

**MINUTES OF THE REGULAR MEETING OF THE  
PUBLIC PARKING AUTHORITY OF PITTSBURGH  
THURSDAY NOVEMBER 17, 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 at 10:17 a.m. on November 17, 2016 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, Matt Barron and Aradhna Oliphant. Present from staff were: David Onorato, Anthony Boule, Jo-Ann Williams, Chris Holt, Wes Pollard, John Fournier, Tracy Sowinski, Janet Staab, Kathryn Van Why, Debra Meyer, Bill Conner, Philip Savino, and Patricia Konesky. Also present were Jason Wrona of Buchanan Ingersoll; Chris Snellgrove and Mahesh Nair of CALE America and Bill Stewart of Strategic Communications.

Ms. Qureshi advised that an Executive Session was held prior to today's meeting to discuss litigation and real estate matters.

**MINUTES**

Ms. Qureshi asked for approval of the minutes from the October 20, 2016 meeting.

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

**PUBLIC COMMENT**

Ms. Qureshi asked if there were any public comments.

There were none.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Onorato updated the Board that the 2016 Audit to be performed by Maher Duessel is scheduled to begin at the end of this month.

Mr. Onorato introduced Mr. Nair of CALE America to the Board. He advised that Mr. Nair is currently visiting our facilities and operations.

Mr. Nair thanked the Board and Authority for its hospitality and stated that if all the other cities that he deals with would imitate Pittsburgh, his job would be a lot easier.

Mr. Onorato reminded the Board that the Holiday Free Parking Program will begin starting on this month's Black Friday and will continue on the following five Saturdays.

Mr. Onorato shared with the Board that the Authority held a customer-appreciation day at Third Avenue for the patrons to thank them for their patience and understanding during the recent renovation project. He advised that the event was well-received by the garage's customers.

Mr. Onorato discussed the Finance Report, stating that the Authority is 83 percent through the budget year and we are on target to meet our projections. He pointed out that we have been closely tracking the Garage Utilization and Meter Services reports as revenue from those sources accounts for 93percent of our budget.

Mr. Onorato discussed the Facilities Report, noting that the revenue comparisons from October 2015 to 2016 have increased at both Smithfield/Liberty and Third Avenue because the major renovations at those facilities are now complete. He noted that the total year-to-date comparisons show a drop in revenues due to the renovations that remained ongoing at Third Avenue well into 2016. He advised that, with that work now completed, we are about 90 vehicles short of capacity there on a daily basis.

Mr. Cohen pointed out that the numbers are showing that the rates have peaked at these garages and, based on these findings, the decision that the Board reached regarding not proceeding with the scheduled third band of garage rate increases in the garage certainly seems to be the correct one.

Mr. Onorato stated that he is in agreement with Mr. Cohen's statement and said we are monitoring garage volume closely.

He added that another new garage opened recently in the Union Trust Building that may have an impact on the downtown parking pattern. He stated that the rates there are higher than the Authority's. Mr. Wrona added that there are approximately 90 spaces in the garage and some of those spaces may be dedicated for tenant parking.

Mr. Onorato discussed the Enforcement Report, noting that meter violations constitute the majority of tickets issued. He said the Authority is on pace to issue 250,000 tickets in 2016.

Mr. Onorato discussed the Meter Revenue Report which indicates a slight increase from last year. He stated that he believes that this will level out.

Ms. Qureshi stated that what is really remarkable is that the 2015 and 2016 revenue totals are within \$123.00 of each other.

Mr. Onorato discussed the Parking Court Report noting that revenues for October 2016 were lower than those in October 2015 but noted that we are still on pace to exceed \$10 million for the year.

Mr. Cohen commented that if the customers were in compliance and paying at the meters, there should be fewer tickets issued.

## RESOLUTIONS

**RESOLUTION NO. 61 OF NOVEMBER 2016, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND ENTER INTO, ON BEHALF OF THE PUBLIC PARKING AUTHORITY OF PITTSBURGH, A SECOND AMENDMENT TO THE COMMERCIAL LEASE AGREEMENT WITH GENERAL NUTRITION CORPORATION (GNC) IN THE MELLON SQUARE GARAGE,** was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised the Board that GNC has been a long-term tenant whose current lease is due to expire December 1, 2016 and said the Authority is recommending extending that lease under its current terms and conditions until 2019. He advised that the yearly rent is \$38,555, equating to approximately \$24.15 per square foot. He advised that GNC has been a good tenant, both by paying promptly and keeping its space maintained and cleaned. He noted that the Authority has been working with the City on the development of that area downtown and said that extending the GNC contract through 2019 is compatible with the City’s development timeline.

