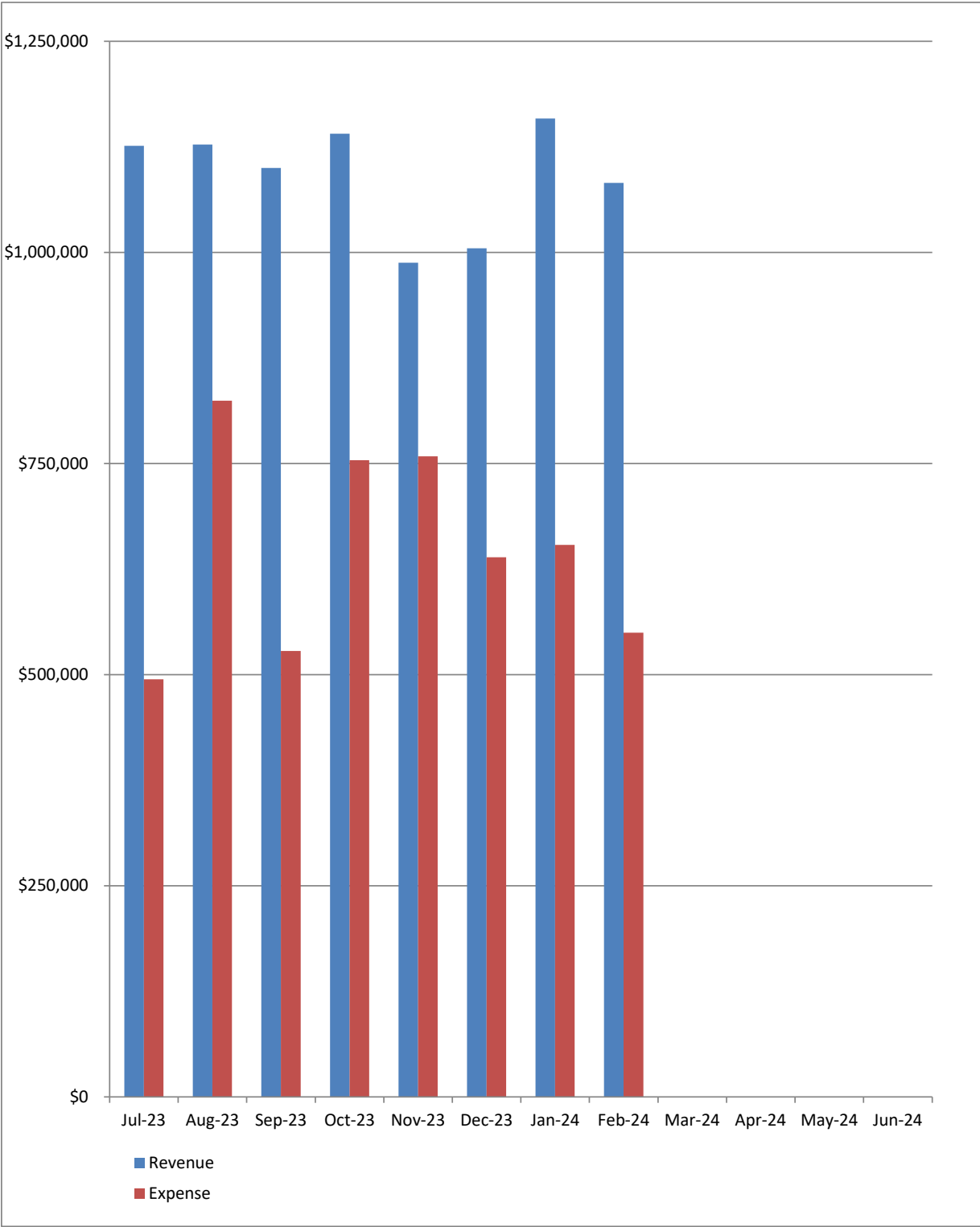
- FY2024 YTD revenues are lower than those for the same period in FY2023 by \$42,053. Transient parking revenues are lower by \$85,586 due to fewer daily parkers.
- FY2024 YTD expenses are higher than those for the same period in FY2023 by \$33,056. Operating expenses are higher by \$34,414 due to the timing of billing for PARCS maintenance from the previous FY.
- FY2024 YTD net income is lower than that for the same period in FY2023 by \$75,110 (-16.55%).

# Parking Authority of Baltimore City Fiscal Year 2024 Garage Revenue



Parking Authority of Baltimore City  
Facilities Monthly Revenue and Expenses

Fiscal Year 2024 Monthly Graph



**Parking Authority of Baltimore City  
Fiscal Year 2024**

	Facility Actuals					
Garage/Surface Lot	July 2023 Revenue	July 2023 Expenses	July 2023 Net Income	August 2023 Revenue	August 2023 Expenses	August 2023 Net Income
Arena Garage	(\$175)	\$0	(\$175)	\$0	\$25,229	(\$25,229)
Baltimore Street Garage	\$151,649	\$62,235	\$89,413	\$159,526	\$84,602	\$74,924
BDC Lots	\$0	\$0	\$0	\$0	\$0	\$0
Caroline Street Garage	\$127,398	\$41,317	\$86,081	\$98,792	\$65,566	\$33,227
Fayette Street	\$10,792	\$3,266	\$7,526	\$10,445	\$22,210	(\$11,765)
3700 Fleet	\$3,373	\$6,292	(\$2,919)	\$6,217	\$6,293	(\$76)
Fleet & Eden	\$64,289	\$35,523	\$28,766	\$71,302	\$79,628	(\$8,326)
Franklin Street Garage	\$70,201	\$34,634	\$35,567	\$72,203	\$56,038	\$16,165
Guilford Garage	\$0	\$0	\$0	\$0	\$0	\$0
JFB	\$1,620	\$270	\$1,350	\$2,370	\$20,642	(\$18,272)
Lexington Street Garage	\$135,710	\$40,209	\$95,501	\$191,000	\$57,959	\$133,041
Little Italy Garage	\$92,227	\$36,556	\$55,671	\$64,622	\$51,216	\$13,406
Lot Ostend	\$0	\$0	\$0	\$0	\$0	\$0
Lots	\$6,872	\$0	\$6,872	\$4,248	\$0	\$4,248
Marina Garage	\$81,714	\$33,754	\$47,960	\$62,783	\$57,049	\$5,734
Market Center Garage	\$41,267	\$24,563	\$16,704	\$44,555	\$52,553	(\$7,998)
Penn Station Garage	\$165,194	\$96,913	\$68,281	\$160,428	\$123,093	\$37,335
St. Paul Street Garage	\$69,484	\$36,438	\$33,046	\$74,727	\$59,127	\$15,600
Wall Street	\$0	\$0	\$0	\$0	\$0	\$0
West Street Garage	\$104,491	\$42,411	\$62,079	\$104,250	\$63,002	\$41,248
<b>Total</b>	\$1,126,107	\$494,382	\$631,725	\$1,127,468	\$824,207	\$303,261

**Parking Authority of Baltimore City  
Fiscal Year 2024**

## Facility Actuals

September 2023 Revenue	September 2023 Expenses	September 2023 Net Income	October 2023 Revenue	October 2023 Expenses	October 2023 Net Income
\$0	\$0	\$0	\$0	\$6,984	(\$6,984)
\$131,315	\$59,242	\$72,073	\$138,196	\$82,675	\$55,521
\$0	\$0	\$0	\$0	\$0	\$0
\$89,257	\$31,209	\$58,048	\$100,159	\$54,195	\$45,963
\$10,367	\$10,776	(\$408)	\$9,957	\$15,057	(\$5,100)
\$5,591	\$650	\$4,941	\$4,625	\$7,179	(\$2,553)
\$61,760	\$34,028	\$27,732	\$61,732	\$85,409	(\$23,677)
\$72,270	\$33,941	\$38,330	\$79,532	\$47,956	\$31,576
\$0	\$0	\$0	\$0	\$0	\$0
\$1,890	\$10,721	(\$8,831)	\$1,810	\$4,293	(\$2,483)
\$72,081	\$43,140	\$28,942	\$78,202	\$55,558	\$22,644
\$79,751	\$31,334	\$48,417	\$99,876	\$53,986	\$45,890
\$0	\$0	\$0	\$0	\$0	\$0
\$899	\$0	\$899	\$53,116	\$0	\$53,116
\$59,187	\$29,966	\$29,221	\$56,164	\$36,552	\$19,613
\$111,269	\$42,534	\$68,735	\$70,959	\$63,197	\$7,762
\$188,966	\$119,570	\$69,396	\$210,507	\$135,670	\$74,837
\$109,182	\$39,324	\$69,858	\$82,537	\$55,254	\$27,283
\$0	\$0	\$0	\$0	\$0	\$0
\$105,952	\$41,594	\$64,358	\$92,939	\$49,789	\$43,150
\$1,099,738	\$528,028	\$571,710	\$1,140,312	\$753,754	\$386,558

**Parking Authority of Baltimore City  
Fiscal Year 2024**

## Facility Actuals

November 2023 Revenue	November 2023 Expenses	November 2023 Net Income	December 2023 Revenue	December 2023 Expenses	December 2023 Net Income
\$0	\$0	\$0	\$0	\$0	\$0
\$125,762	\$77,049	\$48,713	\$142,617	\$57,696	\$84,920
\$0	\$0	\$0	\$0	\$0	\$0
\$81,126	\$38,468	\$42,658	\$81,909	\$40,048	\$41,861
\$9,716	\$9,034	\$681	\$10,902	\$4,476	\$6,426
\$3,327	\$5,780	(\$2,453)	\$4,169	\$5,390	(\$1,221)
\$60,288	\$47,547	\$12,741	\$56,092	\$46,946	\$9,146
\$92,462	\$213,322	(\$120,859)	\$78,311	\$45,817	\$32,494
\$0	\$0	\$0	\$0	\$0	\$0
\$1,960	\$4,782	(\$2,822)	\$1,770	\$4,514	(\$2,744)
\$68,099	\$51,683	\$16,416	\$69,788	\$52,162	\$17,626
\$70,123	\$38,222	\$31,901	\$69,303	\$39,034	\$30,270
\$0	\$0	\$0	\$0	\$0	\$0
\$14,677	\$0	\$14,677	\$880	\$0	\$880
\$46,448	\$27,584	\$18,864	\$65,740	\$39,460	\$26,279
\$62,891	\$39,381	\$23,510	\$69,144	\$54,353	\$14,791
\$186,528	\$112,206	\$74,322	\$189,472	\$133,308	\$56,164
\$80,458	\$52,164	\$28,294	\$71,131	\$53,995	\$17,136
\$0	\$0	\$0	\$0	\$0	\$0
\$83,808	\$41,285	\$42,523	\$93,608	\$61,767	\$31,841
\$987,674	\$758,506	\$229,168	\$1,004,836	\$638,967	\$365,869

**Parking Authority of Baltimore City  
Fiscal Year 2024**

## Facility Actuals

January 2024 Revenue	January 2024 Expenses	January 2024 Net Income	February 2024 Revenue	February 2024 Expenses	February 2024 Net Income
\$0	\$0	\$0	\$0	\$0	\$0
\$160,059	\$74,717	\$85,342	\$127,697	\$66,149	\$61,548
\$0	\$0	\$0	\$0	\$0	\$0
\$44,850	\$36,576	\$8,273	\$115,493	\$43,296	\$72,197
\$11,380	\$4,714	\$6,666	\$10,928	\$10,097	\$831
\$4,890	\$5,964	(\$1,074)	\$6,727	\$5,042	\$1,685
\$103,362	\$64,178	\$39,184	\$56,177	\$33,988	\$22,189
\$77,868	\$40,314	\$37,554	\$80,296	\$40,192	\$40,104
\$0	\$0	\$0	\$0	\$0	\$0
\$1,930	\$1,337	\$593	\$1,995	\$7,389	(\$5,394)
\$161,656	\$73,684	\$87,972	\$102,013	\$42,755	\$59,259
\$77,667	\$45,054	\$32,612	\$63,343	\$33,134	\$30,209
\$0	\$0	\$0	\$0	\$0	\$0
\$26,609	\$0	\$26,609	\$1,209	\$0	\$1,209
\$34,341	\$31,469	\$2,872	\$45,032	\$29,246	\$15,786
\$77,561	\$47,024	\$30,537	\$69,953	\$40,144	\$29,809
\$185,584	\$128,636	\$56,948	\$185,960	\$103,469	\$82,491
\$93,594	\$53,177	\$40,418	\$122,693	\$45,237	\$77,456
\$0	\$0	\$0	\$0	\$0	\$0
\$96,902	\$46,561	\$50,341	\$92,670	\$49,373	\$43,297
\$1,158,254	\$653,406	\$504,848	\$1,082,188	\$549,510	\$532,678



