

Meeting Minutes
January 23, 2014
7:30 PM
Conference Room C
Mt. Lebanon Municipal Building
Parking Facility Advisory Board

Attendees:

David Egler
Mose McNeese
Steven Silverman
Kelly Fraasch, Commission Liaison
Tom Kelley, Staff Liaison
Mark Quealy, Parking Enforcement
Andrew McCreery, Finance Director

Absent:

Alan Kraemer
Mickey Gatto

Call to order: The meeting was called to order at 7:48 p.m. by Chairman Egler.

Roll Call: As indicated above.

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

Approval of Minutes of December 19, 2013 Meeting: Since there was not a full quorum of members at the meeting the minutes from the previous meeting will be approved at the next scheduled meeting on February 27, 2014.

Review of Parking Fund Financial Status: Director McCreery provided the members of the board with documents, which included the Statement of Revenues, Expenses; Change in Net Position of the Parking Fund for the year ending December 31, 2014 and Statement of Net Position for the parking fund December 31, 2013. Chairman Egler indicated that he would like to have copies of the financials at least a few days before presentations are made to the Parking Board. This will give the board an opportunity to review the data and prepare questions. Director McCreery provided a lengthy presentation to the board and indicated that he was currently implementing a new accounting system. Not only for the Parking Authority Enterprise Fund but for all municipal funds. The new system will generate statements in a timely manner and all revenues will be reconciled with bank statements. Mr. McCreery noted that the Academy Lot transient fees were down in 2013 but the sale of permits were up. Academy Lot has a total of 40 daytime permits. North garage permits were down as Howard Hanna employees moved from the North to the South garage. Meter collections were up and parking fine collections were

at 90% of billed. Rental income will increase because SHACOG's rent is increasing. The sale of property will show \$165,000 gain because of the sale of the old parking authority building. During 2013 \$396,000 worth of improvements at the north and south garages were funded through the operating budget. Booting vehicles fees totaled \$1,700. Only two of the booted vehicles were towed. The automated scofflaw list is working well. From 2014-2016 over \$4 million will be required to address rehabilitation needs at the north and south garages. In the coming weeks the commission will be discussing a general obligation bond for parking and storm water needs. Both the Storm Water Fund and the Enterprise Fund should generate sufficient revenues to cover debt service costs well into the future.

Update on Sale of Parking Assets: Commissioner Fraasch reported that the Zamagias Corporation has defaulted on the loan to develop housing on the old parking authority's property at Washington and Bower Hill. Also variances were denied on a revised plan submitted by Zamagias.

Parking Board Vacancy: This will be discussed at the next meeting.

Update on Streetline Pilot Parking Project: A teleconference was held with representatives from Streetline, and the municipality has provided the contractor with detailed information on the location of parking meter along Washington Road. Additional teleconferences will be scheduled to discuss electrical needs and procedures for obtaining a highway occupancy permit from PennDOT.

Adjournment: The meeting was adjourned at 8:45 p.m. The next meeting will be held on Thursday, February 27, 2014 at 7:30 p.m. in Conference Room C of the municipal building.