

Meeting Minutes

March 28, 2012

7:30 PM

Conference Room C

Mt. Lebanon Municipal Building

Parking Facility Ad-Hoc Committee

Attendees:

David Egler
Alan Kramer
William Lewis
Steve Silverman
Tonya Winkler
Kristen Linfante, Commission Liaison
Tom Kelley, Staff Liaison

Call to order: The meeting was called to order at 7:30 p.m. by Tom Kelley.

The purpose of the committees is to:

- Review parking studies and plans;
- Review information concerning parking demand and facilities repair/replacement issues;
- Review and recommend new technology that would improve efficiency of parking operations;
- Meet with property and business owners in the commercial district to review parking facility problems and opportunities;
- Recommend a five year capital improvement program and
- Recommend strategies for more efficient use of parking resources.

Members attending the meeting were provided the following documents:

- Mt. Lebanon Parking Authority Parking Study Draft prepared by Bakewell Corporation.
- Maintenance Study Report – Mt. Lebanon South Parking Garage – February 17, 2011 by Atlantic Engineering Services.
- Condition Study Report – Mt. Lebanon North Parking Garage – February 21, 2011 by Atlantic Engineering Services.
- Mt. Lebanon Uptown Business District Parking Planning Study and Analysis – January 2011 by Rich and Associates Consulting, Inc.

Introductions - Each committee member provided a brief introduction indicating their background and interests in serving on the Ad-Hoc Parking Facilities Committee.

Review of Committee Tasks – Group members discussed the tasks outlined above under “purpose”.

Review of Meeting Schedule – The committee will meet on the 4th Wednesday of each month through March 1, 2013. Meeting dates will be advertised and put on the website, and will be opened to the public. Some members indicated that because of schedule conflicts they may not be able to attend some of the summer meetings.

Selection of Committee Chairperson – Dave Egler nominated Bill Lewis to serve as the chairperson of the Parking Facility Ad-Hoc Committee. Mr. Lewis was unanimously approved by the committee.

Review of Documents – Chairman Lewis indicated that the Parking Authority was established in 1954 to focus on parking in Washington Road and Beverly Road business districts. Mr. Lewis further indicated that studies have been done on the Washington Road business district however he was not aware of any parking studies done for the Beverly Road business district. Parking is now assigned to the municipality and set up as an enterprise fund in the accounting system. Mr. Lewis pointed out that there is much background information but no business plan. A parking brochure was passed out which provided information on validation and rates. A request was made to have Mary Abbott to provide parking utilization information. The parking study documents will be reviewed at future meetings.

Work Assignments – During their discussion, members of the committee decided to set up subcommittees to focus on planning, finance, facilities and technology. It was noted that Keith McGill is currently working on the Land Use Comprehensive Plan; as well as, a Transportation Revitalization Investment District Plan to investigate potential development opportunities in the vicinity of the Potomac and Dormont junction LRT and the Mt. Lebanon LRT station. Tonya Winkler who has a background in planning indicated that she would meet with Mr. McGill and make sure that he was aware of the resources of the Parking Facility Ad-Hoc Committee, and to ensure that the committee would have input into the Plan.

The group indicated that they would also like to meet with Eric Milliron, Business District Manager, about having a member on the Parking Facility Ad-Hoc Committee serving as a non-voting member of the Economic Development Council. Mr. Lewis also discussed the Mt. Lebanon Partnership, a community development corporation, and the Industrial Development Authority. These organizations are part of Mt. Lebanon's Economic Development tool kit. Members also discussed the former Parking Authority buildings and the Zamagias Properties at the intersection of Bower Hill Road. Dave Egler will head up the financial subcommittee and work with Steve Silverman on opportunities for additional revenue. Dave indicated that the committee should be provided with a copy of the December 31, 2012 audit report for the Parking Authority. A copy of the Maher Duessel Financial Statement and supplemental information for the years ending June 30, 2011 and 2010 was provided to the Parking Facility Ad-Hoc Committee. Dave and Steve would like to see a statement of cash flow. Dave thinks that Marcia Taylor would have this information, and he would like to see a more detailed report on monthly revenues and expenditures. Dave suggested that monthly reports could be obtained from Terri Windstein for January and February, and perhaps she could provide a statement of cash flow.

Facilities Issues – The group was also provided with copies of the 2012 Operating and Capital Budgets; as well as, the 2012 – 2016 Capital Improvement Plan. The projects included in the Capital Improvement Plan are from the old Parking Authority and Mark Quealy specifically. Mark will be invited to attend the next meeting to be held on April 25, 2012. At that time, the

group will review the Bakewell, Atlantic and Rich reports. Tom will work with Alan on facilities maintenance and capital improvement needs of the parking garages and lots.

The group indicated that they would be providing the municipality with a recommended capital improvement plan in September. A copy of the parking maintenance manual which was completed in 2011 will be sent to Alan. The group briefly discussed parking enforcement and would like to have Magistrate Blaise Larotonda attend a future meeting. Conversation also included the possibility of passing a parking ordinance and having a parking collection's person attend a meeting to discuss enforcement.

Adjournment: The meeting was adjourned at 9:30 p.m. The next meeting is scheduled for April 25, 2012.