

**MINUTES OF THE REGULAR MEETING OF THE**  
**PUBLIC PARKING AUTHORITY OF PITTSBURGH**  
**THURSDAY MARCH 27, 2014**

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 March 27, 2014 at 1:23 p.m., 232 Boulevard of the Allies, Pittsburgh, PA 15222-1616. The following Board members were present at the start of the meeting: Jeff Cohen, Loralyn Fabian, Aradhna Oliphant and Cathy Qureshi. Present from staff were: David Onorato, Anthony Boule, Jo-Ann Williams, Christopher Speers, Chris Holt, Wes Pollard, Bill Conner, Janet Staab, Helen Kain, James Smith, John Scheigg, John Thomas and Patricia Konesky. Also present was Jacqui Lazo and Jason Wrona of Buchanan Ingersoll & Rooney, Bill Stewart of Strategic Communications, Frederick Winkler, Architect, Brandon Forbes of the City of Pittsburgh and Moriah Balingit of the Pittsburgh Post Gazette.

Mr. Onorato introduced himself as the Executive Director and welcomed the new Board Members to the Parking Authority Board and stated that he looks forward to working with them to continue the Authority's contribution to making the City of Pittsburgh a better place.

Mr. Onorato asked that everyone introduce themselves and give a brief overview of their duties and background.

Ms. Fabian introduced herself and advised that she currently works at East Liberty Development Inc. where she is responsible for the organizing, planning and advocacy for the community. She advised that for the past year and a half she worked very closely with Walker Parking Consultants on a community-driven planning process concerning neighborhood parking. She said she is thrilled to bring that place-based experience and knowledge to the Board and looks forward to working with everyone to ensure that Pittsburgh is a great place to park.

Mrs. Qureshi introduced herself and advised that she is the Director of Administration and Finance for the Pittsburgh Parks Conservancy and before that was the Assistant Director of Finance for the City of Pittsburgh. She noted that before she held that position she did work for the Pittsburgh Parking Authority as the Director of Project Management and said the Authority has a very special place in her heart. She noted that she has worked both with Mr. Onorato and the management team and Ms. Lazo and her staff at Buchanan, Ingersoll and Rooney and has great confidence in their skill and leadership. Ms. Qureshi stated that in her position at the Authority, she became aware of the seriousness of the enforcement officers' duties and the struggles they face on a daily basis and certainly how hard and diligently the facilities management staff works as well. She stated that she hopes her role on the Board may evolve to staff advocate as she knows firsthand how important the work is and how seriously the staff, from the Executive Director through each department, takes their duties.

.

Mrs. Oliphant introduced herself and stated that she is privileged to serve as the President and CEO of Leadership Pittsburgh, which is a non-profit organization. She stated that she is delighted to have been nominated to serve on the Parking Authority Board of Directors and said she is looking forward to working with her fellow Board members and the management to team have the Parking Authority be seen as an asset rather than a problem. She stated that although she is relatively new, she is already thinking of ways to modernize the Authority and hopes that while she is learning that staff does not mind answering the many questions she may have. She stated that the Board is here to support staff's efforts and is looking forward to that role, but again noted that the Parking Authority needs to be seen not simply as an asset but as a modernized asset.

Mr. Cohen introduced himself and advised that he is President and CEO of Wedco Inc. which does business under Weiss Provision, a local meat manufacturer and purveyor. He advised that it has been in business since 1958, having purchased the company in 1995. He advised that he also owns Smallman Street Deli that has two locations, one on Smallman Street and one in Squirrel Hill which have been in operation since 2000 and 2005, respectively. He also advised that he is the Treasurer of the State Restaurant and Lodging Association and is on track to be the State Chair of its 2016 team. Mr. Cohen said the hospitality industry organization, with over one million workers in the state, is Pennsylvania's largest. He advised that he is in his third term on the Board of Directors of Visit Pittsburgh. Mr. Cohen said he is open-minded and his goal as a businessman on the Board is to see if there is a way we can make Pittsburgh a friendlier place to visit and park.

Mr. Cohen stated that it is very difficult for a lot of people who don't own a business in the city to understand that there is a need to make the consumers come to the city and want to shop. He stated that with all of the strip malls and other places available to the consumer, we need to come up with a long-term PR perception that will attract those consumers to do their shopping in the city. Mr. Cohen stated that he also wanted to make sure from a financial situation, where the revenues are going and that the City is getting the right amount that it's due. He said he believes that it is critical that the Board understands the financials and make sure that the City is getting its proper share and its leadership understands that as well. He stated that he never really understood what was happening in the past administration at times and said he believes that this new Board will provide good leadership. He stated that the most important thing is for everyone to work together.

Mr. Boule introduced himself, advising he is the Director of Administration, Human Resources and IT explaining that he handles all human resource issues, all personnel and medical issues, all FMLA and workers compensation issues, including any legal claims pertaining to personnel. He stated that he also handles all of the insurance responsibilities for the Authority, including liability and automotive. Mr. Boule reported that his IT duties span the Authority's computer network system and related functions, noting that when it comes to IT, the Authority is actually ahead of many other organizations of which he is aware. Mr. Boule advised that he is responsible for negotiating and maintaining all of the Authority's commercial leases, adding that 11 retail location locations are currently occupied. He said he also serves as the Authority's liaison with community and neighborhood groups as well as all of City Council and, because of his vast knowledge obtained over years, their calls for intervention are directed to his attention,. Mr. Boule stated that he treasures the fact that the Authority is so committed to the city and its

neighborhoods and also that the organization is so reachable and accessible. He said he is also responsible for the Authority's marketing, including creating brochures and handbooks, and enjoys doing this for the Authority. He stated that some of the perceptions of the Authority are incorrect and he will defend it all the time, stating that we try to do the best we can.

