

AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

June 6, 2006
Aldermen Pinard, Thibault,
Smith, DeVries, Long

Upon Recess of BMA
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman Pinard calls the meeting to order.
2. The Clerk calls the roll.
3. Chairman Pinard advises that Ordinances are to be considered for consistency with the rules of the Board, and required laws, and requests the Clerk to make a presentation relative to the Ordinances:
 - “Amending Sections 33.024, 33.025 & 33.026 (Relating to the Reorganization of the Health Department) of the Code of Ordinances of the City of Manchester.”
 - “Amending Sections 33.024, 33.025 & 33.026 (Parking Manager) of the Code of Ordinances of the City of Manchester.”
 - “Amending Chapter 111 Amusements of the Code of Ordinances of the City of Manchester by amending Section 111.71 Curfew For Entertainment, by adding the outdoor entertainment curfew and renumbering sections 111.71-111.73.”
 - “Amending Chapter 70 Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by adding §70.48(C), deleting 70.78 Basic Penalty and 70.79 Increased Penalty, and creating a new 70.78 Penalty increasing various traffic violations and establishing a new table therein.”
4. Chairman Pinard advises that a presentation having been made, if all is in order, a motion is in order to advise that the Ordinances presented are properly enrolled.
5. If there is no further business, a motion is in order to adjourn.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that an Ordinance:

“Amending Sections 33.024, 33.025 & 33.026 (Relating to the Reorganization of the Health Department) of the Code of Ordinances of the City of Manchester.”

ought to pass.

(Unanimous vote with the exception of Alderman Garrity who was absent.)

Respectfully submitted,



Clerk of Committee

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, a request for reorganization of the management structure of the Health Department, which now provides for the reclassification of two positions and the establishment of one full-time position be approved, and for such purpose advising that it has submitted Ordinance:

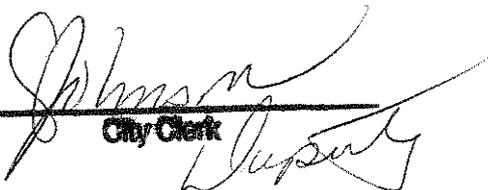
“Amending Section 33.024, 33.025 & 33.026 (Relating to the Reorganization of the Health Department) of the Code of Ordinances of the City of Manchester.”

outlining abolishment and establishment of various positions relating to this reorganization and having approved same recommends that this ordinance be referred to the Committee on Bills on Second Reading for technical review.

(Aldermen Shea, Garrity, Pinard and Duval voted yea; Alderman Gatsas voted nay.)

At a meeting of the Board of Mayor and Aldermen
held March 21, 2006 on a motion of Ald. O'Neil
duly seconded by Ald. Osborne the report
of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~


City Clerk

Respectfully submitted,



Clerk of Committee

City of Manchester
New Hampshire

In the year Two Thousand and

six

AN ORDINANCE

“Amending Sections 33.024, 33.025 & 33.026 (Relating to the Reorganization of the Health Department) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:
Abolish Deputy Public Health Director
Establish Public Health Administrator

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:
Abolish Deputy Public Health Director, Grade 25
Establish Public Health Administrator, Grade 24, exempt
Reclassify (1) Public Health Specialist III, Grade 21 to Public Health
Administrator, Grade 24

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:
Abolish Deputy Public Health Director, Class Code 7107
Establish Public Health Administrator, Class Code 7114

This Ordinance shall take effect upon its passage and all Ordinances or parts of
Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Public Health Preparedness Administrator
Class Code Number	7114-23-24

General Statement of Duties

Establish strategic leadership, direction, coordination and assessment of activities pertaining to bio-terrorism, infectious *and chronic* disease outbreaks and other public health threats and emergencies. Plans, directs, coordinates and supervises all environmental public health activities as assigned, to the Manchester Health Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure that all environmental *public* health concerns are addressed according to professional standards and that environmental laws are enforced. The work is performed under the supervision and direction of the Public Health Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees within a major division, or divisions within the Department the classes of Environmental Health Specialist I and II, Public Health Specialist I and II. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with City officials, business owners or managers, other City employees and the public. The principal duties of this class are performed both indoors and outdoors, often in hazardous situations.

Examples of Essential Work (illustrative only)

- Assess public health system capacities by conducting an integrated assessment of public health and legal system capacities;
- Assist in the development of a statewide emergency response plan including mutual aid agreements, and the provision for regular exercises to test response proficiency;

- ~~Develop a city/regional plan to respond to acts of bio terrorism, infectious disease outbreaks and other public health threats and emergencies;~~
- ~~Coordinate with federal response assets to develop a plan to receive and manage items from the National Pharmaceutical Stockpile;~~
- ~~*Maintain*~~ Develop a formal system to receive and evaluate urgent disease reports from all parts of the state and city on a 24 hour per day, 7 day per week basis;
- Rapidly and effectively investigate and respond to a potential terrorist event, *or other public health threat*, as evidenced by ongoing response to naturally occurring individual cases of urgent public health importance;
- ~~Develop and implement a jurisdiction wide program to provide rapid and effective laboratory services by assisting the State Public Health Laboratory in improving relationships with clinical laboratories in Manchester and establish operational relationships with the Manchester Fire and Police Departments to provide laboratory support;~~
- Plan *Coordinate* a Health Alert Network that provides a 24/7 flow of critical health information among hospital emergency departments, state and local health departments, City agencies and others;
- Ensure ongoing protection of critical data and secure exchange of information by assessing and developing policies and procedures for protection of critical information and continuity of operations;
- Provide needed health/risk information to the public and key partners during a terrorism event or other public health emergency;
- Deliver appropriate education and training to key public health professionals, infectious disease specialists, emergency department personnel and other health care providers;
- Plans, directs, coordinates and supervises *public* environmental health activities *involving multiple programs*;
- ~~Performs environmental health, industrial hygiene, sanitary, disease control and epidemiological inspections;~~
- ~~Investigates complaints and inspection problems resolving them via standards, regulations and policies;~~
- Initiates and reviews inspection *public health* reports, *including communicable and chronic disease studies*;
- Initiates enforcement proceedings and testifies at legal proceedings;
- Reviews and authorizes issuance of permits and licenses;
- ~~Reviews and approves complex septic system plans;~~
- ~~Performs environmental health specialist duties as needed;~~
- Evaluates and recommends public health standards and legislation;
- Advises governmental, community organizations and individuals on environmental health, technical standards and departmental services;
- Plans and conducts professional level environmental and public health education training programs;
- Performs supervisory and personnel tasks relating to the division;
- Prepares, analyzes, reviews and critiques reports, records, correspondence, statistical data and related records;
- Assumes responsibilities of the Public Health Director as needed;

