



AGENDA
FEE COMMITTEE
November 7, 2018
City Manager's Conference Room
8:30 AM

1. Acceptance of minutes – March 09, 2018

Presentation for Discussion:

1. Public Works-Parking Division:

Resident discount at parking meters-Referred by City
Council 09/17/18

2. Planning Department:

City Council policy #2018-02 License Fee for
encumbrance of city property-City Council adopted April
16, 2018

3. Other Business

CITY OF PORTSMOUTH

CITY COUNCIL POLICY No. 2018-02

LICENSE FEE FOR ENCUMBRANCE OF CITY PROPERTY

Any party temporarily encumbering city property for purposes of construction, other than one or two family dwellings, beyond thirty working days, shall apply to the City Council for a license and pay the following fees:

- A. Metered parking spaces -- \$35 per day per space, \$50 for spaces in the high occupancy zone
- B. Any other City right-of-way / land, including but not limited to unmetered parking spaces, travel ways, loading zones and sidewalks – \$0.15 per square foot per day

The license fees set forth above will be doubled if the license period extends beyond its terms.

Any encumbrance that extends beyond thirty working days without an approved City Council license shall also be subject to the above fees.

The City Manager may waive the license fees for parking in unmetered spaces if the applicant can provide equivalent public parking in the immediate vicinity of the licensed area.

The Public Works Director shall administer the application of the License fees under this policy.

Any party that disputes the application of this policy to its request for a license may appeal to the City Manager.

Adopted by the Portsmouth City Council on: April 16, 2018

Kelli L. Barnaby, MMC, CMC,
CNHMC City Clerk

FEE COMMITTEE MEETING MINUTES

Municipal Complex
Portsmouth NH

March 9, 2018, 9:00 a.m.

Present:

Fee Committee:

Councilors M. Christine Dwyer and Ned Raynolds

Staff:

City Manager John P. Bohenko, Public Works Director Peter Rice, Public Works Operation Manager Roberta Orsini, Parking Director Ben Fletcher, and Deputy Finance Director Andrew Purgiel

A motion was made by Councilor. Dwyer and seconded by Councilor Raynolds to approve the minutes from the February 2, 2018 meeting. Unanimously approved.

1. Valet Parking: No change from fees presented. Councilor Dwyer suggested that a footnote be added to the Fee Schedule stating that Valet parking is only when the restaurant is open and that the parking spot can be used when not in use by the Valet. Councilor Raynolds also suggested that adding signage for the 15 minute parking spots to include that they become regular meters when the business is closed. City Manager Bohenko asked Mr. Fletcher to provide an inventory of the 15 min parking spots.
2. Snow Ban Parking: No change from fees presented. The purpose of the lower rate at Foundry Place is to encourage residents to park in that facility.
3. High Hanover Parking Facility: Councilor Dwyer suggested leaving the Special Event parking at \$5 and not increase it to \$10. She suggested the use of additional advertising for Foundry Place. The committee agreed to keep it at \$5. No other change from fees presented.
4. Foundry Place Parking Facility: No change from fees presented. Councilor Dwyer reiterated the need for additional advertising. City Manager Bohenko said that the Foundry Place Garage will be well lit to encourage use of the facility.
5. Peirce Island Overnight Boat Launch: No change from fees presented.

City Manager Bohenko stated that Parking Fee Revenue saves the average homeowner 84 cents on the tax rate for approximately \$240 savings per year.

Councilor Raynolds asked if there was a way to allow residents to get a special rate to use the Parking Facilities through the use of a special app. Mr. Rice stated that residents get a 25 cent discount by using the EZ park transponder.

Councilor Dwyer asked if the Fee Schedule could include Resident Onsite Neighborhood Parking as TBD. The Committee agreed.

The meeting was adjourned at 9:48.

Note: When using an EZ Park transponder at a meter parking space, residence receive a \$0.25 hourly discount.

Chapter 6: Article XIII Section 1307

Vendor from Motor Vehicle

FY 17 - 1 permits issued \$5,500			
Vendor From Motor Vehicle	FY 10	\$5,000.00	Minimum Bid
Permit April 15- November 15			\$5,000.00

Valet Parking

Valet Station - from non High Occupancy Metered Parking Spaces	FY 10	\$10.00	space per day	*
Valet Station- from High Occupancy Metered Parking Spaces	FY 14	\$15.00	space per day	*
Valet - from Commercial Loading Zone	FY 10	\$500.00	annually	*
Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.				
				\$675.00

Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.

