

**MINUTES OF THE REGULAR MEETING OF THE
PUBLIC PARKING AUTHORITY OF PITTSBURGH
THURSDAY FEBRUARY 18, 2016**

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 February 18, 2016 at 10:09 a.m. at 232 Boulevard of the Allies, Pittsburgh, PA 15222-1616. The following Board members were present at the start of the meeting: Cathy Qureshi, Jeff Cohen, Aradhna Oliphant and Matthew Barron. Present from staff were: David Onorato, Anthony Boule, Christopher Speers, Jo-Ann Williams, Chris Holt, Wes Pollard, James Smith, Tracy Sowinski, Janet Staab, Deb Meyer, Bill Conner, Philip Savino, Patricia Konesky and Kathryn Van Why. Also present were Jacqui Lazo and Jason Wrona of Buchanan Ingersoll; Lexi Belculfine of the Pittsburgh Post-Gazette and Bob Bauder of the Pittsburgh Tribune Review.

Ms. Qureshi apologized for the late start beginning today's Board Meeting, stating that the Board was convened in an Executive Session to discuss a real estate matter.

MINUTES

Ms. Qureshi asked for approval of the minutes from the regular meeting held on January 21, 2016.

Upon motion by Mr. Barron and seconded by Mr. Cohen, the minutes were approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

ELECTION OF OFFICERS

Ms. Qureshi asked if there was a motion for a slate for the annual election of officers.

Mr. Barron made a motion to call for a slate with Mr. Cohen seconding.

Ms. Oliphant nominated Ms. Qureshi as Chairperson; Mr. Cohen as Vice Chair; herself for Treasurer and Mr. Barron as Secretary, with Mr. Onorato as Assistant Treasurer/Secretary. Mr. Barron seconded.

Ms. Qureshi asked if there were any comments or questions for discussion.

There were none.

Election of Officers were approved as nominated with all Board members in approval.

PUBLIC COMMENT

Ms. Qureshi asked if there were any public comments.

There were none.

EXECUTIVE DIRECTOR'S REPORT

Mr. Onorato updated the Board on the Third Avenue Garage repair project by advising that we are approaching the 50-percent mark, a rate of progress that keeps the project's completion date in the fourth quarter of this year as scheduled.

Mr. Onorato updated the Board on pay-by-phone activity, stating that there were over 76,000 such transactions in January for a total of \$229,000. He advised that since the feature's inception, we are averaging 10 percent of all meter transactions being paid by phone. He said the rate is considered high by industry standards.

Mr. Onorato updated the Board on the progress of the water line repairs on Oliver Avenue, which directly affected the operation of our Oliver Garage as many other addresses on that street, including a church. He advised that both the Authority's and the Church's contractors have completed repairs to the lines for which they were responsible but, just recently, there were additional repairs needed that resulted in the closure of Oliver Avenue. He advised that we are meeting with various entities and their contractors to develop a solution that resolves the latest issue to everyone's satisfaction.

Mr. Onorato advised the Board that the Authority worked with the City for the auction of scrap metal through the GovDeal website. He reminded the Board that the sale involved the old single-space meters and posts which were removed from the streets during the meter upgrade project and have been held in inventory since at our Grant Street Transportation Center warehouse. He advised the Board that there were two bidders and we accepted the highest of \$8,700 and the money has been deposited into the GovDeal account, to be released when the buyer picks up all of the meters and posts within the required one month from their purchase.

Mr. Onorato advised the Board that the Authority is now accepting credit card payments as a means for customers to meet their monthly lease obligations.

Mr. Onorato advised the Board that negotiation meetings have resumed with AFSCME, which represents the enforcement officers, maintenance workers, collectors, meter repair and residential permit office clerks. He said the next meeting is scheduled for early in March.

Mr. Onorato advised that the Authority has been working with Penn Dot and Riverlife Task Force on the Mon Wharf Switchback Plan that will connect the access and bicycle trail from the Smithfield Street Bridge to Point State Park. He stated that the resulting agreement will be presented to the Board later in the year. He stated that the Authority will lose a few parking spaces on the Wharf but that an arrangement has been made to allow additional on-street metered parking on Commonwealth Place to compensate for the loss.

Mr. Onorato stated that Duncan Solutions, the firm that manages our Parking Court, was recently purchased by another company. He said we do not anticipate any changes in our operations.

Mr. Wrona stated that the Authority should check to see if our contract needs to be reassigned due to this purchase.

