



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

Laboratories Administration, Robert A. Myers, Ph.D., Director

To: Laboratories Administration Employees

From: Jennifer Newman Barnhart

Date: June 2014

Re: New Building Parking

Laboratories Administration employees will have the opportunity to park near the new facility (1770 Ashland Avenue) at Ashland Street Garage (900 N. Washington Street). The Ashland Street Garage is located 1.5 blocks (450 feet) from the entrance of the new facility.

1/3 (75 parking spots) of Laboratories Administration employees will receive 'free' parking as a benefit of their employment based on the Department of General Services/Department of Health and Mental Hygiene policy, utilizing a formula based years of service, salary grade, length of time on waiting list and carpooling factor. Employees eligible for this benefit were notified in April 2014 by Yvonne Akosa-Sarpong. Privilege is non-transferable and eligible employees must be the one driving and badging into the garage. Employees will utilize the same key card to enter the garage and for the new facility. Please note all parking privileges are subject to Board of Public Works approval of the parking lease for the Ashland Street garage. Employees will be notified when the lease has been finalized. At that point parking is guaranteed. You may contact Yvonne to obtain your location on the waiting list (Yvonne.Akosa-Sarpong@maryland.gov, L-38, ext. 7-6105).

Employees who do not receive 'free' parking can pay to park at the Ashland Street garage at the monthly rate of \$85. This is a special negotiated rate for Laboratories Administration employees and is significantly reduced from the current market rate (\$155/month) for other tenants on the Science + Technology Park at Hopkins. Once we move to the new building the Ashland Street garage will reach 80% capacity. That leaves 20% capacity (150 spots) for Labs employees who wish to pay the \$85 rate. There is currently no additional development coming on-line at this campus until Summer 2016. Therefore there should not be an increased parking demand in the Ashland Street garage until that time. Senior Management will certainly know in advance if the garage is nearing its maximum capacity and will attempt to mitigate through alternative parking solutions.

Employees who pay the \$85/month rate may elect to carpool with their colleagues. A separate key card will be issued for a paid carpool. This singular key card can be shared amongst the individuals in the carpool. Therefore, the named driver on the carpool does not need to be present to gain access to the garage. If you have additional questions about paid carpooling, please contact Melvin Penn, Director of Security at Forest City: MelvinPenn@forestcity.net.

Employees who do not wish to pay a monthly rate, may pay to park on an as-needed basis in the Ashland Street Garage. Parking rates are \$6 for 4 hours and \$12 for 24 hours.

Employees not parking in the Ashland Street Garage, can do on-street parking in the neighborhoods surrounding the Science + Technology Park and other Baltimore City neighborhoods, and then utilize the

Johns Hopkins shuttle service at designated spots (see attached map of different routes). During peak business hours, the shuttle runs every 15 minutes (see attached schedule). The shuttle service is no charge to Labs employees per an established Agreement with Johns Hopkins Health System Corporation. If you wish to utilize this service, please provide your name to Yvonne.

Evening and Weekend parking will be accommodated for all employees who are required to work these hours. If your supervisor requires you to work evenings and/or weekends, when you enter the garage, take a parking ticket. It will then be validated for you at front desk security. The Security Guard will log the names of all employees whose parking is validated. There is a security guard on duty at the front desk 24 hours a day/7 days week.

There are 4 visitor parking spots in the parking garage. If you have a visitor coming to the Labs Administration, please notify Georgia Corso (georgia.corso@maryland.gov, L-15, 7-6909) . She will inform the garage so guests can be let in. Please note visitor parking is accommodated on a priority basis.

All parking spots in the 201 W. Preston Street garage will be maintained for the Laboratories Administration employees through the end of move Phase 2B. Additional spots for employees moving during Phase 2C will be maintained until relocation is complete. After complete relocation, one spot will be available in 201 W. Preston Street garage for the Laboratories Administration state vehicle (for meetings).