



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Workshop  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: Wednesday, October 15, 2008  
Meeting Time: 7:00 pm

**Present:** Mayor Myers, Councilors Carrier, Cheney, Scott, Weston. Deputy Mayor Trefethen arrived at 8:05 pm.

**Also Present:** City Manager Joyal and City Clerk Lavertu.

**Absent:** Councilors Callaghan, DeDe, and McCusker.

Councilor Weston led the Pledge of Allegiance.

### 1. PARKING GARAGE FINANCE COMMITTEE REPORT

Mayor Myers spoke about the history of the Parking Garage Finance Committee. The purpose of the Committee was to investigate and recommend financing options for the construction of a public parking facility and other related improvements to the parking system in the City of Dover, without the inclusion of property tax funds. He recognized the committee members for their efforts. He thanked Chair Kirt Schuman, Vice-Chair Michelle Sawyer, Joyce El Kouarti, Linda Hagan, George Maglaras, Tony McManus, Cheryl Murphy, Peter Schmidt, and Pam Simpson. He said Bruce Woodruff of the Planning Department and Marn Speidel of the Police Department were also instrumental. He said the committee has had two public hearings on the plans and had some input. He said they were here to present the plans to the Council. He welcomed Kirt Schuman to start his presentation.

Mr. Schuman first recognized resident Ray Dubois for his attendance at every meeting the Committee had. He was often the voice of reason, and was a valuable contributor to the Committee. Mr. Schuman then gave his presentation on the Downtown Parking Facility & System Report to the Council. He went through the twelve recommendations of the Committee and asked the Council if they had any questions.

Councilor Scott said the Committee had done nice work. He asked if the fines and revenues currently go into the General Fund.

Mr. Schuman said currently they go into a separate fund that pays for parking infrastructure and parking enforcement officials.

Councilor Scott asked if the proposal changed anything.

Mr. Schuman said it would become an enterprise fund.

Councilor Scott asked if the Committee had contacted any of the national companies that run private parking garages for profit.

Mr. Schuman said the Committee, with the help of the City Planner, has been in contact with those entities. He said the Committee felt it was an option, but needed an authoritative board to make those decisions.

Councilor Scott asked what the annual cost for a parking manager would be.

Mr. Schuman said currently 70% of a sergeant's salary is being allocated for parking duties. He said the salary would probably be in the \$50,000 - \$60,000 range for a competent professional, which was included in the overhead.

Councilor Scott asked why the position was being removed from the Police Department.

Mr. Schuman said the Committee felt that it would allow more flexibility, and would allow parking to run as an individual entity.

Councilor Carrier said Mr. Schuman and the Parking Garage Finance Committee have done a tremendous job. He referred to the 400 parking spaces and the price tag of \$12 million, and asked how the figures for the parking facility were based.



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Mr. Schuman said they were based on the study that Lansing Melbourne conducted. The dollar amount for the structure was conservatively figured: 425 spaces at \$25,000 each.

Councilor Carrier referred to the privately owned parking area near the train station, and asked if the Committee looked at doing something there.

Mr. Schuman said it was brought up in the Lansing Melbourne report. He said the rule of thumb was that people were willing to walk up to 1,000 feet from the parking structure. He said the train station was out of the realm.

Councilor Carrier referred to talk of a parking garage in the area of TD BankNorth.

Mr. Schuman said it had been casually discussed.

Councilor Weston asked, if the City owned all the open land, where the first choice would be to put the parking garage.

Mr. Schuman said Orchard Street made a lot of sense, and at the Steam Heating Plant made a lot of sense. He said the School Street lot would be better later on, with the Waterfront Development.

Councilor Weston said she was concerned about the fund for the parking facility and bonds. She asked if the Committee had come up with a dollar amount that has to be in the reserve fund before construction can occur.

Mr. Schuman said that was a premature question that the Committee and Parking Manager would have to determine. He said the City needed to set up the mechanism so the money gets put away, and when the timing is right the City goes ahead and moves forward.

Ms. Hagan said the schedule was not definitive. She said the garage will be built when the need is there and the money is there.

Councilor Weston asked how much money was needed before construction could be started. She said once construction is started, the City would lose the revenue from the Orchard Street parking lot.