**Parking Authority of Baltimore City  
Fiscal Year 2024**

## Facility Actuals

FY 2024 YTD Revenue	FY 2024 YTD Expenses	FY 2024 YTD Net Income	FY 2024 Projected Revenue	FY 2024 Projected Expenses	FY 2024 Projected Net Income
(\$175)	\$32,213	(\$32,388)	\$0	\$0	\$0
\$1,136,821	\$564,365	\$572,456	\$1,497,829	\$895,506	\$602,323
\$0	\$0	\$0	\$0	\$0	\$0
\$738,983	\$350,674	\$388,309	\$922,645	\$542,674	\$379,971
\$84,487	\$79,630	\$4,857	\$127,260	\$108,489	\$18,771
\$38,921	\$42,590	(\$3,670)	\$30,420	\$70,731	(\$40,311)
\$535,003	\$427,247	\$107,756	\$788,760	\$549,574	\$239,186
\$623,143	\$512,213	\$110,930	\$919,961	\$614,063	\$305,898
\$0	\$0	\$0	\$0	\$0	\$0
\$15,345	\$53,948	(\$38,603)	\$20,880	\$91,129	(\$70,249)
\$878,551	\$417,150	\$461,401	\$997,069	\$540,604	\$456,465
\$616,911	\$328,535	\$288,376	\$905,674	\$504,736	\$400,938
\$0	\$0	\$0	\$0	\$0	\$0
\$108,510	\$0	\$108,510	\$78,508	\$125,488	(\$46,980)
\$451,409	\$285,081	\$166,328	\$625,106	\$548,173	\$76,933
\$547,599	\$363,748	\$183,852	\$734,398	\$484,036	\$250,362
\$1,472,640	\$952,865	\$519,774	\$2,213,165	\$1,466,922	\$746,243
\$703,807	\$394,716	\$309,091	\$1,027,162	\$569,806	\$457,356
\$0	\$0	\$0	\$0	\$0	\$0
\$774,621	\$395,783	\$378,838	\$1,100,172	\$715,503	\$384,669
<b>\$8,726,577</b>	<b>\$5,200,760</b>	<b>\$3,525,817</b>	<b>\$11,989,009</b>	<b>\$7,827,434</b>	<b>\$4,161,575</b>



## MEMORANDUM

**To:** Members of the Parking Authority Board of Directors

**From:** David Morgan, Division Manager, Off-Street Parking

**Date:** March 28, 2024

**Subject:** Surface Parking Lots Cleaning and Snow Removal Vendor Recommendation

---

### Request

PABC Staff requests approval from the PABC Board of Directors to negotiate a contract for a six-year term with Corporate Maintenance Group, LLC. (CMG) to provide cleaning and snow removal services for the surface parking lots managed by PABC, with cleaning costs not-to-exceed \$1,188,515.64 for the six-year term, snow removal costs not-to-exceed the accumulation-based rates shown in Table A, and weekly cleanings of the JFA Lot in preparation for the Farmer's Market, between the first Sunday in April and last Sunday in December (before Christmas Day), at a cost of \$715 per cleaning.

### Background and Scope of Work

An RFP for cleaning and snow removal of the surface parking lots managed by PABC was issued on February 12, 2024. It was advertised on the PABC's Website, through the Bureau of Procurement's advertising resources, and through the Mayor's Office of Small and Minority Business Advocacy & Development. The scope of work for this agreement is attached. Proposals were due on March 11, 2024. Although several firms asked questions about the RFP and expressed interest in it, CMG was the only firm to submit a proposal.

The scope of work of this new agreement is nearly identical to the current agreement. A few of the lots that are included in the current agreement are no longer under PABC management, thus the scope has been slightly reduced. The proposed costs for cleaning the lots are less than the amount the vendor is currently charging. The costs for snow removal are the same as the current agreement. The costs for Farmer's Market cleanings are slightly higher than the current costs, but very reasonable for this service.

CMG is the incumbent vendor and we have been satisfied with their performance. They have been proactive in addressing our needs and responsive to any concerns. If approved by this Board, the

contract will then be presented to the City's Board of Estimates for approval, with the new term to begin July 1, 2024.

Table A

<b>Accumulation over 24-hour period</b>	<b>Amount</b>
0.01" – 2"	\$4,763.44
2.01" – 4"	\$7,044.38
4.01" – 6" or ice storm	\$9,229.83
6.01" – 8"	\$11,292.50
Accumulation > 8"	Per hourly rate/equipment
<b>Equipment</b>	<b>Hourly Rate</b>
Truck & Plow	\$95.00
Salt Spreader	\$30.00 + salt
Front End Loader	\$115.00
Snow Blower	\$55.00
Bobcat	\$90.00
Backhoe	\$120.00
Man w/shovel	\$35.00
Dump Truck	\$120.00



## MEMORANDUM

**To:** Members of the Parking Authority Board of Directors

**From:** Peter Little, Executive Director

**Date:** April 2, 2024

**Subject:** Franklin Street Garage Lease Extension Recommendation

---

### Request

PABC Staff requests approval from the Board of Directors to extend Baltimore City's lease of the Franklin Street Garage (the "Garage") to its full ten (10) year term.

### Background

#### Original Agreement

Over thirty years ago, the City agreed to build the Garage on a parcel of land owned by the Archdiocese of Baltimore at 15 West Franklin Street. There was at the time, and still is, a need for off-street parking at that location to meet parking demands from:

- The Basilica
- Archdiocese of Baltimore offices
- The Central Pratt Library
- Businesses and organizations in that section of the Charles Street and Franklin Street corridors

The City leased the land from the Archdiocese for a period of 30 years (the "Original Lease"), matching the debt service schedule for the parking revenue bonds that were sold to finance the garage's development) and constructed the garage. Pursuant to the Original Lease, on September 20, 2021, ownership of the Garage reverted to the Archdiocese.

#### 1<sup>st</sup> Amendment/Extension Terms

In 2021, with the approval of the PABC's Board of Directors and the City's Board of Estimates, the City amended the Original Lease (the "First Amendment") to extend the term on the following terms.

- A five (5) year initial extension term, with an option for a mutually agreed upon additional five (5) year extension term
- Base rent of \$60,000 annually
- Archdiocese receives percentage rent of 60% of annual Net Operating Income (gross revenues minus all expenses) over \$200,000
- Up to \$500,000 in capital repairs and replacements paid for by the City with the City's contribution capped at \$500,000 over the initial five (5) year term.
- The City would commit to up to an additional \$500,000 in capital repairs and replacements, capping the City's total contribution at \$1 million during the full ten (10) year term if the Archdiocese and City exercised the additional 5 year extension.
- All other terms of the current lease would remain.

#### Benefits of 1<sup>st</sup> Amendment

The garage lease extension has proven to be more profitable than anticipated for both the City and the Archdiocese. Garage revenues have greatly exceeded expectations and garage operating expenses have been slightly less than projected.

- In the first year of the lease extension (October 2021 through September 2022), City profit (revenues net of parking tax minus operating expenses, base and percentage rent to the Archdiocese, and \$100,000 in amortized garage repairs and replacements) was \$164,572.99. Our projected net profit for the first year of the lease extension was \$43,301.10. We exceeded the City's net profit projections in the first year by \$121,271.89, or 280%.
- In the second year of the lease extension (October 2022 through September 2023), City profit (revenues net of parking tax minus operating expenses, base and percentage rent to the Archdiocese, and \$100,000 in amortized garage repairs and replacements) was \$194,097.76. Our projected net profit for the second year of the lease extension was \$76,108.66. We exceeded the City's net profit projections in the second year by \$117,989.10, or 155%.

We project that the City's profit from this lease will continue to be over \$100,000 annually in the third through tenth lease years.

#### Current Needs

Over the past two years we have gathered estimates for capital repairs and replacements at the Franklin Street Garage. Those estimates are as follow:

<b>Category</b>	<b>Estimated Costs</b>
Parking Access and Revenue Control System (PARCS) Replacement/Upgrade	\$175,688
Structural Repairs (ranging from somewhat urgent to non-urgent)	Up to \$1,877,000
Elevator Upgrades/Modernization (ranging from somewhat urgent to non-urgent)	Up to \$706,000
Lighting Replacement/Upgrade	\$37,319

A significant portion of these repairs and replacements should be completed within the next couple of years.

- The PARCS needs to be replaced within 2024 because the manufacturer of the PARCS currently at the facility will no longer support that version (15+ years old) of their equipment beyond this year.
- The garage's lighting is at the end of its useful life and should be replaced soon to provide better lighting, to reduce lighting maintenance costs, and to reduce electricity costs.
- There are structural repairs items that should be completed within the next couple of years to ensure that the garage continues to be safe to use.
- There are also elevator upgrade and modernization items that will need to be completed within the next couple of years to prevent either elevator from becoming nonfunctional for a prolonged period.

#### Proposed 2<sup>nd</sup> Amendment

The cost of the repairs that should be completed within the next couple of years totals \$1 million or more and the Archdiocese agrees. The Archdiocese is willing to extend the City's lease of the garage now for the full ten (10) year term, to incentivize the City to spend \$1 million on garage repairs and replacement now, and recoup those expenses over the full term. Once the City has spent \$1 million on repairs and replacements at the garage, the Archdiocese would pay for any additional capital repairs and replacements. The proposed 2<sup>nd</sup> amendment would merely accelerate the timing detailed in the 1<sup>st</sup> Amendment for exercising the second extension term, and accelerate performing the anticipated capital repairs.

**In summary, with the City's accelerated contribution of \$1 million in capital improvements, we would expect the City to realize over \$1 million in profit from the lease over the ten-year term.**

If the PABC Board of Directors approves the extension of this lease to its full ten (10) year term, then a second amendment to the lease confirming both parties' agreement to do so would be prepared and then presented to the City's Board of Estimates for approval.



## Residential Parking Program

Metrics

Department, Division, or Section	Metric	Goal	Previous Full Month	Previous 12 Months	Fiscal Year-to-Date
Residential Permit Parking	Customer Satisfaction	Satisfaction (1.0 or higher on a 2.0 scale).	0.90	1.31	N/A

Residential Parking Program



### Residential Parking Program

- Residential Permit Parking (RPP) FYTD 2024 revenues as of February 2024 are \$330,294. This is \$14,018 less than the same period in FY 2023. The decrease in revenue is attributed to a decline in renewal requests for the applicable months.



Month	FY 2020 Revenue	FY 2021 Revenue	FY 2022 Revenue	FY 2023 Revenue	FY 2024 Revenue	Variance FY 2024 vs FY 2023 Over/(Under)
July	\$ 41,440	\$ 17,660	\$ 45,002	\$ 38,094	\$ 39,606	\$ 1,511
August	\$ 36,980	\$ 19,070	\$ 31,304	\$ 49,920	\$ 41,973	\$ (7,947)
September	\$ 43,170	\$ 53,541	\$ 45,166	\$ 37,123	\$ 35,040	\$ (2,084)
October	\$ 44,730	\$ 20,525	\$ 52,723	\$ 52,685	\$ 49,836	\$ (2,849)
November	\$ 37,138	\$ 12,580	\$ 56,104	\$ 40,871	\$ 36,529	\$ (4,342)
December	\$ 20,000	\$ 10,520	\$ 43,701	\$ 25,299	\$ 18,689	\$ (6,610)
January	\$ 94,160	\$ 1,960	\$ 80,480	\$ 48,138	\$ 44,189	\$ (3,950)
February	\$ 73,241	\$ 15,880	\$ 69,617	\$ 52,181	\$ 64,434	\$ 12,253
March	\$ 42,158	\$ 21,780	\$ 57,833	\$ 56,812		\$ -
April	\$ 1,740	\$ 13,860	\$ 61,173	\$ 98,649		\$ -
May	\$ 400	\$ 17,760	\$ 47,616	\$ 61,965		\$ -
June	\$ 200	\$ 17,660	\$ 43,039	\$ 33,723		\$ -
<b>Total Actual</b>	<b>\$ 435,357</b>	<b>\$ 222,796</b>	<b>\$ 633,757</b>	<b>\$ 595,460</b>	<b>\$ 330,294</b>	<b>\$ (14,018)</b>
<b>Total Budget</b>	<b>\$ 561,360</b>	<b>\$ 544,790</b>	<b>\$ 540,390</b>	<b>\$ 544,390</b>	<b>\$ 529,510</b>	



## Meter Revenue

Month	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
July	\$ 1,299,101	\$ 347,905	\$ 963,874	\$ 820,778	\$ 828,044
August	\$ 1,140,872	\$ 623,939	\$ 722,709	\$ 1,019,170	\$ 930,510
September	\$ 1,134,278	\$ 650,943	\$ 1,023,665	\$ 794,484	\$ 745,610
October	\$ 1,230,820	\$ 685,828	\$ 814,872	\$ 870,875	\$ 931,886
November	\$ 1,021,242	\$ 581,992	\$ 805,747	\$ 789,996	\$ 749,797
December	\$ 1,023,890	\$ 570,943	\$ 925,400	\$ 832,255	\$ 718,442
January	\$ 1,172,095	\$ 171,826	\$ 704,267	\$ 843,306	\$ 763,803
February	\$ 1,030,816	\$ 443,199	\$ 753,537	\$ 843,363	\$ 797,609
March	\$ 884,565	\$ 941,779	\$ 806,728	\$ 859,488	-
April	\$ 119,990	\$ 815,954	\$ 853,437	\$ 836,424	-
May	\$ 83,079	\$ 947,896	\$ 857,247	\$ 1,040,013	-
June	\$ 192,709	\$ 776,481	\$ 1,100,082	\$ 836,424	-
Total	\$ 10,333,457	\$ 7,558,685	\$ 10,331,564	\$ 10,386,576	\$ 6,465,701
Fiscal Year to Fiscal Year Over/Under	\$ (3,556,725)	\$ (2,774,772)	\$ 2,772,879	\$ 55,012	\$ (348,526)

### Total combined revenues for Multi-Space and Single Space meters

- The total combined meter revenues for the month of February 2024 were \$797,609 compared to the month of February 2023 meter revenue of \$843,363 which represents a decrease of \$45,754 or 5%.

