

**Parking Authority of Baltimore City
Board of Directors Meeting Minutes
September 19, 2017**

1. CALL TO ORDER:

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

Mr. Auchincloss expressed that this will be his last meeting as Board Chair. He stated that it has a pleasure to serve as Board Chair and thanked the staff for a wonderful 7.5 years. Mr. Auchincloss then announced that Mr. Flanigan will be the new Parking Authority Board Chair and congratulated him on the new position.

BOARD MEMBERS IN ATTENDANCE

Peter Auchincloss, Chair
Pierce Flanigan IV
Director Henry Raymond, by phone
Councilman Robert Stokes, by phone

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

None

2. BOARD APPROVALS

Director Raymond put forth a motion for the approval of the minutes for the July 11, 2017 Board meeting. The motion was seconded by Mr. Flanigan and unanimously approved by the Board of Directors members present.

3. FINANCIAL REPORTS FOR JUNE END OF FISCAL YEAR 2017 AND FOR JULY FISCAL YEAR 2018

A. Residential Permit Parking Program

- Mr. Robinson reported that RPP total fiscal year 2017 revenues were above FY 2016 projections by \$13,124.
- Mr. Robinson reported that RPP fiscal year-to-date revenues through July 2018 are below projections by \$11,092.

B. Facilities

- Ms. Johnson reported that total revenues through June 2017 were lower by \$46,608 compared to FY 2016, a decrease of 0.18%.
- Ms. Johnson reported that total expenses through June 2017 were higher by \$4,140,541 compared to FY 2016, an increase of 33.4%.
- Ms. Johnson reported that the total net income through June 2017 was lower by \$4,189,150 compared to FY 2016, a decrease of 30.4%.
- Ms. Johnson reported that the total net income was lower due to payments made to MEDCO for repayment of construction loans for the Fleet and Eden Garage and the St. Paul Street Garage, a combined total of \$4,079,624.
- Ms. Johnson reported the highlights to be: Marina Garage, Franklin Street Garage, and Lexington Street Garage.
- Ms. Johnson reported the lowlights to be: Fleet and Eden Garage, St. Paul Garage, and Penn Station Garage.
- In response to Mr. Auchincloss' question, Ms. Johnson explained that these locations continue to see an increase in revenue due to an increase in monthly parkers and transient parkers attending events at the Inner Harbor and area restaurants.

- In response to Mr. Auchincloss' question, Ms. Johnson explained the total net income at the Penn Station Garage was due to a decrease in transient parkers as a result of patrons using other forms of transportation such as Lyft, Uber and the bike share programs.
- Ms. Johnson reported that total revenues through July 2018 are higher by \$244,828 compared to FY 2017, an increase of 12.1%.
- Ms. Johnson reported that total expenses through July 2018 are higher by \$9,329 compared to FY 2017, an increase of 0.98%.
- Ms. Johnson reported that the total net income through July 2018 are higher by \$235,500 compared to FY 2017, an increase of 22.0%.
- Ms. Johnson reported the highlights for FY July 2018 to be: Arena Garage, Market Center Garage, and Redwood St. Garage.
- Ms. Johnson reported the lowlights for FY July 2018 to be: Fleet and Eden Garage, Marriott Garage, and St. Paul Garage.
- In response to Mr. Auchincloss' question, Ms. Johnson explained that the decrease in net income at the Marriott Garage was a result of a decrease in transient activity due to low attendance at the Orioles' games.
- In response to Mr. Auchincloss' question, Ms. Johnson explained that the decrease in net income at the Fleet and Eden Garage was due to a loss of over 200 parkers from one of our major accounts, Laureate, which has downsized.
- In response to Mr. Auchincloss' question, Ms. Johnson explained that we have been working to increase transient parkers at the Marriott Garage by strategically placing flaggers and signs directing parkers around the construction and into the Marriott Garage.

C. Parking Meters

- Ms. Cannon reported that total parking meter revenues through June FY 2017 are \$55,781 lower, compared to FY16, due to the timing of deposits.
- Ms. Cannon reported that the total parking meter revenues through the first month of FY 18 are \$179,783 lower, compared to the first month of FY 17, due to the timing of deposits.

- In response to Mr. Auchincloss' question, Ms. Downs explained that the decrease in total parking meter revenues is more of a result of the number of multi-spaced meters on hand from one year to the next, particularly in June, when we had less meters on-street due to construction in prime areas.

