

**Parking Authority of Baltimore City (PABC)  
Board of Directors' Meeting Minutes  
Tuesday, July 8, 2025**

**1. CALL TO ORDER**

Mr. Kay convened the meeting at 4:02 PM, via Teleconference.

**BOARD MEMBERS IN ATTENDANCE**

Henry Kay, Board Chair

Robert Cename

Natasha Dartigue

Anthony Scott

**PABC STAFF PRESENT**

Nichelle Bolden, Executive Assistant/Contract Administrator

Eric Brown, Residential Permit Parking, Assistant Manager

Fran Burnszynski, Parking Planning Division Manager

Nicole Caesar, Electric Vehicle Charging Programs Manager

Norman Chase, Parking Meter Manager

Sandra Downs, Chief Financial Officer

John Genda, Off Street Parking Assistant Manager

Peter Little, Executive Director

David Morgan, Off-Street Parking Manager

Candace Nue, Chief Operations Officer

Lakeisha Payton, Office Services Manager

Naomi Phillips, Accountant III

Andre Poole, Valet Regulations Manager

Taylor St. Clair, Off Street Parking & Capital Projects Assistant Manager

David Rhodes, Legal Counsel

Brian Thompson, On-Street Parking Manager

Michelle Thompson, Reserved Disabled Parking Manager

Mckenzie Wright, Deputy Chief Financial Officer

**VISITORS**

Josh Spokes, Office of Councilman Zachary Blanchard

**2. NOTATIONS**

Mr. Kay established attendance stating that he joined the meeting via Microsoft Teams with no people in the room joining him on the call. He then called the names of Board members expected to be in attendance. All Board members present responded by saying “present and by myself,” indicating that no persons joined them on the call. Mr. Kay then called the names of the PABC staff members expected to be in attendance. Mr. Brown responded by saying “that he would be presenting for Ms. Butler and was present.” Ms. Nue responded by saying “present and sharing a space with my husband.” All other staff members present responded by saying “present and by myself,” indicating that no persons joined them on the call. Mr. Kay then called for visitors. Mr. Spokes responded by saying “present and by myself,” indicating that no persons joined him on the call. The meeting proceeded with the agenda as written.

**3. BOARD APPROVALS**

Mr. Kay asked if there were any questions or corrections for the minutes that circulated in advance of the meeting. Receiving no response, Mr. Cennane made a motion to approve the minutes for May 13, 2025. Mr. Scott seconded the motion; and the motion was unanimously approved.

**4. OFF-STREET PARKING**

o Mr. Morgan reported that:

• **Review of Metrics**

i. The Net Operating Income (“NOI”): The goal is to achieve a 2% increase in NOI compared to the previous fiscal year-to-date. For May we were 22% below and for fiscal year 2025 we were 1.4% below.

Ms. Dartigue joined the meeting.

ii. The 2025 fiscal year-to-date total revenues were higher by \$338,000 compared to FY 2024, an increase of 2.7%.

iii. The 2025 fiscal year-to-date total expenses are higher by \$410,000 compared to FY 2024, an increase of 5.8%.

iv. The 2025 fiscal year-to-date net income is lower by \$72,000 compared to FY 2024, a decrease of 1.4%.

v. Some of the major factors for the revenue variance include an increase in transient revenue due to more daily parkers, at

the Penn Station Garage, rate adjustments at several facilities, and an increase in monthly contract revenue due to the timing of payments from some large group accounts.

- vi. Some of the major factors for the expense variance include:
  - i. higher operating expenses due to increased maintenance and payroll costs; payroll is up due to an increase in salaries for our garage operators, which is required by the increase in the City's hourly living wage; additional staffing during the new Parking Access and Revenue Control System (PARCS) installations also contributed to the payroll increase. Expenses have increased at Penn Station due to higher rent payments to Amtrak.
  - ii. Higher parking taxes due to higher revenues, and the timing of the Franklin Street Garage property tax and special benefits district tax payments.
  - iii. Higher utility expenses in May 2025 compared to May 2024.
  - iv. Annual Parking Facility Business Licenses paid in April 2025 were paid later during the previous fiscal year.
- **Projects and Updates**
  - vii. The reporting data on Off-Street Parking for the board packet will now include the per space revenue, expenses, and the net operating income at each facility. The first base totals for each are reflected in the chart within the operating income expense and revenue per space at each of the facilities.
    - i. Mr. Kay explained that this change was presented after considering the many pages of details on each individual facility which did not capture the number of spaces the variance calculated. The plan, moving forward, is to present the data using this method, which we believe will be a more useful way to compare expenses and revenue.

