



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

AGENDA

Parking Committee

August 27, 2018 @ 5:00PM

City Hall, 41 Green Street, Concord NH 03301

2nd Floor Conference Room

1. **Overview of Agenda**
2. **Adoption of Minutes**
 - a) June 25, 2018
 - b) August 16, 2018
3. **Referrals to Parking Committee**
 - a) Nivelle Street Update
4. **Parking Strategic Plan**
 - a) Proposed revisions to Parking Encumbrance Permit Ordinance (18-3-14)
 - b) Miscellaneous Updates:
 - i. July 2019 Parking Fund Financial Report
 - ii. Smart Meters and Kiosks RFP Update
 - iii. State Street Parking Garage Permits
 - iv. On-line Payments for Citations and Permits
 - v. Parking Card – Transition to Flowbird Parking Card
 - vi. Meter Expansion Phase I
5. **Narrow Streets Project Update**
 - a) Status Report
6. **Capital Projects Update**
 - a) State Street Parking Garage – Pothole Repairs
 - b) Storrs Street Parking Garage – West Stair Tower Vestibule and Roof Repairs
 - c) School Street Parking Garage – General Construction Update
7. **Other Business**
8. **Adjourn**

1a



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Thomas J. Aspell, Jr.
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Parking Committee Minutes

June 25, 2018 @ 5:00PM

Attendees:

- City Councilor Byron Champlin, Chair
- City Councilor Mark Coen
- City Councilor Linda Kenison
- Mayor Jim Bouley
- *City Councilor Brent Todd was excused.

Staff:

- Matt Walsh, Director of Redevelopment, Downtown Services, & Special Projects
- David Florence, Parking Supervisor
- Rob Mack, Traffic Engineer
- Carlos Baia, Deputy City Manager - Development

1. **Overview of Agenda:** The meeting was called to order at 5:00PM. Recognizing that residents and property owners of the UNH Law School neighborhood were present, Councilor Champlin stated it would be his intention to expedite discussion of the changes to the City's on-street resident permit parking program once the meeting began.
2. **Adoption of Minutes (5:00PM)**
 - a) **Minutes of March 26, 2018:** Councilor Coen moved to approve the minutes as presented. Councilor Kenison seconded. There was no discussion and the minutes were approved unanimously.
3. **Referrals to Parking Committee**
 - a) **Nivelle Street – Request for No Parking near #40 Nivelle Street:** Derek Ruiz and Christie Healy-Ruiz addressed the Parking Committee and discussed their request to prohibit on-street parking in the vicinity of 39/40 Nivelle Street.

Mr. Ruiz explained that on-street parking sometimes interferes with his ability to enter or exit his driveway. He also explained that he is concerned about emergency vehicle access to his property.

He also stated that 39 Nivelle Street is often very busy and that vehicles visiting the property park on both sides of Nivelle Street, which makes vehicular travel difficult. He provided the Committee with copies of several

photographs depicting this circumstance. Staff noted that the street is approximately 22' wide. He asked the Parking Committee to consider restricting on-street parking to the right hand side of the road, or ban on-street parking between #10 and #40 Nivelles Street.

The Parking Committee noted that this issue has been ongoing for a few months. The Committee also acknowledged a letter received from Patty Daniels, owner of #39 Nivelles Street, about this issue.

Staff noted that the lack of a formal cul-de-sac or "hammerhead" at the end of the street is complicating this situation. Staff also confirmed that the right-of-way is 50' wide.

Discussion ensued regarding a new fence which was recently installed at 40 Nivelles Street. Staff noted that the City Surveyor had inspected the fence to determine whether it was located in the City's right-of-way.

It was the consensus of the Parking Committee to schedule an on-site neighborhood meeting to discuss this request. Staff was instructed to invite all residents and property owners, as well as Councilor Nyhan, as this item is in his Ward. The meeting shall be held during a week night in the early evening.

- b) **Resident Permit Parking in UNH Law School Neighborhood:** Matt Walsh provided an overview of resident permit recommendations set forth in the City's Strategic Parking Plan. He explained that the permit program was created in 1981, and restricted parking on sections of Perry, Essex, Blanchard and Rowell Streets for residents only. Under this program, residents had the ability to secure a parking permit from the City's Collections Division for the sum of \$5. No formal application was required and the permit had no expiration date. If the permit holder ever returned the permit to the City, they would receive a full refund of the \$5 fee. Mr. Walsh indicated that the permit program has not been updated since its enactment nearly 40 years ago. He also discussed challenges with the historical permit model.

He further explained that, on December 11, 2017, the City Council passed Ordinance #299, which overhauled the Resident Parking Program in order to align it with industry best management practices. Changes included:

- Creation of a formal permit application;
- Permits must be renewed annually;
- Limit of 2 permits per dwelling unit; unless otherwise approved by the City Manager in the case of hardship or unique circumstances;
- Permit fee was increased to \$50 per permit.

