

## Meeting Minutes

January 23, 2013

7:30 PM

Conference Room C

Mt. Lebanon Municipal Building

### **Parking Facility Advisory Board**

#### **Attendees:**

David Egler  
Mickey Gatto  
Alan Kraemer  
William Lewis  
Steve Silverman  
Tom Kelley, Staff Liaison  
Kelly Fraasch, Commission Liaison  
Mark Quealy, Parking Enforcement

#### **Guests:**

Doug Lape, Signature Control Systems  
Gino Ori, Signature Control Systems

**Call to order:** The meeting was called to order at 7:35 p.m. by Chairman Lewis.

**Roll Call:** Attendees indicated above all in attendance.

**Public Comments:** No members of the public were present at this meeting.

**Approval of Minutes:** The meeting minutes for the November 28, 2012 meeting were approved, including a word amendment on page 2 – “reviewed” rather than “revised” in the first bullet under New Business.

1. Signature Controls Systems – representatives Doug Lape and Gino Ori presented the history, organizational structure and parking product lines and services of Signature Controls. All were designed to increase efficiency and reduce operating costs, including labor. Literature and contact information was distributed. Chairman Lewis provided them with the Mt. Lebanon parking brochure and asked that they provide suggestions for the Mt. Lebanon municipal parking system. They then departed the meeting.
2. Old Business Updates:
  - a. Committee Mission Status – Bill Lewis advised that the commission indicated they would establish parking as a formal municipal advisory board. This will require an amendment to the Administrative Code in the near future. The committee status expires in March.

- b. Rich & Assoc. Study Assessment – Bill Lewis received committee approval to submit his assessment to the commission. His assessment had been distributed to committee members, liaisons and Mark Quealy in November/December.
- c. Garage Evaluations – Tom Kelley provided a written status report, as of January 23, 2013, of the AES and subcontractors timetable for completion of the initial report (February 4, 2013), after all component parts had been consolidated and summarized. Tom did learn one conclusion was that the south garage rectifier (AC to DC) should be replaced (about \$30,000 plus installation).
- d. 2012 Financials/2013 Budget – The only financial information provided to Tom Kelley was what turned out to be a revised 2013 Parking Fund budget. No November or December year-end financials were provided. No explanations were provided other than a delay because of audits. Audited figures are not released until May, and it is unacceptable to not know the financials of 2012 until May 2013. Commissioner Fraasch agreed to set up a meeting with Steve Feller and Marcia Taylor about this.

3. New Business:

- a. Subcontracting Options – as indicated would occur, on the November 2012 Agenda and in the November minutes, committee member Al Kraemer provided an outline or a generic description of the range of services a private, professional parking management company might be able to provide a municipality with a parking system and operations that wished to subcontract some or all of the operations and management. The outline or description was similar to a “menu” that a municipality could consider and evaluate should RFQ’s or RFP’s be contemplated.

Bill Lewis indicated that subcontracting or contracting-out was included as a possible management option (page 5) and then recommended for consideration and issuance of an RFP (page 7) in Steve Feller’s Memorandum to the Commission on March 17, 2010 entitled “Executive Summary – Review of Parking Authority Operations”. Also, there is apparently continuing interest in this possibility among the current Commission.

Commissioner Fraasch requested that Al Kraemer provide her and the other commissioners with the information. And, he agreed.

- b. Parking Permits – Bill Lewis had asked Mark Quealy to provide information on parking permit policies and issuance for each and all parking lots and garages prior to the meeting. This resulted from the Howard Hanna parking issue. Mark provided a table of information he was able to assemble (physical permit counts of actual permit parking at lots and garages on January 22 and 23 plus monthly record of permits printed) as the sources of the necessary information, tax office and IT, were unable to supply the information in time for the meeting. It appears that the tax office

- independently sets limits on permit issuance and sets monthly quantities of printing of permits by lot and garage. Mark was asked to continue efforts to assemble the requested information.
- c. 2013 Budget – Collection Assistant Added. Bill Lewis noted that the amended and approved 2013 municipal budget included addition of a part-time Collection Assistant to the Parking Fund at a cost of \$17,340. This was seemingly reflected or explained by the part-time wages for 2013 increasing by \$17,240 over the 2012 budget. Mark Quealy indicated, however, that the function had been undertaken and performed by a Police Department part-time employee whose cost had already been allocated to Parking in 2012 expense reporting. This requires further clarification.
  - d. Howard Hanna uptown parking. Bill Lewis advised that the Howard Hanna office had been reported on by the Tribune-Review. The article described an office operation far beyond that apparently understood to be the case by most, and certainly not revealed in the recent meeting arranged by Eric Milliron on Hanna parking issues which Commissioner Fraasch, Mickey Gatto and Bill Lewis attended. While thought to be merely a move of and by the local Hanna office at 607 Washington Road to 701, the actual 701 office will be a regional office supervising 6 Hanna offices, including the Mt. Lebanon, with the addition of a Financial Services Department on the lower floor and open office accommodation for up to 75 agents. This represents a probable parking requirement far in excess of the former 607 office, and a potential issue.
  - e. The Committee voted to move the monthly meeting date to the 4<sup>th</sup> Thursday of each month to enable Commissioner Fraasch to attend and not conflict with her MRTSA responsibilities.

**Adjournment:** The meeting was adjourned at 9:45 p.m. The next meeting will be held on Wednesday, February 28, 2013.