AGENDA

SPECIAL MEETING -COMMITTEE ON PUBLIC SAFETY AND TRAFFIC

April 18, 2006
Aldermen Osborne,
O'Neil, Shea, Roy, Long

5:15 PM
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman Osborne calls the meeting to order.

2. The Clerk calls the roll.

3. Communication from Not So Plain Jane's regarding parking problems in the Millyard.
Having been referred to the Millyard Parking Summit to be included in that discussion, a motion would be in order to receive and file this item.

4. Communication from Dawne E. Rooks regarding a permit for the Middle Street parking lot.
Having been referred to the parking consultant for inclusion in the Middle Street Lot permitting discussion, a motion would be in order to receive and file this item.

5. Discussion with consultant regarding the Downtown Parking Study.
(Note: Responses from parking consultant anticipated to be forwarded under separate cover. Downtown Parking Study previously forwarded under separate cover and available for viewing at the Office of the City Clerk and on the City's website.)

6. This being a special meeting, no further business may be presented and a motion is in order to adjourn.

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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: Lt. Valenti, Police Department
Tom Lolicata, Traffic

From: Lisa Thibault, City Clerk's Office LTA

Date: April 13, 2005

Subject: Millyard Parking

Please be advised that at a meeting of the Committee on Traffic/Public Safety held on April 12, 2005 it was voted to refer the attached letter to the Traffic Department, Traffic Division of the Police Department and the parking study.

Please look into this matter and report back to the Committee at your earliest convenience.

Thank you.

One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6455 Fax (603) 624-6481
www.ManchesterNH.gov

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NOT SO PLAIN JANE'S
SALON AND SPA

603-622-5971 155 Dow St. Suite 102 Manchester NH 03101 www.notsoplainjanes.com

April 8, 2005

Board of Mayor and Alderman
Traffic Committee
One City Hall Plaza
Manchester, NH 03101

City Clerk
Attn. Dan O'Neal,

I am writing to you today in response to a growing and pressing problem occurring in the mill yard. Not So Plain Jane's has been located on the north side of Commercial and Dow streets for six years now. When making the decision to move to the location, a major contributing factor was the presence of ample parking. It is this convenience we have been fortunate enough to bestow along to our customers, that has directly contributed to the businesses success.

Fortunately enough for the City of Manchester and its local businesses, economic growth has been at an all time high. This prosperity has both benefited and adversely affected a number of locations, in the mill yard particularly. The depreciation of on street parking has become an increasing problem. It appears as though the majority of spaces have been designated to employees of surrounding companies, leaving virtually nothing left for the consumer. The situation has become evident to us both visually and verbally through the steady stream of complaints and cancellations we've received from the clients inability to find a space.

It is important to realize that this issue is not an isolated circumstance. The entire north side of the mill yard is being affected economically by this situation. Our request to you is that we act in a manor as proactive as possible. Any consideration given to the resolution our issues would be greatly appreciated.

Sincerely,

Nicholas Castrogiovanni

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Deputy Clerk
Financial Administration

MEMORANDUM

To: Dawna E. Rooks
Compensation Manager

From: Leo R. Bernier
City Clerk

Date: March 6, 2006

Re: Middle Street Parking Lot (Parking Permits)

Your communication dated March 2nd addressed to the Committee on Public Safety and Traffic has been received by this office. Please note that at a meeting held on September 13, 2005, the committee voted to table all such requests until review of the city's parking study has been completed. Your request will be placed in the committee's pending folder at this time.