The new Ordinance is set to take effect on July 1, 2018.

It was noted that the Resident Permit Program geography covers approximately 40 properties containing 61 dwelling units. The area has approximately 40 on-street parking spaces. Councilor Kenison voiced support for limiting the number of permits, given limited supply of on-street parking and the reality that almost every property in the District has on-site parking.

General discussion about the Strategic Planning process occurred. Staff and the Parking Committee noted that several public forums were held about proposed parking changes during the three year planning process.

Staff also noted that a petition was filed with the City Clerk's Office on June 25, 2018, asking, among other things, that the permit fee be rescinded. The Clerk's Office had not had the opportunity to verify the names on the petition prior to the Parking Committee meeting.

Councilor Champlin noted that residents of the neighborhood were present and he asked for their input.

Steve Wearn, owner of 9 and 11 Perry Avenue, addressed the Committee. He is a Canterbury resident and has owned these properties for 32 years. He stated that he has a total of 3 apartments combined with 10 occupants living at the property, all of which are UNH Law students. He currently has 5 on-site parking spaces. He stated that the 2 permit per unit limit was creating a hardship for himself, as well as his tenants. Discussion ensued. Staff noted that he would be eligible for 6 permits. With the 5 on-site parking spaces, he would have ample parking.

Mayor Bouley asked Mr. Wearn a series of questions. Specifically, the Mayor asked if Mr. Wearn thought Perry was a narrow street and whether emergency vehicles, delivery vehicles, or garbage or plow trucks could safely navigate the road when vehicles are parked. Mr. Wearn stated that he thought the road was narrow and that vehicular travel for larger vehicles was especially challenging during the winter months.

The Mayor noted that Essex, Perry, Rowell, and Blanchard Streets are very similar to other predominantly residential streets in the Downtown area near other activity generators similar to UNH Law. He asked why residents of these four streets should receive this special preferential treatment. Mr. Wearn responded that he rejected the notion of preferential treatment, and stated that the permit program was enacted to address externalities created by UNH Law School parking.

Ted Wing, owner of 28 Essex Street, voiced his opinion that the resident permit program is unfair, as it forces residents to pay for special privileges due to issues created by the UNH School of Law. He stated that resident parking should be extended to other areas of the City, as needed, to address similar circumstances with other large activity / parking generators. Although

he acknowledged that some parking forums did discuss resident permit parking program changes, he stated his opinion that more discussion should have occurred.

Councilor Coen asked Mr. Wing if he would support elimination of the resident permit program in its entirety. Mr. Wing responded that he would. He then went on to discuss issues with special events at White Park, such as the Black Ice Pond Hockey Tournament, which creates parking issues in the neighborhood. He asked for more neighborhood parking enforcement during special events.

Mr. Wing went on to discuss the \$50 permit fee. He stated that two permits amount to a 1.6% increase on his property taxes. Carlos Baia, Deputy City Manager – Development, reminded those present that the permit is a user fee, not a tax, which users of resident parking areas pay for the special privilege of being able to exclusively park on these public streets.

Discussion of UNH Law School parking ensued. Several members of the public stated that UNH does not use their surface parking lots and that students and faculty choose to use on-street parking closer to the campus. Staff responded that the only way to get UNH to use their parking would be to make public parking around the campus more restrictive. Staff noted that this could be accomplished through short-term time limits or metering. Under this approach, the City could offer permits to exempt residents from time limits or meters. Staff reminded those present of previous proposals to meter parking on sections of White and Washington Streets, which were rejected by the Parking Committee during the Strategic Planning process.

Discussion ensued. Councilor Kenison stated that the Parking Committee's ongoing work regarding narrow streets should incorporate resident parking issues, and that it would be appropriate to take a comprehensive look at these issues together.

Councilor Herschlag spoke about resident parking in the context of variances granted for the expansion of UNH Law, as well as conversion of single residential homes around UNH Law into multi-family properties, which, in his opinion, have created parking issues in the neighborhood. He expressed a desire for the City to enter into a dialog with UNH Law about parking issues and lack of utilization of their private parking lots.

Councilor Champlin offered the following proposal for the Committee's consideration:

1. That the permit fee be reduced from \$50 / permit to \$20 / permit.
2. That the City take a comprehensive look at resident permit parking, White Park parking, and UNH Law parking issues as a single package.

Discussion ensued. The Mayor offered a brief recap of the issues discussed.

