

**MINUTES OF THE REGULAR MEETING OF THE
PUBLIC PARKING AUTHORITY OF PITTSBURGH
THURSDAY DECEMBER 21, 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 10:12 a.m. on December 21, 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, Aradhna Oliphant and Cathy Qureshi. Present from staff were: David Onorato, Christopher Speers, Chris Holt, Jo-Ann Williams, Janet Staab, Bill Conner, James Smith, Bob Wilson, Tracy Sowinski, Philip Savino, Kathryn Van Why and Pat Konesky. Also present were Jason Wrona of Buchanan Ingersoll, Brooks Robinson of Pittsburgh Cultural Trust, Bill Krahe of GV, Dan Manns of Larsen Design Group, Alicia Carberry of the City of Pittsburgh Mayor's Office and William Stewart of Strategic Communications.

Mr. Cohen stated that the Board held an Executive Session prior to the meeting to discuss real estate and personnel matters.

MINUTES

Mr. Cohen asked for approval of the minutes from the November 16, 2017 meeting.

Upon motion by Mr. Barron and seconded by Ms. Qureshi, the minutes were approved as follows: Ms. Qureshi, yes; Mrs. Oliphant, 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 Parking Enhancement District (PED) program on the South Side, stating that approximately \$1,800 revenue is collected each weekend, representing an average of 85 tickets issued.

Mr. Onorato updated the Board that we are still negotiating with AT&T regarding the placement of an antenna on our Third Avenue Garage.

Mr. Onorato advised that the Ft. Duquesne and Sixth project is moving along well with most of the structural repairs scheduled to be completed by the end of December. He advised that the façade work will not be completed until 2018 and said that work would include reinstalling the old façade and new lighting.

Mr. Onorato advised the Board that Senate Bill 252 passed, providing the Authority with more leverage to work with developers regarding the parking needs of new projects.

Mr. Onorato updated the Board on the Holiday Free Parking Program, advising that to date the Authority processed approximately 48,000 tickets representing approximately \$300,000 in revenues that would have been received. He noted that there is one additional free Saturday remaining and said the program's total cost will be increased by that day's results.

Mr. Onorato discussed the monthly reports, noting that all meaningful trends are heading in the right direction. He discussed the Facility Report, which shows that November revenues at the Mon Wharf, Ft. Duquesne and Sixth and Second Avenue all reflect construction at those sites.

Mr. Onorato discussed the Enforcement and Meter Report which shows that the top three categories for tickets are meter violations, residential permit parking violations and street-cleaning violations. He said those categories generate approximately 20,000 tickets per month. He advised that revenue is down slightly for the month but said he believes we will still reach our projected gross meter revenue total of \$20 million for the year.

Ms. Qureshi asked if the meter revenues being generated in the South Side during the PED periods on Friday and Saturday nights are being held in escrow, going to the South Side or are coming to the Authority.

Mr. Onorato replied that the Authority receives this revenue, which is included in the meter revenue report and said it will be forwarded to the City under the Co-Op agreement. He said it would be the City's decision regarding any sharing agreement with the South Side participants.

Mr. Onorato discussed the Parking Court Report, noting that fine collections are slightly off from last year's pace and stated that revenue volume is related to the number of tickets issued. He said we are averaging \$843,000 per month, adding that if that amount is realized in December, we will be slightly over \$10 million in fine collections for the year.

RESOLUTION NO. 56 OF DECEMBER 2017, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE FOUR LICENSE PLATE RECOGNITION SYSTEMS FOR INSTALLATION ON AUTHORITY ENFORCEMENT VEHICLES, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the Authority is continuing to build on its license plate recognition system to increase the efficiency of our meter enforcement program by basically doubling our coverage capacity in residential permit parking areas. He stated that looking ahead, we hope to expand this technology to meter enforcement. He added that upgrading the RPP system to virtual permits also enhances the efficiency of this equipment.

Mr. Barron stated that he believes that we discussed the topic the last time that license plate recognition systems were purchased, but asked for an explanation of what it means for a purchase of this type to be sole-sourced.

Mr. Onorato responded that a sole-source justification memo is attached to the resolution and said that on this particular purchase, with the current license plate technology software being gtechna's, the hardware being bought has to be compatible with the software already in place. He said that, otherwise, we would need to purchase new software and maintenance packages.

