



CITY OF CONCORD

New Hampshire's Main Street™
41 Green Street, Concord NH 03301
(603) 225-8570

AGENDA

Parking Committee

February 24, 2020 @ 5:00PM

City Hall, 41 Green Street, Concord NH 03301

Large 2nd Floor Conference Room

1. Overview of Agenda
2. Adoption of Minutes
 - a) January 27, 2020
3. Review of Results of Intown Concord, Inc.'s & Greater Concord Chamber of Commerce's Downtown Parking Survey
4. PayByPhone App Implementation Update
5. January 31, 2020 Year to Date Financial Statements
6. Other Business
7. Adjourn

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For meetings held in the City Council Chambers, any person who is unable to access the upper level of the Council Chambers to address the City Council or any other public body may use the podium and/or microphone located at the lower level of the Council Chambers. Other reasonable accommodations may be available upon request.



CITY OF CONCORD

New Hampshire's Main Street™

City Manager's Office

41 Green Street, Concord NH 03301

(603) 225-8570

Thomas J. Aspell, Jr.
City Manager

Parking Committee Minutes

January 27, 2020

Attendees:

Byron Champlin, Chair, City Councilor
Linda Kenison, City Councilor
Brent Todd, City Councilor
Jim Bouley, City Mayor

Staff:

Carlos Baia, Deputy City Manager
David Florence, Parking Division Supervisor
Amanda Lombard, Fiscal Clerk-Parking Division

Absent:

Nathan Fennessy, City Councilor
Matt Walsh, Dir. of Redevelopment, Downtown Services, & Special Projects

The meeting began at 5:00 PM

1. **Overview of Agenda:** Councilor Champlin welcomed members of the public in attendance and provided a brief overview of the meeting agenda.
2. **Adoption of Minutes:** Councilor Kenison moved to adopt the minutes of December 23, 2019 as presented. Councilor Todd seconded. The minutes were adopted on a unanimous voice vote.
3. **Request / Referrals:**
 - a. **School Street (Pine to Liberty) 2 Hour Parking Zone:** Michelle Radie Coffin, a resident of School Street, addressed the Parking Committee concerning the 2 hour time zone on School Street between Pine and Liberty.

Ms. Radie Coffin's property is a duplex. She stated that she has inadequate on-site parking for her household and her tenants. She requested that the City revise the current parking regulations so that her family and tenants would be exempted from the 2 hour time limit.

Discussion ensued. It was noted that the purpose of the 2 hour time limit was to restrict parking associated with Concord High School in the neighborhood. If the time limit is eliminated, student parking will likely increase and may consume available parking.

After additional discussion, a motion was duly made and seconded to eliminate the 2 hour time limit on School Street between Pine and Liberty Streets. The motion carried on a unanimous voice vote.

- b. **District 5 Road No Parking at Cul-de-sac:** Don Ross, resident of District 5 Road, addressed the Parking Committee concerning his request to establish a “no parking zone” within the cul-de-sac at the end of the street. The cul-de-sac has an “L” shape configuration. Mr. Ross and other members of the Ross Family own several properties on District 5 Road associated with Rossview Farm.

Mr. Ross discussed City Ordinance #2900, which established no parking areas on certain sections of District 5 Road. Although this Ordinance created some no parking areas on District 5 Road, it did not address the cul-de-sac.

Mr. Ross requested that a no parking zone be implemented at the cul-de-sac. He stated that parking within the cul-de-sac is problematic as it hinders school buses, garbage trucks, as well as agricultural and logging equipment associated with Rossview Farm. He also stated that parking hinders access to a right-of-way which he uses to access portions of Rossview Farm.

Mr. Ross also discussed snow plowing in the cul-de-sac and stated that snow piles block access to a right-of-way, which he uses to access portions of his property.

Mayor Bouley moved that the City establish a no parking zone within the cul-de-sac at the end of District 5 Road. Councilor Todd Seconded. The motion carried on a unanimous voice vote.

