

**MINUTES OF THE REGULAR MEETING OF THE  
PUBLIC PARKING AUTHORITY OF PITTSBURGH  
THURSDAY DECEMBER 20, 2012**

Having been duly advertised in accordance with the Sunshine Act No. 84 of 1986, a regular meeting of the Public Parking Authority of Pittsburgh was held on December 17, 2012 at 10:10 a.m., 232 Boulevard of the Allies, Pittsburgh, PA 15222-1616. The following Board members were present at the start of the meeting: Linda Judson, Gabe Mazefsky and Christopher D'Addario. Present from staff were: David Onorato, Christopher Speers, Chris Holt, Wes Pollard, Patricia Konesky, and Janet Staab. Also present were Jason Wrona of Buchanan Ingersoll & Rooney, Joe Smydo of the Pittsburgh Post Gazette, Bob Bauder of the Pittsburgh Tribune Review, William Stewart of Strategic Communication and Frederick Winkler, Architect.

**MINUTES**

Ms. Judson asked for approval of the minutes from the regular meeting held on November 15, 2012.

Upon motion by Mr. D'Addario and seconded by Mr. Mazefsky, the minutes were approved as follows: Mr. D'Addario, yes; Mr. Mazefsky, yes; Ms. Judson, yes.

**PUBLIC COMMENT**

Ms. Judson asked for public comments.

There were none.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Onorato updated the Board on the Phase One installation of the meter technology upgrade, advising that there are 556 on-street units in place in various neighborhoods. He advised that the meters generated December revenue to date of approximately \$525,000, explaining that of 217,000 transactions recorded; approximately 80 percent involved the use of credit cards. He reported that the average coin transaction was \$1.19 and the average credit card transaction was \$3.21. Mr. Onorato advised that the \$525,000 represented approximately 66 percent of the month's projected revenues for on-street and off-street metered parking.

Mr. Onorato advised that in accordance with City Council's action, on-street meter rates are scheduled to increase on January 1, 2013 and said the Authority is prepared to implement the changes. He reminded the Board that this increase will occur in nine city neighborhoods.

Mr. Onorato also advised the Board that Council took a preliminary vote this week to rescind a proposed change in enforcement hours and said a final vote was scheduled for next week.

Mr. Onorato advised that the CMU pilot program is scheduled to be implemented January 1, 2013. He said that CMU will be tracking the program and we will be sharing in the data compiled to determine if any changes in the rate area's structure should be recommended.

Mr. Onorato advised that the East Liberty pilot project will be ending December 31, 2012, at which time we will be returning rates in the participating lots to their original levels. He said this was a four-month pilot program where the Authority lowered the rates in several lots in the East Liberty neighborhood to 50 cents per hour in order to attract street parkers to the lots and keep on-street parking for short-term use. Mr. Onorato advised that the program was successful according to the East Liberty firm conducting the study and advised that all of the entities involved will be meeting to discuss the program. Mr. Onorato said he believes that the outcome may be a recommendation to adjust both the street and lot rates going forward.

Mr. Onorato advised that the Authority worked with the Pittsburgh Downtown Partnership and the Mayor's office to promote the 2012 Holiday Parking Program in Market Square. He advised that no parking enforcement was enacted in Market Square to permit the various holiday activities to occur.

Mr. Onorato updated the Board on the free holiday parking program which the Board previously authorized for Authority garages on the six Saturdays beginning on November 17<sup>th</sup>. He advised that volume for the five Saturdays totaled 8,000 tickets issued at a value of \$173,000. He noted that during that period three large convention center events drew approximately 2400 vehicles that would have utilized the garage regardless of the free holiday parking. He also noted that Saturday parkers attending normal Cultural Trust events also took advantage of the free holiday parking program.

Mr. Onorato updated the Board on the Ft. Duquesne and Sixth Street garage repairs, noting that the contractor is currently beginning work on the third floor. He said we anticipate this project continuing through June 2013.

Mr. Onorato advised that the installation of the security cameras in the Mellon Square, Third Avenue, Smithfield/Liberty and Shadyside garages has begun.

Mr. Onorato advised that the Authority has begun to expand the ParkPGH system city-wide to include all of the Authority's facilities. He said Mellon Square, Oliver and First Avenue have already completed the installation and said testing is in progress at those locations which currently have CTR revenue control equipment. He advised that the facilities that employ McGann software are still in the implementation stage.