### Description of Meter Revenues and Variances

- Through the eighth month of FY24, parking meter revenues are \$348,526 less than the same period in FY23, a decrease of 5%.

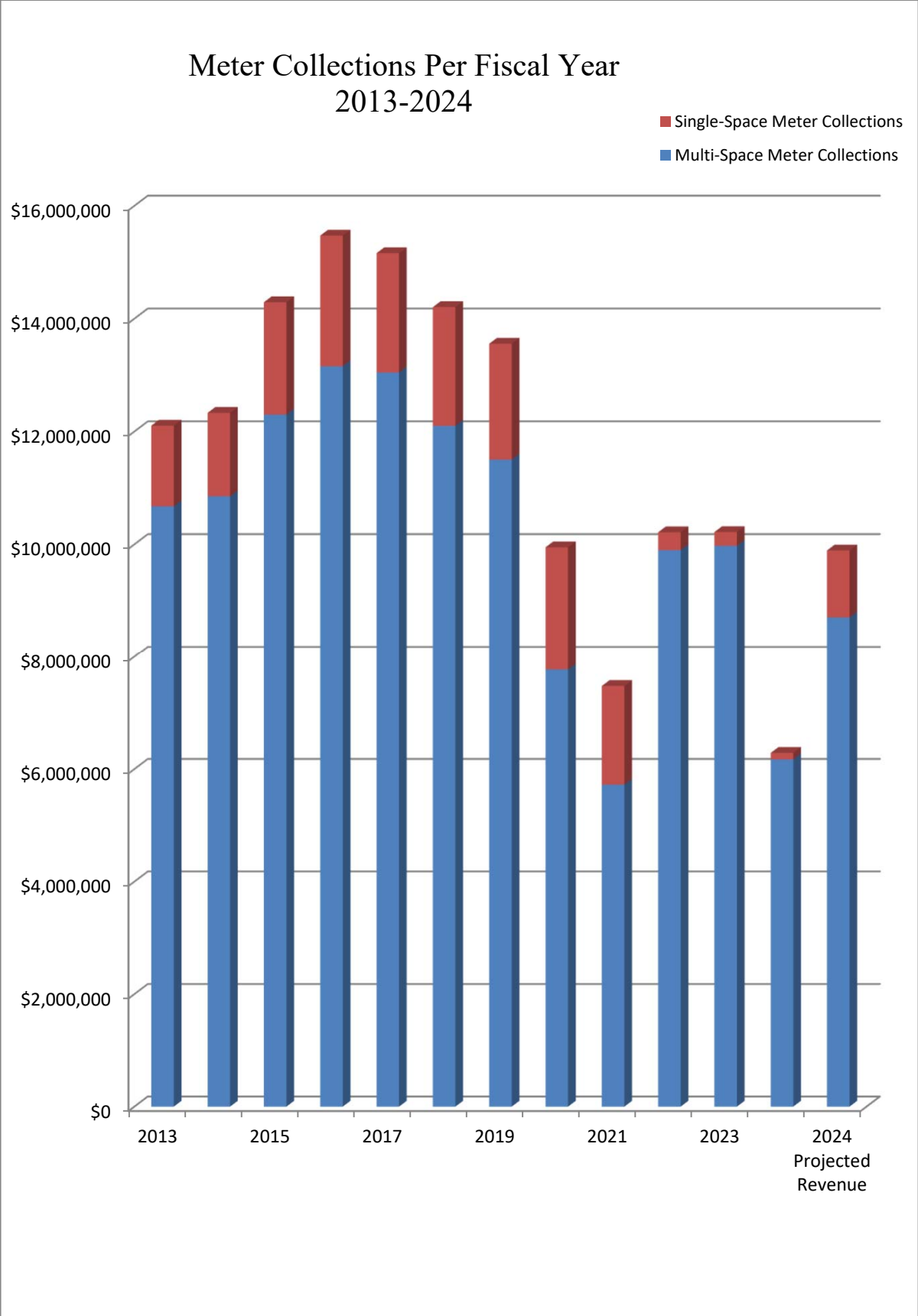


Meter Revenue

Metrics

Department, Division, or Section	Metric	Goal	Previous Full Month	Previous 12 Months	Fiscal Year-to-Date
Parking Meters	Percent of Demand-Based Blocks in the Target Occupancy Range	75%	32%	34%	N/A
Parking Meters	IPS Parking Meter Uptime	98%	99%	99%	N/A
Parking Meters	Cale Parking Meter Uptime	98%	99%	99%	N/A
Parking Meters	IPS Multi-Space Parking Meter Uptime	98%	99%	99%	N/A

Meter Revenue





Residential Reserved Disabled Parking

Metrics

Department, Division, or Section	Metric	Goal	Previous Full Month	Previous 12 Months	Fiscal Year-to-Date
Residential Reserved Disabled Parking	Percent of Completed Applications Reviewed and Responded to Within 30 Days	95%	100%	99%	N/A

Residential Reserved Disabled Parking



Valet Regulations

Metrics

Department, Division, or Section	Metric	Goal	Previous Full Month	Previous 12 Months	Fiscal Year-to-Date
Valet Regulations	Number of Complaints About Valet Operators/ Operations	10 per month or fewer	2	0.4	N/A

Valet Activity	Total July 2023 Revenue	Total August 2023 Revenue	Total September 2023 Revenue	Total October 2023 Revenue	Total November 2023 Revenue	Total December 2023 Revenue	Total January 2024 Revenue	Total February 2024 Revenue	Total Total FY 24 Revenue
Valet License Application Fee	\$ 25.00	\$ 125.00	\$ 125.00	\$ 100.00	\$ 100.00	\$ 25.00	\$ 100.00	\$ 75.00	\$ 675.00
Valet License Fee	\$ 500.00	\$ 1,000.00	\$ 1,250.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 1,250.00	\$ 500.00	\$ 7,000.00
Valet Zone Permit Application Fee	\$ -	\$ 2,000.00	\$ 1,000.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,000.00	\$ 12,500.00
Valet Zone Permit Fee	\$ -	\$ 23,325.00	\$ 6,930.00	\$ 11,935.00	\$ 2,310.00	\$ 12,375.00	\$ 25,465.00	\$ 22,110.00	\$ 104,450.00
Valet Special Event Application Fee	\$ -	\$ 360.00	\$ 20.00	\$ 40.00	\$ 30.00	\$ -	\$ 30.00	\$ 30.00	\$ 510.00
<b>Total Valet</b>	\$ 525.00	\$ 26,810.00	\$ 9,325.00	\$ 15,575.00	\$ 3,440.00	\$ 15,400.00	\$ 29,345.00	\$ 24,715.00	\$ 125,135.00



Planning

Metrics

Department, Division, or Section	Metric	Goal	Previous Full Month	Previous 12 Months	Fiscal Year-to-Date
Planning	Percent of Tasks and Projects Closed/ Completed On Time	90%	92%	91%	N/A

Planning





## MEMORANDUM

**To:** PABC Board of Directors

**From:** Francis Burnszynski, Parking Planning Manager

**Date:** March 26, 2024

**RE:** Harbor East & Harbor Point Demand-Based Parking Meter Rate Setting Recommendations Round 4

### **Approval Request**

PABC staff request PABC Board of Directors' approval of the following recommendation:

1. Adjustments of on-street parking meter rates in the Harbor East and Harbor Point area (defined here as the area bounded by Eastern Avenue on the north; Point Street on the south; Jones Falls tributary on the west and S. Caroline Street on the east) as outlined in this memo:
  - Parking meter rates on any block may be adjusted up or down only in 25¢/hour increments and no more than once every 6 months.
    - If occupancy is higher than 85% in a particular block, then the parking meter rate may be adjusted upwards in 25 cent increments until occupancy hits 85%.
    - If occupancy is lower than 75% in a particular block, then the parking meter rate may be adjusted downward in 25 cent increments until occupancy hits 75%.
    - If occupancy is between 75% and 85%, then the parking meter rate will not be adjusted.
  - Each parking meter rate adjustment within the Harbor East and Harbor Point area will be reviewed and approved by the Board of Directors of the Parking Authority prior to the implementation.
  - Notice of each parking meter rate adjustment within the area will be sent to the District 1 Council Member at least one month prior to implementation.

## **Background**

The goal of parking meters is to create on-street parking availability, so that customers of stores, restaurants, and attractions can easily find a parking space near their destination. This goal is achieved through setting parking meters at the lowest rate that results in one or two available parking spaces on each blockface (about 15% - 25% availability, or about 75% - 85% utilization). When meter rates are too low, demand for parking goes up and a block may be overparked. When meter rates are too high, fewer drivers are willing to pay the rate and a block may be underutilized. Effective metering that results in one or two available spaces per block reduces the number of cars circling to find parking. That means drivers benefit from greater convenience, but the whole City benefits from reduced congestion, lower emissions, and less unnecessary fossil fuel usage.

Determining the most optimal meter rates that result in one or two available spaces is an iterative process based on collecting and analyzing data and altering rates incrementally. To determine the correct meter rates, the Parking Authority of Baltimore City (PABC) collects and analyzes parking utilization data no more than twice per year in the Harbor East and Harbor Point area. Rates are adjusted in **\$0.25** increments after each parking demand study. If on-street parking occupancy is higher than **85%** on a blockface, the rate generally increases. If on-street parking occupancy is lower than **75%** on a blockface, the rate generally decreases. If on-street parking occupancy is between **75%** and **85%** on a blockface, the rate generally is maintained.

Data from Round 4 of the PABC's Harbor East and Harbor Point demand-based parking meter rate adjustments study was collected in February and March 2024. PABC first determined the parking capacity of each blockface included in the study area. Then the number of cars parked was counted at different times of the day and evening, for both weekdays and weekends. The data was compiled and analyzed to determine a utilization rate (average percentage of the block's capacity that is parked).

The parking utilization data from the first two rounds were likely to have been impacted by COVID-19 restrictions. Round 3 started to show regular parking occupancy data. Round 4 showed the highest occupancy data. With the availability of several vaccines and a decrease in COVID cases, and City restrictions lifted, the PABC will continue to observe changes in parking utilization during future data collection rounds. PABC cannot assume that past data collection will be indicative of future parking patterns.

## **Study Findings**

Compared to the previous three rounds, this round is the first to show high parking utilization in both the daytime and evening. This may be a result of restaurants and other uses generating demand and construction affecting parking activity throughout the day. The needs of the area are always changing. The lifting of COVID restrictions has shown an increase in demand for parking. Updated regulations on outdoor dining such as requiring businesses to provide a permitting fee partially based on the amount of linear space designated may have reduced alternative demand on the street parking lane and as a result increased the on-street parking supply. Other regulations include businesses not permitted to participate in outdoor seating arrangements if located on a block with Residential Permit Parking (RPP) has likely reduced competing demands on the curb lane. PABC will continue to observe these parking patterns for future rounds.

For the fourth round, the analysis indicates that during the daytime, an average of **66%** of blockfaces in the study area are over-parked (with fewer than one free space available), while **10%** are under-parked (with more than two spaces available). During evening hours, an average of **72%** of blockfaces are over-parked, while **4%** are under-parked.

