

**MINUTES OF THE REGULAR MEETING OF THE  
PUBLIC PARKING AUTHORITY OF PITTSBURGH  
THURSDAY FEBRUARY 23, 2017**

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 at 10:13 a.m. on February 23, 2017 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 Matt Barron. Present from staff were: David Onorato, Christopher Speers, Chris Holt, Jo-Ann Williams, John Fournier, Tracy Sowinski, Janet Staab, Bill Conner, J.D. Smith, Debra Meyer, Kathryn Van Why and Patricia Konesky. Also present were Jason Wrona of Buchanan Ingersoll; Douglas Lang from WSP/Parsons Brinkerhoff; Brooks Robinson of the Pittsburgh Cultural Trust and Sally Stadelman of the City of Pittsburgh, Office of the Mayor.

**MINUTES**

Ms. Qureshi apologized for the late start to today's meeting and advised that the Board held an Executive Session prior the meeting to discuss pending personnel matters and will meet again in Executive Session after the meeting to discuss real estate matters.

Ms. Qureshi asked for approval of the minutes from the January 19, 2016 meeting.

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 stated that the annual election of officers will be held today and proposed the following slate for 2017's positions: Mr. Cohen for Chairman; Mr. Barron for Vice Chairman; Ms. Qureshi for Secretary; Ms. Oliphant for Treasurer; Ms. Oliphant for Assistant Secretary and Mr. Onorato for Assistant Treasurer. Ms. Oliphant seconded Ms. Qureshi's motion.

The slate as proposed was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes

Mr. Cohen stated that the Board works together well, makes decisions that is best for the Authority, is very transparent and works well with Mr. Onorato and his staff. He stated that Ms. Qureshi has done an outstanding job as Chair and thanked her for her service in that role, noting that it will be hard to follow in her footsteps.

## **PUBLIC COMMENT**

Mr. Cohen asked if there were any public comments.

There were none.

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Onorato reminded the Board that the Authority had worked out an agreement with CALE to trade 250 single-space meters as well as signs and posts for an account credit of approximately \$17,000, which was more than the Authority would have received if it had sold the items on-line through the City's auction service. He stated that we have negotiated the transfer of 142 unusable vaults and 75 coin boxes to CALE for a credit of \$14,520, which will offset with future purchases. He stated that the total credits from both transactions amount to approximately \$30,000.

Mr. Onorato advised that the 2016 payment to the City totaled just over \$29.6 million and reported that the final installment was just sent.

Mr. Onorato advised that the Authority's auditor, Maher Duessel, will be on-site beginning next week for a two-week period and said our goal is to present the 2016 Audit report to the Board at the April Meeting.

Mr. Onorato updated the Board that Parkmobile, our current pay-by-phone vendor, was on-site yesterday. He advised that some restructuring at the company resulted in a new manager being assigned to our account. He distributed a copy of the report presented by Parkmobile showing that there has been over two million transactions since the concept's Pittsburgh inception totaling \$5.5 million in revenue. Mr. Onorato reported that in January 2017, 33 percent of the meter transactions were paid by mobile app, adding that Parkmobile's goal is to reach the 50-percent level in monthly volume by the end of this year.

Mr. Onorato distributed a correspondence from a patron who parked at the Mellon Square Garage commending both Authority staff and the security contractor there for the quality of their service.

Mr. Onorato updated the Board that Authority representatives are attending a roundtable discussion of the City's green technology objectives and said the Mayor has invited us to participate in his National Summit of Urban Mobility in May.

Mr. Onorato discussed the reports in general stating that with one month of this year completed, we are on pace with 2016 and there are no concerns or identifiable negative trends.

Ms. Qureshi noted that looking at just a single month's financials is beneficial as it is easier to see any trends that may be developing.

Mr. Cohen inquired about the Facilities Report, noting that he is aware of why revenues are down in certain facilities but asked if we can determine the reason for the decrease at the Shadyside and Forbes Semple Garages.