- viii. The rate adjustments approved by the PABC Board in May were approved by the BoE and implemented or will be implemented soon.
  - ix. The elevator repair contract at the Fleet and Eden Garage with Schindler was approved by the BoE at the May 21 meeting. Schindler is awaiting the parts for the repair, and it is tentatively scheduled for mid to late August.
  - x. We successfully completed the transition of management companies at 7 of the garages for the 2 management groups on July 1. The others are planned for August 1.
- o Interactions:
    - i. In response to Mr. Scott's question, Mr. Morgan explained that the total is the first base amount which will allow you to better compare each facility.

- **New Business**

- **Facilities Rate Adjustments Recommendations**

- viii. The PABC Staff requests approval from the PABC Board of Directors to adjust parking rates at the 2 PABC managed facilities per the list included in the Board packet.
- ix. Adjustments are based on our analysis of recently submitted quarterly rate surveys.
- x. The adjustments are due to current rates being below market or the garages being at or near capacity on most weekdays.
- xi. We project that these adjustments will bring in an additional \$96,000 in new revenue.
- xii. If approved by the PABC Board and the BOE, we expect to implement the new rates right away. Transient rate adjustments will receive a 1-week notice through postings at the facilities, and monthly contract holders will receive a 30-day notice.

xiii. Mr. Cenname made the motion to approve adjusting parking rates at the 2 PABC managed facilities listed in the Board packet. Mr. Scott seconded the motion, and the motion was unanimously approved.

- o Interactions:
  - i. There were no interactions to report on for this Off-Street item.

## 5. **CAPITAL PROJECTS**

- o Mr. Genda reported that:
  - **Projects and Updates**
    - i. The engineering services proposals for the Franklin, Little Italy, and the Penn Station Garages will be presented to the Board for approval.
    - ii. The contractor has completed the overhead concrete masonry repairs at the West Street garage.
    - iii. According to the vendor for the standpipe replacement at the Market Center Garage, the replacement system is being assessed by the Fire Marshall.
    - iv. The LED lighting upgrades have been completed at the Baltimore Street, Fayette Street, and the Fleet and Eden Garages. Our next project will be the West Street Garage. We have a kick-off meeting scheduled tomorrow, 7/9/25 to discuss the start date, time, logistics, safety, and points of contact for the project.
    - v. We are also finalizing the contract for the Baltimore Street Elevator Modernization and it will be submitted to the BoE soon for approval.
- o Interactions:
  - i. There were no interactions to report for Capital Projects.
- **New Business**

- i. Mr. Morgan presented the new business item for Capital Projects.
- ii. The Board was thanked for taking the time to review and provide interim approval of these proposals before this meeting.

### **Franklin Street Garage Engineering Services Expense Approval**

- iii. We respectfully request to use capital funds to have Mead and Hunt provide engineering services for the design, bidding, and construction phases of the structural repairs at the Franklin Street Garage at a cost not to exceed \$263,054.26.
- iv. The Franklin Street Garage was built in 1991 and has not undergone any significant structural repairs.
- v. We have committed to spend \$1,000,000.00 on capital repairs and improvements at the garage under our current lease. This will allow us to begin that process to make those repairs and meet our commitment.
- vi. Mead and Hunt has provided design documents and specs based on the 2023 structural assessment of the garage. They would prepare bid documents, respond to questions from bidders, provide support through construction; respond to contractor submittals, RFIs, and change orders, provide an on-site inspection, attend progress meetings, and provide as-built drawings.
- vii. A detailed summary of the scope of services is seen in the attached proposal.
- viii. Mead and Hunt is one of the city's Department of General Services' (DGS) on call engineering firms. This contract was procured through a competitive process, and then assigned this task by DGS.
- ix. Mr. Cennamo made the motion to approve the engineering services proposal for the Franklin Street Garage at a cost not to exceed \$263,054.26. Mr. Scott

seconded the motion, and the motion was unanimously approved.

### **Little Italy Garage Engineering Services Expense Approval**

- x. We are respectfully requesting approval to use capital funds to have Mead and Hunt provide engineering services for the design, bidding, and construction phases of the structural repairs at the Little Italy Garage at a cost not to exceed \$163,354.45.
- xi. This amount has increased slightly from the interim approval due to added scope as a response to Mr. Little's questions and the addendum that followed. Mead and Hunt will continue to provide the same scope of services described for Franklin Street garage.
- xii. The Little Italy Garage was built in 1999 and has not undergone any significant structural repairs since its construction.
- xiii. Mr. Kay noted that the increase was \$5,000.00 from the interim approval.
- xiv. Mr. Cennamo made the motion to approve the engineering services proposal for the Little Italy Garage at a cost not to exceed \$163,354.45. Mr. Scott seconded the motion, and the motion was unanimously approved.