There was also discussion among members of the Parking Committee as to whether the new Residential Permit Parking Ordinance should be repealed. Mr. Walsh noted that the new Ordinance will take effect on July 1, 2018, and that the Parking Committee does not have the authority to repeal Ordinances. He explained that the process to repeal the Ordinance would take at least two months, as it would require the City Council to hold a public hearing. He also discussed potential confusion that would likely occur if the Ordinance was repealed two months after it took effect. Discussion ensued about the new permit fee. Mr. Walsh stated that the fee is a Non-Ordinance based fee set by the City Manager; however, the City Council was specifically informed about this fee in writing last December, at the time the new ordinance was adopted. He noted that the Council did not question the fee. He advised that the Parking Committee could make a recommendation about the fee, which the City Manager could take under advisement. He also noted that the typical cost for a residential permit fee ranges between \$25 and \$50 per permit.

Ted Wing, 28 Essex Street, made a few final comments about UNH Law School parking. He also noted variances which were granted by the City that allowed the Law School to provide one third of the amount of parking spaces required by the Zoning Ordinance. He also noted that the one-year follow-up meeting promised by the Law School during their variance application public hearing in 2010 never occurred.

Motion: Councilor Coen moved that the Parking Committee recommend that the permit fee be reduced from \$50 / permit to \$5 per permit, but that all other aspects of Ordinance 2997 be implemented on July 1, 2018. The motion was seconded by Councilor Kenison and carried unanimously on a voice vote.

- c) **Montgomery Street – Merrimack County Courthouse Request for Law Enforcement Parking Only On-Street Parking:** Matt Walsh provided a brief overview of the County's request to establish law enforcement only parking on a section of Montgomery Street near the "sally port" entrance into the new Merrimack County Courthouse. The "sally port" is a garage where vehicles transporting prisoners access the building.

Robert Krieger of the Merrimack County Sherriff's Office addressed the Parking Committee and explained that the County wants to prohibit public parking around the entrance so vehicles transporting prisoners may queue near the sally port. He explained that the sally port may only accommodate one vehicle at a time. It was also noted that the driveway into the sally port was only wide enough to accommodate one vehicle and could not be expanded due to obstructions on either side.

A discussion ensued regarding whether the County could use some of the Court's new on-site parking to satisfy this need. Mr. Krieger explained that the one-way nature of Montgomery Street makes that potential solution less

efficient due to vehicle circulation patterns. He also stated he was unsure how new on-site parking was intended to be used.

Staff noted that this section of Montgomery Street is scheduled to be metered in FY 2020 and that law enforcement parking would result in lost revenues.

After discussion, it was suggested that County vehicles could queue in the dumpster pad driveway, thus resulting in the need for only one parking space to be reserved for law enforcement.

Mr. Krieger further explained that the County would only need the space during normal business hours, Monday – Friday.

After additional discussion, a motion was duly made and seconded to recommend that the City Council make the one on-street parking space, immediately south of the sally port driveway, reserved for law enforcement parking, Monday – Friday, 8AM to 5PM. The motion was duly seconded. The motion carried on a voice vote, with Councilor Champlin voting against the motion.

4. **Narrow Streets Project Update:** A brief discussion was held regarding neighborhood forums for the Narrow Streets Project. The Committee reaffirmed its desire to hold forums, starting with the UNH Law School neighborhood (area #3 on the Narrow Streets Map). The Committee asked staff to schedule the forum for early to mid-September. In addition to narrow streets, the forum will also cover the new Resident Permit Parking Program, as well as UNH Law School parking issues.
5. **Parking Strategic Plan Update**
 - a) **Fact Sheet:** Staff noted that a fact sheet for the upcoming parking changes has been prepared and was distributed to nearly 70 downtown ground floor businesses (mostly retail and restaurants) during the Market Days Festival.
 - b) **Communications Plan:** Staff provided a copy of the City's communications / public relations plan for the new parking changes. Staff noted that street banners would be installed on June 26th and that variable message signs were installed this morning. Approximately 20 sandwich board signs announcing the changes were deployed during Market Days and will remain throughout downtown until August 1st. Staff also noted that the Parking webpage has been updated and changed to concordnh.gov/parking for the convenience of the public. Information is also being disseminated to the public through a variety of social media outlets.
 - c) **Smart Meters and Kiosks RFP Update:** Staff reported that interviews were held in late May and that the review process is ongoing. A brief discussion about Pay by Cell applications ensued in relation to on-street meters. Staff indicated the City would issue a Request for Proposals during FY 2019 to select a vendor.