**Recommendations**

***New Meter Rates***

Of the 64 metered blockfaces studied, 58 blockfaces are currently parkable with accessible metering<sup>1</sup>. During the day, 38 blockfaces’ (**66%**) meter rates will increase by **\$0.25**, 14 blockfaces’ (**24%**) meter rates will maintain, and 6 blockfaces’ (**10%**) meter rates will decrease by **\$0.25**. During the evening, 37 blockfaces’ (**72%**) meter rates will increase, 12 blockfaces’ (**24%**) meter rates will maintain, and 2 blockfaces’ (**4%**) meter rates will decrease. There are 20 blockfaces (**34%**) overall that will either maintain or decrease their current meter rates during the day while 14 blockfaces (**28%**) will either maintain or decrease their current meter rates during the evening.

<i>Daytime</i>	<i>Evening</i>
Increase: <b>38 blockfaces (66%)</b>	Increase: <b>37 blockfaces (72%)</b>
Maintain: <b>14 blockfaces (24%)</b>	Maintain: <b>12 blockfaces (24%)</b>
Decrease: <b>6 blockfaces (10%)</b>	Decrease: <b>2 blockfaces (4%)</b>

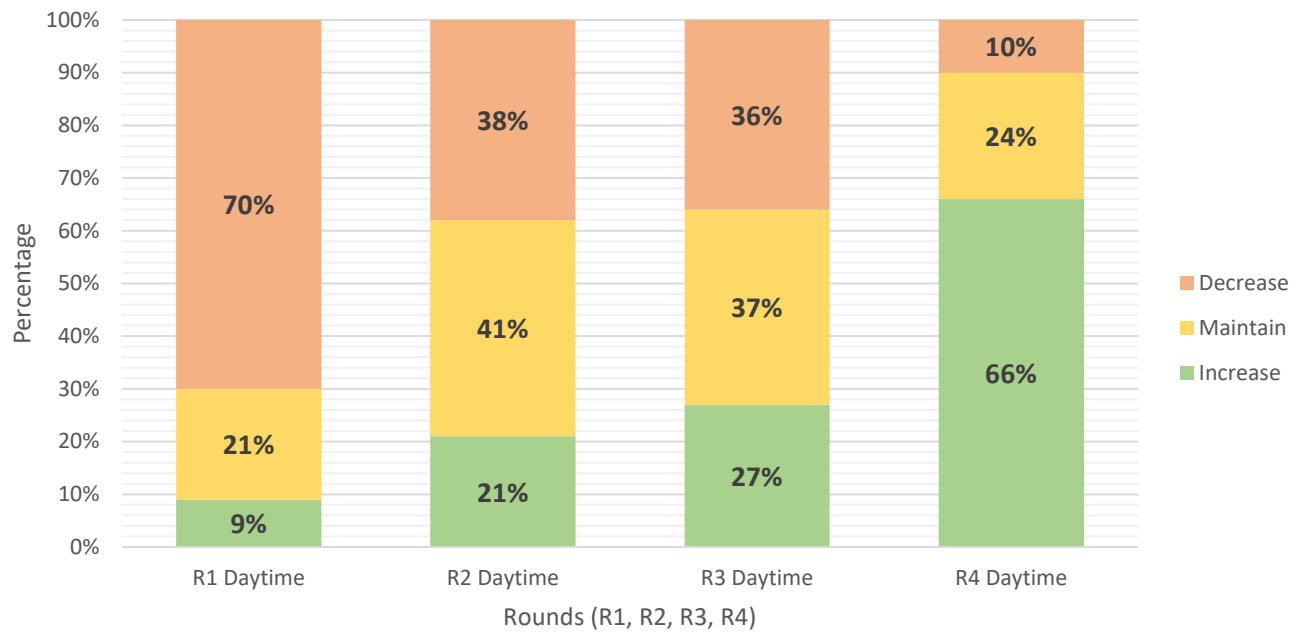
<sup>1</sup> Some metered blockfaces are unparkable or the meter is inaccessible due to construction. PABC will continue to monitor these blockfaces as construction clears.

New Meter Rates					
Daytime Rate Per Hour	# of Blockfaces Daytime	% of Total Daytime	Evening Rate Per Hour	# of Blockfaces Evening	% of Total Evening
\$3.00	0	0%	\$3.00	9	18%
\$2.75	2	3%	\$2.75	4	8%
\$2.50	9	16%	\$2.50	13	25%
\$2.25	6	10%	\$2.25	7	14%
\$2.00	8	14%	\$2.00	7	14%
\$1.75	9	16%	\$1.75	3	6%
\$1.50	8	14%	\$1.50	6	12%
\$1.25	7	12%	\$1.25	0	0%
\$1.00	4	7%	\$1.00	2	4%
\$0.75	0	0%	\$0.75	0	0%
\$0.50	5	8%	\$0.50	0	0%

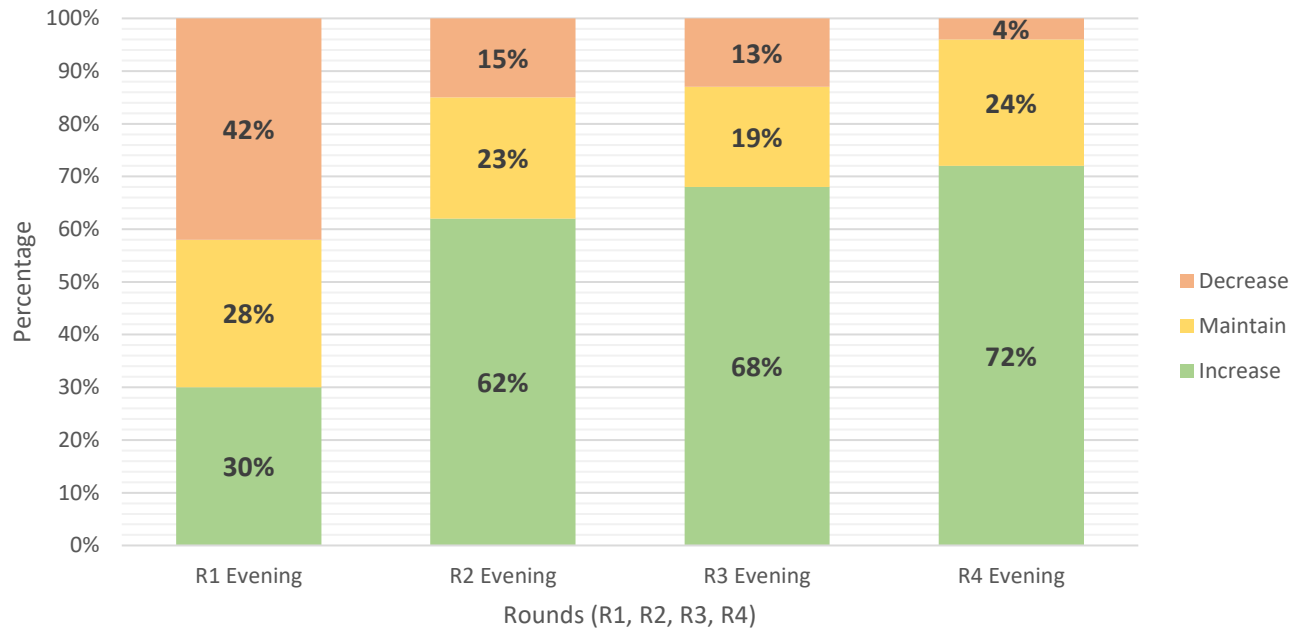
For Round 4, there will be 9 daytime meter rates (**\$0.50, \$1.00, \$1.25, \$1.50, \$1.75, \$2.00, \$2.25, \$2.50, \$2.75**) and 8 evening meter rates (**\$1.00, \$1.50, \$1.75, \$2.00, \$2.25, \$2.50, \$2.75, \$3.00**) throughout the area. The table above shows the number of blockfaces with each rate. During the daytime, five blockfaces (**9%**) were already at \$0.50 and due to low demand are indicating a meter rate decrease. This would result in a review of the regulation of the block with consideration of removal of the meter, but due to on-going construction in Harbor East, it is recommended the meter rates to be maintained and reviewed later when the area is studied again.

The first round of demand-based parking studies in Harbor East showed that 10 (**21%**) blockfaces arrived at the target utilization of 75% - 85% during the day and 13 (**28%**) blockfaces during the evening. The second round of the parking study showed 19 (**41%**) blockfaces reaching target utilization during the day but showed a small decrease with 9 blockfaces (**23%**) during the evening. The third round of the parking study which included Harbor Point showed 21 (**37%**) blockfaces during the day and 9 (**19%**) blockfaces during the evening reaching the target utilization. The fourth round of the parking study showed 14 (**24%**) blockfaces during the day and 12 (**24%**) blockfaces during the evening reaching the target utilization (See graph on next page for rate change percentages). With the fourth round completed, we are seeing a lower percentage indication for decreasing the meter rates, but parking occupancy reaching the target utilization has dropped. Still, despite this reduction in blockfaces reaching the target utilization rates, we anticipate that the percentage of blockfaces achieving the target parking utilization rate will increase with future reviews. This would signify an improvement in parking availability as well as distribute the parking demand more evenly throughout Harbor East and Harbor Point. The following pages include a spreadsheet with new daytime and evening meter rates along with maps which depict the data as well as recommendations.

Rate Change From Each Round In Harbor East & Harbor Point Daytime



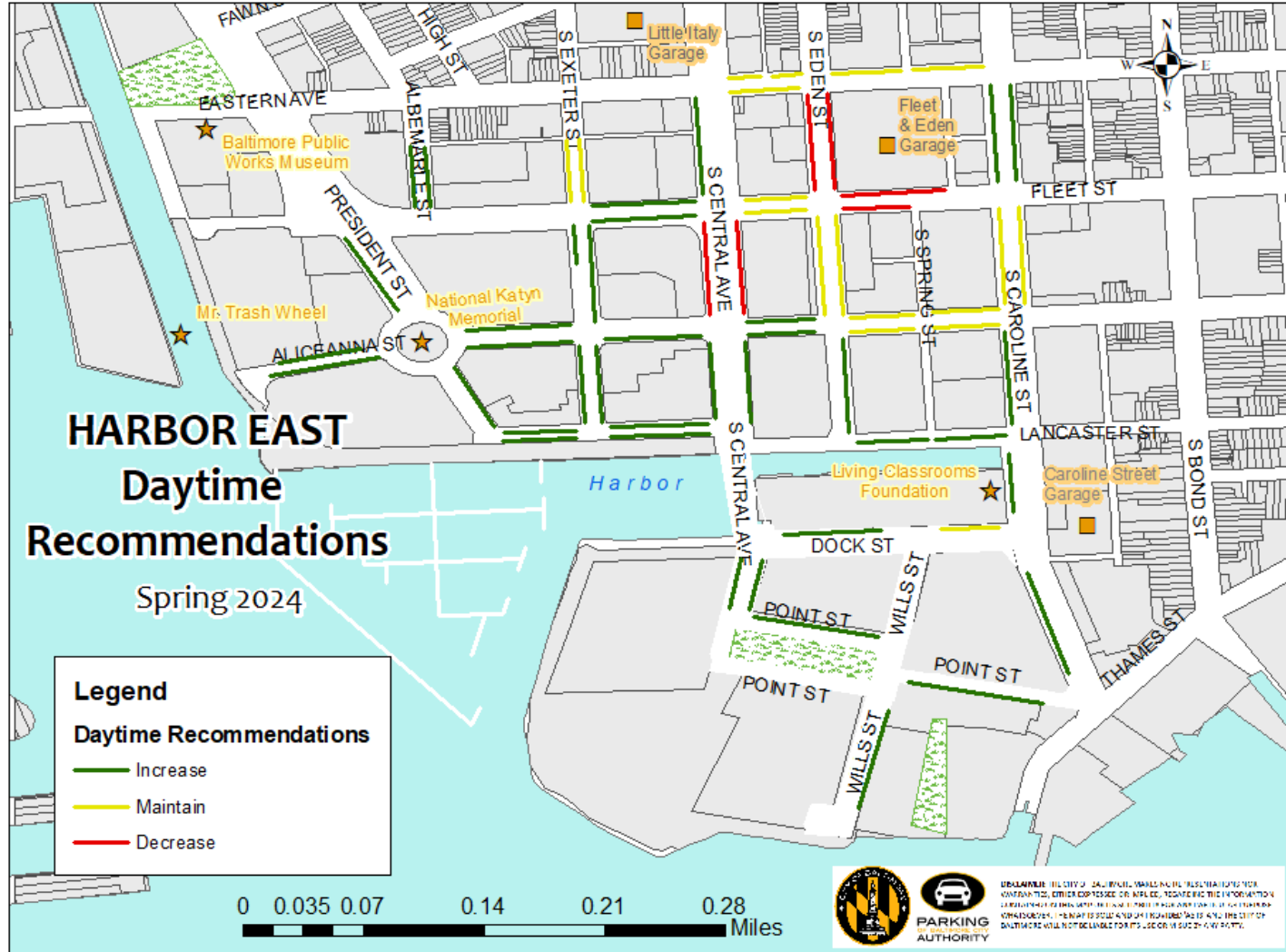
Rate Change From Each Round In Harbor East & Harbor Point Evening