Mr. Onorato responded that the Mon Wharf decline was strictly due to flooding. He noted that the Shadyside and Forbes/Semple garage utilizations are affected by business volume in those districts. He noted that there has not been a decline in general garage usage.

**RESOLUTION NO. 6 OF FEBRUARY 2017, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND ENFORCEMENT HOURS AT THE FIVE (5) METERED LOTS IN THE SOUTH SIDE,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised the Board that the City is working with Council on a pilot program on the South Side to create a Parking Enhancement District that would extend enforcement on Friday and Saturday nights until 12:00 p.m. He said in coordination that program the Authority is asking for authorization to extend lot enforcement hours within that district until midnight as well. He advised that we anticipated this change to become effective March 1 but said the start date was delayed to permit community input. He stated that he would keep the Board advised of the implementation schedule of this change in enforcement hours.

Ms. Qureshi stated that this is a technical resolution since parking is already enforced until 10:00 p.m. in the lots, and it is not within our purview to set the hours of enforcement at the on-street meters.

Mr. Barron asked that if the City does not decide to move forward with the meter change, the hours of enforcement in the lots would not change.

Mr. Onorato confirmed that to be correct.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 6 of 2017 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

**RESOLUTION NO. 7 OF FEBRUARY 2017, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD A CONTRACT TO DESMAN INC., A CONSULTING ENGINEERING FIRM, TO CONDUCT AN ANALYSIS, PROVIDE ENGINEERING SERVICES**

**FOR THE FABRICATION AND INSTALLATION OF A VEHICLE BARRIER SYSTEM WITHIN THE FIRST AVENUE GARAGE & STATION,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the Authority is required to have annual inspections of each of its facilities by an outside engineer and said that the First Avenue inspection identified the vehicle barrier system as needing repair. He noted that this resolution is seeking authorization to get an engineer on-board at a cost not-to-exceed \$26,200 to evaluate the scope of work required. He advised that once the scope of work is determined the Authority would solicit bids for the actual project.

Ms. Qureshi asked if the notation on the attached bid tab sheet regarding MBE/WBE referred to the vendor being an MBE/WBE firm or meant that the vendor met the MBE/WBE requirements of the RFP.

Mr. Holt replied that Desman is an actual MBE firm and said that the bid tab sheet designated that each firm met the requirements of the MBE/WBE portion of the RFP.

Ms. Qureshi stated that she believes that Desman is a good company that does bid on and receives a lot of our work and said she believes that companies such as Desman are often at a competitive advantage because they know the organization and facilities and therefore won't have the big start-up costs that other vendors may have. She stated that this is something that should be considered.

Mr. Onorato advised that Desman was the Authority's on-call engineer but they did not receive the award for that role for 2017.

Ms. Oliphant stated that there are advantages to working for the Authority and working with someone that we know can reduce our costs, and there is something to be said for loyalty. She noted that Desman is a familiar contractor for us and we have never had problems with its performance quality. She said given the transparent criteria in the RFP, she is very comfortable with awarding this contract to this vendor.

Mr. Barron noted that Desman's bid was significantly lower than all the others and wanted to know if we foresee any issues based on this.

Mr. Onorato responded that the Authority will reach out to confirm that vendor understood the scope of work and confirmed it can be done for the proposed amount without any change orders. He noted that Desman's work on past projects has not involved any additional expense or change-order issues.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Ms. Qureshi Resolution No. 7 of 2017 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

**RESOLUTION NO. 8 OF FEBRUARY 2017, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO UTILIZE FUNDING FROM THE AUTHORITY'S FISCAL YEAR 2017 CAPITAL IMPROVEMENT BUDGET FOR UPGRADING AUTHORITY-OPERATED SURFACE LOTS IN THE CITY OF PITTSBURGH,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that this is part of our capital plan and the Authority has been completing approximately \$300,000 worth of annual upgrades at various lots and is asking for approval to continue at the level in 2017. He noted that we will prioritize the locations and complete as many lots as possible with the amount of money allotted. and advised that the funds will be taken from the Parking Court share of Capital Improvement Budget, the source that was accumulated prior to the new Co-Op agreement with the City and earmarked specifically for neighborhood lot improvements.