6. **Other Business**

- a) **Discussion – Backing out of residential driveways and legally existing on-street parking spaces:** Mr. Walsh informed the Parking Committee about a flurry of inquiries / complaints regarding on-street parking on certain residential streets, which comply with roadway width guidelines and related ordinances. Specifically, the issue is concerning the complainants' ability to back out of their driveways. Staff asked for guidance from the Parking Committee regarding whether the Committee wished to review these cases if the Staff did not believe a unique circumstance existed. The Parking Committee quickly reviewed some examples, including 9 Glenn Street and 5 Chapman Street. It was the unanimous consensus of the Parking Committee to not review these types of cases unless a unique or special circumstance existed.
- b) **Warren Street Parking Ordinance at Concord High School:** Mr. Walsh stated that this Ordinance change will be submitted to the City Council in July for August public hearing. He asked for clarification concerning the new two hour parking zone on the south side of Warren Street; specifically, whether to convert a small residual area of 20 minute parking, between Westbourne and West Washington Streets, to two hour parking. It was the consensus of the Parking Committee to recommend the change from 20 minutes to two hour parking.

7. **Adjourn:** The meeting adjourned at 6:43PM.

Respectfully Submitted,

Matthew R. Walsh
Director of Redevelopment, Downtown Services, & Special Projects



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Parking Committee

August 16, 2018 @ 6:00PM

Attendees:

City Councilor Byron Champlin, Chair
City Councilor Mark Coen
City Councilor Linda Kenison

Excused:

Mayor Jim Bouley
City Councilor Brent Todd

Guest:

Keith Nyhan, City Councilor Ward 7

Staff:

Matt Walsh, Director of Redevelopment, Downtown Services, & Special Projects
David Florence, Parking Supervisor
Rob Mack, Traffic Engineer
Paul Gendron, City Surveyor
Keith Mitchell, Deputy Police Chief
Sergeant Charles Wroblewski, Concord Police Department

This was an on-site meeting located at 39/40 Nivelle Street. The purpose of the meeting was to review a request submitted by Derek and Kristy Ruiz, owners of 40 Nivelle Street, to eliminate on-street parking on Nivelle Street.

Councilor Champlin opened the meeting at 6:00PM. He introduced members of the Parking Committee, City staff, as well as Keith Nyhan, Ward 7 City Councilor. Nivelle Street is located in Ward 7.

Councilor Champlin recognized Derek Ruiz, who provided an overview of his request. Specifically, Mr. Ruiz stated that he and his wife would like the City to prohibit on-street parking between #10 and #40 Nivelle Street, on both sides of the roadway. He stated that this is necessary to improve safety, provide continuous access to his driveway (which has been blocked by parked cars), and facilitate traffic movement, as the street is a dead-end without a cul-de-sac or hammerhead turnaround. Mr. Ruiz also indicated that, due to on-street parking and other issues, the U.S. Postal Service has stopped delivering mail to his home.

Mr. Ruiz also expressed frustration that the public, primarily those associated with 39 Nivelles Street, had been parking on his lawn. He referenced several pictures of this which were previously provided to the Parking Committee.

Cathy Cooper, resident of 175 South Street, was then recognized. She indicated that she was a family friend of Patricia and David Daniels who reside at 39 Nivelles Street. Patricia and David Daniels, and approximately 15 other members of the Daniels family, were present at the meeting. Ms. Cooper indicated that she was representing the Daniels family concerning this issue. Ms. Cooper stated that the Daniels family has lived at 39 Nivelles Street for decades and that parking had never been an issue prior to the Ruiz family acquiring 40 Nivelles in 2017. She stated that banning parking was not needed.

Ms. Cooper went on to criticize a stockade fence, trees and other plantings the Ruiz family had installed on the Ruiz's property within the City's right-of-way. Ms. Cooper also suggested that the Ruiz's had established an illegal driveway at their home, and were violating City parking ordinances by parking a pickup truck and trailer in the Nivelles Street right-of-way, parallel with the recently installed stockade fence.

Ms. Cooper also went on to state her opinion that prohibiting parking in the vicinity of the Daniels property at 39 Nivelles Street would devalue their property.

Councilor Champlin then invited other members of the neighborhood to provide comment.

Kimberly Macey, owner of 4 Nivelles Street, addressed the Parking Committee. She indicated that there is no parking issue, except for at the dead-end portion of the street near 39 and 40 Nivelles. She indicated that this is a neighbor dispute between the owners of 39 and 40 Nivelles. She expressed frustration that the owners of 39 and 40 could not resolve their differences on their own.

Mike and Susie Barry, owners of 5 Nivelles Street, addressed the Parking Committee. Mr. Barry expressed frustration that the situation between the Daniels and Ruiz family has boiled over and become an issue for the entire neighborhood. He suggested that if the Daniels family could be courteous in how they park in relation to the Ruiz's property, there would be no parking issues in the neighborhood.