Mrs. Oliphant asked Mr. Boule how long he has been with the Authority.

Mr. Boule responded that this month marks his 19<sup>th</sup> year with the Parking Authority and said he has served through many administrations with varying titles.

Mr. Cohen asked if there is a listing of the departments and directors.

Mr. Onorato replied that we do have such a listing and that it will be distributed at the orientation meeting.

Mr. Speers introduced himself as the Director of Parking Services and said his oversight includes all the Authority's 11 garages, two large attended lots and the approximately 8600 spaces they contain. He said his department has 66 employees, one of the Authority's larger departments and generates close to \$30 million in revenue, a large portion of the Authority's gross revenues. Mr. Speers reported that he has been with the Parking Authority for eight years but has been working in the parking industry for 31 years. He advised that he began working in the industry with one of the largest operators in the world, Standard Parking, and said he has worked in Chicago, Los Angeles, the Bay Area, Western Canada and Boston and therefore brings a lot of off-street parking experience to the table. Mr. Speers told the Board members that he looks forward to working with them.

Mrs. Oliphant asked Mr. Speers for clarification of the two large attended lots.

Mr. Speers replied that there are two attended lots, the Mon Wharf, which has 458 spaces and Second Avenue Parking Plaza, which has approximately 810 spaces. He advised that the Second Avenue Plaza is located further out Second Avenue, past the County Jail.

Mr. Onorato advised the Board that the surface lots located throughout the city neighborhoods have revenue control equipment, but the two that are under the Parking Services department are also staffed with an attendant.

Ms. Konesky introduced herself and advised the Board that she is Mr. Onorato's executive assistant and also serves as the liaison with other Authority directors. She stated she also supervises the front desk.

Mrs. Oliphant noted that her staff is already praising Ms. Konesky and is happy to be working with her.

Mr. Pollard introduced himself and advised the Board that he is the Director of Enforcement and Meter Services, the latter being the on-street system. He advised that the new pay-by-plate parking meter system, as well as the enforcement officers' functions fall under his supervision. He advised that he has been in the parking industry since 1998, starting in Washington DC when that system was being changed over from a mechanical to an electronic mode of control.

He stated he then moved to New Orleans where he again managed a system changeover. Mr. Pollard reported that he has been with the Authority for two and a half years.

Mr. Holt introduced himself and advised the Board that he is the Director of Project Management and said that he has worked with Ms. Qureshi, his predecessor in the position, and welcomed her back to the Authority in her new Board role. Mr. Holt advised that his department is charged with the upkeep and maintenance of the 11 parking garages and all of the surface lots, including construction, renovation and new design. He advised that Project Management works with procurement and professional services contracts as well as our maintenance contracts such as electrical, plumbing, mechanical and the like. He reported that he has been working at the Parking Authority for just over 26 years, starting in a meter collection position and continued to progress to the position that he currently holds. Mr. Holt advised that one of the challenges that the Authority has on the horizon is the construction or major renovation of one of the downtown parking garages, our Smithfield/Liberty garage, which is located on the intersection of Ninth Street and Liberty Avenue. He advised that he works with the Authority's consultant, Desman Associates, to create the construction documents and anticipates distributing them within the next month or two.

Ms. Williams introduced herself and reported that as Director of Finance, she is responsible for the financial statements, accounts receivable, accounts payable, payroll, employee benefits, employee pension, debt administration and bank account reconciliation, basically anything involving money.

Mrs. Oliphant said that she has been told that Ms. Williams is excellent at her position and asked her if she agreed.

Ms. Williams stated that she tries to excel in her duties.

Mrs. Oliphant said that her reasoning is that in conversations with Mr. Onorato and Ms. Lazo she mentioned that she would be interested in serving in the Treasurer position, but kiddingly stated that she doesn't like to work too hard. She said she interpreted their response that she won't have to work too hard because of the work that Ms. Williams does as an indication that Ms. Williams is excellent in her position.

Ms. Lazo introduced herself and advised that she is with the firm of Buchanan Ingersoll and Rooney and has served as the Authority's solicitor, she believes since 2000 or 2001. She stated that the Parking Authority is one of her favorite client and is a wonderful organization. She stated that the need for parking is universal and to get things accomplished, parking is a piece of the puzzle. She also noted that she is a real estate lawyer by profession. Ms. Lazo stated that the Parking Authority does a terrific job sometimes under very difficult circumstances and said she believes that there is a lot to learn and said that the entire Buchanan Ingersoll and Rooney team, with its extensive knowledge about the Authority, its needs and its history, is here to serve the Board and is happy to help in any way.

Mr. Wrona introduced himself and advised that he works with Ms. Lazo as, for lack of a better term, assistant Authority solicitor for the last 7 years. He said that the Parking Authority is a favorite client of his also and that it has been a pleasure to serve its Board and staff.

