

**Parking Authority of Baltimore City  
Board of Directors Meeting Minutes  
December 12, 2017**

**1. CALL TO ORDER:**

The meeting was convened at 4:00 PM at 200 W. Lombard Street in PABC Conference Room B, by Pierce Flanigan, Board Chair.

**BOARD MEMBERS IN ATTENDANCE**

Pierce Flanigan IV, Chair  
Director Henry Raymond, by phone  
Councilman Robert Stokes, by phone  
Elva Tillman  
Danielle Williamson

**PABC STAFF PRESENT**

Nichelle Bolden, Executive Assistant  
Fran Burnszynski, Parking Planning Manager  
Ashley Cannon, Parking Meter Manager  
Sandra Downs, Chief Financial Officer, by phone  
Artia Johnson, Off Street Parking Manager  
Candace Lee, On-Street Senior Manager  
Peter Little, Executive Director  
Connie Pierce, Human Resources Manager  
David Rhodes, General Counsel  
Vincent Thomas, Chief Operations Officer  
Brian Thompson, Valet Regulations Manager  
Matthew Warfield, Parking Planner II

**VISITORS**

None

**2. BOARD APPROVALS**

Ms. Tillman put forth a motion for the approval of the minutes for the November 14, 2017 Board Meeting, with edits per Ms. Tillman. The motion was seconded by Director Raymond and unanimously approved by the Board of Directors members present.

### **3. FINANCIAL REPORTS FOR OCTOBER 2017 AND FISCAL YEAR TO DATE FOR FISCAL YEAR 2018**

#### **A. Residential Permit Parking Program**

- Ms. Nue reported that RPP fiscal year-to-date revenues through October 2018 are below projections by \$9,522 due to lower sales.
- In response to Mr. Flanigan's question, Ms. Nue stated that lower RPP sales may be an ongoing trend.

#### **B. Facilities**

- Ms. Johnson reported that total revenues through October 2018 are higher by \$504,856 compared to FY 2017, an increase of 5.8%.
- Ms. Johnson reported that total expenses through October 2018 are higher by \$45,091 compared to FY 2017, an increase of 1.0%.
- Ms. Johnson reported that the total net income through October 2018 is higher by \$459,765 compared to FY 2017, an increase of 10.5%.
- Ms. Johnson reported the highlights for FY October 2018 to be: Arena Garage, Market Center Garage, and Lexington Street Garage.
- Ms. Johnson reported that the total net income was higher at the Arena Garage and the Lexington Street Garage due to an increase in monthly parkers for this reporting period. The total net income was higher at the Market Center Garage and the Arena Garage due to an increase in VA monthly parkers for this reporting period.
- Ms. Johnson reported the lowlights for FY October 2018 to be: Caroline Street Garage, Fleet and Eden Garage, and St. Paul Garage.
- Ms. Johnson reported that we have seen a decrease in the number of transient parkers at both the Caroline Street Garage and the Fleet and Eden Garage due to construction winding down in Harbor Point.
- Ms. Johnson reported that we lost some parkers at the Fleet and Eden Garage due to a reduction in staff with one of our larger accounts.
- Ms. Johnson reported that the number of transient parkers at the St. Paul Garage was lower due the Hotel being closed during the Summer for construction. They

have since reopened and we expect transient parking to increase moving forward.

- Mr. Little explained that 5 years ago we negotiated a multi-million-dollar, 10-year agreement for the Veterans Administration (VA) parking at Market Center Garage, the Arena Garage, and the Redwood Garage. The VA has continuously added monthly parkers to that agreement increasing the total net income for Off-Street Facilities.

#### **C. Parking Meters**

- Ms. Cannon reported that total parking meter revenues through the first four months of FY 18 are \$313,269 lower, compared to the first four months of FY 17, due to the timing of deposits.