Discussion ensued as to why parking on the street has become a City issue. Matt Walsh, Director of Redevelopment, Downtown Services, and Special Projects, explained that parking on Nivelles Street was brought to the City's attention by a letter Mr. Ruiz submitted to the City in January 2018. He suggested that if people could be courteous in how they park and treat their neighbor's property, then the City would have likely never been contacted about this issue. He also added that the City wants to ensure that traffic and provision of public services (road maintenance, public safety, rubbish removal, mail) are not obstructed by on-street parking.

Cathy Cooper attempted to refocus the conversation on the Ruiz family's encroachments into the right-of-way. These included fencing, landscaping, certain signage, and storage of vehicles. Councilor Coen asked for City staff to provide a basic summary of permitted uses.

Paul Gendron, City Surveyor, responded that the right-of-way for Nivelles Street is 50' wide. The pavement is approximately 21-22' wide. He explained that the pavement is not centered in the right-of-way, so the bounds of the right-of-way might not be easily discerned by abutting property owners. He further explained that, generally, permitted uses within the City's rights-of-way are limited to vehicular and pedestrian travel, temporary parking of permitted vehicles, and public utilities. He noted that permanent private structures within the right-of-way, such as buildings and fences; and other items, such as permanently installed basketball hoops; are not permitted.

Mr. Walsh supplemented Mr. Gendron's comments by explaining the right-of-way is essentially a powerful easement controlled by the City. Although abutting property owners may own the underlying fee simple real estate beneath the right-of-way, the City's rights trump the property owner's rights.

Mr. Walsh went on to discuss the lack of courtesy, which some neighbors have been displaying regarding on-street parking. He stated that common courtesy is to park so that the wheels of the vehicle are on the pavement of the street. He noted that Nivelles Street is a low volume roadway and that there is no reason to park vehicles off the pavement. He also stated that parking is permitted on both sides of the road; however, on-street parking must be executed so that at least a 12' wide travel way is maintained between parking vehicles at all times. Mr. Walsh explained that, generally, off pavement parking is allowed in public rights-of-way, and that such parking might be appropriate in some instances (such as busy high speed roads with unpaved shoulders in the rural areas of the City where parking on pavement would present a traffic hazard). Nivelles Street is not a busy, high traffic rural roadway.

Mr. Champlin asked whether there is a need to ban parking on the entire street. It was the consensus of those present that there is no need to ban parking on the entire street. It was also suggested that if the Daniels and Ruiz families could cooperate, there was likely no need to ban parking at the dead-end section of the roadway.

Councilor Nyhan stated that, in his opinion, this is a neighbor dispute between two parties which has boiled over and embroiled the rest of the neighborhood, as well as the City. He expressed frustration with the situation, and the amount of City resources this dispute has consumed. He suggested that the parties resolve their differences, or the City would take action to address the parking issue. He also suggested that the City prepare a letter to all residents on Nivelles Street explaining what private improvements and uses are permitted in the right-of-way.

Discussion about mediating the situation between the Ruiz and Daniels family ensued. Derek Ruiz stated he thought that the City would mediate the situation when he submitted his letter to the City. Mr. Florence explained that the letter was sent to the Parking Committee for review and to see if ordinance changes, if any, were warranted. He added that because the Daniel's family chose to not attend the Parking Committee meetings, then the opportunity to discuss the issue with all parties, and, thus, potentially "mediate" the dispute, did not occur.

Discussion ensued. After discussion, it was the consensus of the Parking Committee to proceed as follows:

1. The Parking Committee asked that City Staff prepare a letter summarizing permitted uses of the public right-of-way and that the letter be sent to all property owners on Nivelles Street. The letter will also contain basic information about City parking ordinances pertaining to on-street parking, such as driveway setbacks, minimum travel width, storage of vehicles, etc.
2. That City staff meet with the Daniels and Ruiz families to attempt to mediate a resolution regarding parking and related issues. If attempts to mediate the parking issues are not successful, staff shall report back to the Parking Committee which shall then revisit this issue.

The Parking Committee meeting adjourned at 6:42PM. Following the meeting, Matt Walsh, David Florence, Paul Gendron, and City Councilor Keith Nyhan met with the Daniels and Ruiz families to facilitate a discussion between the parties.

Respectfully Submitted,

Matthew R. Walsh
Director of Redevelopment, Downtown Services, & Special Projects

11/13/2017

the 48 hour parking limit, as well as parking bans for snow removal and other maintenance activities. The permit would be enacted in FY2020, simultaneously with Phase 2 of meter area expansion. 4a

Currently, the cost of the permit is envisioned to be \$85 / month for a Monday – Saturday permit (or \$1,020 per year). This rate represents a 65% discount as compared to paying the full cost of a meter for 10 hours / day, 6 days per week. This rate was intended to mirror Monday – Saturday permit rates in the City’s three municipal garages. However, such permits were not brought forward due to the Committee’s recommendation to not charge for metered parking in garages on Saturdays.