Ms. Lazo advised the Board that Mr. Wrona has deep expertise in the bid process, which is extremely important for the Parking Authority.

Mr. Onorato advised the Board that the Authority has one additional department Director who is out of the office today. He said that Judi DeVito is the Director of Parking Court and Residential Permit Parking.

## **ELECTION OF OFFICERS**

Mrs. Oliphant nominated Mrs. Qureshi for Chair; the motion was seconded by Mr. Cohen. The motion was approved as follows: Mr. Cohen, yes; Ms. Fabian, yes; Mrs. Oliphant, yes; Mrs. Qureshi, yes.

Mrs. Qureshi nominated Mr. Cohen for Vice Chair; the motion was seconded by Mrs. Oliphant. The motion was approved as follows: Mr. Cohen, yes; Ms. Fabian, yes; Mrs. Oliphant, yes; Mrs. Qureshi, yes.

Mrs. Oliphant nominated Mr. Fabian for Secretary, the motion was seconded by Mrs. Qureshi. The motion was approved as follows: Mr. Cohen, yes; Ms. Fabian, yes; Mrs. Oliphant, yes; Mrs. Qureshi, yes.

Mrs. Qureshi nominated Mrs. Oliphant for Treasurer, the motion was seconded by Mr. Cohen. The motion was approved as follows: Mr. Cohen, yes; Ms. Fabian, yes; Mrs. Oliphant, yes; Mrs. Qureshi, yes.

Mrs. Qureshi stated that her understanding, from reading the Authority By-Laws is that the Assistant Secretary/Treasurer does not have to be a Board member, but it could be the Executive Director. She then nominated Mr. Onorato to the Assistant positions. Mrs. Oliphant seconded the motion. The motion was approved as follows: Mr. Cohen, yes; Ms. Fabian, yes; Mrs. Oliphant, yes; Mrs. Qureshi, yes.

Summarizing the Board's actions, the Authority's officers for 2014 are: Mrs. Qureshi, Chairperson; Mr. Cohen, Vice Chair; Ms. Fabian, Secretary; Mrs. Oliphant, Treasurer; and Mr. Onorato Assistant Secretary/Treasurer.

## **MINUTES**

Mrs. Qureshi asked for approval of the minutes from the regular meeting held on December 19, 2013. Mrs. Qureshi stated since none of the Board Members in attendance today were not part of the Board in December and were not at the meeting, therefore cannot approve the minutes in substance. Instead, she said she would ask for a motion to approve that they do exist.

Mrs. Lazo stated that this is an unusual situation in that none of the Board Members were at this meeting so they cannot substantially state that these minutes are correct. She said the minutes also need to be put into the record, so Ms. Qureshi's motion is just to certify the minutes' existence without approving them substantially.



Mrs. Oliphant asked if the Board will get a copy of those minutes.

Mrs. Lazo responded that there is a copy in their Board packet.

Upon motion, to have the minutes put into the record, by Mrs. Oliphant and seconded by Mr. Cohen, the minutes were approved to be included as follows; Mr. Cohen, yes; Ms. Fabian, yes; Mrs. Oliphant, yes; Mrs. Qureshi, yes.

## **PUBLIC COMMENT**

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

There were none.

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Onorato again welcomed the new members to the Parking Authority Board.

Mr. Onorato updated the Board on a few requests received from different community groups for the use of Authority lots. He advised that the owner of Alla Famiglia, a restaurant located on Warrington Avenue, contacted the Authority regarding his interest in a license agreement for the Asteroid Warrington Lot, which abuts the restaurant. He said the restaurant planned an expansion, having recently purchased additional parcels of land adjoining it. Mr. Onorato advised that we are in very early stages of negotiating a license or easement agreement. He said that he will keep the Board advised of any progress.

Mr. Cohen asked for an explanation of the process.

Mr. Onorato stated that because of state statutes, the Authority finds it difficult to lease spaces for private use. So when approached with that request, he said we either sell the lot or enter into a license or easement agreement. He reported that since the Authority is not initiating that process, we require the interested party to assume responsibility for any costs incurred by the Authority regardless if the deal is finalized or not. He stated that these costs may include any legal or appraisal expenses. Mr. Onorato also advised that there are terms and conditions that must be met, such as obtaining written approvals from the City, City Council and the surrounding neighborhood. He said the state statute also requires certification that the Authority's debt service is not adversely affected by the transfer of the facility. Mr. Onorato said that after the due diligence is complete, the Alla Famiglia proposed transaction would be brought to the Board for final decision.

Mr. Cohen asked if the lot is currently producing revenue.

Mr. Onorato replied that most of the neighborhood lots are not profitable but are supported by our entire system, including the garages. He advised that the neighborhood lots that do produce

money are Ivy-Bellefonte, the five located in the South Side area, and those located in Squirrel Hill. He reported that the other lots exist primarily to provide a service in their respective neighborhoods.

Mr. Cohen asked how long this process takes.

Mr. Onorato responded that it varies as it is driven by a developer or other outside party. He further noted that any Authority action is limited to the fiscal year, as the required officers' certificate is only good during the fiscal year it is issued and cannot be carried over from one fiscal year to another.

