

**MINUTES OF THE REGULAR MEETING OF THE
PUBLIC PARKING AUTHORITY OF PITTSBURGH
THURSDAY JANUARY 21, 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 January 21, 2016 at 10:02 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 and Matthew Barron. Present from staff were: David Onorato, Anthony Boule, Christopher Speers, Jo-Ann Williams, Judi DeVito, Chris Holt, Wes Pollard, James Smith, Tracy Sowinski, Janet Staab, Deb Meyer, Helen Kain, Bill Conner, Philip Savino, Patricia Konesky, Celeste Kyles, Dorothy Juracko, Jason Phillips, Linda Hurney, Flo DeGregorio, Angela Smith, Vickie Mason, Loretta Hammond, Letha Marshall, Matthew Taylor, Ryan Johnston, Dana Murphy, Donna Ritter, Sue Lipinski, Terri Dorsch, Monica Williams, Beverly Helwich, Patty Valorie, Michael Snipes, Christyl Cox and Jeff Daly. Also present were Jason Wrona of Buchanan Ingersoll; Lexi Belculfine of the Pittsburgh Post-Gazette, Lisa Haabestad of the Benedum Trees Condo Association and William Stewart of Strategic Communications.

MINUTES

Ms. Qureshi asked for approval of the minutes from the regular meeting held on December 17, 2015.

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

PUBLIC COMMENT

Ms. Qureshi asked if there were any public comments.

Ms. Haabestad addressed the Board, advising that she represents the Benedum Trees Condo Association and was here to share concerns regarding the on-going renovation project at the Third Avenue Garage. She stated that she represents 13 owners and advised that they were not aware of the full ramifications of the construction when it began, notably that the demolition presented them with issues in running their daily businesses. She said she would like the Board to understand that public projects should be held to a higher level of construction operation, and asked that the Board and the Authority reach out to affected neighbors in advance of future projects, either by monthly invoice or emails in addition to the notifications posted at the garage location. She advised that the noise and pollution of construction projects have unintended consequences, noting that the noise levels during phases of this project were 100 decibels inside the building, resulting in people having to vacate their offices. She also stated that neighboring business such as the WIC program in the Investment Building had to close its lactation clinic and Tavern 245 could not serve patrons on their rooftop deck because of

project noise. Ms. Haabestad stated that these were some of the ramifications just on the Fourth Avenue side and wondered how the Point Park dormitories were affected. She stated that the technology for noise mitigation exists and is not complicated. She also advised that air pollution control is also very important, noting that diesel fuel fumes from the project were unbearable at times. She asked the Board, as a public authority, to set the tone and the model for work in congested areas. She distributed papers to the Board for review at a later time, noting that they contained comments by Mr. Pfaffman who was unable to attend today's meeting. In summation, she said she wanted to bring to the Board's attention the impact on the Authority's neighbors and how difficult it is to operate a business during construction activity.

Ms. Qureshi thanked Ms. Haabestad for attending and asked if there were any additional public comments.

There were none.

EXECUTIVE DIRECTOR'S REPORT

Mr. Onorato advised that the Third Avenue repairs are continuing, with the work currently occurring on the facility's fourth level. He advised the project is on schedule for completion at the end of this year's fourth quarter.

Mr. Onorato advised that the Maher Duessel auditors are on site conducting preliminary work with the actual audit period beginning February 22 and ending March 11. He said the final audit will be presented to the Board during our April Board Meeting.

Mr. Onorato updated the Board on the multi-space meters' pay-by-phone component, advising that from October 26 through December there were approximately 106,000 users totaling approximately \$300,000 with the average transaction being \$2.80. He advised that this form of payment represents about nine percent of total meter transactions. He also noted that These phone payments are averaging 50 cents higher per transaction than payments made directly at the meters.

Mr. Onorato advised that the holiday free parking program is completed for 2015, noting that its six-day span recorded approximately 51,000 transactions representing approximately \$282,000 in lost revenue.