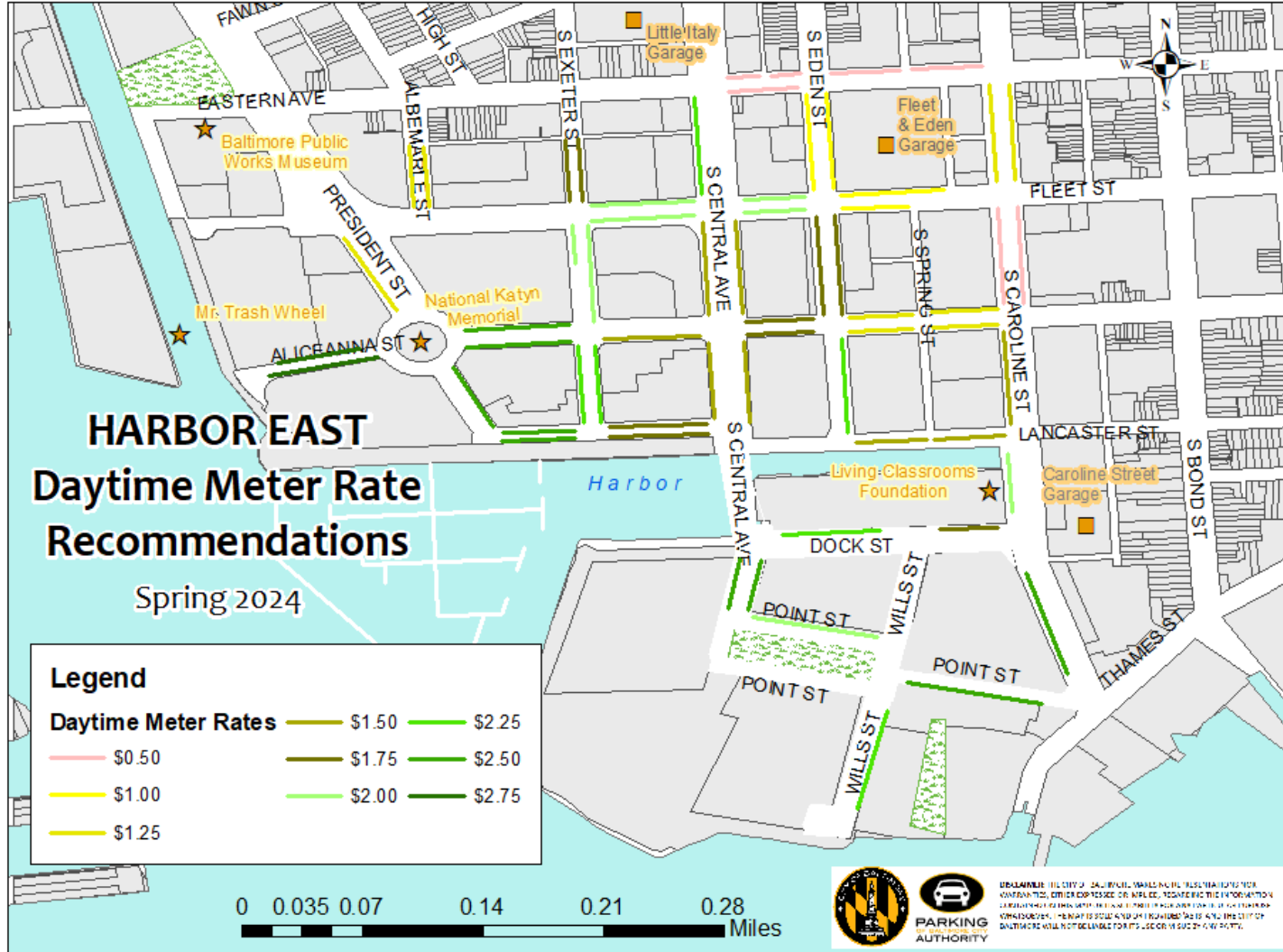
Block	Street	Side	Initial Rate	First Rate Change Morning Rate	First Rate Change Evening Rate	Second Rate Change Morning Rate	Second Rate Change Evening Rate	Third Rate Change Morning Rate	Third Rate Change Evening Rate	Fourth Rate Change Morning Rate	Fourth Rate Change Evening Rate	
800	Eastern	NS	\$0.50	\$0.50	No MIE	\$0.50	No MIE	\$0.50	No MIE	Meter Removed	Meter Removed	Increase
1300	Eastern	NS	\$0.50	\$0.50	No MIE	\$0.50	No MIE	\$0.50	No MIE	\$0.50	No MIE	Maintain
1300	Eastern	SS	\$0.50	\$0.50	No MIE	\$0.50	No MIE	\$0.50	No MIE	\$0.50	No MIE	Decrease
1400	Eastern	NS	\$0.50	\$0.50	No MIE	\$0.50	No MIE	\$0.50	No MIE	\$0.50	No MIE	
500	S Caroline	ES	\$1.00	\$1.00	No MIE	\$0.75	No MIE	\$1.00	No MIE	\$1.25	No MIE	
500	S Caroline	WS	\$1.00	\$1.00	No MIE	\$0.75	No MIE	\$1.00	No MIE	\$1.25	No MIE	
600	S Caroline	ES	\$1.00	\$0.75	No MIE	\$0.75	No MIE	\$0.50	No MIE	\$0.50	No MIE	
600	S Caroline	WS	\$1.00	\$0.75	No MIE	\$0.75	No MIE	\$0.50	No MIE	\$0.50	No MIE	
700	S Caroline	WS	\$2.00	\$1.75	\$2.00	\$1.50	\$1.75	\$1.25	\$1.75	\$1.50	\$2.00	
800	S Caroline	WS	\$2.00	No Change	No Change	No Change	No Change	\$1.75	\$2.25	\$2.00	\$2.50	
900	S Caroline	WS	\$2.00	No Change	No Change	No Change	No Change	\$2.25	\$1.75	\$2.50	\$1.50	
800/900	Lancaster	NS	\$2.00	\$1.75	\$2.25	\$2.00	\$2.50	\$2.25	\$2.75	\$2.50	\$3.00	
800/900	Lancaster	SS	\$2.00	\$1.75	\$2.25	\$2.00	\$2.50	\$2.25	\$2.75	\$2.50	\$3.00	
1000	Lancaster	NS	\$2.00	\$1.75	\$2.25	\$1.75	\$2.50	\$1.50	\$2.75	\$1.75	\$3.00	
1000	Lancaster	SS	\$2.00	\$1.75	\$2.25	\$1.75	\$2.50	\$1.50	\$2.75	\$1.75	\$3.00	
1300	Lancaster	SS	\$2.00	\$1.75	\$2.25	\$1.50	\$2.50	\$1.25	\$2.75	\$1.50	\$3.00	
1400	Lancaster	SS	\$2.00	\$1.75	\$2.25	\$1.50	\$2.50	\$1.25	\$2.75	\$1.50	\$3.00	
600	President	WS	\$1.00	\$1.00	\$1.25	\$0.75	\$1.50	\$1.00	\$1.75	\$1.25	\$2.00	
700	President	ES	\$2.00	\$1.75	\$2.25	\$2.00	\$2.50	\$2.25	\$2.75	\$2.50	\$3.00	
500	Albemarle	ES	\$0.50	\$0.50	\$0.50	\$0.75	\$0.50	\$1.00	\$0.75	\$1.25	\$1.00	
500	Albemarle	WS	\$0.50	RPP/Construction	RPP/Construction	RPP/Construction	RPP/Construction	RPP/Construction	RPP/Construction	\$1.25	\$1.00	
1000	Fleet	NS	\$2.00	\$1.75	\$1.75	\$1.75	\$1.50	\$1.75	\$1.75	\$2.00	\$1.75	
1000	Fleet	SS	\$2.00	\$1.75	\$1.75	\$1.75	\$1.50	\$1.75	\$1.75	\$2.00	\$1.75	
1300	Fleet	NS	\$2.00	\$1.75	\$2.00	\$2.00	\$2.25	\$2.00	\$2.50	\$2.00	\$2.75	
1300	Fleet	SS	\$2.00	No Parking	No Parking	No Parking	No Parking	\$1.50 Installed 2023	\$1.75 Installed 2023	\$2.00	\$2.75	
1400	Fleet	NS	\$2.00	\$1.75	\$1.75	\$1.50	\$1.75	\$1.25	\$1.50	\$1.00	\$1.50	
1400	Fleet	SS	\$2.00	No Parking	No Parking	No Parking	No Parking	No Parking	No Parking	\$1.00	\$1.50	
700	Aliceanna	NS	\$2.00	\$2.25	\$2.25	\$2.25	\$2.50	\$2.50	\$2.75	\$2.75	\$3.00	
700	Aliceanna	SS	\$2.00	\$2.25	\$2.25	\$2.25	\$2.50	\$2.50	\$2.75	\$2.75	\$3.00	
800	Aliceanna	NS	\$2.00	\$2.25	\$2.25	\$2.25	\$2.00	\$2.25	\$2.25	\$2.50	\$2.50	
800	Aliceanna	SS	\$2.00	\$2.25	\$2.25	\$2.25	\$2.00	\$2.25	\$2.25	\$2.50	\$2.50	
1000	Aliceanna	SS	\$2.00	\$1.75	\$1.75	\$1.50	\$1.75	\$1.25	\$2.00	\$1.50	\$2.25	
1300	Aliceanna	NS	\$0.00	\$1.75	\$1.75	\$1.50	\$1.75	\$1.50	\$2.00	\$1.75	\$2.25	
1300	Aliceanna	SS	\$2.00	\$1.75	\$1.75	\$1.50	\$1.75	\$1.50	\$2.00	\$1.75	\$2.25	
1400	Aliceanna	NS	\$2.00	\$1.75	\$1.75	\$1.50	\$1.50	\$1.25	\$1.50	\$1.25	\$1.50	
1400	Aliceanna	SS	\$2.00	\$1.75	\$1.75	\$1.50	\$1.50	\$1.25	\$1.50	\$1.25	\$1.50	
500	S Exeter	ES	\$2.00	\$1.75	\$2.25	\$1.75	\$2.25	\$1.75	\$2.25	\$1.75	\$2.50	
500	S Exeter	WS	\$2.00	\$1.75	\$2.25	\$1.75	\$2.25	\$1.75	\$2.25	\$1.75	\$2.50	
600	S Exeter	ES	\$2.00	\$1.75	\$1.75	\$1.50	\$2.00	\$1.75	\$2.25	\$2.00	\$2.50	
600	S Exeter	WS	\$2.00	\$1.75	\$1.75	\$1.50	\$2.00	\$1.75	\$2.25	\$2.00	\$2.50	
700	S Exeter	ES	\$2.00	\$1.75	\$1.75	\$2.00	\$2.00	\$2.00	\$2.25	\$2.25	\$2.50	
700	S Exeter	WS	\$2.00	\$1.75	\$1.75	\$2.00	\$2.00	\$2.00	\$2.25	\$2.25	\$2.50	
500	S Central	WS	\$2.00	\$2.00	\$2.00	\$2.00	\$1.75	\$2.00	\$1.75	\$2.25	\$2.00	
600	S Central	ES	\$2.00	No Change/Parking	No Change/Parking	\$2.00	\$2.00	\$1.75	\$2.25	\$1.50	\$2.50	
600	S Central	WS	\$2.00	\$1.75	\$1.75	\$2.00	\$2.00	\$1.75	\$2.25	\$1.50	\$2.50	
700	S Central	ES	\$2.00	\$1.75	\$2.00	\$1.50	\$2.25	\$1.25	\$2.50	\$1.50	\$2.75	
700	S Central	WS	\$2.00	\$1.75	\$2.00	\$1.50	\$2.25	\$1.25	\$2.50	\$1.50	\$2.75	
900	Central	ES	\$2.00	Private/No Turnover	Private/No Turnover	Private/No Turnover	Private/No Turnover	\$2.25	\$1.75	\$2.50	\$2.00	
900	Central	WS	\$2.00	Private/No Turnover	Private/No Turnover	Private/No Turnover	Private/No Turnover	\$2.25	\$1.75	\$2.50	\$2.00	
500	S Eden	ES	\$2.00	\$1.75	\$1.75	\$1.50	\$2.00	\$1.25	\$2.00	\$1.00	\$2.00	
500	S Eden	WS	\$2.00	\$1.75	\$1.75	\$1.50	\$2.00	\$1.25	\$2.00	\$1.00	\$2.00	
600	S Eden	ES	\$2.00	\$1.75	\$1.75	\$1.75	\$2.00	\$1.75	\$2.25	\$1.75	\$2.25	
600	S Eden	WS	\$2.00	\$1.75	\$1.75	\$1.75	\$2.00	\$1.75	\$2.25	\$1.75	\$2.25	
700	S Eden	ES	\$2.00	\$1.75	\$1.75	\$2.00	\$2.00	\$2.00	\$2.25	\$2.25	\$2.50	