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.
- ***Plans, develops and coordinates public health policies and procedures;***
- ***Coordinates all aspects of the Public Health Improvement/Community Assessment Division;***
- ***Coordinates all Federal and other grant programs of the Department;***
- ***Confers with Department staff to track implementation of policies and make specific recommendations and suggestions on Division or Departmental operations;***
- ***Coordinates various committees relating to community health issues, including the "Healthy Manchester Coordinating Council;***
- ***Develops interventions to meet community needs, including creating evaluation methods to assess progress of interventions;***
- ***Collects and organizes data to identify community health needs;***
- ***Conducts studies and surveys to assess community health needs;***
- ***Organizes community support for public health activities;***
- ***Performs special projects for the Public Health Director as requested;***
- ***Serves as the Public Health Director during an absence;***

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of the practices, principles and methods of environmental and public health administration;
- Thorough knowledge of environmental **public** health practices, bioterrorism and industrial hygiene **disease prevention** principles;
- Thorough knowledge of epidemiology, communicable diseases control, and insect vector control practices;
- Thorough knowledge of applicable Federal, State and Municipal laws and regulations related to environmental and public health;
- ~~Thorough knowledge of and ability to complete complex septic system design and inspection reviews;~~
- ~~Thorough knowledge of hygiene matters and indoor air quality issues;~~
- Thorough knowledge of supervisory practices and techniques;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- *Thorough knowledge of disease control programs;*
- *Thorough knowledge of preventative initiatives in public health areas;*
- *Thorough knowledge of current principles and practices of public administration;*
- *Thorough knowledge of budgetary principles within a municipality;*
- *Thorough knowledge of public/media relations principles;*
- *Ability to provide administrative direction within a municipal Department;*
- Ability to analyze ~~environmental~~ *public health* situations, to interpret findings in relation to public health, and to recommend effective and appropriate measures of control of environmental hazards;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Some knowledge of labor relations, public relations, and budget activities;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in ~~Environmental Sciences~~, Public Health or a closely related field; and
- Considerable experience in public or environmental health work, including ~~some~~ supervisory role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- ~~New Hampshire Designer of Subsurface Disposal System License;~~
- Valid New Hampshire Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;

- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to function in review a wide variety of material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in have access to various work sites throughout the City.

Approved by: BMA Date: 11/19/02

Date Established: 11/19/02



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



January 31, 2006

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reorganization and Reclassifications, Health Department

Dear Alderman Gatsas and Members of the Committee:

On behalf of Fred Rusczek, Director, Health Department, I am requesting a minor reorganization of the management structure of the Health Department, the reclassification of two positions, the establishment of one full time position and one part time position. If approved, this request would also include the elimination of the class specification and position of Deputy Public Health Director as well as the elimination of the class specification Public Health Preparedness Administrator.

If approved, this reorganization would eliminate one level of management. As you will note from the current organizational chart, the current structure has three tiers of administrative management. The proposed structure, reduces the reporting levels to two within the administrative areas. The Deputy Director position would be eliminated and the duties that have been assigned to that classification, would be divided and shared by two current administrative positions. Specifically, one Public Health Specialist III, salary grade 21 position, and the Public Health Preparedness Administrator position, salary grade 23, would be reclassified to a new class specification titled Public Health Administrator, salary grade 24. Please see proposed organization chart dated, January 2006. In the absence of the Director, one or the other of these positions would be responsible for management of the Department.

The establishment of one full time Public Health Specialist II, salary grade 19, and one half time Customer Service Representative II, salary grade 12 will be assigned to the Community Epidemiology and Disease Prevention Division and School and Youth Health Divisions respectively. The authorization of the Public Health Specialist position will be to meet pressing public health needs.

This proposed reorganization will not cost the City any additional funds. Rather, the net savings will be \$8,615.

In summary the proposed reorganization would result in the following changes:

- Abolish the Deputy Public Health Director position
- Establish new class specification, Public Health Administrator
- Reclassify Public Health Specialist III to Public Health Administrator
- Reclassify Public Health Preparedness Administrator to Public Health Administrator
- Establish one full time Public Health Specialist II position
- Establish one part time Customer Service Representative II position
- Abolish Public Health Preparedness Administrator class specification

I am attaching a copy of the current organizational chart as well as the proposed organizational chart. Also attached is the proposed Public Health Administrator class specification as well as the financial information for this reorganization.

Your favorable approval of these requests would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Cc: Fred Rusczek, Director

Attachments



CITY OF MANCHESTER Department of Health

1528 Elm Street
Manchester, NH 03101-2106
Telephone: (603) 624-6466
Administrative FAX: (603) 628-6004
Community Health FAX: (603) 665-6894
School FAX: (603) 624-6584
www.ManchesterNH.gov

BOARD OF HEALTH
Nicholas Skaperdas, D.M.D., Clerk
Jazmin Miranda-Smith, M.Ed.
Carol Bednarowski
Laura Smith Emmick, M.D.
Mary Mongan, R.N.

Frederick A. Rusczek, M.P.H.
Public Health Director

Richard DiPentima, R.N., M.P.H.
Deputy Public Health Director

January 24, 2006

Virginia Lamberton, Director
Human Resources Department
One City Hall Plaza
Manchester NH 03101

RE: Reorganization of Health Department to Deal with Impending Retirement of Deputy Director

Dear Ms. Lamberton:

With the impending retirement of Richard DiPentima, the Health Department seeks to reorganize its staff in order to meet current work needs.

At no time in memory has the need for knowledgeable and skilled public health workers been so important to the protection of the public. Mr. DiPentima had a broad array of public health knowledge and skills that was developed over a career in public health. We are fortunate to have several professionally prepared staff who can provide quality public health services to the community for many years to come. With our proposed reorganization, we plan to redistribute the deputy director's duties to senior managers and to raise staff salaries commensurate with new duties. This will free up the resources needed to hire a public health specialist and a part time clerk which are necessary for our operations, while expanding the expert knowledge of existing staff.

There are three intended outcomes of this reorganization:

1. The financial resources of the Deputy Director position will be utilized to meet pressing public health needs, through the creation of a lower pay level public health specialist position and a part time customer service representative to support administrative functions.
2. Existing health department staff will subsume Deputy Director responsibilities in this reorganization, and in the process will increase the depth of public health management skills with the department.
3. Create a cost savings, albeit modest.

The work that the deputy completes for the department is necessary work. Our organization is such that we don't use duplicative staff to complete duties, so there isn't anyone else who has been working with the deputy director who can automatically assume this role. The Department also strives to use staff at the fullest extent of their professional expertise. For example, the

Department's Medical Director position is structured so that professional skills of a physician are not lost to administrative matters that staff at a lesser pay level can complete.