Chapter 7: Article I Section 114A

Construction Permit

Revenue:			
FY 15	FY 16	FY 17	
\$120,745	\$130,575	\$143,966	
Temporary Metered Parking Space Permit		FY 18	\$35.00 Per Day
Temporary Metered Parking Space Permit		FY 18	\$50.00 High Occupancy Space Per Day
			\$35.00
			\$50.00

Chapter 7: Article III Section 321G

Snow Emergency-Parking Ban

Resident Snow Ban Rate for Parking in High Hanover	FY 07	\$3.00	Per Snow Ban Event	*	\$5.00
Parking Facility					
Resident Snow Ban Rate for Parking in Foundry Place	FY 19	N/A	Per Snow Ban Event	*	\$3.00
Parking Facility					

**City of Portsmouth
Fee Schedule
Parking / Transportation**

NOTES

* (Indicates change from current fee)

Description Fiscal Year FY 2018
Last Adjusted Schedule

Suggested
FY 2019
Schedule

Chapter 7: Article IV Section 402 C**High Hanover Parking Facility**

Hourly rate revenue:		FY 18	\$1.50	Hourly Rate		\$1.50
FY 15	FY 16	FY 17				
\$1,803,655	\$2,084,032	\$2,489,012				
Monthly pass revenue:		FY 13	Free	Resident-Sunday		Free
FY15	FY 16	FY 18	\$150.00	Monthly 24 hr-Resident Pass	*	\$175.00
\$1,115,888	\$1,080,605	FY 17	\$165.00	Monthly-24 hr-All other Passes	*	\$200.00
Pass Reinstatement revenue:		FY 17	20 Hrs@ rate Lost Ticket Fee/Max Daily rate			20 Hrs@ Hr rate
FY 15	FY 16	FY 16	\$100.00	Garage Pass Deposit		\$100.00
\$3,380	\$2,955	FY 08	\$15.00	Pass Reinstatement Fee-Passholders		\$15.00
Monthly passes as of Jan 18 as follows:		FY 16	\$5.00	Special Event Parking		\$5.00
Resident	221					
Non-Resident	529					
Total Passes	750					

Waiting list 172 people requesting 314 spaces

Chapter 7: Article IV Section 772**Foundry Place Parking Facility**

Rates		FY 19	N/A	Hourly Rate		\$1.00
		FY 19	N/A	Resident-Sunday	*	Free
		FY 19	N/A	Monthly 24 hr-Resident Pass	*	\$100.00
		FY 19	N/A	Monthly-24 hr-All other Passes	*	\$125.00
		FY 19	N/A	Lost Ticket Fee/Max Daily rate	*	20 Hrs@ Hr rate
		FY 19	N/A	Garage Pass Deposit	*	\$100.00
		FY 19	N/A	Pass Reinstatement Fee-Passholders	*	\$15.00
		FY 19	N/A	Special Event Parking	*	\$5.00

Foundry Place rates are a Pilot Program. All rates will be reviewed after operations begin at the facility.

Chapter 7: Article IV Section 408**Boat launch**

FY 17 - 0 permits issued						
Peirce Island Overnight Boat Launch Parking	FY 10	\$5.00	Nightly		*	\$15.00

City of Portsmouth
Fee Schedule
Parking / Transportation

NOTES

Description

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-ast Adjustec Schedule

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FY 2019
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FY 17 - 71 permits issued for \$3,550

Commercial Loading Zone Permit

FY 18 \$50.00 Annually

\$50.00

Chapter 7: Article IX Section 903

Summons Administration Fee

Revenue:		
FY 15	FY 16	FY 17
\$825	\$200	\$350

Summons Administration Fee

FY 16 \$150.00

\$150.00

Chapter 7: Article X Section 1004B

Towing

Revenue:		
FY 15	FY 16	FY 17
\$22,435	\$22,885	\$18,920

Immobilization Administration Fee

FY 15 \$150.00

\$150.00

Residential Neighborhood Parking

N/A N/A

TBD