#### **D. Administrative Office**

- Mr. Little reported that 2018 fiscal year-to-date administrative expenses through October were lower than budget by \$34,354 due to lower than anticipated credit card processing, supplies, and professional services costs.
- Mr. Little reported that we had budgeted salaries for a two (2) pay period month in October, however, it was a three (3) pay period month due to the timing of our payroll. This error will balance out over the course of the fiscal year.

### **4. OLD BUSINESS**

#### **A. Meter Shop/Main Office Consolidation**

- Mr. Little reported that we finally have all cost estimates for the consolidation, including the general construction costs from Department of General Services' (DGS) on-call contractor, electrical work, HVAC, computer cabling, furniture, and contingency. Total costs will be about \$350,000. DGS has contributed \$50,000, and we have determined that PABC can contribute \$50,000 to the project. An email was sent with the cost estimates last Wednesday to Baltimore City Department of Transportation (BCDOT) asking if they will be able to fund the difference (about \$250,000). They have not yet responded.

#### **B. RPP Program Update/Virtual Permitting Update**

##### **I. Virtual Permitting Update**

- Mr. Thomas reported that the Virtual Permitting update includes updates for the Pay-by-Cell Phone program. Last month on November 16<sup>th</sup>, Parking Authority Team members met with members from the Department of Transportation and the Office of Procurement to discuss next steps with virtual permit parking and procurement of pay-by-cell

phone services for the City of Baltimore. A task list was developed by the entire group to expedite the issuance of a solicitation for pay-by-cell phone services. There were three major tasks that came out of the meeting:

1. PABC is tasked with putting together an analysis of credit card fee savings generated by pay-by-cell phone services.
  2. Office of Procurement was tasked with meeting with MWBOO to determine how minority services might be used for the program.
  3. BCDOT was tasked with confirming Parking Enforcement's cost for the implementation of pay-by-cell phone services and to determine if BCDOT has the funds to purchase the equipment and the software.
- Mr. Thomas reported that, to enable virtual permit parking and to release the solicitation for pay-by-cell phone services, we must know if BCDOT have the funds to purchase the equipment and software to run the program in real time. Our next meeting is scheduled for next Tuesday and we should have an update at that time.
  - In response to Mr. Flanigan's question, Mr. Thomas explained that the items DOT would be purchasing includes the handheld citation writers with 2-way communication, printers for citations, software, and LPR equipment totaling about \$400,000.
  - In response to Mr. Flanigan's question, Mr. Little stated that PABC would also need to purchase the software necessary to track payments made for parking through the pay-by-cell phone service.
  - In response to Ms. Tillman's question, Mr. Little stated that the payments would be considered real-time allowing for a five (5) second delay in communication.

#### **C. Facilities Update**

- Ms. Johnson reported that the Market Center elevators are on schedule for installment to begin in January of 2018. The new equipment for the elevators arrived on December 4th and is being stored at Action Elevators' warehouse. Ms. Van Sant visited the warehouse to verify that all of the equipment was received.

#### **D. Parking Meters Program Update**

- Ms. Cannon reported that we continue to identify locations throughout the City to install and/or convert meters to the multi-space meters. We continue to focus on preventative maintenance.

- Mr. Little reported that by the end of 2017 all old Duncan meters will be replaced with new smart IPS meters that accept credit cards and debit cards.

#### **E. Valet Regulations Update**

- Mr. Thompson reported that, to date, we have sixty-seven (67) total Valet Parking Zones in good standing. This number has increased with the addition of StayBridge Suites.
- Mr. Thompson reported that, to date, we have thirty-five (35) total Valet Operators licensed and in good standing. This number has increased with the addition of U Street and Revival Suites.
- Mr. Thompson reported that, to date, we have two (2) total Parking Zone applications pending for Revival Suites, which has replaced the Wyndham in Mount Vernon and Wicked Sisters in Hampden.