Ms. Qureshi stated that she has abstained from voting on resolutions involving Mellon Square because her current employer has an interest in that area and space. She said she will not vote on this resolution.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 61 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, abstained.

**RESOLUTION NO. 62 OF NOVEMBER 2016, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE SOFTWARE FROM GTECHNA, INC (GTI),** was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that the Authority has been working with the City of Pittsburgh Bureau of Police on the development of this initiative. He advised that the Authority already has software in place that can assist the police in searching for stolen vehicles and stated that we will assume the monthly costs of this assistance as the cost will be very minimal.

Mr. Cohen requested a clarification of the process, asking if an enforcement officer inputs a plate into our handhelds would trigger an alert that the vehicle is identified as stolen.

Mr. Onorato responded that our officers would not be made aware in any way of the vehicle's status. He advised that the information is reported directly to the police via email or text generated automatically by the LPR system but said that, for safety reasons, any such vehicle will show up on the handhelds as paid. He advised that the Authority will purchase the software and will be reimbursed by the City in the amount of \$50,000, noting that it is a one-time cost for the purchase and that the on-going maintenance fee will be included in the Authority's monthly charge for meter operations.

Ms. Oliphant asked if this has occurred in any other cities and if so, has our staff had a chance to talk with representatives from those cities.

Mr. Onorato responded that Washington D.C. currently operates in this manner and said while we have not reached out directly to a representative there, we have spoken to our vendor who manages their system. He stated that he would reach out to the appropriate city representatives.

Ms. Oliphant mentioned that intergovernmental cooperation is a good thing but in today's world of data breaching, it would be advisable that the Authority ask the appropriate questions regarding the storage of data, risk to the Authority, possible litigation and more.

Mr. Onorato reminded the Board that the Authority has no way of tracking the data, adding that we would not know the owner's name, address or if the vehicle is reported stolen. He advised that the police would give the Authority a list of stolen plates daily and our system would alert them of a match.

Mr. Onorato stated that we currently do this with the Parking Court's Boot and Tow program where Duncan is alerted to the location of a vehicle found to be on the booting list.

Mr. Wrona stated that the Parking Authority will not be touching or storing the data in any way and said the Authority's existing policy of deleting data each day will not be affected. He said the exception would be for ticketed vehicles as that information is required to be kept in association with that ticket.

Ms. Qureshi asked if there were any civil rights, profiling or implications that the Authority is leading into.

Mr. Wrona responded that, for a short while, the Authority kept all of the license plate data it collected and advised that there is nothing illegal about keeping that information. He said the Authority's decision to permanently delete the license plate information at the end of each day ensured that there would be no civil rights issues or breach of any laws.

Mr. Barron asked if the Authority would receive some type of report indicating how many stolen vehicles were recovered in any given month or year.

Mr. Onorato responded that a request of that nature wasn't considered, as there is really no reason for the Authority to have that information. He said he believes that the further we are from the data, the better.

Ms. Qureshi agreed.

Ms. Oliphant said that it might be worthwhile just asking the vendor if the program is generally successful and effective to provide some justification for our participation.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 62 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

**RESOLUTION NO. 63 OF NOVEMBER 2016, "A RESOLUTION AUTHORIZING THE GENERAL FUND, TRUSTEE REVENUE FUND AND CAPITAL ADDITIONS BUDGETS FOR FISCAL YEAR 2017 WHICH BEGINS ON JANUARY 1, 2017 AND ENDS ON DECEMBER 31, 2017,** was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that meetings were held prior to today's meeting with Board members to review the budgets in detail. He said the highlights in the General Fund and Capital Additions Budget are that 2017 operating revenues are \$55.6 million, with the majority being received through garage receipts. He noted that meter receipts of \$19.4 million account for 34 percent of the budget and garage receipts of \$34.9 million represent 63 percent, together approximating 98 percent of the total revenue budget.