Ms. Qureshi asked if all RPP areas have switched over to virtual permit. She said that, as an "I.I." area resident, she doesn't recall receiving a notice for her area being moved to the virtual mode.

Mr. Onorato advised that the change is being made on a rolling basis, as not all area permits expire and renew at the same time. He said we therefore make the changes during the renewal periods.

Ms. Qureshi asked how rolling it out to meter enforcement would work.

Mr. Onorato stated that as the LPR vehicle passes metered street locations it will be able to read license plates and notify enforcement officers if parked vehicles are in paid or unpaid status. He stated that the officers are currently entering the plate information manually, adding that LPR vehicles can scan plates on parked vehicles much more rapidly.

Ms. Oliphant asked how the Authority accommodates elderly citizens and others not familiar with this type of technology.

Mr. Onorato stated that the major concern that we heard from the public was that it still wanted the physical permits issued so that residents could determine if parked vehicles belonged in their neighborhood. He stated that the residents are slowly accepting the program and know that they can call into question parked vehicles and said the Authority is responsible for checking if the vehicle is permitted to park in that area or not. He advised that in the districts that have switched to the new RPP program, 90 percent of the residents have applied on-line, indicating that residents are using the technology, adding that we still offer walk-in and mail-in services for those that choose those methods.

Mr. Wrona asked if the change to the virtual permits was due to City Council action.

Mr. Onorato replied that there was no Council action, but that Council members were in favor of and very instrumental in moving the program in that direction. He advised that although the Authority was waiting on Council to change the visitors pass regulations, it just wasn't occurring so we built the parameters around the visitors pass.

Ms. Qureshi asked how the officers know if a vehicle without a permit is parking in the area within the allowed time.

Mr. Onorato replied that when a license plate is scanned and a vehicle was found to be parked without a permit, the officer begins a timing session and is required to return after the allotted grace period to determine if it was in violation of the posted time limit. Mr. Onorato advised that the Authority is working with City Council to possibly place meters in those areas to require parkers without permits to pay for their stays. He advised that this discussion is in an early stage.

Mr. Cohen asked if the Authority doublechecked the pricing on the units being purchased to see if we are receiving a fair price that is not escalated because of it being sole-sourced. He also asked if we have spoken with other vendors that have this product to get their opinion on the equipment.

Mr. Onorato responded that we had checked the hardware pricing and believe that we are receiving a fair price. He noted that the Authority already has this equipment and is satisfied with its performance.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Mrs. Oliphant and seconded by Mr. Barron, Resolution No. 56 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Ms. Oliphant, yes; Mr. Cohen, yes.

RESOLUTION NO. 57 OF DECEMBER 2017, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE TWO (2) NEW FLEET VEHICLES BOTH 2017 CHEVROLET CRUZE, FOR THE DEPARTMENT OF ENFORCEMENT FROM DAY CHEVROLET INCORPORATED, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that this is part of our normal vehicle replacement program. He stated that we currently have 19 vehicles assigned to the meter/enforcement department and are requesting to purchase two new vehicles to replace vehicles numbers 109 and 309 in our fleet. He said both are at least 10 years old, have over 50,000 miles of use and are determined to be in poor condition. He noted that these vehicles are used daily by multiple drivers. Mr. Onorato noted that two of the LPR systems approved in today's first resolution, will be placed on these new vehicles. He also advised that once the LPR systems are in place, we will see a significant increase in mileage performance as these vehicles will be used to cover more area.

Mr. Barron asked if the Authority has done a cost analysis on electric vehicles.

Mr. Onorato stated that we have not looked at the electric vehicles because adding LPR systems to an electric vehicle would void any type of warranty and also have an effect on the electrical system of the vehicle.

Ms. Qureshi asked that with this many vehicles in our fleet and the many drivers that we have, if we have many accidents reported.

Mr. Onorato responded that we do have some slight fender benders on record, but thankfully, no major accidents to report.

Ms. Qureshi stated that this is something to be recognized.

Mr. Barron asked if the Authority could look at purchasing electric vehicles that may make economic sense, possibly working with the City on this purchase.

Mr. Onorato responded that we will look at purchasing electric vehicles going forward. He also noted that we were working with the City on the installation of charging stations at Second Avenue but said that the City experienced a delay in its scheduled timeline. He said the Authority continued its process and has installed 15 stations in the First Avenue Garage.

