

PARKING COMMITTEE MEETING
7:30 AM –Thursday, December 10, 2009
City Hall – Conference Room A

I. CALL TO ORDER:

Chairman Ken Smith called the meeting to order at approximately 7:30 a.m.

II. ROLL CALL

Members Present: Councilor Kenneth Smith, Chair
John Bohenko, City Manager
Steve Parkinson, Public Works Director
Andrew Purgiel, City Auditor
Jon Frederick, Parking Manager
Steve DuBois, Deputy Police Chief

Also present were Suzanne Woodland, Assistant City Attorney and Michael Tucker, The Music Hall.

III. ACCEPTANCE OF THE MINUTES:

MOTION made by Andrew Purgiel to accept the minutes of the November 12, 2009 meeting. Seconded by Steve DuBois. Motion passed.

IV. NEW BUSINESS:

(A) Music Hall – Valet Review – Jon Frederick reported the valet service was approved in September for 90 days subject to review. License to expire on December 23, 2009. Jon introduced Michael Tucker of the Music Hall who stated it was going very well and has not seen traffic flow problems. If anything, it has stopped people from parking in the loading zone. Jon Frederick stated he has received no negative feedback and in discussions with Atlantic they are pleased with it and look forward to continuation. Jon Frederick recommended continuation until next September.

MOTION made by John Bohenko to extend the Atlantic Valet License to the Music Hall until September 2010. Seconded by Steve Parkinson. Motion passed.

(B) Vendors Ordinance – (Ordinance Attached) – Suzanne Woodland reported that at the joint meeting of Parking and Vendor’s Committee, the proposed change to Chapter 6, Article 13 relative to vending from parking spaces was reviewed. Suzanne took comments and provided a clean review draft changing the date from April 15 to November 15. The Parking Committee will be responsible for working with Legal and Purchasing Departments to

help prepare an annual bid document to put out a vending bid. In addition, regarding fees, the Ordinance is drafted that there shall be a minimum bid price established in accordance with Chapter 1, Article 16 relative to adoption of fees by budget resolution, where the Fee Committee will determine what the minimum number should be and then go through the usual fee process.

Jon Frederick reported that the Ordinance does not go into the number of spaces which means they would be determined by the Parking Committee and ratified by the City Council through acceptance of the minutes. The parking spaces would not exceed three (3), language which will be incorporated by Suzanne.

Andrew Purgiel stated that the fee would not be adopted until June if we waited for the Fee Committee to approve.

The City Manager suggested setting up an initial \$5,000 minimum in the Ordinance, with future levels determined by the Fee Committee. The sentence to read "There should be a minimum bid price of \$5,000".

The Chair asked if this is limited to food only?

Suzanne Woodland responded it is not limited to food only. It states "you shall not vend from Municipal parking spaces except from those locations, no more than three (3) spaces, identified for vending by the Parking Committee and ratified by the City Council." Draft Ordinance states "in order to utilize such spaces vendor must be the highest qualified bidder for use of such vending space agreeing to all terms and conditions of the bid." Suzanne will bring a draft of the bid document to the Parking Committee.

MOTION made by Steve Parkinson to forward the proposed Vendors Ordinance to the City Council. Seconded by Andrew Purgiel. Motion passed.

- (C) **High Hanover Parking Garage** – Maximum Rate (Memorandum attached) – Jon Frederick referred to the City Council work session where it was suggested that we evaluate a maximum rate in the parking garage. The parking consultant's report recommended a \$10.00 max rate. Jon reported that if we did a max rate of \$10.00 we'd be roughly somewhere between \$10-\$11,000 per year in lost revenue. A more revenue neutral approach would be a \$15.00 max rate. Jon presented the members with a memorandum showing the impact of revenue from a max rate and lost ticket claims in the-Hanover Parking Facility. Jon recommended if we implement the max rate, it should be \$15 and also eliminate the lost ticket claim process. This recommendation would be the most revenue neutral.

MOTION made by John Bohenko to accept the maximum rate at \$15.00. Seconded by Steve Parkinson. Motion passed.

V. OTHER BUSINESS:

- (A) **100 Club** – Jon Frederick reported the 100 Club brought to our attention that their License Agreement was approved with their old hours of Wednesday to Saturday. They informed us they actually operate Monday through Saturday and asked this Committee’s permission to have those hours reflected in the license agreement.

MOTION made by Andrew Purgiel to extend their License Agreement from Monday through Saturday. Seconded by Steve Parkinson. Motion passed. The Chair recused himself.

VIII. ADJOURNMENT:

Respectfully submitted
Elaine E. Boucas, Secretary