Ms. Qureshi asked for further clarification of the funding source.

Mr. Onorato advised that prior to the new agreement an after expenses, the City received 90 percent of net revenue and the Authority retained 10 percent, explaining that the City now receives all of that net total. He advised that over the years the Authority was able to save portions of the 10 percent it retained and reported that previous Boards' strongly preferred that this money be used to maintain neighborhood lots.

Mr. Barron asked if this was improvement or general maintenance, because if it is maintenance we may want to reconsider our operating approach going forward.

Mr. Onorato advised that this is upgrading of the lots and not routine maintenance, including sewer replacements, lighting improvements, sidewalk replacements and the like.

Mr. Barron inquired if the Authority knows who holds those City contracts.

Mr. Holt responded that multiple contractors participate and said we've used Costa Contracting and A. Folino.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 8 of 2017 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

**RESOLUTION NO. 9 OF FEBRUARY 2017, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE, ON A SOLE-SOURCE BASIS, SPECIALIZED PARKING ACCESS AND REVENUE CONTROL SYSTEM (PARC/S) SOFTWARE AND HARDWARE UPGRADES FOR HUB PARKING TECHNOLOGIES-SERVICED FACILITIES INCLUDING THE FT. DUQUESNE & 6<sup>TH</sup>, MELLON SQUARE, OLIVER, SMITHFIELD/LIBERTY, FIRST AVENUE AND GRANT STREET TRANSPORTATION CENTER GARAGES,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised the Board that this upgrade was included in our 2017 Capital Budget plan, noting that approximately every two years the credit card industry updates protections for their customers, which then passes onto the vendors. He advised that our last upgrade was four years ago. He stated that HUB advised that it will no longer support the existing software at these six locations.

Ms. Qureshi asked if the Authority felt confident that this was not a bait-and-switch tactic in that the same company that holds the contract announces that it will no longer support the existing hardware and software and to force an additional purchase.

Mr. Onorato responded that he is not concerned in this case as the upgrade is being driven more by the credit card industry than HUB.

Mr. Speers added that one can look at the VISA and MasterCard sites and see that there is a validation period for the payment applications. He stated that our existing WebParcs 6.0 technically expired in October 2016 and the new 7.0 system is being validated to be operational in May of 2017 and be in place through late October of 2019 when we again will budget for the change. He stated that the last time we did this type of upgrade was in August of 2013, moving then from 4.0 to 6.0 at a cost of \$62,000. He said that this year's cost is expected to be less than half that amount.

Mr. Barron asked if the reason this is a sole-source purchase is that HUB has the hardware that supports this software.

Mr. Speers agreed that it is a compatible issue.

Mr. Cohen asked if the Authority pays for this type of purchase upfront.

Mr. Speers responded that that this purchase agreement is 50-percent deposit, 40-percent upon substantial completion and the balance upon completion. He stated that he knows that 7.0 is good through October 2019, but said he can't tell if PCI is going to change the PIDSS requirements that will extend the life of 7.0 for another two years.

Mr. Cohen stated that his thought is that if this is occurring every couple of years it is more than a capital expense as capital expenses are long term expenses. He said he thought that

we should revisit this policy, feeling that the Authority would also have more leverage should there be an issue. He asked if HUB was still supporting the software at this time.

Ms. Williams replied that our policy is that anything that exceeds one year, if it meets the accounting rules regarding a specific internal dollar value and life expectancy, should be capitalized.