### **Penn Station Garage Engineering Services Expense Approval**

- i. We respectfully request to use capital funds to have Leuterio Thomas LLC provide engineering services for the design, bidding, and construction phases of the structural repairs at Penn Station Garage at a cost not to exceed \$205,605.31.
- ii. This involves the cost share with the Baltimore City Department of Transportation (DOT) who will be funding the design and the repair of the expansion joints where the Plaza meets the bridges at St. Paul and Charles Street.

- iii. We received a commitment from DOT to fund part of the project. After we received their commitment and brought this to the board for interim approval, we learned that the Small Minority Business Advocacy and Development Office (SMDA&D) requires that this task must have increased Minority Business Enterprise (MBE) and Women-owned Business Enterprise (WBE) participation. As a result, there may be a possibility that the cost could increase again. However, we are bringing this to the Board for approval to proceed forward. If the cost does increase, we will return to the Board to have the new amount reviewed and approved.
  - iv. Leuterio Thomas, LLC is also one of the DGS on call engineering firms whose contract was procured through a competitive process. They will provide a similar scope of services described for the Franklin and Little Italy Garages for the repairs at the Penn Station Garage and Plaza which the city is responsible for making repairs to under the original lease from 1987; which shows the Plaza as the roof of the garage.
  - v. These will be the first significant structural repairs in the garage. The only other significant repair was to the expansion joint on the plaza level in 2023.
  - vi. Mr. Cennamo made the motion to approve the engineering services proposal for the Penn Station Garage at a cost not to exceed \$205,605.31. Mr. Scott seconded the motion, and the motion was unanimously approved.
- o Interactions:
    - i. In responses to Mr. Kay's question, Mr. Morgan explained that the \$263,000.00 in Capital improvements contributes to the commitment of \$1,000,000.00 of improvements to the garage. However, the net cost may decrease as we move into the design and as we remove parts of the scope, due to the limited budget, to allow more funding to go towards the repair.
      - a. Mr. Little then shared that if the Archdiocese decided, they could contribute funds towards

the renovation above that \$1,000,000.00 budget, to raise the scope of work for the engineering firm.

- ii. In response to Mr. Kay’s question, Mr. Morgan explained that the contractor will be responsible for increasing MBE/WBE participation. For these engineering contracts DGS has set MBE/WBE goals. Historically, contractors have been able to meet those goals throughout the course of the full contract. Contractors are now expected to meet these goals on every task. Leuterio Thomas was asked to increase their participation to meet the new MBE/WBE goals.

**6. ON-STREET PARKING**

**A RESIDENTIAL PERMIT PARKING / PERMITS (RPP)**

- o Mr. Brown reported that:
  - **Review of Metrics**
    - i. Customer satisfaction: The goal is satisfaction (1.0 or higher on a 0 – 2.0-point scale). For the month of May, PABC achieved a 0.9 on a 2.0-point scale and maintained a 0.69 in the previous 12 months.
  - **Financials**
    - i. The revenue for May 2025 is \$67,973.00 which is \$13,165.00 more than the same period in FY2024.
    - ii. The 2025 fiscal year-to-date revenues as of May are \$508,877.00. This is \$24,719.00 less when compared to the same period in FY 2024. The decrease in revenue is attributed to the reduction of renewal requests for the applicable RPP areas.
  - **Projects and Updates**
    - i. We continue to educate the communities transitioning to the virtual permit parking (VPP) program. There are 7 virtual permit parking areas. We have 3 new RPP areas in the early steps of creation which includes Locust

Point, a portion of Riverside, and the Pimlico/Belvedere Area.

- Interactions:
  - i. There are no interactions to report for RPP Projects and Updates.
- **New Business**
  - i. There are no new business items for RPP.
- Interactions:
  - i. There are no interactions to report for RPP New Business.

## **C PARKING METERS**

- Mr. Chase reported that:
  - **Review of Metrics**
    - i. IPS Parking Meter Uptime: The goal is 98%. For May, PABC accomplished a 99% meter uptime. The previous 12 months PABC accomplished a 99% meter uptime.
    - ii. Cale Parking Meter Uptime: The goal is 98%. For May, the Cale meter uptime was 99%. The previous 12 months PABC accomplished a 99% meter uptime.
    - iii. IPS Multi-Space Parking Meter Uptime: The goal is 98%. For May, the IPS Multi-Space parking meter uptime was 99%. The previous 12 months PABC accomplished a 99% meter uptime.
  - **Financials**
    - i. The total combined meter revenues for the month of May 2025 were \$872,898.00, compared to the May 2024 meter revenue of \$909,033.00, which represents a decrease of \$36,134.00.
    - ii. Through the eleventh month of FY25 parking meter revenues are \$126,513.00 less than for the same period in FY24, a decrease of 1.4%.

