

**MINUTES OF THE REGULAR MEETING OF THE  
PUBLIC PARKING AUTHORITY OF PITTSBURGH  
THURSDAY JULY 21, 2022**

Having been duly advertised in accordance with the Sunshine Act No. 84 of 1986, a virtual meeting of the Public Parking Authority of Pittsburgh was held at 9:06 a.m. on July 21, 2022. The following Board members were present at the start of the meeting: Jeff Cohen, Matt Barron, Liz Fishback and Bobby Wilson. Present from staff were David Onorato, Chris Holt, Jo-Ann Williams, Gwen Bolden, Mark DiNatale, David Perry, Tracy Sowinski, Scott McNaugher, Karla Stanger, Matt Engleson and Patricia Konesky. Also present were Erin McLaughlin of Buchanan, Ingersoll & Rooney, Bill Stewart of Strategic Communications and Alison Keating.

**MINUTES**

Mr. Cohen asked for approval of the minutes from the June 16, 2022, meeting.

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

**PUBLIC COMMENT**

Mr. Cohen asked if there were any public comments.

There were none.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Onorato thanked the Board for its accommodation of the change in the start time of today's meeting.

Mr. Onorato advised that an Executive Session was held on July 13, 2022, to discuss personnel matters.

Mr. Onorato advised that the Authority will be pursuing ticketing by mail in the surface lots and is anticipating having a pilot program underway beginning in mid-August.

Mr. Onorato advised that the Authority is in discussion with the City and Councilwoman Gross's office regarding establishing a Parking Enhancement District (PED) in Lawrenceville, together with adding another residential permit area and then enforcing both changes with by ticketing by mail if they are approved. He advised that the ticket-by-mail addition would increase the efficiency of our enforcement coverage particularly given the reduced staffing levels we are currently experiencing.

Mr. Onorato advised that the Authority is still in discussions with PACT regarding the heating supply at our Mellon Square, Ft. Duquesne & 6<sup>th</sup> and Smithfield/Liberty garage facilities.

Mr. Onorato discussed the Finance Report, noting that revenues for June were approximately \$3.5 million compared to the June 2021 total of \$2.9 million and \$4.8 in 2019 or still more than a million off in our formerly normal volume count. total revenues. He advised that the year to date estimate for the same 2022 period is \$19.8 million while 2021 actuals were \$14.4 million in 2021 and \$29 million in 2019. He noted that using 2019 as a base year shows that the revenues are down approximately \$10 million since then. He advised that we are right on target with our 2022 budget projections.

Ms. Fishback asked for an explanation of the category listed as other income.

Ms. Williams responded that other income includes lease card replacements and vending machines, both of which are minimal. She said the balance shown is all the odd things, quite often being delayed insurance recovery, that need to be recognized as revenue based on accounting rules. She stated that we will get more details on this category out to the Board.

Mr. Onorato advised that we surpassed \$3.5 million for June after topping the \$3 million mark for the last four months, describing it as a good sign for being ahead of 2021's pace, but still off from 2019's level. He advised that we projected that by the end of 2023 we would be at 80 to 85 percent of the 2019 total but said we may need to readjust this as utilization is coming back slower than anticipated. He noted that staff is doing a good job on keeping expenses to a minimum but said it is the revenue side of the equation that we cannot control. He advised that we are monitoring revenue results and will adjust our projections if necessary.

Ms. Fishback asked if we have reached out to various entities, like Pittsburgh Downtown Partnership, to try to get data on companies' plans for returning to central workstations.

Mr. Onorato responded that we have had conversations with PNC, Mellon Bank and Highmark who reported that they are not completely back to full in-office operations and stated they are not now sure if or even when that may occur. He also noted that today is the last day in the Central Business District for ATI who will be closing its office in PPG and relocating their employees to an office space in the Strip District. He stated that companies are not returning to the downtown area as rapidly as anticipated and stated that it seems like we are seeing more and more companies offering remote work options as an incentive to maintain both hiring and retention requirements.

