

**Parking Authority of Baltimore City (PABC)
Board of Directors Meeting Minutes
Tuesday, January 9, 2018**

1. 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
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
Peter Little, Executive Director
David Rhodes, General Counsel
Steve Robinson, Residential Permit Parking Supervisor
Vincent Thomas, Chief Operations Officer
Brian Thompson, Valet Regulations Manager

VISITORS

None

2. BOARD APPROVALS

Ms. Williamson made a motion for the approval of the minutes for the December 12, 2017 Board Meeting, as amended by Ms. Tillman. Ms. Tillman seconded the motion; and, it was unanimously approved.

Mr. Little informed those present that Director Henry Raymond would join the meeting via telephone around 4:30 p.m. So, it was decided to delay the discussion

of New Business, more specifically, "Adjusting PABC's Expenditure Threshold Requiring Board of Estimates Approval."

3. FINANCIAL REPORTS FOR NOVEMBER 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 November are below projections by \$17,330 due to lower sales and the timing of deposits.
- Ms. Downs explained that the Baltimore City Department of Finance updated the City's financial system to a new cash deposit system which delayed the timing of deposits.

B. Facilities

Ms. Johnson reported:

- That total FY 2018 revenues through November are higher by \$592,755 compared to FY 2017, an increase of 5.6%.
- That total FY 2018 expenses through November are lower by \$104,429 compared to FY 2017, a decrease of 2.0%.
- That total FY 2018 net income through November is higher by \$697,184 compared to FY 2017, an increase of 13.2%.
- The highlights for November to be: Arena Garage, Market Center Garage, and Lexington Street Garage.
- That the total net income was higher at the Arena Garage and the Market Center Garage due to additional parkers on the Veterans Administration account. The total net income was higher at the Lexington Street Garage and the Arena Garage due to an increase in monthly parkers.
- The lowlights for November to be: 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 was due to a decline in activity as a result of construction in the area. The decrease in total net income at the St. Paul Street Garage was also due to construction that closed the Embassy Suites Hotel and lowered activity to the garage. The Embassy Suites has since reopened and we expect the total net income to increase with the surge of hotel and transient parkers.

C. Parking Meters

- Ms. Cannon reported that total parking meter revenues through the first five months of FY 2018 are \$517,500 lower when compared to the first five months of FY 2017. This decline is due to meters being temporarily removed for construction; meters being permanently removed for bike/bus lanes; and, the Department of Finance's financial system upgrades that resulted in reporting delays.

D. Administrative Office

- Mr. Little reported that 2018 fiscal year-to-date administrative expenses through November were below budget by \$241,000 due to lower than anticipated salaries, benefits, merchant services (credit card processing fees), supplies, and outside legal costs.

4. NEW BUSINESS

A. Facilities Rate Adjustment Recommendations

Ms. Johnson reported:

- That, after reviewing the most recent rate surveys with the Off-Street Team, Chief Operations Officer, and the Executive Director, we are recommending facilities rate adjustments at the following 9 garages: Arena Garage, Baltimore Street Garage, Caroline Street Garage, Fleet & Eden Garage, Little Italy Garage, Marina Garage, Penn Station Garage, Redwood Garage, and Water Street Garage. These rate adjustments would bring specific rates into alignment with market rates.
- That, upon approval, these rate recommendations would be implemented over the next few months.

Interactions:

- Ms. Johnson respectfully requested that the PABC Board of Directors accept and approve the facilities rate recommendations at the 9 identified garages.
- Mr. Little reported that the recommended rate adjustments are primarily for transient rates except for the Marina Garage, which is a specific monthly contract rate adjustment.
- In response to Mr. Flanigan's question, Mr. Little explained that this is the second time we have added the PABC occupancy notes to the parking facility rate adjustment recommendations.