Mr. Cohen stated that he is not in favor of purchasing these vehicles outright and would rather the Authority finance the purchase of vehicles.

Ms. Oliphant stated that this has been discussed before but remembered that we could not proceed in this manner because it would affect the warranty.

Mr. Barron asked if the vehicles that the Authority takes out of service become available on the Gov Deals site.

Mr. Onorato responded that the Authority auctions these vehicles through the Parking Court's auction process.

Mr. Barron inquired how much the Authority typically receives for these vehicles.

Mr. Smith responded that it is dependent upon the condition of the vehicle and if its buyer plans to continue to use it for transportation or if it is being bought specifically for parts.

Mr. Cohen asked the Authority has any type of policy in place for routine cleaning of the inside of the vehicles.

Mr. Onorato responded that there is a policy in place requiring that each person who uses the vehicle is responsible for its upkeep.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Mr. Barron and seconded by Ms. Qureshi, Resolution No. 57 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Ms. Oliphant, yes; Mr. Cohen, yes.

RESOLUTION NO. 58 OF DECEMBER 2017, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE ONE (1) NEW FLEET VEHICLE, A 2018 CHEVROLET SILVERDO 2500 PICK-UP TRUCK FOR THE DEPARTMENT OF PROJECT MANAGEMENT, FROM DAY CHEVROLET, INCORPORATED., was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that this situation is similar to the previous resolution except that we are asking to purchase a truck for the Project Management Department at a not-to-exceed cost of \$30,150. He advised that an older vehicle, with close to 100,000 miles of service, will be replaced. He stated that this truck is heavily used.

Ms. Oliphant asked how the purchase process is determined.

Mr. Onorato advised that the Westmoreland COG has already done an RFP to be bid through the State to secure the best prices. He said we determine if they have the particular vehicle we need and purchase it knowing that they have already secured the best price.

Ms. Qureshi asked if the vehicles in this resolution and those in the previous resolution were 2018 models, as there was a discrepancy in the wording of the resolutions.

Mr. Smith responded that the prices quoted for the Chevy Cruzes were for 2017 models and the Silverado is a 2018 model.

Ms. Qureshi asked how the Authority receives the proceeds from the auction, if McGann and Chester takes the vehicle to auction and then forwards a check, minus its fee, to the Authority.

Mr. Onorato confirmed that this is the procedure and said her understanding of the process is correct.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Ms. Qureshi, Resolution No. 58 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Ms. Oliphant, yes; Mr. Cohen, yes.

RESOLUTION NO. 59 OF DECEMBER 2017, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD A CONTRACT TO O&S ASSOCIATES, INCORPORATED FOR

ENGINEERING CONSULTING SERVICES FOR FIRE/PANIC ALARM SYSTEM UPGRADES AT VARIOUS AUTHORITY-OWNED GARAGES,
was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the Authority identified seven garages having their original fire and panic alarm systems, plans to upgrade or replace them and feels we require professional consultant to help evaluation of their condition and determine the scope of work. He advised that this was bid as a professional services contract for which we received five bids and shortlisted three firms for interviews. He advised that based on the evaluation and scoring of each proposal, we are recommending awarding the contract to O&S at a not-to-exceed cost of \$180,000.

Ms. Qureshi asked where O&S scored high.

Mr. Holt responded that they scored higher on the value-added items, which were outside of the scope identified in the RFP, and would be performed at no additional cost to the Authority. He stated that they were going to bring on additional engineering components to do comprehensive assessments of other infrastructure of the garages, particularly at Mellon Square Garage, including the fire suppressant system that communicates with all of the elevators. He advised that Oliver Garage has a system, not identified in the RFP, that they will assess, provide a budgetary estimate and also create the specifications for bidding purposes. He advised that all of this represents added value to the contract at no cost to the Authority. He advised that if the other firms were to do this work there would be additional fees.

Ms. Qureshi asked if any of the firms were MBE vendors.

Mr. Holt responded that O&S is a certified MBE firm.

Ms. Oliphant asked is the difference between the lowest bidder and the O&S price bid was the cost of the added value items.

Mr. Holt responded that it was. He added that part of the lower bidder's added value items amounted to courtesy calls to obtain pricing, which should have been part of their original scope of work.

Ms. Oliphant asked if the Authority has ever used O&S's services and if so, were we satisfied with their past service.

