

**MINUTES OF THE REGULAR MEETING OF THE
PUBLIC PARKING AUTHORITY OF PITTSBURGH
THURSDAY OCTOBER 20, 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 10:41 a.m. on October 20, 2016 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 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, Jason Phillips, Debra Meyer, Bill Conner, Philip Savino, and Patricia Konesky. Also present were Jason Wrona of Buchanan Ingersoll; Adam Smeltz of the Pittsburgh Post-Gazette; and Bob Bauder of the Tribune Review.

Mr. Cohen advised that an Executive Session held prior to today's meeting to discuss real estate matters ran late and apologized for the Board meeting's late start.

MINUTES

Mr. Cohen asked for approval of the minutes from the September 15, 2016 meeting.

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

PUBLIC COMMENT

Mr. Cohen asked if there were any public comments.

There were none.

EXECUTIVE DIRECTOR'S REPORT

Mr. Onorato advised the Board that the last of the single space-meters were removed from the Carrick area, the site of on-going street reconstruction along Brownsville Road. He advised that, going forward, all metered spaces will be managed by multi-space, pay-by-plate technology.

Mr. Onorato discussed the monthly reports, noting that at 75 percent through the fiscal year, revenue and expenses are right on target.

Mr. Onorato discussed the Garage Utilization Report, which indicates that of the 13 facilities, nine had at least one-half percent drops in occupancy. He advised that this report was a factor in recommending that the rate increase be rescinded.

Mr. Onorato discussed the Garage Weekend and Evening Transaction Report, which indicates that daytime transactions were slightly off the 2015 pace in 2016. He stated that 2016's evening volume is ahead of the 2015 pace.

Mr. Onorato discussed the Downtown Housing Report, noting that the Authority has been working with the City to increase the number of Downtown Housing Leases. He said those efforts are reflected in the increase of 53 leases since the beginning of this year. Mr. Onorato noted that this change will affect the agreement with the City, as the discount offered to downtown residents represents a forgiveness of the parking tax, and reduces payments to the City. He advised that the City is aware of the reduction and continues to support this program.

Mr. Onorato discussed the Multi-Space Meter Revenue Report, stating that the total meter revenue to date is \$14.5 million, which ties into the data in our Finance Report. He advised that the payment breakdown is roughly 13 percent through coins, 65 percent by credit card while 23 percent of customers use the pay-by-phone application.

Mr. Onorato advised that the Authority tracks revenue by the industry standard of per space per facility, a practice that indicates that the top three Authority facilities are Mellon Square, Smithfield/Liberty and Oliver Avenue, all where the higher rates are in effect. He stated that we also break this information down further into gross revenue per space and net revenue per space, adding that the timing of this report is one quarter behind to enable us to include actual numbers and expenses for the periods covered.

Mr. Onorato discussed the Parkmobile Pay-by-Phone Report which indicates 1.1 million transactions to date, totaling just over \$3 million. He said the average transaction was \$2.74 compared to an average meter transaction of \$2.29.

Mr. Cohen stated that this is an additional reason why we need to get more people using the app. He advised that we need to increase our marketing, maybe by reaching out to the City and using its mailing of tax bills as a vehicle to advertise. He commented that Parkmobile needs to help the Authority in the marketing efforts more than it has thus far.

Ms. Oliphant asked if Pittsburgh's average rate is high compared to other markets.

Mr. Onorato responded that it is and said that we have been advised that the system's adoption in Pittsburgh expanded much more rapidly than in other locations.

Mr. Barron stated that he saw the City Controller's Audit of the Residential Permit Program and asked if staff had the opportunity to review it.

Mr. Onorato responded that the audit has been reviewed and said a formal response was sent to the Controller's Office.

Mr. Barron stated that one of the recommendations was for implementation of an on-line application process.

Mr. Onorato responded that the Authority has been working with Groupe Techna to develop and implement this mode and anticipates that it will be completed by the end of this year. He said that we are waiting on a response from the City on the visitor's pass portion as changing the visitors pass from hard copy to virtual requires City Council's approval. He stated that the Authority would proceed with the improvements we can and implement them whether or not Council addresses the visitors pass portion.

RESOLUTIONS

RESOLUTION NO. 51 OF OCTOBER 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE NEW SERVER EQUIPMENT FOR THE ADMINISTRATIVE OFFICE VIRTUAL ENVIRONMENT, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that this is a routine upgrade of the Authority servers, reporting that the existing equipment has reached the end of its useful life and we are looking to upgrade to a new technology. He stated that the Authority selected a vendor using the Co-Star contract.

Mr. Savino stated that the upgrade will also be increasing the memory capacity of the Authority's system.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 51 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes.

RESOLUTION NO. 52 OF OCTOBER 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND ENTER INTO A LEASE AGREEMENT BY AND BETWEEN THE AUTHORITY AND THE HISTORIC DEUSCHTOWN DEVELOPMENT CORPORATION, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the Authority has been working with the community to improve its commercial core and said the Historic Deuschtown Development Corporation is seeking to maintain the pedestrian walkway between the East Ohio Street business district and our surface lot. He advised that the Authority recently completed upgrades to the surface lot and any

upgrades to the walkway would further enhance the area. He noted that the Authority would oversee any work that is done on the walkway.

