

**Parking Authority of Baltimore City (PABC)  
Board of Directors Meeting Minutes  
Tuesday, February 13, 2018**

**1. KUDOS**

- Mr. Flanigan stated that he had an opportunity to review the Parking Authority website and blog. He then commended the staff for the blog stating that it clearly communicates our philosophy and responsibilities.
  
- Mr. Little explained that Ms. James, our Communications Manager, is responsible for the website and blog. He then announced that a new blog will be released shortly on the future of virtual permit parking.

**2. CALL TO ORDER:**

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

**BOARD MEMBERS IN ATTENDANCE**

Pierce Flanigan IV, Chair  
Henry Raymond, by phone  
Elva Tillman  
Danielle Williamson, by phone

**PABC STAFF PRESENT**

Nichelle Bolden, Executive Assistant  
Fran Burnszynski, Parking Planning Manager  
Sandra Downs, Chief Financial Officer  
Artia Johnson, Off Street Parking Manager  
Peter Little, Executive Director  
Candace Nue, Division Manager, On-Street Parking  
Connie Pierce, Human Resources Manager  
David Rhodes, General Counsel  
Steve Robinson, Residential Permit Parking Supervisor

**VISITORS**

None

### **3. BOARD APPROVALS**

- Ms. Tillman stated that we have developed a new process for the board meeting minutes. She requested Ms. Bolden to explain the new process.
- Ms. Bolden explained that the minutes are provided to Ms. Tillman ahead of the Board meeting for her review and feedback. Once Ms. Tillman makes her edits, the meeting minutes are then finalized for the upcoming board meeting. Mr. Little thanked Ms. Tillman for helping to ensure the accuracy of the minutes.
- Ms. Williamson made a motion to approve the minutes for the January 9, 2018 Board Meeting. Ms. Tillman seconded the motion; and it was unanimously approved.

### **4. FINANCIAL REPORTS FOR DECEMBER 2017 AND FISCAL YEAR-TO-DATE FOR FISCAL YEAR 2018**

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

- Mr. Robinson reported that RPP fiscal year-to-date revenues through December are below projections by \$10,310 due to the timing of deposits at the beginning of the fiscal year. Nevertheless, he also stated that we are on target to meet sales projections for FY 2018.

#### **B. Facilities**

Ms. Johnson reported:

- That total FY 2018 revenues through December are higher by \$176,987 compared to FY 2017, an increase of 1.3%.
- That total FY 2018 expenses through December are lower by \$234,419 compared to FY 2017, a decrease of 3.9%.
- That total FY 2018 net income through December is higher by \$411,406 compared to FY 2017, an increase of 6.3%.
- The highlights for December were: Lexington Street Garage, Market Center Garage, and Marina Garage.
- That the total net income was higher at the:
  - Lexington Street Garage due to additional monthly parkers.
  - Marina Garage due to an increase in holiday parties at the Rusty Scupper restaurant and events at the American Visionary Arts Museum.

- Market Center Garage due to an increase in the number of parkers on both the Veterans Administration (VA) account and the University of Maryland accounts.
- The lowlights for December were: Caroline Street Garage, Fleet and Eden Garage, and St. Paul Garage.
- That the decrease in total net income at the:
  - Caroline Street Garage and Fleet and Eden Garage decreases were due to a decline in activity because of construction in the area and the loss of large monthly accounts at the Fleet and Eden Garage.
  - St. Paul Street Garage was also due to construction that lowered activity to the garage as well as a decrease in events at the Embassy Suites Hotel.

**Interactions:**

- In response to Mr. Flanigan's question, Ms. Johnson explained that we are working with the Operator at the Fleet and Eden Garage to develop a marketing plan to bring more monthly parkers into the garage. We are confident that we will recoup the monthly parkers with the influx of new businesses to Harbor East.
- In response to Mr. Flanigan's question, Mr. Little explained that some of the bigger companies in the area like Laureate downsized and, as they sublease their space to new businesses, we hope to realize that revenue in new monthly parker accounts. Mr. Little also explained that, due to the increase in activity in Fells Point, our Caroline Street Garage is at capacity. We are exploring the option of a shuttle service between Fells Point and our Fleet and Eden Garage to respond to the demand and capture that business.
- In response to Mr. Flanigan's question, Mr. Little explained that he would investigate the City Circulator bus services as a resource to provide for parkers traveling between the Fleet and Eden Garage and Fells Point.