This program is intended to be a stop gap measure designed to help address residential properties in meter zones which do not have convenient access to a City Parking Garage.

Financial Analysis: During the period of FY2019-2028, these permits are expected to generate \$128,000 in revenues, combined, assuming a conservative estimate of only 10-15 permits are issued annually.

12. **Enforce Time Limits for Handicap Parking:** Although those parkers with handicap license plates or placards are exempt from paying for parking, per RSA 265:74, municipalities have the ability to enforce time zones. Article 18-1-16 of the City Code of Ordinances requires handicap parkers to abide by posted time limits. However, the ordinance has historically not been consistently enforced. As such, the Parking Committee recommends that the City Council affirm that this Ordinance be enforced, as doing so will encourage turnover of parking spaces and promote improved equity for all users. If approved, enforcement would begin on July 1, 2018.

13. **Parking Encumbrance Permits:** It is important that Parking Encumbrance Permits keep pace with proposed changes in on-street meter rates, as well as hours of enforcement. As such, the Parking Committee recommends that the cost of permits increase from \$10 / parking space / day to \$15 / parking space / day. This maintains the current ratio of the permit costing 1.5 times the cost of a full day of parking. In addition, permits will be required for all meter and time zone regulated spaces during hours of enforcement (Monday – Saturday per proposed changes).

Financial Analysis: Encumbrance permits are projected to generate approximately \$210,000 during FY2019-2028, combined.

14. **Miscellaneous Recommendations:**

- a. **Quarters Only:** The Parking Committee also reviewed the potential of no longer accepting dimes and nickels in parking meters; however, no final decision was made. These coins are problematic as they are more prone to jamming meters. As a result, the City would only accept quarters and credit cards. While no longer accepting nickels and dimes could be viewed as reducing the customer friendliness of the meter system, eliminating these coins would result in less meter malfunctions, thereby actually enhancing customer service. Moving forward, in the short term, the City Council may wish to consider a “quarters only” policy in the 85 kiosk machines, and then expand the policy to include

PARKING ENCUMBRANCE PERMITS
Draft for Discussion
August 27, 2018 Parking Committee Meeting

EXISTING LANGUAGE: 18-3-14 - Duty of Police.

It shall be the duty of the police officers acting in accordance with instructions issued by the Chief of Police, to report:

- (a) *Number of Parking Meter.* The number of each parking meter which indicates that the vehicle occupying the parking space adjacent to such meter is or has been parked in violation of this chapter or the number of the machine-controlled parking space that the parking time registration machine or absence of a valid machine-issued parking receipt indicates is occupied by a vehicle in violation of this chapter.
- (b) *Registration Number of Vehicle.* The state registration number of such vehicle.
- (c) *Time of Violation.* The time at which such vehicle is parked in violation of any of the provisions of these regulations.
- (d) *Any Other Facts.* Any other facts, a knowledge of which is necessary to a thorough understanding of the circumstances attending such violation.
- (e) *Attach Notice of Violation.* Each police officer shall also attach to such vehicle a notice to the operator or owner thereof that such vehicle has been parked in violation of this ordinance, and instructing such operator or owner to report at police headquarters.
- (f) *Reserved.*
- (g) ~~*Reserved. Permit for Exclusive Use.* The Chief of Police may in the Chief's discretion issue to a contractor or other person actually engaged in construction and repair work, a temporary permit not to exceed two (2) days for exclusive use of a metered parking space for the parking of a vehicle or other equipment being used in the construction or repair work. The fee for the permit per day shall be as listed in Schedule I of Chapter 1, and upon payment the space shall be marked with an appropriate sign or device indicating that parking is reserved. A person other than the permit holder shall not park a vehicle in a metered space that is so marked.~~

PROPOSED FOR DISCUSSION: 18-3-18 - ~~Reserved.~~ ***Parking Encumbrance Permits***

The Chief of Police ***City Manager, or his designee,*** may in the Chief's ***City Manager's*** discretion issue to a contractor or other person actually engaged in construction and repair work, a temporary permit not to exceed two (2) days for exclusive use of a metered ***or time zone regulated*** parking spaces for the parking of a vehicle, ***construction activities including staging and storage of construction equipment or materials, special events including, but not limited to, street festivals, markets, races, and performances, or for any other lawful purpose.*** ~~or other equipment being used in the construction or repair work.~~ The fee for the permit ***shall be per parking space per day*** shall be as listed in Schedule I of Chapter 1; ***however the City Manager shall have the authority to waive the fee for activities or special events that have demonstrable community development or economic development***

Comment [WM1]:
On-Street Meters & Time Zones: \$15 / Space / Day (1.5 X max daily cost).
Garages & Lots: \$7.50 for garages and metered surface lots (1.5 X max daily cost)
Need to update Chapter 1, Schedule 1

benefits for the City. ~~and~~ Upon approval of a completed application, and receipt of payment, the parking space(s) shall be marked with an appropriate sign or device indicating that the parking space is reserved. A No person other than the permit holder, or a party authorized by the permit holder, shall not park a vehicle occupy the encumbered parking space. in a metered space that is so marked. The City Manager is hereby authorized to create permit applications, rules, and procedures to administer parking space encumbrances.