Mr. Barron asked the term of the lease and if any money would be exchanged.

Mr. Onorato responded that there would be no money exchanged but the Development Corporation would be responsible for any improvement costs.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 52 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes.

RESOLUTION NO. 53 OF OCTOBER 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ISSUE A REQUEST FOR PROPOSALS (RFP) TO SOLICIT BIDS FOR A UNIFORM VENDOR FOR THE DEPARTMENT OF ENFORCEMENT, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the Authority is making sure that we are purchasing the best possible uniform products for the Enforcement Department at the best price and with the best terms available. He advised that we currently contract with Northeastern Uniform and for the most part the Authority is satisfied with the firm's performance although there have been some delays in uniform deliveries. He stated that Northeastern will have the ability to submit a proposal when the new RFP is issued.

Mr. Cohen asked how long Northeastern Uniform has had the existing contract.

Mr. Onorato responded that it has been a long time and while there is not a documented contract in place as the Authority was piggy-backing on the City contract.

Mr. Cohen asked if there were any additional questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 53 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes.

RESOLUTION NO. 54 OF OCTOBER 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO UTILIZE ELECTRICAL SERVICES FOR AUTHORITY-OPERATED GARAGES AND SURFACE LOTS FROM THE CITY OF PITTSBURGH/COUNTY OF

ALLEGHENY CONTRACT WITH ALLEGHENY CITY ELECTRIC, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the current electrical contract expired in September and we would like to exercise an existing extension option, with two one-year options with Allegheny City Electric based on piggy-backing on the City/County contract.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 54 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes.

RESOLUTION NO. 55 OF OCTOBER 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SOLICIT PROPOSALS FOR AN ENGINEERING FIRM TO CONDUCT AN ANALYSIS, PROVIDE RECOMMENDATIONS AND PREPARE CONSTRUCTION DOCUMENTS FOR THE FABRICATION AND INSTALLATION OF A VEHICLE BARRIER SYSTEM WITHIN THE FIRST AVENUE GARAGE AND STATION, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised the Board that the Authority is being proactive in planning to repair deficiencies in the façade and railing at the First Avenue Garage identified in the annual garage inspection report. He said the Authority would like to conduct a deeper evaluation to determine the type and extent of repairs needed and then issue an RFP for the work deemed necessary.

Ms. Oliphant asked for a description of structural beacon barrier system.

Mr. Onorato responded that it is the bumper guard within the structure of a building that prevents vehicles from colliding with the interior wall.

Mr. Cohen asked if the Authority has on-staff personnel who do this evaluation.

Mr. Onorato responded that we do not have this type of qualified person on staff, which is why we are asking for permission to solicit proposals for the performance of the evaluation.

Ms. Oliphant asked if a second RFP would need to be issued if the evaluation deemed any repairs are necessary and if costs of those repairs would be paid from the Capital Budget.

Mr. Onorato responded that a RFP would need to be issued for any type of construction needed and said the construction costs would be paid from the Capital Budget.

Mr. Cohen asked if there were any additional questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 55 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes.

RESOLUTION NO. 56 OF OCTOBER 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD A CONTRACT TO OTIS ELEVATOR COMPANY FOR THE ELEVATOR MODERNIZATION AT THE MELLON SQUARE GARAGE, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that this is the first phase of the elevator improvement project at the Mellon Square where the goal is to have two elevators running at all times. He advised the Board that this third elevator was designed to carry freight and has been off-line for approximately 20 years. He advised that three firms attended the mandatory meeting bid for this work and we had reached out to three or four additional firms prior to the bid. Mr. Onorato said that, for various reasons, only one bid was received.

Mr. Cohen asked if the Authority knew if the bid in the amount of \$478,000 was a good bid and if we agreed that this is the true cost of the project.

Mr. Holt responded that the bid amount is in line with the work that needs to be completed, including restoration work to the elevator shaft, structural repairs and upgrading the alarm system. He stated that the project has two parts, the actual fabrication of the elevator system and the structural components of the shaft. He noted that the Wall Corporation's portion of the work amounts to \$260,000.

Mr. Cohen asked if there were any additional questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 56 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes.

RESOLUTION NO. 57 OF OCTOBER 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SOLICIT BIDS FOR STAIRWELL REPLACEMENT AT THE MELLON SQUARE GARAGE, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that this upgrade is part of our on-going capital plan. He advised that the Authority is replacing the stairwell nearest to the William Penn Hotel, noting that it is highly utilized by the public and will need to be taken out of service for a long period of time while the

stairs are being replaced. He advised that the entire stairwell will be painted as part of the project.

Mr. Cohen asked if the project is included in the Authority's 2017 Budget for projected repairs.

Mr. Onorato responded that we hope to begin the work in 2016 but that it would cross over to the 2017 budget as well. He said the project was accounted for in our capital repair plan.

Mr. Barron asked if between this project and the elevator modernization, there would be any significant impact on spaces at the garage.