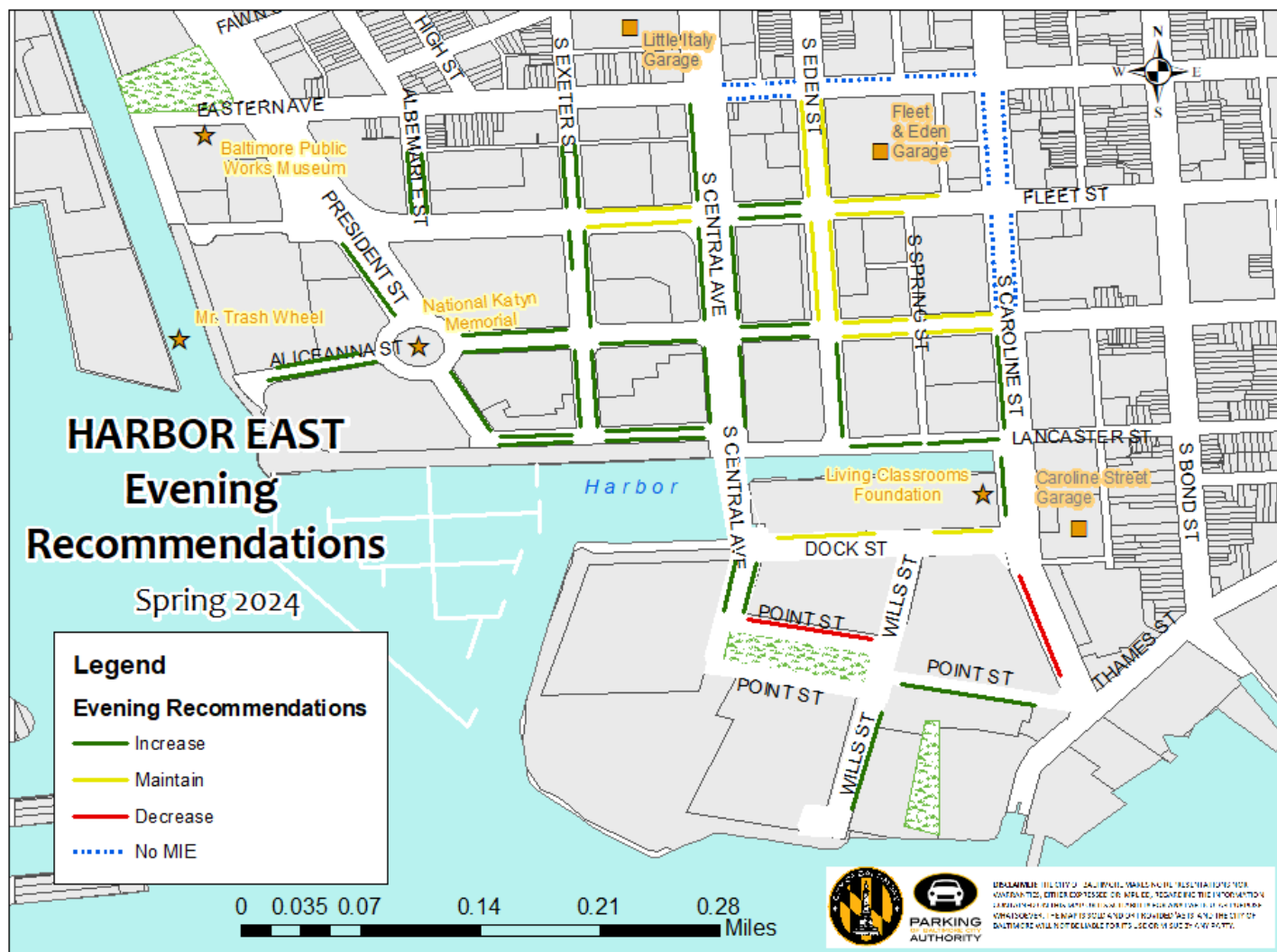
1300	Dock	NS	\$2.00	Private/No Turnover	Private/No Turnover	Private/No Turnover	Private/No Turnover	\$2.00	\$2.25	\$2.25	\$2.25
1400	Dock	NS	\$2.00	Private/No Turnover	Private/No Turnover	Private/No Turnover	Private/No Turnover	\$1.75	\$1.75	\$1.75	\$1.75
1300	Point	NS	\$2.00	Private/No Turnover	Private/No Turnover	Private/No Turnover	Private/No Turnover	\$1.75	\$1.75	\$2.00	\$1.50
1300	Point	SS	\$0.00	Private/No Turnover	Private/No Turnover	Private/No Turnover	Private/No Turnover	Construction	Construction	Construction	Construction
1400	Point	NS	\$2.00	Private/No Turnover	Private/No Turnover	Private/No Turnover	Private/No Turnover	Construction	Construction	Construction	Construction
1400	Point	SS	\$2.00	Private/No Turnover	Private/No Turnover	Private/No Turnover	Private/No Turnover	\$2.25	\$2.25	\$2.50	\$2.50
900	Wills	ES	\$2.00	Private/No Turnover	Private/No Turnover	Private/No Turnover	Private/No Turnover	Construction	Construction	Construction	Construction
900	Wills	WS	\$2.00	Private/No Turnover	Private/No Turnover	Private/No Turnover	Private/No Turnover	\$1.75	\$1.75	Construction	Construction
1200	Wills	ES	\$2.00	Private/No Turnover	Private/No Turnover	Private/No Turnover	Private/No Turnover	Construction	Construction	\$2.25	\$2.25
1200	Wills	WS	\$2.00	Private/No Turnover	Private/No Turnover	Private/No Turnover	Private/No Turnover	Construction	Construction	Construction	Construction

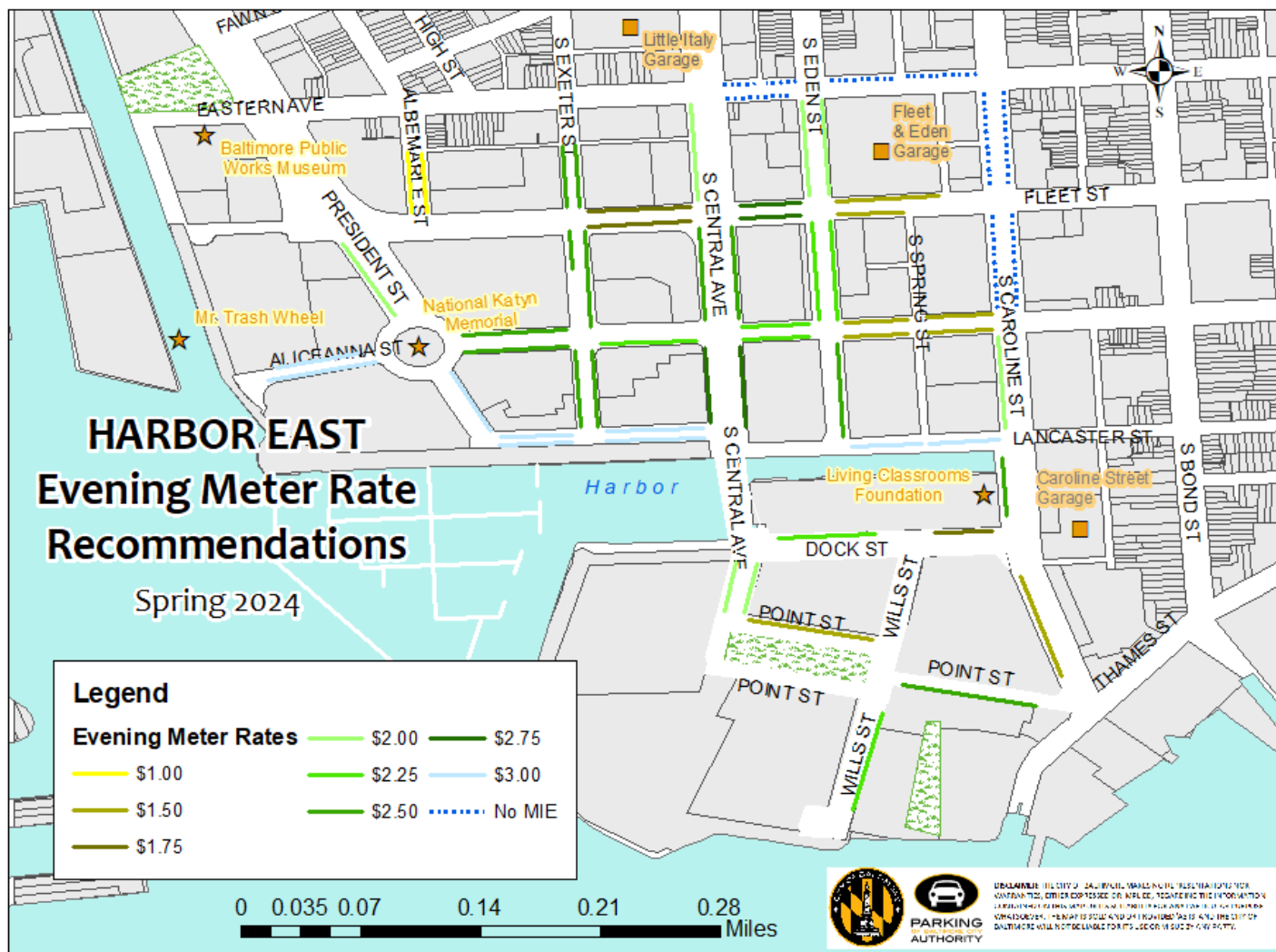
\*No MIE: No Meter-In-Effect, 800 Eastern NS meters were removed during construction. PABC will look to reinstall meters on this block.













Electric Vehicle Charging Program

Metrics

Department, Division, or Section	Metric	Goal	Previous Full Month	Previous 12 Months	Fiscal Year-to-Date
Electric Vehicle Charging Programs	EV charging locations uptime	97%	93%	93%	N/A