Mr. Onorato advised that operating expenses for 2017 are \$30.8 million with the top line items being parking tax at \$10.0 million; personnel at \$8.7; security at \$2.7; trustee bank fee \$2.2 and the multi-space meter line item of \$1.1 million for the maintenance of the meters. He reported that parking tax represents about 33 percent of the expenses and personnel costs represents about 30 percent. He noted that there is a projected increase in healthcare of approximately 15 percent, with the employee contribution being 12 percent with insurance increasing approximately five percent.

Mr. Onorato stated that the projected payment to the City in 2017 is \$29.1 million.

Mr. Onorato advised the Board that the Capital Budget of \$16 million contains \$3.3 million for the possible purchase of a new surface lot site as well as for construction once the land is purchased.

He also advised that the expense total also includes \$2 million for the Ninth and Penn Project, and estimated \$7 million for Ft. Duquesne and Sixth Street structural repairs and \$1 million for elevator repair of Mellon Square and replacing revenue control equipment at two other facilities.

Ms. Qureshi asked Mr. Onorato if the summary sheet that he was using as reference, which listed the items he just discussed, could be emailed to the Board after the meeting.

Ms. Qureshi commented that the healthcare increase seemed a bit high and asked if there was

any reason for such a large increase.

Ms. Williams responded that the cost is impacted by the experience and age of participants covered, which currently averages 49 years, and the overall costs of care. She also said the Authority has a few significant on-going claims.

Mr. Cohen stated that the Authority cannot continue to have this type of significant increase each year and therefore will need to look at areas to cut expenses, possibly selecting a plan with a larger deductible.

Ms. Williams noted that the employees are paying a larger percentage of the premium this year but said that the deductible did remain the same.

Mr. Cohen asked the name of the current insurance carrier and if the Authority had bid this contract.

Mr. Onorato responded that the current insurance plan is with Highmark and said that it was not bid this year as the Authority was renewing its existing plan.

Mr. Cohen said that this should always be bid just so the Authority know where it stands. He suggested that 2018's coverage be put out to bid.

Ms. Oliphant commended the Authority staff on the excellent job they did in completing the budget.

Ms. Qureshi asked if there were any additional questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 63 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

**RESOLUTION NO. 64 OF NOVEMBER 2016, "A RESOLUTION AUTHORIZING THE PITTSBURGH PARKING COURT BUDGET FOR FISCAL YEAR 2017 WHICH BEGINS ON JANUARY 1, 2017 AND ENDS ON DECEMBER 31, 2017,** was read by Ms. Qureshi and considered by the Board.

Mr. Onorato reminded the Board that the Authority compiles three separate budgets and said the projection for the 2017 Parking Court Budget anticipates operating revenues at \$10.2 million and operating expenses of \$2.5 million. He said that because the new Co-Op agreement stipulates that the City now receives all of the net revenues, its share is projected to be \$7.6 million.

Ms. Qureshi commented that this is great support for the City and said she believes that the Parking Authority is the single largest third-party source of that support. She said she believes that the pressure is on the City to diversify its revenue base and not rely on one entity.

Mr. Cohen stated that he agrees but said there is also pressure on the Authority to maintain the revenue total it gives to the City.

Ms. Qureshi asked if there were any additional questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Cohen, Resolution No. 64 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

**RESOLUTION NO. 65 OF NOVEMBER 2016, "A RESOLUTION ADOPTING THE REGULARLY SCHEDULED PUBLIC PARKING AUTHORITY OF PITTSBURGH'S BOARD OF DIRECTOR'S MEETING DATES FOR 2017, was read by Ms. Qureshi and considered by the Board.**

Mr. Onorato advised that the Authority would like to be proactive and get dates for 2017 Board Meetings on its calendar, noting that they would continue to be held on the third Thursday of each month at 10:00 a.m.

Mr. Cohen asked if it was possible for the Authority Board to hold a meeting outside of its regular schedule, maybe just one day once a year, for members to hold an informative session to discuss general issues at the Authority and not be held to a one-hour meeting.

Mr. Wrona stated that the Sunshine Act stipulates that only two Board members are permitted to attend or participate in a meeting outside of Board meetings.