Mr. Cohen mentioned that he anticipates that we will need to look at the overall financial status of the Authority in the near future and possibly make some difficult decisions and adjustments based on the current revenue level.

Mr. Onorato discussed the Facility Report, which he noted shows the same revenue trend. He stated that we have increased returns at all locations from last year but are down compared to 2019 revenues.

Mr. Onorato discussed the Enforcement Report, which he stated shows that number of tickets issued have increased from last year which he attributes to the resumption of cleaning enforcement. He noted that we receive numerous calls from citizens in support of the program and reminded the Board that we follow the City's schedule for this service. He also noted that we are looking to reorganize some of our enforcement districts on a daily basis, explaining that with the current limited staff we need to be creative our scheduling of enforcement coverage. He also stated that ticketing by mail being approved would make enforcement more efficient across the board.

Mr. Cohen mentioned that ticket revenue may be down simply because customers are utilizing the phone apps and staying within our compliance parameters. He stated that it makes sense that if more people are paying for overstays through the convenience of the app, there would be fewer tickets issued.

Mr. Onorato advised that ticket issuance is driven by enforcement and parkers try to anticipate enforcement schedules in order to avoid making additional payments.

Mr. Onorato discussed the Enforcement Meter Report, stating that meter revenues are returning a little quicker than garage revenues and noting that they totaled \$1.3 million this year through June or about \$400,000 lower than 2019's \$1.7 million. He said the numbers continue to be trending closer to the 2019 pace but also noted that there is a significant drop in the number of surface lot leases.

Mr. Onorato discussed the Parking Court Report, stating that there was \$708,000 in collections of ticket fines for June compared to \$637,000 in June 2021, with the year-to-date pace ahead by approximately \$300,000.

Mr. Onorato discussed the Quarterly Garage Utilization Report that showed six of our garages being over 70 percent utilized in June and nine of the full 12 were 50 percent utilized. He advised that in the six months of 2022, four of the garages averaged over 70 percent utilization and nine of the garages averaged 50 percent for the six months of 2022.

Mr. Onorato discussed the Quarterly Revenue Report, which shows that revenues in 2022 are outpacing 2021 level, again reflecting the contents of the Finance Reports.

Mr. Onorato discussed the Quarterly Transaction Report, which shows transactions by garage and again, shows that 2022's total increasing from 2021's.

Mr. Onorato discussed the Downtown Housing Report, which shows that we have a total of 520 Downtown Housing Leases, which is down from 541 in the year's first quarter. He advised that Smithfield/Liberty, Mellon Square, First Avenue and Fort Duquesne and Sixth account for 70 percent of those leases, which he noted are driven by location.

Mr. Onorato discuss the Quarterly Meter Report, which shows revenues of \$3.4 million in the first quarter of 2022 and rising about \$300,000 to \$3.7 million in in the second quarter, He advised that three percent of the total transactions are by coin, 33 percent via credit card and

63 percent by the phone apps. He advised that just under 97 percent of all transactions are by credit cards in both the meters and phone app payments.

Mr. Onorato discussed the Quarterly Revenue-Per-Space report, which he stated is a good way to compare us to the industry. He advised that through June of 2022 we averaged \$1,458.00 per space compared to \$910.00 per space during the same time last year, a \$548.00 increase. He advised that Smithfield/Liberty is the highest per-space performer in our system.

Mr. Onorato discussed the Quarterly Phone-App Report, which tracks the number of transactions by phone app vendor, noting that just about 98 percent of the users utilize ParkMobile, the expected leader because of its 2015 start in our marketplace. He advised that three additional vendors were added just recently and reported that the breakdown of revenues collected by phone app in June 2022 was: ParkMobile over \$700,000; Flowbird \$900; Pay-by-Phone \$8,000 and a local firm, Meter Feeder \$5,500. He advised that the transaction breakdown is ParkMobile at 35,000; Flowbird at 271; Pay-by-Phone at 3,300 and Meter Feeder's 2,300 for a total of 280,000 phone app transactions for the month. He noted that adding additional vendors gave our customers a choice and stated that the numbers show that all the various vendors are participating in each month's usage totals.