Ms. Lazo stated that the process is really determined by the size of the development. She stated that the Parking Authority's mission is not to sell its facilities, but to provide parking at a reasonable cost to the public and to support the neighborhoods and the community.

Mr. Onorato said that Ms. Fabian would probably understand this process as she is involved in the development of the East Liberty area. He stated that at one time the Authority had 15 lots in the East Liberty area and we now only have seven, with those that were sold contributing to the neighborhood's development plans.

Mrs. Oliphant asked if at this point Mr. Onorato is basically just informing the Board that the inquiry is out there.

Mr. Onorato confirmed that he just wanted to make the Board aware of the inquiry.

Mrs. Oliphant thanked Mr. Onorato for informing them. She stated that she would never put her own company's Board in a position of not knowing of potential issues and said she appreciates that Mr. Onorato does not put the Parking Authority Board in that position.

Mr. Onorato advised the Board that, along the same lines, the Authority had a request from Prudential Preferred Realty asking for permission to improve internet access to their building, which is located next door to our Forbes Semple Garage, by running a cable on the side of our building. Mr. Onorato stated that we have developed a license agreement which is being reviewed by legal counsel.

Mr. Cohen asked if a license agreement would cover any type of payment to the Authority.

Mr. Onorato stated that we probably would not be asking for payment for this type of service, but said we wanted to make sure that the Authority's interests are protected. He stated that the Authority is always looking to cover any costs, as there would have been none had there been no request.

Mr. Cohen asked when we were contacted by this firm with their request.

Mr. Onorato responded that the contact was within the last couple of months.

Mr. Cohen stated that this type of request is pretty simple, and we should be able to move fairly quickly so they don't have to wait. Mr. Onorato agreed but said that he wants to document the process to protect the Authority's interests.

Mr. Cohen asked if there was a downside to allowing this type of request.

Mr. Onorato responded that there is not.

Ms. Lazo added that a license agreement is necessary in case something occurs during their installation that may cause damage to our facility.

Mr. Onorato updated the Board that the Authority is currently in the annual audit process, which is being conducted by Maher Duessel, and will be presenting the audit report at the April Board meeting. He noted that Maher Duessel did contact prior Board members during the audit process because they were in place during the period being audited.

Mrs. Oliphant asked if we were expecting any challenges.

Mr. Onorato responded that he is not expecting any challenges and is expecting a clean report, noting that the last several audit years produced a clean report.

Mr. Cohen asked if the Board will see the report prior to the Board meeting.

Mr. Onorato said he will share the draft with the Board prior to the meeting, adding that staff will also be seeking Board representation on the Audit Committee. He said those representatives can review and accept the report prior to the Board meeting. He stated he will reach out via email for committee volunteers.

Mr. Onorato stated that he circulated with the Board packet a copy of our 2014 budget that was passed previously. He reported that operating revenues for 2014 budget were projected at \$43.6 million while operating expenses are at \$30 million. He clarified for the Board that we present three separate budgets; the General Fund Budget, the Capital Budget, which in 2014 is \$11.1 million; and the Parking Court Budget, which is outside of the Authority's revenue system but has operating revenues of \$9.5 million. He noted that the explanation of the budget process will be included in the orientation meeting and said an explanation of the Authority's revenue sharing agreement would be provided as well.

Mrs. Qureshi asked if the budgets are for the calendar year.

Mr. Onorato replied that they are. He advised that the Authority recently changed its fiscal year to the calendar year to coincide with the City's fiscal reporting period.

Mrs. Oliphant asked which year is currently being audited.

Mr. Onorato replied the audit is currently being done on fiscal year 2013, January through December.

Mr. Onorato advised the Board that their packets contain various monthly reports and asked



if there were any questions regarding these reports. He advised that these reports will be contained in the Board packet each month and said that there are additional reports added for quarterly meetings that would be included for next month's meeting. Mr. Onorato directed members to the year-to-date revenues and expenses versus the budget, noting those columns showing the 2014 estimate through February and our budgeted numbers through February. He stated that the report shows a revenue estimate of \$7.1 million for the period. Mr. Onorato stated that the report also shows the estimate of revenues and expenses, broken down by line items, versus the amounts budgeted. He pointed out and explained some of the individual line items noting that there is a line item identified as the Kaufmann lot that resulted from the sale of one of our former lots. He said these reports and their purpose would be discussed in greater detail during the orientation meeting.

Ms. Qureshi noted that it appears that everything is going according to budget, and asked if her understanding was correct, that year-to-date revenues are slightly under budget while expenses are slightly over budget.

Mr. Onorato agreed, but said that the revenues are estimated and will be reflected as actual in the next meeting when they most likely will even out. He stated that if there is any significant or substantial change, he will advise the Board.

Mr. Cohen asked why the reports do not list 2013 numbers, so that they can reflect year-to-year comparisons. He said by looking back it can show if the Authority is moving in the right direction and the Board can better judge our business by knowing where you were and where you want to go. He stated that he does believe that, with the new system, the Authority is bringing in more revenue and asked if it would be a problem to add this data to the report.

Mr. Onorato responded that the report would contain this historic data going forward.

Mr. Cohen asked for explanation of the additional payment to the City of \$2.16 million.