- In response to Mr. Flanigan's question, Ms. Johnson explained that the revenue generated from the recommended facility rate adjustments will total \$224,966.
- In response to Mr. Flanigan's question, Ms. Johnson explained that we are requesting a transient rate adjustment at the Fleet and Eden Garage. However, the 44% weekday occupancy count is more a reflection of the monthly parkers rather than a reflection of the transient parkers.
- In response to Mr. Flanigan's question, Ms. Johnson explained that we are beginning to see an increase in evening and weekend transient parkers at the Fleet and Eden Garage due to increased traffic at the nearby hotel. Once we increase our monthly parking contracts at the Fleet & Eden Garage, the occupancy rate will increase.
- In response to Mr. Flanigan's question, Mr. Little explained that we will not lose any customers with the recommended rate adjustments because relative to the rates at nearby garages, our rates are still generally lower. This is especially true of the weekend rate at the Fleet and Eden Garage which has not changed since February of 2014. In addition, we are hoping that the recommended rate adjustments will help to fill the revenue gap caused by the loss of monthly contracts at the Fleet and Eden Garage.
- In response to Ms. Tillman's question, Ms. Johnson explained that the Marina does not have a numerical occupancy count but remains low due to our obligation to the Rusty Scupper restaurant. Our agreement states that we must reserve the bottom level of the Marina garage for the restaurant regardless if they use the spaces or not. Since the occupancy fluctuates greatly at this garage, based on the season or events in the area, it is difficult to assign an accurate occupancy rate.
- In response to Mr. Flanigan's question, Mr. Little confirmed that, once the Parking Authority Board of Directors approves this facility rate recommendation, it will then go to the Baltimore City Board of Estimates for final approval.
- Ms. Tillman made a motion for the PABC Board of Directors to accept and approve the facility rate recommendations at the 9 identified garages. The motion was seconded by Ms. Williamson, and approved by all members of the Board of Directors present.

B. 2017 Annual Report

Mr. Little reported:

- That he would present the 2017 Annual Report for Ms. James, the Parking Authority's Communications Manager, who is serving jury duty.
- That Ms. James is responsible for putting together the Annual Report, coordinating with Ms. Sandra Downs to get the auditor's report, and distribution of the reports.
- That the Parking Authority has consistently produced its annual report within the required timeframe and is one of the only quasi-City agencies to do so. He asserted that the annual report was once again produced on-time (i.e., within six months after the end of the fiscal year), and under budget (i.e., assembly and printing costs).

Interactions:

- Ms. Tillman expressed her approval of the 2017 Annual Report, stating that it was very colorful and very informative.
- Mr. Flanigan also expressed his approval of the 2017 Annual Report, stating that the theme "Science of Parking" was very creative and the contents were very informative.

5. OLD BUSINESS

A. Meter Shop/Main Office Consolidation

- Mr. Little reported that there are no current updates.
- In response to Mr. Flanigan's question, Mr. Little explained that \$50,000 is being contributed by the Department of General Services (DGS) and \$50,000 from the Parking Authority. BCDOT proposed to use the Fallsway location for their bike share program. Therefore, we are waiting to hear from them to see if they will fill the financial gap. We do not have a timeline for when BCDOT will decide. However, if BCDOT decides to not contribute its financially, the consolidation will not move forward.

B. RPP Program Update/Virtual Permitting Update

I. RPP Program Update

Mr. Robinson reported:

- That January is a very busy month for the RPP Program and we will be focusing on renewals.

- That staff is working with the Riverside Community to develop a new RPP plan.
- That we are also working with residents in the 3600 block of Campbell Lane to change their RPP restriction hours.

Interactions:

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

II. Virtual Permitting Update

- Mr. Robinson reported that there are no updates for the Virtual Permitting Program.

C. Facilities Update

Ms. Johnson reported:

- That a pre-bid meeting was held on December 19, 2017 with DGS for the construction repairs at the Marriott Garage. Bids are due January 17, 2018. Once a vendor has been identified, work is anticipated to begin within 60 to 90 days.
- Ms. Johnson reported that the Market Center Garage elevator repair project is moving forward according to schedule. Ms. Johnson reported that, on January 1, 2018, Action Elevator was identified as the new company responsible for all elevator repairs.

D. Parking Meters Program Update

Ms. Cannon reported:

- That we continue to focus on our meter maintenance and meter functionality.
- That, as of December 31st, 2018, the entire City of Baltimore was converted from the Duncan crank style meters to the Smart IPS meters.
- That, with the conversion, more data is available to make and to support decisions regarding parking.