- **Projects and Updates**

- i. The Mobile-Pay/Text-to-Pay project is progressing. During the month of March, mobile payments received 38,553 transactions across all three mobile applications, with Parkmobile having the highest amount at 31,804 transactions.
- ii. Of all 3 payment options, which are coin, card, and now mobile; mobile represented 11% of those transactions with a dollar amount of \$141,639.31.
- iii. Mobile payment options are now available in the Broadway/Monument Area.
- iv. Currently, mobile payments are in the Central Business District (CBD), Harbor East, Fells Point, Federal Hill, Mount Vernon, Station North, Midtown, Charles Village, Hampden, and Broadway/Monument Areas.
- v. Our next location will be the Bel Air Edison, Harford Road, and Alameda Areas beginning this Friday, 7/11.

- **New Business**

- i. There were no new business items for Parking Meters.
- Interactions:
  - i. There were no interactions to report for Parking Meters.

**D RESIDENTIAL RESERVED DISABLED PARKING (RRDP)**

- Ms. Thompson reported that:
  - **Review of Metrics**
    - i. For May 2025:
      - a. We received 57 applications for new service; 57 applications were processed and/or responded to within 30 days.

- b. There were 414 applications received for renewal of service; 414 of those applications were processed and/or responded to within 30 days.
- c. There were 2,886 applications for new services received in the past 12 months; 2,885 of the applications were responded to and processed within 30 days.
- d. There were 7,947 renewal of service applications received in the past 12 months; 7,947 of those completed renewal applications were processed and responded to within 30 days.
- e. Currently there are 7,265 residents receiving RRDP permit spaces.
- f. There were 16 removals completed for the reporting month due to failure to renew service, no longer in need of service, or misuse of space.

- **Projects and Updates**

- i. The RRDP section continues to work with KCI Cityworks and Salesforce to complete the integration of the databases.
- ii. We are preparing for our annual case file audit to be completed on or before August 31, 2025.
- iii. Delegate Stephanie Smith of the 45th district has invited the RRDP representatives to participate in her inaugural Gems and Pearl celebration of the 45th District seniors who have made notable contributions to their community on August 6, 2025, at Harford Heights Elementary School. Ms. Nue and Ms. Thompson will be attending.

- **New Business**

- i. There were no new business items to report for RRDP.

- Interactions:
  - i. There were no interactions to report for RRDP.

## **E VALET REGULATIONS**

- Mr. Poole reported that:
  - **Review of Metrics**
    - i. Number of Complaints about Valet Operators/ Operations: The goal is 10 or fewer per month. For May, there were 0 complaints. There was an average of 0.66 complaints per month for the previous 12 months.
  - **Financials**
    - i. Total Valet revenues to report for May 2025 were \$26,955.00.
    - ii. The total Valet revenues for the fiscal year-to-date through May 2025 were \$184,734.00.
  - **Projects and Updates**
    - i. There are 43 total Valet Parking Zones in good standing.
    - ii. There are 27 total Valet Operators licensed and in good standing.
    - iii. There is 1 valet operator license application pending for Very Best Premium Valet Services; and,
    - iv. There are 2 valet parking zone applications pending, and in progress for Timbre located at 900 South Wolf Street, and Toki Underground located at 2731 Greenmount Avenue. The William Fell application was approved on April 30, 2025.
  - **New Business**
    - i. There are no new business items to report for Valet Regulations.
- Interactions:

- i. There are no interactions to report for Valet Regulations.

## **7. PLANNING**

- o Mr. Burnszynski reported that:
  - **Review of Metrics**
    - i. Percent of Tasks and Projects closed/completed on time: The goal is 90%. For May we were at 95%. For the previous 12 months, PABC closed/completed 91% of tasks and goals on time.
    - ii. Our staffing is full, which contributes to accomplishing goals.
  - **Projects and Updates**
    - i. We are working to complete the RPP inventory collection for Area 18, which is near Johns Hopkins Hospital and the Northeast Market.
    - ii. We are finishing off the RRP inventory collection for Area 2, Morgan State.
    - iii. We will continue to work with the RPP section on areas that will be inventoried in relationship to the VPP program.
    - iv. Area 14, Little Italy, will not be participating in the VPP program this year. We look forward to them participating next year.
    - v. We are continuously working with the RPP section on RPP mapping to ensure that the properties are correctly identified on the map.
    - vi. We are working on the EV charger siting with the BGE Smart Program. Lake Montebello, Buena Vista Park, 1000 N. Chester Street, and Cumberland and Carey Streets are undergoing their pre-construction meetings with the community and the council members' offices. Installations will occur in August and September.