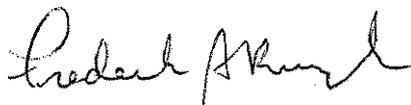
For this reason, the most practical and cost efficient resolution to how to complete the duties of the deputy position is to expand the duties of two qualified individuals currently on staff rather than continue the deputy position. This also serves the benefit of developing staff to handle the administration of Department matters and oversight of public health programs. To create the capacity of these two staff to complete the additional duties assigned with the elimination of the deputy position, the department seeks to create a public health specialist II position.

The part time customer service representative position that we desire to fill with the savings generated by this reorganization is necessary to complete clerical and receptionist duties. This 20 hour position was part of our staffing complement until we needed to abandon it in our FY 02 budget to meet appropriation levels. Among other duties associated with growing services, the position will enable us to complete new evening clinical duties without having to pay overtime.

Enclosed is a job description for a proposed public health administrator position that expands the duties of the public health preparedness and environmental health administrator position. Also enclosed is the proposed organizational chart and a spreadsheet that details the costs and savings of these changes.

Please feel free to call me at any time if you have any questions on this matter.

Sincerely,

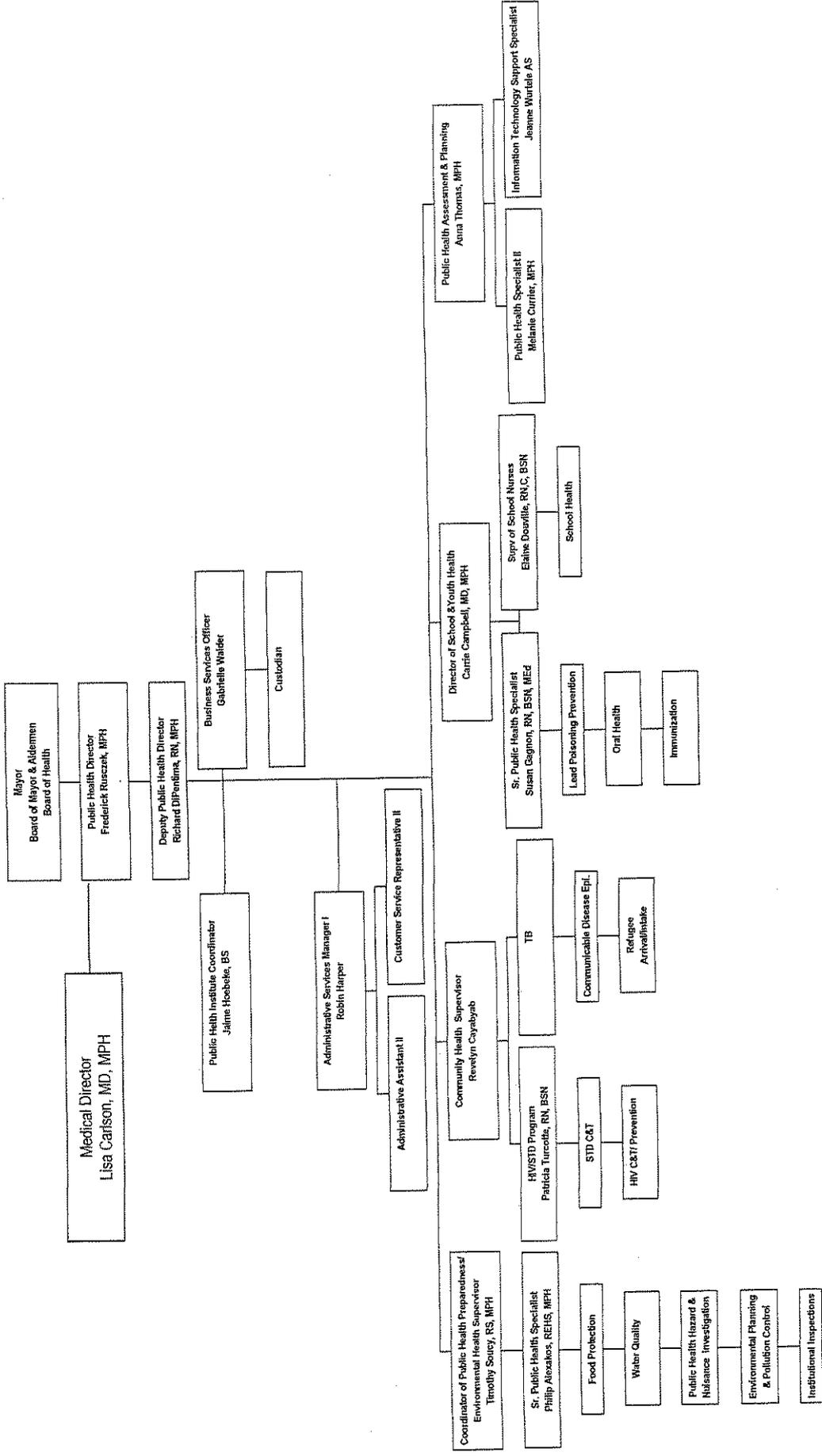


Frederick A. Rusczek, MPH
Public Health Director

cc: Sean Thomas, Mayoral Assistant

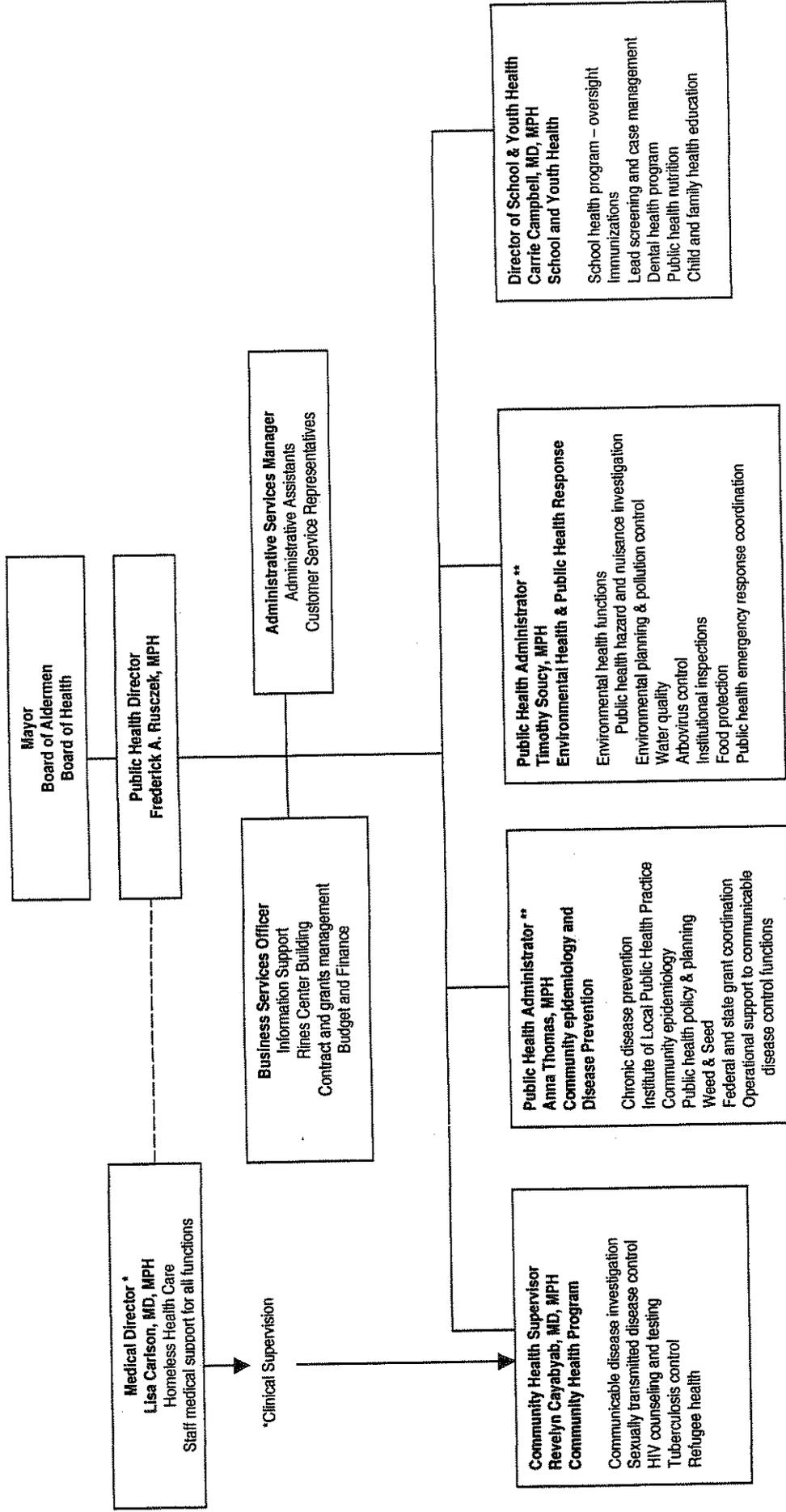
Current org. chart

Manchester Health Department Program Organizational Chart



Proposed Chart

MANCHESTER HEALTH DEPARTMENT ORGANIZATIONAL CHART



**** Public Health Administrator additional responsibilities**
 Administrative backup to Department Director
 Examples: Board of Mayor and Aldermen/City Meetings
 Negotiations
 Budget (policy decisions when Director absent)

FINANCIAL CONSIDERATIONS OF HEALTH DEPARTMENT RESTRUCTURING

Elimination of Deputy Public Health Director Position

Resultant Savings:

Approximate FY 05 Salary and benefits for deputy position \$111,000

New costs:

1. Upgrade two senior staff to new public health administrator classification (salary and benefits): \$21,408
2. New positions
.5 FTE customer service representative \$23,332

Public health specialist II 42,700 14,945 \$57,645
(benefits @ 35 %)

Total New Costs \$0

Net Savings: \$8,615



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: Virginia Lamberton
Human Resources Director

From: 
Leo R. Bernier
City Clerk

Date: February 9, 2006

Re: Reorganization of the Management Structure of the Health Department

Please be advised that at the January 6, 2006 meeting of the Committee on Human Resources/Insurance, it was voted to table item 4 relating to the above-referenced request.