- c. **Pleasant Street 10 Hour Meter Zone:** Councilor Champlin reported that Remi Hinxhia has requested that the City establish 20 minute parking spaces along the frontage of his property located at 60-62 Pleasant Street. The property is a restaurant. This location was recently metered and is regulated as a 10 hour meter zone. Mr. Hinxhia was not in attendance at the meeting.

Carlos Baia, Deputy City Manager, reported that staff has communicated with Mr. Hinxhia about this issue. Specifically, staff suggested that Mr. Hinxhia consider establishing short-term parking on his property for his patrons. Staff stated that on-street 20 minute spaces are not preferred as they would likely be misused by the public and, therefore, would not address Mr. Hinxhia’s concerns. It was also noted creation of 20 minute on-street spaces for Mr. Hinxhia’s restaurant may create a difficult precedent as all other restaurants and coffee shops in Downtown would likely want similar accommodations.

Staff suggested that 10 meters along the frontage of the restaurant could be converted to 3 hours. It was noted that a similar accommodation was recently granted for Concord Antiques on Storrs Street near Dixon Avenue.

Councilor Champlin reported that Matt Walsh, Director of Redevelopment, Downtown Services, and Special Projects, had contacted Mr. Hinxhia concerning a curb cut at his property. Specifically, Mr. Walsh suggested that closing the apparently unused curb cut between Mr. Hinxhia's restaurant and a new residential condominium project developed by Mr. Hinxhia at 2-10 North Spring Street would allow the City to create more on-street parking along the frontage of Mr. Hinxhia's restaurant. However, closing the curb cut would require installation of curbing. Mr. Hinxhia has not responded to this suggestion.

Councilor Todd moved to change metered parking along the frontage of 60-62 Pleasant Street from 10 hours to 3 hours. Kenison seconded the motion. The motion carried on a unanimous vote.

4. Other Business:

- a. **Law Enforcement Parking at Federal Courthouse:** Mayor Bouley reported that he and the City Manager recently met with security personnel at the Federal Courthouse concerning recently installed meters along the Pleasant Street frontage of the Court. This area had been converted to law enforcement only parking approximately 10 years ago. The Court stated that the meters will need to be removed and the area converted back to law enforcement only parking due to federal security regulations.
- b. **Meter Zone Expansion:** Discussion ensued about Phase II meter expansion. In total, approximately 315 meters were installed. Phase II meter expansion was completed on January 10, 2020.

Mayor Bouley stated that supporting meter expansion was a "mistake" on his part and he broached the idea of removing the new meters and using them to replace broken traditional meters or malfunctioning existing kiosk areas. Councilors Champlin, Todd and Kenison were sympathetic to the Mayor's position, and also expressed concerns about anecdotal lack of utilization of meters within the expansion zone, as well as revenue implications for the Parking Fund associated therewith. However, they were inclined to give the expansion more time to collect and review data on usage of the new meters.

Discussion also ensued about newly metered parking on Court Street. Councilor Kenison expressed concerns about a proposed Ordinance to remove some of these meters, which will be considered by the City Council on March 9th. She noted that the Ordinance has been proposed to specifically accommodate a resident at 10 Court Street that has no on-site parking. Councilor Kenison stated that she was concerned that the City was considering enacting parking policies to accommodate a single individual, and that this may create difficult precedent for the City.

After additional discussion, it was the consensus of the Parking Committee to monitor utilization and revenue data for the expanded meter area before considering any modifications. Councilor Champlin closed the conversation by stating that parking is a commodity. He cautioned the Committee about making any hasty decisions about changes to the meter expansion zones, and suggested that the Committee monitor utilization and revenue data associated therewith for the foreseeable future.

5. **Adjourned:** Councilor Todd moved to adjourn the meeting. Councilor Kenison seconded. The meeting adjourned at 6.33 PM.

Respectfully Submitted

Amanda Lombard
Parking Division Fiscal Tech III

Draft



January 23, 2020

Matt Walsh
Concord City Hall
41 Green Street
Concord, NH 03301



Dear Matt:

This letter is a follow up to the November 25 2019 City Parking committee meeting we attended to discuss the new parking meters now installed on south Storrs Street and elsewhere in the City. During that meeting, we committed to survey downtown businesses to determine how downtown employers and their employees manage their parking needs. I have included a copy of the survey results and hope you will be able to share this with the City Parking committee.