Enclosure

One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6455 Fax (603) 624-6481
www.ManchesterNH.gov

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Dawna E. Rooks
4 Locke Road
Amherst, NH 03031

March 2, 2006

Public Safety/Traffic Committee
Attn: Ed Osborne
C/O City Clerk
One City Hall Plaza
Manchester, NH 03101

Gentlemen:

I am writing to request a permit for the Middle Lot on Franklin Street between Middle and Market streets. I am a Human Resource employee and would like to pay the $45 per month to have the ability to park in that lot during normal business hours. I understand from Denise at the Traffic department that various businesses have requested permits for some of their employees and that there are available permits. I was hoping that you would allow me to purchase one as well, thereby allowing me to work slightly longer. I would not have to leave significantly earlier for meetings or appointments due to the longer walk to the Wall Street Towers parking garage or run out and put money into the meters and the city would receive the benefit of the additional revenue for my permit.

Additionally, while I was at the police department, there were several employees who were allowed to purchase permits to park in the Federal Lot between Pine and Chestnut Streets. I am hoping you will extend the same benefit to me.

I appreciate your consideration of this request.

Sincerely,

Dawna E. Rooks
Compensation Manager

RECEIVED
MAR - 6 2006
CITY CLERK'S OFFICE

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City of Manchester
Department of Finance

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

March 13, 2006

Alderman Ed Osborne, Chairman
Committee on Public Safety & Traffic
C/o Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Alderman Osborne,

Attached please find a DRAFT letter to Chris Luz regarding his return to Manchester for further discussion of the Parking Study. I will be at the meeting on the 21st to discuss any suggested changes you might have.

Respectfully submitted,

Randy Sherman

2/28/2006 - Committee on Public Safety and Traffic voted to hold a special meeting to discuss parking study with City staff and then make recommendation to full Board and have consultant present for that meeting.

3/21/2006 - Committee on Public Safety and Traffic voted to authorize Finance Department to mail letter to consultant and schedule a special meeting for April 17.

City of Manchester
Department of Finance

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

DRAFT

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March 21, 2006

Chris Luz
Lansing-Melbourne Group, LLC
1665 Cahill Drive
East Lansing, MI 48823

Dear Chris,

The Public Safety and Traffic Committee of the Board of Mayor and Aldermen met on Tuesday February 28th to discuss the Parking Study. At the meeting, the Committee unanimously voted to accept your offer to return to Manchester for further discussion of your report.

It is the Committee's desire to make your visit a productive one. Though individual Committee member may have specific questions on the entire report, the Committee has determined that the following items should specifically be addressed:

- The Enterprise Fund concept – Creating a financially self-sustaining entity
- The hiring of a Parking Manager
  - Job Description
  - Estimated salary ranges
  - Top five priorities for the position
- The Pay and Display meters/technology
- The planning and design for Mechanic Street
- The sale of the Granite and Seal Tanning parking lots
- Valet parking

The Committee members have voiced a preference for receiving this information prior to the scheduled meeting. This will allow them to better prepare and again, make the session more productive. If you send the information to my attention, I will see that it gets distributed.

I would like to set the dates of April 17-19 with the possibility of both a Public Safety and Traffic Committee and a full BMA meeting presentation. If these dates are acceptable, please confirm so that I may get the meeting(s) scheduled.

Sincerely,

Randy M. Sherman

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City of Manchester
Department of Finance

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

February 13, 2006

Alderman Osborne, Chairman
Public Safety and Traffic Committee
One City Hall Plaza
Manchester, NH 03101

Re: Parking Study Recommendations

Alderman Osborne and Committee Memebrs:

I have taken the liberty of extracting the 39 recommendations from the parking study and creating a stand-alone document. Enclosed is a copy of this document. I have also included Tables 21 & 22 from the study which are referenced as part of the recommendations.