Chairman Gatsas requested that the Human Resources Department provide additional information regarding two scenarios as outlined in the enclosed copy of an excerpt of the minutes regarding this matter.

Please forward your response to the committee in care of this office.

Enclosure

Alderman Shea moved for discussion. Alderman Pinard duly seconded the motion. The motion carried.

Ms. Lamberton stated since I wrote this letter and it was sent to the City Clerk's office Tom Bowen asked me to change this one thing on the WTP Chief Operator class specification.

Chairman Gatsas asked do I have a motion?

Alderman Duval moved to approve the recommended updates for class specifications in the Water Works Department. Alderman Garrity duly seconded the motion. There being none opposed, the motion carried.

Chairman Gatsas asked Ms. Lamberton for item 4 relating to the Health Department request could you do two work ups so that we see them one that we would put in a new Deputy Director and what that salary range would start at...putting those two people in their flow charts as they are, what that is and a price work up.

Ms. Lamberton stated you mean if it was one or the other of those two people.

Chairman Gatsas stated it doesn't matter if we started somebody and just upgraded those two people at the levels we were talking about in today's situation and not putting in the part-time and the full-time specialist.

Alderman Duval stated I hold Mr. Rusczeck in the highest regard...I'm just concerned, I just want to make sure that the efficiencies that he's proposing we are indeed going to experience and that was the reason for the line of question. If indeed a department has worked diligently on trying to come up with ways to run their department more efficiently then I think we should applaud their efforts and I respect the questions asked by Alderman Shea as well and I just want to make sure that if indeed it results in a savings then we experience those savings.

Chairman Gatsas addressed item 7 of the agenda:

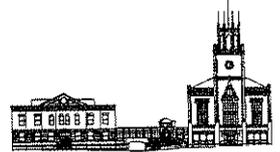
7. Communication from Leo Bernier, City Clerk, seeking recommendation to the full Board that the position of City Clerk be established at a Salary Grade 27, effective December 6, 2005.



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



February 24, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Item 4. Additional Information

Dear Alderman Gatsas and Members of the Committee:

At the Human Resource and Insurance Committee meeting on February 6, 2006, additional financial information was requested for the Health Department Reorganization, Item 4.

I am attaching the information that the Committee requested. As you will note, there will be a minimal savings by replacing the Deputy and a larger savings if the proposed reorganization is approved.

