

**MINUTES OF THE REGULAR MEETING OF THE  
PUBLIC PARKING AUTHORITY OF PITTSBURGH  
THURSDAY NOVEMBER 21, 2013**

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 November 21, 2013 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, Christopher D'Addario and Fauna Solomon. Present from staff were: David Onorato, Jo-Ann Williams, Judi DeVito, Christopher Speers, Chris Holt, Wes Pollard, Janet Staab, Bill Conner and Patricia Konesky. Also present was Jacqui Lazo of Buchanan Ingersoll & Rooney. Also present were Bill Stewart of Strategic Communications and Frederick Winkler, Architect.

**MINUTES**

Ms. Judson asked for approval of the minutes from the regular meeting held on October 17, 2013.

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

**PUBLIC COMMENT**

Ms. Judson asked if there was any member of the public present who would like to comment.

There were none.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Onorato updated the Board on the progress of on-going capital repair projects. He noted that the handrail modification project at Ft. Duquesne and Sixth Street garage has begun with the vendor mobilized and repairs underway.

Mr. Onorato advised that the lobby reconstruction at GSTC is proceeding smoothly with good progress.

Mr. Onorato advised that Phase 2 of the multi-space, pay-by-plate meter installation program is completely finished and said there are now approximately 890 meters in the field. He said that leaves only Brookline, where street construction is still proceeding, to be installed.

Mr. Onorato advised the Board that on-line hearing requests, which began on October 1, have been well-received. He advised that to date, 902 tickets have been contested on-line and said responses are being received by applicants within two weeks of their submission date. He said that no complaints have been received since the program's inception.

Mr. Onorato advised that the Authority has been contacted by the Lexington, Kentucky Parking Authority and the Borough of West Homestead expressing interest in purchasing some of the Authority's single-space meters that were removed during the upgrade. He said both parties plan on viewing the inventory prior to any purchasing decision. He also reported that the Authority issued an RFP for the purchase of scrap metal in an attempt to secure prices for the value of the posts and meters. He said there were no responses to the RFP.

Ms. Judson asked if both of these entities want the actual meters or the scrap metal.

Mr. Onorato responded that both are interested in purchasing the meters. He noted that West Homestead wants both the meters and the mechanisms while Lexington is interested in the housings for its subsequent installation of Smart Meter technology.

Mr. Onorato updated the Board that the Authority issued the RFP for the management of the Third Avenue Garage and said bids are due in time to be reviewed and presented with a recommendation at the December 2013 Board Meeting.

Mr. Onorato advised the Board that the Authority's Holiday Free Parking Program will begin on Saturday and will be in effect for four other Saturdays as well as Black Friday. He noted that since the Board authorized this program early this year, we were able to include this information in all PDP advertisements for holiday events. Mr. Onorato stated that he believes that there is only one other garage parking operator participating and offering free parking downtown during the holiday season.

Mr. Onorato advised that the City Council has passed an ordinance designating Saturday November 30, 2013 as Small Business Day. He also advised that City Council has passed an ordinance suspending parking enforcement on that date to support the small businesses in the city.

Mr. Onorato said that the Authority would honor both Council actions.

Mr. Onorato advised the Board that the Friendship/Cedarville lot renovation is complete and reported that the dedication ceremony is scheduled for today at 1:00 p.m. He noted that each Board Member was sent an invitation to the event and said he hoped that they are able to attend. He reminded the Board that these renovations were completed with funds received from Allegheny County.

Mr. Onorato advised the Board that the revenue reports in today's packet reflect that, through 10 months, our revenues and expenses are on target with our 2013 budget. He also advised that the October-versus-October report for garage revenues shows a substantial increase for Ft. Duquesne and Sixth and Smithfield/Liberty that is due directly to the construction-related loss of spaces during 2012.

Mr. Onorato also noted that the Pittsburgh Parking Court is on schedule to hit its targeted budget projections for 2013.