Mr. Onorato responded that we do have leverage, do have maintenance agreements in place and said that they are still supporting the software.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Qureshi and seconded by Mr. Barron, Resolution No. 9 of 2017 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

**RESOLUTION NO. 10 OF FEBRUARY 2017, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SOLICIT BIDS FOR PLUMBING SERVICES AT ALL AUTHORITY-OPERATED GARAGES AND SURFACE LOTS,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the current contract with Krupp-Whitney Plumbing is due to expire in March of 2017 and said we are seeking to issue an RFP for bids for a new plumbing contractor. He advised that the last time we bid this on an hourly rate for master plumber, apprentice plumber, laborer, backhoe operator and truck driver. He stated that the Authority would ask Krupp-Whitney Plumbing to extend its contract under the same terms and conditions while the RFP is being developed and the scope of work is being determined. He said he doesn't foresee any issues with the firm extending the contract for that interim time period.

Mr. Cohen asked the price of the expiring contract.

Mr. Onorato advised that the plumbing services contract is approximately \$160,000 per year.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Qureshi and seconded by Ms. Oliphant, Resolution No. 10 of 2017 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

**RESOLUTION NO. 11 OF FEBRUARY 2017, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH MASSARO CORPORATION TO PROVIDE PROFESSIONAL SERVICES AS AN OWNER'S REPRESENTATIVE TO FACILITATE THE PRE-CONSTRUCTION PHASE RELATED TO THE REDEVELOPMENT OF THE AUTHORITY'S NINTH AND PENN GARAGE,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the Authority received three bids and as the tab sheet indicates, the bids are based on an hourly rate. He stated that all three firms were all fairly close regarding service and it was the pricing that separated them. He stated that we are seeking authorization to make the award to Massaro Corporation on a blended rate of \$152.00 per hour. He said if we estimate one month at 160 hours the cost would be approximately \$24,000 per month.

Ms. Qureshi asked if blended rate meant that whoever worked, whether it be a principal or another staff member, the rate would be the \$152.00 per hour.

Mr. Onorato responded that we wanted to be fair in our evaluation of the proposals and that each proposal listed different titles with different rates, so we took all the proposals, dropped the lowest rate and did an average of all the remaining hourly rates and to arrive at an average rate that we could look at evenly across the board.

Mr. Wrona said he wanted to clarify that Massaro would be doing pre-development work but if there is an award made regarding to the redevelopment RFP, the firm would be serving as the Owner's Representative during the actual development of the project.

Mr. Onorato stated that the Authority wanted to have the Owner's Representative on board before we received the proposal for the development. He noted that the firm would be paid only for the work that the Authority gives them, the Authority controls the amount of work assigned, and Massaro would be paid the hourly rate for that work.

Ms. Oliphant asked if Massaro Corporation has done any work in the past for the Authority.

Mr. Onorato confirmed that they have completed work for the Authority in the past.

Ms. Oliphant asked if the Authority was surprised by receiving only three bids.

Mr. Onorato advised that we are satisfied with three bids, noting that the pre-bid meeting was not mandatory and said that some of the firms attending hoping to become subcontractors to those vendors who actually intended to bid. He stated that he believed that many firms are holding off on the first phase so they can bid on the development portion.

Mr. Cohen asked if there were any questions.

There were none.



Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 11 of 2017 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

**RESOLUTION NO. 12 OF FEBRUARY 2017, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH DESMAN INC., A PARKING CONSULTANT, TO PERFORM AND PROVIDE A TRAFFIC IMPACT STUDY AND SITE ACCESS FOR A PROPOSED PARKING AUTHORITY FACILITY TO BE BUILT ON THE PRESENT SITE OF THE AUTHORITY'S NINTH & PENN GARAGE,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that there were six bids received on this RFP and that the Authority used the same process as in the previous resolution to calculate the average hourly rate. He said the proposals received were competitive proposals and again it was the pricing fee that separated the companies. He advised that the cost of the calculated rate projected over approximately 160 hours would be just under \$22,000.