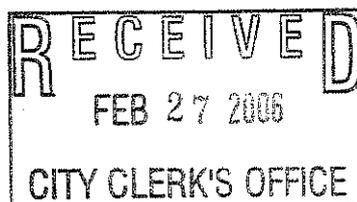
Please let me know if you need any additional information.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachment

Cc: HRIC Committee
Fred Rusczek, Director



Financial Considerations of Health Department Restructuring

Elimination of Deputy Public Health Director Position

Resultant Savings:

FY 06 Salary and benefits for deputy position:
(Richard DiPentima)

Salary	\$88,260
Benefits	\$25,572
Total Salary and Benefits	<u>\$111,831</u>

New costs:

- Upgrade two senior staff to new public health administrator classification (salary and benefits):

Staff impacted:	Current Salary	Current Benefits	Total Sal & Ben.	Proposed Salary	Salary Increase	Additional Benefits*
Timothy Soucy	79,931	25,863	105,794	83,035	3,104	621
Anna Thomas	69,815	23,601	93,416	73,775	3,960	792

Total reclassification cost: \$8,476

- New positions

.5 FTE customer service representative

Public health specialist II**	42,700	19,705	Salaries and benefits	\$62,405
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\$23,332

Notes: * Additional benefits calculated at 20 % of increase, since health and dental costs do not change with increase
 ** Public Health Specialist II Benefits are based on "worst case" scenario as detailed below:

PHS II benefits:

MT-	\$11364.00
Dental -	\$1238.99
Life -	\$59.00
Disability -	\$ 53.00
City Retire -	\$3723.44
FICA -	\$3266.55

Total - \$19704.98

Manchester Health Department

Review of Current and Proposed Organization Models

Current Deputy Model

Personnel:

1 Deputy Public Health Director

2 Public Health Administrators from upgrade of existing staff
 1 Public Health Specialist II (new) replacement for deputy position
 .5 FTE Admin Assistant currently covered by revenue from School District will revert to City Public Health & replaced for school program with school term .5 FTE customer service representative

Cost/Savings: (FY 06 salary figures)

FY 06 Deputy Director Cost \$ 111,831

Upgrade two senior staff to new public health administrator classification (salary and benefits): \$8,476

Replacement cost:

Minimum salary & benefits to be above subordinate, per City Ordinance 33.051- \$ 108,871

New positions \$23,392

Deputy replacement savings (assumes level benefit cost) \$ 2,960

~.5 FTE customer service representative for school program; (reassign .5 FTE Admin Asst from school program to City) \$57,645
 ~Public health specialist II
 Salary \$ 42,700; benefits \$ 14,945 (benefits estimated @ 35 %)

Total

\$89,453

Savings per year (over current budget)

\$22,378

(over replacement of deputy)

\$19,410

Pros/cons:

Pros/bons:

Does not require reclassification process and ordinance change

Creates greater depth in organization to handle public health issues from the expansion of duties for 2 senior managers; this depth will be necessary in the event of a flu pandemic, or other public health crisis.

Continues simple chain of command, and single backup for department head

Public health specialist II position picks up displaced work of public health administrator which further develops

Future considerations - Department will have one potential candidate for Department Head in the future

Future considerations - Department will have two fully prepared candidates for deputy director and/or director position



City of Manchester

Office of the Mayor
Hon. Frank C. Guinta

February 23, 2006

Human Resources & Insurance Committee
City Hall
One City Hall Plaza
Manchester, NH 03101

RE: Restructuring of Health Department following retirement of Deputy Director

Dear Chairman Gatsas:

I have reviewed the proposed restructuring of the Health Department following the retirement of its deputy director and support this reorganization as detailed below.

The proposed restructuring eliminates the deputy director position and reassigns duties, with a commensurate pay increase and reclassification, to two existing staff, as well as creates a lower level public health specialist position to pick up displaced duties. This will enable the Department to complete its public health work and will create greater depth within the organization to handle the City's public health issues. While I understand the reasons behind the Department's request to use some of the savings for a part time customer service representative, I do not support filling this support staff position at this time. My staff and I will continue to examine alternatives to address the Health Department's support staff needs in the FY 07 budget preparation.

As proposed, the Health Department reorganization will result in a savings of *at least* \$ 17,600 over the FY 06 budget for the deputy position. By holding the customer service representative position open at this time, the resultant savings will be over \$ 40,000. Most importantly, essential public health services will be continue to be provided to the City.

I therefore request that the Human Resources Committee act upon this matter as soon as possible and urge your approval of this important request.

If you have any further questions regarding this matter, I would be glad to assist the committee. Please contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank C. Guinta". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Frank C. Guinta
Mayor

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that an Ordinance:

“Amending Sections 33.024, 33.025 & 33.026 (Parking Manager) of the Code of Ordinances of the City of Manchester.”

ought to pass.

(Unanimous vote with the exception of Alderman Garrity who was absent.)

Respectfully submitted,



Clerk of Committee

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that there be a reorganization of the Traffic Department and Parking Operations to become effective July 1, 2006 by creating a Division of Traffic and a Division of Parking with the following provisions:

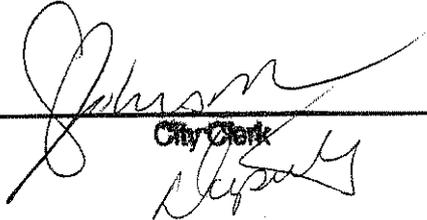
- a) that Jim Hoben, Deputy Traffic Director, be grandfathered in at Grade 22 (upon his departure from city service the position would be re-evaluated);
- b) that Jim Hoben (grandfathered) be made Traffic Operations Manager at Grade 22;
- c) that Denise Boutilier become the administrator (Grade 16) in the Parking Enterprise Fund and review of this position shall be made by the Human Resources Director after 6-12 months to see if the position is properly classified with report to the full Board of Mayor and Aldermen at a later date;
- d) that two Parking Meter Technicians at Grade 12 be assigned to the Division of Parking;
- e) that a Parking Manager be hired under the Enterprise System at Grade 25;
- f) that the parking Enterprise Fund administrator (Denise Boutilier) and the two Parking Meter Technicians shall report to the Economic Development Director;
- g) that the Human Resources Director will work with the Economic Development Director and others if need be to assist in the development of a job classification for a Parking Manager at Grade 25 so it can be advertised as soon as possible; and
- h) the city move forward with an RFP for new display meters as soon as possible so as to aid all Board members in their deliberations and final decision.

The Committee also recommends that funding for Jim Hoben, as Traffic Operations Manager, be placed in the FY07 budget.

The Committee further recommends that the affiliation of the Parking Control Officers under the supervision of the Police Department remain as present with the understanding that funding is provided for under the Parking Enterprise Fund, allowing for further consideration by the Board at a later time following budget adoption.

The Committee recommends that the Board accept and approve the aforementioned recommendations and refer same to the Committee on Finance for FY07 budget actions as may be required, and to the Committee on Bills on Second Reading for Ordinance preparation and technical review as may be necessary with final adoption of related Ordinances anticipated to be accomplished by the full Board of Mayor and Aldermen prior to July 1, 2006.

