



**Pittsburgh Downtown Partnership**

**Q2 Meeting of the Board of Directors**

**Café Momentum, 274 Forbes Ave., Pittsburgh PA 15222**

**Wednesday, May 17, 2023, 12:00 PM**

**Meeting Minutes**

**Attending**

Jessica Albert, Shannon Baker, Bryan Brantley, Amy Broadhurst, Ramona Cain, Joanne Cash, Brian DeBock, Kate Gionta, Gaby Gonzalez, Kenny Lyle, Tracey McCants Lewis, Aaron Mimran, Adele Morelli, Susheela Nemani-Stanger, David Onorato, Ed Page, Lucas Piatt, Peter Quintanilla, Izzy Rudolph, Marty Sweeney, Kevin Wade, Larry Walsh, Dara Ware Allen, Felicity Williams, Gina Winstead, Andy Wisniewski, and Jason Wrona.

**Not Attending**

Aerion Abney, Natalie Bencivenga, Lori Beretta, Ted Black, Brian Evans, David Fisfis, Rich Fitzgerald, Kendra Ingram, Sarita Mallinger, Sarah Meehan Parker, Mike Mitcham, Daniel Lavelle, Cheryl Moon-Sirianni, Dan Onorato or assigns, Sabrina Saunders Mosby, Craig Stambaugh, Jimmie Sacco.

**Presenting**

Erin Dalton: Allegheny County Department of Human Services  
James Wimberly: General Manager, PDP/BBB Clean, Outreach, and Hospitality Services  
Hannah Maust and Amy Lewis, Maher Duessel

**PDP Staff**

Jeremy Waldrup, Leah Baldwin, Lynda Fairbrother, Deana Lorenzo, Aaron Sukenik

**Call to Order and Minutes Approval, Welcome of New Directors**

Andy Wisniewski, PDP Board Chair called to order the May 17, 2023 second quarter meeting of the Pittsburgh Downtown Partnership Board and asked for a motion to approve the December 8, 2022 PDP Board meeting minutes as presented; the motion was made by Lucas Piatt and seconded by Kevin Wade. All were in favor, the motion carried. New 2023 directors in attendance were introduced and welcomed: Joanne Cash of BNY Mellon, Aaron Mimran of Comcast, Marty Sweeney of M&J Wilkow, Susheela Nemani Stanger of the URA, and Gaby Gonzalez of the RK Mellon Foundation.

**Clean, Outreach and Hospitality Update – James Wimberly, General Manager PDP/BBB**

Clean team statistics, outreach support, and hospitality engagements for the first quarter of 2023 were reviewed, noting high impact dates and team accomplishments. A new labor agreement reached with 32BJ will increase the starting wage to \$15/hour effective immediately. This increase will cause a gap of \$79,595 in 2023 to keep levels of service current; however, an enhanced and preferred level of service would require an additional \$400,000 annually. Gaps in funding also exist in the Golden Triangle Ambassador program (\$101,000), and the Renewal Power Washing program (\$100,000). James fielded questions from the group.

## **Downtown Unhoused and Shelter Strategy – Erin Dalton, Allegheny County Department of Human Services**

Director Dalton outlined the work being done to address homelessness and described strategies in play to manage the closure of the Smithfield shelter and fielded questions from meeting attendees.

### **Downtown Bus Routing Plan**

Increased priorities around bus access and infrastructure in key transit corridors were reviewed. Key service design objectives include reducing the number of unique loops for buses from the current number of 27, achieving operational efficiency and cost savings, improving travel times, and prioritizing lanes on Fifth and Sixth Avenues for BRT routes. Infrastructure recommendations address curb extensions, lane alignments, signal equipment timing, curb use changes, and stop bar adjustments.

### **2022 Financial Audit – Amy Lewis and Hannah Maust, Maher Duessel CPA**

Responsibilities of Maher Duessel were outlined and supporting reports issued. No difficulties were encountered in performing the audit, and no adjustments were proposed other than related to the implementation of new lease standard, resulting in an unmodified opinion on the financial statements, the highest level of assurance possible. Recommendations to continue cyber security diligence and return of conflict-of-interest statements by all directors.

### **Q1 2023 Financial Statements**

Leah Baldwin reviewed the 1<sup>st</sup> quarter 2023 Dashboard in detail noting that the dashboard was a summarized version of the detailed 1<sup>st</sup> quarter financial statements provided to the finance committee.

The Statement of Operating Activity for Q1 shows \$1,008,929 in total income. The BID assessment of \$2,469,850 was billed in February and the income is recognized evenly over 12 months. Program and Sponsorship income included the \$125,000 Light Up Night Highmark sponsorship and \$90,000 Heinz Picklesburgh sponsorship as well as the fee for service income for clean services in the Southside and Uptown. Expenses were \$819,579. Salaries and Benefits were slightly under budget due to turnover within staffing and the timing of salary increases. Clean and Outreach was at 20% of overall budget as clean services are typically lower in the winter months and the Renewal power washing contract began in April. The Operating Activity for the quarter resulted in a YTD profit of \$189,350.

Leah noted that the total cash balance of \$4.998 million consisted of \$2.167 million in unrestricted cash, \$2.589 million in temporarily restricted cash and \$231k in board reserved cash. The March 31 Fund Balance consisted of \$1.14 million in unrestricted and \$2.6 million in temporarily restricted. The remaining fund balance of \$2.798 million is permanently restricted and is the 3/31 balance of the endowment.

The March 31<sup>st</sup> 2023 A/R balance includes the \$90,000 Heinz Picklesburgh sponsorship, outstanding fee for service invoices and sponsorships for summer programming. As of March 31<sup>st</sup>, the total outstanding BID was 549,743 or 21%, this number was \$125,908 as of the meeting date.

The Programs statement of activity was reviewed. First quarter Program income was \$290,626 and included \$209,000 in Corporate sponsorships of the GTA program and \$43,528 in funds released from prior year grants. Expenses primarily included \$51,319 charge for the Golden Triangle Ambassador program, for which billing began in March 2023. The endowment had a market change of \$128,145 and total program profit for the quarter was \$276,331. Balances for the main restricted funds were Golden Triangle Ambassador program of \$867k, Paris to Pittsburgh and Façade program at \$773k, and District Development programs at \$792k.

With the addition of the Golden Triangle Ambassador and Renewal, Inc Power washing programs, the Clean and Outreach Services are a significant portion of the overall budget and is funded through BID and restricted grants. Therefore, Leah pulled out the statement of activity for the department to provide more transparency of the use of

funds for these services. For the quarter, \$687k in income was recognized primarily from BID allocations and restricted GTA grants. Expenses were \$444k and under YTD budget because the GTA and Power washing program did not begin until March.

Andy Wisniewski asked for a motion to approve the first quarter financials as presented; the motion made by Jason Wrona was seconded by Peter Quintanilla. All were in favor, the motion carried.

#### **Additional Program Updates**

The group reviewed new Downtown Activity Dashboard data and the wide variety of programming in Downtown through the summer highlighting events such as expanded Night Markets, World Square, and Picklesburgh.

#### **Other Business /Adjourn**

There was no other business to discuss, the meeting adjourned at 1:40 p.m.

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Andy Wisniewski, Board Chair

May 17, 2023  
Date