

**MINUTES OF THE REGULAR MEETING OF THE  
PUBLIC PARKING AUTHORITY OF PITTSBURGH  
THURSDAY JANUARY 18, 2024**

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 10:05 a.m. on January 18, 2024. The following Board members were present at the start of the meeting: Liz Fishback, Bob Wilson, Bobby Palmosina and Sean Luther. Present from staff were David Onorato, Chris Holt, Scott McNaugher, David Perry, Karla Howell, Jodi Hart, Jo-Ann Williams, Kathryn Van Why, Matt Jendrzewski, Tracy Sowinski, Karla Turzak, Denise Moschak and Patricia Konesky. Also present were Nathan Clark of Buchanan, Ingersoll & Rooney, John Small, James Olivieri, Mike Bourre and Alison Keating.

Ms. Fishback stated that the By-Laws of the Authority states that the Board is to elect officers at its annual meeting, and to hold its annual meeting in conjunction with the first meeting of each calendar year and this will act as the Board's first annual meeting and she would now open the floor to nominations for officers.

Ms. Fishback nominated the following slate: Elizabeth Fishback as Chair; Bobby Wilson as Vice Chair; Bob Palmosina as Secretary; Kim Lucas as Treasurer, Sean Luther as Assistant Secretary; and David Onorato as Assistant Treasurer.

Upon motion by Mr. Wilson and seconded by Mr. Palmosina, the slate was approved as follows: Mr. Wilson, yes; Mr. Palmosina, yes; Mr. Luther, yes; Ms. Fishback, yes

**MINUTES**

Ms. Fishback asked for approval of the minutes from the December 21, 2023, meeting.

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

## **PUBLIC COMMENT**

Ms. Fishback asked if there were any public comments.

There were none.

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Onorato updated the Board on the installation of the new garage revenue control system which was previously approved by the Board advising that the Wood-Allies location upgrade has begun and should be completed by tomorrow. He advised that the Shadyside Garage upgrade is scheduled to be completed next with the remaining three locations to follow. He advised that the upgrade of the Wood-Allies equipment was smooth and did not have any issues.

Mr. Onorato advised that at the request of the City he is in discussions with the Pittsburgh Downtown Partnership regarding entering into an agreement for use of the restroom in our Smithfield-Liberty Garage to be used as a public restroom, taking the place of the Pittsburgh Potty, which is located on Smithfield Street outside of the garage. He advised that with Buchanan Ingersoll & Rooney's assistance an agreement was drafted and forwarded to PDP to review. He advised that it would be advertised as a public restroom.

Mr. Wilson asked about the restroom staffing.

Mr. Onorato responded that the PDP will be 100 percent responsible for staffing as well as maintaining, cleaning and stocking the restroom.

Mr. Onorato discussed the Finance Report, advising that 2023 revenues amounted to \$47.9 million which he stated were almost \$6 million more than last years \$41.7 million and noted that revenues are still off approximately \$10.4 million from 2019's base year of \$58.3 million with the majority of that being in the garage revenue line which is still of \$8.5 million and the meter revenues \$2.4 compared to 2019. He advised that expenses for 2023 were \$26.7 million, which was under budget, and noted that in 2019 expenses were \$30.4 million.

Mr. Onorato discussed the Garage Revenue Report which shows a total of \$26.9 million for 2023 with Wood-Allies and Forbes Semple revenues being down due to construction. He noted that the Grant Street Transportation Center Red Garage remains closed, affecting revenues, as the Blue Garage can currently handle the current activity. He advised that we open the Red Garage when there are large functions scheduled at the Convention Center. He advised that the Shadyside Garage revenues are down due to the change in the business area on Walnut Street.

Mr. Onorato discussed the Enforcement Report, advising that 225,000 tickets were issued in 2023, an increase of approximately 16,200 tickets from the previous year. He advised that approximately fifty percent of the tickets issued were for meter violations and the second

highest category being residential permit parking violations.

Mr. Onorato discussed the Meter Revenue Report, which shows \$1.9 million in meter revenue in 2023 and \$1.6 million in 2019, down approximately \$109,000 from 2019 base year.

Ms. Fishback noted that lot leases are up from 2019.

Mr. Onorato confirmed that revenues are up from 2019, due to there being a rate increase, but that the number of leases has decreased from 374 to 301.

