

**MINUTES OF THE REGULAR MEETING OF THE
PUBLIC PARKING AUTHORITY OF PITTSBURGH
THURSDAY OCTOBER 19, 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 1:32 p.m. on October 19, 2017, at 232 Boulevard of the Allies, Pittsburgh, PA 15222-1616. The following Board members were present at the start of the meeting: Jeff Cohen, Matt Barron and Cathy Qureshi. Present from staff were: David Onorato, Anthony Boule, Christopher Speers, Chris Holt, Jo-Ann Williams, John Fournier, Tracy Sowinski, Janet Staab, Tom Vennero, Bill Conner, Kathryn Van Why, Bob Wilson and Pat Konesky. Also present were Adam Diaz of Buchanan Ingersoll, Alicia Carberry of the City of Pittsburgh Mayor's Office, Mark Fatla of Northside Leadership Conference and William Stewart of Strategic Communications.

Mr. Cohen advised that the Board held an executive session regarding real estate transactions.

MINUTES

Mr. Cohen asked for approval of the minutes from the August 17, 2017 meeting.

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

PUBLIC COMMENT

Mr. Cohen asked if there were any public comments.

There were none.

EXECUTIVE DIRECTOR'S REPORT

Mr. Onorato updated the Board on the Moody's Report, circulated to the Board prior to the meeting, which shows that the Authority has maintained its A3 Stable Rating.

Mr. Onorato advised the Board that he recently renegotiated the Authority's healthcare coverage, achieving a six-percent reduction in premiums for 2018.

Mr. Onorato reported that PED program in the South Side is averaging \$1,400 in revenue per weekend. He said an average of 200 tickets is being issued per weekend. Mr. Onorato advised that the Authority is working with the various community groups on the landscaping of our

Beacon/Bartlett parking lot in Squirrel Hill. He stated that we were contacted by the groups seeking for our participation in improving the landscaping in our lot, which will coincide with other streetscape improvements in that general area. He advised that the groups will supply the lot's tree planting components and the Authority will supply and maintain mulch treatments going forward. He noted that a formal agreement covering the activity will be drafted.

Mr. Onorato advised that the Authority recently hosted representatives from the New York Department of Transportation and the City of Atlanta, noting that both entities expressed interest in becoming familiar with our pay-by-plate system. He said both stated that Pittsburgh was the leader in this area and were looking to learn from us as they prepare to upgrade their respective systems.

Mr. Onorato advised that the Authority is close to finalizing its contract with Allegheny City Electric on the lighting upgrade project. He advised that the total cost for upgrading nine garages is \$4.69 million, noting that the \$2.47 million of the amount to be funded by the Authority will be paid for by the monthly savings of approximately \$30,000 per month over a six-to-seven-year period. He said the remaining \$2.2 million to be taken from our capital improvement account to fund infrastructure upgrades that have no impact on the project's savings component.

Mr. Onorato advised that we are close to finalizing an easement agreement with the developer who purchased the building next to our Smithfield/Liberty garage the action will provide a pedestrian doorway to give the tenants of that building emergency access to the basement of our garage and also create an emergency exit from the rooftop patio into our stairwell.

Mr. Onorato advised that the virtual RPP permit portal is up and running and is seemingly very successful with over 99 percent of users submitting their applications on-line. He noted that the other 10 percent have either visited the Authority in person or mailed in their permit applications.

Mr. Onorato advised that the Authority participated in the Mayor's Civic Leadership program by having Mr. Boule make a presentation about the Authority to program participants.

Mr. Onorato discussed the Finance Report, noting that with 75 percent of the fiscal year completed, the Authority is on target with the budget's projections of both revenue and expenses.

Mr. Onorato discussed the Facility Report, which indicated that we are down overall for the year but still ahead of last year's pace because of spaces taken off line due to construction.

Mr. Onorato discussed the Meter Revenue Report, which shows the same trend of being on target with 75 percent of the year complete. He noted that as meter revenues continue to rise, we are seeing a reduction in the number of tickets being issued.

Mr. Onorato discussed the quarterly Garage Utilization Report, which shows utilization at each facility at two specific times each day and then the average for comparison purposes. He advised that a few locations are experiencing a decrease from last year's total due to factors such as Authority construction activity.

Mr. Onorato discussed the quarterly Transient and Lease Revenue Report, which tracks the revenues for both transient and leases. He said that we were exceeding last year's pace in this category at the beginning of 2017, but are currently showing a decline.

Mr. Cohen asked if the Authority knew why there was a decline.