At a meeting of the Board of Mayor and Aldermen
held May 2, 2006 on a motion of Ald. Lopez
fully seconded by Ald. O'Neil the report
of the Committee was accepted and its recommendations
(adopted) ~~(denied)~~



City Clerk

Respectfully submitted,



Clerk of Committee



City of Manchester
New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Parking Manager) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Parking Manager, Class Code 5291

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Parking Manager, Class Code 5291, Grade 25

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Parking Manager, Class Code 5291, Grade 25
exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

DRAFT



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Parking Manager
Class Code Number	5291-25

General Statement of Duties

Plans, coordinates, manages and reviews the activities of the City's Parking programs; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to be responsible for the planning, directing and controlling the City's on-street and off-street public parking programs and facilities to include parking meters, garage fee collection, permits, maintenance activities, contracts and capital improvement programs. The work performed is under the supervision and direction of the Director of Economic Development, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Parking Division. The nature of the work performed requires that an employee in this class establish and maintain effective working relationship with public official, local agencies, property owners, leaseholders, other public/private organizations and the general public. The principle duties of this class are performed in a good environment.

Examples of Essential Work (illustrative only)

- Plans, develops and administers on-street and off-street parking facilities and programs, strategies, goals, objectives and priorities;
- Participates in long range planning of activities and programs related to public parking facilities and on-street parking areas;

- Recommends and implements policies and procedures;
- Meets with landlords, tenants and downtown organizations, develops individual parking solutions, programs and strategies;
- Maintains public parking assets;
- Conducts parking needs analysis and design parking management plans;
- Selects, assigns, monitors, evaluates and provides professional and technical guidance to staff engaged in the management of field operations, receivables, public counter and banking, cash handling, revenue estimation, quality control, parking meter collection and maintenance, procedural compliance;
- Participates in the preparation and administration of the division budget;
- Participates in the long-range planning of programs and facility needs related to on-street and off-street parking management;
- Coordinates the development of new parking facilities and on-street parking areas by preparing rate scenarios generating fee revenue to support funding;
- Develops specifications for operational elements of construction, reviews architectural designs and assists in the selection of contractors;
- Secures community support through public meetings and presentations and collaborates with staff from other City Departments during construction;
- Manages and performs negotiation, development, administration, monitoring and evaluation of complex parking management contracts to include facility operations, revenue control, equipment selection and operation, customer relations;
- Oversees the development of marketing plans designed to attract new customers and increase parking facility utilization;
- Manages audits of parking facility operations and recommends annual rate changes and revenues to the Board of Mayor and Aldermen;
- Coordinates and performs parking studies and analysis of specific projects and special areas;
- Directs the evaluation of new products, the development of specifications and the development of bid packages for future purchases;
- Prepares and directs the preparation of periodic revenue reports and monthly profit and loss statements, project status reports, prepares a variety of reports, correspondence and studies, reports and information for the Board of Mayor and Aldermen;
- Establish and monitor collections and revenue control systems;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities
(at time of appointment)**

- Comprehensive knowledge of parking operations and procedures for parking programs;
- Comprehensive knowledge of current principles and practices of public parking;
- Comprehensive knowledge of budgetary principles within a municipality;
- Ability to devise and implement programmatic solutions to address on-street and off-street parking customers and achieve revenue goals;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to market parking and lease services to a diverse customer base;
- Ability to analyze, interpret and explain parking regulations and codes;
- Ability to communicate clearly and concisely both verbally and in writing;
- Ability to negotiate contract and other agreements on facility uses;
- Ability to collect, compile, analyze and interpret data;
- Ability to use logical and creative thought processes to develop solutions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's degree in Public Administration, engineering, planning, architecture or a related field;
- Five years of progressively responsible administrative/management experience within a large organization working in on-street and off-street public or municipal parking;
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a New Hampshire Driver's license;
- Designation of Certified Parking Professional from the National Parking Association or Certified Administrator of Public Parking (CAPP) from the International Parking Institute preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

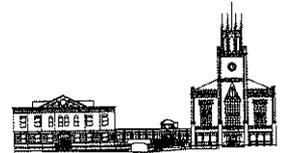
Approved by: _____ Date: _____



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



May 3, 2006

To the Honorable Mayor Frank Guinta
and Members of the Board of Aldermen
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Proposed Class Specification – Parking Manager

Dear Mayor Guinta and the Board of Aldermen:

As per your request, I have drafted a class specification for the new position Parking Manager.

I have spoken to the Human Resource Directors in Portsmouth and Concord regarding the minimum qualifications in their Parking Manager class specifications. Neither of the cities require the special qualification of Certified Parking Professional or Certified Administrator of Public Parking. However, in Portsmouth, the Traffic Engineer does possess these certifications. In Concord, the individual that they recently hired also possesses the certifications. Therefore, I have stated in the class specification that we would prefer the certifications but they are not required. I hope that satisfies your concerns.

I am attaching a copy of the draft class specification for your review and comments. I am also attaching an Ordinance which is required to establish the position and class specification.

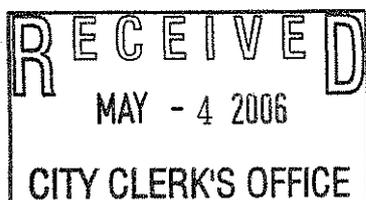
If you would like any changes to the draft, please let me know and I will make those changes.

Please let me know if this meets your needs.

Sincerely,

Virginia A. Lamberton
Human Resources Director

Attachments



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that an Ordinance:

“Amending Chapter 111 Amusements of the Code of Ordinances of the City of Manchester by amending Section 111.71 Curfew For Entertainment, by adding the outdoor entertainment curfew and renumbering sections 111.71-111.73.”

ought to pass.

(Unanimous vote with the exception of Alderman Garrity who was absent.)

Respectfully submitted,



Clerk of Committee

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending Chapter 111 Amusements of the Code of Ordinances of the City of Manchester by amending Section 111.71 Curfew For Entertainment, by adding the outdoor entertainment curfew and renumbering sections 111.71-111.73.”

and is recommending same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote)

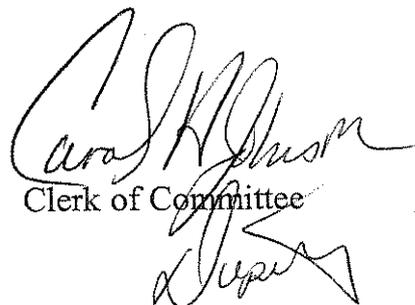
At a meeting of the Board of Mayor and Aldermen
held April 18, 2006 on a motion of Ald. DeVries
and duly seconded by Ald. O'Neil the report
of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~



City Clerk

Respectfully submitted,


Clerk of Committee

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Chapter 111 Amusements of the Code of Ordinances of the City of Manchester by amending Section 111.71 Curfew For Entertainment, by adding the outdoor entertainment curfew and renumbering sections 111.71-111.73.”

