

**Parking Authority of Baltimore City
Board of Directors Meeting Minutes
October 10, 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.

On behalf of the Parking Authority, Mr. Little presented Mr. Auchincloss with a double-faced gold meter then expressed gratitude to Mr. Auchincloss for his seven and a half years of service as Chair of the Parking Authority Board of Directors.

Mr. Auchincloss then thanked everyone for their great work and stated that it has been a pleasure to serve as Board Chair and thanked the staff for a wonderful 7.5 years.

BOARD MEMBERS IN ATTENDANCE

Pierce Flanigan IV, Chair
Councilman Robert Stokes
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
Tiffany James, Communications Manager
Artia Johnson, Off Street Parking Manager
Candace Lee, On-Street Senior 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

Peter Auchincloss

2. BOARD APPROVALS

Councilman Stokes put forth a motion for the approval of the minutes for the September 19, 2017 Board Meeting. The motion was seconded by Ms. Tillman and unanimously approved by the Board of Directors members present.

3. FINANCIAL REPORTS FOR AUGUST 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 August 2018 are below projections by \$7,652.
- Mr. Robinson reported that we are on track to meet our revenue projection for the fiscal year.

B. Facilities

- Ms. Johnson reported that total revenues through August 2018 are higher by \$678,353 compared to FY 2017, an increase of 16.3%.
- Ms. Johnson reported that total expenses through August 2018 are lower by \$126,011 compared to FY 2017, a decrease of 5.8%.
- Ms. Johnson reported that the total net income through August 2018 is higher by \$804,364 compared to FY 2017, an increase of 40.8%.
- Ms. Johnson reported the highlights for FY August 2018 to be: Caroline Street Garage, Market Center Garage, and Lexington Street Garage.
- Ms. Johnson reported that the total net income was higher due to an increase in transient parkers at these locations and the collection of late payments from the VA and University of Maryland accounts at the Market Center Garage.
- Ms. Johnson reported the lowlights for FY August 2018 to be: Franklin Street Garage, Marriott Garage, and St. Paul Garage.
- Ms. Johnson reported that the total net income was lower at the Franklin Street Garage and the St. Paul Garage due to early management incentive fee payouts paid earlier this year. The decrease in total net income at the Marriott Garage was due to a decrease in transient parkers due to the construction from the explosion in front of the Marriott Garage on Eutaw Street.

C. Parking Meters

- Ms. Cannon reported that the total parking meter revenues through the two months of FY 18 are \$194,974 lower, compared to the first two months of FY 17, due to the removal of meters for construction projects.
- Mr. Flanigan explained to the new Board Members that the decrease in parking meter revenues were significantly impacted by the Central Avenue project where several meters were bagged and taken out of commission. Other factors that effected meter revenue include the removal of meters for bus and bike lane installations and meters located near bus and bike lanes which have confused parkers when paying the meters.

D. Administrative Office

- Mr. Little reported that 2018 fiscal year-to-date administrative expenses through August were below budgeted by \$119,000 due to lower than anticipated salaries, benefits, supplies costs, and merchant services, which Mr. Little explained were credit card processing fees.
- In response to Mr. Flanigan's request, everyone went around the room to introduce themselves to the new Board Members.

4. NEW BUSINESS

A. Signatory Authorizations

- Ms. Downs stated that the Parking Authority functions off of an administrative grant from the City. Our funds are deposited into the Harbor Bank and we pay our administrative costs through this account.
- Ms. Downs stated that, as a part of our Board approved signature policy, checks under \$1,000 require one signature and checks over \$1,000 require two signatures.
- Ms. Downs stated that signatories include two PABC employees – Ms. Sandra Downs and Mr. Peter Little, the City's Director of Finance, and our Parking Authority Chairman of the Board
- Ms. Downs respectfully requested that the Parking Authority Board of Directors approve the resolution to remove Mr. Peter Auchincloss as a signatory on our account and to add Mr. Pierce Flanigan as a signatory on the Parking Authority accounts.