Mr. Onorato stated that the overall revenues for 2012 are on target to reach budgeted levels. He said revenue to date is three percent over budget and said expenses through 11 months are 11 percent under budget. He reported that the expense figures do not reflect the additional payment due the City that will be issued in December.

Mr. Onorato advised the Board that the monthly reports are enclosed in their packets and asked if there were any questions regarding their contents.

Mr. D'Addario asked if the dates on the Facilities Report that were associated with the graph were correct or was there a typographical error. He noted that they currently read 2010-2011 and inquired if the dates should be 2011-2012.

Mr. Onorato confirmed that this was a typographical error and stated that it will be corrected.

Mr. D'Addario inquired about the year-to-date Parking Court numbers. He said the June-through-November revenue appears to be down approximately 11 percent and asked if that interpretation was correct.

Mr. Onorato responded that it was correct and gave several reasons. He stated with revenues being tied directly to ticket issuance and the recent installation of the new machines in some areas, there were transition periods when there was no enforcement in those areas. Mr. Onorato also noted that management is reviewing the current enforcement schedule to make sure each neighborhood street has enforcement coverage consistently throughout the month and said that changes to that schedule are being made to help advance that process.

Ms. Judson asked if there were any questions or comments.

There were none.

## **RESOLUTIONS**

**RESOLUTION NO. 53 OF DECEMBER 2012, "A RESOLUTION ADOPTING THE REGULARLY SCHEDULED PUBLIC PARKING AUTHORITY OF PITTSBURGH'S BOARD OF DIRECTORS" MEETING DATES FOR 2013,** was read by Mr. D'Addario and considered by the Board.

Mr. Onorato advised that this resolution is to set the Board Meeting dates for the 2013 calendar year and said the schedule is consistent with the practice of holding meetings at 10:00 a.m. on the third Thursday of each month.

Ms. Judson asked if there were any questions or comments.

There were none.

Upon motion by Mr. D'Addario and seconded by Mr. Mazefsky, Resolution No. 53 of 2012 was approved as follows: Mr. D'Addario, yes; Mr. Mazefsky, yes; Ms. Judson, yes.

**RESOLUTION NO. 54 OF DECEMBER 2012, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPOINT THE FIRM**

**OF TUCKER, JOHNSTON, SMELZER, INC. AS A CONSULTANT TO GUIDE THE PROCESS OF SELECTING AN INSURANCE BROKER,** was read by Mr. D'Addario and considered by the Board.

Mr. Onorato advised that this resolution corresponds with the following resolution No. 55 and he advised that in the past the Authority used Mark McCall as an insurance consultant to help assist with the time-consuming process of developing the RFP. He said this process will require compiling the binders of the Authority's insurance that will be presented to solicit quotes from different agents in the market. Mr. Onorato advised that the Authority has utilized Mr. McCall's services in the past and is pleased with his work. He said we were requesting approval to retain his services on this project at a not-to-exceed cost of \$20,000.

Ms. Judson asked if there were any questions or comments.

There were none.

Upon motion by Mr. D'Addario and seconded by Mr. Mazefsky, Resolution No. 54 of 2012 was approved as follows: Mr. D'Addario, yes; Mr. Mazefsky, yes; Ms. Judson, yes.

**RESOLUTION NO. 55 OF DECEMBER 2012, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ISSUE A REQUEST FOR PROPOSALS (RFP) FROM INSURANCE BROKERS FOR THE RENEWAL OF THE AUTHORITY'S INSURANCE COVERAGES FOR A THREE-YEAR PERIOD WITH TWO ONE-YEAR OPTIONS PLUS: TO COINCIDE WITH THE AUTHORITY'S NEW FISCAL YEAR,** was read by Mr. D'Addario and considered by the Board.

Mr. Onorato advised that this coincides with the previous resolution and reminded the Board that the Authority's current insurance policies will expire on September 30, 2013. He said the renewal process is complicated by the Authority's having to supply a five-year history of the its financials, loss runs, worker's compensation loss history, employee data as well as review all of the Authority's incident reports. He stated we need to be pro-active in the scheduling of this process so that there is no gap in coverage.

Ms. Judson asked if Mr. Onorato will be forming an insurance committee as in the past. She also asked who would assist in the guidance of this process.

Mr. Onorato confirmed that the Authority will assemble an insurance committee consisting of internal staff, the Authority's insurance consultant and Board representation. He said he believes that the existing insurance committee can remain in place but said that based on our new By-Laws, he will be asking our legal counsel to review them to determine if Board action is necessary.