**RESOLUTION NO. 21 OF JULY 2022, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE FINAL PAYMENT TO CARL WALKER CONSTRUCTION, INC. FOR REHABILITATION AND PREVENTATIVE MAINTENANCE AT THE SMITHFIELD/LIBERTY PARKING GARAGE,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the correct amount of the resolution was \$19,119.26 and advised that the amount listed on the resolution in the preliminary packet was incorrect and apologized for any confusion. He advised that the work was completed by Carl Walker Construction to the satisfaction of the Authority and said that we are therefore asking for approval of final payment to be taken from the Capital Improvement Funds. He advised that the work involved no change orders and approximately three percent of the work was by minority vendors.

Mr. Cohen asked for clarification of the amount due.

Mr. Onorato advised that the original contract amount was \$191,192.61 and we made payment of \$172,073.35 leaving a balance due of \$19,119.26.

Mr. Cohen asked if there were any questions or comments.

There were none.

Upon motion by Ms. Fishback and seconded by Mr. Barron, Resolution No. 21 of 2022 was approved as follows: Mr. Barron, yes; Mr. Wilson, yes; Ms. Fishback, yes; Mr. Cohen, yes.

**RESOLUTION NO. 22 OF JULY 2022, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD A CONTRACT TO BRUBACH PLUMBING COMPANY FOR PLUMBING SERVICES AT ALL AUTHORITY-OWNED AND OPERATED FACILITIES,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the Authority’s current plumbing contract with Krupp-Whitney Plumbing is expiring and said we have issued an RFP for this service for a three-year contract with two one-year options. He advised that Krupp-Whitney has been our plumbing vendor for the last 12 years but advised us that it would not be bidding on the new contract because they cannot retain enough workforce to permit them to maintain our system as they have done in the past. Mr. Onorato stated that we had a good working relationship with Krupp-Whitney Plumbing and expressed his appreciation for their advising us of their intention to not bid. He advised that three companies attended the pre-bid meeting and said we received two bids, with Brubach Plumbing having the lowest one submitted in the amount of \$160,000 annually. He noted that this contract is paid based on usage and only when we call them for a plumbing need. Mr. Onorato advised that in 2019 plumbing costs were about \$97,000; \$55,000 in 2020 and \$59,000 in 2021.

Mr. Cohen asked if there were any questions or comments.

There were none.

Upon motion by Ms. Fishback and seconded by Mr. Wilson, Resolution No. 22 of 2022 was approved as follows: Mr. Barron, yes; Mr. Wilson, yes; Ms. Fishback, yes; Mr. Cohen, yes.

**RESOLUTION NO. 23 OF JULY 2022, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO UTILIZE PUGLIANO CONSTRUCTION COMPANY, INC. FOR CONCRETE SIDEWALK REPAIRS AT THE EVA/BEATTY SURFACE LOT,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the need for this work was identified in our Capital Repairs Budget but, following notification by Permit and License Division of the City the work needed to be completed quicker than anticipated, it is being done now. He advised that the scope of work will include repair or replacement of a portion of the sidewalk and the curb to remove any possible tripping hazard and advised that we will be piggy-backing off the City contract with Pugliano Construction at a not-to-exceed cost of \$40,000. He advised that the funds will be taken from the Capital Improvement Fund, the Authority’s share of Parking Court revenues.

Mr. Cohen asked if there were any questions or comments.

There were none.

Upon motion by Mr. Barron and seconded by Ms. Fishback, Resolution No. 23 of 2022 was approved as follows: Mr. Barron, yes; Mr. Wilson, yes; Ms. Fishback, yes; Mr. Cohen, yes.

**RESOLUTION NO. 24 OF JULY 2022, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO UTILIZE PUGLIANO CONSTRUCTION COMPANY, INC. FOR CONCRETE REPAIRS AT THE MON WHARF PARKING PLAZA,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that this is the same type of resolution as the previous one, but it is for work at the Mon Wharf. He advised that the Authority will again piggy-back off Pugliano Construction’s contract with the City and said the work will be completed at a not-to-exceed cost of \$30,000.

