

Meeting Minutes
August 28, 2014
6:00 PM
Conference Room D
Mt. Lebanon Municipal Building
Parking Facility Advisory Board

Attendees:

David Egler
Mickey Gatto
Mose McNeese
Andrew Flynn
Kelly Fraasch, Commission Liaison
Mark Quealy, Parking Enforcement

Absent:

Alan Kraemer
Tom Kelley, Staff Liaison

Call to order: The meeting was called to order at 6:07 p.m. by Chairman Egler.

Roll Call: As indicated above.

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

Approval of Minutes of June 26, 2014 Meeting Minutes: Mr. Flynn made a motion to approve the minutes as submitted with the correction that Commissioner Fraasch was not present. The motion was seconded by Mr. McNeese and unanimously approved.

Presentation – Pango Mobile Parking: Mr. Joe Habib, Director of Sales for Pango USA LLC, made a presentation to the board (Handouts were provided). His company offers the ability for a parking customer to pay by using a mobile application. Pango has been in the U.S. market for 2 years and have 10 cities currently using their application. The application identifies zones and associated parking rates within a community, which the end-user can pay for by downloading the application and setting up an account. The fee for the application is \$.10 per parking session and is charged to the end-user in addition to the parking fee. He anticipates an adoption rate of 50% within 3 years. Ms. Gatto asked if there is any expected reduction of operating expenses with the use of their product. Mr. Habib stated that the municipality would not be paying the 3-5% credit card processing fee associated with the current method of credit card payment. Marketing will be provided by Pango and they will also provide a free pad/tablet for Enforcement purposes.

Academy Avenue Parking – Night Permits: Commissioner Fraasch stated that there is still an on-going problem for Academy Lot permit holders finding spaces in the lot during the evening.

She questioned the location of the current evening Permit Only Area. Mr. Flynn attended a meeting with the Municipality to address the problem and stated that current designated permit spaces were thought to be sufficient to address the needs discussed. Commissioner Fraasch has observed the lot being filled at 10:30 to 11:00 p.m. at night. She believes the spaces are being used by patrons of several Washington Road businesses. She stated a building on Academy Avenue has just come under new ownership. Commissioner Fraasch believes that the target audience for new residents for that building will increase the number of vehicles within that residential area. Mr. Egler suggested that some method be discussed to encourage Washington Road business patrons to use the North Garage.

Update on Streetline Pilot Parking Project: Mr. Quealy stated that the API between Streetline and IPS is in place. Data is currently being collected by Streetline and they are making final adjustments before launching the Pilot Program. There will be a phone conference next week to discuss training and a “Go Live” date.

Review of Financial Reports: Mr. Egler questioned the payments of \$217,663 for Contractual Expenditures. He also stated he would like to have the Financial Reports 48-72 hours prior to the meeting so that they can be fully reviewed. He again requested to have copies of the check register for review showing all payments to vendors. Mr. Egler inquired the effectiveness of the Scofflaw Program. Mr. Quealy estimated that for 2013 approximately \$36,000 in revenues were collected as result of the program and \$16,000 to date for 2014. Mr. Egler will inquire about having the board provided a current Scofflaw List.

Review of Parking Fee Schedule for 2015: Mr. Quealy gave an overview of the Fee Schedule for 2015. He noted the only recommended increase for meters was an increase in the 24 hour jump-rate from \$5 to \$10. Mr. Quealy also noted a slight increase in permit cost to absorb anticipated expenses for the various projects such as Streetline and property renovations.

Automated Revenue Collection: Mr. Egler presented a Cost-Benefit Analysis provided by Mr. Kraemer for conversion of the municipal garages to Automated Revenue Collection (Handouts were provided). In summary the analysis states an increase in revenues due to less personnel costs, slippage reduction and expanded hours of collection. Mr. Flynn expressed a desire toward modernization to enhance the services provided to the customer. Mr. Flynn stated there should be some form of encompassing parking plan towards that end. Ms. Gatto suggested a GAP Analysis be performed and that the board set bench marks for moving forward. Mr. Egler suggested that the issue be deferred to Mr. Kraemer to recommend a potential consultant to achieve such goals.

Adjournment: At 8:18 p.m. Mr. McNeese made a motion to adjourn the meeting which as seconded Mr. Flynn and unanimously approved. The next meeting will be held on Thursday, September 25, 2014 at 6:00 p.m. in Conference Room C of the municipal building.