Parking Fund Budget Performance Report

Fiscal Year to Date 07/31/18
 Only Show Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
REVENUE										
Department 16 - Finance										
70011	Transfer In-General Fund	40,706.00	.00	40,706.00	3,392.17	.00	3,392.17	990,174.75	8	46,693.91
74200	Transfer In-Sears Block TIF	223,910.00	.00	223,910.00	18,659.17	.00	18,659.17	200,000.00	8	44.43
Department Totals		\$264,616.00	\$0.00	\$264,616.00	\$22,051.34	\$0.00	\$22,051.34	990,174.75	8%	\$17,094.17
Department 31 - Police										
34050	Metered Parking	1,089,994.00	.00	1,089,994.00	99,819.25	.00	99,819.25	595,704.75	9	46,693.91
35020	Investment Income	200.00	.00	200.00	.00	.00	.00	200.00	0	44.43
35031	Parking Rental	627,441.00	.00	627,441.00	31,736.25	.00	31,736.25	465,080.00	5	539.00
35042	Finance Charges	500.00	.00	500.00	34.92	.00	34.92	445,237.00	7	133.57
35043	Parking Penalties	478,651.00	.00	478,651.00	33,414.00	.00	33,414.00	10,500.00	7	25,663.00
35082	Contribution In Aid	10,500.00	.00	10,500.00	.00	.00	.00	10,500.00	0	.00
Department Totals		\$2,207,286.00	\$0.00	\$2,207,286.00	\$187,055.76	\$0.00	\$187,055.76	\$2,284,846.24	7%	\$73,073.91
REVENUE TOTALS		\$2,471,902.00	\$0.00	\$2,471,902.00	\$187,055.76	\$0.00	\$187,055.76	\$2,284,846.24	8%	\$90,168.08
EXPENSE										
Department 16 - Finance										
83400	Transfer Out - Capital Proj Fund	30,000.00	.00	30,000.00	30,000.00	.00	30,000.00	.00	100%	.00
Department Totals		\$30,000.00	\$0.00	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00	.00	100%	.00
Department 31 - Police										
41100	Permanent Full Time	303,792.00	.00	303,792.00	16,109.62	.00	16,109.62	287,682.38	5	25,126.40
41150	Permanent Part Time	49,902.00	.00	49,902.00	.00	.00	.00	49,902.00	0	.00
41151	Part Time	27,934.00	.00	27,934.00	719.52	.00	719.52	27,214.48	3	.00
41200	Temporary	9,925.00	.00	9,925.00	.00	.00	.00	9,925.00	0	.00
41300	Overtime	3,230.00	.00	3,230.00	1,821.29	.00	1,821.29	1,408.71	56	.00
42100	Retirement	34,939.00	.00	34,939.00	2,040.48	.00	2,040.48	32,898.52	5	2,859.36
42110	FICA	30,199.00	.00	30,199.00	1,372.87	.00	1,372.87	28,826.13	6	1,863.22
42300	Beneflex	108,418.00	.00	108,418.00	8,012.51	.00	8,012.51	100,405.49	7	8,198.52
42600	Worker's Compensation Insurance	5,561.00	.00	5,561.00	.00	.00	.00	5,561.00	0	4,734.31
42900	Unemployment Insurance	499.00	.00	499.00	2.10	.00	2.10	496.90	0	.00
43000	Professional Development & Expen	3,750.00	.00	3,750.00	.00	.00	.00	3,750.00	0	.00
43300	Prof & Tech Serv	205,817.00	.00	205,817.00	15,721.01	.00	15,721.01	190,095.99	8	4,172.64
43800	Communications Services	26,120.00	.00	26,120.00	10.57	.00	10.57	26,109.43	0	7.50
43810	Postal and Delivery Services	11,855.00	.00	11,855.00	752.00	.00	752.00	11,103.00	6	807.76
44000	Office IT and Printed Supplies	22,090.00	.00	22,090.00	.00	3,412.80	.00	18,677.20	15	.00
44500	Minor Tools and Equipment	9,750.00	.00	9,750.00	.00	.00	.00	9,750.00	0	.00
44600	Uniforms and Personal Equipment	9,772.00	.00	9,772.00	.00	86.50	.00	9,685.50	1	.00
44900	Gasoline Diesel and Lubricants	4,055.00	.00	4,055.00	152.34	.00	152.34	3,902.66	4	148.39
47200	Liability Insurance	3,360.00	.00	3,360.00	3,360.00	.00	3,360.00	.00	100	3,510.00
47300	Auto Liab and Comp Insurance	550.00	.00	550.00	550.00	.00	550.00	.00	100	1,170.00
48570	Taxes-Real Estate	136,530.00	.00	136,530.00	.00	.00	.00	136,530.00	0	.00