- vii. We also have other pending locations in various stages:
  - a. Eastwood Park – is having the pre-construction meeting tomorrow, 7/9/25, with the community and with BGE.
  - b. Middle Branch – the pre-construction meeting is scheduled for next week.
  - c. Patterson Park and Katherine Johnson Academy – pending action.
  
- viii. We are working with the Department of Public Works (DPW) on reviewing bioretention for the Right of Way for the 38 parking lane locations which will be submitted next week.
  
- ix. We are working on loading zone reviews, and we will get into more detail as the year proceeds.

- **New Business**

- i. There were no new business items to report for Planning.
- Interactions:
  - i. There were no interactions to report for Planning.

## **8. ELECTRIC VEHICLE CHARGING**

- Ms. Caesar reported that:
  - **Projects and Updates**
    - i. BGE EV Smart Program has 17 BGE EV Smart charging locations energized on city property; with 8 additional charging locations in various stages of engineering and design. Currently, 2 are under design review and approval, and 6 have received permits; of the 6 that have received permits 4 presently are under construction, with 2 being scheduled for pre-construction site meetings.
    - ii. Utilization has continued to increase for 17 active locations.

- iii. For the month of May there were over 2,000 charging sessions recorded since the initial transition process. The St. Francis Academy charge station has been the most centralized location, receiving the highest charging records for the past 2 months.
- iv. Four (4) EV charging locations had their highest charging records for May since activation.

- **New Business**

- i. There were no new business items to report on for Electric Vehicle Charging.
- Interactions:
  - i. There were no interactions to report on for Electric Vehicle Charging.

## **8. ADMINISTRATION**

- Mr. Little reported that:
  - **Review of Metrics**
    - i. Team Turnover Rate: The goal is 10% or less. For the month of May, the turnover rate was 4%. For the previous 12 months the turnover rate was 18%.
    - ii. Overtime Hours as a Percent of Total Hours Worked: The goal is 0.5% or less. For the month of May, the overtime hours as a percentage of total hours worked was 0.00%. For the previous 12 months, the overtime hours as a percentage of total hours worked was 0.01%.
    - iii. Percent of Invoices Paid within 30 Days of Receipt: The goal is 98%. For the month of May 100% of invoices were paid within 30 days of receipt. For the previous 12 months, 100% of invoices were paid within 30 days of receipt.
    - iv. Operating at or Below Budget: Goal is a “Yes.” For the month of May, “Yes,” PABC operated below budget. PABC also operated below budget for the fiscal year-to-

date 2025.

- v. May Administrative expenses were below budget by \$89,000.00 due to a variety of factors listed in the board packet. The Fiscal Year-To-Date 2025 Administrative expenses through May were also below budget by \$1.7 million for the same reasons and are also listed in the board packet with the primary factors being expenses for salaries, taxes, benefits, maintenance and repairs, software, and merchant services all being less than budgeted.

- **Projects and Updates**

- i. There were no projects and updates to report for Administration.

- **New Business**

- Xerox Multifunction Devices Lease Expense Approval**

- i. Ms. Payton stated that the PABC staff is requesting the PABC Board approve the lease of 2 Xerox Multifunction devices for a 4 year term at a cost of \$33,814.08.
- ii. These devices would be procured through an existing contract with the City of Baltimore.
- iii. The lease of our current multifunction devices terminates on August 31, 2025. We are exchanging the following legacy Xerox devices as a part of this order.
- iv. This acquisition will enhance operational productivity and ensure consistency, output quality, and document handling across the organization.
- v. Mr. Cennane made the motion to approve the lease of 2 Xerox Multifunction devices for a 4 year term at a cost of \$33,814.08. Mr. Scott seconded the motion, and the motion was unanimously approved.

- **Final Remarks**

- i. Mobile-Pay and Text-to-Pay will continue to progress. Thanks go to the Parking Meter section for their work to implement this program.
- ii. We have 1 more garage to install with the PARCS equipment scheduled for September.
- iii. A reminder to the Board that there is no Board meeting in August.

**10. MOTION TO ADJOURN**

Mr. Cename made the motion to adjourn. Mr. Scott seconded the motion. The motion was unanimously approved. The public meeting adjourned at approximately 4:41 p.m.

**NEXT BOARD MEETING:**

➤ TBD

**Date:** \_\_\_\_\_