Mr. Onorato stated that this is the first month reporting for the fiscal year 2016 and while it is early in the year, our projections appear to be on target.

Mr. Onorato discussed the Facilities Report, stating that the Third Avenue revenues were down due to construction and the Smithfield Liberty revenues increased from last year due to construction being completed.

Mr. Onorato discussed the Enforcement Report and noted that amount of tickets issued has decreased, a trend he attributed to customers being in compliance with posted restrictions. He advised that the Street Meter Collection report supports this assumption through documented revenue increases.

Mr. Onorato discussed the Parking Court Report, noting that ticket fines have decreased which again he attributes to a reduction in the amount of tickets issued and increased compliance.

Ms. Qureshi asked if there were any questions on the Executive Report.

There were none.

RESOLUTIONS

RESOLUTION NO. 10 OF FEBRUARY 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OF THE PUBLIC PARKING AUTHORITY OF PITTSBURGH TO PURCHASE TWENTY (20) MULTI-SPACE PARKING METERS WITH PAY-BY-PLATE TECHNOLOGY FROM CALE AMERICA, INC., was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that the Authority's initial 2012 contract with CALE for the purchase of pay-by-plate meters allowed for the purchase of additional meters at an agreed-upon rate of \$6,500 per unit. He stated that having worked with the City on expansion areas for the placement of new meters, we will need to purchase additional meters. He specifically mentioned the expansion on Penn Avenue, beyond Children's Hospital to the Allegheny Cemetery, and on Liberty Avenue from Baum to Evaline, as requiring new meters. He also mentioned the planned replacement of the single-space meters in the Beechview business district, which is currently undergoing construction, as a location for new meter installations when construction is complete.

Ms. Qureshi asked if the Authority installs these meters as they are received and if the Authority

maintains any inventory.

Mr. Onorato advised that we do not have a large inventory of meters, because the majority are installed as soon as they are received, but he did note that a few are kept in inventory to use for immediate placement and for use as parts. He stated that we communicate regularly with the City on expansion plans so that we have an adequate supply in stock.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 10 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

RESOLUTION NO. 11 OF FEBRUARY 2016, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE PARKING ACCESS AND REVENUE CONTROL EQUIPMENT FROM HUB PARKING TECHNOLOGIES TO REPLACE ANTIQUATED FEE COMPUTER EQUIPMENT AT THE GRANT STREET TRANSPORTATION CENTER GARAGE, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that the fee computers are in the cashier stations that the attendants use in addition to the pay stations when a large volume of patrons are exiting the garage at once. He advised that those being replaced are the original equipment from when the facility was built in 2008. He stated this is a sole-source purchase as the garage has HUB revenue control equipment and the fee computers have to be compatible with existing models.

Ms. Qureshi asked how the Authority negotiates prices when the purchased item is sole-sourced.

Mr. Onorato stated in this instance we can compare HUB’s prices to PSX prices, noting that half of our garages have HUB and the other half has PSX equipment.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 11 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

RESOLUTION NO. 12 OF FEBRUARY 2016, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE FINAL

PAYMENT TO CDW/PREMIER TECHNOLOGY SYSTEMS FOR NEW CAT6A DATA WIRING, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that this final payment of \$46,157.04 to CDW, a local firm, for the wiring upgrade and the work has been completed without any changes in the contract scope.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 12 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

RESOLUTION NO. 13 OF FEBRUARY 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AMENDMENT TO THAT CERTAIN MAINTENANCE AGREEMENT DATED FEBRUARY 16, 2010 BY AND BETWEEN THE PUBLIC PARKING AUTHORITY OF PITTSBURGH AND ANDREWS TECHNOLOGY FOR A 4-YEAR TERM; FOR NEEDED TECHNICAL MAINTENANCE SUPPORT OF SOFTWARE AND HARDWARE UPGRADES CRITICAL TO THE FUNCTIONALITY OF THE AUTHORITY'S TIME AND ATTENDANCE SYSTEM, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that this system is utilized at the main office and all of the garages for time and attendance tracking. He advised that the existing hardware is in good working condition and that this resolution is for the software maintenance and support at a not-to-exceed cost of \$9,081.00 per year. He said the system records employee daily arrival and departure times in addition to controlling building access.

Mr. Barron asked if the original contract term had expired, and if so, why is the Authority recommending an amendment or extension rather than a complete overall bid process.

Mr. Onorato confirmed that the contract did expire in 2014. He stated that we are keeping the same hardware but extending the agreement for the software and support.