Mr. Onorato discussed the Parking Court Report, which shows revenues of \$9.9 million, an increase of almost \$1.1 million. He advised that the city received 100 percent of net revenues after expenses and this year they are projected to receive \$7.4 million, an increase from \$6.3 million last year. He noted that in 2019 the city received \$8.4 million in parking court revenues.

Mr. Onorato discussed the Quarterly Meter Revenue Report, which breaks down revenues by zones as well as lots. He advised that 1.8 % of revenues are received in coins, 35 % via credit cards and 64 % through mobile payments.

Mr. Onorato discussed the Pay-by-Phone Report, which shows revenues the 4 vendors with Parkmobile collecting \$10.4 million or 97 % of the revenues in 2023 and Pay-by-Phone and Meter Feeder collected just under 1.5 % of the overall revenues. He advised that there was a total of 3.5 million transactions in 2023 through the phone apps with Parkmobile completing 3.4 million of those transactions.

Mr. Luther asked if there was any way for the Authority to capture the costs of the free garage parking that was authorized at the November meeting.

Mr. Onorato responded that we can calculate the average Saturday revenue in November which can estimate the amount of revenue lost on the Small Business Saturday. He advised that we can send that information to the Board prior to the next meeting.

**RESOLUTION NO. 1 OF JANUARY 2024, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD A CONTRACT TO ALLIED UNIVERSAL SECURITY SERVICES FOR ON-SITE SECURITY GUARD SERVICES AT ALL AUTHORITY-OWNED AND OPERATED GARAGES,** was read by Ms. Fishback and considered by the Board.

Mr. Onorato advised that our current security contract has expired and we are currently operating on a month-to-month basis with Am-Gard, who is our current vendor. He advised that the Authority held a mandatory pre-bid meeting which was attended by 10 firms and that 5 bids were received. He advised that this is not a low-bid contract but is a professional services contract

evaluated on criteria outlined in the RFP. Mr. Onorato stated that after reviewing the criteria we are recommending that a contract be awarded to Allied Universal Security Services for a base bid of \$9,334,682.24 and two option years with an increase of \$4.5 million and \$4.3 million should the Authority exercises the options. He also advised that Allied Universal Security Services is a WBE firm. He also advised that we are required by a city ordinance to have garage security performed by an outside firm and not by employees of the Authority.

Ms. Fishback asked the approximate number of security personnel and garage attendants.

Mr. Onorato responded that with security being a 24-hour coverage he estimates that there are between 40 and 50 Allied employees, and we have approximately 40 to 43 garage attendants currently on staff. He noted that we currently have job positions available for both parking attendants as well as Parking Enforcement Officers and noted that we are having a difficult time hiring.

Mr. Wilson asked who was our current vendor and our reason for selecting Allied Universal and what the prevailing wage was for security guards.

Mr. Onorato responded that he does not have the prevailing wage at this moment, but it was included in the specs in the RFP and that AmGard is our current vendor. He stated that the selection was made based on their submitted bid, their interview as well as their ability to maintain the current staff. He advised that the criteria were outlined in the RFP and there was emphasis on the supervisory staffing. He also advised that he would send the Board the prevailing wage.

Ms. Hart stated that effective November 1<sup>st</sup> the prevailing wage is \$16.25 and \$4.98 is benefits for a \$21.23 total rate.

Mr. Wilson asked if the hourly rate of pay for the guards is increasing.

Ms. Hart responded that currently there are different rates for officers, a roving supervisor and account manager, and the officer's rate is \$21.25 which includes the benefits, and it will bump up after year two and three by 4 ½ % and benefits by 6 %, and year three is 4.3 % and 6 %.

Mr. Onorato advised that the security firms have relationships with the Union and are aware they are required to pay prevailing wages including benefit costs.

Ms. Fishback asked if \$23.55 is the average rate over three years.

Mr. Onorato advised that every year the City's Controllars office issues a new prevailing rate and we honor that rate. He noted that it has increased each year and that we are required to follow the prevailing rate.

Mr. Wilson asked if the vendors had to explain how they calculated their total billable rate.

Mr. Onorato responded that they did not have to explain in detail but that they each had to

have the same prevailing rate included.

Mr. Wilson asked if the current vendor submitted a bid.

Mr. Onorato responded that AmGard did submit a bid under 3G Security, an MBE spin-off of AmGard and advised that they are related entities.

Mr. Holt advised that Allied Universal is not an MBE firm but that they did make the requirement by subletting a portion of the work to minority vendors.

Mr. Wilson asked how the transaction would take place should the contract be awarded to Allied Universal and how it would be handled with the Union.