Page 1

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amending Section 111.71 Curfew For Entertainment by inserting new language as bolded (**bold**). Sections of Chapter 111 not regular type remain unchanged.

111.70 CURFEW AT DANCES.

No public dancing shall be permitted between the hours of 2:00 a.m. and 2:00 p.m. on Sunday, 1:00 a.m. and 12:00 p.m. on Monday, or 2:00 a.m. and 12:00 p.m. Tuesday, Wednesday, Thursday, Friday, and Saturday.

111.71 CURFEW FOR ENTERTAINMENT.

(A) No exhibit of natural or artificial curiosities, theatrical performances, or other shows shall be permitted **outdoors after 10:00 p.m., as specified in section 111.75(B)(1), or indoors** between the hours of 2:00 a.m. and 9:00 a.m. on Sunday, 1:00 a.m. and 9:00 a.m. on Monday, or 2:00 a.m. and 9:00 a.m. Tuesday, Wednesday, Thursday, Friday, and Saturday, except as may be permitted by the Committee on Administration.

(B) The Committee on Administration may approve applications for Entertainment Licenses if applications meet the criteria listed below. The criteria are as follows:

- (1) The location of the event shall not substantially impact a residential zone or district by excessive noise, traffic or other negative impact;
- (2) The proposed event shall not be more than two consecutive calendar days in length;
- (3) The sponsors, applicants, or management of the event are of sufficiently good character to leave no substantial doubt that the proposed event shall be operated in strict accordance with all state or municipal rules, regulations, ordinances or statutes which are rationally related to the issuance of this license; and
- (4) The event must be held in accordance with all applicable municipal building, zoning, health, police, and fire rules, regulations and ordinances and applicable rules, regulations, and statutes of the State of New Hampshire.

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Chapter 111 Amusements of the Code of Ordinances of the City of Manchester by amending Section 111.71 Curfew For Entertainment, by adding the outdoor entertainment curfew and renumbering sections 111.71-111.73.”

Page 2

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

111.75 NOISE ACTIVITIES; PURPOSE.

The purpose of this section is to establish standards that will eliminate and reduce unnecessary noise at outdoor venues throughout the city which may be physically harmful or otherwise detrimental to individuals and the community in the enjoyment of life, property and the conduct of business.

(A) No person shall conduct an event that involves the amplification of sound or speech above 60 dB(A) for the purpose of presenting a musical selection, show, performance or concert at an outdoor venue within the limits of the city without obtaining a noise permit issued by the office of the City Clerk.

(B) The following general guidelines shall apply to the issuance of a noise permit. These guidelines are not all inclusive as other criteria may be established that is reasonable and prudent to protect the public or limit the anticipated detrimental impact of the events noise upon the community:

(1) All outdoor venues shall have a curfew of 10:00 p.m. Any event which exceeds this curfew shall be assessed the penalty identified in §111.99(C)(4) for each 15-minute period beyond this curfew.

(2) The office of the City Clerk shall not grant a permit to conduct noise at level greater than 100 dB(A) to be measured 100 feet from the noise source.

(3) Any sound board or mix position present at an event shall be placed at 100 feet from the noise source.

(4) The office of the City Clerk may require any applicant to be monitored for sound levels to ensure compliance with this chapter. Monitoring may be conducted by a representative of the city or an independent third party using an appropriate sound level meter. In the event of third party monitoring, all expenses associated with the sound monitoring shall be assumed by the applicant.

(5) In granting a license, the office of the City Clerk may impose additional conditions or stipulations it deems necessary and proper to preserve the intent of this chapter.

(6) Should an application for a noise permit be denied, the applicant can appeal the decision to the Committee on Administrative/ Information Systems of the Board of Mayor and Aldermen.

City of Manchester
New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Chapter 111 Amusements of the Code of Ordinances of the City of Manchester by amending Section 111.71 Curfew For Entertainment, by adding the outdoor entertainment curfew and renumbering sections 111.71-111.73.”

Page 3

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

111.76 PERMIT FEES.

Each application for a noise permit shall include an application fee of \$200 cash, money order or bank check made payable to the city.

111.77 PROHIBITED CONDUCT.

The following conduct is prohibited:

- (A) Provide any false or inaccurate information to any city board, committee, commission or any employee of the city, in an attempt to deceive or otherwise avoid compliance with this subchapter.
- (B) Hinder, obstruct, delay, resist, interfere, or attempt to interfere with any authorized persons while in the performance of their duties under this ordinance.
- (C) Emit or cause to be emitted any noise which exceeds the established limits in § 111.75(B)(2).
- (D) Violate any subsection of § 111.75.
- (E) Conduct an event that involves the amplification of sound or speech above 60 DBA for the purpose of presenting a musical selection, show, performance or concert at an outdoor venue in the city without obtaining a license from the office of the City Clerk pursuant to § 111.75(A).

111.99 PENALTY.

(A) Any person who shall fail to comply with any of the provisions of this chapter or who shall violate any of the provisions set forth herein, unless a penalty is specified elsewhere, shall be subject to the penalties as set forth in § 10.99 of this code of ordinances.

(B) (1) Any person who commits an act prohibited or made unlawful by §§ 111.40 through 111.55 or §§ 111.65 through 111.77 of this chapter or fails to perform any act required by such subchapter shall be guilty of a violation. Each act of violation, or in the case of continuous violation, and every day upon which any such violation shall occur shall constitute a separate offense. In addition, if the court finds for the city, the

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Chapter 111 Amusements of the Code of Ordinances of the City of Manchester by amending Section 111.71 Curfew For Entertainment, by adding the outdoor entertainment curfew and renumbering sections 111.71-111.73.”

Page 4

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

city shall recover its costs of suit including reasonable experts' fees, attorney fees, and necessary investigative costs. Parties held responsible for violations of §§ 111.40 through 111.55 or §§ 111.65 through 111.77 shall include corporate officers, partners, or owners as identified on the business license application or as may be otherwise identified by the city as a result of any related investigation.

