



Pittsburgh Downtown Partnership

Second Quarter Meeting of the Board of Directors

Koppers Building, 436 Seventh Ave.

Conference Center, Lower Level

Wednesday, May 16, 2018, 8:00 a.m.

Meeting Minutes

Attendees

Rich Beynon, David Case, Deb Donley, E. Gerry Dudley, Kevin Evanto for County Executive Rich Fitzgerald, Rev. Tom Hall, Melanie Harrington, Kenny Lyle, Grant Mason, Kevin McMahon, Clare Meehan, Tom Michael, Lucas Piatt, Ken Rice, Larry Walsh for Aaron Stauber, Apple White, George Whitmer, Marisa Williams, Ashlee Yingling and Tony Young.

Absent

Jack Barbour, Jim Blue, Mark Broadhurst, Michael Brunner, Lisa Carey, Melissa Dougherty, Mariann Geyer, Grant Gittlen, Tom Harrington, Jason Hettich (LOB), R. Daniel Lavelle, Dan Onorato, David Onorato, Robert Rubinstein, Izzy Rudolph, Craig Stambaugh, Merrill Stabile, Matthew Sterne, Wendell Wade (LOB), and Jake Wheatley.

Speakers and Presenters

Deanna Conte and Janet Seick – Maher Duessel

Katharine Eagan Kelleman – Port Authority of Allegheny County

Call to Order

The May 16 second quarter 2018 meeting of the Pittsburgh Downtown Partnership Board of was called to order at 8:00 a.m. by Lucas Piatt, PDP Board Chair.

Minutes

Lucas asked for a motion to approve the minutes of the December 14, 2017 Board meeting as presented; with that said, a motion to approve the minutes was made by George Whitmer and seconded by Kevin McMahon. All were in favor; the motion carried.

Welcome

Lucas welcomed the group and introduced two new public art installations, Other Side of the World by Ball-Nogues Studio and Garrison Canal by Andrea Polli. Lucas remarked on the success of the PDP's Annual Meeting in March at the Steel Tower.

2017 Audit

Deana Conte and Janet Seick of Maher Duessel reviewed the 2017 Audit and Financial Statements as presented to the Audit, Finance and Executive Committees. Overall the financial condition of the PDP is healthy and the financial statement opinion was clean – the highest level of assurance. The Committees were satisfied with the financial statements and the management letter noted only one continuing comment related to collection of Conflict of Interest statements from the Board, it was not considered a material misstatement or internal control weakness. The Form 990 was reviewed and there were no significant changes to the form this year however it was noted that there will be changes to accounting standards for 2018 that will affect categories used in the PDP's financial reporting.

The 2017 financial audit as presented was approved with a motion by Rich Beynon and seconded by Grant Mason; all were in favor, the motion carried.

1st Quarter Financial Statements

Cindy Day reported that the 1st quarter 2018 financial statements had previously been reviewed in detail with the Finance and Executive committees. The total cash balance of \$4.477 million consisted of \$1.879 million in unrestricted cash, \$2.253 million in temporarily restricted cash and \$345k in board reserved cash. The March 31st 2018 A/R balance consisted primarily of outstanding invoices for sponsorships, Membership receivables and PennDOT receivables. The 2018 BID assessment receivable as of March 31st was \$244k. However, Cindy reported that as of May 14th that balance was \$51k. Fixed assets changes from the prior year were related to the addition of the Peoples Gas truck and an additional holiday chalet. The net assets balance of \$4.030 million consisted of \$1.490 million unrestricted net assets and \$2.540 million temporarily restricted net assets. The operations income statement was reviewed noting no significant occurrences. The most significant differences compared to budget related to timing of sponsorship income. Most expense line items were under budget. We are currently predicting we will end the year close to budget. The Programs income statement was also reviewed. First quarter program income included State of Downtown grants and sponsorships and a few thousand in Foundation funding – other foundation funding that had been budgeted did not materialize in the first quarter but was a timing issue. Program expenses were mainly related to Market Square Public Art and a final \$20,000 payment toward the Police Enhancements.