On December 19, 2005, the parking consultants briefly presented their findings to the full board. The action of the BMA was to send the study to the Public Safety & Traffic Committee and to six city departments; Police, Highway, Traffic, Solicitor, MEDO and Fire. Staff met as a group today for the first time and has agreement on the following initial recommendations to the Committee:

1. Assign the transition responsibility to one department. (Recommendation #1)
2. Authorize the hiring of a Parking Manager. (Recommendation #2)
3. Bring back LMG for one follow-up session with staff and either the Committee or the full board (Recommendation # 3) (LMG has offered to cover staff costs if the city reimburses out-of-pocket costs)
4. Establish the parking system as a self-supporting enterprise. (Recommendation #5)
5. Adopt the Table 21 recommendations relative to parking enforcement (Recommendation # 8)
6. Increase the auto registration fee for parking to a maximum of $3. (Recommendation # 15)
7. Authorize staff to issue an RFP for pay and display meters. (Recommendations 18-20)
8. Request Highway Engineering to initiate the planning and design for a one-way on Mechanic Street. (Recommendation 39)

Staff discussed several other components of the study and concluded that the majority of the recommendations should be considered and resolved only after the parking manager has been hired. At this time, staff is looking forward to meeting with the Committee and getting direction on how the members would like to proceed.

Respectfully submitted,

Randy M Sherman
Deputy Finance Officer

Cc: Public Safety & Traffic Committee
Mayor Guinta
David Albin
Paul Borek
Kevin A Clougherty
Jim Hoben
Glenn Leidemer
Bruce Thomas
Richard Valenti

ORGANIZATION AND ADMINISTRATION

Recommendation Number	Recommendation	Action	Status
No. 1	The BMA should assign responsibility for managing the transition of reorganization to one department.		
No. 2	The BMA should authorize the hiring of a Parking Manager.		
No. 3	The BMA should authorize the the City to retain a qualified parking consultant to develop the Implementation Plan.		
No. 4	The BMA should adopt the parking organization described above in this report subject to refinements in the Implementation Phase.		
No. 5	The BMA should adopt a policy that the reorganized parking system will achieve a self-supporting level of financial stability.		
No. 6	The BMA should recognize and adopt the following policy guidelines as part of the PMP:		
	1. Strategy in future lease negotiations or renewals should come from the Implementation Phase.		
	2. Efforts should be made to ensure that every commitment made by the City moves it one-step closer to achievement of its long-term goals.		

ORGANIZATION AND ADMINISTRATION (continued)

Recommendation Number	Recommendation	Action	Status
No. 6 (cont.)	3. Tactical matters should fall to the parking department head. Issues specifically negotiated in the leases such as rates, operation, availability and reservation for future use should be managed within the context of the system.		
	4. Ownership should be the goal, not leasehold. If a public private partnership is considered important to support the development of a specific project or to attract a specific tenant, the City should consider options such as condominium ownership of the spaces and support of the underlying construction debt.		
	5. Great care should be exercised to keep from committing large blocks of spaces to a single property or business owner. This can cause great difficulty in future efforts to obtain financing.		
	6. Lease terms should be limited to short periods with opportunities for renewal at market rate terms.		
	7. Separate rate structures should be developed for intergovernmental relationships.		
No. 7	The BMA should immediately look to assess the need for the parking spaces leased from Wall Street. This effort should be coordinated through the new Parking Manager or the consultant during the implementation phase, if the Manager is not brought on board within 180 days.		
No. 8	Adopt Action Items in Table 21. (See Table 21 attached)		

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ORGANIZATION AND ADMINISTRATION (continued)

Recommendation Number	Recommendation	Action	Status
No. 9	Integrate parking planning reviews in the planning and zoning review and approval process in the CBD and AMX districts. The City (Parking Office) should update and revise, as necessary, the current City ordinances related to parking requirements, as well as develop new policy guidelines and requirements and parking study guidelines as part of the Implementation Phase.		