### **5. NEW BUSINESS**

#### **A. Adjusting PABC's Expenditure Threshold Requiring Board of Estimates Approval**

- Mr. Rhodes provided a handout to the Board regarding adjusting PABC's Expenditure Threshold Requiring Board of Estimates (BOE) Approval.
- Mr. Rhodes stated that the Parking Authority of Baltimore City's Charter is Article 31, Subtitle 13 of the Baltimore City Code and it states that contracts involving an expenditure of \$10,000 or more are subject to the approval of the Board of Estimates. The \$10,000 threshold has not been adjusted since the Parking Authority was created in 2000.
- Mr. Rhodes explained that in 2010 the City amended its Charter when it adjusted its own procurement threshold, requiring contracts to be approved by the BoE that involve expenditures of more than \$25,000. At that time the Parking Authority did not request adjustment of its own threshold but believes it would be beneficial at this time.
- Mr. Rhodes stated that the Parking Authority's internal procurement processes provide sufficient structure and oversight. Pursuant to the internal procurement policy, the Parking Authority Board of Directors will need to approve all expenditures over \$10,000.

- Mr. Rhodes explained that we estimate that the approval of this threshold increase would affect about 20 PABC contracts a year that would not require BoE approval. However, they would still require the Parking Authority's Board of Director's approval.
- Mr. Rhodes respectfully requested that the PABC Board of Directors accept and approve the drafting and introduction of a bill to City Council that would increase the Parking Authority's contract expenditure threshold requiring BoE approval from \$10,000 to \$25,000.
- Mr. Little explained that the BoE process is a very time-consuming process and that, by adopting the City's threshold, it will save us hundreds of hours a year by not having to bring those items under the adopted threshold to the BoE. All items in the range of \$10,000 on up would continue to come before the Parking Authority Board of Directors.
- In response to Director Raymond's question, Mr. Rhodes stated that he would send the PABC Board of Directors a list of all current PABC contracts above \$10,000 and rescinded the request for the PABC Board of Directors to accept and approve the drafting and introduction of a bill to City council that would increase the Parking Authority's contract expenditure threshold requiring BoE approval from \$10,000 to \$25,000.
- Director Raymond expressed that he had concerns with increasing the threshold to \$25,000, up from \$10,000.
- In response to Director Raymond's question, the PABC Board of Directors agreed to table the discussion and revisit the topic at next month's January Board meeting after the Board of Directors' have had an opportunity to review the data.
- Ms. Tillman stated that she is in support of discussing the adjusting of PABC's expenditure threshold requiring Board of Estimates approval at the next Board meeting and she would support the measure providing that the data satisfies any concerns of Director Raymond.
- All Board Members agreed to table the discussion until the January Board Meeting.

**B. Facility Expense Recommendation – Marriott Garage Elevator Roof Repairs**

- Mr. Thomas explained that in late summer 2017, at the Marriott Garage, water leaked after a rainstorm from the roof onto the Eutaw Street elevators machine room causing electrical damage to some of the components. The leaking was a result of failed membrane and a hole that was drilled into the concrete deck to install a scupper and a fan that were used to ventilate the elevator machine room.
- Mr. Thomas explained that, working with Department of General Services' (DGS) Construction, we solicited bids from the City's three on-call contractors for a roof replacement. The on-call bids were priced using the labor and materials rates established under the on-call contracts with the City. Simpson of Maryland was selected as the lowest bidder at \$7,312.52.
- Mr. Thomas explained that we have the same condition occurring on the Paca Street side where we have noticed water stains on the ceiling of that elevator due to an opening in the concrete deck of an abandoned scupper and fan.
- Mr. Thomas explained that this proposal reflects the additional item of replacing the conductor heads and downspouts on both the Eutaw Street and the Paca Street roofs to the scope of work. This addition brings the total to \$11,392.48.
- Mr. Thomas explained that currently only one elevator is working at the Marriott Garage at this time.
- Mr. Thomas respectfully requested that the PABC Board of Directors approve the facility expense recommendation that Simpson, in the amount of \$11,392.48 replace the roof on the Paca Street side before there is any damage to the elevator.
- Ms. Williamson put forth a motion for the PABC Board of Directors to accept and approve the facility expense recommendation that Simpson, in the amount of \$11,392.48, provide this repair. The motion was seconded by Councilman Stokes, and approved by all members of the Board of Directors present.

