

MINUTES OF THE REGULAR MEETING OF THE PUBLIC PARKING AUTHORITY OF PITTSBURGH THURSDAY FEBRUARY 16, 2023

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 9:04 a.m. on February 16, 2023. The following Board members were present at the start of the meeting: Liz Fishback, Bobby Wilson, Kim Lucas, Stephanie Turman and Bobby Palmosina. Present from staff were David Onorato, Christopher Speers, Chris Holt, Gwen Bolden, Mark DiNatale, Jo-Ann Williams, David Perry, Scott McNaugher, Karla Stanger, Matt Engleson, Anide Michel and Patricia Konesky. Also present were Jason Wrona of Buchanan, Ingersoll & Rooney, Bill Stewart of Strategic Communications, Jeff Cohen and Alison Keating.

MINUTES

Mr. Onorato asked for approval of the minutes from the January 19, 2023 meeting.

Mr. Wrona stated that we have several new Board members who were not present at the last meeting and stated that they may not feel comfortable voting on the minutes. He advised that if the two new members are not comfortable voting, they are free to abstain, and leaving the additional three members to vote as a quorum.

Ms. Lucas stated that she was not in attendance at the last meeting and asked how she could verify the accuracy of the minutes.

Mr. Wrona replied that she has the option of voting as simply being present.

The minutes were approved as follows: Mr. Wilson, yes; Ms. Lucas, present; Ms. Fishback, yes; Ms. Turman, abstain, Mr. Palmosina, abstain.

Mr. Onorato advised that the next item on the agenda is the election of Board officers for the 2023 year. He asked for nominations for each officer position.

Mr. Wrona stated that assuming there is a consensus on the nominees from all members a slate can then be determined and the members can vote on the nominees as a group.

Mr. Wilson nominated Ms. Fishback for the Chairman position and Mr. Palmosina seconded that nomination.

Ms. Fishback nominated Ms. Turman for the Vice Chair position and Mr. Palmosina seconded her nomination.

Ms. Fishback nominated Mr. Wilson for the position of Treasurer and Mr. Palmosina seconded the nomination.

Ms. Turman nominated Mr. Palmosina as Secretary and her motion was seconded by Ms. Fishback.

Mr. Fishback nominated Ms. Lucas for Assistant Secretary and was seconded by Mr. Palmosina.

The slate of nominees is as follows: Chairman, Ms. Fishback; Vice Chair, Ms. Turman; Secretary, Mr. Palmosina; Treasurer, Mr. Wilson; Assistant Secretary, Ms. Lucas and Assistant Treasurer, Mr. Onorato.

The Board was approved to its respective positions: Mr. Wilson, yes; Ms. Lucas, yes; Ms. Fishback, yes; Ms. Turman, yes; Mr. Palmosina, yes.

Mr. Onorato thanked the Board for its nominations and acceptances and stated that he would turn the meeting over to the new Board Chair to complete the day's agenda.

Ms. Fishback thanked the new Board for accepting their positions and stated that she looks forward to working with everyone. She also thanked Mr. Barron and Mr. Cohen for their many years of service as Board Members to the Parking Authority.

PUBLIC COMMENT

Ms. Fishback asked if there were any public comments.

There were none.

EXECUTIVE DIRECTOR'S REPORT

Mr. Onorato advised the Board that we recently issued an RFP for a PARCs revenue control system for five of the 10 garages we own and operate. He advised that the first round of questions from potential bidders are due today and said we anticipate awarding this contract at our April meeting.

Mr. Onorato updated the Board that the Authority's 2022 audit has begun and thanked both Ms. Fishback and Mr. Wilson for volunteering to serve on the Audit Committee. He advised that we are in the process of scheduling the initial Committee call for some time next week and reported that there will be one additional call at the completion of the audit for the Committee to review the findings of the process.

Mr. Onorato stated that earlier this week he forwarded the Board members a Post-Gazette article regarding a Downtown Neighborhood Alliance proposal requesting that City and the Parking Authority to consider implementing new free-parking initiatives in the Central Business District.

He advised that we have not talked to anyone either at the City or the Downtown Neighborhood Alliance, and said the article was shared with them for information purposes only.

Mr. Onorato advised that the 2022 final payment, per the Co-Op Agreement, was recently sent to the City. He said the 2022 payment total was \$19.2 million.

Mr. Onorato advised that the Authority is working with Duquesne Light and the City to secure equipment purchase and installation costs to further electrify our Second Avenue Parking Plaza with Level 2 charging stations, a DC Fast Charger and solar panels. He advised that we are working with both entities to secure grants to cover the purchase and installation costs. He advised that there has been no action taken to date and said that any action will be brought to the Board for approval. He said that he will forward the Board the Scope of Work so they are familiar with the project's components and projected timeline.