- Mr. Little explained that the Parking Authority has a process for the approval of invoices for payment before checks are cut which include signatures verifying the receipt of goods or services from the department head, and then approval of the payments by the Chief Financial Officer and the Executive Director.
- Councilman Stokes put forth a motion for the PABC Board of Directors to approve the resolution to remove Mr. Peter Auchincloss as a signatory on the Parking Authority accounts and to add Mr. Pierce Flanigan as a signatory on the Parking Authority accounts. The motion was seconded by Ms. Williamson, and approved by all members of the Board of Directors present.

B. West Street Garage Emergency Lighting Replacement Recommendation

- Ms. Van Sant explained that the West Street Garage, located at 40 E. West Street, is a 3-story parking garage with 254 spaces, originally constructed in 2002 with a Lithonia lighting battery-powered central inverter to power the emergency lighting in the garage stairwells, drive lanes and at the roof level.
- Ms. Van Sant explained that the Lithonia central inverter has ceased to operate, which has resulted in the garage being out of compliance with code for emergency lighting.
- Ms. Van Sant explained that PABC proposes to utilize the Baltimore City Department of General Services' (DGS) on call electrical contractor, CALMI Electrical Company, Inc., to upgrade the garage to LED-technology for emergency lighting components.
- Ms. Van Sant explained that the cost of the repair job is \$15,545.
- Ms. Van Sant respectfully requested that the Parking Authority Board of Directors approve the use of capital funds in the amount of \$15,545 to work with CALMI Electrical Company, Inc. for the repair and replacement of all emergency "Exit" signs, lighting, and the photocells for the roof level perimeter lighting at the West Street Garage.
- Ms. Tillman put forth a motion for the PABC Board of Directors to approve the use of capital funds in the amount of \$15,545 to work with CALMI Electrical Company, Inc. for the repair and replacement of all emergency "Exit" signs, lighting, and the photocells for the roof level perimeter lighting at the West Street Garage. The motion was seconded by Councilman Stokes, and approved by all members of the Board of Directors present.

5. OLD BUSINESS

A. Front Street Garage Project Update

- Mr. Little reported that there are no new reports this month.
- Mr. Little then explained for the new Board members that Dr. Marie Washington, who has developed and redeveloped several properties in Baltimore and DC, owns property at Front and Low Streets off Gay Street on the other side of the JFX from City Hall and near the Juvenile Justice Center.
- Mr. Little reported that for the past 15 years, Dr. Washington has intended to build a garage on the site, and she has requested to borrow proceeds from the sale of parking revenue bonds to fund the garage. In 2009 this Board, the Mayor, and City Council, approved loaning Dr. Washington \$17 Million in parking revenue bond sale proceeds to construct a 420-space garage due to the need for off-street parking in that area.
- Mr. Little explained that Dr. Washington has been looking for a contractor and a source of construction loan financing since that time. It now looks like she may have found a firm that can do both – CD Smith out of Wisconsin, but progress has still been slow.
- Mr. Little explained that once the garage is built the City would then own the garage. Dr. Washington would make lease payments to the City to pay off the loan debt of the City to buy the garage back.
- Mr. Little explained that at the last meeting both CD Smith and Dr. Washington determined that, in order to build a more efficient garage, they should buy the parcel of land that is immediately next door to the current property. They are now negotiating with the owner of that property to purchase it.

B. Meter Shop/Main Office Consolidation

- Mr. Little reported that the Department of General Services' on-call contractor is meeting with the project architects and engineers here next week to gather more information to get us cost estimates for the work that will need to be done for the consolidation to bring the meter shop from the current Fallsway location to our Lombard Street location.

- Mr. Little explained that the space is needed by the Department of Transportation for their bike share program. However, it also provides us with the opportunity to consolidate our offices and to reduce our overall rent.

C. RPP Program Update/Virtual Permitting Update

I. RPP Program Update

- Mr. Robinson reported that there are no new updates for the RPP program.

