



MT. LEBANON
PENNSYLVANIA

**Parking Facility Advisory Board Meeting Minutes
Thursday, January 24th 2019 - 6:00 p.m.
Municipal Building Room C**

I. Call to Order

Mr. Egler called the meeting to order at 6:00 PM, and asked Mr. Sukal to call the roll.

II. Roll Call

The meeting was attended by board members, David Egler, Andrew Flynn, Shawn Levine, Melinda Koujales, and Paul DiGirolamo.

Commissioner Craig Grella was absent.

The meeting was also attended by Rudy Sukal, the Director of Public Works, Mark Quealy, Parking Enforcement Supervisor, and Phillip Avolio, Facilities & Parks Coordinator, Director of Finance, Andrew McCreery, Assistant Manager, Ian McMeans, and Eric Milliron, the Director of Economic Development.

III. Citizens Comments

No Citizen Comments to Report

IV. Approval of October, 2018 Meeting Minutes

Mr. Flynn asked for a correction to a typing error under section V.

A motion was made by Mr. Flynn and a second by Mr. DiGirolamo to accept the minutes as amended. The motion was passed and the amended minutes were accepted.

V. Financial Statement Review:

Mr. McCreery reviewed the attached financial packets with the group.

He noted that there was an increase of \$20,000 in transient fees which is always a good sign, as well as an increase in validation tickets from local businesses.

Parking permits is up \$50,000 from 2017, with the largest number of permits sold to the South Garage. North Garage increased both in Day Permits and 24h-Hour Permits. The Academy Lot remained the most requested permitted lot.

Parking fines have gone down considerably from the previous year. Implementing the Passport Ticketing software contributed during its initial learning curve. The largest reason for the decline is the absence of five officers during recent staff retirements and promotions. There were 3 retirements in September of 2018 alone.

Revenue will start to increase this year in February for the retail space that was vacant the entire previous year.

Expenses were budgeted for projected software costs at \$50,000 but the selected company will incur between \$35,000-\$40,000. There is also a \$22,000 cost for the closed loop operator at the South Garage Elevator, and the second noteworthy expense was the replacement of all garage lighting, which includes \$17,000 in installation costs and \$20,000 for materials.

Mr. Sukal noted that Duquesne Light will be adding a \$13,000 rebate for the fixture upgrades and the energy savings will be around \$16,000 in energy savings in the first year alone

Capitalized items included costs incurred for the upgrades to the retail space as well as the new LED Message Board and Lane Signs at the North Garage.

Mr. McCreery noted that in 2019, \$600,000 in debt payments will fall off and cash levels will start to increase.

VI. Beverly Road Parking Study / Gateway Recommendations:

Ian McMeans and Eric Milliron presented the Beverly Road Parking Study, and Gateway Engineers Recommendations on suggested infrastructure additions.

Mr. Milliron noted that the interest is to incorporate any change in conjunction with the CIP Re-Surfacing of the Overlook Parking Lot. They noted that due to PennDot Lane and Turning Requirements, it would not be feasible to incorporate additional angled parking to Overlook without significant changes to the Travel Lane areas (Option B). Gateway Engineers re-visited the Parking Study and devised an option that would add 10 parking spots to the area. 7 parallel spots on Overlook would be added, along with 3 additions after a realignment of the parking lot. Overlook would become 1-way from Beverly to Akron, and Volta Way would change to a 1-way with 2-way traffic for a short distance for vehicles to enter the lot.

Mr. McMeans explained other options that included line striping changes and ordinance language to add enforcement along with accompanied signage. He noted that these options could be explored if the Board felt that this direction is favorable, but suggested that staff has been in favor of the 7 parallel spots and 3 lot spots along overlook. He asked for comments and suggestions from the group.

Mr. Queally suggested moving the center bullnose back along the entrance to the lot to help with loading and unloading traffic that is a common operation that takes place in the alley.

The group decided that the option for incorporating 7 parallel spots and 3 additional lot spaces is the most suitable for the area, labeled (Figure 5). Mr. McMeans and Mr. Milliron thanked the group for their time and input into this improvement. They also noted that this same presentation will be placed in front of the Traffic Board, where they will most likely drill into the same issues on Volta Way that the group had mentioned.

VII. Garage Repairs / Upgrades:

Mr. Avolio updated the group on the on-going maintenance and current projects pertaining to the parking facilities. He noted that the lighting replacement has been completed for both garages. He also mentioned that the top-level roof decks would be completed In-House as these areas require a different style fixture that was not ordered in bulk with the initial project.

VIII. Old Business:

No Old Business was reported.

IX. New Business:

Mr. Flynn reviewed packets on Part Smart Certification. He noted the importance of continuing forward thinking on how these large changes can affect the situation that we have in Mt. Lebanon. He noted that it is important to realize the changes to transportation that are coming and how we are preparing to receive them.

Mr. Levine noted that continued thinking about the future of the current garages needs to stay open as needs change. He noted garages in downtown that have been converted to apartments while still serving a role in parking.

Mr. McCreery suggested reaching out to Eric Milliron and Ian McMeans for an initial meeting with the firm.

Mr. Sukal noted that the group needed to decide on a Chair for the upcoming year.

The group decided that Mr. Egler would continue to act as the Chair. A motion was made by Mr. Flynn and a second by Mr. DiGirolamo to appoint Mr. Egler to the Chair position. The motion passed, and Mr. Egler remained the Chair for the Parking Facilities Board in 2019.

X. Adjournment:

A motion was made by Mr. Flynn and a second by Mr. Levine to adjourn the meeting. The motion passed and the meeting was adjourned at 7:12 PM.