D. Administrative Office

- Mr. Little reported that 2017 fiscal year-to-date administrative expenses through June were below budgeted by \$702,000 due to lower than anticipated salaries and benefits, merchant services, and outside legal costs.
- Mr. Little reported that 2018 fiscal year-to-date administrative expenses through July were below budgeted by \$109,000 due to lower than anticipated salaries, benefits, merchant services, and supplies costs.
- In response to Mr. Auchincloss' questions, Ms. Downs explained that we have made great progress in identifying ACH payments processed by the Department of Finance and posting them into our PABC accounts.

4. NEW BUSINESS

A. Facilities Rate Recommendations

- Ms. Johnson stated that, after reviewing the most recent facilities rate surveys, the Parking Authority is recommending rate adjustments at ten (10) parking facilities: Arena Garage, Baltimore Street Garage, Caroline Street Garage, Fleet and Eden Garage, Guilford Garage, Little Italy Garage, Penn Station Garage, Redwood Garage, Water Street Garage, and the West Street Garage to bring specific rates into alignment with the market rates.
- Ms. Johnson stated that these rate adjustments would be implemented over the next several weeks according to the highest earning potential.
- Ms. Johnson respectfully requested that the Parking Authority Board of Directors approve the facilities rate recommendations at the ten (10) parking facilities: Arena Garage, Baltimore Street Garage, Caroline Street Garage, Fleet and Eden Garage, Guilford Garage, Little Italy Garage, Penn Station Garage, Redwood Garage, Water Street Garage, and the West Street Garage.

- In response to Mr. Auchincloss' question, Ms. Johnson explained that the potential annual increase in revenue after the recommendations are implemented totals \$226,188.
- In response to Mr. Auchincloss' question, Ms. Johnson explained that the potential annual increase in revenue was obtained by taking the current number of monthly or transient parkers, depending on the rate we are recommending increasing, then multiplying that number by the newly recommended rate.
- In response to Mr. Auchincloss' question, Mr. Little explained that, with the new demand-based parking meter rate setting program, on-street rates will be properly set to send long-term parkers into area garages.
- Mr. Flanigan put forth a motion for the PABC Board of Directors to approve the facilities rate recommendations at ten (10) parking facilities: Arena Garage, Baltimore Street Garage, Caroline Street Garage, Fleet and Eden Garage, Guilford Garage, Little Italy Garage, Penn Station Garage, Redwood Garage, Water Street Garage, and the West Street Garage. The motion was seconded by Director Raymond, and approved by all members of the Board of Directors present.

B. Phone System Replacement Recommendation

- Ms. Downs explained that the Parking Authority purchased an Altigen phone system for our office for \$40,000 in 2003.
- Ms. Downs explained that the current phone system needs to be replaced. The Altigen phone system feeds into a server that is outdated and cannot be updated any further. As a result, we are experiencing several issues.
- Ms. Downs explained that we met with Comcast, who now has a contract with the City, to get a quote for service and the installation of 50 phone lines on their voice-over-IP phone system.
- Ms. Downs explained that we are currently paying \$33,000 per year for our phone system and our internet connection. With the new plan we will be paying \$21,000 per year for our phone system and our internet connection.
- Ms. Downs explained that changes to the plan include a lease of new phones which allows us more flexibility, the most up-to-date phones, and

technology. Comcast will also provide a faster internet speed at a cheaper cost, as well as automatic roll-outs to keep the system up-to-date.

- Ms. Downs explained that the system is more customizable, allowing for one's desk phone to roll over to other designations including to their cell phone at no charge to the employee and at no additional charge to the Parking Authority.
- Ms. Downs respectfully requested that the Parking Authority Board of Directors approve the Comcast contract and phone system replacement.
- In response to Mr. Auchincloss' question, Ms. Downs explained that we have a one-time installation cost of \$7,000 which includes \$5,400.00 for the set-up of the ethernet switch and the new equipment for the server room. This will result in savings of up to \$13,000 per year.
- Mr. Flanigan put forth a motion for the PABC Board of Directors to approve the Comcast contract and phone system replacement. The motion was seconded by Director Raymond, and approved by all members of the Board of Directors present.