Mr. Onorato advised that this was an additional payment to the City. He advised that the Authority has a PILOT (Payment in Lieu of Taxes) due to the City which cannot exceed \$1.9 million and during the past several years it was \$1.3 million. He further advised that when City Council members raised the on-street meter rates, they anticipated the Authority to raise its garage rates as well. Mr. Onorato said that increase proposals were taken to the former Board in the last several budgets, but no approval to raise the garage rates had been given. He said that City Council believed that it was going to get additional monies from the Authority based on the rate increase, both on-street and garage, and explained that the on-street meter rate increase was implemented and, approximately six months later, was accompanied by the installation of the new pay-by-plate meter technology. Mr. Onorato reported that, as a result of that combination of events, revenues did increase substantially. He said that enabled the Authority to give the City an additional \$1.3 million in addition to the PILOT payment but by contract, the amount could not exceed \$1.9 million, so a new line item of an additional payment was created. He then said that in the 2014 budget we added an additional \$1.3 million, not by contract, but to accurately report the increased amount.

Mr. Cohen stated that the budget for 2014 for the additional payment is \$2.6 million and asked for explanation and clarification.

Mr. Onorato stated that the Authority basically doubled our PILOT payment to get the \$2.6 million and will reach that with the payment of an additional \$1.3 million.

Mr. Cohen asked where the \$1.3 million is located within the budget.

Ms. Williams advised that the \$1.3 million is in the taxes and licenses line item, included with parking tax and additional taxes. She stated that the first two columns on the report are just February's reporting while the next two columns are cumulative, year to date.

Mr. Cohen asked if his understanding that the Authority gave \$2.1 million to the City already this year is correct.

Ms. Williams advised that the parking taxes are paid every month but the additional payment to the City is paid in December.

Mr. Onorato advised that the additional payment was an action of the Authority and that other payment through the co-op agreements are subordinated to our debt, so they cannot be paid in advance and cannot be paid at all if the Authority does not meet its debt requirements. He stated that the Authority's changed fiscal year created a small issue, explaining that the former September closing enabled us to balance our books and give the City its money by December so it could be included in the close of the fiscal year. He said the two fiscal years closing in December prohibited the City from receiving its payments until our end-of-year financial position was determined.

Ms. Lazo stated that the bondholders are the first to be paid and all monies go through a Trustee who hold the bonds and pay their owners. She said all of the payments to the City are subordinated to those payments to the bondholders and is why the agreement with the City contains those terms explicitly

Ms. Lazo said that the bondholders enable the Authority to finance the system and the Authority's debt is not backed by the City.

Mr. Cohen stated he would like to know exactly what the Authority pays the City.

Mr. Onorato replied that we will have a chart in the orientation packet that will show the exact breakdown, but overall 43 percent of our revenues go to the City. He said these include taxes, the PILOT payment and the parking court agreement.

Mr. Cohen stated he thinks it's critical for the board to know what the return is for the City.

Mr. Onorato advised that we do know exactly what is given to the City and the corresponding breakdown and said an overview of that will be included in the orientation. He also noted that the Authority has never not made the payments to the City. He advised that the Authority needs to close out its book prior to submitting any extra payment to the City.

Mrs. Qureshi stated that the City is able to book this into their revenues.

Mrs. Oliphant asked that the Board reports remain simple, have the necessary back-up data and have staff be ready to answer clarifying questions. Mrs. Oliphant also asked if the Authority is a City asset.

Mr. Onorato advised that the Authority is not a City asset. He said the Authority owns the asset and we are not backed by the credit of the City. He advised that we have our own pension plan, our own debt and meet our expenses through our own operations.

Ms. Lazo stated that the Parking Authority is an unusual situation that will be thoroughly explained during the orientation. She stated that the statute puts limitations on some of the things that can be done at the Authority.

Mrs. Oliphant stated that she appreciates the patience of the Executive Director and staff while they are making so many inquiries. She noted that with the Board just recently appointed, the Board members did not have an opportunity to meet with staff to learn about their operation prior to today's meeting. She asked that the orientation meeting date be set prior to the close of today's meeting.

Mr. Onorato asked if the Board would like him to explain each report at this time.

Mrs. Oliphant stated that unless there is something that is out of the ordinary, then at this time there is no reason to discuss each report. She said that, until they are more fully acclimated, she will rely on the Executive Director to notify them of any concerns. She also asked if it would be prudent from the Board to take the stance that if contacted by reporters that they would refrain from answering any Authority-related questions until after their orientation, other than to observe that everything seems to be in order.

Mr. Onorato advised the Board that they can refer any of those questions to him to answer.

Mr. Cohen advised Mr. Onorato that he can certainly reach out to them with any issue and give them adequate notification so they can be prepared. He also stated that the Board is here to help and while the Authority is good now; the goal is to make it better. He said there is never an issue that cannot be fixed, that while there may be disagreements, once you leave the Board room, you need to be in agreement.

Mrs. Oliphant asked Mr. Onorato what was the next big issue the Authority faced within the next few months.

Mr. Onorato stated that there were some resolutions that the previous Board put into place to solicit bids and we will present those contracts to the new Board for approval. He said he would also like to expand upon the new meter system and evaluate the garage rate structures to bring the Authority's rates in line with today's market. He also reported that five RFP's are to be issued for upcoming projects. Mr. Onorato advised that both the meter technology and garage revenue equipment are state of the art and we would like to bring electrical vehicle charges into the garages and add pay-by-phone capabilities to the meter system. He advised the Board that the Authority and City Council both had studies done by outside agencies.

