

**MINUTES OF THE REGULAR MEETING OF THE  
PUBLIC PARKING AUTHORITY OF PITTSBURGH  
FRIDAY FEBRUARY 21, 2025**

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 10:03 a.m. on February 21, 2025. The following Board members were present at the start of the meeting: Liz Fishback, Bobby Wilson, Kim Lucas and Bob Palmosina. Present from staff were David Onorato, Christopher Speers, JoAnn Williams, Matt Jendrzewski, Scott McNaugher, David Perry, Bob Wilson, Hanna Rupenski, Karla Howell, Matt Engleson, Karla Turzak and Patricia Konesky. Also present were Shawn Gallagher and Erin McLaughlin of Buchanan, Ingersoll & Rooney, Bernie Belgin, Denise Moschak and Alison Keating.

**MINUTES**

Ms. Fishback asked for approval of the minutes from the January 16, 2025, meeting.

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

**PUBLIC COMMENT**

Ms. Fishback asked if there were any public comments.

There were none.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Onorato advised the Board that Mr. Clark is no longer with Buchanan Ingersoll and Rooney, and he introduced Mr. Gallagher who will be the Authority's Solicitor. He advised that the change happened quickly and therefore Mr. Clark did not have the opportunity to say goodbye but he did send his thanks and appreciation to everyone for the time that he worked with everyone.

Ms. Fishback welcomed Mr. Gallagher to the Authority.

Mr. Onorato advised that the closing of Ninth and Penn occurred and that the funds for the sale were deposited into our account. He stated that he advised the Bank of New York Mellon as required by our Trust.

Mr. Onorato advised that the sale of the Liverpool Lot did not occur as the buyer backed out due to zoning issues as that parcel was not zoned for parking. He advised that we are currently working with the City to get the zoning changed but the buyer backed out until that could be completed.

Mr. Onorato advised that the Authority released its final payment to the City per the 2024 Co-Op agreement advising that the final payment was just over \$11.2 million, noting that the entire year's payment was just over \$24 million which was higher than projected.

Mr. Onorato advised that Maher Duessel is in the process of completing the yearly audit on the Authority and he thanked Ms. Hart and Ms. Howell for their cooperation with Maher Duessel and also Ms. Fishback and Ms. Lucas for volunteering and participating in the Audit Committee which had the initial kick-off meeting on February 16.

Mr. Onorato advised the Board that Parking Court sent over 3000 boot eligibility notices.

Mr. Onorato updated the Board on the NFL Draft coming to Pittsburgh, noting that the sale of the Ninth and Penn site allowed the plans to develop a green space to occur. He also noted that in preparation for the draft coming to Pittsburgh new plans were just approved to redevelop Market Square, which will remove parking entirely from the square. He advised that there are currently four parking kiosks in the square and that the 2024 total revenue from those were \$122,255.00.

Ms. Fishback asked if the removal of the meters in Market Square was only for the duration of the NFL draft and would it return to its current state and allow parking after the draft. She also inquired if the revenues from the meters were included in the 2025 budget.

Mr. Onorato replied that his understanding is that it will be permanent. He also advised that those meter revenues were included in the 2025 budget as we were just advised of this redevelopment plan and was unaware of this plan before the 2025 budget was prepared.

Ms. Fishback asked if the cancellation of the sale of the Liverpool lot would have any effect on the Authority.

Mr. Onorato responded that the lot was just vacant land and was not revenue generating and was not used for parking. He advised that we continue to work with the city to see if the zoning can be changed and then possibly negotiate a sale with one of the interested developers on the project to revitalize that area.

Mr. Wilson stated that he would like to revisit the zoning for the Liverpool lot in hopes to get it changed, which will then permit the sale of the lot for this development.

Mr. Onorato advised that the reports in this month's packet are a little different than in the past, since the yearly and the monthly revenue amounts are the same. He noted that there is not a finance report included this month but noted that the garage and meter reports make up 98 % of the revenues. He discussed the Parking Services report stating that the revenues for January were \$2,162,346, which is up 1.2 % from last year. He advised that revenues at the Mellon Square Garage continue to be down due to the on-going construction. He noted that we are still showing revenues from 2019 in all reports and using this as our base year.