Mr. Onorato asked the Board if they would prefer to keep the Board Meeting times at 9:00 a.m. on the third Thursday of each month as determined by the previous Board. Mr. Onorato also asked if the Board would favor the 10:00 a.m. start time that was in place in the past. All Board Members replied that they prefer the 10:00 a.m. start time. Mr. Wilson stated he is fine with 10:00 a.m. as long as he knew a week or two in advance of any intended change.

Ms. Lucas asked if meetings would be returning to the in-person format.

Mr. Onorato responded that we can switch back from virtual to in-person at any time if the Board feels comfortable when doing so with the change.

Mr. Onorato advised the Board that the reports in this month's packet are all monthly in scope and said that we do compile Quarterly Reports that are shared during quarterly meetings of the Board.

Mr. Onorato discussed the Finance Report, advising that we employ 2019's revenues as our base year for comparison purposes for the pandemic affected periods that followed it. He advised that the revenues for January 2022 and 2023 were \$2.6 million and \$3.5 million respectively, down in both cycles from the base year total of \$4.6 million in January, 2019. Mr. Onorato advised that our budget for this past January was \$3.4 million and said that we came in slightly over that budget target. Mr. Onorato advised that expenses for January 2023 were just over \$2 million, noting that the expenses for the month in 2019 were \$2.5 million. He advised that we have made a conscious effort to reduce expenses since the start of the pandemic period.

Mr. Onorato discussed the Monthly Operating Revenue Finance Report, which he said shows the same information as the document just discussed, specifically that January 2023 revenues were \$3.5 million compared to 2019's monthly total of \$4.6 million. He noted that we believed that our numbers trend would be back to their 2019 levels but said we now view the business climate from the perspective that it represents the new normal and are hoping to hit 75 percent of the 2019's revenue total.

Mr. Onorato advised that garage revenues in January 2023 were just over \$2 million versus \$1.6 million in January 2022, noting that Forbes-Semple was down 27 percent for the period to on-going major renovation in that facility that is removing 175 to 200 spaces per day during construction. He advised that there will be an upcoming complete closure of that facility for about a week to permit work to occur in the drive lanes.

Noting that we track our revenue by facilities as in their aggregate, Mr. Onorato advised that Smithfield/Liberty, Ft. Duquesne and Sixth and Mellon Square are presently our top three revenue producing garages.

Mr. Onorato discussed the Enforcement Report, which summarizes the breakdown of issued tickets by type of violation. He advised that in January 2023 there were 16,573 tickets issued, with 75 percent of those being for meter and residential permit parking violations. He noted that there were no street cleaning tickets issued as that program runs only from April through October.

Mr. Onorato discussed the Meter Revenue Report, which breaks down the revenues by collections from streets, lots, lot leases and smart loading zones. He noted that street collections of \$1.1 million accounted for the majority of meter revenues while collections from our surface lots produced collections of \$157,000. He advised our 332 lot leases generated \$27,6000 in January 2023, and said the number of lease customers was down from 453 in 2019. He advised that meter revenues are returning faster than garage revenues, noting that we are down just about \$220,000 from 2019's meter total.

Mr. Onorato discussed the Parking Court Report, stating that it represents the fines collected through that function. He advised that January 2022 revenues were \$542,000, well below January 2023's total of \$727,000, which he attributes directly to the increased amount of tickets issued during the latter period.

Mr. Onorato asked if there were any questions or comments on any of the reports.

There were none.

RESOLUTION NO. 3 OF FEBRUARY 2023, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO UTILIZE VAN DEUSEN & ASSOCIATES (VDA) FOR ELEVATOR CONSULTING SERVICES FOR AUTHORITY-OWNED GARAGES FROM THE COOPERATIVE AGREEMENT WITH OMNIA PARTNERS PUBLIC SECTOR TO PUBLIC AGENCIES, was read by Ms. Fishback and considered by the Board.

Mr. Onorato advised that our capital budget includes a schedule to repair and replace elevators within our facilities and reported that those servicing our Smithfield/Liberty Garage were installed in 1996, have required a considerable amount of expensive maintenance and have completed their useful life. He said that, through this resolution, we are looking to piggy-back

off the Cooperative Agreement with OMNIA Partners Public Sector to Public Agencies to retain a consultant to help establish the detailed scope of work necessary to issue an RFP for the replacement of the three elevators at the Smithfield/Liberty location. He advised that the budgeted cost for this work has been set at a not-to-exceed price of \$32,000.00.

Ms. Fishback asked if there were any questions or comments.

There were none.

Upon motion by Mr. Wilson and seconded by Ms. Lucas, Resolution No. 4 of 2023 was approved as follows: Mr. Wilson, yes; Ms. Lucas, yes; Ms. Fishback, yes; Ms. Turman, abstain; Mr. Palmosina, abstain.

Mr. Wrona clarified that his advice earlier to regarding votes to abstain applied essentially to the approval of the minutes and was unrelated to the succeeding resolutions. Ms. Turman and Mr. Palmosina thanked Mr. Wrona for the clarification and both changed their vote to aye.