Mr. Onorato updated the Board on the water leakage issue at the Oliver Garage, noting that the Authority took the lead in determining the leak location by excavating the road. He said it was determined that there was an additional leak in PWSA's line and its contractor was on site to repair it. He said he anticipates that the road will reopen this weekend.

Mr. Onorato updated the Board on the collaboration with the Heinz History Center regarding the window displays at the Grant Street Transportation Center, which advertise the garage as the Center's preferred parking vendor. He advised that the History Center will also be creating a display of Pittsburgh's meter history beginning with the first single space meter through the most current pay-by-plate meter installation.

Mr. Onorato advised that a December 2014 Board resolution authorized action to advertise and sell the scrap metal of the meters and posts of the single space meters removed during the pay-by-plate upgrade. He advised that the Authority has advertised both locally and nationally and reached out to local municipalities, which resulted in some minor sales, but said there is still a large amount of scrap remaining to be sold. Mr. Onorato reported that, working with the City, we listed the scrap sale on GovDeals Inc. the City's on-line auction system. He said GovDeal Inc. will receive five percent of the sales prices, the buyer will be responsible for the on-line fees and said the Authority agreed to split the remaining sales receipts equally with the City.

Mr. Onorato discussed the Finance Report, reporting that through the end of December, revenues were \$52.9 million versus the \$51 million budgeted. He advised that expenses for the year were slightly under budget. He reported that there was some additional data added to this report at the Board's request, noting that this information was discussed separately with Ms. Oliphant who said she was pleased that the additional data addressed her request as well.

Mr. Onorato discussed the Facility Reports, which detailed net garage revenue for the month of December as well as year to date. He said both show a strong fiscal year, which he believes was due to the August 2014 and August 2015 rate increases.

Mr. Onorato discussed the Enforcement Report listing tickets issued and said it indicates a decline in tickets issued from the 2014 total. He said he attributed the result to an increase in meter payment compliance. He noted that the following report on Meter Collection supports this view in that it shows increases both from on-street and lot locations.

Mr. Onorato discussed the Parking Court Report which shows a strong year despite the decline in ticket issuance. He advised that the total revenues of \$10.2 million was an increase from the \$9.7 million reported last year. He pointed out that the new Co-Op Agreement specifies that the City receives 100 percent of net revenue after expenses and this year's total payment is \$7.9 million.

Mr. Onorato advised the Quarterly MBE report is self-explanatory as it lists percentage in dollar amount of the minority participation for each project.

Mr. Onorato advised that the Utilization Report, which shows daily utilization at 11:00 a.m. and 2:00 p.m., indicates that all of our garages are above 90 percent of capacity, our utilization target, with the exception of Shadyside, Forbes Semple and Grant Street. He noted that Smithfield/Liberty is also below the percentage target due to spaces lost to construction. He advised that there has been an increase at Grant Street, which is now recording occupancy ratio of between 70 and 75 percent.

Mr. Onorato discussed a few additional quarterly reports, the Transient Parking and Revenues Reports, which report net and gross revenues by month, and the Downtown Housing Lease Report. He advised that working with the City, there was an effort to accommodate the parking needs of downtown residents. He stated that there was an increase from 45 at the start of 2015 to 167 at the close of the year.

Mr. Onorato discussed the Reserved Parking Report which indicated a decrease in the amount

of participants compared to prior years. He attributed the decline to the loss of spaces at Smithfield/Liberty Garage, a popular location.

Ms. Qureshi inquired if this program is available on-line.

Mr. Onorato responded that this program is administered by the Pittsburgh Downtown Partnership and is available only through the phone number listed. He stated that the Parking Authority as well as private operators participate to provide reserved parking in a facility closest to the patron's destination.

Mr. Onorato discussed the Quarterly Revenue Reports which track revenues by individual space, the industry standard, noting that they show the range from high to low with Mellon Square Garage at \$6,543 and Second Avenue at \$1,800.

Mr. Onorato asked if there were any questions on any reports.