To reiterate some of the points we brought up at the November 25 meeting, we hope the parking committee will consider ways in which to mitigate the impact on lower wage downtown employees that no longer have access to free parking. We discussed lowering the meter fees on south Storrs Street from \$1 to 50 cents per hour, and looking at ways to free up underutilized spaces in the Storrs Street garage, perhaps following a model being employed in Portsmouth that provides discounted leased spaces.

Thank you for your consideration, and please let us know how we can be of service.

Sincerely,

Michael Herrmann
Gibson's Bookstore

Tim Sink
Greater Concord Chamber of Commerce

Dawn Triconi
Intown Concord

CC: Byron Champlin

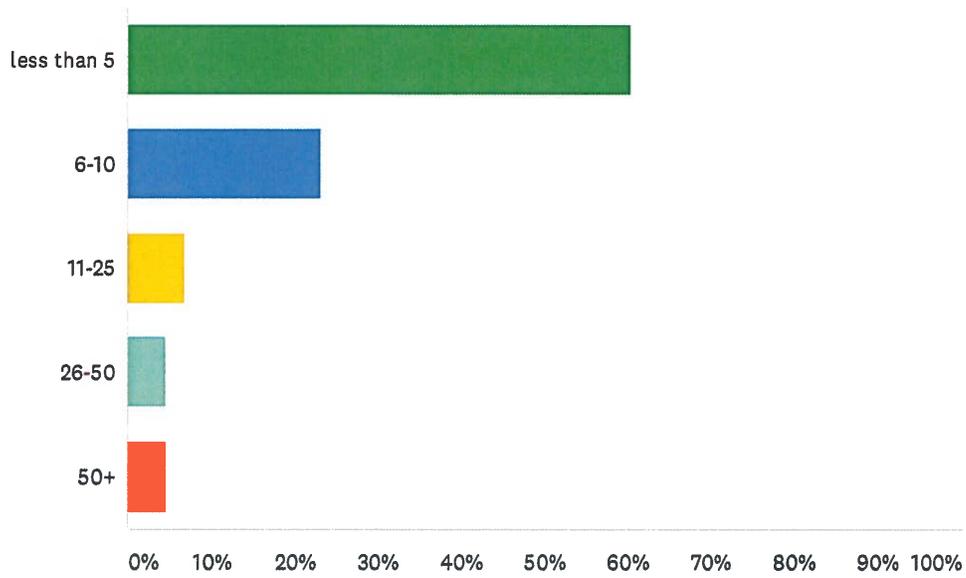
Q1 Please complete the following:

Answered: 43 Skipped: 0

ANSWER CHOICES	RESPONSES	
Name	100.00%	43
Company	100.00%	43
Address	100.00%	43
Address 2	100.00%	43
City/Town	100.00%	43
State/Province	100.00%	43
ZIP/Postal Code	100.00%	43
Country	67.44%	29
Email Address	100.00%	43
Phone Number	100.00%	43

Q2 How many Full Time Employees do you have?