PARKING AND ENFORCEMENT

Recommendation Number	Recommendation	Action	Status
No. 10	The BMA should relegate recommendations on enforcement needs, including staffing and equipment, to the Implementation Phase.		
No. 11	A target vacancy rate of 80 percent is recommended by LMG and should be approved by The BMA as part of the PMP.		
No. 12	The BMA should authorize a feasibility analysis of contracting with a private operator for short-term operation and management of the on-street parking during the Implementation Phase.		
No. 13	Based on the previous discussions, the BMA should adopt the following strategies as part of the PMP:		
	1. Offer to negotiate a reduction of parking requirements for development projects that incorporate parking structures rather than parking lots;		
	2. Offer density bonuses to projects that incorporate parking structures rather than parking lots;		
	3. Endorse mixed-use facilities where feasible to reduce the cost of parking and increase the revenue stream used to pay for the structure. Commercial lease rates are greater on a per foot basis than what can be generated from a parking space;		

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PARKING AND ENFORCEMENT (continued)

Recommendation Number	Recommendation	Action	Status
No. 13 (cont.)	4. During the Implementation Phase, authorize the potential to use TIF funding for financing the cost to construct parking structures (if shown to be needed).		
	5. Entertain sale-leaseback agreements to identify the specific parameters and benefits to the City.		

RATES AND TECHNOLOGY

Recommendation Number	Recommendation	Action	Status
No. 14	The BMA should authorize the adoption of the rates shown in Table 22 as a maximum. It should be at the direction of the Parking Office to implement at its discretion (without additional authorization by the BMA) based on achieving goals in the PMP. The rate tables should be updated every year and should identify the anticipated rates for the next three to five years, by year. **The first "Rate" column is existing rate; the second "Rate" column is maximum rate over 3 to 5 year period.**		
No. 15	An increase in the vehicle registration fees should be approved by the BMA as a source of additional revenue to support the parking system reorganization. The need will be documented and if warranted, the amount of the increase will be proposed as part of the Implementation Phase.		
No. 16	The BMA should direct the City to standardize the enforcement times for on-street paid parking. On-street paid parking in retail, commercial, dining and entertainment areas should be in effect and enforced from 8am to 10pm Monday through Saturday and 11am to 4pm on Sundays. Off-street paid parking should follow the same hours of operations and enforcement. An overlay district should be developed for the Arena area to ensure that paid parking is provided. New meter technology will provide ability to charge event parking differently from regular parking.		
No. 17	The BMA should approve the adoption of a "forgiveness" ticket policy that reduces but does not dismiss a ticket issued in the downtown area. The specifics will be identified in the financial and operations plan as part of the reorganization presented in the Implementation Phase.		

RATES AND TECHNOLOGY (continued)

Recommendation Number	Recommendation	Action	Status
No. 18	The BMA should approve the replacement of off-street meters in surface lots with pay by space or pay and display machines. The effectiveness of the technology would be evaluated before the program is moved to on-street locations (see recommendation for Elm Street demonstration project).		
No. 19	The BMA should authorize a detailed study in the Implementation Phase to evaluate, cost, develop a finance plan, acquire, and install all new technology system-wide.		
No. 20	The BMA should direct the Parking Department to immediately begin investigating the applicable technology to replace the mechanical meters. This recommendation should be completed as a priority in the Implementation Phase.		

PERMITS

Recommendation Number	Recommendation	Action	Status
No. 21	The BMA should direct the appropriate City department(s) to stop issuing new permits and sunset the current practice of issuing permits over a maximum 90-day period (the shorter timeframe, the better). A new written policy should be adopted and implemented during this timeframe.		
No. 22	At such time as feasible, and in concert with the previous recommendation, the issuance of parking permits should be managed through real-time reports by the Parking Office. Purchasers of permits who are not active users of the system will be expunged and relegated to the lowest priority on the waiting list.		
No. 23	The BMA should direct the appropriate City department(s) to sunset the current residential permit parking practice and implement a policy statement on issuance of residential permits including the list provided below. The Policy should be subject to change based on parking conditions over time.		
No. 24	The BMA should authorize the City to revise the residential permit parking ordinance so that the requirement for the applicant to hold a "valid State of New Hampshire" license is revised to "valid driver's license".		
No. 25	The BMA should authorize the creation of one residential parking zone covering the AMX and CBD zoning districts.		

