

**MINUTES OF THE REGULAR MEETING OF THE
PUBLIC PARKING AUTHORITY OF PITTSBURGH
THURSDAY AUGUST 18, 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 10:12 a.m. on August 18, 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 and Matt Barron. Present from staff were: David Onorato, Anthony Boule, Jo-Ann Williams, Christopher Speers, Chris Holt, Wes Pollard, Tracy Sowinski, Janet Staab, Philip Savino, and Patricia Konesky. Also present were Jason Wrona of Buchanan Ingersoll and William Stewart of Strategic Communications.

Ms. Qureshi apologized for starting today's meeting late and advised that it was due to Board members attending an Executive Session to discuss real estate, legal and personnel matters.

MINUTES

Ms. Qureshi requested a correction in the minutes. She asked that a statement on page six reporting her stating that Co-Stars had competitively bid this work be corrected to read that she confirmed, not stated, that Co-Stars had competitively bid this work.

Ms. Qureshi asked for approval of the amended minutes from the regular meeting held on July 21, 2016.

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

PUBLIC COMMENT

Ms. Qureshi asked if there were any public comments.

There were none.

EXECUTIVE DIRECTOR'S REPORT

Mr. Onorato updated the Board that the renovations at Third Avenue are proceeding and we anticipate that 90 percent of the interior structural repairs will be completed by the end of this month.

Mr. Onorato advised the Board that, at the request of the AFSCME business representative, the negotiation meeting scheduled for this week was cancelled. He said we are waiting for the union to suggest dates for rescheduling.

Mr. Onorato advised the Board that the Pittsburgh Post-Gazette ran a positive story on the new development being constructed on the land that was formerly the site of our Centre/Craig Lot.

Mr. Onorato discussed the Finance Report, which shows that July's revenue was down slightly from the year-ago total although 2016's total to date has increased. He advised that revenue numbers were above budget with individual results varying by garage location and said that we are watching the garage revenue performance closely. He noted that some of the variation occurred due to construction-related loss of spaces. Mr. Onorato advised that the month's expenses are approximately eight percent below forecast while the yearly total is 10 percent under budget, largely due to continued unfilled positions.

Mr. Onorato discussed the Enforcement Report, advising that the issuance of tickets increased slightly from last month. He advised the Board that this month's report contains a line item showing the percentage total of each type of ticket issued.

Mr. Cohen noted that the numbers show that enforcement productivity has increased this month as it has in past months.

Mr. Onorato discussed the Meter Revenue Report, which indicates that street collection is slightly increased from last month while lot leases are down slightly. He advised that the total of leases decreased this month to 349 from last July's total of 382.

Mr. Wrona added that some of the decrease in leases may be due to the loss of spaces resulting from the sale of lots.

Mr. Onorato confirmed that statement, adding that there were not many leases lost to sale activity but said that they do factor into the overall total.

Mr. Onorato discussed the Parking Court Report, noting that revenues are slightly down from the same period last year but overall revenues are up significantly for 2016 to date. He advised that Duncan Solutions reported that it is achieving a 90-percent collection rate which is above the industry average of 80 percent.

Ms. Qureshi asked if the Authority had any idea as to why July revenues would be down as all other months saw an increase.

Mr. Boule responded that Parking Court collection notices sent out in March and April included large numbers of legacy tickets, which resulted in increases for those periods. He said we anticipated this decline as the revenue received from those mailings would be reduced.

Mr. Cohen added that the restaurant business also saw a decline in the month of July.

RESOLUTIONS

RESOLUTION NO. 37 OF AUGUST 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE, ON A SOLE SOURCE PROCUREMENT BASIS, PARKING ACCESS AND REVENUE CONTROL EQUIPMENT FROM HUB PARKING TECHNOLOGIES TO REPLACE ANTIQUATED FEE COMPUTER EQUIPMENT AT THE FIRST AVENUE GARAGE, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that the Authority continues to improve its revenue control equipment and fee computers at all of its facilities. He advised that the fee computer is the cashier's station which is used by the attendant to assist the revenue control equipment when facilities experience high patron volume. He advised that the two existing fee computers at First Avenue are significantly aged and we are recommending purchasing their replacements from HUB Parking at a not-to-exceed cost of \$12,000.00. He advised that the equipment must be compatible with the facility's existing software and therefore cannot be purchased from any vendor other than HUB. Mr. Onorato advised the Board that a sole-source justification memo will accompany the purchase requisition.