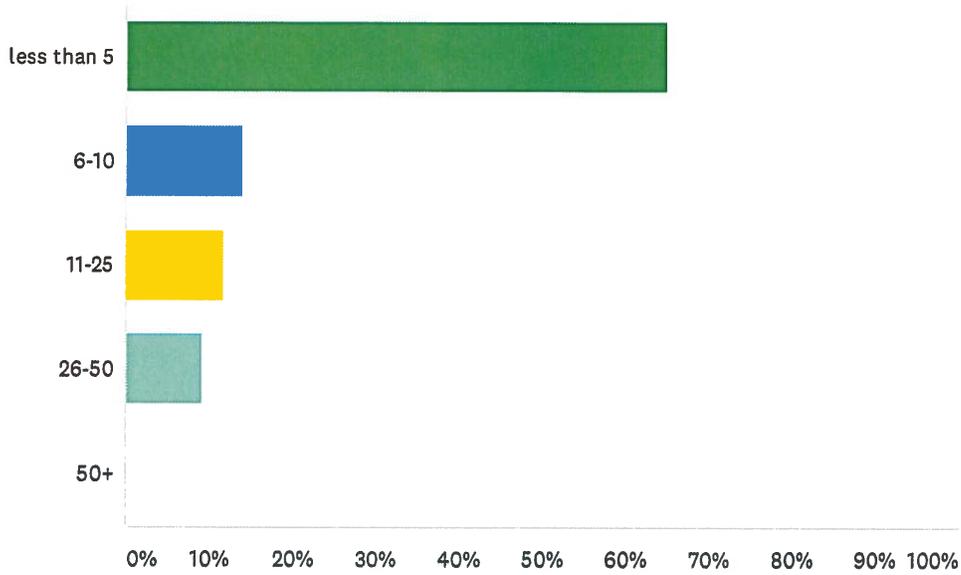
Answered: 43 Skipped: 0



ANSWER CHOICES	RESPONSES	
less than 5	60.47%	26
6-10	23.26%	10
11-25	6.98%	3
26-50	4.65%	2
50+	4.65%	2
TOTAL		43

Q3 How many Part Time employees do you have?

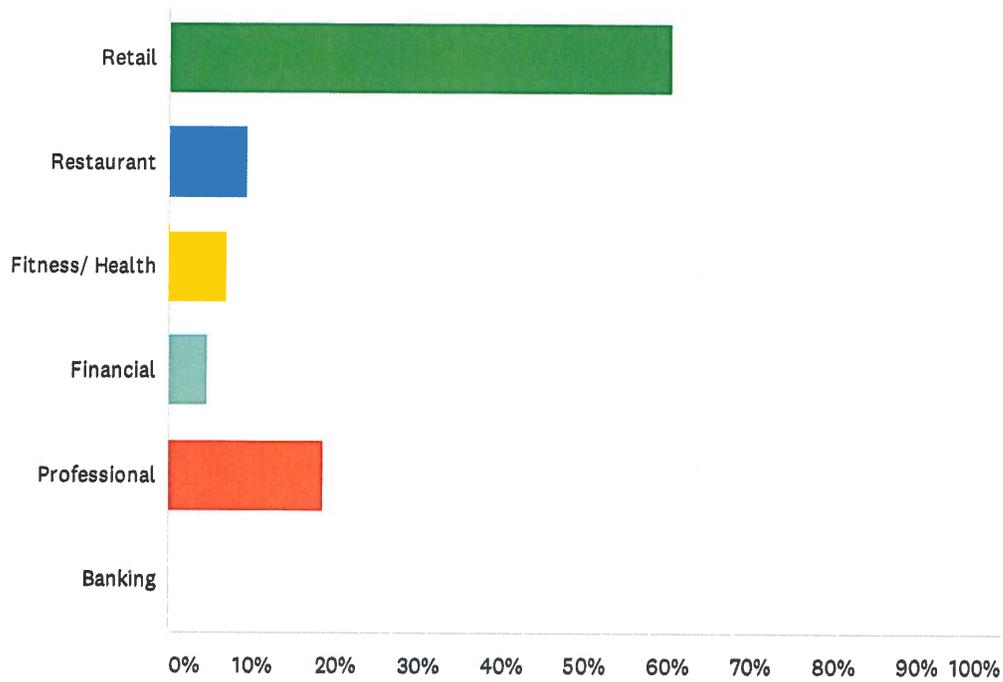
Answered: 43 Skipped: 0



ANSWER CHOICES	RESPONSES	
less than 5	65.12%	28
6-10	13.95%	6
11-25	11.63%	5
26-50	9.30%	4
50+	0.00%	0
TOTAL		43