Ms. Judson asked if there were any questions or comments.

There were none.

Upon motion by Mr. D'Addario and seconded by Mr. Mazefsky, Resolution No 55 of 2012 was approved as follows: Mr. D'Addario, yes; Mr. Mazefsky, yes; Ms. Judson, yes.

**RESOLUTION NO. 56 OF DECEMBER 2012, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO BEGIN DEVELOPMENT OF ITS OWN PARKING SPACE RESERVATION SYSTEM BY PURCHASING ACCESS TO PARKSPACE SOFTWARE SYSTEM THROUGH CTR SYSTEMS,** was read by Mr. D'Addario and considered by the Board.

Mr. Onorato advised that the Authority is looking to develop its own parking reservation program using the latest technology. He advised that we currently participate with private operators in a call-ahead reserved parking program run by the Pittsburgh Downtown Partnership, but said that we would like to develop and implement our own reservation program. He advised that we would be working with CTR Systems, the firm that services the revenue control equipment at the facilities with the equipment capable of developing this system. He said that once this initial phase is developed and implemented, we will look to expand the system to include our facilities that employ PSX revenue control equipment.

Mr. Speers advised that the existing process requires patrons to call PDP or visit either the PDP's or the Authority's website to reserve a space. He explained that in the current process, an email is then generated by the PDP and sent to the Authority office, which in turn sends the email to the management staff at the garage requested in the reservation. Mr. Speers reported that when the patron arrives at the designated facility, he or she is required to call for an attendant who is required to come to the vehicle and verify the patron's information.

Mr. Speers further advised that the reservation process we are looking to develop will be housed on the Parkspace platform and will allow patrons to essentially visit the Authority's website, click the button to reserve a parking space and be seamlessly directed to a customized website where they not only select a desired spot but can pay for it in advance. He stated that Chantry would manage the entire back office operation but that the Authority and CTR would customize the website to look and feel like a Parking Authority operation, which could provide credit card access to the selected garage facility's revenue control equipment. Mr. Speers said the revenue control equipment would recognize the credit card and raise the gate without any need for the patron to pull or use a ticket. He noted that a credit card account would need to be established to utilize this feature and said the Authority would have the ability to manage both the reserved parking program and customize the rates charged for the service. Mr. Onorato advised that once the back office program is established, the Board would be presented with resolutions to approve any rate changes that may result from the adoption and use of the program.

Ms. Judson stated that once this system comes together, it will be interesting to see how this is marketed and promoted. She noted that there are so many times that visitors come

into town without a guaranteed parking location and said she believed that people would most certainly pay a premium above and beyond the hourly rate to secure a space they know would be available upon their arrival.

Mr. Speers noted that because it's a linkable website it could be incorporated with such entities as ParkPGH, where a patron can, in real time, choose a facility, see the number of available spaces, use a cell phone to click and reserve a parking space and pay for it as well.

Mr. Mazefsky asked how many people use the existing reserved system on an average day.

Mr. Speers noted that it is an average of 25 to 30 per day and said he attributes the low usage level to the cumbersome process involved.

Ms. Judson asked if there were any questions or comments.

There were none.

Upon motion by Mr. D'Addario and seconded by Mr. Mazefsky, Resolution No 56 of 2012 was approved as follows: Mr. D'Addario, yes; Mr. Mazefsky, yes; Ms. Judson, yes.

**RESOLUTION NO. 57 OF DECEMBER 2012, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE PARKING ACCESS AND REVENUE CONTROL EQUIPMENT FROM CTR SYSTEMS TO REPLACE ANTIQUATED ENTRY AND EXIT LANE EQUIPMENT AT THE MELLON SQUARE GARAGE,** was read by Mr. D'Addario and considered by the Board.

Mr. Onorato stated that this and the following two resolutions are for authorization to purchase the identical entry and exit lane equipment for installation at different facilities. He advised that Mellon Square's existing equipment is 16 years old and said the upgrade will improve the facility's credit card capabilities at both its entry and exit stations and also relates to the previous resolution by enabling it to accept credit cards for the reservation program. He also noted that this upgrade will include an intercom system to enable customers to communicate with attendants or the garage manager should any questions or problems arise.

Mr. D'Addario inquired if there was any interest in the secondary market for purchasing this equipment.