**C. Parking Meters**

- Ms. Nue reported that total parking meter revenues through the first six months of FY 2018 are \$553,806 lower when compared to the first six months of FY 2017. This decline is due to meters being temporarily bagged or removed for construction and meters being permanently removed for bike lanes and new bus stops and lanes throughout the City.

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

- Mr. Little reported that 2018 fiscal year-to-date administrative expenses through December were below budget by \$287,000 due to lower than anticipated salaries, benefits, merchant services (credit card processing fees), professional service, and supplies costs.

### **5. NEW BUSINESS**

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

Mr. Rhodes reported:

- That, we first brought this subject to the Board in December. The Parking Authority's enabling legislation is Article 31, Subtitle 13 of the Baltimore City Code. The PABC Charter states that contracts involving an expenditure of \$10,000 or more are subject to the approval of the Board of Estimates (BOE). The \$10,000 threshold has not been adjusted since the Parking Authority was created in 2000. In 2010 the City amended its Charter when it adjusted its own procurement threshold, requiring contracts to be approved by the BOE that involved expenditures of \$25,000 or more, for all agencies. The Parking Authority did not request an adjustment at that time but believes it would be beneficial at this time.

Interactions:

- In response to Mr. Flanigan's question, Mr. Rhodes explained that the new threshold requiring BOE approval would be \$25,000, which is the same threshold as other City Agencies. Mr. Rhodes explained that the PABC Board of Directors would still be required to approve expenditures of \$10,000 and above.
- In response to Mr. Flanigan's question, Director Raymond stated that, based on his review of the materials previously requested, he was supportive of the request.
- Mr. Rhodes respectfully requested that the PABC Board of Directors 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.
- Ms. Tillman made a motion 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. The motion was seconded by Director Raymond and approved by all members of the Board of Directors present.

- Ms. Tillman thanked the staff for providing all the PABC Board Members with the information requested by Director Raymond as she found it to be very helpful and informative.
- In response to Mr. Flanigan's question, Mr. Rhodes explained that we are not sure how the Bill will be introduced. However, the Bill would have to go before the City Council and then the Mayor for approval.
- In response to Ms. Tillman's question, Mr. Rhodes explained that we do not need to act on the approval of the changes in the PABC procurement policy at this time and that we will revisit the procurement policy after the Bill to adjust the PABC expenditure threshold to \$25,000 has been passed.

## **6. OLD BUSINESS**

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

- Mr. Little reported that we are trying to set up a meeting with Baltimore City Department of Transportation (BCDOT) and the Department of General (DGS) Services to review the work that would need to be done, the costs involved, and the timing of the project to then get a firm answer from BCDOT regarding funding for the project.
- In response to Ms. Tillman's question, Mr. Little explained that the BCDOT has been in the process of leadership transitions which has caused a delay in their ability to respond to meetings concerning this project.
- Mr. Flanigan then stated that having all parking related functions under the Parking Authority would allow BCDOT to concentrate on projects within their scope of work.
- In response to Ms. Tillman's question, Mr. Little explained that we are receiving assistance from the Mayor's office regarding the meter shop/main office consolidation project.

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

### **I. RPP Program Update**

Mr. Robinson reported:

- That Area 26, Campbell Lane/Belvedere Square, is in the process of a major change to their hours of restrictions.
- That the Riverside Community met with us to develop a new RPP area plan. They have decided to move forward with the next step which will be to petition the community for support their RPP plan.

Interactions:

- In response to Mr. Flanigan's question, Mr. Robinson reported that RPP is likely to expand to the entire Riverside Community. However, at this time Locust Point would remain as the only area within the South Baltimore peninsula without RPP if Riverside gets RPP.

### **II. Virtual Permitting Update**

- Mr. Robinson reported that we are looking into and testing software to support the Virtual Permitting Program. At this time, we are concentrating more on the Pay-by-Cell Phone initiative which will provide BCDOT with the equipment necessary to then support the Virtual Permitting Program.