E. Valet Regulations Update

Mr. Thompson reported:

- That, to date, there are sixty-six (66) total Valet Parking Zones in good standing.

- That, to date, there are thirty-five (35) total Valet Operators licensed and in good standing.
- That the Parking Authority added Wicked Sisters in Hampden. However, Cava Mezze was lost, in Harbor East due to the construction in the area and the lack of space for Valet services. The Parking Authority also lost Rachel's in Federal Hill due to the low volume which was not enough to sustain the valet program.
- That, to date, the Parking Authority has one (1) total Parking Zone application pending for Revival Suites in Mount Vernon.

Interactions:

- In response to Mr. Flanigan's question, Mr. Thompson explained that when we lose a Valet Operator we remove the signs and return the space to general parking. Typically, the General Manager (GM) of the restaurant initiates the removal of the sign. However, if the removal of the sign is due to a call from the community, then the GM is usually "ok" with the decision to remove the signs.

6. SPECIAL ITEM

Mr. Little expressed a special "thank you" and "farewell," in his recognition of Mr. Vincent Thomas. He also stated:

- That Mr. Thomas has been with the Parking Authority for seven (7) years.
- That Mr. Thomas was the right person, at the right time to help make changes to the team. These changes were needed for the Parking Authority to move forward. Mr. Thomas hired and mentored a number of great people who have become the Operations Team.
- That Mr. Thomas played a huge roll in the success of the Parking Authority including:
 - Overseeing the Meter Shop Operations which was a new section to the Parking Authority.
 - Converting of all meters from the old (coin only) meters to smart multi-space and smart single-space meters (accepting both coin and credit card payments).

- Implementing Project Space in all major metered areas throughout the City.
 - Implementing the start of demand-based parking meter rate setting in the Central Business District that will be applied to other areas of the City.
 - Increasing parking meter revenues by \$7.6M annually from \$7.8M to \$15.4M per year.
 - Developing the Parking Planning Division, affording the ability to address parking issues proactively.
 - Improving revenue performance of agency facilities by \$6M per year.
 - Developing and implementing a real capital improvements repair and replacement program for the Parking Authority.
 - Revamping agency garages resulting in electrical cost savings and improved lighting.
 - Improving RPP Services by creating a much better customer service area and a better online system through iParq.
 - Developing the Valet Regulations Division to establish and administer a valet code, resulting in improved valet services.
 - Working to limit overtime costs, allowing the agency to increase salaries in line with the cost of living increases.
 - Implementing the Online Parking Pre-purchase system for agency garages.
- Stated to Mr. Thomas that he is sad to think that he will not be with the agency to help implement and finalize projects he helped to facilitate. However, he is heartened to know that Mr. Thomas has built a team that is strong enough and prepared enough to keep things moving forward.
 - Thanked Mr. Thomas for his service and wished him the best in his new position and in the next phase of Mr. Thomas' career. He then presented Mr. Thomas with an inscribed golden meter.

Mr. Thomas thanked Mr. Little, the Parking Authority Board of Directors, and the Parking Authority Team members present, stating that it has been a good 7 (seven) years.

Mr. Flanigan thanked Mr. Thomas for his service, stating that he has been a true professional and an integral part of making the Parking Authority a better organization.

7. NEW BUSINESS – continued

C. Adjusting PABC's Expenditure Threshold Requiring Board of Estimates Approval

- As Director Henry Raymond was not able to join the meeting via telephone, Ms. Tillman made a motion to table this topic until Mr. Raymond can review the information that the staff has provided and join the Board to discuss the matter. The topic was tabled for the February Board Meeting.

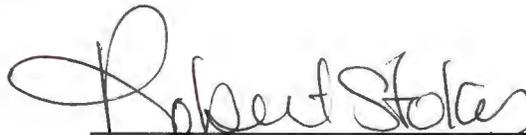
8. MOTION TO ADJOURN

- Ms. Tillman made a motion to adjourn. Ms. Williamson seconded the motion; and, it was unanimously approved.

NEXT BOARD MEETING:

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

Date: 3.12-18



**Councilman Robert Stokes
Board Secretary**