Mr. Onorato responded that there would not be any significant impact on spaces for this type of work, with only a few spaces taken out of service for use as a staging area or for storing project-related equipment. He said the few spaces involved would be directly around the stairwell or the elevator.

Ms. Oliphant asked about the access for the public.

Mr. Onorato responded that the two existing elevators will remain in service with no disruption to the public. He advised, however, that the entire stairwell will be closed and the public would need to access the garage and walk outside to the William Penn Hotel.

Ms. Oliphant inquired if any access to persons with disabilities would be affected.

Mr. Onorato responded there would not be any disruption in disability access.

Mr. Cohen commented that with the future opening of new parking facilities in the area surrounding the Mellon Square Garage, the Authority needs to be proactive at this time with any upgrades that are deemed necessary.

Mr. Cohen asked if there were any additional questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 57 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes.

RESOLUTION NO. 58 OF OCTOBER 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SOLICIT PROPOSALS FOR A STRUCTURAL ENGINEERING FIRM TO CONDUCT AN ANALYSIS OF, AND PROVIDE RECOMMENDATIONS AND PREPARE CONSTRUCTION DOCUMENTS FOR, A STRUCTURAL REPAIR PLAN TO VARIOUS SUPPORTED PARKING DECKS AT THE FORT DUQUESNE AND SIXTH GARAGE, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that this construction project will be the major undertaking of the 2017 calendar year, with the anticipated replacement of the decks and columns being the same type of renovations recently completed at the Smithfield/Liberty and Third Avenue Garages. He advised that the Ft. Duquesne and Sixth Garage is actually two structures and said we will be repairing the one built most recently. He noted that we completed a project of this type at Ft. Duquesne and Sixth prior to the Smithfield/Liberty project, adding that at the end of this repair portion the outsides and facades of both structures will be completely repainted.

Mr. Cohen asked if the Authority had an idea what the cost of these repairs would be.

Mr. Onorato responded that the Authority believes the costs should be anywhere between five and 7.5 million dollars.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Mr. Barron, Resolution No. 58 of 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes.

RESOLUTION NO. 59 OF OCTOBER 2016, "A RESOLUTION RATIFYING THE DECISION BY THE EXECUTIVE DIRECTOR OF THE PUBLIC PARKING AUTHORITY OF PITTSBURGH TO INCREASE THE NUMBER OF MULTI-SPACE PARKING METERS ORDERED FROM CALE AMERICA, INC. PER RESOLUTION NO. 44 IN SEPTEMBER OF 2016 FROM THIRTY (30) TO FORTY (40), was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised the Board that at last month's Board meeting a resolution was approved to purchase 30 multi-space, pay-by-plate meters. He said that, subsequent to the meeting, the Authority received work orders from the City identifying several additional new meter locations and, rather than waiting another month to increase the purchase, he authorized increasing the initial order. He advised that the Authority staff has been reaching out to the City to improve communications involving sites for new meter installations

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 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes.

RESOLUTION NO. 60 OF OCTOBER 2016, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RESCIND A PORTION OF RESOLUTION NO. 16 OF JUNE 2014, was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the Authority is seeking authorization to rescind a portion of a resolution passed in 2014, that specified a three-phase increase in garage parking rates, with the third phase taking effect on August 1, 2017. He advised that based on recent utilization reports and continued construction of new capacity downtown, staff has examined the impact of future increase on the Authority's financial performance. He reported that, with the additions of new facilities such as the planned Sax garage, delaying the scheduled increase would provide us adequate time to further gauge the effect of new, privately sourced parking capacity.

Mr. Barron asked if the rescinding of this phase of the increase would have any negative effect on the agreement with the City.

Mr. Onorato responded that it will not and said that the Authority's 2016 and 2017 budgets both project payments to the City in excess of the \$29 million per year.

Mr. Barron asked when the Authority anticipated an analysis being presented to the Board.

Mr. Onorato responded that he anticipates this analysis being presented to the Board during the 2018 Budget process. He stated that by then we should know the effects of the Sax garage's rate structure and the impact of other additions. He noted that we also will have a better handle on our occupancy rate, which has been affected by the closures of Smithfield Street and Oliver Avenue that we anticipate to be completely opened by then.

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 2016 was approved as follows: Mr. Cohen, yes; Mr. Barron, yes; Ms. Oliphant, yes.

OLD/NEW BUSINESS

Mr. Wrona stated that a question was raised on one of the resolutions regarding the term proposed for the Deutschtown lease. He advised that the Authority will be recommending a five-year term.

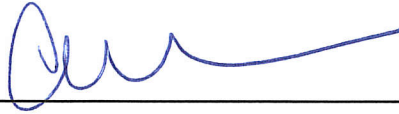
Mr. Cohen asked if there were any new or old business items for discussion.

There were none.

The next Board meeting is scheduled for Thursday, November 17, 2016 at 10:00 a.m.

The meeting was adjourned at 11:21 a.m. with all Board Members in approval.

APPROVED TO CONTENT



Chairman

ACCEPTED FOR FILING IN THE AUTHORITY'S BOOK OF MINUTES



Approval