Q4 Define your business type

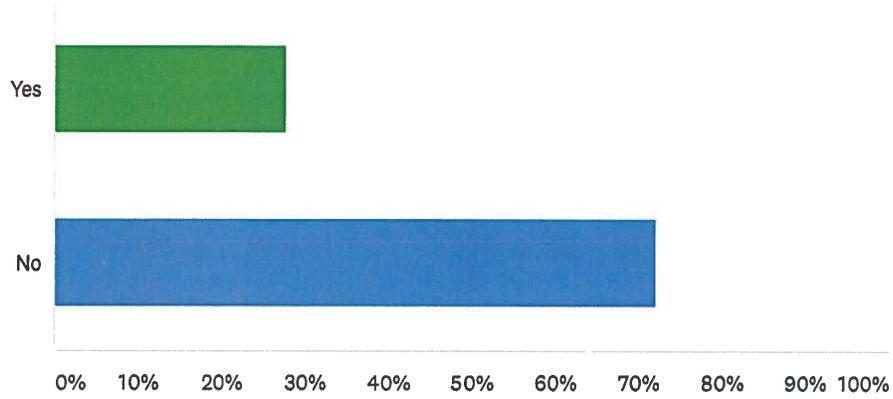
Answered: 43 Skipped: 0



ANSWER CHOICES	RESPONSES	
Retail	60.47%	26
Restaurant	9.30%	4
Fitness/ Health	6.98%	3
Financial	4.65%	2
Professional	18.60%	8
Banking	0.00%	0
TOTAL		43

Q5 Do you pay for or offer a stipend for your employee's parking?

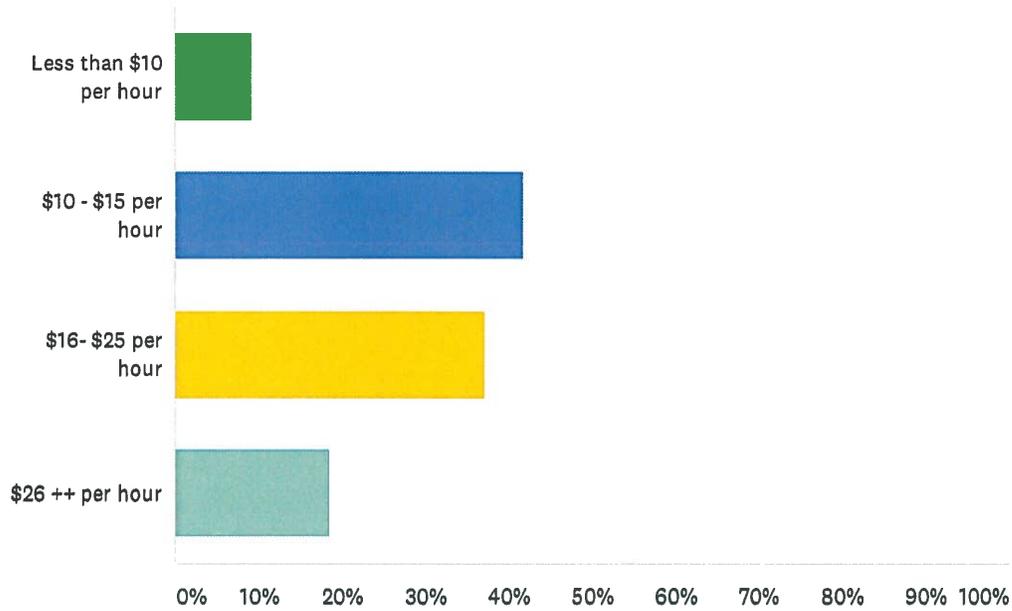
Answered: 43 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	27.91%	12
No	72.09%	31
TOTAL		43