Mr. Cohen thanked the Authority staff for the reports provided, stating that their content has improved during the time he has served on the Board. He said he appreciates the work of all who have been involved in the process from gathering, maintaining and reporting the data.

Ms. Qureshi asked if there were any questions.

There were none.

RESOLUTIONS

RESOLUTION NO. 1 OF JANUARY 2016, "A RESOLUTION ACKNOWLEDGING PARKING ENFORCEMENT OFFICER MRS. CELESTE KYLES FOR HER 29 YEARS OF PROFESSIONAL AND EXEMPLARY SERVICES IN HER EMPLOYMENT WITH BOTH THE CITY OF PITTSBURGH AND THE PITTSBURGH PARKING AUTHORITY, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato introduced Ms. Kyles and thanked her for her years of service. He stated that she represented the Authority well while she was on duty. Mr. Onorato presented Ms. Kyles with a copy of today's resolution and a retirement gift in appreciation of her service.

Ms. Devito, Director of Enforcement, and Ms. Kyles direct supervisor, stated she met Ms. Kyles when she began at the City in 1989, noting that Ms. Kyles actually trained her as a meter maid as enforcement officers were then called. Ms. DeVito stated that during her years at the Authority, Ms. Kyles has been a very good officer and will be greatly missed. She then congratulated Ms. Kyles on her retirement.

Ms. Kyles thanked everyone and said that she was certainly going to miss her Authority colleagues.

Ms. Qureshi congratulated Ms. Kyles and asked if there were any questions.

There were none.

Upon motion by Mr. Barron and seconded by Mr. Cohen, Resolution No. 1 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Qureshi, yes.

RESOLUTION NO. 2 OF JANUARY 2016, "A RESOLUTION ACKNOWLEDGING PARKING ENFORCEMENT SUPERVISOR MS. FLORENCE DEGREGORIO FOR HER 25 YEARS OF PROFESSIONAL AND EXEMPLARY SERVICE IN HER EMPLOYMENT WITH BOTH THE CITY OF PITTSBURGH AND THE PITTSBURGH PARKING AUTHORITY, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato thanked Ms. DeGregorio for all that she has done for him and the Authority, stating that he will miss her friendship and her service. He stated that Ms. DeGregorio helped him a lot when he first arrived at the Authority, saying she showed him many aspects of parking that he was unfamiliar with. He wished her a long healthy retirement and said he hoped she enjoyed that time with her grandchildren. Mr. Onorato presented Ms. DeGregorio with a plaque and a retirement gift.

Ms. Qureshi added that Celeste, Judi and Flo have always been great friends to her and her family and said she has great appreciation for their relationship. She said Flo is her South Side neighbor and a force in the neighborhood and political circles.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Mr. Cohen and seconded by Mr. Barron, Resolution No. 2 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Qureshi, yes.

RESOLUTION NO. 3 OF JANUARY 2016, "A RESOLUTION ACKNOWLEDGING PARKING ENFORCEMENT DIRECTOR MS. JUDITH DEVITO FOR HER 31 YEARS OF PROFESSIONAL AND EXEMPLARY SERVICE IN HER EMPLOYMENT WITH BOTH THE CITY OF PITTSBURGH AND THE PITTSBURGH PARKING AUTHORITY, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato thanked Ms. Devito for everything she has done for the Authority and the City, noting that prior to his joining the Authority in 1995, Judi and Flo were already here as a result of the transfer of the entire enforcement division. He said that Judi and Flo established the

enforcement department from scratch and today it is a completely different and advanced operation that he credited them for accomplishing. He said that with their retirement represents a huge loss of institutional history. Mr. Onorato presented Ms. DeVito with a plaque and a retirement gift.

Ms. DeVito said she appreciates all of the thanks, stated that her time here has been an experience to say the least, and that she certainly would miss all her co-workers.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Mr. Cohen and seconded by Mr. Barron, Resolution No. 3 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Qureshi, yes.