## EV Charging Programs

### BGE EVsmart Installations – February 2024

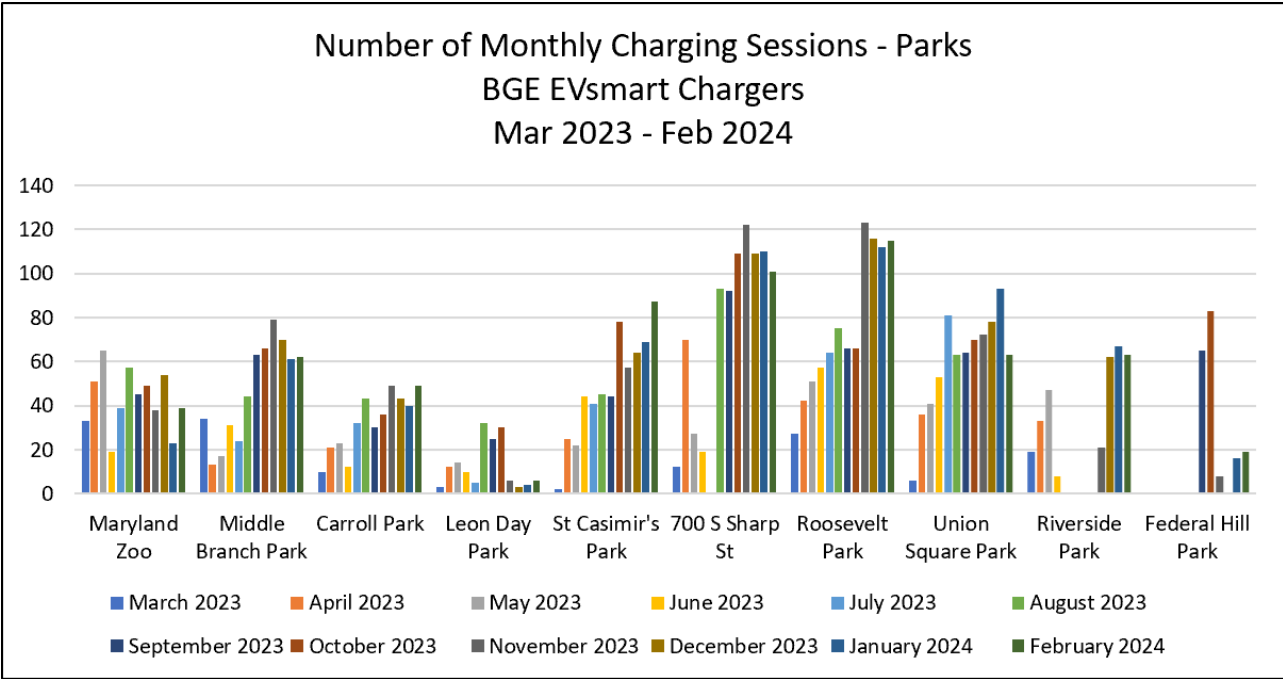
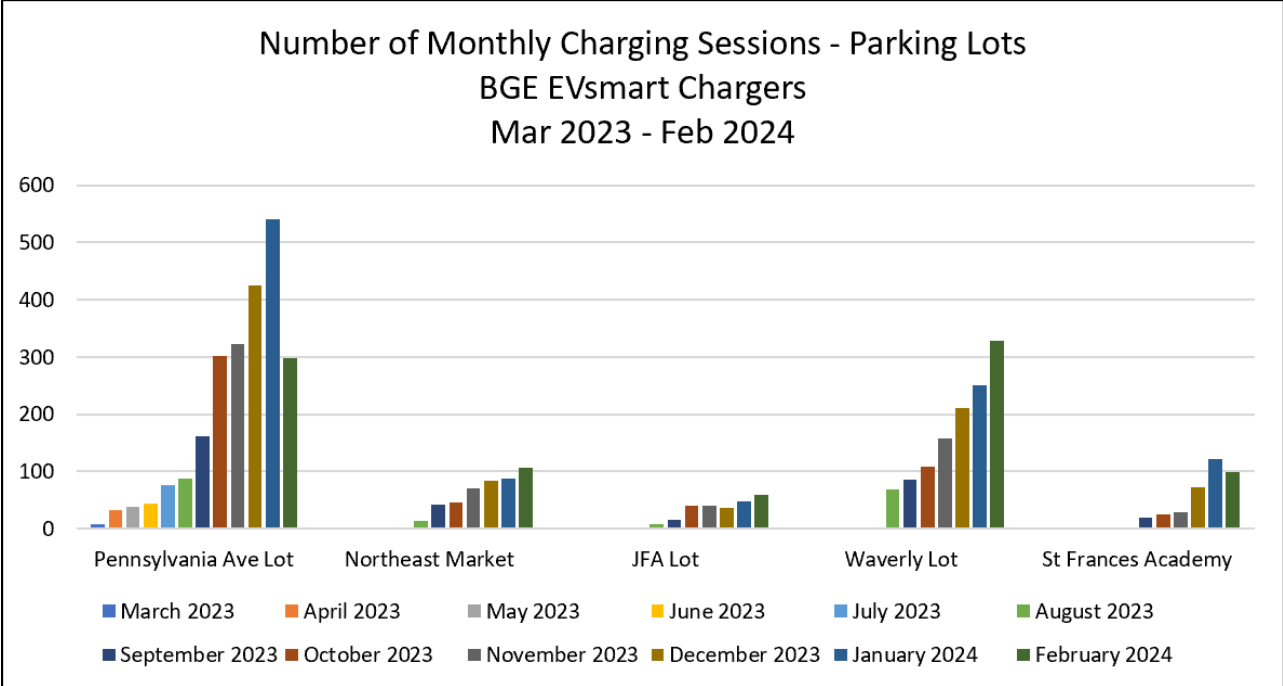
- 15 BGE EVsmart locations energized
- 71 BGE EVsmart charging plugs (number of vehicles that can charge simultaneously)
  - 62 Level 2 plugs
  - 9 DC fast charging plugs
- 11 BGE EVsmart locations have been released for permitting and installation

### BGE EVsmart Utilization – February 2024

- 1,492 charging sessions
- 9% decrease from January 2024
- Highest utilization: Waverly Lot
- Lowest Utilization: Leon Day Park

### Utilization Chart Notes

- Slight decrease in number of charging sessions
  - Shorter month
  - One DC fast charger at Pennsylvania Ave Lot is offline. BGE is working to fix this issue.
- General traits of high utilization locations:
  - Combination of both Level 2 and DC fast chargers
    - Pennsylvania Ave Lot
    - Waverly Lot
  - Located in areas with dense housing and within walking distance to amenities
    - 700 S Sharp St
    - Riverside Park
    - Union Square Park
- Several locations show little to no charging sessions for some months due to repairs:
  - 700 S Sharp St
  - Riverside Park
  - Federal Hill Park





Administration

Metrics

Department, Division, or Section	Metric	Goal	Previous Full Month	Previous 12 Months	Fiscal Year-to-Date
Administration	Team Turnover Rate	10% or less	0%	2%	N/A
Administration	Overtime Hours as a Percent of Total Hours Worked	0.5% or less	0.01%	0.17%	N/A
Administration	Percent of Invoices Paid Within 30 Days of Receipt	98%	100%	100%	N/A
Administration	Operating At or Below Budget	Yes	Yes	Yes	Yes

Administration



## Administrative Grant

- February administrative expenses were below budget by \$186,525 due to vacant positions, travel expenses budgeted but not yet spent, utilities cost budgeted but not yet spent, software access cost being lower, lower merchant services (credit card processing) fees due to fewer credit card transactions, equipment warranty budgeted but not spent, maintenance and repair of equipment budgeted but not spent, outside legal cost budgeted but not yet spent, computer equipment budgeted but not ordered yet, and computer software license budgeted but not yet spent.
- YTD administrative expenses were below budget by \$1,487,034 due to vacant positions, travel cost budgeted but not spent, mileage reimbursement budgeted but not spent, mobile phone budgeted but not spent, employee events budgeted but not spent, outside legal cost budgeted but not spent, advertising budgeted but not spent, lower than expected postage costs, tuition reimbursement budgeted but not spent, registration/conference fees budgeted but not spent, office renovation cost budgeted but not spent, uniforms budgeted but not yet spent, consultant cost budgeted but not yet spent, training cost budgeted but not yet spent, utilities cost budgeted but not yet spent, printing charges budgeted but not spent, software access cost being lower, lower merchant services (credit card processing) fees due to fewer credit card transactions, equipment warranty budgeted but not spent, maintenance & repair of equipment budgeted but not spent, EV equipment budgeted but not spent, and software/software license budgeted but not yet spent.