Mr. Onorato discussed the Meter Revenue Report which shows 18,000 tickets issued in the month of January, an increase of 3,000 from last year , which he attributes to the increase of tickets issued by mail from the stationary cameras located in the two lots in the South Side and the loading zone violation tickets. He advised that tickets issued for meter and residential permit parking violations make up slightly under 65% of all violations.

Mr. Onorato discussed the Meter Revenue Report which shows street, lot and loadig zone revenues of \$1,521,110 in January 2025 which is an increase of 6.93% from 2024 and slightly under the 2019 base year.

Mr. Onorato discussed the Parking Court Report which shows revenues of \$786,000 for January 2025 compared to \$697,000 last year.

**RESOLUTION NO. 3 OF FEBRUARY 2025, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO UTILIZE ELECTRICAL SERVICES FOR AUTHORITY GARAGES AND SURFACE LOTS FROM THE COUNTY OF ALLEGHENY'S CONTRACT WITH ALLEGHENY CITY ELECTRIC, INCORPORATED,** was read by Ms. Fishback and considered by the Board.

Mr. Onorato advised the Board that our current Electrical Services contract is with Allegheny City Electric with the contract expiring in March 2025. He advised that we are looking to enter into a new contract with Allegheny City Electric. He advised that this contract will be on an as needed basis, and billable only when they are called out for a service in any of our facilities. He advised that an RFP would be issued for any large projects.

Ms. Lucas asked if Mr. Onorato could expand upon what is considered a large project.

Mr. Onorato advised that this determination would be based on the project itself as well as the cost of the project. He stated an example that if we were to replace all the lighting in a garage facility, the scope of the project would require going out to bid. He advised that this contract would be utilized for example if there was a power outage in one of the facilities, we would call

Allegheny City Electric to determine the cause. He advised that if a project is in excess of \$28,500, we would go out to bid based on the dollar amount.

Ms. Lucas asked if that was written in any type of policy.

Mr. Onorato responded that in the past, the Board authorized the amount of \$28,500 as the dollar limit which he could authorize and anything above that would require bids.

Mr. Wilson asked if those dollar amounts were determined by the State and if so, are we required to change those whenever there are changes implemented by the State.

Mr. Onorato responded that a few years ago the Board determined the criteria for a procurement policy. He advised that the Board would vote on any changes if we recommended any. Mr. Onorato offered to share a copy of the current procurement policy with the Board.

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. 3 of 2025 was approved as follows: Ms. Lucas, yes; Mr. Wilson, yes; Mr. Palmosina, yes; Ms. Fishback, yes.

**RESOLUTION NO. 4 OF FEBRUARY 2025, "A RESOLUTION RATIFYING AN EMERGENCY PROCUREMENT FOR CONTRACT SERVICES NEEDED TO REPLACE AN EXISTING FIRE LINE AT THE THIRD AVENUE PARKING GARAGE, was read by Mr. Wilson and considered by the Board.**

Mr. Onorato advised that a leakage was discovered in one of the mechanical rooms and upon investigation it was determined that there was a crack in the fire suppression system resulting in the power needing to be shut off in the building until the line could be repaired, advising that with no sprinkler system in operation in the facility it was a safety issue requiring the closure of the Parking Court. He advised that the crack in the fire suppression line was repaired by Manion Plumbing with the cost not to exceed \$38,000 being paid from the Capital Improvement Funds. He advised that the work is completed, the fire suppression system is back on and Parking Court is open and operating. Mr. Onorato advised that an emergency procurement memo is attached to the resolution which details the emergency repairs.

Mr. Wilson thanked the Authority for the intricate detailed resolution and wanted to know if Manion Plumbing was one of our contracted vendors.

Mr. Onorato responded that they are one of our vendors and that we have utilized their services for our pump room work as well. He did advise that Brubach Plumbing is our plumbing contractor but that they do not do work on fire systems, therefore we retained Manion Plumbing.

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

There were none.

Upon motion by Ms. Fishback and seconded by Mr. Palmosina, Resolution No. 4 of 2025 was approved as follows: Ms. Lucas, yes; Mr. Wilson, yes; Mr. Palmosina, yes; Ms. Fishback, yes.

**RESOLUTION NO. 5 OF FEBRUARY 2025, “A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT FOR COPIER PURCHASE AND MAINTENANCE AGREEMENT FROM THE WILSON GROUP, LLC.,** was read by Ms. Lucas and considered by the Board.