Mr. Onorato responded that we do not have any documented reasons for the change. He noted that the decline was not significant and said we would continue to monitor facility performance.

Mr. Speers added that there was one less business day during the month in 2017 compared to 2016, noting that average weekday revenue ranges anywhere from \$85,000 to \$95,000. He also said that last September Third Avenue had just come back to full capacity from its renovation period while this year we lost anywhere from 290 to 350 spaces at Ft. Duquesne due to on-going renovation there.

Mr. Cohen responded that we should footnote this information on the report to document reasons for any changes in the revenue.

Mr. Onorato discussed the Pay-by-Phone Report, which shows that the Authority has maintained a 30-percent utilization throughout this calendar year while usage since inception there has been at an average of 26 percent. He also noted that pay-by-phone transactions are approximately 40 cents higher than those going through the meters.

Ms. Qureshi asked if pay-by-phone was applicable throughout the system.

Mr. Onorato confirmed that the application can be used at any meter or lot throughout the system.

Mr. Cohen stated that per a previous discussion with Mr. Onorato, the Authority has agreed to place stickers containing meter zones on the street signs to eliminate the customer need to walk to a meter to obtain the zone number.

Mr. Onorato advised that the stickers are currently in production and should be delivered shortly.

RESOLUTION NO. 40 OF OCTOBER 2017, "A RESOLUTION AUTHORIZING FREE PARKING FOR TRANSIENT CUSTOMERS ON BLACK FRIDAY AND ALL DAY FOR FIVE (5) SATURDAYS PRIOR TO CHRISTMAS AT ALL AUTHORITY-OWNED AND LEASED GARAGES FOR THE 2017 HOLIDAY SEASON, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the Authority is again working with the City on this program and said it was identical to those that proved popular in the past couple of years. He advised that last year we processed approximately 43,000 tickets for an estimated gross revenue loss of \$236,000. He advised that this outcome is projected in our annual budget.

Mr. Barron advised that he is not a fan of this program because he doesn't feel it has much impact on business, but said that since this is what the City wants he will support it.

Mr. Onorato said that this program has been restructured and additional dates have been removed from the program.

Ms. Qureshi stated that downtown is special and since we account for this in our budget and have the ability to administer it, even on a smaller scale, it matters a bit for the people who support downtown businesses.

Mr. Cohen stated that while he understands Ms. Qureshi's feelings he believes that because retail has declined generally in the downtown area and is now almost non-existent, he agrees with Mr. Barron. He stated, however, that he supports the City's goodwill program.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Mr. Barron and seconded by Ms. Qureshi, Resolution No. 40 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Mr. Cohen, yes.

RESOLUTION NO. 41 OF OCTOBER 2017, "A RESOLUTION AUTHORIZING FREE PARKING FOR TRANSIENT CUSTOMERS ON SMALL BUSINESS SATURDAY, NOVEMBER 25, 2017 AT ALL AUTHORITY-OWNED NEIGHBORHOOD METERED LOTS AND ON-STREET METERS, was read by Mr. Cohen and considered by the Board.

Mr. Onorato stated that this is the same type of resolution as the previous one but it covers street meters on one day only, Small Business Saturday. He said the concept is intended to promote shopping at small businesses throughout the neighborhood business districts as well as downtown.

Mr. Barron asked the estimated revenue loss resulting from this program.

Mr. Onorato responded that the average Saturday revenue in 2017 to date was approximately \$84,000, with the total representing 37,000 transactions.

Mr. Cohen asked if the Authority would normally schedule enforcement for this day.

Mr. Onorato responded that this day is not an Authority holiday so there would be enforcement.

Ms. Qureshi asked if the meters will display the information that parking is free.

Mr. Onorato confirmed that the meters do display that it is a parking holiday and will state that no payment is required.

Mr. Barron stated that he is not sure if it possible but asked is there any way to ask the business community to estimate the increases, if any, that result from these programs. He stated that if the businesses are making a lot of extra money, he believes that this program would make more sense. He suggested that we reach out to the Pittsburgh Downtown Partnership to determine if it tracks this type of data.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Qureshi and seconded by Mr. Barron, Resolution No. 41 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Mr. Cohen, yes.

RESOLUTION NO. 42 OF OCTOBER 2017, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE FINAL PAYMENT TO GOLON, INCORPORATED FOR REPAIR AND PREVENTIVE MAINTENANCE OF THE MELLON SQUARE GARAGE STAIR TOWER. was read by Mr. Cohen and considered by the Board.