Mr. Cohen asked how much less the Authority's rates are than those of private lots.

Mr. Onorato stated that the Authority's rates averages between 25 and 30 percent lower than the private operators.

Mr. Cohen asked why the last Board did not slowly increase some of those rates, adding that being 30 percent below doesn't make sense to him.

Mr. Onorato advised that our last rate increase was in 2005.

Mr. Onorato asked if there were any further questions on the reports or the Executive Director's report.

There were none.

## **RESOLUTIONS**

**RESOLUTION NO. 1 OF MARCH 2014, "A RESOLUTION ACKNOWLEDGING MR. THOMAS URBANO FOR HIS 35 YEARS OF PROFESSIONAL AND EXEMPLARY SERVICE IN HIS EMPLOYMENT WITH THE PITTSBURGH PARKING AUTHORITY,** was read by Mrs. Qureshi and considered by the Board.

Mr. Onorato advised that unfortunately Mr. Urbano was not able to attend today's meeting but said he would like to thank him for his years of dedicated services. Mr. Onorato described Mr. Urbano as a walking encyclopedia of our garage facilities. He stated that he believed that Mr. Urbano must have been here for the construction of them all as he knew every crook and cranny of every facility and that is going to be missed. He said he doesn't believe that Mr. Urbano will be easy to replace but said that we need to move on without him and he will be greatly missed at the Authority.

Mrs. Qureshi added that she worked closely with Mr. Urbano and said he gave her the great gift of peace of mind. She stated that what he did had no respect for schedule, time or day, or middle of the night, he was always there. She said that Mr. Urbano is a first-rate-guy and she is sorry he was unable to attend and be recognized in person.

Mrs. Qureshi asked if there were any questions or comments.

There were none.

Upon motion by Mrs. Oliphant and seconded by Ms. Fabian, Resolution No. 1 of 2014 was approved as follows: Mr. Cohen, yes; Ms. Fabian, yes; Mrs. Oliphant, yes; Mrs. Qureshi, yes.

**RESOLUTION NO. 2 OF MARCH 2014, “A RESOLUTION ACKNOWLEDGING MR. JOHN THOMAS FOR HIS 28 YEARS OF PROFESSIONAL AND EXEMPLARY SERVICES IN THE PARKING INDUSTRY WITH THE LAST 20 OF THOSE IN HIS EMPLOYMENT WITH THE PITTSBURGH PARKING AUTHORITY,** was read by Mrs. Qureshi and considered by the Board.

Mr. Onorato introduced Mr. Thomas who was in attendance today and thanked him for his years of services. Mr. Onorato said Mr. Thomas was punctually and very reliable, reporting to the Second Avenue Parking Plaza every day at 5:00 a.m. to greet our customers as they entered our lot. He said every customer was greeted as if he was his only one of the day, with each arrival being treated with respect and courtesy. Mr. Onorato stated that many customers made note of his absence since his retirement and have noted that they miss him.

Mr. Onorato presented Mr. Thomas with a retirement gift and a plaque recognizing his years of service, then thanked him and told him that he and his work ethic will be missed.

Mrs. Qureshi asked if there were any questions or comments.

There were none.

Upon motion by Mrs. Oliphant and seconded by Ms. Fabian, Resolution No. 2 of 2014 was approved as follows: Mr. Cohen, yes; Ms. Fabian, yes; Mrs. Oliphant, yes; Mrs. Qureshi, yes.

**RESOLUTION NO. 3 OF MARCH 2014, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE FINAL PAYMENT TO LIGHTHOUSE ELECTRIC COMPANY, INC. FOR FIRE ALARM SYSTEM UPGRADES AT THE WOOD-ALLIES GARAGE AND OFFICE SPACE,** was read by Mrs. Qureshi and considered by the Board.

Mr. Onorato updated the Board that Lighthouse Electric completed this project in December, but because there was no Board in place we could not release final payment. He advised that the project punch list was completed to the satisfaction of the Authority and its consulting engineers. He reported that the original contract amount was \$93,000 and said there was one change order for \$2,800, which was roughly three percent of the contract amount. Mr. Onorato said that the firm's actual MBE participation was at twenty six percent and WBE was at four percent. Mr. Onorato advised the Board that the Authority goals are 25 percent MBE and 10-percent WBE, adding that Lighthouse Electric came in well in both categories.

Mr. Cohen asked if the Authority needed Board approval to proceed with the work.

Mr. Onorato responded that the previous Board gave approval to proceed.

Mr. Cohen asked what the dollar amount was requiring Board approval.



Mr. Onorato advised that anything above \$4,000 is brought to the Board. He said that in accordance with state statute, up to \$4,000 requires three quotes, \$4,000 to \$10,000 requires a bid, and anything over that requires an RFP.

Ms. Lazo advised the Board that the Executive Director is not authorized to sign any contracts without authorization of the Board.

Mr. Onorato added that he also is not authorized to release final payments without Board approval.

Ms. Lazo advised that there is a process in place that the Board approves the issuance of the RFP, approves the contract, approves any changes and also approves the final payment. She noted that the Board is thoroughly informed and involved throughout the entire process.