Ms. Judson asked if there were any comments, questions or concerns regarding the report.

There were none.

## **RESOLUTIONS**

**RESOLUTION NO. 50 OF NOVEMBER 2013, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A MEMO OF UNDERSTANDING WITH CARNEGIE MELLON UNIVERSITY FOR A MANAGED DYNAMIC PRICE STUDY FOR ON-STREET METERED PARKING,** was read by Mr. D’Addario and considered by the Board.

Mr. Onorato reminded the Board that this program was initiated last year with both City Council and Board approval and advised that both CMU and Council have agreed to extend the program through 2014. He advised that the program involves Frew, Margaret Morrison and Tech Streets and Schenley Drive. He advised that the new meter technology generates reports that, together with data provided by CMU, permits us to adjust rates and influence parking patterns on a quarterly basis.

Mr. Onorato said the rates are currently set at \$1.00 per hour on Margaret Morrison; \$2.00 per hour on Frew and Tech Streets; and \$1.00 per hour on Schenley Drive. He said the rates and utilization data is reviewed and adjusted to maximize the parking volume during a given period.

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

There were none.

Upon motion by Mr. D’Addario and seconded by Ms Solomon, Resolution No. 50 of 2013 was approved as follows: Ms. Solomon, yes; Mr. D’Addario, yes; Ms. Judson, yes.

**RESOLUTION NO. 51 OF NOVEMBER 2013, “A RESOLUTION AUTHORIZING THE GENERAL FUND, TRUSTEE REVENUE FUND AND CAPITAL ADDITIONS BUDGETS FOR FISCAL YEAR 2014 WHICH BEGINS ON JANUARY 1, 2014 AND ENDS ON DECEMBER 31, 2014,** was read by Mr. D’Addario and considered by the Board.

Mr. Onorato advised the Board that their packets include a summary of the General Fund, Trustee Revenue Fund and Capital Additions Budget along with the three-year Capital Additions Budget. Mr. Onorato thanked the Board members for participating in a detailed review of the budget prior to today’s meeting.

He advised that the 2014 budget of \$43,654,393 is relatively flat when compared to projected year-end 2013 totals. He advised that the operating expenses are \$30,047,327 and said that debt services is approximately \$8.9 million annually. He said health care costs are projected to increase approximately 10 percent, property and liability insurance approximately 3 percent, and noted that salary increases are tied to the union contracts. Mr. Onorato advised that the 2014 budget meets the 1.25 debt service ratio required by the statute. He also noted that a new line item in the budget reflects an additional payment to the City of \$1.3 million, adding that the amount is in addition to the PILOT payment.

He advised that the three-year Capital Budget shows that the majority of the money is allocated to maintaining the Authority's infrastructure, including our neighborhood surface lots.

Mr. D'Addario noted that there appeared to be a typographical error on the resolution, which stated the year as being 2013 when it should be 2014.

Ms. Judson thanked Mr. Onorato and his staff for being so patient in reviewing the budgets with her as she had many questions.

Mr. Onorato thanked Ms. Judson and the other Board members for participating in the review process.

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

There were none.

Upon motion by Ms. Solomon and seconded by Mr. D'Addario, Resolution No. 51 of 2013 was approved as follows: Ms. Solomon, yes; Mr. D'Addario, yes; Ms. Judson, yes.

**RESOLUTION NO. 52 OF NOVEMBER 2013, "A RESOLUTION AUTHORIZING THE PITTSBURGH PARKING COURT BUDGET FOR FISCAL YEAR 2014 WHICH BEGINS ON JANUARY 1, 2014 AND ENDS ON DECEMBER 31, 2014,** was read by Mr. D'Addario and considered by the Board.

