

## Meeting Minutes

September 25, 2014

6:00 PM

Conference Room C

Mt. Lebanon Municipal Building

### **Parking Facility Advisory Board**

#### **Attendees:**

David Egler  
Moses McNeese  
Andrew Flynn  
Kelly Fraasch, Commission Liaison  
Mark Quealy, Parking Enforcement  
Tom Kelley, Staff Liaison

#### **Absent:**

Alan Kraemer  
Mickey Gatto

**Call to order:** The meeting was called to order at 6:02 p.m. by Chairman Egler.

**Roll Call:** As indicated above.

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

**Approval of August 28, 2014 Minutes:** Mr. McNeese made a motion to approve the minutes as submitted which was seconded by Mr. Flynn and unanimously approved.

**Follow-up on Mobile Parking – Next Steps:** Currently Keith McGill, Municipal Planner, is working with Tom Kelley and Mark Quealy to develop a request for proposals for a mobile parking application. Mr. Quealy has talked with four provider to discuss specifications for the mobile parking application. The group wants to make sure that the specifications encompass pay by space meters, allow for enforcement and parking validation, incorporate current payment techniques, such as tap and pay. Once the specifications are prepared they will be presented to the members of the Parking Facility Advisory Board for their review and comment. The Parking Facility Advisory Board will be asked to select two members to serve on the proposal review committee and any following interviews with the top ranked proposers. Work on the request for proposals has been delayed until November, at that time more information on the Street Line Parking project will be available and can be included in the RFP.

**Follow-up on Automated Revenue Collection and Modernization – Next Steps:** Mr. Kraemer will be asked to provide additional information at the next meeting in October.

**Review of Monthly Financial Reports:** Monthly financial reports were distributed to the members of the Advisory Board and Mr. Egler indicated that he wanted to have a transaction

level presentation of the reports. He feels that this is necessary in order for him to do his job on the Advisory Board. Commissioner Fraasch indicated that she met with Finance Director McCreery and that he would be willing to provide information and answer questions at the quarterly meeting scheduled for October, or if a committee member had a question he could meet with him on a one-on-one basis. Commissioner Fraasch indicated that she would talk to the commission about providing the detailed line item information. Mr. McNeese indicated that he would defer to Mr. Egler's judgment on this matter.

**Academy Avenue Parking – Night Parking Permits – Update:** Nothing new to report at this time.

**Update on Street Line Pilot Parking Project:** The project is scheduled to go live after October 15<sup>th</sup>. During October, personnel from Street Line will be on-sight and providing training on enforcement and will be doing some additional monitoring on the length of time cars are parked in one location. This information will be very helpful for enforcement.

**Parking Rates:** The parking rates at the Academy lot will be updated, the 24 hour parking rate will be increased from \$5 to \$10. The rate at the Overlook Lot will also increase from \$5 to \$10 per day.

**Topics Scheduled for Future Meetings:** The Castle Shannon Transit Oriented Development will be discussed at a future meeting. There is concerned that this development will have a strong impact on the parking in the Mt. Lebanon – Washington Road Central Business District.

**Adjournment:** The meeting was adjourned at 7:10 p.m. but reconvened at 7:12 p.m. at the South Parking Garage to review recently completed structural repairs. The next meeting of the Parking Facility Advisory Board will be on Thursday, October 23<sup>rd</sup>.