

## Meeting Minutes

June 25, 2015

6:00 PM

Conference Room C

Mt. Lebanon Municipal Building

### **Parking Facility Advisory Board**

**Attendees:**

David Egler  
Mose McNeese  
Andrew Flynn  
Paul DiGirolamo  
Steve Silverman, Commission Liaison  
Mark Quealy, Parking Enforcement  
Rudy Sukal, Staff Liaison

**Absent:** Alan Kraemer

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

**Roll Call:** As indicated above.

**Public Comments:** No citizen comments.

**Approval of June 25, 2015 Minutes:** Mr. Flynn made a motion to accept the meeting minutes of June 25, 2015 as submitted with a correction of the incorrect spelling of Mr. Quealy's name which was seconded by Mr. McNeese. The motion was unanimously approved by the members attending the meeting.

**Review of May 2015 Financial Reports:** The board reviewed the previous month's financial reports. Mr. Andrew McCreery was present to offer input and address questions concerning the report. Mr. McCreery indicated that there was a decline on transient revenues that were lower than last year. He is waiting on a report that will be generated in a few days that will allow him to further analyze the data to determine the source of the decrease in permit revenue.

**Revenue Collection and Control System Update:** Mr. McCreery reviewed the current efforts by the municipal staff to generate a plan to proceed with the integration of new control systems. A draft RFP was presented to the board for their review and comment. The goal is to provide a period of review and an opportunity for comment by the board. The general outline of the timeframe would be to incorporate any comments or changes by the end of July and then have the draft reviewed by the solicitor with the hope of releasing the RFP for a two month period in August. It is anticipated that the data from the Street Line project should be available in October which would provide substantial data to assist in the final decision on accepting an RFP. Mr.

McCreery also indicated that the municipality is currently working to finalize the CIP and advised the board to forward any requests or projects that might be applicable so that they may included in this year's budget requests.

**South Garage Sign Update:** The board was provided with three conceptual drawings for an updated sign at the entrance of the South Garage that was developed by Architectural Sign Associates. As a group, the board felt that the concepts that were developed would not accomplish the goal of improving the visibility of the South Garage. Mr. Flynn indicated that if he had to pick one of the three options, he would choose option number 2. The group discussed the possibility of including some type of sign update in the phase four facility improvement that will take place next year.

**Old Business** – The board discussed the progress of the current garage renovation projects including additional work and change orders.

**New Business:** Mr. McNeese provided feedback from his attendance of the EDC meeting as a Parking Advisory Board representative. Mr. McNeese indicated that the EDC is very interested in the Uptown strategic plan RFP. He also indicated that the group had expressed some complaints concerning the utility and construction work that is taking place along the Beverly Road business district.

**Adjournment:** Mr. Flynn made a motion to adjourn the meeting at 7:05 p.m. which was seconded by Mr. McNeese.