Q6 What is the average wage for your employees

Answered: 43 Skipped: 0



ANSWER CHOICES

Less than \$10 per hour

\$10 - \$15 per hour

\$16- \$25 per hour

\$26 ++ per hour

Total Respondents: 43

RESPONSES

9.30%

41.86%

37.21%

18.60%

4

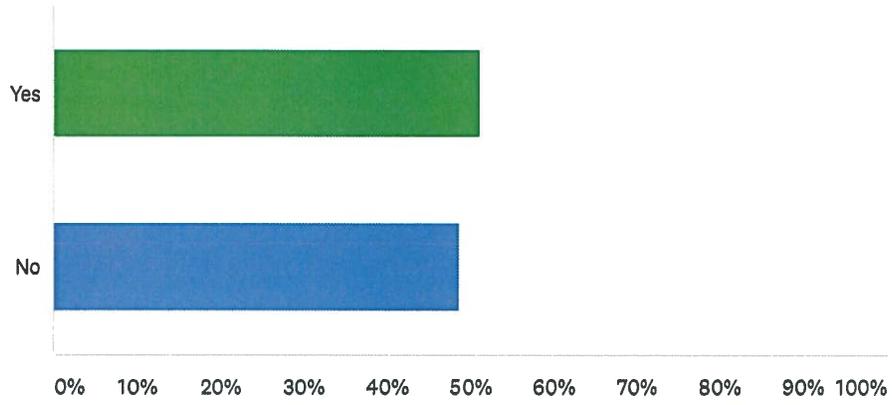
18

16

8

Q7 Do you have shifts for your employees?

Answered: 43 Skipped: 0



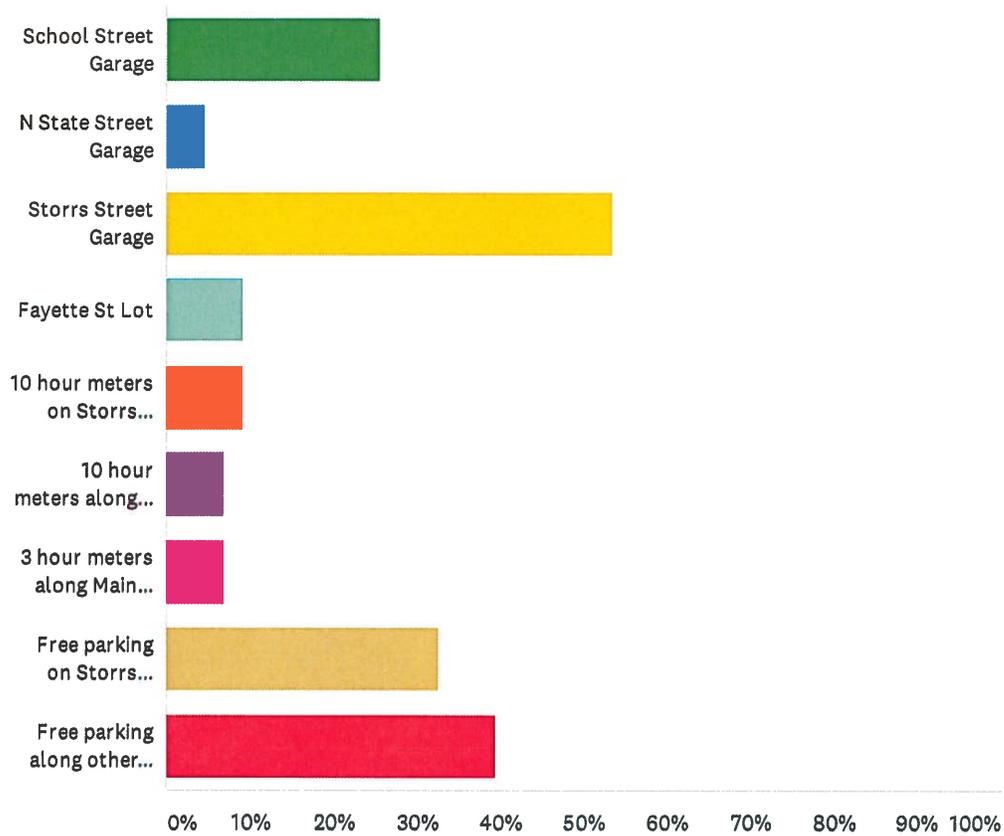
ANSWER CHOICES	RESPONSES	
Yes	51.16%	22
No	48.84%	21
TOTAL		43

Q8 Please list the hours/ days you are open.

Answered: 43 Skipped: 0

Q9 Where do your employees park?