Mr. Cohen asked about the overall condition of the Mon Wharf.

Mr. Onorato responded that other than these large areas that need repaired, the surface is in good condition. He noted that parking at the Mon Wharf averages 175 to 200 vehicles per day.

Mr. Cohen asked if there were any questions or comments.

There were none.

Upon motion by Ms. Fishback and seconded by Mr. Wilson, Resolution No. 24 of 2022 was approved as follows: Mr. Barron, yes; Mr. Wilson, yes; Ms. Fishback, yes; Mr. Cohen, yes.

**RESOLUTION NO. 25 OF JULY 2022, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE A CHANGE ORDER TO DELL TECHNOLOGIES FOR THE PURCHASE OF SERVER INFRASTRUCTURE FOR THE ADMINISTRATIVE OFFICE VIRTUAL ENVIRONMENT,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that that a resolution was previously presented to the Board in the amount of \$350,000 for the upgrade to our server software. He advised that the existing switches were not compatible with the current bandwidth therefore we need to upgrade them at a not-to-exceed cost of \$32,605.80, a 9.3 percent increase to the project. He advised that this action is essential to keeping our operations running as the majority of our revenues are received in the form of credit card payments.

Mr. Cohen asked if there were any questions or comments.

There were none.

Upon motion by Ms. Fishback and seconded by Mr. Barron, Resolution No. 25 of 2022 was approved as follows: Mr. Barron, yes; Mr. Wilson, yes; Ms. Fishback, yes; Mr. Cohen, yes.

**RESOLUTION NO. 26 OF JULY 2022, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RETAIN THE SERVICES OF SCHNEIDER DOWNS & CO, INC FOR THE PURPOSE OF PCI DSS COMPLIANCE CERTIFICATION,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that PCI compliance is required by Visa and Master Card, and we previously used a company called Trustwaves for this service. He advised that Trustwaves has been purchased by another firm and we found that its scope of work did not full fill the requirements required by Visa and Master Card. He advised that we need to do this PCI Audit on an emergency basis because Trustwaves did not complete all of the details required for current PCI compliance. He stated that and audit will penetrate our system at two levels, one for our vendors whose transaction do not touch our servers and one for our garage operations where credit card information does go through our system, the one requiring a more detailed audit. He advised that this audit is required annually and said we are asking for approval for Schneider Downs to complete it at a not-to-exceed cost of \$50,000. He said the investment will enable us to maintain our ability to accept credits for all the different payments, whether from the meters, garages, residential permit parking transactions or Parking Court.

Mr. Cohen asked if this was a new requirement and could the costs be less than the not-to-exceed cost of \$50,000.

Mr. Onorato advised that it was not a new requirement, adding that it was previously performed by Trustwaves whose contract cost was not large enough to be require Board approval.

Mr. DiNatale responded that there are levels A through E and Trustwave always had us at level A, the lowest amount. He advised that our garages were at a higher level of compliance and we are looking to push that responsibility out to our vendors totally to the point where it's not our issue and we are not hosting credit card information on our servers.

Mr. Cohen asked if there were any questions or comments.

There were none.

Upon motion by Mr. Wilson and seconded by Mr. Barron, Resolution No. 26 of 2022 was approved as follows: Mr. Barron, yes; Mr. Wilson, yes; Ms. Fishback, yes; Mr. Cohen, yes.

**NEW BUSINESS**

Mr. Cohen asked if there were any new or old business matters to discuss.

Mr. Cohen asked if the Board would be in support of scheduling future Board meetings at 9:00 a.m.

The Board members responses expressed no preference for either time.

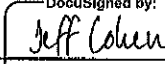
Mr. Cohen then recommended that we should make the change to a 9:00 a.m. start time for all Board Meetings going forward.

Mr. Cohen asked if there were any additional questions.

There were none.

The meeting was adjourned at 9:47 a.m. with all Board members in approval.

**APPROVED TO CONTENT**

DocuSigned by:  
  
\_\_\_\_\_  
Chairman

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

DocuSigned by:  
  
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Approval