RESOLUTION NO. 4 OF FEBRUARY 2023, “A RESOLUTION RATIFYING AN EMERGENCY PROCUREMENT FOR CONTRACTING SERVICES NEEDED TO REPLACE THE EXISTING SUMP PUMP STATION AT THE MELLON SQUARE PARKING GARAGE, was read by Ms. Fishback and considered by the Board.

Mr. Onorato reminded the Board that the Mellon Square Garage is a subsurface garage located in the middle of Downtown and said the sump pumps are vital to its operation. He advised that the sump pump at this location failed causing water to enter the garage where patrons park and could have potentially flowed into the elevator pits causing major operational issues, if not total failure of the elevators. He advised that based on the Commonwealth Procurement Code the repair could be done on an emergency basis, we notified our on-call plumbing contractor and arranged through an RFP process to have new sump pumps installed. He stated that one pump is already in place and said we are expecting the second to arrive this week. He advised that the total cost of this work was done at a not-to-exceed price of \$55,000.00.

Mr. Wrona added that generally this type of work would be required to be bid out with the lowest responsible bidder receiving the award but said the Authority is governed by the Commonwealth Procurement contracts as to how contracts are awarded. He added that the code permits the Executive Director to award the process in emergency situations that could jeopardize life or property, they can make their decisions to award the contract on a no-bid basis, if they so stipulate that action at the time of the work. He advised that those emergency situations are unusual, but they do occur on occasion.

Ms. Lucas asked if routine inspections discover problems of long-term duration. She asked if the Authority was increasing the inspection frequency.

Mr. Holt replied that we look at these systems on an annual basis and noted that since hiring Brubach Plumbing, we have included routine annual inspections of all sump pump installations, noting that the last time this particular system was examined was approximately six months ago. He advised that with long periods of heavy rain in the area the resulting build/ups of sludge required the removal of heavy debris from those housings and the motors and equipment they contain to make sure they are working properly.

Ms. Fishback asked if the parking spots now blocked off on levels three and four were related to this project.

Mr. Holt responded that they are blocked off for an assessment for future capital repairs slated to be completed between 2024 and 2025.

Ms. Fishback asked if there were any questions or comments.

There were none.

Upon motion by Mr. Wilson and seconded by Ms. Fishback, Resolution No. 4 of 2023 was approved as follows: Mr. Wilson, yes; Ms. Lucas, yes; Ms. Fishback, yes; Ms. Turman, yes; Mr. Palmosina, yes.

RESOLUTION NO. 5 OF FEBRUARY 2023, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE NETWORK SECURITY INFRASTRUCTURE FROM NETWORK ACCESS FOR THE AUTHORITY’S ENTIRE NETWORK ENVIRONMENT, was read by Ms. Fishback and considered by the Board.

Mr. Onorato advised this is for replacement of the switches and firewalls at the administrative office and all of our facilities and said it will heighten the security against cyber breaches, ensure our capacity for compliance and make sure we have direct communication between the garages back to the Executive offices. He advised that much of our inventory is aging and said that replacement was accounted for in our capital budget. He advised that with cyber security being the hot issue that it is today we need to maintain a level of protection to protect our systems and information. Mr. Onorato advised that this purchase would be off the Co-Stars contract and asked Mr. Wrona to explain that process to the newer Board Members.

Mr. Wrona advised that Co-Stars is a contract bidding provision under Pennsylvania law for enabling State Authorities to piggy-back off of state contracts through an umbrella program maintained at the Commonwealth level that is proactive in soliciting bids from major providers who provide state-based services and qualify to serve as pre-bid vendors to supply public entities the same service for the same price that they are sold to other government entities. He advised that the program was set up to be a more efficient purchasing service to allow government entities to access Commonwealth pricing levels and advised the program is used regularly by the Parking Authority for its purchasing needs.

Ms. Fishback asked if there were any questions or comments.

There were none.

Upon motion by Mr. Wilson and seconded by Ms. Fishback, Resolution No. 5 of 2023 was approved as follows: Mr. Wilson, yes; Ms. Lucas, yes; Ms. Fishback, yes; Ms. Turman, yes. Mr. Palmosina, yes.

NEW BUSINESS

Ms. Fishback asked if there were any new or old business matters to discuss.

Mr. Onorato stated that he would like to welcome the new Board members to the Authority and stated if they have any questions either prior to or at the Board Meeting to reach out to himself or staff. He also stated that he would like to thank Mr. Cohen and Mr. Barron for their service over the past years.

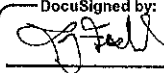
Mr. Wrona advised that there was an Executive Session held about a week ago that devoted to training the new Board members. He stated no official actions were taken during those gatherings.

Ms. Fishback asked if there were any additional new or old business matters to discuss.

There were none.

The meeting was adjourned at 10:39 a.m. with all Board members in approval.

APPROVED TO CONTENT

DocuSigned by:

Chairman

ACCEPTED FOR FILING IN THE AUTHORITY'S BOOK OF MINUTES

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Approval