Answered: 43 Skipped: 0



ANSWER CHOICES	RESPONSES
School Street Garage	25.58% 11
N State Street Garage	4.65% 2
Storrs Street Garage	53.49% 23
Fayette St Lot	9.30% 4
10 hour meters on Storrs Street	9.30% 4
10 hour meters along other streets	6.98% 3
3 hour meters along Main Street and State House	6.98% 3
Free parking on Storrs Street	32.56% 14
Free parking along other streets	39.53% 17

Total Respondents: 43

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 0022 - Parking									
REVENUE									
Department 31 - Police									
42310	Parking Penalties	633,436.00	0.00	633,436.00	42,532.30	0.00	228,944.19	404,491.81	36
43600	Metered Parking	1,379,874.00	0.00	1,379,874.00	133,786.47	0.00	725,826.73	654,047.27	52
43610	Metered Parking Cards	85,000.00	0.00	85,000.00	2,198.00	0.00	15,927.95	69,072.05	18
43700	Rental Income	671,805.00	0.00	671,805.00	214,830.23	0.00	551,754.28	120,050.72	82
44000	Investment Income	500.00	0.00	500.00	810.92	0.00	3,453.43	(2,953.43)	690
46400	Finance Charges	5,000.00	0.00	5,000.00	9,495.94	0.00	9,961.29	(4,961.29)	199
46910	Insurance Dist and Credits	0.00	0.00	0.00	1,218.00	0.00	2,519.00	(2,519.00)	0
46940	Other Revenue	10,500.00	0.00	10,500.00	0.00	0.00	0.00	10,500.00	0
49010	Transfer In - General	38,099.00	0.00	38,099.00	3,174.92	0.00	22,224.44	15,874.56	58
49042	Transfer In - Sears Block TIF	225,144.00	0.00	225,144.00	18,762.00	0.00	131,334.00	93,810.00	58
Department 31 - Police Totals		\$3,049,358.00	\$0.00	\$3,049,358.00	\$426,808.78	\$0.00	\$1,691,945.31	\$1,357,412.69	55%
REVENUE TOTALS		\$3,049,358.00	\$0.00	\$3,049,358.00	\$426,808.78	\$0.00	\$1,691,945.31	\$1,357,412.69	55%

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 0022 - Parking									
EXPENSE									
Department 31 - Police									
51100	Full Time	399,214.00	0.00	399,214.00	31,782.44	0.00	188,025.20	211,188.80	47
51150	Part Time	19,497.00	0.00	19,497.00	0.00	0.00	0.00	19,497.00	0
51200	Temporary	9,999.00	0.00	9,999.00	0.00	0.00	3,340.80	6,658.20	33
51300	Overtime	3,350.00	0.00	3,350.00	4,229.65	0.00	21,277.18	(17,927.18)	635
52100	Retirement	44,969.00	0.00	44,969.00	4,088.95	0.00	23,517.80	21,451.20	52
52110	FICA	33,055.00	0.00	33,055.00	2,654.17	0.00	15,702.36	17,352.64	47
52300	Beneflex	162,220.00	0.00	162,220.00	8,795.68	0.00	58,795.44	103,424.56	36
52600	Worker's Compensation	4,471.00	0.00	4,471.00	0.00	0.00	4,506.31	(35.31)	100
52900	Unemployment Insurance	472.00	0.00	472.00	58.27	0.00	93.08	378.92	19
53000	Professional Development	3,750.00	0.00	3,750.00	695.00	0.00	695.00	3,055.00	18
53300	Professional Services	265,056.00	0.00	265,056.00	15,697.71	52,200.90	123,036.94	89,818.16	66
53800	Communications	6,175.00	0.00	6,175.00	360.75	0.00	2,585.48	3,589.52	41
53810	Postage	11,855.00	0.00	11,855.00	705.00	0.00	3,851.45	8,003.55	32
54000	Office Supplies	28,490.00	0.00	28,490.00	244.12	55.00	3,506.06	24,928.94	12
54110	Departmental Supplies	28,150.00	0.00	28,150.00	47.48	3,770.53	999.15	23,380.32	16
54600	Uniforms	13,440.00	0.00	13,440.00	332.70	0.00	3,264.53	10,175.47	24
54810	Vehicle Fuel	4,055.00	0.00	4,055.00	207.72	0.00	1,121.65	2,933.35	27
56100	Property and Auto Insurance	980.00	0.00	980.00	0.00	0.00	980.00	0.00	100
56200	Liability Insurance	3,290.00	0.00	3,290.00	0.00	0.00	3,280.00	10.00	99
57200	Taxes - Real Estate	158,715.00	0.00	158,715.00	0.00	0.00	94,652.00	64,063.00	59
58000	Principal	885,175.00	0.00	885,175.00	452,200.00	0.00	885,175.00	0.00	100
58001	Interest	305,530.00	0.00	305,530.00	145,637.37	0.00	306,039.79	(509.79)	100
59009	Transfer Out - Trust	10,500.00	0.00	10,500.00	0.00	0.00	0.00	10,500.00	0
59010	Transfer Out - General	97,650.00	0.00	97,650.00	8,137.50	0.00	56,962.50	40,687.50	58
59060	Transfer Out - Gen Cap Proj	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00	0.00	100
Department 31 - Police Totals		\$2,506,058.00	\$0.00	\$2,506,058.00	\$675,874.51	\$56,026.43	\$1,807,407.72	\$642,623.85	74%