RESOLUTION NO. 4 OF JANUARY 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 FT. DUQUESNE AND 6TH GARAGE, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that the fee computer is the cash recording equipment located in the cashier's booth and is used to supplement the pay stations. He noted, that while we have two different revenue equipment vendors throughout our garage facilities, this is a sole-source procurement as HUB is the only vendor that can service this equipment. He advised that the cost of the purchase is not to exceed \$25,000.

Ms. Qureshi inquired as to how the Authority negotiates the best price if an item is sole sourced.

Mr. Onorato advised that we have a maintenance agreement in place with HUB, and that these type of items are stock items that we research to become familiar with industry pricing before we contract for them. He said we are well prepared prior to obtaining a quote.

Mr. Speers added that we do have a little more leverage since the revenue control equipment is split among the garages.

Mr. Barron asked what type of circumstances result in the fee computer having to be used.

Mr. Onorato responded that we encourage our customers to utilize the pay stations, but if an event occurs which causes the pay stations to back up, delaying customers paying, then we open the cashier's station to assist. He noted that the worst-case scenario is that the pay stations go out of service completely or credit-card processing is not working, in which case we use the fee computer to process payments.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Mr. Cohen and seconded by Mr. Barron, Resolution No. 4 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Qureshi, yes.

RESOLUTION NO. 5 OF JANUARY 2016, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE PARKING ACCESS AND REVENUE CONTROL EQUIPMENT FROM HUB PARKING TECHNOLOGIES TO REPLACE ANTIQUATED ENTRY AND EXIT LANE EQUIPMENT AT THE SMITHFIELD/LIBERTY GARAGE, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that the equipment consists of the entry and exit stations and this is also a sole-source procurement purchase through HUB

Ms. Qureshi inquired if 11 years, the length of time that the existing equipment has been in place, is the industry average.

Mr. Onorato stated that this equipment is utilized every day, and 11 years represents a long service time.

Mr. Speers added that the Authority planned for this equipment replacement in coordination with the end of the major renovation work.

Ms. Qureshi asked if newer technology was available for the garage exit lanes that would not require a gate arm.

Mr. Onorato responded that there is a camera-based technology which records vehicle entry and exit, but we do not have any plans to use this technology at this time.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Mr. Barron and seconded by Mr. Cohen, Resolution No. 5 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Qureshi, yes.

RESOLUTION NO. 6 OF JANUARY 2016, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO INCREASE THE TRANSIENT PARKING RATE AT THE IVY BELLEFONTE LOT EFFECTIVE MARCH 1, 2016, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that this is the first phase of our implementation of demand-based pricing.

He advised that he and Councilman Gilman met with some business owners in Shadyside to review parking data and utilization reports that indicate that Walnut Street is over 95 to 100 percent utilized and the Ivy Bellefonte lot is 100 percent utilized on a daily basis. He said the recommendation to increase rates is to generate additional space availability. He advised that the City Finance Director has approved on-street rates which are currently \$1.50 per hour, to remain at that level from 8:00 a.m. to 10:00 a.m. but will increase to \$2.00 per hour until 6:00 p.m. He advised that the lot rates are currently \$1.50 for the first two hours and \$2.00 per hour after that but going forward it will be \$2.00 per hour for all parking stays. He advised that after the rate adjustments, parking in Shadyside for eight hours would cost less than to park in the lot or on the street. He said these changes should encourage all-day parkers to utilize the garage and the short-term parkers to utilize the lot and street spaces.

Ms. Qureshi stated that she believed the Authority did some quality community based canvassing.

Mr. Barron stated that he is happy to see the Authority moving in this direction, which is the trend across the county, modernizing how parking works and basing it on supply and demand. He did inquire as to how the Authority plans on communicating this dynamic parking system to the community, its residents and the parking public. He stated that in order for this to work the users need to be aware of the program.

Mr. Onorato responded that dynamic pricing results in rates changing on a daily basis, but once the Authority sets the rates effective March 1, they are going to remain at this level for at least one quarter to give us the opportunity to evaluate the trends. He advised that he anticipated having the rates effective February 1, but after the meeting with the Mr. Gilman and the business owners, we agreed to delay the start date to give them ample time to educate their patrons regarding the planned increase.