## **C. Facilities Update**

Ms. Johnson reported:

- That the Market Center Garage elevator repair project began on January 26<sup>th</sup>. Action Elevator has begun the demolition on elevator number one located on the Eutaw Street side. Things are progressing at a good pace. We anticipate the first elevator to be completed in April. By May we anticipate beginning work on the second elevator.
- That on January 17<sup>th</sup> bids were due to DGS for the Marriott Garage repairs. Two bids were received and are currently being reviewed by the Minority and Women's Business Opportunity Office (MWBOO).

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

Ms. Nue reported:

- That we completed implementation of the second round of Central Business District (CBD) Demand Based Meter Parking rate adjustments on February 1st.
- That today we began the scrap clean-up of the old, broken Duncan Meters that are no longer in use.

- That, we continue to focus on meter maintenance and functionality, along with preparing for the next phase of Project Space.
- Mr. Little reported that meter rates within the CBD are more prominently displayed. We thank the Meter Shop and the Planning section for working diligently on this project. Rates are now displayed in a way that allow parkers to choose lower priced areas to park, creating more availability of parking and spreading parking demand to supply.
- Mr. Flanigan then stated that he viewed the PABC Twitter page advertisement for walking a block to save a buck, which he also commended the staff for as an effective method of communication.

#### **I. Pay-by-Cell Phone Services**

Mr. Robinson reported:

- We have been working with the Meter Shop and BCDOT to draft a Pay-by-Cell-Phone Services solicitation. We are conducting our final in-house edits to submit to the Office of Procurement through the Citibuy system.

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

Mr. Thompson reported:

- That, to date, there are sixty-five (65) total Valet Parking Zones in good standing.
- That, to date, there are thirty-five (35) total Valet Operators licensed and in good standing.
- That, to date, the Parking Authority has one (1) total Parking Zone application pending for Revival Suites in Mount Vernon.
- That we lost one Valet Host, Fork and Wrench, whose building is currently up for sale and under auction. Once the sale and auction are complete they may renew for another Valet Parking Zone.

#### **F. Other**

Interactions:

- In response to Mr. Flanigan's question, Mr. Burnszynski explained that we are completing Phase 3, Federal Hill, Project Space data collection and reviewing of the rates for the area. We will begin Phase 4, Mt. Vernon, Project Space data collection and will review the rates for the area at the end of March.
- In response to Mr. Flanigan's question, Mr. Burnszynski explained that we have been collecting data for the Rotunda study in Hampden, which should

conclude over the next few weeks. Per the commitment made to Councilwoman Clarke, we agreed to end the study once the Rotunda reached 80% occupancy. The Rotunda is now at that 80% occupancy and we feel that we have reached the full impact that the Rotunda would have on parking in the community, making this the final report.

- In response to Ms. Tillman's question, Mr. Burnszynski explained that parking on the Rotunda parking lot has a maximum of 2 hours. However, parking in the garage has a longer time allowance.
- In response to Ms. Tillman's question, Mr. Little explained that the Rotunda parking study came as a result of Councilwoman Clarke's concern regarding the possibility of overflow parking into the residential area as a result of increased traffic to the newly built Rotunda.
- In response to Mr. Flanigan's question, Mr. Little explained that we will have a new format to the Board's meeting agenda at the next meeting. We will try to send the agenda out a little earlier so that PABC Board Members will be able to review the agenda ahead of the meeting. The new format will display the measure and metrics of each section in an effort to best inform the Board of how each section is performing.
- In response to Mr. Flanigan's question, Mr. Rhodes explained that, due to the new State laws regarding sick leave, the PABC handbook is now out of compliance. We may have to go outside of our handbook to comply with the law. We are reviewing the changes now and will bring any revisions to the Board at the next meeting.
  - Mr. Flanigan then made a motion for the PABC Executive Team to go outside of the PABC Handbook to comply with the Law. Ms. Tillman seconded the motion; and, it was unanimously approved by all members of the Board of Directors present.

## **7. MOTION TO ADJOURN**

- Ms. Tillman made a motion to adjourn. Ms. Williamson seconded the motion; and, it was unanimously approved by all members of the Board of Directors present.

### **NEXT BOARD MEETING:**

- March 13, 2018, 4:00 p.m.

Date:

3-12-18



**Councilman Robert Stokes  
Board Secretary**