Ms. Oliphant asked if there were no actions being taken, would something like a retreat be permitted. She also mentioned that it would be helpful to meet internal staff and learn their roles and responsibilities. She asked if this could be looked at and reported back to the Board if this would be permissible under the Sunshine Act.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 65 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes; Ms. Qureshi, yes.

**RESOLUTION NO. 66 OF NOVEMBER 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SOLICIT**

**PROPOSALS FOR SECURITY SERVICES FOR ALL AUTHORITY GARAGE LOCATIONS**, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that when the security contract expired in 2016 the Authority did have two options to extend but chose not to exercise them and instead continued on a mutually agreed month-to-month basis. He stated that we are now asking for approval to solicit bids to enter a joint RFP with the City to bid a contract using the City prevailing wages. He noted that the Authority has budgeted for the prevailing wage levels in its 2017 budget.

Mr. Barron asked that since this is a joint RFP with the City, how the selection process would be applied.

Mr. Onorato advised that the committee will be composed of representatives from both the City and the Parking Authority. He said the goal is to issue just one RFP to one firm, but to have a separate contract for each entity with that firm.

Ms. Qureshi asked if this was a low-bid contract or a professional services contract.

Mr. Onorato responded that this will be a professional services contract, with each bidder being required to meet a minimum prevailing wage requirement. He said that, in theory, all proposals could be the same price and the selection would be determined by items such as experience, supervision quality and other criteria be evaluated during the scoring process.

Ms. Oliphant asked if any other authority was participating in this RFP.

Mr. Onorato responded that he does not believe so, adding that he believes the City will break the current contract with its vendor or stipulate that the new contract will begin at the end of the current. He said the new Authority contract would start immediately upon awarding.

Ms. Qureshi stated that with an RFP where price is an important factor but not a determinate versus a bid that, within reason, the lowest responsible bidder is selected. She asked which formula will apply in this case.

Mr. Wrona added that generally there is a 100-point scale and pricing would represent about 60 percent of the weighting and 40 would be based on experience.

Mr. Onorato responded that it is not the lowest bid that will determine the outcome and said that the healthcare component of the prevailing wage requirement will also be a factor.

Ms. Qureshi asked for a timeline on this process.

Mr. Onorato stated that the Authority just sent its final comments to the City and said he believes the RFP will be completed prior to our next Board meeting but doesn't anticipate Board action until January. He stated that once action is approved by the Board it's usually executed within 10 days, but he noted that this process could take longer due to possible change-over of garage personnel if a new firm receives the award.



Mr. Cohen noted that this cost is a big increase in our budget and stated that the Authority needs to raise the bar by making sure that some type of performance upgrade is included in the RFP. He asked if the Authority had any influence on who was hired for security positions.

Mr. Onorato responded that the Authority does have a say, noting that currently if there is an issue with a particular guard or the service he or she provides, the Authority can have the guard removed from the Parking Authority account.

Ms. Qureshi said that numerous people attended recent Board meetings to comment on the importance of the prevailing wage concept and what it means to them. She said she believes that if she were an employee working in a garage making a lesser wage and was given a better wage with healthcare benefits, she hoped that it would translate to a better work performance on her part. She added that she believes it is great to give workers a better opportunity for better money, a better life style and said those conditions that should also increase expectations of employee performance.

Ms. Oliphant commented that studies show that a well- respected, well-compensated employee tends to be a happier, more productive employee. She said the Authority should be a fair employer and take care of the people who work here.

Mr. Onorato stated that the Authority was proactive with the current contract, noting that even though the City prevailing wage requirement did not exist at that time, the Authority contract was above the existing scale.

Ms. Qureshi asked if there were any additional questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 66 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 were any new or old business items for discussion.

Mr. Onorato updated the Board that the Authority has completed the installation of the new phone system, which he said enhances the service we give to customers. He noted that we now have the ability to transfers calls directly to Parking Court, the City, the City Tow Pound or any of our garages.

Ms. Qureshi asked if there were any additional new or old items for discussion.

There were none.

The next Board meeting is scheduled for Thursday, December 15, 2016 at 10:00 a.m.

The meeting was adjourned at 11:01 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**