PERMITS (continued)

Recommendation Number	Recommendation	Action	Status
No. 26	The BMA should require the City to enact a moratorium on issuance of new permits in high demand lots and garages. When in the best interest of all parties, parkers should be directed to private lots where capacity exists. The City should facilitate this negotiation between developers and parking facility owners.		
No. 27	The BMA should direct the City (Parking Office) to post "no permit parking allowed" in specific on-street parking locations at the north end of Commercial Street to preserve on-street parking capacity for commercial and retail businesses that depend on on-street parking for their customers. The signs may also require restrictions during certain times, for instance from 9am to 5pm, when the on-street supply is fully usurped by permit parkers.		
No. 28	The BMA should direct the City to initiate the planning, design, and implementation of the Arms Street Lot controlled permit parking plan as discussed in this report.		

VALET PARKING

Recommendation Number	Recommendation	Action	Status
No. 29	The BMA should direct the Parking Office to establish and enact a policy for creation of individual valet parking zones for specific businesses. The City should also support, encourage, and facilitate the creation of a larger zone based valet parking service managed by the private sector.		

PARKING EXPANSION

Recommendation Number	Recommendation	Action	Status
No. 30	The BMA should direct the City to obtain an appraisal for the garage (already in-progress) and negotiate a sale of the CNH garage to the owners of the hotel and convention center.	The sale of the CNH parking garage was completed in January	Complete
No. 31	The BMA should approve the issuance of an RFQ to enter into one or more development projects with private sector proposers for the development into one or more development projects with private sector proposers for the development of mixed-use projects and public parking in the Arena and ballpark subareas		
No. 32	The BMA should direct the City to enter into negotiations to sell the Granite Street Lot to the owner(s) of the adjacent Millyard Building.		
No. 33	The BMA should direct the City to enter into negotiations to sell the Seal Tanning Lot to the owner(s) of the adjacent Millyard Building owner.		
No. 34	The BMA should direct the City to develop a financing and development plan for the planning, design and construction of a three-bay, five level parking structure on the Bedford lot as soon as reasonably possible.		
No. 35	The City in conjunction with the Parking Department should investigate the options and costs related to constructing remote parking along Commercial Street and serving that parking with a shuttle.		

PARKING EXPANSION (continued)

Recommendation Number	Recommendation	Action	Status
No. 36	All development proposals should provide sufficient parking to meet the parking needs of the project plus replace any loss in parking that may impact the availability of the parking supply to other users in the service area of the parking lot. This finding should be determined through a shared parking study/analysis conducted by the developer per the direction of the City.		
No. 37	The BMA should direct the City to prepare and adopt shared parking study approach for use by the developer in such cases as part of the Implementation Phase.		
No. 38	The BMA should adopt a policy regarding the evaluation of new development proposals as an opportunity to implement the PMP. This opportunity could be varied, from jointly developing and expanding the public parking component, to condominiumization, sale/leaseback, management plans, or other collaborations that benefits the City and the developer, development and/or the economy.		
No. 39	The BMA should direct the City to initiate the planning, design, and implementation of at least two cross-street linear parking lots.		