Mr. Onorato stated he did not believe there would be much interest due to the age of the equipment, which would cause the manufacturer not to warrant the equipment. He stated that the purchase price did require CTR to remove the existing equipment, which can be salvaged for its usable parts.

Ms. Judson asked if there were any questions or comments.

There were none.

Upon motion by Mr. D'Addario and seconded by Mr. Mazefsky, Resolution No 57 of 2012 was approved as follows: Mr. D'Addario, yes; Mr. Mazefsky, yes; Ms. Judson, yes.

**RESOLUTION NO. 58 OF NOVEMBER 2012, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE PARKING ACCESS AND REVENUE CONTROL EQUIPMENT FROM CTR SYSTEMS TO REPLACE ANTIQUATED ENTRY AND EXIT LANE EQUIPMENT AT THE OLIVER GARAGE,** was read by Mr. D'Addario and considered by the Board.

Mr. Onorato advised that this is the same type of equipment upgrade but is for the Oliver Garage. Mr. Onorato advised the Board that while the work will be performed in 2013 and paid from the 2013 budget, we are being proactive in asking for authorization this month. He said the cost of this upgrade at the Oliver Garage would not exceed \$92,000.

Ms. Judson asked if there were any questions or comments.

There were none.

Upon motion by Mr. Mazefsky and seconded by Mr. D'Addario, Resolution No 58 of 2012 was approved as follows: Mr. D'Addario, yes; Mr. Mazefsky, yes; Ms. Judson, yes.

**RESOLUTION NO. 59 OF DECEMBER 2012, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE PARKING ACCESS AND REVENUE CONTROL EQUIPMENT FROM CTR SYSTEMS TO REPLACE ANTIQUATED ENTRY AND EXIT LANE EQUIPMENT AT THE SECOND AVENUE PLAZA LOT,** was read by Mr. D'Addario and considered by the Board.

Mr. Onorato advised that this resolution is the same as the prior two resolutions but is for the Second Avenue Parking Plaza. He said the not-to-exceed cost of the upgrade is \$33,000.

Ms. Judson asked if there were any questions or comments.

There were none.

Upon motion by Mr. Mazefsky and seconded by Mr. D'Addario, Resolution No 59 of 2012 was approved as follows: Mr. D'Addario, yes; Mr. Mazefsky, yes; Ms. Judson, yes.

**RESOLUTION NO. 60 OF DECEMBER 2012, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE THREE (3) NEW 2013 FLEET VEHICLES FOR THE METER REPAIR SERVICES DIVISION FROM DAY FORD INCORPORATED,** was read by Mr. D'Addario and considered by the Board.

Mr. Onorato advised that this purchase will be paid from the 2013 budget and said we are just seeking authorization at this time to proceed with the purchase. He advised that the Authority's current fleet consists of 32 vehicles, six of which are assigned to the Meter Repair department. He said two of the vehicles being replaced were manufactured in 2001 and have over 65,000 and 74,000 miles, respectively, and said the third is a 2003 model with over 110,000 miles. He advised that these Chevy Astro vans will be replaced with Ford Transit Connect models, as our research showed that the majority of vans manufactured today have a height clearance which prohibits them entering our garage facilities. Mr. Onorato said the Ford Transit Connect model is one of the few if not the only utility-type work vans that actually fit into our garage structures due to its height.

Mr. Onorato stated the purchase will be at a not-to-exceed cost of \$65,000, which calculates to an average of approximately \$21,600 per vehicle.

Ms. Judson asked if there were any questions or comments.

There were none.

Upon motion by Mr. D'Addario and seconded by Mr. Mazefsky, Resolution No 61 of 2012 was approved as follows: Mr. D'Addario, yes; Mr. Mazefsky, yes; Ms. Judson, yes.

**RESOLUTION NO. 61 OF DECEMBER 2012, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SOLICIT BIDS FOR A COMPREHENSIVE ENERGY STUDY FOR ALL AUTHORITY OWNED OR LEASED GARAGE FACILITIES AND SURFACE LOTS,** was read by Mr. D'Addario and considered by the Board.

Mr. Onorato reported that the Authority is asking for authorization to solicit bids to retain a consultant to evaluate the cost-effectiveness our lighting and electrical capacity at each garage facility, noting that the fixtures are all original equipment and some are in excess of 50 years old. Mr. Onorato advised that we would look to take advantage of any energy credits that are available to reduce our annual electrical energy costs.