(2) The Police Department is hereby authorized to seize any amusement device located within the city in contravention of any of the provisions of §§ 111.40 through 111.55. Upon such seizure the Police Department shall notify the owner of the seized devices, or the person in whose place of business the amusement device was placed, of such seizure and the reason therefor. The Police Department shall hold any such seized devices for a period of not less than ten days from the date of the required notification to the owner or operator of the premises. During this period the owner or operator may redeem any such machine by correcting the violation of this division which led to such seizure. Any amusement devices which are so seized and which are not redeemed within the ten-day period described in this division (B)(2) shall become the property of the city. Costs for transportation and storage charges will be billed to the owner of any amusement devices seized and must be paid before the release of the devices from city storage. The city will be held harmless for any damage occurring during the act of confiscation, transportation, and storage of each device.

(C) Violations of § 111.77, Prohibited Conduct shall follow the penalty schedule below:

(1) First offense. The licensee or his or her representative shall be informed of the noise ordinance and corrective measures to achieve compliance. This shall constitute an official warning and should be accomplished in writing if possible.

(2) Second offense. A citation shall be issued to the licensee or his or her representative in the amount of \$250.

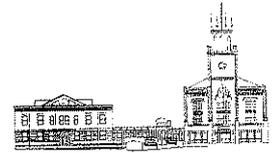
(3) Third offense. A citation shall be issued to the licensee or his or her representative in the amount of \$500.

(4) Fourth and subsequent offenses. A citation shall be issued to the licensee or his or her representative in the amount of \$1,000.



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

TO: Committee on Administration/Information Systems
Ald. O'Neil, Lopez, Smith, Forest, DeVries,

FROM: Matthew Normand 
Deputy Clerk

DATE: March 30, 2006

RE: Amendment to Entertainment Curfew

The attached amendments to Chapter 111 Amusements of the Code of Ordinances represent a "house-cleaning" change, primarily to the curfew for entertainment. The recently passed Noise permit and accompanying standards established a new curfew (10:00 p.m.) for *outdoor* entertainment. A previous curfew, intended for *indoor* entertainment, already exists and allows activities until 2:00 a.m. on most nights of the week. Since this ordinance does not specify indoor entertainment, an obvious conflict between the two sections was created. The Solicitor's Office agrees that this amendment should clear up any confusion with the curfew.

You should note that the ordinance amendments also include the sections involving the Noise permitting process. These sections have only been renumbered to allow for future expansion of the chapter and no substantive changes have been made. If you have any questions or concerns prior to your meeting, you may reach me at 624-6348. Thank you.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that an Ordinance:

“Amending Chapter 70 Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by adding §70.48(C), deleting 70.78 Basic Penalty and 70.79 Increased Penalty, and creating a new 70.78 Penalty increasing various traffic violations and establishing a new table therein.”

ought to pass.

(Unanimous vote with the exception of Alderman Garrity who was absent.)

Respectfully submitted,



Clerk of Committee

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Chapter 70 Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by adding §70.48 (C), deleting 70.78 Basic Penalty and 70.79 Increased Penalty, and creating a new 70.78 Penalty increasing various traffic violations and establishing a new table therein.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend the Code of Ordinances by inserting new language as bolded (**bold**), and deleting existing language as ~~struck through~~. Portions of the following sections that remain unchanged appear in regular type.

§ 70.48 DENOMINATION OF COIN TO BE DEPOSITED AND TIME ALLOTTED THEREFOR.

(A) Whenever any vehicle shall be parked next to a parking meter on any day, when parking regulations as provided for under the provisions of this chapter are in effect, the owner or operator of said vehicle shall park within the area designated by the curb and street marking lines as indicated for parallel, or diagonal parking on public highways or in municipal parking lots within the lines indicated for the parking meter selected by the operation of the motor vehicle, and upon entering said parking space shall immediately deposit in said parking meter any lawful coin or coins of the United States in the proper amount depending upon the location and the length of time such vehicle can be legally parked as prescribed for that zone by this chapter and shall put the meter in operation; provided, however, that such owner or operator may use the unexpired time remaining on the meter from the previous use without depositing a coin therein, and provided further that no vehicle shall be parked for longer than the period prescribed for that zone by this chapter. When a vehicle is too large to be confined in a single space, only the meter nearest the hood of the front end of said vehicle need be operated. If a vehicle shall remain parked in any parking space for longer than the time prescribed by this chapter or for such length of time that the parking meter shall display a signal indicating illegal parking, then in that event such vehicle shall be considered as parked overtime.

(B) It shall be unlawful to deposit or cause to be deposited in any parking meter anything other than a coin or coins of the United States.

(C) **It shall be unlawful to park in any space without a meter beyond the prescribed time.**

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Chapter 70 Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by adding §70.48 (C), deleting 70.78 Basic Penalty and 70.79 Increased Penalty, and creating a new 70.78 Penalty increasing various traffic violations and establishing a new table therein.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

§ 70.78 PENALTY.

(A) Each owner or operator of a vehicle found in violation of any provision of Chapter 70 may pay in person or by mail to the Ordinance Violations Bureau the penalty for each violation pursuant to the following table:

VIOLATION	BASIC PENALTY	INCREASED PENALTY (After 7 days from the notice of violation)
Expired Parking Meter	\$10	\$20
Overtime Parking-Meter	\$15	\$30
Night Parking	\$25	\$50
Overtime Parking- No Meter	\$30	\$60
No Parking Zone	\$50	\$75
No Parking Tow Zone	\$50	\$75
Fire Lane	\$50	\$75
Parking Within 15 Feet of Fire Hydrant	\$50	\$75
Parking Within 5 Feet of Private Driveway	\$50	\$75
Handicapped Parking Space- Access Aisle	\$100	\$200
Handicapped Zone	\$250	\$300

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Chapter 70 Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by adding §70.48 (C), deleting 70.78 Basic Penalty and 70.79 Increased Penalty, and creating a new 70.78 Penalty increasing various traffic violations and establishing a new table therein.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

(B) Any violation of Chapter 70 not identified in §70.78 (A) shall be issued pursuant to §38.06 (B) of this code.

~~§ 70.79 INCREASED PENALTIES.~~

~~Any person, firm or corporation who shall violate any of the provisions of Chapter 70 regulating standing, stopping or parking and who fails to dispose of the notice of violation as required by § 70.71 shall dispose of that notice of violation by paying an increased penalty as provided herein.~~

After 7 Days	
Expired Parking Meter	\$20.00
Overtime Parking	30.00
Night Parking	45.00
No Parking Zone	40.00
No Parking Tow Zone	50.00
Handicapped Zone	300.00
Handicapped Parking Space	
— Access Aisle	
— First Offense	75.00
— Subsequent Offenses	125.00
Fire Lane	50.00

~~Any person, firm or corporation responsible for a violation of this chapter who fails to pay the penalty or increased penalty for a notice of violation shall be guilty of a violation and shall, upon conviction, be punished by a fine as prescribed under § 130.99 of this Code.~~

II. This ordinance shall take effect upon passage.