Ms. Qureshi stated that while this may be a justified sole-source purchase, she recommends that for all transactions of this type, the Authority does its due diligence and check the pricing to ensure we are receiving the market price and not one being escalated because of a sole-source requirement.

Mr. Onorato responded that the revenue control equipment in our facilities are purchased from two separate vendors, with each vendor controlling 50 percent of the Authority's facilities. He advised that Mr. Speers always does a price comparison of the two vendors and did so on this purchase as well.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Mr. Barron and seconded by Mr. Cohen, Resolution No. 37 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Qureshi, yes.

RESOLUTION NO. 38 OF AUGUST 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD AND ENTER INTO AN AGREEMENT WITH THIRD GENERATION FOR A UNIFIED COMMUNICATIONS SYSTEM, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised the Board that the phone system upgrade will include the Authority offices, Authority garages and Parking Court. He stated that the current phone system is the original system that has been in place since the offices opened. He advised that 10 proposals were received, with bid prices ranging from \$32,000 to \$315,000. He advised that five firms were shortlisted and interviewed and, based on the proposals and interviews, staff is recommending that Third Generation be awarded the contract at a price of \$39,420.00. He advised that there were 10 to 12 different categories used in scoring each vendor and said each firm was aware of these categories prior to submitting their proposals.

Mr. Barron asked if the Authority had any explanation for the huge cost differences in the proposals submitted.

Mr. Savino advised that the difference was between the service being hosted by the provider or by us on our premises. He advised that the hosted solution, known as the cloud, would generate a higher operating cost. He stated that the Authority would essentially be renting from the vendor while the on-premises services would be a one-time purchase. He advised the Board that each vendor had the choice to submit either a hosted or on-premises proposal or both if they preferred.

Ms. Qureshi asked for clarification of the wording regarding purchase and maintenance. She noted that the purchase applied to the actual hardware but inquired as to the duration of the maintenance period and also asked if the \$39,000 covered the entire five years of the contract.

Mr. Savino responded that the \$39,000 covered the purchase and attendant maintenance costs for the first three contract years.

Mr. Holt added that terms of the two one-year options would need to be negotiated if the Authority decides to extend the option portion of the contract.

Ms. Qureshi ask if the Authority would pay the entire cost upfront or if the vendor would invoice monthly on a pro-rata cost basis.

Mr. Savino advised that the entire cost would be paid upfront. He said this was similar to if one purchased a device like a computer from Best Buy where the entire cost is paid upfront and the warranty covers the device for the duration of the warranty period. He added that we could make

a decision after the three-year contract expires if we want to continue using the equipment, which he said is manufactured by Mitel and compatible with many different vendor products.

Ms. Qureshi summarized the purchase by saying that the Authority would order new hardware, in this case the phones located in the various offices using voice-over internet, paying the vendor the entire amount and with our staff maintaining the equipment. She asked what the vendor would be required to do.

Mr. Savino responded that the vendor would be responsible for equipment breaks or fails to perform because of any other problem outside of the Authority's control. He said they would also be available 24/7 should an outage occur.

Mr. Cohen asked if this vendor's references were contacted.

Mr. Holt responded that that the Authority did check this company's references.

Mr. Savino responded that all of the vendors who submitted proposals were required to have three references. He advised that Third Generation's list included the Housing Authority and ALCO and said our contact with both yielded positive reports. He also noted that he was in communication with a vendor, on an entirely different project, who provided a good recommendation of Third Generation.

Mr. Holt added that this firm is local and located in Bridgeville PA.

Ms. Qureshi asked if there were any additional questions.

There were none.

Upon motion by Mr. Barron and seconded by Mr. Cohen, Resolution No. 38 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Qureshi, yes.