The 1st quarter 2018 financials as presented were approved with a motion by Clare Meehan and seconded by Deb Donley; all were in favor, the motion carried.

Mobility Priorities and Life on Liberty Update

Chris Watts introduced himself to the Board and Jeremy outlined mobility priorities being managed by Chris and Lucinda Beattie who recently moved to a part time schedule and will report to Chris. Priorities include strategy and planning with Envision Downtown and the DTMA, safe and efficient streets, and public realm innovations. Current and planned projects include ED program evaluation and work plan, Life on Liberty street-life, Ford CoTC, PA TMA summit, pedestrian wayfinding design approval, TDM pilot with Allegheny County, downtown bus circulation, and A Great Route.

Life on Liberty Streetlife encompasses public realm and active ground floor improvements in response to concerns around gaps in street level activity, lack of space for people moving in the right of way, inefficient transit stop locations, low support for bus riders, and an absence of enticement at either end

of the street and along the way. Streetlife would add visual, spatial and functional functionality and interest while working to limit opportunities for vandalism, improve lighting in the overall environment, accommodate large events occurring along the street, encourage appropriate use of the bus bump-out, provide parking for maintenance staff, and improve the general ambiance of the 900 block of Liberty Avenue – the gateway to Downtown. The proposed improvements designed by Studio for Spatial Practice – lighting, sculpture, plantings and seating – are all temporary and could be made permanent or quickly removed.

Board members offered suggestions and asked questions.

Clean & Safe Committee – Program Enhancements

As reported in previous Clean & Safe meetings and at the Executive level, BBB is rolling out several new initiatives as described in the memo provided in advance of the Board meeting:

- Enhancing public engagement activities of the Clean and Street Team by marketing “Asking for Change” campaign; improving visibility of volunteers; exploring cigarette litter prevention campaigns
- Creating efficiencies of Clean Team operations
- Developing and improving event and public space management protocols for the Clean Team
- Upgrading mapping features and data input of handheld point of service system carried by all Clean Team Ambassadors
- Introducing greener practices into our cleaning work
- Piloting a plant watering program with Renewal Inc. to decrease overall costs and support their workforce development programs

Mellon Square Retail Project

Brian Kurtz reported on new additions to Downtown highlighting ***love, Pittsburgh*** due to its additional involvement in the build out of the former Cartridge World space beneath Mellon Square. Owners of the shop would develop, design, staff and manage a mid- to higher-end home and interior products store curated from CBA / Monmade producers. The Mellon Square space would feature separate branding, operations and include a healthy programming and events segment by ***love, Pittsburgh***. Brian thanked Gerry Dudley and Tom Michael for their assistance with 604 Liberty adding that the Mellon Square pilot would inform development and build-out of 604.

PDP Strategic Communications Priorities

Leigh requested suggestions, ideas, and thoughts from the Board with respect to questions around parking, safety and business attraction tactics; board members were engaged and enthusiastic. Delaney Held recorded their remarks and input for further review and incorporation into the Strategic Communications Committee’s efforts to support businesses relocating or considering relocation to Downtown by producing collateral detailing Downtown benefits. *Good contact re: tech – Dutch MacDonald of MAYA.

Port Authority of Allegheny County – Transit System Priorities, Katharine Kelleman, CEO

Katherine apologized for the delay in her arrival caused by heavy construction traffic however noted that the construction itself is a harbinger of progress in Downtown. Ms. Kelleman described the

Authority's tactical approach for 2019 and vision for consistent and excellent customer experience. PAAC is upgrading technical and executive staff and capabilities in anticipation of the opening of the BRT within the next three years. Ms. Kelleman suggested transit riders use BusGazer for real time arrival predictions and schedule information.

Other Business

Jeremy invited Board members to attend the PDP / Pirates Night on August 21, 2018 at PNC Park.

Adjournment:

The meeting adjourned at 10:00 a.m.

Lucas Piatt

Date