Mr. Onorato stated that this request asks the release of final payment to Golon for its work on the replacement of the Mellon Square Garage stairwell along William Penn Place. He noted that the original contract was for \$214,500 with one change order, a credit amounting to \$4,240.92. He stated that once this final payment is approved, the total amount to be paid would be \$210,259.08. He stated that the MBE participation in this project was 27 percent, equaling approximately \$57,000.

Ms. Qureshi asked the reason for the credit.

Mr. Holt advised that there were unforeseen conditions in the project. He stated that the last time the stairs were repaired was in 1990 and there was not as much work needed as we anticipated.

Ms. Qureshi stated that this development shows both good management and high contractor ethics.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Mr. Barron and seconded by Ms. Qureshi, Resolution No. 42 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Mr. Cohen, yes.

RESOLUTION NO. 43 OF OCTOBER 2017, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE A CHANGE ORDER TO CARL WALKER CONSTRUCTION, INCORPORATED FOR THE REPAIR AND PREVENTIVE MAINTENANCE AT FORT DUQUESNE & SIXTH PARKING GARAGE, was read by Mr. Cohen and considered by the Board.

Mr. Onorato stated that this condition was unforeseen but was identified when the contractor accessed the basement retaining wall.

Mr. Holt stated that the Authority assumed at the onset of the project that the foundation was solid, but when the wall was opened it appeared that there was a cavity or void caused by seepage in the wall. He said, upon exploring the existing wall, we found a void and decided to create a retaining wall of approximately 65 feet and 10 feet high consisting of about 40 yards of concrete to strengthen the structure.

Ms. Qureshi asked how far along the project was.

Mr. Holt responded that the project is approximately 60-to-70 percent complete.

Ms. Qureshi asked if the Authority expected this to be the only change order.

Mr. Onorato responded that there could be a change order due to the change of specifications in the façade portion of the project. He stated that because of outside concerns expressed by some who would like to see the previous façade reinstated could cause the Authority additional cost by having to hand-remove each section and move them into storage to assure their availability for possible reinstallation should they be required to be reinstalled.

Mr. Holt stated that the resulting work stoppage required a request for a 60-day contract extension for the project.

Mr. Onorato stated that the Authority does not like to incur any change orders on projects, but said some are inevitable and must be authorized.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Mr. Barron and seconded by Ms. Qureshi, Resolution No. 43 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Mr. Cohen, yes.

RESOLUTION NO. 44 OF OCTOBER 2017, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE A CHANGE ORDER TO INCREASE THE REQUESTED AMOUNT APPROVED IN RESOLUTION NO. 32 OF JULY 2017 FOR THE REPAIR

AND REPLACEMENT OF HVAC DUCTWORK SYSTEM AT FORT DUQUESNE & SIXTH PARKING GARAGE, was read by Mr. Cohen and considered by the Board.

Mr. Onorato reported that this was an unforeseen condition that was discovered when the ventilation system was being replaced, noting that a grease build-up was worse than anticipated and an attempt to repair the ceiling panels determined that, they were in such poor condition they had to be completely replace. He advised that this would be the final change order on this project and noted that we inspected the repairs ourselves upon completion.

Mr. Barron asked if any type of preventative maintenance on this system could have possibly predicted and prevented the major work that needed to be done.

Mr. Onorato stated that he is not certain if there was any type of maintenance activity that could have been done to prevent this situation. He said he believes that it was something that developed with usage over the years but did state we can check the contractor to see if there is something that could be done to prevent these occurrences.

Ms. Qureshi asked if this was done as an emergency and not competitively bid.

Mr. Holt responded that this was a sole-source contract that we did put out for bid for about one week.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Mr. Barron and seconded by Ms. Qureshi, Resolution No. 44 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Mr. Cohen, yes.

RESOLUTION NO. 45 OF OCTOBER 2017, "A RESOLUTION AUTHORIZING THE SALE OF A VACANT PARCEL OF PROPERTY LOCATED ON EAST OHIO STREET, CITY OF PITTSBURGH, BEING IDENTIFIED AS TAX PARCEL NUMBER 23-S-161 (THE "WALKWAY"), BY THE PUBLIC PARKING AUTHORITY OF PITTSBURGH TO HISTORIC DEUSCHTOWN DEVELOPMENT CORPORATION ("HDDC"), FOR NOMINAL CONSIDERATION , was read by Mr. Cohen and considered by the Board.