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 0022 - Parking									
EXPENSE									
Department 40 - General Services									
51100	Full Time	52,038.00	0.00	52,038.00	6,216.05	0.00	30,701.40	21,336.60	58
51300	Overtime	0.00	0.00	0.00	237.93	0.00	916.75	(916.75)	0
52100	Retirement	5,811.00	0.00	5,811.00	720.92	0.00	3,739.84	2,071.16	64
52110	FICA	3,981.00	0.00	3,981.00	482.37	0.00	2,366.53	1,614.47	59
52300	Beneflex	7,025.00	0.00	7,025.00	1,034.86	0.00	3,439.43	3,585.57	48
52600	Worker's Compensation	797.00	0.00	797.00	0.00	0.00	803.29	(6.29)	100
52900	Unemployment Insurance	54.00	0.00	54.00	12.24	0.00	12.24	41.76	22
53200	Repairs and Maintenance	254,368.00	0.00	254,368.00	16,459.48	5,238.00	20,684.48	228,445.52	10
54400	Building Supplies	15,800.00	0.00	15,800.00	1,257.07	1,874.71	3,634.57	10,290.72	34
55100	Electricity	51,900.00	0.00	51,900.00	4,708.90	0.00	24,873.28	27,026.72	47
56100	Property and Auto Insurance	17,110.00	0.00	17,110.00	0.00	0.00	17,100.00	10.00	99
59010	Transfer Out - General	9,613.00	0.00	9,613.00	801.08	0.00	5,607.56	4,005.44	58
Department 40 - General Services Totals		\$418,497.00	\$0.00	\$418,497.00	\$31,930.90	\$7,112.71	\$113,879.37	\$297,504.92	28%
EXPENSE TOTALS		\$2,924,555.00	\$0.00	\$2,924,555.00	\$707,805.41	\$63,139.14	\$1,921,287.09	\$940,128.77	67%
Fund 0022 - Parking Totals									
REVENUE TOTALS		\$3,049,358.00	\$0.00	\$3,049,358.00	\$426,808.78	\$0.00	\$1,691,945.31	\$1,357,412.69	55%
EXPENSE TOTALS		\$2,924,555.00	\$0.00	\$2,924,555.00	\$707,805.41	\$63,139.14	\$1,921,287.09	\$940,128.77	67%
Fund 0022 - Parking Totals		\$124,803.00	\$0.00	\$124,803.00	(\$280,996.63)	(\$63,139.14)	(\$229,341.78)	\$417,283.92	

Parking Fund Budget Performance Report

Fiscal Year to Date 1/31/2020

Only Show Rollup Account and Rollup to Account

Grand Totals								
REVENUE TOTALS	\$3,049,358.00	\$0.00	\$3,049,358.00	\$426,808.78	\$0.00	\$1,691,945.31	\$1,357,412.69	55%
EXPENSE TOTALS	\$2,924,555.00	\$0.00	\$2,924,555.00	\$707,805.41	\$63,139.14	\$1,921,287.09	\$940,128.77	67%
Grand Totals	\$124,803.00	\$0.00	\$124,803.00	(\$280,996.63)	(\$63,139.14)	(\$229,341.78)	\$417,283.92	