Mr. Onorato advised that our current copier contract with the Wilson Group is expiring and we are asking for authorization to enter into a 5-year contract using the Sourcewell Government contract in the amount of \$81,150. He advised that this contract includes a copier service, scanning capabilities and fax capabilities. Mr. Onorato also advised the Board that the Wilson Group is a local certified MBE firm.

Ms. Lucas stated that while she supports the needs for printers and copiers, she asked Mr. Onorato to speak about the Authority’s plans to digitize its work and move away from paper, And what type of things are still paper sourced and what has been digitized.

Mr. Onorato advised that we are moving in the direction of digitizing and explained that the digital files we have were all scanned in by this equipment and they are then saved electronically within different departments. He advised that he does not know if we will ever get away from hard copies but we are reducing the amount of paper and hard copies. He stated that we are also moving towards all digital in our payroll system.

Ms. Lucas asked if the Authority has a document retention policy.

Mr. Onorato responded that we do not have a document retention policy but that we have been working with our legal counsel on how long certain items should be retained. He noted that we are following the guidelines for keeping copies for a minimum of 7 years. He noted that we do have financial documents stored at Iron Mountain pass the 7-year limit.

Ms. Lucas stated that she feels it would be beneficial for the Authority to develop a retention policy and move the items out of paid storage if those items are no longer needed. She stated that maybe the city's archivist could possibly help the Authority create their policy. 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. 5 of 2025 was approved as follows: Ms. Lucas, yes; Mr. Wilson, yes; Mr. Palmosina, yes; Ms. Fishback, yes.

**RESOLUTION NO. 6 OF FEBRUARY 2025, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE THE FIRST AMENDMENT TO PARKING SERVICES AGREEMENT BETWEEN THE AUTHORITY AND PARKMOBILE, LLC.,** was read by Ms. Fishback and considered by the Board.

Mr. Onorato advised that we are currently under contract with ParkMobile, one of our four phone apps, that allow customers to pay for parking, and we would like to expand upon this service to create a reservation system at some of our garage locations where an individual will be able to reserve a parking space in the garage in advance of the day they are arriving for an event. He advised that there would be a premium cost for this service and that we would bring those recommended costs to the Board for approval before implementation. This system will allow patrons to have guaranteed parking prior to arrival at their event. He stated that the current contract prices will remain the same and there is no cost to the Authority and that there will be a transaction fee that the end user will pay for this reservation service. He said he would like to have this installed and fully operational by the beginning of the baseball season, noting that we would look to begin with the Ft. Duquesne and Sixth Street Garage and then expand from there. He advised that the new revenue control equipment allows for this type of system.

Ms. Fishback asked how customers are held accountable financially should they make a reservation and decide not to show.

Mr. Onorato replied that payment is made in advance on credit cards, so the Authority receives the full amount regardless of whether the customer shows up for their reservation or not.

Ms. Lucas stated that she thinks this program is great and asked if the Authority had a breakdown of the usage percentages for each of our four apps and stated her reason for asking is the Authority losing money by paying for certain apps that people are utilizing.

Mr. Onorato responded that we do have utilization numbers and that ParkMobile handles approximately 98% of all monthly pay-by-phone transactions with the other three apps

combined, handling the other 2%, with PaybyPhone, Meter Feeder having a larger percentage than Flowbird.

Ms. Lucas asked how those different relationships are structured, such as fee for each of those transactions earned.

Mr. Onorato responded that all apps are the same, all abide by the same zones created throughout the city and are paired with our meters and they all charge a 15-cent transaction fee, all being in a level playing field, and it is therefore the customer's choice as to which vendor to use. He advised that ParkMobile is currently seeing 270,000 transactions per month, PayByPhone and Meter Feeder is approximately 2500-3000 per month each, and Flowbird averaging under 1000 transactions per month.

Mr. Speer added that since this is the garage system and not the on-street system this will also bring in other third-party vendors that we are more than likely going to bring to the table, such as Spot Hero, a very popular reservation vendor for parking structures and Park Whiz who is owned by Flash Parking. He advised that now that we have the new Amano revenue control equipment in place we can implement this type of service, and we will be reaching out to a number of those vendors and possibly contracting with a few of those.

Ms. Lucas asked if the Authority already utilized ParkMobile in its garage facilities, referring to the Squirrel Hill parking lot.