II. Virtual Permitting Update

- Mr. Robinson reported that we are focused on the Pay-by-Cell RFP. We are working with DOT to get all of the final specs they need to release the RFP to the public.
- Mr. Robinson explained that we are doing a Pay-by-Plate and a Park-by-Plate proposal for the Department of Transportation (DOT). The goals are to get Pay-by-Cell to the City of Baltimore and to transfer the residential parking to Virtual Parking Permit (VPP).
- Mr. Little explained that the VPP system would allow for faster and more efficient enforcement of parking in RPP areas.
- In response to Ms. Tillman's question, Mr. Little explained that the resident would have an account set up that would allow the resident to enter the license plate information of the person visiting along with the dates and times of their stay. The system would be built such that it recognizes the parameters of use and would know if the time is acceptable and would then convey that information to Parking Enforcement so that, when a resident's visitor came to park, they would not need a placard for the window of their vehicle as their license plate information would have already been conveyed.
- In response to Ms. Tillman's question, Mr. Little explained that Parking Enforcement would be able to ride down a block using their license plate recognition software to scan the license plates. The software would catalogue which vehicles are not registered to stay beyond the posted allowable hours allowing for those vehicles who exceed their stay to receive the appropriate citation.
- In response to Ms. Tillman's question, Mr. Little explained that those residents who may not have access to computers will be able to access the system using a 24-hour, 7-day a week, 365-day available telephone service or helpline.

- In response to Ms. Williamson's question, Mr. Robinson confirmed that we are looking to develop the system into a user-friendly app.

D. Facilities Update

- Ms. Johnson reported that the recommendations for the management and operation of the 8 City-owned facilities which had been with the Bureau of Purchasing for several weeks was awarded by the Board of Estimates on October 4th. The 8 facilities were split into 3 groups based upon area.
 - Group I – Caroline Street Garage, Little Italy Garage, and Fleet and Eden Garage was awarded to SP Plus.
 - Group II – Franklin Street Garage, Market Center Garage, and St. Paul Garage was awarded to PMS Management Company.
 - Group III – Marina and West Street Garage was awarded to PMS Management Company.
- Ms. Johnson reported that the transition of the new Operators will occur by November 1.
- In response to Mr. Flanigan's question, Mr. Little explained that we worked with the City's Bureau of Purchasing to put out the facility management contracts for the City's garages. The Operators manage the garages for us and we reimburse them for all of the expenses of operating the garages such as payroll costs, benefits, sweeping and cleaning of the garages, maintenance of the garages, and the repair of the equipment. The Operators then receive a management fee from us for the operation of the garage. We received 10 proposals, 3 were unresponsive, and the evaluation panel reviewed 7 proposals. Of the 7 proposals 4 were invited to present to the panel. After the presentations the evaluation panel scored the presenters on the technical matters of the proposal and then the other half of the evaluation consisted of the management fee. The final score determined who would be selected to operate the facilities.
- Mr. Rhodes explained that the panel was independent of the Parking Authority and that the only member from the Parking Authority represented on the panel was Ms. Johnson.
- Mr. Little explained that the new management contracts will save us over \$300,000 yearly in management fees. Over the course of the first 3 years of the contract, the base contract term, the City will save over \$1 Million in management fees as a result of the RFP process.

- In response to Councilman Stokes' question, Mr. Little explained that the reports for the metered lot at the Northeast Market are represented in the financials and that the lot is a positive revenue generating lot managed by our Off-Street Assistant Manager of Parking Lots, Mr. John Genda.
- In response to Councilman Stokes' question, Ms. Johnson explained that the meters are in effect until 8pm at the Northeast Market lot and until 6 pm at the Waverly lot.
- In response to Mr. Flanigan's question, Ms. Van Sant explained that we are in the design and engineering phase with the elevator modernization project at the Market Center Garage. The engineering company will be applying for permits the first part of November. Construction will begin the first of the year. The first two elevators to go in will be on the Eutaw Street side beginning with the elevator that is currently down, followed by the one next to it. Once those elevators are fully replaced, licensed, and running we will proceed to the final elevator on the other side of the garage. The goal is for the project to be completed by the end of 2018.

E. Parking Meters Program Update

- Ms. Cannon reported that we completed Project Space Phase 4, Mt. Vernon single-spaced meters installations. We have also completed 84% of the City's Duncan to IPS Smart Meter conversion. We continue to focus on our meter functionality and our pre-winter maintenance. We are completing installations and making sure all meters in the area are ADA compliant and ready for implementation at the end of October.