RESOLUTION NO. 39 OF AUGUST 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RATIFY A CHANGE ORDER TO NATHAN CONTRACTING, LP FOR STRUCTURAL STEEL FRAMING REPAIRS AT THE WOOD-ALLIES PARKING GARAGE, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that this references the structural beam replacement project at the Wood Allies Garage that was performed this past weekend after it was discovered that joints were exposed during repair of beams previously authorized by the Board.

Ms. Qureshi asked the percentage of the project that is complete.

Mr. Onorato replied that, including this change order, the project is 100-percent complete.

Ms. Qureshi asked if this is authorization for a final payment as well.

Mr. Holt replied that final payment will be presented later to the Board.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Mr. Barron and seconded by Mr. Cohen, Resolution No. 39 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Qureshi, yes.

RESOLUTION NO. 40 OF AUGUST 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND LANGUAGE CONTAINED IN THE AUTHORITY'S FUNDED 2016 CAPITAL IMPROVEMENT BUDGET FOR UPGRADING AUTHORITY-OPERATED SURFACE LOTS IN THE CITY OF PITTSBURGH, was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that the Authority previously received Board authorization for \$300,000.00 in lot repairs but that we want to correct the funding source from which payment will be made. He advised that the proper funding source is the Capital Improvement Fund, the Authority's share of the Parking Court Revenue. He explained that prior to 2015, the Authority would keep 10 percent of net revenues for capital repairs of neighborhood facilities. He stated that the dollar amount of \$300,000.00 is not changing, just the funding source.

Mr. Cohen asked how much the Authority has remaining in that funding source.

Mr. Onorato responded that there is just over \$4 million remaining in that fund.

Ms. Williams added that those funds are internally restricted, which is why the specific funding source needed to be correctly identified.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Mr. Cohen and seconded by Mr. Barron, Resolution No. 40 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Qureshi, yes.

RESOLUTION NO. 41 OF AUGUST 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SOLICIT PROPOSALS FOR ARCHITECTURAL DESIGN SERVICES TO BUILD OUT THE EXISTING RETAIL SPACE AT THE GRANT STREET

TRANSPORTATION CENTER (GSTC), was read by Ms. Qureshi and considered by the Board.

Mr. Onorato advised that the Grant Street Transportation Center was built to include a separate retail commercial space on the ground level for which the Authority has been unable to find a tenant largely because of the cost extending HVAC and plumbing services to the area. He advised that the Authority now has the need to relocate the Meter Services Department which is currently housed in the basement of the main office building, to streamline its function and create a more efficient workspace. He advised that the Authority would be able to utilize some of the existing features in the build-out of the Grant Street area by incorporating existing lockers and restrooms.

Ms. Qureshi asked if there were any retail customers at this location.

Mr. Onorato responded that both Greyhound and Enterprise are our retail tenants.

Mr. Barron asked if the Authority had a ballpark idea of the total cost for this project.

Mr. Holt responded that we anticipate the cost to be between \$250,000.00 and \$300,000.00.

Mr. Cohen asked if this figure was included in the 2016 Capital Budget.

Mr. Holt responded that the project was planned and the funds are in the 2016 Budget.

Mr. Onorato stated that this move would involve Meter Services only, which includes the meter technicians, collectors and the storage meter inventory. He said that moving the entire department out of the main office basement also provides space for the Enforcement Department to expand its operations.

Ms. Qureshi asked if there were any questions.

There were none.

Upon motion by Mr. Barron and seconded by Mr. Cohen, Resolution No. 41 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Qureshi, yes.

OLD/NEW BUSINESS

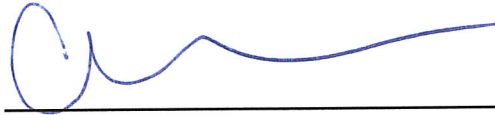
Ms. Qureshi asked if there were any new or old business items for discussion.

There was none.

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

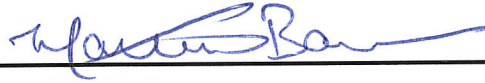
Upon motion by Mr. Barron and seconded by Mr. Cohen the meeting was adjourned at 10:38 a.m. with all Board Members in approval.

APPROVED TO CONTENT



Chairman

ACCEPTED FOR FILING IN THE AUTHORITY'S BOOK OF MINUTES



Approval