

PARKING COMMITTEE MEETING
7:30 AM –Thursday, July 9, 2009
City Hall – Conference Room A

I. CALL TO ORDER:

Chairman Ken Smith called the meeting to order at approximately 7:30 a.m.

II. ROLL CALL

Members Present: Councilor Kenneth Smith, Chair
John Bohenko, City Manager
Steve Parkinson, Public Works Director
Deputy Police Chief Len DiSesa
Andrew Purgiel, City Auditor
Jon Frederick, Parking Manager

Also present was Police Captain Steve DuBois.

III. ACCEPTANCE OF THE MINUTES:

MOTION made by Steve Parkinson to accept the minutes of the May 14, 2009 meeting. Seconded by Andrew Purgiel. Motion passed.

Deputy Police Chief DiSesa introduced Captain Steve DuBois who will be covering Deputy Police Chief DiSesa's responsibilities. The Chair thanked the Deputy Chief DiSesa for his time and service that he has given to this Committee.

IV. NEW BUSINESS:

(A) Music Hall - Request for Valet Parking – Jon Frederick reported the request for a valet service in front of the Music Hall during their busy season. This item will be delayed until the end of the meeting in case a representative of the Music Hall arrives.

The Chair stated it was his understanding they would be present today and that they wanted to use the loading zone for valet parking during their performances, most of which would be happening in the evening. They intend to utilize Atlantic Parking. Feels it is a good idea but need their representation.

MOTION made by City Manager to table until they come before the Committee. Seconded by Steve Parkinson. Motion passed.

MOTION made by Deputy Police Chief DiSesa to take up Item B in Old Business. Seconded by Steve Parkinson. Motion passed.

V. OLD BUSINESS:

- (B) Atlantic Parking Valet Service – 90-Day Review –** Jon Frederick reported that the License Agreement expires on August 12th. During the time they have been in operation, we have received two complaints that were filed with the Code Enforcement Officer. One was from a resident of 55 Congress St., claiming the spaces they use are impeding unloading of groceries. The second complaint regards parking spaces in the downtown area being taken away from the downtown parking supply. Aside from that, we have received quite a bit of positive feedback regarding their service. This afforded us the opportunity to add 150 plus spaces to the downtown parking supply that we normally would not have access to. This has been a valuable service to us this summer.

The Chair received and read three letters and placed them on record. One from Eva Roberts, Area Manager of Helene M. located at 24 Congress St. where the Valet is directly in front of her store. She is very impressed with their work ethic and they have not had negative impact on sales as she had originally thought. They have been helpful and informative to tourists. Ms. Roberts is advocating for their business, hoping their trial period is extended.

The second letter from Good Vibes stating in spite of their initial concerns of the valet service being located outside their store, they support the continuation of their valet service.

The third letter, from Renee and Dan Plummer, expressed their appreciation of the valet service and the City officials for allowing this service in town.

Wes DeVries 18 Congress St. previously expressed concerns of the valet parking at the first meeting regarding people standing in the vestibule, etc. He is so impressed with the way his concerns were addressed and how professional they are and encourage continuation with their services and encourages it to be extended to the Music Hall.

George Carlisle 18 Congress St. echoed Mr. DeVries and feels it has been a positive experience for everyone, guests, residents, customers and employees. Thanked the Parking Committee. Feels it is a great idea for the Music Hall.

Jeff Sabin, Property Manager of 18 Congress St. stated that any complaints he received, the gentlemen from Atlantic Parking went over and above to address the issues. Feels Atlantic has a professional approach and sees nothing but positive outcome from their efforts.

Deputy Police Chief stated he has monitored the square every day from the police perspective there have been no issues, stating it is an extremely well run operation with no back up on Church St.; very well done.

MOTION made by City Manager to extend the License for six (6) months in order to evaluate during the winter months and appreciates what everyone has said. Feels it is important to evaluate the winter operation as well and feels it will be fine and then make a more long term agreement. Seconded by Steve Parkinson. Motion passed.