5. OLD BUSINESS

A. Front Street Garage Project Update

- Mr. Little reported that Dr. Washington and her partners have decided to try to purchase the property next to their site so that the garage could be expanded and could become more cost and operationally efficient. This would add about 180 parking spaces to the garage, but would reduce the cost per space to build. If they need more than the \$17 million the City has previously authorized to build this larger garage, legislation would need to be introduced and passed by City Council and approved by the Mayor to do so. Dr. Washington will keep us informed of progress.
- In response to Mr. Auchincloss' question, Mr. Little explained that it would most likely take longer than a year before seeing any further progress with the Front Street Garage.

B. Meter Shop/Main Office Consolidation

- Mr. Little reported that we are still waiting for the Department of General Services' on-call contractor to give us a cost estimate for the work that would

need to be done. The contractor has been backed up with work for the Department of General Services, but we are hoping to at least get the cost estimate soon.

- In response to Mr. Auchincloss' question, Mr. Little explained that the cost may be more expensive than the original quote of \$35,000. The Parking Authority's costs will depend on the contribution of the Department of Transportation.

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 continue to work with the Department of Transportation (DOT) to get the final specs approved to move forward with composing the RFP. To date all progress is going well with the Virtual Parking Permit (VPP) development process.
- In response to Mr. Auchincloss' question, Mr. Robinson stated that he would be prepared to present the Virtual Parking Permit project to the new PABC Board of Directors members at the next meeting.

D. Facilities Update

- Ms. Johnson reported that the recommendations for the management and operation of the 8 City-owned facilities which have been with the the Bureau of Purchasing for several weeks is now scheduled to go before the Board of Estimates sometime in October.
- In response to Mr. Auchincloss' question, Mr. Rhodes explained that we have a total of 5 garage groups. Groups 1-3 are pending at the Board of Estimates, group 4 was extended, and group 5 will be extended pending the results of the Board of Estimates results.
- Ms. Johnson reported that we installed 37 emergency lighting fixtures in the stairwells of the Redwood Garage and the installation of emergency lighting fixtures on the rooftop of the St. Paul Street Garage.

E. Parking Meters Program Update

- Ms. Cannon reported that the meter team is currently working on Project Space Phase 4, Mt. Vernon. We are completing installations and making sure all meters in the area are ADA compliant.
- Ms. Cannon reported that we have concluded our post-implementation data collection for Project Space, Phase 2 in the Harbor East/Fell's Point area.

F. Pay-by-Cell-Phone Services

- Mr. Rhodes explained that we are waiting for the first set of garage management contracts to be awarded by the Bureau of Purchasing before we can proceed with the release of the Pay-by-Cell-Phone solicitation.
- Mr. Little reported that we are still waiting for the Department of Transportation, Enforcement to provide us with the specifications they need in order to enforce Pay-by-Cell Phone Services.

G. Valet Regulations Update

- Mr. Thompson reported that, to date, we have sixty-six (66) total Valet Parking Zones in good standing.
- Mr. Thompson reported that, to date, we have thirty-three (33) total Valet Operators licensed and in good standing.
- Mr. Thompson reported that, to date, we have three (3) total Parking Zone applications pending for Tagliata restaurant, Regi's American Bistro, and Azumi restaurant.
- In response to Mr. Auchincloss' question, Mr. Thompson explained that we are working closely with Enforcement to regulate parking in valet zones. The addition of tow away signs have decreased the number of illegally parked vehicles in these areas, thereby addressing the Operators' concerns.

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

- Mr. Burnszynski reported that we are reviewing and making recommendations to the rough draft report for the South Baltimore Peninsula Parking Study from the consultant Whitman, Requardt & Associates, LLP (WRA).
- In response to Mr. Auchincloss' question, Mr. Burnszynski stated that the reversed-angled parking is addressed in WRA's parking study draft report Mr.

Burnszynski stated that he would provide a copy of the report to the new board members.

- In response to Mr. Auchincloss' question, Mr. Little stated that PABC will put together a response to each of the recommendations in WRA's study report and will present it to the Board of Directors.

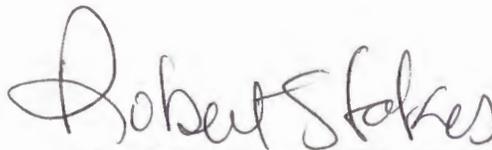
6. MOTION TO ADJOURN

- Mr. Flanigan 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:

- October 10, 2017, 4:00 p.m.

Date: 10.10.17



**Councilman Robert Stokes
Board Secretary**