Mr. Cohen asked if there was an RFP for this particular project.

Mr. Onorato confirmed that there was an RFP and said the bids were presented along with a recommendation to the Board. He explained that if it is a low-bid situation, we are required to award to the lowest bidder but said for professional services, we can bring firms in for an interview and make recommendations based on their presentations and proposals.

Mrs. Oliphant inquired who make the determination on the type of process that is required.

Mr. Onorato replied that it is determined by the type of work we are soliciting.

Mr. Cohen asked if the work performed by Lighthouse Electric was a low-bid process.

Mr. Onorato confirmed that it was a low-bid process.

Mrs. Qureshi advised the Board that she personally recalls the due diligence that went into these final payments and said they are done with a punch list and everything is done to preserve the financial integrity of the Authority. She said she has great confidence in voting in the affirmative on this and the other final payments being presented at today's meeting.

Mrs. Oliphant stated that these final payment resolutions would not even be being brought before them had we had a Board in place during the last few months.

Mr. Onorato confirmed that statement and noted that the Authority did reach out to these vendors to advise them that we would need to hold their final payments until approved for release by our Board. He said those vendors replied that they understood the situation and have been very cooperative.

Mr. Cohen asked who signs the Authority checks.

Ms. Williams replied that it is an electronic signature and that Mr. Onorato does review the checks and approves their release.

Mrs. Qureshi asked if there were any questions or comments.

There were none.

Upon motion by Mrs. Oliphant and seconded by Ms. Fabian, Resolution No. 3 of 2014 was approved as follows: Mr. Cohen, yes; Ms. Fabian, yes; Mrs. Oliphant, yes; Mrs. Qureshi, yes.

**RESOLUTION NO. 4 OF MARCH 2014, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE A FINAL PAYMENT TO ARS INC. FOR HANDRAIL MODIFICATIONS AT FT. DUQUESNE AND SIXTH PARKING GARAGE,** was read by Mrs. Qureshi and considered by the Board.

Mr. Onorato advised that the original contract amount of this project was \$219,900 and said there were no change orders. He reported that the provider's MBE participation was 25 percent, and WBE was four and one-half percent and said the project was finished ahead of schedule.

Mrs. Qureshi asked if there were any questions or comments.

There were none.

Upon motion by Mrs. Oliphant and seconded by Ms. Fabian, Resolution No. 4 of 2014 was approved as follows: Mr. Cohen, yes; Ms. Fabian, yes; Mrs. Oliphant, yes; Mrs. Qureshi, yes.

**RESOLUTION NO. 5 OF MARCH 2014, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE FINAL PAYMENT TO VIGLIOTTI LANDSCAPE AND CONSTRUCTION INC. FOR LANDSCAPE AND LOT IMPROVEMENTS TO THE BLOOMFIELD FRIENDSHIP/CEDARVILLE PARKING LOT,** was read by Mrs. Qureshi and considered by the Board.

Mr. Onorato updated the Board that Authority worked with Senator Ferlo's office to receive a grant from the County for \$125,000 for lot improvements. Mr. Onorato advised that a change order to the contract in the amount of \$25,000 represents almost 30 percent of the original amount, but said the Authority wanted to take advantage of the entire grant and commissioned the increase in the scope of work. Mr. Onorato stated that the Authority will make payment to the vendors and will be reimbursed by the County for the \$125,000 cost of the contract.

Ms. Fabian asked if the Authority was actually the applicant on the grant.

Mr. Onorato responded that the Authority was an applicant, together with Senator Ferlo's office.

Ms. Fabian asked how often the Authority receives grant monies for projects.

Mr. Onorato responded that this was the first time the Authority received any grant money and advised that Senator Ferlo helped to secure the grant through the County because he wanted the work completed in his Bloomfield district.

Mr. Cohen asked what the Authority would have done had the grant not been secured.

Mr. Onorato advised that work would have been done at its full cost to the Authority.

Mrs. Qureshi asked what the RAAC stands for.

Mr. Onorato advised that RAAC is the Redevelopment Authority of Allegheny County.

Mrs. Qureshi asked if there were any further questions or comments.

There were none.

Upon motion by Mrs. Oliphant and seconded by Mr. Cohen, Resolution No. 5 of 2014 was approved as follows: Mr. Cohen, yes; Ms. Fabian, yes; Mrs. Oliphant, yes; Mrs. Qureshi, yes.

**RESOLUTION NO. 6 OF MARCH 2014, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD A THREE YEAR CONTRACT WITH TWO ONE-YEAR EXTENSION OPTIONS TO ABM PARKING SERVICES FOR PARKING MANAGEMENT SERVICES AT THE THIRD AVENUE PARKING GARAGE,** was read by Mrs. Qureshi and considered by the Board.

Mr. Onorato advised that the Third Avenue Garage is the only garage in the Authority system where its management operations are performed on a subcontract basis. Mr. Onorato noted that ABM is the current operator and said it was the only vendor to bid on the assignment. Mr. Onorato noted that their bid came in lower than what we are currently paying for the service. He also advised that since the contract’s expiration date last December, the Authority has retained ABM on a month-to-month basis. Mr. Onorato advised that the Authority is pleased with ABM’s performance at this facility.

Mr. Cohen asked if we own this facility.