IV. NEW BUSINESS:

- (B) **Pay & Display Meters** – Request to be able to purchase time in advance – Jon Frederick stated the meters are programmable and the request was for the purchase of time in advance. If one were to park at 7 am and stay until 11 am, they would only need to purchase two hours of time with the receipt not beginning until 9 am. This can be set up as we want to, just how far in advance we would allow that purchase to take place. Mr. Frederick recommended two hours in advance - 7:00 a.m.

MOTION made by City Manager to program the meters to accept payment two hours in advance of the enforcement time. Seconded by Steve Parkinson. Motion passed.

- (C) **Prospect Street** – Resident Request for Handicap Parking Space (letter dated June 22, 2009 attached) Steve Parkinson referred to the letter requesting a handicap parking space in the area of her home. This space would not be reserved just for her.

MOTION made by Steve Parkinson to approve the request for a handicap space in the area of 40 Prospect St. Seconded by City Manager. Motion passed.

The City Manager asked that a criteria be developed that comes before the Parking Committee on all the handicap spaces. The City Manager suggested an annual review of these spaces and get a comprehensive policy in place.

Jon Frederick stated that in the downtown area the handicap spaces are kept track of and we are required to have a certain percentage (2% is National Standard) and we are well within those parameters. The neighborhood areas are where this system would come into place. Jon Frederick will back track into his records and contact the people that have requested those to see if they are still necessary.

VI. OLD BUSINESS:

(A) Reduce Parking Enforcement time to 9:00 a.m. through 6:00 p.m. –

1. Report back – Andrew Purgiel presented the committee with an Analysis of two line items that would be affected if hours were changed from 9:00a.m. - 7:00 p.m. to 9:00 a.m. - 6:00 p.m. Budgeted in parking meters and parking violations \$1,890,000 in revenue and project a reduction of \$217,200 which is an 11% reduction if the hour was reduced. There would be a slight reduction in expenditures for Parking Enforcement Officers of about \$12,000. If the hour was reduced showed a proposal to increase the hourly rate in the meters from \$.75 - \$1.00 which would raise an additional \$284,000. The combined result by reducing by an hour and raise hourly rate by \$.25 the revenue would go up by \$67,000.

The City Manager stated we have a budget in place that has estimated the amount without any reduction time and feels the two things need to be linked this fiscal year. The City Manager recommended looking at this the next fiscal year when doing the budget. Feels this is something worth having out there and will present the City Council with this Analysis.

The City Manager felt it important to get public input and to have a public hearing in September.

MOTION made by City Manager to take this information and schedule a public hearing in September. Seconded by Andrew Purgiel.

2. Request to maintain current fees/rates (undated letter from Steve Alie attached) Jon Frederick referred to the letters from Mr. Alie and the City Manager asked that he be notified of the public meeting.

VII. INFORMATIONAL:

- ### **(A) Fresh Local - Vending from its motorized Vehicle from Municipal Parking Spaces –** (Memorandum dated June 4, 2009 attached) Jon Frederick referred to the Memorandum from the Legal Dept. explaining the interpretation of the Ordinance regarding vending.

- ### **(B) Keefe House –** Request for parking at the Old Library – Mr. Joseph Jackson resident of the Keefe House requested that portion of the parking lot adjacent to the building be dedicated to the exclusive use of the residents of Keefe House. Many residents are handicapped, elderly, disabled and parking is a real problem. Mr. Jackson respectfully requests consideration that the eight parking spaces be dedicated to the exclusive use of the residents of Keefe House.

The Chair stated that the property has been leased to Discover Portsmouth Center.

The City Manager stated there is no restriction of the handicap parking. The City Manager will refer to the agreement entered into.

Jon Frederick reiterated the City's policy of valid handicap placards being displayed that vehicle is entitled to park in any space in the City free and without regard to time limits in any municipal parking spaces.

VII. ADJOURNMENT:

Respectfully submitted
Elaine E. Boucas, Secretary