

**MINUTES OF THE REGULAR MEETING OF THE  
PUBLIC PARKING AUTHORITY OF PITTSBURGH  
THURSDAY, NOVEMBER 15, 2018**

Having been duly advertised in accordance with the Sunshine Act No. 84 of 1986, a regular meeting of the Public Parking Authority of Pittsburgh was held at 10:10 a.m. on November 15, 2018, at 232 Boulevard of the Allies, Pittsburgh, PA 15222-1616. The following Board members were present at the start of the meeting: Jeff Cohen, Matt Barron, Cathy Qureshi, Aradhna Oliphant and Erika Strassburger. Present from staff were: David Onorato, Christopher Speers, Chris Holt, Jo-Ann Williams, Janet Staab, Tracy Sowinski, Kathryn Van Why and Pat Konesky. Also present was Jason Wrona of Buchanan Ingersoll, Bryan Martucci of H.R. Gray and William Stewart of Strategic Communications.

**MINUTES**

Mr. Cohen asked for approval of the minutes from the October 25, 2018 meeting.

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

**PUBLIC COMMENT**

Mr. Cohen asked if there were any public comments.

There were none.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Onorato advised that the Authority reached a tentative agreement with the Teamsters union on a new contract that will still need to be ratified by its members.

Mr. Onorato circulated a photo of the Smithfield/Liberty Garage's helix ramp and advised the Board that Carl Walker recently won a longevity award for this work performed in 1997.

Mr. Onorato discussed the Finance Report, advising that the Authority is through about 80 percent of its fiscal year with revenue on pace to be slightly ahead of both last year's total and this year's budget, excepting the line item for on-street receipts that is slightly behind last year. He stated that same trend lines hold true for expenses.

Ms. Qureshi asked for a reminder as to why the budget was amended.

Mr. Onorato responded that the budget was amended because the Ninth and Penn Garage originally not in the 2018 budget because of its expected closure but since it remained open, the budget was amended to reflect its ongoing revenues and expenses.

Mr. Onorato discussed the Facility Report, noting that the comparison of the garages on a monthly basis from 2018 to 2019 shows that revenues are up for the month and year to date. He stated that the Mon Wharf and Ninth & Penn are down significantly due to flooding at the Mon Wharf and reduction of spaces at the Ninth & Penn. He said some lease parkers are leaving that site in anticipation of the full closure of the facility.

Mr. Onorato discussed the Enforcement Report, advising that ticket issuance is down about One percent from last year, which indicates that compliance is up. He advised that all violation categories with the exception of overtime parking are up for the month, noting that meter enforcement is the largest source of ticket issuance.

Mr. Onorato discussed the Meter Revenue Report, which show that revenues for all categories show about a one-percent increase for the month.

Mr. Onorato discussed the Parking Court Report, noting that there was a significant increase in revenues collected in October resulting from a mass mailing targeting the collection of older, outstanding unpaid tickets.

Mr. Barron asked how often these sweep notices are sent.

Mr. Onorato replied that these notices are sent about twice a year.

Ms. Qureshi stated that it appears that the Authority had a good month last month, noting That the period included one additional work day but still a good solid month.

Mr. Cohen asked if there were any questions.

There were none.

**RESOLUTION NO. 46 OF NOVEMBER 2018, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND THE INDEPENDENT AUDIT SERVICES AGREEMENT WITH MAHER DUESSEL,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that the original contract and all subsequent options done jointly with the City, URA and PWSA for auditing services have expired. He said the joint committee responsible for developing a new RFP has not finalized its work and favors extending the current contract for one additional year. He advised that we are recommending that we join in extending the contract for 2019 at a cost of \$55,190, which reflects the same terms and conditions currently in effect. Mr. Onorato said we would participate in the RFP process next year.

Mr. Cohen asked how much time the auditors actually spend on site.

Ms. Williams responded that she could not estimate the total time but noted that they do come in the summer and walk through garages and do a step-by-step reconciliation process for cash handling, revenue controls and then come back in late December or early January for approximately one week to do preliminary work on the actual audit. She said they return at the end of February and are on-site for approximately three weeks and then communicate remotely from then until April when the audit is finalized. She advised that their time spent on-site is substantive and intensive.

Mr. Cohen stated that the cost appears to be reasonable for the amount of time spent here.

Ms. Qureshi commented that she believes that Maher Duessel is great firm that delivers wonderful service but noted that six years with the same auditing firm is a long time as over the years they get to know the people and form relationship with them. She said she believes that it would be best for the Authority, going forward, to bring on-board a different provider that would bring different style for this service.

Ms. Oliphant inquired who our lead auditor was from Maher Duessel.

Ms. Williams responded that Maher Duessel's lead auditor for our company is Betsy Kirsher. She also advised that we are assigned different staff members each year who ask about different things. She also noted that the auditors speak directly to Directors of each Authority department regarding controls and change their cycles so that they are not focused on the same activities year after year. She added that the audit team is always thorough in their examination.

Mr. Barron asked if the Authority will have a seat on the selection committee.

Mr. Onorato responded that we will have a seat on the committee as we have in the past.