Mr. Barron asked if there was an ability for Desman to work with the Cultural Trust.

Mr. Onorato advised that we will be reviewing the data we receive from the Cultural Trust and said we do plan on working with them. He advised that there is a blackout period right now where no one from the bidding teams are able to talk with anyone from the Authority or our consultants.

Ms. Oliphant asked if Desman would be able to bid.

Mr. Wrona advised that Desman will not be able to bid. He added that we will have more clarity once we receive the development RFP responses and learn if the Cultural Trust has teamed with someone. He advised that we do not want to have discussions now that would impact the RFP process if some teaming arrangement is being considered. Mr. Wrona asked Mr. Robinson, the representative for Cultural Trust in attendance, if the Cultural Trust will be conducting a traffic study.

Mr. Robinson responded that the Cultural Trust has already had a traffic study completed.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 12 of 2017 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

## **OLD/NEW BUSINESS**

Mr. Cohen asked if there were any new or old items for discussion.

Mr. Onorato updated the Board on the redevelopment project stating that mandatory pre-bid meeting went well, was well-attended, and the first and second addendums had been issued. He said the question and clarification period is now over and we are awaiting the submission of proposals.

Mr. Cohen addressed the Board and said that he is very proud of its participation and its willingness to ask the important questions that they do.

Ms. Oliphant stated that she would like to compliment the team for the fantastic job it is doing, noting that the Board asks various questions and asks for transparency and realizes that their questions create additional work for staff. She said the objective is to ensure that nothing is hidden from the Board and that is very important given the Authority's accountability to the public. She thanked Mr. Onorato for the prudent fiscal management of his team.

Mr. Onorato advised the Board that there was an incident at our Third Avenue Garage, stating that while the facility's boiler it was being maintained by our contractor, it ruptured causing injury to the worker doing the maintenance. He advised that the worker was transported to the hospital for treatment but said he did not have current status on his condition. Mr. Onorato advised that we may need to replace the boiler, adding that he does not have all the details as yet. He said he is reporting it at this time because we may need to proceed in having the boiler replaced prior to next month's Board Meeting, noting that should repairs or replacement be necessary he would communicate the need to the Board via email and proceed from there.

Ms. Qureshi asked if Mr. Onorato would please convey the condition of the injured worker to the Board.

Mr. Smith advised that the individual, a technician for Climatech, was taken to Mercy Hospital and has second degree burns on his arm and his right hand and anticipates that he will be out of work for approximately 3 to 6 weeks. He stated that at this time there are no anticipated skin grafts or surgery required.

Mr. Cohen asked if the Authority had boiler insurance and if those boilers were inspected annually. He noted that if they are not inspected yearly we should check into that, because he believes inspection is required by the state.

Mr. Onorato advised that the Authority does have boiler insurance and said we do have a maintenance contract for inspection.

Mr. Smith added that they are inspected and there has been considerable erosion in the back of the boiler. He advised that in 2014 there was additional maintenance completed at which time additional burners were added.

Mr. Cohen stated that the Authority should have separate boiler insurance and maintenance plan associated with it wherein the boiler is maintained and water is softened and a yearly inspection is completed.

Mr. Wrona advised that any replacement/repair costs may fall under the emergency procurement category.

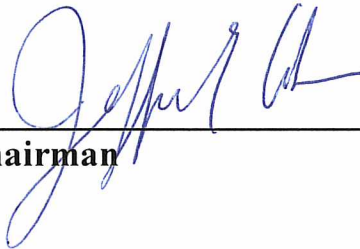
Mr. Cohen asked if there were any additional questions.

There were none.

The next Board meeting is scheduled for Thursday, March 16, 2017 at 10:00 a.m.

The meeting was adjourned at 11:03 a.m. with all Board Members in approval.

**APPROVED TO CONTENT**



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**Chairman**

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



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**Approval**