F. Pay-by-Cell-Phone Services

- Mr. Little explained we continue to work with the Department of Transportation, Enforcement to get them what they need in the way of equipment and training to effectively enforce pay-by-cell-phone transactions before moving forward with the solicitation. The Bureau of Purchasing will help us with this solicitation.

G. Valet Regulations Update

- Mr. Thompson reported that, to date, we have sixty-five (65) total Valet Parking Zones in good standing.
- Mr. Thompson reported that, to date, we have thirty-two (32) total Valet Operators licensed and in good standing.
- Mr. Thompson reported that, to date, we have three (3) total Parking Zone applications pending.

- In response to Mr. Flanigan's question, Mr. Thompson explained that, in the beginning, most of the valet services were passenger loading zones or truck loading zones which were used as valet loading zones. When an application is received the Valet team goes to the location to review the business' operation to determine the length of the parking zone that would fit with the traffic requirements for that block. The Valet Team specifically looks for where the vehicles are parked, if the vehicles are parked off-street, how many vehicles the business is intaking, and the amount of staff members they have in conjunction with the number of customers they are serving. Once we confirm that the operation works within that loading zone, we sign and provide the operation with a paper permit to display at their valet loading zone stand.
- In response to Ms. Tillman's question, Mr. Thompson explained that the loading zones are now consistent, permitting one zone per location. Operators must apply and pay per linear foot for their requested loading zone. We review and manage the process to ensure that the operators comply with the regulations and that they renew each year. We are now on the 5th year of the program.
- In response to Ms. Tillman's question, Mr. Little explained that before the PABC Valet Program there were no ordinances or City law in place that allowed us to regulate valet parking. As a result we had valet operators who were running valet operation with no insurance or insufficient insurance, so if they damaged someone's vehicle they didn't have the insurance to pay for the damage that was done. They were disobeying traffic laws, putting up cones to reserve spaces, and parking vehicles on-street instead of off-street. The creation of the PABC Valet program was about consumer protection, neighborhood protection, and City protection. The fees collected are set such that they fund the costs to administer the program.

H. South Baltimore Peninsula, Parking Study (and Reverse-Angled Parking)

- Mr. Thomas reported that, when the Horseshoe Casino opened, part of the planning of the casino was to designate 5% that the state receives from the casino's operation toward local impact grant funds dispersed to neighborhoods that are impacted by the casinos. The Baltimore City Department of Transportation (BCDOT) put together a complete streets plan for the casino impact area. The complete streets plan included items like development projects, transportation, environment, public safety, education, infrastructure, and beautification. Inside of the complete streets plan was a parking study that the BCDOT wanted to conduct within the South Baltimore Peninsula, an area that has always had parking challenges. We were asked by BCDOT to become the Project Manager for the South Baltimore Parking Study. The Parking Study

began in the Fall of 2016 and was implemented by one of the City's contracting consultants, Whitman, Requardt & Associates, LLP (WRA), who completed the study in September of 2017. We provided WRA with a scope. They implemented the study, collected the data, and made their recommendations. We, the Parking Authority, have reviewed their recommendations and we are in the process of drafting our responses to each of the consultant's recommendations. Our responses will be a stand-alone document to be paired with the study but not included within the study.

- Mr. Thomas reported that we will be reviewing the study and our recommendations with Councilman Costello. Following that meeting we will participate in the Developmental Council's monthly standing meeting to review the documents with them. In early November a public meeting for the neighborhood residents to review and respond to the report will be held.
- Mr. Little stated that, after the meeting with Councilman Costello, the parking study and the Parking Authority's recommendations will be shared with the PABC Board of Directors.
- In response to Ms. Tillman's question, Mr. Thomas stated that we would like to initially communicate with the neighborhood and its residents that this is indeed a study and not a plan for implementation. We look forward to listening to, and receiving feedback from the residents, and answering any questions they might have. There will be 30 days of comments followed by a third report detailing the response from the community.

6. MOTION TO ADJOURN

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

NEXT BOARD MEETING:

- November 14, 2017, 4:00 p.m.

Date: _____

1/9/18



**Councilman Robert Stokes
Board Secretary**