Ms. Sawyer said there was no solid amount. She said they wanted to wait to see what amount of revenue would come in during the first year, to see if the numbers they were predicting were accurate. She said the amount that they want in the fund before construction is about \$800,000 to \$1 million. She said the loss of revenue from the Orchard Street parking lot was figured in and it didn't amount to that much.

Deputy Mayor Trefethen arrived.

Mayor Myers referred Mr. Schuman to Recommendation #3 and the program being self-sufficient, and clarified that the current plan is self-sufficient.

Mr. Schuman said that was correct.

Mayor Myers referred to the two-hour residential parking, and asked what would happen with guests and family visiting for the day.

Mr. Schuman said in his research of other communities he has seen that they handled it in a variety of different ways. He said one approach is to get a hang tag type of visitor permit along with the residential permit. Another approach is to get a visitor pass with a time period on it.

Mayor Myers said the timeline is good, and allows for flexibility.

Mr. Schuman said these first steps are necessary even if the garage is not built.

Mayor Myers said it was the Committee's intent for the Council to give them some sense of direction. He said it would start with the implementation of the Parking Management Program,



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with a dedicated manager to the system, and the enterprise fund. He said it would include the resident parking, two or three hour parking, and making some of the zoning changes. He said it didn't commit the City to building a garage at this time.

Mayor Myers asked where the Downtown Parking Facility & System Report could be found on the website.

Mr. Schuman said it was available as Agenda Materials for the October 15, 2008 City Council meeting. He said an earlier draft was on the Chamber of Commerce's website.

City Manager Joyal said they would put it under Important Information on the City's Homepage. Councilor Cheney referred to Page 13, issuing revenue bonds needed a minimum of 6/3 vote from the Council. She referred to dissolving the enterprise fund, and asked about the 100% vote, or a minimum of a 6/3 vote to dissolve the enterprise fund.

Mr. Schuman said the way it gets set up is the decision of the Council.

Councilor Cheney referred to it being the Council's decision where the garage should go, and not the Committee's.

Mr. Schuman said Orchard Street is the only lot that the City owned.

Councilor Cheney asked if the enforcement would be done the same way as it is done currently.

Mr. Schuman said the current number of employees is adequate.

Councilor Cheney referred to Recommendations #10 and #11. She felt it would cause more need for parking.

Mr. Schuman compared this situation to Portsmouth. He said it was left to Parking staff to worry about parking.

Councilor Cheney asked about parking assessment.

Mr. Schuman said the Committee realized there would be enough revenue, and didn't need to do the assessment.

Councilor Cheney said she had some concerns that potentially six members of the Committee could not be Dover residents.

Mr. Schuman said five of the seats are guaranteed Dover residents. He said the Chamber of Commerce representative would more than likely be a Dover resident, but that wasn't guaranteed. He said the business owners have the same vested stake in the City of Dover as someone who owns the building.

Councilor Cheney said this has been tried before and the businesses didn't like it, and it slowed down business.

Mr. Schuman said the last time paid parking was instituted in Dover was in the late 70's. He said that was the same time that the Newington Mall opened with all its free parking. He said it isn't the same now, because Dover is a place people want to be.

Deputy Mayor Trefethen wanted to clarify that the Council would authorize any bonds for the enterprise fund. He thanked the Committee for their hard work.

Mayor Myers spoke of his personal experience with the parking kiosks in Manchester, and asked that Dover make them as user-friendly as possible.

Councilor Weston asked if the Parking Manager would be full-time or part-time.

Mr. Schuman said full-time.

Councilor Weston said the current Sergeant is paid 70% by the parking funds, and asked the City Manager what would happen to him if a Parking Manager was hired.

City Manager Joyal said the position itself would go away.

Councilor Cheney asked how many of the recommendations should be started on.



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Mr. Schuman said he felt all of them should be implemented.  
Mayor Myers asked for consensus for direction to the City Manager to go forward with the recommendations. (Four yeas, One unsure.)  
City Manager Joyal said the Committee will start to put some resolutions together.

### **2. ADJOURN**

Councilor Scott made a motion to adjourn at 8:55 pm; seconded by Councilor Cheney.