Mr. Onorato responded that the incoming firm usually offers the existing security guards' positions, and the guard has the option of transferring to the new company or staying with the exiting company and being relocated. He stated that the new vendor will need to have enough manpower to cover all of our facilities. He said the Union would transition from our current guards to the new company employees, and he doesn't believe we would see any involvement from the Union.

Ms. Fishback stated that security is the third largest line item in our budget.

Mr. Onorato confirmed that security is the third largest line item at \$3.3 million, behind wages and payments to the city.

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

There were none.

Upon motion by Mr. Luther and seconded by Mr. Palmosina, Resolution No. 1 of 2024 was approved as follows: Mr. Wilson, yes; Mr. Palmosina, yes; Mr. Luther, yes; Ms. Fishback, yes.

**RESOLUTION NO. 2 OF JANUARY 2024, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD A CONTRACT TO BLINKAY USA, LLC FOR A NEW PERMIT PARKING MANAGEMENT SYSTEM ("PPMS")**, was read by Ms. Fishback and considered by the Board.

Mr. Onorato advised that our current vendor is Gtechna and that they have been our vendor for a long time and the contract is expiring. He advised that this contract covers the permit process for the residential permit parking program advising that we want to make it a more friendly user system where the end user can go on-line and purchase their permit. He advised that we are hoping to be able to issue lot leases, variances for nanny, medical or

construction all on-line using this new system. He advised that this was a professional services contract, not low bid, and that 6 bids were received and Blinkay USA was the most advantageous with the services they would be providing. He advised that the five-year contract costs are \$195,000.

Ms. Fishback asked if there were any local companies with these capabilities.

Mr. Onorato responded that to his knowledge there are no local firms that offer this service.

Mr. Luther stated that Mr. Onorato's point on forward capability giving more flexibility to manage the curb is going to be really critical and underscores the partnership that the Authority has with DOMI and relevant city authorities. He stated that he is glad to see that level of specific investigation on the new technology platforms.

Mr. Wilson asked if this was to automate the legislation that he introduced to Council a few years ago, which did pass.

Mr. Onorato replied that the system portal would issue residential parking permits, lot leases, variances, out-of-service meters and leases for nanny's, medical and construction purposes.

Mr. Wilson stated that the reason why the legislation was revamped was because there was so much abuse. He wanted to know if this company was capable of verifying if a resident had a proper permit through DOMI, such as an Air-B and B.

Mr. Onorato stated the system will be able to download any required information into the portal.

Mr. Wilson asked why the lowest bid did not receive the contract.

Mr. Onorato responded that the firm did not have the capabilities to accept ACH payments and their software was not as user friendly as Blinkay's, for instance if a customer submitted an application for a residential permit and the information wasn't correct and we had to send it back to them, they would need to submit a whole new application, whereas with Blinkay, they would just submit the one they have and it would go right back to the top of the portal.

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

There were none.

Upon motion by Mr. Wilson and seconded by Mr. Luther, Resolution No. 2 of 2024 was approved as follows: Mr. Wilson, yes; Mr. Palmosina, yes; Mr. Luther, yes; Ms. Fishback, yes.

**RESOLUTION NO. 3 OF JANUARY 2024, “A RESOLUTION OF THE PUBLIC PARKING AUTHORITY OF PITTSBURGH (“THE AUTHORITY”) ADOPTING A POLICY RELATED TO BOARD APPROVALS FOR CONTRACT CHANGE ORDERS AND FINAL PAYMENTS,** was read by Mr. Luther and considered by the Board.

Mr. Onorato advised that the Authority wanted to update its current policy as we do not have a written copy of the current policy and based on the resolution that we bring before the board we would like clarification to make sure that we are aligned with the board as well as the state procurement process. He advised that we are asking that all contract and change orders be brought before the board for approval, noting that there is a \$28,700 threshold where any contracts above that amount would need to go out for RFP and that it does not supersede any contract provisions set by the board. He gave the example that if the Authority purchased a vehicle and the resolution for that purchase came before the board, and the board approved the purchase resolution, and there were no changes, then the final payment would not need to come back to the board.

Ms. Fishback asked if the reference was to our by-laws or the state by-laws.

Mr. Clark responded that that it is both a State and Authority procurement requirement.

Mr. Onorato added that a few years ago we had a resolution that the board adopted that stated any dollar amount of \$28,700 spent is required to go out to public bid, \$4,000 or less the Authority can get three phone quotes, \$4,000 to \$11,000 needs three written quotes and anything over \$28,700 needs to be bid publicly.