Mr. Onorato responded that we do not have any reservations programs currently and that the facility she is referring to is considered a lot, not a garage, they have meters and no revenue control equipment.

Ms. Lucas asked if this would conflict with any procurement laws since it was not in the original RFP.

Mr. Onorato responded that our contract allows us to extend this and allows us to expand to the other apps as well as to companies like Spot Hero and Wiz Parking.

Mr. Wilson asked for confirmation of his understanding that customers will be able to go onto The ParkMobile app and reserve a space in our garages and if so, is that a different app that is used to pay at the curb?

Mr. Onorato responded that it is the same app which will give you the option to select either meter payment or garage reservations.

Mr. Wilson stated that he always wondered why ParkMobile was more widely used.

Mr. Onorato responded that ParkMobile was the only phone vendor brought on-board in 2015, and they were in place for five years before we expanded the service with the other three phone vendors. He advised that in 2015 the industry standard was to have only one app but since then

the industry has expanded to give choice to the end user. He also noted that ParkMobile and PayByPhone are the two largest phone app vendors in the US.

Mr. Wilson asked that when the Authority decided to expand and bring on additional phone vendors, it was part of the reasoning to bring on minority and MWBE contractors.

Mr. Onorato responded that when the Authority issued the original RFP, we had the ability to Award to more than one vendor and at the time we awarded to one, but we still had the ability to expand the services in the future. He advised that one of the additional vendors, Meter Feeders, is a local company and is a minority business, and we wanted to give them the opportunity to compete and use Pittsburgh as a reference. He advised that Meter Feeder's operations have been very good, and their customers are happy.

Mr. Wilson asked if we could do the same thing here with the garage reservations process, to be mindful of a local and/or minority organization that has the ability to offer reservations through an app as well.

Mr. Onorato responded that this will be taken into consideration.

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

There were none.

Upon motion by Mr. Wilson and seconded by Mr. Palmosina, Resolution No. 6 of 2025 was approved as follows: Ms. Lucas, yes; Mr. Wilson, yes; Mr. Palmosina, yes; Ms. Fishback, yes.

**RESOLUTION NO. 7 OF FEBRUARY 2025, "A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT ON BEHALF OF THE PUBLIC PARKING AUTHORITY OF PITTSBURGH FOR A TIME AND ATTENDANCE SYSTEM,** was read by Mr. Wilson and considered by the Board.

Mr. Onorato advised the Board that our current time and attendance system has reached the end of its useful life and we are recommending entering into an agreement with Andrew's Technology using the Sourcewell contract, to bring in new software at a price of \$48,857.77. He noted that this will allow everything to be in the cloud, eliminating the need for paper backup. He stated that this does reach out to remote locations and garages.

Mr. Wilson asked if this was an on-line system.

Mr. Onorato responded that it is not online, it's an automated system that allows employees to swipe a card and it will record their time and activate the door to allow entry into the office.



He stated that the data is then recorded in the system and our HR Department then has access to the information.

Mr. Wilson asked if all employees are punching in and out in that system and is it also used for requesting time off.

Mr. Onorato responded that all the union and hourly employees are punching in and advised that salaried managers do not punch in and out. He also advised that it is an all-inclusive automated system, and all the employees' time is tracked in this same system regardless of if they are hourly or salary.

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

There were none.

Upon motion by Ms. Fishback and seconded by Ms. Lucas, Resolution No. 7 of 2025 was approved as follows: Ms. Lucas, yes; Mr. Wilson, yes; Mr. Palmosina, yes; Ms. Fishback, yes.

## **OLD BUSINESS**

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

There were none.

## **NEW BUSINESS**

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

Ms. Fishback again welcomed Mr. Gallagher to the Authority's team and thanked Mr. Clark for his services.

Mr. Gallagher stated he looks forward to working with the Board and Authority staff and stated that he will pass on our thanks to Mr. Clark.

Mr. Onorato stated that he will forward Mr. Gallagher's contact information onto the Board. He also thanked the Board for adjusting their time to make the meeting time today work.

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

There were none.

The meeting was adjourned at 10:51 a.m. with all the Board expressing their approval.

**APPROVED TO CONTENT**

DocuSigned by:  
*Elizabeth Fishback*  
Chairman

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

Signed by:  
*[Signature]*  
Approval