



CITY OF DOVER

DOVER PARKING COMMISSION - MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall Second Floor Conference Room
288 Central Avenue, Dover, NH 03820
Meeting Date: **Friday, August 6, 2010**
Meeting Time: 8:30 am

Members Present: Charles Reynolds, Jack Buckley, Anthony McManus, Otis Perry, Carrie Keech

Others Present: Bill Simons (Parking Manager), Dan Barufaldi (Economic Development Director), Mike Joyal (City Manager), Kirt Schuman (Chamber of Commerce).

Members Not Present: George Maglaras

Motion was made to approve June 11th minutes by Otis Perry and was seconded by Antohny McManus. All members were in favor.

NOTES

The position of Chair and Vice Chair are up for election. Otis Perry motioned to keep the current officers and Jack Buckley seconded. All members were in favor.

Dan Barufaldi updated the commission on the discussions held by the DBIDA board on its mixed use/in fill program. DBIDA will be putting out Requests for Proposal for site surveys/boring/geotechnical analysis of city owned property that would include potential parking facility locations.

Staff Updates:

Parking Signs:

Bill Simons discussed the need to improve signage to help direct drivers to surface lots throughout the city. Signs with white lettering on a blue background are no more expensive to produce than the current green lettering on white background signs. The cost of 30" x 24" sign is \$32 each. We will be ordering a sample to review before making a final order.

There was discussion on time limits within Pay and Display meters areas. Chairman Reynolds requested that Bill Simons come back to the next meeting with an overall plan for the next round of installations and a review of the effect on outlying areas.

Funding Option

The City Manger reviewed options for segregating parking activity funds from other city funds. Currently we are using a Parking Activity/Special Revenue Fund. The current system does not limit the redirection of excess parking revenues to other city funds. He reviewed RSA 231 as it pertains to income from parking meters as a partial segregation, but warned that this was limited only to meter income and would not include income from fines or permits.

The City Manager also reviewed the option of setting up an Enterprise Fund or a Capital Reserve Fund for the parking operations. Although segregated; the Capital Reserve Fund could be abolished and the balance of the funds redirected with a 2/3 vote of the council.



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He reviewed the requirements to establish a Central Business District. A board would have to be created to manage the district, but are limited to capital expenditures up to \$20,000. The most recent meter purchase could not have been accomplished by this type of entity since it exceeded the dollar amount.

A Business Improvement District would require the creation of the district and the development of plan. It could be funded by tax increment financing and/or parking income. It can be administrated by a housing authority or other non-profit organization. If there was a contractual relationship established between the City Council and the housing authority or non-profit organization, we are not sure that a contract could be written that would require the organization use the income specifically for the parking function. The enforcement aspect may also be problem.

Otis Perry recommended that a Capital Reserve Fund be established and that a certain portion of the excess income each year be moved to this fund.

Anthony McManus discussed alternative fund options and the possibility of approaching the state to establish a law to allow the creation of a Parking Authority.

There was discussion about making the parking operations its own function within the city government. The City Manager advised that this could be accomplished at any time with Council approval.

There was a general discussion about the funding of a parking facility.

Meter Installation Plan

The purchase order was generated at the beginning of August. There is a 12 week production period. Meter location/signage/lighting issues are being addressed. The bases will be installed in the fall. The meters will be installed in early November. They will be covered until switched on January 2nd, 2011.

Winter Parking Ban

Bill Simons reported that after extensive review by Doug Steele and Chief Colarusso, they have requested to keep current system in place. The conditioning of drivers to not park their cars on the street in the residential areas was a key issue. The problems with the downtown area can be handled with the use of the Emergency Snow Ban portion of the current ordinance. There will be enhanced notification to bars/restaurants and other night time operating businesses when an Emergency Snow Ban will be enacted.

Other Topics

Discussion was held on sight distance concerns for cars exiting Preble Street at Central Avenue and for cars leaving the Bank of America parking lot. The Preble Street concern was a new issue for the Commission. Chris Parker informed Bill Simons that he would review the Preble Street corner set back when he corrects as previous



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sight distance issue related to the crosswalk in front of the bank. Chris Parker will also have the parking stall in front of the Bank of America reduced to improve the sight distance for cars exiting that parking lot.

Bill Simons gave an update on meter income and overall fund balance. The meters are bringing in an average of \$5,000 month. The parking activity fund showed an un-audited surplus of \$40,251 in FY 10. The current fund balance is approximately \$115,000.

Bill Simons noted that a scofflaw list, going back nine years, has been created which contains a list of 4,800 parking tickets currently outstanding for the City of Dover. This represents approximately \$240,000 in fines.

The city has begun declining motor vehicle registration renewals until all parking fines are paid. In the first month of the program, \$510 was collected. Chairman Reynolds asked Bill Simons to look into other opportunities to reduce the scofflaw list.

There was a discussion about the Earcraft loading zone on First Street that is taking up four parking spaces 24/7. A recommendation was made to change those back to regular parking spaces after Bill Simons discusses the situation with Brian Fisher. A motion was made to remove the loading zone by Anthony McManus and was seconded by Carrie Keech. All members present were in favor.

Next meeting is scheduled for August 27, 2010.

A motion to adjourn was made by Jack Buckley and was seconded Anthony McManus. All members present were in favor.