Mr. Holt replied that O&S is currently the Authority's on-call engineer and said that we are satisfied with their work.

Mr. Smith added that discussions with the three shortlisted firms were intensive and involved a number of connecting issues, such as HVAC, elevators, life- saving systems and said that O&S brought a team that had completely done those assessments and was prepared to discuss them. He stated that the other two firms came in with some good thoughts but they had not done the background work that O&S had done, nor were they prepared to give us answers to some of the questions we raised. He stated that there was a comfort level on O&S's knowledge of the systems that exceeded what the other teams had.

Mr. Holt added that these items were all outside of the services that the RFP had identified.

Mr. Cohen asked if O&S was going to go into each garage and give us a recommendation on upgrading or replacing the system.

Mr. Holt responded that each garage would have its own plans and specifications.

Mr. Cohen asked the timeframe for this type of project.

Mr. Holt advised that this will be done in stages, with work starting in 2018 and running through 2020.

Ms. Oliphant clarified that this resolution is just for the engineering consulting and that the capital work will be additional and brought before the Board at a later date.

Mr. Cohen asked if they were able to give the Authority some indication of the cost for each facility.

Mr. Holt replied that until they do the actual assessment of each garage they cannot give any estimate at this time, but will assist the Authority in determining the cost for each garage's upgrade.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 59 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Ms. Oliphant, yes; Mr. Cohen, yes.

RESOLUTION NO. 60 OF DECEMBER 2017, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE FINAL PAYMENT TO NATHAN CONTRACTING, LP FOR THE VEHICLE BARRIER SYSTEM UPGRADES OF THE FIRST AVENUE GARAGE AND STATION, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the total cost for the vehicle barrier system upgrade at First Avenue was \$594,888.00 which was \$17,600 under the original price. He noted that the MBE participation on this project was 22 percent. He advised that the only change order on the contract was a reduction from the original contract price.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 60 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Ms. Oliphant, yes; Mr. Cohen, yes.

RESOLUTION NO. 61 OF DECEMBER 2017, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND ENTER INTO AN EASEMENT AGREEMENT BETWEEN THE AUTHORITY AND 820 LIBERTY AVENUE PARTNERSHIP LP, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the 820 Liberty Avenue Partnership LP is buying the building adjacent to our Smithfield Liberty Garage that abuts our structure in the basement area and is seeking to create a pedestrian access for the residents of the units to have access directly into the garage. He stated that the Authority and 820 Liberty Avenue Partnership negotiated an easement agreement whereby 820 Liberty Avenue Partnership will pay for all the construction involved. He advised that the City’s leadership is in favor of this project as it adds an additional residential component to the downtown landscape. Mr. Onorato advised that representatives from both 820 Liberty Avenue Partnership and the Pittsburgh Cultural Trust are in attendance and are prepared to respond to any questions. He noted that the easement agreement also includes a commitment to purchase four leases in the garage at current market rates and said the access portion is still to be worked out.

Ms. Qureshi asked if there would be a pathway between the two structures.

Mr. Onorato replied that there would not be a pathway but just be an opening in the wall to create access directly into their building and said that the access control process is still to be worked out. He also noted that the Authority will review and approve the design, will not be responsible for any costs, including legal fees and will receive a \$40,000 one-time payment upon execution of the agreement. He also noted that the agreement will require that 820 Liberty Avenue Partnership have adequate insurance coverage.

Mr. Barron asked how the Authority arrived at the \$40,000 fee.

Mr. Onorato advised that it was based on the cost of the spaces and projected future revenues.

Mr. Wrona added that he does not believe that 820 Liberty Avenue Partnership has closed on the purchase from the Cultural Trust, but said once they have the closing we can enter into the agreement. He also advised that these are the types of arrangements that Senate Bill 252 is meant to advance.

Mr. Krahe advised that they are scheduled to close next week and said this access agreement is one of the conditions of the closing.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 61 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Ms. Oliphant, yes; Mr. Cohen, yes.

RESOLUTION NO. 62 OF DECEMBER 2017, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A SETTLEMENT AGREEMENT AND RELEASE WITH PIATT PLACE DOWNTOWN PITTSBURGH, LP, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that this goes back to the water line issue on Oliver Avenue where the entire line was bad and has been repaired. He advised that the sidewalk in front of the Piatt building had some voids underneath it and began caving in, creating a situation that could result in a possible lawsuit being filed against the Authority. He advised that our legal counsel recommended settling rather than incurring substantial additional costs to defend our position. He advised that we do not agree with the Piatt claim but said it would cost the Authority a lot more to fight it in the court than to settle.