Mr. Onorato advised the Board that Parking Court budget is distinct from the Authority's. He stated that the reason for separating the two was, at the time the Parking Court was established the majority of the net revenues involved was going to the City. Mr. Onorato explained that in order to maintain the Authority's debt service coverage, a separate budget for Parking Court was created. He stated that the 2014 budget projects operating revenues of \$9.5 million and operating expenses of \$2,608,768, with the City's net share of the results to be approximately \$6.2 million dollars.

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

There were none.

Upon motion by Ms. Solomon and seconded by Mr. D'Addario, Resolution No. 52 of 2013 was approved as follows: Ms. Solomon, yes; Mr. D'Addario, yes; Ms. Judson, yes.

**RESOLUTION NO. 53 OF NOVEMBER 2013, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH MAHER DUESSEL FOR INDEPENDENT AUDIT SERVICES,** was read by Mr. D'Addario and considered by the Board.

Mr. Onorato advised the Board that the Authority's auditor for 2012 was Maher Duessel, adding that the firm's contract expires at the end of 2013. He advised that the City, PWSA and the URA joined to issue one RFP to try to take advantage of economy of scale and secure a better pricing for the auditing services as one entity. He stated that the attached bid sheet lists the prices quoted by six different auditing firms. Noting that that the bid sheets were not included in the Board members packet, Mr. Onorato had copies made and distributed to the Board members. Mr. Onorato noted that the costs are shown in three and five-year totals and said Maher Duessel's three-year total is \$1,189,920 for all five contracting entities.

Mr. Onorato advised that the review committee's selection was Maher Duessel, which ranked in the middle of the group by price. Mr. Onorato said the contract involved the supply of professional services, and said the choice reflected the firms level of MBE participation and its strengths in conducting the Authority's 2013 audit. He noted that the price the Authority will pay is \$190.00 per year higher this year than last, and said it will remain constant for the three years of the contract and the additional two option years.

Mr. Onorato noted that the selection also was based on the number of service hours to be provided and said that with a number of proposals, the bids did not seem to project the number of hours that we believed would be required to complete the audit properly.

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

There were none.

Upon motion by Ms. Solomon and seconded by Mr. D'Addario, Resolution No. 53 of 2013 was approved as follows: Ms. Solomon, yes; Mr. D'Addario, yes; Ms. Judson, yes.

**RESOLUTION NO. 54 OF NOVEMBER 2013, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE A CHANGE ORDER TO LIGHTHOUSE ELECTRIC COMPANY, INC. FOR FIRE ALARM SYSTEM UPGRADE FOR THE WOOD-ALLIES PARKING GARAGE & OFFICE SPACE,** was read by Mr. D'Addario and considered by the Board.

Mr. Onorato advised that this is the first and only change order that will be submitted

on this project. He reported that while the field work was being completed, it was discovered that the conduit and connections were in an area that was exposed to water. He advised that to eliminate the possibility of water entering into the connections, the Authority decided to install the conduit to protect them. He advised that this change represents just under three percent of the original contract total of \$95,805.00.

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

There were none.

Upon motion by Ms. Solomon and seconded by Mr. D'Addario, Resolution No. 54 of 2013 was approved as follows: Ms. Solomon, yes; Mr. D'Addario, yes; Ms. Judson, yes.

**RESOLUTION NO. 55 OF NOVEMBER 2013, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SOLICIT PROPOSALS FOR A STRUCTURAL ENGINEERING FIRM TO CONDUCT AN ANALYSIS, PROVIDE RECOMMENDATIONS AND PREPARE CONSTRUCTION DOCUMENTS FOR A STRUCTURAL REPAIR PLAN TO VARIOUS SUPPORTED PARKING DECKS AT THE FORT DUQUESNE AND SIXTH AND SMITHFIELD/LIBERTY PARKING GARAGES,** was read by Mr. D'Addario and considered by the Board.