Mr. D'Addario stated, on a personal note, that his business recently took advantage of a Duquesne University program that gave an opportunity for his business to save money. He stated that this program allowed his business to cut its total energy costs by one-third and natural gas usage by one-half. He said that the tax credits received were upwards of 50 percent of the total costs of the upgrades they needed to make. Mr. D'Addario said he found this program gave his firm the opportunity to become more energy-efficient and stated that, even if the tax benefits are minimal, just taking advantage of the opportunity is the responsible thing to do.

Mr. Onorato stated that this is the direction that the Authority would like to proceed and said he feels that the first step is hiring a consultant to guide the Authority through this process, both to apply for any credits available at this time and to help reduce our cost of energy going forward. Mr. Onorato advised that the Authority pays over \$1 million annually in electricity costs and said the receipt of any credits would be a benefit to the Authority.



Ms. Judson asked if there were any questions or comments.

There were none.

Upon motion by Mr. D'Addario and seconded by Mr. Mazefsky, Resolution No 52 of 2012 was approved as follows: Mr. D'Addario, yes; Mr. Mazefsky, yes; Ms. Judson, yes.

**RESOLUTION NO. 62 OF DECEMBER 2012, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SOLICIT PROPOSALS TO PROVIDE THE AUTHORITY WITH A PAY-BY-PHONE SERVICE FOR THE NEW MULTI-SPACED PARKING METERS,** was read by Mr. D'Addario and considered by the Board.

Mr. Onorato advised that when the Authority issued the RFP for pay-by-plate meters it was always our intent to add this feature to enhance the customer's experience. He advised that we would like to complete our meter upgrade installation process and then explore the possibility of adding the pay-by-phone component.

Ms. Judson asked if there were any questions or comments.

There were none.

Upon motion by Mr. D'Addario and seconded by Mr. Mazefsky, Resolution No 62 of 2012 was approved as follows: Mr. D'Addario, yes; Mr. Mazefsky, yes; Ms. Judson, yes.

## **OLD/NEW BUSINESS**

Ms. Judson asked if there was any questions or comments on old business.

Mr. Onorato advised that he failed to mention during the Executive Directors report that our overall experience with the new meters shows that there have tweaks to the system resulting from comments from its end users, He said the meters have been received well by the public and noted that there has been a few slight tweaks which occurred, which occurred, discovered by listening to the end-users, but noted that any issues raised to date have been minor in nature. He said that these types of issues can be expected any time new technology is deployed.

Ms. Judson asked if we can gauge the number of transactions recorded to date compared to the number of issues raised.

Mr. Onorato advised that in November alone there were 217,000 transactions and said that, since the first terminal was installed in June, approximately 650,000 transactions have occurred to-date. He said that, based on the calls coming into the 24-hour help line administered by CALE as part of its contract, complaints related directly to the operation of the meters have been less than one percent.

Ms. Judson stated that this is impressive.

Mr. D'Addario asked if the almost 32 percent revenue increase, from \$505,000 in November 2011 to \$700,000 in November 2012, could be attributed directly to the installation of the new meters.

Mr. Onorato advised that a portion of the increase is certainly related directly to the installation of the new meters and said the calculation industry-wide is that replacing a single-space meter that did not take credit card with this updated technology would increase revenue for that space by 10 percent if nothing else was done. He noted that educating the public and giving them the ability to use credit cards are major parts in this process. He reported that the Authority is also looking at its enforcement schedule based on the increase in usage and the data the new meters provide, noting that it represents a huge management tool that didn't exist with the single-space meters. Mr. Onorato stated that he expects the trend toward increased revenue to continue.

Ms. Judson asked if there were any comments in regards to new business.

There were none.

Ms. Judson wished everybody a good holiday season and thanked the Parking Authority and its Executive Director, and legal counsel for all of their hard work and dedication in 2012. She stated that she is looking forward to working with everyone in the new year.

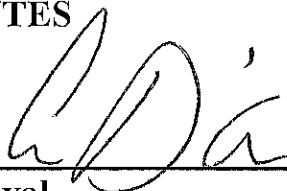
The next Board meeting is scheduled for Thursday, January 17, 2013 at 10:00 a.m.

Upon motion by Mr. D'Addario and seconded by Mr. Mazefsky, the meeting was adjourned at 10:52 a.m.

**APPROVED TO CONTENT**

  
Chairman

**ACCEPTED FOR FILING IN THE AUTHORITY'S BOOK OF MINUTES**

  
Approval