Ms. Qureshi asked if Piatt did in fact pay the \$92,910 dollars in repairs and if we have seen those invoices.

Mr. Wrona replied that we have seen the estimate and were assured by Mr. Walker, Piatt’s CFO, that the work was completed.

Mr. Onorato added that the Authority did see the work being completed.

Mr. Barron asked if the Board approved this settlement payment, if the Authority would be released from liability.

Mr. Wrona stated this is a full release and said he wanted to clarify that there was not an actual lawsuit filed but there was threat of one. He also advised that the costs of the experts that would be needed to assist in our defense would far exceed the settlement amount.

Mr. Cohen said he agreed and asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Ms. Qureshi, Resolution No. 62 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Ms. Oliphant, yes; Mr. Cohen, yes.

RESOLUTION NO. 63 OF DECEMBER 2017, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD A

THREE-YEAR CONTRACT WITH TWO ONE-YEAR OPTIONS TO CINTAS CORPORATION FOR UNIFORM RENTAL SERVICES FOR PARKING SERVICES DEPARTMENT PERSONNEL AT AUTHORITY GARAGES, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that we are seeking authorization to enter into a three-year contract with two one-year options at a not-to-exceed \$50,000 cost to lease everyday uniform items such as shirts, pants and shorts and purchase such seasonal items as winter coats and overalls for the Teamsters members of the Parking Services department. He advised that there are currently 54 parking attendants and said this contract includes outfitting the nine garage managers as well. He advised that the current uniform, vendor is Unifirst but based on the bid responses and the quality of the Cintas uniforms we are recommending changing vendors. He noted that the historical yearly cost of these items is approximately \$13,000 per year while this contract will average \$17,000 per year. Mr. Onorato advised that cleaning responsibility for the leased shirts will fall to the individual employee, but if there is a defect, rip or tear, the shirt will be replaced. He added that, after a certain period of time, all shirts will be replaced.

Mr. Cohen agreed and asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Ms. Qureshi, Resolution No. 63 of 2017 was approved as follows: Ms. Qureshi, yes; Mr. Barron, yes; Ms. Oliphant, yes; Mr. Cohen, yes.

OLD/NEW BUSINESS

Mr. Wrona stated that at the last meeting, Mr. Barron had asked if there were any Act 47 withdrawal issues that could impact the Authority. He said that he and his colleagues believe that there should not be any issues that would impact the Authority.

Mr. Barron thanked Mr. Wrona for following up on this concern.

Mr. Cohen thanked Mr. Onorato and the Authority staff for their hard work and performance throughout 2017. He stated that he recently had a meeting with Kevin Acklin of the Mayor's Office and stated that Mr. Acklin had all positive comments about the Authority and its professionalism. He also thanked Mr. Wrona of Buchanan Ingersoll and Rooney for his and his firms service throughout the year. Lastly, Mr. Cohen thanked the Parking Authority Board Members for their commitment, independent thinking and genuine concern for the Authority, which he gives the Mayor credit for assembling.

Ms. Oliphant expressed thanks to Mr. Cohen and Ms. Qureshi for their leadership though out the last year.

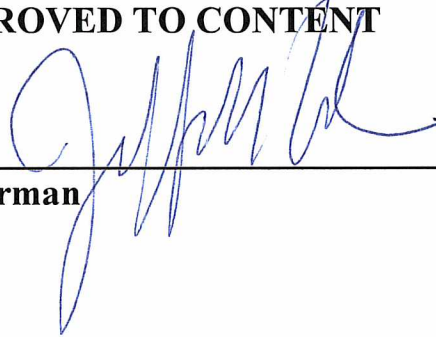
Mr. Cohen asked if there was any additional new or old business for discussion.

There were none.

The next Board meeting is scheduled for Friday, January 19, 2017 at 10:00 a.m.

Upon motion by Mr. Barron and seconded by Ms. Qureshi the meeting was adjourned at 10:54 am with all Board Members in approval.

APPROVED TO CONTENT



Chairman

ACCEPTED FOR FILING IN THE AUTHORITY'S BOOK OF MINUTES



Approval