Mr. Onorato confirmed that the Authority owns the facility and said that it would be more costly for the Authority to take the management of this garage in-house.

Mr. Speers advised that all of the revenues generated at this facility does flow to the Authority, and said the \$28,100 reference is to the firm’s management fee.

Mr. Onorato also advised that all of their other expenses are reimbursable and reflect the cost of the expenses to run the garage. He advised that it is a financial decision to subcontract operations at this facility as all other locations are managed in-house.

Mr. Cohen asked if all of their costs, salaries, fringe benefits are treated and passed through the Authority.

Mrs. Qureshi asked if ABM receives \$28,100 per year for three years and also for each of the two one-year extensions what is the \$1.3 million.

Mr. Onorato replied that the cost of the management fee for the year involved was accurate. He advised that the \$1.3 million is the reimbursable expenses, payroll, healthcare costs, pension costs, which is all expenses we would have incurred if the Authority were to manage the garage. He said they are all basically passed through expenses.

Mrs. Qureshi asked if there were any additional questions or comments.

There were none.

Upon motion by Mrs. Oliphant and seconded by Ms. Fabian, Resolution No. 6 of 2014 was approved as follows: Mr. Cohen, yes; Ms. Fabian, yes; Mrs. Oliphant, yes; Mrs. Qureshi, yes.

**RESOLUTION NO. 7 OF MARCH 2014, "A RESOLUTION AUTHORIZING THE SALE OF OBSOLETE SINGLE-SPACE PARKING METERS AND RELATED EQUIPMENT TO BOOHER AND ASSOCIATES, MUNICIPAL SERVICES METAL PREPARATION AND FINISHING COMPANY OF LEXINGTON, VIRGINIA ,** was read by Mrs. Qureshi and considered by the Board.

Mr. Onorato advised the Board that with the recent technology upgrade, the Authority has an excess of single-space meters that were removed from the streets. He reported that the Authority advertised the proposed sale of these meters locally, in international trade magazines and on the Authority website, and also contacted various municipalities with a possible interest in quantity meter purchases.

He advised that the Authority did recently sell some of these meters to the Lancaster Parking Authority and Booher and Associates and said that Booher is interested in purchasing additional quantities. He advised that to date the Authority has received \$22,800 for the sale of excess meters. Mr. Onorato advised that the Authority also obtained prices for scrap purchase, which is \$11 per 100 pounds, and has issued an RFP for scrap dealers to bid on bulk purchase. He said no responses were received.

Mr. Cohen asked where the meters are currently being stored.

Mr. Onorato replied that they are in the Grant Street Transportation Center.

Mr. Cohen asked how many meters are currently in inventory.

Mr. Onorato replied that there were approximately 7,000 removed from the streets

Mr. Cohen asked why the Board cannot give the Executive Director the authorization to negotiate and sell the old meters instead of having to bring each potential sale brought to the Board for authorization.

Mr. Onorato replied that the policies and procedures currently in place require that process.

Mrs. Qureshi asked if there were any questions or comments.

There were none.

Upon motion by Mrs. Oliphant and seconded by Ms. Fabian, Resolution No. 7 of 2014 was approved as follows: Mr. Cohen, yes; Ms. Fabian, yes; Mrs. Oliphant, yes; Mrs. Qureshi, yes.

**RESOLUTION NO. 8 OF MARCH 2014, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO UTILIZE FUNDING FROM THE AUTHORITY'S FISCAL YEAR 2014 CAPITAL IMPROVEMENT BUDGET FOR UPGRADING AUTHORITY-OPERATED SURFACE LOTS IN THE CITY OF PITTSBURGH,** was read by Mrs. Qureshi and considered by the Board.

Mr. Onorato advised the Board that there are a number of the Authority's lots scheduled for capital improvements in the 2014 year and distributed a list of them to the Board.

He advised that this resolution requests authorization to use funding from the 2014 Capital Improvements budget for these projects and to piggy-back off both City and County contracts to obtain the best pricing available.

Mrs. Qureshi asked if there were any questions or comments.

There were none.

Upon motion by Mrs. Oliphant and seconded by Ms. Fabian, Resolution No. 8 of 2014 was approved as follows: Mr. Cohen, yes; Ms. Fabian, yes; Mrs. Oliphant, yes; Mrs. Qureshi, yes.

## **OLD/NEW BUSINESS**

Mrs. Qureshi asked if there was any old business.

There was none.



The next Board meeting is scheduled for Thursday, April 17, 2014 at 10:00 a.m.

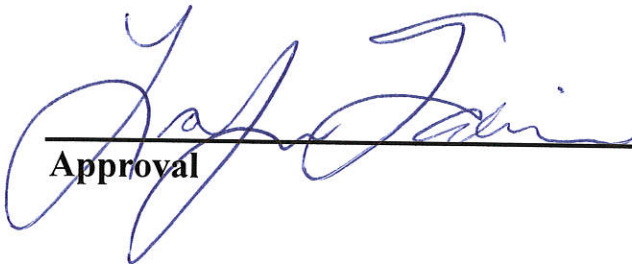
Upon motion by Mrs. Oliphant and seconded by Ms. Fabian the meeting was adjourned 2:45 p.m.

**APPROVED TO CONTENT**



**Chairman**

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



**Approval**