Ms. Lazo stated that this is just an extension of the agreement and it may be already built into the contract, which will be verified.

Ms. Williams added that the Authority is providing this as a software as a service provider in that the hardware and the software are exclusive to each other and if they were not we would have to go out to bid not only for software but also for new hardware as well. She stated that the hardware we have is fine and at this time we need only the software and the corresponding maintenance of the existing hardware. Ms. Williams stated that there are two pieces included in the pricing, namely the annual maintenance cost which is for the maintenance of the hardware

and the monthly software as a service per employee. She said the maintenance piece represents a seven-percent increase from the past six years, and an increase in cost per employee of five percent, which she believes to be a reasonable increase. She advised that the hardware was last replaced 10 years ago, a timeline that now determines the length of this agreement. She stated we plan on going out to bid in approximately four years for the entire time and attendance package, which will provide us access to the newest technology available at that time.

Ms. Lazo recommended that the Board proceed with voting on the resolution as it is and we will clarify if amendment or extension is the correct term to describe the purchase.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 13 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

RESOLUTION NO. 14 OF FEBRUARY 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD A CONTRACT TO CJL ENGINEERING FOR THE DESIGN OF LIGHTING UPGRADES AT NINE (9) AUTHORITY GARAGES, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato stated that this is the next step in upgrading the lighting in nine of the Authority facilities. He stated that there were eight bids received with the lowest bid being \$6,300. He advised the Board that Authority personnel reached out to the lowest bidding firm to make sure it understood the entire scope of project. He said that, as a result, the firm asked that its bid be withdrawn as they did not fully understand the scope of the project. He advised that we recommend awarding to CJL Engineering, the second lowest bidder at \$148,500. He noted that the scoring process was based on approximately seven different categories as outlined in the RFP. Mr. Onorato advised that CJL would assist in developing the scope of work to be detailed in the RFP, the number of fixtures and amount of wiring needed, the location of the lighting and the type of lighting itself.

Ms. Qureshi stated that normally the cost of the engineering service is 10 percent of the total anticipated project costs, therefore the Board can anticipate a \$1.5 million dollar project in the future, which will be presented prior to RFP distribution. She also asked the anticipated timeline of this project.

Mr. Onorato responded that the installation timeline would be incremental, noting that Smithfield/ Liberty would be first on the list because major renovations have just been completed there. He noted we would tie in the lighting with the on-going rehabilitation at Third Avenue and finish all other facilities incrementally with a total completion goal within two years.

Ms. Qureshi asked if any part of this work would utilize grant monies.

Mr. Holt responded that this is the intent of the scope of work, to find any grant funding that might be available.

Mr. Barron added that he is aware that CJL recently completed some similar work for the URA and the work is now saving the URA a significant amount of money. He said he has heard positive things about the work the firm completed for the URA.

Ms. Qureshi asked if any of the bidders were minority-owned.

Mr. Holt responded that none of the firms who submitted bids on this project are minority-owned but said that CJL, the recommended awardee, will adhere to the Authority's 25-percent minority participation goal.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 14 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

RESOLUTION NO. 15 OF FEBRUARY 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OF THE PITTSBURGH PARKING AUTHORITY TO DECREASE THE FIRST TRANSIENT RATE BAND AT THE SHADYSIDE GARAGE, EFFECTIVE MARCH 1, 2016, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato reminded the Board that last month a resolution was approved to increase on-street meter rates on the Walnut Street corridor from \$1.50 per hour from 8:00 a.m. to 10:00 a.m. and \$2.00 per thereafter until 6:00 p.m. He advised that the street, lot and garage work together to maximize optimum utilization of each mode and this is the next step based on demand. He stated that only the first transient rate band will change, with all others remaining the same.

Ms. Oliphant asked why only the first hour band is recommended to be changed.

Mr. Onorato stated that it works well with the street rates. He stated that in the Shadyside area, most demand is for short-term parking and we are encouraging all-day parkers to park in the garage. He added that this will encourage parkers to use the garage for shorter-term parking also.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 15 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

OLD/NEW BUSINESS

Ms. Qureshi asked if there was any old or new business.

There was none.

The next Board meeting is scheduled for Thursday, March 17, 2016 at 10:00 a.m.

The meeting was adjourned at 10:42 a.m. with all Board Members in approval.

APPROVED TO CONTENT



Chairman

ACCEPTED FOR FILING IN THE AUTHORITY'S BOOK OF MINUTES



Approval