4,610

Parking Fund Budget Performance Report

Fiscal Year to Date 07/31/18
 Only Show Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
EXPENSE										
Department 31 - Police										
59991	Principal on Bonds and Notes	731,580.00	.00	731,580.00	417,775.00	.00	417,775.00	313,805.00	57	406,775.00
59992	Interest on Bonds and Notes	224,035.00	.00	224,035.00	114,973.40	.00	114,973.40	109,061.60	51	99,124.62
80011	Transfer Out-General Fund	97,610.00	.00	97,610.00	8,134.17	.00	8,134.17	89,475.83	8	8,129.17
89100	Transfer Out-Trust	10,500.00	.00	10,500.00	.00	.00	.00	10,500.00	0	.00
Department 31 - Police Totals		\$2,071,773.00	\$0.00	\$2,071,773.00	\$591,506.88	\$3,499.30	\$591,506.88	\$1,476,766.82	29%	\$566,626.89
Department 40 - General Services										
41100	Permanent Full Time	50,766.00	.00	50,766.00	1,518.67	.00	1,518.67	49,247.33	3	4,298.22
41150	Permanent Part Time	.00	.00	.00	.00	.00	.00	.00	+++	186.03
41200	Temporary	.00	.00	.00	.00	.00	.00	.00	+++	48.00
42100	Retirement	5,776.00	.00	5,776.00	174.42	.00	174.42	5,601.58	3	489.10
42110	FICA	3,884.00	.00	3,884.00	111.95	.00	111.95	3,772.05	3	336.57
42300	Beneflex	28,444.00	.00	28,444.00	742.41	.00	742.41	27,701.59	3	1,435.96
42600	Worker's Compensation Insurance	1,147.00	.00	1,147.00	.00	.00	.00	1,147.00	0	1,220.70
42900	Unemployment Insurance	52.00	.00	52.00	1.40	.00	1.40	50.60	3	.22
43200	Building Services and Repairs	180,527.00	.00	180,527.00	110.00	110.00	110.00	180,307.00	0	104.05
43490	Other Repairs or Installations	54,481.00	.00	54,481.00	110.00	110.00	110.00	54,261.00	0	124.86
44400	Building Maint & Repair Supplies	15,800.00	.00	15,800.00	.00	.00	.00	15,800.00	0	.00
46100	Electricity	57,770.00	.00	57,770.00	.00	.00	.00	57,770.00	0	.00
47100	Property Insurance	18,870.00	.00	18,870.00	18,890.00	.00	18,890.00	(20.00)	100	21,570.00
80011	Transfer Out-General Fund	8,460.00	.00	8,460.00	705.00	.00	705.00	7,755.00	8	790.00
Department 40 - General Services Totals		\$425,977.00	\$0.00	\$425,977.00	\$22,363.85	\$220.00	\$22,363.85	\$403,393.15	5%	\$30,603.71
EXPENSE TOTALS		\$2,527,750.00	\$0.00	\$2,527,750.00	\$643,870.73	\$3,719.30	\$643,870.73	\$1,880,159.97	26%	\$597,230.60
Fund 2200 - Parking Fund Totals										
REVENUE TOTALS		2,471,902.00	.00	2,471,902.00	187,055.76	.00	187,055.76	2,284,846.24	8%	90,168.08
EXPENSE TOTALS		2,527,750.00	.00	2,527,750.00	643,870.73	3,719.30	643,870.73	1,880,159.97	26%	597,230.60
Fund 2200 - Parking Fund Totals		(\$55,848.00)	\$0.00	(\$55,848.00)	(\$456,814.97)	(\$3,719.30)	(\$456,814.97)	\$404,686.27		(\$507,062.52)
Grand Totals										
REVENUE TOTALS		2,471,902.00	.00	2,471,902.00	187,055.76	.00	187,055.76	2,284,846.24	8%	90,168.08
EXPENSE TOTALS		2,527,750.00	.00	2,527,750.00	643,870.73	3,719.30	643,870.73	1,880,159.97	26%	597,230.60
Grand Totals		(\$55,848.00)	\$0.00	(\$55,848.00)	(\$456,814.97)	(\$3,719.30)	(\$456,814.97)	\$404,686.27		(\$507,062.52)