

Meeting Minutes

April 25, 2013

7:30 PM

Conference Room C

Mt. Lebanon Municipal Building

Parking Facility Advisory Board

Attendees:

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

Absent:

Mickey Gatto
Alan Kraemer

Call to order: The meeting was called to order at 7:35 p.m.

Roll Call: Attendees indicated above all in attendance.

Public Comments: No members of the public were present except for two minor children of Commissioner Fraasch as observers who chose to not comment.

Approval of Minutes: The meeting minutes for the February 28, 2013 meeting were approved as submitted. There was no meeting in March.

Home Rule Charter Meeting – May 15th: Commission Fraasch described the public meeting to be held on May 15th covering suggestions for amendments to the Mt. Lebanon Home Rule Charter by the ad-hoc Home Rule Charter Committee. The Commission and administration would like representations of each municipal board and authority to attend and participate. Neither Steve Silverman nor Dave Egler can attend, but Bill Lewis indicated he would plan to attend.

Old Business Updates:

1. North & South Garage Rehabilitation & Financing Plan Proposals: Tom Kelley had sent electronic copies of the AES reports and proposed work plan schedules and costs for each garage, and distributed hard copies of those documents to attendees, which he summarily reviewed. Commission Fraasch and Bill Lewis described the meeting with Commissioners to present the proposals and Commission approval to proceed with the “Phase 1”, 2013 plan with a cost estimate of roughly \$500,000 for year 1. The remaining

three years and bond financing would be formally considered during the 2014-2018 CIP and 2014 operating budget processes. May through December 2013. A separate meeting with Steve Feller and Marcia Taylor on the plans and bond financing was also held, and financing via a \$3.5-\$4.0 G.O., 12-15 year bond issue in 2014 considered a possible financing route to pursue.

2. Permit Parking – Tax Office Meeting: Al Kraemer and Bill Lewis met with Mary Abbott, Manager, and Fran George, Permit Clerk, of the Tax Office on March 22, 2013 to discuss parking permit operation and policy. Mary and Fran had prepared a statistical table of surface lots and garages parking space, permit limits and estimated actual usage for the system, subsequently shared with board members, liaison's and Mark Quealy. A high percentage of available lot and garage parking spaces are utilized as permit allowable and sold spaces. Al Kraemer will be asked to comment on what currently exists and any recommended changes. The Tax Office adopted what the Parking Authority had established as operating policy with regard to monthly permits.
3. Howard Hanna – Meeting No. 2: Commission Fraasch, Mickey Gatto and Bill Lewis attended a second Howard Hanna follow-up meeting organized by Eric Milliron on March 27, 2013. Only four merchant/building owner representatives attended plus a representative officer from MLPD. Ruth Foltz, Manager of Howard Hanna office indicated she obtains 25 garage and 2 Alfred Street lot permits per month plus \$400-\$500 validation stamps per month for a total cost of about \$3,000/month.

One merchant/building owner remains upset with a Hanna agent who apparently parks in front of the merchant/owners store on a continuing basis, even though having been issued a garage permit by Ruth Foltz. A merchant asked to have a contact number to notify; if jammed/nonworking meters over weekends and holidays. Mark Quealy advises that an electronic signal indicates when a meter becomes nonfunctional and a repair person attends such meters that or the next business day. There is no 24/7/365 repair coverage.

4. Scofflaw List – Booting & Towing: Commissioner Fraasch had sought additional information on booting & towing after it was finally reinstated in mid-April following a number of years of not being enforced. Police Chief McDonough advised Commission Fraasch that fifteen vehicles had been booted at that point, with a fine and penalty value of about \$17,000. Apparently more boots need to be purchased. Public Works employee's install and removes boots with Police presence. Mark Quealy indicated that the Scofflaw List is accessible in Police vehicle computers.
5. Sale of 788 and/or 794 Washington Road properties: Bill Lewis indicated that the Municipality had established a new ordinance in April regarding sale of municipal real estate or real property. Sales to the public for private use would be via bids and sales to government units and non-profit entities could be on a negotiated basis. Commission Fraasch indicated that adding an Office Boutique zoning overlay had increased the appraised values of the properties.

6. Valet Parking on Washington Road: The Commission had approved a contract with the valet parking organization.
7. Shannon Transit Village Start: Bill Lewis advised that the project could possibly begin in/by November; however, there are the private financing details to be announced as well as an agreement on what portions of the overall development will be taxable vs. tax-exempt. Mark Quealy was asked to keep the Tax Office aware of the status of this project on a continuing basis because of the anticipated impact on permit demand for Uptown spaces. Mark was also requested to see if the Municipality could or would want to institute a policy to favor current monthly permit holders vs. an expected in road of Castle Shannon LRT parkers.

New Business:

1. Lewis letter of March 25, 2013: Bill explained that the letter on possibly seeking responses in an outsourcing or subcontracting RFP will be an agenda topic for a further Commission discussion session.
2. 2014 Parking Fund Budget & 2014-2018 CIP: Tom Kelley had already prepared and distributed at the meeting new, updated 2013-2016 and 2017-2018 CIP's for the North and South Garages. The 2013-2016 CIP's incorporate the AES 4-year recommendations. The 2017-2018 represent the AES optional recommended work. Lot CIP's will be developed next. The 2014 operating budget preparation will begin in June.
3. Tom Kelley did obtain and distribute PRKM, PRK1 and GA 2211 financial statements for Q1, or January-March, Parking Fund results. It seems some expenditures (other than insurance premiums) are exceeding budgeted amounts adjusted for quarterly results. "Current Budget" column figures represent the approved 2013 budget that will be amended in May. Dave Egler will e-mail suggested columnar headings to Tom Kelley for consideration by Finance.

Adjournment: The meeting was adjourned at 9:45 p.m.