Table 21 – Enforcement Observations and Actions

Item	Observation	Impact or Comments	Action	Benefit
1	Police Officers are diverted from the Police Department's core mission - Public Safety.	Police Officers should focus on Public Safety not parking control.	Provide an adequate number of PCOs.	Increased focus on provision of Public Safety by current Officers.
2	Parking control is a secondary task for Police Officers. City gains ability to modify parking behavior consistent with Parking Office objectives.	Parking control is not consistent and therefore, by design, will not consistently be aligned with management objectives of the Parking Office.	Assign PCOs to the Parking Office.	City gains ability to modify parking behavior consistent with Parking Office objectives.
3	Police Officers do not have adequate technology.	Increased costs for processing, tracking tickets more difficult, no clear reporting systems, and no data output to assist in management practices.	Implement adequate technology including software, hardware, policies, objectives, plus items 1 and 2.	Reduced administrative costs, immediate feedback on parking behavior, increased fines revenue, more "City Ambassadors" on the street and available to community.
4	Four PCOs not adequate to cover Citywide-parking system. Need additional PCOs.	Inconsistent management, abuse of the system, loss of available parking for intended users. Overtime must be paid for parking control for Verizon Wireless Arena and Fisher Cat events. They need more people, not more vehicles. They need to be assigned to territories and driven to their territory in the morning. Their territories should be rotated.	Hire an adequate number of PCOs given the geographic boundaries, parking inventory, and job description. Provide on-going training through industry certification programs. Review and add enforcement vehicles as needed.	Increased efficiencies in the system citywide. Increased moral by PCOs. Ability of City to manage PCOs and assigned routes. Can adequately benchmark PCO activity and make changes when necessary. Increased revenue and increased accessibility of the parking system by intended users.
5	One person responsible for booting of scofflaws. Lack of adequate technology to identify booters, react timely enough to actually boot them, and then track through the payment process. Hit and miss approach to identifying and booting scofflaws.	A backlog of approximately 900 vehicles. Scofflaws will increase since the "threat to boot" will be largely ignored. This can have a huge impact on the number of available short-term parking spaces available, especially downtown. Costs are higher than required because of inefficiencies. The impact of this cost is much higher than for ordinary fines processing since there is ultimately, minimal revenue collected from scofflaws.	Outsource activity through existing towing contracts the City already has. Upload and maintain dynamic scofflaw database list in PCO ticket writing equipment which will allow immediate identification of scofflaws - so booting can be enacted. Enact a revised towing ordinance.	Increase compliance with management practices. Elimination of chronic abuser's can effectively increase the number of spaces available to intended users - especially in the CBD Elm Street corridor. Increased fines revenue.

Table 21 – Enforcement Observations and Actions (continued)

Item	Observation	Impact or Comments	Action	Benefit
6	Backlog of violations.	Statute of limitations exceeded, court cases dismissed and valuable internal personnel resources lost that could be directed in more effective activities. Consider requesting changes to state law that attaches unpaid fines to State vehicle registration and/or license renewals.	See item 1, 2 and 3. The fines ordinance should be revised so those summonses are issued. A summons does not expire.	Increased efficiencies within City government increased parking management compliance, abuse of parking system reduced. Revenue increased and costs reduced.
7	No current access to parking violations data, parking use, or problems with on-street parking.	Lack of ability to react to changes in behavior, direct parkers to available parking, enforce parking or resolve issues in real-time.	See item 3.	See items 2, 3, 4, 5 and 6.
8	Current technology including computer equipment, software, ticket writing, and communications are inadequate and/or obsolete.	Lost labor hours, increased costs, lack of control over achieving objectives, increased frustration by staff. Lack of ability to upgrade current equipment.	See item 3.	See items 2, 3, 4, 5 and 6.

Table 22 – Parking Fees and Fines

Type	Hourly	Existing Rate	Maximum Rate
Premium	Average on-street meter cost	$0.50	$0.75
Premium	Average attended cost per ½ hour	$0.25	$0.60
Premium	Average off-street hourly	$0.50	$0.75
Flex-Park	Average on- and off-street hourly	Not applicable	$0.45
Flex-Park	Average per use (one entry/one exit)	Not applicable	$3.50
Daily	Average daily maximum	$7.00	$7.00
Type	**Permits**	**Monthly**	**Monthly**
Unrestricted	Average off-street cost for 24/7 access	$70.00 to $72.50	$100.00
Restricted A	Average off-street costs for 24/7 entry before 5pm	Not applicable	$66.00
Restricted B	Residential off-street permit 6 pm to 8 am	Not applicable	$30.00
Restricted C	Residential on-street permit 6 pm to 8 am	Not applicable	$35.00
	Fines	**Per Ticket**	**Per Ticket**
	Overtime Parking	$10.00	$10.00
	2 hour discount for early pay	Not applicable	$5.00