Upon motion by Mr. Barron and seconded by Mr. Cohen, Resolution No. 6 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Qureshi, yes.

RESOLUTION NO. 7 OF JANUARY 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE FINAL PAYMENT TO FIREWATCH CONTRACTING OF FLORIDA LLC FOR THE HVAC UPGRADES AT THE FORT DUQUESNE AND SIXTH PARKING GARAGE, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that this resolution pertains to the work completed at the Fort Duquesne and Sixth Street Garage for the HVAC upgrade where the Board will recall that the awarded vendor declared bankruptcy and Firewatch was the firm selected to perform the work guaranteed by bond process. He advised that all of the work has been completed with one change order of approximately \$8,500, representing 1.5 percent of the total contract of \$542,000. He advised that the Authority was not responsible for any costs outside of the original RFP that was issued and awarded.

Ms. Qureshi noted that the resolution identified Andreas Painting and asked if they were the vendor who completed the work.

Mr. Onorato responded there apparently is a typographical error in the resolution and it will be changed to Firewatch Contracting.

Ms. Qureshi asked that the resolution be corrected to note the correct vendor and directed the minutes reflect that the Board is voting on the corrected resolution.

Upon motion by Mr. Barron and seconded by Mr. Cohen, Resolution No. 7 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

RESOLUTION NO. 8 OF JANUARY 2016, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SOLICIT BIDS FOR ROOF DECK REPAIRS AT THE FIRST AVENUE GARAGE AND STATION, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that the roof level at the First Avenue Garage has cracks in the surface and water is leaking down into the lower levels and the light fixtures. He advised that this request is to approve soliciting bids for the roof deck repairs, noting that the bids will be presented to the Board at a later date for that actual awarding of the contract.

Ms. Qureshi noted that this garage was built in 2001 and said she believed that it was no longer under warranty.

Mr. Holt confirmed that there is no longer a covered warranty and added that there was work previously completed on the roof joints in 2006 but the area is needing to be addressed again.

Upon motion by Mr. Barron and seconded by Mr. Cohen, Resolution No. 8 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Qureshi, yes.

RESOLUTION NO. 9 OF JANUARY 2016, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ISSUE A REQUEST FOR PROPOSALS TO SOLICIT ARCHITECTURAL/ENGINEERING (A/3) SERVICES FOR DESIGN RENOVATION IMPROVEMENTS OF THE WOOD-ALLIES GARAGE PARKLET, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised the Board that the parklet located next to the Wood Allies Offices, an amenity which is well-utilized by the public, has not been fully operational for approximately three years. He advised that this request is to solicit bids for an engineer to assist in developing the scope of work, from the plumbing required for the fountain to the architectural cleaning of the sculptures, and stated that a contract will be presented to the Board at a later date to authorize the work.

Ms. Qureshi asked if creating and installing a statue of Tom Urbano, former Parking Authority employee who recently passed away, would be included in the scope of work.

Mr. Onorato confirmed that we will be including this memorial in the design.

Upon motion by Mr. Barron and seconded by Mr. Cohen, Resolution No. 9 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Qureshi, yes.

OLD/NEW BUSINESS

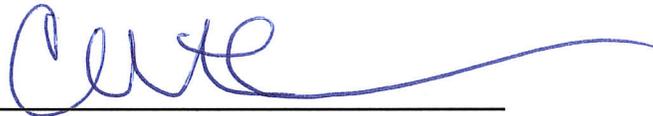
Ms. Qureshi asked if there was any old or new business.

There was none.

The next Board meeting is scheduled for Thursday, February 18, 2016 at 10:00 a.m.

The meeting was adjourned at 10:52 a.m. with all Board Members in approval.

APPROVED TO CONTENT



Chairman

ACCEPTED FOR FILING IN THE AUTHORITY'S BOOK OF MINUTES



Approval