Mr. Onorato stated that this piece of property, a non-revenue producing walkway, connects the East Ohio Street Business District to our parking lot. He said the business district wishes to purchase this walkway from the Authority to use as seating space for area restaurants. He advised that the Authority will develop and enter into a contract containing terms and conditions preventing any profitable resale of the property and, said the buyers will be responsible for

maintaining the walkway area. He advised that the Authority has received letters of support from the various businesses in the community as well as from Councilwoman Darlene Harris. He advised that Mr. Fatla is present and said his organization is in support of this sale.

Mr. Fatla stated that currently the walkway is a scene of questionable activity during the nighttime hours. He stated that the community is working with the developer and will be installing gating on the front and rear of the site, adding that current plans include a restaurant on the first floor of the adjacent building. Mr. Fatla said the walkway will provide seating for that restaurant as well as access to apartments above and said it will be the responsibility of the restaurant to open and close the access gates at the beginning and end of the business day. He also said that the excess land of the walkway will be repurposed to support other developmental activities that are part of a much larger streetscape development strategy that will include the building of a two-story commercial building with a bank being the anchor tenant. He also noted that other parcels along that corridor have been purchased and are included in the street-level redevelopment plans. Mr. Fatla said that the purchase of the Authority's parcel will give them a fencible space that will support the adjoining uses and enhance the connection between the parking lot and the businesses. He said that it's likely that, over time, the improvements will generate more parking revenue for the Authority.

Mr. Barron asked regarding HDDC not being able to resell the walkway, if a community-supported rebuilding plan might incorporate the walkway space into the vision for the area.

Mr. Onorato stated that the contract will stipulate that if HDDC is looking to resell the space the Authority will have first right of refusal regarding its purchase.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Mr. Barron and seconded by Ms. Qureshi, Resolution No. 45 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Mr. Cohen, yes.

RESOLUTION NO. 46 OF OCTOBER 2017, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SOLICIT REQUEST FOR PROPOSALS FOR ENGINEERING DESIGN SERVICES FOR THE REPLACEMENT AND/OR UPGRADES OF EXISTING EXHAUST FAN SYSTEMS FOR VARIOUS AUTHORITY-OWNED FACILITIES, was read by Mr. Cohen and considered by the Board.

Mr. Onorato stated that this is a request to solicit bids for an engineering service to design a scope of work to replace the exhaust fans at four of our garages. He said it could be a two-to three-year contract, with our current plans being to have Mellon Square Garage completed in 2018; Smithfield/Liberty and Third Avenue to be designed and completed in 2019; and Shadyside being done in 2020. He added that the systems being replaced are units originally installed when each facility was built.

Ms. Qureshi asked if we had an anticipated cost for this project.

Mr. Onorato advised that we do have an idea of the costs that he prefers sharing with the Board at our budget meetings as we do not want to release this information prior to the receipt of bids.

Mr. Barron asked if there were any additional garages that may be on the list further in the capital repairs budget that could possibly be advanced to obtain a volume-based reduction in price.

Mr. Holt stated that Grant Street Transportation Center has exhaust fans for Greyhound that are maintained yearly.

Mr. Onorato added that the selected garages are scheduled to be completed within a three-year period and we like to keep the engineering contract to coincide within the same timeframe.

Ms. Qureshi asked the purposes of garage exhaust systems, if they just remove vehicle exhaust fumes that may be a concern just in sub-surface facilities.

Mr. Holt replied that carbon monoxide detectors are strategically placed within each garage and when the carbon monoxide levels reach a certain level the exhaust fans are automatically powered on to remove those fumes. He noted that the fans in Mellon Square, because of its total sublevel design run 24 hours a day and therefore are routinely cleaned twice a year. He stated that the air is pumped from our facility and released into the air via grates located on the sidewalks located outside of the facility.

Mr. Onorato added that the units at Mellon Square Garage are so large that they will need to be disassembled on site and removed in pieces.

Ms. Qureshi stated that it is good to have a quality engineer under contract.

Mr. Cohen said he agrees with Mr. Barron that we should look to see if it would be worthwhile to add other facilities, if needed, to the engineer's scope of work in order to receive any applicable discount.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Mr. Barron and seconded by Ms. Qureshi, Resolution No 46 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Mr. Cohen, yes.