Ms. Fishback asked if the \$28,700 was in line with other Authority's in the Commonwealth.

Mr. Onorato responded that this amount is lower than others and believes that it is a significant increase to that amount.

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

There were none.

A copy of this Policy is attached to the minutes.

Upon motion by Mr. Wilson and seconded by Ms. Fishback, Resolution No. 3 of 2024 was approved as follows: Mr. Wilson, yes; Mr. Palmosina, yes; Mr. Luther, yes; Ms. Fishback, yes.

**RESOLUTION NO. 4 OF JANUARY 2024, “A RESOLUTION ACKNOWLEDGING MRS. TRACY SOWINSKI FOR HER 13 YEARS OF PROFESSIONAL AND EXEMPLARY SERVICE IN HER EMPLOYMENT WITH THE PITTSBURGH PARKING AUTHORITY, was read by Mr. Wilson and considered by the Board.**

Mr. Onorato personally thanked Ms. Sowinski for her dedicated work stated that she will be greatly missed. He stated that her work ethic was beyond what is listed in her many duties, and she treated both co-workers, members of the public and contractors with respect and professionalism. He stated that he could not thank her enough for the hard work and years of service and wished her the best in her future endeavors.

Mr. Holt, Ms. Sowinski’s direct supervisor stated that it has been a pleasure working with her and stated her work ethics have been great, her attention to detail and punctuality have made her a pleasure to work with.

Ms. Fishback thanked Ms. Sowinski for her years of services on behalf of the Board of Directors.

Ms. Sowinski thanked everyone for their kind words.

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

There were none.

Upon motion by Ms. Fishback and seconded by Mr. Luther, Resolution No. 4 of 2024 was approved as follows: Mr. Wilson, yes; Mr. Palmosina, yes; Mr. Luther, yes; Ms. Fishback, yes.

**OLD BUSINESS**

Ms. Fishback asked if there was any old business.

There was none.

**NEW BUSINESS**

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

Ms. Fishback noted that it has already been determined that the February Board Meeting will be held virtually.

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



There were none.

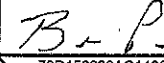
The meeting was adjourned at 10:55 a.m. with all the Board expressing their approval.

**APPROVED TO CONTENT**

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

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**Approval**

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## Exhibit A

### PUBLIC PARKING AUTHORITY OF PITTSBURGH POLICY RELATING TO BOARD APPROVAL FOR CONTRACT CHANGE ORDERS AND FINAL PAYMENTS

The Public Parking Authority of Pittsburgh ("Authority") is subject to the Parking Authority Law, 53 Pa.C.S.A § 5501, *et seq.* (the "Parking Authority Law"). Section 5508(i) of the Parking Authority Law provides that the Board of Directors of the Authority (the "Board") has authority to prescribe, amend, and rules and regulations governing the manner in which the business of the Authority may be conducted and in which the powers granted to the authority may be exercised.

In accordance with the Parking Authority Law, the Board hereby establishes the following policy regarding Financial Change Orders and final payments for Contracts:

#### General Provisions:

- As used in this policy, the term "Contract" shall mean a contract, to which the Authority is a party, for construction, reconstruction, repair, services, supplies, or materials of any type.<sup>1</sup>
- As used in this policy, the term "Financial Change Order" shall mean any agreement by the Authority to increase the monetary cost of a Contract to the Authority.
- This policy supersedes any and all prior work directives and/or policies adopted by the Authority or the Board as to these matters.
- This policy is not intended to supersede any Contract provisions, including those for final payment and closeout.

#### Financial Change Orders:

- Board approval shall be required for all Financial Change Orders where the original cost of the Contract was greater than \$28,700, or where the total cost of the Contract plus all Financial Change Orders will be greater than \$28,700.

#### Final Payments:

- Board approval shall not be required in order for the Executive Director to authorize final payments for any Contract unless such requirement is set forth in the Contract or in a Board Resolution for such Contract.

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<sup>1</sup> It is noted that, for purposes of internal and financial record keeping, the Authority will sometimes use the term "Project" to refer collectively to one or more Contracts that serve a common aim. However, this policy regards each Contract as a separate and distinct agreement to pay a particular vendor, even if the Contract is tracked as part of a "Project". As such, the monetary cost of each Contract should be considered independently, not in combination with other Contracts that may constitute a "Project".