Mr. Onorato advised that the Authority is seeking proposals from an engineering service to help identify and prepare construction documents for Phase 2 of the repair projects at the Ft. Duquesne and Sixth and Smithfield/Liberty Garages. He advised that the majority of the work at the Ft. Duquesne and Sixth Street Garage was done in Phase 1 and said that most of the remaining work would be a few minor structural repairs on the garage membrane. He said there is more detailed work remaining to be completed at Smithfield/Liberty and said we anticipate having the work completed at both facilities in 2014.

Mr. Onorato stated that the spaces to be lost during the repair process is reflected in our 2014 budget, accounting for the flat or reduced revenues shown at these locations.

Ms. Judson ask the ages of both garage facilities.

Mr. Onorato advised that Ft. Duquesne and Sixth was actually two construction events, the first approximately 50 years ago while the expansion is just under 40 years old. He said Smithfield/Liberty was constructed in 1967, which makes it 45 years old.

Ms. Solomon asked how long the repairs would take.

Mr. Holt responded that Ft. Duquesne and Sixth's repairs would take approximately seven months to complete while Smithfield/Liberty would require approximately 12 months of repair activity.

Mr. Onorato advised that the repair timeline is the reason we counted the lost spaces

in our budgeted revenue calculations.

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

There were none.

Upon motion by Ms. Solomon and seconded by Mr. D'Addario, Resolution No. 55 of 2013 was approved as follows: Ms. Solomon, yes; Mr. D'Addario, yes; Ms. Judson, yes.

**RESOLUTION NO. 56 OF NOVEMBER 2013, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE A CHANGE ORDER TO F.J. BUSSE COMPANY, INC FOR THE INTERIOR LOBBY RENOVATIONS FOR THE GRANT STREET TRANSPORTATION CENTER (GSTC) FACILITY,** was read by Mr. D'Addario and considered by the Board.

Mr. Onorato stated that this is the second change order on the project to re-design the lobby to accommodate the Enterprise Rent a Car relocation to Grant Street. He reported that the total for both change orders is under 3.8 percent of the contract and advised that the resolution represents an addition to the scope of work. He noted that the Authority failed to take into account the relocation of the security blue security alarm system and said that this \$1430.00 change order will cover the costs to relocate the wiring and communication cables for this system to work at its new location.

Ms. Solomon asked when Enterprise will be moved in.

Mr. Onorato advised that we anticipate the work to be completed and Enterprise to be moved in by the end of December.

Ms. Judson asked if Enterprise would be located right in the lobby area or in the space where meters were now being stored.

Mr. Onorato responded that they will be in the Blue Lobby in the space where our manager's and cashier's offices are currently located. He advised that the Authority built out a new area for our manager's office in a former storage area, but said neither of those areas are where the used meters are being stored.

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

There were none.

Upon motion by Ms. Solomon and seconded by Mr. D'Addario, Resolution No. 56 of 2013 was approved as follows: Ms. Solomon, yes; Mr. D'Addario, yes; Ms. Judson, yes.

**OLD/NEW BUSINESS**

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

Mr. Onorato stated that he wanted to remind the Board Members and Ms. Lazo that the Authority's Christmas party would be on December 17 and said that they each should have received an invitation. He said he wanted to make sure they were aware and hoped that they are able to attend.

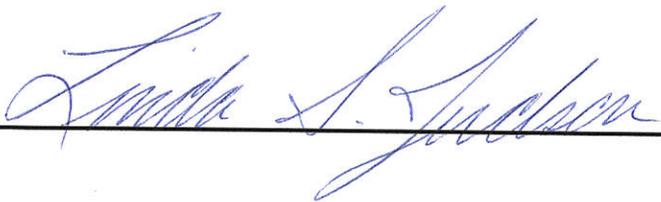
The next Board meeting is scheduled for Thursday, December 19, 2013 at 10:00 a.m.

Upon motion by Ms. Solomon and seconded by Mr. D'Addario the meeting was adjourned 10:38 a.m.

**APPROVED TO CONTENT**

  
Chairman

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

  
Approval