RESOLUTION NO. 47 OF OCTOBER 2017, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE FINAL PAYMENT TO OTIS ELEVATOR COMPANY FOR ELEVATOR MODERNIZATION AT THE MELLON SQUARE GARAGE, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised the Board that Otis Elevator replaced the elevator shaft for the elevator that was out of service for years, which currently brings the operational elevators at this facility to three. He advised that our plan now is to replace the remaining two elevators to have at least two elevators functioning at all times. He advised that the original price for this contract was \$478,000, with one change order for a credit of \$30,743 for the removal of hazardous materials that were not as prevalent as anticipated. He said, once this final payment is approved and released, the final dollar amount of the project will be \$447,257. Mr. Onorato also advised that the MBE participation was approximately \$227,000, 47.5 percent of the total.

Ms. Qureshi asked what was included in the total costs and if a maintenance program was included in the purchase.

Mr. Onorato responded that this was an entire build-out of an existing empty shaft, including a new cab, all controls, wiring and lighting. He stated that there would be a one-year warranty period with the Authority purchasing a maintenance contract after the warranty year ends.

Mr. Cohen noted that the Mellon Square garage is very important to the Authority and, with the newer garages being built in the general vicinity and opening shortly, we should make sure that this facility is given extra attention in terms of cleanliness and appearance.

Mr. Onorato advised that these issues are being addressed and are accounted for in our 2018 budget.

Mr. Speers responded that the Authority has completed some small internal work this year, such as painting and signage updating, and said that we have budgeted for larger-scale work in 2018, including painting the entire interior and upgrading the lighting and all the elevators.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Mr. Barron and seconded by Ms. Qureshi, Resolution No. 47 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Mr. Cohen, yes.

RESOLUTION NO. 48 OF OCTOBER 2017, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SET ESCALATING METER RATES IN THE FRIENDSHIP/CEDARVILLE PARKING LOT, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that Mr. Fournier had met with various community groups and said the Authority has determined that there has been a change in parking patterns in the area, notably that vehicles are parking all day in this lot. He said that in recommending escalating rates, the community groups are looking to free spaces for short-term parking, which currently is \$1.00 per hour or \$10.00 per day. He said we are asking for approval to make the rates in this lot \$1.00 per hour for the first two hours, \$2.00 an hour for the next two hours; and \$4.00 per hour for the

fifth hour or more. Mr. Onorato stated that the change is to discourage some of the full-day parkers. He noted that there are additional options available for hospital workers as each of the hospitals operate their own garages and parking spaces in those facilities are commonly available.

Ms. Qureshi asked if this would work with the phone app.

Mr. Onorato responded that we are working with Parkmobile on the matter, reporting that the firm is currently having difficulty with the programming. He said they are working to resolve this issue.

Mr. Fournier added that Parkmobile's current program for accommodating escalating rates is much too restrictive, even to the extent of barring patrons from buying additional time in the zone for the rest of the day. He said we are working with Parkmobile to develop a solution.

Mr. Barron asked if we were completing these types of analysis for any of our other facilities.

Mr. Onorato replied that this is the first facility that we are looking to implement this change and said the effort began at the request of the neighborhood groups.

Mr. Cohen asked how many parking spots are in this lot and if we knew the costs for parking in the West Penn Hospital Lot.

Mr. Onorato replied that there are 88 spaces in our lot and said he did not have West Penn's rates available.

Mr. Fournier stated that we are seeing a lot of hospital employees parking all day and, for most of a day's business hours, there are only a few available spaces at any given time. He stated that there has been discussion with West Penn Hospital about changing how they manage their parking, noting that this is part of a wider conversation with that community and its public and private parking entities.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Mr. Barron and seconded by Ms. Qureshi, Resolution No. 48 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Mr. Cohen, yes.

OLD/NEW BUSINESS

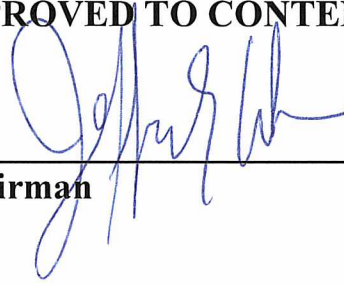
Mr. Cohen asked if there was any new or old business for discussion.

There were none.

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

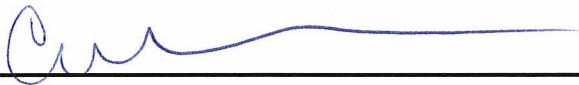
Upon motion by Mr. Barron and seconded by Ms. Oliphant the meeting was adjourned at 2:29 p.m. with all Board Members in approval.

APPROVED TO CONTENT



Chairman

ACCEPTED FOR FILING IN THE AUTHORITY'S BOOK OF MINUTES



Approval