Ms. Qureshi asked if Maher Duessel was a women-owned business.

Ms. Williams replied that she is not certain if it is female-owned but said we cannot count them as such because when a company reaches a certain size it doesn't qualify for the classification. She noted that they are minority-owned however.

Mr. Cohen stated that he agrees that we probably need to get a different perspective every so often.

Ms. Oliphant commented that the City has solicitors and auditors looking at this process said she feels if it is extending the contract, we should as well.

Ms. Strassburger stated that the original proposal was for a longer contract, but the extension of one year was adopted as a stop-gap measure as there was an agreement among Council members.

Mr. Onorato stated that the Parking Authority will follow up with the City early next year

to determine if there are any delays in the City's RFP, and RFI or RFQ if required. He said that if delays are anticipated, we will issue our own RFP for auditing services and if not, we will participate in a joint RFP.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Ms. Strassburger, Resolution No. 46 of 2018 was approved as follows: Ms. Qureshi, yes; Ms. Oliphant, yes; Mr. Barron, yes; Ms. Strassburger, yes; Mr. Cohen, yes.

**RESOLUTION NO. 47 OF NOVEMBER 2018, "A RESOLUTION AUTHORIZING THE GENERAL FUND, TRUSTEE REVENUE FUND AND CAPITAL ADDITIONS BUDGETS FOR FISCAL YEAR 2019 WHICH BEGINS ON JANUARY 1, 2019 AND ENDS ON DECEMBER 31, 2019,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato mentioned that staff met with Board members individually to present and discuss the budget in detail. He advised that the budget projects revenues in excess of \$55.8 million with the majority coming from garage receipts of \$33.9 million, or 60 percent of the total. He said meters are expected to generate \$20.3 million, or just over 36 percent of the revenue total.

He advised that budget expenses total \$31.7 million, with parking tax, payroll, security, trustee bank fees, healthcare and multi-space meter maintenance and utilities accounting for the majority of expected costs. He advised we are also presenting a Capital Budget of \$11.4 million and a line item of \$26.4 million for work at the Ninth and Penn Garage. He advised that some of the major projects included in the Capital Budget are a system-wide security upgrade; HVAC replacement and upgrades; structural repairs; revenue control upgrades; elevator replacements; and lot improvements. He advised that the budget meets the debt-service ratio requirement of 1.7, including payments to be made to the City. He also advised that the budget meets the Board's established policy that five percent of the operating expenses remain in the General Fund. He noted that no parking rate increases are forecast but said a slight cost-of-living increase for employees is included. He noted that the budgeted MMO payment is down to \$130,000, and our 2019 payment to the City is estimated to be \$28.6 million in 2019.

Mr. Cohen asked how Ninth and Penn was included in this budget and how many floors are currently open.

Mr. Onorato responded that we have the Ninth and Penn garage in the budget for nine months on a scaled-down effect and said if anything changes drastically we would need to bring an amendment back to the Board for an adjustment. He advised that there are four floors currently open for customer parking.

Ms. Qureshi asked the number of full and part-time staff.

Mr. Onorato replied that there are approximately 25 part-time staff members, mostly in enforcement. He said there are roughly 155 employees in total, with about 110 of those being union members and the balance non-union.

Ms. Oliphant stated that she realizes that the Parking Authority is a trendsetter in the industry but in terms of the pie chart on page seven of the budget, asked if there was a benchmark on the split of revenue sources.

Mr. Onorato responded that the industry does have this type of information, but said he is not sure if the categories would be the same as ours because the industry breaks data out by municipalities, airports and universities. He stated that he would research that information and report how it compares.

Ms. Oliphant stated that she does not need to see a report but asked that Mr. Onorato focus on providers that he believes that are our peers.

Mr. Cohen asked if there were any additional questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Ms. Qureshi, Resolution No. 47 of 2018 was approved as follows: Ms. Qureshi, yes; Ms. Oliphant, yes; Mr. Barron, yes; Ms. Strassburger, yes; Mr. Cohen, yes.

**RESOLUTION NO. 48 OF NOVEMBER 2018, "A RESOLUTION THE PITTSBURGH PARKING COURT BUDGET FOR FISCAL YEAR 2019 WHICH ON JANUARY 1, 2019 AND ENDS ON DECEMBER 31, 2019,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato advised that this budget is intentionally kept separate from our General Fund Budget because it would have affected our debt-service ratio negatively because, while we do not realize the revenues from Parking Court Operations, we do realize expenses. He advised that the revenues projected in the year's budget are \$9.5 million while total expenses are \$2.6 million. He said the City's share of profits of \$6.8 million, then 100 percent of revenues after expenses and advised that this \$6.8 million is included in the projected \$28.6 million payment to the City in 2019.

Mr. Cohen asked if we were seeing a decline in revenues at Parking Court due to increased compliance and the more widespread usage of the pay-by-phone app.

Ms. Qureshi asked if there was a director of Parking Court.

Mr. Onorato responded that the recently retired Mr. Boule oversaw this division and said we intend to reassign this responsibility.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Ms. Qureshi, Resolution No. 48 of 2018 was approved as follows: Ms. Qureshi, yes; Ms. Oliphant, yes; Mr. Barron, yes; Ms. Strassburger, yes; Mr. Cohen, yes.