**C. CBD Parking Meters Demand Based Rate Adjustment Recommendation:**

- Mr. Warfield introduced himself to the Board and explained that he was the lead Parking Planner on the project.

- Mr. Warfield explained that the intention of parking meters is to create availability of parking so that patrons of shops, restaurants, attractions, and short-term visitors to offices can quickly and easily find a parking space within close proximity to their destinations.
- Mr. Warfield explained that parking meters must have rates that will regularly produce one or two available parking spaces on each block face or about a 75-85% occupancy rate.
- Mr. Warfield explained that a meter rate adjustment was performed in the Central Business District (CBD) per the Boards approval in July. As a result of the meter rate adjustment, a meter rate adjustment study was conducted in October and November of this year.
- Mr. Warfield explained that the study determined that 43% of the blocks need an increase in their meter rate, 21% need to maintain their current meter rates, and 36% need a decrease in their meter rate.
- Mr. Warfield explained that there will now be five (5) different meter rates within the CBD, with the highest rate being \$2.50 an hour and the lowest rate being \$1.50 an hour.
- Mr. Warfield explained that, with our first parking meter rate change, we arrived at our target utilization of 75% to 85% occupancy on 21 blocks - 10% of the total. We do anticipate that this will increase with future rate reviews.
- Mr. Little explained that the PABC Board of Directors and the BoE approved the Demand-Based Parking Meter Rate Setting plan for the CBD that allows us to collect and analyze data every six months to determine the average occupancy on each block. Meter rates will be adjusted incrementally and slowly. Rates will be adjusted up or down in \$.25 increments no more than once every six months. If occupancy is higher than 85% in a particular block, the rate will go up. If occupancy is lower than 75% in a particular block, the rate will go down. If occupancy is between 75% and 85%, the rate will not change. Additional increases would need to be approved by the PABC Board of Directors and then a 30-day notice would be given to the Councilperson of that district, which would be Councilman Costello for the CBD.



- Mr. Warfield respectfully requested that the PABC Board of Directors approve the second installment of the CBD Parking Meters Demand Based Rate Adjustment Recommendations.
- Mr. Flanigan explained that the purpose of the Parking Meters Demand Based Rate Adjustments is the result of a long-standing effort to push the long-term parkers parking on-street into off-street facilities.
- In response to Ms. Tillman's question, Mr. Little explained that, to remain true to the parking meter rate setting formula, we have to adjust the meter rates up as well as down in order to maintain the 75% to 85% occupancy rate for each block-face. We are also looking to spread the occupancy to areas that may be further away but with a lower occupancy and with lower parking meter rates.
- Ms. Williamson put forth a motion for the PABC Board of Directors to accept and approve the second installment of the CBD Parking Meters Demand Based Rate Adjustment Recommendations. The motion was seconded by Councilman Stokes, and approved by all members of the Board of Directors present.

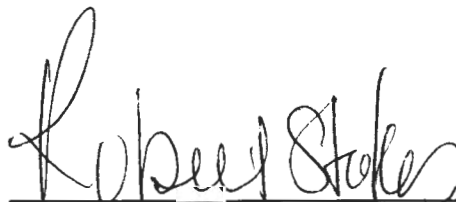
**6. MOTION TO ADJOURN**

- Ms. Tillman put forth a motion to adjourn. The motion was seconded by Ms. Williamson and unanimously approved by the Board of Directors members present.

**NEXT BOARD MEETING:**

- January 9, 2018, 4:00 p.m.

Date: 1/9/18



**Councilman Robert Stokes  
Board Secretary**