Expense Classification	FY 2024 Budget	July 2023 Expenses	August 2023 Expenses	September 2023 Expenses	October 2023 Expenses	November 2023 Expenses	December 2023 Expenses	January 2024 Expenses	February 2024 Expenses	Year-to-Date Expenses	Balance	Percent of Budget Expended
Permanent Full-time	\$ 3,895,451	\$ 290,284	\$ 280,660	\$ 282,790	\$ 281,244	\$ 279,864	\$ 280,800	\$ 412,613	\$ 278,233	\$ 2,386,488	\$ 1,508,963	61%
Salary Increases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Temp. Salaries	\$ -	\$ 2,357	\$ 1,013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,370	\$ (3,370)	0%
Administrative Fee	\$ 33,366	\$ 3,282	\$ 3,298	\$ 3,272	\$ 3,266	\$ 3,266	\$ 3,266	\$ 4,563	\$ 3,231	\$ 27,444	\$ 5,922	82%
<b>Salaries</b>	<b>\$3,928,817</b>	<b>\$295,923</b>	<b>\$284,971</b>	<b>\$286,062</b>	<b>\$284,510</b>	<b>\$283,130</b>	<b>\$284,066</b>	<b>\$417,176</b>	<b>\$281,464</b>	<b>\$2,417,302</b>	<b>\$1,511,515</b>	<b>62%</b>
Social Security-City Share(Reg)	\$ 280,577	\$ 20,577	\$ 20,458	\$ 20,621	\$ 20,503	\$ 19,647	\$ 19,753	\$ 29,974	\$ 20,194	\$ 171,727	\$ 108,850	61%
Worker's Comp	\$ 39,895	\$ 1,579	\$ 1,580	\$ -	\$ (3,781)	\$ 2,683	\$ 1,189	\$ 4,437	\$ 1,488	\$ 9,175	\$ 30,720	23%
Health Insurance	\$ 609,196	\$ 45,890	\$ 48,116	\$ 46,208	\$ 49,647	\$ 49,647	\$ 49,582	\$ 56,337	\$ 53,429	\$ 398,856	\$ 210,340	65%
Prescription Drugs	\$ 80,814	\$ 5,970	\$ 6,282	\$ 6,553	\$ 6,464	\$ 6,456	\$ 6,456	\$ 6,366	\$ 7,028	\$ 51,584	\$ 29,230	64%
Vision Care	\$ 2,281	\$ 163	\$ 167	\$ 12	\$ 171	\$ 171	\$ 171	\$ 334	\$ 167	\$ 1,356	\$ 926	59%
Supplemental Insurance	\$ -	\$ 419	\$ -	\$ (71)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 348	\$ (348)	0%
125 Premium/ Flexible spending	\$ 1,671	\$ 131	\$ 131	\$ 131	\$ 131	\$ 131	\$ 131	\$ 197	\$ 131	\$ 1,115	\$ 556	67%
Life Insurance	\$ 9,237	\$ 747	\$ 747	\$ 747	\$ 747	\$ 698	\$ 817	\$ 744	\$ 746	\$ 5,993	\$ 3,243	65%
Disability	\$ 48,489	\$ 3,619	\$ 3,619	\$ 6,778	\$ 3,619	\$ 3,732	\$ 3,613	\$ 3,602	\$ 3,766	\$ 32,348	\$ 16,141	67%
401K	\$ 115,203	\$ 5,393	\$ 5,393	\$ 5,399	\$ 5,498	\$ 5,582	\$ 5,583	\$ 8,374	\$ 5,702	\$ 46,924	\$ 68,279	41%
401k - Admin	\$ 10,085	\$ 2,257	\$ 1,755	\$ -	\$ 2,269	\$ 1,793	\$ -	\$ 4,217	\$ 93	\$ 12,384	\$ (2,299)	123%
401K Qualified Non-Elective Contributions	\$ 76,802	\$ 5,271	\$ 5,263	\$ 5,298	\$ 5,310	\$ 5,388	\$ 5,389	\$ 7,954	\$ 5,520	\$ 45,393	\$ 31,409	0%
Dental	\$ 13,072	\$ 1,023	\$ 1,090	\$ 1,156	\$ 1,115	\$ 1,115	\$ 1,107	\$ 661	\$ 1,076	\$ 8,343	\$ 4,728	64%
Unemployment Insurance	\$ 8,840	\$ 40	\$ 200	\$ 30	\$ (455)	\$ -	\$ -	\$ 6,557	\$ 1,172	\$ 7,544	\$ 1,296	85%
<b>Benefits</b>	<b>\$1,296,161</b>	<b>\$93,080</b>	<b>\$94,801</b>	<b>\$92,862</b>	<b>\$91,239</b>	<b>\$97,051</b>	<b>\$93,791</b>	<b>\$129,754</b>	<b>\$100,512</b>	<b>\$793,090</b>	<b>\$503,071</b>	<b>61%</b>
<b>Salaries and Benefits</b>	<b>\$5,224,978</b>	<b>\$389,002</b>	<b>\$379,772</b>	<b>\$378,924</b>	<b>\$375,749</b>	<b>\$380,181</b>	<b>\$377,857</b>	<b>\$546,930</b>	<b>\$381,976</b>	<b>\$3,210,392</b>	<b>\$2,014,586</b>	<b>61%</b>
Travel	\$ 22,665	\$ -	\$ 4,325	\$ 937	\$ -	\$ 226	\$ -	\$ 211	\$ -	\$ 5,699	\$ 16,966	25%
Local expense reimbursement	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	0%
Employee mileage reimbursement	\$ 4,020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31	\$ 31	\$ 3,989	1%
Employee Transit Benefit	\$ 5,544	\$ 385	\$ 308	\$ 308	\$ 308	\$ 308	\$ 308	\$ 308	\$ 231	\$ 2,464	\$ 3,080	44%
Customer Refunds	\$ 2,880	\$ 2	\$ 15	\$ 12	\$ 31	\$ 26	\$ 9	\$ 101	\$ 2	\$ 198	\$ 2,682	7%
Telephone - Mobile	\$ 30,936	\$ 170	\$ 540	\$ 1,180	\$ 505	\$ 764	\$ 748	\$ 655	\$ 610	\$ 5,172	\$ 25,764	17%
Telephone - Office	\$ 37,186	\$ 4,308	\$ 4,560	\$ 4,569	\$ 3,767	\$ 4,308	\$ 4,503	\$ 3,812	\$ 4,026	\$ 33,852	\$ 3,333	91%
PABC Employee Events	\$ 9,000	\$ -	\$ -	\$ -	\$ 2,647	\$ 1,163	\$ 187	\$ 227	\$ -	\$ 4,224	\$ 4,776	47%
DSL/Internet Service	\$ 7,186	\$ 584	\$ 234	\$ 254	\$ 179	\$ 230	\$ 234	\$ 664	\$ 665	\$ 3,044	\$ 4,142	42%
Printing	\$ 61,390	\$ 1,850	\$ 4,648	\$ 7,844	\$ 6,757	\$ 21,540	\$ 8,332	\$ (16,452)	\$ 8,620	\$ 43,139	\$ 18,251	70%
Advertising	\$ 25,796	\$ 165	\$ 2,253	\$ -	\$ 890	\$ -	\$ -	\$ -	\$ -	\$ 3,308	\$ 22,488	13%
Postage	\$ 13,390	\$ 170	\$ 1,021	\$ 1,031	\$ 10	\$ 1,058	\$ 1,047	\$ 621	\$ 621	\$ 5,579	\$ 7,811	42%
Rental of Business Machines	\$ 19,812	\$ 694	\$ 2,682	\$ 8,088	\$ 2,682	\$ 694	\$ 694	\$ 2,682	\$ 694	\$ 18,910	\$ 902	95%
Rental of Real Property	\$ 114,112	\$ 18,945	\$ 9,510	\$ 9,713	\$ 9,931	\$ 9,976	\$ 9,931	\$ 11,550	\$ 9,961	\$ 89,517	\$ 24,595	78%
Building Insurance	\$ 5,160	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 518	\$ 710	\$ 518	\$ 4,746	\$ 414	92%
Security Alarm Services	\$ 13,660	\$ 35	\$ 65	\$ 30	\$ 6,155	\$ 143	\$ 30	\$ 30	\$ 30	\$ 6,518	\$ 7,142	48%
Maintenance/Repair of Real Property	\$ 7,810	\$ -	\$ 6,073	\$ 2,700	\$ -	\$ -	\$ 991	\$ 325	\$ 540	\$ 10,629	\$ (2,819)	136%
Tuition Reimbursement	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000	0%
Pest Control	\$ 3,336	\$ 507	\$ 145	\$ 145	\$ 145	\$ 145	\$ 145	\$ 145	\$ 145	\$ 1,522	\$ 1,814	46%
Consultants	\$ 91,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 281	\$ 4,500	\$ -	\$ 4,781	\$ 86,219	5%
System Maintenance Contract	\$ 11,286	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,666	\$ -	\$ 7,666	\$ 3,620	68%
Legal	\$ 51,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,000	0%
In Service Training	\$ 34,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,552	\$ 1,440	\$ 10,992	\$ 23,958	31%
Certification Prog-Exams	\$ 654	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 654	0%
Dues	\$ 6,294	\$ -	\$ 129	\$ 1,081	\$ -	\$ 248	\$ 9,871	\$ (8,208)	\$ 160	\$ 3,281	\$ 3,013	52%
Registration & Conferences	\$ 18,890	\$ -	\$ 1,699	\$ -	\$ 845	\$ -	\$ -	\$ 1,798	\$ 4,342	\$ 14,548	\$ 23%	
Custodial Services	\$ 25,762	\$ 2,385	\$ 3,315	\$ 2,385	\$ -	\$ 5,159	\$ 2,385	\$ 2,535	\$ 2,535	\$ 20,699	\$ 5,063	80%
Subscriptions	\$ 1,188	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 954	\$ -	\$ 954	\$ 234	80%
Computer Software Access	\$ 903,830	\$ 58,552	\$ 58,683	\$ 67,649	\$ 58,696	\$ 58,526	\$ 58,510	\$ 58,650	\$ 58,372	\$ 477,638	\$ 426,192	53%
Other Professional Services	\$ 25,000	\$ -	\$ 21,591	\$ -	\$ -	\$ -	\$ -	\$ 21,591	\$ -	\$ -	\$ 3,409	86%
Equipment Warranty	\$ 266,400	\$ 11,075	\$ 11,175	\$ 11,575	\$ 15,471	\$ 12,150	\$ 12,175	\$ 12,375	\$ 12,536	\$ 98,532	\$ 167,868	37%
Document Storage	\$ 9,000	\$ 1,535	\$ 2,999	\$ 1,884	\$ 1,207	\$ 1,327	\$ 1,207	\$ 1,207	\$ 1,207	\$ 12,573	\$ (3,573)	140%
Auditors	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 9,500	\$ -	\$ -	\$ 24,500	\$ 3,500	88%
Rental of Motor Equipment	\$ 14,274	\$ 538	\$ 538	\$ 538	\$ 538	\$ 6,700	\$ 538	\$ 538	\$ 538	\$ 10,466	\$ 3,808	73%
Vehicle GPS System	\$ 6,717	\$ 179	\$ 179	\$ 179	\$ 179	\$ 179	\$ 179	\$ 179	\$ 179	\$ 1,432	\$ 5,285	21%
Communication Equip (Radios)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Maintenance and Repair of Equipment	\$ 1,111,358	\$ 37,251	\$ 62,575	\$ 68,214	\$ 62,067	\$ 68,941	\$ 63,614	\$ 65,510	\$ 64,540	\$ 492,712	\$ 618,646	44%
Remote Access	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Office Renovation	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	0%
Merchant Services Fees	\$ 1,197,030	\$ 53,443	\$ 61,781	\$ 55,751	\$ 58,795	\$ 52,050	\$ 54,540	\$ 45,059	\$ 55,573	\$ 436,992	\$ 760,038	37%
Help Desk Support	\$ 24,000	\$ 852	\$ 2,434	\$ 2,151	\$ 1,820	\$ 2,008	\$ 1,821	\$ 1,893	\$ 1,704	\$ 14,684	\$ 9,316	61%
Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Courier Delivery Fee	\$ 487	\$ 39	\$ 24	\$ 24	\$ 39	\$ 24	\$ 24	\$ 77	\$ 28	\$ 279	\$ 208	57%
Reserved	\$ 48,348	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,348	0%
Computer Services	\$ 100,000	\$ 15,365	\$ 14,690	\$ 31,409	\$ 3,410	\$ 14,082	\$ 22,437	\$ (14,720)	\$ 8,828	\$ 95,501	\$ 4,499	96%
<b>Contractual</b>	<b>\$4,480,950</b>	<b>\$209,629</b>	<b>\$278,791</b>	<b>\$280,251</b>	<b>\$237,672</b>	<b>\$277,575</b>	<b>\$264,759</b>	<b>\$193,356</b>	<b>\$236,132</b>	<b>\$1,978,164</b>	<b>\$2,502,786</b>	<b>44%</b>
Office Supplies	\$ 27,000	\$ 4,532	\$ 3,644	\$ 3,482	\$ 276	\$ 8,214	\$ 1,331	\$ 2,355	\$ 230	\$ 24,064	\$ 2,936	89%
Photographic and Photostatic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 382	\$ -	\$ 382	\$ (382)	0%
Business Machine Supplies	\$ 18,000	\$ 2,035	\$ 26,653	\$ -	\$ -	\$ 6,508	\$ 8,091	\$ 17,560	\$ 4,402	\$ 65,249	\$ (47,249)	362%
Custodial Materials	\$ 7,000	\$ 271	\$ 464	\$ 1,102	\$ 448	\$ 255	\$ -	\$ -	\$ 233	\$ 2,773	\$ 4,227	40%
Books and Periodicals	\$ 488	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 488	0%
General Operating Maint Supplies	\$ 47,620	\$ 195	\$ 1,691	\$ 829	\$ 4,889	\$ 1,641	\$ 414	\$ 13,018	\$ 4,479	\$ 27,156	\$ 20,464	57%
Safety Equip (Uniforms, etc)	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 415	\$ -	\$ -	\$ -	\$ 415	\$ 7,085	6%
Motor Vehicle Fuels & Lubricant	\$ 17,663	\$ 1,536	\$ 1,525	\$ 1,157	\$ 1,060	\$ 1,106	\$ 757	\$ 897	\$ 823	\$ 8,861	\$ 8,802	50%
Food for Human Consumption	\$ 4,400	\$ 437	\$ 509	\$ 341	\$ 25	\$ -	\$ -	\$ 498	\$ 369	\$ 2,179	\$ 2,221	50%
<b>Materials &amp; Supplies</b>	<b>\$129,671</b>	<b>\$9,005</b>	<b>\$34,486</b>	<b>\$6,911</b>	<b>\$6,699</b>	<b>\$ 18,139</b>	<b>\$10,593</b>	<b>\$34,710</b>	<b>\$10,536</b>	<b>\$131,079</b>	<b>-\$1,408</b>	<b>101%</b>
Office Furniture and Equipment	\$ 1,000	\$ 146,675	\$ 136,569	\$ -	\$ 5,308	\$ -	\$ -	\$ 4,779	\$ -	\$ 293,331	\$ (292,331)	29333%
Printing Equipment	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	0%
Computer Processing Equip	\$ 87,431	\$ 49,245	\$ 3,671	\$ 2,700	\$ -	\$ 10,790	\$ -	\$ -	\$ 613	\$ 67,019	\$ 20,412	77%
Security Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Software Conversion	\$ 25,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 16,000	\$ 9,000	64%
Computer Software	\$ 165,400	\$ -	\$ 1,950	\$ -	\$ 5,110	\$ -	\$ -	\$ 15,292	\$ -	\$ 22,352	\$ 143,048	14%
Computer Software License	\$ 739,281	\$ 151,003	\$ 75,037	\$ 8,193	\$ 12,161	\$ 11,008	\$ 14,681	\$ 4,666	\$ 14,440	\$ 291,189	\$ 448,092	39%
EV Charging Equipment	\$ 200,752	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,752	0%
Meter ReAllocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Equipment</b>	<b>\$1,219,865</b>	<b>\$348,923</b>	<b>\$219,227</b>	<b>\$12,893</b>	<b>\$24,578</b>	<b>\$ 23,798</b>	<b>\$16,681</b>	<b>\$26,737</b>	<b>\$17,053</b>	<b>\$689,890</b>	<b>\$529,975</b>	<b>57%</b>
<b>Totals</b>	<b>\$11,055,464</b>	<b>\$956,560</b>	<b>\$912,276</b>	<b>\$678,979</b>	<b>\$644,698</b>	<b>\$ 699,693</b>	<b>\$669,890</b>	<b>\$801,733</b>	<b>\$645,697</b>	<b>\$6,009,526</b>	<b>\$5,045,938</b>	<b>54%</b>
Total Base Grant Award	\$ 5,480,900										\$ 5,480,900	
Total Meter Grant Award	\$ 4,542,101										\$ 4,542,101	
Total RPP Supplemental for Software	\$ -										\$ -	
Total Valet Grant Award	\$ 215,584										\$ 215,584	
Total Carryover from FY 2007	\$ -										\$ -	
<b>Grand Total Fund Available</b>	<b>\$10,238,585</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,238,585</b>	



## MEMORANDUM

**To:** PABC Board of Directors

**From:** Parking Authority 401(k) Committee

**Date:** March 27, 2024

**Subject:** 401(k) Plan Changes

---

The Parking Authority 401(k) Committee would like to inform the Board of Directors of upcoming amendments to PABC's Vanguard Retirement Account. Some of the changes are requirements set forth in the Federal Consolidated Appropriations Act retirement plan legislation, SECURE 2.0. While other provisional changes are designed to expand access to the plan and enhance the plan's options for participating employees. **None of these amendments will increase the Parking Authority's budgeted contributions to employees' retirement accounts because we budget for full 401(k) participation by all eligible employees every year.**

The following plan changes will take effective July 1, 2024:

1. Automatic-enrollment of 3% deferral rate of new hire compensation hired after July 1, 2024 with an opt-out option.
2. Automatic-escalation of 1% deferral rate per year of new hires' compensation every July 1st, post-hire date, with a cap of 15% deferral rate with an annual opt-out option.
3. Addition of a Roth option to the plan, which will also allow for in-plan Roth conversions.
4. Addition of penalty-free account withdrawals for qualified birth and adoption expenses.

The following changes have been automatically implemented in the plan as outlined by SECURE 2.0:

1. Self-certification for hardship withdrawals.
2. For terminated employees, the small balance cash-out limit increased to \$7,000.00.

The Committee has also agreed to implement the following changes, but they are not yet available on the plan's platform:

1. Penalty-free withdrawals for federally declared disasters.
2. Penalty-free withdrawals due to terminal illness.
3. Penalty-free withdrawals for domestic abuse victims.
4. Penalty-free withdrawals for use of unforeseeable emergency expenses.

The Parking Authority 401(k) Committee, along with the plan's financial advisor, Greenspring Advisors, agree that these provisional amendments will improve the overall design of the plan, while attracting additional participation of those currently not self-contributing.