**RESOLUTION NO. 49 OF NOVEMBER 2018, "A RESOLUTION ADOPTING THE REGULARLY SCHEDULED PUBLIC PARKING AUTHORITY OF PITTSBURGH'S BOARD OF DIRECTORS' MEETING DATES FOR 2019,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato stated that we wanted to schedule next year's Board Meeting dates and get them on the members' calendar as early as possible. He stated the schedule keeps the meetings on the third Thursday of each month but if the Board would like to change that we are open for discussion. Mr. Cohen asked that we look at the resolutions to be presented on a month-by-month basis and if any are not viewed as critical or time-sensitive, that we consider delaying them until the next meeting and cancel the meeting if there is no other immediate need to hold it.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Ms. Qureshi, Resolution No. 49 of 2018 was approved as follows: Ms. Qureshi, yes; Ms. Oliphant, yes; Mr. Barron, yes; Ms. Strassburger, yes; Mr. Cohen, yes.

**RESOLUTION NO. 50 OF NOVEMBER 2018, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND A CONTRACT WITH SNOW & ICE MANAGEMENT FOR SNOW PLOWING AND/OR SNOW REMOVAL AT AUTHORITY-OPERATED GARAGES AND SURFACE LOTS,** was read by Mr. Cohen and considered by the Board.

Mr. Onorato updated that Board that the current contract with Snow and Ice Management for snow-removal services expires in 2019 and said the current scope of work includes the plowing of the surface area of the parking decks and our lots. He said we are recommending amending the contract going forward to include lot sidewalks. He advised that in 2018 to date we have spent approximately \$90,000 for snow removal and said that adding the new scope of work, if the calls included all 33 lots, would increase the annual costs by \$20,000 to \$22,000.

Mr. Barron asked how this service was being handled in the past.

Mr. Onorato responded that we would do this work using our four project management staff members. He stated that the current contract in place does not cover salting the lots, only

plowing, so at the moment that is being done by Authority staff as well. He said the new amended contract will cover this service but advised that it will be on a call-out basis only. He stated this will also assist our staff should we fall behind in our removal work we can call the contractors out for support.

Ms. Qureshi asked if there were any union positions involved.

Mr. Onorato confirmed that the Authority's maintenance department staff are union members and said this service is performed by them.

Mr. Barron stated that he saw that the City is consulting with a new firm to take a look at snow and ice removal and wondered if the Authority is involved in that process.

Mr. Onorato responded that we did give thought to joining the City in its snow removal program but said we feel we would be lower in priority following their requirement to plow and salt the city streets prior to addressing any of our lot sidewalks. He said that practice could cause a significant delay in getting to our work.

Mr. Cohen asked if there were any questions.

There were none.

Upon motion by Ms. Oliphant and seconded by Ms. Strassburger, Resolution No. 50 of 2018 was approved as follows: Ms. Qureshi, yes; Ms. Oliphant, yes; Mr. Barron, yes; Ms. Strassburger, yes; Mr. Cohen, yes.

## **OLD/NEW BUSINESS**

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

Mr. Cohen thanked the Authority and Mr. Onorato for the support and help extended in the aftermath of the Squirrel Hill shooting. He advised that Mr. Onorato worked with the community on parking both in on-street spaces and in the lots and said the Authority's cooperation was very much appreciated.

Mr. Strassburger commented that she had personally received an email from enforcement supervisor Jason Philips at the time of the tragedy informing her that we would adjust enforcement would be adjusted to alleviate any issues.

Ms. Oliphant stated that unfortunately these types of tragedies happen today, that they weigh on everyone and said the Board is thankful that we were able to assist in any way possible. She stated that she was very proud of all the City officials in how this matter was handled and how we presented a united response to the world.

Mr. Cohen stated that the Squirrel Hill family and the community remain in total shock and said he still cannot believe that our broader community had to endure this tragedy.

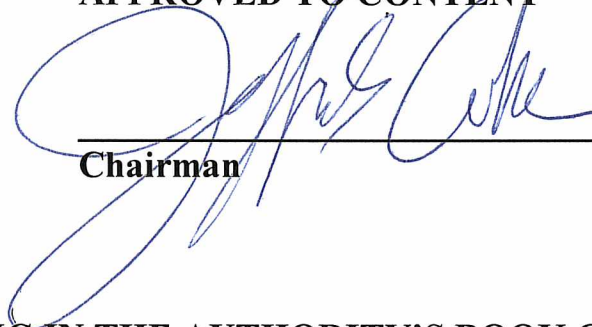
Mr. Cohen asked if there were any additional new or old businesses for discussion.

There were none.

The next Board meeting is scheduled for Thursday December 20, 2018 at 10:00 a.m.

The meeting was adjourned at 10:45 am with all Board Members in approval.

**APPROVED TO CONTENT**

A handwritten signature in blue ink, appearing to read "J. Cohen", is written over a horizontal line.

**Chairman**

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

A handwritten signature in blue ink, consisting of a large initial 'C' followed by a wavy line.

---

**Approval**